

# KRONOS TRAINING

CT TIMEKEEPER

# 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 hyperfinds

## Timecards

- Editing punches
- Editing pay codes
- Adding comments
- Adding rows
- Transfers
- Scheduling a pattern
- Genies
- Troubleshooting

## Schedules

- Adding schedules
- Adding a pattern
- Quick actions
- Editing a schedule
- Finding your team location
- Finding your team hyper find
- Assigning/Unassigning
- Shift Transfers

## Time-Off

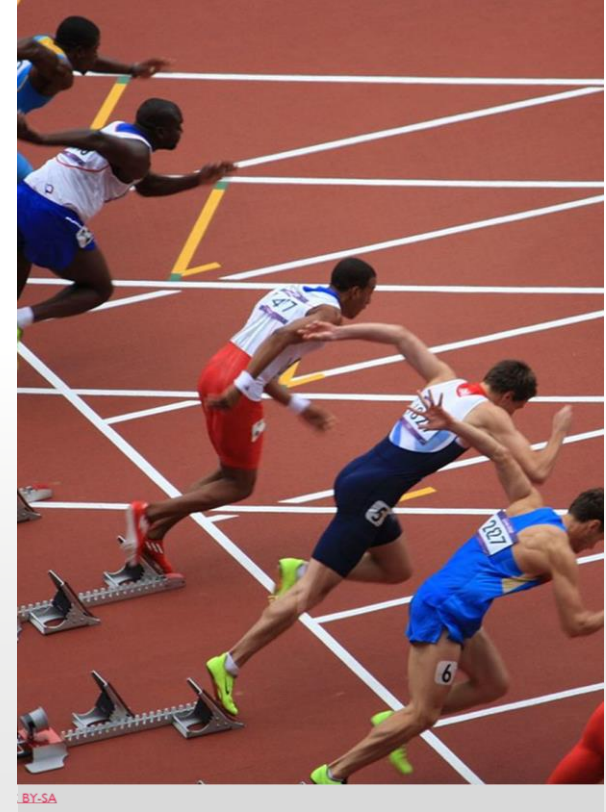
- Reviewing time off requests
- Time off reports

## Interfaces

- Pulling the Time Export Report

# 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

**KRONOS®**

Workforce Central® Version 8.1.4

CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES

TEST Environment (A01)

User Name  
004

Password  
.....



# GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

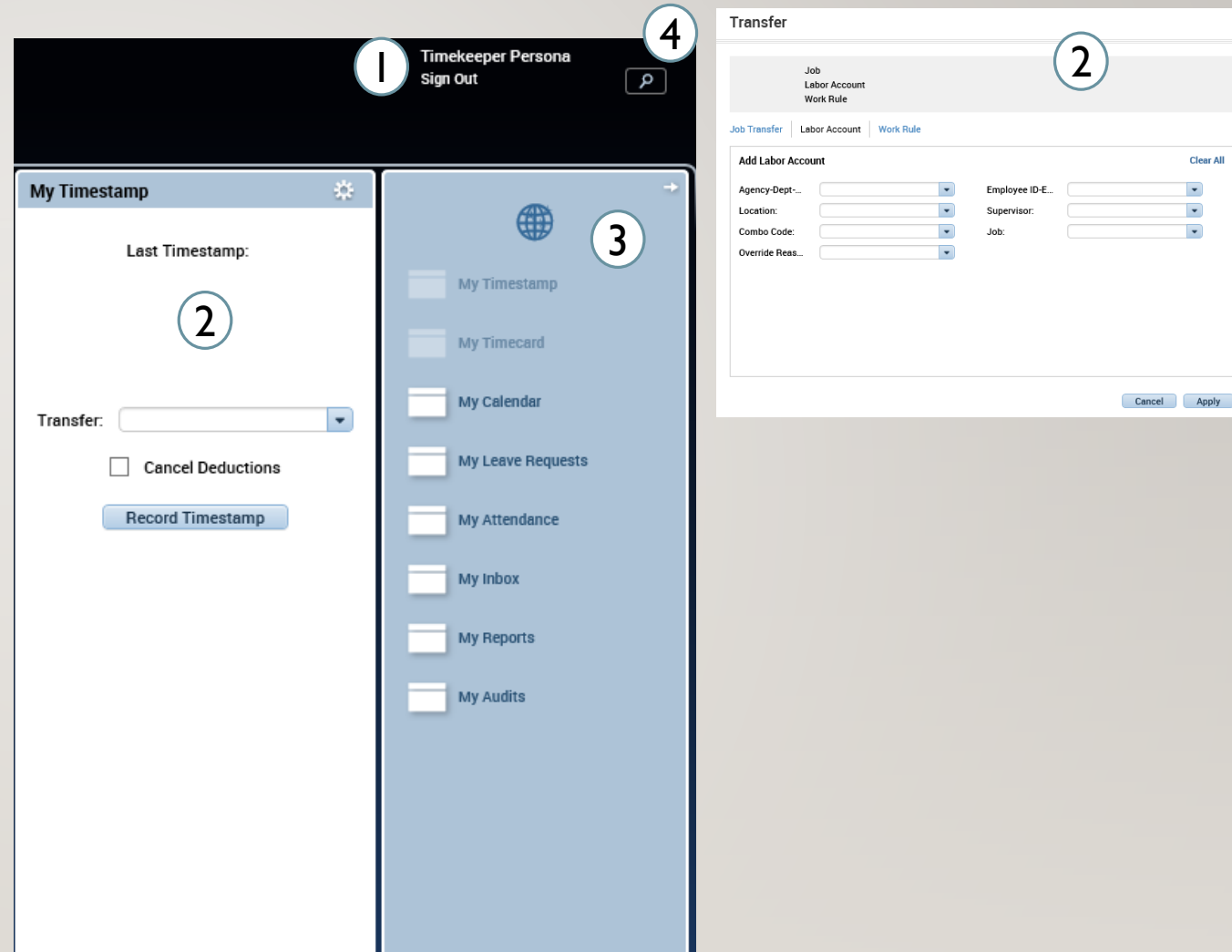
The screenshot displays the Kronos Navigator interface. At the top left is the Kronos logo. Below it, there are navigation tabs: 'My Information' and 'My Timecard'. A dropdown menu for 'My Timecard' shows 'Manage My Department Interfaces'. On the right side of the header, there is a 'Current Pay Period' dropdown menu and a 'Loaded: 11:56 PM' indicator. Below the header, there are several icons: 'View', 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. A circled '1' is placed over the 'Current Pay Period' dropdown, and a circled '2' is placed over the 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save' buttons. The main area is a table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The table contains data for dates from Fri 1/03 to Sun 1/12, with a schedule of 8:00AM-4:00... for most days.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ x	Fri 1/03	8:00AM-4:00...											
+ x	Sat 1/04												
+ x	Sun 1/05												
+ x	Mon 1/06	8:00AM-4:00...											
+ x	Tue 1/07	8:00AM-4:00...											
+ x	Wed 1/08	8:00AM-4:00...											
+ x	Thu 1/09	8:00AM-4:00...											
+ x	Fri 1/10	8:00AM-4:00...											
+ 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

# GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

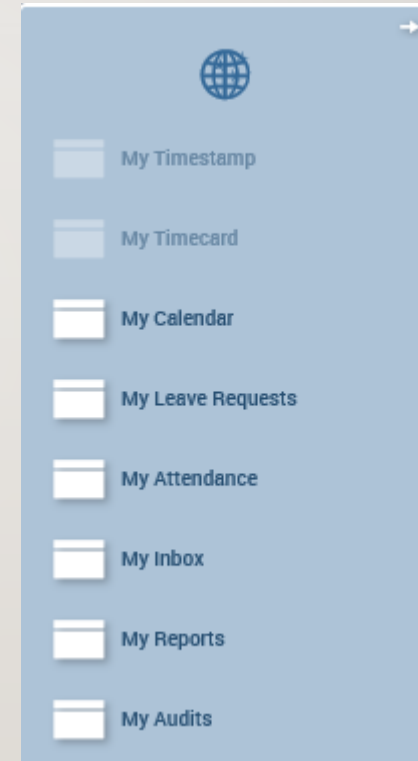
1. User information and log off
2. Last timestamp and transfer allows you to execute a transfer and record a punch
3. Related Items menu: Through related items you can access all the different widgets that interface has to offer, as you cycle through my information, manage my department, etc the related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



# GETTING STARTED – VIEWING YOUR INFORMATION

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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

The screenshot shows the 'My Calendar' interface. At the top, there's a header with the title 'My Calendar' and a navigation arrow. Below the header, the date range 'January 5 - 11, 2020' is displayed. The main area contains five icons: 'Day', 'Week' (which is selected), 'Month', 'Visibility Filter', and 'Request Time Off'. The calendar grid shows three columns for 'Sun 1/05', 'Mon 1/06', and 'Tue 1/07'. The time slots on the left range from 8:00AM to 3:00PM. On Monday and Tuesday, there are blue blocks representing a regular work schedule from 8:00AM to 4:00PM, labeled '[8.00 h] Regular'. An orange horizontal line is drawn across the calendar at the 1:00PM mark.

	Sun 1/05	Mon 1/06	Tue 1/07
8:00AM		8:00AM-4:00PM [8.00 h] Regular	8:00AM-4:00PM [8.00 h] Regular
9:00AM			
10:00AM			
11:00AM			
12:00PM			
1:00PM			
2:00PM			
3:00PM			

# GETTING STARTED – VIEWING YOUR INFORMATION

- You can request time off through the My Calendar Widget.
- You can also view your accrual 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:

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="button" value="+"/> <input type="button" value="x"/>	1/07/2020	1/07/2020	Vacation	Full day		

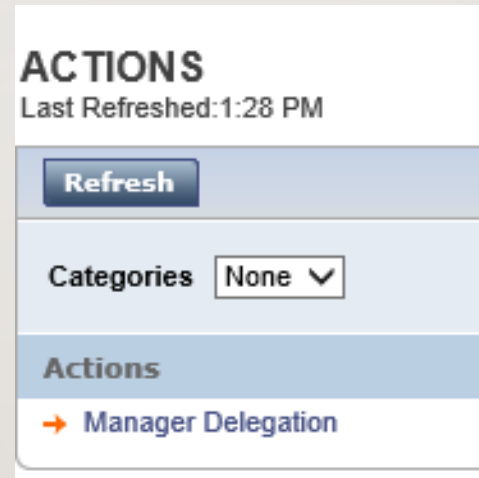
Accruals on:

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

# GETTING STARTED –VIEWING YOUR INFORMATION

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

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



**ACTIONS**  
Last Refreshed: 1:28 PM

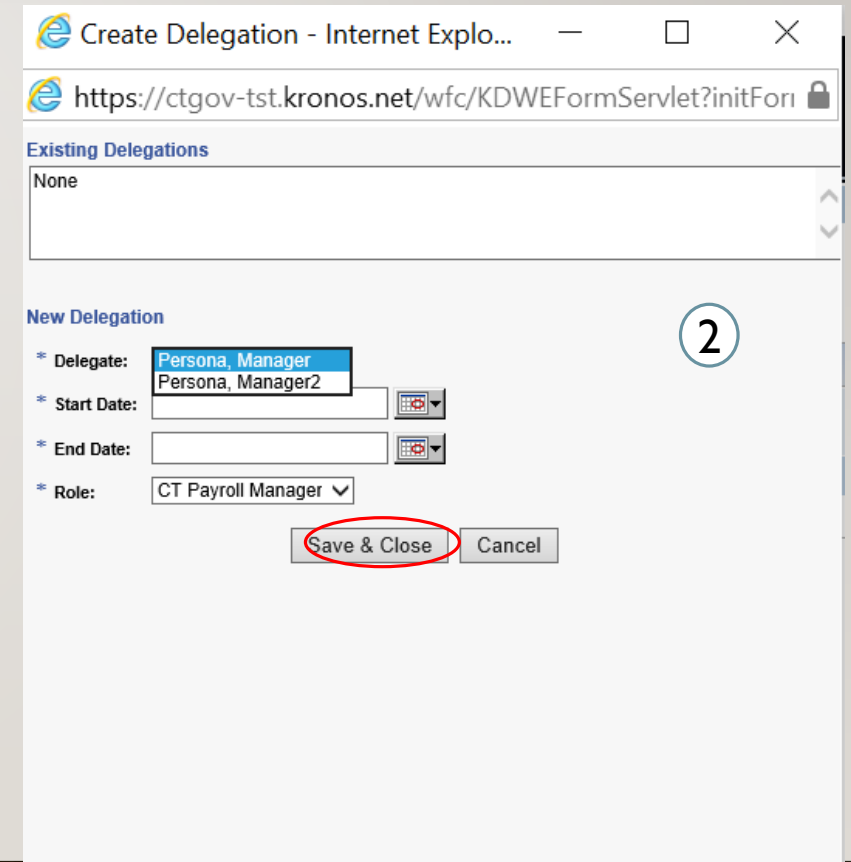
**Refresh**

Categories **None** ▾

**Actions**

→ **Manager Delegation**

1



Create Delegation - Internet Explo...  
https://ctgov-tst.kronos.net/wfc/KDWEFormServlet?initFori

**Existing Delegations**

None

**New Delegation**

\* Delegate: **Persona, Manager**  
Persona, Manager2

\* Start Date:

\* End Date:

\* Role: **CT Payroll Manager** ▾

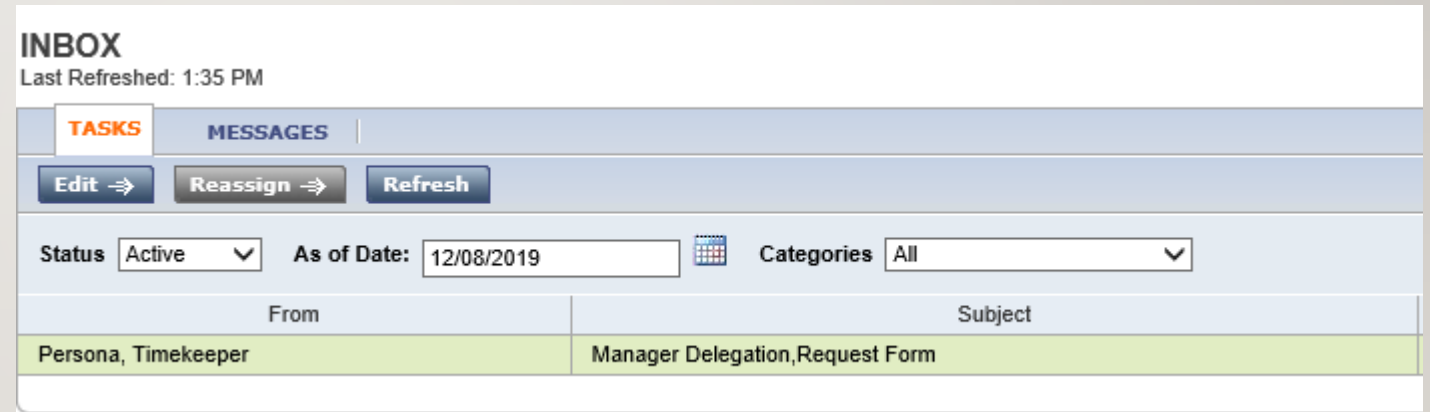
**Save & Close** Cancel

2

# GETTING STARTED – VIEWING YOUR INFORMATION

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- Through the My Inbox widget you can see all your tasks and messages
- Messages can be notifications from supervisors or updates about timecards/requests



