

UMMS People Planning: Kronos Timekeeping – UKG Kronos Login Instructions

UKG Kronos is a Web based application. You can login from work, home or anywhere you have a WiFi connection. – (Works best with Chrome or Edge.)

1st Time Login

Kronos Link

<https://umm.kronos.net/wfc/logon>

Username = Your Employee ID#

Password = Umms@XXXX

(XXXX = last 4 of SS#)

Create new Password, and setup 3 Security Questions with your Answers.

Setup Your Security Questions

1. You will need to Select 3 Security Questions to answer.
2. Click on the drop down arrow to view the questions.

3. Click on the Question you would like to answer.
4. Select Save and Continue.

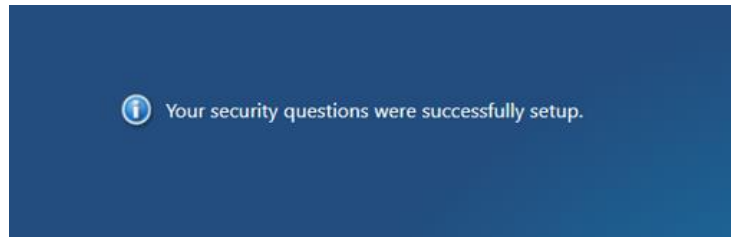
Save & Continue

5. Repeat Steps 2 through Step 4 for the remaining Questions.


6. When all 3 Questions have been selected & answered, Select Save & Continue.



7. You have successfully logged in and Setup your Security Questions.



Navigating the Application

Center Stage – To perform your timekeeping tasks – Reviewing Your Timecard, Approving Your Timecard, Submitting Time-off Requests and Submitting Missed Punch Requests - the appropriate view must be in the Center Stage section. Select the  Action Button, then Select “Pop Out” to move “My Timecard”, “Time Review” and “My Calendar” to the Center Stage position to view and work.

What tasks are performed in each view?

My Calender – Where you Submit Time-off Requests.

Time Review – Where you Review and Approve your Timecard and Submit Missed Punch Requests.

My Timecard – Where you view your Timecard.

If you need assistance please visit <https://oneumms.org/training-resources-timekeeping> for Job Aids.

