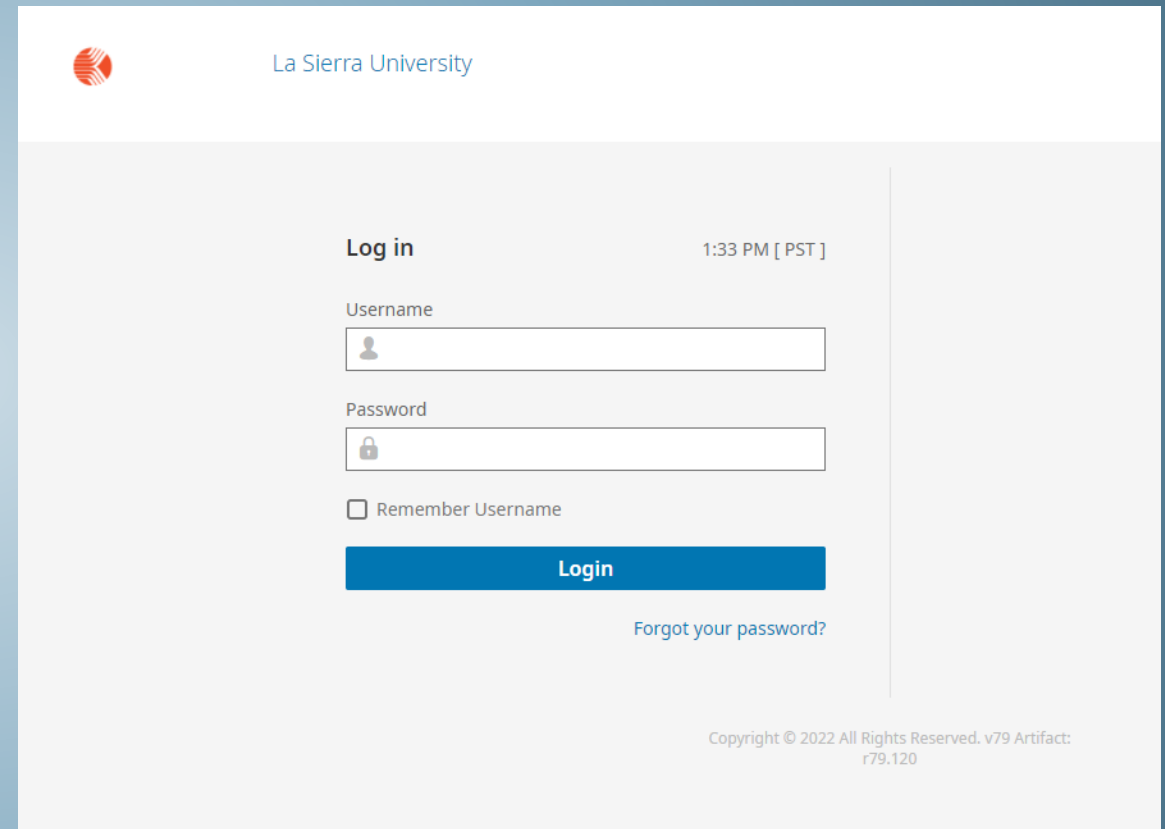


A decorative L-shaped frame composed of thick black lines. The top horizontal line starts from the left edge and extends to the right. The right vertical line starts from the top horizontal line and extends downwards. The bottom horizontal line starts from the left edge and extends to the right, ending under the right vertical line. The text is centered within the frame.

SETTING UP YOUR KRONOS ACCOUNT

Logging into your Kronos Account

- To access your kronos login you will use the following link:
lasierra.edu/kronos
- Your username will be your La Sierra University email without the @lasierra.edu
- You will use a temporary password to login in: **UKGPassword2023!**

