

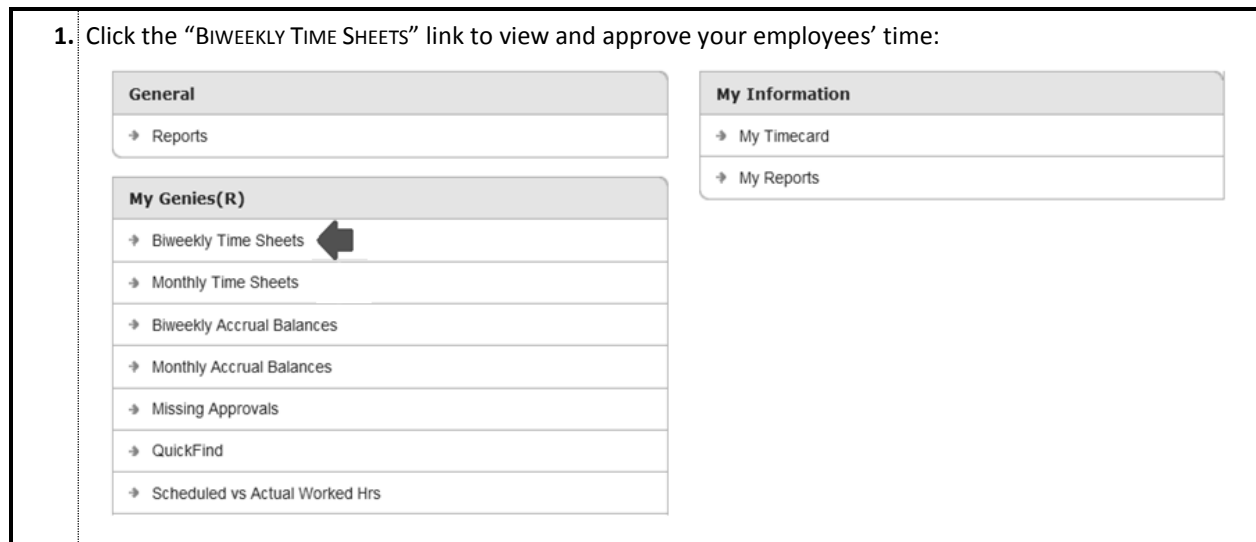
Kronos Information

Supervisors of biweekly regular and temporary employees must sign off on their employees' hours by the approval cut-off date at the end of each pay period. Any time that is *not* signed off by a supervisor or backup approver must be printed, signed and dated, and mailed to the Kronos Help Desk after the approval deadline.

- **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.

Viewing and Approving Biweekly Time

1. Click the "BIWEEKLY TIME SHEETS" link to view and approve your employees' time:



- The summary of the pay period's worked and leave hours is presented for all biweekly employees within your Kronos access:

Name	ID	Dept	REG Hours	OT Hours	HOL Hours	VAC Hours	PFH Hours	Sick Hours	Other Paid Hours	Other Unpaid Hrs	Missed Punch	Employee Approval	Managers Who Approved Timecard	Assigned Manager 1 /
Pineapple, Kathryn		044525												Rhubarb, Pie
Milkshake, Paul G		044500	75.0											Rhubarb, Pie
Watermelon, Katherine J		044525												Rhubarb, Pie
Chickpeas, David R		044500	72.0											Supervisor, Frank A
Sinatra, Frank A		044500	80.0											Supervisor, Frank A
Biweekly, Mary G		044500				37.5		37.5				✓		Supervisor, Frank A

2. Ensure you are approving time for the correct Pay Period.

If it is currently Monday, and you are approving time for the previous two weeks, you should be approving the “Previous Pay Period.”

If necessary, change the **Time Period** drop-down box, and click **Apply**.

3. To approve an employee’s hours directly from this summary screen:

- Click an employee’s name to highlight his or her row. Hold the Ctrl key while clicking to select multiple employees.
- Using the **Select an Action** drop-down box in the top left, select “Approve.”
- When asked if you are sure you want to approve, click “Yes.”
- Your approval is saved for the selected employee(s). Click the **Refresh** button in the top left corner to refresh the screen and show the approvals.

4. To review an employee’s time sheet:

- Click an employee’s name to highlight his or her row. Hold the Ctrl key while clicking to select multiple employees.
- Click the **Timecard** link in the top left corner of the screen.

5. The employee’s Regular Hours Worked each day should appear 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		0.0	0.0	0.0	0.0	7.5	7.5	0.0

Biweekly regular staff with a pre-determined schedule will have their scheduled hours automatically filled in. These pre-filled Regular hours can be changed as necessary.

6. Additional types of paid or leave time (such as Vacation, Sick, and Personal Floating Holiday) will appear in a new line.

To add additional time codes to the employee’s time sheet:

- Click the **Add Row** button to the left of that week.
- In the new line, choose the appropriate time using the **Pay Code** drop-down box.

- Enter the hours to be recorded for that specific Pay Code.

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"/>

7. After confirming all time is correct, click **Approve** in the top left corner of the time sheet.

Your approval is immediately saved, and a confirmation appears at the top of the time sheet:

Approvals:
 Timecard Approval by Manager (hij123): 3/02/2013

Note: The date noted with your approval will be the last day of the pay period that you just approved.

8. If you selected multiple employees in Step #5 above, you may open, edit, and approve the next time sheet by selecting a name or using the arrows at the top of the screen:



Or, you may return to the main Kronos menu by clicking the **Home** link in the top right corner:



Note: Unlike the regular version of Kronos, this Mac/Non-Java version does not contain functionality to add comments to a time sheet or enter Historical Pay for employees. Please contact the Kronos Help Desk, or stop by one of the regularly scheduled FASIS Open Labs, for assistance with adding comments or Historical Pay.

Questions or Problems? Contact the Kronos Help Desk at 847-467-7606 or mytime@northwestern.edu.