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# **STUDENT EMPLOYMENT AND TIME SHEET INSTRUCTIONS**



MITCHELL | HAMLINE  
School of Law

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# **ADDENDUM**

## **COMPLETING YOUR TIMESHEET USING KRONOS WORKFORCE CENTRAL**



## Introduction to Workforce Central

Welcome to Kronos Workforce Central (WFC), Mitchell Hamline School of Law's electronic system for completing your timesheet. Workforce Central is compatible with the following browsers: Internet Explorer 6, 7, & 8 and Mozilla Firefox 3.X

## Accessing Workforce Central

You can access Workforce Central one of two ways. You will need your network user id (i.e. john.doe) and password to access the system.

**Link from [www.mitchellhamline.edu](http://www.mitchellhamline.edu):**

Workforce Central is available from the College's website.

"Student" web: [Kronos Workforce Central Time](#)

**Direct web access:**

You can access Workforce Central via a secure web address from anywhere in the world with internet access using an Internet Explorer browser. Simply type in the address or click the link below to get to WFC.

**[Kronos Workforce Central Web Access](#)**

NOTE: It is strongly encouraged that you save this link as a favorites.

## Logging On

Your log on to the system is controlled by your network user id (john.doe) and password. This is the log-on screen for WFC:

WORKFORCE CENTRAL<sup>®</sup> Version 6.1

LOG ON

User Name

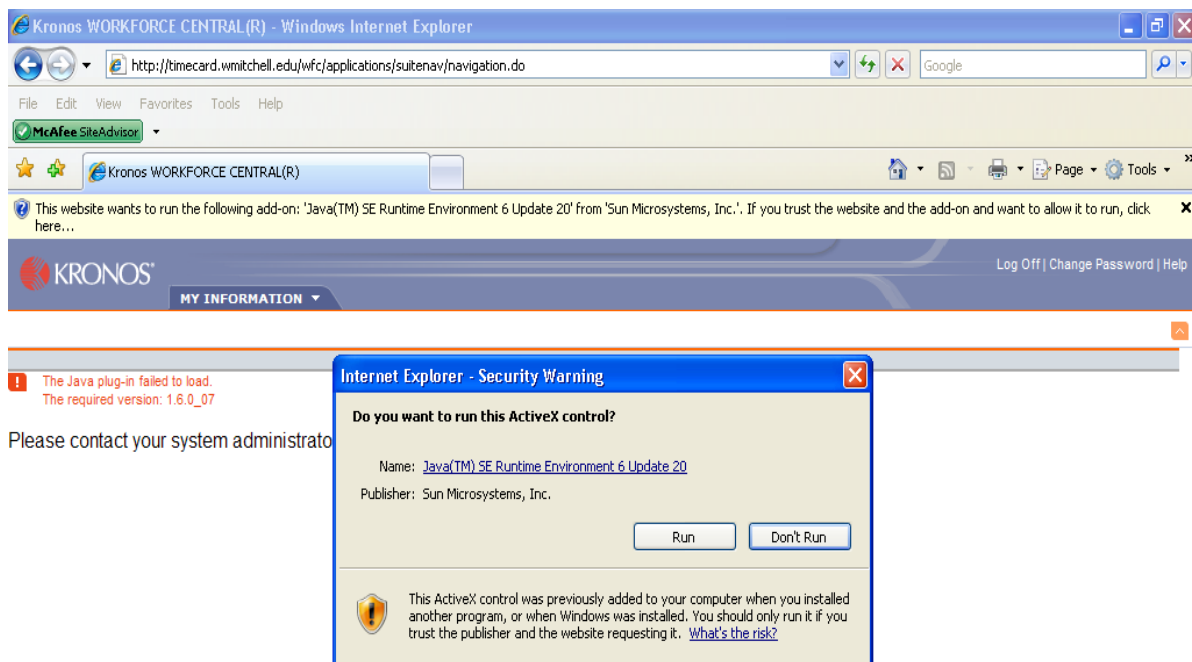
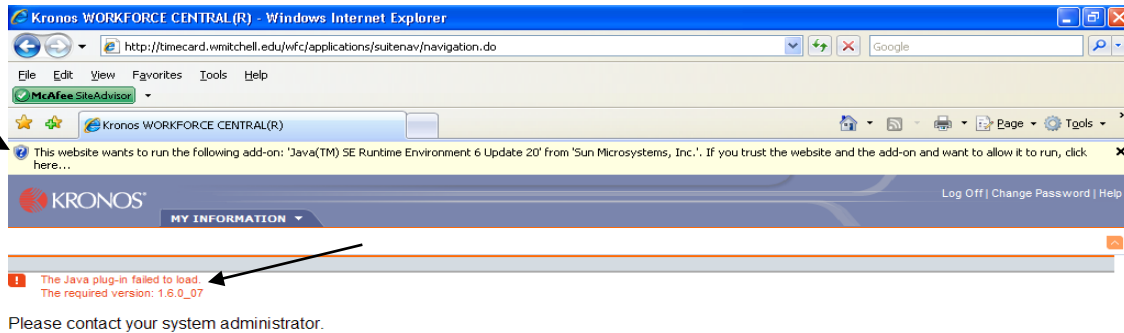
Password

