



Denver Public Schools

KRONOS Workforce Central Suite
Manager/Supervisor/Secretarial Training
Version 5.2



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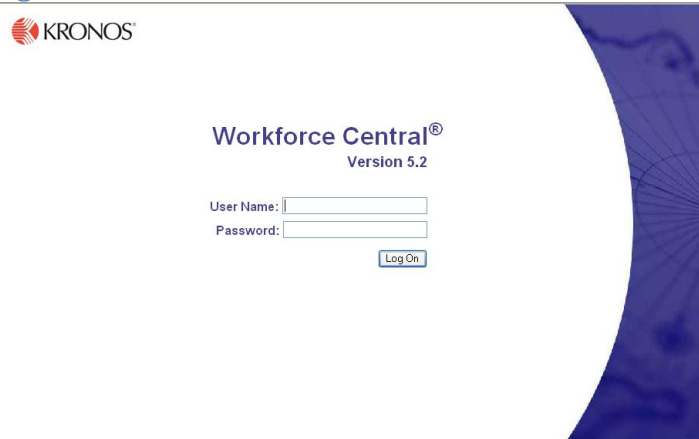


Basic Navigation

Kronos Web application is setup with district standards per employee contracts. Windows and Kronos work well together for a standard navigation of web based actions and ensures a consistent approach. The Internet Explorer toolbar and menu are consistent with the Kronos web based application.

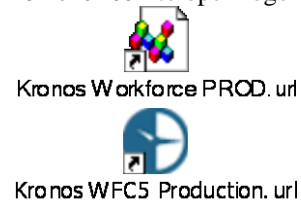
Managers/Forman/Supervisors have access to specific lists and codes.

Log On Window



The icon for Kronos Workforce production will be added to your desktop prior to your use of the program.

Double click on the Icon to open logon screen.

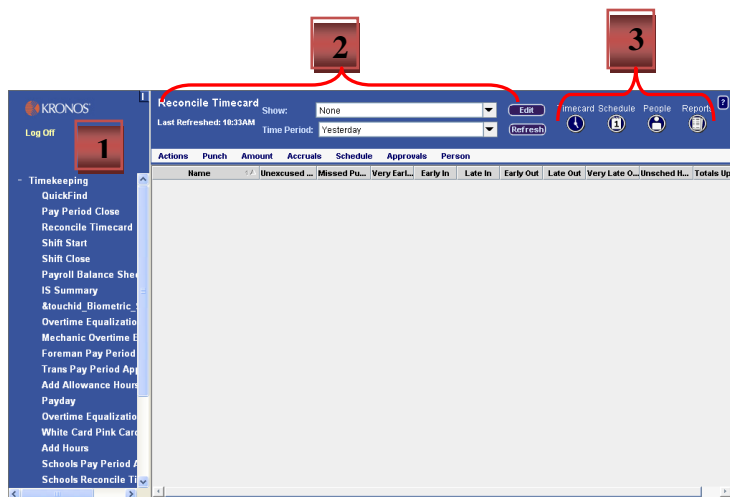


Log On


Use your network User Name and Password

1. Type User name
2. Type Password
3. Click **Log On** button

Navigation Screen Detail



Log Off

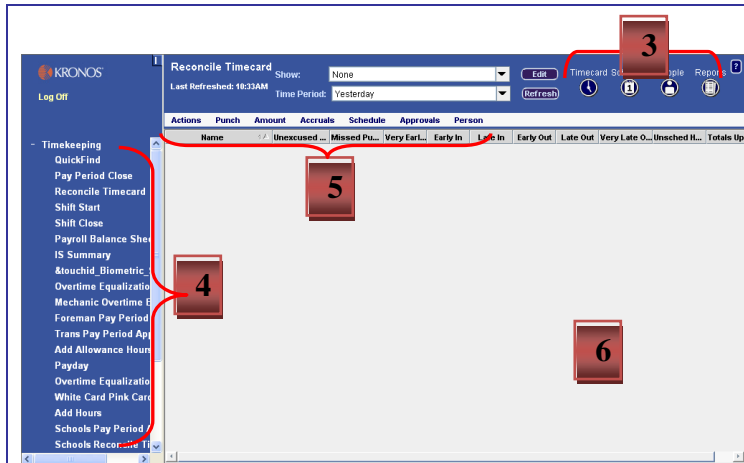
1. Click on the **Log Off** link on the top left of the Kronos Navigation Bar. (Do **NOT** use the  **Red X** in the Internet Explorer window.)

Quick Find

Name or ID/Show and Time Period

1. Type in the **staff last name or DPS ID** to find individual information. Use the * as a wild card to display the appropriate employee group within your rights.
2. Select the **Time Period** from the drop down list.
3. Click **Find** button





3 Quick Links

1. **Time Card** – takes you to timecard for editing, approving, and reviewing.
2. **Schedule** – used for creating, viewing, and adjusting schedules.
3. **People** – used to access personal record for maintenance or viewing.
4. **Reports** – menu for running reports that summarize employee, people, or user data.

4 Kronos Navigation Bar

Each display will depend upon the user rights when logging into Kronos.

Timekeeper - Most common used are QuickFind, Reconcile Timecard, and Biometric Status. Scheduler, Reports, and Help.

5 Toolbars

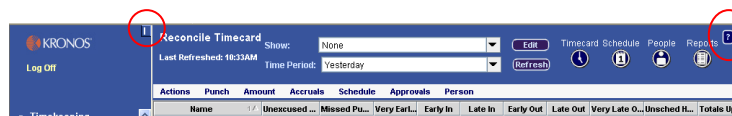
The toolbars that are located at the top of the workspace contain combinations of actions and menu categories that are appropriate for the contents of the workspace. Those are **Actions, Punch, Amount, Accruals, Comment, Approvals, and Reports**. These boxes are clickable and contain additional actions that are associated with that category shown by a drop down list.

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
	Refresh		ide	Amount	In	Transfer	Out
	Calculate Totals						
	E-mail...			5:48AM			9:17AM
	Print...			1:47PM			4:45PM
	Print Screen...						

