

SUPERVISOR

# Kronos: Read Me

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# Supervisor Job Aids

Job Aid	Description
Kronos E-Learning – Employee	This walks through the basics of Kronos for employees.
Kronos E-Learning – Supervisor	This walks through the basics of Kronos for supervisors.
Kronos Mobile -- Supervisor	This job aid helps you use the Kronos mobile app as a supervisor.
Manage My Department	This job aid will help you get started managing a department in Kronos
Supervisor – Manager Delegation	This job aid will help you delegate manager responsibilities and accept them.
Supervisor – Time Off	This job aid will help you create, edit, and cancel time off requests.
Supervisor – Timecard	This job aid will help you edit employee punches, pay code and also add comments.
Supervisor – Manual Shift Separation	This job aid will help you separate shifts for shift differential eligible employees
Employee -- Approve and Remove Approval from Timecard	This job aid will help you approve and remove approval from your Timecard.
Supervisor – How to check an employee lunch break	This job aid will help you to check if your employee has the proper lunch break in Kronos.
Supervisor – Creating a Schedule Pattern	This job aid will help you create a schedule pattern for an employee.
On Call Process Guide	This job aid will help you enter 24 hour On Call around a regular scheduled shift



## Job Aid


Documents that assist employees in accomplishing tasks.

# How to use a Job Aids

## Practice

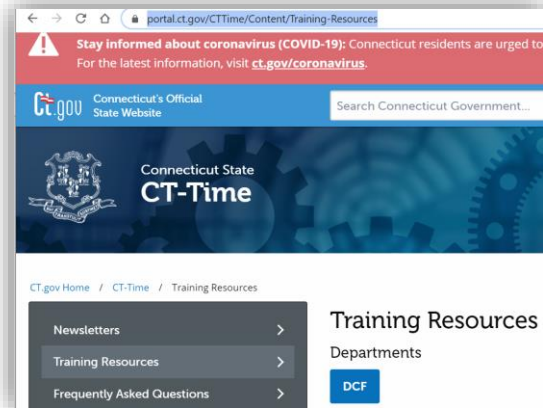
- ❖ Open the Job Aid with material you want to practice, either online or downloaded
- ❖ Open Kronos in a separate browser
- ❖ Follow the job aid step by step and replicate it in your Kronos profile

## Review

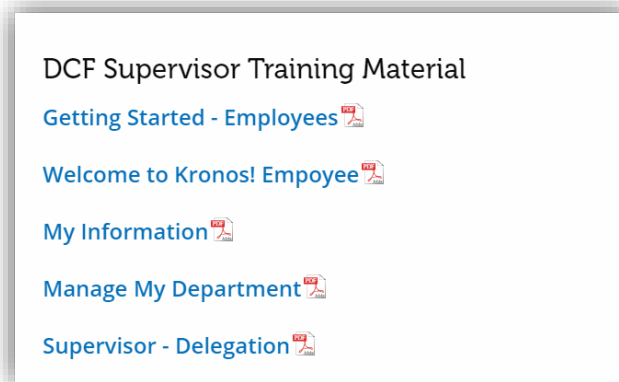
- ❖ Find the Job Aid that pertains to the action you are trying to complete
  - ❖ Read through the Job Aid to refresh your understanding of the task
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# How to open a Job Aids - CT Time

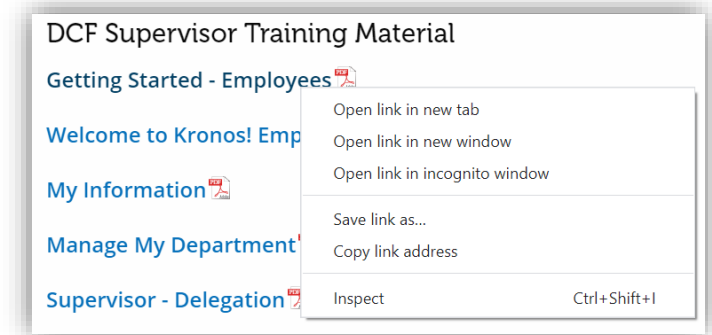
- 1 Navigate to [CT Time Home Page](#)



- 2 Find the Job Aid you are looking for

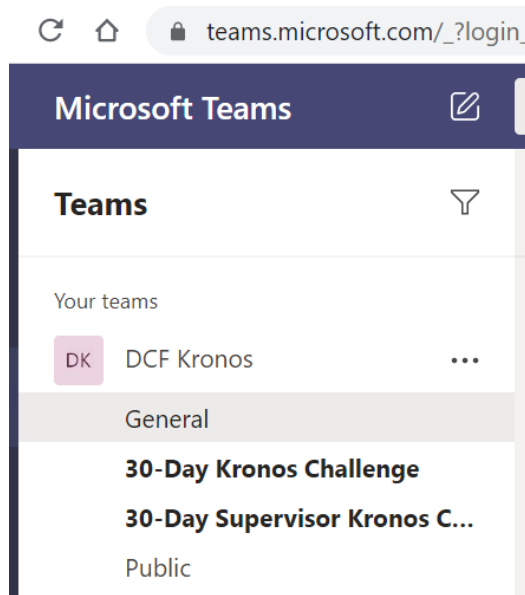


- 3 Click the Job Aid to open the PDF or right click to open the PDF in a new tab

