



# **MY TIMECARD**

**Kronos**

**Web Based**

**User Guide**

**Effective 7/27/2017**

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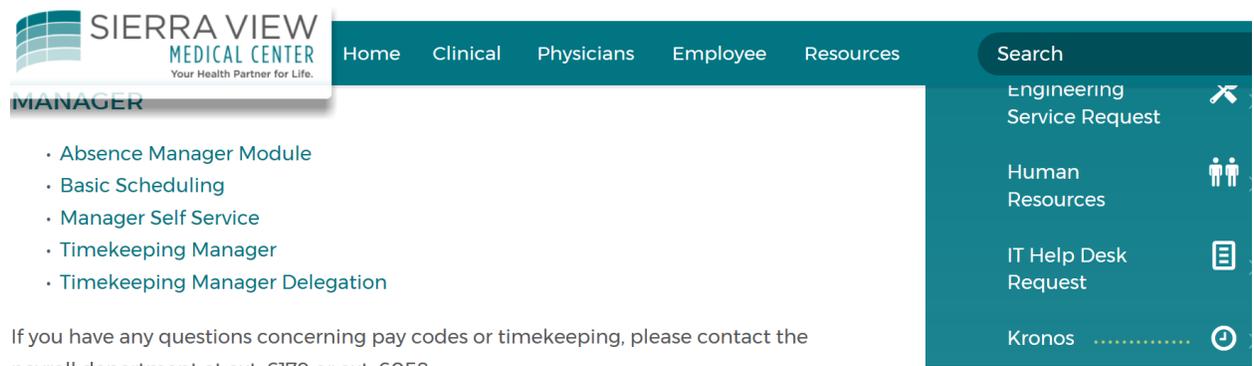
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## Access Kronos

Access the SVMC Intranet by using Google Chrome. Do not use Internet Explorer. In the Intranet, click on "Quick links", then click on "Kronos".

Intra



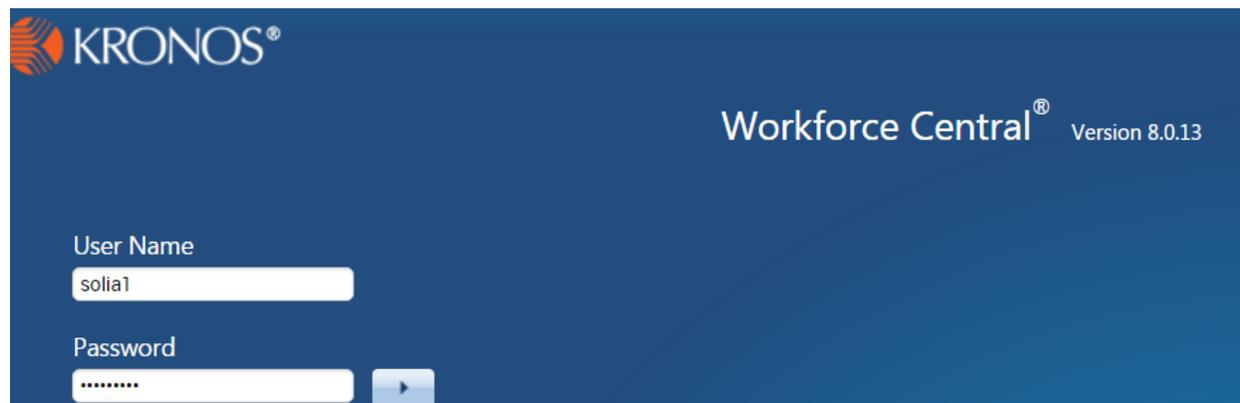
MANAGER

- Absence Manager Module
- Basic Scheduling
- Manager Self Service
- Timekeeping Manager
- Timekeeping Manager Delegation

If you have any questions concerning pay codes or timekeeping, please contact the payroll department at ext. 6150 or ext. 6250.

Search

- Engineering Service Request
- Human Resources
- IT Help Desk Request
- Kronos



KRONOS®

Workforce Central® Version 8.0.13

User Name  
solia1

Password  
.....



User Name  
solia1

Password  
.....

Type in your user name and password, your username and password is the same as your Network username and password

Then click on the arrow.

## My Timestamp (Default screen)

The following default screen “**My Timestamp**” should appear once you have logged on.

**My Timestamp**

6/20/2017, 11:09:11 AM (GMT -08:00) Pacific Time

Last Timestamp: 6/16/2017 16:26

Transfer

Shift In

Meal Out

Meal In

Shift Out

Other Out

Other In

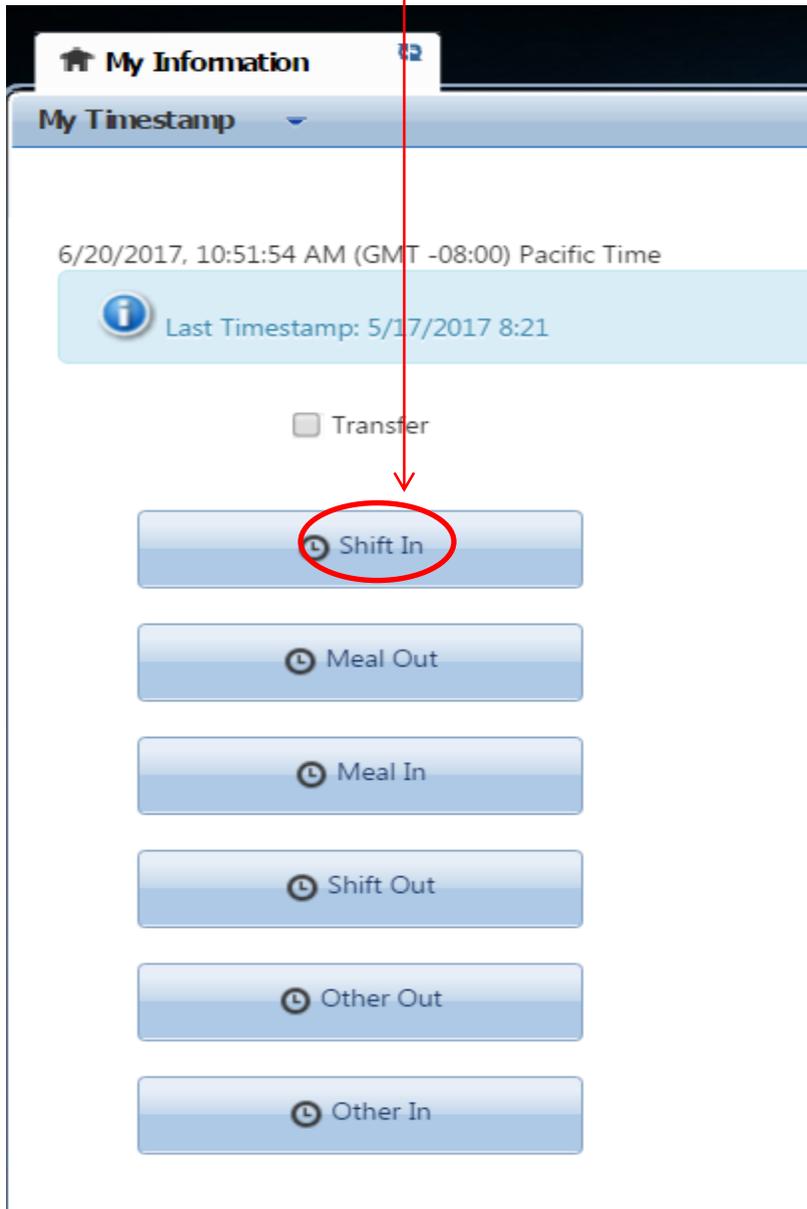
- My Timestamp
- My Timecard
- My Reports
- My Attendance
- My Inbox
- My Actions
- My Audits
- Time Review

