



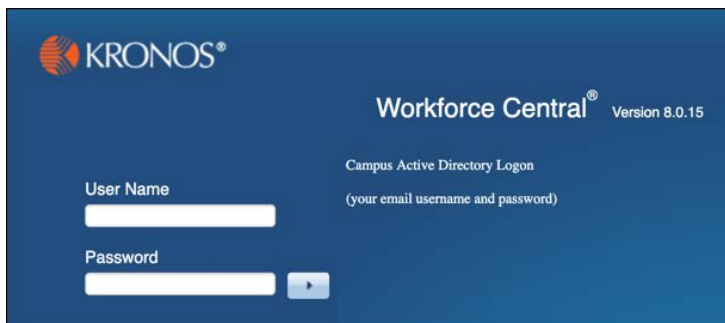
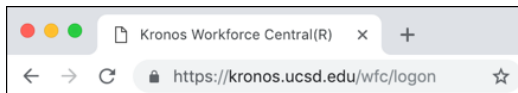
# Navigating Desktop Functions in Kronos Intouch (Swipe) Employees Reference Guide

Intouch Users requiring Desktop Functions

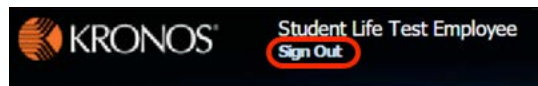
Starbucks Staff  
Custodial Staff

# Accessing and Logging Off Kronos

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



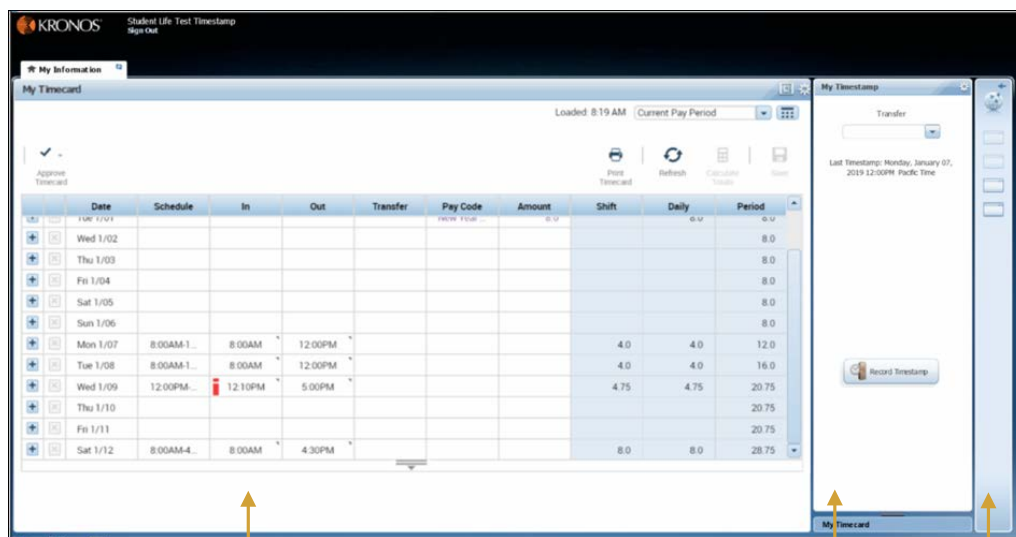
**Note:** Always use the Sign Out link when logging off of Kronos.



## Kronos Workspace

All employee related tasks can be performed once logged into Kronos by selecting the applicable Widget from the Related Items Pane. My Timecard is the default workspace.

- My Timecard – Displays the timecard
- My Timestamp – Allows you to record your punch times.
- My Time Off – Accesses the calendar and allows you to request time off.
- My Reports – Accesses employee reports.



My Timecard

My Timestamp

Related Items Pane



Related Items Pane Expanded

# Viewing Your Timecard

Upon log on, your Timecard displays in the default workspace. Your Timecard is view only, however you may hover over an exception to view the detail.

