

Kronos Basic Navigation

For Employees Using Activities



Logging Into Kronos

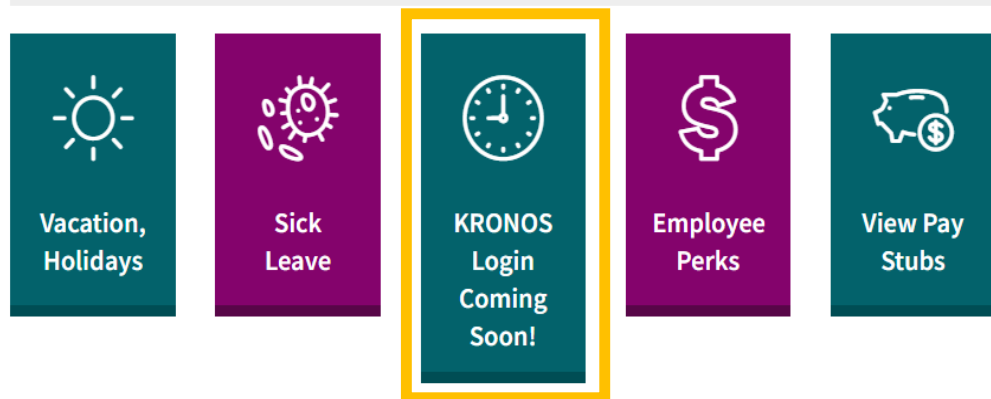
You can access Kronos from:

- your web browser at <https://enmftime.cityofmadison.com/wfc/htmlnavigator/logon>

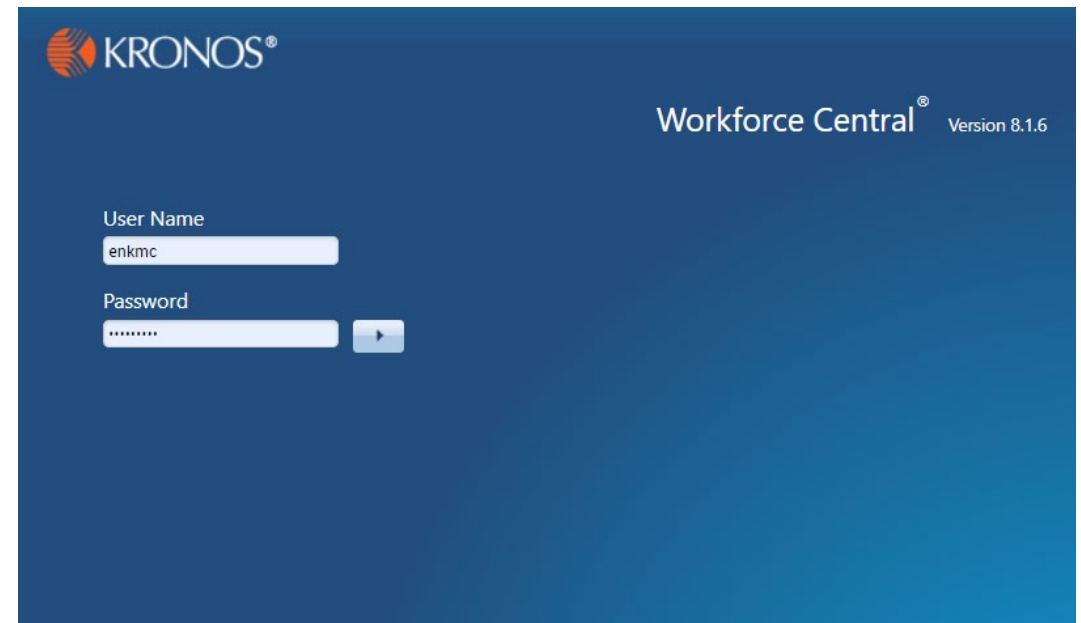
OR

- From the [Engineering Gear](#) intranet site

Pay, Benefits, Perks



- This will display the Kronos log in screen. To log in:
- Enter your City user name and password.
- Click arrow to the right of your password.



