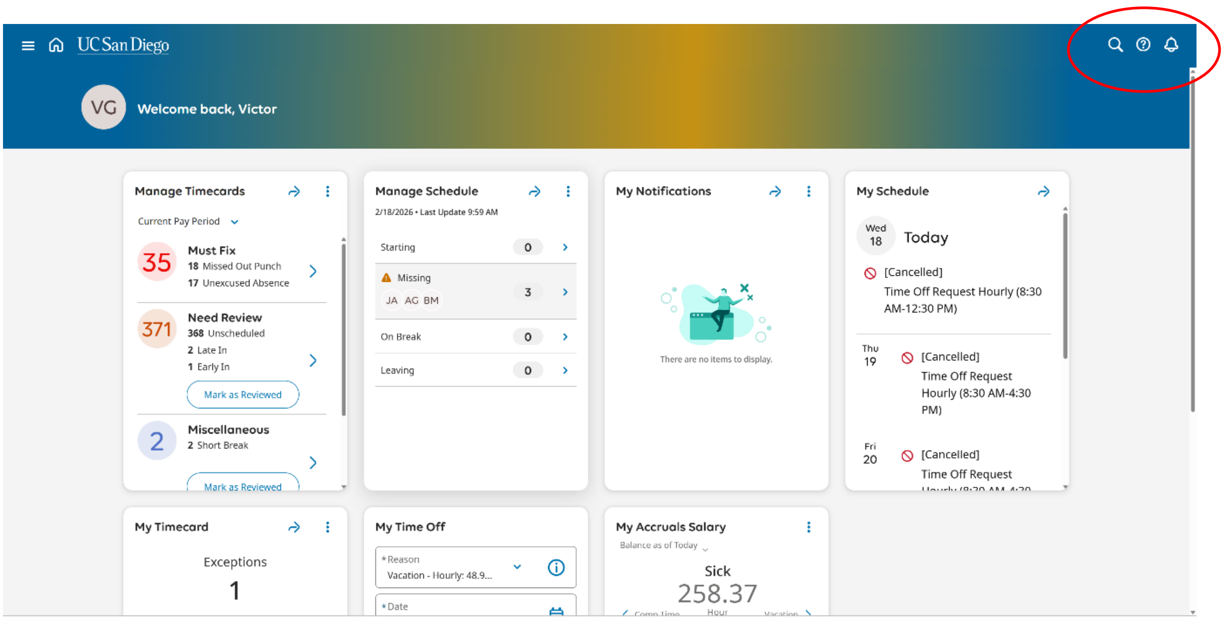
Approving Time in Kronos
Manager/Supervisor Reference Guide

Career Staff responsible for approving timecards

(WFM) Kronos Homepage navigation

On the top right-hand corner of your homepage, you will notice a few icons.

- **Magnifying glass –** This icon will allow you to search for specific employees.
- **Question mark (?)** – Takes you to helpful how to guides and video walkthroughs relevant to whichever pager you are on.
- **Bell Icon –** Takes you to your control center where you will see any pending requests, tasks and system messages.

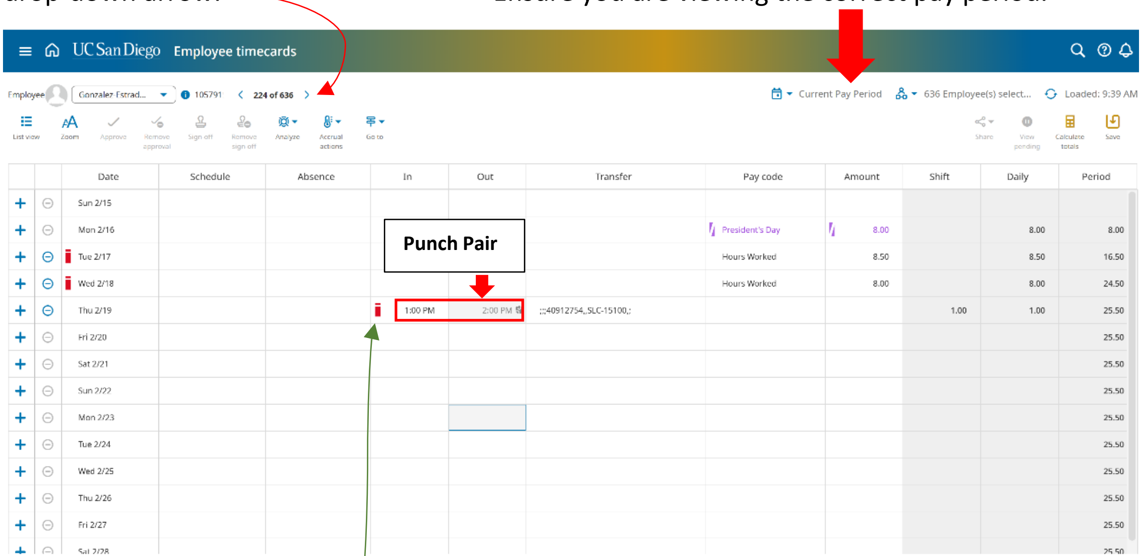


Manager Tiles:

- **Manage Timecards** – Allows you to view and edit your employee's timesheets.
- **Manage Schedule -** Allows you to view and edit your employee's schedules.
- **My Notifications** – Displays system notifications, including time-off requests.

Accessing Employee Timecards

- From your homepage, Click on the **Manage Timecards** tile.
- To move to other employees' timecards, use the arrow buttons or the employee field drop-down arrow. Ensure you are viewing the correct pay period.



