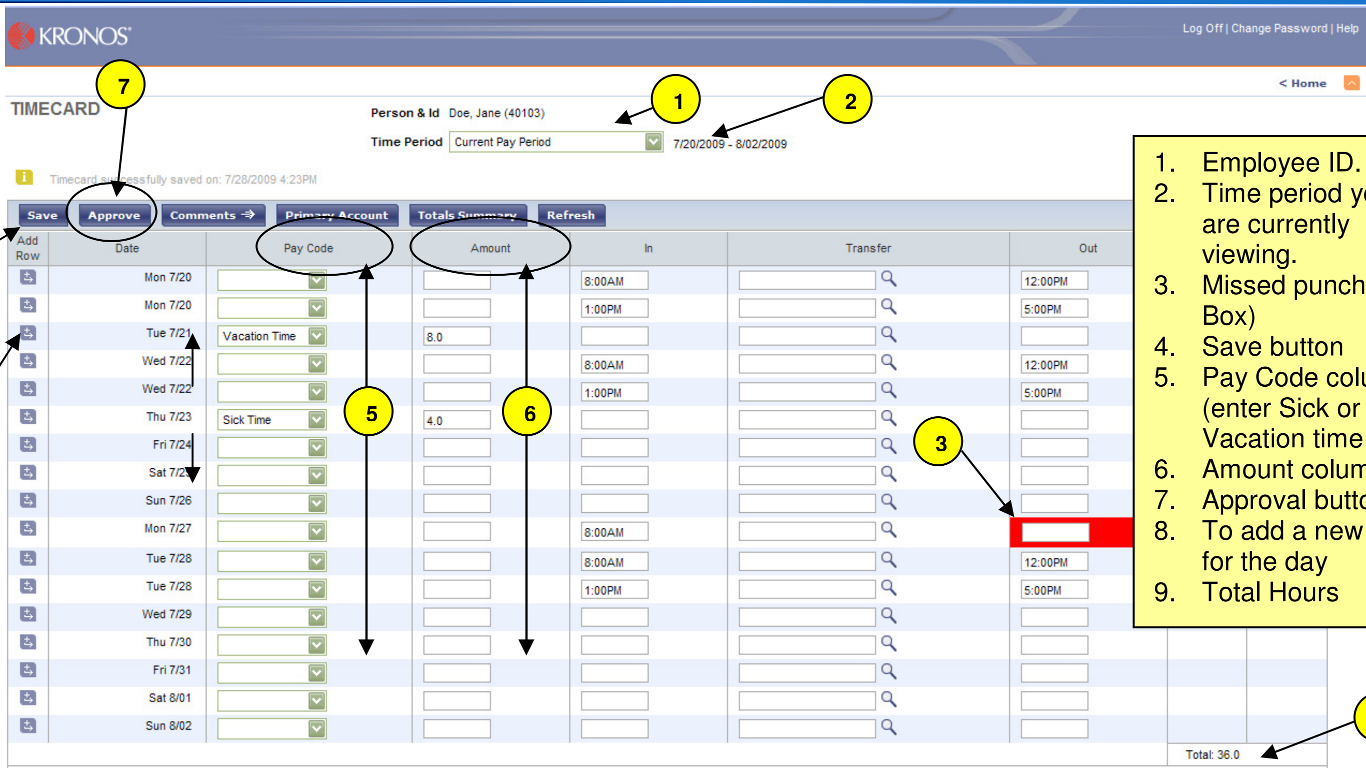
Common Supervisor Tasks-MAC USER KRONOS Time Cards



1. Employee ID.
2. Time period you are currently viewing.
3. Missed punch (red Box)
4. Save button
5. Pay Code column (enter Sick or Vacation time here)
6. Amount column
7. Approval button
8. To add a new line for the day
9. Total Hours

To Login:

1. Go to https://kronos.sandiego.edu/mac
2. Enter your User Name
3. Enter your Password
4. Click the button.

To View an Employee's (EE) Time Card:

1. Select **Reconcile Timecard**
2. Click on the row with the employee's name for whose timecard you would like to view
3. Double-click or select the Timecard icon.

To Enter Time/Edit an EE's Time Card:

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

To Add a Comment to a Punch:

Whenever you change an employee's time, you should add a comment to document the reason.

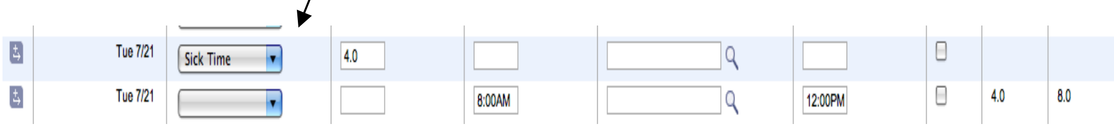
1. Click the cell that contains the punch or time to which you want to add a comment.
2. Right-click and select **Add Comment** *or* select **Comment** from the menu options and select **Add.**
3. Select one or more of the comments from the list (hold **Ctrl** key to select more than one).
4. Click **OK.**
5. Click Save.

