

# Activity Tracking in Kronos - CPM & U Construction Project Managers

**Purpose:** CPM and U Construction Project Managers will track time spent on projects in Kronos. This Job Aid provides the steps for how to track activity time in Kronos.

Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> <li>● Know how to track time spent on projects</li> <li>● Know how to search for a project and add it to the timecard</li> <li>● Search for a funded or unfunded project from a list</li> <li>● Search for a project by Project Number</li> </ul>
Prerequisites	None
Kronos Role	Project Manager
Revision Date	9/11/20

## Track Project Time on a Kronos Timecard

Search for a Project	1
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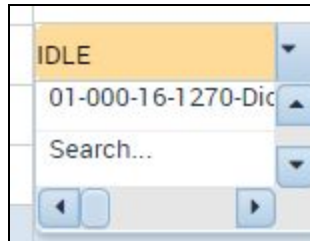
## Track Project Time on a Kronos Timecard

Time spent working on projects is tracked directly on your Kronos timecard. All time spent in a day on project work should be tracked and this time can be less or can exceed a work schedule. **If you work more than a standard 8 hour work day you must enter the hours worked before tracking time against a project activity.**

1. Sign in to Kronos using your Internet ID and Password.
2. In the **Hours Worked** Row, add your hours worked if you exceed your scheduled hours. **If you do not exceed your scheduled work hours, you do not need to enter Hours Worked.**

Pay Code	Transfer	Activity	Mon 8/31	Tue 9/01
Hours Worked			8.5	12.0

3. In the **Activity** column, click on the Arrow to select the project from the drop-down list. If it is not listed refer to *Search for a Project*.



4. Select the Project Name and enter the time spent on the project in the correct date.

### Project Hours do not exceed scheduled hours

In this example, the hours worked on projects does not exceed your scheduled hours. The system will calculate IDLE time if there are remaining hours not tracked to project activities.

Pay Code	Transfer	Activity	Mon 8/31
Hours Worked			8.5
		01-000-16-1...	3.0
		01-000-20-1...	2.0
		IDLE	3.0
<Enter Pay C...		<Enter Activi...	
Schedule		8:00AM-4:30...	
Daily Total			8.0

**System calculates IDLE Time for time not spent on Projects**

### Project Hours exceed the scheduled Hours

In this example, the time spent on projects exceeds the scheduled hours. There is no IDLE time because activity time tracked is equal to the hours worked.

Pay Code	Transfer	Activity	Mon 8/31
Hours Worked			12.0
Hours Worked			
		01-000-16-1...	6.0
		01-000-20-1...	6.0
		IDLE	
<Enter Pay C...		<Enter Activi...	
Schedule		8:00AM-4:30...	
Daily Total			11.5

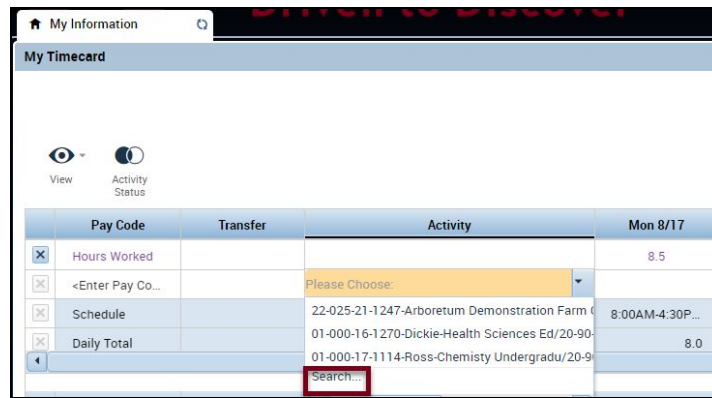
**There is no idle time calculated because activity time is equal to the hours worked**

- Click the **Save** button on the Timecard to save the entry. The total hours worked will automatically calculate.

### Search for a Project

You can search from a list of funded and unfunded projects in a list or you can search by project number. Refer to the *Search by Project Number* section to do a manual search.

- If the project does not display in the **Activity** drop down list click **Search**.



- Select whether the project is funded or unfunded from the drop down list.



- Select the project from the list and click the **OK** button.

### Activity Selection

Activity Query:  Activity Name:

Activity Name	Description	Status	Start Date	End Date
01-000-16-1270-Dickie-Health Sciences Ed/20...		Incomplete	9/02/2020	
01-000-17-1114-Ross-Chemistry Undergradu/...		Not Started		
01-000-17-1114-Ross-Chemistry Undergradu/2...		Incomplete	9/02/2020	
01-000-17-1796-Ross-Knoll Area Infrastru/20...		Not Started		
01-000-17-1876-Ross-Harvard-Essex Street/20...		Not Started		
01-000-18-1687-Taylor-Library Collection/20-9...		Not Started		
01-000-19-1405-Mahowald-Ski-U-Mah Parkin/...		Not Started		
01-000-19-1844-Dickie-Institute for Chil/20-90...		Not Started		
01-000-20-1873-Litsheim-Twin Cities Camp/20...		Not Started		
01-000-20-1885-Roland-Health Science Sec/2...		Not Started		
01-000-20-2053-Roland-Vendor Daycare/20-90...		Not Started		
01-002-15-2442-Nickel-Pillsbury Hall Reh/20-9...		Not Started		
01-015-19-1832-Mahowald-Minneapolis Stor/2...		Not Started		

Cancel

4. Enter the time spent on this project on the correct date.

### My Timecard

View  Activity Status

	Pay Code	Transfer	Activity	Mon 8/17
<input type="checkbox"/>	Hours Worked			8.5
<input type="checkbox"/>			01-015-19-1832-Mahowald-Minneapolis Stor	3.0
<input type="checkbox"/>			22-025-21-1247-Arboretum Demonstration ...	2.5
<input type="checkbox"/>			01-000-17-1114-Ross-Chemistry Undergrad...	2.5
<input type="checkbox"/>			IDLE	
<input type="checkbox"/>	<Enter Pay Co...		<Enter Activity>	
<input type="checkbox"/>	Schedule			8:00AM-4:30P...
<input type="checkbox"/>	Daily Total			8.0

5. Click the **Save** button on the Timecard to save the entry. This project will now appear in the drop-down list for future project time tracking.

## Search by Project Number

Follow the steps below to search for a project by the project number. It is important to include all segments of the project number in order to populate TRIRIGA information.

1. In the **Activity Number** field type in the Project Number followed by an Asterisk/Forward slash/Asterisk/Forward slash/Asterisk **\*/\*/\*** and click the **Search** button.

**Activity Selection**

Activity Query:

Activity Name:

Activity Name	Description	Status	Start Date	End Date
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2. Select the project and click **OK**.
3. Enter the time spent on this project on the correct date.

**My Timecard**

View  Activity Status

	Pay Code	Transfer	Activity	Mon 8/17
<input type="button" value="✕"/>	Hours Worked			8.5
<input type="button" value="✕"/>			22-025-21-1247-Arboretum Demonstration ...	2.5
<input type="button" value="✕"/>			01-015-19-1832-Mahowald-Minneapolis Stor	3.0
<input type="button" value="✕"/>	<Enter Pay Co...>		<Enter Activity>	

4. Click the **Save** button on the Timecard to save the entry. This project will now appear in the drop-down list for future project time tracking.