KRONOS TRAINING

CT PAYROLL

AGENDA

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

Finding your team
- Search for an employee report
- Working with Genies
- Working with hyperfinds

Timecards
- Editing punches
- Editing pay codes
- Adding comments
- Adding rows
- Transfers
- Signing Off Timecards
- View Audit trail
- Unique pay codes

Payroll
- Accrual auditing
- Reporting
- Delegation

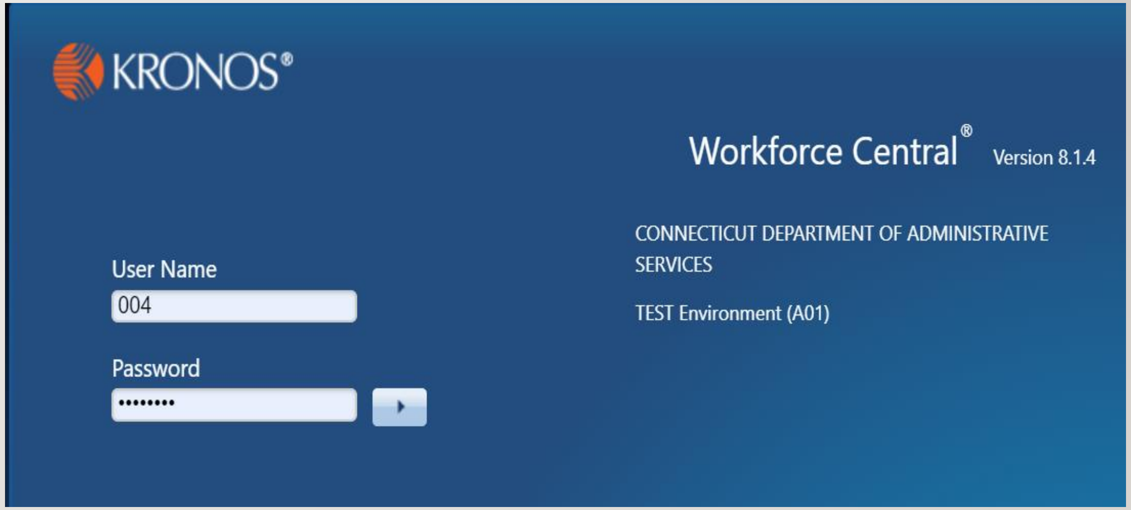
Time-Off
- Reviewing time off requests
- Handling exceptions
- Time off reports

Schedules
- Adding schedules
- Adding a pattern
- Assigning/Unassigning
- Editing a schedule
- Finding your team hyper find

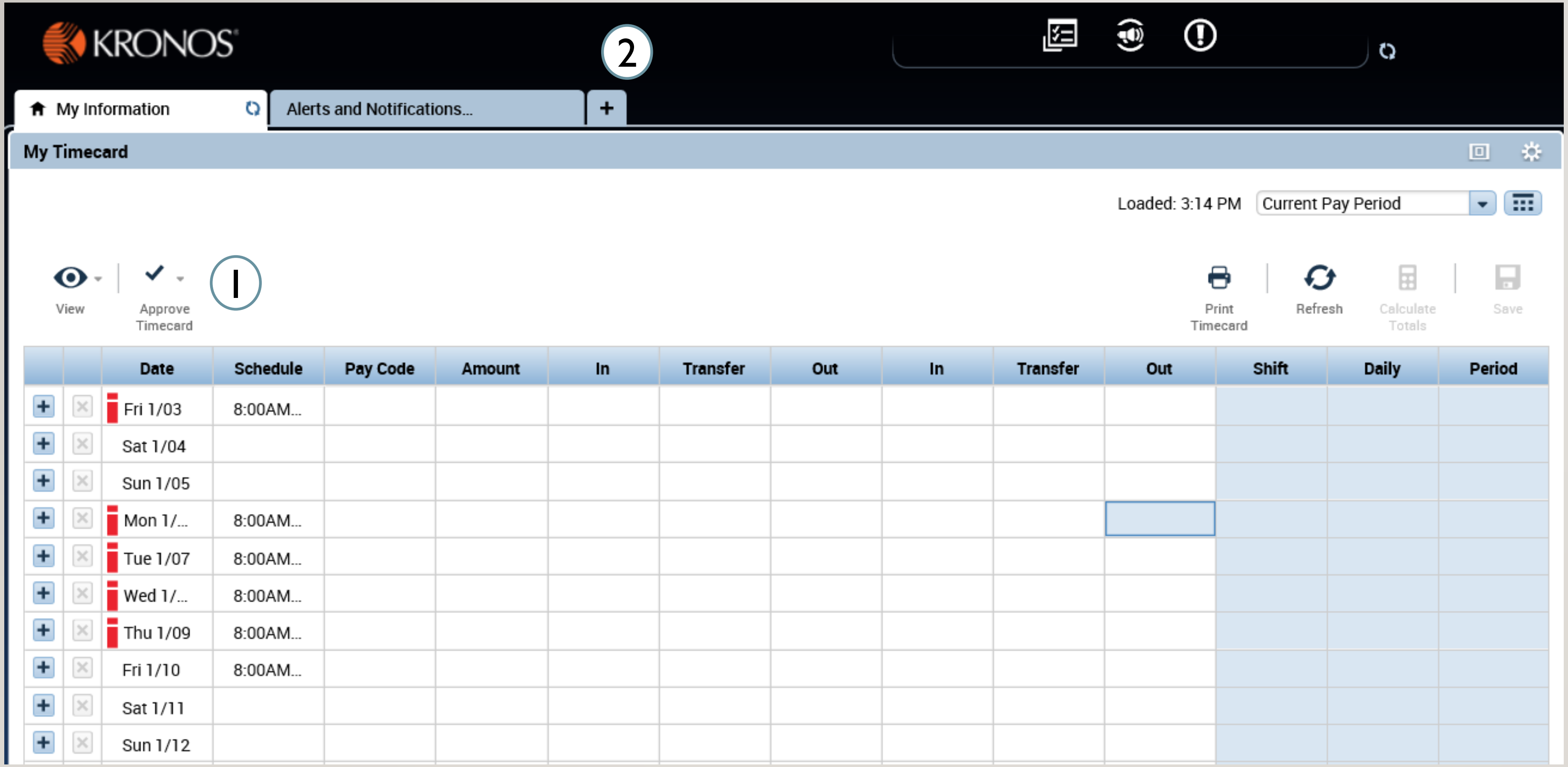
GETTING STARTED

GETTING STARTED – SIGNING IN

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



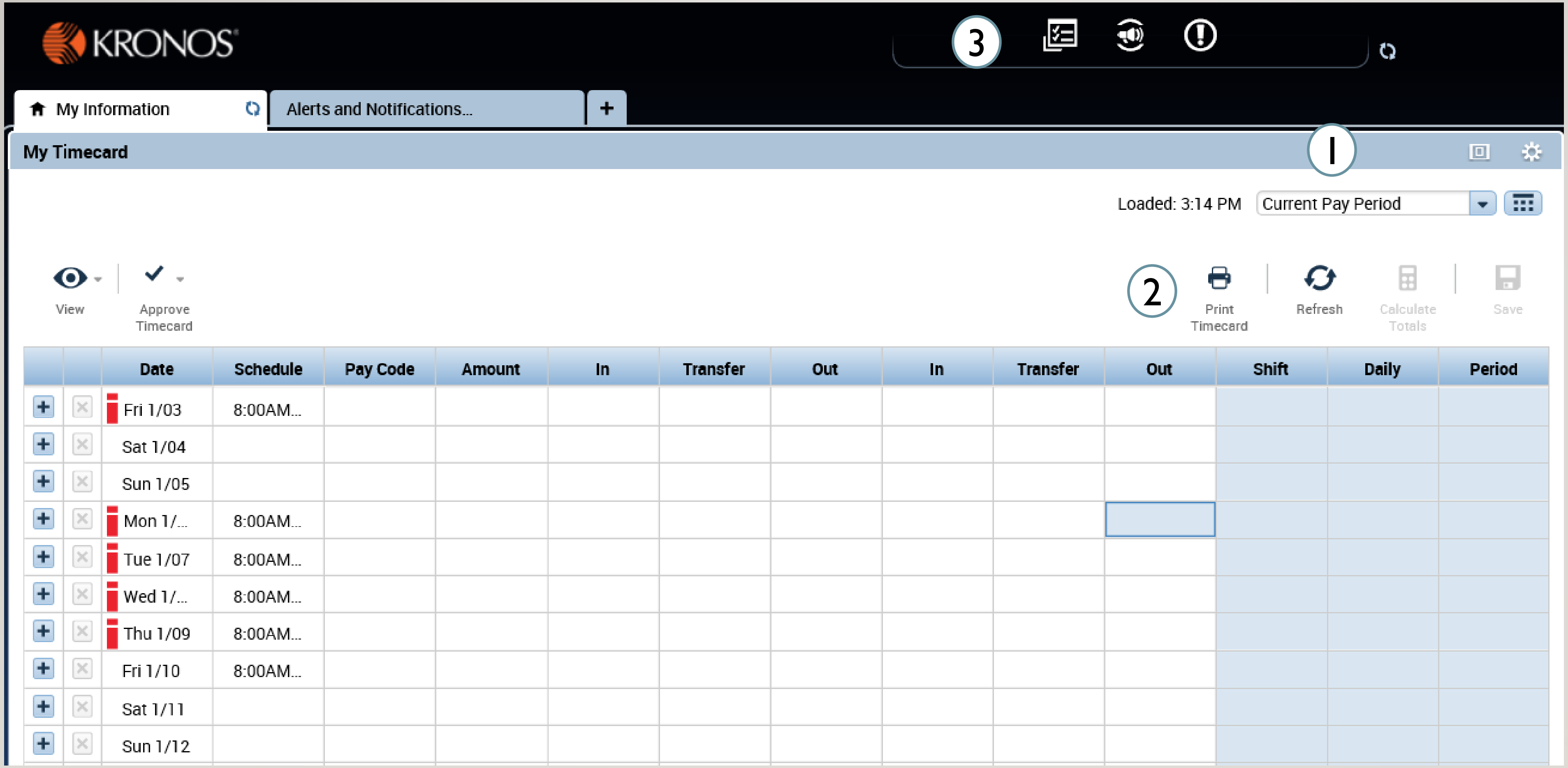
GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR



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 payroll you can manage your department and go to interface

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

3. Through notifications you can access Request Manager requests, workflow notifications, and new employee exceptions

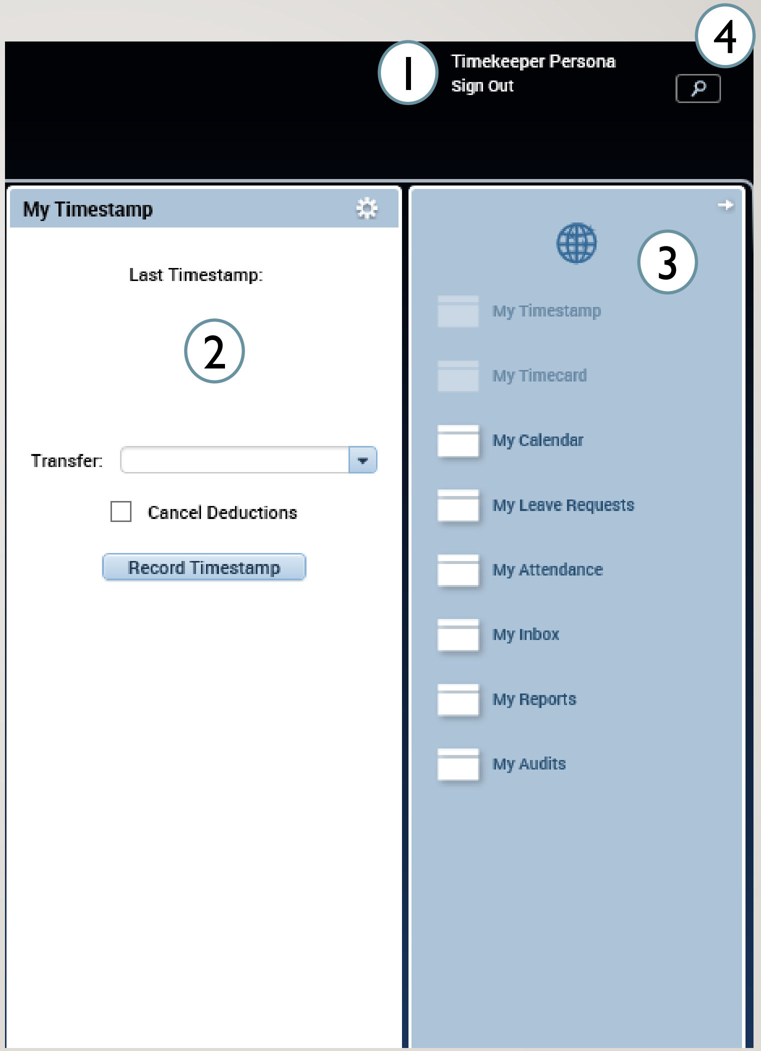
GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

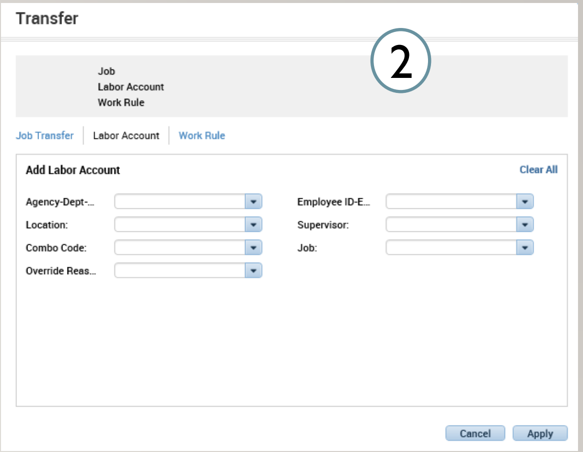
1. User information and log off

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

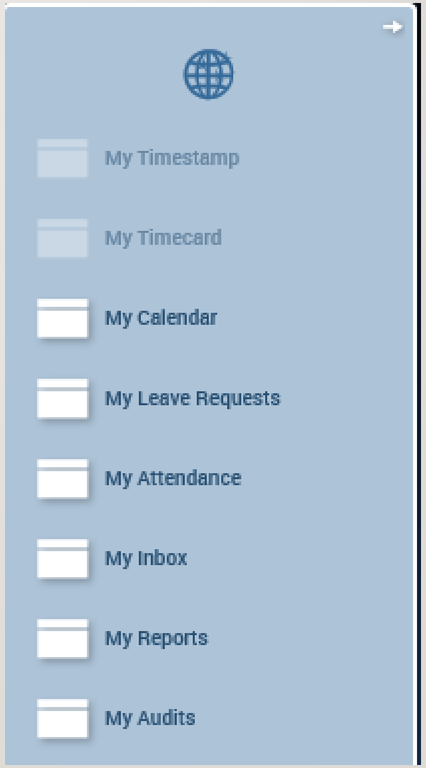
4. Search: Can provide help with any look up you're having trouble with





GETTING STARTED – VIEWING YOUR INFORMATION

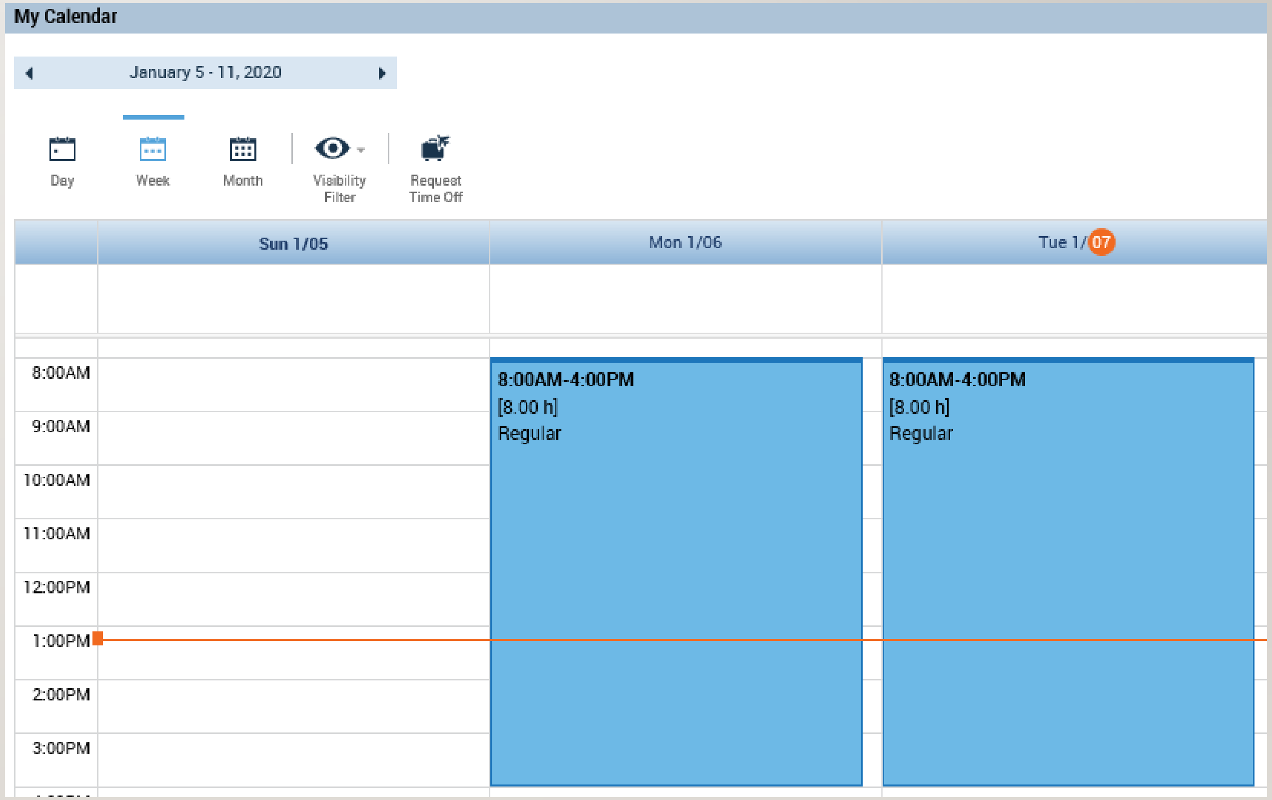
Through the related items menu on the right side of the screen you can access all your information



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

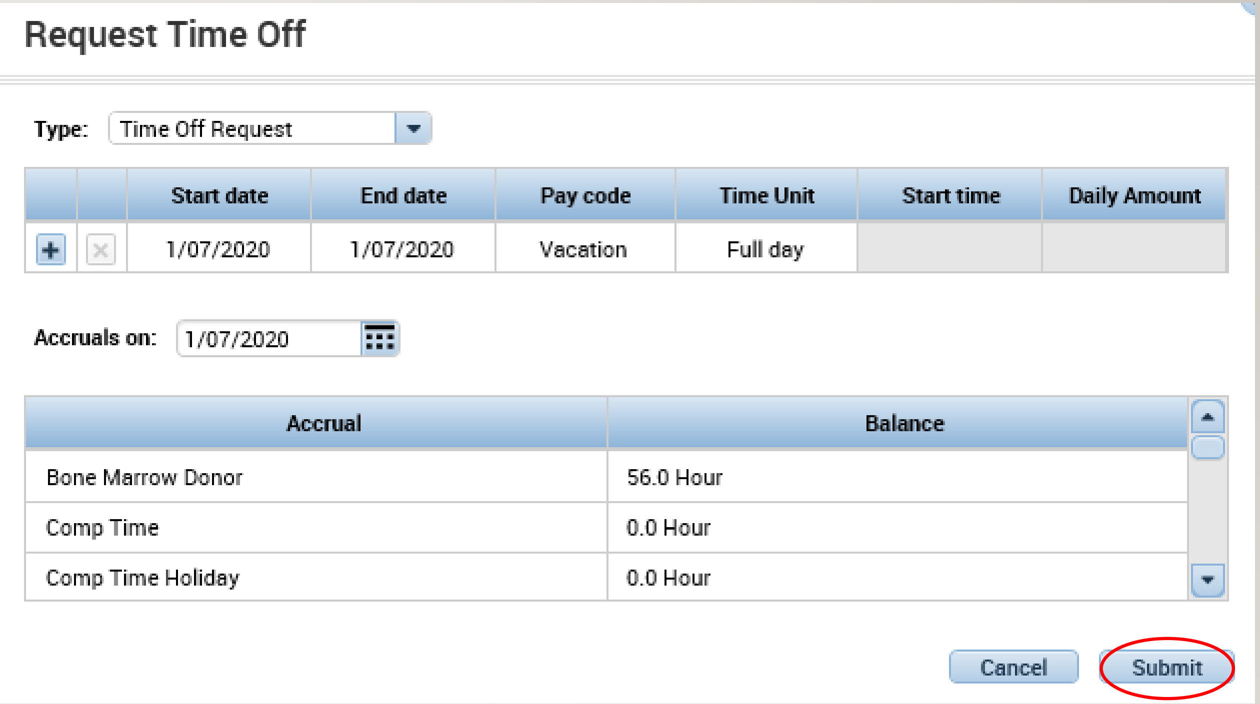
All widgets open a new tab, to go back to the main screen click the "My information" tab.



