

Kronos Telecommuting

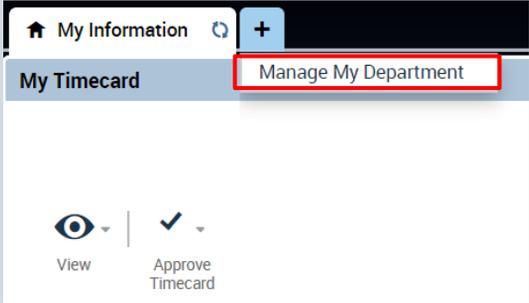
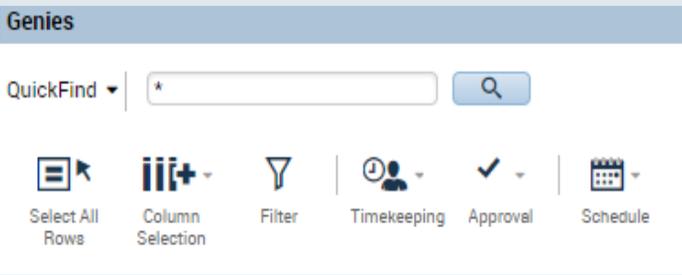
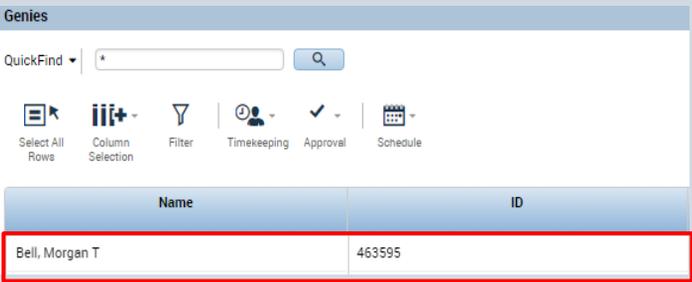
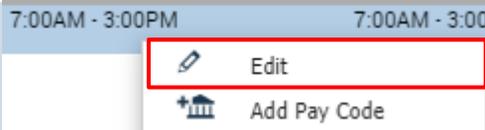
This guide will show you how to enter telecommuting time for the multiple scenarios covered below.

1. Entering both REGTC & REG
2. Entering OTC when working Overtime
3. Entering REGTC into the schedule planner

Supervisor REGTC/RLDY

Purpose:

This job aid will help you enter REGTC/Regular Light Duty on an employee shift. Keep in mind that this is the employee's responsibility and will only need to be done by the supervisor if the employee forgot to enter their transfer.

Steps	Screenshots
Click on the '+' and select Manage my Department	 A screenshot of a web application interface. At the top, there is a navigation bar with a home icon, the text 'My Information', a refresh icon, and a plus sign icon. Below this is a sub-menu with 'My Timecard' and 'Manage My Department'. The 'Manage My Department' option is highlighted with a red rectangular box. Below the sub-menu, there are two icons: an eye icon labeled 'View' and a checkmark icon labeled 'Approve Timecard'.
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.	 A screenshot of the 'Genies' search interface. It features a search bar with a dropdown arrow on the left and a search icon on the right. The search bar contains an asterisk (*). Below the search bar are several icons with labels: 'Select All Rows' (grid icon), 'Column Selection' (vertical bars icon), 'Filter' (funnel icon), 'Timekeeping' (clock and person icon), 'Approval' (checkmark icon), and 'Schedule' (calendar icon).
Click an employee name, then use the Go To button to navigate to their schedule planner.	 A screenshot of the 'Genies' interface showing a list of employees. The search bar contains an asterisk (*). Below the search bar are the same filter icons as in the previous screenshot. Below the filters is a table with two columns: 'Name' and 'ID'. The first row of the table is highlighted with a red rectangular box. The first row contains the name 'Bell, Morgan T' and the ID '463595'.
Right click on the shift you want to edit and select Edit.	 A screenshot of a shift selection menu. It shows two shift options: '7:00AM - 3:00PM' and '7:00AM - 3:00'. A context menu is open over the first shift, showing two options: 'Edit' (with a pencil icon) and 'Add Pay Code' (with a plus sign and building icon). The 'Edit' option is highlighted with a red rectangular box.