KRONOS®

Workforce Central® Version 8.1.6

User Name
enkmc

Password

When you log into Kronos it will display you user work space.

My Timecard **Accruals, Totals, etc.** **Activity Bar** **My Timestamp** **Related Items**

My Timecard

Loaded: 7:13 AM Current Pay Period

View Approve Timecard Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount
+ [X]	Sun 4/16								
+ [X]	Mon 4/17							COMP TIME USED - 330	0.18
+ [X]						No Category/No Project/COMP TIME USED	0.18		
+ [X]		7:30AM-3:3...	7:41 AM	3:30PM					
+ [X]						STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	7.82		
+ [X]	Tue 4/18	7:30AM-3:3...	7:17AM	3:30PM					
+ [X]						STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	7.0		

Accruals Debit-Credit Totals Audits Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Acci
Comp Time	14.97	Hour	Sun 1/01 - Sun 12/31	
Emergency Child Care FMLA	0.0	Hour	Sun 1/01 - Sun 12/31	

My Timestamp

Last Timestamp:
Sunday, April 30, 2023 6:37 AM (GMT -06:00) Central Time

Cancel Deductions

Record Timestamp

My Timecard

Activity Bar

Refresh




Your Name &
Sign Out



My Timestamp

- Displays the date and time of your last timestamp.
- Click “Record Timestamp” to enter your work start and end times.
 - Note: This is one method of entering your start/end times. Alternatively you can manually enter your start/end times for each day in your timesheet.
- Check the “Cancel Deductions” if Kronos should not automatically deduct the unpaid lunch break built into your schedule.

My Timestamp 

Last Timestamp:
Sunday, April 30, 2023 6:37 AM (GMT
-06:00) Central Time

Cancel Deductions

[Record Timestamp](#)

My Timecard

View
Allows you to view exceptions only

Approve Timecard
Click to Approve your timecard after reviewing at the end of each period

Print Timecard
Not required – always available in Kronos; if you must please print to pdf

Pay Period
Displays pay period time sheet is for; use drop down or calendar to change

My Timecard

Loaded: 9:26 AM Previous Pay Period

View Approve Timecard Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
+ x	Sun 4/16														
+ x	Mon 4/17							COMP TIME USED - 330	0.18						
+ x						No Category/No Project/COMP TIME USED	0.18						0.18	0.18	
+ x		7:30AM-3:3...	7:41AM	3:30PM						7.82	8.0	8.0			
+ x						STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	7.82						7.82	7.82	

Refresh
Updates totals after new data entered

Save
If Save is displayed in Orange (not grayed out) click to save your changes

My Timecard – Daily Detail

Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
Sun 4/16														
Mon 4/17							COMP TIME USED - 330	0.18						
					No Category/No Project/COMP TIME USED	0.18						0.18	0.18	
	7:30AM-3:3...	7:41AM	3:30PM						7.82	8.0	8.0			
					STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	7.82						7.82	7.82	
Tue 4/18	7:30AM-3:3...	7:17AM	3:30PM						8.0	8.0	16.0			
					STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	7.0								
					INSPECT/13495-40-200-401002 MADISON YARDS HILL FARM...	1.0						8.0	8.0	
Wed 4/19	7:30AM-3:3...	7:25AM	3:30PM						8.0	8.0	24.0			
					INSPECT/13495-40-200-401002 MADISON YARDS HILL FARM...	3.0								
					STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	4.0								
					INSPECT/14773-40-200-401002 5109 BARTON RD/199 REGU...	1.0						8.0	8.0	

Date
One of more rows displays for each day in pay period

In
Time you started work each day

Transfer
Not Used
Activities
Employees

Out
Time you ended work for each day

Schedule
Your scheduled work hours

Activity
Org or project code time to be charged to

Duration
Amount of time charged to each org or project code

Pay Code
Paid codes for paid leave used

Amount
Hours by Pay Code for paid leave

Shift
Daily hours worked (excludes paid leave)

Daily
Total hours for each day in the pay period

Period
Running total of hours for pay period

Total Actual
Total hours worked for specified date

Total Allocated
Total hours allocated to each activity for specified date

Total Variance
Shows unallocated or over allocated hours

Accruals, Totals, etc.

