Cornell University
College of Human Ecology

Using HTML Kronos – Students and Staff

(if using a Mac, or an incompatible version of Java on a PC)

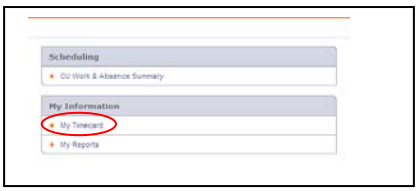
1. Access the Kronos website

https://www.kronos.cornell.edu/

- **DO NOT Click on the gray LOGON button!**
- Instead click on LOG ON – HTML link
- NOTE – you must Log Off when finished in Kronos (upper right corner). If you don't Log Off, and instead click the X in the top right corner, the connection will remain open.

- **Logging Off does not return to the initial Kronos Logon Screen**. You must click the link above to Log back in.

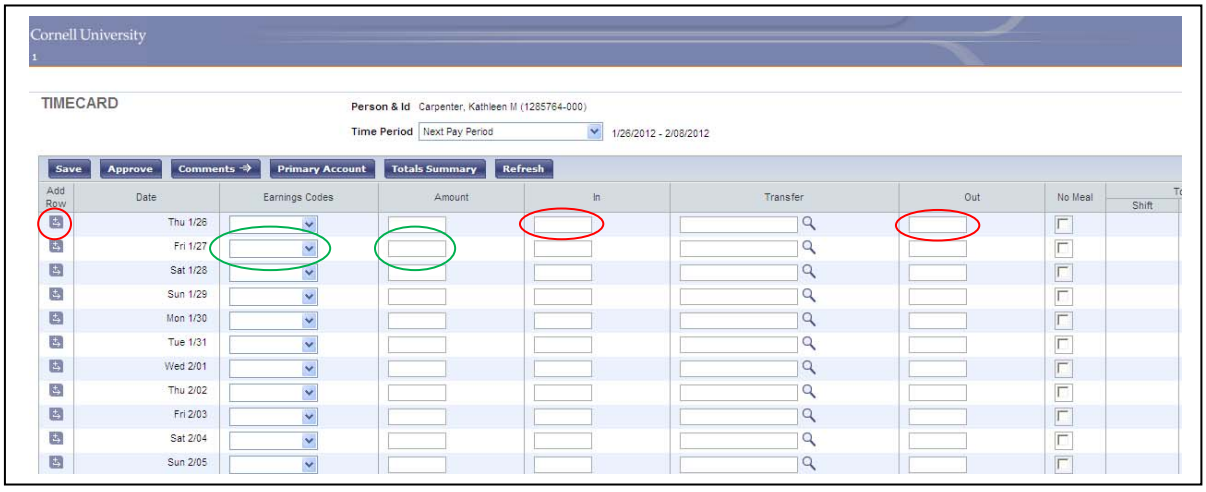
2. Access your Timecard



In **My Information**, click **My Timecard**.

Enter time worked on a daily basis:

- Enter In and Out times (start and end of your shift AND include Meal Breaks).
  Note: The default time is a.m. To record p.m., add a "p" after the time. (i.e. 8:00a is 8 am and 1:15p represents pm)
- If you work two (or more) shifts in a day, enter a new row by clicking the icon under the Add Row column.
- Click **Save** .



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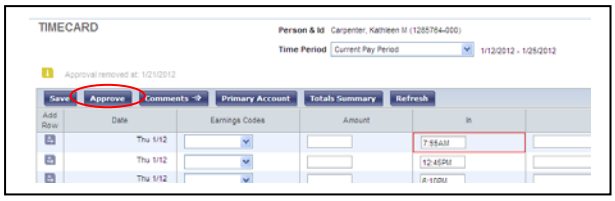
3. Record Paid Time Off (if you are a benefits eligible staff member – students disregard this)

- NOTE – Paid Time Off must be recorded on its own line. Therefore, insert a new row if you have also recorded In/Out time for that date.
- Enter paid time off (vacation, sick, personal, etc.) by selecting the appropriate **Earnings Code** in the **Earnings Code** drop down box. In the **Amount** column, record the number of hours used as paid time off. (i.e. 2.8, 3.9, etc.)
  - ***Most common codes are: FHC – Family Health Care, PDL – Paid Leave, PER – Personal, SIC – Sick, VAC - Vacation.***
- Click **Save** .