My timestamp screen allows you to do the following:

- Shift In** - Create an “In” punch to start your shift
- Meal Out** – Create an “Out” punch to start your meal
- Meal In** - Create an “In” punch to return from your meal break
- Shift Out** – Create an “Out” punch to end your shift
- Other Out** - Create an “Out” punch for other reasons (i.e, doctor’s appointment, etc.)
- Other In** - Create an “In” punch from other out (i.e., returning from doctor’s appointment, etc.)
- Transfer**-Create an “ In” punch when transferring a different Dept/Job Code

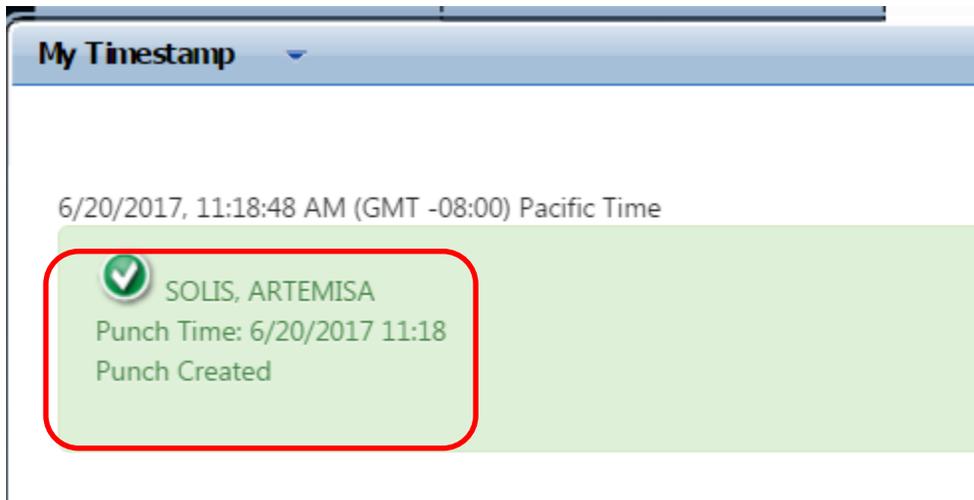
## Shift In

To begin your shift, click on “Shift In”.



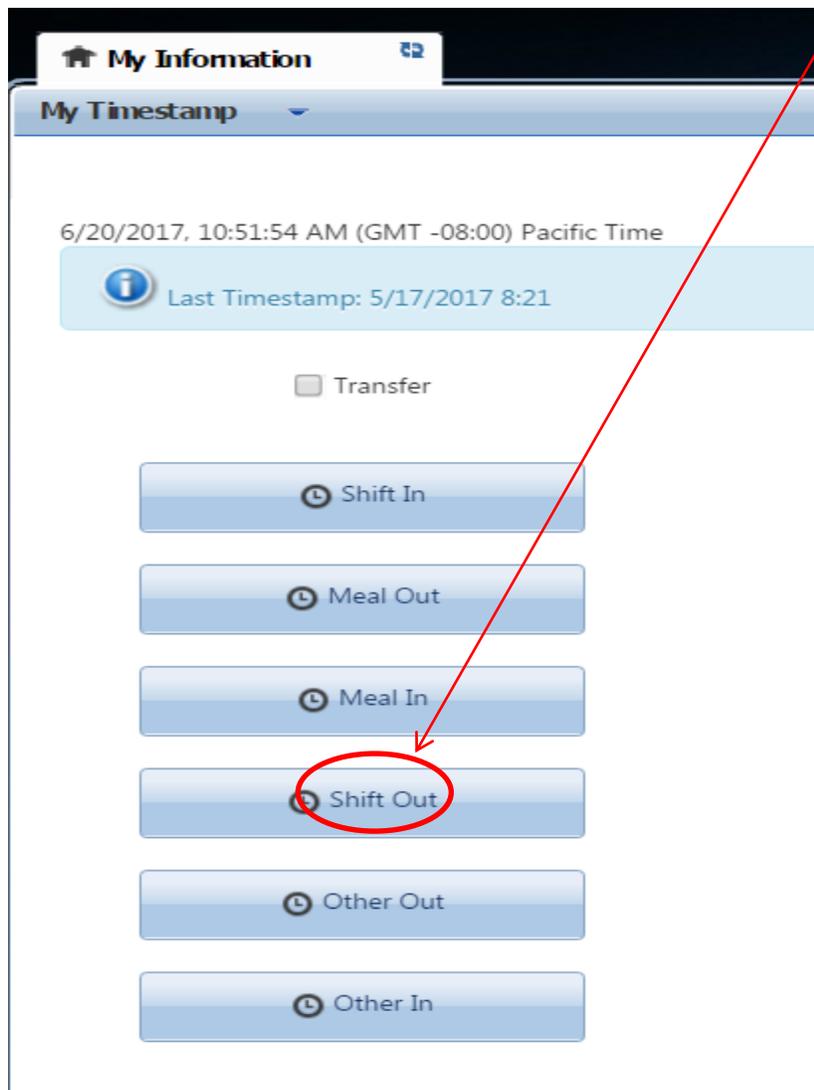
Once you have clicked on “shift in”, the system will generate a punch time for you.

To go back to the Time Stamp screen, click on “Back to Time Stamp”.



## Shift Out

To end your shift, go to the “My Time Stamp” page and click on “Shift Out”.



Once you have clicked on “shift out”, the system will generate an out punch time for you.

The following messages will be generated.

**My Timestamp**

6/20/2017, 11:21:02 AM (GMT -08:00) Pacific Time

 SOLIS, ARTEMISA  
Punch Time: 6/20/2017 11:20  
Punch Created

Transfer

 Shift In

 Meal Out

 Meal In

 Shift Out

## Meal Out/In

When you are ready to take your meal break, go to the “My Time Stamp” page and click on “Meal Out”.

Transfer

 Shift In

 Meal Out

 Meal In

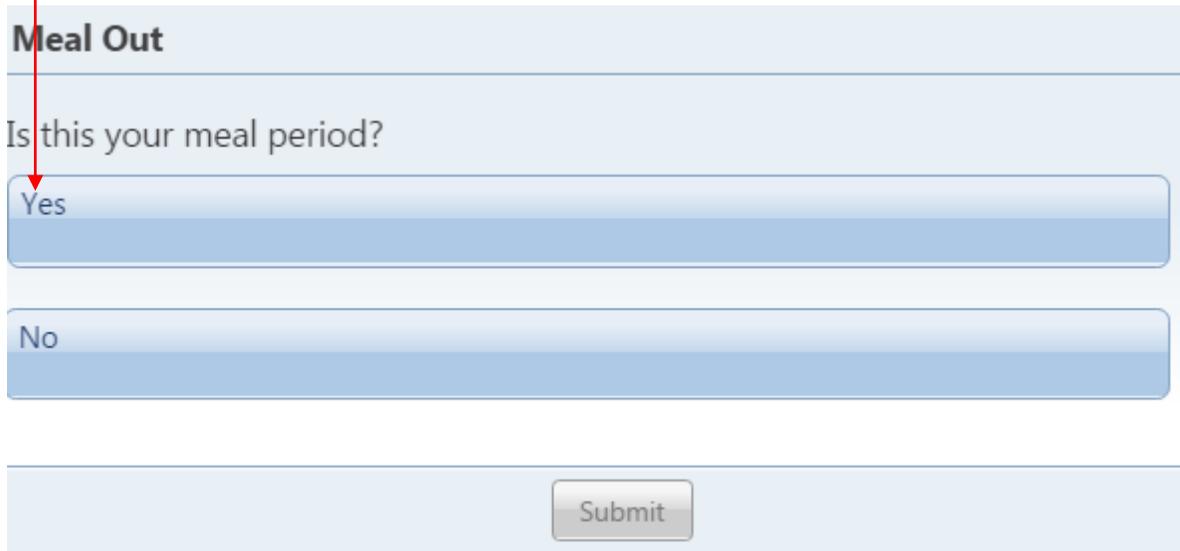
 Shift Out

 Other Out

 Other In



Once you have clicked on “Meal Out”, you will be prompted with the following question. Click on “Yes” then submit.



