

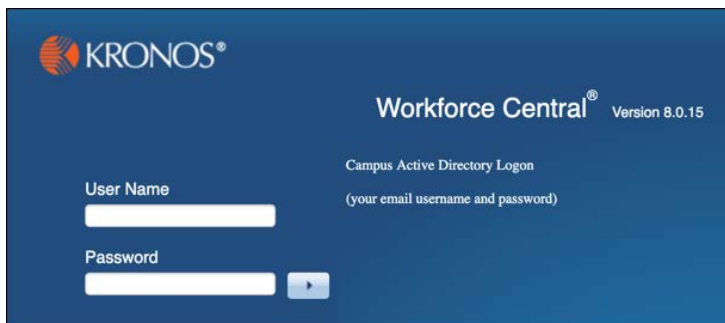
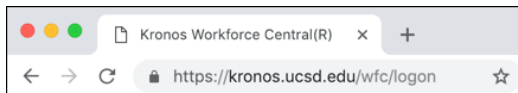


Reporting Exceptions in Kronos – Desktop Users Hourly (Non-Exempt) Reference Guide

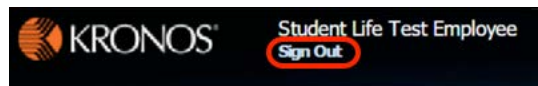
Bi-weekly Career Staff formerly using MyTime

Accessing and Logging Off Kronos

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



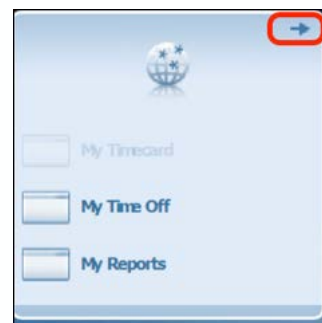
Note: Always use the Sign Out link when logging off of Kronos.



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 and allows you to edit.
- My Time Off – Accesses the calendar and allows you to request time off.
- My Reports – Accesses employee reports.



Related Items Pane Expanded

Timecard

Related Items Pane

Viewing Your Timecard

My Timecard displays your time data for all worked and non-worked hours. By default, your timecard is automatically populated with hours based on your assigned schedule.

The screenshot shows the 'My Timecard' interface. It features a grid of time data organized by date ranges. Labels with arrows point to specific parts of the interface:

- Pay Codes:** Points to the 'Pay Code' column header.
- Exceptions:** Points to the vertical ellipsis icon in the 'Tue 1/01' column.
- Hours Worked:** Points to the '8.0' value in the 'Hours Worked' row for 'Thu 1/03'.
- Time Period:** Points to the 'Sun 12/30' date header.
- Time Period Totals:** Points to the 'Total' column for the first date range.
- Daily/Shift Hours:** Points to the 'Total' column for the second date range.


Pay Code	Transfer	Sun 12/30	Mon 12/31	Tue 1/01	Wed 1/02	Thu 1/03	Fri 1/04	Sat 1/05	Total
Hours Worked						8.0	8.0		16
New Year's Day				8.0					8.0
New Year's Eve		8.0							8.0
Sick									
Vacation					8.0				8.0
<Enter Pay Code>									
Daily Total		8.0		8.0	8.0	8.0	8.0		40


Pay Code	Transfer	Sun 1/06	Mon 1/07	Tue 1/08	Wed 1/09	Thu 1/10	Fri 1/11	Sat 1/12	Total
Hours Worked				8.0	8.0	8.0	8.0		32
Hours Worked	--(HDS0133/2)--(1/19		8.0						8.0
Sick									
Totals									4

Note:

- Timecard is editable.
- Worked and non-worked time are displayed in hours.
- Purple text is automatically populated from the schedule.
- All edits are in black text.

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.

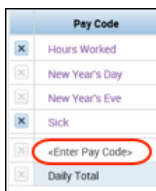
Show or Hide More Content 

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

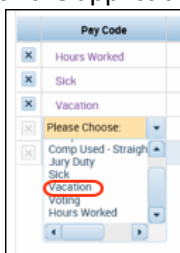
Editing Time – Adding Vacation/Sick

Although your timecard is automatically populated there may be a time when you need to edit your time, such as taking a sick or vacation day.

1. Log in to **Kronos**.
2. If the pay code does not appear in the timecard, click the **Enter Pay Code** cell.



3. Click the applicable **Pay Code** from the list.



4. Enter the **Hours** in the cell on the applicable day and pay code row.
5. 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.
6. Click **Save**.

