

UAB Campus Kronos Timekeeping System

Nonexempt Employee Training Documentation

The **Campus Kronos Timekeeping System** is utilized by **UAB Campus nonexempt employees** to track time worked on a daily basis and document paid non-worked hours (benefit time). The system is an internet based system, and can be accessed from a designated UAB computer. To access the Campus Kronos Timekeeping System, you must have your Blazer ID and strong password.

1. Go to www.uab.edu/adminsys/.



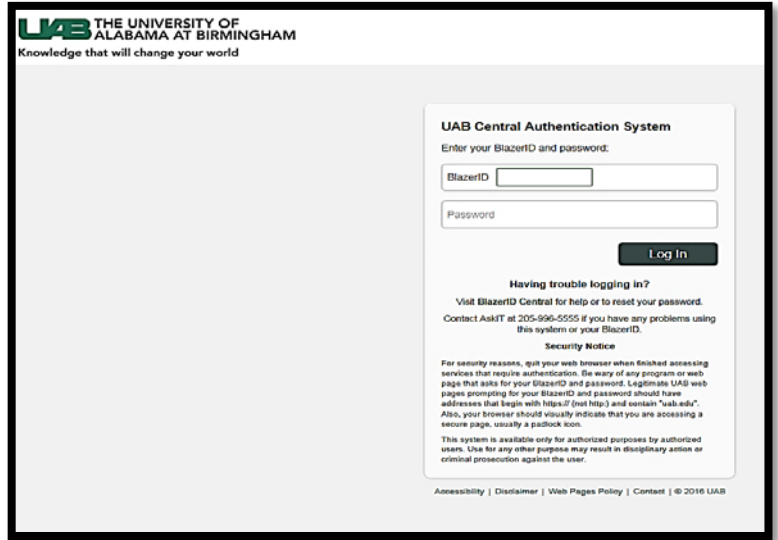
2. Click on the **Campus Kronos** button.



Nonexempt Employee Training Documentation

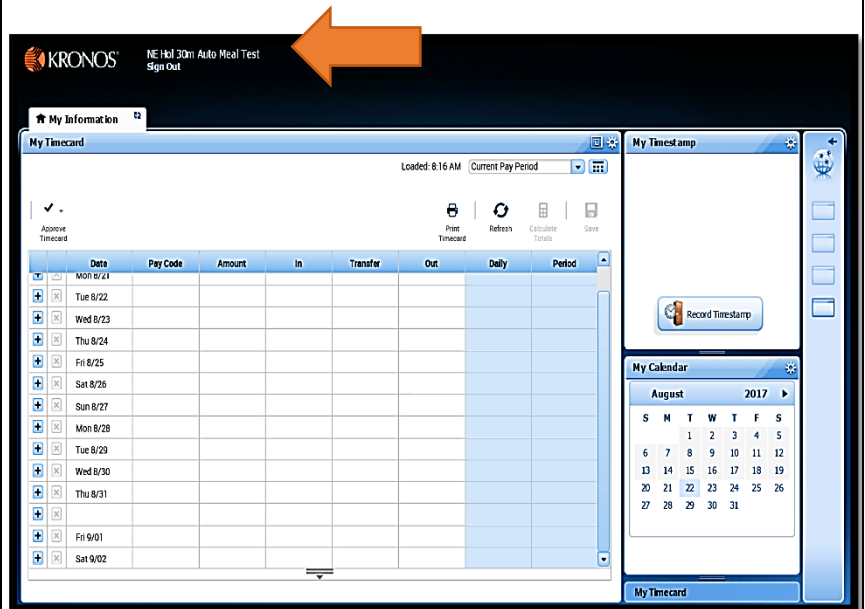
3. Login using your **Blazer ID** and **Password**.

Having trouble logging in?
Visit [BlazerID Central](#) for help or to reset your password.
Contact AskIT at 205-996-5555 if you have any problems using this system or your BlazerID.



Kronos opens displaying your **Navigator** window.

