

### Kronos Information

All Exempt Staff must record their leave time on the “My Time Sheet” view within the Kronos Time System. Exempt staff must enter and approve leave on a monthly basis, by the 6th of the following month. (For example, all September vacation, sick, and floating holiday time must be entered and approved by the employee by October 6.)

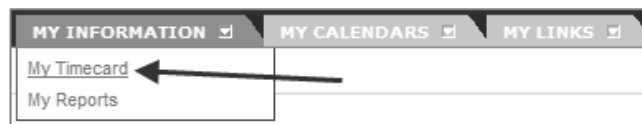
- **Access Kronos with your NetID and Password at:**  
<http://www.northwestern.edu/kronos/>
- You must access Kronos from an on-campus computer or using the VPN.
- For additional information, including a list of compatible operating systems, Java versions, and browsers, see the Kronos website at: [www.northwestern.edu/hr/current-employees/using-kronos-time-entry/](http://www.northwestern.edu/hr/current-employees/using-kronos-time-entry/)
- For assistance, contact the Kronos Help Desk at 847-467-7606 or [mytime@northwestern.edu](mailto:mytime@northwestern.edu). You may also attend an open lab session on either campus for one-on-one assistance. See the website above for Open Lab times.

### Tips and Reminders

- Exempt Staff need only enter approved leave time (Sick, Sick Family, Bereavement, Vacation, Jury Duty, and Personal Floating Holiday). Regular time and official University holidays should not be recorded.
- Entering leave time does not constitute approval by a manager; employees must follow departmental guidelines for requesting time off.
- It is recommended that leave time be entered on a rolling basis as it is taken. By the 6<sup>th</sup> of each month, employees must have entered and approved their leave time for the entire previous month.

### Navigating the “My Timecard” Page

1. Log in to Kronos at: <http://www.northwestern.edu/kronos/>
2. If you are not immediately presented with your time sheet view upon login, click the “MY INFORMATION” tab at the top of the screen and choose “MY TIMECARD.”



- The top of the page displays each week in the current month:

MY TIMECARD									
Loaded: 3:16PM		Name & ID: Kronos, Caitlin S							
		Time Period: Current Pay Period							
Save Actions Amount Accruals Approvals									
Week starting: Sun 8/28									
	Pay Code	Sun 8/28	Mon 8/29	Tue 8/30	Wed 8/31	Thu 9/01	Fri 9/02	Sat 9/03	Total
	VAC - Vacation								
Week starting: Sun 9/04									
	Pay Code	Sun 9/04	Mon 9/05	Tue 9/06	Wed 9/07	Thu 9/08	Fri 9/09	Sat 9/10	Total
	SCK - Sick					3.75			3.75
	VAC - Vacation			7.5	3.75		7.5		18.75
				7.5	3.75	3.75	7.5		22.5
Week starting: Sun 9/11									

- Use the scroll bar on the right side to view all weeks for the month.

- Days outlined in RED are days on which no leave time has been entered; days outlined in BLUE indicate days on which you have recorded leave time.
- You will notice that entered leave time is displayed in hours; this is simply the way Kronos records leave. Even though hours are shown, exempt leave is considered either a “whole day” or “half day”.

➤ **The bottom left of the screen shows how much leave time you have already entered in hours:**

Account	Pay Code	Amount
.../793000/793000-00008997/00008997/104335/0/00	PFH - Personal Float...	15.0
.../793000/793000-00008997/00008997/104335/0/00	SKF - Sick Family	11.25
.../793000/793000-00008997/00008997/104335/0/00	SCK - Sick	33.75
.../793000/793000-00008997/00008997/104335/0/00	VAC - Vacation	135.0
.../793000/793000-00008997/00008997/104335/0/00	Grand Total	195.0


- Note that the “Amount” displays in hours; this is a function of Kronos. To determine the number of days you have taken, divide the number by 7.5, 8.0, or the hours equivalent of a “day” for your schedule.

