K R O N O S

version 8.0

Time and Attendance System

USER'S MANUAL

Kean University

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Overview:

The Kronos system provides an easy way to track employee time and attendance and administer payroll and HR services. This system also eliminates the need for paper time sheets.

Hourly employees can use Kronos to record their work hours by punching in and out, using time clocks or computers. For those employees not required to punch in and out, their schedules are fixed and entered in the Kronos system. Managers can then review, change, or approve employee time cards and generate reports.

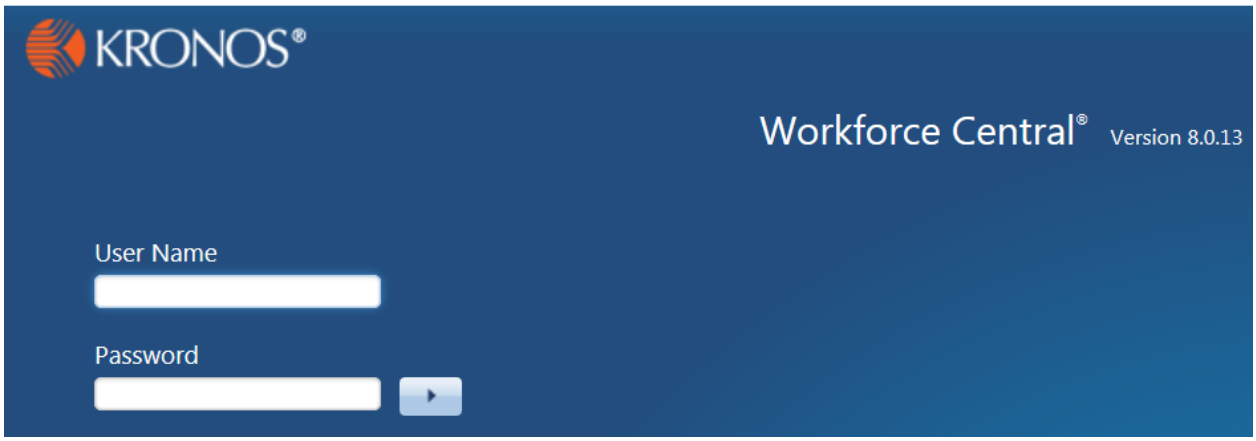
Managers must approve employee timecards on a bi-weekly basis. Time card approvals are due every other Monday, following the end of the pay period. Kean University's pay period schedule can be accessed through the Kean web-site:
http://www.kean.edu/KU/Payroll

Accessing the KRONOS System:

Hourly employees, manager and timekeepers are required to have a username and password to access the Kronos system. Please use the following link:
http://knet-kronosap.kean.edu/wfc/navigator/logon

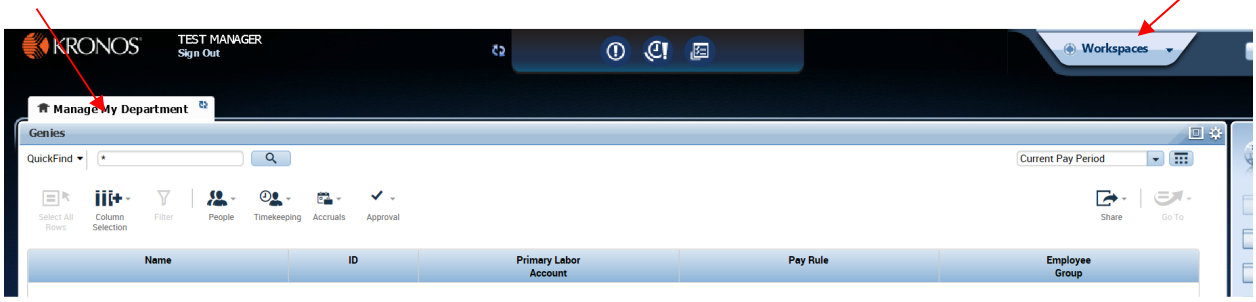
Sign-on Screen:

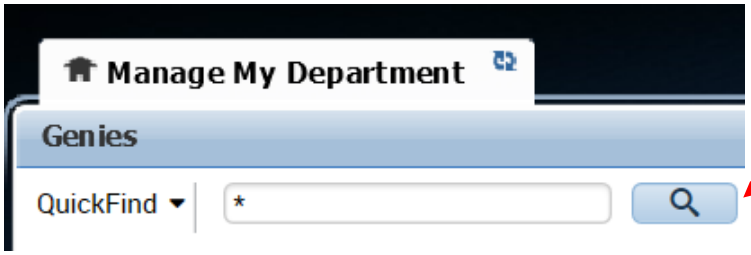
After you are connected to Kronos system, you will see the sign-on screen. Please type your assigned username and password.



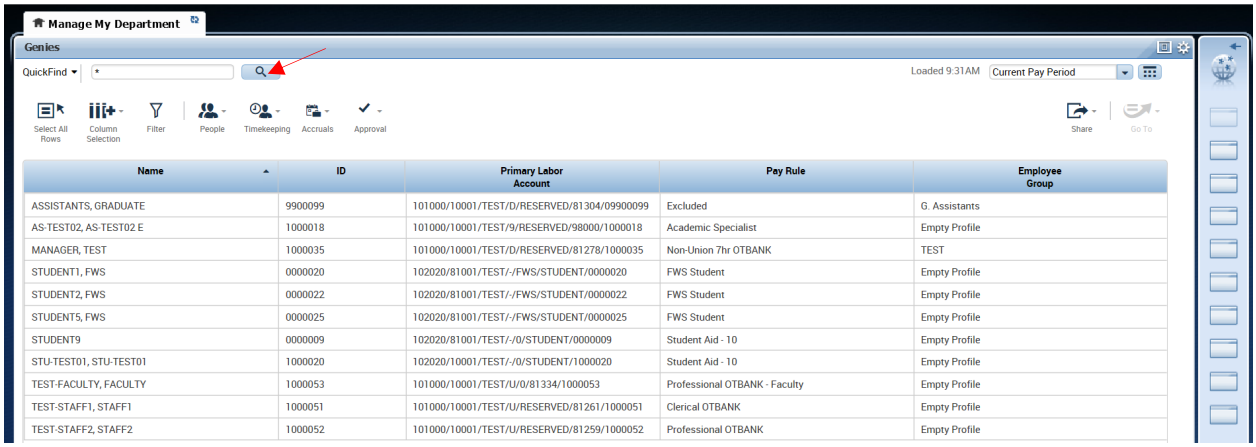
User Interface:

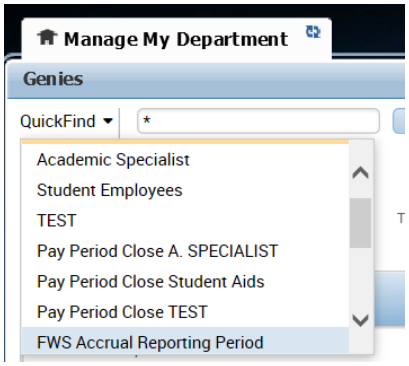
This is the main page you'll see when you log into Kronos. This is called the "Manage My Department" workspace. It shows your main Genie: QuickFind. .





Click on the magnifying glass to see the list of all of your home employees.



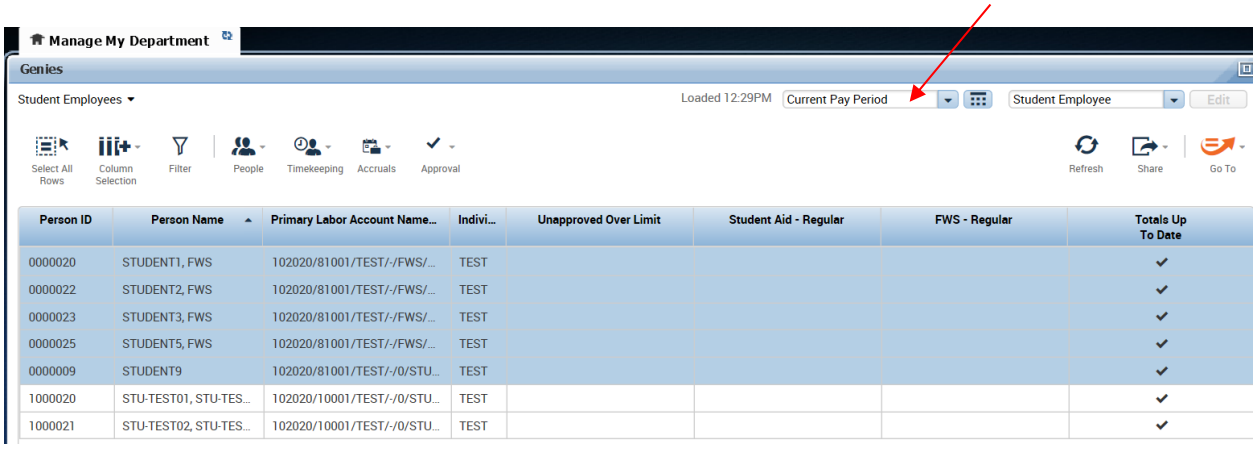


Drop down QuickFind to display the list of employees specific to the department assigned to you and select the department / group name.