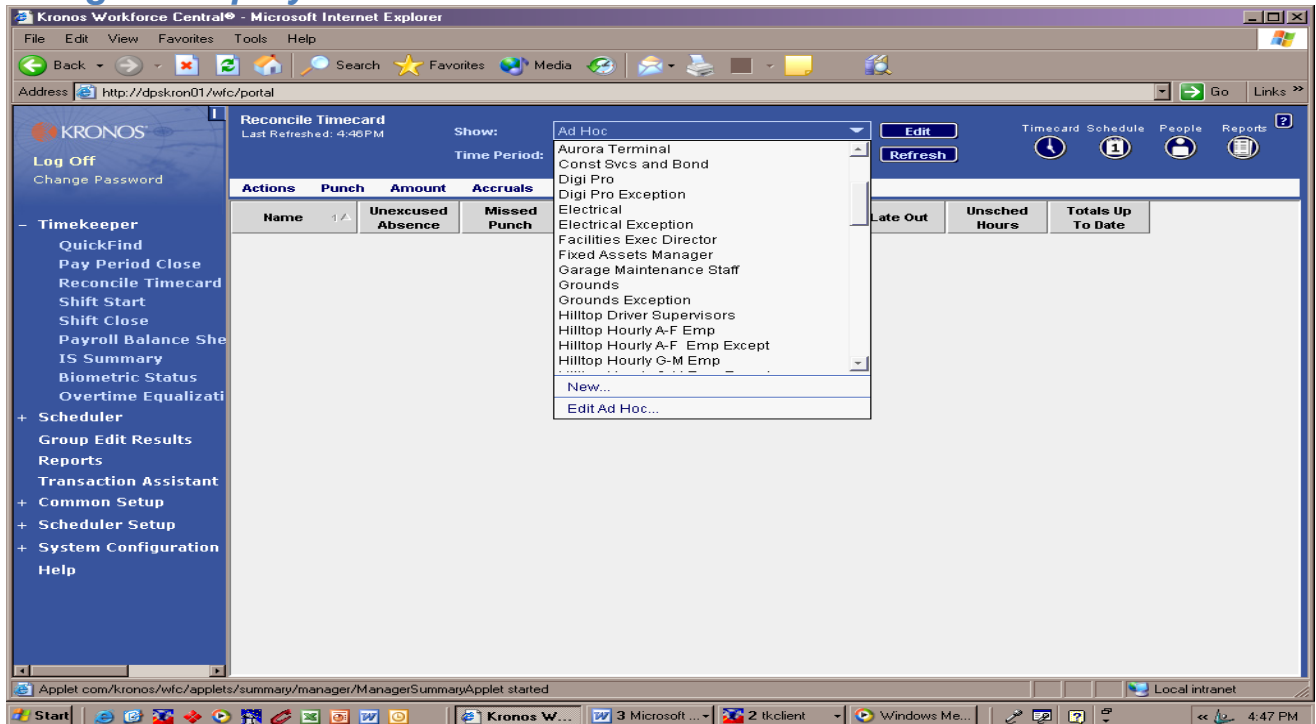
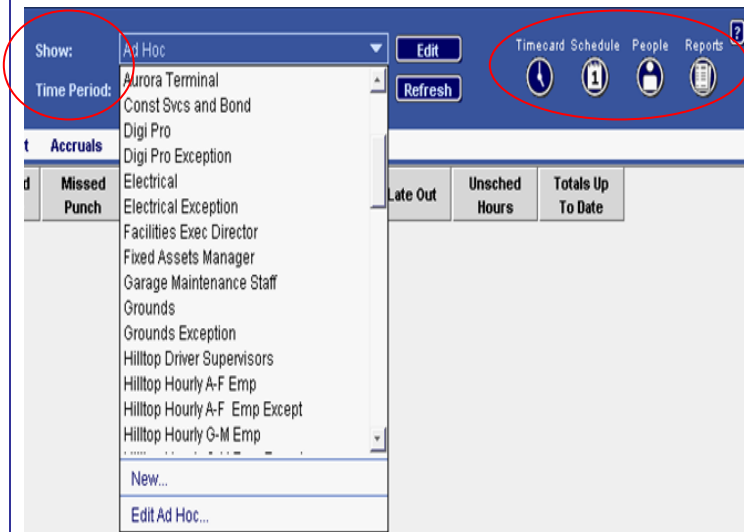
6 Kronos Workspace

Area for displaying the **Workforce Timekeeper** components. Information appears after selecting your location and pay period using the drop down lists.

Tips: Click the link on the **Kronos Navigation Bar** to expand the window or collapse and the **Help** link in the **Quick Find** area.



Finding an Employee

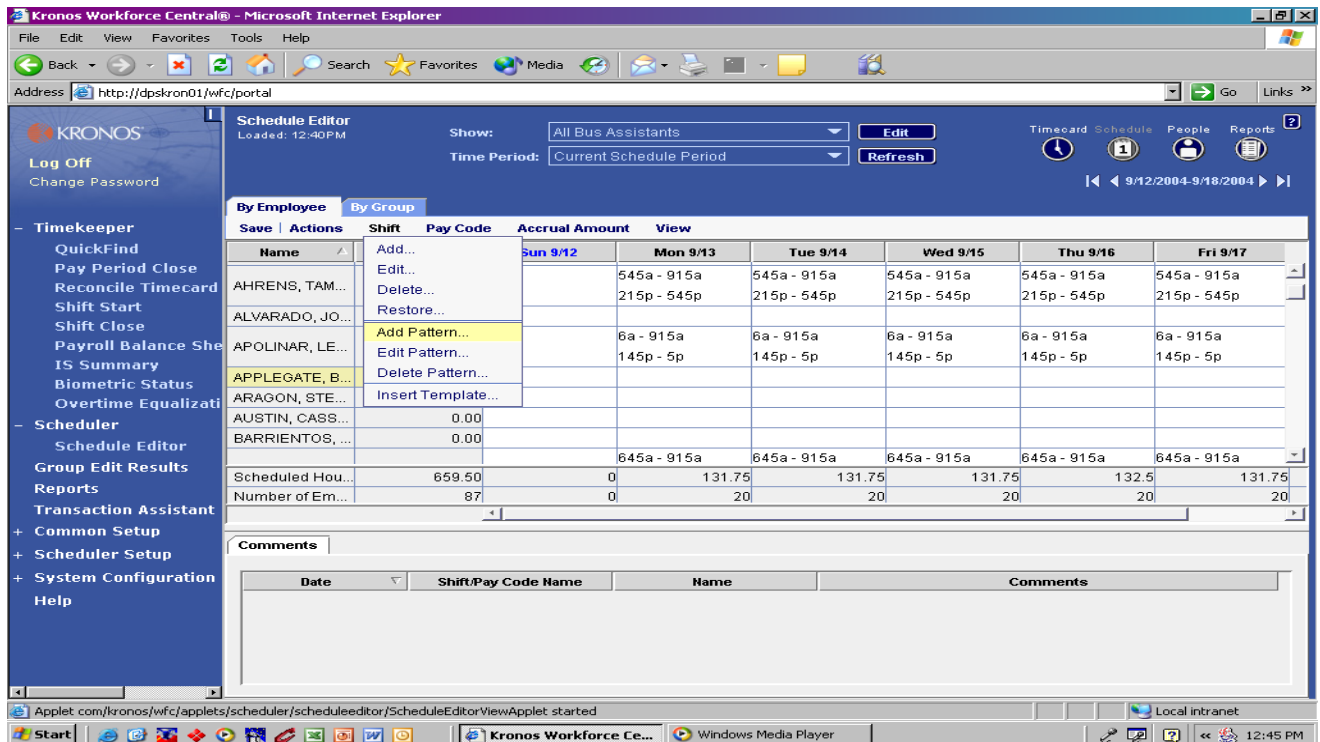
1. Choose a **Show** drop down list and select a group of employees to display their timecards. User rights will determine what groups will display.
2. Choose a **Time Period** (date range) for the timecards you wish to view.

