

Kronos Shift Type Entry


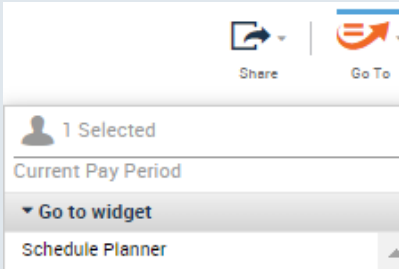
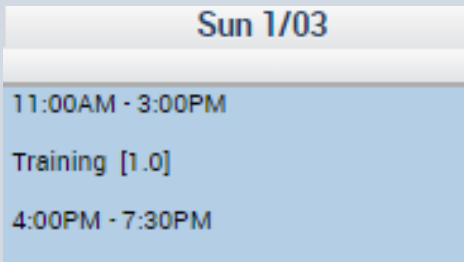
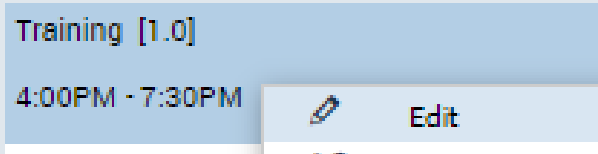
This guide will show you how to enter shift types for scenarios where a shift or pay code falls outside of the employee's default shift. This will need to be done so that shift differential is assigned correctly in Core CT.

1. Ahead of Time adjustments
 2. Day of Adjustments
 3. DPS Troop G
 4. User Error Scenarios

Ahead of Time Adjustments

Purpose:

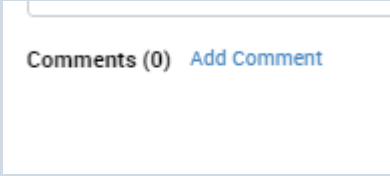
This job aid will help you enter the shift type for employees who will be dividing their time between two shifts due to time off, or are taking vacation in a different shift than their default scheduled shift.

Steps	Screenshots
<p>Find the employee you want to view using the QuickFind.</p>	
<p>Click on their name, then use the Go To button on the top right to navigate to the schedule planner.</p>	
<p>If the employee is taking time off in the middle of the day and splitting their schedule between two shifts their schedule should look as follows.</p>	
<p>Right click on their schedule on the shift where they will be working a shift different from their default.</p> <p>Click Edit Shift to open the detailed view of the shift.</p>	

Steps

Screenshots

Click on Comments at the bottom of the page.



Comments (0) [Add Comment](#)

From the drop down select the shift type that the employee will be working on that shift, then click Add.

Comments (0)

Select Comment

Search

Shift Type 2

Shift Type 3

Shift Type 4

Add

Cancel

Apply

Click Ok, then click Save.

This will ensure the correct shift type is sent over to Core CT.



Save



Go To

Day of Adjustments

Purpose:

This job aid will help you enter the shift type for employees who will be dividing their time between two shifts due to time off, or are taking vacation in a different shift than their default scheduled shift. This will be more for current pay period adjustments rather than ahead of time.

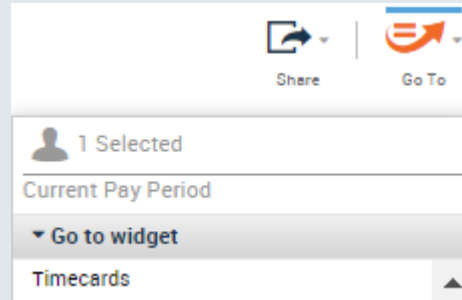
Steps

Screenshots

Find the employee you want to view using the QuickFind.



Click on their name, then use the Go To button on the top right to navigate to the Timecards.



If the employee is taking time off in the middle of the day and splitting their schedule between two shifts their schedule should look as follows.