GETTING STARTED – VIEWING YOUR INFORMATION

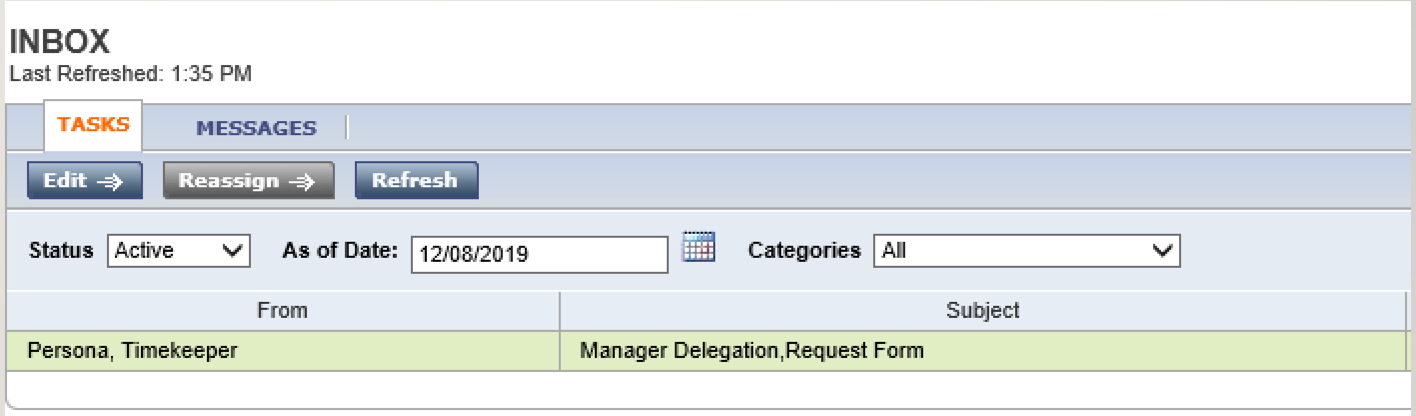
Through the Request Time Off button in the My Calendar widget you can fill in start date, end date, pay code, and time unit.

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.



GETTING STARTED – VIEWING YOUR INFORMATION

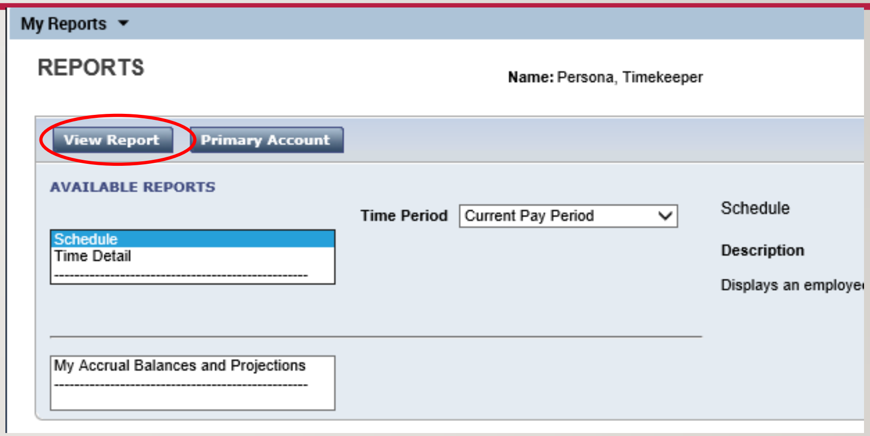
- Through the My Inbox widget you can see all your tasks and messages
- Tasks are things you need to do or have started but not completed, in this case a manager delegation form I began on the previous slide and did not complete
- Messages can be notifications from supervisors or updates about timecards/requests



GETTING STARTED – VIEWING YOUR INFORMATION

1. In the My Reports widget Schedule and Time Detail can be viewed by selecting one of the available reports 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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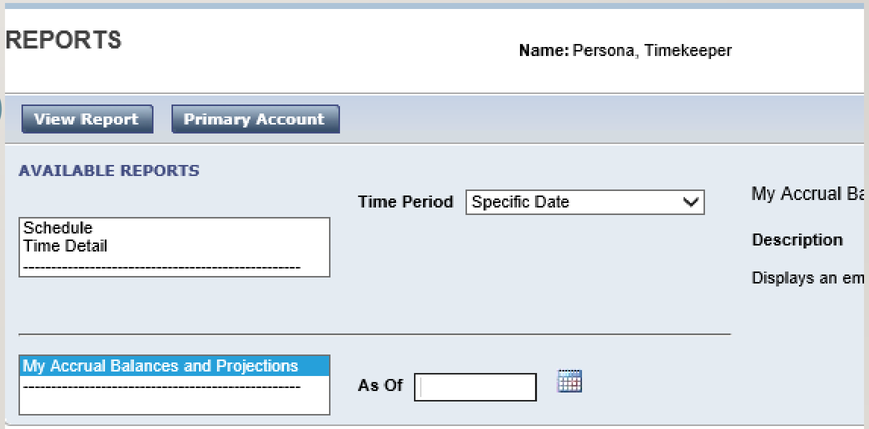
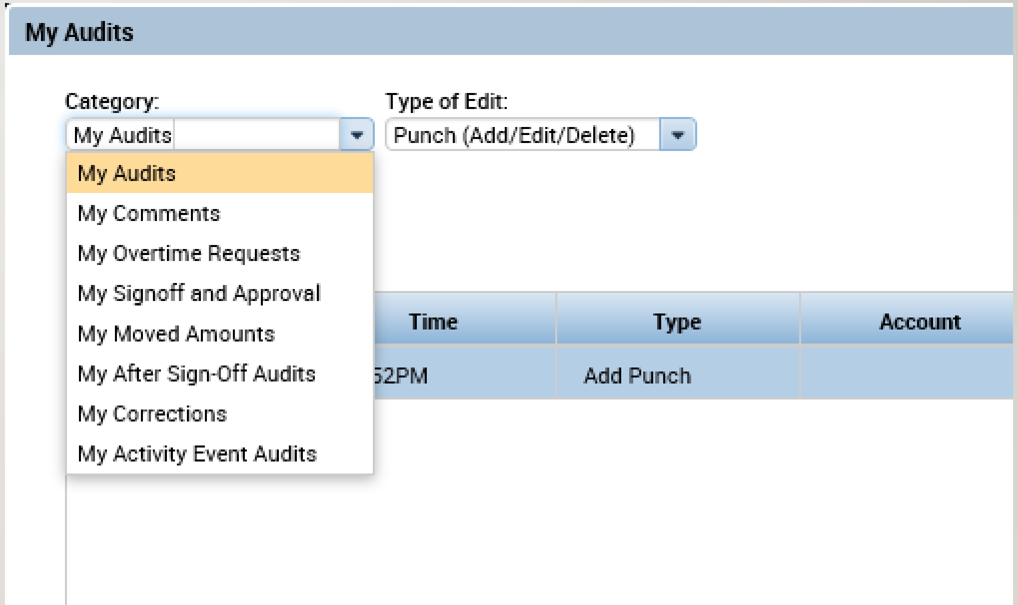
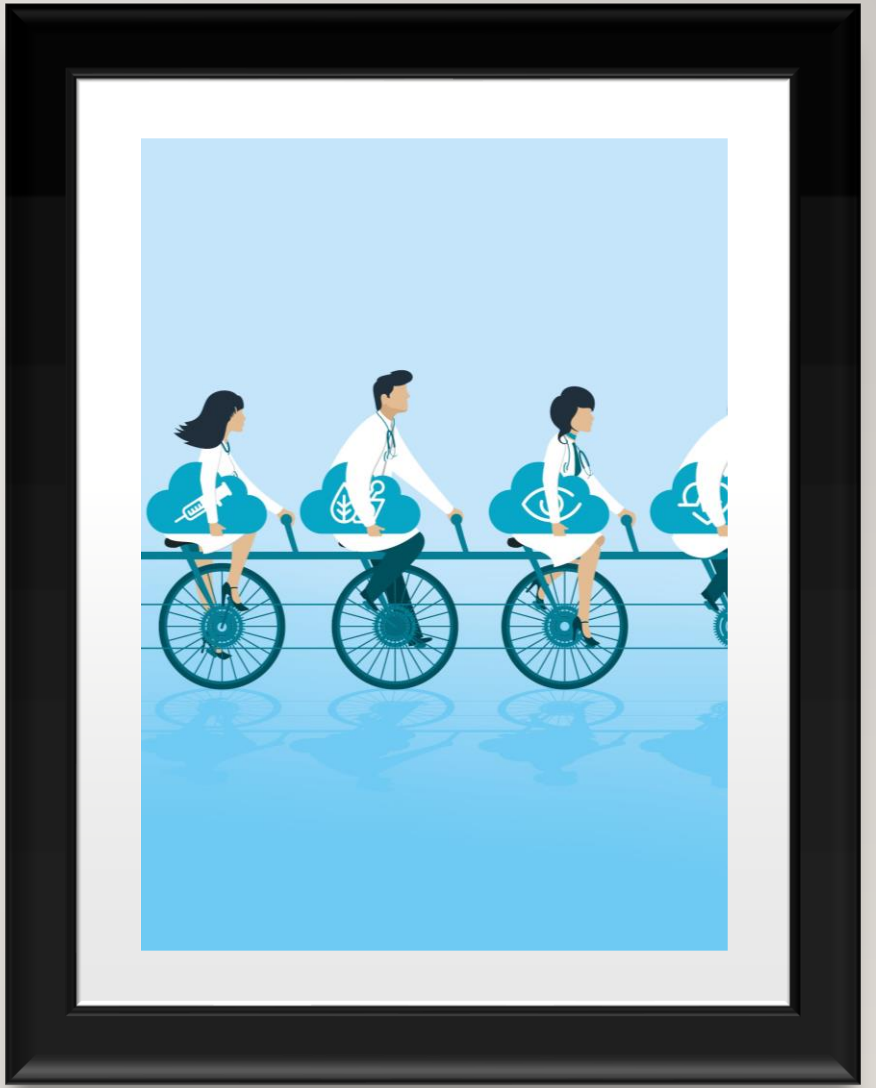


GETTING STARTED – VIEWING YOUR INFORMATION

Through the My Audits widget you can view different actions by their categories, and on the right you can also narrow your view down by type of edit such as Punches.



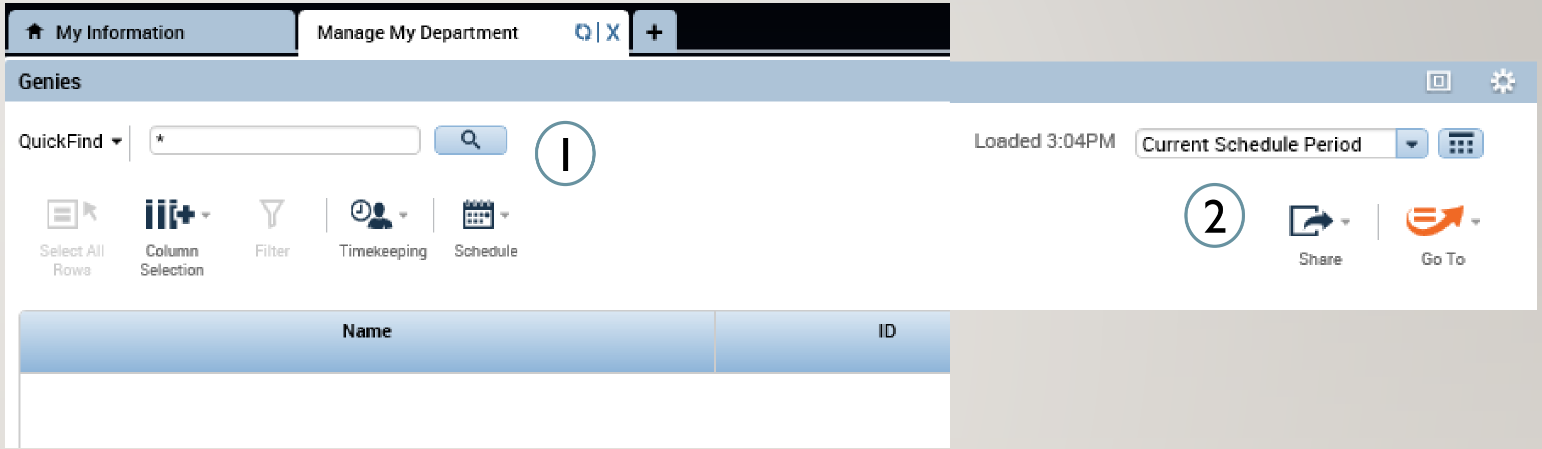
FINDING YOUR TEAM



FINDING YOUR TEAM – SEARCHING FOR AN EMPLOYEE

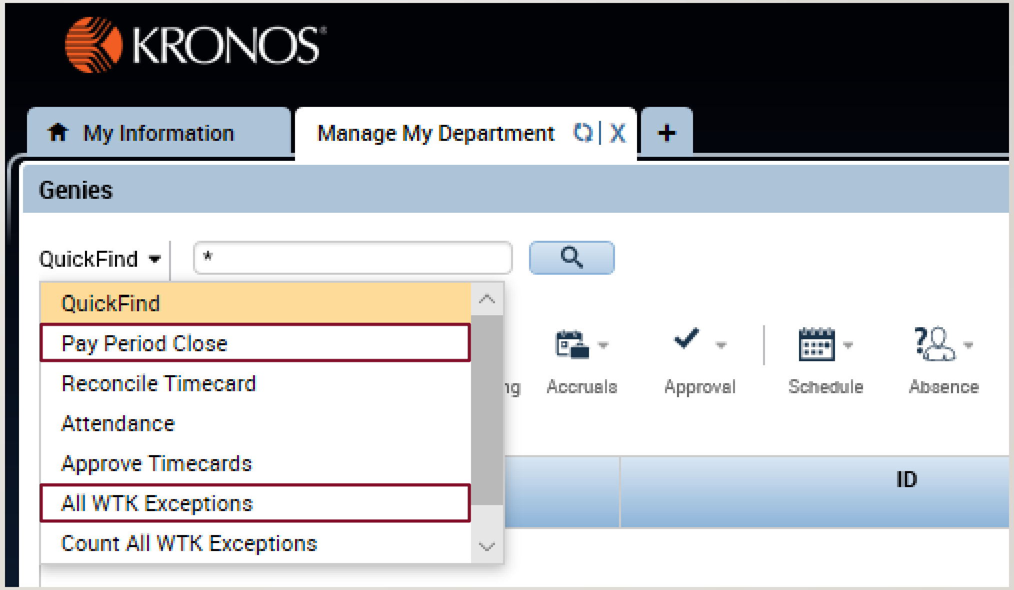
1. Under the Manage My Department interface use the default QuickFind Genie and search for your employee. Type in the name of your employee or begin the search with '*' to search employees with their named ending in the following letters, end your search with '*' to find employees whose names start with 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



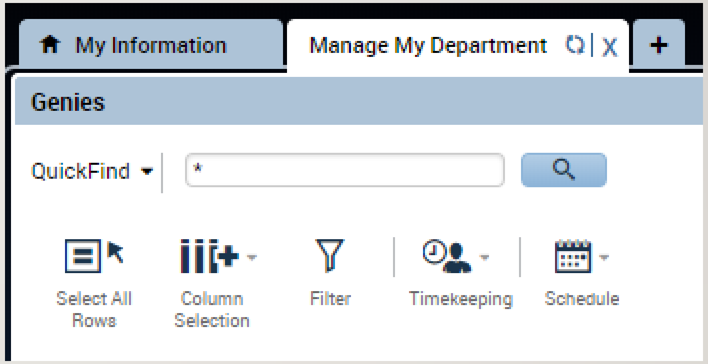
FINDING YOUR TEAM – WORKING WITH GENIES

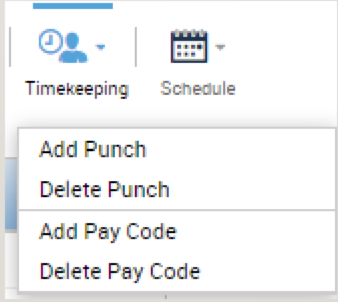
1. Using the drop down for Genies under Manage My Department, you can see all the Genies you have access to. Genies are the equivalent of short cuts that will streamline payroll tasks
2. The two main Genies that we will be covering are Pay Period Close and All WTK exceptions, these will be the most frequently used and most helpful Genies of the list



TIMECARDS – GENIES

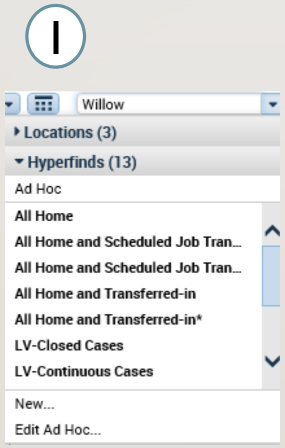
1. Making group edits can also be done through the **QuickFind** genie. If you have a punch or a pay code you need to add to all or a group of your employees
2. Search all or narrow down the list with a search or a hyperfind, then select all rows and use the **Timekeeping** widget to add a punch or a pay code

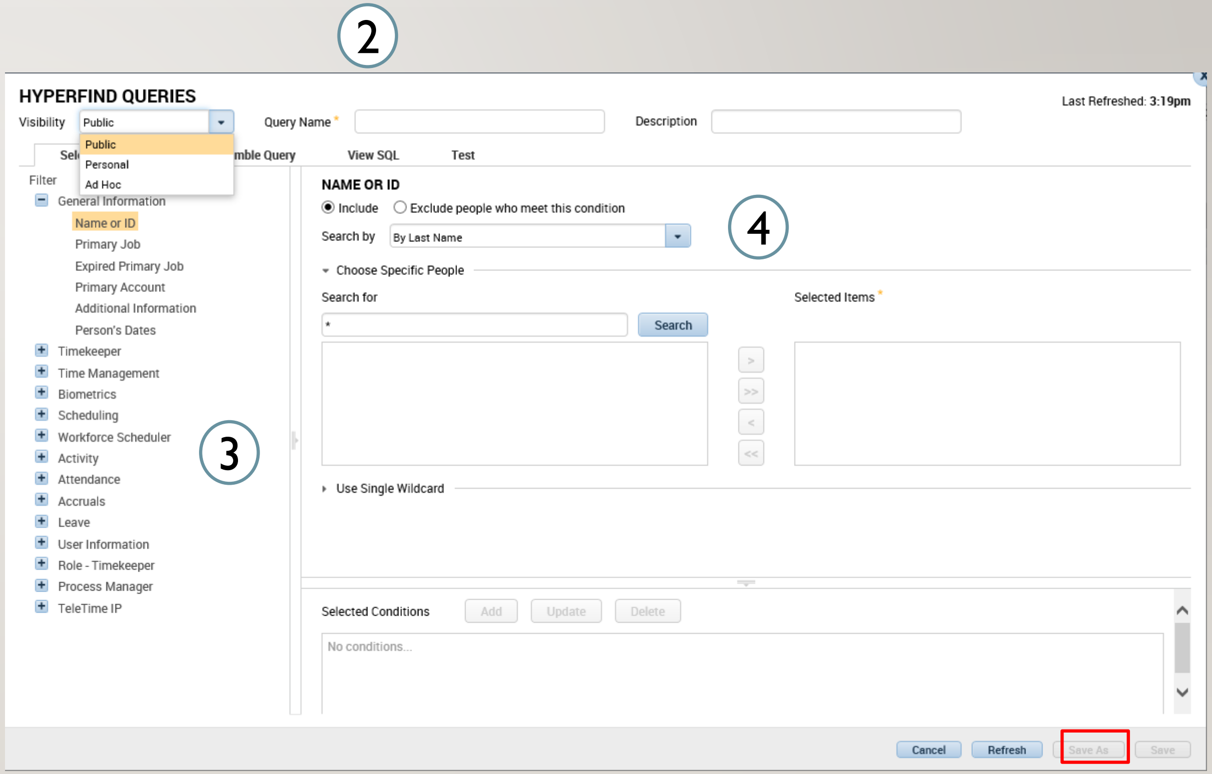




FINDING YOUR TEAM - HYPERFIND

1. Under the locations drop down as shown below, there will be a list of hyperfinds, select the New button to create a new Hyperfind.
2. Select whether you want the Hyperfind to be public or private or ad hoc which is one that is available to everyone that can only be edited
3. Choose by what criteria you want to narrow down your employees whether it be timekeeper, attendance, etc and open their dropdown.
4. Choose whether you want your Hyperfind to include or exclude employees then fill in the dates and the specifics of what you want to search with, tap Save As to complete the hyper find creation.





