

KRONOS TRAINING

CT EMPLOYEE

AGENDA

Getting Started

- Swiping in with Bio-Metrics
- Understanding Kronos Navigator

Availability and Requests

- Review and Edit Time Cards
- Review Your Availability
- Request time off

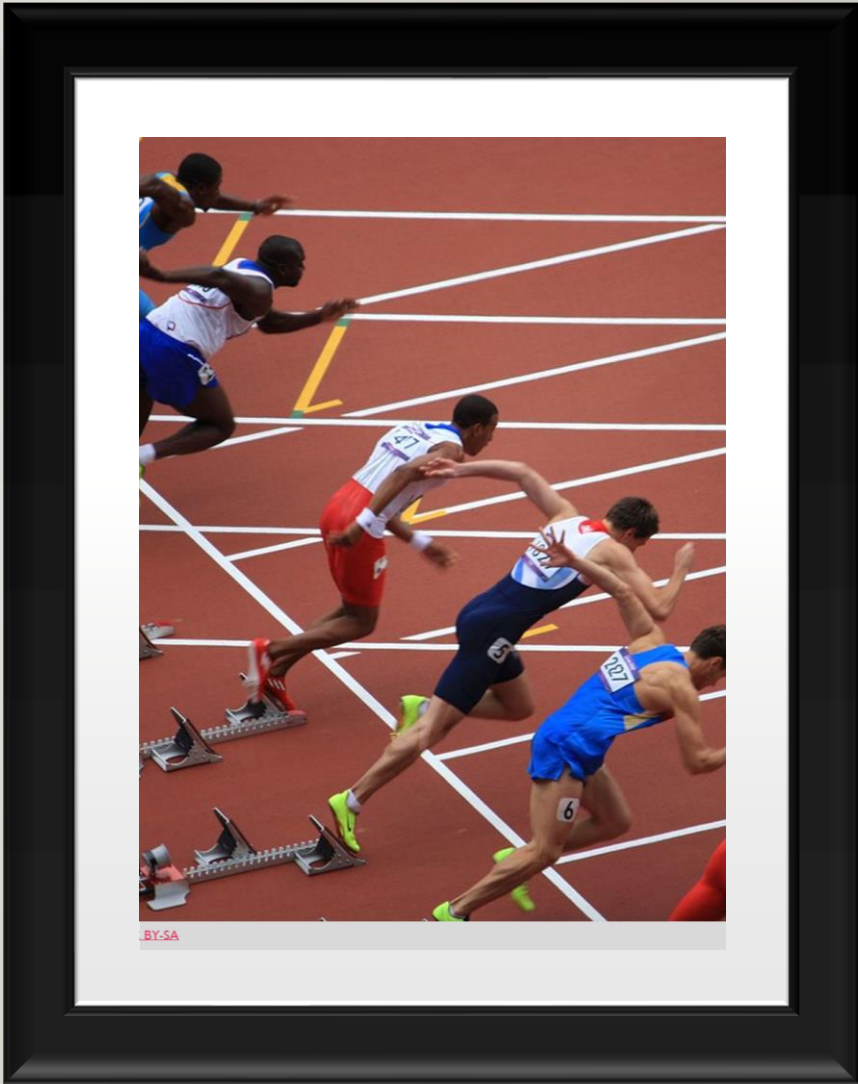
Widgets

- Using Widgets to complete tasks

Time Card Approval

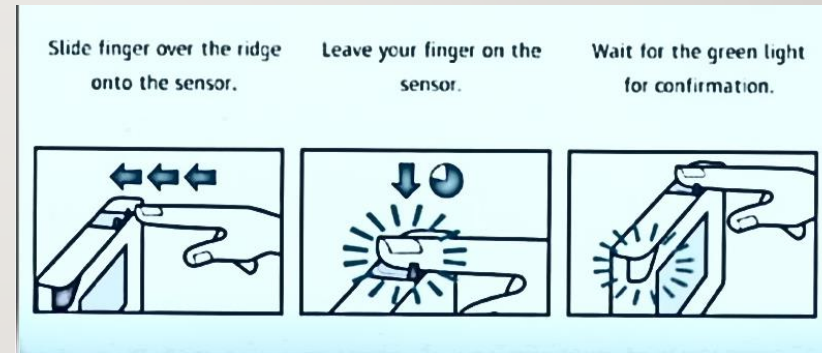
- Approving your time card for submission

