

# Kronos 8.1.3 Supervisor Manual

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## Reconcile Time Card

This is the default screen for all supervisors. Super User Supervisors default to the Quick Find Genie.

Name	Person ID	Absence Excused	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Tot Hrs to be paid non exempt ▲	All Comp Earned	Totals Up-To-Date
KIRK, DEATRICE	4362		✓								✓
RODRIGUEZ, ANGEL	4049		✓								✓
SILLS, JAMES SCOTT	6167		✓								✓
BROCKS, SHERRY	14987		✓								✓
WATTS, JOSEPH R	7213-2		✓								✓
BALLAS, SANDRA	30204		✓								✓
CURRY, HENRY	7160-2		✓								✓
HETTICH, ORAN	26552-2		✓								✓
SOLOMON, KEVIN	39994-2		✓								✓
GARCIA, NOSHESKA	33155-2		✓								✓
SKINNER JR, RAYMO...	9629-2		✓								✓
ROBINSON, TYLER	50360		✓								✓
JONES, ANTHONY	34783-2		✓								✓
GONZALEZ, OLGA	1973-2		✓								✓
AGUILAR JR, ANGEL	53083		✓								✓
LUNA, LAURA	31741-2		✓								✓
MINGS, ADAM	12080-5		✓								✓
									17	0	0

This screen will appear each time you open Kronos. It will default to all home employees with irregular time cards for the period yesterday. Irregular timecards are defined as time cards with absences, missed punched, exceptions for related to their scheduled in and out time (early or late), total hours charged to pay codes for non exempt employees, hours charged to all comp pay codes (county, comp 1.5, or law), and finally an indication that the time card has been totaled.

Note in the “Tot Hrs to be paid non-exempt” column on this example window, there is a triangle pointing up. This indicates the listed employees are sorted ascending by this column. This is the default sort for the window.

When the window is opened it will display employees based on the total number of hours charged to the category. For the default pay period of yesterday non-exempt employees without 8 hours (or the standard shift) for the day should be reviewed.

Highlight (click on first employee then drag until all employees are highlighted) employees requiring review. Click on the “Go To” icon on the top right of the window then select “Timecards”. A new tab, named “Timecards” will open.

The screenshot shows the Kronos Genies interface. At the top, the user is logged in as DEATRICE KIRK. The main area displays a table of employees with columns for Name, Person ID, Absence Excused, Unexcused Absence, Missed Punch, Early In, Late In, Early Out, Late Out, and Tot Hrs to be paid non exempt. The first employee, KIRK, DEATRICE, is highlighted. A 'Go To' icon (a red arrow) is located in the top right corner of the interface. A dropdown menu is open from this icon, showing options: 'Go to widget', 'Requests', 'Reports', 'Exceptions', 'Timecards' (highlighted in yellow), 'People Editor', 'Rule Analysis', 'Audits', and 'Go to workspace'.

Name	Person ID	Absence Excused	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Tot Hrs to be paid non exempt
KIRK, DEATRICE	4362		✓						
RODRIGUEZ, ANGEL	4049		✓						
SILLS, JAMES SCOTT	6167		✓						
BROCKS, SHERRY	14987		✓						
WATTS, JOSEPH R	7213-2		✓						
BALLAS, SANDRA	30204		✓						
CURRY, HENRY	7160-2		✓						
HETTICH, ORAN	26552-2		✓						
SOLOMON, KEVIN	39994-2		✓						
GARCIA, NOSHESKA	33155-2		✓						
SKINNER JR, RAYMO...	9629-2		✓						
ROBINSON, TYLER	50360		✓						
JONES, ANTHONY	34783-2		✓						
GONZALEZ, OLGA	1973-2		✓						
AGUILAR JR, ANGEL	53083		✓						
LUNA, LAURA	31741-2		✓						
MINGS, ADAM	12080-5		✓						

The timecard window for the first employee will open.

Edits may now be performed as needed to correct the errors. Note the example time card is missing an out punch, thus causing the hours for the shift to total only 5.7 REGULAR. Type the correct out punch in the solid red box.

The screenshot shows the Kronos Timecards interface. At the top, the user is identified as DEATRICE KIRK, Sign Out. The interface displays a time card for RODRIGUEZ, ANGEL on Wed 4/17. The 'Out' field is highlighted in red, and a red arrow points to it. The total shift hours are 5.7. Below the table is a summary table with columns for Account, Pay Code, and Amount.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Wed 4/17			6:00AM		11:42AM	12:12PM			6:00AM-4:30...	5.7	5.7	5.7

Account	Pay Code	Amount
00120/3220/0000/00000/00000/02995	REGULAR	5.7

Once the time is entered in the solid red box, notice both the “Calculate Total” and “Save” icons turned orange. These indicate the totals are not current. Click the “Calculate Total” icon and the totals hours will update. Click the “Save” icon to save your changes.

The screenshot shows the Kronos Timecards interface for user RODRIGUEZ, ANGEL on 4/17/2019. The interface includes a header with the Kronos logo, user name, and sign-out button. Below the header is a navigation bar with 'Manage My Departme...' and 'Timecards' tabs. The main area displays a timecard entry for Wednesday, 4/17/2019, with an 'Out' time of 4:30 PM highlighted in a red box. The 'Calculate Totals' and 'Save' icons are orange, indicating they are active. Two red arrows point to these icons. Below the timecard entry is a summary table with columns for Account, Pay Code, and Amount.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Wed 4/17/2019			6:00AM		11:42AM	12:12PM		4:30PM	6:00AM-...	5.7	5.7	5.7

Account	Pay Code	Amount
00120/3220/0000/0000/00000/02995	REGULAR	5.7

Now click on the forward arrow next to the 1 of 2. This will move to the next selected timecard. Perform edits as needed and do not forget to click the “Calculate Total” and “Save” icons.

The screenshot shows the Kronos Timecards interface. At the top, there is a navigation bar with the Kronos logo and user information for Deatrice Kirk. Below this is a tabbed interface with 'Manage My Department...' and 'Timecards'. The 'Timecards' tab is active, showing a list of timecards for 'RODRIGUEZ, ANGEL'. The current timecard is '1 of 2' with a total of 4049. A red arrow points to the forward arrow next to '1 of 2'. Below the list, there are icons for 'View', 'Approve Timecard', and 'Sign Off'. To the right, there are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main area displays a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. The table shows a single entry for 'Wed 4/1...' with a 6:00AM start and 4:30PM end. Below the table, there are tabs for 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. The 'Totals' tab is selected, showing a table with columns for Account, Pay Code, and Amount. The table lists two entries: '00120/3220/0000/0000/00000/00000/02995' with 'COUNTY TIME 1.0' and an amount of 2.0, and '00120/3220/0000/0000/00000/00000/02995' with 'REGULAR' and an amount of 8.0.

To return to the original reconcile timecard screen click the “Manage My Department...” tab. Make sure the “Reconcile Timecard” Genies is selected.

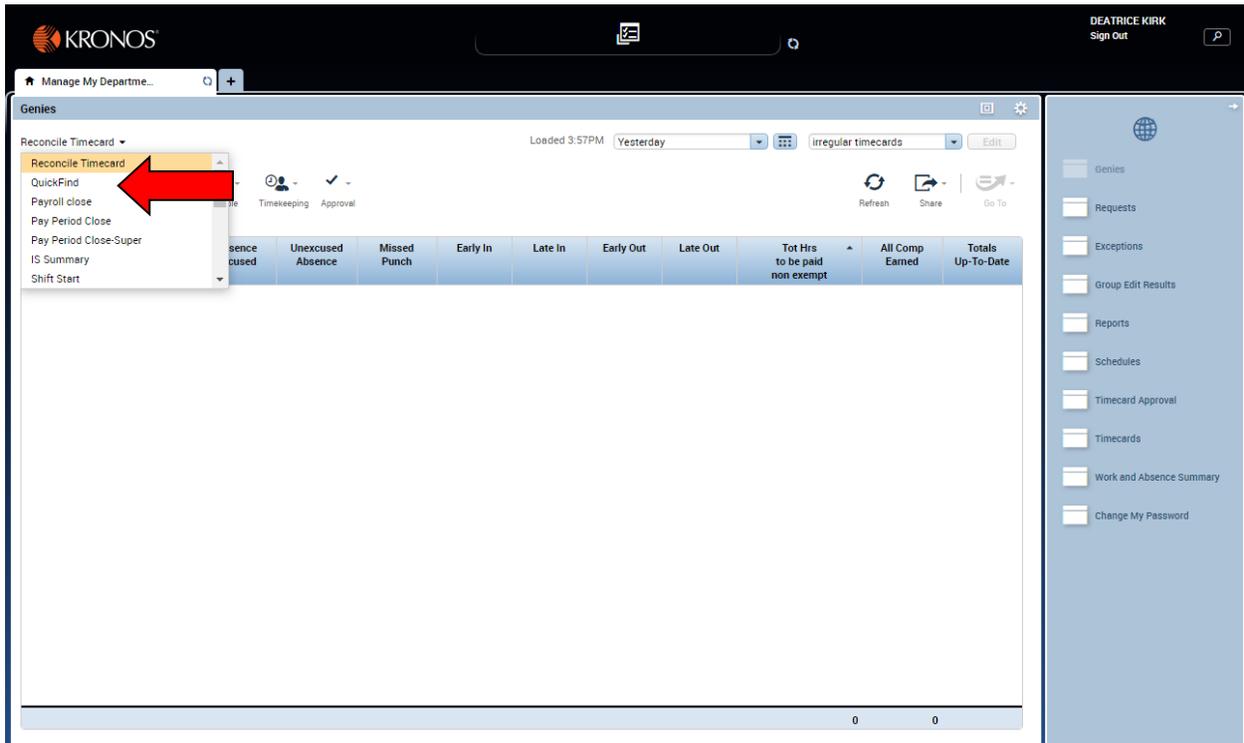
Note there is now a check in the Totals Up-to-date column. Click Refresh on the Reconcile Timecard window to review summary of edits performed in time cards. Changes are not displayed in this window until the window is REFRESHED.

The screenshot shows the Kronos Timecards interface. At the top, there is a navigation bar with the Kronos logo and user information (DEATRICE KIRK, Sign Out). Below this is a header area with a search bar and a 'Timecards' tab. The main content area is titled 'Genies' and contains a table of employee timecard data. A red arrow points to the 'Reconcile Timecard' button in the top left. Another red arrow points to the 'Refresh' button in the top right. A third red arrow points to the 'Totals Up-To-Date' column in the table. The table has columns for Name, Person ID, Absence Excused, Unexcused Absence, Missed Punch, Early In, Late In, Early Out, Late Out, Tot Hrs to be paid non exempt, All Comp Earned, and Totals Up-To-Date. The 'Totals Up-To-Date' column shows a checkmark for the total row. The 'All Comp Earned' column shows a value of 2.0 for the total row. The 'Tot Hrs to be paid non exempt' column shows a value of 8.0 for the total row.

Name	Person ID	Absence Excused	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Tot Hrs to be paid non exempt	All Comp Earned	Totals Up-To-Date
SILLS, JAMES SCOTT	6167		✓								✓
BROCKS, SHERRY	14987		✓								✓
WATTS, JOSEPH R	7213-2		✓								✓
BALLAS, SANDRA	30204		✓								✓
CURRY, HENRY	7160-2		✓								✓
HETTICH, ORAN	26552-2		✓								✓
SOLOMON, KEVIN	39994-2		✓								✓
GARCIA, NOSHESKA	33155-2		✓								✓
SKINNER JR, RAYMO...	9629-2		✓								✓
ROBINSON, TYLER	50360		✓								✓
JONES, ANTHONY	34783-2		✓								✓
GONZALEZ, OLGA	1973-2		✓								✓
AGUILAR JR, ANGEL	53083		✓								✓
TURNER, SHAWNA	15567-2		✓								✓
LUNA, LAURA	31741-2		✓								✓
MINGS, ADAM	12080-5		✓								✓
RODRIGUEZ, ANGEL	4049		✓						8.0	2.0	✓
18									8.00	2.00	

# Quick Find

Click Quick Find on the responsibility menu.



Enter the employee's name (followed by an asterisk) or the employee's number in the search field. Click find. The selected Name, ID, and Home Account will display.

The screenshot shows the Kronos Genies interface. At the top left is the Kronos logo. The user is logged in as DEATRICE KIRK. The main search area has a 'QuickFind' field containing 'Jones\*' and a search button. A red arrow points to the search button. Below the search field are icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', and 'Approval'. The search results are displayed in a table with columns for Name, ID, and Home Account.

Name	ID	Home Account
JONES, ANTHONY	34783-2	00120/3220/0000/0000/00000/00000/00000

1

Click the “Current Pay Period” from the drop down menu.

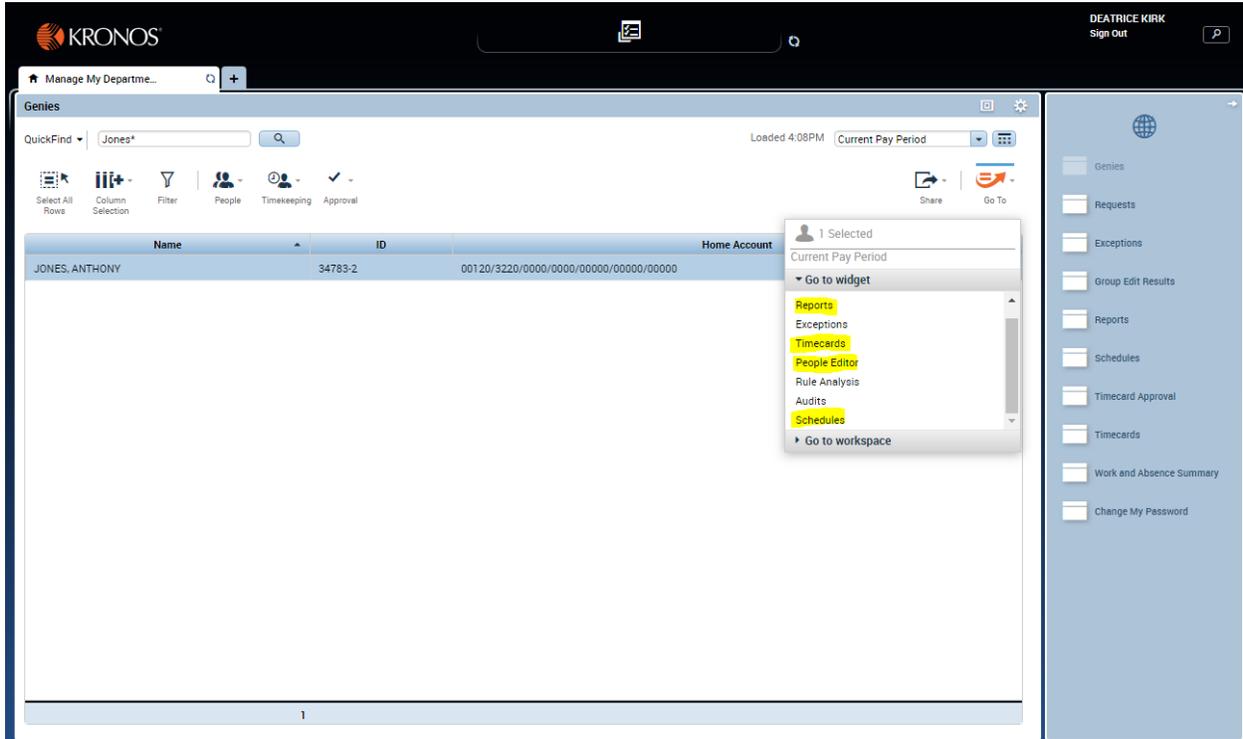
The screenshot displays the Kronos Genies interface. At the top left is the Kronos logo. The main header area includes a search bar with 'Jones?' and a 'Loaded 3:59PM' status. Below the header is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', and 'Approval'. A table with columns 'Name', 'ID', and 'Home Account' is visible, containing one entry for 'JONES, ANTHONY'. A dropdown menu is open over the table, listing various timekeeping options. A red arrow points to the 'Current Pay Period' option, which is highlighted in yellow. The right sidebar contains navigation links for 'Genies', 'Requests', 'Exceptions', 'Group Edit Results', 'Reports', 'Schedules', 'Timecard Approval', 'Timecards', 'Work and Absence Summary', and 'Change My Password'.

