

Kronos – Frequently Asked Questions

How do I access my Kronos timecard?

If you are a **biweekly timestamp employee**, or a **semi-monthly exempt employee** or **post docs** your timecard is accessed as follows:

<https://lum-prod.ec.einsteinmed.edu/>



Albert Einstein College of Medicine

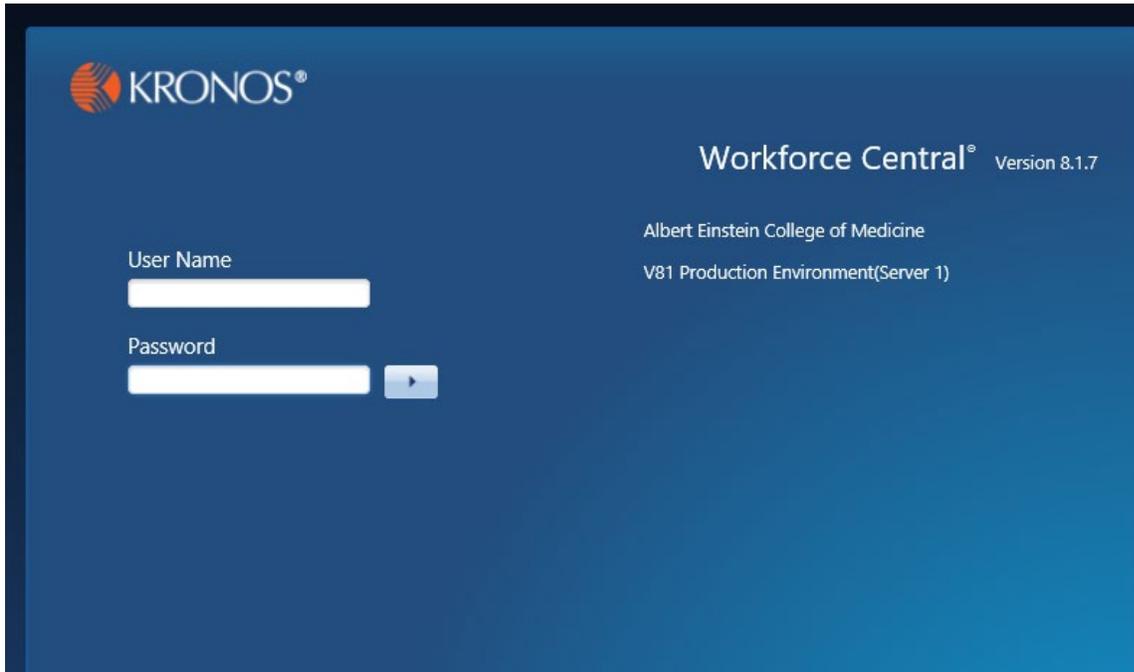
Sign in to your account

Remember me on this computer

Sign In: Your username and password are the same information used to access to your email.

Click on the Kronos

The screenshot shows the Einstein College of Medicine Home page. On the left is a dark blue sidebar with the Einstein logo and navigation links: Home, Splash Page, and Portal Documentation. The main content area has a header with 'Home' and 'Home Community / Home'. Below this is a box titled 'Employee Resources' containing a list of links: Employee Self Service, Kronos (with a blue arrow pointing to it), Learning Management, Safe Colleges, W2s (as of 2020), and iCIMS.



Enter your User Name and Password same as on the log in screen

Bi-weekly Time Stamp Employees – Timecard View

Click on Record Timestamp for your in and out punches. Wait a couple of minutes and click Refresh. The punches appear on your timecard

TEST TEST Sign Out

My Information

My Timecard

Loaded: 5:03 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	+	Sat...											
+	+	Su...											
+	+	Mo...	9.0...										
+	+	Tu...	9.0...										
+	+	We...	9.0...										
+	+	Th...	9.0...										
+	+	Fri...	9.0...										
+	+	Sat...											
+	+	Su...											
+	+	Mo...	9.0...										
+	+	Tu...	9.0...										
+	+	We...	9.0...										
+	+	Thu...	9.0...										
+	+	Fri...	9.0...										