The screenshot displays the 'My Inbox' widget interface. At the top, it says 'INBOX' and 'Last Refreshed: 1:35 PM'. Below this, there are two tabs: 'TASKS' (highlighted in orange) and 'MESSAGES'. Under the 'MESSAGES' tab, there are three buttons: 'Edit' with a right-pointing arrow, 'Reassign' with a right-pointing arrow, and 'Refresh'. Below the buttons, there are three filters: 'Status' set to 'Active' with a dropdown arrow, 'As of Date' set to '12/08/2019' with a calendar icon, and 'Categories' set to 'All' with a dropdown arrow. The main content area shows a table with two columns: 'From' and 'Subject'. The first row of data is highlighted in light green and shows 'Persona, Timekeeper' in the 'From' column and 'Manager Delegation, Request Form' in the 'Subject' column.

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 the report and the Time Period and click **View Report**
2. To view My Accrual Balances and Projections select the report and fill in the As Of date then click **View Report**

1

My Reports

REPORTS Name: Persona, Timekeeper

View Report Primary Account

AVAILABLE REPORTS

	Time Period	Schedule
Schedule	Current Pay Period	
Time Detail		Description Displays an employe

My Accrual Balances and Projections

Detailed description: This screenshot shows the 'My Reports' widget. At the top, there is a 'My Reports' dropdown menu. Below it, the word 'REPORTS' is displayed, followed by the user's name 'Name: Persona, Timekeeper'. There are two buttons: 'View Report' (circled in red) and 'Primary Account'. Underneath, the 'AVAILABLE REPORTS' section contains a table with columns for report names, time periods, and descriptions. The 'Time Period' is set to 'Current Pay Period'. The 'View Report' button is highlighted with a red circle and a circled number '1'.

2

My Reports

REPORTS Name: Persona, Timekeeper

View Report Primary Account

AVAILABLE REPORTS

	Time Period	Schedule
Schedule	Specific Date	
Time Detail		Description Displays an em

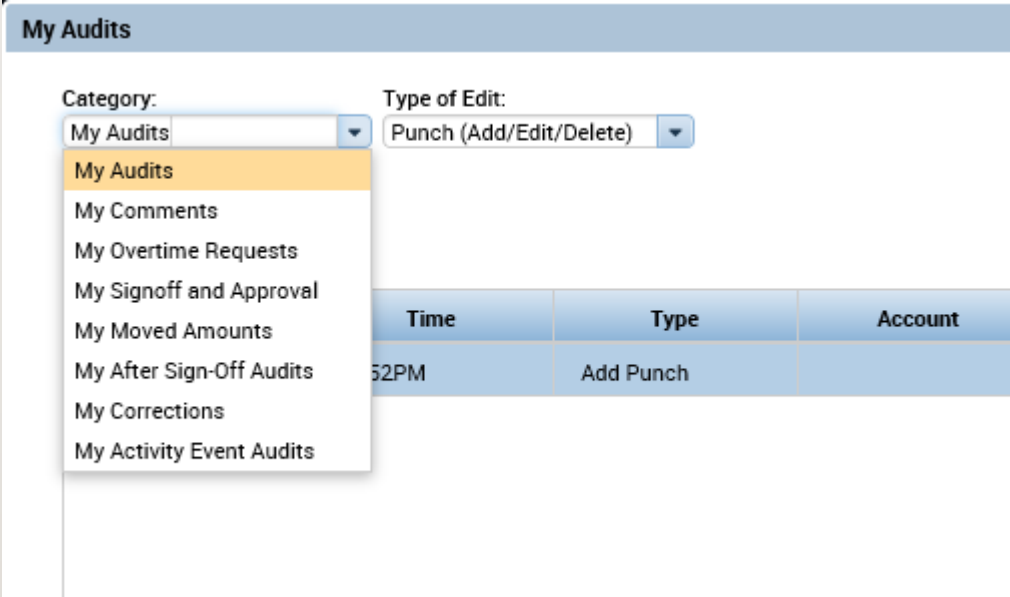
My Accrual Balances and Projections

As Of [ ] [ ]

Detailed description: This screenshot shows the 'My Reports' widget with the 'Time Period' set to 'Specific Date'. The 'View Report' button is highlighted with a blue selection bar. Below the table, there is an 'As Of' date field with a calendar icon. A circled number '2' is placed to the left of the screenshot.

# GETTING STARTED – VIEWING YOUR INFORMATION

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



The screenshot displays the 'My Audits' widget interface. At the top, there is a header bar with the text 'My Audits'. Below the header, there are two dropdown menus: 'Category:' and 'Type of Edit:'. The 'Category:' dropdown is currently set to 'My Audits', and its menu is open, showing a list of categories: 'My Audits', 'My Comments', 'My Overtime Requests', 'My Signoff and Approval', 'My Moved Amounts', 'My After Sign-Off Audits', 'My Corrections', and 'My Activity Event Audits'. The 'Type of Edit:' dropdown is set to 'Punch (Add/Edit/Delete)'. Below these dropdowns, there is a table with three columns: 'Time', 'Type', and 'Account'. The table contains one row of data: '52PM', 'Add Punch', and an empty cell.

Time	Type	Account
52PM	Add Punch	

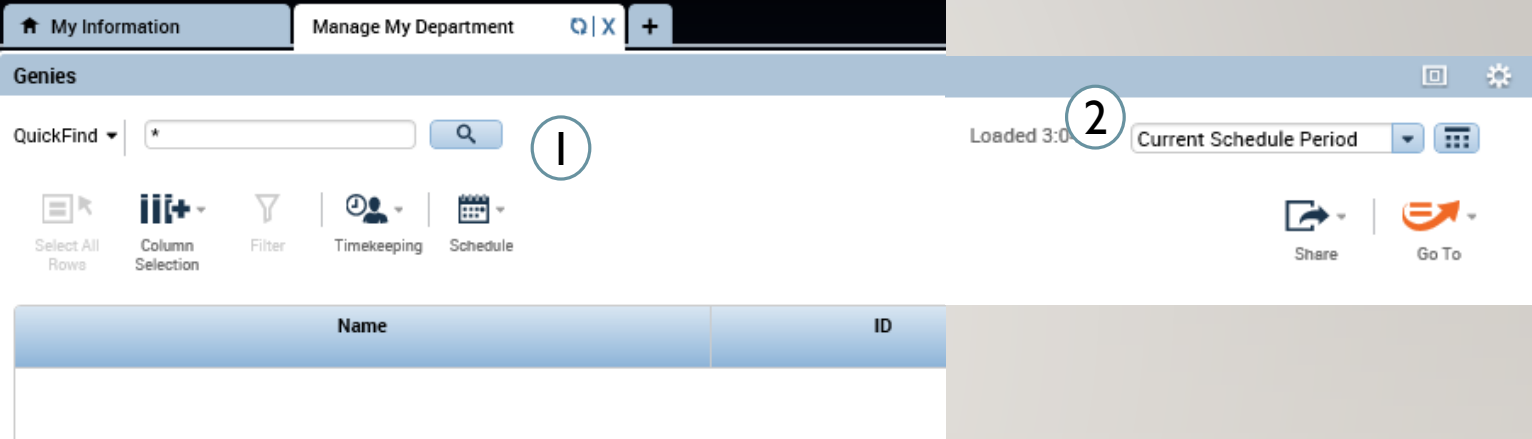
# FINDING YOUR TEAM

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# FINDING YOUR TEAM – SEARCHING FOR AN EMPLOYEE

1. Under the Manage My Department tab use the default QuickFind Genie and search for your employee.
2. This area allows you to change the desired timeframe, or share the employee information by exporting it to excel or csv.
3. 'Go To' allows you to select an employee and transition to the different Management widgets that will be covered



