NAVIGATING KRONOS

Logging into KRONOS

1. From the myApps website at https://myapps.wvsao.gov/apps/default.aspx

   - Enter your standard government email address in the Email Address field

   - Enter your password in the Password field

   - Click on **Sign In**
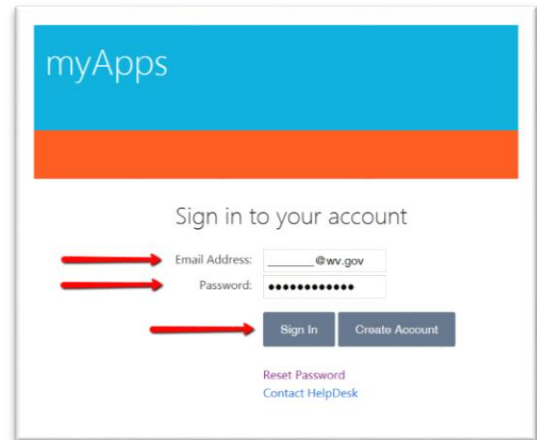
2. At the myApps page, click on the orange **KRONO**S link.   Note: Your screen may have more or fewer icons than pictured below:
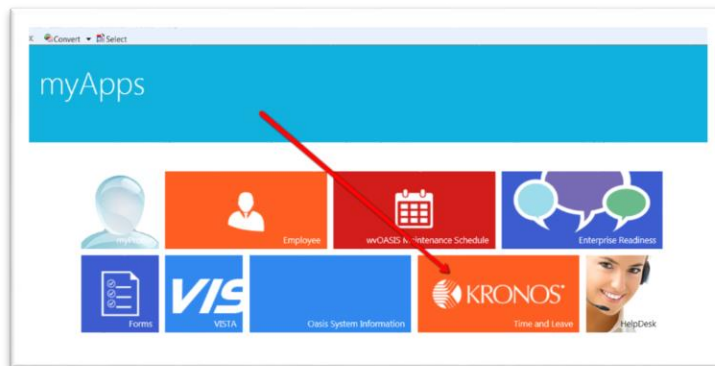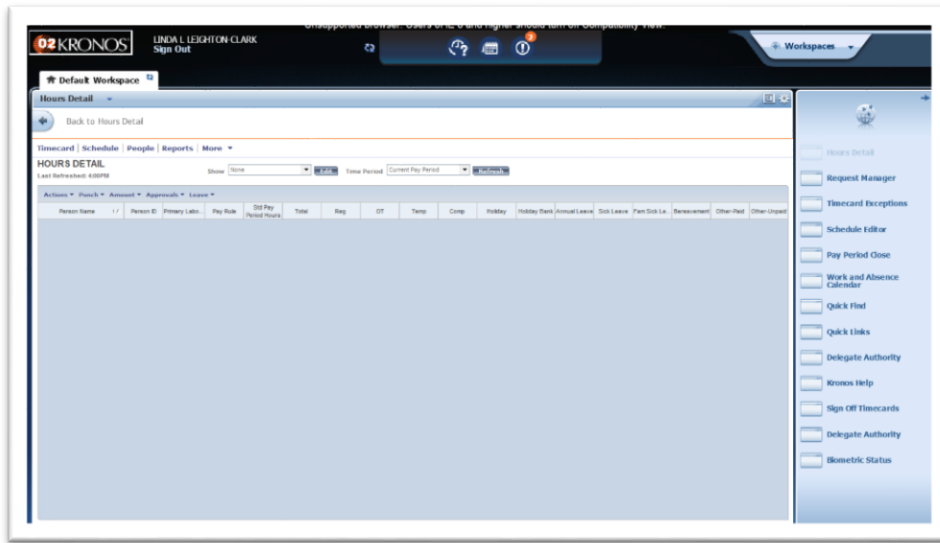
3. Several pop-up windows will appear while KRONOS is loading. At each pop-up window click on **Run** or **Allow**. This will ensure the program is running with full functionality.
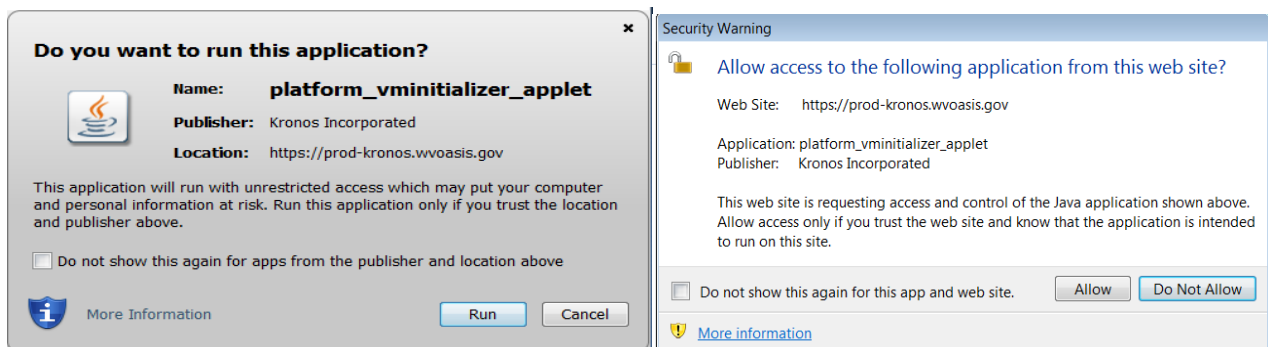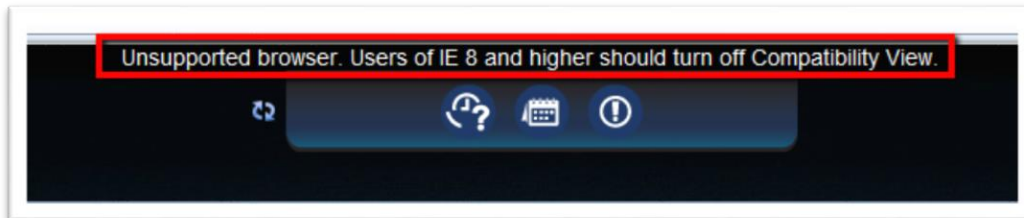
NAVIGATING KRONOS

