

# IMAGINE! TRAINING DOCUMENT: KRONOS FOR FRE PROGRAM

## Welcome to Kronos

Kronos is a secure, encrypted website you will use to track the hours you work.

The URL or web link for Kronos is:

<https://kronos.imaginecolorado.org/wfc/logon/logonWFC.html>

You can copy and paste this URL into your web browser or you can hold down your Ctrl key and click on the link above to access the site directly from this document.

You can also go to [www.imaginecolorado.org](http://www.imaginecolorado.org) – Resources – For Employees – Kronos Timekeeping System.

**Please use Internet Explorer when accessing Kronos.**

### *Logging In*

**Username:** Your username is your 5-digit clock number. You must use all 5 digits including the “0” or “00” part of your username.

**Password:** Your initial default password is the word “password” (without the quotation marks). You will be required to change your password after the first login. Just follow the prompts on the screen. You will also be asked to select three security questions for future reference in case you forget your password.

### **Login Issue?**

You may get an error after logging in to Kronos that says your Java plug-in failed to load. Along with this you will see an Active X message in yellow at the top of your browser window which states: “The website wants to run the following add-on: Java SE Runtime Environment 6 Update from Sun Microsystems Inc.” It is okay for you to click on the yellow banner and then select Run Add-on from the menu. Then click Run on the “Do you want to run this ActiveX control?” dialog box.

You may get an additional window asking “Do You Want to Install This Software?”. It is okay to click Run from this dialog box.

You can also log out of Kronos, go to [www.java.com](http://www.java.com) to download the latest free version of Java directly from their site, then log back into Kronos.

### *Getting Help*

If you are unable to access the website, need help entering your time or have questions about navigating the system, please contact Jenna Sallee, FRE Supervisor, at 303-926-6468 or [jsallee@imaginecolorado.org](mailto:jsallee@imaginecolorado.org)

Please plan ahead. Due to processing payroll, assistance will generally not be available on the Mondays Kronos information is due.

If you become locked out of Kronos due to multiple incorrect passwords, please call or email the Kronos administrator, Wendy Breiteinfeld at 303-926-6411 or [wbreitenfeld@imaginecolorado.org](mailto:wbreiteinfeld@imaginecolorado.org)

# IMAGINE! TRAINING DOCUMENT: KRONOS FOR FRE PROGRAM

## *Entering Your Time*

Late time cannot be entered into Kronos. Timecards will be locked at 9AM on the Monday following the end of a pay period. Late hours and corresponding contact notes should be submitted as previously done, via e-mail, fax, mail or walk in, on the old Timesheet and Service Delivery Reporting forms. Late submissions will be processed with the next round of payroll.

To enter hours and notes on the Monday following payroll before the 9AM deadline, use the Time Period dropdown box located above your timecard and select "Previous Pay Period". Review the dates on the timecard to ensure you are entering information on the appropriate 2 week period.

The site will calculate your hours up or down to the nearest quarter hour. At 7 minutes after the quarter hour the calculation of your hours will round back. At 8 minutes after the quarter hour the calculation of your hours will round forward.

For example, if you enter your start time at "9:07 AM" and your end time at "10:00 AM", the system will treat this as 9:00 AM to 10:00 AM and calculate **1.0** hour of time. But if you enter time your start time at "9:08 AM" and end time at "10:00 AM", the system will treat this as 9:15 AM to 10:00 AM and your time will calculate as **.75** hours.

## *Accessing Your Timecard*

The first thing you will see when you log in to Kronos is your inbox which currently has no information. Click on the "My Information" drop-down menu, pictured below, at the top of your screen and select "My Timecard" to access your timecard.



Your timecard, pictured below, will appear.

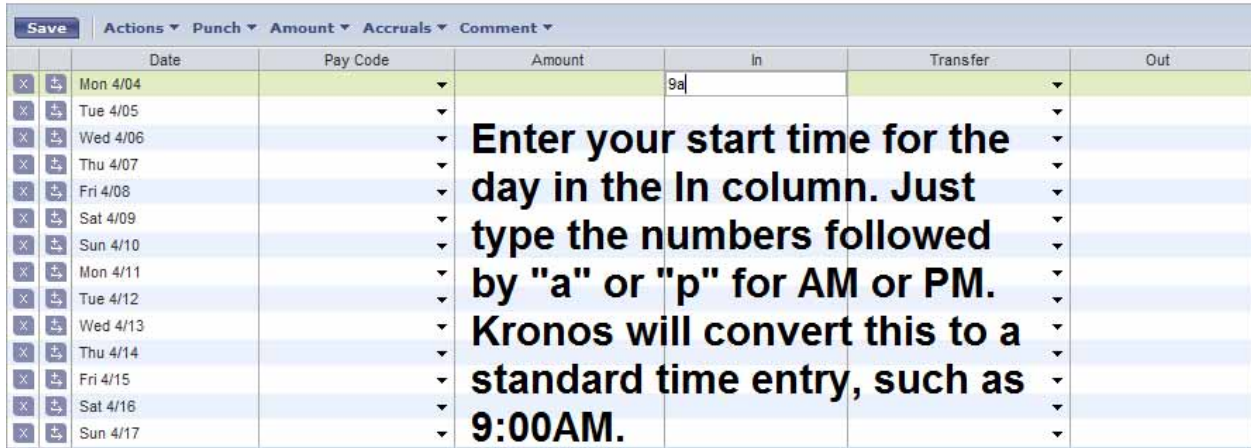


DO NOT enter any information in the "Pay Code" or "Amount" columns. These fields should remain blank.

