

**STUDENTS
RECORDING OF TIME**



HAVE YOU COMPLETED YOUR I9 FORM?

YOU ARE **NOT PERMITTED** TO WORK UNLESS YOU HAVE COMPLETED THE US DEPT OF CITIZENSHIP *IMMIGRATION I9 FORM BY VISITING HUMAN RESOURCES WITH YOUR REQUIRED PROOF OF CITIZENSHIP DOCUMENTATION. PLEASE CONTACT HUMAN RESOURCES LOCATED IN SMITH HALL OR VIA 508-793-3391

HAVE YOU RECEIVED AN ERROR MESSAGE WHEN SWIPING OR CAN NOT ACCESS THE UKG/KRONOS SYSTEM?

IF YOU RECEIVE A **X WHEN SWIPING** AT A DEVICE/CLOCK OR ARE **UNABLE TO ACCESS** THE UKG/KRONOS SYSTEM TO RECORD YOUR TIME/HOUR, YOU ARE NOT ACTIVE IN THE SYSTEM.
IMMEDIATELY CONTACT YOUR MANAGER/SUPERVISOR

ARE YOU WORKING OUTSIDE OF YOUR HOME/PRIMARY DEPARTMENT?

PLEASE REMEMBER TO PERFORM **A TRANSFER** BY SELECTING THE TRANSFER FEATURE ONE TIME, ON THE START/IN PUNCH OF WORK

REQUIRE FURTHER ASSISTANCE?

FOR DETAILED INSTRUCTIONS ON HOW TO RECORD YOUR TIME/HOURS OR ADDITIONAL SUPPORT. GO TO: WWW.HOLYCROSS.EDU AND SEARCH FOR **STUDENT USER GUIDE - HOW TO RECORD TIME** OR EMAIL KRONOS@HOLYCROSS.EDU

STUDENTS: RECORDING TIME

As a student employee you are required to record your hours each time you start and finish work. Student employees can be hired to work in many jobs and departments at any time.

However, all Students have one home/primary department and job. All hours recorded will be charged to the students home/primary department unless the student completes a transfer to identify they are working for another department/job. The transfer is **used only once** at the start of work for any department/job that is not your home/primary department.

Please note, you are **not permitted** to work unless you have completed the US Department of Citizenship and Immigration Services i9 form by visiting human resources with your required proof of citizenship documentation. Please contact human resources located in smith hall or via 508-793-3391 if you have any questions.

Importance of Reconciling Timecards Frequently

You must reconcile your schedule and hours worked for each department in your timecard daily.

This is critical to ensure:

- Time is recorded correctly and accurately
- There is ample time to correct the timecard well in advance to the payroll deadline, every Monday at 12 pm est.

Any time that is missing and or if there is anything incorrectly recorded in your timecard you must immediately report it to the manager/supervisor of the job where the hours were worked so that they can make the correction.

System of Record and Access

The UKG/Kronos system is the system of record and 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.

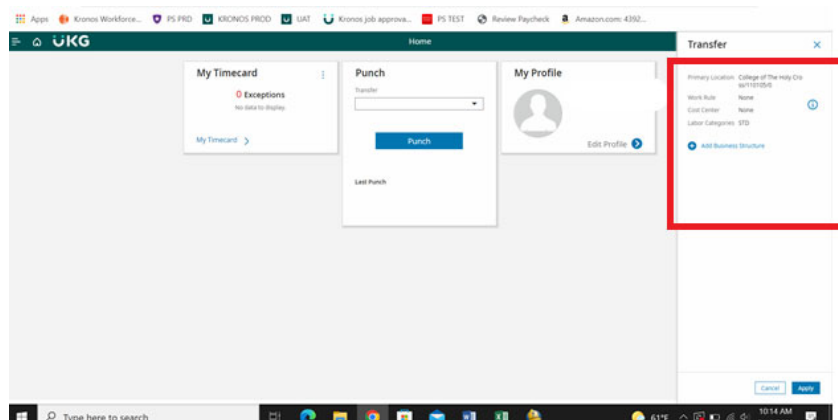
- From the Holycross.edu site, select Audience, Faculty and Staff or click <https://www.holycross.edu/faculty-staff>
- From the “Employee Resources” section, select Kronos Time Entry

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

Student at Holy Cross can be hired to work in many jobs and departments at any time. The systems used to process your hours and pay are set up to support that business requirement. They also depend on the correct recording of the hours for each job and department, to that budget and financial data is accurate.

