

# KRONOS SUPERVISOR GUIDE

Supervisor



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## Supervisor Guide

Last Updated: April 2021

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### What pay code should I use in Kronos?:

Pay codes that you are used to using in Core CT all have Kronos equivalents. Sometimes the name may differ so the best option is to review the mapping table to find the code in Kronos. **Note: Encourage employees to submit requests when possible to reduce the amount of manual edits.**

Mapping Key	TRC Cod
*   Vacation   *   *	VAC
*   Vacation Light Duty   *   *	VLDY
*   Vacation Used on Holiday   *   *	VH
*   Voc Tech Closed Not Summer   *   *	UVXNS
*   VocTech Closed NS with Accrual   *   *	UVNS
*   Vol. Lv. Sched. Reduction Prg.   *   *	UVLRP

Refer to the mapping table [here](#) for checking what code you should be entering in Kronos.

### How do I make sure my employee is being paid correctly?:

After an employee has worked a day, click on the dropdown icon at the bottom of the page. This will allow you to see the totals section which gives you a breakdown of the pay codes being paid out on each day. Refer to this section as regularly as possible to ensure that employee's timecards are accurate.

Totals			
Accruals			
Audits			
Historical Corrections			
Daily		Pay Code	
Pay Code	Amount		
Reg Telecommuting Arrangem...	4.5		
Regular	3.5		
xTotal Std Reg Hrs	8.0		

Refer to the 'More Content Section' job aid [here](#) to better understand the Timecard Calculations shown at the bottom of the screen.

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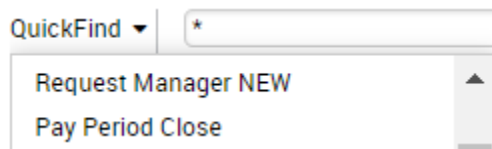
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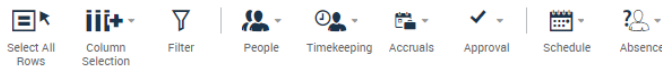
### How do I make sure all of my staff is being paid correctly?:

In order to get a view of exceptions and clocked in time for all of your employees at once the best option would be Genies. Keep in mind that this is more applicable for larger areas that have a timekeeper, smaller locations can be reviewed timecard by timecard. When under the quick find menu, click on the small triangle to see the dropdown of Genies. These are short cuts that will allow you to view different data all at once. Click on Pay Period Close here.



This page will give you a view of all of your employees data. You can scroll to the right to view any active exceptions and see any of your employee's time that requires approval.

Pay Period Close ▾



Name	Unexcused Absence	Late In	Early...	Very ...	Very ...	Std Hours by F...	Total Std Reg ...	Regular
						40	80.0	72.0
						40	80.0	72.0
	✓	✓				40	72.0	64.0
						40	80.0	72.0
						40		
						40	80.0	72.0
						40	80.0	72.0
						40	80.0	72.0

Refer to the '[Supervisor Getting Started Manual](#)' here to see how Pay Period Close is [used](#).

### My employee didn't work OT but they still have a red clock?:

Although the red clock icon is labeled as Approve Overtime, it doesn't necessarily mean they will get whatever hours you approve paid as overtime. In reality, what you are doing is approving the time that falls outside of their schedule/standard

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hours. This can fall under the bucket of Regular, Overtime, or even Compensatory Time.

For example, in the situation below the employee works their regular hours but their schedule was inaccurate. Due to this time being outside of their schedule, the red clock icon will appear, but once approved all the time will fall into Regular.


Mon ...		8:30AM-5:0...				
				1:00PM		9:30PM

Refer to the '**Resolving the Red Clock Exception**' job aid [here](#) for steps on how to resolve the red clock exception.


## How do I approve overtime?:

When an employee works time outside of their schedule, a red clock will appear next to the date on the timecard. Right click on this button and select Approve Overtime to be taken to the following pop up window. If you have additional questions that this section doesn't cover, refer to the '**Approve Overtime**' job aid [here](#) after reading on ahead.

**Approve Overtime**

Overtime Date \* 4/20/2021  Clear

Unapproved Overtime Amount (HH.hh) \* 2.0

Amount \* 

Comments (0) [Add Comment](#)

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

Once there the three best options for approving OT are: All, None, Time Window.

- **All** is when the employee worked all the time outside of their schedule and will be the most commonly used.

