K R O N O S

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.

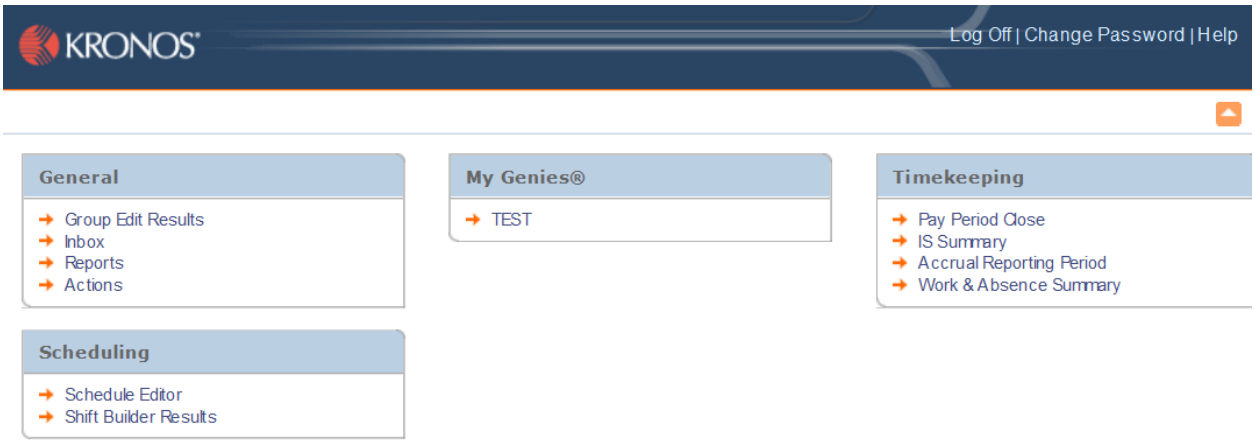
Managers must approve employee timecards on a bi-weekly basis. Time card approvals are due every other Monday, following the end of the pay period. Kean University's pay period schedule can be accessed through the Kean web-site: http://www.kean.edu/KU/Payroll

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

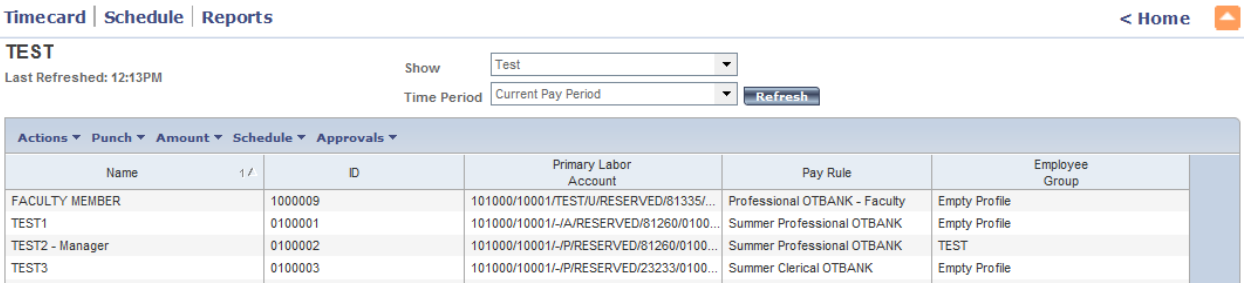
Sign-on Screen:
After you are connected to Kronos system, you will see the sign-on screen. Please type your assigned username and password.



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:



