

## Quick Reference for FRE Employees using Kronos

**LOG ON-**“User Name” is the employee’s 5 digit clock number-all 5 numbers must be used.

**PASSWORD-** the first time the user logs in, the default password is the word “password”, the user is then prompted to set their unique password and select and answer security questions for future use.

**FORGET PASSWORD?** Click on “Forgot your password?” to be prompted to answer your security questions.

**LOCKED OUT?** Contact administrator (Wendy Breitenfeld) to have password reset at [wbreitenfeld@imaginecolorado.org](mailto:wbreitenfeld@imaginecolorado.org) or 303-926-6411.

**ACCESS TIME CARD:** “MY INFORMATION” tab/ select “My Timecard”.

“Time Period” field in the upper, center of the screen should be “Current Pay Period”.

**ENTER TIME IN:** (Leave “Pay Code” and “Amount” fields blank) Date on left/“In” enter time in, use “A” for AM and “P” for PM

**ENTER COMMENT/NOTE:** “Comment” (from menu bar at the top of the time sheet)/“Add Comment” (or right click from the “In” time field) to open the “Comments” and “Notes” window

Select appropriate service from the “Comments” options

Click in “Note” field-Enter the Consumer name as LAST, FIRST, then any appropriate contact notes up to 250 characters. Click “OK”.

**TRANSFER (Leave blank for “regular” pay rate) for additional pay rates:** Use if the shift that you are entering is subject to a 2<sup>nd</sup> 3<sup>rd</sup> or 4<sup>th</sup> pay rate. To enter another pay rate: Transfer/Search/“Work Rule” (lower left of screen)/select “Job 2”, “Job 3” or “Job 4” as appropriate (leave all other fields on this screen blank)/OK

**ENTER TIME OUT:** On the same date row, under “Out”, enter time

**ADD ANOTHER ROW (for additional shifts on the same date):** To enter more time for the same date use the button to the LEFT of the date which has a + sign and an arrow.

**REVIEW Comments/Notes:** In the lower portion of the screen, select the “COMMENTS” tab to review the comments and notes that you have added to your time card. You will see the date for the associated comment/note on the left. If you find an error in the comments/notes, delete the comment/note by highlighting the row, go to the “Comment” drop down and click on “Delete Comment”. Then, click in the “IN” time for the shift in question and add the Comment/Note correctly.

**REVIEW Total Hours:** After “Save”, in the lower portion of the screen, see totals on the “Totals & Schedule” tab  
**ERRORS:**

**Untotalized Data:** (after saving time entered): Proceed with entries and saving, but notify Kronos administrator so that your time sheet can be confirmed (see below for contact information).

**Java plug-in failed to load:** (upon login): Contact your computer administrator to update Java

**Punch already exists:** (upon saving): This means that an identical time has been entered on the same date. Change one of the times entered by one minute. (example 3:00 PM to 3:01 PM)

**All updates not showing after “SAVE”:** If all updates do not appear after “SAVE”, please log out of Kronos, then log back in. Updates should appear correctly. Verify using “REVIEW” (as above).

### **HINTS:**

To view previous time periods, select “Previous Pay Period” or “Range of Dates” from the drop down. To use “Range of dates”, enter the start and end dates of the period that you wish to view. Please note, previous periods may be viewed but cannot be edited.

When entering time, no need to use : (colon).

Kronos assumes AM if an “A” or “P” is not entered.

### **CONTACT FOR HELP:**

UNABLE TO ACCESS WEBSITE or QUESTIONS ABOUT THIS PROCESS: 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) .

PASSWORD FOGOTTEN OR LOCKOUT: If you receive the message that you are “Locked Out” when trying to login to Kronos, contact the Kronos system administrator (Wendy Breitenfeld) for password reset at [wbreitenfeld@imaginecolorado.org](mailto:wbreitenfeld@imaginecolorado.org) or call 303-926-6411.