The screenshot displays the 'Manage My Department' interface. At the top, there are tabs for 'My Information' and 'Manage My Department'. Below the tabs is a 'Genies' search bar with a 'QuickFind' dropdown, a search input field containing an asterisk, and a search button. A red circle with the number '2' highlights the search bar area. To the right of the search bar, there is a 'Loaded 3:0' indicator and a 'Current Schedule Period' dropdown menu. Below the search bar, there are several icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. On the far right, there are 'Share' and 'Go To' buttons. Below the search bar, there is a table with two columns: 'Name' and 'ID'.

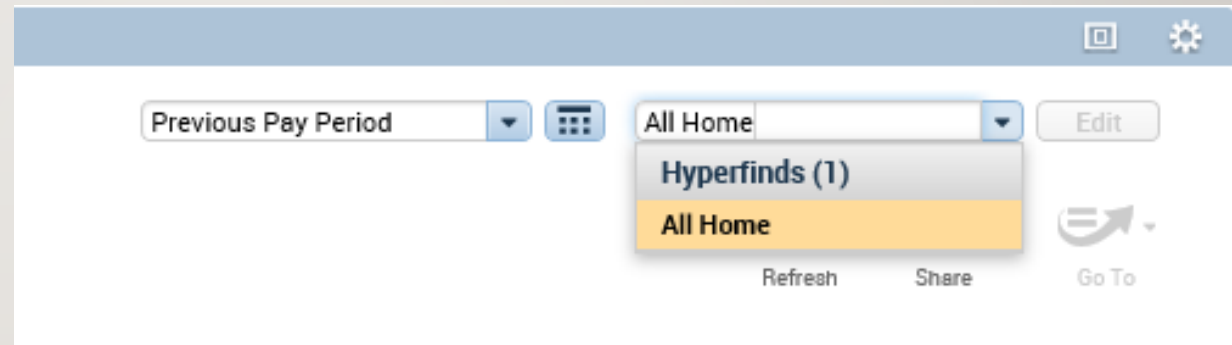
Name	ID
------	----



# FINDING YOUR TEAM – WORKING WITH HYPERFINDS

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1. Under the certain widgets or genies you'll see the second drop down next to the timeframe selection.
2. Using this drop down you can select the configured hyperfind All Home.
3. As a Timekeeper you will only have access to the All Home hyperfind.



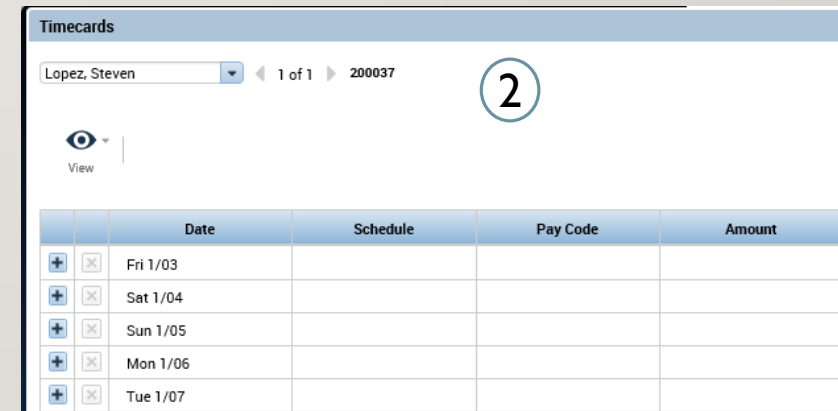
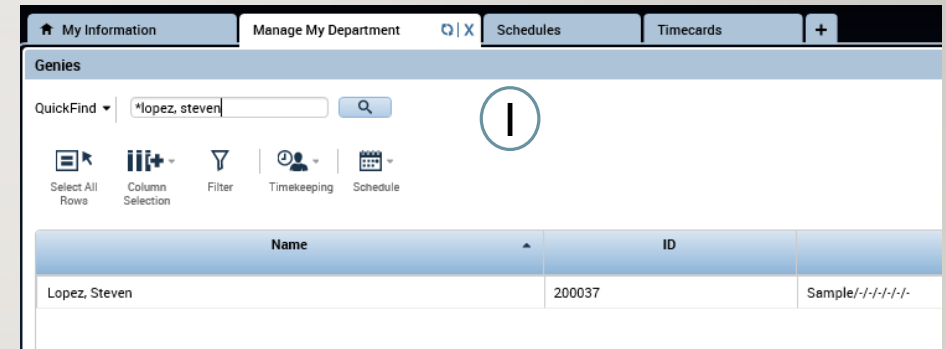
# TIMECARDS

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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
3. Hover over any exception to get more details

Timecards

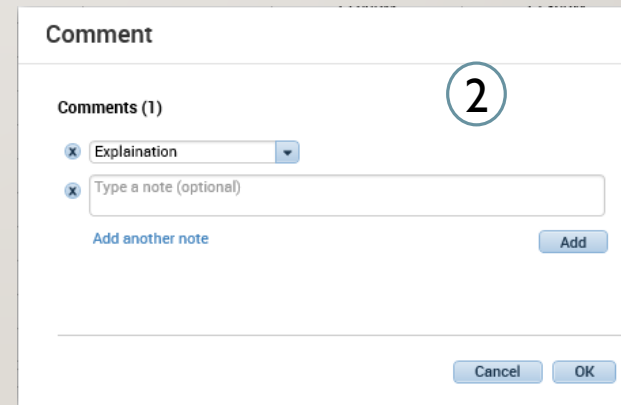
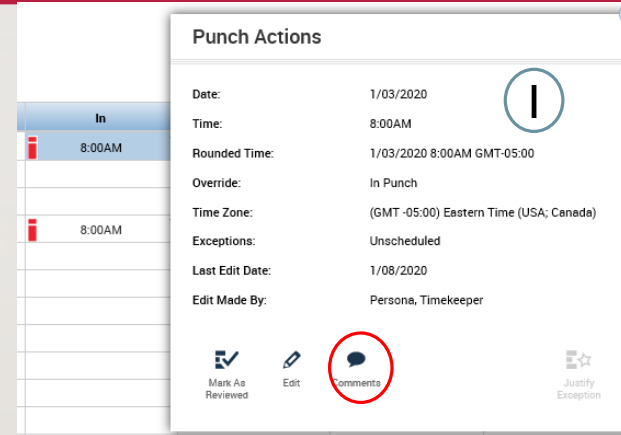
Lopez, Steven 1 of 1 200037

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

# TIMECARDS – ADDING COMMENTS

1. While hovering over an exception you can right click to view its details.
2. Once you select **Comments** choose Explanation from the drop down and then add the desired comment



# REVIEW TIMECARD — EXERCISE I

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

# TIMECARDS – ADDING ROWS

- 1. Click on the ‘ + ‘ to add a new row to a day.
- 2. Once you enter the pay code for the time off and the regular hours worked the time will be automatically compiled on the right, you can see the sum of hours under the Daily column.

