

Kronos Self-Service Instructions

Kronos Self Service gives you the ability to log-in to the Kronos timecard system from the company kiosk at work or from home to view your timecard, schedule, PTO balance, and even request PTO from home.

The directions below will walk you through everything that Kronos has to offer.

TO START: To access Kronos from a Home PC <https://kronos.laureategroup.com>



Accessing Kronos from the Kiosk

Enter your username and password

- Your username is your first name, period, last name (jane.smith). It is case sensitive.
- The password is your last name and the last four numbers social security number (smith1234).
- If your last name is hyphenated you do NOT need to put the hyphen or any spaces in.

After logging in, if you get a message that says “Please note that the Time Punch feature is not available from this site....” You can click on the Kronos “Home” button on the top right corner to continue. On the Kiosk computers there is also a larger “Home” button on the top left corner. Clicking on the will take you back to the Computer’s main page and you will need to start over again.

You are given the following options:

- **Inbox** – You can view messages, for example if your PTO request was approved or denied.
 - **Time Stamp** – You will not have access to this feature.
 - **My Timecard** – You can view your current timecard, previous timecard, or a range of dates from here.
 - **My Reports** – You can view your schedule and PTO balance.
 - **My Actions** – This is where you have to ability to request paid or unpaid time off.
-
- In the “Messages” tab you will be able to see any messages about PTO requests.
 - You do not need to use the “Tasks” tab for anything at this time.
 - To get back to the main menu click on the “Home” Button on the top right corner.

My Timecard

- You have the ability to change the time period you are looking for by using the “Time Period” drop down.
- The default is the current pay period, you can change it to the previous pay period, a specific date, or range of dates.
- Remember to get back to the main menu, click on the “Home” Button on the top right corner.

If you have any technical problems call the Laureate Group Help Desk at (262) 832-7162 Monday through Friday from 7:30-3:30 or e-mail helpdesk@laureategroup.com; please allow 1 business day for a response.

My Reports

Allows you to view your schedule or your PTO balance as of a given date.

- To view your schedule click on “Schedule” from the **Available Reports**. From the “**Time Period**” drop down choose the date range you would like to view. Finally, click on “**View Report**”.
- To view your PTO balance click on “**Accrual Balances and Projections**” put a date in the “As Of” box. Finally click on “View Report”.
 - You have a line for PTO Hours.
 - The “Period Ending Balance” is your current balance (you can ignore the number in parenthesis).
 - The “Furthest Projected Taking Date” is the furthest date you have PTO requested out to.
 - The “Projected Takings” is the amount of PTO you’ve already requested.
 - You can ignore the last three columns.
 - You also have a line for Un Paid PTO, which shows you the amount of time you have requested as unpaid time off.

To get out of the report you can click the “Return” button to get back to the My Reports page or click “Home” on the top right corner of your screen to get to the main menu.

My Actions

You can request PTO or Unpaid PTO from this section.

- From the Actions, click on “Time off Request”. Another window will open up, which is the request form.
- On the top you can see your PTO balance. This balance does take into consideration the PTO you’ve already requested into the future.
- From the “Request Type” drop down you can choose what type of time you are requesting off.
- You need to put a Start Date and End Date in. If you are only taken one day those dates will be the same.
- You can put a message in for your supervisor.
- Choose the “Specify Hours” button.
- Put a Start Time in (which is the start of your shift).
- Put the “Hours Per Day” in. This must be in full hour increments, with a minimum of 2 hours. (See section 10.1 of the Laureate Group Handbook for the full Paid Time off (PTO) policy).
- Click the “Next” button and a window will pop up saying your request was submitted.
- Remember to get back to the main menu, click on the “Home” Button on the top right corner.

There is no way to cancel a PTO request within the Kronos system. If you need to cancel a PTO request at anytime you will need to email your supervisor. They may have already filled the shift and may not be able to cancel your request, an email canceling a PTO request does not mean it will be approved.

Step 8: When you are finished in Kronos click “Log Off” on the top right corner. If you are on one of the company kiosk computers also click on the large “Home” button on the top right corner to get back to the main page.