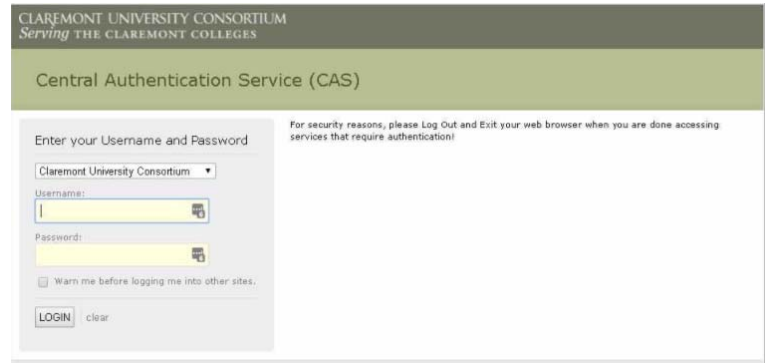


As a user of Workforce Central, you are required to have an established user name and password to gain access to Workforce Central Navigator. If your organization chooses to use Kronos authentication, you can also use the security features that are provided in the application.

In this section, you will learn how to log on and sign out of the application.

## Logging in

- 1 Login to Kronos [timekeeping.claremont.edu](http://timekeeping.claremont.edu)
- 2 In the **User Name** field, enter your HMC user name.
- 3 In the **Password** field, enter your password.
- 4 Click the **right-facing arrow** or press the **Enter** key on the keyboard. You are brought to you default home page.



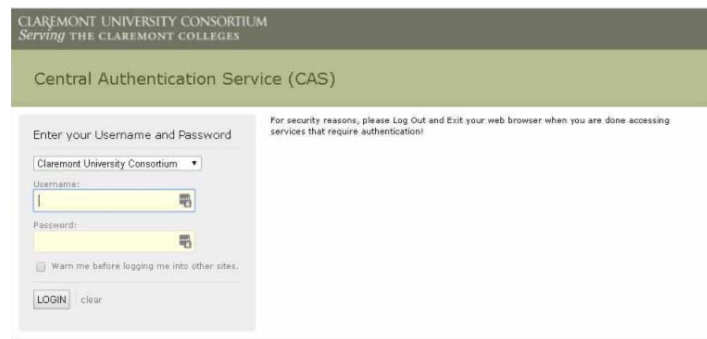
## Signing out

- 1 Click **Sign Out**. You are brought to the Workforce Central log on page.



### Note

Kronos recommends that you always end your work session by clicking the **Sign Out** link, located in the top-left corner. Clicking **Close (x)** without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.



### Navigating the My Timecard widget

The screenshot shows the 'My Timecard' widget interface. Callouts A through L point to the following elements:

- A:** Top section of My Timecard (header area)
- B:** Approve Timecard button
- C:** Sign Off button
- D:** Print Timecard button
- E:** Refresh button
- F:** Calculate Totals button
- G:** Save button
- H:** Gear icon (Settings)
- I:** Save button (bottom right)
- J:** Editable cells in the table
- K:** Visual indicators (red lines in the table)
- L:** Bottom section of My Timecard (summary table)

Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
Mon 9/18								Personal	4.0			
Tue 9/19		8:00AM		12:00PM	1:00PM		5:00PM			8.0	8.0	16.0
Wed 9/20		8:00AM		1:00PM	1:30PM		5:00PM			8.5	8.5	24.5
Thu 9/21		8:30AM		1:00PM	1:30PM		5:00PM			8.0	8.0	32.5
Fri 9/22		8:32AM										32.5
Sat 9/23												32.5
Sun 9/24												32.5
Mon 9/25		9:00AM		12:00PM	12:30PM		7:00PM			9.5	9.5	42.0
Tue 9/26		8:00AM		12:30PM	1:30PM		6:00PM			9.0	9.0	51.0
Wed 9/27		8:00AM		12:00PM	1:00PM		12:00AM				15.0	66.0
Thu 9/28		12:00AM		5:00AM						20.0	5.0	71.0
Fri 9/29												71.0
Sat 9/30												71.0
Sun 10/01												71.0

**A Top section of My Timecard:** View basic time data such as your in and out punches, shift totals, and scheduled hours.