- ****Hours MUST be recorded daily to ensure accurate timekeeping. DO NOT wait until the end of the pay period to record time**. *Supervisors are also being asked to review timecards throughout the pay period.*

3. Approve the Timecard

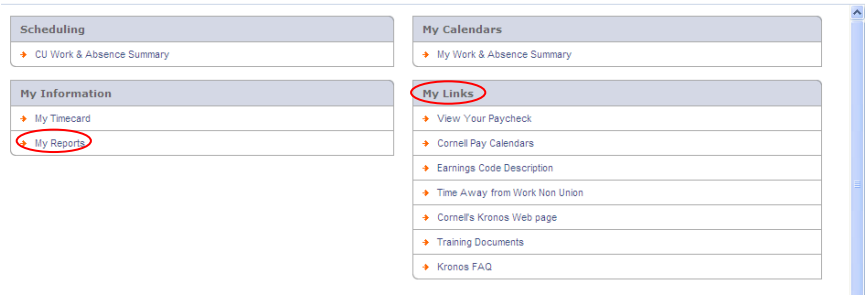
Timecard approval takes place every other week. The current schedule is:



Once all time is complete and SAVED, approve your timecard by clicking on **Approve.** (note this button toggles between "**Approve**" and "**Remove Approval**".

Note – If you need to make a change after you've already approved the timecard, remove your approval, then reapprove after the change is made. However if your supervisor has already approved, you will not be able to edit the timecard (or remove your approval). In this case, email your supervisor and ask them to remove their approval. Next you can remove your approval, edit and then re-approve. Finally, email the supervisor asking them to re-approve. There is no longer a way for the Payroll Rep to "remove" other's approvals.

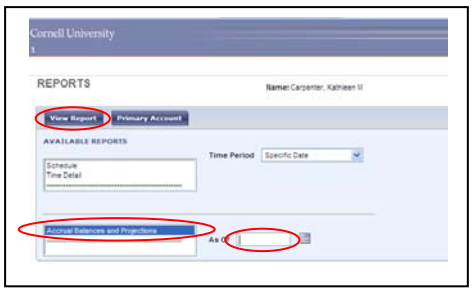
ABOUT YOUR TIMECARD:



- My Links
  Access several useful links

- My Reports (under My Information) to view current Leave Balances

Click My Reports to view Leave Balances



- Highlight Accrual Balances and Projections
- Type a date in the "As Of" field
- Click View Report Button

ACCRUAL BALANCES AND PROJECTIONS

Return

Date Selected: 3/01/2012
Name: Carpenter, Kathleen M

Printed: 3/01/2012
ID: 1285764-000

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Comp Time	Hour	0.0	3/01/2012	0.0	0.0	0.0	0.0
FHC	Hour	19.4	7/01/2012	0.0	23.4	23.4	19.4
PER	Hour	20.3	7/01/2012	0.0	23.4	23.4	20.3
Sick	Hour	551.67	3/01/2012	0.0	0.0	551.67	551.67
State Only - Overflow	Hour	0.0	3/01/2012	0.0	0.0	0.0	0.0
Vacation	Hour	126.82	3/01/2012	0.0	0.0	126.82	126.82

- To close report, Click Return

To return to the main screen, click the < Home ***button (upper right).***

To erase/delete previously entered in/out or leave time, highlight the text, then press Delete key

4. **Historical Edits (previously known as "Prior Period Correction")**
   - This feature is used to correct a timecard in the past. This feature *is not* available in the HTML Kronos version. Your options are:
     - Email your supervisor with the request to make a correction in a previous pay period (provide the date(s); time change, explanation) or
     - Access Kronos on a Java compatible machine (not a Macintosh) and follow the Historical Edit steps in the Student/Staff instructions located on the Human Ecology website: http://www.human.cornell.edu/administration/hr/working/index.cfm.