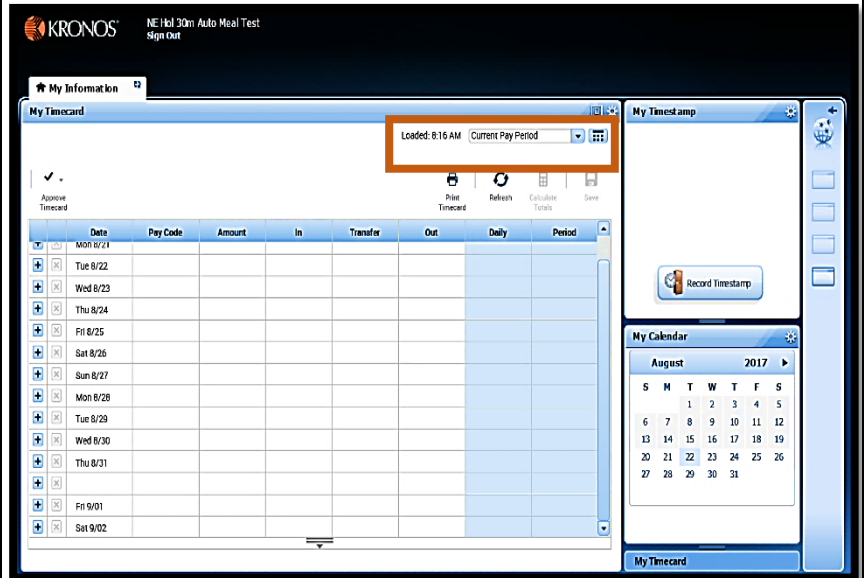
NOTE: The **Navigator** defaults to the **My Information** view for your primary assignment only.



Nonexempt Employee Training Documentation

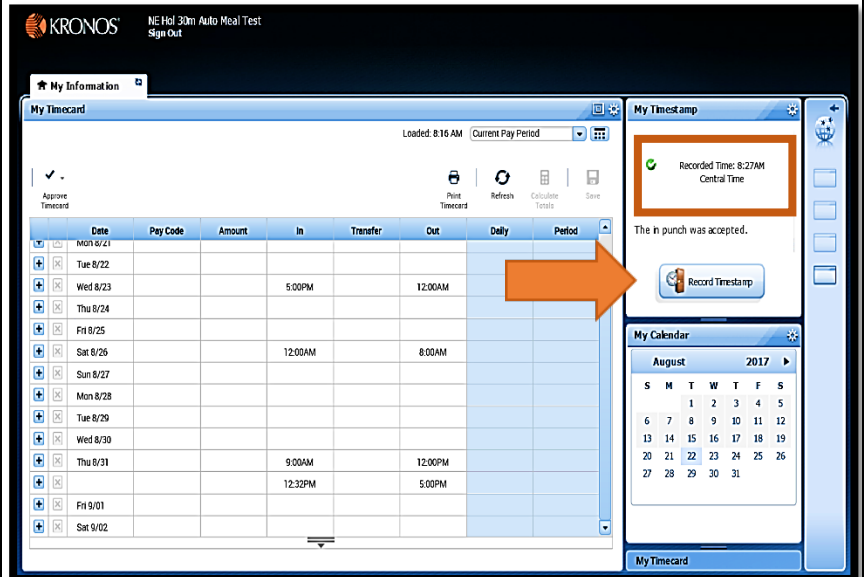
By default, the **My Timecard** widget displays your timecard for the current pay period.

NOTE: To view your timecard for a previous pay period, click on the drop down arrow and select **Previous Pay Period**.



4. To Punch In or Punch Out, click the **Record Timestamp** button on the **My Timestamp** widget.

The exact time recorded will display in the **My Timestamp** widget.