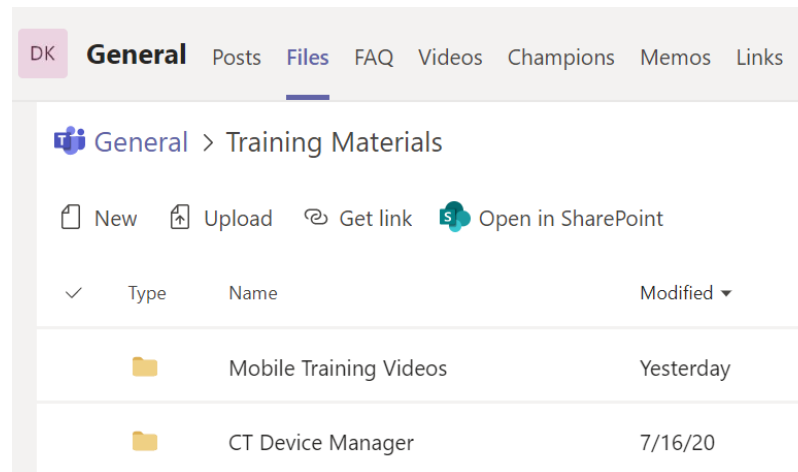


# How to open a Job Aids – DCF Kronos

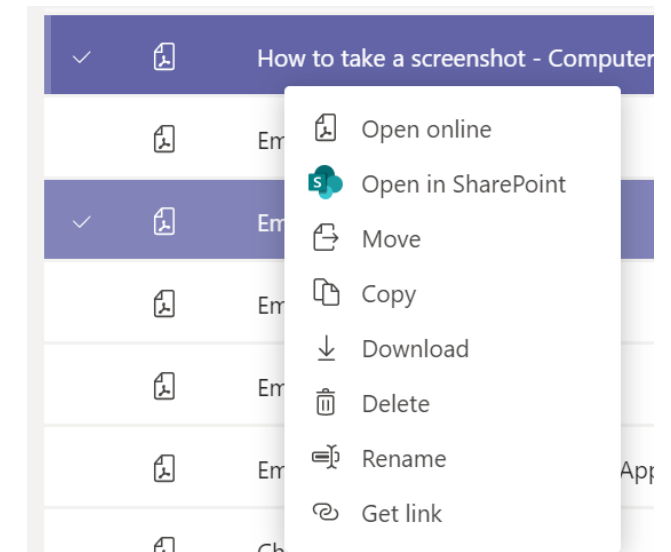
- 1 Navigate to [DCF Kronos General Page](#)



- 2 Find the Job Aid you are looking for



- 3 Click the Job Aid to open the PDF or right click to get the option to open online, download, and more.



# Common Issues and Relevant Job Aids

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As a supervisor, how do I delegate the authority for another supervisor to approve my unit's timecards when I'm on vacation?

❖ [Click here](#) to access the Job Aid on delegation.

How do I enter or revise my employee's schedule?

❖ [Click here](#) to access the Job Aid on adding a schedule. Please note: You cannot backdate a schedule. Please start a new schedule pattern on the Friday of the next pay period. For any days before the pay period start date, you can manually enter the schedule on the schedule planner. Please see the Scheduling section of the [Supervisor training](#) for more information.

How do I change my employee's lunch period duration?

❖ Email [DCF.Kronos@ct.gov](mailto:DCF.Kronos@ct.gov) to update lunches. Please note: If you do not see an "L" in the pay rule, this indicates that the employee is scheduled for a standard 30 minute lunch. Provide the name of the employee and the lunch period duration that needs to be loaded to this mailbox.

# Common Issues and Relevant Job Aids

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How do I have employees listed under me incorrectly moved or have employees moved to my unit?

- ❖ Email [DCF.Kronos@ct.gov](mailto:DCF.Kronos@ct.gov) and provide the name of the employee and the name of the supervisor the employee should be moved under.

How do I fix incorrect punches on my timecard?

- ❖ Employees can not fix their own punches. Your supervisor will be able to assist you with correcting punches.

How do I fix incorrect punches on my employee's timecard?

- ❖ Please [click here](#) to view the timecard job aid.

How do I ask for time off?

- ❖ Please [click here](#) to view the time off job aid.



# Common Issues and Relevant Job Aids

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How do I fix time off requests I've submitted that are incorrect?

- ❖ Please delete the request and submit a new request.

How do I log in using the URL on a desktop or laptop?

- ❖ Click <https://ctgov.kronos.net/wfc/logon>. If you are outside the state network, you will need to enter your email as your username and your Windows password. You will need to authenticate using the State of CT verification process.

When I try to clock in, I am receiving an error message that says “wtk-03299 Cannot make changes in an approved time frame”.

- ❖ You or your supervisor has approved your timecard. Please [Click Here](#) view the approve and remove approval from your timecard Job Aid.