GETTING STARTED



SECTION I: GETTING STARTED – BIOMETRIC SWIPING

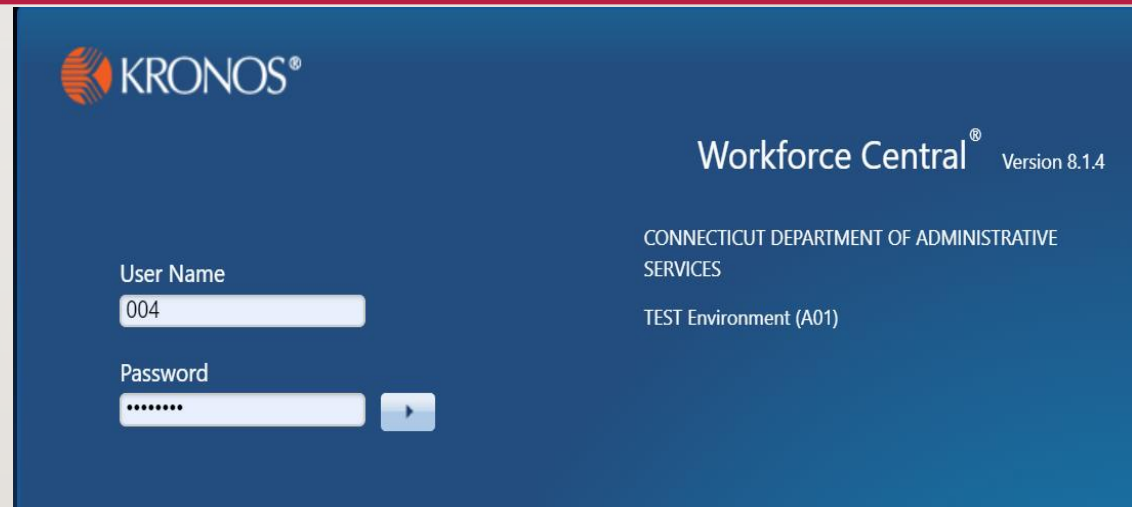
1. Your supervisor or local office champion should have already registered your biometrics. If you have not been registered speak with your supervisor.
2. When you arrive at work, swipe in at the terminal clock that is closest to your primary work location.
3. Make sure you use enough pressure for the clock to recognize your biometrics. You will hear a ping and see a green light once your punch has been accepted.



Note: Biometric registration is optional and available for your convenience

GETTING STARTED – SIGNING IN

- Now that you have successfully swiped let's log on to Kronos.
- Open a web browser and enter:
<https://ctgov.kronos.net/wfc/logon>
- Enter your username and password



KRONOS®

Workforce Central® Version 8.1.4

CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES

TEST Environment (A01)

