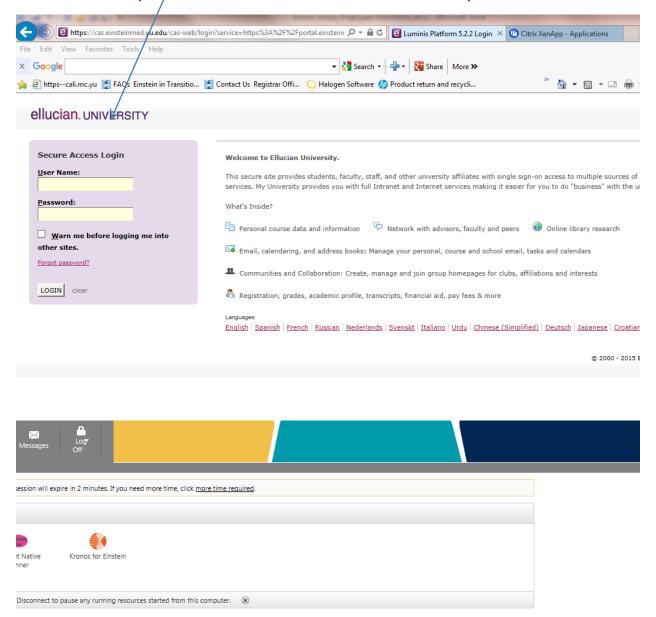# Kronos – Frequently Asked Questions

How do I access my Kronos timecard?

If you are a biweekly timestamp employee, or a semi-monthly exempt employee orpost doc your timecard is accessed as follows:
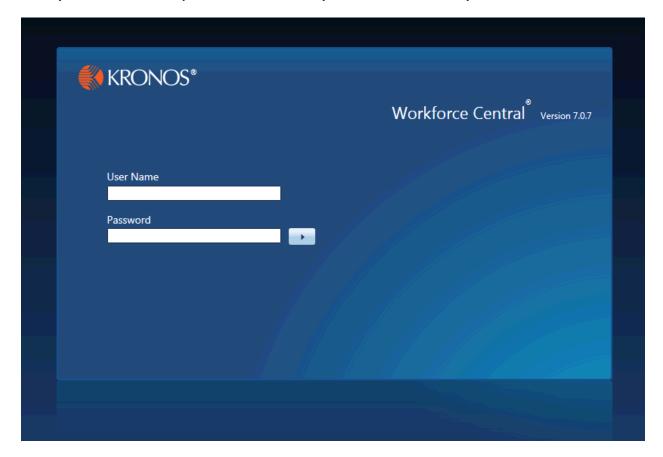
http://lum-prod.ec.einsteinmed.org

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

Click on the Kronos for Einstein Icon.

Enter your user name and password. Click on "My Information" then "My Timecard"

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.

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 Einstein IT Support Portal https://itsupport.einstein.yu.edu for assistance.

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 totals are also available in Self Service Banner.

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 Paula Joseph, Kronos Specialist, at paula.joseph@einsteiin.yu.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 do I do if I lose my Kronos swipe card?

Please make every effort to secure your swipe card so that it doesn't get lost, as you should be using it to clock in and out daily. In the event it is lost, let your manager know immediately. They will email a request for a replacement card and informed when it will be available for pick up.

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.