The screenshot shows a web form titled "Meal Out". Below the title is the question "Is this your meal period?". There are two radio button options: "Yes" and "No". A red arrow points to the "Yes" option. At the bottom of the form is a "Submit" button.

Please note: According to policy, employees who work shifts of five (5) or more hours are entitled to an uninterrupted 30-minute unpaid meal period unless six (6) hours completes the shift. In order for the system to recognize the duration of your meal period, **you must use the “Meal Out” and the “Meal In” buttons for your meal period.**

To return from your meal period, click on “Meal In”.



Transfer

🕒 Shift In

🕒 Meal Out

🕒 Meal In

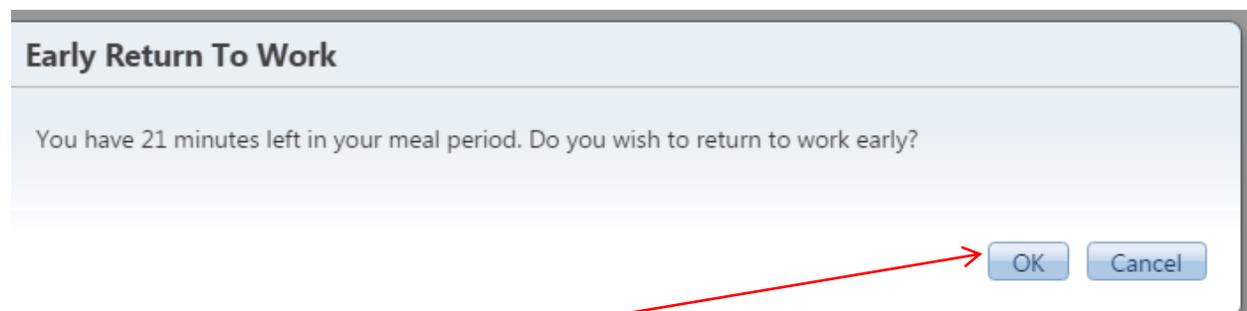
🕒 Shift Out

🕒 Other Out

🕒 Other In

If you are returning from your meal break, and you have not completed a full *30 minute* meal break, the system will warn you that you have minutes remaining left in your meal period.

To cancel and return at a later time or until you have completed your full 30 minute meal break, click on “Cancel”.



**Early Return To Work**

You have 21 minutes left in your meal period. Do you wish to return to work early?

OK Cancel

If you are interrupted or pulled back earlier than your required meal break (30 minutes), click on “OK”. This will generate a “meal in” punch time for you.

### Other Out/In

The “Other out” and “Other In” buttons on the Time Stamp page are used when you are leaving work for any other reasons other than your meal period, (e.g., doctor’s appt., etc.) AND you are planning to return back to work within the same shift.

**My Timestamp** ▾

6/20/2017, 1:12:57 PM (GMT -08:00) Pacific Time

 Last Timestamp: 6/20/2017 12:56

Transfer

 Shift In

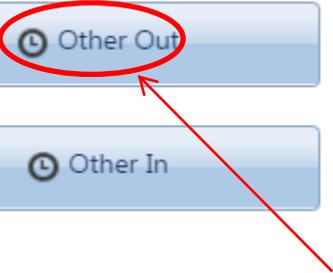
 Meal Out

 Meal In

 Shift Out

 **Other Out**

 Other In



To create an “Other Out” punch click on “Other Out”. This will generate an out punch time for you.

Once you have returned from “Other Out”, click on “Other In”. This will generate an in punch time for you.

**My Timestamp** ▾

6/20/2017, 1:18:58 PM (GMT -08:00) Pacific Time

 Last Timestamp: 6/20/2017 12:56

Transfer

 Shift In

 Meal Out

 Meal In

 Shift Out

 Other Out

 **Other In**

### **Transferring to another department**

Under the Time Stamp page, click on the “Transfer” box.

The screenshot shows a user interface for time stamping. At the top, there is a blue header with the text "My Timestamp" and a dropdown arrow. Below this, the current time and date are displayed: "6/20/2017, 1:24:19 PM (GMT -08:00) Pacific Time". A light blue box contains an information icon and the text "Last Timestamp: 6/20/2017 12:56". Below this, there are three buttons: "Transfer" (with a checkmark icon), "Shift In" (with a clock icon), and "Meal Out" (with a clock icon). The "Transfer" button is highlighted with a red rectangular box, and a red arrow points from the text above to this button.

Click on the “Transfer” box when you are transferring to another job. This is also used when you are beginning your shift in another department or job.

Job: Select the appropriate job you are transferring to (e.g., Dialysis/RN).

Department: Select the appropriate department you are transferring to (e.g., 7740 Dialysis).

Job Code: Select the appropriate Job Code you are transferring to (e.g., 2700 Register Nurse).

Work Rule: No selection is needed here.

### **Transferring back to your primary department/job from a secondary department/job.**

Under the Time Stamp page, click on the “Transfer” box.

Once you have clicked on the “Transfer” box, then click on the appropriate “In” button. The following screen will appear. This is where you will select your primary department and job code. Then click on “Punch” and this will create an in punch to place your time back to your primary department and job.

**My Timestamp** ▾

6/20/2017, 1:31:06 PM (GMT -08:00) Pacific Time

Transfer

 Shift In

 Meal Out

 Meal In

 Shift Out

 Other Out

 Other In

Select your primary department and job code here

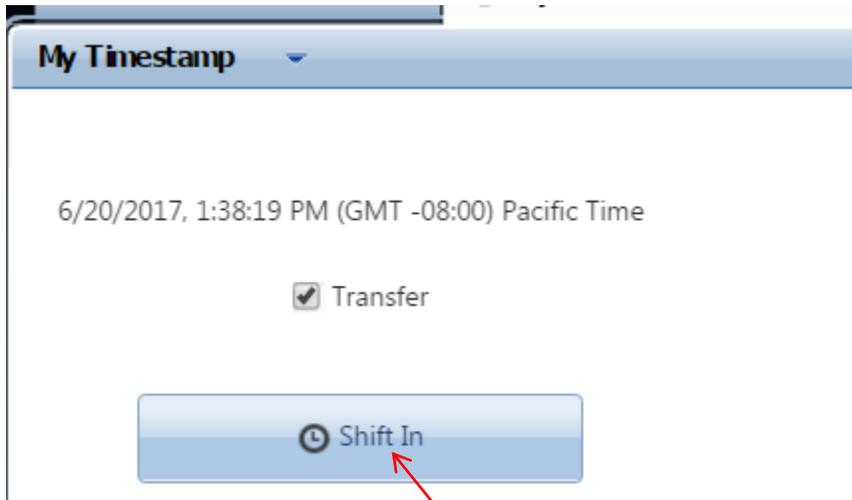
Corporation

Department

Job Code

## Oncall/Call Back

Under the Time Stamp page, click on the “Transfer” box



Once you have clicked on the “Transfer” box, click on Shift In.

