

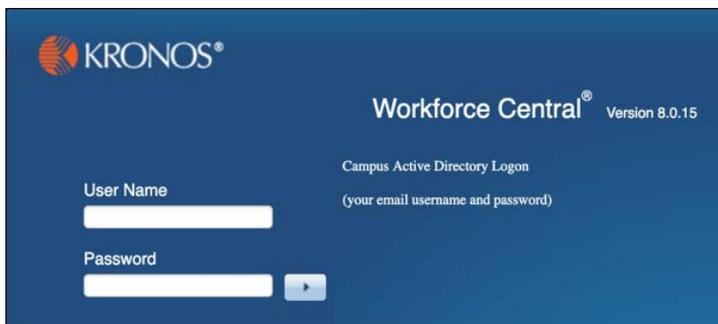
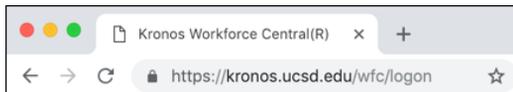


Approving Time in Kronos Manager/Supervisor Reference Guide

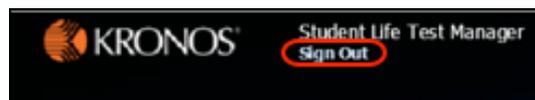
Career Staff responsible for approving timecards

Accessing and Logging Off Kronos

Access Kronos through the Intranet. Enter your Username and Password.

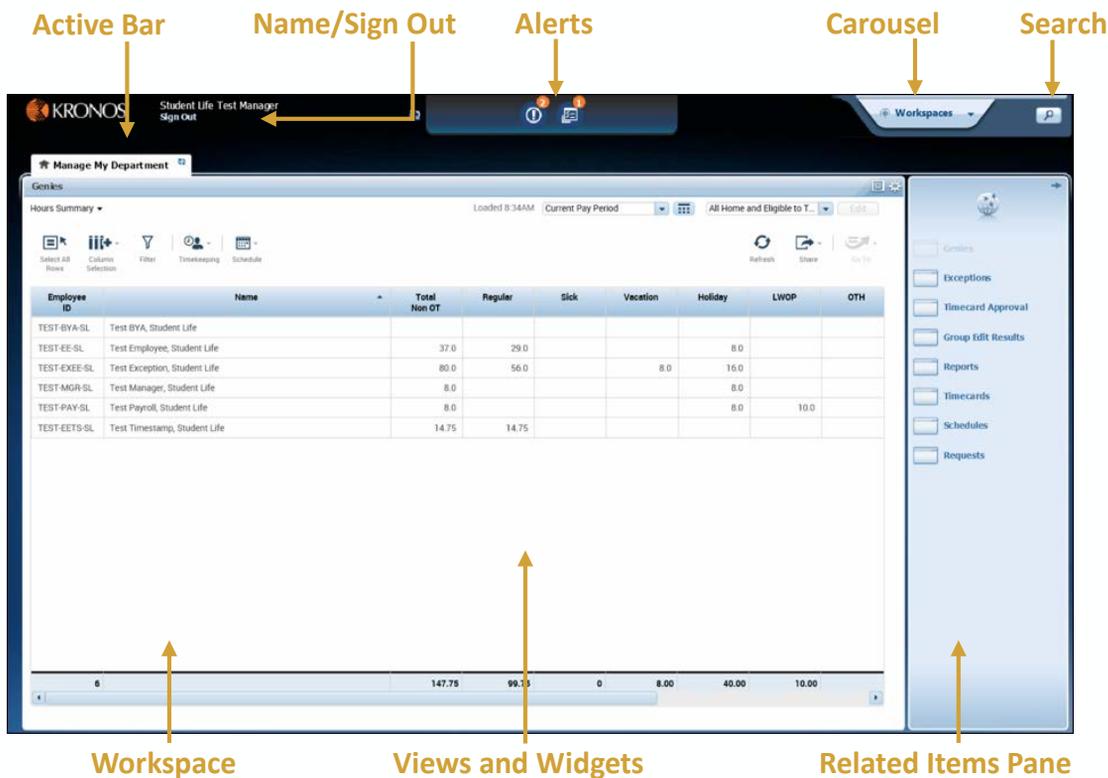


Note: Always use the Sign Out link when logging off of Kronos.



Overview – Using the Navigator

Navigators have many different parts. Each part of a navigator either provides you with information or helps you to perform a task.

