

Kronos Basic Navigation

For Non-Activities Employees



Logging Into Kronos

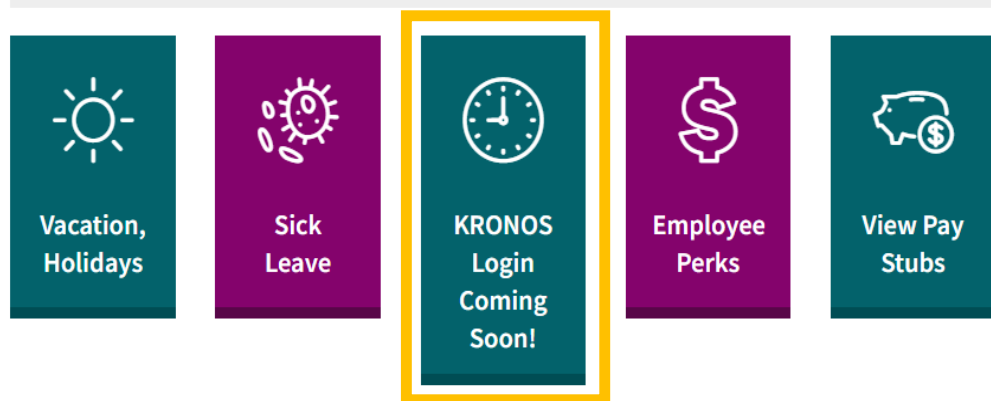
You can access Kronos from:

- 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've logged into Kronos it will display your user work space.

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

The screenshot shows the Kronos user workspace interface. At the top, the Kronos logo is on the left, and the user's name and 'Sign Out' link are on the right. Below the header, there's a navigation bar with 'ENG User Workspace' and a refresh icon. The main content area is divided into several sections:

- My Timecard:** A large section on the left containing a table of timecard entries. It includes a 'View' icon, an 'Approve Timecard' button, and a table with columns for Date, Schedule, In, Out, Transfer, Activity, Duration, Pay Code, and Amount.
- Totals, etc.:** A section below the timecard table with tabs for 'Accruals', 'Debit-Credit', 'Totals', 'Audits', and 'Historical Corrections'. It contains a table with columns for 'Accrual Code', 'Accrual Available Balance', 'Accrual Units', and 'Accrual Reporting Period'.
- Activity Bar:** A vertical bar on the right side of the main content area, containing a globe icon and several menu items.
- My Timestamp:** A section on the right side of the main content area showing the 'Last Timestamp' as 'Sunday, April 30, 2023 6:37 AM (GMT -06:00) Central Time'. It includes a 'Cancel Deductions' checkbox and a 'Record Timestamp' button.
- Related Items:** A section at the bottom right of the main content area, containing a 'My Timecard' label.

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

Activity Bar

Refresh


Your Name &
Sign Out



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



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	Pay Code	Amount	Shift	Daily	Period
Sun 4/16									
Mon 4/17	6:30AM-4:30P...	7:23AM	4:12PM				8.32	8.32	8.32
Tue 4/18					FLOATING HOLIDAY USED - ...	1.63			
					VACATION LEAVE - 300	1.3			
Wed 4/19	6:30AM-4:30P...	7:39AM	8:51AM				1.2	4.13	12.45
Thu 4/20	6:30AM-4:30P...	7:45AM	4:28PM				8.22	8.22	20.67
Fri 4/21					FLOATING HOLIDAY USED - ...	10.0		8.08	28.75
								10.0	38.75

