MANAGING TIMECARDS COURSE

CONTENTS

MANAGING TIMECARDS COURSE 1
MODULE 1: COURSE ESSENTIALS 5
About this Course 6
Course Callouts 6
MODULE 2: NAVIGATING KRONOS 7
Logging Onto Kronos 8
Signing Out 9
Navigating Kronos Pages 10
The Key Areas of Navigator 10
Navigating the Active Workspace 11
Activating a Widget 13
MODULE 3: SEARCHING FOR INFORMATION 14
Searching for Employee Information Using the Search Widget 15
Using the GoTo Navigation 16
Accessing Multiple Timecards Using GoTo Navigation 18
GoTo Navigation Overview 19
Accessing Kronos Genies 19
The Genies Widget 19
Using Kronos Genies 20
Sorting and Grouping Data 21
Refreshing Genie Data 21
Filtering within a Genie 21
Customizing Columns within Genies 23
MODULE 4: ALERTS AND RECONCILE TIMECARD GENIE OVERVIEW 24
Reviewing Employee Exceptions 25
Using Alerts 25
Accessing Alert Information 25
The Reconcile Timecard Genie 27
MODULE 5: ACCESSING TIMECARDS OVERVIEW 28
Performing Edits in a Timecard 29
Accessing Timecards 29
Timecard Layout 31
Header 31

Timecard Grid 32
Exception Indicators in the Timecard Grid 33
Timecard Tabs 33
MODULE 6: CORRECTING EMPLOYEE EXCEPTIONS 35
Managing Employee Exceptions 36
Correcting Missed Punches 36
Attaching a Comment 37
Removing a Punch 39
Correcting an Unexcused Absence 40
MODULE 7: PERFORMING OTHER TIMECARD EDITS 43
Entering a Labor Account Transfer for a Full Shift 44
Entering a Labor Account Transfer for Part of a Shift 45
Entering a Work Rule Transfer 46
MODULE 8: RESPONDING TO EMPLOYEE REQUESTS 49
Employee Requests Overview 50
Reviewing Employee Requests using Alerts 50
The Request Manager Widget 51
Approving a Time Off Request 53
MODULE 9: APPROVING TIMECARDS 55
Approving Timecards Overview 56
Visual Indicators of Timecard Approval Status 56
The Timecard Approval wizard 56
Approving an Individual Timecard 59
Approving Multiple Timecards 60
MODULE 10: REVIEWING EMPLOYEE INFORMATION USING REPORTS 63
Reports Overview 64
Generate a Report for One Employee 64
Generate a Report for All Employees 67
Common Report Samples 69

MODULE 1: COURSE ESSENTIALS

MODULE OBJECTIVES:

- Describe the content within the instructor-led course.
- Discuss the format of this course.
- Understand the layout of the reference guide.

ABOUT THIS COURSE

The instructor-led course is delivered in several short modules. The content of the course is delivered in the same order in which you perform your daily and pay period tasks. As you proceed through the course, the Facilitator explains the concepts of each task and then guides you through hands-on practice exercises.

COURSE CALLOUTS

Certain elements of the Kronos Timekeeping application require special attention. The course identifies those elements by using one of the callouts displayed below.

WARNING

The warning callout identifies potential problems or issues to consider.

POLICY

The business policy callout outlines specific policies that need to be followed for specific tasks.

ADDITIONAL INFORMATION

The additional information callout provides helpful hints regarding certain tasks.

MODULE 2: NAVIGATING KRONOS

MODULE OBJECTIVES:

- Log on and sign out of Kronos
- Identify the components of Navigator.
- Navigate widgets, wizards and genies

LOGGING ONTO KRONOS

The Kronos application includes functional components that provide access to review and manage your employees time and attendance data.

LEARNING SCENARIO

Log on to the Kronos application to monitor employee time and attendance data.

LOG ONTO KRONOS

1 Once logged onto your PC, open a web browser.

2 Go to https://soin.kronos.net/.

3 Enter your **PS User ID** and **Network** password in their designated fields.

4 Click the **Log On** button or press **Enter** on the keyboard.

WARNING

Usernames and passwords are case sensitive.

POLICY

If you forget your username or password, click the Reset Password link and answer the security questions.

SIGNING OUT

The Kronos application includes confidential employee information. It is important to keep the information secure by correctly signing out of the application.

LEARNING SCENARIO

You have completed your daily tasks and want to close the Kronos application.

SIGN OUT	
1	Click the **Sign Out** link. 
2	Click the **'X'** to close the browser window. 

WARNING

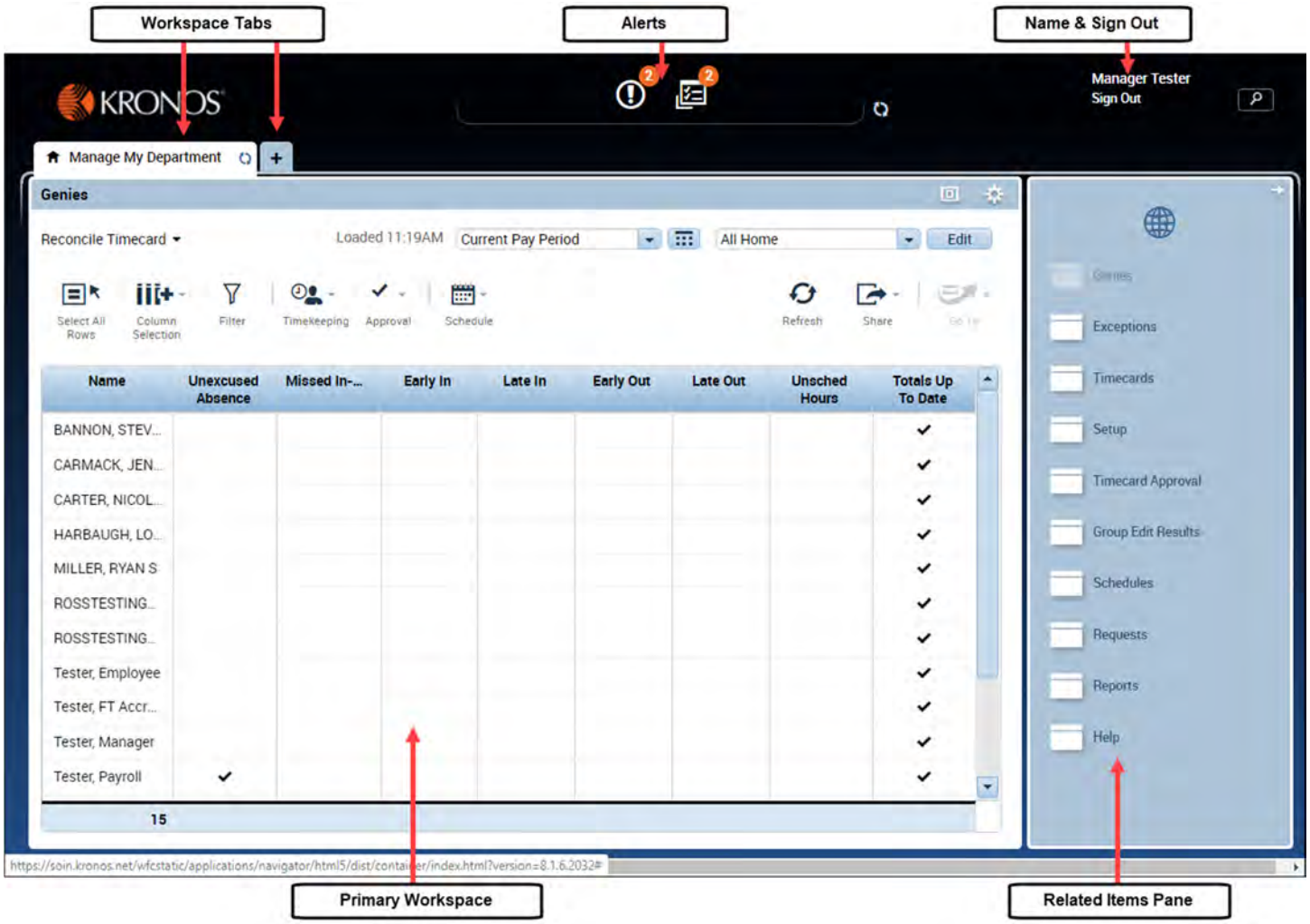
Closing Kronos with the Close (X) button only closes your view of the application. The connection to the database remains active which could allow unauthorized people access to employee information.

NAVIGATING KRONOS PAGES

Kronos uses role-based views that include functionality and tasks specific to each user type. The content and components contained on the page vary and are based on the user's role within the application. The page that displays after you log on is called the Navigator. The Navigator provides quick and easy access to the tasks you perform on a regular basis.

THE KEY AREAS OF NAVIGATOR

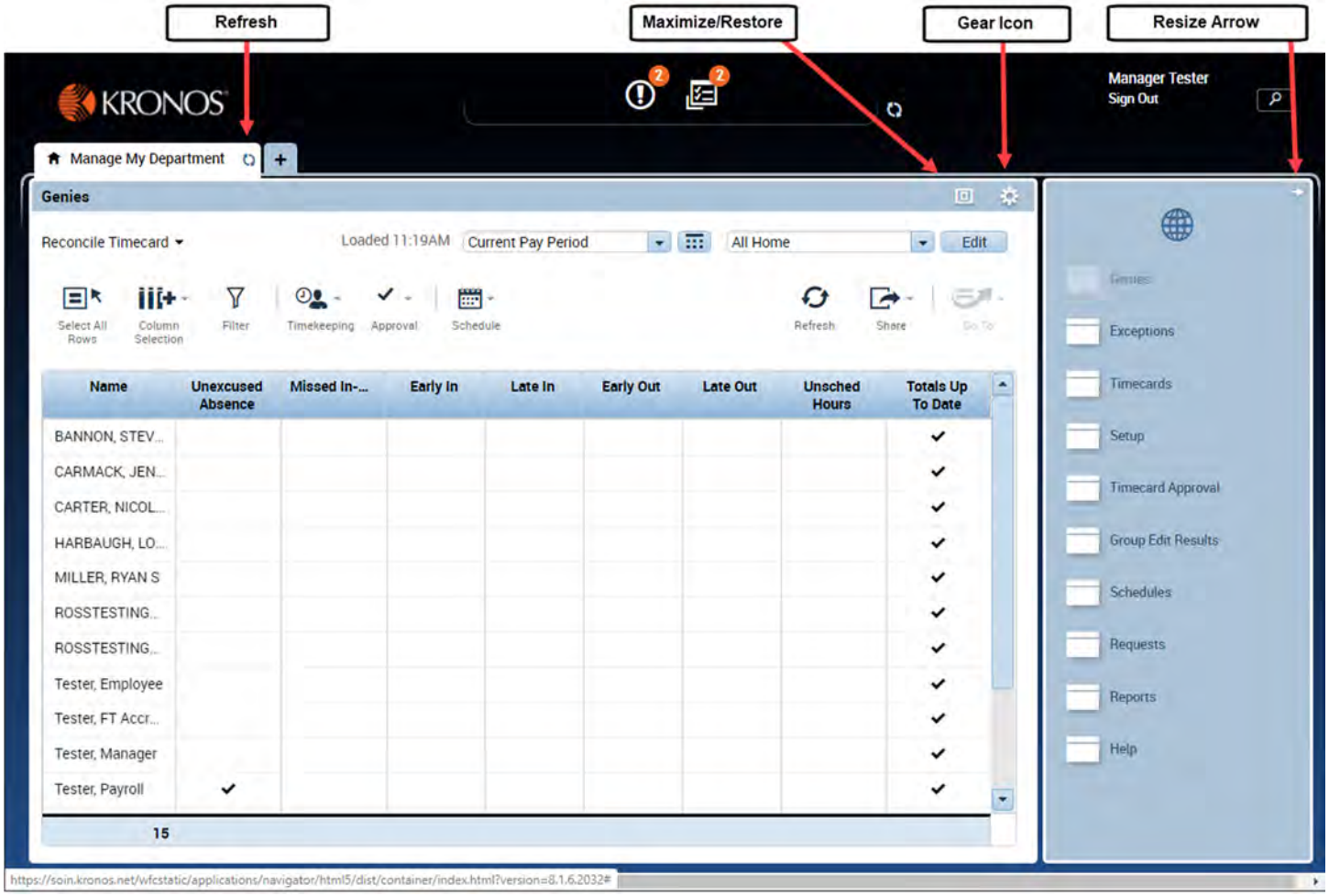
The Navigator page contains many different parts. Each part of a navigator displays information or provides tools to perform a task.



Element	Description
Workspace Tabs	Each active workspace is identified with a tab. Switch between workspaces by selecting the tab you want to view. Access additional workspaces to which you have access using the plus (+) sign.
Alerts	Displays actionable items that require your immediate attention. The numeric value identifies the number of alerts that currently exist.
Name &Sign Out	Identifies the user and provides a link to log out of Kronos.
Primary Workspace	Contains detailed information regarding the active task on which you are working. The tab shown at the top of the workspace identifies what is selected. You use features within the workspace to find, view, add, and modify information.
Related Items Pane	Inactive widgets, wizards and genies are located on the right side of the primary workspace in the Related Items pane. An inactive item can easily be opened at any time by clicking the item from within the list.

