What is KRONOS Workforce Ready?

Kronos Workforce Ready is an electronic, paperless Payroll system.

This system helps to ensure all employees are paid accurately and timely for the work they perform on HSU SPF grants & contracts. When compared to a paper timekeeping system, KRONOS also offers significant cost savings by eliminating manual data entry, helping to reduce paper waste and also reducing payroll errors.

LISTEN, ADAPT. DELIVER.







Getting Started

Logging in through Single Sign On (SSO)

Navigate to your MyHumboldt Portal. In the Staff/Faculty Resources, scroll until you find the KRONOS logo as pictured below.

HUMBOLDT STATE UNIVERSITY



HSU User Name

Password

Forgot your user name or password? Need help?

Login

Secure your information!

myHumboldt provides access to many of your applications—not just the one you're using.

Don't leave your workstation unattended; whenever possible use a password-protected screen saver.

Don't forget to completely log out or shut down your computer when you're done!

Before entering your HSU User Name and Password, verify that the URL for this page begins with: https://cas.humboldt.edu and the current time is 2:15:22 PM PT Friday April 19, 2019

Some Systems May Be Unavailable: Some Systems May Be Unavailable:

LISTEN, ADAPT. DELIVER. 2:15:22 PM PT Friday April 19, 2019

https://cas.humboidt.edu and the current time is



How To Get the Mobile App

Type UKG READY in the search bar of your app store - be sure you type those exact words in order to get the correct app Once downloaded, you will need to enter the Company Short Name in order to log in

> **COMPANY SHORT NAME:** 6154013

Download the app via the App Store Link(s) or QR Codes:

UKG Ready Mobile for iPhone



UKG Ready Mobile for Android



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Mobile App

Company Short Name: 6154013

Welcome to UKG Ready! Select your region Australia
Select your region O Australia O Europe
O Australia
Europe
O North America
Company Shortname * 🕖
Company Shortname
CONTINUE





Password

Forgot your user name or password? Need help?

Secure your information! myHumboldt provides access to many of your applications—not just the one you're

unattended;

using.

whenever possible use a passwordprotected screep saver whenever possible use a passwordunattended; Don't leave your workstation

theWFCGROUP

Once you've downloaded the app, select your region and enter the **Company Short Name.** You will be redirected to your MyHumboldt to enter your credentials before being logged in to your KRONOS account.

Please Note:

It is recommended that you log in to **KRONOS** for the first time using your desktop computer or laptop. This will allow you to check your projects are accurate (within the magnifying glass in your timesheet) and to verify the accuracy of your personal information in your profile.

Login

AUMBOLDT STATE UNIVERSIN

Don't leave your workstation



Mobile App Training Videos:

UKG Ready Mobile: Navigating the App UKG Ready Mobile: Timesheets UKG Ready Mobile: Pay Information **UKG Ready Mobile: Direct Deposit UKG Ready Mobile: Benefits** UKG Ready Mobile: Time-off requests

UKG Ready Mobile: Punching in and or

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Entering Time

- •
- Select your Job Code
- Add time -or-
- Claim Time Off and SAVE
- •

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If you do not see your Project listed in the drop down list or in the list contained in the magnifying glass icon, or you are incorrectly appointed to the EE or PI version of your project, please contact the SPF Front Office.

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Select a Project in your "Limit List"

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When logging in the first time, click the magnifying glass icon and select each of your projects one after the other to ensure they are visible in the dropdown menu on the mobile app

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Verifying Accuracy of Information

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verify the accuracy of your rate of pay and project information, hours in the timesheet, and hit SAVE. Next, choose Calc Detail. will give you a breakdown of your recorded time and show you the Rate of Pay assigned to each project.

Ir rate of pay or project information is incorrect, please call the SPF Front Office.

