

A decorative graphic consisting of thick black lines forming an L-shape. One vertical line is on the left side, and one horizontal line is at the bottom. They meet at a corner on the right side, with the horizontal line extending further to the right.

# SETTING UP YOUR KRONOS ACCOUNT

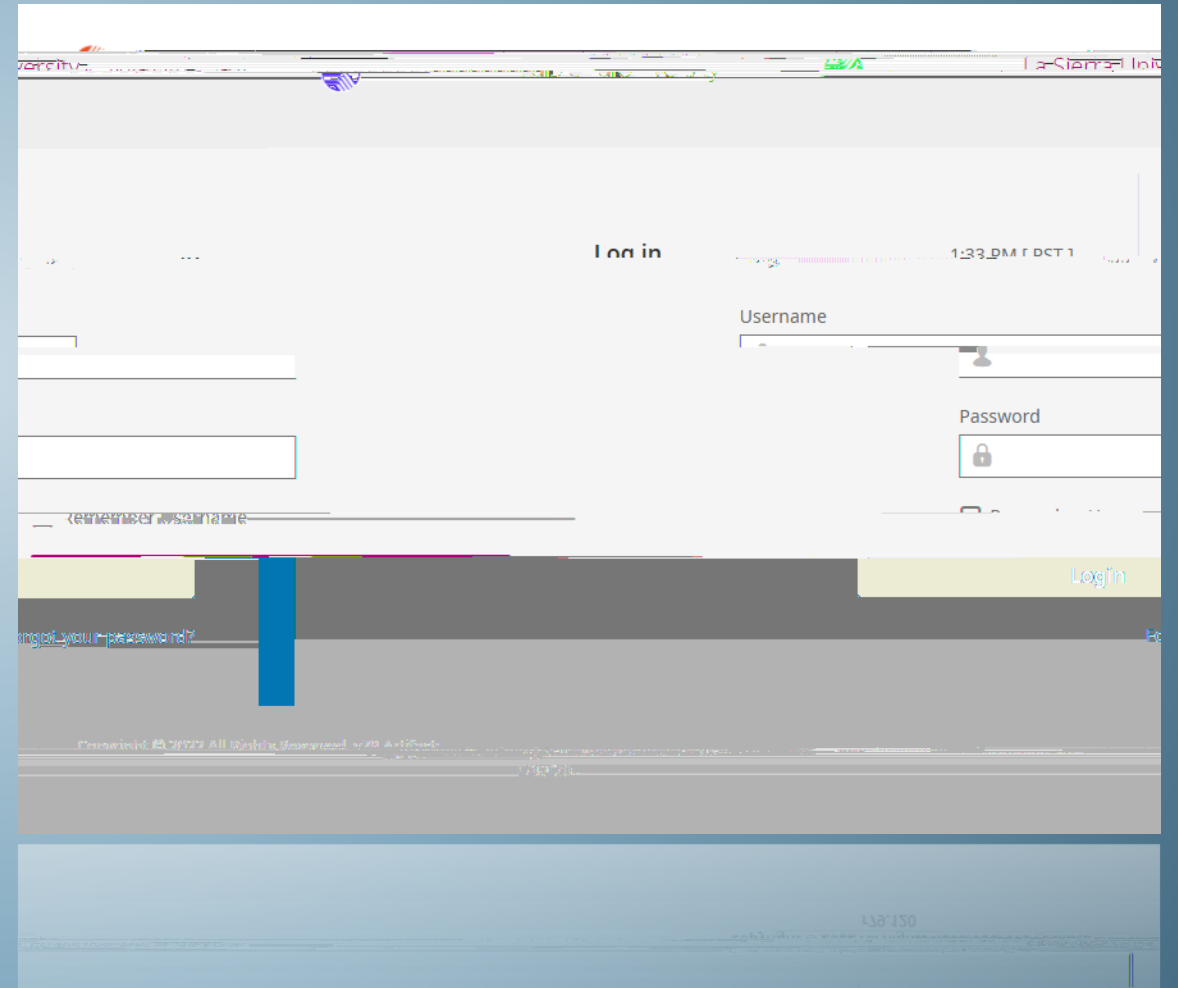
# Logging into your Kronos Account

To access your kronos login you will use the following link:

