

Kronos Exercise Guides

❖ HR Leave

ATTEMPT THESE EXERCISES ON YOUR OWN, USE THE SOLUTIONS AS A WAY TO CHECK YOUR PROGRESSION





HR Leave Exercises

Agenda

- Leave
- Finding your team
- Timecards
- Payroll
- Scheduling

Introduction

THIS GUIDE WILL WALK YOU THROUGH SPECIFIC EXAMPLES OF THE MATERIAL IN THE INSTRUCTOR LED TRAININGS. IN ORDER TO GET THE BEST OF OUT OF THIS GUIDE SELECT AN EMPLOYEE TO WORK WITH AND USE THEM THROUGHOUT.



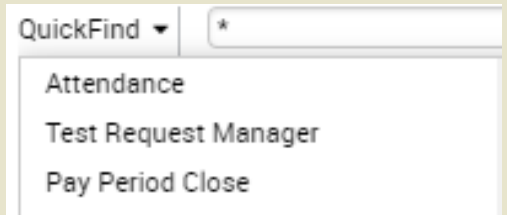
Finding Your Team– Exercise 1 Hyperfind

Purpose

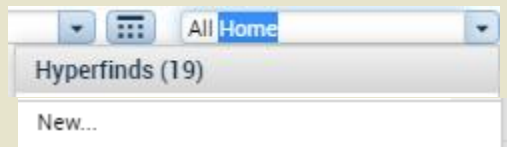
This exercise describes the steps to create a hyperfind on location to prepare for pay period close.

Procedure

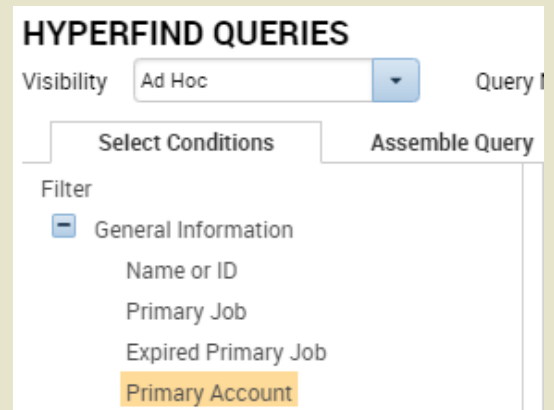
From the manage my department view, select the pay period close genie.



Select the Hyperfind drop down, and click **New**.



In the hyperfind view select Primary Account from the list of drop downs.



Here we will select **Location** from the list of labor levels. You will also select include to make sure you only view the location you want.

Include Exclude people who meet this condition

Summary Agency-Dept... Location Combo Code Override Rea... Employee ID... Supervisor Job



Finding Your Team – Exercise 1 Hyperfinds

Procedure

Use the search bar and the wild card character to find the location you want to view, here I used “Bridge*” to find Bridgeport administration, use the top arrow to select.

After selecting your search click ‘Add’, if you want to add more conditions repeat the above steps and click Update.

Set the visibility to Public and enter a Query name, click Save.

 You have successfully completed the steps to create a hyperfind.



Timecards – Exercise 2 Resolve Exceptions

Purpose

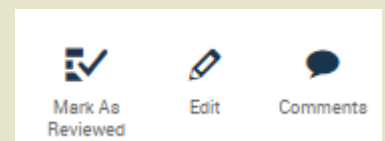
This exercise describes the steps to resolve late punch exceptions and new shift overrides for an employee working back to back regular shifts.

Procedure

Navigate to the employee timecard and input the following punches, 7:00am-3:00pm and 3:01pm – 11:00pm on a single day. Click **Save**.

Mon 6/01	7:00AM-3:00PM		7:30AM	3:00PM	3:01...	11:00PM
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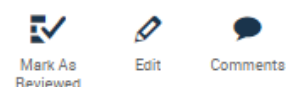
Note the exceptions flagged in red , in order to resolve the late in punch right click and **Mark as Reviewed**. Also right click and add a comment explaining your review.



Now to distinguish the first shift from the second, right click on the 3:01 pm punch, and select edit.