NAVIGATING THE ACTIVE WORKSPACE

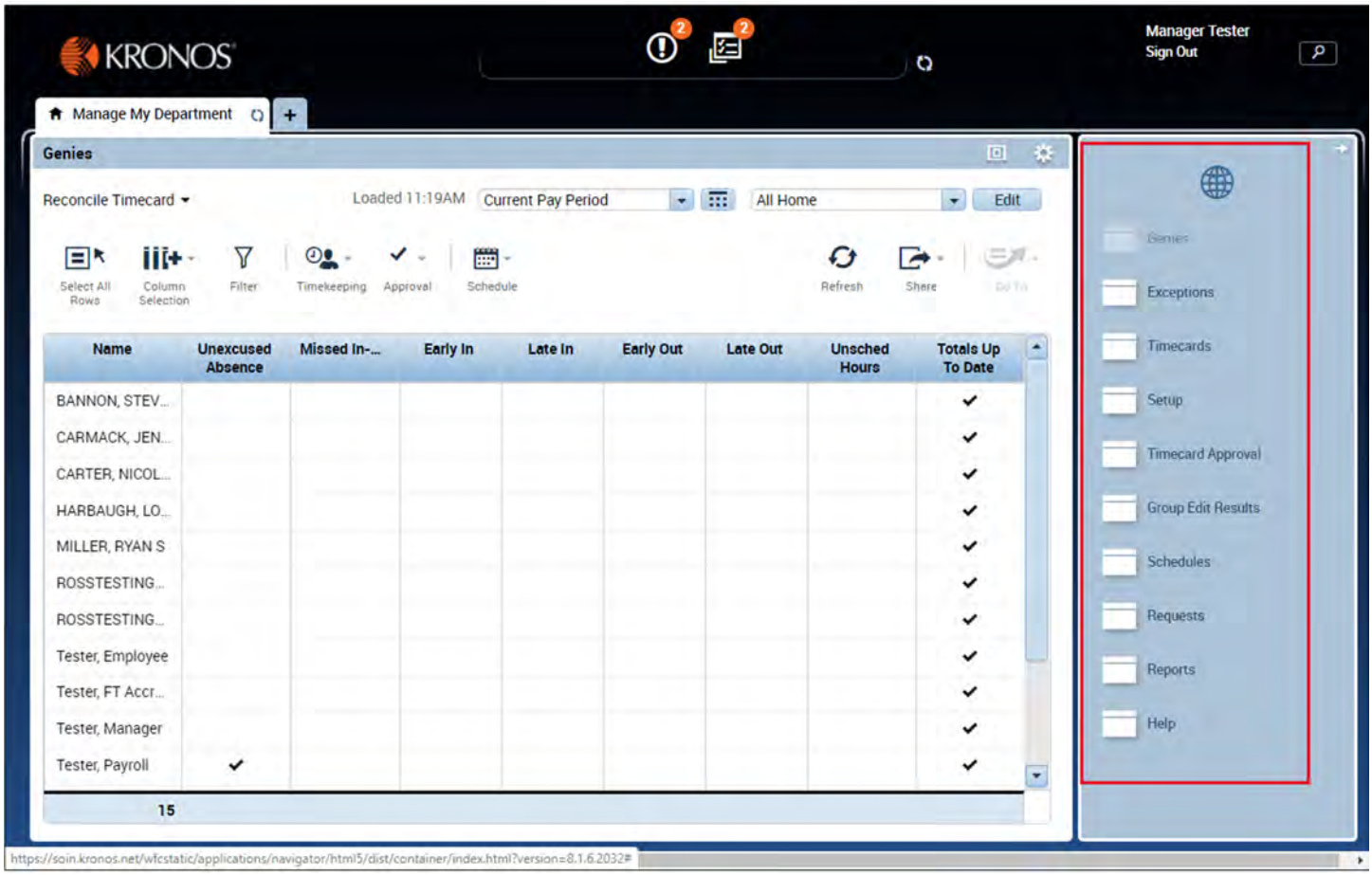
Widgets are tools used to access specific Kronos information or tasks. Widgets contain different types of functionality depending on the task you are trying to accomplish. When a widget is activated, the workspace updates to include information and functionality specific to the widget. Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view. Inactive widgets, wizards and genies are located on the right side of the workspace in the Related Items pane. An inactive item can easily be opened at any time by clicking the item from within the list.



Element	Description
Refresh	Reloads the workspace with its default information.
Maximize & Restore	Maximizes the active workspace. Click the maximize button a second time to return to the normal screen view, this enables you to view any other inactive widgets.
Gear Icon	A drop-down menu provides options to move the widget. Unavailable options are greyed out. • **Pop-out** – Promotes a secondary widget to the primary position. • **Close** – Closes the secondary widget and lists it back on the Related Items pane.
Resize Arrow	Minimizes the Related Items pane. Click the arrow a second time to open the Related Items pane.

ACTIVATING A WIDGET

To change the information displayed in the active workspace you must move an inactive widget into the primary view. To activate a widget, click on a widget in the Related Items pane to open the widget in a separate workspace tab.



MODULE 3: SEARCHING FOR INFORMATION

MODULE OBJECTIVES:

- Search for employee information using the Search widget.
- Search for employee information using GoTo Navigation.
- Access employee data using Kronos genies.

SEARCHING FOR EMPLOYEE INFORMATION USING THE SEARCH WIDGET

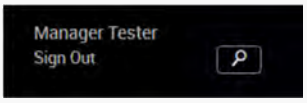
The Search widget allows you to quickly locate information about employees in Kronos. In addition, Kronos evaluates your search text and offers suggestions that are possible matches for the information you are seeking. Once you locate the employee or information, you can drill down to a deeper level of information.

LEARNING SCENARIO

Use the Search widget to locate and review an employee's pay rule assignment.

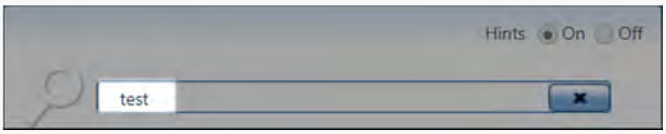
SEARCH AND LOCATE EMPLOYEE INFORMATION

1 Click the **Search** icon located to the right of the Workspaces tab.

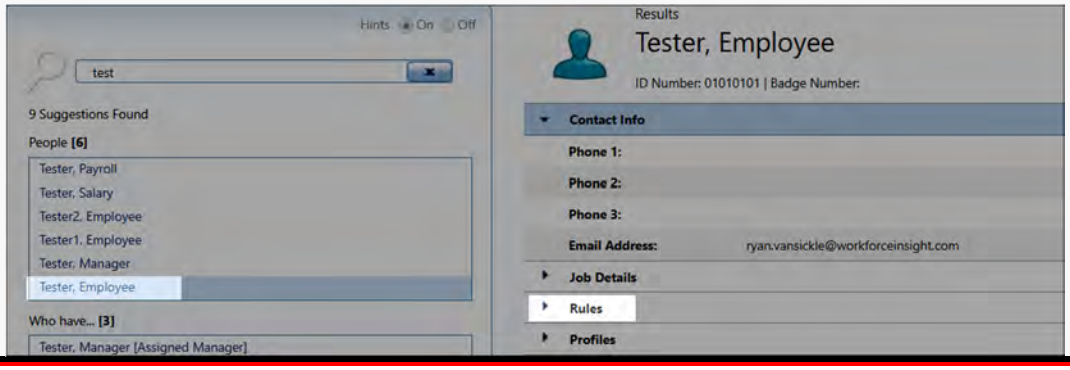


2 If desired, activate the **Hints** functionality if you want **Search** to offer potential categories for your search.

3 From the **Search** field, enter at least the first three letters of the employee's first or last name.



4 Click a **Suggestion** entry to display more information in the Results pane.



WARNING

If the Search field does not allow any entries, click the (X) to clear the field and enter new search criteria.

USING THE GOTO NAVIGATION

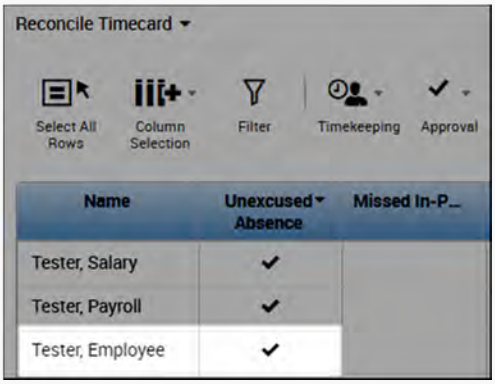
You can select one or more employees from a widget and navigate to another Kronos workspace where you can perform an action or review the information in more detail.

LEARNING SCENARIO

You want to review your employee's timecard. Use the GoTo link to access his timecard.

USE THE GOTO NAVIGATION

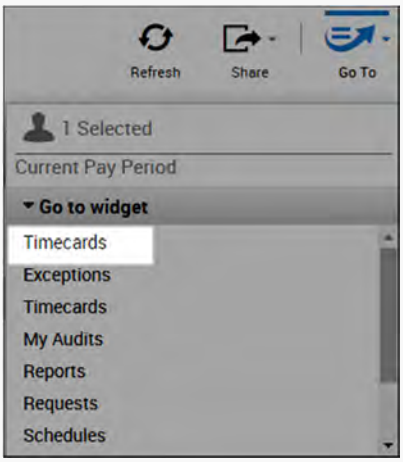
1 Click an employee name from within a genie.



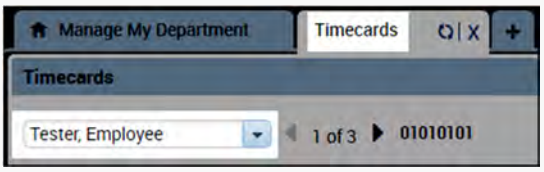
2 Click the **GoTo** icon in the upper-right corner.

USE THE GOTO NAVIGATION

3 Select a widget or workspace from the list.



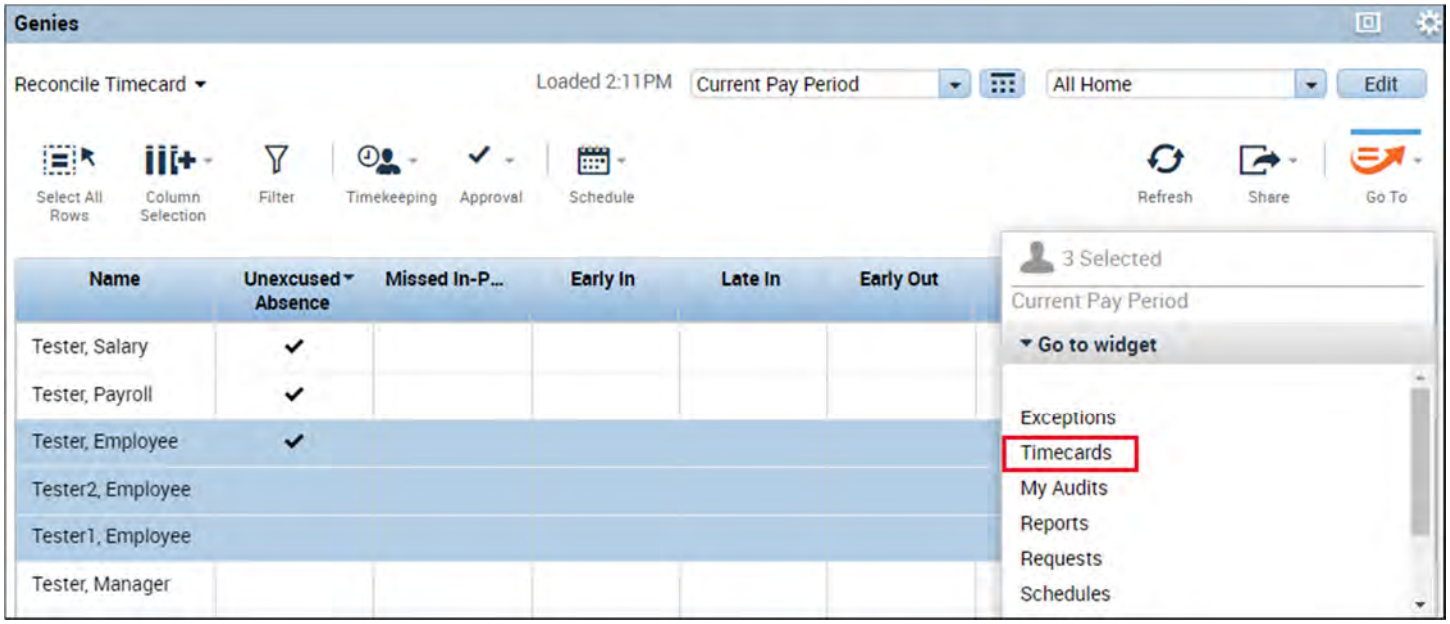
4 The selection displays in the active workspace.



ACCESSING MULTIPLE TIMECARDS USING GOTO NAVIGATION

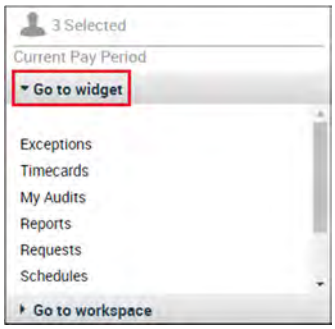
Facilitator: From a Kronos genie, you can quickly access multiple employees' timecards. Only one timecard displays at a time, but it is easy to navigate from one employee's timecard to another using the navigation arrows in the timecard header. There are different methods available to select employees within a genie:

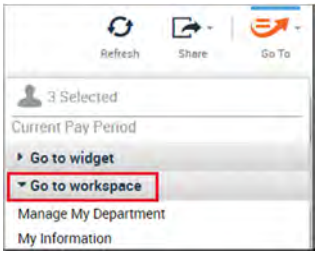
1. Hold the Ctrl key and click employee names.
2. Click an employee's name, hold the Shift key, and click the last employee's name in the range.
3. Click Select All Row from the toolbar.



GOTO NAVIGATION OVERVIEW

After selecting one or more employees from within a widget, you can use GoTo navigation to access the employee's timecard, schedule, or other widgets where you can perform an action. Or select from the Go to workspace list to open a different workspace.

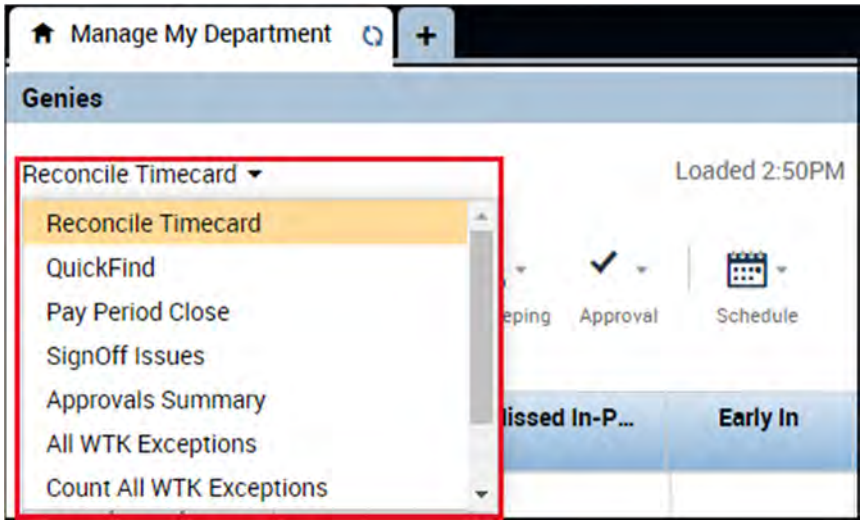




ACCESSING KRONOS GENIES

THE GENIES WIDGET

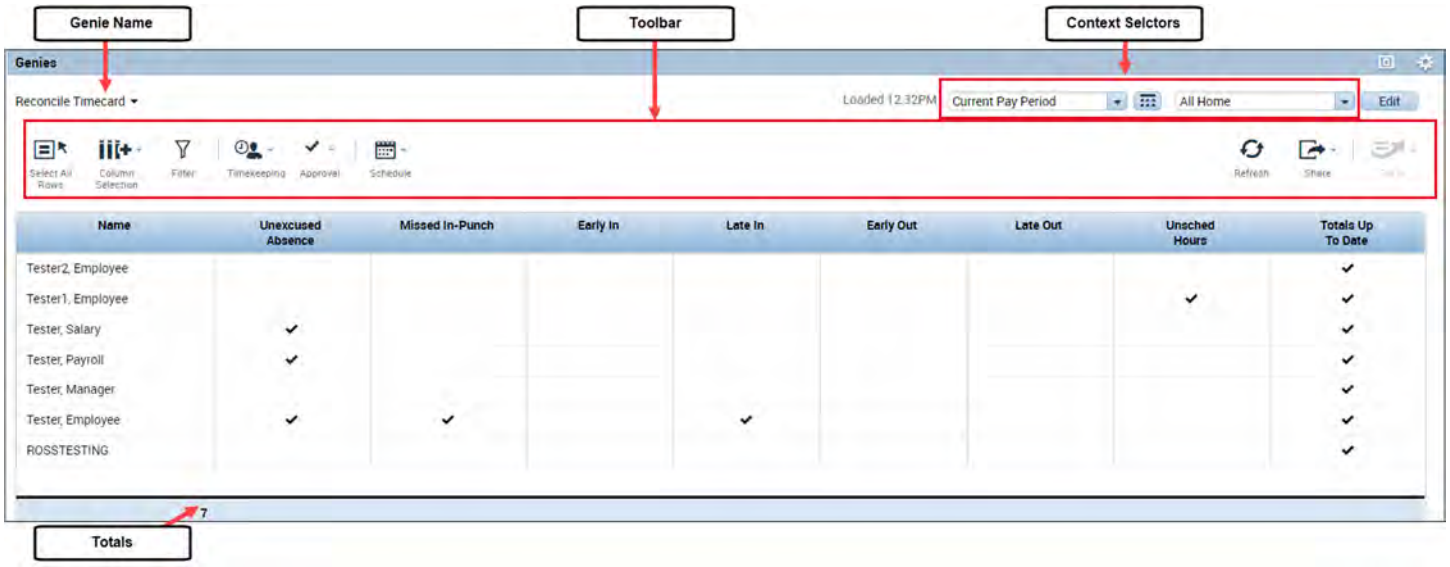
The Genies widget provides convenient access to genies within your workspace. All of the genies that you have access to can be found in the Genies widget. Click the Reconcile Timecard drop-down arrow to select a different genie.



