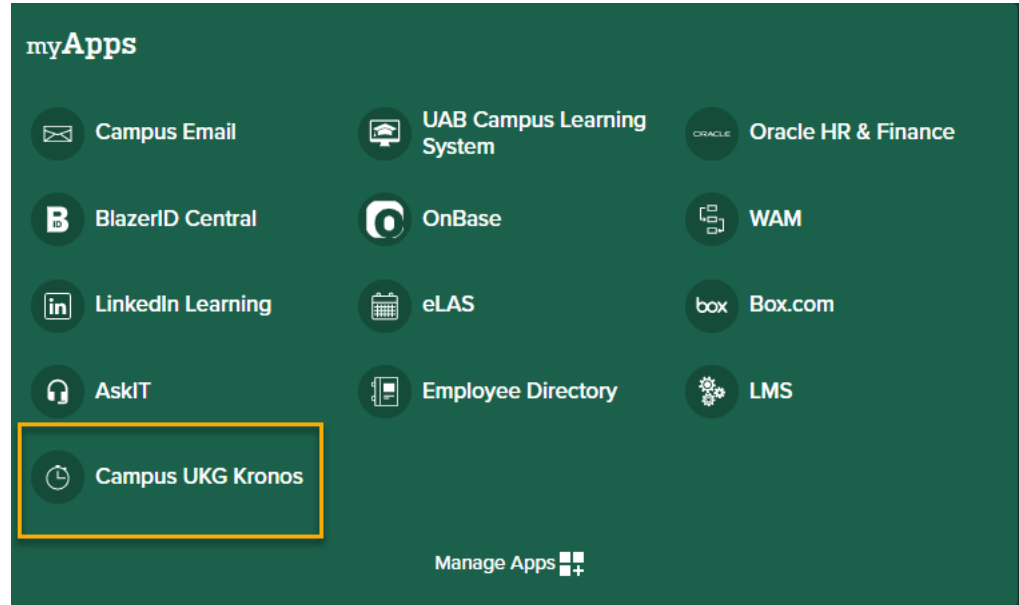


**NOTE:** This guide is intended for use as a supplement to the **Campus UKG Kronos for Time Editors** course on the Campus Learning System. If you have not taken this course, [click here to enroll](#).

### Log in to **Campus UKG Kronos**

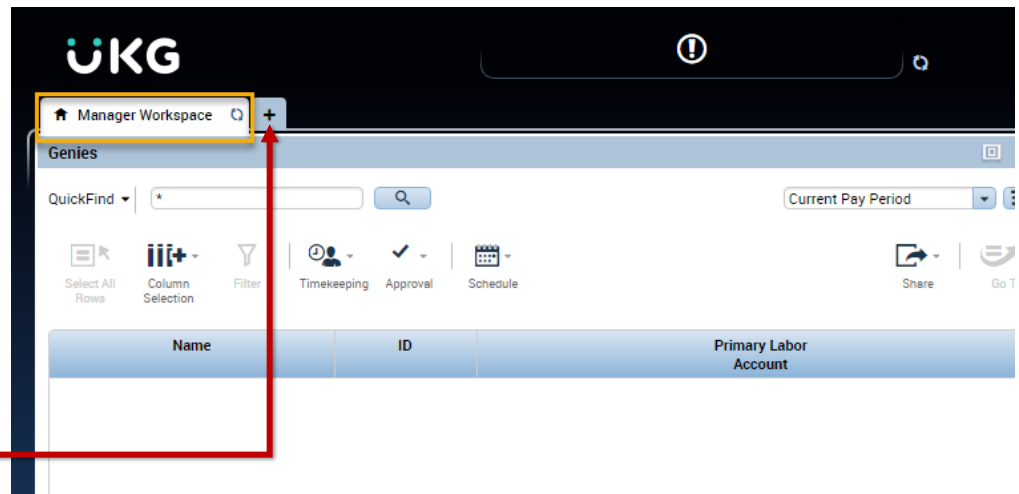
- Navigate to **myUAB**
- Locate and click **Campus UKG Kronos**