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

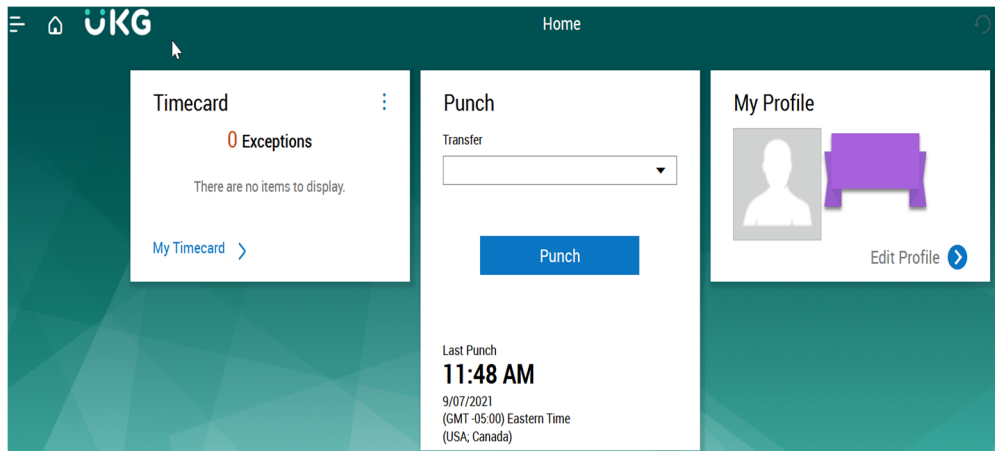
1. Each time you are hired for a job, an email is sent to your Holycross.edu account, that lists your primary/home department as well as any other jobs and departments you have been hired in.
2. When using UKG/Kronos to log your time and perform a transfer, the primary/home department is listed in the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

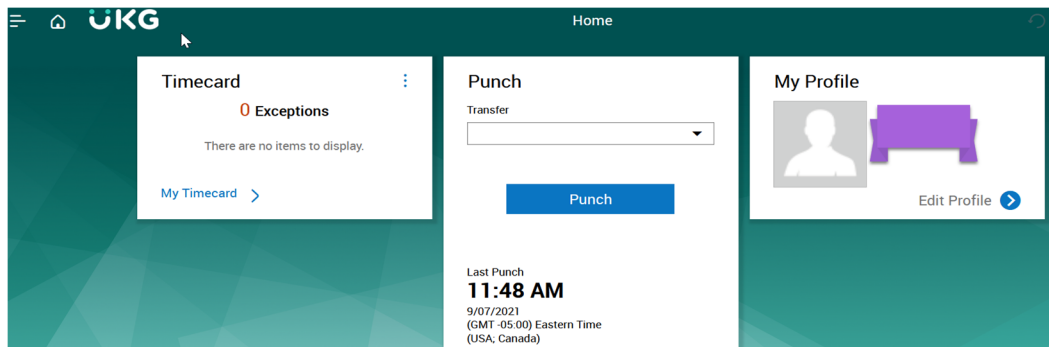
When accessing the UKG/Kronos system using the desktop version of the application, the first page you will see is as follows.



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

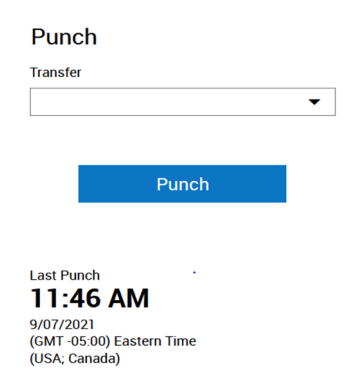
A close-up view of the "Punch" tile interface. It shows the "Transfer" dropdown menu, the blue "Punch" button, and the "Last Punch" information: "11:46 AM" on "9/07/2021 (GMT -05:00) Eastern Time (USA, Canada)".

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.



