

STUDENT EMPLOYEES

Time Entry Using Kronos[®] — Quick Reference Guide

Welcome to student employment at Miami. As a student employee, you will record the hours you work using Miami's automated time-entry system —Kronos.

Information your department will provide

To get started, you will need a few key pieces of information from your supervisor:

- ✓ The method you will use to record your time – this will either be a “badge reader” (a device through which you swipe your Miami ID card) or the Web.
- ✓ The location of the badge reader/computer you will use.
- ✓ The 4-digit job code you will use when recording your time for that job.
- ✓ The location code(s) you should use (if applicable). Most jobs requiring location are in RHD, Physical Facilities, Libraries, ICAAG, IT Services, MUH, MUM, and Rec. Sports.

General information about time entry using Kronos

Clocking in and out

- You should clock in at the beginning and out at the end of your shift. Your time is recorded exactly as entered — there is no rounding.
- If you take a lunch break, you should clock out when you leave for lunch and clock back in when you return.
- If you miss clocking in and out, or you have any other changes to make to your time in Kronos, please submit them to your supervisor. Your request needs to include your name and the specific information (i.e. punch in or out times). As a student employee, you cannot directly edit your time in Kronos.

Approving your time

- After the last day of the pay period, you must **approve** your timecard in order to submit it for payroll.

Accessing Kronos via the Web

- You can only access the Kronos time-entry system while you are on campus.
- If you use a Mac and need to access the system via the Web, please use Safari 2.0 or higher. Please note that the Kronos website does not work in Snow Leopard as of October, 2009. (Please check <http://muohio.edu/itservices> for additional information.)

Getting help using Kronos

- The MU Knowledge Base contains many helpful articles about Kronos and provides links to online tutorials. Go to <https://ithelp.muohio.edu>, enter **Kronos** into the search field and click **find answers**.

Time Entry using a Kronos Badge Reader (a.k.a. Time Clock or Card Swipe)


Signs posted next to the Badge Readers provide instructions on how to clock in and out and check your timecard.

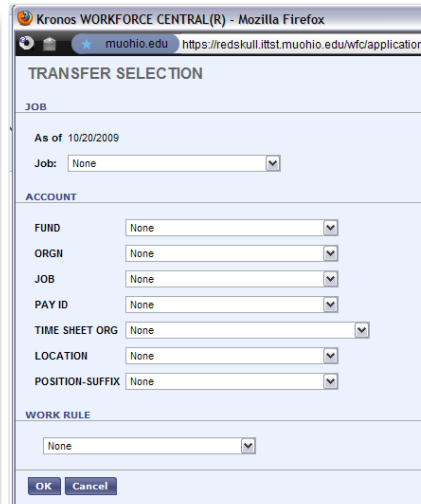
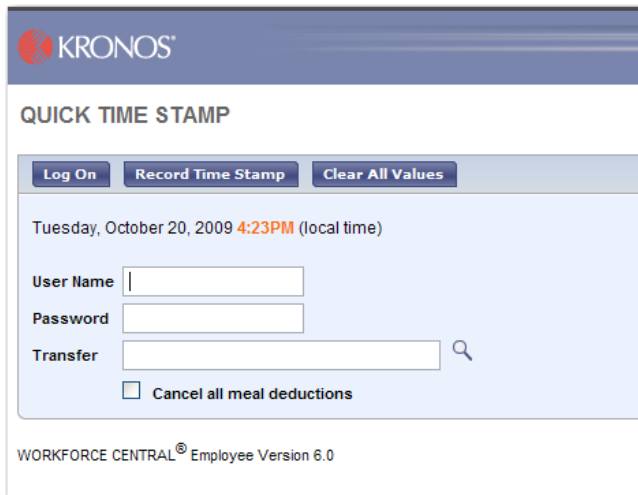
Time Entry via the Web using Kronos “Quick Time Stamp”

Use the Kronos “**Quick Time Stamp**” client, accessed via myMiami to record and approve your time via the Web.

1. Open a Web browser and go to <http://mymiami.muohio.edu>
2. In the **Favorite Links** column on the right side of the screen, look for the Time Entry section and click “**Time Entry–Quick.**”
The Kronos Quick Time Stamp screen will display

To clock in:

- 1 In the **User Name** field, enter your Miami UniqueID.
- 2 In the **Password** field, enter your MUnet password.
- 3 If you work only one job, click **Record Time Stamp** to clock in.
- 4 If you work more than one job, enter the transfer information in steps 5-9.
- 5 Next to the **Transfer** field, click the **Search icon**.  The Transfer Selection dialog box will appear.
- 6 Using the **Job** drop-down list, select the appropriate 4-digit job code (your department will provide this to you).



- 7 **If you have a location:** Using the **Location** drop-down list, select the appropriate 3-digit location code (again, your department will provide this if you need to use it).
- 8 Click “**OK**” to return to the main screen. The Transfer information will appear in the Transfer field.
- 9 Click “**Record Time Stamp**”.

You will see a result page with the time stamp information. The system will automatically log you out in 10 seconds.

To clock out:

- 1 In the **User Name** field, enter your Miami UniqueID.
- 2 In the **Password** field, enter your MUnet password.
- 3 Click “**Record Time Stamp**”.

You will see a result page with the time stamp information. The system will automatically log you out in 10 seconds.

To view and/or approve your timecard:	To print your timecard:
<ol style="list-style-type: none">1. Open a Web browser and go to http://mymiami.muohio.edu2. In the Favorite Links column on the right side of the screen, look for the Time Entry section and click "Time Entry-FULL."3. In the User Name field, enter your Miami UniqueID.4. In the Password field, enter your MUnet password.5. Click the blue button to login.6. Click the “My Information” pull down menu and choose “MyTimecard”7. Using the Time Period drop-down list, select Current Pay Period (on the last day of the pay period, if later choose Previous Pay Period.)8. Review your time looking in the In, Out, and Totals – Shift/Daily columns. Email your supervisor with any corrections (include your name and the specific information.)9. If all information is correct, click the “Approvals” pull down menu and choose “Approve.”10. Click “Log Off” in the upper right corner when you are done.	<ol style="list-style-type: none">1. Open a Web browser and go to http://mymiami.muohio.edu2. In the Favorite Links column on the right side of the screen, look for the Time Entry section and click "Time Entry-FULL."3. In the User Name field, enter your Miami UniqueID.4. In the Password field, enter your MUnet password.5. Click the blue button to login.6. Click the “My Information” pull down menu and choose “MyTimecard”7. Using the Time Period drop-down list, select the pay period or Range of Dates you wish to print.8. Click “Actions,” choose “Print” and click the “Print” button in the pop-up box.9. Click “Log Off” in the upper right corner when you are done.