

KRONOS

SUPERVISOR

TRAINING

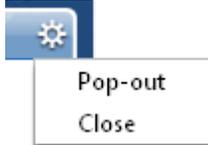
6.3

TABLE OF CONTENTS

Basic Navigation	4
Review Exceptions	10
Timecard Requiring Review	20
Sign off Timecards – using widget	38
Sign Off Timecards	42
Employee Requiring Schedule Change	45
Changing Schedule for schedule deviation	57
Correcting schedule for split day	62
Change A Work Rule	68
Run A Report	72
Pay Codes By Employee Status	81

Basic Navigation

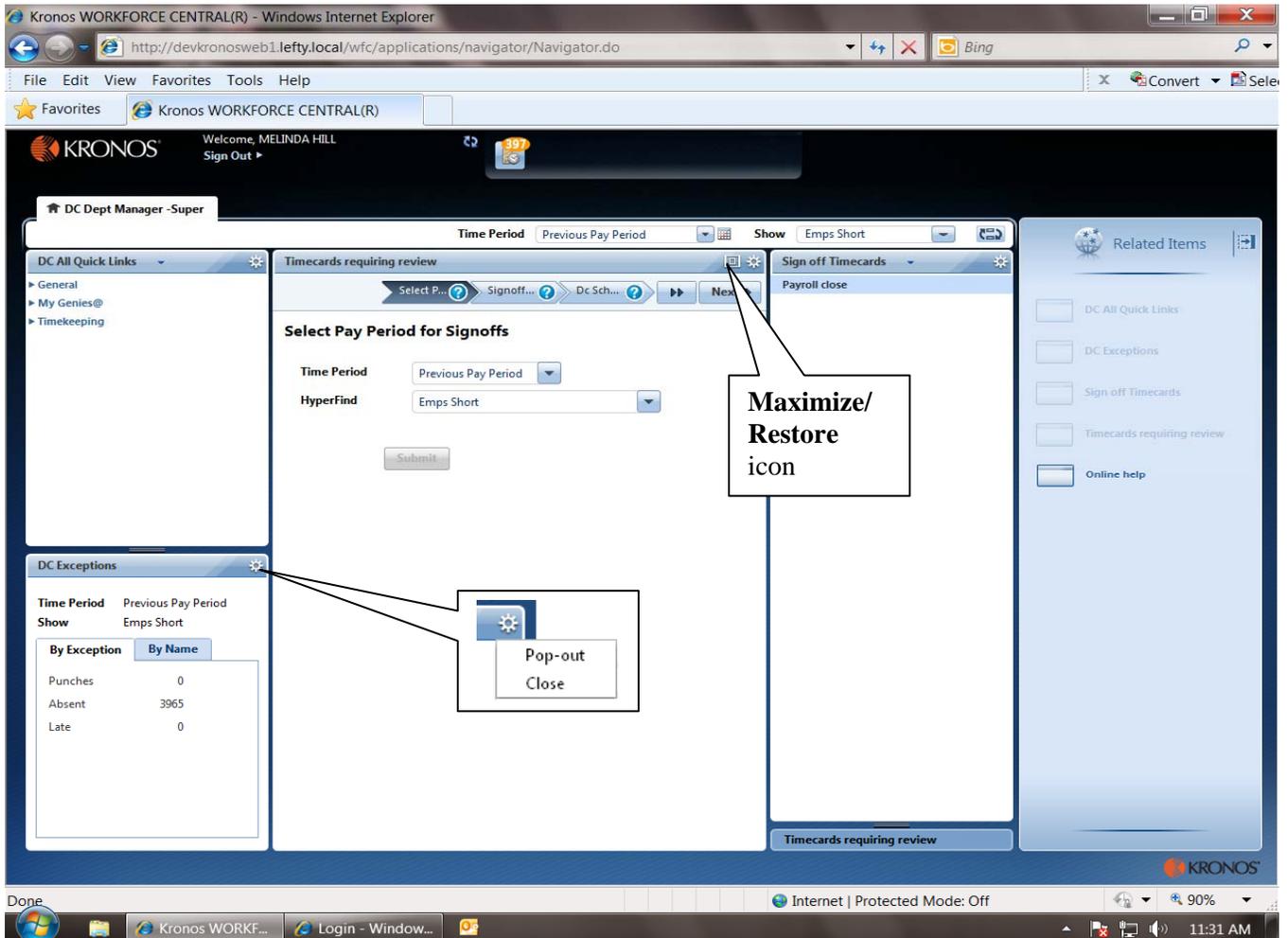
Kronos is now divided in to areas referred to as Widgets. Widgets can address a specific task – reviewing timecards or can provide links to any Kronos page –DC All Quick links. Each widget



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.

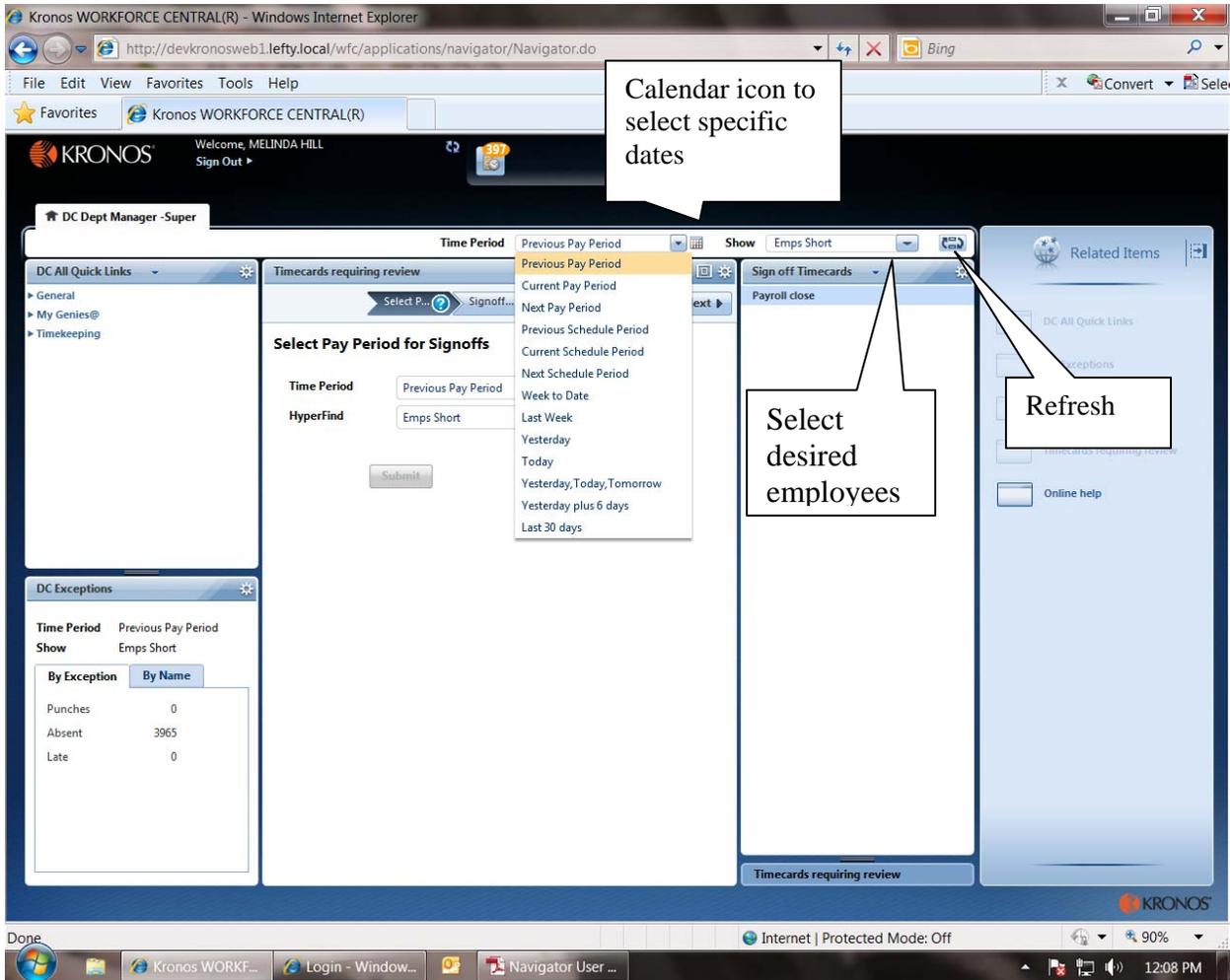


The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in Internet Explorer. The browser address bar shows the URL: <http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do>. The interface includes a navigation menu on the left with 'DC All Quick Links', 'My Genies@', and 'Timekeeping'. The main content area is divided into several widgets. The central widget is titled 'Time Period' and contains a 'Select Pay Period for Signoffs' form with fields for 'Time Period' (set to 'Previous Pay Period') and 'Hyperfind' (set to 'Emps Short'). A callout box points to the 'Maximize/Restore icon' on the top right of this widget. Below it, another callout box points to the 'Pop-out/Close' icon on the top right of the 'DC Exceptions' widget. The 'DC Exceptions' widget displays a table with columns 'By Exception' and 'By Name'.

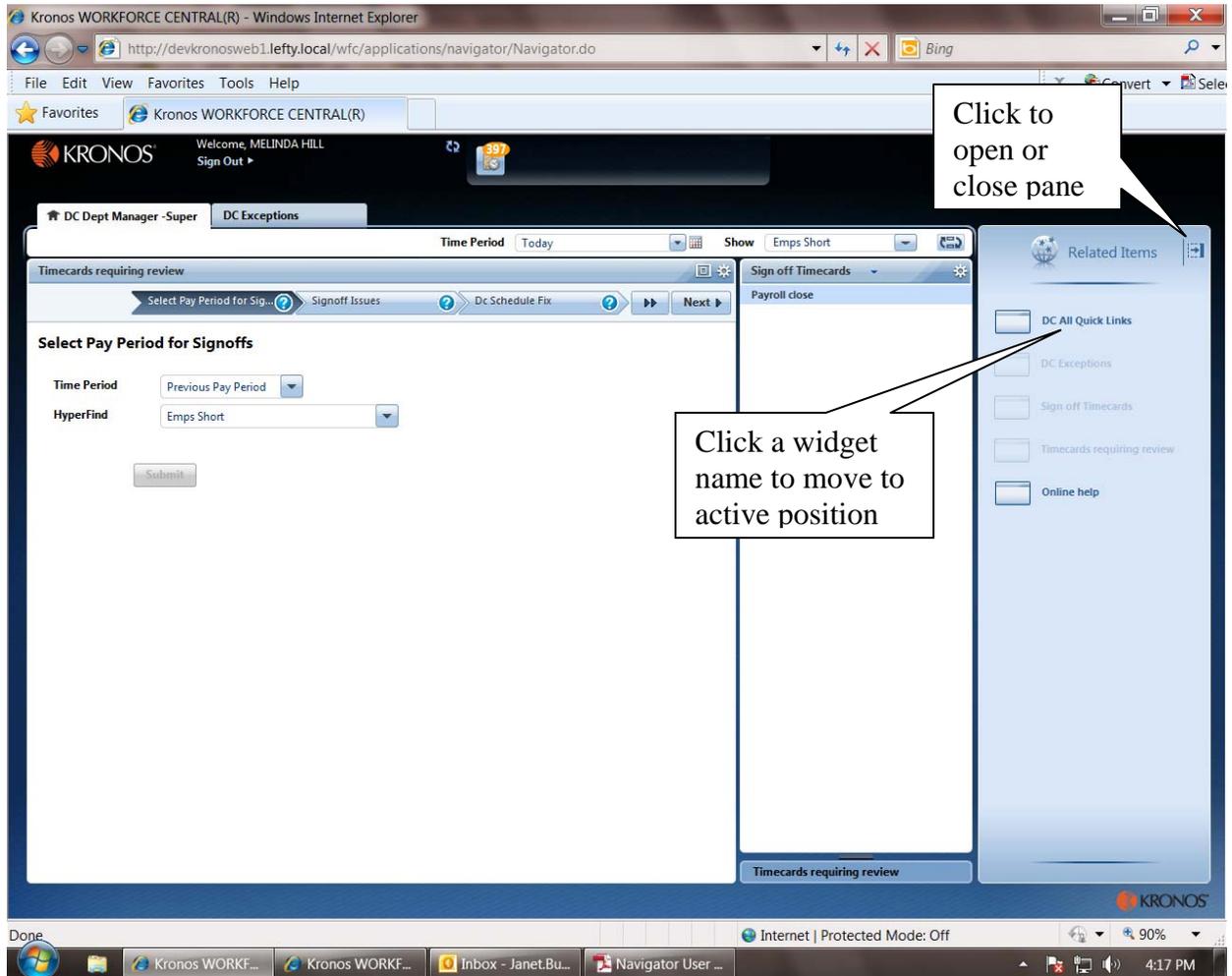
By Exception	By Name
Punches	0
Absent	3965
Late	0

The bottom of the screenshot shows the Windows taskbar with the system tray displaying 'Internet | Protected Mode: Off', '90%' zoom, and the time '11:31 AM'.

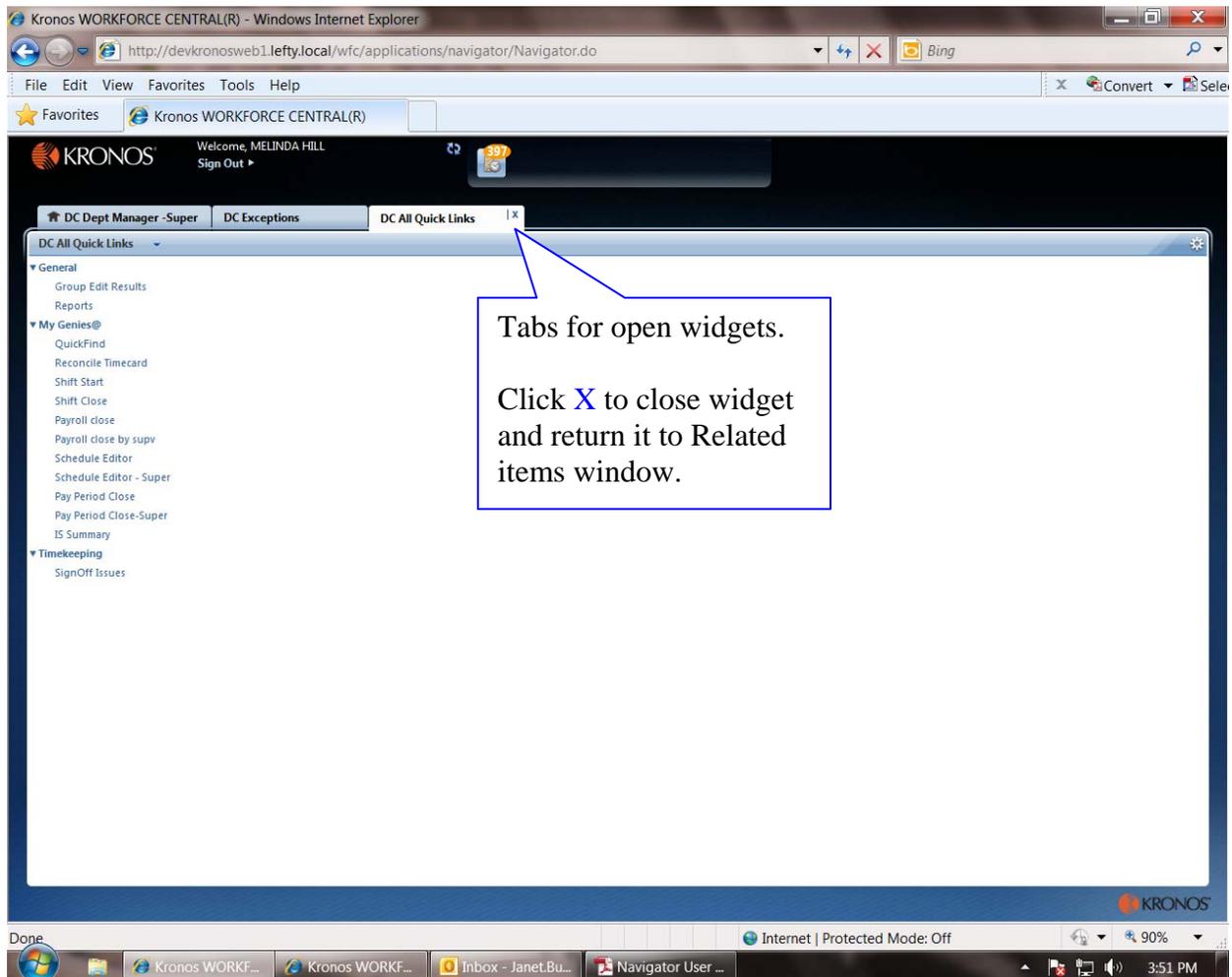
Title Bar displays default Time period and default Show. Each may be changed using the associated drop down list. Use Calendar Icon next to Time period drop down to select Specific dates. Click refresh after selection changes.



