

Accessing Kronos

Timekeeping.Claremont.edu

In the **User Name** field, enter your user name.

In the **Password** field, enter your password.

Log in using your network credentials for the institution you are logging hours for.

Entering Pay Codes

1. In the timecard grid, select a day and click the **Pay Code** cell.
2. From the **Pay Code** drop-down list, select the applicable pay code.
3. Click the **Amount** cell for the day.
4. From the **Amount** drop down list, select the applicable amount of time or enter the duration of hours.
5. Click **Save**.

Pay Code	Amount
Vacation	8.0

Note
To add a pay code for a partial shift, enter in your worked punch out, click on the Plus (+) to add a new row and follow the steps above.

Entering Time

1. Double-click an empty **In/Out** cell.
2. Enter the time you began working and then press **Enter**.
3. Click **Save**.

Wed 2/12	3:00PM-11:30PM		3:00PM	1130p
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Note
System will default to am, must enter "p" to get pm.

Job Transfer

1. Select a day in the timecard grid.
2. In the **In** cell, enter the time you started working and then press Tab.
3. Click the **Transfer** cell; from the drop-down list, select applicable job.
4. In the **Out** cell, enter the time you stopped working and then press Tab.

	Date	Schedule	In	Transfer	Out
+ x	Mon 9/18		9:00AM		2:00PM
+ x	Tue 9/19			Search...	
+ x	Wed 9/20				

6. Click **Apply**.
7. Click **Save** and **Refresh** to see daily totals.

Approve Timecard

1. In the **Time Period** field, verify that you are viewing the relevant period.
2. Click the **Approve Timecard** button.
3. Select **Approve Timecard** from the drop-down and verify that your timecard is approved reviewing the **Timecard is Approved** notification. The background of the timecard will now be colored **yellow**.

Correcting a Time Entry

1. Locate the missed punch within the timecard.
2. Click inside the cell.
3. Enter the missing time detail and then press Tab.

Tue 2/11	3:00PM-11:30PM		3:00PM	11:30PM
Wed 2/12	3:00PM-11:30PM		3:00PM	
Thu 2/13	3:00PM-11:30PM		3:00PM	

Wed 2/12	3:00PM-11:30PM		3:00PM	11:30p
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4. Click **Save**. After the time detail is entered into the missed punch cell, the cell stays red until you save your changes.

Signing Out

1. Click **Sign Out**, located in the top-left corner.

*We recommend that you always end your work session.