



Kronos Employee Timekeeping (Home Office)



Employee Timekeeping (Home Office)

Pay & Timekeeping

Accessing Kronos + Clocking In/Out

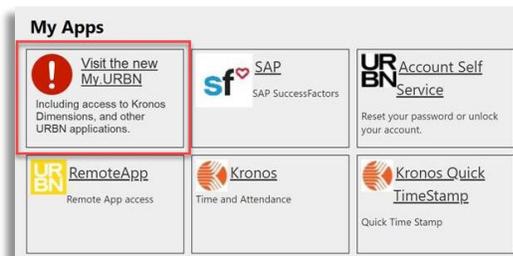
From a Web Browser:

Navigate to my.urbn.com

Log in using your email address as your username

- Your default password is “Uo” followed by your birthdate in the form of a 2-digit month + day and a 4-digit year (UoMMddYYYY).
- When you make a new password, it must use the following criteria:
 - Use letters + numbers
 - At least 8 characters
 - At least one upper case
 - At least one lower case
 - At least one number
 - Does not contain name, birthdate or employee number
- Passwords need to be changed every 90 days. Once your password is changed, click “Sign Off” in the upper right-hand corner. If you encounter an error resetting a temporary password, please open a ticket with help.urbn.com under Login/Permissions Problems>Kronos.

Once logged in, click on the redirect for the new my.urbn

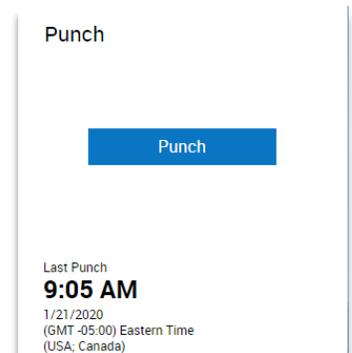


Click on the Kronos Dimensions app

The Punch Tile on the home page allows you to clock in and out.

- You will need to punch for the start and end of your shift, as well as the start and end of your lunch break.

Production and 543 users will continue to clock in/out on the timeclock

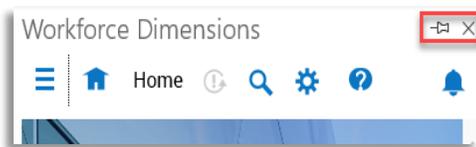


From Outlook:

- Log in to Microsoft Outlook
- If available, select the Kronos Dimensions icon in the top right corner
 - Please note, this functionality may not be available for all hourly users.



- Dimensions will only be available on the desktop application for Outlook, not the web version.
- Part time and temporary employees will access Dimensions through my.urbn.com.
- The Dimensions home page will open within the Outlook application
- Once launched, the workspace can be dragged to enlarge the screen. You can perform all functions within Outlook as you would in the web browser
- Close the application or pin it open using the icons in the top right corner



Downloading the App

- From the Apple App Store or Google Play, search for “Kronos Dimensions”.
- Download the WF Dimensions app.
- The first time that you use the app you will be prompted to enter the URBN tenant link. You can either type in the link or scan the QR code below.
- Link: <https://urbn-SS1.prd.mykronos.com>
- QR Code:



- Use your URBN network account to access Kronos Dimensions (UserID@urbn.com)
- Once logged into the Kronos Dimensions mobile app, you'll have the same functionality that you have on the desktop site, but you will not be able to punch in or out.



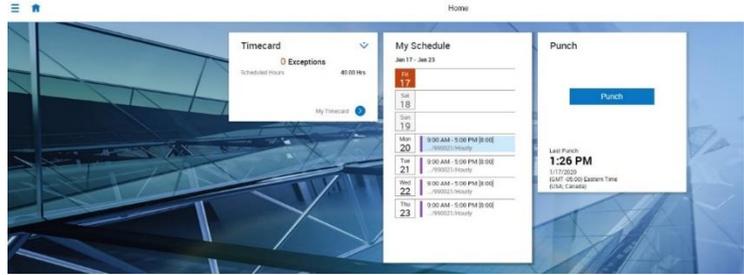
Employee Timekeeping (Home Office)

