

Faculty Kronos Clinic

Presented by Mary Chen, HR Technician

UKG KRONOS

- How to Log In To KRONOS
- How to Access Your Time Sheet
- How to Enter Your Hours in Kronos
- How to Request Time Off
- How to View Leaves Balances
- How to View Time Off History
- How to Review/Edit Unapproved Time sheet
- How to Review/Edit Time sheet



ADMISSIONS & AID

ACADEMICS & SUPPORT

CAMPUS & COMMUNITY

ABOUT RHC

Human Resources Homepage

Employment Opportunities

Prospective Employees

Current Employees

Employee Benefits

Board Policies related to Human Resources

Title IX

Career Development Center

COVID-19

Volunteering at Rio Hondo College

Contact Us

HR Staff Directory

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HR Documents And Salary Schedules

UKG/KRONOS – LOGIN LINK FOR ALL EMPLOYEES

- UKG/KRONOS URL

MANAGEMENT AND CONFIDENTIAL EMPLOYEE DOCUMENTS

- [Current Management Salary Schedule](#)
- [Current Executive, Administrative and Confidential Titles and Salary Ranges](#)
- [Current Confidential Salary Schedule](#)
- [President and Vice President's Salary Schedule](#)
- [Administrative Team Organizational Charts](#)

ACADEMIC EMPLOYEE DOCUMENTS

- [RHCFA CBA 2022-2025](#)
- [Faculty Salary Schedule](#)

CLASSIFIED EMPLOYEE DOCUMENTS

- [CSEA Contract 2020-2023](#)
- [Classified Employee Positions List](#)
- [Classified Salary Schedule](#)

Logging In



Log in

9:34 AM [PDT]

Username*

Password*

Login

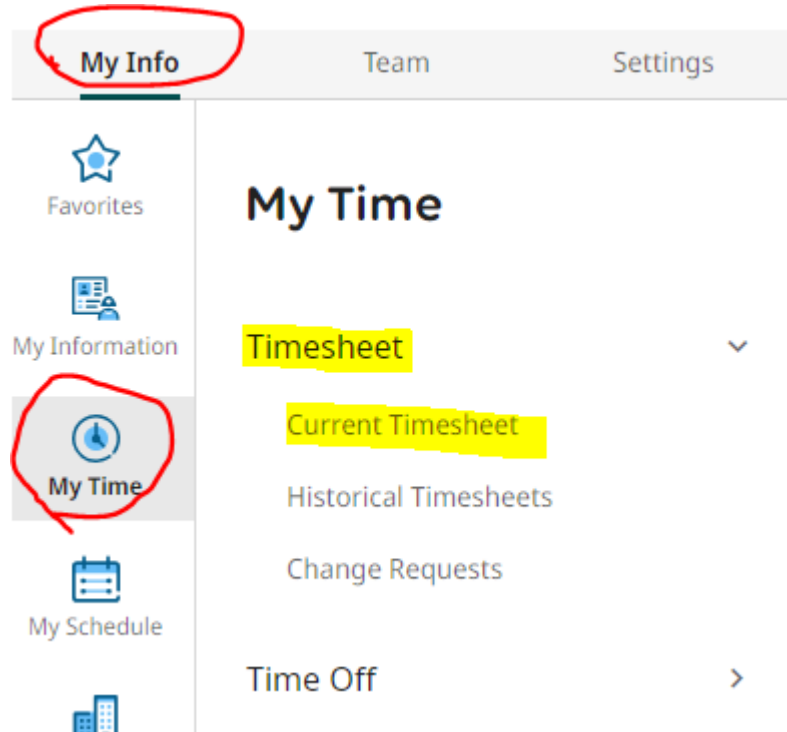
[Forgot your password?](#)

You are accessing the UKG Ready application hosted by Ultimate Kronos Group. Access to this environment is limited to authorized support staff. All data within this environment is classified as Confidential. When accessing this information, you are required to maintain the security, availability and confidentiality of this information and system. In the event you identify an issue related to Security, Availability or Confidentiality of the system, please notify your System Administrator. Thank you.