Totals Accruals

All All

Account	Pay Code	Amount
No data to display		

Last Timestamp: Friday, September 28, 2018 12:35PM Eastern Time

Record Timestamp

If you are an employee who utilizes the Kronos Time clock as the only method of recording your time, please ask your supervisor regarding viewing your timecard.

Semi-Monthly Employees - Exempt/Post Docs - Timecard View

The screenshot shows the Kronos Timecard View interface. At the top, there is a navigation bar with 'Administration' and 'Timecards' tabs. Below this, the user 'test2' is logged in, and the system shows '1 of 1' records for employee ID '8989899'. The interface is loaded at 3:34 PM and shows the 'Current Pay Period' with '1 Employee(s) Selected'. There are several action buttons: 'Approve Timecard', 'Sign Off', 'Accruals Actions', 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go'. The main area displays two weekly grids. The first grid covers dates from Saturday 10/30 to Thursday 11/04. The second grid covers dates from Saturday 11/06 to Thursday 11/11. Each grid has columns for 'Pay Code', 'Transfer', and days of the week. Rows include 'Hours Worked', '<Enter Pay Code>', 'Schedule', and 'Daily Total'. The 'Schedule' row shows a 9:00AM-5:30PM schedule for Monday through Thursday. At the bottom, there are tabs for 'Totals', 'Accruals', 'Audits', 'Comments', 'Moved Amounts', and 'Historical Corrections'.

Only fill in exception time outside of the office, ER Remote Work, Vacation, Sick, Conference, etc. Do not fill in hours worked. You are automatically paid regular hours. Kronos is only a collector for exception time, not hours worked.

What if I have issues accessing Kronos on my computer?

Report access issues to Payroll so that we can determine if there is a system-wide issue with the application that needs to be reported to the Kronos Team. If there are no application issues, use the contact Montefiore IT at 914-881-4554 and report an issue with your access on the Einstein Kronos System.

How do I enter non-worked time in Kronos?

Pay codes for non-worked time, i.e. sick, vacation, personal, etc. are added in the Pay Code box of the date in question using the drop down arrow in that box. Select the appropriate pay code and in the Hours box next to Pay Code enter the associated hours. For time clock and time stamp employees this information is filled in by your manager.

How do I know if I have enough accrued hours to cover for the day I am using?

Once you select the date, open the Accruals Tab on the bottom to see if there are enough hours in your balance to cover the time you are utilizing. Your leave balance is shown in the first column marked Available Balance.

When are employee timecard approvals due?

Both biweekly and semi-monthly employees receive emails letting you know when timecard approvals are due. All employees, with the exception of those using the time clocks and don't have access to their timecards, are expected to review and approve their timecards by the deadlines established in the email. Unless otherwise notified, the approval date is always the close of business on the last day of the pay period.

If you are not receiving email notifications, please email Payroll Services at payroll@einsteinmed.edu

When are Manager Approvals due?

Kronos Approvers/Managers receive emails as to when their employees' timecard approvals are due. For both biweekly and semi-monthly timecards, Manager reviews and approvals are due the next business day following the last day of the pay period by 10am. It is extremely important that this deadline is adhered to in order to complete the entire payroll process timely. Please make sure that your employees complete their timecard information and approval timely so that you can review and approve by the deadline without delaying the process.

What if I use the clock and my punch isn't accepted?

If you punch and the punch is not accepted, notify your manager immediately. Let them know what clock you used to punch in/out. They can then contact Payroll to report a possible issue with the clock. The clock will be checked to see if any issues exist.

What if I have a paycheck error?

All questions and issues relating to your paycheck should be reported to your Manager first, who will review your timecard and then contact Payroll to resolve any issues regarding your pay.