MONMOUTH UNIVERSITY

Office of Human Resources

TIME AND ATTENDANCE

Time Clocks

Your account will be set up so that you can <u>only</u> utilize the time clock(s) in the building in which you work, unless you have a multi-location position. The time clocks look like this:
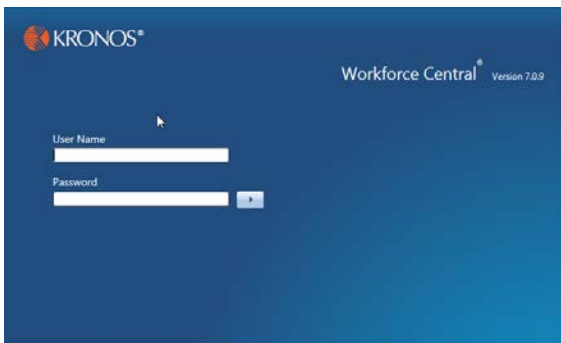

You should key in your ID number at the beginning and end of each work shift. You will see an "accepted (your name)" message appear on the screen.
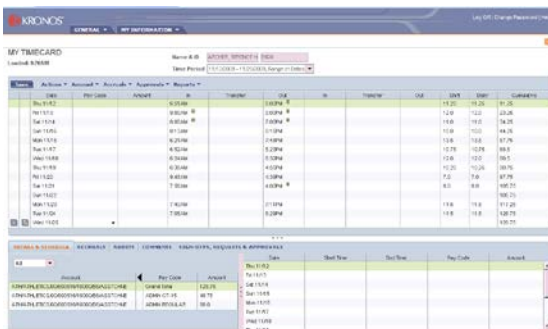
Checking your Timecard

Go to my.monmouth.edu in your web browser. Click on the Systems menu option and select Kronos (Java-Free Version).

The Login Page looks like this:

You will use the same login and password that you use for most Monmouth programs.
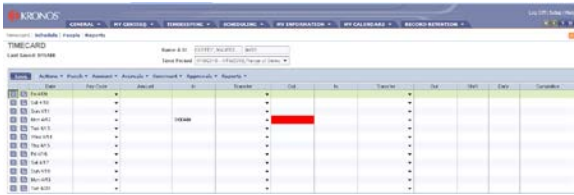
Next your time card will appear. You will be able to see your start and stop times for each day and your total hours.

If you are missing an "in" punch or an "out" punch, you will see a red box on your time card:

You can submit the missing information to the timekeeper by using the on-line form, which can be found under My Information and My Actions:
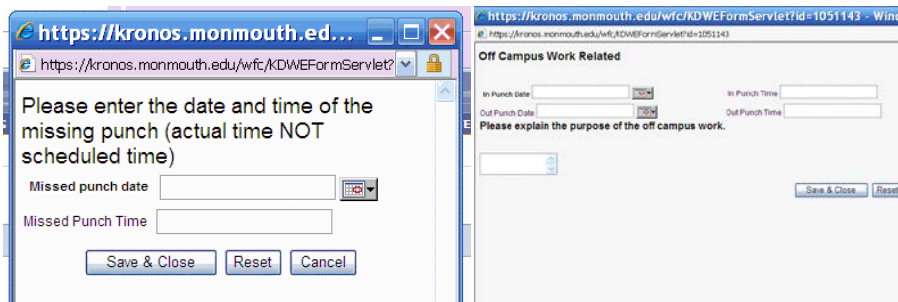

Once you select the Missed Punch/Off-Campus link, a form will appear. Select which option you want by clicking on the bullet:

Simply click "next" to advance to the next screen.

Then you should select the date(s) by using the drop-down calendar, and key in the time(s) with **am** or **pm**, and then press "save and close".

Please note that the Off-Campus option requires a reason in the text box.

You and your supervisor will receive an initial e-mail as a receipt. Later, after the timekeeper posts your form, you will receive a confirmation e-mail. Then your time card should look correct.

At the end of the two-week pay period, you will need to "approve" your timecard by selecting Approve on the top menu.

MY TIMECARD
Loaded: 6:29PM

Name & ID   LUM, NOLAN   7418

Time Period   Previous Pay Period   ▼

Save	Actions ▼	Accruals ▼	Approvals	Reports ▼			
			Approve				
		Date			Amount	In	Out
		Thu 1/06					
		Fri 1/07					
		Sat 1/08					

If you have any questions, please call the Office of Human Resources at 732-571-3699.