

## **Clocking Instructions for Biweekly Staff, Students & Temporary Workers**

Emory University uses **KRONOS**, an online time and attendance system, for recording time and attendance information. **KRONOS** allows employees to submit entries over the telephone using an employee ID number.

The employee ID is a 9 digit number that associates the employee with a job and department. The number consists of a 7 digit employee ID plus a 2 digit record number (00, 01, 02, etc.). The employee ID is provided by the timekeeper or supervisor. Employees who have or have had more than one Emory job may have multiple employee numbers. Biweekly staff, students and temporary workers are required to use the telephone to record in/out clock times for each day worked using the assigned employee ID number for each job.

### **To Clock In/Out:**

<b>Employee Actions</b>	<b>Phone System Response</b>
1. Dial 2-6666 or (404) 712-9350* to access the phone system.	"The time is _____. Please enter your employee number."
2. Enter your 9-digit Employee ID number.	"Please enter the clock code."
3. Enter the applicable clock code: 1 = Clock In (Start of Shift) 3 = Lunch Out 4 = Lunch In 9 = Clock Out (End of Shift)	"Timestamp recorded. Thank you for using the system."
4. Hang up.	

**\*You must be authorized to clock in/out from a remote location to use this phone number.**

### **To Request Leave (if eligible)**

Employees must submit requests for bereavement, floating holiday, jury duty, sick and vacation leave online using the Emory Timecard Adjustment System (ETAS). Instructions to submit a leave request can be found [here](#).

### **Timecard Adjustments and Approvals**

Employees must use ETAS to review time cards, correct missing punch errors, cancel standard meal breaks, adjust existing clock times, add punches for work not reported and complete timecard approvals. To access ETAS go to <https://apps2.hr.emory.edu/timecard>.

For department specific information and instructions, contact your supervisor or timekeeper.

For general information regarding KRONOS or ETAS, go to  
[https://finance.emory.edu/home/payroll/time\\_and\\_attendance/index.html](https://finance.emory.edu/home/payroll/time_and_attendance/index.html)