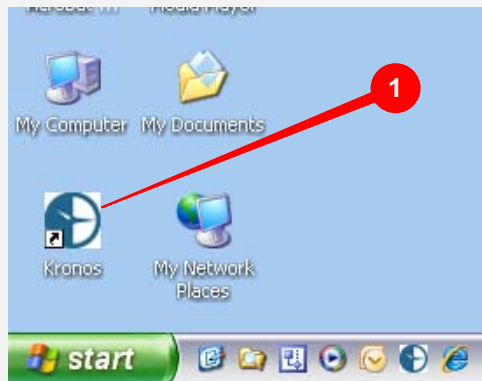


## Logging On

- 1 Click on the Kronos icon on your desktop.



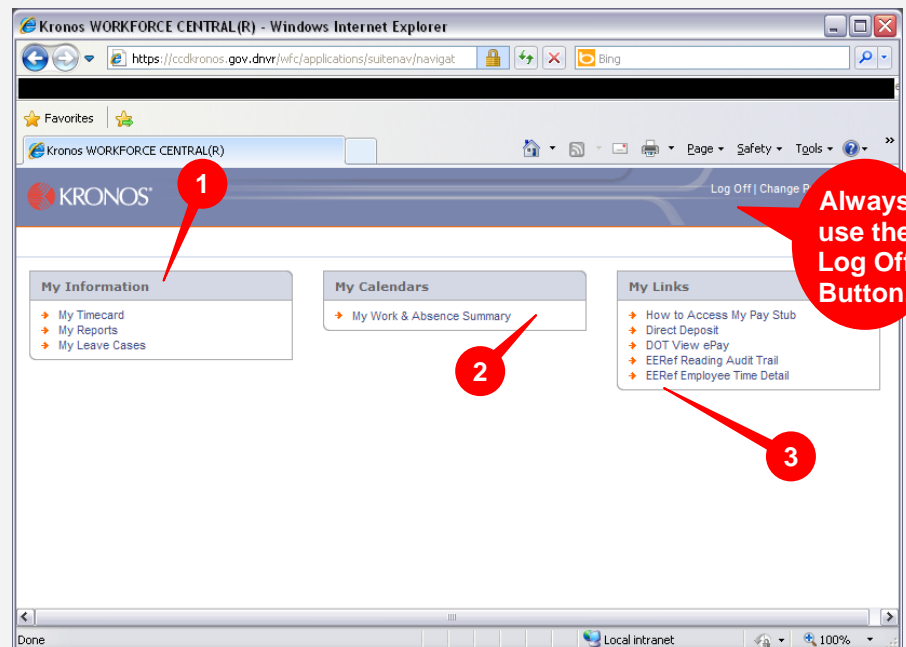
- 2 Type your User Name. This is your log-in for Windows and must be all lower case.
- 3 Type your Password. This is the same password that you use for Windows and is case sensitive.
- 4 Click the Log On button (or press Enter on your keyboard)



## Kronos Home Screen Overview

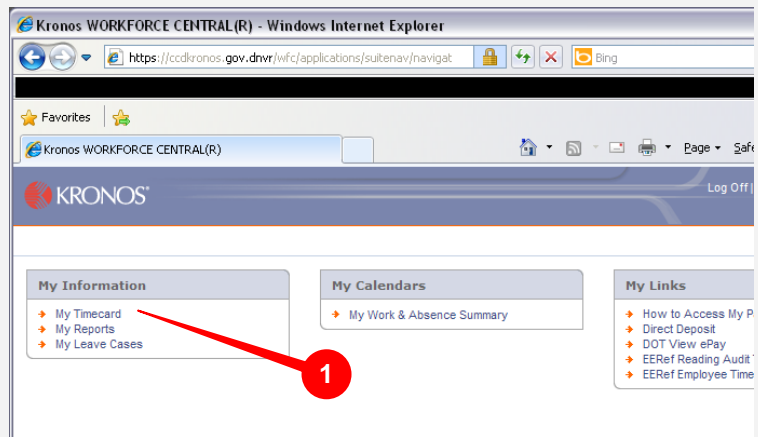
- 1 My Information takes you to your timecard, different reports and your leave cases.
- 2 My Calendars takes you to your calendar showing what leave you have used.
- 3 My Links takes you to helpful places and quick reference guides.