①

+	x	Tue 1/07		Governor Granted Ti...	2.0
+	x				

②

Shift	Daily
8.5	8.5
6.0	8.0

# 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/TRC will need to be entered for exceptional situations such as the employee being unable to submit a leave/time off request.

Genies

QuickFind

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

		Date	Schedule	Pay Code	Amount
<input type="button" value="+"/>	<input type="button" value="X"/>	Fri 1/03			
<input type="button" value="+"/>	<input type="button" value="X"/>	Sat 1/04		<input type="button" value="2"/>	
<input type="button" value="+"/>	<input type="button" value="X"/>	Sun 1/05			
<input type="button" value="+"/>	<input type="button" value="X"/>	Mon 1/06			
<input type="button" value="+"/>	<input type="button" value="X"/>	Tue 1/07		Governor Granted Ti...	2.0

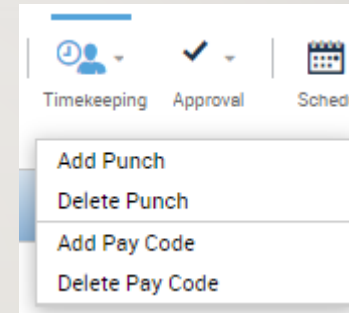


# PAY CODES — EXERCISE 8

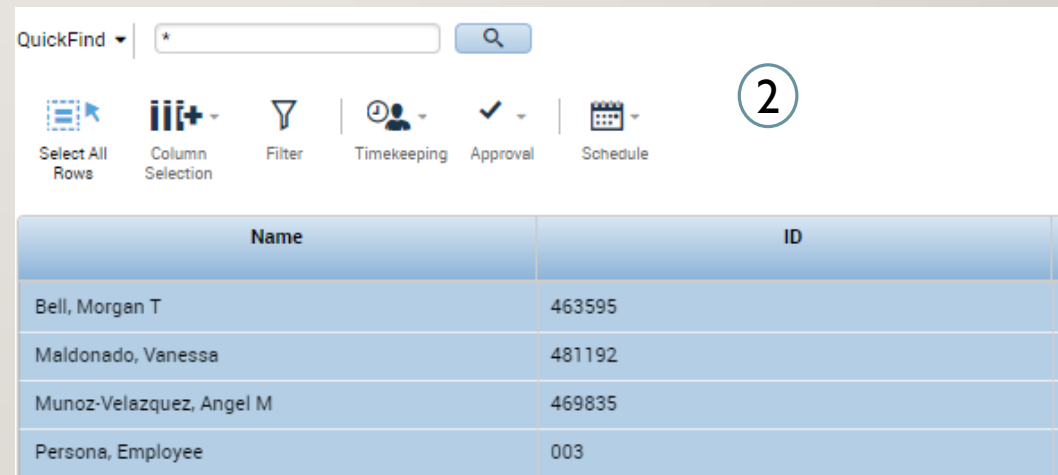
PLEASE REFER TO THE  
TIMEKEEPER EXERCISE  
GUIDE IN ORDER TO  
PRACTICE THE PREVIOUS  
CONCEPT

# TIMECARDS – GROUP EDITS

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



1



A screenshot of an employee list interface. At the top, there is a 'QuickFind' search bar with an asterisk and a magnifying glass icon. Below the search bar is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', and 'Schedule'. A table below the toolbar lists employees with their names and IDs.

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

2

# REVIEW TIMECARD – EXERCISE 2 & PAY CODES – EXERCISE 7

PLEASE REFER TO THE  
TIMEKEEPER 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 pay code, 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 – 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
+ X	Sun 11/10			
+ X	Mon 11/11		Veteran's Day	8:00
+ X			Hol Comp Earned Pass Dy 8HR	8:00
+ X	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 (slide 34)

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 pay code 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

# PAY CODES — EXERCISE 6

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



# TIMECARDS – TRANSFERS

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

In	Transfer	Out
8:00AM	//DCF911111000100	3:00PM

Transfer

//DCF911111000100

//DCF911111000100

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

# SCHEDULES — EXERCISE 13

PLEASE REFER TO THE  
TIMEKEEPER 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 Clear All

Agency-Dept...	<input type="text"/>	Employee ID-E...	<input type="text"/>
Location:	<input type="text"/>	Supervisor:	<input type="text"/>
Combo Code:	<input type="text"/>	Job:	<input type="text"/>
Override Reas...	<input type="text"/>		

# SCHEDULES — EXERCISE II

PLEASE REFER TO THE  
TIMEKEEPER 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 bargaining unit and pay rule information
- *Pro Tip:* Hover over the employee's name to view the pay rule before using a work 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

# SCHEDULES — EXERCISE 12

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

# TIMECARDS – GENIES

1. Approvals summary allows you to see the current status of recent requests, needs to be checked prior to the end of the pay period
2. All WTK exceptions shows you every current exception for the employees assigned to you, will be important to check daily

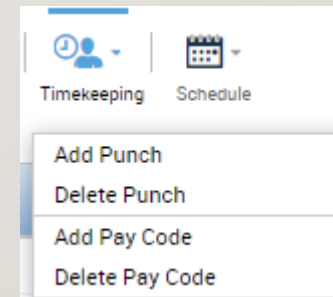
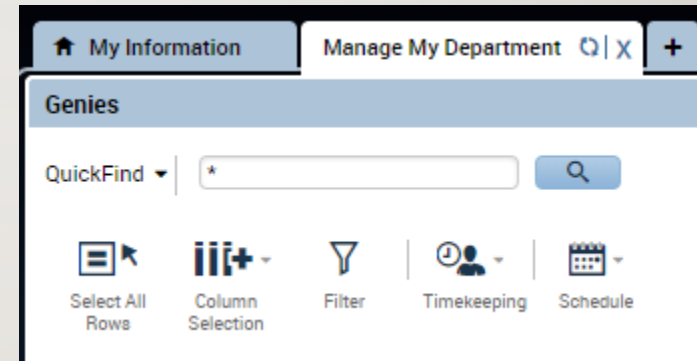
ID	Name	Reporting Manager	Manager Approval	Employee Approval	Signed Off	General Exce...	Unexcused Absence	Total Hours	Overtime
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Name	Bonus Ap...	Break Out...	Cancel De...	Core Hour...	Early In	Early Out	Holiday S...	Invalid Du...	Late In	Late Out	Long Break	Long Inter...
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# TIMECARDS – GENIES CONTINUED

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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





# TIMECARDS – 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		

# TIMECARDS – 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

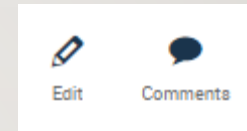
		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ x		Wed 11/27		Hol.Prem. Worked - Paid M	-5.00			
+ x				Thanksgiving Day 3rd Shift	8:00			
+ x						8:00AM		1:00PM
+ x			11:00PM-7:30AM			11:00PM	...;10 FT HOLIDAY COMP STD 8 SDE3	7:30AM

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			

# REVIEW TIMECARD — EXERCISE 3

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

# 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: New Shift

Comments: 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  
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

Comments:

# REVIEW TIMECARD — EXERCISE 5

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

# TIMECARDS – TROUBLESHOOTING

- 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 in this case we see its being paid as all regular when two hours should be overtime