- **Exception symbol**- Signifies that a punch falls outside of the schedule for an employee.

Adding a Missing Punch – Non-Exempt Timecard

1. Click the solid red missed punch exception.

2. Click the red square. Enter the missed punch time
   - Be sure to include a **'p'** for **pm.**

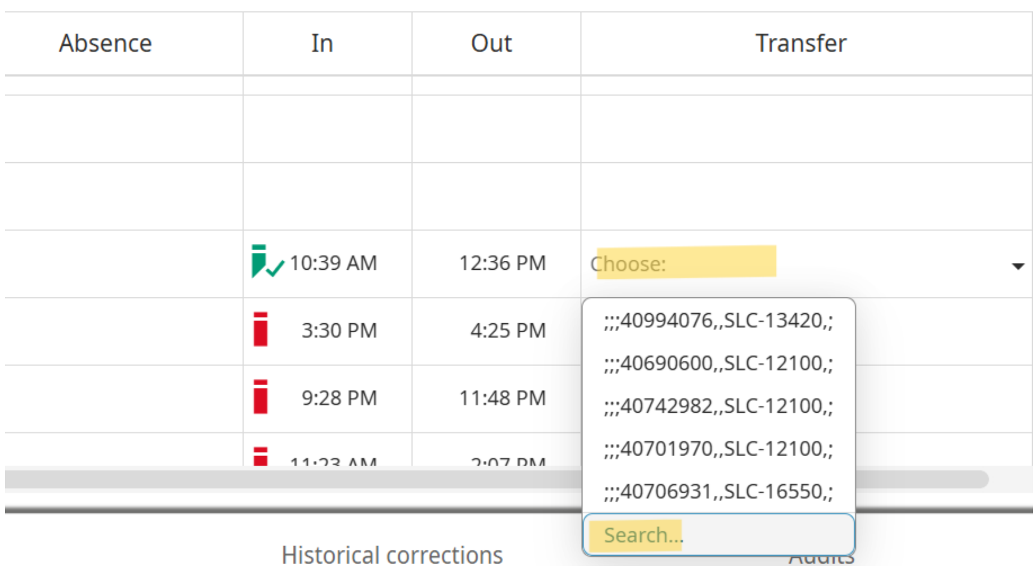
- Ex. **7a** or **3p**. A colon is optional (e.g. **330p** or **3:30p**).

3. In the top right-hand corner, Click the **Save icon**.

Transferring Time – Non-Exempt Timecard

Folks with multiple appointments require their punches be transferred each pay period. This will ensure the correct departments are billed.

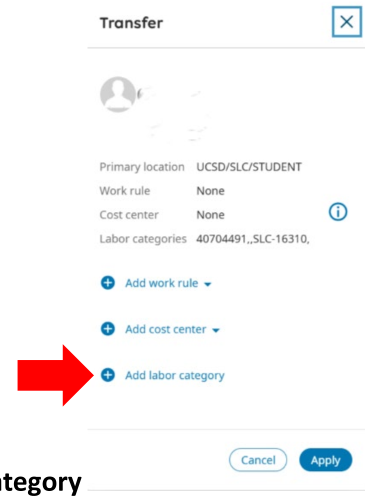
1. Click the **Transfer** cell in the row for the applicable date.



2. A dropdown menu will appear where you may select the **Position Number** and **Supervisor Code** associated with the secondary position.

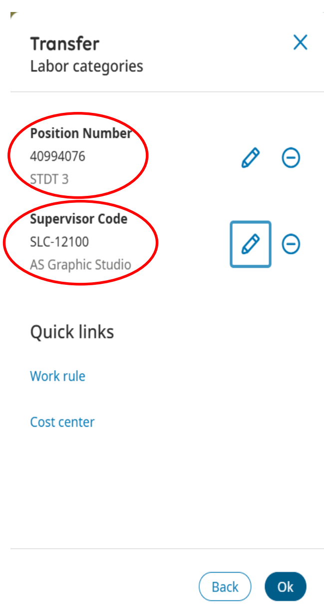
3. You may also manually add the **Position Number** and **Supervisor Code** manually by clicking on **Search.**

UC San Diego



4. The transfer menu will appear. Click on **Add Labor Category**

5. Next enter the correct **Position Number** and the **Supervisor Code**



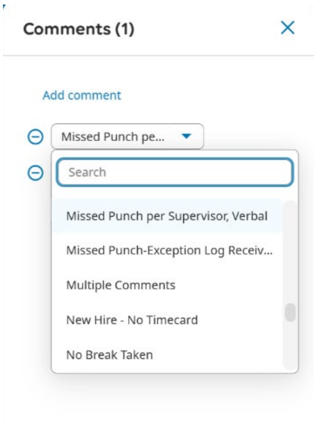
6. Click **OK**, then **Apply.**

7. Last step, make sure to **Save**!

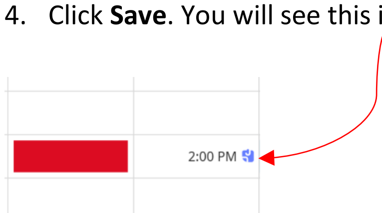
Attaching a Comment – Non-Exempt Timecard

Comments can be added to give a punch or pay code documentation on why something has occurred. Right-click the applicable punch or pay code amount.