Name	ID	Home Account
JONES, ANTHONY	34783-2	00120/3220/0000/0000/00000/00000/00000

- Current Pay Period
- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- After Next Schedule Period
- Week to Date
- Last Week
- Yesterday
- Today
- Yesterday,Today,Tomorrow
- Yesterday plus 6 days
- Last 30 days

Highlight the employee, select “Go To”, and click Timecard, Schedule, People Editor, or Reports.

The selected window will open a new tab for each widget highlighted in yellow.



## Shift Start

Click on the SHIFT START genie from the “Manage My Department” tab.

The screenshot shows the Kronos Genies interface. At the top, the user is identified as DEATRICE KIRK. The main navigation bar includes 'Manage My Department'. A dropdown menu is open, showing options: 'Pay Period Close-Super', 'IS Summary', 'Shift Start' (highlighted with a red arrow), 'Shift Close', 'Totals up to date', and 'Summary Hours'. Below the menu is a table with the following columns: 'Signed Off', 'Missed Punch', 'Unexcused Absence', 'Tot Hrs to be paid non exempt', 'Pay Code Total Actual with Cor...', 'Tot Hrs to be paid exempt', 'Overtime ...', 'Overtime ...', 'All Comp Earned', 'All Comp Eaned w c...', and 'Totals Up To Date'. The table lists 18 employees with their respective data points.

	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	Pay Code Total Actual with Cor...	Tot Hrs to be paid exempt	Overtime ...	Overtime ...	All Comp Earned	All Comp Eaned w c...	Totals Up To Date
BALLAS, SAND...				80.0	80.0				2.8		n/a
SKINNER JR, R...			✓	7.7	7.7						n/a
MINGS, ADAM			✓								n/a
LUNA, LAURA			✓								n/a
TURNER, SHAW...											n/a
AGUILAR JR, A...			✓								n/a
GONZALEZ, OL...			✓								n/a
JONES, ANTHO...			✓								n/a
ROBINSON, TYL...			✓								n/a
GARCIA, NOSH...			✓								n/a
SOLOMON, KEV...			✓								n/a
HETTICH, ORAN	✓	✓	✓								n/a
CURRY, HENRY			✓								n/a
WATTS, JOSEP...			✓								n/a
BROCKS, SHER...			✓								n/a
SILLS, JAMES S...			✓								n/a
RODRIGUEZ, A...			✓								n/a
<b>18</b>				<b>87.70</b>	<b>87.70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2.80</b>	<b>0</b>	

The Shift Start window will open.

The screenshot shows the Kronos Genies interface. At the top, there is a navigation bar with the Kronos logo, a search bar, and the user name 'DEATRICE KIRK' with a 'Sign Out' button. Below the navigation bar is a header for the 'Genies' window, including a 'Shift Start' dropdown menu, a 'Loaded' timestamp, and a date range selector. The main area contains a table with columns for Name, Person ID, Excused Absence, Unexcused Absence, Late In, On Premises, and Totals Up-To-Date. The table lists 18 employees, with checkmarks indicating their status in the 'Unexcused Absence' and 'Totals Up-To-Date' columns. A 'Late In' checkmark is visible for SKINNER JR, RAYMOND. The bottom of the table shows a total count of 18.

Name	Person ID	Excused Absence	Unexcused Absence	Late In	On Premises	Totals Up-To-Date
AGUILAR JR, ANGEL	53083		✓			✓
BALLAS, SANDRA	30204					✓
BROCKS, SHERRY	14987		✓			✓
CURRY, HENRY	7160-2		✓			✓
GARCIA, NOSHESKA	33155-2		✓			✓
GONZALEZ, OLGA	1973-2		✓			✓
HETTICH, ORAN	26552-2		✓			✓
JONES, ANTHONY	34783-2		✓			✓
KIRK, DEATRICE	4362		✓			✓
LUNA, LAURA	31741-2		✓			✓
MINGS, ADAM	12080-5		✓			✓
ROBINSON, TYLER	50360		✓			✓
RODRIGUEZ, ANGEL	4049		✓			✓
SILLS, JAMES SCOTT	6167		✓			✓
SKINNER JR, RAYMOND	9629-2		✓	✓		✓
SOLOMON, KEVIN	39994-2		✓			✓
TURNER, SHAWNA	15567-2					✓
WATTS, JOSEPH R	7213-2		✓			✓

Note the column headings.

**Name** – employees full name

**Person ID** – employee’s assignment number

**Excused Absence** – Employee is not here, however, some form of leave has been entered for the employee, (sick, vacation, or any compensatory category)

**Unexcused Absence** – Employee is not here and no pay code has been entered for the day

**Late In** – Shows employee(s) who signed in late

**On Premises** – Employee has clocked in and is earning time.

**Totals up to date** – Time cards are current

The default display is “All home” employees for the period of today. It is sorted by the name column (up triangle).

The window can be sorted by any column by clicking on the desired column. One click will sort the column ascending. A second click will sort the column descending.

Double click on the “Unexcused Absence” column. This will sort all the employees with an unexcused absence to the top. Note the down triangle.

Highlight any employees with a check mark in the Unexcused Absence column. Click the “Go To” icon and select “Timecards” option.

The screenshot shows the Kronos Genies interface. At the top, there is a navigation bar with the Kronos logo, a search bar, and the user name "DEATRICE KIRK" with a "Sign Out" link. Below the navigation bar, there is a "Manage My Department" tab. The main area is titled "Genies" and contains a table of employees. The table has columns for "Name", "Person ID", "Excused Absence", "Unexcused Absence", "Late In", and "On Premises". A red arrow points to the "Unexcused Absence" column header, which has a small downward-pointing triangle next to it. The table lists 18 employees, with the first three (WATTS, SOLOMON, and SKINNER) having checkmarks in the "Unexcused Absence" column. A "Go To" icon in the top right corner is highlighted with a red arrow, and a dropdown menu is open, showing options like "Requests", "Reports", "Exceptions", "Timecards", "People Editor", "Rule Analysis", and "Audits".

Name	Person ID	Excused Absence	Unexcused Absence	Late In	On Premises
WATTS, JOSEPH R	7213-2		✓		
SOLOMON, KEVIN	39994-2		✓		
SKINNER JR, RAYMOND	9629-2		✓	✓	
SILLS, JAMES SCOTT	6167		✓		
RODRIGUEZ, ANGEL	4049		✓		
ROBINSON, TYLER	50360		✓		
MINGS, ADAM	12080-5		✓		
LUNA, LAURA	31741-2		✓		
KIRK, DEATRICE	4362		✓		
JONES, ANTHONY	34783-2		✓		
HETTICH, ORAN	26552-2		✓		
GONZALEZ, OLGA	1973-2		✓		
GARCIA, NOSHESKA	33155-2		✓		
CURRY, HENRY	7160-2		✓		
BROCKS, SHERRY	14987		✓		
AGUILAR JR, ANGEL	53083		✓		
TURNER, SHAWNA	15567-2		✓		
BALLAS, SANDRA	30204		✓		

The “Timecard” tab window will open. Perform the appropriate edit by either adding a pay code or entering an in punch. Click the “Calculate Total” icon to update the totals and click the “Save” icon when the edits are complete

Now click the forward arrow next to the name to move to the next employee and repeat until all employees have been corrected.

Click the “Manage My Department...” tab to return to the **Shift Start** window when all employees have been edited and saved.

Forward and reverse arrows scroll through employees and indicate number of employees selected.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Mon 4/2...			7:30AM									

Account	Pay Code	Amount
No data to display		

Remember to click on the ‘Refresh’ icon to update the window with your changes from the time cards.

Change column to be sorted. Select employee requiring review or edits in each column. Go to timecards, make edits, save, then return to **Shift Start** window. Continue this process until all corrections have been made.

The screenshot shows the Kronos Genies interface. At the top, there is a navigation bar with the Kronos logo, a search bar, and the user name 'DEATRICE KIRK' with a 'Sign Out' button. Below the navigation bar, there is a 'Shift Start' window. The window contains a table with the following columns: Name, Person ID, Excused Absence, Unexcused Absence, Late In, On Premises, and Totals Up-To-Date. The table lists 18 employees, with checkmarks in the 'Unexcused Absence' and 'Totals Up-To-Date' columns for most of them. A red arrow points to the 'Refresh' icon in the top right toolbar of the window.

Name	Person ID	Excused Absence	Unexcused Absence	Late In	On Premises	Totals Up-To-Date
WATTS, JOSEPH R	7213-2		✓			✓
SOLOMON, KEVIN	39994-2		✓			✓
SKINNER JR, RAYMOND	9629-2		✓	✓		✓
SILLS, JAMES SCOTT	6167		✓			✓
RODRIGUEZ, ANGEL	4049		✓			✓
ROBINSON, TYLER	50360		✓			✓
MINGS, ADAM	12080-5		✓			✓
LUNA, LAURA	31741-2		✓			✓
KIRK, DEATRICE	4362		✓			✓
JONES, ANTHONY	34783-2		✓			✓
HETTICH, ORAN	26552-2		✓			✓
GONZALEZ, OLGA	1973-2		✓			✓
GARCIA, NOSHESKA	33155-2		✓			✓
CURRY, HENRY	7160-2		✓			✓
BROCKS, SHERRY	14987		✓			✓
AGUILAR JR, ANGEL	53083		✓			✓
TURNER, SHAWNA	15567-2					✓
BALLAS, SANDRA	30204					✓

## Shift Close

Click on the SHIFT CLOSE genie.

The screenshot displays the Kronos Genies interface. At the top left, the Kronos logo is visible. The user is logged in as DEATRICE KIRK. The main menu on the left includes 'Shift Close', which is highlighted with a red arrow. Other menu items include 'Pay Period Close-Super', 'IS Summary', 'Shift Start', 'Totals up to date', 'Summary Hours', and 'Schedule Group Multi-Line'. The main area shows a table with columns for 'Excused Absence', 'Unexcused Absence', 'On Premises', 'Missed Punch', 'Early In', 'Late Out', 'Total Hrs to be paid non exempt', 'Overtime 1.0', 'Overtime 1.5', 'Comp Earned', and 'Totals Up-T...'. The table lists 18 employees with their respective IDs and values for these categories. A red arrow points to the 'Shift Close' menu item.

		Excused Absence	Unexcused Absence	On Premises	Missed Punch	Early In	Late Out	Total Hrs to be paid non exempt	Overtime 1.0	Overtime 1.5	Comp Earned	Totals Up-T...
AGUILAR JR, ANG...	53083		✓									✓
BALLAS, SANDRA	30204							80.0			2.8	✓
BROCKS, SHERRY	14987		✓									✓
CURRY, HENRY	7160-2		✓									✓
GARCIA, NOSHES...	33155-2		✓									✓
GONZALEZ, OLGA	1973-2		✓									✓
HETTICH, ORAN	26552-2		✓		✓							✓
JONES, ANTHONY	34783-2		✓									✓
KIRK, DEATRICE	4362		✓									✓
LUNA, LAURA	31741-2		✓									✓
MINGS, ADAM	12080-5		✓									✓
ROBINSON, TYLER	50360		✓									✓
RODRIGUEZ, ANG...	4049		✓									✓
SILLS, JAMES SC...	6167		✓									✓
SKINNER JR, RAY...	9629-2		✓					7.7				✓
SOLOMON, KEVIN	39994-2		✓									✓
TURNER, SHAWNA	15567-2		✓									✓
18								87.70	0	0	2.80	

The Shift Close window will open.

Name	Person ID	Excused Absence	Unexcused Absence	On Premises	Missed Punch	Early In	Late Out	Total Hrs to be paid non exempt	Overtime 1.0	Overtime 1.5	Comp Earned	Totals Up-To-Date
AGUILAR JR, ANG...	53083		✓									✓
BALLAS, SANDRA	30204		✓									✓
BROCKS, SHERRY	14987		✓									✓
CURRY, HENRY	7160-2		✓									✓
GARCIA, NOSHES...	33155-2		✓									✓
GONZALEZ, OLGA	1973-2		✓									✓
HETTICH, ORAN	26552-2		✓									✓
JONES, ANTHONY	34783-2		✓									✓
KIRK, DEATRICE	4362		✓									✓
LUNA, LAURA	31741-2		✓									✓
MINGS, ADAM	12080-5		✓									✓
ROBINSON, TYLER	50360		✓									✓
RODRIGUEZ, ANG...	4049											✓
SILLS, JAMES SC...	6167		✓									✓
SKINNER JR, RAY...	9629-2		✓									✓
SOLOMON, KEVIN	39994-2											✓
TURNER, SHAWNA	15567-2											✓
18								0	0	0	0	

Note the column headings.

**Name** – employee’s full name

**Person ID** – employee’s assignment number

**Excused Absence** – employee is not here, however, some form of leave has been entered for the employee, (sick, vacation, or any compensatory category)

**Unexcused Absence** – employee is not here a no pay code has been entered for the day

**On Premises** – employee has not clocked out

**Missed Punch** – indicates a punch has been missed

**Early In** – indicates the employee clocked in early based on shift start time – could result in comp time earned

**Late Out** – indicated the employee clocked out late base in the shift end time – could result in comp time earned

**Total Hrs to be paid (non-exempt)** – total hours including all leave entered for a non-exempt employee. Edit may be needed if this number is not 8 (or 10)

**Totals up to date** – Time cards are current

The default for this screen is “All Home” employees for the time period today sorted ascending by the name.

The window can be sorted by any column by clicking on the desired column. One click will sort the column ascending. A second click will sort the column descending.

Double click on the “Unexcused Absence” column. This will sort all the employees with an unexcused absence to the top. Note the down triangle.

