Kronos: Read Me

Table of Contents

❖Relevant Job Aids

❖How to use a Job Aid

❖ How to open a Job Aid
  ❖CT Time
  ❖DCF Kronos

❖Common Issues and Relevant Job Aids

Employee Job Aids

Job Aid	Description
Getting Started – Employees	This job aid will help you get started navigating Kronos
My Information	This job aid will walk you through the Kronos My Information tab.
DCF Employee E-Learning Video	This video will show you the basics of Kronos
Kronos E-Learning – Employee	This walks through the basics of Kronos
Employee – View Audit	This job aid will help you view your audits
Employee – View Report	This job aid will help you view your reports and accrual balances
Employee – Request Leave	This job aid will help you request a leave for short or an extended period of time
Employee – Time off Request	This job aid will help you make, edit, and cancel time off requests.
Employee – Approve and Remove Approval from Timecard	This job aid will help you approve and remove approval from your Timecard.
Approving Timecards on Mobile Devices	This job aid will help approve timecards from mobile devices
Kronos Mobile Overview	This job aid walks you through the basics of Kronos on the mobile app

Job Aid

Documents that assist employees in accomplishing tasks.

How to use a Job Aids

Practice

❖ Open the Job Aid with material you want to practice, either online or downloaded

❖ Open Kronos in a separate browser

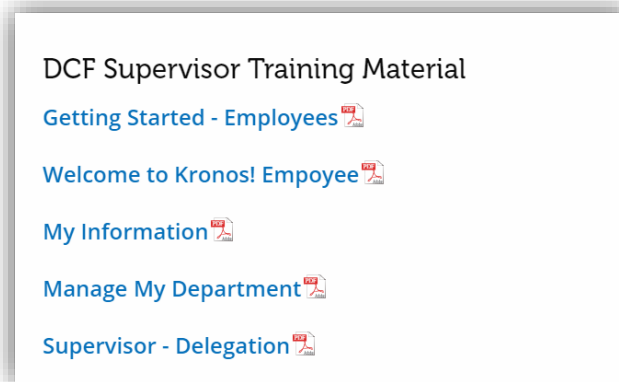❖ Follow the job aid step by step and replicate it in your Kronos profile

Review

❖ Find the Job Aid that pertains to the action you are trying to complete

❖ Read through the Job Aid to refresh your understanding of the task
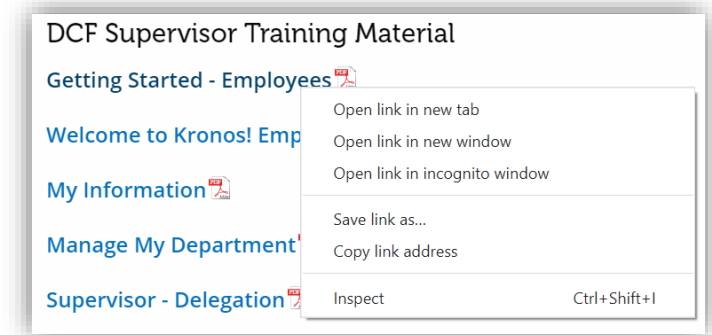
How to open a Job Aids - CT Time

1 Navigate to [CT Time Home Page](#)
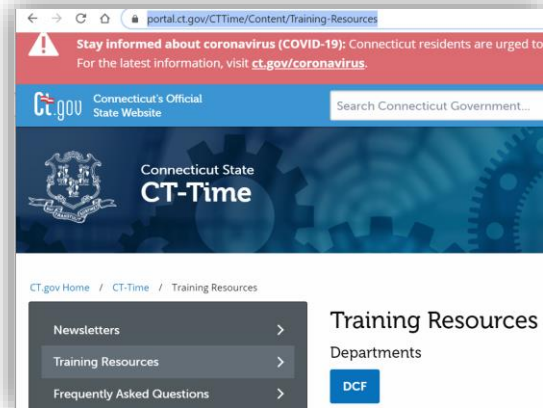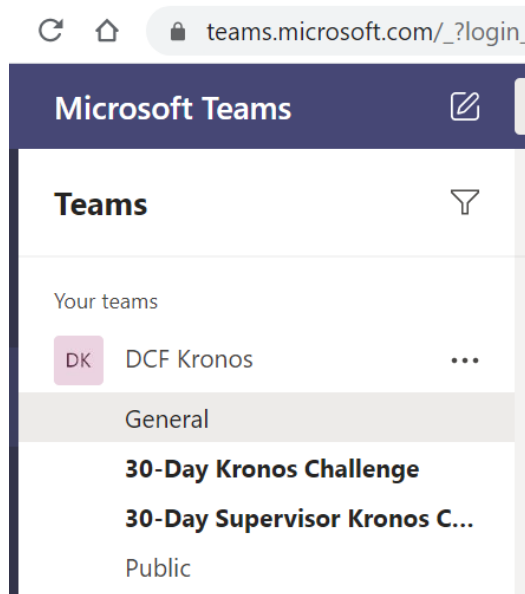
2 Find the Job Aid you are looking for