Save	Undo	Submit For Approval	Docs	Change Requests	Utilities

	Job Code	Rate Table 1 Rate	Regul
MINI GRIDS QA FRAMEWORK II	206-Research Associate	25.00	8.00
MINI GRIDS QA FRAMEWORK II	206-Research Associate	25.00	8.00
MINI GRIDS QA FRAMEWORK II	206-Research Associate	25.00	8.00
- PI BIOMASS GASIFIER CCHP SYSTEM	209-Principal Investigator	25.00	8.00
- PI BIOMASS GASIFIER CCHP SYSTEM	209-Principal Investigator	25.00	8.00
- PI BIOMASS GASIFIER CCHP SYSTEM	209-Principal Investigator	25.00	8.00



Claiming Time Off

Employees will add a row and choose a time off category from the options, then enter the hours directly on to their time card

*Any hours entered in this row will be claimed in that category



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Save Undo Submit For Approval Docs Change Requests Utilities In

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Save & Submit Your Timesheet

Be sure to click "Save" after any edits or new time entries •

When your timesheet is complete, click "Submit for Approval" • and your time will be routed to your PI for their review

Timeschest Edit		
C Time Sheet: April 16, 2019 - April	I 30, 2019 > 🛗 This Is Your Curren	t Timesheet Needs Saving
Timesheet Exceptions		
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Pl's & Co-Pl's: Dashboard

This is the first screen you will see when logging in...

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KRON	IOS [*]					
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Pl's & Co-Pl's: To Do Items

When your employee submits their time entries...

- 1. You will receive an automatic email notification from KRONOS. Check your spam folders if these are not coming in.
- 2. When you login, you can access the time needing approval in two places.
- On your dashboard in your "My To Do Items" area
- In the top right corner of the screen by selecting the bell icon





HOW TO APPROVE TIME

- 2. Review the time entries for accuracy.
- 4. Click "Approve" KRONOS" Then choose "Submit" 5. Approve Time Entries Rows Page 15 - 4 Rows 5 R \checkmark Employee Id starts with 111111 Approvers My To Do Items \checkmark 111111 Approvers Workflow: Time Entries Action (Timekeeper Approval) \checkmark 111111 Approvers @tester employee (111111) Employee: Pay Period: Humboldt Default \checkmark Approvers 111111 04/16/2019-04/30/2019 Date TIME ENTRIES ACTION Total Total





1. Choose Time Entries Actions from the "My To Do Items" area on your dashboard

3. To apply an action to all entries, check the box at the top left to choose all rows on page

efresh Data				S 🖉 Full	Screen [Default] ~	3. ¢ Settings ~ ■	Approve Leject Select Columns
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tester	employee	Approved	04/17/2019	WILDLIFE MANAGEMENT/HSI STEM/F03050 - EE HSI STEM	206-Research Associate		-
tester	employee	Approved	04/18/2019	WILDLIFE MANAGEMENT/HSI STEM/F03050 - EE HSI STEM	204-Co-Principal Investigator	Sick Self	-
tester	employee	Approved	04/19/2019	WILDLIFE MANAGEMENT/HSI STEM/F03050 - EE HSI STEM	204-Co-Principal Investigator		-

		MANAGEMENT/HSI STEM/F03050 - EE HSI STEM			
		STEM	STEN.	ADAPT.	DELIV



Pl's & Co-Pl's: Self Service

To access your own information as an employee, you'll hover over "My Account" and choose "My Profile." You can then navigate through your profile and confirm the accuracy of your information.

← My Profile SPF Main	e Payroll HR	🖉 Edit	Tabs			
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Many reports come standard with the Kronos Workforce Ready module. You can customize them to fit your needs or use them as a template for new reports.

First, choose the icon with three horizontal lines in the top left corner of your screen.



Next, choose the icon with the single person.

2.

3. Navigate down to "My **Reports**" and click the dropdown menu to explore



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TO REVIEW:

- accuracy of their personal information and projects.
- employees at the end of the pay period

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Everyone should log on for the first time on a desktop computer and verify the

- PI's and approved signers should be hired to the PI version of a project, Employees to the EE version. Contact the SPF front office if this is not the case!

• PI's will log in and check their "My To Do Items" to review and approve time for

• Timesheets should be approved and submitted no later than the day following the last day of the pay period. Please refer to the Payroll Schedule for pay period dates.

> And remember – always call the SPF Front Office with any questions or concerns!

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