

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.

KRONOS TEST MANAGER Sign Out		63 () (C!		(Workspaces
Genies				E ‡
QuickFind				Current Pay Period
Rows Column Filter People Timekeepin	ng Accruais Approval			Share Co To
Name	ID	Primary Labor Account	Pay Rule	Employee Group



🕈 Manage My Department 🔉 🔋				
enies				E #
uickFind •	۹.4			Loaded 9:31AM Current Pay Period
Et III - V Elter People Tim Rows Selection	ekeeping Accruais Approval			C→ - C→ - Share Go To
Name	▲ ID	Primary Labor	Pay Rule	Employee
		Account		Group
ASSISTANTS, GRADUATE	9900099	101000/10001/TEST/D/RESERVED/81304/09900099	Excluded	G. Assistants
AS-TEST02, AS-TEST02 E	1000018	101000/10001/TEST/9/RESERVED/98000/1000018	Academic Specialist	Empty Profile
MANAGER, TEST	1000035	101000/10001/TEST/D/RESERVED/81278/1000035	Non-Union 7hr OTBANK	TEST
STUDENT1, FWS	0000020	102020/81001/TEST/-/FWS/STUDENT/0000020	FWS Student	Empty Profile
STUDENT2, FWS	0000022	102020/81001/TEST/-/FWS/STUDENT/0000022	FWS Student	Empty Profile
STUDENT5, FWS	0000025	102020/81001/TEST/-/FWS/STUDENT/0000025	FWS Student	Empty Profile
STUDENT9	0000009	102020/81001/TEST/-/0/STUDENT/0000009	Student Aid - 10	Empty Profile
STU-TEST01, STU-TEST01	1000020	102020/10001/TEST/-/0/STUDENT/1000020	Student Aid - 10	Empty Profile
TEST-FACULTY, FACULTY	1000053	101000/10001/TEST/U/0/81334/1000053	Professional OTBANK - Faculty	Empty Profile
TEST-STAFF1, STAFF1	1000051	101000/10001/TEST/U/RESERVED/81261/1000051	Clerical OTBANK	Empty Profile
		101000/10001/TEST/U/RESERVED/81259/1000052	Professional OTBANK	Empty Profile



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.)

enies							
udent Employe	es 🔹			Lo	aded 12:29PM Current Pay Perior	d 📕 💽 🃰 Student	Employee 🔽 Edit
Select All Co	Jumn Filter People lection						Refresh Share Go T
Person ID	Person Name 🔺	Primary Labor Account Name	Indivi	Unapproved Over Limit	Student Aid - Regular	FWS - Regular	Totals Up To Date
000020	STUDENT1, FWS	102020/81001/TEST/-/FWS/	TEST				~
000022	STUDENT2, FWS	102020/81001/TEST/-/FWS/	TEST				v
000023	STUDENT3, FWS	102020/81001/TEST/-/FWS/	TEST				×
000025	STUDENT5, FWS	102020/81001/TEST/-/FWS/	TEST				¥
000009	STUDENT9	102020/81001/TEST/-/0/STU	TEST				*
			TFOT				~
000020	STU-TEST01, STU-TES	102020/10001/TEST/-/0/STU	TEST				•

_ 8 × CENTRAL(R) 🦪 Kronos Workforce Central(R) 🛛 🛛 🛛 🗶 🌏 Convert 🔹 🔂 Select Q. 00 TEST MANAGE KRONOS" 0 🤄 🖪 Workspaces 9 🕈 Manage My Department 回袋 Genies Loaded 12:29PM Current Pay Period Student Employee ent Em vees --- 1 **E7**. iii+- \mathbf{V} 8 0 0 Ċ. Go To Heln 5 Selected FWS - Re Student Aid - Regula Indivi ed Over Limi - Go to widget STUDENT1, FWS 102020/81001/TEST/-/FWS/... TEST Audits 0000022 STUDENT2, EWS 102020/81001/TEST/-/EWS/ TEST Reports 0000023 STUDENT3, FWS 102020/81001/TEST/-/FWS/... TEST 0000025 STUDENTS EWS 102020/81001/TEST/-/EWS/ TEST Timecards STUDENT9 102020/81001/TEST/-/0/STU... TEST Exception STU-TEST01, STU-TES... 102020/10001/TEST/-/0/STU. Audits 1000020 TEST Timecards Go to workspace 100002 STU-TEST02, STU-TES... 102020/10001/TEST/-/0/STU... TEST Tim ecard App Audits Exceptions 0 Arstart 💽 📜 🔿 🥖 😵 🗐 💵 🔯 🥹 😵 🚺 🕞 Libr " 🛠 🔞 🗐 🕕 12:35 PM