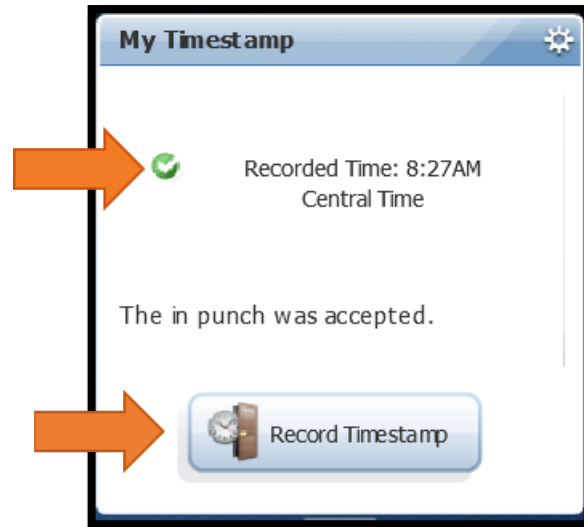


Nonexempt Employee Training Documentation

NOTE: LOOK FOR THE ACCEPT CHECKMARK AND CONFIRM STATEMENT THAT YOUR PUNCH WAS ACCEPTED/RECORDED.

As long as the **Recorded Time** is correct and the accept checkmark/statement displays in the **My Timestamp** widget, your punch was accepted/recorded.

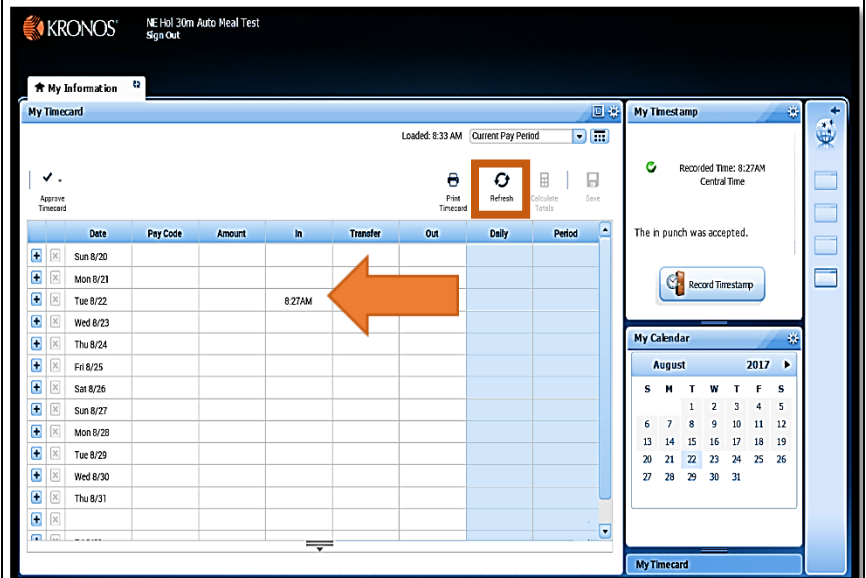
!!!!!!DO NOT CLICK THE RECORD TIMESTAMP BUTTON MULTIPLE TIMES!!!!!!



5. To see the recorded punch on the **My Timecard** widget, click the **Refresh** icon.

The actual time recorded will display in the IN or OUT column based upon the punch.