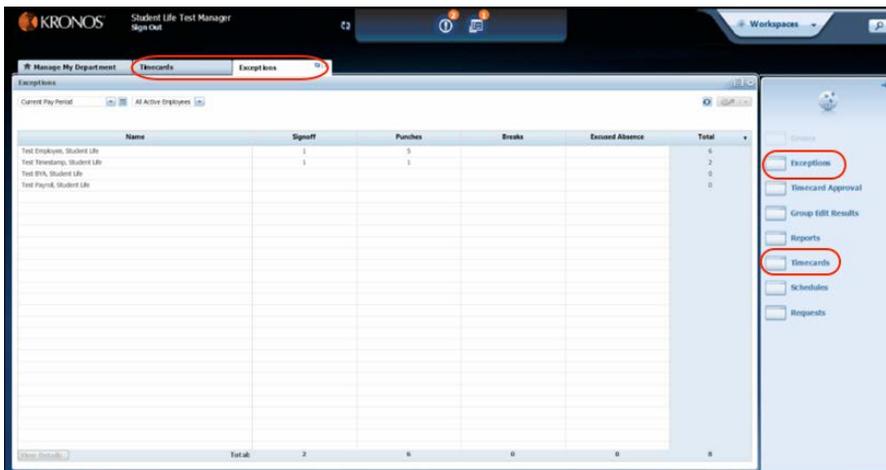


Overview – Using the Navigator

Screen Area	Description
Active Bar	A horizontal area at the top of the navigator that displays the currently opened workspaces as tabs. Click a tab to bring a workspace into focus. Click the Refresh icon next to the title to reload the workspace with its default information.
Name/Sign Out	Identifies the user and provides a link to log out of navigator.
Alerts	Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that require your immediate attention.
Carousel	Container for one or more workspaces (Note: Carousel appears only if you have been assigned another workspace in addition to your home workspace.)
Search	Click to open the Search widget, to locate employees and their information.
Workspaces	A work area made up of one or more views and the Related Items Pane.
Views and Widgets	A workspace can have one or more pre-sized views. Views are holding areas for widgets, which are the task-oriented tools you use to review data and perform actions.
Related Items Pane	Includes additional widgets that are part of the workspace.

Accessing Widgets

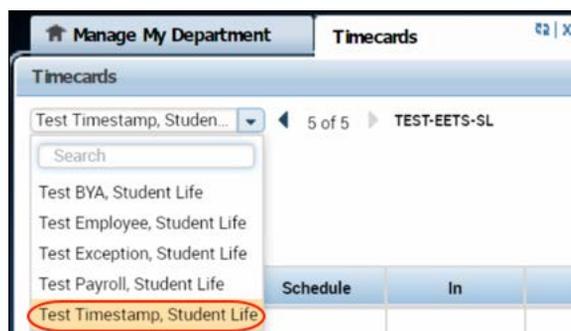
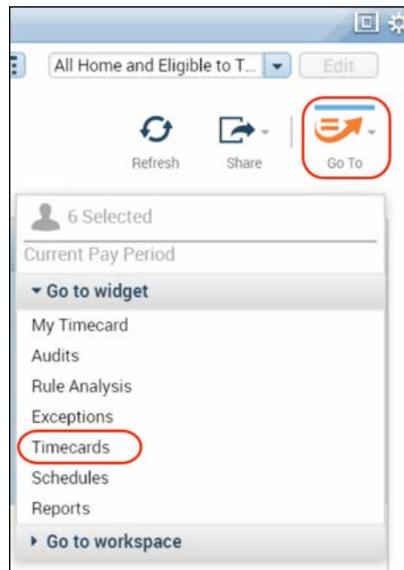
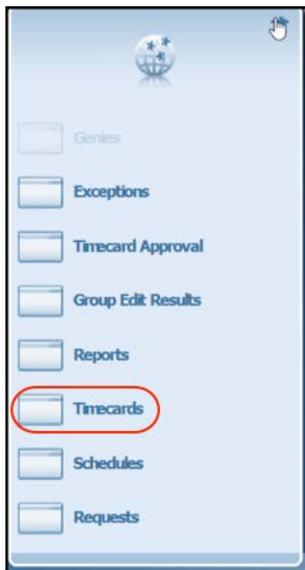
Widgets are accessed from the Related Items Pane by clicking on the name. When opened, the Widget opens on a separate tab. Clicking the 'x' in the tab closes the Widget. Manage My Department will always remain active.



Accessing Employee Timecards

Use these methods to access an Employee's Timecard:

- From the **Related Items** pane, select **Timecards**.
 - To move to other employees' timecards, use the arrow buttons or the employee field drop-down arrow.
- From any widget, select an employee or group of employees. Click the **GoTo** button and select **Timecards**.
- From any widget, double-click the employee's name to open a single timecard.



Viewing the Project View Timecard

The Project View timecard displays employee time by hours and pay codes.

The screenshot shows a timecard for 'Test Exception, Student' with the following data:

Pay Code	Transfer	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total
Hours Work...			0.0	0.0	8.5	8.5	8.5		25.5
Hours Work...	//BKS5233/!!!			8.0					8.0
Sick			8.0						8.0
<Enter Pay ...									
Schedule			7:30AM-4:0...	7:30AM-4:0...	7:30AM-4:0...	7:30AM-4:0...	7:30AM-4:0...		
Daily Total			8.0	8.0	8.5	8.5	8.5		41.5

Account	Pay Code	Amount
-/-/SAOADMIN/1/-/19	OTP	2.5
-/-/SAOADMIN/1/-/19	OTS	9.5
(x)-/-/BKS5233/1/-/19	Regular	8.0
-/-/SAOADMIN/1/-/19	Regular	56.0

Viewing Accruals

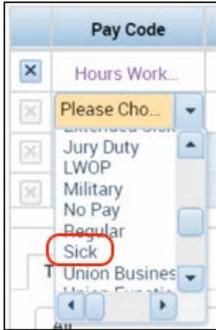
Your accruals balances can be viewed within the Timecard or by accessing My Reports. Click the expand more information. You can view your Accrual balances by clicking the Accruals link.

