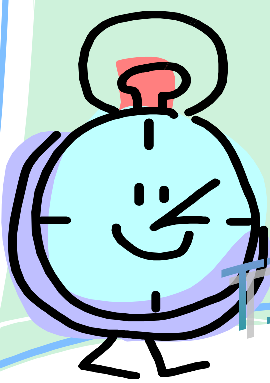
Getting Started with Kronos



A Guide for Facility TIMEKEEPERS & MANAGERS

REVISED: 05/19/2017

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Overview of Kronos iSeries Manager

Kronos iSeries Manager is a web-based application that allows you to effectively and easily manage your employee's time records in a "one-click" environment. You will be able to review, edit, and approve employee time records as well as create, view and print reports. Additionally, you will be able to easily see current accrual information on your employees. Your payroll contact will also be able to review, edit, reject and approve the records.

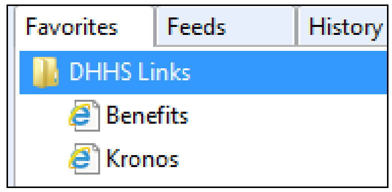
This document provides you with features and most common tasks you will use with the Manager Module. The provided instructions may apply more to you as a timekeepers or a manager. If a timekeeper is not present at your facility, then you as a manager will make most of the edits. In facilities where timekeepers are present the timekeeper will make most of the timecard edits and the managers will only need to refer to page 26 for the approval steps.

A separate set of instructions are available on how to enter holiday pay codes and edit hours. Please refer to the Kronos website Facility Training Materials page, or contact your payroll representative for assistance.

The options and features available to you depend on what has been selected by your management and system administrator. The display is customized according to DHHS business needs, attendance policies and your access profiles.

Logging Into Kronos

1. Starting Kronos is as simple opening a browser window, and locating Kronos under your Favorites > DHHS Links.

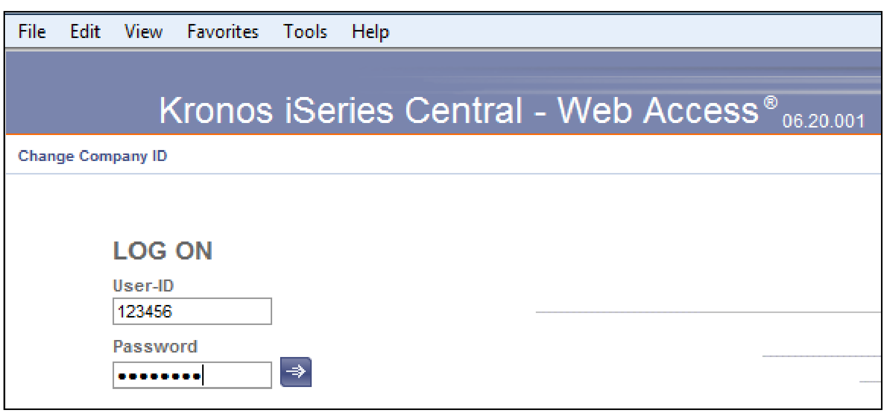


If you are not in your office, you can access Kronos from any computer with internet access by typing the following web address: www.dhhs.ne.gov/kronos.

Result: The DHHS Kronos home page will display. The main body of the Kronos home page will give you important messages and tips and tricks. There are also links under the Useful Documents section to the training manual and other reference materials.

2. Select Facility Manager Login.

3. Enter your User ID (this will be your employee ID number – please contact HR if you do not know this number).



- If this is your first time logging on, leave the password field blank. You will be prompted to choose a password the first time you login.
- If this is not your first time logging on, enter your previously selected password.

4. Click the **Blue Sign In Icon** (or press Enter on your keyboard).

Result: The ***Hours Summary Genie View*** is displayed.

Time Limit

Once you have signed on, the system monitors your session for activity. If after 30 minutes, Kronos detects no activity, such as saving data or navigating to another program, the system logs you off automatically. After this "time out," the system will return you to the logon screen when you next attempt an operation. You will lose any unsaved data.

Changing Your Password

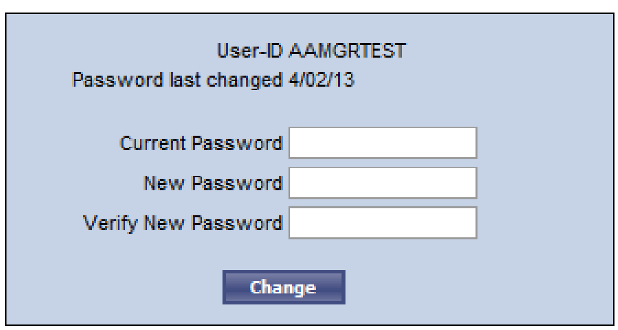
You can change your password at any time by clicking the My Profile link in the top right-hand corner of your Kronos screen, then select Change Password.

When the Change Password dialog box opens, your user ID appears automatically.

To change your password:

1. Enter your current password.
2. Enter your new password in the New Password field. The new password must meet the following requirements:
    - Must be between eight (8) and ten (10) characters
    - Must not repeat any character sequentially more than two (2) times
    - Must contain at least three (3) of the following four:
        - At least one (1) uppercase character
        - At least one (1) lowercase character
        - At least one (1) numeric character
        - At least one (1) symbol. Acceptable symbols are #, $, underscore (_), @
    - Must change at least every 90 days
    - Cannot repeat any of the passwords used during the previous 365 days
3. Confirm your new password in the Verify New Password field.
4. Click **Change**.

Result: Your New Password has been set.

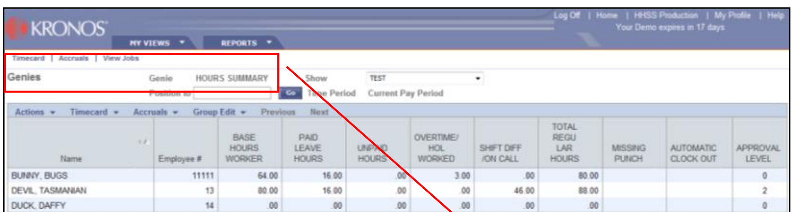


Understanding the Display

The Kronos window consists of three sections.

- Kronos system options – in the upper right-hand of the page
- Navigation bar - across the top of the page
- Workspace - main area in which all tasks are performed

The Kronos system options contain:
- a **LOG OFF** option
- **Home** to return to the main menu from any screen
- **My Profile** to change password and other defaults
- system **Help** menu



Within the workspace is information that contains:

- Name of the Genie (customized view) you are viewing
- List of your staff and the break down of their hours (base vs. leave)
- Action items available on your current page
- System messages, such as error messages or approval notices

The workspace also includes such controls as drop-down lists, buttons, and cells for entering information.

Genie Views

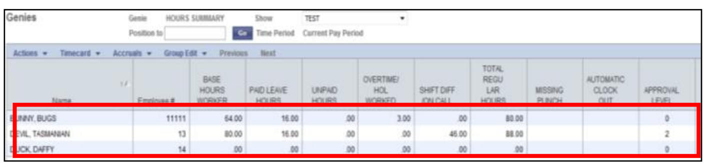
Genies are customized views that have been created for the most common views you would use in Kronos. All these views are sorted alphabetically by default. However, these sort options can be changed on each of the genie views by simply clicking on a column heading. The view will change based on the heading you selected.

Hours Summary View

The Hours Summary View displays by default for managers. This view displays a list of all staff you have access to based on your Security Profile. This list is alphabetical.

If a supervisor/manager is going to be assigned to temporarily supervise a group of staff (example: position vacancy, extended medical leave, etc.), HR will give the manager access to the employees they need to temporarily approve time for. The assignment will need to be a lateral position or higher.

The approval process for staff time records will typically be done from this view.



Name: Shows the name of the employee the detail on the line applies to.

Employee Number: Shows the employee ID number.

Base Hours Worked: Shows the number of base hours worked by the employee in this pay period.

Paid Leave Hours: Shows the number of paid leave hours taken by the employee in this pay period such as vacation, sick, comp time, bereavement, etc.

Unpaid Hours: Shows the number of unpaid leave hours the employee is taking in this pay period such as UNP or FML.

Overtime/Holiday Worked: Shows the total number of overtime/holiday hours worked by the employee in this pay period that are being paid at time and one-half.

Shift Diff/On Call: Shows the number of shift differential/on call hours worked by the employee in this pay period.

Total Regular Hours: Shows the total number of base hours worked, paid leave hours and unpaid leave hours. Ensure that each full-time employee has accounted for 40 hours of regular pay in a work week for employees on a 40 hour/week schedule or 80 hours of pay in a 2 week schedule (for 8/80 employees). Employees are not allowed to use a combination of work time and paid leave time to receive more than 40 hours of pay in a workweek for employees on a 40 hour/week schedule or 80 hours of pay in a 2 week schedule (for 8/80 employees). Leave usage must be reduced so the work hours plus leave usage does not exceed the 40 hour/week schedule or the 80 hour/2 week schedule (for 8/80 employees) unless the employee is approved to physically work more hours and receive overtime for those hours.

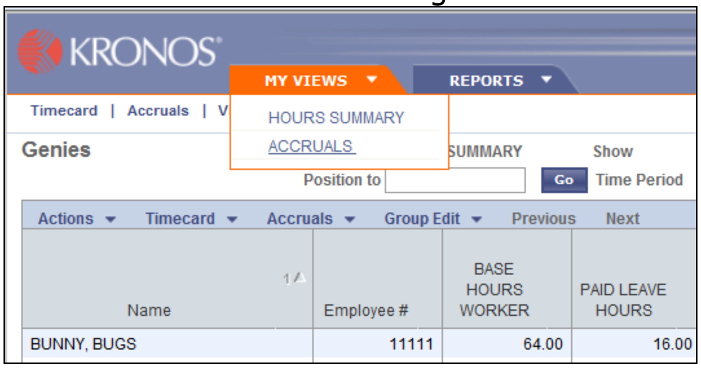
Approval Level: Shows the level of approval for the time record(s). Approvals range from 0 (unapproved) to 4 (final HR approval).

Accruals View List (all staff)

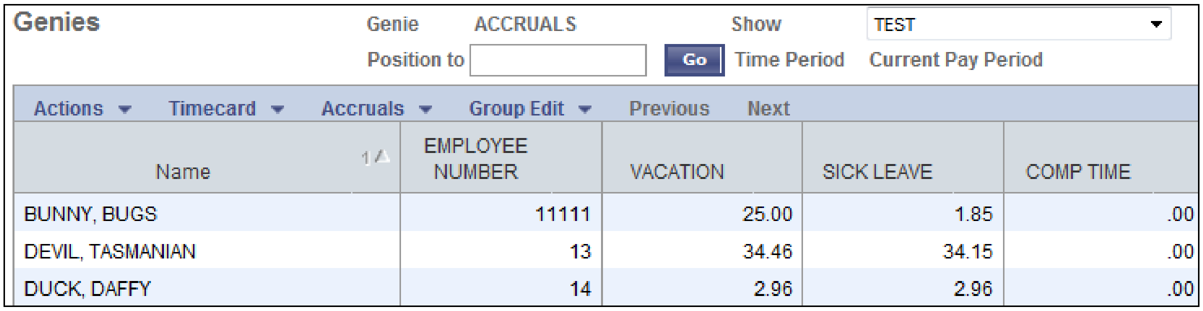
This view displays a list of staff and their available accrual balances for sick leave, vacation leave and comp time. These are available balances and do not include time earned during the current pay period - (Carried Forward + Hours Eligible - Hours Taken = Available Balance).