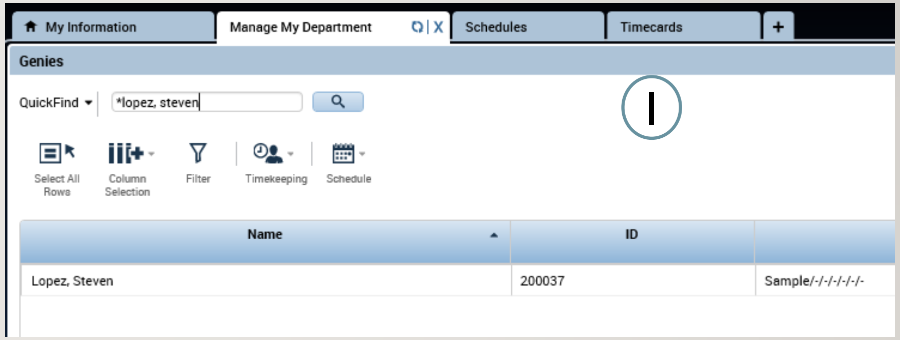
FINDING YOUR TEAM – EXERCISE 1

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

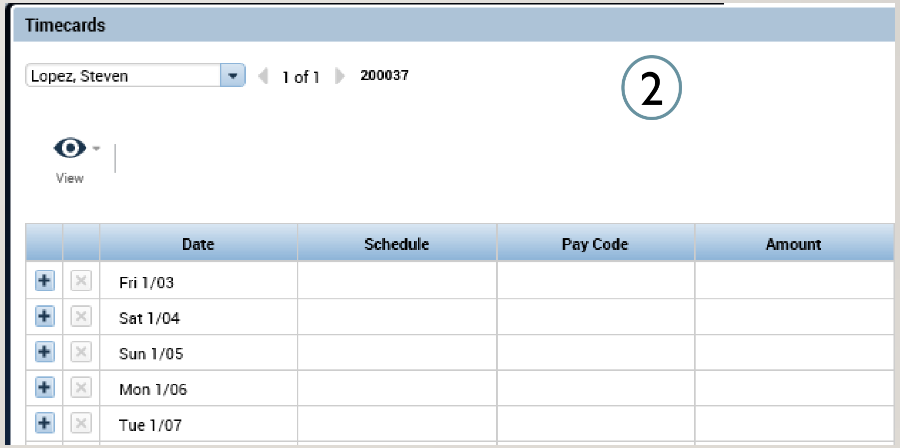
TIMECARDS

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

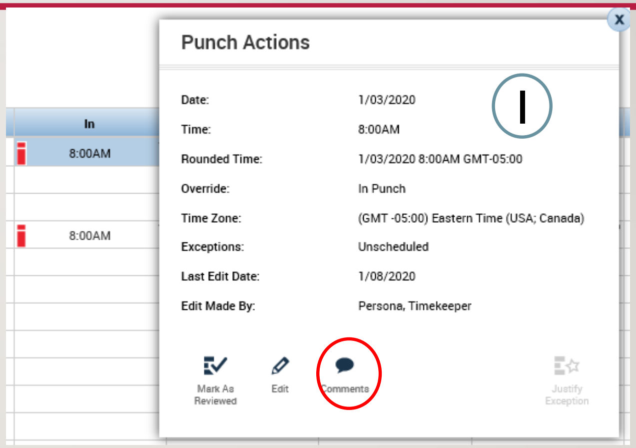
1. Once in the timecard, exceptions will be highlighted such as a missed in/out punch as shown on the right

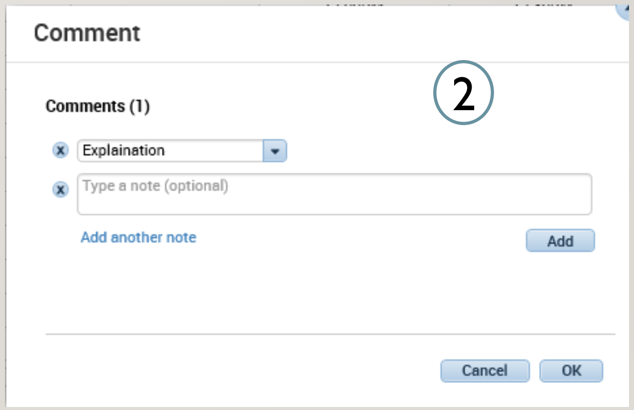
2. Select the desired cell and enter the corrected time, hover over any exception to get an explanation of what the exception is

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. Right click on the exception to view punch actions, once there you select Comments choose Explanation from the drop down and then add the desired comment



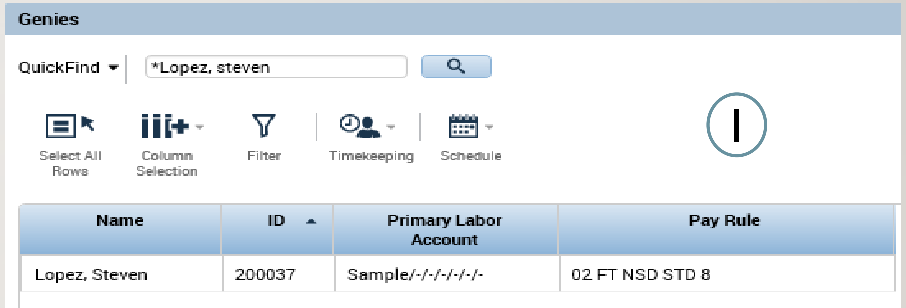


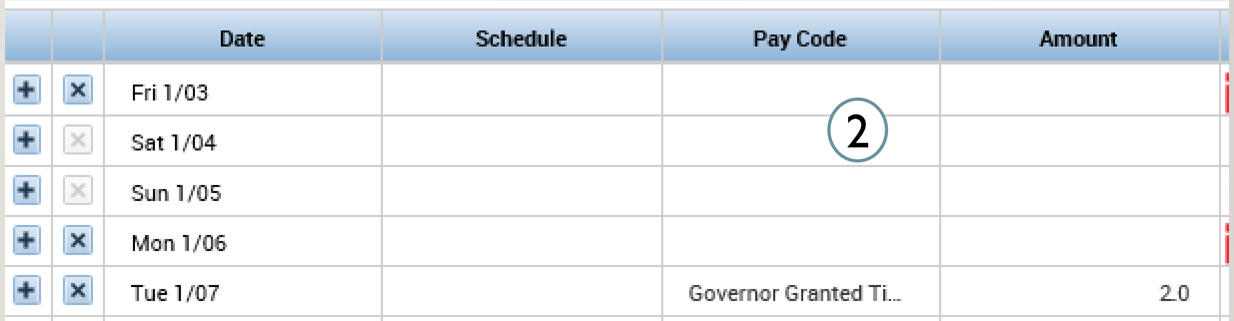
TIMECARD – EXERCISE 2

PLEASE REFER TO THE PAYROLL 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



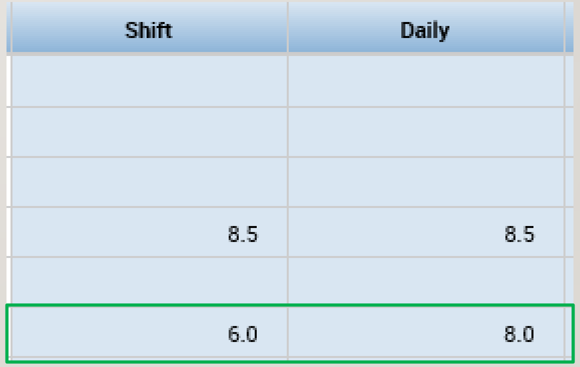


TIMECARDS – ADDING ROWS

1

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.

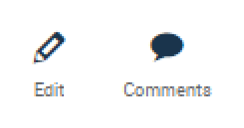
2

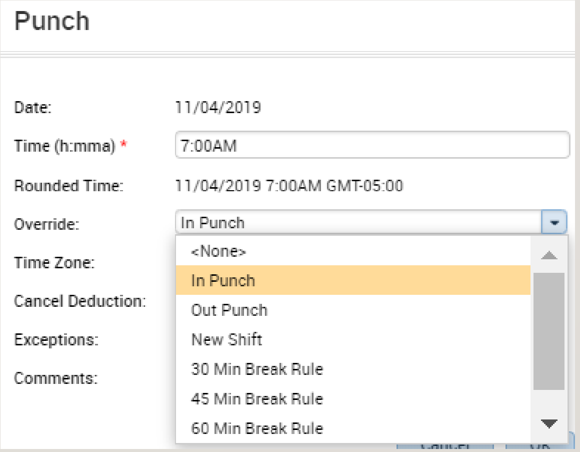


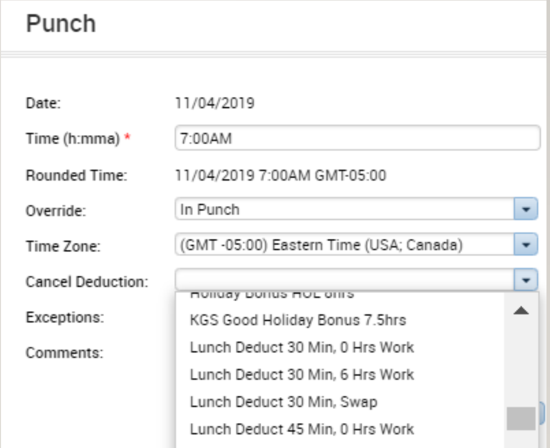
2. Once you enter the pay code for the time off and the regular hours worked the time will be automatically compiled on the right, you can see the sum of hours under the Daily column.

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





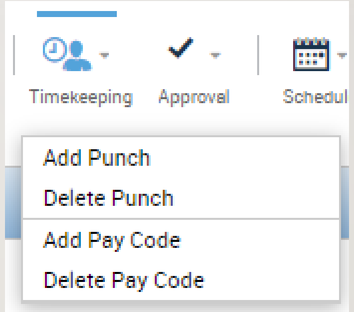


TIMECARD – EXERCISE 3 & 4

PLEASE REFER TO THE PAYROLL 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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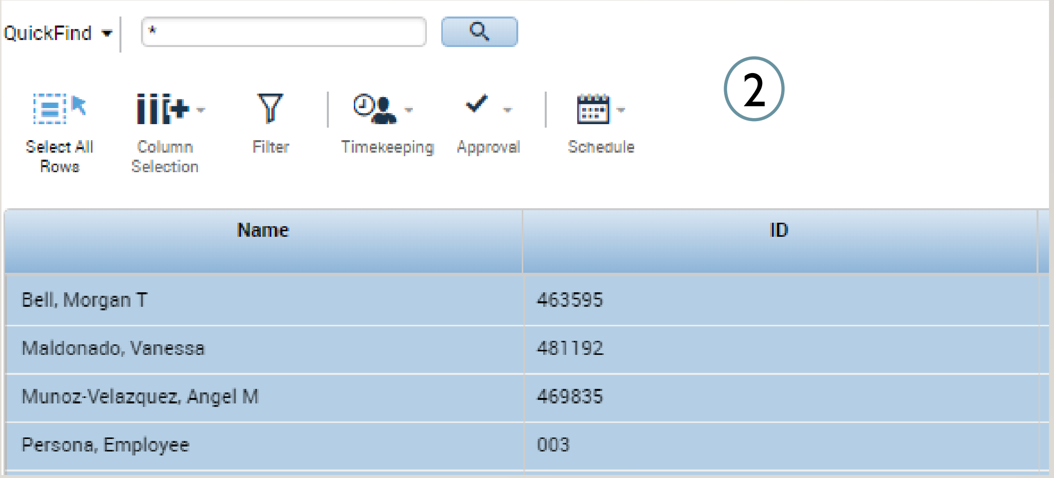

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TIMECARD – EXERCISE 5 & 6

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

TIMECARDS – NEGATIVE PAY CODES

Pay codes can also be used to edit accrual buckets. Rather than perform a whole reset after accidentally using a paycode, you can use a pay code with a negative value to add that time back to the accrual bucket

Mon 5/11		Sick	-8.0
	7:00AM-3:00PM		
Tue 5/12	7:00AM-3:00PM		
Wed 5/13	7:00AM-3:00PM		

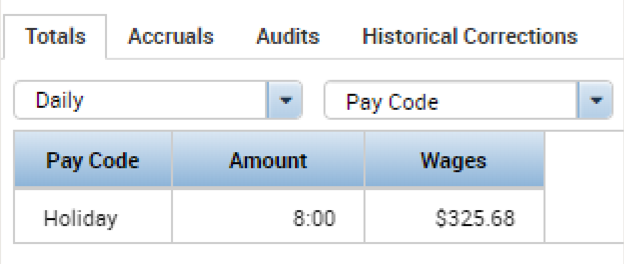
TIMECARDS – DOLLAR AMOUNT PAY CODES

- Dollar amount TRCs need to be entered as hourly amounts as opposed to dollars in Core
- For example, if you were supposed to get 20.25 dollars of in charge pay XIC01, you would divide that by 2.25 and input 9 hours in Kronos

Mon 6/08		XIC01 - In Charge Pay 2.25	9:00
	7:00AM-3:00PM		

TIMECARDS – HOLIDAYS PAID ON A PASS DAY

1. Validate the correct holiday is being paid to the employee under Totals
2. If the employee is 3rd shift and needs to be paid on a pass day, use the pay code Hol Comp Earned Pass Dy 7HR, 7.5HR, 8HR



Pay Code	Amount	Wages
Holiday	8:00	$325.68

Date	Schedule	Pay Code	Amount
Sun 11/10			
Mon 11/11		Veteran's Day	8:00
		Hol Comp Earned Pass Dy 8HR	8:00
Tue 11/12			

Pay Code	Amount
Holiday Comp Earned on Pass Dy	

TIMECARDS – HOLIDAYS 3RD SHIFT

1. When entering back to back shifts on a holiday, half the time will be sent to overtime automatically
2. In order to pay all the time to regular, a work rule transfer to the employee's regular pay rule will need to be set on the unscheduled shift
3. Use the troubleshooting slide to validate employee pay

Mon 11/11		Veteran's Day	0:00			
				3:00PM		10:59PM
	11:00PM-7:00AM			11:00PM		7:00AM

Totals Accruals Audits Historical Corrections

Daily | Pay Code

Pay Code	Amount	Wages
Holiday Worked - Comp. Ear...	7:30	$0.00
Regular	7:30	$0.00
Shift Differential	7:30	$0.00
Unapproved Overtime	7:30	$0.00

			3:00PM	;;06 FT OT80 SDE	10:59PM
11:00PM-7:00AM			11:00PM		7:00AM

TIMECARDS – MANUAL SHIFT DIFFERENTIAL

In order to pay out shift differential you will need to manually enter it

Before the interface that does this automatically becomes active, you will need to use the DCF Shift Diff TRCs by BU

This needs to be looked at whenever entering a paycode or a leave case to verify the need for shift diff

Shift		Shift 1.5
TRCs		TRCs
CCAFC		CPN15
CCAFE		HPWC
CCB		HPWP

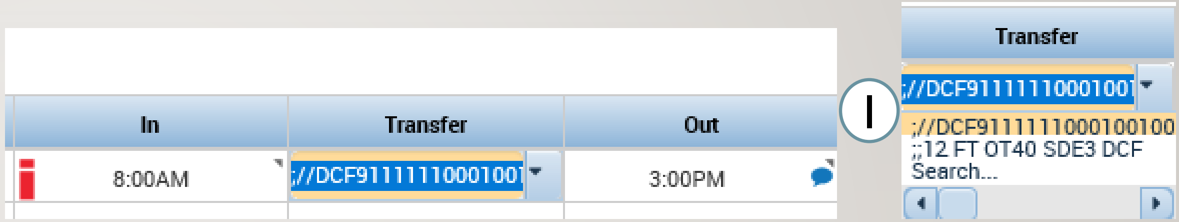
Tue 11/05		Shift Differential	8:00
		Vacation	8:00

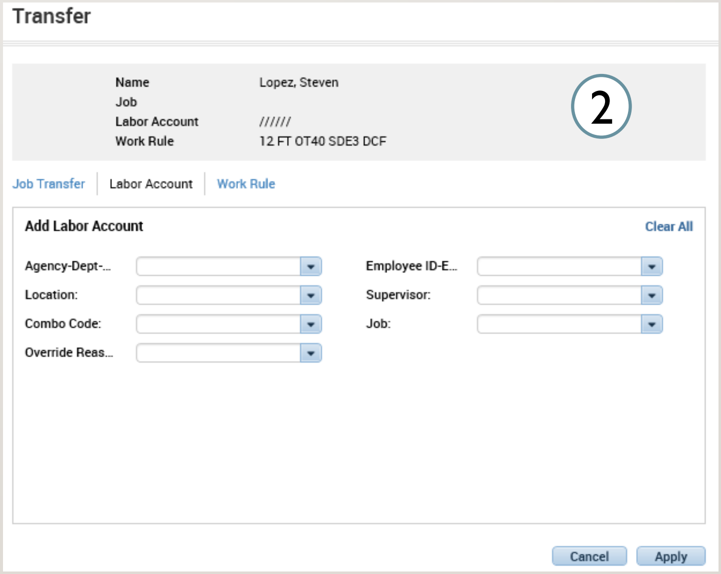
TIMECARD – EXERCISE 7

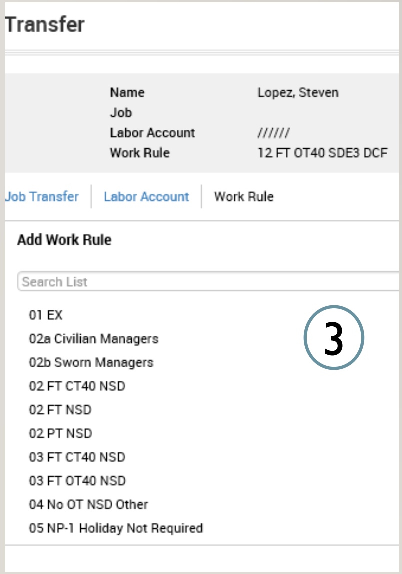
PLEASE REFER TO THE PAYROLL EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

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.





