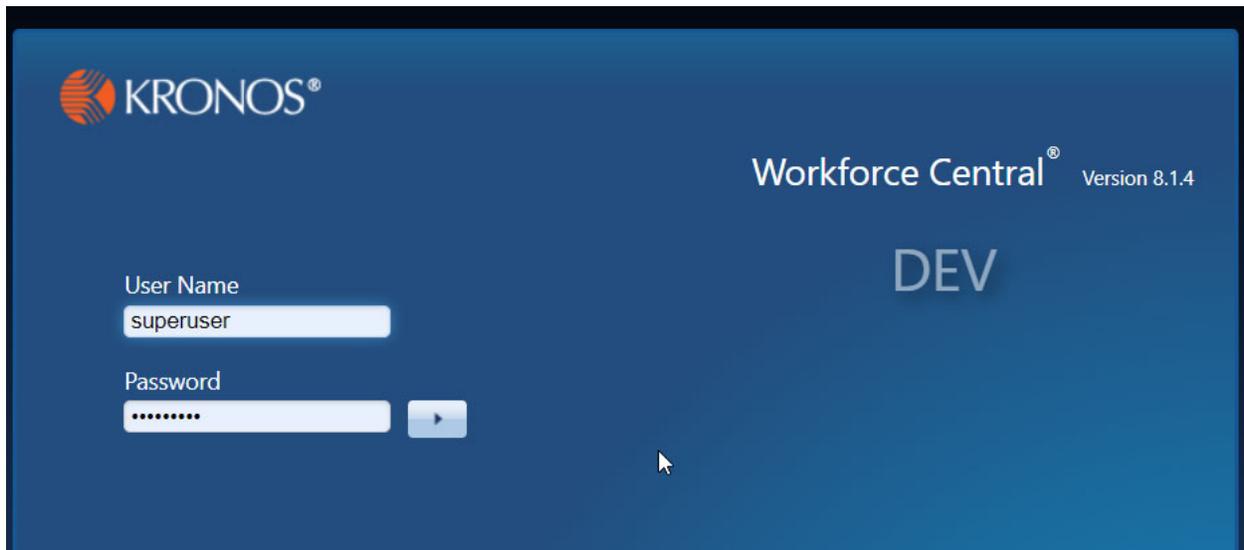


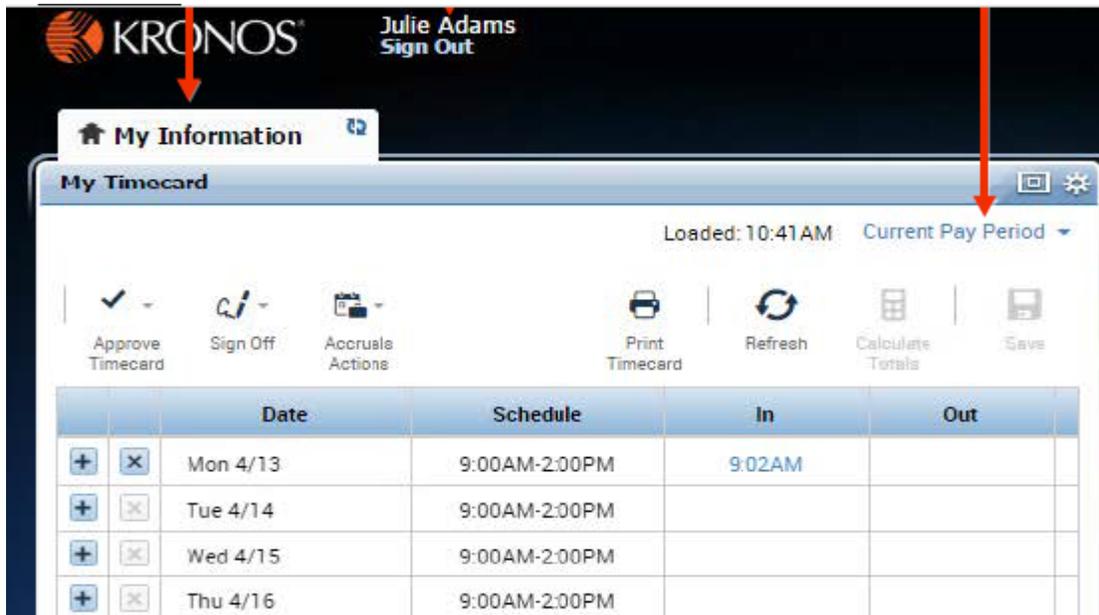
Kronos Hourly Employee Job Aid

Non-Exempt, or hourly, employees must record the hours worked for each day during a pay period. The below job aid provides detailed instructions on how to use the Kronos application to enter your daily hours and any exception time, such as Personal, Sick, or Vacation.

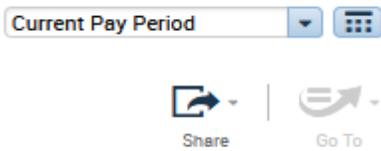
1) Access Kronos by clicking on the provided URL <https://kronos.luc.edu> and entering your Loyola username and password. Please remember the username should be entered in lowercase letters.



