



KRONOS QUICK START GUIDE FOR EMPLOYEES

URL: <http://www.dhhs.ne.gov/kronos>

Kronos is a web-based time-and-attendance software that captures employees' work time and leave usage. Employees must complete and approve their electronic timecard by the deadline each pay period. Supervisors must then review and approve employee timecards by the deadline each pay period.

NOTE: This document only gives basic getting started information for employees. In order to ensure you complete your timecard correctly to be paid accurately and on time, it is **strongly encouraged that you read the Kronos Employee Training Manual**. This training manual is available on the Kronos website under Non-Facility Training Documents – Employee Training Manual.

OVERVIEW:

- Your Kronos user ID is your employee ID number which will be provided by DHHS HR. This number will also be displayed in green lettering on your employee access card once you receive it.
- The first time you log in, leave the PIN field blank and you will be prompted to select a PIN. Your PIN must meet the following requirements:
 - Must contain at least eight (8) characters
 - Must not repeat any character sequentially more than two (2) times
 - Must contain at least three (3) of the following four:
 - At least one (1) uppercase character
 - At least one (1) lowercase character
 - At least one (1) numeric character
 - At least one (1) symbol. Acceptable symbols are #, \$, underscore (_), @
 - Must change at least every 90 days
 - Cannot repeat any of the passwords used during the previous 365 days
- Report total hours **WORKED** each day to the closest quarter-hour (i.e. 8, 8.25, 8.5, 8.75). Enter number of hours worked in the Punch Hours field each day. **Leave the Pay Code field blank.** Press enter to save your entries.
- Report **LEAVE** hours (vacation, sick, bereavement, etc) in quarter-hour increments by entering the total number of hours in the Punch Hours field. **Enter the appropriate pay code in the pay code box.** A list of allowable pay codes can be found on page 27 of the Kronos Employee Non-Facility Training Manual.
- Overtime will be automatically calculated once you have reported more than 40 hours of work in a work week. The work week runs from Saturday through Friday. **Do NOT use any pay codes for overtime.** Kronos will do the calculations for you. You will see your overtime hours in the Pay Code Hours Breakdown as CTO (comp time overtime). **If you wish to be paid for your overtime hours, you must follow the procedures for electing paid overtime.** These procedures can be found on page 19 of the Kronos Employee Non-Facility Training Manual.
- Employees are only allowed to report more than 40 hours of time in a single week when working overtime. Employees are not allowed to use leave time to exceed 40 hours in the week. For



example, an employee cannot report 35 hours of work and 8 hours of vacation. Only 5 hours of vacation may be used in this situation.

- Once your timecard is completed, use the Select > Select All feature to highlight all records in yellow. Click on Actions > Approve to electronically sign your timecard. You will see 1's in the AP column to indicate your approval.
- You will only be paid for the hours reported on your timecard by the deadline. Hours not reported by the deadline will be paid on the following paycheck date.
- Deadlines are listed on the pay schedule found on the Kronos webpage.
- Make sure your time is reported on the appropriate work date on your timecard. If you need to report time for a future date not listed on your screen, use the Time Period drop down box in the center of your screen, under your name and employee number to select the appropriate date range.
- You may view previous time records using the Timecard Inquiry option. After clicking on Timecard Inquiry, click on the Time Period dates. You will then be able to enter the date range you want to review and click save to display the results.
- Use the RETURN button within Kronos to move back a screen. **Do NOT use your internet forward or back buttons as it can lead to an internal server error.** If you get an internal server error, log off and log back on.
- You may use the comments field to enter a text notation on any time record. Select Actions > Hide/Show Comments to open the comments fields. Type your comment in the field below the time record to which they apply. **Click save or press enter to save your comments.** Select Actions > Hide/Show Comments again to hide them. You will see a C in the notes column for any date where a comment has been recorded.
- If you need to delete or change a record, highlight the record in yellow by clicking on it and then click on the Actions > Delete option. Click delete again on the confirmation screen. Do not use the delete button or backspace on your keyboard to edit or delete records within Kronos.

CONTACTS:

- DHHS Help Desk 402-471-9069 or 1-800-722-1715 for PIN resets
- Human Resources and Development 402-471-9240 for payroll or Kronos questions.