

How to Access Kronos (eTime) beginning June 21, 2005

Student Employment Services

Instructing Students How to Access their eTime (Kronos) Time Cards Using the IS Summary

During the conversion, display of student employee records in Kronos will look slightly different. Depending on the student's current status (Appointment ID, funding source) and how many previous and current jobs they held/hold, they **may have to change the way they access their eTime cards** to report the time worked. Because each student's situation can be different, it is unadvisable to attempt to predict how a student's access might change. Instead, employers should use the IS summary report to instruct student employees how to access the system. The following is a sample of IS summary report data AFTER the Kronos conversion.

Name	Home Account	Username (uses computer)	E-mail_Address	Active Badge (uses card reader)
Awesome, Kimberly	1000/4422296/1/S0700/R/99999/99	1awesomk	awesomk@bgnet.bgsu.edu	100364845
Batch, Kevin	1000/4422296/0/S0550/R/99999/99	kbatch	kebatch@bgnet.bgsu.edu	4956532
Culler, Lizabeth	1000/4422296/0/S0600/F/99999/99	lizamc	lizamc@bgnet.bgsu.edu	6300451
Gray, Avery	1000/4422296/2/S0550/F/99999/99	2graycat	graycat@bgnet.bgsu.edu	245613245

For students who use card readers to record their time, refer to the *Active Badge* Column of the IS Summary report.

- If the badge number consists of only seven digits, students simply swipe their cards to record in punches and out punches at a reader.
- If the badge number contains more than seven digits, then students must key (punch) in their badge numbers at the reader.

For students who use a computer to record their time, refer to the *Username* column of the IS Summary report.

- If the username does not contain a number, then students key in their username at the log in screen, followed by their BGNet password.
- If the username begins with a number, then students key in the number and username to access their accounts.
- Note: After the Kronos conversion, all students' passwords in Kronos will be the same as their BGNet passwords.