Manage my Department

Purpose:

This job aid will help you get started managing a department in Kronos

Steps	Screenshots
1. Timecard– Use the Quickfind Genie under Manage My Department to find employees, Starting a search with an asterisk will search for names that end in the proceeding letters. Ending a search with an asterisk will search for names started with the preceding letters. Select an employee by double clicking or by pressing Ctrl and selecting multiple employees. From here through actions select whether you want to add or delete a punch or view a timecard. 2. Once on the time card you can edit punch in and punch out times, add pay codes for leaves, or clear exceptions by right clicking the box that contains the exception, which will be covered in the following section	
1. Exceptions – Exceptions will appear on the top on the exceptions widget 2. After pressing the exception icon click view all to see a list of all exceptions by category, select the exception you want to edit 3. Selecting the exception will bring you to that specific exception, here you can edit in the Start and Stop times, You can also select **Mark/Unmark** in the Quick actions menu and then click the box with the exception, then click mark/unmark again to set a box as reviewed.	
➢ Genies – All the Genies are found under the Manage My Department Widget by electing the arrow next to the Defaulted Quick Find Genie	
➢ Reports – Access reports through the Reports widget on the related items menu -Once here a variety of reports will appear under each drop down menu, select the relevant report and click Run Report -Once done switch to the check report status tab and select the report you would like to view > Select view report once the correct report is selected.	

Steps	Screenshots

➢ Requests – Navigate to requests under the related items menu

-All requests will appear here and can be filtered by type of request and request status, such as Approved, Refused, Pending. You can also add new requests, or edit existing requests though this interface.

| ♠ My Information | Requests | ↻ | X | + |

Requests

Time-Off ▼   All Statuses (12) ▼   Current Schedule Period ▼ 🔲 All ▼

👁 Details   ✎ Edit   ⊕ Add Request   ↻ Refresh   ⇥ Go To

Modified By (Userna...	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments

Request Detail   Accruals

ℹ **Information** No requests selected | X