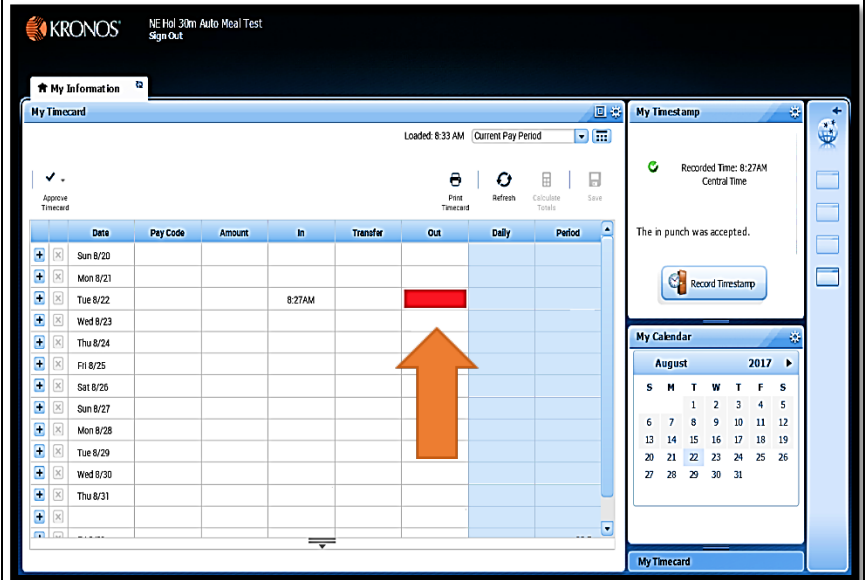
NOTE: AFTER CLICKING THE RECORD TIMESTAMP BUTTON, CONFIRM YOUR PUNCH WAS ACCEPTED (ACCEPT CHECKMARK) WAIT 30 SECONDS BEFORE CLICKING ON THE REFRESH BUTTON.



Nonexempt Employee Training Documentation

NOTE: If you forget to **Punch In** upon returning from your lunch/break or at the end of the work day, a missed punch will be added to your timecard.

A missed punch will show as a red box. The Campus Kronos Time Editor must resolve the missed punch prior to entering total hours for the day on your Kronos TEL document.



The total number of hours worked, for the day, displays in the **Daily** column.

Example: 8.50 = 8 hours and 30 minutes

NOTE: The system will create additional lines as needed based upon the number of punches recorded.

| | Date | Pay Code | Amount | In | Out | Transfer | Daily | Period |
|--|----------|----------|--------|--------------------------------|-------------------------------|----------|-------|--------|
| | Sun 8/20 | | | | | | | |
| | Mon 8/21 | Vacation | 8.0 | Start of Day or Shift Punch IN | Lunch/Break Punch Out | | 8.0 | 8.0 |
| | Tue 8/22 | | | 8:50AM | 11:52AM | | 8.5 | 16.5 |
| | | | | 12:55PM | 6:15PM | | | |
| | Wed 8/23 | | | Lunch/Break Punch IN | End of Day or Shift Punch OUT | | | 16.5 |
| | Thu 8/24 | | | | | | | 16.5 |
| | Fri 8/25 | | | | | | | 16.5 |
| | Sat 8/26 | | | | | | | 16.5 |
| | Sun 8/27 | | | | | | | 16.5 |
| | Mon 8/28 | | | | | | | 16.5 |
| | Tue 8/29 | | | | | | | 16.5 |
| | Wed 8/30 | | | | | | | 16.5 |
| | Thu 8/31 | | | | | | | 16.5 |

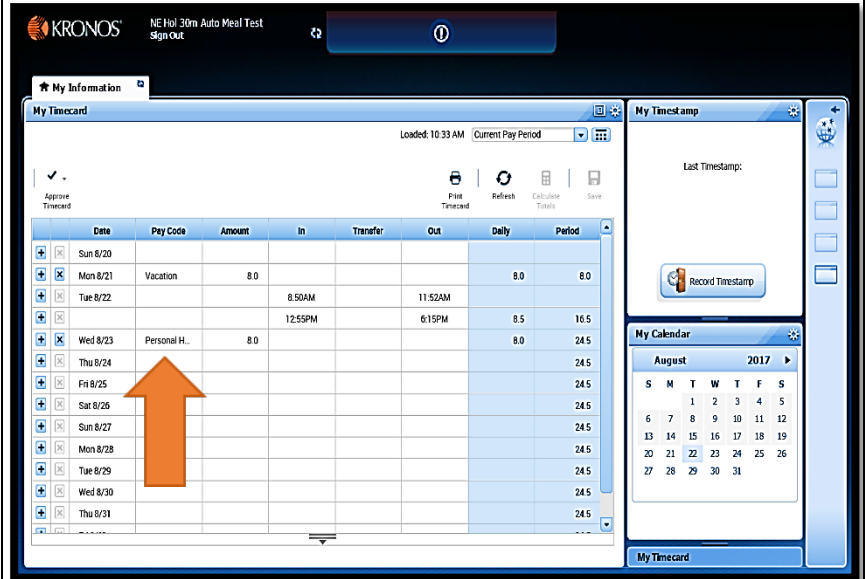
Nonexempt Employee Training Documentation

