



Kronos Workforce Timekeeper Timecard Instructions for Hourly (Non-Exempt) Employees



My TimeCard

My Timecard is where Hourly Employees record hours and Pay Code Amounts (vacation, sick time, etc.) for payroll processing.

Always **Save** the Timecard in order for hours and Pay Code Amounts to be stored and paid.

Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cumulative
Sun 1/09									
Mon 1/10									
Tue 1/11									
Wed 1/12									
Thu 1/13									
Fri 1/14									
Sat 1/15									

Field	Description
Name	Displays the name of the employee
ID	Displays the employee ID
Time Period	Defines the time period you are viewing
Save	Always Save after hours are entered
Actions	Refresh, calculate totals or print the screen

Punch	Do not use. To edit punch, go to In/Out cell to change
Accruals	Do not use
Comment	Add or delete a comment from a pull down list
Reports	Runs a Time Detail /Analysis reports for that employee
Delete ()	Clears data from the specified date/row
Insert ()	Adds a new row of data to the specified date
Date	Day of the week
Pay Code	Drop down list of pay codes to choose from when entering hours
Amount	Enter an amount of hours corresponding to the selected pay code
In	Time in
Out	Time out
In	Time in
Out	Time out
Shift	Displays the number of hours in the first set of punches
Daily	Displays total number of hours worked per day
Cumulative	Displays the cumulative hours worked up to and including that day

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URL: http://www.bc.edu/bc_org/hvp/hrsc/hr-kronos-instructions-hourly.pdf

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