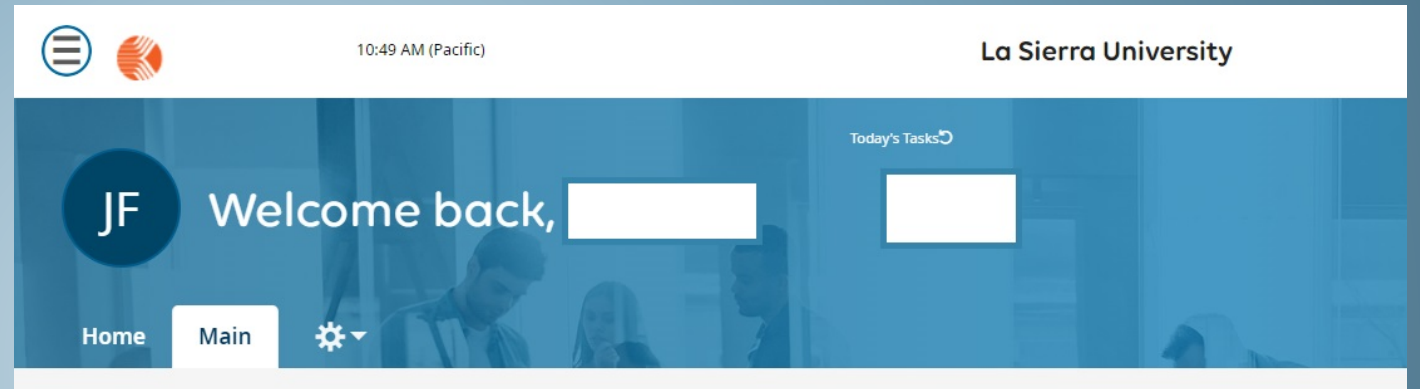


The screenshot shows the Kronos login interface for La Sierra University. At the top left is the La Sierra University logo, and to its right is the text "La Sierra University". The main content area is titled "Log in" and shows the time "1:33 PM [PST]". Below the title are two input fields: "Username" with a person icon and "Password" with a lock icon. There is a checkbox labeled "Remember Username" and a blue "Login" button. A link "Forgot your password?" is located below the button. At the bottom right, there is a copyright notice: "Copyright © 2022 All Rights Reserved. v79 Artifact: r79.120".

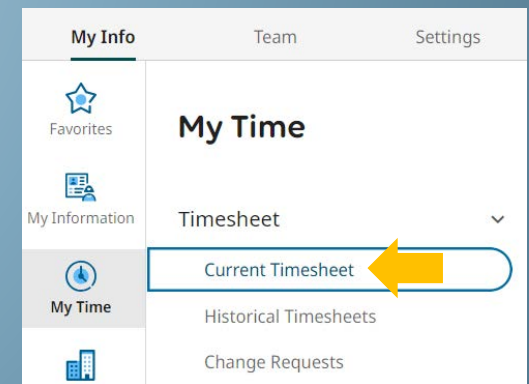
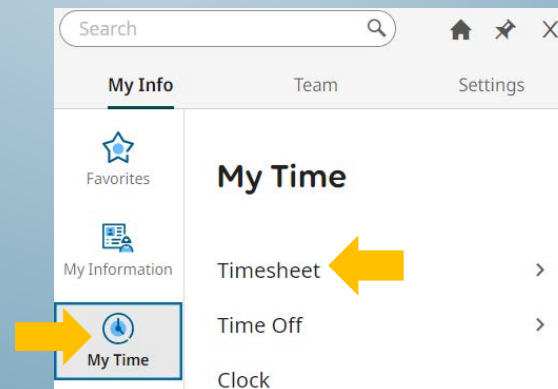
CLOCKING IN AND OUT

HOW TO CLOCK IN AND OUT

- To access your timesheet where you clock in and out, you will select the three dashes at the top left corner