1. Click **Comments**.
2. Select the applicable comment. An additional note is optional.

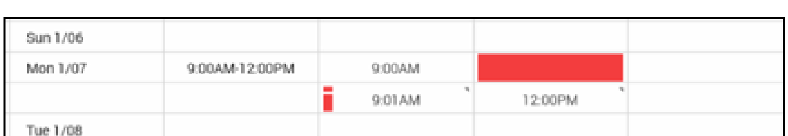


3. Click **Apply**.
4. Click **Save**. You will see this icon if comment was successful.



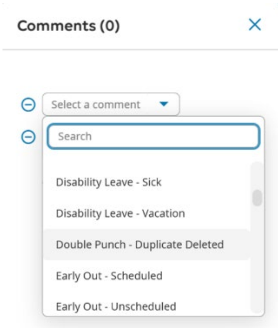
Deleting a Duplicate Punch

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



UC San Diego

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

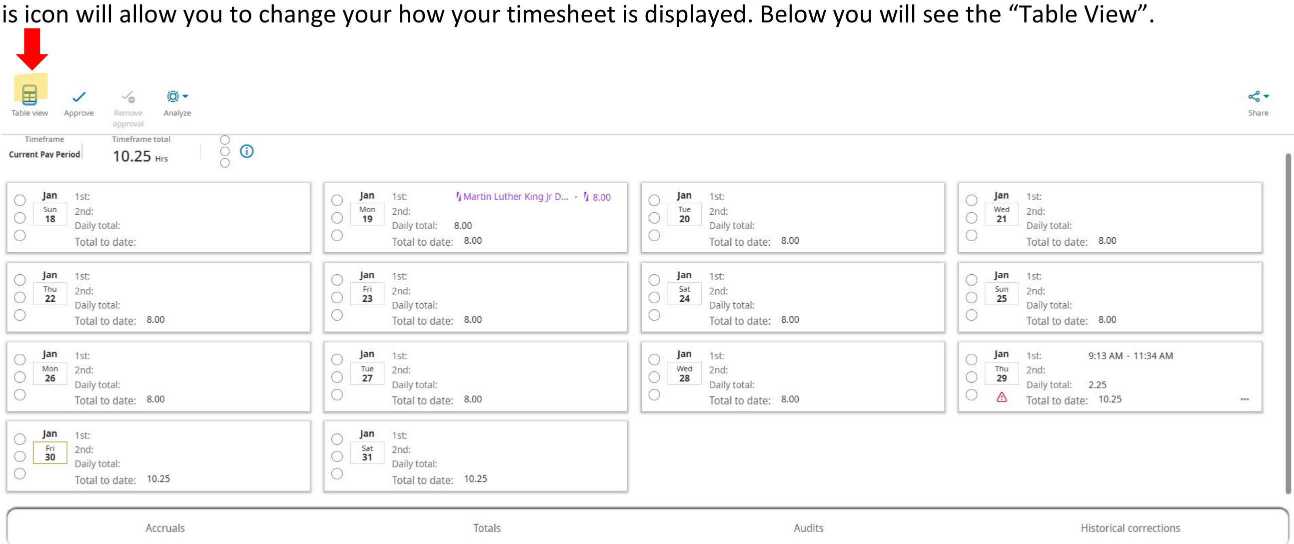


2. Select the Double Punch – Duplicate Deleted
3. Click **Apply.**
4. Click **Save**.
5. Click the applicable punch cell again and press **Delete** on your keyboard.
6. Click **Save**.

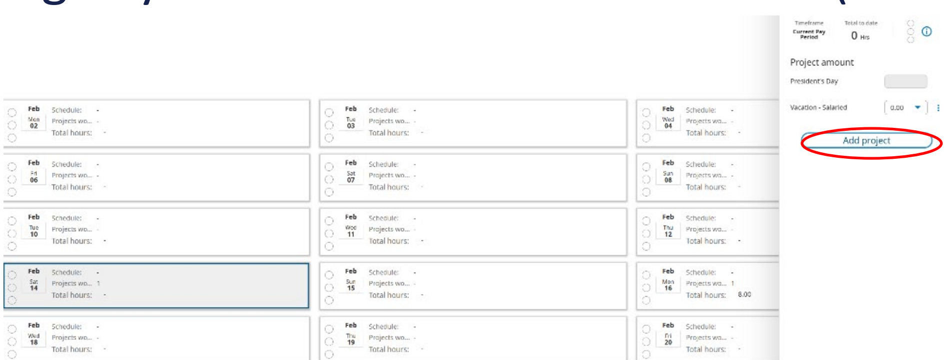
Viewing the Monthly (Exempt EE) Timecard

The **Table View** timecard, (formally Project view), displays employee time by hours and pay codes.

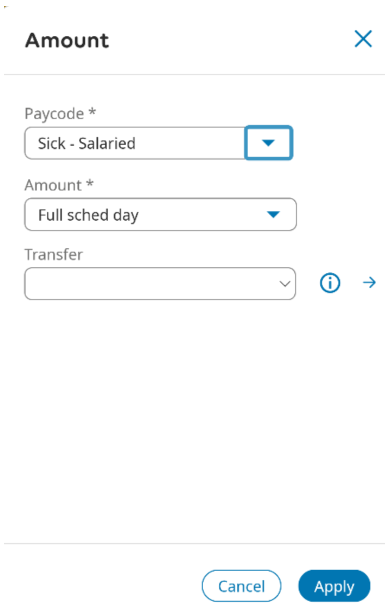
This icon will allow you to change your how your timesheet is displayed. Below you will see the “Table View”.



Adding Pay Code – Table View Timecard (Exempt EE)



1. Select the correct date. Click **Add Project.**
2. Select the appropriate pay code. Make sure to use **Salaried code for Exempt employees**. And **Hourly for non-exempt employees**.