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Access Timesheet

► Select:



Timesheet

- ▶ How to select an option in activities
- ▶ Submitting timesheets only when you work extra hours /subbing or are taking illness time
- ▶ Account code selection process and departmental practice

UKG

11:15 AM (PDT)

test23

159

MC

Time > Timesheets

← Timesheet Edit

Save

Submit

Approve

...

TF TEST23 FTFAC (88)JOHN

September 01, 2023 - September 30, 2023

Open

Time Entry

Extra Pay & Counter Adjustment

Piecework

Exceptions

Calc Detail

Calc Summary

Counters

More Tabs (1)

07:00 hrs
Raw Total

00:00 hrs
Calc. Total

Time Off	Duration Type	Department	Sub Department 1	Sub Department 2	Activities	Account Code	FRI Sep 1	SAT Sep 2	SUN Sep 3	MON Sep 4
		ACADEMIC AFF	Behavioral A	Choose...	Hourly Facul	Mathematics/01.0/00000.0/00000/00004/1320/1701000		04:00		
		ACADEMIC AFF	Behavioral A	Choose...	Substitute F	Mathematics/01.0/00000.0/00000/00004/2212/1701000			03:00	
		ACADEMIC AFF	Behavioral A	Choose...	Choose...	Choose...				
							00:00	04:00	03:00	00:00

- Add Rows

1

Cost Full Name	
	starts with
<input type="radio"/>	Fire Truck Academy - Supervision
<input type="radio"/>	Grant Funded Faculty - Lab
<input type="radio"/>	Grant Funded Faculty - Lecture
<input type="radio"/>	Grant Funded Faculty - Non-Teaching
<input type="radio"/>	Hourly as Needed - Classified
<input checked="" type="radio"/>	Hourly Faculty - Lab
<input checked="" type="radio"/>	Hourly Faculty - Lecture
<input checked="" type="radio"/>	Hourly Faculty - Non-Teaching
<input type="radio"/>	Lecturer - Non-Credit Classes
<input type="radio"/>	Lunch Waived

Cost Full Name	
	starts with
<input type="radio"/>	Public Safety - Substitute Lab
<input type="radio"/>	Public Safety - Substitute Lecture
<input type="radio"/>	Public Safety - Substitute Supervision
<input checked="" type="radio"/>	Substitute Faculty - Lab
<input checked="" type="radio"/>	Substitute Faculty - Lecture
<input checked="" type="radio"/>	Substitute Faculty - Non-Teaching
<input type="radio"/>	Substitutes - Classified
<input type="radio"/>	Waive Daily Overtime
<input type="radio"/>	Wildland Fire Program - Lab
<input type="radio"/>	Wildland Fire Program - Lecture

Non-Credit Timesheet- enter the hours in Kronos if you are teaching non-credit classes

RIO HONDO COLLEGE
Office of Continuing Education
3600 Workman Mill Road--Whittier, CA 90601-1699
(562) 908-3469

Name _____

1/28/23-5/25/23

Dates Class Scheduled _____

NON CREDIT CLASSES:
Timesheets must be in the payroll office by the 25th of the month at noon and a 2nd timesheet is due at the end of the month by noon.