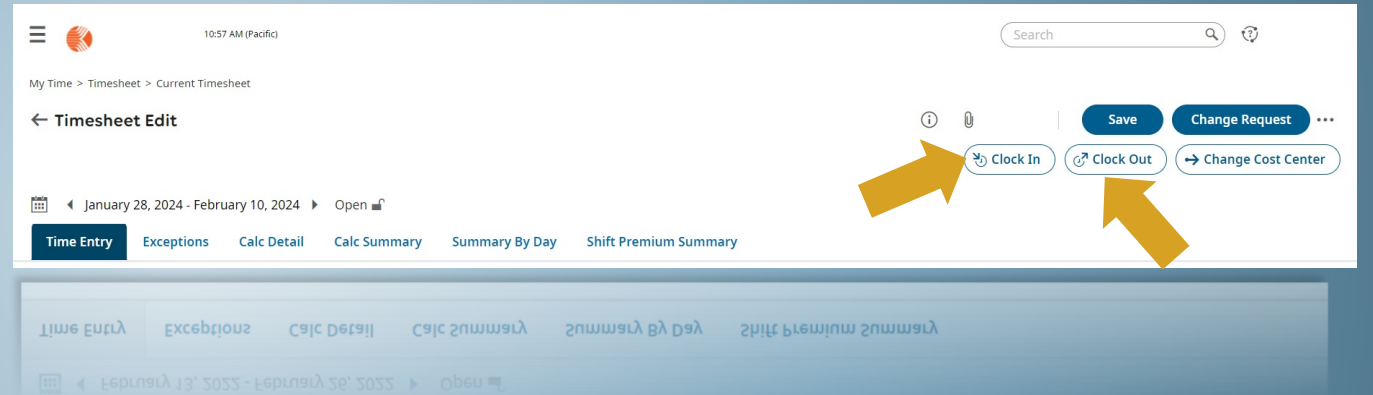


- You will select **My Time**
- You will then select **Timesheet**
- You will then select **Current Timesheet**



HOW TO CLOCK IN AND OUT

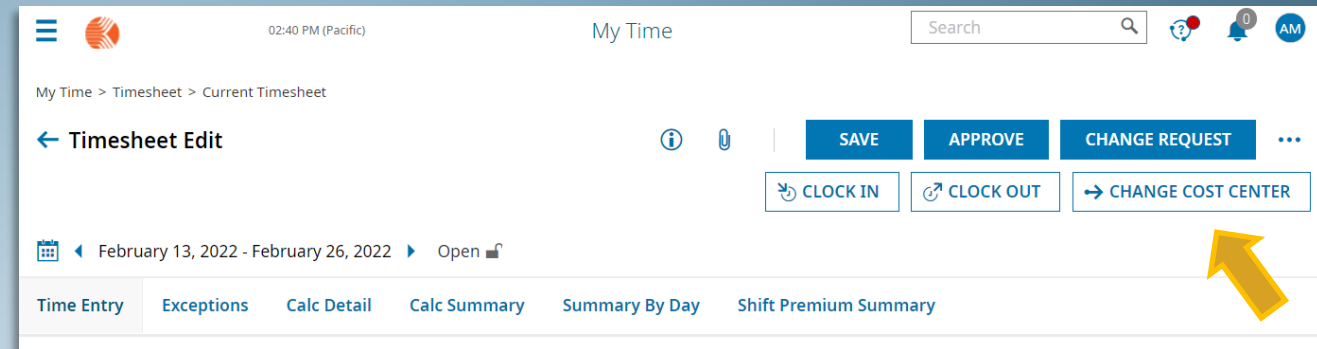
- Once you access your Timesheet you will be able to Clock in and Clock out by selecting the Clock in/out Buttons.



