### **KRONOS**

# **SUPERVISOR**

## TRAINING

6.3

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#### **Basic Navigation**

Kronos is now divided in to areas referred to as Widgets. Widgets can address a specific task – reviewing timecards or can provide links to any Kronos page –DC All Quick links. Each widget



has a "gear" — to allow it to "pop out" (moved to center position) or "close" (moved to related items widget). You can also click on the title bar of a secondary (not center) widget and drag it to center.

The Primary widget (widget located in center pane) has a Maximize/restore icon) to toggle between the default size and maximized size.

Try moving and replacing widgets to see how they work.



Title Bar displays default Time period and default Show. Each may be changed using the associated drop down list. Use Calendar Icon next to Time period drop down to select Specific dates. Click refresh after selection changes.



Related Items widget holds closed widgets. Click on Bold widget names to open widget. To open and close the Related Items pane click the arrow in the upper right corner

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Multiple open widgets appear as Tabs.



DC All Quick Links – displays Classic workforce genies. Click to open selected genie.





Click back to DC All Quick Links to close and return to previous screen.

#### **Review Exceptions**

From the default screen click pop out on the DC Exceptions widget (you can also drag the widget to the middle)



Click the maximize button on the widget to make it full screen.

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The columns show the number of various exceptions – Punches, absent, late, left early. These exceptions indicate the need for review and possible correction. As you hover of each column "details" appears above the column. Click "details" to open the timecards for the exceptions selected.

avorites Kronos WORKFORCE CENTRAL(R)						
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Name	Punches	psent	Late	Left early	Total	
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TUNGATE STANLEY		10			10	
ETHERLY, VIRGINIA		10			10	
SCOTT JR. PRESTON		5			5	
EDWARDS, TRAKETA	1	2	2		5	
JARAMILLO, MICHAELA		-	4		4	
LILLEY, MIRIAM	2	1			3	
BURCH, PAULA		1	1		2	
EAGLE, PAUL			1		1	
OROZCO, BETTY NORMA		1			1	
RAY, YOLANDA	1				1	
TIMMINS-WALKER, CASSANDRA LYNN				1	1	=
GARRETT, JACKLON	1				1	
BOLLIN, NEDRA	1				1	
THOMAS, MARGARET	1				1	
ANDERSON, KRISTINIA			1		1	
TOLBERT, CASSANDRA RUTH	1				1	
SWEET, MARSHA	1				1	
MEDRANO, SYLVIA	1				1	
VARNADO, TANYA			1		1	
GARCIA, CHRISTINA					0	
GARZA, CHRISTOPHER					0	
JOHNSON, PRESTON					0	-
ATHON, LEIGH					0	
JONES, TERESA ANN					0	
GOMEZ, CINDY					0	•
View Details Total:	10	40	10	1	61	

Time cards with only exception days will open. Red boxes denote missed punches. Red times denote punches with exceptions to scheduled start and stop times. Correct days as needed. Double click red box to add punch. Note time cards can be displayed with daily totals or daily schedule by clicking the "Show Schedule or Show Totals". This button toggles between the options. One day schedule changes can be performed in the Show Schedule view.

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Fri 3/16 Mon 3/19 Tue 3/20 Wed 3/21	denotes missed		8:09am	4:39pm 4:45pm	8.0	=
LILLEY, MIRIAM	punch- double click		7:59am	4:39pm	8.2 View Timecard Show Sc	
Date         Pay           Mon 3/19         Thu 3/22           Fri 3/23         Fri 3/23	to add pullen	Amou		4:30pm 4:30pm	Toggle betwee daily totals an	en d
<ul> <li>RAY, YOLANDA</li> </ul>					daily schedule	;
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			Justify Marka	Reviewed Change to S	icheduled Comment Add Punch	Remove

Note daily schedule is now visible.

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Thu 3/22			7:59am	daily total	s and	8:00am - 4:3	30pm		
BURCH, PAULA				daily sche	dule	necard Show !	Schedule		
Date	Pay Code	Amount	In	Out T	ransfer	Daily	Sum	- 11	
Mon 3/12			7:30am	4:35pm		8.5	8.5		
Tue 3/13			7:30am	4:31pm		8.5	17.0		
Wed 3/14			7:25am	4:37pm		8.7	25.7		
Thu 3/15			7:25am	4:30pm		8.6	34.3		
Fri 3/16			7:40am	4:30pm		8.3	42.6		
Tue 3/20			7:50am	4:32pm		8.2	58.8		
Wed 3/21			7:45am	4:30pm		8.2	67.0		
Thu 3/22			8:15am	4:34pm		7.7	74.7	•	
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Hover over times for exception details and instructions.

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Click on exception day will activate Mark as Reviewed button. Mark as "reviewed" is not comments are needed. Once an exception is "marked as reviewed" it will no long appear in the exception count.

Click Comment button to add comments.

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Exception time will turn green when reviewed.

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Save changes. Repeat until all time cards have been reviewed. Save periodically.

Return to Summary when complete

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Refresh screen and review for any additional corrections needed.