DO NOT HOLD TIME SHEETS...*

FOR OFFICE USE ONLY		HOURLY	ACCOUNT
Consultant	\$		Apprenticeship
X Lecturer	\$		Community Services
Lecturer	\$		Foster Parenting
Physician	\$		Health Services
Specialist	\$		Noncredit Classes
Supervisor	\$		
Tech stage Mgr	\$		
Noncertificated	\$		
Board Approved:			
Account#	01.0-00000.0-08000-00051-1320-4999000		

Ticket # _____

Date	Day	In	Out	Total Hours	Date	Day	In	Out	Total Hours	Date	Day	In	Out	Total Hours
	MON			0:00 0:00	0.00	MON			0:00 0:00	0.00	MON			0:00 0:00
	TUES			0:00 0:00	0.00	TUES			0:00 0:00	0.00	TUES			0:00 0:00
	WED			0:00 0:00	0.00	WED			0:00 0:00	0.00	WED			0:00 0:00
	THURS			0:00 0:00	0.00	THURS			0:00 0:00	0.00	THURS			0:00 0:00
5/5/2023	FRI	9:00AM	11:00AM	2:00 0:00	2.00	FRI			0:00 0:00	0.00	FRI			0:00 0:00
	SAT			0:00 0:00	0.00	SAT			0:00 0:00	0.00	SAT			0:00 0:00
	SUN			0:00 0:00	0.00	SUN			0:00 0:00	0.00	SUN			0:00 0:00
		Weekly Total		2.00			Weekly Total		0.00			Weekly Total		0.00
Date	Day	In	Out	Total Hours	Date	Day	In	Out	Total Hours	Total Hours for the Month				2.00 ✓
	MON			0:00 0:00	0.00	MON			0:00 0:00	0.00	DO NOT HOLD TIMESHEETS			
	TUES			0:00 0:00	0.00	TUES			0:00 0:00	0.00	Employee's Social Security Number			
	WED			0:00 0:00	0.00	WED			0:00 0:00	0.00	Your typed name will constitute as your official signature affirming hours are accurate			
	THURS			0:00 0:00	0.00	THURS			0:00 0:00	0.00	Employee's Signature			
	FRI			0:00 0:00	0.00	FRI			0:00 0:00	0.00	Date 05/10/2023			
	SAT			0:00 0:00	0.00	SAT			0:00 0:00	0.00	Supervisor's Signature (as needed) Date 05/11/2023			
	SUN			0:00 0:00	0.00	SUN			0:00 0:00	0.00	Dean's Signature Date			
		Weekly Total		0.00			Weekly Total		0.00	Timesheets will not be accepted before time worked is completed				

DO NOT HOLD TIMESHEETS

Employee's Social Security Number _____

Your typed name will constitute as your official signature affirming hours are accurate

Employee's Signature _____

05/10/2023

Date

5/10/23

Supervisor's Signature (as needed) _____

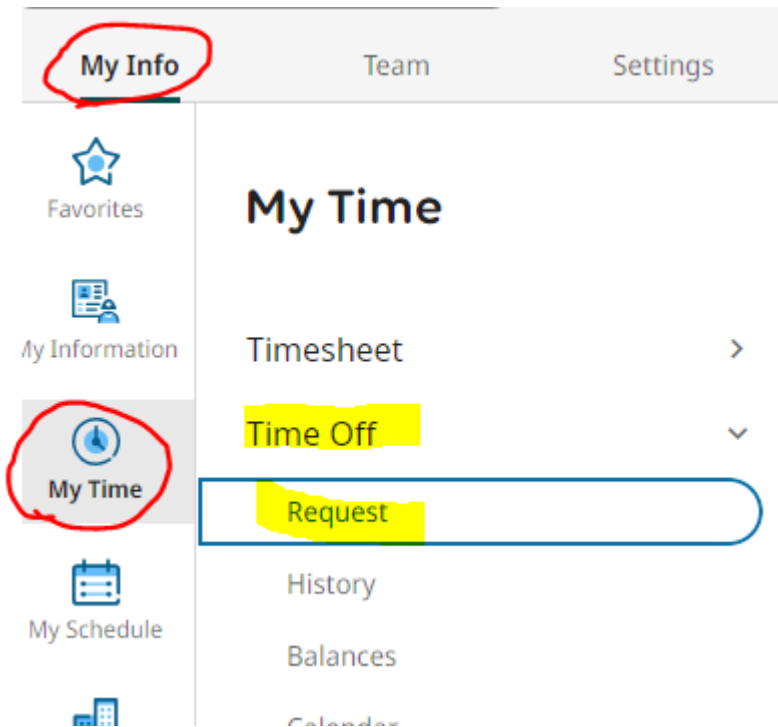
05/11/2023

Dean's Signature _____

Date

Timesheets will not be accepted before time worked is completed

Time Off Request (Option 1)