Supervisors/managers should be checking accruals to make sure staff has an adequate balance before approving leave requests.

1. Select My Views > **Accruals** from the Navigation bar.



Result: A list of staff and their available balances will display

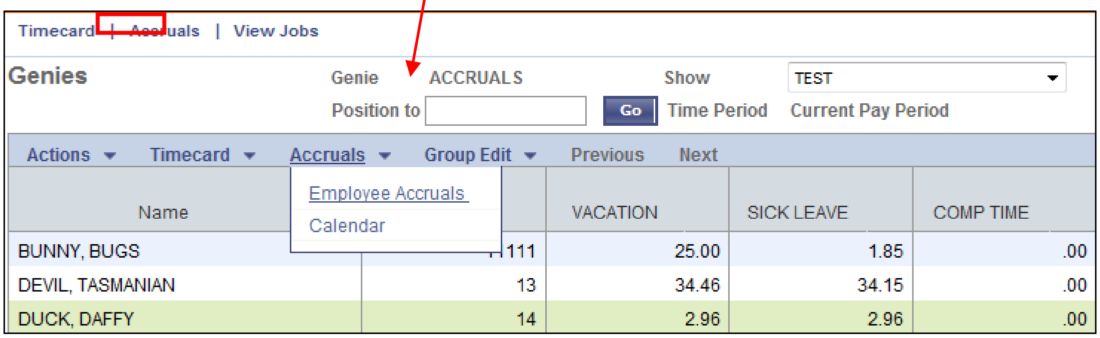


Name	EMPLOYEE NUMBER	VACATION	SICK LEAVE	COMP TIME
BUNNY, BUGS	11111	25.00	1.85	.00
DEVIL, TASMANIAN	13	34.46	34.15	.00
DUCK, DAFFY	14	2.96	2.96	.00

Accruals View Detail (by employee)

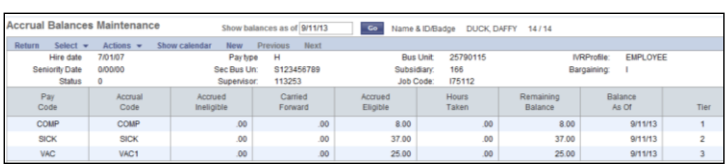
The details of each employee's accrued leave such as the amount carried forward, eligible amount accrued and the hours taken for each pay period can also be viewed using the following instruction.

1. From the Accruals or Hours Summary View, select the employee you want to view details for. (This example is from the Accruals View).
2. Click on the employee's name to highlight their row, then click **Accruals**, or go to **Accruals** > **Employee Accruals**.



Result: Details of accruals earned and taken will appear. Each type of leave (SICK, VAC & COMP) will appear on a separate line. This is the same information that the employees see in their Accruals View.

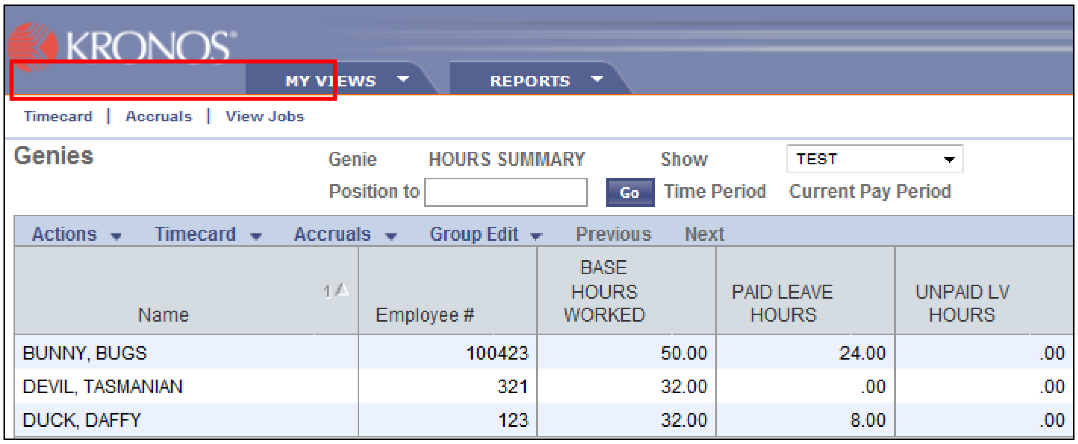
Note: The header will include such information as Hire Date, Supervisor, Job Code, etc.



3. Selecting **Return** will return you to the *All Staff Accruals* view (or) the *Hours Summary* view depending on where you started from. **NOTE:** Do not use the internet explorer back button to navigate in Kronos as it will cause errors. Always use the **Return** button to navigate.

Genie View Functions

These functions will display on each of the three genie views – Hours Summary View, Accruals View List and Accruals View Detail.

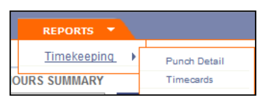


My Views

Provides option to alternate between the Accruals or Hours Summary Genie view.

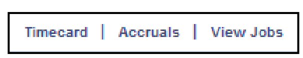
Reports

Allows you to run a Punch Detail or Timecard report on an employee or a group of employees.



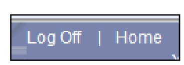
Timecard – Accruals – View Jobs

Once an employee is highlighted on a genie, the Timecard and Accruals options will take you directly to that employee's timecard or accruals. Click on View Jobs to be taken to the queue to view any reports you've run.



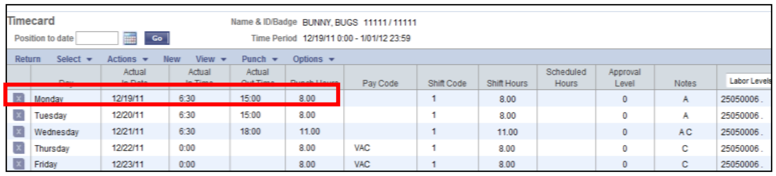
Home

By clicking Home from any screen you will return to your main Genie view. This is a helpful navigational tool that can be used in place of the back button.



Time Editor Function Entries

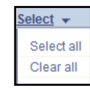
These functions allow you to perform necessary tasks related to reviewing and approving your employee(s) time card(s).



Return

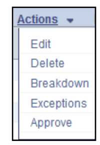
Returns you to the previous screen.

Select



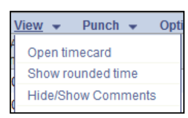
Provides options to Select All (highlight) records for bulk operations such as approving or deleting or Clear All records.

Actions



Provides options to Edit time records, Delete an entire time record, Breakdown is used to see behind the scenes pay codes such as overtime or shift differential on an individual time record, Exceptions allows you to see any timecard errors to correct, and Approve time records once you have verified the accuracy of the record.

View



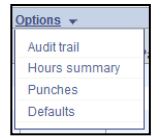
Close Timecard/Open Timecard toggles the display. Close Timecard disables the timecard for making changes. Open Timecard enables the timecard for editing. Show Rounded Time/Actual Time (only for employees who clock in/out) toggles the display between the rounded punch times and the actual punch times. If an employee clocks in at 8:07 and out at 11:53 the Actual Time view shows these exact times. The show rounded time will change the clock time to 8:00 and 12:00 However, managers will still be able to see the employee clocked in 7 minutes late and left 7 minutes early. Hide/Show Comments toggles the display between showing comments directly on the timecard and hiding them.

Punch

Insert Punch adds a single In, Out, or Transfer punch and re-aligns punches that follow (only for managers who have employees clocking in and out). Delete Punch deletes a single punch and realigns any punches that follow (only for managers who have employees clocking in and out).

Options

Audit Trail tracks every change made on the employee's time card. It will display who made the change, what the change was and when it was made (date/time). Hours Summary displays a report based on labor levels/pay codes/hours. Punches displays all punches received from the time clocks or iSeries terminals (only for employees clocking in & out). Employee Defaults displays a window showing the default code assignments from the *Employee Master File*.

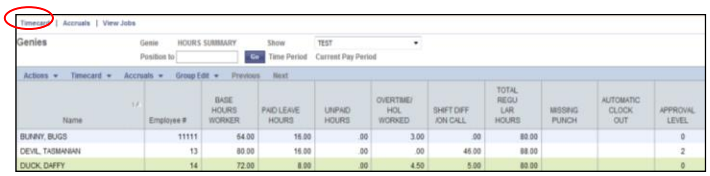


Time Records

Viewing & Verifying an Employee's Time Records

Before approving a staff's time records, it will be necessary to first view and verify the records. Timekeepers and Supervisors are responsible for viewing each employee's timecard every pay period and verifying that it is correct. Overtime should be reviewed and leave usage should be compared to the approved leave requests to ensure accuracy.

1. From the *Genie* View double click on the employee whose timecard you wish to view, or click on their name to highlight the row then click on **Timecard**.



Result: The *Employee Time Card* screen will display.

Note: **To view and verify records for all employees,** click on **Action, Select all employees on page** and then **Timecard**. This will allow you to navigate through all your employee time cards.

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2. If any changes were made, select **Save** to save the changes. Then select **Return** to return to the previous window. **NOTE:** Do not use the internet explorer back button to navigate in Kronos as it will cause errors. Always use the **Return** button to navigate.

Viewing Time Record Comments

Functionality is available for timekeepers and managers to add comments to time records. Example: Documenting why overtime was worked, the reason for leave time, etc.

It is important comments are recorded on employee time records correctly as there are agency reports which depend on them. If you have an employee who is working Mandatory Overtime or Voluntary Overtime, please be sure the MOT or VOT code is the first comment entered for that time. Overtime reports only look at the first line of comments entered so those codes must be on the first line to run correctly. Keep this in mind when entering any comments. Vital information should always be entered into the first line of comments. Additional lines of comments will still be archived in Kronos for reference, but will not appear on overtime reports.

1. From the *Genie View*, double-click on the employee's name.

Genies — Genie: HOURS SUMMARY — Show: TEST
Position to [ ] Go — Time Period: Current Pay Period
Actions ▾ Timecard ▾ Accruals ▾ Group Edit ▾ Previous Next

Name	Employee #	BASE HOURS WORKER	PAID LEAVE HOURS	UNPAID HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON CALL	TOTAL REGU LAR HOURS
BUNNY, BUGS	11111	64.00	16.00	.00	3.00	.00	80.00
DEVIL, TASMANIAN	13	80.00	16.00	.00	.00	46.00	88.00
DUCK, DAFFY	14	72.00	8.00	.00	4.50	5.00	80.00

Result: The *Employee Time Card* screen will display. A letter **C** in the Notes column indicates the employee has added comments to their time record.

