



# 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.html>

# THE CLAREMONT COLLEGES

## Central Authentication Service

Claremont Graduate University

Username:

studentusername

Password:

••••••

LOGIN

[Trouble logging in?](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!



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.

Welcome, Alejandra Gaytan (200006)



### Announcements

1 item



#### Workday Resources

Check out our NEW APP: Workday Resources. Here you will find job aids and other resources for Workday and Kronos .

### Applications

17 items



Workday Resources



Benefits



Pay



Kronos Timekeeping



### Inbox

38 items

- Wage Theft Prevention Notice for Start Additional Job: Mohammed Alshowaikhat (200191) - CG...  
41 minute(s) ago - Effective 08/31/2020
- Wage Theft Prevention Notice for Start Additional Job: Alyssa Birnbaum (108823) - CGU-Studen...  
41 minute(s) ago - Effective 08/31/2020



Favorites



My Team



Personal Information



Payroll



Once you are logged in Workday please select the KRONOS application



Search



## ← Kronos Timekeeping

 Kronos Timekeeping

Kronos Timekeeping



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System Status: Your system will be unavailable for a maximum of 8 hours during the next Weekly Service Update, Monthly Maintenance and delivery of the Workday Feature Release; starting on Friday, September 11, 2020 at 11:00 PM PDT (GMT-7) until Saturday, September 12, 2020 at 7:00 AM PDT (GMT-7).

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

**My Timecard**Loaded: 11:47 AM Current Pay PeriodView Approve TimecardPrint Timecard Refresh Calculate Totals Save

	Date	Sc...	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount
<input type="checkbox"/>	Mon 8/31		9:56AM	12:07PM	...437-0/POS-31651/-/-/CGU	1:12PM	3:14PM	...01437-0/POS-31651/-/-/CGU		
<input type="checkbox"/>			3:15PM	4:48PM	...437-0/POS-31685/-/-/CGU					
<input type="checkbox"/>	Tue 9/01		8:14AM	9:14AM	...437-0/POS-31651/-/-/CGU					
<input type="checkbox"/>			3:50PM	5:31PM	//POS-31685///					
<input type="checkbox"/>	Wed 9/02		8:59AM	12:46PM	...437-0/POS-31685/-/-/CGU	1:52PM	3:33PM	...01437-0/POS-31651/-/-/CGU		
<input type="checkbox"/>	Thu 9/03		9:01AM	12:08PM	...437-0/POS-31651/-/-/CGU					
<input type="checkbox"/>	Fri 9/04									
<input type="checkbox"/>	Sat 9/05									
<input type="checkbox"/>	Sun 9/06									
<input type="checkbox"/>	Mon 9/07									
<input type="checkbox"/>	Tue 9/08									
<input type="checkbox"/>	Wed 9/09									
<input type="checkbox"/>	Thu 9/10									
<input type="checkbox"/>	Fri 9/11									

**My Timestamp**

Last Timestamp: Thursday, September 03, 2020 12:08 PM (GMT-08:00) Pacific Time

Transfer: Record Timestamp

- My Timestamp
- My Timecard
- My Calendar
- My Reports
- My Audits

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

KRONOS Sign Out

My Information

### My Timecard

Loaded: 11:47 AM Current Pay Period

View  Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Sc...	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount
	Mon 8/31		9:56AM	12:07PM	...437-0/POS-31651/-/-/CGU	1:12PM	3:14PM	...01437-0/POS-31651/-/-/CGU		
			3:15PM	4:48PM	...437-0/POS-31685/-/-/CGU					
	Tue 9/01		8:14AM	9:14AM	437-0/POS-31651/-/-/CGU					
			3:50PM	5:31PM	//POS-31685////					
	Wed 9/02		8:59AM	12:46PM	...437-0/POS-31685/-/-/CGU	1:52PM	3:33PM	...01437-0/POS-31651/-/-/CGU		
	Thu 9/03		9:01AM	12:08PM	437-0/POS-31651/-/-/CGU					
	Fri 9/04									
	Sat 9/05									
	Sun 9/06									
	Mon 9/07									
	Tue 9/08									
	Wed 9/09									
	Thu 9/10									
	Fri 9/11									

### My Timestamp

Last Timestamp: Thursday, September 03, 2020 12:08 PM (GMT -08:00) Pacific Time

Transfer:

- My Timestamp
- My Timecard
- My Calendar
- My Reports
- My Audits

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.

