



Kronos Training for Employees

October 27, 2016

Logging in

- <https://mytime.uga.edu/>
- Logon (Requires Adobe Flash Player)
- Username: your myid
- Password: myid password

Punch or Edit

- Punch - must clock in and out when you arrive and leave work
- Edit - allows for the ability to input and edit hours
 - Must be approved by your supervisor

Inputting time/hours

- Pay from schedule
 - In and out times preset
 - Can make edits to the preset times
- No pay from schedule
 - Input the number of hours worked
- Make sure that the correct pay code is selected for the hours you're inputting (i.e., hours worked, sick, vacation, comp. time)
 - Add an extra row if you have to use more than one pay code for one day

Flex time vs. Compensatory time

- Flex time - work overtime, but make it up by taking off time in the same work week
 - Work week is Thursday - Wednesday
 - Each week stands on its own for counting hours worked and is based on a 40 hour work week for full time employees
- Comp. Time - overtime that can be used as leave later on
 - 1 hour comp. time earned = 1 ½ hours of comp. time allowed to take
 - Comp. time must be taken before sick or vacation time

Approving Timecard

- Review your timecard to make sure that it is correct
- Select the “Approval” icon and “Approve Timecard” from the drop down menu
- If you would like to remove an approval, select “Approval” icon and “Remove Timecard Approval”.



Questions?



Kronos Training for Supervisors

October 27, 2016

Logging in

- <https://mytime.uga.edu/>
- Logon (Requires Adobe Flash Player)
- Username: your myid
- Password: myid password

Manage My Department

- QuickFind – how to find your employees
 - Search by 81X or last name
- Reconcile Timecard – review your employee(s) hours such as regular hours, sick hours, etc. for a given timeframe
- Pay Period Close – monitor exceptions and the timecard approval process

Navigating to Timecards

- Select an employee from “Manage My Department”
- Double click on the employee, or use the “Go To” icon and select “Timecards”
- Your employee’s timecard will open up in another tab
- Review and edit your employee’s time
- Totals can be expanded at the bottom of the screen



Approval Process

Approving Multiple Timecards

- In “Manage My Department”, select “All Rows” or highlight the specific employees whose timecard you approve
- Select the “Approval” icon and “Approve Timecard” from the drop down menu
- If you would like to remove an approval, select “Approval” icon and “Remove Timecard Approval”.

Approving Individual Timecards

- Open an employee's timecard by double clicking on their name, or use the "Go To" icon and select "Timecards"
- Click the "Approve Timecard" icon
- Select "Approve Timecard" from the drop-down menu
- Review the 'Timecard Approve' notification bar at the top of the timecard

Pay Rules

- Pay from schedule?
- Meal deduction?
 - 30DED – automated 30 minute deduction
 - 60DED – automated 60 minute deduction
 - 30ML – employee clocks out for 30 minute lunch
 - 60ML – employee clocks out for 60 minute lunch
 - NoML – No meal
- Employees editing rights to their own timecard?