

KRONOS Timesheet Handout (Campus)

Login

- Navigate to the following web link: <https://umass.kronos.net/wfc/applications/wtk/html/ess/logon.jsp>
- Login with your Kronos username and password

Home Screen (My Information)



Select "My Timecard" on the home page.

Select the "Time Period"

(Pay Period is Sunday through Saturday)

-if you are completing your timecard on Thursday, Friday, or Saturday, select

"Current Time Period".

-if you are completing your timecard on Sunday or Monday for the previous week, select **"Previous Pay Period"**.

TIMECARD

Person & Id

Time Period 9/16/2016 - 9/22/2018

[Save](#) [Approve](#) [Comments =>](#) [Primary Account](#) [Totals Summary](#) [Refresh](#)

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Shift	Totals
									Daily
	Sun 9/16	<input type="text"/>					<input type="checkbox"/>		
	Mon 9/17	REG	7.5	8:30AM			<input type="checkbox"/>		7.5
	Tue 9/18	REG	7.5	8:30AM			<input type="checkbox"/>		7.5
	Wed 9/19	REG	7.5	8:30AM			<input type="checkbox"/>		7.5
	Thu 9/20	REG	7.5	8:30AM			<input type="checkbox"/>		7.5
	Fri 9/21	REG	7.5	8:30AM			<input type="checkbox"/>		7.5
	Sat 9/22	<input type="text"/>					<input type="checkbox"/>		
Total: 37.5									

[< Home](#)

SAVE CHANGES

Return to Home Page

Add Rows
Click the "+" button to use multiple pay codes in a single day.

Select your pay code
These options will vary depending on the staff person.

Enter the number of hours worked each day or for each line if using multiple codes in a single day.

Add Comments
to a line

VERIFY YOUR DAILY & WEEKLY TOTALS ADD UP

Comments

A pre-set list of comments can be added to any line of a timesheet by clicking into the **Amount** field and clicking [Comments =>](#)

Select a comment from the list and click [OK](#) to add the comment to that line. Then click [OK](#)

You will see a **comment icon** next to the **Amount** field for that line of the timesheet.

Amount

7.5

COMMENTS

Available Comments

- Special Event
- Staff Shortage
- Student Orientation
- Tips
- Trade Show
- Training
- Unauthorized
- Union Meeting
- Weather
- Workshop

Selected Comments

- University Time & Labor Cascading Leave

[OK](#) [Cancel](#)

Timesheet Approval

Employees must approve their own timesheet before it can be approved by a supervisor and sent on to payroll.

Save Approve Comments => Primary Account Totals Summary Refresh									
Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals	
								Shift	Daily
	Sun 9/16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Mon 9/17	REG	7.5	8:30AM	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		7.5
	Tue 9/18	REG	7.5	8:30AM	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		7.5
	Wed 9/19	REG	7.5	8:30AM	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		7.5
	Thu 9/20	REG	7.5	8:30AM	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		7.5
	Fri 9/21	REG	7.5	8:30AM	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		7.5
	Sat 9/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
								Total:	37.5

This is your **TIMECARD Signature**.
Click **ONLY** after you have completed all changes.

You will see this message once you approve.

Approvals:

Timecard Approval by Employee 9/22/2018

Remove Approval Primary Account Totals S

Click Remove Approval
if you need to go back and
make additional changes.

The supervisor/manager then reviews and approves the timesheet.
Once approved by the supervisor/manager, the staff person can no longer make changes to the timesheet.