

Kronos (HTML) for Student Employees: Quick Reference

What is the HTML Version of Kronos?

Kronos is offered in a full version and an HTML (limited) version. Both versions provide the basic functionality of entering time worked and approving timecards. The full version includes additional functions that employees may need less frequently.

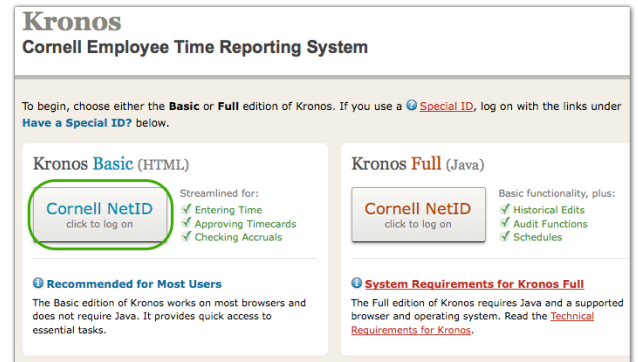
For many employees and supervisors, the HTML (limited) version of Kronos will meet their needs most of the time. However, they may occasionally need to access the full version of Kronos for advanced functions such as historical edits, the audit record of changes, creating reports, and creating or adjusting standard work schedules.

The following functionality is not available in the HTML version:

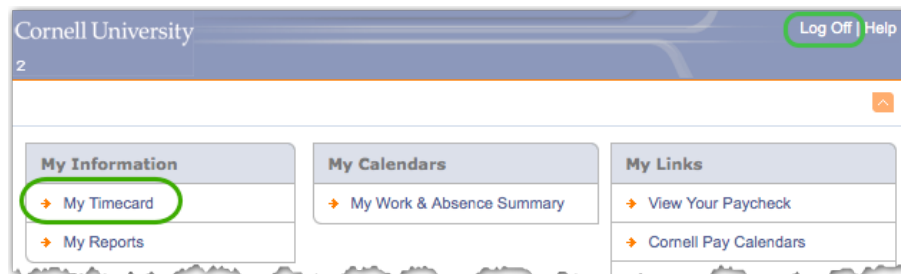
- Users cannot make historical edits (corrections to previous pay periods).
- The Audit function, which displays an employee's detailed time reporting history (dates, times, action, user, location, etc.), is unavailable.
- Users cannot create or update work schedules.

Log On to Kronos

1. Navigate to <https://www.kronos.cornell.edu>.
2. Under **Kronos Basic (HTML)**, click **Cornell NetID**.
Note: A Special ID is provided to specific employees who are notified directly by Payroll Services with instructions and password information. To log on with a Special ID, click **Kronos Basic (HTML)** under **Have a Special ID**. If you have problems with your log on, contact helpdesk@cornell.edu.
3. When Kronos opens, a screen with menu options is visible. To see your timecard, click **My Timecard**.
Note: Employees with supervisor roles will see a different set of menus.



Security Warning: When you're finished, **click Log Off and then quit the browser** to make sure no one can log in to Kronos using your account.



Enter Time (in the Current Pay Period)

Best Practices:

- You must enter the In and Out time for any hours you work. You must enter meal breaks.
 - Enter your time daily to ensure that you are paid for your hours.
 - Enter time using AM and PM or in military time. (2PM or 1400)
 - Acceptable time formats: 2pm, 2p, 2:00p, 2:00pm, 1400.
(If you don't enter AM or PM, Kronos enters the time as AM.)
 - Always click **Save** after making a change.
1. Click the **In** box and enter the time you started work.
For regular time, do not enter an earnings code. Leave the box blank.
 2. Click the **Out** box and enter the time you finished work.

Add Row	Date	Earnings Codes	Amount	In	Transfer	Out	No. Meal
	Sun 4/01			9:00 AM		12:00 PM	<input type="checkbox"/>

3. If you took a meal break or need to enter an additional shift on the same day, add a new row to enter your time. Click the Arrow icon () for the day. Enter the additional In and Out times in the new row.

Add Row	Date	Earnings Codes	Amount	In	Transfer	Out	No. Meal
	Sun 4/01			9:00 AM		12:00 PM	<input type="checkbox"/>
	Sun 4/01			12:42 PM		5:30 PM	<input type="checkbox"/>

4. If you are an employee who has to transfer shifts, your supervisor will explain the specifics you need. Use the Transfer column to transfer to a different cost center, job number, or supervisor. For more information, see the [Kronos Basic \(HTML\) user manual](#).
5. Important! Click **Save**.

Note: After you save your timecard, the data is entered in the audit trail. You must add a comment explaining any changes you've made. For more information see [Add and Delete Comments](#).

Approve Timecard

You must approve your timecard before the end of the pay period. Your supervisor will also approve the timecard. Your department will tell you when approvals are due.

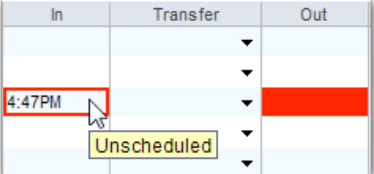
1. Review your timecard to be sure the hours are entered correctly, and that there are no missing In/Out times.
2. If necessary, fix errors and add comments. For more information see [Add and Delete Comments](#).
3. Click **Approve**.

Add Row	Date	Earnings Codes	Amount
	Thu 3/01		
	Thu 3/01		

Note about timecard edits: You are the only person who can remove your timecard approval, but your supervisor can make edits. You'll receive an email notification that someone edited your timecard. You can only view the Audit trail for edits in the full version of Kronos (not in the HTML version you're currently using). For more information about logging into and using the full version of Kronos see the Kronos documentation for student employees at <http://www.dfa.cornell.edu/payrollservices/services/kronos/howtoguides/students/index.cfm>.

