MANAGING TIME CARDS COURSE
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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.

<table>
<thead>
<tr>
<th>Sign Out</th>
<th>1 Click the Sign Out link.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>![Sign Out Link]</td>
</tr>
<tr>
<td>2</td>
<td>Click the ‘X’ to close the browser window.</td>
</tr>
<tr>
<td></td>
<td>![Close Window]</td>
</tr>
</tbody>
</table>

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.
Managing Timecards

**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.
Managing Timecards

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workspace Tabs</td>
<td>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.</td>
</tr>
<tr>
<td>Alerts</td>
<td>Displays actionable items that require your immediate attention. The numeric value identifies the number of alerts that currently exist.</td>
</tr>
<tr>
<td>Name &amp; Sign Out</td>
<td>Identifies the user and provides a link to log out of Kronos.</td>
</tr>
<tr>
<td>Primary Workspace</td>
<td>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.</td>
</tr>
<tr>
<td>Related Items Pane</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.
   ![Manager Tester Sign Out](image)

2. If desired, activate the Hints functionality if you want Search to offer potential categories for your search.
   ![Search](image)

3. From the Search field, enter at least the first three letters of the employee’s first or last name.
   ![test](image)

4. Click a Suggestion entry to display more information in the Results pane.
   ![Results](image)

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.
Managing Timecards

**USE THE GoTo NAVIGATION**

3  Select a widget or workspace from the list.

   ![GoTo Navigation](image)

   - 1 Selected
   - Current Pay Period
   - Go to widget
   - Timecards
   - Exceptions
   - Timecards
   - My Audits
   - Reports
   - Requests
   - Schedules

4  The selection displays in the active workspace.

   ![Active Workspace](image)
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.
Managing Timecards

**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.

![GoTo Navigation](image)

**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.

![Genies Widget](image)
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

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genie Name</td>
<td>Displays the name of the active genie.</td>
</tr>
<tr>
<td>Toolbar</td>
<td>The Toolbar contains action buttons that provide quick access to filters and processes in the genie.</td>
</tr>
</tbody>
</table>
| 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.

![Sorting and Grouping Data](image)

**REFRESHING GENIE DATA**

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

![Refresh Icon](image)

**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.
Managing Timecards

![Image of timecard management interface]

<table>
<thead>
<tr>
<th>Name</th>
<th>Unexcused Absence</th>
<th>Missed In-Punch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tester, Salary</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Tester, Payroll</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Tester, Employee</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Tester2, Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tester1, Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tester, Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>REVIEW EXCEPTIONS USING ALERTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Select an employee <strong>Name</strong> from the Reconcile Timecard genie.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Timecard Genie" /></td>
<td></td>
</tr>
<tr>
<td><strong>2</strong> Click the <strong>GoTo</strong> icon.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="GoTo Icon" /></td>
<td></td>
</tr>
<tr>
<td><strong>3</strong> Select <strong>Timecards</strong>.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Timecard Navigation" /></td>
<td></td>
</tr>
</tbody>
</table>
Managing 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.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Displays the name and ID number for the employee’s timecard being viewed.</td>
</tr>
<tr>
<td>Arrow Buttons</td>
<td>Allows you to easily scroll between employee timecards.</td>
</tr>
<tr>
<td>Sign Off</td>
<td>Not all Supervisors, Managers and Timekeepers have access to Sign Off. This feature is reserved for those responsible for finalizing payroll.</td>
</tr>
</tbody>
</table>
| 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. |
Managing Timecards

**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:

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

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

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:

<table>
<thead>
<tr>
<th>Tab Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>Displays the employee’s pay code totals for the time period.</td>
</tr>
<tr>
<td>Accruals</td>
<td>Displays the employee’s accrual balances by accrual code.</td>
</tr>
<tr>
<td>Audits</td>
<td>Displays all timecard transactions including any edits and who made them.</td>
</tr>
</tbody>
</table>
### Managing Timecards

<table>
<thead>
<tr>
<th>Tab Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Historical Corrections</strong></td>
<td>Displays any edits made to the previous signed off pay period.</td>
</tr>
</tbody>
</table>

**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.
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.

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.
Managing Timecards

**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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Unexcused Absence</th>
<th>Missed In-Punch</th>
<th>Early In</th>
<th>Late In</th>
<th>Early Out</th>
<th>Late Out</th>
<th>Unexcised Hours</th>
<th>Total Up To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBTESTINGDOC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROBTESTINGSSA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testet Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testet Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testet Payroll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testet Salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testet1, Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testet2, Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 4/18</td>
<td>8:00AM-4:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 4/19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 4/20</td>
<td>8:00AM-4:30PM</td>
<td>8:00AM</td>
<td>11:30AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 4/21</td>
<td>8:00AM-4:30PM</td>
<td>7:30AM</td>
<td>12:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 4/22</td>
<td>8:00AM-4:30PM</td>
<td>7:30AM</td>
<td>11:30AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Click the drop-down arrow in the **Pay Code** field and select a pay code from the list.
5  Click the **Amount** field and enter the amount to allocate to the selected pay code.

