Kronos Instructions

Specifically For

Graduate Assistants and Students

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Graduate Assistants Instructions

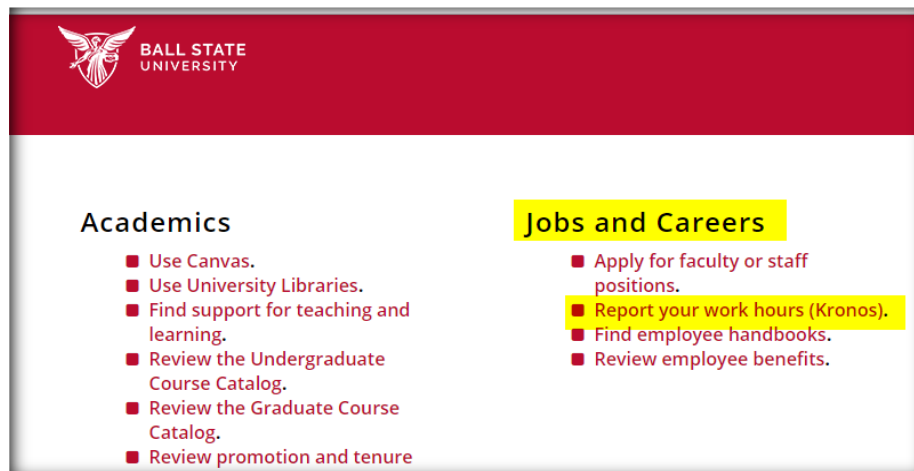**Primary Position (Assistantship/Stipend) - Time Stamp Instructions:**

1. From the BSU Main home page, (www.bsu.edu), click on "Faculty and Staff" located at the top of the screen.
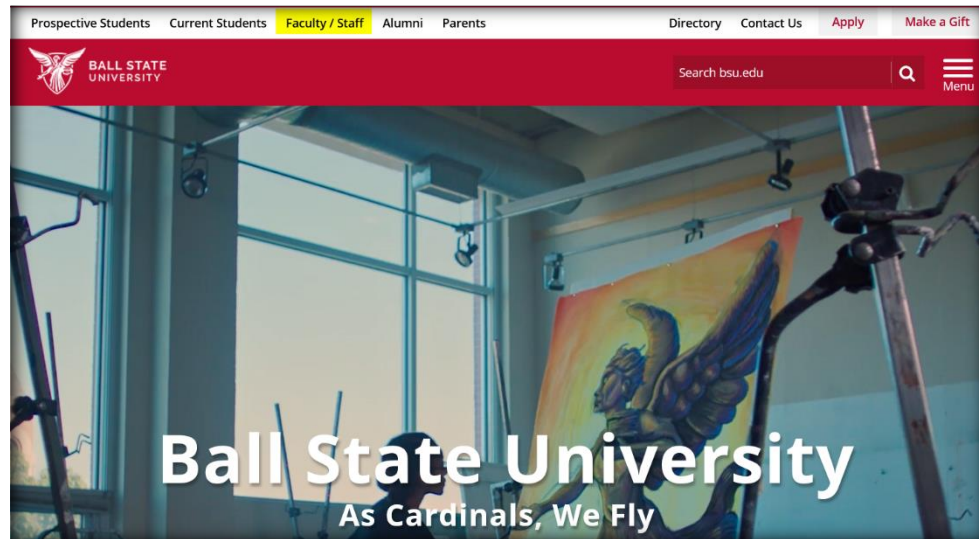