Punch Actions

Date:	6/01/2020
Time:	3:01PM
Rounded Time:	6/01/2020 3:01PM
Override:	In Punch
Time Zone:	(GMT -05:00) East
Exceptions:	Short Break
Edit Made By:	Nocera, Stephen





Timecards– Exercise 2 Resolve Exceptions

Procedure

On the edit punch window select the Override drop down, and select **New Shift**.

Punch

Date: 6/01/2020

Time (h:mm) * 3:01PM

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

Override: **New Shift**

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

Cancel Deduction:

Exceptions: Short Break

The result will be the following, now we check the daily accruals tab at the bottom to verify they are both paying Reg.

Mon 6/01		7:00AM-3:00PM			7:30AM	3:00PM
					3:01PM	11:00PM

As shown, the second shift is shown as OT, so we need to add it to the schedule for it to pay regular.

Totals Accruals Audits Historical Correc

Daily Pay Code

Pay Code	Amount
Regular	7:00
Unapproved Overt...	7:30

Use the Go To to navigate to **Schedule Planner**

Refresh Calculate Totals Save Go To

1 Selected

Current Pay Period

Go to widget

Schedule Planner



Timecards– Exercise 2 Resolve Exceptions

Procedure

Select the day where the totals did not add up and add the second shift as scheduled time

Mon 6/01
7:00AM - 3:00PM
3:00PM - 11:00PM

Now go back to the Timecard and refresh. You will see the results below and they can be validated using the Totals tab at the bottom of the page

Mon 6/01	7:00AM-3:00PM			7:00AM		3:00PM
	3:00PM-11:00PM			3:01PM		11:00PM

Totals	Accruals	Audits	Historical Correc
Daily			Pay Code
Pay Code	Amount		
Regular	15:00		

✔ You have successfully completed the steps to resolving exceptions on timesheets.



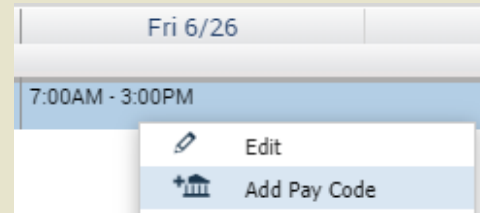
Timecards – Exercise 3 Edit/View pay codes

Purpose

This exercise describes the steps to edit/view existing pay codes in both scheduling and timecard.

Procedure

Right click on a day in Schedule Planner and select **Add Pay Code**.



Select On Call from the Pay Code drop down and select full scheduled day. Click **Apply**.

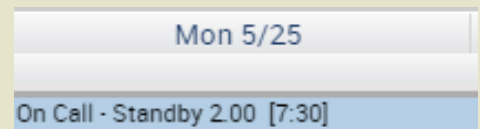
Assigned to
Lopez, Steven

Effective Date:* 6/26/2020

Pay Code:* On Call - Standby 1.00

Amount (HH:mm):* Full sched day

In order to make a change to a pay code in schedules, navigate to the **Schedule Planner** in the Manage my Department window.



Right click on the selected pay code and click **Edit**.

Edit Pay Code On Call - Standby 2.00

Assigned to
Lopez, Steven

Effective Date:* 5/25/2020

Pay Code:* On Call - Standby 2.00

Amount (HH:mm):* 7:30

Override Accrual Days:

Override Shift

Whole Shift Partial Shift

Start Time:* 7:00AM

Repeat for: 1 days

Transfer Job:

Transfer Labor Level:



Procedure

Make any edits you need to make and select Apply.

This will be the view in the timecard.

On Call - Standby 2.00	7:30	7:00AM
------------------------	------	--------

Select the pay code that you want to edit then select the cell and edit the duration, the in punch, and the selected pay code itself

Fri 5/29		Governor Granted Time...	3:00	
	7:00AM-3:00PM			

Once you make your changes make sure you save. Pay code entries that are black were entered through the timecard and can be directly entered on the time card

 *You have successfully completed the steps to edit pay codes.*



Timecards – Exercise 4

Edits in my timecard

Purpose

This exercise describes how to add comments in timecards, cancel meal deductions, and approve unapproved OT.

