

- 1 Go to <http://kronos.ad.uky.edu> in your internet browser
- 2 Log in using your LinkBlue username and password



Sign in with your linkblue account

Sign in

Please login with your linkblue account and password.
[Can't access your Account?](#)

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Timestamp

Punching in and out

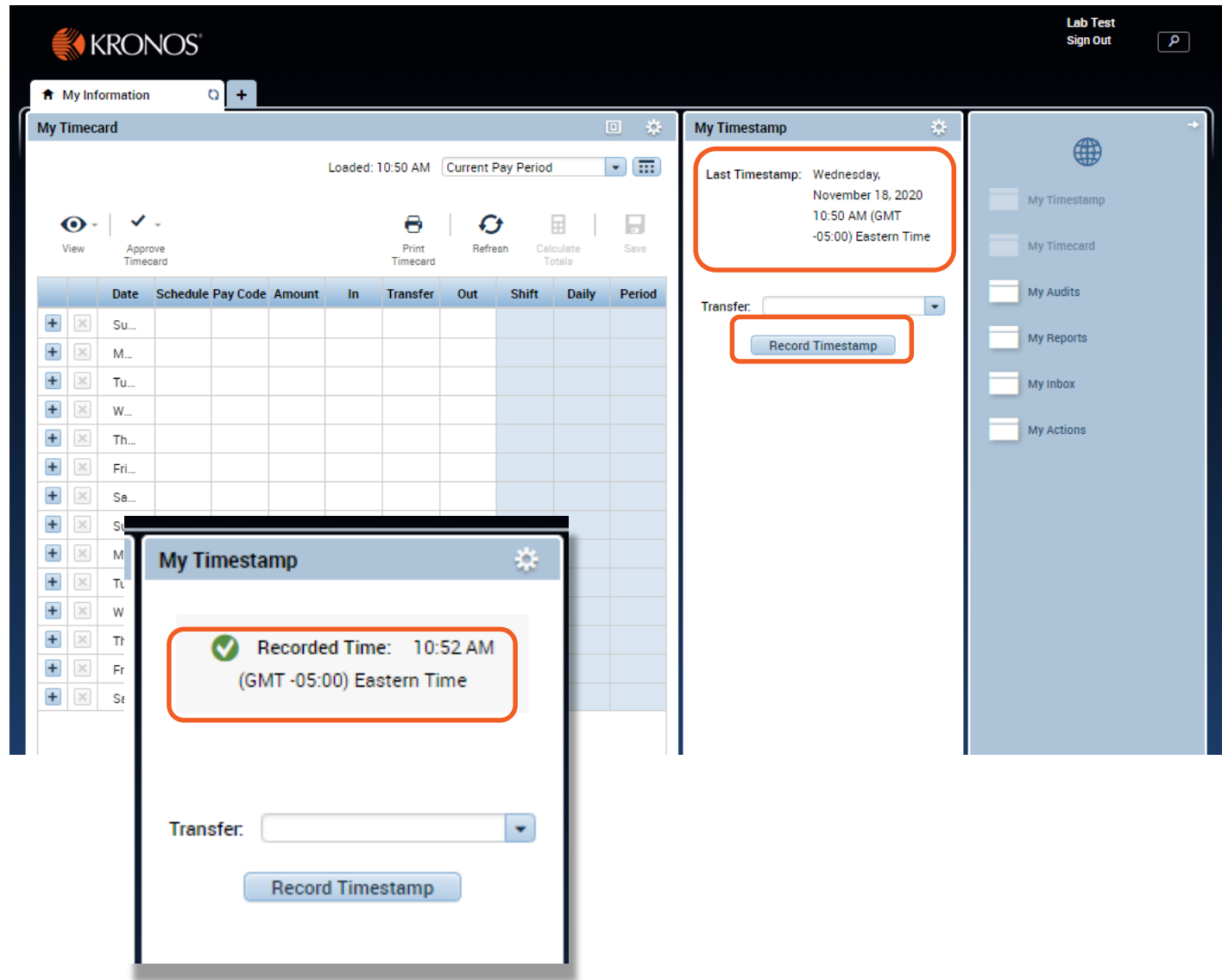
As an hourly employee, you need to keep track of the hours that you work each day. By using the Timestamp widget, you can record the hours that you work.

In this job aid you will learn how to punch in and out using the My Timestamp widget.

