# CITY OF HAMPTON

## Manager & Supervisor Training

KRONOS®

# Manager & Supervisor Training Sessions

- **Session I:** Approving Leave = TOR (Time off Request)
- **Session II:** Recognizing Exceptions
- **Session III:** Approving Extra Duty & Time Cards
- **Session IV:** Scheduling
- **Session V:** Coming Soon!

# Session I: Approving Leave Requests

After completing this session, you will be able to:

- Access the Navigator
- Access Leave Requests from your employees
- Respond to the Leave Requests
- Review historic Leave Requests

# Approving Leave Requests

After logging into Navigator.

KRONOS

JENA S MASON
Sign Out

Manager Workspace

Reconcile Timecard

RECONCILE TIMECARD
Last Refreshed: 11:26AM

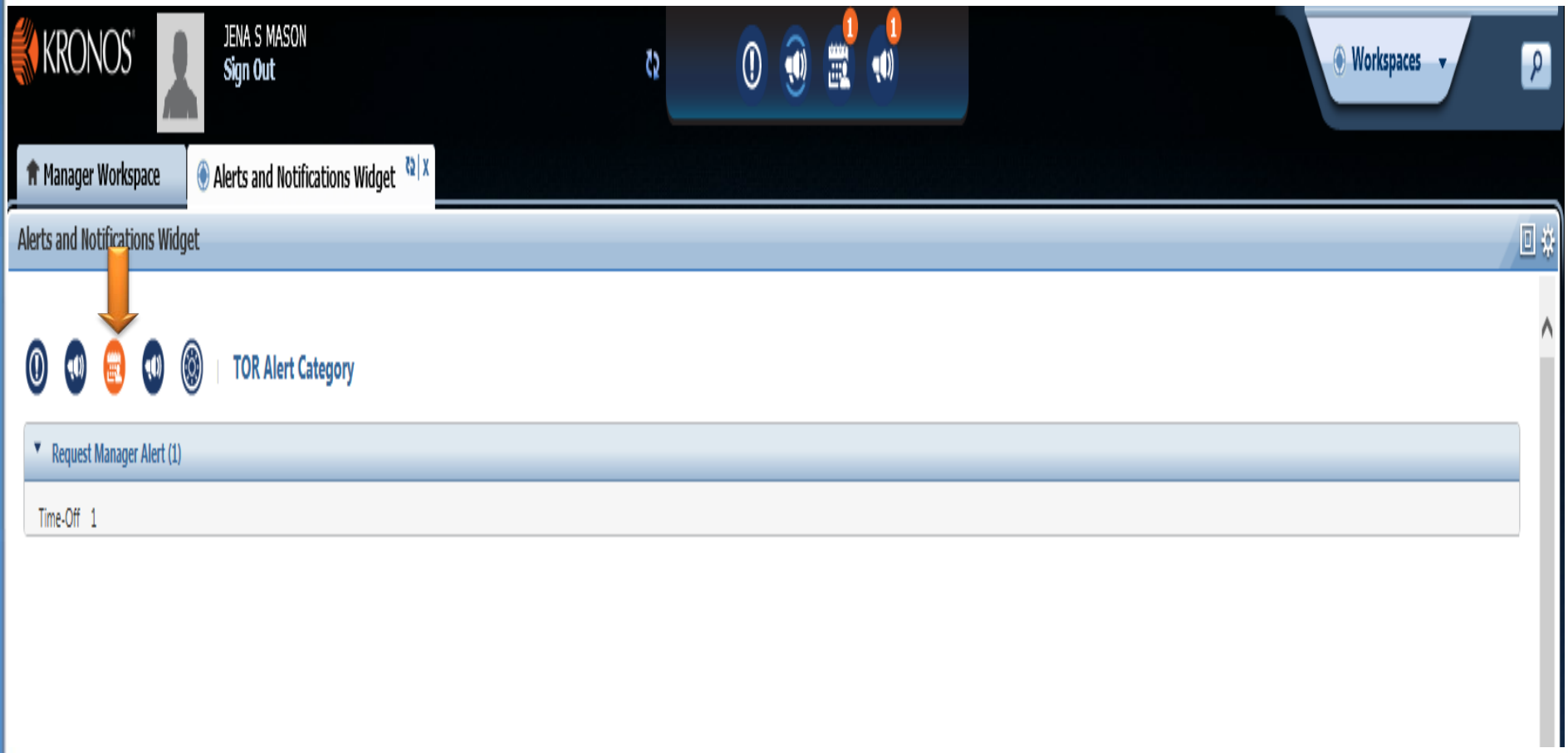
Show All Home Edit Time Period Current Pay Period Refresh

Actions Schedule

| Manager Approval | Name | Department | Unexcused Absence | Missed In-Punch | Early In | Late In | Early Out | Late Out | Unsched Hours | Totals Up To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | FLOOD, CARLETHA D | SOCIAL SERVICES - AD... | | | | | | | | ✓ |
| | HOWARD, MONICA | SOCIAL SERVICES - AD... | | | | | | | | ✓ |
| | LEMON, JANIE L | YOUTH,EDUCATION & F... | | | | | | | | ✓ |
| | OUTLAW-SANDERS, SA... | SOCIAL SERVICES - AD... | | | | | | | | ✓ |

# Approving Leave Requests

- Clicking on the Time Off Request Alert allows the request to be accessed.



# Approving Leave Requests

- Clicking on the Time Off Request bar opens the Time Off Request

KRONOS

JENA S MASON
Sign Out

Manager Workspace | Alerts and Notifications Widget

Request Manager

2/04/2015 - 8/02/2015, Select | All Home

Time-Off | Multiple

Details | Edit | Approve | Refuse | Pending | Retract | Request Time Off

| Modified By | Subject | Submit Date | Status | Submitted By | Start Date | Employee | End Date | Pay Code | Comments |
|---|---|---|---|---|---|---|---|---|---|
| LEMON, JANIE L | TOR | 3/05/2015 11:01AM | Submitted | LEMON, JANIE L | 3/09/2015 | LEMON, JANIE L | 3/09/2015 | Vacation | |
| | | | | | | | | | |
| | | | | | | | | | |

# Approving Leave Requests

- The bottom of the screen shows the details of the Time Off Request

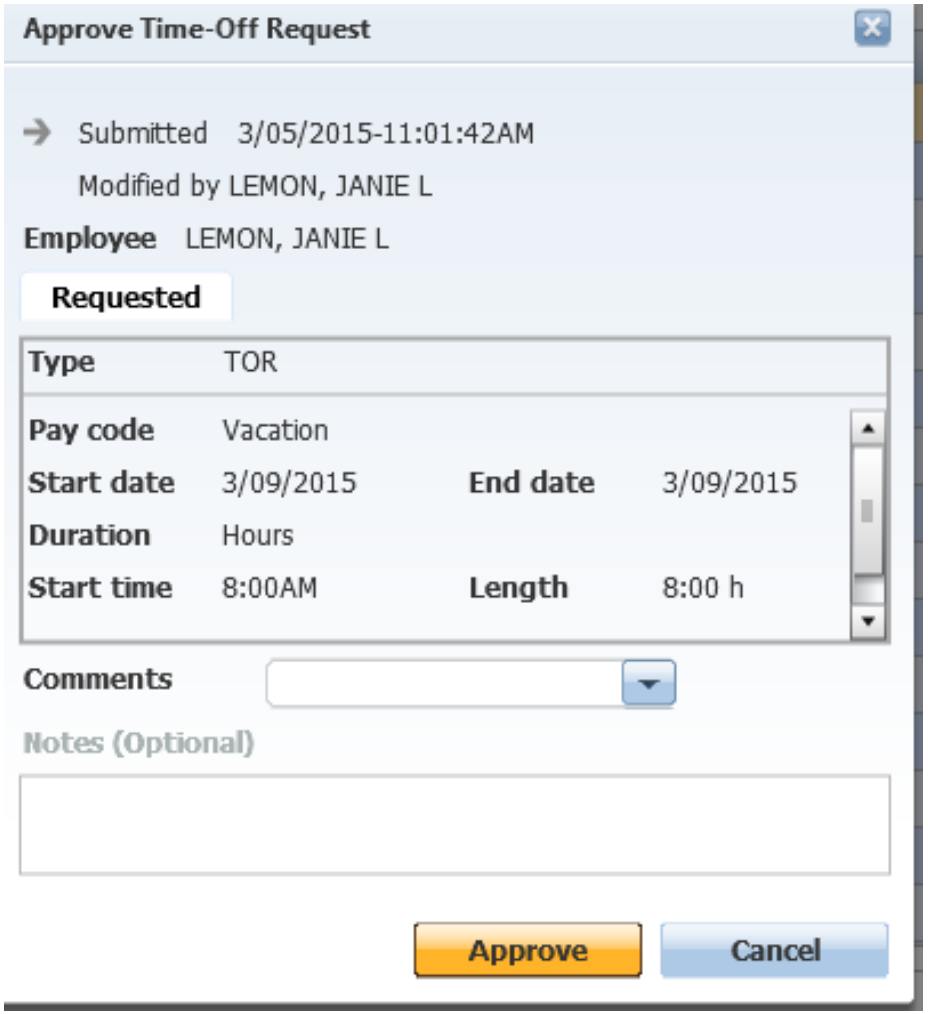
TOR

Submitted 3/05/2015 11:01AM

| | |
|---|---|
| Modified By | LEMON, JANIE L |
| Subject | TOR |
| Submit Date | 3/05/2015 11:01AM |
| Status | Submitted |
| Submitted By | LEMON, JANIE L |
| Start Date | 3/09/2015 |
| Employee | LEMON, JANIE L |

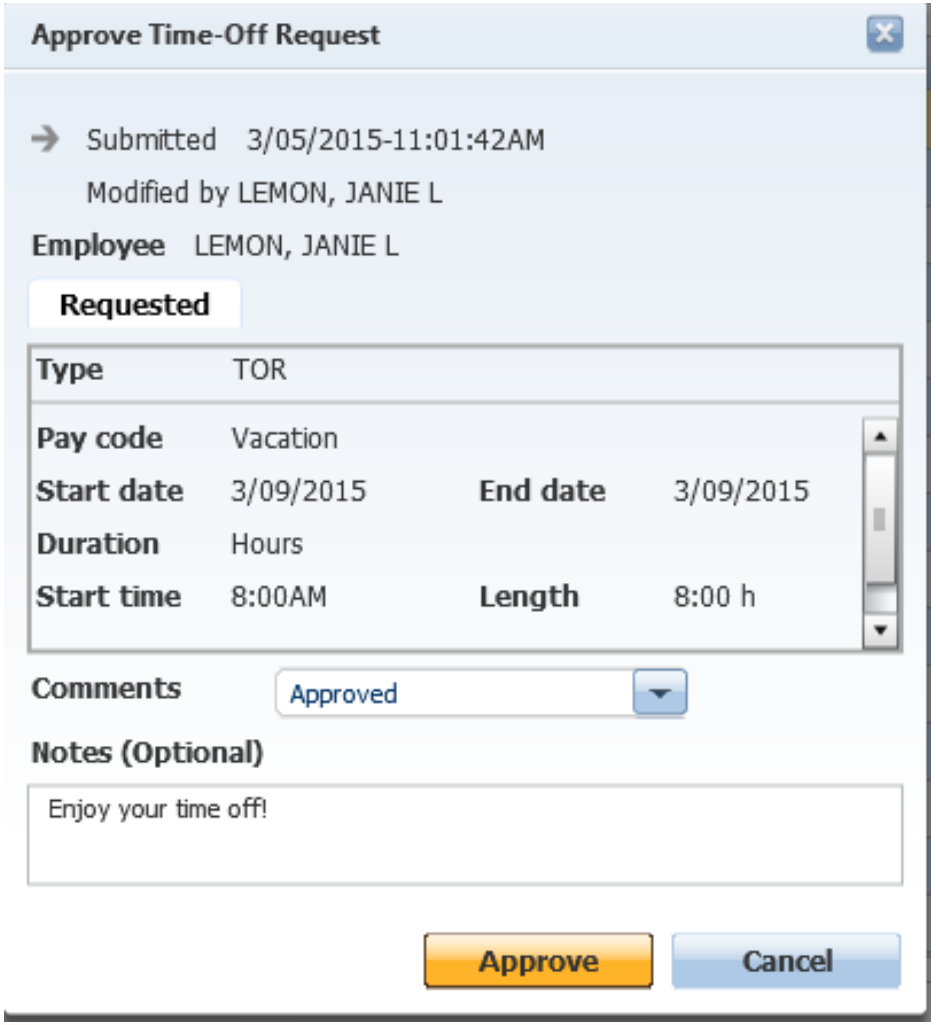
# Approving Leave Requests

- Clicking on the 'Approve' box displays the Approve Time Off Request Pop Up to be displayed



# Approving Leave Requests

- The manager/supervisor completes the Approve Time Off Request pop up



# Approving Leave Requests

- The manager/supervisor can view a history of the Time Off Requests

KRONOS

JENA S MASON
Sign Out

Manager Workspace | Alerts and Notifications Widget

Request Manager

2/04/2015 - 8/02/2015, Select | All Home

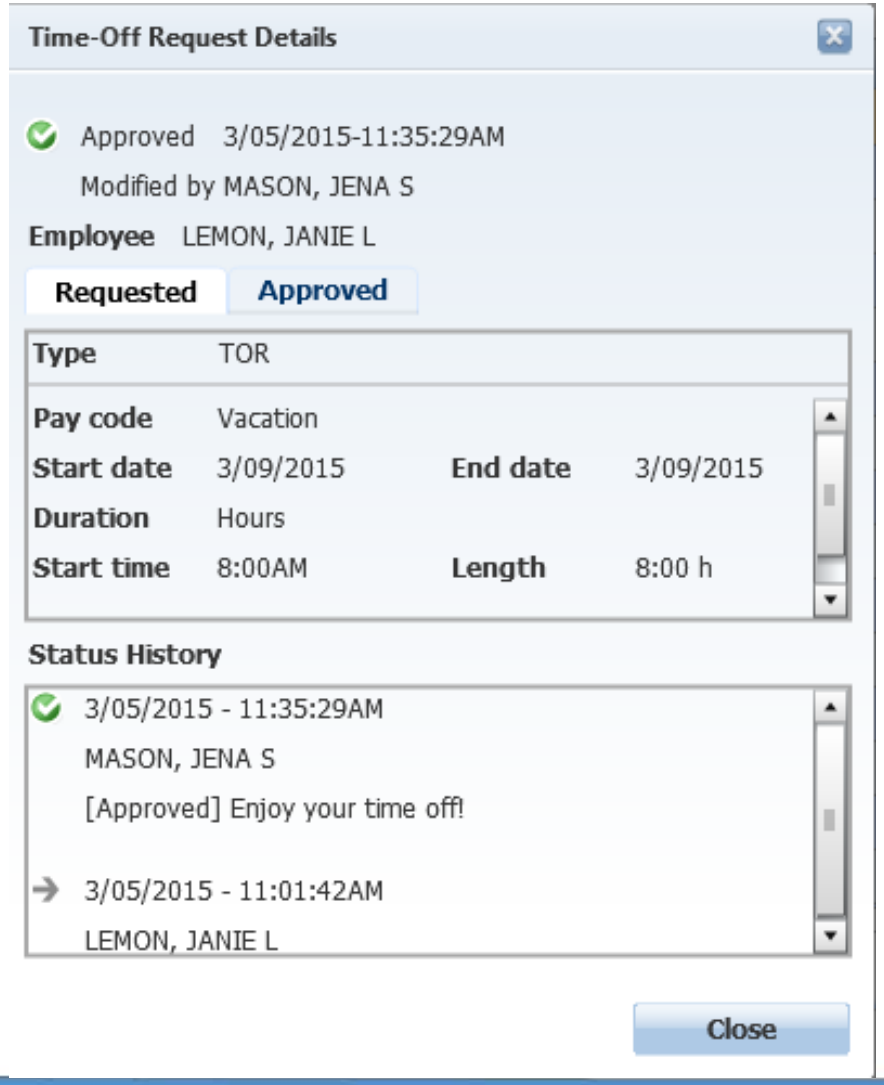
Time-Off | Multiple

Details | Edit | Retract | Cancel | Request Time Off

| Modified By | Subject | Submit Date | Status | Submitted By | Start Date | Employee | End Date | Pay Code | Comments |
|---|---|---|---|---|---|---|---|---|---|
| MASON, JENA S | TOR | 3/05/2015 11:01AM | Approved | LEMON, JANIE L | 3/09/2015 | LEMON, JANIE L | 3/09/2015 | Vacation | |

# Approving Leave Requests

- Clicking on the display line will cause the detailed history pop up to be displayed



# Approving Leave Requests

- We have successfully approved the employee's request for leave

# Approving Leave - Questions?

# Session II: Recognizing Exceptions

In this session you will learn common tasks to resolving exceptions to your employees' time card:

- Checking for missed punches
- Recognizing and Reconciling Exceptions
- Auto meal deduct

# Overview of Correcting Missed Punch(es)

- What is a missed punch?
  - An employee who is required to punch in and out inadvertently forgets to enter their punch

# Manager Workspace

- Alerts
  - Exception Alert
  - Workflow Notifications
  - TOR Alert
  - Employee Alert

# Reconciling Missed Punches

- Check marks indicate any situations that need to be reconciled.

