KRONOS

Time and Attendance System

USER’S MANUAL
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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 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. They can also set schedules 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-kronos2/wfc/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.

LOG ON

User Name

Password

Submit
**User Interface:**
The following screen will display after you sign-on.
Managers and Timekeepers will mostly be working with “My Genies” and “Timekeeping”.

**My Genies:** My Genies is the code or name of your department. By clicking the department name, a Manager/Timekeeper gets access to the department employees’ information, regarding time and attendance.
After clicking on your department, you will see the following screen:

This screen will show 2 drop down options:
- The first, “Show” window shows the name of the department. (you will only have access to your own department)
- The second drop down, “Time Period” is the period of time in which you wish to work on. As a default, the time period will always be set to “Current Pay period.” If you wish to work on a different time period, you can use the dropdown to select “previous pay period”, “Next pay Period” or any other “Range of Date.”
Timekeeping:
Timekeeping has the following options:

**Pay Period Close**: This is where Managers will go to approve time cards at the end of each pay period. As a default, the time period displayed will be Previous Pay Period.

**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”.

EDITING EMPLOYEE TIMECARD

1. From the Home page, click your department name under “My Genies”.

   \[\text{My Genies®}\]

   TEST

   The time period will be set to ‘Current Pay Period” by default. If you need to work on a different pay period, use the drop down menu and select the desired time period. (Previous Pay Period, Next Pay Period, Specific Date, Range of Dates etc.)

2. Select the employee or employees which you wish to edit and click Timecard.
   (double clicking on the name of the employee will also bring you to the timecard.)
3. **If an employee is taking a FULL day off:**
   a. Select the date in which time is being taken.
   b. Click the “X” left of the date. Then click “Yes” to the message to erase the data in that row.

   ![Date Selection Example]

   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 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 Amount column, enter the number of hours equal to a full day. (usually 7)

   ![Pay Code and Amount Example]

   Ex: vacation day taken 5/08 → 7.0

   e. Click Save.

4. To verify that the vacation time was entered accurately, check **TOTALS & SCHEDULE** at the bottom of the screen. The total hours should always equal 70) (for 7 hrs./day employees).

   Ex: Regular hours worked 63+ prior year vacation 7 = 70 Total hours.

   ![TOTALS & SCHEDULE Example]

   The “Cumulative” (last column in the time card) should add-up to total pay period hours as well.
5. **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 + and arrow button, left of the date. (This will insert a blank row for the same date)
   ![Time Card Example]
   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)
   ![Time Card Example]
   f. Click Save.

6. **To verify that the sick and vacation time was entered accurately, check TOTALS & SCHEDULE at the bottom of the screen.** The total hours should always equal to 70 (for 7 hrs./day employees).
   Ex: Regular hours (61) + Prior Year Vacation (7) + Sick (2) = total (70)
   ![Totals & Schedule Example]
   The Cumulative column (last column in the time card) should add-up to total pay period hours as well.
APPROVING TIMECARDS

1. From the home screen, click “Pay Period Close”, under Timekeeping.

2. A list of all employees will display. “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 them all in one shot. (To do this click “Actions” and “Select All”)

3. Once you are sure that all timecards are accurate and all time has been entered:
   a. Click “Approvals”
   b. Click “Approve”
   c. Click “Yes” when asked if you are sure you want to approve.
   d. Click “Refresh” (Manager’s name will appear in “Managers Who Approved Timecard” column.

4. Once the timecard is approved, if a correction is needed, the supervisor must remove the approvals by selecting “Approvals” and “Remove Approval”. *Once the correction is made, please be sure to approve the timecard again.*
WHAT DOES “SIGN-OFF” MEAN?
Once all timecards are approved, Human Resources will then Sign-off on the timecards. Once they are signed off on, 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, 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.