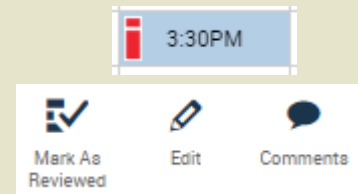
Procedure

Enter the following punches on an unscheduled day. 3:30pm – 11:00PM.

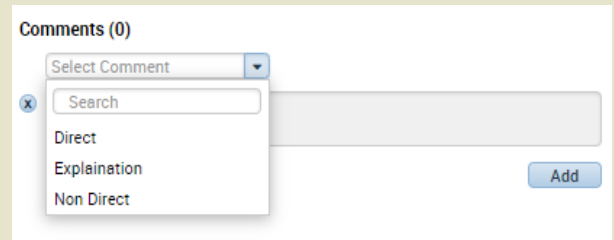
Click **Save**.

Sun 6/28			3:30PM		11:00PM
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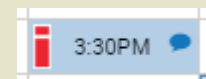
In order to add a comment to explain an exception or a change right click on the desired cell and select **Comments**.



Here you will have the option to choose the type of comment and then type in whatever you want to add.

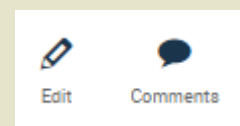


Cells with comments will have a blue bubble appear on the right



In order to cancel any automatic deduction, right click on either the In or Out punch, and select

Edit





Procedure

Scroll through the Cancel Deduction drop down and find the correct deduction, in this case 'Lunch Deduct 30 Min'. Click Save and the meal deduction will be removed from the shift

Punch

Date: 5/29/2020

Time (h:mma) *

Rounded Time: 5/29/2020 7:00AM GMT-04:00


Override: ▼


Time Zone: ▼


Cancel Deduction: ▼

In order to approve OT, right click on the red stopwatch next to the day, and select

Mon 5/25

Tue 5/26 

 Approve Overtime

 Edit



Procedure

Select whether you want to approve all the overtime or any defined amount. Once you have made all of your selections select 'OK' and the overtime will be approved

Approve Overtime

Overtime Date * 5/26/2020

Unapproved Overtime Amount (HH:mm) * 7:30

Amount *

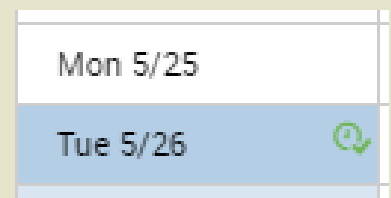
- All
- All Before Shift
- All After Shift
- None
- Some (HH:mm)
- Time Window

Show Schedule

	From	Amount
Before Shift	12:00AM	0:00
After Shift	12:00AM	0:00

Comments (0) [Add Comment](#)

To check that the approval has gone through Save and look at the stopwatch next to the day, it should have turned green



You have successfully completed the steps to performing edits in the timecard.



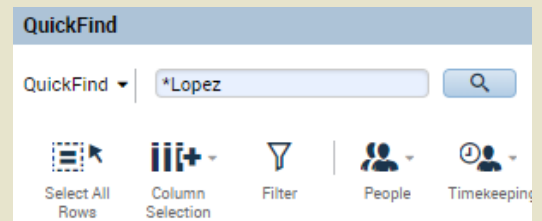
Timecards – Exercise 5 Punch edits in genies

Purpose

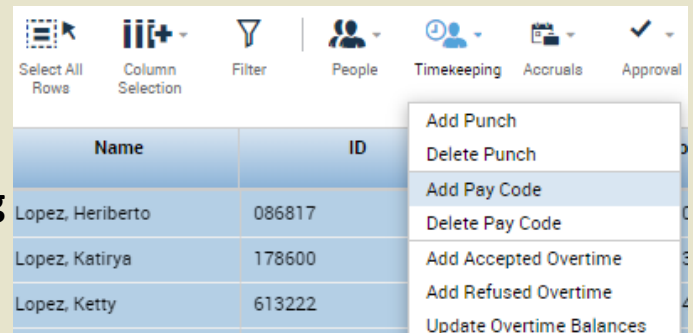
This exercise describes the steps to add a punch on a group of timecards using genies.