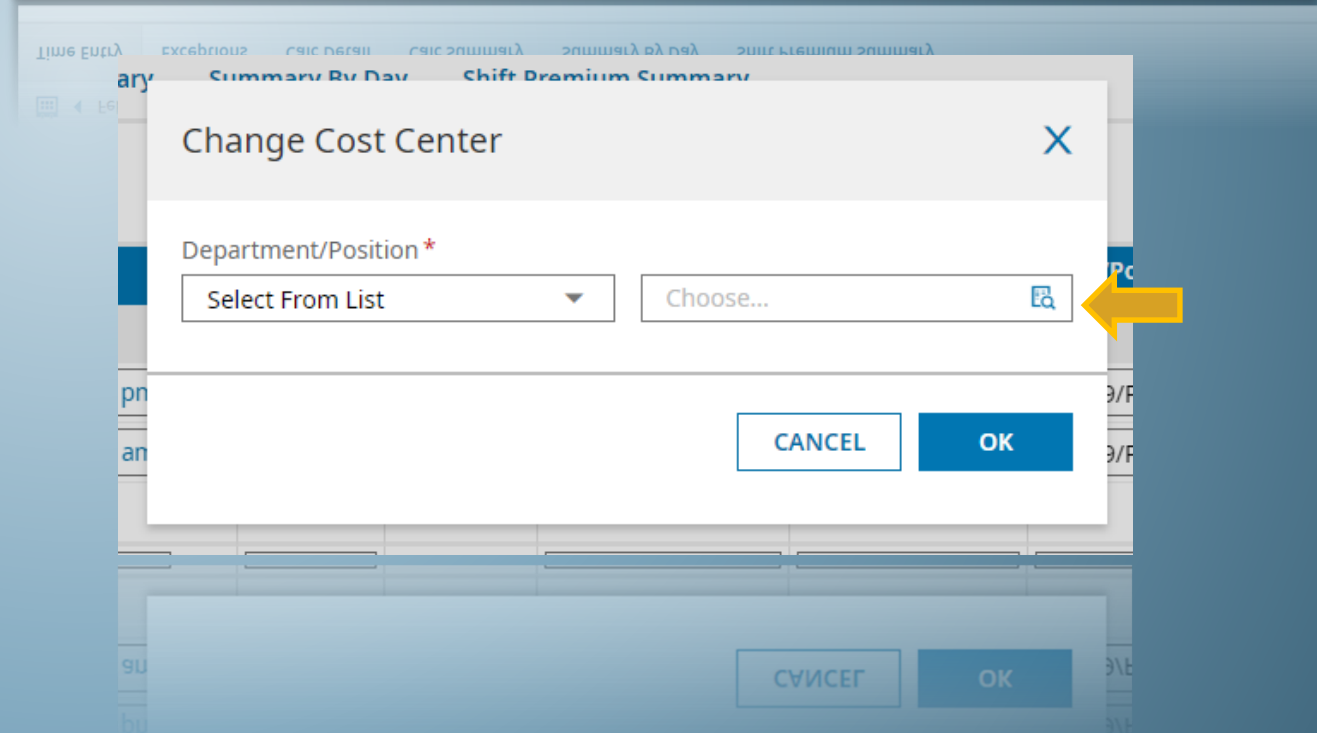
CLOCKING IN AND OUT FROM MULTIPLE DEPARTMENTS

Clocking in and out from multiple departments

- To Clock in and out from a different department, you will select the **Change Cost Center** found in your timesheet

