Kronos: Biweekly Time Entry

Quick Steps

Kronos Information

- Access Kronos with your NetID and Password at one of these links:
  - Normal/Java Login: https://www-kronos.itcs.northwestern.edu/wfc/logon/
  - Non-Java/Mac Login: https://www-kronos.itcs.northwestern.edu/wfc/applications/wtk/html/ess/logon.jsp
- 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/
- For assistance, contact the Kronos Help Desk at 847-467-7606 or 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.

Entering Hours Worked

To enter the hours you have worked, click the field located under the appropriate date column and on the “Hours Worked” row. Enter hours worked for that day in decimal format (e.g. 7 hours and 30 minutes would be entered as 7.5); then click Save.

Multi-Job Employees: Accessing Your Time Sheets

Employees with more than one job will have a separate time sheet for each; hours must be recorded on a specific job’s individual time sheet. The total hours from all jobs are summarized on a combined “rollup time sheet.”

After logging into Kronos, a multi-job employee first sees the “rollup time sheet” which is not editable. To select and enter time for a particular job:

1. Using the Java Login: Click the My Links drop down menu and click Select Other Job Timecard.
2. Using the Non-Java Login: Click Select Other Job Timecard in the My Links box on the home screen.
3. Click Switch Logon.
4. You will now see an editable timecard displaying hours for that particular job; you can enter and edit hours on this view.

Submitting Time Sheets for Approval

Review the data entered on your timecard for accuracy. Then select Approvals and Approve (on the Java link) or click the Approve button (on the Non-Java link).

Making Changes to Your Time Sheet After it Has Been Approved

- If your supervisor has not yet approved your time, click Approvals > Remove Approval to remove your sign-off. Make any changes necessary, and re-approve your time sheet.
- If your supervisor has approved the time but Payroll has not closed the pay period, your supervisor can remove his/her approval by clicking Approvals > Remove Approval; you may then do the same. Make any changes necessary, re-approve your time sheet, and ask your supervisor to re-approve it.
- If Payroll has closed the pay period, your direct supervisor must submit the changes as a “Historical Edit” in Kronos. You are not able to enter/change time directly after Payroll has signed off.

Timecard Totals

Available only on the Java login: Below your timesheet, the system provides various totals including Regular Hours Worked, Sick and Vacation time taken, and the Grand Total.

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