The screenshot shows the 'Accruals' section with the following data:

Accrual Code	Accrual Available Balance	Accrual Taken to Date
Sick	0.0	0.0
Vacation Hours	3.33	0.0

Adding a Pay Code – Project View Timecard

1. If the pay code does not appear in the timecard, click the **Enter Pay Code** cell.
2. Click the applicable **Pay Code** from the list.



3. Enter the **Hours** in the cell for the applicable day and pay code.
4. Click on the pre-populated hours for the day and hit **Delete** on your keyboard. Optionally, hours can be edited if working a partial shift.

	Pay Code	Transfer	Sun 1/13	Mon 1/14
<input type="checkbox"/>	Hours Work...			0.0
<input type="checkbox"/>	<Enter Pay ...			
<input type="checkbox"/>	Sick			8.0
<input type="checkbox"/>	Schedule			7:30AM-4:0...

5. Click **Save**.

Viewing the Hourly Timecard

The Hourly View timecard displays employee time by punches and pay codes. Exceptions are displayed from comparing the schedule against the actual punch times.

The screenshot shows a timecard for an employee named 'Test Timestamp, Studen...'. The main table displays daily punches and pay codes. Annotations include:

- Employee Name:** Test Timestamp, Studen... (1 of 1) TEST-EETS-SL
- Late In Exception:** Points to a red bar on Tue 1/08 at 9:10 AM.
- Comment:** Points to the comment '//BKS5233/!!!' on Thu 1/10.
- Added Pay Code Amount:** Points to a red box containing 'Vacation' and '4.0' on Mon 1/07.
- Time Period:** Points to the 'Daily' and 'Period' columns.
- Excused Absence:** Points to the 'In' column on Tue 1/08.
- Daily Punches:** Points to the 'In' and 'Out' times on Thu 1/10 (10:32 AM and 3:00 PM).
- Missing Punch:** Points to a red bar on Sat 1/12.
- Pay Code Totals for Selected Time Period:** Points to the 'Totals' section at the bottom.
- Shift Hours:** Points to the 'Shift' column.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Wed 1/02									
Thu 1/03									
Fri 1/04									
Sat 1/05									
Sun 1/06									
Mon 1/07					Vacation	4.0		4.0	4.0
Tue 1/08	9:00AM-12:00PM	9:10AM	3:00PM				4.5	4.5	4.0
Wed 1/09									4.0
Thu 1/10	10:30AM-3:00PM	10:32AM	3:00PM		//BKS5233/!!!		4.5	4.5	8.5
Fri 1/11									8.5
Sat 1/12	8:00AM-4:00PM	7:59AM							8.5

Account	Pay Code	Amount
(X) //BKS5233/1/--/19	Regular	4.5
--/SADADMIN/1/--/19	Regular	7.5

Viewing Accruals

Accruals balances can be viewed within the Timecard. Click the to expand more information. You can view your Accrual balances by clicking the Accruals link.

Show or Hide More Content

Totals			
Accruals	Audits	Historical Corrections	
Accrual Code	Accrual Available Balance	Accrual Taken to Date	
Sick	0.0	0.0	
Vacation Hours	3.33	0.0	

Adding a Missing Punch – Hourly Timecard

1. Click the solid red missed punch exception.



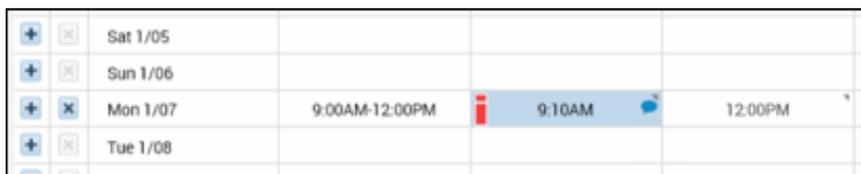
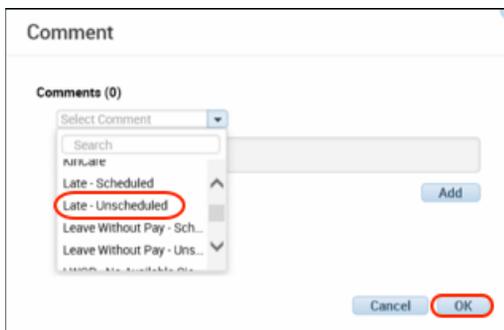
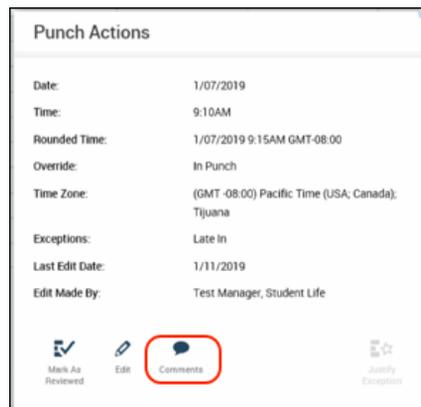
2. Enter the missed punch time
 - Be sure to include a 'p' for **pm**.
 - Ex. **7a** or **3p**. A colon is optional (e.g. **330p** or **3:30p**).
3. Click **Save**.



Attaching a Comment – Hourly Timecard

Comments can be added to give a punch or pay code documentation on why something has occurred. Comments are preconfigured, and more than one comment can be added to a single punch or pay code. A blue indicator will appear when comment has been added.

