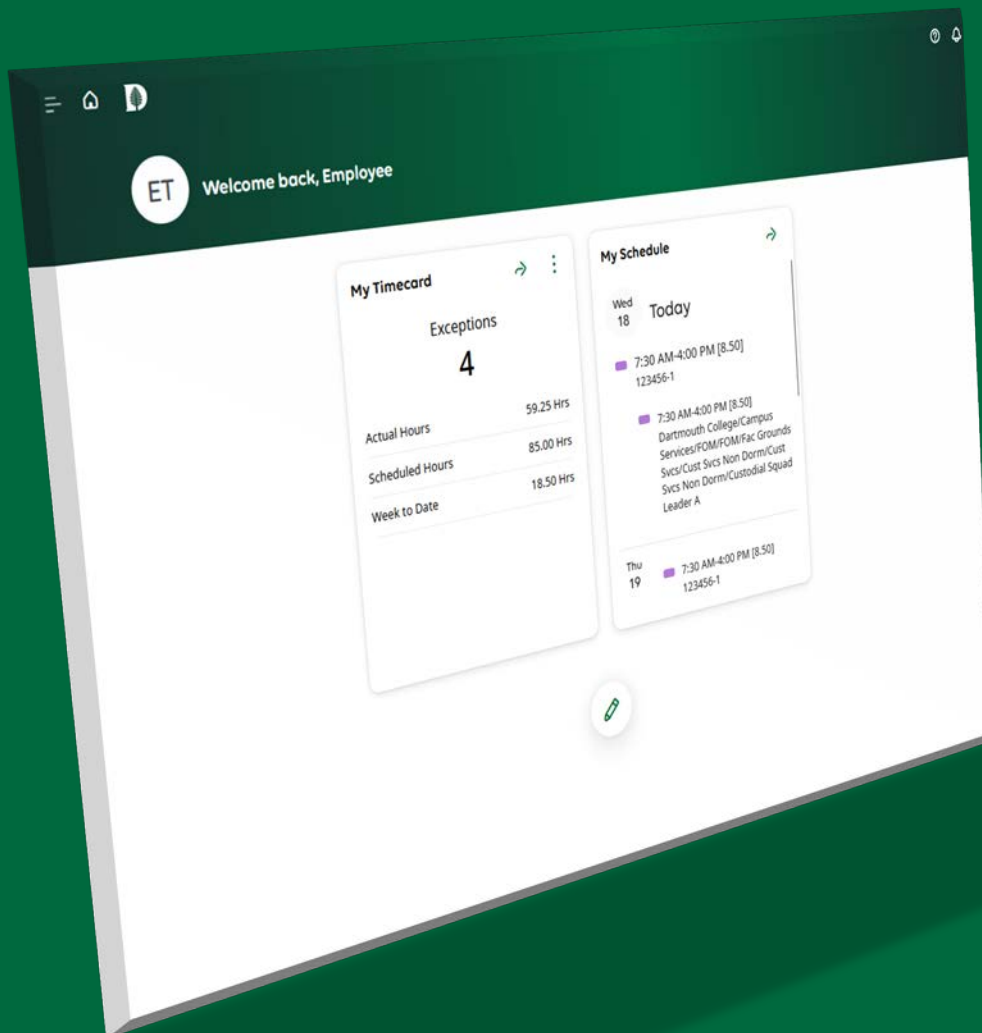






Kronos in the Cloud Biweekly Employee Training



Lisa Wallace

Sr. Mgr, Communication &
Organizational Effectiveness



What you need to know!

Go-Live – Sunday, October 6th

- **Kronos.Dartmouth.EDU – Not Changing!**
 - We will redirect the cloud environment to same URL
 - All time for October 6th – future in cloud environment
- **Kronos-Hist.Dartmouth.EDU – new URL for “old” Kronos**
 - All time prior to October 5th in “old” environment
 - Do not report time for October 6th in “old” system – it will not carry forward
- **Accruals - PTO (Paid-Time Off) will not display until October 11th**
 - Need to close out the prior period before importing PTO hours
 - You can still report PTO before they display



What is Changing?!

