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

<table>
<thead>
<tr>
<th>Screen Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Bar</td>
<td>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.</td>
</tr>
<tr>
<td>Name/Sign Out</td>
<td>Identifies the user and provides a link to log out of navigator.</td>
</tr>
<tr>
<td>Alerts</td>
<td>Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that require your immediate attention.</td>
</tr>
<tr>
<td>Carousel</td>
<td>Container for one or more workspaces (Note: Carousel appears only if you have been assigned another workspace in addition to your home workspace.)</td>
</tr>
<tr>
<td>Search</td>
<td>Click to open the Search widget, to locate employees and their information.</td>
</tr>
<tr>
<td>Workspaces</td>
<td>A work area made up of one or more views and the Related Items Pane.</td>
</tr>
<tr>
<td>Views and Widgets</td>
<td>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.</td>
</tr>
<tr>
<td>Related Items Pane</td>
<td>Includes additional widgets that are part of the workspace.</td>
</tr>
</tbody>
</table>

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.

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.
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.

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.

Viewing Accruals

Accruals balances can be viewed within the Timecard. Click the \( \text{Show or Hide More Content} \) to expand more information. You can view your Accrual balances by clicking the Accruals link.
# 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**.

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# 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.

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

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**.

**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.**
Adding a Pay Code – Hourly Timecard

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

   ![Timecard Table]

   **Table:**
<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 1/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 1/14</td>
<td></td>
<td>12:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   ![Pay Code Drop-down]

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

   ![Amount Field]

4. Click **Save**.

   ![Save Button]

**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.**
Transferring Time – Hourly Timecard

1. Click the **Transfer** cell in the row for the applicable date.

2. If the applicable Account Index does not appear in the **Transfer** list, click **Search**.

3. Click the **Labor Account** tab of the **Transfer** dialog box.
4. Click the **Account Index** labor level drop-down field to select a value.
5. Click **Apply**.

6. Click **Save**.

**Note:** If you are warned that the list is too long, type in the **Smart search** field all or part of a account index for the **Account Index** level.
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.

1. Locate the punch error.
2. Right-click on the Punch to open the Punch Actions window.
3. Click Edit.
4. Click the Override drop-down and select either In Punch, Out Punch, or New Shift.
5. Click Ok.
6. Click Save.

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 unscheduled 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.
11. Enter a Start Time and End Time for the shift.
12. Click Apply.
13. Click Apply again.
14. 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.
4. In the pop-up window, make any edits to the fields and the shift.
5. Click Apply.

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange</td>
<td>Timecard has been approved by the employee only</td>
</tr>
<tr>
<td>Yellow</td>
<td>Timecard has been approved by the manager only</td>
</tr>
<tr>
<td>Green</td>
<td>Timecard has been approved by both employee and manager</td>
</tr>
<tr>
<td>Grey</td>
<td>Timecard has been signed off by either the employee, manager, or both</td>
</tr>
</tbody>
</table>
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.
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.
5. On the Check Report Status tab, click Refresh Status.
6. When the status is Complete, click View Report.

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