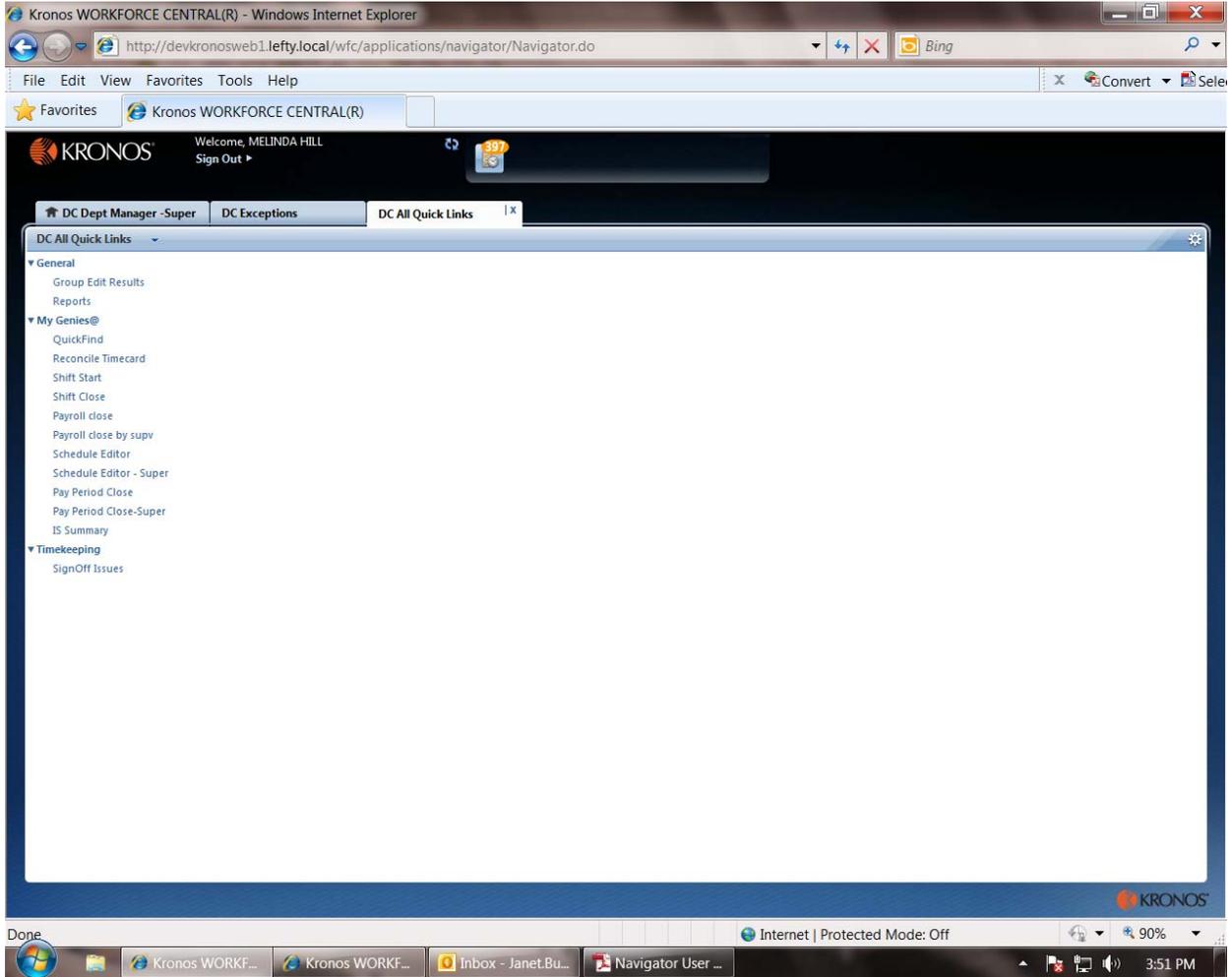
Related Items widget holds closed widgets. Click on Bold widget names to open widget. To open and close the Related Items pane click the arrow in the upper right corner



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.

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The browser address bar shows the URL: <http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do>. The interface includes a navigation bar with tabs for "DC Dept Manager - Super", "DC Exceptions", and "DC All Quick Links". The "DC All Quick Links" tab is active, displaying a "SCHEDULE EDIT" window. A callout box with the text "Click to return to previous screen" points to a back button in the top-left corner of the schedule window. The schedule grid shows columns for days from Monday 3/26 to Sunday 4/01 and rows for various employees and groups. A summary row at the bottom of the grid shows "Scheduled Hours" and "Number of Emplo...".

	Mon 3/26	Tue 3/27	Wed 3/28	Thu 3/29	Fri 3/30	Sat 3/31	Sun 4/01
Scheduled Hours	2,200	2,176	2,264	2,304	2,272	2,240	2,264
Number of Emplo...	275	272	283	288	284	280	283

Review Exceptions

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

The screenshot shows the Kronos WORKFORCE CENTRAL interface in a Windows Internet Explorer browser. The main content area is titled "Timecards requiring review" and contains a "Select Pay Period for Signoffs" form with fields for "Time Period" (set to "Previous Pay Period") and "HyperFind" (set to "2008"). A "Submit" button is located below these fields. On the left side, there is a "DC Exceptions" widget. This widget has a "Time Period" dropdown set to "Previous Pay Period" and a "Show" button. Below this is a table with two columns: "By Exception" and "By Name". The table contains the following data:

By Exception	By Name
Punches	10
Absent	40
Late	10

A red arrow points to a "Pop-out" button located to the right of the "DC Exceptions" widget. The button has a small icon and the text "Pop-out" above "Close". The interface also includes a "DC All Quick Links" menu on the far left and a "Sign off Timecards" section on the right. The browser's address bar shows the URL "http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do". The system tray at the bottom indicates the time is 11:36 AM.

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

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The main content area displays a table titled "DC Exceptions" with columns for Name, Punches, Absent, Late, and Left early. A red arrow points to the maximize button in the top right corner of the table's widget header.

Name	Punches	Absent	Late	Left early
LINAREZ, MICHAEL	1	10		
ONEAL, DONNA		10		
GILL, DEIRDRE		10		10
THOMAS, MARGARET		10		10
HARDEN, MELISSA		10		10
BOURGEOIS, ADAM		10		10
LANTZ, SANDRA		10		10
LITTLE, MATTHEW		10		10
BROWN, CHRISTOPHER		10		10
GRAY, SANDRA		10		10
WALKER, BERYLINDA		10		10
DOMINGUEZ, PETRA		10		10
RAGAN, ELIZA		10		10
WILSON, CHARLOTTE		10		10
JEFFERSON, BERNITA		10		10
BRYANT, NANNETTE		10		10
CHAMPION, TANYIKA		10		10
SWEET, MARSHA		10		10
ROJANO, EDMUNDO		10		10
COSTON, KAREN		10		10
HICKMAN, PATSY ANN		10		10
TOVAR, OSCAR		10		10
WHITE, JOHN		10		10
Total:	1	2431	0	2432

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.

The screenshot shows the Kronos WORKFORCE CENTRAL interface. The main content area displays a table titled "DC Exceptions" with the following data:

Name	Punches	Absent	Late	Left early	Total
FINNEY-DAVENPORT, TIA		10			10
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
Total:	10	40	10	1	61

A red arrow points to the "Details" button located above the "Absent" column header.

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.

Click for classic view timecard

Red box denotes missed punch-double click to add punch

Toggle between daily totals and daily schedule

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Mon 3/12			8:08am	4:44pm		8.1	8.1
Thu 3/15			7:59am	4:37pm		8.1	32.2
Fri 3/16						2.2	2.2
Mon 3/19			8:09am	4:39pm		8.0	2.2
Tue 3/20							
Wed 3/21							
Thu 3/22			7:59am	4:39pm		8.2	
EDWARDS, TRAKETA							
Mon 3/19				4:30pm			
Thu 3/22							
Fri 3/23				4:30pm			
LILLEY, MIRIAM							
Fri 3/23			12:55pm				70.0
RAY, YOLANDA							

Note daily schedule is now visible.

The screenshot displays the Kronos Workforce Central interface in a Windows Internet Explorer browser. The main content area shows a list of employees with their timecard data. A callout box highlights the 'View Timecard' and 'Show Totals' buttons, indicating they can be used to toggle between daily totals and daily schedule views.

EDWARDS, TRAKETA

Date	Pay Code	Amount	In	Out	Transfer	Schedule
Mon 3/12			8:08am	4:44pm		8:00am - 4:30pm
Thu 3/15			7:59am	4:37pm		8:00am - 4:30pm
Fri 3/16						8:00am - 4:30pm
Mon 3/19			8:09am	4:39pm		8:00am - 4:30pm
Tue 3/20						8:00am - 4:30pm
Wed 3/21						8:00am - 4:30pm
Thu 3/22			7:59am			8:00am - 4:30pm

BURCH, PAULA

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
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

Hover over times for exception details and instructions.

DC Exceptions

Time Period: 3/10/2012 - 3/23/2012, S...
Show: Emps Short

Summary

EDWARDS, TRAKETA

Date	Pay Code	Amount	In	Out	Transfer	Schedule
Mon 3/12			8:08am	4:44pm		8:00am - 4:30pm
Thu 3/15			7:59am	4:37pm		8:00am - 4:30pm
Fri 3/16						8:00am - 4:30pm
Mon 3/19			8:09am	4:39pm		8:00am - 4:30pm
Tue 3/20				4:45pm		8:00am - 4:30pm
Wed 3/21						8:00am - 4:30pm
Thu 3/22			7:59am			8:00am - 4:30pm

Tooltip: Late In (Mark the punch as reviewed to acknowledge the exception, or if you have the appropriate access rights, double-click the punch to correct it if it was entered erroneously)

DC Exceptions

Time Period: 3/10/2012 - 3/23/2012, S...
Show: Emps Short

Summary

EDWARDS, TRAKETA

Date	Pay Code	Amount	In	Out	Transfer	Schedule
Mon 3/12			8:08am	4:44pm		8:00am - 4:30pm
Thu 3/15			7:59am	4:37pm		8:00am - 4:30pm
Fri 3/16						8:00am - 4:30pm
Mon 3/19			8:09am	4:39pm		8:00am - 4:30pm
Tue 3/20				4:45pm		8:00am - 4:30pm
Wed 3/21						8:00am - 4:30pm
Thu 3/22			7:59am	4:39pm		8:00am - 4:30pm

Callout: Mark as reviewed to remove from count

Buttons: Justify, Mark as Reviewed, Change to Scheduled, Comment, Add Punch, Remove

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.

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The main window displays the 'DC Exceptions' section for a user named 'EDWARDK TRAKFTA'. A dialog box titled 'Add Punch Comment' is open, showing a list of exception types with 'CAR TROUBLE' selected. A callout bubble points to the 'Comment' button at the bottom of the interface.

DC Exceptions Summary

Time Period	Previous Pay Period	Show	Emps Short
8:00am	4:44pm	8:00am - 4:00am	
7:59am	4:37pm	8:00am - 4:00am	
8:00am	4:39pm	8:00am - 4:00am	
8:00am	4:45pm	8:00am - 4:00am	
7:59am	4:39pm	8:00am - 4:00am	
		4:30pm	
		4:30pm	
		12:55pm	70.0

Add Punch Comment Dialog:

- BIRTH-FMLA
- BIRTH-LOA
- CAR TROUBLE
-
- CHILD-FMLA
- CHILD-LOA
- COMP TIME ADJUSTMENT
- CONSTRUCTION
- COURT GRANT
- COURT SUBPOENA
- CRIMINAL INVESTIGATION
- CT RPT OFFICIAL
- DEATH IN FAMILY

Buttons: OK, Cancel

Callout Bubble: Click comment to open comment selections

Exception time will turn green when reviewed.

The screenshot displays the Kronos WORKFORCE CENTRAL interface in Internet Explorer. The main content area shows 'DC Exceptions' for three employees. A red arrow points to the 'In' time for Edwards, Traketa on 3/15, which is highlighted in green, indicating it has been reviewed.

Employee	Date	Pay Code	In	Out	Transfer	Schedule
EDWARDS, TRAKETA	Mon 3/12		8:08am	4:44pm		8:00am - 4:30pm
	Thu 3/15		7:59am	4:37pm		8:00am - 4:30pm
	Fri 3/16					8:00am - 4:30pm
	Mon 3/19		8:09am	4:39pm		8:00am - 4:30pm
	Tue 3/20			4:45pm		8:00am - 4:30pm
	Wed 3/21					8:00am - 4:30pm
Thu 3/22			7:59am	4:39pm		8:00am - 4:30pm
LILLEY, MIRIAM	Mon 3/19			4:30pm		40.0
	Thu 3/22					56.0
	Fri 3/23			4:30pm		56.0
RAY, YOLANDA	Fri 3/23		12:55pm			70.0

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

Return to Summary when complete

The screenshot shows the Kronos WORKFORCE CENTRAL interface in a Windows Internet Explorer browser. The page title is "DC Dept Manager -Super". The main content area displays "DC Exceptions" for three employees: EDWARDS, TRAKIA; LILLEY, MIRIAM; and RAY, YOLANDA. Each employee's record includes a table with columns for Date, Pay Code, Amount, In, Out, Transfer, and Schedule. The "In" and "Out" columns contain time values, and the "Schedule" column shows the employee's work schedule. The interface also features a "Save" button and a "Summary" link, both highlighted with red arrows. The bottom of the page shows a navigation bar with buttons for "Justify", "Mark as Reviewed", "Change to Scheduled", "Comment", "Add Punch", and "Remove".

Date	Pay Code	Amount	In	Out	Transfer	Schedule
Mon 3/12			8:08am	4:44pm		8:00am - 4:30pm
Thu 3/15			7:59am	4:37pm		8:00am - 4:30pm
Fri 3/16						8:00am - 4:30pm
Mon 3/19			8:09am	4:39pm		8:00am - 4:30pm
Tue 3/20				4:45pm		8:00am - 4:30pm
Wed 3/21						8:00am - 4:30pm
Thu 3/22			7:59am	4:39pm		8:00am - 4:30pm

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Mon 3/19				4:30pm			40.0
Thu 3/22							56.0
Fri 3/23							56.0

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Fri 3/23			12:55pm				70.0

Refresh screen and review for any additional corrections needed.

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface. The main content area displays a table titled "DC Exceptions" with columns for Name, Punches, Absent, Late, Left early, and Total. A red arrow points to a refresh icon in the top right corner of the table area.

Name	Punches	Absent	Late	Left early	Total
FINNEY-DAVENPORT, TIA		10			10
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
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.

The screenshot displays the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The main content area is titled "Timecards requiring review" and features a navigation bar with buttons for "Select P...", "Signoff...", "Dc Sch...", and "Next". Below the navigation bar, there is a section for "Select Pay Period for Signoffs" with two dropdown menus: "Time Period" set to "Previous Pay Period" and "HyperFind" set to "Emps Short".

Two callout boxes provide instructions:

- A box pointing to the "Next" button says: "Click to maximize widget".
- A box pointing to the "Time Period" dropdown says: "Timecard review widget defaults to Previous pay period - emps short".

On the left side, there are two widgets: "DC All Quick Links" with a tree view (General, My Genies, Timekeeping, Scheduling, My Information, Setup) and "DC Exceptions" with a table:

By Exception	By Name
Punches	10
Absent	40
Late	10

On the right side, there is a "Related Items" widget with a list of links: "DC All Quick Links", "DC Exceptions", "Sign off Timecards", "Timecards requiring review", and "Online help".

The bottom of the browser window shows the Windows taskbar with the time 10:33 AM and the Kronos logo.

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.

Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer

http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do

File Edit View Favorites Tools Help

Kronos WORKFORCE CENTRAL(R)

Welcome, GARRETT LAN...
Sign Out ▾

DC Dept Manager - Super

Time Period Previous Pay Period Show Emps Short

Timecards requiring review

Select Pay Period for... Signoff Issues Dc Schedule Fix Approve Timecards Group Edit Results f... Next ▾

Select the time period and the group of employees to sign off. Default group will include employee's with Totals not equal to 80.

Select Pay Period for Signoffs

Time Period Previous Pay Period

HyperFind Emps Short

Submit

Steps with instructions or information

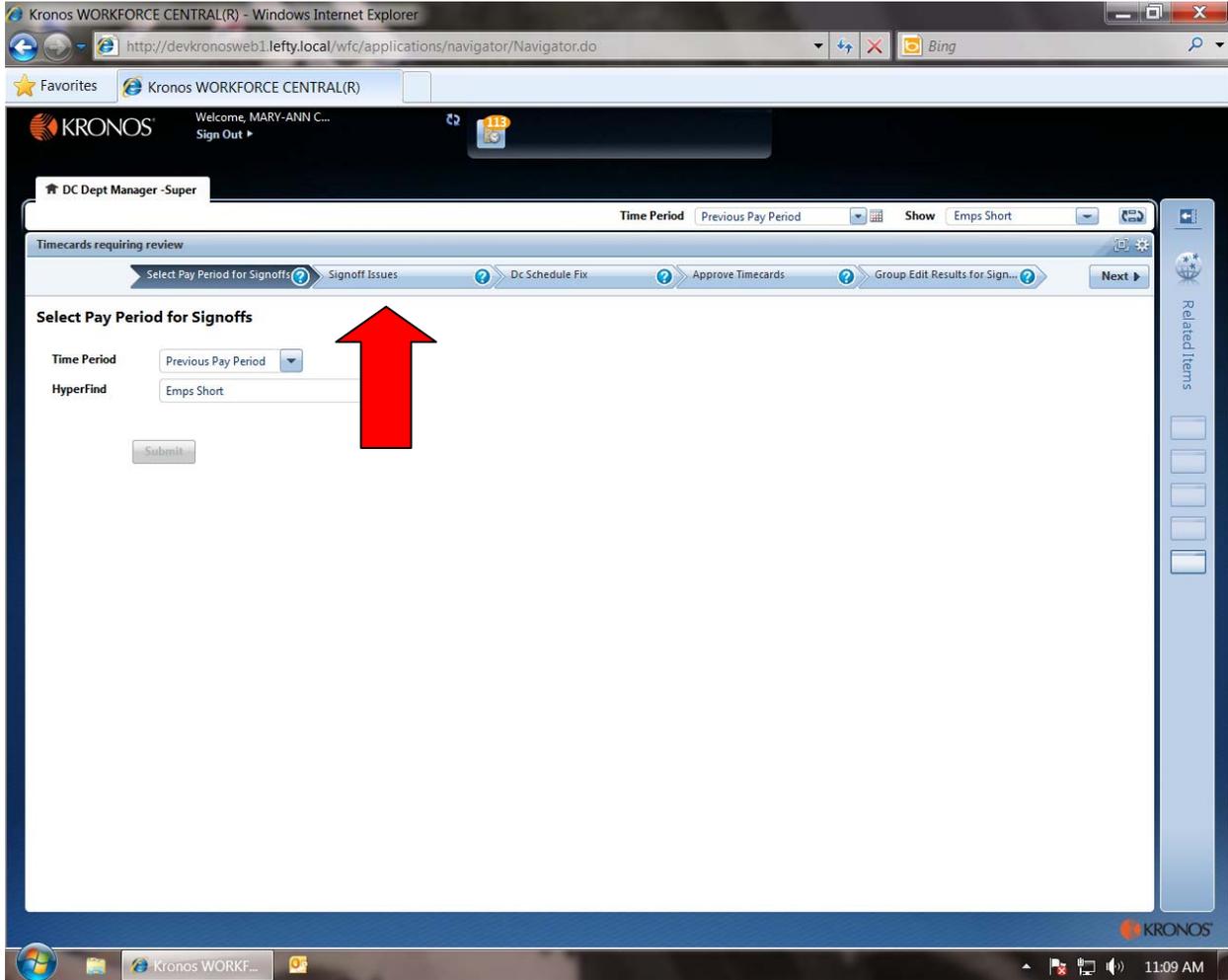
Click X to close instruction

Related Items

- DC All Quick Links
- DC Exceptions
- Sign off Timecards
- Timecards requiring review
- Online help

Internet | Protected Mode: Off 100% 2:29 PM

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.

