

**CHANGES TO THE TIME REPORTING SYSTEM (KRONOS)
WILL TAKE EFFECT ON AUGUST 18**

Effective August 18th there will be a few changes that will affect how you clock in/out.

If you clock in/out by telephone –

- You will be required to use the eight digits following the “G” of your Gwid instead of 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.
- When clocking in/out for a secondary job you now enter only your position number. Your department number is no longer needed.

If you clock in/out by PC –

- New URL – <http://timekeeper.gwu.edu>, please remember to change your favorites
- You will continue to use your current User ID and password to clock in/out.
- A new JAVA plug-in is required. The change will happen automatically for managed desktops, otherwise please visit <http://helpdesk.gwu.edu/kronos> and follow the prompts to install the new JAVA plug-in on your computer. Questions regarding the plug-in should be directed to the Help Desk at 202-994-5530.