Kronos No Punch Employees

This guide will show you how to handle staff that are paid by their schedule in Kronos. There are three key steps in the process for handling their timecards listed below which we will cover in detail in this job aid.

1. Adjusting their schedule
2. Adding pay codes
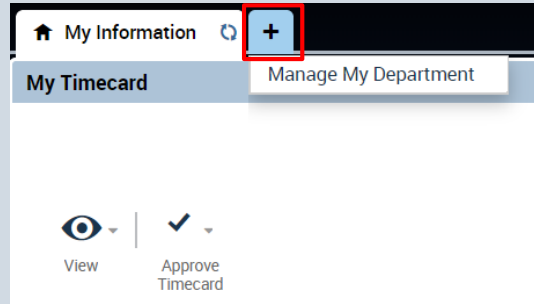3. Reviewing and Approving

Adjusting Schedules

Purpose:
This job aid will help you create a schedule pattern for an employee or adjust an individual schedule.
Note: It is of upmost importance that the schedule is accurate for no punch employees, their schedule drives their pay.
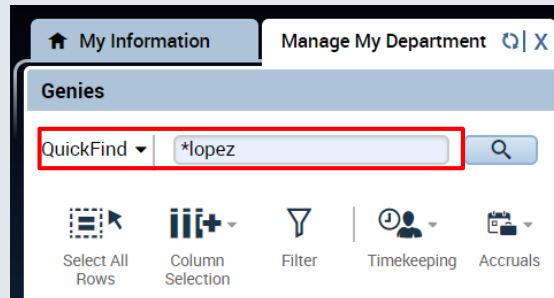
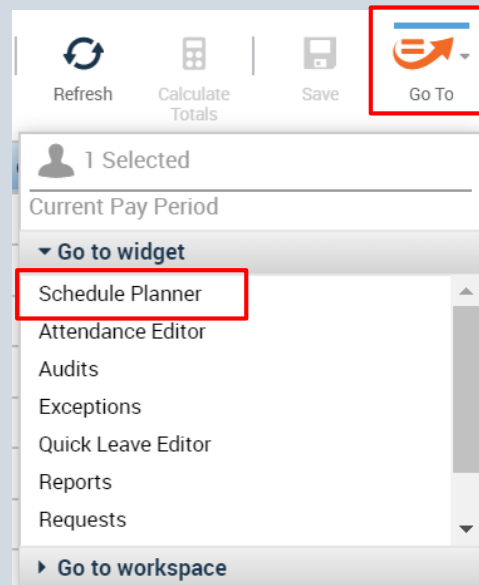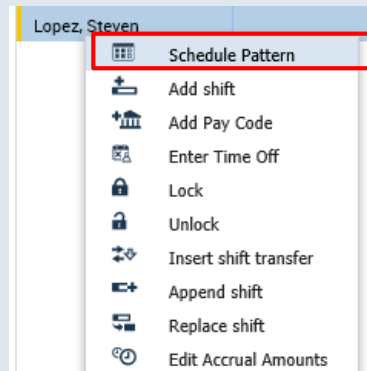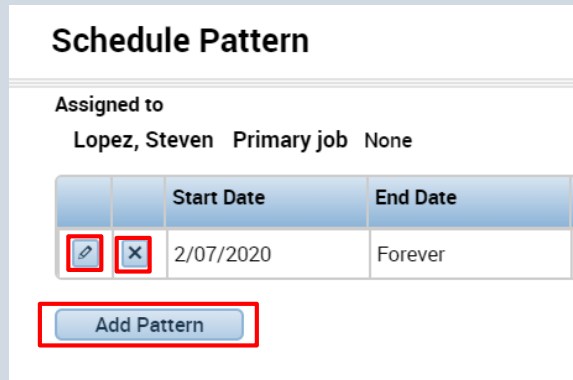| Steps	Screenshots
Click on the '+' and select Manage my Department	
Find the employee by using the QuickFind window and inserting their name or employee ID.	
Click on their name once to select them. On the right side of the window, select the Go To drop down menu and choose "Schedule Planner"	