PAY PERIOD CLOSE
Last Refreshed: 11:40AM

Show:
Time Period:

Name	Person ID	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	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			✓						✓
BURCH, PAULA	1071					74.7				✓
FINNEY-DAVENPOR...	23866			✓						✓
SCOTT JR, PRESTON	11457				32.2	8.0				✓
ATHON, LEIGH	42656				40.0					✓
FRANKLIN, LACR					40.0					✓
SLAYTON, GIA					40.6					✓
TURNER, NAN					48.6					✓
LILLEY, MIRIAM			✓		56.0					✓
EDWARDS, TRAK			✓	✓	56.0				0.4	✓
MEDRANO, SYLV			✓		64.0	74.5				✓
TOLBERT, CASSA			✓		70.0				5.0	✓
GARZA, CHRISTOPH...	19953				70.0				8.0	✓
BOLLIN, NEDRA	28454		✓		70.0					✓
GARRETT, JACKLON	32790		✓		70.0	27.3			7.2	✓
RAY, YOLANDA	42612		✓		70.0					✓
GARCIA, CHRISTINA	42654		✓		71.4					✓
SWEET, MARSHA	7360		✓		72.0	40.0				✓

Click any column to sort

Note Missed punch column has been sorted to move all employees with missed punches to the top. Select employees requiring correction.

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface. At the top, there's a navigation bar with 'Time Period' set to 'Previous Pay Period' and 'Show' set to 'Emps Short'. Below this is a breadcrumb trail: 'Select Pay Period for Signoffs' > 'Signoff Issues' > 'Dc Schedule Fix' > 'Approve Timecards' > 'Group Edit Results for Sign...'. A message box says 'Ensure that totals are up to date and that all timecard exceptions (missed punches, unexcused absences, etc) are resolved.'

The main section is titled 'PAY PERIOD CLOSE' with 'Last Refreshed: 11:40AM'. It includes a 'Show' dropdown set to 'Emps Short' and a 'Time Period' dropdown set to 'Previous Pay Period'. Below this is a table with columns: Name, Person, Missed Punch, Unexcused Absence, Tot Hrs to be paid non exempt, Tot Hrs to be paid exempt, Overtime 1.5, Overtime 1.0, All Comp Earned, and Totals Up To Date. A red arrow points to the 'Missed Punch' column header. The table lists 20 employees, with the first 10 having 'Missed Punch' checked.

Name	Person	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date
LILLEY, MIRIAM	18404	✓	✓	56.0					✓
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	✓
RAY, YOLANDA	42612	✓		70.0					✓
SWEET, MARSHA	2390	✓		72.0	40.0				✓
THOMAS, MARGARET	18211	✓		72.0	8.0				✓
JONES, TERESA ANIN	13852							52.5	✓
ETHERLY, VIRGINIA	11211		✓						✓
TUNGATE, STANLEY	5524		✓						✓
BURCH, PAULA	1071		✓		74.7				✓
FINNEY-DAVENPOR...	23866		✓						✓
SCOTT JR, PRESTON	11457		✓	32.2	8.0				✓
ATHON, LEIGH	42656			40.0					✓
FRANKLIN, LACRES...	42662			40.0					✓
SLAYTON, GIA	38592			40.6					✓
TURNER, NAN	3033-2			48.6					✓
GADZA, CHRISTOPH	16953			70.0				8.0	✓

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.

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The page title is 'Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer' and the URL is 'http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do'. The user is logged in as MARY-ANN C... and is viewing the 'DC Dept Manager - Super' role.

The main content area is titled 'PAY PERIOD CLOSE' and shows a table of employee timecards. The table has columns for Name, Person ID, Signed Off, Missed Punch, Unexcused Absence, Tot Hrs to be paid non exempt, Tot Hrs to be paid exempt, Overtime 1.5, Overtime 1.0, All Comp Earned, and Totals Up To Date. A context menu is open over the 'Timecard' option for Margaret Thomas (Person ID 18211).

The context menu options are: Add Punch →, Add Amount →, Approve, Sign Off, **Timecard →**, Schedule →, People →, and Reports →. A callout box points to the 'Timecard' option with the text: 'Select (click) appropriate screen to correct errors'.

Name	Person ID	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date
LILLEY, MIRIAM	18404		✓		56.0					✓
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	✓
RAY, YOLANDA	42612		✓		70.0					✓
SWEET, MARSHA	2390		✓		72.0	40.0				✓
THOMAS, MARGARET	18211		✓		72.0	8.0				✓
JONES, TERESA ANN	13852								52.5	✓
ETHERLY, VIRGINIA	11211									✓
TUNGATE, STANLEY	5524									✓
BURCH, PAULA	1071						74.7			✓
FINNEY-DAVENPOR...	23866									✓
SCOTT JR, PRESTON	11457				32.2	8.0				✓
ATHON, LEIGH	42656				40.0					✓
FRANKLIN, LACRES...	42662				40.0					✓
SLAYTON, GIA	38592				40.6					✓
TURNER, NANI	3033-2				48.6					✓
GADZA, CHRISTOPH...	16653				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

DC Dept Manager - Super

Time Period Previous Pay Period Show Emps Short

Timecards requiring review

← Prev Select Pay Period for Signoffs Signoff Issues Dc Schedule Fix Approve Timecards Group Edit Results for Sign... Next →

Ensure that totals are up to date and that timecard exceptions (missed punches, unexcuse absences, etc) are resolved.

Name & ID LILLEY, MIRIAM 18404 1 of 9

Time Period Previous Pay Period

Accruals Comment Approvals Reports

Date	In	Transfer	Out	In	Transfer	Daily	Cumulative
Sat 3/10							
Sun 3/11						8.0	8.0
Mon 3/12	7:54AM		4:31PM			8.0	16.0
Tue 3/13	7:56AM		4:30PM			8.0	24.0
Wed 3/14	7:54AM		4:30PM			8.0	32.0
Thu 3/15	7:55AM		4:30PM			8.0	40.0
Fri 3/16	7:54AM		4:30PM			8.0	40.0
Sat 3/17						8.0	40.0
Sun 3/18						8.0	48.0
Mon 3/19			4:30PM			8.0	56.0
Tue 3/20	7:55AM		4:30PM			8.0	56.0
Wed 3/21	7:54AM		4:30PM			8.0	56.0
Thu 3/22							56.0

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sat 3/10				
Sun 3/11				
Mon 3/12	8:00AM	4:30PM		
Tue 3/13	8:00AM	4:30PM		
Wed 3/14	8:00AM	4:30PM		
Thu 3/15	8:00AM	4:30PM		

Account Pay Code Amount

00120/4020/0000/0000/00000/00000/03818 REGULAR 56.0

11:12 AM

Refresh. Sort next column. .

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The page title is 'Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer' and the URL is 'http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do'. The user is logged in as 'MARY-ANN C...' and is viewing the 'DC Dept Manager - Super' role.

The main section is titled 'PAY PERIOD CLOSE' and includes a 'Last Refreshed: 11:43AM' timestamp. There are dropdown menus for 'Show' (set to 'Emps Short') and 'Time Period' (set to 'Previous Pay Period'). A red arrow points to the 'Signed' column header in the table below.

Name	Person ID	Signed	Unexcused Absence	Tot Hrs to be paid non exempt	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date
ETHERLY, VIRGINIA	11211		✓						✓
TUNGATE, STANLEY	5524		✓						✓
BURCH, PAULA	1071		✓		74.7				✓
FINNEY-DAVENPOR...	23866		✓						✓
SCOTT JR, PRESTON	11457		✓	32.2	8.0				✓
LILLEY, MIRIAM	18404	✓	✓	56.0					✓
EDWARDS, TRAKETA	20961	✓	✓	56.0				0.4	✓
OROZCO, BETTY NO...	12418		✓	72.0	15.3				✓
JONES, TERESA ANN	13852							52.5	✓
ATHON, LEIGH	42656			40.0					✓
FRANKLIN, LACRES...	42662			40.0					✓
SLAYTON, GIA	38592			40.6					✓
TURNER, NAN	3033-2			48.6					✓
MEDRANO, SYLVIA	1218-5	✓		64.0	74.5				✓
TOLBERT, CASSAN...	6073	✓		70.0				5.0	✓
GARZA, CHRISTOPH...	19953	✓		70.0				8.0	✓
BOLLN, NEDRA	28454	✓		70.0					✓
GARRETT, JACKLON	32790	✓		70.0	27.3			7.2	✓
RAY, YOLANDA	42612	✓		70.0					✓
GARCIA, CHRISTMA	42654			71.4					✓

Select employees. Right click employee. Select timecard..

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The page title is "Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer" and the URL is "http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do". The user is logged in as "DC Dept Manager - Super" and the page is titled "PAY PERIOD CLOSE".

The main content area displays a table of employee timecards for the current pay period. The table 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, Overtime 1.5, Overtime 1.0, All Comp Earned, and Totals Up To Date. The table is filtered to show employees with "Emps Short" status.

A context menu is open over the row for "LILLEY, MIRIAM" (Person ID 18404). The menu options are: Add Punch, Add Amount, Approve, Sign Off, Timecard (selected), Schedule, People, and Reports.

Name	Person ID	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date
ETHERLY, VIRGINIA	11211			✓						✓
TUNGATE, STANLEY	5524			✓						✓
BURCH, PAULA	1071			✓		74.7				✓
FINNEY-DAVENPOR...	23866			✓						✓
SCOTT JR, PRESTON	11457			✓	32.2	8.0				✓
LILLEY, MIRIAM	18404		✓	✓	56.0					✓
EDWARDS, TRAKETA	20961		✓	✓	56.0				0.4	✓
OROZCO, BETTY NO...	12418			✓	72.0	15.3				✓
JONES, TERESA ANN	13852								52.5	✓
ATHON, LEIGH	42656				40.0					✓
FRANKLIN, LACRES...	42662				40.0					✓
SLAYTON, GIA	38592				40.6					✓
TURNER, NAN	3033-2				48.6					✓
MEDRANO, SYLVIA	1218-5				64.0	74.5				✓
TOLBERT, CASSAN...	6073		✓		70.0				5.0	✓
GARZA, CHRISTOPH...	19953				70.0				8.0	✓
BOLLIN, NEDRA	28454		✓		70.0					✓
GARRETT, JACKLON	32790		✓		70.0	27.3			7.2	✓
RAY, YOLANDA	42612		✓		70.0					✓
GARCIA, CHRISTMA	42654				71.0					✓

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

The screenshot shows the Kronos WORKFORCE CENTRAL interface in a Windows Internet Explorer browser. The user is logged in as MARY-ANN C... and is in the role of DC Dept Manager - Super. The main screen is titled 'PAY PERIOD CLOSE' and shows a table of employee timecards. A callout box points to the 'Signoff Issues' step in the process bar, with the text 'Double click on step to return to pay period close screen'.

Name	Person ID	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	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	✓
JARAMILLO, MICHA...	39903				79.5			4.5	0.3	✓
ANDERSON, KRISTINA	42589				79.5				0.2	✓
GOMEZ, CINDY	42082				79.3			0.7		✓
EAGLE, PAUL	42853				78.6					✓
JOHNSON, PRESTON	36037				75.7			3.7	2.6	✓
SWEET, MARSHA	2390				72.0			40.0		✓
OROZCO, BETTY NO...	12418				72.0			15.3		✓
VARNADO, TANYA	17572				72.0			3.9	7.7	✓
THOMAS, MARGARET	18211				72.0			8.0		✓
GARCIA, CHRISTINA	42854				71.4					✓
TOLBERT, CASSAN...	6073				70.0				5.0	✓
GARZA, CHRISTOPH...	19953				70.0				8.0	✓
BOLLIN, NEDRA	28454	✓			70.0					✓
GARRETT, JACKLON	32790	✓			70.0			27.3	7.2	✓
RAY, YOLANDA	42612	✓			70.0					✓
MEDRANO, SYLVIA	1218-5	✓			64.0			74.5		✓
LILLEY, MIRIAM	18404	✓		✓	56.0					✓
EDWARDS, TRAKETA	20961	✓		✓	56.0				0.4	✓
TURNER, NAN	3033-2				48.6					✓
SLAYTON, GIA	38592				40.6					✓
ATHON, LEIGH	42656				40.0					✓
FRANKLIN, LACRES...	42662				40.0					✓
SCOTT, JON PRESTON	11457				32.7					✓

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.

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The page title is 'DC Dept Manager - Super'. The main content area is titled 'PAY PERIOD CLOSE' and shows a table of employee timecards. The table has columns for Name, Person ID, Signed Off, Missed Punch, Unexcused Absence, Tot Hrs to be paid non exempt, Tot Hrs to be paid exempt, Overtime 1.5, Overtime 1.0, All Comp Earned, and Totals Up To Date. A context menu is open over the first row, showing options like 'Add Punch', 'Add Amount', 'Approve', and 'Sign Off'. The table data is as follows:

Name	Person ID	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date
JONES, TERESA	42589								52.5	✓
GARZA, CHRIS					70.0				8.0	✓
VARNADO, T...					72.0	3.9			7.7	✓
GARRETT, JA...			✓		70.0	27.3			7.2	✓
TOLBERT, CA...			✓		70.0				5.0	✓
JOHNSON, PR...					75.7	3.7			2.6	✓
TIMMINS-WAL...					79.5				0.5	✓
EDWARDS, TR...			✓	✓	56.0				0.4	✓
JARAMILLO, H...					79.5	4.5			0.3	✓
ANDERSON, KRISTINA	42589				79.5				0.2	✓
ETHERLY, VIRGINIA	11211			✓						✓
TUNGATE, STANLEY	5524			✓						✓
BURCH, PAULA	1071			✓			74.7			✓
FINNEY-DAVENPOR...	23866			✓						✓
SCOTT JR, PRESTON	11457			✓	32.2	8.0				✓
ATHON, LEIGH	42656				40.0					✓
FRANKLIN, LACRES...	42662				40.0					✓
SLAYTON, GIA	38592				40.6					✓
TURNER, NAN	3033-2				48.6					✓
LILLEY, MIRIAM	18404		✓	✓	56.0					✓
MEDRANO, SYLVIA	1218-5		✓		64.0	74.5				✓
BOLLN, NEDRA	28454		✓		70.0					✓
RAY, YOLANDA	42612		✓		70.0					✓
GARCIA, CHRISTINA	42589		✓		71.4					✓

Schedule Editor opens. Right click on employee to open action drop down. Select add to group.

The screenshot shows the Kronos WORKFORCE CENTRAL interface in a Windows Internet Explorer browser. The main window is titled "SCHEDULE EDITOR" and displays a grid for editing employee schedules. The grid has columns for days of the week (Sat 24, Sun 25, Mon 26, Tue 27, Wed 28, Thu 29, Fri 30) and rows for employees. The employee "LANDRY, GAR" is highlighted in orange. A right-click context menu is open over this employee, showing options: "Add to Group ->", "Remove from Group ->", "Add Pattern", "Edit Pattern", "Delete Pattern", "Schedule Outline ->", "Accruals ->", "Audits ->", "COMMENT", "Timecard ->", "Date", "People ->", and "Reports ->". The "Add to Group" option is selected. The interface also includes a "Time Period" dropdown set to "3/24/2012 - 4/06/2012, Range of Dates" and a "Show" button. The browser's address bar shows "http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do".

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 for selected date range. Click ok. Save.

The screenshot displays the Kronos WORKFORCE CENTRAL(R) web application interface. The main window is titled "DC Dept Manager - Super" and shows a "Time Period" of "Previous Pay Period". The interface includes a navigation bar with "Time Period", "Previous Pay Period", "Show", and "Emps Short" options. Below this, there are tabs for "Timecards requiring review", "Select Pay Period for...", "Signoff Issues", "Dc Schedule Fix", "Approve Timecards", and "Group Edit Results f...". A central message box states: "Ensure that totals are up to date and that all timecard exceptions (missed punches, unexcuse absences, etc) are resolved." The main content area is titled "SCHEDULE EDITOR" and shows a grid of employee timecards. A dialog box titled "Add to Group" is open, with the following fields: "Group" (1015P-615A FRI-TUE), "Start Date" (3/24/2012), and "End Date" (Forever). A checked checkbox reads "Remove employees from other schedule inheritance groups for selected date range." Below the dialog box, a text box contains the instruction: "Enter partial start time to quickly move through list". The interface also includes a "COMMENTS" section at the bottom and a "Related Items" sidebar on the right.

Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer
 http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do

DC Dept Manager - Super

Time Period Previous Pay Period Show Emps Short

Timecards requiring review
 Prev Select Pay Period for Signoffs Signoff Issues DC Schedule Fix Approve Timecards Group Edit Results for Sign... Next

SCHEDULE EDITOR - NEED SCH ADJ
 Loaded: 11:58AM Show Emps Short Edit
 Time Period Previous Schedule Period Refresh

BY EMPLOYEE BY GROUP

Save Actions Shift Pay Code Group View

Name	Sch Hrs.	Sat 3/10		Sun 3/11		Mon 3/12		Tue 3/13		Wed 3/14		Thu 3/15		Fri 3/16		Sat 3/17		Sun 3/18
		4a	8a 12p 4p 8p	4a 8a 12p														
Ungrouped Emp...	0.00																	
ATHON, LEIGH	0.00																	
FRANKLIN, LAC...	40.00																	
GARCIA, CHRIS...	0.00																	
GOMEZ, CINDY	0.00																	
JONES, TERES...	0.00																	
SLAYTON, GIA	0.00																	
TURNER, NAN	0.00																	
1P-11P TUE-FRI	0.00								7p - 11p									
BOLLIN, NEDRA	80.00								7p - 11p									
RAY, YOLANDA	80.00								7p - 11p									
715A-345P MON...	0.00					715a -												
Scheduled Hours	1,805.00	9	0	136.5	176.5	186.5	186.5	186.5	191.5	10								
Number of Emplo...	29	1	0	17	21	22	22	22	22	1								

COMMENTS

Date	Shift/Pay Code	Name	Comments	Note

KRONOS

Kronos WORKF... 11:28 AM

Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer
 http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do

DC Dept Manager - Super

Time Period Previous Pay Period Show Emps Short

Timecards requiring review

← Prev Select Pay Period for Signoffs Signoff Issues DC Schedule Fix Approve Timecards Group Edit Results for Sign... Next →

SCHEDULE EDITOR - NEED SCH ADJ
 Loaded: 11:59AM Show Emps Short Edit
 Time Period Previous Schedule Period Refresh

BY EMPLOYEE BY GROUP

Save Actions Shift Pay Code Group View

Name	Sch Hrs.	Sat 3/10		Sun 3/11		Mon 3/12		Tue 3/13		Wed 3/14		Thu 3/15		Fri 3/16		Sat 3/17		Sun 3/18
		4a	8a 12p 4p 8p	4a 8a 12p														
SCOTT JR, PRE...	80.00					8a-43												
SWEET, MARSHA	80.00					8a-43												
THOMAS, MAR...	80.00					8a-43												
TIMMINS-WALK...	80.00					8a-43												
TUNGATE, STA...	85.00					8a-43												
930A-6P MON-FRI	0.00																	
ETHERLY, VIRG...	80.00					830a-												
9P-7A TUE-FRI	0.00		-7a						8p-7a		8p-7a		8p-7a		8p-7a			
TOLBERT, CAS...	85.00		-7a						8p-7a		8p-7a		8p-7a		8p-7a			
9P-7A WED-SAT	0.00		-7a		8p-7a					8p-7a								
GARRETT, JAC...	79.00		-7a		8p-7a					8p-7a								
Scheduled Hours	1,805.00		9		0	136.5		176.5		186.5		186.5		191.5				10
Number of Emplo...	29		1		0	17		21		22		22		22				1

COMMENTS

Date	Shift/Pay Code	Name	Comments	Note

11:30 AM

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.

