Kronos Workforce Dimensions: Timekeeping - Adjunct Hourly or Student Employees
What is Kronos Workforce Dimensions?

*Kronos Workforce Dimensions* is the new time management system that will be used by ALL USNH employees.

- Kronos replaces 5 different USNH timekeeping systems
- Kronos links with USNH Banner Finance/HR system used to process payroll
- Employees will access Kronos via Desktop / Mobile application process OR a Timeclock
Within Kronos, there are system generated communications and notifications to alert you to action that may require your attention

- Email communications will be sent to the campus email address we have on file in Banner HR.

- Notifications that require action will be displayed - such as a **missed Punch** display in your Control Center when using Desktop or Mobile application or through a clock display for Timeclock users.
What is Changing for YOU?

For current WTE users transitioning to Desktop:

• You will **Punch IN** and **OUT** at the start and end of each shift/day in your desktop / mobile application to document hours worked vs. entering hours worked in WTE at the end of the day or week

For current WTE users transitioning to Time clocks:

• You will **Punch IN** and **OUT** at the start and end of each shift/day at a Timeclock located near your work location vs. entering hours worked in WTE at the end of the day or week
Kronos Learning Resources:

- **Job Aids** – How to **Punch In** and **Out**, and job transfers *(if applicable)* are online

- **Supplemental Job Aids** *(step by step instructions and screenshots)* for actions you can make in Kronos WFD are posted online

- **Overview Presentations** – for **Desktop / Mobile** and **Timeclock** users are posted online for access and review at anytime
Overview Objectives

After completing this review, you should have an understanding of how to do the following:

• Access and navigate in Kronos Workforce Dimensions (*desktop or mobile*)
• Enter **IN** and **OUT** Punch times using **Punch In/Punch Out** buttons
• Navigate your **Timecard** to perform edits/corrections
• **Approve your Timecard** on a bi-weekly basis, & prior to the deadline
Navigating your Home Page
Access Workforce Dimensions - Desktop

- **Login to Workforce Dimensions via USNH Single Sign-On (SSO)**
  
  https://usnh-sso.prd.mykronos.com
  
  - **Tip:** bookmark the login page for future use

- Takes you directly to your Kronos home page, where you can:
  
  - Access, view and modify your data using tiles
  
  - Configured to reflect your role

**Job Aid: Getting Started - Employee Desktop**
Download the "WF Dimensions" application for use on your mobile device

- Full functionality, in a mobile-enhanced view.
- Download from the Apple app store or android app store (such as Google Play.)
- When asked, use the same URL as the desktop:
  https://usnh-sso.prd.mykronos.com
Navigating the Home Page

- Access Main Menu
- Take actions directly in this tile
- Click tile background to view source
- Home page icon
- Alert icon
Viewing alerts and accessing the Control Center

To view your alerts:

• Click the Bell icon to view a summary of alert(s)

• Click View All to view the Control Center

• Click a category in the My Notifications tile
Control Center

Job Aid: Review Control Center Notifications
Signing Out

When you are done:

• Access the **Main Menu**
• Select **Sign Out** to exit

**NOTE:** Kronos Workforce Dimensions will automatically log you out after 10 minutes of inactivity on desktop or mobile screen.
Time Entry via Desktop
Punching In and Out

• Time is recorded via Punch tile and is added to your MY Timecard
  Provides accurate, timely documentation of hours worked

• Punch Locations
  You should only be punching in at your designated work locations

• Employees with multiple jobs
  Required to complete steps to select correct job you are punching In for.

*See Job Aid – “Using the Punch Tile – Select Transfer Position”

Job Aid: Using the Punch Tile OR Using the Punch Tile – Select Transfer Position
Punching In and Out (cont.)

Track hours worked by clicking on **Punch IN** and **OUT** according to your work schedule

- If you forget to **Punch Out** one day, you will be alerted at your next punch – of a **Missed Punch**
  - Fix immediately or access timecard later to make correction, **but prior to the end of that pay period**

**Supervisors are required to Approve ALL edits on a timecard.**

They receive an email alerting them of any Pending edits you made on your timecard that require their approval.
¼ Hour Rounding Rules - for Punching IN and OUT

**Rounding Rules** calculate an employee’s IN or OUT Punch time to the nearest ¼ hour

- Chart shows example of how a Punch anytime during **7:53 to 8:07** would round to an 8:00am Start Time

**Examples:**

**Punch IN** at 7:52am would round back to a start time of 7:45am

**Punch OUT** at 4:38pm would round up to an end time of 4:45pm

<table>
<thead>
<tr>
<th>Actual Start Time</th>
<th>Rounded Start Time (Quarter Hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:53-8:07</td>
<td>8:00</td>
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<tr>
<td>8:08-8:22</td>
<td>8:15</td>
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<tr>
<td>8:23-8:37</td>
<td>8:30</td>
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<tr>
<td>8:38-8:52</td>
<td>8:45</td>
</tr>
<tr>
<td>8:53-9:07</td>
<td>9:00</td>
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</tbody>
</table>
If you worked 5 or more consecutive hours, CONFIRM whether you took your unpaid meal break:

YES  OR  NO  AND  WHY?

I certify I took an unpaid meal break within 5 consecutive hours of my workday and in compliance with NH Department of Labor law RSA 275:30-a ("An employer may not require an employee to work more than 5 consecutive hours without granting him a 1/2 hour lunch or eating period, except if it is feasible for the employee to eat during the performance of his work, and the employer permits him to do so.").

YES  OR  NO

Submit  Cancel

Why did you miss your owed meal break today?

Mutual agreement with supervisor to work...
Worked through my meal break without s...
Meal break was not provided

Submit  Cancel
Navigating My Timecard
Viewing My Timecard

From **Main Menu**:

- Select **My Information**
- Select **My Timecard**

OR use your **Timecard** tile which contains:

- Total number of exceptions in your timecard
- Name & day that someone other than you edited your timecard
- Click tile to **My Timecard**

**Job Aid: View My Timecard**
### Hourly Timecards

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>Absence</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
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<td>Sat 10/03</td>
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<tr>
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<td>12:55 PM</td>
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<td></td>
<td></td>
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<tr>
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<td>12:07 PM</td>
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**Job Aid:** View My Timecard
Performing Timecard Tasks
Add, Edit & Delete Punches

Add, edit or delete a punch error and provide details on exceptions in My Timecard and SAVE

EX: A Missed punch are called out by a solid red block in the missing field

IMPORTANT:
• Your SAVED edits don’t re-appear on your timecard UNTIL they have been approved
• You can view your edits by selecting View Pending. All Pending edits MUST be approved by the end of pay period before a timecard can be approved and sent to payroll.

Job Aid: Add, Edit & Delete Punches
Adding Comments

• Add comments on your Timecard to explain a punch, or exceptions

• Choose from list of available comments
  – Do ENTER comments that explain a missed punch, a late in/out punch or an early in/out punch.
  – Do NOT disclose personal, private information in your comments.

• You can add more than one comment

• View comment details in My Timecard, by hovering over the comments bubble icon

NOTE: You may be able to type additional notes to accompany the comment(s).
Approving Your Timecard

• You are required to approve your timecard at the close of each pay period

• On My Timecard – review the correct pay period, check your Totals & then click APPROVE

• Once your manager approves your Timecard, you will not be able to make additional edits
USNH/Kronos Workforce Dimensions site:

https://usnh-ssoprd.mykronos.com/

Visit the UTime/Kronos webpage to find:

- Announcements
- Training presentations
- Job Aids
- Contact info for Campus System Admins

https://www.usnh.edu/human-resources/kronos-information-and-resources