2. Scroll down to "Jobs and Careers" and click "Report your work hours (Kronos)" to get to the Kronos website.

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3. From the right hand side of the screen, click "Payroll."
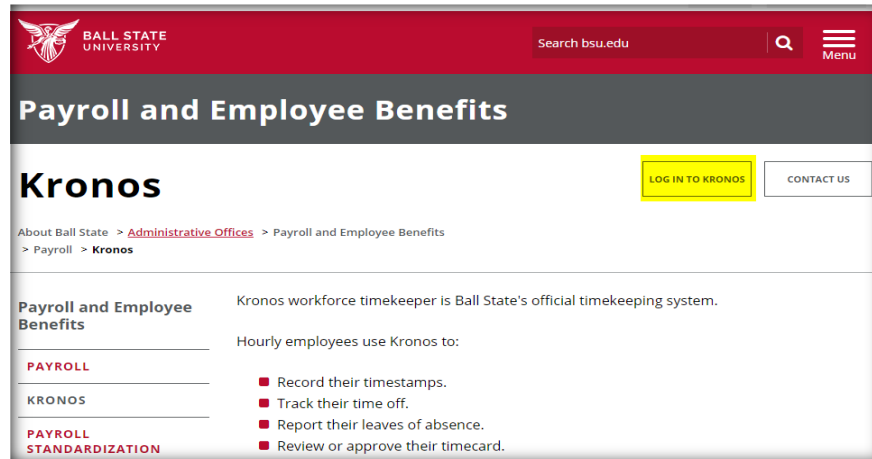
4. If you are already logged into a Ball State program (such as Blackboard or Canvas), the system will recognize your Ball State log in and take you directly into Kronos. If you are not already in a Ball State program, you will need to enter your Ball State username and password.
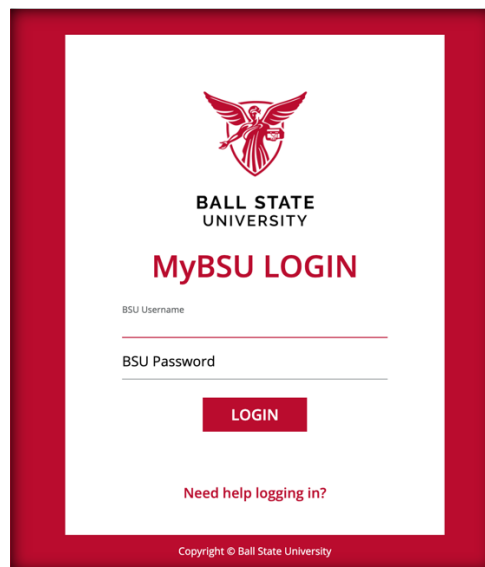
5. Under the My Information tab (your default home screen), you will select the drop-down menu from the Pay Code column and select "PPACA Hours Tracking" and in the Amount column, you will enter the number of hours worked for the relevant date. This should be actual hours and has no bearing on the stipend dollar amount you are paid. Do not forget to save your timesheet once it is completed. This can be done daily and must be completed by your department's deadline for each pay period.
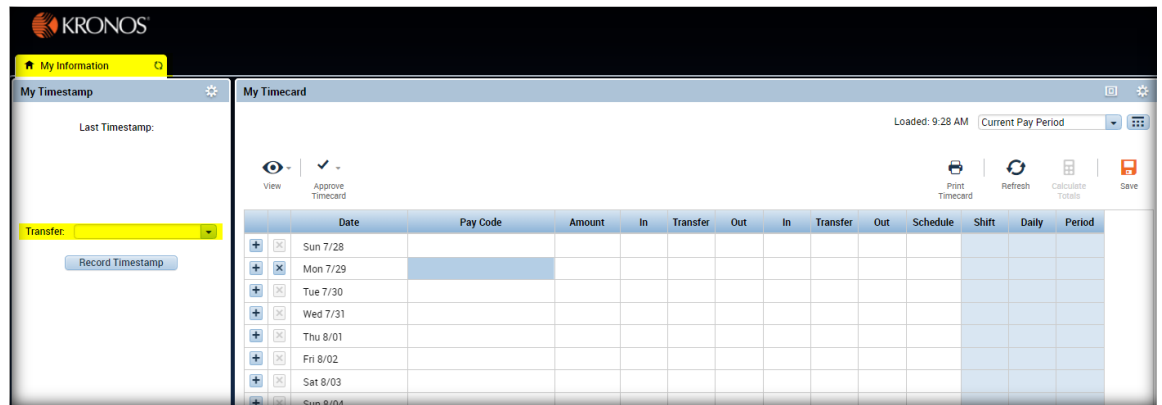

6. Once all PPACA hours have been entered and you have reviewed your timecard for accuracy, click the "Approve Timecard" icon at the top left side of the screen. This will indicate to your supervisor you have completed your time entry for the pay period.
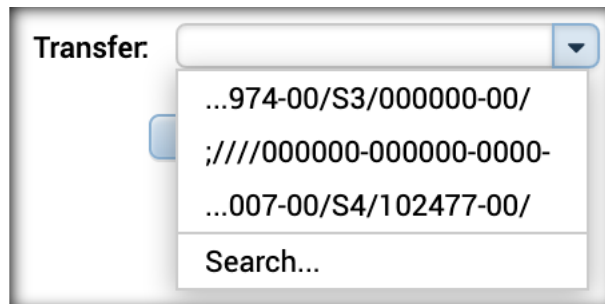
Secondary Position – Time Stamp Instructions:

1. From the "My Information" workspace, click the drop down arrow just below "Transfer."

2. **(Option #1)** – From the "Transfer" menu, you should see a list of your active jobs (and available labor level transfers sets from your primary position) in the drop down list. If you know the correct set of numbers select and click on "Record Timestamp". If you do not know please see option #2 below.

