Kronos instructions for new users

The easiest way to access Kronos is to use the Workday link and access form there https://www.myworkday.com/theclaremontcolleges/d/home.htmld

The link will take you to Workday Authentication please remember to select Claremont Graduate University and use your STUDENT LOGIN to access workday. (not student worker login) sometimes the system will prompt you for the DUO authentication.

Once you are logged in Workday please select the KRONOS application

It will take you to this page, select the KRONOS TIMEKEEPING link, this link takes you directly to Kronos.

This will take you to the current pay period timecard, this is your view

If you are starting your block of time please select the position these hours will be charged, all red squares are considered a block of time.

IMPORTANT if you do not select a position and leave this blank there is no compensation attached to that job, so when your hours go to payroll no payment will be reflected. It is very important to select a job when you start your block time and to ensure you are charging it to the correct department.

While selecting the job from the transfer dropdown menu, if the description is not clear to you, please hover over with your mouse and this will show additional information to help you decide which position is the one you need to select.

Then click on the RECORD TIMESTAMP.
Every time you record your time this message will appear letting you know for what department you recorded your hours and time.

When you are about to punch out from the block of time is very important to leave the transfer drop down <u>blank.</u> If for some reason the drop down menu will not show up blank. At the top left next to My Information use the Refresh icon. Then that should allow the system to refresh and now you should be able to leave the transfer blank.

🏠 Manage My Departme… | Exceptions | Timecards ◯|X +

Timecards

⬜ 1 of 1 ▶ [Selected] Loaded: 6:42 PM | Current Pay Period ▾ | ⊞ | 1 Employee(s) Selected ▾

👁 View | ✔ Approve Timecard | ✏ Sign Off | 📋 Accruals Actions | 🖨 Print Timecard | ↻ Refresh | Calculate Totals | 💾 Save | ⤴ Go To

	Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
✕	Mon 8/31												
✕	Tue 9/01		3:33PM	7:34PM		7:34PM	▓▓▓	…/-/CGU;CGU Work Study			4.02	4.02	4
✕	Wed 9/02		1:18PM	3:33PM	…CGU Work Study	3:33PM	▓▓▓	…/-/CGU;CGU Work Study			2.25	2.25	6
✕	Thu 9/03		11:32AM	2:00PM	…CGU Work Study	2:00PM	▓▓▓	…/-/CGU;CGU Work Study			2.47	2.47	8
✕	Fri 9/04		11:33AM	3:33PM	…CGU Work Study	3:33PM	▓▓▓	…/-/CGU;CGU Work Study			4.00	4.00	12
✕	Sat 9/05												12
✕	Sun 9/06		3:30PM	7:31PM	…CGU Work Study	7:31PM	▓▓▓	…/-/CGU;CGU Work Study			4.02	4.02	16
✕	Mon 9/07						▓▓▓						16
✕	Tue 9/08		3:33PM	7:34PM	…CGU Work Study	7:34PM	▓▓▓	…/-/CGU;CGU Work Study			4.02	4.02	20
✕	Wed 9/09		11:29AM	3:29PM	…CGU Work Study	3:29PM		…/-/CGU;CGU Work Study			4.00	4.00	24
✕	Thu 9/10												24

IMPORTANT if you select the position when you clock out Kronos thinks that you are starting a new position and will create an additional punch in your timecard creating an error, and remember timecards with errors don't flow to the payroll process.

IMPORTANT all employees must take at least a 30 minutes break for every 5 hours worked, if you do not take a meal break by the 5th hour, the system will automatically add a meal penalty in your timecard see example above. **!**

You can find a lot of resources and job aids including this one on the
 Human Resources website:
https://my.cgu.edu/human-resources/resources/ for Workday and Kronos Job Aids

Key Takeaways:

☞ Please make a habit to review your timecard at least weekly.

☞ If you have any red flags please send the correction form to your supervisor and once your supervisor has corrected the error in Kronos, they have to send a copy of the [correction form](#) to Virginia Ramirez in payroll Virginia.Ramirez@cgu.edu. Important Human Resources needs backup of all changes for audit purposes.

☞ If you can accessWorkday but you can't access Kronos pleasee-mail WorkdayHelp@claremont.edu

☞ If you can't access Workday please e-mail Help.Desk@cgu.edu