How to use the Kronos e-Form

The e-Form is an electronic document used to correct a Kronos time clock missed punch or error. You would use the e-form to document changes to your time record. To use the form:

1) From your Start Button > All Programs > Select Partners Applications > Utilities > Kronos E-Form

2) Enter your Partners user name

3) Enter your Partners password

4) From the Company Title Drop Down select the job for which you wish to make an edit

5) Select what you need to correct:
   - I did not sign in
   - I answered ‘yes’ to "Have you done any work since you last signed out?"
   - I answered the "Have you done any work since you last signed out?" attestation incorrectly
   - I did not sign out
   - I answered the "Did you have a continuous, uninterrupted meal period of at least 30 minutes?" attestation incorrectly

6) Follow the prompts, then enter Submit

7) Please note – you will not be allowed to submit your record if you have not completed all the required fields.

8) After entering ‘Submit’ you may add additional entries by using the Add Records button

Once you submit your record, an e-mail will be sent to your timekeeper who will make the changes in your timecard. There’s nothing else for you to do!

If you wish to access the e-Form from outside the PHS network, you may do so through the following web address: https://tres.partners.org

NOTE: If you do not have access to a computer you can use the computer outside of the Employee Access Center, Bulfinch 107.

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