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
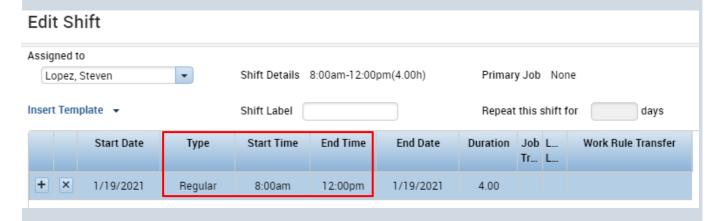3. Entering REGTC into the schedule planner

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	
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.	

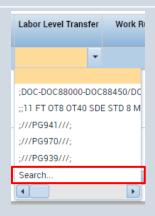| Steps	Screenshots

Select **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 up 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 Tr...	L... L...	Work Rule Transfer
+	✕	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.**

Labor Level Transfer	Work R
[ ] ▼	

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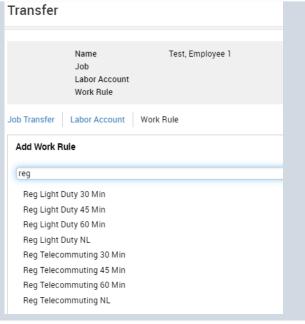;///PG939///;
Search...

◀ [   ]   ▶

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	Screenshots
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.	**Transfer** Job Labor Account Work Rule Job Transfer Labor Account Work Rule
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.	**Transfer** Job Labor Account Work Rule Reg Telecommuting 30 Min Job Transfer Labor Account Work Rule **Add Labor Account** Clear All Agency-Dept-... Employee ID-E... Location: Supervisor: Combo Code: Job: Override Reas... tcc19 TCC19 Telecommut work due Cancel Apply
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.**	**Add Labor Account** Clear All Agency-Dept-... Employee ID-E... Location: Supervisor: Combo Code: Job: Override Reas... TCC19 - Telecommut wor... X Cancel Apply

Steps	Screenshots

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

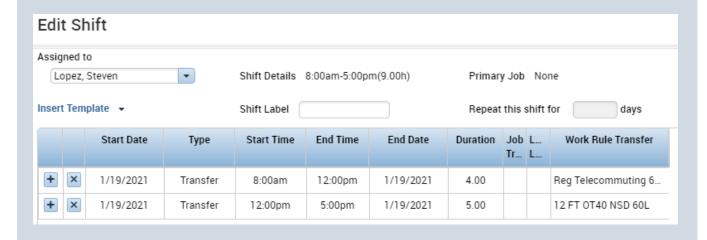|		Start Date	Type	Start Time	End Time	End Date	Duration	Job L... Tr... L...	Work Rule Transfer
+	×	1/19/2021	Transfer	8:00am	12:00pm	1/19/2021	4.00		Reg Telecommuting 6...

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.
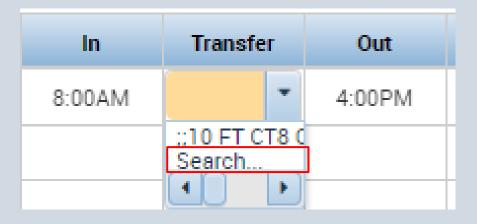
Edit Shift

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 L... Tr... L...	Work Rule Transfer
+	×	1/19/2021	Transfer	8:00am	12:00pm	1/19/2021	4.00		Reg Telecommuting 6...
+	×	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