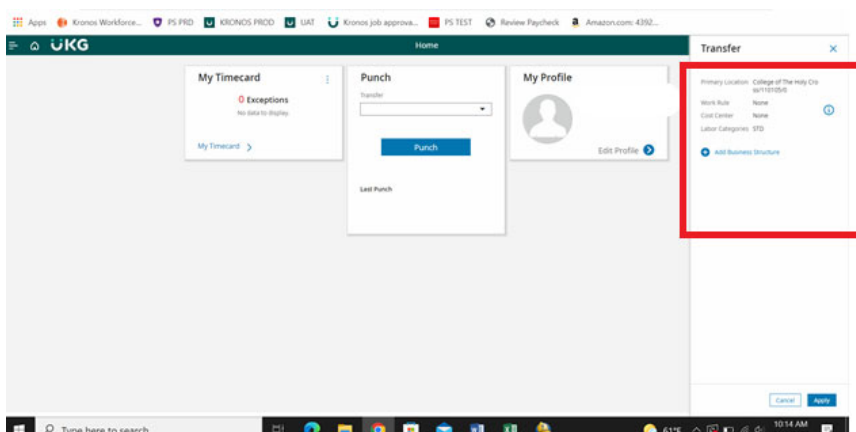
Punch

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

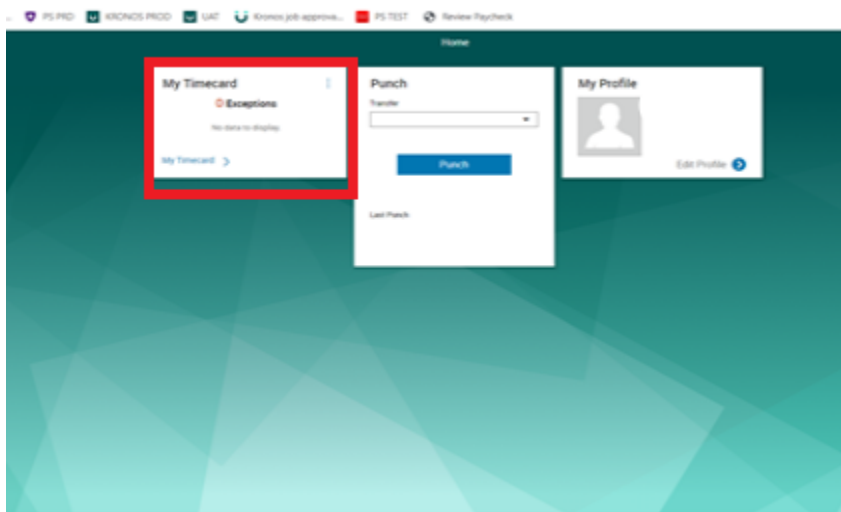


- Type the department number you are working for
- Select the 0 record that appears
- Click OK

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.

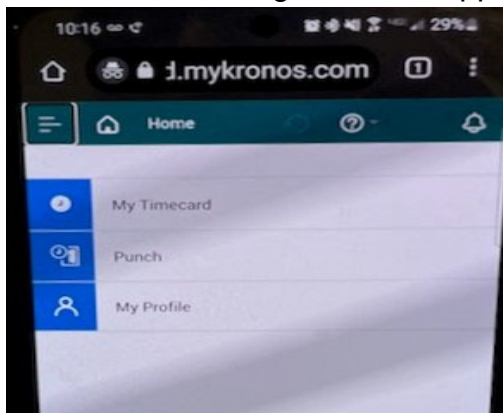


- To view a different time frame, click the down arrow at top right where it says Current Pay Period and select a different time frame.

USING YOUR MOBILE DEVICE

You are able to complete the following transactions when using a mobile device. 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 the 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.

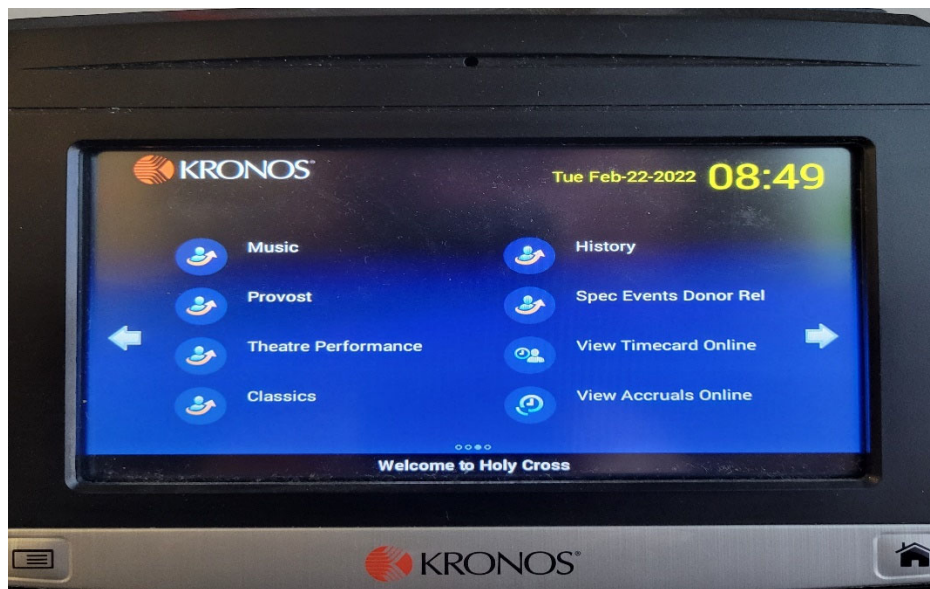
- Swipe your badge on the right hand side of the clock/device