3 Click the Job Aid to open the PDF or right click to open the PDF in a new tab
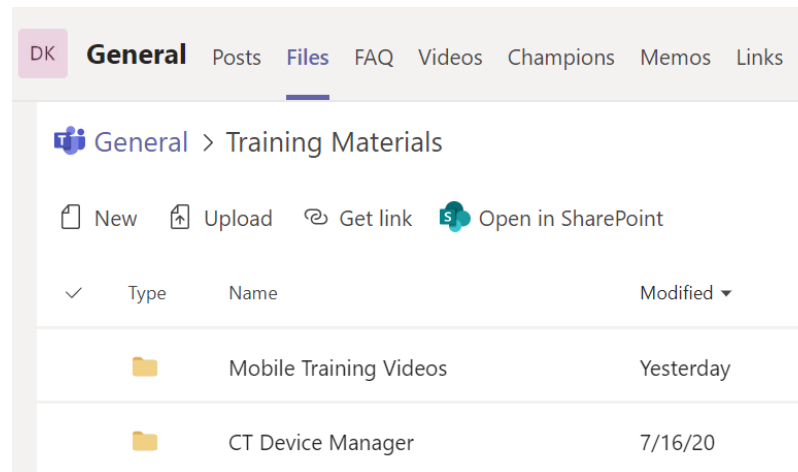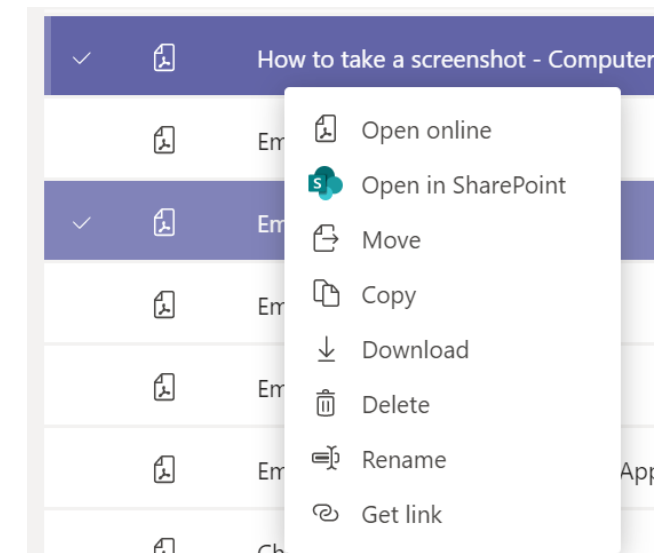
How to open a Job Aids – DCF Kronos

① Navigate to DCF Kronos General Page

② Find the Job Aid you are looking for

③ Click the Job Aid to open the PDF or right click to get the option to open online, download, and more.

Common Issues and Relevant Job Aids

As a supervisor, how do I delegate the authority for another supervisor to approve my unit's timecards when I'm on vacation?

❖ Click here to access the Job Aid on delegation.

How do I enter or revise my employee's schedule?

❖ Click here to access the Job Aid on adding a schedule. Please note: You cannot backdate a schedule. Please start a new schedule pattern on the Friday of the next pay period. For any days before the pay period start date, you can manually enter the schedule on the schedule planner. Please see the Scheduling section of the Supervisor training for more information.

How do I change my employee's lunch period duration?

❖ Email DCF.Kronos@ct.gov to update lunches. Please note: If you do not see an "L" in the pay rule, this indicates that the employee is scheduled for a standard 30 minute lunch. Provide the name of the employee and the lunch period duration that needs to be loaded to this mailbox.

Common Issues and Relevant Job Aids

How do I have employees listed under me incorrectly moved or have employees moved to my unit?

❖ Email DCF.Kronos@ct.gov and provide the name of the employee and the name of the supervisor the employee should be moved under.

How do I fix incorrect punches on my timecard?

❖ Employees can not fix their own punches.   Your supervisor will be able to assist you with correcting punches.

How do I fix incorrect punches on my employee's timecard?

❖ Please click here to view the timecard job aid.

How do I ask for time off?

❖ Please click here to view the time off job aid.

Common Issues and Relevant Job Aids

How do I fix time off requests I've submitted that are incorrect?
❖ Please delete the request and submit a new request.

How do I log in using the URL on a desktop or laptop?
❖ Click https://ctgov.kronos.net/wfc/logon. If you are outside the state network, you will need to enter your email as your username and your Windows password. You will need to authenticate using the State of CT verification process.

When I try to clock in, I am receiving an error message that says "wtk-03299 Cannot make changes in an approved time frame".
❖ You or your supervisor has approved your timecard. Please Click Here view the approve and remove approval from your timecard Job Aid.