## Logging into KRONOS- continued

4. Your landing screen may vary from the image below depending on your level of KRONOS access.

Note: Internet Explorer Users: Ignore the warning message at the top of your screen:

5. You may need to click on Workspaces and select My Information from the drop-down box to access your Timecard if it does not automatically display when you access KRONOS.
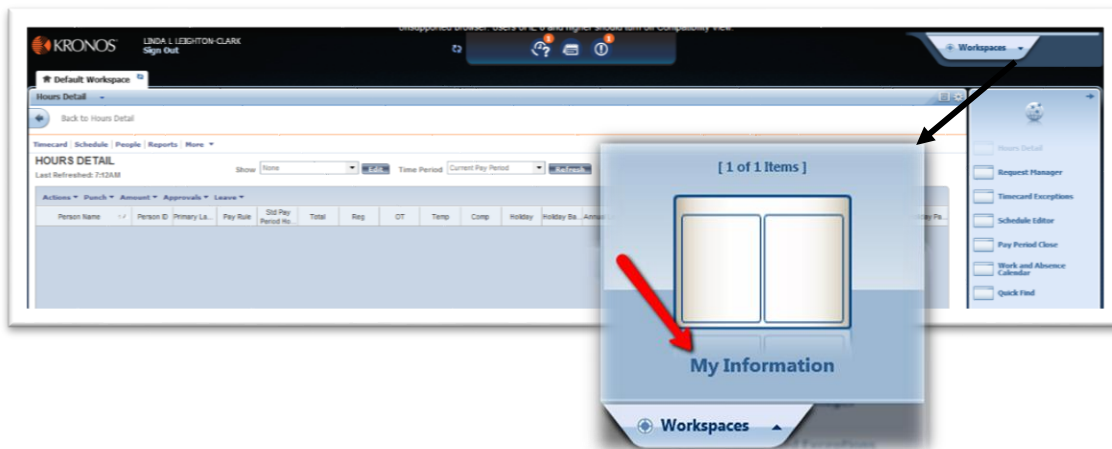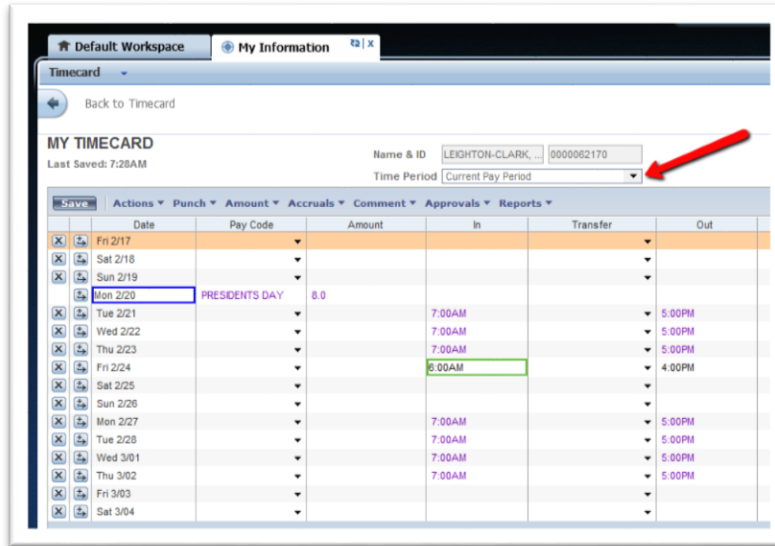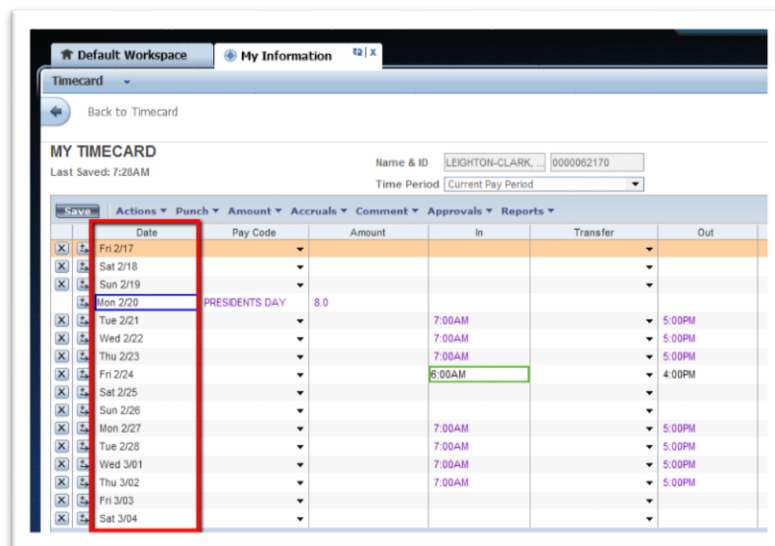