Reconcile Timecard

## RECONCILE TIMECARD

Last Refreshed: 2:20PM

Show Timecard Approval - PM Edit Time Period Current Pay Period Refresh

Actions Schedule

| Manager Approval | Name | Department | Unexcused Absence | Missed In-Punch | Early In | Late In | Early Out | Late Out | Unsched Hours | Totals Up To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | HEATH, DEBORAH L | POLICE | | ✓ | | | | | | ✓ |
| | BROCKWELL, ERIC J | POLICE | | | | | | | | ✓ |
| | GROCE, PATRICIA J | POLICE | | | | | | | | ✓ |
| | TYRRELL, MARY B | POLICE | | | | | | | | ✓ |
| | WHITLEY, DEBRA C | POLICE | | | | | | | | ✓ |

# Reconciling Missed Punches

- A missing punch is indicated by the red box.

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

| | | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| X | | Sat 2/21 | | | | | | | | | | | |
| X | | Sun 2/22 | | | | | | | | | | | |
| X | | Mon 2/23 | | | 7:29AM | | 4:31PM | | | | 8:00 | 8:00 | 8:00 |
| X | | Tue 2/24 | | | 7:31AM | | 4:35PM | | | | 8:00 | 8:00 | 16:00 |
| X | | Wed 2/25 | | | 7:25AM | | 4:28PM | | | | 8:00 | 8:00 | 24:00 |
| X | | Thu 2/26 | | | 7:32AM | | | | | | | | 24:00 |
| X | | Fri 2/27 | | | 7:27AM | | 4:33PM | | | | 8:00 | 8:00 | 32:00 |
| X | | Sat 2/28 | | | | | | | | | | | 32:00 |
| X | | Sun 3/01 | | | | | | | | | | | 32:00 |
| X | | Mon 3/02 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 40:00 |
| X | | Tue 3/03 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 48:00 |
| X | | Wed 3/04 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 56:00 |
| X | | Thu 3/05 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 64:00 |
| X | | Fri 3/06 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 72:00 |

# Reconciling Missed Punches

- The time the employee actually left work is entered:

Manager Workspace

Reconcile Timecard

*TIMECARD

Loaded: 3:32PM

Name & ID: HEATH, DEBORAH L | 36346

Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Sat 2/21 | | | | | | | | | | | |
| Sun 2/22 | | | | | | | | | | | |
| Mon 2/23 | | | 7:29AM | | 4:31PM | | | | 8:00 | 8:00 | 8:00 |
| Tue 2/24 | | | 7:31AM | | 4:35PM | | | | 8:00 | 8:00 | 16:00 |
| Wed 2/25 | | | 7:25AM | | 4:28PM | | | | 8:00 | 8:00 | 24:00 |
| Thu 2/26 | | | 7:32AM | | 4:37PM | | | | | | 24:00 |
| Fri 2/27 | | | 7:27AM | | 4:33PM | | | | 8:00 | 8:00 | 32:00 |
| Sat 2/28 | | | | | | | | | | | 32:00 |
| Sun 3/01 | | | | | | | | | | | 32:00 |
| Mon 3/02 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 40:00 |
| Tue 3/03 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 48:00 |
| Wed 3/04 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 56:00 |
| Thu 3/05 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 64:00 |
| Fri 3/06 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 72:00 |

# Reconciling Missed Punches

- The missed punch has been corrected and saved.

Reconcile Timecard

TIMECARD

Last Saved: 2:26PM

Name & ID: HEATH, DEBORAH L | 36346

Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Sat 2/21 | | | | | | | | | | | |
| Sun 2/22 | | | | | | | | | | | |
| Mon 2/23 | | | 7:29AM | | 4:31PM | | | | 8:00 | 8:00 | 8:00 |
| Tue 2/24 | | | 7:31AM | | 4:35PM | | | | 8:00 | 8:00 | 16:00 |
| Wed 2/25 | | | 7:25AM | | 4:28PM | | | | 8:00 | 8:00 | 24:00 |
| Thu 2/26 | | | 7:32AM | | 4:37PM | | | | 8:00 | 8:00 | 32:00 |
| Fri 2/27 | | | 7:27AM | | 4:33PM | | | | 8:00 | 8:00 | 40:00 |
| Sat 2/28 | | | | | | | | | | | 40:00 |
| Sun 3/01 | | | | | | | | | | | 40:00 |
| Mon 3/02 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 48:00 |
| Tue 3/03 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 56:00 |
| Wed 3/04 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 64:00 |
| Thu 3/05 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 72:00 |
| Fri 3/06 | | | 7:30AM | | 4:30PM | | | | 8:00 | 8:00 | 80:00 |

# Reconciling Missed Punches

- The system tracks changes to the time card - notice the highlighted line.

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AVERAGING REPORTING PERIOD | AUDITS

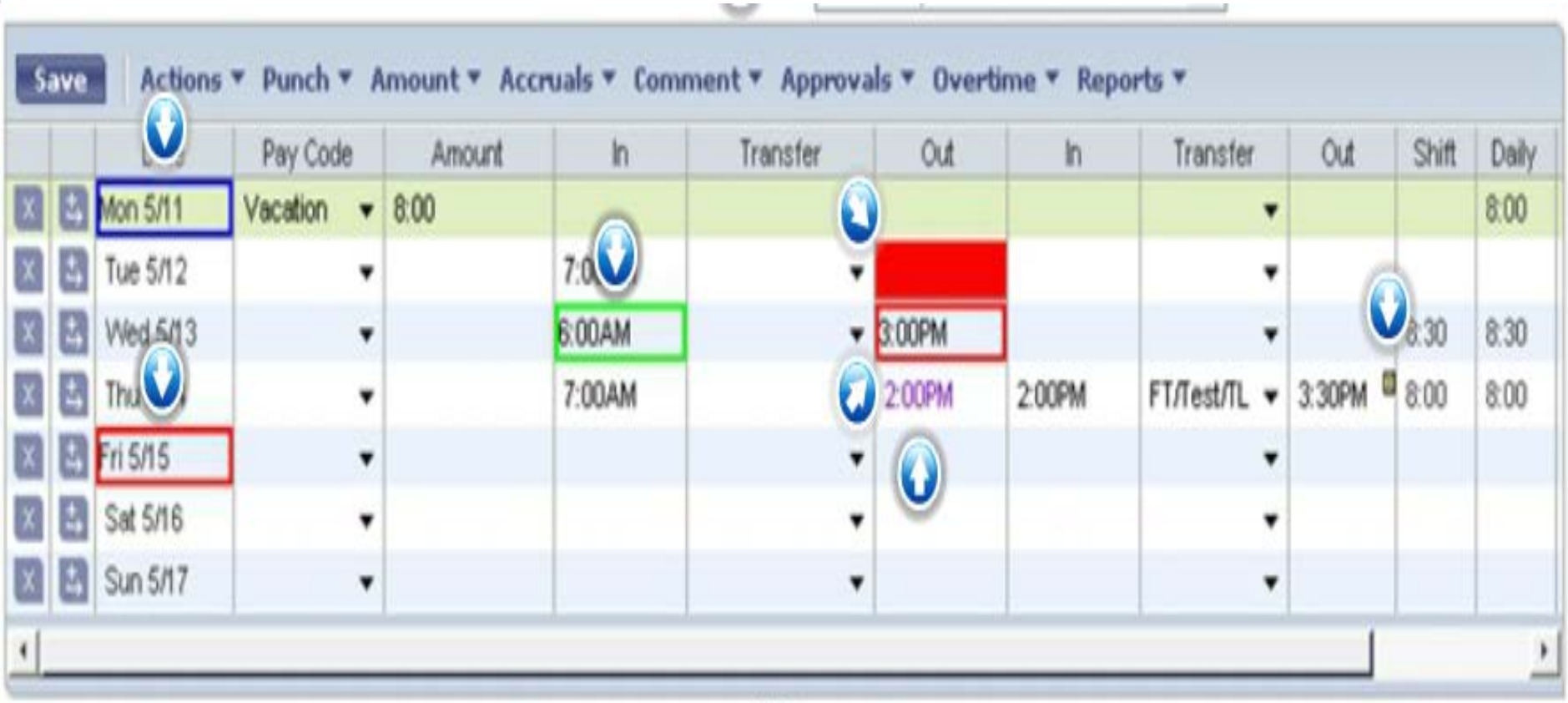
Type of Edit: Punch (Add/Edit/Delete) Data Sources: All

| Date | Time | Type | Account | Pay Code | Amount | Work Rule | Override | Comment | Edit Date | Edit Time | User | Data Source |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2/24/2015 | 4:35PM | Add Punch | | | | | Out Punch | | 3/02/2015 | 2:14PM (GMT -05... | System:System:... | Scheduling |
| 2/23/2015 | 4:31PM | Add Punch | | | | | Out Punch | | 3/02/2015 | 2:14PM (GMT -05... | System:System:... | Scheduling |
| 2/27/2015 | 7:27AM | Add Punch | | | | | In Punch | | 3/02/2015 | 2:14PM (GMT -05... | ADMIN:kronos.ha... | Timecard Editor |
| 2/27/2015 | 4:33PM | Add Punch | | | | | Out Punch | | 3/02/2015 | 2:14PM (GMT -05... | System:System:... | Scheduling |
| 2/25/2015 | 7:25AM | Add Punch | | | | | In Punch | | 3/02/2015 | 2:14PM (GMT -05... | ADMIN:kronos.ha... | Timecard Editor |
| 2/26/2015 | 4:37PM | Add Punch | | | | | Out Punch | | 3/02/2015 | 2:26PM (GMT -05... | kmccrickard:kron... | Timecard Editor |
| 2/26/2015 | 4:37PM | Delete Punch | | | | | Out Punch | | 3/02/2015 | 3:16PM (GMT -05... | ADMIN:kronos.ha... | Timecard Editor |
| 2/26/2015 | 4:37PM | Add Punch | | | | | Out Punch | | 3/02/2015 | 3:34PM (GMT -05... | kmccrickard:kron... | Timecard Editor |

# Missed Punches - Questions?

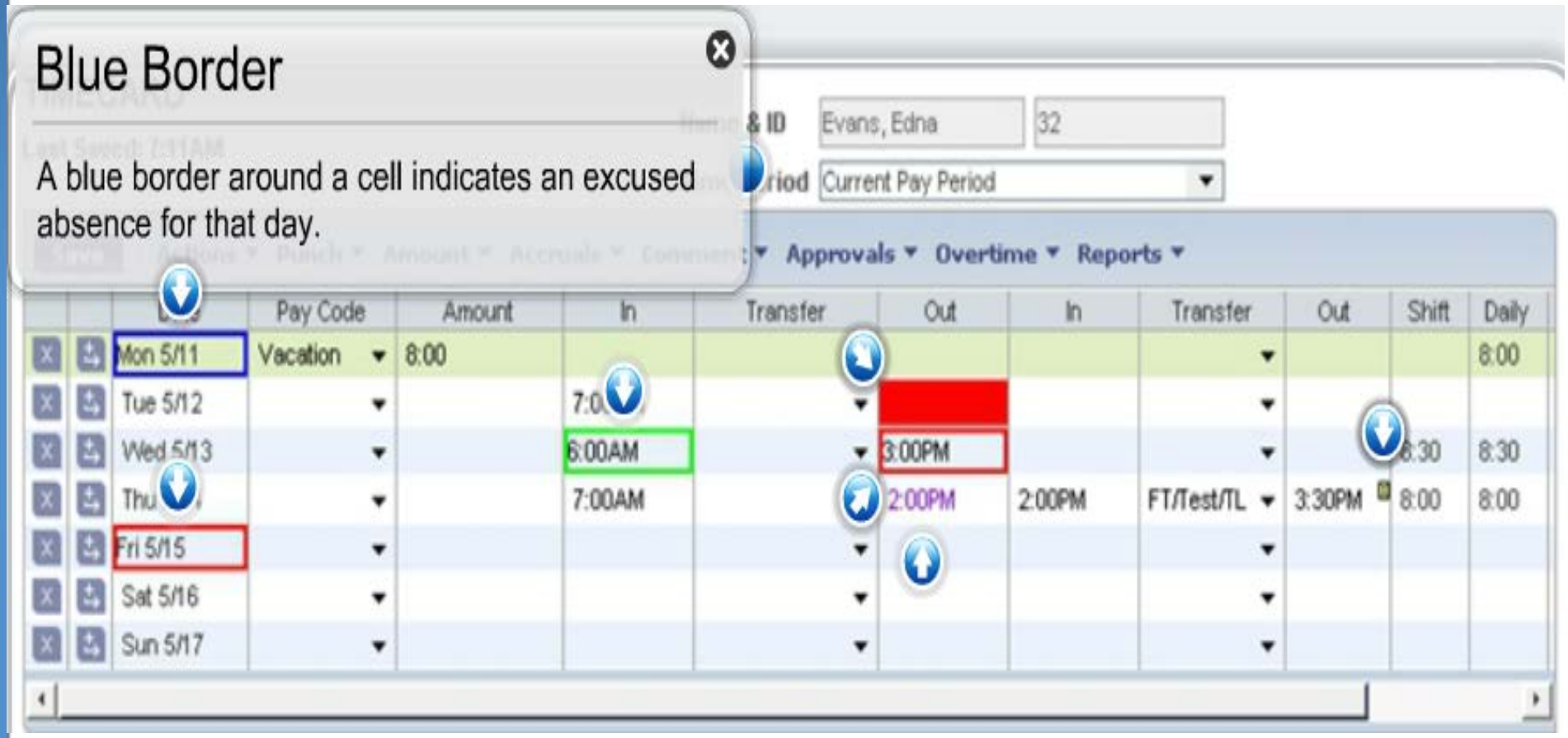
# Recognizing other Exceptions

- Here is an example of several exceptions on an employee's time card with various outlines on their date and time, warning you as a manager of various alerts:



