



EMORY
UNIVERSITY

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How Do I Use the Kronos Webclock?



How Do I Use the Kronos Webclock System?

Overview

In January of 2023, Kronos will no longer support our telephone clocking system. This lack of vendor support leaves Emory vulnerable to security and system support risks. Due to this risk, Emory has adopted Kronos' web-based clocking system. The web-based system can be easily accessed from any internet-enabled device that has a web browser. No software download is required. Depending on your role and work area/department, you can log into Kronos from the following:

- Desktop
- Laptop
- Mobile Phone
- Kiosk


Emory University non-exempt employees and hourly paid student workers are impacted by this change. Further policy information is available in the [Official University Policy – Time & Record Keeping](#).

Navigation

Emory Human Resource (HR) Homepage > Employee Self-Service > Kronos

When to Log in to Kronos

Please use the table below to understand when a timestamp needs to be recorded.

 Note: Only use the Kronos web clocking system to record timestamps upon arrival to your designated work area, unless you are advised otherwise by your supervisor or manager.

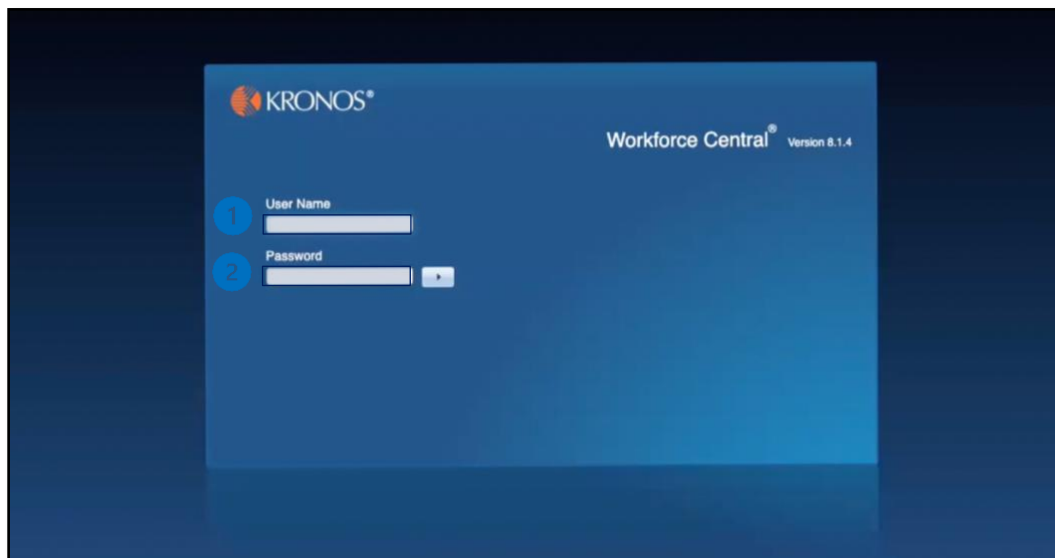
No.	Descriptions
1.	When you arrive at your designated workstation.
2.	When you take a lunch period outside my default lunch deduction (i.e. I usually take 1 hour but took 30 minutes) <u>Note: You will punch out and in.</u>
3.	When you finish work day.