- **Updated Kronos Cloud Environment**
 - **New Home Dashboard for accessing timecard**
 - **New Employee Attestation and Approval**
 - **New Assignment column for employees with more than one job**
 - **Slight change in creating comments**



What's Not Changing?!

- How hours are reported
- General timecard functionality is the same
- **Expectations for reporting hours**
 - Record hours worked accurately on the Kronos Timecard.
 - Record hours at the beginning and end of each shift.
 - Record benefit time and/or comments on the timecard if needed.
 - Review the timecard for accuracy before the end of the pay period.
 - Submit the timecard **no later than Saturday at midnight** on the last day of the pay period.



How to get help?

- **[Dartgo.org/Kronos2Cloud](https://dartgo.org/Kronos2Cloud)**

- Training Resources
- Project Updates

- **Payroll**

- Questions about Paycheck

- **Finance Center**

- Navigating the system
- Reporting time
- Corrections

- **Kronos Admin** kronos.admin@dartmouth.edu

- Unable to log in
- Not able to see what you should see
- System doesn't seem to be working correctly
- All other

Dartmouth Integrity Helpline

[Dartgo.org/Helpline](https://dartgo.org/Helpline)

888-497-0515

Drop-in Sessions

Monday - Friday:

10/7 - 10/22

9:00 - 10:00 and 2:00 - 3:00

[Dartgo.org/KronosHelp](https://dartgo.org/KronosHelp)

(Subject to change based on need)



Employee Navigation

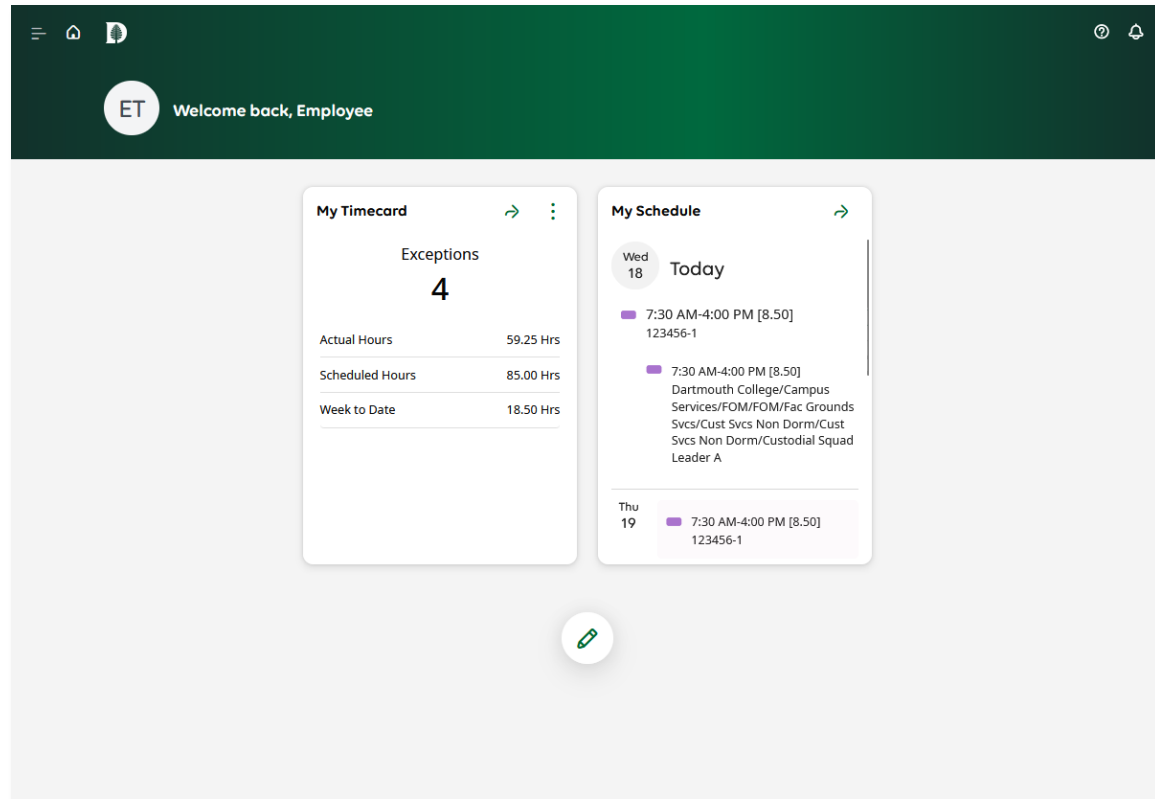




Employee Dashboard

Kronos has a new look!!