Highlight any employees with a check mark in the Unexcused Absence column. Click the “Go To” icon and select “Timecards” option.

The screenshot shows the Kronos Genies interface. At the top, there is a navigation bar with the Kronos logo, a search bar, and the user name 'DEATRICE KIRK' with a 'Sign Out' button. Below this is a 'Manage My Departme...' tab. The main area is titled 'Genies' and contains a table of employees. The table has columns for Name, Person ID, Excused Absence, Unexcused Absence, On Premises, Missed Punch, Early In, Late Out, Total Hrs to be paid non exempt, Overtime..., and Overtime. A red arrow points to the 'Unexcused Absence' column header, which has a small downward-pointing triangle. Another red arrow points to the 'Go To' icon in the top right of the table area. A context menu is open over the 'Go To' icon, showing options: Requests, Reports, Exceptions, Timecards, People Editor, Rule Analysis, Audits, and Go to workspace. The table data shows several employees with checkmarks in the 'Unexcused Absence' column.

Name	Person ID	Excused Absence	Unexcused Absence	On Premises	Missed Punch	Early In	Late Out	Total Hrs to be paid non exempt	Overtime...	Overtime
RODRIGUEZ, ANG...	4049									
SOLOMON, KEVIN	39994-2									
TURNER, SHAWNA	15567-2									
AGUILAR JR, ANG...	53083		✓							
BALLAS, SANDRA	30204		✓							
BROCKS, SHERRY	14987		✓							
CURRY, HENRY	7160-2		✓							
GARCIA, NOSHES...	33155-2		✓							
GONZALEZ, OLGA	1973-2		✓							
HETTICH, ORAN	26552-2		✓							
JONES, ANTHONY	34783-2		✓							
KIRK, DEATRICE	4362		✓							
LUNA, LAURA	31741-2		✓							
MINGS, ADAM	12080-5		✓							
ROBINSON, TYLER	50360		✓							
SILLS, JAMES SC...	6167		✓							
SKINNER JR, RAY...	9629-2		✓							

The Timecards tab window will open. Perform the appropriate edit by either adding a pay code or entering an in punch. Click save on the menu bar when the edits are complete.

Now click the forward arrow next to the name to move to the next employee and repeat until all employees have been corrected.

Click the “Manage My Department...” tab to return to the **Shift Close** window when all employees have been edited and saved.

The screenshot shows the Kronos Timecards application interface. At the top, the Kronos logo is on the left, and the user name 'DEATRICE KIRK' and 'Sign Out' are on the right. Below the logo, there are two browser tabs: 'Manage My Departme...' and 'Timecards'. A red arrow points to the 'Manage My Departme...' tab. The main content area is titled 'Timecards' and shows a list of employees. The first employee is 'RODRIGUEZ, ANGEL', with a pagination indicator '1 of 3 > 4049'. A red arrow points to the right arrow in this pagination. Below the employee list, there are icons for 'View', 'Approve Timecard', and 'Sign Off'. To the right, there are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main table has columns for 'Date', 'Pay Code', 'Amount', 'In', 'Transfer', 'Out', 'In', 'Transfer', 'Out', 'Schedule', 'Shift', 'Daily', and 'Period'. The first row shows 'Mon 4/2...' with an 'In' time of '7:30AM'. Below the table, there are tabs for 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. The 'Totals' tab is selected, and it shows a table with columns for 'Account', 'Pay Code', and 'Amount'. The table is empty, with the text 'No data to display' in the center.

Remember to click on the Refresh button to update the window with changes from the time cards.

Change column to be sorted. Select employee requiring review or edits in each column. Go to timecards, make edits, save, then return to **Shift Close** window. Continue this process until all corrections have been made.

The screenshot shows the Kronos Genies interface for the 'Shift Close' window. The window title is 'Genies' and it is loaded at 1:59 PM on 'Today'. The user is identified as 'DEATRICE KIRK' with a 'Sign Out' button. The interface includes a navigation bar with 'Manage My Departme...' and 'Timecards' tabs. Below the navigation bar, there are icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', and 'Approval'. A red arrow points to the 'Refresh' button in the top right corner. The main area contains a table with the following columns: Name, Person ID, Excused Absence, Unexcused Absence, On Premises, Missed Punch, Early In, Late Out, Total Hrs to be paid non exempt, Overtime..., Overtime 1.5, Comp Earned, and Totals Up-T... The table lists 18 employees, with checkmarks in the 'On Premises' column for Rodriguez, Ang., and Turner, Shawna. The 'Comp Earned' column shows 5.0 for Solomon, Kevin. The 'Totals Up-T...' row at the bottom shows 18 for the number of employees, and 0 for Overtime, Overtime 1.5, and 5.00 for Comp Earned.

Name	Person ID	Excused Absence	Unexcused Absence	On Premises	Missed Punch	Early In	Late Out	Total Hrs to be paid non exempt	Overtime...	Overtime 1.5	Comp Earned	Totals Up-T...
RODRIGUEZ, ANG...	4049			✓								✓
SOLOMON, KEVIN	39994-2										5.0	✓
TURNER, SHAWNA	15567-2			✓								✓
KIRK, DEATRICE	4362		✓									✓
SILLS, JAMES SC...	6167		✓									✓
BROCKS, SHERRY	14987		✓									✓
WATTS, JOSEPH R	7213-2		✓									✓
BALLAS, SANDRA	30204		✓									✓
CURRY, HENRY	7160-2		✓									✓
HETTICH, ORAN	26552-2		✓									✓
GARCIA, NOSHES...	33155-2		✓									✓
SKINNER JR, RAY...	9629-2		✓									✓
ROBINSON, TYLER	50360		✓									✓
JONES, ANTHONY	34783-2		✓									✓
GONZALEZ, OLGA	1973-2		✓									✓
AGUILAR JR, ANG...	53083		✓									✓
LUNA, LAURA	31741-2		✓									✓
18								0	0	0	5.00	

# Pay Period Close

Click on the PAY PERIOD CLOSE genie.

The screenshot shows the Kronos Genies interface. At the top left is the Kronos logo. The user is logged in as DEATRICE KIRK. The main menu includes 'Manage My Departme...'. The 'Reconcile Timecard' dropdown menu is open, showing options: 'Reconcile Timecard', 'QuickFind', 'Payroll close', 'Pay Period Close' (highlighted with a red arrow), 'Pay Period Close-Super', 'IS Summary', and 'Shift Start'. The main table displays employee timecard data for 4/17/2019. The table has columns for 'Absence Excused', 'Unexcused Absence', 'Missed Punch', 'Early In', 'Late In', 'Early Out', 'Late Out', 'Tot Hrs to be paid non exempt', 'All Comp Earned', and 'Totals Up-To-Date'. The table lists 18 employees, with a total of 18 employees, 8.00 hours to be paid, and 2.00 hours of all comp earned.

		Absence Excused	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Tot Hrs to be paid non exempt	All Comp Earned	Totals Up-To-Date
SILLS, JAMES SCOTT	6167		✓								✓
BROCKS, SHERRY	14987		✓								✓
WATTS, JOSEPH R	7213-2		✓								✓
BALLAS, SANDRA	30204		✓								✓
CURRY, HENRY	7160-2		✓								✓
HETTICH, ORAN	26552-2		✓								✓
SOLOMON, KEVIN	39994-2		✓								✓
GARCIA, NOSHESKA	33155-2		✓								✓
SKINNER JR, RAYMO...	9629-2		✓								✓
ROBINSON, TYLER	50360		✓								✓
JONES, ANTHONY	34783-2		✓								✓
GONZALEZ, OLGA	1973-2		✓								✓
AGUILAR JR, ANGEL	53083		✓								✓
TURNER, SHAWNA	15567-2		✓								✓
LUNA, LAURA	31741-2		✓								✓
MINGS, ADAM	12080-5		✓								✓
RODRIGUEZ, ANGEL	4049		✓						8.0	2.0	✓
18									8.00	2.00	

The Pay Period Close window will open.

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
AGUILAR JR, A...	53083	✓			80.0					✓
GONZALEZ, OLGA	1973-2	✓			80.0				1.0	✓
JONES, ANTHO...	34783-2	✓			80.0	16.0				✓
ROBINSON, TYL...	50360	✓			80.0	2.5				✓
SKINNER JR, R...	9629-2	✓			80.0					✓
SOLOMON, KEVI...	39994-2	✓			80.0	8.0				✓
HETTICH, ORAN	26552-2	✓			80.0	8.0				✓
CURRY, HENRY	7160-2	✓			80.0				1.0	✓
BALLAS, SANDRA	30204	✓			80.0				1.4	✓
WATTS, JOSEP...	7213-2	✓			80.0	3.0				✓
BROCKS, SHER...	14987	✓			80.0				1.5	✓
SILLS, JAMES S...	6167	✓			80.0	2.0				✓
RODRIGUEZ, AN...	4049	✓			80.0				2.0	✓
TURNER, SHAW...	15567-2	✓				40.5				✓
KIRK, DEATRICE	4362	✓				81.5				✓
					15	1040.00	161.50	0	0	6.90

Note the column headings.

**Name** – employees full name

**Person ID** – employee’s assignment number

**Signed Off** – Indicated if employee is signed off

**Missed Punch** – indicated a punch has been missed.

**Unexcused Absence** – Employee is not here and no pay code has been entered for the day

**Total Hrs to be paid (non-exempt)** – Total hours including all leave entered for a non-exempt employee. Edits may be needed if this number is not 80.

**Total Hrs to be Paid (exempt)** – Total hours including all leave entered for an exempt employee. Edits may be needed if this number is not 80. You may notice some employees are listed in both the Non-exempt and Exempt column this indicates they have hours charged to various leave pay codes. BE SURE the non exempts have the Proper hours in the Non – exempt paid column.

**Overtime 1.5** – Total Overtime 1.5 authorized for a non-exempt employee.

**Overtime 1.0** – Total Overtime 1.0 authorized for a non-exempt employee.

**Manager Approvals** - Indicates approvals has been performed (if used).

**All comp Earned** – indicated total hours earned as county time, comp 1.5 and comp law. NON EXEMPT only.

**All comp Earned** – indicated total hours earned as county time, comp 1.5 and comp law. NON EXEMPT only.

The default display is All home employees for the previous period. It is sorted by the Total Reg Hours to be Paid (non-exempt) column (up arrow).

The window can be sorted by any column by clicking on the desired column. One click will sort the column ascending. A second click will sort the column descending.

Highlight any employees requiring edits or additional review. Click the “Go To” icon then select “Timecards” from the drop down menu. Click on Timecard option. A double click on the employee will also take you to the timecard.

The screenshot displays the Kronos Genies interface. At the top, the Kronos logo is on the left, and the user name 'DEATRICE KIRK' with a 'Sign Out' button is on the right. Below the header, there's a navigation bar with 'Manage My Department...' and a search icon. The main area is titled 'Genies' and shows a table of employees. 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, and Overtime. A red arrow points to the 'Go To' icon in the top right of the table area. A dropdown menu is open, showing options: '3 Selected', '3/11/2019 - 3/22/2019, Selected range of dates', 'Go to widget', 'Requests', 'Reports', 'Exceptions', 'Timecards' (highlighted), 'People Editor', 'Rule Analysis', 'Audits', and 'Go to workspace'. On the right side, there's a sidebar with various menu items like 'Genies', 'Requests', 'Exceptions', 'Group Edit Results', 'Reports', 'Schedules', 'Timecard Approval', 'Timecards', 'Work and Absence Summary', and 'Change My Password'.

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
MINGS, ADAM	12080-5	✓		✓	40.0			
LUNA, LAURA	31741-2	✓		✓	40.0			
TURNER, SHAW...	15567-2	✓				40.0		
AGUILAR JR, A...	53083	✓		✓	40.0			
GONZALEZ, OL...	1973-2	✓		✓	40.0	16.0		
JONES, ANTHO...	34783-2	✓		✓	40.0	8.0		
ROBINSON, TYL...	50360	✓		✓	40.0			
SKINNER JR, R...	9629-2	✓			71.7			
GARCIA, NOSH...	33155-2	✓		✓	40.0			0.5
SOLOMON, KEV...	39994-2	✓		✓	40.0			
CURRY, HENRY	7160-2	✓		✓	40.0			
BALLAS, SAND...	30204	✓			80.0			0.5
WATTS, JOSEP...	7213-2	✓		✓	40.0			
BROCKS, SHER...	14987	✓		✓	40.0	4.0		
SILLS, JAMES S...	6167	✓		✓	40.0			
RODRIGUEZ, A...	4049	✓		✓	40.0			
KIRK, DEATRICE	4362	✓		✓		41.5		

The timecard window (tab) will open. Perform the appropriate edit by either adding a pay code or entering punches. Click the “Calculate Total” icon to update the totals and click the “Save” icon when the edits are complete.

Now click the forward arrow next to the name to move to the next employee and repeat until all employees have been corrected.

Click the “Manage My Department...” tab to return to the **Pay Period Close** window when all employees have been edited and saved.

Forward and reverse arrows scroll through employees and indicate number of employees selected.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	Mon 3/1...			7:18AM		10:00AM	10:30AM		3:30PM	6:00AM-4:30PM	7.7	7.7	7.7
+	Tue 3/19...									6:00AM-4:30PM			7.7
+	Wed 3/2...									6:00AM-4:30PM			7.7
+	Thu 3/2...									6:00AM-4:30PM			7.7
+	Fri 3/22...												7.7
+	Sat 3/23...												7.7
+	Sun 3/24...												7.7
+	Mon 3/2...									6:00AM-4:30PM			7.7
+	Tue 3/26...									6:00AM-4:30PM			7.7
+	Wed 3/2...									6:00AM-4:30PM			7.7
+	Thu 3/2...									6:00AM-4:30PM			7.7

Account	Pay Code	Amount
00120/3220/0000/0000/00000/02995	REGULAR	7.7

Remember to click on the Refresh button to update the window with your changes from the time cards.

Change column to be sorted. Select employees requiring review or edits in each column. Go to timecards, make edits, save, then return to Pay Period Close window. Continue this process until all corrections have been made.

DEATRICE KIRK  
Sign Out

Manage My Department Timecards

Genies

Pay Period Close

Loaded 10:42AM 3/18/2019 - 3/29/2019, S... All Home Edit

Select All Rows Column Selection Filter People Timekeeping Approval Refresh Share Go To

Name	Person ID	Signed Off	Missed Punch	Unexcused Absence	Tot Hrs to be paid non exempt	Pay Code Total Actual with Corre...	Tot Hrs to be paid exempt	Overtime 1.5	Overtime 1.0	All Comp Earned	All CComp Eaned w cor...	Totals Up To Date
BALLAS, SANDRA	30204				80.0	80.0				2.8		n/a
SKINNER JR, RAY...	9629-2			✓	7.7	7.7						n/a
MINGS, ADAM	12080-5			✓								n/a
LUNA, LAURA	31741-2			✓								n/a
TURNER, SHAWNA	15567-2											n/a
AGUILAR JR, AN...	53083			✓								n/a
GONZALEZ, OLGA	1973-2			✓								n/a
JONES, ANTHONY	34783-2			✓								n/a
ROBINSON, TYLER	50360			✓								n/a
GARCIA, NOSHES...	33155-2			✓								n/a
SOLOMON, KEVIN	39994-2			✓								n/a
HETTICH, ORAN	26552-2	✓	✓	✓								n/a
CURRY, HENRY	7160-2			✓								n/a
WATTS, JOSEPH R	7213-2			✓								n/a
BROCKS, SHERRY	14987			✓								n/a
SILLS, JAMES SC...	6167			✓								n/a
RODRIGUEZ, ANG...	4049			✓								n/a
<b>18</b>					<b>87.70</b>	<b>87.70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2.80</b>	<b>0</b>	

# Payroll Close

Click on the PAYROLL CLOSE genie.