Select the tab you want to display



Accruals Debit-Credit Totals Audits Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Ba...	Accrual Ending Balance
Comp Time	3.33	Hour	Sun 1/01 - Sun 12/31	70.08	3.33
Emergency Child Care FMLA	317.75	Hour	Sun 1/01 - Sun 12/31	317.75	317.75
Emergency Paid Leave	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Floating Holiday	0.0	Hour	Sun 1/01 - Sun 12/31	27.13	0.0
Paid Parental Leave	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Sick	1120.78	Hour	Sun 1/01 - Sun 12/31	1089.73	1120.78
Vacation	83.82	Hour	Sun 1/01 - Sun 12/31	154.52	83.82

- The screen is now displaying the information for the selected tab.

Accruals

Accrual Category

Available Balance
Accrual balance at start of pay period

Accrual Units
All accrual balances are shown in hours

Accrual Reporting Period
Current Calendar Year

Accrual Opening Balance
Your accrual balance at the start of the calendar Year

Accrual Ending Balance
Your accrual balance after this pay period

Totals Accruals Audits Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Comp Time	42.82	Hour	Sun 1/01 - Sun 12/31	40.0	42.82
Emergency Child Care F...	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Emergency Paid Leave	40.0	Hour	Sun 1/01 - Sun 12/31	40.0	40.0
Floating Holiday	11.63	Hour	Sun 1/01 - Sun 12/31	27.13	0.0
Paid Parental Leave	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Sick	1201.3	Hour	Sun 1/01 - Sun 12/31	1170.27	1201.3
Vacation	861.53	Hour	Sun 1/01 - Sun 12/31	858.45	858.42

Totals, etc.

Account
Kronos Account
Associated with Pay
Code

Pay Code
City pay code that
time is charged to

Amount
Total hours charged
to each pay code
displayed

Wages
Not used time info from
Kronos passes to Munis
where wage info is
maintained

Account	Pay Code	Amount	Wages
PW/ENG/OPS/-/-/-	FLOATING HOLIDAY USED - 310	11.63	\$0.00
(x)PW/ENG/-/-/-/400001	REGULAR PAY - 199	62.75	\$0.00
PW/ENG/OPS/-/-/-	VACATION LEAVE - 300	3.12	\$0.00

- The screen is now displaying the information for the selected “Totals” tab.
- Totals tab shows a summary of hours for the pay period by account and pay code.
- You can use the drop downs to filter the results by time period and/or paycode.