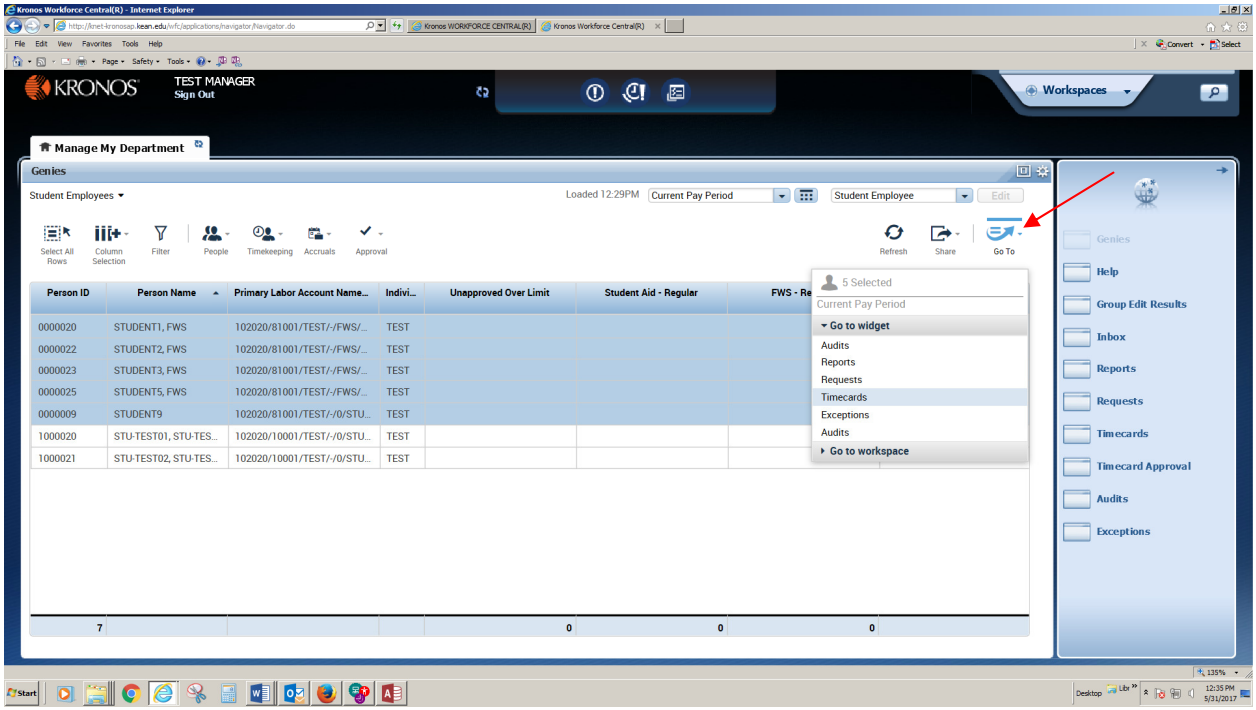
EDITING EMPLOYEE TIMECARD

1. Edit Punch in / out

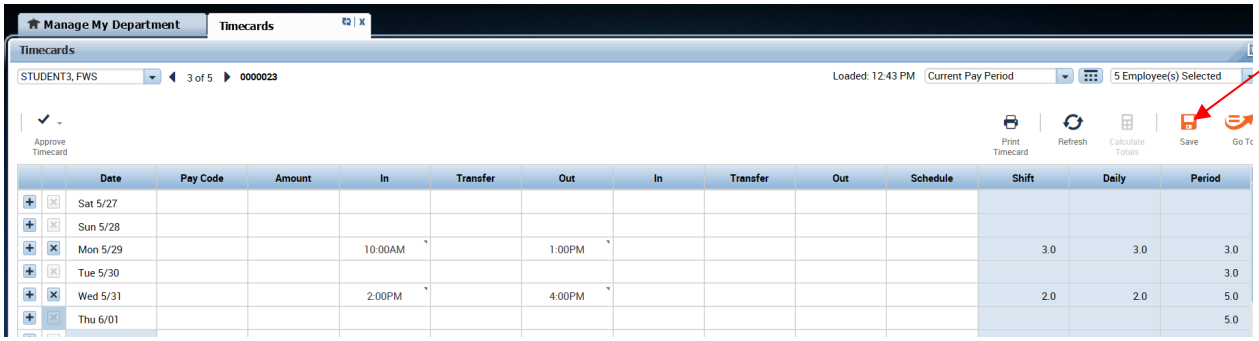
To select an employee, double-click the employee's name to access timecard. You can also select multiple employees by clicking and dragging down the list. The time period will be set to "Current Pay Period" by default. If you need to work on a different pay period, use drop down menu and select the desired time period. (Previous Pay Period, Next Pay Period, Specific Date, Range of Dates etc.)



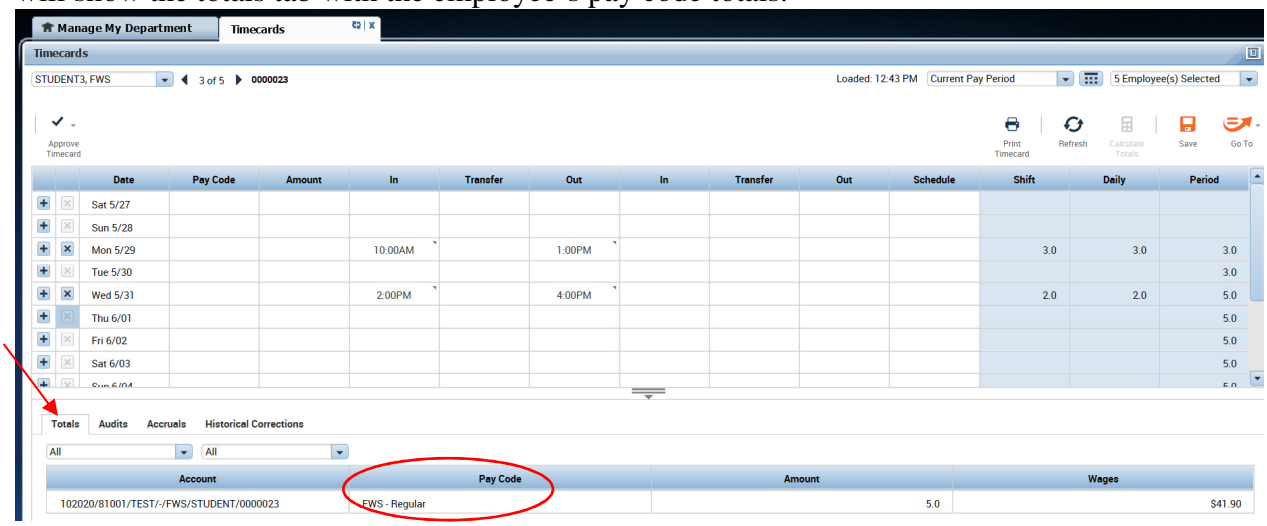
Now you can click the Go To link to access multiple timecards.



This will open a new timecards window. Within a timecard, you can make edits (In and Out punches) and then click the save icon. (see below)



To see the timecard totals, you will need to click the icon on the bottom of the timecard. This will show the totals tab with the employee's pay code totals.



2. If an employee is taking a FULL day off:

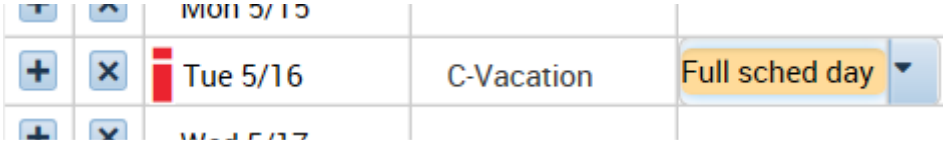
a. Select the employee timecard, select the date in which time is being taken.

b. Click the "X" left of the date to erase the data in that row.

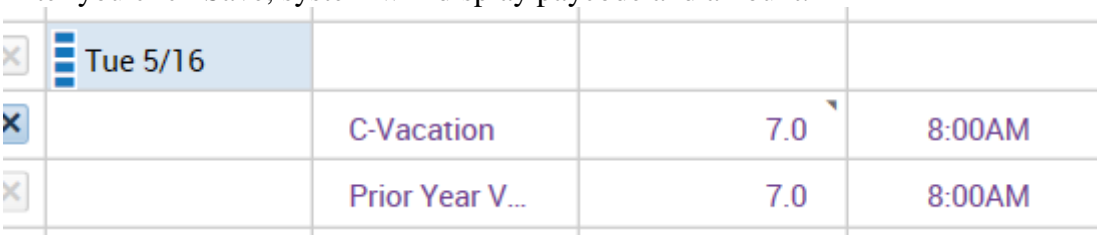


c. Under the <u>Pay Code</u> column, select the type of the time that was used. (Sick, C-vacation, personal, Comp etc.). When using vacation time, always choose "C-vacation" – This ensures that the vacation time that was carried over from the last year will be used first. If an employee does not have any prior year vacation, the system will automatically deduct from the current years' time.

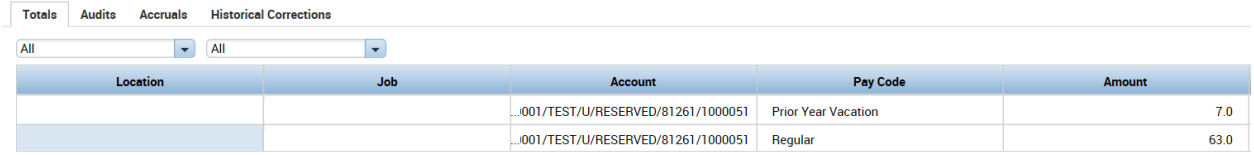
d. Under the A<u>mount</u> column, select Full day (usually 7 hrs. or 8 hrs.)



e. After you click Save, system will display paycode and amount.