11:00AM-3:00PM			11:00AM		3:00PM
	Training	1.0	3:00PM		
4:00PM-7:30PM			4:00PM		7:30PM

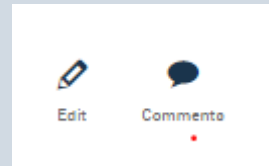
Right click on either the In or Out punch for the shift that falls outside of your default shift.

4:00PM		7:30PM
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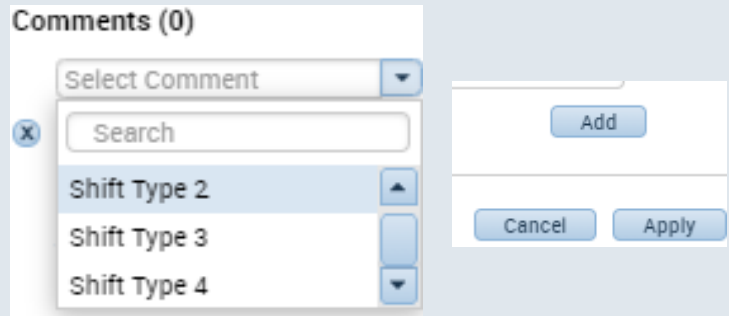
Steps

Screenshots

Click on Comments at the bottom of the page.

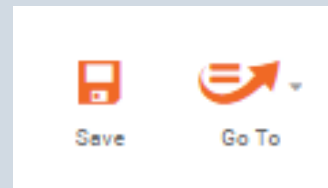


From the drop down select the shift type that the employee will be working on that shift, then click Add.



Click Ok, then click Save.

This will ensure the correct shift type is sent over to Core CT.



DPS Troop G

Purpose:

This job aid will help you add shift type comments for shift type 4, relating to staff in DPS Troop G.

Note: This only applies to DPS Troop G, all other agencies and units can disregard

Steps

Screenshots

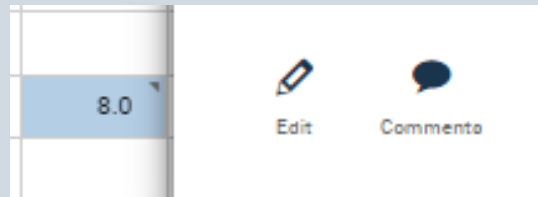
Employees with the schedule shown on the right (beginning at 6 am) will automatically be assigned shift type 4.

6:00AM-3:00PM			6:00AM		3:00PM
8:00AM-5:00PM					

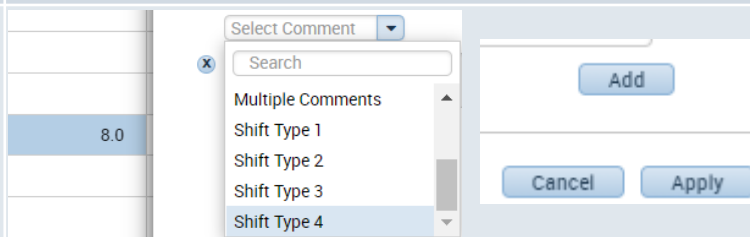
However this is not automatically applied to pay codes, if an employee is taking 8 hours of vacation starting at 6 am you will need to add a comment.

Vacation	8.0	6:00AM
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Right click on the duration or punch next to the pay code.

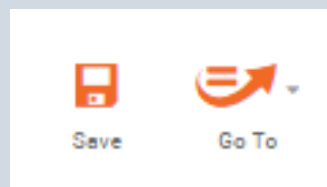


From the drop down select the shift type that the employee will be working on that shift, then click Add.



Click Ok, then click Save.

This will ensure the correct shift type is sent over to Core CT.



User Error Scenarios

Purpose:

This job aid will cover multiple scenarios related to adding a shift type that could result in error.

