

KRONOS TRAINING

CT SUPERVISOR

AGENDA

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

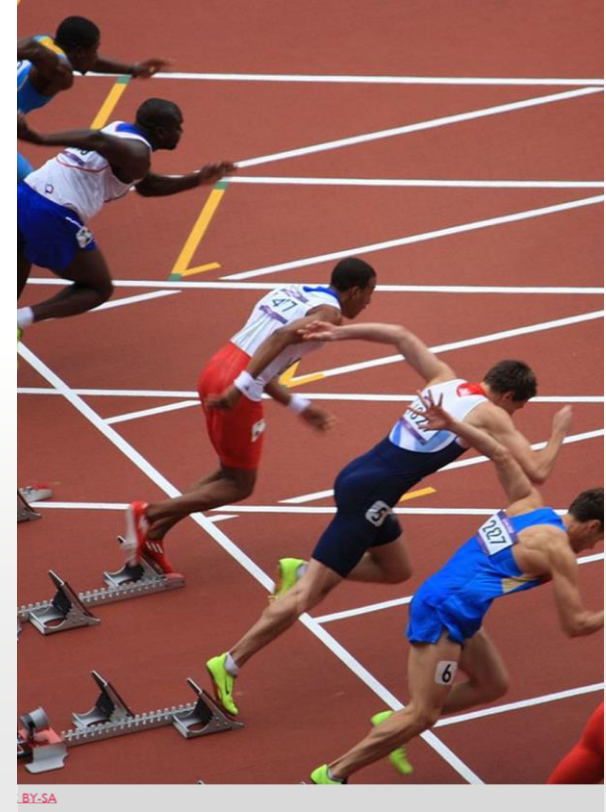
Schedules

- 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

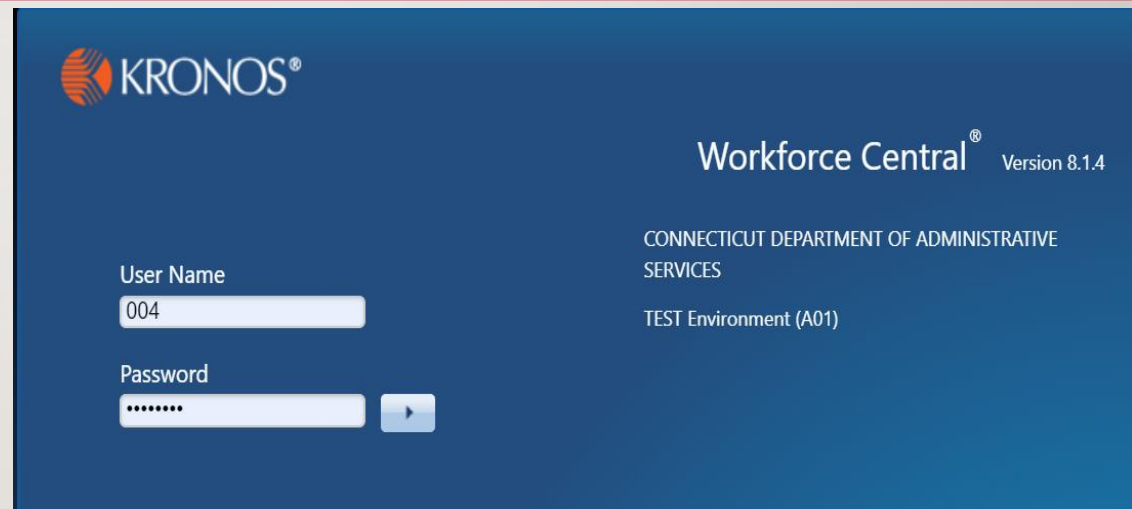
- Reviewing time off requests
- Time off reports

GETTING STARTED



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 user name 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

The screenshot shows the Kronos Navigator interface. At the top left is the Kronos logo. Below it is a navigation bar with 'My Information' and a '+' sign. A circled '2' highlights this '+' sign. Below the navigation bar is a 'My Timecard' header. To the right of the header is a 'Manage My Department Interfaces' dropdown menu. Below the header is a 'View' button (circled '1') and an 'Approve Timecard' button. To the right of these buttons are 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save' buttons. Below the buttons is a table with the following columns: 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.