Steps

Screenshots

Select **Regular** from the Type dropdown, then enter the times and the dates that the employee wants to use. In this case the employee is working REGTC in the morning and REG in the afternoon so we will split the shift.

Edit Shift

Assigned to

Lopez, Steven

Shift Details 8:00am-12:00pm(4.00h)

Primary Job None

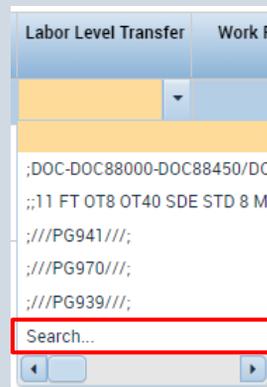
Insert Template

Shift Label

Repeat this shift for days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job L... Tr... L...	Work Rule Transfer
+ x	1/19/2021	Regular	8:00am	12:00pm	1/19/2021	4.00		

Select the Labor Transfer drop down, recently used transfers will appear here, click on **Search**.



Click the Work Rule tab then select the regular telecommuting rule or the regular light duty rule that has the lunch that the employee is normally assigned based on the last three characters of the work rule.

Ex:
30L = 30 Minute Lunch
NL = No Lunch

Transfer

Name Test, Employee 1
Job
Labor Account
Work Rule

Job Transfer | Labor Account | Work Rule

Add Work Rule

reg

- 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

Steps

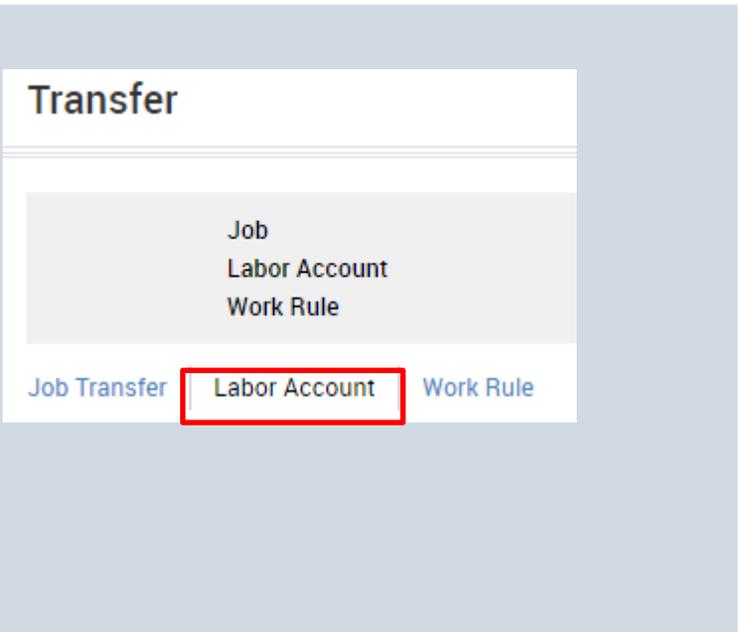
If you are telecommuting due to Covid 19, you will also need to enter an override reason code. Click on **Labor Account** to switch to another tab.

Under Labor Account, click on the Override reason code drop down and in the smart search, type in **TCC19**. Click on the code to add it to the transfer.

After you enter in the override reason code, click on **Apply**.