The following screen will appear. Select the appropriate Work Rule with “**OC CB**” attached (e.g., “Hourly **OC CB**”, Hourly 12 **OC CB**”, “Per Diem **OC CB**” etc.) Then click on “Punch”.

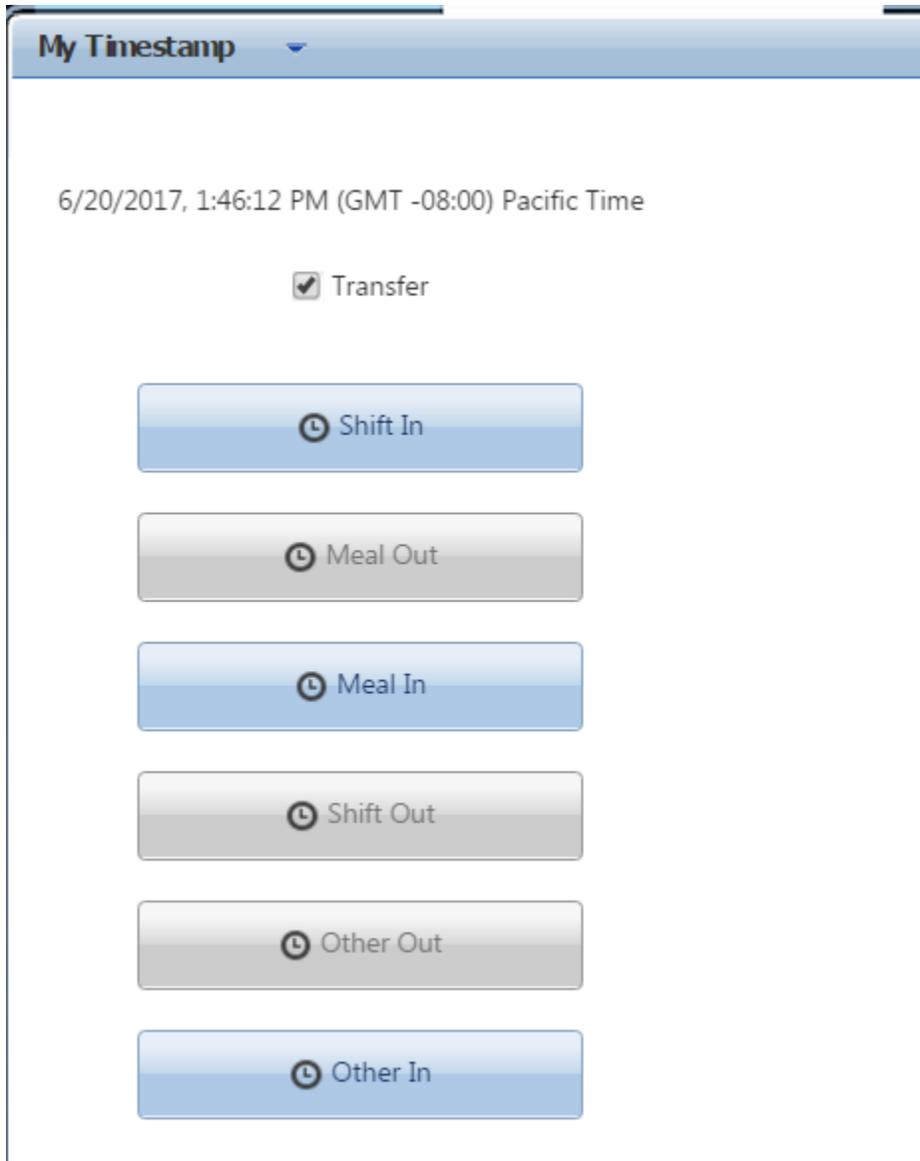
### Transfer Selection

Corporation	<input type="text"/>	▼
Department	<input type="text"/>	▼
Job Code	<input type="text"/>	▼
Reserve 4	<input type="text"/>	▼
Reserve 5	<input type="text"/>	▼
Reserve 6	<input type="text"/>	▼
Reserve 7	<input type="text"/>	▼
Work Rule	Hourly OC CB	▼

At the end of your call back shift, click on “Shift Out” from the Timestamp page. The system will automatically place you back in your regular shift the following day.

### **Transferring to Education, Orientation or Inservice from your primary job**

To transfer to education, orientation, or inservice, etc., under the Time Stamp page, click “Transfer” then “Shift In”.



The screenshot shows a web interface titled "My Timestamp" with a dropdown arrow. Below the title, the date and time are displayed as "6/20/2017, 1:46:12 PM (GMT -08:00) Pacific Time". A checkbox labeled "Transfer" is checked. Below this, there are six buttons, each with a clock icon and a label: "Shift In", "Meal Out", "Meal In", "Shift Out", "Other Out", and "Other In". The "Shift In" and "Other In" buttons are highlighted in blue, while the others are grey.

My Timestamp ▾

6/20/2017, 1:46:12 PM (GMT -08:00) Pacific Time

Transfer

⌚ Shift In

⌚ Meal Out

⌚ Meal In

⌚ Shift Out

⌚ Other Out

⌚ Other In

The following screen will appear. Select the appropriate Work Rule.

The screenshot shows a web form titled "Transfer Selection" with the following fields and annotations:

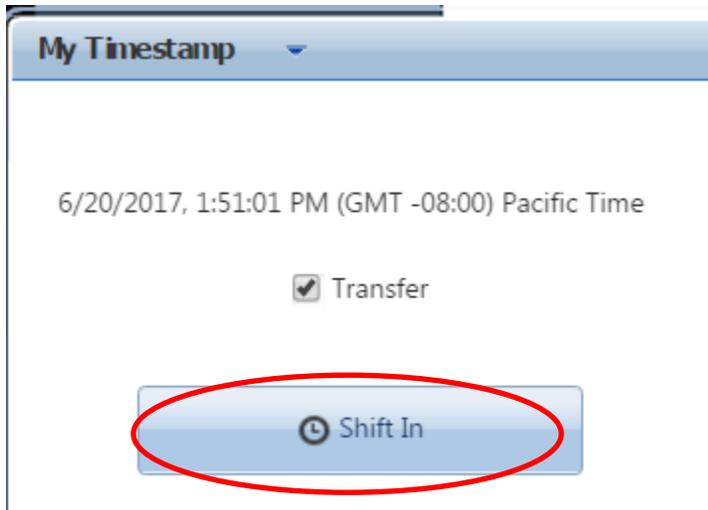
- Corporation:** A text input field.
- Department:** A text input field.
- Job Code:** A dropdown menu.
- Reserve 4:** A dropdown menu.
- Reserve 5:** A dropdown menu.
- Reserve 6:** A dropdown menu.
- Reserve 7:** A text input field.
- Work Rule:** A dropdown menu with a list of options: "Hourly Default", "Hourly EDUCATION", "Hourly INSERVICE", and "Hourly MUD".

Annotations include:

- A red box around the Corporation, Department, and Job Code fields with the text: "For education, orientation or inservice, the 'Job', 'Department', and 'Job Code' fields do not need to be selected unless you are training for a specific dept/job."
- A red box around the Work Rule dropdown with the text: "Select the appropriate Work Rule (Hourly Education, Hourly Orientation, Hourly In-service, etc.)".
- A red box around the Work Rule dropdown list with a red arrow pointing to it.
- A red arrow pointing to the "Punch" button at the bottom of the form.

