

To access Kronos, go to the Auditor's website, <https://www.wvsao.gov/>

Note: Use Internet Explorer to access Kronos and make sure your Java is up to date

Click on the yellow My Apps icon



Sign in and then click on the orange Kronos icon



### Punching In/Out

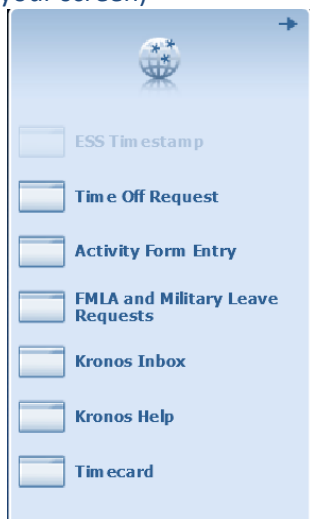
If you are an employee who punches in and out, when Kronos opens, the icon to clock in/out will be in



the middle of the screen and you will click on it to punch.

### Approving Your Timecard

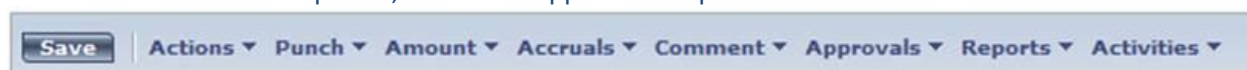
At the end of the pay period, you will need to review your timecard to ensure that it is accurate, then approve it. To approve, go to your timecard (there should be a link to it on the menu on the right side of your screen)



for whatever pay period you are approving (Current if you are approving on Friday or Previous if you are approving on Monday from the dropdown menu)



In the header below time period, locate the Approvals dropdown



And click Approve

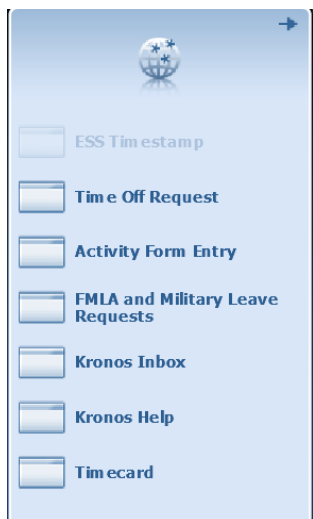
If you are not sure whether or not you approved your timecard, you can verify it at the bottom of your timecard under the tab Sign-Offs, Requests & Approvals, which will only show up once an approval has

been made by you, your supervisor, or a payroll administrator.

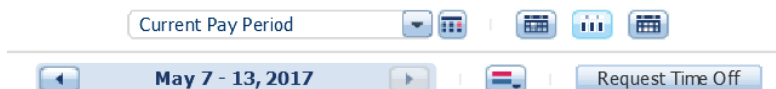


### Leave Requests

To request leave, click 'Time Off Request' from the menu at the right side of your screen. This will take you to a new tab



Click the 'Request Time Off' button at the top of the new tab



A box will pop up.

Request Time Off

Type

Time Off Request

Start date	End date	Pay code	Duration	Start time	Length
X 5/10/2017	5/10/2017	ANNLV-A...	Hours		

+ Add another time-off period

Accruals on

5/10/2017

Accrual	Balance
Annual Leave	84.5 Hour
Donated Leave	0.0 Hour
Executive Order Bank	0.0 Hour
Holiday Bank	0.0 Hour
Sick Leave	74.6 Hour

Notes (Optional)

Draft

Submit

Cancel

Use the calendar icons to select the date(s) of your leave 

Under the Pay code dropdown, select either ANNLV- Annual Leave or SCKLV- Sick Leave (ignore the other leave options- we typically do not use these; your supervisor will explain comp time if your department uses that option)

Under the Duration dropdown select 'Full day' or 'Hours' if you are not going to use a full day of leave. Enter the time that your leave will begin and the number of hours in the 'Length' box. (Keep in mind, the total hours for the work day are 7.5)

Hit Submit

Your leave will workflow to your timekeeper who will get an email notice that you have submitted leave for them to approve.

After your timekeeper has approved your leave, it will show up in your timecard.