Procedure

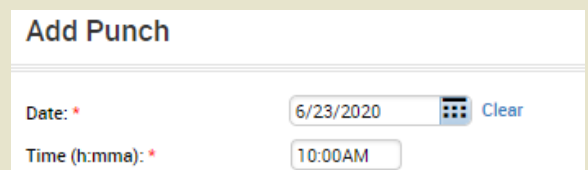
Start using the QuickFind, and narrow down a list of employees or search '*' to return all



Select the employees you want to modify using **CTRL** or by highlighting then click **Timekeeping** and select **Add Punch**.



In this scenario the employees punched in late due to a delayed entry, so we would add a punch of 10 AM for the employees who would normally enter at 8 AM. Select **Save**.



✓ *You have successfully completed the steps to add a punch on a group of timecards*



Timecards – Exercise 6 Pay code edits in genie

Purpose

This exercise describes the steps to enter a pay code (LWGOV) for a group of employees using a genie

Procedure

Start using the QuickFind, and narrow down a list of employees

QuickFind

QuickFind ▾ *Lopez 🔍

Select All Rows Column Selection Filter People Timekeeping

Select the employees you want to modify by using **CTRL** or highlighting, then click **Timekeeping** and select **Add Pay Code**

Select All Rows Column Selection Filter People Timekeeping Accruals Approval

Name	ID
Lopez, Heriberto	086817
Lopez, Katirya	178600
Lopez, Ketty	613222

- Add Punch
- Delete Punch
- Add Pay Code
- Delete Pay Code
- Add Accepted Overtime
- Add Refused Overtime
- Update Overtime Balances

In this case fill in the Governor Granted Time Off pay code, set the duration and the start time and it will be applied to all the selected employees

Add Pay Code

Pay Code: Governor Granted Time ...

Amount(HH:mm):* 3:00

Override Accrual Days

Effective Date:* 5/26/2020 Clear

Start Time: 8:00AM

Transfer:

Stop pay from schedule

Comments (0) Add Comment

Cancel Apply

✓ You have successfully completed the steps to edit a pay code in a genie.



Timecards – Exercise 7 Timecard Transfers

Purpose

This exercise will show you how to perform a work rule transfer through the timecard.

Procedure

Starting from the employee Timecard, enter the In and Out punches on the day you want to use the work rule transfer.

7:00AM		3:00PM

Select search, there you will be presented with the same methods to perform a transfer as in scheduling. Complete all fields and click **Save**.

Transfer

Name	Lopez, Steven		
Job			
Labor Account			
Work Rule			

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"/>		

You have successfully completed the steps to insert a transfer.



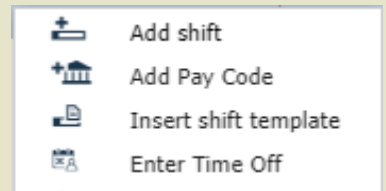
Timecards – Exercise 8 Labor Account Transfer

Purpose

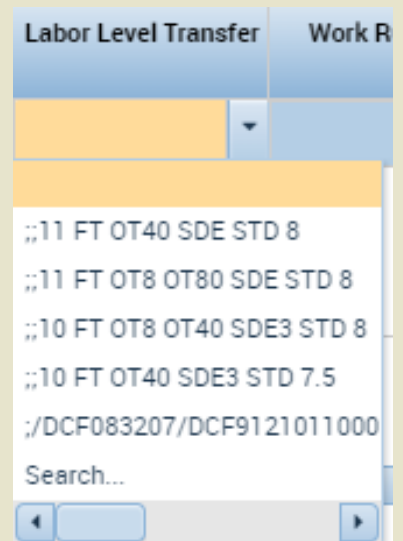
This exercise describes the steps to create a request a labor account transfer for an employee working a secondary job.

Procedure

Starting from either the Timecard or the **My Schedule** view, right Click on the day where you would like to add a shift and select **Add a Shift** from the drop down



Under the **Labor Level Transfer** column, select the drop down and click search.



Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfe
5/14/2020	Regular	3:00pm	5:00pm	5/14/2020	2:00		



Procedure


Fill in every section that is changing. Since you are working a secondary job, every labor level needs to be filled in with the appropriate values.

Name	Lopez, Steven		
Job			
Labor Account	DCF-DCF91000/DCF015001/DCF9111111000100100000001/OCDCF/ 019866-1-DCF/000135/123		
Work Rule			

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

Add Labor Account Clear All

Agency-Dept-...	<input type="text" value="DCF-DCF91000 - DCF-Dep..."/>	<input checked="" type="checkbox"/>	Employee ID-E...	<input type="text" value="019866-1-DCF - Marjorie ..."/>	<input checked="" type="checkbox"/>
Location:	<input type="text" value="DCF015001 - Bridgeport ..."/>	<input checked="" type="checkbox"/>	Supervisor:	<input type="text" value="000135 - Emily Jadach"/>	<input checked="" type="checkbox"/>
Combo Code:	<input type="text" value="DCF91111110001001000..."/>	<input checked="" type="checkbox"/>	Job:	<input type="text" value="123 - 123"/>	<input checked="" type="checkbox"/>
Override Reas...	<input type="text" value="OCDCF - On Call DCF Sta..."/>	<input checked="" type="checkbox"/>			

 *You have successfully completed the steps to perform a labor account transfer..*



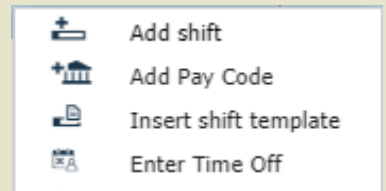
Timecards – Exercise 9 Work Rule Transfer

Purpose

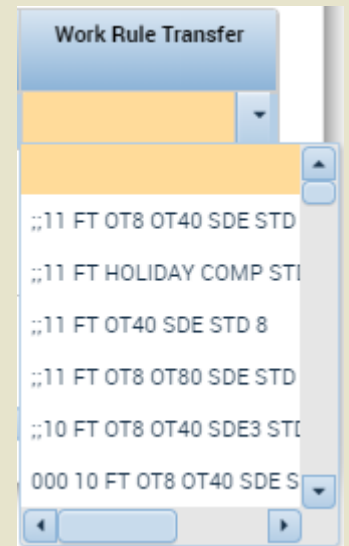
This exercise describes the steps to create a work rule transfer for an employee working mandated overtime.

Procedure

Starting from the Timecard or the **My Schedule** view, right Click on the day where you would like to add a shift and select **Add a Shift** from the drop down



Under the **Work Rule Transfer** column, select the drop down and click **Search**. This will take you to a list of all available work rules.



Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer
5/14/2020	Regular	3:00pm	5:00pm	5/14/2020	2:00		



Procedure

Hover over the employee's name in order to see the employee's pay rule.

Lopez, Steven 75:00 Full... ..

Lopez, Steven
Schedule Hours: 75:00
Pay Rule: 02 FT NSD STD 8
Worker Type: Full Time
Location:
Job:
Seniority Date For Shift:
VOT Date:
MOT Date:
Skill:
Certification Name:
Phone Number:

Match the employee's BU, scheduled hours, and shift differential eligibility to select the correct Mandated OT rule.

Work Rule Transfer

40 SDE STD 8
7.5 NSD 45L STD 7.5
7.5 NSD 60L STD 7.5
7.5 NSD STD 7.5
7.5 NSD STD 7.5 MandOT
7 NSD 45L STD 7
7 NSD 60L STD 7

✓ You have successfully completed the steps to insert a work rule transfer.