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)

T M	1ana	ige My Departi	ment Timec	ards	¢2 X									
Timec	ard	;												
STUDE	ENT3	, FWS	🛛 🖣 3 of 5 🕨 oc	00023						Loaded: 12	43 PM Current Pa	y Period 💌	5 Employe	e(s) Selected
- 🗸	÷											🖶 🛛 🌜	C 🖬 🗌	
Appr Time	rove											Print Ref Timecard	fresh Calculate Totals	Save Go 1
							-							
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	×	Sat 5/27												
+	×	Sun 5/28												
					10:00AM		1:00PM					3.0	3.0	3.0
	×	Mon 5/29												
+	×													3.0
•	×	Tue 5/30					4:00PM					2.0	2.0	
•	×				2:00PM		4:00PM					2.0	2.0	3.0 5.0 5.0

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.

-	_	age My Depart	ment Timeo	ards	x 25									
ime	ecard	s												
TU	DENT	3, FWS	🚽 🖣 3 of 5 🕨 🛛	00023						Loaded: 1	2:43 PM Current P	ay Period 👻	5 Employe	e(s) Selected
	1.											🖶 🤞	C) 🖬 🗌	
Ap	pprove necard											Print Rel Timecard	resh Calculate Totals	Save
	necaru								_					
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
•	×	Sat 5/27												
•	×	Sun 5/28												
•	×	Mon 5/29			10:00AM		1:00PM					3.0	3.0	3
•	×	Tue 5/30												3
•	×	Wed 5/31			2:00PM		4:00PM					2.0	2.0	5
•		Thu 6/01												5
1	×	Fri 6/02												5
1	×	Sat 6/03												5
1	X	Sup 6/04												
м								T						
Т	otals	Audits Acc	ruals Historical Co	orrections										
A			▼ All	-										
				•										
			Account			Pay Code			Am	ount			Wages	
	1020	20/81001/TEST/-/	FWS/STUDENT/0000	023	EWS - Regular		/				5.0			\$41.

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 Pay Code 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.)

	^	C I \C HOIN			
+	×	Tue 5/16	C-Vacation	Full sched day	•
	Y	W-15/17			

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

×	Tue 5/16			
×		C-Vacation	7.0	8:00AM
×		Prior Year V	7.0	8:00AM

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.

Totals	Audits Accruals H	istorical Corrections				
All	▼ A	I	•			
	Location		Job	Account	Pay Code	Amount
				001/TEST/U/RESERVED/81261/1000051	Prior Year Vacation	7.0
				001/TEST/U/RESERVED/81261/1000051	Regular	63.0

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 <u>Pay Code</u> column, select which type of time was used. (in this example 'Sick')

e. In the A<u>mount</u> column, enter the number of hours being used (2 hrs. in this example) f. Click Save.

