

# KRONOS TRAINING

CT PAYROLL

# AGENDA

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## 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

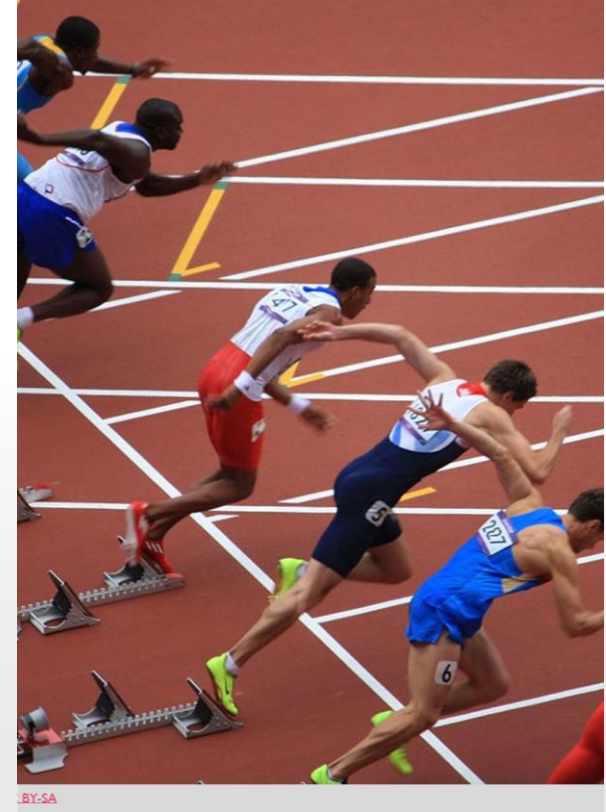
- Reviewing time off requests
- Handling exceptions
- Time off reports

## Schedules

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

# GETTING STARTED

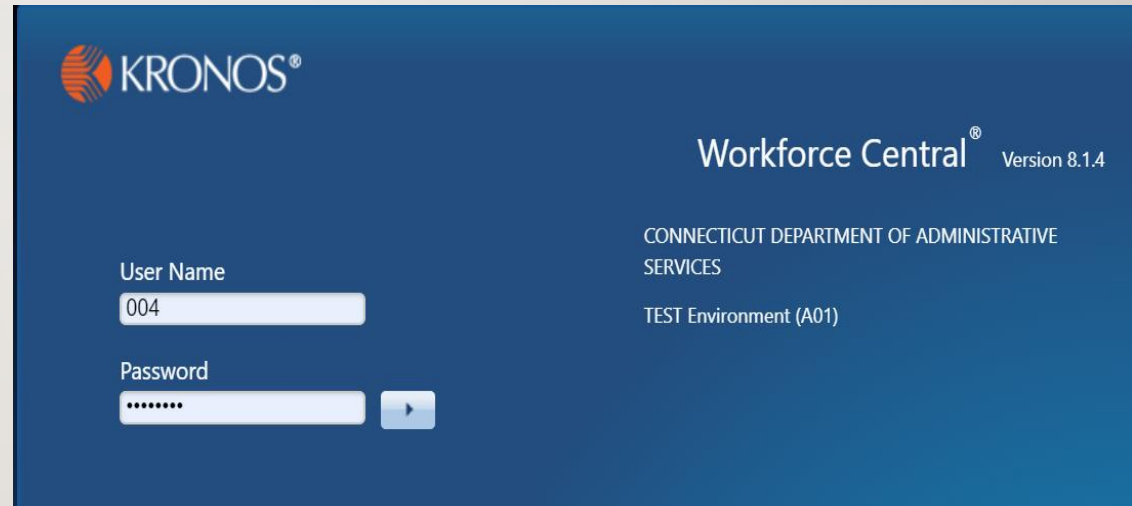
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# GETTING STARTED – SIGNING IN

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



The image shows a screenshot of the KRONOS Workforce Central login interface. The background is a solid blue color. In the top left corner, the KRONOS logo is displayed, consisting of an orange circular icon with white lines and the word "KRONOS" in white capital letters. In the top right corner, the text "Workforce Central" is written in white, followed by "Version 8.1.4" in a smaller font. Below the logo, the text "CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES" is written in white, followed by "TEST Environment (A01)" in a smaller font. In the center of the screen, there are two white input fields. The first field is labeled "User Name" and contains the text "004". The second field is labeled "Password" and contains a series of dots. To the right of the password field is a blue button with a white right-pointing arrow.



# GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

**KRONOS**

2

My Information Alerts and Notifications... +

My Timecard

Loaded: 3:14 PM Current Pay Period

View Approve Timecard

Print Timecard Refresh Calculate Totals Save

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	x	Fri 1/03	8:00AM...											
+	x	Sat 1/04												
+	x	Sun 1/05												
+	x	Mon 1/...	8:00AM...											
+	x	Tue 1/07	8:00AM...											
+	x	Wed 1/...	8:00AM...											
+	x	Thu 1/09	8:00AM...											
+	x	Fri 1/10	8:00AM...											
+	x	Sat 1/11												
+	x	Sun 1/12												

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

**KRONOS**

My Information Alerts and Notifications...

My Timecard

Loaded: 3:14 PM Current Pay Period

View Approve Timecard

Print Timecard Refresh Calculate Totals Save

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	x	Fri 1/03	8:00AM...											
+	x	Sat 1/04												
+	x	Sun 1/05												
+	x	Mon 1/...	8:00AM...											
+	x	Tue 1/07	8:00AM...											
+	x	Wed 1/...	8:00AM...											
+	x	Thu 1/09	8:00AM...											
+	x	Fri 1/10	8:00AM...											
+	x	Sat 1/11												
+	x	Sun 1/12												

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

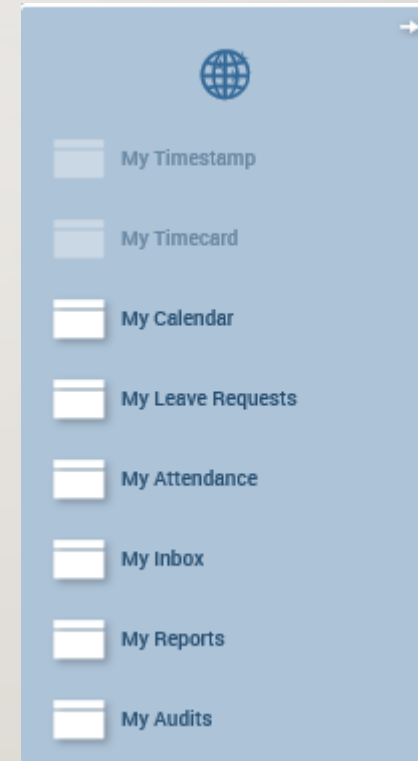
1. User information and log off
2. Last timestamp and transfer allows you to execute a transfer and record a punch
3. Related Items menu: Through related items you can access all the different widgets that interface has to offer, as you cycle through my information, manage my department, etc the related items menu will update
4. Search: Can provide help with any look up you're having trouble with

The screenshot displays the Kronos Navigator interface. The top navigation bar (1) includes 'Timekeeper Persona', 'Sign Out', and a search icon (4). The main content area is divided into two panels. The left panel, titled 'My Timestamp', shows the 'Last Timestamp' (2) and a 'Transfer' dropdown menu. Below the dropdown is a 'Cancel Deductions' checkbox and a 'Record Timestamp' button. The right panel features a 'Related Items' menu (3) with options: 'My Timestamp', 'My Timecard', 'My Calendar', 'My Leave Requests', 'My Attendance', 'My Inbox', 'My Reports', and 'My Audits'. A secondary 'Transfer' window is overlaid on the right, showing fields for 'Job', 'Labor Account', and 'Work Rule' (2), along with 'Add Labor Account' details like 'Agency-Dept...', 'Location', 'Combo Code', 'Override Reas...', 'Employee ID-E...', 'Supervisor', and 'Job'. It includes 'Cancel' and 'Apply' buttons at the bottom.

# GETTING STARTED –VIEWING YOUR INFORMATION

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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.

My Calendar			
<div> <div>January 5 - 11, 2020</div> <div> <div>Day</div> <div>Week</div> <div>Month</div> <div>Visibility Filter</div> <div>Request Time Off</div> </div> </div>			
	Sun 1/05	Mon 1/06	Tue 1/07
8:00AM		<div>8:00AM-4:00PM</div> <div>[8.00 h]</div> <div>Regular</div>	<div>8:00AM-4:00PM</div> <div>[8.00 h]</div> <div>Regular</div>
9:00AM			
10:00AM			
11:00AM			
12:00PM			
1:00PM			
2:00PM			
3:00PM			

# 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
<span>+</span>	<span>×</span>	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 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

**INBOX**  
Last Refreshed: 1:35 PM

**TASKS** | **MESSAGES**

**Edit** → **Reassign** → **Refresh**

Status: **Active** ▼ As of Date: **12/08/2019** Categories: **All** ▼

From	Subject
Persona, Timekeeper	Manager Delegation, Request Form

# 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

My Reports

REPORTS Name: Persona, Timekeeper

**View Report** Primary Account

AVAILABLE REPORTS

Schedule Time Detail

Time Period Current Pay Period

Schedule Description Displays an employee

My Accrual Balances and Projections

2

My Reports

REPORTS Name: Persona, Timekeeper

**View Report** Primary Account

AVAILABLE REPORTS

Schedule Time Detail

Time Period Specific Date

My Accrual Balances and Projections

As Of



# 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.

My Audits

Category:

My Audits

My Audits
My Comments
My Overtime Requests
My Signoff and Approval
My Moved Amounts
My After Sign-Off Audits
My Corrections
My Activity Event Audits