1. Right-click the applicable punch or pay code amount.
2. Click **Comments**.
3. Select the applicable comment.
4. Click **OK**.
5. Click **Save**.



Deleting a Duplicate Punch – Hourly Timecard

Deleting a duplicate punch is the only reason for deleting a punch from an employee’s timecard.

Sun 1/06				
Mon 1/07	9:00AM-12:00PM	9:00AM		
		9:01AM	12:00PM	
Tue 1/08				

1. Right-click the applicable punch and click **Comments**.

Comment

Comments (0)

Select Comment

- Double Punch - Duplicat...
- Early Out - Scheduled
- Early Out - Unscheduled
- Family Emergency - Sch...
- Family Emergency - Uns...

Add

Cancel OK

2. Select the comment that represents the reason for the punch removal.
3. Click **OK**.
4. Click **Save**.
5. Click the applicable punch cell again and press **Delete** on your keyboard.
6. Click **Save**.

Sun 1/06			
Mon 1/07	9:00AM-12:00PM	9:00AM	12:00PM
Tue 1/08			

Note:

- Before you delete a punch, attach and save a comment to it.
- You cannot add a comment to a punch after the punch is deleted.
- Adding a comment provides documentation about why you deleted the punch.
- After deleting the punch, the comment can be found in the bottom section under the Audits tab.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
1/07/2019	9:01AM	Add Punch					In Punch		1/11/2019	8:44AM (G...)	studentlife...	Timecard E...
1/07/2019	9:01AM	Add Comme...					In Punch	Double Pun...	1/11/2019	8:46AM (G...)	studentlife...	Timecard E...
1/07/2019	9:01AM	Delete Punch					In Punch		1/11/2019	8:46AM (G...)	studentlife...	Timecard E...

Adding a Pay Code – Hourly Timecard

1. Locate the day row with an **Unexcused Absence** exception indicator and click the **Pay Code** cell.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount
+	✕	Sun 1/13						
+	✕	Mon 1/14	12:00PM-5:...					

2. In the **Pay Code** drop-down list, select the appropriate pay code.

Pay Code	Amount
Please Cho...	
Union Functi...	
Vacation	
Voting	
Hours Worked	

3. In the **Amount** field, enter the number of hours.

Pay Code	Amount
Vacation	5.0

4. Click **Save**.



Note:

- Kronos converts entries to your organization's default time format.
- Depending upon the pay code, the red unexcused absence indicator may change blue to indicate an excused absence.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount
+	✕	Sun 1/13						
+	✕	Mon 1/14					Vacation	5.0

Overriding a Punch – Hourly Timecard

There may be a time when an employee punch is interpreted differently by the system. For example, an employee's In-Punch is interpreted as an Out-Punch. Performing an override allows you to edit the punch to get the desired results.

	Date	Schedule	In	Out
+ X	Wed 1/16	12:00PM-5:...	12:00PM	5:00PM
+ X	Thu 1/17	12:00PM-2:...		2:00PM
+ X			8:00PM	

1. Locate the punch error.
2. Right-click on the **Punch** to open the **Punch Actions** window.
3. Click **Edit**.

Punch Actions

Date: 1/17/2019
Time: 2:00PM
Rounded Time: 1/17/2019 2:00PM GMT-08:00
Time Zone: (GMT -08:00) Pacific Time (USA, Canada); Tijuana
Last Edit Date: 1/16/2019
Edit Made By: Test Manager, Student Life

Edit Comments Justify Exception

4. Click the **Override** drop-down and select either **In Punch**, **Out Punch**, or **New Shift**
5. Click **Ok**.

Punch

Date: 1/17/2019
Time (h:mma): 2:00PM
Rounded Time: 1/17/2019 2:00PM GMT-08:00
Override: **In Punch**
Time Zone: (GMT -08:00) Pacific Time (USA, Canada); Tijuana...
Cancel Deduction:
Exceptions:
Comments:

Cancel **OK**

6. Click **Save**.

	Date	Schedule	In	Out
+ X	Tue 1/15			
+ X	Wed 1/16	12:00PM-5:...	12:00PM	5:00PM
+ X	Thu 1/17	12:00PM-2:...	2:00PM	8:00PM
+ X	Fri 1/18			

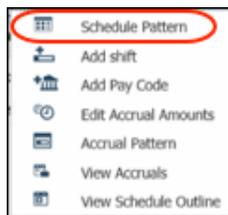
Note:

- Selecting **In Punch** or **Out Punch** links the punch to the assigned schedule and could flag a late exception.
- Selecting **New Shift** could flag an unassigned shift exception.