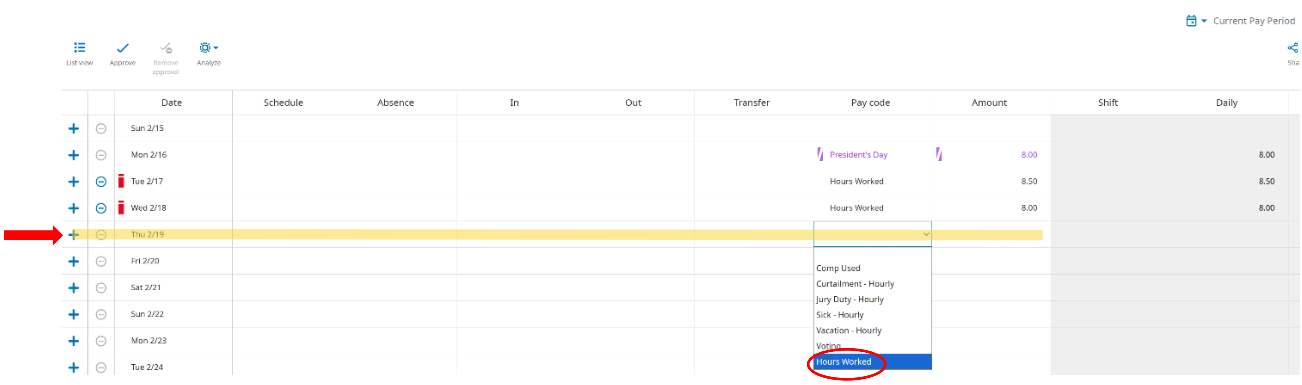


3. Select amount and click **Apply.**

4. Click **Save**.

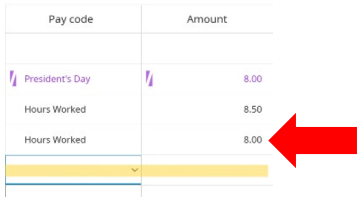
Adding Pay Code – List View Timecard (Non-Exempt EE)

1. Locate the day row and click the **Pay Code** cell. Example below shows hours will be added to 2/19.



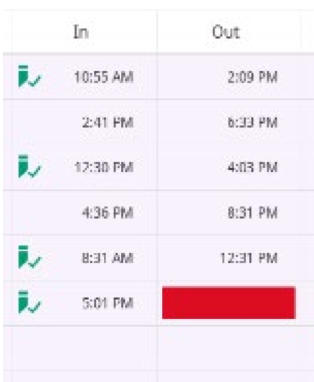
5. In the **Pay Code** drop-down list, select the appropriate pay code. Make sure to use **Salaried code for Exempt employees**. And **Hourly for non-exempt employees**.

6. In the **Amo**unt field, enter the number of hours.

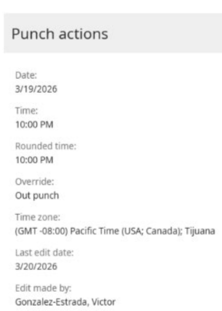


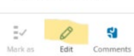
2. Click **Save**.

Correcting a time Punch

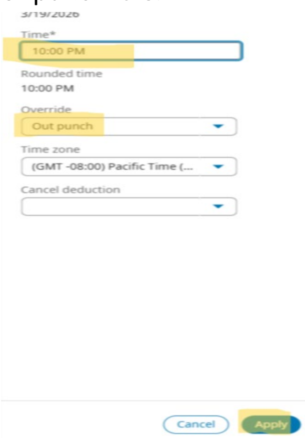


1. Locate the punch error. A missed punch will show as a red rectangle as shown above.
2. Right-click on the **Punch** to open the **Punch Actions** window.



3. Click **Edit**. 

4. A window appear on the right hand side. Here you will be able to edit the time and select what type of punch it is.

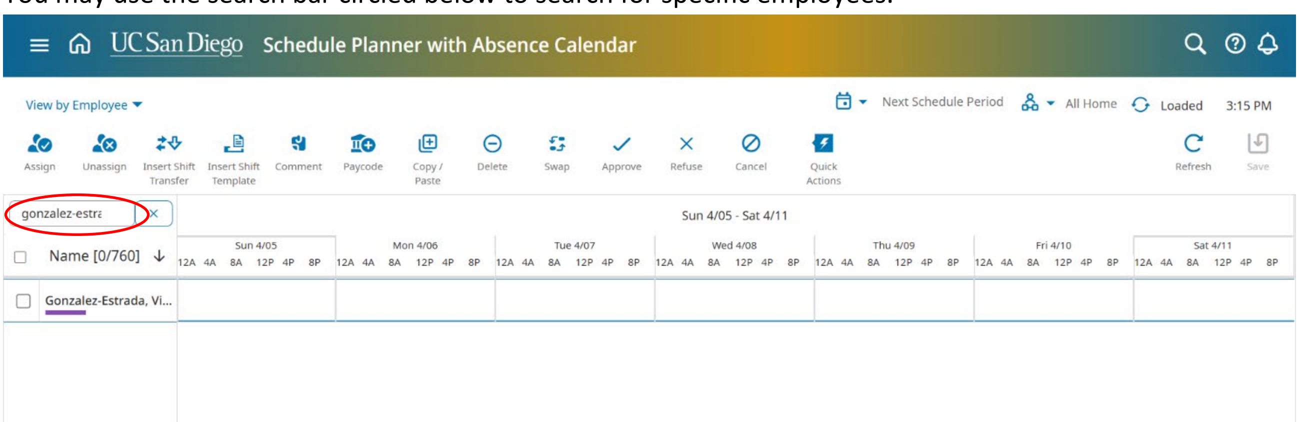


5. Click **Apply**. Then make sure to click **Save** on the timesheet.

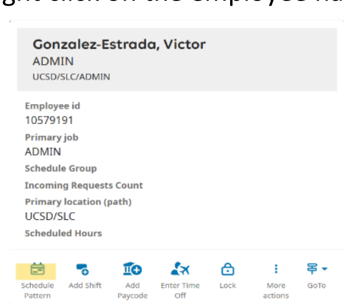
Assigning a Schedule Pattern

For hourly employees, schedules are used to track exceptions when an employee is early, late or absent.

