

The Kronos Timekeeping System

Frequently Asked Question

What is Kronos?

Kronos is an electronic timekeeping system that allows time entries to be entered through a web interface and/or terminal device, which has replaced manual time reporting process.

How do I access Kronos?

As an authorized user, Kronos is accessible from desktop computer on the UCLA network. After you logon to your PC, you will logon to the Kronos system at:

<http://ktime.be.ucla.edu/wfc/logon> (or this can be placed on your desktop for quick access.)

User name: Enter your username assigned to you

Password: Enter your password

Click on “logon” or press the “enter” key on your keyboard.

What is a “Kronos Editor” and what is their responsibility?

A Kronos Editor is the assigned editor to a department or group who is responsible for reviewing and approving Kronos timecards.

How does the Kronos system record work time?

For non-exempt employees, each work time punch in for and at the end of the day are rounded up or down to the nearest quarter hour within 7 minutes.

Example: Schedule time to begin work is 8:00 A.M.

Time entered at 7:53 - paid from 8:00A.M.

Time entered at 8:07 - paid from 8:00A.M.

Time entered at 8:10 - paid from 8:15A.M.

Time entered at 7:48 - paid from 7:45A.M.

How does Timestamp work?

For an authorized user with *Timestamp* upon logging on to Kronos, the first screen that appears is a “Time Stamp” option. This feature allows you to record one timestamp and log out of the Kronos system in one step.

How do I use my vacation or comp time banked?

Internal departmental procedures should still be followed. Vacation and comp time off requests are preapproved before entering the time into Kronos. Upon the Supervisor approving the time off, it should be communicated to the Kronos Editor for data entry into Kronos, granted that the employee has enough vacation or comp time accrued. Time must be entered in 15 minute increments for non-exempt and 8 hour increments for exempts.

What do I do if I call in sick?

Internal procedures should still be followed. Upon you notifying your Supervisor your time will be reflected in Kronos as sick, granted that you have enough sick leave accrued.

What if I want to use Blood Donation Time?

Upon presenting a Blood Donation Slip, a non-exempt employee is entitled to 4.00 hours of time off. Exempt team members need two blood donation slips in order to take a day off. Slips expire one year from the date of issuance.

Submit the original blood donation slip to the HR/Payroll Department at the time the employee is using the time off.

Indicate on the back of the slip:

Department Name

Department's account number - 761223-70025-02 (your department account)

Team member hourly rate

Date hours used on Kronos timecard

Policies and Procedures**Who should I talk to regarding any time-related issues?**

You should always communicate all time-related concerns (e.g., vacation, sick, employee development, etc) to your supervisor and/or Kronos editor who will ensure that your time and attendance are handled properly and resolve any issues you may have. If your Supervisor and Kronos editor are not available to handle an urgent request, you may refer your issue to the HR/Payroll office.

Can I swipe in or out for someone else?

No. This is considered a serious infraction that constitutes grounds for disciplinary action, which could include dismissal.

Can I swipe out for the day, but continue to work?

No. Employees need to be compensated for all hours worked. If you want to stay at work to perform additional duties, you should first obtain the approval of your supervisor. Employees are generally paid for hours worked, whether they are approved or not. However, employees who work unapproved time may be subject to disciplinary action.

Will Kronos change any rules about how I get paid?

No, Kronos is simply a change in the way we collect and process time information. It does not change our existing personnel or payroll regulations which stipulate your existing types of pay.

I can't see an employee in my department list in Kronos?

Notify the help desk at x4-4444 or via email at hhs-help@ha.ucla.edu with the missing employee's name and id number. You will be notified once the employee's record has been updated accordingly. This usually occurs when the employee is a new hire, rehire, or if there were any changes to their appointment.

When are the Kronos classes scheduled?

Classes are usually scheduled on the second Tuesday of the month and it is held in Sproul Hall, Housing Administration Conference Room #1 from 10:00am to 12:00pm. Please check the class schedule on the Kronos website under *My Links*.