Kronos Training for Employees

October 27, 2016
Logging in

- [https://mytime.uga.edu/](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

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- [https://mytime.uga.edu/](https://mytime.uga.edu/)
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- 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?