

KRONOS PAY BY SCHEDULE GUIDE

Employee



Employee Guide

Last Updated: April 2021

Table of Contents

Creating a Request for Time Off:	1
Quick Leave Editor:	2
Clocking In and Out with REGTC/RLDY:	3
Adding Comments:	4

Employee Guide

Last Updated: April 2021

Creating a Request for Time Off:

Start on the My Calendar widget on your My Information Home Page. Click on the Request Time Off button and fill in the information that you want to request; this includes Accrual code, Date, whether a full day or partial day, and start time if applicable. Make sure you are accounting for their lunch deduction when making the request. I.e. if an employee is working 5.5 hours and still takes their lunch deduction, then their clocked in time amounts to 5 hours and their accrual time should be 3 hours.

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"/>	4/12/2021	4/12/2021	Vacation	Full day		

Accruals on:

Accrual	Balance
50 Sick	128.53 Hour
51 Vacation	338.95 Hour
52 Personal	24.0 Hour

Note (optional)

Refer to the job aid [here](#) if you have any questions on how to request time off.

If you are a pay by schedule employee, you may notice that when you first request the time that both the pay code and the clocked in time will show up as shown below. The supervisor will need to go in and delete the clocked in time so that you are paid correctly.

Tue 4...		Vacation	8.0	12:00AM		
	8:00AM-5:0...			8:00AM		5:00PM

Employee Guide

Last Updated: April 2021

Quick Leave Editor:

If you are on an intermittent leave:

- Click on the Go To button on your timecard
- Select Quick Leave Editor

This will take you to the screen shown below where you can enter how many hours of leave you utilized.

If you need a step by step guide on how to enter this time, refer to the job aid

[here.](#)

Date	Leave Time Amount
Fri 4/09/2021	<input type="text"/>
Sat 4/10/2021	<input type="text"/>
Sun 4/11/2021	<input type="text" value="3"/>
Mon 4/12/2021	<input type="text" value="8"/>
Tue 4/13/2021	<input type="text"/>
Wed 4/14/2021	<input type="text" value="4"/>
Thu 4/15/2021	<input type="text"/>

Employee Guide

Last Updated: April 2021

Clocking In and Out with REGTC/RLDY:

When clocking in for REGTC or RLDY, make sure you click on the Transfer dropdown before clicking record timestamp.

The screenshot shows a user interface for recording a timestamp. At the top, there is a header 'My Timestamp' with a gear icon. Below this, the text 'Last Timestamp:' is followed by 'Tuesday, March 23, 2021 6:16 PM (GMT -05:00) Eastern Time'. A dropdown menu is open, showing 'Transfer' as the selected option. Below the dropdown is a blue button labeled 'Record Timestamp'.

Once there, on the work rule tab you will see the available transfers by lunch entitlement, select the one that applies to you and then you can click Record Timestamp.

Add Work Rule

The screenshot shows a search list for work rules. The search bar contains the text 'Search List'. Below the search bar, a list of work rules is displayed:

- Reg Light Duty 30 Min
- Reg Light Duty 45 Min
- Reg Light Duty 60 Min
- Reg Light Duty NL
- Reg Telecommuting 30 Min
- Reg Telecommuting 45 Min
- Reg Telecommuting 60 Min
- Reg Telecommuting NL

Note that if you are working regular in the morning and REGTC/RLDY in the afternoon, you do not need to punch out mid-day. Punch in in the morning, punch back in with the transfer in the afternoon and then punch out at the end of the day. For additional help on entering REGTC and RLDY, refer to the job aid [here](#).

Ex: Clock in 8 AM > Clock back in 12 am w/ REGTC > Clock out at 4:30

Employee Guide

Last Updated: April 2021

Adding Comments:

Whenever you have an exception such as a missed punch or any other occurrence on your timesheet that you need to explain, you can do so by inserting a comment. Make sure to do this as often as possible to minimize the back and forth process outside of Kronos.

Right click on any punch on the day with an exception and then a pop up window with a Comments button will appear.



Refer to the e-learning here for any additional questions.