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# **STUDENT EMPLOYMENT AND TIME SHEET INSTRUCTIONS**



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February 2016

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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® Version 6.1

LOG ON

User Name

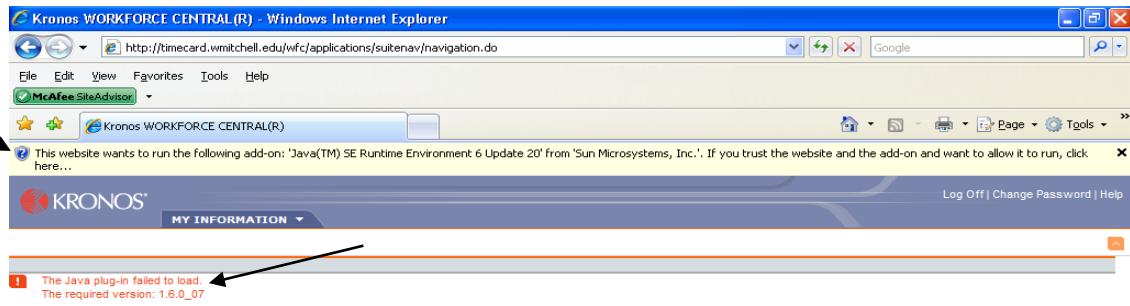
Password

KRONOS

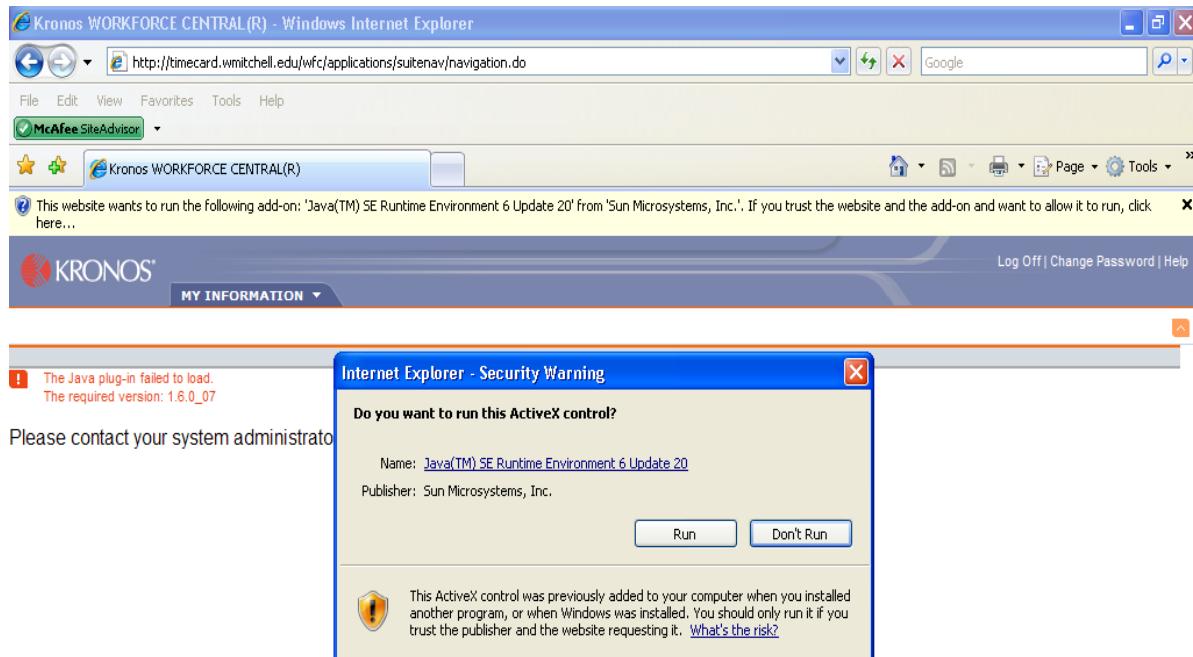
If you receive an error message that you have been locked out of Workforce Central, please contact payroll at x6470 or [payroll@mitchellhamline.edu](mailto:payroll@mitchellhamline.edu).

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.



Please contact your system administrator.



