Easy Breezy ~ Student Workers
Student Employee:

- Punches are not rounded – ‘minute to minute’
- Students are to punch out and back in from lunch
- Students could be working more than one job at a time (Multi-Job Student)

How can I find out?
Multi-job Manager View:

- View how many jobs and hours the student is working
- Right click on the employee’s record in any genie and select ‘Multijob manager view’
Multi-job Manager View:

- If there is unapproved OT hours associated to your job, please contact the Kronos Team to review
**Student Employee:**

- Correct missed punches
When performing an Historical, be aware of the labor account the Historical Edit should be associated to. This is critical for students who work different Fund-Org-Programs or whose home labor account had recently changed.
Kronos User Conference – Aug 2012

Where to go for the latest Kronos Information

Kronos Newsletter
- Kronos News - March 2012
- Kronos News - Nov 2011
- Kronos News - Sept 2011
- Kronos News - July 2011

Announcements and Important Deadlines
- Payroll Deadlines
- B1 Payroll Schedule 2012
- Kronos 6.2 Upgrade
  - Java Plugin README FIRST
  - Java Plugin 1.6.0_17 Install
- Kronos - Biweekly Salary to Hourly Conversion

Kronos Newsletter

Kronos for Timekeepers and Approvers

Kronos Log on Links
FOR EMPLOYEES AND STUDENTS WHO ARE USING KRONOS TO TIMESTAMP (HTML Version)

Kronos Log On Page

TIMEKEEPERS AND APPROVERS, PLEASE USE THE LINK BELOW TO LOG ONTO KRONOS

Kronos for Timekeepers and Approvers

Kronos User Information
- Hyperfind Query Guide
- Quick Guide
- Multi-Job Student Time Record Instructions
- FAQs
- Pay Code Glossary

Kronos User Information

Request Training
- AccessNet Account Information
- Kronos System Manager Access Request Form
- Kronos System Employee Access Request Form

Kronos Staff Directory

Kronos SuperUser Group

For Kronos user assistance please contact us at kronos@temple.edu or call the Kronos Helpdesk at 7-2244.
Considerations