

# Monmouth University Office of Human Resources Time and Attendance – Attachment D

## Submitting Hours When You Work Off-Campus

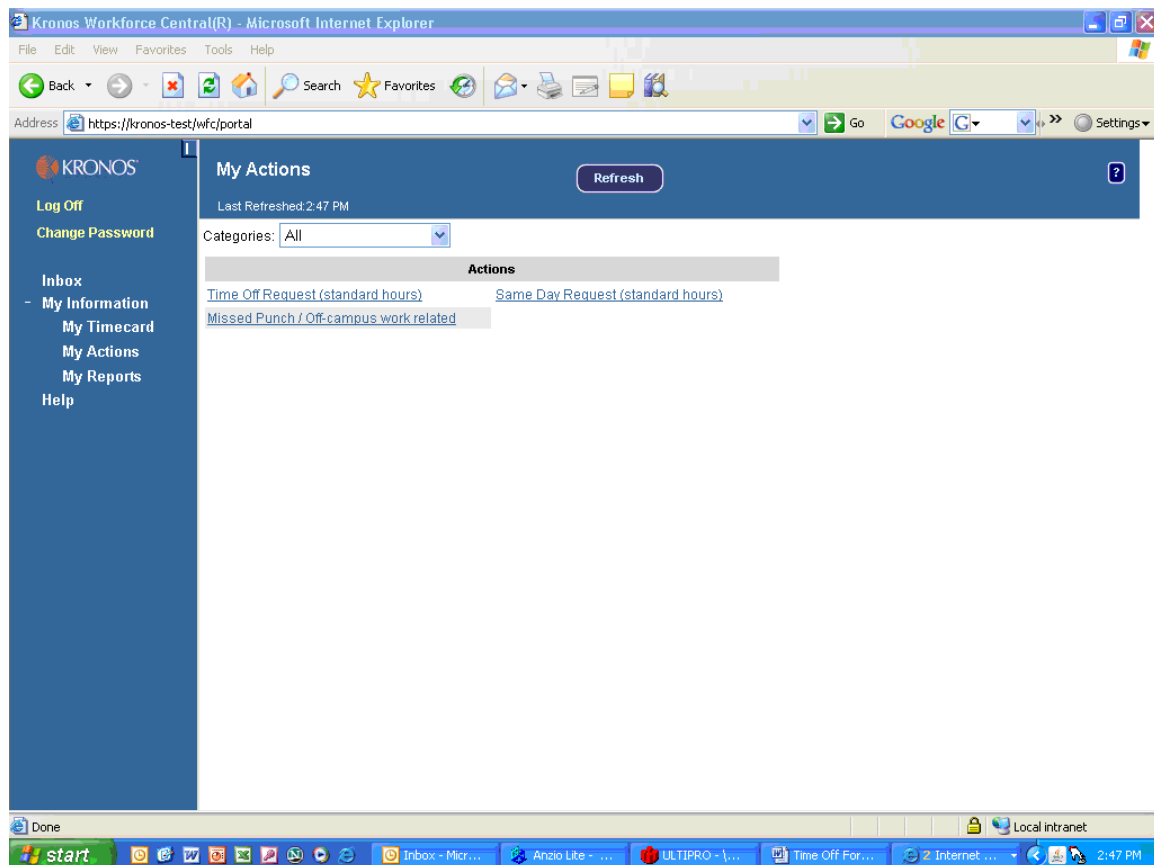
These directions should be used for notifying the Timekeeper when you have worked off-campus and need to submit hours for that day.