The screenshot shows the Kronos Genies interface. At the top left is the Kronos logo. The user is logged in as DEATRICE KIRK. The main area is titled 'Genies' and shows a 'Reconcile Timecard' dropdown menu. The 'Payroll close' option is highlighted with a red arrow. Below the menu is a table with columns for 'Absence Excused', 'Unexcused Absence', 'Missed Punch', 'Early In', 'Late In', 'Early Out', 'Late Out', 'Tot His to be paid non exempt', 'All Comp Earned', and 'Totals Up-To-Date'. The table lists employees and their IDs, with checkmarks in the 'Totals Up-To-Date' column. At the bottom, there are summary values: 18, 0, and 0.

	Absence Excused	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Tot His to be paid non exempt	All Comp Earned	Totals Up-To-Date
KIRK, DEATRICE 4362										✓
RODRIGUEZ, ANGEL 4049										✓
SILLS, JAMES SC... 6167										✓
BROCKS, SHERRY 14987										✓
WATTS, JOSEPH R 7213-2										✓
BALLAS, SANDRA 30204										✓
CURRY, HENRY 7160-2										✓
HETTICH, ORAN 26552-2										✓
SOLOMON, KEVIN 39994-2										✓
GARCIA, NOSHES... 33155-2										✓
SKINNER JR, RAY... 9629-2										✓
ROBINSON, TYLER 50360										✓
JONES, ANTHONY 34783-2										✓
GONZALEZ, OLGA 1973-2										✓
AGUILAR JR, ANG... 53083										✓
TURNER, SHAWNA 15567-2										✓
LUNA, LAURA 31741-2										✓

The Payroll Close window will open.

The screenshot shows the Kronos Genies interface. At the top, there is a navigation bar with the Kronos logo, a search bar, and a user profile for DEATRICE KIRK. Below the navigation bar, there is a 'Payroll close' section with a dropdown menu and a 'Loaded 2:21PM' status. The main area contains a table with the following data:

Department	Total Not Signed Off	Total Not Approved	Non exempt	Exempt	Overtime 1.5	Overtime 1.0	All Comp Earned
/3220///00000/00000/	18	18	8.0				2.0
1			8.00	0	0	0	2.00

Note the column headings.

**Department** – All home labor account combinations will be listed. If visibility is to only one department the only difference is the supervisor level.

**Total Not Signed off** – Count of employees not signed off

**Total Not Approved** – County of employees not approved (some departments may chose not to use this functionality).

**Non-exempt** – Total hours to be paid to non-exempt employees

**Exempt** – Total hours charged by exempt employees

**Overtime 1.5** – Total Overtime 1.5 hours charged

**All Comp Earned** – Total comp hours earned by non-exempt

Review window for accuracy. If errors are found return to **Pay Period Close** to correct individual time cards. Any changes performed in the Payroll close window will effect all employees assigned to the selected labor level combination.

Run Reports. Select a department (highlight one line) or various departments (highlight all or various) departments. Click on **Reports** to run a selected report for the select department or group of departments. The report screen (tab) will open. Refer to Run a Report instructions.

The screenshot displays the Kronos Genies interface. At the top, the Kronos logo is on the left, and the user name 'DEATRICE KIRK' with a 'Sign Out' button is on the right. Below the header, there is a search bar for 'Manage My Departme...' and a 'Payroll close' dropdown menu. The main area contains a table with the following data:

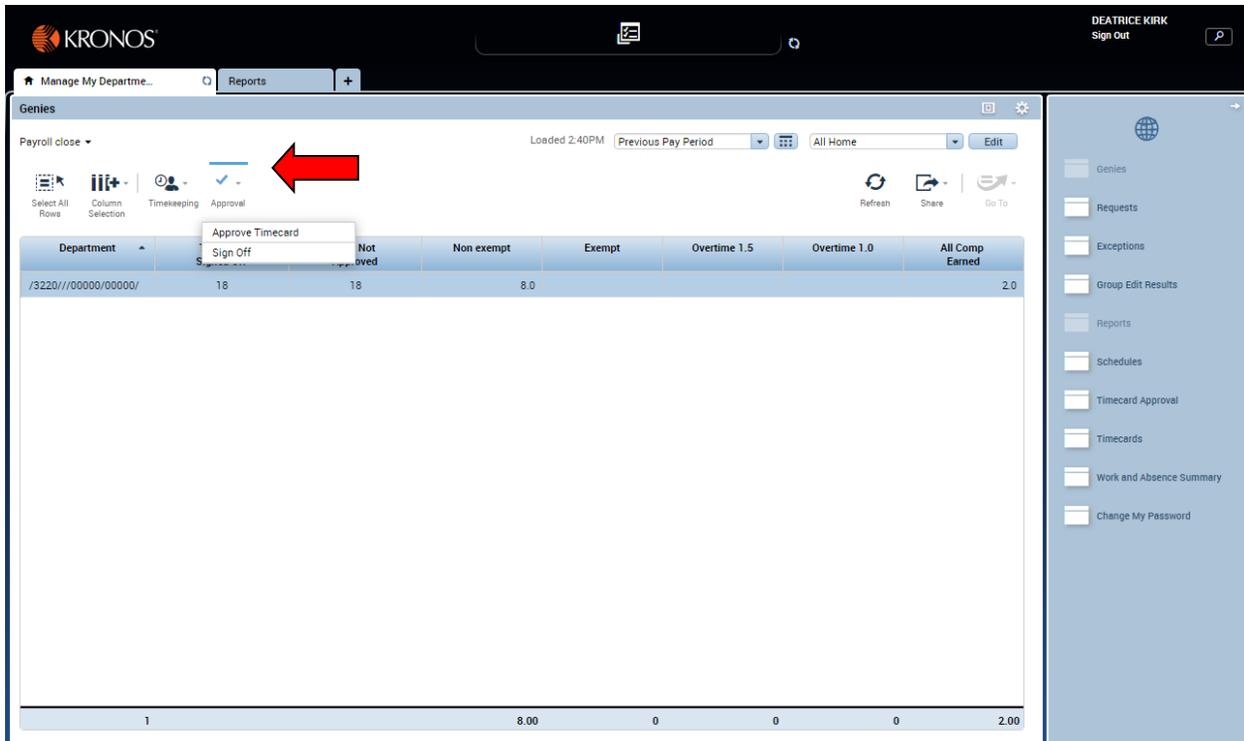
Department	Total Not Signed Off	Total Not Approved	Non exempt	Exempt	Overtime 1.5	Overtime 1.0	All Comp Earned
/3220///00000/00000/	18	18	8.0				2.0
1			8.00	0	0	0	2.00

A red arrow points to the 'All Comp Earned' column in the first row of the table. On the right side, there is a sidebar menu with options: Genies, Requests, Exceptions, Group Edit Results, Reports, Schedules, Timecard Approval, Timecards, Work and Absence Summary, and Change My Password.

## Payroll Close - Sign Off

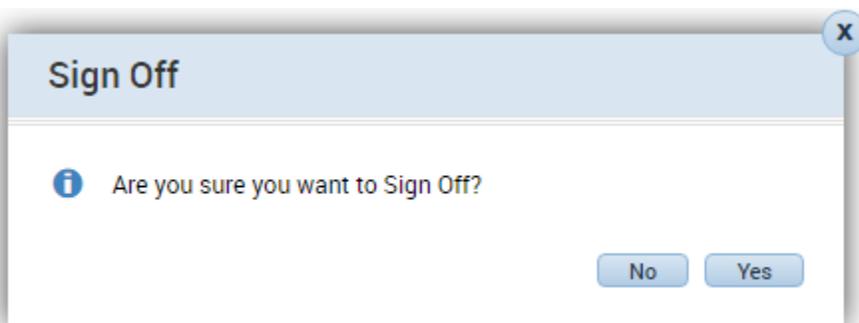
After all review is complete, select a department (highlight one line) or various departments (highlight all or various) departments. In the example below, one department has been selected. Go to the approval menu select **Sign Off**.

Note – departments may elect to have a supervisor select approve (to perform an approval) then after review by a higher supervisor have the sign off performed. Approval is not required, only sign off.



The screenshot shows the Kronos Genies interface. The top navigation bar includes the Kronos logo, a search bar, and the user name 'DEATRICE KIRK Sign Out'. Below the navigation bar, there are tabs for 'Manage My Departme...' and 'Reports'. The main content area is titled 'Genies' and shows a 'Payroll close' dropdown menu. A red arrow points to the 'Approval' option in the dropdown menu. A context menu is open over the 'Approval' option, showing 'Approve Timecard' and 'Sign Off'. The 'Sign Off' option is highlighted. Below the menu, there is a table with columns: Department, Not approved, Non exempt, Exempt, Overtime 1.5, Overtime 1.0, and All Comp Earned. The table contains one row of data for department '/3220//00000/00000/' with values: 18, 18, 8.0, 0, 0, 0, and 2.00. A summary row at the bottom shows: 1, 8.00, 0, 0, 0, 2.00.

A Sign Off window will open. Click “Yes” to confirm the sign off of the selected departments.



The box will close. Click on the **Refresh** button to update the Payroll Close window. In the example on the first line was signed off. Note the Total Not Signed Off is now blank. When this column is blank for all departments sign off is complete.

The screenshot shows the Kronos Genies interface. At the top, the user is identified as DEATRICE KIRK. The main content area displays a table with the following data:

Department	Total Not Signed Off	Total Not Approved	Non exempt	Exempt	Overtime 1.5	Overtime 1.0	All Comp Earned
/3220//00000/00000/		18	143.7	0.0			29.6
1		143.70	0.00	0	0	0	29.60

A red arrow points to the Refresh button in the top right corner of the table area. A callout box with a pointer to the 'Total Not Signed Off' column contains the text: "Note the Total Not Signed Off is now blank."

## Schedules

Schedules can be edited by accessing the “Schedules” widget from the “Related Items Pane”.

The screenshot displays the Kronos Genies interface. At the top, the user is identified as AUDREY GRUBBS, Sign Out. The main content area shows a table of timecard data for 17 employees. The table columns include Name, Person ID, Absence Excused, Unexcused Absence, Missed Punch, Early In, Late In, Early Out, Late Out, Tot Hrs to be paid non exempt, All Comp Earned, and Totals Up-To-Date. A red arrow points to the 'Schedules' widget in the right-hand sidebar menu.

Name	Person ID	Absence Excused	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Tot Hrs to be paid non exempt	All Comp Earned	Totals Up-To-Date
KIRK, DEATRICE	4362		✓								✓
RODRIGUEZ, ANGEL	4049		✓								✓
SILLS, JAMES SCOTT	6167		✓								✓
BROCKS, SHERRY	14987		✓								✓
WATTS, JOSEPH R	7213-2		✓								✓
BALLAS, SANDRA	30204		✓								✓
CURRY, HENRY	7160-2		✓								✓
HETTICH, ORIAN	26552-2		✓								✓
SOLOMON, KEVIN	39994-2		✓								✓
GARCIA, NOSHESKA	33155-2		✓								✓
SKINNER JR, RAYM...	9629-2		✓								✓
ROBINSON, TYLER	50360		✓								✓
JONES, ANTHONY	34783-2		✓								✓
GONZALEZ, OLGA	1973-2		✓								✓
AGUILAR JR, ANGEL	53083		✓								✓
LUNA, LAURA	31741-2		✓								✓

Schedules can also be edited from the “Pay Period Close” genie, select all employees by clicking the “Select All Row” button. Click the “Go To” icon and select “schedules”. A “Schedules” tab will open.

The screenshot shows the Kronos Genies interface for the 'Pay Period Close' genie. The toolbar includes buttons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', and 'Approval'. A red arrow points to the 'Select All Rows' button. The main table lists 18 employees with columns for Name, Person ID, Signed Off, Missed Punch, Unexcused Absence, and several Pay Code Total columns. A red arrow points to the 'Schedules' option in the 'Go To' dropdown menu.

Name	Person ID	Signed Off	Missed Punch	Unexcused Absence	Pay Code Total Actual with Corrections	Pay Code Total Actual with Corrections	Pay Code Total Actual with Correctic	Pay Code Total Actual with Correctic	Act
KIRK, DEATRICE	4362	✓		✓		8.0			
SILLS, JAMES SCOTT	6167	✓		✓					
BROCKS, SHERRY	14987	✓		✓					
CURRY, HENRY	7160-2	✓		✓					
GARCIA, NOSHESKA	33155-2	✓		✓					
SKINNER, JR, RAYMOND	9629-2	✓		✓					
ROBINSON, TYLER	50360	✓		✓					
JONES, ANTHONY	34783-2	✓		✓					
GONZALEZ, OLGA	1973-2	✓		✓					✓
AGUILAR, JR, ANGEL	53083	✓		✓					✓
TURNER, SHAWINA	15567-2	✓	✓						✓
LUNA, LAURA	31741-2	✓		✓					✓
MINGS, ADAM	12080-5	✓		✓					✓
SOLOMON, KEVIN	39994-2	✓		✓	13.0			6.0	✓
HETTICH, ORAN	26552-2	✓	✓	✓	14.5				✓
WATTS, JOSEPH R	7213-2	✓		✓	26.0				✓
RODRIGUEZ, ANGEL	4049	✓		✓	32.0	32.0		14.0	✓
<b>18</b>					<b>122.00</b>	<b>64.00</b>	<b>0</b>	<b>0</b>	<b>20.00</b>

The default view is the total number of employees selected for the current schedule period (which is the same as the pay period).

The schedule window looks much like the screen from the previous Kronos version.

Schedules on each day in the same blue as the group schedule line are inherited schedules. Schedules with vertical orange bar on the left are overrides or changed schedules.

Employees not assigned to a schedule will appear at the top with no inherited schedule boxes.

Note, the **“Employee Scheduled Hours Totals”** and **“Employee Count”** at the bottom can be access by clicking the **“Indicators”** tab (double arrows) at the bottom of the window/page. The **“Employee Scheduled Hours Totals”** number under the **“All Days column,** represents the hours to be worked (not including lunches).

