

STUDENT REFERENCE FOR KRONOS

(Time Stamp Java Version)

The Payroll Office will activate jobs as soon as possible, usually within two working days of receipt. You will not be authorized to enter your time into Kronos until your appointment is activated. Contact your supervisor for alternative time recording methods if you are scheduled to work before the appointment is active in Kronos.

Starting My Time timekeeping system (See your supervisor for assistance)

1. Go to the web address <https://mytime.wisc.edu/wfc/logon>
2. Make sure that you have disabled any pop-up blocking software on your computer. . You will also need to have JRE version 1.6.0_7 or 1.6.0_11 loaded on your computer (see your local IT support staff if you don't already have this).
3. Enter your username (**provided by your supervisor**) and your password. The initial default password is your last name, all lower case letters. If your last name is 4 characters or less, add 'pass' to the end. (i.e., Last name is Key, default password is *keypass*).
4. You will then be required to choose a new password when you first log on. Your password must be a minimum of 5 characters (Kronos is case sensitive) and should include numeric characters. Do not include special characters (!, \$, *, etc.).
5. Click LOG ON. (A more detailed User Guide can be found under the My Links tab in Kronos.)



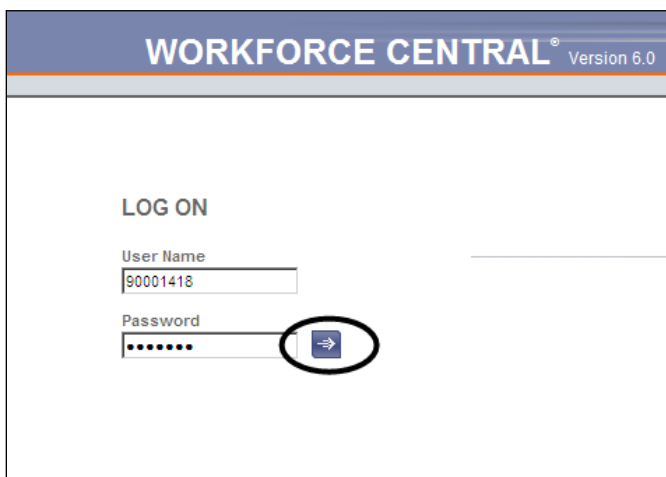
Password Problems

The Person ID numbers (user name) and Passwords are managed by the Payroll Office. Your Person ID number will never change. If you have forgotten your password or exceeded the number of failed attempts to log on, your Kronos access will be locked and you'll need to notify your supervisor. They will then request that Payroll reset your password to the default as noted above. To request a new password please send an email to the Payroll Office at payroll@uwgb.edu indicating that your password will need to be reset and include your person ID number. You will receive notification by email when the password has been reset. If email is not available call 465-2846 and leave a message.

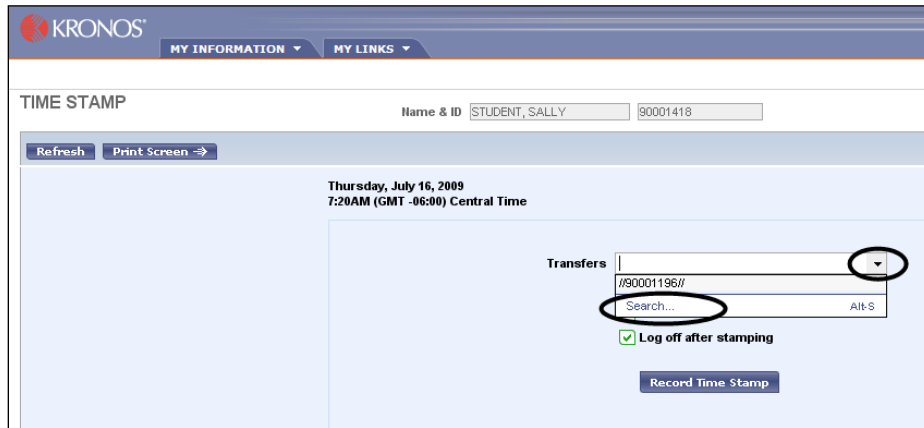
To Punch In at the beginning of your shift:

If this is the end of your shift and you're punching out see: To punch out at the end of your shift on page 2.

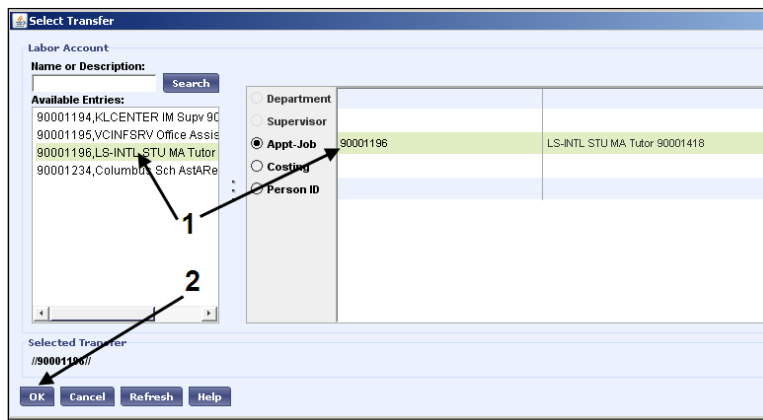
1. Enter your username (Person ID #) and password. Click the arrow.