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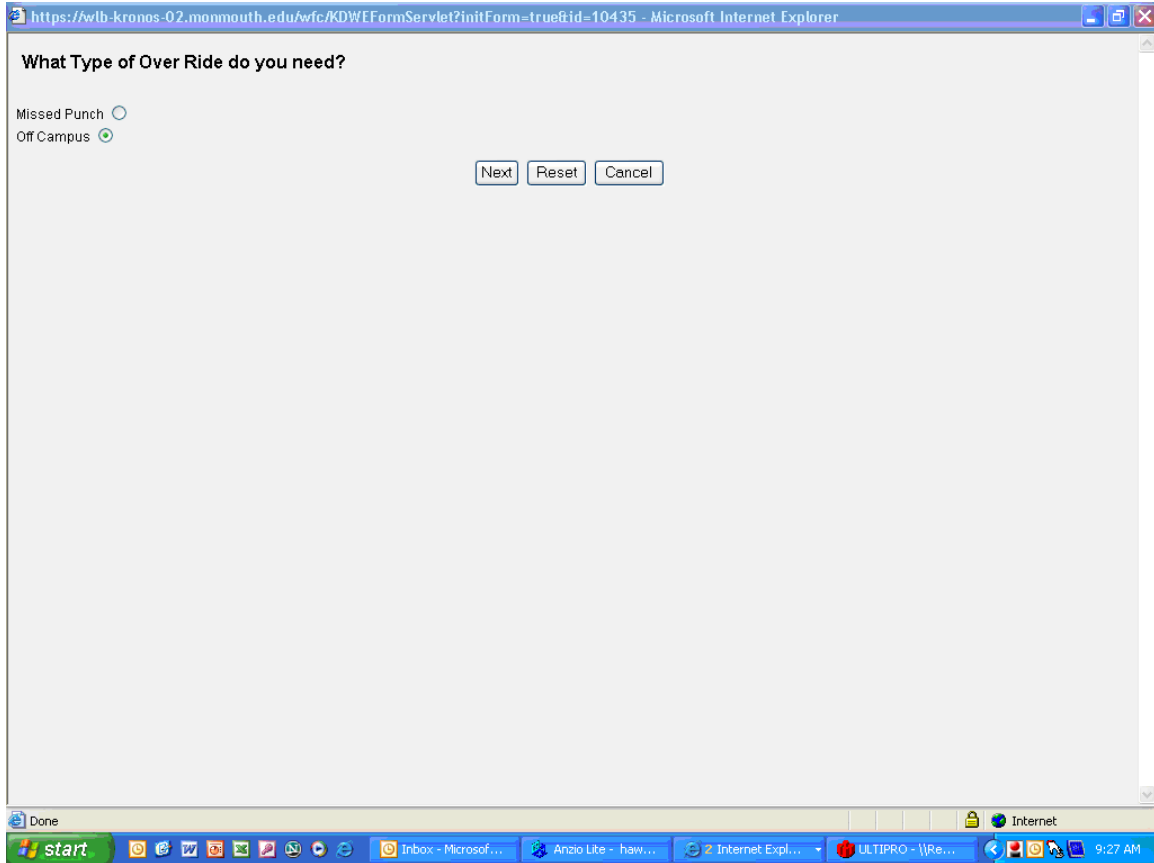
**\*\* EMPLOYEES SHOULD OBTAIN APPROVAL FROM HIS/HER SUPERVISOR PRIOR TO SUBMITTING FORMS TO THE TIMEKEEPER. \*\***

Note: Your personal information (name, department, etc.) are derived from your login. You do not need to enter this information on any of the forms.

Select My Actions from the menus on the left side of your screen, and you will see any forms that apply to your employee classification.



Select **Missed Punch / Off-campus work related** and the form will open:



The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays the URL: <https://wlb-kronos-02.monmouth.edu/wfc/KDWEFormServlet?initForm=true&id=10435>. The main content area of the browser contains a form with the title "What Type of Over Ride do you need?". Below the title, there are two radio button options: "Missed Punch" (which is currently unselected) and "Off Campus" (which is selected). At the bottom of the form, there are three buttons: "Next", "Reset", and "Cancel". The Windows taskbar is visible at the bottom of the screen, showing the Start button, several application icons, and the system tray with the time 9:27 AM.

Select **Off Campus**.

Click **Next**.

