Beginning November 6, 2011, Public Works exempt employees will notice a new set-up for **MY TIMECARD**. This set-up will allow exempt employees to continue entering hours worked, leave time and mileage reimbursement as before with the added benefit of tracking snow shifts utilizing a Kronos terminal.

This guide will show you:

How to enter hours worked

1. Log in to Kronos
2. Go to My Timecard
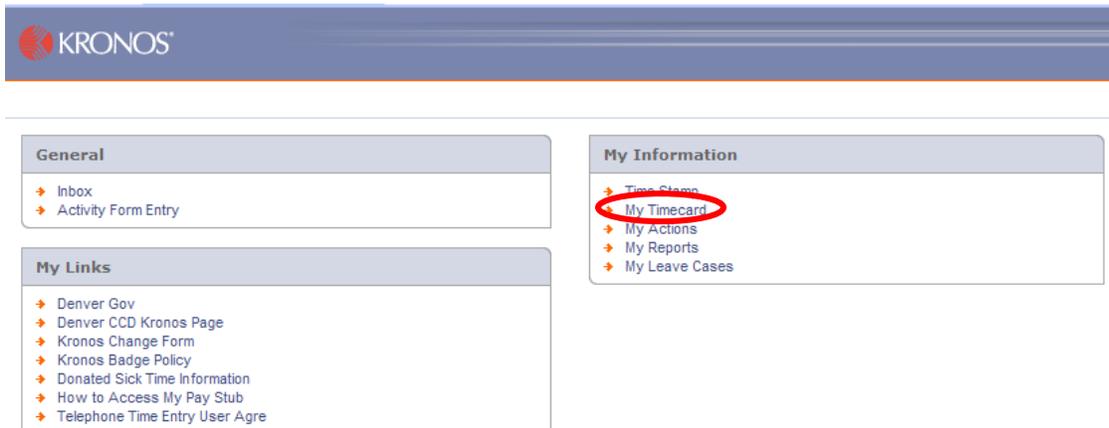
3. In the row with the correct date, click the down arrow in the Pay Code Column. Choose Hours Worked.

4. Once you have clicked Hours Worked, press the *Tab* key on your keyboard. In the Amount column in the Hours Worked row, enter the amount of hours worked on that day.

5. Continue steps 3. and 4. for each day worked.
6. Click Save

How to enter leave time

Speak with your supervisor about his/her preference in regards to how you enter leave time. If your supervisor would rather you complete a Time Off Request, continue to do so as you have in the past. If your supervisor would rather you enter your approved leave time directly on your timecard, please follow these instructions.

1. Go to My Timecard
2. In the row with the correct date, click the down arrow in the Pay Code Column. Choose the type of leave that you have been approved to use that day.
3. Once you have clicked the leave type, press the *Tab* key on your keyboard. In the Amount column in the leave row, enter the amount of leave that you have been approved to use that day.

4. Click Save

How to clock in and out for a snow shift

At a Kronos Terminal

1. Push the MORE function button on the terminal (last blue button on the right side of the screen).
2. Push the SNOW REMOVAL function button (last blue button on the left side of the screen).
3. Scroll down to ENTER BADGE ID.
4. Hold badge up to the proximity reader until it beeps once.
5. At the end of the snow shift, simply hold the badge to the proximity reader and you will be clocked out of snow.
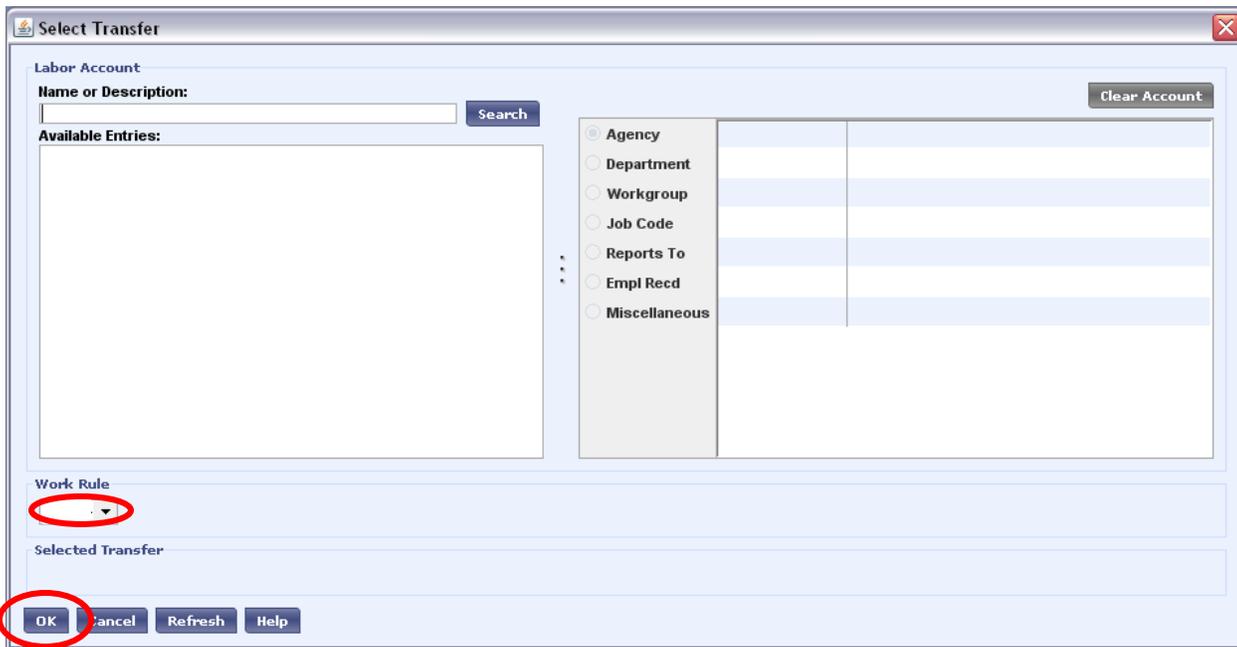
At a computer

