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.

Accessing Time Sheets

1. After signing into Kronos, you will see a list of all biweekly employees for whom you directly supervise or act as a backup supervisor.

2. To view an employee's complete time sheet:
   Using the Java Login: Double-click the employee's name.
   Using the Non-Java Login: Single-click the employee's name and select the **Timecard** link in the top left corner.

Editing Hours on an Employee's Time Sheet

To edit hours on a timesheet, click the field located under the appropriate date column and on the "Hours Worked" row. Enter the number of hours worked for that day, and any other changes you wish to make. When finished, click the **Save** button.

Important: You MUST ensure hours are recorded for the correct period and days. Never allow hours for multiple days to be lumped into one. If you need to record hours worked for a prior pay period, use the "Historical Edit" feature in the Java version or contact Kronos Help.

Approving Time Sheets Individually

1. Follow steps above for accessing a time sheet.

2. Review the data entered on the time sheet for accuracy, ensuring all time is accurately recorded on the correct days.

3. *Using the Java Login:* Click **Approvals** and then **Approve**.
   Using the Non-Java Login: Click the **Approve** button.

4. Once you have approved the time sheet, your employee cannot make changes unless you remove the approval. To remove approval, follow the same steps, but choose **Remove Approval** instead. Note that once Payroll closes the pay period, you cannot remove your approval.

Approving Time Sheets from the List

1. Review the employees' time sheet data in the grid for accuracy, ensuring all time is accurately recorded on the correct days.

2. Highlight multiple employees' time sheets by holding down the Ctrl key and single-clicking their names with your mouse.

3. *Using the Java Login:* Click **Approvals** and then **Approve**.
   Using the Non-Java Login: Click the **Approve** button.

4. Confirm your approval by selecting **OK.** All time sheets you select are not approved. Click the **Refresh** button or link to see your approval name appear in the grid.

Making Changes to an Employee's Time Sheet After it Has Been Approved

- If Payroll has not closed the pay period, you can remove your approval by clicking **Approvals** > **Remove Approval**; you may then edit the employee's time sheet as appropriate. After saving your changes, re-approve the time sheet.

- If Payroll has closed the pay period, you must submit the changes as a "Historical Edit" in Kronos. Historical Edits can only be entered using the Java Login for Kronos; if you cannot access the Java version, contact the Kronos Help Desk to make the changes. **Do not record historical hours on incorrect days**