Transfer Feature –

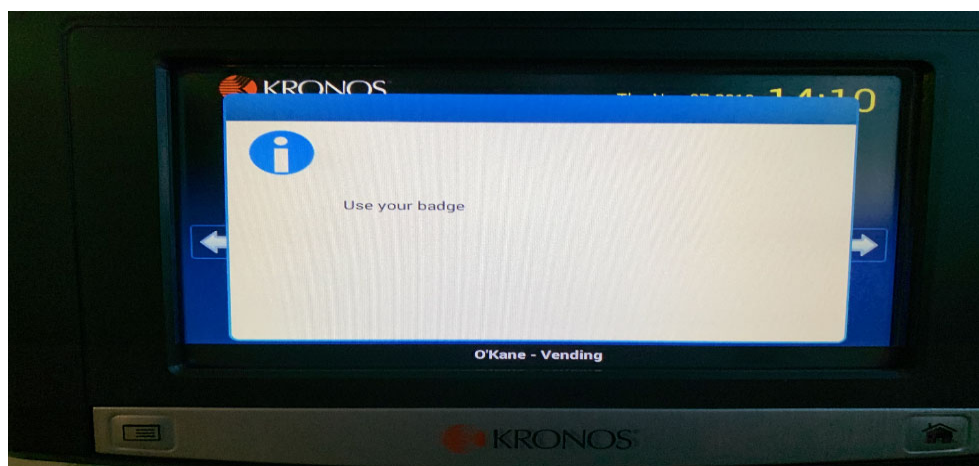
When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. To identify your primary/home department and other departments you have been hired into, please see the previous sections in this document on how to locate your home/primary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

IMPORTANT – You only have to select the Transfer feature **ONCE** at the start/in punch of work for the department that is not your home/primary department.

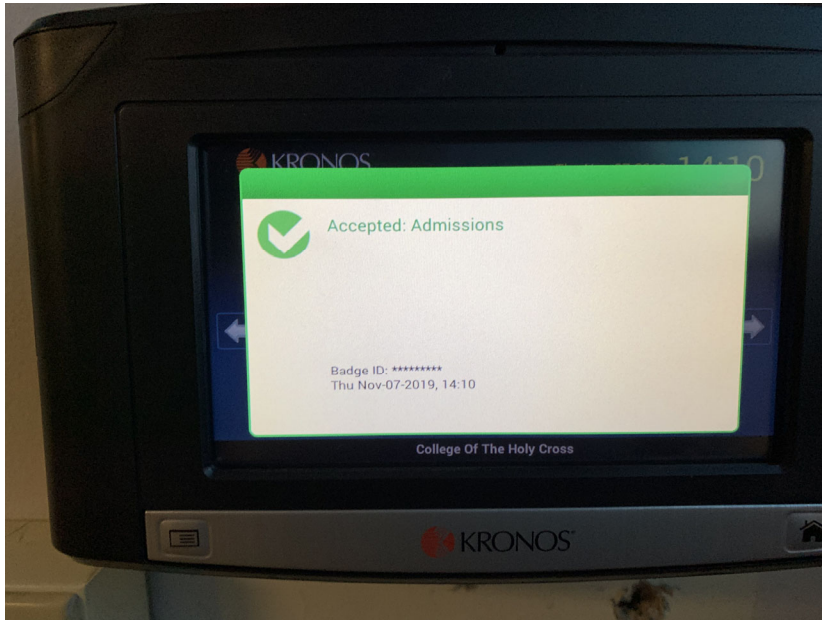
- Using the touchscreen using the left and right arrows at the bottom of the screen, locate the department you are working in
- Press the icon for the department you are working in



- 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 using the touchscreen right arrow over to the **My Timecard** option.