Next, click on "Punch".

Once you have completed education, orientation, etc., and are ready to return back to your primary job, go to the Time Stamp page, click on the “Transfer” box, then click on “Shift In”.



The following screen will appear:

The screenshot shows a web form titled "Transfer Selection". It contains several dropdown menus for selection: Corporation, Department, Job Code, Reserve 4, Reserve 5, Reserve 6, Reserve 7, and Work Rule. The "Work Rule" dropdown menu is currently open, displaying a list of options: "Hourly Default", "Hourly EDUCATION", "Hourly INSERVICE", and "Hourly MUD". A red arrow points from the "Hourly Default" option in the dropdown menu to the "Punch" button at the bottom of the form. The "Punch" and "Cancel" buttons are located at the bottom center of the form.

Select the appropriate work rule that has “**default**” attached.

Click on “Punch”. This will assign your time back to your primary job.

## Employee Self Service My Timecard

My Timecard will allow a user to do the following:

- Select a day/period to view
- Add pay codes and hours

The screenshot displays the Kronos Workforce Central My Timecard interface. The main table lists timecard entries with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. A red box highlights a dropdown menu for the Pay Code column, showing options like 'Please Choose', 'CALL BACK', 'CALLED OFF', 'COMPASSN', 'EDUCATION', 'EDUCA1 5', 'INSERV', 'INSRV1 5', and 'JURY'. Another red circle highlights the 'Current Pay Period' dropdown menu in the top right corner. A red arrow points from the 'Current Pay Period' dropdown to the text below.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 6/10												
Sun 6/11												
Mon 6/12	8:00-17:00	Please Choose										
Tue 6/13	8:00-17:00	CALL BACK										
Wed 6/14	8:00-17:00	CALLED OFF										
Thu 6/15	8:00-17:00	COMPASSN										
Fri 6/16	8:00-17:00	EDUCATION										
Sat 6/17				14.27		16.26				2.0	2.0	2.0
Sun 6/18												2.0

Location	Job	Account	Pay Code	Amount	Wages
		01/8510/5046/-/-/-	PM	2.0	\$4.08
		01/8510/5046/-/-/-	REGULAR	3.75	\$95.55

To view timecard specific different period or day, click on the drop down arrow and make a selection. Once you have selected a choice, the screen will change to reflect the selection you have made.

## Add Pay code

Select the day you want to add a pay code to. Click on the plus sign “+”.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 6/10												
Sun 6/11												
Mon 6/12	8:00-17:00											
Tue 6/13	8:00-17:00											
Wed 6/14	8:00-17:00											
Thu 6/15	8:00-17:00											
Fri 6/16	8:00-17:00			14:27		16:26				2.0	2.0	2.0
		Please Choose:										

In the Pay Code column left click then click on the down arrow and select the appropriate “Pay Code” (e.g., Vac-Hol, etc.).

Click in the “Amount” column field and type in the number of hours (e.g., “8.0” for 8 hours).

Then Click “OK”. Click on “SAVE”.

## Adding Pay Code for partial day

To add a pay code for a partial of the day, select the day. Click on “+” to open up a new row.

Click on the drop down arrow to select the appropriate “Pay Code” (e.g., VAC-HOL, etc.).

Click in the “Amount” field and type in the number of hours (e.g., “4.0” for 4 hours).

Then Click “OK”. Click on “SAVE”.

## View Accruals

You can view your current accruals in My Timecard.

The screenshot shows the 'My Information' section of the My Timecard interface. The top navigation bar includes links for 'My Timecard', 'My Reports', 'My Attendance', and 'My Invoicing'. A red arrow points from the 'My Timecard' link to the 'Accruals' tab in the bottom navigation bar.

The 'My Timecard' section displays a table with columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The table shows data for dates Sun 6/25, Mon 6/26, Tue 6/27, and Wed 6/28.

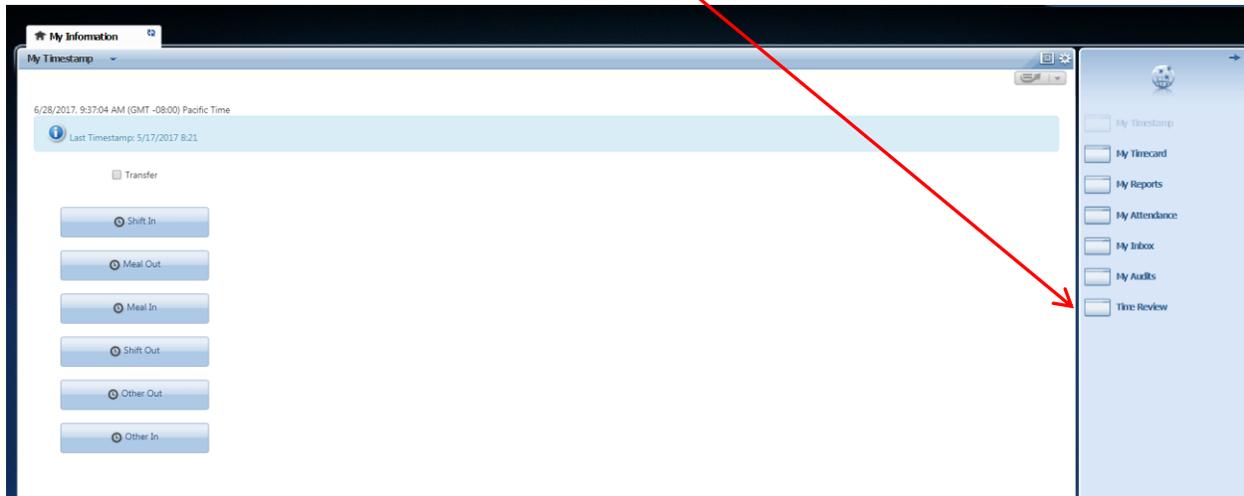
Below the table, there are tabs for 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. A red arrow points from the 'Accruals' tab to the 'Accruals' section below.

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
ACCOM	9999.0	Hour	Sun 1/01 - Sun 12/31	9999.0	9999.0
CFRA	480.0	Hour	Sun 1/01 - Sun 12/31	480.0	480.0
FMLA	480.0	Hour	Sun 1/01 - Sun 12/31	480.0	480.0
PDL	692.0	Hour	Sun 1/01 - Sun 12/31	692.0	692.0
PSL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	24.0
SCHOOL PARENTAL LEAVE	31.75	Hour	Sun 1/01 - Sun 12/31	31.75	40.0
VAC-HOL	39.42	Hour	Sun 1/01 - Sun 12/31	35.3	39.42
VAC-HOL Accrued	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0

While in My Timecard you will click on Accruals at the bottom of timecard.

## TIME REVIEW

From My Information you will need to go to "Time Review". This will allow you to approve/reject or address a missed punch on timecard.



Once in Time Review you will see your daily work activity. If you are missing a punch you will see the following symbol next to the scheduled day (M) If there has been an Edit you will see this (E) If an edit has been made and you agree with your punches you will just Approve.

The screenshot shows the 'Time Review' page for employee MOLINA, OLGA (0006212). The page displays a table of daily work activity with columns for Date, Schedule, Pay Code, Amount, In, Transfer, and Out. The table includes data for dates from Wed 6/14 to Thu 6/22. Red circles highlight the dates Wed 6/14 and Mon 6/19, which have '(M)' and '(E)' symbols respectively. Red arrows point from the text above to these symbols and to the 'Approve' button.