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- If the employee did not work some of that time and should not be paid, **None** can be selected from the dropdown.
- **Time Window** allows you to specify when their overtime should pay out, so if they have overtime in the morning and in the afternoon and you only want to pay one, select the Time Window and specify the time the OT started and how long it lasted.

Amount \*  Time Window

Show Schedule for Time Window

		From	Amount	
<input data-bbox="272 762 305 804" type="button" value="+"/>	<input data-bbox="337 762 370 804" type="button" value="x"/>	<input data-bbox="394 762 540 804" type="text" value="5:00PM"/>	<input data-bbox="557 762 703 804" type="text" value="2.0"/>	<input data-bbox="719 762 768 804" type="button" value="🗨️"/>

### How do I correct a missed punch?:

When an employee misses a punch, you will see a highlighted cell on the timecard with the exception as shown below.

<input data-bbox="272 1140 378 1171" type="text" value="8:30AM"/>	<input data-bbox="459 1119 873 1184" type="text" value=""/>	<input data-bbox="881 1119 1110 1184" type="text" value=""/>
---	---	--

This can be resolved by entering the time that the employee was supposed to have clocked in. After you make this edit, right click on the cell and make sure you include a comment explaining the change you entered.

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

<input data-bbox="224 1465 248 1497" type="button" value="x"/>	<input data-bbox="272 1465 410 1497" type="text" value="Explanation"/>
<input data-bbox="224 1528 248 1560" type="button" value="x"/>	<input data-bbox="272 1528 677 1581" type="text" value="Corrected Adjust missed punch"/>

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### How do I fix an unexcused absence exception?:

There are a few scenarios where an employee may show up with an unexcused absence. The first is when an employee has a missed punch, in this scenario you can resolve it by entering the punch they missed as shown in the example above. Another scenario, is where an employee is out on leave or a pay code has not been entered. In this scenario, you would need to either approve the employees request for time off or enter the pay code that the employee used. This will turn the unexcused absence to excused and turn the red exception blue.

 Mon 4/26		Vacation	8.0
	8:00AM-5:00PM		


The last scenario, is where an employee is using an unpaid code such as Unpaid FMLA or LAW Leave Unauthorized. In these scenarios, even if you enter the pay code the exception will remain. This is because that exception is used to disqualify an employee from receiving holiday if they are not supposed to, which in this case is fine and the timecard can be approved as is.

 Tue 4/27		LAW Leave Un...	8.0
	8:00AM-5:00PM		

### How do I make an adjustment to account for the Lunch Deduction?:

There are a few scenarios where you may still need to manually adjust a shift to account for an employees lunch. An example of this, is when an employee uses a longer span of accruals and their worked hours don't reach a total of 6 hours.

For example, take a look at the employee below who clocked in for 5 hours and used a 3 hour accrual.

8:30AM-5:0...			8:30AM		11:00AM	 2:00PM		5:00PM
	Sick Appoint...	3.0	11:00AM					

Since the employee's total clocked in hours only add up to 5.5 hours, you will need to make adjustments to account for that half hour of lunch in this case. In

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this situation, you will click on a new row and add a new out punch for whenever they left for lunch, in this case 3:00 PM. This will reorganize the time as shown below and allow you to enter the last missing punch.

8:00AM-5:00PM			8:00AM		10:00AM	2:00PM	3:00PM
	Sick Appointments	3.0	10:00AM				
					5:00PM		

Once this is done, validate that the totals are accurate at the bottom of the page. Refer to the **'Lunch Process Guide'** job aid [here](#) for the click by click process on entering an employees lunch.

## My Employee worked through their lunch and now their totals add up to more than their standard hours:

When an employee takes time off for the day, there are occasions where they may work through their lunch but this does not get rid of their lunch entitlement. In the below example they worked the entirety of their time back so the total amount of hours added up to 9.

8:30AM-5:00PM			8:30AM		10:00AM	2:00PM	5:00PM
	Sick Appointments	4.0	10:00AM				

To fix this issue, the employees lunch deduction would actually go towards reducing their accrual used by however much lunch time the employee is entitled to. In this example, they would receive 3 hours instead of 4 so that the employee reaches their standard regular hours. Use the daily totals to confirm they are being paid what they should.