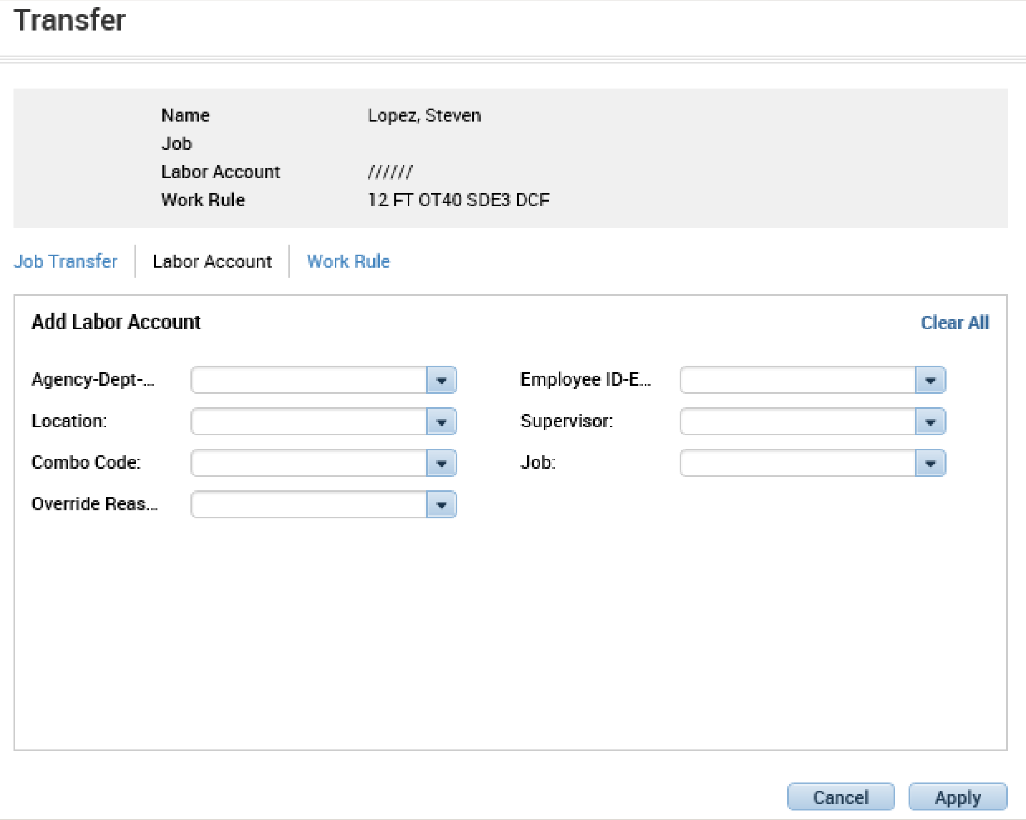


TIMECARD – EXERCISE 8

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

TIMECARDS – LABOR ACCOUNT TRANSFERS

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. In this window you will enter every piece of information that changed in the transfer. If you are working a different job at a different agency under a different supervisor, every labor level would need to be entered

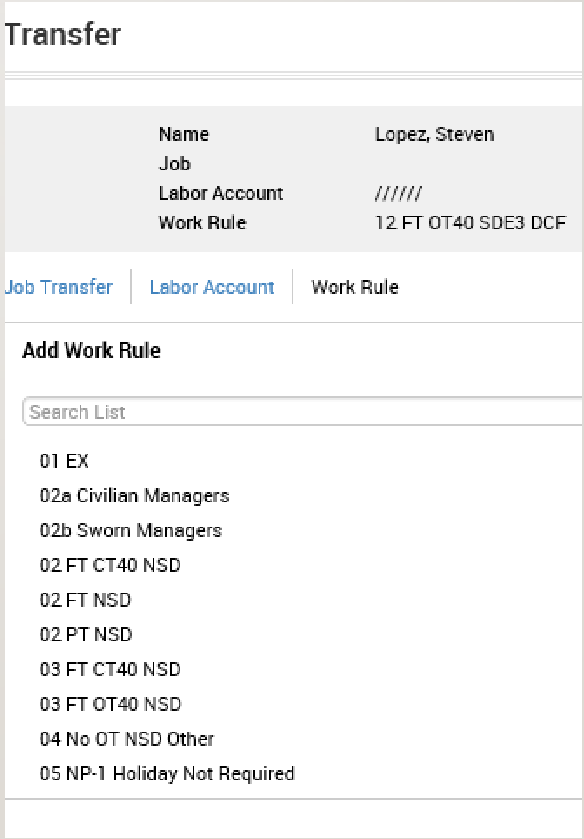


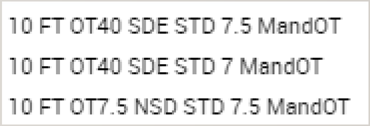
TIMECARD – EXERCISE 9

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

TIMECARDS - WORK RULE TRANSFER

- 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
- An example of this is OT Double time, in order for an employee to receive that pay you must enter a work rule transfer for Mandated OT using the employee's pay rule

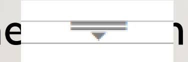


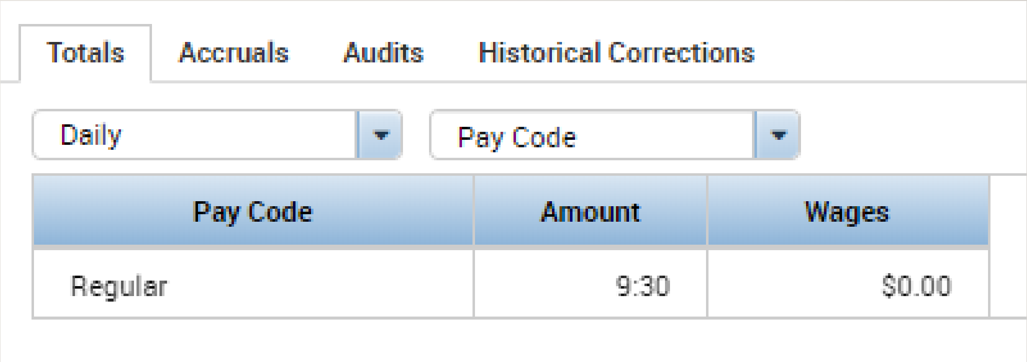


TIMECARD – EXERCISE 10

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

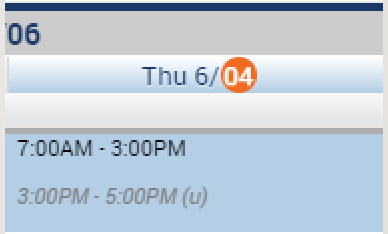
TIMECARDS – TROUBLESHOOTING

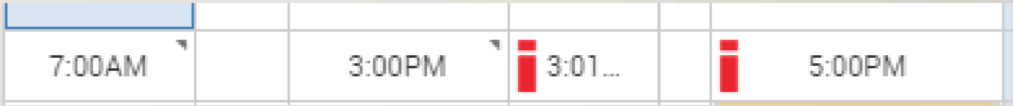
1. Click on the day on the timecard that you want to validate time entry for from the timecard
2. Open the totals section at the  n using the arrow shown here
3. Switch the view to daily and check how the hours are being paid in this case we see its being paid as all regular when two hours should be overtime

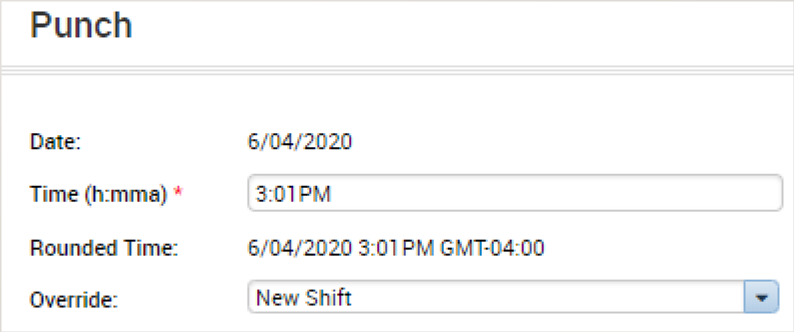


TIMECARDS – TROUBLESHOOTING

1. In order to correct this, navigate to the schedule planner, under manage my department, and enter the overtime as an unavailable shift
2. Navigate back to the timecard and break up the time as shown on the right
3. Right click on the second in punch, select edit, and then enter a new shift override to break up the shifts



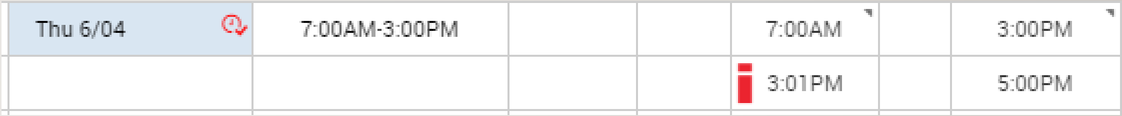




TIMECARDS – TROUBLESHOOTING

1. Once you add the override, your view will change to this, now you will need to approve the overtime
2. Right click on the day and select approve overtime, decide how much of the time you want to approve
3. Go back to the totals and validate that the day is paying correctly

1



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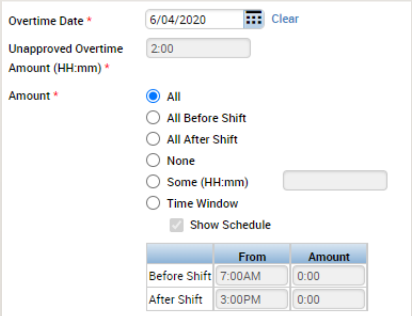

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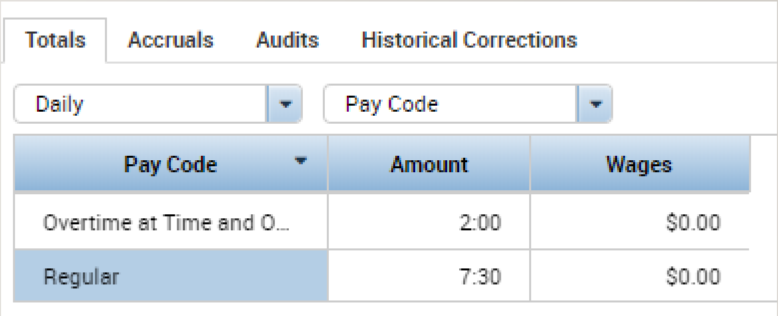


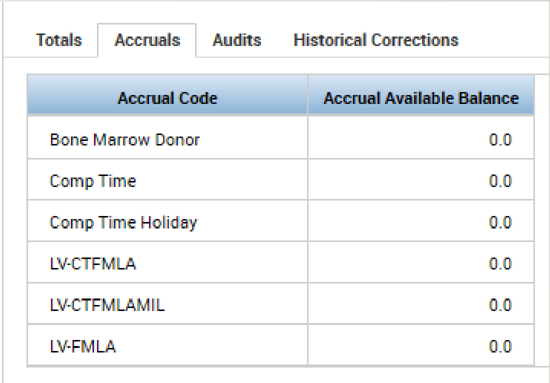
TIMECARD – EXERCISE 11

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

PAYROLL

PAYROLL– ACCRUAL AUDITING

1. Accruals for each employee can be found at the bottom of the employees Timecard, from the Timecard you have the option to Reset Accruals and Move Accruals Amount
2. From the QuickFind, you have the option to Payout Accruals



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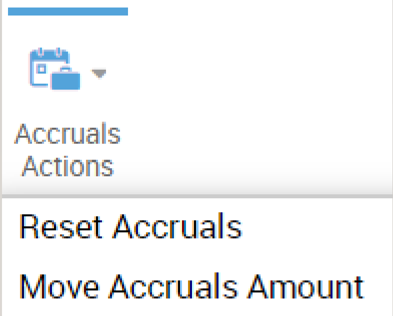

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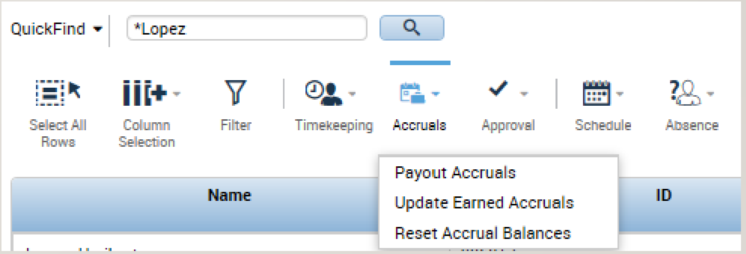
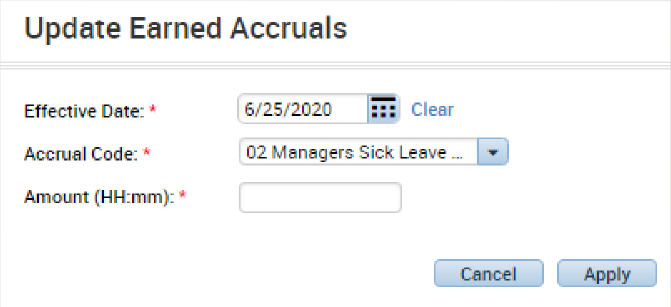
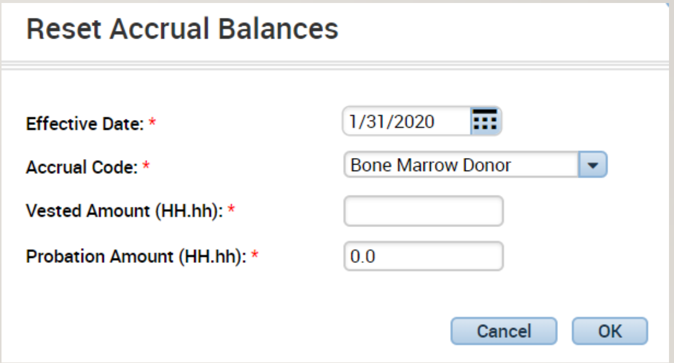


PAYROLL– ACCRUAL AUDITING

1. Update Earned Accrual Amount allows you to shift a balance from one accrual bucket to another
2. Reset Accrual Balances allows you to select an Accrual Code and select the new vested amount and a probation amount if relevant



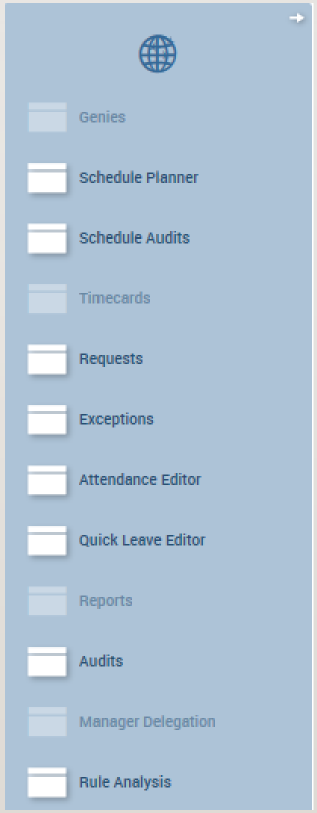


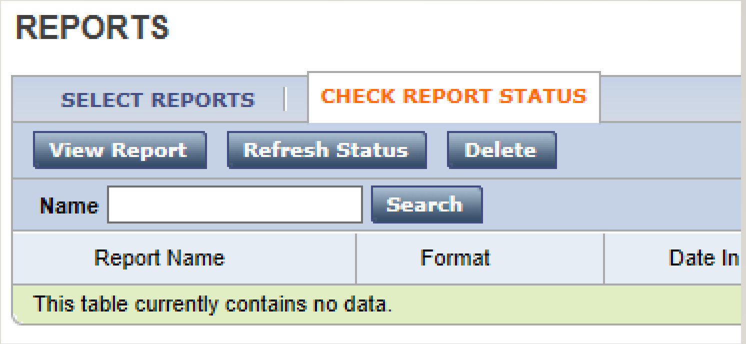
PAYROLL – EXERCISE 12

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

PAYROLL– REPORTING

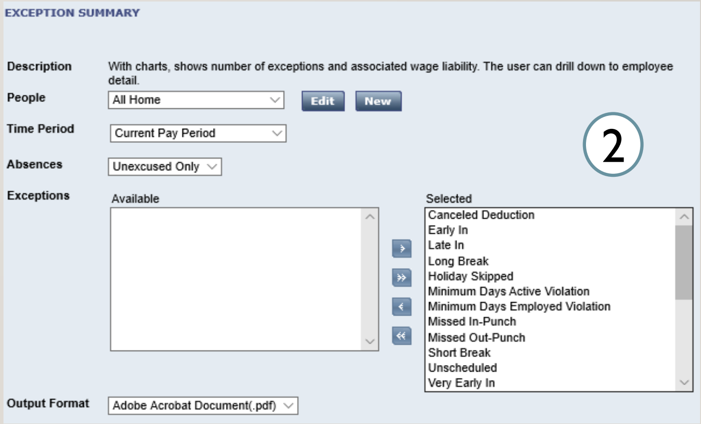
- Use the Related items menu to navigate to the Reports widget
- Here you will have access to every report, you would just select the report fill in, the desired employees. the desired dates, and select **Run Report**
- On the Check Report Status Tab you would wait for the report to complete and select **View Report**





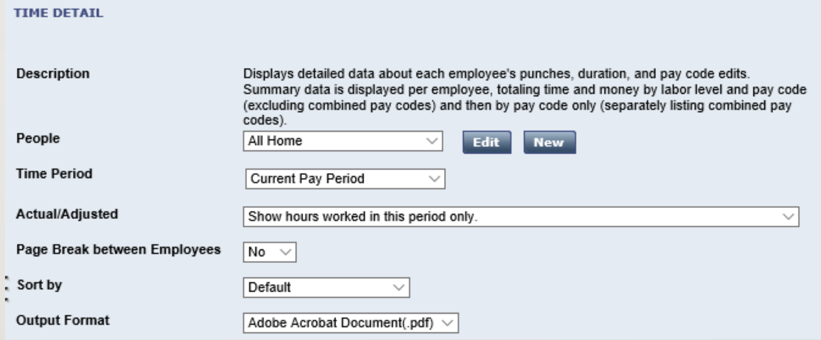
PAYROLL– REPORTING

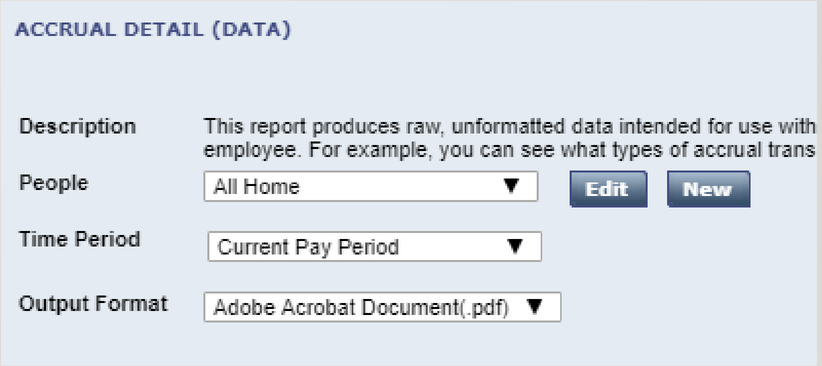
- The equivalent of the Payroll Register report in Kronos would be the Hours by Labor Account listed on the right. These reports will show you the wages going to each pay code for each employee
- The Exception report can be mirrored by Exceptions or Exception Summary, both reports will give you a list of employee exceptions but Exception Summary offers a higher level overview



PAYROLL– REPORTING

- The time reporter summary report in Core can be found similarly in Kronos under the name Time Detail. This will give you detailed data on employee punches and pay codes
- Accrual Detail will give you a summary of their accrual balances