The screenshot shows the 'My Timecard' interface. At the top, there are navigation tabs: 'Schedule', 'Exceptions', 'Punch Times', and 'Time Period'. Below these are utility buttons: 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main table displays daily timecard data with columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, and Daily. Below the table are sections for 'Totals', 'Accruals', 'Historical Corrections', and 'Audits'. A summary table shows 'Account' as '-/-/SAOADMN/1/-/11', 'Pay Code' as 'Regular', and 'Amount' as '20.75'.

| Date      | Schedule       | In       | Out       | Transfer | Pay Code | Amount | Shift | Daily |
|-----------|----------------|----------|-----------|----------|----------|--------|-------|-------|
| Mon 1...  | 8:00AM-12:00PM | 8:00AM   | 12:00P... |          |          |        | 4.0   | 4.0   |
| Tue 1/... | 8:00AM-12:00PM | 8:00AM   | 12:00P... |          |          |        | 4.0   | 4.0   |
| Wed 1...  | 12:00PM-5:00PM | 12:10... | 5:00PM    |          |          |        | 4.75  | 4.75  |
| Thu 1/... |                |          |           |          |          |        |       |       |
| Fri 1/11  |                |          |           |          |          |        |       |       |

| Account            | Pay Code | Amount |
|--------------------|----------|--------|
| -/-/SAOADMN/1/-/11 | Regular  | 20.75  |

# Viewing Accruals

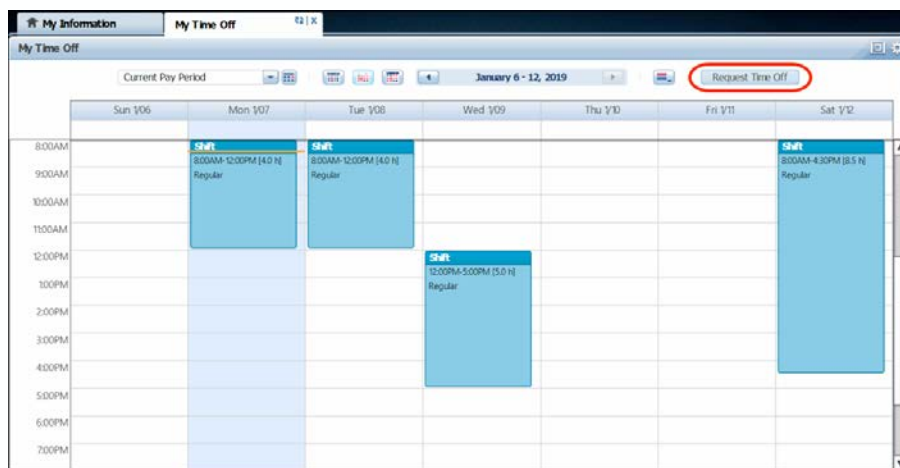
Your accruals balances can be viewed within the Timecard or by accessing My Reports. Click the to expand more information. You can view your Accrual balances by clicking the Accruals link.

The screenshot shows the 'Accruals' section. A button labeled 'Show or Hide More Content' is circled in red. Below it is a table with columns for 'Accrual Code', 'Accrual Available Balance', and 'Accrual Taken to Date'.

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

# Requesting Time Off

The My Time Off widget displays your calendar and upcoming scheduled shifts. It also allows you to request time off.



1. From the Related Items pane, click the **My Time Off** widget.
2. Click the **Request Time Off** button in the calendar.
3. Enter the **Start Date** and **End Date** for the day you are requesting.
4. Select the appropriate **Pay Code** from the drop-down list.
5. Enter the **Start Time**.
6. In the **Time Unit** section select **Hours**.
7. Enter the **Number of Hours Per Day** in the **Duration** field.
8. Click **Submit**.

| Start date | End date  | Pay code | Time Unit | Start time | Duration |
|------------|-----------|----------|-----------|------------|----------|
| 2/11/2019  | 2/11/2019 | Vacation | Hours     | 8a         | 4.0      |

| Accrual     | Balance   |
|-------------|-----------|
| CT Premium  | 0.0 Hour  |
| CT Straight | 0.0 Hour  |
| Sick        | 0.0 Hour  |
| Vacation    | 10.0 Hour |

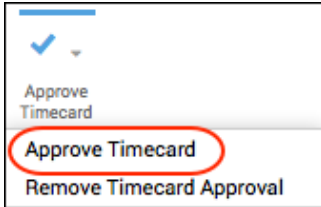
## Note:

- Accrual balances display at the bottom of the Request Time Off window.
- Your request is sent to your manager for approval.
- An email notification is sent when your manager responds to the request.
- Approved time off automatically populates your schedule and timecard for the appropriate time period.