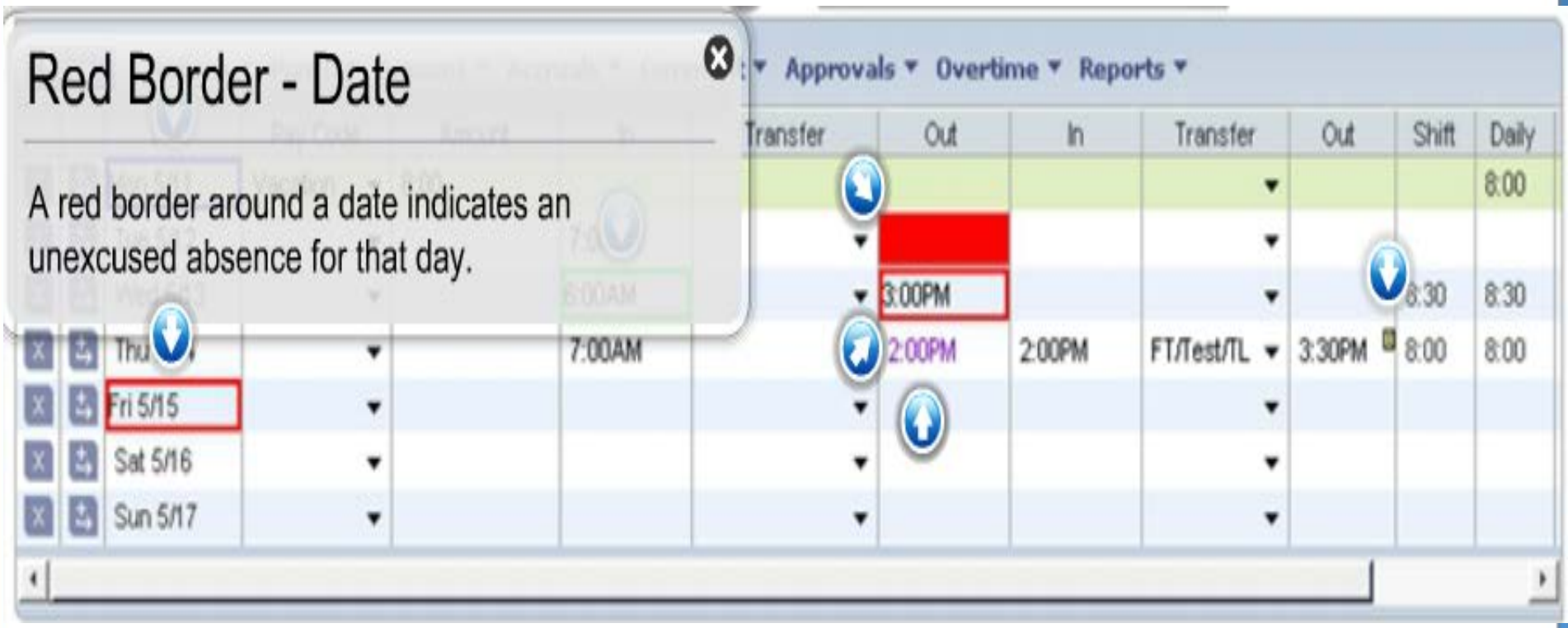
# Recognizing other Exceptions

- The Blue Border:



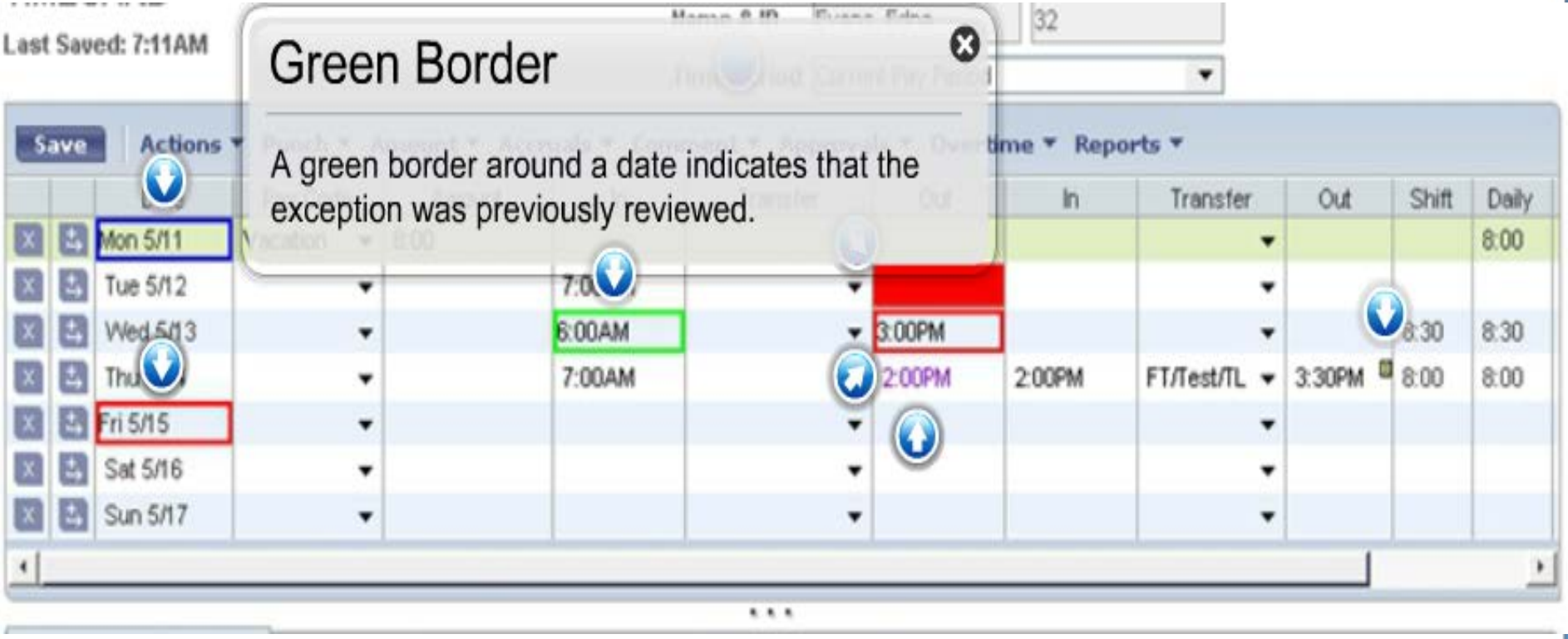
# Recognizing other Exceptions

- The Red Border - Date:



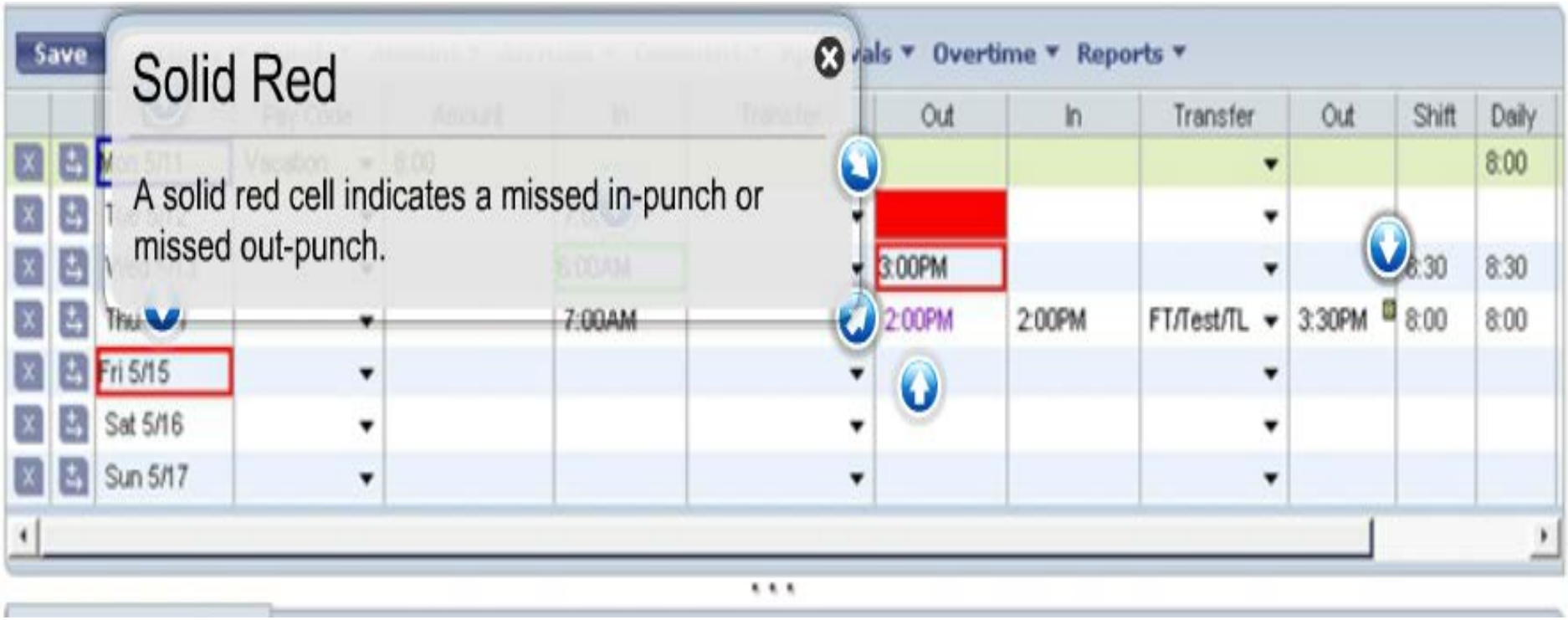
# Recognizing other Exceptions

- The Green Border:



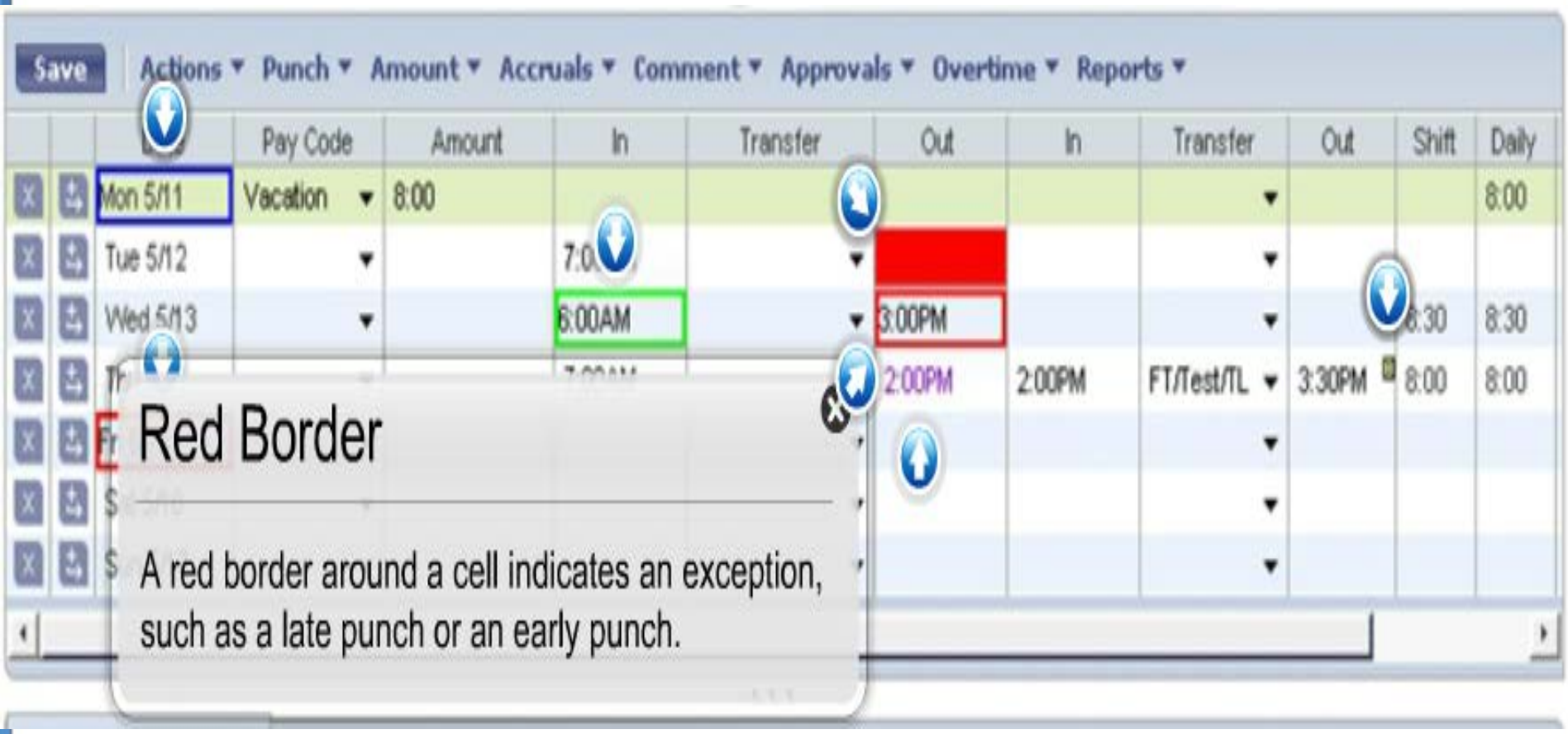
# Recognizing other Exceptions

- The Red Box:



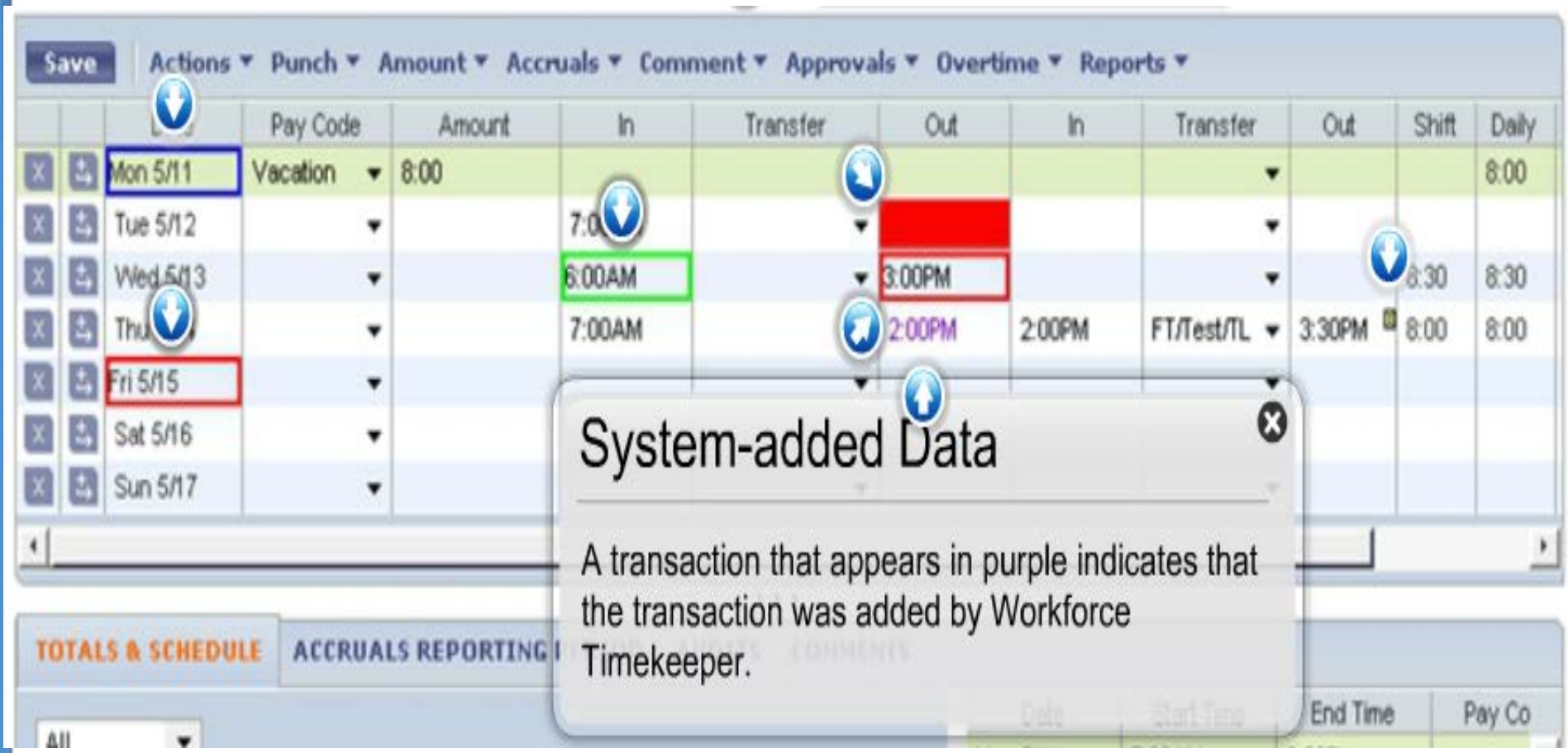
# Recognizing other Exceptions

- The Red Border:



# Recognizing other Exceptions

- The System-added Data:



# Reconciling the Timecards

- The Reconcile time card give the managers and supervisors a full scale view of employees who need to have various needs reconciled:

