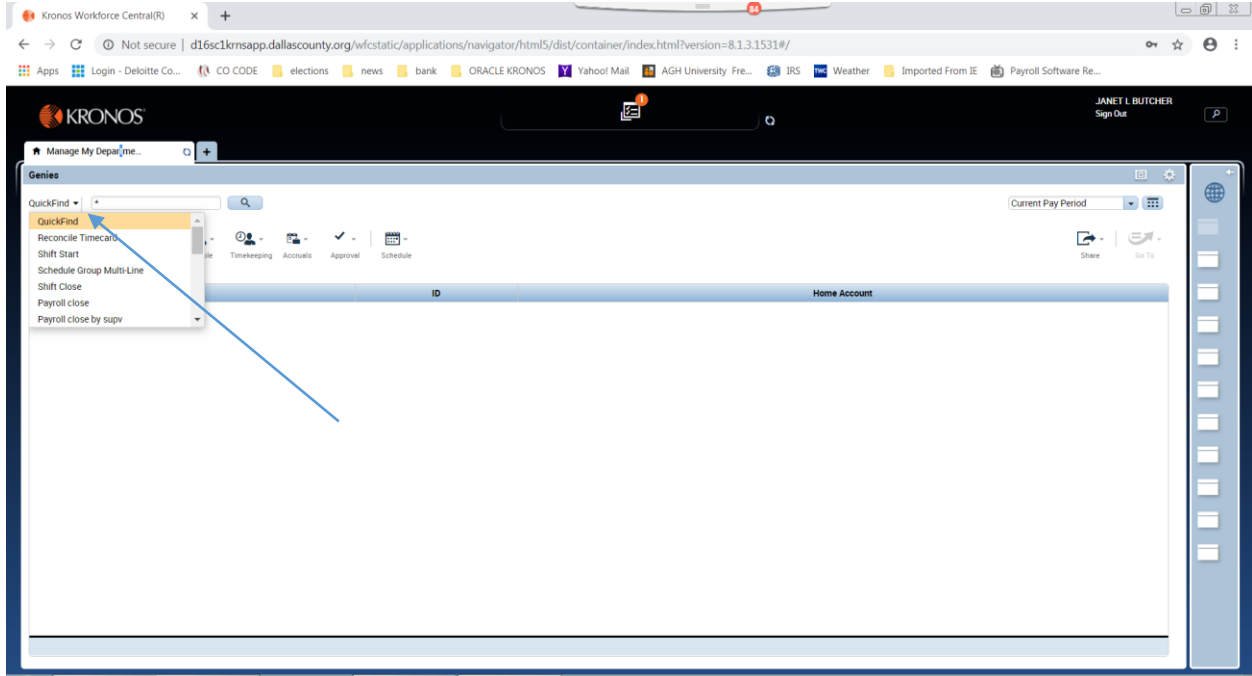
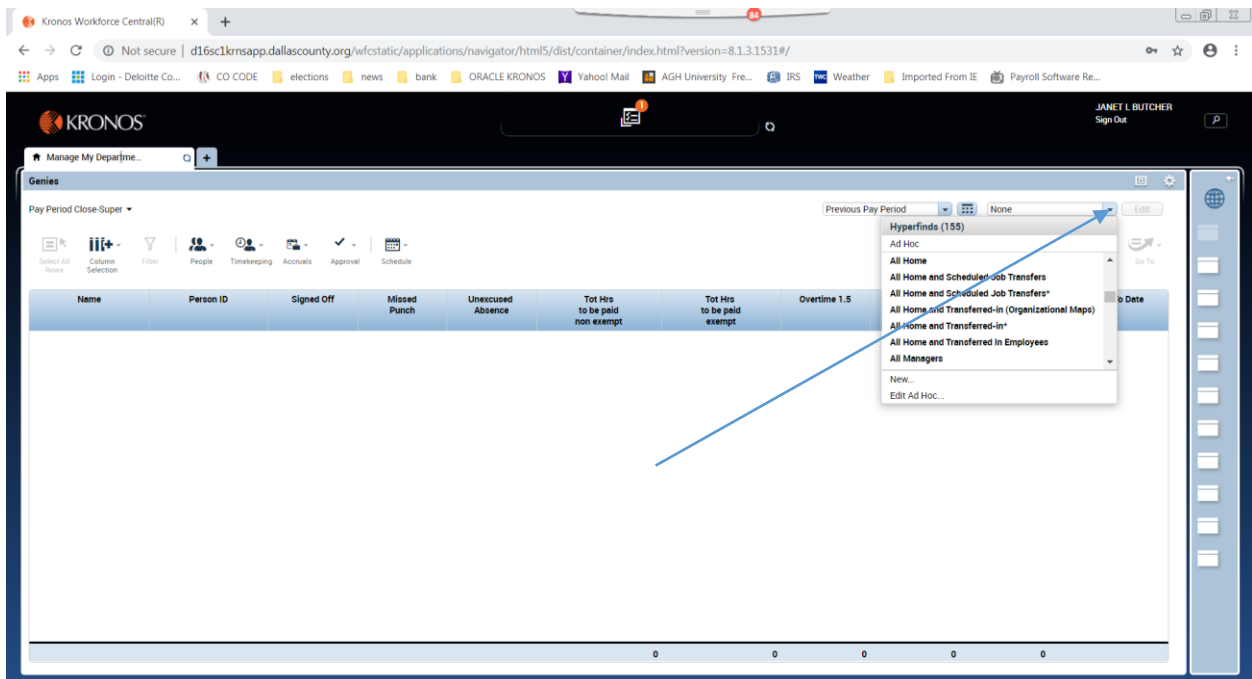