DC Dept Manager - Super

Time Period: Previous Pay Period Show: Emps Short

Timecards requiring review

Change show to ALL HOME. Ensure ALL employees have 80 in either TOT TO BE PD NON EXEMPT or TOT TO BE PD EXEMPT that totals are up to date and that all timecard exceptions are resolved. Then, select employees and click Approvals > Sign off

APPROVE TIMECARDS

Last Refreshed: 4:02PM

Show: All Home Edit

Time Period: 3/10/2012 - 3/23/2012, Range of Dates Refresh

Name	Person ID	Manager Approval	Tot Hrs to be paid non exempt	Tot Hrs to be paid exempt	All Comp earned	Unreviewed Exceptions	Unexcused Absence	Totals Up To Date	Pay Rule
TURNER, BARBAR...	2944					0	✓	✓	CR 30 MIN LU...
ELDER JR, DAVID ...	5539					0	✓	✓	CR 30 MIN LU...
STEWART, RICHARD	4515					0	✓	✓	CR 30 MIN LU...
ROACH, LATONYA	14047					0	✓	✓	CR 30 MIN LU...
BAXTER, SHAWA...	16480					0	✓	✓	CR 30 MIN LU...
JONES JR, JOHN	5669					0	✓	✓	CR 30 MIN LU...
MARTINEZ, DAVID	12551		8.0	8.0		0	✓	✓	CR 30 MIN LU...
AMIN, DEVESHCH...	15824					0	✓	✓	CR 30 MIN LU...
FRANCIS, CATHY ...	10195					0	✓	✓	CR 30 MIN LU...
HARRIS, STELLA	2748					0	✓	✓	CR 30 MIN LU...
NWANKWO, VENA...	17349					0	✓	✓	CR 30 MIN LU...
MCGEE, BOBBY	13994					0	✓	✓	CR 30 MIN LU...
ALLEN, ANNETTE	4267					0	✓	✓	CR 30 MIN LU...
HENDRIX, KIMBERLY	1830					0	✓	✓	CR 30 MIN LU...
EAST, ALDRICH S...	15694					0	✓	✓	CR 30 MIN LU...
GENTRY, STEVEN	8475					0	✓	✓	EXEMPT 30
GARTRELL, JEFFR...	10121					0	✓	✓	CR 30 MIN LU...

Related Items

- DC All Quick Links
- DC Exceptions
- Sign off Timecards
- Timecards requiring review
- Online help

Internet | Protected Mode: Off 100% 3:32 PM

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

APPROVE TIMECARDS
 Last Refreshed: 4:04PM
 Show: All Home [Edit]
 Time Period: 3/10/2012 - 3/23/2012, Range of Dates [Refresh]

Name	Person ID	Manag Approv	Approve Sign Off	Tot Hrs to be paid non exempt	Tot Hrs to be paid exempt	All Comp earned	Unreviewed Exceptions	Unexcused Absence	Totals Up To Date	Pay Rule
TURNER, BARBAR...	2944			60.3	8.0	0.3	0	✓	✓	CR 30 MIN LU...
ELDER JR, DAVID ...	5539			79.0	8.0		0		✓	CR 30 MIN LU...
STEWART, RICHARD	4515			80.0			0		✓	CR 30 MIN LU...
ROACH, LATONYA	14047			80.0	8.0		0		✓	CR 30 MIN LU...
BAXTER, SHAWA...	16480			88.0	8.0	1.1	0		✓	CR 30 MIN LU...
JONES JR, JOHN	5669			72.0	32.0		0	✓	✓	CR 30 MIN LU...
MARTINEZ, DAVID	12551			80.0	8.0		0		✓	CR 30 MIN LU...
AMIN, DEVESHCH...	15824			80.0		4.2	0		✓	CR 30 MIN LU...
FRANCIS, CATHY ...	10195			80.0		0.5	0		✓	CR 30 MIN LU...
HARRIS, STELLA	2748			80.0	8.0		0		✓	CR 30 MIN LU...
NWANKWO, VENA...	17349			80.0			0		✓	CR 30 MIN LU...
MCGEE, BOBBY	13994			80.0			0		✓	CR 30 MIN LU...
ALLEN, ANNETTE	4267			80.0	8.0		0		✓	CR 30 MIN LU...
HENDRIX, KIMBERLY	1830			80.0	8.0	0.3	0		✓	CR 30 MIN LU...
EAST, ALDRICH S...	15694			80.0		8.1	0		✓	CR 30 MIN LU...
GENTRY, STEVEN	8475				80.7		0	✓	✓	EXEMPT 30
GARTRELL, JEFFR...	10121			80.0		4.4	0		✓	CR 30 MIN LU...

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

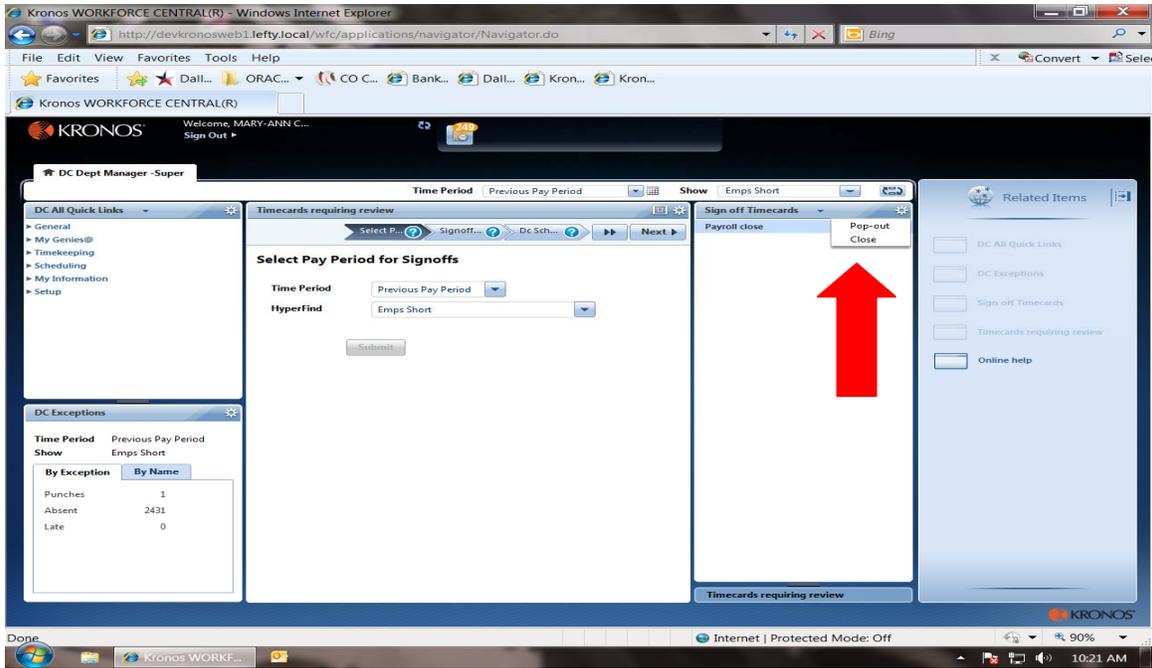
The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface. At the top, there is a navigation bar with 'KRONOS' logo, a user greeting 'Welcome, GARRETT LAN...', and a 'Sign Out' link. Below this is a breadcrumb trail: 'Home > DC Dept Manager - Super > Timecards requiring review > Group Edit Results f...'. The main content area is titled 'GROUP EDIT RESULTS' and includes a 'Refresh' button and a table with the following data:

Group Edit	Date	Time	User Name	Status	Results
Signed Off	4/18/2012	4:37PM	GLANDRY	COMPLETED	Success: 9 Total: 9
Pay from Schedule Added Effective start date: 3/24/2012 Effective end date: 4/06/2012 Comments: None	4/18/2012	3:24PM	GLANDRY	COMPLETED	Success: 9 Total: 9

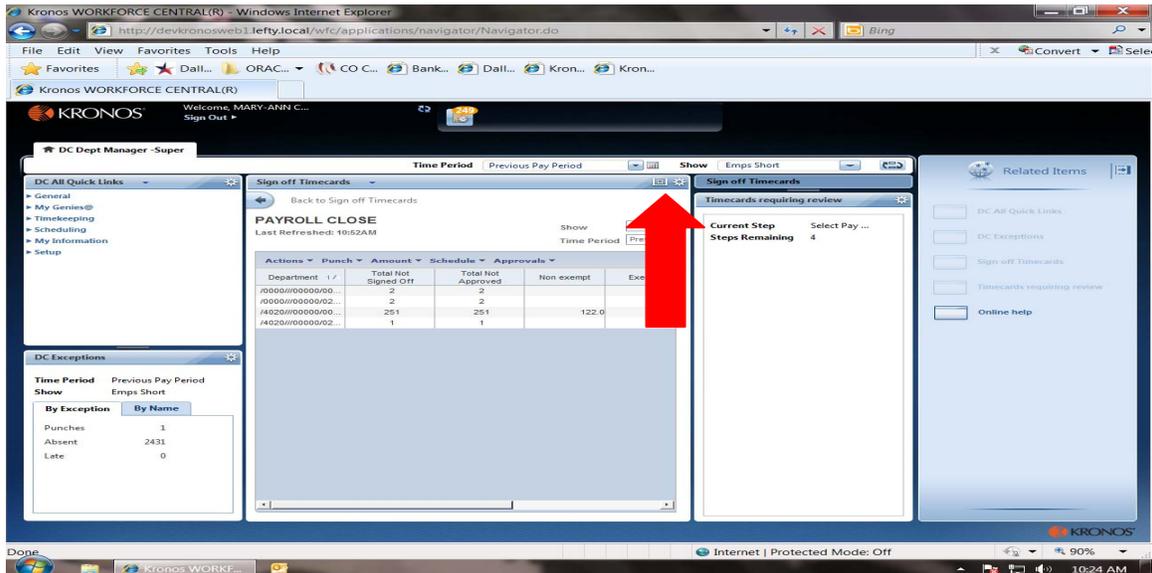
Two callout boxes are present: one pointing to the 'Sign Out' link in the top navigation bar, and another pointing to the 'Signed Off' row in the table. The right sidebar contains 'Related Items' with links for 'DC All Quick Links', 'DC Exceptions', 'Sign off Timecards', and 'Timecards requiring review'. The Windows taskbar at the bottom shows the system clock as 3:38 PM.

Sign off Timecards – using widget

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

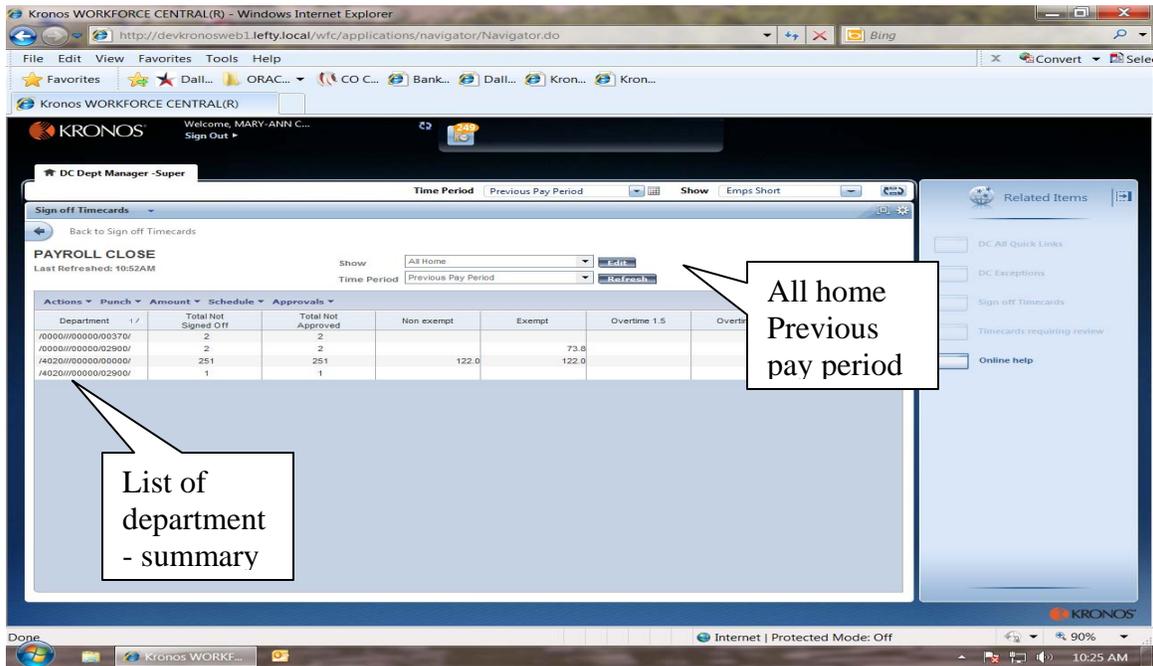


Payroll close genie will open in the center position. Click maximize icon to view full screen for review.

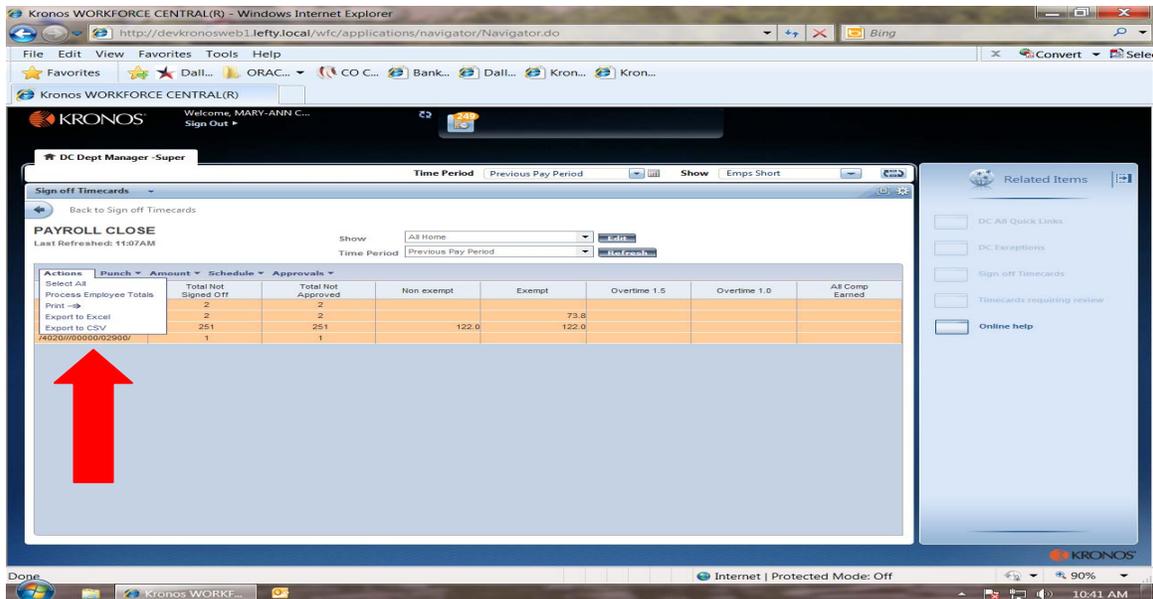


All Home and previous pay period is defaulted for Payroll Close sign off. Review columns.

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.

