

# **Workforce Central**

## **UKG Kronos**

### User's Guide

V 8.1.16

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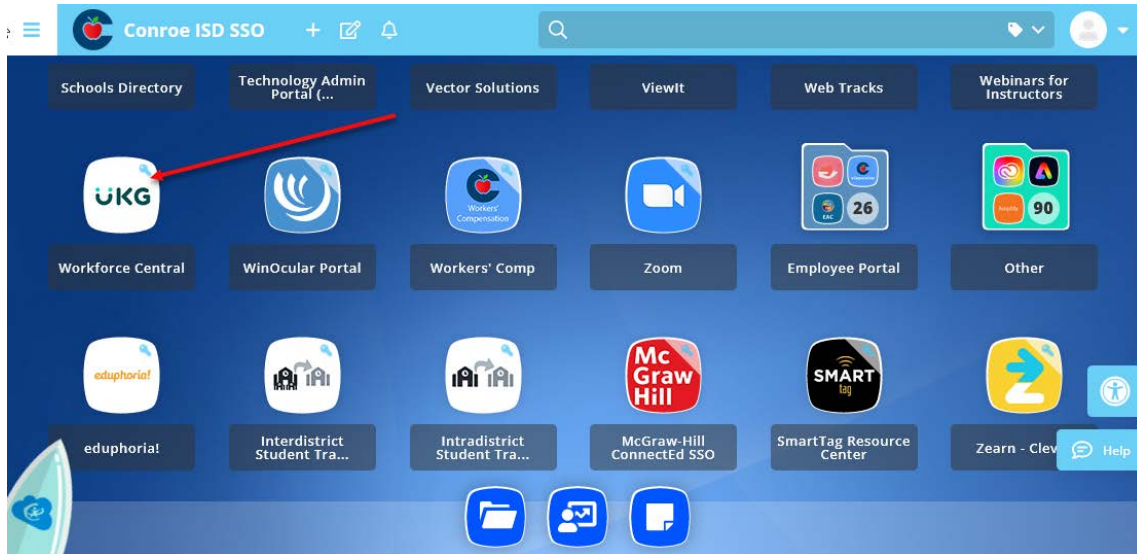
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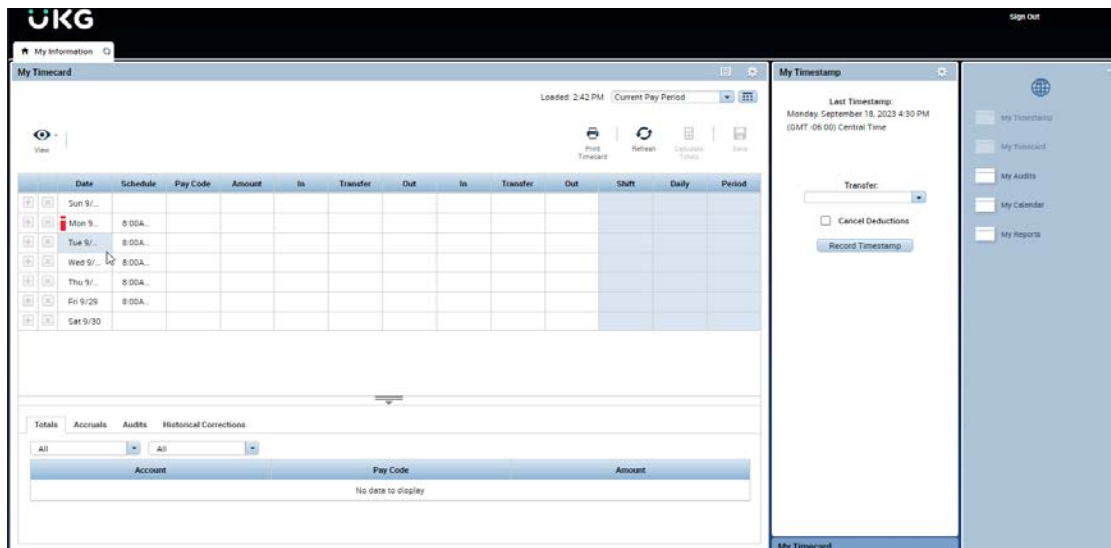
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## User's Guide

Log in to the SSO and click the Workforce Central tile. If you do not see the Workforce Central tile, you can search by entering "Workforce central" in the search menu.



Your Kronos home screen will default as the main page. You will see your timecard, as well as the "My Timestamp" pane to the right.



# Timestamps

When clocking in or out on the computer, you will click the “Record Timestamp” button in the My Timestamp section of the home screen.