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Wed 6/14 (M)	8:00-17:00			8:00		12:00
Thu 6/15 (E)	8:00-17:00			8:00		12:00
Fri 6/16 (E)	8:00-17:00			8:00		12:00
Sat 6/17						
Sun 6/18						
Mon 6/19 (E)	8:00-17:00			8:00		12:00
Tue 6/20 (E)	8:00-17:00			8:00		12:00
Wed 6/21 (M)	8:00-17:00			8:00		12:00
Thu 6/22 (E)	8:00-17:00			8:00		12:00

If you are missing a punch you will click on the cell filled in red.

## Submitting Missed Punch

Once you click in the red box the Approve button will then turn to Fix Missing Punch. You will get the following box which allows you to submit missing punch and add a comment. From the comment drop down select an option and then type in your note in the Notes box.

Time Review

Employee: MOLINA, OLGA (0006212)

Days to approve: 6

Daily Approvals

Fix Missing Punch Reject

Date	Schedule	Pay Code	Amount	In	Transfer
Wed 6/14 (M)	8:00-17:00			8:00	

### Submit Missed Punch

Date:\* 8/01/2017

Time:\*

Comment:\* Administrative Approval

Notes:\*

Submit Cancel

Add your missing time in Military Time in the Comment select a comment that applies to your missing punch then add a note in the Notes box. Click submit.

The missed punch(es) will need to be entered by you or otherwise resolved before you will be able to approve your timecard for that day.

If neither "Missed" nor "Edited" appears next to a date, then there are no missed punches and no manual edits on that date, but the **employee is still expected to approve that day.**

If there is both a missed punch and an edited punch on the same day, the display shows "Missed". This means you cannot approve the day until the missed edit has been entered.

Once the missed punch has been addressed by your supervisor it will populate on your timecard and then you can approve your day.

## Approve a day

To approve your shift you will need to highlight the day and then click on Approve.

Time Review

Employee: MOLINA, OLGA (0006212)

Days to approve: 6

Daily Approvals

Date	Schedule	Pay Code	Amount	In	Out
Wed 6/14 (M)	8:00-17:00			8:00	
Thu 6/15 (F)	8:00-17:00			8:00	12:30

Approve Rejec

To remove approval on timecard you will need to be in "My Timecard" click on drop down arrow on Approve Timecard then Remove Timecard Approval.

My Timecard

Loaded: 13:47 Previous Pay Period

Approve Timecard

Approve Timecard  
Remove Timecard Approval

	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sun 6/11												
Mon 6/12				8:00		12:00	12:30		16:30	8.0	8.0	8.0
Tue 6/13				8:00		12:00	12:30		16:30	8.0	8.0	16.0
Wed 6/14				8:00		12:00			16:30	8.5	8.5	24.5
Thu 6/15		This Day Appr...	1.0	8:00		12:00	12:30		16:30	8.0	8.0	32.5
Fri 6/16				8:00		12:00	12:30		16:30	8.0	8.0	40.5
Sat 6/17												40.5
Sun 6/18												40.5
Mon 6/19				8:00		12:00	12:30		16:30	8.0	8.0	48.5

Totals Accruals Audits Historical Corrections

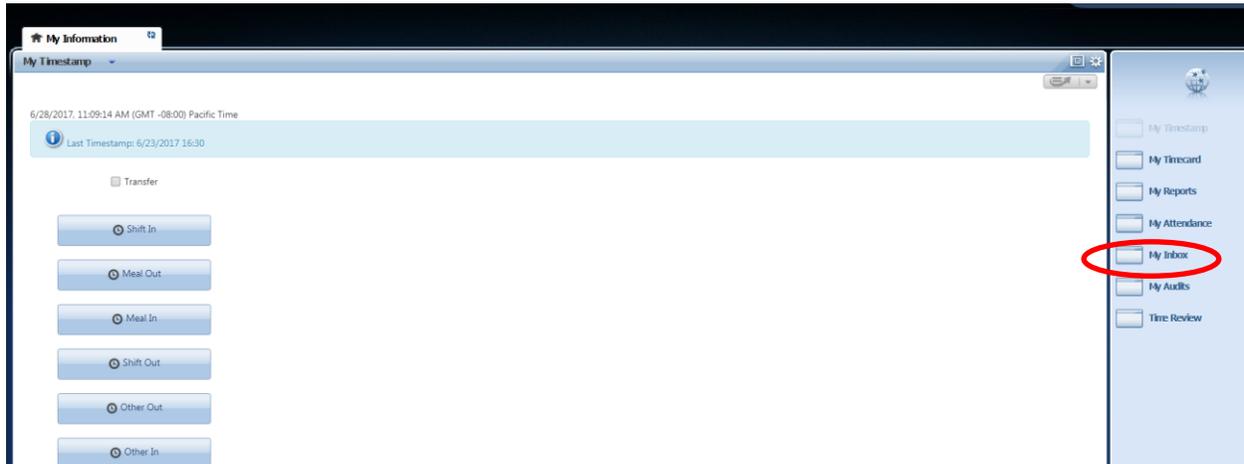
Account	Pay Code	Amount
01/8510/5045/---	OVERTIME	0.5
01/8510/5045/---	REGULAR	76.0

While in My Timecard you will see that once you approve a day it is now an orange color.