On the next page of the form, enter the **In Punch Date** by using the calendar drop-down arrow to the right of the first box. This will avoid any accidental typographical errors that could delay your request. Then enter the **In Punch Time**. Be sure to type am or pm so the system will know which one you mean.

Repeat these steps to enter **Out Punch Date** and **Out Punch Time**. In most cases, the In/Out Dates will be the same. This enables the system to post the transaction to your timecard once it is processed by the Timekeeper.

Type in the **reason** for your Off Campus Work in the message box.

https://wlb-kronos-02.monmouth.edu/wfc/KDWEFormServlet?id=10581 - Microsoft Internet Explorer

**Off Campus Work Related**

In Punch Date: 1/06/2007      In Punch Time: 8:45am  
Out Punch Date: 1/06/2007      Out Punch Time: 5:00pm

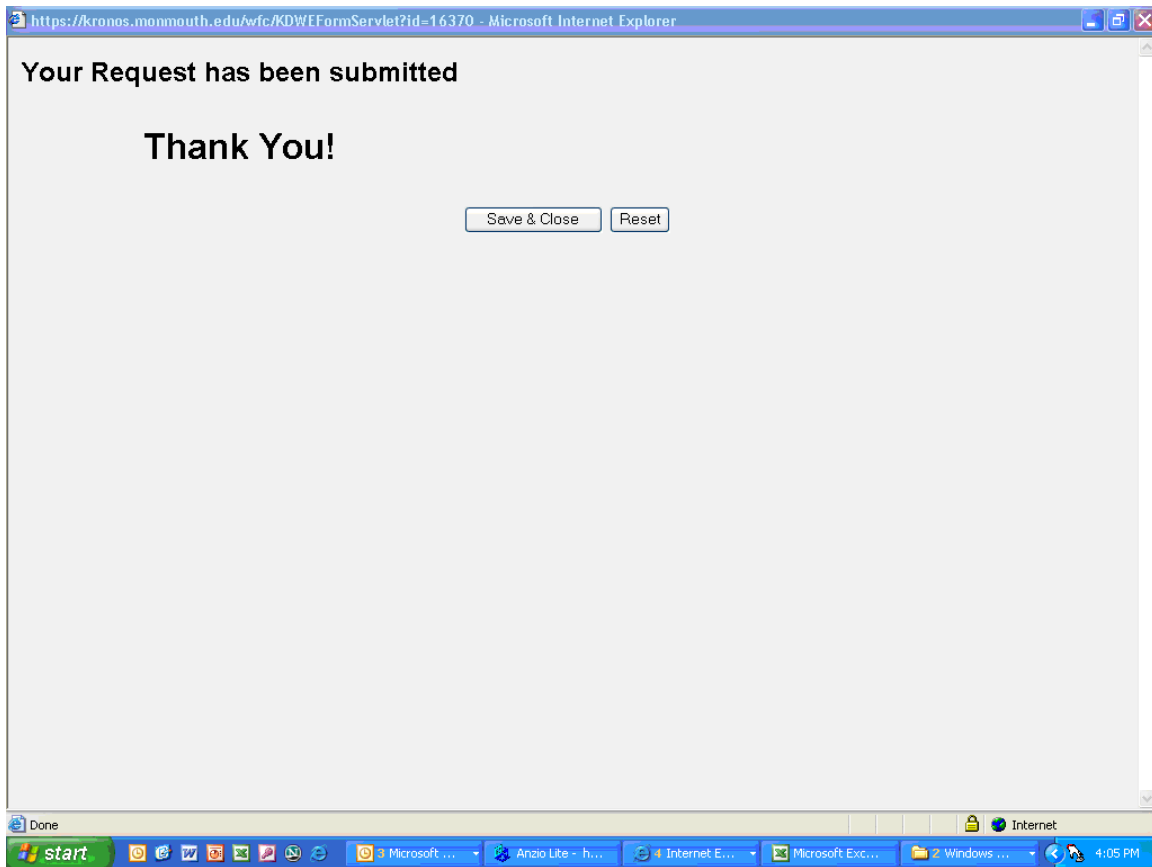
Please explain the purpose of the off campus work.