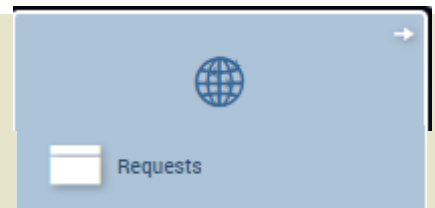
Time Off – Exercise 10 Requests

Purpose

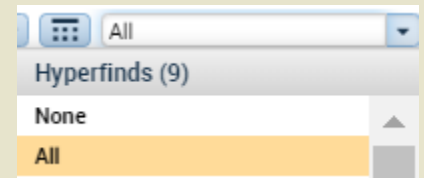
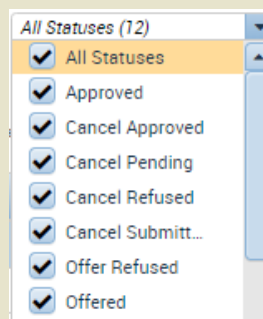
This exercise describes the steps to view and accept a request.

Procedure

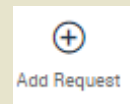
Select **Requests** from the related items menu under Manage my Department.



Use the Status dropdown to filter the type of leave requests you see. Also make sure the hyperfind is set to the group of employees you want to see,, in this case All.



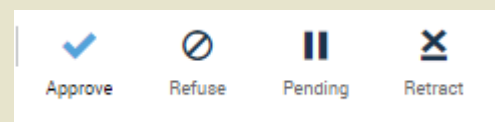
Select the **Add Request** button, then specify the employee and the date, then specify a Vacation code of 8 hours. Select **Apply**.



Employee: Type:

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="button" value="+"/> <input type="button" value="x"/>	7/10/2020	7/10/2020	Vacation	Hours	8:00AM	8:00

Select a leave case and then select the Approve action.





Procedure

Check the requested pay code, scroll through the accruals and validate whether they have the requested amount, they do so we will click Approve.



		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>	<input type="checkbox"/>	6/17/2020	6/17/2020	Vacation	Hours	8:00AM	2.0
Accrual				Balance			
SVR - Sick				0.0 Hour			
SVR - Vacation				0.0 Hour			
Vacation				200.75 Hour			

Note: You can also add notes to any actions you take on a request by scrolling to the bottom

Comments (1) [Add Comment](#)

Explanation

Type a note (optional)

You have successfully completed the steps to approve a request.



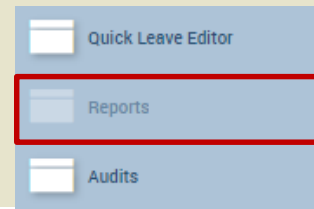
Time Off – Exercise 11 Running a report

Purpose

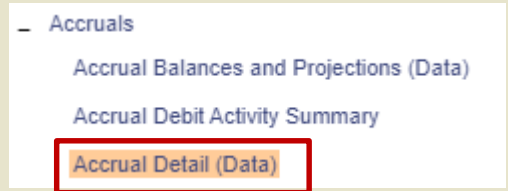
This exercise describes the steps to run the accrual detail report.

Procedure

Under the Manage my Department section, select Reports from the Related Items menu.



Select the Accrual Detail report from the dropdown list of reports.



Select the employees you want to view, the time period, and the output format to be Excel. Then select Run Report.

Description	This report produces raw, unformatted employee. For example, you can see w
People	All Home <input type="button" value="v"/>
Time Period	Current Pay Period <input type="button" value="v"/>
Output Format	Microsoft Excel Document(.xls) <input type="button" value="v"/>

After running the report switch to the check report status tab.

SELECT REPORTS		CHECK REPORT STATUS
<input type="button" value="View Report"/>	<input type="button" value="Refresh Status"/>	<input type="button" value="Delete"/>
Name	<input type="text"/>	<input type="button" value="Search"/>



Time Off – Exercise 11 Running a report

Procedure

Refresh status, when the status is Complete, click on View Report.

Status
Complete

[View Report](#)

The report will download and opening it will show you the balance in each accrual bucket.