3. **(Option #2)** – If you do not see the job you are transferring to in the list, click "Search" and the "Select Transfer" menu will appear. See step 4.

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4. To select the transfer, you will need to complete labor account levels #1-4, by selecting the appropriate information from each drop down menu on each labor level. Click apply when done.

5. From the "My Information" workspace, click "Record Timestamp" along the left hand side of the screen.

6. After clicking "Record Timestamp," you will immediately see a confirmation of the "Recorded Time"

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7. After you get the confirmation of time recorded, click on the "Refresh" icon located on the top of your timesheet. You time with the transfer code will appear on your timesheet.

Students Instructions

Primary Position - Time Stamp Instructions:

- From the "My Information" workspace, click "Record Timestamp" along the left hand side of the screen.
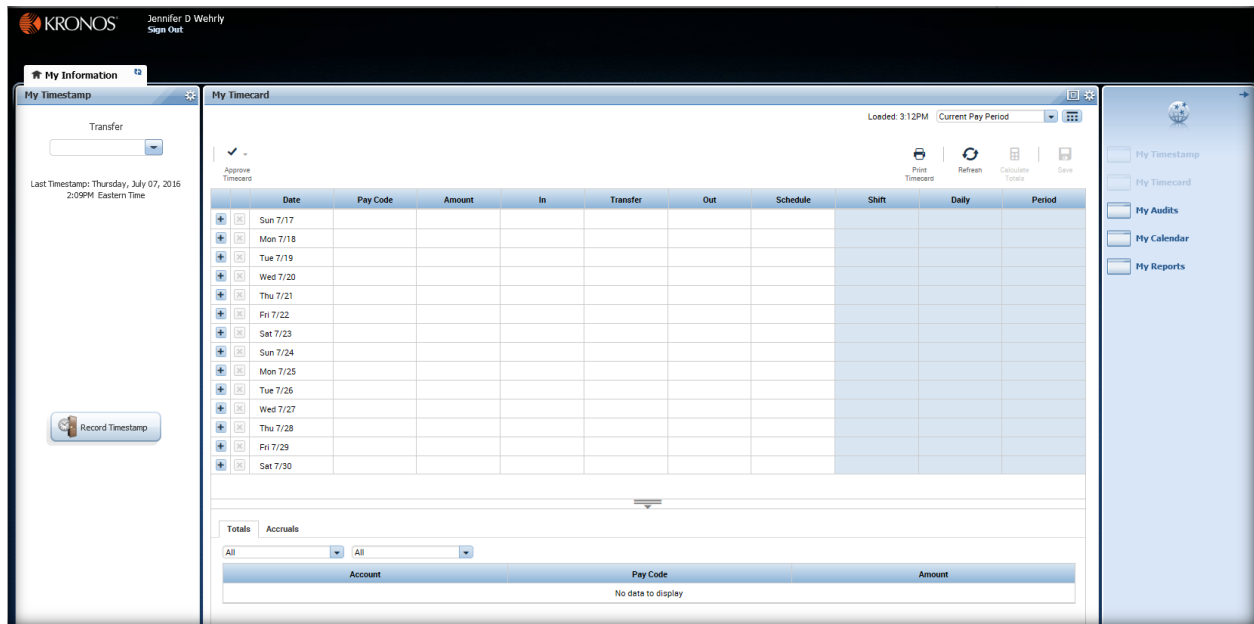
- After clicking "Record Timestamp," you will immediately see a confirmation of the time recorded appear just below the "Transfer" menu in "My Timestamp."

- After you get the confirmation of time recorded, click on the "refresh" icon located on the "My Timecard" workspace to see your timestamp appear on your timecard.

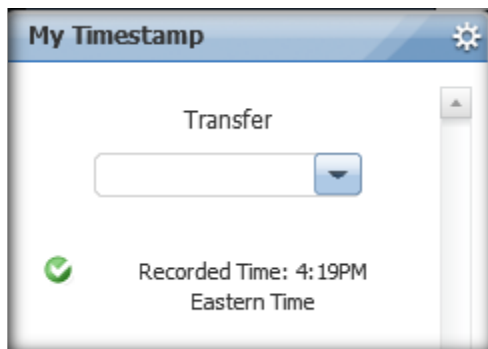|		Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily	Period
+	X	Sat 7/16									
+	X	Sun 7/17									
+	X	Mon 7/18									
+	X	Tue 7/19									
+	X	Wed 7/20									
+	X	Thu 7/21									
+	X	Fri 7/22									
+	X	Sat 7/23									
+	X	Sun 7/24									
+	X	Mon 7/25			4:19PM						

My Timecard — Loaded: 4:24PM — Current Pay Period — Approve Timecard — Print Timecard — Refresh — Calculate Totals — Save

- When you are ready to clock out for your shift, just click "Record Timestamp." **Do not** enter a transfer on an out punch.