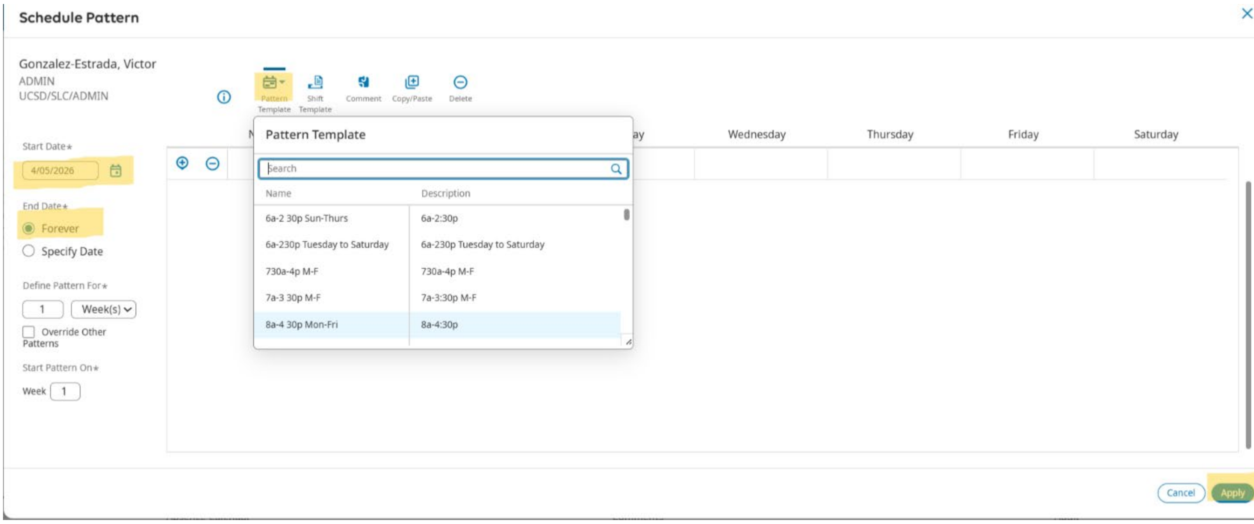
1. Navigate to **Schedule Planner with Absence Calendar**. You may do so by clicking on the **Manage Schedule** tile on your homepage. Or using the three lines icon on the left-hand corner and selecting Schedule Planner with Absence Calendar.
2. You may use the search bar circled below to search for specific employees.



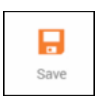
3. Right click on the employee name. Then click **Schedule Pattern**.



4. Next, click on **Pattern Template**. The system has a few patterns built in that you may choose from.



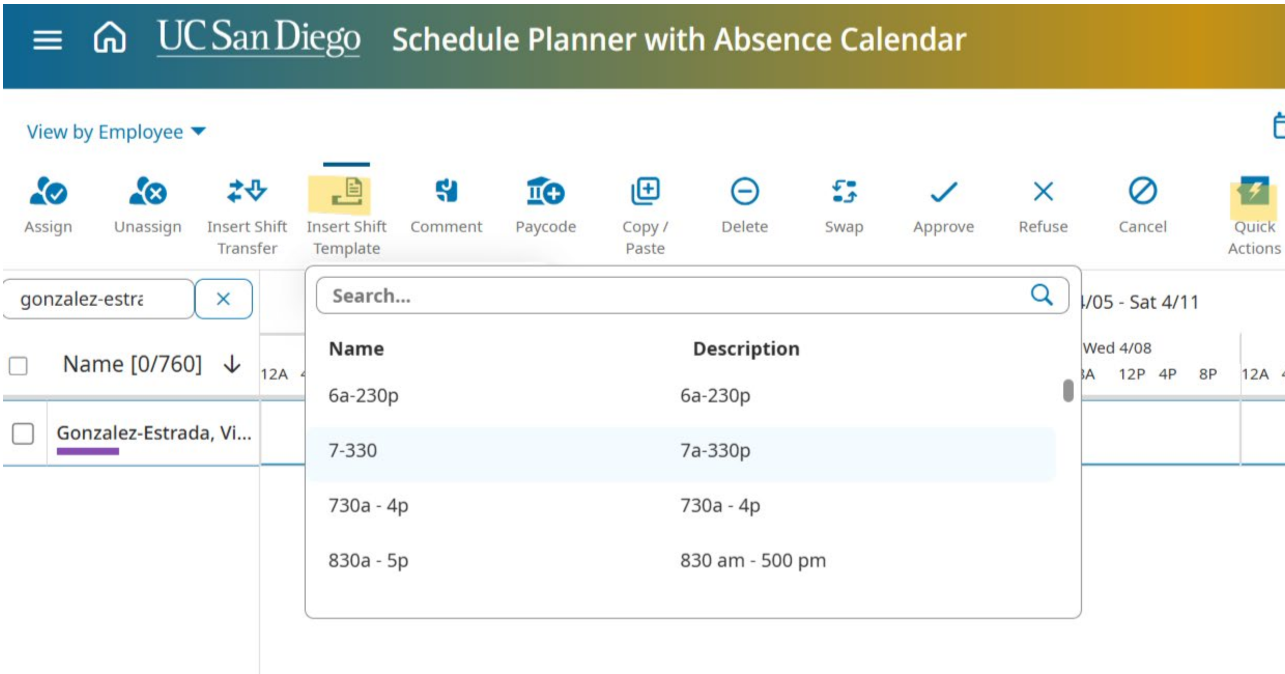
5. In the **Start Date** field, enter the start date of the pattern.
6. In the **End Date** field, enter the date the pattern should end, or select **Forever** if there is no end date.
7. In the **Define Pattern for** field, enter the number of weeks or days for which you are defining the pattern.
8. Select the corresponding option from either **Week(s)** or **Days)**.
9. Click **Apply**.
10. Click **Save**.