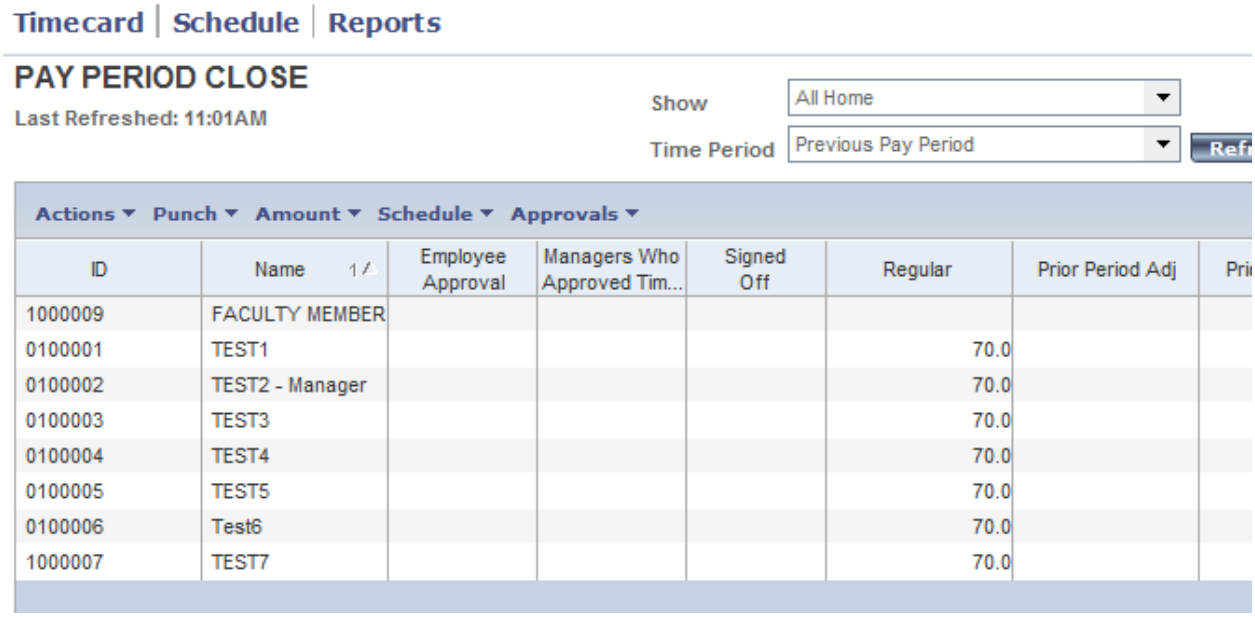
This screen will show 2 drop down options:

- 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:

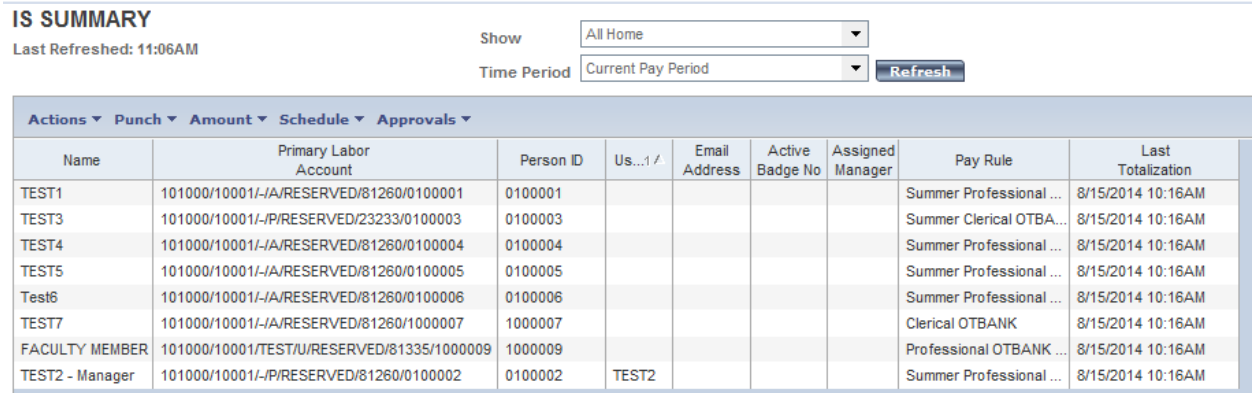
Timekeeping has the following options:

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.