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

Schedule
Your scheduled work hours

In
Time you started work each day

Out
Time you ended work for each day

Transfer
Used to allocate time outside standard allocation

Pay Code
Paid codes for paid leave used

Amount
Hours by Pay Code for paid leave

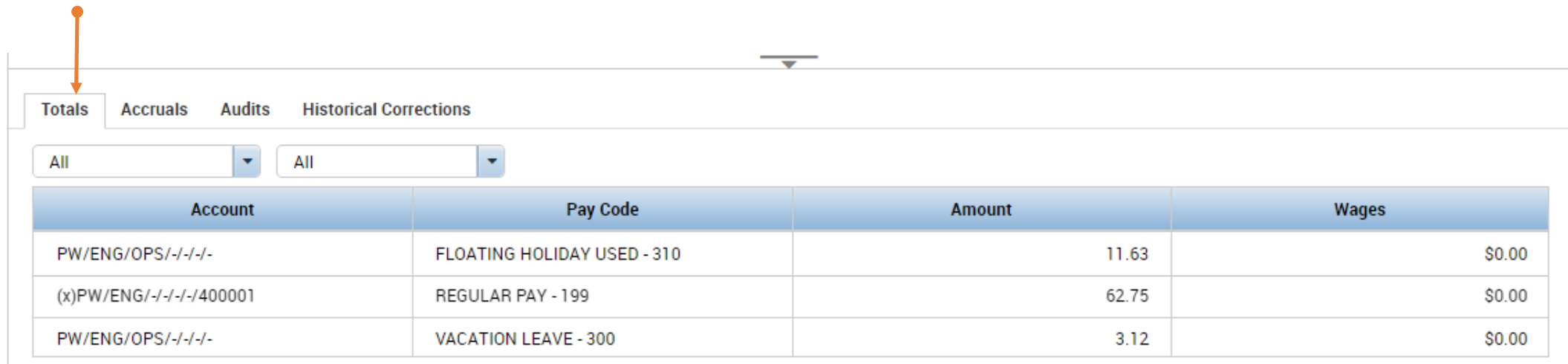
Shift
Hours worked (excludes paid leave)

Daily
Total hours for each day in the pay period

Period
Running total of hours for pay period

Totals, etc.

Select the tab you want to display



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.

Accruals

Accrual Category

Available Balance
Accrual balance at start of pay period; deducts scheduled

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

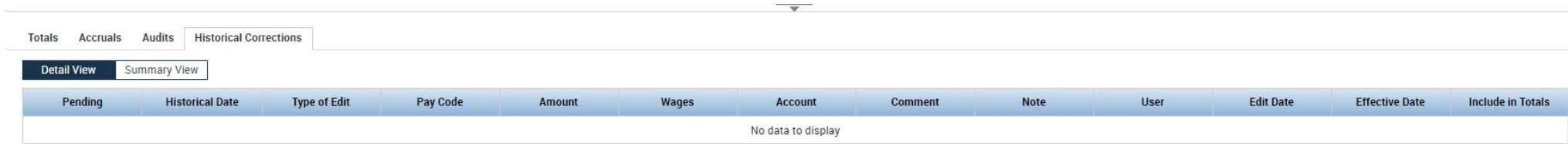
Audits

- 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.

Totals Accruals Audits Historical Corrections														
My Audits All														
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 for 'Historical Corrections'. At the top, there are navigation tabs: 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. Below these are two view options: 'Detail View' (selected) and 'Summary View'. A table header is visible with the following columns: 'Pending', 'Historical Date', 'Type of Edit', 'Pay Code', 'Amount', 'Wages', 'Account', 'Comment', 'Note', 'User', 'Edit Date', 'Effective Date', and 'Include in Totals'. The table body is empty, displaying the text 'No data to display'.

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 shows the Kronos user interface for KATHLEEN M CRYAN. The main area is titled 'My Timecard' and displays a table of timecard entries. Below the table is an 'Accruals' section with a table showing available balances and reporting periods for 'Comp Time' and 'Emergency Child Care FMLA'. A 'My Timestamp' panel on the right shows the last timestamp and a 'Record Timestamp' button. A sidebar on the far right contains navigation icons, with three orange arrows pointing to them from the labels 'My Timestamp', 'My Timecard', and 'My Calendar'.

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

My Calendar

Visibility Filter
Allows you to toggle schedule info on/off

Pay Period

ENG User Workspace My Calendar

My Calendar

April 30, 2023 - May 6, 2023

Current Pay Period

Day Week Month Visibility Filter Request Time Off

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