To Enter Sick/Vacation Time (for a full day):

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 specific time entries in the **In** and **Out** columns since they did not work.
6. Click Save.
7. You will see the number of hours calculated in the **Daily** column.

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

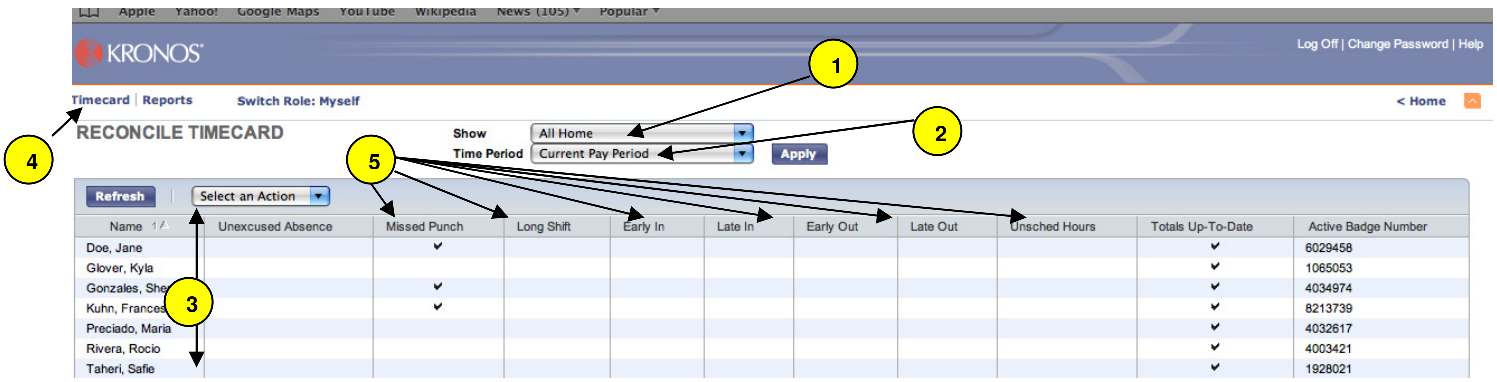
1. Enter the time that they came in and left work, just like you would normally record time worked.
2. At the beginning of that row, click on the icon to add another row. There will now be two rows for one date.
3. Follow the procedure to enter Sick/Vacation Time to this row, listing the type and amount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



To Reconcile Time Cards:

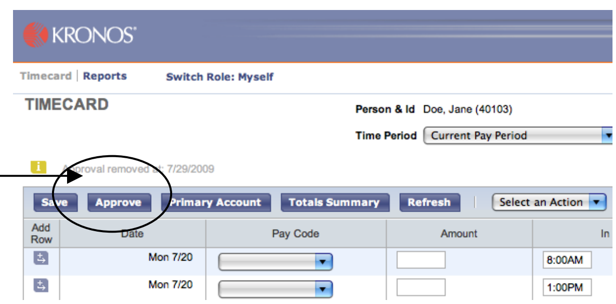
For a quick glance at timecard overviews:

1. Click on the **Reconcile Timecard** link from your list of Genies
2. Look for check marks (✔) in columns that indicate there is a problem (For example, look for the ✔ in the **Missed Punch** column.)
3. You can sort these columns to show all of the problems that need to be addressed.
4. Click on the employees' timecards that need to be reviewed and reconciled and handle appropriately.
5. When finished, click on **Reconcile Timecard** again and see if there are any more ✔s. (You may need to click Refresh to update data.)
6. Once there are no more ✔s, your timecards are reconciled



To Approve Time Cards:

1. Open an employee's timecard to view.
2. Click Approve
3. Select **Approve.**



To Delegate Authority:

To delegate timecard authority to another supervisor in your planned absence, see the **Kronos Supervisor User Guide (Page 16)** on the HR Performance Resource Center webpage at www.sandiego.edu/hr/pr

To Run a Report:

1. Select an employee's timecard, a group of employees, or all of your employees for who you want to run a report
2. Select the **Reports** icon
3. To run a report for all employees, select **Reports** from the **Navigation Bar**.
4. Select the report you would like to run.
5. Click on the Reset Options tab.
6. Options will be available and you will need to specify what you are looking for, or select the default
7. Click Run Report.
8. This will take you to the Check Run Status tab.
9. This will show you the status of your report. It might say **Waiting**, **Running**, or **Complete**. You can click on Refresh to update the data and see if it is complete.
10. Once the status says **Complete**, click on View Report.
11. This will open up a .pdf file with your report.