

FAQs – Kronos IDs

Q: What is changing with the Kronos IDs used by hourly employees to clock in and out?

A: All hourly employees report their time so they can be paid. Kronos is the name of the system that collects working hours. Some hourly employees swipe their badge to clock in and out and send their working hours to the Kronos system. And some hourly employees use a telephone-based system called Teletime to send their working hours to the Kronos system.

On June 18, 2006 UC is implementing a new HR system called UC Flex. Starting on June 21, 2006 all Kronos users will have a new Kronos ID number. Currently, Kronos IDs are a 10-digit number consisting of the last five digits of your Social Security Number plus the 5-digit department number. In the future, all Kronos User IDs will consist of your personnel assignment number in UC Flex.

If you clock in and out by swiping your badge, you will continue to use your existing badge. The Kronos system will recognize you and begin using the new Kronos ID automatically. If you use the Teletime system to clock in and out, it will be important for you to know your new Kronos ID number beginning on June 21, 2006.

Individual communication will be sent to all hourly employees immediately before go live to let them know your their Kronos ID. If you have questions, please contact your timekeeper.

Q: What if I have more than one job?

A: If you have more than one job at UC, then you will use a different Kronos ID for each job. Your Kronos User ID consists of your personnel assignment number in UC Flex and each job has a unique assignment number. Be sure to use the appropriate number to record your time, so that your time is recorded for the right job.

Q: When will this change take effect?

A: If you clock in and out by swiping your badge, you will continue to use your existing badge. The Kronos system will recognize you and begin using the new Kronos ID automatically, on Wednesday June 21.

If you use Teletime to record your working time, continue to use your current Kronos ID until noon on Monday June 19. At this time, Kronos will be taken down. Starting Wednesday, June 21, you will begin using your new Kronos ID. Please work with your supervisor to report hours worked to your timekeeper, so your hours can be manually entered for any time you worked after noon on June 19.

Q: How will the new Kronos IDs be communicated?

A: Look for a printed announcement distributed via mail location that provides your individual Kronos ID(s). Announcements should be distributed during the week of June 12, 2006. If you have not received your new Kronos ID by June 21, contact your timekeeper.

Q: Who do I contact if I have questions about my Kronos ID or problems clocking in and out?

A: If you have questions contact your timekeeper.