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.
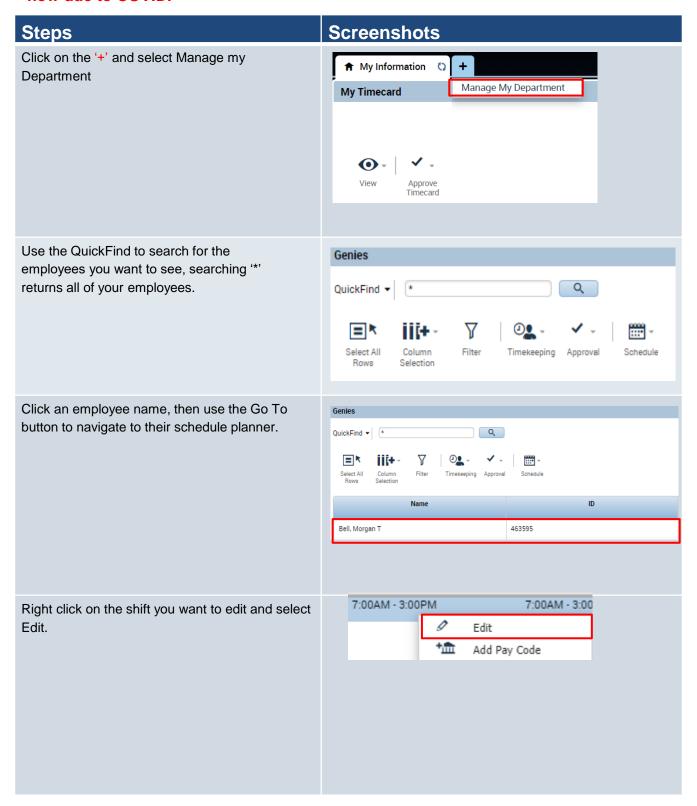
In	Transfer	Out
8:00AM		4:00PM
	;:10 FT CT8 C	
	Search...	
	◄ ►	

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.
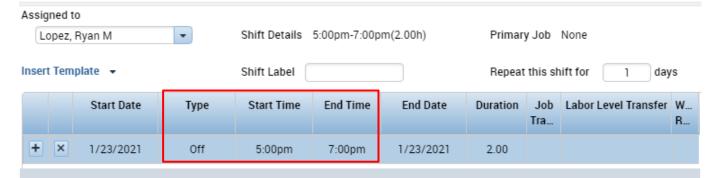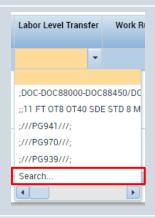
Steps	Screenshots
Click on the '+' and select Manage my Department	My Information ▸ + Manage My Department My Timecard 👁 ▾ | ✓ ▾ View Approve Timecard
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.	Genies QuickFind ▾ | * 🔍 Select All Rows Column Selection Filter Timekeeping Approval Schedule
Click an employee name, then use the Go To button to navigate to their schedule planner.	Genies QuickFind ▾ | * 🔍 Select All Rows Column Selection Filter Timekeeping Approval Schedule **Name** **ID** Bell, Morgan T 463595
Right click on the shift you want to edit and select Edit.	7:00AM - 3:00PM 7:00AM - 3:00 ✏ Edit 🏛 Add Pay Code

Steps	Screenshots

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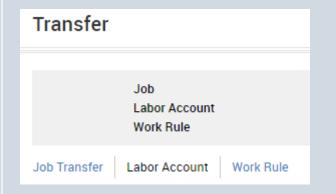
Add Shift

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...
+	✕	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	Screenshots

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.	**Transfer**
	
	Name — Lopez, Steven
	Job
	Labor Account
	Work Rule
	
	Job Transfer Labor Account Work Rule
	
	Add Labor Account Clear All
	
	Agency-Dept-… Employee ID-E…
	Location: Supervisor:
	Combo Code: Job:
	Override Reas…
	    otc19
	    OTC19 OVT Com

After you enter in the override reason code, click on **Apply.**	**Add Labor Account** Agency-Dept-… Location: Combo Code: Override Reas… OTC19 - OVT Comp Time … X