[lasierra.edu/kronos](https://lasierra.edu/kronos)

Your username will be your La Sierra University email without the @lasierra.edu

You will use a temporary password to login in: **UKGPassword2023!**



# CLOCKING IN AND OUT

# HOW TO CLOCK IN AND OUT

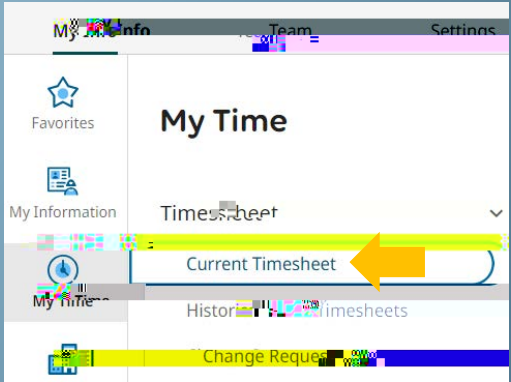
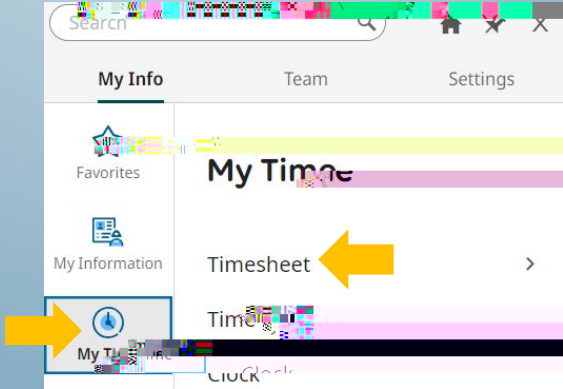
To access your timesheet where you clock in and out, you will select the three dashes at the top left corner



You will select My Time

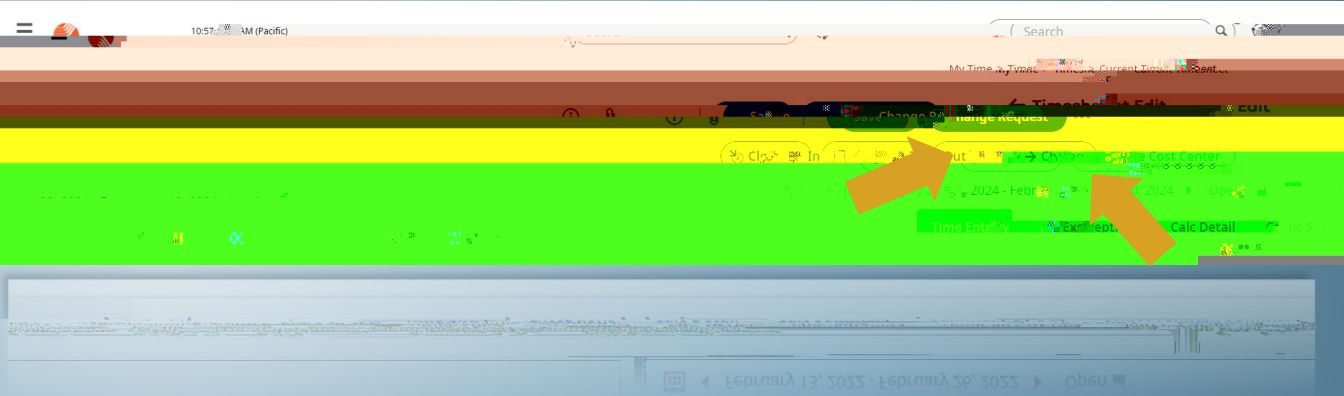
You will then select Timesheet

You will then select Current Timesheet



# HOW TO CLOCK IN AND OUT

Once you access your Timesheet you will be able to Clock in and Clock out by selecting the Clock in/out Buttons.