1. Log in to Kronos
2. Click on Time Stamp
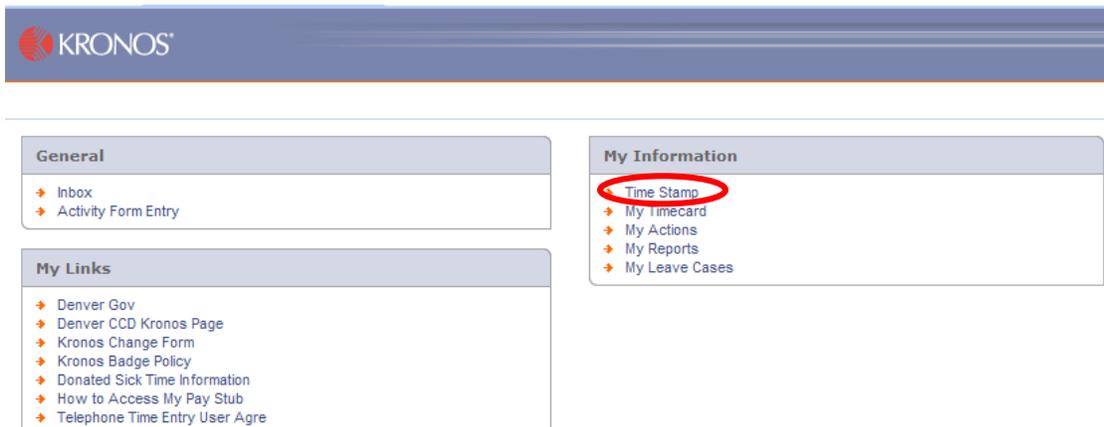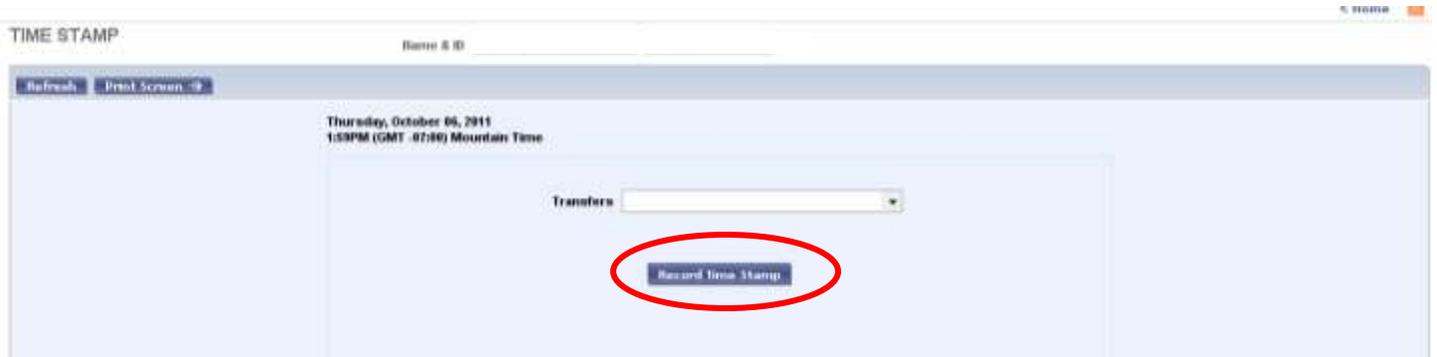

3. Use the drop down arrow next to Transfer, and select Search
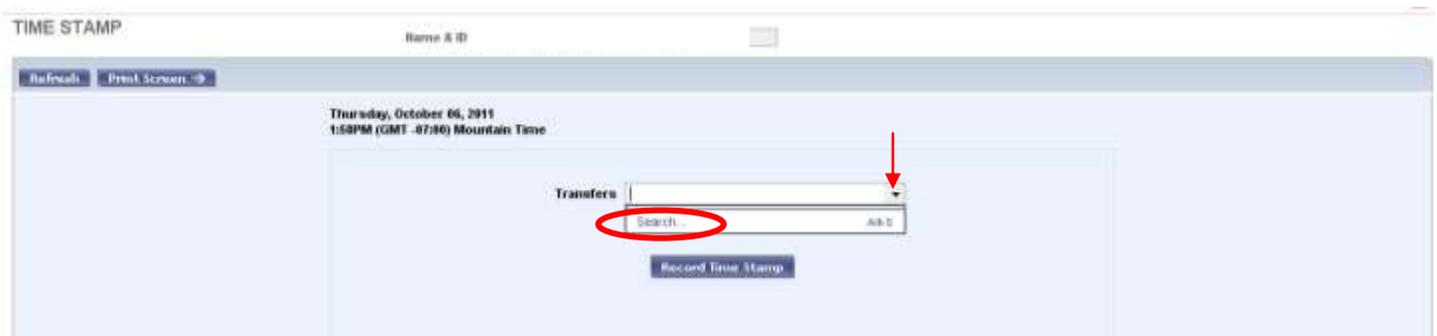
4. Under Work Rule,
    a. Select Snow
    b. Click OK

5. Click Record Time Stamp

To clock out on the computer:

1. Log on to Kronos
2. Click Time Stamp
3. Click Record Time Stamp (you should not Transfer).