Kronos – What has changed?

WHERE ARE MY GENIES? – Click the drop down on the right next to Quick Find.



WHERE ARE MY HYPERFINDS? Click the drop down next to “none” field.



WHERE IS THE RANGE OF DATES? Click the calendar next to defined period selection box

The screenshot shows the Kronos Workforce Central interface. At the top, the browser address bar displays the URL: `d16sc1krnsapp.dallascounty.org/wfstatic/applications/navigator/html5/dist/container/index.html?version=8.1.3.1531#`. The user is logged in as JANET L BUTCHER. The main interface features a navigation bar with options like 'Manage My Department', 'Genies', and 'Pay Period Close-Super'. A 'Select Dates' dialog box is open, showing 'Start Date' and 'End Date' fields. A blue arrow points to the calendar icon next to the 'Previous Pay Period' dropdown menu, which is currently set to 'None'. The main data table below the dialog has the following columns: Name, Person ID, Signed Off, Missed Punch, Unexcused Absence, Tot Hrs to be paid non exempt, Tot Hrs to be paid exempt, All Comp Earned, and Totals Up To Date. The table content is currently empty.

WHERE IS THE TOTALS WINDOW? Is now across the bottom of the timecard view. The position can be changed to allow viewing of more of the timecard by double clicking on “show or hide more” – Splitter Bar.

Clicking on the either “ALL” drop down will change totals in the view or the columns in the view.

The screenshot shows the Kronos Workforce Central interface for Jimmy Collins. The main table displays timecard data for dates from Fri 3/29 to Thu 4/04. The 'Totals' section at the bottom shows a summary for 'All' employees, with columns for Location, Job, Account, Pay Code, Amount, and Wages. A blue arrow points to the 'ALL' dropdown in the Totals section, and another blue arrow points to the 'Go To' icon in the top right corner.

HOW DO I GET TO THE SCHEDULE FROM THE TIMECARD? Click the “GO TO” icon – select the Schedules.

The screenshot shows the Kronos Workforce Central interface for Jimmy Collins. The main table displays timecard data for dates from Fri 3/29 to Sat 4/13. A blue arrow points to the 'Go To' icon in the top right corner, which has opened a dropdown menu. The menu options include Audits, Exceptions, People Editor, Reports, Requests, Rule Analysis, Schedules, and Go to workspace.

WHAT DO THE TABS ACROSS THE TOP MEAN? Kronos now allow multiple screen to remain open to easily switch between timecards, schedule, etc.