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THERLY VIRGINIA		10			10		
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DWARDS, TRAKETA	1	2	2		5		
ARAMILLO, MICHAELA			4		4		F
ILLEY, MIRIAM	2	1			3		
URCH, PAULA		1	1		2		
AGLE, PAUL			1		1		F
DROZCO, BETTY NORMA		1			1		
AY, YOLANDA	1				1		
IMMINS-WALKER, CASSANDRA LYNN				1	1	=	
ARRETT, JACKLON	1				1	-	
OLLIN, NEDRA	1				1		
HOMAS, MARGARET	1				1		
NDERSON, KRISTINIA			1		1		
OLBERT, CASSANDRA RUTH	1				1		
WEET, MARSHA	1				1		
IEDRANO, SYLVIA	1				1		
ARNADO, TANYA			1		1		
GARCIA, CHRISTINA					0		
ARZA, CHRISTOPHER					0		
DHNSON, PRESTON					0		
THON, LEIGH					0		
DNES, TERESA ANN					0		
GOMEZ, CINDY					0	•	
iew Details Total:	10	40	10	1	61		

#### Timecard Requiring Review

Note default screen layout at sign on. The largest center widget is Timecards requiring review. Click to maximize widget.



Maximized widget shows steps to be performed to review time cards. Click on "?" for a step to see instructions or information. Note default Time period and Hyperfind. Adjust as necessary.



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Click Sign off issues step to move forward.

Pay Period Close screen will open. Review any remaining Missed Punches, Unexcused absences, and employee with less than 80 hours in either the TOT HRS TO BE PAID NON EXEMPT or TOT HURS TO BE PAID EXEMPT – depending on the employee's classification. Click various columns to sort – multiple clicks toggle between ascending and descending.

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Name	Person ID Signed	Off Missed Punch	Unexcused Absence	Tot Hrs to be paid 17	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date		
JONES, TERESA ANN	13852	//						52.5	~	-	
ETHERLY, VIRGINIA	11211	//	~						~		
TUNGATE, STANLEY	5524		~		74.7				<i>.</i>		
FINNEY-DAVENPOR	23866	/	~		/4./						
SCOTT JR. PRESTON	11457		~	32.2	8.0				ž		
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TOLBERT, CASSA				70.0				5.0	~		
GARZA, CHRISTOPH	19953			70.0				8.0	<i>·</i>		
DOLLIN, NEURA	20939	~		70.0				7.0	~		
BAX YOLANDA	12612			70.0	27.3			7.2			
GARCIA CHRISTINA	42654	~		70.0							
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Note Missed punch column has been sorted to move all employees with missed punches to the top. Select employees requiring correction.

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Name	Person	Missed Punch	Unexcused Absence	Tot Hrs to be paid 27	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date	
LILLEY, MIRIAM	18404	~	~	56.0	onompt				~	
EDWARDS, TRAKETA	20961	~	~	56.0				0.4	~	
MEDRANO, SYLVIA	1218-5	~		64.0	74.5				~	
TOLBERT, CASSAN	6073	~		70.0				5.0	~	
BOLLIN, NEDRA	28454	~		70.0					~	
GARRETT, JACKLON	32790	~		70.0	27.3			7.2	<i>s</i>	
RAY, YOLANDA	42612	~		70.0					~	
SWEET, MARSHA	2390	~		72.0	40.0				~	
THOMAS, MARGARET	18211	~		72.0	8.0		1		~	
ONES, TERESA ANN	13852							52.5	~	
THERLY, VIRGINIA	11211		~						~	
UNGATE, STANLEY	5524		~						~	
BURCH, PAULA	1071		~		74.7				~	_
INNEY-DAVENPOR	23866		~						~	
COTT JR, PRESTON	11457		~	32.2	8.0				~	
THON, LEIGH	42656			40.0					~	
RANKLIN, LACRES	42662			40.0					~	
SLAYTON, GIA	38592			40.6					~	
IURNER, NAN	3033-2			48.6					~	-
SAD7A CHDISTODH	10053			70.0				8.0	. *	
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Right click to display drop down of screens to review for selected employees. Click appropriate screen to correct errors. Select timecard for correction of Missed Punches.

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Name	Person D	Schedule + App Signed	Off Missed Punch	Unexcused Absence	Tot Hrs to be paid 27	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date	
LILLEY, MIRIAM EDWARDS, TRAKETA	18404 20961		*	* *	56.0 56.0				0.4	> >	-
MEDRANO, SYLVIA TOLBERT, CASSAN BOLLIN NEDRA	1218-5 6073 28454				64.0 70.0 70.0	74.5			5.0	<i>v</i> <i>v</i>	
GARRETT, JACKLON RAY, YOLANDA	32790 42612	Add Punch –⇒ Add Amount –⇒			70.0 70.0	27.3			7.2		
SWEET, MARSHA THOMAS, MARGARET JONES, TERESA ANN	2390 / 18211 / 13852 -	Approve Sign Off Timecard	Sele	ect	72.0 72.0	40.0 8.0			52.5	~ ~ ~	
ETHERLY, VIRGINIA TUNGATE, STANLEY	11211 5524	Schedule⇒ People⇒		ropriate		74.7				<i>·</i>	
DURGH, PAULA	23866 11457	Reports	scre	en to	32.2	8.0				~ ~	
FINNEY-DAVENPOR SCOTT JR, PRESTON			cori	rect	40.0 40.0					<i>v</i>	
FINNEY-DAVENPOR SCOTT JR, PRESTON ATHON, LEIGH FRANKLIN, LACRES SLAYTON, GIA	42656 42662 38592		erro	rc	40.6					~	
FINNEY-DAVENPOR SCOTT JR, PRESTON ATHON, LEIGH FRANKLIN, LACRES SLAYTON, GIA TURNER, NAN GARZA CHRISTORH	42656 42662 38592 3033-2 10053		erro	ors	40.6 48.6 70.0				8.0		-

