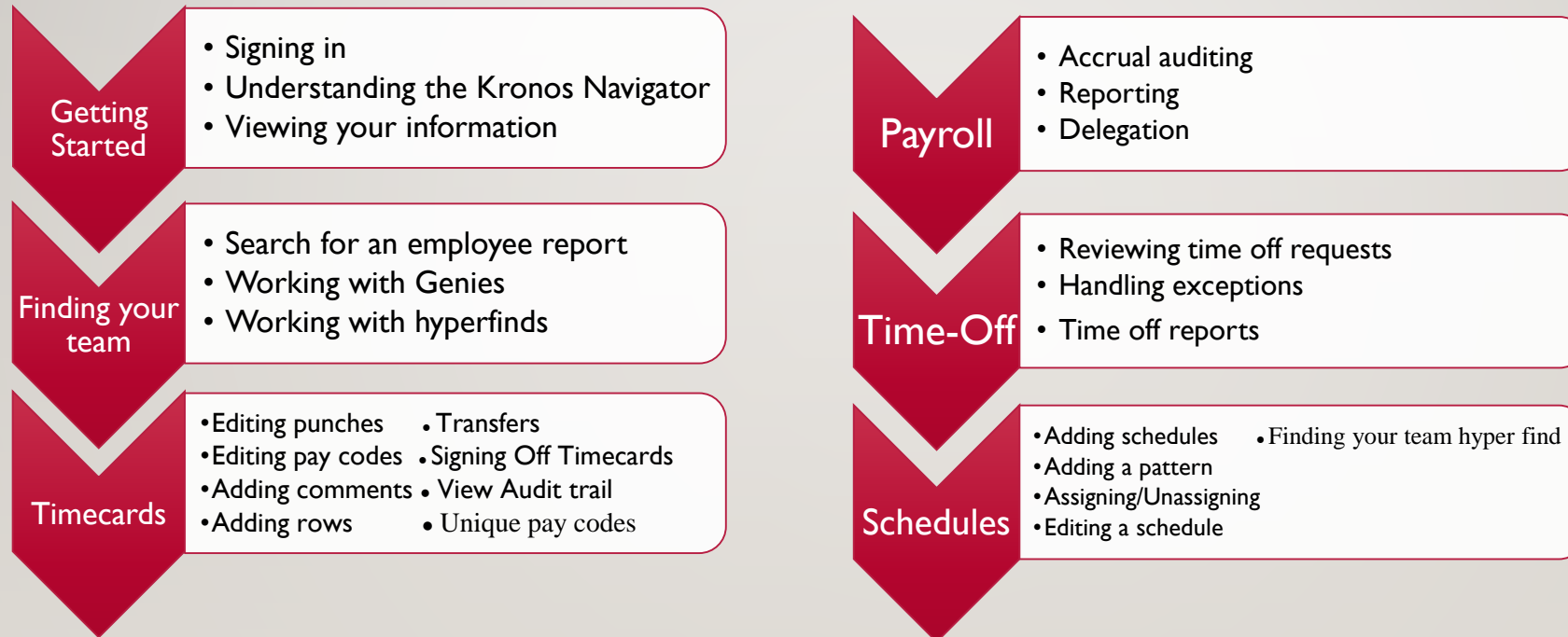


# KRONOS TRAINING

CT PAYROLL

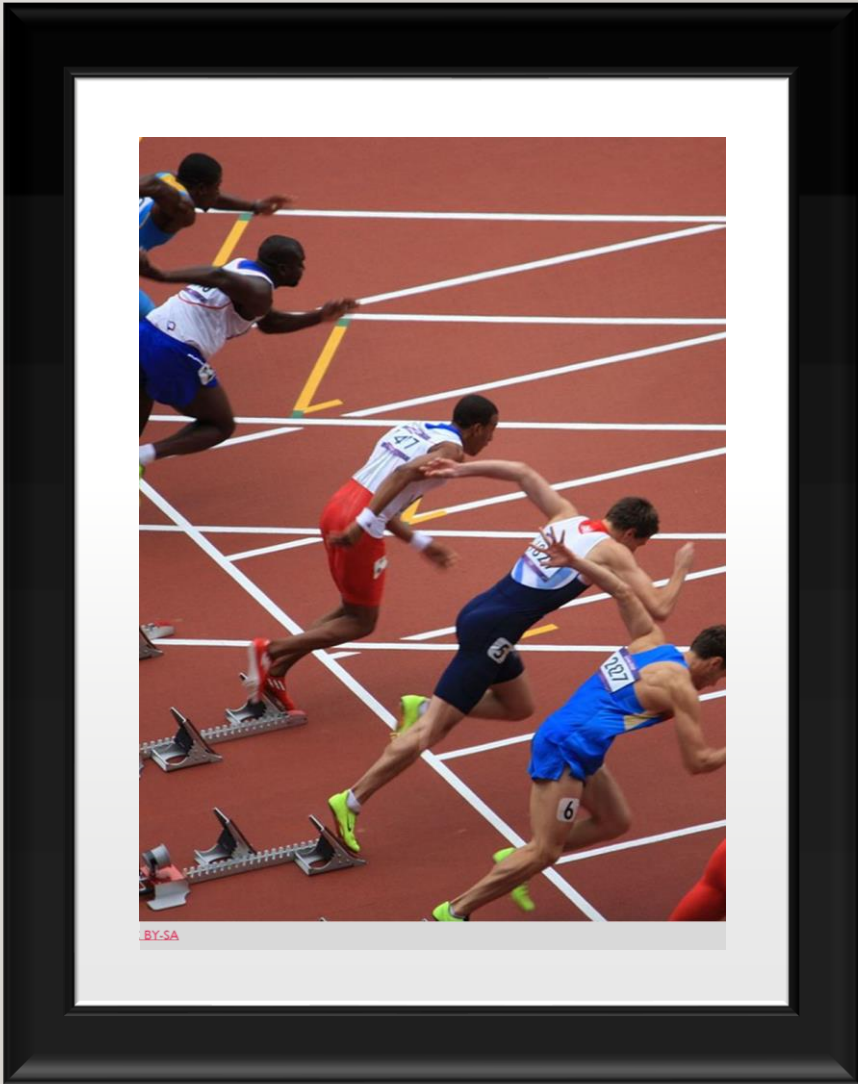
# AGENDA

---



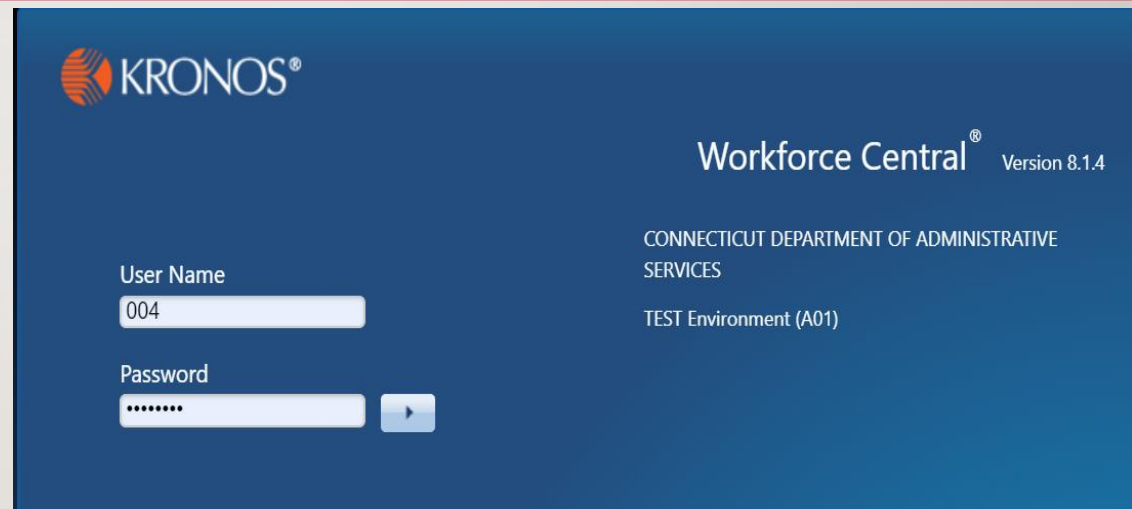
# GETTING STARTED


---



# GETTING STARTED – SIGNING IN

- Now that you have successfully swiped let's log on to Kronos.
- Open a web browser and enter:
  - <https://ctgov-tst.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  
.....



# GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

The screenshot displays the Kronos Navigator interface. At the top, there is a navigation bar with the Kronos logo on the left and a circled '2' in the center. Below the navigation bar, there are two tabs: 'My Information' and 'Alerts and Notifications...'. The main content area is titled 'My Timecard' and includes a 'Loaded: 3:14 PM' status and a 'Current Pay Period' dropdown menu. Below this, there are several icons for 'View', 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main part of the interface is a table with the following columns: Date, Schedule, Pay Code, Amount, 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...											
+	x	Sat 1/04												
+	x	Sun 1/05												
+	x	Mon 1/...	8:00AM...											
+	x	Tue 1/07	8:00AM...											
+	x	Wed 1/...	8:00AM...											
+	x	Thu 1/09	8:00AM...											
+	x	Fri 1/10	8:00AM...											
+	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 payroll you can manage your department and go to interface

# GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

Loaded: 3:14 PM Current Pay Period

View 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...											
+	×	Sat 1/04												
+	×	Sun 1/05												
+	×	Mon 1/...	8:00AM...											
+	×	Tue 1/07	8:00AM...											
+	×	Wed 1/...	8:00AM...											
+	×	Thu 1/09	8:00AM...											
+	×	Fri 1/10	8:00AM...											
+	×	Sat 1/11												
+	×	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
3. Through notifications you can access Request Manager requests, workflow notifications, and new employee exceptions

# 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

Employees that are teleworking will be able to enter REGTC transfers right from the timestamp view.

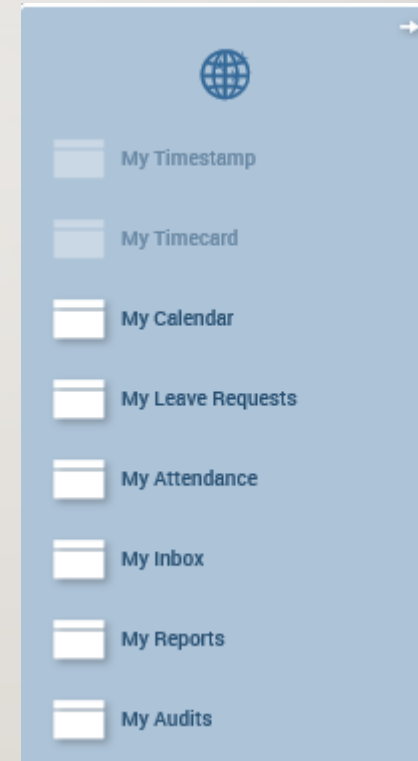
3. Related Items menu: Through related items you can access all the different widgets that interface has to offer, as you cycle through my information, manage my department, etc the related items menu will update
4. Search: Can provide help with any look up you're having trouble with

The screenshot displays the Kronos Navigator interface. At the top, a black header bar contains the user's name 'Timekeeper Persona', a 'Sign Out' button, and a search icon. A circled '1' is placed over the user information. Below the header, the main interface is split into two panels. The left panel, titled 'My Timestamp', features a 'Last Timestamp:' field with a circled '2' below it, a 'Transfer:' dropdown menu, a 'Cancel Deductions' checkbox, and a 'Record Timestamp' button. The right panel is a sidebar menu with a globe icon and a circled '3'. It lists various widgets: 'My Timestamp', 'My Timecard', 'My Calendar', 'My Leave Requests', 'My Attendance', 'My Inbox', 'My Reports', and 'My Audits'. A circled '4' is placed over the search icon in the top right corner. To the right of the main interface is a 'Transfer' window. It shows fields for 'Job', 'Labor Account', and 'Work Rule', with a circled '2' over the 'Work Rule' field. Below these fields are tabs for 'Job Transfer', 'Labor Account', and 'Work Rule'. The 'Add Work Rule' section includes a search list with options like 'Reg Telecommuting 30 Min', 'Reg Telecommuting 45 Min', 'Reg Telecommuting 60 Min', and 'Reg Telecommuting NL'. 'Cancel' and 'Apply' buttons are at the bottom right of this window.

