NORTHWESTERN | OFFICE OF HUMAN RESOURCES

Kronos Information

- **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.

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 hours worked for that day in decimal format (e.g. 7 hours and 30 minutes would be entered as 7.5); then click **Save**.

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.

Multi-Job Employees: Accessing Your Time Sheets

Employees with more than one job will have a separate time sheet for each; hours must be recorded on a specific job's individual time sheet. The total hours from all jobs are summarized on a combined "rollup time sheet."

After logging into Kronos, a multi-job employee first sees the "rollup time sheet" which is not editable. To select and enter time for a particular job:

1. *Using the Java Login:* Click the **My Links** drop down menu and click **Select Other Job Timecard**.
   *Using the Non-Java Login: C*lick **Select Other Job Timecard** in the My Links box on the home screen.

2. Using the drop-down box, select the job for which you want to record hours.

3. Click **Switch Logon**.

4. You will now see an editable timecard displaying hours for that particular job.

Submitting Time Sheets for Approval

Review the data entered on your timecard for accuracy. Then select **Approvals** and **Approve** *(on the Java link)* or click the **Approve** button *(on the Non-Java link).*

Making Changes to Your Time Sheet After it Has Been Approved

- If your supervisor has not yet approved your time, click **Approvals** > **Remove Approval** to remove your sign-off. Make any changes necessary, and re-approve your time sheet.

- If your supervisor has approved the time but Payroll has not closed the pay period, your supervisor can remove his/her approval by clicking **Approvals** > **Remove Approval**; you may then do the same. Make any changes necessary, re-approve your time sheet, and ask your supervisor to re-approve it.

- If Payroll has closed the pay period, your direct supervisor must submit the changes as a "Historical Edit" in Kronos. You are not able to enter/change time directly after Payroll has signed off. **Do not record historical hours on a different pay period or day.**

Timecard Totals

Available only on the Java login: Below your timesheet, the system provides various totals including Regular Hours Worked, Sick and Vacation time taken, and the Grand Total.