Example)

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Balance on Selected Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Accrual</td>
<td>7.0</td>
</tr>
<tr>
<td>Donated Leave</td>
<td>0.0</td>
</tr>
<tr>
<td>Paid Leave Bank</td>
<td>0.0</td>
</tr>
<tr>
<td>Personal</td>
<td>21.0</td>
</tr>
<tr>
<td>Prior Year Vacation</td>
<td>90.0</td>
</tr>
<tr>
<td>Sick</td>
<td>134.0</td>
</tr>
<tr>
<td>Vacation</td>
<td>105.0</td>
</tr>
</tbody>
</table>

EDITING AN EMPLOYEE SCHEDULE
Any permanent change to an employee schedule should be reported to Time and Attendance, in Human Resources. A Manager/Timekeeper can make a temporary change by changing the “In” or “Out” time on the employee’s timecard.
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?**
1. Click your department under “My Genies”

2. Choose the “Time Period” you wish to view.

   ![Select Range of Dates](image)

   3. Select the employee(s).

   4. Click “Reports”

   ![Reports](image)
5. A list of available reports will display. Expand the accruals category to see a complete list.


7. Click “Run Report”

8. Click “Refresh Status” to update the status to “Complete”.

9. Click “View Report”.

*Refer to Appendix for sample reports.*
**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.

1. Once in the employee’s timecard, select the date.

2. Click either “In” or “Out” column.

3. Click “Comment” in the menu bar.

4. Click “Add Comment”.

5. Select a comment or create your own by selecting “See Additional Notes” and add any notes you wish.

6. Click “OK”.

7. Click “Save”.

A tiny comment icon shows on the line.
A “Comment” tab is also added in the timecard.

<table>
<thead>
<tr>
<th>Date</th>
<th>Comment</th>
<th>Note</th>
</tr>
</thead>
</table>

8. A comment can be deleted or modified. In the COMMENTS tab, right click the comment from the comment tab and select “Delete Note” or “Add Note.”
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 a list of FAQs from every screen.

In this example, a Manager and Timekeeper needed help in the employee list screen. Please note, on the left side panel, a complete list of FAQs.

Employee data views

Employee data views, or Genies, enable you to group employees for actions such as timecard edits, accruals, schedules, and approvals. A right-click displays your options.

- Genies that display time and labor details about selected employees. These are called detail Genies in other parts of the system, such as Setup and Reports. Each row in the workspace corresponds to an individual employee. The HyperFind query in the Show drop-down list selects the employees.

- Genies that display time and labor data about groups belonging to a particular labor account. This Genie is designed for supervisors who view summary information for a group of employees and perform a task, such as applying sign-off. These are called roll-up views.

In the Genies workspace, you can:

- Change the employees displayed by changing the HyperFind query in Show.
- Change the time period.
- Double-click an employee to view the employee's timecard.
- Select one or more employees and then select a function on the menu bar or right-click menu, such as Approvals > Sign Off.
- Select one or more employees, and then use the launch buttons to open Timecard, Scheduler, the People Editor, and More.

Click on this icon to find topics about specific Genies.
## Accrual Detail

**Time Period:** 6/30/2014 - 7/20/2014  
**Query:** Previously Selected Employee(s)  
**Date Up to Date:** 8/20/2014 12:26:57 PM  
**Executed on:** 8/20/2014 12:26:57 PM  
**Printed for:** TEST2

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Effective Date</th>
<th>Action</th>
<th>Amount</th>
<th>Running Balance</th>
<th>Pay Code</th>
<th>Source</th>
<th>Edit Date</th>
<th>Edited By</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 6/30/2014</td>
<td>Balance Forward</td>
<td>7.25</td>
<td>7.25</td>
<td>Comp</td>
<td>Timecard Editor</td>
<td>Mon 7/7/2014</td>
<td>TEST2</td>
</tr>
<tr>
<td></td>
<td>Wed 6/25/2014</td>
<td>Taken</td>
<td>2.25</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>7.25</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Donated Leave (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 6/30/2014</td>
<td>Balance Forward</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paid Leave Bank (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 6/30/2014</td>
<td>Balance Forward</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personal (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 6/30/2014</td>
<td>Balance Forward</td>
<td>21.00</td>
<td>21.00</td>
<td>Personal</td>
<td>Timecard Editor</td>
<td>Mon 7/7/2014</td>
<td>TEST2</td>
</tr>
<tr>
<td></td>
<td>Wed 6/25/2014</td>
<td>Taken</td>
<td>1.50</td>
<td>19.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>1.50</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prior Year Vacation (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 6/30/2014</td>
<td>Balance Forward</td>
<td>70.00</td>
<td>70.00</td>
<td>Prior Year Vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon 6/2/2014</td>
<td>Taken</td>
<td>8.75</td>
<td>61.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thu 6/6/2014</td>
<td>Taken</td>
<td>0.50</td>
<td>52.50</td>
<td>Prior Year Vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon 6/10/2014</td>
<td>Taken</td>
<td>2.00</td>
<td>49.50</td>
<td>Prior Year Vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wed 6/13/2014</td>
<td>Taken</td>
<td>7.00</td>
<td>38.50</td>
<td>Prior Year Vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>31.50</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sick (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 6/30/2014</td>
<td>Balance Forward</td>
<td>193.00</td>
<td>193.00</td>
<td>Sick</td>
<td>Timecard Editor</td>
<td>Thu 5/29/2014</td>
<td>TEST2</td>
</tr>
<tr>
<td></td>
<td>Tue 6/18/2014</td>
<td>Taken</td>
<td>0.50</td>
<td>192.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon 6/16/2014</td>
<td>Taken</td>
<td>2.00</td>
<td>190.50</td>
<td>Sick</td>
<td>Timecard Editor</td>
<td>Mon 7/7/2014</td>
<td>TEST2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>2.50</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vacation (Hours)**  
Sat 5/31/2014  
Total Debits: 0.00  
Total Credits: 0.00

