

# KRONOS TeleTime (Phone) and Computer Instructions

## TeleTime (Phone)

Before you start using the system for clocking in:

You must record your name on TeleTime. Record your name at both extensions 4-4880 and 6-4880. Once your name is recorded, you only need to dial the TeleTime extension when performing a timestamp.

To "Record your Name"

- 1 Dial 4-4880 (System will respond with current time)
- 2 Enter your Employee ID number, press # sign
- 3 Press 8 for Personal Option Menu
- 4 Press 3 and say your first and last name
- 5 Press # sign and hang up
- 6 Repeat the process with 6-4880

Your recorded name will be repeated back to you when you perform a timestamp. This will ensure that you entered the correct Employee ID number and the timestamp will be recorded on your record.

To call in your time (timestamp), please follow the instructions indicated below. Your supervisor can assist you. A Quick Reference Guide has been provided for you to cut out and keep.

To "Clock In or Out" – Record Time Stamp

- 1 Dial TeleTime extension  
Jennie Edmundson 6 - 4880  
Women's Hospital 5 - 4880  
• *Gretna Clinic*  
All other locations 4 - 4880
- 2 Enter your Employee ID number, press # sign, (Listen for the system to repeat the name you recorded to ensure you have entered the correct ID number) press 1
- 3 When system says "This is the Main Menu" press 1 for Time Stamp – you do not need to listen to the other menu items
- 4 System responds with the time and "time stamp accepted" – do not hang up until you hear "time stamp accepted"
- 5 Your time has been recorded in Workforce – hang up or press # sign

See your Supervisor for instructions on other options such as Work Rule (Call Back etc.) Transfers and Labor Account (Department, etc.) Transfers.

## WORKFORCE TELETIME® EMPLOYEE'S QUICK REFERENCE GUIDE

### Call telephone number:

Jennie Edmundson	6-4880
Women's Hospital	5-4880
• <i>Gretna Clinic</i>	
All other locations	4-4880

### Enter your Employee ID, then press #

#### Main Menu

- 1 Record Time Stamp
- 2 Labor Account Transfer
- 3 Work Rule Transfer
- 4 Enter Hours

6 Inquiry Menu –  
3 *Accrual Balances*  
4 *Total Hours Worked*  
# *Return to Main Menu*  
\* *Help*

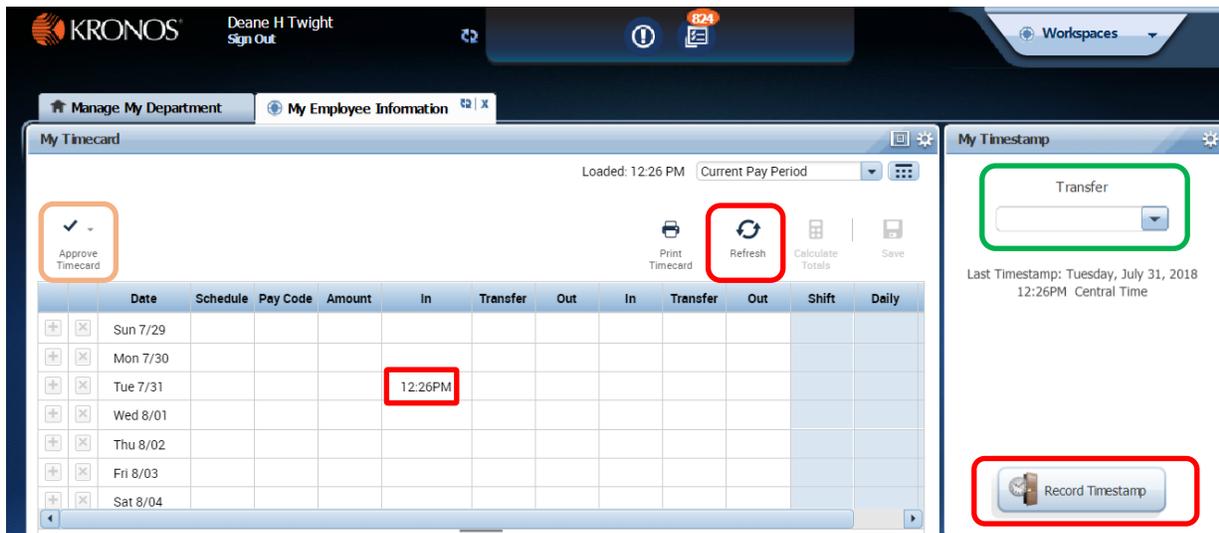
8 Personal Options Menu –  
3 *Record Name*  
# *Return to Main Menu*  
\* *Help*