* End *

NAVIGATING KRONOS

Touring the KRONOS Timecard

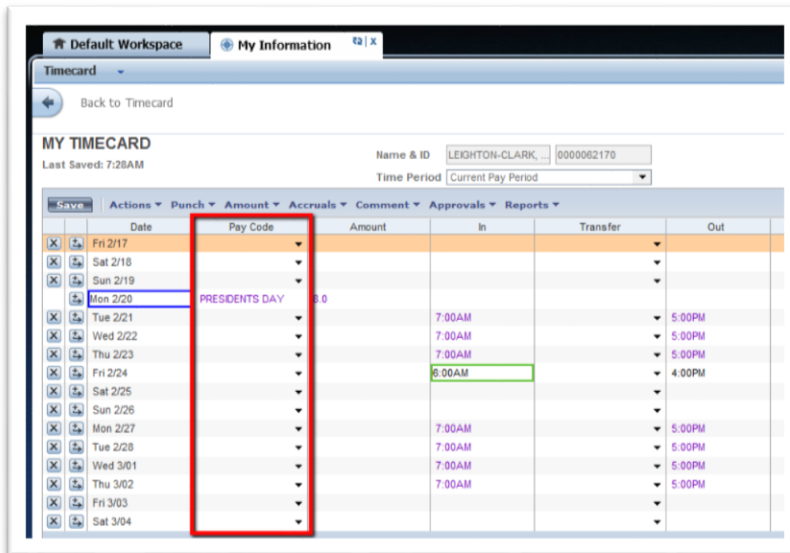1. The pay period for the timecard is shown in the **Time Period** drop-down menu.

2. The date for each line of the timecard is listed in the **Date** column to the far left of your screen.
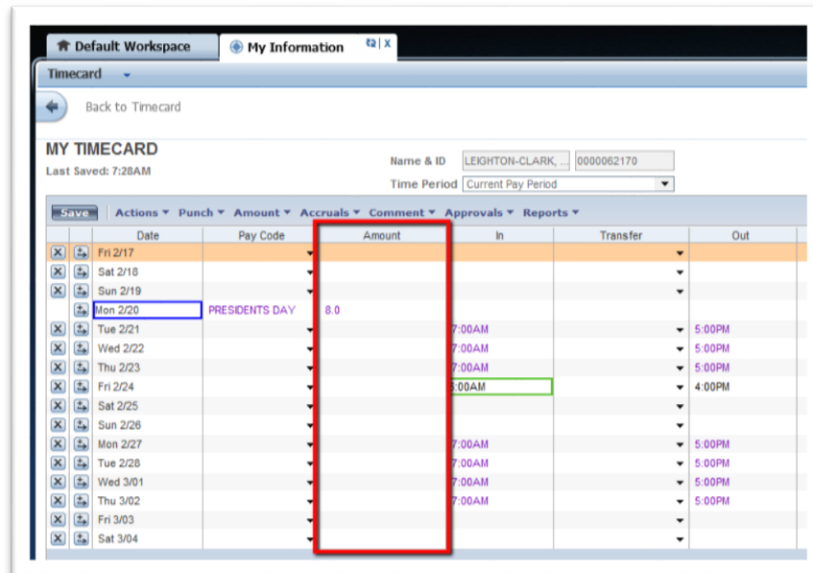
NAVIGATING KRONOS