![Pay Code Amount Table]

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.

ENTR 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.

   ![Insert Row Icon]

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 4/24</td>
<td>8:00AM-4:30PM</td>
<td>6:00AM</td>
<td>11:30AM</td>
<td>12:00AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4:30PM</td>
</tr>
</tbody>
</table>

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

   ![In Punch Field]

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 4/24</td>
<td>8:00AM-4:30PM</td>
<td></td>
<td></td>
<td>3:30PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   ![Drop-down Arrow]

   ![Search]

4. Click the **Work Rule** tab.

   ![Work Rule Tab]

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

   ![Add Work Rule]

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

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

APPROVE A TIME-OFF REQUEST

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

Verify the updated status of the request.
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.
Managing 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.

<table>
<thead>
<tr>
<th>Timecard Color</th>
<th>Status of Timecard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow</td>
<td>Timecard has been approved by the Supervisor only.</td>
</tr>
<tr>
<td>Grey</td>
<td>Timecard has been signed off by Payroll.</td>
</tr>
</tbody>
</table>

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.
Managing 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.

![Timecard Approval Wizard](image)

**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.

![Punch Issues Widget](image)
Managing Timecards

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.
Managing Timecards

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.
Managing Timecards

**APPROVE AN INDIVIDUAL TIMECARD**

1. From the Employee Timecard, click Approve Timecard.

   ![Employee Timecard](image)

2. Click Approve Timecard.

   ![Approve Timecard](image)

**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.

   ![Select All Rows](image)
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.

![Info dialog](image)

**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.

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.
Managing Timecards

**GENERATE A REPORT FOR ONE EMPLOYEE**

3 Click the + sign preceding the appropriate report category.

![TeleTime IP + Timecard + Working Time Directive]

4 Select the report you want to generate.

![Schedule by Labor Account - Monthly (Excel)
Schedule by Labor Account - Weekly
Schedule by Labor Account - Weekly (Excel)
Timecard Audit Trail
Timecard Sign-off, Request and Approval
Time Detail
Time Detail (Excel)]

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

![TIME DETAIL
Description Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).
People Previously Selected Employee(s)
Time Period Current Pay Period
Actual/Adjusted Show hours worked in this period only
Page Break between Employees
Sort by
Output Format Adobe Acrobat Document (pdf)]

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

![SELECT REPORTS CHECK REPORT STATUS
Run Report Refresh
Create Favorite Save Favorite Duplicate Favorite Delete Favorite]
Managing Timecards

**GENERATE A REPORT FOR ONE EMPLOYEE**

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

![Status column screenshot]

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

![View Report button]

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

![Time Detail.pdf]

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

![Time Detail report screenshot]
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.

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

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Range of Dates</th>
<th>4/01/2020</th>
<th>4/25/2020</th>
</tr>
</thead>
</table>

6 Select the **Output Format**.

<table>
<thead>
<tr>
<th>Output Format</th>
<th>Adobe Acrobat Document (pdf)</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Format</th>
<th>Date In</th>
<th>Date Done</th>
<th>Status</th>
<th>Output</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours by Labor Account</td>
<td>pdf</td>
<td>4/17/2020 1:54PM</td>
<td>4/17/2020 1:54PM</td>
<td>Complete</td>
<td>Screen</td>
<td>register</td>
</tr>
<tr>
<td>Time Detail</td>
<td>pdf</td>
<td>4/17/2020 1:45PM</td>
<td>4/17/2020 1:45PM</td>
<td>Complete</td>
<td>Screen</td>
<td>register</td>
</tr>
<tr>
<td>Accrual Detail</td>
<td>pdf</td>
<td>4/17/2020 10:45AM</td>
<td>4/17/2020 10:45AM</td>
<td>Complete</td>
<td>Screen</td>
<td>register</td>
</tr>
</tbody>
</table>

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

- **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.