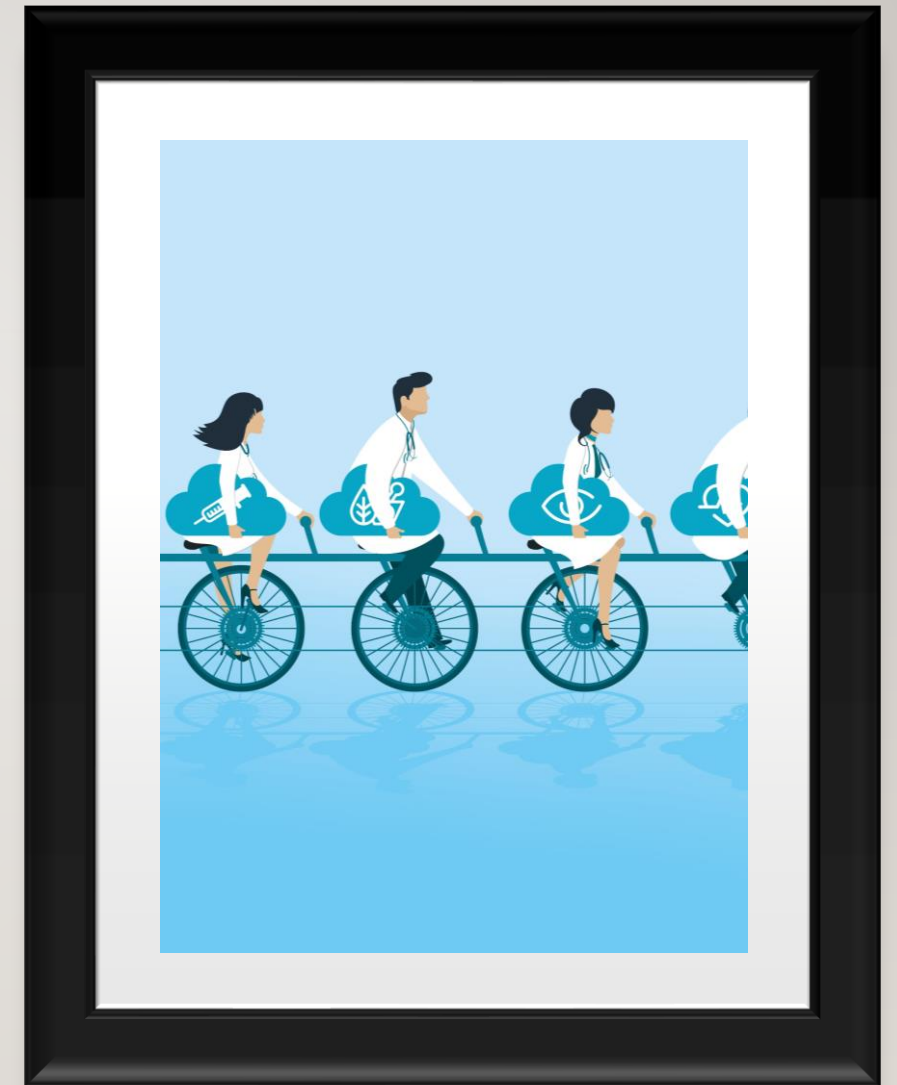
Type of Edit:

Punch (Add/Edit/Delete)

Time	Type	Account
52PM	Add Punch	

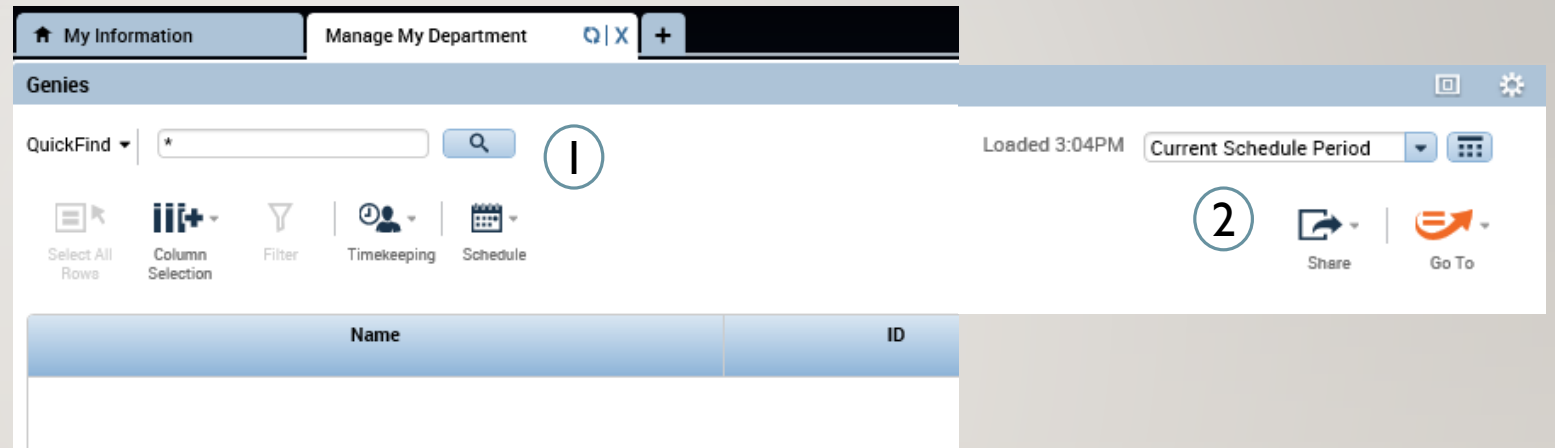
# FINDING YOUR TEAM

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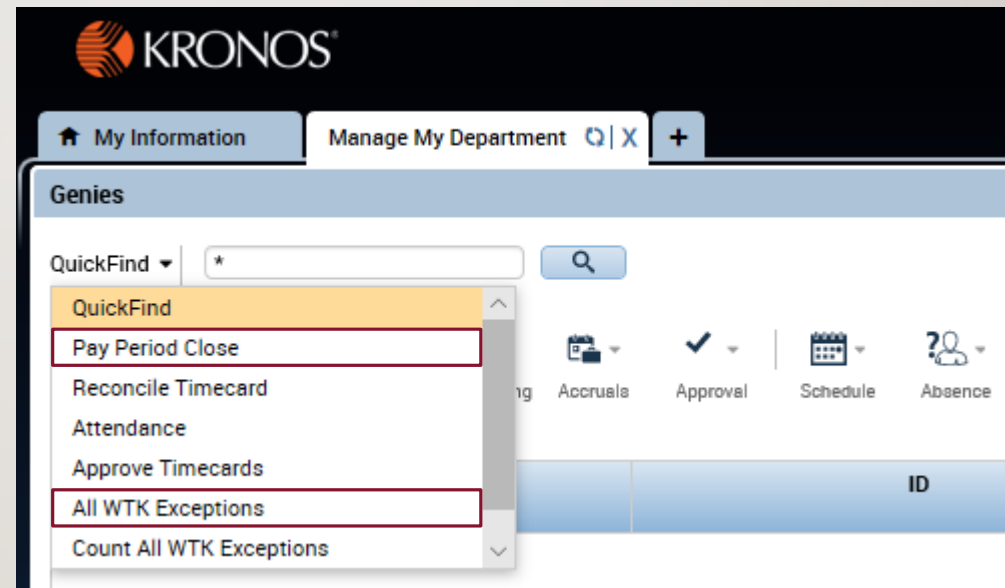
# FINDING YOUR TEAM – SEARCHING FOR AN EMPLOYEE

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

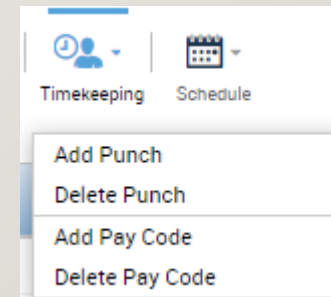
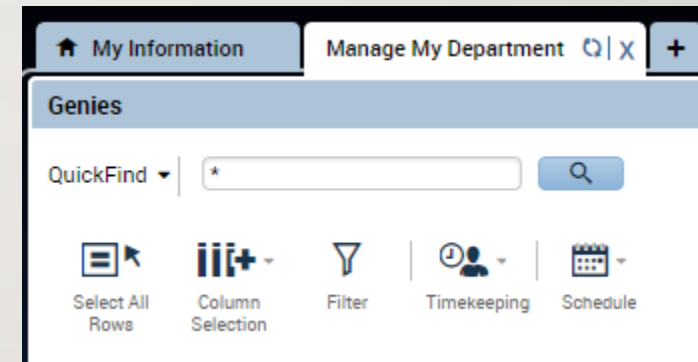
1. Using the drop down for Genies under Manage My Department, you can see all the Genies you have access to. Genies are the equivalent of short cuts that will streamline payroll tasks
2. The two main Genies that we will be covering are Pay Period Close and All WTK exceptions, these will be the most frequently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





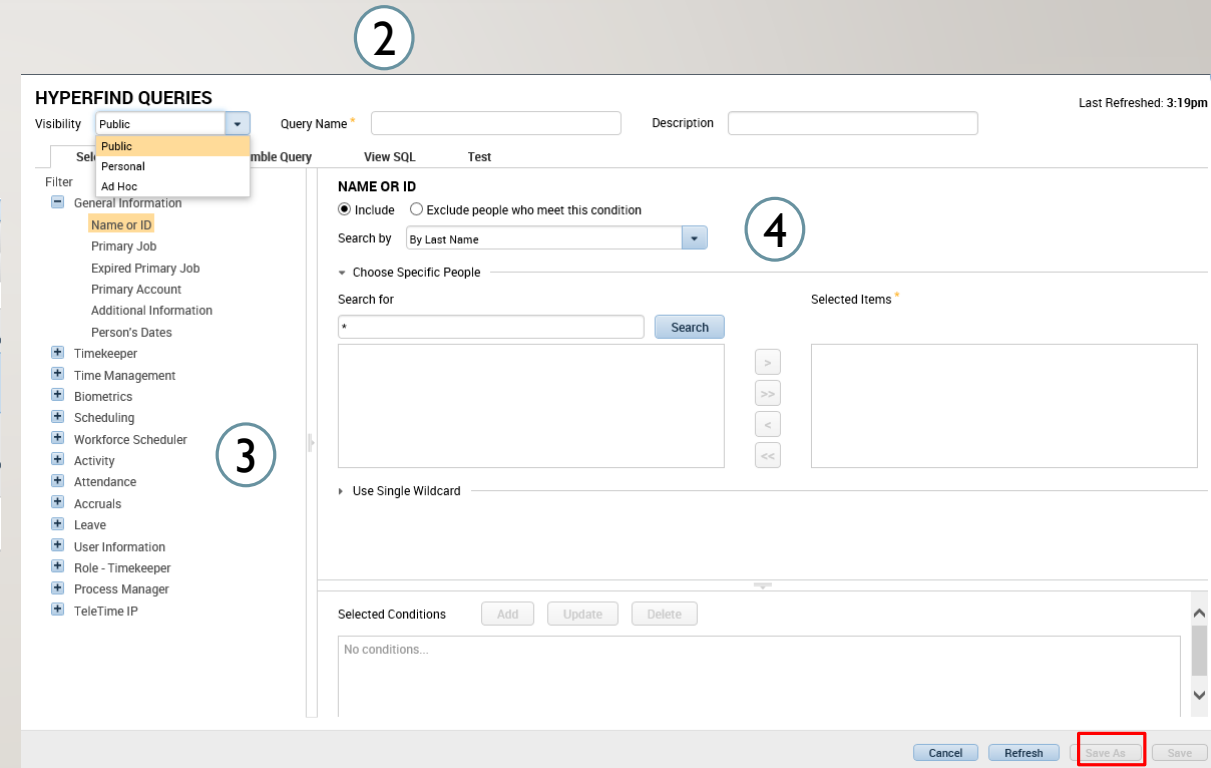
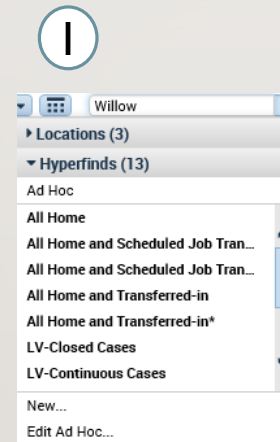
# TIMECARDS – GENIES