- 1 Access the Kronos log on page.
- 2 Log in using your credentials.
- 3 Access the My Timestamp widget.
- 4 Note the Last Timestamp information.
- 5 Click Record Timestamp.
- 6 Note the recorded time. The next time you access this widget (or refresh the page), this information will be displayed as the last timestamp.

Note

- The application acknowledges a timestamp by displaying a system-generated recorded time confirmation.
- Depending on system configurations, you may be restricted from punching at certain times. If you receive an error message due to punch restrictions, contact your manager.
- Multiple punches are interpreted as alternating in and out punches. Your first punch of the day is assumed to be an in punch, while the second punch is assumed to be an out punch. If you click Record Timestamp a third time, that will be interpreted as another in punch, and so on.



The screenshot displays the Kronos user interface. At the top right, there are links for 'Lab Test' and 'Sign Out'. The main content area is divided into two primary sections: 'My Timecard' and 'My Timestamp'.

The 'My Timecard' section features a table with columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The rows represent days of the week from Sunday to Saturday.

The 'My Timestamp' section shows the 'Last Timestamp' information: Wednesday, November 18, 2020, 10:50 AM (GMT -05:00) Eastern Time. Below this is a 'Transfer:' dropdown menu and a 'Record Timestamp' button.

A modal window titled 'My Timestamp' is overlaid on the main interface. It displays a green checkmark icon and the text: 'Recorded Time: 10:52 AM (GMT -05:00) Eastern Time'. Below the modal, there is another 'Transfer:' dropdown menu and a 'Record Timestamp' button.

Hourly Employee Navigator

Parts of a Navigator



Name / Sign Out
Identifies user and a link to log out of navigator. Your photo may also appear here.

Active Bar
Displays active workspaces; click title to bring a workspace into focus.

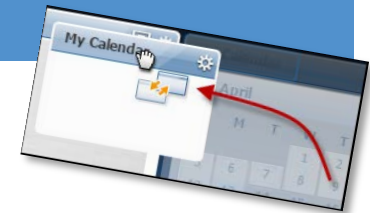
Time Period
Some widgets allow you to choose a Time Period to work with. To change the time period, click the current one, select a new one, and click Apply.

Workspaces
Additional workspaces can be accessed by clicking the Workspaces carousel.

Related Items Pane
The Related Items pane contains additional, less commonly used widgets. Click the arrow in the upper right corner to open or close the pane.

The screenshot shows the Kronos Hourly Employee Navigator interface. At the top left, the user's name 'Melissa R. Ortega' and a 'Sign Out' link are visible. Below this is a navigation bar with 'Manage My Department' and 'My Information' tabs. The main area is divided into three sections: 'My Timecard', 'My Timestamp', and a 'Related Items' pane on the right. The 'My Timecard' section contains a table with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. Below the table are 'Totals', 'Activity Summary', and 'Accruals' sections. The 'My Timestamp' section has a 'Transfer' dropdown and a 'Record Timestamp' button. The 'Related Items' pane lists widgets like 'My Timestamp', 'My Timecard', 'My Audits', 'My Reports', 'My Inbox', and 'My Activity Form Entry'. A 'Workspaces' carousel is located at the top right of the interface.

Repositioning Widgets
Move a widget from a secondary view to a primary view by clicking the title bar, dragging it over a primary view, and releasing. Most edits must be applied in a primary view.



Active Widgets
Widgets already in an open workspace appear grayed out in the widget list.

Activating a Widget
There are two ways to activate a widget in the Related Items pane.

To add it to the current workspace, drag it out of the pane and release it over a widget in the workspace.

To work with the widget in a temporary workspace, click the widget while it is still in the pane. To close that workspace later, hover over its tab and click the Close (X) button.

Workspace
A work area made up of one or more views and the Related Items pane.

Views and Widgets
A workspace can have one or more pre-sized views. Views are holding areas for widgets, which are the task-oriented tools you use to review data and perform actions. In this example, there are two views, and each one currently holds a widget. When you need to work with a different widget, you can swap it into either view, replacing the current occupant.

Contextual Callouts
Try right-clicking over a cell in a widget. In many cases this will open a callout with detailed information and icons for any actions you might want to perform on that cell.

Navigator layouts vary
Navigators are customized and reflect those items needed for a job role. Specific widgets that are available in your navigator are determined by your access and which applications are in use.

