

# PAYROLL SERVICES



total GW



## CHANGES TO THE TIME REPORTING SYSTEM (KRONOS) ARE TAKING EFFECT ON AUGUST 18

Effective August 18th there will be a few changes that will affect clocking in and out.

### WHEN CLOCKING IN AND OUT BY TELEPHONE ...

You will need to use the **eight digits** following the 'G' of your **GWid** number instead of using your social security number.

This change is part of the University's continuing effort to protect your personal information. If you need to retrieve your GWid, visit <http://gwid.gwu.edu> or contact your supervisor.

For a secondary job, you enter your position number only.

### WHEN CLOCKING IN AND OUT BY COMPUTER...

You will use a new URL - <http://timekeeper.gwu.edu> - please remember to change your favorites and bookmark this web address.

You will continue using your **User Name** and **password**.

A new JAVA plug-in is required. All managed desktops will receive the plug-in automatically. All other users can download the instructions to install the required plug-in by visiting <http://helpdesk.gwu.edu/kronos/> and following the prompts. Prior to August 18, check with your supervisor to see which option applies to your computer.

Questions should be directed to the ISS Help Desk at 202-994-5530.