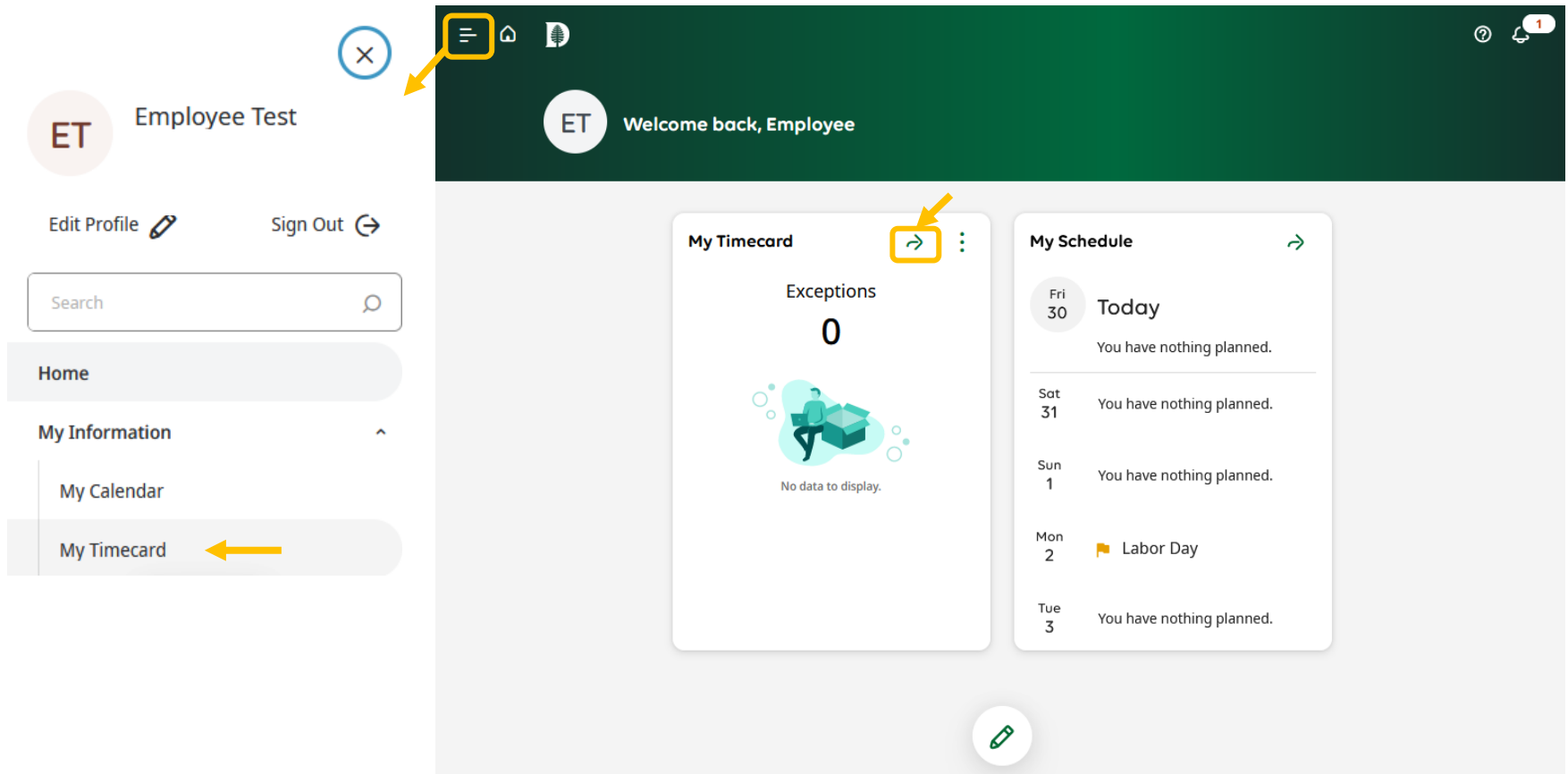
- Customizable Dashboard
 - Navigate to Timecard
 - Your schedule (if applicable)





Timecard Access

You may access your timecard using the **My Timecard** tile, or navigate to the menu, clicking **My Information** and clicking **My Timecard**





Timecard Functionality



Approve timecard

- List View
- Approve
- Remove Approval
- View Moved...

