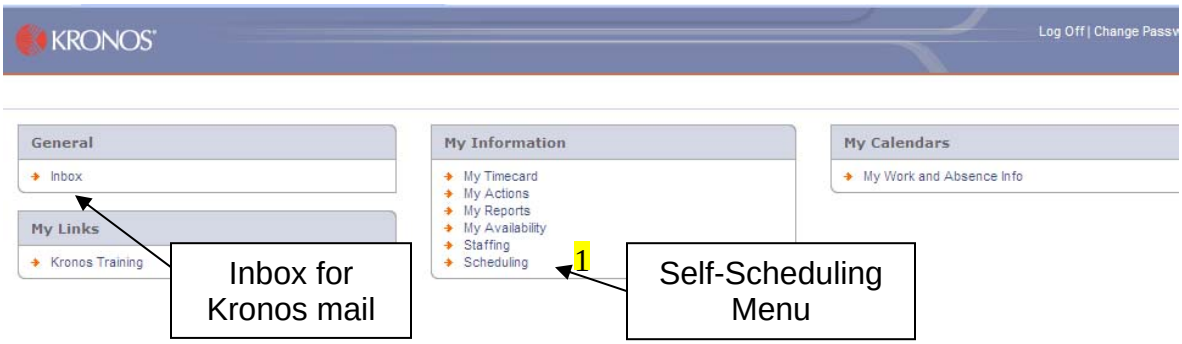
EMPLOYEE KRONOS SELF-SERVICE

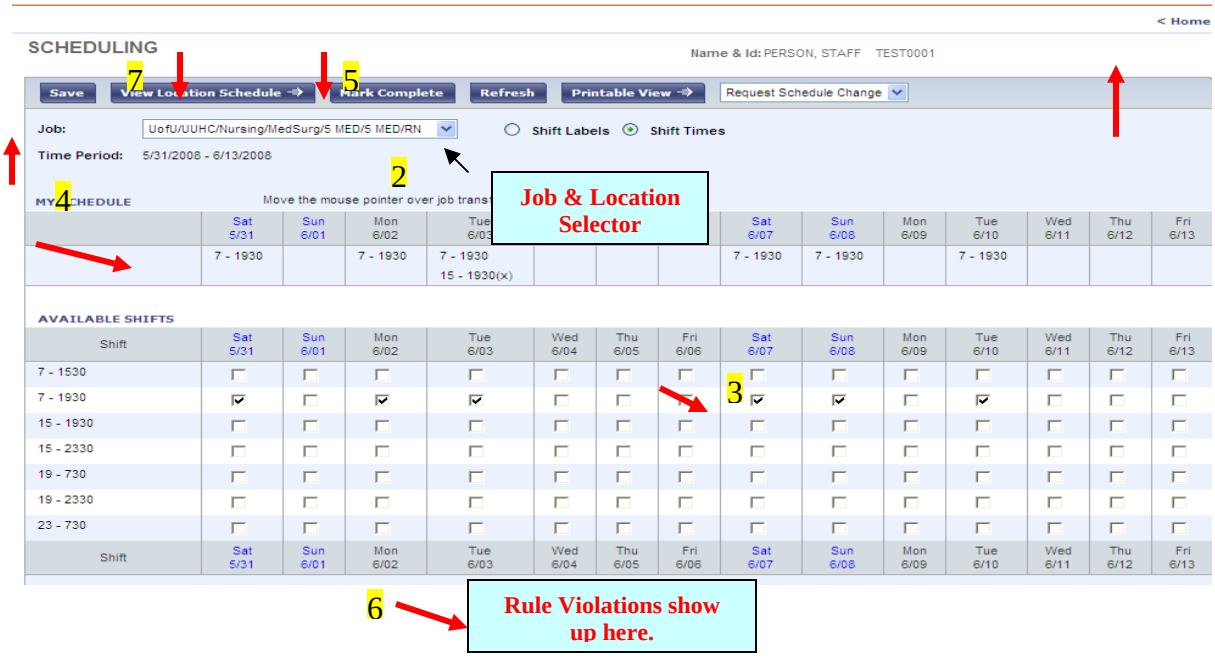
Kronos Self-Scheduling

1. Enter the URL to access Kronos: https://www.kronos.utah.edu
2. Select the Employee Time Entry link.
3. Enter your U ID # as your username. Enter your password. Same as the CIS (gate) page.
4. Hit "Enter" or click on the Log On button.



Creating your next schedule

A message will appear in your Kronos **Inbox** when the next schedule period is available for sign-up.

1. Click on the **Scheduling** menu.
2. Make sure the location and job are what you want.
3. Click the boxes for the shifts you want to FTE or as directed by department rules.
4. Select **Save** to see the shifts in the **My Schedule** area.
5. Select **Mark Complete** to submit your schedule.
6. Check for **Rule violations** at the bottom of the shift selection screen.
7. If needed review your department schedule from **View Location Schedule** menu.

Select **Home** in the top right-hand corner to go back to the main menu page.