USING KRONOS GENIES

A genie is a summary view that organizes information according to common tasks you perform on a regular basis. Each genie contains a toolbar with access to perform different tasks specific to the genie selected. From a genie you can:

- Review summarized information for analysis
- Locate employees and access their timecards
- Generate reports for one or more employees
- Export genie data to a Microsoft Excel spreadsheet

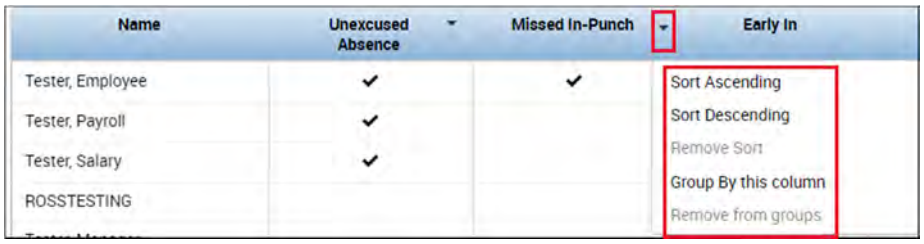


Element	Description
Genie Name	Displays the name of the active genie.
Toolbar	The Toolbar contains action buttons that provide quick access to filters and processes in the genie.
Context Selectors	**Time Period:** Allows you to determine the timeframe you want to view, such as the current pay period, or a particular timeframe in the past/future. The time period you select determines what you see in the workspace. **Show Field:** Determines which employees display in the workspace. All Home includes all employees that report to you.

Element	Description
Totals	Displays the total employees or hours for each column, based on the time period and show selections.

SORTING AND GROUPING DATA

You can sort columns of information in a genie by clicking a column header. Select from the listed options to sort or group the data within the column.



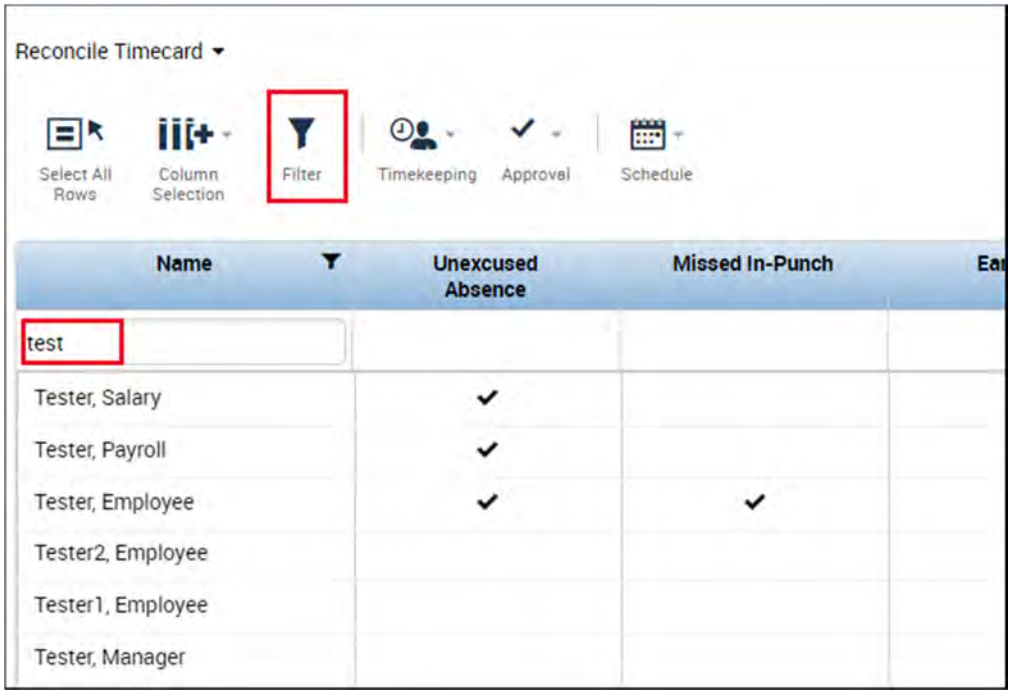
REFRESHING GENIE DATA

Click the Refresh icon to display the most current information in a genie.

FILTERING WITHIN A GENIE

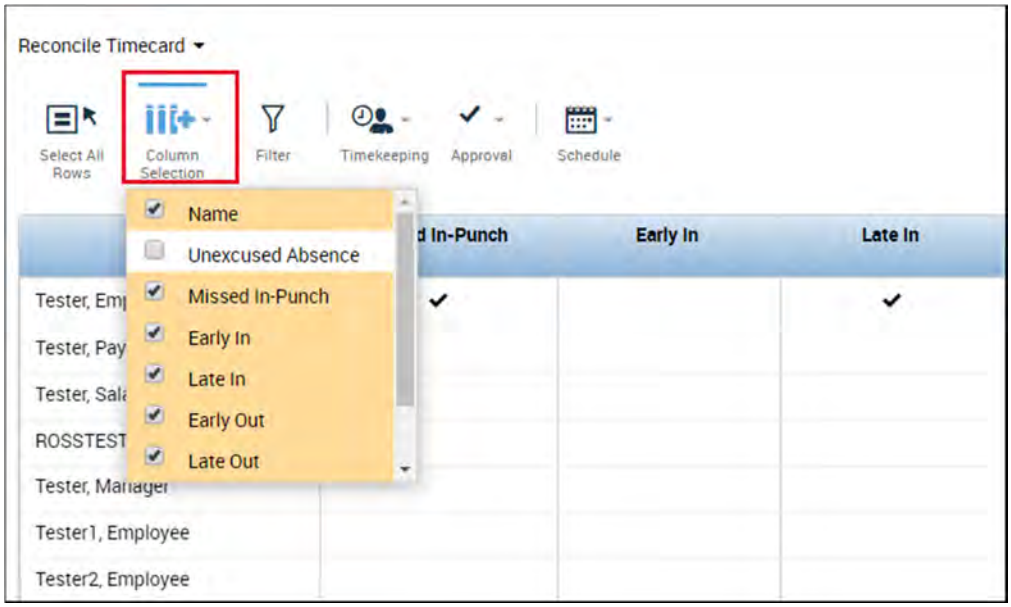
Use the filter function to narrow down the number of employees you are viewing within a genie.

After clicking the Filter icon, filter fields display at the top of any columns that can be filtered. As you type in any of these filter fields, only rows containing the characters you type remain in the workspace.


Reconcile Timecard
Select All Rows
Column Selection
Filter
Timekeeping
Approval
Schedule
Name
Unexcused Absence
Missed In-Punch
Ear
test
Tester, Salary
Tester, Payroll
Tester, Employee
Tester2, Employee
Tester1, Employee
Tester, Manager

CUSTOMIZING COLUMNS WITHIN GENIES

Use the Column Selection function to show or hide columns within a genie. After clicking the Column Selection icon, check or uncheck the boxes which correspond to the column headings, to add or remove a column from the genie.



MODULE 4: ALERTS AND RECONCILE TIMECARD GENIE OVERVIEW

MODULE OBJECTIVES:

- Describe the purpose of exceptions.
- Use Alerts to view employee exceptions.
- Access the Reconcile Timecard genie to review exception data.

REVIEWING EMPLOYEE EXCEPTIONS

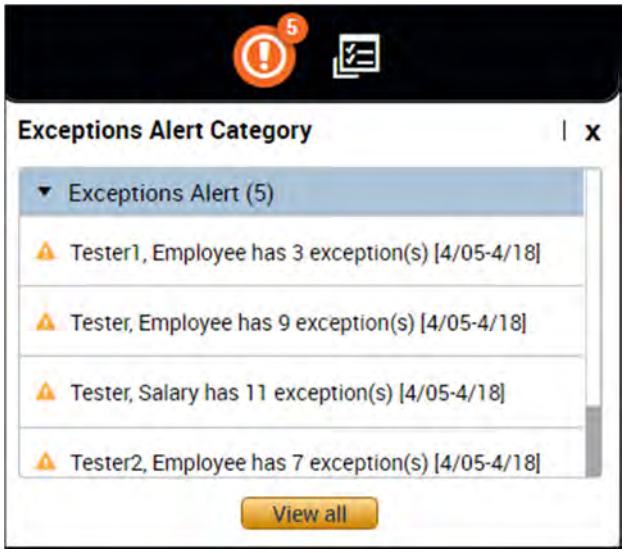
It is necessary to recognize and resolve the most common types of exceptions on a daily basis. This process helps ensure that each employee's timecard is complete and accurate. Reviewing and acknowledging attendance exceptions assists Supervisors, Managers and Timekeepers with monitoring their department performance. You can review exceptions using either alerts or widgets.

USING ALERTS

Alerts help expedite your common tasks by highlighting those issues that require attention. The numeric value in the upper right corner of the alert identifies the number of employees that currently have an alert. The Exceptions Alert highlights any employee who has deviated from his or her schedule. The Request Manager Alert displays any time-off requests that need review and approval. Alerts are primarily used to view information for one employee at a time.

ACCESSING ALERT INFORMATION

More detailed information is available from each alert icon. To view more details about the alerts, click the icon. When an alert is selected the corresponding widget becomes active in the center of the workspace. Any exceptions can be reviewed and accessed from the current screen.



LEARNING SCENARIO

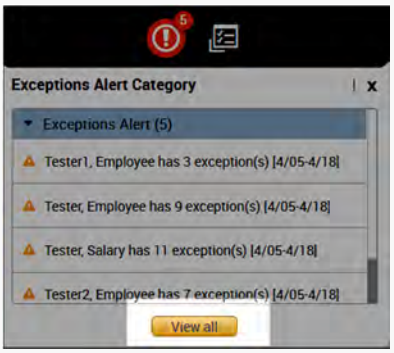
After logging into the system, you notice there are several exception alerts that need your immediate attention. You would like to review the exceptions for each individual employee.

REVIEW EXCEPTIONS USING ALERTS

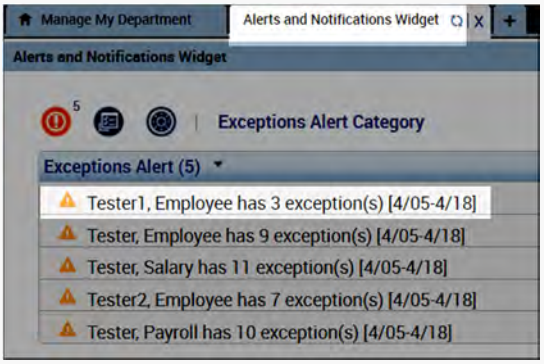
1 Click the **Refresh** button to the right of the alerts to get up-to-date data.

2 Click the **Exceptions** alert icon.

3 Select an employee from the drop-down list or click **View all**.

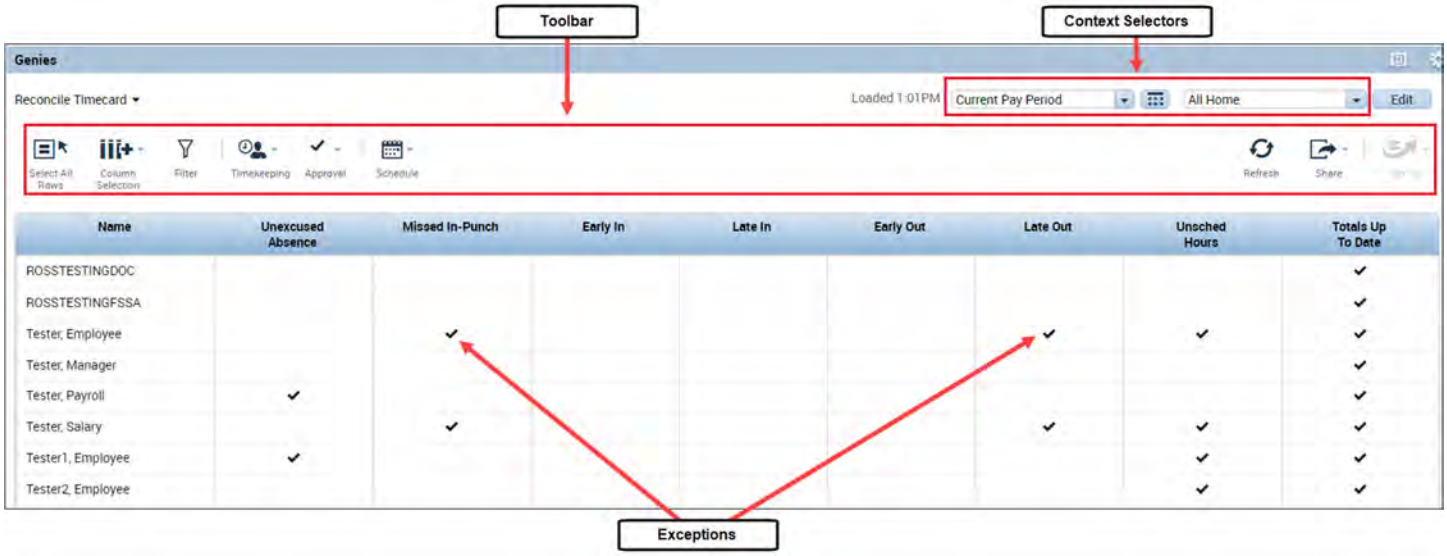


4 The **Alerts and Notifications Widget** displays. Double-click the person's row to open his or her timecard.



THE RECONCILE TIMECARD GENIE

The Reconcile Timecard genie provides important information about your employee time so you can view actual worked time to the scheduled time, along with any punch exceptions. The exceptions are categorized by type and contain a check mark to represent an exception exists for the specified employee and time period. By default, the Reconcile Timecard genie displays data for the current pay period, for all of the active employees assigned to you.