2) When you log into Kronos you will be taken to your timecard window. Here you will be able to select the appropriate time period, enter regular, vacation, or sick hours, save and approve your timecard and view your leave accruals.



2) To enter your time, make sure that you are in the correct pay period.



3) On the timecard, enter your 'In' and 'Out' times for each date. If you plan to use personal, vacation or sick time you will need to enter those amounts by first selecting the pay code box for the appropriate day and choosing the code you want to use. Remember to hit save after making your entries.

If you have more than one job on campus and need to transfer your hours, please refer to [the Kronos: Transfer Hours to a Secondary Position](#) job aid on our website for additional information on how to transfer your hours.

My Timecard

View | Approve Timecard | Sign Off | Accruals Actions

		Date	Pay Code	Amount	In	Transfer	Out
+	×	Sun 1/03					
+	×	Mon 1/04			8:00AM		5:00PM
+	×	Tue 1/05			8:00AM		5:00PM
+	×	Wed 1/06	Please Ch...				
+	×	Thu 1/07	Search				
+	×	Fri 1/08	ABSENT NO				
+	×	Sat 1/09	EDUCATION				
+	×	Sun 1/10	FLOATING I				
+	×	Mon 1/11	FMLA SICK				
+	×		FMLA UNP.				
+	×		FMLA-VAC/				
+	×		FUNERAL F				
+	×		HOLIDAY P				

4) After you select the pay code (in this example we chose vacation pay), you will need to enter the amount of hours you want to use. Please note that if you are using the 'Floating Holiday' it must be used in full day increments, if it is employee assigned for the calendar year. This can be checked by going to the ['Pay and Holiday Calendar'](#) on the Human Resources website.

		Date	Pay Code	Amount	In	Transfer	Out
+	✕	Sun 1/03					
+	✕	Mon 1/04			8:00AM		5:00PM
+	✕	Tue 1/05			8:00AM		5:00PM
+	✕	Wed 1/06	VACATION PAY	8:00			

5) If you are working part of the day and plan to use accrual time for the remaining portion, you will need to enter that correctly on your time card. After you enter the “In” and “Out” time for the hours you worked, you will need to click the ‘+’ icon next to that day to add another line. Select the pay code and enter the amount of hours. Remember to hit save after making your entries.

		Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily
+	✕	Sun 1/03								
+	✕	Mon 1/04			8:00AM		5:00PM		8:00	8:00
+	✕	Tue 1/05			8:00AM		5:00PM		8:00	8:00
+	✕	Wed 1/06	VACATION PAY	4:00						
+	✕				8:00AM		12:00PM		4:00	8:00

Note: Kronos makes an automatic deduction for lunchtime (either 1 hour or an 30 minute deduction depending on annual hours) for employees that work more than 6 hours in one day.

You are able to edit your timecard and cancel the automatic lunch deduction made in Kronos. You would need to right click on the “In” or “Out” punch you made to bring up the correct screen. Please make sure that you have your manager’s approval prior to taking this action. Once you complete the deduction; save the change so your hours will update.

Punch

Date: 7/27/2021

Time (h:mma) *

Rounded Time: 7/27/2021 4:00PM GMT-05:00

Override:

Time Zone: (GMT -06:00) Central Time (USA; Canada)

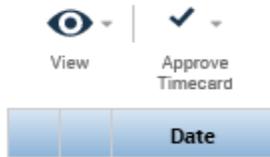
Cancel Deduction: All

Exceptions: Cancel Deduction

Comments:

6) When you have made all the entries for the pay period, remember to save it. You can click the ‘Approve Timecard’ icon and select ‘Approve Timecard’ from the drop down box. There is also an option

to remove your approval in the event you need to make edits to your timecard. Once you approve your timecard the background will turn green.



7) You can check your accrual balance by going to the bottom of the timecard. Be sure to click on the double line and arrow icon (shown circled below) so it will show the additional tabs. You will have tabs for 'Total' hours as enter on the timecard, 'Accruals', 'Historical Corrections' and 'Audits'. Click the 'Accruals' tab to see your balances.

Accrual Code	Accrual Reporting Period	Accrual Units	Accrual Earned to Date	Accrual Taken to Date	Accrual Available Balance	Accrual Plan
1Vacation	Wed 1/01 - Thu 12/31	Hour	136.0	24.0	112.0	
2Sick	Wed 1/01 - Thu 12/31	Hour	56.0	24.0	32.0	
3Pr Yr Vac	Wed 1/01 - Thu 12/31	Hour	24.0	24.0	0.0	
4Pr Yr Sick	Wed 1/01 - Thu 12/31	Hour	0.0	0.0	0.0	

8) If you would like to confirm that your timecard has been approved your; you can go to the 'Audits' tab at the bottom of the timecard to search that information. Once on the tab, select 'My Signoff and Approval' from the first drop down box and in the second drop down box select 'All'. Timecard approval information will populate here.

Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Time
No data to display									