Click the + (Plus) button when more than two In/Out punches are needed for one date

Timecard Details: where employee records all hours worked and Paid Time Off (PTO)

Notifications

Save

Share to Print timecard

- Share
- Calculate Totals
- Save

Current Pay Period | Loaded: 11:50 AM

	Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+ ⊖	Sun 8/25														
+ ⊖	Mon 8/26	123456-1			7:29 AM	12:02 PM		12:34 PM	3:57 PM			7:30 AM - 4:00 PM	8.00	8.00	8.00
+ ⊖	Tue 8/27	123456-1			7:27 AM	11:58 AM		12:32 PM	3:55 PM			7:30 AM - 4:00 PM	8.00	8.00	16.00
+ ⊖	Wed 8/28	123456-1			7:39 AM	12:00 PM		12:15 PM	3:59 PM			7:30 AM - 4:00 PM	8.25	8.25	24.25
+ ⊖	Thu 8/29	123456-1			7:29 AM	12:01 PM		12:27 PM	4:02 PM			7:30 AM - 4:00 PM	8.00	8.00	32.25
+ ⊖	Fri 8/30	123456-1			7:15 AM	11:45 AM		12:30 PM	3:58 PM			7:30 AM - 4:00 PM	8.00	8.00	40.25
+ ⊖	Sat 8/31														40.25
+ ⊖	Sun 9/01														40.25
+ ⊖	Mon 9/02	123456-1										7:30 AM - 4:00 PM			
+ ⊖	Tue 9/03	123456-1	Hol	8.50	7:30 AM									8.50	48.75
+ ⊖	Wed 9/04	123456-1	Vac	8.50	7:30 AM									8.50	57.25
+ ⊖	Thu 9/05											7:30 AM - 4:00 PM			57.25
+ ⊖	Fri 9/06											7:30 AM - 4:00 PM			57.25

View Totals, including regular, shift, daily and pay period to date

View PTO Accrual balances for Vacation, Personal Time, and Winter Break

- Fresh look
- Same functionality
- Assignment Column for employees with more than one job

Don't forget to click **Save** to save changes

My Timecard

Current Pay Period | Load... 11 AM

List View | Approve | Remove Approval | View Moved...

Share | Calculate Totals | Save

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+	⊖	Sun 8/25														
+	⊕	Mon 8/26	123456-10			7:59 AM	12:02 PM		12:34 PM	3:57 PM				7.50	7.50	7.50
+	⊖	Tue 8/27	123456-10			7:57 AM	11:56 AM		12:25 PM	4:01 PM				7.50	7.50	15.00
+	⊖	Wed 8/28	123456-12													15.00
+	⊖	Thu 8/29														15.00
+	⊖	Fri 8/30														15.00
+	⊖	Sat 8/31														15.00
+	⊖	Sun 9/01														15.00
+	⊖	Mon 9/02														15.00
+	⊖	Tue 9/03														15.00
+	⊖	Wed 9/04														15.00
+	⊖	Thu 9/05														15.00
+	⊖	Fri 9/06														15.00
+	⊖	Sat 9/07														15.00

Totals | Accruals | Historical Corrections | Audits

Timecard

- Exceptions: Short Breaks,
- Same functionality

☰ 🏠 🌿 My Timecard
🔍 1

List View ✓ Approve ✗ Remove Approval 🔄 View Moved...
📅 Current Pay Period ↻ Loaded: 9:34 AM