A screenshot of the 'My Timecard' interface. The table shows columns for days of the week (Sun 12/30, Mon 12/31, Tue 1/01, Wed 1/02, Thu 1/03, Fri 1/04, Sat 1/05) and a 'Total' column. The rows represent different pay codes: 'Hours Worked', 'New Year's Day', 'New Year's Eve', 'Sick', 'Vacation', and '<Enter Pay Code>'. The 'Hours' column for 'Wed 1/02' is circled in red.

Pay Code	Transfer	Sun 12/30	Mon 12/31	Tue 1/01	Wed 1/02	Thu 1/03	Fri 1/04	Sat 1/05	Total
Hours Worked				8.0	8.0	8.0	8.0		16.0
New Year's Day				8.0					8.0
New Year's Eve			8.0						8.0
Sick									
Vacation					8.0				
<Enter Pay Code>									

Note:

- The **Save** icon turns orange when edits have been performed and need saved.
- Always remember to log out.

Adding Additional Worked Hours

1. Log in to **Kronos**.
2. Locate the pre-populated hours for the day you worked additional time, and enter the correct amount of **Hours**.
3. Click **Save**.

A screenshot of the 'My Timecard' interface. The table shows columns for days of the week (Sun 1/20, Mon 1/21, Tue 1/22, Wed 1/23, Thu 1/24, Fri 1/25, Sat 1/26) and a 'Total' column. The rows represent different pay codes: 'Hours Wo...', 'Hours Wo...', and 'Hours Wo...'. The 'Hours' column for 'Sun 1/20' is circled in red.

Pay Code	Transfer	Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Total
Hours Wo...		10.0							10.0
Hours Wo...					8.0	8.0	8.0		24.0
Hours Wo...									

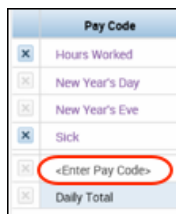
Note:

- Once saved, a new row appears to include the edited hours.

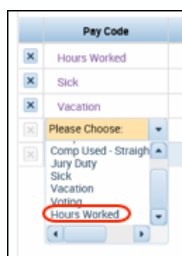
Editing Time – Transferring Hours

Although your timecard is automatically populated there may be a time when you need to edit your time, such as transferring your hours to another labor account.

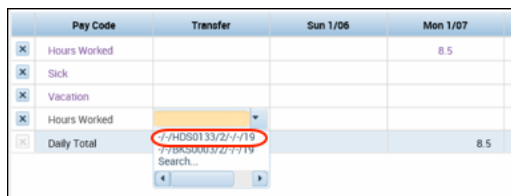
1. Log in to **Kronos**.
2. Click the **Enter Pay Code** cell.



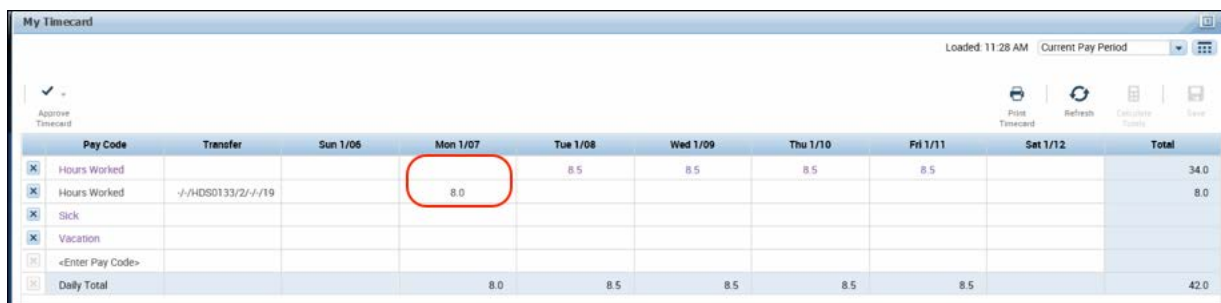
3. Click the **Hours Worked** pay code from the list.



