

MyCOH Time Go Live: Employee Checklist

The MyCOH Time Employee Checklist provides a list of specific actions to complete to ensure a smooth and successful go-live for punching and timekeeping.

Start Up and Regular Tasks

These activities should be performed as needed, each day you work.

LOG IN

MyCOH Time Login: <https://cityofhouston-ss0.prd.mykronos.com>

- Bookmark the **URL** in your browser for future use.
- Sign in via **SSO**.

PUNCH IN AND OUT

Always record your working time by punching your start time, meal break times (in and out), and when you leave for the day. This ensures there is an accurate recording of your worked time.

Starting March 1, 2025 -- depending on your access -- you can punch using the following:

- An **InTouch** clock.
- Your home page using the **Punch** tile.
- A mobile device using the **Punch** tile *if your department policy allows mobile use.*
Please check with your manager.

REQUEST TIME-OFF

Beginning March 1, 2025, use MyCOH Time to request time off for any time off you will be taking.

You can request time off in the following ways:

- From the **My Time Off** Tile.
- From the **My Time Off** Tile using the Advance Options.
- From **My Calendar**.

Post-Go Live Task

RE-ENTER PREVIOUSLY APPROVED TIME OFF REQUESTS

Employees **must** make a new request in MyCOH Time for any time off that was previously approved, not taken, and scheduled to take place after March 1st. Your time off will only appear in MyCOH Time after your manager re-approves the time off. Your manager will not enter this information into MyCOH Time for you.

Employees should complete this task as soon as possible after go live.

If you had time off approved in the first two weeks of March 2025, please re-submit your request after March 1 and no later than March 14, 2025.

Special Note! Previously approved time off which was due to be taken after March 1, 2025, does NOT transfer over into MyCOH Time. You must re-enter your request, **even if it was previously approved**.

Pay Period Tasks

REVIEW AND APPROVE YOUR TIMECARD

Review your timecard for any issues and approve your own timecard each week. This is a signal to your manager that you have verified your time, and it is accurate.

- Use the **calendar icon** to select a range of dates to view.
- Select the **current pay period**.
- Approve your timecard if it is correct.
- Contact your manager to address any issues.

You can also review your regular hours, overtime, and other pay code totals on the **Totals** tab on your timecard. Contact your manager to address any issues.