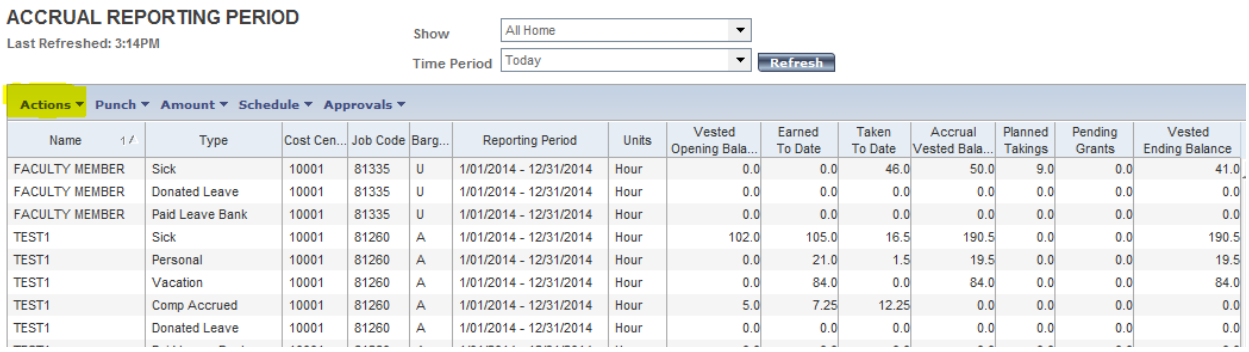
ID	Name	Employee Approval	Managers Who Approved Tim...	Signed Off	Regular	Prior Period Adj	Pri
1000009	FACULTY MEMBER						
0100001	TEST1				70.0		
0100002	TEST2 - Manager				70.0		
0100003	TEST3				70.0		
0100004	TEST4				70.0		
0100005	TEST5				70.0		
0100006	Test6				70.0		
1000007	TEST7				70.0		

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



Name	Primary Labor Account	Person ID	Us...	Email Address	Active Badge No	Assigned Manager	Pay Rule	Last Totalization
TEST1	101000/10001/-/A/RESERVED/81260/0100001	0100001					Summer Professional ...	8/15/2014 10:16AM
TEST3	101000/10001/-/P/RESERVED/23233/0100003	0100003					Summer Clerical OTBA...	8/15/2014 10:16AM
TEST4	101000/10001/-/A/RESERVED/81260/0100004	0100004					Summer Professional ...	8/15/2014 10:16AM
TEST5	101000/10001/-/A/RESERVED/81260/0100005	0100005					Summer Professional ...	8/15/2014 10:16AM
Test6	101000/10001/-/A/RESERVED/81260/0100006	0100006					Summer Professional ...	8/15/2014 10:16AM
TEST7	101000/10001/-/A/RESERVED/81260/1000007	1000007					Clerical OTBANK	8/15/2014 10:16AM
FACULTY MEMBER	101000/10001/TEST/U/RESERVED/81335/1000009	1000009					Professional OTBANK ...	8/15/2014 10:16AM
TEST2 - Manager	101000/10001/-/P/RESERVED/81260/0100002	0100002	TEST2				Summer Professional ...	8/15/2014 10:16AM

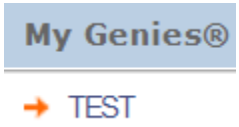
Accrual Reporting Period: This option displays the accrual balances for all employees within the department. As a default, the time period will be set to "Today," but can be changed to any desired range of dates. The data can be exported to excel by selecting "Actions" and "Export to Excel".



Name	Type	Cost Cen...	Job Code	Barg...	Reporting Period	Units	Vested Opening Bala...	Earned To Date	Taken To Date	Accrual Vested Bala...	Planned Takings	Pending Grants	Vested Ending Balance
FACULTY MEMBER	Sick	10001	81335	U	1/01/2014 - 12/31/2014	Hour	0.0	0.0	46.0	50.0	9.0	0.0	41.0
FACULTY MEMBER	Donated Leave	10001	81335	U	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
FACULTY MEMBER	Paid Leave Bank	10001	81335	U	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TEST1	Sick	10001	81260	A	1/01/2014 - 12/31/2014	Hour	102.0	105.0	16.5	190.5	0.0	0.0	190.5
TEST1	Personal	10001	81260	A	1/01/2014 - 12/31/2014	Hour	0.0	21.0	1.5	19.5	0.0	0.0	19.5
TEST1	Vacation	10001	81260	A	1/01/2014 - 12/31/2014	Hour	0.0	84.0	0.0	84.0	0.0	0.0	84.0
TEST1	Comp Accrued	10001	81260	A	1/01/2014 - 12/31/2014	Hour	5.0	7.25	12.25	0.0	0.0	0.0	0.0
TEST1	Donated Leave	10001	81260	A	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0