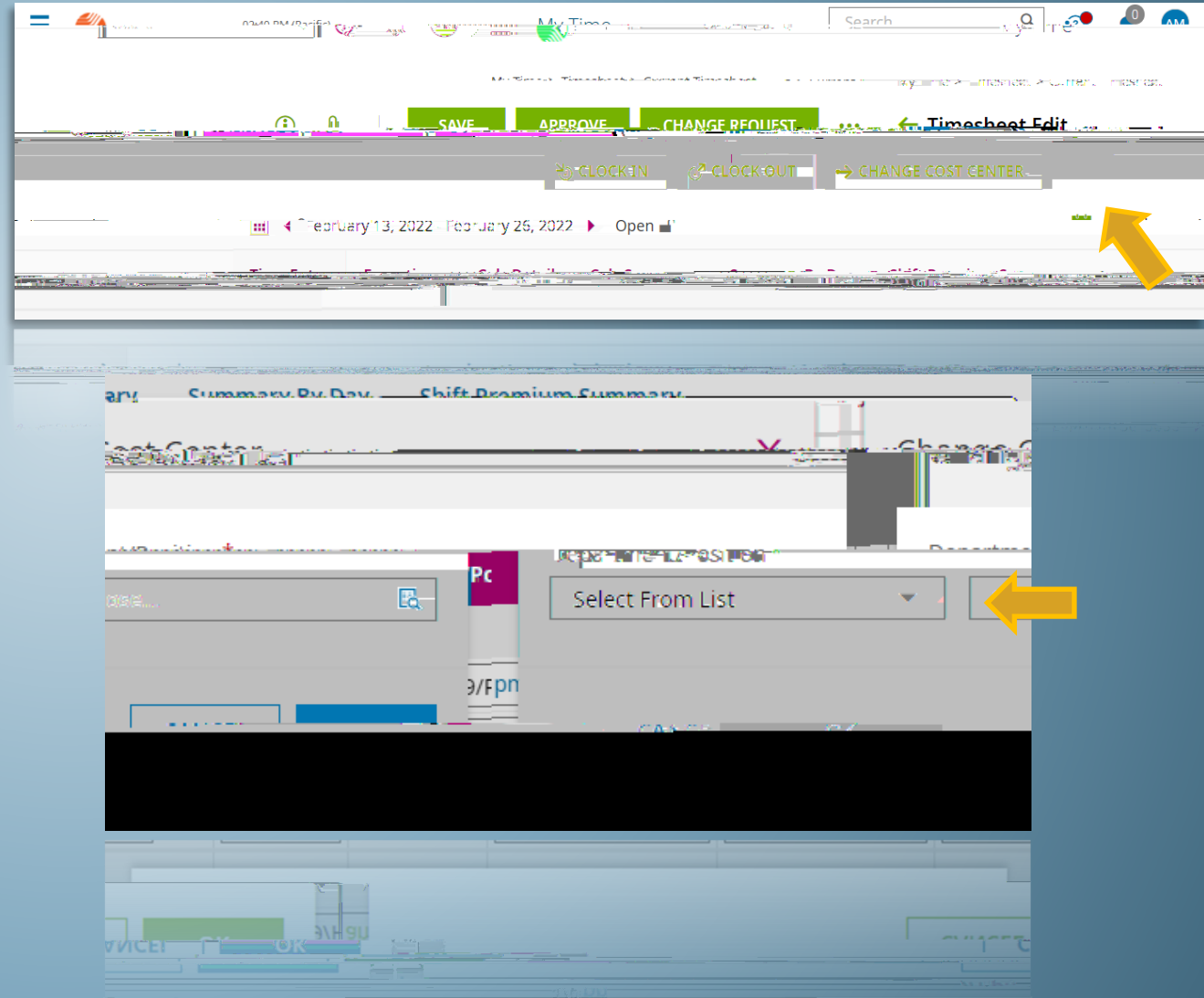
# CLOCKING IN AND OUT FROM MULTIPLE DEPARTMENTS



# Clocking in and out from multiple departments

To Clock in and out from a different department, you will select the **Change Cost Center** found in your timesheet