Indicators	All Days	Sat 4/27/2019	Sun 4/28/2019	Mon 4/29/2019	Tue 4/30/2019	Wed 5/01/2019	Thu 5/02/2019	Fri 5/03/2019
Employee Scheduled Hours Totals	1376.0	0.0	0.0	126.0	148.0	148.0	148.0	118.0
Employee Count	18,000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Highlight the employee (or employees) to be moved and right click on the name of the employee then select “Add to Group” from the drop down menu.

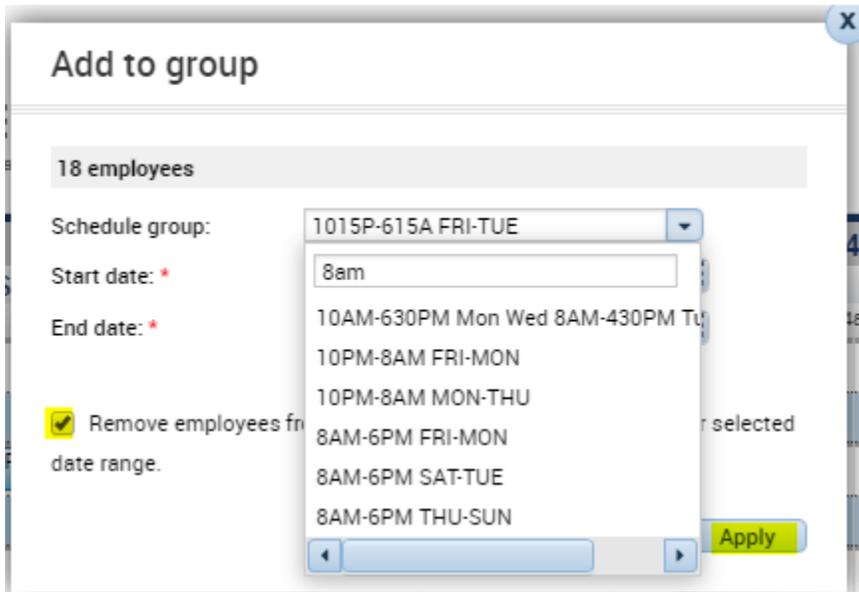
The screenshot displays the Kronos Schedules application interface. At the top, the user is identified as DANIEL TSHIBAMBA. The main area shows a schedule grid for the period 4/27/2019 to 5/11/2019. A context menu is open over the employee HETTICH, with the 'Add to Group' option highlighted in yellow and indicated by a red arrow. The menu includes options such as 'Schedule Pattern', 'Add to Group', 'Remove from Group', 'Add shift', 'Add Pay Code', 'Enter Time Off', 'Lock', 'Unlock', 'Insert shift transfer', 'Append shift', 'Replace shift', 'Edit Accrual Amounts', 'Accrual Pattern', 'View Accruals', and 'View Schedule Outline'. The bottom of the screen shows a summary table for employee counts.

	Sat 4/27/2019	Sun 4/28/2019	Mon 4/29/2019	Tue 4/30/2019	Wed 5/01/2019	Thu 5/02/2019	Fri 5/03/2019
Employee S...	0.0	0.0	126.0	148.0	148.0	148.0	118.0
Employee Count	18,000	0,000	0,000	0,000	0,000	0,000	0,000

Another window will open listing all the schedules. Perform the following actions:

1. Highlight the desired schedule. Hint: enter the first number (or more) of the desired schedule (ex: 8am) to quickly move the desired start time.
2. Enter desired start and end date.
3. Leave the “Remove employees from other schedule inheritance groups for selected date range” checked.
4. Click the “Apply” button.

To avoid problems with pay periods, schedule changes should be performed on the first day of a pay period (or at the minimum on Saturday).



The employee will now be moved to the new schedule. Notice how some of the schedule cells have an orange vertical bar indicating changes. Click the “Save” icon. The change is now complete.

The screenshot displays the Kronos Schedules application interface. At the top, the user is identified as DANIEL TSHIBAMBA, Sign Out. The main area shows a calendar view for the period 4/21/2019 - 5/11/2019. The current active schedule group is 4/28/2019 - 5/04/2019. The interface includes various toolbars for navigation and management, such as 'View', 'Column Selection', 'Visibility Filter', 'Select all', 'Tabular View', 'Tools', and 'Load group'. A list of employees is shown on the left, including TURNER, SHA., HETTICH, ORAN, BALLAS, SAND., AGUILAR JR, A., SILLS, JAMES, SKINNER JR, R., and JONES, ANTH. The calendar grid shows scheduled hours for each employee, with orange vertical bars indicating changes. A red arrow points to the 'Save' icon in the top right corner. Another red arrow points to a cell for employee JONES, ANTH. on Monday, 4/29/2019 at 7:00 AM. At the bottom, there is a summary table for indicators.

Indicators	All Days	Sat 4/27/2019	Sun 4/28/2019	Mon 4/29/2019	Tue 4/30/2019	Wed 5/01/2019	Thu 5/02/2019	Fri 5/03/2019
Employee Scheduled Hours Totals	1379.0	17.5	9.5	119.5	147.0	140.0	140.0	119.5
Employee Count	18.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## Schedules – Adding A Pay Code

To add a pay code to the schedule of a selected employee. Right click on the employee name to receive the pay code. Select “Add Pay Code” from the drop down menu and the “Add Pay Code” editor box will open.

The screenshot displays the Kronos Schedules application interface. At the top, the user is identified as DANIEL TSHIBAMBA, Sign Out. The main area shows a schedule grid for the period 4/27/2019 - 5/10/2019, with 18 employees selected. A context menu is open over the employee ROBINSON, TYLE, with the 'Add Pay Code' option highlighted by a red arrow. The menu options include: Schedule Pattern, Add to Group, Remove from Group, Add shift, Add Pay Code, Enter Time Off, Lock, Unlock, Insert shift transfer, Append shift, Replace shift, Edit Accrual Amounts, Accrual Pattern, View Accruals, and View Schedule Outline. The schedule grid shows various shifts for multiple employees, including HETTICH, ORAN, ROBINSON, TYLE, BALLAS, SANDRA, AGUILAR, JR, ANK, SILLS, JAMES SC, SKINNER, JR, RAY, and JONES, ANTHONY.

The “Add Pay Code” Editor window will open. Perform the following actions:

1. Select the effective date.
  - a. The effective date will be displayed based on the day selected on the schedule (current day by default).
2. From the Pay Code drop down select the desired pay code.
  - a. Amount filed will be blank by default. Enter the length of time that is needed (i.e. 2, 4 etc).
3. Select the start time.
  - a. The display Start time will auto populate with the shifts original start time (if not enter start time).
4. Select the number of days may be selected to enter multiple consecutive days ( ex 5 days vacation).
5. A comment may be selected from the comment drop down menu if desired (especially helpful for extended FMLA).
6. Leave the check next to “Override Shift”. This replaces the shift with the pay code selected.
7. Click the “Apply” button.

The screenshot shows the "Add Pay Code" editor window. The form contains the following fields and options:

- Assigned to:** AGUILAR JR, ANGEL
- Effective Date:** 5/13/2019
- Pay Code:** VACATION
- Amount (HH.hh):** 8.00
- Override Shift:**  (checked),  Whole Shift,  Partial Shift
- Start Time:** 6:30AM
- Repeat for:** 1 days
- Comments (0):** [Add Comment](#)
- Buttons:** Cancel, Apply

Callout boxes provide the following instructions:

- Enter effective date defaulted from selection on schedule
- Select pay code from drop down –ATO will default
- Enter length of time (ie. 8 or 10)
- Be sure Over-ride shift is checked
- Enter shift start time – this will default to scheduled start time
- Notes & comments can now be added by selecting the “Add Comment” link. This is a free form field.

The Schedule Snapshot window will open. Note the change of color for the day with a pay code edit. Point to the shaded day. The pay code and duration will display. Also note the vertical orange bar to the left of each green box.

The screenshot shows the Kronos Schedules interface. At the top, there's a header with the Kronos logo, user name 'DANIEL TSHIBAMBA', and 'Sign out'. Below that, there's a navigation bar with 'Manage My Departme...', 'Schedules', and a search icon. The main area is titled 'Schedules' and shows a calendar view for '4/21/2019 - 4/27/2019' and '4/28/2019 - 5/04/2019'. A table lists employees and their schedules. A red arrow points to a shaded day (Wednesday, 5/01/2019) with a 'VACAT' pay code. Another red arrow points to the 'Timecards' option in the 'Go To' dropdown menu.

By Schedule Group	Name	Schedule Hours	Mon 4/29/2019	Tue 4/30/2019	Wed 5/01/2019	Thu 5/02/2019	Fri 5/03/2019
6A-230P M...	BALLAS, SAND...	80.00	6:00AM - 1:30PM	6:00AM - 1:30PM	VACAT	VACAT	VACAT
6A-230P M...	ROBINSON, TY...	80.00	6:00AM - 1:30PM				
6A-430P M...	AGUILAR JR, A...	80.00	6:00AM - 4:00AM				
6A-430P M...	SILLS, JAMES...	80.00	6:00AM - 4:00AM				
6A-430P M...	SKINNER JR, R...	80.00	6:00AM - 4:00AM				
6A-430P T...	JONES, ANTH...	96.00	7:00AM	6:00AM - 4:00AM	6:00AM - 4:00AM	6:00AM - 4:00AM	6:00AM - 4:00AM
6A-430P M...	RODRIGUEZ, A...	80.00	6:00AM - 4:00AM				
6A-430P M...	SOLOMON, KE...	80.00	6:00AM - 4:00AM				
7A-330P M...	BROCKS, SHE...	80.00	7:00AM	7:00AM	7:00AM	7:00AM	7:00AM
8A-430P M...			8:00AM	8:00AM	8:00AM	8:00AM	8:00AM

Save to update the window.

Click Timecard from the “Go To” drop down menu to review the change on the timecard.

The employee's timecard will display. Note the three days Vacation have been added to the timecard. To return to the Schedule Editor, click the "Schedules" tab.

**KRONOS** DANIEL TSHIBAMBA Sign Out

Manage My Departme... **Schedules** Timecards

Timecards BALLAS, SANDRA 1 of 1 3 Loaded: 4:43 PM 4/27/2019 - 5/10/2019, S... 1 Employee(s) Selected

View Approve Timecard Sign Off Accruals Actions Print Timecard Refresh Calculate Totals Save Go To

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
	Fri 4/26/20...												
	Sat 4/27/2...												
	Sun 4/28/2...												
	Mon 4/29/...			10:00AM		2:30PM				6:00AM-2.3...	4.5	4.5	4.5
	Tue 4/30/2...			6:00AM		2:30PM				6:00AM-2.3...	8.0	8.0	12.5
	Wed 5/01/...			6:00AM									
	Wed 5/01/...	VACATION	8.0	6:00AM								8.0	20.5
	Thu 5/02/2...	VACATION	8.0	6:00AM								8.0	28.5
	Fri 5/03/20...	VACATION	8.0	6:00AM								8.0	36.5
	Sat 5/04/2...												36.5
	Sun 5/05/2...												36.5

Totals Accruals Audits Historical Corrections

All All

Location	Job	Account	Pay Code	Amount	Wages
		...3220/0000/0000/000000/02995	REGULAR	12.5	\$0.00
		...3220/0000/0000/000000/02995	VACATION	24.0	\$0.00

## Changing A Work Rule

Open employee's time card from any Genie.

The screenshot displays the Kronos Timecards application interface. At the top, the Kronos logo is visible on the left, and the user's name 'DEATRICE KIRK' and 'Sign Out' button are on the right. The main header area includes a navigation bar with 'Manage My Departme...' and 'Timecards' tabs. Below this, the employee's name 'RODRIGUEZ, ANGEL' and a selection of '1 Employee(s)' are shown. The interface features several action buttons: 'View', 'Approve Timecard', 'Sign Off', 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'.

The central part of the screen is a table with the following columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. The data rows show vacation entries for various dates in 2019, with a total amount of 32.0 for the period shown.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Mon 4/29/2019												
Tue 4/30/2019	VACATION	8.0									8.0	8.0
Tue 4/30/2019									6:00AM-4:30PM			
Wed 5/01/2019	VACATION	8.0									8.0	16.0
Wed 5/01/2019									6:00AM-4:30PM			
Thu 5/02/2019	VACATION	8.0									8.0	24.0
Thu 5/02/2019									6:00AM-4:30PM			
Fri 5/03/2019	VACATION	8.0									8.0	32.0
Fri 5/03/2019									6:00AM-4:30PM			
Sat 5/04/2019												32.0
Sun 5/05/2019												32.0

Below the table, there are tabs for 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. The 'Totals' tab is active, showing a summary table with columns for 'Account', 'Pay Code', and 'Amount'. The summary table shows a total amount of 32.0 for the VACATION pay code.

Account	Pay Code	Amount
00120/3220/0000/0000/00000/00000/02995	VACATION	32.0

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.

The screenshot displays the Kronos Timecards application interface. At the top, the user is identified as DEATRICE KIRK, Sign Out. The main header shows 'Timecards' and 'RODRIGUEZ, ANGEL' with a page indicator '1 of 1' and '4049'. The interface includes navigation icons for View, Approve Timecard, and Sign Off, along with utility icons for Print Timecard, Refresh, Calculate Totals, Save, and Go To.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	Thu 5/02/2019	VACATION	8.0									8.0	24.0
+	Thu 5/02/2019									6:00AM-4:30PM			
+	Fri 5/03/2019	VACATION	8.0									8.0	32.0
+	Fri 5/03/2019									6:00AM-4:30PM			
+	Sat 5/04/2019												32.0
+	Sun 5/05/2019												32.0
+	Mon 5/06/2019												32.0
+	Tue 5/07/2019			6:00AM		4:30PM				6:00AM-4:30PM	10.0	10.0	42.0
+	Wed 5/08/2019									6:00AM-4:30PM			42.0
+	Thu 5/09/2019									6:00AM-4:30PM			42.0
+	Fri 5/10/2019									6:00AM-4:30PM			42.0

Below the table, there are tabs for 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. The 'Totals' tab is active, showing a summary table:

Account	Pay Code	Amount
00120/3220/0000/0000/00000/02995	COUNTY TIME 1.0	2.0
00120/3220/0000/0000/00000/02995	REGULAR	8.0
00120/3220/0000/0000/00000/02995	VACATION	32.0

Select Search to display Select Transfer Window. Go to the “Work Rule” tab. A list of all available Work Rules will display. You can also search for a specific work Rule by typing it in the “Search List” field. 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 OT select the correct lunch rule, day length (8 or 10 hours), and Diff pay if applicable.

Highlight the desired rule and click. Click Apply.

The screenshot shows a software window titled "Transfer" with a close button (X) in the top right corner. Inside the window, there is a header section with the following text: "Name RODRIGUEZ, ANGEL", "Labor Account", and "Work Rule". Below this, there are two tabs: "Labor Account" and "Work Rule". A red arrow points to the "Work Rule" tab. Under the "Work Rule" tab, there is a section titled "Add Work Rule" with a "Clear All" button in the top right. Below this section is a search field labeled "Search List" with a red arrow pointing to it. Below the search field is a list of work rules: "CR 30 MIN LUNCH", "CR 30 MIN LUNCH 10", "CR 45 MIN LUNCH", "CR 45 MIN LUNCH 10", "CR 60 MIN LUNCH", "CR 60 MIN LUNCH 10", "CR NO SCHED RD", "CR NO SCHED RD 10", "CSCD EXEMPT", and "CSCD NON EXEMPT". At the bottom right of the window, there are two buttons: "Cancel" and "Apply".