	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. Employee timecard:
Can add your own punches, add specific pay codes, and also approve your timecard
2. Clicking the ' + ' sign will bring you a list of the different modules you can access, as a supervisor you can manage your department and export time reports

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' (selected) 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

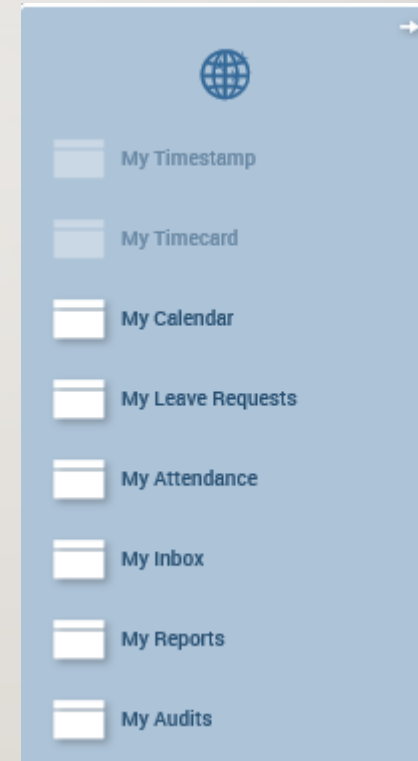
GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

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

The image displays two screenshots from the Kronos Navigator interface. The main screenshot on the left shows the 'My Timestamp' widget with a 'Last Timestamp' field (circled 2), a 'Transfer' dropdown menu, a 'Cancel Deductions' checkbox, and a 'Record Timestamp' button. A search icon (circled 4) is in the top right. A sidebar menu (circled 3) lists various widgets: My Timestamp, My Timecard, My Calendar, My Leave Requests, My Attendance, My Inbox, My Reports, and My Audits. The top navigation bar (circled 1) includes 'Timekeeper Persona', 'Sign Out', and a search icon. The inset screenshot on the right shows the 'Transfer' dialog box (circled 2) with tabs for 'Job Transfer', 'Labor Account', and 'Work Rule'. It contains fields for 'Agency-Dept...', 'Location', 'Combo Code', 'Override Reas...', 'Employee ID-E...', 'Supervisor', and 'Job', along with 'Cancel' and 'Apply' buttons.

GETTING STARTED – VIEWING YOUR INFORMATION

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



GETTING STARTED – VIEWING YOUR INFORMATION

Through the My Calendar widget you can view your calendar and see your daily schedule as well as make requests for time off

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 several icons for navigation: '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'. A red horizontal line is visible at the 1:00PM mark on Sunday.

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

The **My Attendance** widget will take you to the Attendance editor

Here you will see the balance of any occurrences as well as the incidents on record for all of your employees

You can make corrections or add events here as needed based on agency business processes

ATTENDANCE EDITOR Person & Id Bell, Morgan T 463595 1 of 11

SUMMARY INCIDENTS ACTION DETAILS AUDITS

Refresh

Last Process Start Date Not Available Processed Through Date Not Available

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

BALANCES

Balance Type	Starting Balance
Time	0.0
Occurrences	0.00
CT Occurrences	0.00

ACTION

Action	Action Date
NO ACTIONS FOUND.	

SUMMARY **INCIDENTS** ACTION DETAILS AUDITS

Refresh Add Event Edit Delete

Last Process Start Date Not Available Processed Through Date Not Available

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

	Day	Date	Event/Pattern/Action	Actual Amount
<input type="checkbox"/>	Wed	7/15/2020	LV-Sick	1.0

GETTING STARTED – VIEWING YOUR INFORMATION

- 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. The main content area is a table with two columns: 'From' and 'Subject'. The first row of data 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**

My Reports

REPORTS Name: Persona, Timekeeper

View Report Primary Account

AVAILABLE REPORTS

Schedule Time Detail

Time Period Current Pay Period

Schedule Description Displays an employe

My Accrual Balances and Projections

1

My Reports

REPORTS Name: Persona, Timekeeper

View Report Primary Account

AVAILABLE REPORTS

Schedule Time Detail

Time Period Specific Date

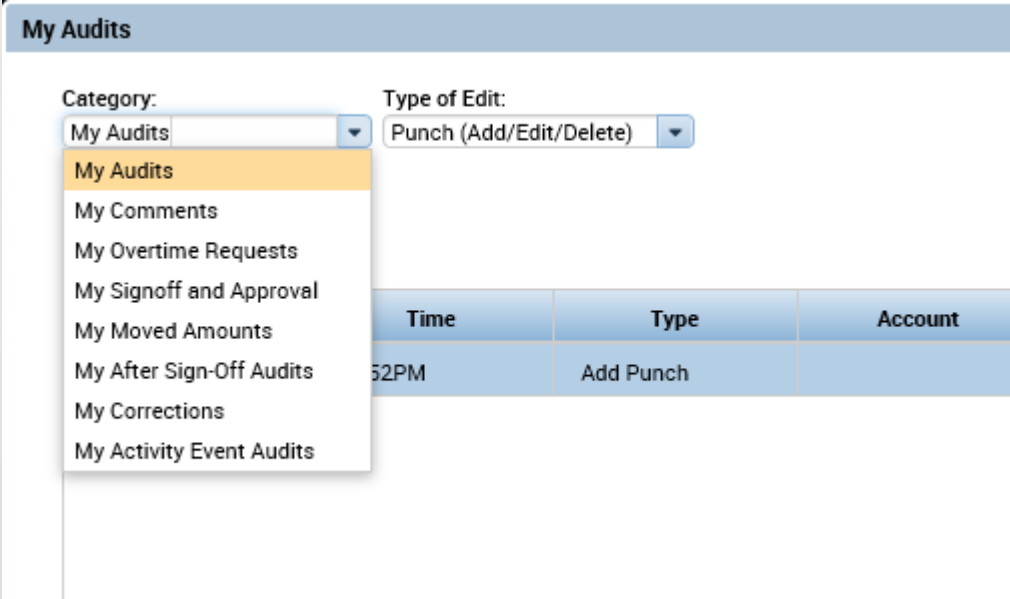
My Accrual Ba Description Displays an em

