

Employee WEB View of Time Card

Employee must have a UTMB-Users-M Account and password.
May Be reached from the Kronos Link on UTMB Home Page then select

- My Time Detail

The screenshot shows the top navigation bar of the UTMB Time Administration website. The bar is dark blue with the text "UTMB Time Administration" in white and a large blue star on the right. Below the bar is a sidebar menu with the Kronos logo and three items: "Kronos Login", "News", and "My Time Detail". The "My Time Detail" item is highlighted with a red rectangular box.

Important - On 7/30/2004, the Kronos Phones were not answering from approximately 11am until 12 noon. Missed clocks during that time should be entered manually and **not logged** as failures to clock appropriately.

All Users - Phone Issues - If you experience more than 4 rings or a busy signal please report it to 25200 immediately. This will assist us in trying to resolve problems as they happen rather than try to reconstruct a problem.

The screenshot shows the login page of the UTMB Time Administration website. The page has a dark blue header with the text "UTMB Time Administration" and "Login" below it. A login dialog box is overlaid on the page, titled "Login Page - Microsoft Internet Explorer". The dialog box contains the text "Thank you for your visit. Please login." and "Click on the 'Login' button when the Login Dialog box appears. Then click on the 'OK' button." The dialog box has fields for "Username" (containing "jdoe") and "Password" (containing "*****"). There are "OK" and "Cancel" buttons at the bottom of the dialog box.

- Once Logged in employee may use
 - Previous
 - Current or
 - Next
- Time period to look at their time detail

The screenshot shows the report selection screen of the UTMB Time Administration website. The page has a dark blue header with the text "UTMB Time Administration". Below the header is a section titled "Choose report:" with a dropdown menu. The dropdown menu is open, showing the following options: "Previous Time Detail", "Current Time Detail", "Next Time Detail", and "Accrual". The "Previous Time Detail" option is selected. To the right of the dropdown menu is a "100%" dropdown menu.

UTMB Time Administration

Choose report: Previous Time Detail

1 / 1 100%

Use the Back /Forward buttons to go to the next page

Time Detail

Data Up to Date: 7/2/2004 12:00:00AM
 Printed: 7/2/2004 8:05:04AM

Time Period: previous

Employee: Jon Doe

Last two numbers of pay rule indicate automatic meal deduction minutes

Pay Rule: C-40W-XXXU-60

Cumulative keeps running total of hours worked, less the lunch taken, and hours entered as leave

Home Labor Accounts

START No Start END No End LABOR ACCOUNT 0/0/0/0/00380100/9148/0

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount
<i>Eff/Move: Labor Level</i>		<i>Comment</i>		<i>Eff Workrule</i>				
6/7/2004	Hours Worked with Override					9.00		8.00
6/8/2004	Hours Worked					9.00		16.00
6/9/2004	Hours Worked with Override					9.00		24.00
6/10/2004	Hours Worked with Override					9.00		32.00
6/11/2004	HOL					8.00		40.00
6/14/2004	Hours Worked with Override					9.00		48.00
6/15/2004	Hours Worked with Override					9.00		56.00
6/16/2004	VA					1.25		57.25
6/16/2004		6:47:00AM		12:15:00PM			5.50	62.75
					*CD			
6/16/2004		12:16:00PM		1:35:00PM			1.25	64.00
			*SE					
6/17/2004	VA					8.00		72.00
6/18/2004	VA					8.00		80.00

All Hours Paid	80.00
All Non-Productive Paid Hours	25.25
All Productive Hours	54.75
Totals:	160.00

* CD - Cancel Deduct SE - Short Break EV - Early LV - Late LE - Long Break MP - Missed In Punch MO - Missed Out Punch US - Unscheduled Day

- Definitions of codes are located on the bottom of the screen.

