

# KRONOS HMC Nursing

## Phase 1B Cycle 5

## KRONOS is live for all of Harborview!

### Employee Activities

- No more paper time-sheets, now you are clocking in and out at badge readers throughout Harborview
- Make sure to complete your online training in Learning Management System (LMS) majority of employees are using Workforce Scheduler (WFS) and only have one online class, KRONOS 360
- **WFS** is the abbreviation for KRONOS Workforce Scheduler Module

**What about my meal?** You **are not** required to clock in and out for meals, KRONOS is configured with an automatic 30 minute meal deduction after 5 hours into your shift.

**When do I sign my time card?** Employees approve timecards by Mondays at Noon (Tuesday if Monday is a holiday) for the previous weekly pay period. You can approve your timecard online or at the badge reader. If there are any changes to your timecard, you will receive an email notification.

**What if I do not work on Mondays?** If you do not work on Mondays, you can approve your timecard after you clock out at the end of your last shift.

**I received a Rejected Unknown Home Employee message at the Badge Reader?** Send an email with your Name, Employee ID Number and the prox card number on the back of your badge to:

[askkronos@uw.edu](mailto:askkronos@uw.edu)

The prox card number is located on the back of your Employee

ID Badge, it is the first 5 digits right below the bar code. KRONOS Support will reply as soon as your prox card number has been updated.

**I forgot to clock in/forgot my badge this week?** Use the KRONOS Log at your Unit's Nurse Station. Your manager, RN3, or Ad Coord have access to reconcile/edit your timecard and you will be able to view the update online or at the badge reader.



## KRONOS Online Access

KRONOS can be accessed online to submit time off requests, view schedule, view timecard, available open shifts and approve timecards. Below are instructions on KRONOS Online Access.

If you have any questions please send email to: [askkronos@uw.edu](mailto:askkronos@uw.edu)

### Phase 1B Project Co-Directors:

HMC  
Paula Minton-Foltz

UWMC  
Karen Odle

WMS  
Mirtha Johnson, CPP

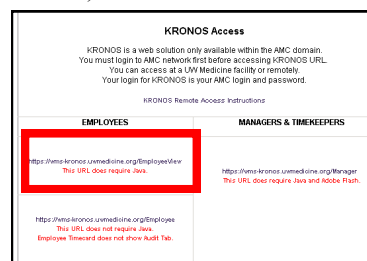
### How can I access KRONOS online?

There are two main methods to access KRONOS online as an employee.

- 1) Go to the **HMC Intranet** and under **Most Popular** click on **KRONOS Access**, OR
- 2) Go to the **HMC Intranet** and go to **My Employee Resources Tab > Kronos > How to Access Kronos**

Both methods will take you to the KRONOS Access page.

As an employee, you will use the link under Employees that **does** require Java (see picture below).



### Useful Employee Job Aids

To access the following Job Aids go to **HMC Intranet > My Employee Resources Tab > Kronos > Support**

- KRONOS Remote Access Instructions
- Common Tasks WFS Employees Job Aid
- Badge Reader Job Aids (4500 & InTouch)