The screenshot shows the Kronos Workforce Central interface for user RODRIGUEZ, ANGEL. The top navigation bar includes tabs for 'Manage My Department', 'Timecards', 'Schedules', and 'People Editor'. The 'Timecards' tab is active, displaying a grid with columns: Date, Pay Code, Amount, In, Transfer, and Out. The grid shows dates from Sat 3/16 to Mon 3/25. A blue bubble is present on the date Fri 3/22. Below the grid, there are sections for 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. The 'Audits' section is currently empty, displaying 'No data to display'.

WHERE IS THE COMMENTS TAB? Comments are now part of the Audits tab. Click the drop down and select Comments. If you hover over the blue bubble on the day with the comment it will display.

The screenshot shows the Kronos Workforce Central interface for user COLLINS, JIMMY. The top navigation bar includes tabs for 'Manage My Department', 'Timecards', 'Schedules', and 'People Editor'. The 'Timecards' tab is active, displaying a grid with columns: Date, Pay Code, Amount, In, Transfer, and Out. The grid shows dates from Fri 3/29 to Sat 4/06. A blue bubble is present on the date Fri 4/05. Below the grid, there are sections for 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. The 'Audits' section is expanded, showing a dropdown menu with options: 'Comments', 'Audits', 'Overtime Requests', and 'Signoff and Approval'. The 'Comments' option is selected, and a table with columns: Time, Type, User, Comment, and Note is displayed below. The table currently shows 'No data to display'.

WHERE ARE THE HISTORICAL EDITS EFFECTING THE PAY PERIOD? When a historical edit has been completed that effects the pay period, “Viewing” appears when the “Totals” tab is selected. All totals – including corrections, Corrections – only historical amounts, or No Corrections – current period only, can be selected. This will be summary only.

The screenshot shows the Kronos Workforce Central interface. At the top, the user is logged in as JANET L BUTCHER. The main area displays the Timecards for COLLINS, JIMMY. Below the timecard grid, the 'Totals' tab is selected, showing a summary table. A dropdown menu is open over the 'Viewing: Corrections' field, with 'Corrections' selected. The summary table shows a total amount of 9.5 and a correction amount of 30.00.

Location	Job	Account	Pay Code	Amount
		.00120/1070/0000/0000/00000/00994	REGULAR	9.5

The details will be on the Historical Corrections tab in the pay period the edit was performed. A dot will display by the date on days with Historical Corrections.

The screenshot shows the Kronos Workforce Central interface with the 'Historical Corrections' tab selected. The interface displays a list of corrections. A blue arrow points to a dot on the date 2/05/2019 in the timecard grid, indicating a historical correction. The 'Historical Corrections' table below shows the details of the correction.

Pending	Historical Date	Type of Edit	Pay Code	Amount	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals	Person ID	Person Name
	2/04/2019	Correction	REGULAR	9.5 (paid)	...000/00000/00994			JBUTCHER.d.	4/04/2019 11...	4/04/2019	No	9999999999	COLLINS, JIMMY
	2/05/2019	Correction	REGULAR	9.5	...000/00000/00994			JBUTCHER.d.	4/04/2019 11...	4/04/2019	Yes	9999999999	COLLINS, JIMMY

WHAT DOES THE HISTORICAL EDIT LOOK LIKE IN THE PERIOD IS WAS CORRECTING? Clicking the Historical edit tab will display the edit that was performed. The corrected pay code will be displayed on the actual timecard with a DOT next to the date. Pay codes added will not display on the time card –they are only visible in the Historical Corrections tab.

The screenshot displays the Kronos Workforce Central interface. At the top, the user is identified as JANET L BUTCHER. The main section shows a timecard for TALLEY, MARY, with a 'Historical Corrections' tab selected. The timecard grid shows dates from Sat 2/02 to Tue 2/05. On Mon 2/04, there is an entry for 'SICK FMLA' with an amount of 2.3. The 'Historical Corrections' table below shows two correction entries for this date.

Pending	Historical Date	Type of Edit	Pay Code	Amount	Wages	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals	Person ID	Person Name
	2/04/2019	Correction	SICK FMLA	2.3	\$0.00	-30/00000/00994			JBUTCHER...	4/09/2019	4/12/2019	Yes	14665	TALLEY, MARY
	2/04/2019	Correction	SICK	-2.3	\$0.00	-30/00000/00994			JBUTCHER...	4/09/2019	4/12/2019	Yes	14665	TALLEY, MARY