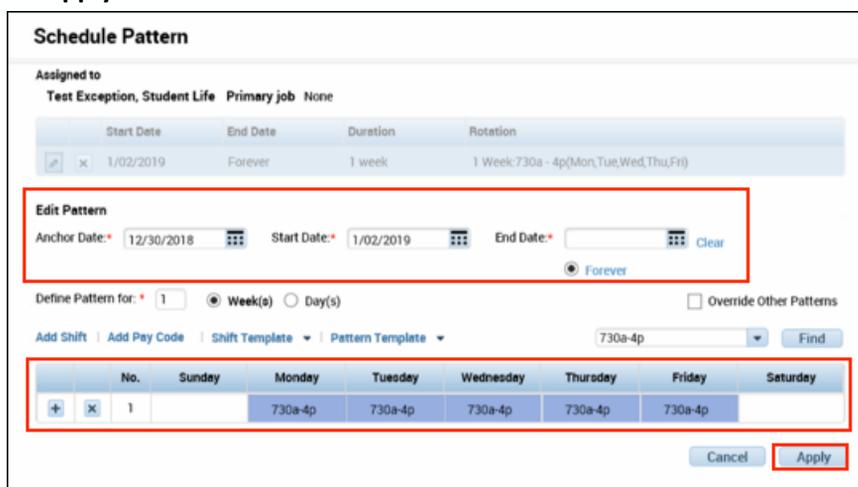
Assigning a Schedule – Schedule Pattern

For hourly employees, schedules are used to track exceptions when an employee is early, late or absent. For exception employees, the schedule is used to populate the employee’s timecard with hours.

1. From the **Related Items** pane, select **Schedules**.
2. From **Schedule** widget, right-click the applicable employee’s name.
3. Click **Schedule Pattern**.



4. Verify the **Anchor Date**.
 - *The **Anchor Date** is the date on which the pattern was created. It can be a date in the past. If you are unsure what date to use, simply make the anchor date the start date of the selected pay period.*
5. In the **Start Date** field, enter the start date of the pattern.
6. In the **End Date** field, enter the date the pattern should end, or select **Forever** if there is no end date.
7. In the **Define Pattern for** field, enter the number of weeks or days for which you are defining the pattern.
8. Select the corresponding option from either **Week(s)** or **Days**.
9. Click the first cell to which you want to apply a shift, hold down **Ctrl**, and click the additional days to which you want to apply shifts..
10. Click **Add Shift**.
10. Enter a **Start Time** and **End Time** for the shift..
11. Click **Apply**.

A screenshot of the 'Schedule Pattern' form. The form has several sections: 'Assigned to' (Test Exception, Student Life, Primary job None), a table with columns Start Date, End Date, Duration, and Rotation, an 'Edit Pattern' section with fields for Anchor Date, Start Date, and End Date, a 'Define Pattern for' section with radio buttons for Week(s) and Day(s), and a table for defining shifts. The 'Edit Pattern' section and the shift table are highlighted with red boxes. The 'Apply' button is also highlighted with a red box.

Start Date	End Date	Duration	Rotation
1/02/2019	Forever	1 week	1 Week: 730a - 4p(Mon,Tue,Wed,Thu,Fri)

Edit Pattern

Anchor Date: 12/30/2018 Start Date: 1/02/2019 End Date: Forever

Define Pattern for: 1 Week(s) Day(s) Override Other Patterns

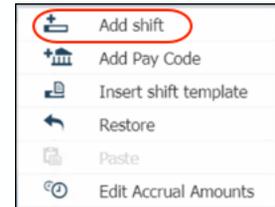
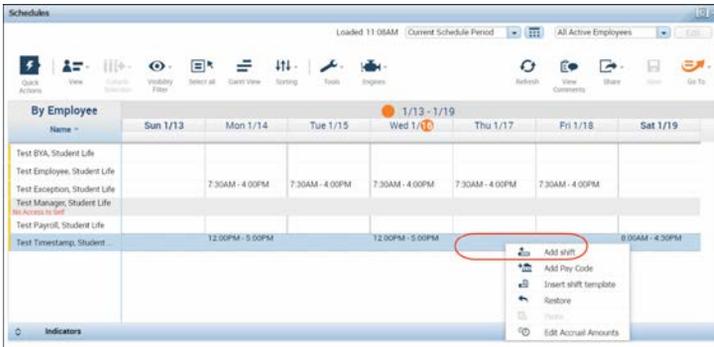
No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	x	1	730a-4p	730a-4p	730a-4p	730a-4p	730a-4p

12. Click **Apply** again.
13. Click **Save**.

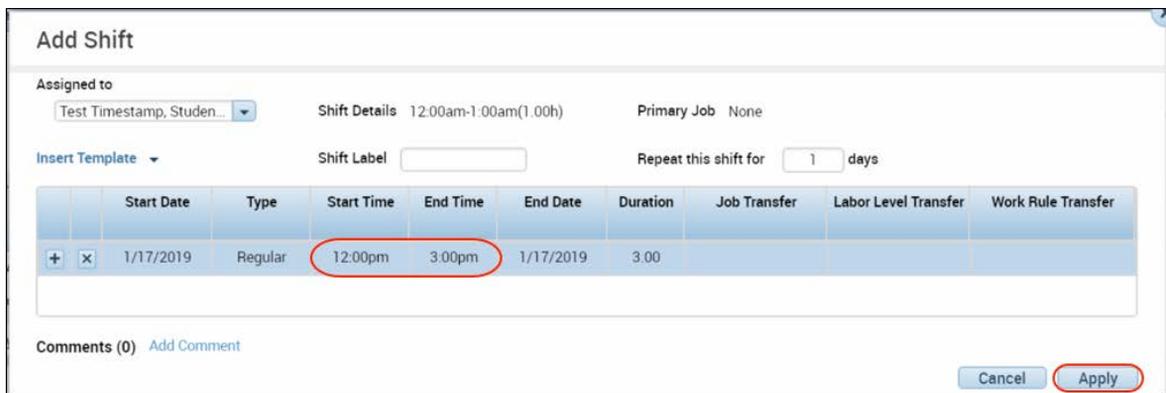


Adding a Shift

1. From the **Related Items** pane, select **Schedules**.
2. Locate the employee's row and right-click the cell in the row and under the date where you want to add a shift.
3. Select **Add shift**.