2. If there are any comments on the employee's timecard, they will appear below the day they apply to.

Timecard — Name & ID/Badge: DUCK, DAFFY 14 / 14
Position to date [ ] Go — Time Period: 12/19/11 0:00 - 1/01/12 23:59
Return Select ▾ Actions ▾ New View ▾ Punch ▾ Options ▾

	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes
X	Monday	12/19/11	6:30	15:00	8.00		1	8.00		0	A
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0	A
X	Wednesday	12/21/11	6:30	20:00	12.50		1	12.50		0	A C
		Comments-Timecard		VOT							
X	Thursday	12/22/11	6:30	15:00	8.00		1	8.00		0	A
X	Friday	12/23/11	0:00		8.00	SP1	1	8.00		0	C
		Comments-Timecard		Home with sick child							

3. To add a comment, select the **View** Menu, **Open Timecard** option. You can now type a new comment into the box directly below the applicable date. You may also select between standard comments by clicking on the magnifying glass.

	Comments-Employee		Testing						
Wednesday	3/14/12	0:00	8:00	8.00		1	8.00		1
	Comments-Timecard								
Thursday	3/15/12	0:00	8:00	8.00		1	8.00		1
	Comments-Timecard		Working off-site						

4. Click **Save** to save any changes you made.

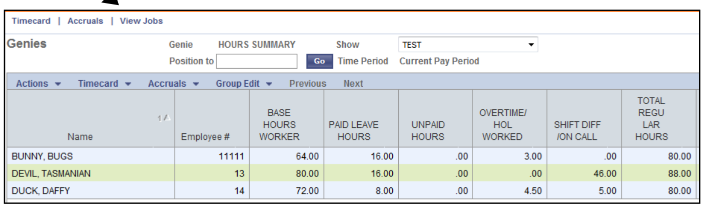
5. If you wish to hide the comments, select the **View** Menu, **Hide/Show Comments** option. All comments will now be hidden so you only see the days and hours.
6. Click **Return** to exit the screen.

Adding an Employee Time Record

<u>Adding Leave Time</u>

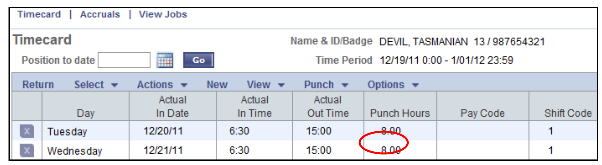
1. From the *Genie View* highlight the employee whose timecard you want to view.

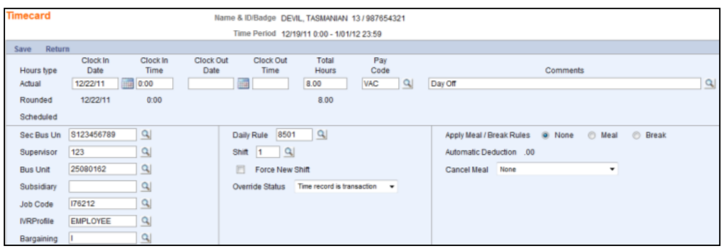
2. Select **Timecard** in the menu bar (or) double-click on the employee.



Result: The *Employee Time Card* screen will display.

3. Click **New.**



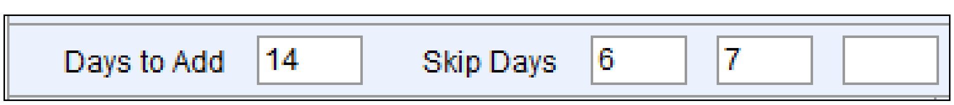


Result: The *Timecard Entry* screen displays.

4. Enter the **Clock In Date** (date to be added), **Total Hours, Pay Code** (SP1, SP2, VAC, CTU, etc.), and **Comment** (reason for absence). Leave the Clock In Time, Clock Out Date and Clock Out Time fields blank. A complete listing of Pay Codes can be found in the Training Documents section of the Kronos website.

Note: To create multiple time records, go to the **Days to Add** field in the middle of the menu and enter the number of days you wish to add. A 2-week pay period would be 14 days.

Note: To skip certain days (such as Saturday & Sunday), enter a 6 to designate Sunday and enter a 7 to designate Saturday.



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5. Select **Save**

Result: The *Employee Time Card* screen displays with the added time record.

6. Select **Return** to return to the *Genie View.*

Note: **QUARTER-HOUR INCREMENTS AND ROUNDED TIME**

Employees must report work and leave time in quarter-hour increments rather than in actual minutes.

15 minutes	=	0.25 hours
30 minutes	=	0.50 hours
45 minutes	=	0.75 hours
60 minutes	=	1.00 hours

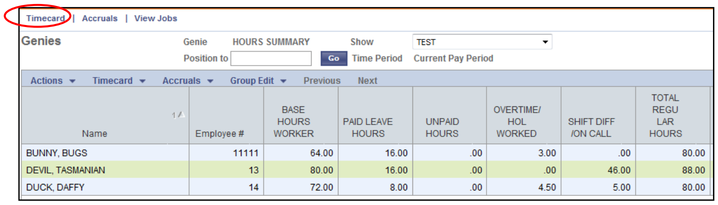
Since time must be recorded in quarter-hour increments, employees will need to round their work and leave time to the closest quarter-hour. For example:

7:53 A.M. – 8:07 A.M.	=	8:00 A.M.
8:08 A.M. – 8:22 A.M.	=	8:15 A.M.
8:23 A.M. – 8:37 A.M.	=	8:30 A.M.
8:38 A.M. – 8:52 A.M.	=	8:45 A.M.
8:53 A.M. – 9:07 A.M.	=	9:00 A.M.

Adding Work Time

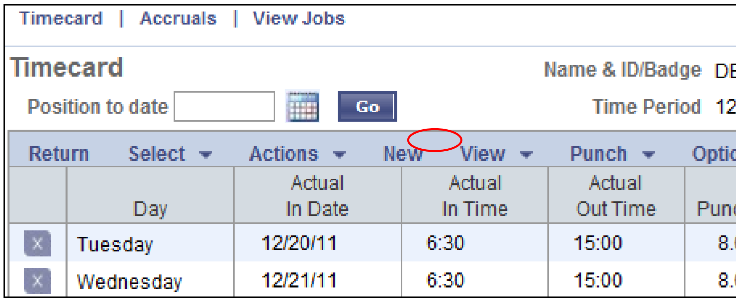
1. From the *Genie View* highlight the employee whose timecard you want to view.

2. Select **Timecard** in the menu bar (or) double-click on the employee.



Result: The *Employee Time Card* screen will display.

3. Click **New.**

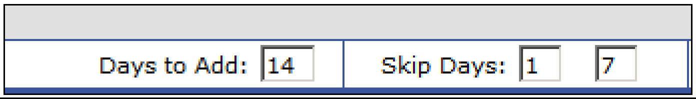


4. Enter the **Clock In Date** (work date), **Clock In Time, Clock Out Date**, **Clock Out Time,** and **Comments.** Leave the total hours and pay code boxes BLANK.

Note: Times should be the exact times the employee clocked in and out for their shift.

Note: To create multiple time records, go to the **Days to Add** field at the bottom of the screen and enter the number of days you wish to add. A 2-week pay period would be 14 days.

Note: To skip certain days (such as Saturday & Sunday), enter a 1 to designate Sunday and enter a 7 to designate Saturday.



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5. Select **Save.**

Result: The *Employee Time Card* screen displays with the added time record(s).

6. Select **Return** to return to the *Genie View.*

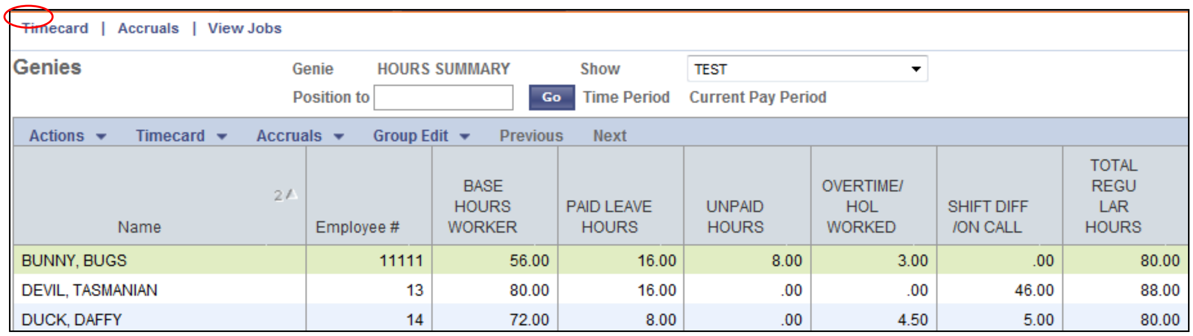
Editing an Employee's Pay Code(s) and/or Hours

Before approving an employee's time records, it might be necessary to edit a time record. Examples, employee had unpaid time entered and later submitted a doctor's note to use sick leave.

A timekeeper or manager can make any changes needed until HR approves the time records. Once HR approves it, the manager will no longer be able to make edits to those records. HR will need to be contacted for corrections.

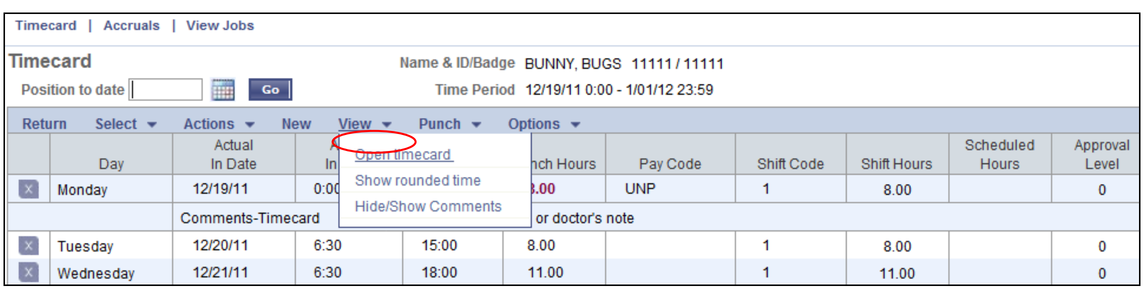
1. From the *Genie View* highlight the employee whose timecard you want to view.

2. Select **Timecard** in the menu bar (or) double-click on the employee.

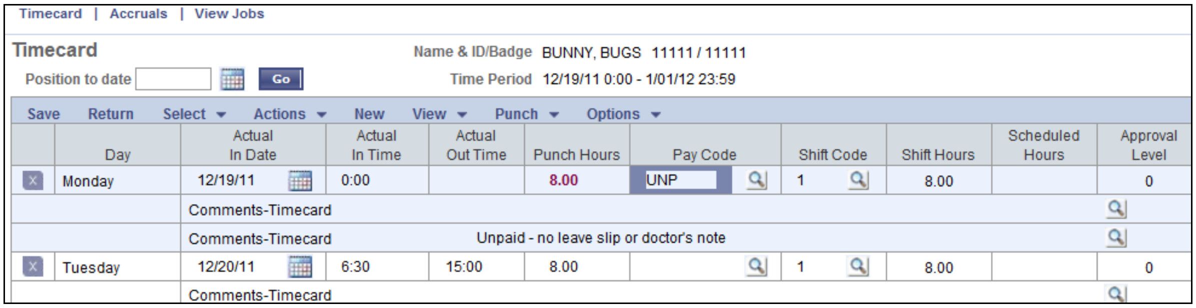


Result: The *Employee Time Card* screen will display.