## Inbox

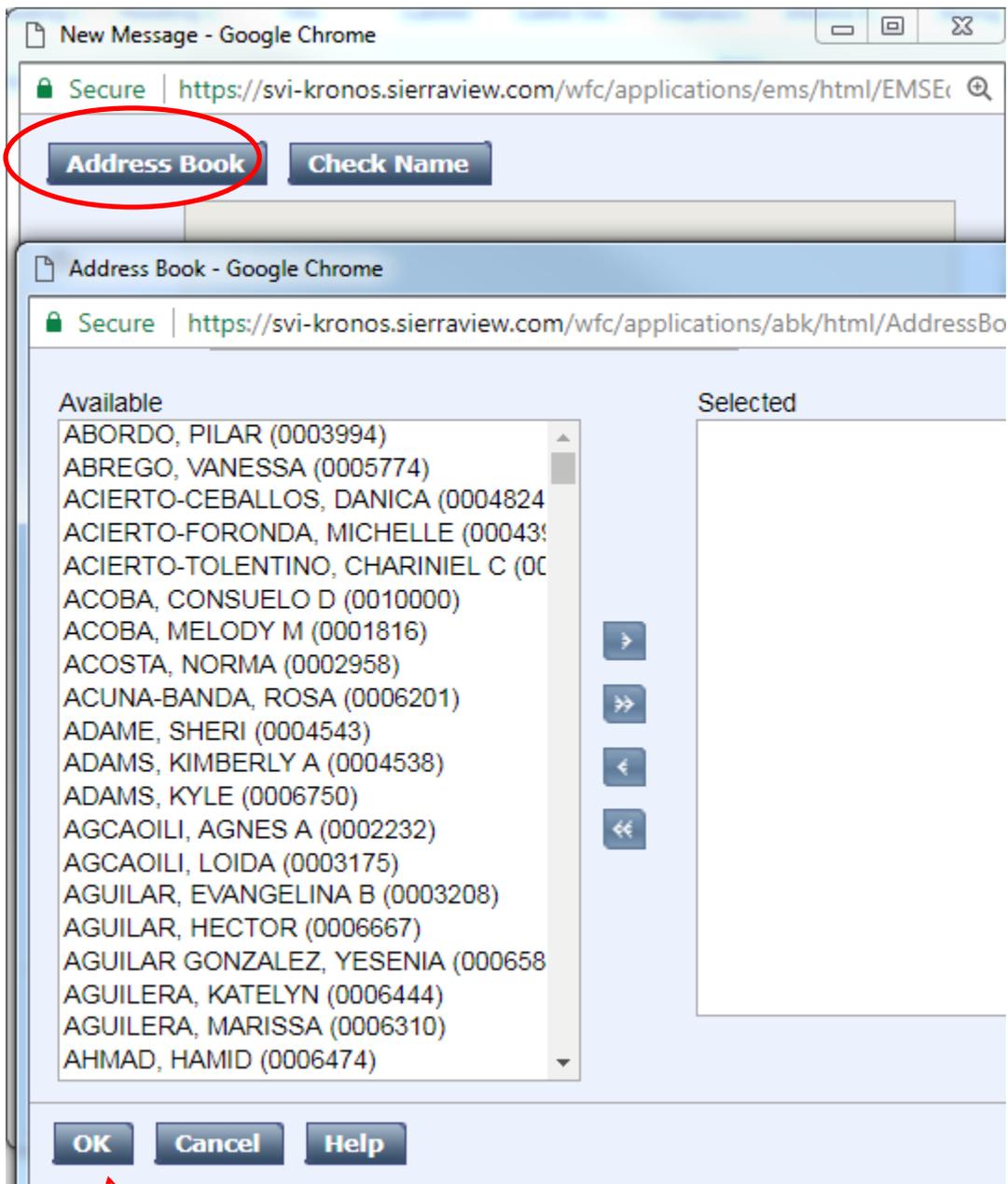
Inbox allows users to do the following

- Open/Reply/Delete a message
  - When a Supervisor approves a missed punch, the employee will be notified in their inbox.
- Create/Send a new message



Click on “New”



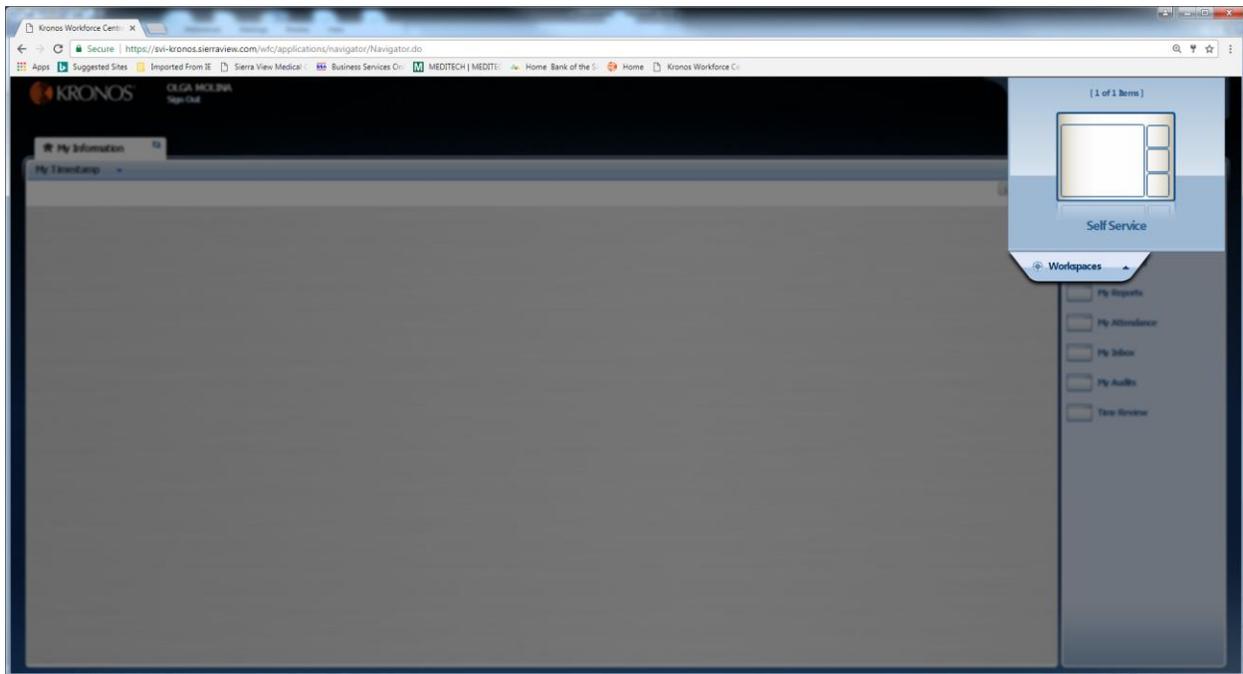


In the name enter (\*) then hit click on search following list of employees will appear, scroll down to select the name of the person you are sending a message to. Select the name and click on the right arrow.

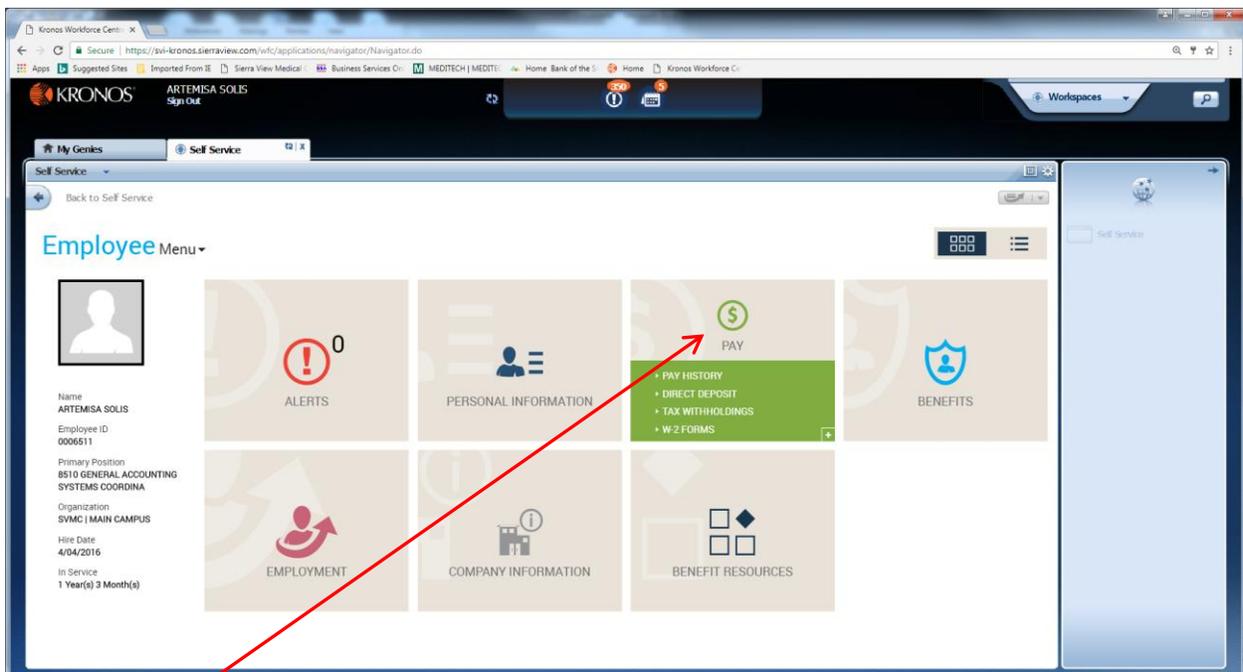
Then click Ok.

