

MONMOUTH UNIVERSITY

Office of Human Resources

TIME AND ATTENDANCE



Time Clocks

Your account will be set up so that you can only 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:

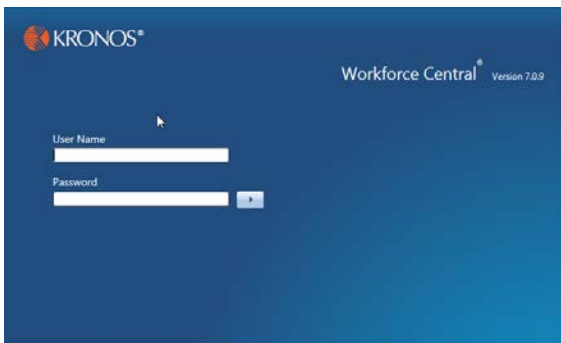


You should key in your ID number at the beginning and end of each work shift. You will see an "accepted (your name)" message appear on the screen.

Checking your Timecard

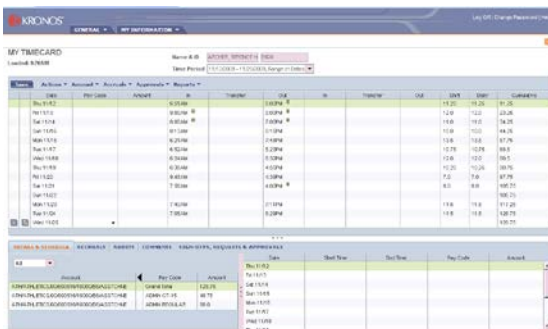
Go to my.monmouth.edu in your web browser. Click on the Systems menu option and select Kronos (Java-Free Version).

The Login Page looks like this:



You will use the same login and password that you use for most Monmouth programs.

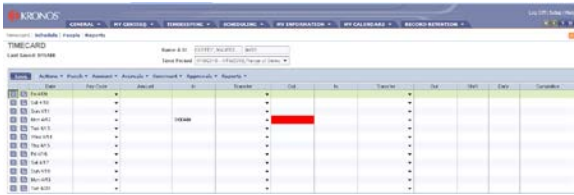
Next your time card will appear. You will be able to see your start and stop times for each day and your total hours.



DATE	START	STOP	DURATION
Thu 11/12	8:00AM	4:00PM	8:00
Fri 11/13	8:00AM	4:00PM	8:00
Sat 11/14	8:00AM	4:00PM	8:00
Sun 11/15	8:00AM	4:00PM	8:00
Mon 11/16	8:00AM	4:00PM	8:00
Tue 11/17	8:00AM	4:00PM	8:00
Wed 11/18	8:00AM	4:00PM	8:00
Thu 11/19	8:00AM	4:00PM	8:00
Fri 11/20	8:00AM	4:00PM	8:00
Sat 11/21	8:00AM	4:00PM	8:00
Sun 11/22	8:00AM	4:00PM	8:00
Mon 11/23	8:00AM	4:00PM	8:00
Tue 11/24	8:00AM	4:00PM	8:00
Wed 11/25	8:00AM	4:00PM	8:00
Thu 11/26	8:00AM	4:00PM	8:00
Fri 11/27	8:00AM	4:00PM	8:00
Sat 11/28	8:00AM	4:00PM	8:00
Sun 11/29	8:00AM	4:00PM	8:00
Mon 11/30	8:00AM	4:00PM	8:00

DATE	START	STOP	DURATION	STATUS
Thu 11/12	8:00AM	4:00PM	8:00	OK

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




Day	In	Out	Break	Out	Out	Out	Out	Out	Out
Mon 10/15									
Tue 10/16									
Wed 10/17									
Thu 10/18									
Fri 10/19									
Sat 10/20									
Sun 10/21									

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:



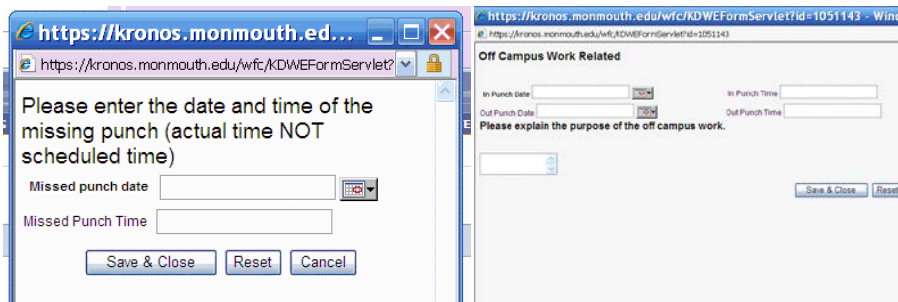
Once you select the Missed Punch/Off-Campus link, a form will appear. Select which option you want by clicking on the bullet:



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 ▾						
	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.