After you add the transfer, this is what the timecard will look like.
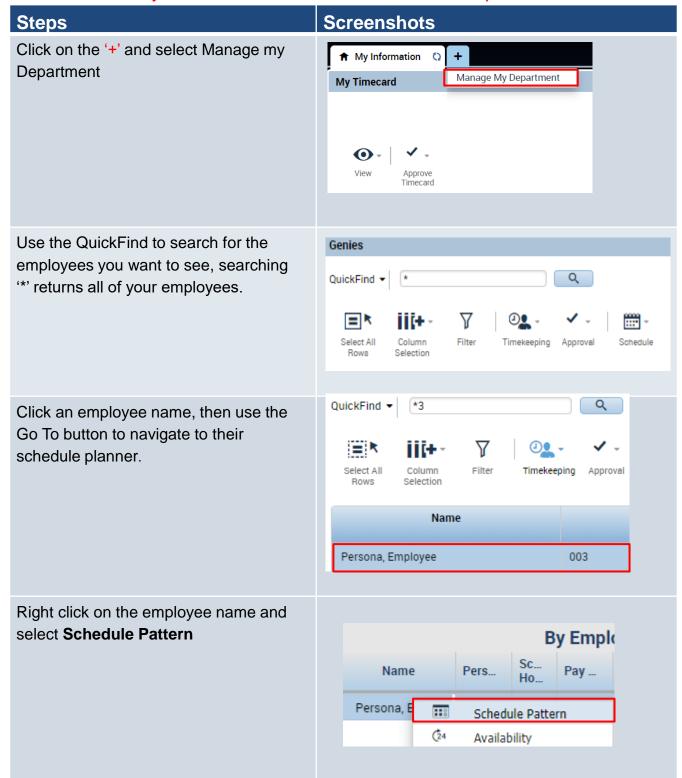
Note: Make sure you do not apply the REGTC transfer to overtime or it will not pay correctly.

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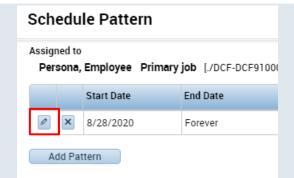
Note: If you choose this option, you will need to **consistently** check that the employee is working remotely the entire time, if the employee comes in, you will need to manually remove the transfer from the schedule planner

Steps	Screenshots
Click on the '+' and select Manage my Department	My Information / + Manage My Department / My Timecard / View / Approve Timecard
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.	Genies / QuickFind ▾ * / Select All Rows / Column Selection / Filter / Timekeeping / Approval / Schedule
Click an employee name, then use the Go To button to navigate to their schedule planner.	QuickFind ▾ *3 / Select All Rows / Column Selection / Filter / Timekeeping / Approval / Name / Persona, Employee / 003
Right click on the employee name and select **Schedule Pattern**	By Emplo / Name / Pers... / Sc... Ho... / Pay ... / Persona, E / Schedule Pattern / Availability

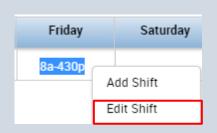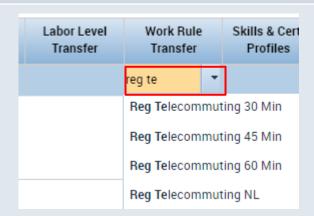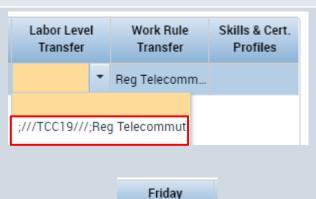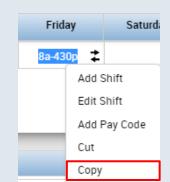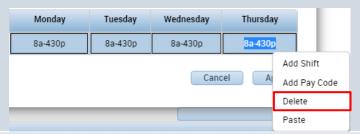| Steps	Screenshots
From the Schedule Pattern pop up, click the **pencil icon** to edit the pattern.	**Schedule Pattern** Assigned to Persona, Employee Primary job [./DCF-DCF9100(|		Start Date	End Date
---	---	---	---
✎	✕	8/28/2020	Forever	 Add Pattern
Click on the day in the pattern where you want the transfer and then right click, select **Edit Shit**. **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.**		Friday	Saturday
8a-430p	| Add Shift Edit Shift
Click on the Work Rule Transfer tab and type in "Reg Te", then select the appropriate telecommuting rule.		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
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.		Labor Level Transfer	Work Rule Transfer	Skills & Cert. Profiles
---	---	---
▾	Reg Telecomm...	
;///TCC19///;Reg Telecommut			 	Friday

8a-430p ⇄	

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

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

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

Steps	Screenshots

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:* 8/28/2020 🗓   Start Date:* 8/28/2020 🗓   End Date:* [   ] 🗓 Clear

● Forever

Define Pattern for:* [1]   ● Week(s) ○ Day(s)   ☑ Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▼ | Pattern Template ▼   8a-430p ▼   Find

		No.	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
+	✕	1	8a-430p ⇕			8a-430p ⇕	8a-430p ⫶	8a-430p ⇕	8a-430p ⇕

Cancel   Apply