Reconcile Timecard

Back to Reconcile Timecard

RECONCILE TIMECARD

Last Refreshed: 4:01PM

Show: All Home — Edit

Time Period: Week to Date — Refresh

Actions | Punch | Accruals | Schedule | Approvals | Person

| Name | Unexcused Absence | Missed Punch | Early In | Late In | Early Out | Late Out | Overtime | Unsched Hours | Totals Up-To-Date |
|---|---|---|---|---|---|---|---|---|---|
| Adams, Julie | ✓ | | | | | | | | ✓ |
| Aguirre, Raymond | ✓ | | | | | | | | ✓ |
| Anderson, James | | | | | | | | | ✓ |
| Babson, Mildred | ✓ | | | | | | | | ✓ |
| Baker, Ginger | | | | | | | | | ✓ |
| Billings, Thomas | ✓ | | | | | | | | ✓ |
| Boyd, Mary J | | | | | | | | | ✓ |
| Brooks, Bob | | | | | | | | | ✓ |
| Carpenter, Jill | | | | | | | | | ✓ |
| Clifford, Lisa | | | | | | | | | ✓ |
| Crowsoft, Michael | | | | | | | | | ✓ |
| Davis, Rodney | | | | | | | | | ✓ |
| Evans, Edna | | | | | | | | | ✓ |
| Fallon, Jane | | | | | | | | | ✓ |
| Fryman, Christy | | | | | | | | | ✓ |
| Geldres, Elise | | | | | | | | | ✓ |
| George, Pat | | | | | | | | | ✓ |

# Reconciling the Timecards

KRONOS

Reconcile Timecard

Back to Reconcile Timecard

## RECONCILE TIMECARD

Last Refreshed: 4:01PM

Show: All Home — Edit

Time Period: Week to Date — Refresh

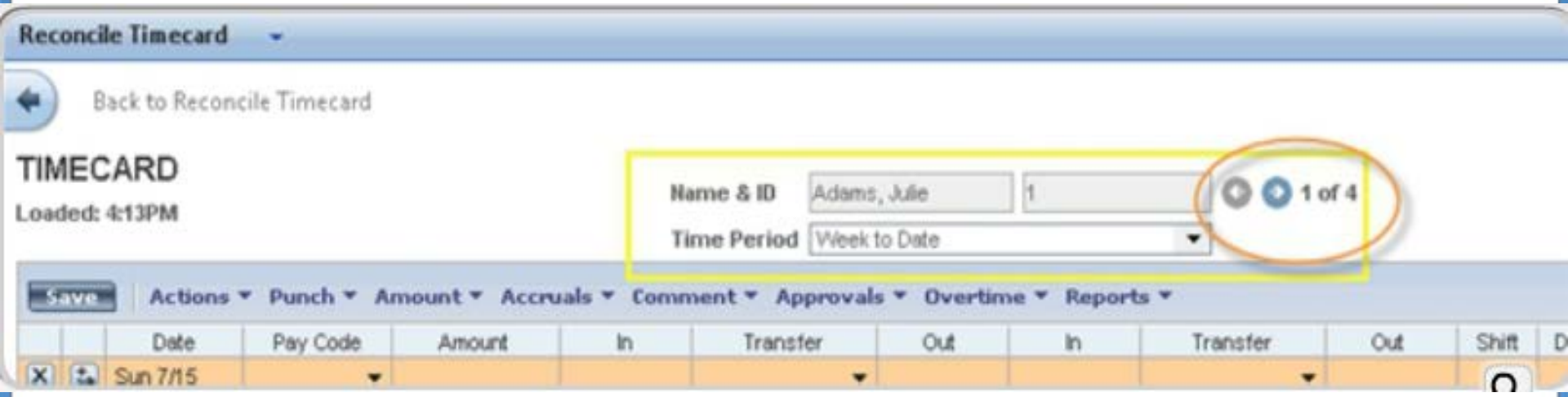
Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾

| Name | Unexcused Absence | Missed Punch | Early In | Late In | Early Out | Late Out | Overtime | Unsched Hours | Totals Up-To-Date |
|---|---|---|---|---|---|---|---|---|---|
| Adams, Julie | | | | | | | | | ✓ |
| Aguirre, Raymond | | | | | | | | | ✓ |
| Anderson, James | | | | | | | | | ✓ |
| Babson, Mildred | | | | | | | | | ✓ |
| Baker, Ginger | | | | | | | | | ✓ |
| Billings, Thomas | | | | | | | | | ✓ |
| Boy | | | | | | | | | ✓ |
| Brooks, Bob | | | | | | | | | ✓ |
| Carpenter, Jill | | | | | | | | | ✓ |
| Clifford, Lisa | | | | | | | | | ✓ |
| Crowsoft, Michael | | | | | | | | | ✓ |
| Davis, Rodney | | | | | | | | | ✓ |
| Evans, Edna | | | | | | | | | ✓ |
| Fallon, Jane | | | | | | | | | ✓ |
| Fryman, Christy | | | | | | | | | ✓ |
| Geldres, Elise | | | | | | | | | ✓ |
| George, Pat | | | | | | | | | ✓ |

E-mail →
Add Punch →
Add Amount →
Approve
Sign Off
**Timecard →**
Schedule →
People →
Reports →

# Reconciling the Timecards

- Managers and supervisors have access to go into each individual employee's time card to view and correct their exception(s)

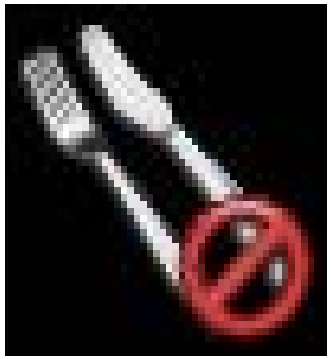


# Recognizing & Reconciling Exceptions - Questions?

# Overview – Meal Deduction

**After completing this session, you should be able to:**

- Edit employees timecard for early out
- Cancel an automatic meal deduction



# Meal Deduction

## Paying an employee for a meal

Question: How do I pay an employee who worked through a meal?

- **Employees set up with automatic meal deductions have lunch breaks automatically deducted from worked hours**
- **If employees work through lunch and should be paid for worked time, automatic meal deduction can be cancelled**

# Meal Deduction (continued)

KRONOS

KRONOS

Welcome, Christy Frymire
Sign Out

Workspaces

Manage My Department

Time Period: Week to Date | Show: All Home

Reconcile Timecard

Back to Reconcile Timecard

TIMECARD
Loaded: 11:02AM

Name & ID: Tesch, Kim | 12
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

| | | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumula |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Mon 5/28 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 8:00 |
| | | Tue 5/29 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 16:00 |
| | | Wed 5/30 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 24:00 |
| | | Thu 5/31 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 32:00 |
| | | Fri 6/01 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 40:00 |
| | | Sat 6/02 | | | | | | | | | | | 40:00 |
| | | Sun 6/03 | | | | | | | | | | | 40:00 |

In the timecard grid, click the required **Out** cell (**first Out cell on Thursday, 5/31**).

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD

All

| Account | Pay Code | Amount | Wages |
|---|---|---|---|

| Date | Start Time | End Time | Pay Code | Amount |
|---|---|---|---|---|
| Mon 5/28 | 7:00AM | 3:30PM | | |
| Tue 5/29 | 7:00AM | 3:30PM | | |

Related Items

KRONOS

# Meal Deduction (continued)

KRONOS

KRONOS

Welcome, Christy Frymire

Sign Out

Workspaces

Manage My Department

Time Period: Week to Date

Show: All Home

Reconcile Timecard

Back to Reconcile Timecard

TIMECARD

Loaded: 11:02AM

Name & ID: Tesch, Kim 12

Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

| | | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumula |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Mon 5/28 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 8:00 |
| | | Tue 5/29 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 16:00 |
| | | Wed 5/30 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 24:00 |
| | | Thu 5/31 | | | 7:00AM | | | | | | 8:00 | 8:00 | 32:00 |
| | | Fri 6/01 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 40:00 |
| | | Sat 6/02 | | | | | | | | | | | 40:00 |
| | | Sun 6/03 | | | | | | | | | | | 40:00 |

Change the punch to the time that the employee left work (**2p**), and then press **Tab**.

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AUDITS

All

| Account | Pay Code | Amount | Wages |
|---|---|---|---|

| Date | Start Time | End Time | Pay Code | Amount |
|---|---|---|---|---|
| Thu 5/31 | 7:00AM | 3:30PM | | |

Related Items

KRONOS

# Meal Deduction (continued)

KRONOS

Welcome, Christy Frymire
Sign Out

Workspaces

Manage My Department

Time Period: Week to Date  Show: All Home

Reconcile Timecard

Back to Reconcile Timecard

*TIMECARD
Loaded: 11:02AM

Name & ID: Tesch, Kim  12
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

Comment:
- Add Comment
- Delete Comment
- Add Note
- Delete Note

Click to select the date cell again, and then select **Comment > Add Comment**.

| Date | Pay Code | Amount | In | Out | Shift | Daily | Cumula |
|---|---|---|---|---|---|---|---|
| Mon 5/28 | | | 7:00A | 3:30PM | 8:00 | 8:00 | 8:00 |
| Tue 5/29 | | | 7:00A | 3:30PM | 8:00 | 8:00 | 16:00 |
| Wed 5/30 | | | 7:00A | 3:30PM | 8:00 | 8:00 | 24:00 |
| Thu 5/31 | | | 7:00AM | 2:00PM | 8:00 | 8:00 | 32:00 |
| Fri 6/01 | | | 7:00AM | 3:30PM | 8:00 | 8:00 | 40:00 |
| Sat 6/02 | | | | | | | 40:00 |
| Sun 6/03 | | | | | | | 40:00 |

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AUDITS

All

| Account | Pay Code | Amount | Wages |
|---|---|---|---|

| Date | Start Time | End Time | Pay Code | Amount |
|---|---|---|---|---|
| Thu 5/31 | 7:00AM | 3:30PM | | |

Related Items

KRONOS

# Meal Deduction (continued)

Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer

KRONOS

Welcome, Christy Frym
Sign Out

Workspaces

Manage My Department

Time Period Week to Date Show All Home

Reconcile Timecard

Back to Reconcile Timecard

*TIMECARD

Loaded: 11:02AM

Save Actions Punch Amount Accruals Commen

| Date | Pay Code | Amount | In | Out | Shift | Daily | Cumula |
|---|---|---|---|---|---|---|---|
| Mon 5/28 | | | 7:00AM | | 8:00 | 8:00 | 8:00 |
| Tue 5/29 | | | 7:00AM | | 8:00 | 8:00 | 16:00 |
| Wed 5/30 | | | 7:00AM | | 8:00 | 8:00 | 24:00 |
| Thu 5/31 | | | 7:00AM | | 8:00 | 8:00 | 32:00 |
| Fri 6/01 | | | 7:00AM | | 8:00 | 8:00 | 40:00 |
| Sat 6/02 | | | | | | | 40:00 |
| Sun 6/03 | | | | | | | 40:00 |

TOTALS & SCHEDULE ACCRUALS REPORTING PERIOD

All

Account Pay Code

End Time Pay Code Amount

Add Comment

Comments

- Approved
- Company Meeting
- Decrease QTY Reported
- Department Shortage
- Double Punch
- Early Out - Child Dismissed Early
- Early Out - Family Emergency
- Early Out - Weather
- Excused - Supervisor Approved

Note

OK Cancel Help

Click OK.

Related Items

KRONOS

# Meal Deduction (continued)

KRONOS

Welcome, Christy Frym
Sign Out

Workspaces

Manage My Department

Time Period: Week to Date | Show: All Home

Reconcile Timecard

Back to Reconcile Timecard

TIMECARD
Loaded: 11:02AM

Name & ID: Tesch, Kim | 12
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

Punch:
- Edit →
- Resolve Exception
- Mark as Reviewed
- Unmark as Reviewed
- Justify Exception →

| Date | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumula |
|---|---|---|---|---|---|---|---|---|---|
| Mon 5/28 | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 8:00 |
| Tue 5/29 | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 16:00 |
| Wed 5/30 | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 24:00 |
| Thu 5/31 | 7:00AM | | 2:00PM | | | | 8:00 | 8:00 | 32:00 |
| Fri 6/01 | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 40:00 |
| Sat 6/02 | | | | | | | | | 40:00 |
| Sun 6/03 | | | | | | | | | 40:00 |

Click the **Out** cell for the day the deduction must be cancelled (**first Out cell on Friday, 6/01**), and then select **Punch > Edit**.

TOTALS & SCHEDULE | ACCRUA | OMMENTS

All

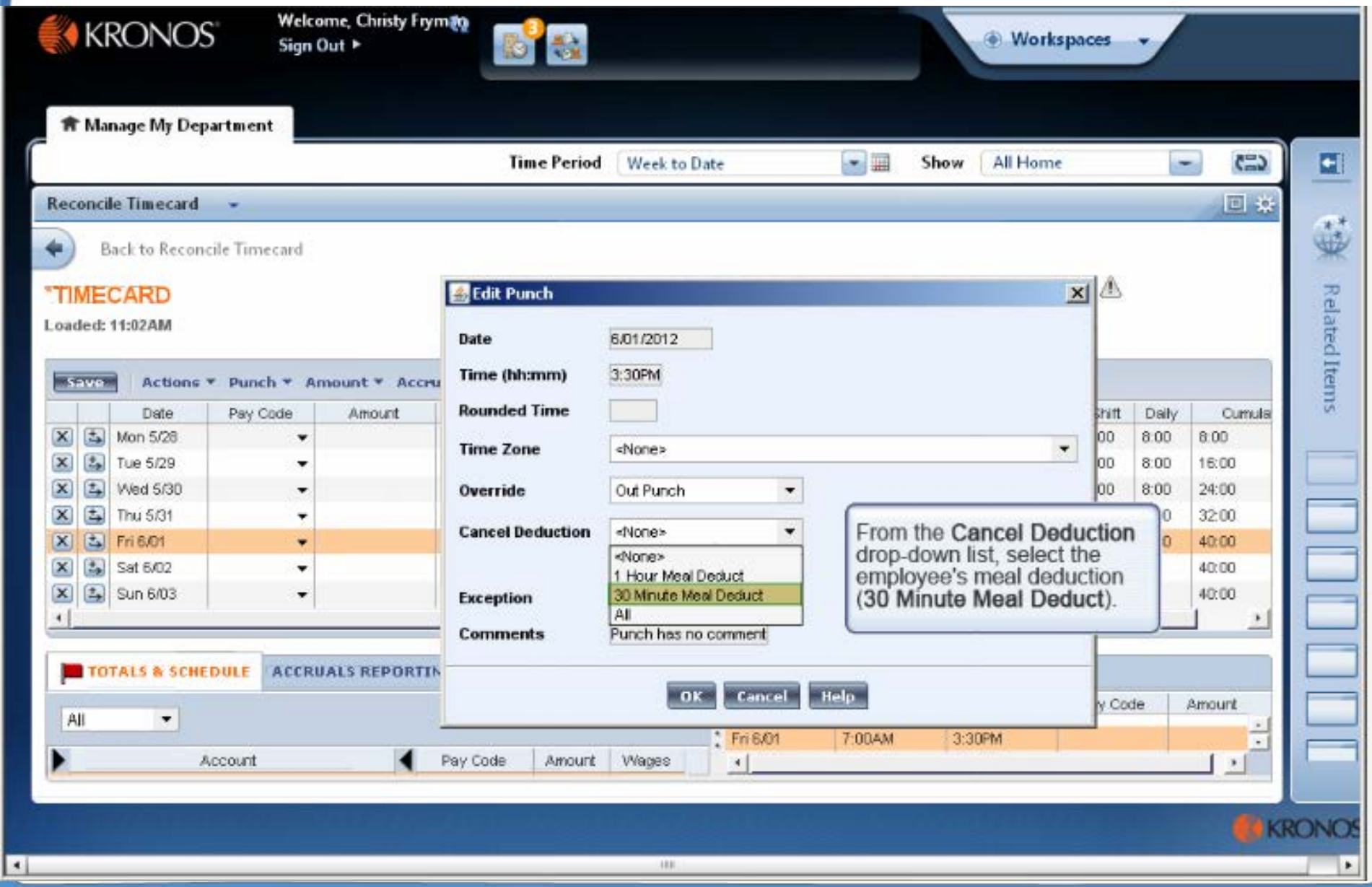
| Account | Pay Code | Amount | Wages |
|---|---|---|---|

| Date | Start Time | End Time | Pay Code | Amount |
|---|---|---|---|---|
| Fri 6/01 | 7:00AM | 3:30PM | | |

Related Items

KRONOS

# Meal Deduction (continued)



# Meal Deduction (continued)

KRONOS

Welcome, Christy Frymire
Sign Out

Workspaces

Manage My Department

Time Period: Week to Date | Show: All Home

Reconcile Timecard

Back to Reconcile Timecard

*TIMECARD
Loaded: 11:02AM

Save | Actions | Punch | Amount | Accru

| | Date | Pay Code | Amount | Shift | Daily | Cumula |
|---|---|---|---|---|---|---|
| | Mon 5/28 | | | 00 | 8:00 | 8:00 |
| | Tue 5/29 | | | 00 | 8:00 | 16:00 |
| | Wed 5/30 | | | 00 | 8:00 | 24:00 |
| | Thu 5/31 | | | 00 | 8:00 | 32:00 |
| | Fri 6/01 | | | 00 | 8:00 | 40:00 |
| | Sat 6/02 | | | | | 40:00 |
| | Sun 6/03 | | | | | 40:00 |

Edit Punch

| | |
|---|---|
| Date | 6/01/2012 |
| Time (hh:mm) | 3:30PM |
| Rounded Time | |
| Time Zone | <None> |
| Override | Out Punch |
| Cancel Deduction | 30 Minute Meal Deduct |
| Exception | Punch has no exception |
| Comments | Punch has no comment |

OK | Cancel | Help

Click OK.