Note:

You can also access the **Timecard**, **Schedule**, **People** records or **Reports** by using the **Quick Links** to the right.

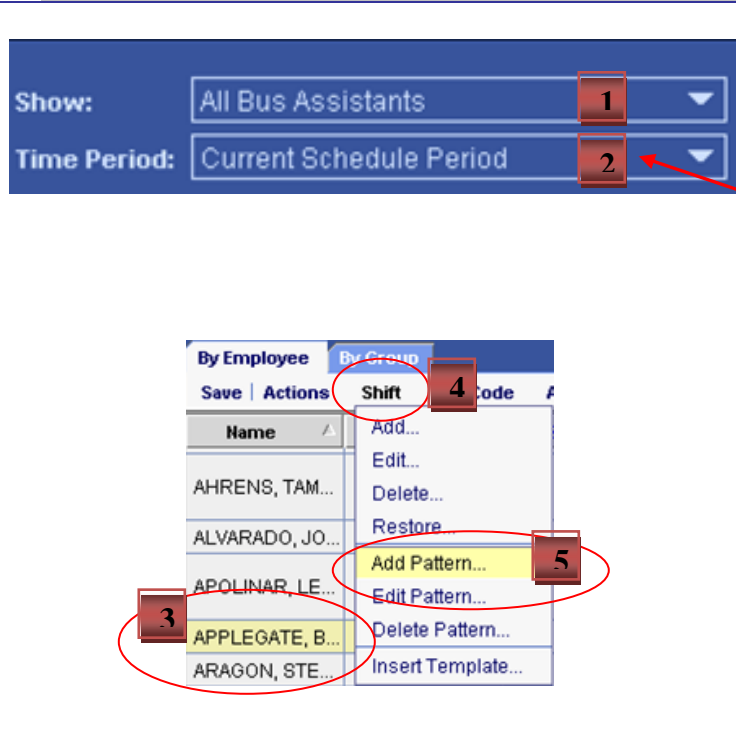


Creating an Employee Schedule



The screenshot shows the Kronos Workforce Central Schedule Editor interface. The 'Show' dropdown is set to 'All Bus Assistants' and the 'Time Period' dropdown is set to 'Current Schedule Period'. A table displays employee schedules for the week of 9/12/2004 to 9/18/2004. The table has columns for days of the week and rows for employees. The 'APPLEGATE, B...' row is highlighted, and the 'Add Pattern...' option is selected from the context menu.

Name	Shift	Pay Code	Accrual Amount	Sun 9/12	Mon 9/13	Tue 9/14	Wed 9/15	Thu 9/16	Fri 9/17
AHRENS, TAM...					545a - 915a	545a - 915a	545a - 915a	545a - 915a	545a - 915a
ALVARADO, JO...					215p - 545p	215p - 545p	215p - 545p	215p - 545p	215p - 545p
APOLINAR, LE...					6a - 915a	6a - 915a	6a - 915a	6a - 915a	6a - 915a
APPLEGATE, B...					145p - 5p	145p - 5p	145p - 5p	145p - 5p	145p - 5p
ARAGON, STE...									
AUSTIN, CASS...		0.00							
BARRIENTOS, ...		0.00							
				645a - 915a	645a - 915a	645a - 915a	645a - 915a	645a - 915a	645a - 915a
Scheduled Hou...		659.50	0		131.75	131.75	131.75	132.5	131.75
Number of Em...		87	0		20	20	20	20	20



This close-up view highlights the steps for creating a schedule. Callout 1 points to the 'Show' dropdown menu. Callout 2 points to the 'Time Period' dropdown menu. Callout 3 points to the 'APPLEGATE, B...' row in the employee list. Callout 4 points to the 'Shift' column header in the context menu. Callout 5 points to the 'Add Pattern...' option in the context menu.

All employees must have a schedule setup prior to their first day of work.

1. Select your group from the drop down list on the **Show** field.
2. Select **Time Period** from the drop down list

Note:

If you are entering or amending a schedule that impacts the last scheduling period, you **MUST** choose **Previous Schedule Period**. This allows the user to save a schedule in the past.

3. **Highlight the person,**
4. Choose **Shift** from the menu
5. Click **Add Pattern** from the drop down list.

Effective Dates:

* **Work Start Date:** 1/20/2008

* **Pattern Start Date:** 1/20/2008

Recurring: 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

OK

Effective Dates:

* **Work Start Date:** 1/20/2008

* **Pattern Start Date:** 1/20/2008

Recurring: 1

Weeks Days

7a - 330p

No.	Sun	Mon	Tue	Wed
1		7a - 330p		

OK Cancel Help

Mon	Tue	Wed	Thu	Fri	Sat
6a - 9a					

Results:

Mon	Tue	Wed	Thu	Fri
6a - 9a	6a - 9a	6a - 9a	6a - 9a	6a - 9a

6. Type **Work Start Date** and **Pattern Start Date** – Use a Sunday date and both fields should match.

7. Click in the **Monday** box and type scheduled time from and to (6a-9a) and tab or enter to add another line if working a split shift.