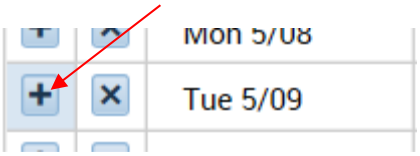


f. To verify that the time-off was entered accurately, check Totals at the bottom of the screen. The total hours should always equal 70 (for 7 hrs./day employees).
Example: Regular hours worked 63 + prior year vacation 7 = 70 Total hours.

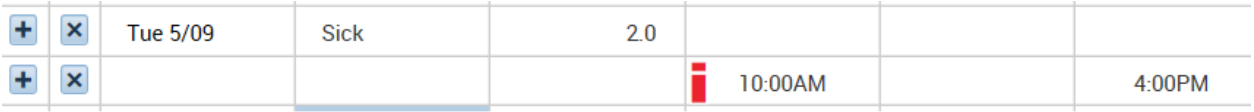


The last column in the timecard "Period" should add-up to total pay period hours as well.

3. If an employee is taking a PARTIAL day off: (example – came in 2 hours late).
a. Select the date in which time is being taken.
b. Change the "In" time. (if employee came in 2 hours late, change 8AM to 10AM)
c. click the + button, left of the date. (This will insert a blank row for the same date).



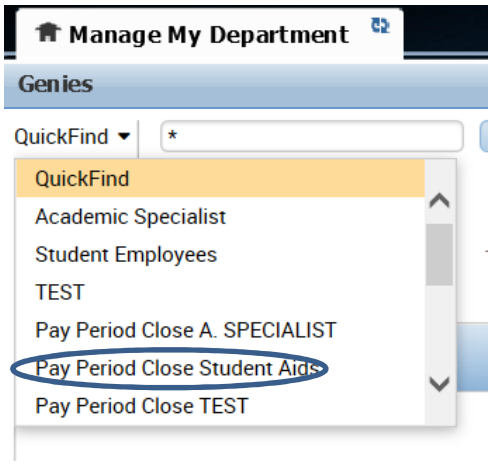
d. On the new blank row, in the Pay Code column, select which type of time was used. (in this example 'Sick')
e. In the Amount column, enter the number of hours being used (2 hrs. in this example)
f. Click Save.



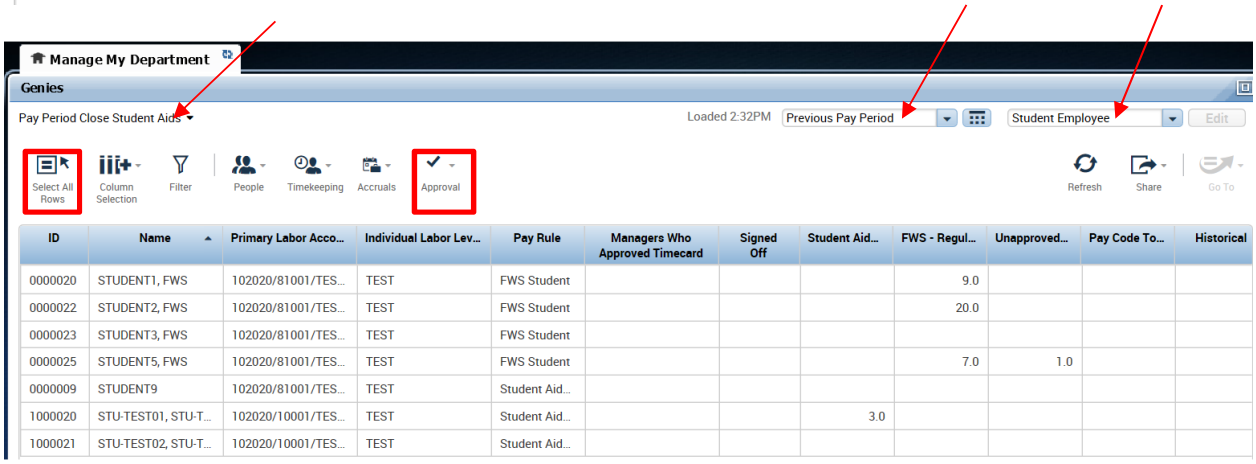
g. To verify that the time-off was entered accurately, check Totals at the bottom of the screen. The total hours should always equal 70 (for 7 hrs./day employees; except during summer hours).
Example: Regular hours worked 61 + prior year vacation 7 + Sick 2 = 70 Total hours.

Account	Pay Code	Amount
101000/10001/TEST/U/RESERVED/81261/1000051	Prior Year Vacation	7.0
101000/10001/TEST/U/RESERVED/81261/1000051	Regular	61.0
101000/10001/TEST/U/RESERVED/81261/1000051	Sick	2.0

APPROVING TIMECARDS

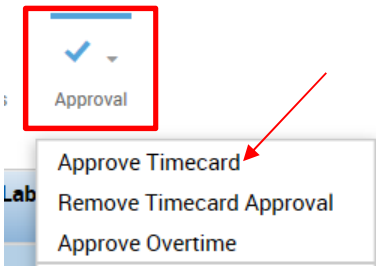


From Manage My Department, dropdown QuickFind and select the Pay Period Close Genies which you want to approve. A list of all employees from the selected group will display. (See below). The Previous Pay Period will be the default time period. You have the option of approving one timecard at a time or you can select all timecards and approve in one shot. You can also drag the mouse to select multiple employees.

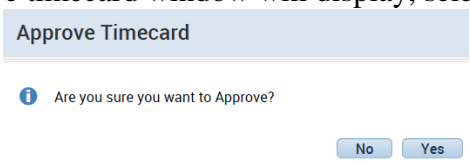


ID	Name	Primary Labor Acco...	Individual Labor Lev...	Pay Rule	Managers Who Approved Timecard	Signed Off	Student Aid...	FWS - Regul...	Unapproved...	Pay Code To...	Historical
0000020	STUDENT1, FWS	102020/81001/TES...	TEST	FWS Student				9.0			
0000022	STUDENT2, FWS	102020/81001/TES...	TEST	FWS Student				20.0			
0000023	STUDENT3, FWS	102020/81001/TES...	TEST	FWS Student							
0000025	STUDENT5, FWS	102020/81001/TES...	TEST	FWS Student				7.0	1.0		
0000009	STUDENT9	102020/81001/TES...	TEST	Student Aid...							
1000020	STU-TEST01, STU-T...	102020/10001/TES...	TEST	Student Aid...			3.0				
1000021	STU-TEST02, STU-T...	102020/10001/TES...	TEST	Student Aid...							

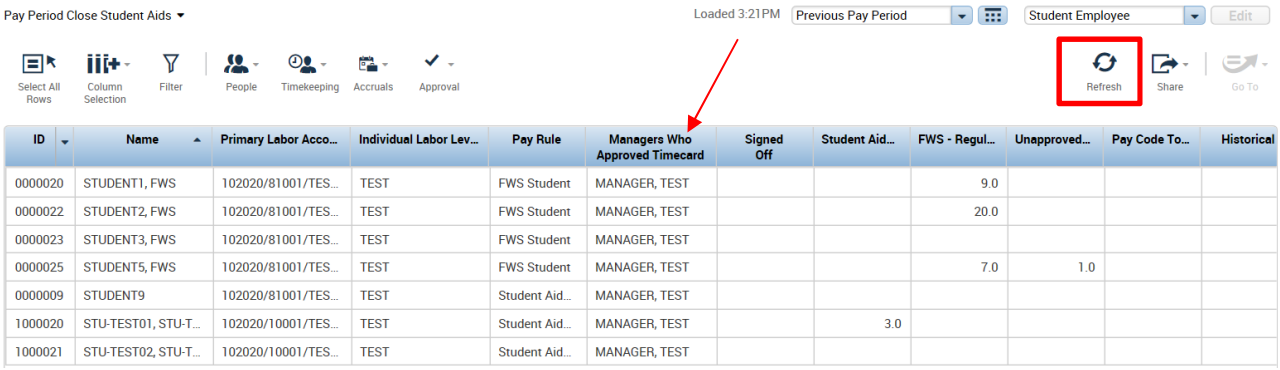
Option 1:



If you have checked timecards and are ready to approve, dropdown "Approval" and select Approve Timecard. Approve timecard window will display, select Yes.



Refresh the screen and verify your name appears in "Manager Who Approved Timecard" column.