# 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

All widgets open a new tab, to go back to the main screen click the “My information” tab.

The screenshot shows the 'My Calendar' interface. At the top, there's a header 'My Calendar' and a date range 'January 5 - 11, 2020'. Below the header are navigation icons for 'Day', 'Week', 'Month', 'Visibility Filter', and 'Request Time Off'. The main area is a calendar grid. The current view is 'Week', showing days from Sunday 1/05 to Tuesday 1/07. The time slots on the left range from 8:00 AM to 3:00 PM. On Monday 1/06 and Tuesday 1/07, there are blue blocks representing a regular schedule from 8:00 AM to 4:00 PM, labeled '[8.00 h] Regular'. An orange horizontal line is drawn across the 1:00 PM slot on Tuesday 1/07.

# GETTING STARTED – VIEWING YOUR INFORMATION

Through the Request Time Off button in the My Calendar widget you can fill in start date, end date, pay code, and time unit.

You can also view your accrual bucket 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="+"/>	1/07/2020	1/07/2020	Vacation	Full day		

Accruals on:

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



# GETTING STARTED –VIEWING YOUR INFORMATION

- Through the My Inbox widget you can see all your tasks and messages
- Tasks are things you need to do or have started but not completed, in this case a manager delegation form I began on the previous slide and did not complete
- Messages can be notifications from supervisors or updates about timecards/requests

**INBOX**  
Last Refreshed: 1:35 PM

**TASKS** | **MESSAGES**

**Edit** → **Reassign** → **Refresh**

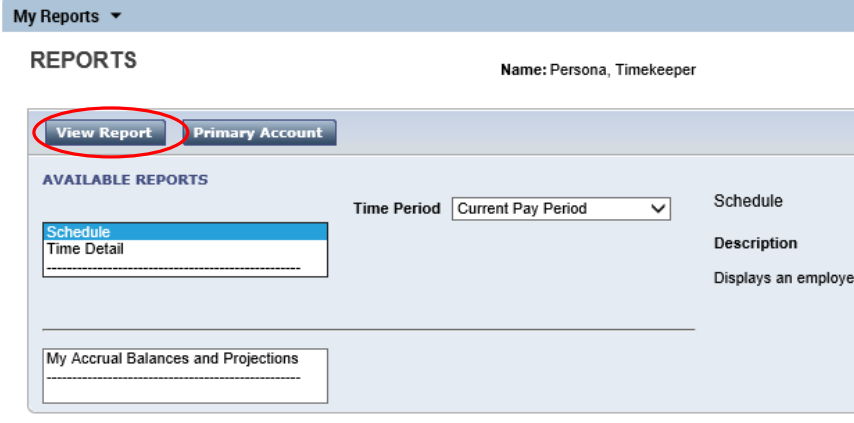
Status:  As of Date:  Categories:

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 one of the available reports 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

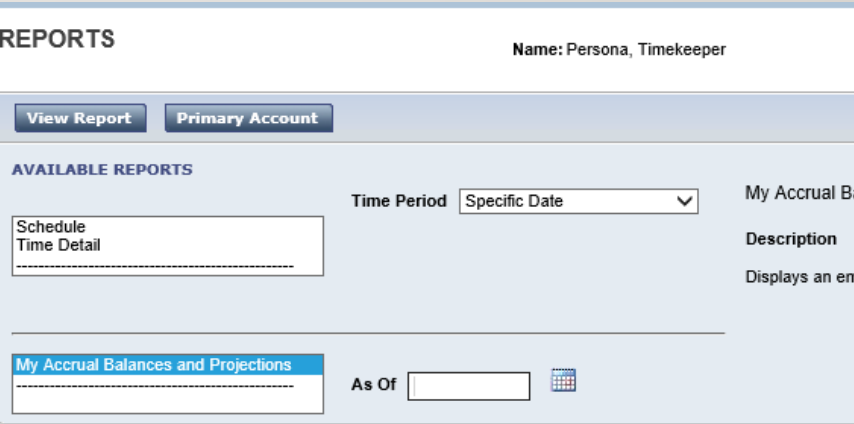
Schedule Time Detail

Time Period Current Pay Period

Schedule Description Displays an employe

My Accrual Balances and Projections

2



My Reports

REPORTS Name: Persona, Timekeeper

View Report Primary Account

AVAILABLE REPORTS

Schedule Time Detail

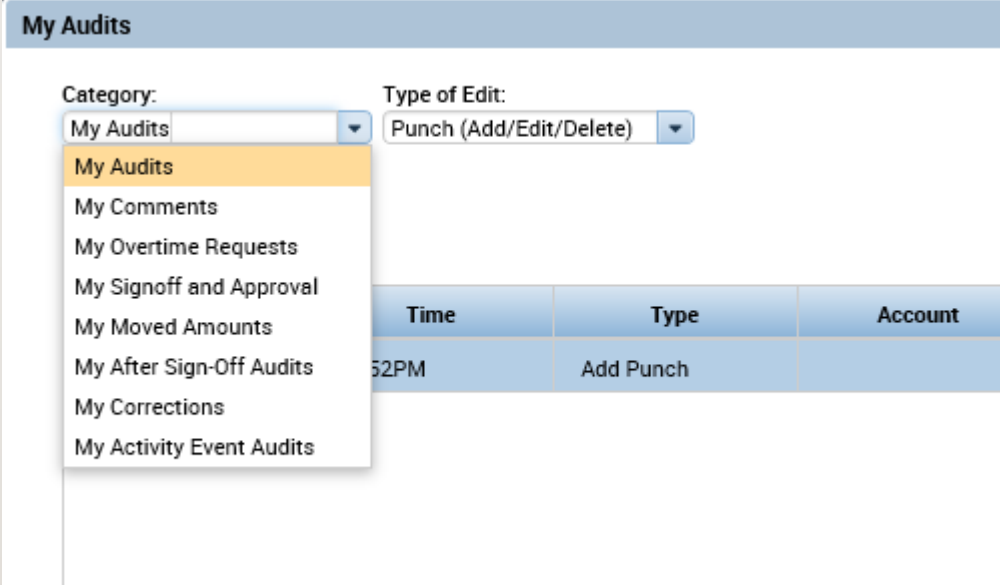
Time Period Specific Date

My Accrual Ba Description Displays an em

My Accrual Balances and Projections As Of

# GETTING STARTED – VIEWING YOUR INFORMATION

Through the My Audits widget you can view different actions by their categories, and on the right you can also narrow your view down by type of edit such as Punches.

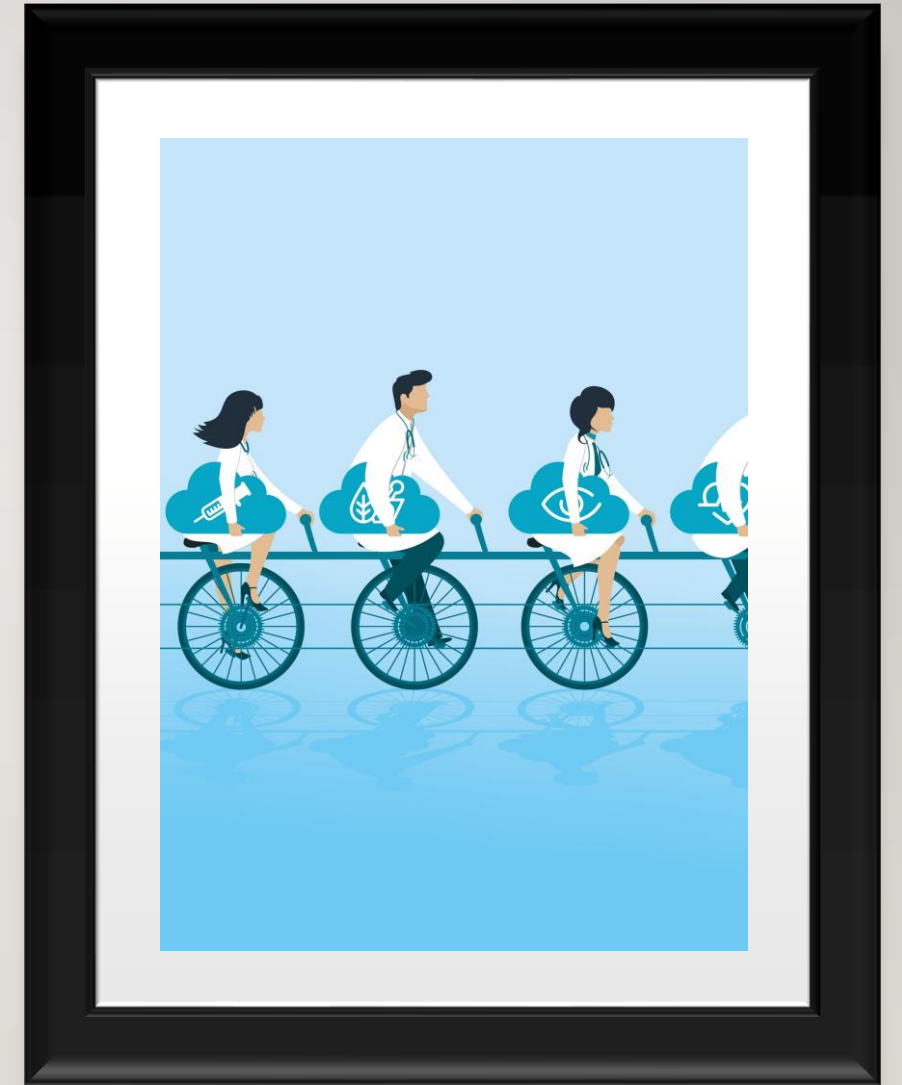


The screenshot shows the 'My Audits' widget interface. It features two dropdown menus at the top: 'Category:' and 'Type of Edit:'. The 'Category:' dropdown is currently set to 'My Audits' and is open, showing a list of categories including 'My Audits', 'My Comments', 'My Overtime Requests', 'My Signoff 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 the dropdowns is a table with three columns: 'Time', 'Type', and 'Account'. The table contains one row with the following data:

Time	Type	Account
52PM	Add Punch	

# FINDING YOUR TEAM

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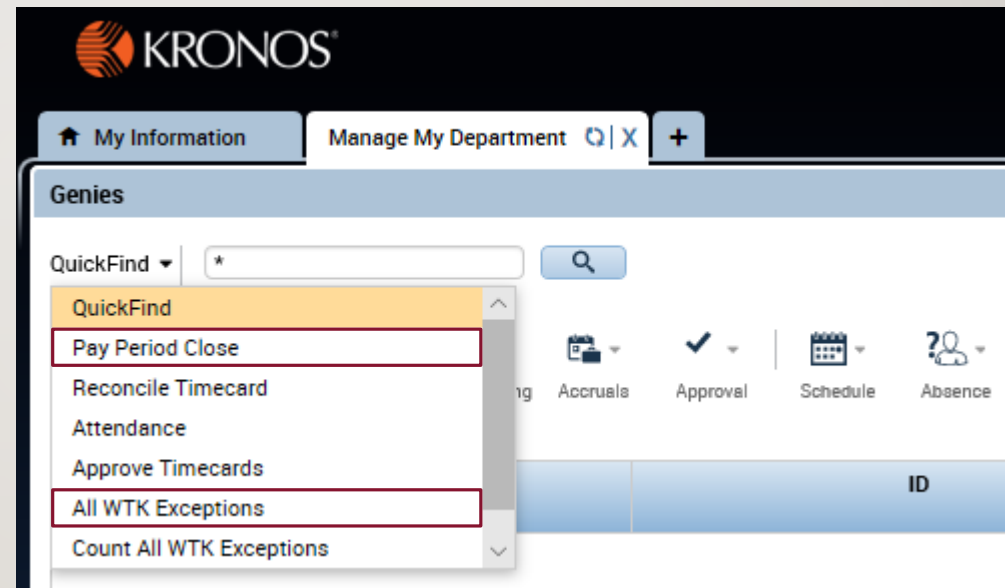
# FINDING YOUR TEAM – SEARCHING FOR AN EMPLOYEE

1. Under the Manage My Department interface use the default QuickFind Genie and search for your employee. Type in the name of your employee or begin the search with ‘\*’ to search employees with their named ending in the following letters, end your search with ‘\*’ to find employees whose names start with the entered letters. Searching ‘\*’ will return every employee
2. This area allows you to change the desired timeframe, or share the employee information by exporting it to excel or csv. Go To allows you to select an employee and transition to the different Management widgets that will covered

The screenshot shows the 'Manage My Department' interface. At the top, there are navigation tabs for 'My Information' and 'Manage My Department'. Below this is the 'Genies' search tool. It features a 'QuickFind' search bar with an asterisk (\*) entered. To the right of the search bar is a search icon and a status indicator '1'. Further right, it shows 'Loaded 3:04PM' and a 'Current Schedule Period' dropdown menu. Below the search bar are several action buttons: 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. On the right side of the interface, there are buttons for 'Share' (with a circled '2' next to it) and 'Go To'. The main content area below these buttons is a table with two columns: 'Name' and 'ID'.

# FINDING YOUR TEAM – WORKING WITH GENIES

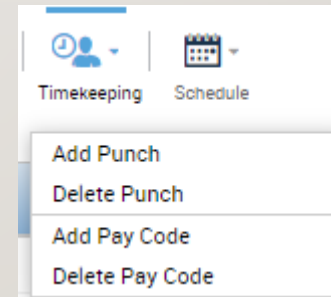
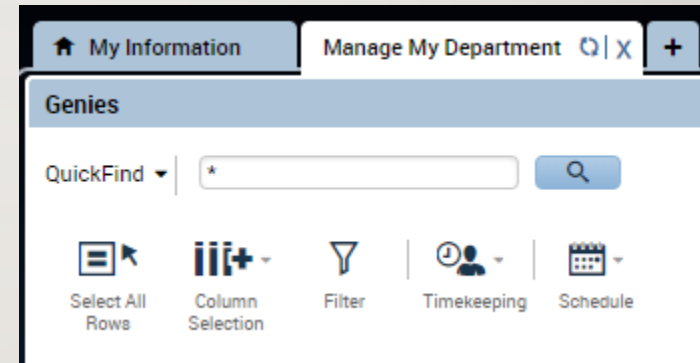
1. Using the drop down for Genies under Manage My Department, you can see all the Genies you have access to. Genies are the equivalent of short cuts that will streamline payroll tasks
2. The two main Genies that we will be covering are Pay Period Close and All WTK exceptions, these will be the most frequently used and most helpful Genies of the list





# TIMECARDS – GENIES

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



# FINDING YOUR TEAM - HYPERFIND

1. Under the locations drop down as shown below, there will be a list of hyperfinds, select the New button to create a new Hyperfind.
2. Select whether you want the Hyperfind to be public or private or ad hoc which is one that is available to everyone that can only be edited
3. Choose by what criteria you want to narrow down your employees whether it be timekeeper, attendance, etc and open their dropdown.
4. Choose whether you want your Hyperfind to include or exclude employees then fill in the dates and the specifics of what you want to search with, tap **Save As** to complete the hyper find creation.

The screenshot displays the 'HYPERFIND QUERIES' interface. On the left, a sidebar shows a list of hyperfinds under the 'Willow' location, with a circled '1' pointing to the 'New...' option. The main area features a 'Visibility' dropdown set to 'Public' (circled '2'), a 'Filter' section with 'Name or ID' selected (circled '3'), and search options for 'By Last Name' (circled '4') and 'Choose Specific People'. At the bottom, the 'Save As' button is highlighted with a red box.

# FINDING YOUR TEAM – EXERCISE I

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

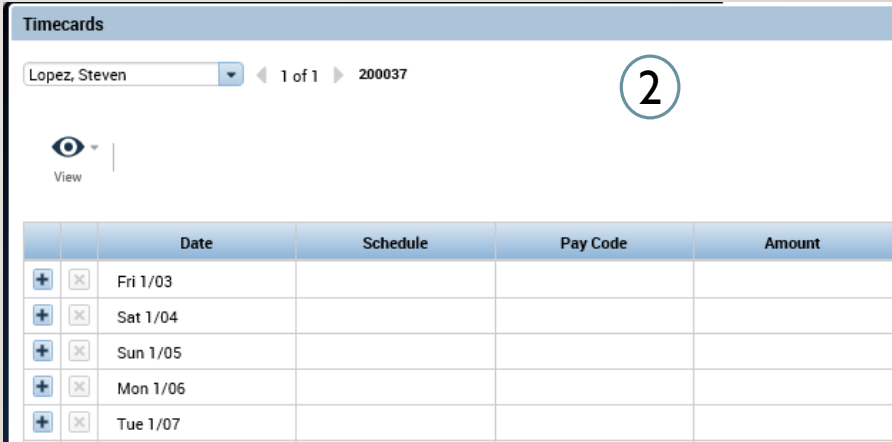
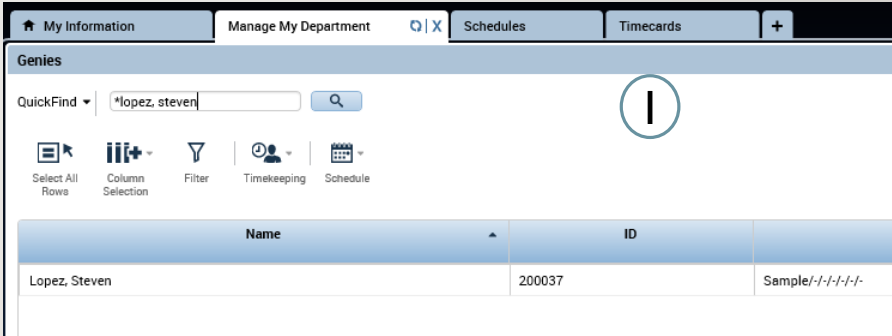
# TIMECARDS

---



# 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, hover over any exception to get an explanation of what the exception is

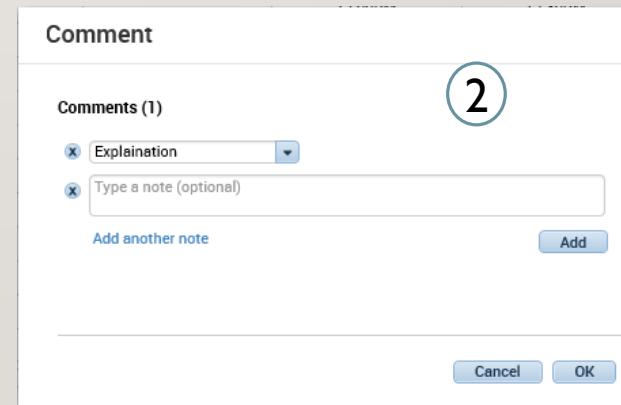
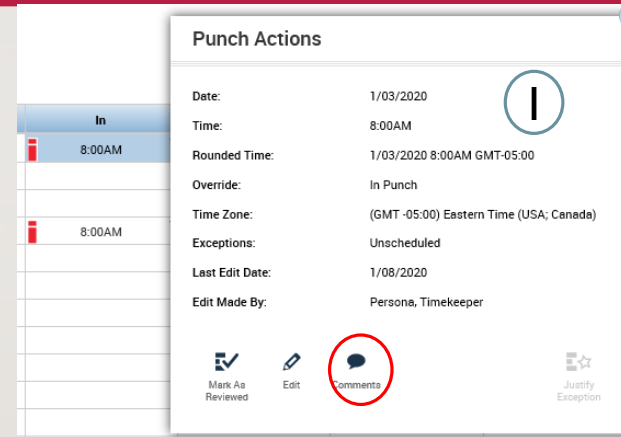
The screenshot shows a web application interface for 'Timecards'. At the top, there is a header with the name 'Lopez, Steven', a dropdown arrow, and '1 of 1' followed by '200037'. Below the header is a 'View' button with an eye icon. The main content is a table with the following columns: Date, Schedule, Pay Code, Amount, In, Transfer, and Out. The table contains four rows of data:

		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

The 'Out' cell for the first row (Fri 1/03) is highlighted in red, indicating an exception.

# TIMECARDS – ADDING COMMENTS

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. Right click on the exception to view punch actions, once there you select **Comments** choose Explanation from the drop down and then add the desired comment



# TIMECARD — EXERCISE 2

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



# 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 will need to be entered for exceptional situations such as the employee being unable to submit a leave/time off request. In the example on the right there was a delayed entry so you would enter the employee timecards and set the delayed time by entering the Amount and selecting Governor Granted Time Off

The screenshot shows the 'Genies' software interface. At the top, there is a search bar with the text '\*Lopez, steven' and a magnifying glass icon. Below the search bar are several icons: 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. A circled '1' is placed over the 'Timekeeping' icon. Below the icons is a table with the following data:

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 – ADDING ROWS

1. Click on the ‘+’ to add a new row to a day.  
 This can be done if an employee took a couple hours off or if there’s a delayed entry. Pay codes and regular scheduled hours need to be entered on different rows.

①

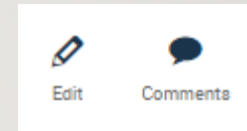
+	x	Tue 1/07		Governor Granted Ti...	2.0
+	x				

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.

②

Shift	Daily
8.5	8.5
6.0	8.0

# 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: 9/02/2020

Time (h:mma) \*: 5:00PM

Rounded Time: 9/02/2020 5:00PM GMT-04:00

Override:

Time Zone:

Cancel Deduction:

Exceptions:

Comments:

**Punch**

Date: 9/02/2020

Time (h:mma) \*: 5:00PM

Rounded Time: 9/02/2020 5:00PM GMT-04:00

Override:

Time Zone:

Cancel Deduction:

Exceptions:

Comments:

# TIMECARDS – LUNCH EDITS FOR TIME OFF

1. When an employee takes time off during the day they may not receive their automatic meal deduction due to the 6 hour shift length minimum for a lunch deduction

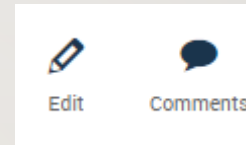
8:00AM-9:00AM			8:00AM		9:00AM				1.0	
	Sick Appointments	2.5	9:00AM							
11:30AM-5:00PM			11:30AM		5:00PM				5.5	9.0

2. In this scenario you would make adjustments to the second set of punches to account for the taken lunch

8:00AM-9:00AM			8:00AM		9:00AM					
	Sick Appointments	2.5	9:00AM							
11:30AM-5:00PM			11:30AM		12:00...	1:00PM		5:00...		