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 I

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

# TIMECARDS

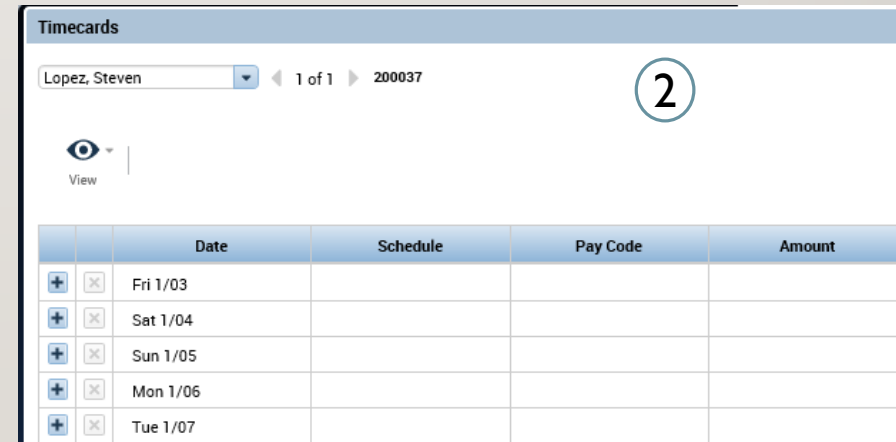
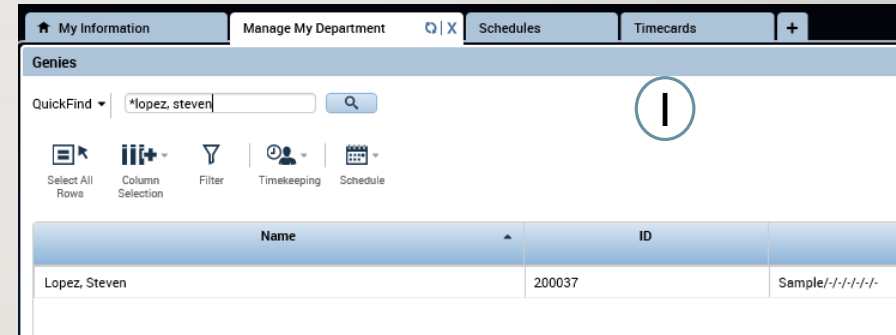
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# TIMECARDS – EDITING PUNCHES

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

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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

Lopez, Steven

1 of 1

200037

View

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
<div><div></div><div></div></div>	<div><div></div><div></div></div>	Fri 1/03				<div><div></div>8:00AM</div>		
<div><div></div><div></div></div>	<div><div></div><div></div></div>	Sat 1/04						
<div><div></div><div></div></div>	<div><div></div><div></div></div>	Sun 1/05						
<div><div></div><div></div></div>	<div><div></div><div></div></div>	Mon 1/06				<div><div></div>8:00AM</div>		12:00PM

# 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

The image shows two screenshots from a timecard management system. The top screenshot displays a 'Punch Actions' dialog box over a timecard grid. The grid has columns for 'In' and 'Out' times. Two rows are visible, both with '8:00AM' in the 'In' column. The 'Punch Actions' dialog shows details for a punch on 1/03/2020 at 8:00AM, including rounded time, override, time zone, and exceptions. At the bottom of the dialog, there are four icons: 'Mark As Reviewed', 'Edit', 'Comments' (circled in red), and 'Justify Exception'. The bottom screenshot shows the 'Comment' dialog box. It has a title 'Comment' and a section 'Comments (1)'. Inside, there is a dropdown menu set to 'Explanation' and a text input field with the placeholder 'Type a note (optional)'. There is an 'Add' button next to the input field and an 'Add another note' link. At the bottom of the dialog are 'Cancel' and 'OK' buttons. A circled '2' is placed next to the 'Comments (1)' section header.

**Punch Actions**

Date: 1/03/2020  
Time: 8:00AM  
Rounded Time: 1/03/2020 8:00AM GMT-05:00  
Override: In Punch  
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)  
Exceptions: Unscheduled  
Last Edit Date: 1/08/2020  
Edit Made By: Persons, Timekeeper

Mark As Reviewed Edit **Comments** Justify Exception

**Comment**

Comments (1)

Explanation  
Type a note (optional)

Add another note Add

Cancel OK

# 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

Genies

QuickFind ▾ \*Lopez, steven 🔍

Select All Rows Column Selection Filter Timekeeping Schedule

1





Name	ID ▲	Primary Labor Account	Pay Rule
Lopez, Steven	200037	Sample/-/-/-/-/-/-	02 FT NSD STD 8

		Date	Schedule	Pay Code	Amount
+	×	Fri 1/03			
+	×	Sat 1/04		2	
+	×	Sun 1/05			
+	×	Mon 1/06			
+	×	Tue 1/07		Governor Granted Ti...	2.0

# 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.

1

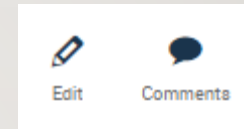
		Tue 1/07		Governor Granted Ti...	2.0
					

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.

2

Shift	Daily
8.5	8.5
6.0	8.0

# 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

**Punch**

Date: 11/04/2019

Time (h:mm) \*: 7:00AM

Rounded Time: 11/04/2019 7:00AM GMT-05:00

Override: In Punch

Time Zone: <None>

Cancel Deduction: In Punch

Exceptions: Out Punch

Comments: New Shift

30 Min Break Rule

45 Min Break Rule

60 Min Break Rule

**Punch**

Date: 11/04/2019

Time (h:mm) \*: 7:00AM

Rounded Time: 11/04/2019 7:00AM GMT-05:00

Override: In Punch

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)

Cancel Deduction: Holiday Bonus AOC 0hrs

Exceptions: KGS Good Holiday Bonus 7.5hrs

Comments: Lunch Deduct 30 Min, 0 Hrs Work

Lunch Deduct 30 Min, 6 Hrs Work

Lunch Deduct 30 Min, Swap

Lunch Deduct 45 Min, 0 Hrs Work

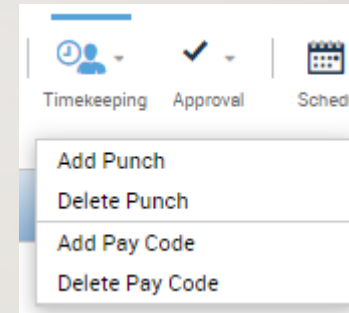
# TIMECARD — EXERCISE 3 & 4

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



A screenshot of a software interface showing a table of employees. The table has two columns: 'Name' and 'ID'. The table contains four rows of data. Above the table, there is a search bar labeled 'QuickFind' and a search icon. To the left of the table, there are icons for 'Select All Rows', 'Column Selection', and 'Filter'. To the right of the table, there are icons for 'Timekeeping', 'Approval', and 'Schedule'. A circled '2' is placed to the right of the table.

Name	ID
Bell, Morgan T	463595
Maldonado, Vanessa	481192
Munoz-Velazquez, Angel M	469835
Persona, Employee	003

# TIMECARD — EXERCISE 5 & 6

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

# TIMECARDS – NEGATIVE PAY CODES

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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

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- 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 3<sup>rd</sup> shift and needs to be paid on a pass day, use the pay code **Hol Comp Earned Pass Dy** 7HR, 7.5HR, 8HR

Totals	Accruals	Audits	Historical Corrections
Daily		Pay Code	
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			

Totals	Accruals	Audits	Historical Corrections
All		Pay Code	
Pay Code			
Holiday Comp Earned on Pass Dy			

# TIMECARDS – HOLIDAYS 3<sup>RD</sup> 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

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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.

In	Transfer	Out
8:00AM	//DCF91111110001001	3:00PM

**Transfer**

//DCF91111110001001

//DCF9111111000100100

12 FT OT40 SDE3 DCF

Search...

**Transfer**

Name	Lopez, Steven
Job	
Labor Account	//////
Work Rule	12 FT OT40 SDE3 DCF

Job Transfer | Labor Account | Work Rule

**Add Labor Account** Clear All

Agency-Dept...		Employee ID-E...	
Location:		Supervisor:	
Combo Code:		Job:	
Override Reas...			

Cancel Apply

**Transfer**

Name	Lopez, Steven
Job	
Labor Account	//////
Work Rule	12 FT OT40 SDE3 DCF

Job Transfer | Labor Account | Work Rule

**Add Work Rule**

Search List

- 01 EX
- 02a Civilian Managers
- 02b Sworn Managers
- 02 FT CT40 NSD
- 02 FT NSD
- 02 PT NSD
- 03 FT CT40 NSD
- 03 FT OT40 NSD
- 04 No OT NSD Other
- 05 NP-1 Holiday Not Required

# 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

### Transfer

Name	Lopez, Steven
Job	
Labor Account	/////
Work Rule	12 FT OT40 SDE3 DCF

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

#### Add Labor Account

Agency-Dept-...

Location:

Combo Code:

Override Reas...

Employee ID-E...

Supervisor:

Job:

[Clear All](#)

Cancel

Apply

# 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

### Transfer

Name	Lopez, Steven
Job	
Labor Account	/////
Work Rule	12 FT OT40 SDE3 DCF

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

#### Add Work Rule

Search List

01 EX

02a Civilian Managers

02b Sworn Managers

02 FT CT40 NSD

02 FT NSD

02 PT NSD

03 FT CT40 NSD

03 FT OT40 NSD

04 No OT NSD Other


05 NP-1 Holiday Not Required

10 FT OT40 SDE STD 7.5 MandOT  
10 FT OT40 SDE STD 7 MandOT  
10 FT OT7.5 NSD STD 7.5 MandOT

# 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  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

Thu 6/04	7:00AM-3:00PM			7:00AM ▾	 5:00PM ▾
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Totals

Accruals

Audits

Historical Corrections

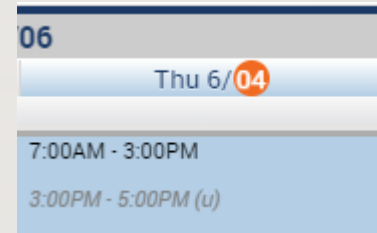
Daily

Pay Code

Pay Code	Amount	Wages
Regular	9:30	\$0.00

# 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



**Punch**

Date: 6/04/2020

Time (h:mm) \* 3:01PM

Rounded Time: 6/04/2020 3:01 PM GMT-04:00

Override: New Shift



# 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

Thu 6/04		7:00AM-3:00PM			7:00AM	3:00PM
					3:01PM	5:00PM

②

Overtime Date \* 6/04/2020 Clear

Unapproved Overtime Amount (HH:mm) \* 2:00

Amount \*

☒ All

☐ All Before Shift

☐ All After Shift

☐ None

☐ Some (HH:mm)

☐ Time Window

☒ Show Schedule

	From	Amount
Before Shift	7:00AM	0:00
After Shift	3:00PM	0:00

③

Totals	Accruals	Audits	Historical Corrections
Daily		Pay Code	
Pay Code	Amount	Wages	
Overtime at Time and O...	2:00	\$0.00	
Regular	7:30	\$0.00	