3. Select **View**, **Open Timecard**. This will open the timecard so you can now edit hours directly on the timecard view.



4. Locate the date and field you wish to edit. When you click in the box you want to edit it will be highlighted (Pay Code in this example). Type in the new pay code you wish to use (ie. SP2) and enter a new comment explaining why the record is being edited.



Timecard | Accruals | View Jobs

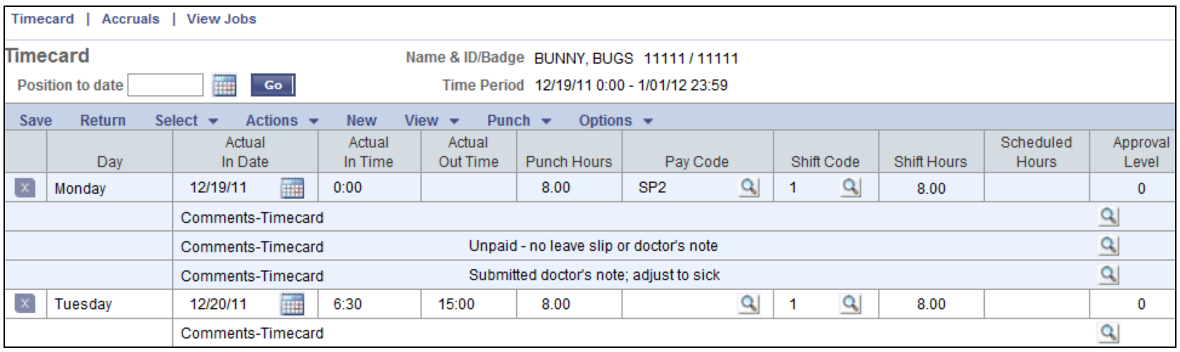
Timecard   Name & ID/Badge BUNNY, BUGS 11111 / 11111

Position to date   Go   Time Period 12/19/11 0:00 - 1/01/12 23:59

Save Return Select Actions New View Punch Options

	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level
X	Monday	12/19/11	0:00		8.00	UNP	1	8.00		0
		Comments-Timecard								
		Comments-Timecard		Unpaid - no leave slip or doctor's note						
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0
		Comments-Timecard								

Note: Pay code and hour edits are the only ones that can be made right on this screen.



Timecard | Accruals | View Jobs

Timecard   Name & ID/Badge BUNNY, BUGS 11111 / 11111

Position to date   Go   Time Period 12/19/11 0:00 - 1/01/12 23:59

Save Return Select Actions New View Punch Options

	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level
X	Monday	12/19/11	0:00		8.00	SP2	1	8.00		0
		Comments-Timecard								
		Comments-Timecard		Unpaid - no leave slip or doctor's note						
		Comments-Timecard		Submitted doctor's note; adjust to sick						
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0
		Comments-Timecard								

5. Select **Save** to save the changes.

6. Select **Return** to return to the previous window.

Note: Selecting **Return** before saving will return you to the *Genie View* without saving your changes.

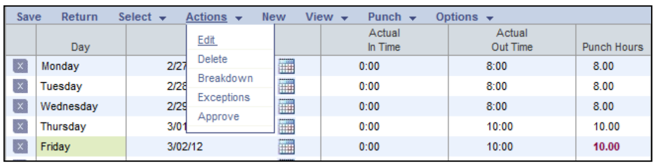
Note: Select **View, Close Timecard** to return to a view only option.

Coding Overtime to be Paid or Comp Time

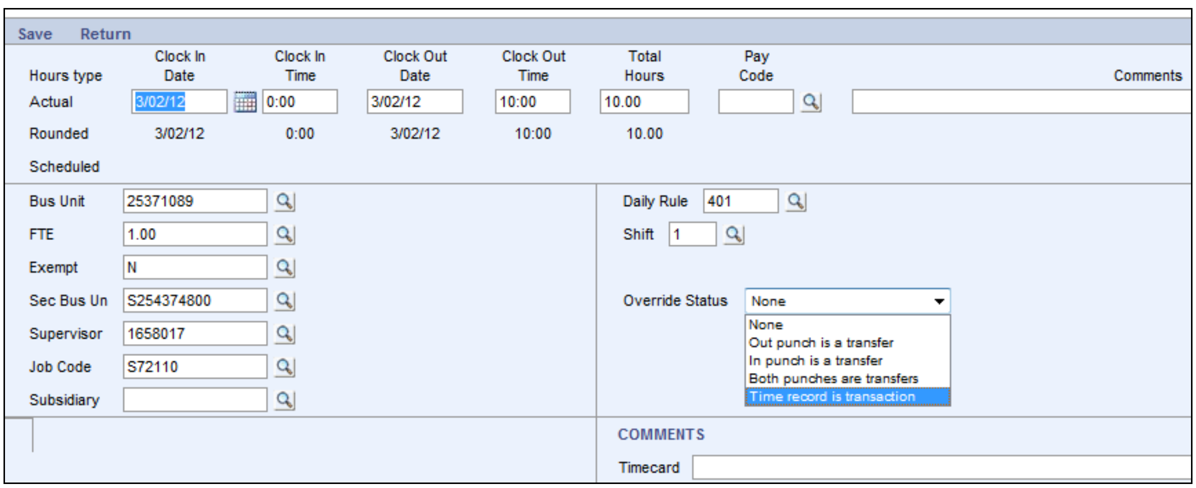
Facility employees are defaulted to code their overtime hours to be paid out (OVT). Employees may submit a request to have their overtime hours issued as comp time. They may only make one election for the whole pay period. If they request to have overtime issued as comp time then all overtime for that pay period will be issued as comp time. Procedures to change OVT to CTO or vice versa:

1. On their timecard, find the day where the overtime calculation occurred.

2. Highlight that record and double click to edit record. Or, highlight the record and click 'Actions' > 'Edit Record'. The edit screen will appear.

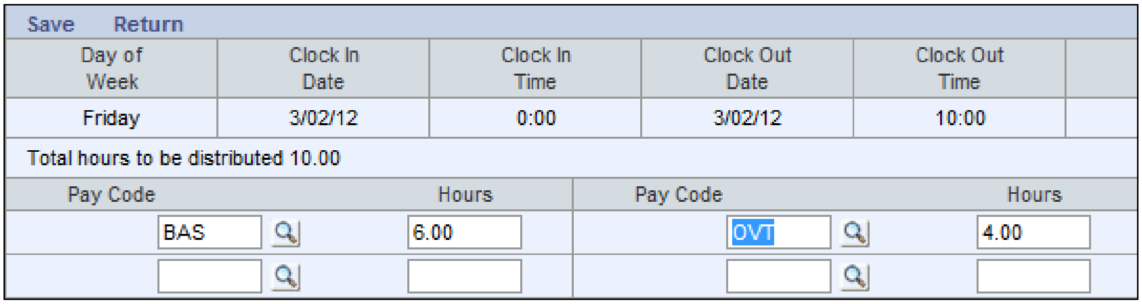


3. On the edit screen, click on the drop down box next to 'Override Status'. Select 'Time record is a transaction', then click 'Save' in the upper-left hand corner of the menu.



4. The 'Total hours to be distributed' menu will generate. This provides a breakdown of how the hours are being distributed among various pay codes (such as 8 BAS and 4.0 OVT).

5. If the overtime hours show as OVT and the employee elected comp time, click in the OVT box and type CTO instead.



Save Return

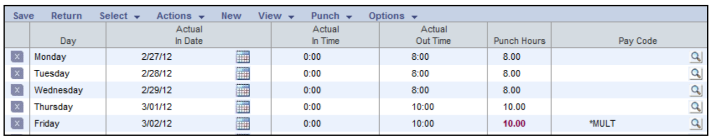
Day of Week	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time
Friday	3/02/12	0:00	3/02/12	10:00

Total hours to be distributed 10.00

Pay Code	Hours	Pay Code	Hours
BAS	6.00	OVT	4.00

6. Press enter to save the change.

7. On the employee's timecard, you will now see *MULT in the pay code column for the date you made the change. This is indicating that and edit was made to that record and the edit involved multiple pay codes.



Save Return Select Actions New View Punch Options

Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code
Monday	2/27/12	0:00	8:00	8.00	
Tuesday	2/28/12	0:00	8:00	8.00	
Wednesday	2/29/12	0:00	8:00	8.00	
Thursday	3/01/12	0:00	10:00	10.00	
Friday	3/02/12	0:00	10:00	10.00	*MULT

8. Repeat this procedure on each week that the overtime designation needs to be changed.

9. Select **Save** to save the changes.

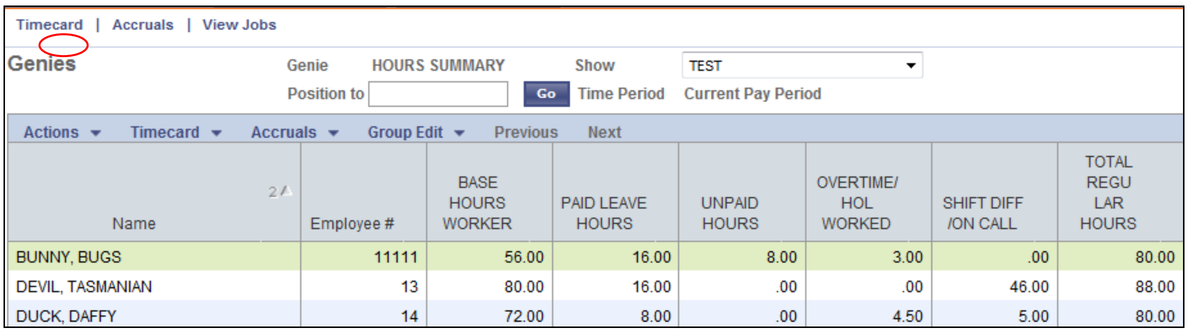
10. Select **Return** to return to the previous window.

Inserting or Deleting a Punch

There may be an occasion to insert a punch or delete one. This would occur if the employee forgot to clock in or out, or they clocked in or out twice causing an extra punch on the timecard.

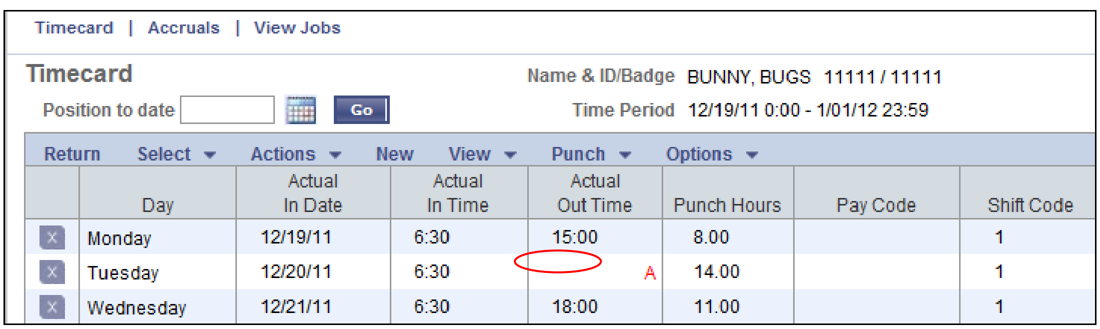
1. From the *Genie View* highlight the employee whose timecard you want to view.

