Memorandum

To: Temple University Timekeepers and Authorized Approvers
From: Donna Calendo
       Assistant Director, Payroll Management
Date: November 7, 2012
Subject: Kronos Maintenance

Please be advised on Sunday, November 11th, from 9:30 a.m. through 2:00 p.m., Kronos will be unavailable while maintenance is performed.

During the maintenance period, there will be no access to the Kronos web application. Punches will continue to be collected at Campus Safety and Facilities Management clocks only. These punches will be passed to time cards once the Kronos application is back online. Employees and student workers who use the Kronos web application to record in- and out-times (time stamp), and all other clock users should follow their departmental procedures for manually recording time during the maintenance period. Please notify student workers about these procedures. Timekeepers will be required to update time cards with punches collected manually after the maintenance is completed. Kronos will be available by 2:00 p.m.

Thank you for your patience during this maintenance period. If you have any questions, please contact the Kronos Team at kronos@temple.edu.