Seminar

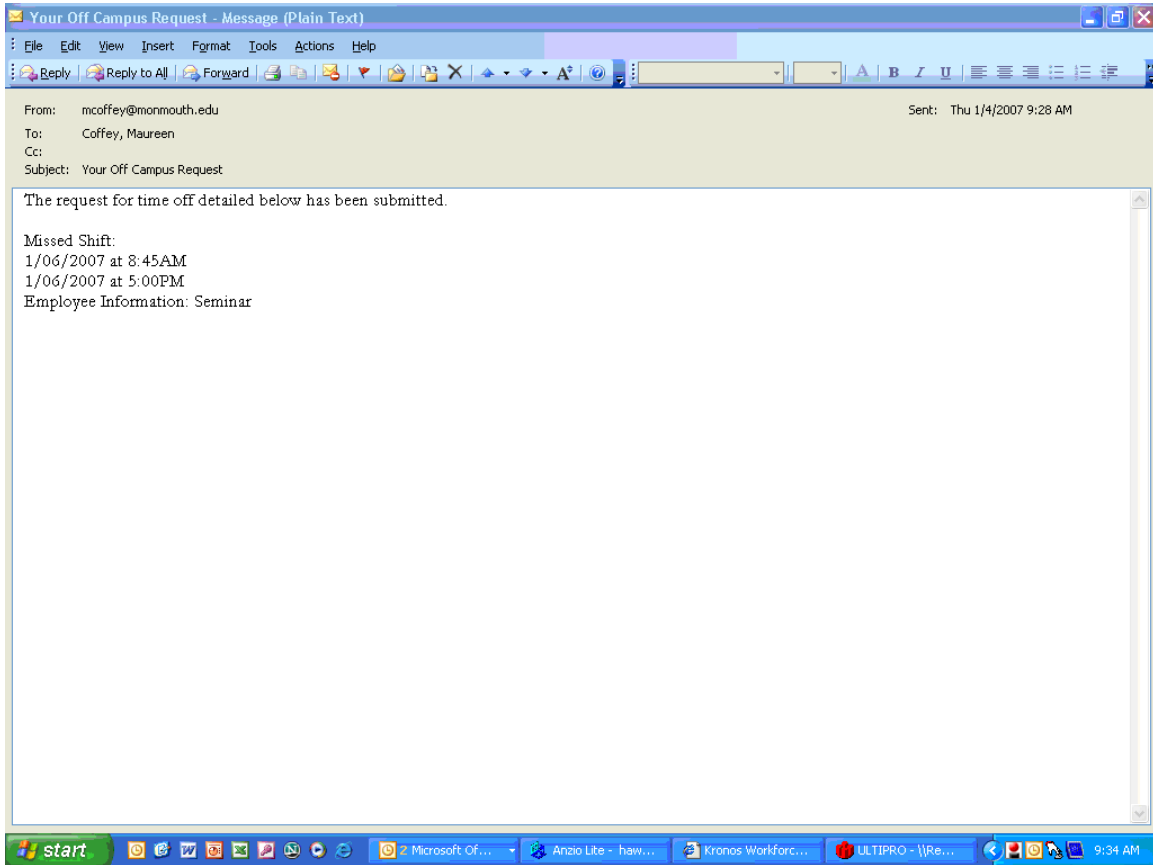
Save & Close    Reset    Cancel

Then click on **Save & Close**.

