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!
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.
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 your missing Clock in/Out.
- You may leave a **comment for requesting a missing punch**
Welcome to your Dashboard, this can be returned to at any time by selecting the orange KRONOS logo on the top left.