3. In the pop-up window, confirm that the employee is correct.
4. Enter **Start Time** and **End Time**.
5. Click **Apply**.

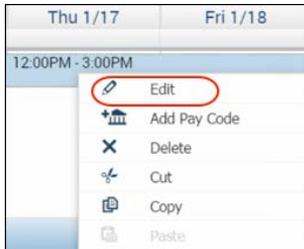


6. Click **Save**.

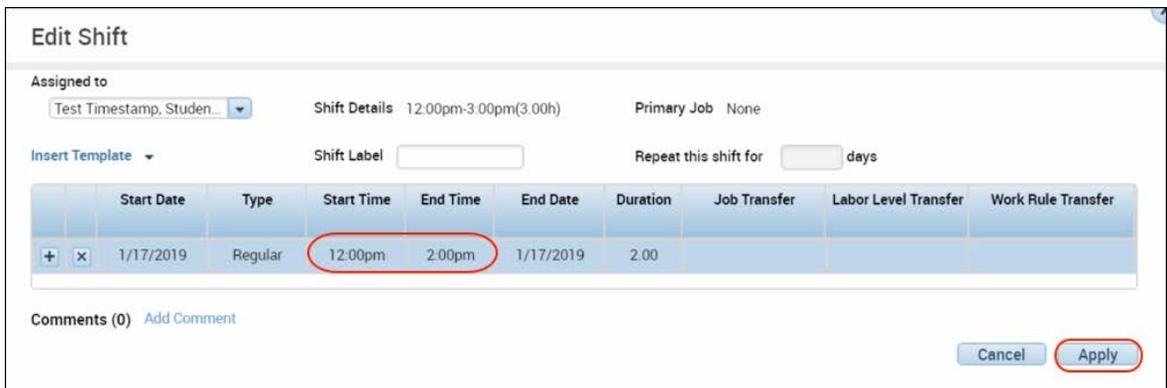
Note: Optionally you can type directly into the cell to add a shift. Examples include: 7a-330p, 7:00am-3:30PM, 0700-1530

Editing a Shift

1. From the **Related Items** pane, select **Schedules**.
2. Locate the employee's row and right-click the cell in the row and under the date where you want to edit a shift.
3. Select **Edit**.



3. In the pop-up window, make any edits to the fields and the shift.
4. Click **Apply**.



5. Click **Save**.

Note: Optionally, you can type directly into the cell to edit the shift.

Deleting a Shift

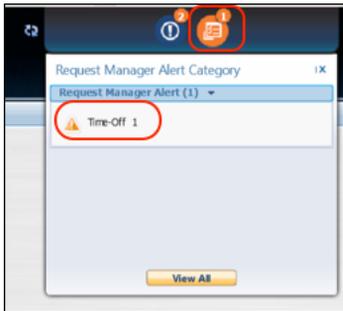
1. From the **Related Items** pane, select **Schedules**.
2. Locate the employee's row and right-click the cell in the row and under the date where you want to delete a shift.
3. Select **Delete**.



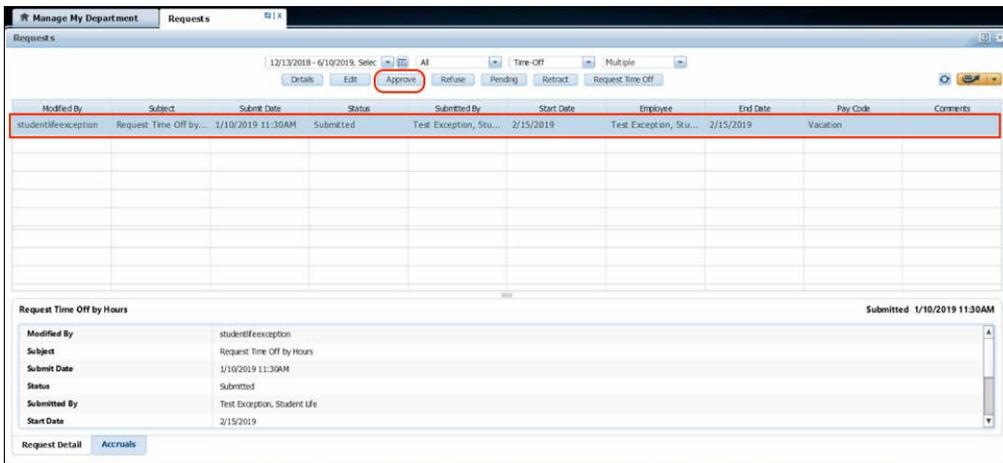
4. Click **Save**.

Approving Time Off Requests

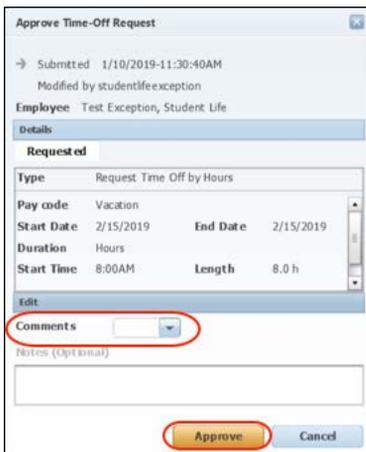
1. Click the **Request Alert** located at the top of the screen in the Header.
2. Click **Time-Off**.