Classic Timecard opens for correction. Make corrections as needed. Save as needed. Double click on Step to return to Pay Period Close screen

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Actions - Punch	• Amount • Schee	lule • Approvals	* Person								
Name	Person D	Signed		Unexcused Absence	Tot Hrs to be paid 27	Tot Hrs to be paid	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date	
THERLY, VIRGINIA	11211			~	non exempt	exempt				~	
JNGATE, STANLEY	5524			~						~	
	1071			~		74.7				~	
JRCH, PAULA	23866			~						~	
JRCH, PAULA NNEY-DAVENPOR	20000			~	32.2	8.0				~	
JRCH, PAULA NNEY-DAVENPOR COTT JR, PRESTON	11457									~	
JRCH, PAULA NNEY-DAVENPOR COTT JR, PRESTON LLEY, MIRIAM	11457 18404		~	~	56.0						
JRCH, PAULA NNEY-DAVENPOR COTT JR, PRESTON LLEY, MIRIAM OWARDS, TRAKETA	11457 18404 20961		<i>s</i>	<i>y</i>	56.0 56.0				0.4	~	
JRCH, PAULA NNEY-DAVENPOR COTT JR, PRESTON LLEY, MIRIAM DWARDS, TRAKETA ROZCO, BETTY NO	11457 18404 20961 . 12418		Š	3 3 3	56.0 56.0 72.0	15.3			0.4	5	
URCH, PAULA NNEY-DAVENPOR COTT JR, PRESTON LLEY, MIRIAM DWARDS, TRAKETA ROZCO, BETTY NO DNES, TERESA ANN TUCH JE SU	11457 18404 20961 - 12418 13852 40050		ÿ	> > >	56.0 56.0 72.0	15.3			0.4 52.5	5 5 5 5	
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URCH, PAULA NNEY-DAVENPOR COTT JR, PRESTON LLEY, MIRIAM OWARDS, TRAKETA ROZCO, BETTY NO ONES, TERESA ANN THON, LEIGH RANKLIN, LACRES LAYTON, GIA	11457 18404 20961 - 12418 13852 42656 42662 38602		> >	* * *	56.0 56.0 72.0 40.0 40.0	15.3			0.4 52.5	****	
URCH, PAULA NNEY-DAVENPOR COTT JR, PRESTON LLEY, MIRIAM WWARDS, TRAKETA ROZCO, BETTY NO DNES, TERESA ANN THON, LEIGH RANKLIN, LACRES LAYTON, GIA	11457 18404 20961 12418 13852 42656 42662 38592 9033-2		<i>y</i> <i>y</i>	* *	56.0 56.0 72.0 40.0 40.0 40.0	15.3			0.4 52.5		
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URCH, PAULA NNEY-DAVENPOR COTT JR, PRESTON LLEY, MIRIAM DWARDS, TRAKETA ROZCO, BETTY NO DNES, TERESA AIN THON, LEIGH TANKLIN, LACRES LAYTON, GIA JRNER, NAN EDRANO, SYLVIA DI FERT CASSAN	11457 11457 18404 20961 12418 13852 42666 42662 38592 3033-2 1218-5 6073		**	\$ \$ \$	56.0 58.0 72.0 40.0 40.6 48.6 64.0 70.0	15.3 74.5			0.4 52.5 5.0	* * * * * * * * *	_
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necards requiring	review				lime	Period Previous P	ay Period	Show	• Emps Short	-	
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Actions T Punch	• Amount ▼ Schee Person ID	dule  Approvals	Person - Missed	Unexcused	Tot Hrs to be paid 2/	Tot Hrs to be paid	Overtime 1.5	Overtime 1.0	All Comp	Totals Up To Date	
	14044		Punch	Absence	non exempt	exempt			Earned		
INCATE STANLEY	5524										- F
JRCH PAULA	1071					74.7					
NEY-DAVENPOR	23866			4							
OTT JR, PRESTON	11457			~	32.2	8.0				~	
LEY, MIRIAM	18404	Add Punch	~	~	56.0					<i></i>	
WARDS, TRAKETA	20961	Add Amount →	~	~	56.0				0.4	~	
ROZCO, BETTY NO	12418	Approve		~	72.0	15.3				~	
NES, TERESA ANN	13852	Sign Off							52.5	<b>`</b>	
THON, LEIGH	42656	<u>Timecard</u> →			40.0					~	
RANKLIN, LACRES	42662	Schedule			40.0					~	
AYTON, GIA	38592	People			40.6					~	
IRNER, NAN	3033-2	Reports>			48.6					~	_
EDRANO, SYLVIA	1218-5		~		64.0	74.5				~	
DLBERT, CASSAN	6073		~		70.0				5.0	~	
ARZA, CHRISTOPH	19953				70.0				8.0		
JLLIN, NEDKA	20404				70.0	07.0			7.0		
ADDETT JACKLON	32130		~		70.0	27.3			1.2	~	
ARRETT, JACKLON	42612				70.0						

Select employees. Right click employee. Select timecard..

