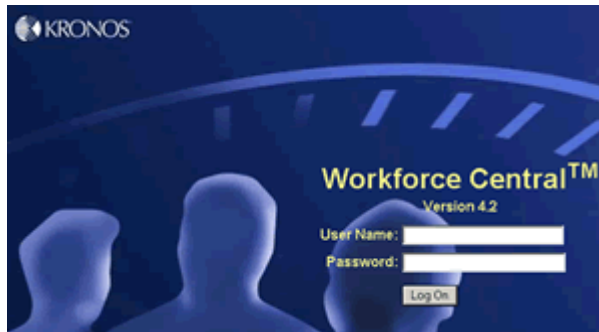


Student Time Clock (Kronos) Quick Reference Guide

From PC ONLY use Internet Explorer to go to: <http://mytime.wisc.edu/wfc/logon>

Log in: Your screen will look like this



Log on- User Name: Person ID # (6 digits that comes from your payroll person)

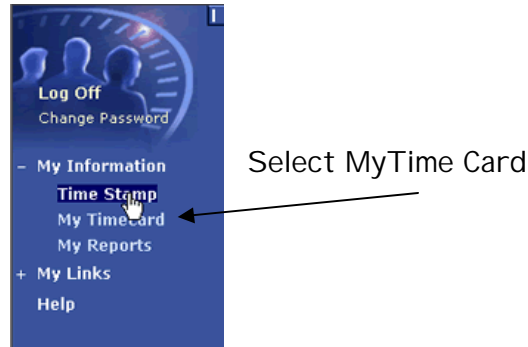
Password -

- The first time you log in your password is your last name in all lower case
 - o If your last name is less than 5 characters long add "pass" to the end. [Ex. onepass]
 - o The first log in will prompt you to change your password - make sure the window is large enough to see all of the options

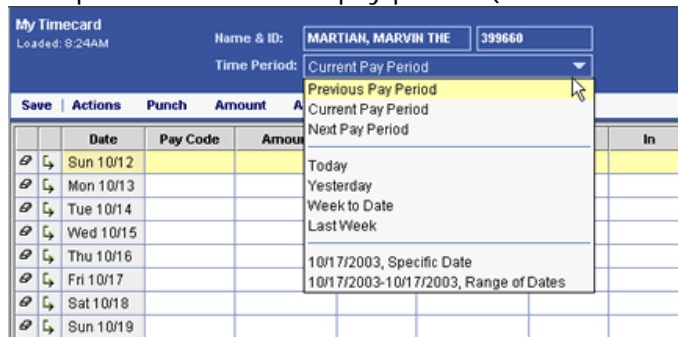


- o Change password now to confirm your new password. Make sure it is something that you can remember since no one else can change it for you.

Punch in/out:



Time Card should open to the current pay period (see below for example)



Below is what your time sheet will look like:

Save	Actions	Punch	Amount	Approvals	Reports					
5		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
		Sun 10/12								
		Mon 10/13								
		Tue 10/14								
		Wed 10/15			7:00AM		10:00AM			
		Thu 10/16			2	Search...	Alt	4		
		Fri 10/17								
		Sat 10/18								
		Sun 10/19								
		Mon 10/20								
		Tue 10/21								
		Wed 10/22								

1. Select the row corresponding to the date you wish to enter work hours against.
2. Enter your Starting time in the **In** column. **PM** must be entered; **AM** is optional.
3. Select your **Appointment/Job** by clicking Search in the **Transfer** drop-down list.
4. Enter in your out time - you must include **pm** if you worked in the afternoon.
5. Click Save. (**Repeat for each day or time that you work in the pay period!)

Getting Ready to Print your time sheet at the end of each pay period:

1. You, the **STUDENT WORKER**, must review your MYTIME CARD and enter all dates and times worked.

Example of where to find the Approved Time sheet

My Timecard
Loaded: 1:13PM
Name & ID: MARTIAN, MARVIN THE 399660
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Approvals | Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Tr
☞	Sun 10/12							
☞	Mon 10/13							
☞	Tue 10/14							
☞	Wed 10/15			7:00AM		10:00AM		
☞	Thu 10/16							
☞	Fri 10/17							
☞	Sat 10/18							

2. Go to Approvals Tab
3. Select Approve from the menu
 - once approved the time sheet turns gray, you do not have the ability to edit or change your time sheet.
4. Click Save

NOW you are ready to PRINT ☺

Log Off
Change Password

- My Genies™
 - Pay-Period Close
 - QuickFind
 - Pay Period Close - A-M
 - Pay Period Close - N-Z
 - Erred-Timecard
 - Group Edit Results
- Reports
- + Setup
- My Links
 - Missed Punch Form
 - My Time Training
 - Timesheet Print-Alternate
 - Timesheet Print-Preferred
- Help

Save | Actions | Punch | Amount | Approvals | Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
☞	Sun 7/17											
☞	Mon 7/18											
☞	Tue 7/19											
☞	Wed 7/20											
☞	Thu 7/21			2:30PM	A194200A194...	4:30PM				2:00	2:00	2:00
☞	Fri 7/22			10:00AM	A194200A194...	11:10AM				1:10		
☞	Fri 7/22			12:20PM	A194200A194...	1:45PM				1:25	2:35	4:35
☞	Sat 7/23											4:35
☞	Sun 7/24											4:35
☞	Mon 7/25			10:00AM	A194200A194...	10:30AM				0:30	0:30	5:05
☞	Tue 7/26											5:05
☞	Wed 7/27											5:05

Totals & Schedule | Accruals | Audits | Sign-offs & Approvals

1. Click on + My Links
2. Choose "Timesheets Print- Preferred"

3. You will get a screen like this (below) – Choose the appointment that relates to this department (A072700 Animal Science)

Employee Access - Appointment Detail

Timesheet (Calc): JUL C STUDENT (07/17/2005 - 07/30/2005)

My Appointments:

Output Type: PDF - View/Print/Save

NO ACTIVE APPOINTMENTS

Create Report Exit

4. click Create Report
5. This will open your Timecard in Acrobat Reader
6. Print your timecard
7. Sign your timecard
8. **YOU MUST GIVE YOUR TIME CARD TO YOUR SUPERVISOR TO SIGN and VERIFY before it is submitted.**
 - No signature from a supervisor means no pay!
 - The Animal Science Department does not accept electronic approval through Kronos at this time. ****PAPER TIME SHEETS MUST BE GENERATED FROM THE KRONOS SYSTEM AND SUBMITTED. ** NO EXCEPTIONS!!**
9. Signed Time sheets are Due by 12:00 (Noon) on Monday's following the end of the pay period.