# IMAGINE! TRAINING DOCUMENT: KRONOS FOR FRE PROGRAM

## Entering Your In Time

Click on the row under the In column, as pictured below, for the date you worked and enter your in time. Use "a" for AM or "p" for PM with each entry. *You may enter just the numbers for the time. For example if you enter "815p", Kronos will convert this to 8:15 PM. If you type "9a", Kronos will convert this to 9:00 AM.*



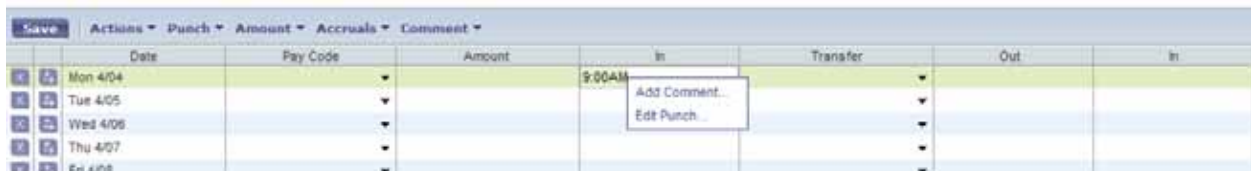
	Date	Pay Code	Amount	In	Transfer	Out
X	Mon 4/04			9a		
X	Tue 4/05					
X	Wed 4/06					
X	Thu 4/07					
X	Fri 4/08					
X	Sat 4/09					
X	Sun 4/10					
X	Mon 4/11					
X	Tue 4/12					
X	Wed 4/13					
X	Thu 4/14					
X	Fri 4/15					
X	Sat 4/16					
X	Sun 4/17					

All times entered will default to AM unless you enter "p" for PM.

## Adding Comments & Notes

All In times must have a Comment and Note attached or you will not be paid for those hours on time.

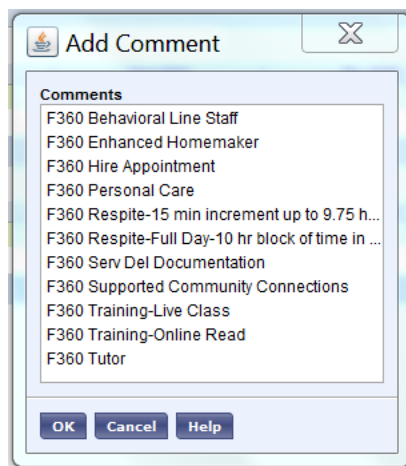
After you enter your In time in the appropriate space under the In column, right-click on the In time and select Add Comment, as pictured below.



	Date	Pay Code	Amount	In	Transfer	Out	In
X	Mon 4/04			9:00AM			
X	Tue 4/05						
X	Wed 4/06						
X	Thu 4/07						
X	Fri 4/08						

# IMAGINE! TRAINING DOCUMENT: KRONOS FOR FRE PROGRAM

After you select the Add Comment option, a new popup screen will appear, as pictured below.



1. Highlight the service you are providing in the upper "Comments" section
2. Enter a contact note in the lower "Note" section. This note must begin with your client's last, first name and it should not exceed 250 characters total.
3. Click on "OK" to submit the information.

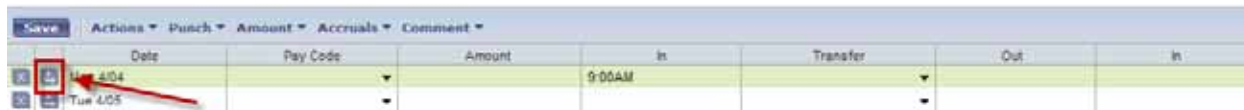
## Entering Your Out Time

Click on the Out column for the date worked and enter your end time. Use "a" for AM or "p" for PM with each entry.

Click "Save" after each entry (set of In time, Comment/Note, and Out time).

## Recording Multiple Services

**If you are providing multiple services in one day**, click on the (plus and arrow) button directly to the left of the date column, as shown below, to add a new row to your timecard with the same service date. Then follow the steps above to enter your start time, comments, notes and end time in the new line that appears.