TOTALS & SCHEDULE | ACCRUALS REPORTIN

All

| Account | Pay Code | Amount | Wages |
|---|---|---|---|

| | | | Pay Code | Amount |
|---|---|---|---|---|
| Fri 6/01 | 7:00AM | 3:30PM | | |

Related Items

KRONOS

# Meal Deduction (continued)

KRONOS

KRONOS

Welcome, Christy Frymin
Sign Out

Workspaces

Manage My Department

Time Period: Week to Date | Show: All Home

Reconcile Timecard

Back to Reconcile Timecard

*TIMECARD
Loaded: 11:02AM

Click Save.

Name & ID: Tesch, Kim | 12
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

| | | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumula |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Mon 5/28 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 8:00 |
| | | Tue 5/29 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 16:00 |
| | | Wed 5/30 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 24:00 |
| | | Thu 5/31 | | | 7:00AM | | 2:00PM | | | | 8:00 | 8:00 | 32:00 |
| | | Fri 6/01 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 40:00 |
| | | Sat 6/02 | | | | | | | | | | | 40:00 |
| | | Sun 6/03 | | | | | | | | | | | 40:00 |

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AUDITS | COMMENTS

All

| Account | Pay Code | Amount | Wages |
|---|---|---|---|

| Date | Start Time | End Time | Pay Code | Amount |
|---|---|---|---|---|
| Fri 6/01 | 7:00AM | 3:30PM | | |

Related Items

KRONOS

# Meal Deduction (continued)

KRONOS

KRONOS

Welcome, Christy Frym

Sign Out

Workspaces

Manage My Department

Time Period Week to Date

Show All Home

Reconcile Timecard

Back to Reconcile Timecard

TIMECARD

Last Saved: 11:04AM

Name & ID Tesch, Kim 12

Time Period Previous Pay Period

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumula |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Mon 5/28 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 8:00 |
| Tue 5/29 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 16:00 |
| Wed 5/30 | | | 7:00AM | | 3:30PM | | | | 8:00 | 8:00 | 24:00 |
| Thu 5/31 | | | 7:00AM | | 2:00PM | | | | 6:30 | 6:30 | 30:30 |
| Fri 6/01 | | | 7:00AM | | 3:30PM | | | | 8:30 | 8:30 | 39:00 |
| Sat 6/02 | | | | | | | | | | | 39:00 |
| Sun 6/03 | | | | | | | | | | | 39:00 |

Your edits have been saved. Notice the red borders around the timecard edits that you made which identify timecard exceptions.

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AUDITS | COMMENTS

Related Items

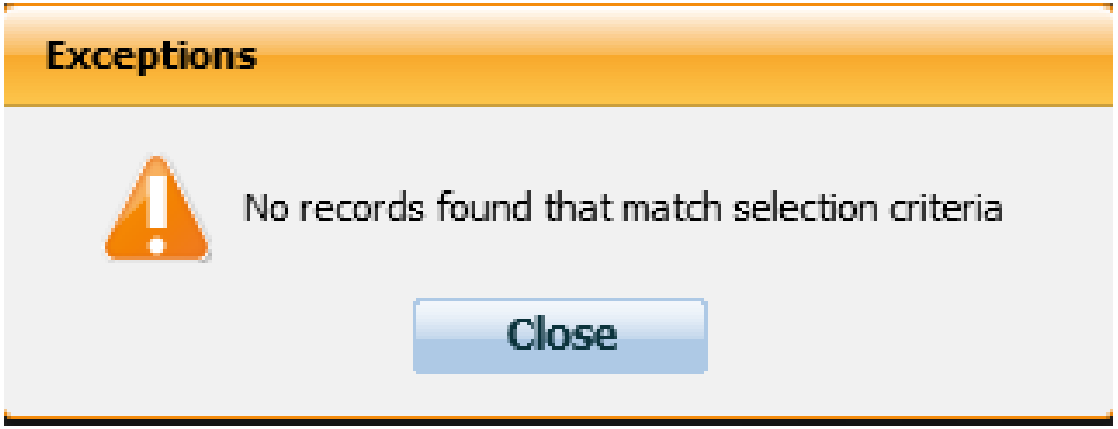
# Meal Deduction - Questions?

# Session III: Approving Extra Duty & Time Cards

In this session you will learn how to approve extra duty in your employee's timecard and approve your employee's time card, prior to payroll processing.

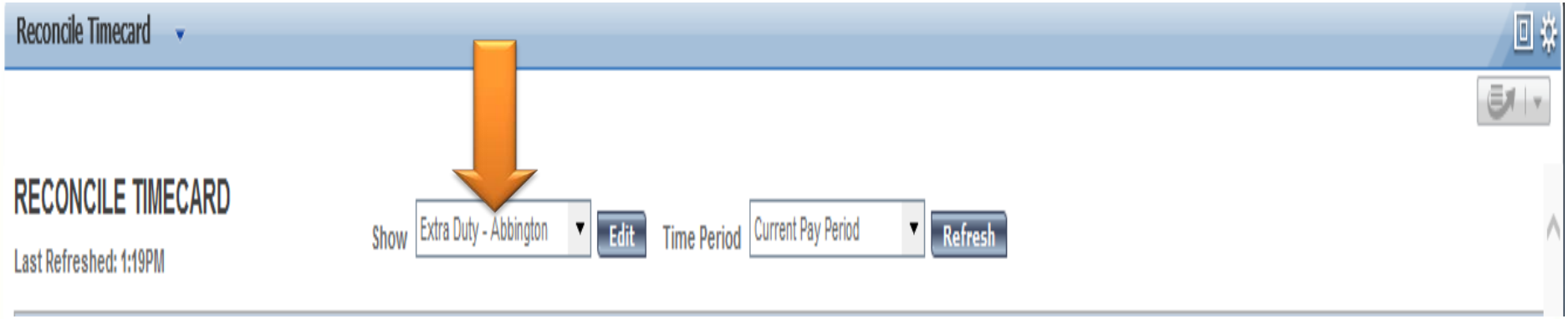
# Extra Duty Officer In Charge Approves

The Extra Duty Officer in charge logs onto Kronos.  This is the first message received.  This is expected because the Office in Charge does not have any direct reports.



# Extra Duty Officer in Charge Approves

The Extra Duty Officer in Charge selects the Extra Duty Location:



# Extra Duty Officer in Charge Approval

The Extra Duty Officer in Charge sees the time to approve in black.

Reconcile Timecard

TIMECARD
Loaded: 1:33PM

Name & ID: ANDERSON, MICHA... 03082
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fri 2/20 | | | 8:00PM | | 12:00AM | | | | | | |
| Sat 2/21 | | | 12:00AM | | 8:00AM | | | | 12:00 | | |
| Sat 2/21 | | | 8:00PM | | 12:00AM | | | | | 12:00 | 12:00 |
| Sun 2/22 | | | 12:00AM | | 8:00AM | | | | 12:00 | 8:00 | 20:00 |
| Mon 2/23 | Kronos Day | 12:00 | | | | | | | | 12:00 | 32:00 |
| Tue 2/24 | | | | | | | | | | | 32:00 |
| Wed 2/25 | | | 8:00PM | | 12:00AM | | | | | 4:00 | 36:00 |
| Thu 2/26 | | | 12:00AM | | 8:00AM | | | | 12:00 | | |
| Thu 2/26 | | | 8:00PM | | 12:00AM | | | | | 12:00 | 48:00 |
| Fri 2/27 | | | 12:00AM | | 8:00AM | | | | 12:00 | 8:00 | 56:00 |
| Sat 2/28 | | | 6:00PM | ...000/8546/0;Extra Duty | 10:00PM | | | | 4:00 | 4:00 | 60:00 |
| Sun 3/01 | | | | | | | | | | | 60:00 |
| Mon 3/02 | | | 8:00PM | | 12:00AM | | | | | 4:00 | 64:00 |
| Tue 3/03 | | | 12:00AM | | 8:00AM | | | | 12:00 | | |
| Tue 3/03 | | | 8:00PM | | 12:00AM | | | | | 12:00 | 76:00 |
| Wed 3/04 | | | 12:00AM | | 8:00AM | | | | 12:00 | 8:00 | 84:00 |
| Thu 3/05 | | | | | | | | | | | 84:00 |
| Fri 3/06 | | | 8:00PM | | 12:00AM | | | | | 4:00 | 88:00 |

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AVERAGING REPORTING PERIOD | AUDITS

All — Show Only Unapproved Totals

| Account | Pay Code | Amount |
|---|---|---|
| 01/310/CTYHL/00000/000/4424/0 | Holiday Banked | 12:00 |
| 01/310/CTYHL/00000/000/4424/0 | Hourly | 64:00 |
| (x)01/310/ABBIN/00000/000/8546/0 | Extra Duty - Regular | 4:00 |
| 01/310/CTYHL/00000/000/38240/0 | Hourly | 8:00 |

| Date | Start Time | End Time | Pay Code | Amount |
|---|---|---|---|---|
| Sun 2/22 | 8:00PM | 8:00AM | | |
| Mon 2/23 | | | | |
| Tue 2/24 | | | | |
| Wed 2/25 | 8:00PM | 8:00AM | | |
| Thu 2/26 | 8:00PM | 8:00AM | | |
| Fri 2/27 | | | | |
| Sat 2/28 | | | | |
| Sun 3/01 | | | | |
| Mon 3/02 | 8:00PM | 8:00AM | | |
| Tue 3/03 | 8:00PM | 8:00AM | | |

# Extra Duty Hours have been Approved

The Extra Duty time has been approved. Notice the Unapproved Hours at the bottom of the screen.

Reconcile Timecard

**TIMECARD**
Approved: 1:34PM

Name & ID: ANDERSON, MICHA... 03082
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Fri 2/20 | | | 8:00PM | | 12:00AM | | | | | | |
| Sat 2/21 | | | 12:00AM | | 8:00AM | | | | 12:00 | | |
| Sat 2/21 | | | 8:00PM | | 12:00AM | | | | | 12:00 | 12:00 |
| Sun 2/22 | | | 12:00AM | | 8:00AM | | | | 12:00 | 8:00 | 20:00 |
| Mon 2/23 | Kronos Day | 12:00 | | | | | | | | 12:00 | 32:00 |
| Tue 2/24 | | | | | | | | | | | 32:00 |
| Wed 2/25 | | | 8:00PM | | 12:00AM | | | | | 4:00 | 36:00 |
| Thu 2/26 | | | 12:00AM | | 8:00AM | | | | 12:00 | | |
| Thu 2/26 | | | 8:00PM | | 12:00AM | | | | | 12:00 | 48:00 |
| Fri 2/27 | | | 12:00AM | | 8:00AM | | | | 12:00 | 8:00 | 56:00 |
| Sat 2/28 | | | **6:00PM** | **...000/8546/0;Extra Duty** | **10:00PM** | | | | 4:00 | 4:00 | 60:00 |
| Sun 3/01 | | | | | | | | | | | 60:00 |
| Mon 3/02 | | | 8:00PM | | 12:00AM | | | | | 4:00 | 64:00 |
| Tue 3/03 | | | 12:00AM | | 8:00AM | | | | 12:00 | | |
| Tue 3/03 | | | 8:00PM | | 12:00AM | | | | | 12:00 | 76:00 |
| Wed 3/04 | | | 12:00AM | | 8:00AM | | | | 12:00 | 8:00 | 84:00 |
| Thu 3/05 | | | | | | | | | | | 84:00 |
| Fri 3/06 | | | 8:00PM | | 12:00AM | | | | | 4:00 | 88:00 |

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AVERAGING REPORTING PERIOD | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS

All — Show Only Unapproved Totals

| Account | Pay Code | Amount |
|---|---|---|
| 01/310/CTYHL/00000/000/4424/0 | Holiday Banked | 12:00 |
| 01/310/CTYHL/00000/000/4424/0 | Hourly | 64:00 |
| 01/310/CTYHL/00000/000/38240/0 | Hourly | 8:00 |

| Date | Start Time | End Time | Pay Code | Amount |
|---|---|---|---|---|
| Sun 2/22 | 8:00PM | 8:00AM | | |
| Mon 2/23 | | | | |
| Tue 2/24 | | | | |
| Wed 2/25 | 8:00PM | 8:00AM | | |
| Thu 2/26 | 8:00PM | 8:00AM | | |
| Fri 2/27 | | | | |
| Sat 2/28 | | | | |
| Sun 3/01 | | | | |
| Mon 3/02 | 8:00PM | 8:00AM | | |
| Tue 3/03 | 8:00PM | 8:00AM | | |

# Approving Extra Duty - Questions?

# Session III: Approving Time Cards

After logging into Navigator, you will be welcomed by your “Manager Workspace.” On the bottom right click on “Approve Timecards” on “Quick Links”.

KRONOS

BRIAN COLEMAN
Sign Out

Workspaces

Manager Workspace

Reconcile Timecard

RECONCILE TIMECARD
Last Refreshed: 1:13PM

Show All Home Edit Time Period Current Pay Period Refresh

Actions Schedule

| Manager Approval | Name | Department | Unexcused Absence | Missed In-Pun... | Early In | Late In | Early Out | Late Out | Unsched Hours | Totals Up To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | BISHOP, CHRIST... | POLICE | | | | | | | | ✓ |
| | BOWERS, TYLER... | POLICE | | | | | | | | ✓ |
| | CASTILLO, ANJE... | POLICE | | | | | | | | ✓ |
| | DALTON, TABITH... | POLICE | | | | | | | | ✓ |
| | DAMRON, ZETIE | POLICE | | | | | | | | ✓ |
| | DAVIS, JOHN W | POLICE | | | | | | | | ✓ |
| | ENNIS, REBECCA C | POLICE | | | | | | | | ✓ |
| | FOLKER, KIMBER... | POLICE | ✓ | | | | | | | ✓ |
| | GOMES, VERNO... | POLICE | | | | | | | | ✓ |
| | GOODMAN, JAC... | POLICE | | | | | | | | ✓ |
| | HAMILTON, TIMM... | POLICE | | | | | | | | ✓ |
| | HENDRICKSON, T... | POLICE | | | | | | | | ✓ |
| | HLAVACEK, AND... | POLICE | | | | | | | | ✓ |
| | JACKSON, KEND... | POLICE | | | | | | | | ✓ |
| | KOMATZ, ADAM J | POLICE | | | | | | | | ✓ |
| | LOW, JUSTIN L | POLICE | | | | | | | | ✓ |
| | MCCLAIN, LAURA | POLICE | | | | | | | | ✓ |
| | MILLER, SHAWN P | POLICE | | | | | | | | ✓ |
| | PETTAWAY, MA... | POLICE | | | | | | | | ✓ |
| | QUILLIN, WESLE... | POLICE | | | | | | | | ✓ |
| | REGIS, ALRICHE | POLICE | | | | | | | | ✓ |
| | RUEDAS-MORAL... | POLICE | | | | | | | | ✓ |
| | TAYLOR, DERRE... | POLICE | | | | | | | | ✓ |
| | WILLIAMS, EVAN... | POLICE | | | | | | | | ✓ |
| | WILLIAMS, KENA... | POLICE | | | | | | | | ✓ |
| | WOODRUFF, SA... | POLICE | | | | | | | | ✓ |
| | WOOLARD, ADA... | POLICE | | | | | | | | ✓ |
| | WRIGHT, LAURA A | POLICE | | | | | | | | ✓ |

Request Manager

Last Refreshed 1:12PM
Time Period Current Schedule Pe
Time-Off 0

Exceptions

Time Period Current Pay Period
Show All Home

By Exception | By Name

| | |
|---|---|
| Signoff | 0 |
| Punches | 0 |
| Breaks | 0 |
| Excused Absen... | 0 |

Quick Links

- Inbox
- Reconcile Timecard
- Pay Period Close
- Reports
- QuickFind
- Count All WTK Exceptions
- Approvals Summary
- Approve Timecards

Reconcile Timecard

# Approving Time Cards (continued)

Your “Manager Workspace” will change to the Approve Timecards. Click Actions, then select All to highlight each employee. Click on “Timecard.”