+	×	Tue 5/09	Sick	2.0		
+	×				10:00AM	4:00PM

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

 ★ Manage My I Genies QuickFind ▼ ★ QuickFind Academic Specialis Student Employees TEST Pay Period Close A Pay Period Close St Pay Period Close St 	st SPECIALIST		select appro will c be the appro timec	Manage M t the Pay Pove. A list lisplay. (See e default time oving one the eards and ag e to select	eriod of all ee belo me pe imeca pprove	Close G employ ow). The riod. Yo rd at a ti e in one	enies w ees fror e Previo ou have ime or shot. Y	which yo n the second Pay the opt you can	bu want elected Period ion of select	to group will all
🏦 Manage My Department	8	_						Student Em	ployee	Edit
Genies Pay Period Close Student Aids Etal Select Ail Rows Column Filter	People Timekeeping	Accruais Approval		Loade	ed 2:32PM F	revious Pay Period		,	efresh Share	Go To
Pay Period Close Student Aids	People Timekeeping	Accruais Approval	Pay Rule	Managers Who	Signed	Student Aid	FWS - Regul	,	0	Go To Historical
Pay Period Close Student Aids -	People Timekeeping Primary Labor Acco 102020/81001/TES		Pay Rule FWS Student			,		R	efresh Share	Go To Historical
Pay Period Close Student Aids - Eta III - V Select All Rows ID Name -		Individual Labor Lev		Managers Who	Signed	,	FWS - Regul	R	efresh Share	Go To
D Name 0000020 STUDENT1, FWS 0000022 STUDENT2, FWS 0000023 STUDENT3, FWS	102020/81001/TES 102020/81001/TES 102020/81001/TES	TEST TEST	FWS Student FWS Student FWS Student	Managers Who	Signed	,	FWS - Regul 9.0 20.0	R Unapproved	efresh Share	Go To
Pay Period Close Student Aids Pay Period Close Student Aids Column Select All Column Filter ID Name 0000020 STUDENT1, FWS 0000022 STUDENT2, FWS 0000023 STUDENT3, FWS 0000025 STUDENT5, FWS	102020/81001/TES 102020/81001/TES 102020/81001/TES 102020/81001/TES	TEST TEST TEST TEST	FWS Student FWS Student FWS Student FWS Student	Managers Who	Signed	,	FWS - Regul 9.0	R	efresh Share	Go To
Pay Period Close Student Aids	102020/81001/TES 102020/81001/TES 102020/81001/TES 102020/81001/TES 102020/81001/TES	TEST TEST	FWS Student FWS Student FWS Student FWS Student Student Aid	Managers Who	Signed	Student Aid	FWS - Regul 9.0 20.0	R Unapproved	efresh Share	Go To
Pay Period Close Student Aids Pay Period Close Student Aids Column Select All Column Filter ID Name 0000020 STUDENT1, FWS 0000022 STUDENT2, FWS 0000023 STUDENT3, FWS 0000025 STUDENT5, FWS	102020/81001/TES 102020/81001/TES 102020/81001/TES 102020/81001/TES	TEST TEST TEST TEST TEST TEST	FWS Student FWS Student FWS Student FWS Student	Managers Who	Signed	,	FWS - Regul 9.0 20.0	R Unapproved	efresh Share	Go To

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

Pay Period C	lose Student Aids 🔻	Student Emp	loyee 💌	Edit							
Select All Rows	Column Filter	People Timekeeping	Accruais Approval		_	/				resh Share	Go To
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".

🕈 Manage My Department	Timecard Approval	X 25								
Timecard Approval										
Select Pay Period	for Approvals	(?)								

Select Pay Period for Approvals





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

Punch Issues				
Sign Off	Punch			
1				
	Sign Off			

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

nmecard Approval										
Select: Pay Period for Approvals Punch Issues Approve Timecards										
Time Period Previous Pay Period Show Student Emplois Summary Student Period										
✓ STUDENT1, FWS										
Date	Pay Code	Amount	In	Out	Transfer					
Fri 5/19			1:00pm							

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

Save

	Vie	ew Timecard	Show Schedule
Out	Transfer	Daily	Sum
3pm			9.0
Time Period	Previous P		
Show	Student E		
■▲Summary			

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.