Note:

Shortcut: Type the hours without a “.” and p for pm as the system defaults to am. (Example: 6a for 6:00am or 230p for 2:30 pm)

8. **Tab** to display the schedule and repeat steps 5 and 6 for each day of the week
9. Click **OK** when all times are entered into the correct days

Tips:

You can also copy and paste the scheduled time entered.

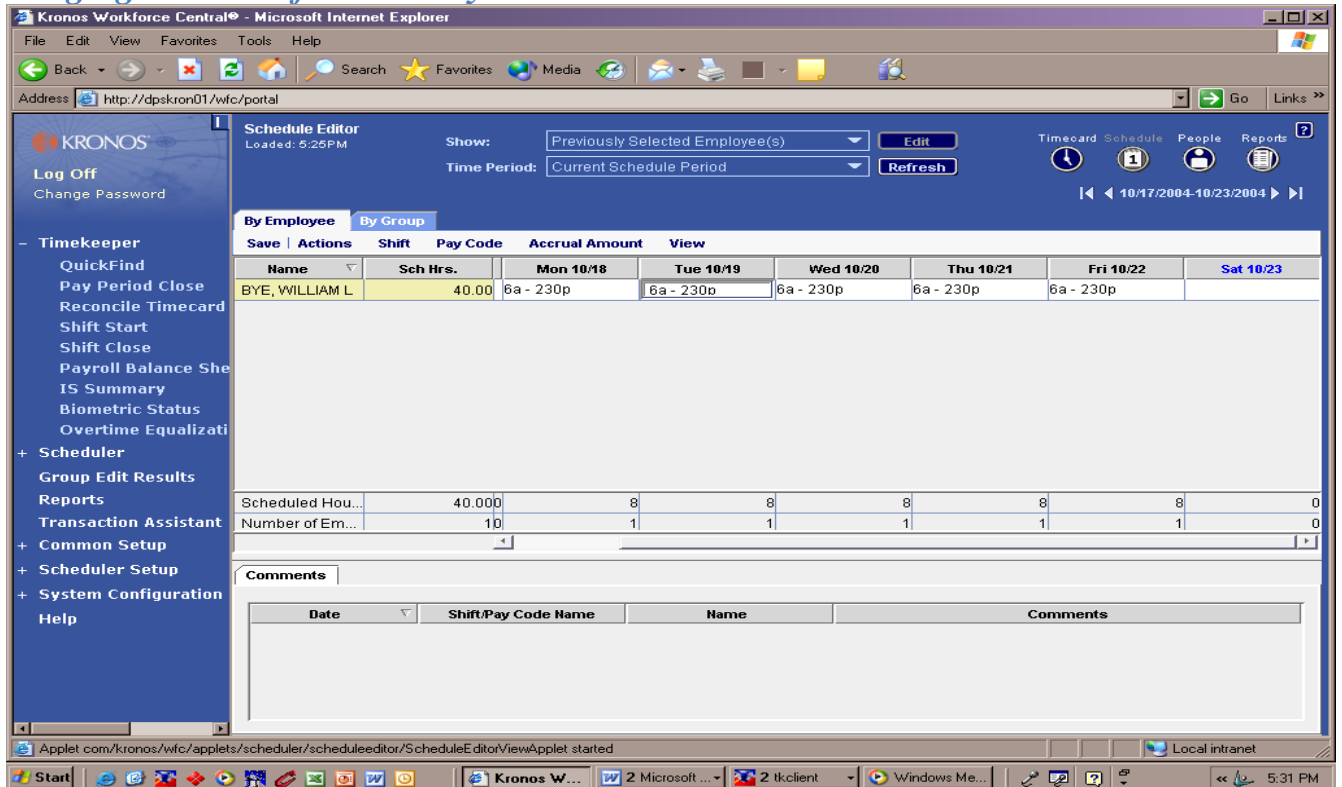
1. Click back on Monday, highlight the time, then right mouse click in the shaded area and select copy

Mon	Tue
6a - 9a	

2. Hold and drag your mouse over Tuesday thru Friday to highlight, then right mouse click in any shaded area and select paste to repeat for the entire week.



Changing Schedule for One Day



Schedule Editor
Loaded: 5:25PM

Show:
Time Period:

Timecard Schedule People Reports

10/17/2004-10/23/2004

By Employee		By Group						
Save	Actions	Shift	Pay Code	Accrual Amount	View			
Name	Sch Hrs.	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	
BYE, WILLIAM L	40.00	6a - 230p	6a - 230p	6a - 230p	6a - 230p	6a - 230p		

Scheduled Hou... 40.000 8 8 8 8 8 0
Number of Em... 10 1 1 1 1 1 0

Comments

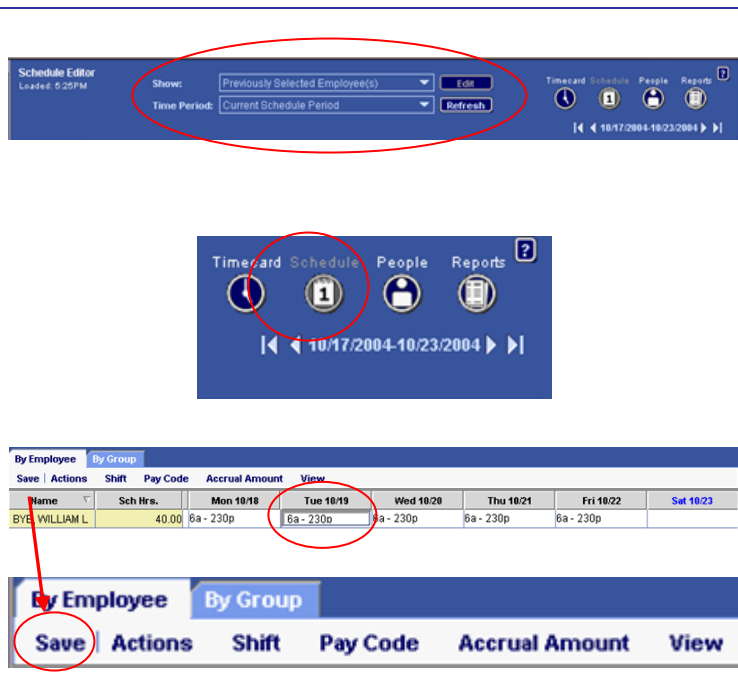
Date	Shift/Pay Code Name	Name	Comments
------	---------------------	------	----------

Applet com/kronos/wfc/applets/scheduler/scheduleeditor/ScheduleEditorViewApplet started

Local intranet

5:31 PM

Create a temporary or a one day change to a schedule.