KRONOS

BRIAN COLEMAN
Sign Out

Workspaces

Manager Workspace

Quick Links

Back to Quick Links

Timecard | Schedule | People | Reports

APPROVE TIMECARDS

Last Refreshed: 1:29PM

Show All Home Edit Time Period Previous Pay Period Refresh

Actions Schedule

| Name | Employee Approval | Manager Approval | Unreviewed Exceptions | Unexcused Absence | Totals Up To Date | Pay Rule |
|---|---|---|---|---|---|---|
| SALA, SHIRLITTA J | | | 0 | | ✓ | Police Admin Sworn40. |
| DAV JOHN W | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| LOW, JUSTIN L | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| WRIGHT, LAURA A | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| BISHOP, CHRISTOPHER B | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| QUILLIN, WESLEY L | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| KOMATZ, ADAM J | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| DALTON, TABITHA C | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| WILLIAMS, EVAN M | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| MCCLAIN, LAURA | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| HAMILTON, TIMMY L | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| WOOLARD, ADAM R | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| GOODMAN, JACOB A | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| TAYLOR, DERREK M | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| ENNIS, REBECCA C | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| HLAVACEK, ANDRE S | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| REGIS, ALRICHE | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| BOWERS, TYLER M | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| JACKSON, KENDRA E | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| RUEDAS-MORALES, OSCAR I | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| WILLIAMS, KENADA M | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| DAMRON, ZETIE | | | 0 | | ✓ | Part timeL30 |
| FOLKER, KIMBERLY S | | | 0 | ✓ | ✓ | Part timeNL |
| PETTAWAY, MATILDA C | | | 0 | | ✓ | Fulltime-Nexempt40L30 |
| HENDRICKSON, THOMAS H | | | 0 | | ✓ | Police Admin Sworn40. |
| MILLER, SHAWN P | | | 0 | | ✓ | Police Admin Sworn40. |
| WOODRUFF, SARAH M | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| GOMES, VERNON D | | | 0 | | ✓ | Fulltime-Nexempt40NL |
| CASTILLO, ANJELICA A | | | 0 | | ✓ | Fulltime-Nexempt40NL |

Request Manager

Last Refreshed 1:29PM
Time Period Current Schedule Pe
Time-Off 0

Exceptions

Time Period Current Pay Period
Show All Home

By Exception | By Name

Signoff 0
Punches 0
Breaks 0
Excused Absen... 0

Reconcile Timecard

Link Name Reconcile Timecard
Application Workforce Timekeeper

Quick Links

# Approving Time Cards (continued)

After clicking on the Timecard, the next screen will default to your individual employee's time card:

KRONOS

BRIAN COLEMAN
Sign Out

Workspaces

Manager Workspace

Quick Links

Back to Quick Links

Timecard | Schedule | People | Reports

TIMECARD
Loaded: 1:40PM

Name & ID: CASTILLO, AN... 11408 3 of 29
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Sat 2/21 | | | | | | | | | | | |
| Sun 2/22 | | | | | | | | | | | |
| Mon 2/23 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 8:00 |
| Tue 2/24 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 16:00 |
| Wed 2/25 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 24:00 |
| Thu 2/26 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 32:00 |
| Fri 2/27 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 40:00 |
| Sat 2/28 | | | | | | | | | | | 40:00 |
| Sun 3/01 | | | | | | | | | | | 40:00 |
| Mon 3/02 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 48:00 |
| Tue 3/03 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 56:00 |
| Wed 3/04 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 64:00 |
| Thu 3/05 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 72:00 |
| Fri 3/06 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 80:00 |

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AVERAGING REPORTING PERIOD | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS

All — Show Only Unapproved Totals

| Account | Pay Code | Amount |
|---|---|---|
| 01/310/CTYHL/00000/000/21423/0 | Hourly | 80:00 |

| Date | Start Time | End Time | Pay Code | Amount |
|---|---|---|---|---|
| Sat 2/21 | | | | |
| Sun 2/22 | | | | |
| Mon 2/23 | 8:00AM | 4:00PM | | |
| Tue 2/24 | 8:00AM | 4:00PM | | |
| Wed 2/25 | 8:00AM | 4:00PM | | |
| Thu 2/26 | 8:00AM | 4:00PM | | |
| Fri 2/27 | 8:00AM | 4:00PM | | |
| Sat 2/28 | | | | |
| Sun 3/01 | | | | |

Request Manager

Last Refreshed 1:35PM
Time Period Current Schedule Pe
Time-Off 0

Exceptions

Time Period Current Pay Period
Show All Home

By Exception | By Name

| | |
|---|---|
| Signoff | 0 |
| Punches | 0 |
| Breaks | 0 |
| Excused Absen... | 0 |

Reconcile Timecard

Link Name Reconcile Timecard
Application Workforce Timekeeper

Quick Links

# Approving Time Cards (continued)

Prior of your Managerial Approval, you can view the employee's approval by selecting "Sign-offs, Requests & Approvals" tab at the bottom right.

KRONOS

BRIAN COLEMAN
Sign Out

Workspaces

Manager Workspace

Quick Links

Back to Quick Links

Timecard | Schedule | People | Reports

TIMECARD
Loaded: 1:40PM

Name & ID: CASTILLO, AN... 11408 3 of 29
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Sat 2/21 | | | | | | | | | | | |
| Sun 2/22 | | | | | | | | | | | |
| Mon 2/23 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 8:00 |
| Tue 2/24 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 16:00 |
| Wed 2/25 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 24:00 |
| Thu 2/26 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 32:00 |
| Fri 2/27 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 40:00 |
| Sat 2/28 | | | | | | | | | | | 40:00 |
| Sun 3/01 | | | | | | | | | | | 40:00 |
| Mon 3/02 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 48:00 |
| Tue 3/03 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 56:00 |
| Wed 3/04 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 64:00 |
| Thu 3/05 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 72:00 |
| Fri 3/06 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 80:00 |

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AVERAGING REPORTING PERIOD | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS

Action Taken: Select an action

| Action Taken | Effective Date | User | Date | Time |
|---|---|---|---|---|
| Timecard Approval by Employee | 3/06/2015 | POLICE\ACASTILLO | 3/02/2015 | 12:58PM |

Request Manager

Last Refreshed 1:35PM
Time Period Current Schedule Pe
Time-Off 0

Exceptions

Time Period Current Pay Period
Show All Home

By Exception | By Name

| | |
|---|---|
| Signoff | 0 |
| Punches | 0 |
| Breaks | 0 |
| Excused Absen... | 0 |

Reconcile Timecard

Link Name Reconcile Timecard
Application Workforce Timekeeper

Quick Links

# Approving Time Cards (continued)

After selecting approve from approvals, you will notice a stamp of approval on the employee's time card.

KRONOS
BRIAN COLEMAN
Sign Out
Workspaces
Manager Workspace
Quick Links
Back to Quick Links
Timecard | Schedule | People | Reports

TIMECARD
Approved: 4:05PM

Name & ID: TILLO, AN... 11408 3 of 28
Time Period: nt Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

| | | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Sat 2/21 | | | | | | | | | | | |
| | | Sun 2/22 | | | | | | | | | | | |
| | | Mon 2/23 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 8:00 |
| | | Tue 2/24 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 16:00 |
| | | Wed 2/25 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 24:00 |
| | | Thu 2/26 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 32:00 |
| | | Fri 2/27 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 40:00 |
| | | Sat 2/28 | | | | | | | | | | | 40:00 |
| | | Sun 3/01 | | | | | | | | | | | 40:00 |
| | | Mon 3/02 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 48:00 |
| | | Tue 3/03 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 56:00 |
| | | Wed 3/04 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 64:00 |
| | | Thu 3/05 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 72:00 |
| | | Fri 3/06 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 80:00 |

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AVERAGING REPORTING PERIOD | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS

All
Show Only Unapproved Totals

| Account | Pay Code | Amount |
|---|---|---|
| 01/310/CTYHL/00000/000/21423/0 | Hourly | 80:00 |

| Date | Start Time | End Time | Pay Code | Amount |
|---|---|---|---|---|
| Sat 2/21 | | | | |
| Sun 2/22 | | | | |
| Mon 2/23 | 8:00AM | 4:00PM | | |
| Tue 2/24 | 8:00AM | 4:00PM | | |
| Wed 2/25 | 8:00AM | 4:00PM | | |
| Thu 2/26 | 8:00AM | 4:00PM | | |
| Fri 2/27 | 8:00AM | 4:00PM | | |
| Sat 2/28 | | | | |
| Sun 3/01 | | | | |

Request Manager
Last Refreshed 4:03PM
Time Period Current Schedule Pe
Time-Off 0

Exceptions
Time Period Current Pay Period
Show All Home
By Exception | By Name

| | |
|---|---|
| Signoff | 0 |
| Punches | 0 |
| Breaks | 0 |
| Excused Absen... | 0 |

Reconcile Timecard
Link Name Reconcile Timecard
Application Workforce Timekeeper

Quick Links

# Approving Time Cards (continued)

You have now approved one of your employee's time cards. You will have to do the same thing for the remaining of your employees.

KRONOS

BRIAN COLEMAN
Sign Out

Workspaces

Manager Workspace

Quick Links

Back to Quick Links

Timecard | Schedule | People | Reports

TIMECARD
Approved: 4:05PM

Name & ID: CASTILLO, AN... 11408 3 of 28
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Sat 2/21 | | | | | | | | | | | |
| Sun 2/22 | | | | | | | | | | | |
| Mon 2/23 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 8:00 |
| Tue 2/24 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 16:00 |
| Wed 2/25 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 24:00 |
| Thu 2/26 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 32:00 |
| Fri 2/27 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 40:00 |
| Sat 2/28 | | | | | | | | | | | 40:00 |
| Sun 3/01 | | | | | | | | | | | 40:00 |
| Mon 3/02 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 48:00 |
| Tue 3/03 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 56:00 |
| Wed 3/04 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 64:00 |
| Thu 3/05 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 72:00 |
| Fri 3/06 | | | 8:00AM | | 4:00PM | | | | 8:00 | 8:00 | 80:00 |

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AVERAGING REPORTING PERIOD | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS

Action Taken: Select an action

| Action Taken | Effective Date | Start Time | Note | User | Date | Time |
|---|---|---|---|---|---|---|
| Timecard Approval by Employee | 3/06/2015 | | | POLICE\ACASTILLO | 3/02/2015 | 12:58PM |
| Account Approval by Manager | 3/06/2015 | | | POLICE\bcoleman | 3/02/2015 | 4:05PM |

Request Manager

Last Refreshed 4:03PM
Time Period Current Schedule Pe
Time-Off 0

Exceptions

Time Period Current Pay Period
Show All Home

By Exception | By Name

| | |
|---|---|
| Signoff | 0 |
| Punches | 0 |
| Breaks | 0 |
| Excused Absen... | 0 |

Reconcile Timecard

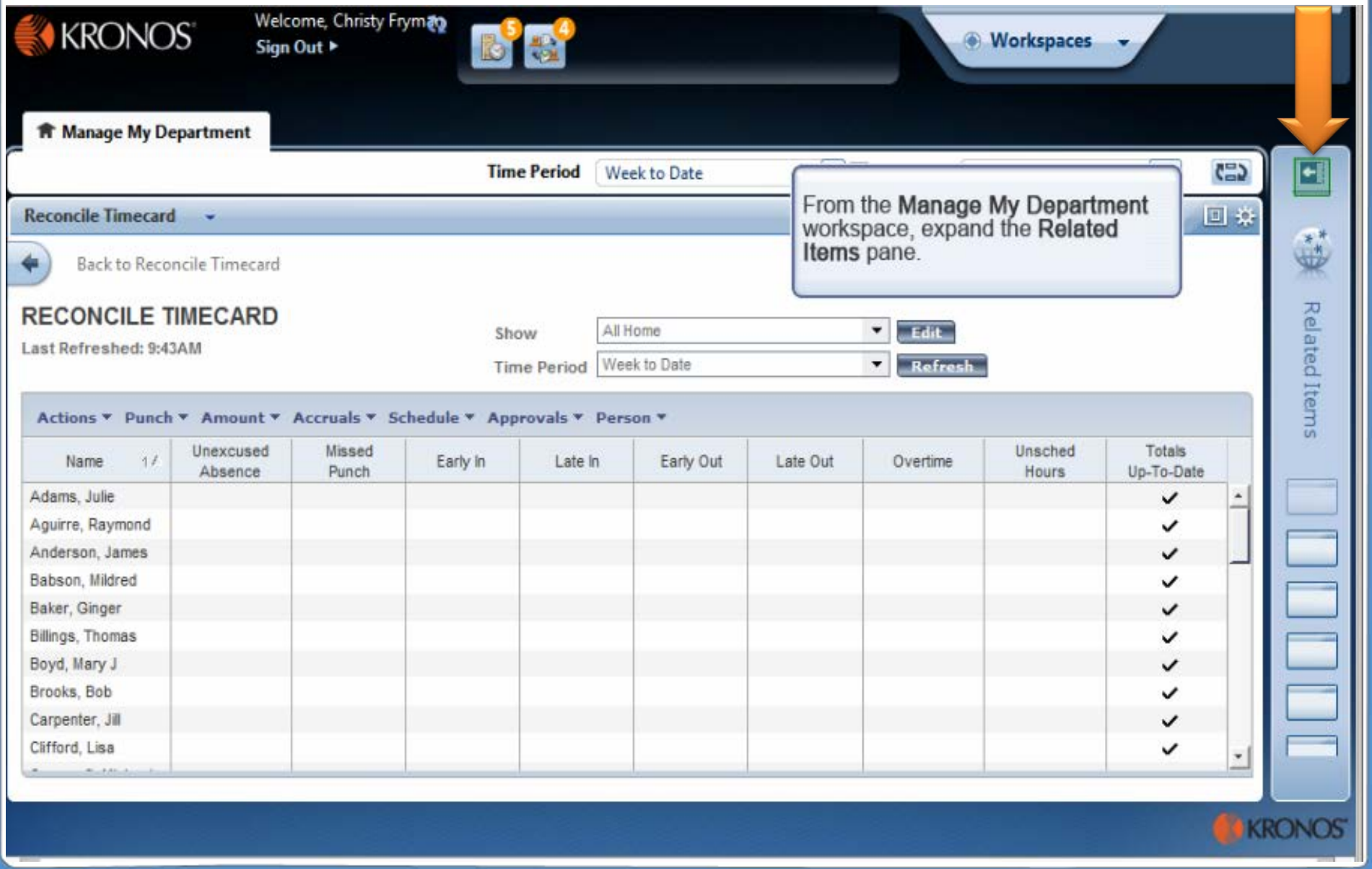
Link Name Reconcile Timecard
Application Workforce Timekeeper

# Approving Time Cards - Questions?

**After completing this session, you should be able to:**

Assign an employee to a schedule group

# Assigning a Schedule Group (continued)



# Assigning a Schedule Group (continued)

KRONOS

KRONOS

Welcome, Christy Frym

Sign Out

Workspaces

Manage My Department

Time Period Week to Date Show All Home

Reconcile Timecard

Back to Reconcile Timecard

RECONCILE TIMECARD

Last Refreshed: 9:43AM

Show All Home Edit

Time Period Week to Date Refresh

Actions Punch Amount Accruals Schedule Approvals Person

| Name | Unexcused Absence | Missed Punch | Early In | Late In | Early Out | Late Out | Overtime | Unsc Hou |
|---|---|---|---|---|---|---|---|---|
| Adams, Julie | | | | | | | | |
| Aguirre, Raymond | | | | | | | | |
| Anderson, James | | | | | | | | |
| Babson, Mildred | | | | | | | | |
| Baker, Ginger | | | | | | | | |
| Billings, Thomas | | | | | | | | |
| Boyd, Mary J | | | | | | | | |
| Brooks, Bob | | | | | | | | |
| Carpenter, Jill | | | | | | | | |
| Clifford, Lisa | | | | | | | | |

Click **Schedule Editor**.

