

## Logging into Kronos

- Confirm you are within the AMC Domain
- Navigate to the Intranet main page. Under **Most Popular** section click **KRONOS Access**.
- <https://intranet.uwmedicine.org/BU/Payroll/Pages/HowToAccessKronos.aspx>
- Click the Employee link with Java
- Log in with AMC username and password.

[Remote Access Instructions](#)

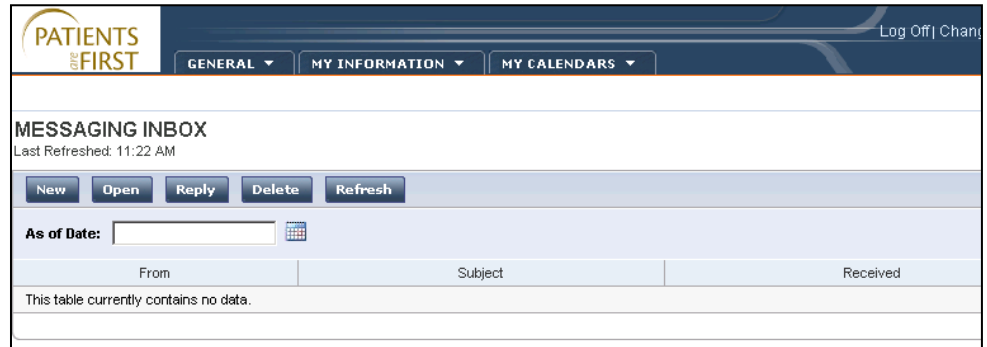
[Remote Access and Macs FAQs](#)

**My Calendars Tab** – Displays a drop-down list to access your work and absence summary.

## Navigating Self-Service for Employees

**General Tab** – Displays a drop-down list to access your Inbox so you can review and respond to tasks and messages in their respective tabs.

**My Information Tab** – Displays a drop-down list of links to perform your timekeeping review tasks.



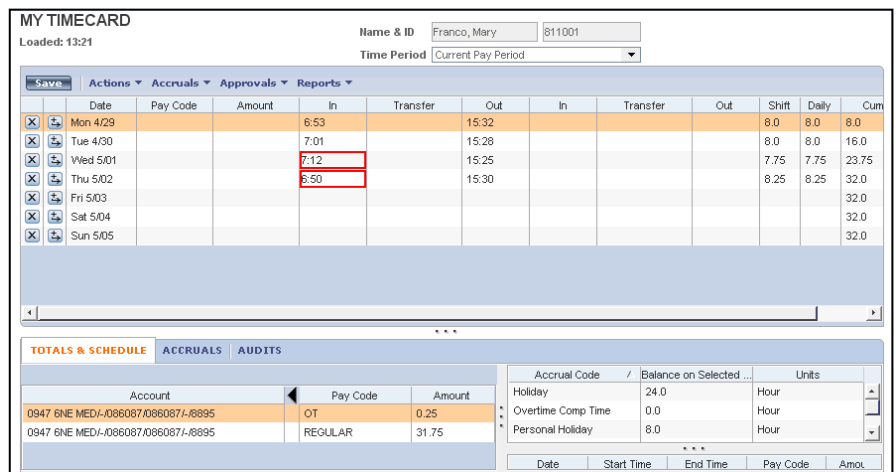
## Viewing My Timecard

- 1 Select **My Information > My Timecard**.



- 2 From **Time Period** drop-down list, select the time period you would like to view.

- To view Accrual Balances, click the **Accruals** tab at the bottom of the screen.
- To print your timecard, from the **Actions** menu, select **Print** or **Print Screen** and select a printer.



## Approving My Time

- 1 Select **My Information > My Timecard**. Time period defaults to current pay period.
- 2 Click **Approvals > Approve**.



**Note:** You can remove your approval by following the same steps and selecting **Remove Approval** from the Approvals menu.

## Run My Reports

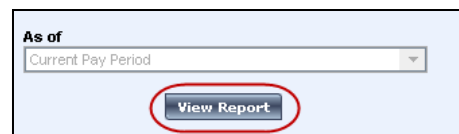
- 1 Select **My Information > My Reports**.