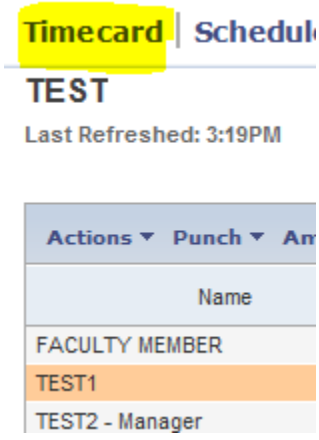
EDITING EMPLOYEE TIMECARD

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



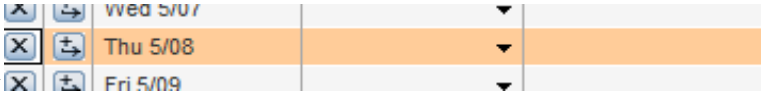
The time period will be set to ‘Current Pay Period” by default. If you need to work on a different pay period, use the drop down menu and select the desired time period. (Previous Pay Period, Next Pay Period, Specific Date, Range of Dates etc.)

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.)



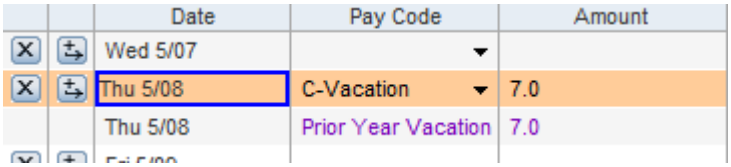
3. **If an employee is taking a FULL day off:**
   a. Select the date in which time is being taken.
   b. Click the "X" left of the date. Then click "Yes" to the message to erase the data in that row.

Here →



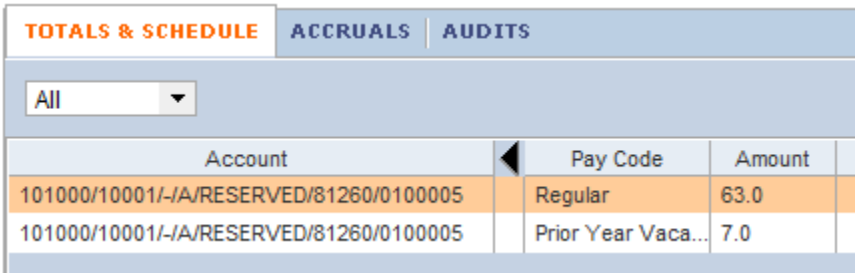
   c. Under the Pay Code column, select the type of the time that was used. (Sick, C-vacation, personal, Comp etc.). When using vacation time, always choose "C-vacation" – This ensures that vacation time that was carried over from the last year will be used first. If an employee does not have any prior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

Ex: vacation day taken 5/08 →



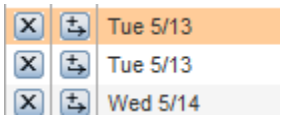
   e. Click Save.

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.



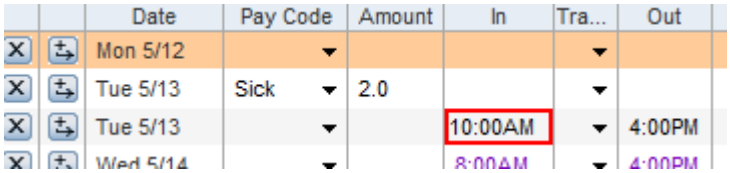
   The "Cumulative" (last column in the time card) should add-up to total pay period hours as well.

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)



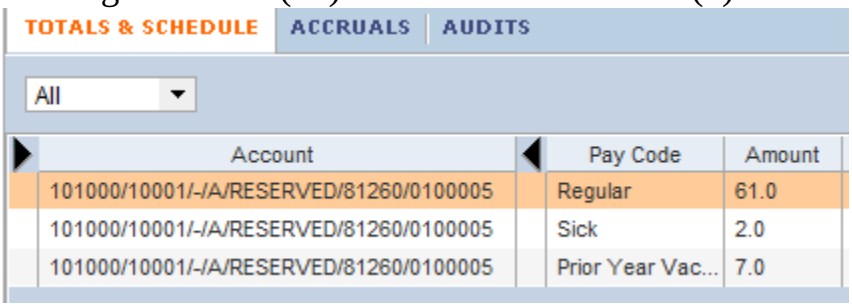
   d. On the new blank row, in the Pay Code column, select which type of time was used. (in this example 'Sick".)
   e. In the Amount column, enter the number of hours being used (2 hrs. in this example)

Ex: 2 hrs. sick used on 5/13→



   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)



   The Cumulative column (last column in the time card) should add-up to total pay period hours as well.