Schedule Editor
Loaded: 5:25PM

Show:
Time Period:

Timecard Schedule People Reports

10/17/2004-10/23/2004

By Employee		By Group						
Save	Actions	Shift	Pay Code	Accrual Amount	View			
Name	Sch Hrs.	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	
BYE, WILLIAM L	40.00	6a - 230p	6a - 230p	6a - 230p	6a - 230p	6a - 230p		

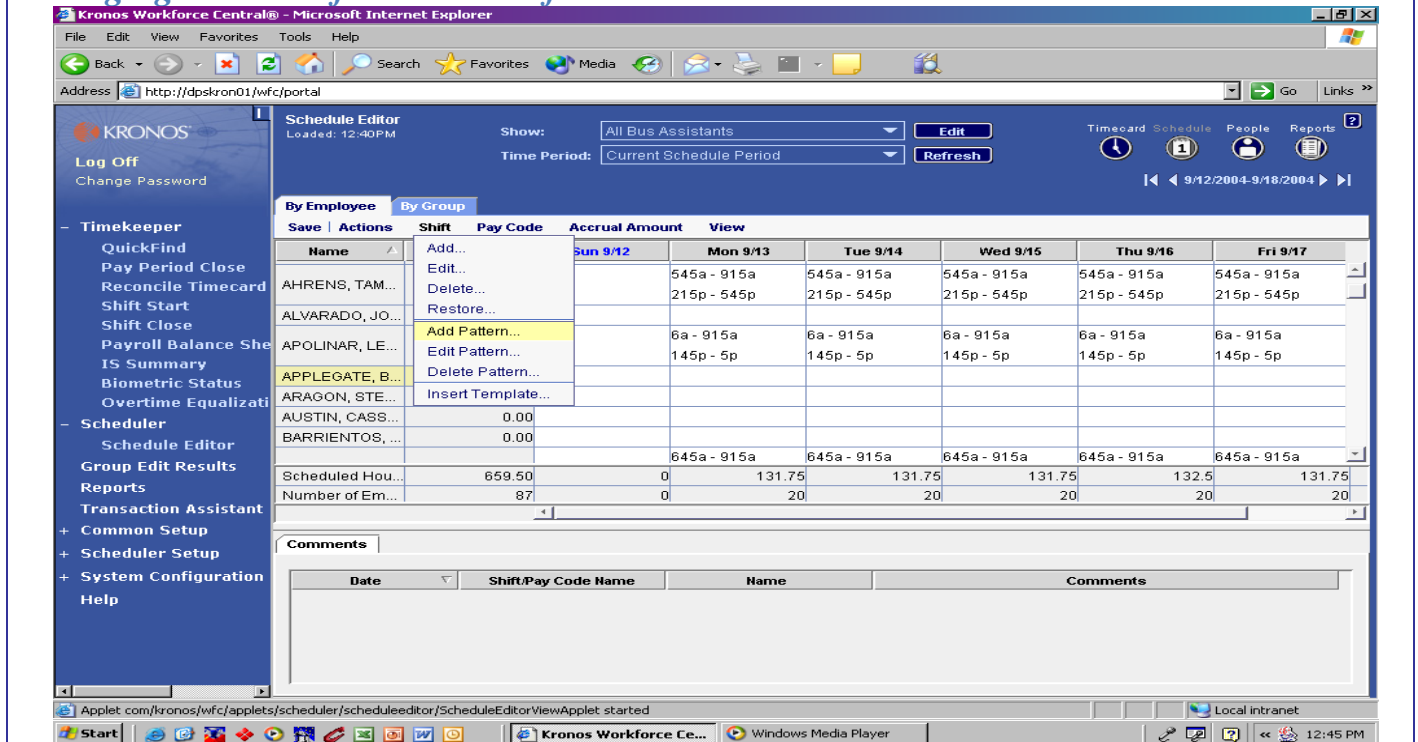
By Employee By Group

Save Actions Shift Pay Code Accrual Amount View

1. From **Reconcile Timecard** screen, select the **Show** group
2. **Time Period** should be **Current Pay Period**
3. Select the **Schedule** icon, located in the **Quick Links**.
4. Click the day/date, highlight and type new times. Example (6a-230p)
5. Click **Save**



Changing Schedule for a Period of Time



Show: **1**

Time Period: **2**

Select Range of Dates

* Start Date:

* End Date:

OK Cancel **3**

Java Applet Window

By Employee **5** Group

Save | Actions Shift Pay Code

Name	Shift	Pay Code
AHRENS, TAM...	Add...	
ALVARADO, JO...	Edit...	
APOLINAR, LE...	Delete...	
APPLEGATE, B...	Restore...	
ARAGON, STE...	Add Pattern...	
	Edit Pattern...	
	Delete Pattern...	
	Insert Template...	

4

1. Select **Show** group from the drop down list
2. Select **Time Period, Range of Dates**
3. Type the **Start Date, End Date**, then click **OK**
4. **Highlight the person**, and double click on the name to bring up the individual timecard.
5. Choose **Shift**, and then **Add Pattern**.