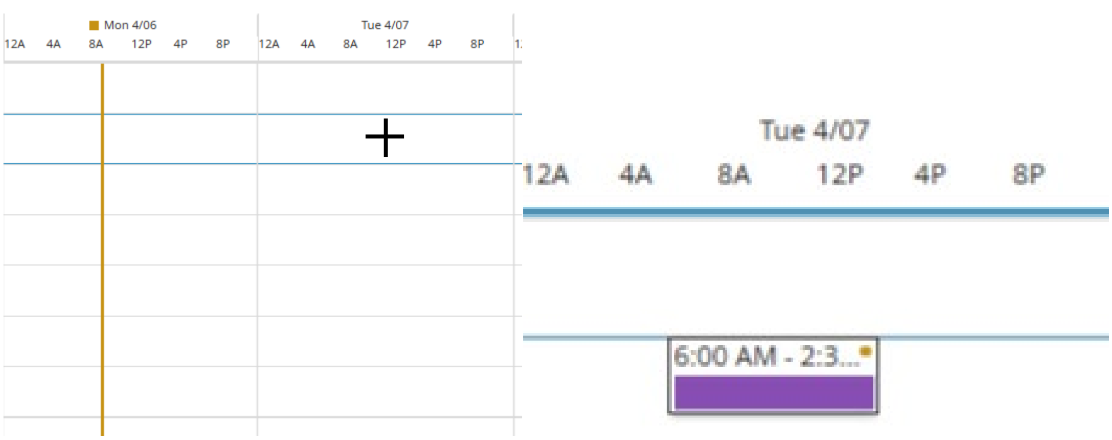
Adding a Shift

1. Navigate to **Schedule Planner with Absence Calendar**. You may do so by clicking on the **Manage Schedule** tile on your homepage. Or using the three lines icon on the left-hand corner and selecting Schedule Planner with Absence Calendar.

2. You may use the search bar circled below to search for specific employees. Select the employee.
3. Next click on the **Quick Actions** (located on the left hand side above the employee name search bar.



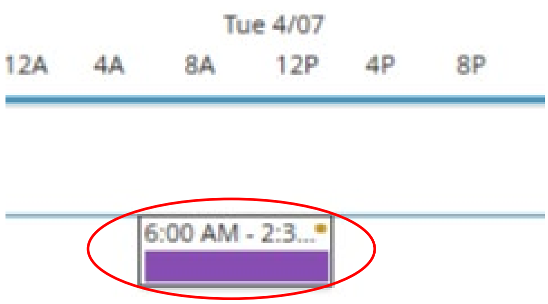
3. Click **Insert Shift Template**. Select from the menu provided.
4. The symbol "**+**" will appear. Click the date that you would like assign the shift to.



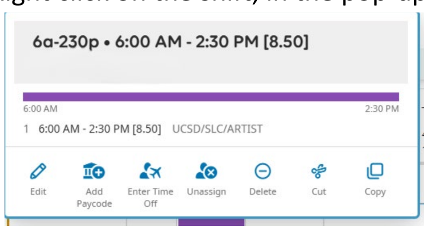
5. If successful, the shift will show as a purple bar (shown above). Click **Save**.

Editing a Shift

1. From **Schedule Planner with Absence Calendar page**. Select the shift you would like to edit.

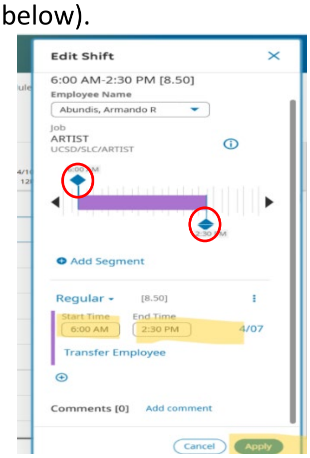


2. Right click on the shift, in the pop-up window. Select **Edit**.



In this pop-up you may also unassign the shift, delete the shift, add a pay code, and time off*.

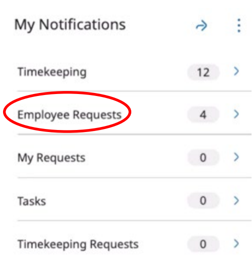
3. You may enter the time manually (highlighted below) or use the sliders on the purple bar (circled below).