# TIMECARDS – LUNCH EDITS FOR TIME OFF

1. Right click on the punch you edited and select the Edit button
2. Select Explanation from the drop down and enter the reason for the manual adjustment



**Comment**

**Comments (1)** [Add Comment](#)

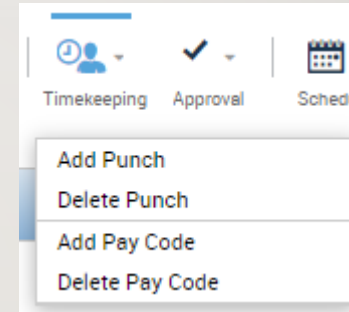
[Add another note](#)

# TIMECARD — EXERCISE 3 & 4

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

# TIMECARDS – GROUP EDITS

1. You also have options to add a punch or a pay code to a group of people
2. All you would need to do is select the employees you want to modify by holding CTRL and clicking their names or selecting all rows, and then adding in the punch or pay codes. This can be useful in the LWGOV scenario to avoid having to manually add in every pay code



1

A screenshot of a software interface showing a list of employees. The interface includes a search bar labeled 'QuickFind' with a search icon. Below the search bar are icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', and 'Schedule'. A table below the icons lists employee names and their IDs.

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

2

# TIMECARD — EXERCISE 5 & 6

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



# TIMECARDS – NEGATIVE PAY CODES

---

Pay codes can also be used to edit accrual buckets. Rather than perform a whole reset after accidentally using a paycode, 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 – DOLLAR AMOUNT PAY CODES

---

- Dollar amount TRCs need to be entered as hourly amounts as opposed to dollars in Core
- For example, if you were supposed to get 20.25 dollars of in charge pay **XIC01**, you would divide that by 2.25 and input 9 hours in Kronos

Mon 6/08		XIC01 - In Charge Pay 2.25	9:00
	7:00AM-3:00PM		

# TIMECARDS – HOLIDAYS PAID ON A PASS DAY

1. Validate the correct holiday is being paid to the employee under **Totals**
2. If the employee is 3<sup>rd</sup> shift and needs to be paid on a pass day, use the pay code **Hol Comp Earned Pass Dy** 7HR, 7.5HR, 8HR

Totals			
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
		Hol Comp Earned Pass Dy 8HR	8:00
Tue 11/12			

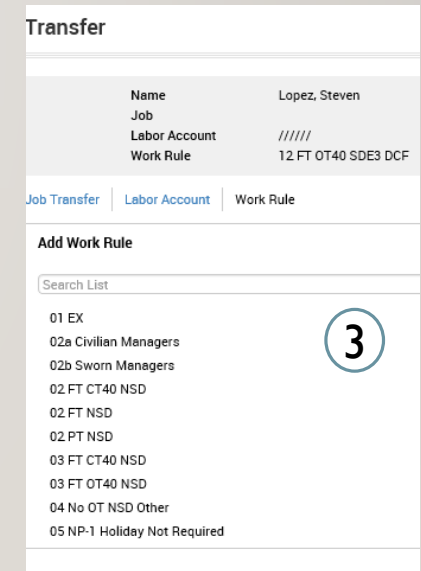
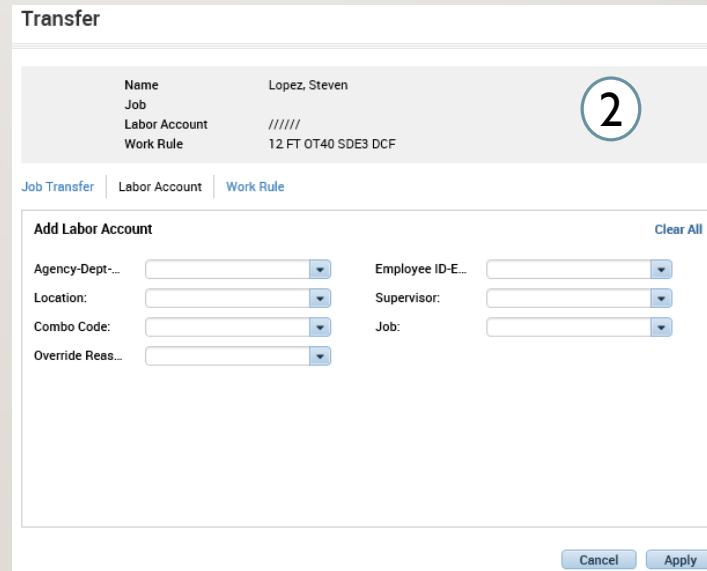
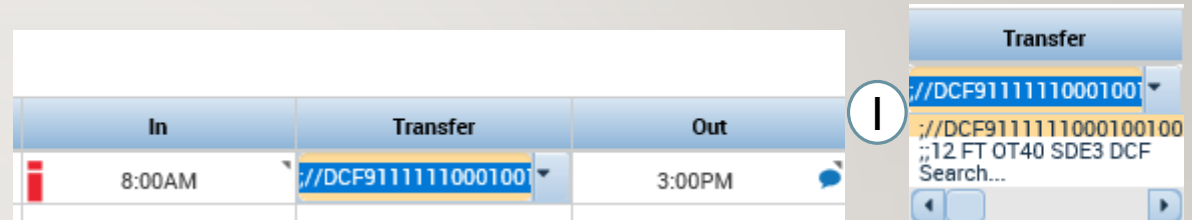
Totals			
Pay Code	Amount	Wages	
Holiday Comp Earned on Pass Dy			

# TIMECARD — EXERCISE 7

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

# TIMECARDS – TRANSFERS

1. 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
2. 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
3. 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  
Ex: Nurses being called in for an hour and a half with the pay rule of being paid a minimum of four hours for call ins.



# TIMECARD — EXERCISE 8

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

# TIMECARDS – LABOR ACCOUNT TRANSFERS

Labor Account Transfer: this can be done if you are working at a different location for a day or working a different position you want to charge to that different location. In this window you will enter every piece of information that changed in the transfer. If you are working a different job at a different agency under a different supervisor, every labor level would need to be entered

### Transfer

Name	Lopez, Steven
Job	
Labor Account	/////
Work Rule	12 FT OT40 SDE3 DCF

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

#### Add Labor Account Clear All

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

# TIMECARD — EXERCISE 9

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



# TIMECARDS - WORK RULE TRANSFER

- Work rule transfer: You get called in and there's a different pay rule for being called in, you would do a work rule transfer and enter the pay rule that should be applied to you for that day
- An example of this is OT Double time, in order for an employee to receive that pay you must enter a work rule transfer for **Mandated OT** using the employee's pay rule, this may also need to be done for **Holiday Comp**

**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

# TIMECARD — EXERCISE 10

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

# TIMECARD — EXERCISE II

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



**15 MINUTE BREAK**

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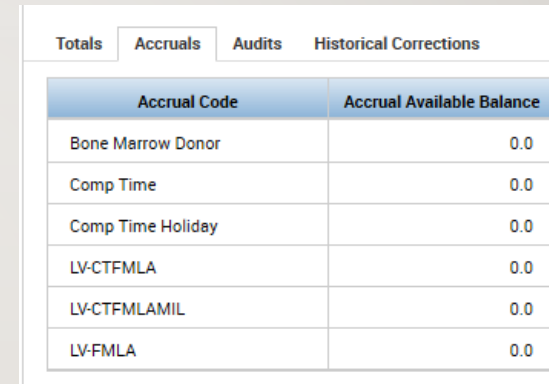
# PAYROLL

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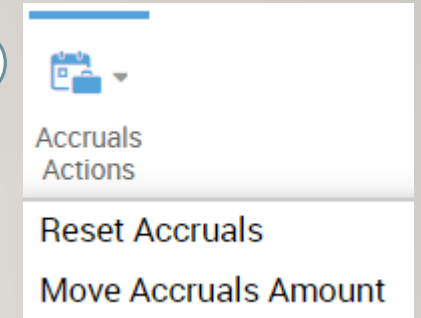
# PAYROLL- ACCRUAL AUDITING

1. Accruals for each employee can be found at the bottom of the employees Timecard, from the Timecard you have the option to Reset Accruals and Move Accruals Amount
2. From the QuickFind, you have the option to Payout Accruals



Accrual Code	Accrual Available Balance
Bone Marrow Donor	0.0
Comp Time	0.0
Comp Time Holiday	0.0
LV-CTFMLA	0.0
LV-CTFMLAMIL	0.0
LV-FMLA	0.0

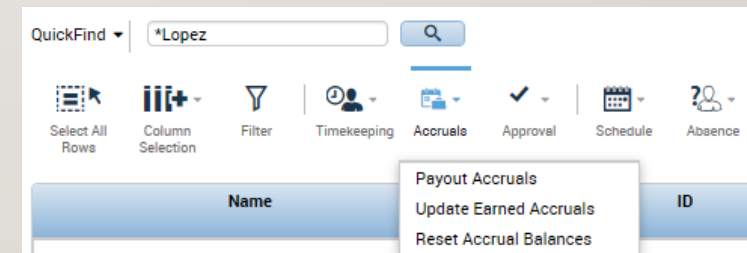
1



Accruals Actions

- Reset Accruals
- Move Accruals Amount

2



QuickFind \*Lopez

Select All Rows | Column Selection | Filter | Timekeeping | Accruals | Approval | Schedule | Absence

- Payout Accruals
- Update Earned Accruals
- Reset Accrual Balances

# PAYROLL– ACCRUAL AUDITING

---

1. Update Earned Accrual Amount allows you to shift a balance from one accrual bucket to another
2. Reset Accrual Balances allows you to select an Accrual Code and select the new vested amount and a probation amount if relevant

### Update Earned Accruals

Effective Date: \* 6/25/2020  Clear

Accrual Code: \* 02 Managers Sick Leave ...

