

**STUDENTS
RECORDING OF TIME**

STUDENTS: RECORDING TIME

As a student employee, you are required to record your hours each time you start and finish working here at Holy Cross. You are also required to perform a Transfer at the start of any work that is outside of your primary/home department.

System of Record and Access

The UKG/Kronos system is the system of record that is used for time management. This is the source that collects and processes your hours that are then sent to payroll for processing. There are 3 ways to use the UKG/Kronos system:

- Mobile Application
- Device/Clock
- Desktop Application

Access to the system is controlled via single sign on and authenticated via your Holy Cross Google account. Please make sure that you are logged in to Google/Gmail before accessing the UKG/Kronos system. If not, you will need to sign in with your full email address and passphrase.

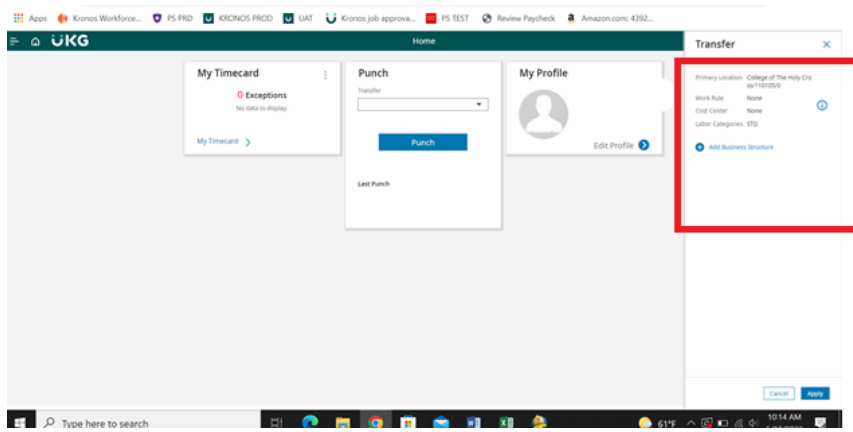
- From the Holycross.edu site, select Audience, Faculty and Staff or click <https://www.holycross.edu/faculty-staff>
- From the “Employee Resources” section, select **Kronos Time Entry**

Primary/Home Department and the Other Departments I Have Been Hired In

Student employees at Holy Cross can be hired to work in a multitude of jobs and departments across multiple semesters. The system used to process your hours and pay are set up to support that business requirement, and ensures hours are billed to the correct departments from a Finance perspective.

There are two ways to determine what your Primary/Home department is.

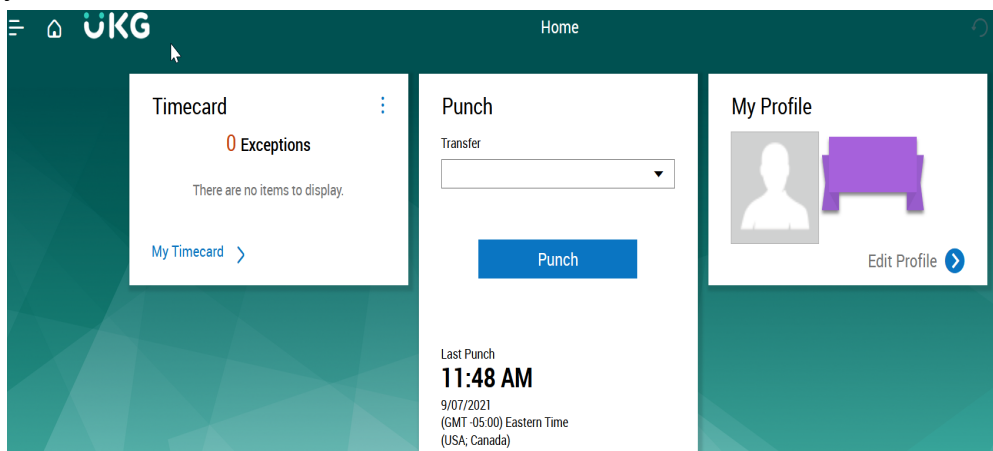
1. Each time you are hired for a job, an email is sent to your Holycross.edu account that lists your primary/home department as well as any other jobs and departments you have been hired in.
2. When using UKG/Kronos to log your time and perform a transfer, the primary/home department is listed in the Transfer Window.



If you have forgotten to perform a Transfer at the start of working for a department outside of your primary/home department, please contact that job's hiring supervisor/manager. You can also view your Timecard and the Transfer column for that day. Instructions on how to do so are described later in this document.

