

**Kronos Time Stamp
Specifically For**



**Exempt (Salaried) Employees
in
Workforce Timekeeper 8.1
January 2019**

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Log On Information

Important Information:

- Kronos 8.1 is JAVA free which means you can use any type of computer (MAC or Window's PC) and any internet browser (Internet Explorer, Google Chrome, Modzilla FireFox) to log on.
- Kronos 8.1 utilizes single sign on (SSO) which allows you direct access without logging on if you are already logged onto the BSU network.
- Kronos Username and Password are the same as your BSU network account.

Log On Options:

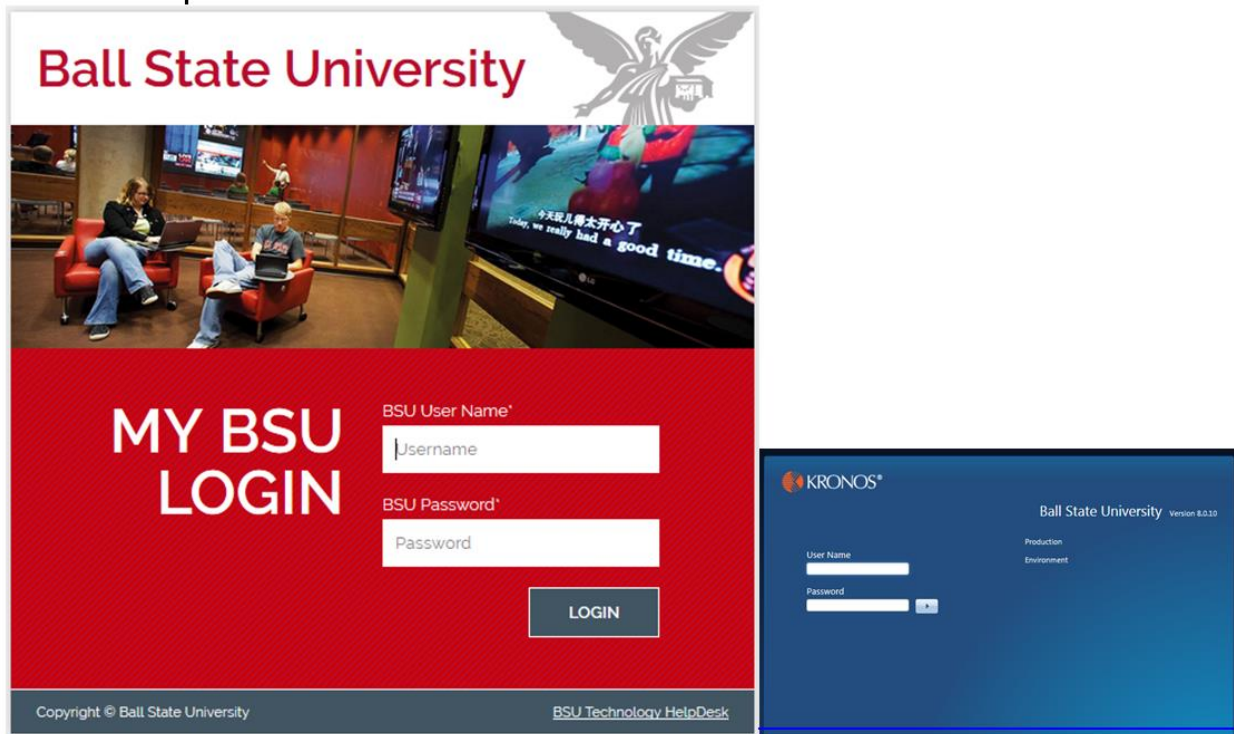
- BSU website/PEB webpage
<https://cms.bsu.edu/about/administrativeoffices/payrolleb/payroll/kronos>
- BSU website/My.BSU under "Additional Tools"
<https://my.bsu.edu/>

Please contact the KronosHelpDesk@bsu.edu if you need special accommodations for Kronos or assistance logging on.

Log On Instructions

Log On Instructions:

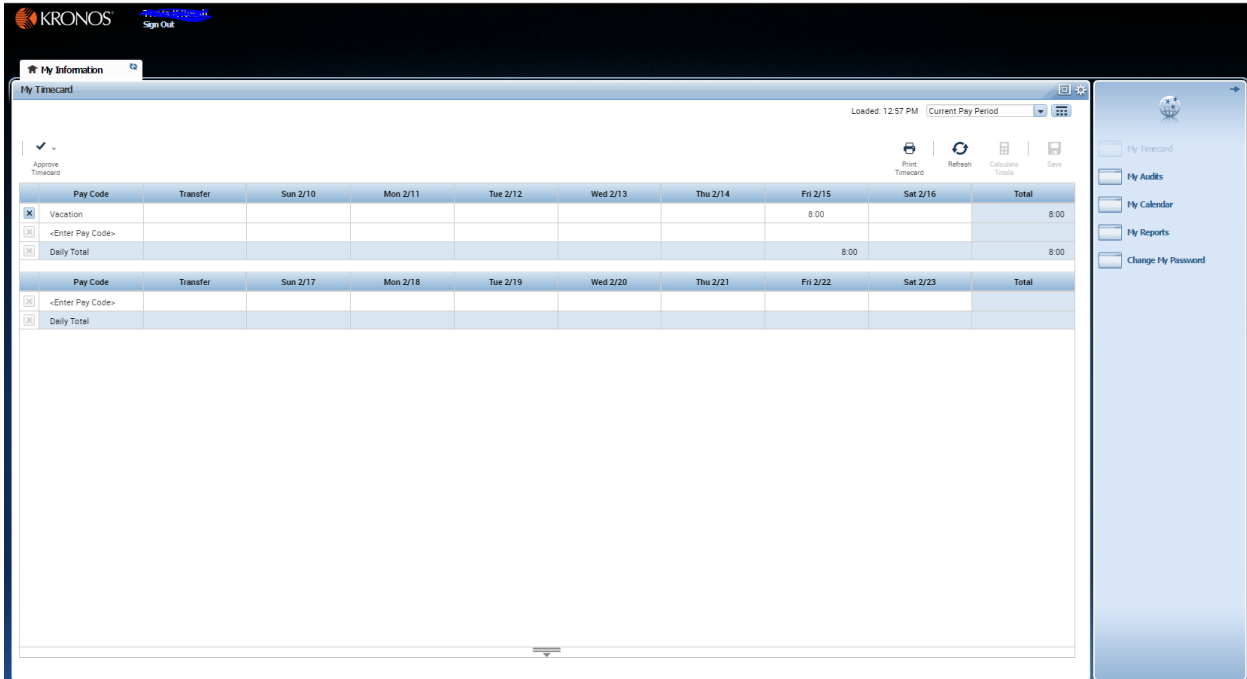
- **Log On Step 1** - Click on one of the links provided above under “Log On Options.”
 - **Log on Step 2** - If you are not already logged onto the BSU secure network, you will be taken to the “MY BSU LOGIN” screen and required to enter your BSU username and password.



- If you are already logged onto the BSU secure network, you will be given direct access into Kronos without being required to enter your BSU username and password. This log on feature is called “single sign on” or SSO, it will open Kronos automatically to your default home screen (see example below).

Default Home Screen Information

Default Homepage for an Exempt (Salaried) Employee:



The screenshot displays the Kronos My Timecard interface. At the top left, the Kronos logo and user information (Name: M. [unreadable], Sign Out) are visible. The main area is titled "My Timecard" and shows a table for the current pay period. The table has columns for dates from Sun 2/10 to Sat 2/23 and a Total column. The rows include "Vacation" (8.00 hours), "Daily Total" (8.00 hours), and "Transfer". A "Post Timecard" button is visible on the right side of the table. A sidebar on the right contains navigation links: My Timecard, My Alerts, My Calendar, My Reports, and Change My Password. At the bottom of the screen, there is a double gray line with a down arrow, which is the hide/show button for totals and accruals.

Key Areas of your Default Homepage:

- The upper left-hand corner identifies the system and the employee signed on. It also gives you the link to “Sign Out” or exit the system when you are ready.
- In the Center of the screen is the “My Timecard”
- Along the right hand side of the screen is your “Related Items” section which allows you to navigate to other related areas in Kronos.
- At the bottom of the screen is a double gray line with a down arrow, this is the hide/show button that allows you to see your totals hours and accruals.

Default Homepage for Nonexempt (Hourly) Employee with a Kronos Manager License:

The screenshot displays the Kronos Genies interface for a department manager. The main area is a table with columns for employee information and various approval and tracking fields. The table lists 16 employees, with the last one, Kinley Dayna L, having a total of 24 hours. The interface includes a top navigation bar with 'KRONOS' and 'Sign Out' options, a 'Workspaces' carousel, and a right-hand sidebar with navigation links like 'Timecard Approval', 'Group Edit Results', 'Actions', 'Schedules', 'Requests', 'Inbox', 'Reports', 'Help', 'Timecard', and 'Exceptions'.