# TIMECARD — EXERCISE II

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

# PAYROLL

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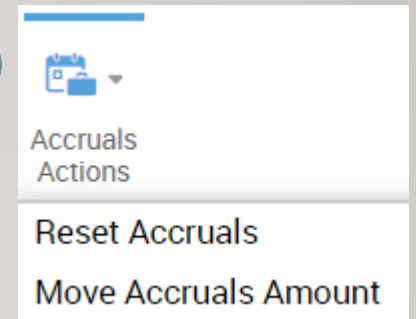


# PAYROLL– ACCRUAL AUDITING

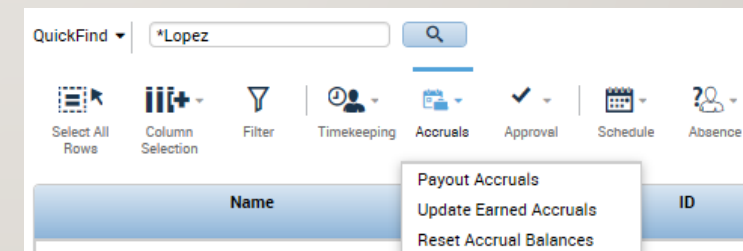
1. Accruals for each employee can be found at the bottom of the employees Timecard, from the Timecard you have the option to Reset Accruals and Move Accruals Amount
2. From the QuickFind, you have the option to Payout Accruals

Totals	Accruals	Audits	Historical Corrections
Accrual Code		Accrual Available Balance	
Bone Marrow Donor		0.0	
Comp Time		0.0	
Comp Time Holiday		0.0	
LV-CTFMLA		0.0	
LV-CTFMLAMIL		0.0	
LV-FMLA		0.0	

1



2





# PAYROLL– ACCRUAL AUDITING

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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


### Update Earned Accruals


Effective Date: \* 6/25/2020  Clear

Accrual Code: \* 02 Managers Sick Leave ... 

Amount (HH:mm): \*

### Reset Accrual Balances

Effective Date: \* 1/31/2020 

Accrual Code: \* Bone Marrow Donor 

Vested Amount (HH.hh): \*

Probation Amount (HH.hh): \* 0.0

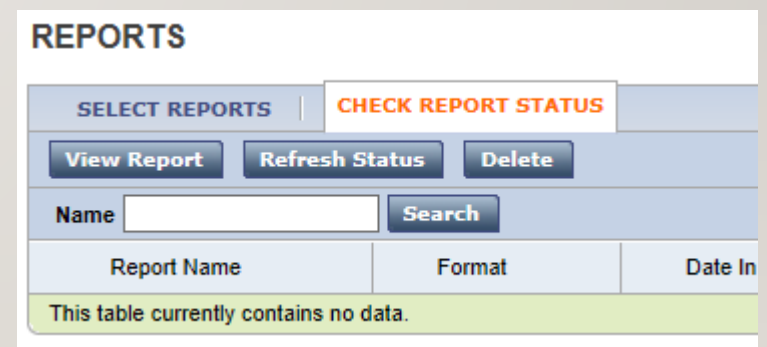
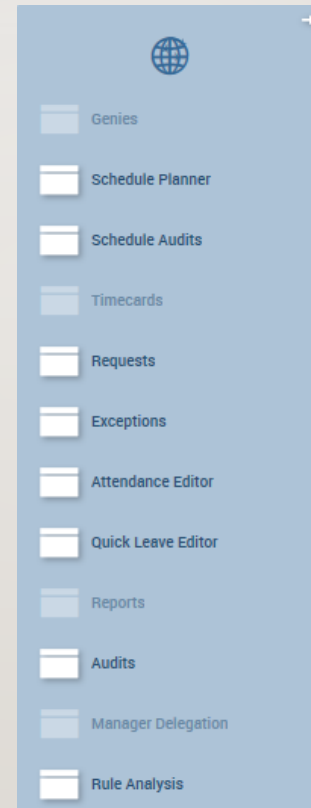
# PAYROLL — EXERCISE 12

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

Hours by Labor Account  
Hours by Labor Account (Data)  
Hours by Labor Account (Excel)  
Hours by Labor Account with Chart  
Hours by Labor Account with Graph Summary

Exceptions  
Exceptions (Data)  
Exception Summary

**HOURS BY LABOR ACCOUNT WITH GRAPH SUMMARY**

Description: Reports money/hours/wages for each labor account/pay code in which the employee accrued hours. Provides totals for each employee and labor account number per employee as well as grand totals.

People: All Home [Edit] [New]

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Pay Codes:

Available:

Selected:

- Administrative Leave Paid
- Agency-Union Picnic or Party
- Agency Weather-Emer Closing
- Auto Usage Fee Amount
- Banked Sick Adj-Add Hrs to Bal
- Banked Sick Taken
- BankSick Adj-Ded & Pay Hrs
- Bereavement Leave
- BnkSick Adj-Ded Hrs Fr Bal
- Call Back Payment Hours
- Career Mobility
- CCE - Comp Time Earned

Output Format: Adobe Acrobat Document(.pdf)

**EXCEPTION SUMMARY**

Description: With charts, shows number of exceptions and associated wage liability. The user can drill down to employee detail.

People: All Home [Edit] [New]

Time Period: Current Pay Period

Absences: Unexcused Only

Exceptions:

Available:

Selected:

- Canceled Deduction
- Early In
- Late In
- Long Break
- Holiday Skipped
- Minimum Days Active Violation
- Minimum Days Employed Violation
- Missed In-Punch
- Missed Out-Punch
- Short Break
- Unscheduled
- Very Early In

Output Format: Adobe Acrobat Document(.pdf)

# PAYROLL– REPORTING

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- 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 DETAIL**

Description: Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People: All Home

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Page Break between Employees: No

Sort by: Default

Output Format: Adobe Acrobat Document(.pdf)

**ACCRUAL DETAIL (DATA)**

Description: This report produces raw, unformatted data intended for use with employee. For example, you can see what types of accrual trans

People: All Home

Time Period: Current Pay Period

Output Format: Adobe Acrobat Document(.pdf)

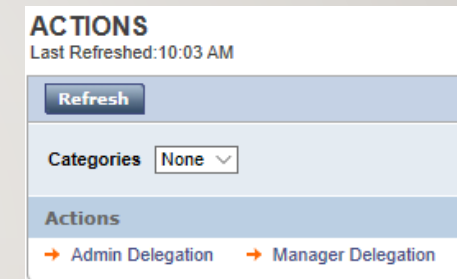
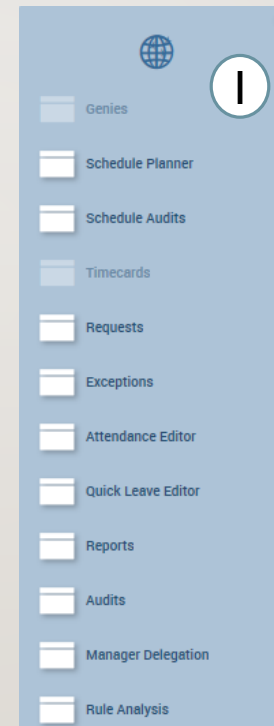
# PAYROLL — EXERCISE 13

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



Existing Delegations

None

New Delegation

\* Delegate:   
Persona, Manager2

\* Start Date:

\* End Date:

\* Role:



# ADMIN DELEGATION

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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

**Actions**  
→ Admin Delegation → Manager Delegation

**Select Delegator**  
\* Delegator: 02 Manager, 02 Manager  
Next Cancel

**Delegator**  
Name: Abdul-Lateef, Shaneka N

**Existing Delegations**  
None

**New Delegation**  
\* Delegate: Persona, Manager  
\* Start Date:    
\* End Date:    
\* Role: CT Payroll Manager

# 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

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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


Genies


Pay Period Close ▾


Select All Rows


Column Selection


Filter

Timekeeping

Accruals

Approval


Schedule


Absence


Name	Person ...	Pay Rule	Employee Approval	Manager Approval	Signed Off	Missed In-Pun...	Unexcu... Absence	Expected PP Hours
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Genies


All WTK Exceptions ▾


Select All Rows


Column Selection


Filter

Timekeeping

Accruals

Approval

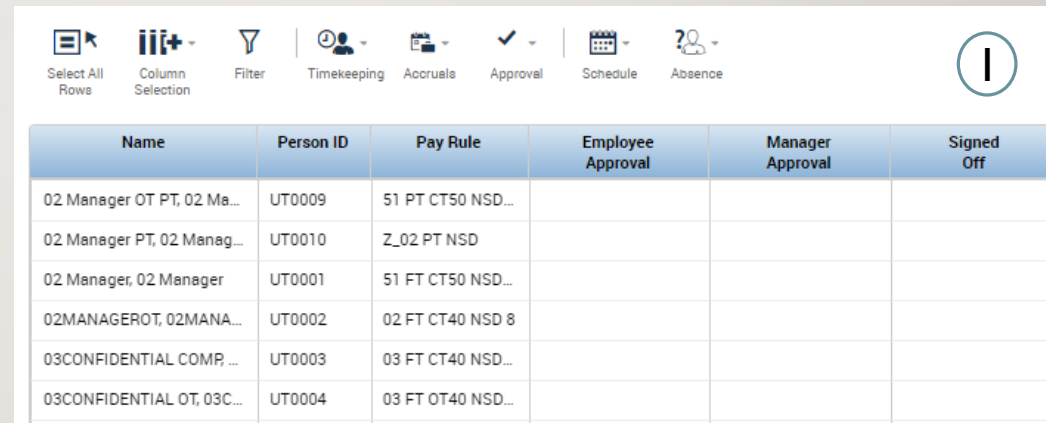
Schedule

Absence

Name	Bonus ...	Break O...	Cancel ...	Core Ho...	Early In	Early Out	Holiday S...	Invalid Du...	Late In	Late Out
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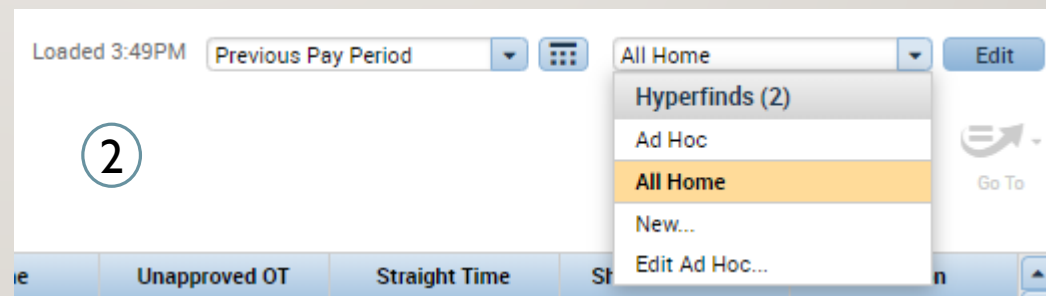
# PAYROLL – PAY PERIOD CLOSE

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



The screenshot shows the Pay Period Close Genie interface. At the top, there is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. A circled '1' is placed next to the 'Approval' icon. Below the toolbar is a table with the following columns: Name, Person ID, Pay Rule, Employee Approval, Manager Approval, and Signed Off. The table contains six rows of data.