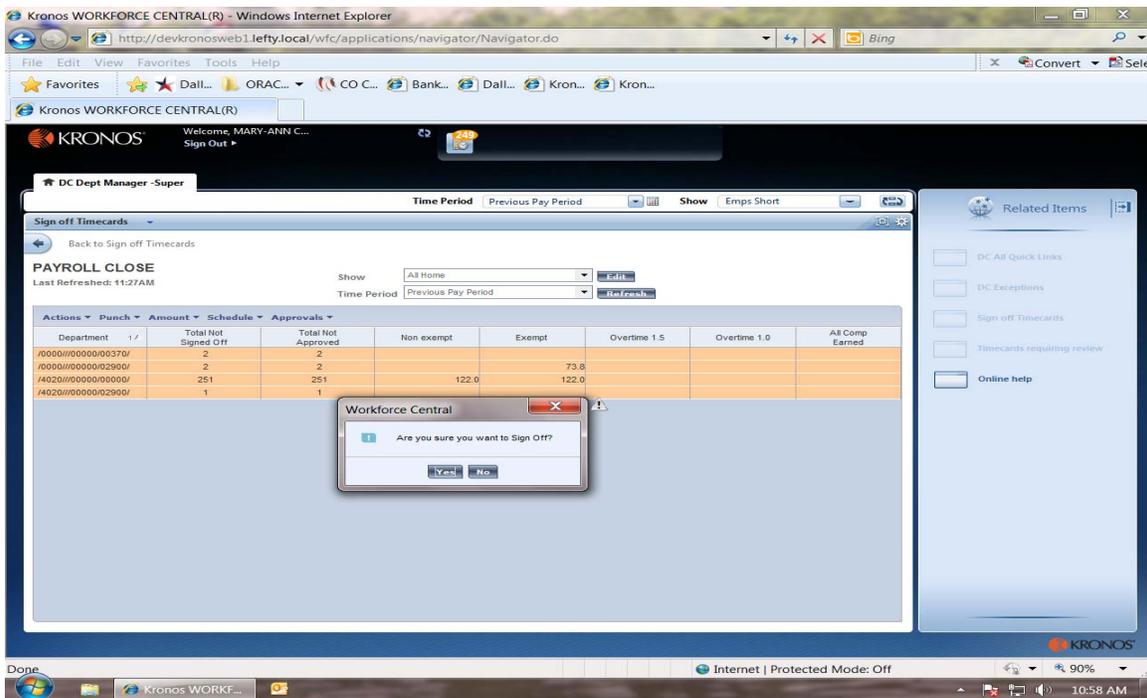
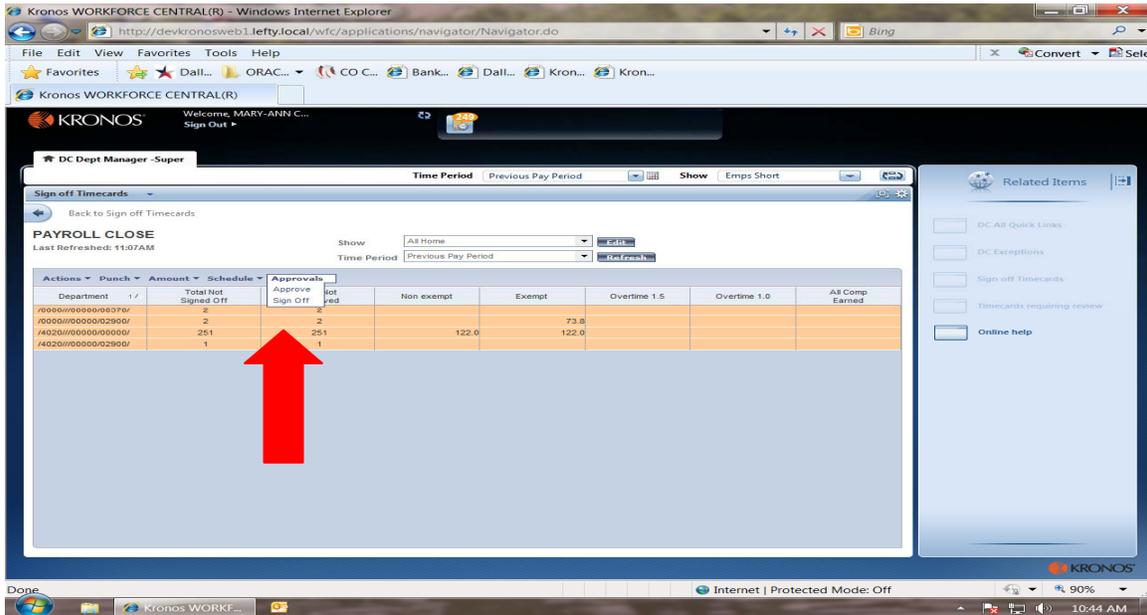


From Action drop down – Select all. Lines will be highlighted.



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.



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.

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The browser address bar shows the URL: http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do. The interface includes a navigation menu with 'Sign off Timecards' selected. A callout box points to a 'Back' button with the text 'Click to return to default screen'. Another callout box points to a 'Sign Out' button with the text 'Click to leave (sign out) Kronos'. A third callout box points to the 'Total Not Signed Off' column in a table, with the text 'Total Not Signed Off blank when complete'. The table has columns for Department, Total Not Signed Off, Approved, Overtime 1.5, Overtime 1.0, and All Comp Earned. The table data is as follows:

Department	1/	Total Not Signed Off	Approved	Overtime 1.5	Overtime 1.0	All Comp Earned
/0000//00000/00370/			2			
/0000//00000/02900/			2	73.8		
/4020//00000/00000/			251	122.0	122.0	
/4020//00000/02900/			1			

Sign off Timecards

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

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The main content area is titled "Timecards requiring review" and contains a "Sign off Timecards" widget. The widget has a "Pop-out" button and a "Close" button. A red arrow points to the "Pop-out" button. The widget also has a "Submit" button and a "HyperFind" dropdown menu set to "2008". The "Time Period" dropdown is set to "Previous Pay Period".

DC Dept Manager - Super

Time Period Previous Pay Period Show Emps Short

Select Pay Period to... Signoff Issues Dc Schedule Fix Next

Select Pay Period for Signoffs

Time Period Previous Pay Period

HyperFind 2008

Submit

Sign off Timecards Pop-out Close

Related Items

Timecards requiring review

Time Period	Previous Pay Period
Show	Emps Short

By Exception	By Name
Punches	10
Absent	40
Late	10

11:33 AM

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

The screenshot shows the Kronos Workforce Central interface in a Windows Internet Explorer browser. The main content area is titled 'Sign off Timecards' and displays a 'PAYROLL CLOSE' status. A red arrow points to the 'Show' dropdown menu, which is set to 'All Home'. Below this is a table with columns for Department, Total Not Signed Off, Total Approvals, and various time categories. All rows in the table are highlighted in orange. A callout box points to the 'Approvals' column with the text 'Select Sign off if you are final approver'. Another callout box points to the table with the text 'Note all rows are highlighted'. The interface also includes a left sidebar with navigation links, a top navigation bar, and a right sidebar with 'Timecards requiring review' and 'Steps Remaining'.

Department	Total Not Signed Off	Total Approvals	on exempt	Exempt	Overtime 1.5	Overtime 1.0
0000/0000000000...	2	1	120.0	83.4		
0000/0000000002...	2	1	56.0	81.6		
14020/0000000000...	251	244	18...	3384.6	2.5	
14020/0000000002...	1	1	80...			

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

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The page title is "Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer" and the URL is "http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do". The interface includes a navigation bar with "Kronos WORKFORCE CENTRAL(R)" and a "Sign Out" button. The main content area is titled "Sign off timecards" and displays a "PAYROLL CLOSE" summary for the time period "3/24/2012 - 4/06/2012, Range of Dates". The summary table has the following columns: Department, Total Not Signed Off, Total Not Approved, Non exempt, Exempt, Overtime 1.5, Overtime 1.0, and All Comp Earned. The data rows are as follows:

Department	Total Not Signed Off	Total Not Approved	Non exempt	Exempt	Overtime 1.5	Overtime 1.0	All Comp Earned
/0000//00000/00370/	2	79.8	80.0				
/0000//00000/02900/	1	80.0	82.0				0.5
/4020//00000/00000/	247	16518.7	3491.6				118.27
/4020//00000/02900/	1	80.0					

A callout box points to the "Total Not Signed Off" column, which is blank for the first two rows. The text in the callout box reads: "Blank column indicates all employees are sign off".

Employee Requiring Schedule Change

Open PAY PERIOD CLOSE – SUPER genie

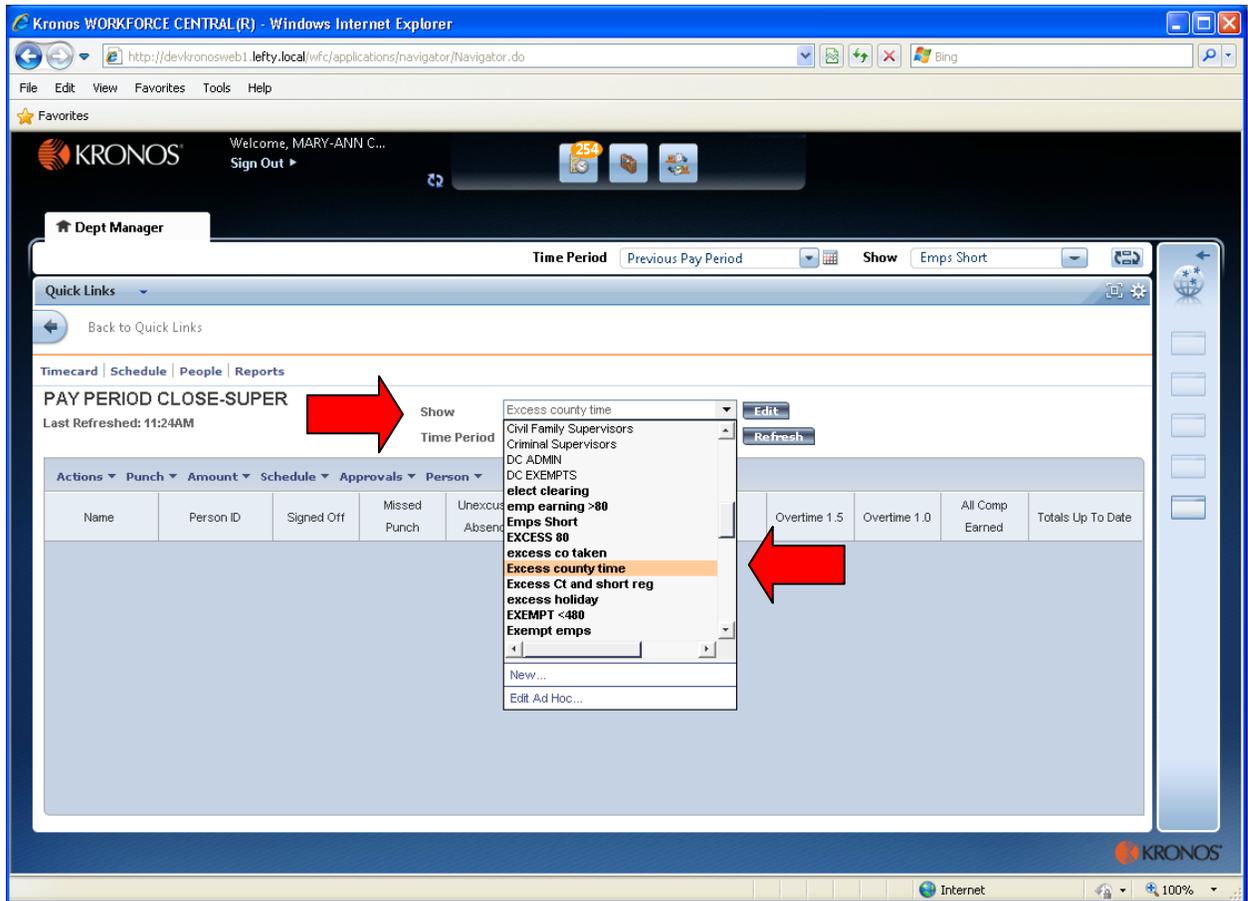
The screenshot shows the Kronos Workforce Central interface in a Windows Internet Explorer browser. The address bar shows the URL: <http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do>. The user is logged in as MARY-ANN C... and is in the 'Dept Manager' role. The interface is divided into several sections:

- DC Exceptions:** A table showing exceptions for the current and previous pay periods.
- Quick Links:** A central menu with categories like General, My Genies, Scheduling, and My Information. A red arrow points to 'Pay Period Close-Super' under the 'My Genies' category.
- Sign off timecards:** A section for managing timecard sign-offs, currently showing 'Payroll close'.
- Timecards Requiring Review:** A section showing the current step as 'Select Pay ...' and 3 steps remaining.

Time Period	Previous Pay Period
Punches	0
Absent	2463
late	0
Left early	0
Excess Hrs	0

By Exception	By Name
Punches	0
Absent	2463
late	0
Left early	0
Excess Hrs	0

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.



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.

Kronos WORKFORCE CENTRAL (R) - Windows Internet Explorer

http://10.10.101.250/wfc/applications/suite/nav/navigation.do

File Edit View Favorites Tools Help

Log Off | Change Password | Setup | Help

GENERAL MY GENIES® TIMEKEEPING SCHEDULING

Timecard | Schedule | People | Reports

PAY PERIOD CLOSE-SUPER

Last Refreshed: 2:12PM

Show: Excess county time Edit

Time Period: Previous Pay Period Refresh

Name	Person ID	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date
BARDLEY, SUSAN	27980			✓					48.1	✓
EZEOMA, SAMPSON	35221			✓					40.0	✓
RUSSELL, LEE	36021		✓	✓					16.1	✓
RILEY, CORRINA	39894			✓					40.0	✓
BARKER, SAMUEL	39895			✓					40.0	✓
MARSHALL, PATRICK	41125			✓					40.0	✓

Done

Trusted sites 105%

start Inboxes - Microsoft... Oracle Applications H... Oracle Applications 1... Kronos WORKFORCE... Oracle Applications - ... 2:17 PM

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.

The screenshot displays the Kronos WORKFORCE CENTRAL interface in a Windows Internet Explorer browser. The page title is "PAY PERIOD CLOSE-SUPER" and it shows a table of employee timecard data. The table has columns for "Signed Off", "Missed Punch", "Unexcused Absence", "Tot Hrs to be paid non exempt", "Tot Hrs to be paid exempt", "Overtime 1.5", "Overtime 1.0", "All Comp Earned", and "Totals Up To Date". The employee "RUSSELL, LEE" is highlighted in green, and a red arrow points to the "Tot Hrs to be paid non exempt" column for this employee. Another red arrow points to the "Actions" dropdown menu in the top left corner of the table.

Actions	Punch	Amount	Approvals	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	Totals Up To Date
Select All						✓					48.1	✓
Print →						✓					40.0	✓
Export to Excel						✓					40.0	✓
Export to CSV					✓	✓					16.1	✓
						✓					40.0	✓
						✓					40.0	✓
						✓					40.0	✓

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.

TIMECARD
 Name & ID: RUSSELL, LEE 36021
 Time Period: Previous Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 11/05			5:55AM		2:25PM				8.0	8.0	8.0
Sun 11/06			5:55AM		2:27PM				8.1	8.1	16.1
Mon 11/07			9:57AM								16.1
Tue 11/08											16.1
Wed 11/09											16.1
Thu 11/10											16.1
Fri 11/11											16.1
Sat 11/12											16.1
Sun 11/13											16.1
Mon 11/14											16.1
Tue 11/15											16.1
Wed 11/16											16.1
Thu 11/17											16.1
Fri 11/18											16.1

TOTALS & SCHEDULE

Date	Start Time	End Time	Pay Code	Amount
Sat 11/05	10:00AM	6:30PM		
Sun 11/06	10:00AM	6:30PM		
Mon 11/07	10:00AM	6:30PM		
Tue 11/08	10:00AM	6:30PM		
Wed 11/09	10:00AM	6:30PM		
Thu 11/10				
Fri 11/11				
Sat 11/12	10:00AM	6:30PM		

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

The screenshot shows the Kronos Workforce Central interface in a Windows Internet Explorer browser. The browser address bar shows the URL: <http://10.10.101.250/wfc/applications/suitenav/navigation.do>. The interface includes a navigation menu with tabs for GENERAL, MY GENIES®, TIMEKEEPING, and SCHEDULING. The SCHEDULING tab is active, and the 'TIMECARD' section is displayed. The user's name and ID are shown as 'RUSSELL, LEE' and '36021'. The time period is set to 'Previous Pay Period'. A table lists timecard entries for dates from Sat 11/05 to Fri 11/18. A red arrow points to the 'Schedule' tab in the top navigation bar. Below the table, there are sections for 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'. The 'TOTALS & SCHEDULE' section shows a summary table with columns for Date, Start Time, End Time, Pay Code, and Amount.

Date	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 11/05	5:55AM		2:25PM				8.0	8.0	8.0
Sun 11/06	5:55AM		2:27PM				8.1	8.1	16.1
Mon 11/07	9:57AM								16.1
Tue 11/08									16.1
Wed 11/09									16.1
Thu 11/10									16.1
Fri 11/11									16.1
Sat 11/12									16.1
Sun 11/13									16.1
Mon 11/14									16.1
Tue 11/15									16.1
Wed 11/16									16.1
Thu 11/17									16.1
Fri 11/18									16.1

Date	Start Time	End Time	Pay Code	Amount
Sat 11/05	10:00AM	6:30PM		
Sun 11/06	10:00AM	6:30PM		
Mon 11/07	10:00AM	6:30PM		
Tue 11/08	10:00AM	6:30PM		
Wed 11/09	10:00AM	6:30PM		
Thu 11/10				
Fri 11/11				
Sat 11/12	10:00AM	6:30PM		

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.

SCHEDULE EDITOR
 Loaded: 3:14PM
 Show: Previously Selected Employee(s) [Edit]
 Time Period: 11/05/2011 - 11/18/2011, Range of Dates [Refresh]

BY EMPLOYEE | **BY GROUP**

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

Name	Sch Hrs.	Sat 05		Sun 06		Mon 07		Tue 08		Wed 09		Thu 10		Fri 11		Sat 12	
		4a	8a 12p 4p 8p														
10A-630P SAT-WED	0.00																
RUSSELL, LEE	80.00		10a-6														
Scheduled Hours	80.00		8		8		8		8		8		8		0		0
Number of Employees	1		1		1		1		1		1		1		0		0

COMMENTS

Date	Shift/Pay Code	Name	Comments	Note

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

The screenshot shows the Kronos WORKFORCE CENTRAL interface in Internet Explorer. The main window is titled "SCHEDULE EDITOR" and displays a weekly schedule grid for employee "RUSSELL, LEE" under the group "10A-630P SAT-WED". A red arrow points to the right-click context menu that appears over the employee's name. The menu includes the following options:

- Add to Group ->
- Remove from Group ->
- Add Pattern >
- Edit Pattern >
- Delete Pattern >
- Schedule Outline ->
- Audits ->
- Timecard ->
- People ->
- Reports ->

The schedule grid shows the following data:

Name	Sch Hrs.	Sat 05	Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12
RUSSELL, LEE	0	8	8	8	8	8	0	0	0

Below the grid, a summary table shows:

Scheduled Hours	Number of Employees
80.00	1

The interface also includes a "COMMENTS" section with columns for Date, Shift/Pay Code, Name, Comments, and Note.

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.