My Accrual Balances and Projections As Of []

2

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



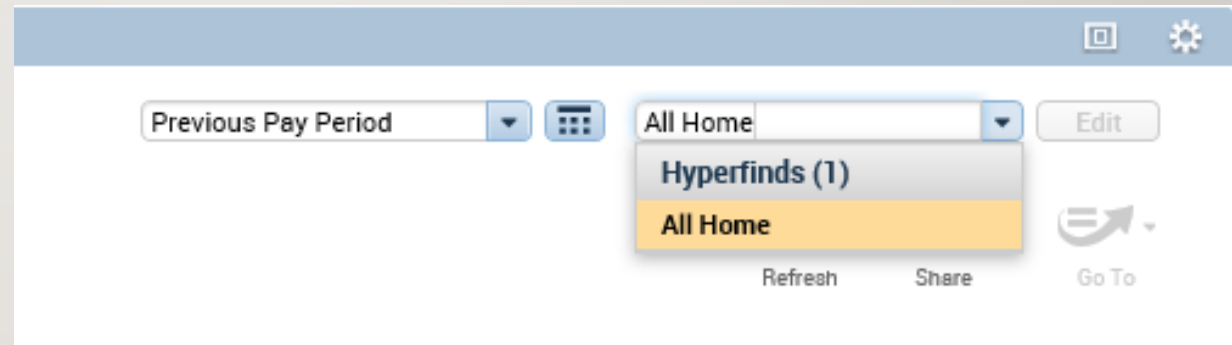
FINDING YOUR TEAM – SEARCHING FOR AN EMPLOYEE

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 shows the 'Manage My Department' interface. At the top, there are tabs for 'My Information' and 'Manage My Department'. Below the tabs is a header for 'Genies'. The main area contains a search bar with a 'QuickFind' dropdown, a search button, and a 'Go To' button. A red circle with the number '2' highlights the search bar area. Below the search bar are several icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. At the bottom, there is a table with columns for 'Name' and 'ID'.

FINDING YOUR TEAM – WORKING WITH HYPERFINDS

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 supervisor you will only have access to the All Home hyperfind.

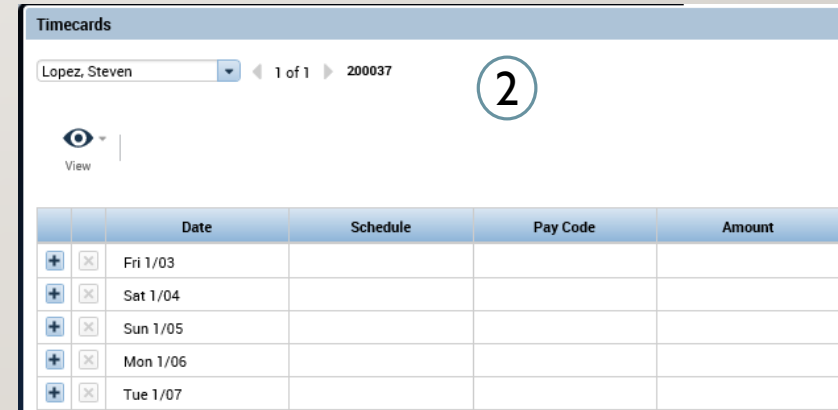
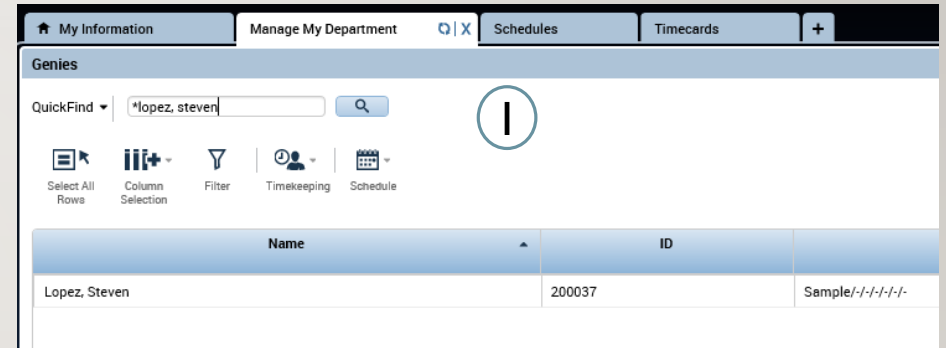