Timecards window will open. Note the “**Calculate Totals**” icon will be orange indicating the totals are not saved. Clicking the “Calculate Totals” will calculate the total but not save the changes. Review your changes & “save” once you are done.

The screenshot displays the Kronos Timecards application interface. At the top, the user is identified as DEATRICE KIRK, Sign out. The main window title is 'Timecards' and the user is RODRIGUEZ, ANGEL. The interface includes a toolbar with icons for View, Approve Timecard, Sign Off, Print Timecard, Refresh, Calculate Totals (highlighted with a red arrow), Save, and Go To. Below the toolbar is a table of timecard entries. The table has columns for Date, Pay Code, Amount, In, Transfer, Out, Schedule, Shift, and Daily. Two red arrows point to the 'Calculate Totals' icon and the 'Daily' column. Below the table is a 'Totals' section with a table showing a total amount of 32.0 for VACATION.

Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily
Thu 5/02/2019	VACATION	8.0						8.0
Fri 5/03/2019	VACATION	8.0						8.0
Sun 5/05/2019								32.0
Mon 5/06/2019			6:00AM	.JO SCHED RD	4:30PM			32.0
Tue 5/07/2019						6:00AM-4:30PM		32.0
Wed 5/08/2019						6:00AM-4:30PM		32.0
Thu 5/09/2019						6:00AM-4:30PM		32.0
Fri 5/10/2019						6:00AM-4:30PM		32.0

Account	Pay Code	Amount
00120/3220/0000/0000/00000/00000/02995	VACATION	32.0

The “Calculate Total” and “Save” icons will gray out after clicking on them. Note the little triangles on the top right corner of each cell indicating the changes have been saved.

**KRONOS** DEATRICE KIRK Sign out

Manage My Departme... Timecards 1 of 1 4049

Loaded: 1:29 PM 4/29/2019 - 5/10/2019, S... 1 Employee(s) Selected

View Approve Timecard Sign Off Print Timecard Refresh Calculate Totals Save Go To

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ [X]	Thu 5/02/2019	VACATION	8.0									8.0	24.0
+ [X]	Thu 5/02/2019									6:00AM-4:30PM			
+ [X]	Fri 5/03/2019	VACATION	8.0									8.0	32.0
+ [X]	Fri 5/03/2019									6:00AM-4:30PM			
+ [X]	Sat 5/04/2019												32.0
+ [X]	Sun 5/05/2019												32.0
+ [X]	Mon 5/06/2019			6:00AM	.JD SCHED RD	4:30PM						10.5	42.5
+ [X]	Tue 5/07/2019									6:00AM-4:30PM			42.5
+ [X]	Wed 5/08/2019									6:00AM-4:30PM			42.5
+ [X]	Thu 5/09/2019									6:00AM-4:30PM			42.5
+ [X]	Fri 5/10/2019									6:00AM-4:30PM			42.5

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount
00120/3220/0000/0000/00000/02995	COUNTY TIME 1.0	10.5
00120/3220/0000/0000/00000/02995	VACATION	32.0

## Changing A Work Rule – Hours Recorded as County Time

When an employee clocks in more than 6 hours from 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 “Timecards” tab, click the “Go To” icon and select “Schedules” from drop down menu.

The screenshot shows the Kronos Timecards interface for user WATTS, JOSEPH R. The main table displays timecard entries for dates from Mon 4/29/2019 to Wed 5/08/2019. The entry for Thu 5/02/2019 is highlighted, showing an in-time of 2:30PM and an out-time of 4:30PM. The summary table at the bottom shows a total for 5/02/2019 with an account of 00120/3220/0000/0000/00000/02995 and a pay code of COUNTY TIME 1.0 with an amount of 2.0. A red arrow points to the 'Go To' menu, and a callout box highlights the 'COUNTY TIME 1.0' entry.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shi
Mon 4/29/2019			8:00AM		4:30PM				8:00AM-4:30PM	
Tue 4/30/2019			8:00AM		4:30PM				8:00AM-4:30PM	
Wed 5/01/2019			8:00AM		4:30PM				8:00AM-4:30PM	
Thu 5/02/2019			2:30PM		4:30PM				8:00AM-4:30PM	
Fri 5/03/2019									8:00AM-4:30PM	
Sat 5/04/2019										
Sun 5/05/2019										
Mon 5/06/2019									8:00AM-4:30PM	
Tue 5/07/2019									8:00AM-4:30PM	26.0
Wed 5/08/2019									8:00AM-4:30PM	26.0

Account	Pay Code	Amount
00120/3220/0000/0000/00000/02995	COUNTY TIME 1.0	2.0

Note county time is charged for highlighted shift 2:30PM to 4:30P

The “Schedules” tab window will open.

The screenshot displays the Kronos Schedules interface. At the top, the Kronos logo is on the left, and the user name 'DEATRICE KIRK' with a 'Sign Out' link is on the right. Below the navigation bar, the 'Schedules' tab is active. The main area shows a calendar for the period 4/29/2019 - 5/10/2019. A table lists schedule groups and employee assignments. The first row shows a schedule group '8A-430P M...' with a schedule of 8:00AM. The second row shows an employee 'WATTS, JOSEPH...' assigned to the 8:00AM schedule. The calendar grid shows the employee's schedule for each day from Monday, 4/29/2019 to Sunday, 5/05/2019, with '8:00AM' indicated for each day.

Name	Schedule Hours	4/28/2019 - 5/04/2019							5/05/2019 - 5/11/2019						
		Mon 4/29/2019	Tue 4/30/2019	Wed 5/01/2019	Thu 5/02/2019	Fri 5/03/2019	Sat 5/04/2019	Sun 5/05/2019	Mon 5/06/2019	Tue 5/07/2019	Wed 5/08/2019	Thu 5/09/2019	Fri 5/10/2019	Sat 5/11/2019	Sun 5/12/2019
8A-430P M...		8:00AM	8:00AM	8:00AM	8:00AM	8:00AM	8:00AM								
WATTS, JOSEPH...	80.00	8:00AM	8:00AM	8:00AM	8:00AM	8:00AM	8:00AM								

Make sure to right click on the corresponding blue cell you want to modify and click “Edit”. The “Edit shift” window will open. Type in the correction to the schedule. In this case, the “in time” for 05/02/2019 has been changed to 2:30PM. Changes to the schedule should **never** be made to the exact minute but rather to even times (i.e. 2p, 230 p).

The screenshot shows the Kronos Schedules application interface. At the top, there are navigation tabs for 'Manage My Departme...', 'Timecards', and 'Schedules'. The main area displays a calendar for the period 4/28/2019 - 5/11/2019. A table below the calendar shows the schedule for 'WATTS, JOSEPH R.' with a schedule of '8A-430P M...'. A red arrow points to the cell for Thursday, 5/2/2019, which is currently set to 8:00 AM. A context menu is open over this cell, with the 'Edit' option highlighted.

d16sc1krsapp.dallascounty.org/wfcstatic/applications/navigator/html5/dist/schedule/index.html?version=8.1.3.1531&widgetType=&domain=&instanceId=3f9f530f-afb8-4aa3-8116-24c85237ec21&isHTMLWidget=true&isMinimized=f...

The 'Edit Shift' dialog box is shown. It contains the following information:
 

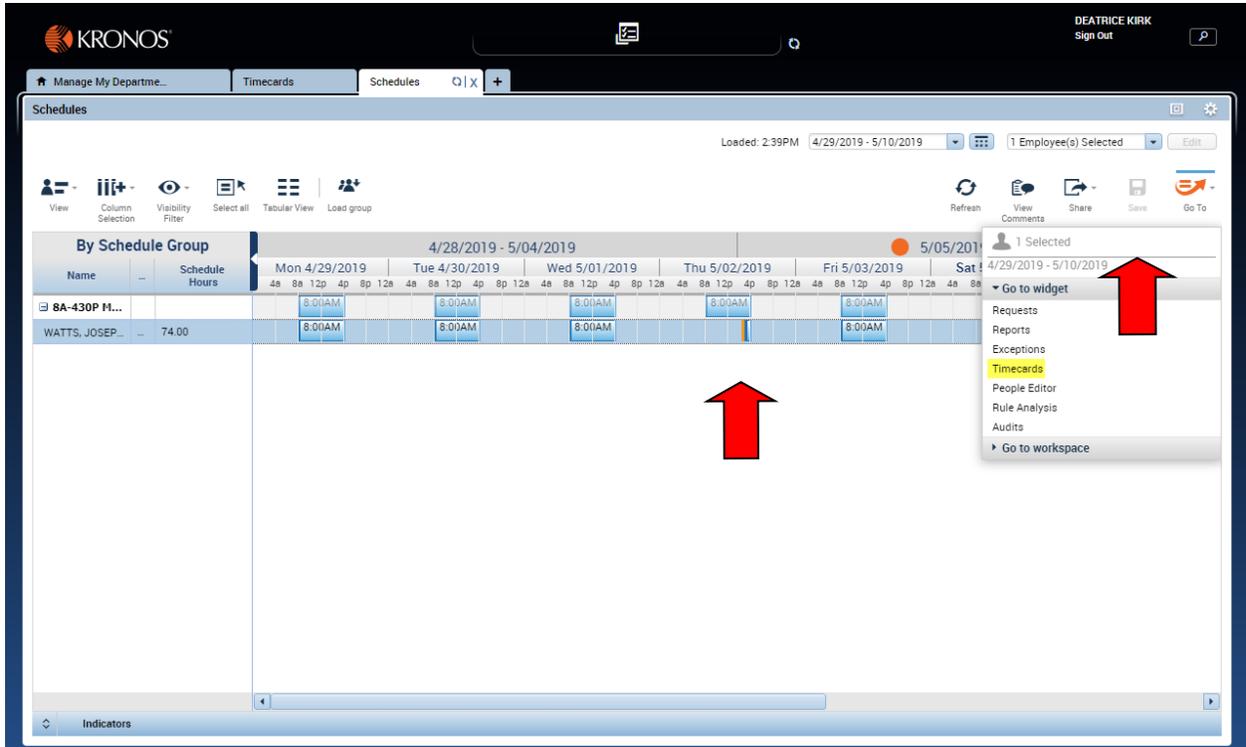
- Assigned to: WATTS, JOSEPH R
- Shift Details: 8:00am-4:30pm(8.50h)
- Primary Job: None
- Insert Template: (dropdown)
- Shift Label: (text input)
- Repeat this shift for: (text input) days

 A table below shows the shift details for 5/02/2019:
 

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer
5/02/2019	Regular	2:30pm	4:30pm	5/02/2019	2.00	

 A red arrow points to the '2:30pm' value in the 'Start Time' column. At the bottom, there are 'Cancel' and 'Apply' buttons.

Notice there is now an orange bar next to the schedule on the day indicating a schedule change. This indicates a change to the schedule. After clicking the “Save” icon, it will gray out. Click the “Go To” icon and select ‘Timecards’ from the drop down menu. This will take you to the time card. You can also click on the “Timecards” tab.



Note when you return to the “Timecards”, county time is still displayed for the day. Click on Refresh. This will update the time card for the schedule changes.

The screenshot displays the Kronos Timecards application interface. At the top, the user is identified as DEATRICE KIRK, Sign out. The main header shows 'Timecards' and 'Schedules' tabs. Below the header, the employee name 'WATTS, JOSEPH R' and ID '7213-2' are visible. A red arrow points to the ID field. The interface includes a table of time entries for dates from Mon 4/29/2019 to Thu 5/09/2019. The table columns include Date, Pay Code, Amount, In, Transfer, Out, Schedule, Shift, Daily, and Period. A red arrow points to the '7213-2' ID field. Below the table, there is a 'Totals' section with a summary table. The summary table has columns for Account, Pay Code, and Amount. The 'REGULAR' pay code is highlighted in yellow, and a red arrow points to it. The summary table shows an amount of 26.0 for the 'REGULAR' pay code.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Mon 4/29/2019			8:00AM		4:30PM				8:00AM-4:30PM	8.0	8.0	8.0
Tue 4/30/2019			8:00AM		4:30PM				8:00AM-4:30PM	8.0	8.0	16.0
Wed 5/01/2019			8:00AM		4:30PM				8:00AM-4:30PM	8.0	8.0	24.0
Thu 5/02/2019			2:30PM		4:30PM				2:30PM-4:30PM	2.0	2.0	26.0
Fri 5/03/2019									8:00AM-4:30PM			26.0
Sat 5/04/2019												26.0
Sun 5/05/2019												26.0
Mon 5/06/2019									8:00AM-4:30PM			26.0
Tue 5/07/2019									8:00AM-4:30PM			26.0
Wed 5/08/2019									8:00AM-4:30PM			26.0
Thu 5/09/2019									8:00AM-4:30PM			26.0

Account	Pay Code	Amount
00120/3220/0000/0000/00000/00000/02995	REGULAR	26.0

Note the "Timecards" now displays 2 hours Regular for the day (05-02-2019).