### myUAB Portal ([my.uab.edu](http://my.uab.edu))



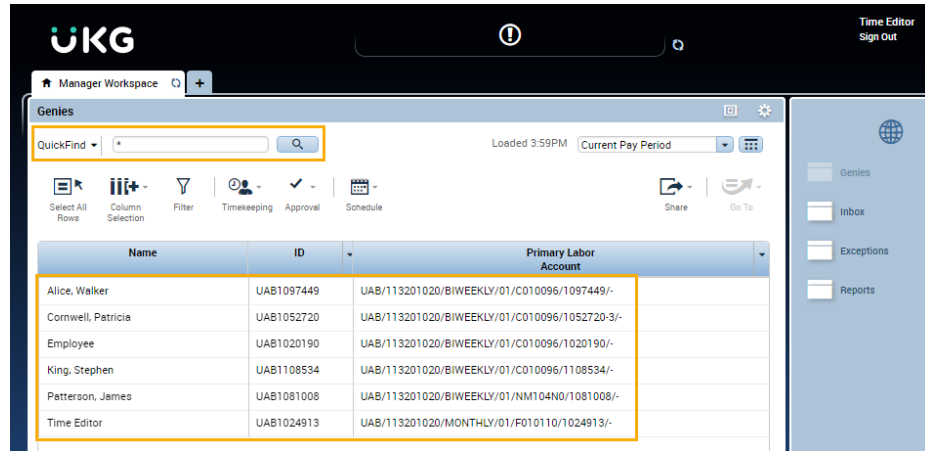
### Log in to Campus Kronos with your BlazerID and strong password

- If you are an *exempt manager*, Kronos opens to your **Manager Workspace**
- If you are a *non-exempt manager*, Kronos opens up to **My Information**
  - Click the **[+]** button on the tab beside My Information and select **Manager Workspace**



Use **QuickFind** to search for employee(s)

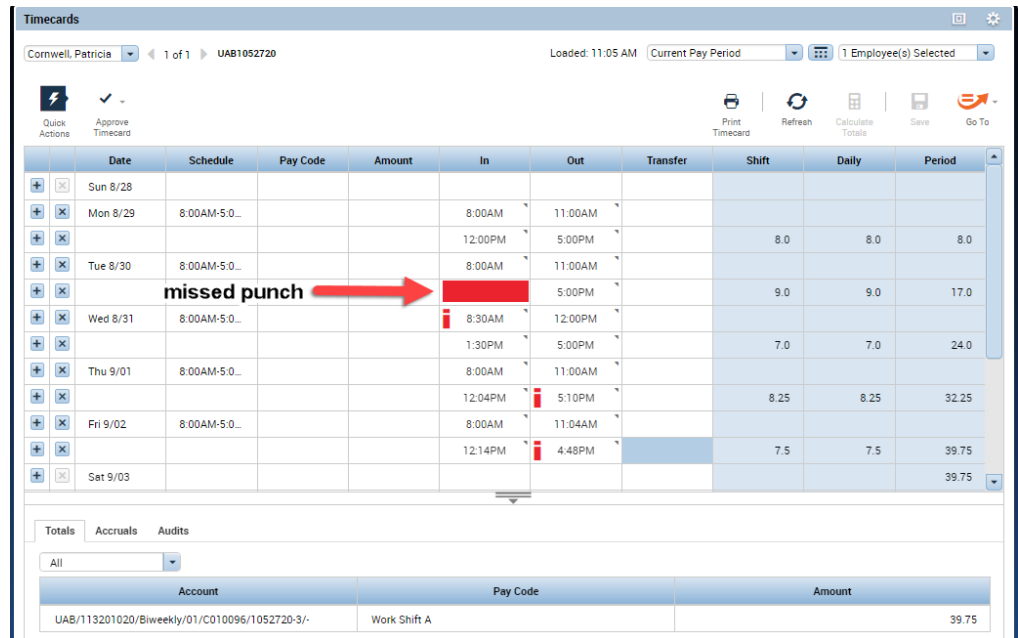
- Use the \* in the **search field** to populate all of your employees
- Use the **search field** to locate a specific employee by Name or ID
- **Double-click** on an employee Name to open their Timecard