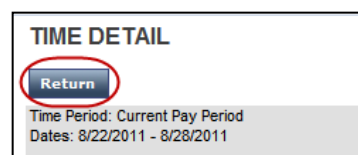
- 2 From the **Available Reports** window, select a report.

- 3 Select the specific time period from the **Time Period** drop-down list.

- 4 Click **View Report**.



- 5 To return to the **Available Reports** screen, click **Return**.



# Common Tasks for WFS Employees

## Requesting Time Off

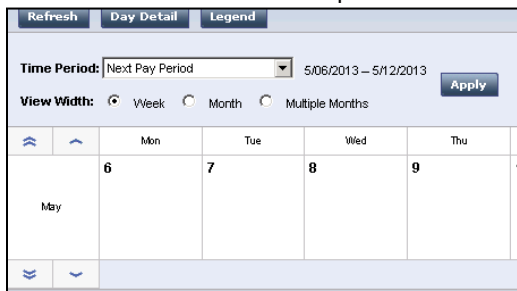
- 1 Select **My Information > My Requests**.



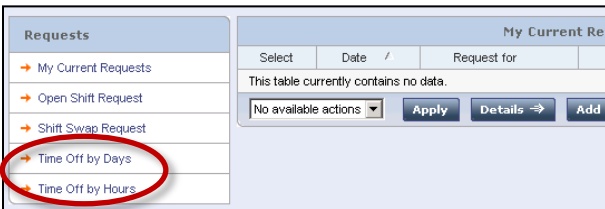
- 2 Select the time off date range from the **Time Period** drop-down list. Select a View Width and click **Apply**.

**Note:** You may need to select a range of dates in the time period drop-down list if the relative dates don't apply.

- 3 Click the date of the time off request.



- 4 From the **Requests** list, select the appropriate time-off request (by Days or by Hours).



- 5 Confirm the selected **Start Date**. Change the date if required.

**Note:** If consecutive days are selected, the duration amount entered will be applied to each day.

Holiday	24.0
Overtime Comp Time	0.0
Personal Holiday	8.0
Shared Leave	0.0
Sick Leave	40.0
Vacation	120.0

- 6 Enter a **Start Time** of the time-off request.

**Note:** This field only appears for partial day-off request

- 7 Enter the number of time off hours in the **Duration** field.

**Note:** This field only appears for partial day-off request

- 8 From the **Paycode** drop-down list select the appropriate code.

- 9 Click **Submit**.

**Note:**  
Time off by Days – requests sequential full days.  
Time off by Hours – requests specific hours.

## Requesting Open Shifts

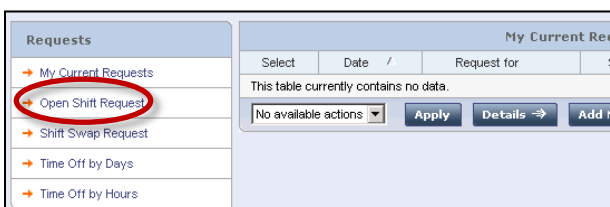
- 1 Select **My Information > My Requests**.

- 2 Select the appropriate date range from the **Time Period** drop-down list. Click **Apply**.

**Note:** You may need to select a range of dates in the time period drop-down list if the relative dates don't apply.

- 3 Click the date of the requested Open Shift in the calendar.

- 4 From the **Requests** list, select the Open Shift Request.



- 5 Select the open shift that you are requesting to work and click **Details** to review request.

Select	Label	Start Date /	Start Time	End Time	Duration	Location	Job	Available Shifts
<input checked="" type="checkbox"/>	7-19h	5/05/2013	7:00	19:30	12.5	UW Medicine/UWMC/PCS01/Inpatient/Acute/ENE	RN2 u	1
<input type="checkbox"/>	19-7h	5/05/2013	19:00	7:30	12.5	UW Medicine/UWMC/PCS01/Inpatient/Acute/ENE	RN2 u	1

- 6 Click **Submit**.