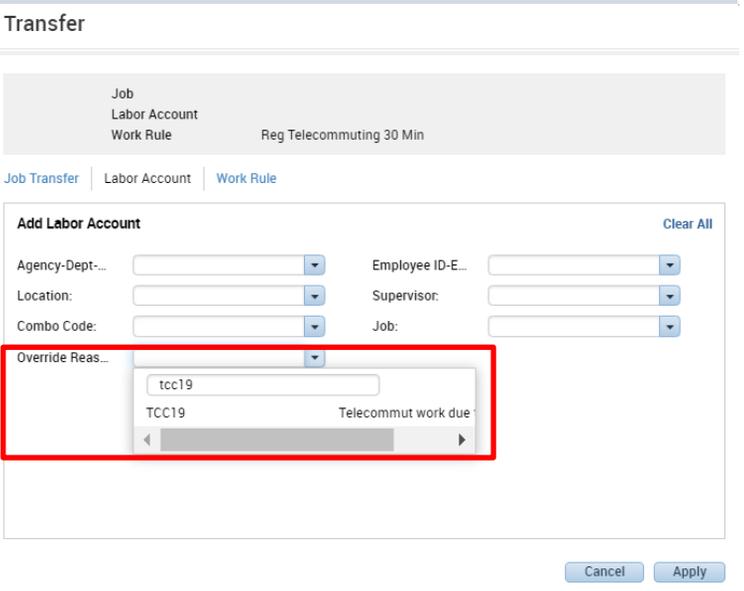
Note: If the employee is only working REGTC, then this is the last step.

Screenshots



The screenshot shows the 'Transfer' screen with three tabs: 'Job Transfer', 'Labor Account', and 'Work Rule'. The 'Labor Account' tab is selected and highlighted with a red box. The main content area shows the following information:

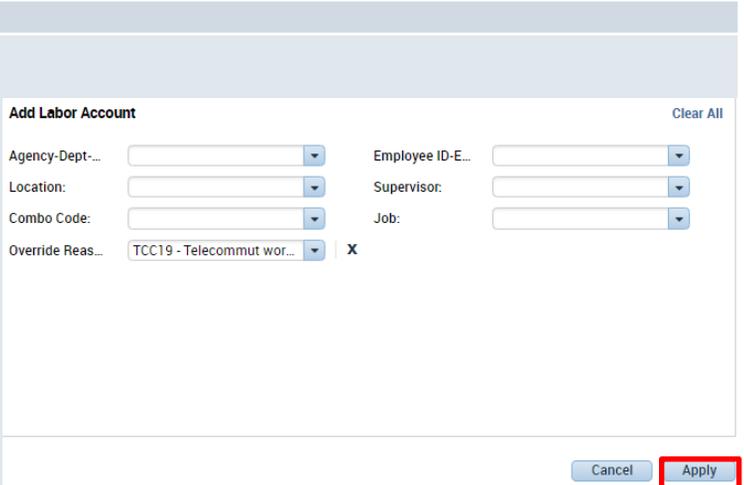
- Job
- Labor Account
- Work Rule



The screenshot shows the 'Transfer' screen with the 'Labor Account' tab selected. The 'Add Labor Account' form is visible, with the 'Override Reas...' dropdown menu open. The dropdown menu shows the search results for 'tcc19', with 'TCC19 Telecommut work due' selected and highlighted with a red box. The form includes the following fields:

- Agency-Dept...
- Location:
- Combo Code:
- Employee ID-E...
- Supervisor:
- Job:

Buttons for 'Cancel' and 'Apply' are visible at the bottom right.



The screenshot shows the 'Transfer' screen with the 'Labor Account' tab selected. The 'Add Labor Account' form is visible, with the 'Override Reas...' dropdown menu set to 'TCC19 - Telecommut wor...'. The 'Apply' button is highlighted with a red box. The form includes the following fields:

- Agency-Dept...
- Location:
- Combo Code:
- Employee ID-E...
- Supervisor:
- Job:

Buttons for 'Cancel' and 'Apply' are visible at the bottom right.

After you have added the first half of the shift being REGTC, you will need to click on the '+' icon to add an additional row for the regular shift. Add in the times for the additional shift, and then we will need to insert another work rule transfer.