	KIONOS WOKKPO	NCE CENTRAL										
KRONO	S <sup>®</sup> Sign Out ►	IARY-ANN C		2								
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Actions - Punch	Amount - Sched	ule 🔻 Approvals	• Person •	\								
Name	Person ID	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	1	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date	
TIMMINS-WALKER, C	11338					79.5				0.5	<i>~</i>	-
JARAMILLO, MICHAE	. 39903					79.5	4.5			0.3	~	
ANDERSON, KRISTINIA	42589					79.5				0.2	~	
SOMEZ, CINDY	42082	г	<b>N</b> 1. 1	.1: .1		79.3		0.7			~	
EAGLE, PAUL	42653		Jouble	CIICK		78.6					~	
JOHNSON, PRESTON	36037	t.	o retur	n to		75.7	3.7			2.6	~	
SWEET, MARSHA	2390	U	orcium	110		72.0	40.0				<b>v</b> .	
JRUZCO, BETTY NO	12418	P	av per	iod		72.0	15.3			7.7	~	
VARNADU, TANYA	19314	-				72.0	3.9			1.1		
ITIOMAS, MARGARET	42654	c	lose sc	reen		71.4	8.0					
SARCIA CHES INA	6073			-		70.0				5.0		
TOLBERT CASSAN	19953					70.0				8.0		
GARCIA, CHRISTINA TOLBERT, CASSAN GARZA, CHRISTOPH	28454		~			70.0				0.0	ž	
GARCIA, CHRISTINA TOLBERT, CASSAN GARZA, CHRISTOPH BOLLIN, NEDRA	00000		~			70.0	27.3			7.2	Š	
GARCIA, CHRISTINA TOLBERT, CASSAN GARZA, CHRISTOPH BOLLIN, NEDRA GARRETT, JACKLON	32790		~			70.0					~	
GARCIA, CHRISTINA TOLBERT, CASSAN GARZA, CHRISTOPH BOLLIN, NEDRA GARRETT, JACKLON RAY, YOLANDA	42612		~			64.0	74.5				~	
JARCIA, CHRISTINA TOLBERT, CASSAN JARZA, CHRISTOPH BOLLIN, NEDRA JARRETT, JACKLON RAY, YOLANDA MEDRANO, SYLVIA	42612 1218-5		1000 gr	~		56.0					~	
GARCIA, CHHISTINA TOLBERT, CASSAN GARZA, CHRISTOPH BOLLIN, NEDRA GARRETT, JACKLON RAY, YOLANDA MEDRANO, SYLVIA LILLEY, MIRIAM	42612 1218-5 18404		<b>v</b>			56.0				0.4	~	
JARCIA, CHRISTINA TOLBERT, CASSAN JSARZA, CHRISTOPH JOLLIN, NEDRA JSARRETT, JACKLON GARY, YOLANDA MEDRANO, SYLVIA LILLEY, MRIAM EDWARDS, TRAKETA	32/90 42612 1218-5 18404 20961		~	~							~	
JARCIA, CHRISTINA TOLBERT, CASSAN JARZA, CHRISTOPH BOLLIN, NEDRA JARRETT, JACKLON RAY, YOLANDA MEDRANO, SYLVIA JILLEY, MIRIAM EDWARDS, TRAKETA TURNER, NAN	32/90 42612 1218-5 18404 20961 3033-2		~	~		48.6						
GARCIA, CHRISTINA TOLBERT, CASSAN BOLLIN, NEDRA GARRETT, JACKLON RAY, YOLANDA MEDRANO, SYLVIA LILLEY, MRIAM EDWARDS, TRAKETA TURNER, NAN SLAYTON, GIA	32790 42612 1218-5 18404 20961 3033-2 38592		~	~		48.6 40.6					~	
GARCIA, CHRISTINA TOLBERT, CASSAN BOLLIN, NEDRA GARRETT, JACKLON RAY, YOLANDA MEDRANO, SYLVIA LILLEY, MIRIAM EDWARDS, TRAKETA TURNER, NAN SLAYTON, GIA ATHON, EIGH	32790 42612 1218-5 18404 20961 3033-2 38592 42656		~	~		48.6 40.6 40.0					~	
GARCIA, CHRISTINA TOLBERT, CASSAN GARZA, CHRISTOPH BOLLIN, NEDRA GARRETT, JACKLON RAY, YOLANDA MEDRANO, SYLVIA LILLEY, MIRIAM EDWARDS, TRAKETA TURNER, NAN SLAYTON, GIA ATHON, LEIGH FRANKLIN, LACRES	32790 42612 1218-5 18404 20961 3033-2 38592 42656 42662		~	~		48.6 40.6 40.0 40.0						

Repeat process to correct timecards Double click on step to return to pay period close screen.