Amount (HH:mm): \*

### Reset Accrual Balances

Effective Date: \* 1/31/2020

Accrual Code: \* Bone Marrow Donor

Vested Amount (HH.hh): \*

Probation Amount (HH.hh): \* 0.0

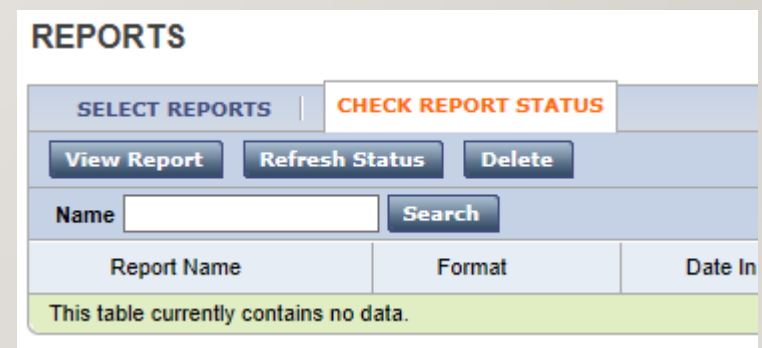
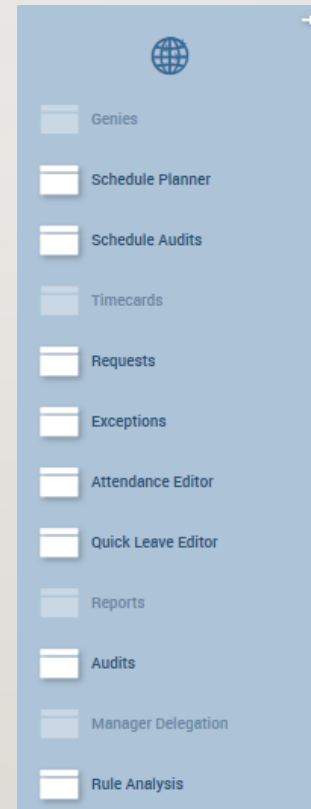
# PAYROLL — EXERCISE 12

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



# PAYROLL- REPORTING

- Use the Related items menu to navigate to the Reports widget
- Here you will have access to every report, you would just select the report fill in, the desired employees. the desired dates, and select **Run Report**
- On the Check Report Status Tab you would wait for the report to complete and select **View Report**



# PAYROLL- REPORTING

- The equivalent of the Payroll Register report in Kronos would be the Hours by Labor Account listed on the right. These reports will show you the wages going to each pay code for each employee
- The Exception report can be mirrored by Exceptions or Exception Summary, both reports will give you a list of employee exceptions but Exception Summary offers a higher level overview

- Hours by Labor Account
- Hours by Labor Account (Data)
- Hours by Labor Account (Excel)
- Hours by Labor Account with Chart
- Hours by Labor Account with Graph Summary**

- Exceptions
- Exceptions (Data)
- Exception Summary**

**HOURS BY LABOR ACCOUNT WITH GRAPH SUMMARY**

Description: Reports money/hours/wages for each labor account/pay code in which the employee accrued hours. Provides totals for each employee and labor account number per employee as well as grand totals.

People: All Home [Edit] [New]

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Pay Codes: Available [List] Selected [List]

Output Format: Adobe Acrobat Document(.pdf)

---

**EXCEPTION SUMMARY**

Description: With charts, shows number of exceptions and associated wage liability. The user can drill down to employee detail.

People: All Home [Edit] [New]

Time Period: Current Pay Period

Absences: Unexcused Only

Exceptions: Available [List] Selected [List]

Output Format: Adobe Acrobat Document(.pdf)

1

2

# PAYROLL– REPORTING

---

- The time reporter summary report in Core can be found similarly in Kronos under the name Time Detail. This will give you detailed data on employee punches and pay codes
- Accrual Detail will give you a summary of their accrual balances

**TIME DETAIL**

Description: Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People: All Home

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Page Break between Employees: No

Sort by: Default

Output Format: Adobe Acrobat Document(.pdf)

**ACCRUAL DETAIL (DATA)**

Description: This report produces raw, unformatted data intended for use with employee. For example, you can see what types of accrual trans

People: All Home

Time Period: Current Pay Period

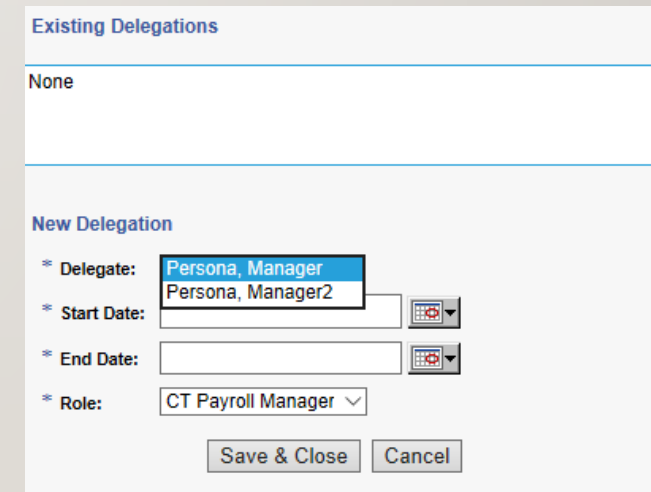
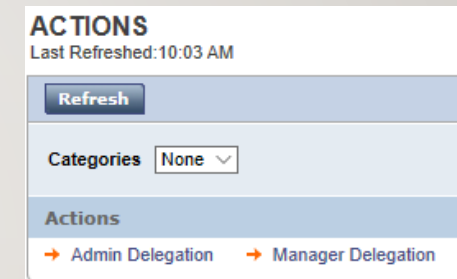
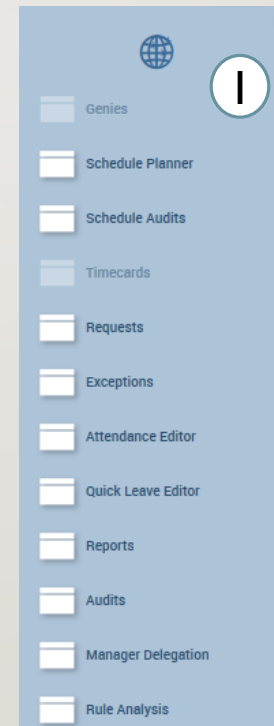
Output Format: Adobe Acrobat Document(.pdf)

# PAYROLL — EXERCISE 13

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

# PAYROLL- DELEGATION

1. Manager Delegation can be found under the same name in the Related Items menu on the right
2. Once there you can choose to delegate any role you have, once selected you would choose the delegate, the time frame, and the role to be delegated



# ADMIN DELEGATION

1. Admin Delegations allows you to delegate someone's authority for them
2. This will be useful when an employee is out and did not get the chance to run their own delegation, this may be sent over to you and you will be able to create the delegation

**Actions**  
→ Admin Delegation → Manager Delegation

Select Delegator  
\* Delegator: 02 Manager, 02 Manager  
Next Cancel

**Delegator**  
Name: Abdul-Lateef, Shaneka N

**Existing Delegations**  
None

**New Delegation**  
\* Delegate: Persona, Manager  
\* Start Date:    
\* End Date:    
\* Role: CT Payroll Manager

# PAYROLL — EXERCISE 14

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

# PAYROLL– KEEPING KRONOS AND CORE CT IN SYNC

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Adjustments made in Core CT during payroll processing:

- -Timesheet
- -Additional pay for amount payment and adjust paid time (reconciliation)
- -Pay line adjustments
- -Online check or check reversal
- -Historical corrections
- -Leave of absences
- -Keeping accruals in sync
- Changes that are made for payroll need to be made in Kronos as well to keep both systems in sync



# PAYROLL–WORKING WITH GENIES

1. Pay Period Close: The Pay Period Close Genie will tell you the approval information for every employee you want to view prior to the close of the pay period
2. All WTK Exceptions: This Genie will show you every exception in Kronos based on the people you are currently viewing. This can be changed using the hyperfinds that we will soon cover

Genies

Pay Period Close ▾

Select All Rows | Column Selection | Filter | Timekeeping | Accruals | Approval | Schedule | Absence

Name	Person ...	Pay Rule	Employee Approval	Manager Approval	Signed Off	Missed In-Pun...	Unexcu... Absence	Expected PP Hours
------	------------	----------	-------------------	------------------	------------	------------------	-------------------	-------------------

Genies

All WTK Exceptions ▾

Select All Rows | Column Selection | Filter | Timekeeping | Accruals | Approval | Schedule | Absence

Name	Bonus ...	Break O...	Cancel ...	Core Ho...	Early In	Early Out	Holiday S...	Invalid Du...	Late In	Late Out
------	-----------	------------	------------	------------	----------	-----------	--------------	---------------	---------	----------

# PAYROLL — EXERCISE 15

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

# PAYROLL — EXERCISE 16

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

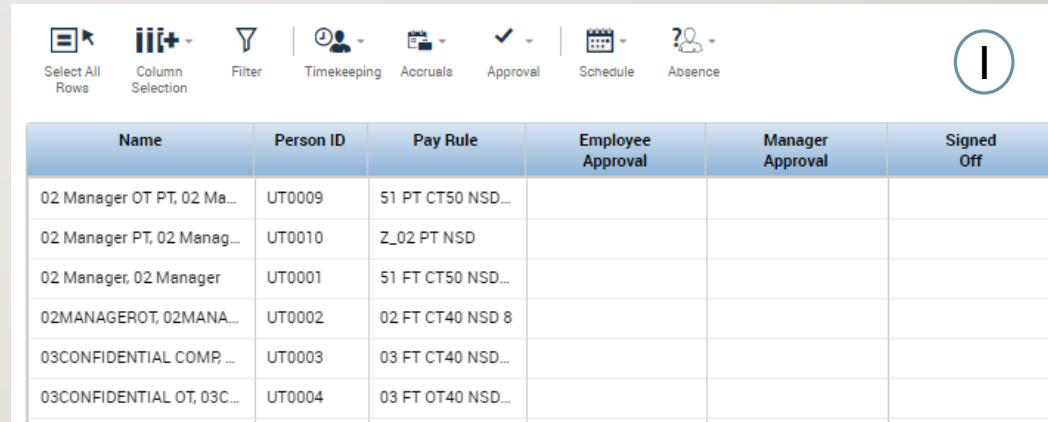
# PAYROLL CLOSE

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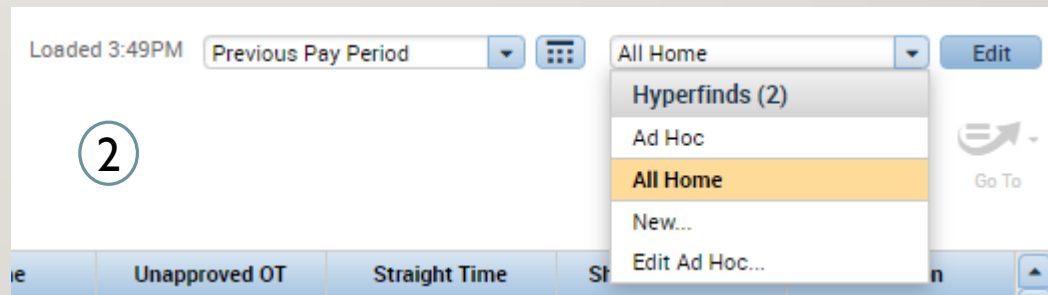


# STEP 1: GENIES - PAY PERIOD CLOSE

1. Use the hyperfind that you just created to filter the list in pay period close
2. Here you will have a view of all the employees that you manage and you can see what approvals the timecard has and whether they are still pending sign off



Name	Person ID	Pay Rule	Employee Approval	Manager Approval	Signed Off
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...			
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD			
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...			
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8			
03CONFIDENTIAL COMP ...	UT0003	03 FT CT40 NSD...			
03CONFIDENTIAL OT, 03C...	UT0004	03 FT OT40 NSD...			



Loaded 3:49PM Previous Pay Period

2

All Home

Hyperfinds (2)

Ad Hoc

All Home

New...

Edit Ad Hoc...