Steps

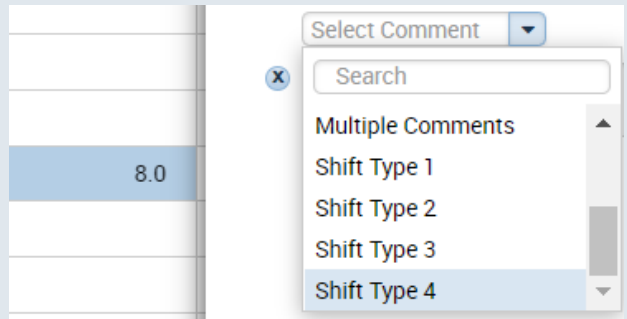
Screenshots

There are three scenarios that can result in error for entering shift type.

1. Accidentally entering the wrong shift (Shift Type 4 available to everyone).
2. Conflicting comments on the schedule planner and timecard.
3. Conflicting comments with both being on the timesheet.

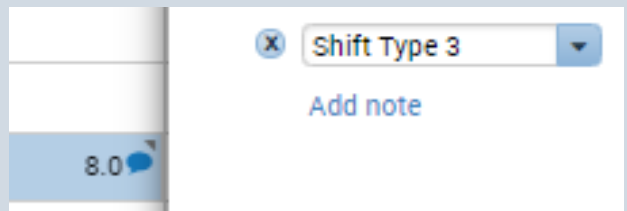
Scenario 1

Either in the schedule planner or timecard, the shift types are listed together and the wrong shift type may be selected accidentally/



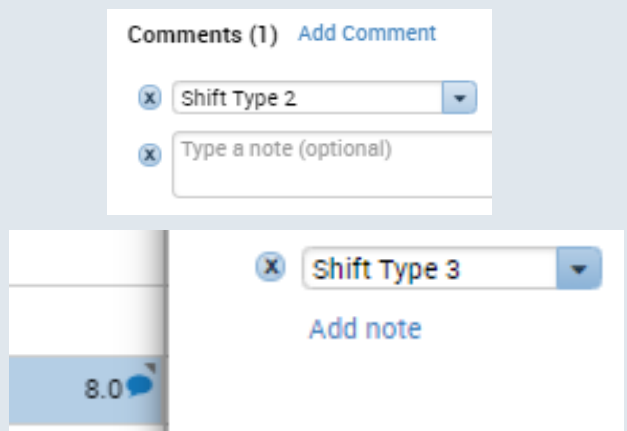
Scenario 1

In order to resolve this issue, right click on the comment and switch the shift type to the correct one.



Scenario 2

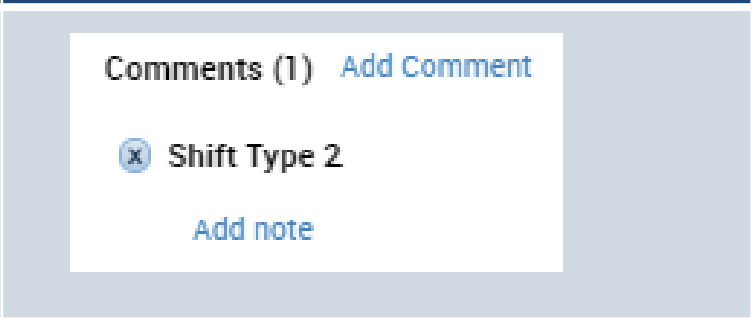
The supervisor entered a comment in both the [schedule planner](#) and the [timecard](#) with conflicting shift types.



Steps	Screenshots
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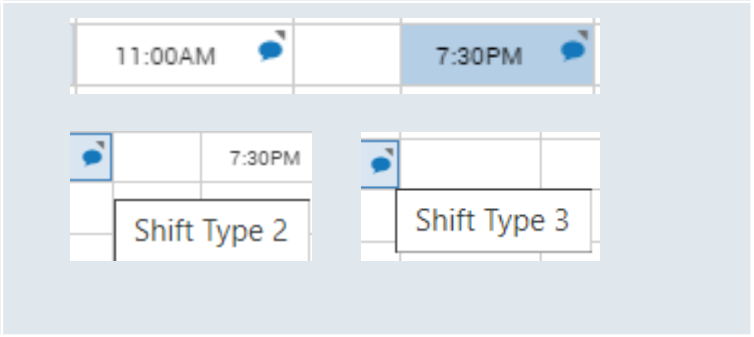
Scenario 2

In order to resolve this issue, go to the comment that is incorrect and delete it.