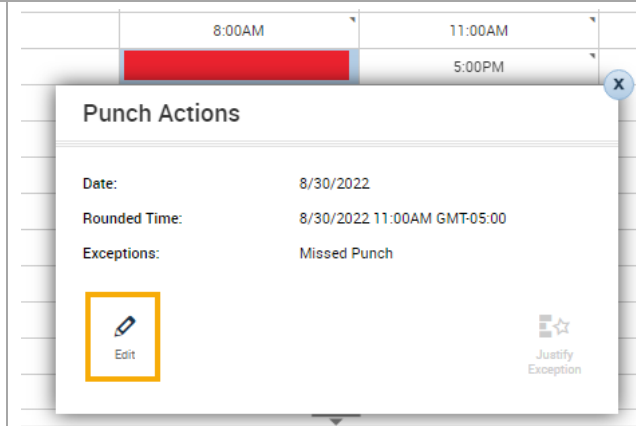
**CORRECTING PUNCHES**

A missed punch will present as a red box on the timecard

- **Right-click** on the missed punch field

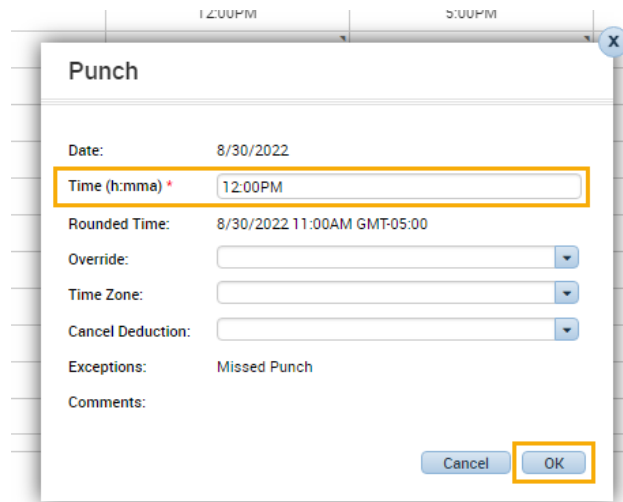


From the Punch Actions pop-up, click the **Edit** button



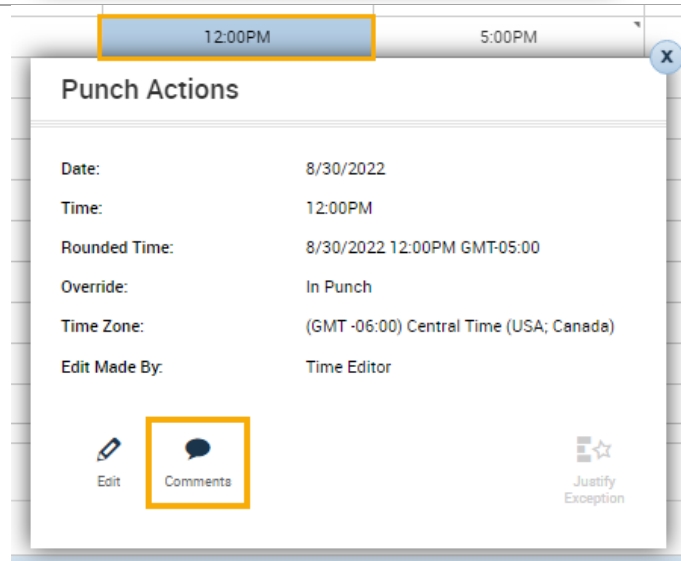
Enter the correct time in the **Time field**

- The Time field defaults to AM – be sure to enter AM or PM to note the correct time, or you can use military time as well
- Click **OK**



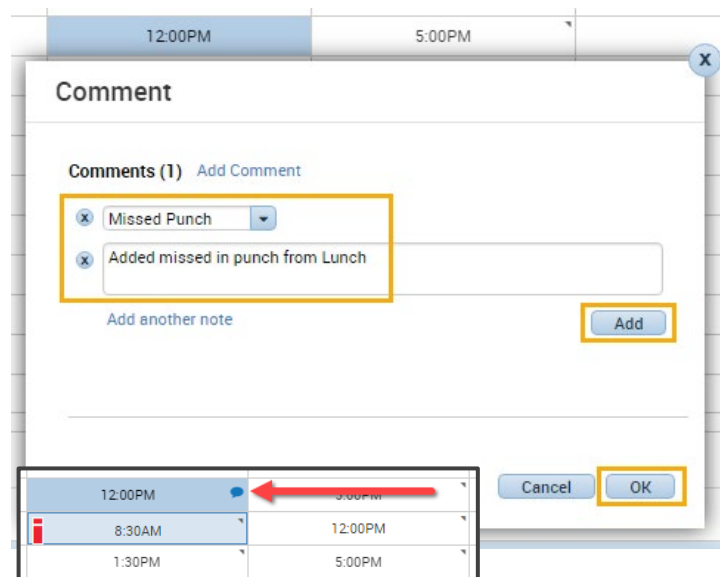
Any time an edit is made, a **Comment** must be entered

- Click the **Comments** button

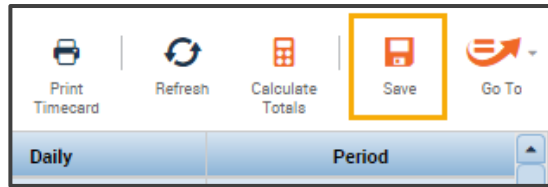


Use the **dropdown** to choose the **reason** for the punch edit

- Add a **comment** describing the edit
- Click **Add**
- Click **OK**
  - A blue comment bubble icon will appear in the field when a comment is present



