Non-Exempt Employee Navigator Tasks

Dashboard
Provides a sign-out link; Alerts contain time card and request notifications

Active Workspace (Home)
Displays information regarding the active task on which you are working. Find, view, add, and modify information from the active workspace.

Widgets
Tools or views of timekeeping information you can activate and promote to the active workspace as needed.

Related Items Pane
Contains inactive widgets that can easily be opened at any time by clicking the widget name. The widget will open in a new tab.

Logging On
1. Open your internet Browser.

2. Click the Address field and enter https://KRONOS.ecu.edu

3. Enter your Pirate ID (in lowercase) in the User Name field and your Pirate ID password (case sensitive) in the Password field.

4. Click the Logon button.

Activating a Widget
1. In the Related Items Pane click the Title of the widget you wish to activate. The widget selected displays on a new tab.

2. Enter your Pirate ID (in lowercase) in the User Name field and your Pirate ID password (case sensitive) in the Password field.

3. Click the Logon button.

Logging Off
1. Log off the application by clicking the Sign Out link in the upper left corner.
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**Viewing Timecard Totals**

1. Click on the **Handle** to open the drawer.
2. Click the **Totals** tab.
3. Accumulated totals appear by job and pay code for the selected time period.

**Viewing Accrual Balances**

1. Click the **Accruals** tab.
2. Click the **Date** on your time card for which you’d like to confirm or project the balance.
3. The balance for the selected date is displayed in the **Accrual Available Balance** column on the **Accruals** tab.

**Note:** Non-Exempt 1 FTE employees should have 40 total hours per work week each Sunday through Saturday. Add a leave pay code for any shortage.

**Note:** Your monthly accrual credit is displayed on the last day of each month.
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Printing a Timecard

1. Select a **Time Period** from the drop-down list, or use the **Calendar** to select a range of dates.

2. From the **Action Menu**, select **Print Timecard**

3. Review the report data displayed on the screen. Choose the appropriate **Print** options to send the report to your default installed printer.

Entering a Pay Code

1. Click the **Insert Row** icon on the day you want to add the pay code.

2. Click the drop-down arrow in the **Pay Code** field and select a pay code.

3. Click the **Amount** field and enter the number of hours relative to the pay code.

4. Click **Save**.

**Note:** You cannot enter a pay code on a row that contains punch times.

Attaching a Comment

1. Right click on the **Punch Time** or **Pay Code Amount** to which you want to add a comment.

2. From the **Pay Code Actions** pop-up Menu, select the thought bubble **Comment** icon.

3. Select a **Comment**.

4. Click the **Notes** field and enter supporting information about the amount or time data.

5. Click **OK**.

6. Click **Save**.

7. Right-Click the **Comment Icon** on the timecard, then select the **Comment Icon** on the pop-up menu to view, update or add comments and/or note.

**Note:** When entering Vacation and Bonus Vacation pay codes, use pay codes that begin with PTO in order to use Compensatory Time balances first, in accordance with policy.

August 2017
**Approving Time**

1. After the pay period has ended, select **Previous Pay Period** from the **Time Period** drop-down field.

2. Review the **Timecard** details for accuracy:
   - Ensure all leave time and premium payment hours for the pay period are recorded.
   - Attach essential comments and notes to pay codes or hours.
   - Access the **Totals** tab to validate the total hours for processing.

3. Select the **Approve Timecard** button and pick **Approve Timecard** from the list.

4. If you have recorded time or leave on your timecard for the approved pay period, the leave or pay entries will turn **orange** to indicate an approval is in place.

5. To confirm an approval, or if you need additional information about the approvals on your record, click the **Audits** tab to review the approval details.

**Note:** No further entries or edits can be made on the Timecard for the approved time period.

**Removing an Approval**

1. Before a Manager approval, select an approved time span from the **Time Period** drop-down field.

2. Select the **Approve Timecard** button and pick **Remove Timecard Approval** from the list.

3. Enter or edit time detail information in the **Timecard** grid.

4. When you have completed timecard edits, replace your approval. Select the **Approve Timecard** button and pick **Approve Timecard** from the list.

**Note:** You can remove a Timecard approval any time prior to a Manager approving your Timecard.

**Note:** Once your timecard is approved by a Manager, the Remove Approval option is no longer available. An email notification is sent to you listing any updates performed on your approved Timecard by a Manager.