

# Monmouth University Office of Human Resources Time and Attendance

Please go to [kronos.monmouth.edu](http://kronos.monmouth.edu) in Internet Explorer.

The Login Page looks like this:



## Workforce Central<sup>®</sup> Production Environment Version 5.2

User Name:

Password:

You will use the same login and password that you use to get into your PC in the morning.

You have several choices:

- Top right, you have access to help (see question mark).
- On the left you have logout, which is what you should use to exit the program, particularly if you will be using a shared computer.
- Change Password. DO NOT USE THIS CHANGE PASSWORD BUTTON.

The screenshot shows the Monmouth University system interface. On the left is a blue sidebar menu with the following items: Log Off, Change Password, Inbox, My Information, My Timecard, My Actions, My Reports, and Help. The main content area is titled 'Inbox' and includes a 'Refresh' button, the text 'Last Refreshed: 4:57 PM', and tabs for 'Tasks' and 'Messages'. Below the tabs are links for 'Edit...' and 'Reassign...'. There are three filter dropdowns: 'Status' set to 'Active', 'As of Date' set to '12/11/2006', and 'Categories' set to 'All'. A table header is visible with columns: From, Subject, Date/Time Received, Complete By Date, Status, and Current Location. At the bottom of the table area are links for 'Edit...' and 'Reassign...'.

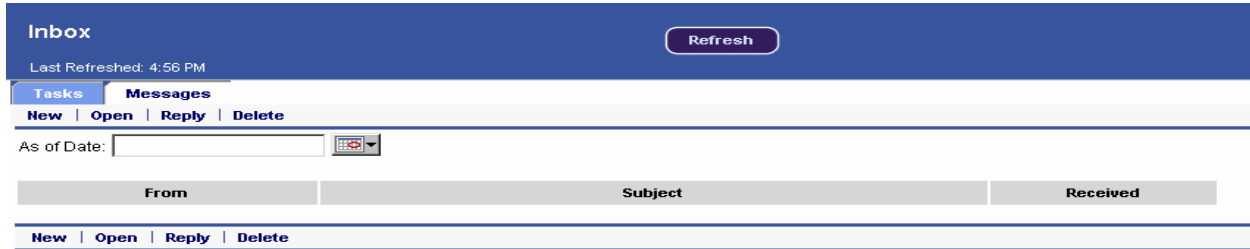
If you click Inbox you will see this screen:

This screenshot is a closer view of the 'Inbox' page. It shows the 'Inbox' title, 'Refresh' button, and 'Last Refreshed: 4:57 PM' text. The 'Tasks' and 'Messages' tabs are present, along with 'Edit...' and 'Reassign...' links. The filter section shows 'Status: Active', 'As of Date: 12/11/2006', and 'Categories: All'. The table header lists columns: From, Subject, Date/Time Received, Complete By Date, Status, and Current Location. Below the header are 'Edit...' and 'Reassign...' links.

The system will send notifications regarding the status of your requests, i.e. received, approved or rejected, to your Inbox.

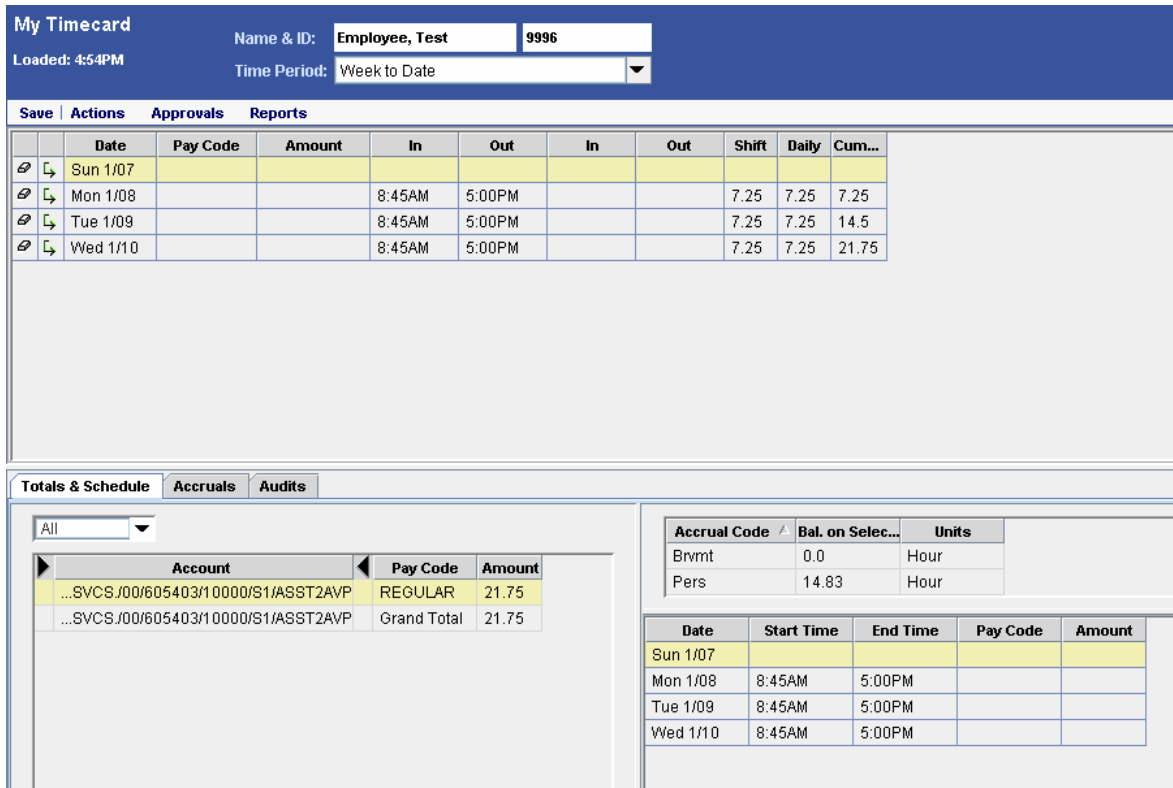
You have two 2 tabs, Tasks and Messages.

- Messages: This is where you will be notified about forms that you have completed.
- Tasks would show any forms that you did not complete.



If you click My Information, you get three choices:

- My Time Card – This is where you will see your weekly work schedule, your accruals and your punches, if applicable. You will also approve your timecard by selecting **Approvals** and then **Approve** (at the end of the pay period).



- My Actions – You will see any forms that apply to your employee classification.

The screenshot shows the 'My Actions' section of a web application. It features a dark blue header with the title 'My Actions' on the left and a 'Refresh' button on the right. Below the header, it indicates 'Last Refreshed: 4:54 PM'. A 'Categories:' dropdown menu is set to 'All'. Underneath, there is a grey bar labeled 'Actions' containing three links: 'Time Off Request (standard hours)', 'Missed Punch / Off-campus work related', and 'Same Day Request (standard hours)'.

- My Reports – You can run some standard reports from here.

The screenshot shows the 'My Reports' section of a web application. It has a dark blue header with 'My Reports' on the left, 'Name & ID: Employee, Test' in the middle, and '9996' on the right. Below the header, it says 'Last Refreshed: 4:58PM'. A 'Print Screen...' link is visible. The main area is titled 'Available Reports:' and contains a large empty box labeled 'Time Detail'. At the bottom, there is an 'As of:' dropdown menu set to 'Current Pay Period' and a 'View Report' button.

Your screen may look slightly different, depending on what type of employee classification you have.