

### Kronos Information

All biweekly staff and temporary employees must record their work and leave time in the Kronos Time System every pay period.

- **Access Kronos with your NetID and Password at:**  
<https://www.northwestern.edu/myhr/>
- 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:  
<https://www.northwestern.edu/hr/essentials/hr-systems/kronos/index.html>
- For assistance, contact the Kronos Help Desk at 847-467-7606 or [payroll-time@northwestern.edu](mailto:payroll-time@northwestern.edu).

### Entering Time Worked and Time Off

1. Click the "MY TIMECARD" link to record and review your time.



➤ By default, the Current Pay Period is displayed:

**TIMECARD** Person & Id Biweekly, Mary G (1-000000-00)  
Time Period Current Pay Period 3/03/2013 - 3/16/2013

Save Approve Comments → Primary Account Totals Summary Refresh

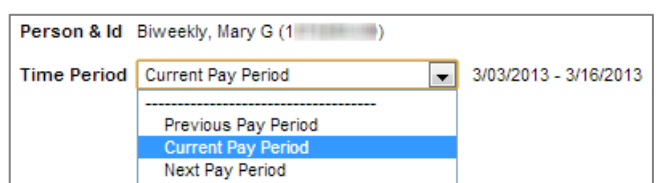
Add Row	Pay Code	Transfer	Sun 3/03	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09	Total
⊕	Hours Worked			7.5	7.5	7.5	7.5	7.5		37.5
			0.0	7.5	7.5	7.5	7.5	7.5	0.0	37.5

Add Row	Pay Code	Transfer	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Total
⊕	Hours Worked			7.5	7.5	7.5	7.5	7.5		37.5
			0.0	7.5	7.5	7.5	7.5	7.5	0.0	37.5

2. Make sure you are entering time in the correct period.

Use the **Time Period** drop-down box to change to the "Previous Pay Period" or "Next Pay Period".



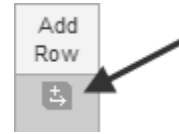
**Important:** You MUST record your time for the actual day it was worked. Never lump hours for multiple days into one. If you need to record hours worked for a prior pay period, contact your supervisor and request a "Historical Edit" for the retroactive time.

3. Enter your *Regular Hours Worked* each day in the “Hours Worked” row.

Add Row	Pay Code	Transfer	Sun 3/03	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09
	Hours Worked	<input type="text"/>	<input type="text"/>	0	0	0	7.5	7.5	<input type="text"/>
			0.0	0.0	0.0	0.0	7.5	7.5	0.0

*Note:* Biweekly regular staff with a pre-determined schedule will have their scheduled hours automatically filled in Kronos. These hours must be changed as necessary.

4. To enter additional types of paid or leave time (such as Vacation, Sick, and Personal Floating Holiday), a new line must be added to the time sheet. Click the **Add Row** button to the left of that week.



5. In the new line, choose the appropriate time using the **Pay Code** drop-down box:

Add Row	Pay Code
	VAC - Vacation
	VAC - Vacation
	SCK - Sick
	PFH - Personal Floating Holiday
	SKF - Sick Family
	FUL - Funeral Leave
	JUR - Jury Duty
	SOA - StraightOvertime-OtherAcct
	UXA - Unexcused Absence
	Hours Worked

6. Enter appropriate hours for the new line:

Add Row	Pay Code	Transfer	Sun 3/03	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09
	Hours Worked	<input type="text"/>	<input type="text"/>	0	0	0	7.5	7.5	<input type="text"/>
	VAC - Vacation	<input type="text"/>	<input type="text"/>	7.5	7.5	7.5	0	0	<input type="text"/>

*Note:* If your regular work schedule was populated in Kronos, be sure to update your **Hours Worked** as appropriate. In this example, we recorded Vacation on Monday, Tuesday, and Wednesday, so the **Hours Worked** for those days must be changed to 0.

7. Repeat Steps 4-6 to add additional types of time for the same week.

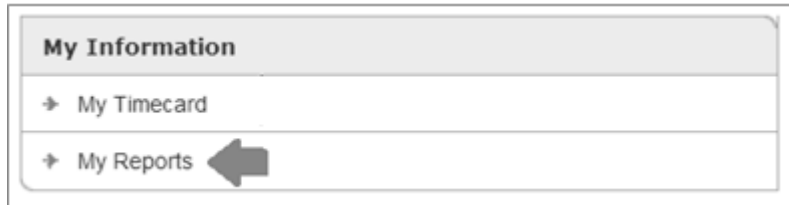
8. After recording all time for both weeks in the pay period, click the **Save** button in the top left corner of the time sheet.

If it is the end of the pay period and you are finished entering all time for both weeks, click **Approve** to sign off on your time.

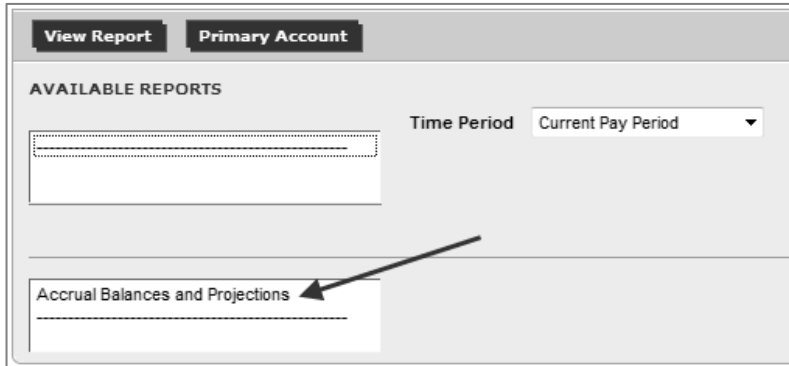
9. (Optional) Click the **Home** link in the top right corner to return to the Kronos main menu screen.

**Reviewing Your Available Leave Time**

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			Printed: 5/07/2012				
Name: _____			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**.

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