Primary Position - Time Clock Instructions:

Please follow the instruction provided at the time clock for students.

- o **Student employees:**
  - Press the "Student In-Punch" option on the clock ② .
  - Swipe your Cardinal Card (BSU ID) through the card reader slot ① .
    - The new clocks uses the **magnetic stripe** of your Cardinal Card, not a barcode.
    - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
  - A list of active jobs will be displayed.
    - Select the job you are clocking into from the list presented.
    - Verify the job is correct then press on **submit** to complete the clock-in process.
    - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
    - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
      - o Read the error message that is displayed. Most cases, re-swiping will correct the issue.
      - o You are not allowed to swipe more than once within a two minutes period. If you accidentally swipe a second time within the two minute period, you will receive the error "Punch rejected…You are attempting to punch too soon after your previous punch…". This error can be ignored, since your first punch was already accepted.
      - o Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.
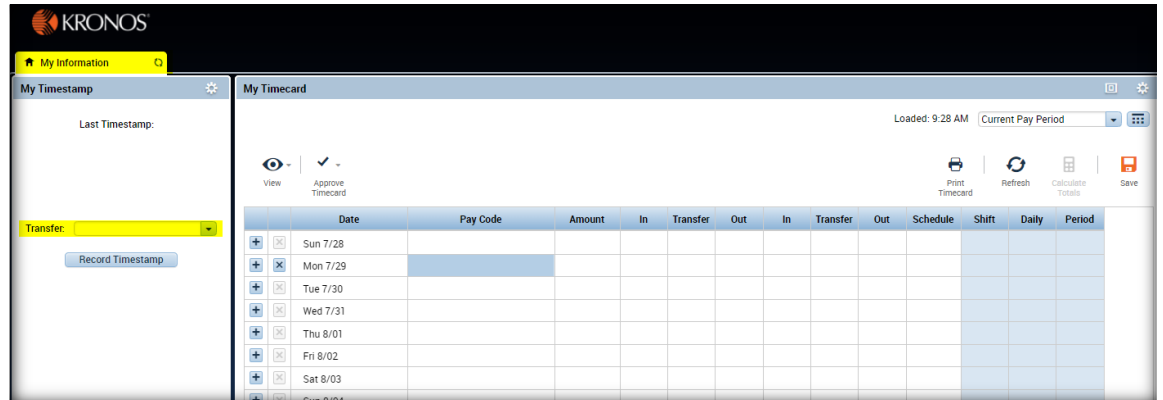
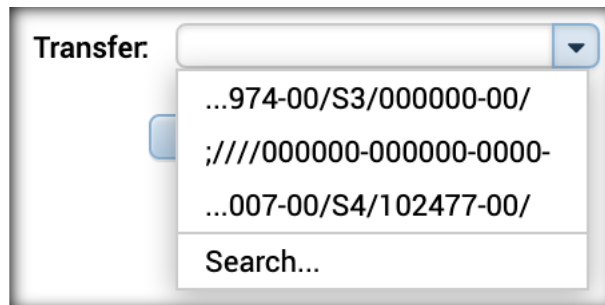## How to Clock-Out (Out-Punch)
- o **ALL EMPLOYEES:**
  - Do not select any options from the clock.
  - Swipe your Cardinal Card (BSU ID) through the card reader slot ① .
  - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).

Secondary Position – Time Stamp Instructions:

1. From the "My Information" workspace, click the drop down arrow just below "Transfer."

2. **(Option #1)** – From the "Transfer" menu, you should see a list of your active jobs (and available labor level transfers sets from your primary position) in the drop down list. If you know the correct set of numbers select and click on "Record Timestamp". If you do not know please see option #2 below.

3. **(Option #2)** – If you do not see the job you are transferring to in the list, click "Search" and the "Select Transfer" menu will appear. See step 4.

4. To select the transfer, you will need to complete labor account levels #1-4, by selecting the appropriate information from each drop down menu on each labor level. Click apply when done.

5. From the "My Information" workspace, click "Record Timestamp" along the left hand side of the screen.

6. After clicking "Record Timestamp," you will immediately see a confirmation of the "Recorded Time"

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8. After you get the confirmation of time recorded, click on the "Refresh" icon located on the top of your timesheet. You time with the transfer code will appear on your timesheet.