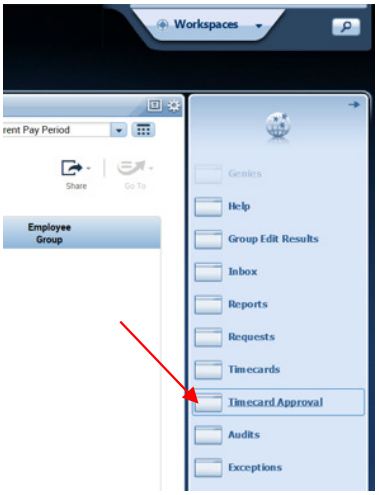


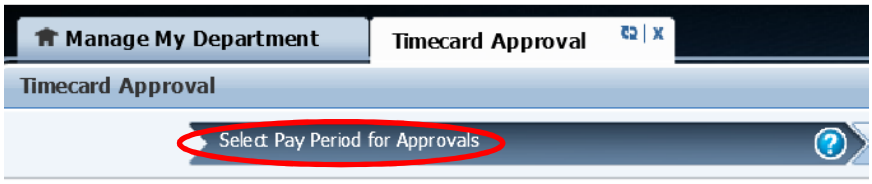
ID	Name	Primary Labor Acco...	Individual Labor Lev...	Pay Rule	Managers Who Approved Timecard	Signed Off	Student Aid...	FWS - Regul...	Unapproved...	Pay Code To...	Historical
0000020	STUDENT1, FWS	102020/81001/TES...	TEST	FWS Student	MANAGER, TEST			9.0			
0000022	STUDENT2, FWS	102020/81001/TES...	TEST	FWS Student	MANAGER, TEST			20.0			
0000023	STUDENT3, FWS	102020/81001/TES...	TEST	FWS Student	MANAGER, TEST						
0000025	STUDENT5, FWS	102020/81001/TES...	TEST	FWS Student	MANAGER, TEST			7.0	1.0		
0000009	STUDENT9	102020/81001/TES...	TEST	Student Aid...	MANAGER, TEST						
1000020	STU-TEST01, STU-T...	102020/10001/TES...	TEST	Student Aid...	MANAGER, TEST		3.0				
1000021	STU-TEST02, STU-T...	102020/10001/TES...	TEST	Student Aid...	MANAGER, TEST						

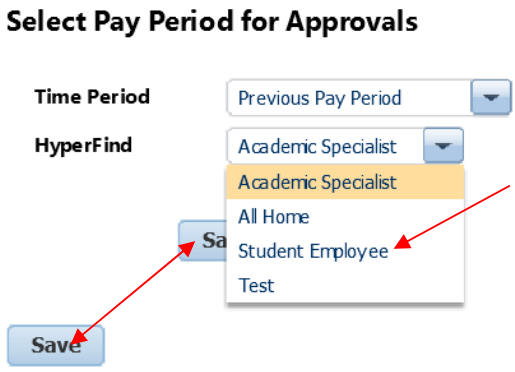
Once the timecard is approve, if a correction is needed, the supervisor must remove the approvals by selecting "Approvals" and "Remove Timecard Approval". Remove approval can only be done if the timecard is not signed-off by payroll department.
Once the correction is made, please be sure to approve the timecard again.

Option 2:

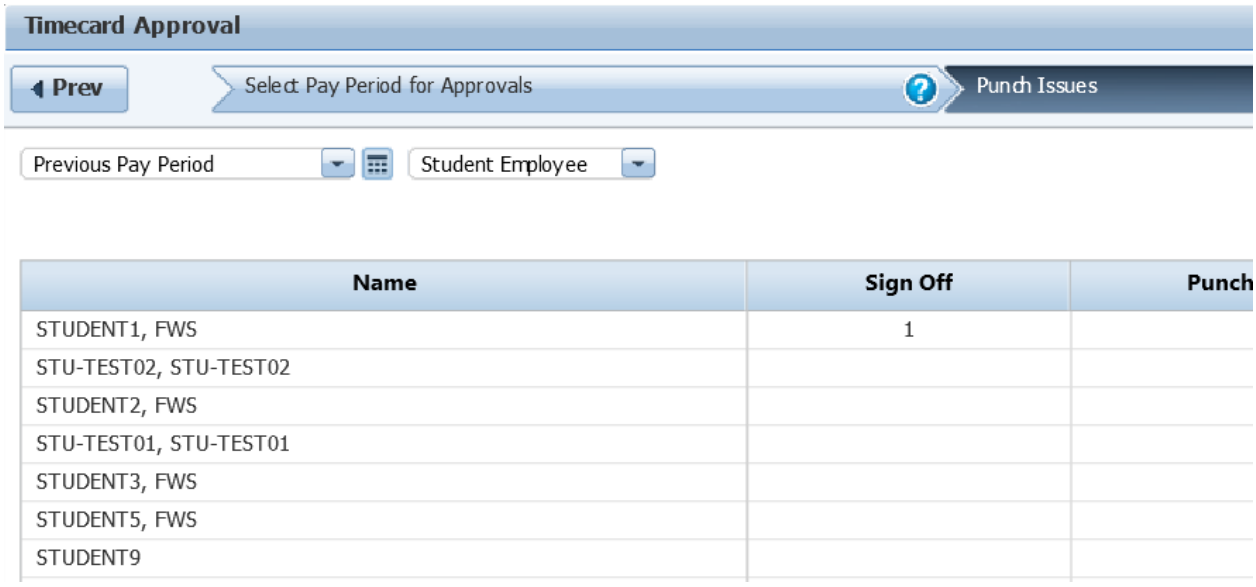
Option 2 is better and provides step-by-step guidelines in the form of a wizard. On the right side of the screen, from the widget pane, select Timecard Approval.
A screen will be displayed similar to the one shown below.
Select Pay Period for Approvals will be the first step. Make sure Previous Pay Period appears in Time Period. Select Proper HyperFind which you want to approve. Click "Save".



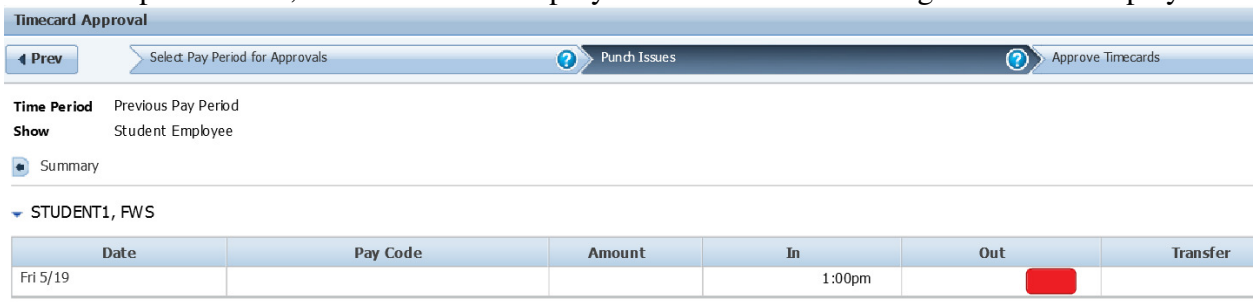




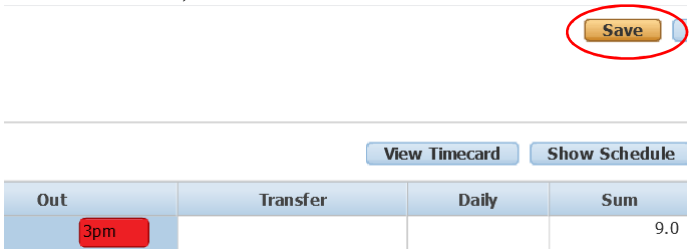
Select the middle option “Punch Issues”. Any punch issues will be displayed in the sign off column.

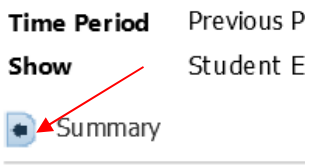


To fix the punch issue, double click on employee’s name. The following screen will display:



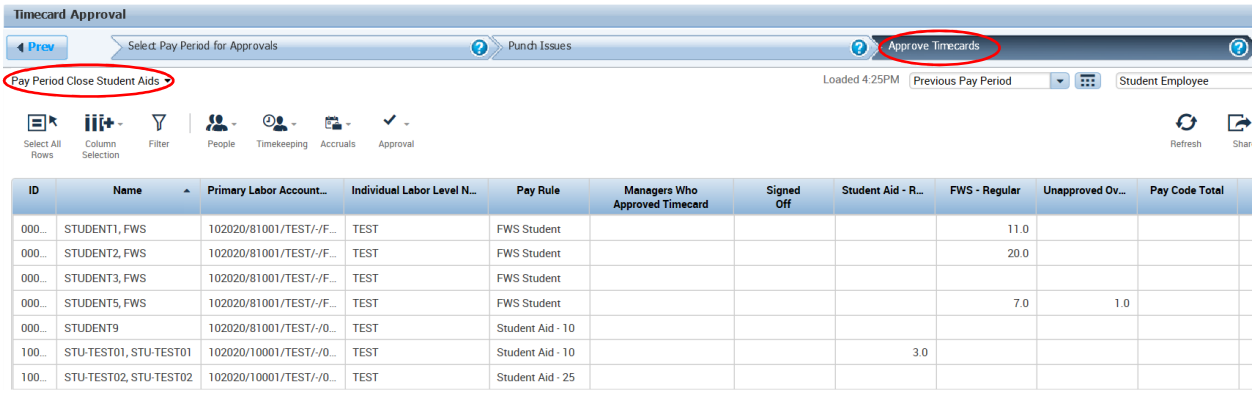
In this example, out punch is missing from the employee timecard. Double click on the red box, enter the time, and select Save.