The screenshot shows the Kronos Timecards interface for user DEATRICE KIRK. The main view displays a timecard for WATTS, JOSEPH R. on 5/02/2019. The timecard shows an In time of 2:30PM and an Out time of 4:30PM, resulting in a 2.0-hour shift. The schedule is 2:30PM-4:30PM. Below the timecard, the Totals section shows a summary for 5/02/2019 with 2.0 hours of Regular pay.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Thu 5/02/2019			2:30PM		4:30PM				2:30PM-4:30PM	2.0	2.0	2.0

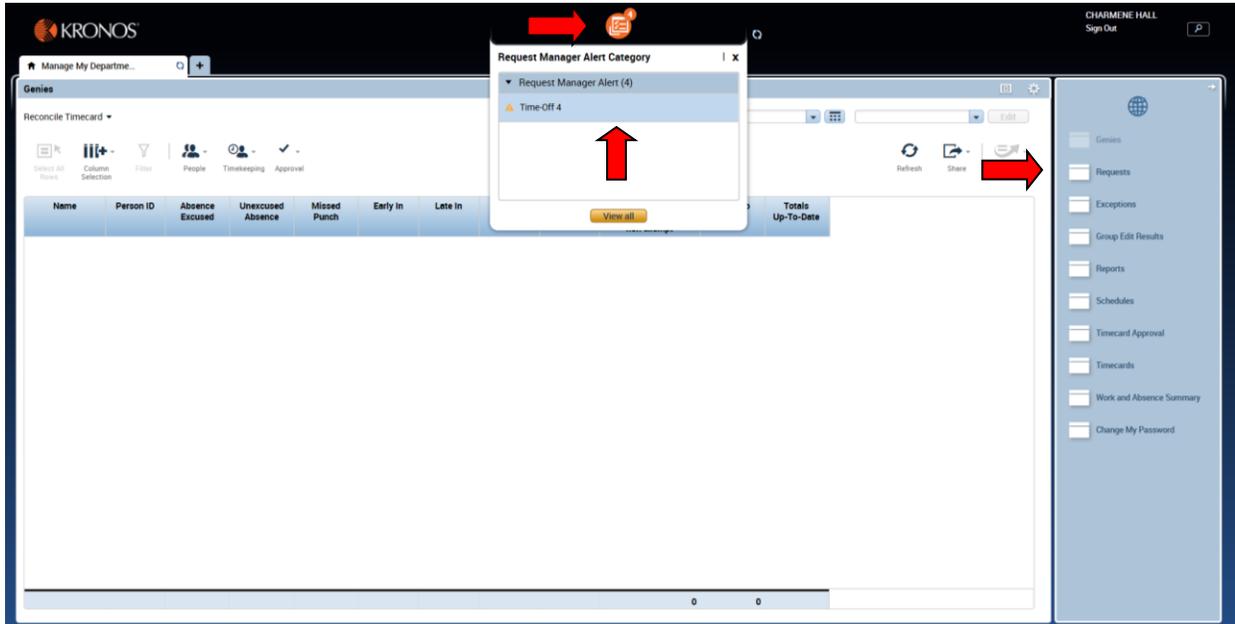
Totals for 5/02/2019		
Account	Pay Code	Amount
00120/3220/0000/0000/00000/00000/02995	REGULAR	2.0



## Time-Off Requests

When a Time-Off Request has been submitted you will be notified in the “Alerts” section of you screen.

To approve a “**Time-Off Request**”, either click on the notification in the “Alerts” screen or on the “Request” widget in the “Related Items Pane.”



From the “Request” widget tab, you will see all requests awaiting to be approved.

The screenshot displays the Kronos 'Requests' interface. At the top, there is a navigation bar with the Kronos logo and a user profile for 'CHARMENE HALL'. Below this, a 'Requests' tab is active, showing a list of requests. The interface includes filters for 'Time Off' (set to 'Multiple (4)') and a date range of '5/02/2019 - 10/28/2019'. A toolbar contains icons for 'Details', 'Edit', 'Add Request', 'Approve', 'Refuse', 'Pending', and 'Retract'. The main area is a table with the following data:

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
CCOTA	Request Partial Day - Hours	5/17/2019 11:23AM	Submitted	COTA, CARMA	5/20/2019	COTA, CARMA	5/20/2019	VACATION	
CHALLI	Request Full Scheduled Day	5/31/2019 7:26AM	Pending	HALL, CHARMENE	6/08/2019	COTA, CARMA	6/08/2019	VACATION	
CCOTA	Request Full Scheduled Day	5/31/2019 8:39AM	Submitted	COTA, CARMA	5/31/2019	COTA, CARMA	5/31/2019	VACATION	
CCOTA	Request Partial Day - Hours	5/31/2019 8:40AM	Submitted	COTA, CARMA	5/30/2019	COTA, CARMA	5/30/2019	VACATION	

Below the requests table is an 'Accruals' section with a 'Request Detail' sub-tab. It contains a table with the following data:

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal...	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending Bala...	Prior End Vested	Prior End Probet...	Opening Balance	Op
DC COMP NE 15	1/01/2019 - 12/31/2019	Hour	0.0	0.0		0.0	0.1	0.0	0.0	0.15	0.15		0.15	
DC COUNTY TIM	1/01/2019 - 12/31/2019	Hour	0.1	0.1		0.0	0.0	0.0	0.0	0.0	0.0		0.0	
DC SICK	1/01/2019 - 12/31/2019	Hour	362.83	362.83		0.0	0.0	0.0	0.0	347.32	347.32		347.32	
DC VACATION	1/01/2019 - 12/31/2019	Hour	86.82	86.82		0.0	51.9	0.0	8.0	98.92	98.92		98.92	

Actions can be taken by selecting from the following icons:

The screenshot shows the Kronos Requests interface. At the top, there are navigation tabs for 'Manage My Department' and 'Requests'. Below this is a toolbar with icons for 'Details', 'Edit', 'Add Request', 'Approve', 'Refuse', 'Pending', and 'Retract'. A table of requests is displayed with columns: Modified By, Subject, Submit Date, Status, Submitted By, Start Date, Employee, End Date, Pay Code, and Comments. A dashed orange box highlights the toolbar icons and a legend below them.

**Details icon:** allows you to look at the details of the request before approval  
**Edit icon:** gives you the option to edit the request before approval  
**Add Request icon:** to create new request for yourself or employees you usually approve time for  
**Approve icon:** to approve any pending request  
**Refuse icon:** to reject a pending request  
**Pending icon:** to hold on to a request for future actions  
**Retract icon:** to remove/delete a pending request

When approving the request, select the “Approve” icon and then review the details of the request. If needed, make changes to the request and select “Approve.” A common edit will be to change the pay code from Vacation to Comp Time. Once you have approved or denied the request, it will disappear from the screen.

### FULL DAY REQUEST

The screenshot shows the 'Approve Time-Off Request' dialog for a full day request. The status is 'Pending' (5/31/2019 - 7:26:53AM) and was modified by CHALL1. The employee is COTA, CARMA, and the request type is 'Request Full Scheduled Day'. The table below shows the request details:

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
6/08/2019	6/08/2019	VACATION	Full day		

The 'Accruals on' field is set to 6/08/2019. The 'Accrual' table shows:

Accrual	Balance
DC COMP NE 15	0.0 Hour
DC COUNTY TIM	0.1 Hour
DC SICK	358.53 Hour

The 'Status History' shows the request was 'Pending' (5/31/2019 - 7:26:53AM) and 'Submitted' (5/31/2019 - 7:26:46AM) by CHALL1. The 'Comments' section is empty.

### PARTIAL DAY REQUEST

The screenshot shows the 'Approve Time-Off Request' dialog for a partial day request. The status is 'Submitted' (5/17/2019 - 11:23:43AM) and was modified by CCOTA. The employee is COTA, CARMA, and the request type is 'Request Partial Day - Hours'. The table below shows the request details:

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
5/20/2019	5/20/2019	VACATION	Hours	8:00AM	4.0

The 'Accruals on' field is set to 5/20/2019. The 'Accrual' table shows:

Accrual	Balance
DC COMP NE 15	0.0 Hour
DC COUNTY TIM	0.1 Hour
DC SICK	358.53 Hour

The 'Status History' shows the request was 'Submitted' (5/17/2019 - 11:23:43AM) by CCOTA. The 'Comments' section is empty.

You have the option to preview the all statuses of requests for a given period by selecting the drop down menu next to “Time-Off” within the Request widget.

The screenshot shows the Kronos Requests interface. At the top, there is a navigation bar with the Kronos logo and user information for CHARMENE HALL. Below this, the 'Requests' widget is displayed. A dropdown menu is open next to the 'Time-Off' filter, showing a list of statuses: All Statuses (0), Approved, Cancel Approved, Cancel Pending, Cancel Refused, Cancel Submitted, Pending, Refused, Retracted, and Submitted. A red arrow points to the 'All Statuses' option. Below the dropdown is a table of request records with columns: Modified By, Status, Submitted By, Start Date, Employee, End Date, Pay Code, and Comments. The table contains three rows of data. At the bottom of the interface, there is an 'Accruals' section with a table showing financial data for various accrual codes.

Modified By	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
CHALL1	Approved	COTA, CARIMA	6/04/2019	COTA, CARIMA	6/04/2019	VACATION	
CHALL1	Approved	COTA, CARIMA	5/31/2019	COTA, CARIMA	5/31/2019	VACATION	
CHALL1	Retracted	HALL, CHARMENE	6/03/2019	HOWARD, TRINA	6/08/2019	SICK FMLA	

Accrual Code	Probationary Bal.	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending Bala...	Prior End Vested	Prior End Probati...	Opening Balance	Opening Vested	Opening Probati...	Ending Balance	Ending Vested	Ending Probationary
DC COMP NE 15		0.0	0.1	0.0	0.0	0.15	0.15		0.15	0.15		0.0	0.0	
DC COUNTY TIM		0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0		0.1	0.1	
DC SICK		0.0	0.0	0.0	0.0	347.32	347.32		347.32	347.32		358.53	358.53	
DC VACATION		0.0	51.9	0.0	8.0	98.92	98.92		98.92	98.92		83.43	83.43	

## Run a Report

Click on the **“Reports”** found on the right pane of the screen. The **“Reports”** tab will open.

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

The screenshot shows the Kronos Genies interface. At the top, there's a header with the Kronos logo and user information for DEATRICE KIRK. Below the header is a navigation bar with 'Manage My Departme...' and a '+' icon. The main area is titled 'Genies' and contains a 'Reconcile Timecard' section with a table of employee data. A red arrow points to the 'Reports' link in the right-hand sidebar menu.

Name	Person ID	Absence Excused	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Tot Hrs to be paid non exempt	All Comp Earned	Totals Up-To-Date
KIRK, DEATRI...	4362		✓								✓
RODRIGUEZ, ...	4049		✓								✓
SILLS, JAME...	6167		✓								✓
BROCKS, SHE...	14987		✓								✓
WATTS, JOSE...	7213-2		✓								✓
CURRY, HENRY	7160-2		✓								✓
HETTICH, OR...	26552-2		✓								✓
SOLOMON, K...	39994-2		✓								✓
GARCIA, NOS...	33155-2		✓								✓
SKINNER JR, ...	9629-2		✓								✓
ROBINSON, T...	50360		✓								✓
JONES, ANTH...	34783-2		✓								✓
GONZALEZ, O...	1973-2		✓								✓
AGUILAR JR, ...	53083		✓								✓
LUNA, LAURA	31741-2		✓								✓
MINGS, ADAM	12080-5		✓								✓

The screenshot shows the Kronos Reports interface. At the top, there's a header with the Kronos logo and user information for DEATRICE KIRK. Below the header is a navigation bar with 'Manage My Departme...' and a 'Reports' tab. The main area is titled 'REPORTS' and contains a list of report categories. A red arrow points to the 'Reports' tab in the navigation bar, and another red arrow points to the 'Employee Hours by Labor Account (Excel)' category in the list.

- + All
- + Accruals
- Detail Genie
  - Absent Employees
  - Accrual Balances and Projections
  - Accrual Debit Activity Summary
  - Accrual Debit Activity with Graph
  - Accrual Summary
  - Actual vs. Schedule by Labor Account
  - Badge Numbers
  - Employee Hours by Labor Account
  - Employee Hours by Labor Account (Excel)
  - Employee Schedule - Monthly
  - Employee Schedule - Weekly
  - Employees Currently Earning Time (On Premis
  - Employee Sign-off
  - Employee Transactions and Totals
  - Employee Transactions and Totals (Excel)

When a report is selected, a brief description of the report will display in the window.

The screenshot shows the Kronos Reports interface. At the top, the Kronos logo is on the left, and the user name 'DEATRICE KIRK' with a 'Sign Out' link is on the right. Below the navigation bar, there are tabs for 'Manage My Departme...' and 'Reports'. The 'Reports' tab is active, showing a 'Back to Reports' link and a 'Go To' search icon. The main content area is titled 'REPORTS' and contains a 'SELECT REPORTS' tab and a 'CHECK REPORT STATUS' tab. Below these are buttons for 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A sidebar on the left lists various reports, with 'Employee Hours by Labor Account' highlighted in orange. A red arrow points to this report. The main content area displays the configuration for the 'EMPLOYEE HOURS BY LABOR ACCOUNT' report. The 'Description' field states: 'Displays hours/amounts/wages for each labor account/pay code in which the employee accrued hours. Provides totals for each employee and labor account number per employee as well as grand totals.' The 'People' field is set to 'All Home' with 'Edit' and 'New' buttons. The 'Time Period' field is set to 'Current Pay Period'. The 'Actual/Adjusted' field is set to 'Show hours worked in this period only'. The 'Pay Codes' section has two columns: 'Available' and 'Selected'. The 'Selected' column contains the following pay codes: ATO, ATO-FMLA, COMP 1.5, COMP LAW 1.5, COMP LAW TAKEN 1.5, COMP LAW TAKEN 1.5 FMLA, COMP LAW TAKEN 1.5 LOA, COMP TAKEN 1.5, COMP TAKEN 1.5 FMLA, COMP TAKEN 1.5 LOA, COUNTY TIME 1.0, and COUNTY TIME TAKEN 1.0. The 'Output Format' field is set to 'Adobe Acrobat Document(.pdf)'.

Select the desired employees from the drop down list within the “People” field (New button may be selected to create a group that does not already exist).

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.

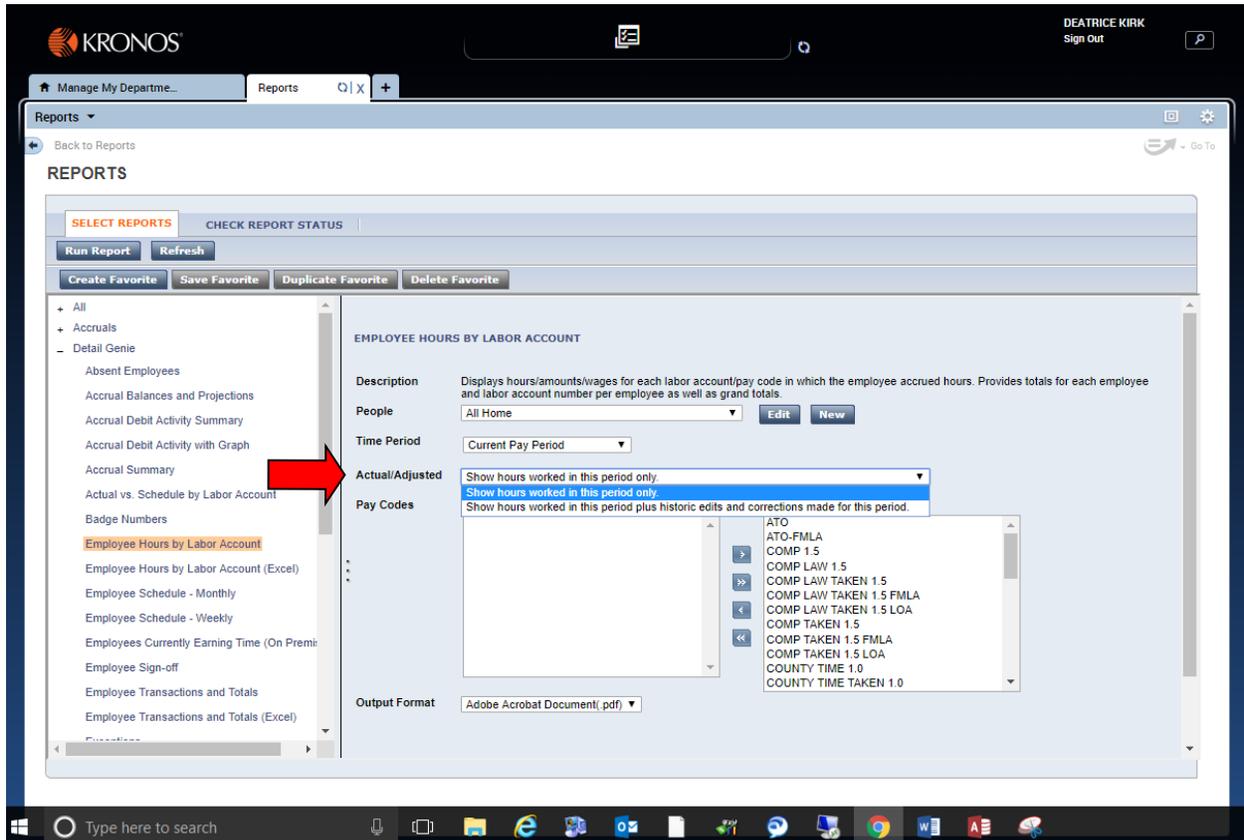
The screenshot displays the Kronos Reports interface. At the top, the user is identified as DEATRICE KIRK, Sign Out. The main area is titled 'REPORTS' and contains a navigation pane on the left with various report categories. The 'Employee Hours by Labor Account' report is selected and highlighted. A red arrow points to the 'People' dropdown menu in the configuration area. The configuration area includes fields for Description, People, Time Period, Actual/Adjusted, Pay Codes, and Output Format. The 'People' dropdown is open, showing a list of options including 'All Home', '00532 w no proj', '94605', and several other specific employee groups. A 'Selected' list on the right shows the currently chosen options: ATO, ATO-FMLA, COMP 1.5, COMP LAW 1.5, COMP LAW TAKEN 1.5, COMP LAW TAKEN 1.5 FMLA, COMP LAW TAKEN 1.5 LOA, COMP TAKEN 1.5, COMP TAKEN 1.5 FMLA, COMP TAKEN 1.5 LOA, COUNTY TIME 1.0, and COUNTY TIME TAKEN 1.0.

