The **Campus Kronos Timekeeping System** is utilized by **UAB Campus nonexempt employees** to track time worked on a daily basis and document paid non-worked hours (benefit time). The system is an internet based system, and can be accessed from a designated UAB comptuer. To access the Campus Kronos Timekeeping System, you must have your Blazer ID and strong password.

1. Go to [www.uab.edu/adminsys/](http://www.uab.edu/adminsys/).

2. Click on the **Campus Kronos** button.
3. Login using your **Blazer ID** and **Password**.

**NOTE:** Having trouble logging in? Visit BlazerID Central for help or to reset your password. Contact AskIT at 205.996.5555 if you have any problems using this system or your BlazerID.

**Kronos** opens displaying your **Navigator** window.

**NOTE:** The **Navigator** defaults to the **My Information** view for your primary assignment only.
By default, the **My Timecard** widget displays your timecard for the current pay period.

**NOTE:** To view your timecard for a previous pay period, click on the drop down arrow and select **Previous Pay Period**.

4. To Punch In or Punch Out, click the **Record Timestamp** button on the **My Timestamp** widget.

The exact time recorded will display in the **My Timestamp** widget.
NOTE: LOOK FOR THE ACCEPT CHECKMARK AND CONFIRM STATEMENT THAT YOUR PUNCH WAS ACCEPTED/RECORDED.

As long as the Recorded Time is correct and the accept checkmark/statement displays in the My Timestamp widget, your punch was accepted/recorded.

!!!!!!DO NOT CLICK THE RECORD TIMESTAMP BUTTON MULTIPLE TIMES!!!!!!

5. To see the recorded punch on the My Timecard widget, click the Refresh icon.

The actual time recorded will display in the IN or OUT column based upon the punch.

NOTE: AFTER CLICKING THE RECORD TIMESTAMP BUTTON, CONFIRM YOUR PUNCH WAS ACCEPTED (ACCEPT CHECKMARK) WAIT 30 SECONDS BEFORE CLICKING ON THE REFRESH BUTTON.
**NOTE**: If you forget to *Punch In* upon returning from your lunch/break or at the end of the work day, a missed punch will be added to your timecard.

A missed punch will show as a red box. The Campus Kronos Time Editor must resolve the missed punch prior to entering total hours for the day on your Kronos TEL document.

The total number of hours worked, for the day, displays in the **Daily** column.

**Example**: 8.50 = 8 hours and 30 minutes

**NOTE**: The system will create additional lines as needed based upon the number of punches recorded.
6. To record any **paid non-worked hours** on your **Kronos Timecard** for the current pay period.

1. Click on the **Date** to select it
2. Select the **Pay Code** from the drop-down list in the Pay Code box
3. Enter the number of hours to be paid in the **Amount** box
4. Click on the **Save**.

**NOTE**: Non-worked hours include but are not limited to:
- Bad Weather
- Bereavement
- Jury Duty
- Military Leave
- Personal Holiday
- Sick
- Holiday

7. To display the **Totals** view, click on the **Totals Drawer**.

**Totals Tab**: displays, worked hours and paid non-worked hours

**Note**: Worked hour totals display in shift pay codes based upon the defined shift zones per **UAB HR Policy 204**.
**Nonexempt Employee Training Documentation**

**Totals Tab:** displays worked hours and paid non-worked hours as entered on the Kronos Timecard in the **Pay Code** and **Amount** columns.

*Note:* Worked hour totals display in shift pay codes based upon the defined shift zones per UAB HR Shift Policy 204.

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAB43/000000/P0122911+/+++</td>
<td>Count to Accruals</td>
<td>10.5</td>
</tr>
<tr>
<td>UAB43/000000/P0122911+/+++</td>
<td>Total Non Worked Hours</td>
<td>0.0</td>
</tr>
<tr>
<td>UAB43/000000/P0122911+/+++</td>
<td>Vacation</td>
<td>0.0</td>
</tr>
<tr>
<td>UAB43/000000/P0122911+/+++</td>
<td>Work Shift A</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Accruals Tab:** display accrual balances as of the beginning of the current pay period.

*Note:* Accrual balances adjust as balance driven **Pay Codes** are entered on the Kronos Timecard for the current pay period.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Accrual Available Balance</th>
<th>Accrual Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Holiday</td>
<td>17.0</td>
<td>Hour</td>
</tr>
<tr>
<td>Sick</td>
<td>7.42</td>
<td>Hour</td>
</tr>
<tr>
<td>Vacation</td>
<td>18.5</td>
<td>Hour</td>
</tr>
</tbody>
</table>
8. Once you have completed all timecard entries for the current pay period, you will need to **certify** and **approve** your Kronos Timecard.

**To Certify your Timecard:**
1. Right click on the **last out punch** of the pay period.
2. From the **Punch Actions** box, click on the **speech callout icon** to open the **Comment** box.
3. Select “**I Certify My Timecard is Correct**” from the drop down.
4. Click **OK**.
5. Click on the **Save**.

**Note:** a speech callout icon will display on the last out punch for the pay period, indicating you have “**certified**” your timecard is correct.

**To Approve your timecard:**
1. Click on the **Approve Timecard** drop down arrow and select **Approve Timecard**.
   Once approved the Kronos Timecard will change colors indicating employee has approved the timecard.
2. To remove approval, click on the **Approve Timecard** drop down arrow and select **Remove Timecard Approval**.

**Note:** Once approved the Kronos Timecard locks for employee update. Approval must be “removed” to create a punch record or add/change paid non-worked Pay Codes.
9. Proceed to enter the total number of **Daily hours (worked and non-worked)** entered on the Kronos Timecard onto the Kronos TEL document.

10. To sign out, click the **Sign Out** button.

!!!!TO COMPLETE THE SIGN-OFF PROCESS, AND TO PROTECT YOUR Kronos INFORMATION, PLEASE COMPLETELY EXIT YOUR BROWSER!!!!!!