KRONOS

Exempt Leave Entry into Online Timecard

After logging into Kronos, the Timecard is displayed for the current pay period. Leave eligible employees are required to report leave each pay period. A leave is time off, such as vacation, personal time, sick, or floating holiday. For FAQs, a glossary, or to view the online tutorial, go to: http://kronostraining.stanford.edu. Please see your Human Resources Manager or Time and Leave Administrator if you have a unique situation that is not addressed here.

Brief Instructions to Enter Leave
1. In **Pay Code** column, click once to select the drop-down arrow.
2. Click once on the correct leave type (e.g., Vacation, Sick, Personal, Floating).
3. In **Amount** column, enter number of hours.
4. Click **Save** if you will return to the Timecard in the same pay period to make more entries. To confirm the hours are accurate, click **Approvals>Approve**. (Timecard will grey out to entry.) Follow local procedures for supervisory approval.
5. Press **Log Off** on the navigation bar.

Instructions to Confirm (Approve) Blank Timecard (no leave taken in pay period)
1. Click **Approvals>Approve** to confirm the accuracy of the Timecard. (Timecard will grey out to entry.)
2. Press **Log Off** on the navigation bar.

In-Depth Instructions

Enter Leave
1. In the **Pay Code** column next to the correct date, click the drop-down arrow.
2. Click once on the correct **leave type** from the list (e.g., Vacation, Sick, etc.)
3. In the **Amount** column, enter the number of hours taken for that leave type. Do not use any punctuation; e.g., 8 for 8 hours. [The Timecard will not save if the leave hours exceed the leave balance.]
   - NOTE: If you have partial hours to report, use a decimal format; e.g., 3-1/2 hours would be entered as 3.5. Vacation should normally be reported in 4-hour increments, Administrative Guide 22.4).
     a. Note: If more than one type of leave was taken on the same date, click the **Insert Row** button ↳ for that date. Select the Pay Code and enter the Amount.
4. If you will return to make more entries during this pay period, click **Save** in the menu bar when you are done.
   Note: If you have completed all entries for this pay period, see steps to Confirm Timecard.
5. Press **Log Off** to protect your personal data.

To Print Your Leave Report
1. To print the *entire* leave report, as may be done at the end of each pay period, select **Reports** from the top menu bar.
2. Click on **Time Detail**. A new window will open with the report.
3. Click on your browser's printer icon to print. (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 the **OK** button.
6. The report prints on the attached printer.

Confirm (Approve) Timecard
When you have correctly entered your leave, you must confirm that your leave record is accurate, so that the school/department procedures for supervisory approval can occur. Follow local procedures for supervisory approval. Entries can be changed before the departmental approval has been done by clicking Remove Approval; then make edits and Approve again.
1. Make sure that the correct pay period is selected by looking at the time period showing in the **Time Period** drop-down menu.
2. Click on **Approvals** from the menu bar.
3. Click on **Approve**.
4. The Timecard will turn grey.
5. Press **Log Off** in the navigation bar.