How to Log in to Kronos

Instructions

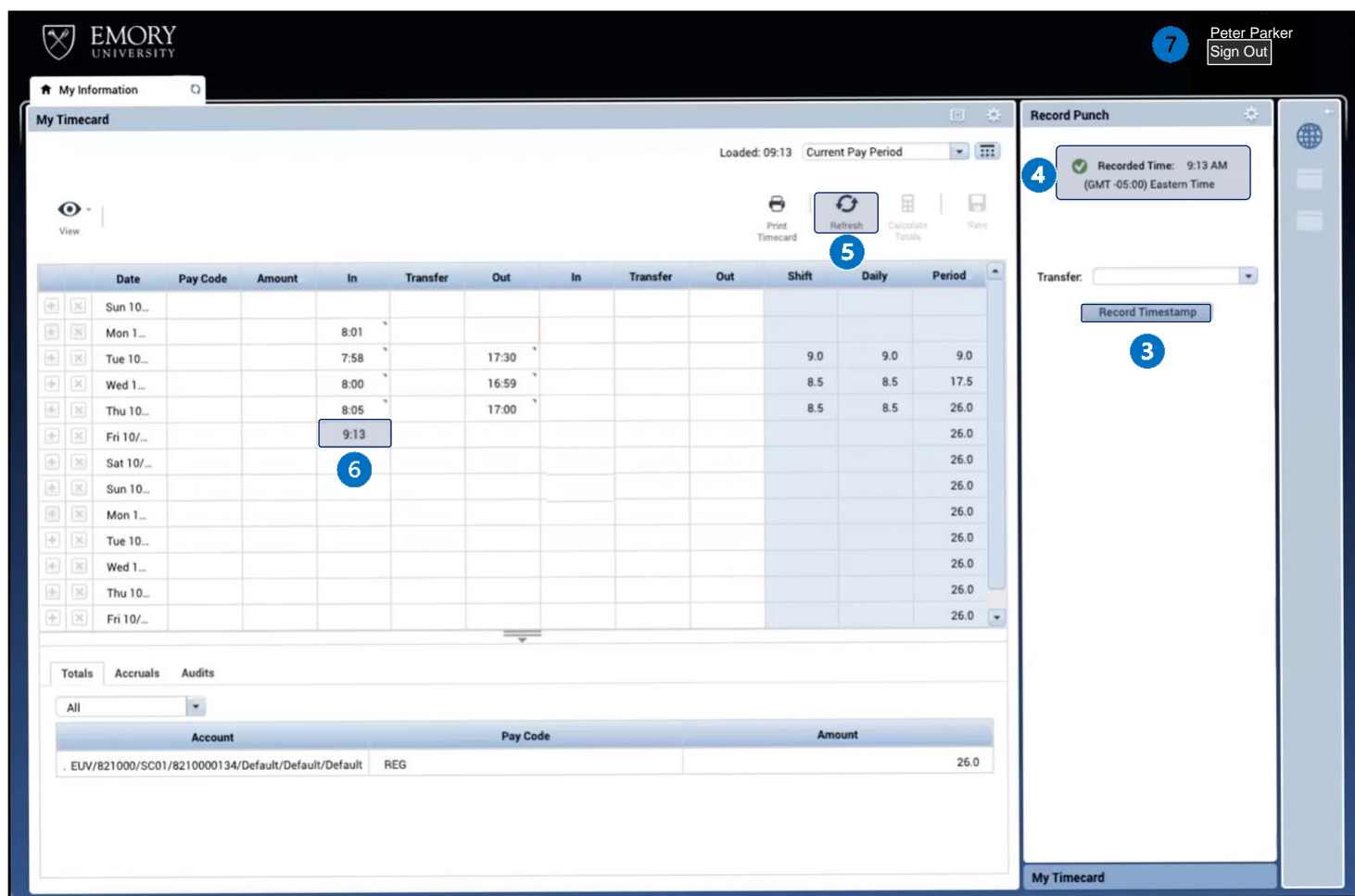
Use your Emory netID and password on the login page:

 Note: The User Name must be entered in lowercase to be permitted access to the webclock.



Steps	Actions
1.	Enter the User Name . <u>Reminder: The username is case-sensitive and must enter in lowercase.</u>
2.	Enter the Password and click the Login button.


My Timecard



Steps	Actions
3.	Click the Record Timestamp button.
4.	Verify the timestamp has been recorded. <u>Note: After the timestamp has been recorded, please wait about 10 seconds to process the time punch before moving to the next step.</u>
5.	Click the Refresh button.
6.	Verify the timestamp is reflected on the timecard.
7.	Click Sign Off to log out of the system. <u>Note: Repeat these steps for each occurring action discussed in the When to Log In to Kronos section.</u>

