KRONOS TRAINING

CT HR MANAGER & STAFF

AGENDA

Getting Started

- Signing in
- Understanding the Kronos Navigator
- Viewing your information

Leave

- Viewing Leave Cases
- Leave Case Actions
- Additional Information
- Eligibility & Leave Types
- Frequency &Duration
- Notifications
- Employment status
- Leave Rules

Finding your team

- Search for an employee report
- Working with hyperfinds
- Working with Genies

Timecards

- Editing punches
- Editing pay codes
- Adding comments
- Adding rows
- Transfers
- Scheduling a pattern
- Approving Timecards
- Audits

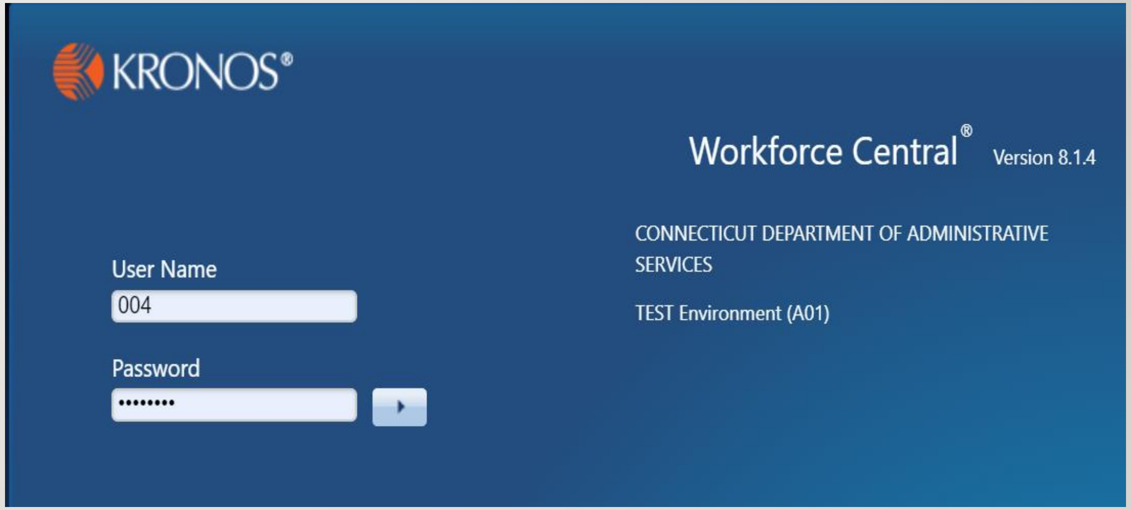
Time-Off

- Reviewing time off requests
- Time off reports

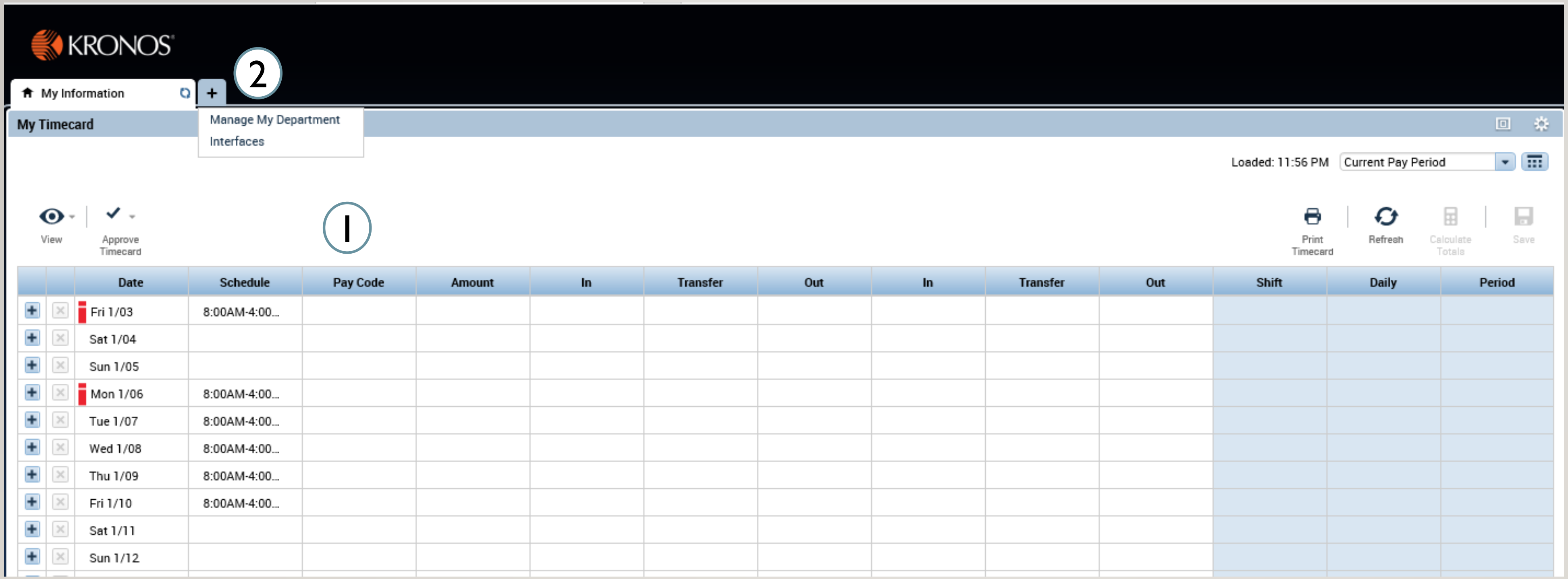
GETTING STARTED

GETTING STARTED – SIGNING IN

- Open a web browser and enter https://ctgov-tst.kronos.net/wfc/htmlnavigator/logon
- Enter your user name and password



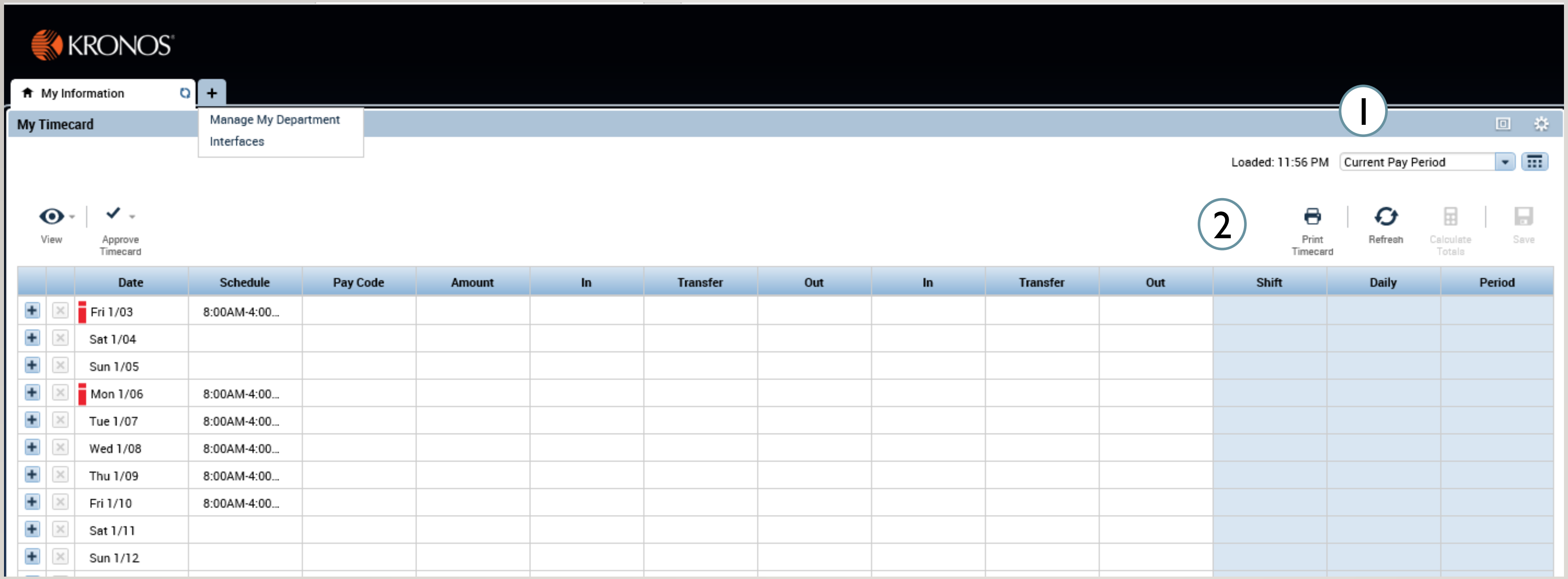
GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR



1. Employee timecard: Can add your own punches, add specific pay codes, and also approve your timecard

2. Clicking the ‘ + ‘ sign will bring you a list of the different modules you can access, as a timekeeper you can manage your department and export time reports

GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR



1. Can use the drop down and the calendar icon to change the time period view
2. The buttons allow you to refresh, save, and print out your timecard information

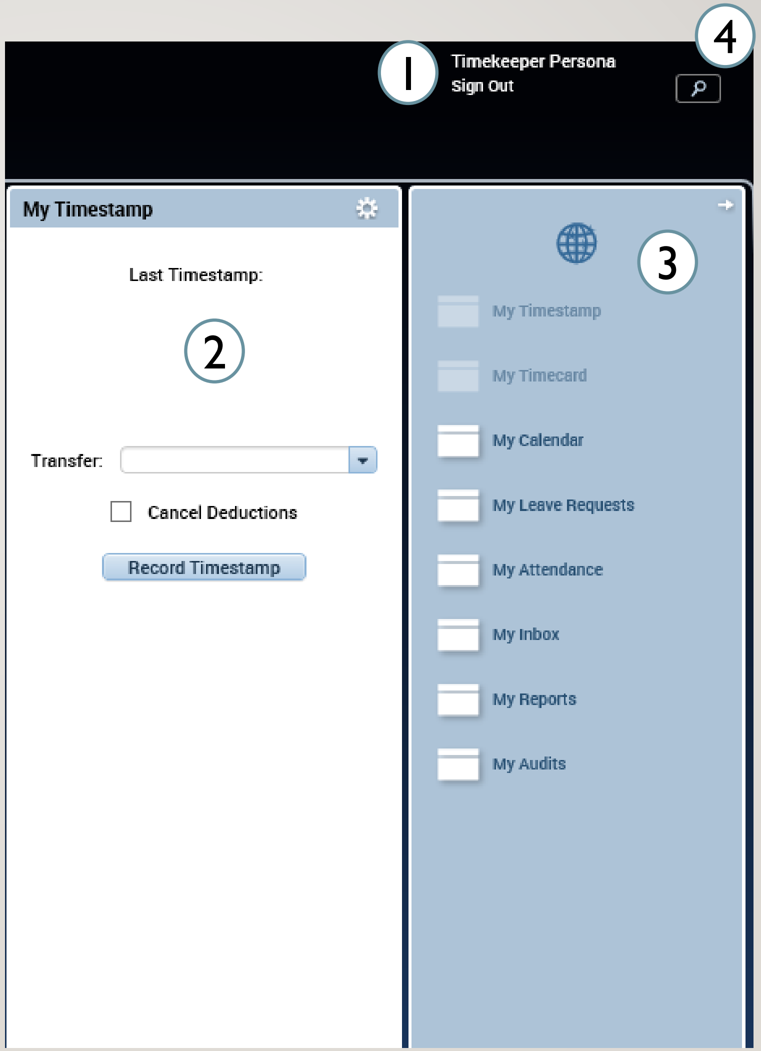
GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

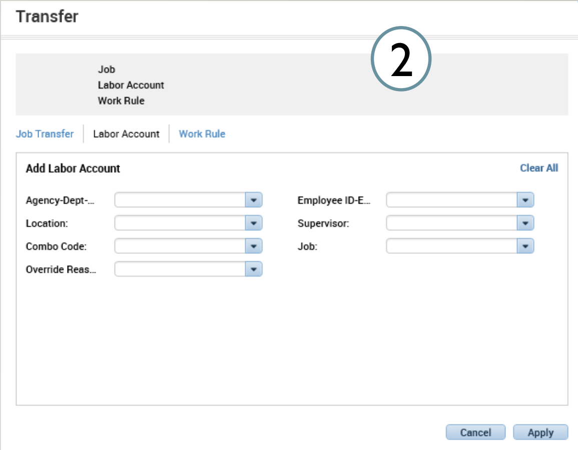
1. User information and log off

2. Last timestamp and transfer allows you to execute a transfer and record a punch

3. Related Items menu: Through related items you can access all the different widgets that interface has to offer, as you cycle through my information, manage my department, etc the related items menu will update

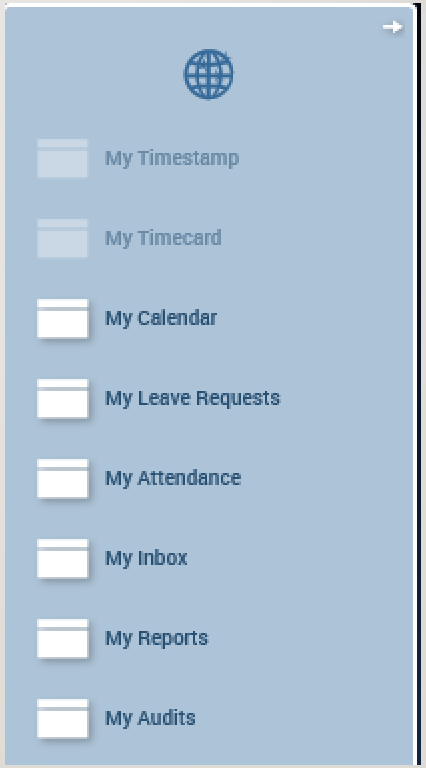
4. Search: Can provide help with any look up you're having trouble with





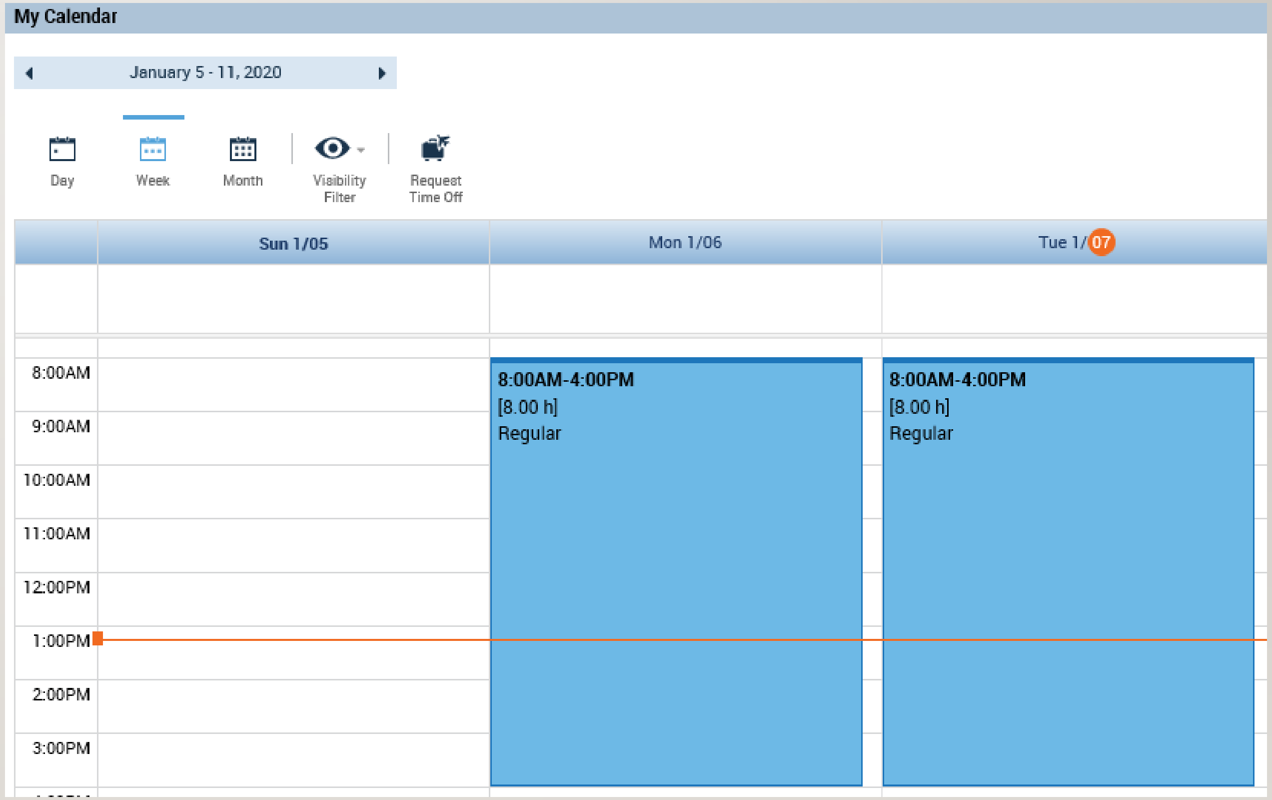
GETTING STARTED – VIEWING YOUR INFORMATION

Through the related items menu on the right side of the screen you can access all your information



GETTING STARTED – VIEWING YOUR INFORMATION

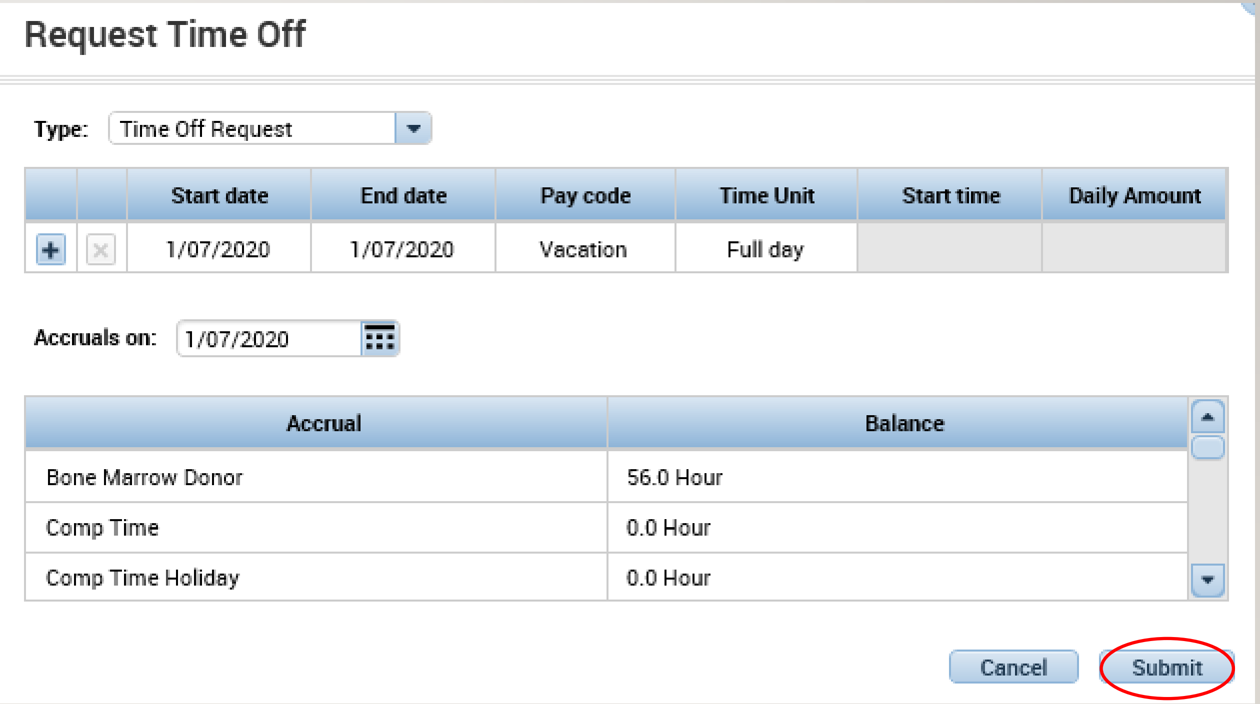
Through the My Calendar widget you can view your calendar and see your daily schedule as well as make requests for time off



GETTING STARTED – VIEWING YOUR INFORMATION

Through the Request Time Off button in the My Calendar widget you can fill in start date, end date, pay code, and time unit.