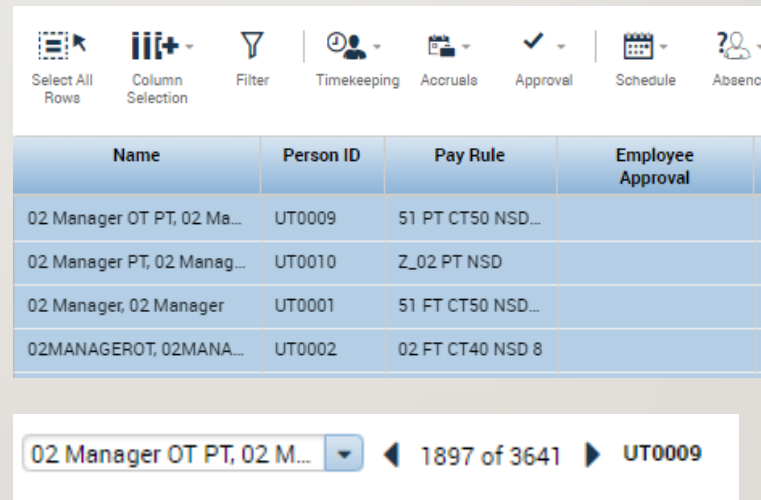
Name	Person ID	Pay Rule	Employee Approval	Manager Approval	Signed Off
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...			
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD			
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...			
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8			
03CONFIDENTIAL COMP ...	UT0003	03 FT CT40 NSD...			
03CONFIDENTIAL OT, 03C...	UT0004	03 FT OT40 NSD...			





# PAYROLL – PAY PERIOD CLOSE

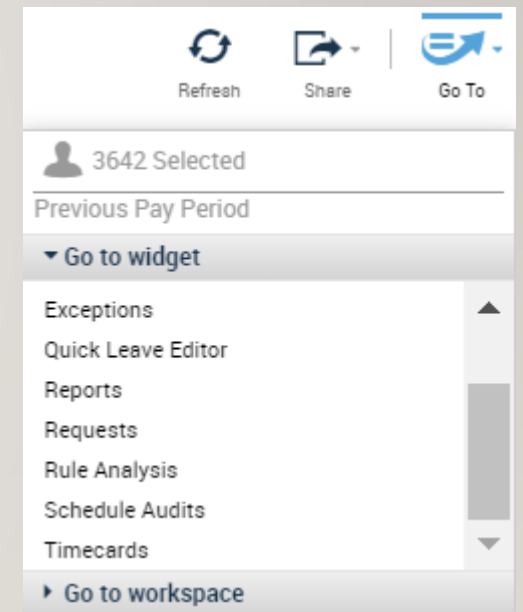
1. After narrowing down your employee view in pay period close, use the Select All Rows button
2. Click the Go To button, and navigate to timecards, use the arrows pictured you will be able to switch between timecards in order to review exceptions and perform Sign Offs as we will show in the following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



The screenshot displays the Payroll Pay Period Close interface. At the top, there is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. Below the toolbar is a table with four columns: 'Name', 'Person ID', 'Pay Rule', and 'Employee Approval'. The table contains four rows of data. Below the table, there is a navigation bar with a dropdown menu showing '02 Manager OT PT, 02 M...', a pagination indicator '1897 of 3641', and a 'Go To' button.

Name	Person ID	Pay Rule	Employee Approval
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...	
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD	
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...	
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8	

02 Manager OT PT, 02 M... 1897 of 3641 UT0009



The screenshot displays the 'Go To' dropdown menu in the Payroll Pay Period Close interface. The menu is open, showing a list of options: 'Exceptions', 'Quick Leave Editor', 'Reports', 'Requests', 'Rule Analysis', 'Schedule Audits', 'Timecards', and 'Go to workspace'. The 'Go To' button is highlighted in blue.

Refresh Share Go To

3642 Selected

Previous Pay Period

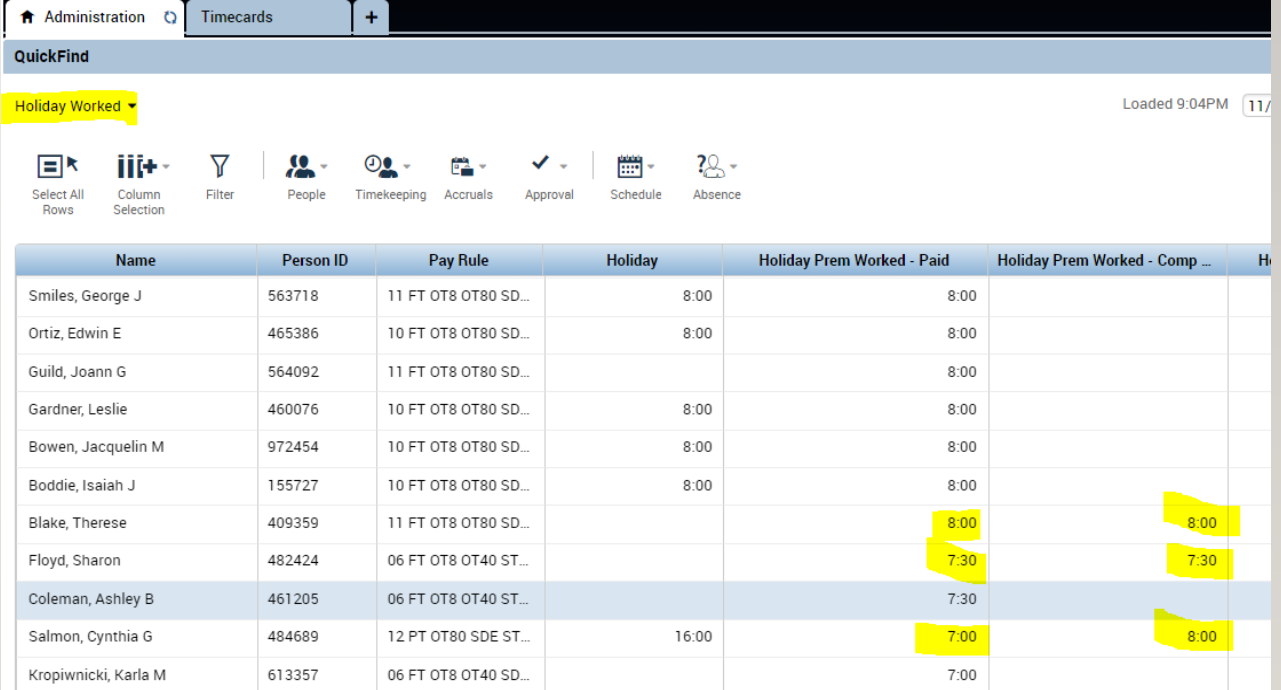
Go to widget

- Exceptions
- Quick Leave Editor
- Reports
- Requests
- Rule Analysis
- Schedule Audits
- Timecards

Go to workspace

# 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



Administration Timecards +

QuickFind

Holiday Worked

Loaded 9:04PM 11/

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Absence

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

**Timecards**

Lopez, Steven ◀ 1897 of 3641 ▶ 200037

 View
  Approve Timecard
  **Sign Off**
 Accruals Actions

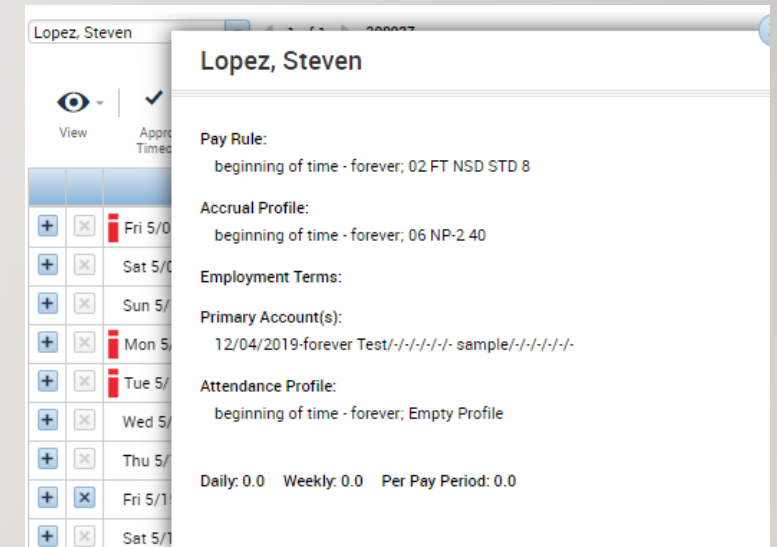
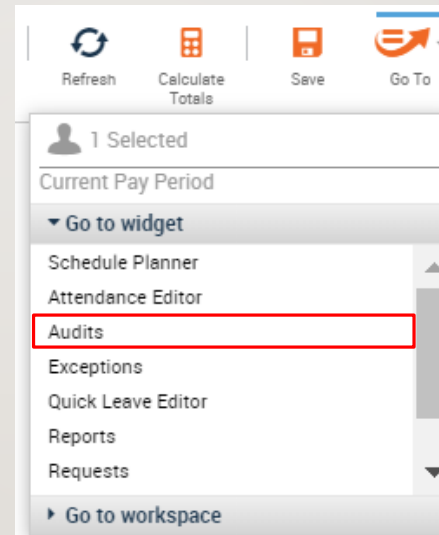
		Date	Time	Pay Code
		Fri 6/05	7:00AM-3:00PM	
		Sat 6/06		
		Sun 6/07		
		Mon 6/08		Comp Reg Adj-Deduct & P...
			7:00AM-3:00PM	

[illegible]



