
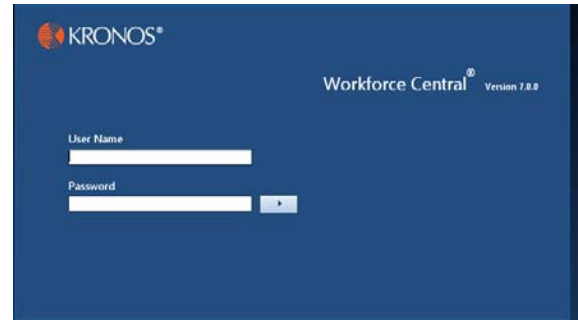


# How to Enter Your Time in the Kronos Timecard System

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>
2. Enter you User Name and Password (same as mysandiego).
3. Click the  button.
4. 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.



5. Click on My Timecard.



Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 12/11				8:00AM		12:00PM	1:00PM		4:30PM	7.5	7.5	7.5
Tue 12/12	Sic...	4.0									4.0	11.5
Wed 12/13												11.5
Thu 12/14												11.5
Fri 12/15				8:00AM		12:00PM						11.5
Sat 12/16												11.5
Sun 12/17												11.5
Mon 12/18				8:00AM		12:00PM	1:00PM		4:30PM	7.5	7.5	19.0
Tue 12/19				8:00AM		12:00PM				4.0	4.0	23.0
Wed 12/20												23.0

Location	Job	Account	Pay Code	Amount
		.38 SAL UG Stu Wages SBB/50575/00000/00000/00000	Regular Time	19.0
		.38 SAL UG Stu Wages SBB/50575/00000/00000/00000	Sick Time	4.0

6. Enter your in and out times for the day.
7. If you have more than one job, you will need to click the dropdown in the **Transfer Column** to choose the correct job for these hours worked.
8. Click Save.

If you need assistance, please contact the Payroll Department at ext. 4818 or the Tech Support Center ext. 7900.