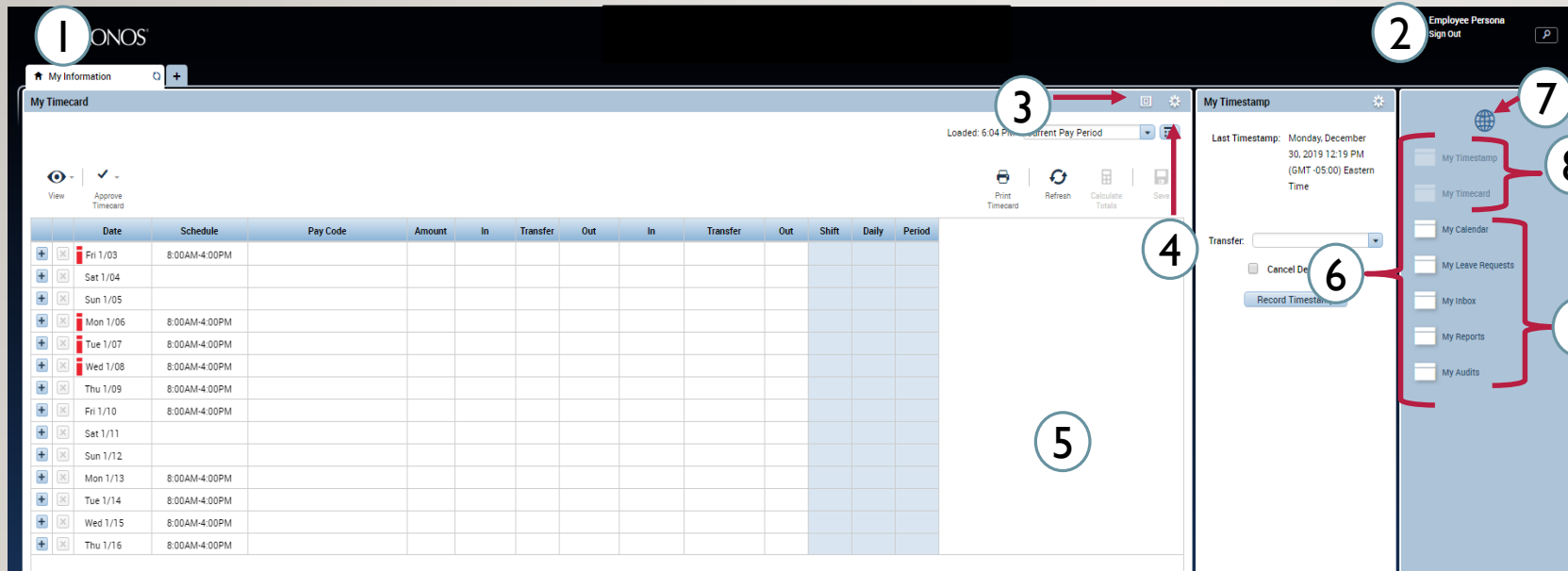
User Name
004

Password

Notes:

- If you're viewing this before the system has gone live only view the training in its entirety, after the system has gone live you will be able to sign in and view all the functionality firsthand.
- Single sign on is enabled when you on the State network using a state device and the log in is associated with your Windows account, and will utilize your State of Connecticut email and password to automatically log you into Kronos.
- This slide shows the procedure to sign in on approved when you are outside the State of Connecticut network. Please check with DCF leadership to ensure when it is appropriate to log in from a personal device.

GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR



1. Active Bar - Displays active workspaces; click title to bring a workspace into focus. (Home is the only one in this example).
2. Name/Sign Out - Identifies user and a link to log out.
3. Maximize/Restore Icon - Click to expand a primary widget to its maximum size. Click again when maximized to restore to the original size.
4. Gear Icon - Click for options to view & move the widget, Close or Pop-out.
5. Workspaces - Displays one or more widgets and the Related Items. The Home workspace is your default workspace at log in.
6. Widgets - A widget is a task oriented tool or view. The primary widget is the main widget in your workspace. There may also be one or more smaller sized secondary widgets.
7. Related Items – Includes additional widgets for common tasks.
8. Active Widgets – Widgets already active are grayed out in related items
9. Available Widgets – To open a widget, simply click it

SECTION I: GETTING STARTED – PUNCHING IN

When you sign in, you can use the My Timestamp widget and press the **Record Timestamp** button to punch in and out of your shift. **This method can be used instead of biometric if you wish.**

The screenshot displays the Kronos home screen with two main widgets. The 'My Timecard' widget on the left shows a table of dates and schedules. The 'My Timestamp' widget on the right has a 'Record Timestamp' button highlighted with a red box and a circled '1' next to it.

