

UVA Community Health

Frequently Asked Questions

Kronos Time & Attendance

Time Entry through Kronos

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1. What is Kronos?

Kronos is a time and attendance software system that allows time entries to be entered through a web interface and time clock devices.

2. What systems are being replaced by Kronos?

UVACH facilities are currently using the API system through time clocks and computers to log time and attendance, approve time, and create team member schedules. Kronos will replace API in all these activities.

3. When will we start to use Kronos?

We will transition from API to Kronos during Fall 2022. Stay tuned for additional details and specific dates.

4. Will we still use time clocks to record time?

Yes, Kronos time clocks will look similar to your current API terminals. Time clock locations may change in your facility, more details to come. If you do not have time clocks in your facility, you will still rely on desktop computers to record your time.

5. Will there be a new process for logging my time in Kronos?

Kronos timecards can be accessed through the time clocks or through a desktop computer.



- If you work in a **Northern Market** facility, you will continue to use your facility badge to record your time.
- If you work at **Culpeper**, stay tuned for more information on how to record time. Decisions around the process for punching in and out are still being finalized.

6. Will time entry rules be different through Kronos than they were through API?

Although you are receiving new time clocks, the process and rules for logging time are relatively similar to how you logged time in API. There may be slight changes due to the new interface, please stay tuned for additional details.

7. What can I do in the Kronos time clocks?

In the Kronos time clock, you can fill out your timecard, view your schedule, request PTO, and request a schedule change.

8. What can I do in the Kronos desktop application?

In the Kronos desktop application, you can fill out your timecard, view your schedule, request PTO, request a schedule change, approve and deny timecards, approve and deny PTO requests, and create team member schedules.

9. Who can access Kronos through the desktop application?

Team members can use the time clocks to record time, view schedules, request PTO, and request a schedule change. The same actions can also be completed through the Kronos desktop application in addition to approving time and creating schedules. Check with your manager on additional guidance for using the desktop application.

10. How can I view my schedule in Kronos?

To view your schedule in Kronos time clock, click on the “view schedules” icon on the home screen of the terminal.

11. How can I request PTO in Kronos?

To request PTO in the Kronos time clock, click on the “request time off” button on the home screen of the terminal.

12. How do I approve timecards in Kronos?

Managers can review and reconcile timecards by logging into Kronos on the desktop application. After reviewing and reconciling the timecard, the manager can click the “Approve Timecard” icon.

13. Will I receive training for the new Kronos system and time clocks?

Yes, the Kronos project team will host training later this summer for entering time, approving time, and creating team member schedules. Be on the lookout for more details.

14. Who can I contact if I have questions?

Reach out to the UVA Community Health payroll team with questions about Kronos at payroll@culpeperhospital.com.