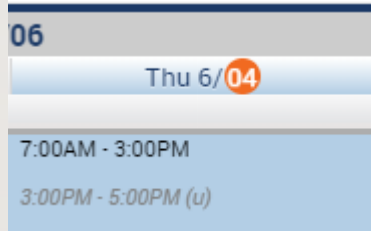
Thu 6/04	7:00AM-3:00PM			7:00AM	 5:00PM
----------	---------------	--	--	--------	--

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 and enter the overtime as an unavailable shift (Slide 41)
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:mma) *	<input type="text" value="3:01PM"/>
Rounded Time:	6/04/2020 3:01 PM GMT-04:00
Override:	<input type="text" value="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



# REVIEW TIMECARD — EXERCISE 4

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

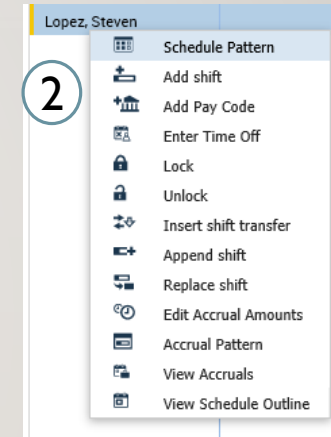
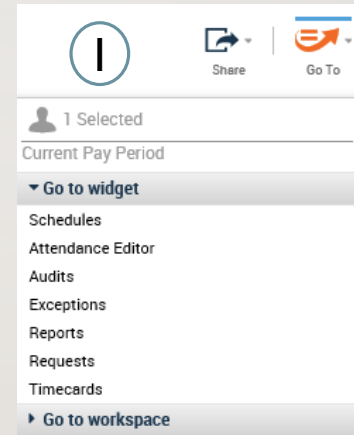
# SCHEDULING

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# SCHEDULING – ADDING A SCHEDULE

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

A screenshot of the 'Add Shift' form. A circled '3' is next to the form. The form includes 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 day. 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 contains one row with the following data: Start Date: 1/04/2020, Type: Regular, Start Time: 12:00am, End Time: 1:00am, End Date: 1/04/2020, Duration: 1.00. At the bottom of the form, there are 'Cancel' and 'Apply' buttons, and a 'Comments (0) Add Comment' link.

# 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

**Add Shift**

Assigned to: Lopez, Steven

Shift Details: 3:00pm-5:00pm(2:00h) Primary

Insert Template Shift Label Repeat th

	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

Tue 6/02

5:00AM - 7:00AM (u)

7:00AM - 3:00PM

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

# 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' interface. 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'. There is an 'Insert Template' dropdown and a 'Shift Label' input field. Below these is a table with columns: Start Date, Type, Start Time, End Time, End Date, and Duration. A single row is visible with the following data: Start Date: 7/01/2020, Type: Off, Start Time: 4:00am, End Time: 7:00am, End Date: 7/01/2020, Duration: 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 calendar view for 'Wed 7/01'. Below the date header, there are three time slots listed: '4:00AM - 7:00AM (o)', '7:00AM - 3:00PM', and '3:00PM - 11:00PM'. The first slot is highlighted in blue.

# SCHEDULES — EXERCISE 9

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

# SCHEDULING – EDITING A SCHEDULE

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

The image shows two screenshots of a scheduling software interface. The top screenshot shows the 'Quick Actions' menu open, with the 'Copy / Paste' option highlighted. The bottom screenshot shows the 'Pay Code' dropdown menu open, displaying a list of pay codes for the selected cell.

**Quick Actions Menu (Top Screenshot):**

- Assign
- Unassign
- Shift Transfer
- Insert shift template
- Comment
- Pay Code
- Copy / Paste
- Delete
- Lock / Unlock
- Swap
- Quick Actions

**Copy / Paste Selection (Top Screenshot):**

Copy / Paste Select an item to copy.

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

**Pay Code Dropdown (Bottom Screenshot):**

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

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

### Edit Shift

Assigned to:  Shift Details: 10:00am-10:00am(0.00h) Primary Job: None

Insert Template  Shift Label:  Repeat this shift for  days

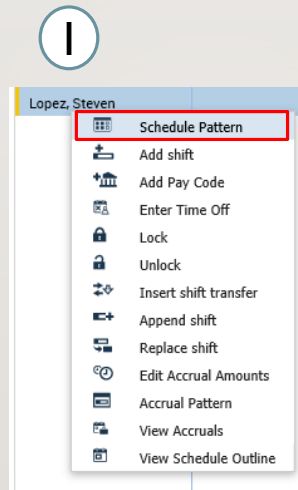
	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
<input type="checkbox"/>	1/03/2020	Regular	10:00am	4:00pm	1/03/2020	6.00			
<input type="checkbox"/>	1/03/2020	Regular	8:00am	10:00am	1/03/2020	2.00			

Comments (0) [Add Comment](#)



# 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.



A screenshot of the 'Schedule Pattern' configuration form. The form is titled 'Schedule Pattern' and is assigned to 'Lopez, Steven'. It includes a table with columns for 'Start Date', 'End Date', 'Duration', and 'Rotation'. Below this, there are fields for 'Anchor Date' (1/03/2020), 'Start Date' (1/03/2020), and 'End Date'. There is a 'Forever' radio button selected. The 'Define Pattern for' section has '1' selected for 'Week(s)'. There are also buttons for 'Add Shift', 'Add Pay Code', 'Shift Template', and 'Pattern Template'. A table at the bottom shows a grid for defining the pattern for each day of the week (Sunday through Saturday) for two different items (No. 1 and 2). A circled '2' is placed above the 'Assigned to' field.

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							

# SCHEDULES — EXERCISE 10

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

TIME OFF

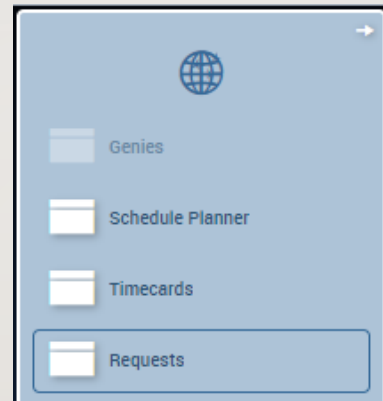
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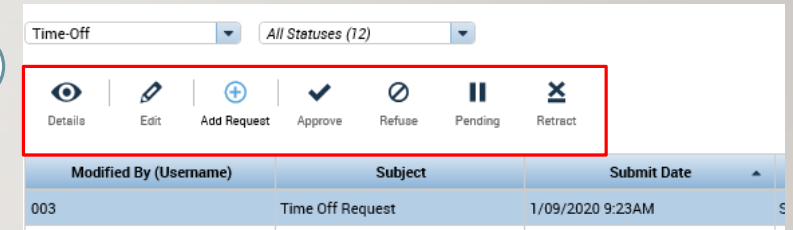
# TIME OFF – REVIEWING TIME OFF REQUESTS

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.