Go To

Unapproved OT Straight Time

# PAYROLL – PAY PERIOD CLOSE

1. After narrowing down your employee view in pay period close, use the Select All Rows button
2. Click the Go To button, and navigate to timecards, use the arrows pictured you will be able to switch between timecards in order to review exceptions and perform Sign Offs as we will show in the following slide

The screenshot shows a payroll system interface. At the top, there is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. Below the toolbar is a table with the following data:

Name	Person ID	Pay Rule	Employee Approval
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...	
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD	
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...	
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8	

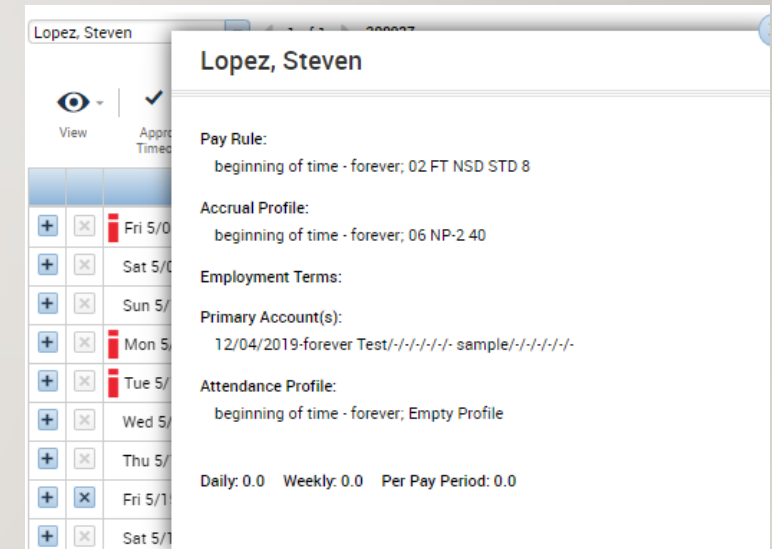
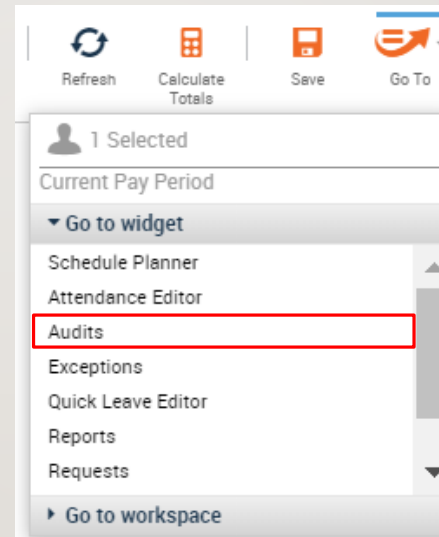
Below the table is a navigation bar with a dropdown menu showing '02 Manager OT PT, 02 M...', a left arrow, '1897 of 3641', a right arrow, and 'UT0009'.

The screenshot shows a payroll system interface. At the top, there is a toolbar with icons for 'Refresh', 'Share', and 'Go To'. Below the toolbar is a sidebar menu with the following items:

- 3642 Selected
- Previous Pay Period
- Go to widget
- Exceptions
- Quick Leave Editor
- Reports
- Requests
- Rule Analysis
- Schedule Audits
- Timecards
- Go to workspace

# STEP 1: GENIES - PAY PERIOD CLOSE AUDITS

1. If you see that the employee timecard was not approved either by the employee or the supervisor in the pay period close genie you will want to communicate with the appropriate person
2. Check the audits to validate it wasn't approved, then communicate with the correct individual



# STEP I: GENIES - PAY PERIOD CLOSE

1. Select the employees that you want to view using the select all rows button or by highlighting the employees you want to view
2. Click the Go To button, and navigate to timecards, use the arrows pictured you will be able to switch between timecards in order to review exceptions and perform Sign Offs as we will show in the following slide

The screenshot shows a software interface with a table of employee data. Above the table is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. The table has four columns: 'Name', 'Person ID', 'Pay Rule', and 'Employee Approval'. Below the table is a navigation bar with a dropdown menu, a page indicator '1897 of 3641', and a 'Go To' button.

Name	Person ID	Pay Rule	Employee Approval
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...	
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD	
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...	
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8	

02 Manager OT PT, 02 M... ◀ 1897 of 3641 ▶ UT0009

The screenshot shows a software interface with a sidebar menu and a 'Go To' button. The sidebar menu includes options like 'Exceptions', 'Quick Leave Editor', 'Reports', 'Requests', 'Rule Analysis', 'Schedule Audits', 'Timecards', and 'Go to workspace'. The 'Go To' button is located at the top right of the sidebar.

Refresh Share Go To

3642 Selected

Previous Pay Period

Go to widget

- Exceptions
- Quick Leave Editor
- Reports
- Requests
- Rule Analysis
- Schedule Audits
- Timecards

Go to workspace



# STEP 2: 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, hover over any exception to get an explanation of what the exception is
- 3. All exceptions need to be handled before you can officially sign off on the timecard

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

Punch Actions

Date: 1/03/2020  
Time: 8:00AM  
Rounded Time: 1/03/2020 8:00AM GMT-05:00  
Override: In Punch  
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)  
Exceptions: Unscheduled  
Last Edit Date: 1/08/2020  
Edit Made By: Persona, Timekeeper

Mark As Reviewed | Edit | Comments | Justify Exception

# STEP 2: TOTALS VALIDATION

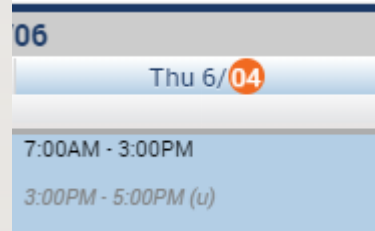
1. Select the day that you want to validate time entry for from the timecard
2. Open the totals section at the bottom using the arrow shown here 
3. Switch the view to daily and check how the hours are being paid

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			

# STEP 2: TOTALS VALIDATION PT2

1. If the totals are incorrect, you may need to update the schedule to include unavailable time or perform and override
2. After making any needed corrections navigate back to the timecard and check the totals again



**Punch**

Date: 6/04/2020

Time (h:mma) \*

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

Override:

# STEP 3: ACCRUAL AUDITING

1. Accruals for each employee can be found at the bottom of the employees Timecard, from the Timecard you have the option to Reset Accruals and Move Accruals Amount
2. Validate the accruals with Core if you see any inconsistency and make the correction using either the Reset or the Move

Totals		Accruals	Audits	Historical Corrections
Accrual Code	Accrual Available Balance			
Bone Marrow Donor	0.0			
Comp Time	0.0			
Comp Time Holiday	0.0			
LV-CTFMLA	0.0			
LV-CTFMLAMIL	0.0			
LV-FMLA	0.0			

1

Accruals Actions

- Reset Accruals
- Move Accruals Amount

QuickFind \*Lopez

Select All Rows | Column Selection | Filter | Timekeeping | Accruals | Approval | Schedule | Absence

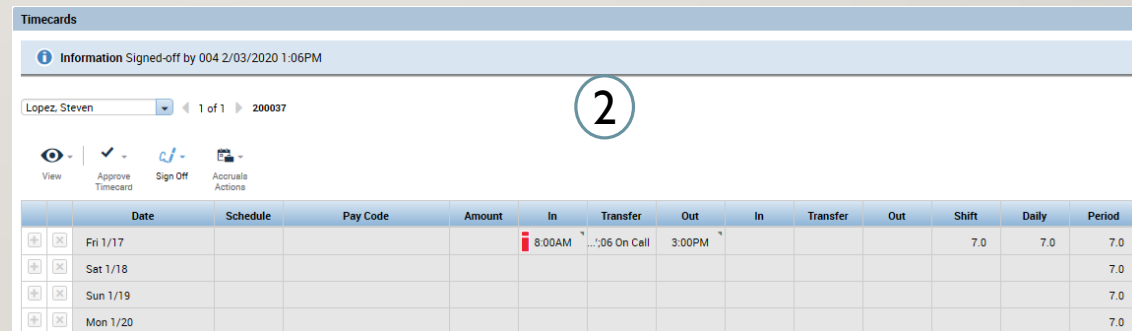
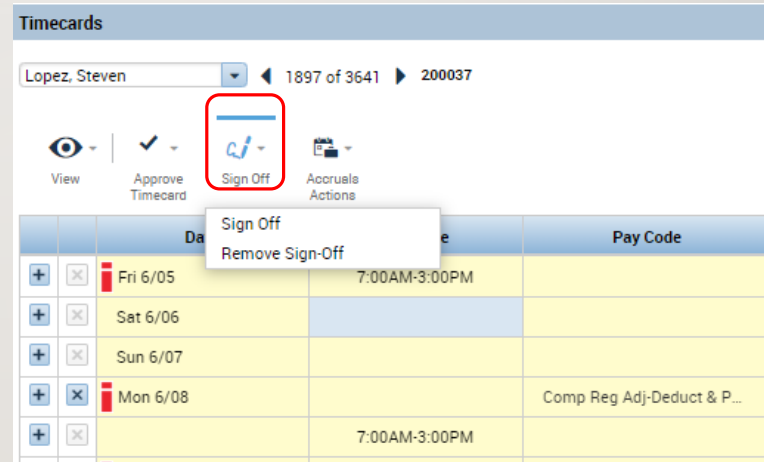
Name | ID

- Payout Accruals
- Update Earned Accruals
- Reset Accrual Balances

2

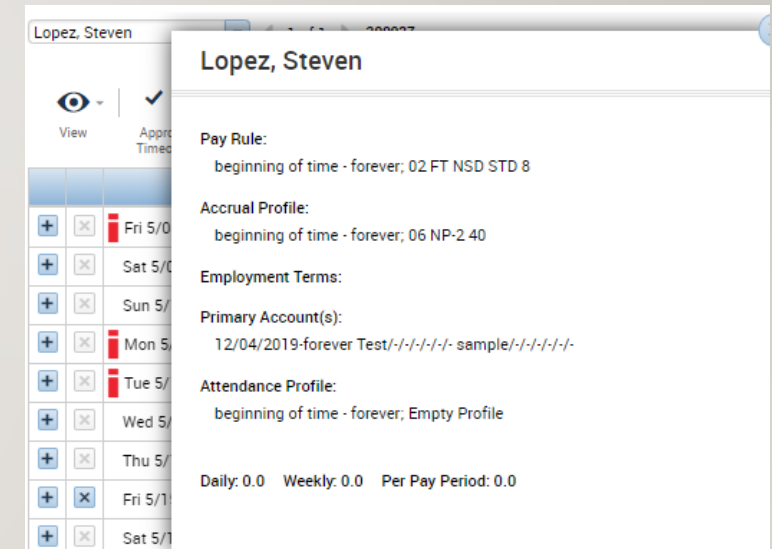
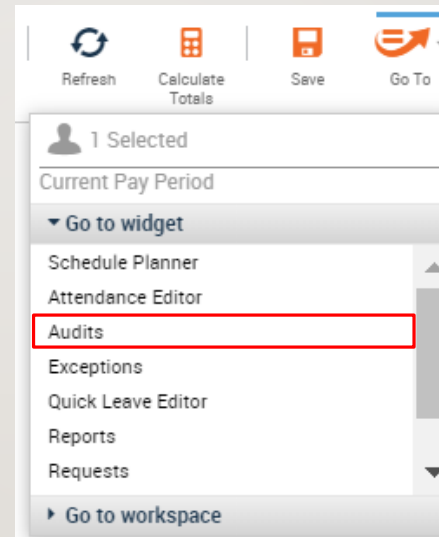
# STEP 4: SIGN OFFS

1. Once all the exceptions are handled and the totals are validated, sign off on the timecard
2. Once the Timecard is signed off, every cell will turn grey, become un-editable, and a banner will show up with information on your sign off, you can also Remove Sign-Off using the same button and the cells will turn white again
3. Official deadline for signing off Wednesdays EOD but don't like keying in anything after Tuesday
4. Validate using the pay period close genie that no remaining sign offs are pending



