

## KRONOS: Frequently Asked Question

### Q: How do I access KRONOS?

- KRONOS is linked to the FMS website [www.usc.edu/fms](http://www.usc.edu/fms)
- Click on '*Inside FMS*' and then '*KRONOS*' on the bottom right-hand side of the screen
- You can link directly to KRONOS by typing <https://umc.kronoshosting.com/wfc/logon/logonWFC.html> into your web browser.
- We recommend saving the KRONOS link under Favorites in your web browser, or creating a shortcut link on your desktop

### Q: What is my User Name?

- Your user name is the first initial of your first name plus your last name. For example, Tommy Trojan would be ttrojan

### Q: How do I view my sick and vacation accruals?

- Click on the **My Information** drop-down menu at the top of the screen
- Select **My Time**
- Click on the **Accruals** tab in the lower left-hand corner to display all accruals

### Q: How do I view my messages?

- Click on the **General** drop-down menu at the top of the screen
- Select **Inbox** from the drop-down menu
- Click on the **Messages** tab to display all sent and received messages

### Q: How do I know if an employee has submitted a time-off request?

- Click on the **General** drop-down menu at the top of the screen
- Select **Inbox** from the drop-down menu
- You will be directed to your **Tasks** list that displays all requests
- **Double-click on a request** to enter the "Time-off Evaluation Process" and follow the process prompts

### Q: How do I search for an employee in KRONOS?

- Click on the **My Genies** drop-down menu
- Select **QuickFind**
- Enter the employee's last name in the **Name or ID** field *in front of* the asterisk
- Select **Find**
- For a full list of employees, leave only the asterisk in the field and select **Find**

### Q: How do I enter time for my employees?

- See above re: How do I search for an employee in Kronos and search for the employee whose time you wish to edit then double click on their name to bring up their timecard.
- At the top left hand part of the timesheet you will see a dropdown menu under 'Pay Code'. This defaults to 'Hours Worked', which is pre-populated.
- To enter sick or vacation time, you must add another line by clicking on the button with a plus sign and an arrow under it next to the 'Hours Worked' dropdown menu.

- Now click on the dropdown menu in the new line and choose whatever time type is needed i.e. Sick, Vacation, Jury Duty etc.
- Now enter the appropriate amount of hours on the desired day and click on save to save the changes you have made.

**Q: How do I compare employee schedules?**

- Click on the **Scheduling** drop-down menu
- Select **Schedule Editor**
- A list of employees and their weekly schedules will appear

**Q: How do I change the time period view for employee schedules?**

- Click on the **Scheduling** drop-down menu
- Select **Schedule Editor**
- A list of employees and their weekly schedules will appear
- Click on the **Time Period** drop-down menu at the top of the screen
- From the drop-down menu, you can select the following time periods:
  - o Current Schedule Period
  - o Previous Schedule Period
  - o Next Schedule Period
  - o Today
  - o Yesterday
  - o Week to Date
  - o Last Week
  - o Specific Date
  - o Date Range

**Q: Who do I contact if I have trouble accessing my account or using KRONOS?**

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