4. Click the **Transfer** cell drop-down.
5. From the list, click the applicable **Labor Level Entry**.

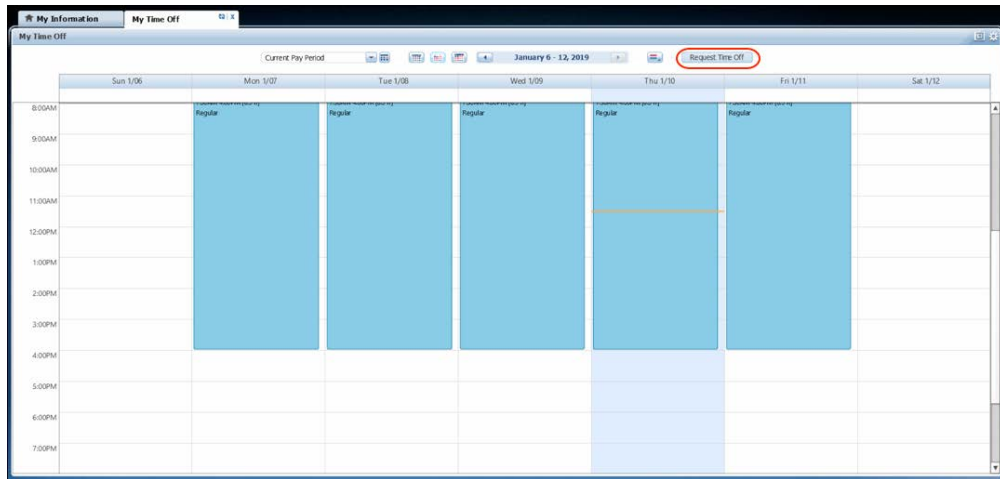


6. Enter the **Hours** in the cell for the applicable day.
7. Click on the automatically populated hours for the day and hit **Delete** on your keyboard. Optionally, hours can be edited if working a split shift.
8. Click **Save**.

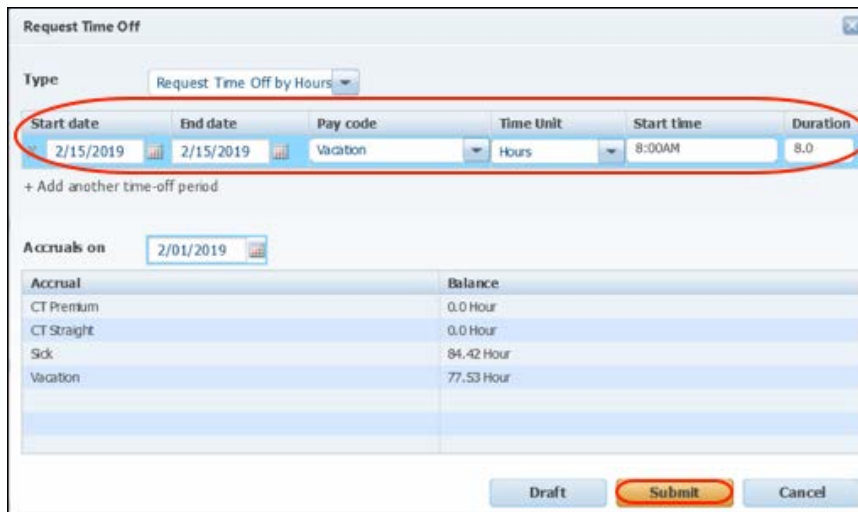


Requesting Time Off

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. In the **Time Unit** section select **Hours**.
6. Enter the **Start Time**.
7. Enter the **Number of Hours Per Day** in the **Duration** field.
8. Click **Submit**.



Request Time Off

Type: Request Time Off by Hours

Start date	End date	Pay code	Time Unit	Start time	Duration
2/15/2019	2/15/2019	Vacation	Hours	8:00AM	8.0

+ Add another time-off period

Accruals on: 2/01/2019

Accrual	Balance
CT Premium	0.0 Hour
CT Straight	0.0 Hour
Sick	84.42 Hour
Vacation	77.53 Hour

Draft Submit Cancel

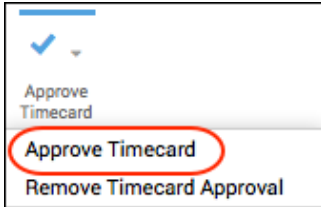
Note:

- 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.

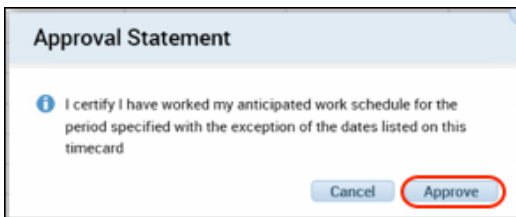
Approving Time

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.
- 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

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 the 'My Reports' window with the 'Available Reports' section. The 'My Accruals Balances and Projections' report is selected, and the 'As Of' date is set to 1/07/2019. The 'Time Period' is set to 'Specific Date'. The 'Description' for the selected report is: 'Displays an employee's current balances, projected future takings/debits, projected future earnings/credits, and projected balances. Projections of future credits are calculated to the furthest planned taking date.'

The screenshot shows the 'MY ACCRUAL BALANCES AND PROJECTIONS' report. The 'Return' button is highlighted. The report displays the following information:

Date Selected: 1/07/2019 Printed: 1/07/2019
Name: Test Employee, Student Life ID: TEST-EE-SL

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