My Timecard

Loaded: 4:39 PM Current Pay Period

View Approve Timecard Print Timecard Refresh Calculate Totals Save

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In
+ x	Fri 6/19	8:00AM-3:00PM						
+ x	Sat 6/20							
+ x	Sun 6/21							
+ x	Mon 6/22	8:00AM-3:00PM						
+ x	Tue 6/23	8:00AM-3:00PM						
+ x	Wed 6/24	8:00AM-3:00PM						
+ x	Thu 6/25	8:00AM-3:00PM						
+ x	Fri 6/26	8:00AM-3:00PM						

My Timestamp

Last Timestamp:

1 Transfer: [dropdown]

Record Timestamp

My Timecard

On the Kronos home screen, click "Record Timestamp" to start your work period

REQUESTS & MY CALENDAR



SECTION 2: REQUESTS & MY CALENDAR

The screenshot displays the 'My Calendar' interface. At the top left, there is a navigation bar with a home icon, 'My Inform', and a search bar containing 'My Calendar'. Below this are icons for 'Day', 'Week', and 'Month' views. A 'Visibility Filter' icon is also present. To the right of the filter icons are three request-related icons: 'Request Time Off', 'Request Open Shift', and 'Request Shift Swap'. The main calendar area shows a weekly grid from Sunday 1/05 to Saturday 1/11. The time slots range from 5:00AM to 6:00PM. Blue blocks representing shifts are visible from 8:00AM to 4:00PM on Monday through Friday. Each block contains the text: '8:00AM-4:00PM [8.00 h] Regular /DCF/Solnit S/Admin/Admin/One/AdvancedNursePractitioner'. A 'Current Pay Period' dropdown menu is located in the top right corner.

Notes:

1. This view is found in the **My Calendar** widget in the Kronos Navigator
2. Availability relates more to Advanced Scheduler employees and will be covered in a separate E-learning

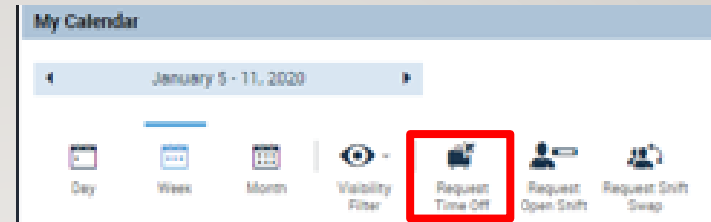
1. **Time View** – a way to view the calendar by day, week or month

2. **Filters** – Allow you to select what is displayed on the calendar.

3. **Requests** – Enable you to make requests for time off, to fill an open shift, or to request a shift swap with a coworker

4. **Time period** – Allows you to select different pay periods to either view your schedule or to make a request.

SECTION 2: REQUESTS



1. After clicking the **Request Time Off** button, the following window will populate
2. Here you can select the type of request, the duration of your request before clicking Submit
3. Use the Accruals section on the bottom to validate that you have the required accrual balance for your request