How to Correct Timestamps

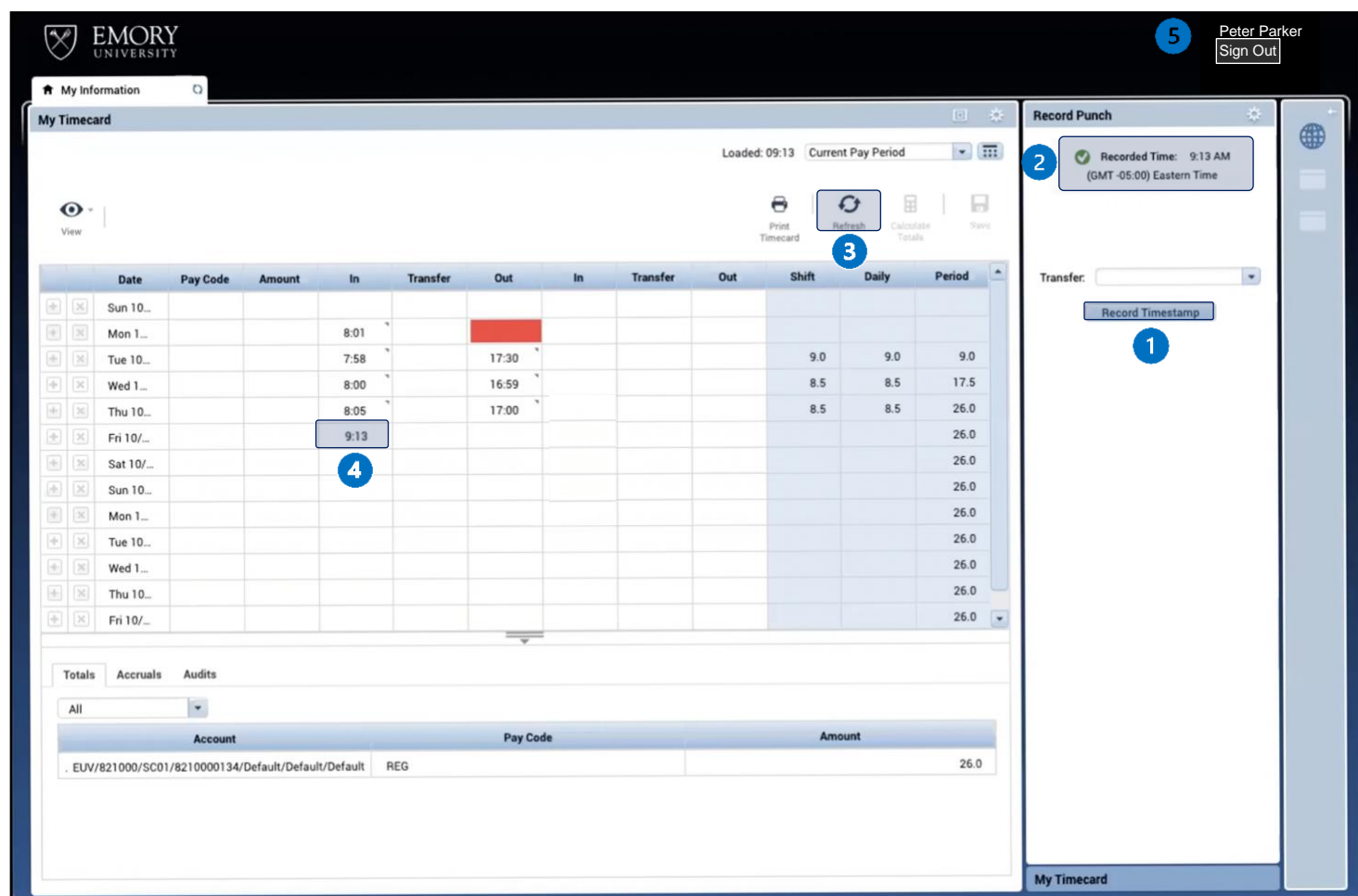
Please use the table below to understand when a timestamp needs to be corrected.

 Note: Kronos will update all timestamps when your designated timekeeper submits corrections in [Emory's Timecard Adjustment System \(ETAS\)](#).

No.	Descriptions
1.	When you need to correct a missing punch.
2.	When you need to adjust a standard lunch break.
3.	When you need to add punches for work time not recorded.

My Timecard

Please refer to the [How to Log In to Kronos](#) section for instructions to navigate to the screen below:



My Timecard

Loaded: 09:13 Current Pay Period

View

Print Timecard Refresh Calculate Totals Save

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sun 10...											
Mon 1...			8:01								
Tue 10...			7:58		17:30				9.0	9.0	9.0
Wed 1...			8:00		16:59				8.5	8.5	17.5
Thu 10...			8:05		17:00				8.5	8.5	26.0
Fri 10/...			9:13								26.0
Sat 10/...											26.0
Sun 10...											26.0
Mon 1...											26.0
Tue 10...											26.0
Wed 1...											26.0
Thu 10...											26.0
Fri 10/...											26.0

Totals Accruals Audits

All

Account	Pay Code	Amount
. EUV/821000/SC01/8210000134/Default/Default/Default	REG	26.0

Record Punch

Recorded Time: 9:13 AM (GMT -05:00) Eastern Time

Transfer:

Record Timestamp

My Timecard

Steps	Actions
1.	Click the Record Timestamp button.
2.	Verify the Timestamp has been recorded. <u>Note: After the timestamp has been recorded, please wait about 10 seconds to process the time punch before moving to the next step.</u>
3.	Click the Refresh button.
4.	Verify the timestamp is reflected on the timecard. <u>Note: The red box signifies a missed “out” time punch.</u>
5.	Click Sign Off to log out of the system.