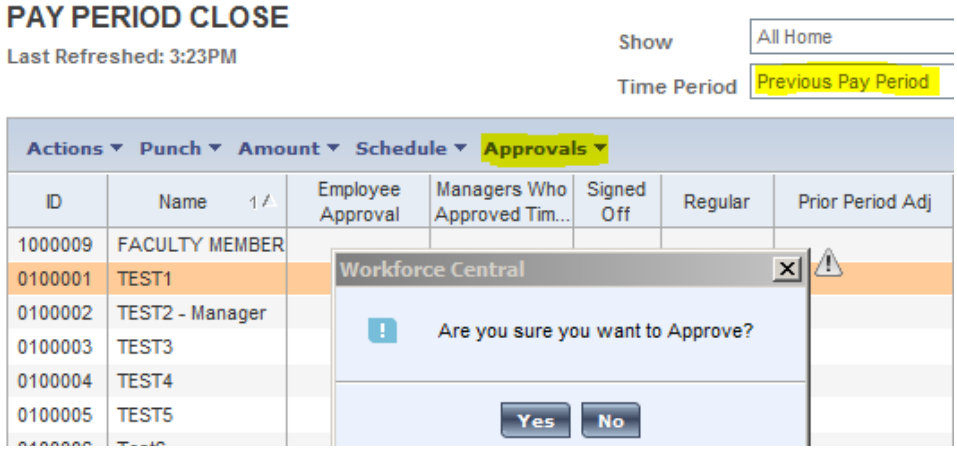
APPROVING TIMECARDS

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?

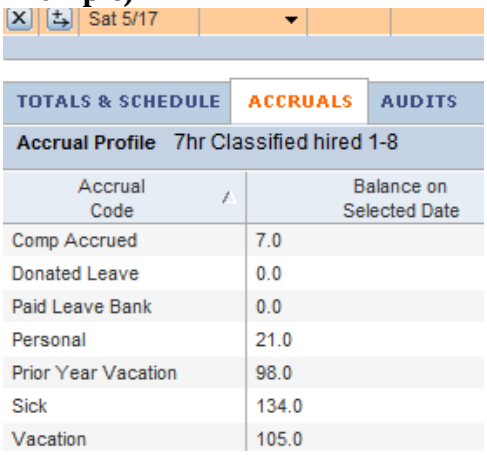
Once all timecards are approved, Human Resources will then Sign-off on the timecards. Once they are signed off on, no adjustments can be made for that time period without contacting Human Resources first.

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)



Accrual Code	Balance on Selected Date
Comp Accrued	7.0
Donated Leave	0.0
Paid Leave Bank	0.0
Personal	21.0
Prior Year Vacation	98.0
Sick	134.0
Vacation	105.0

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.

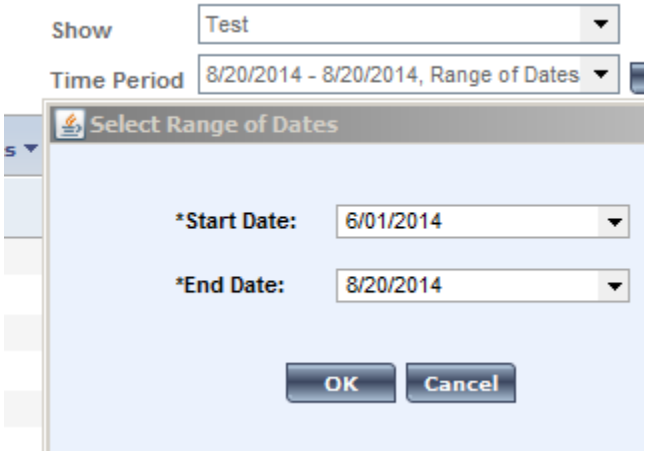
REPORTS

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?