Recording Time – Using the Desktop Application

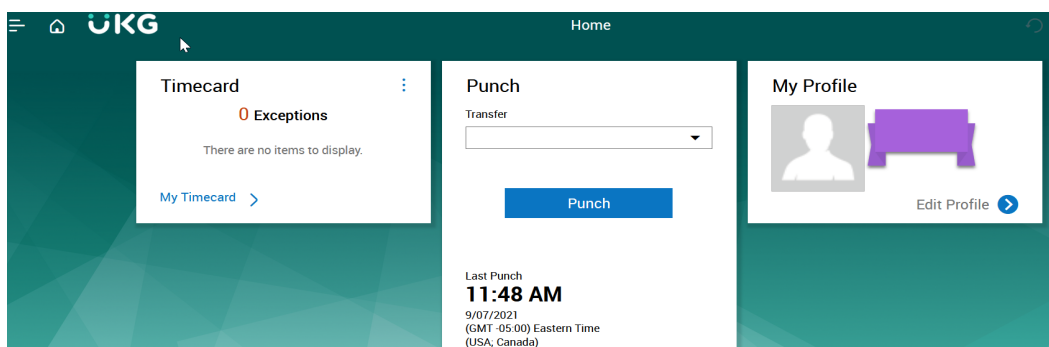
When accessing the UKG/Kronos system using the desktop version of the application, the first page you will see is as follows:



Use the Punch Tile

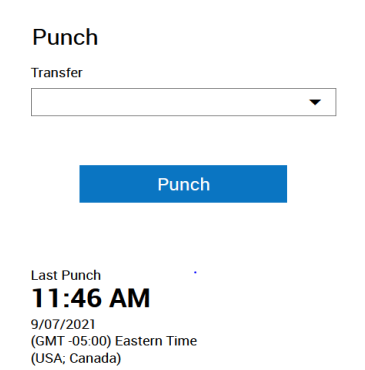
The Punch tile can be used to:

- Record In and Out Punches
- Transfer – When Working in Another Department than Your Primary/Home Department.



Record In and Out Punches

When you are working for your primary/home department and want to record the start and end times for the time you are working, please select **Punch**



Punch

Transfer

Punch

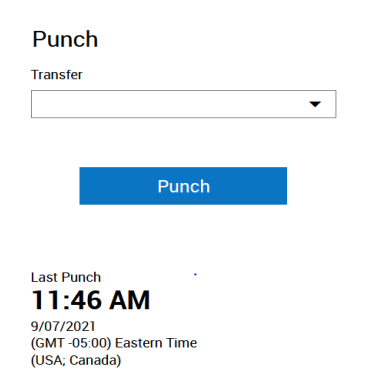
Last Punch
11:46 AM
9/07/2021
(GMT -05:00) Eastern Time
(USA, Canada)

A green success message appears at the top, along with the time of the punch updated at the bottom. If you receive an error message, please send an email to Kronos@holycross.edu.

Transfer Feature –

When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. *Any time not transferred defaults to your primary/home department.*

IMPORTANT – You only have to select the Transfer feature **ONCE** at the start/in of work for that department.



Punch

Transfer

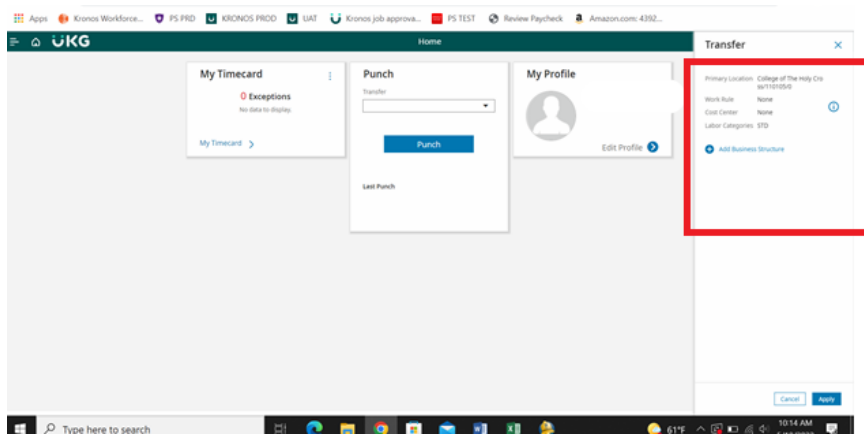
Punch

Last Punch
11:46 AM
9/07/2021
(GMT -05:00) Eastern Time
(USA, Canada)