**B Approve Timecard:** Use this to approve or remove approval of the data on your timecard.

**C Sign Off:** Use this to sign off or remove sign off of your timecard.

**D Print:** Click to print timecard data to a printer.

**E Refresh:** Click to refresh data after timecard changes.

**F Time period drop-down list:** Select from a pre-configured list to view a specific time period.

**G Minimize/Maximize:** Click to expand a widget or restore it to its original size.

**H Gear:** Promote a secondary widget or close and return to Related Items pane.

**I Save:** Click to save your changes.

**J Editable cells:** Depending on your access, you may be able to edit information in the timecard (example: In/Out punches or perform job transfers).

**K Visual indicators:** Alert you to items that need your attention. For example, if you have missed a punch, you will see a red line in the cell that needs to be addressed. Hover over the indicator icon to view the indicator details.

**L Bottom section of My Timecard:** Includes daily timecard data related to the day selected in the top section of the widget.

### Entering In and Out Punches

As an employee, you need to keep track of the hours that you work each day. With your Workforce Central Navigator, you can record the hours that you work using the My Timecard widget.

1 Access the [timekeeping.claremont.edu](http://timekeeping.claremont.edu) login page.

2 Log in using your network credentials.

3 Access the **My Timecard** widget.

Note: If you are a supervisor or timecard approver, locate your own timecard in the **Workspaces** carousel (top right of the screen), and click on **My Information**.

4 Click an empty **In** cell to enter the time you started working.

Click Tab or click in the **Out** cell to enter the time you stopped working.

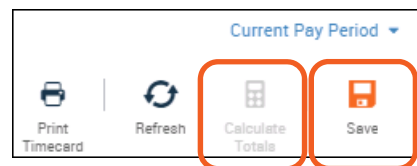
5 Click **Calculate Totals** to verify daily totals.

6 Click **Save**.

Date	Schedule	In	Transfer	Out
Mon 9/18		8:00AM		12:00PM
Tue 9/19		8:00AM		12:00PM
Wed 9/20				
Thu 9/21				
Fri 9/22				

**Note**

You can abbreviate times in the application. For example, if you are punching in for 7:30 AM, enter 730a.



### Correcting a Missed Punch

For each day, there should be a pair of punches; and in punch and an out punch. When one of these punches is missing within a timecard, the cell that is missing the punch is indicated by turning red.

1 Access the **My Timecard** widget.

2 Locate the missed punch within the timecard.

3 Click inside the cell.

4 Enter the missing time detail, and then press Tab.

5 Click **Calculate Totals** to verify daily totals.

6 Click **Save**.

**Note**

Missed punches occur when:

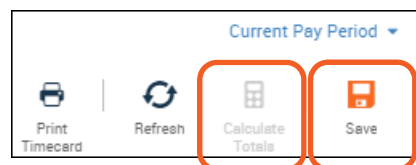
- You attempt to add time in an **Out** cell for a day where a start time was not entered in the **In** cell.
- You attempt to punch in for a day, and did not punch out of your last shift.

Date	Schedule	In	Transfer	Out
Mon 9/18		8:00AM		12:00PM
Tue 9/19		8:00AM		12:00PM
Wed 9/20		8:00AM		12:00PM
Thu 9/21		8:00AM		
Fri 9/22		8:00AM		12:00PM
Sat 9/23				
Sun 9/24				

Thu 9/21		8:00AM		12:00PM
----------	--	--------	--	---------

**Note**

If a scheduled shift requires you to work hours that cross the day divide, enter time in the **In** cell for the day your shift starts. Enter the time that your shift ends in the corresponding **Out** cell. The application recognizes that these punches go together.



### Performing Job Transfers

If you have more than one job, your worked hours need to be applied to the appropriate job. You will need to perform a job transfer to ensure that your hours are added to the correct job account.

1 Access the [timekeeping.claremont.edu](http://timekeeping.claremont.edu) login page.

2 Log in using your network credentials.

3 Access the **My Timecard** widget.

Note: If you are a supervisor or timecard approver, locate your own timecard in the **Workspaces** carousel (top right of the screen), and click on **My Information**.

4 In the **In** cell, enter the time you started working, and then press Tab.

5 Click the **Transfer** cell; from the drop-down list, select **Search**.

Note: There is a one-time setup for each new job. When you log in next time, this job will automatically be in the drop-down menu.