| Steps	Screenshots
This will bring you to a page that shows the schedule pattern of the employee. Find the employee name on the left side, right click it and choose "Schedule Pattern" from the drop down list	
This pop up window will show any existing patterns that the employee has. You can edit an existing pattern by pressing the Edit icon, you can also delete an existing pattern by clicking the Delete icon. To add a new pattern press the icon at the bottom of the window that says "Add Pattern"	
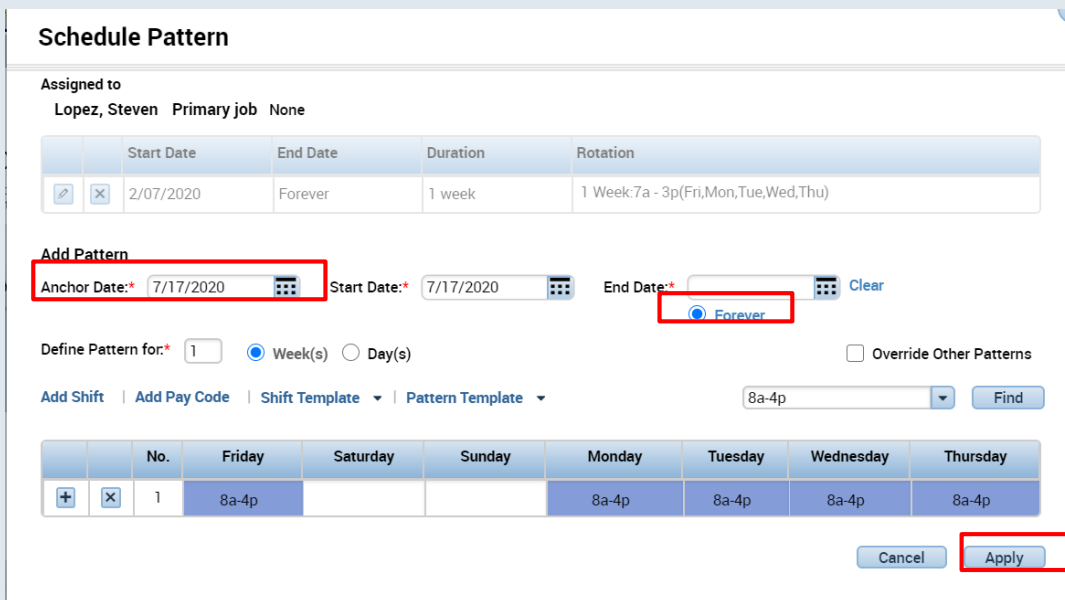
Fill in the anchor date, which is the day the pattern begins, it should be on a Friday due to the pay period. Then select the start date and the end date or check in the Forever bubble for making the pattern repeat forever. After that you have the option to define the pattern for multiple weeks or for a certain amount of days and then you would fill in the desired schedules manually. Once done, press Apply in the bottom corner.

Steps	Screenshots
You can also edit schedules on individual days to make sure they are accurate. Right click on the scheduled day on the schedule planner and select **Edit**.	**Sun 12/06** 8:00AM - 5:00PM ✏ Edit 🏛 Add Pay Code 📅 Enter Time Off
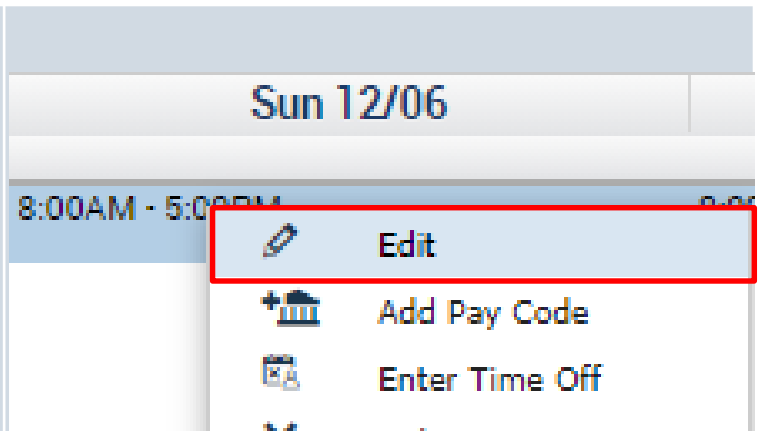
Edit the start and end times as needed by manually clicking on the cells.

