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.
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.

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:
SHMS 8:30 AM to 4:30 PM M-F
How To Get the Mobile App

Type KRONOS WORKFORCE READY MOBILE 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
Mobile App

Company Short Name: 6154013

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.
Entering Time

- Select a Project in your “Limit List”
- Select your Job Code
- Add time -or-
- Claim Time Off and SAVE
- 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.

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.
Verifying Accuracy of Information

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

If your rate of pay or project information is incorrect, please call the SPF Front Office.
Verify Accuracy of Personal Data

1. (1) To access your own information as an employee, you’ll click the menu icon

   Dashboard

   Manager Self Service  My Self Service  Company Info

   Start

2. (2) Select the single person icon, then:

   -> My Information
   -> My Profile

   This will take you into your profile where you can check your Accrual Balances as well as your personal data for accuracy
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*
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.
This is the first screen you will see when logging in...
PI’s & Approvers: 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

1. Choose Time Entries Actions from the “My To Do Items” area on your dashboard
2. Review the time entries for accuracy.
3. To apply an action to all entries, check the box at the top left to choose all rows on page
4. Click “Approve”
5. Then choose “Submit”
To access your own information if you are an Approved Signer, you’ll hover over “My Account” and choose “My Profile.” You can then navigate through your profile and confirm the accuracy of your information.
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.

Navigate down to “My Reports” and click the dropdown menu to explore.
TO REVIEW:

• Everyone should log on for the first time on a desktop computer and verify the accuracy of their personal information and projects.
  - PI’s 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 employees at the end of the pay period

• 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!