6. To record any **paid non-worked hours** on your **Kronos Timecard** for the current pay period.

1. Click on the **Date** to select it
2. Select the **Pay Code** from the drop-down list in the Pay Code box
3. Enter the number of hours to be paid in the **Amount** box
4. Click on the **Save**.

NOTE: Non-worked hours include but are not limited to:

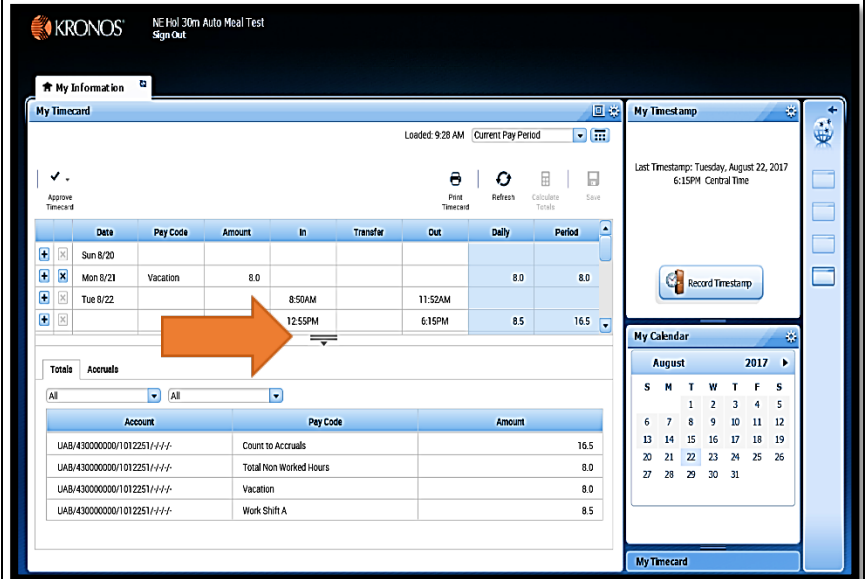
- Bad Weather
- Bereavement
- Jury Duty
- Military Leave
- Personal Holiday
- Sick
- Holiday



7. To display the **Totals** view, click on the **Totals Drawer**.

Totals Tab: displays, worked hours and paid non-worked hours

Note: Worked hour totals display in shift pay codes based upon the defined shift zones per [UAB HR Policy 204](#).




Nonexempt Employee Training Documentation

Totals Tab: displays worked hours and paid non-worked hours as entered on the Kronos Timecard in the **Pay Code** and **Amount** columns.

Note: Worked hour totals display in shift pay codes based upon the defined shift zones per UAB HR Shift Policy 204.

| Totals Accruals | | |
|--------------------------|------------------------|--------|
| All | All | |
| Account | Pay Code | Amount |
| UAB/43000000/1012251/+/+ | Count to Accruals | 16.5 |
| UAB/43000000/1012251/+/+ | Total Non Worked Hours | 8.0 |
| UAB/43000000/1012251/+/+ | Vacation | 8.0 |
| UAB/43000000/1012251/+/+ | Work Shift A | 8.5 |



Accruals Tab: display accrual balances as of the beginning of the current pay period.