		Date	Schedule	In	Transfer	Out
+	x	Mon 9/18		7:30AM	[Dropdown]	12:00PM
+	x	Tue 9/19		7:30AM	Search...	12:00PM
+	x	Wed 9/20		7:30AM	[Dropdown]	12:00PM

**Note**

If the selection you need is not available to you in the Search window, contact your supervisor.

6 In the **Labor Account** tab, search by job in the Title field.

Note: You will be able to search for jobs assigned to you only. If your job is missing, contact your supervisor.

7 Click **Apply**.

8 In the **Out** cell, enter the time you stopped working, and then press Tab.

9 Click **Calculate Totals** to verify daily totals.

**Transfer**

Labor Account Work Rule

Labor Account: [Dropdown] Work Rule: [Dropdown]

Add Labor Account Clear All

Title: [Dropdown] Future Use 5: [Dropdown]

Supervisor - TL: [Dropdown] Future Use 6: [Dropdown]

Position ID: [Dropdown] Campus: [Dropdown]

Cost Center: [Dropdown]

Cancel Apply

10 Click **Save**.

		Date	Schedule	In	Out	Transfer	Pay Code
+	x	Mon 6/29	3:00PM-11:3...	3:00PM	11:30PM	. Debur/Finsp/Insp	
+	x	Tue 6/30	3:00PM-11:3...	3:00PM	11:30PM		
+	x	Wed 7/01	3:00PM-11:3...	3:00PM	11:30PM		

### Entering a Pay Code

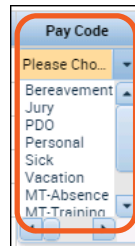
The hours you enter into your timecard are automatically allocated to a default pay code. If you need to add hours to your timecard that require a different pay code, for example, vacation or sick time, you can manually add the applicable pay code and the associated hours to your timecard.

1 Access the [timekeeping.claremont.edu](http://timekeeping.claremont.edu) log on page.

2 Log in using your network credentials.

3 Access the **My Timecard** widget.

Note: If you are a supervisor or timecard approver, locate your own timecard in the **Workspaces** carousel (top right of the screen), and click on **My Information**.



4 In the timecard grid, select a day and click the **Pay Code** cell.

5 From the **Pay Code** drop-down list, select the applicable pay code.

Pay Code	Amount
Jury Duty	8.0

6 Click the **Amount** cell for that day to enter the applicable amount in 15-minute increments.

7 To enter multiple pay codes on the same day, click **+** to the left of the date to add a row.

8 Click **x** to clear your entries for the row.

	Date	Pay Code	Amount
<b>+</b> <b>x</b>	Mon 11/13		
<b>+</b> <b>x</b>	Tue 11/14	Vacation	4.0
<b>+</b> <b>x</b>		Personal	4.0

9 Click **Save**.

### Adding a Comment

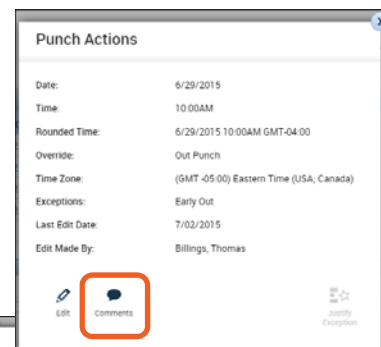
When there is an exception within your timecard, you can add comments to justify or explain the difference in your schedule. Your manager will be able to review the comments and either approve the timecard, or contact you for more information.

1 Access the **My Timecard** widget.

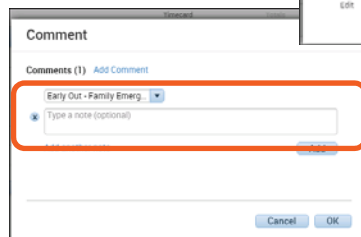
Note: If you are a supervisor or timecard approver, locate your own timecard in the **Workspaces** carousel (top right of the screen), and click on **My Information**.