imeca	rd Approval														
Prev	Select Pay Peri	od for Approvals	0	Punch Issues			Approve 1	Timecards							
y Perio	od Close Student Aids					L	oaded 4:25PM Prev	ious Pay Period	🔹 🎞 Stu	dent Employee					
Select A	El K III - V I L. Column Filter People Timekeeping Accruais Approval Refresh Shar														
ID	Name 🔺	Primary Labor Account	Individual Labor Level N	Pay Rule	Managers Who Approved Timecard	Signed Off	Student Aid - R	FWS - Regular	Unapproved Ov	Pay Code Total					
000	STUDENT1, FWS	102020/81001/TEST/-/F	TEST	FWS Student				11.0							
000	STUDENT2, FWS	102020/81001/TEST/-/F	TEST	FWS Student				20.0							
000	STUDENT3, FWS	102020/81001/TEST/-/F	TEST	FWS Student											
000	STUDENT5, FWS	102020/81001/TEST/-/F	TEST	FWS Student				7.0	1.0						
000	STUDENT9	102020/81001/TEST/-/0	TEST	Student Aid - 10											
	0711750703 0711750703	TU-TEST01, STU-TEST01 102020/10001/TEST/-/0		Student Aid - 10			3.0								
100	\$10-TEST01, \$10-TEST01	102020/10001/1ES1/-/0	TEST	olddent / dd / fo											

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

:		Approve Timecard	
	Approve Timecard	Are you sure you want to Approve?	
Lab	Remove Timecard Approval	No	6
	Approve Overtime		

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

Timecard Approval					
Prev Punch Issues	Approve Timecards		Group Edit Resu	Its for Approvals	()
GROUP EDIT RESULTS Last Refreshed: 6/01/2017 4:37PM					
Refresh		-			
Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Previous Pay Period	6/01/2017	4:36PM	testmanager	COMPLETED	Success:7 Total: 7

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.

ŧ	Man	age My Depart	ment Time	cards	X 25								
Timecards													
TEST-STAFF1, STAFF1 💽 📢 1 of 1 🕨 1000051													
✓ - C/- 🛍 -													
Approve Sign Off Accruals Timecard Actions													
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer				
t	×	Tue 5/23			8:00AM		4:00PM						
+	×	Wed 5/24			8:00AM		4:00PM						
+	×	Thu 5/25			8:00AM		4:00PM						
+	×	Fri 5/26			8:00AM		4:00PM						
+	×	Sat 5/27											
•													
								•					
т	otals	Audits Acc	ruals Historical C	orrections									
		Accrual Co	da	Accrual Avai	lable Balance	٨٥	crual Units	Acoru	al Reporting Perio				
	Com	p Accrued	ile in the second se	Accidui Avai	0.0		Hour	Sun 1/01 - Su					
	Dona	ted Leave			0.0		Hour	Sun 1/01 - Su	ın 12/31				
	Paid	Leave Bank			0.0	Hour		Sun 1/01 - Sun 12/31					
	Prior	Year Vacation			140.0		Hour	Sun 1/01 - Su	ın 12/31				
	Sick				375.75 Hour			Sun 1/01 - Su	Sun 1/01 - Sun 12/31				
-		ition			154.0		Hour	Sun 1/01 - Sun 12/31					

<u>What is "Audits" tab?</u> All edit activities in time card can be checked with "Audit", such as punch-in/out, timecard approval, Sign-off.

