Logging into KRONOS

1. From the myApps website at https://myapps.wvsao.gov/apps/default.aspx
   - Enter your standard government email address in the Email Address field
   - Enter your password in the Password field
   - Click on Sign In

2. At the myApps page, click on the orange KRONOS link. Note: Your screen may have more or fewer icons than pictured below:

3. Several pop-up windows will appear while KRONOS is loading. At each pop-up window click on Run or Allow. This will ensure the program is running with full functionality.
Logging into KRONOS - continued

4. Your landing screen may vary from the image below depending on your level of KRONOS access.

   ![Image of KRONOS landing screen]

   **Note:** Internet Explorer Users: Ignore the warning message at the top of your screen:

   ![Unsupported browser message]

5. You may need to click on Workspaces and select My Information from the drop-down box to access your Timecard if it does not automatically display when you access KRONOS.

   ![Image of KRONOS workspace with My Information selected]

* End *
Touring the KRONOS Timecard

1. The pay period for the timecard is shown in the **Time Period** drop-down menu.

2. The date for each line of the timecard is listed in the **Date** column to the far left of your screen.
3. The **Pay Codes** column is where you will select the type of leave that you may take on any given day.

4. The **Amount** column is where you would enter in hours exactly how much of that leave you took, in hours.
Touring the KRONOS Timecard - continued

5. Each day has both an In and Out column.

- If your hours are shown in purple, you have a pre-populated schedule. These hours reflect your working schedule. If you work different hours, take leave or have no pre-populated schedule you will need to enter or adjust punches for that day.

- You will enter the time you start working into the In column. You will enter the time you ended your shift in the Out column. Enter each punch as either am or pm for KRONOS to correctly calculate your hours worked.

- How to enter time and leave is covered in the Entering Time and Leave in KRONOS job aid.

6. Located on the right is the Related Items pane, which houses different “widgets” – these will be explained later. The widgets displayed will vary depending on your KRONOS user access level.

* End *