Related Items

Manage Requests

Pay Period Close

QuickFind

Schedule Editor

Schedule Group Multi-Line

Schedule Group Roll-Up

KRONOS

# Assigning a Schedule Group (continued)

KRONOS

Welcome, Christy Fryman
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

SCHEDULE EDITOR
Loaded: 6:23PM

Show: All Home — Edit
Time Period: Current Schedule Period — Refresh

7/22/2012-7/28/2012

BY EMPLOYEE | BY GROUP | BY EMPL

Click the **By Group** tab.

Save | Actions | Shift | Pay Code

| Name | Totals | Department | Job | Sun 7/22 | Mon 7/23 | Tue 7/24 | Wed 7/25 | Thu 7/26 | Fri 7/27 |
|---|---|---|---|---|---|---|---|---|---|
| Adams, Julie | 20.00 | ...lsen/FT/Test | PMon | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Aguirre, Raymond | 20.00 | .../Olsen/FT/QA | QAM | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Anderson, James | 40.00 | .../Olsen/FT/QA | QAS | | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p |
| Babson, Mildred | 20.00 | ...lsen/Dist/Rec | REC | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Baker, Ginger | 8.00 | Asmb/FAsmb | AshBO | | | | 3p - 11:30p | | |
| Scheduled Hours | 1,323.00 | | | 0 | 263 | 263 | 271 | 263 | 263 |
| Number of Emplo... | 43 | | | 0 | 35 | 35 | 36 | 35 | 35 |

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Assigning a Schedule Group (continued)

KRONOS

Welcome, Christy Frym
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

SCHEDULE EDITOR

Loaded: 9:44AM

Show: All Home — Edit

Time Period: Current Schedule Period — Refresh

7/29/2012-8/04/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amour

| Name | Totals | Department | Job | Su | ed 8/01 | Thu 8/02 | Fri 8/03 |
|---|---|---|---|---|---|---|---|
| Adams, Julie | 20.00 | ...lsen/FT/Test | PMon | | | 9a - 2p | 9a - 2p |
| Aguirre, Raymond | 20.00 | .../Olsen/FT/QA | QAM | | | 9a - 2p | 9a - 2p |
| Anderson, James | 40.00 | .../Olsen/FT/QA | QAS | | | 9a - 5p | 9a - 5p |

In the **Show** field, make sure that **All Home** is selected.

In the **Time Period** field, make sure that **Current Schedule Period** is selected.

# Assigning a Schedule Group (continued)

KRONOS

KRONOS

Welcome, Christy Fryman

Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

## SCHEDULE EDITOR

Loaded: 6:23PM

Show: All Home — Edit

Time Period: Current Schedule Period — Refresh

7/22/2012-7/28/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amount | Group | View

| Name | Totals | Department | Job | Sun 7/22 | Mon 7/23 | Tue 7/24 | Wed 7/25 | Thu 7/26 | Fri 7/27 |
|---|---|---|---|---|---|---|---|---|---|
| Ungrouped Emp... | | | | | | | | | |
| Baker, Ginger | 8.00 | ...Asmb/FAsmb | AsbBO | | | | 3p - 1130p | | |
| Boyd, Mary J | 0.00 | ...i/Olsen/Asmb | Supr | | | | | | |
| Crowsoft, Mich... | 0.00 | ...i/Olsen/Asmb | Supr | | | | | | |
| Netzley, Shakira | 40.00 | Isen/FT/Test | TT | | | | | 7a - 330p | 7a - 330p |
| Scheduled Hours | 1,323.00 | | | 0 | | | | 263 | 263 |
| Number of Emplo... | 43 | | | 0 | | | | 35 | 35 |

In the **Ungrouped Employees** group, right click on the employee **(Emily Johnson)**.

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Assigning a Schedule Group (continued)

KRONOS

Welcome, Christy Fryman
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

*SCHEDULE EDITOR

Loaded: 6:23PM

Show: All Home — Edit

Time Period: Current Schedule Period — Refresh

7/22/2012-7/28/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amount | Group | View

| Name | Totals | Department | Job | Sun 7/22 | Mon 7/23 | Tue 7/24 | Wed 7/25 | Thu 7/26 | Fri 7/27 |
|---|---|---|---|---|---|---|---|---|---|
| Boyd, Mary J | .00 | ...i/Olsen/Asmb | Supr | | | | | | |
| Crowsoft, Mich... | .00 | ...i/Olsen/Asmb | Supr | | | | | | |
| Johnson, Emily | 2.50 | Asmb/EAsmb | AsbCO | | | | | | |
| Netzley, Sh | | est | TT | | | 7a - 330p | 7a - 330p | 7a - 330p | 7a - 330p |
| Ryan, Kavi | | est | TT | | | | | | |
| Scheduled H | | | | | 258.5 | 258.5 | 266.5 | 258.5 | 258.5 |
| Number of E | | | | 0 | 34 | 34 | 35 | 34 | 34 |

Add to Group
Remove from Group
Add Pattern
Edit Pattern
Delete Pattern
Lock
Unlock
Schedule Outline
Accruals
Audits

Select **Add to Group**.

COMMENT

| Date | ode | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Assigning a Schedule Group (continued)

KRONOS

Welcome, Christy Fryman
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

*SCHEDULE EDITOR

Loaded: 6:23PM

Show: All Home

From the **Schedule Group** drop-down list, select the group **(First Shift)** to which you want to add the employee.

**Add to Group**

Schedule Group: 1st Shift DIST-i

*Start Date: 7/22/2012

*End Date: Forever

Remove employees from other schedule inheritance groups for selected date range.

OK | Cancel | Help

7/22/2012-7/28/2012

BY EMPLOYEE | BY GROUP | BY EMPLO

Save | Actions | Shift | Pay Code

| Name | Totals | Department | | Fri 7/27 |
|---|---|---|---|---|
| Boyd, Mary J | 0.00 | ...i/Olsen/Asmb | Sup | |
| Crowsoft, Mich... | 0.00 | ...i/Olsen/Asmb | Sup | |
| Johnson, Emily | 22.50 | ...Asmb/FAsmb | Asi | |
| Netzley, Shakira | 40.00 | ...lsen/FT/Test | TT | 7a - 330p |
| Ryan, Kayla | 0.00 | lsen/FT/Test | TT | |
| Scheduled Hours | 1,323.00 | | | 258.5 258.5 |
| Number of Emplo... | 43 | | | 34 34 |

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Assigning a Schedule Group (continued)

KRONOS

Welcome, Christy Fryman
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

*SCHEDULE EDITOR
Loaded: 6:23PM

Show: All Home | Edit

7/22/2012-7/28/2012

BY EMPLOYEE | BY GROUP | BY EMPLO

Save | Actions | Shift | Pay Code

| Name | Totals | Department | | 7/26 | Fri 7/27 |
|---|---|---|---|---|---|
| Boyd, Mary J | 0.00 | ...i/Olsen/Asmb | Sup | | |
| Crowsoft, Mich... | 0.00 | ...i/Olsen/Asmb | Sup | | |
| Johnson, Emily | 22.50 | ...Asmb/FAsmb | Asl | | |
| Netzley, Shakira | 40.00 | ...lsen/FT/Test | TT | | 7a - 330p |
| Ryan, Kayla | 0.00 | lsen/FT/Test | TT | | |
| Scheduled Hours | 1,323.00 | | | 258.5 | 258.5 |
| Number of Emplo... | 43 | | | 34 | 34 |

Add to Group

Schedule Group: First Shift

*Start Date: 7/22/2012

*End Date: Forever

Remove employees from other schedule inheritance groups for selected date range.

OK | Cancel | Help

Click OK.

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Assigning a Schedule Group (continued)

KRONOS

KRONOS

Welcome, Christy Fryman
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

*SCHEDULE EDITOR

Loaded: 6:23PM

Show: All Home — Edit

Time Period: Current Schedule Period — Refresh

7/22/2012-7/28/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Accrual Amount | Group | View

Click Save.

| Name | Totals | D... | ... | Sun 7/22 | Mon 7/23 | Tue 7/24 | Wed 7/25 | Thu 7/26 | Fri 7/27 |
|---|---|---|---|---|---|---|---|---|---|
| Boyd, Mary J | 0.00 | ...i/Olsen/Asmb | Supr | | | | | | |
| Crowsoft, Mich... | 0.00 | ...i/Olsen/Asmb | Supr | | | | | | |
| Netzley, Shakira | 40.00 | ...lsen/FT/Test | TT | | 7a - 330p | 7a - 330p | 7a - 330p | 7a - 330p | 7a - 330p |
| Ryan, Kayla | 0.00 | ...lsen/FT/Test | TT | | | | | | |
| 1st Shift DIST ... | 0.00 | | | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Scheduled Hours | 1,323.00 | | | 0 | 258.5 | 258.5 | 266.5 | 258.5 | 258.5 |
| Number of Emplo... | 43 | | | 0 | 34 | 34 | 35 | 34 | 34 |

COMMENTS | REQUESTS

| Date | / | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|---|

KRONOS

# Assigning a Schedule Group (continued)

A message appears that informs you changes are being applied to the employee's schedule.

Click **OK**.

Workforce Central

Schedule changes are currently being applied to the selected people.
Click Refresh in a few minutes.

OK

# Assigning a Schedule Group (continued)

KRONOS

Welcome, Christy Fryman
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

SCHEDULE EDITOR
Loaded: 6:26PM

Show: All Home — Edit
Time Period: Current Schedule Period — Refresh

7/22/2012-7/28/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amount

Your edits have been saved but may not update immediately on the screen.

Click **Refresh**.

| Name | Totals | Department | Job | Sun 7/22 | | | | Thu 7/26 | Fri 7/27 |
|---|---|---|---|---|---|---|---|---|---|
| Hoyle, Liam | 40.00 | ...Asmb/FAsmb | AsbBO | | | | | 7a - 330p | 7a - 330p |
| Johnson, Emily | 0.00 | ...Asmb/FAsmb | AsbCO | | | | | | |
| Lussier, Rob | 40.00 | ...Asmb/FAsmb | AsbAO | | 3p - 1130p | 3p - 1130p | 3p - 1130p | 3p - 1130p | 3p - 1130p |
| O'Donnell, Robert | 40.00 | ...Asmb/FAsmb | AsbBO | | 3p - 1130p | 3p - 1130p | 3p - 1130p | 3p - 1130p | 3p - 1130p |
| Rogers, Jack | 40.00 | ...Asmb/FAsmb | AsbAO | | 7a - 330p | 7a - 330p | 7a - 330p | 7a - 330p | 7a - 330p |
| Scheduled Hours | 1,300.50 | | | 0 | 258.5 | 258.5 | 266.5 | 258.5 | 258.5 |
| Number of Emplo... | 43 | | | 0 | 34 | 34 | 35 | 34 | 34 |

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Assigning a Schedule Group (continued)

KRONOS

KRONOS

Welcome, Christy Fryman
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

SCHEDULE EDITOR

Loaded: 6:26PM

Show: All Home — Edit

Time Period: Current Schedule Period — Refresh

7/22/2012-7/28/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amount | Grou

The employee has now been added to the schedule group.

| Name | Totals | Department | Job | Sun 7/22 | | Wed 7/25 | Thu 7/26 | Fri 7/27 |
|---|---|---|---|---|---|---|---|---|
| Lussier, Rob | 40.00 | ...Asmb/FAsmb | AsbAO | | 3p - 1130p | 3p - 1130p | 3p - 1130p | 3p - 1130p | 3p - 1130p | 3p - 1130p |
| O'Donnell, Robert | 40.00 | ...Asmb/FAsmb | AsbBO | | 3p - 1130p | 3p - 1130p | 3p - 1130p | 3p - 1130p | 3p - 1130p |
| Rogers, Jack | 40.00 | Asmb/FAsmb | AsbAO | | 7a - 330p | 7a - 330p | 7a - 330p | 7a - 330p | 7a - 330p |
| Scheduled Hours | 1,300.50 | | | 0 | 258.5 | 258.5 | 266.5 | 258.5 | 258.5 |
| Number of Emplo... | 43 | | | 0 | 34 | 34 | 35 | 34 | 34 |

COMMENTS | REQUESTS

| Date | / | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|---|

KRONOS

# Scheduling to Groups - Questions?

KRONOS

# After completing this session, you should be able to:

Edit a scheduled shift

# Editing a Scheduled Shift (continued)

KRONOS

KRONOS

Welcome, Christy Frym

Sign Out

Workspaces

Manage My Department

Time Period

Home

In the **Manage My Department** workspace, expand the **Related Items** pane.

Reconcile Timecard

Back to Reconcile Timecard

## RECONCILE TIMECARD

Last Refreshed: 11:43AM

Show: All Home — Edit

Time Period: Week to Date — Refresh

Actions | Punch | Amount | Accruals | Schedule | Approvals | Person

| Name | Unexcused Absence | Missed Punch | Early In | Late In | Early Out | Late Out | Overtime | Unsched Hours | Totals Up-To-Date |
|---|---|---|---|---|---|---|---|---|---|
| Adams, Julie | ✓ | | | | | | | | ✓ |
| Aguirre, Raymond | ✓ | | | | | | | | ✓ |
| Anderson, James | | | | | | | | | ✓ |
| Babson, Mildred | ✓ | | | | | | | | ✓ |
| Baker, Ginger | | | | | | | | | ✓ |
| Billings, Thomas | ✓ | | | | | | | | ✓ |
| Boyd, Mary J | | | | | | | | | ✓ |
| Brooks, Bob | | | | | | | | | ✓ |
| Carpenter, Jill | | | | | | | | | ✓ |
| Clifford, Lisa | | | | | | | | | ✓ |

Related Items

KRONOS

# Editing a Schedule Shift (continued)

KRONOS

KRONOS

Welcome, Christy Frym

Sign Out

Workspaces

Manage My Department

Time Period Week to Date

Show All Home

Reconcile Timecard

Back to Reconcile Timecard

RECONCILE TIMECARD

Last Refreshed: 9:43AM

Show All Home Edit

Time Period Week to Date Refresh

Actions Punch Amount Accruals Schedule Approvals Person

| Name | Unexcused Absence | Missed Punch | Early In | Late In | Early Out | Late Out | Overtime | Unsc Hou |
|---|---|---|---|---|---|---|---|---|
| Adams, Julie | | | | | | | | |
| Aguirre, Raymond | | | | | | | | |
| Anderson, James | | | | | | | | |
| Babson, Mildred | | | | | | | | |
| Baker, Ginger | | | | | | | | |
| Billings, Thomas | | | | | | | | |
| Boyd, Mary J | | | | | | | | |
| Brooks, Bob | | | | | | | | |
| Carpenter, Jill | | | | | | | | |
| Clifford, Lisa | | | | | | | | |

Click **Schedule Editor**.