Ħ	Mana	age My I	Departme	nt Timeca	ards		65	X							
me	ecards	5													
ruc	DENTI	, FWS	•		00020										
•	/ -	c.i -	Ē.	•											
	oprove necard	Sign Of	f Accrua Action												
		Dat	e	Pay Code	Am	ount		Ir		Transfer	Out		In	Transfe	er
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•	×	Sat 5/13													
F	×	Sun 5/1	4												
•	×	Mon 5/1	5					9:00	AM		12:00F	M			
	¥			/				2.00	ли Т		4.000	NA			
			/									_	-		
т	otals	Audits	Accrual	s Historical Co	rrections										
		Audito			rections		_								
A	udits			 All 			•								
	Da		Time	Туре	Acco	Pay C	. Am	Wor	Override	Comment	Edit Date	Edit Tim		User	Data Sourc
	5/19/	20	1:00PM	Add Punch					In Punch		6/01/2017	12:53PM (G mic	bal:knet	Timecard Ec
	5/19/	20	3:00PM	Add Punch					Out Pun		6/01/2017	12:53PM (G miq	bal:knet	Timecard Ed
	5/19/	20	3:00PM	Delete Punch					Out Pun		6/01/2017	12:53PM (G miq	bal:knet	Timecard Ed
	5/19/	20	3:00PM	Add Punch					Out Pun		6/01/2017	4:19PM (G	M test	tmanager	Timecard Ed
	5/26/	20		Sign-off							5/28/2017	8:00AM (G		arra:knet	Group Edits

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

*							
ve ard	Accruals Actions					Punch Actions	
	Date	Pay Code	Amount	In	Tra		
	Sat 5/13					Date:	5/17/2017
	Sun 5/					Time:	8:00AM
	Mon 5			8:00AM		Rounded Time:	5/17/2017 8:00AM GMT-04:00
	Tue 5/	C-Vacation	7.0	8:00AM		Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
		Prior Year V	7.0	8:00AM			
<	Wed 5/			8:00AM			公
<	Thu 5/			8:00AM		Edit Comments	لير Justify
<	Fri 5/19			8:00AM			Exception

- 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"

🕈 Manage My Department	65
Genies	
QuickFind	
FWS Accrual Reporting Period	
IS Summary	
Accrual Reporting Period	
All WTK Exceptions	
Count All WTK Exceptions	
Search Genie	
Approvals Summary	
Approve Timecards	

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.

Genies												
WS Accrual Report	ing Period 🔻									Loaded 3:42	2PM Today	
Select All Rows Selecti	n Filter	People	Or Timeke		ruals Appro							
Name 🔺	Person	Туре	Cos	Acce	Departm	Job	Units	Taken To Date	Accrual Vested Bala	Planned Takings	Vested	Email Address
	Person	Type	Cos 810	Acce	Departm	Job	Units Hour	Taken To Date 42.75	Accrual Vested Bala 114.0	Planned Takings	Vested Ending Bala 114.0	Email Address
STUDENT1, FWS								To Date	Vested Bala	Takings	Ending Bala	Email Address student1@ke. student2@ke.
Name A STUDENT1, FWS STUDENT2, FWS STUDENT3, FWS	0000020	FWS Ho	810	TEST	TEST DE	STU	Hour	To Date 42.75	Vested Bala 114.0	Takings 0.0	Ending Bala 114.0	student1@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".

сгиат кер	orting Period 🔻						Load	led 2:11PM	Today	
Select All Rows		ople Timekeeping	Accruals Appro	val						
Person	Name 🔺	Туре	Reporting P	Units	Vested Opening Bala	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	
000052	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	
000052	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	

All WTK Exceptions

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

🏦 Manage I	My Departme	nt 🍳 Time	cards								
Genies											
II WTK Exceptio	ns 🔻						Lo	aded 10:37AM	Current Pay P	eriod	•
				<u> </u>							
	i+- 7	·									
	olumn Filter lection	People	Timekeeping Acc	cruals Approva	al						
Name	Bonus Ap	. Break Out	Cancel De	Core Hour	Early In	Early Out	Holiday S	Invalid Du	Late in 🔻	Late Out	Long Bre
TEST-STAFF1,.					~				~		
TEST-STAFF2,.											