KRONOS

If you receive an error message that you have been locked out of Workforce Central, please contact payroll at x6470 or [payroll@mitchellhamline.edu](mailto:payroll@mitchellhamline.edu).

After you log in, you might get a message that says that the Java plug-in failed to load the required version 1.6.0\_07. Click on the popup bar where it says “click here.”

The ActiveX control popup box will display. Click on Run and load Java. If asked to install a toolbar, uncheck the box.



Once loaded, your Kronos homepage should display. If you do not have the authority to install Java, or are experiencing other difficulty, contact the IT department at x6411 or ([IT@mitchellhamline.edu](mailto:IT@mitchellhamline.edu)).

## Timesheet Overview Non-exempt/hourly

- Once logged in, you will be brought to your time sheet for the current pay period (default)

The screenshot shows a software interface for entering timesheet data. The main table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A date range from Sun 6/27 to Sat 7/10 is visible. An arrow points to the 'Daily' column for Mon 7/05, which shows a value of 8.0. Below the main table is a 'TOTALS & SCHEDULE' section with sub-sections for 'ACCRUALS' and 'AUDITS'. The 'ACCRUALS' table shows 'Total Hours' as 8.0 and 'Wages' as 8.0. The 'AUDITS' table shows a list of dates from Sun 6/27 to Thu 7/08.

Date: The day and date in the pay period.

Pay Code: Not applicable

Amount: Not applicable

In: Start time for the day or meal break

Transfer: Used only if you have more than one job or you need to change work rules (see Transfer section below ).

Out: End time for the day or meal break.

Shift: Not applicable.

Daily: Total number of hours for the day. No data entry is allowed in this field.

Cummulative: Total cumulative hours for the pay period. No data entry is allowed in this field.

## Completing your timesheet (non-exempt/hourly)

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 6/27											
X	Mon 6/28			6:30AM		12:00PM	12:30PM		3:17PM	8.25	8.25	8.25
X	Tue 6/29	SB	6.0									
X	Tue 6/29			6:30AM		8:30AM				2.0	8.0	16.25
X	Wed 6/30	PTO	8.0								8.0	24.25
X	Thu 7/01			6:30AM		12:00PM	12:30PM		3:00PM	8.0	8.0	32.25
X	Fri 7/02											32.25
X	Sat 7/03			6:30AM		12:00PM	12:30PM		3:30PM	8.5	8.5	40.75
X	Sun 7/04											40.75

1. Click the **In** column on the date you wish to enter work hours
2. Enter your start time (8A, 8:00A, 1P, 1:00P, or 100P)
3. Hit the Tab key to take you to the **Out** column and enter your time out for a meal break
4. Hit the Tab key to second **In** column and enter your time in from the meal break
5. Hit the Tab key to the second **Out** column and enter your time out for the day.

*NOTE: PM must be entered for all time after 12 noon*

- Once your hours have been saved, the number of hours each day will automatically total on a daily and cumulative basis.

## Recording Multiple Shifts for the same day

To record a second shift on the same day, use the second set of **In**, **Transfer** and **Out** boxes. If there is a break between the two shifts, when you save your data, a second line will be added for that day. To record more than two shifts for the same day, add another row by selecting the insert arrow (located on the left) on the same line as that day.

## Editing your timesheet

To edit an **In** or **Out** entry, click the appropriate cell and enter the new time. To delete time that was incorrectly recorded for a given day, you may delete each entry individually or delete the entire line by selecting the delete (X) button for that row.

## Recording hours for multiple jobs

If you have more than one job with the college, you will need to enter the entire string (Division, Department, Job & Project) for each block of time by clicking on the **Transfer** drop down button to enter the string.