Review appropriate TOT to be PAID column and All Comp Earned.

Note if employees time is in All Comp Earned check will not be issued. Employee must be placed in a schedule. Select employee, then select schedule.

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		Sign Out 🕨											
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Name		Person ID	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid	21	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp	Totals Up To Date	
JONES, TERES	SA ANN 1200	-									52.5	~	-
GARZA, CHR	Add Punch -	⇒					70.0				8.0	~	
VARNADO, T	Add Amount						72.0	3.9			7.7	~	
GARRETT, JA	Sign Off			~			70.0	27.3			7.2	~	
TOLBERT, CA	Timerand			~			70.0				5.0	~	
JOHNSON, PR	Schedule -	7					75.7	3.7			2.6	~	
IMMINS-WAL	Decole						79.5				0.5	~	
DWARDS, II	Reports			~	~		56.0	4.5			0.4		
ANDERSON H		0					79.5	4.0			0.3		
THERLY, VI	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	1			4		10.0				0.2	~	
TUNGATE, ST	ANLEY 5524				~							Š	
BURCH, PAUL	A 1071				~			74.7				~	
FINNEY-DAVE	NPOR 2386	6			~							~	
SCOTT JR, PR	ESTON 1145	7			~		32.2	8.0				~	
ATHON, LEIGI	H 4265	6					40.0					~	
FRANKLIN, LA	ACRES 4266	2					40.0					~	
SLAYTON, GI	A 3859	2					40.6					~	
TURNER, NAM	3033	-2					48.6					~	-
LILLEY, MIRIA	M 1840	14		~	~		56.0					~	
MEDRANO, S'	YLVIA 1218	-5		~			64.0	74.5				~	
BOLLIN, NEDF	2845	4		~			70.0					~	
RAY, YOLAN	DA 4261	2		~			70.0					~	+

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mecards requiring review		Think Fellow (They ous Fully Fellow	Site Chips	101.001	Related Items
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CHEDULE EDITOR aded: 3:47PM BY EMPLOYEE BY GROUP	Show Time Per	Previously Selected Employee(s)  viod 3/24/2012 - 4/06/2012, Range of Dates	Edit Refresh	lect Related Information ▼	Sign off Timecards Timecards requiring review Online help
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Schedule Editor opens. Right click on employee to open action drop down. Select add to group.

Add to Group box opens. Enter start time of shift to move through schedule group list quickly. Example – enter "10" to move to all schedules starting a 10a or 10 p. Scroll to find correct schedule. Enter correct start date – must be in current pay period. End date will remain forever. Do not remove "check" for – remove employee from other schedule inheritance groups fo selected date range. Click ok. Save.



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		ut P		6						
T DC Dept Ma	nager -Super				Time	Period Previous Pa	av Period	Show Er	mps Short	- 63
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ngrouped Emp	. 0.00									
ATHON, LEIGH	0.00									
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JONES, TERES	0.00									
SLAYTON, GIA	0.00									
TURNER, NAN	0.00									
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BULLIN, NEDRA	80.00				1p - 11p	1p-11p	1p-11p	1p - 11p		
RAY, YULANDA	80.00				1p-11p	1p-11p	1p-11p	1p-11p		
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Name	Sch Hrs.	Sat 3/10 4a 8a 12p 4p 8p	Sun 3/11 4a 8a 12p 4p 8p	Mon 3/12 4a 8a 12p 4p 8p	Tue 3/13 4a 8a 12p 4p 8p	Wed 3/14 4a 8a 12p 4p 8p	Thu 3/15 4a 8a 12p 4p 8p	Fri3/16 4a 8a12p4p8p	Sat 3/17 4a 8a 12p 4p 8p	Sun 3 4a 8a 12ț	
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Move to approved timecard step. Change show to ALL HOME. Review Totals columns one last time. Note pay rules are available to ensure correct Totals column is reviewed.



Select all employees. Click Approvals drop down. Select Sign off. Note if your department requires multiple levels of approval select approve not sign off.

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Move to Group Edit results. Signed off line shows total employees signed off and process complete.

Sign out when complete.



# $Sign \ off \ Time cards-using \ widget$

From default screen. Select pop-out on Sign off Timecards widget.



Payroll close genie will open in the center position. Click maximize icon to view full screen for review.

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All Home and previous pay period is defaulted for Payroll Close sign off. Review columns.

Note: The default department column is the list of departments or grants. If detail of specific supervisors is required use the DC All Quick Links Widget > My Genies > Payroll close by Supv. This will provide the summary by Supervisor for large departments.



From Action drop down – Select all. Lines will be highlighted.

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From approval drop down – select sign off. Are you sure you want to sign off will open – click "Yes". Click refresh.

Note: Large departments may designate one super user to sign off and request front line supervisors perform an Approve. This allows the super user to determine all cards are approved (review of the Total Not Approved), perform a final review then sign off the cards.

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Total Not Signed Off will now be blank (based on number of employees and load of system may not be immediate). Refresh again if needed. Click Back to sign off timecards to close widget or Sign Out if finished.



## Sign off Timecards

Click pop out on the Sign off timecards widget. This will move the widget to the center location.