Element	Description
Toolbar	Action buttons allow you to perform edits or tasks within the Exceptions widget.
Context Selectors	**Date**: Allows you to select the timeframe for which you are viewing data. **Show Field**: Allows you to select which employees display in the workspace
Exceptions	Displays the most frequent types of exceptions that require quick action. • **Unexcused Absence** - The employee was scheduled to work, and no punches exist for the day. The absence has not been excused. • **Missed Punch** – The employee's timecard does not contain the required amount of punches to total the hours. • **Early/Late In/Out** – Displays a checkmark in the column indicating a deviation from the scheduled time.

MODULE 5: ACCESSING TIMECARDS OVERVIEW

MODULE OBJECTIVES:

- Access timecards.
- Navigate the timecard workspace.

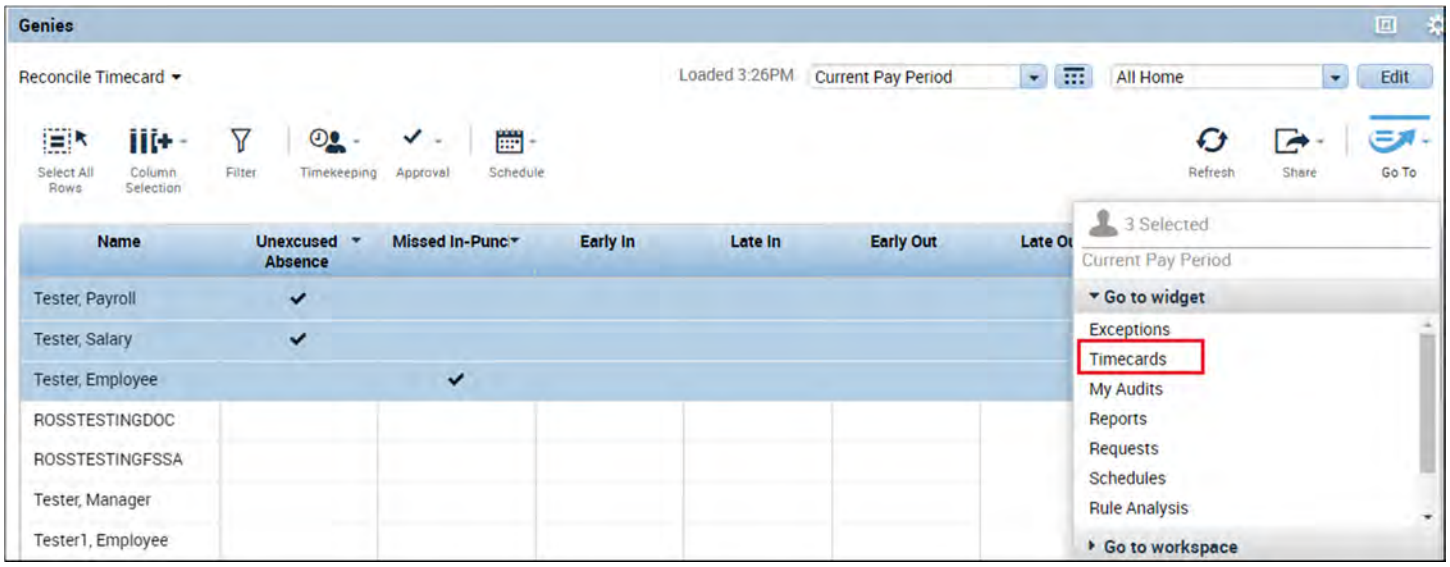
PERFORMING EDITS IN A TIMECARD

Once you have reviewed the Reconcile Timecard genie and determined it is necessary to resolve an exception, access the employee timecard. From here, you can make the appropriate edits and changes based on your business practices.

ACCESSING TIMECARDS

From a Kronos timekeeping genie, you can quickly access multiple employees' timecards. Only one timecard displays at a time, but it is easy to navigate from one employee's timecard to another using the navigation arrows in the timecard header. There are different methods available to select employees within a genie:

1. Double-click an employee's name from the genie.
2. Hold the Ctrl key and click employee names.
3. Click an employee's name, hold the Shift key, and click the last employee's name in the range.
4. Click Select All Rows from the toolbar.

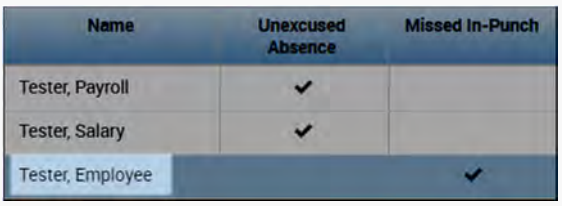


LEARNING SCENARIO

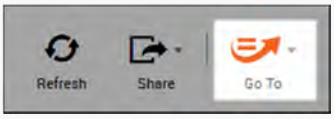
Assess an individual timecard using GoTo Navigation

REVIEW EXCEPTIONS USING ALERTS

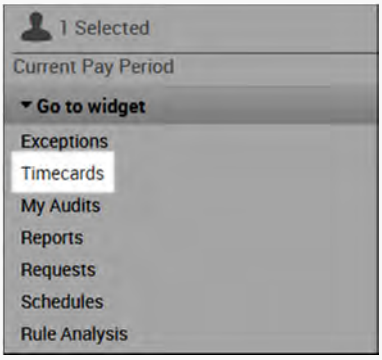
1 Select an employee **Name** from the Reconcile Timecard genie.



2 Click the **GoTo** icon.



3 Select **Timecards**.

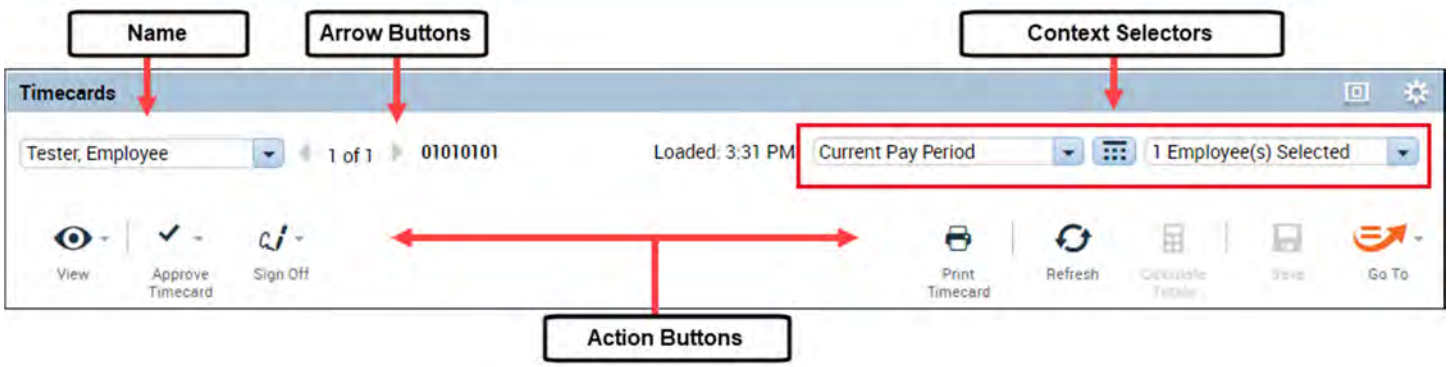


TIMECARD LAYOUT

The timecard is divided into three main sections: 1) header, 2) timecard grid and 3) timecard tabs. Each section is described in detail below.

HEADER

The timecard header is located at the top of the screen just below the banner.



Element	Description
Name	Displays the name and ID number for the employee's timecard being viewed.
Arrow Buttons	Allows you to easily scroll between employee timecards.
Sign Off	Not all Supervisors, Managers and Timekeepers have access to Sign Off. This feature is reserved for those responsible for finalizing payroll.
Context Selectors	**Date**: Determines what timeframe is being viewed. **Employee Selector**: Determines the employees for the selected timeframe.
Action Buttons	Action buttons allow you to perform edits or tasks within the timecard: • **View** - Filters the dates in the timecard to include only dates with exceptions. • **Approve Timecard** - Approves the employee's timecard for the selected time period. • **Print Timecard** - Prints the employee's timecard. • **Refresh** - Updates the timecard with the most recent database information. • **Calculate Totals** - Calculates any totals based on changes made to the timecard. It does not save the changes. • **Save** - Saves the changes to the database. • **GoTo** – Provides navigation to access the employees' timecard, schedule or other widgets where you can perform an action.

TIMECARD GRID

The timecard grid is located in the middle of the screen and is where the majority of time edits take place. The timecard grid is comprised of the following columns:

	Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	Sat 4/18												
+	Sun 4/19												
+	Mon 4/20	8:00AM-4:30PM											
+ ×	Tue 4/21	8:00AM-4:30PM	8:00AM		11:30AM			4:30PM			8:30	8:30	8:30
+ ×	Wed 4/22	8:00AM-4:30PM	7:30AM		11:30AM	12:00PM	://CC////	4:00PM			8:00	8:00	16:30
+ ×	Thu 4/23	8:00AM-4:30PM	8:30AM		11:30AM	12:00PM		4:30PM			7:30	7:30	24:00
+	Fri 4/24	8:00AM-4:30PM											24:00
+	Sat 4/25												24:00
+	Sun 4/26												

Column	Description
Insert and Delete Row Buttons	Allows you to insert or delete a row for each date displayed in the timeframe selected.
Date	Lists the dates contained within the selected time period.
Schedule	Displays the employee's scheduled shifts for each date.
In	Displays the time the employee punched in for a shift or returned from a meal break.
Out	Displays the time the employee punched out for the day or started a meal break.
Transfer	Allows you to allocate worked time to an alternate labor account or work rule.
Pay Code	Allows you to add a pay code to an employee timecard for the date.
Amount	Allows you allocate a number of hours to the selected pay code.
Totals	Displays totals for each day of the time period selected. • **Shift** – Total hours of all shifts worked on the selected day, excluding pay codes. • **Daily** – Total hours for the selected day, including pay codes. • **Period** – Total hours up to and including the selected day.

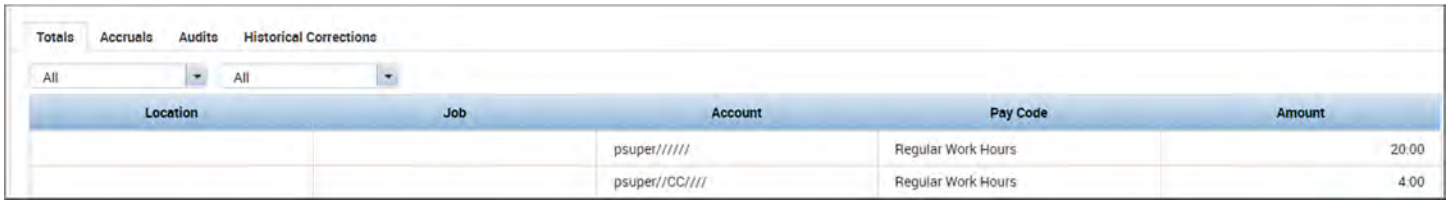
EXCEPTION INDICATORS IN THE TIMECARD GRID

The timecard provides detailed information regarding employee time and displays the date and exception type for each employee. The following table describes some of the indicators you may encounter.

Indicator	Description
Red Indicator on the Date	Unexcused absence.
Solid Red Cell	Indicates a missed in or out punch.
Blue Indicator on the Date	Excused absence.
Red Indicator on the Time	An exception, such as a late punch or an early punch, which has not been reviewed.
Two Blue Arrows	Indicates the hours transferred to another department or cost center.

TIMECARD TABS

The timecard tabs are located at the bottom of the screen under the timecard grid. Four main tabs always appear: Accruals, Totals, Audits and Historical Corrections. The timecard tabs include the following information:



Tab Name	Description
Totals	Displays the employee's pay code totals for the time period.
Accruals	Displays the employee's accrual balances by accrual code.
Audits	Displays all timecard transactions including any edits and who made them.

Tab Name	Description
Historical Corrections	Displays any edits made to the previous signed off pay period.

Additional Information

- Timecard edits can be performed in the grid using the toolbar, right-clicking or entering text into a cell.
- You can click the drop-down arrow next to the employee's name to select a different employee's timecard.

MODULE 6: CORRECTING EMPLOYEE EXCEPTIONS

MODULE OBJECTIVES:

- Correct a missing punch.
- Attach comments to punch edits.
- Remove duplicate punches.
- Correct an unexcused absence.

MANAGING EMPLOYEE EXCEPTIONS

Supervisors, Managers and Timekeepers are required to clear employee exceptions on a daily basis. The corrections may stem from employees' forgetting to punch in or out for shifts or an unexpected absence. In either case Kronos is designed to expedite the process for correcting time information and evaluating attendance. You correct employee exceptions from the employee's timecard.

CORRECTING MISSED PUNCHES

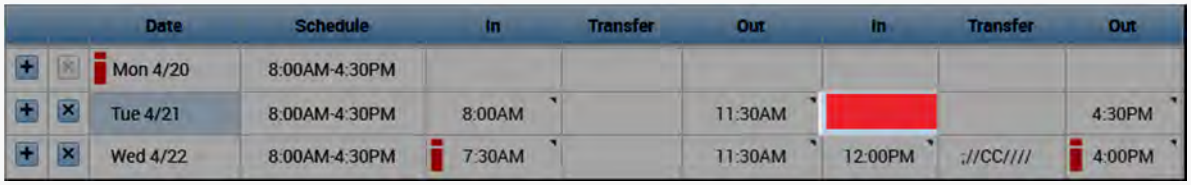
When an employee does not punch in or out, a punch exception displays within the employee's timecard. It is important for all missed punches to be corrected so the employee's hours calculate correctly.

LEARNING SCENARIO

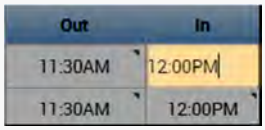
One of your daily timekeeping tasks is to correct any missed punches. You can use the Reconcile Timecard genie to identify missed punches. Correct the missed punches for your employees in the employee's timecard.

CORRECT A MISSED PUNCH

1 From the timecard, click the cell containing the missed punch (solid red box).



2 Enter the correct punch **Time** followed by a for AM or p for PM.



3 Optionally, click **Calculate Totals** to update the totals prior to saving. If the updated totals are not correct, click **Refresh**.

4 Click **Save**.

WARNING

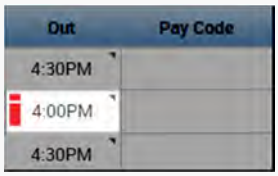
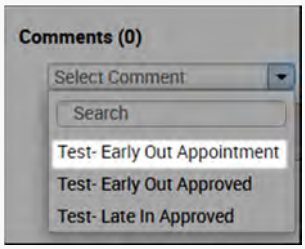
All missed punches must be corrected before the end of the pay period so employees are paid according to their worked time.