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)

Time	ecard	ls													
TEST	T-STA	FF1, STAFF1	-	🕇 1 of 1 🕨 10	00051										Load
	-	-													
	pprove														
		Date		Pay Code	Amount	In	Tra	Out	In	Tra	Out	S	Shift	Daily	
+	×	Mon 5/29		Memorial Day	7.0									7.0	
+	×	Tue 5/30				8:00AM		4:00PM					7.0	7.0	
+	×	Wed 5/31				10:00AM	•	4:00PM	1				5.0	5.0	
+	×	Thu 6/01				8:00AM		4:00PM					7.0	7.0	
+	×	Fri 6/02	Q,			7:00AM		4:00PM	1				8.0	8.0	
+	$\left \times\right $	Sat 6/03													
+	×	Sun 6/04													
+	×	Mon 6/05				8:00AM		4:00PM					7.0	7.0	
		T CIOC				0.00444		4.00014					7.0	7.0	

Count All WTK Exceptions

unt All WTK Exc	eptions 🔻						Lo	aded 10:47AM	Current Pay Pe	eriod	▼
Select All Colu Rows Select		People		cruals Approva							
Name	Bonus Ap	Break Out	Cancel De	Core Hour	Early In	Early Out	Holiday S	Invalid Du	Late in 🔻	Late Out	Long Brea
TEST-STAFF1,	0	0	0	0		0	0	0		0	0
TEST-STAFF2,	0	0	0	0	0	0	0	0	0	0	0
EST-FACULTY	. 0	0	0	0	0	0	0	0	0	0	0
STU-TEST01. S	0	0	0	0	0	0	0	0	0	0	0

<u>Approval Summary</u> Approval Summary will show the timecards status in previous pay period.

🏦 Mana	ige My Dep	oartment	C2					
Genies								
Approvals S	ummary 🔻						Loaded 2:18PM	Previous Pay Period
Select All Rows	Column Selection	V Filter	People Timekeeping	Accruals	Approval			
	ID		Name	•	Manager Approval	Employee Approval	Signed Off	General Exce
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	S 1				
1000053			TEST-FACULTY, FACU	I			~	
1000051			TEST-STAFF1, STAFF	1				
1000052			TEST-STAFF2, STAFF2	2			~	

Approve Timecard

Approve timecard Genie can be used to approve timecards.

ALERTS AND NOTIFICATION WIDGES



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.

★ Manage My Department	65	0° e° e	9
Alerts and Notifications Widget		Missed Punch Missed Punch Alert (2) •	×
🕘 ² 🕘 ¹ 🝘 🛞 Missed Punch		ASSISTANTS, GRADUATE has 1 e [6/04-6/10]	
Missed Punch Alert (2) 💌			
STUDENT2, FWS has 1 exception(s) [5/27-6/09]			
ASSISTANTS, GRADUATE has 1 exception(s) [6/04-6/10]		View All	

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.



***	*
Genies	
Help	
Group Edit Results	
Inbox	
Reports	
Requests	
Tim ecards	
Timecard Approval	
Audits	
Exceptions	

Group Edit Results:

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

Group Edit Results 👻					
GROUP EDIT RESULTS Last Refreshed: 6/07/2017 3.03PM					
Refresh					
Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Previous Pay Period	6/01/2017	4:36PM	testmanager	COMPLETED	Success:7 Total: 7

<u>Inbox</u>

Assigned tasks and messages will be displayed.

	U	± •	
Inbox 👻			
INBOX Last Refreshed: 3:07 PM			
TASKS MESS/	AGES		
Edit → Reassig	jn -⇒ Refresh		
Status Active	As of Date: 5/08/2017	Categories All	~
From	Subject	Date/Time Received	
This table currently cont	ains no data.		

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 Manage My Department Timecards		Reports	x 25
Reports 👻			
REPORTS			
SELECT REPORTS CHECK REPORT STATUS	•		
Run Report Refresh			
Create Favorite Save Favorite Duplicate F	Favorite Delete	Favorite	
+ All			
 Accruals Accrual Balances and Projections 	ACCRU	AL DETAIL	
Accrual Carryover Limits	Descrip		ys running accrual balances for each fective dates
Accrual Codes	People		ously Selected Employee(s)
Accrual Date Configurations	Time P	eriod Previ	ous Pay Period
Accrual Date Patterns			
Accrual Debit Activity Summary	Output	Format Adob	e Acrobat Document(.pdf)
Accrual Debit Activity with Graph			
Accrual Detail			

- 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.