Edit Shift

Assigned to

Lopez, Steven

Shift Details 8:00am-12:00pm(4.00h)

Primary Job None

Insert Template

Shift Label

Repeat this shift for days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Tr...	L... L...	Work Rule Transfer
+	x	1/19/2021	Transfer	8:00am	12:00pm	1/19/2021	4.00			Reg Telecommuting 6...

First look at the pay rule assigned to the employee by hovering over their name or right clicking their name on their timecard.

Person ID: 200037
 Schedule Hours: 84.50
 Pay Rule: 10 FT OT40 SDE STD 8

Enter that pay rule that most resembles the employee's in the work rule transfer drop down. Once that work rule transfer is entered the Edit shift window will look as its shown below.

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 Tr...	L... L...	Work Rule Transfer
+	x	1/19/2021	Transfer	8:00am	12:00pm	1/19/2021	4.00			Reg Telecommuting 6...
+	x	1/19/2021	Transfer	12:00pm	5:00pm	1/19/2021	5.00			12 FT OT40 NSD 60L

Click Save, and refresh the timecard. This is what the timecard will look like after the employee punches in and out.

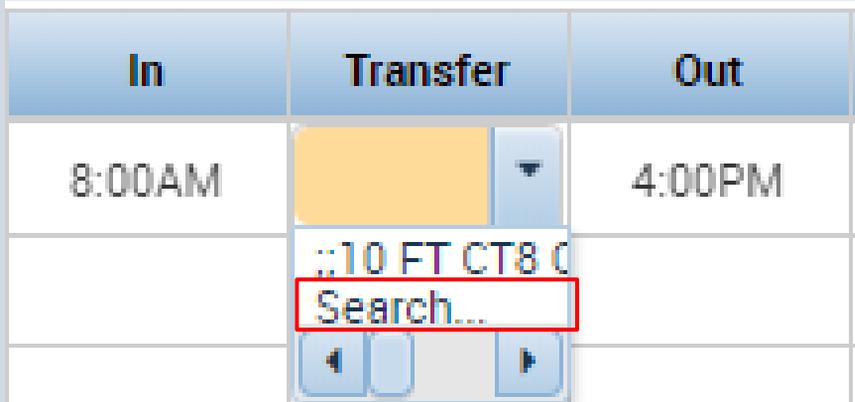
8:00AM	...Reg Telecommuting 60 Min	12:00PM	1:00PM	...12 FT OT40 NSD 60L	5:00PM
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Steps

Screenshots

You can also follow all the previous steps to add in a transfer directly on a timecard.

Click on the Transfer cell on the timecard between an In and Out punch. Select Search to view all the Transfer options.



The screenshot shows a timecard interface with three columns: 'In', 'Transfer', and 'Out'. The 'In' column contains '8:00AM' and the 'Out' column contains '4:00PM'. The 'Transfer' column is currently selected, displaying a dropdown menu with a search bar and a list of options. The search bar is highlighted with a red box and contains the text 'Search...'. The dropdown menu also shows a partial option '10 FT CT8 C'.

In	Transfer	Out
8:00AM	<input type="text" value="Search..."/>	4:00PM
	10 FT CT8 C	
	<input type="button" value="Previous"/> <input type="button" value="Next"/>	

Supervisor OTC

Purpose: This job aid will help you enter OTC when an employee is working overtime due to Covid 19.

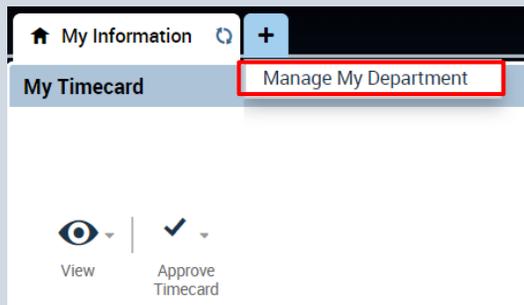
Note: This is only for overtime you worked as a direct result of the pandemic.