Weeks Days 7a - 330

Mon	Tue
7a - 330p	

Mon	Tue
6a - 9a	

- Add Shift
- Edit Shift
- Add Pay Code
- Edit Pay Code
- Cut
- Copy**
- Delete

Mon	Tue	Wed	Thu	Fri	Sat
6a - 9a					

Add Shift
 Add Pay Code
Paste

Results:

Mon	Tue	Wed	Thu	Fri
6a - 9a	6a - 9a	6a - 9a	6a - 9a	6a - 9a

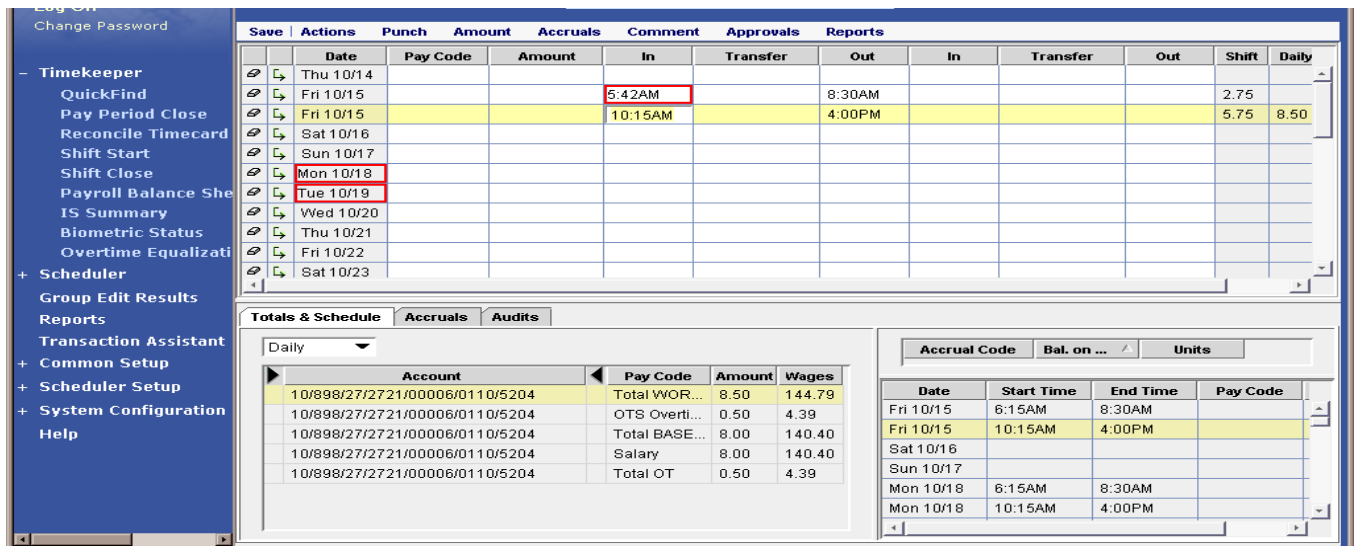
OK	Cancel	Help
----	--------	------

6. Click in Day/Date and type scheduled time from and to (6a-9a)
7. **Tab** to display the schedule
8. Click back on the same day, highlight the time, then right mouse click in the shaded area and select **Copy**.
9. Hold and drag your mouse over **Tuesday** thru **Friday** to highlight. Right mouse click in any shaded area and select **Paste** to repeat for the entire week.
10. Click **OK** when all times are entered in the correct days

Note:

When typing in the time a shortcut is to type the hours without a ":" and p for pm as the system defaults to am. (Example: 6a for 6:00am or 230p for 2:30 pm)

Timecard Editing



Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports					
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
		Thu 10/14			5:42AM		8:30AM				2.75	
		Fri 10/15			10:15AM		4:00PM				5.75	8.50
		Sat 10/16										
		Sun 10/17										
		Mon 10/18										
		Tue 10/19										
		Wed 10/20										
		Thu 10/21										
		Fri 10/22										
		Sat 10/23										

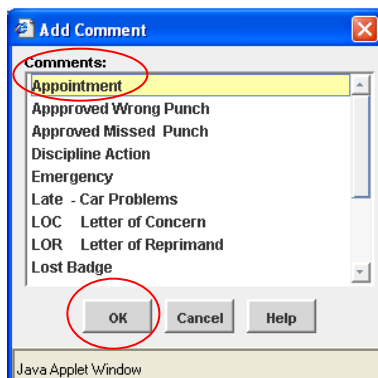
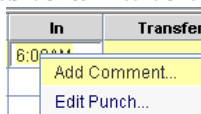
Punch Editing

Timecard editing in Kronos should be minimal when employees take responsibility to record their time properly. It is up to you as the manager/supervisor to make sure the employees under your supervision follow the rules regarding punching in and punching out. However, some edits are required to ensure proper interpretation of pay policies. As a manager/supervisor it is up to you to:

- Verify exceptions
- Adjust worked time if not claimed or actually worked
- Verify Non-productive time
- Balance daily hours for employees

Approve timecards at the end of the pay period (supervisors/foremen)

Adding Comments to a Punch



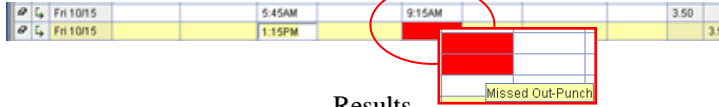
1. Right-click on the **In-Punch/Out-Punch**, then click **Add Comment**
2. Select the appropriate comment in the list
3. Click **OK**

Follow up with the correct disciplinary procedure.

Do not change a punch or delete a punch this should only be done as a last resort.



Punch is Missing



Results

Save	Actions	Punch	Amount	Accruals	Comments
		Date	Pay Code	Amount	In
		Thu 10/14			
		Fri 10/15			5:42AM
		Fri 10/15			10:15AM
		Sat 10/16			
		Sun 10/17			
		Mon 10/18			
		Tue 10/19			
		Wed 10/20			

Totals and Schedule

Account	Pay Code	Amount	Wages
43849/26/2606/00006/0110/5178	Total BASE...	16.0	400.64
43849/26/2606/00006/0110/5178	Total WOR...	16.0	400.64
43849/26/2606/00006/0110/5178	Salary	16.0	400.64

Comments

Date	Comment
Mon 12/03	Approved Missed Punch
Tue 12/04	Approved Missed Punch

Employee Out-Punch is missing if there is a Red box in the Timecard view.

1. Click in the **Red box** and type in the correct time.
2. Right click on the corrected time and **Add Comment**.
3. Select the appropriate comment in the list
4. Click **OK**.

Totals and Schedule Tab will display the correct hours worked. Follow up with the correct disciplinary procedure.

The **Comments** Tab will display the correction details.