8:30AM-5:00PM			8:30AM		10:00AM	2:00PM	5:00PM	4.5	
	Sick Appointments	3.5	10:00AM						8.0



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### How do I Approve/Edit a Request for Time Off?:

Start on the Requests widget on your Manage My Department Page. Click on any of the individual requests and select Approve. This will give you a pop up window that will allow you to confirm your selection, and then the pay code will automatically go to the schedule planner.

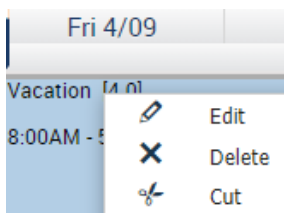


Modified By (Usernam	Subject	Submit Date	Status
	Time Off Request Full ...	7/20/2020 1:53PM	Submitted
	Time Off Request Full ...	7/20/2020 1:53PM	Submitted

Note that if you have pay by schedule employees, you may notice that when you first approve the request, both the pay code and the clocked in time will show up as shown below. You will need to go in and delete the clocked in time so that you are paid correctly by clicking the 'X' to the left of the punches.

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

To edit the request, click on the Go To button and navigate to the schedule planner. If the employee is using less of an accrual than they originally requested, you can right click on the pay code and select edit.



Alternatively, you could have the employee request a cancellation and you can approve that and then have them resubmit the request, though this is a more

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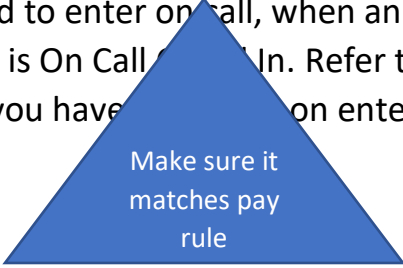
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tedious process. Refer to the **'Time Off Request'** job aid [here](#) if you have any questions on how to handle request for time off.

### How do I enter On Call time:

There are two scenarios where you need to enter on call, when an employee is On Call Standby and when an employee is On Call Directly In. Refer to the following **'On Call Process Guide'** job aid [here](#) if you have any questions on entering On Call.



Make sure it  
matches pay  
rule

#### On Call Standby:

When entering On Call for an employee who is On Call Standby you have two options, the first being entering a pay code. This is the easier of the two options since there are some issues with On Call entered on the schedule planner and overtime, which we will cover momentarily.

When entering On Call directly on the timecard or schedule, refer to the mapping table to identify which code you should be using. Find the TRC code that you are familiar with using in Core CT so that you can find the Kronos equivalent and enter how many hours the employee will be receiving on each day. This can be done after they work their shift so you do not have to go back and edit.

Mapping Key	TRC Code
* On Call - On Site 100 * *	XOCMH
* On Call - Standby 1.00 * *	XOCBH
* On Call - Standby 1.25 * *	XOCFH
* On Call - Standby 1.50 * *	XOCCH
* On Call - Standby 1.65 * *	XOCHH
* On Call - Standby 2.00 * *	XOCGH
* On Call - Standby 2.25 * *	XOCKH

There is also the option of entering the On Call as a transfer on the schedule planner. Find the day where the employee is working and add a shift of type Transfer and add the work rule that best corresponds to the employees pay rule

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for On Call. This will automatically add the On Call to the employee's timesheet, however it will not automatically adjust if the employee works overtime at the beginning or end of their regularly scheduled shift. Due to this it may be easier to perform the pay code edit.

Start Date	Type	Start Time	End Time	End Date	Duration	Job Tr...	La... Le...	Work Rule Transfer
4/20/2021	Transfer	12:00am	8:00am	4/20/2021	8.00			11 NP 6 On Call

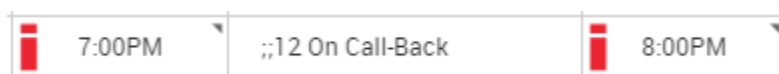
### On Call Called In:



On Call Called In will require a work rule transfer to make sure you are paying the shift correctly. After the employee clocks in and out, right click on their name to find their pay rule.

**Pay Rule:**

7/01/2020 - forever; 12 FT OT40 NSD 60L STD 8

On the transfer section in between their Called In punches, click Search and find the work rule for On Call that best corresponds to the employees pay rule. This will give them On Call Called In pay for the hours that they worked. Note that if the transfer was already scheduled in the schedule planner, the transfer should apply automatically.



 7:00PM	;;12 On Call-Back	 8:00PM
--	-------------------	--

Validate using the daily totals that the correct pay code for the correct amount is being paid out.

