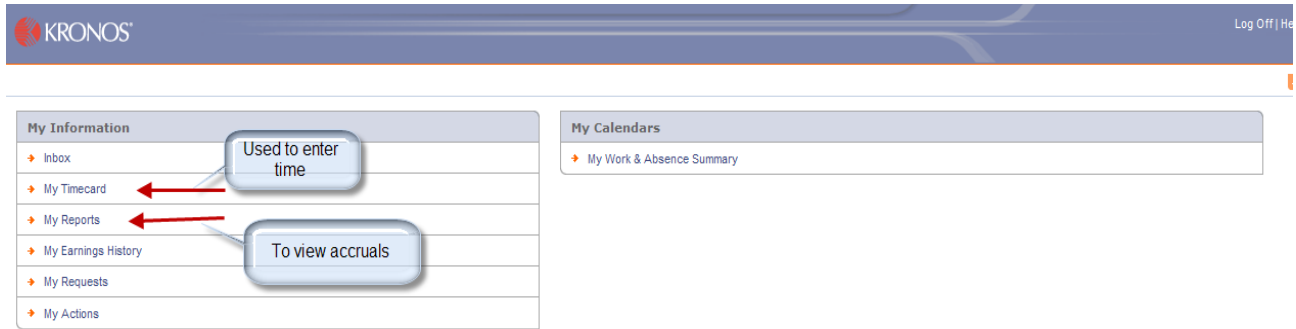
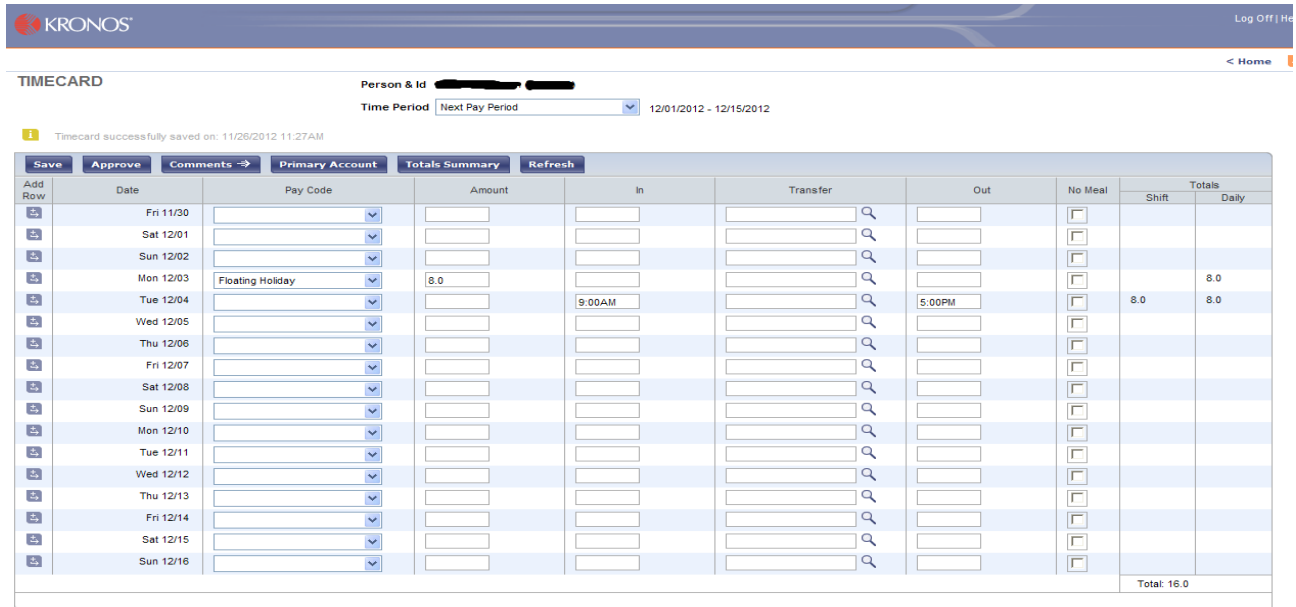


Note: For security purposes all users should access Kronos using the HTML version.

- Go to the Holy Cross Log In page.
- Select Kronos Time Entry.
- Log into Kronos using your network username (all capital letters) and password.
- The following screen will appear.



- To add time to your timecard select "My Timecard"-enter time as you always have.



- To view your accruals select “ My Reports”.
- Select “Accrual Balances and Projections” >enter today’s date> View Report