Time Off Request (option 1 continued)

My Time > Time Off > Request

← Time Off Request

Time Off Type

Illness Days - Full Time Faculty

Start Request

▼ Accrued Balances Details

Jul 1, 2023 - Jun 30, 2024 Illness Days ▼

196.18 days

Current Accrued

196.18 days

Current Balance

0.00 days

Taken

0.00 days

Scheduled

0.00 days

Requested

◀ AUG 2023 ▶ Today

MON	TUE	WED	THU	FRI	SAT	SUN
31	1	2	3	4	5	6

Time Off Request (Option 2)

Time > Timesheets

← Timesheet Edit

ⓘ

📎

Save

Submit

Approve

⋮

ET EMPLOYEE4 TESTEMP (04)

July 01, 2023 - July 31, 2023

Time Entry

Extra Pay & Counter Adjustment

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

186:30 hrs

176:00 hrs

Raw Total

Calc. Total

➤	Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center	Department	Sub Department	Activities	Account Code	Notes
---	------	------	----	-----------	-------------	---------	----------	-------------	------------	----------------	------------	--------------	-------

Select Time Off Request option

Time Off Type Selection:

FT Faculty: Select Illness Days or PN Days
(page 2)

Request Time Off

FRI AUG 11

Schedule
(00:00hrs)

12 am

3 am

6 am

9 am

12 pm

3 pm

6 pm

9 pm

12 am

Time Off Type *

Illness Days - Full Time Fac

Request Type *

Dynamic Duration

From *

08/11/2023

To *

08/11/2023

Duration *

Full Day

Comment

Cancel

Submit Request

PT Faculty : Select Illness Hours or PN
Hours (page 2)

Browse and Select

Page 1 of 2 1 - 20 of 30 Rows

Search

	Name	Full Path
<input type="radio"/>	Bereavement	Bereavement
<input type="radio"/>	Catastrophic leave	Catastrophic leave
<input type="radio"/>	Compensatory Time Off	Compensatory Time Off
<input type="radio"/>	INDUSTRIAL LEAVE (after 60th day)	INDUSTRIAL LEAVE (after 60th day)
<input type="radio"/>	Illness Days - Full Time Faculty	Illness Days - Full Time Faculty
<input type="radio"/>	Illness Days Full Time Faculty	Illness Days - Full Time Faculty/Illness Days Full Time Faculty
<input type="radio"/>	Illness Family	Illness Family
<input checked="" type="radio"/>	Illness Hours - Classified, Mgrs., PT Faculty, AP7130 hourly	Illness Hours - Classified, Mgrs., PT Faculty, AP7130 hourly
<input type="radio"/>	Industrial Leave	Industrial Leave

Close

Viewing balances

My Info

Team

Settings

Favorites

My Information

My Time

My Schedule

My Calendar

My Time

Timesheet

Time Off

Request

History

Balances

Calendar

Illness Days

current

18.50 days

Jul 1, 2023 - Jun 30, 2024

Current Accrued	21.00 days
Current Balance	18.50 days
Taken	2.50 days
Scheduled	0.00 days
Requested	1.00 days

