

Entering Work Hours & Comp Time in the Kronos Application

Purpose:

- How to enter comp time in the Kronos Application for employees with a pre-populated schedule and don't use a timeclock.
- How to enter hours worked for employees who don't have a pre-populated schedule and don't use a timeclock (e.g., temp casual, students, etc.).
- How to convert Overtime to Comp time if you have Supervisor access in Kronos.

This process may vary between employees, so for any questions on how a specific employee should enter their hours or comp time, contact kronos-notify@umn.edu.

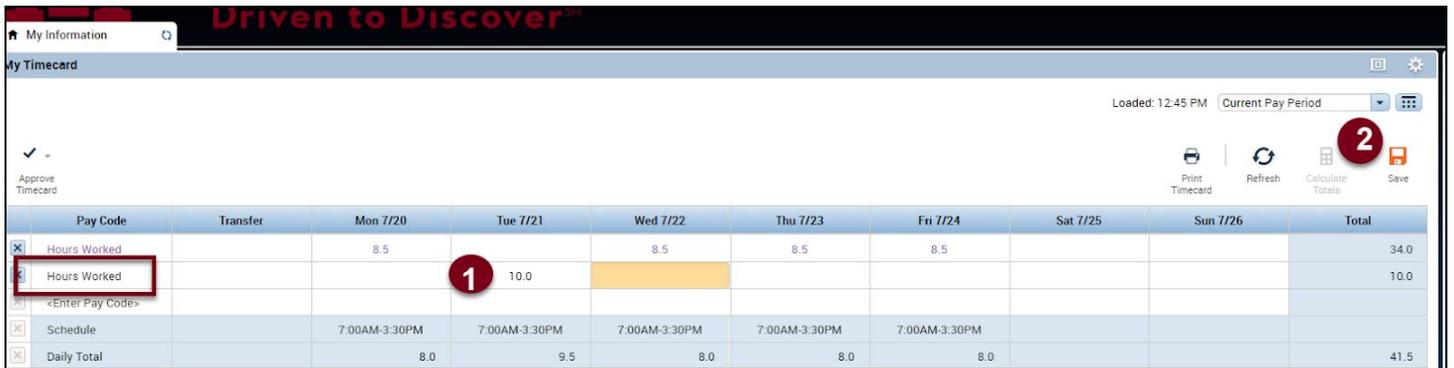
Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> • Know how to enter overtime if you have a pre-populated schedule in Kronos. • Know how to enter work hours if you do not have a pre-populated schedule in Kronos. • Understand how an employee can convert overtime to comp time
Prerequisites	None
Kronos Role	Employee
Revision Date	11/02/20

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Entering Overtime - Employee that has a pre-populated schedule and qualifies for overtime

Civil Service employees who qualify for overtime pay (non V class) have a pre-populated schedule in Kronos. The hours on the schedule need to be changed if overtime is earned. In all cases, overtime must be approved by the Supervisor before you can make this change.

1. In the **Hours Worked** row, enter the total hours worked, including lunch. Full time employees are scheduled for 8.5 hours to account for an unpaid lunch. In the example below the employee worked an additional 1 ½ hours so the employee worked 10 hours on this day.
2. Click the **Save** button.



The screenshot shows the 'My Timecard' interface. At the top right, there are buttons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. A red circle with the number '2' is around the 'Save' button. The main table has columns for days from Mon 7/20 to Sun 7/26 and a 'Total' column. The 'Hours Worked' row shows 8.5 for Mon, 10.0 for Tue (with a red circle and '1' over it), 8.5 for Wed, 8.5 for Thu, and 8.5 for Fri. The 'Daily Total' row shows 8.0 for Mon and 9.5 for Tue.

Pay Code	Transfer	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total
Hours Worked		8.5	10.0	8.5	8.5	8.5			34.0
Hours Worked									10.0
<Enter Pay Code>									
Schedule		7:00AM-3:30PM	7:00AM-3:30PM	7:00AM-3:30PM	7:00AM-3:30PM	7:00AM-3:30PM			
Daily Total		8.0	9.5	8.0	8.0	8.0			41.5

The hours worked will recalculate. In this example, instead of 8.5 which is what populates from the schedule, the show 9.5 hours worked (8 reg, 1.5 OT).



The screenshot shows the 'My Timecard' interface after the change. The 'Hours Worked' row for Tuesday 7/21 is now 9.5. The 'Daily Total' for Tuesday 7/21 is now 9.5, highlighted with a red box. The 'Save' button is still circled with a red '2'.

Pay Code	Transfer	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total
Hours Worked		8.5		8.5	8.5	8.5			34.0
Hours Worked			10.0						10.0
<Enter Pay Code>									
Schedule		7:00AM-3:30PM	7:00AM-3:30PM	7:00AM-3:30PM	7:00AM-3:30PM	7:00AM-3:30PM			
Daily Total		8.0	9.5	8.0	8.0	8.0			41.5

Entering Work Hours - Employee that does not have a Prepopulated Schedule

Some employees are required to enter their hours daily. This could be a temp casual or a student employee. In this example, the employee is part-time AFSME and they need to enter their start and end times each day in the Kronos application since they don't have a schedule in Kronos.

1. Place the cursor in the cell for the day and enter the total amount of hours worked for the day.
2. Click the **Save** button.



The screenshot shows the 'My Timecard' interface in the Kronos application. The table displays work hours for the week of July 20th to 26th. The 'Hours Worked' row is highlighted with a red box, and a red circle with the number '1' is placed over the Wednesday cell. A red circle with the number '2' is placed over the 'Save' button in the top right corner.

Day Code	Transfer	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total
Hours Worked		6.0	2.0	5.0					8.0
<Enter Pay Code>									
Daily Total		6.0	2.0						8.0

Convert Overtime to Comp Time

If you have Supervisor access in Kronos, you can convert overtime to comp time in the Kronos application. If you only have employee access, you must contact your Supervisor to do this. Refer to the [Converting Overtime to Comp Time Job Aid](#).