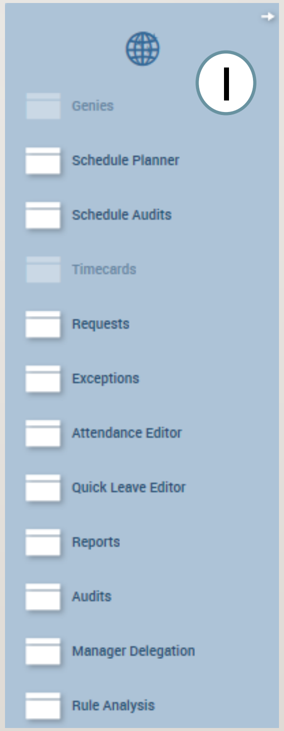


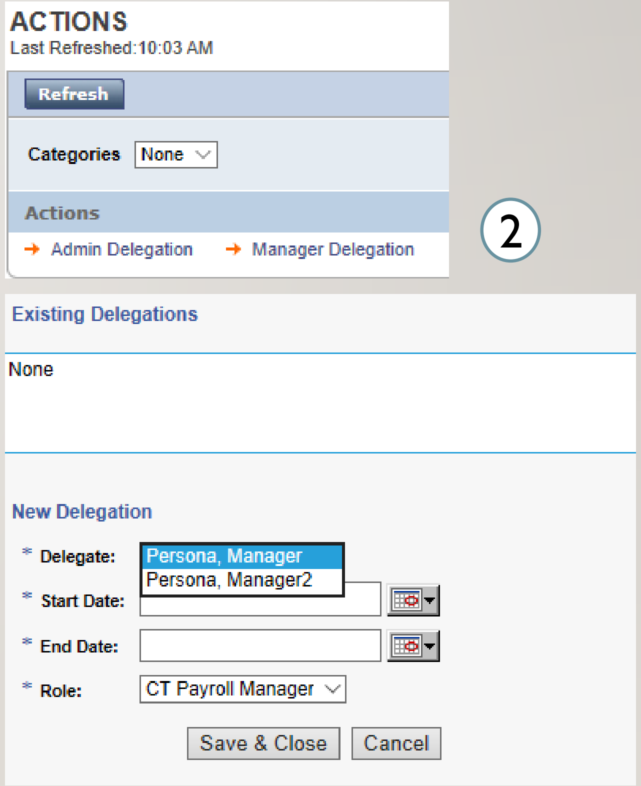
PAYROLL – EXERCISE 13

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

PAYROLL– DELEGATION

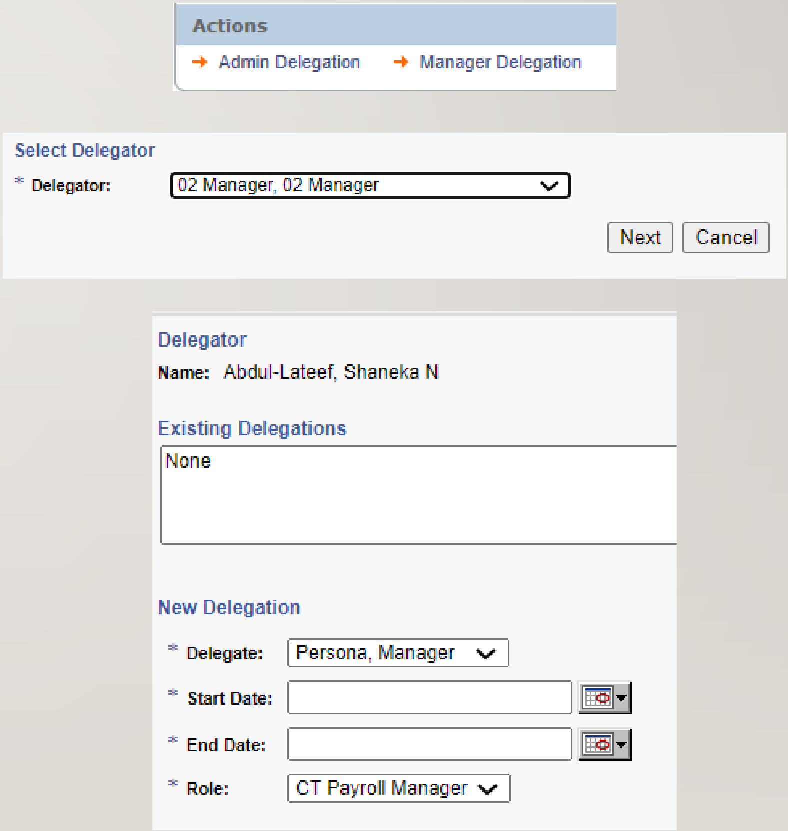
1. Manager Delegation can be found under the same name in the Related Items menu on the right
2. Once there you can choose to delegate any role you have, once selected you would choose the delegate, the time frame, and the role to be delegated





ADMIN DELEGATION

1. Admin Delegations allows you to delegate someone's authority for them
2. This will be useful when an employee is out and did not get the chance to run their own delegation, this may be sent over to you and you will be able to create the delegation



PAYROLL – EXERCISE 14

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

PAYROLL– KEEPING KRONOS AND CORE CT IN SYNC

Adjustments made in Core CT during payroll processing:

-Timesheet

-Additional pay for amount payment and adjust paid time (reconciliation)

-Pay line adjustments

-Online check or check reversal

-Historical corrections

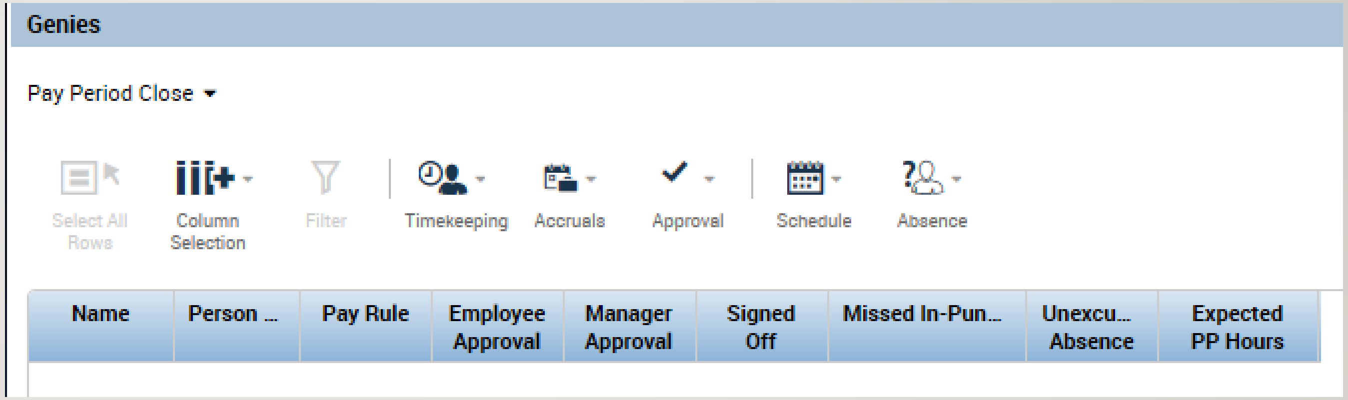
-Leave of absences

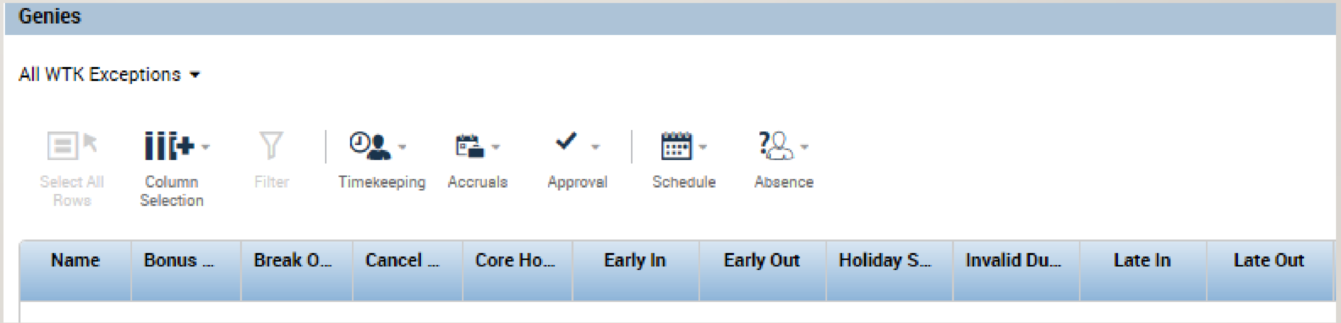
-Keeping accruals in sync

Changes that are made for payroll need to be made in Kronos as well to keep both systems in sync

PAYROLL– WORKING WITH GENIES

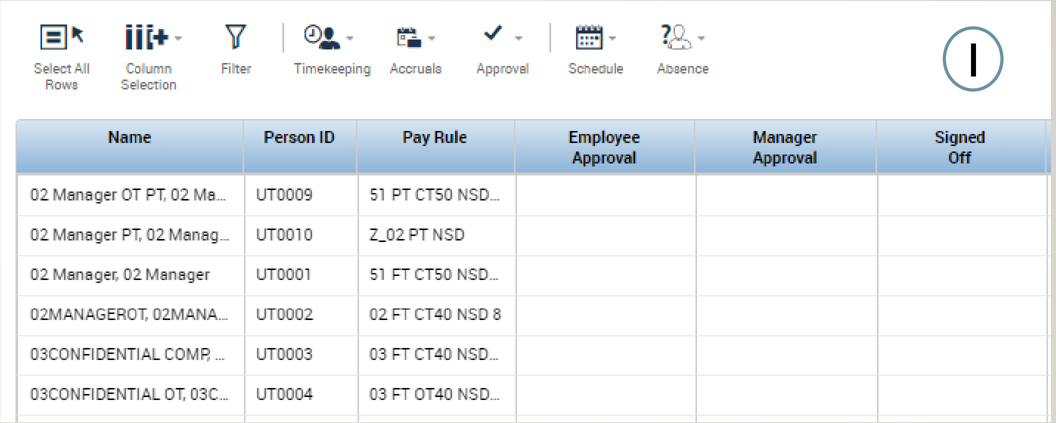
1. Pay Period Close: The Pay Period Close Genie will tell you the approval information for every employee you want to view prior to the close of the pay period
2. All WTK Exceptions: This Genie will show you every exception in Kronos based on the people you are currently viewing. This can be changed using the hyperfinds that we will soon cover

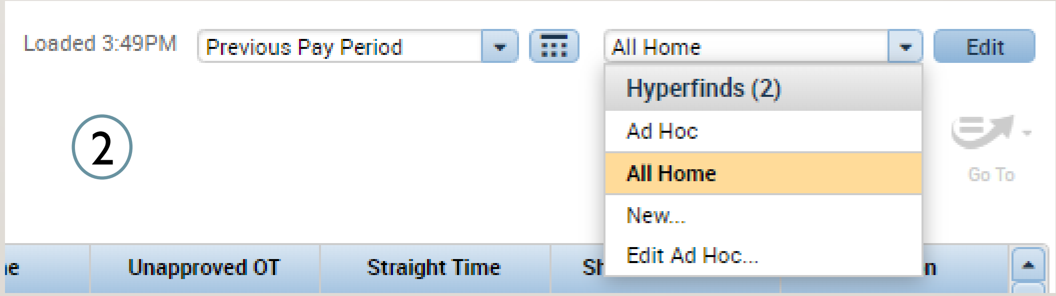




PAYROLL – PAY PERIOD CLOSE

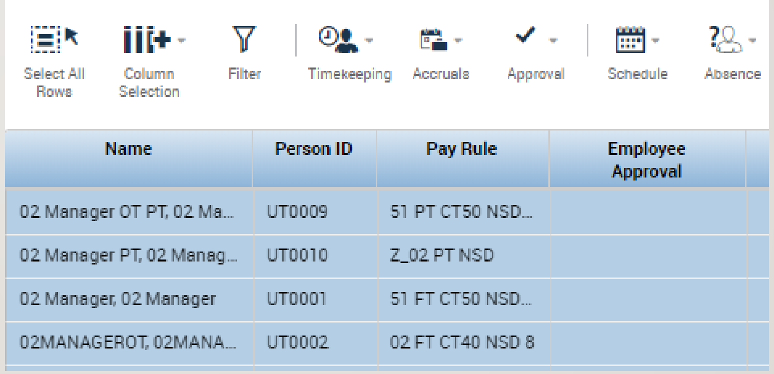
1. In the Pay Period Close Genie, you can see whether the timecard has been approved by the employee, manager, or signed off by yourself
2. A Hyperfind (slide 19) will allow you to narrow down the field of view to only view the employees in your sphere of influence

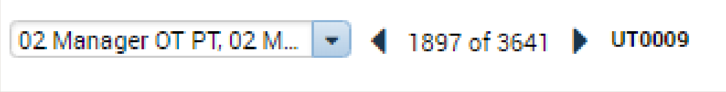


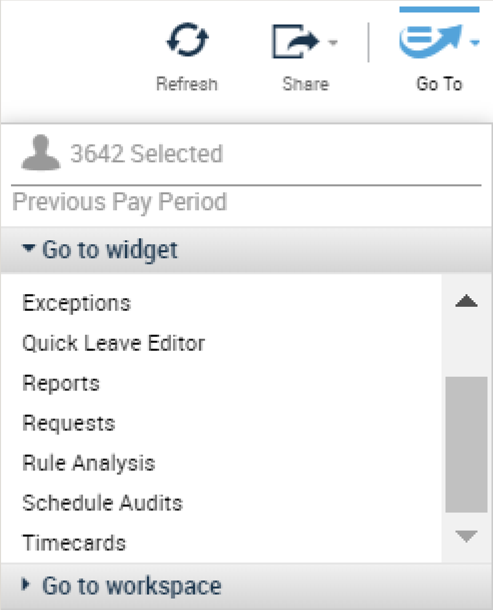


PAYROLL – PAY PERIOD CLOSE

1. After narrowing down your employee view in pay period close, use the Select All Rows button
2. Click the Go To button, and navigate to timecards, use the arrows pictured you will be able to switch between timecards in order to review exceptions and perform Sign Offs as we will show in the following slide

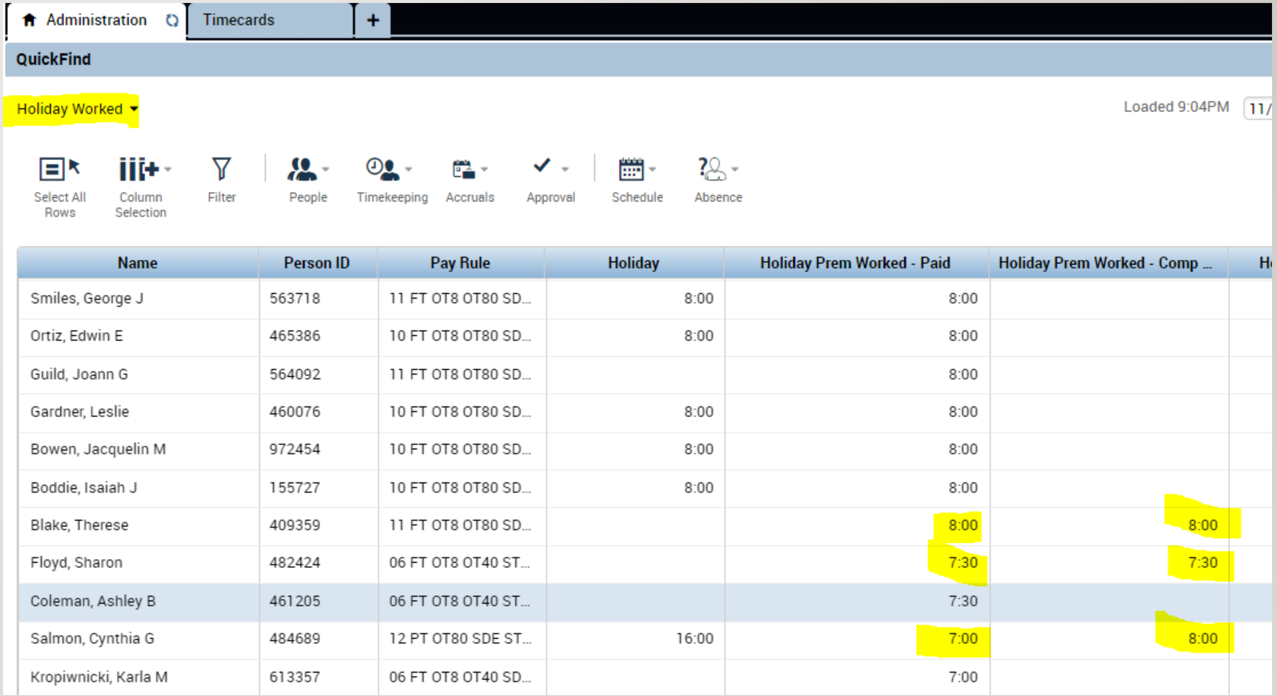






PAYROLL – HOLIDAY GENIE

- On pay periods with a holiday, use the Holiday Worked genie and select the holiday date on the top right
- Validate that no employee is receiving Holiday Premium Worked Paid and Holiday Prem Worked Comp Earned
- This can happen on back to back shifts worked on a holiday



Name	Person ID	Pay Rule	Holiday	Holiday Prem Worked - Paid	Holiday Prem Worked - Comp ...	H
Smiles, George J	563718	11 FT OT8 OT80 SD...	8:00	8:00		
Ortiz, Edwin E	465386	10 FT OT8 OT80 SD...	8:00	8:00		
Guild, Joann G	564092	11 FT OT8 OT80 SD...		8:00		
Gardner, Leslie	460076	10 FT OT8 OT80 SD...	8:00	8:00		
Bowen, Jacquelin M	972454	10 FT OT8 OT80 SD...	8:00	8:00		
Boddie, Isaiah J	155727	10 FT OT8 OT80 SD...	8:00	8:00		
Blake, Therese	409359	11 FT OT8 OT80 SD...		8:00	8:00	
Floyd, Sharon	482424	06 FT OT8 OT40 ST...		7:30	7:30	
Coleman, Ashley B	461205	06 FT OT8 OT40 ST...		7:30		
Salmon, Cynthia G	484689	12 PT OT80 SDE ST...	16:00	7:00	8:00	
Kropiwnicki, Karla M	613357	06 FT OT8 OT40 SD...		7:00		

PAYROLL – HOLIDAY GENIE

- If the employee is being paid both, double click their name and navigate to their timecard
- Decide whether they will keep Premium Worked or Premium Comp Earned, then perform a manual deduction for that amount
- Use the appropriate pay code with an M at the end with a negative amount (Hol Prem Worked – Paid M)
- Validate the totals at the bottom to make sure the deduction went through

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Wed 11/27		Hol.Prem. Worked - Paid M	-5:00			
		Thanksgiving Day 3rd Shift	8:00			
				8:00AM		1:00PM
	11:00PM-7:30AM			11:00PM	..;;10 FT HOLIDAY COMP STD 8 SDE3	7:30AM

Totals Accruals Audits Historical Corrections

Daily · Pay Code · Totals for 11/27/2019

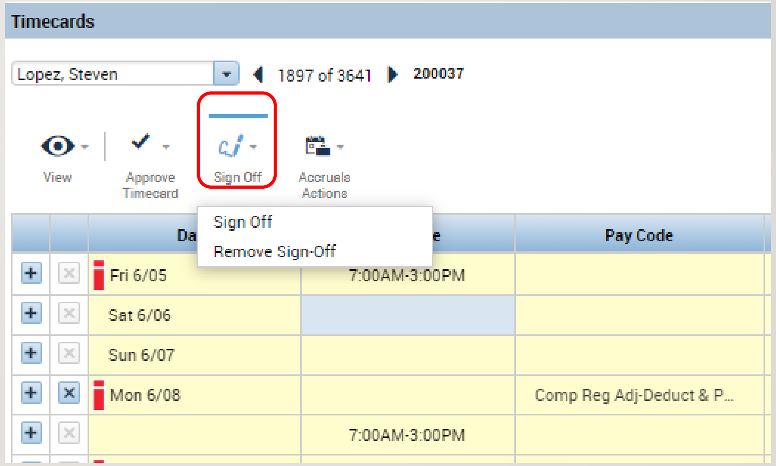
Pay Code	Amount
Hol.Prem. Worked - Comp Earned	8:00
Hol.Prem. Worked - Paid	5:00
Hol.Prem. Worked - Paid M	-5:00
Overtime at Time and One Half	5:00
Regular	8:00
Shift Differential 1.5	8:00

PAYROLL – EXERCISE 15

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

PAYROLL – SIGN OFFS

1. On the desires employees Timecard select Sign Off and then select Sign Off from the dropdown
2. Once the Timecard is signed off, every cell will turn grey, become un-editable, and a banner will show up with information on your sign off, you can also Remove Sign-Off using the same button and the cells will turn white again
3. Official deadline for signing off Wednesdays EOD but would prefer nothing being keyed in after Tuesday



