



## Non-Exempt Enter Hours Worked and Leave into Online Timecard

After logging into Kronos, the **Timecard** is displayed for the current pay period. For training materials, go to: <http://kronostraining.stanford.edu>. Please see your Human Resources Manager or Time and Leave Administrator for a unique situation not addressed here.

NOTE: Employees with more than one job or account will use steps 1-13 for *each* job or account, entering hours applicable to *each* job or account.

---

---

### Instructions

1. If **no schedule** is displayed, click once in the **In cell** next to a date and enter the time you started working; e.g., 8 for 8:00 AM, or 830a for 8:30 AM. **If a schedule is displayed** and you have an exception, click once in the cell that needs to be changed and type over the entry.
2. **If you have a single job/account, skip to Step 7.** To enter hours for more than one job or to charge specific accounts, click once in the **Transfer** cell.
3. Click **Search**.
4. On the **Select Transfer** window, click the + sign next to each entry until you see a blue job/account with a blank checkbox next to it.
5. Click once in the blank checkbox to select the correct job/account.
6. Press the **OK** button. The Timecard now displays the job/account in the Transfer cell.
7. Tab to the **Out cell** and enter the time you stopped working; e.g., 1p = 1:00 PM = 1300 in military time. NOTE: Kronos is set to military time; double check Out entries to ensure they are correct.
8. Continue to the second set of In/Out times to complete entries for each date worked in the pay period.
  - NOTE: If you work full time and do not have a schedule on your Timecard, you must indicate the meal break as Kronos will not automatically deduct a meal break for a full day schedule.
  - a. **To enter multiple In/Out times for the same day;** e.g., you have more than one job or multiple accounts to charge for hours worked, click on the **Insert Row** button . Enter In/Out times as needed on the additional row.
  - b. **If you have a schedule and there is a date you did not work;** e.g., you had leave time, click on the **Delete Row** button . The data in that row will be erased.
9. **If leave was taken on a day with NO work hours,** click once in the **Pay Code** cell to select the drop-down arrow. Note: If your Timecard has a set schedule, you must first delete the hours that were not worked; click the **Delete Row** button  to erase entries prior to entering leave taken. NOTE: Do not select Actions>Refresh or any entries not saved will be erased.
  - a. Click once on the correct leave type (e.g., Vacation, Sick, Personal, Floating).
  - b. Tab to the **Amount** cell; enter the number of hours of leave.
10. **If leave was taken on a day WITH work hours,** click the **Insert Row** button  for that date.
  - a. Click once in the **Pay Code** cell to select the drop-down arrow.
  - b. Click once on the correct leave type (e.g., Vacation, Sick, Personal, Floating).
  - c. In **Amount** cell, enter number of hours.
  - d. There should be two entries for that date; one row for hours worked, and one row for leave taken. The hours must equal the total work hours expected for one day.
11. Click **Save** if you will return to make more entries in this pay period.
12. To confirm the hours are accurate at the end of the pay period, click **Approvals>Approve**. Follow local procedures to obtain supervisory approval.
13. Press **Log Off** on the navigation bar.

### Instructions to Confirm (Approve) Timecard with No Exceptions to Schedule

1. If your Timecard displays a set schedule and there are no changes for this pay period, click **Approvals>Approve** to confirm the hours are accurate. (Timecard will grey out to entry.) Follow local procedures for supervisory approval.
2. Press **Log Off** on the navigation bar.

## In-Depth Instructions

### Enter Hours Worked

1. If there is **no set schedule** displayed, click once in the **In cell** next to a date and enter the time you started working; e.g., 8 for 8:00 AM, or 0830 (military time) for 8:30 AM. If **a schedule is displayed** and you have an exception, click in the cell that needs to be changed and type over the time that is there. **[If you have a single job/account, skip to Step 7.]**
2. To enter hours for more than one job or to charge multiple accounts, click once in the **Transfer** cell to indicate the job/account for these hours.
3. Click **Search**.
4. On the **Select Transfer** window, the jobs/accounts are listed. Click the + sign next to each entry until you see a blue job/account with a blank checkbox next to it.
5. Click once in the blank checkbox to select the correct job/account.
6. Press **OK**. The Timecard now displays the job/account in the Transfer cell for that date.
7. Tab to the **Out cell** and enter the time you stopped working; e.g., 1p or 1300 for 1:00 PM.  
NOTE: Kronos is set to military time; double check your Out entries if they are in the PM hours to ensure PM time is reflected.
8. Continue to the second set of In/Out times to complete entries for each date worked in the pay period. Use Steps 2-6 if you are selecting a different job/account for the second set of In/Out times.
  - a. **To enter more than two sets of In/Out times for the same day**, e.g., you have more than one job or multiple accounts to charge for hours worked, click on the **Insert Row** button . Enter In/Out times as needed on the additional row.
  - b. **If you have a schedule and there is a date with no work hours** (e.g., you had leave time), click the

**Delete Row** button  to erase so you can enter leave taken.

Example: In: 8:00, Out: 12:00 on one row. Pay Code: Sick, Amount: 4 on 2<sup>nd</sup> row.

NOTE: Do not select Actions>Refresh or any entries not saved will be erased.

9. Click **Save** on the menu bar if you will return to make more entries in this pay period.
10. To confirm the hours are accurate, click **Approvals>Approve** on the menu bar when you are completed with entries for the pay period. (Timecard will grey out to entry.)
11. Press **Log Off** on the navigation bar.

### To Print Your Timecard

1. To print the *entire* timecard, click on **Reports** in the menu bar.
2. Click on **Time Detail**. The report opens in a new window.
3. Click on your browser's printer icon to print. (Or use Apple + P on a Mac.)
4. You may see a dialog box with a prompt, "An applet would like to print. Is this OK?"
5. Click **OK**. The Timecard prints on the attached printer.

### Confirm (Approve) Timecard

When you have completed entries for the pay period, you must confirm that your Timecard is accurate. Follow local procedures for supervisory approval.

1. Make sure that the correct pay period is selected by looking at the Time Period field in the top header bar. The Time Period field defaults to the Current Pay Period.
2. Click **Approvals** from the menu bar.
3. Click **Approve**.
4. The Timecard will turn grey.
5. Press **Log Off** from the navigation bar to protect your personal data.

If at some point in the future you discover you made a mistake on the Timecard for a particular pay period, notify your Time and Leave Administrator so a historical edit can be made.

NOTE: Holidays are programmed in the system for Non-Exempt salaried employees; do not enter holiday time unless you are required to work on a University holiday.