Request Time Off

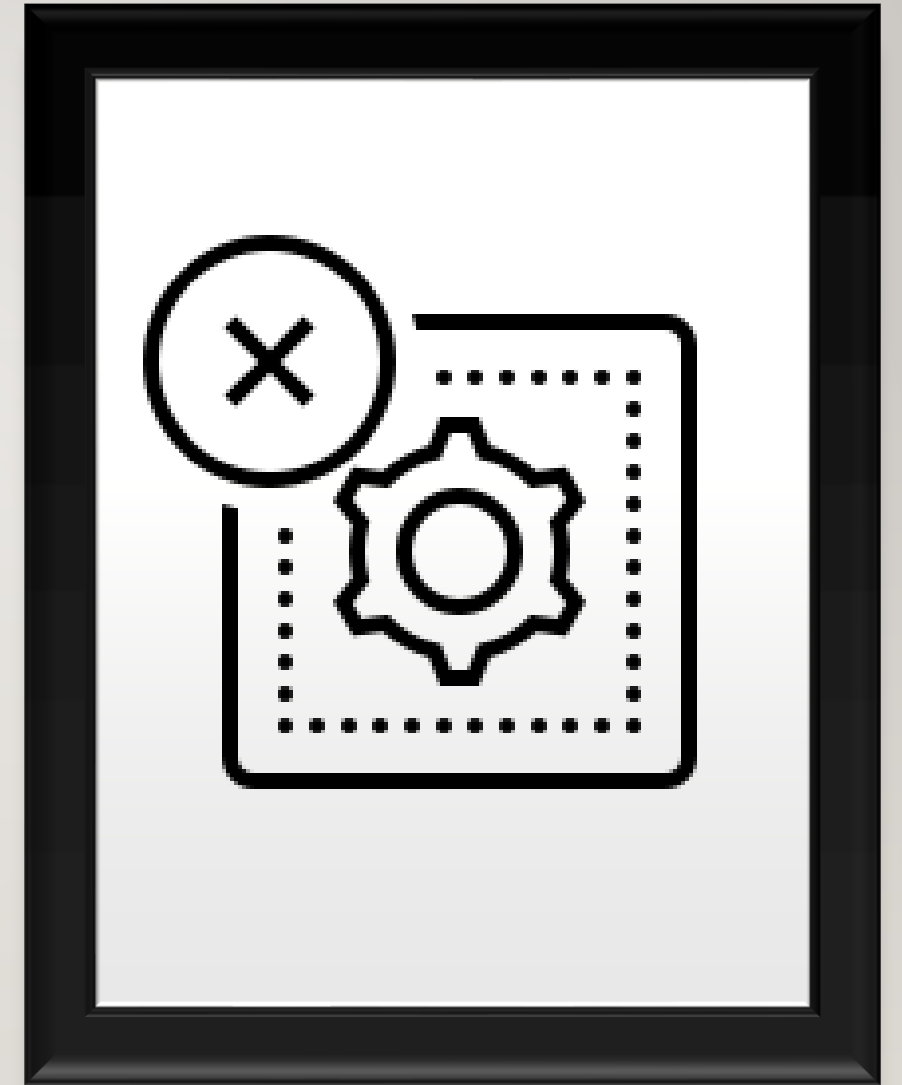
Type:

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>	<input type="checkbox"/>	7/13/2020	7/13/2020	Administrative L...	Hours		

Accruals on:

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

USING OTHER WIDGETS



SECTION 3: USING OTHER WIDGETS

The screenshot displays the Kronos Employee Persona interface. At the top, the Kronos logo is on the left, and 'Employee Persona Sign Out' is on the right. Below the header, there are two tabs: 'My Information' and 'My Calendar'. The main content area is divided into three sections:

- My Timecard:** Contains a 'View' button with an eye icon and an 'Approve Timecard' button with a checkmark icon. Below these is a table with columns for Date, Schedule, Pay Code, and Amount.
- My Timestamp:** Shows the 'Last Timestamp' as 'Wednesday, July 08, 2020 3:14 PM (GMT -05:00) Eastern Time'. It includes a 'Transfer:' dropdown menu and a 'Record Timestamp' button.
- Navigation Panel:** A vertical sidebar on the right containing icons and labels for 'My Timestamp', 'My Timecard', 'My Calendar', 'My Leave Requests', 'My Inbox', 'My Reports', and 'My Audits'. The 'My Leave Requests', 'My Reports', and 'My Audits' items are highlighted with colored boxes (red, yellow, and blue respectively).

Now lets looks at the other remaining widgets. We will highlight each widget separately in the next few slides

1. My Leave Requests – Allows you to submit short and long term leave requests
2. My Inbox – Displays messages regarding requests and time cards
3. My Reports – Allows you to run reports such as accrual balances
4. My Audits – Allows you to review your historical data such as punch information

SECTION 3 – MY LEAVE REQUESTS

- My leave requests shows you the status of any leave case submitted, shows you taken leave on the calendar and allows you to request leave changes.
- You can also **request a new leave case**, here you would enter some of the basic information such as the type and the duration and then submit it to HR for review.