Request

Overload

current

200:00 hours

Jul 1, 2023 - Jun 30, 2024

Current Accrued	200:00 hrs
Current Balance	200:00 hrs
Taken	00:00 hrs

Request

Viewing Time Off History

My Info

Team

Settings

★

Favorites

📄

My Information

🕒

My Time

📅

My Schedule

🏢

My Time

Timesheet

Time Off

Request

History

Balances

Calendar

Illness Days - Full Time Faculty

>

EmployeeEMPLOYEE11 TESTEMP

<

Date

Aug 11, 2023

Duration

Full Day

Amount

1 d

Submitted On

Aug 10, 2023

Status

New

★
Favorites

📄
My Information

🕒
My Time

📅
My Schedule



My Time

Timesheet

Time Off

Request

History

Balances

Calendar

Illness Days - Full Time Faculty

Employee	EMPLOYEE11 TESTEMP
Date	Aug 11, 2023
Duration	Full Day
Amount	1 d
Submitted On	Aug 10, 2023
Status	New

Making Changes on Unapproved Timesheet

00:00 hrs 00:00 hrs

Change Request

Change Type *

Change Request

Change Type *

Expand All

SAT	Jul 1	00:00 hrs
SUN	Jul 2	00:00 hrs
MON	Jul 3	08:00 hrs
TUE	Jul 4	08:00 hrs
WED	Jul 5	00:00 hrs







Save

Submit

Change Request

Reviewing/Editing Timesheets:

Choose either the calendar or back arrow to the previous months and edit the entry. If the timesheet was approved, call HR or your manager to **reject** the timesheet.

TF TEST23 FTFAC (88JOHN)   September 01, 2023 - September 30, 2023  Open 

Time Entry

Extra Pay & Counter Adjustment

Piecework

Exceptions

Calc Detail

Calc Summary

Counters

More Tabs (1) ▼

07:00 hrs

07:00 hrs

Raw Total

Calc. Total

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Questions?

► Mary Chen: machen@riohondo.edu (562) 463-5154

Please refer to the Operational Support Guide page for [KRONOS UKG](#) for a copy of this presentation and additional information.

The screenshot shows a SharePoint page titled "Operational Support Guide" for the "KRONOS UKG" system. The page is published on 1/16/2024. It features a blue header with navigation links: Home, Board Agenda, Document Routing, FORMS, Finance, Pay, RHC Brand Identity, Training, Events, Activities and Highlights, and Edit. A search bar is located in the top right. The main content area has a yellow background with the text "KRONOS UKG" and "Published 1/16/2024". Below this, a blue banner states: "HR launched the Kronos UKG system July 2022. HR continues to make real time changes to the system and will update employees". The page is divided into three main sections: 1. "Login credentials for KRONOS are same as your network login. User Name is first part of your email. Example John Smith = jsmith" with a "KRONOS Login" button. 2. "Who Submits to KRONOS" with a "Timesheet Submission Guidelines" link. 3. "Cancel or Modify Approved Time Off Request" with a link to the same. At the bottom, there is a section for "KRONOS Clinics" listing topics like Logging in, Accessing your Time Sheet, Requesting Time Off, How to View Leave Balances and Time off History, and How to Make Changes on a Time Sheet. A contact information box for Mary Chen, Human Resources Technician, is also present.

SharePoint

Operational Support Guide

Home Board Agenda Document Routing FORMS Finance Pay RHC Brand Identity Training Events, Activities and Highlights Edit

Published 1/16/2024

KRONOS UKG

Published 1/16/2024

HR launched the Kronos UKG system July 2022. HR continues to make real time changes to the system and will update employees

Login credentials for KRONOS are same as your network login. User Name is first part of your email. Example John Smith = jsmith

KRONOS Login

Who Submits to KRONOS

Cancel or Modify Approved Time Off Request

Timesheet Submission Guidelines

Cancel or Modify Approved Time Off Request

KRONOS Clinics

HR periodically offers KRONOS clinics led by Mary Chen. Topics for clinics include:

- Logging in
- Accessing your Time Sheet
- Requesting Time Off
- How to View Leave Balances and Time off History
- How to Make Changes on a Time Sheet

For additional assistance contact Mary Chen during KRONOS office hours on 3rd Friday of every month from 2-3pm.

MC Mary Chen
Human Resources Technician