Name	Home Labor...	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Regular BW	Regular Grad	PPACA	Regular Student	Overtime	Unpaid Time Off	Total Hours
Combs, Julie L	133040/1021...												
Cook, Dianne L	133040/1021...												
Da Silva, Gizelly J	133040/8897...												
Dessing, Peggy C	133040/1021...												
French, Stacey L	133040/1021...												
Ginn, Robin L	133040/1043...												
Hartley, Mary Elizabe...	133040/1021...												
Heston, Teresa L	133040/1021...												
Hossom, Janice M	133040/1021...												
Kemmer, Nicole A	133040/1021...												
Kinley, Dayna L	133040/1021...												24
Masters, Penny M	133040/1021...												
Moore, Tameka K	133040/9997...												
Morlan, Peighton C	133040/9997...												
Rose, Mickeyah C	133040/8897...												
Stiner, Kaila J	133040/8897...												

Key Areas of your Default Homepage:

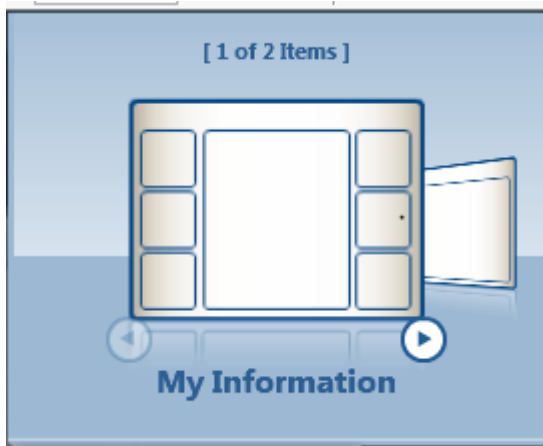
- In the middle of the screen is your primary “workspace.”
- In the upper left-hand corner identifies the system and the employee signed on. It also gives you the link to “Sign Out” or exit the system when you are ready.
- The top center section of the screen allows you to refresh and alerts you to timecard exceptions.
- In the upper right-hand corner is the “carousel” which allows you to change your workspace from “Manage My Department” to “My Information.”
- Along the right hand side of the screen are your “Related Items” section which allows you to navigate to other related areas in Kronos.

How to change your workspace from the “Manage My Department” default homepage to the “My Information” screen:

- **My Information Step 1** – In the upper right-hand corner is the “carousel” which allows you to change your workspace from “Manage My Department” to “My Information.” Click on the “Workspaces” drop down menu.



- **My Information Step 2** – Scroll through your “carousel” options using the arrows, click on “My Information.”



- A new tab called “My Information” will open in your workspace. My Information contains “My Timestamp” and “My Timecard” information.

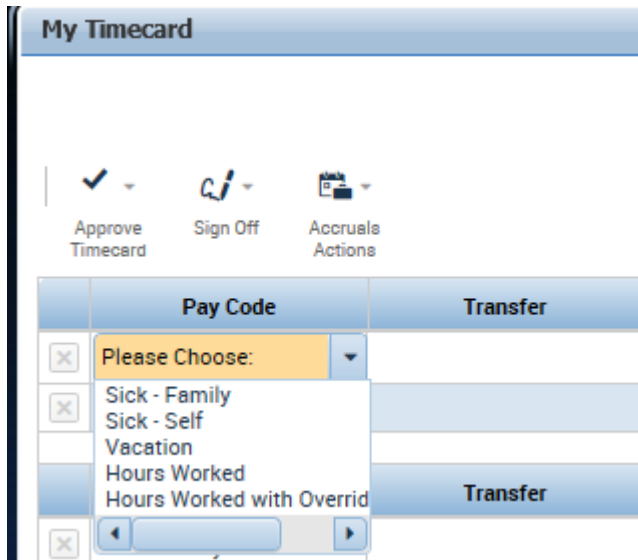


- When finished with the “My Information” tab, click on the “X.”

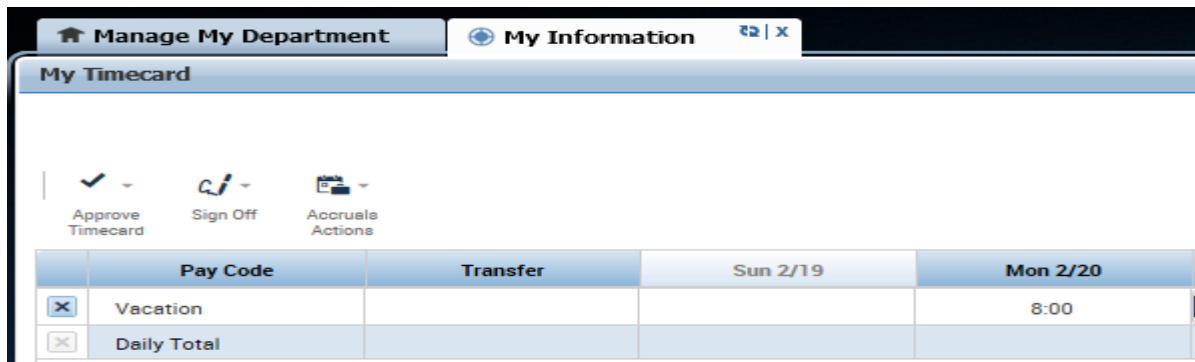
Add Pay Code Instructions

How to enter a Pay Code on a timecard:

- Add Pay Code Step 1** – From “My Timecard” left click in the “Pay Code” cell next to the date you wish to add the pay code. A drop down list of available pay codes will appear; select the pay code you wish to use from the list.