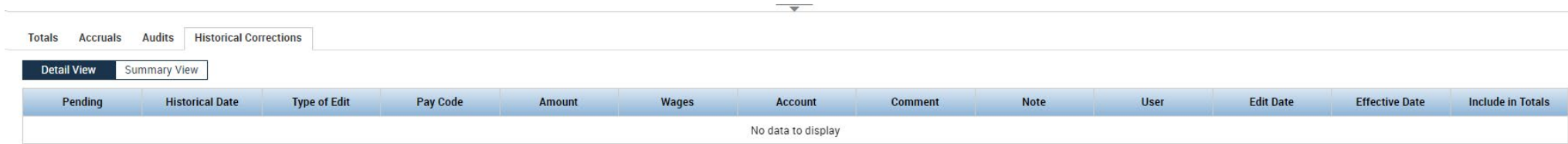
Audits

- Kronos tracks when and who does what in the system.
- For example on 4/26/2023 this user used the time stamp to punch in at 6:16 AM. They then punched out using time stamp at 4:09 PM.
- On 4/27 the user forgot to punch in and the Payroll Admin manually entered an in time of 6:42 AM at 8:00 AM.
- This audit tab would also show any changes to accounts, pay codes, or hours.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Include in Totals	Effective Date	Comment	Edit Date	Edit Time	User	Data Source
4/26/2023	6:16AM	Add Punch									4/26/2023	6:16AM (GMT -...)	enkmc:enmttime.cityofmadison...	Time Stamp
4/26/2023	4:09PM	Add Punch									4/26/2023	4:09PM (GMT -...)	enkmc:enmttime.cityofmadison...	Time Stamp
4/27/2023	6:42AM	Add Punch					In Punch				4/27/2023	8:00AM (GMT -...)	encch:enmttime.cityofmadison...	Timecard Edi...
4/27/2023	4:17PM	Add Punch									4/27/2023	4:17PM (GMT -...)	enkmc:enmttime.cityofmadison...	Time Stamp
4/28/2023	6:52AM	Add Punch									4/28/2023	6:52AM (GMT -...)	enkmc:enmttime.cityofmadison...	Time Stamp
4/28/2023	8:11AM	Add Punch									4/28/2023	8:11AM (GMT -...)	enkmc:enmttime.cityofmadison...	Time Stamp
4/28/2023	8:11AM	Delete Punch									4/28/2023	8:42AM (GMT -...)	encch:enmttime.cityofmadison...	Timecard Edi...

Historical Corrections

- We do not use as MUNIS is our payroll processing software.



The screenshot shows a web application interface with a navigation bar at the top containing 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. Below the navigation bar are two tabs: 'Detail View' (selected) and 'Summary View'. A table with 13 columns is displayed below the tabs. The columns are: Pending, Historical Date, Type of Edit, Pay Code, Amount, Wages, Account, Comment, Note, User, Edit Date, Effective Date, and Include in Totals. The table is currently empty, showing 'No data to display' in the center.

Pending	Historical Date	Type of Edit	Pay Code	Amount	Wages	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals
No data to display												

Related Items

The screenshot displays the Kronos user interface for KATHLEEN M CRYAN. The main area is titled 'My Timecard' and shows a table of timecard entries for the 'Current Pay Period'. The table includes columns for Date, Schedule, In, Out, Transfer, Activity, Duration, Pay Code, and Amount. Below the table, there are tabs for Accruals, Debit-Credit, Totals, Audits, and Historical Corrections. The 'Accruals' tab is active, showing a table with columns for Accrual Code, Accrual Available Balance, Accrual Units, and Accrual Reporting Period.

Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount
Sun 4/16								
Mon 4/17							COMP TIME USED - 330	0.18
	7:30AM-3:30PM	7:41AM	3:30PM		No Category/No Project/COMP TIME USED	0.18		
					STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	7.82		
Tue 4/18	7:30AM-3:30PM	7:17AM	3:30PM		STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	7.0		

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period
Comp Time	14.97	Hour	Sun 1/01 - Sun 12/31
Emergency Child Care FMLA	0.0	Hour	Sun 1/01 - Sun 12/31

The 'My Timestamp' panel on the right shows the last timestamp as 'Sunday, April 30, 2023 6:37 AM (GMT -06:00) Central Time'. It includes a 'Record Timestamp' button and a 'Cancel Deductions' checkbox.

- My Timestamp
- My Timecard
- My Calendar

My Calendar

Visibility Filter
Allows you to toggle schedule info on/off

Pay Period

Date Range Currently Displayed

Options for Calendar View

Click to Request Time Off

	Sun 4/30	Mon 5/01	Tue 5/02	Wed 5/03	Thu 5/04	Fri 5/05	Sat 5/06
6:00AM							
7:00AM		6:30AM-4:30PM [10.00 h] Regular	6:30AM-4:30PM [10.00 h] Regular	6:30AM-4:30PM [10.00 h] Regular	6:30AM-4:30PM [10.00 h] Regular		
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							

Next Up...

- Requesting Time Off in Kronos
- Completing and Approving Your Timesheet in Kronos