Kronos

What is Kronos used for?
- Access Your Schedule
- Time Card
- Request off
- Track Your Vacation and Sick Leave

To access Kronos, login to: [https://timebandit.tamu.edu/wfc/logon](https://timebandit.tamu.edu/wfc/logon)

Once logged in, your screen should look like this. This is your timecard. →

Click on the double lines at the bottom.
Request Time Off

There will be 4 tabs at the bottom:
1: Click on Accruals
2: Click on the double line once to go back to full screen
3: To do a Time off Request (TOR) Click on My Calendar

This is your calendar for you to request time off. Click on the Time off Request.
Under the **Type** drop down menu, you will see your request off type. This is where you will select your vacation or sick leave type.

**Accruals on:** 1st date of your leave  
**Start Date:** Start of Your leave  
**End Date:** End of your leave  
**Time Unit:** here, you will select the **Full Day** or **Hours**

*Time should be input in quarter hours, NOT exact time.*

This section displays your vacation and sick leave balance. Be sure to scroll down to see all totals.

Once complete, hit the **SUBMIT** button.
To approve your timecard, you will need to select the dates on the calendar:

Once you have selected the pay week, you will then approve your timecard.
Once all the TOR’s are done and you have approved your timecard you will need to sign out.

For any questions on Kronos, please contact an UES HR representative at 979-862-4600.
**Code Maroon**

*Code Maroon* is Texas A&M University's emergency notification system. *Code Maroon* uses multiple notification methods in a best effort to reach campus members in an emergency – by SMS text message, Texas A&M Email, KAMU-FM radio, campus cable television, Emergency Alert System radios, and computer alert.

**How to Sign-Up for Code Maroon**

- Login to [https://codemaroon.tamu.edu/](https://codemaroon.tamu.edu/)
- Select **Campus Members**
- Select **SSO Login.**
  - You will use your Single Sign On login to access this page.
- Next, Select **Text Alerts** and/or **Computer Alerts** to subscribe.

**Announcements**

Texas A&M University College Station will send Code Maroon tests each month.