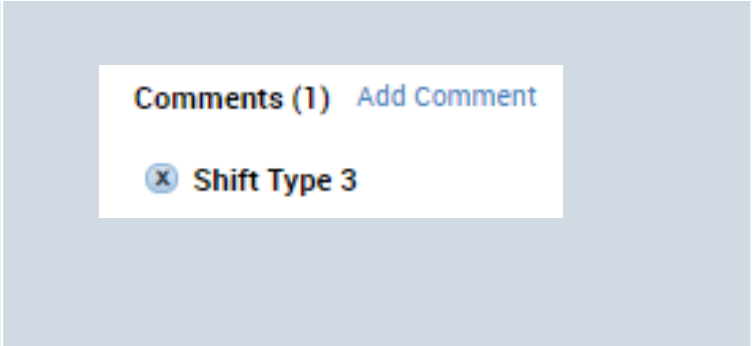
Scenario 3

Supervisor entered conflicting comments on the In and Out punches on any given day.



Scenario 3

In order to resolve this issue, right click on the incorrect shift type comment, and click on the 'X' to delete it.



How the Kronos system calculates Shift Types

Location	Agency (LL1)	Pay Rule like	Kronos Pay Code	Comment	Core-CT Shift Type Logic Applied	Description
ALL	*	*	Timecard comments: Pay codes & Punches Comments	Timecard Comment [Priority 1]: Shift Type 1, Shift Type 2, Shift Type 3	N/A	Only needs to be done when the shift type is going to be incorrect **Business process to always check shift types in the time detail reports before approving / sign-off on the timecard
ALL	*	*	Schedule comments: Pay codes & Schedule Comments	Schedule Comment [Priority 2] Shift Type 1, Shift Type 2, Shift Type 3	N/A	Only needs to be done when the employee's default is not the actual shift type **Business process to always check shift types in the time detail reports before approving / sign-off on the timecard
ALL	*	*	Schedule comments: Pay codes & Schedule Comments	Schedule Comment [Priority 2] Shift Type 4	N/A	For DPS Trooper G the logic has been applied in TeleStaff that the employee should default to Shift Type 4 with specific codes. **Business process to always check shift types in the time detail reports before approving / sign-off on the timecard
ALL	*	*	All except holiday & leave codes (Vacation/Sick/LV/WC etc....)	N/A	Actual punches: Majority 7a-3p (1), 3p -11p (2), 11p-7a (3)	**On Call shift flag is irrelevant in Core-CT. The interface goes with the majority rules.

Location	Agency (LL1)	Pay Rule like	Kronos Pay Code	Comment	Core-CT Shift Type Logic Applied	Description
ALL	*	*	Leave codes (Vacation/Sick/LV/WC etc....)	No Shift type Comment	Blank	If no comments on the timecard or the schedule are used, send a Blank
ALL	*	*SDE3*	Holiday	N/A	3	Shift type = 3 by default and HOL TRC code then sent 3 Do not send any negative holidays or zeroes
ALL	*	All rules other than *SDE3*	Holiday	N/A	Actual schedule: Majority 7a-3p (1), 3p - 11p (2), 11p-7a (3) **the employee will be eligible even if they do not work, so we would have to look at their schedule for the day because no punches will exist in some cases.	Shift type = 1, 2, 4 by default, BU 06/09/10/11/12/14 and HOL TRC code then run the <u>majority rules by schedule.</u> Do not send any negative holidays or zeroes. Sched: 3p – 11p: Holiday 8 (2) <u>Added on the timecard:</u> Holiday – 8 Holiday on a pass day 8 Send only Holiday on a pass day = 8
ALL	*	*	*	N/A	Blank	