Accrual Summary

Data Up to Date: 6/15/2020 4:54:49 PM
 Executed on: 6/15/2020 4:54PM GMT-04:00
 Printed for: 002

Time Period: Current Pay Period
 Query: Previously Selected Employee(s)

Accrual Code	Starting Date (*Reset)	Starting Balance	Earnings and Credits	Takings and Debits	Ending Balance
Maldonado, Vanessa		481192			
Bone Marrow Donor (Hours)					
	Fri 6/5/2020	0.00	0.00	0.00	0.00
Comp Time (Hours)					
	Fri 6/5/2020	0.00	0.00	0.00	0.00
Comp Time Exited (Hours)					

You have successfully completed the steps to run a report.



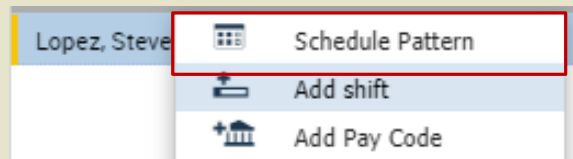
Schedules – Exercise 12 Create a schedule pattern

Purpose

This exercise describes the steps to create a schedule pattern in an employee's schedule.

Procedure

From my scheduling, right click the employee name and select **Schedule Pattern**.



Select the **Anchor Date** which is the beginning of the pay period, **Start Date**, **End Date**, and check the **Forever** box. Now enter a 7am – 3pm schedule M-F

Add Pattern

Anchor Date:* 5/08/2020 Start Date:* 5/08/2020 End Date:* Clear
 Forever

Define Pattern for:* 1 Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾ 7a-330p Find

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ X	1						7a-330p	
+ X	2		7a-330p	7a-330p	7a-330p	7a-330p		

Cancel Apply

Note: Patterns should start on Fridays to coincide with the beginning of the pay period

You have successfully completed the steps to insert a schedule pattern.



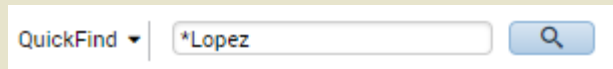
Leave – Exercise 13 Creating a Leave Case

Purpose

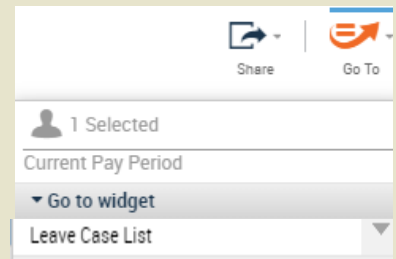
This exercise describes the steps to create sick family caregiver leave case in Kronos with two full scheduled days and a half day.

Procedure

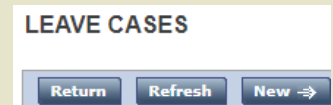
Use the QuickFind to search for the employee you want to find.



Select the employee, Click the **Go To** button and navigate to the **Leave Case List**



Select **New** from the list of leave case actions



Fill in the leave start, request, and effective date as June 15th. Select Caregiver leave from the category and Child for the reason. Make sure it is continuous then click Save & Next.



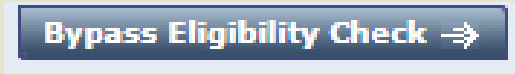
CASE SUMMARY

		Paid Leave	Unpaid Leave
* Leave Start Date		Total Committed Takings	0.0
6/15/2020		* Initial Leave Request Date	0.0
Leave End Date		6/15/2020	
Case Status	Open	Requested Daily Leave Hours	
* Leave Category	Caregiver Leave	Same each day/Variable	Same hours each day
Reason	Child	Effective Date	<None>
Leave Frequency	Continuous	* Effective Date	6/15/2020
* Leave Case Code	FCHILD	Effective Date	
Case Approval Status	Pending		



Procedure

Select **Bypass Eligibility Check** to select the paid and unpaid leave types



Use the **Pay code to TRC** table to verify which leave types to apply, here its just LV – Sick Family

Kronos Categori	Kronos Reas	Kronos Pay Codes	Core-CT TRC	Core-CT Descriptior
Caregiver Leave	Child	LV-Sick Family	SFAM	Sick Family

Back on the eligibility and leave types tab, select leave sick family from the list of paid leave types. Uncheck everything else.

Eligibility Requirements have been bypassed.