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In		Schedule	Shift	Daily	Period
+	⊖	Sun 8/25												
+	⊖	Mon 8/26	🌿 123456-1			7:29 AM	12:02 PM		12:34 PM		7:30 AM - 4:00 PM	8.00	8.00	8.00
+	⊖	Tue 8/27	🌿 123456-1			7:27 AM	11:58 AM		12:32 PM		7:30 AM - 4:00 PM	8.00	8.00	16.00
+	⊖	Wed 8/28	🌿 123456-1			7:39 AM	12:00 PM		12:15 PM	3:59 PM	7:30 AM - 4:00 PM	8.25	8.25	24.25
+	⊖	Thu 8/29	🌿 123456-1			7:29 AM	12:01 PM		12:27 PM					32.25
+	⊖	Fri 8/30	🌿 123456-1			7:15 AM	11:45 AM		12:30 PM					40.25
+	⊖	Sat 8/31												40.25
+	⊖	Sun 9/01												40.25
+	⊖	Mon 9/02	🌿 123456-1								7:30 AM - 4:00 PM			40.25
+	⊖	Tue 9/03	🌿 123456-1	🌿 Hol	8.50	7:30 AM							8.50	48.75
+	⊖	Tue 9/03	🌿 123456-1	🌿 Vac	8.50	7:30 AM					7:30 AM - 4:00 PM			57.25
+	⊖	Wed 9/04	🌿 123456-1								7:30 AM - 4:00 PM			57.25
+	⊖	Thu 9/05	🌿 123456-1								7:30 AM - 4:00 PM			57.25
+	⊖	Fri 9/06	🌿 123456-1								7:30 AM - 4:00 PM			57.25
+	⊖	Sat 9/07												57.25

Punch Actions

Date: 8/28/2024

Assignment: 123456-1

Time: 12:15 PM

Rounded Time: 12:00 PM

Override: In Punch

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)

Exceptions:
■ Short Break

Last Edit Date: 8/30/2024

Edit Made By: Test, Employee

Edit
 Comments

12:00 PM	■ 12:15 PM	3:59 PM
12:01 PM	Short Break; 12:15 PM	4:02 PM



Timecard – Adding Comments

My Timecard

n	Out	Transfer	In
30 AM	12:00 PM	...230500~0000;;	12:30 PM
30 AM	12:00 PM		12:18 PM
30 AM	12:02 PM		12:32 PM
30 AM	11:59 AM		12:45 PM
15 AM	12:45 PM		1:15 PM
30 AM			

Punch Actions

Date: 3/12/2024
Time: 12:18 PM
Rounded Time: 12:00 PM
Override: In Punch
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
Exceptions: Short Break
Last Edit Date: 3/19/2024
Edit Made By: TestWallace, Lisa A

Edit Comments

Comments and Notes

Comments (1)
Short Break

Comment On: Short Break

Add Comment

0-ST Other

Received call back to address concern

Add Another Note Add

Cancel Apply

1. Right-click on time
2. Click **Comments**
3. Select Comment Type
4. Enter comment
5. Click **Apply**



Timecard – View Comments

My Timecard

In	Out	Transfer	In	Out
8:00 AM	12:00 PM	...230500-0000;;	12:30 PM	4:00 PM
8:00 AM	12:00 PM		12:18 PM	4:00 PM
8:00 AM	12:02 PM		12:32 PM	3:58 PM
7:30 AM	11:59 AM		12:45 PM	3:48 PM
8:15 AM	12:45 PM		1:15 PM	4:00 PM
8:00 AM				

Punch Actions

Date:
3/12/2024

Time:
12:18 PM

Rounded Time:
12:00 PM

Override:
In Punch

Time Zone:
(GMT -05:00) Eastern Time (USA; Canada)

Exceptions:
Short Break

Comments and Notes:
0-ST Other

Received call back to address concern

Last Edit Date:
3/19/2024

Edit Made By:
TestWallace, Lisa A

Edit Comments

Right-click on time to view new comment

Click **Comment** to edit comment



Timecard - Saving

 --> indicates the card has changes that have not been saved

 --> indicates timecard has been saved or no changes

Don't forget to click **Save** to save changes

My Timecard

Current Pay Period Loaded 8:06 AM

List View Approve Remove Approval View Moved...