Review Show – All Home should be listed Review Time Period – Previous pay period should be listed Select all – either from action drop down or click and drag to highlight all rows. From approvals drop down select – SIGN OFF – if you are final approver for department.

NOTE - Some larger departments may required front line supervisors to APPROVE before the department super user performs final sign off

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Click refresh. - Note TOTAL NOT SIGNED OFF column is now blank. All employees are now signed off.



### Employee Requiring Schedule Change

Open PAY PERIOD CLOSE - SUPER genie



Select Excess County Time from the "Show" drop down.

Select the desired dates (probably current pay period or previous pay period) from the "Time Period" Drop down.

Click refresh.

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The employee with in excess of 16 hours comp time earned for the selected period will display.

Note these employees do not have time in the TOT HRS TO BE PAID NON EXEMPT column. No check will be produced.

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Select one (highlight employee or double click to open time card) or all employee (select all from action drop down) to review schedule requirements. Click Timecard if it has not already opened.

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Note – employee's punches do not correspond to scheduled time in bottom right schedule box. Ex – Employee clocked in 5a-230p however, employee was scheduled 10a-6p. The actual start time is greater than 4 hours from the scheduled start time. The system does not associate the in punch with the schedule start time. All the time that was worked is recorded as County Time (less than 40 hours worked comp time). The schedule must be changed.

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Click on schedule to open schedule window. Schedule editor will open.

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Click the BY GROUP tab. This will display the schedule group (10A-630P SAT-WED) in this case. Not all the schedule boxes are blue. This indicated the schedule was inherited from the group. White boxes indicate overrides.

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Right click on the employees name and select Add to Group.



The Add to Group box will open. From the Schedule Group select the correct schedule. Hint – Entering the number of the shift start – ie – 6 will move you to the groups starting with 6 to reduce the time required to search through the schedules.

Highlight the desired schedule.

Adjust the start date and stop date if needed.

Do not remove the check box - (remove employees from other schedule...) Click OK.

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Schedule Editor screen will show old schedule and new schedule. SAVE.



Message that changes are being applied will display. Use browser back button to return to time card



Note the timecard now shows REGULAR not COUNTY TIME. This may require you to refresh.

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#### Correcting Schedule for Schedule Deviation

When an employee clocks in more than 4 hours for their scheduled start time the system does not know how to associate the in punch to the schedule. This will cause the time to be charged to county time (or comp 1.5 or comp law if more than 40 hours have already been worked during the week). When this occurs the schedule must be adjusted for the day to accurately reflect the schedule change.

Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer G 💌 🗟 😽 🗙 🦧 Bing P where the second se File Edit View Favorites Tools Help 🖕 Favorites ie, MARY-ANN C KRONOS Sign Out 🕨 22 🏦 Dept Manager Time Period Previous Pay Period -Show Emps Short C=2 -\*\* Quick Links 0.4 k Links 4) Back to Timecard Schedule People Reports TIMECARD Name & ID LACY, DE'AND... - 27910 🕒 🕘 1 of 2 Loaded: 11:30AM Time Period 4/07/2012 - 4/20/2012, Range of Dates 💌 Save Actions 🔻 Punch 🔻 Accruals **\*** Approvals 🔻 Reports **•** Cumulative 40.0 Date Pay Code Out Out Shift Amount In Transfer Transfer Daily . \* 🗙 🔩 Sun 4/15 -8:57PM ▼ 7:00AM • 10.0 10.0 50.0 🗙 🔩 Mon 4/16 • 8:54PM ▼ 7:00AM • 10.0 10.0 60.0 • • 🗙 🔩 Tue 4/17 8:56PM 7:00AM • 10.0 10.0 70.0 🗙 🔄 Wed 4/18 :54PM ▼ 7:02AM 14.1 14.1 84.1 🔀 🖾 Thu 4/19 • • 84.1 • 🗙 🔩 Fri 4/20 ---84.1 -Note county time is charged for TOTALS & SCHEDULE ACCRUALS | AUD highlighted shift End Time Start Time Pay Code Amount Date Sat 4/14 Daily 4:54P to 7A Sun 4/15 9:00PM 7:00AM Account unt 7:00AM Mon 4/16 9:00PM COUNTY TIME 1.0 00120/4020/0000/0000/00000/00000/03684 10.0 9:00PM 7:00AM Tue 4/17 00120/4020/0000/0000/00000/0000/03684 COMP 1.5 4.1 7:00AM Wed 4/18 9:00PM Ŧ KRONOS' 😜 Internet - 🔨 🔹 📢 📢 Done

From the time card screen click on the Schedule icon on the top right corner.

The schedule window will open. Click by group tab to display employee's assigned group. Double click on day requiring change.



Edit shift window will open. Change start time based on employee's actual arrival. DO NOT MAKE START OR END TIME EXACT TIME – ie 4:54 – Start and end time should be either :00 or :30. This allows the rounding rules to calculate properly and not create time worked calculated to hundredth of hours.

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CLICK on start time box - change time. Be careful to enter AM or PM or use military time. Click OK.

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Schedule editor will display. Note changed shift displays as White not blue. CLICK SAVE.

Use Browser back button to return to time card.

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Note when you return to the timecard, county time is still displayed for the day. Open the Action drop down menu. Click on Refresh. This will update the time card for the schedule changes.