You can also view your accrual bucket balances at the bottom of the screen in order to choose which pay code to use for your request, click Submit at the bottom when completed.



Request Time Off

Type: Time Off Request

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
		1/07/2020	1/07/2020	Vacation	Full day		

Accruals on: 1/07/2020

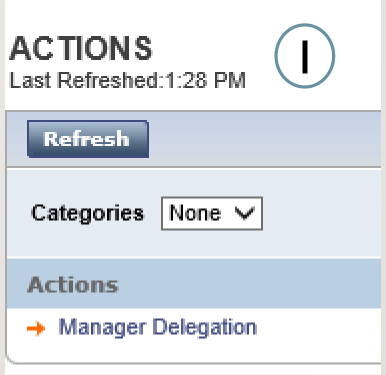
Accrual	Balance
Bone Marrow Donor	56.0 Hour
Comp Time	0.0 Hour
Comp Time Holiday	0.0 Hour

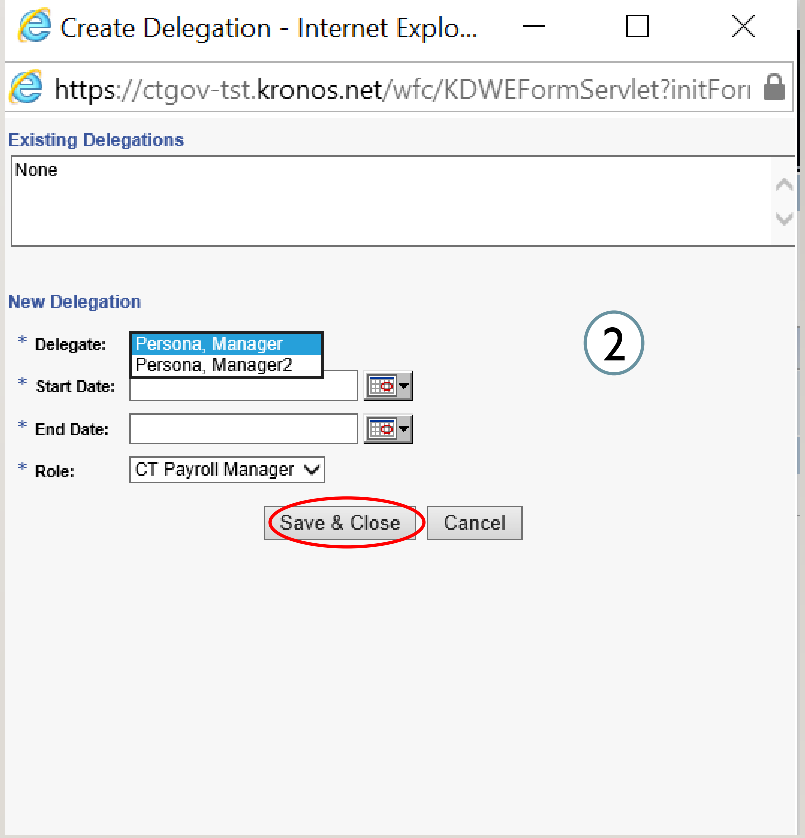
Cancel Submit

GETTING STARTED – VIEWING YOUR INFORMATION

Through the My Attendance widget you can see the actions available you

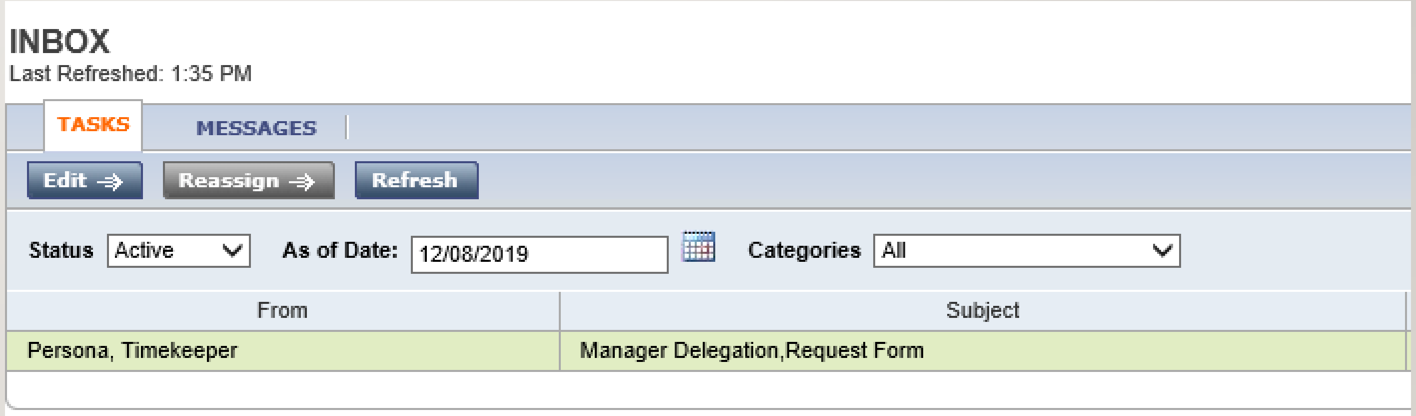
1. The only available action for timekeeper is Manager Delegation
2. After having clicked manager delegation, you choose the delegate, the timeframe, and the role you would like to delegate and then Save & Close





GETTING STARTED – VIEWING YOUR INFORMATION

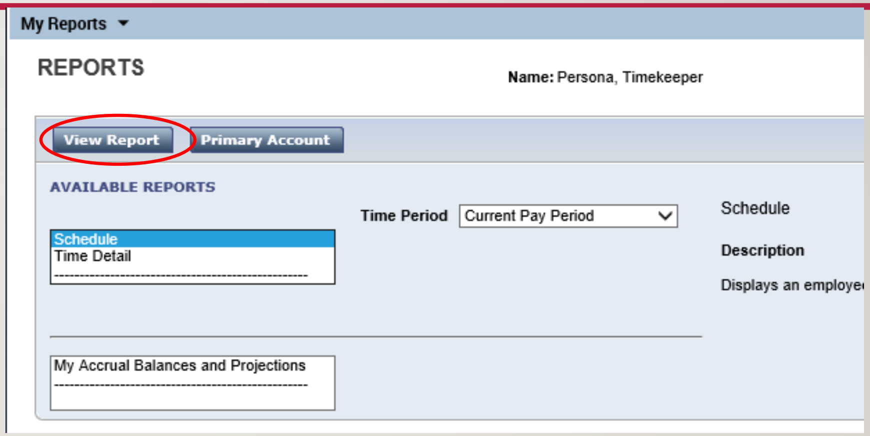
- Through the My Inbox widget you can see all your tasks and messages
- Tasks are things you need to do or have started but not completed, in this case a manager delegation form I began on the previous slide and did not complete
- Messages can be notifications from supervisors or updates about timecards/requests



GETTING STARTED – VIEWING YOUR INFORMATION

1. In the My Reports widget Schedule and Time Detail can be viewed by selecting the report and the Time Period and click View Report
2. To view My Accrual Balances and Projections select the report and fill in the As Of date then click View Report

1



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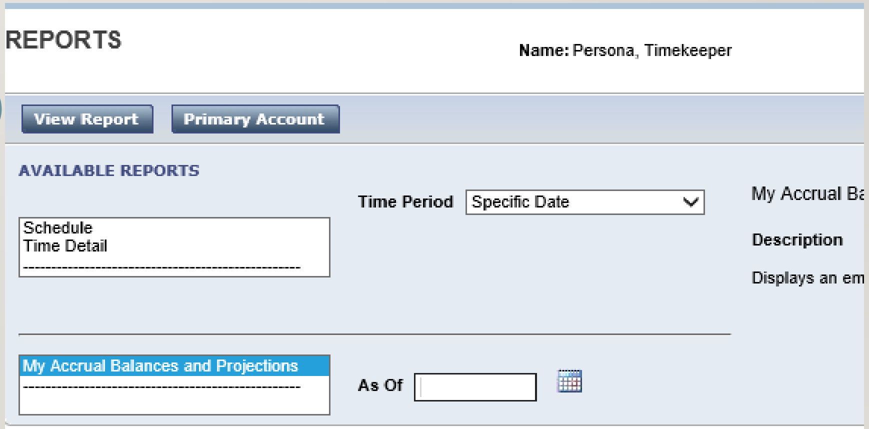
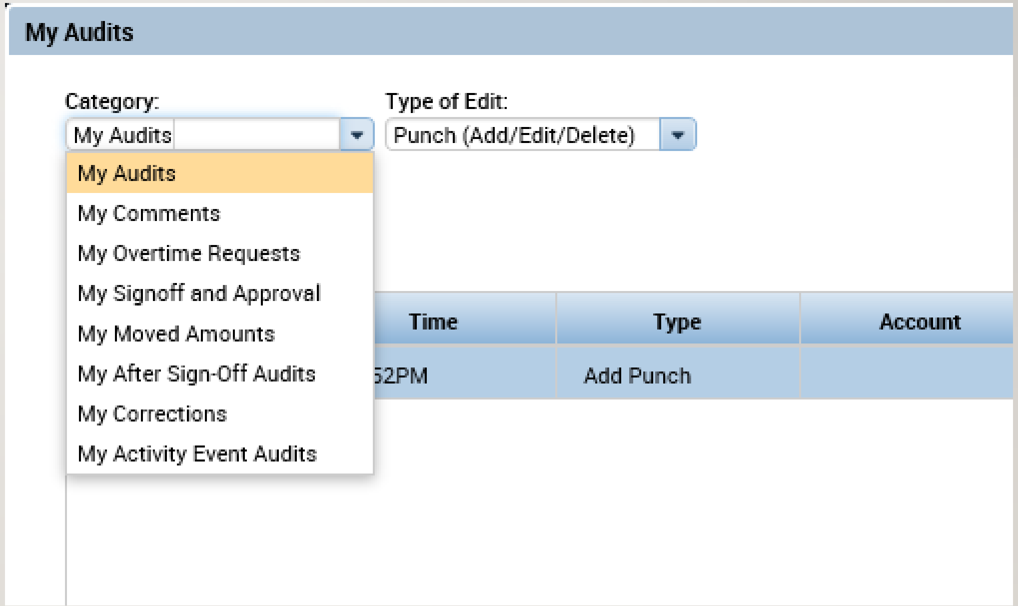
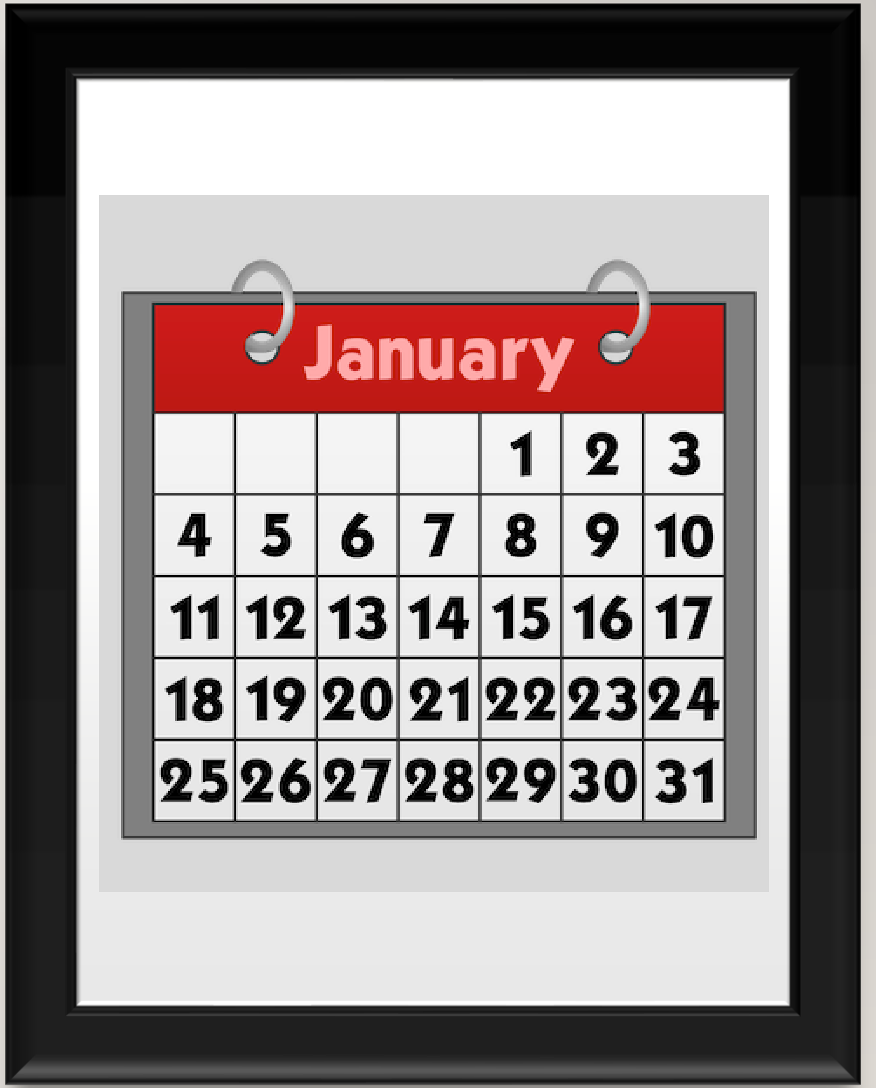


GETTING STARTED – VIEWING YOUR INFORMATION

Through the My Audits widget you can view different actions such as punching in as shown on the right, or all the categories listed on the drop down

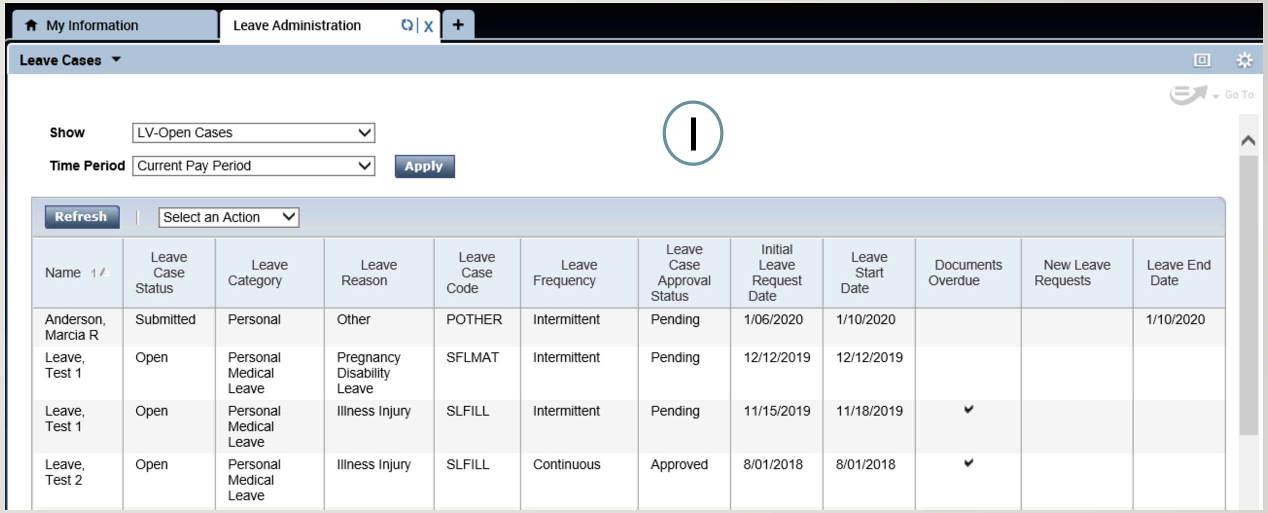


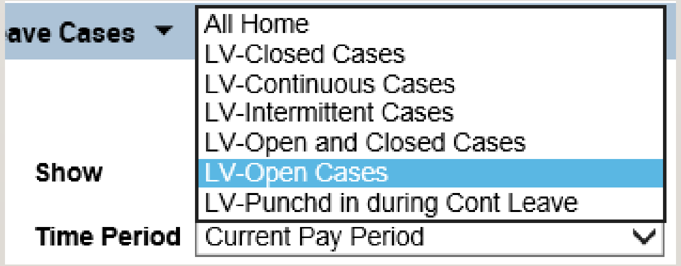
LEAVE

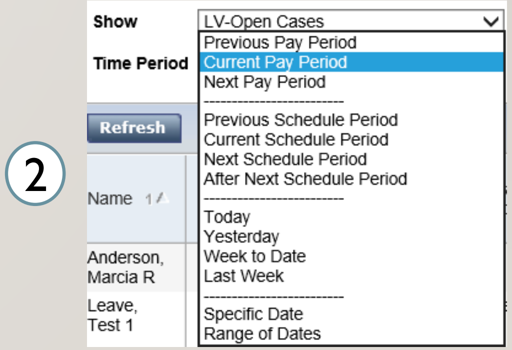

January
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

LEAVE – VIEWING LEAVE CASES

1. In order to view leave cases, click the ' + ' symbol and open Leave Administration, all cases will appear hear depending on the filters chosen
2. Using the Show drop down you can filter out what type of cases are shown as shown on the right, you can also use the Time Period drop down to select what time period or range of dates you want to view the requests in and narrow down your search