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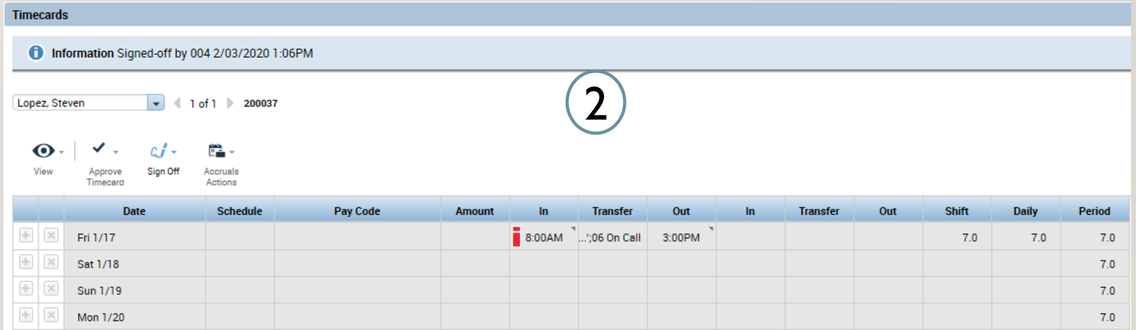
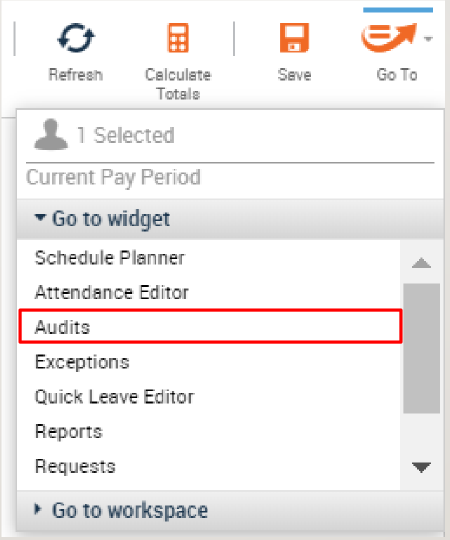
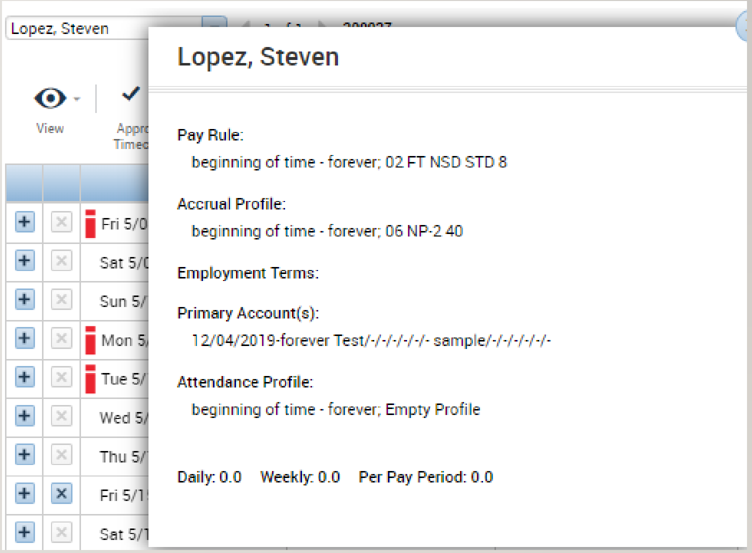


PAYROLL – SIGN OFF AUDITS

1. If an employee's timecard has not been approved check the audit trail to verify the timecard was updated and validated
2. If the timecard was not approved, navigate to the employees timecard and right click their name to view their pay rule and supervisor, reach out to their supervisor to make modifications





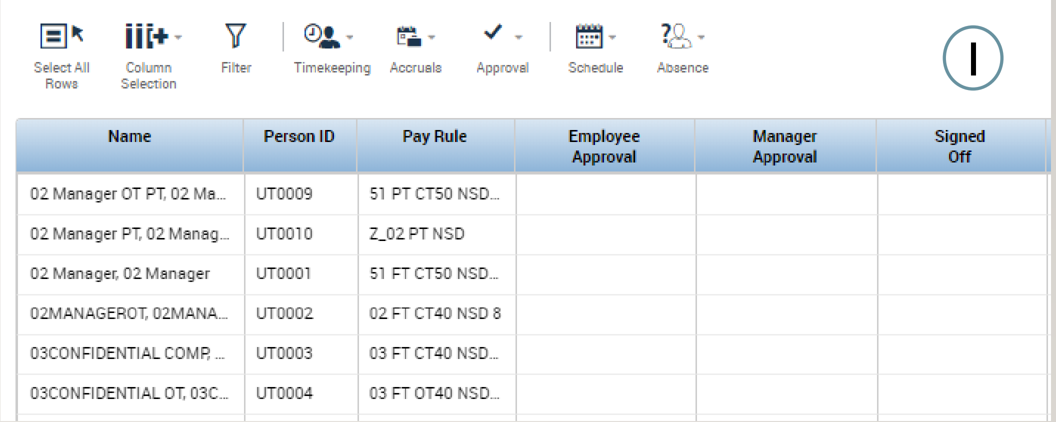
PAYROLL – EXERCISE 16

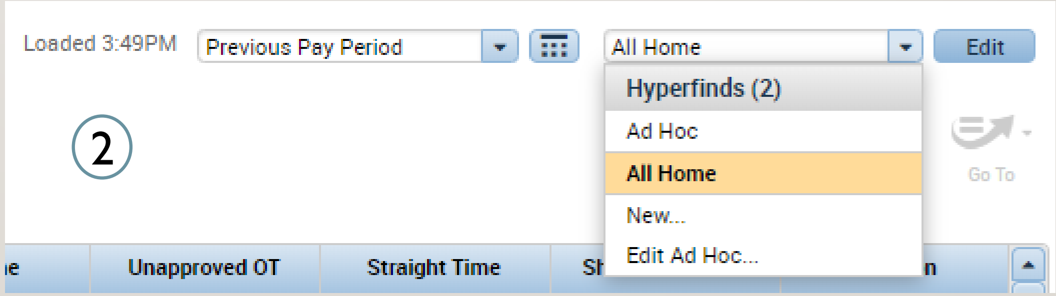
PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

PAYROLL CLOSE

STEP 1: GENIES - PAY PERIOD CLOSE

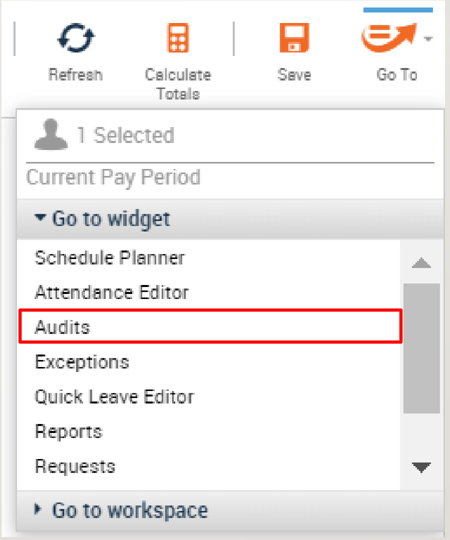
1. Use the hyperfind that you just created to filter the list in pay period close
2. Here you will have a view of all the employees that you manage and you can see what approvals the timecard has and whether they are still pending sign off

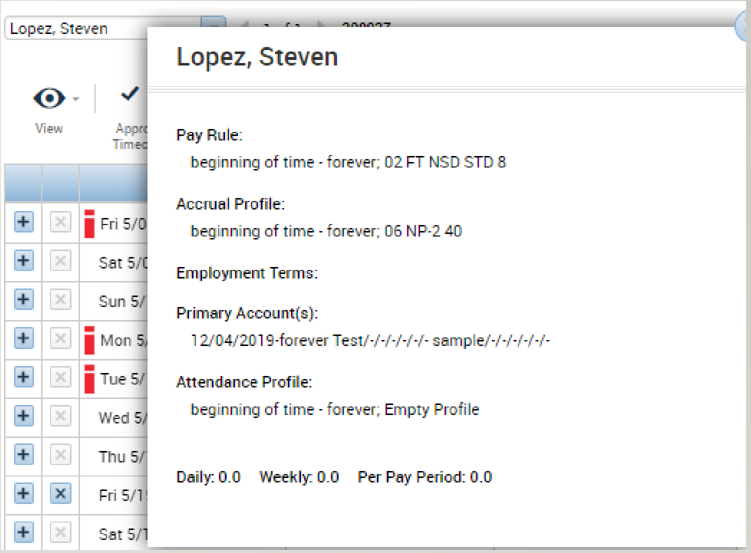




STEP 1: GENIES - PAY PERIOD CLOSE AUDITS

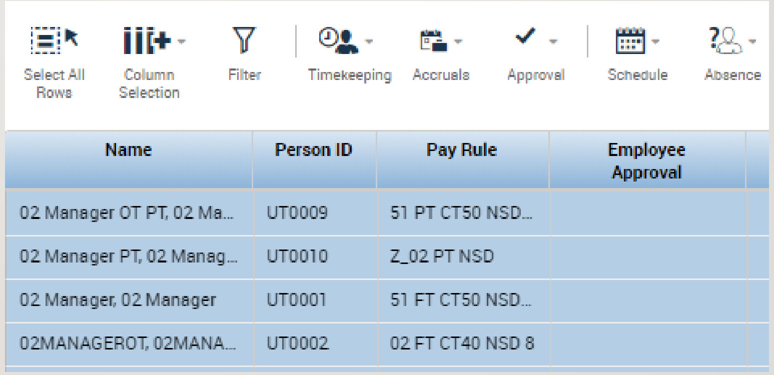
1. If you see that the employee timecard was not approved either by the employee or the supervisor in the pay period close genie you will want to communicate with the appropriate person
2. Check the audits to validate it wasn't approved, then communicate with the correct individual

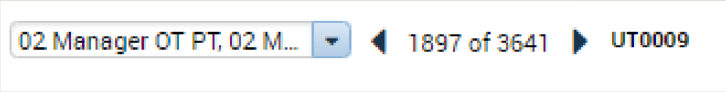


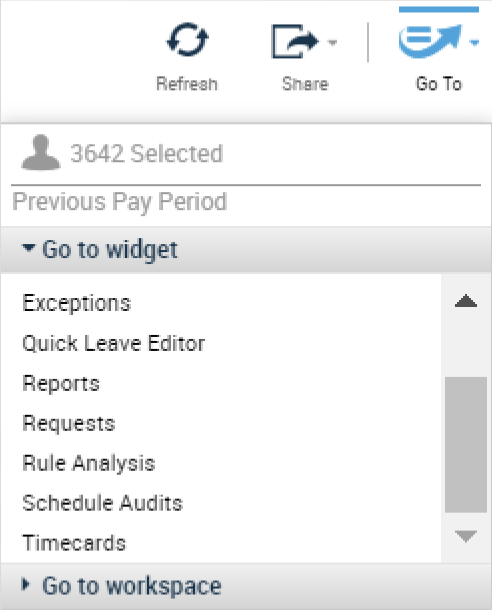


STEP 1: GENIES - PAY PERIOD CLOSE

1. Select the employees that you want to view using the select all rows button or by highlighting the employees you want to view
2. Click the Go To button, and navigate to timecards, use the arrows pictured you will be able to switch between timecards in order to review exceptions and perform Sign Offs as we will show in the following slide

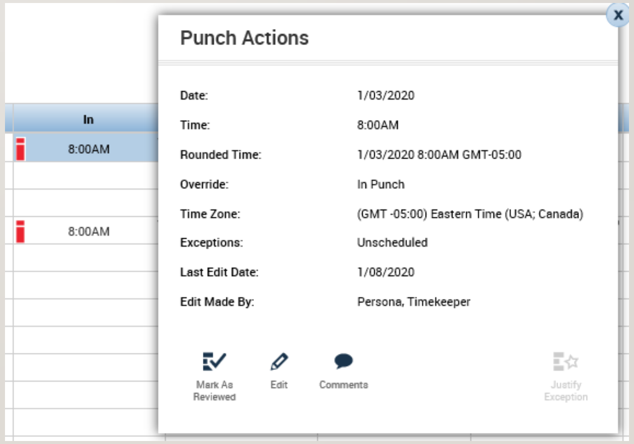






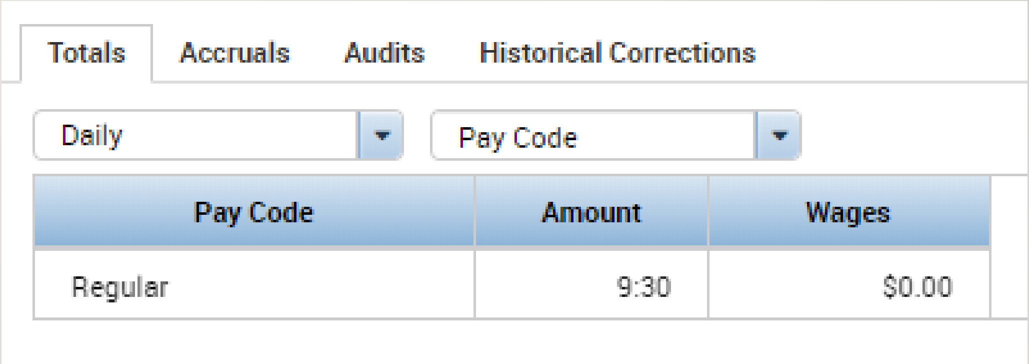
STEP 2: EDITING PUNCHES

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
3. All exceptions need to be handled before you can officially sign off on the timecard



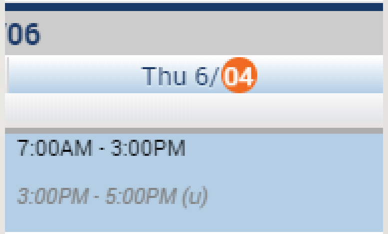
STEP 2: TOTALS VALIDATION

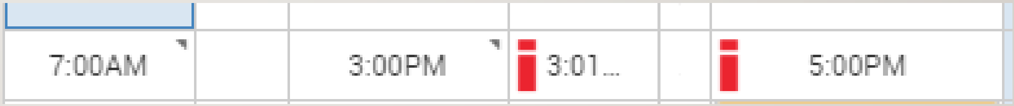
1. Select the day that you want to validate time entry for from the timecard
2. Open the totals section at the bottom using the arrow shown here
3. Switch the view to daily and check how the hours are being paid

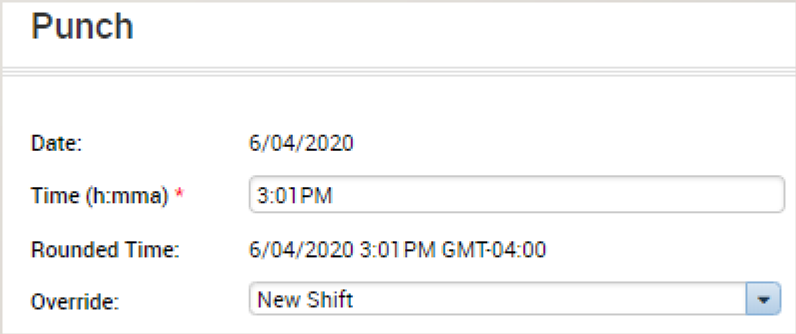


STEP 2: TOTALS VALIDATION PT2

1. If the totals are incorrect, you may need to update the schedule to include unavailable time or perform and override
2. After making any needed corrections navigate back to the timecard and check the totals again

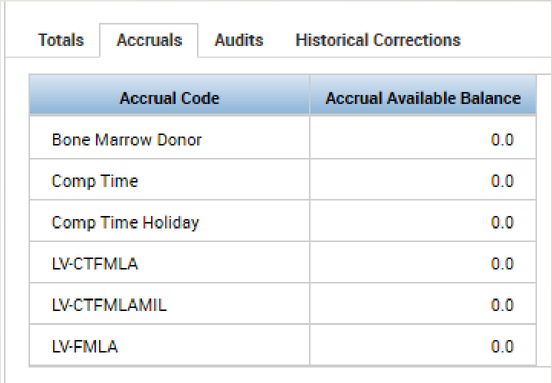






STEP 3: ACCRUAL AUDITING

1. Accruals for each employee can be found at the bottom of the employees Timecard, from the Timecard you have the option to Reset Accruals and Move Accruals Amount
2. Validate the accruals with Core if you see any inconsistency and make the correction using either the Reset or the Move



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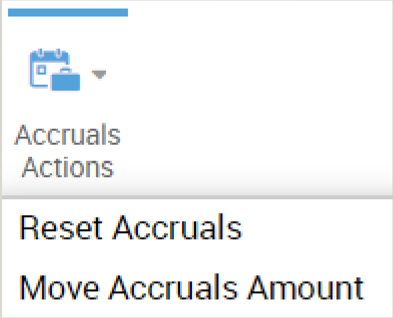

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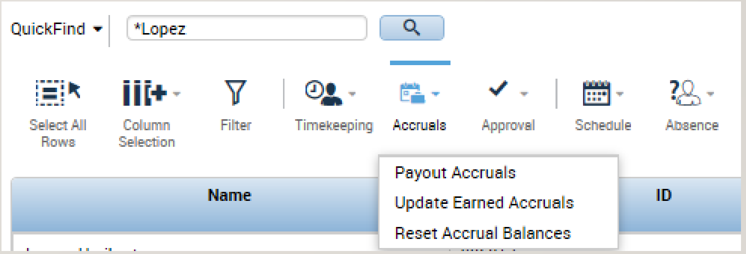
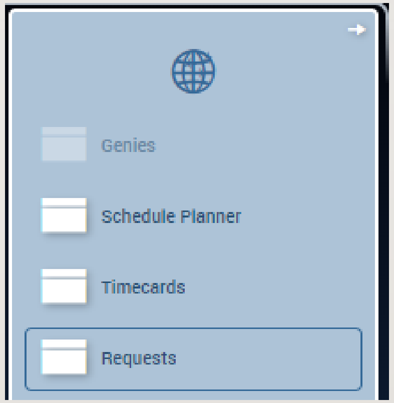


STEP 4: REVIEWING TIME OFF REQUESTS

1. Use the Request widgets under Manage My Department to validate there are no unresolved requests on your employee timecards
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. Select the appropriate request and then add an optional comment to explain the decision.