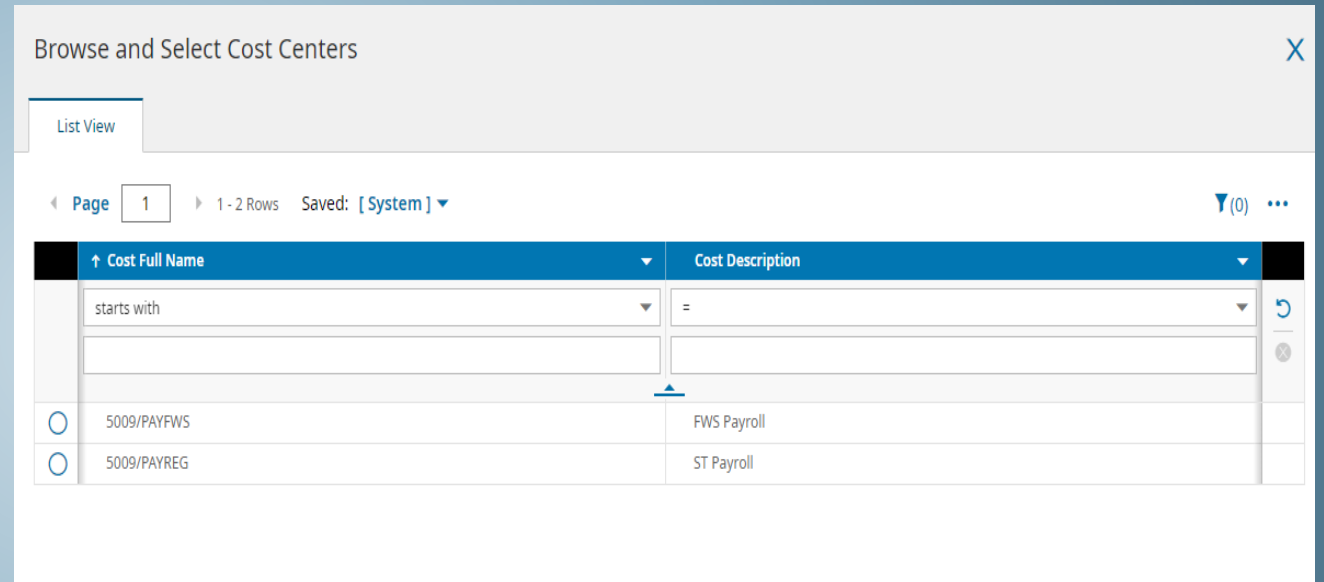


- After clicking on **Change Cost Center**, click on the little search button next to choose.



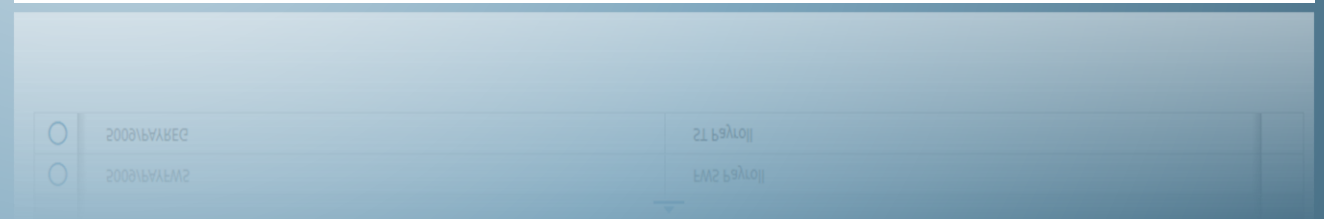
Clocking in and out from multiple departments

- You will then select the department you wish to clock in or out of.
- Once you select the department it should automatically clock you in or out.



The screenshot displays a web interface titled "Browse and Select Cost Centers". It features a "List View" tab, a "Page 1" indicator, and a "1 - 2 Rows" limit. A search filter is set to "starts with" and "=". The table below lists two cost centers:

	Cost Full Name	Cost Description
<input type="radio"/>	5009/PAYFWS	FWS Payroll
<input type="radio"/>	5009/PAYREG	ST Payroll



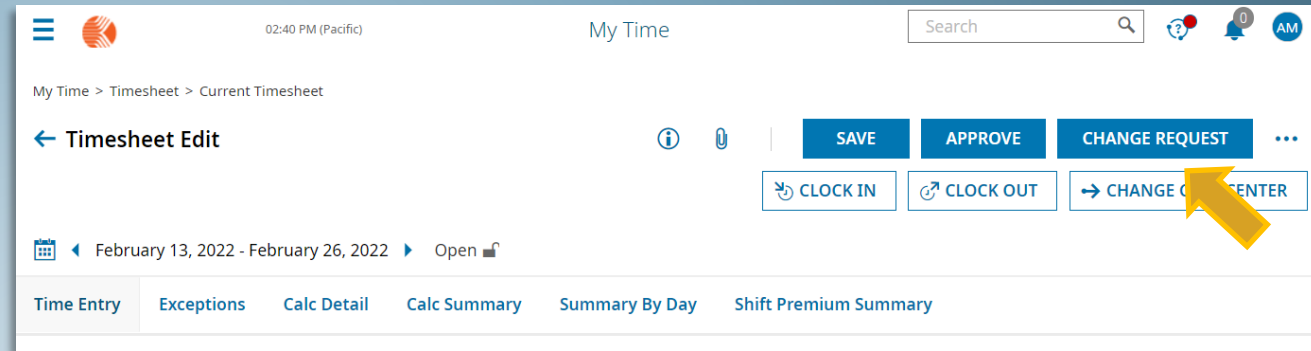
This is a faded version of the same interface, showing additional rows in the table:

<input type="radio"/>	2009/PAYREG	ST Payroll
<input type="radio"/>	2009/PAYREG	ST Payroll