# 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 employee's 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

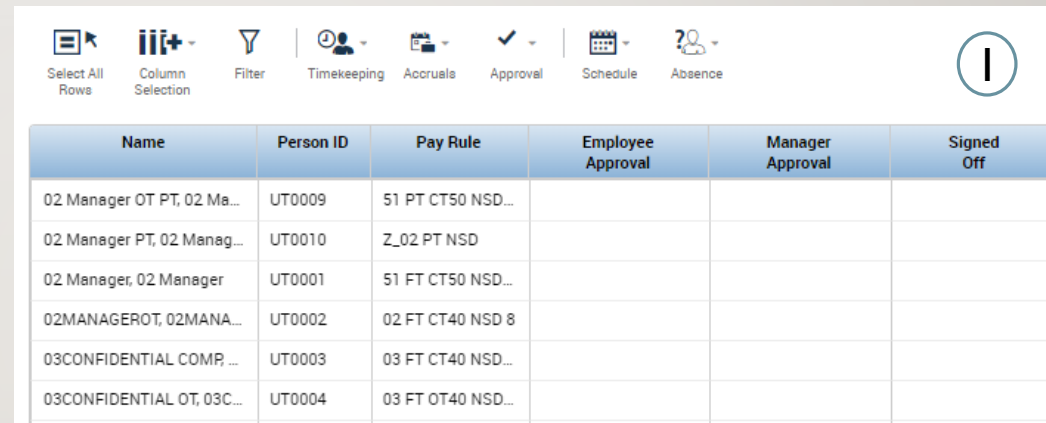
# PAYROLL CLOSE

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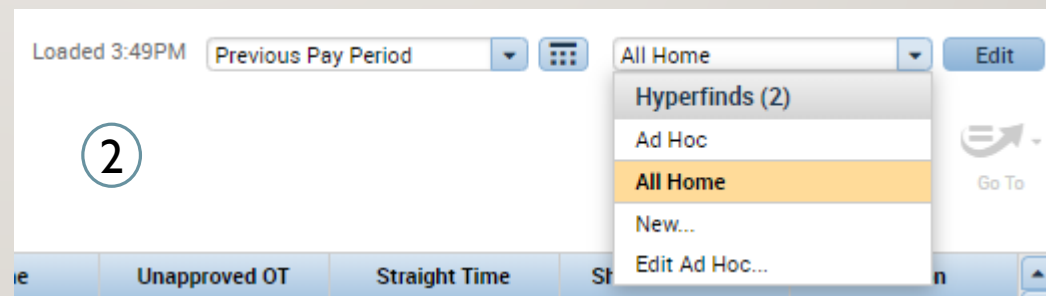
# STEP 1: GENIES - PAY PERIOD CLOSE

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



The screenshot shows the GENIES Pay Period Close interface. At the top, there is a toolbar with icons for Select All Rows, Column Selection, Filter, Timekeeping, Accruals, Approval, Schedule, and Absence. A circled '1' is placed next to the Filter icon. Below the toolbar is a table with the following columns: Name, Person ID, Pay Rule, Employee Approval, Manager Approval, and Signed Off. The table contains six rows of employee data.

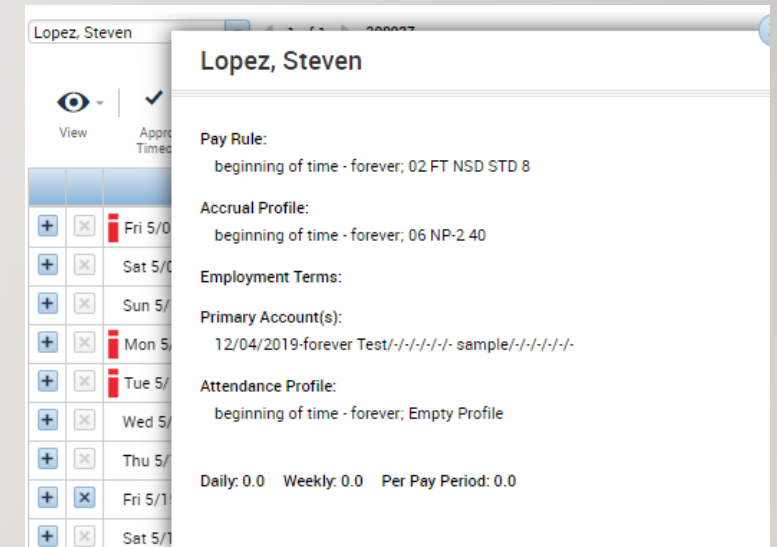
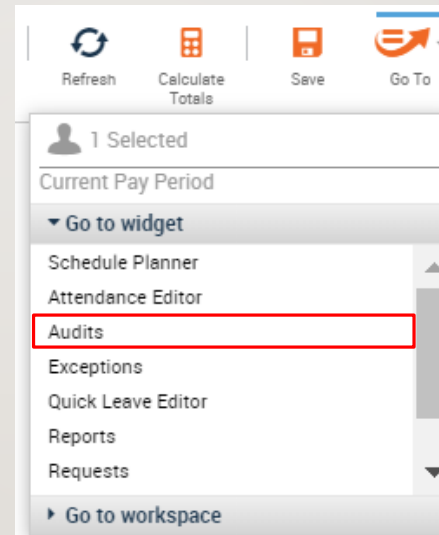
Name	Person ID	Pay Rule	Employee Approval	Manager Approval	Signed Off
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...			
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD			
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...			
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8			
03CONFIDENTIAL COMP ...	UT0003	03 FT CT40 NSD...			
03CONFIDENTIAL OT, 03C...	UT0004	03 FT OT40 NSD...			





# 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

Select All Rows

Column Selection

Filter

Timekeeping

Accruals

Approval

Schedule

Absence

Name	Person ID	Pay Rule	Employee Approval
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...	
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD	
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...	
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8	

02 Manager OT PT, 02 M...

◀ 1897 of 3641 ▶

UT0009

Refresh

Share

Go To

3642 Selected

Previous Pay Period

Go to widget

Exceptions

Quick Leave Editor

Reports

Requests

Rule Analysis

Schedule Audits

Timecards

Go to workspace

# 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

Timecards

Lopez, Steven 1 of 1 200037

View

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+	x	Fri 1/03				8:00AM		
+	x	Sat 1/04						
+	x	Sun 1/05						
+	x	Mon 1/06				8:00AM		12:00PM

Punch Actions

Date: 1/03/2020

Time: 8:00AM

Rounded Time: 1/03/2020 8:00AM GMT-05:00

Override: In Punch

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)


Exceptions: Unscheduled

Last Edit Date: 1/08/2020

Edit Made By: Persona, Timekeeper

Mark As Reviewed Edit Comments Justify Exception

# STEP 2: TOTALS VALIDATION

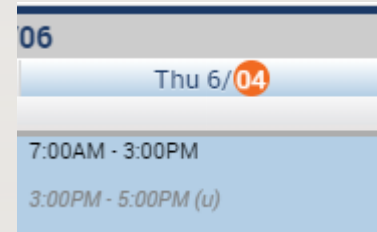
1. Select the day that you want to validate time entry for from the timecard
2. Open the totals section at the bottom using the arrow shown here 
3. Switch the view to daily and check how the hours are being paid

Thu 6/04	7:00AM-3:00PM			7:00AM ▾	 5:00PM ▾
----------	---------------	--	--	----------	--

Totals	Accruals	Audits	Historical Corrections
Daily	Pay Code		
Pay Code	Amount	Wages	
Regular	9:30	\$0.00	

## 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



06

Thu 6/04

7:00AM - 3:00PM

3:00PM - 5:00PM (u)

7:00AM		3:00PM	 3:01...	 5:00PM
--------	--	--------	---	--

**Punch**

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Date: 6/04/2020

Time (h:mma) \*

Rounded Time: 6/04/2020 3:01 PM GMT-04:00

Override:

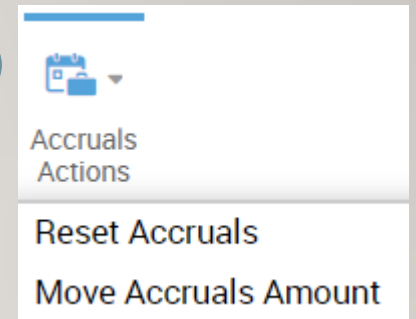


# STEP 3: ACCRUAL AUDITING

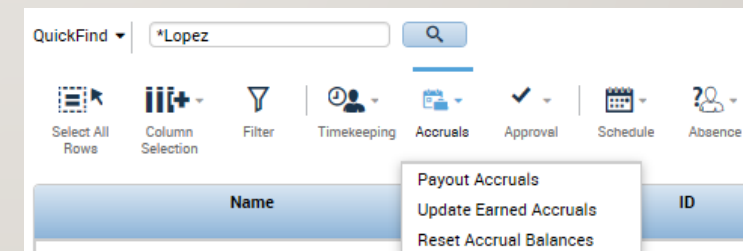
1. Accruals for each employee can be found at the bottom of the employees Timecard, from the Timecard you have the option to Reset Accruals and Move Accruals Amount
2. Validate the accruals with Core if you see any inconsistency and make the correction using either the Reset or the Move

Totals	Accruals	Audits	Historical Corrections
Accrual Code		Accrual Available Balance	
Bone Marrow Donor		0.0	
Comp Time		0.0	
Comp Time Holiday		0.0	
LV-CTFMLA		0.0	
LV-CTFMLAMIL		0.0	
LV-FMLA		0.0	

1



2

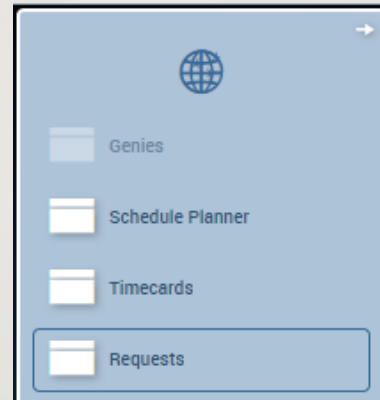




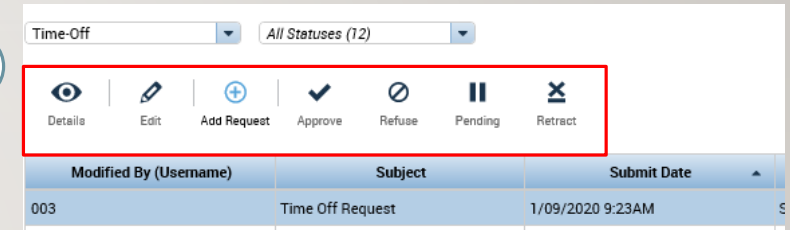
# STEP 4: REVIEWING TIME OFF REQUESTS

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.

