

**1.** Employee ID.  
**2.** Time period you are currently viewing.  
**3.** Navigation Bar  
**4.** Missed punch (red Box)  
**5.** Save button  
**6.** Pay Code column (enter Sick or Vacation time here)  
**7.** Amount column  
**8.** Approval button  
**9.** Tabs for viewing accruals and audits  
**10.** Totals

### To Login:

1. Access the Kronos website at:
2. <https://kronos.sandiego.edu/wfc/logon>
3. Enter your User Name
4. Enter your Password
5. Click the button.

### To Access Your Time Card:

1. Select **My Information**
2. Select **My Timecard**

### To Enter Your Time Worked:

1. Click on the space for the appropriate day and type of record you are noting
2. Enter time with appropriate morning/afternoon designation (AM/PM)
3. Click .

### To Approve Your Time Card:

At the end of each pay period, you will need to approve your timecard.

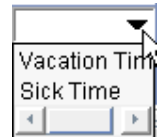
1. Review your time card to ensure that it accurately reflects your time worked.
2. Select from the menu.
3. Select **Approve**.

### To View Your Vacation/Sick Time Accrual Amounts

1. Select the **ACCRUALS** tab.
2. This will show your total vacation/sick accruals.

### To Enter Sick/Vacation Time:

1. Click in the cell in the **Pay Code** column for the appropriate day.
2. Click on the arrow to open a drop down menu.
3. Select **Vacation Time** or **Sick Time**.
4. In the **Amount** column, enter the number of hours to be designated for Vacation or Sick time used. (Example: 8.0)
5. Do not enter time entries in the **In** and **Out** columns.
6. Click .
7. You will see the number of hours calculated in the **Daily** column.



### To Enter Sick/Vacation Time for Part of the Day:

1. Enter the time that you came in and left work, just like you would normally record time worked.
2. At the beginning of that row, click on the to add another row. There will now be two rows for one date.
3. Follow the procedure to enter Sick/Vacation Time to this row, listing the type and amount of hours you are recording.

		Sun 8/02		1:00PM		5:00PM
		Sun 8/02	Sick Time	4.0		