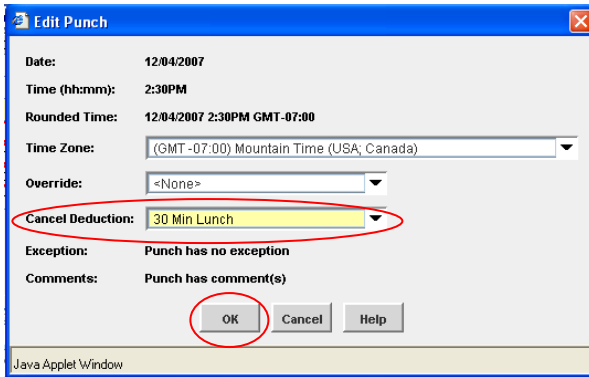
Edit a Punch

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
		Date	Pay Code	Amount	In	Transfer	Out
		Thu 10/14					
		Fri 10/15			5:42AM		8:30AM
		Fri 10/15			10:15AM		4:00PM
		Sat 10/16					
		Sun 10/17					
		Mon 10/18					
		Tue 10/19					
		Wed 10/20					
		Thu 10/21					
		Fri 10/22					
		Sat 10/23					

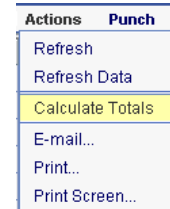
Example: System set up to automatically deduct unpaid lunch breaks. An employee works through a 30 minute lunch.

1. Right click on the **In-Punch/Out-Punch**
2. Select **Edit Punch**

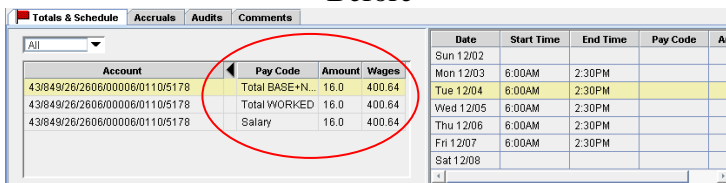
In	Transfer	Out
6:00AM		2:30PM
6:00AM		2:30PM
	Add Comment...	
	Edit Punch...	



3. Select the **Cancel Deduction** from the drop down list
4. Click **OK**
5. Select **Actions** menu, **Calculate Totals** to see the results.

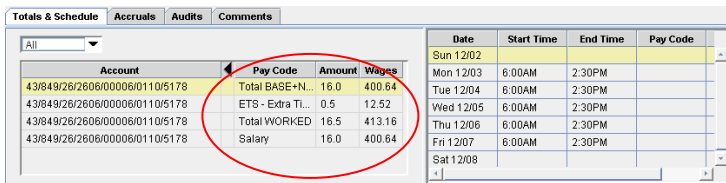


Before



Account	Pay Code	Amount	Wages
43/849/26/2606/00006/0110/5178	Total BASE+N...	16.0	400.64
43/849/26/2606/00006/0110/5178	Total WORKED	16.0	400.64
43/849/26/2606/00006/0110/5178	Salary	16.0	400.64

After Results



Account	Pay Code	Amount	Wages
43/849/26/2606/00006/0110/5178	Total BASE+N...	16.0	400.64
43/849/26/2606/00006/0110/5178	ETS - Extra Ti...	0.5	12.52
43/849/26/2606/00006/0110/5178	Total WORKED	16.5	413.16
43/849/26/2606/00006/0110/5178	Salary	16.0	400.64

Information on Extra or Overtime Pay

Save Actions Punch Amount Comment Approvals Reports											
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily C
	Sun 12/02										
	Mon 12/03			6:00AM		2:30PM				8.0	8.0
	Tue 12/04			6:00AM		2:30PM				8.5	8.5
	Wed 12/05			6:00AM		2:30PM				8.0	8.0
	Thu 12/06			6:00AM		2:30PM				8.0	8.0
	Fri 12/07			6:00AM		2:30PM				8.0	8.0
	Sat 12/08			5:00AM		1:00PM				7.5	7.5

Totals & Schedule			
Account	Pay Code	Amount	Wages
43/849/26/2606/00006/0110/5178	Total BASE+N...	40.0	1,001....
43/849/26/2606/00006/0110/5178	Total WORKED	48.0	1,302....
43/849/26/2606/00006/0110/5178	2000 OTS Ove...	8.0	300.48
43/849/26/2606/00006/0110/5178	Total OT	8.0	300.48
43/849/26/2606/00006/0110/5178	Salary	40.0	1,001....

Employee worked 30 min. **Extra Time** earlier in the week and **Overtime** on Saturday from 5a-1p with a ½ hr lunch. All should total 8 hours **Overtime** over a 40 hr week.



Kronos Workspace - Timecard

Employee punched in and out correctly during the week

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily Cr
☺	Sun 12/02										
☺	Mon 12/03			6:00AM		2:30PM				8.0	8.0 8
☺	Tue 12/04			6:00AM		2:30PM				8.5	8.5 1
☺	Wed 12/05			6:00AM		2:30PM				8.0	8.0 2
☺	Thu 12/06			6:00AM		2:30PM				8.0	8.0 3
☺	Fri 12/07			6:00AM		2:30PM				8.0	8.0 4
☺	Sat 12/08			5:00AM		1:00PM				7.5	7.5 4

Totals and Schedules Display

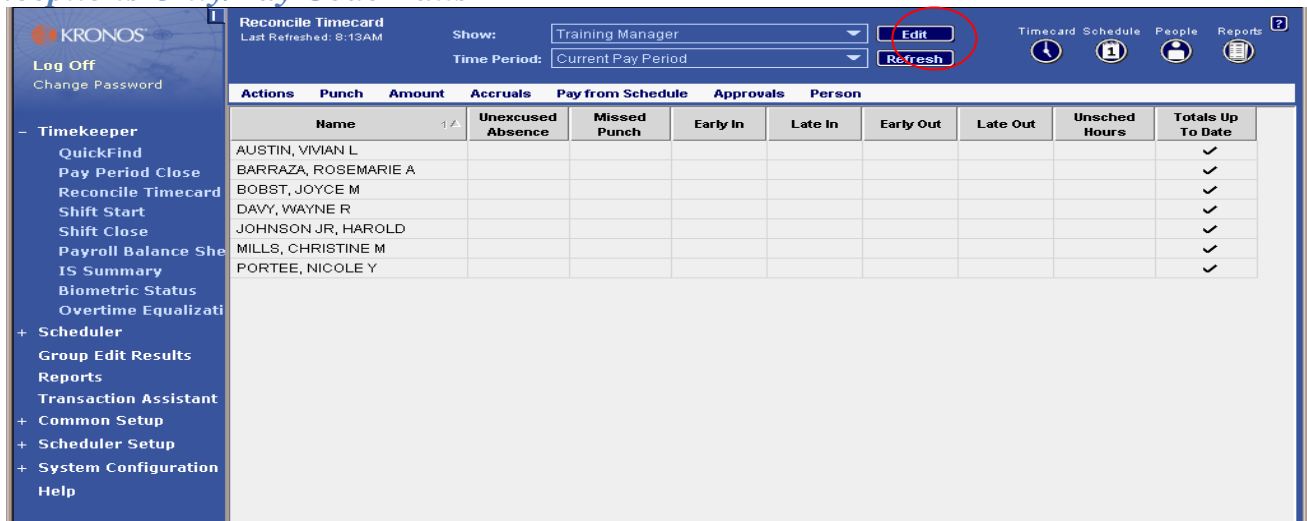
Employee has worked **Extra Time** during lunch in the beginning of the week. And by the end of the week the 30 min. turned into Overtime.

