

Loaded: 11:54 AM Current Pay Period

Approve Timecard Accruals Actions

Print Timecard Refresh Calculate Totals Save

Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sun 12/17												
Mon 12/18				8:00AM		12:00PM	1:00PM		3:30PM		6.5	
Tue 12/19	Vacation Time	8.0										
Wed 12/20												
Thu 12/21	Sick Time	4.0										
Fri 12/22				8:00AM		12:00PM					4.0	
Sat 12/23				8:00AM		12:00PM					4.0	
Sun 12/24												

Totals: Accruals Audits

Location	Job	Account	Pay Code	Amount
		.212.SAL.Staff.Reg.FT.BB/49486-2/00000/00000/00000	Regular Time	14.5
		.212.SAL.Staff.Reg.FT.BB/49486-2/00000/00000/00000	Sick Time	4.0
		.212.SAL.Staff.Reg.FT.BB/49486-2/00000/00000/00000	Vacation Time	8.0

1. Time period you are currently viewing.
2. Missed punch (red box)
3. Save button
4. Pay Code column (enter Sick or Vacation time here)
5. Amount column
6. Approval button
7. Totals

To Login:

1. Access the Kronos website at: <https://kronos.sandiego.edu>
2. Enter your User Name and Password (same as your MySandiego login).
3. Click the button.

To Access Your Time Card:

1. Click "My Timecard" which is located in the right blue box.

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. To add a row, click the + sign next to the date.
4. If you have more than one job, click in the transfer column and select the correct job worked.
5. Click Save.

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. Click "Approve Timecard" right above your timecard.

To View Your Vacation/Sick Time Accrual Amounts

1. Select the **Accruals** tab at the bottom of your timecard.
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 **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 you came in and left work, just like you would normally record time worked.
2. To add a row, click the + sign next to the date.
3. Follow the procedure to enter Sick/Vacation Time to this row, listing the type and amount of hours you are recording.

		Wed 1/31			1:00PM	5:00PM
		Wed 1/31	SickTime	4.0		