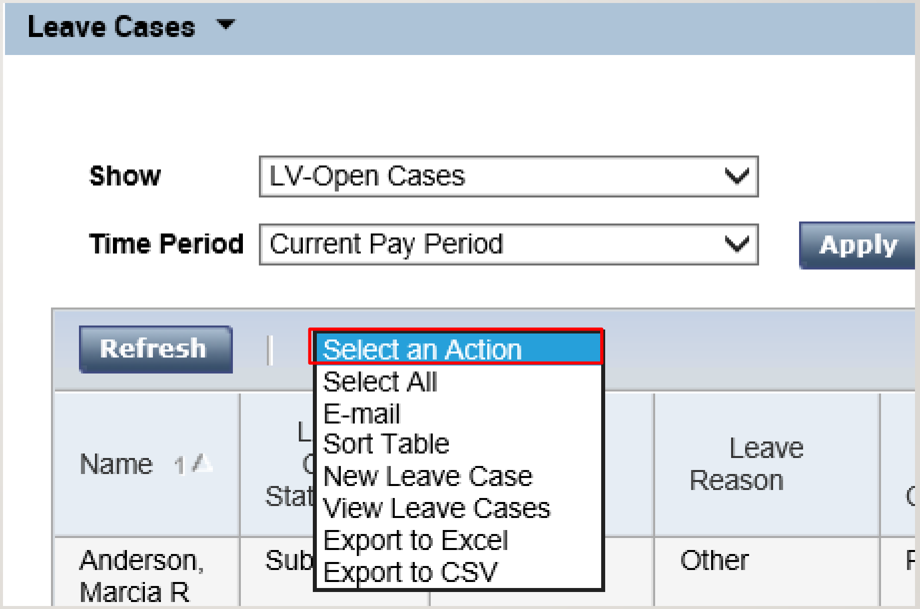




LEAVE – LEAVE CASE ACTIONS

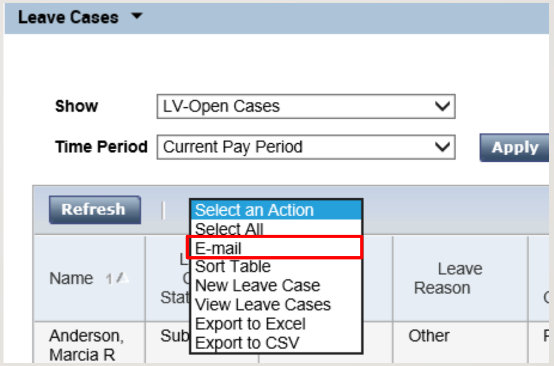
1. Through the Leave Cases interface you can select a particular leave case and through the Select an Action drop down you can select what you would like to do

2. Select All, will select all leave cases, and allow you to perform further action on all the leave cases shown by the filters you've selected



LEAVE – LEAVE CASE ACTIONS: E-MAIL

E-mail will allow you to send an email to an employee whether you want to remind them of a deadline for document submission or update them on the status of the leave case



LEAVE – LEAVE CASE ACTIONS: SORT TABLE

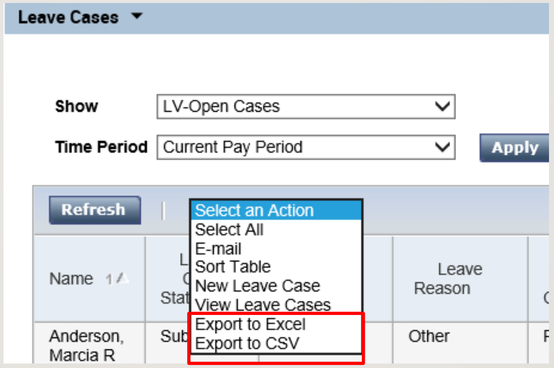
1. In order to organize the table, the Sort action will list cases by the default name, the easiest way to do this is by clicking the column you want to sort by. You can choose a column as a primary and secondary sort, then you can determine whether you want the organize it in ascending or descending order by changing the direction of the triangle on the column, also by clicking.

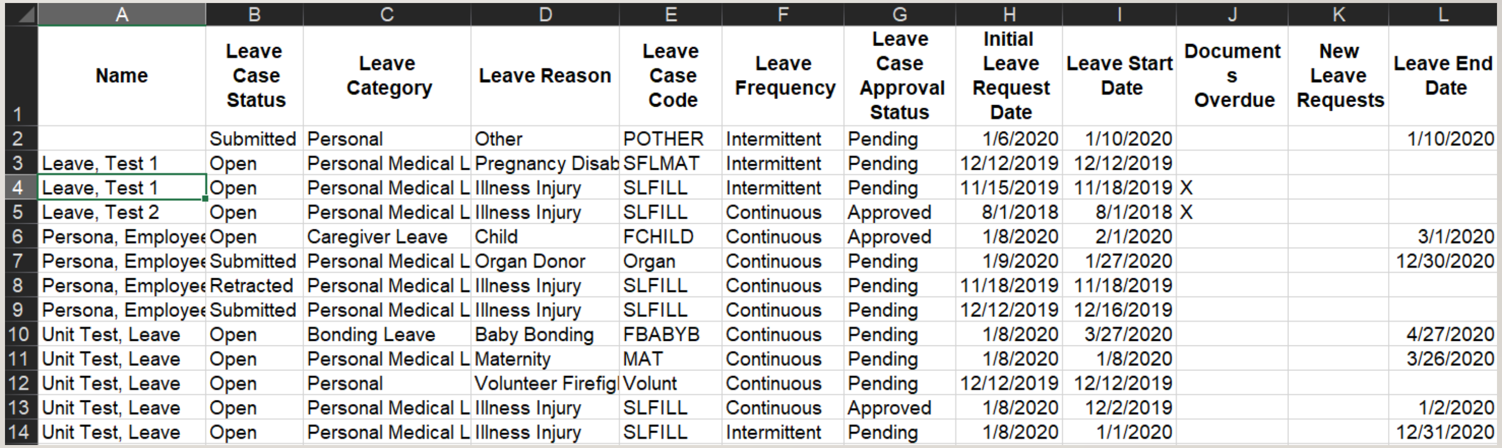
Refresh | Select an Action

Name 1▲	Leave Case Status 2▲	Leave Category	Leave Reason	Leave Case Code	Leave Frequency	Leave Case Approval Status	Initial Leave Request Date	Leave Start Date
Anderson, Marcia R	Submitted	Personal	Other	POTHER	Intermittent	Pending	1/06/2020	1/10/2020
Leave, Test 1	Open	Personal Medical Leave	Pregnancy Disability Leave	SFLMAT	Intermittent	Pending	12/12/2019	12/12/2019
Leave, Test 1	Open	Personal Medical Leave	Illness Injury	SLFILL	Intermittent	Pending	11/15/2019	11/18/2019
Leave, Test 2	Open	Personal Medical Leave	Illness Injury	SLFILL	Continuous	Approved	8/01/2018	8/01/2018

LEAVE – LEAVE CASE ACTIONS: EXPORT

1. By using the Export action under Select an Action, you can choose to view all the leave cases and all their information in excel format. The only cases that will be exported are those you've filtered in using the Show and Time Period drop downs

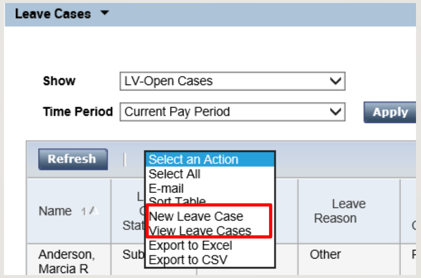


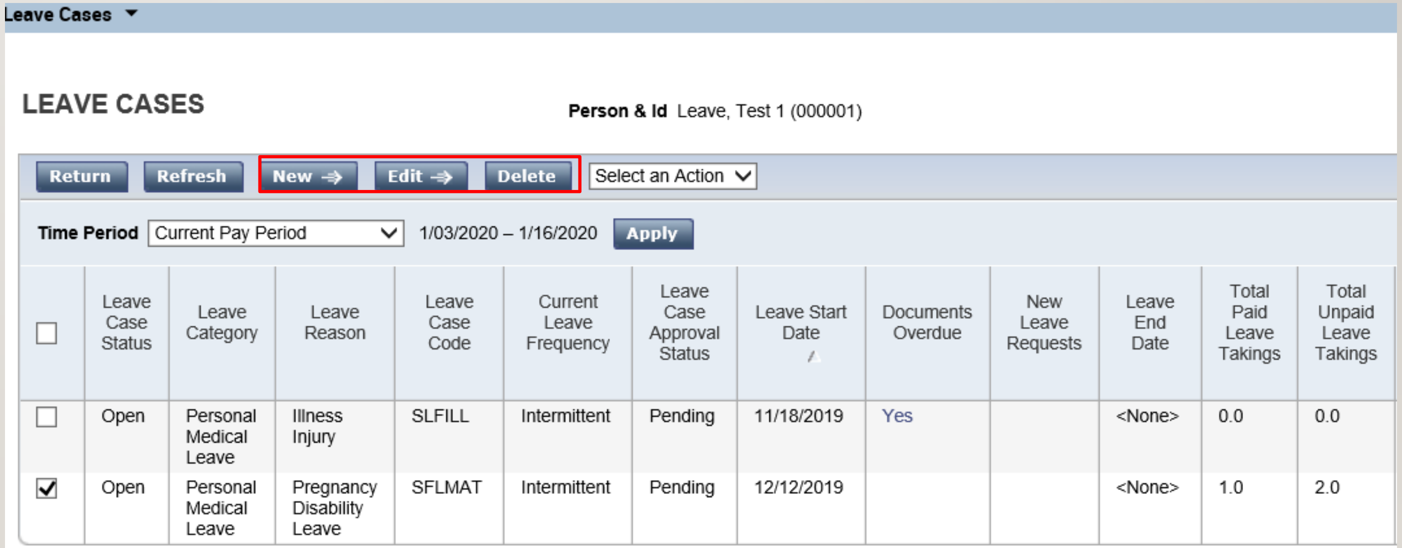


	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Leave Frequency	Leave Case Approval Status	Initial Leave Request Date	Leave Start Date	Document s Overdue	New Leave Requests	Leave End Date
2		Submitted	Personal	Other	POTHER	Intermittent	Pending	1/6/2020	1/10/2020			1/10/2020
3	Leave, Test 1	Open	Personal Medical L	Pregnancy Disab	SFLMAT	Intermittent	Pending	12/12/2019	12/12/2019			
4	Leave, Test 1	Open	Personal Medical L	Illness Injury	SLFILL	Intermittent	Pending	11/15/2019	11/18/2019	X		
5	Leave, Test 2	Open	Personal Medical L	Illness Injury	SLFILL	Continuous	Approved	8/1/2018	8/1/2018	X		
6	Persona, Employee	Open	Caregiver Leave	Child	FCHILD	Continuous	Approved	1/8/2020	2/1/2020			3/1/2020
7	Persona, Employee	Submitted	Personal Medical L	Organ Donor	Organ	Continuous	Pending	1/9/2020	1/27/2020			12/30/2020
8	Persona, Employee	Retracted	Personal Medical L	Illness Injury	SLFILL	Continuous	Pending	11/18/2019	11/18/2019			
9	Persona, Employee	Submitted	Personal Medical L	Illness Injury	SLFILL	Continuous	Pending	12/12/2019	12/16/2019			
10	Unit Test, Leave	Open	Bonding Leave	Baby Bonding	FBABYB	Continuous	Pending	1/8/2020	3/27/2020			4/27/2020
11	Unit Test, Leave	Open	Personal Medical L	Maternity	MAT	Continuous	Pending	1/8/2020	1/8/2020			3/26/2020
12	Unit Test, Leave	Open	Personal	Volunteer Firefig	Volunt	Continuous	Pending	12/12/2019	12/12/2019			
13	Unit Test, Leave	Open	Personal Medical L	Illness Injury	SLFILL	Continuous	Approved	1/8/2020	12/2/2019			1/2/2020
14	Unit Test, Leave	Open	Personal Medical L	Illness Injury	SLFILL	Intermittent	Pending	1/8/2020	1/1/2020			12/31/2020

LEAVE – LEAVE CASE ACTIONS: VIEW LEAVE CASES

1. After selecting the View Leave Cases menu item on the Actions drop down you will be prompted to the leave cases interface
2. From this list of leave cases you can use the menu to Create, Edit, or Delete the leave case

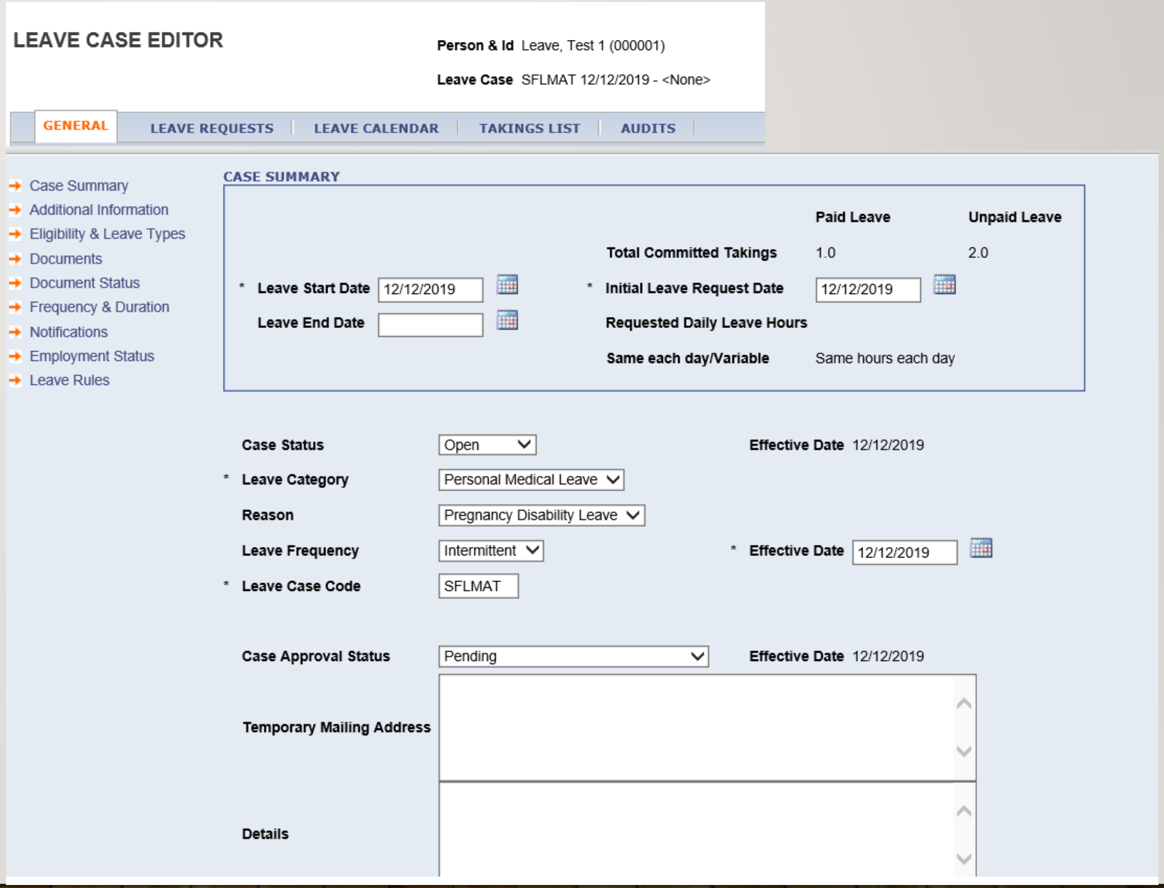




	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Current Leave Frequency	Leave Case Approval Status	Leave Start Date	Documents Overdue	New Leave Requests	Leave End Date	Total Paid Leave Takings	Total Unpaid Leave Takings
☐	Open	Personal Medical Leave	Illness Injury	SLFILL	Intermittent	Pending	11/18/2019	Yes		<None>	0.0	0.0
☑	Open	Personal Medical Leave	Pregnancy Disability Leave	SFLMAT	Intermittent	Pending	12/12/2019			<None>	1.0	2.0

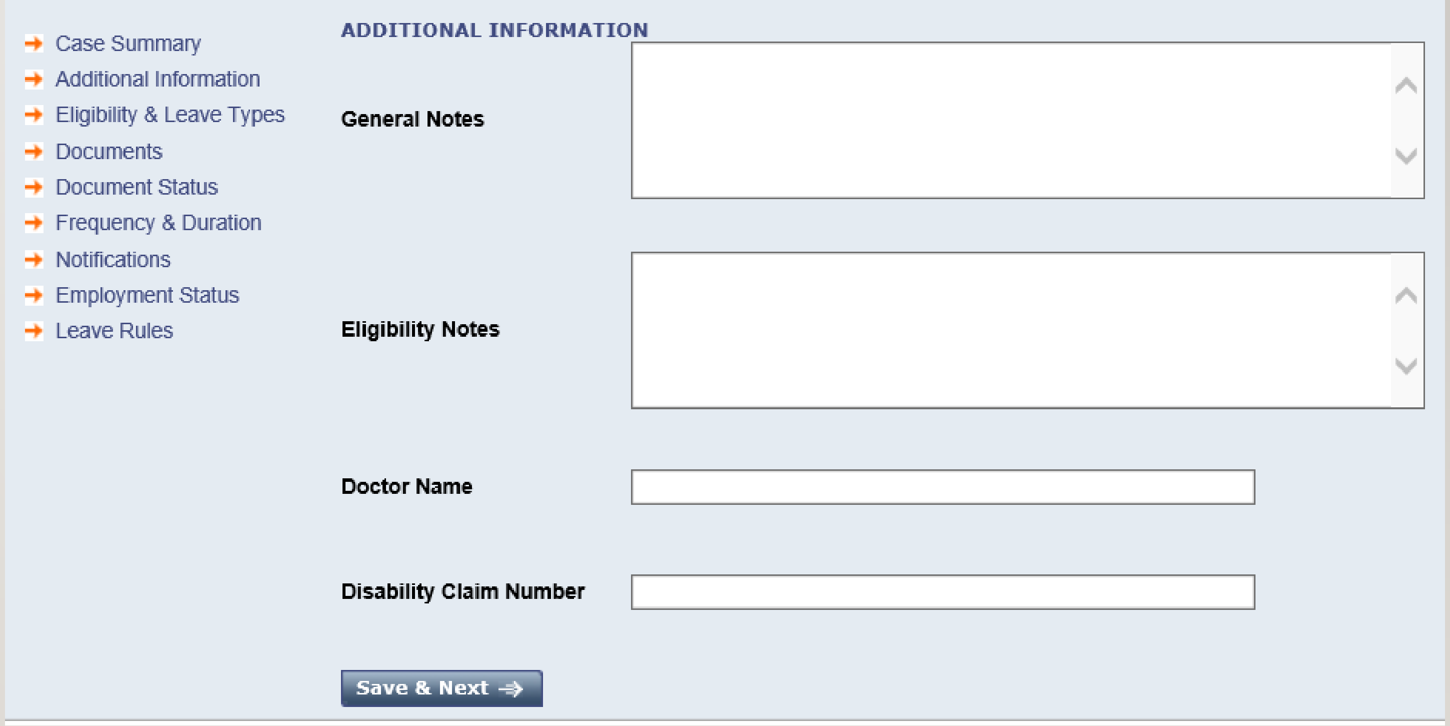
LEAVE – LEAVE CASE ACTIONS: EDITING/CREATING A CASE SUMMARY

1. The first step in creating a new leave case or editing an existing one is filling in the case summary, here you fill in the time frame, category status, leave code, and effective date. Mandatory fields are marked with an asterisk with optional fields like details and temporary mailing address there if necessary.
2. Only Case Summary, Additional Information, Eligibility & Leave Types, Leave Rules, and Takings List are required, the rest are all prepopulated or optional.



