

As an employee using the web to record your time, you are required to log in to Kronos with a user name and password to perform functions such as clocking in and out for each shift, attesting to uninterrupted meal breaks, and reviewing and approving your time on a daily or pay period basis.

Punching in at the beginning of a sh	nift	KRONOS*	
1 Access Kronos from the B-line.		User Name Password	Workforce Central [®] Version 80.14
2 Enter your login credentials. Your Use the same as your network login. (i.e.		I be	A - 4 - 2 (december of a december of a
3 Click the arrow or press the Enter key		RONOS' Employee Test Sign Out	
4 Access My Information > My Times	MyTime	Information Rate sStamp ~ 21/2017 10:33:29 AM (GMT -06:00) Central Time Image: Stamp Control of Con	
5 Click the applicable puncher to clock	out.	Transfer Punch In Punch Out	
6 If applicable, select a language and c			Hy Information MyTimeStamp MyTimeStamp Information Information Information Information Information
7 If applicable, respond to questions by	r selecting Yes or No .		O Purch Out
8 Click Submit .			Meal Break Did you receive your full, uninterrupted meal break? Yes No
9 After successfully submitting respons			Salamb
	KRONOS Employee Test		
	My Information A My Information ✓		
		6	
	11/21/2017 1:06:12 PM (GMT -06:00) Central Test, Employee Punch Time: 11/21/2017 1:05PM Punch Created Meal Break: Yes Previous Pay Period Approval: Later	Time	
		☐ Transfer	
		Punch In Punch Out	

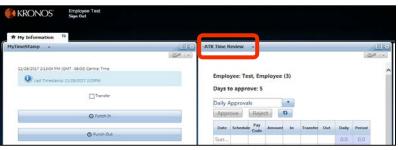
Reviewing and Approving Time

Timekeeping tasks for employees



Reviewing and approving your time

Access **ATK Time Review** on the main screen of your Kronos login page.



2 From the time period drop-down list, select the applicable period for review.

Note:

If you select Daily Approvals, click the row of the date that you want to review.

All time must be approved by the end of each pay period.

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								E		
Emplo	yee: To	est, Emp	loyee	(3)						í
Davs t	Days to approve: 5									
Daily A	Daily Approvals)					
Older Pay Period Previous Pay Period										
		y Period	ount	In	Transfer	Out	Daily	Period		
Daily Sun	/ Appro	ovals					0.0	0.0		
Mo							0.0	0.0		
Tue							0.0	0.0		
We	7:0	This	1.0				0.0	0.0		
Thu							0.0	0.0		

3	After reviewing the information, select the Audits tab and review changes fo
	the selected period.

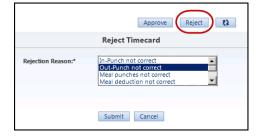
4	After reviewing the information, select the Totals tab and review totals for the
	selected period.

revious Pay Period	 (Approved) 	Approve Reject 🕻
Date	Schedule	Pay Code
Mon 12/29	11:15AM-2:30PM	
Tue 12/30		
Timecard Totals Pay Code		Amount
Regular		7:00
Evening		1:00
Unapproved OT		1:00

5 After the review, select **Approve** or **Reject**.

- If you select Approve, if applicable read the statement and click Submit.
- If you select **Reject**, select a reason from the list and click **Submit**.

Approve Reject 1					
Approve Timecard					
I certify that I have recorded all of my time worked and that each of my time entries is accurate. I certify that my company provided me with the opportunity to take meal periods consistent with its policy					
Submit Cancel					



6 When finished, log off of the application.