Pay & Timekeeping

Navigating the Home Page

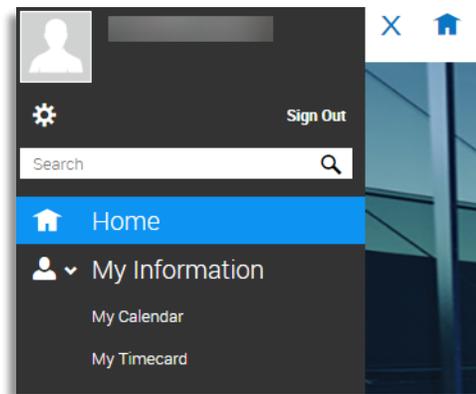
The home page is divided into tiles:

- Timecard
- My Schedule
- Punch
- Reminders



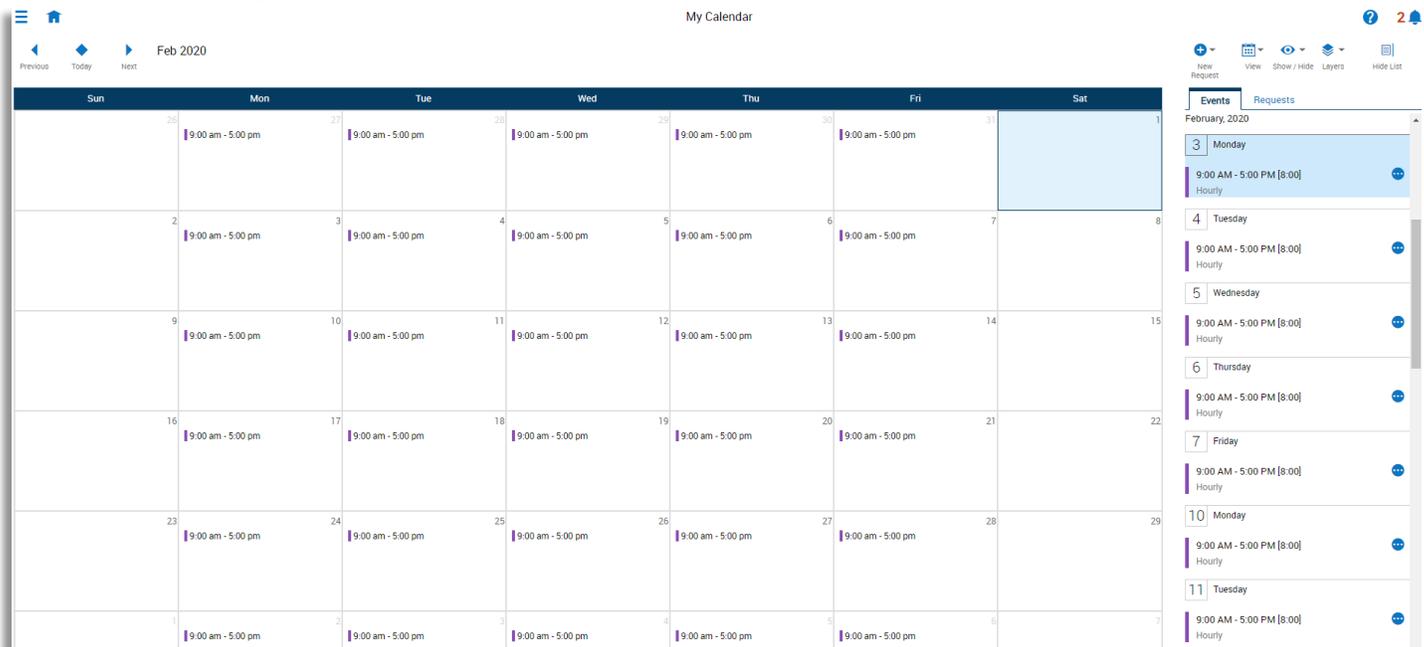
The Main Menu can be accessed by clicking the three lines at the top left corner of the screen. This will open a panel with additional navigation options including:

- Home
- My Information
 - My Calendar-Can be used to view your schedule and to enter requests for time off
 - My Timecard-Can be used to review your punches



Accessing Your Information - Timecard and Schedule

By clicking into the My Schedule tile, you will be able to see your Calendar and enter all requests. In the sidebar you will see additional details about each event and have the option to customize your calendar view.