Click Transfer

Select More

Expand the + Add Business Structure in the Transfer window

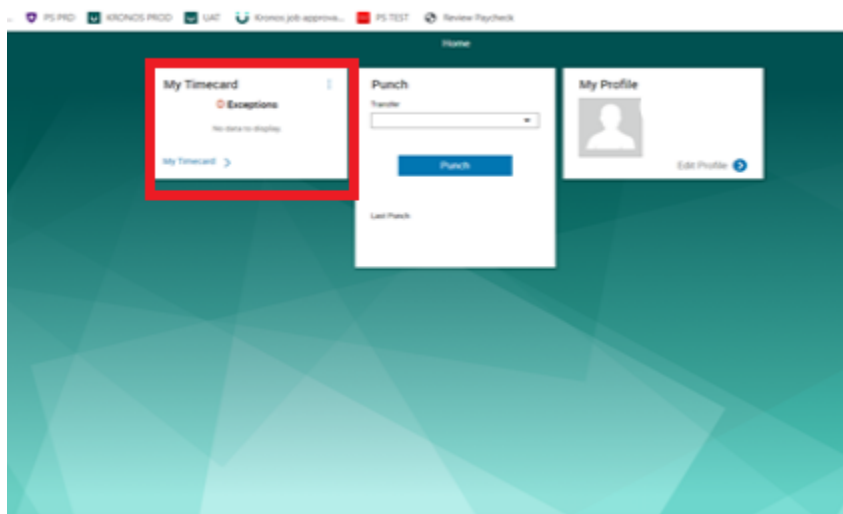


Type the department number you are working for
Select the 0 record that appears
Click OK

View Timecard

To make sure you have all of your time recorded and have transferred your time correctly, you should review your Timecard for the days you want to validate.

Click My Timecard. It will default to the Current Pay Period.



To view a different time frame, click the down arrow at top right where it says Current Pay Period and select a different time frame.

USING THE MOBILE APP

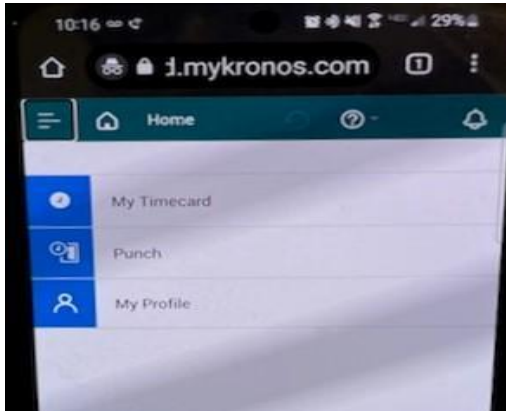
You are able to complete the following transactions when using the mobile app. Please follow the same steps as outlined above for the corresponding features:

- Punch Feature - Record In and Out Punches and To Complete a Transfer
- View Your Timecard

From Your Mobile Device Go to <https://www.holycross.edu/faculty-staff>

From the “Employee Resources” section, select **Kronos Time Entry**

The following menu will appear



VIA THE CLOCK/DEVICE

The UKG/Kronos devices are touchscreen and located throughout campus. If you require assistance locating a device, please follow up with your hiring supervisor/manager.

You are able to complete the following transactions at the clock/device:

Swipe - Record In and Out Punches and Completing a Transfer
View Your Timecard

Swipe – Recording Time

To record the start and end times for the time you are working, you need to swipe in and out. If working for your primary/home department, you should swipe at the start and again at the end of work.

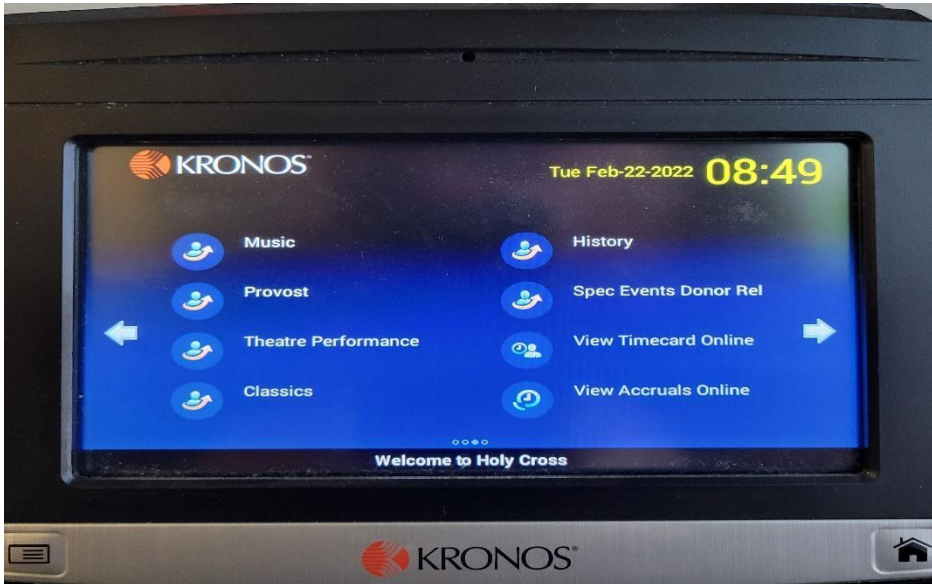
Swipe your badge on the right hand side of the clock/device

