



**LOYOLA
UNIVERSITY
CHICAGO**

Kronos Web Timecard Informational Sheet

Logging on to Kronos

- Go to your start menu and select All Programs → Loyola Software → Administrative Applications → Kronos Web Timecard. Log in using your Network ID and Password.

OR



- You may also access the Kronos Timecard via the Human Resources web page at www.luc.edu/hr. Log in using your Network ID and Password.

Exempt Employees

- Exempt employees will see a pre-filled timecard with 75 hours of regular time for the selected pay period. (Any University holidays will already be loaded into Kronos. These rows cannot be edited). You will only need to record any non-regular hours.
- If you have non-regular time to record (e.g. sick or vacation) edits to the timecard are done by placing the cursor in the pay code field and selecting a new pay code. Be sure to **save** your timecard on the top left-hand side after making edits. The Totals & Schedule will be updated once your timecard is saved.
- If you scroll to the right of your timecard, you will see a daily and cumulative number of hours worked. Be sure that your cumulative timecard totals 75 hours.
- Once you have completed and saved your timecard for the pay period, you must approve it. Select Approvals on the top of page, click on Approve from the drop down menu. A new Sign-offs and Approvals tab will appear towards the bottom of the page and the amount of hours worked will be displayed in the Totals & Schedule tab.

Non-Exempt Employees

- The first time you log in, you will see a blank timecard for the current pay period. If there are any University holidays during the period, they will already be displayed in the timecard.

- For all shifts worked, you will need to enter a time in and out. Left click in the IN cell and type in your start time (e.g. 8:30am) and in the OUT cell, type in your out time (5:00pm). An automatic lunch deduction of one hour will be applied for shifts worked in excess of 6 hours and 15 minutes.
- Normally, you will only have one row per day. However, you will need to have two rows when taking T-time, ½ day vacation, etc. One row will be your in and out punches and the other row will be your pay code for time off. To add a row, click on the  icon on the row you wish to add another line to and fill in the amount of hours in the Amount box.
- To delete a punch from your timecard, left click on the cell you wish to delete and press the delete key on your keyboard. To delete an entire row, click on the eraser icon  on the row you wish to delete.
- Be sure to save any edits and select the Approvals tab on the top of the page, click on Approve from the drop down menu. A new Sign-offs and Approvals tab will appear towards the bottom of the page and the amount of hours worked will be displayed in the Totals & Schedule tab. Be sure that your cumulative timecard totals 75 hours.

➤ **For questions please call the Kronos Help Desk at extension 5-7444 or email kronoshelpdesk@luc.edu**