TIMECARDS



TIMECARDS – EDITING PUNCHES

1. Using the QuickFind Genie under Manage My Department search for the employee you want to see, then double click their name to open their timecard
2. Once in the timecard you can adjust the view change the timeframe and begin editing



TIMECARDS – EDITING PUNCHES

1. Once in the timecard, exceptions will be highlighted such as a missed in/out punch as shown on the right
2. Select the desired cell and enter the corrected time
3. Hover over any exception to get more details

Timecards

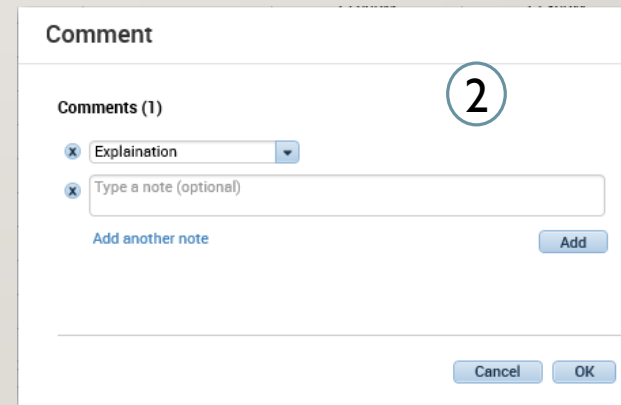
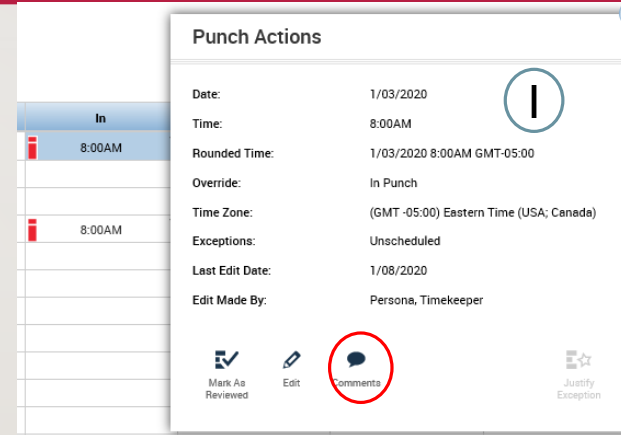
Lopez, Steven 1 of 1 200037

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



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

		Tue 1/07		Governor Granted Ti...	2.0

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 *Lopez, steven

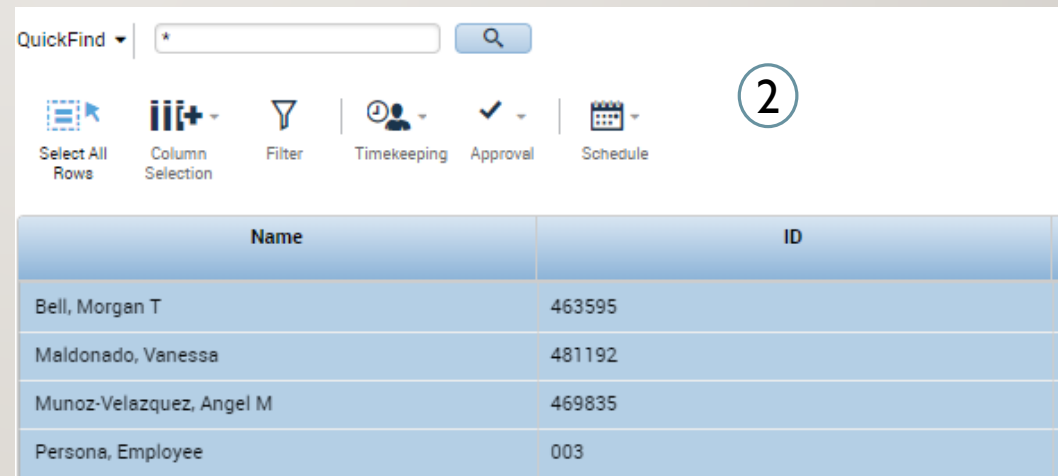
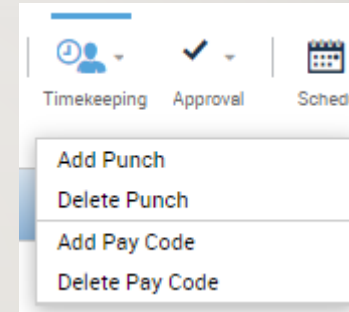
Select All Rows | Column Selection | Filter | Timekeeping | Schedule

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

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

TIMECARDS – GROUP EDITS

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



A screenshot of 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 circled '2' is positioned to the right of the toolbar. Below the toolbar is a table with two columns: 'Name' and 'ID'.

