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 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** - for **Punching In** and **Out**, and job transfers (*if applicable*) are online and also posted at every Time clock.

- **Supplemental Job Aids** (*step by step instructions and screen shots*) 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.
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-Out or Punch Transfer
- 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**
- **Home page icon**
- **Take actions directly in this tile**
- **Alert icon**
- **Click tile background to view source**
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
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

**IMPORTANT:** Employees with -

- 1 position – Use Punch In-Out button to punch in
- 2 or more positions - Use the Punch Transfer button to select the correct job you are punching in for

- Follow correct Job Aid

**Job Aid:** Using the Punch Tile OR Using the Punch Transfer Button
Punching In and Out (cont.)

Track hours worked by Punching IN and Punching OUT

Multiple Punches are interpreted as alternating IN and OUT punches:

• 1st punch of the day is a IN punch
• 2nd punch is assumed to be an OUT punch

• If you have a work schedule in Kronos and miss a punch, you will be prompted at your next punch to correct it. You can:
  • Fix immediately or access your timecard later to make the correction, but prior to the end of that pay period
  • Supervisors Approve all corrected punches on a timecard
¼ Hour Rounding Rules - for Punching IN and OUT

**Rounding Rules** calculate an employee’s IN or OUT Punch time to the nearest 1/4 hour

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

- Keep an eye on your punching each day, because if you **Punch IN Early** or **Punch OUT Late** outside of the quarter round you could trigger overtime for that day/week

<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>
</tr>
<tr>
<td>8:08-8:22</td>
<td>8:15</td>
</tr>
<tr>
<td>8:23-8:37</td>
<td>8:30</td>
</tr>
<tr>
<td>8:38-8:52</td>
<td>8:45</td>
</tr>
<tr>
<td>8:53-9:07</td>
<td>9:00</td>
</tr>
</tbody>
</table>

**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
Punching OUT & Meal Attestation – (After 5 or more hours worked)

If you worked 5 or more consecutive hours, CONFIRM whether you took your unpaid meal break:

YES  OR  NO  AND  WHY?

Confirm

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

Submit

Cancel

Confirm

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.”)*

NO

Submit

Cancel

Confirm

Why did you miss your owed meal break today?

Mutual agreement...

Mutual agreement with supervisor to work...

Worked through my meal break without s...

Meal break was not provided
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

![Hourly Timecards](image)

## Job Aid: View My Timecard

### Timecard Add-ons Bar
Performing Timecard Tasks
Add, Edit & Delete Punches

• Correct errors and provide details on exceptions in **My Timecard**
  EX: Missed punches are called out by a **solid red block** in the missing field

• If punches don’t align with a schedule *(if you have one)*, an indicator appears in the cell containing the issue

**IMPORTANT:**
• Edits don’t appear on your timecard *until they have been approved*
• You can view your unapproved edits by selecting **View Pending**

**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 – be sure you are reviewing the **Current Pay Period** display & APPROVE

• Once your manager approves your Timecard, you will not be able to make additional edits
Resources

USNH/Kronos Workforce Dimensions site:

https://usnh-sso.prd.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