* Leave Balances as of

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	LV-Comp Used Combo	0.0	0.0
<input checked="" type="checkbox"/>	LV-Comp Used Federal	0.0	0.0
<input checked="" type="checkbox"/>	LV-Comp Used SEBAC	0.0	0.0

➔ Leave Rules



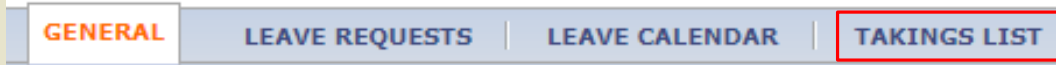
Select the **Leave Rules** tab and then choose the leave rule with the correct description and paid leave types. Click **Save**.

Rule Name /	Description	Paid Leave Types
<input checked="" type="radio"/> <None>		
<input type="radio"/> Caregiver No cascading	Caregiver for Spouse, Parent and Child	
<input type="radio"/> Caregiver Parent in Law No Cascading	Caregiver for Parent In Law State FMLA Only	
<input type="radio"/> Caregiver Parent in Law with paid cascading	Caregiver for Parent In Law State FMLA Only	LV-Comp, LV-Holiday Comp, LV-Personal, LV-Sick, LV-Unpaid, LV-Vacation
<input type="radio"/> Caregiver with paid cascading	Caregiver for Spouse, Parent and Child	LV-Comp, LV-Holiday Comp, LV-Personal, LV-Sick, LV-Unpaid, LV-Vacation

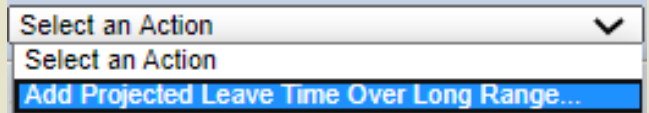


Procedure

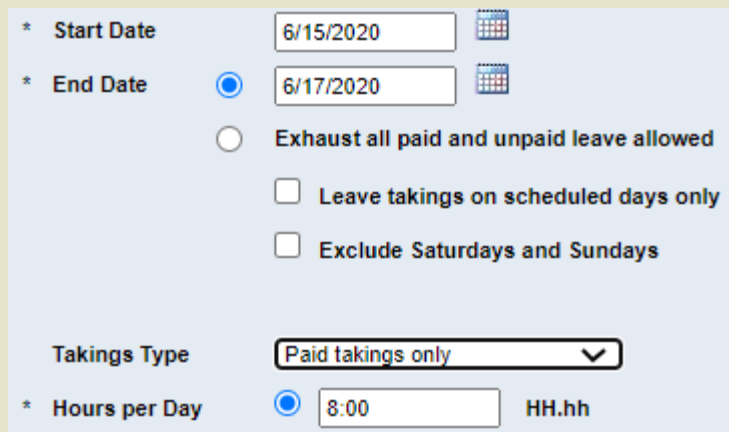
Navigate to the **Takings List** tab.



On the Takings List navigate to
Select an Action and **Add
Projected Leave Time**

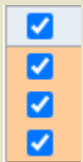


Select the range of
dates (06/15-06/17)
and select 8 hours per
day and the taking
type as Paid only.



Override Projected Leave Time/Takings...

Select the days you want to edit and
then **Override projected leave time
takings**. Manually edit the takings to
make sure the total hours on the half
day are 4.





Procedure

Select the days you want to save and select **Commit to Schedule/Timecard**.

<input checked="" type="checkbox"/>	Day
<input checked="" type="checkbox"/>	Mon
<input checked="" type="checkbox"/>	Tue
<input checked="" type="checkbox"/>	Wed

Commit to Schedule/Timecard...

Select the end date of your commit, the type of leave which is paid, and then commit to Timecard since the days are in the past.

* Commit End Date	6/17/2020	
Takings Type	Both paid and unpaid takings	
Destination	Timecard	
Transfer		
Save & Return →		

Navigate to the timecard and validate whether the leave case appears correctly. After validation you are done.

	Mon 6/15		LV-Sick Family	8.0
		7:00AM-3:00PM		
	Tue 6/16		LV-Sick Family	8.0
		7:00AM-3:00PM		
	Wed 6/17		LV-Sick Family	4.0