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

TIMECARDS – NEGATIVE PAY CODES

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

Pay Code	Amount	Wages
Holiday	8:00	\$325.68

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

TIMECARDS – HOLIDAYS 3RD SHIFT

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

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

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	//DCF9111110001001	3:00PM

Transfer

//DCF9111110001001

//DCF911111000100100
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

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"/>		

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

TIMECARDS – GENIES

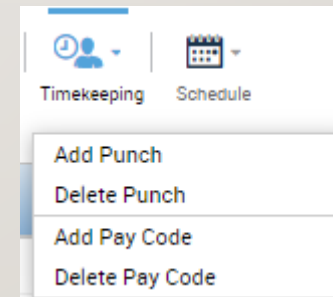
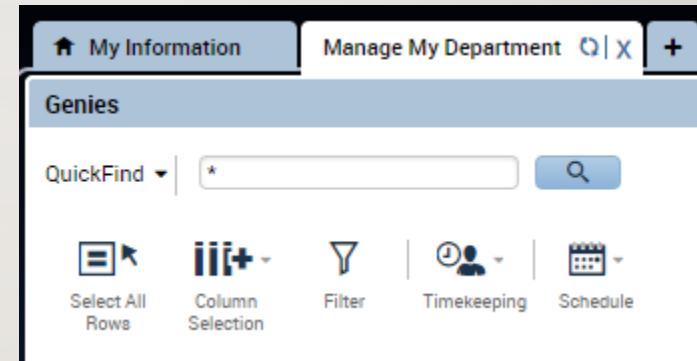
1. Approvals summary allows you to see the current status of recent requests, needs to be checked prior to the end of the pay period
2. All WTK exceptions shows you every current exception for the employees assigned to you, will be important to check daily

ID	Name	Reporting Manager	Manager Approval	Employee Approval	Signed Off	General Exce...	Unexcused Absence	Total Hours	Overtime
----	------	-------------------	------------------	-------------------	------------	-----------------	-------------------	-------------	----------

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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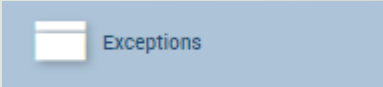
TIMECARDS – GENIES CONTINUED

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 – GENIES CONTINUED

1. Click on **Exceptions** under Manage My Department
2. This will show you counts for all remaining exceptions on your employee's timecards
3. Double clicking on any of these employees will take you straight to a view of the exceptions where you can make corrections



Exceptions Summary

Select All Rows | Column Selection | View Exceptions | Filter | Timekeeping | Approval | Schedule

Name	Signoff	Punches
Test, Employee 3	8	
Test, Employee 4	8	
Persona, Employee	2	1

Persona, Employee | 1 of 1 | 003

View | Approve Timecard

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ x	Fri 7/10	8:00AM-4:30PM			8:00AM		
+ x	Tue 7/14	8:00AM-4:30PM			8:00AM		6:30PM
+ x	Wed 7/15	8:00AM-4:30PM					

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		

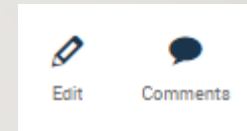
TIMECARDS – HOLIDAY GENIE

- 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			

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:

TIMECARDS – APPROVING OVERTIME

1. On the employee's Timecard, if there is overtime hours that need approval it will show up as a red clock next to the date. Right click the icon to start the approval process
2. That will open a pop up window which will show the date and number of unapproved overtime hours. Click "Approve Overtime" to continue

Timecards

Lopez, Steven 1 of 1 200037

View Approve Timecard Sign Off Accruals Actions

		Date	Schedule
+	x		
+	x		7:00AM-3:00PM
+	x	Sat 7/04	3:00PM-11:30PM
+	x	Sun 7/05	12:00AM-1:00AM
+	x		12:00AM-1:00AM
+	x	Mon 7/06	7:00AM-3:00PM
+	x		

2

Date Actions

Date: Mon 7/06


Unapproved Overtime: 7.48

Approve Overtime Edit Justify Exception

TIMECARDS – APPROVING OVERTIME

The following pop up window is where you decide on how much overtime will be approved. Select whether you want to approve for the entire shift or for a certain duration, then click **OK**.