Note: Accrual balances adjust as balance driven **Pay Codes** are entered on the Kronos Timecard for the current pay period.

| Totals Accruals | | |
|------------------------|---------------------------|---------------|
| Accrual Code | Accrual Available Balance | Accrual Units |
| Personal Holiday | 17.0 | Hour |
| Sick | 7.42 | Hour |
| Vacation | 18.5 | Hour |

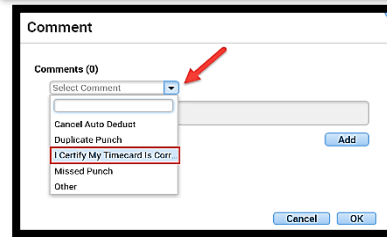
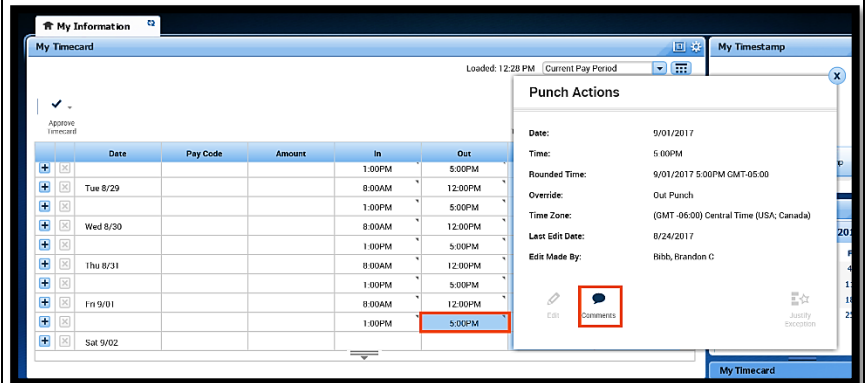
Nonexempt Employee Training Documentation

8. Once you have completed all timecard entries for the current pay period, you will need to **certify** and **approve** your Kronos Timecard.

To Certify your Timecard:

1. Right click on the **last out punch** of the pay period.
2. From the **Punch Actions** box, click on the **speech callout icon** to open the **Comment** box.
3. Select **"I Certify My Timecard is Correct"** from the drop down.
4. Click **OK**.
5. Click on the **Save**.

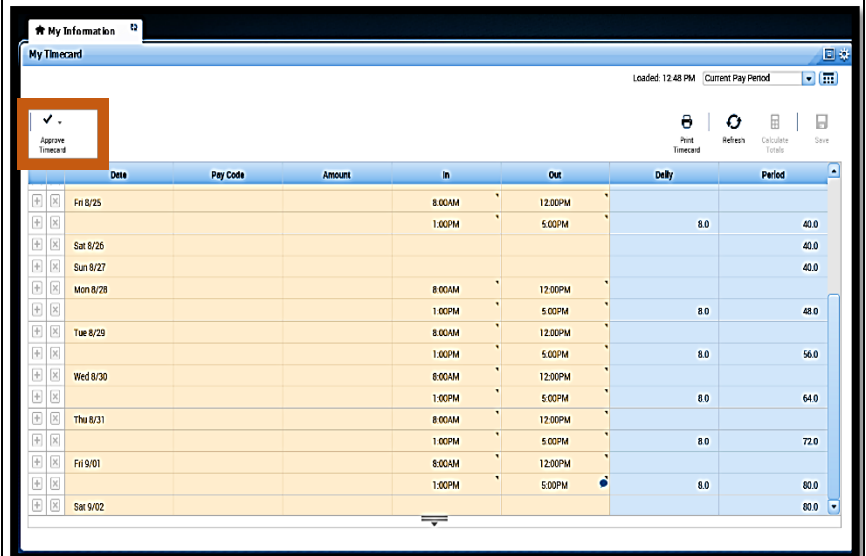
Note: a speech callout icon will display on the last out punch for the pay period, indicating you have **"certified"** your timecard is correct.



To Approve your timecard:

1. Click on the **Approve Timecard** drop down arrow and select **Approve Timecard**. Once approved the Kronos Timecard will change colors indicating employee has approved the timecard.
2. To remove approval, click on the **Approve Timecard** drop down arrow and select **Remove Timecard Approval**.