Related Items

Manage Requests

Pay Period Close

Quick Edit

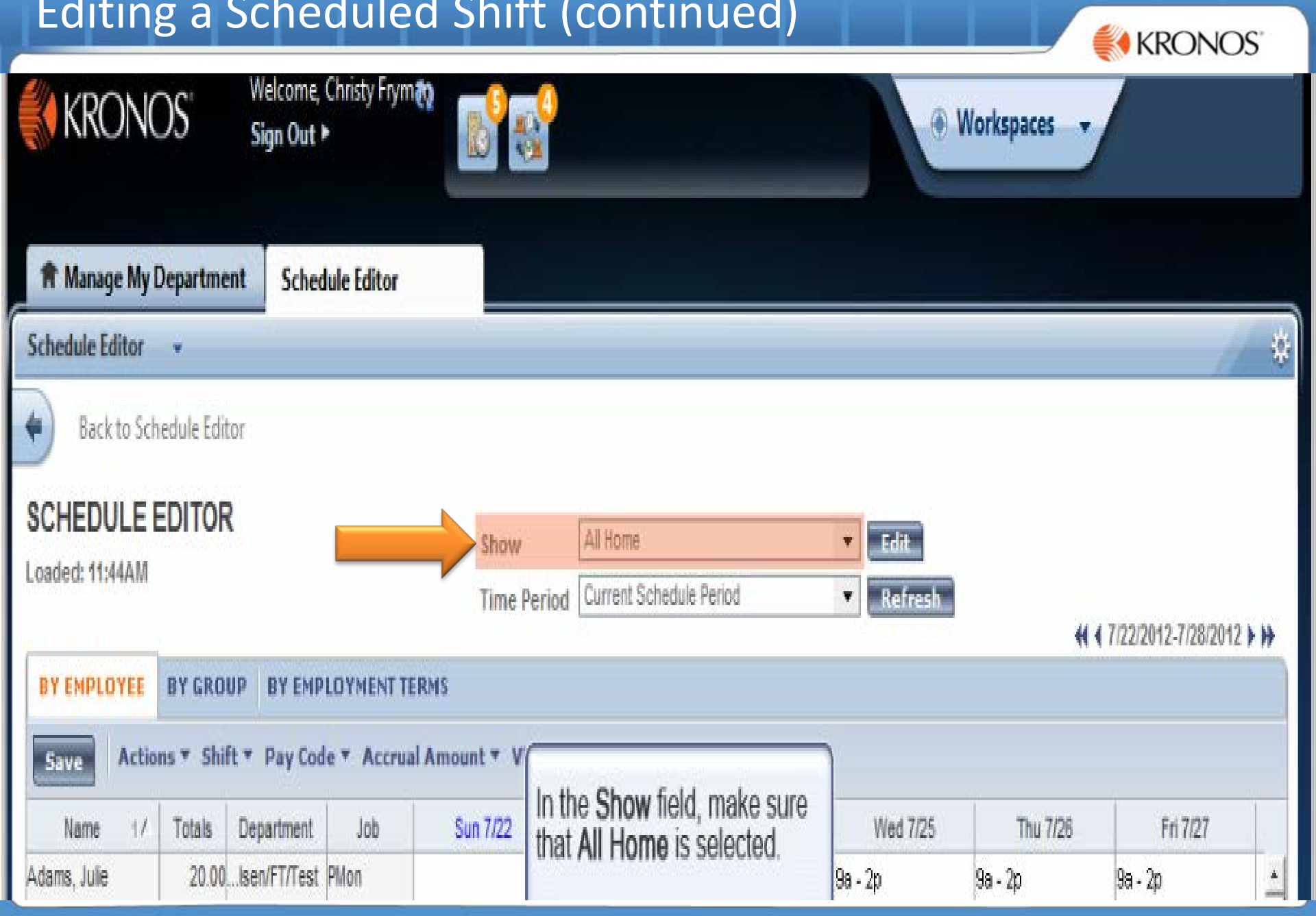
Schedule Editor

Schedule Group Multi-Line

Schedule Group Roll-Up

KRONOS

# Editing a Scheduled Shift (continued)



# Editing a Scheduled Shift (continued)

KRONOS

Welcome, Christy Fryman
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

SCHEDULE EDITOR
Loaded: 11:44AM

Show: All Home — Edit
Time Period: Current Schedule Period — Refresh

- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- Today
- Yesterday
- Week to Date
- Last Week
- 7/28/2012, Specific Date
- 7/28/2012 - 7/28/2012, Range of Dates

7/22/2012-7/28/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amount | View

| Name | Totals | Department | Job | Sun 7/22 | | | | Wed 7/25 | Thu 7/26 | Fri 7/27 |
|---|---|---|---|---|---|---|---|---|---|---|
| Adams, Julie | 20.00 | ...lsen/FT/Test | PMon | | 9a - | | | 2p | 9a - 2p | 9a - 2p |
| Aguirre, Raymond | 20.00 | .../Olsen/FT/QA | QAM | | 9a - | | | 2p | 9a - 2p | 9a - 2p |
| Anderson, James | 40.00 | .../Olsen/FT/QA | QAS | | 9a - 5p | 9a - 5p | 9a - 5p | | 9a - 5p | 9a - 5p |
| Babson, Mildred | 20.00 | ...lsen/Dist/Rec | REC | | 9a - 2p | 9a - 2p | 9a - 2p | | 9a - 2p | 9a - 2p |
| Baker, Ginger | 0.00 | Asmb/EAsmb | AshBO | | | | | | | |
| Scheduled Hours | 1,315.00 | | | | | | | 263 | 263 | 263 |
| Number of Emplo... | 43 | | | | | | | 35 | 35 | 35 |

From the **Time Period** drop-down list, select **Next Schedule Period**.

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Editing a Scheduled Shift (continued)

KRONOS

KRONOS Welcome, Christy Fryman Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

## SCHEDULE EDITOR

Loaded: 11:45AM

Show: All Home — Edit

Time Period: Next Schedule Period — Refresh

7/29/2012-8/04/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amount | View

| Name | Totals | Department | Job | Sun 7/29 | Mo 0 | Tue 7/31 | Wed 8/01 | Thu 8/02 | Fri 8/03 |
|---|---|---|---|---|---|---|---|---|---|
| Anderson, James | 40.00 | .../Olsen/FT/QA | QAS | | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p |
| Babson, Mildred | 20.00 | ...lsen/Dist/Rec | REC | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Baker, Ginger | 0.00 | ...Asmb/FAsmb | AsbBO | | | | | | |
| Billings, Thomas | 20.00 | ...lsen/Dist/Ship | Ship | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Boyd, Mary L | 0.00 | .../Olsen/Asmb | Supr | | | | | | |
| Scheduled Hours | 1,319.00 | | | 0 | 263 | 267 | 263 | 263 | 263 |
| Number of Emplo... | 43 | | | | | | 35 | 35 | 35 |

Click the applicable date cell. (Monday for Ginger Baker).

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Editing a Scheduled Shift (continued)

KRONOS

KRONOS

Welcome, Christy Frymire

Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

## SCHEDULE EDITOR

Loaded: 11:45AM

Show: All Home — Edit

Time Period: Next Schedule Period — Refresh

7/29/2012-8/04/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amount | View

| Name | Totals | Department | Job | Sun 7/29 | M 30 | Tue 7/31 | Wed 8/01 | Thu 8/02 | Fri 8/03 |
|---|---|---|---|---|---|---|---|---|---|
| Anderson, James | 40.00 | .../Olsen/FT/QA | QAS | | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p |
| Babson, Mildred | 20.00 | ...lsen/Dist/Rec | REC | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Baker, Ginger | 0.00 | ...Asmb/FAsmb | AsbBO | | | | | | |
| Billings, Thomas | 20.00 | ...lsen/Dist/Ship | Ship | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Boyd, Mary L | 0.00 | il/Olsen/Asmb | Supr | | | | | | |
| Scheduled Hours | 1,319.00 | | | | | 263 | 263 | 263 | 263 |
| Number of Emplo... | 43 | | | | | 35 | 35 | 35 | 35 |

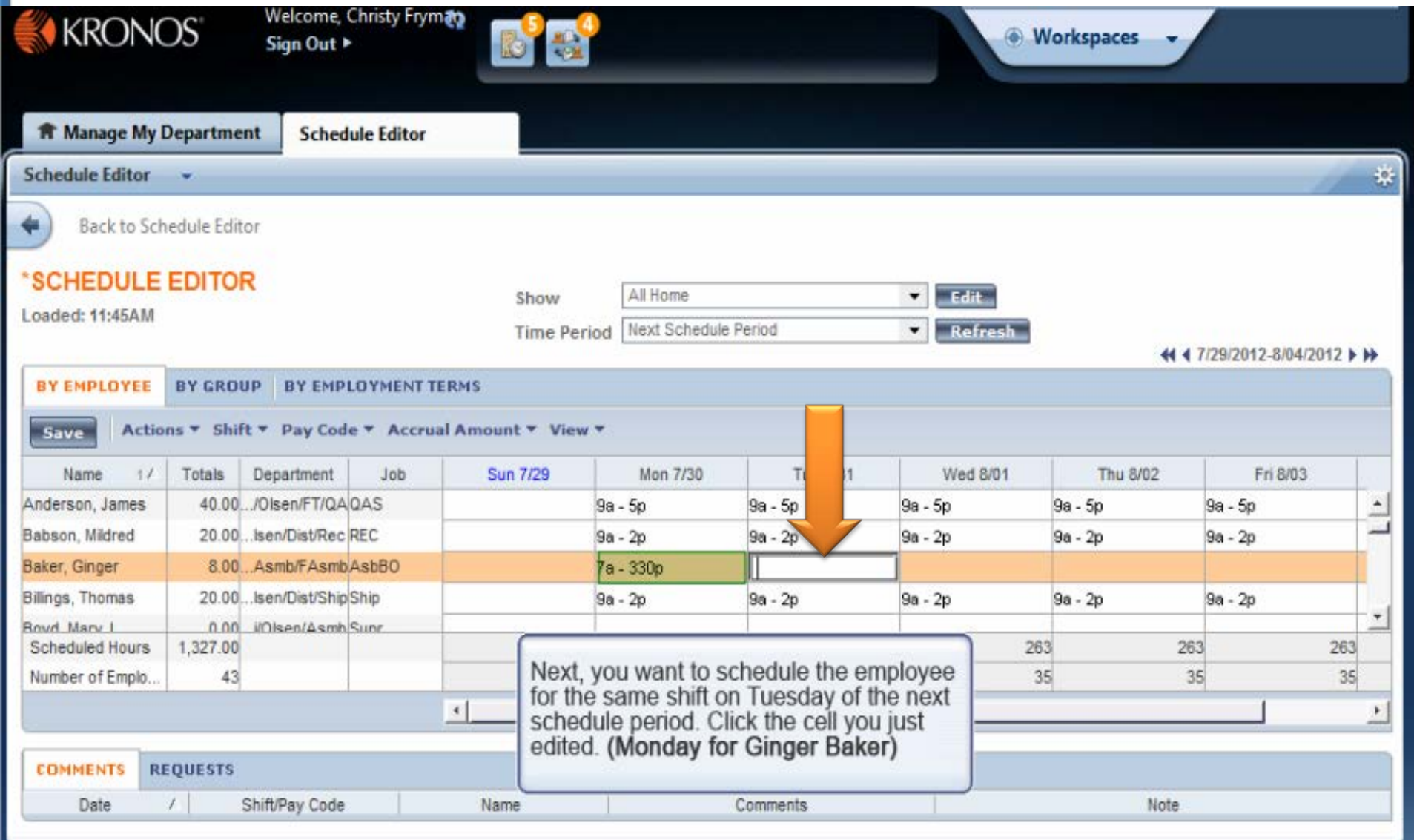
Enter the applicable schedule hours **(7a-330p)**, and then press **Tab**.

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Editing a Scheduled Shift (continued)




Next, you want to schedule the employee for the same shift on Tuesday of the next schedule period. Click the cell you just edited. **(Monday for Ginger Baker)**

# Editing a Scheduled Shift (continued)

KRONOS

Welcome, Christy Frym
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

*SCHEDULE EDITOR

Loaded: 11:45A

Show: All Home — Edit

Time Period: Next Schedule Period — Refresh

7/29/2012-8/04/2012

BY EMPLOYE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amoun

Select Actions > Copy.

Actions:
- Select All
- Cut
- Copy
- Paste
- Restore
- Lock
- Unlock
- Print Screen
- Export to Excel

| Name | Department | Job | Sur | Tue 7/31 | Wed 8/01 | Thu 8/02 | Fri 8/03 |
|---|---|---|---|---|---|---|---|
| Anderson, Ja | | | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p |
| Babson, Mild | | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Baker, Ginge | Asmb/FAsmb | AsbBO | 7a - 330p | | | | |
| Billings, Thom | sen/Dist/Ship | Ship | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Boyd, Mary | Olsen/Asmb | Supr | | | | | |
| Scheduled H | | | 0 | 271 | 267 | 263 | 263 | 263 |
| Number of E | | | 0 | 36 | 35 | 35 | 35 | 35 |

COMMENTS | REQUESTS

| Date | / | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|---|

KRONOS

# Editing a Scheduled Shift (continued)

KRONOS

KRONOS

Welcome, Christy Frym

Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

*SCHEDULE EDITOR

Loaded: 11:45AM

Show: All Home — Edit

Time Period: Next Schedule Period — Refresh

7/29/2012-8/04/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amoun

Click the cell in which you want to paste the schedule. **(Tuesday for Ginger Baker)**

| Name | Totals | Department | Job | Sun | | 3/01 | Thu 8/02 | Fri 8/03 |
|---|---|---|---|---|---|---|---|---|
| Anderson, James | 40.00 | .../Olsen/FT/QA | QAS | | | | 9a - 5p | 9a - 5p |
| Babson, Mildred | 20.00 | ...lsen/Dist/Rec | REC | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Baker, Ginger | 8.00 | ...Asmb/FAsmb | AsbBO | | 7a - 330p | | | |
| Billings, Thomas | 20.00 | ...lsen/Dist/Ship | Ship | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Boyd, Mary L | 0.00 | .../Olsen/Asmb | Supr | | | | | |
| Scheduled Hours | 1,327.00 | | | 0 | 271 | 267 | 263 | 263 | 263 |
| Number of Emplo... | 43 | | | 0 | 36 | 35 | 35 | 35 | 35 |

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Editing a Scheduled Shift (continued)

KRONOS

Welcome, Christy Frym
Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

*SCHEDULE EDITOR

Loaded: 11:45A

Show: All Home — Edit

Time Period: Next Schedule Period — Refresh

7/29/2012-8/04/2012

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amoun

Select Actions > Paste.

Actions:
- Select All
- Cut
- Copy
- Paste
- Restore
- Lock
- Unlock
- Print Screen
- Export to Excel

| Name | Department | Job | Sun | Tue 7/31 | Wed 8/01 | Thu 8/02 | Fri 8/03 |
|---|---|---|---|---|---|---|---|
| Anderson, Ja | Olsen/FT/QA | QAS | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p |
| Babson, Mild | /Dist/Rec | REC | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Baker, Ginge | | O | 7a - 330p | | | | |
| Billings, Thom | sen/Dist/Ship | Ship | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Boyd, Mary | Olsen/Asmb | Supr | | | | | |
| Scheduled H | | | 0 | 271 | 267 | 263 | 263 | 263 |
| Number of E | | | 0 | 36 | 35 | 35 | 35 | 35 |

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Editing a Scheduled Shift (continued)

KRONOS

KRONOS

Welcome, Christy Fryman

Sign Out

Workspaces

Manage My Department | Schedule Editor

Schedule Editor

Back to Schedule Editor

*SCHEDULE EDITOR

Last: 11:45AM

Show: All Home — Edit

Time Period: Next Schedule Period — Refresh

7/29/2012-8/04/2012

EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS

Save | Actions | Shift | Pay Code | Accrual Amount

Click **Save**.

| Name | Totals | Department | Job | Sun | Mon 7/30 | Tue 7/31 | Wed 8/01 | Thu 8/02 | Fri 8/03 |
|---|---|---|---|---|---|---|---|---|---|
| Anderson, James | 40.00 | .../Olsen/FT/QA | QAS | | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p | 9a - 5p |
| Babson, Mildred | 20.00 | ...Isen/Dist/Rec | REC | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Baker, Ginger | 16.00 | ...Asmb/FAsmb | AsbBO | | 7a - 330p | 7a - 330p | | | |
| Billings, Thomas | 20.00 | ...Isen/Dist/Ship | Ship | | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p | 9a - 2p |
| Boyd, Mary J | 0.00 | .../Olsen/Asmb | Supr | | | | | | |
| Scheduled Hours | 1,335.00 | | | 0 | 271 | 275 | 263 | 263 | 263 |
| Number of Emplo... | 43 | | | 0 | 36 | 36 | 35 | 35 | 35 |

COMMENTS | REQUESTS

| Date | Shift/Pay Code | Name | Comments | Note |
|---|---|---|---|---|

KRONOS

# Editing a Scheduled Shift - Questions?

# Session V: Coming Soon

KRONOS

**More to come**:

- Delegating Authority
- City Closure:
  - Awarding time off to an employee – who worked during closure
  - Granting paid time to employees who did not work
- Leave donation
- Awarding other leave hours
- Call Out:
  - Subject to call out payment
  - Call out minimum to the employees who do work
- Supplying Additional info needed to support KRONOS:
  - Supervisors, new hire info, employee transfers between supervisor and non-supervisor

# Conclusion of Manager/Supervisor Training – KRONOS