Approve Overtime

Overtime Date *  [Clear](#)

Unapproved Overtime Amount (HH.hh) *


Amount * All
 All Before Shift
 All After Shift
 None
 Some (HH.hh)
 Time Window

Show Schedule

	From	Amount
Before Shift	8:00AM	<input type="text" value="0.0"/>
After Shift	4:30PM	<input type="text" value="0.0"/>

Comments (0) [Add Comment](#)

TIMECARDS – TROUBLESHOOTING

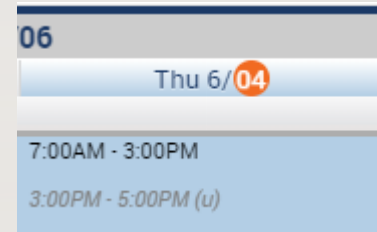
- 1. Select the day that you want to validate time entry for from the timecard
- 2. Open the totals section at the bottom using the arrow shown here 
- 3. Switch the view to daily and check how the hours are being paid in this case we see its being paid as all regular when two hours should be overtime

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) *

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

Override:

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

TIMECARDS – APPROVING TIMECARDS

1. Once the timecard is reviewed, it will need to be approved. Click the “Approve Timecard” button under the employee’s name
2. Press “Approve Timecard” from the drop down options, when you approve the timecard it will turn yellow
3. If you need to make any changes to the time period, remove your approval to regain access, this can only be done before payroll sign off

1

Timecards

Lopez, Steven 1 of 1 200037

View Approve Timecard Sign Off Accruals Actions

		Date	Schedule	Pay Code
+ X		Fri 7/03		Governor Granted Time Off
+ X				Independence Day
+ X			7:00AM-3:00PM	
+ X		Sat 7/04	3:00PM-11:30PM	
+ X		Sun 7/05	12:00AM-1:00AM	

2

Lopez, Steven 1 of 1 200037

View Approve Timecard Sign Off Accruals Actions

- Approve Timecard
- Remove Timecard Approval
- Remove All Timecard Approvals

3

View Approve Timecard

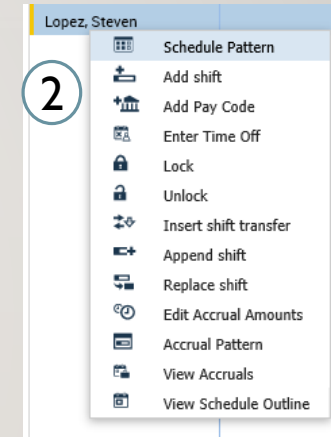
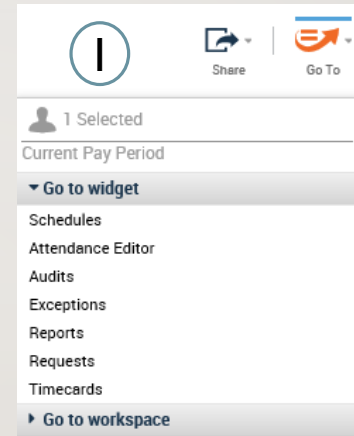
		Date	Schedule	Pay Code	Amount	In
+ X		Fri 7/03		Governor Granted Time Off	3.0	
+ X				Independence Day	0.0	
+ X			7:00AM-3:00PM			7:00AM

SCHEDULING



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. It 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. A table below contains shift data. A circled '3' is placed over the top-right corner of the form.

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	1/04/2020	Regular	12:00am	1:00am	1/04/2020	1.00			

Comments (0) [Add Comment](#)

Cancel Apply

SCHEDULING – EDITING A SCHEDULE – UNAVAILABLE TIME

1. Any time worked outside of regular scheduled time needs to be scheduled as Unavailable time
2. In order for the interface to perform the right calculations, all time must be entered into the schedule planner. This time must be separated and entered as shown in order for the right overtime to be paid out

1

The screenshot shows the 'Add Shift' form. The 'Assigned to' field is set to 'Lopez, Steven'. The 'Shift Details' are '3:00pm-5:00pm(2:00h)'. The 'Shift Label' field is empty. Below the form is a table with the following data:

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

2

The screenshot shows a calendar view for Tuesday, 6/02. The time slots are:

- 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'. The 'Shift Details' are '4:00am-7:00am(3:00h)' and it is marked as 'Primary'. There is an 'Insert Template' dropdown and a 'Shift Label' input field. Below this 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'. It lists three time slots: '4:00AM - 7:00AM (o)', '7:00AM - 3:00PM', and '3:00PM - 11:00PM'. The first slot is highlighted in blue.

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 with various icons for actions like Assign, Unassign, Shift Transfer, Insert shift template, Comment, Pay Code, Copy / Paste, Delete, Lock / Unlock, Swap, and Quick Actions. The 'Copy / Paste' option is highlighted, and a dropdown menu is open showing a search bar and a list of pay codes. The bottom screenshot shows the same interface with the 'Copy / Paste' dropdown menu open, displaying a search bar and a list of pay codes. The 'Copy / Paste' option is highlighted in the top menu, and the dropdown menu is open, showing a search bar and a list of pay codes. The dropdown menu is open, showing a search bar and a list of pay codes. The dropdown menu is open, showing a search bar and a list of pay codes.