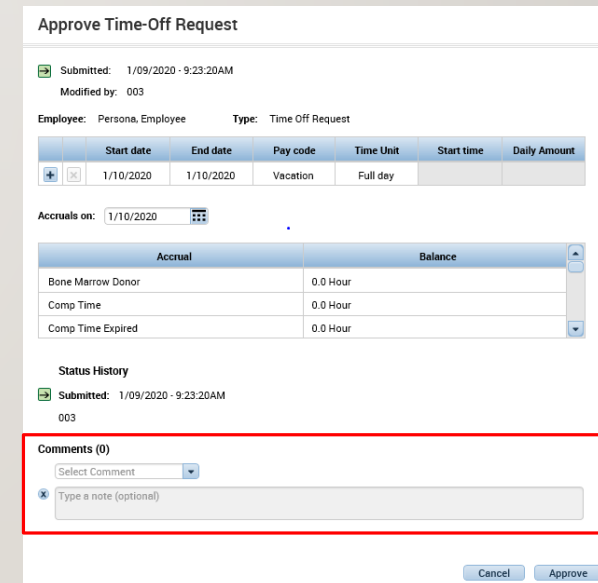
1



2



3



## 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

**Timecards**

Lopez, Steven ◀ 1897 of 3641 ▶ 200037

View | Approve Timecard | **Sign Off** | Accruals Actions

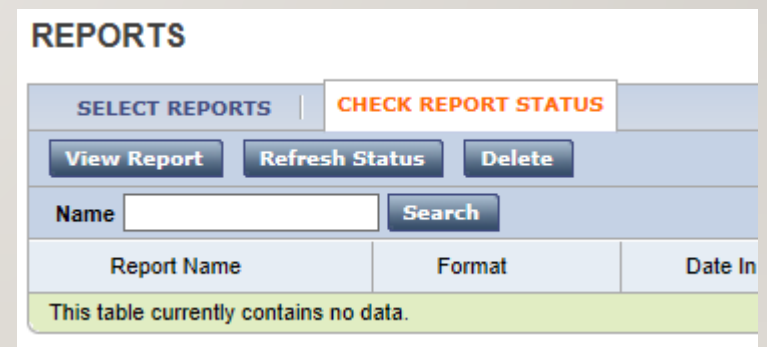
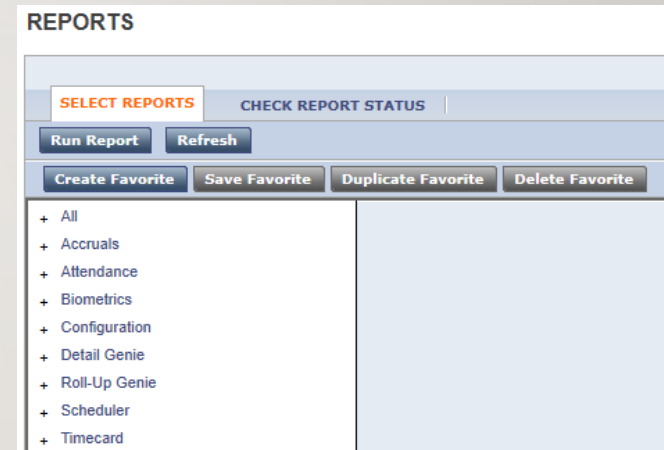
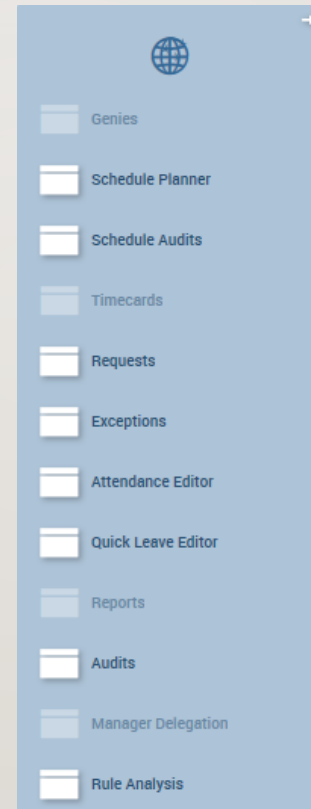
**Sign Off**  
Remove Sign-Off

		Date	Time	Pay Code
+	×	Fri 6/05	7:00AM-3:00PM	
+	×	Sat 6/06		
+	×	Sun 6/07		
+	×	Mon 6/08		Comp Reg Adj-Deduct & P...
+	×		7:00AM-3:00PM	

[illegible]

# 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

Hours by Labor Account  
Hours by Labor Account (Data)  
Hours by Labor Account (Excel)  
Hours by Labor Account with Chart  
Hours by Labor Account with Graph Summary

Exceptions  
Exceptions (Data)  
Exception Summary

**HOURS BY LABOR ACCOUNT WITH GRAPH SUMMARY**

Description: Reports money/hours/wages for each labor account/pay code in which the employee accrued hours. Provides totals for each employee and labor account number per employee as well as grand totals.

People:

Time Period:

Actual/Adjusted:

Pay Codes: Available:  Selected:   
   
   
Agency-Union Picnic or Party  
Agency Weather-Emer Closing  
Auto Usage Fee Amount  
Banked Sick Adj-Add Hrs to Bal  
Banked Sick Taken  
BankSick Adj-Ded & Pay Hrs  
Bereavement Leave  
BnkSick Adj-Ded Hrs Fr Bal  
Call Back Payment Hours  
Career Mobility  
CCE - Comp Time Earned

Output Format:

**EXCEPTION SUMMARY**

Description: With charts, shows number of exceptions and associated wage liability. The user can drill down to employee detail.

People:

Time Period:

Absences:

Exceptions: Available:  Selected:   
   
   
Early In  
Late In  
Long Break  
Holiday Skipped  
Minimum Days Active Violation  
Minimum Days Employed Violation  
Missed In-Punch  
Missed Out-Punch  
Short Break  
Unscheduled  
Very Early In

Output Format:



# STEP 6: REPORTING

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- 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 DETAIL**

Description: Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People: All Home

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Page Break between Employees: No

Sort by: Default

Output Format: Adobe Acrobat Document(.pdf)

**ACCRUAL DETAIL (DATA)**

Description: This report produces raw, unformatted data intended for use with employee. For example, you can see what types of accrual trans

People: All Home

Time Period: Current Pay Period

Output Format: Adobe Acrobat Document(.pdf)



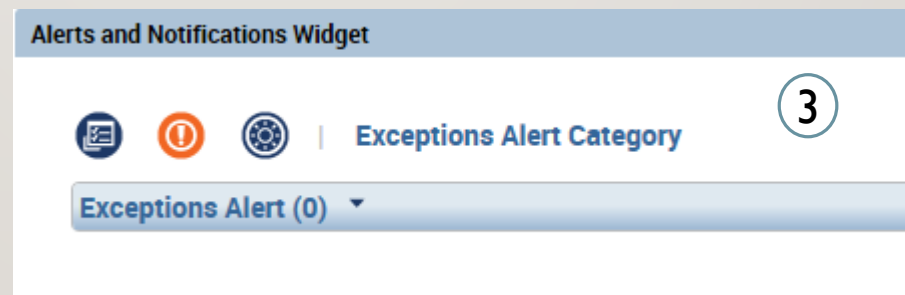
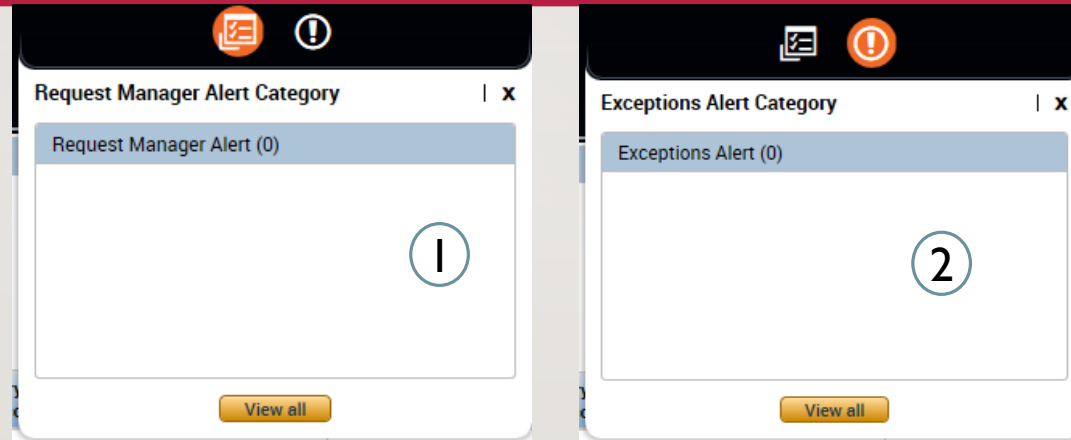
TIME OFF

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# TIME OFF – REVIEWING TIME OFF REQUESTS

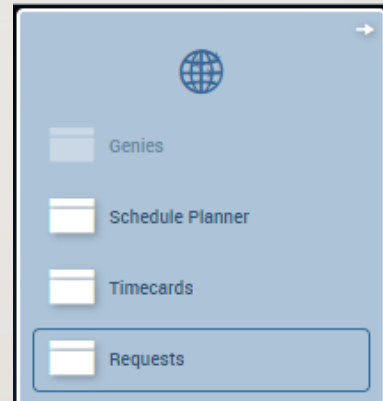
1. Using the notifications widget at the top you'll be able to see the most recent requests in the Request Manager
2. You can also view the most recent exceptions through the exception alert category
3. If you select view all on either, you will be taken to the Alerts and Notifications Widget where you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



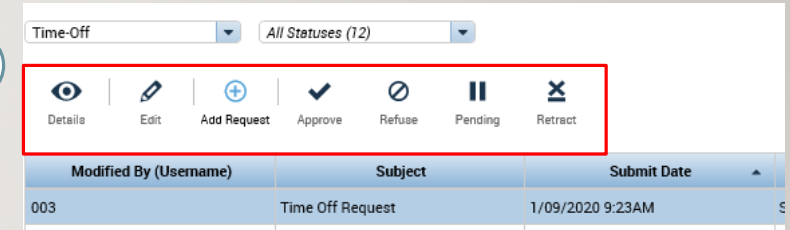
# TIME OFF – REVIEWING TIME OFF REQUESTS

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



2



3

A screenshot of a web application's 'Approve Time-Off Request' form. The form contains several sections: 'Submitted: 1/09/2020 - 9:23:20AM', 'Modified by: 003', 'Employee: Persona, Employee', 'Type: Time Off Request', a table with columns 'Start date', 'End date', 'Pay code', 'Time Unit', 'Start time', and 'Daily Amount', 'Accruals on: 1/10/2020', a table with columns 'Accrual' and 'Balance', 'Status History', and 'Submitted: 1/09/2020 - 9:23:20AM'. The 'Comments' section is highlighted with a red border and contains a dropdown for 'Select Comment' and a text input field for 'Type a note (optional)'. At the bottom of the form are 'Cancel' and 'Approve' buttons.

# 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**

The image shows two screenshots of a software interface. The top screenshot is the 'Genies' main menu. It features a 'QuickFind' search bar with the text '\*lopez' and a magnifying glass icon. Below the search bar are five icons with labels: 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. To the right of the main menu is a sidebar with a 'Go To widget' button and a list of options: Schedules, Attendance Editor, Audits, Exceptions, Reports, Requests, and Timecards. A circled '1' is placed next to the 'Reports' option in the sidebar. The bottom screenshot is the 'REPORTS' section. It has a header with 'SELECT REPORTS' and 'CHECK REPORT STATUS'. Below the header are buttons for 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. On the left is a list of report categories: All, Absent Employees (Data), Accrual Balances and Projections (Data), Accrual Debit Activity Summary, Accrual Detail (Data), Accruals (Spreadsheet Export), Accrual Summary, Attendance Analysis, and Attendance Balances. The 'Accrual Detail (Data)' option is highlighted with a red box. On the right is the 'ACCRUAL DETAIL (DATA)' configuration panel. It includes a 'Description' field, a 'People' dropdown menu set to 'Previously Selected Employee(s)', a 'Time Period' section with 'Range of Dates' and date pickers for '1/03/2020' and '1/16/2020', and an 'Output Format' dropdown set to 'Adobe Acrobat Document(.pdf)'. A circled '2' is placed next to the 'Run Report' button.



