

WFCEMP - ESS Hourly Timecard

Date	Pay Code	Amount	In	Out	Transfer	Daily
Mon 10/06			8:00AM	12:00PM		
Tue 10/07	Vacation Time	7.5	1:00PM	4:30PM		7.5
Wed 10/08						7.5
Thu 10/09	Sick Time	4.0				4.0
Fri 10/10						
Sat 10/11						
Sun 10/12						
Mon 10/13			8:00AM	12:00PM		
Tue 10/14			8:00AM	12:00PM		
Wed 10/15			1:00PM	4:30PM		7.5
Thu 10/16						26.5
Fri 10/17						26.5

Location	Job	Account	Pay Code	Amount
		145/PRES00000/15 SAL Staff BB/30235/00000/00000/00000	Regular Time	15.0
		145/PRES00000/15 SAL Staff BB/30235/00000/00000/00000	Sick Time	4.0
		145/PRES00000/15 SAL Staff BB/30235/00000/00000/00000	Vacation Time	7.5

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. Your timecard should appear when you login under the **My Information – New tab**.

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 for the second part of your shift. Go to the **More** and click **Add Row**.
4. 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 **More** from the menu.
3. Select **Approve**.

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. Go to **More** and click the dropdown arrow and click **Add Row**.
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		