Employee Timekeeping (Home Office)

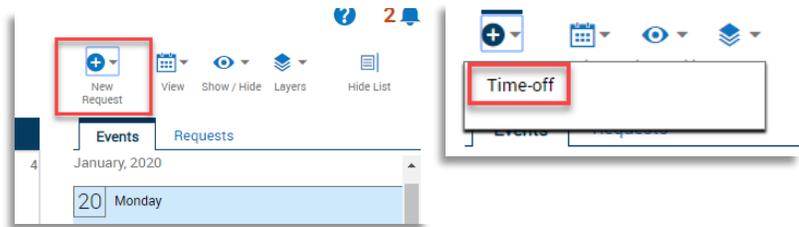
Pay & Timekeeping

By clicking into the Timecard tile, you will be able to see your punches for the current pay period. If you are missing any punches, they will show as a red box in the punch column. Please contact your manager for assistance in correcting missing or incorrect punches.

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Daily	Period
+	Sun 1/19									
+	Mon 1/20	9:00 AM - 5:00 PM		8:55 AM	12:02 PM					
+	Tue 1/21	9:00 AM - 5:00 PM		1:44 PM	5:05 PM				6.28	6.28
+	Wed 1/22	9:00 AM - 5:00 PM		9:05 AM	12:21 PM				7.09	13.37
+	Thu 1/23	9:00 AM - 5:00 PM		1:21 PM	5:14 PM				7.09	13.37
+	Fri 1/24	9:00 AM - 5:00 PM		8:57 AM	11:56 AM				7.30	21.07
+	Sat 1/25			12:28 PM	4:59 PM				7.30	21.07

Requesting Time Off

From My Calendar, Click on the New Request menu.
Choose Time-off.



Select the type of time off you will be requesting and choose Apply.

Select the date you will be requesting time off.

Select Duration Hours

To request a full day off, enter 9:00AM in the Start box and 5:00PM in the End box.

Time off requests should not exceed 8 hours in a single day.

Confirm the accuracy of the request and then select Submit.

The request will be sent to your manager for approval.

You can see the status of a request, either Submitted, Approved, or Rejected, within the Events or Requests tabs on the My Calendar page.

Request Time Off

Type of Time Off

Sick

Vacation

Request Time Off

Sick

Dates

1/18/2020

Duration

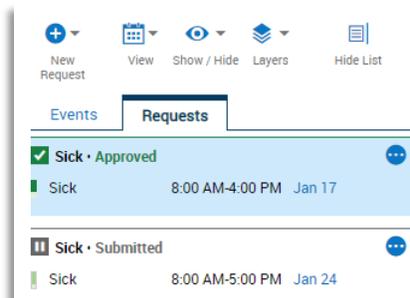
Hours

Start End

9:00 AM 5:00 PM

Deduct from

Sick





Employee Timekeeping (Home Office)

Pay & Timekeeping

Control Center Alerts

- You can view quick alerts on your time off requests via the Control Center which can be accessed through the bell icon at the top right-hand corner of any page within Kronos Dimensions. This will show the status of your requests as either approved, refused, or submitted.



Kronos Troubleshooting

Who to Contact:

- Your manager should be your first point of contact for general issues or questions
- IT Support can be contacted at x5666 for:
 - my.urbn.com access issues
 - Internet connectivity issues

Password Resets

To reset your password or unlock your my.urbn.com account, sign into passwordreset.microsoftonline.com and follow the steps to reset your password. For full steps, please reference the "How To: Password Reset/Account Unlock" under Technical Resources on the Intranet

If you encounter any issues when resetting your password, please open a ticket at help.urbn.com under Login/Permissions Problems>Kronos.