MY LEAVE REQUESTS Person & Id Persona, Employee (0)

Refresh Day Detail Legend

Time Period: Current Pay Period 7/03/2020 – 7/16/2020 Apply

View Width: Week Month Multiple Months

	Fri	Sat	Sun	Mon	Tue
Jul	3	4	5	6	7
	10	11	12	13	14

Requests

- View My Leave Cases
- Request New Leave Case
- Cancel Leave Case
- Request Additional Leave Time
- Cancel Request for Additional Leave Time

REQUEST NEW LEAVE CASE

* Leave Category: Personal Medical Leave

* Leave Reason: Bone Marrow Donor

Leave Frequency: Continuous

* Leave Start Date: []

Leave End Date: []

Leave Hours: Same hours each day

* Approximate Daily Leave Hours: []

Temporary Mailing Address: []

* Describe Details of your Request: []

Save Cancel

SECTION 3 – MY INBOX

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

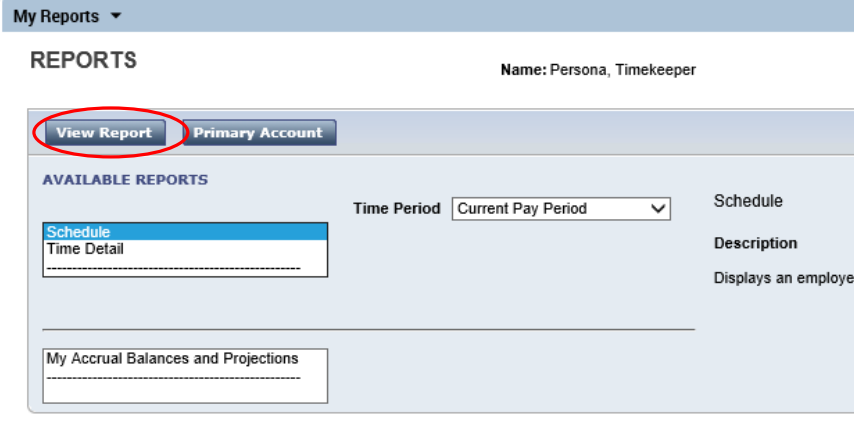
The screenshot displays the 'My Inbox' widget interface. At the top, it is titled 'INBOX' and shows 'Last Refreshed: 1:35 PM'. Below this, there are two tabs: 'TASKS' (highlighted in orange) and 'MESSAGES'. Under the 'TASKS' tab, there are three buttons: 'Edit' with a right-pointing arrow, 'Reassign' 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. At the bottom, there is a table with two columns: 'From' and 'Subject'. The table contains one row with a light green background, showing 'Persona, Timekeeper' in the 'From' column and 'Manager Delegation, Request Form' in the 'Subject' column.