2 Right-click the applicable **In** or **Out** cell.

3 Click the **Comments** option in the **Punch Action** call out.



4 Select the applicable comment(s) from the drop-down menu.



5 Click **Ok**.

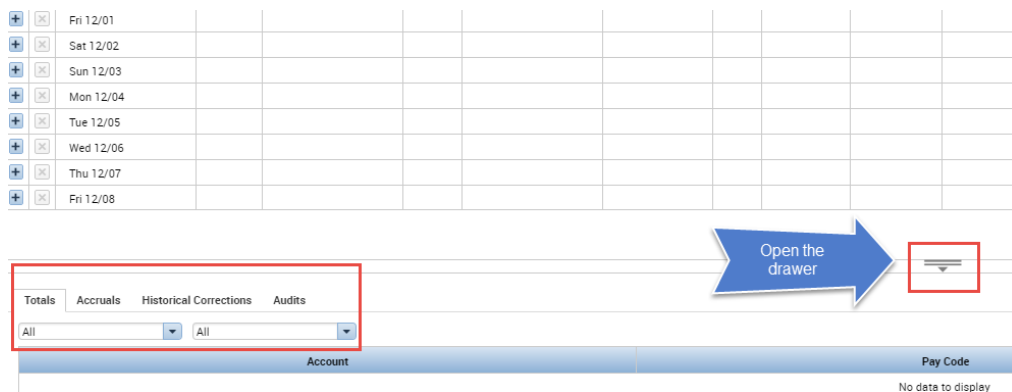
6 Click **Save**.

7 To view the comment(s) and notes, hover over the comment icon within a cell.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shi
<b>+</b> <b>x</b>		Mon 6/29	9:00AM-2:00PM	9:00AM	10:00AM				
<b>+</b> <b>x</b>		Tue 6/30	9:00AM-2:00PM	9:00AM	2:00PM				
<div style="border: 1px solid black; padding: 2px;">                     Early Out - Family Emergency [Left early to pick up sick daughter from school.]                 </div>									

### Viewing Balances

- 1 View day and pay period totals by clicking on the **Totals** tab at the bottom of the timecard.
- 2 Access time off accruals and balances by clicking on the **Accruals** tab at the bottom of the timecard.
- 3 If corrections from previous pay periods are entered, it will be displayed in **Historical Corrections**.
- 4 Every time the timecard is saved, it creates an audit trail with the user's name and date the edit was made.



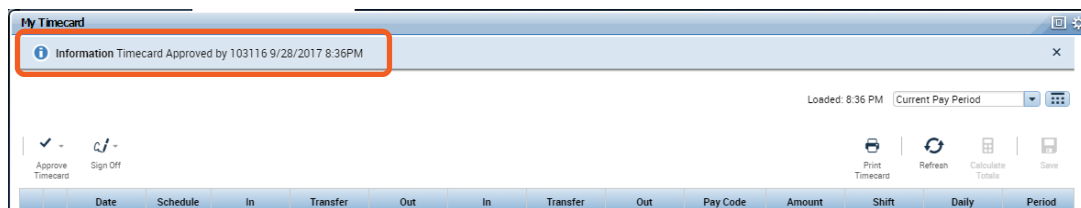
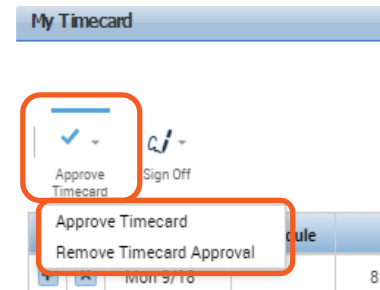
### Approving Timecard

As an employee, you have a responsibility to approve your timecard. Before approving your timecard, it is important to review the data for accuracy, and make adjustments as needed. After you approve a timecard, you may have permissions to remove the approval.

- 1 Access the **My Timecard** widget.
 

Note: If you are a supervisor or timecard approver, locate your own timecard in the **Workspaces** carousel (top right of the screen), and click on **My Information**.
- 2 In the **Time Period** field, verify that you are viewing the relevant period.
- 3 Click the **Approve Timecard** button.
- 4 Select **Approve Timecard** from the drop-down and verify that your timecard is approved reviewing the **Timecard is Approved** notification. The background of the timecard will now be colored **yellow**.
- 5 If you discovered an error on your timecard and need to make an edit, click **Approve Timecard** and select **Remove Timecard Approval**, make the necessary adjustments, and complete the timecard approval process again.

Pay Code	Amount	Shift	Daily	Period
		8.0	8.0	8.0
		8.0	8.0	16.0
		8.0	8.0	24.0
		8.0	8.0	32.0



**Note**  
After your manager approves your timecard, you will not be able to remove approval and make edits to your timecard.