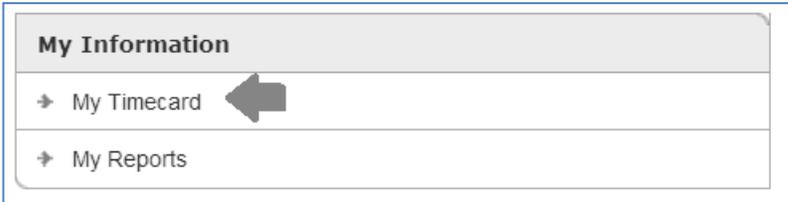## Kronos Information

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:**
  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 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.

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 6th of each month, employees must have entered and approved their leave time for the entire previous month.

Navigating the "My Timecard" Page (Non-Java)

1.	Log in to Kronos using the Mac link: https://www-kronos.itcs.northwestern.edu/wfc/applications/wtk/html/ess/logon.jsp
2.	After logging in, you are presented with the Kronos main menu. Choose "My Timecard" in the My Information box:

➢ **The view displays each week in the current month:**

TIMECARD		Person & Id		___ -00)						
		Time Period	Current Pay Period ▼ 9/01/2011 - 8/30/2012							

Save	Approve	Primary Account	Totals Summary	Refresh					
Add Row	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 ▼								0.0
		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Add Row	Pay Code	Sun 9/04	Mon 9/05	Tue 9/06	Wed 9/07	Thu 9/08	Fri 9/09	Sat 9/10	Total
🔄	VAC - Vacation ▼								0.0
		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

- Use the scroll bar on the right side to view all weeks for the month.
- Days outlined in RED indicate that no leave time has been entered or removed on that day. This does *not* indicate an error and can be ignored.
- 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" (usually displayed as 7.5 or 8.0 hours) or "half day" (displayed as 3.7 or 4.0 hours).
- Ensure that all time is entered in *hour-decimal* format here. One day should be entered as "7.5", not "1".

Recording Leave Time (Non-Java)

1.	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.
2.	At the far left column for that week, click the PAY CODE drop-down box 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. Add Row — Pay Code 🔄 — VAC - Vacation ▼ VAC - Vacation SCK - Sick PFH - Personal Floating Holiday SKF - Sick Family FUL - Funeral Leave JUR - Jury Duty Add Row
3.	Locate the day for which you are recording time, and click in the box below that day that corresponds to the Pay Code: Add Row — Pay Code — Sun 9/04 — Mon 9/05 — Tue 9/06 🔄 — VAC - Vacation ▼ — 0.0 — [ ] — [ ] 0.0 — 0.0 — 0.0
4.	Using your keyboard, enter either "7.5" to indicate a whole day of leave or "3.75" to indicate a half day: Add Row — Pay Code — Sun 9/04 — Mon 9/05 🔄 — VAC - Vacation ▼ — 0.0 — 3.75 *Note:* Even though Kronos allows you to enter any number in this box, exempt employees may record *only* whole or half days off. "7.5" and "3.75" indicate whole and half days for most employees; however, employees with different schedules or a regular 8 hour work day will enter their equivalent of a whole or half day in hours.

5.	Repeat Steps 1-4 as necessary to record additional leave time.
6.	After recording all time, click the **Save** button in the top left corner of the time sheet; your entries are now saved.
7.	*(Optional)* Click the `< Home` link in the top right corner to return to the Kronos main menu screen.

Changing/Removing Previously Recorded Time (Non-Java)

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 3), delete the entry and Save.

You are allowed to change, delete, and add Pay Codes and leave time for the month until that month is signed off by your manager.

Reviewing Your Available Leave Balance (Non-Java)

1.	From the Kronos main screen, choose "MY REPORTS":
2.	In the bottom half of the Reports screen, click and highlight "Accrual Balances and Projections":
3.	A date box will appear; click the calendar icon and select the date you want to see your accrual balances as of:
4.	After selecting a date, click the **View Report** button.

5. Your available Vacation, Sick, and Personal Floating Holidays as of the selected date will be displayed as the "Period Ending Balance"; any time you already recorded prior to this date is automatically deducted from your balance:

		Date Selected: 5/31/2012 Name:		Printed: 5/07/2012 ID:			
Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
PFH Days	Day	6.0	5/31/2012	0.0	0.0	6.0	6.0
VAC Days	Day	32.5	5/31/2012	0.0	0.0	32.5	32.5

6. To view your balance as of a different date, click the **Return** button and repeat steps 2-5. To return to the main Kronos menu, click **< Home**.

Approving Your Leave (Non-Java)

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

1. Review your recorded time for the entire fiscal year on the "MY TIMECARD" page 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	

2. Click **Approve** at the top left of the page:

TIMECARD Person & Id

Time Period Current

Save Approve Primary Account Totals Summary Refresh

Add Row	Pay Code	Sun 8/28
	VAC - Vacation ▼	
		0.0

3. There is no need to click Save; the top of the page will confirm that your approval has been accepted:

Approvals:
ℹ Timecard Approval by Employee (cmt537): 8/30/2012

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 the "REMOVE APPROVAL" button in Step 2; this will allow you to edit the entries, 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.

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