ATTACHING A COMMENT

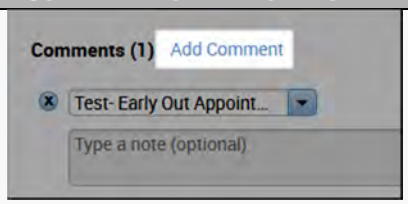
Comments are used to attach additional information to an employee's time record for future reference. Multiple comments can be attached to a punch or pay code amount to explain the edit. Comments are identified by a blue callout icon next to the punch or pay code amount. You can view the actual comment by moving the mouse over the punch or pay code cell containing the comment icon.

LEARNING SCENARIO

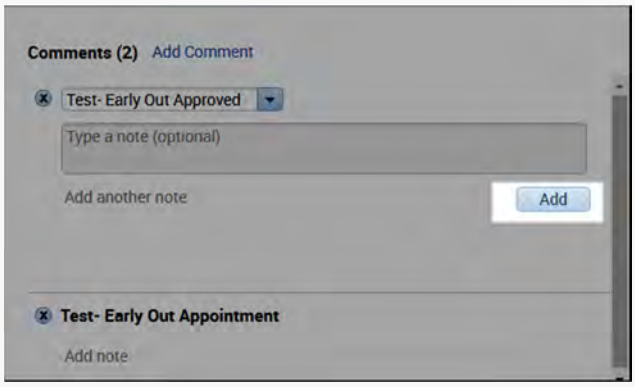
It is recommended that a comment be attached to all edits you make to an employee's time record. Attach a comment to an employee exception.

ADD A COMMENT TO AN EXCEPTION	
1	Right-click the exception to which you want to attach a comment. 
2	Click **Comments**. 
3	Click the **Select Comment** dropdown and select the desired comment. 
4	Optionally, click **Add Comment** to add another comment. Continue to add as many comments as desired.

Add a Comment to an Exception

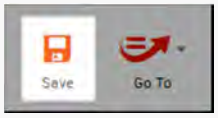


5 Click **Add**.



6 Click **OK**.

7 Click **Save**.



8 Hover your cursor over the punch to review the comment(s).

Policy

All punch edits require a comment.

REMOVING A PUNCH

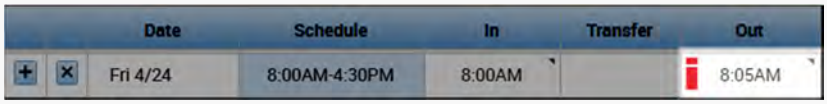
Employees punch in and out of a clocking device to record their actual worked time in the Kronos application. In general, an employee punch time should not be deleted. However, there are two exceptions to that rule; 1) you mistakenly add a punch for the wrong date/time, or 2) an employee accidently punches twice at the clock.

LEARNING SCENARIO

An employee punched twice at the clock by accident. Attach a comment to the punch explaining the situation, and then delete the incorrect punch.

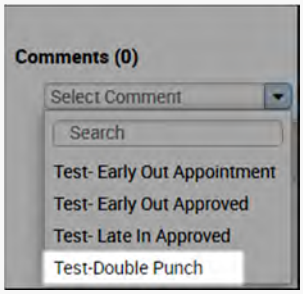
REMOVE A PUNCH

1 Right-click the punch you want to delete.

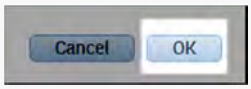


2 Click **Comments**.

3 Click the **Select Comment** dropdown and select the desired comment.

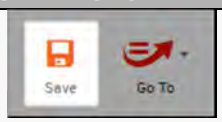


4 Click **OK**.

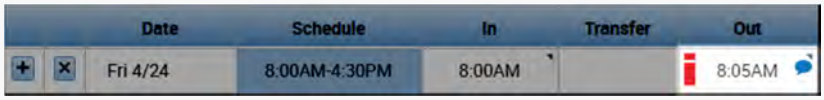


5 Click **Save**.

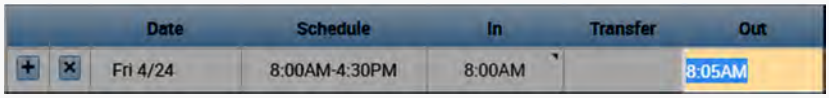
REMOVE A PUNCH



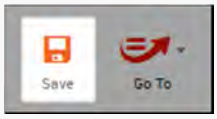
6 Click the cell that contains the punch you want to delete.



7 Press **Backspace** or **Delete** on your keyboard.



8 Press **Tab** or **Enter** or your keyboard, or click on another day within the timecard, then click **Save**.



WARNING

Kronos contains an audit trail that tracks and documents any edits made to time. This includes the type of edit, when it was completed, and who performed the edit.

POLICY

A comment must be added to the punch before it is deleted.

CORRECTING AN UNEXCUSED ABSENCE

It is important that hours are tracked to the correct pay code so that the employee is paid correctly. The Kronos application is configured to calculate and distribute worked hours to the appropriate pay codes. Examples of pay codes include: Vacation, Regular, Sick, etc. Non-worked pay codes might require a manual entry on behalf of the employee, so the hours are applied to the correct pay code, for example, when the employee calls in sick.

LEARNING SCENARIO

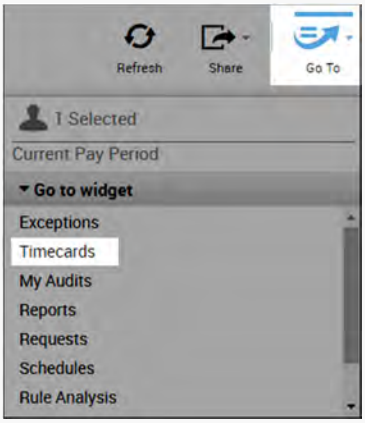
An employee called in sick yesterday. Enter 8 hours of the Sick Time pay code to the employee's timecard.

Enter a Pay Code Amount

1 Select the employee with the **Unexcused Absence** exception.

Name	Unexcused Absence	Missed In-Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Totals Up To Date
ROSSTESTINGDOC								✔
ROSSTESTINGFSSA								✔
Tester, Employee		✔					✔	✔
Tester, Manager								✔
Tester, Payroll	✔							✔
Tester, Salary	✔							✔
Tester1, Employee	✔		✔	✔	✔			✔
Tester2, Employee								✔

2 Click **GoTo** and select **Timecards**.

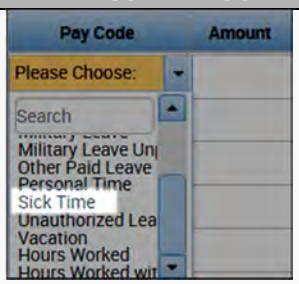


3 Click the **Pay Code** column for the day with the **Unexcused Absence**.

Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount
Sat 4/18									
Sun 4/19									
Mon 4/20	8:00AM-4:30PM								
Tue 4/21	8:00AM-4:30PM	8:00AM		11:30AM	12:30P...		4:30PM		
Wed 4/22	8:00AM-4:30PM	7:30AM		11:30AM	12:00PM	;//CC////	4:00PM		

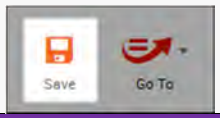
4 Click the drop-down arrow in the **Pay Code** field and select a pay code from the list.

Enter a Pay Code Amount



5 Click the **Amount** field and enter the amount to allocate to the selected pay code.

6 Click **Save**.



Additional Information:

When entering a pay code amount, do not enter trailing zeroes. This could lead to an overage, for example 800 would be 800 hours instead of 8 hours.

MODULE 7: PERFORMING OTHER TIMECARD EDITS

MODULE OBJECTIVES:

- Enter a transfer for a full shift.
- Enter a transfer for a portion of a shift.
- Enter work rule transfers.

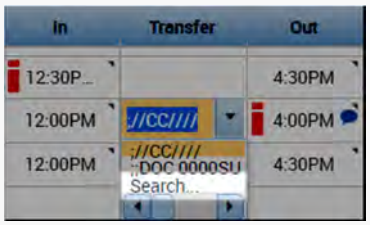
ENTERING A LABOR ACCOUNT TRANSFER FOR A FULL SHIFT

LEARNING SCENARIO

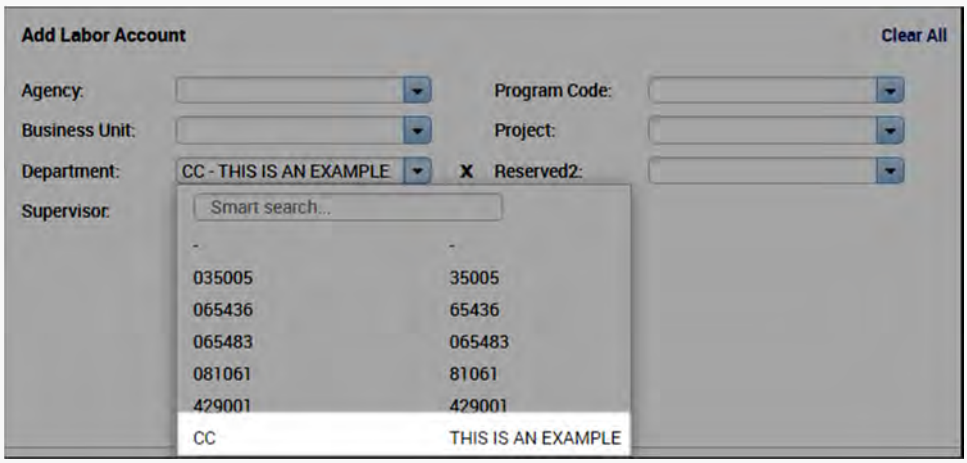
Your employee worked at Department of Correction (IDOC) as Grounds Maintenance from 6a to 330p today because the agency was shorthanded. In order for the labor to be allocated correctly, you need to transfer the hours to the correct department.

ENTER A LABOR ACCOUNT TRANSFER FOR A FULL SHIFT

1 Within the timecard, click the drop-down arrow in the **Transfer** cell after the **In** and **Out** punch cells for the date you want to record the transfer. If the applicable transfer does not appear in the **Transfer** list, click **Search**.



2 Click the drop-down arrow next to the appropriate labor level and select a labor level entry from the list.



3 Click **Apply**.

4 Click **Save**.

ADDITIONAL INFORMATION

The Transfer column lists the last five transfer selections. You may find it helpful to widen the column.

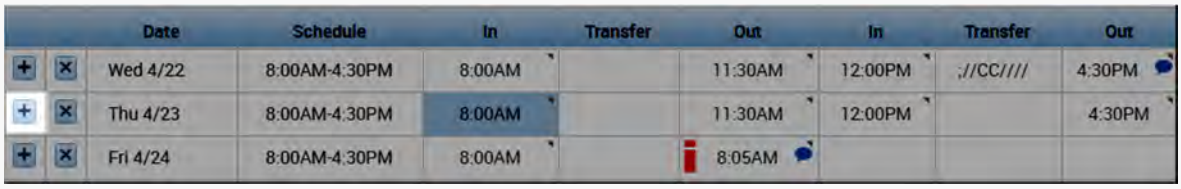
ENTERING A LABOR ACCOUNT TRANSFER FOR PART OF A SHIFT

LEARNING SCENARIO

Your employee worked the last two hours of their shift at FSSA because the agency was shorthanded. In order for the labor to be allocated correctly, you need to transfer the hours to the job that is associated with the agency.

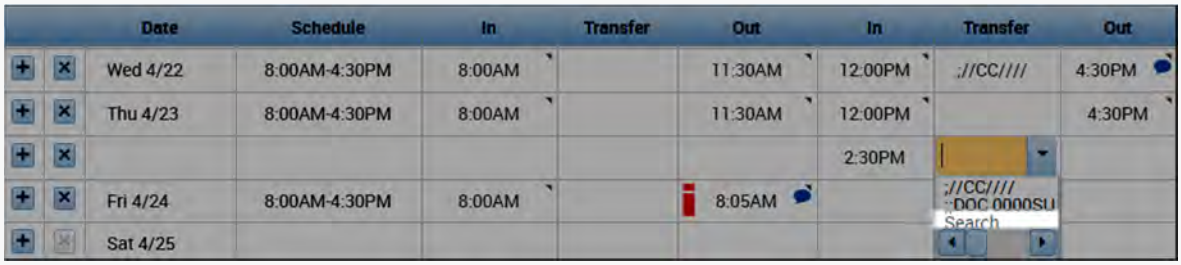
ENTER A LABOR ACCOUNT TRANSFER FOR PART OF A SHIFT

1 Within the timecard, click the **Insert Row** icon for the date you want to enter a transfer.



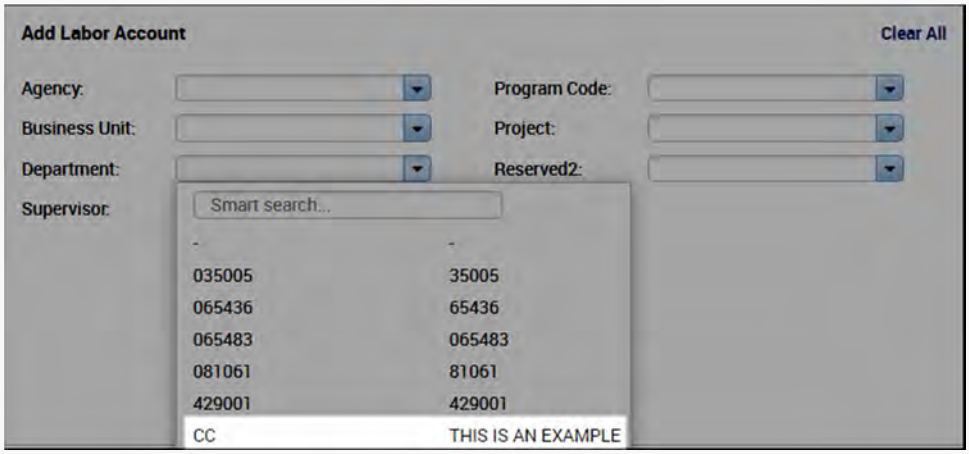
2 On the new row, enter the time the transfer took place in the **In** punch field.

3 On the new row, click the drop-down arrow in the **Transfer** field and select **Search**.



Enter a Labor Account Transfer for Part of a Shift

4 Click the drop-down arrow next to the appropriate labor level and select a labor level entry from the list**.**



5 Click **Apply**.

6 Click **Save**.

Additional Information

- If you select the Transfer field between the first In and Out punch (before the meal break), the whole shift is transferred to the specified labor account.
- The purple punch is generated by the application to indicate when the employee ended his/her first shift segment.
- Add a transfer back to the home account if the employee transferred earlier in the shift.

