

# SUPERVISOR KRONOS QUICK REFERENCE GUIDE (HTML)

Name \_\_\_\_\_

**KRONOS Username:** \_\_\_\_\_

**KRONOS Password:** Your initial password is your last name in lower case. If your last name is less than 5 characters, the word **pass** is added to the end of your name. For example, if your last name is Lee, your initial password would be leepass.

## HOW TO LOG ON AND DISPLAY YOUR STUDENT EMPLOYEES

1. Go to <https://mytime.wisc.edu/HTMLonly>

### **Desktop Requirements for Use (Please contact your local IT staff if assistance is needed)**

- Monitor should be set to 1024 x 768 (or 800 x 600 with scroll bars) 16-bit resolution.
- Cookies must be enabled.
- Popup windows must be enabled.
- Adobe Acrobat 7 or 8 for reports.
- On IE 7, <https://testmytime.wisc.edu> may need to be declared as an intranet site.
- Go to the Help Desk Knowledgebase at <http://helpdesk.wisc.edu> and search for 'Kronos6' to see articles specifically relating to Version 6 of Kronos.

2. Enter your username and password (above). You will be required to change your password the first time you log on. Your password must be a minimum of 5 characters and should include numeric characters. Do not include special characters (!, \$, \*, etc.). Kronos is case sensitive.

3. Once you have successfully logged in, the Home page will appear. Under **My Genies**, click the **Pay-Period Close** genie. All employees you have access to will display.

- Make sure all employees are listed. (if you're a backup to another supervisor, you will see those employees also)
- It is important that you inform the payroll office when an employee terminates employment. Employees will continue to appear if the appointment is not ended. Once the appointment end date has been entered, the employee will no longer appear once the payroll for this pay period has been processed.

5. Steps to complete your payroll-see next page.

## OTHER REFERENCES

Detailed instructions are in the Supervisor User Guide (HTML). Click the link below to access this guide.

<http://www.bussvc.wisc.edu/uwpc/kronos-sup-html-user-guide.pdf>

Questions should be directed to your payroll coordinator.

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## STEPS TO COMPLETE YOUR PAYROLL

It is important your approval is completed by the deadline communicated to you by your payroll coordinator (normally **Monday** of the student payroll week). Your payroll coordinator will keep you informed if the schedule changes.

### Monday of Student Payroll Week

- 1. Check to make sure employees have approved their timecard using Pay Period Close genie in Kronos: (this is not necessary if employees are using the timestamp mode of entry)**  
Employees need to approve their timecard by a predetermined deadline (your payroll coordinator will communicate this deadline to you). Whenever possible, try to get the employee's approval, however, you can edit and approve a timecard even if the employee has not approved. (Details refer to User Guide 8.3.1)  
  
**CAUTION:** Do **NOT** approve an employees' timecard before the end of the pay period unless the employee has approved it signifying all hours have been recorded. Your approval on the timecard may lock the employee out and prohibit him/her from making additional edits.
- 2. Check for missed punches:** Do **NOT** approve a timecard with missed punches **UNLESS** the missed punch is for an appointment/job that is not yours. Correct any missing punches. Remember-when you enter a time in Kronos it defaults to AM if you do not enter an A or P after the time. (Details refer to User Guide 8.2.1)
- 3. Check timecards with exceptions -- shifts that are 12+ hours in length:** If this shift is charged to your appointment/job and the times listed are incorrect, correct them. Do **NOT** approve a timecard without double checking the exception since it might result in the employee being overpaid. (Details refer to User Guide 8.2.2)
- 4. Run ERRED-TIMECARD Genie to verify:**
  - an appointment/job has been listed for each shift the employee worked for you
  - no errors were made in the transfer (displays as ERR APPT).Do **NOT** approve a timecard that shows up on the **ERRED-TIMECARD** Genie **UNLESS** you have reviewed it and verified that all hours worked for you have been accounted for and the transfer is correct. Any hours displaying as **NON PD HRS** or **ERR APPT** will **NOT** be paid. (Details refer to User Guide 8.3.3.3)
- 5. Review in detail the hours charged to your appointment/job to verify the hours listed were hours actually worked.** Make necessary corrections.
- 6. When correct, approve the timecard by clicking the Select an Action dropdown and selecting Approve.** (Details refer to User Guide 8.4/8.5). Make sure you approve **ALL** timecards, even ones that have 0 hours. Approving the timecard will lock out the employee so h/she can not enter hours after you've reviewed the timecard.

**NOTE:** If you need to make changes to a timecard after you have approved it, remove your approval (click on the **Select an Action** dropdown and selecting **Remove Approval**), make the change then re-approve the timecard.

- 7. When complete,** click the **"Log Off"** button in the upper right of the screen to properly log off.