Hourly Employee Navigator Job Aid

Performing Common Employee Tasks



Entering time in the My Timecard widget

If you need to add or edit your worked or non-worked time, you can do so in the My Timecard widget. Make sure that the My Timecard widget is in a primary view.

1 Make sure you are viewing the time period containing the dates for which you want to enter time. If the time period is incorrect, click the currently selected time period, select a new one, and click **Apply**. The default is **Current Pay Period**

2 Identify a date for which you want to add or edit times. Note that if you need to add multiple entries for a given date, you will have to create additional rows for the date by clicking the date's **Add Row** icon.

- To add or edit non-worked time, select a pay code from the **Pay Code** drop-down list that corresponds to the non-worked time, then enter the duration in hours and minutes (hh:mm) in the **Amount** field.


3 Complete any additional changes for any other dates that need entries. When you have completed the changes you wish to make to the timecard, click **Save**.

The screenshot shows the 'Timecards' interface for 'Test, Lab' with 1 employee selected. The interface includes a toolbar with 'Quick Actions', 'View', 'Approve Timecard', 'Sign Off', and 'Accruals Actions'. On the right, there are 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To' buttons. The main table has columns for Date, Schedule, Pay Code, Amount, In, Transfer, and Out. A dropdown menu is open for the 'Pay Code' field on Mon 11/16, showing options like '7170 Vacation', '1005 Hours Worked', and various sick leave codes.

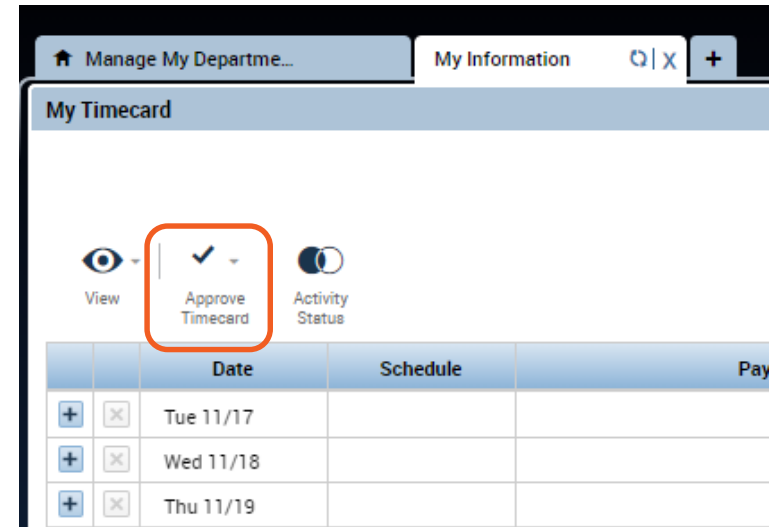
	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Sat 11/07						
+ X	Sun 11/08						
+ X	Mon 11/09	8:00AM-5:00PM			8:00AM		5:00PM
+ X	Tue 11/10	8:00AM-5:00PM			8:00AM		5:00PM
+ X	Wed 11/11	8:00AM-5:00PM			8:00AM		5:00PM
+ X	Thu 11/12	8:00AM-5:00PM			8:00AM		5:00PM
+ X	Fri 11/13	8:00AM-5:00PM			8:00AM		5:00PM
+ X	Sat 11/14						
+ X	Sun 11/15						
+ X	Mon 11/16	8:00AM-5:00PM	7170 Vacation	8:00			
+ X	Tue 11/17	8:00AM-5:00PM					
+ X	Wed 11/18	8:00AM-5:00PM					
+ X	Thu 11/19	8:00AM-5:00PM					
+ X	Fri 11/20	8:00AM-5:00PM					

Approving your timecard

After you review your timecard for accuracy at the end of a pay period and agree that all the information is correct, you should approve your timecard so that your manager knows it is ready to go to payroll. Make sure that the My Timecard widget is in a primary view.


- 1 In the My Timecard widget, make sure that you are viewing the time period you want to approve. Note that ALL days currently being viewed in the timecard will be approved. If the time period is incorrect, click the currently-selected time period, select a new one, and click **Apply**.
- 2 After verifying that you want to approve all of the dates appearing in the timecard, click the **Approve Actions** icon  and select **Approve Timecards**.