2. Select **Timecard** in the menu bar (or) double-click on the employee.

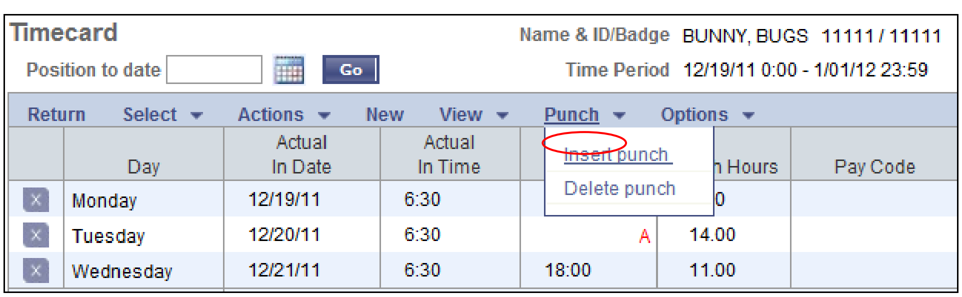


Result: The *Employee Time Card* screen will display.

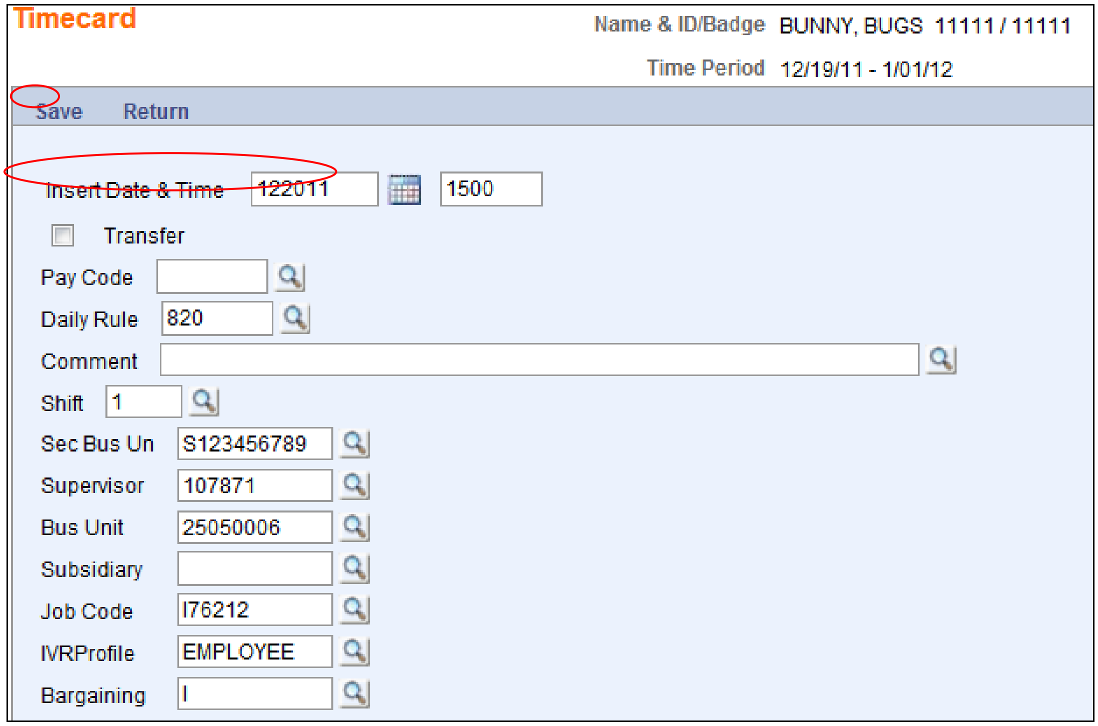
Note: If the employee missed a punch, you will see a red 'A' in the Actual Out Time. This indicates that you need to insert a punch. If the employee accidentally punched in twice in a row you will notice the clock times do not align with their normal schedule.



3. Click **Punch, Insert Punch.**

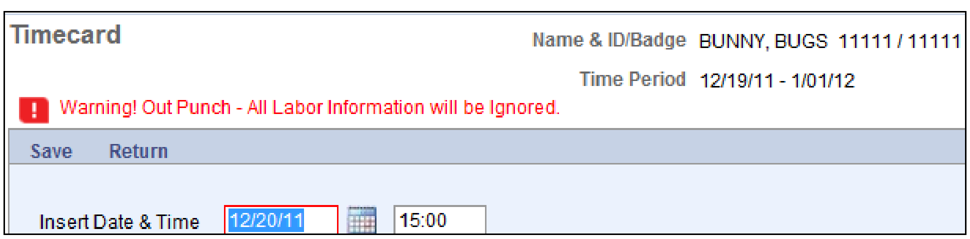


4. Enter the date and time the punch should have occurred. You must enter the exact time the punch should have occurred.

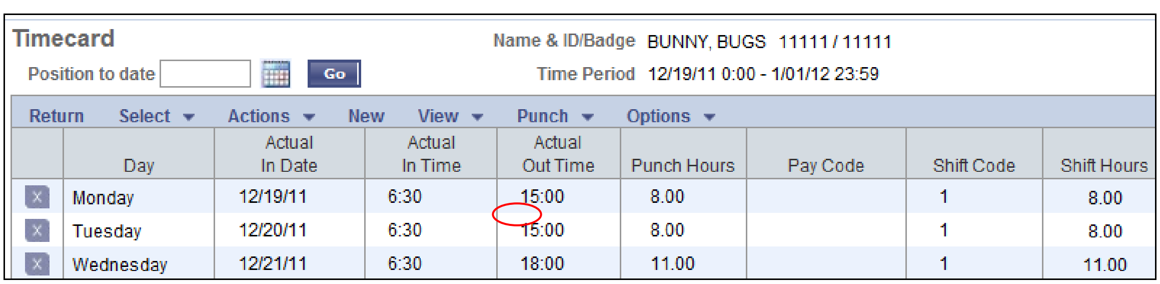


5. Click **Save** or press Enter.

6. You will receive a warning message. Click **Save** or press Enter a second time to bypass this message.



Result: The timecard will now be updated to include the punch you entered.

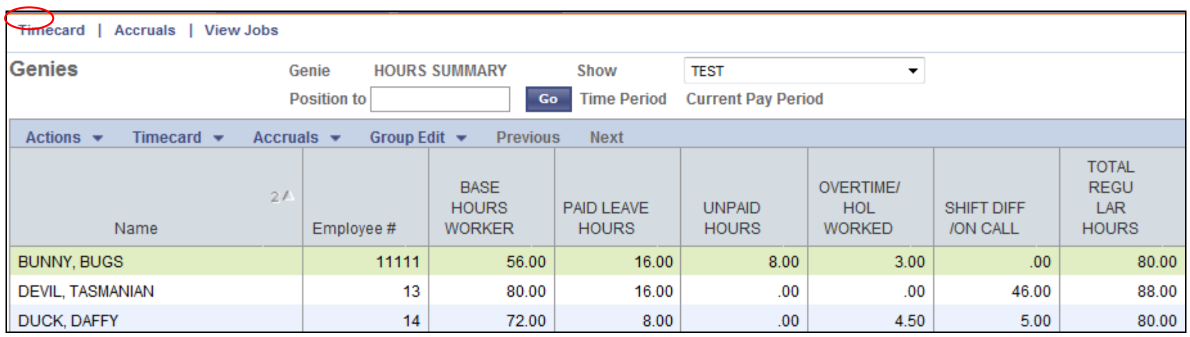


Deleting a Time Record

The majority of time records will be corrected through the edit process. However, some records may require deleting. Example: Timekeeper accidentally enters leave on the incorrect day. The time record needs to be deleted so it can be entered on the correct day.

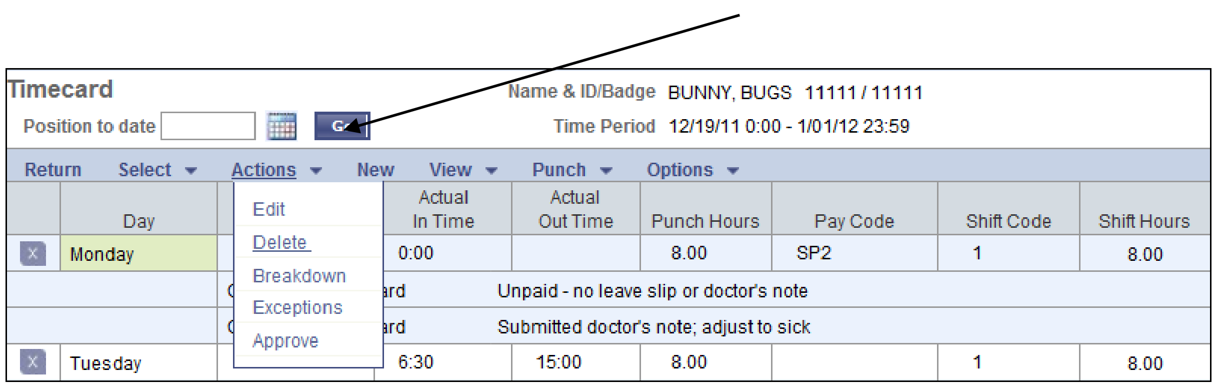
1. From the *Genie View* highlight the employee whose timecard you want to view.

2. Select **Timecard** in the menu bar (or) double-click on the employee.



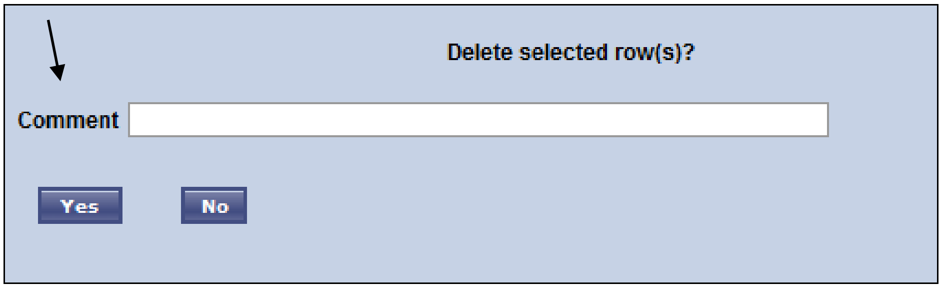
Result: The *Employee Time Card* screen will display.