### How do I enter Comp Time Earned?:

When an employee is eligible for both OT and CT, you will need to enter a transfer for them to earn Comp Time. They will earn OT by default as dictated by their pay rule. Right click on their name to find their pay rule, you will need to match this to their work rule so that they are paid comp time.

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### Pay Rule:

7/01/2020 - forever; 12 FT OT40 NSD 60L STD 8

Click on the segment of time where they worked OT and click Transfer. Match all the other terms except for the OT eligibility. In this case you would switch OT40 to CT40.

12 ft ct40

12 FT CT40 SDE3 60L DCF

12 FT CT40 SDE3 DCF

12 FT CT40 SDE3 L45

12 FT CT40 SDE3 L45 DCF

12 FT CT40 SDE3 L60

Once you approve the Overtime through the red clock exception, the employee will be paid for their Comp Time. If you have any questions on how to enter Comp Time Earned refer to the '**Comp Time Entry**' job aid found [here](#).

## Entering REGTC/RLDY:

When an employee works REGTC or RLDY time they will be able to enter the transfer when clocking in and out. If they do not enter it, you will need to go in and make a correction. Find the day where the employee worked the shift and click on the Transfer cell.

### Add Work Rule

Search List

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 the employee is working REGTC/RLDY in the morning and regular in the afternoon, they will not be able to account for this when clocking in and out. They will either need to punch in and out or this time will need to be broken out

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and then the transfers can be added after the fact. For additional help on entering REGTC and RLDY, refer to the **'REGTC/RLDY'** job aid [here](#).

### Entering MOT:

When an employee works MOT you will need to enter both a pay code to flag that they are working mandated overtime and a work rule after the fact. First add the pay code for the amount of hours the employee is intending to work. This can be done on the timecard or the schedule planner. Note that MOT is an informational pay code, this will be used so that advanced scheduling can be used correctly but it will be the transfer that pays the double time.

Mandatory Overtime	3.0	
		8:00AM

After the employee works the shift, you can insert the mandated overtime transfer by clicking on the transfer cell between the clocked in time. Start by typing in 1199, and then click on the applicable 'Double Time' rule based on their lunch deduction.

#### Add Work Rule

- 1199 Double Time FT
- 1199 Double Time FT ESOS NL
- 1199 Double Time FT ND
- 1199 Double Time FT NL
- 1199 Double Time FT NL ND

If you have any additional questions, refer to the **'VOT MOT ESOS'** job aid [here](#).

### Quick Leave Editor:

If your employees are out on block leave then you will need to account for their FMLA time:

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

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

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"/>

If you need a step by step guide on how to enter this time, refer to the **'Quick Leave Editor'** job aid [here](#).

## How do I enter a schedule pattern?:

When an employee is changing their schedule permanently, you can update the existing schedule pattern rather than adjust individual days. Start from the employees Schedule Planner, right click on their name and select schedule pattern. Here you are going to use the Add Pattern button at the bottom of the pop up.

**Schedule Pattern**

Assigned to  
Primary job None

Start Date	End Date	Duration	Rotation
4/09/2021	Forever	2 weeks	2 Weeks:8a - 5p(Fri,Mon,Tue,Wed,Thu,Sun,Mon,Tue,Wed,Thu)

Add Pattern  
Anchor Date: 4/23/2021 Start Date: 4/23/2021 End Date:  Clear  
 Forever

Define Pattern for:   Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template  Find

No.	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p

On this pop up, make sure you populate the new schedule the employee will

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follow, and make sure that the '**Override Other Patterns**' button is selected. This will make this entered schedule the newest and truest in the system. In addition to this, the pattern will need to be dated as of the beginning of the current pay period as schedules cannot be changed in signed off pay periods. If you have any questions on this process, refer to the '**Schedule Pattern Creation**' job aid located [here](#).

### How do I edit a shift?:

When an employee changes their hours worked on an individual day as opposed to the entire schedule, you can change the hours for the individual shift. Start on the employees Schedule Planner, find the day that needs to be changed and right click on it and select Edit. This will prompt you with the screen shown below.

**Edit Shift**

Assigned to  Shift Details 8:00am-5:00pm(9.00h) 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"/>	5/02/2021	Regular	8:00am	5:00pm	5/02/2021	9.00			

Comments (0) [Add Comment](#)

Once here, you can enter the actual times that the employee is supposed to be working and click save. This should resolve any exceptions regarding an employee working.