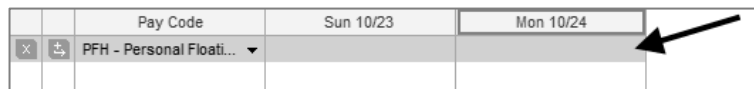
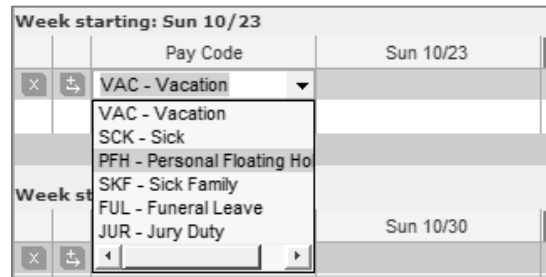
➤ **The bottom right displays the available leave time you have accrued but not yet used in days:**

Accrual Code	Balance on Selected Date	Days
PFH Days	4.8667	Day
VAC Days	17.1	Day

- You can check your balance for any day of the year by simply clicking that day at the top of the screen. After clicking a specific date, this box will update with your available time as of the chosen date.
- Even though the accruals may display in fractions of a day (as above), exempt employees are allowed to record only whole or half days of time off.

**Recording Leave Time**

- On the “MY TIMECARD” page, scroll to the week for which you are recording time.  
**Important!** If it is after the last day of the month, and you are entering leave for the *previous* month, be sure to choose “Previous Pay Period” from the Time Period drop-down menu at the top of the screen.
- At the far left column for that week, click the arrow under PAY CODE and choose the type of time you are recording.  
*Note:* If you are recording more than one type of leave time for this week, such as Vacation *and* PFH time, click the  button to add a new line. You can then choose an additional Pay Code.
- Locate the day for which you are recording time, and click in the box below that day that corresponds to the Pay Code:



- A drop-down box will appear; choose either "FULL SCHED DAY" or "HALF SCHED DAY" as appropriate:

		Pay Code	Sun 10/23	Mon 10/24
x	↕	PFH - Personal Floati...		
				full sched day half sched day

*Note:* Exempt employees may record *only* whole or half days off.

- Repeat Steps 1-4 as necessary to record additional leave time.
- After recording all time, click the **Save** button in the top left corner of the time sheet. Your entries are now saved, and your available leave has been updated at the bottom of the screen.

*Note:* After saving, the calendar will update to display the "hours" equivalent of a full or half day of your schedule. This is due to the way Kronos records time off.

### Changing/Removing Previously Recorded Time

You may change or remove previously recorded time and/or Pay Codes using the procedure above. To remove time for a specific day, simply click in the appropriate box (Step 4) and choose the blank option from the drop-down menu.

You are allowed to change, delete, and add Pay Codes and leave time for a particular month only until that month is approved by your manager.

### Reviewing Your Available Leave Balance

- Click below any date on the time sheet to see your available Vacation and PFH balance as of that day:

		Pay Code	Sun 1/22	Mon 1/23
x	↕	VAC - Vacation		

*Note:* If you wish to see your available balance as of today, skip this step.

- Your balance will update in the bottom right corner to display available leave as of the date you selected:



Accrual Code /	Balance on Selected Date	Days
PFH Days	1.8667	Day
VAC Days	11.4333	Day

## Approving Your Leave

Your leave time for each month must be entered and approved by the 6<sup>th</sup> day of the following month.

- Review your recorded time for the entire fiscal year and ensure everything is correct.
 

**Important!** If you are reviewing your leave and it is currently *after* the last day of the month, you must choose the "Previous Pay Period" option from the Time Period drop-down menu:

Name & ID	Kronos, Caitlin S	1044783-00
Time Period	Current Pay Period	
	Previous Pay Period	
	Current Pay Period	
	Next Pay Period	
	Today	
	Yesterday	
	Week to Date	
	Last Week	
	4/10/2012, Specific Date	
Mon 1/16	4/10/2012 - 4/10/2012, Range of Dates	
- From the top of the time sheet, choose "APPROVALS" and then click "APPROVE":
 
- There is no need to click Save; you can confirm that your approval was processed by noting that the "SIGN-OFFS, REQUESTS & APPROVALS" tab appeared at the bottom of the time sheet:
 

*Note:* Once you have approved your leave time, you will not be able to make changes. If your manager has not yet signed-off on your leave, you may remove your approval by choosing "REMOVE APPROVAL" in Step 2; this will allow you to edit the time, after which you can re-approve. Once your manager has signed-off, you will not be able to remove your approval or make any changes.

**Questions or Problems? Contact the Kronos Help Desk at 847-467-7606 or [mytime@northwestern.edu](mailto:mytime@northwestern.edu).**