3. Click on the row you wish to delete so it is highlighted. Select **Actions**, **Delete.**

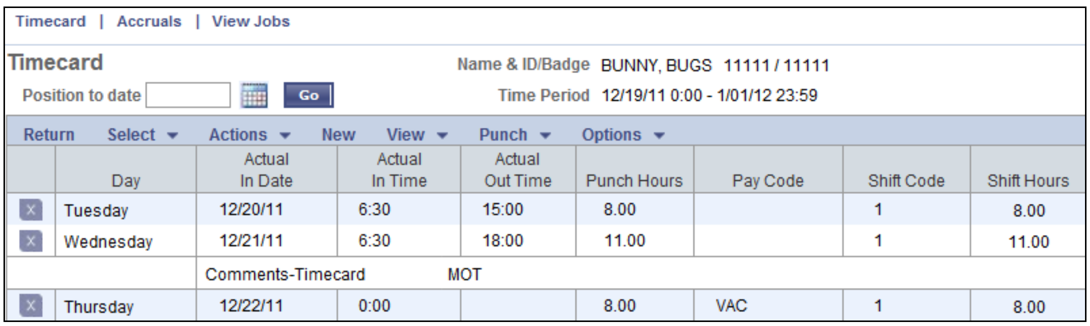


Result: The *Delete Selected Row(s)* confirmation screen will display.

4. Select **Yes.**



Result: The *Employee Time Card* screen will display with the selected time record deleted. (12/19 date from above is deleted in example below).



Timecard | Accruals | View Jobs

Timecard

Name & ID/Badge BUNNY, BUGS 11111 / 11111

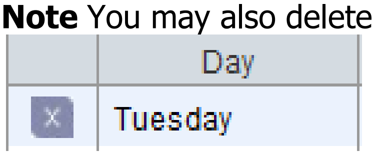
Position to date Go

Time Period 12/19/11 0:00 - 1/01/12 23:59

Return Select Actions New View Punch Options

	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00
X	Wednesday	12/21/11	6:30	18:00	11.00		1	11.00
		Comments-Timecard		MOT				
X	Thursday	12/22/11	0:00		8.00	VAC	1	8.00

Note You may also delete the record by clicking on the X to the left of the Day.



This step will also require you to confirm the deletion of that row.

Approving Time Records

After you or the timekeeper has viewed and verified your employee's time records, supervisory approval of the records will be necessary. Once this approval process is complete, HR will also go through an approval process with these time records. After HR approval changes cannot be made to the time records unless you contact HR.

Supervisor approvals in Kronos are the supervisor's certification that the information is a complete and accurate record of hours worked and leave taken by the employee. By clicking the approve button on the Genie view or the Time Editor view, the supervisor electronically signs the selected records just as if he/she placed a personal signature on a paper copy of the employee's time card.

1. From the *Genie View*, single-click each employee listed to highlight their row, (or) click on the **Actions** Menu, **Select all employees on page** option to select all the records.

Note: The selected records will be highlighted. This will be a helpful tool to verify you are approving the record(s) you intend to approve. If you select an incorrect record, single-click again to deselect the record.

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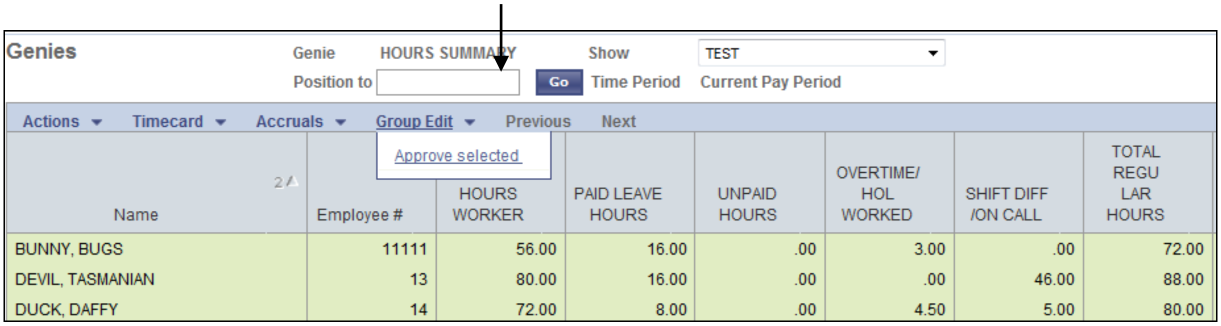
2. Select **Group Edit, Approve Selected**



Result: The code in the **APPROVAL** column will change to a 2 or 3. You must make sure all employees have a level 2 or 3 in the Approval column at the end of the pay period.

Note: The **Approve All** function can be selected to approve all records without selecting individual records.

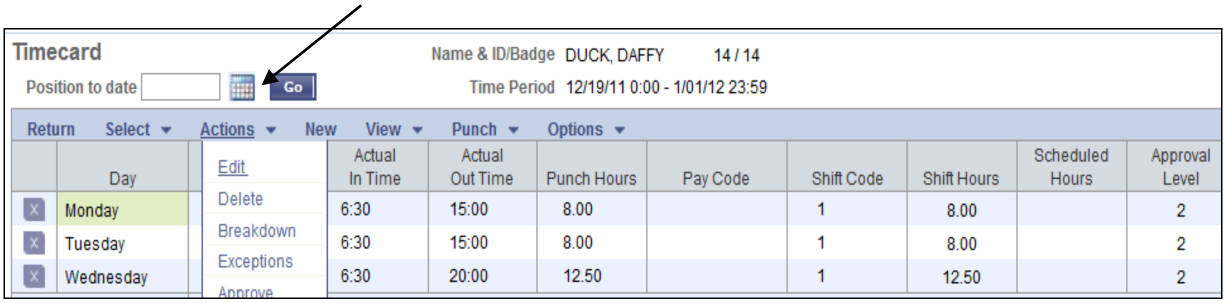
Note: Time records can also be approved from the *Employee Time Card* screen by selecting the appropriate time records, then selecting **Actions**, **Approve**.

Changing Approved Time Records

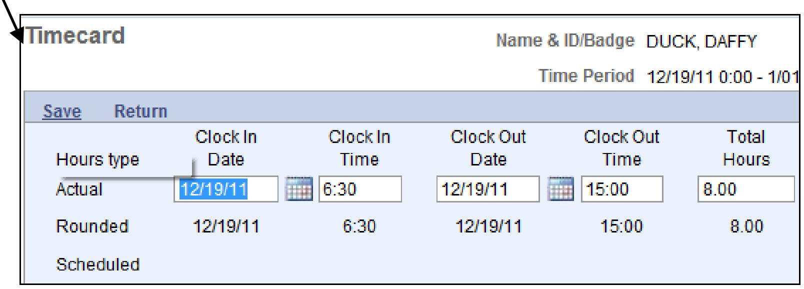
If you have approved a time record by mistake or need to make a change to an approved time record, you can edit it as long as it has not been approved at a level higher than your own. Timekeepers and managers cannot unapprove records that have already approved by HR (level 4). Corrections needing to be made after cut-off will need to be coordinated with HR.

1. From the employee's time record, select the record to unapprove.

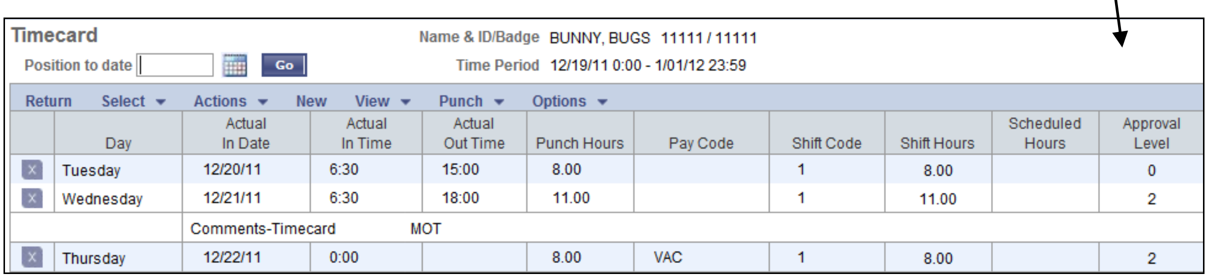
2. Select the **Actions** Menu, **Edit** option (or) double-click on the time record.



3. Make any necessary changes to the time record. Select **Save** on the *Detail Time Editor* screen.



Result: The employee's time card will be updated and display with the **AP** code set back to 0. The supervisor will need to re-approve the time record after the change.



4. Selecting **Return** will exit the screen.

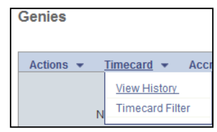
History & Reports

Creating & Printing Reports

Managers will be able to produce two different types of reports for their employees. Reports are generated as PDF documents and are available on a Report List to view, save and/or print at any time. When you no longer need the report, you can delete it from your queue.

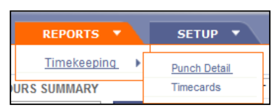
Inquiries & Reports:

View History – Allow you to view the employee's history. Click to highlight the row of the employee to view, then go to Timecard, View History. This full listing of all historic timecards. To jump to a date, type the date into the Position to date box.



timecard you wish provides a specific

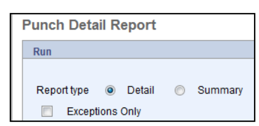
Punch Detail Report – Creates a list of an daily time records showing hours, pay codes information for each record. You can run this going to Reports, Timekeeping, then Punch Detail.



employee's and labor report by

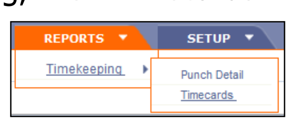
This report may be run on a single employee or on a group of employees. It can also be run on all time records or just certain time records. For example, you could run this report on just sick leave used records for an employee. The report would then provide you a listing of the dates the employee used sick leave. This report can be run with a variety of different data selections to provide important information to Managers.

Upon entering this report, Kronos provides an **Exceptions Only**. You will not be setting this box should be left unchecked.



option for exceptions so

Time Card Report – Creates a complete time card for an employee showing the hours, pay codes and labor information for each time record. You can run this report by going to Reports, Timekeeping, then Timecards. This report may be run on a single employee or on a



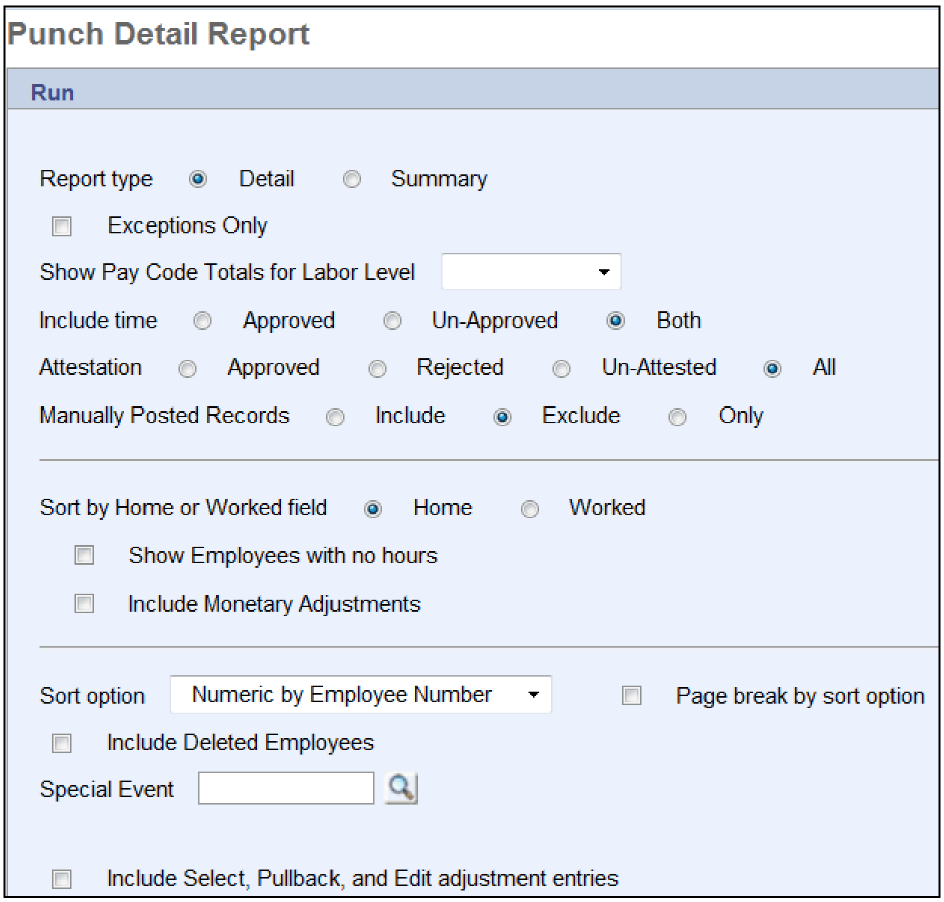
group of

employees. This report cannot be run on specific types of records like the punch detail report. This report will simply provide you with a time card for the employee(s) and date range(s) you choose.