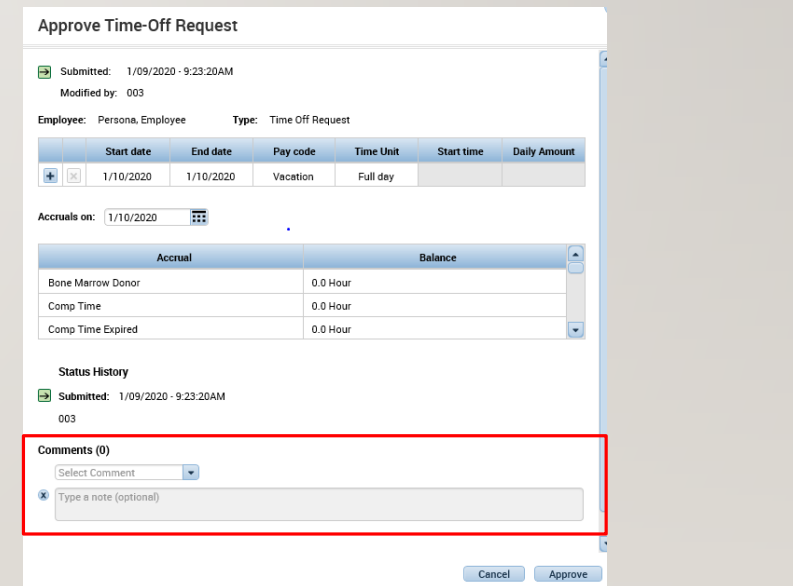
1



2



3



# 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 screenshot shows the 'Genies' interface. At the top, there is a 'QuickFind' search bar containing the text '\*lopez'. Below the search bar are several icons: 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. On the right side, there is a 'Go To' menu with a list of options: 'Schedules', 'Attendance Editor', 'Audits', 'Exceptions', 'Reports', 'Requests', and 'Timecards'. The 'Reports' option is highlighted. Above the menu, it says '1 Selected' and 'Current Pay Period'. Below the menu, there is a 'Go to workspace' button.

The screenshot shows the 'REPORTS' interface. At the top, there are two tabs: 'SELECT REPORTS' and 'CHECK REPORT STATUS'. Below the tabs are several buttons: 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. On the left side, there is a list of reports: '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)' report is highlighted with a red box. On the right side, there is a description of the report: 'ACCRUAL DETAIL (DATA)'. The description says: 'This report produces raw, unformatted data intended for use with Microsoft Excel. Simple Detail. Displays running accrual balances for each employee. For example, you can see effective dates.' Below the description are several fields: 'People' (Previously Selected Employee(s)), 'Time Period' (Range of Dates, 1/03/2020, 1/16/2020), and 'Output Format' (Adobe Acrobat Document(.pdf)).

2

# 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

1

2

# REPORTS — EXERCISE 14

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

# INTERFACES

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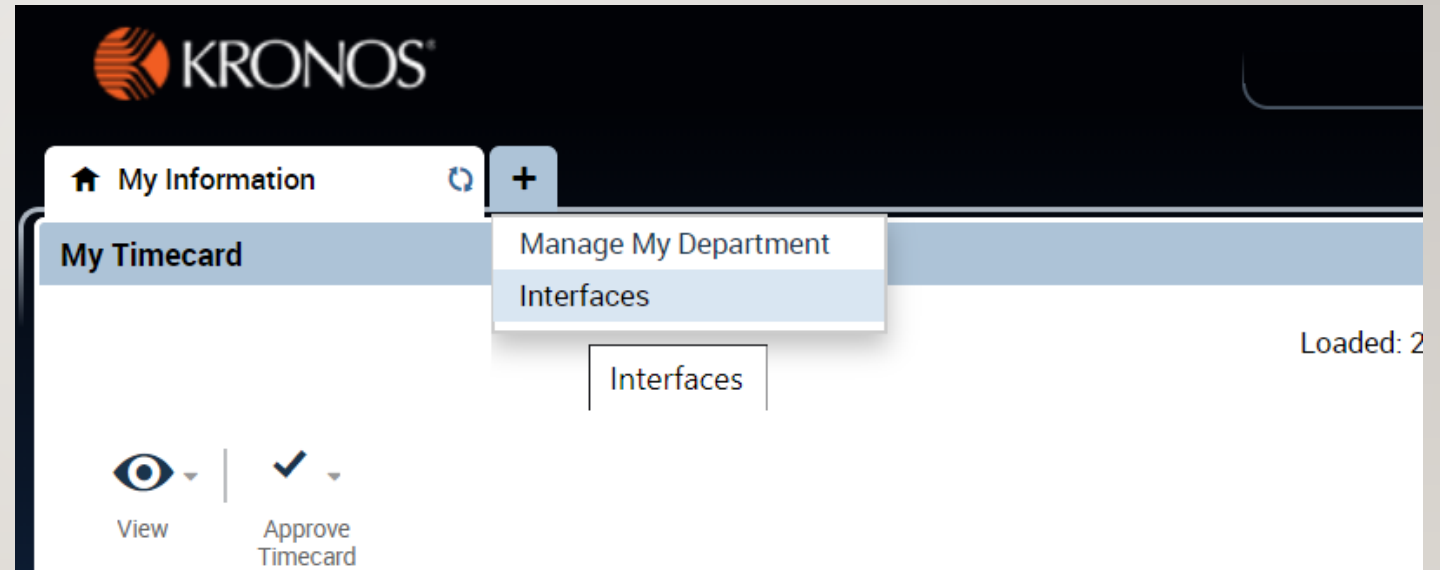




# INTERFACES – PULLING THE TIME EXPORT REPORT

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- You'll first need to access the Interfaces Screen. Do this:
  1. Click on the + symbol
  2. Then select interfaces



# INTERFACES – PULLING THE TIME EXPORT REPORT

- Once you select you have successfully navigated to the interface screen you can access the report.

INTERFACES

1 Run Set Runtime Options Schedule

Name	Description
Core_CT_Time_Export_Report	Interface created from Link Core_CT_Time_Export_Report.KNX

1. Click on the Core\_CT\_Time\_Export\_Report then click Run
2. Enter the Start and End day of the pay period you want to access. Once completed press continue.

2 Return Continue

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

\* :START\_DATE 11/01/2019

\* :END\_DATE 11/14/2019 MM/dd/yyyy

# INTERFACES – PULLING THE TIME EXPORT REPORT

1. The report will take a moment to fully load. The **status** will display waiting until it has been fully run.
2. Use the **Refresh** button to ensure the fastest load time.

### INTERFACE MONITOR

Interface	Core_CT_Time_Export_Report
Status	Waiting
Interface Start Time	1/06/2020 3:22PM GMT-05:00
Interface End Time	Pending
Number of Interface Steps	Pending