A screenshot of the Workforce Central login page. The header reads 'WORKFORCE CENTRAL Version 6.0'. Below the header is a 'LOG ON' section with two input fields: 'User Name' containing '90001418' and 'Password' with masked characters. To the right of the password field is a blue arrow button, which is circled in black.

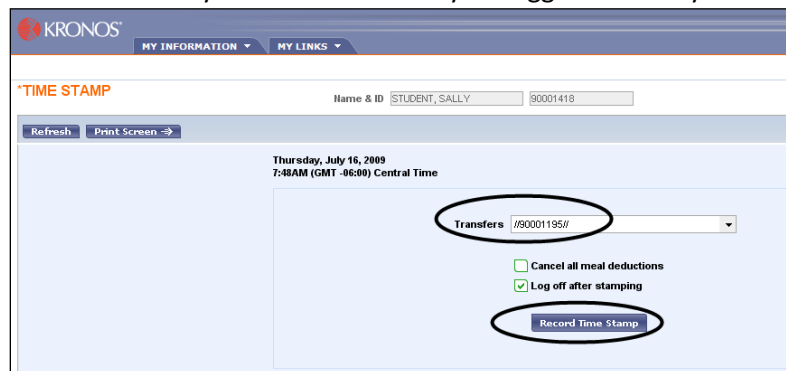
- The Time Stamp screen will display. Next, you must identify the job you're working for this shift. To do this, click the dropdown arrow on the **Transfers** line, then click Search.
*****NOTE: Failure to select a job could result in non-payment for that shift.**



- Steps to identify the job you're working for this shift:

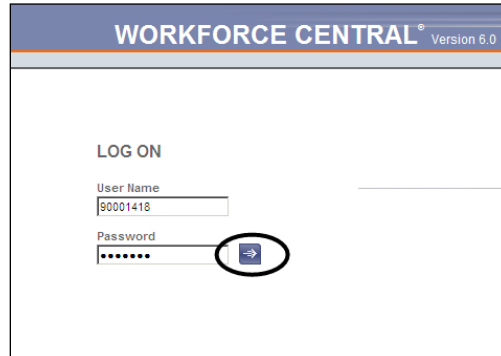


- All active jobs you have will display on the left. Highlight the job you're working this shift. The job will then display in the Appt-Job column on the right. (The description attached to the job should make it easy for you to identify the correct job in the event you have more than one job).
 - Click the **OK** button. You'll be taken back to the **Time Stamp** screen.
- The **Transfers** box will now be populated with the job you just chose. Click **Record Time Stamp** button. Your timestamp will be recorded and you will automatically be logged off the system.

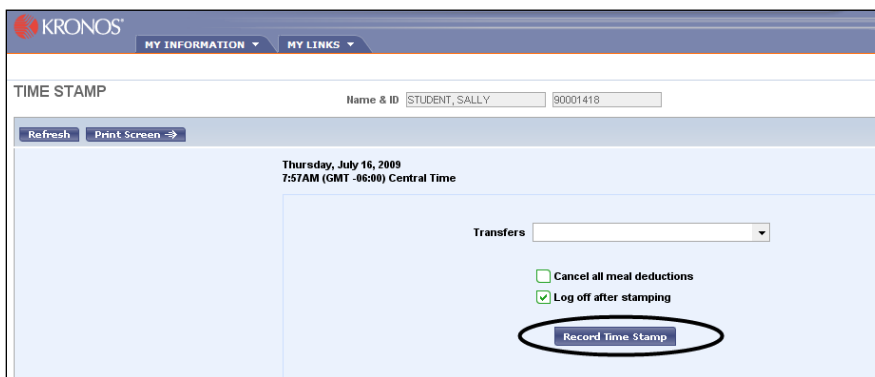


To Punch Out at the end of your shift:

1. Enter your username (Person ID #) and password. Click the arrow.



2. When the Time Stamp screen displays, simply click the **Record Time Stamp** button. **DO NOT** select your job when punching out.



Review Your Timecard

You should review your timecard detail in Kronos weekly to verify that your entries are correct. Any discrepancies should be reported to your supervisor immediately. To view your timecard, do the following:

1. When you are at the Time Stamp screen, select the MY INFO tab, and then My Timecard on the top bar of the web browser. This will bring you into your timecard.
2. The Time Period field at the top of the timecard is where you select the pay period you want to view (previous pay period, current pay period, and other options such as specific dates or range of dates).
3. Once you select the period, your time grid will show all your logged hours for that time period.
4. If you see any missed punches, purple punches, Transfer Boxes that are blank for shifts that you've worked, report these errors to your supervisor immediately.
5. Select the Back on your browser to go back to the Time Stamp screen.