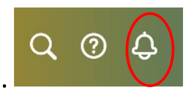


4. Select **Apply** once the needed edits have been made. Click **Save**.

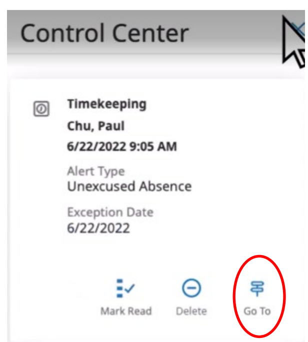
Approving Time Off Requests

1. To view/approve time off requests: Use the **My Notifications** tile on your homepage. Click **Employee Requests.**



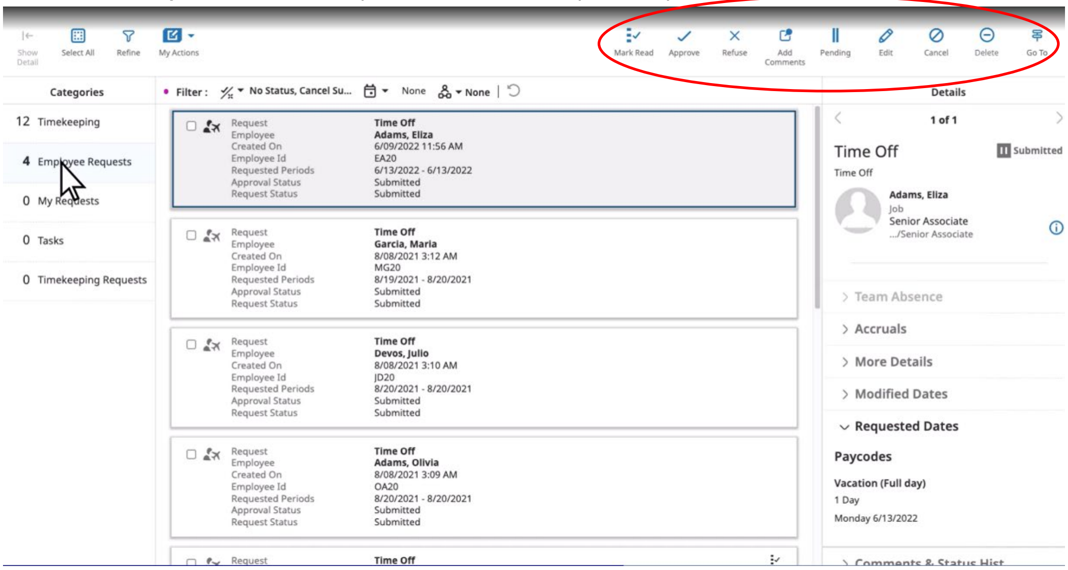
2. You may also use the **Bell Icon (**located in the top right-hand corner). 

   Bell icon will show this menu:



   Use the **Go To** icon to view the request.

3. Select the **Request**. This will open a few actions you may use.



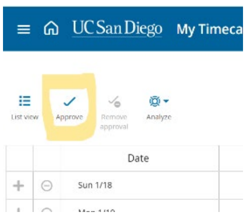
4. Here you may select to **Approve**, **Refuse**, set to **Pending** or makes **Edits** to the selected request.

Edit a time off request:

1. Select **Edit** from the actions circled above.
2. Change the vacation dates by selecting the Edit next to the entry you want to change.
3. Select the Dates.
4. Select the Duration.
5. Select Deduct from.
6. Select Review.
7. To delete a time-off period, select **Delete** .
8. To add additional time to the time-off request.
9. Select **Add Another Period .**
10. Select the Dates.
11. Select the Duration.
12. Select Review.
13. Select **Refuse**, **Approve**, **Pending** or close the slider to view additional notifications.

Approving Time

1. First, ensure you are viewing the correct pay period (top right-hand side of your screen).
2. To approve and individual timecard, Click the **Approve Timecard** icon located in the top left-hand corner.



3. Click on the three lines near the home icon on the top left of the screen to **Sign Out** at the end of your session.

Note:

- *Once approved by the employee, the timecard is shaded yellow. Each color represents where the timecard is within the approval process.*
- *Employees must approve their timecard each pay period.*
- *If applicable, to remove an approval, select Remove Timecard Approval.*

<u>Timecard Approval Color Codes</u>

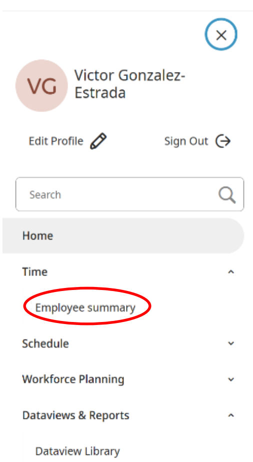
Yello	Approved by Employee, not Manager
Light Purple	Approved by Manager, not Employee
Green	Approved by Employee and Manager
Grey	Timecard Signed Off.
Blue	Totals, cannot be edited.

Approving Time – Multiple Timecard Approval

Review all of your employee's timesheets and resolve any punch issues, before batch approving.

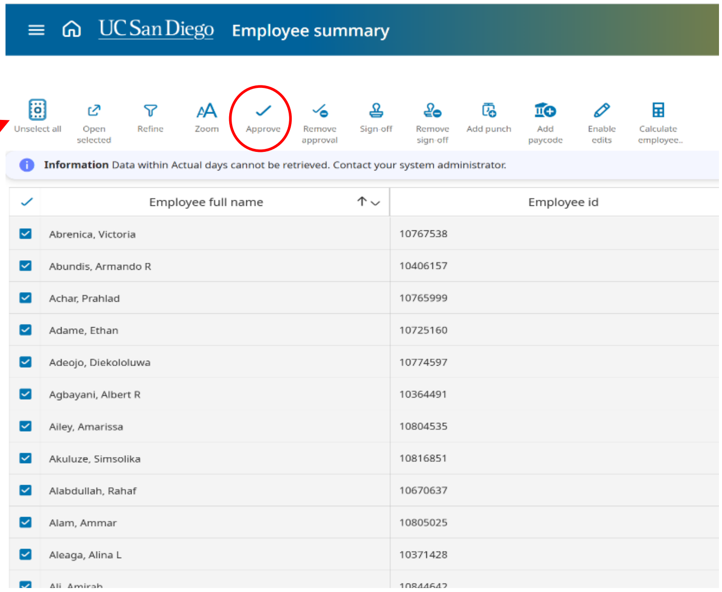
1. Click on the Icon of three lines in the top left hand corner.