The screenshot displays the Kronos WORKFORCE CENTRAL interface in a Windows Internet Explorer browser. The main window is titled "SCHEDULE EDITOR" and shows a calendar view for the period 10/22/2011 to 11/04/2011. An "Add to Group" dialog box is open in the foreground, allowing the user to assign a schedule group to an employee. The dialog box includes the following elements:

- Schedule Group:** A dropdown menu currently showing "6:30am - 3:30pm".
- *Start Date:** A list of schedule codes including "6A-230P MON-FRI", "6A-230P MON-THU 830-5P FRI", "6A-230P MON-WED-FRI 1130A-8P TUE", "6A-230P SAT SUN MON WED FRI", "6A-230P SAT-WED", "6A-230P SUN-THU", "6A-230P THU-MON", and "6A-230P TUE-SAT".
- *End Date:** A list of schedule codes including "6A-230P MON-FRI", "6A-230P MON-THU 830-5P FRI", "6A-230P MON-WED-FRI 1130A-8P TUE", "6A-230P SAT SUN MON WED FRI", "6A-230P SAT-WED", "6A-230P SUN-THU", "6A-230P THU-MON", and "6A-230P TUE-SAT".
- Remove employees from other schedule:** A checked checkbox.
- Buttons:** "OK", "Cancel", and "Help".

The background interface shows a table with columns for "Name", "Sch Hrs.", and a calendar grid for dates from Friday, 10/28 to Saturday, 11/04. The employee "RUSSELL, LEE" is listed with 80.00 scheduled hours. A summary table at the bottom shows "Scheduled Hours" and "Number of Emplo..." for each date.

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

The screenshot displays the Kronos Workforce Central SCHEDULE EDITOR interface. The browser window title is "Kronos WORKFORCE CENTRAL (R) - Windows Internet Explorer". The URL is "http://10.10.101.250/wfc/applications/suitenav/navigation.do". The interface includes a navigation menu with "GENERAL", "MY GENIES", "TIMEKEEPING", and "SCHEDULING". The main content area is titled "SCHEDULE EDITOR" and shows a "Time Period" of "10/22/2011 - 11/04/2011, Range of Dates". A red arrow points to the "Save" button. The main grid shows the schedule for "RUSSELL, LEE" with columns for dates from Sat 22 to Sat 29. The grid displays shifts such as "10a-6" and "8a-23" with corresponding scheduled hours and employee counts.

Employee	Sch Hrs.	Sat 22	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29
EMP SAT-...	0.00	10a-6	10a-6	10a-6	10a-6	10a-6			10a-6
EMP TUE-SAT		8a-23			8a-23	8a-23	8a-23	8a-23	8a-23
RUSSELL, LEE	80.00	8a-23			8a-23	8a-23	8a-23	8a-23	8a-23
Scheduled Hours	80.00	8	0	0	8	8	8	8	8
Number of Emplo...	1	1	0	0	1	1	1	1	1

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

The screenshot shows the Kronos WORKFORCE CENTRAL interface in a Windows Internet Explorer browser. The browser's address bar shows the URL <http://10.10.101.250/wfc/applications/suitenav/navigation.do>. The interface includes a navigation menu with options like GENERAL, MY GENIES, TIMEKEEPING, and SCHEDULING. The main section is titled "SCHEDULE EDITOR" and displays a calendar grid for the period 10/22/2011 to 11/04/2011. A message box is overlaid on the calendar, stating: "Workforce Central: Schedule changes are currently being applied to the selected people. Click Refresh in a few minutes." A red arrow points to the browser's back button in the top-left corner. Below the calendar, there is a table with columns for Scheduled Hours and Number of Emplo... and a COMMENTS section.

Name	Sch Hrs.	Sat 22	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29
10A-630P SAT-...	0.00	10a-6	10a-6	10a-6	10a-6	10a-6			10a-6
6A-230P TUE-SAT		6a-23			6a-23	6a-23	6a-23	6a-23	6a-23
RUSSELL, LEE	80.00	6a-23			6a-23	6a-23	6a-23	6a-23	6a-23

Scheduled Hours	80.00	8	0	0	8	8	8	8	8
Number of Emplo...	1	1	0	0	1	1	1	1	1

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

Kronos WORKFORCE CENTRAL (R) - Windows Internet Explorer

http://10.10.101.250/wfc/applications/suitenav/navigation.do

File Edit View Favorites Tools Help

Log Off | Change Password | Setup | Help

GENERAL MY GENIES® TIMEKEEPING SCHEDULING

Timecard | Schedule | People | Reports

TIMECARD

Loaded: 3:31PM Name & ID: RUSSELL, LEE 36021

Time Period: Previous Pay Period

Save	Actions	Punch	Amount	Comment	Approvals	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X						5:55AM		2:25PM				8.0	8.0	8.0
X						5:55AM		2:27PM				8.0	8.0	16.0
X						5:57AM								16.0
X														16.0
X														16.0
X														16.0
X														16.0
X														16.0
X														16.0
X														16.0
X														16.0
X														16.0
X														16.0
X														16.0
X														16.0
X														16.0

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sat 11/05	6:00AM	2:30PM		
Sun 11/06	6:00AM	2:30PM		
Mon 11/07	6:00AM	2:30PM		
Tue 11/08	6:00AM	2:30PM		
Wed 11/09	6:00AM	2:30PM		
Thu 11/10				
Fri 11/11				
Sat 11/12	6:00AM	2:30PM		

Account: 00120/3142/0000/0000/000000/000000/000000
Pay Code: REGULAR
Amount: 16.0

Done Trusted sites 105% 3:32 PM

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.

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

The screenshot shows the Kronos Workforce Central interface in a Windows Internet Explorer browser. The main content area displays a 'TIMECARD' for employee LACY, DE'AND... (ID 27910) for the period 4/07/2012 - 4/20/2012. A red arrow points to the 'Schedule' link in the top navigation bar. A callout box highlights the entry for Wednesday, 4/18, where the in-time is 4:54PM and the out-time is 7:02AM. Below the main table, a 'TOTALS & SCHEDULE' section shows 'COUNTY TIME 1.0' and 'COMP 1.5' for the highlighted shift.

Date	Pay Code	Amount	In	Out	Shift	Daily	Cumulative
Sat 4/14						10.0	40.0
Sun 4/15			8:57PM	7:00AM		10.0	50.0
Mon 4/16			8:54PM	7:00AM		10.0	60.0
Tue 4/17			8:58PM	7:00AM		10.0	70.0
Wed 4/18			4:54PM	7:02AM		14.1	84.1
Thu 4/19							84.1
Fri 4/20							84.1

Date	Start Time	End Time	Pay Code	Amount
Sat 4/14				
Sun 4/15	9:00PM	7:00AM		
Mon 4/16	9:00PM	7:00AM		
Tue 4/17	9:00PM	7:00AM		
Wed 4/18	9:00PM	7:00AM		

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

Kronos WORKFORCE CENTRAL (R) - Windows Internet Explorer

http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do

Welcome, MARY-ANN C...
Sign Out ▶

Dept Manager

Time Period: Previous Pay Period Show Emps Short

Quick Links: Back to Quick Links

Timecard | Schedule | People | Reports

SCHEDULE EDITOR

Loaded: 11:38AM Show: Previously Selected Employee(s) Edit

Time Period: 4/07/2012 - 4/20/2012, Range of Dates Refresh

BY EMPLOYEE **BY GROUP**

Save Actions Shift Pay Code Group View

Name	Person ID	Scheduled Totals	Days							
			Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20		
9P-7A SUH-WED		0.00								
LACY, DE'AND...	27910	80.00								
Scheduled Hours		80.00	0	10	10	10	10	0	0	0
Number of Emplo...		1	0	1	1	1	1	0	0	0

COMMENTS

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

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.

Employee: LACY, DE'ANDREA Primary Job: Unspecified

Insert Shift → Delete Shift

	Start Date *	Type *	Start Time *	End Time *	End Date *	Sch Hrs.
X	4/18/2012	Regular	9:00PM	7:00AM	4/19/2012	10.0

Comments: Notes: Shift Label: Repeat for (0) 1

Add → Delete

OK Cancel Help

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

Employee: LACY, DE'ANDREA Primary Job: Unspecified

Insert Shift → Delete Shift

	Start Date *	Type *	Start Time *	End Time *	End Date *	Sch Hrs.
X	4/18/2012	Regular	17	7:00AM	4/19/2012	10.0

Comments: Notes: Shift Label: Repeat for (0) 1

Add → Delete

OK Cancel Help

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

Use Browser back button to return to time card.

SCHEDULE EDITOR

Loaded: 11:52AM

Time Period: 4/07/2012 - 4/20/2012, Range of Dates

BY EMPLOYEE | BY GROUP

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

Name	Person ID	Scheduled Totals	Days						
			Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	
SP-7A SUN-WED		0.00		8p - 7a	8p - 7a	8p - 7a	8p - 7a		
LACY, DE'AND...	27910	84.00		8p - 7a	8p - 7a	8p - 7a	8p - 7a		
Scheduled Hours		84.00	0	10	10	10	10	0	0
Number of Emplo...		1	0	1	1	1	1	0	0

COMMENTS

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

Correcting Schedule for Split Shift

When an employee leaves work for an 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.

The screenshot shows the Kronos Workforce Central interface in a Windows Internet Explorer browser. The page displays a timecard for employee THOMAS, MARGA... (ID: 18211) for the current pay period. A red arrow points to the 'Schedule' icon in the top right corner. A callout box highlights the timecard entry for Tuesday 5/22, which shows a split shift from 3:00 PM to 4:30 PM. The callout text reads: "Note county time is charged for highlighted shift 3 P to 430p".

Date	Start Time	End Time	Pay Code	Amount
Sat 5/19				
Sun 5/20				
Mon 5/21	8:00AM	4:30PM		
Mon 5/21	3:00PM	4:30PM		
Tue 5/22				
Wed 5/23	8:00AM	4:30PM		
Thu 5/24				

Account	Pay Code	Amount
001204020/0000/0000/00000/09912	COUNTY TIME 1.0	1.5
001204020/0000/0000/00000/09912	REGULAR	1.5

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

The screenshot displays the Kronos WORKFORCE CENTRAL (R) SCHEDULE EDITOR interface. The browser window title is "Kronos WORKFORCE CENTRAL (R) - Windows Internet Explorer". The address bar shows the URL: <http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do>. The interface includes a navigation bar with "Time Period" set to "Previous Pay Period" and "Show" set to "Emps Short". The "SCHEDULE EDITOR" section is active, showing a "Loaded: 12:10PM" status and a "Time Period" of "5/19/2012 - 6/01/2012, Range of Dates".

The main scheduling area is titled "BY EMPLOYEE" and "BY GROUP". The "BY GROUP" tab is selected, and a red arrow points to it. Below the tabs, there are buttons for "Save", "Actions", "Shift", "Pay Code", "Group", and "View". The scheduling grid shows columns for days of the week (Sat 19, Sun 20, Mon 21, Tue 22, Wed 23, Thu 24) and rows for shifts (4a, 8a, 12p, 4p, 8p). The "8A-43P Mon-Fri" group is selected, and a red arrow points to the cell for Monday, 6/19/2012, under the 8a-43p shift. The grid shows scheduled hours and the number of employees assigned to each shift.

Name	Person ID	Scheduled Totals	Sat 19		Sun 20		Mon 21		Tue 22		Wed 23		Thu 24	
			4a	8a	12p	4p	8p	4a	8a	12p	4p	8p	4a	8a
8A-43P Mon-Fri		0.00					8a - 43p		8a - 43p		8a - 43p		8a - 43p	
THOMAS, MAR...	18211	80.00					8a - 43p		8a - 43p		8a - 43p		8a - 43p	
Scheduled Hours		80.00					8		8		8		8	
Number of Emplo...		1					1		1		1		1	

Below the grid, there is a "COMMENTS" section with columns for Date, Shift/Pay Code, Name, Comments, and Note.

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.

Edit Shift

Employee: THOMAS, MARG... Primary Job: Unspecified

Insert Shift → Delete Shift

	Start Date *	Type *	Start Time *	End Time *	End Date *	Sch Hrs..
X ↺	5/21/2012	Regular	8:00AM	4:30PM	5/21/2012	8.5

Comments: [Dropdown] Notes: [Text Area]

Shift Label: [Text Box] Repeat for (0) 1

Add → Delete

OK Cancel Help

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

Edit Shift

Employee: THOMAS, MARG... Primary Job: Unspecified

Insert Shift → Delete Shift

	Start Date *	Type *	Start Time *	End Time *	End Date *	Sch Hrs..
X ↺	5/21/2012	Regular	8:00AM	930	5/21/2012	8.5

Comments: [Dropdown] Notes: [Text Area]

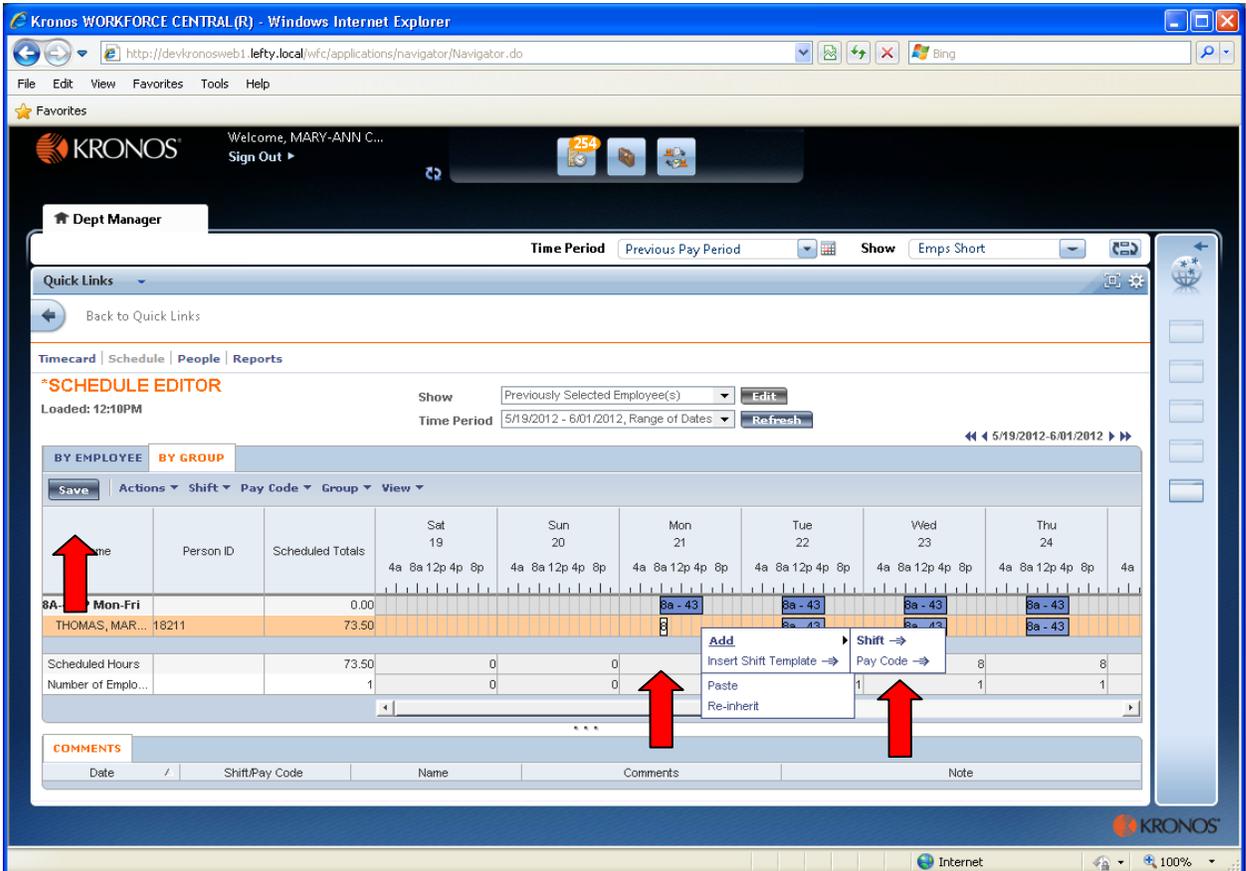
Shift Label: [Text Box] Repeat for (0) 1

Add → Delete

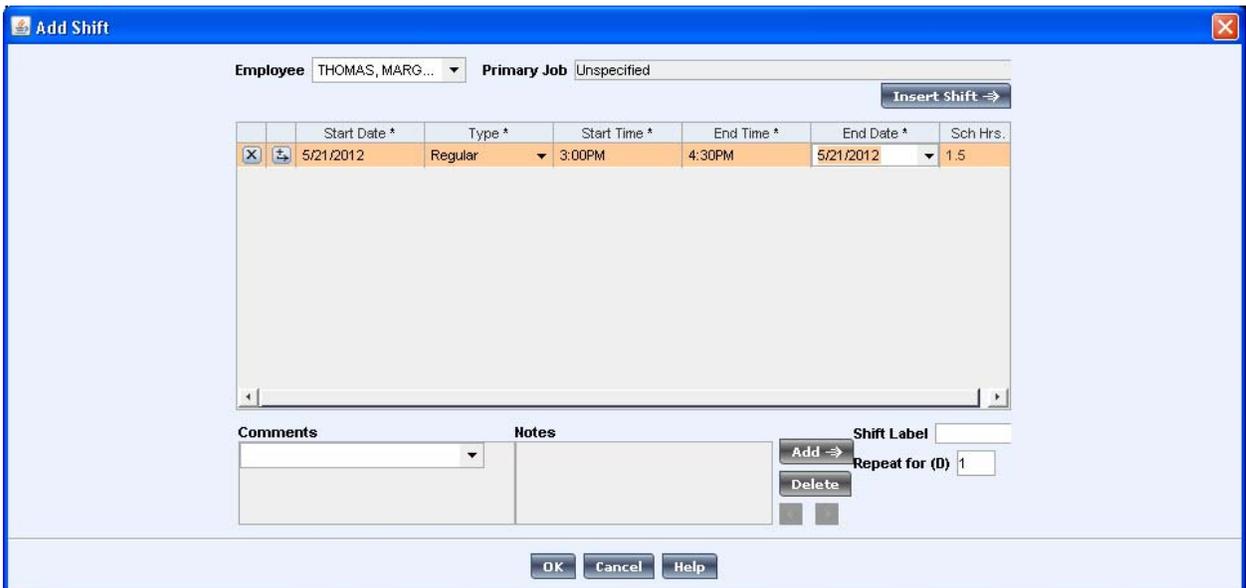
OK Cancel Help

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

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.



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

Click back on browser to return to timecard.