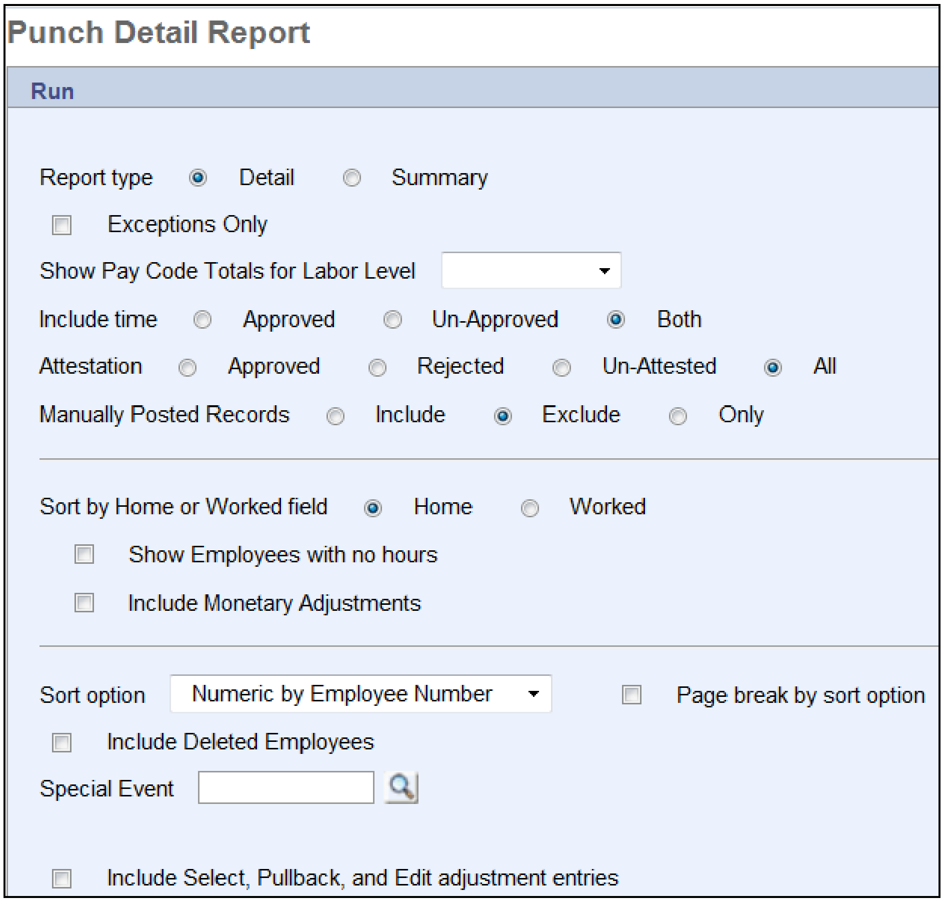
Printing a Punch Detail Report

1. Go to Reports, Timekeeping, and click on **Punch Detail.**

Result: The applicable *Report Name* screen will display. (This example is the *Punch Detail* screen.)



2. On the top half of the page, leave all fields as is with the defaults that appear below. You may elect to change the **Sort option** or **Page break by sort option** if desired.

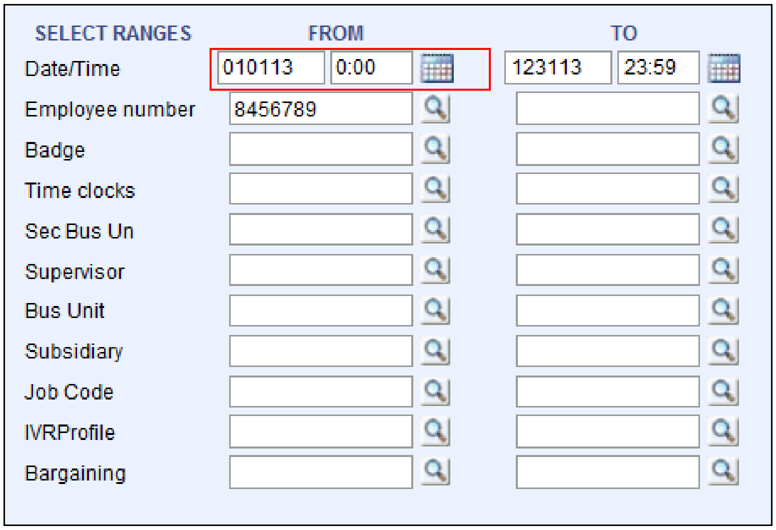


3. Scroll down to the **Select Ranges** section. Enter the date/time range you want to run the report on. For example, if the employee's annual performance review is due on December 1st, you will need to run leave usage from December 1st of last year to December 1st of the current year.

a. ***Dates:*** Dates must be entered in the MMDDYR formula without slashes. For example, December 1st, 2013 would be 120113. You may also use the magnifying glass to select a date from the calendar.

b. ***Times:*** The 'From' time will always be 00:00 and the 'To' time will always be 23:59.

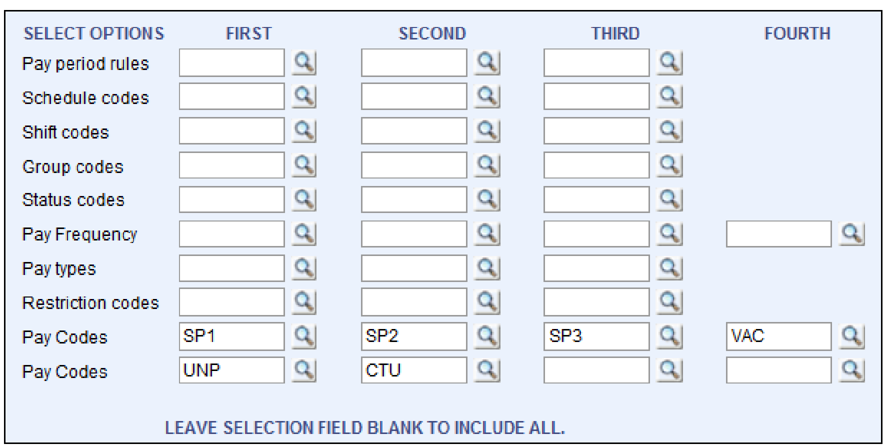
4. Enter the ID number of the employee you want to run the report on or use the magnifying glass to select the employee from the list.

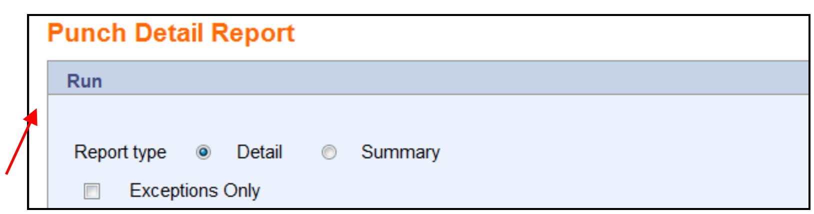


5. Scroll down to the bottom of the screen to view the **Select Options**.

a. In the select pay codes boxes, enter the pay codes you wish to review. See the example below for reference.

Note: You should always include the pay codes for Sick and VAC but may include other pay codes if applicable. Other codes may include FML for family medical leave, LWOP for unpaid time, CTU for comp time used, etc.

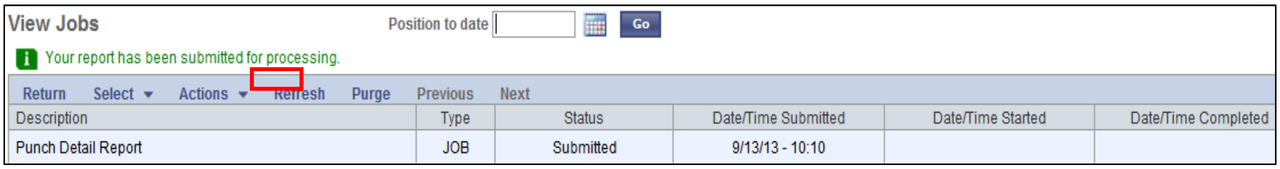




6. Select **Run** at the top of the page to submit the report.

Result: The *View Jobs* screen will display. Your report should be at the top of the list with a status of submitted.

7. Refresh the screen with the **Refresh** button on the *View Jobs* screen until the status reads Complete.



8. Double-click the completed report to view it. It will open in a separate window. The report will have a cover page with the values you ran the report on. The results will display on the following pages with grand totals on the final page.

Note: Selecting **Return** will exit the window.

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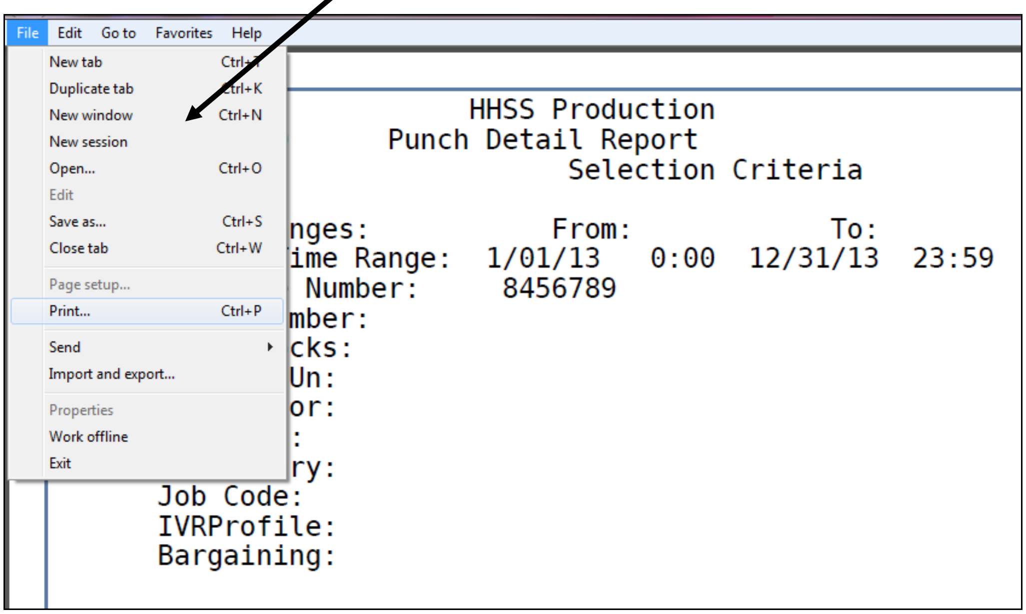
9. If you wish to print the report, go to File, **PRINT** in the browser window menu bar.



