Logging into Kronos

1. Navigate to the login page: **https://www-kronos.itcs.northwestern.edu/wfc/logon**
2. Enter your Net ID and netid password.

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 the # of hours worked for that day, and then click SAVE.

Entering Non-Worked Hours

To enter non-worked time such as an excused or unexcused absence, insert a row using the  button. This will create a new row just below the existing row.

On the new row, choose either EXA-Excused Absence or UXA –Unexcused Absence. On the same new row, tab to the field under the date for which you were off. Enter the number of hours you used (i.e. 7.5 hours, 8 hours, 4 hours, etc), and then click SAVE.

Multi-Job Employees: Accessing Other Job Timecards

Employees who have more than one job are referred to as either slice or multi-job employees, and will have a separate timecard for each job. Hours for each job are recorded on a separate timecard known as the **individual job timecard**. Hours from all jobs are summarized on a combined **rollup timecard**. The multi-job employee has one login id and password to access all timecards. The collection of all individual and rollup timecards may include any combination of Hourly timecard or Daily Elapsed timecard.

The following steps describe how to access timecards for multi-job employees.

1. Log into Kronos using your NetID and password.
2. By default, the first screen you will see is the **rollup timecard**, which is view-only and cannot be edited.
3. To access any of your **individual job timecards**, click on the **My Links** drop down menu.
4. From the **My Links** drop down menu, click on **Select Other Job Timecard.**
5. The next screen will provide you a list of active job timecards. Select the timecard you wish to access by choosing from the drop down menu.
6. Then click the **Switch Logon** button.
7. You should be taken to the timecard selected.
8. To choose another individual timecard or return to the rollup timecard, repeat steps 3 through 6.

Submitting Timecards for Approval

1. Review the data entered on your timecard for accuracy.
2. Click **Approvals > Approve**

Making changes to your timecard after it has been submitted for approval depends on the following:

- If the supervisor has not yet approved the timecard, you can click **Approvals > Remove Approval** to remove your own employee approval. Note: if you remove your approval, be sure to resubmit the timecard again to your supervisor for approval.
- If the supervisor has approved the timecard but Payroll has not closed the pay period, then both you and the supervisor can click **Approvals > Remove Approval**, which will open your timecard for editing.
- If Payroll has closed the pay period, see the following section "Timecard Changes to Prior Pay Periods" for instructions.

Timecard Changes to Prior Pay Periods

To change a prior pay period timecard that has already been submitted and approved by the supervisor and the Payroll Office has closed the pay period, employees need to send a request in writing to his/her supervisor of the changes needed. The direct supervisor will submit the changes in Kronos for the appropriate time period. Within the Kronos application, these changes are also known as Historical Edits.

Timecard Totals

Below the timecard the system provides various totals, which are defined below.

Account	The payroll chart string that will be charged.
Pay Code	A category that is used to organize time such as regular hours worked, excused or unexcused absence.
Amount	The total number of hours that will be submitted for payroll processing corresponding to the pay code and chartstring, and totaled from the pay period currently displayed.