You will see a confirmation:

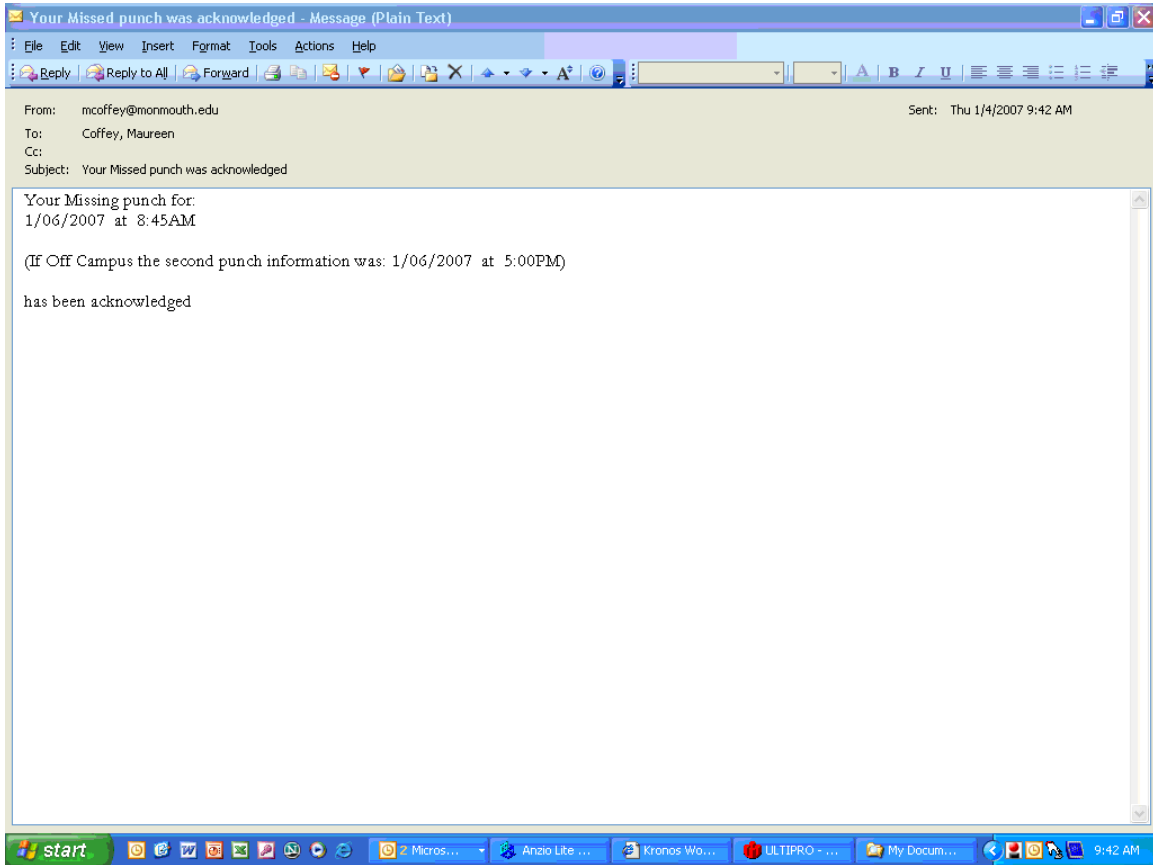


You will receive an e-mail in your Outlook mailbox.



Your manager will receive a copy as well.

Once the Timekeeper has processed your request, you will receive an acknowledgement:



And the transaction will appear in your timecard:

**My Timecard**  
 Name & ID: **Employee, Test** 9996  
 Loaded: 6:10PM  
 Time Period: 1/11/2007, Specific Date

Save | Actions | Approvals | Reports

Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cum...
Thu 1/11			8:43AM	5:00PM				7.25	7.25

**Totals & Schedule** | Accruals | Audits

Account	Pay Code	Amount
...SVCS.J00/605403/10000/S1/ASST2AVP	REGULAR	7.25
...SVCS.J00/605403/10000/S1/ASST2AVP	Grand Total	7.25

Accrual Code	Bal. on Selec...	Units
Brvmt	0.0	Hour
Pers	14.83	Hour

Date	Start Time	End Time	Pay Code	An
Thu 1/11	8:45AM	5:00PM		

If the Timekeeper rejects your request, you will receive this message.