Tepoteo						
OLLOT IN OILIO	DRT STATUS					
View Report Refresh Status Name Search	Delete					
Report Name	Format	Date In	Date Done	Status	Output	User
Accrual Detail	pdf	6/08/2017 10:16AM	6/08/2017 10:16AM	Complete	Screen	testmanager

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.

1 Selected

- Go to widget

Audits Reports Requests Exceptions Audits

Previous Pay Period

Go to workspace

APPENDIX

Accrual Detail						Data Up to Date: Executed on:	6/8/2017 10: 6/08/2017 10	16:43 AM :16AM GMT-04:00
Time Period: Query:	Previous Pay Pe Previously Selec	riod ted Employee(s)				Printed for:	testmanager	
Accrual Code								
Effective Date	Action	Amount		Running Balance	Pay Code	Source	Edit Date	Edited By
TEST-STAFF1, ST	TAFF1		ID:	1000051				
Comp Accrued	l (Hours)							
Fri 5/12/2017			Balance Forward	0.00				
Total Debi	its:	0.00	Total Credits:	0.00				
Donated Leave	e (Hours)							
Fri 5/12/2017			Balance Forward	0.00				
Total Debi	its:	0.00	Total Credits:	0.00				
Paid Leave Ba	ink (Hours)							
Fri 5/12/2017			Balance Forward	0.00				
Total Debi		0.00	Total Credits:	0.00				
Personal (Hou	rs)							
Fri 5/12/2017			Balance Forward	0.00				
Total Debi		0.00	Total Credits:	0.00				
Prior Year Vac	ation (Hours)			4.7.00				
Fri 5/12/2017 Tue 5/16/2017	Taken	-7.00	Balance Forward	147.00 140.00	Prior Year			
106 3/10/2017	Ideal	-7.00		140.00	Vacation			
Total Debi	its:	7.00	Total Credits:	0.00				
Sick (Hours)								
Fri 5/12/2017			Balance Forward	375.75				
Total Debi		0.00	Total Credits:	0.00				
Vacation (Hou	rs)							
Fri 5/12/2017			Balance Forward	154.00				
Total Debi	its:	0.00	Total Credits:	0.00				
Total Number of Em	nployees: 1							

Accrual Deb	oit Activity Su	mmary	Data Up to Date: Executed on: Printed for:	6/8/2017 10:55:41 AM 6/08/2017 10:55AM GMT-04:00 testmanager			
Time Period: Query:							
TEST-STAFF1,	STAFF1		ID: 10000	51			
Accrual Code		Day of V	Veek Eff	ective Date Amo		Pay Code that Affected Accrual	
Prior Year Vaca	ition						
		Tuesday		5/16/2017	7.00	Prior Year Vacation	
Number of Accr	ual Debits Taken	on:					
<u>Sunday</u> 0	<u>Monday</u> 0	<u>Tuesday</u> 1	<u>Wednesday</u> 0	<u>Thursday</u> 0	<u>Friday</u> 0	<u>Saturday</u> 0	
Grand Totals:							
Total Numb	er of Employees:	1	To	Total Number of Accrual Debits: 1			

20

Accrual Summary Time Period: Previous Pay Period Query: Previously Selected Employee(s)				Data Up to Date: Executed on: Printed for:		6/8/2017 10:57:09 AM 6/08/2017 10:57AM GMT-04:00 testmanager	
query.		Employee(s)					
Accrual Code							
Starting Date (*Reset)		Starting Balance		Earnings and Credits	Takings and Debits	Ending Balance	
TEST-STAFF1, ST	AFF1		1000051				
Comp Accrued (Hours)							
Sat 5/13/2017		0.00		0.00	0.00	0.00	
Donated Leave (H	lours)						
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 Vacatio	on (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