1



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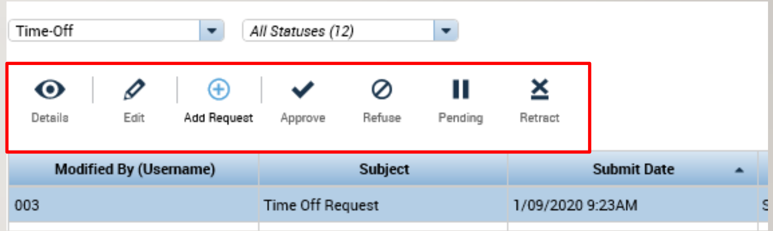

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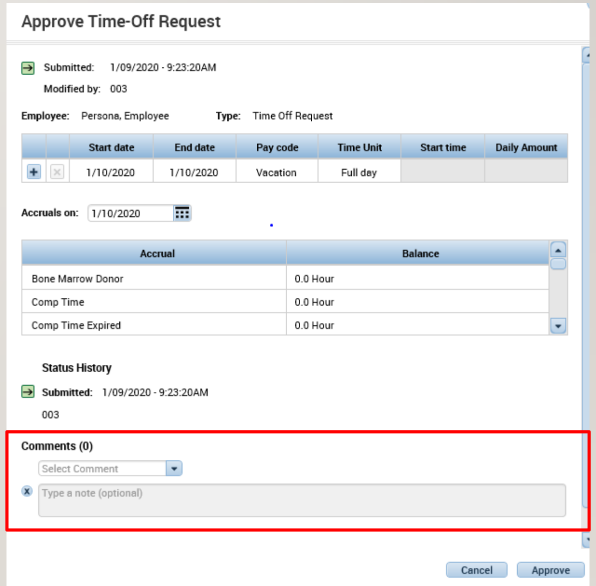
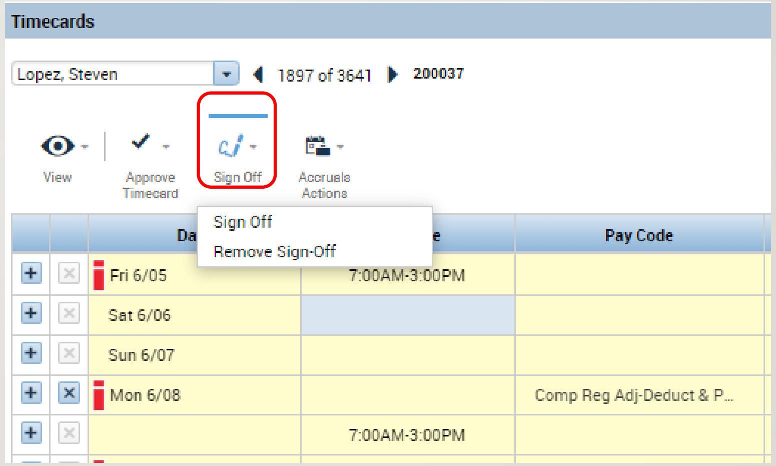


STEP 5: SIGN OFFS

1. Once all the exceptions are handled and the totals are validated, sign off on the timecard
2. Once the Timecard is signed off, every cell will turn grey, become un-editable, and a banner will show up with information on your sign off, you can also Remove Sign-Off using the same button and the cells will turn white again
3. Official deadline for signing off Wednesdays EOD but don't like keying in anything after Tuesday
4. Validate using the pay period close genie that no remaining sign offs are pending



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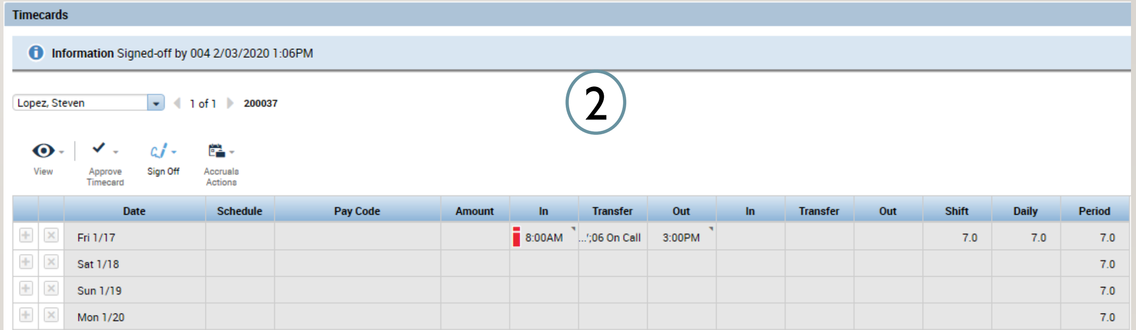
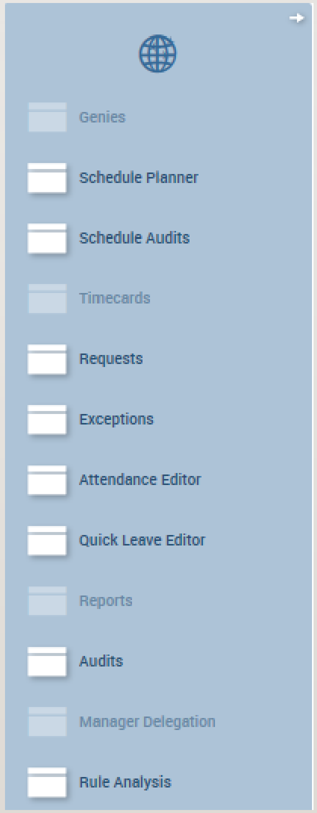
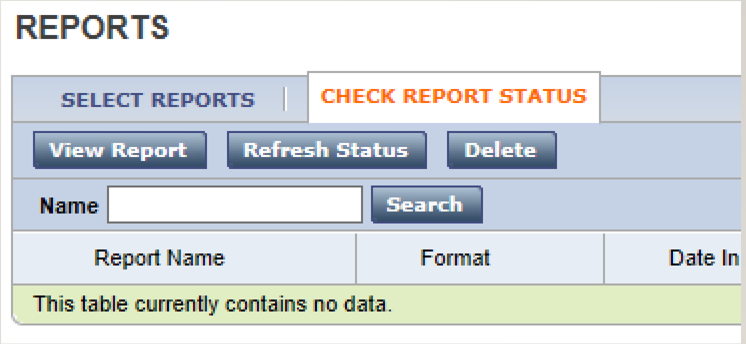


2

STEP 6: REPORTING

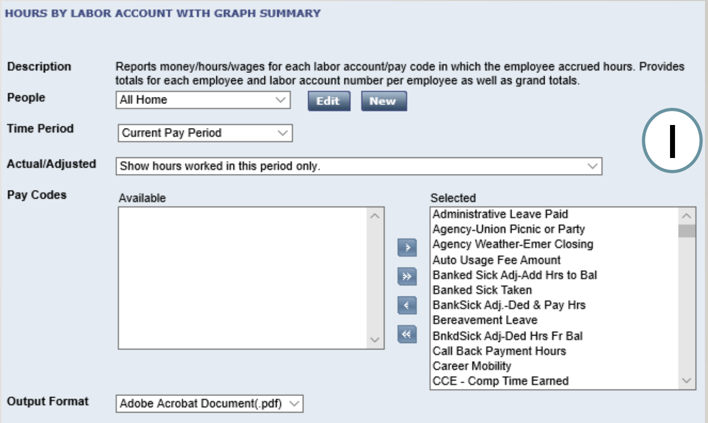
- Use the Related items menu to navigate to the Reported widget
- Here you will have access to every report, you would just select the report fill in the desired dates, and select **Run Report**
- On the Check Report Status Tab you would wait for the report to complete and select **View Report**

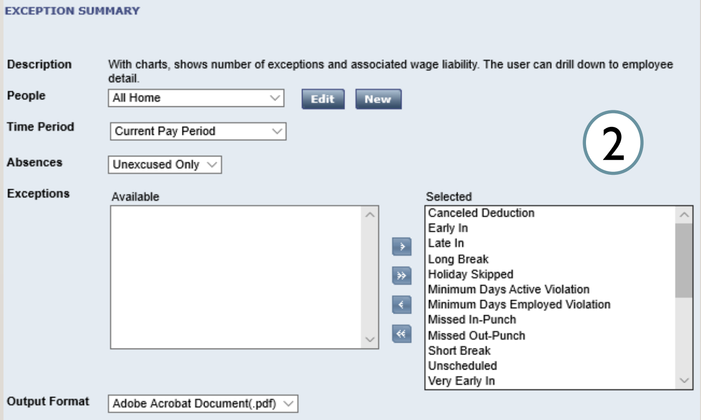




STEP 6: REPORTING

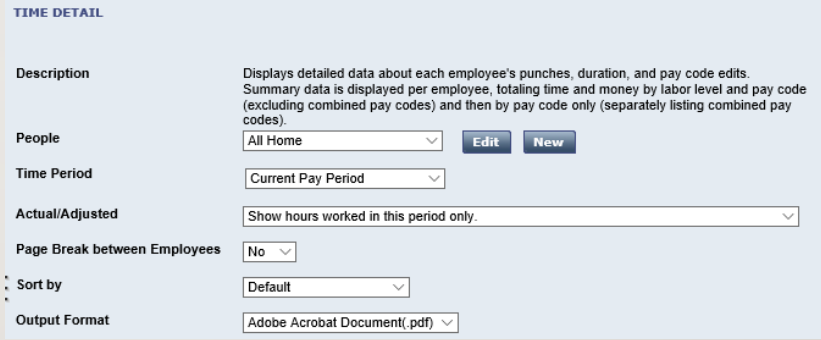
- The equivalent of the Payroll Register report in Kronos would be the Hours by Labor Account listed on the right. These reports will show you the wages going to each pay code for each employee
- The Exception report can be mirrored by Exceptions or Exception Summary, both reports will give you a list of employee exceptions but Exception Summary offers a higher level overview

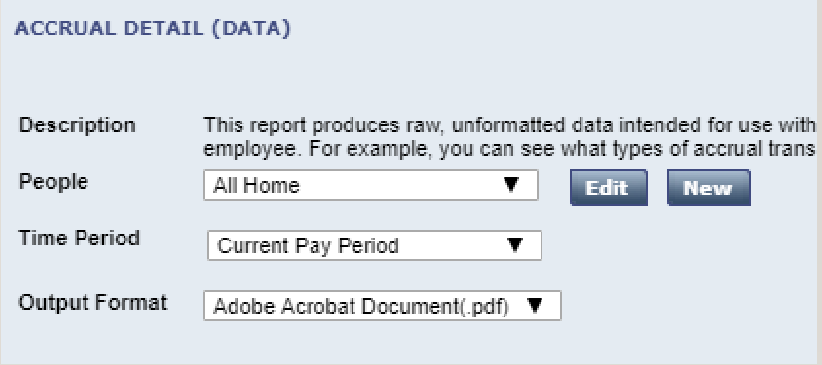




STEP 6: REPORTING

- The time reporter summary report in Core can be found similarly in Kronos under the name Time Detail. This will give you detailed data on employee punches and pay codes
- Accrual Detail will give you a summary of their accrual balances

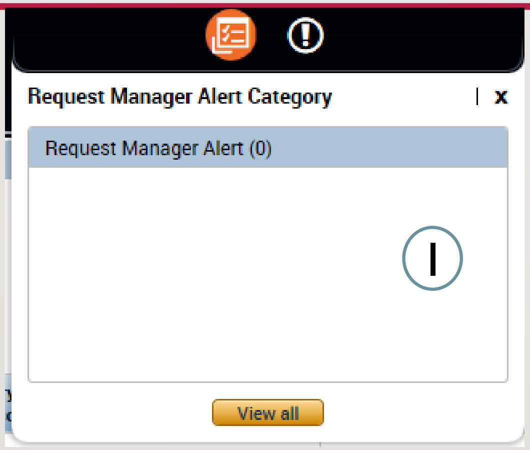


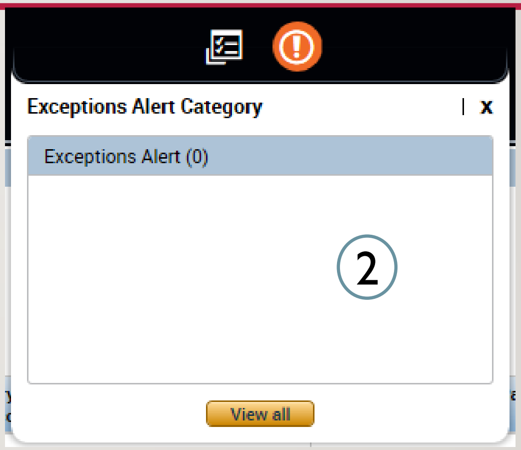


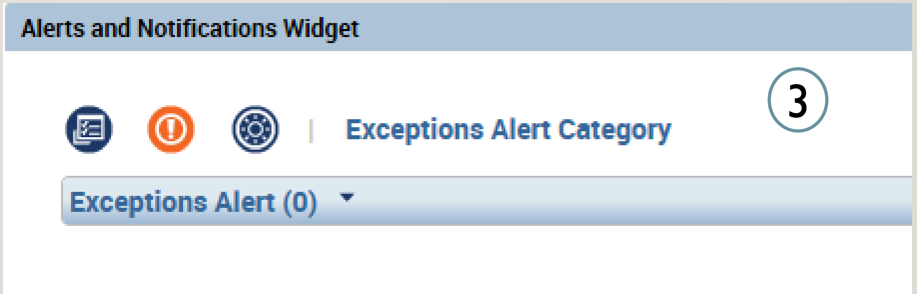
TIME OFF

TIME OFF – REVIEWING TIME OFF REQUESTS

1. Using the notifications widget at the top you'll be able to see the most recent requests in the Request Manager
2. You can also view the most recent exceptions through the exception alert category
3. If you select view all on either, you will be taken to the Alerts and Notifications Widget where you can see every existing Request



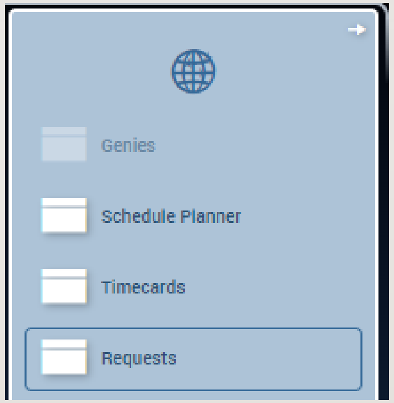




TIME OFF – REVIEWING TIME OFF REQUESTS

1. Use the Request widgets under Manage My Department
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. Select the appropriate request and then add an optional comment to explain the decision.

1



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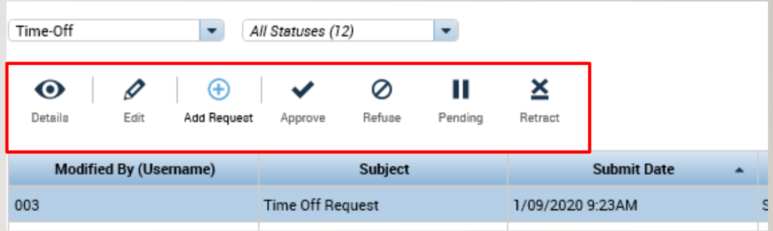

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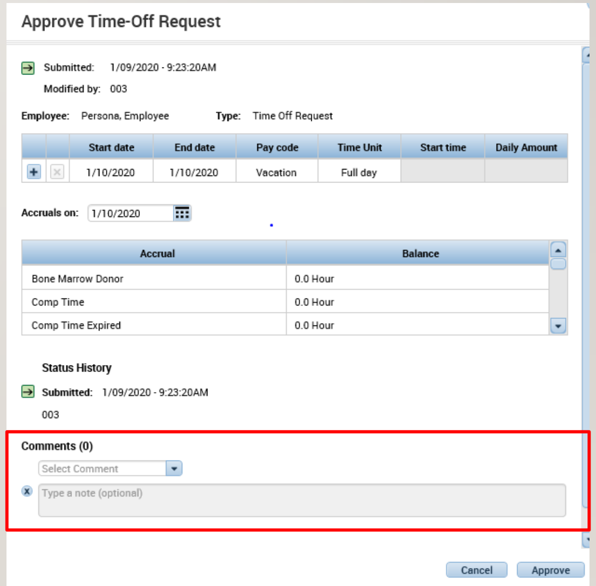
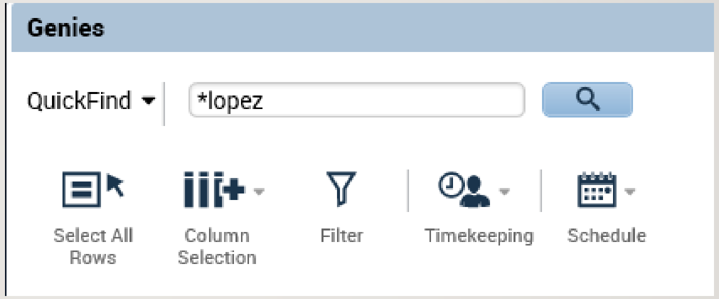


TIME OFF – TIME OFF REPORT

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



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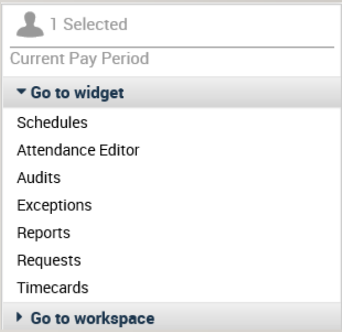

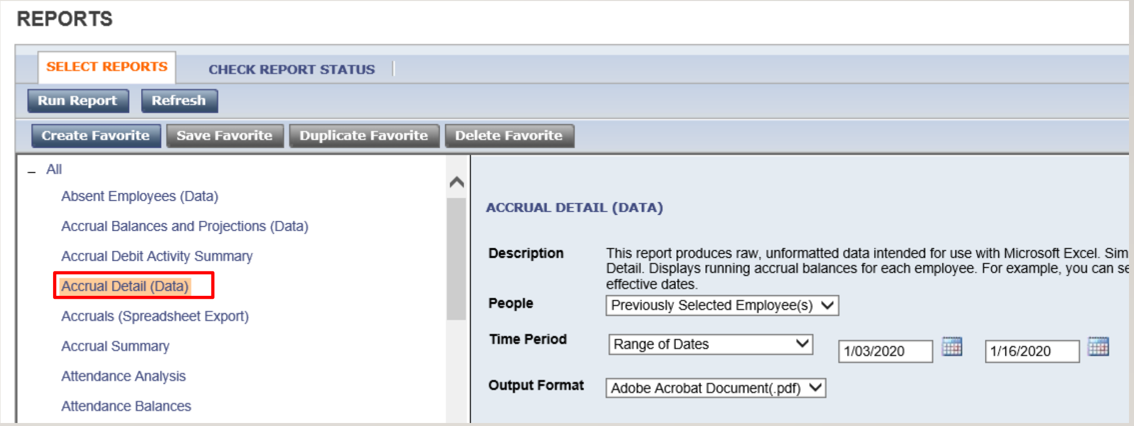

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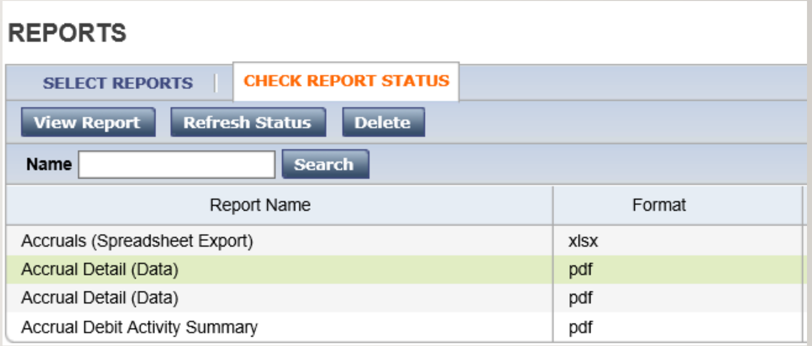
TIME OFF – TIME OFF REPORT

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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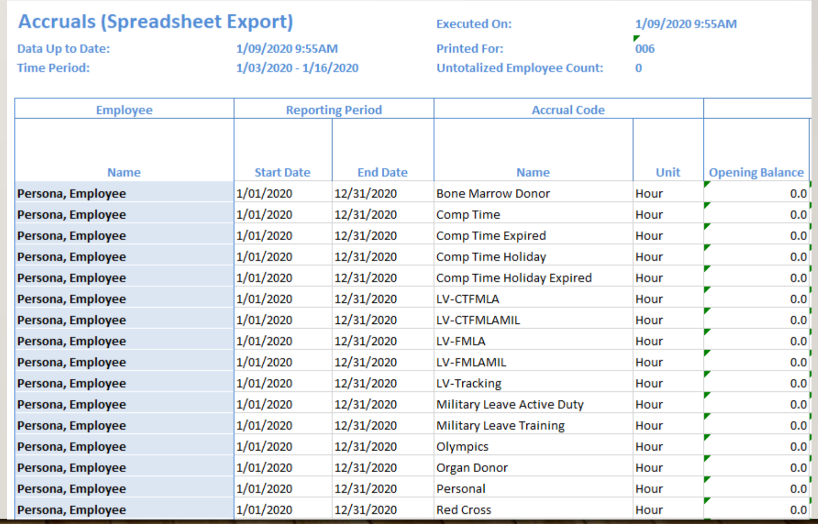


Accruals (Spreadsheet Export)

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

SCHEDULING

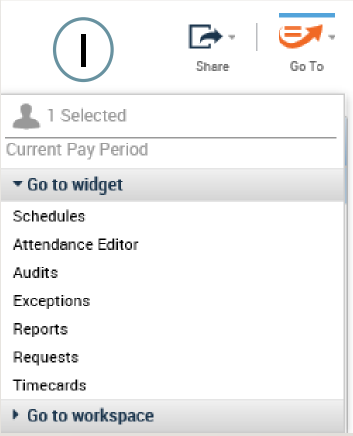

January
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

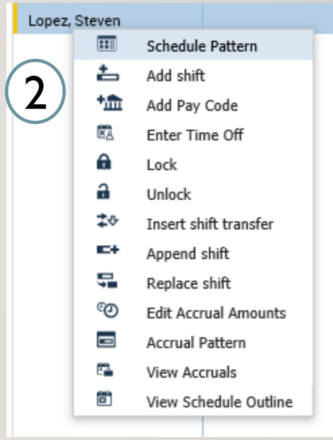
SCHEDULING – ADDING A SCHEDULE

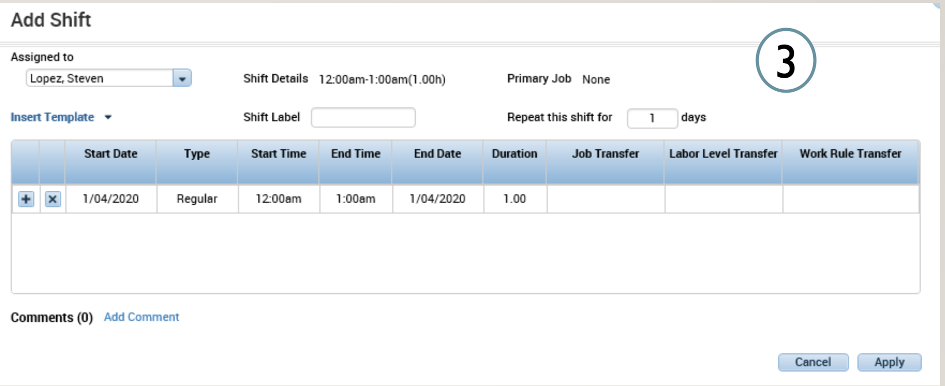
1. After selecting an employee using the QuickFind, press the Go To button and select Schedule Planner

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.