Touring the KRONOS Timecard - continued

3. The **Pay Codes** column is where you will select the type of leave that you may take on any given day.

4. The **Amount** column is where you would enter in hours exactly how much of that leave you took, in hours.
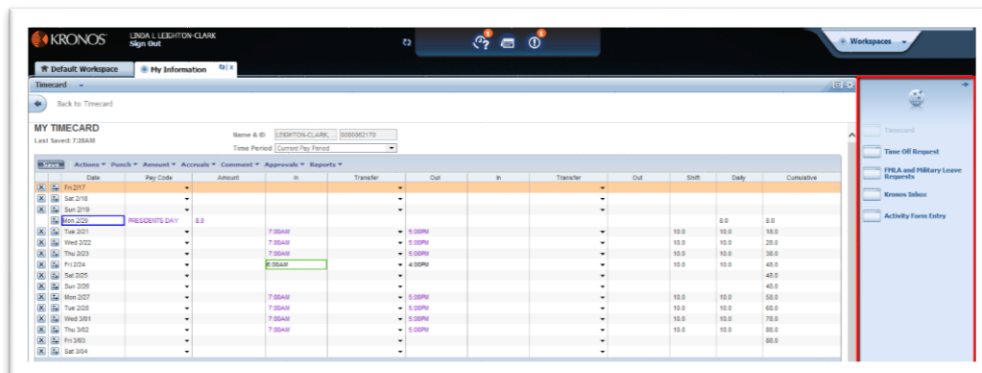
NAVIGATING KRONOS

Touring the KRONOS Timecard - continued

5. Each day has both an **In** and **Out** column.

    - If your hours are shown in **purple**, you have a pre-populated schedule. These hours reflect your working schedule. If you work different hours, take leave or have no pre-populated schedule you will need to enter or adjust punches for that day.

    - You will enter the time you start working into the **In** column. You will enter the time you ended your shift in the **Out** column. Enter each punch as either am or pm for KRONOS to correctly calculate your hours worked.

    - How to enter time and leave is covered in the *Entering Time and Leave in KRONOS* job aid.
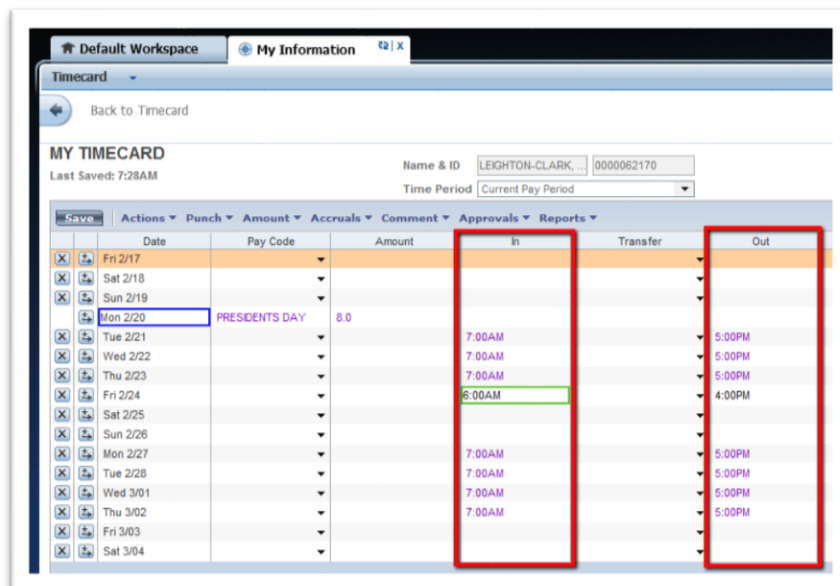
6. Located on the right is the Related Items pane, which houses different "widgets" – these will be explained later. The widgets displayed will vary depending on your KRONOS user access level.

* End *