Edit Shift

Assigned to

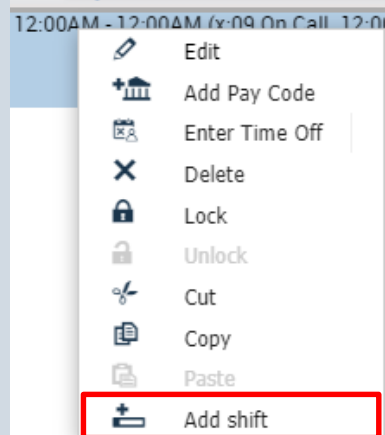| Lopez, Steven ▼		Shift Details 8:00am-5:00pm(9.00h)		Primary Job None		

Insert Template ▼   Shift Label [　　　　　　]   Repeat this shift for [　　] days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Le
➕	✖	12/06/2020	Regular	8:00am	5:00pm	12/06/2020	9.00		

When an **employee works outside of their schedule**, you will need to add an additional shift to their schedule. Right click on the schedule and select Add Shift. **This needs to be done for earned Compensatory Time.**	12:00AM - 12:00AM (x:09 On Call 12:0(✏ Edit 🏛 Add Pay Code 📅 Enter Time Off ✖ Delete 🔒 Lock 🔓 Unlock ✂ Cut 📋 Copy 📋 Paste 📥 Add shift

Steps	Screenshots
Enter the time that they are working on this additional shift, then click Apply.	Insert Template ▼ Shift Label [ ] Repeat tl |		Start Date	Type	Start Time	End Time	End Date	Duration
---	---	---	---	---	---	---	---
+	×	11/20/2020	Regular	7:00pm	1:00am	11/21/2020	6.00	

After you Save, go back and refresh the timecard, you should see the new schedule appear as follows.

Fri 11/20	8:30AM-5:30PM			8:30AM		5:30PM
	7:00PM-1:00AM			7:00PM		1:00AM

Adding Pay Codes

Purpose:
This job aid will help you apply pay codes to an employee's schedule.

Steps	Screenshots
Starting from the employees schedule planner, right click on the day where the employee is working and select	Tue 12/08 8:00AM - 5:00PM Vacati ✎ Edit 🏛 Add Pay Code
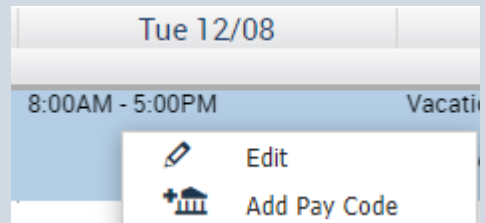
Select the Pay Code that you want to use and the amount in hours (#). Select the partial shift override so that the schedule is automatically adjusted due to this pay code. Then click Apply.

Add Pay Code

Assigned to
Maldonado, Vanessa

|	
Effective Date:*	12/08/2020 ▦
Pay Code:*	Training ▼
Amount (HH.hh):*	3.00 ▼
	☐ Override Accrual Days:
	☑ Override Shift
	○ Whole Shift ● Partial Shift
Start Time:*	8:00AM
Repeat for:	1 days Transfer Job: ▼
	Transfer Labor Level: ▼

Comments (0) Add Comment

Cancel   Apply

| Steps	Screenshots
After adding the pay code, the schedule should look as follows, with the 3 hours of training not overlapping the shift.	**Tue 12/08** Training [3.0] 11:00AM - 5:00PM
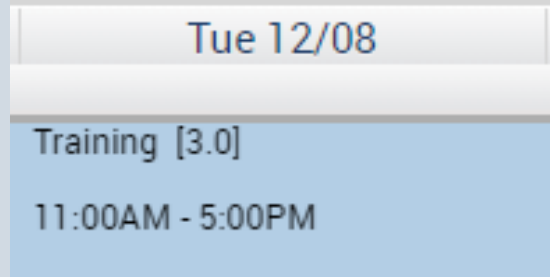
This is the view of what the pay code edit should look like on an employees timesheet.

