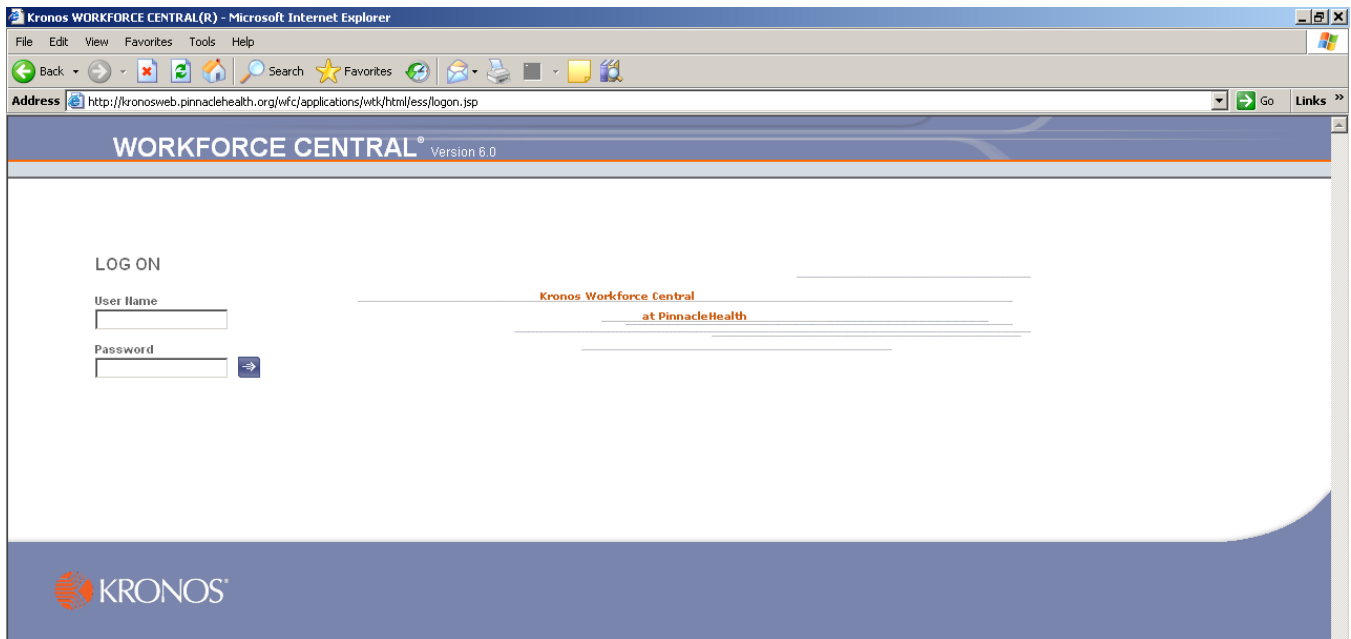


PINNACLE HEALTH SYSTEM

Kronos Employee Self Service



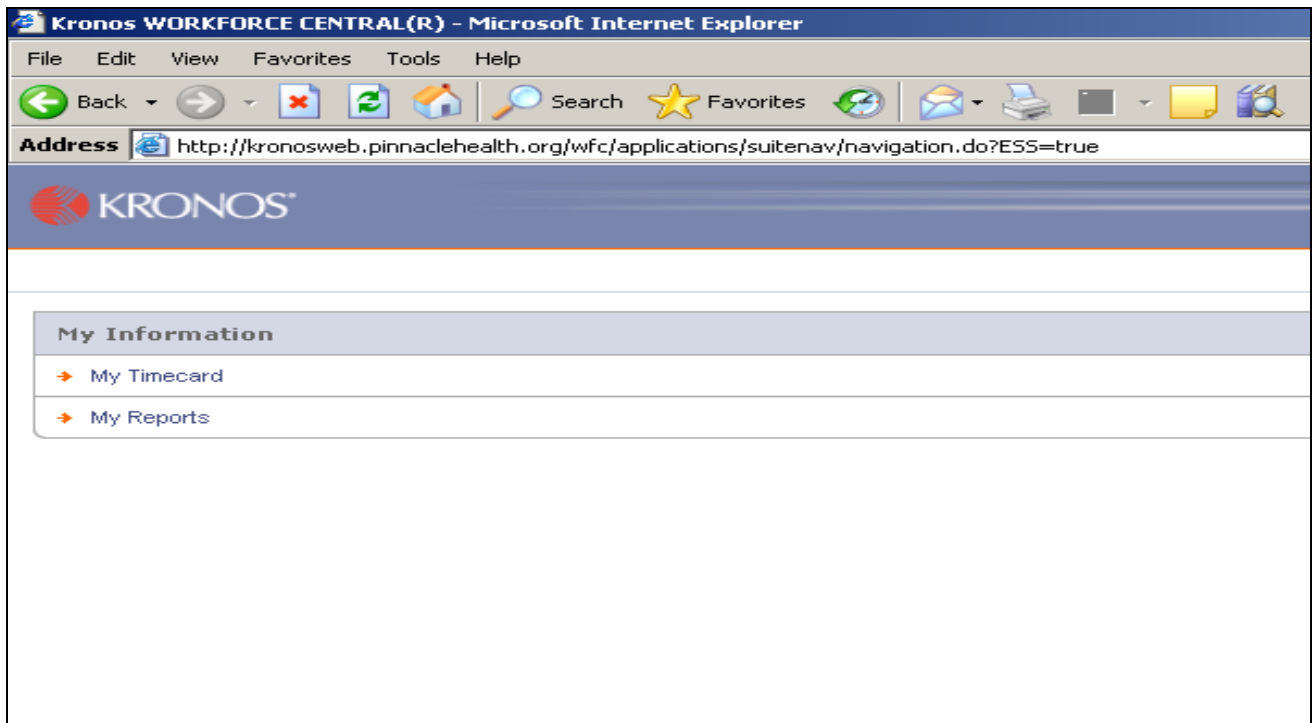
USER NAME = six digit employee ID #

PASSWORD = last 4 digits of social security # and 4 digit birth year (ie...12341977)

If you have questions regarding your timecard, please contact your manager or timekeeper.

If you have problems logging on to Kronos, please contact the Help Desk at 231-8870.

MY INFORMATION



- This is the screen you are brought to after you log in to Kronos
- Click on MY TIMECARD to access your Timecard
- Click on MY REPORTS to access Reports

NOTE.....after you are done in Kronos, please exit using the LOG OFF in the top right corner of the screen

MY TIMECARD

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 9/13							
	Mon 9/14			7:02AM		7:45PM	12.25	12.25
	Mon 9/14	CDF - Charge Diff RN & LPN	12.25					12.25
	Tue 9/15			6:54AM		3:37PM	8.0	8.0
	Wed 9/16			6:56AM		8:01PM	12.5	12.5
	Wed 9/16	CDF - Charge Diff RN & LPN	12.5					12.5
	Thu 9/17			7:01AM		3:52PM	8.25	8.25
	Fri 9/18							
	Sat 9/19							
	Sun 9/20							
	Mon 9/21	HOL - Holiday Earnings	8.0					8.0
	Tue 9/22	PTO - Paid Time Off -Vacation	8.0					8.0
	Wed 9/23			3:01PM				
	Thu 9/24			3:02PM				
	Fri 9/25							
	Sat 9/26							
							Total	57.0

- When you access your timecard, you will be brought to the Current Pay Period.
- You only have the ability to view your timecard, you cannot make any changes to it.