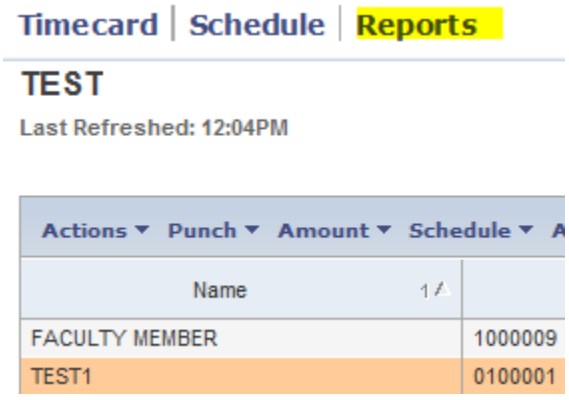
1. Click your department under "My Genies"

2. Choose the "Time Period" you wish to view.

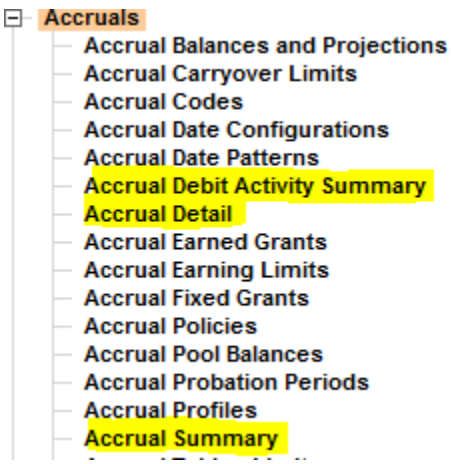


3. Select the employee(s).

4. Click "Reports"

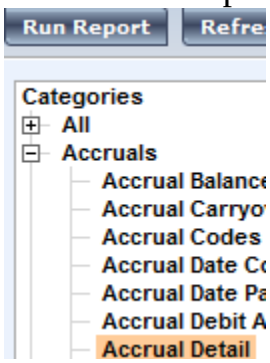


5. A list of available reports will display. Expand the accruals category to see a complete list.

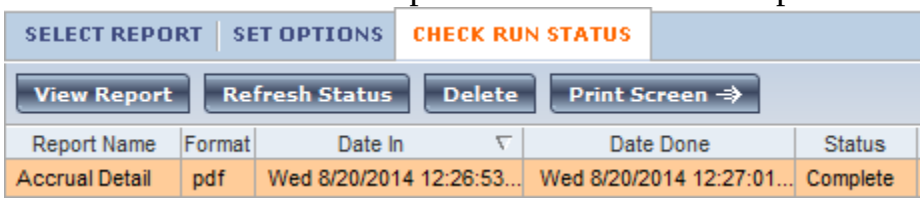


6. Select any report.

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.

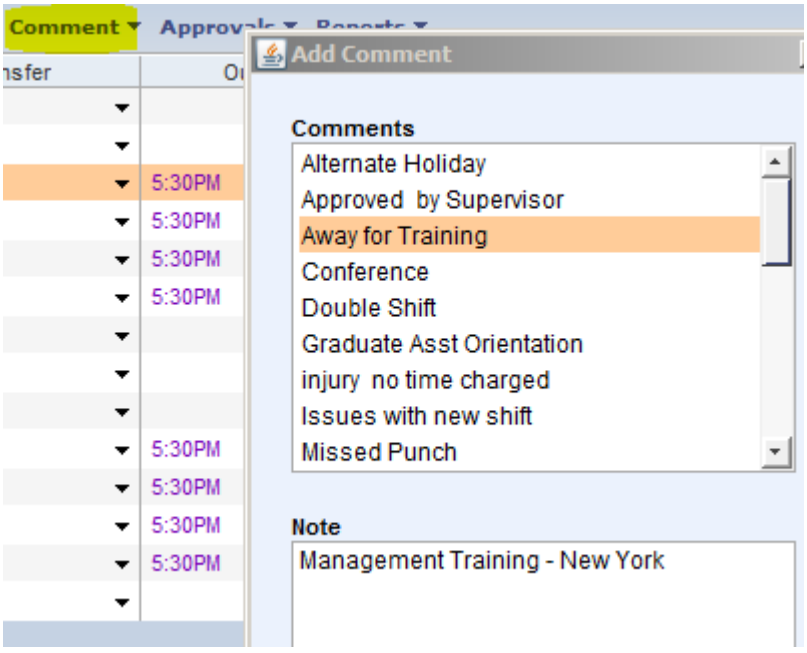
1. Once in the employee's timecard, select the date.