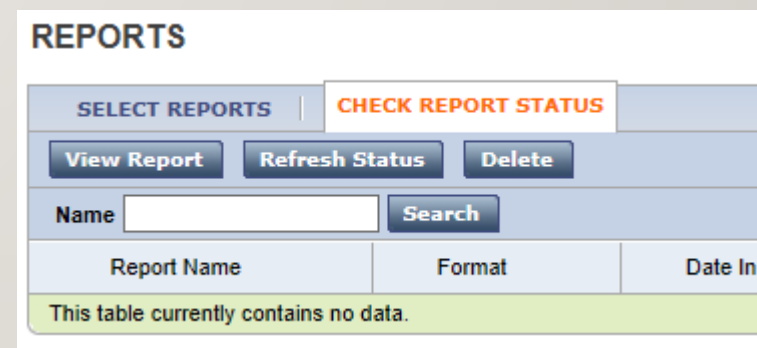
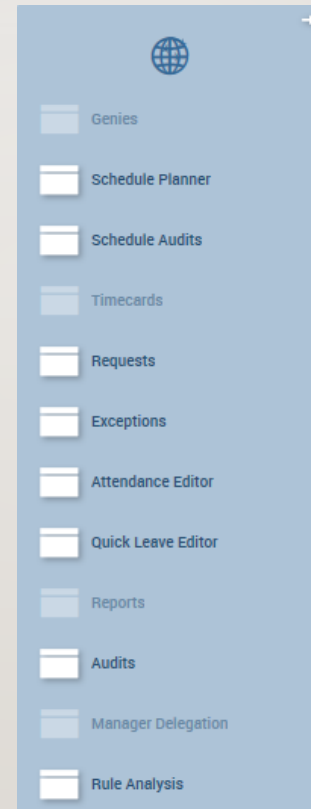
# PAYROLL – SIGN OFF AUDITS

1. If an employee's timecard has not been approved check the audit trail to verify the timecard was updated and validated
2. If the timecard was not approved, navigate to the employee's timecard and right click their name to view their pay rule and supervisor, reach out to their supervisor to make modifications



# STEP 5: REPORTING

- Use the Related items menu to navigate to the Reported widget
- Here you will have access to every report, you would just select the report fill in the desired dates, and select **Run Report**
- On the Check Report Status Tab you would wait for the report to complete and select **View Report**



# STEP 5: REPORTING

- The equivalent of the Payroll Register report in Kronos would be the Hours by Labor Account listed on the right. These reports will show you the wages going to each pay code for each employee
- The Exception report can be mirrored by Exceptions or Exception Summary, both reports will give you a list of employee exceptions but Exception Summary offers a higher level overview

Hours by Labor Account  
Hours by Labor Account (Data)  
Hours by Labor Account (Excel)  
Hours by Labor Account with Chart  
Hours by Labor Account with Graph Summary

Exceptions  
Exceptions (Data)  
Exception Summary

The screenshot displays two web-based reporting screens. The top screen, titled 'HOURS BY LABOR ACCOUNT WITH GRAPH SUMMARY', includes a description, a 'People' dropdown set to 'All Home', a 'Time Period' dropdown set to 'Current Pay Period', and an 'Actual/Adjusted' dropdown set to 'Show hours worked in this period only'. It features two columns of 'Pay Codes' (Available and Selected) with navigation arrows, and an 'Output Format' dropdown set to 'Adobe Acrobat Document(.pdf)'. A circled '1' is in the top right corner. The bottom screen, titled 'EXCEPTION SUMMARY', has a similar layout with a description, 'People' dropdown, 'Time Period' dropdown, and an 'Absences' dropdown set to 'Unexcused Only'. It also has 'Available' and 'Selected' columns for exceptions, navigation arrows, and an 'Output Format' dropdown. A circled '2' is in the top right corner.



# STEP 5: REPORTING

---

- The time reporter summary report in Core can be found similarly in Kronos under the name Time Detail. This will give you detailed data on employee punches and pay codes
- Accrual Detail will give you a summary of their accrual balances

**TIME DETAIL**

Description: Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People: All Home

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Page Break between Employees: No

Sort by: Default

Output Format: Adobe Acrobat Document(.pdf)

**ACCRUAL DETAIL (DATA)**

Description: This report produces raw, unformatted data intended for use with employee. For example, you can see what types of accrual trans

People: All Home

Time Period: Current Pay Period

Output Format: Adobe Acrobat Document(.pdf)

# RUNNING THE TCD

---



# TCD – BEFORE YOU RUN THE FILE

- In order to validate employee time, run the time detail report
- Validate employee paycodes/TRCs, make any adjustments before running the TCD file

**TIME DETAIL**

**Description** Displays detailed data about each employee's punches, duration, and pay code only (separately listing combined pay codes).

**People** All Home

**Time Period** Current Pay Period

**Actual/Adjusted** Show hours worked in this period only.

**Page Break between Employees** No

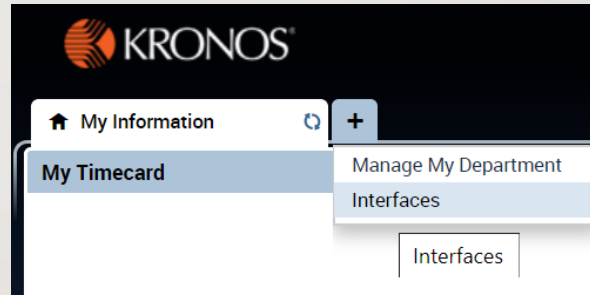
**Sort by** Default

**Output Format** Adobe Acrobat Document(.pdf)

Primary Account				Start	End							
DCF-DCF91000/DCF083203/-/067447-0-DCF/397410/8028MP				1/13/2020	Forever							
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount	
<i>Xfr/Move: Account</i>	<i>Account</i>	<i>Comment</i>			<i>Xfr: Work Rule</i>			8.00			8.00	
7/5/2020	12:00 AM	Independence Day										
<b>Labor Account Summary</b>						<b>Pay Code</b>		<b>Hours</b>	<b>Money</b>	<b>Days</b>		
DCF-DCF91000/DCF083203/-/067447-0-DCF/397410/8028MP						Holiday		8.00				
						LV-All Worked		8.00				
<b>Combined Pay Code Summary</b>						<b>Pay Code</b>		<b>Hours</b>	<b>Money</b>	<b>Days</b>		
						LV-All Worked		8.00				
<b>Totals:</b>								8.00	\$0.00	0.00		
<b>Pay Code Summary</b>						<b>Pay Code</b>		<b>Hours</b>	<b>Money</b>	<b>Days</b>		
						Holiday		8.00				
<b>Totals:</b>								8.00	\$0.00	0.00		

# TCD – RUNNING THE FILE

- Open the Interfaces window
- Select the locations you want to view and the range of dates then run the report
- The TCD file will then run and upload automatically and will be pulled when Core CT is scheduled to run the file mover



STEP 1: CORE\_CT\_TIME\_EXPORT\_REPORT.KNX  
\* Select Location: DCF014999

Return Continue

STEP 1: CORE\_CT\_TIME\_EXPORT\_REPORT.KNX  
\* Select Location: DCF014999  
\* :START\_DATE 11/08/2019  
\* :END\_DATE 11/21/2019 MM/dd/yyyy

INTERFACES	
Refresh Run Set Runtime Options Schedule	
	Name ^
<input checked="" type="radio"/>	Core_CT_Time_Export_Report
Interface	Core_CT_Time_Export_Report
Status	Completed successfully

# TCD – TCD FILE

---

- After clicking the completed successfully button, scroll down the page until you find the TXT file for Payroll Data Export
- The numbers listed at the bottom of the page will need to be entered in Core CT, these numbers will also be emailed to you

Payroll\_Data\_Export  
DCF\_SUMMARY.txt

```
Biweekly Check Date 09/08/2020  
DCF-Dept of Children and Family (DCF)  
Uploaded By SuperUser  
  
TL_ELP_INTFC Add Rows 4,345  
TL_ELP_INTFC Delete Rows 3,688  
TL_ELPSTK_INTFC Add Rows 4,369  
TL_ELPSTK_INTFC Delete Rows 0
```

# TCD – CORE CT SIDE

- Once you have the totals from the email or TXT document, you will navigate to the below page in Core CT  
**Main Menu > Time and Labor > CT TCD File > CT TCD Processing Tracker**
- Here you will enter the numbers from the report, if there are any discrepancies between agency input and pre edit you would contact your designated agency representative

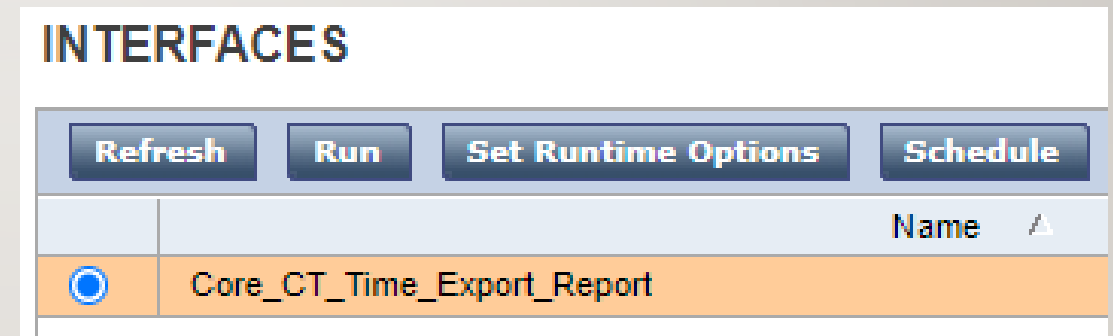
Make sure these two columns match after running the TCD

	Agency Input	Pre-Edit	Percentage	Reported Time
TL_ELP_INTFC Adds:	0	0		
TL_ELP_INTFC Deletes:	0	0		
TL_ELPTSK_INTFC Adds:	0	0		
TL_ELPTSK_INTFC Deletes:	0	0		
DUR Records in Range:		0	0.000	0
DUR Records outside Range:		0	0.000	0

# TCD – MAKING CORRECTIONS

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- If after running the TCD, you note any changes that need to be made you can rerun the TCD Export
- As long as the file mover has not been executed on the Core CT side, this interface can continue to be rerun as needed
- There will be a business process for running the time export after the file has already been transmitted to Core CT



