KRONOS TIME SHEET INQUIRY TRAINING

# Please save this link to your favorites for quick access.

Below is the Kronos link to view you time sheet.

http://192.168.13.21.81/timekeeper/clw0044?scrdbcoid=FILE00



#### This is the login screen: 1. ID= J# with out the J or 00, EX: J00123456 only enter 123456

2. PIN= Use established pin if you have one OR If this is your first time logging in leave blank and hit enter it will prompt you to create your pin. This can only be a four digit pin number

☆ 0

3. If PIN is established, type in pin and hit enter or click the blue arrow box at the end of PIN.

C (i) 192.168.13.21:81/timekeeper/clw0044?scrdbcoid=FILE00

### Kronos iSeries Central - Employee Self Service<sup>®</sup> 06.20.009



Forgot your PIN?



# This will show you all of your punches for the current pay period.

	KRONO	S										Log Off   University of So Alabama Hospi   My Profile   Ha
Time	card Inquiry   Sr	chedules   Ac	cruals									
Time Pos	Timecard Inquiry Position to date			Name & ID Time	/Badge Harris Period 2/05/1	, Michelle L 7 0:00 - 2/1						
Ret	urn Select 🕶	Actions +	View +									
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes	Labor Levels V
×	Tuesday	2/14/17	14:17 U	8	3.00	414		3.00		0		172400 . 170 . 00 . O2004989 . 20150517 . 100 .

/-minute kounding Rule									
Swipe		Rounded							
Time		Time							
8:07	$\rightarrow$	8:00							
8:08	$\implies$	8:15							
8:22	$\longrightarrow$	8:15							
8:23	$\longrightarrow$	8:30							
8:37	$\longrightarrow$	8:30							
8:38	$\longrightarrow$	8:45							
8:52	$\rightarrow$	8:45							
8:53	$\implies$	9:00							

## 1. Click accruals to show your accrued PTO balances as of last processed payroll.

KRONOS'												Log Off   University of So Alabama Hospi   My Profile   Help
Time	card Inquiry   S	chedules   Ac	cruals									
Time Pos	ecard Inquiry		Go	Name & ID Time	)/Badge Harris Period 2/05/1	, Michelle L 7 0:00 - 2/1						
Ret	urn Select <del>+</del>	Actions +	View -									
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes	Labor Levels V
8	Tuesday	2/14/17	14:17 U	3	3.00	414		3.00		0		172400 . 170 . 00 . 02004989 . 20150517 . 100

	Pay Code Hou	urs Breakdown	[	Total: 3.00				
414: 3.00								

### This shows all of the accruals for you. When finished always remember to log off.

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<b>NKUNU</b>	Ъ											
Timecard Inquiry   Schedules   Accruals												
Accrual Balances Maintenance Show balances as of 2/15/17 Go Name & ID/Badge Harris, Michelle L												
Return Select - Actions - Show calendar Previous Next												
Hire Seniority	e date 9/24/14 Date 0/00/00 Status A		Pay type H Department: 1724 Division: 170	00	Pos : ECL/ Assign	Suffix: 00 Posn: O2004989 ment: 20150517		FTE: 100 J Number				
Pay Code	Accrual Code	Accrued Ineligible	Carried Forward	Accrued Eligible	Hours Taken	Remaining Balance	Balance As Of	Tier				
EEI	EEI	.00	.00	.00	.00	.00	2/15/17	1	Employee Extended Illness			
G01	G01	.00	.00	.00	.00	.00	2/15/17	1	Jury Duty			
H30	H30	.00	.00	.00	.00	.00	2/15/17	1	On the Job Injury			
PTO	PTO	.00	.00	80.00	.00	80.00	2/15/17	1	PTO & PUP			
P20	P20	.00	.00	.00	.00	.00	2/15/17	1	Death In Family			
150	150	.00	.00	.00	.00	.00	2/15/17	1	N/A			
170	170	.00	.00	.00	.00	.00	2/15/17	1	N/A			
180	180	.00	.00	.00	.00	.00	2/15/17	1	N/A			
420	420	.00	.00	.00	.00	.00	2/15/17	1	All Unpaid Time Off			