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)

Time Period: Current Pay Period

**TOTALS & SCHEDULE**

| Account                   | Pay Code  | Total Hours | Wages |
|---------------------------|-----------|-------------|-------|
| FINANC/1440/MAINT1/OP1001 |           | 0.0         |       |
| FINANC/1440/MAINT1/OP1001 | HOL-Union | 8.0         |       |

| Date     | Start Time       | End Time | Pay Code | Amount |
|----------|------------------|----------|----------|--------|
| Sun 6/27 |                  |          |          |        |
| Mon 6/28 |                  |          |          |        |
| Tue 6/29 |                  |          |          |        |
| Wed 6/30 |                  |          |          |        |
| Thu 7/01 |                  |          |          |        |
| Fri 7/02 |                  |          |          |        |
| Sat 7/03 |                  |          |          |        |
| Sun 7/04 |                  |          |          |        |
| Mon 7/05 | Independence Day | 0.0      |          |        |
| Tue 7/06 |                  |          |          |        |
| Wed 7/07 |                  |          |          |        |
| Thu 7/08 |                  |          |          |        |
| Fri 7/09 |                  |          |          |        |
| Sat 7/10 |                  |          |          |        |

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)

Save | Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | Approvals ▾ | Overtime ▾ | Reports ▾

|   | 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    |        |          |         |         |          |        |       |       | 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 Current Pay Period

|                                  | Date     | Pay Code | Amount | In     | Transfer | Out     | In      | Transfer   | Out     | Shift | Daily | Cumulative |
|----------------------------------|----------|----------|--------|--------|----------|---------|---------|------------|---------|-------|-------|------------|
| <input type="button" value="X"/> | Sun 7/25 |          |        | 8:00AM |          | 10:00AM | 10:30AM | IM/SGELPE/ | 12:00PM | 3.5   | 3.5   | 3.5        |
| <input type="button" value="X"/> | Mon 7/26 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Tue 7/27 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Wed 7/28 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Thu 7/29 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Fri 7/30 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Sat 7/31 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Sun 8/01 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Mon 8/02 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Tue 8/03 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Wed 8/04 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Thu 8/05 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Fri 8/06 |          |        |        |          |         |         |            |         |       |       | 3.5        |
| <input type="button" value="X"/> | Sat 8/07 |          |        |        |          |         |         |            |         |       |       | 3.5        |

**TOTALS & SCHEDULE** **ACCURALS** **AUDITS**

| Account                     | Pay Code    | Amount | Date     | Start Time | End Time | Pay Code | Amount |
|-----------------------------|-------------|--------|----------|------------|----------|----------|--------|
| ACPRG/1005\SSONSTE/OP1001   | Total Hours | 2.0    | Sun 7/25 |            |          |          |        |
| ACPRG/1005\SSONSTE/OP1001   | REG         | 2.0    | Mon 7/26 |            |          |          |        |
| (X)ACPRG/1005\SGELPE/OP1001 | REG         | 1.5    | Tue 7/27 |            |          |          |        |
| (X)ACPRG/1005\SGELPE/OP1001 | Total Hours | 1.5    | Wed 7/28 |            |          |          |        |
|                             |             |        | Thu 7/29 |            |          |          |        |
|                             |             |        | Fri 7/30 |            |          |          |        |
|                             |             |        | Sat 7/31 |            |          |          |        |
|                             |             |        | Sun 8/01 |            |          |          |        |
|                             |             |        | Mon 8/02 |            |          |          |        |
|                             |             |        | Tue 8/03 |            |          |          |        |
|                             |             |        | Wed 8/04 |            |          |          |        |
|                             |             |        | Thu 8/05 |            |          |          |        |
|                             |             |        | Fri 8/06 |            |          |          |        |
|                             |             |        | Sat 8/07 |            |          |          |        |

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.

abor Account

Name or Description:

Search

Available Entries:

|  |   |          |   |
|--|---|----------|---|
| ACFACL,Academic Faculty                | <input checked="" type="radio"/> Division | STUSRV   | Student Services                        |
| ACPRG,Academic Programs                | <input type="radio"/> Department          | 1203     | Financial Aid                           |
| ADMINS,Administration                  | <input type="radio"/> Job                 | WS100161 | WS 1st District Public Defenders Office |
| ASDIPI,Assistant Director IP Institute | <input type="radio"/> Project             | OP1001   | General Payroll                         |
| 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        | :   |          |   |

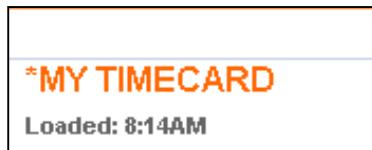
Note: During the same day, your time will be allocated to the last job transfer. Therefore, if you move between positions during the day, it is important to inform the system of the change by selecting the Transfer button. Once you have created the string in the **TRANSFER** drop down you will only have 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.