USING THE KRONOS TIMECLOCK

Most University Unions employees use the Kronos time and attendance system. You may utilize any of the three clocks located at Michigan Union, Pierpont Commons or Michigan League. Employees swipe their M-Card through the time clock to keep track of when they are starting and ending their work day and to identify the correct rate those hours are to be paid. It is very important that you always swipe in and out for your shifts or your pay could be delayed. If you do forget, please contact your department supervisor with your missing punch information. Proper use of the timekeeping systems is as follows:

1) Swipe M-Card at Kronos Clock. While swiping your card, the amber light on the clock should turn green. Your name should appear in the text box. If you see “X-Pun”, please contact your supervisor or the DSA Office of Finance & Human Resources Payroll staff at 6-2686 or 5-6742. If you are working a different approved job code or department other than what you normally work, please input that information with your in punch. There is an instruction sheet above the clock.
2) Make supervisor aware of any errors you have had such as forgetting to punch in/out, forgetting to put in the other job code, etc.

TEMPORARY EMPLOYEES

Most temporary University Unions employees use the Kronos time and attendance system. Please make sure to swipe in and out for each shift and job code/short code change. Successfully punching in and out of the timekeeping system will enable the following to happen:

1) Supervisor gets a Punch Detail Report (PDR) on Monday & Thursday morning showing ALL of your punches. Supervisors make any corrections to the PDR from the information you have given them. Supervisors then sign & return the PDR to DSA Payroll for input.
2) Your hours are submitted for payment. If you do have any missing punches, the pay for those hours may not show until the next pay.

AFSCME EMPLOYEES

AFSCME employees are paid by exception (this means that you are paid your appointment hours every pay), however, any hours other than regular (PTO, shift premium, etc.) are marked by your supervisor on a timekeeping report that we send them. The supervisor takes the hours from your swipes on the Kronos timekeeping system and marks them on the report that they submit to DSA Office of Finance & Human Resources. In order to correctly use the timekeeping system, please perform the following steps:

1) Swipe your M-Card at the Kronos clock for every in and out of a worked shift.
2) Make your supervisor aware of any errors you have encountered while swiping or if you have worked any hours that differ from your original schedule.
3) Supervisor transfers your hours from Kronos to a report that the DSA Office of Finance & Human Resources has sent them. The DSA Office of Finance & Human Resources transfers that time to a Bi-Weekly Time Report and sends the time report to the main Payroll Office for payment.
4) Often, if your time worked has differed from your scheduled time at the end of the pay period, an adjustment will be made the following pay.

M: DSA HR Office/Human Resource Documents/Kronos Timekeeping System Procedure_091808