

# KRONOS Instructions for Emory's Regular Biweekly Staff

**KRONOS is an automated time and attendance system for recording hours worked.**

- ◆ KRONOS allows you to use the telephone to record hours worked per Employee ID number.
- ◆ KRONOS allows you to use the telephone to record your vacation, sick, and floating holiday leave hours taken.
- ◆ KRONOS automatically calculates your total hours for the pay period, so a paper timesheet is not required.
- ◆ You are identified in KRONOS by a **9 digit Employee ID number**. The number consists of your current **7 digit Employee ID plus a 2 digit record number (00, 01, 02, etc)**. *Please be sure to use the correct 9 digit Employee ID for each job.* Staff who have or have had more than one Emory job will have multiple employee numbers. The difference may only be the last digit.
- ◆ KRONOS allows you to check on your hours worked and leave balances via telephone (through the Time Status Inquiry System and via the KRONOS reports on the Payroll website).

**You will be given a KRONOS information card with:**

- ◆ your 9 digit Employee ID number that identifies you with a job and department
- ◆ the name and phone number of your timekeeper in case you have a question or need to make a correction or adjustment
- ◆ the instructions on using the system to call to clock in and out, to record vacation, sick and floating holiday leave hours, and to check your hours worked and leave balances
- ◆ the phone numbers for accessing KRONOS and TSIS

**To clock in/out:**

- ◆ Dial 2-6666 from a designated phone in your work area.
- ◆ Enter your 9 digit Employee ID number provided on your KRONOS information card.
- ◆ Enter 1 to clock in.
- ◆ Enter 9 to clock out.

Note: KRONOS "rounds" the time to the nearest 15 minutes, based on 7½ minute intervals.

Examples: **9:07** would round to **9:00**  
**9:08** would round to **9:15**  
**9:25** would round to **9:30**

- ◆ Hang up **AFTER** you hear the thank you message so that your information will be recorded.

**To record meal breaks:**

Most employees will be set up in KRONOS for a standard meal break of 60 minutes, 45 minutes, 30 minutes, or no lunch. If you take your standard meal break while at work and work for a minimum of 6 ½ hours during the day, you will not need to clock out and in for your meal break. If you are regularly scheduled for a meal break but do not take one at all during the work day, contact your timekeeper to enter a skipped meal.

- ◆ Dial 2-6666 from a designated phone in your work area.
- ◆ Enter your 9 digit Employee ID number provided on your KRONOS information card.
- ◆ Enter 3 to clock out for a meal break (if applicable).
- ◆ Enter 4 to clock in from a meal break (if applicable).
- ◆ Hang up **AFTER** you hear the thank you message so that your information will be recorded.

**To record vacation/sick/floating holiday leave taken:**

Leave hours may be recorded in advance of or after the leave, as long as they are not recorded later than the pay period in which the leave occurs. Record leave hours only after seeking approval of the leave from your supervisor.

- ◆ Dial 2-6666 from a designated phone in your work area.
- ◆ Enter your 9 digit Employee ID number provided on your KRONOS information card.
- ◆ Enter the special code of 81.
- ◆ Press the # key and KRONOS will default to that specific job. Do not enter your department number.
- ◆ Enter the appropriate leave code:  
822=Vacation  
345=Floating Holiday  
725=Sick
- ◆ Enter the date leave is to be taken in MMDD format (ex. 0501 =May 1) or press # for today's date.
- ◆ Enter the number of leave hours to be taken using four number format (ex. 0800=8 hours, 0425=4 ¼ hours).
- ◆ If you are finished, enter 9 and hang up **AFTER** the thank you message so that your information will be recorded.
- ◆ If you need to enter another transaction of the same type and number of hours for the very next day, enter 4. Continue until you are finished recording hours, then enter 9 and hang up **AFTER** the thank you message so that your information will be recorded.
- ◆ If you need to enter another transaction of a different type, different number of hours, or not on the very next day, enter 1 and repeat steps above. Then enter 9 and hang up **AFTER** the thank you message so that your information will be recorded.

**Additional information:**

- ◆ Your employee number must be kept confidential. Do not have anybody clock in or out for you.
- ◆ If you work off campus or at a remote location, please see your timekeeper for the off campus phone number. You must be authorized in advance to use this number.
- ◆ Special types of leave, such as jury duty, bereavement, and extended leaves of absence, will be entered into KRONOS by your timekeeper.

- ◆ If you make a mistake during telephone entry of your information, simply hit the \* or asterisk button twice on the keypad or hang up before you hear the thank you message.
- ◆ If you miss a clocked transaction during the work day, such as failing to clock in or clock out, KRONOS automatically will notify you via the Emory e-mail system via your Business e-mail address listed in e-profile.

For department specific information and other special circumstances, please contact your timekeeper.

For general information on KRONOS, please  
**contact Payroll at (404) 727-6100**