If your unit uses terminals to track time:

Clock in/out
by tapping your Pioneer ID to the upper right corner of the terminal. Green light in upper left corner will illuminate if you were successful.

Multiple Jobs?
If you have multiple jobs at DU, press the Select Job button before tapping your ID to clock in. To clock out, do not select a job, just tap your ID.

Approve Your Time
You will get a bi-weekly e-mail reminding you to approve your time. To do so, press the approve-review key and then tap your ID.

If your unit uses personal computers to track time:

In Firefox or IE: PioneerWeb > Employee Tab > Employee Information > Pioneer Time: Time & Attendance

Clock in/out
Click Record Timestamp button

Multiple Jobs?
Clock In–Use Transfer Drop Down (above timestamp button) to select the correct job, then use Record Timestamp Button
Clock Out–Do not select a job, just click Record Timestamp.

Approve Your Time
You will get a bi-weekly e-mail reminding you to approve your time. Login, Pop Out My Timecard (top right), review and click More > Approve at the top of your screen.

Tutorials, Job Aids and more available on PioneerWeb > Employee Tab > Employee Information>

Kronos: Time & Attendance > Resources OR Call Us 303.871.7420
Two ways to input time off: (Consult with your supervisor for their preference)

1. Request Time Off - sends a request to your supervisor for approval (Gold Directions on this guide)
2. Enter Time Off - no request sent to supervisor (Crimson directions on this guide)

Request Time Off (Sends notification to your supervisor)

Step 1: Pop Out
Step 2: Request Time Off
Step 3: Submit Request

Enter Time Off (Does not send notification to your supervisor)
Pay Code – Select from drop down
Amount – Hours (usually 7.5 or 3.75)

Approve Your Time (“More” menu)
Monthly E-Mail Reminder will be sent to you

View Leave Balances

Pay Code – Select from drop down
Start Time – Required
Length – Hours (usually 7.5 or 3.75). For multiple days, enter time for each day, not total time. Do not include normal days off in your request. Instead, use “Add Another Time Off Period” feature to skip days off.

Need More Help?
Tutorials, Job Aids and more available on PioneerWeb > Employee Tab > Employee Information > Kronos Time & Attendance > Resources OR Call Us 303.871.7420