   Select **Employee Summary**.



2. This will show all employees that directly report to you.

   Make sure to double check you are on the correct pay period.



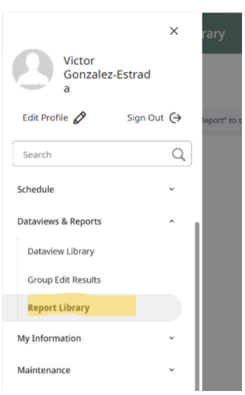
3. Click **Select All.**

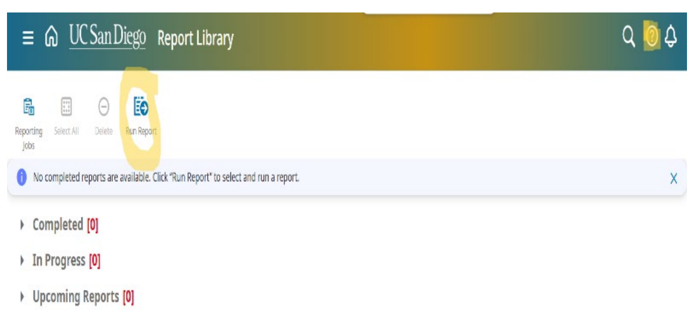
4. Lastly click on **Approve.**

5.

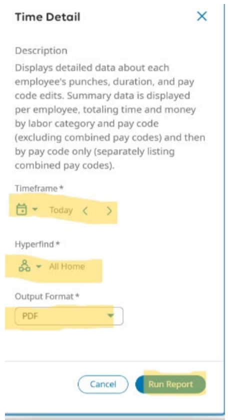
Accessing My Reports

My Reports are accessed from the 3 lines on the top left-hand corner. This will open the side menu as shown below.



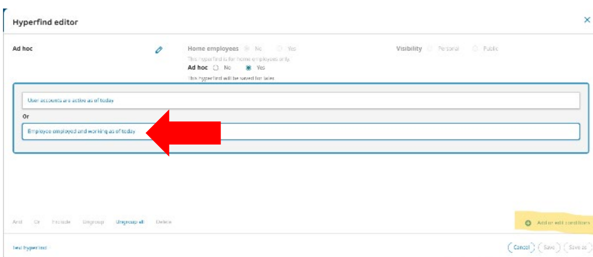


1. Click on **Report Library.**
2. Select the **Run Report.** The question mark icon in the top right hand has walk throughs for running reports.
3. Select the **Report** you'd like to run. Once selected, you will be able to enter the date range, hyper

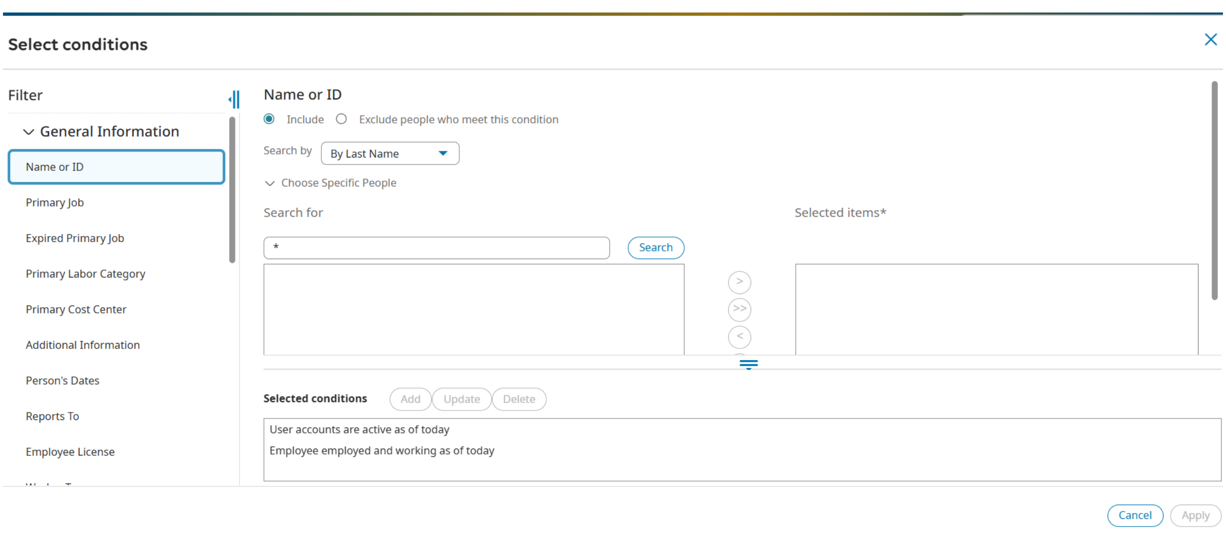


find, and format.

4. Click **Hyperfind**, **Ad Hoc** will allow you to search by specific employee.



5. Click on Add or Edit conditions. This will allow you to search for specific employees.



6. Click **Apply.**
7. Lastly click **Run Report.**