

# ~~Kronos~~ Time and Attendance System

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## Scope: Who is Covered by this Policy?

Classified Staff

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## Policy

As a classified hourly employee, you are required to accurately record the hours you work using the ~~Kronos~~University automated time-entry system. If edits to your ~~Kronos~~University record are necessary please request edits in writing to your supervisor. This University system is available via the Web, or at badge reader locations in your building. For more information regarding ~~this~~the University's automated time-entry system, please contact your supervisor or the ~~Payroll~~Human Resources Office.