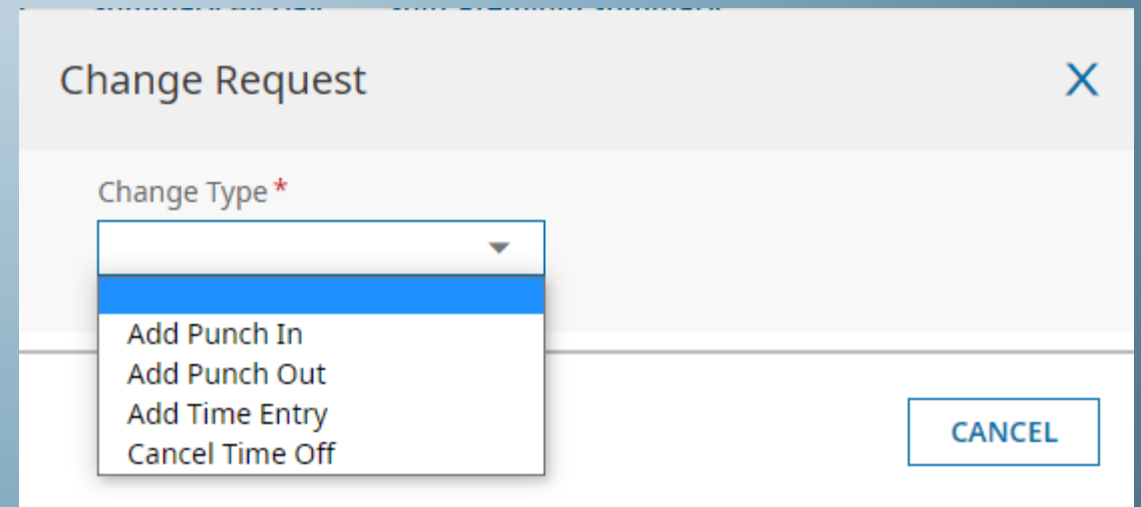
Requesting to fill in a Missing Punch

Requesting missing punches

- If you miss a clock in or clock out, you can request to enter your missing time by clicking on the **Change Request** found in your timesheet.



- After Selecting the Change Request, click one of the following options:
 - Add Punch In
 - Add Punch Out
 - Add Time Entry
 - Cancel Time Off



Requesting Missing Punches

- Select the **Change Type**
- **Choose the Date** for your missing Clock in/Out.
- **Type in the time** for you missing Clock in/Out.
- You may leave a **comment for requesting a missing punch**

The image shows a 'Change Request' form with the following fields and controls:

- Change Type***: A dropdown menu with 'Add Punch In' selected. A yellow arrow points to this field.
- Choose Date***: A date input field containing '02/13/2022' with a calendar icon. A yellow arrow points to this field.
- From***: A time input field with a dropdown arrow on the left, 'hh:mm' in the center, and 'am' with a dropdown arrow on the right. A yellow arrow points to this field.
- Comment**: A large text area for entering a comment. A yellow arrow points to this field.
- Buttons**: 'CANCEL' and 'SUBMIT CHANGES' buttons are located at the bottom of the form.

Welcome to your Dashboard, this can be returned to at any time by selecting the orange KRONOS logo on the top left.



A screenshot of the top portion of a web dashboard. On the left, there is a hamburger menu icon and the KRONOS logo (an orange circle with white lines). To the right of the logo is the time '01:15 PM (Pacific)'. Further right is the text 'La Sierra University'. On the far right of the header is a search bar with the word 'Search' and a magnifying glass icon, followed by three notification icons: a question mark, a bell with a '0' badge, and a person icon with an 'AM' badge. Below the header, the word 'Dashboard' is displayed. Underneath that is a navigation bar with a back arrow and the word 'Dashboard', and a blue 'REFRESH' button on the right. A yellow information banner spans the width of the dashboard, containing an information icon and the text 'Tabs from this dashboard can be copied to your new dashboard. Copy Tabs'. At the bottom of the dashboard, there are three tabs: 'Main' (which is selected and has a dark underline), 'Fun', and 'Edit Tabs' (with a pencil icon).