wvOASIS/Kronos Information

What is Kronos?

The State of West Virginia has implemented a new Enterprise Resource Planning (ERP) system called wvOASIS. One component of that ERP is Kronos, which is a leave management system and a time keeping system. Glenville State College is required by the State to adopt this system.

Timely Monitoring Required

The new Kronos leave management and time keeping system requires careful monitoring by supervisors. It is recommended that supervisors develop a habit of checking Kronos every day. The consequences of inaction are severe: **Employees will not be paid if their time and leave are not submitted and approved in a timely manner.**

Leave and time must be submitted by employees and approved by supervisors within the current pay period. Pay periods will consist of two-week periods beginning on Saturday and ending on Friday. If leave is submitted by an employee but not approved by the supervisor within the current pay period then that employee will not be paid for that time even if that employee is on the salaried payroll (i.e., "exception paid") – as opposed to being on the hourly payroll (i.e., "positive paid"). If leave and time are not submitted and approved within the current pay period, several steps are required by the supervisor and by the Human Resources staff and Payroll staff to retroactively correct that error.

myApps Accounts

In order to use the Kronos leave management system and time keeping system, employees and supervisors must have myApps accounts. Instructions for creating a myApps account can be found here (https://www.wvsao.gov/).

Who will use Kronos?

Kronos will be used by all staff and faculty who accrue leave as well as all hourly employees (including student employees), plus the people who supervise the employees in those categories. Adjunct faculty members and full-time faculty members who do not supervise leave-earning or hourly employees will not be using Kronos.

KRONOS

How to Request Leave

1. Log in to myApps (https://www.wvsao.gov).
2. Click on the orange box labeled Kronos Time and Leave.
3. You may get a message saying "Java was blocked". If so, click on "Run this time"; do not "Update" Java.
4. Click on Workspace at the top right of the page.
5. Select My Information.
6. Click on Time Off Request at the right side of the page.
7. Next, click on Request Time Off, which is near the top center of the page.
8. Select Type: Time Off Request.
9. Enter Start Date and End Date. You should request only one day at a time.
10. If you need to request other days you may click on +Add another time-off period.
11. Select Pay Code ANNLV (for Annual Leave) or SCKLV (for Sick Leave). Do not use any other Pay Codes even though you will see many listed.
12. Under Duration, select Hours. All leave must be submitted in HOURS rather than days.
13. Enter Start Time.
14. Enter Length of leave (i.e., how many hours you are requesting).
15. Click Submit. Your supervisor will receive an email message saying that you have submitted a leave request.
16. Click Sign Out to exit Kronos. The Sign Out link is at the very top of the page on the left side.

How to Approve Your Timecard

1. Log in to myApps (https://www.wvsao.gov).
2. Click on the orange box labeled Kronos Time and Leave.
3. You may get a message saying "Java was blocked". If so, click on "Run this time"; do not "Update" Java.
4. Click on Workspace at the top right of the page.
5. Select My Information.
6. Your Timecard should appear. If it doesn't, click on Timecard on the menu to the right of the screen.
7. Select the Current Pay Period in your Timecard.
8. Select the Approvals drop-down arrow. This is immediately below the Time Period box.
9. Select Approve.
10. Under My Timecard near the upper left side of the screen, you will see that the Timecard has been approved.
11. Click Sign Out to exit Kronos. The Sign Out link is at the very top of the page on the left side.

All Non-Exempt Employees/Hourly Employees
How to Clock In and Out with ESS Timestamp

1. Log in to myApps (https://www.wvsao.gov).
2. Click on the orange box labeled Kronos Time and Leave.
3. You may get a message saying "Java was blocked". If so, click on "Run this time"; do not "Update" Java.
4. Your Timecard should be displayed.
5. On the right-hand side of the window you will see a menu, which is the Related Items Pane.
6. Click on ESS Timestamp, which is one of the items in the Related Items Pane.
7. A new tab will appear and you will be on the ESS Timestamp page. The date and time of your last timestamp will be shown at the top center of the page.
8. Click the Record Timestamp button. Do not click Record Timestamp more than once!
9. The green circle with a while checkmark inside indicates success.
10. Close the ESS Timestamp tab.
11. Click Refresh on the My Information tab. The Timecard will not apply changes until you have clicked Refresh.
12. If refreshing does not populate the Timecard, do not record another timestamp. Instead, click Time Period and select Previous Pay Period; then re-select Current Pay Period.
13. If you have a timestamp that needs to be updated or corrected you will need to contact your supervisor.

Supervisors & Timekeepers
How to Approve Leave Requests
1. Log in to myApps (https://www.wvsao.gov).
2. Click on the orange box labeled Kronos Time and Leave.
3. You may get a message saying "Java was blocked". If so, click on "Run this time"; do not "Update" Java.
4. Click on Request Manager in the Related Items pane. A new window will appear. This page will default to time-off and include all of the employees that you supervise who have submitted leave requests.
5. The page will default to the current pay period. Use the drop down menu to change to a different pay period, if necessary.
6. Use the All Status drop down menu to set search criteria. Be sure to refresh after selecting your search criteria by clicking the refresh button immediately to the right of the All Status menu.
7. Leave requests will display for your employees based on the criteria you have selected.
8. Double click on the leave request to view the Time-Off Request Details. Click Close.
9. Select the leave request and click Approve. Review the request and click Approve again.
10. Click Sign Out in the upper left hand corner of the screen.

How to Approve Employees' Timecards
1. Log in to myApps (https://www.wvsao.gov).
2. Click on the orange box labeled Kronos Time and Leave.
3. You may get a message saying "Java was blocked". If so, click on "Run this time"; do not "Update" Java.
4. On the Hours Detail page, select "All Home" from the Show drop down menu.
5. To open a Timecard, double click on the employee's name.
6. Review the Timecard, click on Approvals, and select Approve.
7. Click on the Back to Hours Detail arrow in order to return to the previous screen or else click Sign Out in the upper left hand corner of the screen.