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### Correcting Schedule for Split Shift

When an employee leaves work for a extended period of time Kronos requires the schedule for the day to be split to allow the in punch to associate with the schedule.

From the time card screen click on the Schedule icon on the top right corner.

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The schedule window will open. Click by group tab to display employee's assigned group. Double click on day requiring change.



Edit shift window will open. Change end time based on employee left. DO NOT MAKE START OR END TIME EXACT TIME – ie 4:54 – Start and end time should be either :00 or :30. This allows the rounding rules to calculate properly and not create time worked calculated to hundredth of hours.

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CLICK on end time box - change time. Be careful to enter AM or PM or use military time. Click OK.

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Schedule editor will display. Note changed shift displays as White not blue. There should be a very narrow shift displayed CLICK SAVE.

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Right click on the day > box will open - hover over add > box will open - click shift

Add shift box will open. Enter start and end time for second part of day. Do not enter exact times. Use :00 or :30. Click OK.

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Schedule window will return. NOTE small shift for day. SAVE.

Click back on browswer to return to timecard.

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Note when you return to the timecard, county time may still 25displayed for the day. Open the Action drop down menu. Click on Refresh. This will update the time card for the schedule changes.

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# Changing A Work Rule

Open employee's time card from any Genie.

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Click on Transfer cell to open drop down menu. Note recently used work rules will be displayed. Select desired rule or Search to display all rules.

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EMPLOYEE RULES MUST BE THE SAME CATEGORY. CR MUST STAY CR AND EXEMPT MUST STAY EXEMPT. HOVER OVER EMPLOYEE NAME IF YOU ARE NOT SURE WHAT CATEGORY THE EMPLOYEE IS ASSIGNED.

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Importal Schedule People Reports
Name 8 ID         Name 8 ID         CANNON, MARY-A.         1281           Last Saved: 12:15PM         Time Period         Tereit         Particle         Particle           Cable         Pay Code         Amount         Cable         Pay Code         Pay Code           Cable         Pay Code         Amount         Pay Code         Pay Code         Pay Code           Stat 519         Stat 519         Pay Code         Pay Code         Pay Code         Pay Code           Stat 509         Stat 519         Pay Code         Pay Code         Pay Code         Pay Code           Stat 509         Stat 520         Pay Code         Pay Code         Pay Code         Pay Code           Stat 520         Stat 520         Stat 520         Pay Code         Pay Code         Pay Code           Stat 520         Stat 520         Stat 520         Stat 520         Pay Code 520:         Pay Code 520:           Stat 520         Stat 520         Stat 520:         Stat 520:         Pay Code 520:         Pay Code 520:           Stat 520         Stat 520:         Stat 520:         Pay
TOTALS & SCHEDULE ACCRUALS AUDITS
All         Date         Start Time         End Time         Pay Code         Amount           Account         Pay Code         Amount         Sun 5/20         Sun 5/20
Cone

Select Search to display Select Transfer Window. Go to Work Rule box on bottom right corner of window. Click on the drop down arrow to display all available Work Rules. Be careful to select the correct rule for the employee. Employee must remain in the same classification as their home rule. Example: EXEMPT employees must remain in EXEMPT rules, CR employees must remain in CR rules, and LAW employees must remain in LAW rules.

To pay overtime be sure to select correct lunch and shift length. (8 or 10 hours).

Highlight the desired rule and click. Click OK.

Select Transfer  Labor Account Name or Description:  Available Entries:  00105,ROAD AND BRIDGE 00120,GENERAL FUND 00126,PERM FUND 00128,ADULT PROBATION 00160,CHILD SUPPORT SPECIAL 00162,ALT DISPUTE RESOLUTION 00195,MTF 00196,MAJOR PROJECTS 00465,HIV GRANTS 00466,PROJECTED FEDERAL GRANTS 00466,PROJECTED FEDERAL GRANTS 00467,HUD SECT 8 00468,CHARTER SCHOOL 00477,LAW LIBRARY 00532,ESCROW	<ul> <li>FUND</li> <li>DEPARTMENT</li> <li>YEAR</li> <li>PROGRAM</li> <li>PROJECT</li> <li>GRANT</li> <li>SUPERVISOR</li> </ul>			Clear Account
Work Rule <none> <none>           CR 30 MIN LUNCH           CR 30 MIN LUNCH           CR 45 MIN LUNCH           CR 45 MIN LUNCH           CR 60 MIN LUNCH 10           CR 60 MIN LUNCH 10</none></none>	Cancel Refresh	Help		

Time card window will open. Note the red flag is (may) display next to Totals and Schedules. Select Calculate Totals from the Action menu. This will calculate the total but not save the changes. Note TIMECARD is displayed in orange indicating the changes have not been saved. When total is correct click save.



#### Run a Report

Click on the Report Genie.


The report window will open.

Note the various categories listed. Categories with a + next to them may be opened (double click on name) to display all reports in the category.



When a report is selected available options and a brief description of the report will display in the window.

Note many report have an excel version. Be sure to select Excel as the output format. It is no longer necessary to email excel reports. When report is generated - View reports will open excel.