**If multiple services are provided back to back, the "out" and "in" times you enter cannot overlap.**

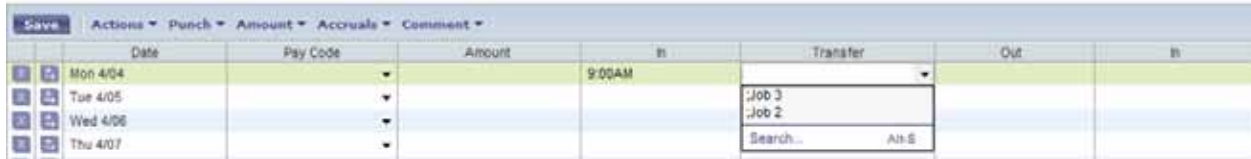
- Bad example= 9/20/10 8AM to 12 PM  
9/20/10 12 PM to 3 PM

# IMAGINE! TRAINING DOCUMENT: KRONOS FOR FRE PROGRAM

You will receive an error message: WTK-03303 The punch already exists. You are receiving this message because you have written in 12 PM as the out time for the first service and 12 PM as the in time for the second service.

- Good example= 9/20/10 8 AM to 12 PM  
9/20/10 12:01 PM to 3 PM

**If you are receiving different wages for different services**, you will need to note this in the Transfer column, pictured below, by selecting Job 2, Job 3, etc... Please contact Jenna Sallee to verify which wage is associated with "Job 2", "Job 3", ect...



	Date	Pay Code	Amount	In	Transfer	Out	Bn
Mon 4/04				9:00AM			
Tue 4/05					Job 3 Job 2		
Wed 4/06					Search... Alt-S		
Thu 4/07							

Click on the drop-down arrow in the Transfer column for the date/set of times you need to change the wage for and select Job 2, Job 3, etc. (If you do not see the option you are looking for, select "Search". A new popup screen will appear, as picture below.)



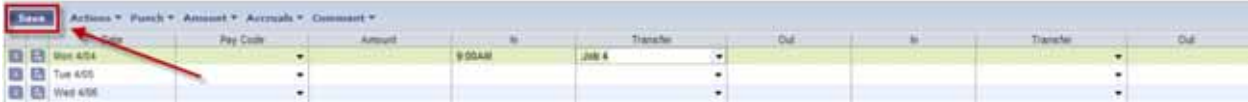
1. In the bottom left corner of the screen that appears (pictured on the previous page) click on the dropdown arrow and select Job 2, Job 3, etc...depending on the wage you receive for the service provided. (Contact the FRE Supervisor if you do not know which of your wages go with each job selection. Contact information is on page one of this document.)
2. Select Job 4 when billing for the Hire Appointment, Online Trainings/Live Classes and Service Delivery Documentation.
3. Click "OK" to save the information.

*You will now see the new option to select in the Transfer drop-down menu.*

## ***Saving Your Work***

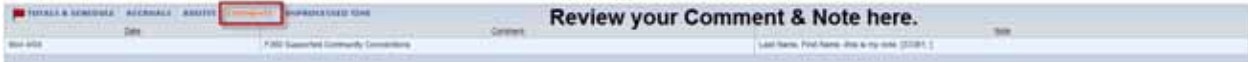
Once you have entered the start and end times as well as a comment and note for one shift, click on the **SAVE** button (pictured below located above and slightly to the left of the date column). Hitting **SAVE** after you enter the information for each shift will help you troubleshoot any entry errors that may occur. Also, please remember that if you do not click on the **SAVE** button, your hours will not remain in the system and you will not be paid on time.

# IMAGINE! TRAINING DOCUMENT: KRONOS FOR FRE PROGRAM

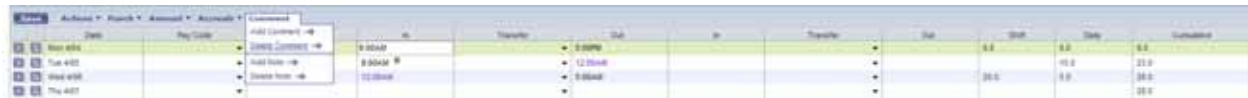


## Reviewing Your Entries

**REVIEW Comments/Notes:** After you have saved your work, select the COMMENTS tab, pictured below, to review the comments and notes you have added to your time card. The COMMENTS tab is located in the lower portion of the screen. You will see the date for the associated Comment/Note on the left.



If you find an error in the notes, highlight the row in which the note appears under the COMMENTS tab. Then go to the “Comment” drop- down menu, pictured below, and click “Delete Comment”.



Then, follow the instructions under “Adding Comments & Notes” on page 3 to add a new comment.

**REVIEW Hour Totals:** You can review your total hours in the lower, left of screen on the TOTALS & SCHEDULE tab, as pictured below. It is located to the left of the COMMENTS tab.



## Troubleshooting

Occasionally Kronos users have not seen all of their updates appear right away or they get an error regarding “Untotalized Data” after hitting SAVE.

If you receive this error or all of your updates do not appear after you hit SAVE, please log out of Kronos, then log back in. Your updates should appear correctly after you log back in. Review your work again as described above.

If after taking these steps, your updates still do not appear correctly or you still continue to receive the untotaled data error, please contact your Kronos administrator. Refer to page one for contact information. No further action is required.