KRONOS

Purpose: Policies and procedures for clocking in and out, and approving timecards in the Kronos MyTime system.

Scope: Applies to all employees who must use a time clock to record their actual hours worked.

Policies:
I. KRONOS
   a. All hourly employees must use the Kronos time clock to log their time worked.
   b. Staff must clock-in no earlier than 10 minutes prior to the scheduled start of their shift.
   c. Everyone should clock-out at the time their shift ends or when asked by a supervisor or manager.
   d. Employees have a ten-minute grace period to change or complete any cleanup after their shift.
   e. Remaining on the clock while not working could lead to termination.
   f. If you forget to clock in or out, you must ask your supervisor to complete and initial a Missing Punch (pink) form.
   g. Always check with the manager before leaving.
   h. Timecard approval can should be done using the Kronos clock or online.
   i. Only approve your record AFTER you have worked your last shift of the pay period.

Procedures:
I. CLOCKING-IN & OUT
   a. Swipe your UGACard or enter your 9 digit ID# (do not enter the 1 or 0) and press enter.
   b. Place your finger on the biometric pad.
   c. You should receive an accepted punch message.
   d. Repeat steps to clock out.
   e. Employees that work in multiple areas within the department:
      i. Press the job transfer button on the left hand side.
      ii. Swipe your UGACard or enter your 9 digit ID# (do not enter the 1 or 0) and press enter.
      iii. Press the List button on the right hand side.
      iv. Scroll to find the job you are currently working
      v. Press ENTER twice.
vi. Place your finger on the biometric pad.
vii. You should receive an accepted punch message.
viii. To clock out swipe card or key in 9 digit ID# and press enter. **DO NOT** press job transfer when clocking out!
ix. Place your finger on the biometric pad.
x. You should receive an accepted punch message.

II. APPROVING TIMECARD
   a. Select APPROVE TIMECARD

   b. ENTER YOUR 810# or slide your card, then press ENTER

c. Place your finger on the biometric pad

d. Select current pay period

e. Scroll up and down using the blue arrow keys to view the time card

f. To approve press ENTER

   g. Use the same steps to REMOVE APPROVAL if needed

   h. Approving your timecard on the computer:
      i. Go to https://mytime.uga.edu
      ii. Click log on. You can use either the Java version or Non Java.
      iii. Enter your UGA email username and password.

      **For Java**
      1. This page is your current pay period.
      2. Click on approvals and choose approve.
      3. This automatically saves.
      4. Log off

      **For non-Java**
      1. Click on my timecard
      2. Click on approve
      3. Click on save
      4. Log off
      5. Follow the same steps to REMOVE APPROVAL if needed.