Loaded: 10:52 AM Current Pay Period



View

Approve  
TimecardPrint  
Timecard

Refresh

Calculate  
Totals

Save

		Date	Sc...	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount
+/-	+/-	Mon 8/31		9:56AM	12:07PM	...437-0/POS-31651/-/-/CGU	1:12PM	3:14PM	...01437-0/POS-31651/-/-/CGU		
+/-	+/-			3:15PM	4:48PM	...437-0/POS-31685/-/-/CGU					
+/-	+/-	Tue 9/01		8:14AM	9:14AM	...437-0/POS-31651/-/-/CGU					
+/-	+/-			3:50PM	5:31PM	//POS-31685////					
+/-	+/-	Wed 9/02		8:59AM	12:46PM	...437-0/POS-31685/-/-/CGU	1:52PM	3:33PM	...01437-0/POS-31651/-/-/CGU		
+/-	+/-	Thu 9/03		9:01AM	12:08PM	...437-0/POS-31651/-/-/CGU					
+/-	+/-	Fri 9/04									

Last Timestamp: Tuesday, September  
08, 2020 11:48 AM  
(GMT -08:00) Pacific  
Time

Transfer:

  
...-0/POS-31651/-/-/CGU  
...-0/POS-31685/-/-/CGU  
Search... ;CGU-SWS - Grants GATES/101437-0/POS-31685/-/-/CGU

My Timestamp

My Timecard

My Calendar

My Reports

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.

Loaded: 11:47 AM

Current Pay Period



View

Approve  
TimecardPrint  
Timecard

Refresh

Calculate  
Totals

Save

	Date	Sc...	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount
+ X	Mon 8/31		9:56AM	12:07PM	...437-0/POS-31651/-/-/CGU	1:12PM	3:14PM	...01437-0/POS-31651/-/-/CGU		
+ X			3:15PM	4:48PM	...437-0/POS-31685/-/-/CGU					
+ X	Tue 9/01		8:14AM	9:14AM	...437-0/POS-31651/-/-/CGU					
+ X			3:50PM	5:31PM	//POS-31685///					
+ X	Wed 9/02		8:59AM	12:46PM	...437-0/POS-31685/-/-/CGU	1:52PM	3:33PM	...01437-0/POS-31651/-/-/CGU		
+ X	Thu 9/03		9:01AM	12:08PM	...437-0/POS-31651/-/-/CGU					
+ X	Fri 9/04									

Recorded Time: 11:48 AM

(GMT -08:00) Pacific Time

CGU-SWS - Grants

Donor/101437-0/POS-

31651/-/-/CGU

Transfer: ...0/POS-31651/-/-/CGU

Record Timestamp

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.

My Information

My Timecard

Loaded: 11:00 AM Current Pay Period

View Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Sc...	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount
	Mon 8/31		9:56AM	12:07PM	...437-0/POS-31651/-/-/CGU	1:12PM	3:14PM	...01437-0/POS-31651/-/-/CGU		
			3:15PM	4:48PM	...437-0/POS-31685/-/-/CGU					
	Tue 9/01		8:14AM	9:14AM	...437-0/POS-31651/-/-/CGU					
			3:50PM	5:31PM	//POS-31685////					
	Wed 9/02		8:59AM	12:46PM	...437-0/POS-31685/-/-/CGU	1:52PM	3:33PM	...01437-0/POS-31651/-/-/CGU		
	Thu 9/03		9:01AM	12:08PM	...437-0/POS-31651/-/-/CGU					
	Fri 9/04									
	Sat 9/05									

My Timestamp

Last Timestamp: Wednesday, September 09, 2020 10:57 AM (GMT -08:00) Pacific Time

Transfer:

Record Timestamp

- My Timestamp
- My Timecard
- My Calendar
- My Reports
- My Audits

When you are about to punch out from the block of time is very important to leave the transfer drop down blank. 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.



View

Approve  
Timecard

Sign Off

Accruals  
ActionsPrint  
Timecard

Refresh

Calculate  
Totals

Save



Go To

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

Manage My Departme... Exceptions Timecards

Timecards

Loaded: 6:51 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		3:03PM	8:02PM	...CGU Work Study						4.98	4.98	4
Tue 9/01		11:39AM	4:04PM	...CGU Work Study	4:04PM		...-/CGU;CGU Work Study			4.42	4.42	9
Wed 9/02		11:30AM	5:41PM	...CGU Work Study						6.18	6.18	15
Thu 9/03		12:28PM	5:19PM	...CGU Work Study						4.85	4.85	20
Fri 9/04												20
Sat 9/05												20
Sun 9/06												20
Mon 9/07												20

Totals Accruals Historical Corrections Audits

All All  Exclude Approved Totals

Account	Pay Code	Amount
(x)CGU-FWS DBOS/200012-0/POS-6271/-/-/CGU	Missed Meal Period Penalty	1.00

**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 5<sup>th</sup> 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



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Workday Job Aids ▼

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Kronos Job Aids ▼

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HR Staff ▼

## 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](mailto:Virginia.Ramirez@cgu.edu). Important Human Resources needs backup of all changes for audit purposes.
- ☛ If you can access Workday but you can't access Kronos please e-mail [WorkdayHelp@claremont.edu](mailto:WorkdayHelp@claremont.edu)
- ☛ If you can't access Workday please e-mail [Help.Desk@cgu.edu](mailto:Help.Desk@cgu.edu)