Northwestern | OFFICE OF HUMAN RESOURCES

Kronos: Recording Exempt Leave

Guide & Procedures

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.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.

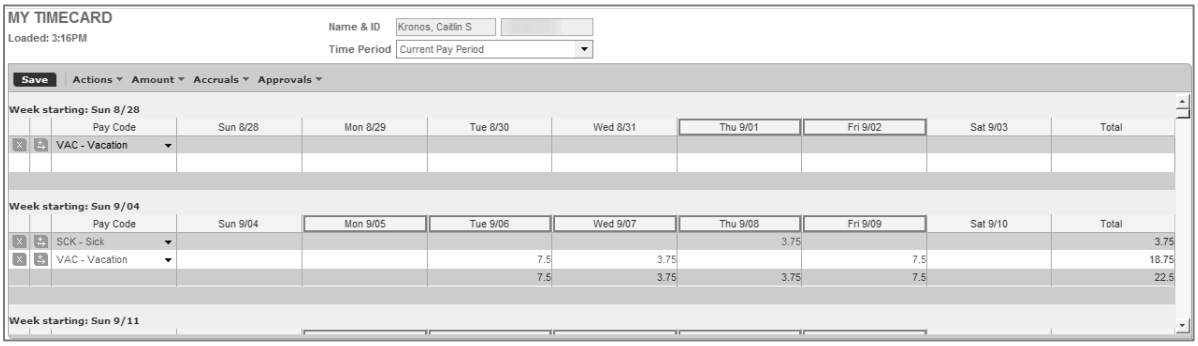
Tips and Reminders

- 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

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:**



- 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 <u>you have already entered</u> 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 <u>you have accrued but not yet used</u> 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

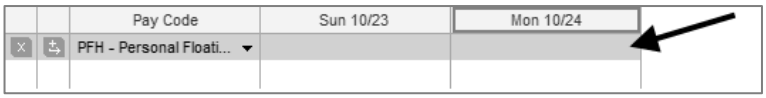
1. On the "MY TIMECARD" page, scroll to the week for which you are recording time.

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 arrow under PAY CODE and choose the type of time you are recording.

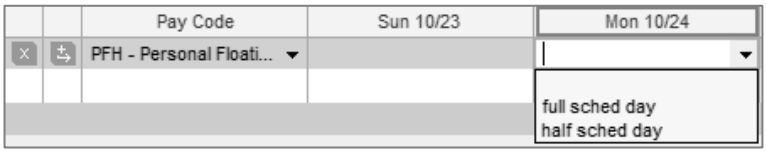
Note: If you are recording more than one type of leave time for this week, such as Vacation *and* PFH time, click the button to add a new line. You can then choose an additional Pay Code.

3. Locate the day for which you are recording time, and click in the box below that day that corresponds to the Pay Code:



Important: You MUST record your time off for the day it was actually taken.

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



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

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, 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.

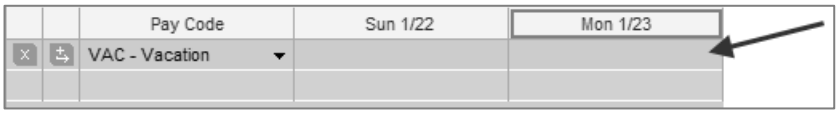
Changing/Removing Previously Recorded Time

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

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



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

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

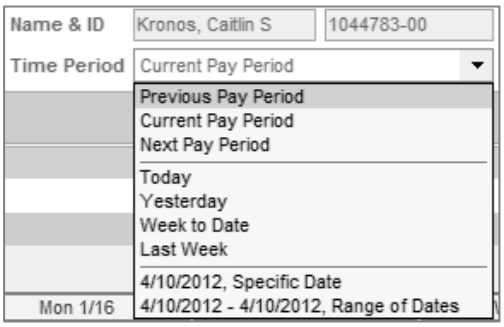
Accrual Code	Balance on Selected Date	Days
PFH Days	1.8667	Day
VAC Days	11.4333	Day

Approving Your Leave

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

1. 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:



2. From the top of the time sheet, choose "APPROVALS" and then click "APPROVE":

3. 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 payroll-time@northwestern.edu.