Ex: An employee at DOL working overtime since the unemployment rate is higher now due to COVID.

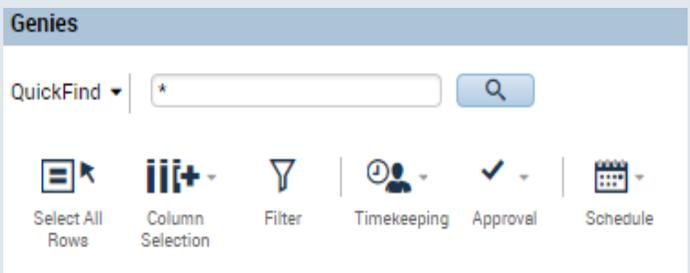
Steps

Screenshots

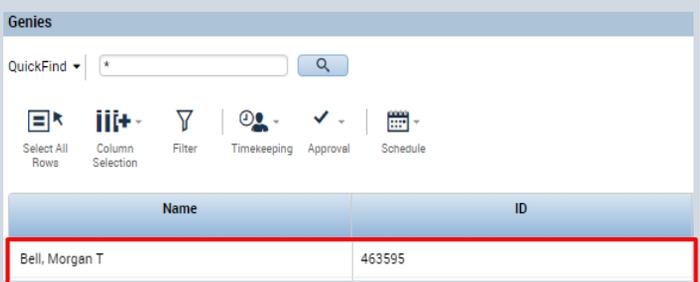
Click on the '+' and select Manage my Department



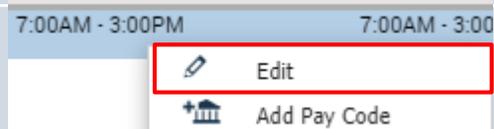
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.



Click an employee name, then use the Go To button to navigate to their schedule planner.



Right click on the shift you want to edit and select Edit.



Steps

Screenshots

Select **Off** type from the Type dropdown, then enter the times and the dates that the employee is working overtime.

Add Shift

Assigned to

Lopez, Ryan M

Shift Details 5:00pm-7:00pm(2.00h)

Primary Job None

Insert Template

Shift Label

Repeat this shift for 1 days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Tra...	Labor Level Transfer	W... R...
+	x	1/23/2021	Off	5:00pm	7:00pm	1/23/2021	2.00			

Select the Labor Transfer drop down, recently used transfers will appear here, click on **Search**.

Labor Level Transfer Work R

;;DOC-DOC88000-DOC88450/DC
;;11 FT OT8 OT40 SDE STD 8 M
;///PG941///;
;///PG970///;
;///PG939///;

Search...

If you are working OT due to Covid 19, you will need to enter an override reason code. Click on **Labor Account** to switch to the correct tab.

Transfer

Job
Labor Account
Work Rule

Job Transfer

Labor Account

Work Rule

Steps

Under Labor Account, click on the Override reason code drop down and in the smart search, type in **OTC19**. Click on the code to add it to the transfer.

Screenshots

Transfer

The screenshot shows a 'Transfer' form for Steven Lopez. The 'Add Labor Account' section includes fields for Agency-Dept, Location, Combo Code, Employee ID-E, Supervisor, and Job. The 'Override Reas...' dropdown menu is open, showing a search for 'otc19' and the selected option 'OTC19 - OVT Com'.

After you enter in the override reason code, click on **Apply**.

Add Labor Account

The screenshot shows the 'Add Labor Account' form with the 'Override Reas...' dropdown menu open. The selected option is 'OTC19 - OVT Comp Time ...'.

After you add the transfer, this is what the timecard will look like.