LEAVE – LEAVE CASE ACTIONS: EDITING/CREATING A CASE ADDITIONAL INFORMATION

The additional information tab is optional and can be filled in to provide clarity on certain leave cases



LEAVE – LEAVE CASE ACTIONS: EDITING/CREATING A CASE ELIGIBILITY AND LEAVE TYPES

1. Eligibility & Leave Types gives you information on which paid and unpaid leave types the employee is eligible for. Using the Leave Balances as of date and clicking Check Eligibility will give you a list of all the potential leave types.
2. Bypass eligibility check will allow you to create a leave case using a type the employee may not be eligible for: This will be a requirement for creating a leave case
3. Grant leave will not be used

- Case Summary
- Additional Information
- Eligibility & Leave Types
- Documents
- Document Status
- Frequency & Duration
- Notifications
- Employment Status
- Leave Rules

ELIGIBILITY & LEAVE TYPES

Leave Start Date 12/12/2019

Leave End Date <None> **Initial Leave Request Date** 12/12/2019

Employee is eligible for the following Leave Type(s) as of Leave Start Date: Check Eligibility

* **Leave Balances as of** 1/16/2020 Apply Bypass Eligibility Check

Grant Leave

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
☑	LV-Comp	0.0	0.0
☑	LV-Holiday Comp	0.0	7.5
☑	LV-Personal	0.0	24.0
☑	LV-Sick	1.0	191.0
☑	LV-Sick Family	0.0	160.0
☑	LV-Unpaid	0.0	998.0
☑	LV-Vacation	0.0	250.0

Use in this Leave Case	Unpaid Leave Type	Committed Hours	Available Balance
☑	CTFMLA Self	1.0	639.0
☑	Non-CTFMLA	0.0	998.0
☑	Non-FMLA Pregnancy Disability Leave	1.0	998.0
☑	Non-SEBAC	0.0	998.0
☑	SEBAC	0.0	960.0

Save & Next

LEAVE – LEAVE CASE ACTIONS: EDITING/CREATING A CASE ELIGIBILITY AND LEAVE TYPES

When creating a leave case in Kronos you can use the table pictured on the right as reference. It shows the Kronos equivalent to the TRC codes you are familiar with and will assist with the eligibility check

Table: Kronos Pay Code to TRC to earn code mapping table

Kronos Category	Kronos Reason	Kronos Pay Codes	Core-CT TRC
Military Family Leave	Military Caregiver Covered Service Member	LV-Comp Used + LV-FMLAMIL Tracking + LV-CTFMLAMIL Tracking	CCAFC
Military Family Leave	Military Qualifying Exigency	LV-Comp Used + LV-FMLAMIL Tracking + LV-CTFMLAMIL Tracking	CCAFE
Bonding Leave	Placement of Foster Child	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCB
Bonding Leave	Birth of child	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCB
Bonding Leave	Baby Bonding	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCB
Bonding Leave	Adoption	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCB
Caregiver Leave	Paternity	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCB
Caregiver Leave	Child	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCCC
Caregiver Leave	Parent	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCCP
Caregiver Leave	Parent In Law	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCCP
Caregiver Leave	Spouse	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCCS
Caregiver Leave	Partner	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCCS
Personal Medical Leave	Illness Injury	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCMC
Personal Medical Leave	Maternity	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCMCB
Personal	Workers Comp	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCWC
Personal	Workers Comp	LV-Comp Used + LV-FMLA Tracking + LV-CTFMLA Tracking	CCWCS

LEAVE – LEAVE CASE ACTIONS: EDITING/CREATING A CASE LEAVE RULES

Using the Leave Rules section select the appropriate Leave Rule and the Effective Date. Click Save when completed

Select the appropriate leave type based on the paid and unpaid leave codes displayed next to it

LEAVE RULES

Leave Start Date	12/12/2019	**Leave Frequency**	Intermittent as of 12/12/2019
Leave End Date	<None>	**Initial Leave Request Date**	12/12/2019

		Leave Rule	* Effective Date
		Pregnancy Disability Leave Biological Mother	12/12/2019

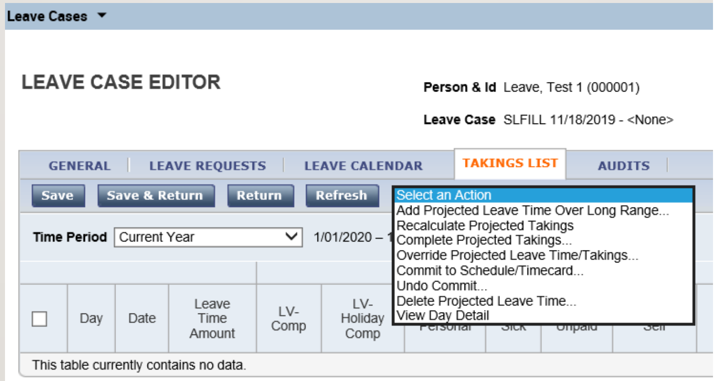
Save

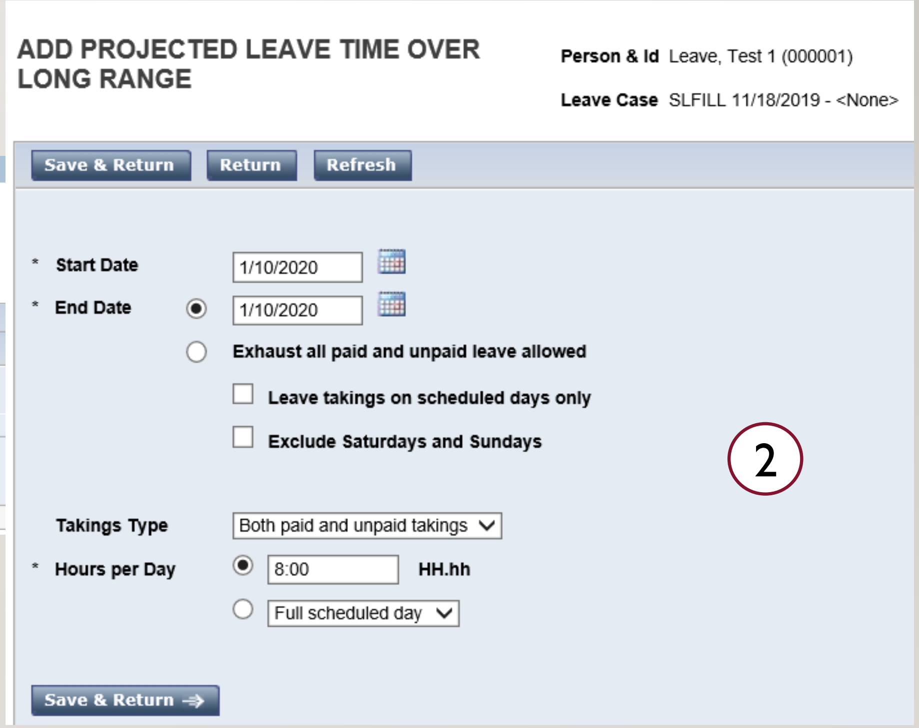
Paid Leave Types	Unpaid Leave Types
LV-Sick,LV-Unpaid	CTFMLA Self,FMLA Federal Self,Non-CTFMLA,Non-FMLA Self,Non-SEBAC,SEBAC

LEAVE – LEAVE CASE ACTIONS: EDITING/CREATING A CASE TAKINGS LISTS

1. After accessing the Takings List you can use the Actions drop down to select what you want to do. Here you would need to Add Projections over a period of time. You also have the option to commit these changes if you're okay with the projection or delete the projection and change the original settings
2. If you select Add projected leave time over long range you will select the data range and then add any additional settings such as excluding weekends and exhausting leaves, then you will enter Hours per day and then Save & Return

1



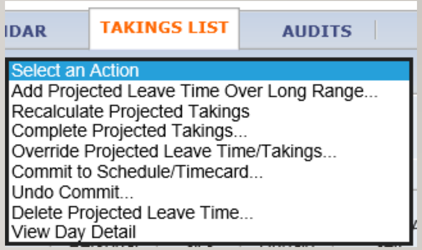


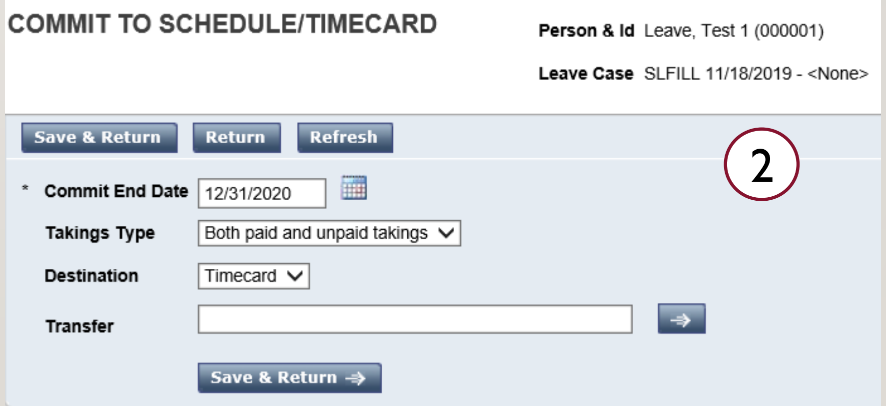
2

LEAVE – LEAVE CASE ACTIONS: EDITING/CREATING A CASE TAKINGS LISTS

1. The projection will look like the image on the right, if the projection is correct you can Commit to schedule and timecard. Otherwise you can Delete Projected Leave Time, recalculate, or override individual leave time/takings
2. If the projected time is in the past commit to timecard, if in the future commit to schedule, you also have the option to commit both at once

Sat	2/01/2020	8.0				8.0		8.0	8.0				
Sun	2/02/2020	8.0				8.0		8.0	8.0				
Mon	2/03/2020	8.0				8.0		8.0	8.0				
Tue	2/04/2020	8.0			7.0	1.0		8.0	8.0				
Wed	2/05/2020	8.0			8.0			8.0	8.0				
Thu	2/06/2020	8.0			8.0			8.0	8.0				
Fri	2/07/2020	8.0			1.0			8.0	8.0				
Sat	2/08/2020	8.0						8.0	8.0				
Sun	2/09/2020	8.0						8.0	8.0				
Mon	2/10/2020	8.0						8.0	8.0				
Committed			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Projected			0.0	0.0	24.0	201.0	0.0	256.0	256.0	0.0	0.0	0.0	0.0
Total			0.0	0.0	24.0	201.0	0.0	256.0	256.0	0.0	0.0	0.0	0.0
Committed Leave Time		0.0											
Projected Leave Time		256.0											

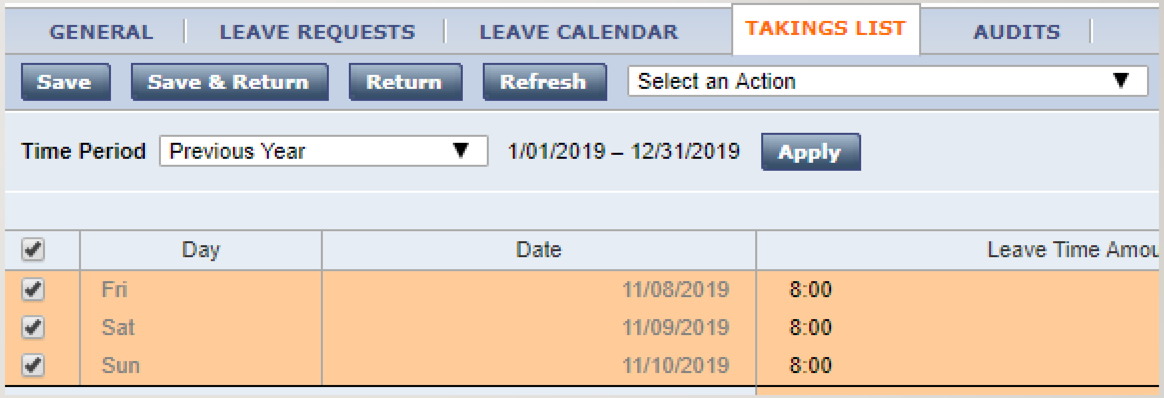


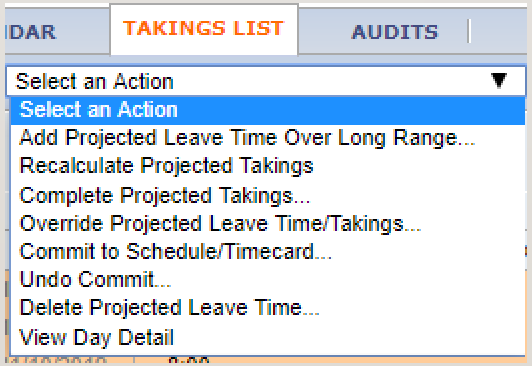


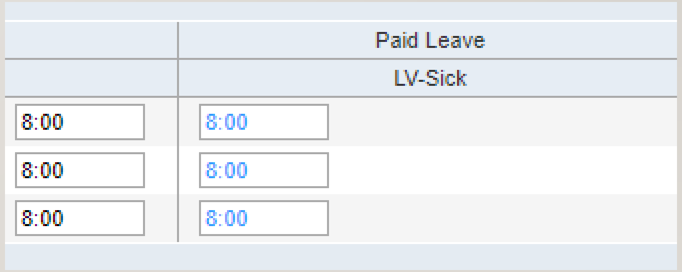
LEAVE – LEAVE CASE ACTIONS: OVERRIDING PROJECTED LEAVE TIME

If your projected leave time does not properly apply or needs to be adjusted to more specific values select all days you want to modify. Then undo the commit if committed, and select override projected leave time. Here you will be able to make modifications on a day by day basis

Always commit the leave takings after editing them or creating them

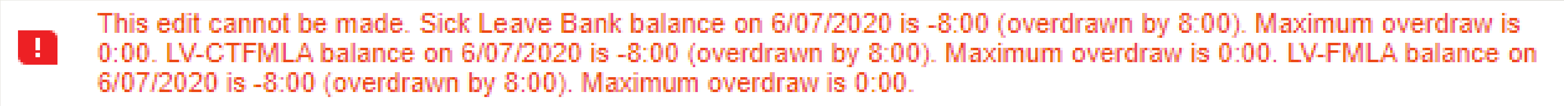


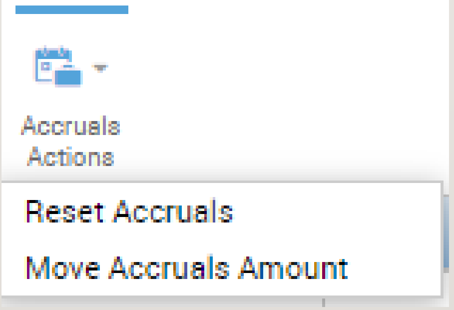


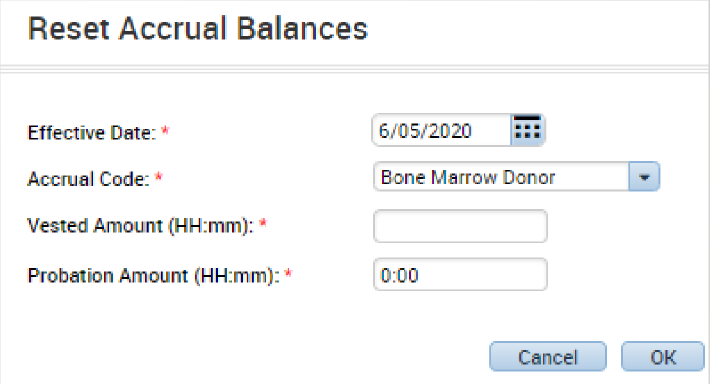


LEAVE – LEAVE CASE ACTIONS: RESETTING ACCRUALS

- When performing a leave case override, if you receive the following notification it may mean your accruals are out of sync with Core CT
- Validate your accruals in Core and if they are not in sync you will need to reset your accruals to match those in Core CT as shown