What Do the Red Boxes Mean?

- **Solid box:** Indicates a missing time entry. You entered an In time, but not an Out time. Enter the missing time.
- **Outline box:** Indicates an absence, an exception, or an unscheduled time entry punch. (Your department will tell you if you have a work schedule set in Kronos.)

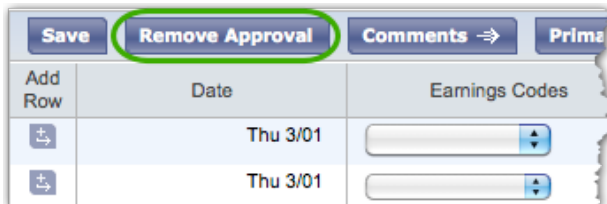


In	Transfer	Out
4:47PM	Unscheduled	

Edit Timecard in the Current Pay Period (After Timecard is Approved)

You may need to correct an entry on your timecard.

- If you have not approved your timecard, make the corrections the same way you normally enter time. See [Enter Time \(in the Current Pay Period\)](#).
 - If you have already approved your timecard, use this procedure.
 - If the Pay Rep has signed off on your timecard, edit procedures may be different. Contact your supervisor and Pay Rep for assistance.
1. If your supervisor approved the timecard, you need to request that your supervisor remove their approval before you can make corrections.
 2. To remove your approval, click **Remove Approval**.



Add Row	Date	Earnings Codes
<input type="button" value="+"/>	Thu 3/01	<input type="text"/>
<input type="button" value="+"/>	Thu 3/01	<input type="text"/>

3. Edit your timecard.
4. The changes you made will appear in the audit trail for your timecard. Add a comment explaining any changes you made. (For instructions, see [Add and Delete Comments](#).)
5. Click **Save**.
6. Reapprove your timecard and notify your supervisor to reapprove it as well.

Notes: After you save your timecard, the changes you made will appear in the audit trail on your timecard. You can only view the Audit trail for edits in the full version of Kronos (not in the HTML version you're currently using). For more information about logging into and using the full version of Kronos see the Kronos documentation for student employees at <http://www.dfa.cornell.edu/payrollservices/services/kronos/howtoguides/students/index.cfm>.

Edit Timecard (in Prior Pay Period)

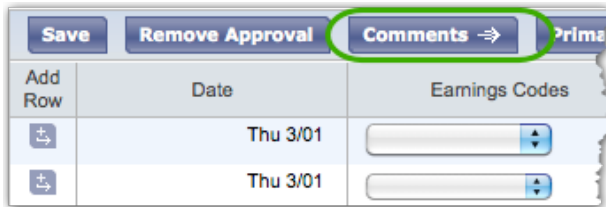
You may need to correct an entry on your timecard from a prior pay period. This is called an Historical Edit. You can only perform historical edits in the full version of Kronos (not in the HTML version you're currently using). For more information about logging into and using the full version of Kronos see the Kronos documentation for student employees at <http://www.dfa.cornell.edu/payrollservices/services/kronos/howtoguides/students/index.cfm>.

Contact your supervisor or Payroll Rep for assistance with entering historical edits.

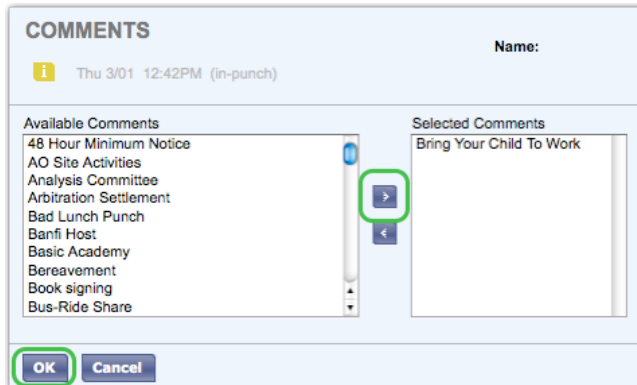
Add and Delete Comments

You can add a comment to a time entry.

1. Click the **In/Out** cell, and then click **Comments**.



2. Select an appropriate comment from the **Available Comments** list, and then click the arrow to move it to the **Selected Comments** column.



3. Click **OK**.
4. Click **Save** to save your timecard.

A yellow memo pad icon appears in the cell where you added the comment.

Notes:

- To delete a comment, click the yellow icon to open the comment box. Select the comment in the **Selected Comments** box, and then click the arrow to move it back to the **Available Comments** list. Click **OK**.
- Comments in signed-off pay periods cannot be deleted.
- Deleted comments remain in the audit trail.
- After you save your timecard, the comments you made will appear in the audit trail on your timecard. You can only view the Audit trail for edits in the full version of Kronos (not in the HTML version you're currently using). For more information about logging into and using the full version of Kronos see the Kronos documentation for student employees at <http://www.dfa.cornell.edu/payrollservices/services/kronos/howtoguides/students/index.cfm>.

Getting Help

Full documentation: <http://www.dfa.cornell.edu/payrollservices/services/kronos/>

- FAQ: <http://www.dfa.cornell.edu/payrollservices/services/kronos/faq.cfm>

CIT HelpDesk (Monday through Friday, 8 a.m. to 5 p.m.):

- (607) 255-8990
- helpdesk@cornell.edu