**Note:** Always use the **log off** button to exit the system. Never just "X" out of the internet page without logging off.



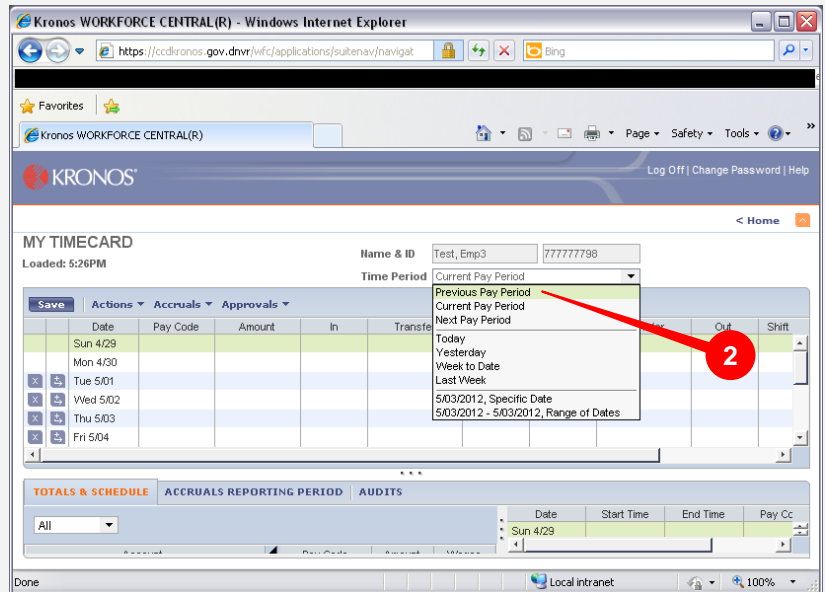
## Reviewing and Approving Your Timecard

- 1 Under My Information, click on the **My Timecard** link.



The timecard displays.

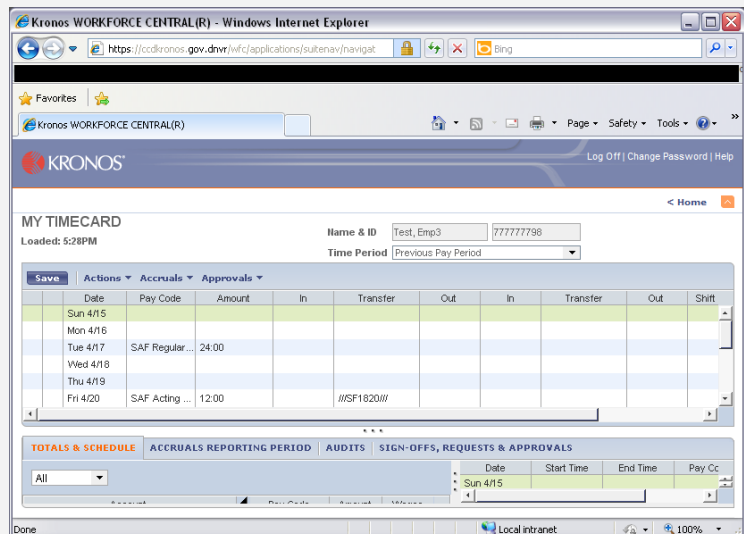
- 2 Use the drop down menu next to Time Period to select Previous Pay Period.



The information that has been entered and approved in Telestaff will populate in Kronos.

Review the information.

**Note:** If there is not any information in Kronos, verify that you are checking within the Kronos Timecard Approval dates (page 4).



To approve your timecard:

3 Click the Approvals link in the blue row above the timecard.

4 Select Approve.

**Note:** If there is something missing from the timecard, or is on the timecard in error, work with your Officer to make the correction in Telestaff. Once the correction has been made, it will populate after the next Telestaff cut off. Do not approve an incorrect timecard.