From	Subject
Persona, Timekeeper	Manager Delegation, Request Form

SECTION 3 – MY REPORTS

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

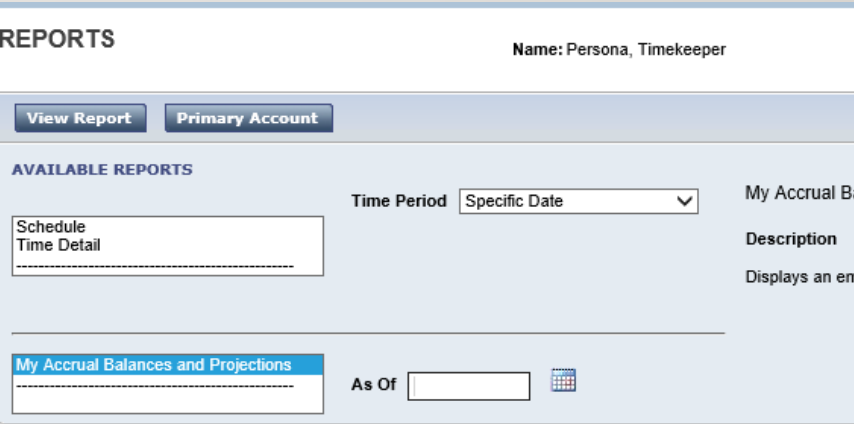
View Report Primary Account

AVAILABLE REPORTS

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

My Accrual Balances and Projections

2




My Reports ▾

REPORTS Name: Persona, Timekeeper

View Report Primary Account

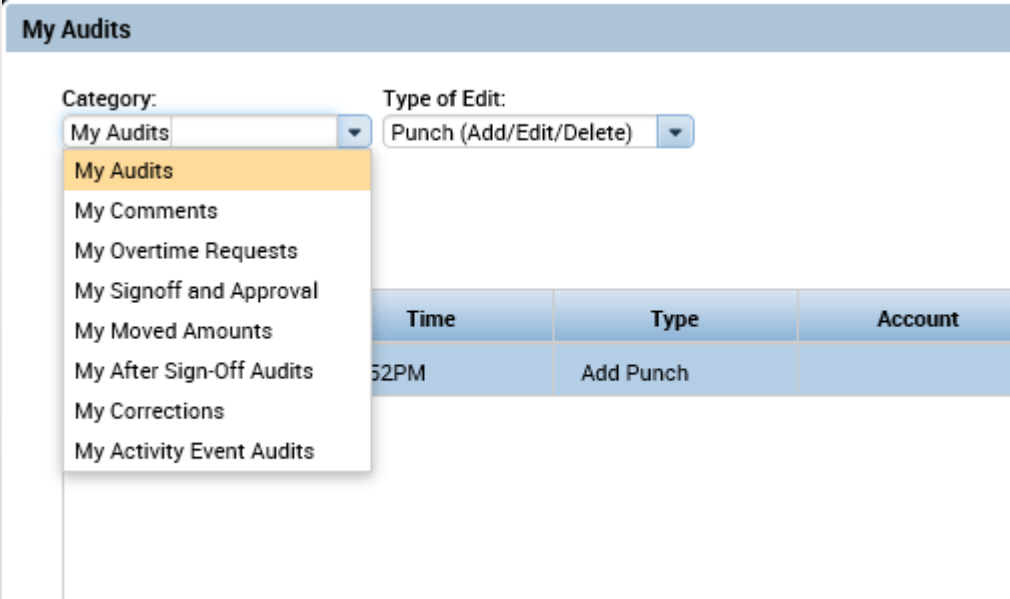
AVAILABLE REPORTS

	Time Period	
Schedule	Specific Date	My Accrual Ba
Time Detail		Description Displays an em

My Accrual Balances and Projections As Of 

SECTION 3 – MY AUDITS

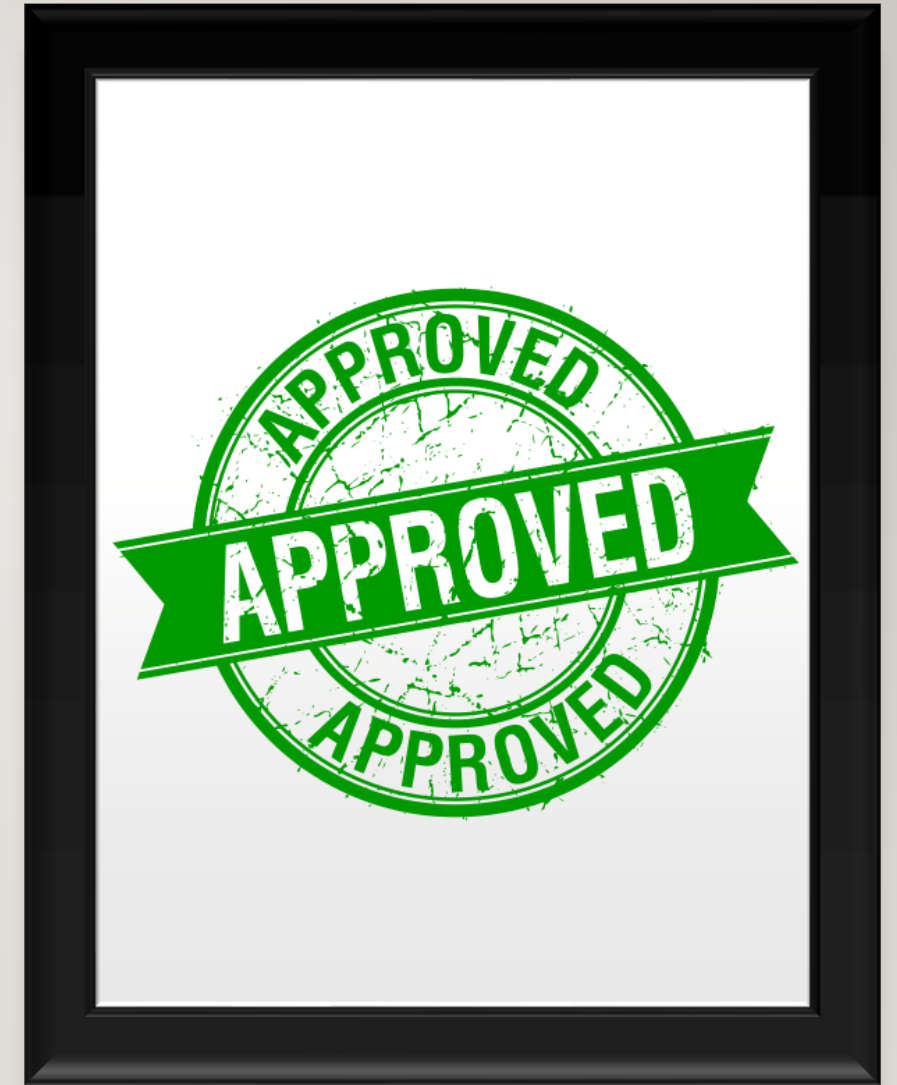
Through the My Audits widget you can view different reports and record of various actions such as punching in as shown on the right, or all the categories listed on the drop down



