

How to Enter Your Time in the Kronos Timecard System-Mac User

This job aid will walk you through the steps to record your time using the Kronos Timecard feature. This will allow you to personally record when you begin and end your shift and meal breaks. This information should be recorded on a daily basis.

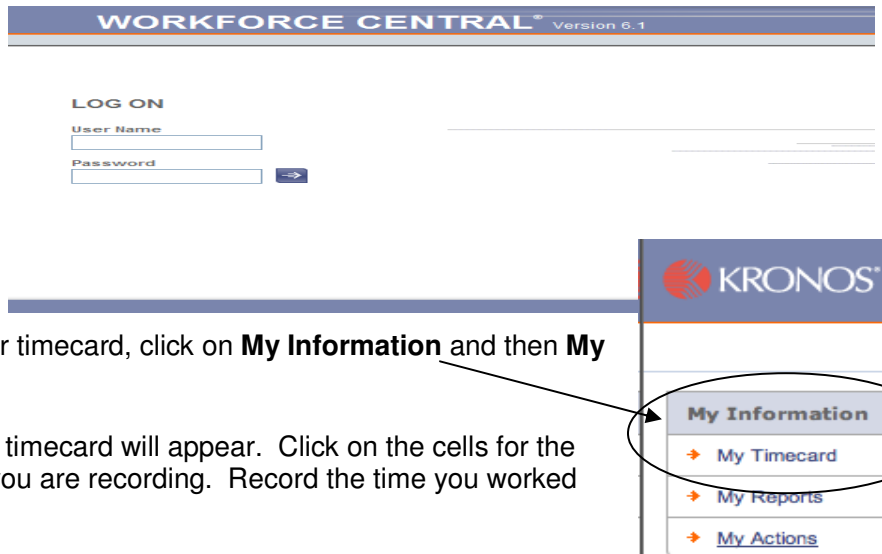
1 Navigate to the Kronos website at <https://kronos.sandiego.edu/mac>

2 Enter your User Name and Password (same as Webmail).


3 Click the  button.


4 If your screen did not default on your timecard, click on **My Information** and then **My Timecard** on the top of the screen.

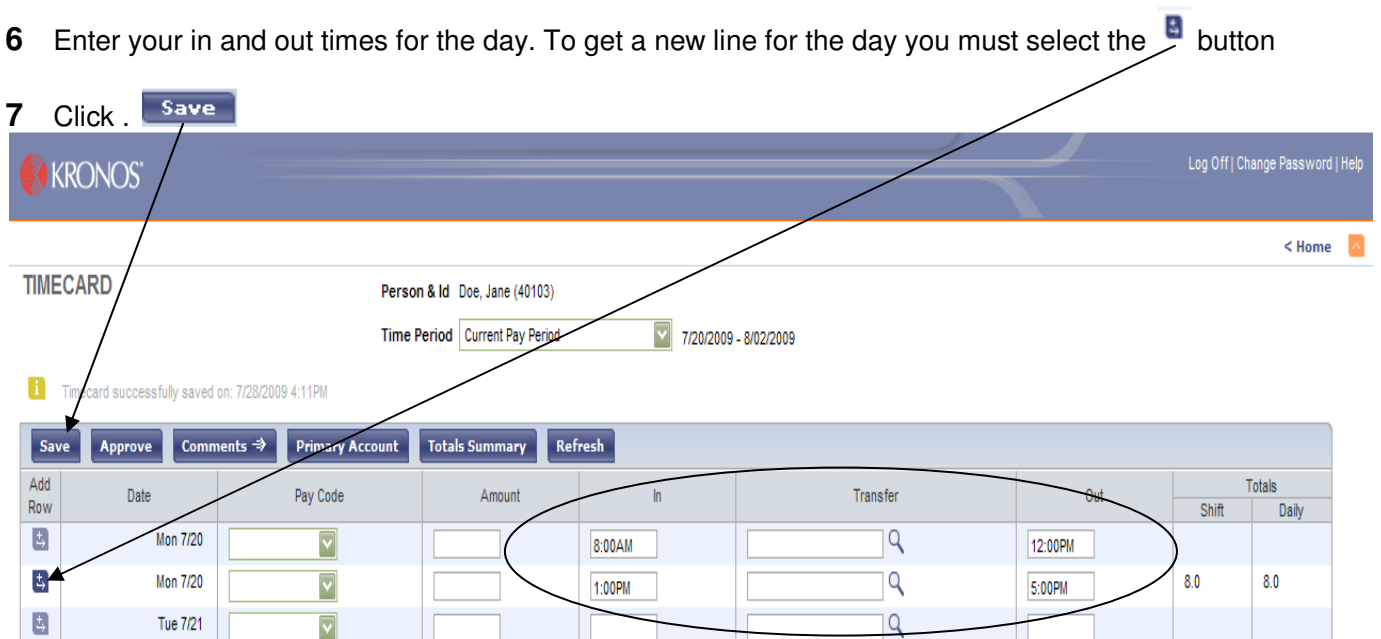
5 In the main part of the window, your timecard will appear. Click on the cells for the appropriate day and types of entry you are recording. Record the time you worked that day.



****If you have more than one job, you will need to enter information in the *Transfer Column*. See the *How to Enter Time for Two Jobs* job aid at <http://www.sandiego.edu/administration/businessadmin/payroll/online.php> ****

6 Enter your in and out times for the day. To get a new line for the day you must select the  button

7 Click .



Congratulations! That's it! Use the same process when:

- clocking out for a meal
- clocking in from a meal
- at the end of the shift

If you need assistance, please contact the Tech Support Center for assistance at ext. 7900.