Kronos WORKFORCE CENTRAL (R) - Windows Internet Explorer

http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do

File Edit View Favorites Tools Help

KRONOS Welcome, MARY-ANN C... Sign Out

Dept Manager

Time Period Previous Pay Period Show Emps Short

Quick Links Back to Quick Links

Timecard | Schedule | People | Reports

***SCHEDULE EDITOR**

Loaded: 12:19PM Show Previously Selected Employee(s) Edit

Time Period 5/19/2012 - 6/01/2012, Range of Dates Refresh

BY EMPLOYEE BY GROUP

Save Actions Shift Pay Code Group View

Name	Person ID	Scheduled Totals	Sat 19		Sun 20		Mon 21		Tue 22		Wed 23		Thu 24	
			4a	8a 12p 4p 8p	4a	8a 12p 4p 8p	4a	8a 12p 4p 8p	4a	8a 12p 4p 8p	4a	8a 12p 4p 8p	4a	8a 12p 4p 8p
8A-430P Mon-Fri		0.00					8a - 43							
THOMAS, MAR...	18211	75.00					8a - 43							
Scheduled Hours		75.00		0	0		3		8		8		8	
Number of Emplo...		1		0	0		1		1		1		1	

COMMENTS

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

Internet 100%

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

Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer

http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do

File Edit View Favorites Tools Help

★ Favorites

KRONOS Welcome, MARY-ANN C... Sign Out ▶

254

Dept Manager

Time Period Previous Pay Period Show Emps Short

Quick Links Back to Quick Links

Timecard | Schedule | People | Reports

TIMECARD

Loaded: 12:23PM Name & ID THOMAS, MARGA... 18211 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 5/19											
Sun 5/20											
Mon 5/21			8:00AM		9:30AM				1.5		
Mon 5/21			3:00PM		4:30PM				1.5	3.0	3.0
Tue 5/22											3.0
Wed 5/23											3.0
Thu 5/24											3.0

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
001204020000000000000000009812	REGULAR	3.0	Sat 5/19				
			Sun 5/20				
			Mon 5/21	8:00AM	9:30AM		
			Mon 5/21	3:00PM	4:30PM		
			Tue 5/22	8:00AM	4:30PM		

Done Internet 100%

Changing A Work Rule

Open employee's time card from any Genie.

The screenshot displays the Kronos Workforce Central (WFC) interface in a Windows Internet Explorer browser. The main content area shows the 'TIMECARD' for employee MARY-ANN CANNON (ID 1261). The time period is set to 'Current Pay Period'. The interface includes a 'Dept Manager' tab, 'Quick Links', and navigation options for 'Time Period', 'Previous Pay Period', and 'Show Emps Short'.

The time card table contains the following data:

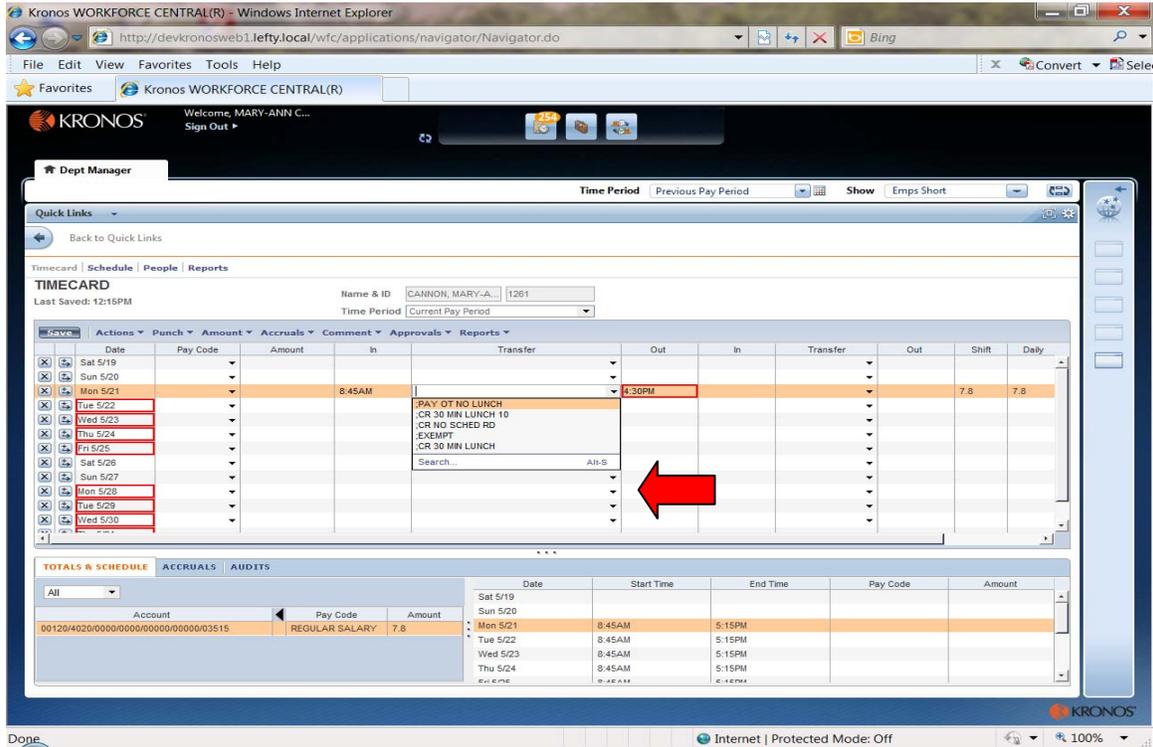
Date	Pay Code	Amount	In	Out	Transfer	In	Transfer	Out	Shift	Daily
Sat 5/19										
Sun 5/20										
Mon 5/21			8:45AM	5:30PM					7.8	7.8
Tue 5/22										
Wed 5/23										
Thu 5/24										
Fri 5/25										
Sat 5/26										
Sun 5/27										
Mon 5/28										
Tue 5/29										
Wed 5/30										

Below the time card table, there is a 'TOTALS & SCHEDULE' section with a sub-table:

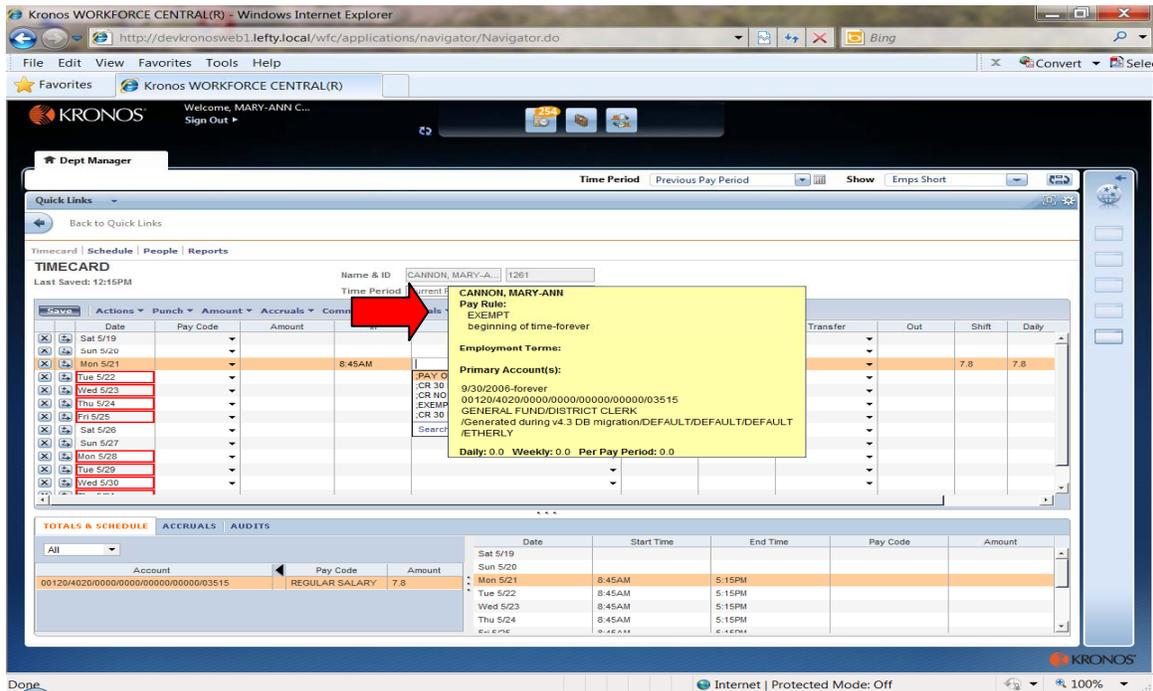
Date	Start Time	End Time	Pay Code	Amount
Sat 5/19				
Sun 5/20				
Mon 5/21	8:45AM	5:15PM		
Tue 5/22	8:45AM	5:15PM		
Wed 5/23	8:45AM	5:15PM		
Thu 5/24	8:45AM	5:15PM		
Fri 5/25	8:45AM	5:15PM		

The interface also shows a 'Sign Out' button and a 'Welcome, MARY-ANN C...' message. The browser window title is 'Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer' and the address bar shows 'http://devkronosweb1.lefty.local/wfc/applications/navigator/Navigator.do'.

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.



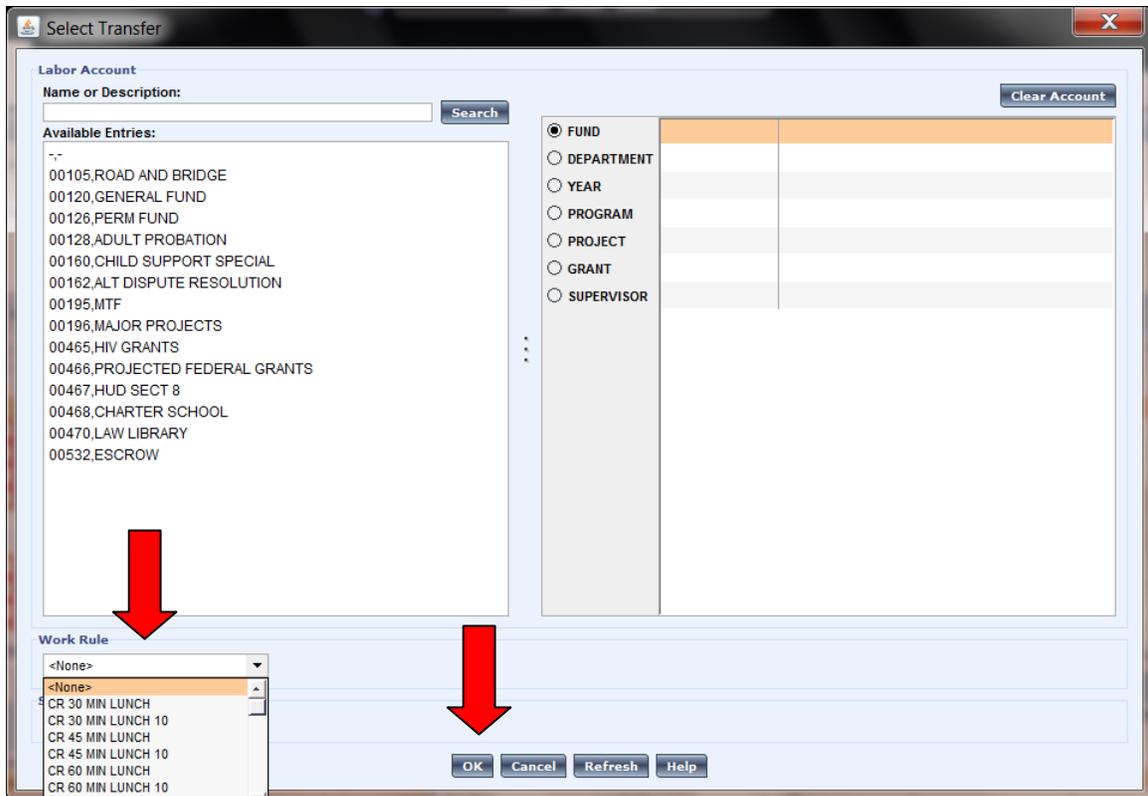
EMPLOYEE RULES MUST BE THE SAME CATEGORY. CR MUST STAY CR AND EXEMPT MUST STAY EXEMPT. HOVER OVER EMPLOYEE NAME IF YOU ARE NOT SURE WHAT CATEGORY THE EMPLOYEE IS ASSIGNED.



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.



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.

The screenshot displays the Kronos WORKFORCE CENTRAL interface in a Windows Internet Explorer browser. The main content area shows a timecard for employee MARY-ANN CANNON (ID 1261). The timecard is marked as 'TIMECARD' in orange, indicating unsaved changes. A red flag is visible next to the 'TOTALS & SCHEDULE' section. The 'Actions' menu is open, and 'Calculate Totals' is selected. The main table shows a punch record for Monday, 5/21, with an 'EXEMPT' status from 8:45AM to 4:30PM. The 'TOTALS & SCHEDULE' section at the bottom shows a summary of the employee's schedule and earnings for the period.

Date	Start Time	End Time	Pay Code	Amount
Sat 5/19				
Sun 5/20				
Mon 5/21	8:45AM	5:15PM		
Tue 5/22	8:45AM	5:15PM		
Wed 5/23	8:45AM	5:15PM		
Thu 5/24	8:45AM	5:15PM		

Run a Report

Click on the Report Genie.

Quick Links

- General
 - Group Edit Results
- Reports
 - My Genies@
 - Scheduling
 - My Information

DC Exceptions

Time Period	Previous Pay Period
Show	Emps Short
By Exception	
Punches	0
Absent	2463
late	0
Left early	0
Excess Hrs	0

Time Period: Previous Pay Period

HyperFind: Emps Short

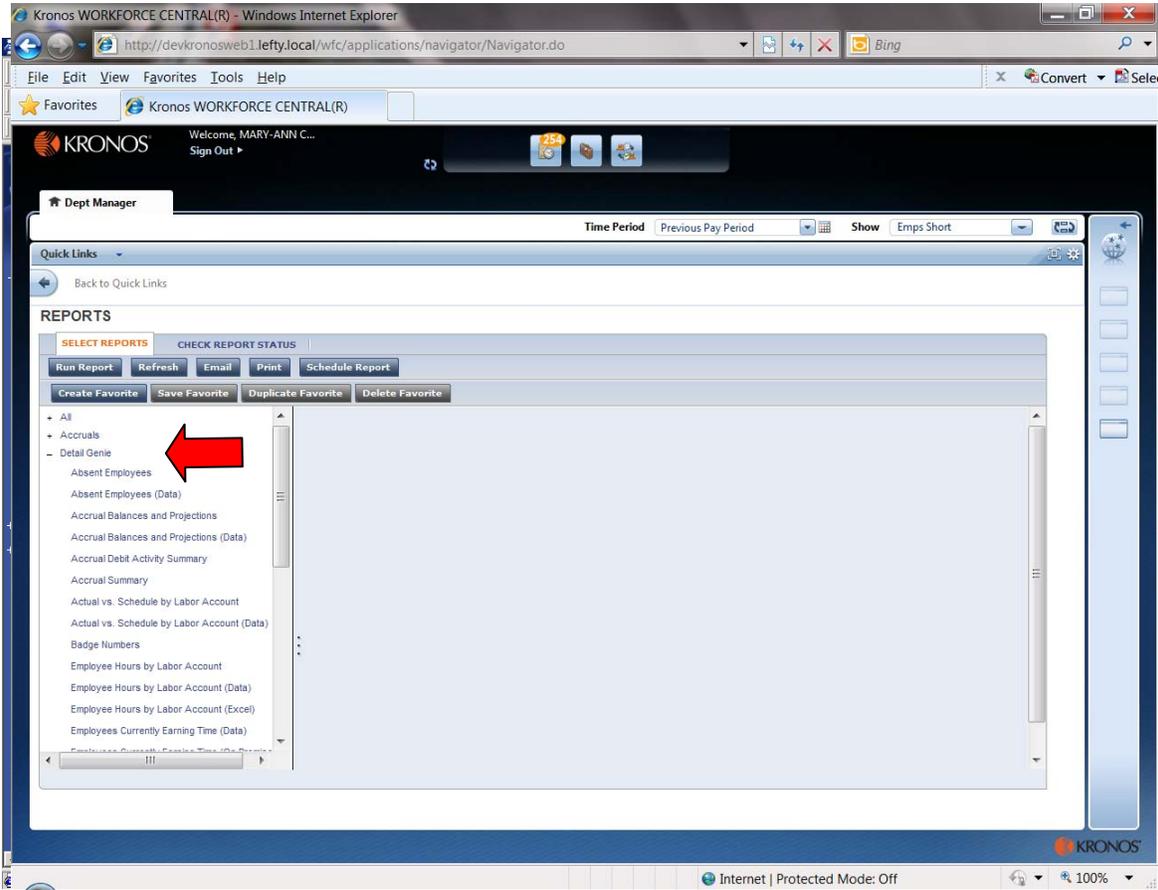
Save

Time Period	Previous Pay Period
Show	Emps Short

Internet | Protected Mode: Off | 100%

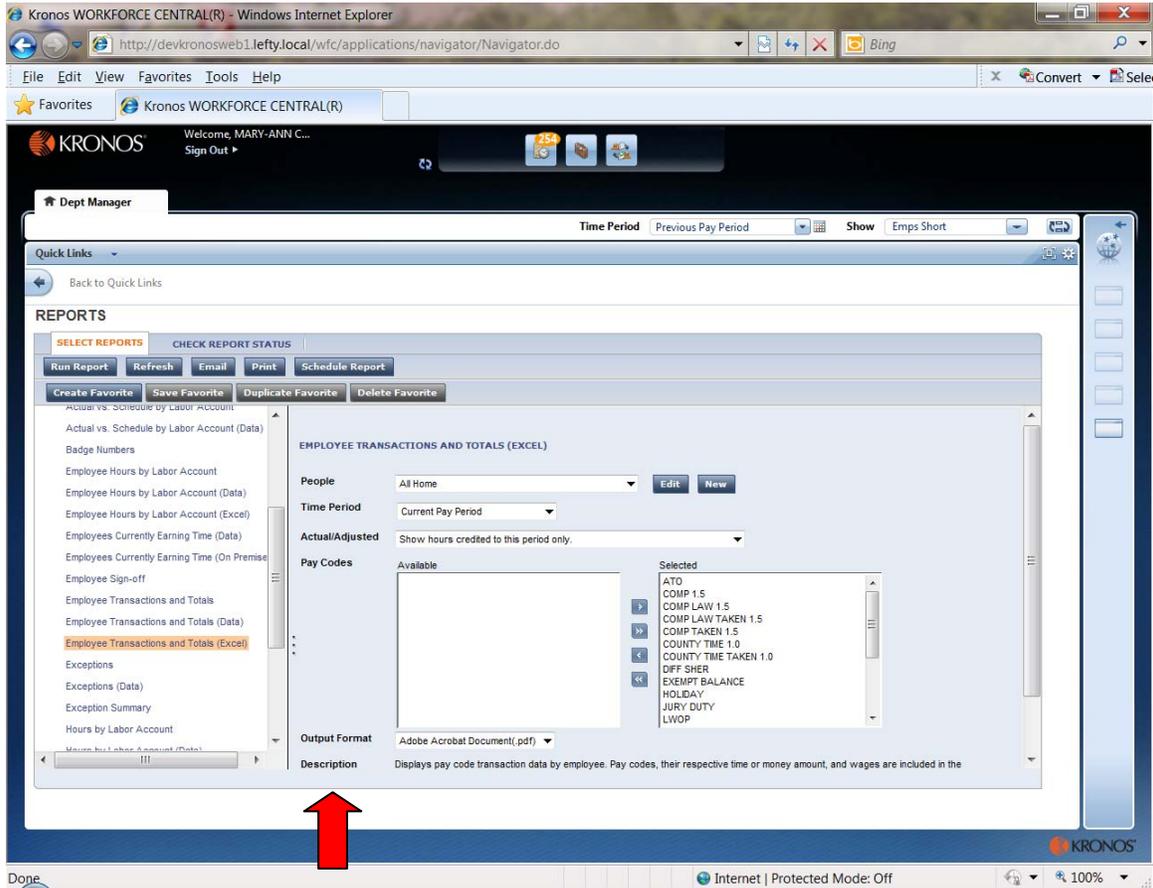
The report window will open.