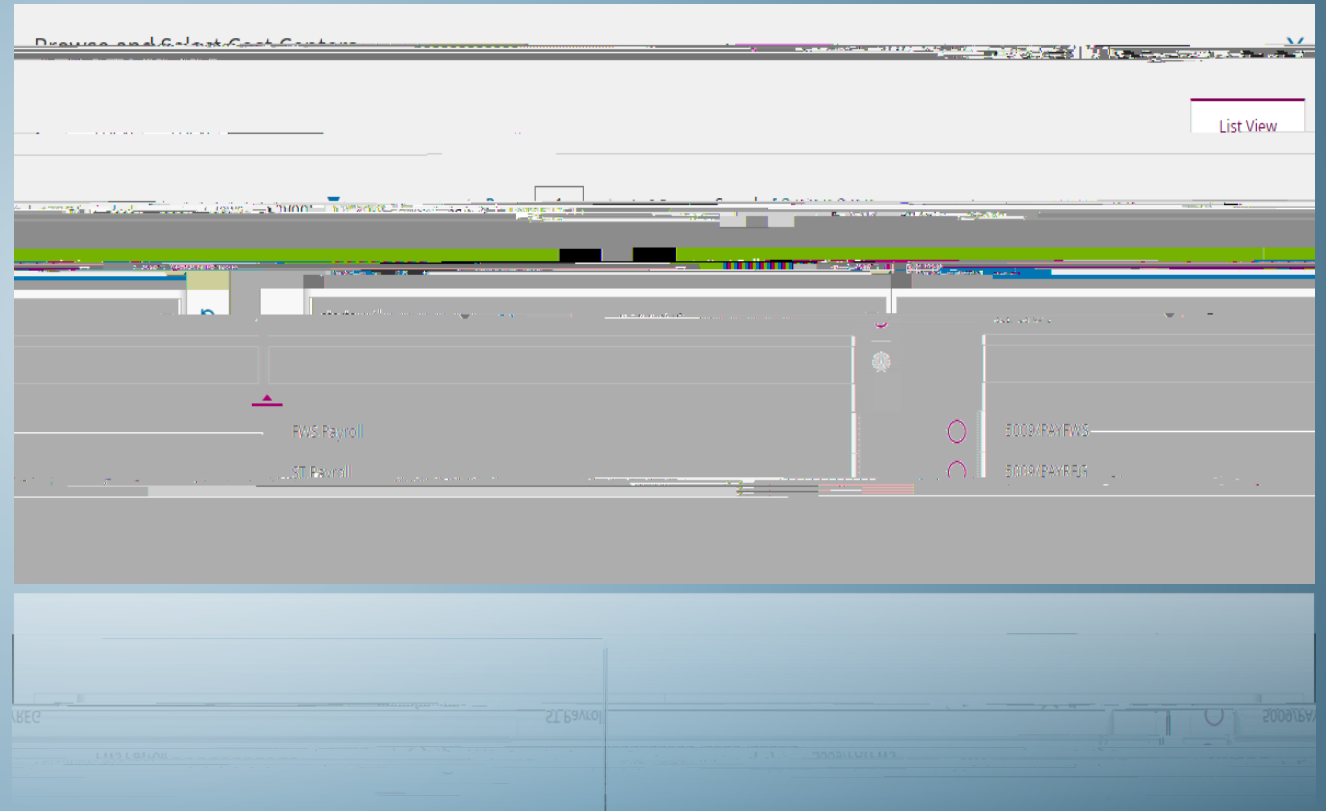
After clicking on **Change Cost Center**, click on the little search button next to choose.



# Clocking in and out from multiple departments

You will then select the department you wish to clock in or out of.

Once you select the department it should automatically clock you in or out.





Requesting to fill in a Missing Punch

## Requesting missing punches

If you miss a clock in or clock out, you can request to enter your missing time by clicking on the **Change Request** found in



Welcome to your Dashboard, this can be returned to at any time by selecting the orange KRONOS logo on the top left.

