

HMO Orientation

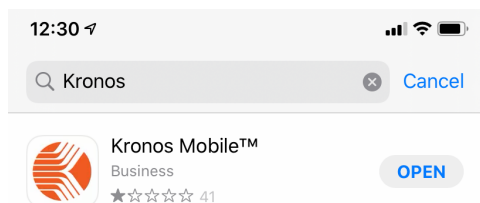
Using Kronos



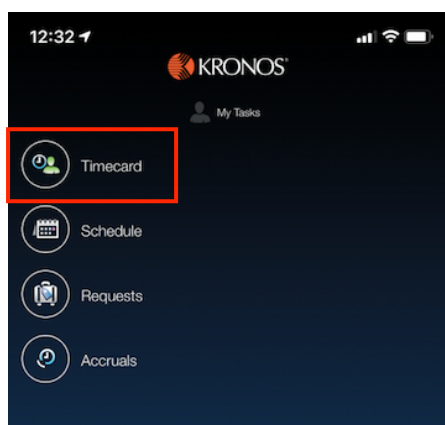
- Monash Health uses an e-time sheet called '**Kronos**'. It can be accessed via a smart phone app or online.
- Monash Doctors Operations or Payroll will upload your rostered hours to Kronos. You do not need to punch in or out or get time sheets signed.
- You should check each fortnight that your rostered hours are correct on Kronos and approve your time sheet before the end of each fortnightly pay cycle.

Using the Kronos App

1. Download Kronos from the App Store on your smart phone.



2. Open the Kronos App and enter <https://rosters.southernhealth.org.au/wfc> where it asks for the server address.
3. Log in using your employee number and Monash password.
4. Your rostered hours will be displayed in the Timecard section. Here you will find your start (in) and finishing (out) times for each day in that two-week period.




| Previous Pay Period | | | | |
|---------------------|----------|--------|--------|---------|
| Date | Pay Code | Amount | In | Out |
| 04/05 | | | 2:00pm | 11:30pm |
| 05/05 | | | 2:00pm | 11:30pm |
| 06/05 | | | 2:00pm | 11:30pm |
| 07/05 | | | 2:00pm | 11:30pm |
| 08/05 | On Call | 1.0 | | |
| 09/05 | On Call | 1.0 | | |
| 10/05 | | | 8:00am | 5:30pm |

5. Your cumulative hours are displayed at the bottom. Approve your time sheet by clicking Approve on the bottom right.

| | |
|------------------|-------|
| Cumulative Hours | 85:30 |
|------------------|-------|



Approved

6. Press the Grid  icon in the lower left corner to see how many hours total you worked within each pay category.

| Previous Pay Period | | |
|---------------------|------------------------|-------|
| Pay Period Totals | | |
| Pay Code | Labour Level | Hours |
| ORD | SHS01/+/+/+/P0865/HM13 | 76:00 |
| SUN50 | SHS01/+/+/+/P0865/HM13 | 9:30 |
| SAT50 | SHS01/+/+/+/P0865/HM13 | 9:30 |
| 09-EVE | SHS01/+/+/+/P0865/HM13 | 5:00 |
| 09-OC | SHS01/+/+/+/P0865/HM13 | 4:00 |
| 09-LOCUM | SHS01/+/+/+/C1099/HM13 | 9:30 |

| |
|----------------------|
| 76 Hrs Ordinary Pay |
| 9.5 Hrs Sunday Pay |
| 9.5 Hrs Saturday Pay |
| 5 Hrs Evening Pay |
| 4 Hrs On-Call |
| 9.5 Hrs Locum Pay |

Using Kronos online

1. To log on to Kronos on a PC go to <https://rosters.southernhealth.org.au/wfc/navigator/logon>.
2. Log in using your Monash employee number and password.
3. The same information will be displayed here all on one page.

If you have any questions about your Kronos you should speak to Monash Doctors Operations via switch.