

A Program Assistant set up a system to track his hours and also make sure they were properly input during the pay period by the SI Coordinator. This is an excellent way to make sure you're paid for your work! It can be easy to forget to input an entire shift and it's also possible for the Coordinator to make mistakes manually transferring your time into Kronos--using a system like this can help keep everyone accountable.

David Wegman 6:10 PM

Of course! The attached image is my form from last year. The set up includes the date, the time in and time out, the reason I was clocking in, and two columns for Kronos. The first column was checked off after I submitted the google form that you all have bookmarked, and the second one was checked off after I went on Kronos and saw that Stephanie had entered it correctly. The horizontal black bar was the end of the pay period just to keep my weeks separated. It's easy to set up and super helpful when you can't remember all your shifts!

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	A	B	C	D	E	F	G	H	
1	Date	Time In	Time Out	Reason	Kronos form	Kronos?			
2	3/18/2020	9:57 AM	11:30 AM	First zoom meeting/ Figuring out Zoom	✓	✓			
3	3/20/2020	2:55 PM	4:16 PM	SI weekly Training	✓	✓			
4	3/23/2020	7:58 AM	8:55 AM	Gen chem lecture	✓	✓			
5	3/23/2020	1:58 PM	2:29 AM	Planning for Session	✓	✓			
6	3/23/2020	2:50 PM	4:05 PM	Hosting session	✓	✓			
7	3/25/2020	7:59 AM	8:55 AM	Lecture	✓	✓			
8	3/26/2020	3:50 PM	6:03 AM	SI planning, session, and lecture	✓	✓			
9									
10	3/27/2020	8:00 AM	8:55 AM	Lecture	✓	✓			
11	3/27/2020	2:55 PM	4:04 PM	Weekly Training	✓	✓			
12	3/30/2020	7:58 AM	9:03 AM	Lecture	✓	✓			
13	3/30/2020	11:27 AM	12:10 PM	session planning	✓	✓			
14	3/30/2020	12:55 PM	2:06 PM	Session	✓	✓			
15	4/1/2020	8:00 AM	8:58 AM	Lecture	✓	✓			
16	4/1/2020	10:45 AM	11:20 AM	Planning	✓	✓			
17	4/1/2020	4:55 PM	6:00 PM	Session	✓	✓			
18	4/3/2020	8:00 AM	9:00 AM	Class	✓	✓			
19	4/3/2020	2:55 PM	4:00 PM	training	✓	✓			
20	4/6/2020	8:00 AM	9:15 AM	Lecture	✓	✓			
21	4/6/2020	11:00 AM	11:30 AM	Planning	✓	✓			