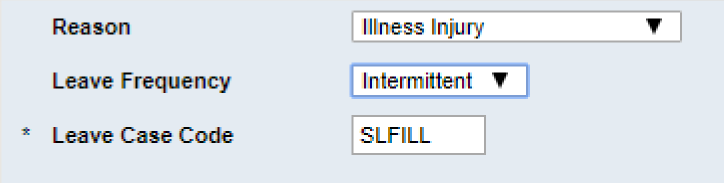


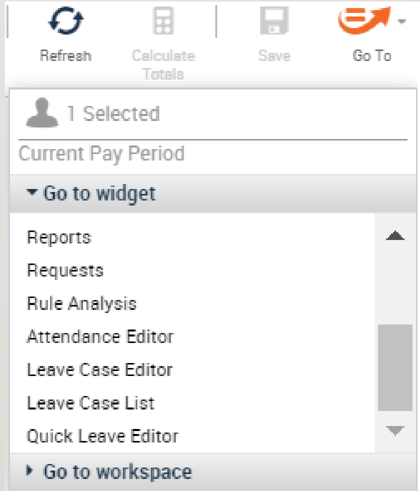




LEAVE – LEAVE CASE ACTIONS: INTERMITTENT LEAVE CASE

1. In order to create an intermittent leave case follow the same previous steps but select the Intermittent leave frequency
2. Once created, navigate to the employee's timecard and select quick leave editor, here you can input any future takings on a daily basis
3. Once edited, navigate to leave case editor and validate the leave distribution, if incorrect perform an override as shown on the slide below (click/slide 29)





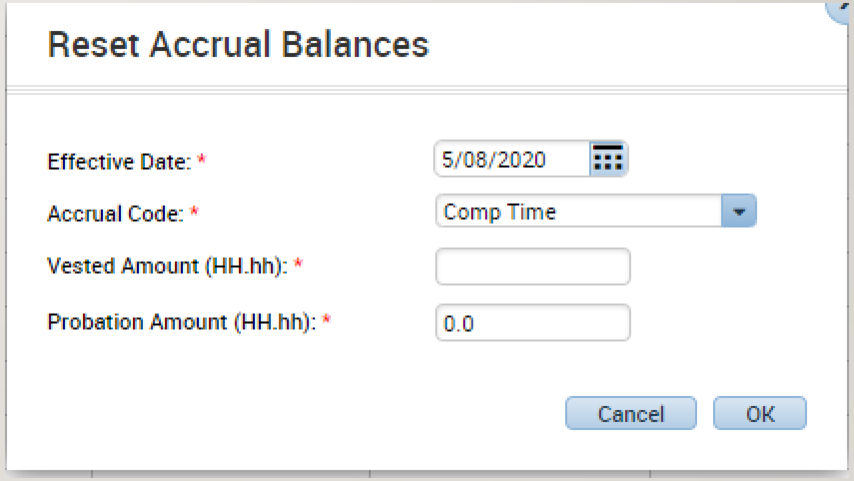
LEAVE – THINGS TO CONSIDER

Things to consider in order to keep Kronos and Core CT in sync

-Keeping comp plans balances in sync through accrual resets and updates

-When adding a new employee in Core CT, add the employee, wait a day and then validate their information in Kronos

-For Transfers may need to update the accrual balances to remain in sync with Core CT



DEMO

Now we will cover a demo of inputting a sick family leave case into Kronos, example shown in Leave Manager Exercise guide

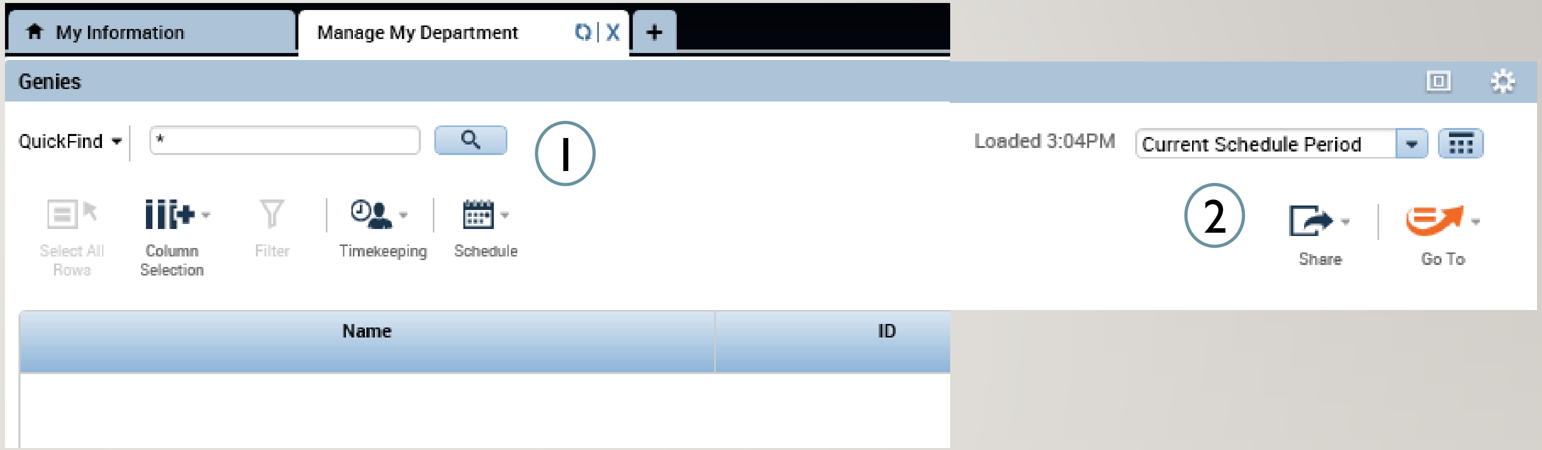
DEMO – LEAVE EXERCISE 1

PLEASE REFER TO THE HR LEAVE EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

FINDING YOUR TEAM

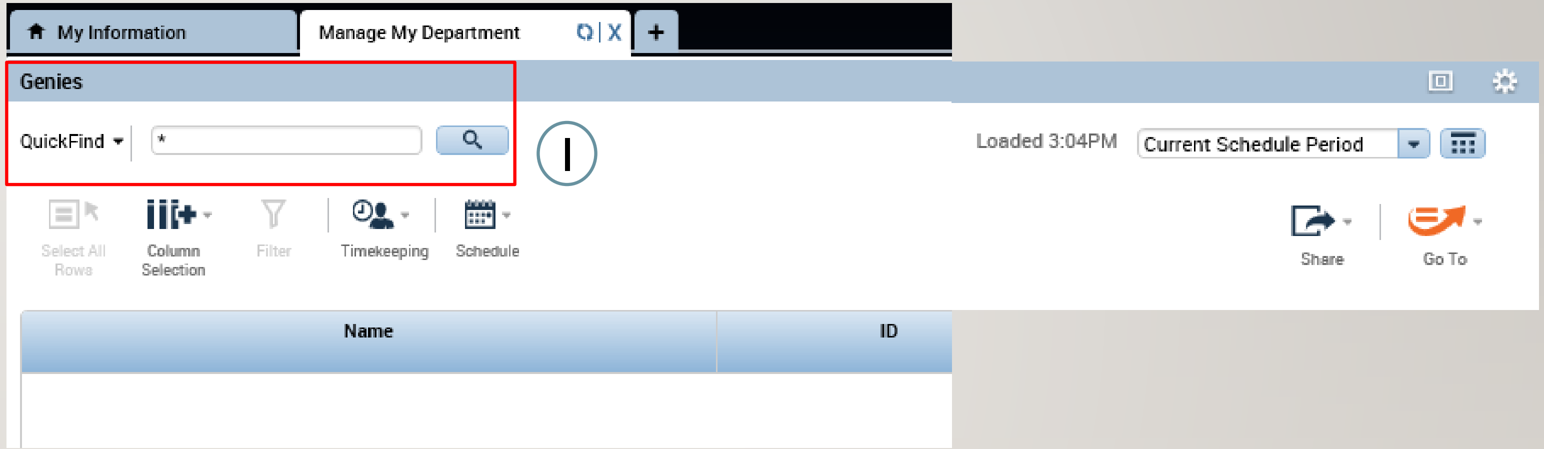
FINDING YOUR TEAM – SEARCHING FOR AN EMPLOYEE REPORT

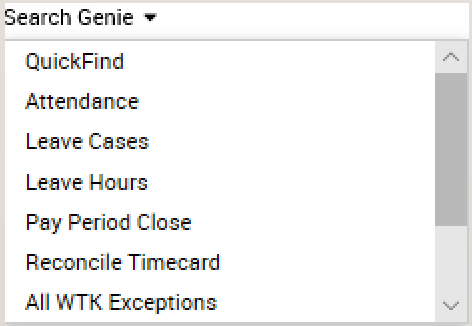
1. Under the Manage My Department interface use the default QuickFind Genie and search for your employee. Type in the name of your employee or begin the search with '*' to search employees with their named ending in the following letters, end your search with '*' to find employees whose names start with the entered letters. Searching '*' will return every employee
2. This area allows you to change the desired timeframe, or share the employee information by exporting it to excel or csv. Go To allows you to select an employee and transition to the different Management widgets that will covered

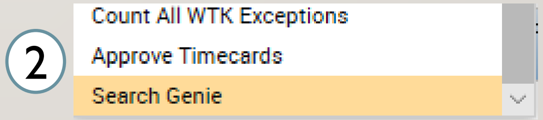


FINDING YOUR TEAM – WORKING WITH GENIES

1. Under the Manage My Department interface use the default QuickFind Genie and search for your employee. Type in the name of your employee or begin the search with '*' to search employees with their named ending in the following letters, end your search with '*' to find employees whose names start with the entered letters. Searching '*' will return every employee
2. This area allows you to change the desired timeframe, or share the employee information by exporting it to excel or csv. Go To allows you to select an employee and transition to the different Management widgets that will covered

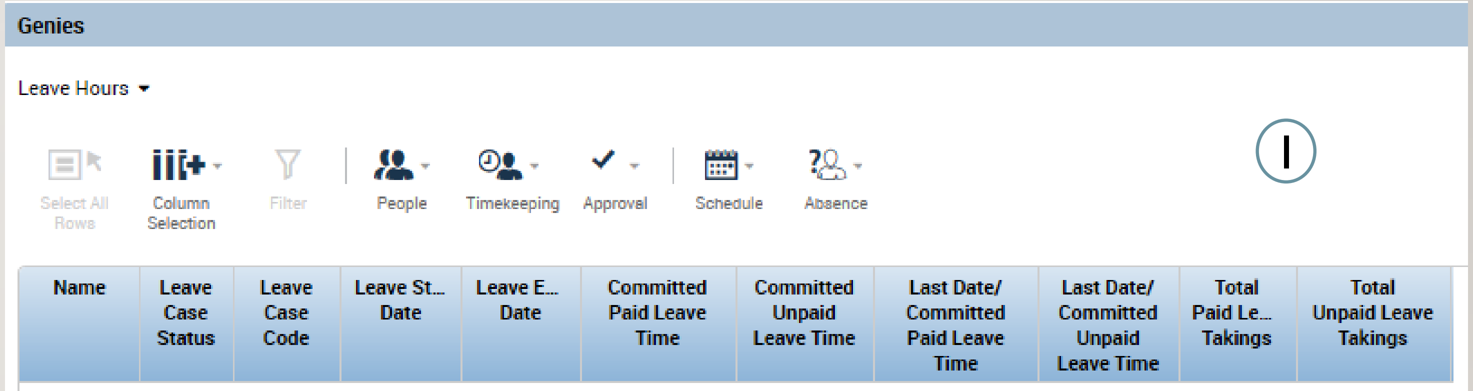


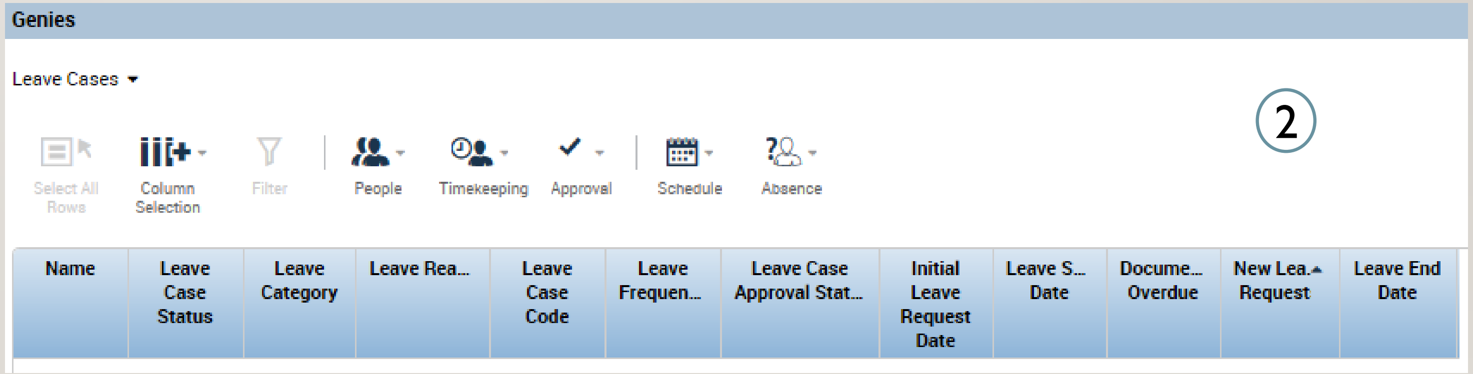




FINDING YOUR TEAM – WORKING WITH GENIES

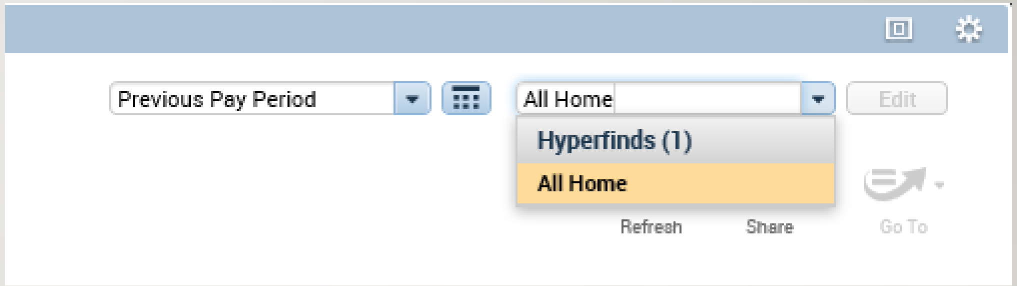
1. Leave hours shows you the details of all paid and unpaid committed and uncommitted hours
2. Leave cases gives you a broader view of all the leave cases and dates, including documents required and frequency

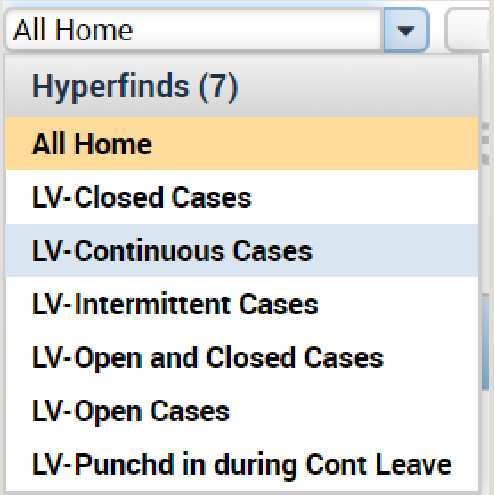




FINDING YOUR TEAM – WORKING WITH HYPERFINDS

1. Under the certain widgets or genies you'll see the second drop down next to the timeframe selection. Using this drop down you can select standard hyperfinds that will help you simplify your search.
2. These are All Home, which is every employee in your sphere of influence, and then the following leave conditions
3. Hyperfinds and time period adjustments can be used on most widgets





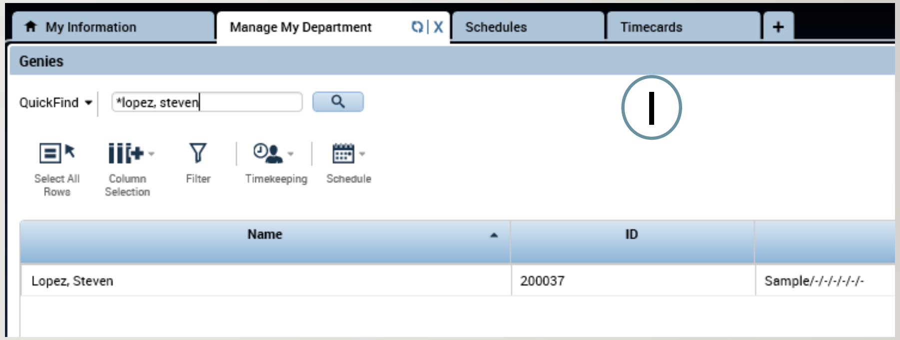
FINDING YOUR TEAM – EXERCISE 2

PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

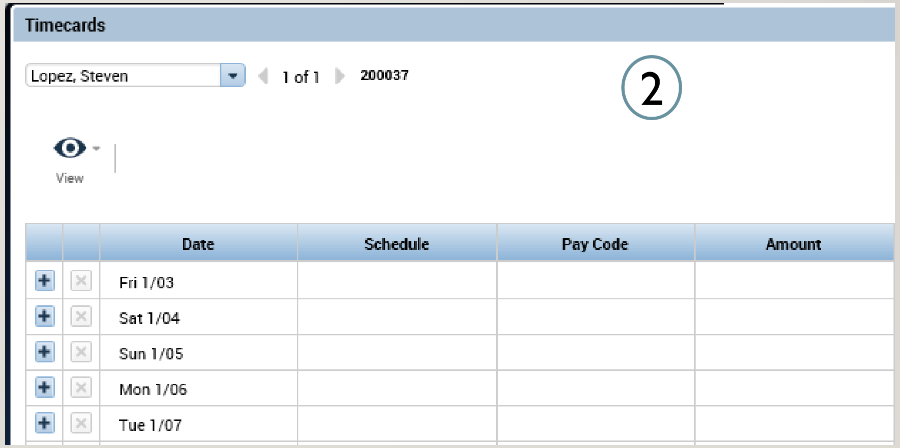
TIMECARDS

TIMECARDS – EDITING PUNCHES

1. Using the QuickFind Genie under Manage My Department search for the employee you want to see, then double click their name to open their timecard