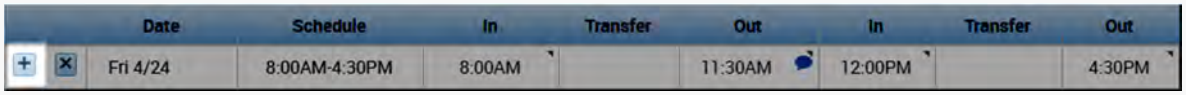
ENTERING A WORK RULE TRANSFER

LEARNING SCENARIO

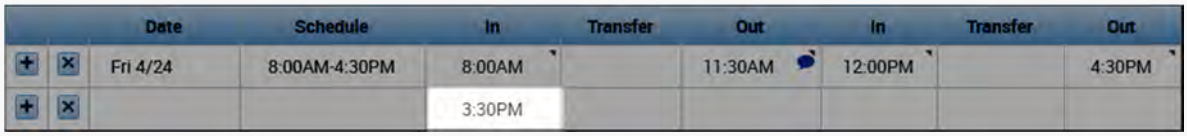
Your employee attended a training on Friday. In order for the hours to calculate correctly, apply a work rule transfer to the training hours.

Enter a Work Rule Transfer

1 Click the **Insert Row** icon for the date you want to enter a transfer.

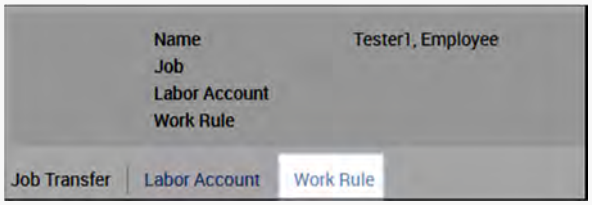


2 On the new row, enter the time the transfer took place in the **In** punch field.



3 Click the drop-down arrow in the **Transfer** field to the right of the **In** punch cell and select **Search**.

4 Click the **Work Rule** tab.



5 Select a work rule from the list. You may also type in the first part of the rule to search.

ENTER A WORK RULE TRANSFER	
6	Click **Apply**. 
7	Click **Save**. 

MODULE 8: RESPONDING TO EMPLOYEE REQUESTS

MODULE OBJECTIVES:

- Describe the purpose of employee requests.
- Review employee requests using alerts.
- Review employee requests using the Requests widget.
- Approve employee requests for time off.

EMPLOYEE REQUESTS OVERVIEW

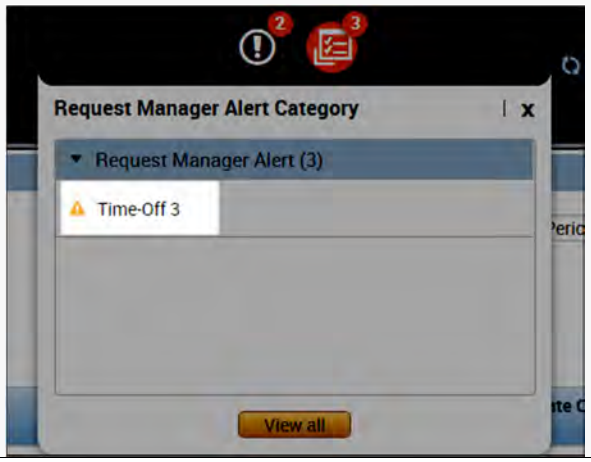
Kronos automates the request process. Employees submit requests electronically for your review and approval. Supervisors, Managers and Timekeepers can either approve or deny a submitted request. When the request is approved, it automatically overrides the employee's schedule in the Schedules widget. In the Current Pay Period of the request, the pay code is applied in the timecard to pay the employee and deduct their accrual balance. When the request is denied, the employee receives a notification.

REVIEWING EMPLOYEE REQUESTS USING ALERTS

The Request Manager alert displays any time-off or other type of requests from your employees which require your review and action.

LEARNING SCENARIO

After logging into the system, you notice there are request alerts from employees. You would like to review each request to determine what action to take on the request.

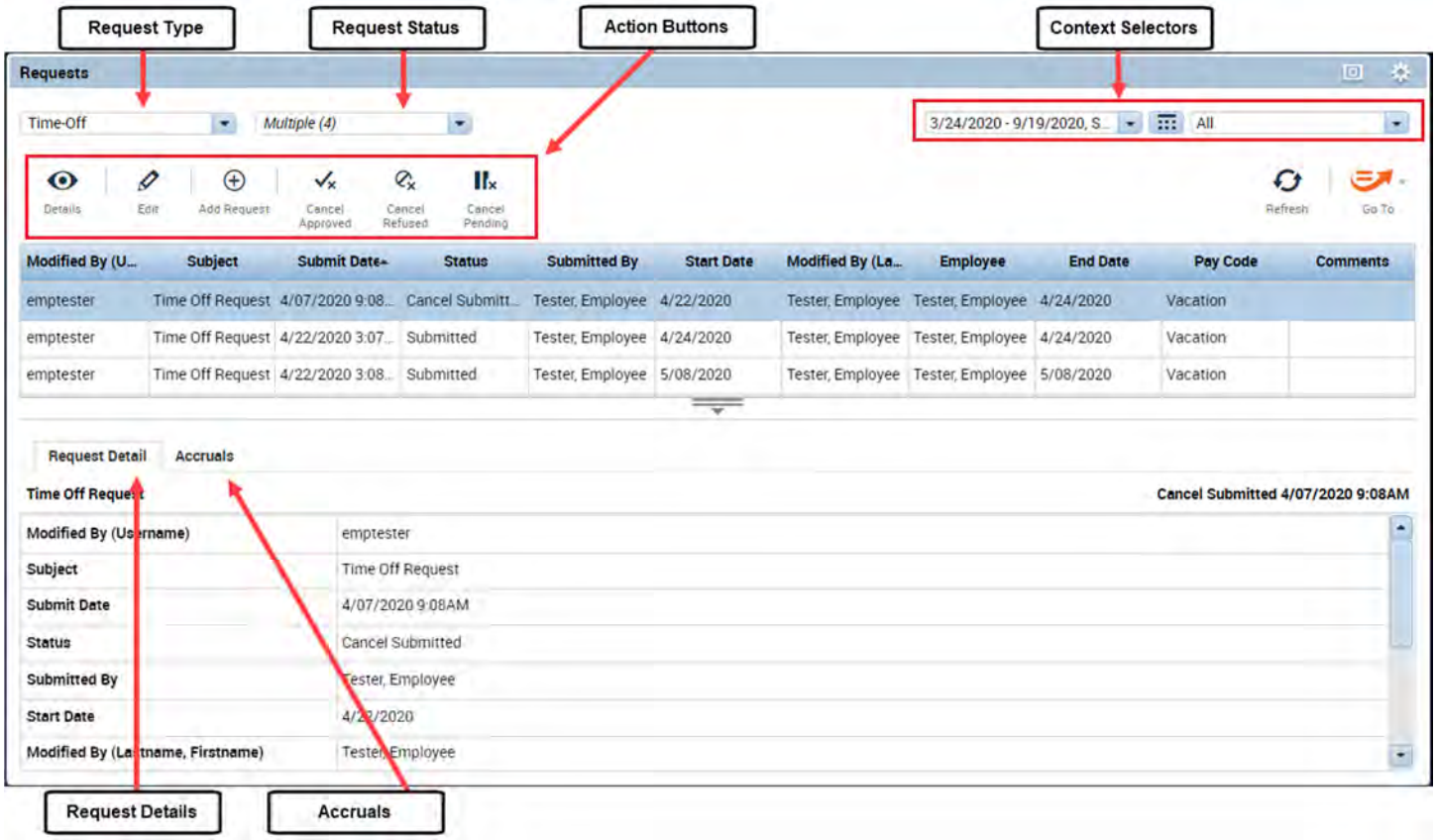
OPEN A TIME OFF REQUEST	
1	Click the **Refresh** button to get up-to-date data. 
2	Click the **Request Manager Alerts** icon. 
3	Select **Time Off** from the drop-down list. 

Open a Time Off Request

4 The **Requests** widget is automatically activated and displays the employee request details.

THE REQUEST MANAGER WIDGET

The Requests widget displays a list of employees who have made requests. The widget contains detailed information to allow you to review the contents of the request. The widget also allows you to view more detailed information before approving or rejecting the request.



Element	Description
Request Type	Allows you to filter the requests that display by their type.
Request Status	Allows you to filter the requests that display by their status.
Action Buttons	Provides access to act on the selected request. Each button is described below: • **Details** – displays a summary of the request in a separate window. • **Edit** – allows you to change the status of the request, and/or attach a comment to the request. • **Add Request** – allows you to request time off on behalf of the employee. • **Approve** – allows you to approve the request. • **Refuse** – allows you to deny the request. • **Pending** – allows you to put the request in 'Pending' status. • **Retract** – allows you to retract the request on behalf of the employee.
Context Selectors	Determines the time period and employees for the requests you want to view.
Request Details	Displays the details of each employee request. Each request includes: • **Modified By** – the last user to submit or modify the request. • **Subject** – displays the type of request. • **Submit Date** – displays the date the request was submitted. • **Status** - displays the status of the request. • **Submitted By** - the employee who submitted the request. • **Start Date** – the date the employee is requesting to be off. • **Employee** – the employee's name. • **End Date** – the last date the employee is requesting to be off. • **Pay Code** – the type of hours being requested. • **Comments** – displays any comments associated with the request.
Accruals	Displays the employee's available accruals balances.

APPROVING A TIME OFF REQUEST

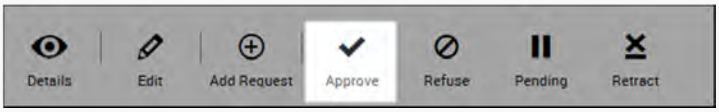
LEARNING SCENARIO

You have reviewed an employee's request for time off and want to approve the request.

APPROVE A TIME-OFF REQUESTS

1 From the **Requests** widget, click the row containing the request for which you want to take action.

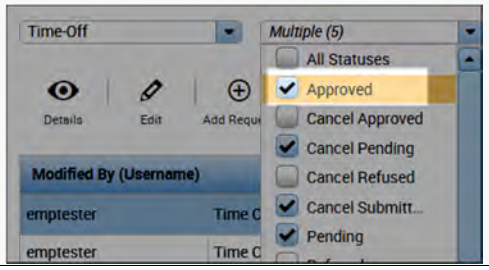
2 Select an **Action** button.



3 Review the request and optionally add a comment.

4 Click the response button to complete the action.

5 Click the **Request Status** drop-down arrow and select the action to view.



APPROVE A TIME-OFF REQUESTS

6 Verify the updated status of the request.

Modified By (U...	Subject	Submit Date	Status	Submitted By	Start Date	Modified By (La...	Employee	End Date	Pay Code	Comments
mgrtester	Time Off Request	4/03/2020 10:1...	Approved	Tester, Employee	4/08/2020	Tester, Manager	Tester, Employee	4/08/2020	Vacation	
emptester	Time Off Request	4/07/2020 9:08...	Cancel Submitt...	Tester, Employee	4/22/2020	Tester, Employee	Tester, Employee	4/24/2020	Vacation	
mgrtester	Time Off Request	4/07/2020 10:0...	Approved	Tester, Employee	5/04/2020	Tester, Manager	Tester, Employee	5/04/2020	Vacation	
mgrtester	Time Off Request	4/16/2020 11:2...	Approved	Tester, Employee	4/15/2020	Tester, Manager	Tester, Employee	4/15/2020	Vacation	
mgrtester	Time Off Request	4/22/2020 3:07...	Approved	Tester, Employee	4/24/2020	Tester, Manager	Tester, Employee	4/24/2020	Vacation	
emptester	Time Off Request	4/22/2020 3:08...	Submitted	Tester, Employee	5/08/2020	Tester, Employee	Tester, Employee	5/08/2020	Vacation	

MODULE 9: APPROVING TIMECARDS

MODULE OBJECTIVES:

- Understand the purpose of approving employee timecards.
- Utilize the Timecard Approval wizard to review and approve employee time.
- Approve an individual employee's timecard.
- Approve multiple employees' timecards.

APPROVING TIMECARDS OVERVIEW

The approval process prepares all employee time and attendance data for payroll processing. A final review and approval is completed by the Supervisor. The final review and approval process is completed using the Time Approval wizard.

VISUAL INDICATORS OF TIMECARD APPROVAL STATUS

Kronos provides visual cues within employee timecards that represent approval statuses. The timecard is shaded various colors depending on where the timecard is within the approval process.

The following table identifies the various timecard shading colors and what they signify.

Timecard Color	Status of Timecard
Yellow	Timecard has been approved by the Supervisor only.
Grey	Timecard has been signed off by Payroll.

THE TIMECARD APPROVAL WIZARD

The Timecard Approval wizard provides step-by-step instructions for reviewing and approving your employee timecards. Using the wizard, you can quickly review any timecard exceptions and approve completed timecards.

Step 1:

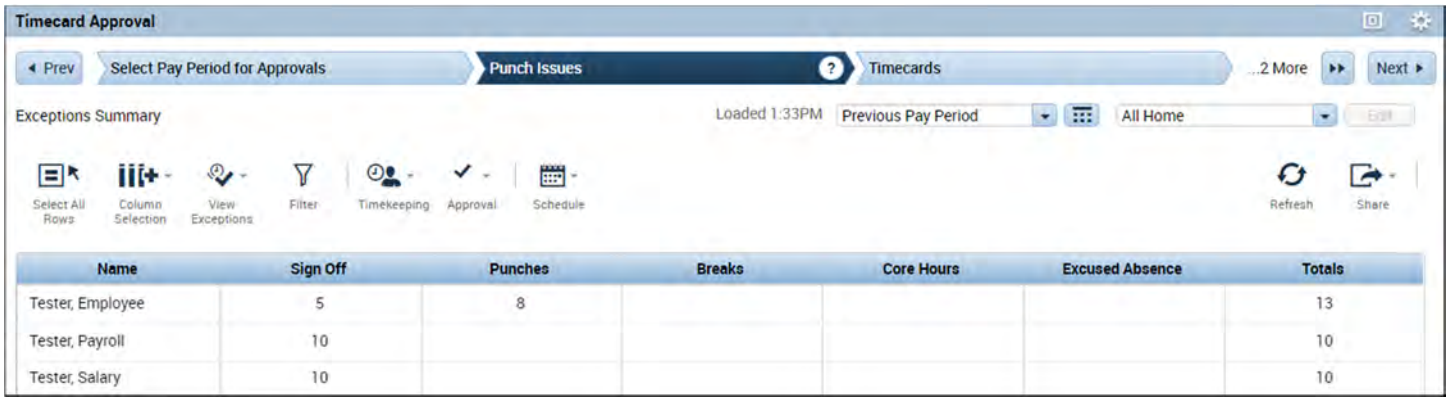
The first step in the wizard requires you to verify the correct time period and employee group are selected. If you need to approve timecards for a different timeframe or for a different set of employees, you can change the Time Period and/or HyperFind fields. If you change either field, you must click Save. When finished, click Next to advance to the next step in the wizard.

WARNING

When the Time Period and HyperFind fields in step one are adjusted, you must select the Save button to apply the changes.