- Add Pay Code Step 2** – Once the pay code is selected, click “tab” to navigate to the “Amount” cell to the right of the pay code field, enter the number of hours used, and click “tab” again.



- Acceptable formats when entering a pay code amount:
 - 8, 08, 8:00 = 8:00 hours
 - 8.5, 8:30 = 8:30 hours
- **Add Pay Code Step 3** – Once the pay code amount is entered, click “Save” to save it to the timecard.



Save



Edit Pay Code Instructions

How to edit a Pay Code on a timecard:

- **Edit Pay Code Step 1** – From “My Timecard,” you can edit the pay code or amount by left clicking in that cell.
- **Edit Pay Code Step 2** – After you have made your edit, don’t forget to review and save your changes, click “Save.”

		Date	Pay Code	Amount
+	×	Sun 6/19		
+	×	Mon 6/20		
+	×	Tue 6/21		
+	×	Wed 6/22		
+	×	Thu 6/23		
+	×	Fri 6/24	Vacation	4:00



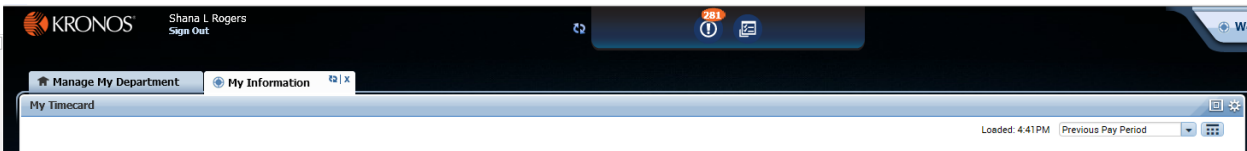
Save

Approve Timecard Instructions

Every exempt (salaried) employee should enter their timecard exceptions (pay code edits) biweekly and approve their timecards every other week on “Kronos Monday,” the Monday of pay week. Please check with your supervisor for your deadline so they have time to review and sign off on your timecard.

How to approve your timecard:

Approve Timecard Step 1 – From My Timecard, make sure you are on the “previous pay period.”



Approve Timecard Step 2 – Review your “previous pay period” timecard for accuracy, make sure you have entered all of your exceptions for the pay period and click “Approve Timecard.” Once the timecard is approved, the rows of the timecard turn gray as a visual indicator that the timecard has been approved.



The screenshot displays the 'My Timecard' interface with a grid of timecard entries. The grid has columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a 'Total' column. Each row represents a pay period, starting with a 'Daily Total' row. The first row (Sun 1/15 to Sat 1/21) is highlighted in blue, indicating it is the current pay period. Subsequent rows (Sun 1/22 to Sat 1/28, Sun 1/29 to Sat 2/04, Sun 2/05 to Sat 2/11, Sun 2/12 to Sat 2/18, and Sun 2/19 to Sat 2/25) are grayed out, indicating they have been approved. The interface includes navigation buttons like 'Approve Timecard', 'Sign Off', and 'Accruals Actions' on the left, and 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save' on the right.

Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
☒	Daily Total								
Pay Code	Transfer	Sun 1/22	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Total
☒	Daily Total								
Pay Code	Transfer	Sun 1/29	Mon 1/30	Tue 1/31	Wed 2/01	Thu 2/02	Fri 2/03	Sat 2/04	Total
☒	Daily Total								
Pay Code	Transfer	Sun 2/05	Mon 2/06	Tue 2/07	Wed 2/08	Thu 2/09	Fri 2/10	Sat 2/11	Total
☒	Daily Total								
Pay Code	Transfer	Sun 2/12	Mon 2/13	Tue 2/14	Wed 2/15	Thu 2/16	Fri 2/17	Sat 2/18	Total
☒	Daily Total								
Pay Code	Transfer	Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Total
☒	Daily Total								

Log Off Instructions

Log Off Instructions:

- **Log Off Step 1** - When you are ready to log off of Kronos, simply click on “Sign Out” just below your name in the upper left hand corner of the screen.

