

How to Enter Your Hours in Kronos

1. Login to Kronos at <https://timekeeping.ucsb.edu/> using your UC Net ID
2. Enter your hours daily using increments of .25
 - a. Choose the date

		Date	Pay Code	Amount	In	Transfer
+	✕	Sun 7/01				
+	✕	Mon 7/02				

- b. Under **Pay Code** select Hours Worked

		Date	Pay Code	Amount	In	Transfer
+	✕	Sun 7/01				
+	✕	Mon 7/02	Hours Worked			

- c. Under **Amount** type in the number of hours worked.

		Date	Pay Code	Amount	In	Transfer
+	✕	Sun 7/01				
+	✕	Mon 7/02	Hours Worked	2.75		

- d. One line = one type of work, Press the **+** Button to add another row.

3. Transfer your hours by selecting the appropriate Account String
 - a. Look for the correct pay rate (Group vs. Individual Rate)

✓ -
Approve Timecard

		Date	Pay Code	Amount	In	Transfer
+	✕	Mon 7/16				
+	✕	Tue 7/17	Hours Worked	3.00		680103/20258/PROGWR/0/CLSR14000/18.98/11
+	✕	Wed 7/18	Hours Worked	3.00		680103/20258/PROGWR/0/CLSR14000/18.98/11
+	✕	Thu 7/19	Hours Worked	6.00		CLSR_18.98 {680103-20258-PROGWR-0-CLSR14000-11} CLSR_24.42 {680103-20258-PROGWR-0-CLSR14000-12} Search...

4. Decide if a comment is necessary, if so, add it.

- a. Do not require a comment

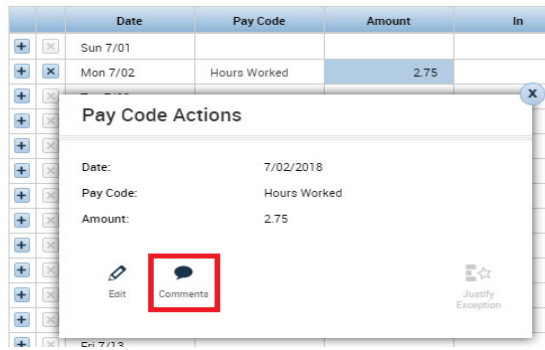
- i. Drop In
 - ii. Groups
 - iii. Appointments

- b. Comment Required

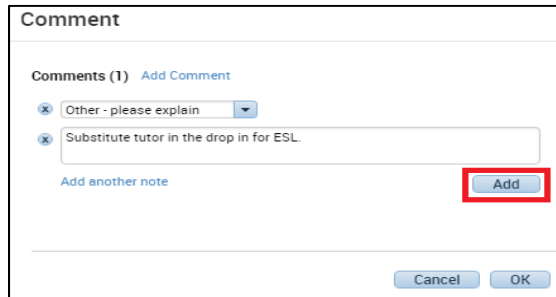
- i. Individual (ICA & DSP) & Review Sessions
 - ii. Lecture or Prep
 - iii. No-Shows
 - iv. Substitutions

c. To add a comment

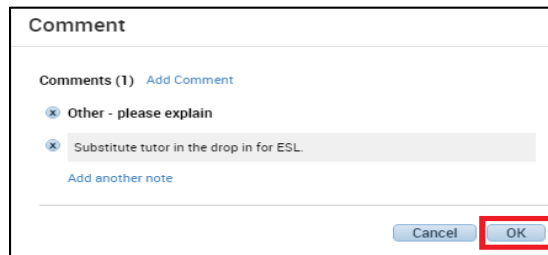
- i. Right click in the **Amount** column over the hours you have added and select **Comments**.



- ii. Select **Other** in the type field and type a note explaining the work done.



- iii. Press **Add** and then **ok**.



iv. Example comments

1. "Lecture"
2. "ICA – Student Name"
3. "Training"
4. "Substitute tutor for _____ (name)"

5. Every other week on Friday approve your timecard. This is your electronic signature.