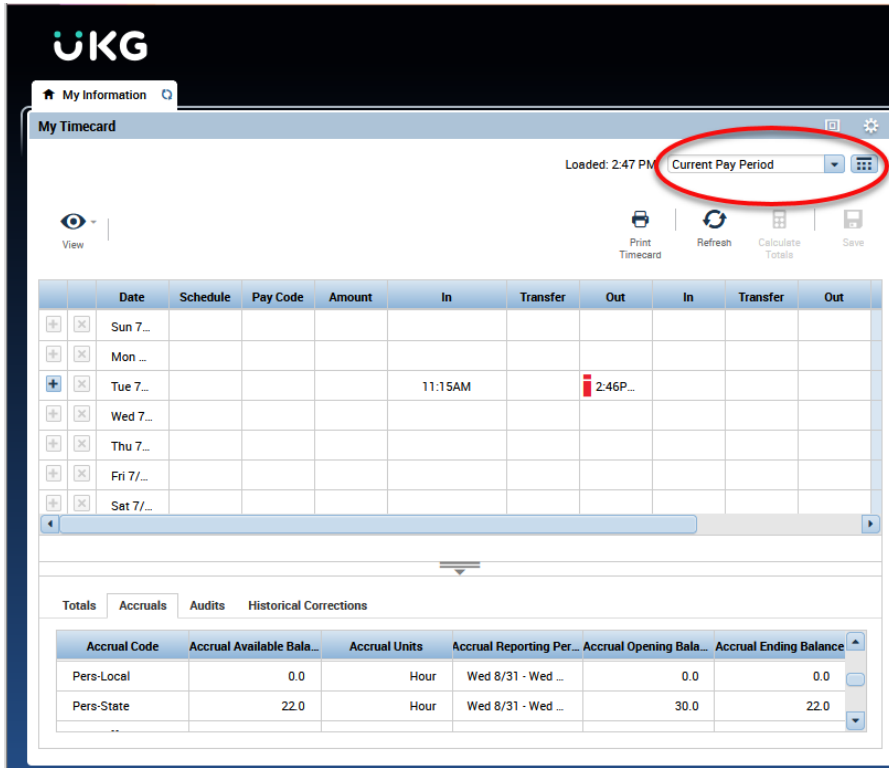
The screenshot displays the UKG Kronos user interface. The main area is titled "My Timecard" and shows a table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The table contains data for the week of September 9th to 16th, 2023, with a schedule of 8:00A... and a pay code of 8:00A... The "Record Timestamp" button is highlighted with a red arrow in the "My Timestamp" section on the right. The "My Timestamp" section also displays the "Last Timestamp" as Monday, September 18, 2023 4:30 PM (GMT-06:00) Central Time, and a "Transfer:" dropdown menu. Below the table, there are tabs for "Totals", "Accruals", "Audits", and "Historical Corrections". The "Totals" tab is selected, showing a table with columns for "Account", "Pay Code", and "Amount", with the message "No data to display" below it.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sun 9/...												
Mon 9/...	8:00A...											
Tue 9/...	8:00A...											
Wed 9/...	8:00A...											
Thu 9/...	8:00A...											
Fri 9/29	8:00A...											
Sat 9/30												

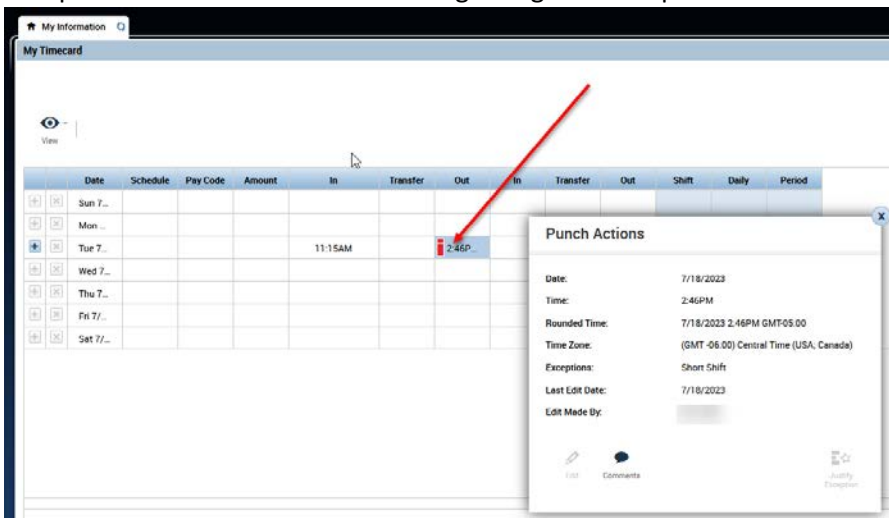
Account	Pay Code	Amount
No data to display		

# Understanding your Timecard

Your timecard will show all of your timestamps for the time period that is selected. You can adjust the time period by clicking on the calendar icon at the top right of the My Timecard section.



Many timestamp exceptions will be denoted by a red lowercase "i". Right click on the cell where the exception occurred for information regarding that exception.



## Review Missed Punches and Unexcused Absences

A red box will signify a missed punch. A missed punch form must be completed and given to your campus/department secretary to correct.

The screenshot shows the 'My Timecard' interface. At the top, there is a 'View' button with an eye icon. Below it is a table with the following columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The table contains data for the week of Sun 7... to Sat 7... The 'Out' cell for Tuesday (Tue 7...) is highlighted in red. A red arrow points from the text 'denotes a missed punch' to this red cell.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 7...												
+ X	Mon ...												
+ X	Tue 7...				11:15AM		2:46P...	2:47P...			3.52	3.52	3.52
+ X	Wed 7...				9:52AM								3.52
+ X	Thu 7...												3.52
+ X	Fri 7/...												3.52
+ X	Sat 7/...												3.52

## Unexcused Absences

Unexcused absences will be denoted by the red lowercase "i" and will show in front of the date of the unexcused absence. For any unexcused absences, please see your campus/department secretary.

The screenshot shows the 'Manage My Department' interface with the 'Timecards' tab selected. Below the navigation bar, there are several action icons: Quick Actions, View, Approve Timecard, Sign Off, Historical Correction, and Accruals Actions. Below the icons is a table with the following columns: Date, Schedule, Pay Code, and Amount. The table contains data for the week of Tue 4/11 to Sat 4/15. The dates Thu 4/13 and Fri 4/14 have a red lowercase 'i' next to them, indicating unexcused absences.

	Date	Schedule	Pay Code	Amount
+ X	Tue 4/11	7:00AM-3:00PM		
+ X	Wed 4/12	7:00AM-3:00PM		
+ X	i Thu 4/13	7:00AM-3:00PM		
+ X	i Fri 4/14	7:00AM-3:00PM		
+ X	Sat 4/15			