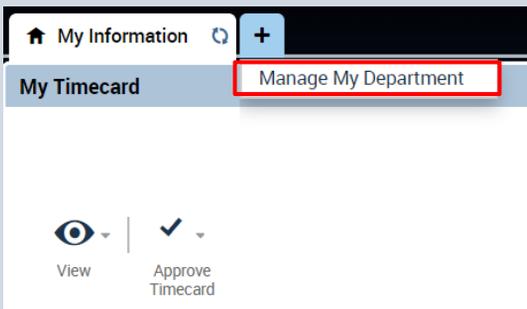
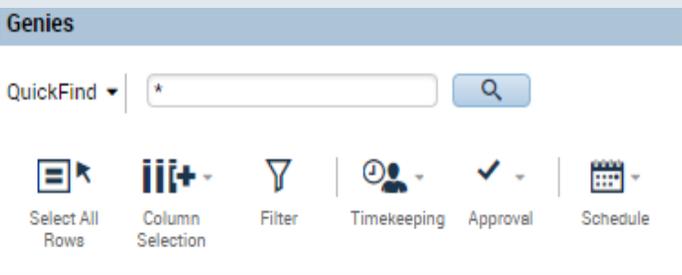
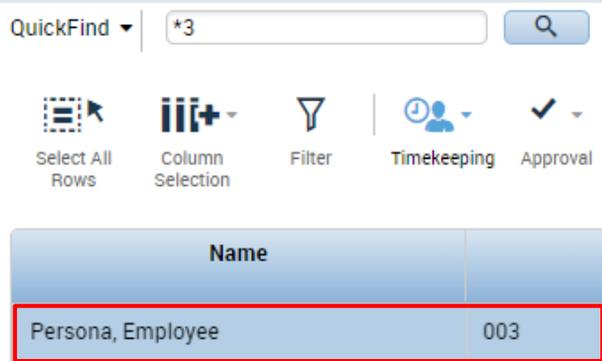
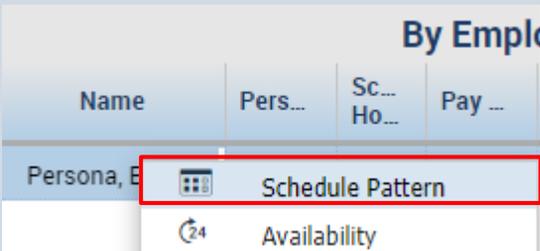
Note: Make sure you do not apply the REGTC transfer to overtime or it will not pay correctly.

8:00AM-5:0...			8:00AM		5:00PM
5:00PM-7...	↔		5:00PM	:///OTC19///	7:00PM

Supervisor REGTC/RLDY into their schedule

Purpose: This job aid will help you enter REGTC/Regular Light Duty on a long term basis for an employee.

Note: If you choose this option, you will need to **consistently** check that the employee is working remotely the entire time, if the employee comes in, you will need to manually remove the transfer from the schedule planner

Steps	Screenshots												
Click on the '+' and select Manage my Department													
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.													
Click an employee name, then use the Go To button to navigate to their schedule planner.	 <table border="1"><thead><tr><th colspan="2">Name</th></tr></thead><tbody><tr><td>Persona, Employee</td><td>003</td></tr></tbody></table>	Name		Persona, Employee	003								
Name													
Persona, Employee	003												
Right click on the employee name and select Schedule Pattern	 <table border="1"><thead><tr><th colspan="4">By Empl</th></tr><tr><th>Name</th><th>Pers...</th><th>Sc... Ho...</th><th>Pay ...</th></tr></thead><tbody><tr><td>Persona, E</td><td></td><td></td><td></td></tr></tbody></table> <ul style="list-style-type: none">Schedule PatternAvailability	By Empl				Name	Pers...	Sc... Ho...	Pay ...	Persona, E			
By Empl													
Name	Pers...	Sc... Ho...	Pay ...										
Persona, E													

Steps

From the Schedule Pattern pop up, click the **pencil icon** to edit the pattern.