2. Once in the timecard you can adjust the view change the timeframe and begin editing



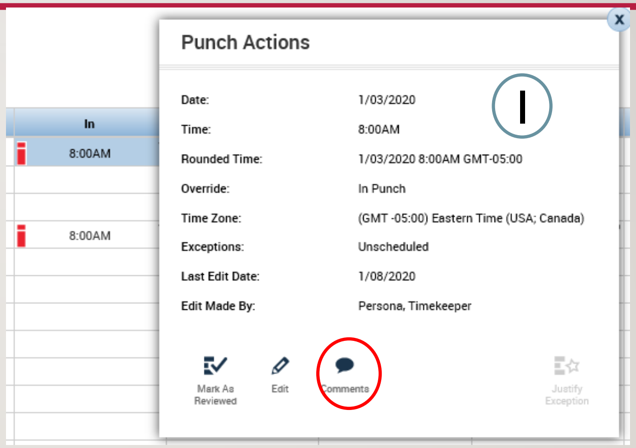
TIMECARDS – EDITING PUNCHES

1. Once in the timecard, exceptions will be highlighted such as a missed in/out punch as shown on the right

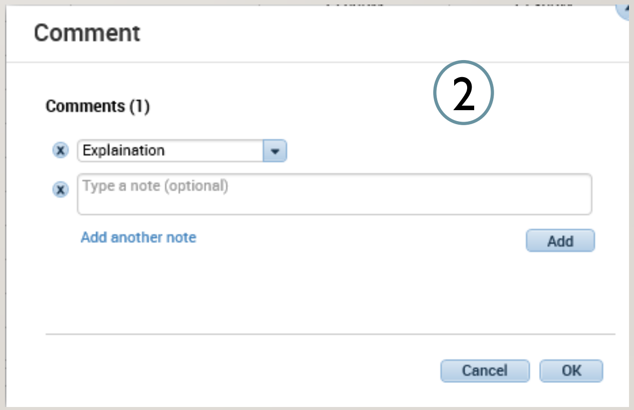
2. Select the desired cell and enter the corrected time, hover over any exception to get an explanation of what the exception is

TIMECARDS – ADDING COMMENTS

1. By default entered time will follow the Pay Rule that has been assigned to you and you will not need to enter pay codes for regular time/OT/ or Holidays



2. Once you select Comments choose Explanation from the drop down and then add the desired comment

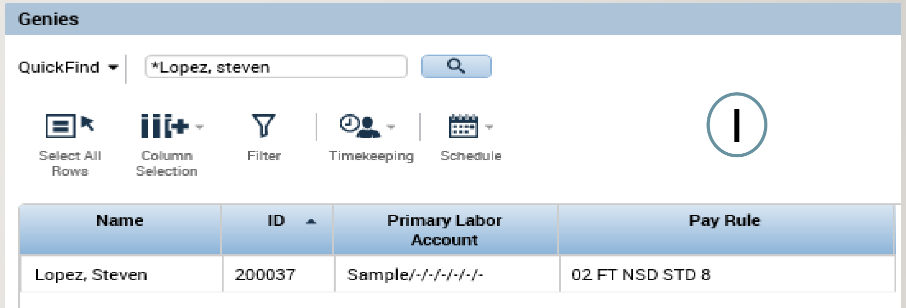


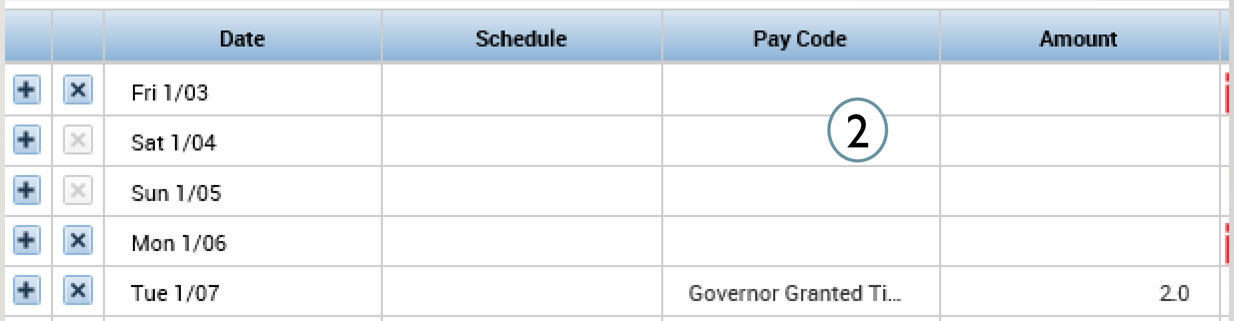
TIMECARD – EXERCISE 3

PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

TIMECARDS – EDITING PAY CODES

1. By default entered time will follow the Pay Rule that has been assigned to you and you will not need to enter pay codes for regular time/OT/ or Holidays
2. Pay codes will need to be entered for exceptional situations such as the employee being unable to submit a leave/time off request. In the example on the right there was a delayed entry so you would enter the employee timecards and set the delayed time by entering the Amount and selecting Governor Granted Time Off



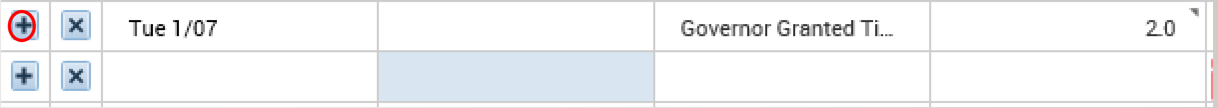


TIMECARDS – ADDING ROWS

1. Click on the ' + ' to add a new row to a day. This can be done if an employee took a couple hours off or if there's a delayed entry. Pay codes and regular scheduled hours need to be entered on different rows.

2. Once you enter the pay code for the time off and the regular hours worked the time will be automatically compiled on the right, you can see the sum of hours under the Daily column.

1



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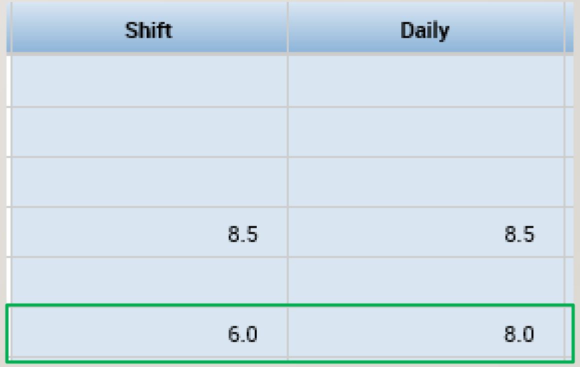
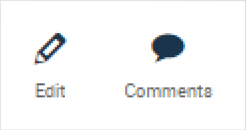
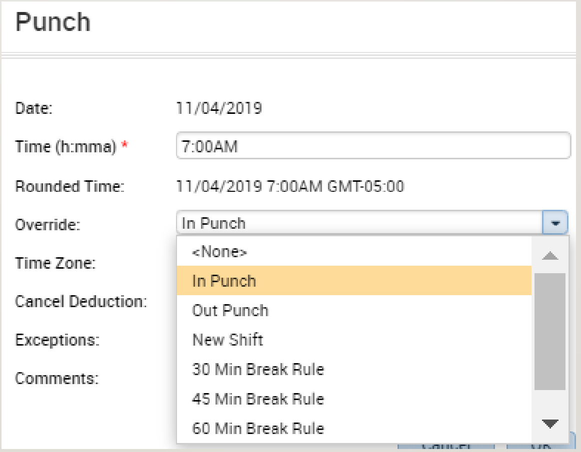
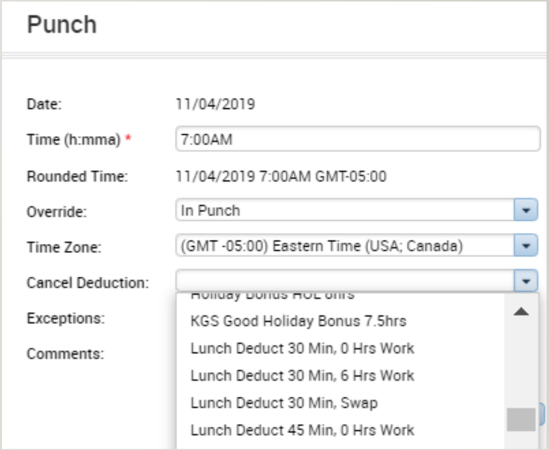


TIMECARDS – OVERRIDES AND CANCELLATIONS

1. Right clicking on a punch and selecting Edit, allows you to set an override, such as setting a new shift or adding a break
2. You can also cancel deductions, in scenarios where employees did not take a lunch because they had to continue working as shown here





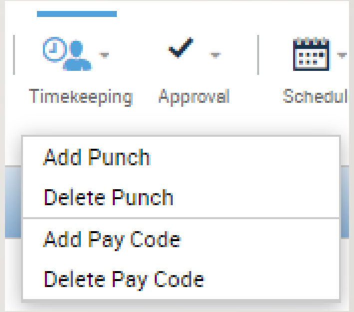


TIMECARD – EXERCISE 4 & 5

PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

TIMECARDS – GROUP EDITS

1. You also have options to add a punch or a pay code to a group of people
2. All you would need to do is select the employees you want to modify and choose then add in the punch or pay code. This can be useful in the LWGOV scenario to avoid having to manually add in every pay code



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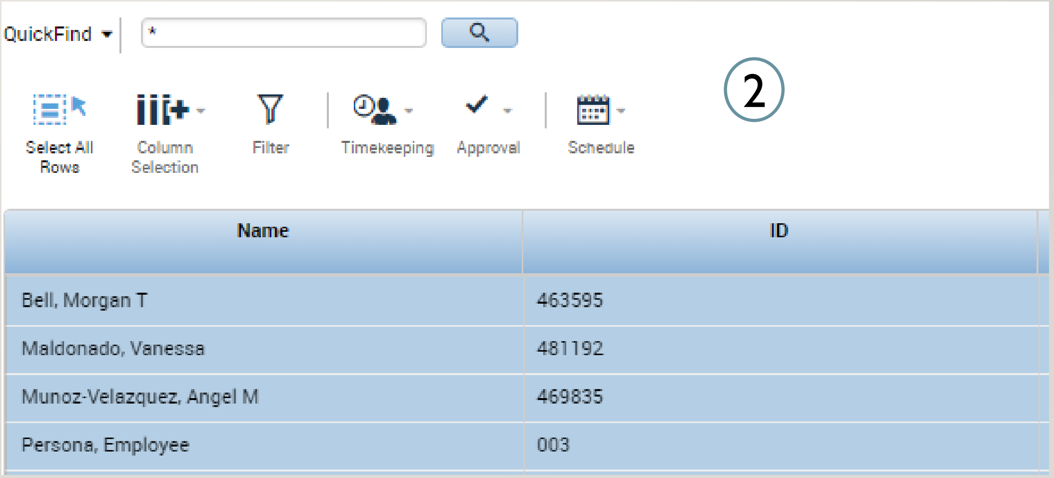

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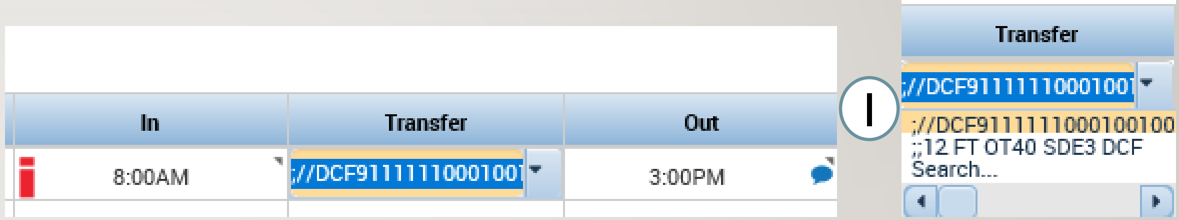
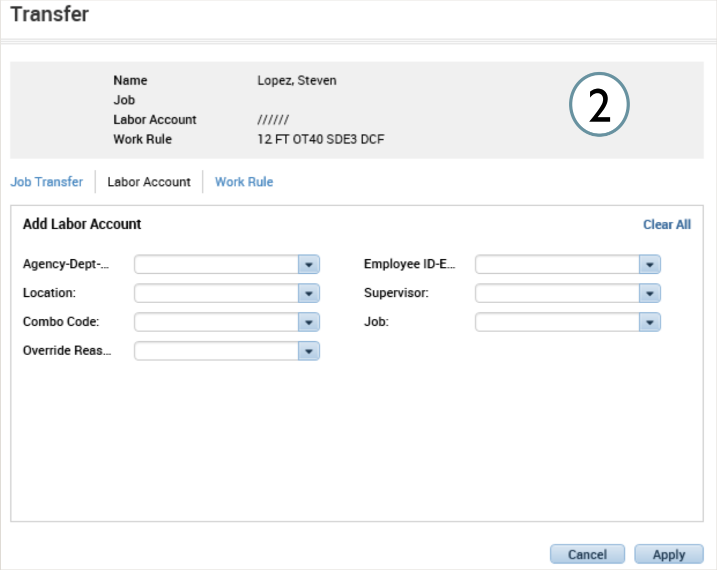
TIMECARD – EXERCISE 6 & 7

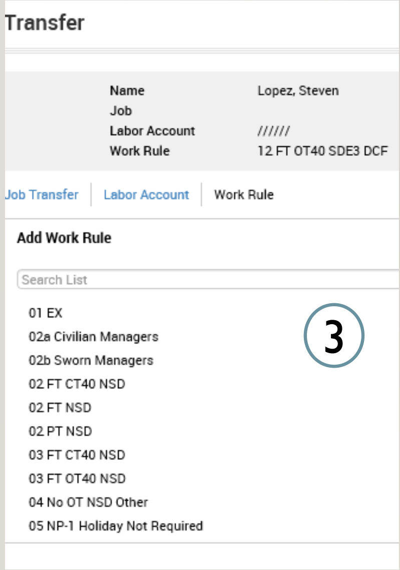
PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

TIMECARDS – TRANSFERS

1. On the timecard between the in and out punches you can choose the transfer drop down, from there you can choose previously chosen work rules/labor accounts or search for an unused one
2. Labor Account Transfer: this can be done if you are working at a different location for a day or working a different position you want to charge to that different location
3. Work rule transfer: You get called in and there's a different pay rule for being called in, you would do a work rule transfer and enter the pay rule that should be applied to you for that day
   Ex: Nurses being called in for an hour and a half with the pay rule of being paid a minimum of four hours for call ins.





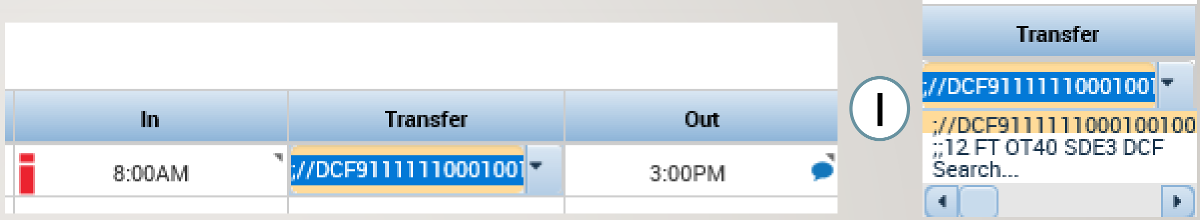


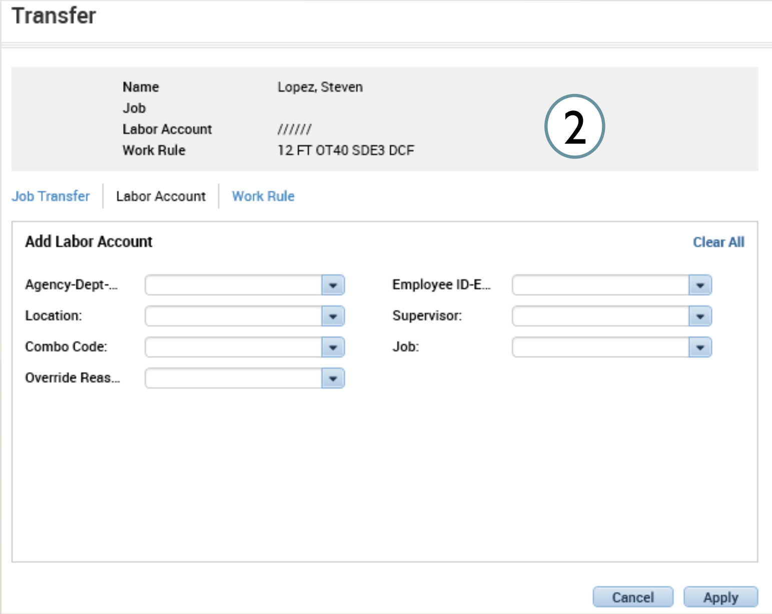
TIMECARD – EXERCISE 8

PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

TIMECARDS – LABOR ACCOUNT TRANSFERS

1. On the timecard between the in and out punches you can choose the transfer drop down, from there you can choose previously chosen work rules/labor accounts or search for an unused one
2. Labor Account Transfer: this can be done if you are working at a different location for a day or working a different position you want to charge to that different location