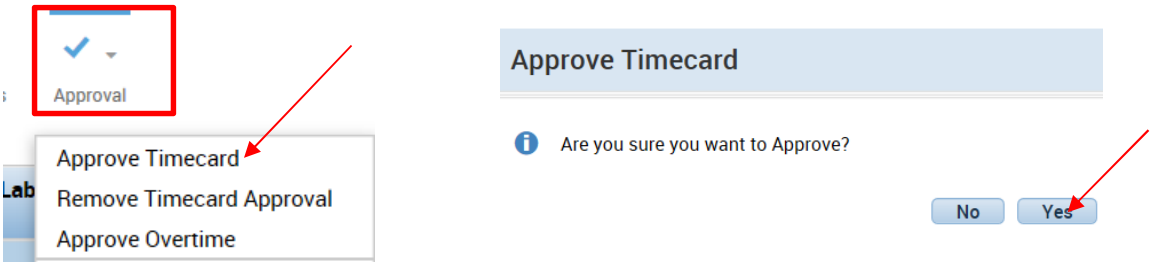


Click the back arrow on summary. You will notice there is no punch issue anymore.

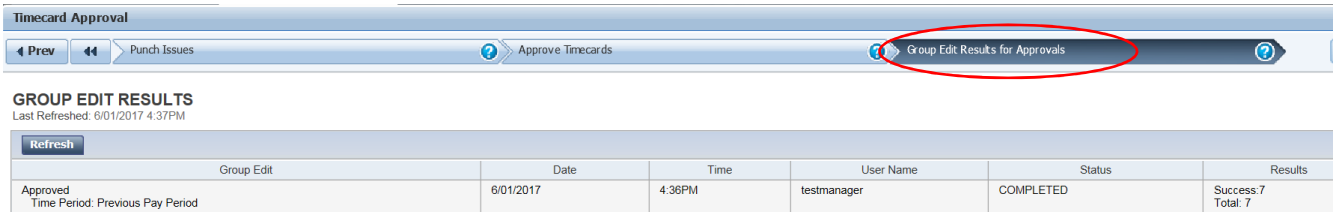
Click Approve Timecards option and make sure proper HyperFind query was selected.



Select the employee which you want to approve or Select All Rows to approve all employees' timecards.



The last option "Group Edit Results for Approvals" shows records of approval process.



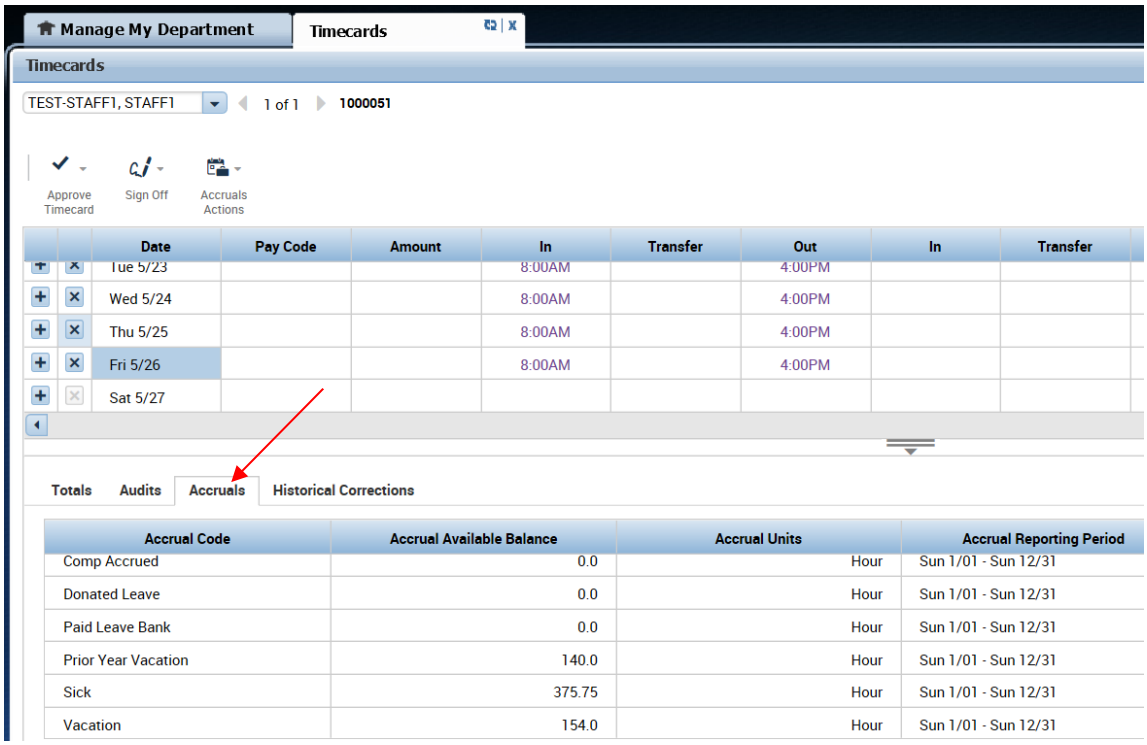
WHAT DOES "SIGN-OFF" MEAN?

Once all timecards are approved, Human Resources will then Sign-off on the timecards. Once they are signed off, no adjustments can be made for that time period without contacting Human Resources first.

HOW TO CHECK ACCRUAL BALANCES?

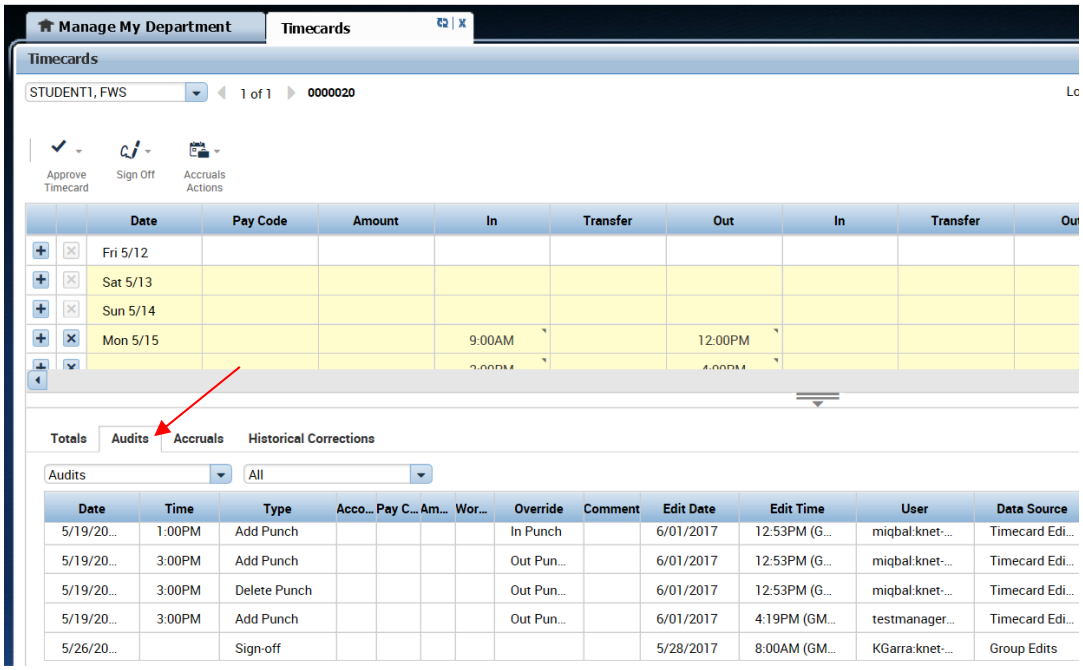
If an employee asks for a balance of their time, here's an easy way to check:

1. Go to the employee's timecard.
2. Highlight the last date that was approved.
3. At the bottom of the screen, click the "Accruals" tab.
4. The balance of time is listed here, in hours, as of the date highlighted.



What is “Audits” tab?

All edit activities in time card can be checked with “Audit”, such as punch-in/out, timecard approval, Sign-off.

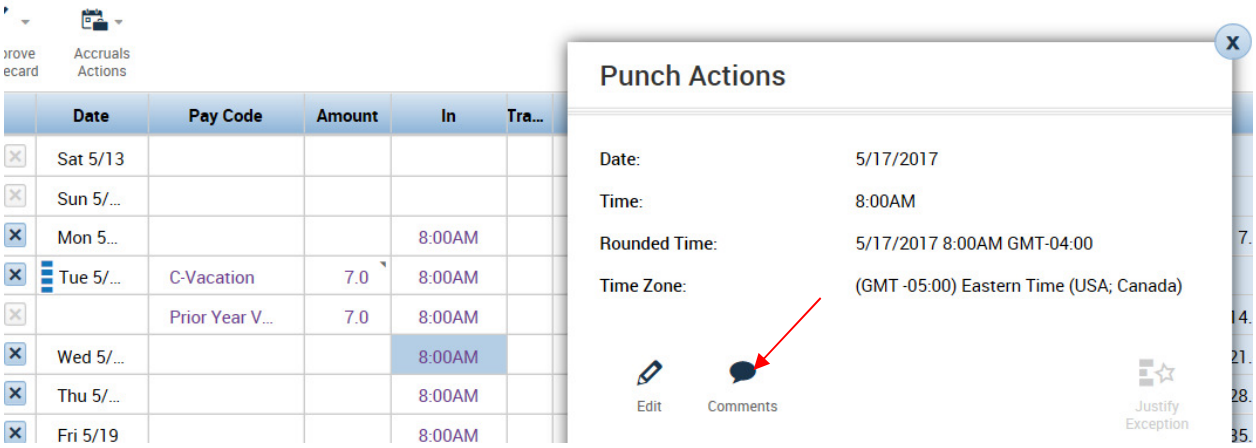


Historical Corrections:
All corrections in previously signed-off timecards will be processed by the payroll department. Department supervisor is required to complete "Historical Edit Request Form" and forward to the payroll office.

