Kronos Quick Reference Guide – How to Record Your Exempt Time Off

To begin, go to [https://kronosprod.mis.vanderbilt.edu/wfc/logon](https://kronosprod.mis.vanderbilt.edu/wfc/logon). Log in with your VUnetID and ePassword. Then follow steps 1-7 below.

1. Your timecard is found in My Information > My Timecard.
2. After edits are made, My Timecard appears orange indicating your timecard needs to be saved. Click Save.
3. Your timecard will default to Current Pay Period. Use the dropdown menu if you need to change the pay period.
4. Dates are listed on the left side of the timecard.
5. To enter time off, select a Pay Code from the dropdown menu.
6. Enter time off in Hours for your full standard workday, such as 8 hours.
7. At the end of each pay period, select Approvals > Approve (Approval is required, even if you have no time off to report).
   - Kronos does not have a “submit” button. Once you select Approvals > Approve, your Approver (usually your manager) will be ready to approve your timecard.

How to Check Your Time Off Balances and Accruals

8. The Totals & Schedule tab shows totals by Pay Code. The Accruals tab shows accrual details. The Audits tab shows all time off transactions and the editor’s VUnetID.
9. The accrual balances section shows hours by accrual code. Note that current month accruals will not appear.
10. Log Off when you are finished using the Kronos online tool.