ECU
Kronos Introduction for Student Workers

TIME AND ATTENDANCE
Kronos at ECU

- Kronos is ECU’s System of Record for Time Keeping, Attendance and Leave Reporting.
- Any employee who reports hours worked and/or is granted or awarded leave will use Kronos.
- At the conclusion of the Kronos implementation, we anticipate 8500 employees on Kronos across the university.
To Access Kronos go to.....

https://kronos.ecu.edu

Use your PirateID in all lowercase for your username

Use your PirateID password for your password
To Access Kronos on a computer you’ll need…

Kronos will work with a variety of web browsers:
- Internet Explorer versions 8+
- Firefox Versions 17 and higher
- Chrome
- Edge
- Safari

*Kronos requires the Adobe Flash Add-On in order to function*

- Kronos is accessible from any computer with a browser, the flash add-on and internet access.

- Contact the Pirate Techs Student computer Support Center for help (Search for Pirate Techs on the ECU Home page for specifics)
Kronos keeps an extensive audit trail. Your timecard will record information about when, where and how you access your timecard, record time, and approve your record.

- If you clock in/out at another campus location, this information is recorded on your timecard
- If you clock in/out from home, this information is recorded on your timecard

Technical Tidbits to Remember:

- You will not be able to reach Kronos from a workstation that doesn’t have the required add-on (Flash) or from one without internet access.

- Mobile devices will not work with Kronos. Kronos only runs on devices with a complete Operating System.
  - iPads, iPhones and Android Devices will pull up the Kronos Login screen but will not proceed further
  - Laptops and some mobile tablets i.e. Surface Pro3 with a complete Operating System will run Kronos
Rounding Rules

- Nonexempt employees will punch in/out at the beginning and end of each day and for breaks.
- Kronos utilizes the 7/8 rounding rule which rounds time to nearest quarter hour with 7 minutes or less after the quarter hour rounding backwards and 8 minutes or more rounding ahead.
  - For example:
    - If you clock in at 7:52 you are clocked in at 7:45 (7:45 + 7 min)
    - If you clock in at 7:53 you are clocked in at 8:00 (7:45 + 8 min)
    - If you clock in at 8:07 you are clocked in at 8:00 (8:00 + 7 min)
    - If you clock in at 8:08 you are clocked in at 8:15 (8:00 + 8 min)
- Break time is rounded to the nearest quarter hour based on the amount of time taken for a break, not on the punches themselves.
  - For example:
    - A 52 minute break is rounded to 45 minutes
    - A 53 minute breaks rounded to 1:00 hour
This is the Timestamp Widget

Use the “Record Timestamp” button to Clock in/out from your desktop.

Pressing this button will record the time on your timecard.
When you have more than one job....

- Kronos identifies one of those jobs as the primary job. If you do not select a different job when you timestamp in, all your hours will go towards the primary job.

- Different jobs have different rates of pay and different departmental accounting.

- *If you do not select the correct job when you timestamp in, it will impact your paycheck and your Manager’s departmental budget!*
When you have more than one job and need to timestamp in...

Select the job you wish to work hours towards before timestamping.
When you clock out from any job...

When clocking out, make sure the “Transfer” box is empty and just press “Record Timestamp”
This is the Student Employee’s Timecard:

### My Information

#### My Timecard

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
</tr>
</thead>
<tbody>
<tr>
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<td>80:00AM</td>
<td>2.00</td>
<td>10:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 10/02</td>
<td>10:00AM</td>
<td>1.15</td>
<td>11:15AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 10/02</td>
<td>2:00PM</td>
<td>1.15</td>
<td>3:16PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 10/02</td>
<td>3:15PM</td>
<td>1.15</td>
<td>4:30PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 10/02</td>
<td>10:25AM</td>
<td>0.15</td>
<td>10:29AM</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>Mon 10/02</td>
<td>10:42AM</td>
<td>3.15</td>
<td>11:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 10/02</td>
<td>9:22AM</td>
<td>4.30</td>
<td>9:24AM</td>
<td></td>
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<td></td>
</tr>
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</table>

### Totals

- Accruals
- Historical Corrections
- Comments
- Audits

### Pay Code

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td></td>
<td>(40;46460113/4/HSRCFA/4/5:0001/4/0990/4/HSRCFA/4)</td>
<td>4.30</td>
</tr>
</tbody>
</table>
On your timecard…

Each shift has a line

Shifts counting towards another job (not your primary position) have the job information in the transfer column

That information comes from the job you select when you clock in
Approving your timecard

- ECU has a Semi Monthly pay cycle (twice a month)
- Pay Periods begin on the 1st and 16th of each month
- **YOU must approve (sign) your timecard at the end of each pay period**
  - You’ll select current pay period when approving your timecard if you are still in the pay period when you approve (sign) your timecard.
  - You’ll select previous pay period when approving your timecard if you are in the new/next pay period when you approve (sign) your timecard.
- **Your MANAGERS must approve (sign) your timecard at the end of each pay period**
- If you and all your managers have not approved (signed) your timecard at the end of each pay period it may impact your ability to be paid during that pay cycle.
You will receive an email reminder at the end of each pay period to approve your timecard.

Monitoring your timecard on a regular basis will help limit the modifications necessary to your timecard at the end of the pay period.

ALL Approvals and Sign-offs must be in place by Close of Business on the second business day after the pay period ends in order for records to be submitted for payroll.

This means, approve (sign) your timecard as soon as possible after you complete the last shift in the pay period.

*Approvals can be done via a configured computer workstation or via the timeclock

*Make sure and pay attention and select the correct pay period when approving
To Approve your Timecard.....
Questions........