ADDING COMMENTS IN THE TIMECARDS

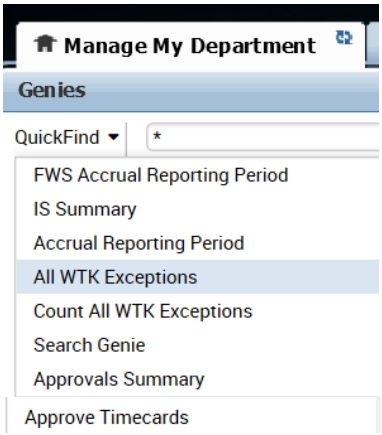
Managers and timekeepers have the option of adding comments to timecards. For example, if an employee is working off campus to attend a training or seminar a comment should be inserted on that particular day.

a. Once in the employee's timecard, select the date.
b. Right click either "In" or " Out" column
c. Click on Comments



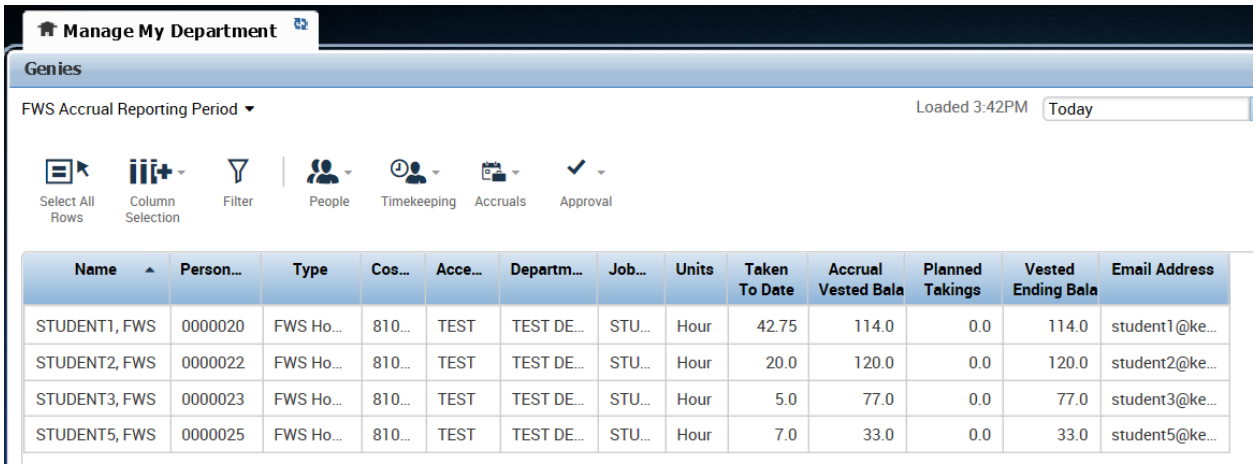
d. Select one of the created comments or create your own by selecting "See Additional Notes".
e. Click Add
f. Click OK

Some other options in "Genies"



FWS Accrual Reporting Period

It is required for all Federal Work Study students' supervisors to monitor accrual balance on timely basis. Students and Financial Aid department should be notified if their accrual balance is running low. Student should not be allowed to continue to work if his/her balance is close to zero.



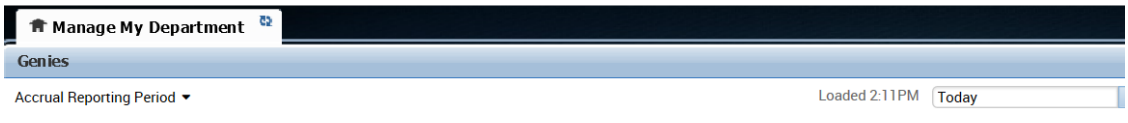
Name	Person...	Type	Cos...	Acce...	Departm...	Job...	Units	Taken To Date	Accrual Vested Bala	Planned Takings	Vested Ending Bala	Email Address
STUDENT1, FWS	0000020	FWS Ho...	810...	TEST	TEST DE...	STU...	Hour	42.75	114.0	0.0	114.0	student1@ke...
STUDENT2, FWS	0000022	FWS Ho...	810...	TEST	TEST DE...	STU...	Hour	20.0	120.0	0.0	120.0	student2@ke...
STUDENT3, FWS	0000023	FWS Ho...	810...	TEST	TEST DE...	STU...	Hour	5.0	77.0	0.0	77.0	student3@ke...
STUDENT5, FWS	0000025	FWS Ho...	810...	TEST	TEST DE...	STU...	Hour	7.0	33.0	0.0	33.0	student5@ke...

IS Summary:

IS summary option provides employees detail profile information. (Informational purposes only)

Accrual Reporting Period:

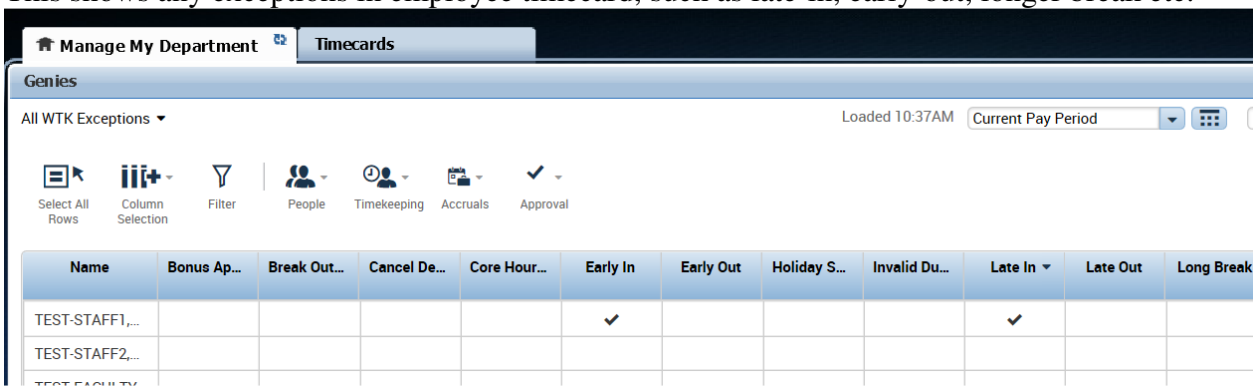
This option displays the accrual balances for all employees within the department. As a default, the time period will be set to "Today," but can be changed to any desired range of dates. The data can be exported to excel by selecting "Actions" and "Export to Excel".



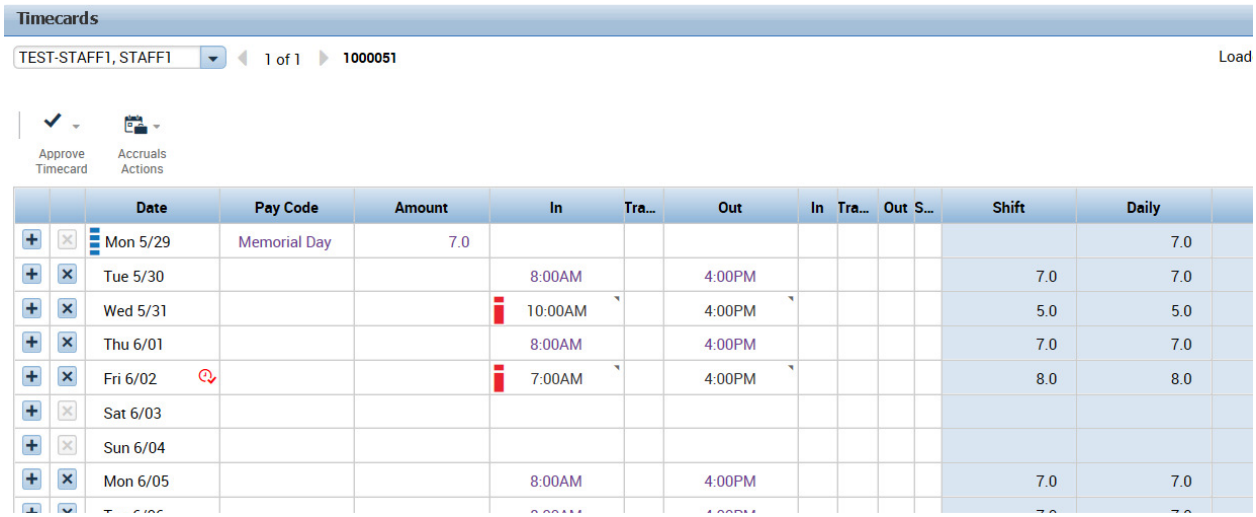
Person...	Name	Type	Reporting P...	Units	Vested Opening Bal	Earned To Date	Taken To Date	Planned Takings	Vested Ending Balar	Email...
1000053	TEST-FACULTY, FACULTY	Paid Leave Bank	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000053	TEST-FACULTY, FACULTY	Sick	1/01/2017 -...	Hour	115.5	87.5	0.0	0.0	203.0	
1000051	TEST-STAFF1, STAFF1	Comp Accrued	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000051	TEST-STAFF1, STAFF1	Donated Leave	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000051	TEST-STAFF1, STAFF1	Paid Leave Bank	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000051	TEST-STAFF1, STAFF1	Prior Year Vac...	1/01/2017 -...	Hour	0.0	154.0	14.0	0.0	140.0	
1000051	TEST-STAFF1, STAFF1	Vacation	1/01/2017 -...	Hour	0.0	154.0	0.0	0.0	154.0	
1000051	TEST-STAFF1, STAFF1	Sick	1/01/2017 -...	Hour	270.75	105.0	0.0	0.0	375.75	
1000052	TEST-STAFF2, STAFF2	Donated Leave	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000052	TEST-STAFF2, STAFF2	Paid Leave Bank	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000052	TEST-STAFF2, STAFF2	Comp Accrued	1/01/2017 -...	Hour	7.0	0.0	0.0	0.0	7.0	
1000052	TEST-STAFF2, STAFF2	Vacation	1/01/2017 -...	Hour	0.0	154.0	0.0	0.0	154.0	
1000052	TEST-STAFF2, STAFF2	Prior Year Vac...	1/01/2017 -...	Hour	0.0	154.0	0.0	0.0	154.0	
1000052	TEST-STAFF2, STAFF2	Sick	1/01/2017 -...	Hour	199.75	105.0	0.0	0.0	304.75	
11										