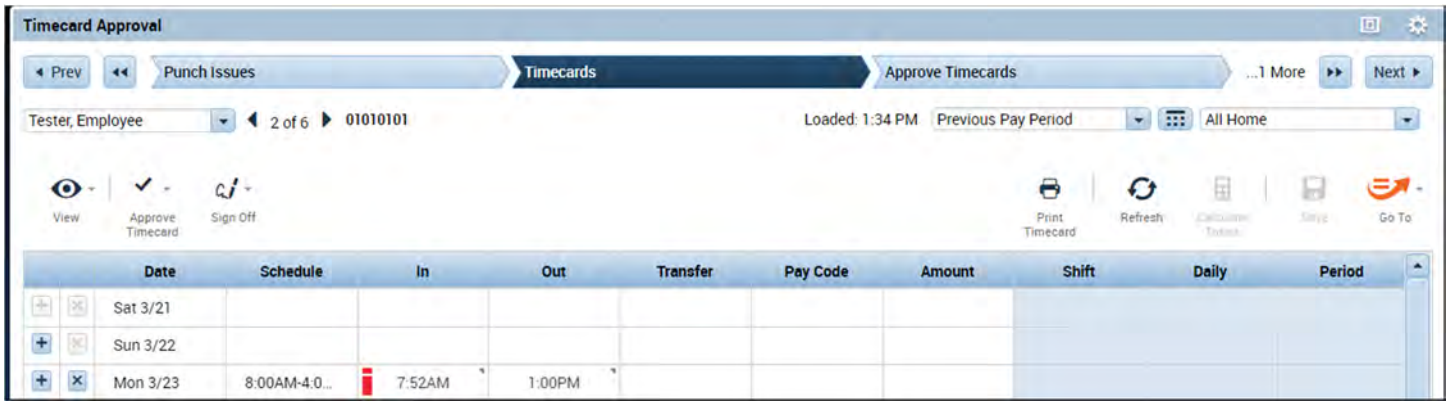
Step 2:

The second step in the wizard contains the Punch Issues widget. Use the Punch Issues widget to review and correct any outstanding exceptions. When finished making last minute corrections, click Next to advance to the next step in the wizard.



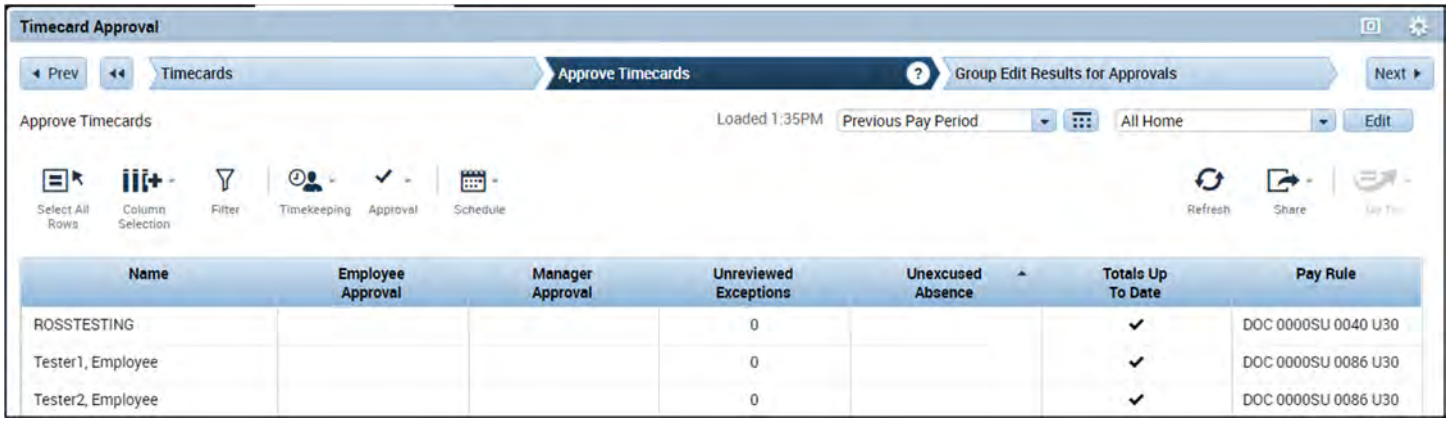
Step 3:

Allows Supervisors, Managers and Timekeepers to review each individual timecard, making any final changes prior to approval.



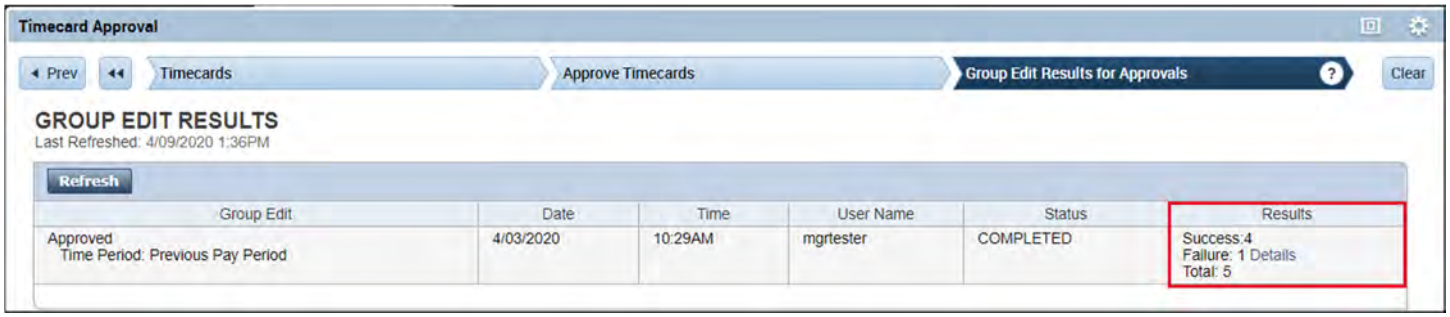
Step 4:

The next step in the wizard is the Approve Timecards widget. After correcting any exceptions, you are ready to approve employee timecards. You can approve one employee timecard at a time or all employee timecards together.



Step 5:

If you approve multiple timecards, you can review the results of your approval using the Group Edit Results widget which displays in the last step. If you see any Failures, you can click the Details link to view more information about the edit.



WARNING

All missed punches must be corrected before the end of the pay period or the employee's timecard cannot be signed off.

ADDITIONAL INFORMATION

If you review timecards on a daily basis, the approval process is quick and easy.

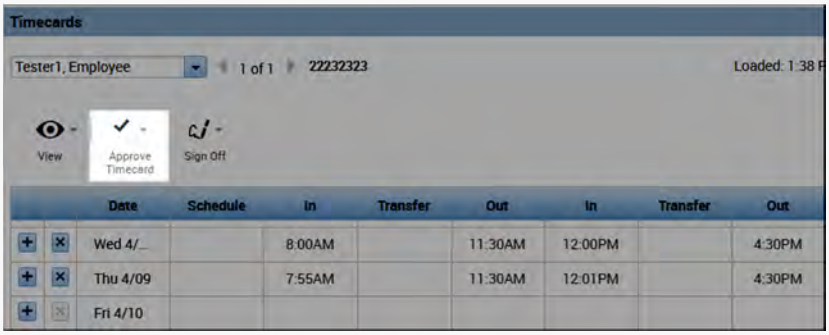
APPROVING AN INDIVIDUAL TIMECARD

LEARNING SCENARIO

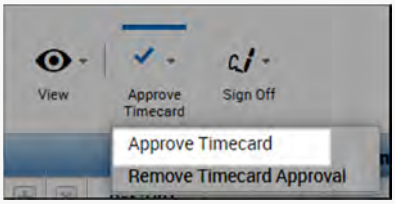
You have finished reviewing an employee's timecard, and no more pay exceptions display. Approve the employee's previous pay period timecard to indicate it is ready for sign off.

Approve an Individual Timecard

1 From the **Employee Timecard**, click **Approve Timecard**.



2 Click **Approve Timecard**.



APPROVING MULTIPLE TIMECARDS

LEARNING SCENARIO

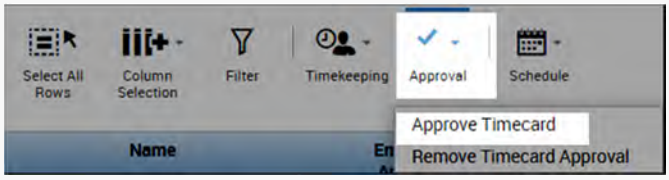
You verified that all the exceptions for the previous pay period were reviewed and updated accordingly. Approve all your employees' timecards using the Timecard Approval wizard. Then, review the Group Edit Results widget to validate the status of your approvals.

Approve Multiple Timecards

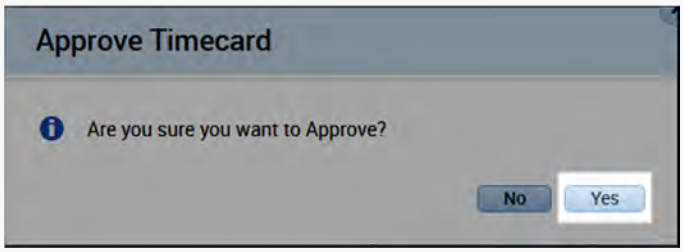
1 From the **Approve Timecards** widget, select the names of the employees whose timecards you want to approve. Click the **Select All Rows** icon on the toolbar to select all employees.

Approve Multiple Timecards

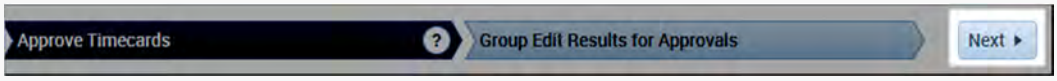
2 Click **Approval > Approve Timecard**.



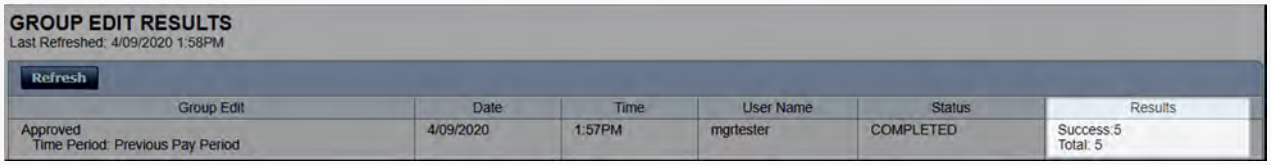
3 Click **Yes** to confirm your approval.



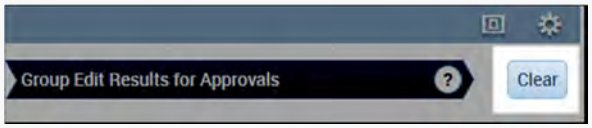
4 Click **Next**.



5 Review the **Group Edit Results** widget to validate the status of your approvals.

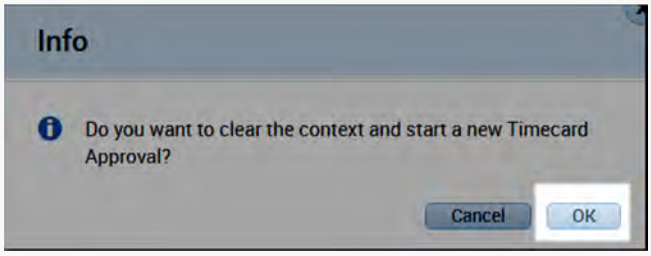


6 Select **Clear**.



Approve Multiple Timecards

7 Click **OK** to prepare the wizard for your next approval.



Additional Information

- If any failures display in the Results column, click the Details link.
- The timecard approval can be performed directly from any genie in the Manage My Department widget. Once approved, open the Group Edit Results widget to check the results.

MODULE 10: REVIEWING EMPLOYEE INFORMATION USING REPORTS

MODULE OBJECTIVES:

- Understand the purpose of reports.
- Access and navigate the reports workspace.
- Generate a report for one employee.
- Generate a report for multiple employees.

REPORTS OVERVIEW

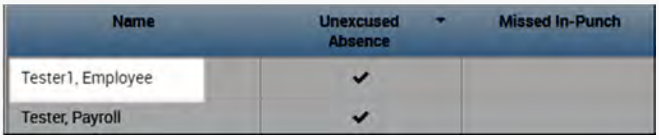
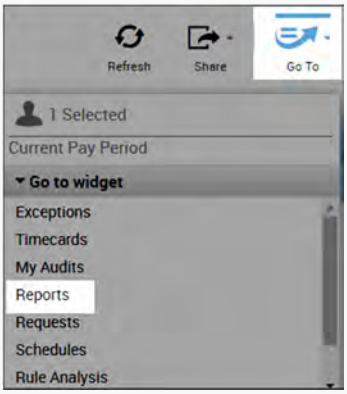
You can generate Kronos reports if/when you need a printed copy of time or attendance information. When you need to run a report for one employee, or a few employees, you can select the employees from within a genie and click the Reports link under GoTo. If you need to generate reports for all employees who report to you, you can generate the report from the Reports widget. Below are some recommended reports:

- Time Detail
- Hours by Labor Account

GENERATE A REPORT FOR ONE EMPLOYEE

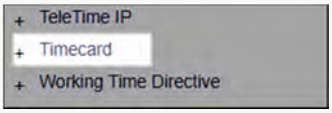
LEARNING SCENARIO

You want to discuss detailed time and attendance information with one of your employees. Run the Time Detail report for one employee.

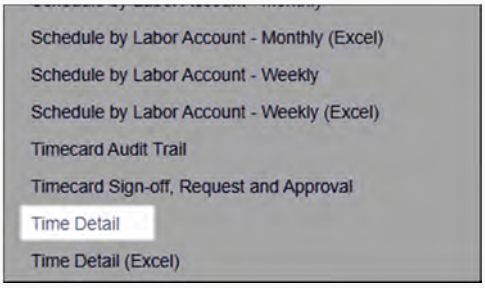
GENERATE A REPORT FOR ONE EMPLOYEE	
1	From a widget or genie, click the **Name** of the employee(s) for whom you want to include on the report. 
2	Click **GoTo** and select **Reports**. 

GENERATE A REPORT FOR ONE EMPLOYEE

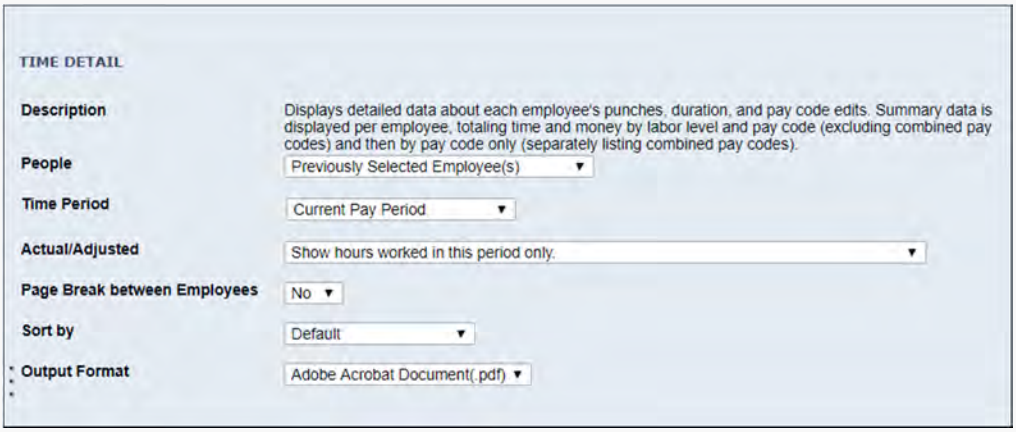
3 Click the **+ sign** preceding the appropriate report category.



