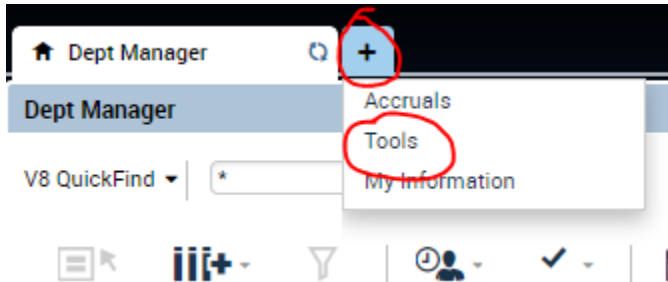
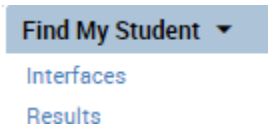


## Using the Find My Student-Employee Interface

1. Log into Kronos from TUportal
2. On the top, left-hand side, click the + symbol and choose **Tools** from the dropdown menu



3. Click on **Interfaces** from the selection menu



4. On the Interfaces page, select **Find My Student-Employee** and then click the **Run** button to start the interface

### INTERFACES

| Refresh Run Set Runtime Options Schedule |   |  |
|--|---|--|
|  | Name /  | Description  |
| <input type="radio"/>                    | Biweekly Employee Accrual Activity Current FY-to-Date | Extracts Fiscal Year Accrual Activity for Active/Inactive Biweekly Employees |
| <input checked="" type="radio"/>         | Find My Student-Employee                              | Interface to extract Students and Non-Students with Multiple Jobs            |
| <input type="radio"/>                    | Org Student Roster                                    | Extracts Student Jobs Based on Org Selected                                  |

5. Enter the student's **TUId** and click the **Continue** button to run the interface

ReturnContinue

STEP 1: X\_KVLA\_FIND\_MY\_EMPLOYEE.KNX

Please Enter Students TUID

6. You may need to click the **Refresh** button a few times to prompt the spreadsheet to load. The interface is ready when the status reads **Completed successfully**.

### INTERFACE MONITOR

ReturnCancelRefresh

Interface StatusFind My Student-EmployeeWaiting


### INTERFACE MONITOR

ReturnCancelRefresh

Interface StatusFind My Student-EmployeeCompleted successfully

- Click on the **Completed successfully** link to open a new window. Scroll down to **Output File(s)** and click on the link to download the spreadsheet. You may need to expand the new window in order to see the downloaded file when it opens at the bottom.

|                      |   |
|----------------------|---|
| Output Mapped Folder | FindMyStudent                                 |
| Output File(s)       | Kron_Student-Employee_Multi-Jobs915549903.csv |

|   | Records Created |
|---|-----------------|
|   | Errors          |
|  Kron_Student-Emp....csv ^ |                 |

- Open the spreadsheet to view the student's jobs. Expand all the columns to display the full FOAP you need. This will be located in the **Job** column. Use the **Copy and Paste** functions to enter the full set of job information into the **Transfer** column of the student's timecard.

Important Note: For a video explanation of these steps, please refer to the **Entering Time for Student Workers** video of the online Kronos Beginner Training class.