All WTK Exceptions

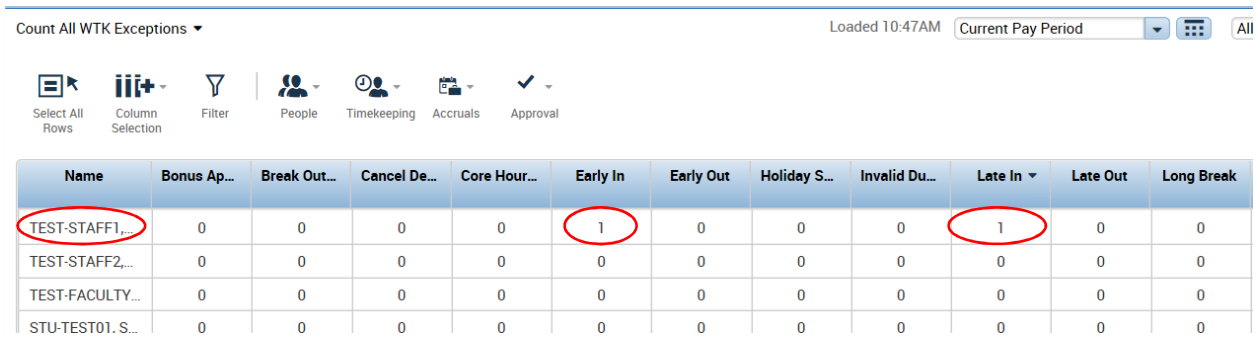
This shows any exceptions in employee timecard, such as late-in, early-out, longer break etc.



To see the exceptions, look at the employee timecard. In the following example, employee was late on 5/31 and came early on 6/2 as per schedule (8AM – 4PM)

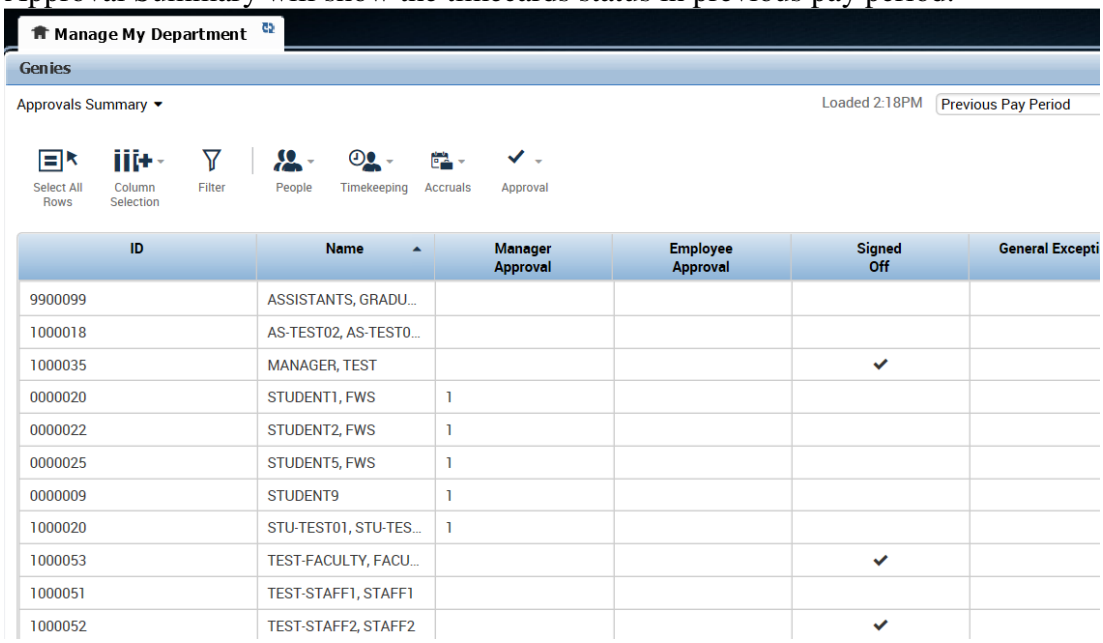


Count All WTK Exceptions



Approval Summary

Approval Summary will show the timecards status in previous pay period.

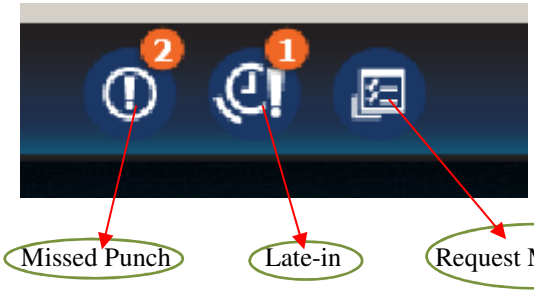


ID	Name	Manager Approval	Employee Approval	Signed Off	General Excepti
9900099	ASSISTANTS, GRADU...				
1000018	AS-TEST02, AS-TEST0...				
1000035	MANAGER, TEST			✔	
0000020	STUDENT1, FWS	1			
0000022	STUDENT2, FWS	1			
0000025	STUDENT5, FWS	1			
0000009	STUDENT9	1			
1000020	STU-TEST01, STU-TES...	1			
1000053	TEST-FACULTY, FACU...			✔	
1000051	TEST-STAFF1, STAFF1				
1000052	TEST-STAFF2, STAFF2			✔	

Approve Timecard

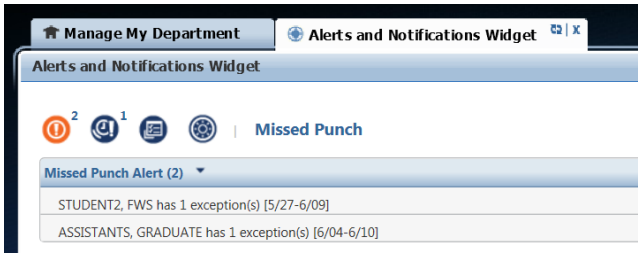
Approve timecard Genie can be used to approve timecards.

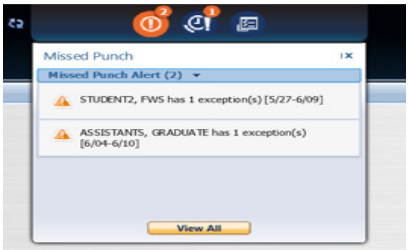
ALERTS AND NOTIFICATION WIDGES



Alerts are set-up in the middle of the screen.

To access, double click on alert to see the issue in the timecard.
For example, double click on Missed Punch, system will display the following screen.

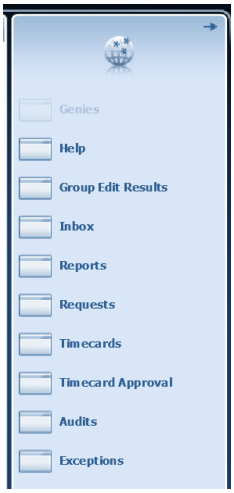




By clicking View All, list of employee will be displayed. A click on employee name will take to the timecard where the issue is. You can fix and save the timecard.

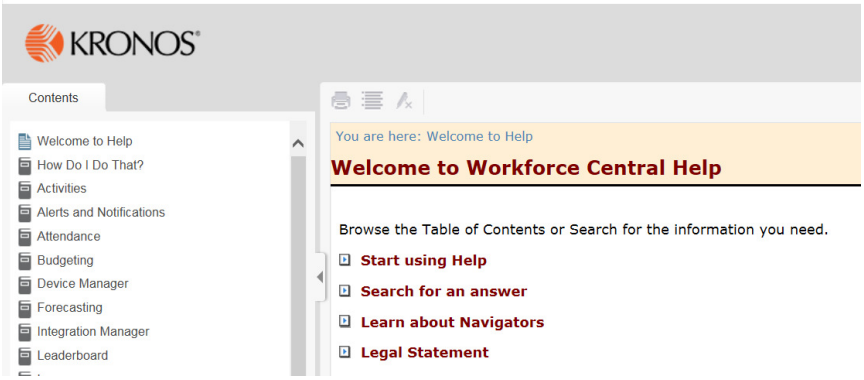
RELATED ITEMS

Left of the screen shows Related Items pane.