- Red boxes around punches indicate exceptions such as Late In, Early In, Late Out, etc. Put the cursor over the red box to see what the exception is.
- Solid Red boxes indicate a missed punch
- If you want to view a different timeframe, click in the TIME PERIOD drop down box at the top of the screen. *Options include: Previous Pay Period, Last Week, Range of Dates*
- You can Approve your timecard to let you manager/timekeeper know that you have reviewed it.
- You can use the BACK button or HOME to get back to the MY INFORMATION screen

- To view a breakdown of your timecard totals, click on the TOTALS SUMMARY box and a new window with your pay code totals will open.

TOTALS SUMMARY			
Name:		Kronos, Captain	
Time Period:		Current Pay Period (9/13/2009 - 9/26/2009)	
ACCOUNT SUMMARY			
Account	Pay Code	Money	Hours
2009/0000/000000/00000000			
Pinnacle Health Hospitals/empty/Test Cost Center/Test Job Code/Test TK Access			
	CDF - Charge Diff RN & LPN		24.75
	HOL - Holiday Earnings		8.0
	OVT - Overtime Earnings		1.0
	PTO - Paid Time Off -Vacation		8.0
	REG - Regular Pay		40.0
PAY CODE SUMMARY			
	Pay Code	Money	Hours
	CDF - Charge Diff RN & LPN		24.75
	HOL - Holiday Earnings		8.0
	OVT - Overtime Earnings		1.0
	PTO - Paid Time Off -Vacation		8.0
	REG - Regular Pay		40.0
Totals		0.00	81.75

KRONOS BASICS

- Punches round to the nearest quarter hour. Below is a guide for how punches round.