TIME OFF

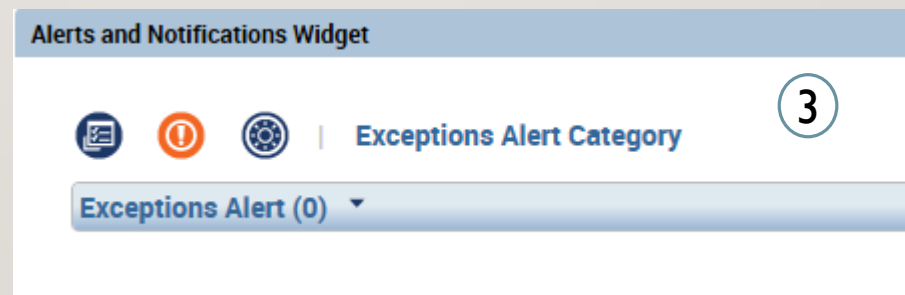
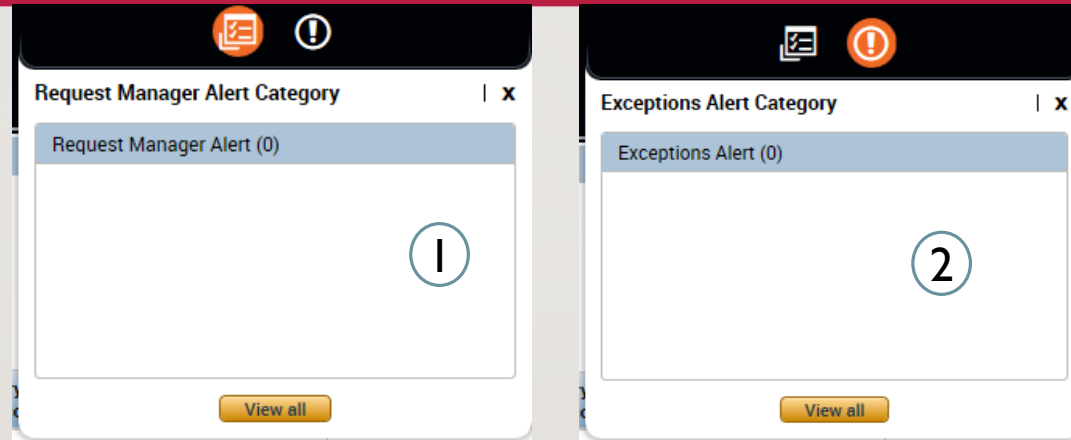
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# TIME OFF – REVIEWING TIME OFF REQUESTS

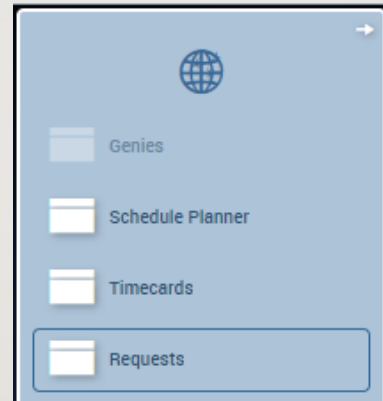
1. Using the notifications widget at the top you'll be able to see the most recent requests in the Request Manager
2. You can also view the most recent exceptions through the exception alert category
3. If you select view all on either, you will be taken to the Alerts and Notifications Widget where you can see every existing Request



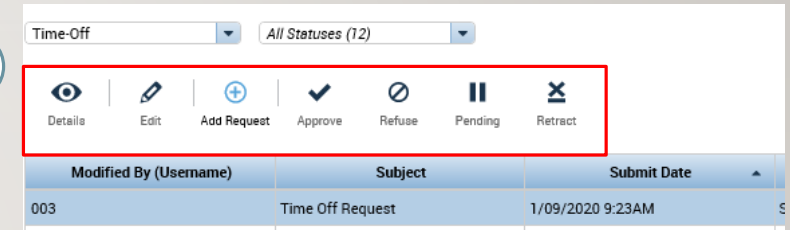
# TIME OFF – REVIEWING TIME OFF REQUESTS

1. Use the **Request** widgets under **Manage My Department**
2. The following menu will appear with the options to **view, edit, approve, refuse, set as pending, and retract.**
3. Whichever item you choose will lead you to the following menu. Select the appropriate request and then **add an optional comment** to explain the decision.

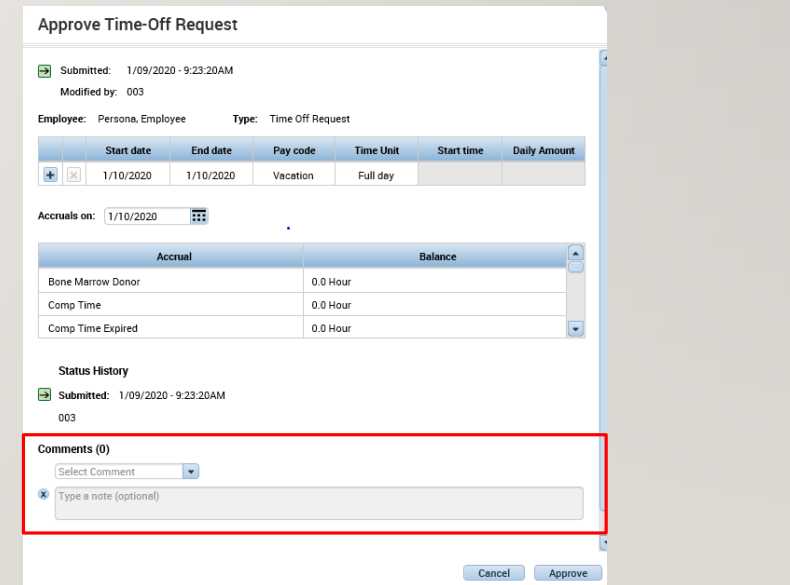
1



2



3



# TIME OFF – TIME OFF REPORT

- 1. Use the QuickFind to find the employee you want to make changes for. Use the Go To button to access **Reports**
- 2. Through the reports interface select the Accrual Detail report and select **Run Report**

The screenshot shows the 'Genies' interface. At the top, there is a 'QuickFind' search bar containing the text '\*lopez' and a magnifying glass icon. Below the search bar are five icons with labels: 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. On the right side, there is a 'Go To' button with a vertical bar icon, and a dropdown menu showing '1 Selected' and 'Current Pay Period'. Below this, there is a 'Go to widget' section with a list of options: Schedules, Attendance Editor, Audits, Exceptions, Reports, Requests, and Timecards. At the bottom of this section is a 'Go to workspace' button.

The screenshot shows the 'REPORTS' interface. At the top, there are two tabs: 'SELECT REPORTS' and 'CHECK REPORT STATUS'. Below the tabs are several buttons: 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. On the left side, there is a list of reports under the heading '- All'. The 'Accrual Detail (Data)' report is highlighted with a red box. On the right side, there is a detailed view of the 'ACCUAL DETAIL (DATA)' report. It includes a 'Description' field, a 'People' dropdown menu set to 'Previously Selected Employee(s)', a 'Time Period' section with a 'Range of Dates' dropdown and two date pickers (1/03/2020 and 1/16/2020), and an 'Output Format' dropdown set to 'Adobe Acrobat Document(.pdf)'. A circled '2' is visible on the right side of the screenshot.

# 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

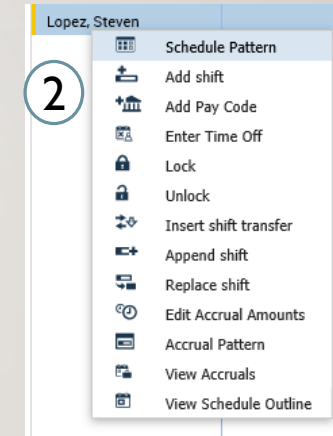
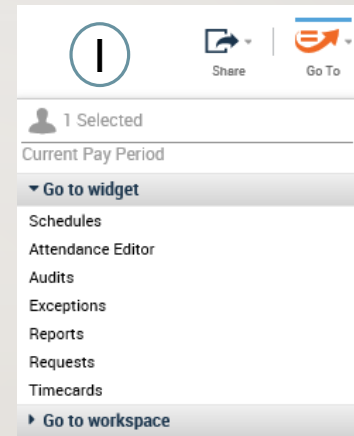
# SCHEDULING

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# SCHEDULING – ADDING A SCHEDULE

1. After selecting an employee using the QuickFind, press the Go To button and select **Schedule Planner**
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.



This screenshot shows 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. Below these fields is a table with the following columns: Start Date, Type, Start Time, End Time, End Date, Duration, Job Transfer, Labor Level Transfer, and Work Rule Transfer. The table contains one row of data: Start Date: 1/04/2020, Type: Regular, Start Time: 12:00am, End Time: 1:00am, End Date: 1/04/2020, Duration: 1.00. At the bottom of the form, there are 'Cancel' and 'Apply' buttons.

	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			

# SCHEDULING – ADDING 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 going through the drop down you can select the desired pay code and add it for just that day or include it in a patter.

The screenshot displays a scheduling interface with a toolbar at the top containing icons for Assign, Unassign, Shift Transfer, Insert shift template, Comment, Pay Code, Copy / Paste, Delete, Lock / Unlock, Swap, and Quick Actions. A blue notification bar indicates 'Copy / Paste Select an item to copy.' Below this, the 'Copy / Paste' icon is highlighted in the toolbar. The main area shows a schedule for 'Lopez, Steven' with a shift from 8:00AM to 4:00PM on 'Fri 1/03'. A second screenshot shows the 'Pay Code' dropdown menu open, listing various codes such as 'Administrative Leave Paid', 'Agency-Union Picnic or Party', and 'CCE - Comp Time Earned'. A search bar is visible at the top of the dropdown, and it notes 'Displayed 100 of 124. Please narrow down your search.'

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

Shift transfer	Insert shift template	Comment	Pay Code	Copy / Paste	Delete	Lock / Unlock	Swap	Quick Actions
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 – OFF TIME

1. Time that is not scheduled and needs to have a work rule transfer must use Off Time
2. For employees to be paid correctly, all time and work rules should be entered and scheduled before hand. If the employee is going to be using a work rule or labor account transfer such as when they get On Call, you would need to use Off Time.

1

The screenshot shows the 'Add Shift' interface. At the top, it says 'Add Shift'. Below that, 'Assigned to' is set to 'Lopez, Steven'. To the right, 'Shift Details' shows '4:00am-7:00am(3:00h)' and 'Primary'. Below this, there is an 'Insert Template' dropdown and a 'Shift Label' input field. At the bottom, a table lists the shift details:

	Start Date	Type	Start Time	End Time	End Date	Duration
+ x	7/01/2020	Off	4:00am	7:00am	7/01/2020	3:00

2

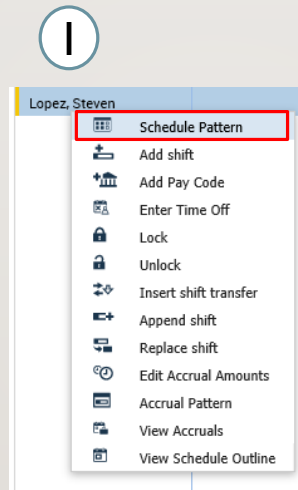
The screenshot shows a calendar view for 'Wed 7/01'. Below the date, there are three time slots listed:

- 4:00AM - 7:00AM (o)
- 7:00AM - 3:00PM
- 3:00PM - 11:00PM



# 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. If the employee has previous schedules on their account fill in the override other patterns button. Click Apply to save your changes.



A screenshot of the 'Schedule Pattern' configuration form. The form is titled 'Schedule Pattern' and shows it is assigned to 'Lopez, Steven' with 'Primary job' set to 'None'. A circled '2' is placed above the form. The form includes fields for 'Start Date', 'End Date', 'Duration', and 'Rotation'. Under 'Add Pattern', there are fields for 'Anchor Date:\*' (1/03/2020), 'Start Date:\*' (1/03/2020), and 'End Date:\*' (empty). There are radio buttons for 'Forever' (selected) and 'Define Pattern for:\*' (1, Week(s), Day(s)). There is a checkbox for 'Override Other Patterns'. Below these are buttons for 'Add Shift', 'Add Pay Code', 'Shift Template', and 'Pattern Template'. A table shows the pattern for two items, with the first item having a pattern of Friday and Saturday. There are 'Cancel' and 'Apply' buttons at the bottom.

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							

# SCHEDULES — EXERCISE 17

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

# SCHEDULING – EDITING A SCHEDULE

1. Can add multiple rows for different occurrences such as working a different position or going in on call. Add a row to add hours charged to a different job or hours that should be paid out differently than the pay rule assigned to you.
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 24) 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](#)

# THE END

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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