## Self Service

### Updating Direct Deposit and W-4 in Self-Service

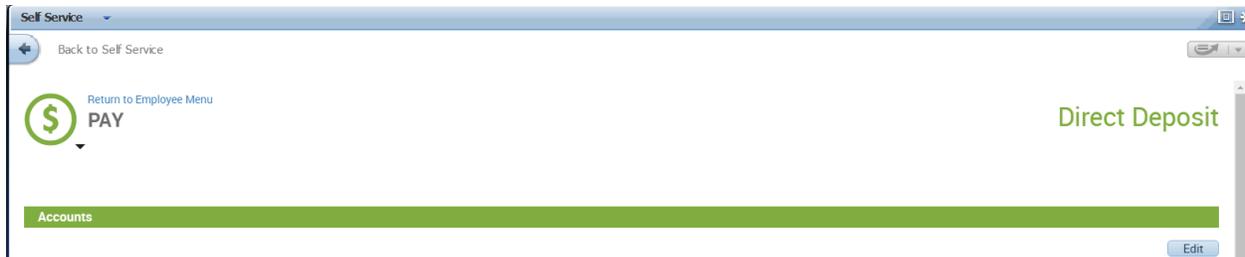


To access Self Service you will need to go to Workspaces then click on Self Service.



Click on "Pay" choose Direct Deposit. You will see the following screen. Note if you have direct deposit information and you want to make changes a list of your direct deposit distribution will

show up on the screen you will need to hit Edit. You will then have the option to make changes or delete account.



Your direct deposit can be set up as percentage (must equal 100%) as well as fixed amount. Your main deposit account must be the highest order number you can default to order number 99. If you want your net pay to go to one account you will complete as follow. To add a new account you click on Add Account or if you want to delete you will on Delete Account.

Order:*	<input type="text" value="99"/>
Account Type:*	<input type="text" value="Checking"/>
Routing Number:*	<input type="text" value="REDACTED"/> 
Account Number:*	<input type="text" value="REDACTED"/> 
Deposit Type:*	<input type="text" value="Remaining Amount"/>
Deposit Amount:*	<input type="text"/>

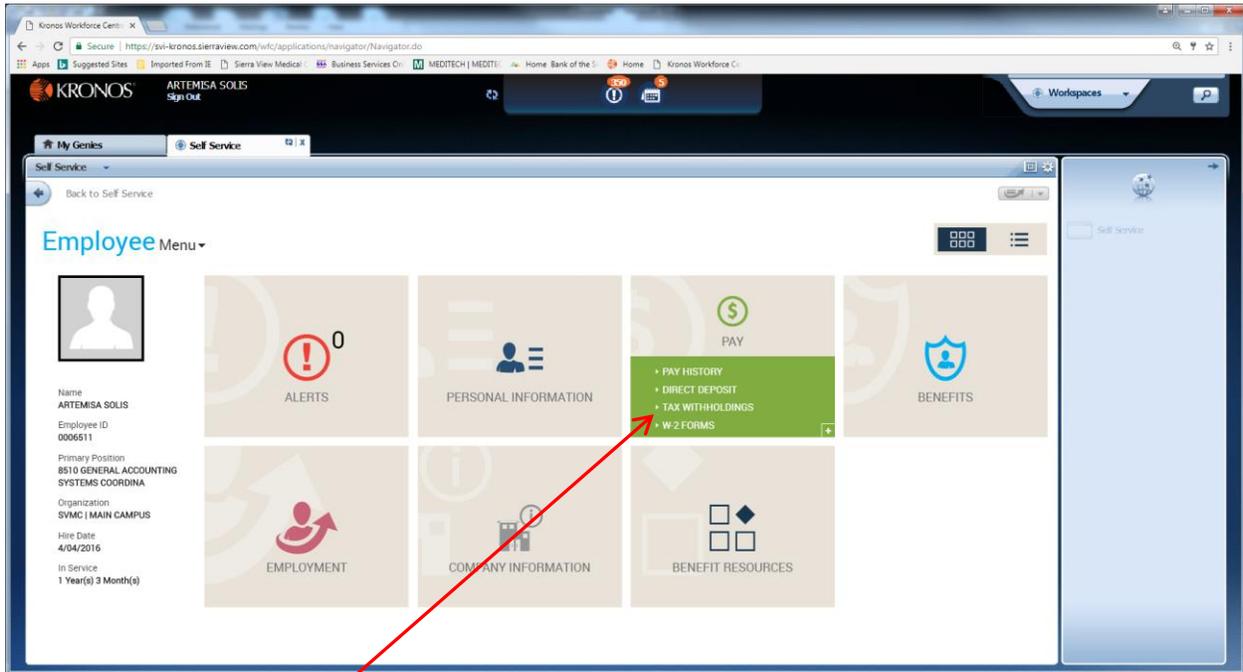
[Delete Account](#)

[+ Add Account](#)

To split amounts between accounts your deposit type will be set to fixed amount and you must provide the deposit amount. If you are doing percentage amount the deposit type will be set to percent of net pay and the deposit amount will be a percentage. Once you are done updating information click on "Save" at the top of the page.

Deposit Type:*	<input type="text" value="Fixed Amount"/>
Deposit Amount:*	<input type="text" value="100.00"/>

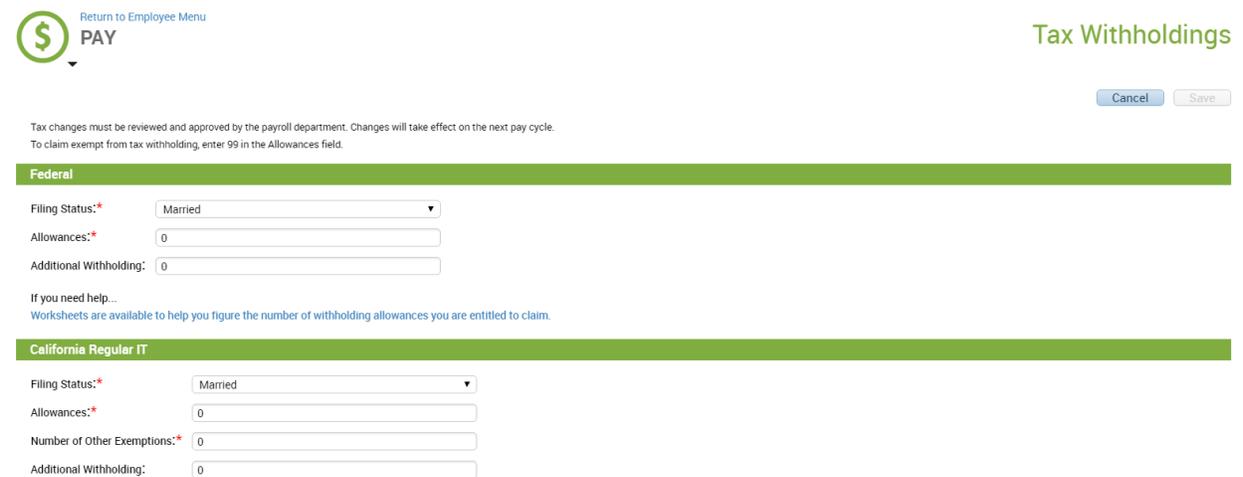
## Updating W-4 Information



Click on Tax Withholding then Edit



You will then get the following screen to make your updates.



Your filing status should always be either Married or Single. Do not select Head of Household or None for both Federal and State. You will fill out the Allowances for the number of dependents you would want to claim. If you have an additional amount to be deducted each pay check that will go under Additional Withholding. Once you have completed your changes be sure and click on "Save" at the top of the page.