

## 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.**