Click **Save** in the top right of the timecard to save the changes



**ADDING PAID NON-WORKED TIME**

To add accrued benefit time/paid non-worked time:

- Click the **dropdown** below the timecard to open the **Totals Drawer** (if it is not already visible)
- Select the **Accruals** tab to view available balances

	Date	Schedule	Pay Code	Amount	In	Out	Transfer
+ X	Sun 8/28						
+ X	Mon 8/29	8:00AM-5:0...			8:00AM	11:00AM	
+ X					12:00PM	5:00PM	
+ X	Tue 8/30	8:00AM-5:0...			8:00AM	11:00AM	
+ X					12:00PM	5:00PM	
+ X	Wed 8/31	8:00AM-5:0...			8:30AM	12:00PM	
+ X					1:30PM	5:00PM	
+ X	Thu 9/01	8:00AM-5:0...			8:00AM	11:00AM	
+ X					12:04PM	5:10PM	
+ X	Fri 9/02	8:00AM-5:0...			8:00AM	11:04AM	
+ X					12:15PM	4:48PM	
+ X	Sat 9/03						

dropdown →

Totals **Accruals** Audits

Accrual Code	Accrual Available Balance
Comp Time	0.0
Personal Holiday	24.0
Sick	44.93
Vacation	55.95

**Related HR policies for reference**

[Vacation – HR Policy 301](#), 
 [Holidays – HR Policy 302](#), 
 [Sick Time – HR Policy 303](#), 
 [Other Paid Leave – HR Policy 304](#)

On the line item of the day the employee is out of office, left-click in the **Pay Code** column field

- Choose the appropriate **Pay Code** from the dropdown

	Date	Schedule	Pay Code	Amount	In	Out
+ X	Mon 9/05	8:00AM-5:0...			8:00AM	11:00AM
+ X					12:00PM	5:03PM
+ X	Tue 9/06	8:00AM-5:0...	Please Choo...			
+ X	Wed 9/07	8:00AM-5:0...				
+ X	Thu 9/08	8:00AM-5:0...				
+ X	Fri 9/09	8:00AM-5:0...				
+ X	Sat 9/10					

←

Search

On Call Hours

Personal Holiday

FMLA Personal Holiday

Sick

FMLA Sick

Vacation

Comp Time - Vacation

Totals **Accruals** Audits

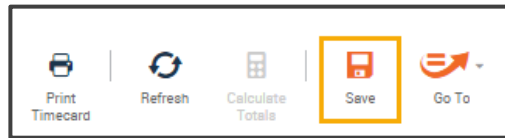
Accrual Code	Accrual Available Balance
Comp Time	0.0
Personal Holiday	24.0
Sick	44.93
Vacation	55.95

- Enter the number of hours being used in the **Amount** column field
- Click the **Calculate Totals** button

	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
					12:04PM	5:10PM		8.25	8.25	31.25
	Fri 9/02	8:00AM-5:0...			8:00AM	11:04AM				
	Sat 9/03				12:15PM	4:48PM		7.5	7.5	38.75
	Sun 9/04									38.75
	Mon 9/05	8:00AM-5:0...			8:00AM	11:00AM				
	Tue 9/06	8:00AM-5:0...	Sick	8	12:00PM	5:03PM		8.0	8.0	46.75
	Wed 9/07	8:00AM-5:0...								46.75

A blue lined icon now indicates this punch as an Excused Absence

- Click **Save** to save your changes to the timecard



If there is a **UAB-designated holiday** on the timecard, those hours cannot be edited or deleted

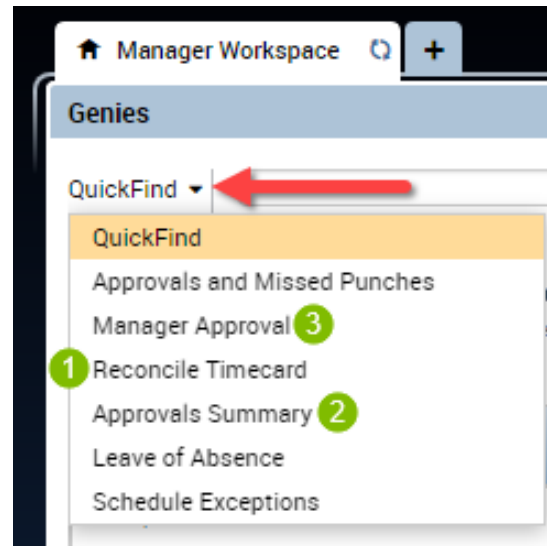
- The employee can still punch in and out on that day if work was performed — Review [HR Policy 302](#)