This submits request to manager for approval.

**Note:** The Open Shift Request and Visibility periods must be open to request open shifts.

## Shift Swap Requests

### Requesting Shift Swaps

- 1 Select **My Information > My Requests**
- 2 Select the appropriate date range from the **Time Period** drop-down list. Click **Apply**.
- 3 Select the date to offer as part of a shift swap. Then click **Shift Swap Request**.



- 4 Confirm that the shift you're offering to swap is selected.

The screenshot shows the 'Shift Swap Request' form. It has a dropdown for 'The shift you want to swap' set to '5/11/2013, 19:00 - 7:30'. Below that is a dropdown for 'Swap shift with' set to 'Allen, Gregg'. Underneath is a table for 'The shift you want to work' with columns: Select, Label, Start Date, Start Time, End Time, and Duration. There are two rows of shifts, both with checkboxes in the 'Select' column.

- 5 Select the other employee you are offering to swap shifts with in the **Swap shift with** menu.
- 6 Select the shift you are requesting in the swap. Click **Submit**.

Submitting the request will notify the other employee and your manager. If the other employee accepts the request, the manager will approve or deny the swap.

### Responding to Shift Swap Requests

- 1 Select **My Information > My Requests**
- 2 Select the date range from the **Time Period** drop-down list. Click **Apply**.
- 3 View **My Current Requests**. Select the Shift Swap Request and click **Details** to review request.

The screenshot shows a table titled 'My Current Requests'. It has columns: Select, Date, Request for, Status, Comments, and Notes. There is one row with a checkbox in the 'Select' column, the date '5/11/2013', 'Shift Swap Request' in the 'Request for' column, 'Offered' in the 'Status' column, and 'Shift Swap' in the 'Comments' column. Below the table are buttons for 'No available actions', 'Apply', 'Details', and 'Add Note'.

- 4 Use the drop down menu to **Accept** or **Decline** the swap request. Click **Apply**.

Accepting the shift will submit the request for final manager approval.

**Note:** The Shift Swap Request Period must be open and the schedule must be posted to request shift swaps online.

## Self-Scheduling

- 1 Select **My Information > Scheduling**.
- 2 Existing schedule or shifts already selected show under **My Schedule**. The **Available Shifts** are shown below.

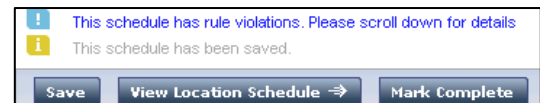


The screenshot shows the 'SCHEDULING' interface. It has a 'Job' dropdown set to 'UW Medicine/JMMC/PCS01/Inpatient/Acute/RN/RN2 u' and a 'Time Period' dropdown set to '5/27/2013 - 6/23/2013'. Below that is a 'MY SCHEDULE' table with columns for days of the week and shift times. There are two rows of shifts, both with checkboxes in the 'Select' column. Below the 'MY SCHEDULE' table is an 'AVAILABLE SHIFTS' table with columns for days of the week and shift times. There are three rows of shifts, each with a checkbox in the 'Select' column.

**Note:** The schedule period must be open for sign up by the manager.

- 3 Confirm you are in your department and job for sign up in the **Job** drop-down menu. Confirm the **Time Period** for scheduling.
- 4 Select and deselect shifts using the check boxes.
- 5 Click **Save** when finished. You can return to change selections until the schedule is closed for sign up.

- 6 Rule violations may appear after you click **Save**. You must resolve violations by removing the shift causing the rule violation. Click **Save** after any changes.



- 7 Click **Mark Complete** to notify your manager that you are done.

- 8 Click **View Location Schedule** to see what shifts employees in your unit have selected for sign up.

The screenshot shows a 'LOCATION SCHEDULE' table. It has columns for Name, Job, and days of the week with shift times. There are three rows of employees: Franco, Mary; Farmer, Donna; and Flowers, Joyce. Each row shows which shifts they have selected for sign up.