#### CURRENT STEP STATISTICS

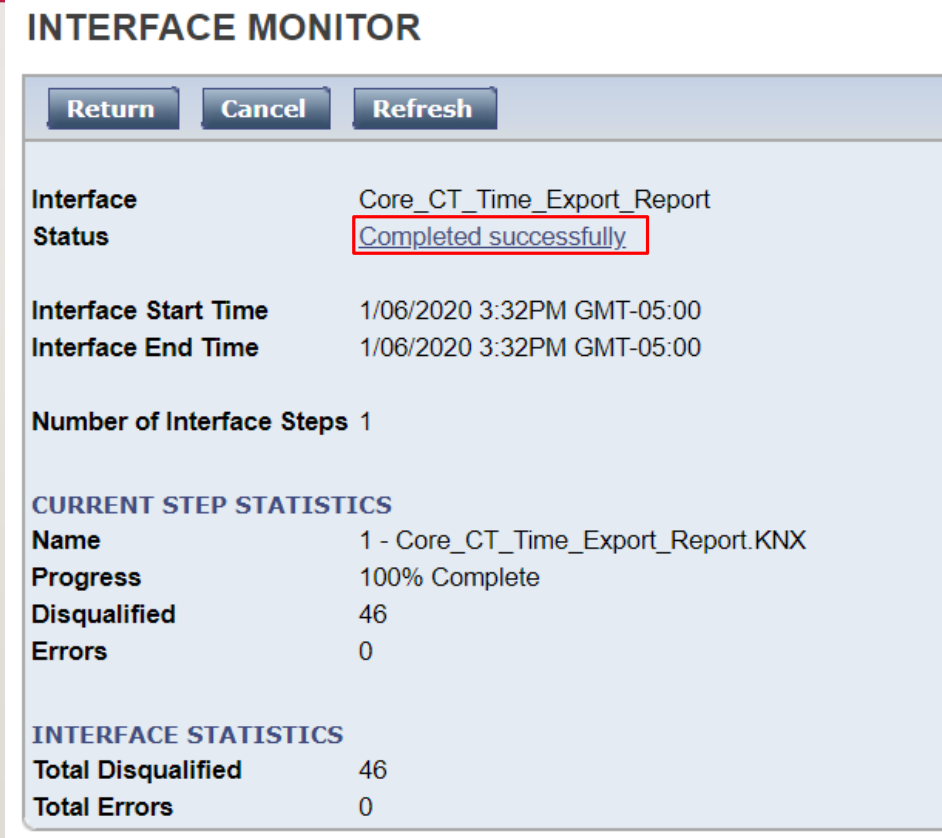
Name	0 - Pending
Progress	
Disqualified	Pending
Errors	Pending

#### INTERFACE STATISTICS

Total Disqualified	0
Total Errors	0

# INTERFACES – PULLING THE TIME EXPORT REPORT

1. Once fully load you will see the status change to Completed successfully
2. Click the that link begin to download the report



The screenshot shows a window titled "INTERFACE MONITOR" with three buttons: "Return", "Cancel", and "Refresh". Below the buttons, the interface details are displayed:

Interface	Core_CT_Time_Export_Report
Status	<u>Completed successfully</u>
Interface Start Time	1/06/2020 3:32PM GMT-05:00
Interface End Time	1/06/2020 3:32PM GMT-05:00
Number of Interface Steps	1

**CURRENT STEP STATISTICS**

Name	1 - Core_CT_Time_Export_Report.KNX
Progress	100% Complete
Disqualified	46
Errors	0

**INTERFACE STATISTICS**

Total Disqualified	46
Total Errors	0

# INTERFACES – PULLING THE TIME EXPORT REPORT

1. By clicking the link you will generate a pop window that will display a summary of the report.
2. Scroll down until you see Output File(s). Then click the file ending in **.CSV**

https://ctgov-tst.kronos.net/wfc/applications/wim/knx-last-run-summary.do?formActi...  
ctgov-tst.kronos.net/wfc/applications/wim/knx-last-run-summary.do?formAction=RunSum...

### INTERFACE RESULTS SUMMARY

**GENERAL INFORMATION**

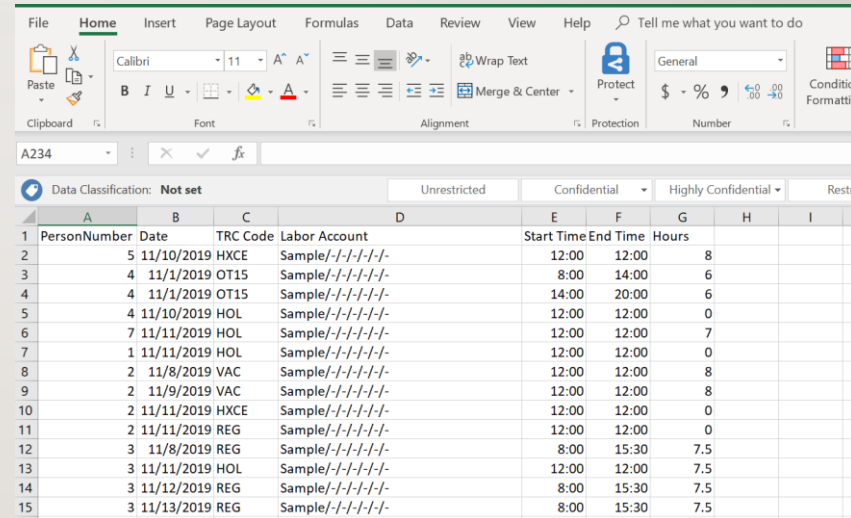
Interface	Core_CT_Time_Export_Report
Description	Interface created from Link Core_CT_Time_Export_Report.KNX
User	004
Locale Policy	

Output Mapped Folder	WIM_OUT
Output File(s)	<b>Time_Export_Report.csv</b>
Selected Options	Delimited by ',' Text file encoding: Latin 1

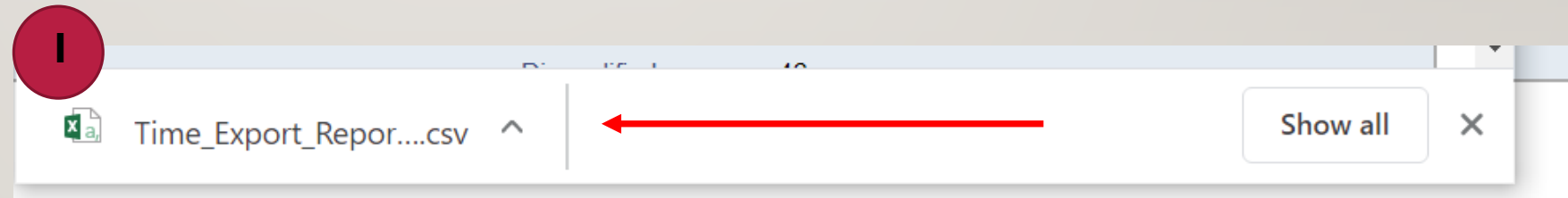
# INTERFACES – PULLING THE TIME EXPORT REPORT

- By clicking the output file link you will download the report to your computer
- I. Click on the ^ to open the report.



The screenshot shows the Microsoft Excel interface with a table containing time export data. The table has columns for PersonNumber, Date, TRC Code, Labor Account, Start Time, End Time, and Hours. The data rows show various dates and times, with some rows having 8 hours and others 6 or 7.5 hours.

PersonNumber	Date	TRC Code	Labor Account	Start Time	End Time	Hours
5	11/10/2019	HXCE	Sample/-/-/-/-/-	12:00	12:00	8
4	11/1/2019	OT15	Sample/-/-/-/-/-	8:00	14:00	6
4	11/1/2019	OT15	Sample/-/-/-/-/-	14:00	20:00	6
4	11/10/2019	HOL	Sample/-/-/-/-/-	12:00	12:00	0
7	11/11/2019	HOL	Sample/-/-/-/-/-	12:00	12:00	7
1	11/11/2019	HOL	Sample/-/-/-/-/-	12:00	12:00	0
2	11/8/2019	VAC	Sample/-/-/-/-/-	12:00	12:00	8
2	11/9/2019	VAC	Sample/-/-/-/-/-	12:00	12:00	8
2	11/11/2019	HXCE	Sample/-/-/-/-/-	12:00	12:00	0
2	11/11/2019	REG	Sample/-/-/-/-/-	12:00	12:00	0
3	11/8/2019	REG	Sample/-/-/-/-/-	8:00	15:30	7.5
3	11/11/2019	HOL	Sample/-/-/-/-/-	12:00	12:00	7.5
3	11/12/2019	REG	Sample/-/-/-/-/-	8:00	15:30	7.5
3	11/13/2019	REG	Sample/-/-/-/-/-	8:00	15:30	7.5



# THE END

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