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.



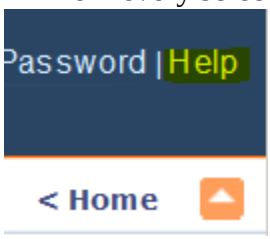
A “Comment” tab is also added in the timecard.



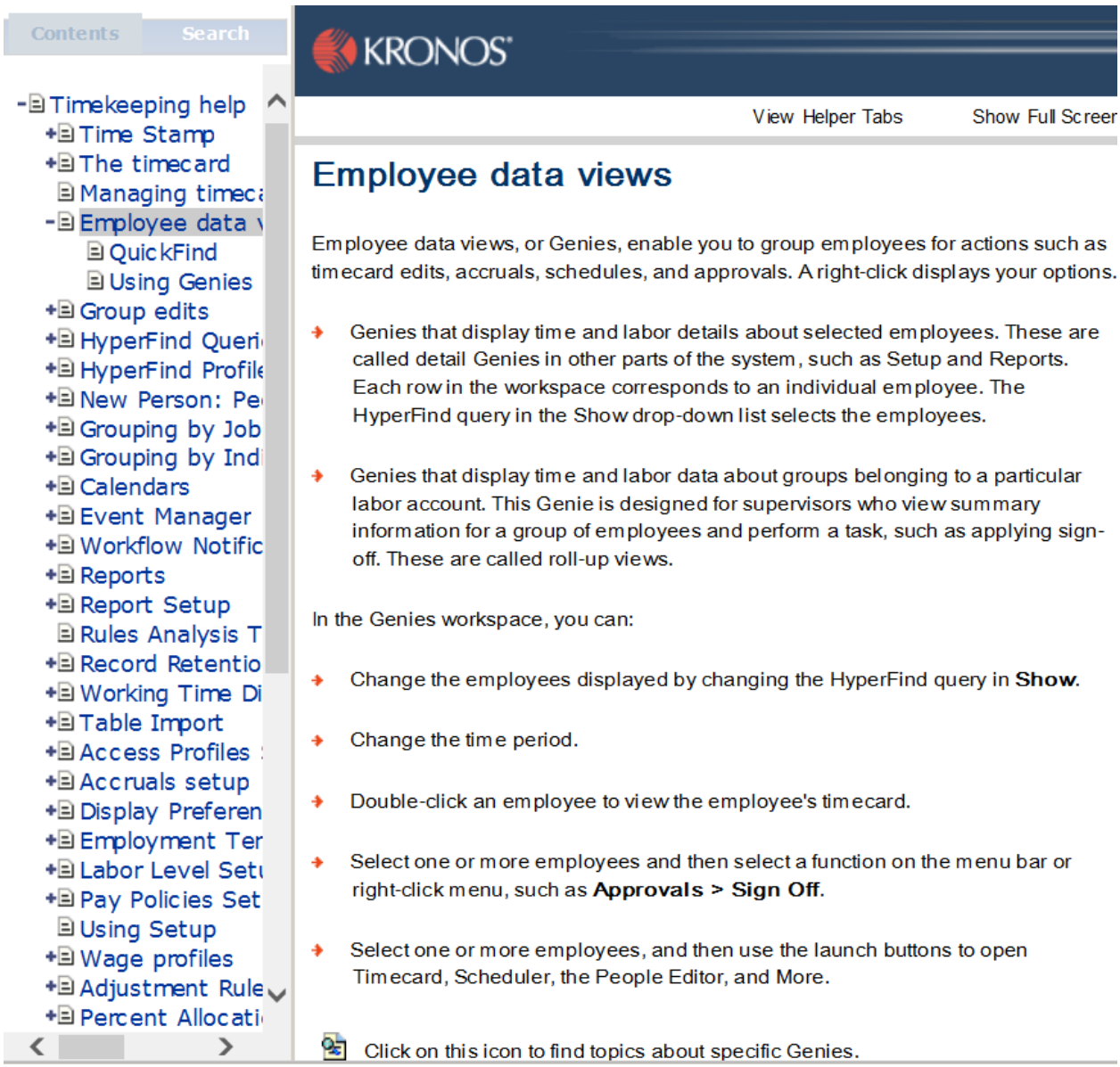
8. A comment can be deleted or modified. In the COMMENTS tab, right click the comment from the comment tab and select “Delete Note” or “Add Note.”

