

# KRONOS Instructions for Emory's Student & Temporary Workers

## **KRONOS is an automated system for recording hours worked.**

- ◆ KRONOS allows you to use the telephone to record hours worked per Employee ID number.
- ◆ KRONOS automatically calculates your total hours for the pay period, so a paper timesheet is not required.
- ◆ You are identified in KRONOS by a **9 digit Employee ID number**. The number consists of your current **7 digit Employee ID plus a 2 digit record number (00, 01, 02, etc)**. *Please be sure to use the correct 9 digit Employee ID for each job.* Students/temporary employees who have or have had more than one Emory job will have multiple employee numbers. The difference may only be the last digit.
- ◆ KRONOS allows you to check on your hours worked via telephone (through the Time Status Inquiry System or TSIS) and via the KRONOS website.

## **You will be given a KRONOS information card with:**

- ◆ your 9 digit Employee ID number that identifies you with a job and department
- ◆ the name and phone number of your timekeeper in case you have a question or need to make a correction or adjustment
- ◆ the instructions on using the system to call to clock in and out and to check your hours worked
- ◆ the phone numbers for accessing KRONOS and TSIS
- ◆ the instructions on using the system and the phone number to call to clock in and out

## **To clock in/out:**

- ◆ Dial 3-6666 from a designated phone in your work area.
- ◆ Enter your 9 digit Employee ID number provided on your KRONOS information card.
- ◆ Enter 1 to clock in.
- ◆ Enter 9 to clock out.

Note: KRONOS "rounds" the time to the nearest 15 minutes, based on 7½ minute intervals.

Examples: **9:07** would round to **9:00**

**9:08** would round to **9:15**

**9:25** would round to **9:30**

- ◆ Hang up **AFTER** you hear the thank you message so that your information will be recorded.

## **To record meal breaks (temporary employees):**

Most employees will be set up in KRONOS for a standard meal break of 60 minutes, 45 minutes, 30 minutes, or no lunch. If you take your standard meal break while at work and work for a minimum of 6 ½ hours during the day, you will not need to clock out and in for your meal break. If you are regularly scheduled for a meal break but do not take one at all during the work day, contact your timekeeper to enter a skipped meal.

- ◆ Dial 3-6666 from a designated phone in your work area.
- ◆ Enter your 9 digit Employee ID number provided on your KRONOS information card.
- ◆ Enter 3 to clock out for a meal break (if applicable).
- ◆ Enter 4 to clock in from a meal break (if applicable).
- ◆ Hang up **AFTER** you hear the thank you message so that your information will be recorded.

**Additional information:**

- ◆ Your employee number must be kept confidential. Do not have anybody clock in or out for you.
- ◆ If you work off campus or at a remote location, please see your timekeeper for the off campus phone number. You must be authorized in advance to use this number.
- ◆ If you make a mistake during telephone entry of your information, simply hit the \* or asterisk button twice on the keypad or hang up before you hear the thank you message.
- ◆ If you miss a clocked transaction during the work day, such as failing to clock in or clock out, KRONOS will automatically notify you via the Emory e-mail system via your business e-mail address recorded in the e-profile system.

For department specific information and other special circumstances, please contact your timekeeper.

For general information on KRONOS, please contact Payroll at 404-727-6100