



Kronos Workforce Timekeeper My Timecard Navigation

My Timecard brings you to the current week's pay period where in and out times are entered.

The screenshot shows the Kronos My Timecard interface. At the top, there is a navigation bar with the Kronos logo and a 'Log Off | Help' link. Below this is a 'MY INFORMATION' dropdown menu. The main section is titled 'MY TIMECARD' and includes a 'Loaded: 1:32PM' timestamp. It also displays the user's name and ID ('Hallaran, Melanie M' and '44613551-00') and the current 'Time Period' set to 'Current Pay Period'. A menu bar contains 'Save', 'Actions', 'Punch', 'Accruals', and 'Reports'. The central table has columns for 'Date', 'In', 'Out', 'In', 'Out', 'Shift', 'Daily', and 'Cumulative'. The rows represent the days of the week from Sunday 1/09 to Saturday 1/15. At the bottom, there are tabs for 'TOTALS & SCHEDULE' and 'AUDITS'.

My Timecard	
Field	Description
Log Off	Always click log Off to end your Workforce session to ensure that connections are not left open.

My Information:	
My Timecard	Provides detailed time sheet instructions for all weekly paid employees.
My Reports	Click on the My Reports button from within the navigation bar to access the My Reports window. In the My Reports window, you can run time detail or schedule reports if applicable as of a selected time period.
Help	Link to Kronos on-line Help. Refer to the HRSC web site http://www.bc.edu/offices/hr/employees/all-kronos-empdocs.html for specific needs.
Totals and Schedules	Shows hours the employee will be paid
Audit	Shows all transactional activity done on the timecard and the user information.

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