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

The screenshot displays the Kronos Reports application interface. At the top, the user is identified as DEATRICE KIRK with a 'Sign Out' option. The main navigation bar includes 'Manage My Department...', 'Reports', and a search icon. The 'Reports' section is active, showing a list of report categories on the left and a detailed configuration for the 'EMPLOYEE HOURS BY LABOR ACCOUNT' report on the right. A red arrow points to the 'Time Period' dropdown menu, which is currently open, showing options: 'Current Pay Period', 'Previous Pay Period', 'Current Pay Period' (highlighted), and 'Next Pay Period'. Below this, there are sections for 'Actual/Adjusted' (with a 'only' dropdown), 'Pay Codes' (with a list of codes and navigation arrows), and 'Output Format' (with options like 'Specific Date', 'Range of Dates', etc.). A 'Selected' list on the right contains various codes such as 'ATO', 'ATO-FMLA', 'COMP 1.5', 'COMP LAW 1.5', 'COMP LAW TAKEN 1.5', 'COMP LAW TAKEN 1.5 FMLA', 'COMP LAW TAKEN 1.5 LOA', 'COMP TAKEN 1.5', 'COMP TAKEN 1.5 FMLA', 'COMP TAKEN 1.5 LOA', and 'COUNTY TIME 1.0'. The Windows taskbar is visible at the bottom of the screen.

Once the “**People**” and “**Time Period**” are selected, click the drop down menu from the “**Actual/Adjusted**” option.

Select “Show hours worked in this period only” to report all hours for a period.

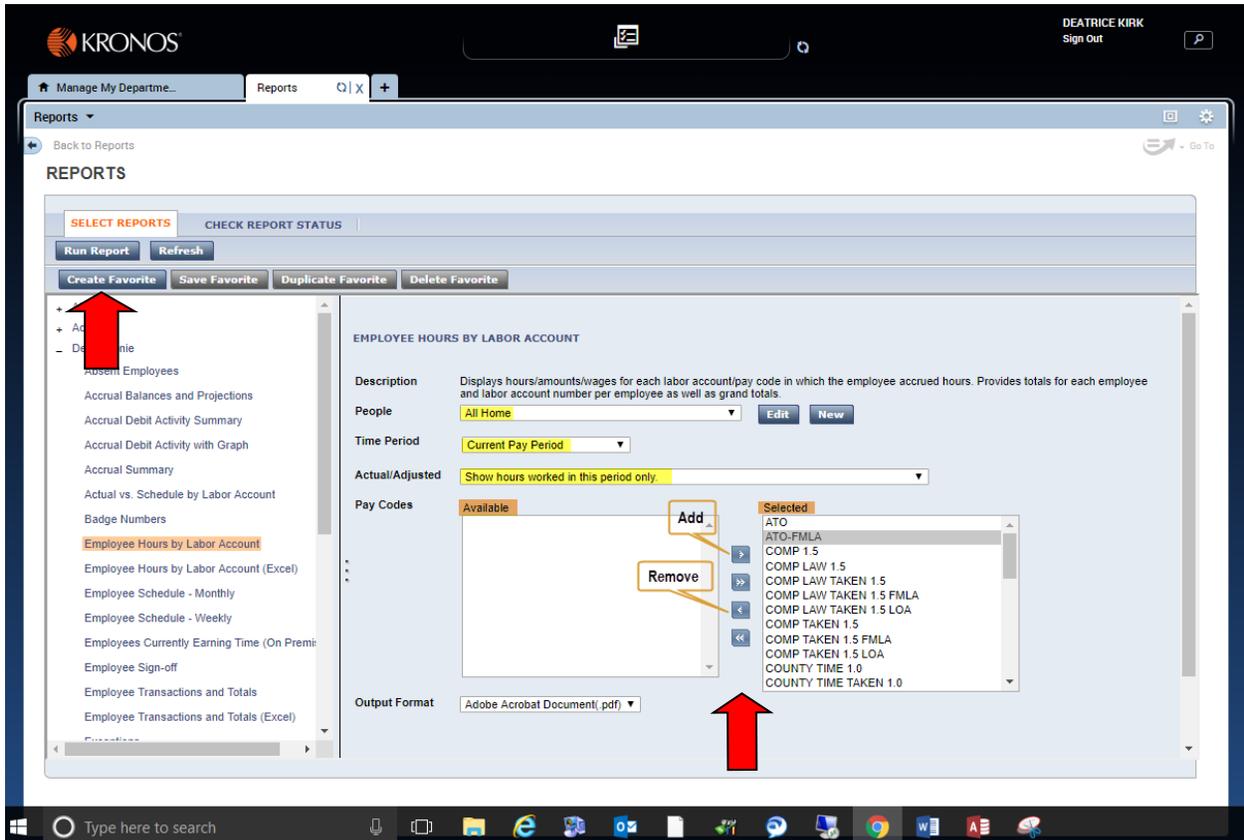


## Select Pay Codes

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

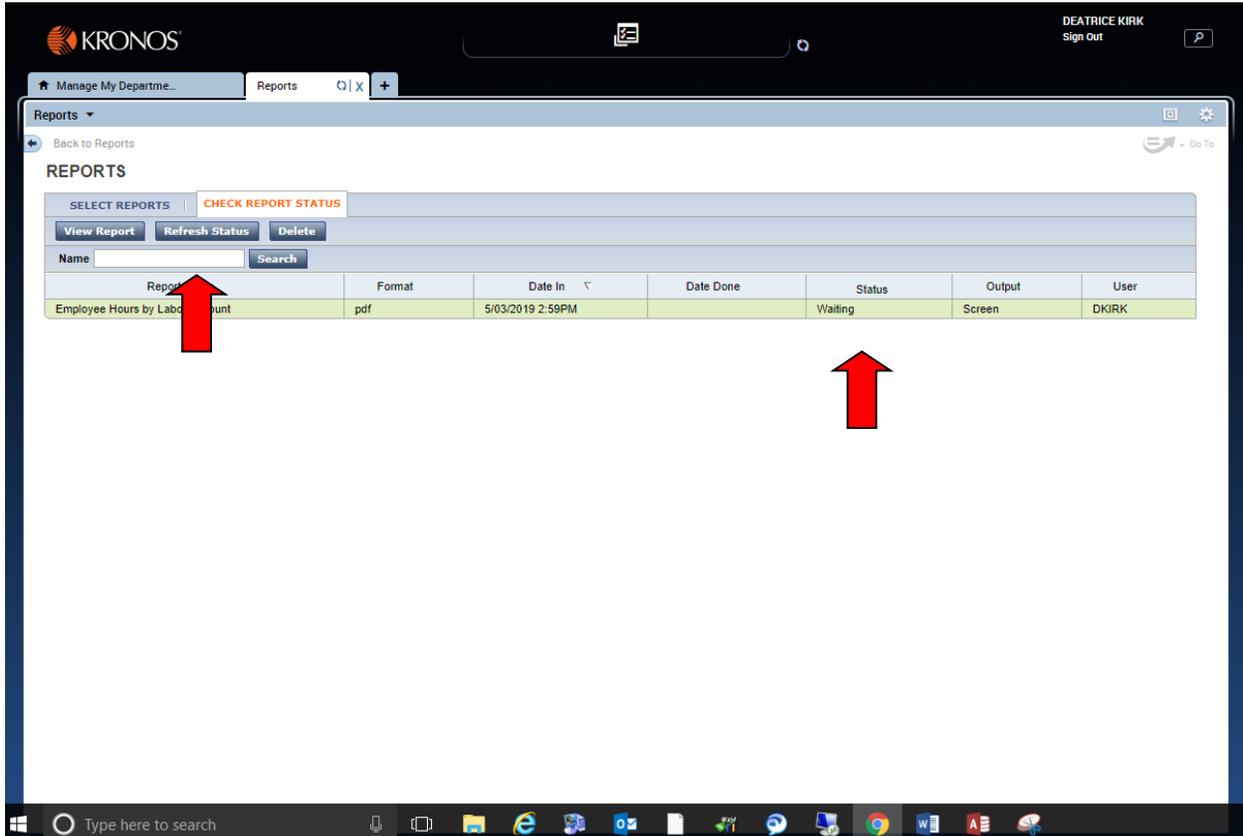
Use the Add (single arrow point right) and Remove (single arrow point left) buttons to Select the pay codes desired for the report. Highlight pay code from “**Selected**” box and click “Remove” to remove. Highlight pay code in the “**Available**” box. Click Add to include.

Select “**Run Report**” button when all options have been selected.



The **Check Report Status** window will open. Note the status of the report (waiting, running, complete). When the status of a report is “Waiting”, DO NOT start additional reports until the current report is completed. Limited reports will run at the same time. Waiting indicates your report is in line.

Click Refresh Status tab until status is complete.



Click the “View Report” button and the report will download. Click “Open” and Adobe Acrobat will open the report. To Print report select the printer on the tool bar. Follow print set up.

Click the “X” to close Adobe Acrobat and return to reports window.



**Employee Hours by Labor Account**

Data Up to Date: 5/3/2019 2:59 PM  
Executed on: 5/03/2019 2:59PM GMT-05:00  
Printed for: DKIRK

Time Period: Current Pay Period  
Query: All Home  
Pay Codes: (37): [ATO][ATO-FMLA][COMP 1.5][COMP LAW 1.5][COMP LAW TAKEN 1.5][COMP LAW TAKEN 1.5 FMLA][COMP LAW TAKEN 1.5 LOA]...  
Actual/Adjusted: Show hours worked in this period only.

Name	ID	Status/Date	Money	Hours	Days	Wages
Home Account						
BALLAS, SANDRA	30204	Active: 10/2/2006				
00120/3220/0000/0000/00000/00000/02995						
00120/3220/0000/0000/00000/00000/02995			\$0.00	36.50	0.00	
ATO			\$0.00	0.00	0.00	
REGULAR			\$0.00	12.50	0.00	
VACATION			\$0.00	24.00	0.00	
Employee Totals:			\$0.00	36.50	0.00	
HETTICH, ORAN	26552-2	Active: 7/25/2011				

### Pay Code Legend

Pay Code Name	Pay Rule		
	Exempt	Non-Law Non-Exempt	Law Non- Exempt
<b>ATO</b> Approved Time Off for Exempt Employee	X		
<b>COMP TAKEN 1.5</b> Use of Comp Time Earned for Non Exempt		X	
<b>COMP LAW TAKEN 1.5</b> Use of Comp Time Earned- Law Only Non Exempt			X
<b>COUNTY TIME TAKEN 1.0</b> Use of Comp Time earned at straight time Should only be used when no 1.5 balance is available		X	X
<b>EXEMPT BALANCE</b>	X		
<b>HOLIDAY</b>	X	X	X
<b>JURY DUTY</b>	X	X	X
<b>LWOP</b>	X		
<b>MILITARY</b>	X	X	X
<b>SICK</b>	X	X	X
<b>VACATION</b>	X	X	X
<b>WORK COMP 70</b>	X	X	
<b>WORK COMP 100</b>	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>
<b>COMP LAW 1.5</b>
<b>COUNTY TIME 1.0</b>
<b>DIFF CLINIC</b>
<b>DIFF JAIL</b>
<b>LONGEVITY</b>
<b>OVERTIME 1.0</b>
<b>OVERTIME 1.5</b>
<b>REGULAR</b>
<b>REGULAR SALARY</b>

### Genie and Responsibility Description Legend

<b>Genie/Responsibility Name</b>	<b>Description</b>	<b>Default employees</b>	<b>Default time period</b>
<b>MANAGE MY DEPARTMENT/GENIES</b> (Widget on Left Hand Side of Screen)			
Reconcile Timecard	Used for review and edit of time cards	Employees with various exceptions usually requiring edits	Yesterday
Quick Find	Used to find one employee to review time card, schedule, people information, or run a report	None	Current Pay Period
Shift Start	Used for review of time cards during the current shift: displays information including absent employees, employees clocked in, and hire date	All Home employees	Today
Shift Close	Used for review of time cards at end of current shift: displays information including absent employees, employees on premises, missed punches, total time paid for day	All Home employees	Today
Pay Period Close	Used for review and edit of time cards	All Home employees	Previous Pay Period
Payroll Close	Used for review, approval, and sign off	All Home summarized by labor account combination	Previous Pay Period
<b>RELATED ITEMS PANE</b> (Widget on Right Hand Side of Screen)			
Group Edit Results	Displays results of any group edits that have been performed	N/A	N/A
Reports	Used to process reports	All Home	Current Pay Period
Schedules (Schedule Editor)	Used to change schedule assignment including adding pay codes to schedule	All Home	Current Schedule Period (same duration as current pay period)
<b>ADD WORKSPACE</b> (Plus Sign Tab)			
Administration	Used to create Personal Hyperfind Queries	N/A	N/A
Help	Used to select online help topics	N/A	N/A
My information	Allows entry of personal time either by Time Stamp or Time Sheet: Includes reports if log in is for Personal time entry only	Self	Current Pay Period or Today