After applying an approval, you will no longer be able to edit your timecard for that pay period (as indicated by the timecard's colored background). If you later determine that you need to make an edit, click the **Approve Actions** icon and select **Remove Timecard Approval**. You can then make your edit(s) and approve the timecard again.



Reviewing your accrual balances

You can review any time off balances you have accrued right in your timecard. Make sure the My Timecard widget is in a primary view.

- 1 In the My Timecard widget, make sure that you are viewing the date for which you would like to view your available balances. (For example, if you want to review your balances as of April 3, make sure a row for April 3 is displayed in the timecard.) If the date is not showing, click the currently selected time period, click the Select Dates icon , select the date you want from the calendar, and click **Apply**.
- 2 Select the row of the date for which you want to check your balance, and select the Accruals tab at the bottom of your timecard. Your accrual balances will appear in the tab. The values in the Accrual Available Balance column tell you how many hours you have available in each of the types of hours you accrue.

+ X	Thu 11/26		7154 Holiday- Thanksgiving	
+ X	Fri 11/27		7154 Holiday- Thanksgiving	
+ X	Sat 11/28			
+ X	Sun 11/29			
+ X	Mon 11/30			

Totals		Activity Summary	Accruals	Historical Corrections	Audits
Accrual Code	Accrual Available Balance				Accru
Holiday	104:00				
Sick	351:40				
Total Vacation	197:26				
Vacation Expiring June 30	144:05				

1. Swipe your employee ID badge with the magnetic stripe facing down and or type in your badge number using the keypad and press **'Enter.'**
2. You should see a message that says **'Accepted Punch.'**



1. Press the blue button next to **'Approve Time Sheet.'**
2. Swipe your employee ID badge with the magnetic stripe facing down and or type in your nine digit employee number using the keypad and press **'Enter.'**
3. Press the blue button next to **'Current Pay Period'** to approve your current timesheet.
4. Use the blue up and down arrows to view your time, you will need to press the blue down arrow until you are at the bottom of your timesheet to approve your time. You should now see the total number of hours you have worked this pay period, minus the number of hours you have yet to work during this pay period (unless your manager has entered in hours for you). Press the **'Enter'** button to approve your time.
5. You will see a message that says **"Timecard Successfully Approved"**



The Kronos time clocks have more options than just clocking in and out and approving your time sheet. From the time clocks you can view your time, view your most recent punch and view your vacation and sick time accruals as well as your schedule if your supervisor has set one up for you. Feel free to try out the other options on the time clock, you may have to press the blue button next to 'More' to see other options that are not listed on the main screen.

View Punch Status: for viewing your last punch

- Press the blue button next to 'View Punch Status'
- Swipe your employee ID badge with the magnetic stripe facing down and or type in your nine digit employee number using the keypad and press 'Enter.'
- When you are finished, press the 'Esc' button to be taken back to the main Kronos time clock screen.

Review Punches: for viewing your punches for the current day

- Press the blue button next to 'Review Punches.'
- Swipe your employee ID badge with the magnetic stripe facing down and or type in your nine digit employee number using the keypad and press 'Enter.'
- When you are finished, press the 'Esc' button to be taken back to the main Kronos time clock screen.

View Time Sheet: for viewing all of your time

- Press the blue button next to 'View Time Sheet.'
- Swipe your employee ID badge with the magnetic stripe facing down and or type in your nine digit employee number using the keypad and press 'Enter.'
- Press the blue button next to 'Current Pay Period' to view the current pay period.
- Use the blue up and down arrows to view your time.
- When you are finished, press the 'Esc' button to be taken back to the main Kronos time clock screen.

View Accruals: for viewing your vacation and sick time

- Press the blue button next to 'View Accruals.'
- Swipe your employee ID badge with the magnetic stripe facing down and or type in your nine digit employee number using the keypad and press 'Enter.'
- Use the blue up and down arrows to view your accruals.
- When you are finished, press the 'Esc' button to be taken back to the main Kronos time clock screen.

View Schedule: for viewing your schedule

- Press the blue button next to 'View Schedule.'
- Swipe your employee ID badge with the magnetic stripe facing down and or type in your nine digit employee number using the keypad and press 'Enter.'
- Use the blue up and down arrows to view your schedule for the next two weeks. If your supervisor has not put in a schedule for you, a message will display telling you that you currently do not have a schedule.
- When you are finished, press the 'Esc' button to be taken back to the main Kronos time clock screen.