Time Period

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports						
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
		Sun 7/25											
		Mon 7/26			8:00AM		10:00AM	10:30AM	/WSGELPE/	12:00PM	3.5	3.5	3.5
		Tue 7/27											3.5
		Wed 7/28											3.5
		Thu 7/29											3.5
		Fri 7/30											3.5
		Sat 7/31											3.5
		Sun 8/01											3.5
		Mon 8/02											3.5
		Tue 8/03											3.5
		Wed 8/04											3.5
		Thu 8/05											3.5
		Fri 8/06											3.5
		Sat 8/07											3.5

TOTALS & SCHEDULE			ACCRUALS		AUDITS		
Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
ACPRG/1005/WSSONSTE/OP1001	Total Hours	2.0	Sun 7/25				
ACPRG/1005/WSSONSTE/OP1001	REG	2.0	Mon 7/26				
(x)ACPRG/1005/WSGELPE/OP1001	REG	1.5	Tue 7/27				
(x)ACPRG/1005/WSGELPE/OP1001	Total Hours	1.5	Wed 7/28				
			Thu 7/29				
			Fri 7/30				
			Sat 7/31				

1. Select the **Division, Department, Job & Project** radio buttons on the right side of the screen separately as shown below to create each string that will be needed.

labor Account

Name or Description:

Available Entries:

- 
- ACFACL,Academic Faculty
- ACPRG,Academic Programs
- ADMINS,Administration
- ASDIPI,Assistant Director IP Institute
- FACULT,Faculty
- FINANC,Finance
- HUMRES,Human Resources
- INFRES,Information Resources
- INSTAD,Institutional Advancement
- PARNTCOR,Parent Coordinator
- PARNTSUP,Parent Supporter
- PROFTENR,Prof Tenure
- SBA,Student Bar Association
- SKILLS,Skills Clinics
- STUSRV,Student Services
- TLCDIV,Public Health Law Center

<input checked="" type="radio"/> Division	STUSRV	Student Services
<input type="radio"/> Department	1203	Financial Aid
<input type="radio"/> Job	WS100161	WS 1st District Public Defenders Office
<input type="radio"/> Project	OP1001	General Payroll

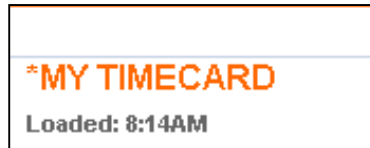
Note: During the same day, your time will be allocated to the last job transfer. Therefore, if you move between positions during the day, it is important to inform the system of the change by selecting the Transfer button. Once you have created the string in the **TRANSFER** drop down you will only have to click on the string you need from the drop down list for each block of IN/OUT time you enter in Kronos.

If you work for Public Health Law Center or the Student Bar Association and a position with a department of faculty member, you need to select **the entire string in the transfer drop down search** when transferring your hours.

To identify your primary position, please contact Human Resources at x6447 or [hr@mitchellhamline.edu](mailto:hr@mitchellhamline.edu)

## Saving your timesheet

It is necessary to **Save** your time entries/edits or any data entered will be lost. You will recognize unsaved entries/edits when **MY TIMECARD** header is an orange/red color.



Save your timesheet by clicking Save on the Toolbar & Menu



## Approving your timesheet

Timesheet approvals are performed from the timecard screen. Once approved, no further edits are allowed. Should you need to change your timesheet, you will first need to remove your approval. If you are unable to remove your approval, please contact your manager.

**\*\*Remember\*\*** that after the pay period has ended and you haven't approved your timecard yet, you would need to go into Kronos and approve the "**previous pay period**" timecard not the current pay period timecard.

To approve your timesheet:

1. Click the Approvals tab
2. Select Approve from the drop-down menu.

To remove the timesheet approval:

1. Click the Approvals tab
2. Select Remove Approval from the drop-down menu.

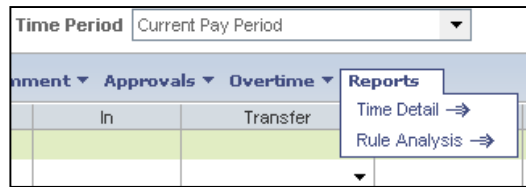
If your timesheet has been approved by your manager, you will receive an error message if you try to enter any additional time into Kronos. You will need to contact your manager to remove their approval so you can make the changes.

## Printing Your Timesheet

Your timesheet will electronically be maintained by the payroll department in accordance with applicable state and federal guidelines. You are not required to print a copy of your timesheet each pay period.

1. Select Reports and from the drop down menu select Time Detail





2. You may also use the print screen functionality to print your timesheet

## Logging Off

To successfully exit your timesheet click **Log Off** in the upper right hand side of the navigator bar. The Logon screen appears indicating you have successfully logged off.

## Who to Contact for Help

If you encounter any problems completing your timesheet or if you have additional questions not answered by this user guide, please contact the payroll department at [payroll@mitchellhamline.edu](mailto:payroll@mitchellhamline.edu) or 651-290-6470.