Time of Punch

Nearest Quarter Hour

:53 to :07	rounds to	:00
:08 to :22	rounds to	:15
:23 to :37	rounds to	:30
:38 to :52	rounds to	:45

- While there is 7 minute rounding period on punches, this is only in reference to how you are paid for time worked. You are still considered 'late' for your scheduled shift if you punch in one or more minutes past your scheduled start time.
- Shifts longer than 5.5 hours have a built in 30 minute unpaid meal deduction.
- The workweek begins at 12:00am on Sunday morning and ends at 11:59pm on the following Saturday. Each bi-weekly pay period consists of two consecutive workweeks. For pay purposes, the hours from a worked shift belong to the day where the shift started.



MY REPORTS


REPORTS

Name: Kronos, Captain

View Report Primary Account

AVAILABLE REPORTS

<input type="checkbox"/> Schedule	Time Period <input type="text" value="Current Pay Period"/>
<input type="checkbox"/> Time Detail	Start Date <input type="text"/> 
	End Date <input type="text"/> 

<input type="checkbox"/> Accrual Balances and Projections	As Of <input type="text"/> 
---	---

To run a report on your ACCRUAL BALANCES, SCHEDULE or TIME DETAIL, click on it under AVAILABLE REPORTS and choose the time period you want ...then click VIEW REPORT.

For SCHEDULE and TIME DETAIL reports you can use the options in the TIME PERIOD box, or by the START DATE and END DATE boxes.

REPORT EXAMPLES



SCHEDULE

[Return](#)

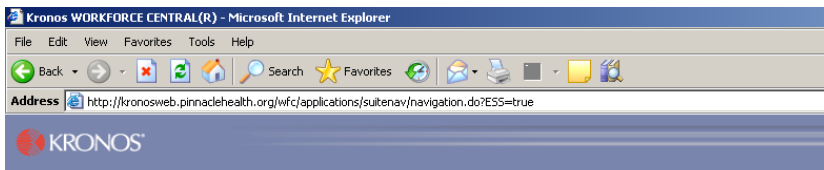
Time Period: Current Pay Period Printed: 6/01/2009
 Dates: 5/24/2009 - 6/06/2009

Name: Kronos, Captain ID: 000000
 Primary Account(s): 5/22/2006 - forever 200/0/0000/0000000/000000000

Standard Hours:
 Daily: 8.0 Weekly: 40.0 Per Pay Period: 80.0

Day Date	In	Out	Shift Label	Shift Type	Pay Code	Amount	Transfer	Work Rule	Shift Total
Comments				Transfer Account					
Tue 5/26	7:00AM	3:30PM	D	Regular					8.0
Wed 5/27	7:00AM	3:30PM	D	Regular					8.0
Thu 5/28	7:00AM	3:30PM	D	Regular					8.0
Fri 5/29	7:00AM	3:30PM	D	Regular					8.0
Sat 5/30	7:00AM	3:30PM	D	Regular					8.0
Mon 6/01	7:00AM	3:30PM	D	Regular					8.0
Tue 6/02	7:00AM	3:30PM	D	Regular					8.0
Wed 6/03	7:00AM	3:30PM	D	Regular					8.0
Thu 6/04	7:00AM	3:30PM	D	Regular					8.0
Fri 6/05	7:00AM	3:30PM	D	Regular					8.0
Totals:						0.0			80.0

To Print the report, click on FILE at the top of the screen, then choose Print.



ACCRUAL BALANCES AND PROJECTIONS

[Return](#)

Date Selected: 5/24/2009 Printed: 6/02/2009
 Name: Kronos, Captain ID: 000000

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Catastrophic Bank	Hour	260.0	5/24/2009	0.0	0.0	260.0	260.0
FMLA	Hour	0.0	5/24/2009	0.0	0.0	0.0	0.0
PTO	Hour	108.0	5/24/2009	0.0	0.0	108.0	108.0