How to use the Kronos website

1. Use your browser to go to **www.northwestern.edu/kronos** and enter your netid and password on the login page.

2. The "My Timecard" page should load automatically upon login. If it does not, click on the "My Information" tab, and then "My Timecard."

3. Once on the "My Time-card" page, you can view all of your punches for the current pay period. You can choose which pay period to display or a range of dates by using the drop down menu next to "Time Period." If there is a missed punch, it will show up as a red box instead of being populated with your punched time.

4. To approve your timesheet go to "Approvals" and "Approve Timesheet". This will show your supervisor that you have double-checked your timesheet. Please contact your supervisor to correct and errors or missed punches before the end of the pay period. This will ensure that your timesheet is approved and you are paid on time.

5. If you would like to view your time worked in a calendar format, click on the "My Calendars" tab at the top, followed by "My Work & Absence Summary." On this page, you can choose which time period to view by using the "Time Period" drop down menu, entering a specific range of dates in the boxes next to the drop down menu, or by using the ^ and v arrows located in the corners of the calendar.