	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
	Fri 7/01	8:00AM-4:3...			7:32AM	1:15PM			8.25	8.25
	Sat 7/02				1:34PM	4:00PM		8.25	8.25	8.25
	Sun 7/03									8.25
	Mon 7/04		Independe...	8.0					8.0	16.25
	Tue 7/05	8:00AM-4:3...			7:35AM	12:52PM				

**USING GENIES TO APPROVE TIMECARDS**

From Manager Workspace, use the **Genies** from the dropdown list to complete the timecard approval process

- Click the **dropdown** arrow beside QuickFind
- Select **Reconcile Timecard**



**Best Practice Genie Order for Approving Timecards**

1. Reconcile Timecard
2. Approvals Summary
3. Manager Approval

- Change the Reporting Period to **Previous Pay Period** in the dropdown
- **If there are Exceptions**, or corrections need to be made, double-click the Employee to open their timecard for editing

Manager Workspace | Genies | Loaded 10:40AM | Previous Pay Period | All Home | Edit

Reconcile Timecard | Select All Rows | Column Selection | Filter | Timekeeping | Approval | Schedule | Refresh | Share | Go To

Name	Missed Punch	Short Br...	Worked ...	OTP Ho...	Non Wo...	Total Work...	Dollar P...	Hour Pr...	Comp Time...	Comp Time...
Alice, Walker										0.0
Cornwell, P...			48.25	0.25	32.0	80.25				0.0
Employee										0.0
King, Steph...										0.0
Patterson, ...										0.0
5   48.25   0.25   32.00   80.25   0   0   0   0.00										

When all employee totals are correct and you are ready to approve, drop down the Genies list and select **Approvals Summary**

- You will have to **change the Pay Period** on the Approvals Summary genie to **Previous Pay Period**

Manager Workspace | Genies | Reconcile Timecard | QuickFind | Approvals and Missed Punches | Manager Approval | Reconcile Timecard | Approvals Summary | Leave of Absence | Schedule Exceptions

Name	Missed Punch	Short Br...	Worked ...	OTP Ho...	Non Wo...	Total Work...	Dollar P...	Hour Pr...	Comp Time...	Comp Time...
Cornwell, Patri...										
Employee										
King, Stephen										
Patterson, Jam...										

**Review** this list for any employees who have not approved their timecards – those without a checkmark need to approve their timecard before sign-off

- Navigate to the **Manager Approval** genie to continue

Manager Workspace | Genies | Approvals Summary | Loaded 5:07PM | Previous Pay Period | All Home | Edit

Select All Rows | Column Selection | Filter | Timekeeping | Approval | Schedule | Refresh | Share | Go To

ID	Name	Employee Approval	Manager Approval	Signed Off
UAB1097449	Alice, Walker	✓		
UAB1052720	Cornwell, Patricia	✓		
UAB1020190	Employee	✓		
UAB1108534	King, Stephen	✓		
UAB1081008	Patterson, James			

Be sure the **Previous Pay Period** is selected

- If all information is correct, you will **Select All Rows** to continue to the Approval step
- *If changes are needed, double-click the Employee's line item and you will be taken to their timecard*

Person Name	Person ID	Org	Org Description	Regular Hours	Overtime Hours	Non-Worked Hours	Dollar Premiums	Hour Premiums	Employee Approval	Manager Approval	Missed Punch
Employee	UAB1020190	113201020	Shipping and Receiv...						✓	1	
Time Editor	UAB1024913	113201020	Shipping and Receiv...						✓	1	
Cornwell, Patricia	UAB1052720	113201020	Shipping and Receiv...	48.25	0.25	32.0			✓	1	
Patterson, James	UAB1081008	113201020	Shipping and Receiv...						✓	1	
Alice, Walker	UAB1097449	113201020	Shipping and Receiv...						✓	1	
King, Stephen	UAB1108534	113201020	Shipping and Receiv...						✓	1	
				6	48.25	0.25	32.00	0	0		

- With all rows selected, click **Approval**
- Then select **Approve Timecard**

- Click **Yes** on the Approve Timecard pop-up to proceed

Once Kronos reloads, you will see the number in the **Manager Approval** column increase

- *The timecards now have manager approval and are ready for Payroll Signoff*
- You may now **sign out** of Kronos

Manager Approval
1
1
1
1
1