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

Search...
Administrative Leave Paid
Agency-Union Picnic or Party
Agency Weather-Emer Closing
Call Back Payment Hours
Career Mobility
CCE - Comp Time Earned
Displayed 100 of 124. Please narrow down your search.

SCHEDULING – EDITING A SCHEDULE

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

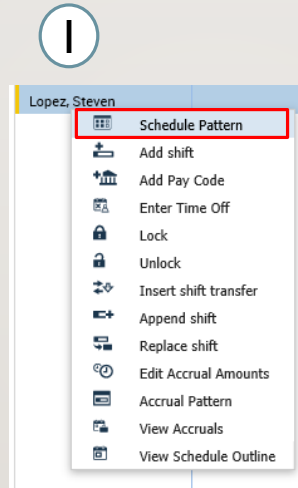
Insert Template Shift Label: Repeat this shift for days

	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. A circled '2' is placed in the top right corner. The form includes fields for 'Assigned to' (Lopez, Steven), 'Anchor Date' (1/03/2020), 'Start Date' (1/03/2020), and 'End Date'. It also has options for 'Forever', 'Week(s)', and 'Day(s)'. A table below shows the schedule pattern for two items, with the first item having a pattern of 1 on Friday and 2 on Saturday.

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							

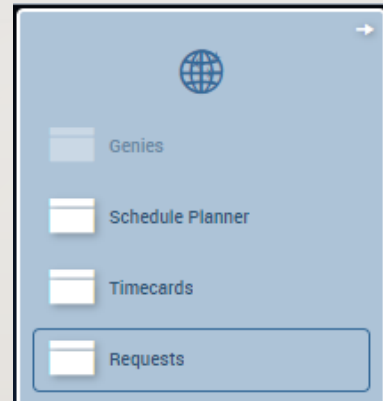
TIME OFF



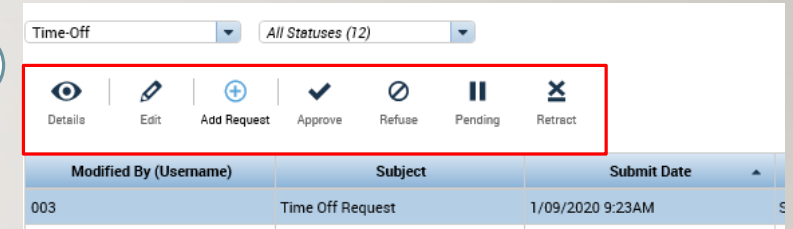
TIME OFF – REVIEWING TIME OFF REQUESTS

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.