**Approving your timecard timeline**

2012 Safety Pay Schedule					
PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	TELESTAFF CUTOFF AT NOON:	KRONOS TIMECARD APPROVAL		PAYCHECK DATE
			TUESDAY FROM 5 PM:	FRIDAY TO 9 AM:	
5/27/2012	6/9/2012	6/12/2012	6/12/2012	6/15/2012	6/22/2012
6/10/2012	6/23/2012	6/26/2012	6/26/2012	6/29/2012	7/6/2012
6/24/2012	7/7/2012	7/10/2012	7/10/2012	7/13/2012	7/20/2012
7/8/2012	7/21/2012	7/24/2012	7/24/2012	7/27/2012	8/3/2012
7/22/2012	8/4/2012	8/7/2012	8/7/2012	8/10/2012	8/17/2012
8/5/2012	8/18/2012	8/21/2012	8/21/2012	8/24/2012	8/31/2012
8/19/2012	9/1/2012	9/4/2012	9/4/2012	9/7/2012	9/14/2012
9/2/2012	9/15/2012	9/18/2012	9/18/2012	9/21/2012	9/28/2012
9/16/2012	9/29/2012	10/2/2012	10/2/2012	10/5/2012	10/12/2012
9/30/2012	10/13/2012	10/16/2012	10/16/2012	10/19/2012	10/26/2012
10/14/2012	10/27/2012	10/30/2012	10/30/2012	11/2/2012	11/9/2012
10/28/2012	11/10/2012	11/13/2012	11/13/2012	11/16/2012	11/23/2012
11/11/2012	11/24/2012	11/27/2012	11/27/2012	11/30/2012	12/7/2012
11/25/2012	12/8/2012	12/11/2012	12/11/2012	12/14/2012	12/21/2012
12/9/2012	12/22/2012	12/25/2012	12/25/2012	12/28/2012	1/4/2013

## Viewing Your Leave Accruals

1 From My Timecard, click the Accruals Reporting Period tab.

**Note:** To view your accruals more clearly, hold down your mouse on the three black dots, and drag the white bar up.

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The page title is "MY TIMECARD" and it is loaded at 5:28 PM. The user's name and ID are "Test, Emp3" and "77777798". The time period is set to "Previous Pay Period". The interface includes a navigation bar with "Save", "Actions", "Accruals", and "Approvals" tabs. The "Accruals Reporting Period" tab is selected and highlighted with a red circle and the number 1. Below the navigation bar, there is a table with columns for "Date", "Pay Code", "Amount", "In", "Transfer", "Out", "In", "Transfer", "Out", and "Shift". The table is currently empty. Below the table, there is a section for "TOTALS & SCHEDULE" and "ACCRAUALS REPORTING PERIOD". The "Accrual Profile" is set to "DFD Uniforms" and the "Balance as of" date is "4/15/2012". Below this, there is a table with columns for "Accrual Code", "Reporting Period", "Accru...", "Vested Opening Balance", "Earned To Date", "Taken To Date", "Accrual Vested Balance", "Planned Takings", "Pending Grants", and "Vested Ending Balance". The table contains four rows of data:

Accrual Code	Reporting Period	Accru...	Vested Opening Balance	Earned To Date	Taken To Date	Accrual Vested Balance	Planned Takings	Pending Grants	Vested Ending Balance
DFD Accumulated ...	1/01/2012 - 12/31/2012	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DFD Comp Time	4/01/2012 - 3/31/2013	Hour	0.00	0.00	0.00	0.00	0.00	0.00	8.00
DFD Comp Time P...	4/01/2012 - 3/31/2013	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DFD Donated Sick	1/01/2012 - 12/31/2012	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DFD Personal Blit...	1/01/2012 - 12/31/2012	Hour	0.00	0.00	0.00	0.00	0.00	0.00	8.00

For a detailed description of your Accruals Reporting Period tab, please view DFD Leave Accruals found under My Links.

## Contact us with questions!

Email: [CitywideAdmin.Help@denvergov.org](mailto:CitywideAdmin.Help@denvergov.org) Phone: 720 913-5186 website: [www.denvergov.org/payroll](http://www.denvergov.org/payroll)