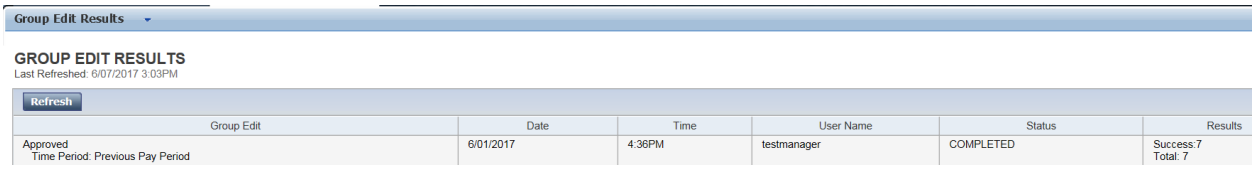
Help:

Kronos provides an extensive online help option. The system knows which area of KRONOS you are working on and by clicking "Help", a Manager/Timekeeper can access complete documentation.



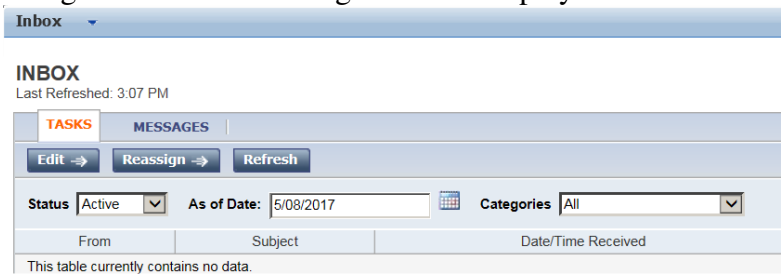
Group Edit Results:

Group Edit Results shows the status of employees' timecards in previous pay period.



Inbox

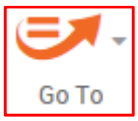
Assigned tasks and messages will be displayed.



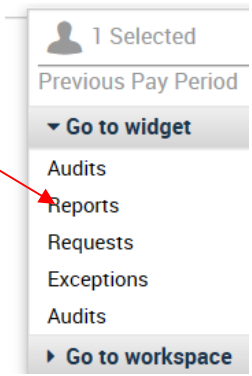
REPORTS

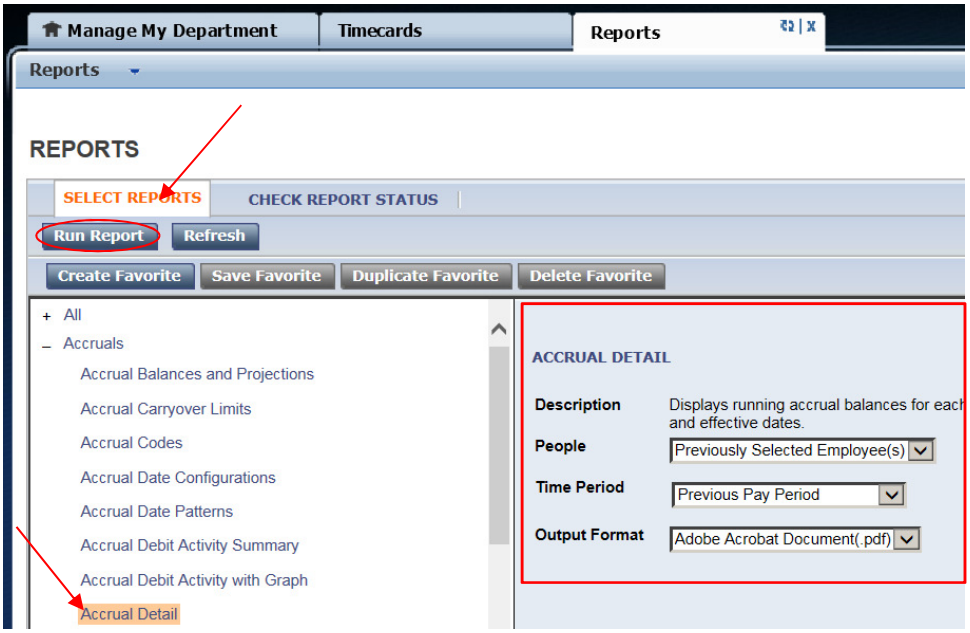
Managers/Timekeepers have access to every report in the KRONOS System. However, the reports that are most helpful are: **Accrual Debit Activity Summary** (Balance of Accruals as of a specific date), **Accrual Detail** (A detailed breakdown of all time earned and used through a specific range of dates) and **Accrual Summary** (A list of all vacation, sick, comp etc. days used and the date in which they were used.)

How To Run Reports?

Select the employee (or a group) and open the timecard. Drop down 

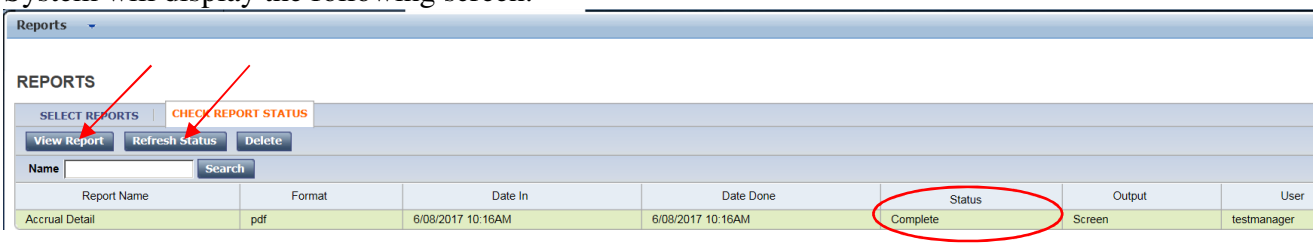
.
Click Reports;





a. Click on SELECT REPORT.
b. Expand Reports pane and select the type of the report.
c. Select report criteria.
d. Click Run Report.

System will display the following screen.



Click Refresh Status to check the current status of the report. Once it shows complete, click View Report.
Please see the sample of the most common reports in Appendix.

APPENDIX

Accrual Detail

Time Period: Previous Pay Period
Query: Previously Selected Employee(s)

Data Up to Date: 6/8/2017 10:16:43 AM
Executed on: 6/08/2017 10:16AM GMT-04:00
Printed for: testmanager

Accrual Code / Effective Date	Action	Amount		Running Balance	Pay Code	Source	Edit Date	Edited By
TEST-STAFF1, STAFF1			ID:	1000051				
Comp Accrued (Hours)								
Fri 5/12/2017			Balance Forward	0.00				
Total Debits:		0.00	Total Credits:	0.00				
Donated Leave (Hours)								
Fri 5/12/2017			Balance Forward	0.00				
Total Debits:		0.00	Total Credits:	0.00				
Paid Leave Bank (Hours)								
Fri 5/12/2017			Balance Forward	0.00				
Total Debits:		0.00	Total Credits:	0.00				
Personal (Hours)								
Fri 5/12/2017			Balance Forward	0.00				
Total Debits:		0.00	Total Credits:	0.00				
Prior Year Vacation (Hours)								
Fri 5/12/2017			Balance Forward	147.00				
Tue 5/16/2017	Taken	-7.00		140.00	Prior Year Vacation			
Total Debits:		7.00	Total Credits:	0.00				
Sick (Hours)								
Fri 5/12/2017			Balance Forward	375.75				
Total Debits:		0.00	Total Credits:	0.00				
Vacation (Hours)								
Fri 5/12/2017			Balance Forward	154.00				
Total Debits:		0.00	Total Credits:	0.00				

Total Number of Employees: 1

Page 1

Accrual Debit Activity Summary

Data Up to Date: 6/8/2017 10:55:41 AM
Executed on: 6/08/2017 10:55AM GMT-04:00
Printed for: testmanager

Time Period: Previous Pay Period
Query: Previously Selected Employee(s)

TEST-STAFF1, STAFF1 ID: 1000051

Accrual Code	Day of Week	Effective Date	Amount	Pay Code that Affected Accrual
Prior Year Vacation				
	Tuesday	5/16/2017	7.00	Prior Year Vacation

Number of Accrual Debits Taken on:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	0	1	0	0	0	0

Grand Totals:

Total Number of Employees: 1 Total Number of Accrual Debits: 1

Accrual Summary

Data Up to Date: 6/8/2017 10:57:09 AM
Executed on: 6/08/2017 10:57AM GMT-04:00
Printed for: testmanager

Time Period: Previous Pay Period
Query: Previously Selected Employee(s)

Accrual Code / Starting Date (*Reset)	Starting Balance	Earnings and Credits	Takings and Debits	Ending Balance
TEST-STAFF1, STAFF1	1000051			
Comp Accrued (Hours)				
Sat 5/13/2017	0.00	0.00	0.00	0.00
Donated Leave (Hours)				
Sat 5/13/2017	0.00	0.00	0.00	0.00
Paid Leave Bank (Hours)				
Sat 5/13/2017	0.00	0.00	0.00	0.00
Personal (Hours)				
Sat 5/13/2017	0.00	0.00	0.00	0.00
Prior Year Vacation (Hours)				
Sat 5/13/2017	147.00	0.00	7.00	140.00
Sick (Hours)				
Sat 5/13/2017	375.75	0.00	0.00	375.75
Vacation (Hours)				
Sat 5/13/2017	154.00	0.00	0.00	154.00

Total Number of Employees: 1