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.



APPENDIX

Accrual Detail

Time Period: 6/01/2014 - 8/20/2014
Query: Previously Selected Employee(s)

Data Up to Date: 8/20/2014 12:26:57 PM
Executed on: 8/20/2014 12:26:57 PM
Printed for: TEST2

Accrual Code / Effective Date	Action	Amount		Running Balance	Pay Code	Source	Edit Date	Edited By
TEST1			ID: 0100001					
Comp Accrued (Hours)								
Sat 5/31/2014			Balance Forward	7.25				
Wed 6/25/2014	Taken	7.25		0.00	Comp	Timecard Editor	Mon 7/7/2014	TEST2
Total Debits:		7.25	Total Credits:	0.00				
Donated Leave (Hours)								
Sat 5/31/2014			Balance Forward	0.00				
Total Debits:		0.00	Total Credits:	0.00				
Paid Leave Bank (Hours)								
Sat 5/31/2014			Balance Forward	0.00				
Total Debits:		0.00	Total Credits:	0.00				
Personal (Hours)								
Sat 5/31/2014			Balance Forward	21.00				
Wed 6/25/2014	Taken	1.50		19.50	Personal	Timecard Editor	Mon 7/7/2014	TEST2
Total Debits:		1.50	Total Credits:	0.00				
Prior Year Vacation (Hours)								
Sat 5/31/2014			Balance Forward	70.00				
Mon 6/2/2014	Taken	8.75		61.25	Prior Year Vacation			
Thu 6/19/2014	Taken	8.75		52.50	Prior Year Vacation			
Mon 6/30/2014	Taken	7.00		45.50	Prior Year Vacation			
Wed 8/13/2014	Taken	7.00		38.50	Prior Year Vacation			
Total Debits:		31.50	Total Credits:	0.00				
Sick (Hours)								
Sat 5/31/2014			Balance Forward	193.00				
Tue 6/10/2014	Taken	0.50		192.50	Sick	Timecard Editor	Thu 5/29/2014	TEST2
Mon 6/16/2014	Taken	2.00		190.50	Sick	Timecard Editor	Mon 7/7/2014	TEST2
Total Debits:		2.50	Total Credits:	0.00				

Vacation (Hours)				
Sat 5/31/2014			Balance Forward	84.00
Total Debits:	0.00	Total Credits:	0.00	

Total Number of Employees: 1

Accrual Summary

Data Up to Date: 8/20/2014 12:52:48 PM
Executed on: 8/20/2014 12:52:48 PM
Printed for: TEST2

Time Period: 6/01/2014 - 8/20/2014
Query: Previously Selected Employee(s)

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

Total Number of Employees: 1

Accrual Debit Activity Summary

Data Up to Date: 8/20/2014 12:56:10 PM
Executed on: 8/20/2014 12:56:10 PM
Printed for: TEST2

Time Period: 6/01/2014 - 8/20/2014
Query: Previously Selected Employee(s)

TEST1 ID: 0100001

Accrual Code	Day of Week	Effective Date	Amount	Pay Code that Affected Accrual
Comp Accrued				
	Wednesday	6/25/2014	7.25	Comp
Personal				
	Wednesday	6/25/2014	1.50	Personal
Prior Year Vacation				
	Monday	6/2/2014	8.75	Prior Year Vacation
	Thursday	6/19/2014	8.75	Prior Year Vacation
	Monday	6/30/2014	7.00	Prior Year Vacation
	Wednesday	8/13/2014	7.00	Prior Year Vacation
Sick				
	Tuesday	6/10/2014	0.50	Sick
	Monday	6/16/2014	2.00	Sick

Number of Accrual Debits Taken on:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	3	1	3	1	0	0