# 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

REPORTS					
SELECT REPORTS			CHECK REPORT STATUS		
View Report			Refresh Status		
			Delete		
Name			Search		
Report Name			Format		
Accruals (Spreadsheet Export)			xlsx		
Accrual Detail (Data)			pdf		
Accrual Detail (Data)			pdf		
Accrual Debit Activity Summary			pdf		

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



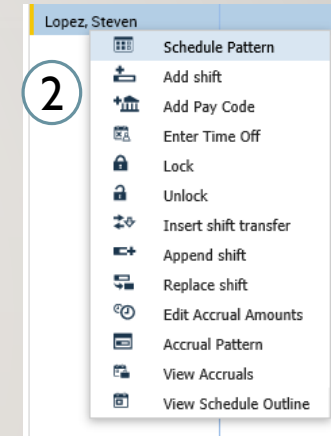
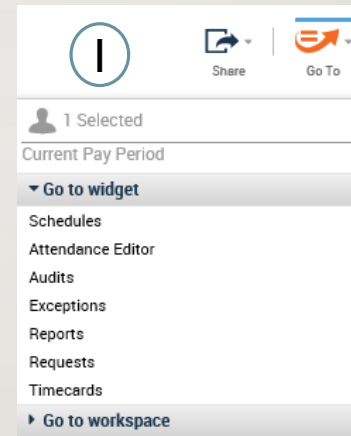
# SCHEDULING

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# 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.

A screenshot of the 'Add Shift' form. The form has a header 'Add Shift' and a circled '3' in the top right corner. Below the header, there are fields for 'Assigned to' (Lopez, Steven), 'Shift Details' (12:00am-1:00am(1.00h)), and 'Primary Job' (None). There is also a 'Repeat this shift for' field set to '1' days. Below these fields is a table with columns: Start Date, Type, Start Time, End Time, End Date, Duration, Job Transfer, Labor Level Transfer, and Work Rule Transfer. The table has one row with the following values: 1/04/2020, Regular, 12:00am, 1:00am, 1/04/2020, 1.00, and empty cells for Job Transfer, Labor Level Transfer, and Work Rule Transfer. At the bottom of the form, there is a 'Comments (0)' section with an 'Add Comment' link and 'Cancel' and 'Apply' buttons.

# 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.

The screenshot displays a scheduling interface with a toolbar at the top containing icons for Assign, Unassign, Shift Transfer, Insert shift template, Comment, Pay Code, Copy / Paste, Delete, Lock / Unlock, Swap, and Quick Actions. A blue bar below the toolbar indicates the 'Copy / Paste' action is active, with the text 'Copy / Paste Select an item to copy.' and a circled '1' next to it.

Below the toolbar, a table titled 'By Employee' shows a schedule for 'Lopez, Steven' for the dates '12/29 - 1/04'. The table has columns for 'Name', 'Fri 1/03', and 'Sat 1/04'. The 'Fri 1/03' column shows a shift from '8:00AM - 4:00PM'.

A dropdown menu is open for the 'Pay Code' button, showing a search bar and a list of pay codes. The list includes: Administrative Leave Paid, Agency-Union Picnic or Party, Agency Weather-Emer Closing, Call Back Payment Hours, Career Mobility, CCE - Comp Time Earned, and a note 'Displayed 100 of 124. Please narrow down your search.' A circled '2' is next to the dropdown menu.

By Employee		
	12/29 - 1/04	
Name ^	Fri 1/03	Sat 1/04
Lopez, Steven	8:00AM - 4:00PM	

Search...

- Administrative Leave Paid
- Agency-Union Picnic or Party
- Agency Weather-Emer Closing
- Call Back Payment Hours
- Career Mobility
- CCE - Comp Time Earned

Displayed 100 of 124. Please narrow down your search.

# 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

The screenshot shows the 'Add Shift' form. At the top, it says 'Assigned to' with a dropdown menu showing 'Lopez, Steven'. To the right, 'Shift Details' shows '3:00pm-5:00pm(2:00h)' and 'Primary'. Below this, there is an 'Insert Template' dropdown and a 'Shift Label' input field. At the bottom, a table lists the shift details:

		Start Date	Type	Start Time	End Time	End Date	Duration
+	x	6/02/2020	Unavailable	3:00pm	5:00pm	6/02/2020	2:00

2

The screenshot shows a calendar view for Tuesday, 6/02. It displays three time slots: '5:00AM - 7:00AM (u)', '7:00AM - 3:00PM', and '3:00PM - 5:00PM (u)'. The 'u' likely stands for 'Unavailable'.



# 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

The screenshot shows the 'Add Shift' form. At the top, it says 'Add Shift'. Below that, 'Assigned to' is set to 'Lopez, Steven'. To the right, 'Shift Details' shows '4:00am-7:00am(3:00h)' and 'Primary'. Below this, there is an 'Insert Template' dropdown and a 'Shift Label' input field. At the bottom, there is a table with columns: Start Date, Type, Start Time, End Time, End Date, and Duration. The table contains one row for 'Off' time on '7/01/2020' from '4:00am' to '7:00am' with a duration of '3:00'.

Start Date	Type	Start Time	End Time	End Date	Duration
7/01/2020	Off	4:00am	7:00am	7/01/2020	3:00

2

The screenshot shows a shift selection menu for 'Wed 7/01'. It lists three shift options: '4:00AM - 7:00AM (o)', '7:00AM - 3:00PM', and '3:00PM - 11:00PM'.

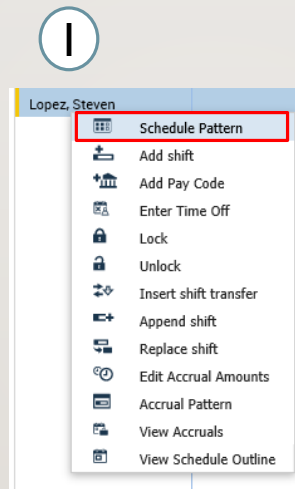
Shift
4:00AM - 7:00AM (o)
7:00AM - 3:00PM
3:00PM - 11:00PM

# 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.



A screenshot of the 'Schedule Pattern' configuration form. A circled number '2' is in the top right corner. The form includes the following sections:

- Assigned to:** Lopez, Steven Primary job None
- Table Headers:** Start Date, End Date, Duration, Rotation
- Add Pattern:** Anchor Date: 1/03/2020, Start Date: 1/03/2020, End Date: (empty), Clear button.
- Define Pattern for:** 1 (selected), Week(s), Day(s). Forever radio button is selected. Override Other Patterns checkbox is unchecked.
- Buttons:** Add Shift, Add Pay Code, Shift Template, Pattern Template, Items in rotation (dropdown), Find.
- Table:** A table with columns: No., Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. It contains two rows of schedule data.
- Buttons:** Cancel, Apply.

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							

# 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.

### Edit Shift

Assigned to  

Lopez, Steven

Shift Details 10:00am-10:00am(0.00h)

Primary Job None

Insert Template ▾

Shift Label

Repeat this shift for  days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
<div>+ x</div>		1/03/2020	Regular	10:00am	4:00pm	1/03/2020	6.00			
<div>+ x</div>		1/03/2020	Regular	8:00am	10:00am	1/03/2020	2.00			

1

Comments (0) [Add Comment](#)

Cancel

Apply

# RUNNING THE TCD

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# 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

**TIME DETAIL**

Description: Displays detailed data about each employee's punches, duration, and pay code only (separately listing combined pay codes).

People:

Time Period:

Actual/Adjusted:

Page Break between Employees:

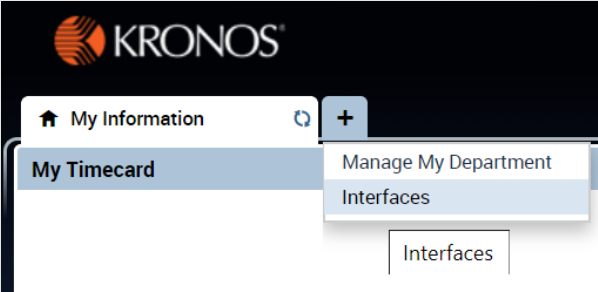
Sort by:

Output Format:

Primary Account			Start	End							
DCF-DCF91000/DCF083203/-/-067447-0-DCF/397410/8028MP			1/13/2020	Forever							
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		Comment		Xfr: Work Rule				8.00			8.00
7/5/2020	12:00 AM	Independence Day									
Labor Account Summary						Pay Code		Hours	Money	Days	
DCF-DCF91000/DCF083203/-/-067447-0-DCF/397410/8028MP						Holiday		8.00			
						LV-All Worked		8.00			
Combined Pay Code Summary						Pay Code		Hours	Money	Days	
						LV-All Worked		8.00			
Totals:								8.00	\$0.00	0.00	
Pay Code Summary						Pay Code		Hours	Money	Days	
						Holiday		8.00			
Totals:								8.00	\$0.00	0.00	

# 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



The screenshot shows the KRONOS application interface. At the top is the KRONOS logo. Below it is a navigation bar with 'My Information' and a '+' icon. A dropdown menu is open, showing 'My Timecard', 'Manage My Department', and 'Interfaces'. The 'Interfaces' option is highlighted, and a separate 'Interfaces' button is visible below the menu.

STEP 1: CORE\_CT\_TIME\_EXPORT\_REPORT.KNX

\* Select Location: DCF014999 ▼

Return Continue

STEP 1: CORE\_CT\_TIME\_EXPORT\_REPORT.KNX

\* Select Location: DCF014999

\* :START\_DATE 11/08/2019

\* :END\_DATE 11/21/2019 MM/dd/yyyy

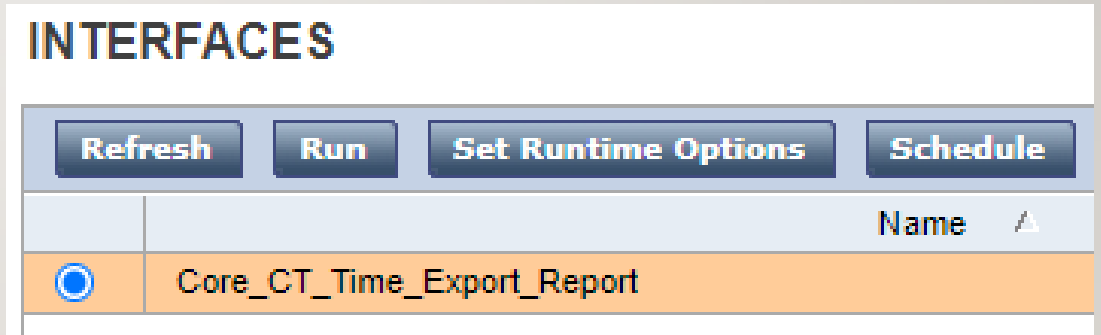
INTERFACES	
<div>Refresh Run Set Runtime Options Schedule</div>	
	Name /
<input checked="" type="radio"/>	Core_CT_Time_Export_Report
Interface	Core_CT_Time_Export_Report
Status	Completed successfully



# TCD – MAKING CORRECTIONS

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- 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

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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