Kronos Instructions

Specifically For

Graduate Assistants and Students

in

Workforce Timekeeper 8.0

August 2016
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Graduate Assistants Instructions (Pg 2-10)

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

- **PPACA Step 1** - From the BSU Main home page (www.bsu.edu) click on “Faculty and Staff” and then

- **PPACA Step 2** - Click “Payroll and Employee Benefit” to get to the PEB website.

- **PPACA Step 3** - From the right hand side of the screen, click “Payroll.”

- **PPACA Step 4** – Click “Kronos” from the list of options.
• **PPACA Step 5** - From the Kronos page, click on the red “Kronos” link.

• **PPACA Step 6** - If you are already logged into a Ball State program (such as Blackboard) 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.

• **PPACA Step 7** - Under the My Information tab (your default home screen) you will select the drop down menu for Pay code, and select PPACA hours tracking. In the daily total row you will enter the number of hours worked under the correct day. This should be actual hours and has no bearing on the stipend dollar amount you are paid. This can be done daily or at a minimum it must be completed by your department’s deadline for each pay period.
• **PPACA Step 7** - Once you have entered all of your time for the pay period, click “Save.”

• **PPACA Step 8** – 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:

Please note that a Grad Assistant can only complete a job transfer (not a labor level transfer) to a second position.

- **Timestamp with Transfer Step 1** – From the “My Information” workspace, click the drop down arrow just below “Transfer.”

- **Timestamp with Transfer Step 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.

- **Timestamp with Transfer Step 2 (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.
• **Timestamp with Transfer Step 3** – In order to complete a job transfer, you will need to populate labor account levels #1-4, by selecting the appropriate information from the each drop down menu on each labor level.

![Select Transfer](image1)

**Add Labor Level**
- TS-ORGN-CODE: 110050 - Athletic Business Services
- EE-POSN-SUFF: 102202-00 - Secretary to Director Bus
- ECLS-CODE: N1 - N1
- SUPV-POSN-SUFF: 100506-00 - Asst Athletic Dir Business
- LABOR-TRANSFER

[Clear All]

• **Timestamp with Transfer Step 4** – From the “My Information” workspace, click “Record Timestamp” along the left hand side of the screen.

![My Information](image2)

**Transfer**

```plaintext
///143004-134050-2005
```

**Last Timestamp:**

[Record Timestamp]
• **Timestamp With Transfer Step 5** – After clicking “Record Timestamp,” you will immediately see a confirmation of the time recorded appear just below the “Transfer” menu in “My Timestamp.”

![Timestamp With Transfer Step 5](image)

• **Timestamp Step 6 (Optional)** – After you get the confirmation of time recorded, click on the “refresh” icon located on the “My Timecard” workspace to see your timestamp with transfer appear on your timecard.

![Timestamp Step 6 (Optional)](image)

• **Timestamp Step 6 (Optional)** – After you get the confirmation of time recorded, click on the “refresh” icon located on the “My Timecard” workspace to see your timestamp with transfer appear on your timecard.
Secondary Position – Time Clock Instructions:

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

### Using Kronos In-Punch Clocks

- **This indicator will glow **GREEN** when a swipe is successful, **RED** when it fails.**
- **Card reader slot: Use your Cardinal Card (BSU ID) with the magnetic stripe facing the wall.**

#### Student employees:
- Press the “Student In-Punch” option on the clock.
- Swipe your Cardinal Card (BSU ID) through the card reader slot.
  - 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.
    - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
    - 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.
    - 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.
Primary Position - Time Stamp Instructions:

- **Timestamp Step 1** – From the “My Information” workspace, click “Record Timestamp” along the left hand side of the screen.

- **Timestamp Step 2** – After clicking “Record Timestamp,” you will immediately see a confirmation of the time recorded appear just below the “Transfer” menu in “My Timestamp.”
• **Timestamp Step 3 (Optional) –** 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.

![](image)

• **Timestamp Step 4 (Clock Out) –** When you are ready to clock out for your shift, just click “Record Timestamp.” Do not attempt to enter a transfer on an out punch.
Primary Position - Time Clock Instructions:

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

- **Student employees:**
  - Press the “Student In-Punch” option on the clock.
  - Swipe your Cardinal Card (BSU ID) through the card reader slot.
    - The new clocks use 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).
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      - 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)

- **ALL EMPLOYEES:**
  - Do not select any options from the clock.
  - Swipe your Cardinal Card (BSU ID) through the card reader slot.
  - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
Secondary Position - Time Stamp Instructions:

Please note that a Students can only complete a job transfer (not a labor level transfer) to a second position.

- **Timestamp with Transfer Step 1** – From the “My Information” workspace, click the drop down arrow just below “Transfer.”

- **Timestamp with Transfer Step 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.

- **Timestamp with Transfer Step 2 (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.
• **Timestamp with Transfer Step 3** – In order to complete a job transfer, you will need to populate labor account levels #1-4, by selecting the appropriate information from the each drop down menu on each labor level.

![Select Transfer](image)

- **TS-ORGN-CODE**
- **EE-POSN-SUFF**
- **ECLS-CODE**
- **SUPV-POSN-SUFF**
- **LABOR-TRANSFER**

  ![Clear All Button](image)

• **Timestamp with Transfer Step 4** – From the “My Information” workspace, click “Record Timestamp” along the left hand side of the screen.

![My Information Workspace](image)

- **Transfer**
- **Last Timestamp:**

  ![Record Timestamp Button](image)
• Timestamp With Transfer Step 5 – After clicking “Record Timestamp,” you will immediately see a confirmation of the time recorded appear just below the “Transfer” menu in “My Timestamp.”

![Timestamp Confirmation](image)

• Timestamp Step 6 (Optional) – After you get the confirmation of time recorded, click on the “refresh” icon located on the “My Timecard” workspace to see your timestamp with transfer appear on your timecard.

• Timestamp Step 7 (Clock Out) – When you are ready to clock out for your shift, just click “Record Timestamp.” Do not attempt to enter a transfer on an out punch.
Secondary Position - Time Clock Instructions:

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

- **Student employees:**
  - Press the “Student In-Punch” option on the clock.
  - Swipe your Cardinal Card (BSU ID) through the card reader slot.
    - The new clocks use 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.
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      - 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)**
- **ALL EMPLOYEES:**
  - Do not select any options from the clock.
  - Swipe your Cardinal Card (BSU ID) through the card reader slot.
  - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).