Share Calculate Totals Save

		Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+	⊖	Sun 9/08													
+	⊖	Mon 9/09			7:56 AM	11:58 AM		12:25 PM	4:02 PM			8:00 AM - 4:00 PM	7.50	7.50	7.50
+	⊖	Tue 9/10			7:28 AM	11:31 AM		12:02 PM	3:56 PM			8:00 AM - 4:00 PM	8.00	8.00	15.50
+	⊖	Wed 9/11			7:30 AM	11:45 AM		12:00 PM	4:00 PM			8:00 AM - 4:00 PM	8.50	8.50	24.00
+	⊖	Thu 9/12			7:30 AM	11:45 AM		12:00 PM	4:05 PM			8:00 AM - 4:00 PM	8.50	8.50	32.50
+	⊖	Fri 9/13			7:30 AM	12:00 PM		12:30 PM	4:45 PM			8:00 AM - 4:00 PM	8.75	8.75	41.25
+	⊖	Sat 9/14													41.25
+	⊖	Sun 9/15													41.25
+	⊖	Mon 9/16										8:00 AM - 4:00 PM			
+	⊖		Vac	8.00										8.00	49.25
+	⊖	Tue 9/17	Vac	8.00										8.00	57.25
+	⊖	Wed 9/18	Vac	8.00											57.25
+	⊖	Thu 9/19													57.25
+	⊖	Fri 9/20													57.25
+	⊖	Sat 9/21													57.25

Timecard - Totals

My Timecard ? 🔔

📅 Current Pay Period 🔄 Loaded: 5:59 AM

- List View
- Approve
- Remove Approval
- View Moved...

- Share
- Calculate Totals
- Save

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	P
+	⊖	Sun 9/08														
+	⊖	Mon 9/09	123456-1			7:26 AM	11:58 AM		12:25 PM	4:02 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Tue 9/10	123456-1			7:28 AM	11:31 AM		12:02 PM	3:58 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Wed 9/11	123456-1			7:30 AM	11:32 AM		12:02 PM	4:01 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Thu 9/12	123456-1			7:31 AM	11:45 AM		12:06 PM	4:05 PM			7:30 AM - 4:00 PM	8.25	8.25	
+	⊖	Fri 9/13	123456-1			7:29 AM	11:42 AM		12:01 PM	3:59 PM			7:30 AM - 4:00 PM	8.50	8.50	

All All Assignment Grouping = [] X

Assignment	Location	Job	Labor Category	Pay Code	Amount
	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL~20~519~368000~433953~0000,6214...	Total Hours	56.75
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL~20~519~368000~433953~0000,6214...	2nd Shift	2.50
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL~20~519~368000~433953~0000,6214...	DT	8.50
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL~20~519~368000~433953~0000,6214...	OT	0.25
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL~20~519~368000~433953~0000,6214...	Per	5.50
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL~20~519~368000~433953~0000,6214...	Reg	34.50

Totals
Accruals
Historical Corrections
Audits

Timecard - Accruals

☰ 🏠 🌲 My Timecard ? 🔔

📅 Current Pay Period ↻ Loaded: 5:59 AM

- List View
- Approve
- Remove Approval
- View Moved...

- Share
- Calculate Totals
- Save

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	P
+	⊖	Sun 9/08														
+	⊖	Mon 9/09	123456-1			7:26 AM	11:58 AM		12:25 PM	4:02 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Tue 9/10	123456-1			7:28 AM	11:31 AM		12:02 PM	3:58 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Wed 9/11	123456-1			7:30 AM	11:32 AM		12:02 PM	4:01 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Thu 9/12	123456-1			7:31 AM	11:45 AM		12:06 PM	4:05 PM			7:30 AM - 4:00 PM	8.25	8.25	
+	⊖	Fri 9/13	123456-1			7:29 AM	11:42 AM		12:01 PM	3:59 PM			7:30 AM - 4:00 PM	8.50	8.50	

☰ 🔍 ✕

Accrual Code Name ↑₁	Accrual Code Type ↑₂	Accrual Reporting Per... ↑₃	Opening Vested Balan... ↑₄	Available Balance ↑₅	Taken to Date ↑₆	Planned ↑₇	Ending Vested ... ↑₈	🔽
Personal	Hour	Mon 7/01 - Mon 6/30	0.00	50.50	0.00	5.50	50.50	
Vacation	Hour	Mon 7/01 - Mon 6/30	0.00	33.50	24.00	8.00	33.50	
Winter Break	Hour	Mon 1/01 - Tue 12/31	0.00	0.00	0.00	0.00	0.00	

Totals
Accruals
Historical Corrections
Audits