**Total Number of Employees:** 1
## Accrual Summary

**Time Period:** 6/1/2014 - 8/20/2014  
**Query:** Previously Selected Employee(s)  

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Starting Date ('Reset)</th>
<th>Starting Balance</th>
<th>Earnings and Credits</th>
<th>Takings and Debits</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST1</td>
<td></td>
<td>0100001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comp Accrued (Hours)</td>
<td>Sun 6/1/2014</td>
<td>7.25</td>
<td>0.00</td>
<td>7.25</td>
<td>0.00</td>
</tr>
<tr>
<td>Donated Leave (Hours)</td>
<td>Sun 6/1/2014</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Paid Leave Bank (Hours)</td>
<td>Sun 6/1/2014</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Personal (Hours)</td>
<td>Sun 6/1/2014</td>
<td>21.00</td>
<td>0.00</td>
<td>1.50</td>
<td>19.50</td>
</tr>
<tr>
<td>Prior Year Vacation (Hours)</td>
<td>Sun 6/1/2014</td>
<td>70.00</td>
<td>0.00</td>
<td>31.50</td>
<td>38.50</td>
</tr>
<tr>
<td>Sick (Hours)</td>
<td>Sun 6/1/2014</td>
<td>193.00</td>
<td>0.00</td>
<td>2.50</td>
<td>190.50</td>
</tr>
<tr>
<td>Vacation (Hours)</td>
<td>Sun 6/1/2014</td>
<td>84.00</td>
<td>0.00</td>
<td>0.00</td>
<td>84.00</td>
</tr>
</tbody>
</table>

**Total Number of Employees:** 1
<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Day of Week</th>
<th>Effective Date</th>
<th>Amount</th>
<th>Pay Code that Affected Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Accrued</td>
<td>Wednesday</td>
<td>6/25/2014</td>
<td>7.25</td>
<td>Comp</td>
</tr>
<tr>
<td>Personal</td>
<td>Wednesday</td>
<td>6/25/2014</td>
<td>1.50</td>
<td>Personal</td>
</tr>
<tr>
<td>Prior Year Vacation</td>
<td>Monday</td>
<td>6/2/2014</td>
<td>8.75</td>
<td>Prior Year Vacation</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>6/19/2014</td>
<td>8.75</td>
<td>Prior Year Vacation</td>
</tr>
<tr>
<td></td>
<td>Monday</td>
<td>6/30/2014</td>
<td>7.00</td>
<td>Prior Year Vacation</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>8/13/2014</td>
<td>7.00</td>
<td>Prior Year Vacation</td>
</tr>
<tr>
<td>Sick</td>
<td>Tuesday</td>
<td>6/10/2014</td>
<td>0.50</td>
<td>Sick</td>
</tr>
<tr>
<td></td>
<td>Monday</td>
<td>6/16/2014</td>
<td>2.00</td>
<td>Sick</td>
</tr>
</tbody>
</table>

Number of Accrual Debits Taken on:

<table>
<thead>
<tr>
<th>Day</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>