Timekeeper - ETAS

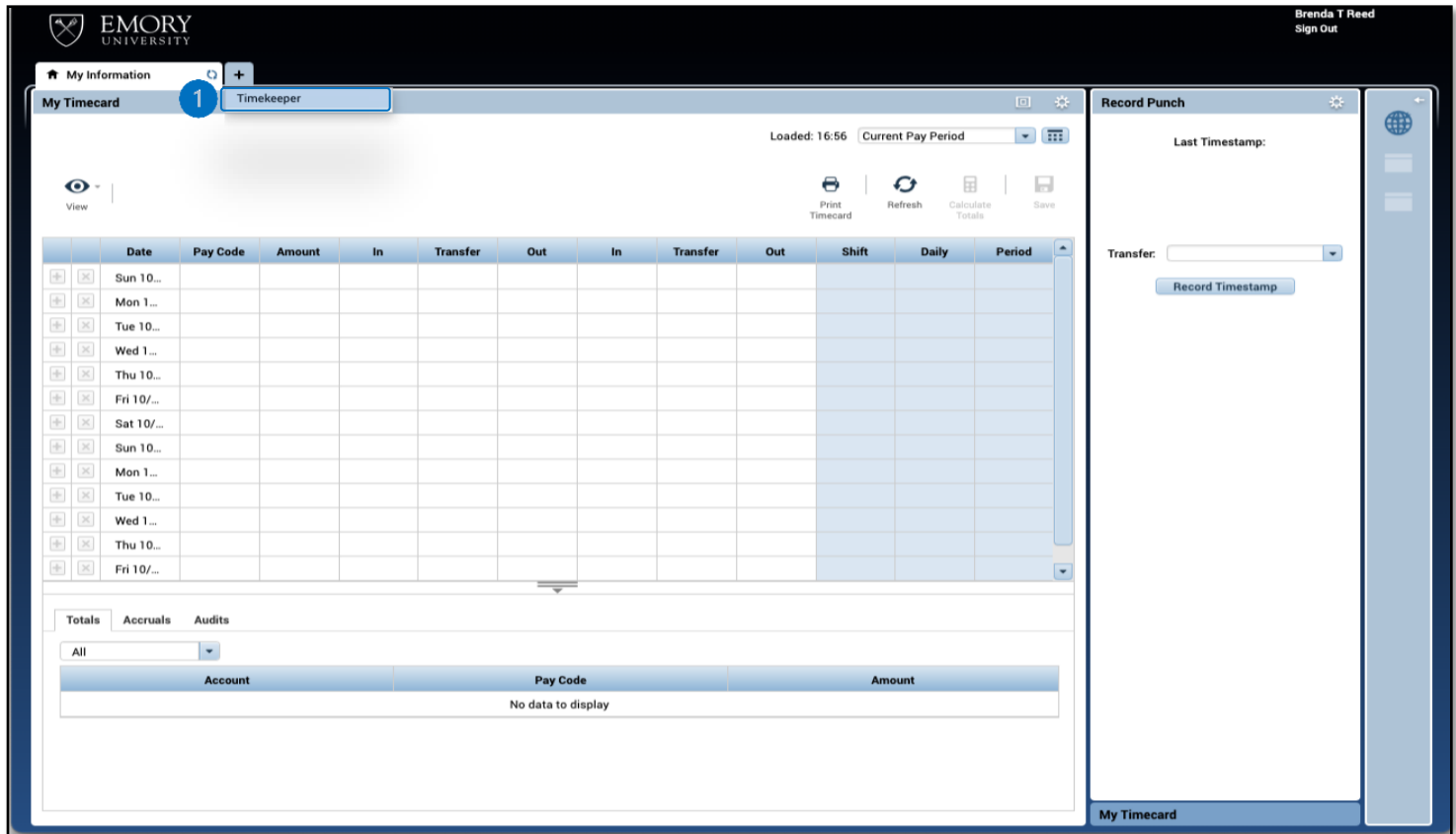
Please refer to your Supervisor or Manager for designated Timekeeper information:

Steps	Actions
6.	Log in to ETAS .
7.	Add the correct time in the red missing punch box.
8.	Save. <u>Note: Once you log back into Kronos, you will see the reflected changes.</u>
9.	Log off.

Kronos Webclock - Timekeeper View

Some employees may possess both roles of a timekeeper and an hourly employee. They will be able to see additional information in Kronos.

 Note: Please continue to use ETAS to adjust timecards.



No.	Actions
1.	Click the '+' to access additional timekeeper information.

No.	Descriptions
2.	Review the employees' information .
3.	Click the Emory Timecard Adjustments System to navigate to ETAS to make any applicable adjustments.