Note: Once approved the Kronos Timecard locks for employee update. Approval must be "removed" to create a punch record or add/change paid non-worked Pay Codes



Nonexempt Employee Training Documentation

9. Proceed to enter the total number of **Daily hours (worked and non-worked)** entered on the **Kronos Timecard** onto the **Kronos TEL** document.

TEL - Form

Assignment # 1072291 Dist # Document # 5499744 Submit Date 21-AUG-2017 KRONOS

Person NE HOL 30M EMPLOYEE Document Status OPEN Reprocessed

Job Title FINANCIAL AFFAIRS ASSOC III Document Reason DATA ENTRY

Organization 113800000 Budget and Payroll Reporting Method TEL

Asg Category 01 Regular FT Requestor Vaughan, Carrie McGlone

Effective Date 20-AUG-2017 02-SEP-2017

Balances: Vacation 81.53 Sick 216.66 Personal Holiday 22.25 Work & Benefit Hrs Total 81.50

| WEEK | Costing | Element | SUN | MON | TUE | WED | THU | FRI | SAT | Total | Amount | E | P | Reprocess Date |
|----------------------|---------|-----------------|------|-------|------|------|------|------|------|-------|--------|---|---|----------------|
| WEEK 1 | | Vacation-WK1 | | 8.00 | | | | | | 8.00 | | | | |
| | | Work A-WK1 | | 8.50 | | | 8.75 | 8.25 | 0.00 | 25.50 | | | | |
| | | Pers Holiday-WK | | | | 8.00 | | | | 8.00 | | | | |
| Work & Benefit Hours | | | 0.00 | 16.50 | 0.00 | 8.00 | 8.75 | 8.25 | 0.00 | 41.50 | | | | OT Prem 0.00 |
| Impact of Reprocess | | | | | | | | | | | | | | Other 0.00 |

| WEEK | Costing | Element | SUN | MON | TUE | WED | THU | FRI | SAT | Total | Amount | E | P | Reprocess Date |
|---------------------|----------------------|------------|------|------|------|------|------|------|------|-------|--------|---|---|----------------|
| WEEK 2 | | Work A-WK2 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 | | | | |
| | Work & Benefit Hours | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 | | | | OT Prem 0.00 |
| Impact of Reprocess | | | | | | | | | | | | | | Other 0.00 |

Comments

Open Reprocess Save Submit ActonLog Reassign Labor Sources << < > >>

10. To sign out, click the **Sign Out** button.

!!!!TO COMPLETE THE SIGN-OFF PROCESS, AND TO PROTECT YOUR Kronos INFORMATION, PLEASE COMPLETELY EXIT YOUR BROWSER!!!!

KRONOS NE Hol 30m Auto Meal Test Sign Out

My Information

My Timecard

Loaded: 10:33 AM Current Pay Period

| Date | Pay Code | Amount | In | Transfer | Out | Daily | Period |
|----------|-------------|--------|---------|----------|---------|-------|--------|
| Sun 8/20 | | | | | | | 8.0 |
| Mon 8/21 | Vacation | 8.0 | | | | | 8.0 |
| Tue 8/22 | | | 8:50AM | | 11:52AM | | |
| Wed 8/23 | Personal H. | 8.0 | 12:55PM | | 6:15PM | 8.5 | 16.5 |
| Thu 8/24 | | | | | | | 24.5 |
| Fri 8/25 | | | | | | | 24.5 |
| Sat 8/26 | | | | | | | 24.5 |
| Sun 8/27 | | | | | | | 24.5 |
| Mon 8/28 | | | | | | | 24.5 |
| Tue 8/29 | | | | | | | 24.5 |
| Wed 8/30 | | | | | | | 24.5 |
| Thu 8/31 | | | | | | | 24.5 |

My Timecard Record Timestamp

My Calendar

August 2017

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

My Timecard