

Kronos Timekeeper 8.1 QRG – Corporate 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 view your timecard and run reports

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

Guidelines

Use Kronos each workday to record/review your time.

- **Hourly:** Punch in and out when you arrive and leave work and when you take a meal period.
- **Salary:** Review your timecard for accuracy. If applicable, add missing or unplanned PTO in the current week.

Punching In and Out (Hourly Only)

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 in or out:

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.)

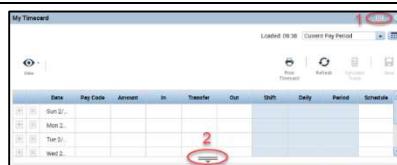


Viewing your Timecard

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.  To minimize the timecard view, click the minimize icon. 
2	To view Totals, click the  icon to show more content.



Viewing Reports

Important Change: To view reports sign into Kronos through the **Kronos Timecards**  icon and follow these steps:

Step	Action
1	Select My Reports from the My Information tab (to the right of the time stamp screen).
2	Choose a report from Available Reports .
3	Select a time 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

For help with PTO Balances, please contact Carrie.Evans@discounttire.com.

For help with timecard/paycheck hours and amounts, using pay codes, and timecard exceptions, please contact your Payroll Specialist.

For help with computer issues or password resets, contact the Service Desk at support@discounttire.com.