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.



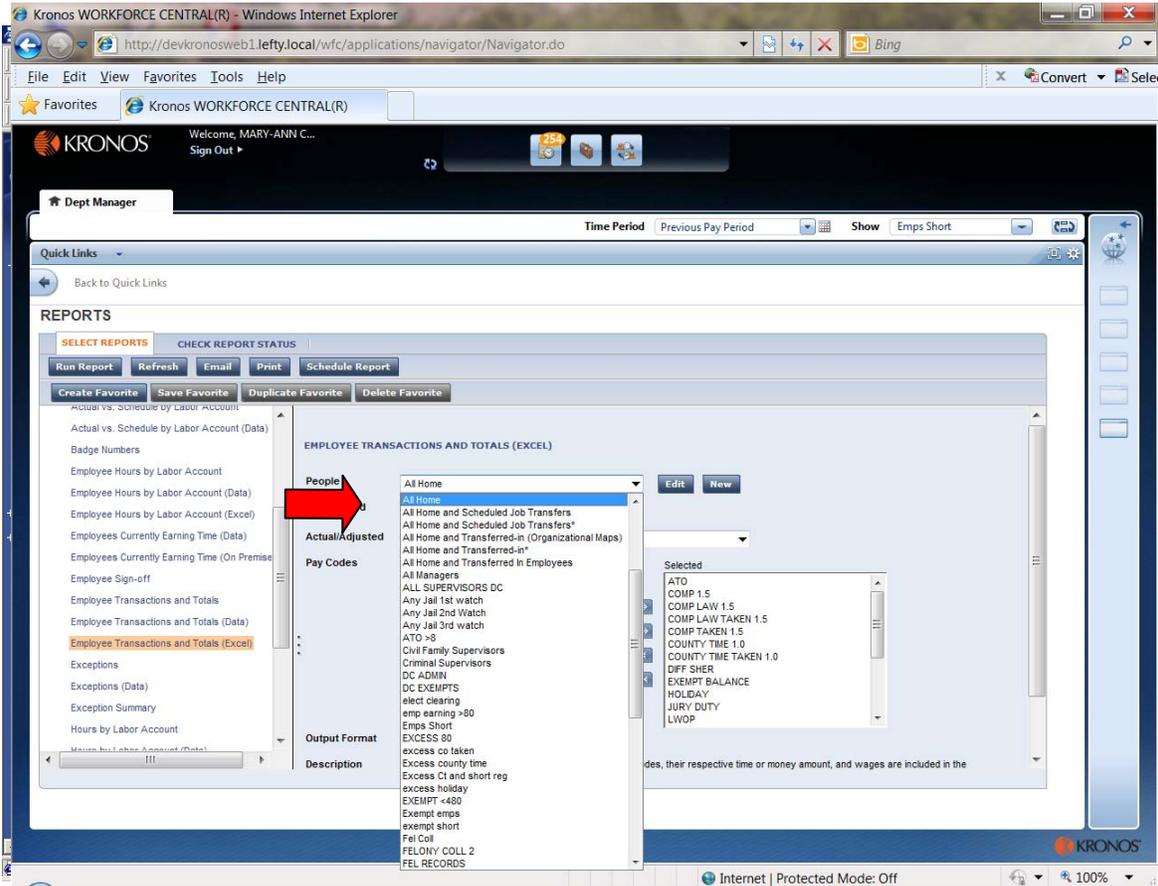
When a report is selected available options and a brief description of the report will display in the window.

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.

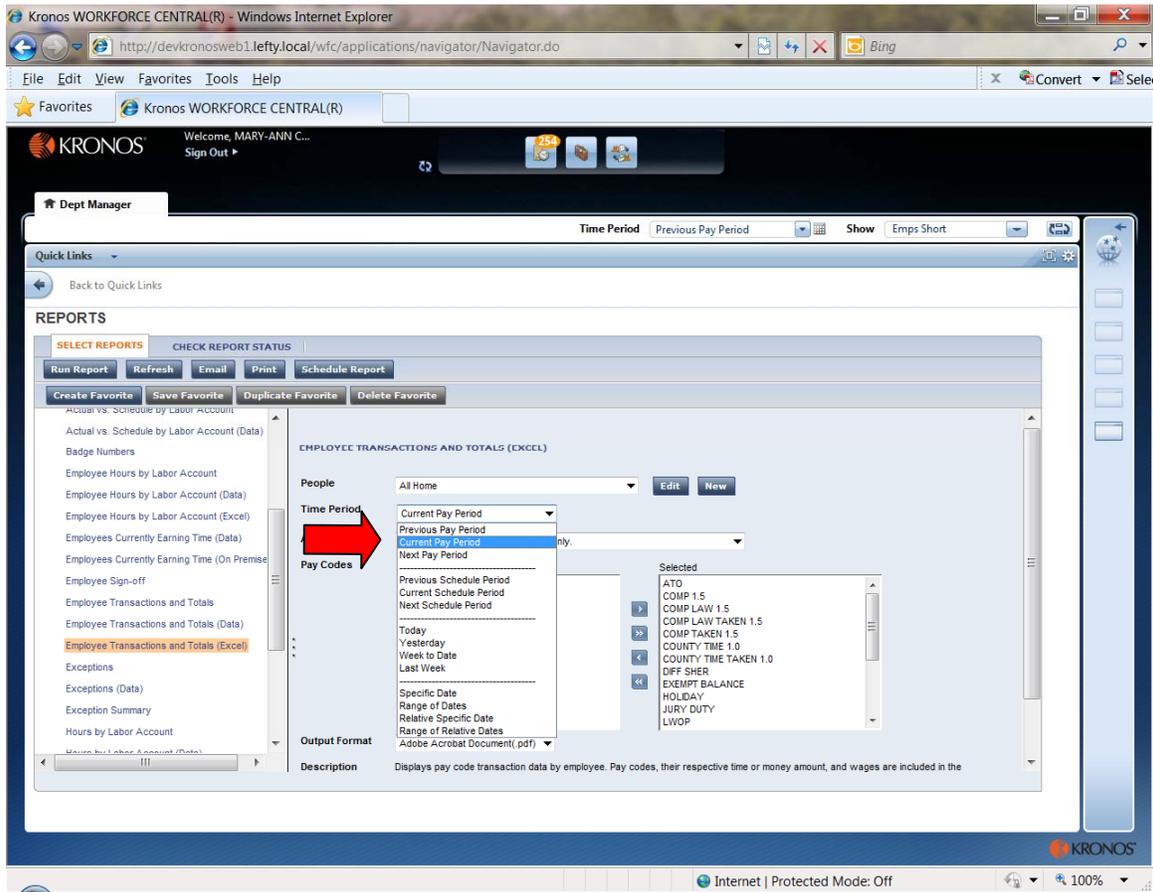


Select the desired employees from the drop down list next to Show (edit ad hoc may be selected to create a group that does not already exist). New may be selected to design a query to be used again (saved as Personal Query). See instruction for Hyperfind queries for additional detail.

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.

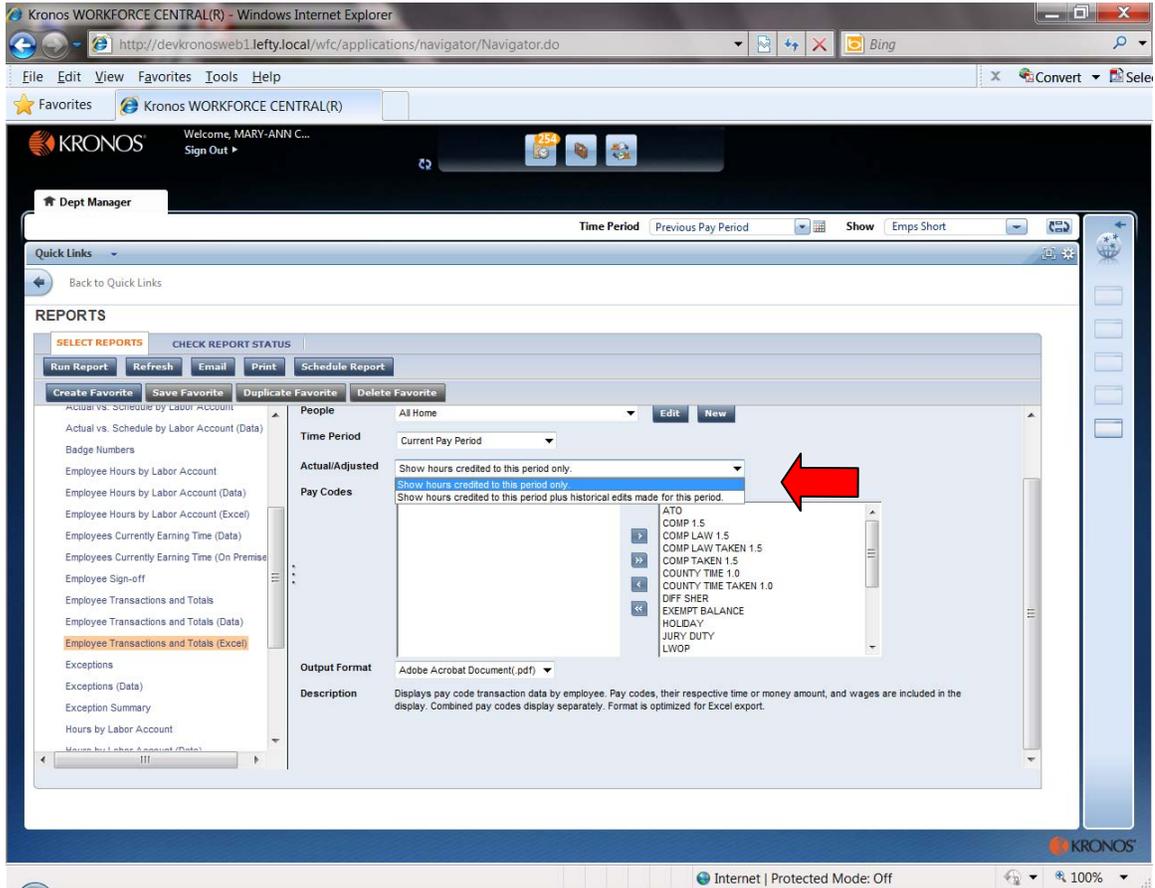


Select the desired Actual/adjusted option.

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



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.

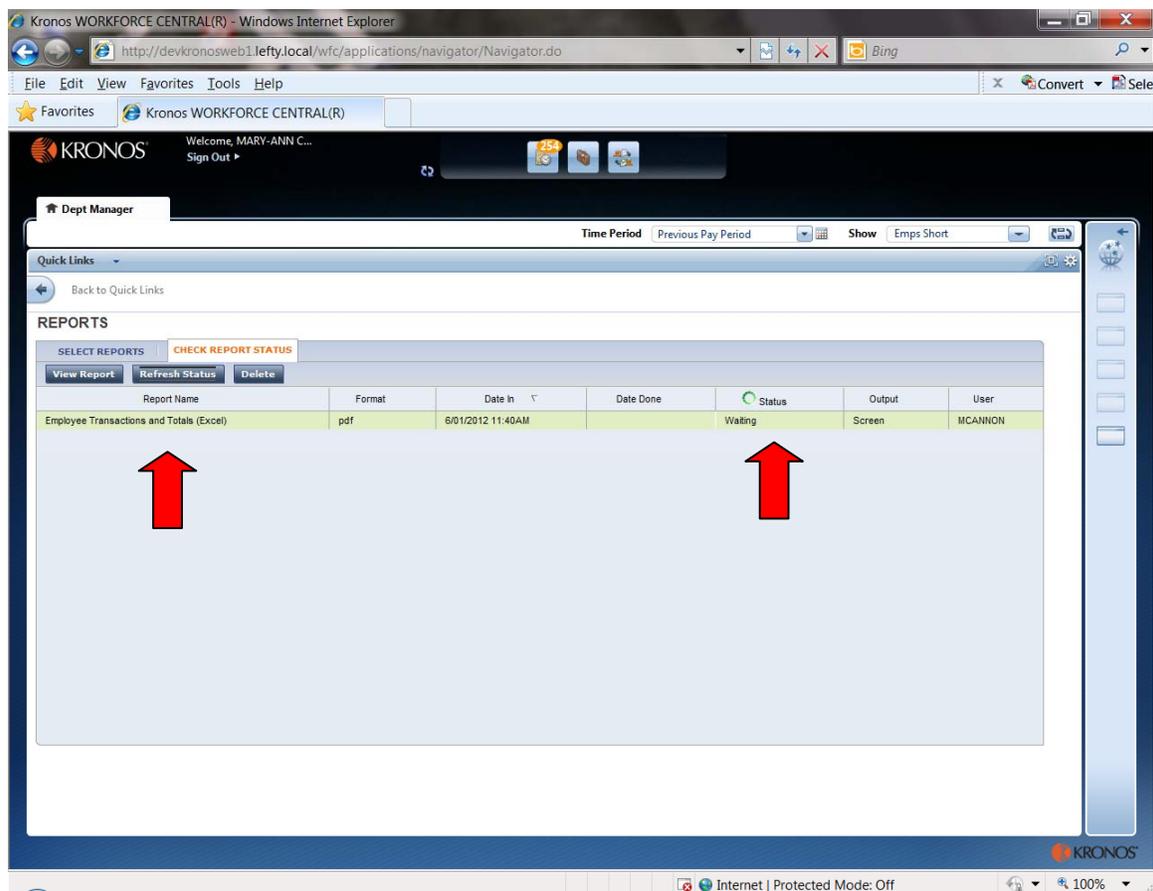
The screenshot displays the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The main content area is titled 'REPORTS' and features a 'SELECT REPORTS' section with buttons for 'Run Report', 'Refresh', 'Email', 'Print', and 'Schedule Report'. Below these are buttons for 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A red arrow points to the 'Run Report' button. The 'Pay Codes' section is visible, showing a list of available pay codes and a list of selected pay codes. A red arrow points to the 'Selected' list. The 'Selected' list includes: ATO, COMP 1.5, COMP LAW 1.5, COMP LAW TAKEN 1.5, COMP TAKEN 1.5, COUNTY TIME 1.0, COUNTY TIME TAKEN 1.0, DIFF SHER, EXEMPT BALANCE, HOLIDAY, JURY DUTY, and LWOP. The 'Output Format' is set to 'Adobe Acrobat Document (pdf)'. The 'Description' field states: 'Displays pay code transaction data by employee. Pay codes are listed with their respective time or money amount, and wages are included in the display. Combined pay codes display separately. Formatted for Excel export.'

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.



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

Click the "X" to close Acrobat and return to reports window.

http://devkronosweb1.lefty.local/wfc/OpenReport?report=e3RWMdOe0EloqaWwLqj2WO6kFwGCFaDoepHCP5EP - Windows Internet Explorer

http://devkronosweb1.lefty.local/wfc/OpenReport?report=e3RWMdOe0EloqaWwLqj2WO6kFwGCFaDoepH...

File Edit Go To Favorites Help

http://devkronosweb1.lefty.local/wfc/...

Employee Transactions & Totals

Data Up to Date: 6/1/2012 10:58 AM
Executed on: 6/01/2012 10:57AM GMT-05:00
Printed for: MCANNON

Time Period: 3/10/2012 - 3/16/2012
Query: All Home
Pay Codes: (1): [REGULAR]
Actual/Adjusted: Show hours credited to this period only.

Employee:	ID:		
ADDISON, CATHERINE	18435		
Totals:			
Pay Code	Hours	Money	Days
REGULAR	8.00	\$0.00	
Totals:	8.00	\$0.00	

Employee:	ID:		
ALBA, JOANNA	42071		
Totals:			
Pay Code	Hours	Money	Days
REGULAR	40.00	\$0.00	
Totals:	40.00	\$0.00	

Employee:	ID:		
ALLEN, CHRISTOPHER	41699		
Totals:			
Pay Code	Hours	Money	Days
REGULAR	36.50	\$0.00	
Totals:	36.50	\$0.00	

Employee:	ID:		
ALLEN, MIKESHIA	31958		
Totals:			
Pay Code	Hours	Money	Days
REGULAR	40.00	\$0.00	
Totals:	40.00	\$0.00	

Employee:	ID:		
ALVAREZ, DENISE	32938		
Totals:			
Pay Code	Hours	Money	Days
REGULAR	40.00	\$0.00	
Totals:	40.00	\$0.00	

Page 1

Done Unknown Zone | Protected Mode: Off

Pay Codes By Employee Status

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

COMP 1.5
COMP LAW 1.5
COUNTY TIME 1.0
DIFF CLINIC
DIFF JAIL
LONGEVITY
OVERTIME 1.0
OVERTIME 1.5
REGULAR
REGULAR SALARY