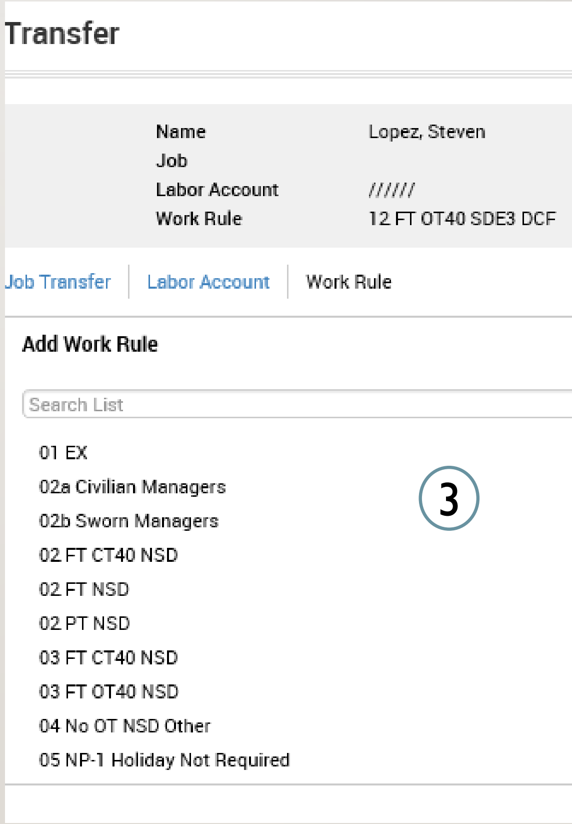


TIMECARD – EXERCISE 9

PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

TIMECARDS –WORK RULE TRANSFERS

Work rule transfer: You get called in and there's a different pay rule for being called in, you would do a work rule transfer and enter the pay rule that should be applied to you for that day

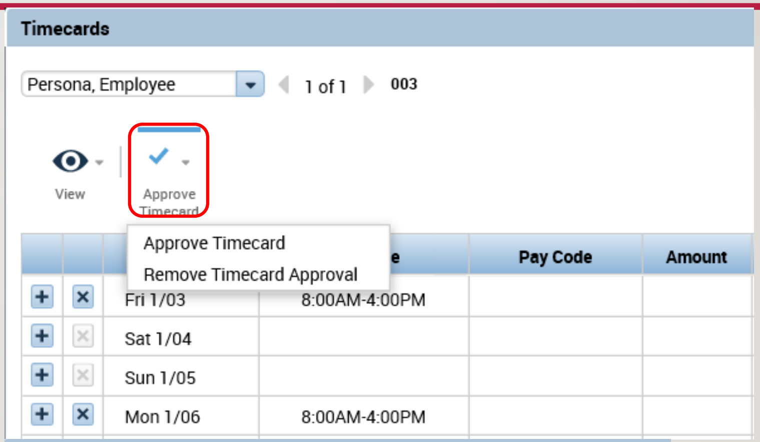


TIMECARD – EXERCISE 10

PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

TIMECARDS – APPROVALS

1. On the desired employees Timecard select Approve Timecard and then select Approve Timecard from the dropdown
2. Once the Timecard is approved, every cell will turn yellow, become un-editable, and a banner will show up with information on your approval, you can also Remove Timecard Approval using the same button and the cells will turn white again



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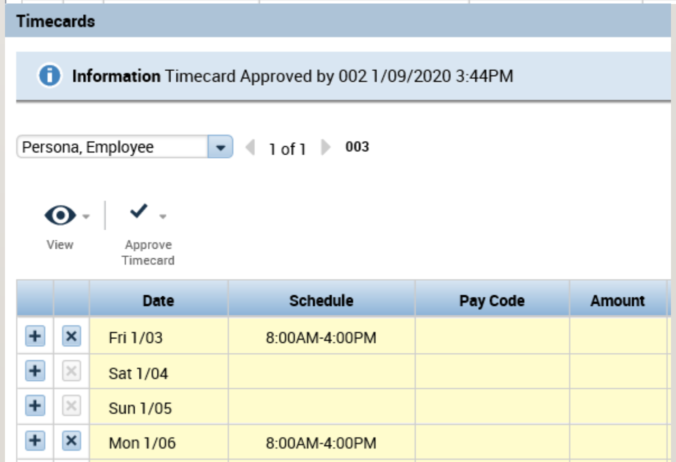

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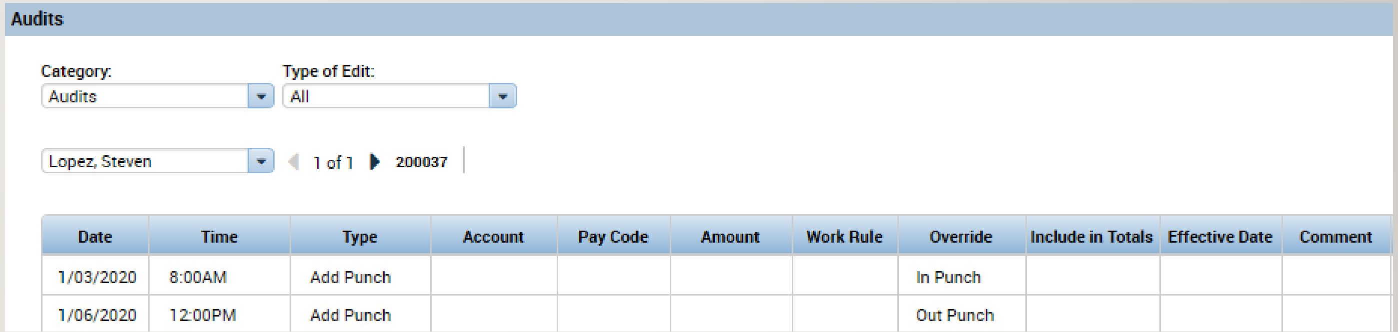
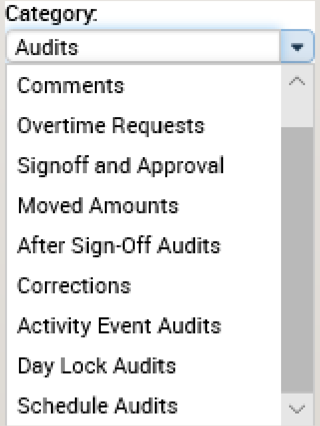
TIMECARDS – AUDITS

1. On the desired employees Timecard select Approve Timecard and then select Approve Timecard from the dropdown
2. Once the Timecard is approved, every cell will turn yellow, become un-editable, and a banner will show up with information on your approval, you can also Remove Timecard Approval using the same button and the cells will turn white again

1





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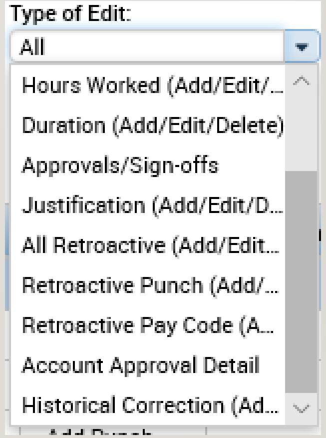
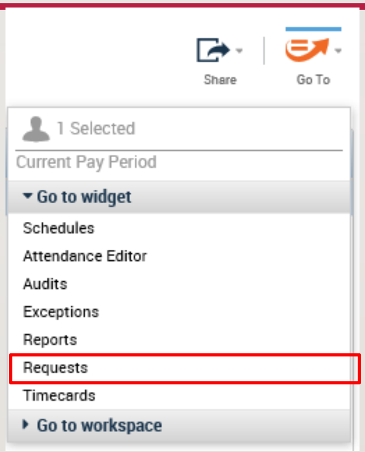


TIME OFF

TIME OFF – REVIEWING TIME OFF REQUESTS

1. After finding the desired employee using the QuickFind, use the Go To button and select Requests
2. The following menu will appear with the options to view, edit, approve, refuse, set as pending, and retract.
3. Whichever item you choose will lead you to the following menu, where you can decide what to do with the request and then add an optional comment to explain the decision.

1



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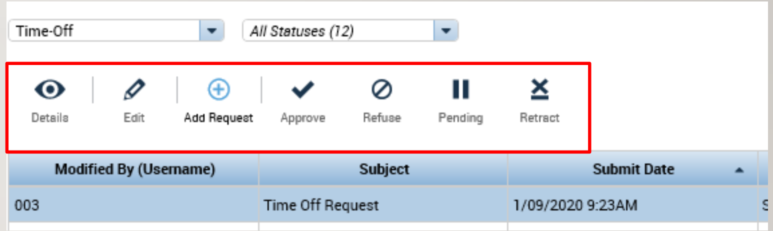

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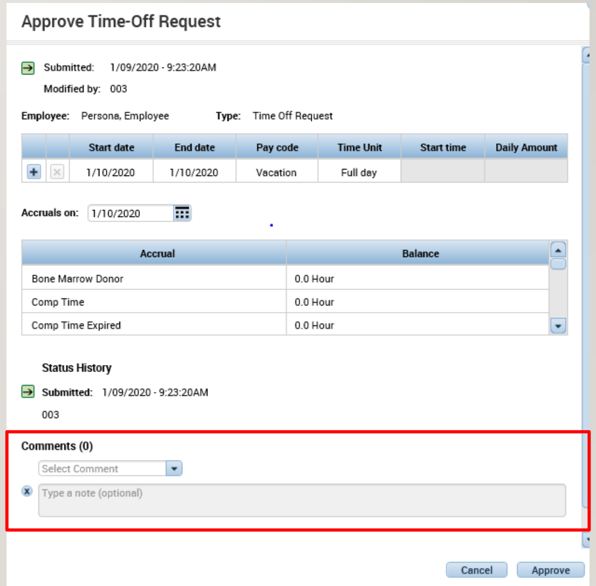
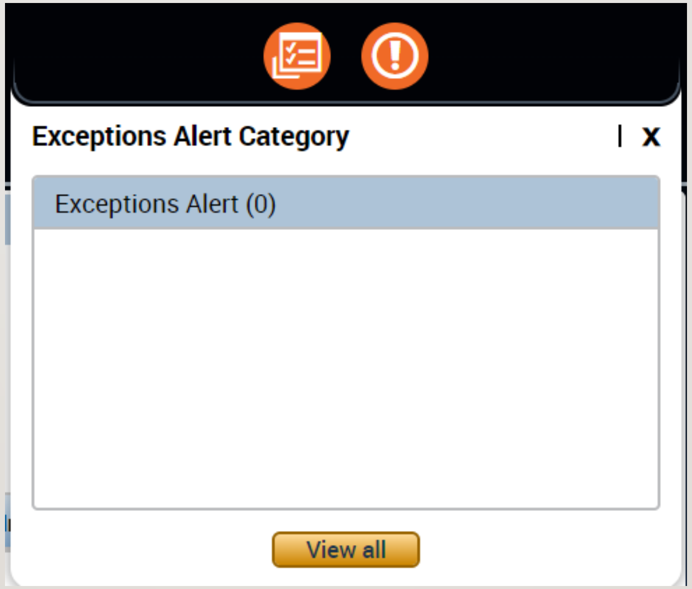
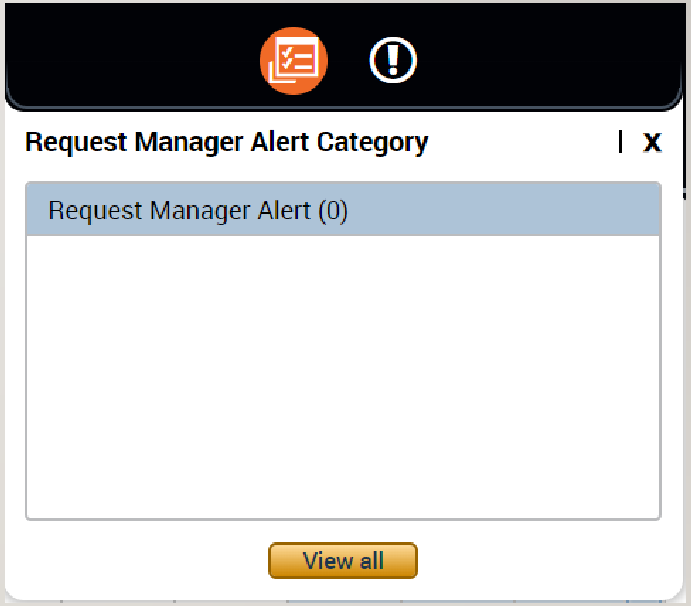


TIME OFF – REVIEWING TIME OFF REQUESTS

1 2 3

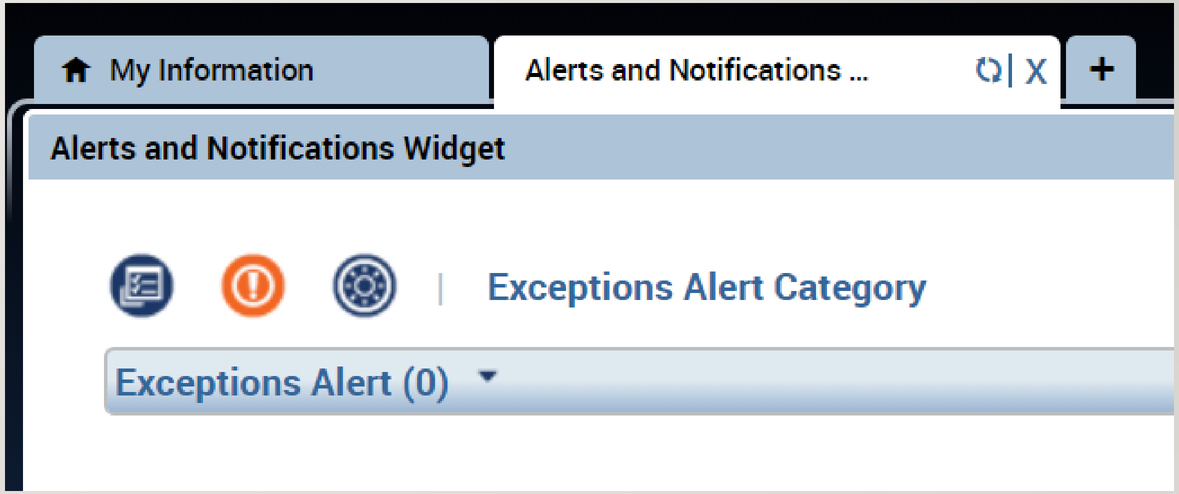
1. At the top of your screen you will have the notification center
2. The exceptions bubble will show you the most recent exception notifications
3. The request manager alert category will show you the most recent request updates





TIME OFF – REVIEWING TIME OFF REQUESTS

1. After clicking **View All** on the notifications center, you will be taken to a list of every exception and every request manager alert

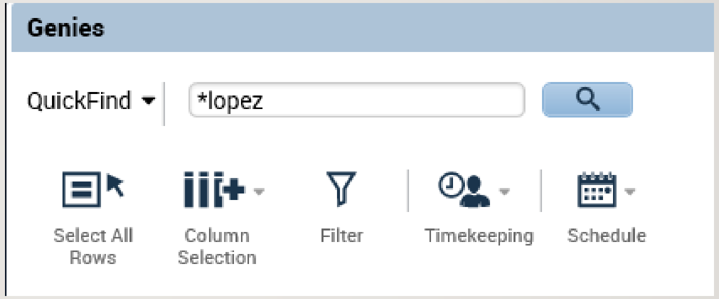


TIME OFF – EXERCISE 11

PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

TIME OFF – TIME OFF REPORT

1. Use the QuickFind to find the employee you want to make changes for. Use the Go To button to access Reports
2. Through the reports interface select the Accrual Detail report and select Run Report
3. Can be run the same way for any of the listed reports



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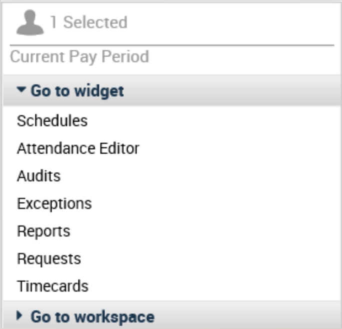

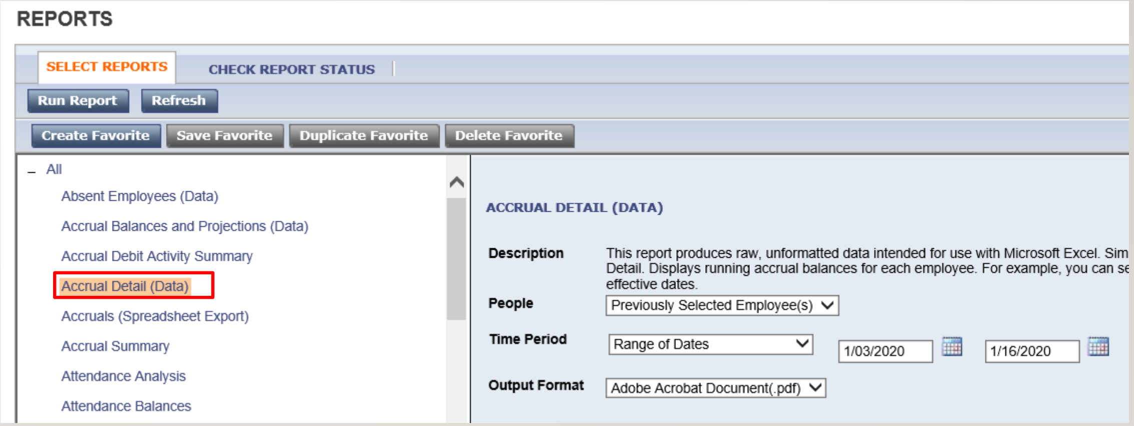

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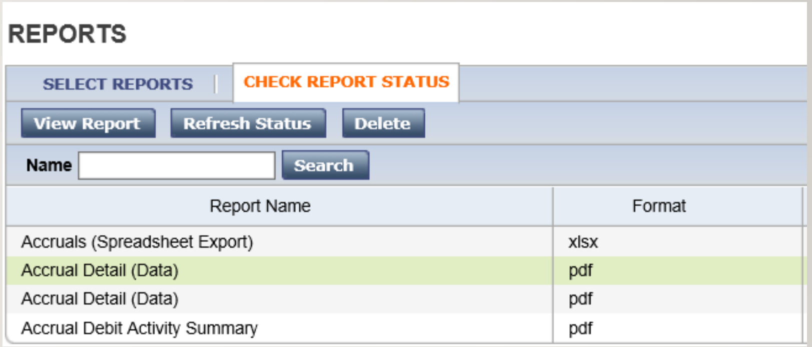
TIME OFF – TIME OFF REPORT

