

Kronos Timekeeper 8.1 QRG – All Employees

Introduction

Kronos Timekeeper tracks the time you work. Use Kronos to:

- Punch in and out
- View your timecard
- View reports

Important Changes:

- Use the **Kronos Timestamp** icon  to punch in and out
- Use the **Kronos Timecards** icon  to record transfer punches, view your timecard, and run reports

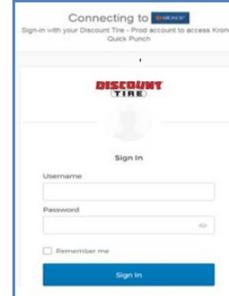
Refer to the [Time Tracking Policy](#) to ensure you are tracking your time accurately.

Punching In and Out

Use Kronos each workday to record your time. Punch in and out when you arrive and leave work and when you take a meal period.

Follow these steps to punch or log on:

Step	Action
1	Click the Kronos Timestamp  icon on your desktop.
2	Type your 6-digit Employee ID in the Username field.
3	Enter your enterprise password (Okta/Workday password).
4	To punch, click Sign In . (Your punch will be automatically recorded.)



Transfer Punching

Stores / Warehouses: Use Transfer Punching if you work at a location that is not your assigned location.

- Use **Transfer Punching** for the first punch of each day at a store or work location that is not your assigned one.
- Use **Transfer Punching** if you change stores/locations for a second shift.

After recording the first punch of the day at the new store/location, you do not need to select the store again to punch out and back in for a break unless you go to work at a different store after the break. Follow these steps to record a transfer punch:

Important Change: Transfer punches can only be recorded using the new **Kronos Timecards**  icon.

Step	Action
1	Log on to Kronos using the Kronos Timecards  icon, then select the Transfer store : <ol style="list-style-type: none"> 1. Click the drop-down arrow next to Transfer and click Search. 2. Select Transfer store from the Department dropdown list 3. Click Apply
2	Click Record Time Stamp , then Sign Out .

Viewing your Timecard

Your timecard displays hours worked, exceptions, time period balances, and allows you to view pay codes and amounts.

Important Change: You can view your timecard by using the **Kronos Timecards** icon. Sign into Kronos and your timecard will be displayed under **My Timecard**.

Step	Action
1	To maximize the timecard view, click the maximize icon. 
2	To minimize the timecard view, click the minimize icon. 



Viewing Reports

Important Change: There are two ways to view reports.

The first way is to sign into Kronos through the **Kronos Timecards** icon and click **My Reports** to the right of the time stamp screen.



The second way is to follow these steps:

Step	Action
1	Select My Reports from the My Information tab.
2	Choose a report from Available Reports .
3	Pick a time period from the dropdown list.
4	Click View Report .

Forgot Password/ Changing Password

Follow these steps if you have forgotten your Kronos password:

Step	Action
1	Use the Kronos desktop icons or click the following link: https://discounttire.okta.com/login/default
2	If you do not remember your password, complete the following: <ol style="list-style-type: none"> Click the Need Help Signing In button at the bottom of the login page You will be prompted to provide either an email address or mobile phone number to update your password <p>Note: If you are unable to reset your password using the instructions above, please contact the Service Desk.</p>

Contacts

Question on.....	Contact	Phone
Accrual Balances (if applicable)	HR Specialist for your region	480-606-6000
Timecard/paycheck hours and amounts Timecard exceptions	Payroll Specialist for your region	480-606-6000
Computer problems or questions	Service Desk M-S, 4:30 AM to 8:00 PM Arizona time	480-606-6008 800-366-4399