

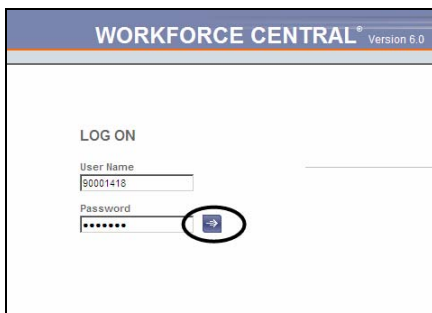
## How to Record Time using Kronos (Start/Stop HTML version)

1. Go to the web address <https://mytime.wisc.edu/HTMLonly>
2. Make sure that you have disabled any pop-up blocking software on your computer.
3. Enter your username and password. You will be required to change your password the first time you log on. Your password must be a minimum of 5 characters (Kronos is case sensitive) and should include numeric characters. Do not include special characters (!, \$, \*, etc.).
4. A more detailed User Guide can be found under the My Links in Kronos.



### To Punch In at the beginning of your shift:

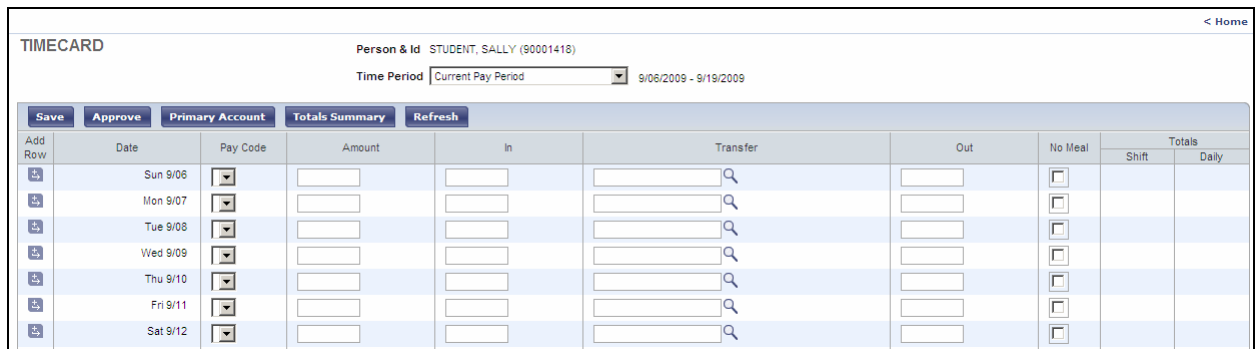
1. Enter your username (Person ID #) and password. Click the arrow button.



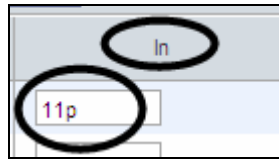
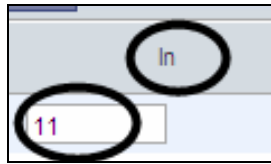
2. The Home page opens. Click My Timecard found under the My Information heading.



3. The Timecard screen will display.

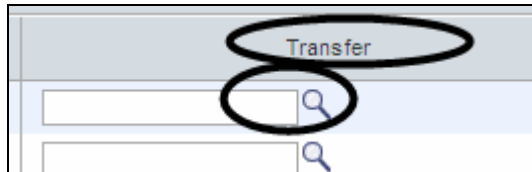


4. For each day worked, click in the "In" box and enter the time your shift started. (For example, if you started at 11:00 a.m., only type in 11. When you save the transaction, the system defaults to a.m. If the time is p.m.-enter p after the number. A colon (:) is not required).

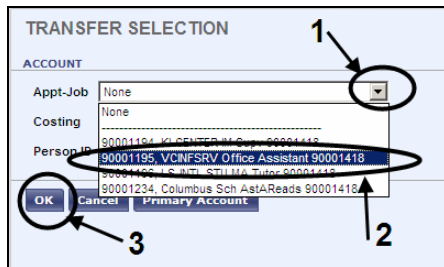


- Next, you must identify the job you're working for the specified shift. Click the magnifying on the **Transfer** line.

**\*\*\* NOTE: Failure to select a job could result in non-payment for that shift.**



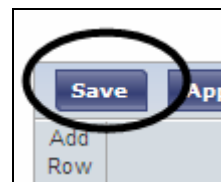
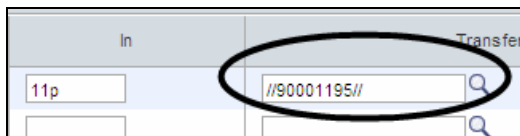
- The **Transfer Selection** box will open. Follow the steps below to specify what job these hours should be charged to.



- Click the dropdown arrow on the **Appt-Job** line. All active jobs you have will display.
- Highlight the job you're working this shift. (The description attached to the job should make it easy for you to identify the correct job in the event you have more than one job).
- Click the **OK** button. You'll be taken back to the **Timecard** screen.

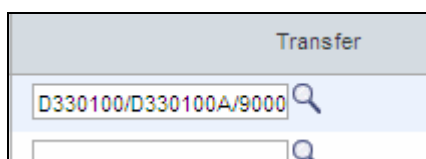
- The **Transfer** box will now be populated with the job you just chose. Click the **Save** button located on the upper left of the timecard to save this transaction.

**Hint:** you can also wait until you enter the "out" punch for that shift before saving.



- After saving, the Transfer box will show the job you chose along with other components associated with that job: the UDDS the job belongs to/the Supervisor in charge of that job/the job number/the numbers 9999999 (not being used at this time)/your person ID; and the work rule associated to that job.

**Hint:** To view the entire transfer, put your cursor in the box and hold down your arrow forward key on your keyboard.



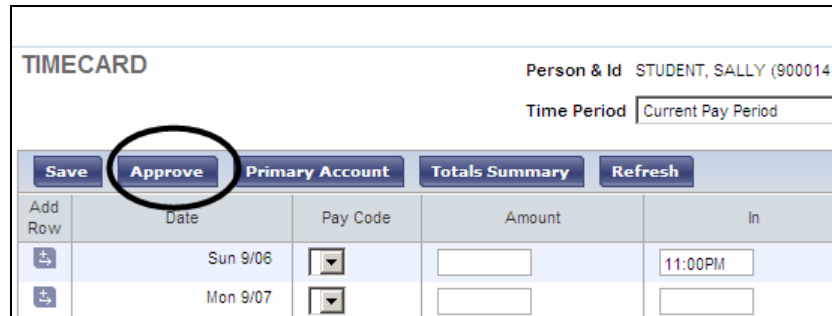
### To Punch Out at the end of your shift:

1. Click on the “Out” box. Enter the time you finished working. Again, system defaults to a.m., enter p if p.m. Click Save.

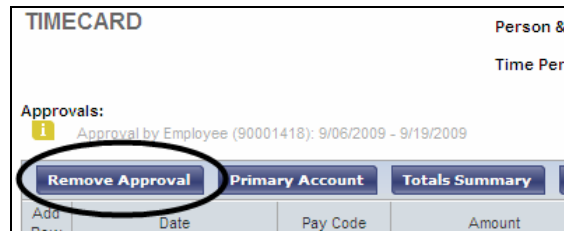


### To Approve your Time Card:

1. When you’ve reviewed your timecard and all the punches are correct and each shift is charged to the correct job you will then need to approve your timecard. From the **Timecard** screen, click the **Approve** button.



2. If you notice any mistakes after you’ve approved your timecard, remove your approval make the necessary changes then re-approve your timecard.



### To Log off of Kronos:

1. After your timecard is approved, log off of Kronos by clicking the Log Off button located on the upper right of your screen.