3. Select the **Request**.
4. Click **Approve**.



5. (optional) Click the **Comments** drop-down arrow and select a comment.
6. Click the **Approve** button.



Note: Once approved, the requested pay code amount is automatically recorded in the employee's schedule.

Refusing Time Off Requests

1. From the Related Items pane, click **Requests**.
2. Select the applicable **Date** of the request in the time period field.
3. Select the **Request**.
4. Click **Refuse**.

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
studentlifeexception	Request Time Off by...	1/10/2019 11:30AM	Submitted	Test Exception, Stu...	2/15/2019	Test Exception, Stu...	2/15/2019	Vacation	

Request Time Off by Hours Submitted 1/10/2019 11:30AM

Modified By	studentlifeexception
Subject	Request Time Off by Hours
Submit Date	1/10/2019 11:30AM
Status	Submitted
Submitted By	Test Exception, Student Life
Start Date	2/15/2019

5. (optional) Click the **Comments** drop-down arrow and select a comment.
6. Click the **Refuse** button.

Refuse Time-Off Request

Submitted: 1/10/2019-11:30:40AM
Modified by studentlifeexception
Employee: Test Exception, Student Life

Requested

Type	Request Time Off by Hours		
Pay code	Vacation		
Start Date	2/15/2019	End Date	2/15/2019
Duration	Hours		
Start Time	8:00AM	Length	8.0 h

Comments

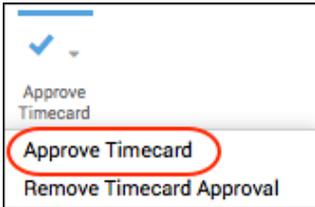
Notes (Optional)

Refuse

Approving Time – Individually Timecard

Approving your timecard is required every pay period. Doing so, indicates you have reviewed and approved your timecard for accuracy.

1. Confirm that all exceptions are corrected.
2. Click **Approve Timecard**
3. Select **Approve Timecard**.



Note:

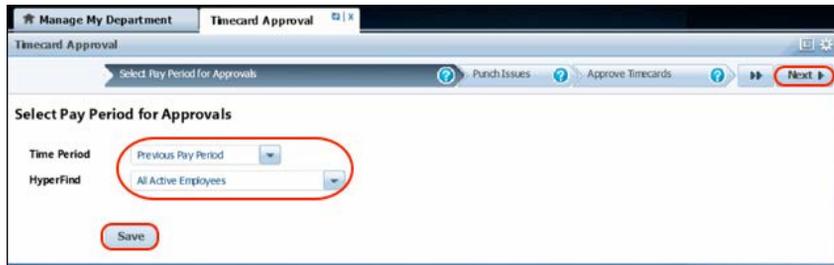
- Once approved, the timecard displays in different colors. Each color represents where the timecard is within the approval process.
- Once approved, no further edits can be made to the timecard.
- To remove an approval, select *Approve Timecard >Remove Timecard Approval*.

Orange	Timecard has been approved by the employee only
Yellow	Timecard has been approved by the manager only
Green	Timecard has been approved by both employee and manager
Grey	Timecard has been signed off by either the employee, manager, or both

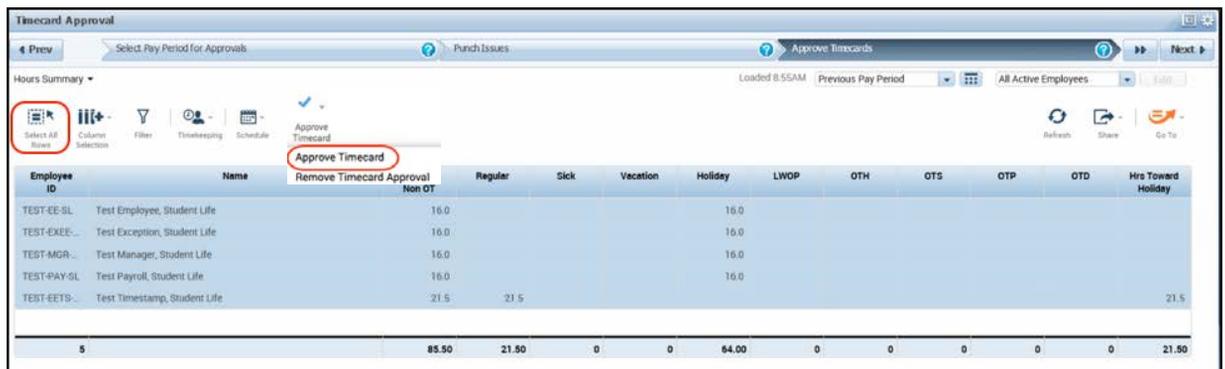
Approving Time – Multiple Timecards

Approving your timecard is required every pay period. Doing so, indicates you have reviewed and approved your timecard for accuracy.

1. From the **Related Items** pane, select **Timecard Approval**.
2. Select the **Time Period** and the **HyperFind**
3. Click **Save**.
4. Click **Next**.