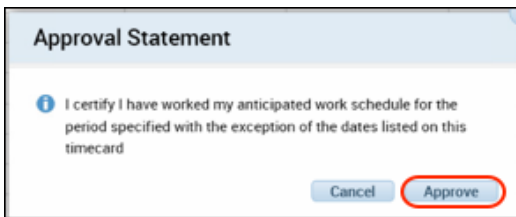
# Approving Time

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

1. From the **My Timecard** widget, select the applicable pay period from the **Time Period** drop-down list.
2. Click the **Approve Timecard** icon.
3. Click **Approve Timecard**.



4. Confirm the Approval Statement by clicking **Approve**.



5. Click **Sign Out** to end your session.

**Note:**

- Once approved, the timecard is shaded orange. 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 *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 |

# Accessing My Reports

My Reports are accessed from the Related Items Pane.

- **Schedule** – Displays your assigned schedule for the selected time period.
- **Time Detail** – Displays your timecard for the selected time period.
- **My Accruals Balances and Projections** – Displays your accruals information as of the date selected.

1. From the **Related Items** pane, select **My Reports**.
2. Select the report from the **Available Reports** section.
3. Select the **Time Period**.

**Note:** For the **My Accrual Balances and Projections** report, select the **As Of** date.

4. Click **View Report**.
5. To close the report, click **Return**.

The screenshot shows a web application interface with a navigation bar at the top containing 'My Information' and 'My Reports'. Below the navigation bar, there is a 'My Reports' window with a title bar and a close button. The main content area is titled 'REPORTS' and includes the text 'Name: Test Employee, Student Life'. There are two buttons: 'View Report' and 'Primary Account'. Under the 'AVAILABLE REPORTS' section, there is a dropdown menu with 'Schedule' and 'Time Detail' options. To the right, there is a 'Time Period' dropdown set to 'Specific Date' and a 'Description' section. The 'My Accruals Balances and Projections' report is highlighted with a red circle. Below it, the 'As Of' date is set to '1/07/2019', also highlighted with a red circle.

The screenshot shows the 'MY ACCRUAL BALANCES AND PROJECTIONS' report. At the top, there is a 'Return' button highlighted with a red circle. Below the button, there is a header section with the following information: 'Date Selected: 1/07/2019', 'Name: Test Employee, Student Life', 'Printed: 1/07/2019', and 'ID: TEST-EE-SL'. The main content is a table with the following columns: 'Accrual Code', 'Accrual Type', 'Period Ending Balance', 'Furthest Projected Taking Date', 'Projected Takings', 'Projected Credits', 'Projected Balance', and 'Balance w/o Proj. Credits'. The table contains four rows of data:

| Accrual Code | Accrual Type | Period Ending Balance | Furthest Projected Taking Date | Projected Takings | Projected Credits | Projected Balance | Balance w/o Proj. Credits |
|--------------|--------------|-----------------------|--------------------------------|-------------------|-------------------|-------------------|---------------------------|
| CT Premium   | Hour         | 0.0                   | 1/07/2019                      | 0.0               | 0.0               | 0.0               | 0.0                       |
| CT Straight  | Hour         | 0.0                   | 1/07/2019                      | 0.0               | 0.0               | 0.0               | 0.0                       |
| Sick         | Hour         | 0.0                   | 1/07/2019                      | 0.0               | 0.0               | 0.0               | 0.0                       |
| Vacation     | Hour         | 10.0                  | 1/07/2019                      | 0.0               | 0.0               | 10.0              | 10.0                      |