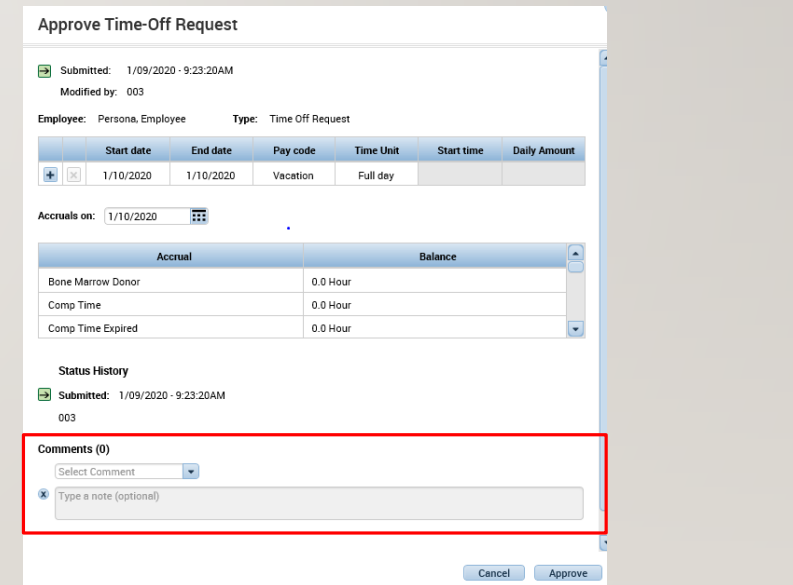
1



2

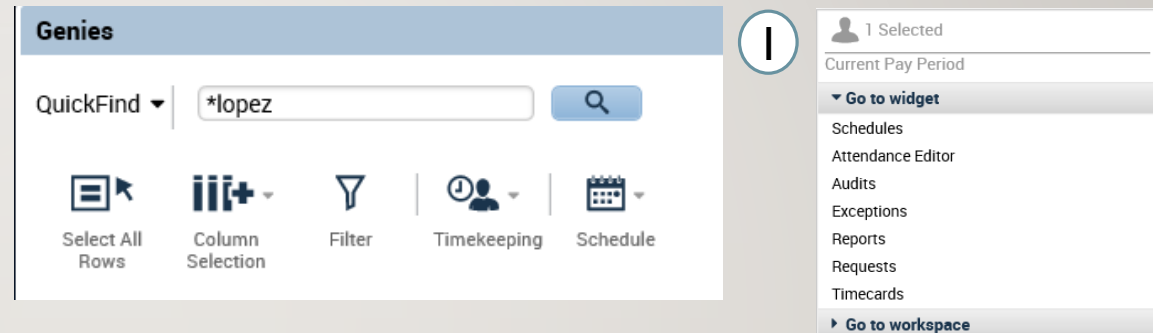


3



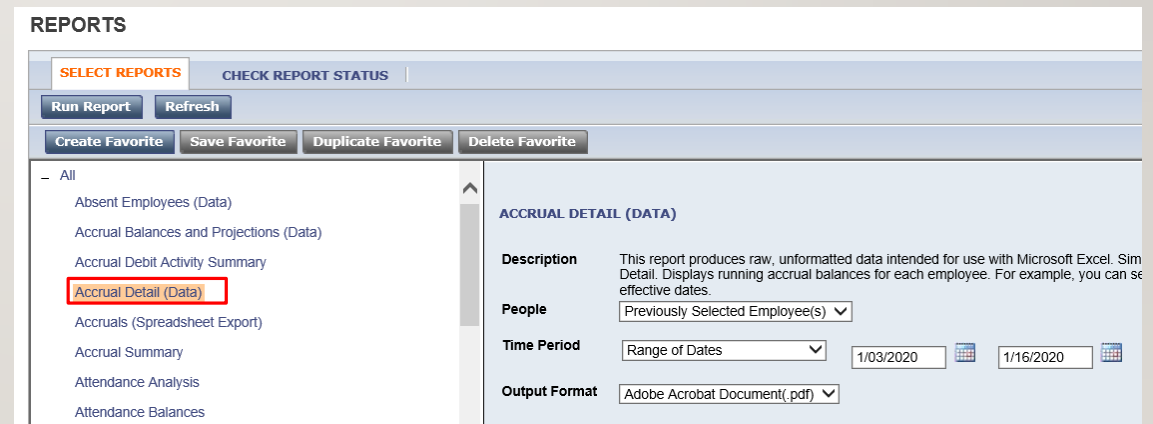
TIME OFF – TIME OFF REPORT

1. Use the QuickFind to find the employee you want to make changes for. Use the Go To button to access **Reports**



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'. To the right of the search bar is a 'Go To' button. Further right is a 'Go To widget' menu with options: Schedules, Attendance Editor, Audits, Exceptions, Reports, Requests, and Timecards. A 'Go to workspace' button is at the bottom of the menu. A circled '1' is placed over the 'Go To' button.

2. Through the reports interface select the Accrual Detail report and select **Run Report**



The screenshot shows the 'REPORTS' interface. At the top, there are buttons for 'SELECT REPORTS' and 'CHECK REPORT STATUS'. Below these are buttons for 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A list of reports is shown on the left, with 'Accrual Detail (Data)' highlighted in a red box. On the right, the 'ACCRUAL DETAIL (DATA)' report details are shown, including a description, a 'People' dropdown menu, a 'Time Period' dropdown menu, and an 'Output Format' dropdown menu. A circled '2' is placed over the 'Run Report' button.

TIME OFF – TIME OFF REPORT

1. Switch to the Check Report Status tab and select the Accrual Detail report. Select the appropriate report and press View Report.
2. The report will download and show you all your accrual information

REPORTS

SELECT REPORTS
CHECK REPORT STATUS

View Report
Refresh Status
Delete

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

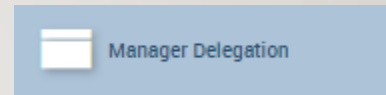
Employee	Reporting Period		Accrual Code			
Name	Start Date	End Date	Name	Unit	Opening Balance	
Persona, Employee	1/01/2020	12/31/2020	Bone Marrow Donor	Hour	0.0	✓
Persona, Employee	1/01/2020	12/31/2020	Comp Time	Hour	0.0	✓
Persona, Employee	1/01/2020	12/31/2020	Comp Time Expired	Hour	0.0	✓
Persona, Employee	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

MANAGER DELEGATION

1. Select **Manager Delegation** from the related items menu under Manage my Department
2. Select the employee you want to delegate to, the duration, and the role you want to delegate. Once you assign that delegation the employee will be able to perform the role you delegated until the End Date



Existing Delegations

None

New Delegation

* Delegate: Anderson, Marcia R

* Start Date: 7/15/2020

* End Date: 7/17/2020

* Role: CT Supervisor

Save & Close Cancel

THE END

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