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Select the desired employees from the drop down list next to Show (edit ad hoc may be selected to create a group that does not already exist). New may be selected to design a query to be used again (saved as Personal Query). See instruction for Hyperfind queries for additional detail.

Note bold queries are public queries. These may not be edited. Queries that are not bold are personal; they are visible only to the supervisor that saved the query. Only the owner may edit a personal query.



Select the desired Time Period from the drop down menu next to Time Period.



Select the desired Actual/adjusted option.

•

Two options will display. Highlight to select

Show hours credited to this period only Show hours credited to this period plus historical edits mad for this period

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Employee Hours by Labor Account	Show hours credited to this period only.	•				
Employee Hours by Labor Account (Data)	Show hours credited to this period plus historical edits m	ade for this period.				
Employees Currently Earning Time (Data)		COMP 1.5 COMP LAW 1.5				
Employees Currently Earning Time (On Premise		COMP LAW TAKEN 1.5		anii anii		
Employee Sign-off		COUNTY TIME 1.0				
Employee Transactions and Totals		DIFF SHER	D			
Employee Transactions and Totals (Data)		EXEMPT BALANCE HOLIDAY			E	
Employee Transactions and Totals (Excel)		JURY DUTY		+		
Exceptions Output Format	Adobe Acrobat Document(.pdf)					
Exceptions (Data) Description	Displays pay code transaction data by employee. Pay co	des, their respective time or m	oney amount, and	wages are included in the		
Exception Summary	display. Combined pay codes display separately. Format	is optimized for Excel export.				
Hours by Labor Account						
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Pay Codes

All pay codes will be displayed as selected on the default window.

Use the Add and Remove buttons to Select the pay codes desired for the report. Highlight pay code in selected box click Remove to remove. Highlight paycode in the Available box. Click Add to include.

Select Run Report when all options have been selected.

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The Check Run Status window will open. Note the status of the report (waiting, running, complete). When the default status for the window will be Waiting.

## **DO NOT RUN MORE THAN ONE REPORT AT A TIME.** DO NOT START A NEW REPORT IF YOUR REPORT IS IN WAITING STATUS. Your report is in line.

If a report is in running status but is taken an excess amount of time delete the report. Review your query using the pay period close screen to ensure data is produced. DO NOT run report for excessive periods of time or excessive number of people.

Click Refresh Status tab until status is complete.

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Click View report. Report will be displayed. To Print report select File print on the tool bar. Follow print set up.

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	Employee Tra Time Period: Query: Pay Codes: Actual/Adjusted:	ansactions & Totals 3/10/2012 - 3/16/2012 All Hone (1): (REGULAR) Show hours credited to this perio	d only.			Data Up to Date: Executed on: Printed for:	6/1/2012 10:58 AM 6/01/2012 10:57AM GMT-05:00 MCANNON			
	Employee:	ADDISON, CATHERINE		ID: 18	3435					
	Totals:	Pay Code		Hours	Money	Days				
		REGULAR		8.00	\$0.00					
		Т	otals:	8.00	\$0.00					
	Employee:	ALBA, JOANNA		ID: 42	2071					
	Totals:	Pay Code		Hours	Money	Days				
		REGULAR		40.00	\$0.00					
		Т	otals:	40.00	\$0.00					
	Employee:	ALLEN, CHRISTOPHER		ID: 4	1699					
	Totals:	Pay Code		Hours	Money	Days				
		REGULAR		36.50	\$0.00					
		T	otals:	36.50	\$0.00					
	Employee:	ALLEN, MIKESHIA		ID: 3	1958					
	Totals:	Pay Code		Hours	Money	Days				
		REGULAR		40.00	\$0.00					
		Т	otals:	40.00	\$0.00					
	Employee:	ALVAREZ, DENISE		ID: 32	2938					
	Totals:	Pay Code		Hours	Money	Days				
		REGULAR		40.00	\$0.00					
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Click the "X" to close Acrobat and return to reports window.

## Pay Codes By Employee Status

	Pay Rule						
Pay Code Name	Exempt	Non-Law Non-Exempt	Law Non-Exempt				
АТО	x						
Approved Time Off for Exempt Employee							
COMP TAKEN 1.5		х					
Use of Comp Time Earned for Non Exempt							
COMP LAW TAKEN 1.5							
Use of Comp Time Earned- Law Only Non			Х				
Exempt							
COUNTY TIME TAKEN 1.0							
Use of Comp Time earned at straight time		Х	Х				
Should only be used when no 1.5 balance is							
(Use of county time balance by event)	Х						
(Use of county time balance by exempt)							
HOLIDAY	Х	Х	Х				
JURY DUTY	Х	Х	Х				
LWOP	Х						
MILITARY	Х	X	Х				
SICK	Х	Х	Х				
VACATION	Х	X	Х				
WORK COMP 70	Х	X					
WORK COMP 100	X (Law only)		X (includes DSO)				

The Pay Codes listed below should never be used

(They are for internal purposes only)

<b>COMP 1.5</b>
COMP LAW 1.5
COUNTY TIME 1.0
DIFF CLINIC
DIFF JAIL
LONGEVITY
OVERTIME 1.0
OVERTIME 1.5
REGULAR
REGULAR SALARY