1. Switch to the Check Report Status tab and select the Accrual Detail report. Select the appropriate report and press View Report.
2. The report will download and show you all your accrual information



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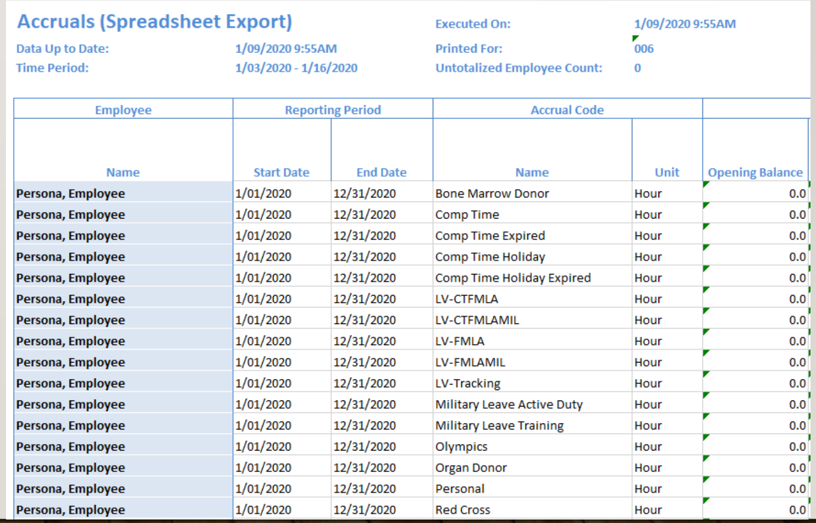


Accruals (Spreadsheet Export)

Executed On: 1/09/2020 9:55AM

Data Up to Date: 1/09/2020 9:55AM

Printed For: 006

Time Period: 1/03/2020 - 1/16/2020

Untotalized Employee Count: 0

Employee	Reporting Period		Accrual Code		
Name	Start Date	End Date	Name	Unit	Opening Balance
Persona, Employee	1/01/2020	12/31/2020	Bone Marrow Donor	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time Expired	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time Holiday	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time Holiday Expired	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-CTFMLA	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-CTFMLAMIL	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-FMLA	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-FMLAMIL	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-Tracking	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Military Leave Active Duty	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Military Leave Training	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Olympics	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Organ Donor	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Personal	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Red Cross	Hour	0.0

2

TIME OFF – EXERCISE 12

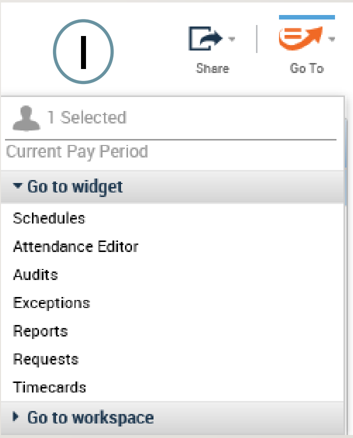
PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

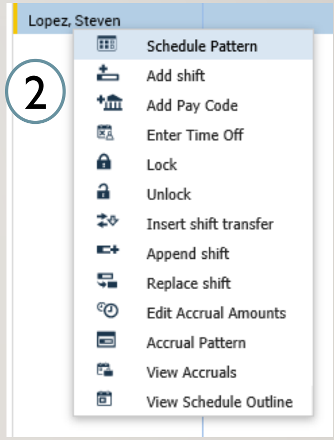
SCHEDULING

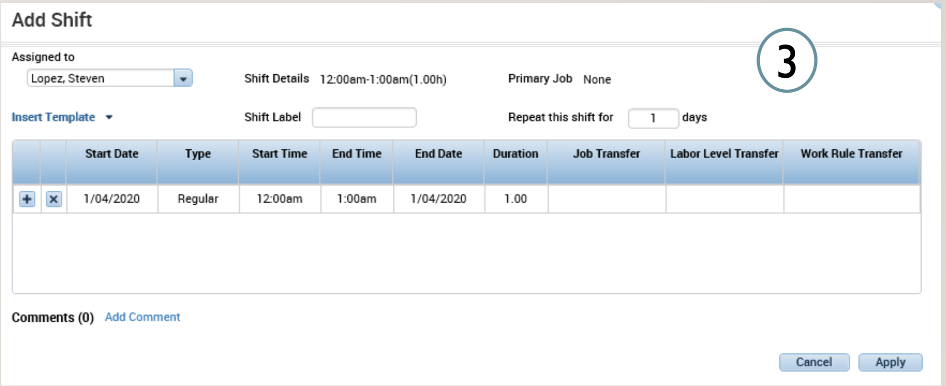

January
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

SCHEDULING – ADDING A SCHEDULE

1. After selecting an employee using the QuickFind, press the Go To button and select Schedules
2. Right click the name of the employee or one of the empty cells on the schedule and select Add shift. You can also left click on one of the cells and manually enter in a timeframe.
3. On the add shift window enter the type of shift, the date, the start time, and the end time. Select Apply to save your changes and add the shift to the schedule.

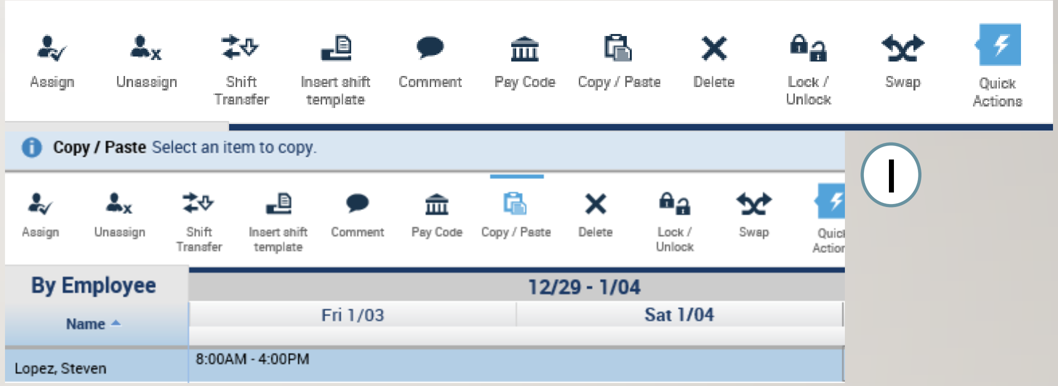




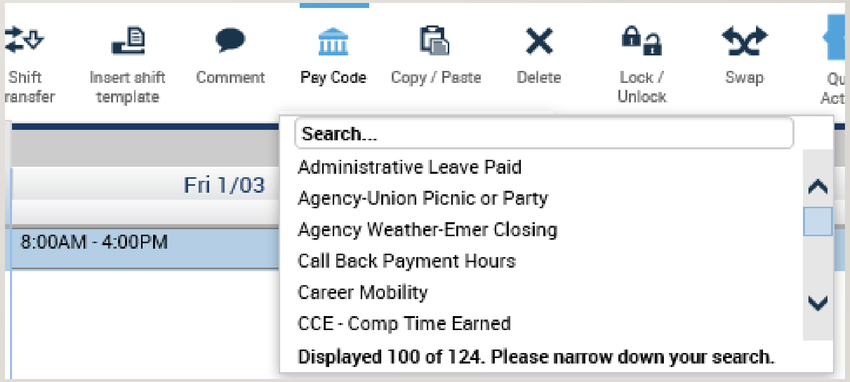


SCHEDULING – EDITING A SCHEDULE

1. Open the Quick Actions icon to pop out all the different things that you can do for a persons schedule. Press Copy/Paste and then select the schedule you want to copy by clicking on it and then click every cell you want to paste it to
2. After selecting a cell you can also select a pay code for that particular day and add it through the schedule. Using the pay code button and the drop down you can select the desired pay code and add it for just that day or include it in a pattern



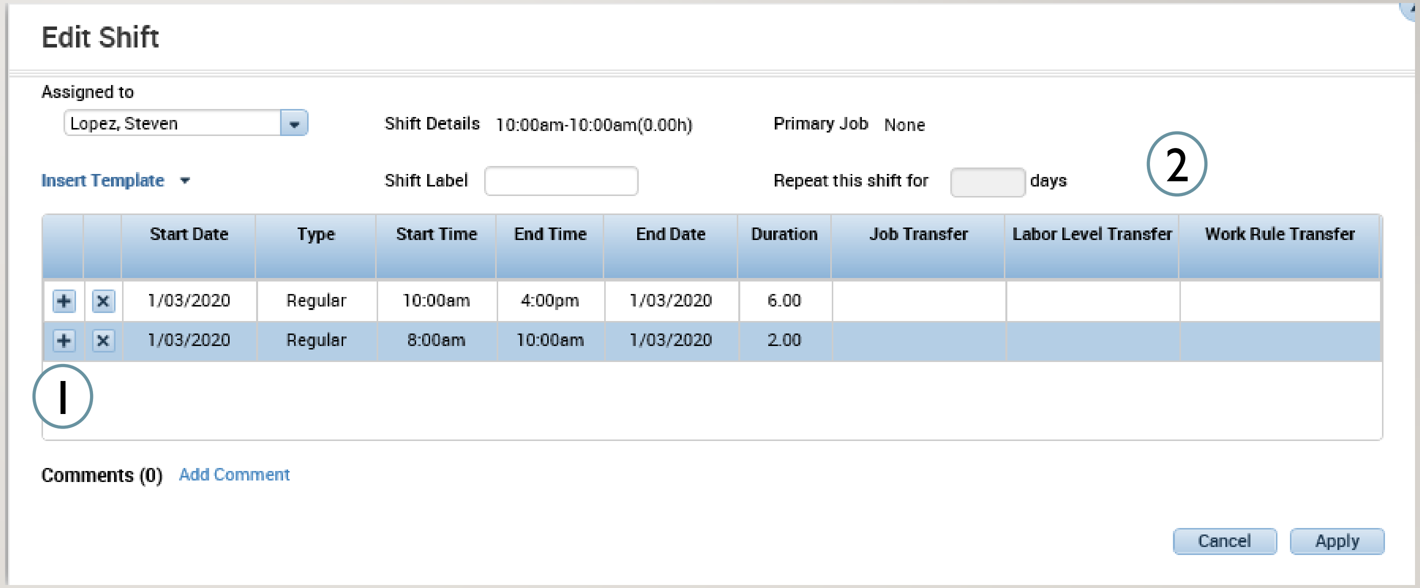
1



2

SCHEDULING – EDITING A SCHEDULE

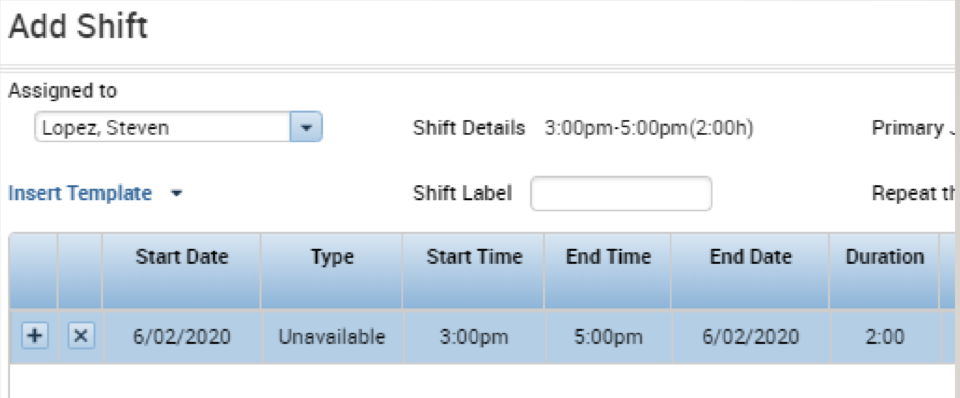
1. You can add multiple rows for different occurrences
2. Perform a labor level transfer as previously done (slide 24) for working a different position or for working at a different location or perform a work rule transfer as previously shown (slide 25) for situations where your hours need to be paid out differently than they typically are due to bargaining unit rules.



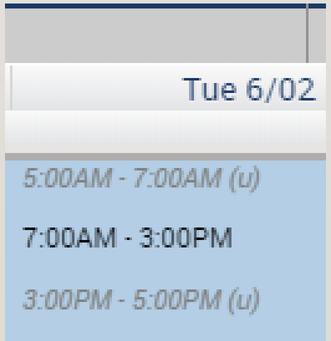
SCHEDULING – EDITING A SCHEDULE – UNAVAILABLE TIME

1. Any time worked outside of regular scheduled time needs to be scheduled as Unavailable time
2. In order for the interface to perform the right calculations, all time must be entered into the schedule planner. This time must be separated and entered as shown in order for the right overtime to be paid out

1



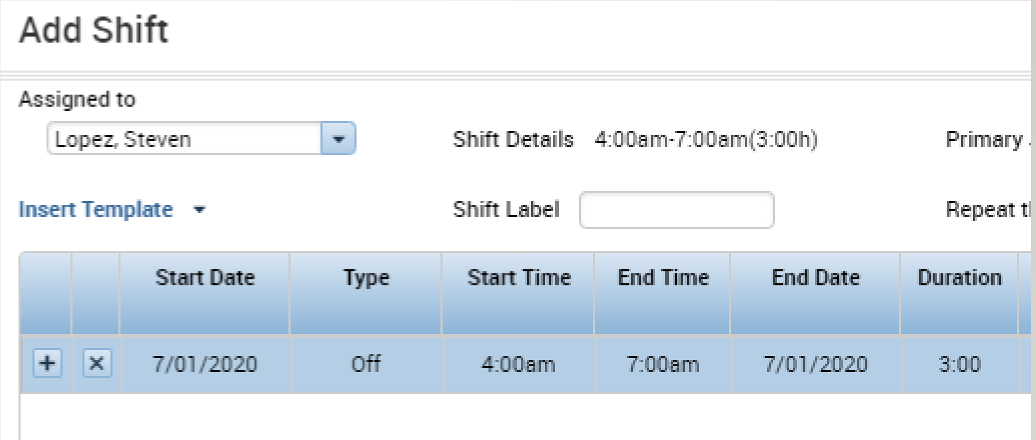
2



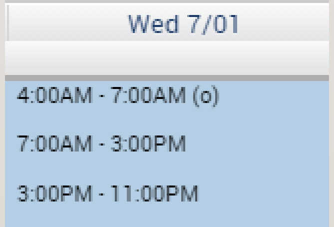
SCHEDULING – EDITING A SCHEDULE – OFF TIME

1. Time that is not scheduled and needs to have a work rule transfer must use Off Time
2. For employees to be paid correctly, all time and work rules should be entered and scheduled before hand. If the employee is going to be using a work rule or labor account transfer such as when they get On Call, you would need to use Off Time.

1



2



SCHEDULES – EXERCISE 13

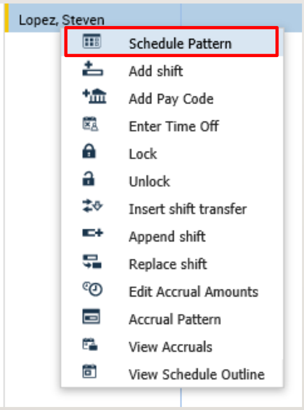
PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

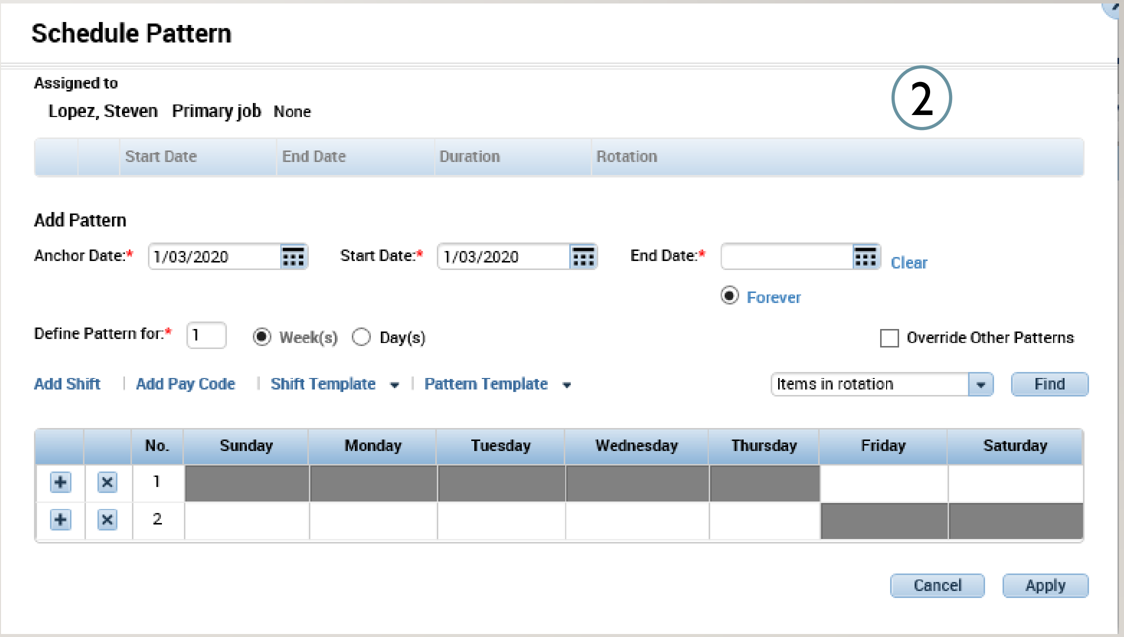
SCHEDULING – ADDING A SCHEDULE PATTERN

1. If instead of selecting insert a shift you select Schedule Pattern, you can create a schedule for an employee for these desired period of time and choose how often it would repeat. Start your pattern on a Friday since pay periods start on Fridays.

2. Fill in the anchor date which is the day the pattern begins and should be on a Friday due to the pay period. Then select the start date and the end date or check in the bubble for making the pattern repeat forever. After that you have the option to define the pattern for multiple weeks or for a certain amount of days and then you would fill in the desired schedules.

1





SCHEDULES – EXERCISE 14

PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

THE END

Please refer to the Timekeeper Job Aids and the eLearnings for any further questions and don’t hesitate to reach out to your local Kronos contact and your supervisors with any questions