5. Resolve any **Punch Issues**.
6. After resolving any punch issues, click **Refresh**.
7. Click **Next**.
8. Click **Select All Rows**.
9. Click the **Approve Timecard** icon.
10. Click **Approve Timecard**.



Employee ID	Name	Remove Timecard Approval	Non OT	Regular	Sick	Vacation	Holiday	LWOP	OTH	OTS	OTP	OTD	Hrs Toward Holiday
TEST-EE-SL	Test Employee, Student Life		16.0				16.0						
TEST-EXEE...	Test Exception, Student Life		16.0				16.0						
TEST-MGR...	Test Manager, Student Life		16.0				16.0						
TEST-PAY-SL	Test Payroll, Student Life		16.0				16.0						
TEST-EETS...	Test Timestamp, Student Life		21.5	21.5									21.5
5			85.50	21.50	0	0	64.00	0	0	0	0	0	21.50

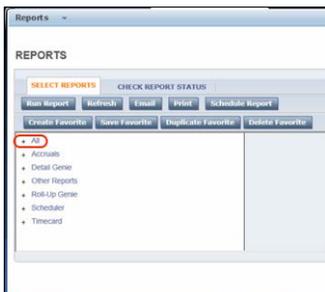
11. Click **Next**.
12. View the results in **Group Edits Results**.
13. Click **Clear**.
14. Click **OK**.

Note:

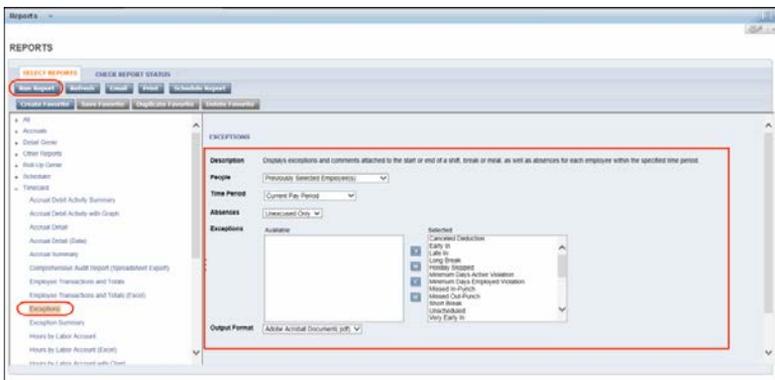
- Once approved, the timecard displays in different colors. Each color represents where the timecard is within the approval process.
- Once a manager approves, no further edits can be made to the timecard.
- To remove an approval, select **Approve Timecard > Remove Timecard Approval**.
- When having multiple manager approvals, the Approving Manager can only remove the timecard approval.

Accessing and Running Reports

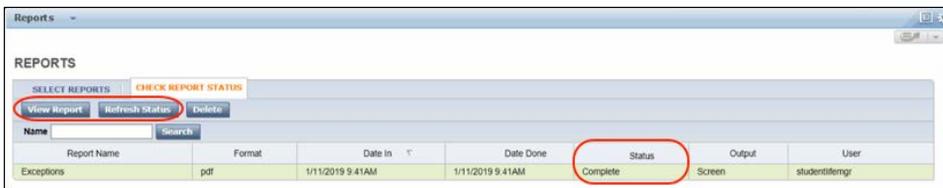
1. From the **Related Items** pane, select **Reports**.
2. On the **Select Reports** tab, expand the **All** category and select the report you need to run.



3. Select your **report criteria**.
4. Click **Run Report**.



5. On the **Check Report Status** tab, click **Refresh Status**.
6. When the status is **Complete**, click **View Report**.



Exceptions

Date Up to Date: 1/11/2019 9:41:07 AM
 Executed on: 1/11/2019 9:41AM GMT-08:00
 Printed for: studentflmrg

Time Period: Current Pay Period
 Query: Previous(s) Selected Employee(s)
 Exceptions: (24) :Cancelled Deduction:Early In:Late In:Long Break:Holiday:Skipped:Minimum Days Active Violation:Minimum Days Employed Violation:Missed In:Punch...
 Absences: Unexcused Only

Exception Day/Date	Exception	Scheduled	Actual or Pay Code	Amount	Amount Over Exception
Test Employee: Student Life ID: TEST-EE-SL					
Mon 1/7/2019	Early Out	1/7/2019 4:30:00 PM	1/7/2019 12:00:00 PM	4.50	4.37
Tue 1/8/2019	Early Out	1/8/2019 4:30:00 PM	1/8/2019 12:00:00 PM	4.50	4.37
Wed 1/9/2019	Late In	1/9/2019 8:00:00 AM	1/9/2019 12:10:00 PM	4.17	4.03
Wed 1/9/2019	Late Out	1/9/2019 4:30:00 PM	1/9/2019 5:00:00 PM	0.50	0.37
Thu 1/10/2019	Late Out	1/10/2019 4:30:00 PM	1/10/2019 4:38:00 PM	0.13	
Fri 1/11/2019	Unexcused Absence				
Sat 1/12/2019	Unscheduled		1/12/2019 8:00:00 AM		
Exception		Total	Total Amount Over Exception		
Early Out:		2	8.73		
Late In:		1	4.03		
Late Out:		2	0.37		
Unexcused Absence:		1	N/A		
Unscheduled:		1	N/A		

Total Number of Exceptions: 7

Note: The report opens in a separate window or tab, depending on your internet browser options.