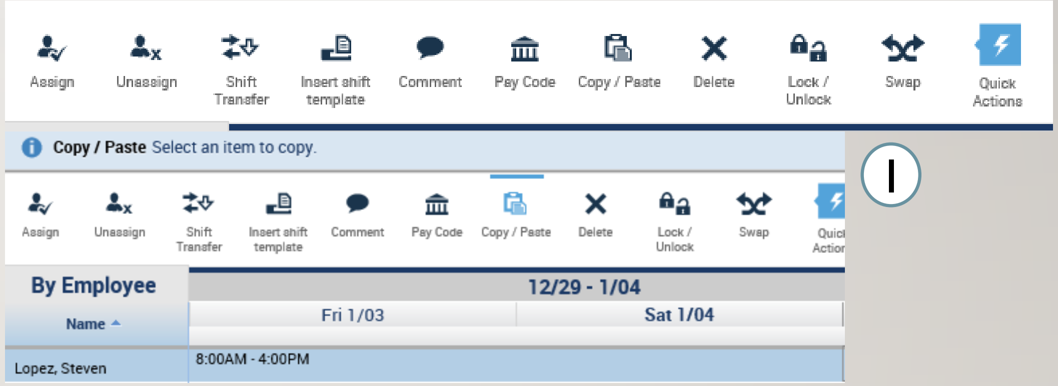






SCHEDULING – ADDING A SCHEDULE

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 going through the drop down you can select the desired pay code and add it for just that day or include it in a patter.



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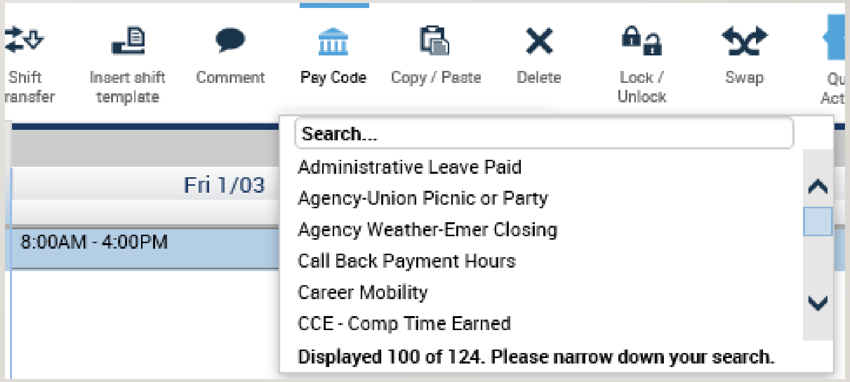
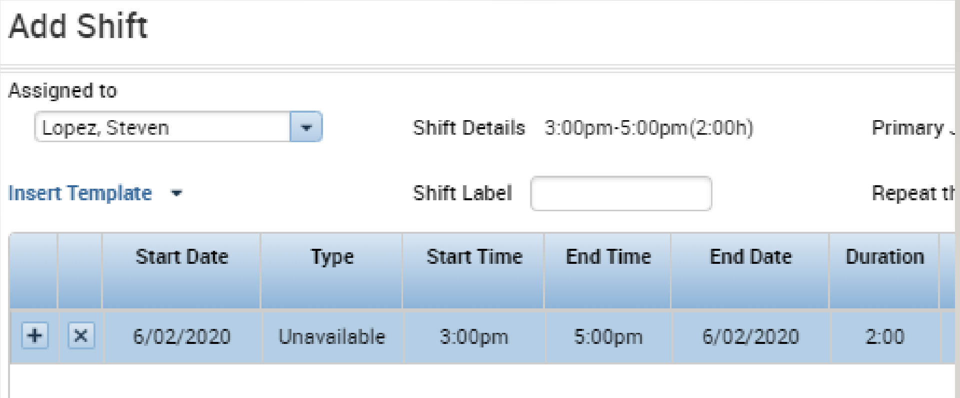


2

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



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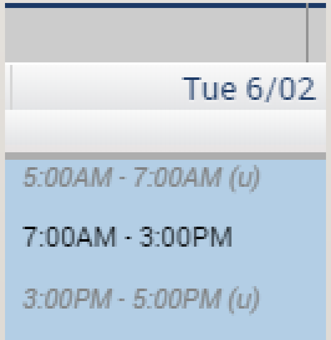
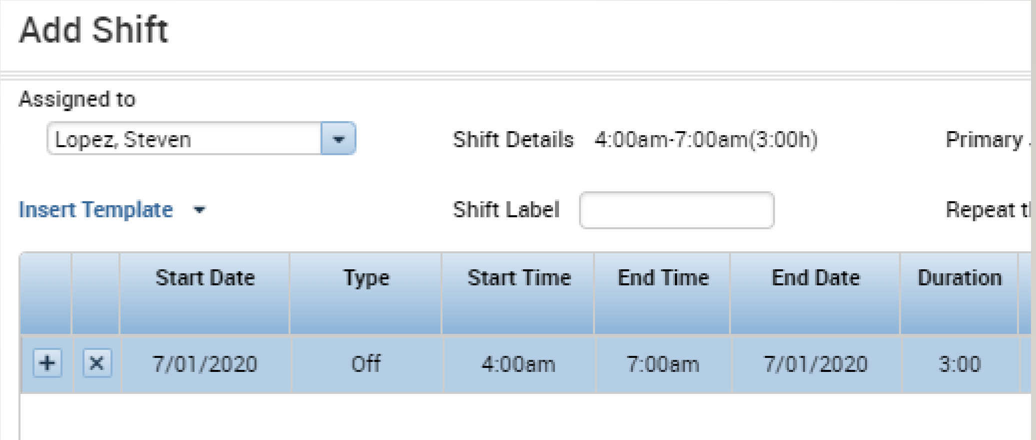


SCHEDULING – EDITING A SCHEDULE – OFF TIME

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



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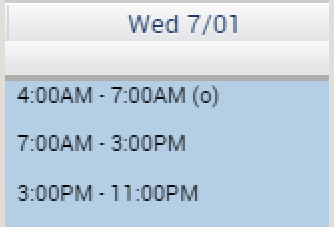


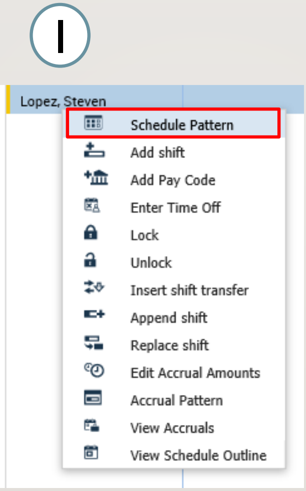
SCHEDULES – EXERCISE 17

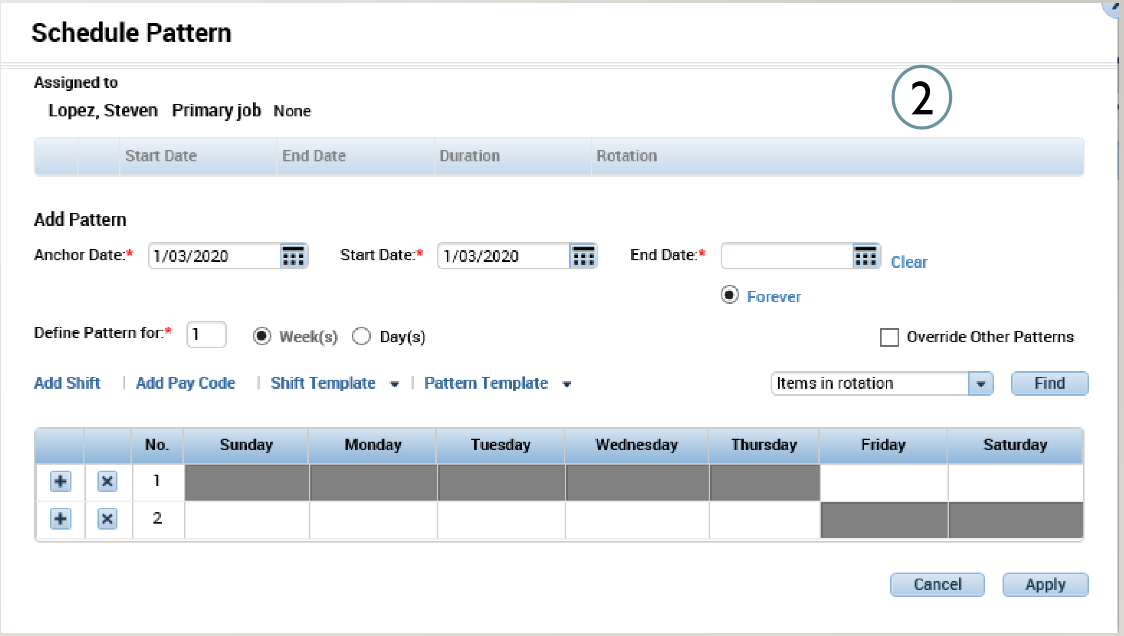
PLEASE REFER TO THE TIMEKEEPER EXERCISE GUIDE IN ORDER TO PRACTICE THE PREVIOUS CONCEPT

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. If the employee has previous schedules on their account fill in the override other patterns button. Click Apply to save your changes.



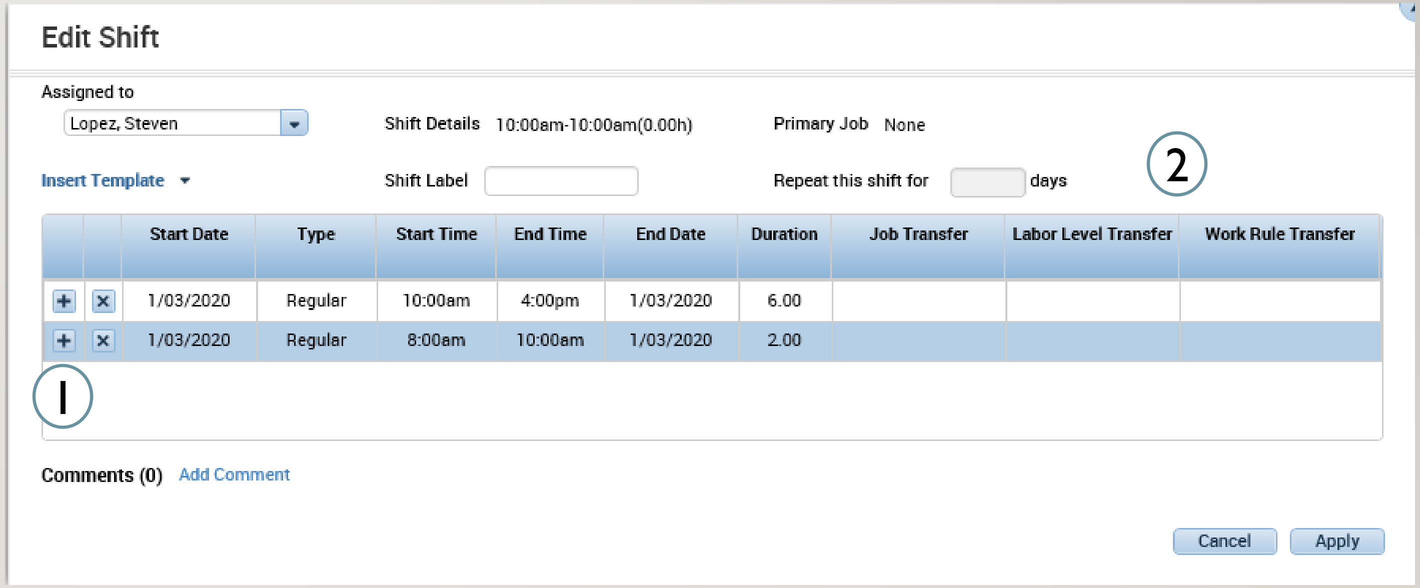


SCHEDULES – EXERCISE 18

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

SCHEDULING – EDITING A SCHEDULE

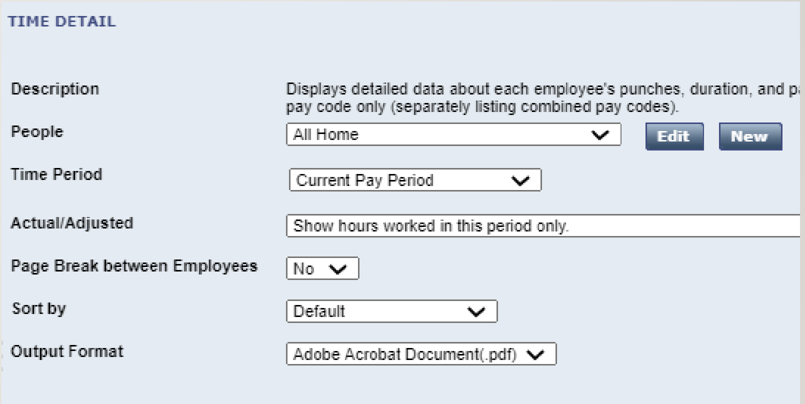
1. Can add multiple rows for different occurrences such as working a different position or going in on call. Add a row to add hours charged to a different job or hours that should be paid out differently than the pay rule assigned to you.
2. Perform a labor level transfer as previously done (slide 24) for working a different position or for working at a different location or perform a work rule transfer as previously shown (slide 24) for situations where your hours need to be paid out differently than they typically are due to bargaining unit rules.

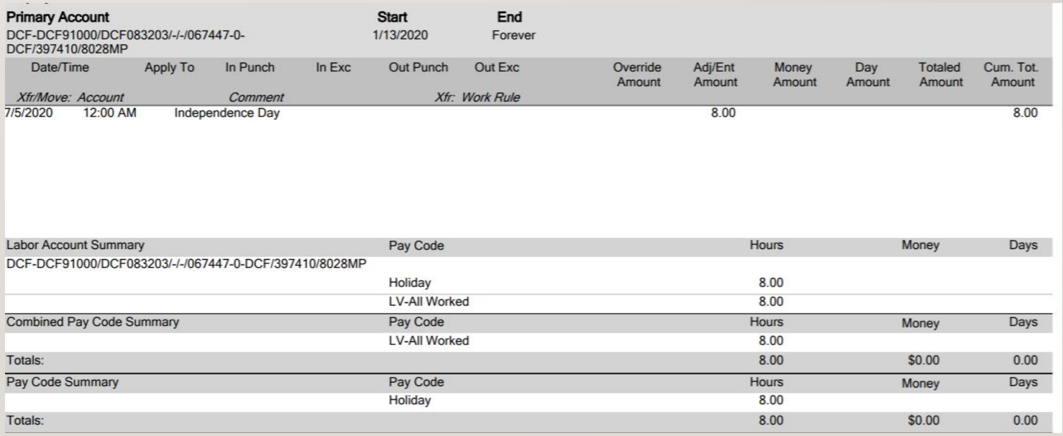


RUNNING THE TCD

TCD – BEFORE YOU RUN THE FILE

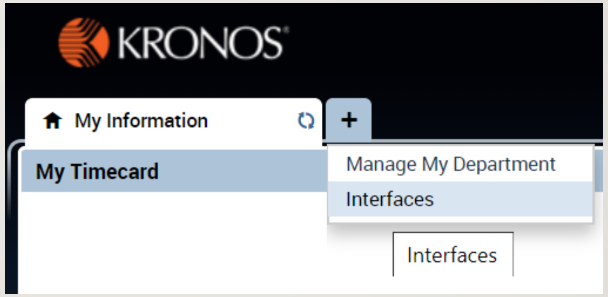
- In order to validate employee time, run the time detail report
- Validate employee paycodes/TRCs, make any adjustments before running the TCD file

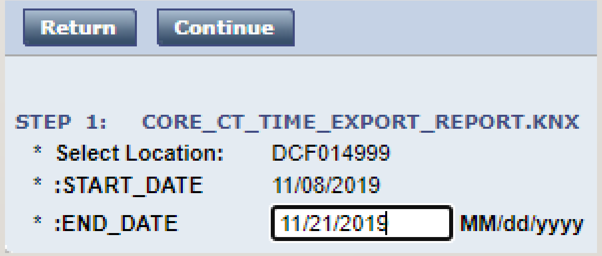


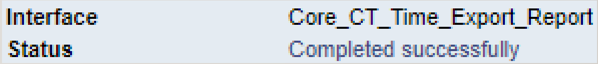


TCD – RUNNING THE FILE

- Open the Interfaces window
- Select the locations you want to view and the range of dates then run the report
- The TCD file will then run and upload automatically and will be pulled when Core CT runs the file mover

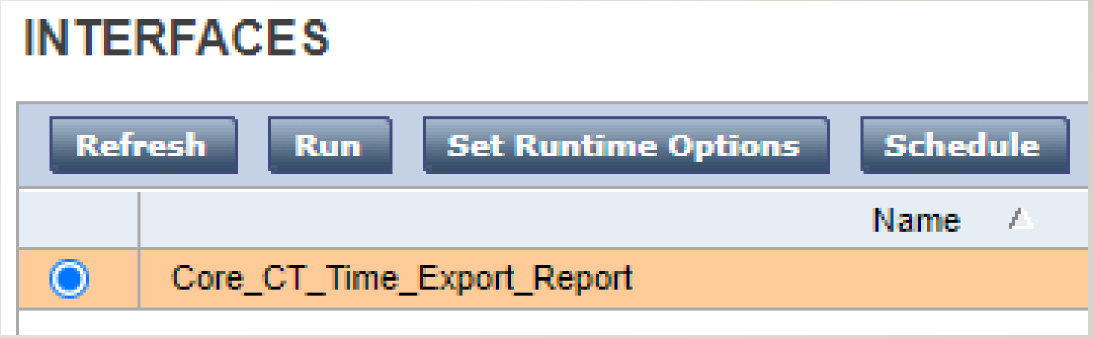






TCD – MAKING CORRECTIONS

- If after running the TCD, you note any changes that need to be made you can rerun the TCD Export
- As long as the file mover has not been executed on the Core CT side, this interface can continue to be rerun as needed
- There will be a business process for running the time export after the file has already been transmitted to Core CT



THE END

Please refer to the Supervisor 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