Transfer Feature –

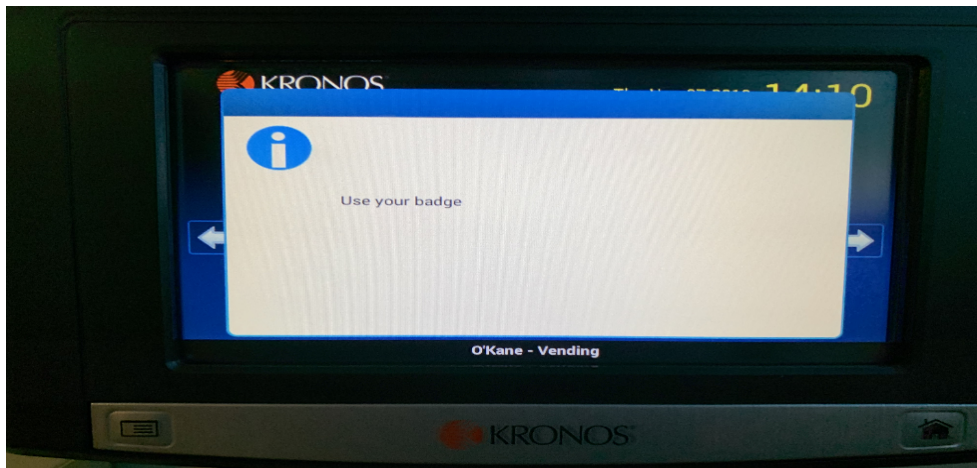
When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. To identify your primary/home department and other departments you have been hired into, please see the FAQ section at the end of this document. *Any time not transferred defaults to your primary/home department.*

IMPORTANT – You only have to select the Transfer feature **ONCE** at the start of work for that department.

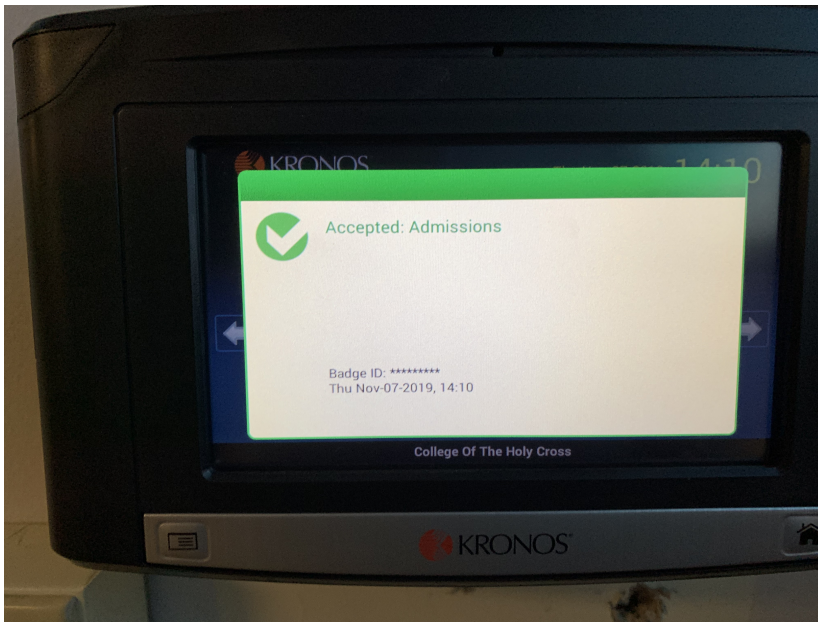
Using the touchscreen using the left and right arrows at the bottom of the screen, locate the department you are working in
Press the icon for the department you are working in



A message to swipe will appear
Swipe your badge



You will receive an Accepted message



To View Your Timecard

If you want to see the time recorded on your timecard including the departments you transfer to, use the touchscreen's right arrow to find and select the **My Timecard** option.