If you have more than one job at Cornell, read on

**Note – if you have more than one job at Cornell, there are two different processes to follow to record time worked, depending on the circumstances.

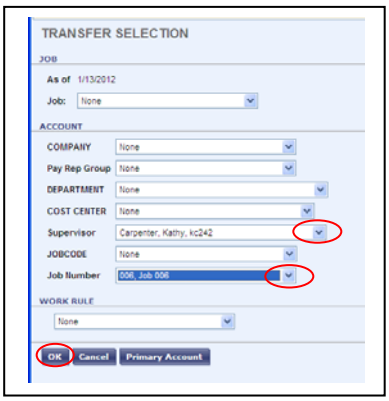
a. Within the same department, you will need to "transfer hours" from your "home" job to your secondary job within that department** (see below)
b. Multiple jobs in different departments are accessed by using your netid and password for your "home" job, and a different logon/password for any subsequent jobs (assigned by the payroll office).

5. **Transferring time from one job to another *within the same department***

You will have a single timecard but can transfer hours worked to the appropriate job and supervisor within that timecard. These changes affect where hours are charged. You will be paid at the correct rate for that job based on the rate in the central HR/Payroll system.

- You may do timecard transfers to a **different job number** and a **different supervisor**.

  - Enter your **In** time and your **Out** time in the normal manner.
  - To "Transfer" these hours to another Job or Supervisor, click the down arrow in the **Transfer** column,
  - Click **Search.**
  - On the **TRANSFER SELECTION** screen; click the drop down arrow for Supervisor, select the supervisor for the secondary job.
  - Click the drop down arrow for Job Number arrow to select the appropriate Job Number **(you must be certain of this and not guess).**
  - Click OK to save and return to the "home" timecard.
  - Subsequent Transfers will be easier, because Kronos remembers your previous Transfer Choices (i.e. you won't have to search for Job Number and Supervisor each time)



This action of Transferring Time will ensure that the hours recorded as transfer will be paid at the hourly rate for the transfer job, and also will ensure that these hours will now appear in the second supervisor's queue of hours to review and approve.

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6. Policy Reminder

***Meal Break Policy**: All students and staff **MUST** adhere to the Meal Break Policy.* Policy (6.7.10) is as follows:

Meal Periods

a) When a non-exempt employee works more than four hours which includes the period 11:00 a.m. to 2:00 p.m., the department must provide (and the employee must take) at least 30 minutes for the meal period.
b) If a non-exempt employee is scheduled to work a shift which begins before noon and continues later than 7:00 p.m., the employee must take an additional meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m.
c) When a non-exempt employee is scheduled to work a shift of more than six hours which begins between 1:00 p.m. and 6:00 a.m., the employee must take a meal period of at least 30 minutes at a time approximately halfway between beginning and the end of the shift.

***Time Collection Policy**: All students and staff **MUST** adhere to the Time Collection Policy.*

Policy (6.7.11) is as follows:

Time Collection-Ensuring Accuracy

Person(s) responsible for time collection must take steps to ensure the accuracy of the data collected. When a person(s) (e.g. employee, supervisor and /or responsible designee) submits/approves time collection data, he/she is attesting to the accuracy of that data. **Knowingly approving inaccurate time collection data is in violation of university policy and illegal under the Fair Labor Standards Act, and may subject the person(s) to disciplinary/legal action (up to and including discharge).**

7. In-depth Student and Staff user guides:

https://confluence.cornell.edu/display/kronosuser/Training+Documents

Contact CHE-HR Office with questions. CHE-KRONOS-SUPPORT-L

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