Click on the day in the pattern where you want the transfer and then right click, select **Edit Shift**.

Note: You will need to add multiple shifts if the employee is working REGTC in the morning and REG in the afternoon. Follow the steps from the first section of this job aid.

Click on the Work Rule Transfer tab and type in "Reg Te", then select the appropriate telecommuting rule.

In the labor account tab, enter in the override reason code for **TCC19** as shown in the previous example.

This is what the transfer looks like in the Schedule Pattern.

Screenshots

Schedule Pattern

Assigned to

Persona, Employee Primary job [/DCF-DCF91000

	Start Date	End Date
 	8/28/2020	Forever

Add Pattern

Friday	Saturday
8a-430p	

Add Shift

Edit Shift

Labor Level Transfer	Work Rule Transfer	Skills & Cert Profiles
	reg te	
	Reg Telecommuting 30 Min	
	Reg Telecommuting 45 Min	
	Reg Telecommuting 60 Min	
	Reg Telecommuting NL	

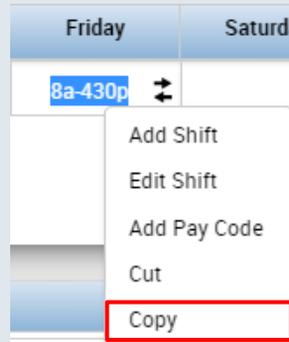
Labor Level Transfer	Work Rule Transfer	Skills & Cert Profiles
	Reg Telecomm...	
;///TCC19///;Reg Telecommut		

Friday
8a-430p 

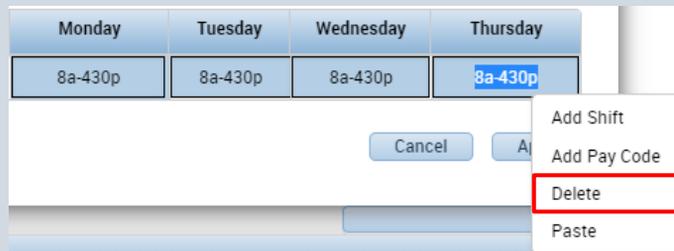
Steps

Click on the shift you just added, then right click and select **Copy**.

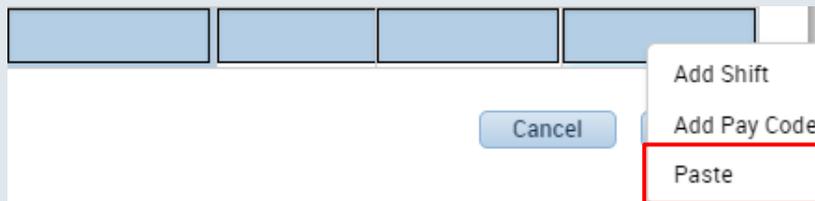
Screenshots



Highlight the rest of the days in the pattern and select **Delete**.



Highlight the days you deleted and right click and select **Paste**.



This is how your pattern will look once you have inserted the transfer on each day. Make sure the Override Other Patterns box is selected, then click **Apply** and **Save**.

Next time the employee clocks in the transfer will be automatically added.

Note:

-This can be done for individual shifts as well.

-You will need to update the schedule planner every time they physically come in.

-Standard practice is that the employee would enter in the transfer, this is a work around that would move the responsibility of entry from the employee to the supervisor and should be used only in cases where an employee is consistently telecommuting.

Schedule Pattern

Assigned to

Persona, Employee Primary job [/DCF-DCF91000/Solnit N/Admin/ED REC Building/Admin/AA]

	Start Date	End Date	Duration	Rotation
 	8/28/2020	Forever	1 week	1 Week:8a - 430p(Fri,Mon,Tue,Wed,Thu)

Edit Pattern

Anchor Date:*  Start Date:*  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-430p 			8a-430p 	8a-430p 	8a-430p 	8a-430p 