Note: Whether you entered a pay code or the employee requested time off, you need to make sure the time is not overlapping on the timesheet.

	Training		3.0	8:30AM
11:30AM-5:00PM				11:30AM

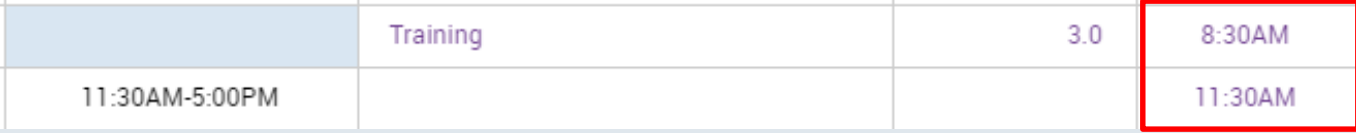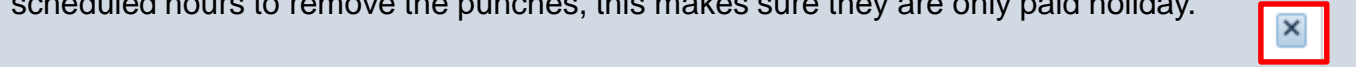| Steps	Screenshots
If the pay code Is entered incorrectly the schedule will look as follows. Both the training and regular schedule will be overlapping.	**Tue 12/08** 8:00AM - 5:00PM Training [3.0]
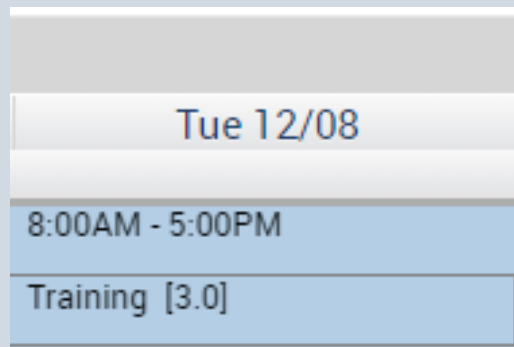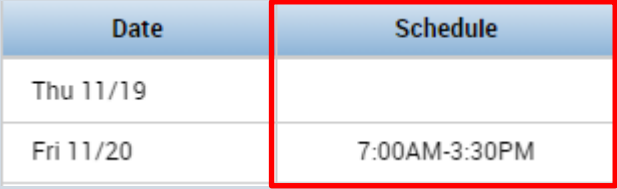
When this mistake is made you will see both the pay code and schedule having the same start time, **this needs to be corrected for the employee to be paid correctly.**

8:30AM-5:00PM				8:30AM
	Training		3.0	8:30AM

Reviewing and Approving

Purpose:
This job aid will help you get review and approve a no punch employees schedule.

Steps	Screenshots
Validate that the schedule is accurate on each day of the pay period.	<table><tr><th>Date</th><th>Schedule</th></tr><tr><td>Thu 11/19</td><td></td></tr><tr><td>Fri 11/20</td><td>7:00AM-3:30PM</td></tr></table>

When an employee has time off or a pay code entered, validate that the time is not overlapping so they are paid correctly.

	Training		3.0	8:30AM
11:30AM-5:00PM				11:30AM

If the employee did not work the holiday, you will need to click the X on the far left of the scheduled hours to remove the punches, this makes sure they are only paid holiday.

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	Thanksgiving Day		8.0	
7:00AM-3:30PM				7:00AM

Steps	Screenshots
After all is validated, you can click on the Approve Timecard button to close out the pay period.	✓ ▾ Approve Timecard **Approve Timecard** Remove Timecard Approval