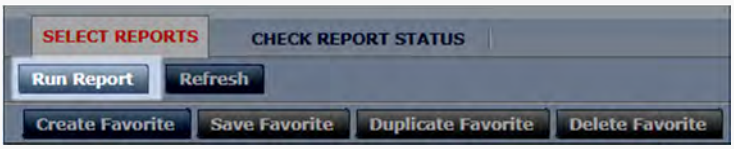
4 Select the report you want to generate.



5 Confirm the **People** field displays 'Previously Selected Employee(s)'. Define any additional report options from the drop-down arrows in their respective fields.



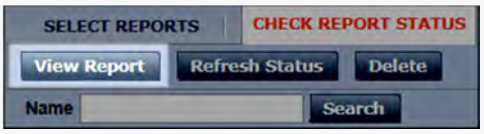
6 Click **Run Report**. The Kronos application automatically displays the **Check Run Status** tab.



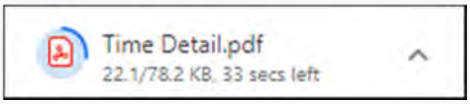
GENERATE A REPORT FOR ONE EMPLOYEE

7 Review information in the **Status** column. Click **Refresh Status** until **Complete** appears in the **Status** column.

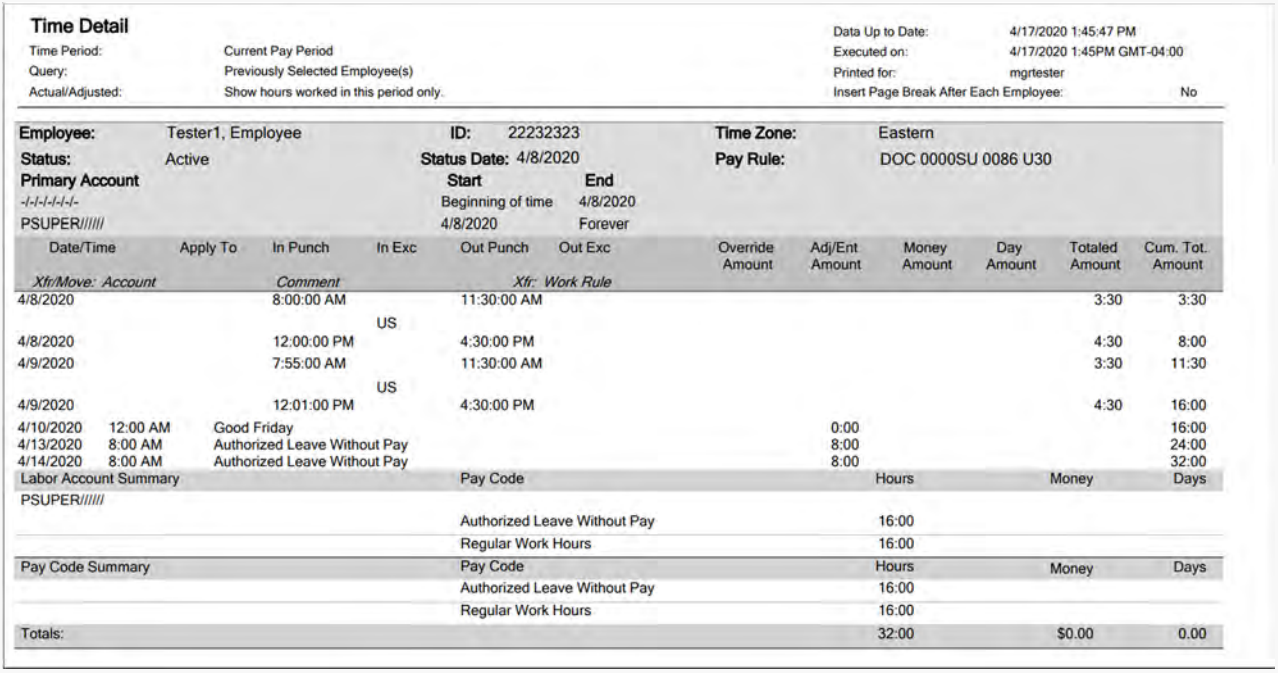
8 To view the report, click **View Report**.



9 Click the **Time Detail** pdf, to view the report.



10 The **Time Detail** report opens in a new tab.



Time Detail

Time Period:	Current Pay Period	Data Up to Date:	4/17/2020 1:45:47 PM
Query:	Previously Selected Employee(s)	Executed on:	4/17/2020 1:45PM GMT-04:00
Actual/Adjusted:	Show hours worked in this period only.	Printed for:	mgrtester
		Insert Page Break After Each Employee:	No

Employee:	Tester1, Employee	**ID:**	22232323	**Time Zone:**	Eastern
Status:	Active	**Status Date:**	4/8/2020	**Pay Rule:**	DOC 0000SU 0086 U30
Primary Account		**Start**	**End**		
-/-/-/-/-/-/-		Beginning of time	4/8/2020		
PSUPER//////		4/8/2020	Forever		

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		*Comment*		*Xfr: Work Rule*							
4/8/2020		8:00:00 AM		11:30:00 AM						3:30	3:30
			US								
4/8/2020		12:00:00 PM		4:30:00 PM						4:30	8:00
4/9/2020		7:55:00 AM		11:30:00 AM						3:30	11:30
			US								
4/9/2020		12:01:00 PM		4:30:00 PM						4:30	16:00
4/10/2020	12:00 AM	Good Friday					0:00				16:00
4/13/2020	8:00 AM	Authorized Leave Without Pay					8:00				24:00
4/14/2020	8:00 AM	Authorized Leave Without Pay					8:00				32:00

Labor Account Summary	Pay Code	Hours	Money	Days
PSUPER//////				
	Authorized Leave Without Pay	16:00		
	Regular Work Hours	16:00		

Pay Code Summary	Pay Code	Hours	Money	Days
	Authorized Leave Without Pay	16:00		
	Regular Work Hours	16:00		
Totals:		32:00	$0.00	0.00

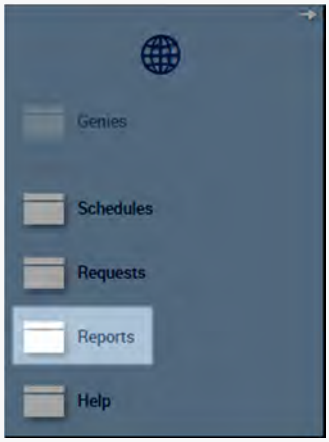
GENERATE A REPORT FOR ALL EMPLOYEES

LEARNING SCENARIO

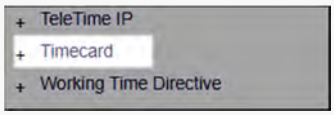
You would like to view the list of the money/hours/wages for each labor account in which your employees accrued hours. Generate the Hours by Lab or Account report.

GENERATE A REPORT FOR ALL EMPLOYEES

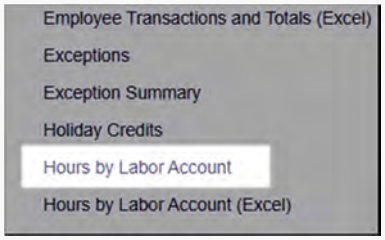
1 Select the **Reports** widget.



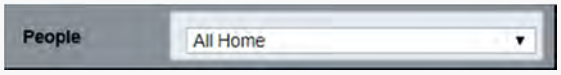
2 Click the **+ sign** preceding the appropriate report category.



3 Select the report you want to generate.



4 Click the drop-down arrow in the **People** field and select an employee group.

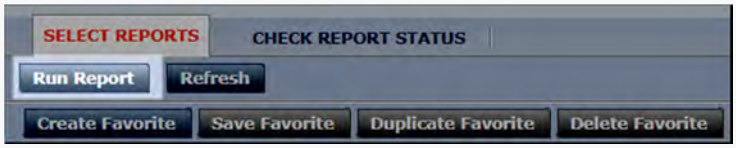


Generate a Report for All Employees

5 Click the **Time Period** field or the **Calendar** icon to select the date range of the report.

6 Select the **Output Format**.

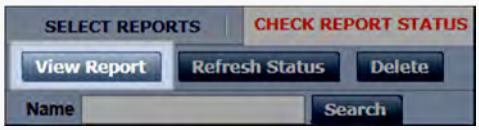
7 Click **Run Report**. The application automatically displays the **Check Run Status** tab.



8 Review information in the **Status** column. Click **Refresh Status** until **Complete** displays in the **Status** column.

Report Name	Format	Date In	Date Done	Status	Output	User
Hours by Labor Account	pdf	4/17/2020 1:54PM	4/17/2020 1:54PM	Complete	Screen	mgrtester
Time Detail	pdf	4/17/2020 1:45PM	4/17/2020 1:45PM	Complete	Screen	mgrtester
Accrual Detail	pdf	4/17/2020 10:45AM	4/17/2020 10:45AM	Complete	Screen	mgrtester

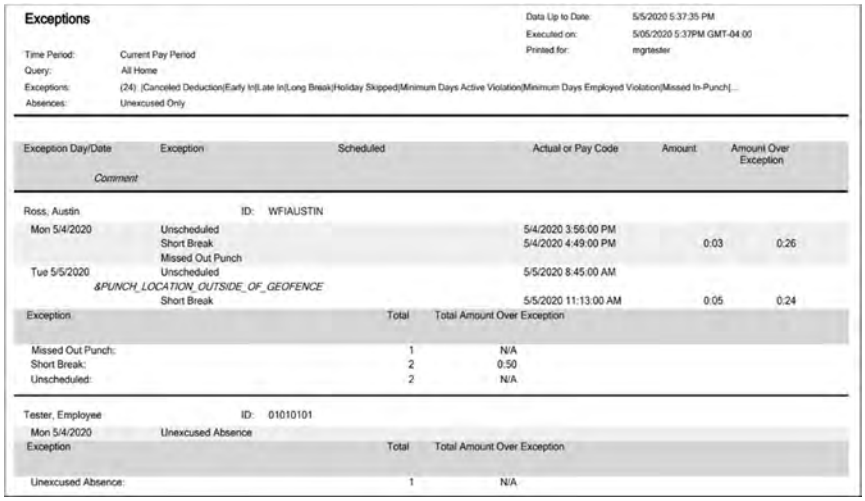
9 To view the report, click **View Report**. The report opens in a new browser window as in the previous exercise.



COMMON REPORT SAMPLES

Kronos has over 280 canned reports that come with the software. The reports Managers, Supervisors and Timekeeper's can access depends on the Report Profile assigned to them by an administrator. In addition to the previously displayed reports, below are examples of commonly run reports.

- **Exceptions**- Displays exceptions and comments attached to the start or end of a shift, break or meal, as well as absences for each employee within the specified time period.



Exceptions

Data Up to Date: 5/5/2020 5:37:35 PM
Executed on: 5/05/2020 5:37PM GMT-04:00
Printed for: mgrtester

Time Period: Current Pay Period
Query: All Home
Exceptions: (24) |Canceled Deduction|Early In|Late In|Long Break|Holiday Skipped|Minimum Days Active Violation|Minimum Days Employed Violation|Missed In-Punch|...
Absences: Unexcused Only

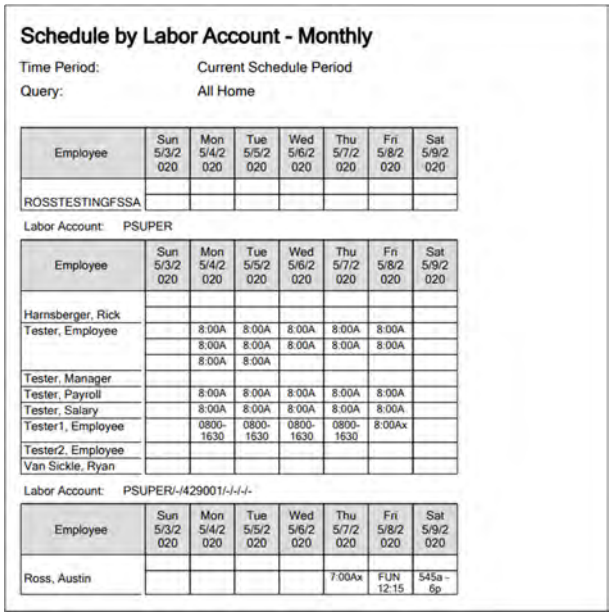
Exception Day/Date	Exception	Scheduled	Actual or Pay Code	Amount	Amount Over Exception
Comment					
Ross, Austin	ID: WFIAUSTIN				
Mon 5/4/2020	Unscheduled		5/4/2020 3:56:00 PM		
	Short Break		5/4/2020 4:49:00 PM	0:03	0:26
	Missed Out Punch				
Tue 5/5/2020	Unscheduled		5/5/2020 8:45:00 AM		
	&PUNCH_LOCATION_OUTSIDE_OF_GEOFENCE				
	Short Break		5/5/2020 11:13:00 AM	0:05	0:24

Exception	Total	Total Amount Over Exception
Missed Out Punch:	1	N/A
Short Break:	2	0:50
Unscheduled:	2	N/A

Tester, Employee	ID: 01010101	
Mon 5/4/2020	Unexcused Absence	

Exception	Total	Total Amount Over Exception
Unexcused Absence:	1	N/A

- **Location Schedule**- Shows schedules for the selected labor accounts. Employees are sorted by labor account. Shifts have shift labels. It displays 28 days/page and uses 8.5x11 paper.



Schedule by Labor Account - Monthly

Time Period: Current Schedule Period
Query: All Home

Employee	Sun 5/3/2020	Mon 5/4/2020	Tue 5/5/2020	Wed 5/6/2020	Thu 5/7/2020	Fri 5/8/2020	Sat 5/9/2020
ROSSTESTINGFSSA							

Labor Account: PSUPER

Employee	Sun 5/3/2020	Mon 5/4/2020	Tue 5/5/2020	Wed 5/6/2020	Thu 5/7/2020	Fri 5/8/2020	Sat 5/9/2020
Harnsberger, Rick							
Tester, Employee		8:00A	8:00A	8:00A	8:00A	8:00A	
		8:00A	8:00A	8:00A	8:00A	8:00A	
		8:00A	8:00A				
Tester, Manager							
Tester, Payroll		8:00A	8:00A	8:00A	8:00A	8:00A	
Tester, Salary		8:00A	8:00A	8:00A	8:00A	8:00A	
Tester1, Employee		0800-1630	0800-1630	0800-1630	0800-1630	8:00Ax	
Tester2, Employee							
Van Sickle, Ryan							

Labor Account: PSUPER/-/429001/-/-/-/-

Employee	Sun 5/3/2020	Mon 5/4/2020	Tue 5/5/2020	Wed 5/6/2020	Thu 5/7/2020	Fri 5/8/2020	Sat 5/9/2020
Ross, Austin					7:00Ax	FUN 12:15	545a - 6p