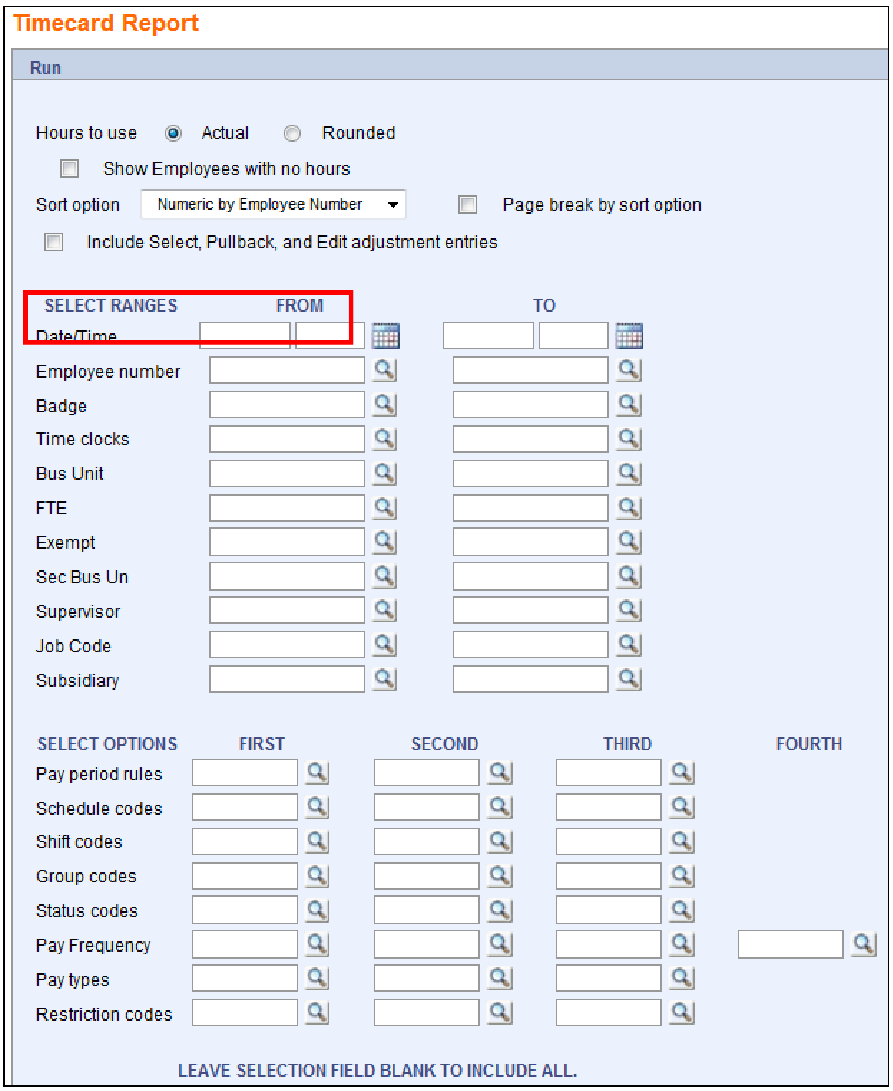
Printing a Timecard Report

1. From the Navigation Pane, select Reports, Timekeeping, and click on **Timecards.**

   Result: The *Timecard Report* screen will display.

2. Enter the applicable **From** and **To** date(s).

3. Type in the Employee Number (or) select it from the Employee List.

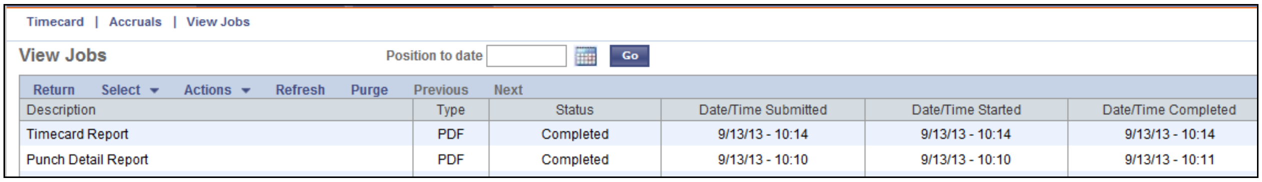


   Note: Additional restrictions can be selected if needed.

4. Select **Run**.

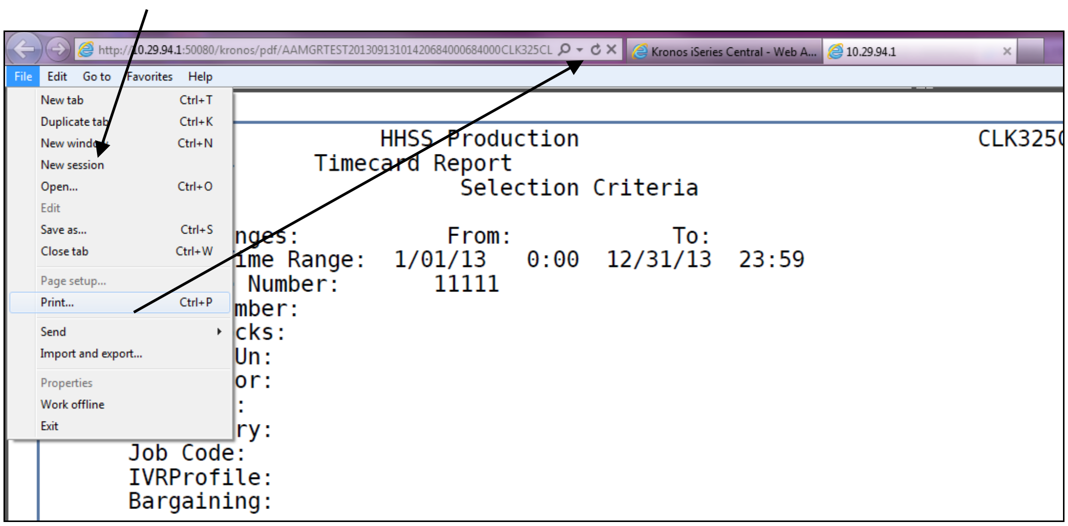
Result: The *View Jobs* screen will display with the time card in Submitted status.

5. Select the **Refresh** button until the status reads Completed.



6. Double-click on the report to open the pdf file.

7. Select the **Print** icon to print the Time Card report.



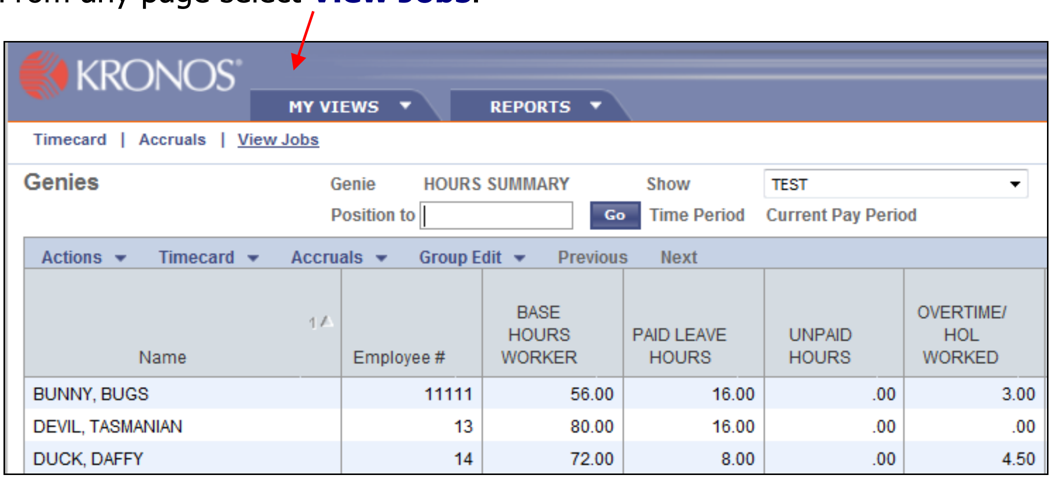
8. Select **X** (Close) from the browser window bar to close the report and return to the Report Run Status screen.

9. Select **Return** to return to the *Timecard Report* screen, or click Home to return to your main Genie view.

Reports Queue

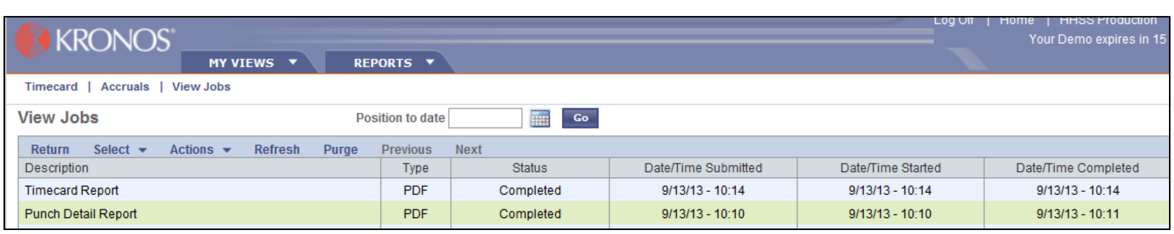
Reports that have been submitted are stored in a Print Queue. They will retain in your Queue for viewing, and printing as long as the report hasn't been deleted. Reports may occasionally be purged if size restrictions require it. It is recommended that you save reports to your computer if you want to keep them for any length of time.

1. From any page select **View Jobs**.



Result: The *View Jobs* screen will display.

2. Double-click on the completed report you wish to view or print.

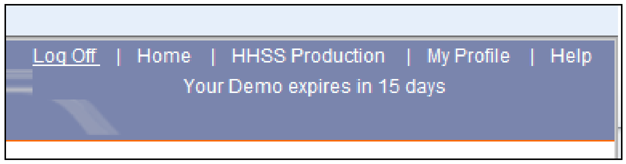


Result: The report will display as a PDF file.

3. If you want to print the report, select File, then **Print** from the browser window menu.

Exiting KRONOS

1. Exit KRONOS by clicking **Log Off** in the upper right hand corner of the screen.



Result: The *Log On* screen will display.

2. Close the browser window and you will now be fully exited from Kronos.