## Kronos Computer Instructions

You will need to set up the TeleTime Phone System to ensure you are able to clock in the event the computer is not available.

### Hourly Employees:

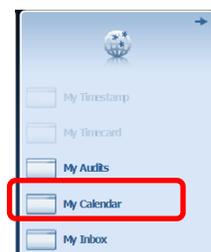
1. Select the Kronos icon on your desktop and sign in using your Network User Name and Password.
  - If you do not know your user name and password, contact the IT Service Desk at 402-354-2280 after hire.
  - Note: As a new employee, you must change the temporary password assigned initially before you can sign in.
2. Timestamp - Clock in/out (reference the red areas identified in the image below):
  - Select the Record Timestamp button.
  - Select Refresh and the recorded time will display. (There may be a delay of a few seconds.)



3. Expense time (reference the green area identified in the image above):
  - To transfer your time to a different affiliate, department or job code, select the Transfer drop down button then complete the appropriate **before recording/selecting your timestamp**. Additional training to transfer time is provided by your department.

### Hourly and Salaried Employees:

1. Approve Timecard (reference the orange area identified in the image above):
  - Employees are responsible to review and approve their timecard each week following their final shift.
  - Select Approve Timecard if your time is correct. If not correct, contact your supervisor or timekeeper to correct your timecard. The timecard will need to be corrected by Monday morning.
  - Note: Any errors identified later will be corrected the next pay period.
2. Request Paid Time Off - reference the images:
  - Select My Calendar from the far right menu.



- Select the Request Time Off button then complete the fields provided.

- Ensure you have enough PTO Hours by reviewing the balance.
- Indicate the Start and Stop Dates along with the start time and duration of each day (i.e. 8 hours if full time).
- NOTE: If you are not scheduled to work a day between the timeframe of the start and stop date, you will need to complete a separate request. Each day from the Start to the Stop date will add the duration hours of PTO to your calendar once approved.
- Additional Notes are optional.
- Then Select Submit button.

**Salaried Employees:**

3. Holiday Pay: A Salaried Employee will automatically receive PTO for the Holiday if you are scheduled 36 hours or more per week. In the event you work on the holiday, you will need to perform a single Timestamp (reference #2 Timestamp above) during the holiday worked to remove the PTO hours from your timecard.

If you have questions, please speak with your supervisor, timekeeper or call the IT Service Desk at 402-354-2280.

Additional information is also available on the intranet – Under Quick Links on the left of the screen, hover over I.T. Service Desk, then select Kronos Employee Manual.

QUICK LINKS	ANNOUNCEMEN
Bestcare	<a href="#">2019 Caring Campaign</a>
Cafeteria/Catering	To make your Caring Ca a difference. To learn m
Cerner News	<a href="#">Kronos Upgrade Educ</a>
Cerner Training	<a href="#">2018 Service Recognit</a>
Contact Us	Congratulations to our 2 Recognition above for h
Departments	<a href="#">Smart Financial Planni</a>
Downtime	Click above to register.
Employee Connections	
Employee Assistance Program	
<b>I.T. Service Desk</b>	IT Service Desk
Just for Nurses	Add a VPSX Printer
Just for Physicians	<a href="#">Kronos Employee Manual</a>
SDS Safety Data Sheets	