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 open, showing a list of options: '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	

APPROVING YOUR TIMECARD



SECTION 4: APPROVING YOUR TIMECARD

Employee Persona
Sign Out

My Information

My Timecard

Loaded: 6:04 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	Fri 1/03	8:00AM-4:00PM											
+	Sat 1/04												
+	Sun 1/05												
+	Mon 1/06	8:00AM-4:00PM											
+	Tue 1/07	8:00AM-4:00PM											
+	Wed 1/08	8:00AM-4:00PM											
+	Thu 1/09	8:00AM-4:00PM											
+	Fri 1/10	8:00AM-4:00PM											
+	Sat 1/11												
+	Sun 1/12												
+	Mon 1/13	8:00AM-4:00PM											
+	Tue 1/14	8:00AM-4:00PM											
+	Wed 1/15	8:00AM-4:00PM											
+	Thu 1/16	8:00AM-4:00PM											

My Timestamp

Last Timestamp: Monday, December 30, 2019 12:19 PM (GMT-05:00) Eastern Time

Transfer:

Cancel Deductions

Record Timestamp

My Timestamp

My Timecard

My Calendar

My Leave Requests

My Inbox

My Reports

My Audits

In order to properly submit your timecard you must:


- Check the accuracy of time entered and the pay codes used
- If there are any exceptions present communicate pertinent information to your manager/supervisor
- Approve on time by selecting the approve timecard button and selecting approve timecard from the drop down menu. Once approved the time card will turn yellow as shown.
















SECTION 4: APPROVING YOUR TIMECARD


- After you approve the timecard, you will see a timestamp with the approval information, and the data will become uneditable
- You have the option to unapproved your timecard in order to make corrections, but this would need to be done before supervisor approval and payroll sign off

Information Timecard Approved by 002 7/13/2020 9:09PM

Persona, Employee 1 of 1 003

 View  Approve Timecard

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
		Fri 7/03		Independence Day	8.0			
			8:00AM-4:30PM			8:00AM		4:30PM
		Sat 7/04						
		Sun 7/05						
		Mon 7/06	8:00AM-4:30PM			8:00AM		4:30PM
		Tue 7/07	8:00AM-4:30PM			8:00AM		4:30PM
		Wed 7/08	8:00AM-4:30PM			8:00AM		4:30PM
		Thu 7/09	8:00AM-4:30PM			8:00AM		4:30PM
		Fri 7/10	8:00AM-4:30PM			8:00AM		4:30PM

 Approve Timecard

Approve Timecard

Remove Timecard Approval

CLOSING

- Explore the software
- Refer to the available job aids
- Don't be afraid to ask for help
- You got this!
- Thank you