Total **Overtime** for the week is 8 hours


Totals & Schedule				Accruals	Audits	Comments
All						
Account	Pay Code	Amount	Wages			
43/849/26/2606/00006/0110/5178	Total BASE+N...	40.0	1,001....			
43/849/26/2606/00006/0110/5178	Total WORKED	48.0	1,302....			
43/849/26/2606/00006/0110/5178	2000 OTS Ove...	8.0	300.48			
43/849/26/2606/00006/0110/5178	Total OT	8.0	300.48			
43/849/26/2606/00006/0110/5178	Salary	40.0	1,001....			

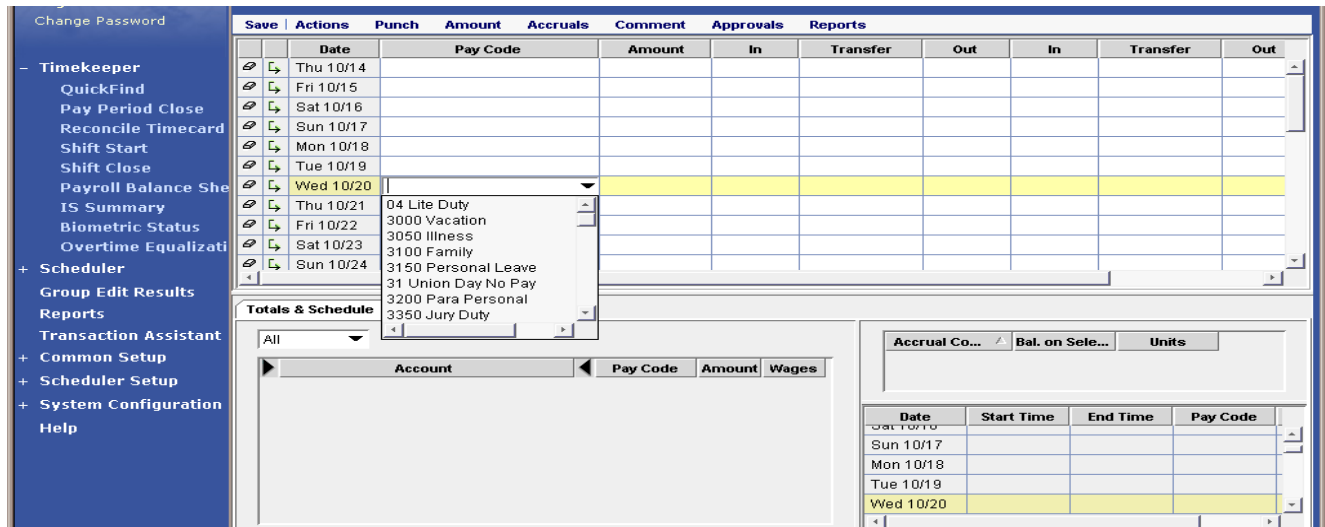
There is no scheduled time on Saturday

Exceptions Only/Pay Code Edits

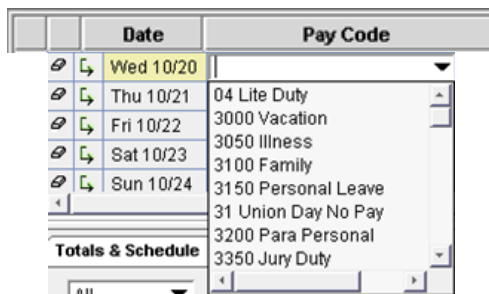




The screenshot shows the 'Reconcile Timecard' window. At the top, there are buttons for 'Edit' and 'Refresh', with 'Edit' circled in red. Below this is a table with columns: Actions, Punch, Amount, Accruals, Pay from Schedule, Approvals, and Person. The 'Person' column lists names like AUSTIN, VIVIAN L, BARRAZA, ROSEMARIE A, etc. On the left side, there is a navigation menu with options like 'Timekeeper', 'Scheduler', and 'Reports'.

You can choose one employee by **highlighting that name and clicking on the  Timecard icon**. Or choose all by clicking on the first name in the list, holding down the **Shift** key and clicking on the last name in the list to highlight all the names. You can also pick and choose by highlighting one name, hold down the **Ctrl** key and highlighting as many names in the list that you want to see. Then press the **Timecard** icon. Selected employees' timecards will appear. Again click on the **Timecard** icon to bring the timecards back.

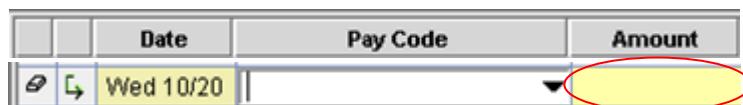


You will enter pay codes such as vacation, sick and personal time into an employee's timesheet. A listing of the codes available is in the **Pay Code Edit Table**.



1. Go to the date that needs the pay code edit. Because a 'blank row' is needed, click the arrow  to the left of the date.  Wed 10/20
2. Click in the **Pay Code** column.
3. Click on the down arrow and choose correct Pay Code from the list.

If necessary, consult your Payroll Technician for rules on how pay codes can be used



4. Click in the **Amount** window. Enter the number of hours for each person on this pay code.
5. After entering information in Amount and Pay Code, click **Save**.



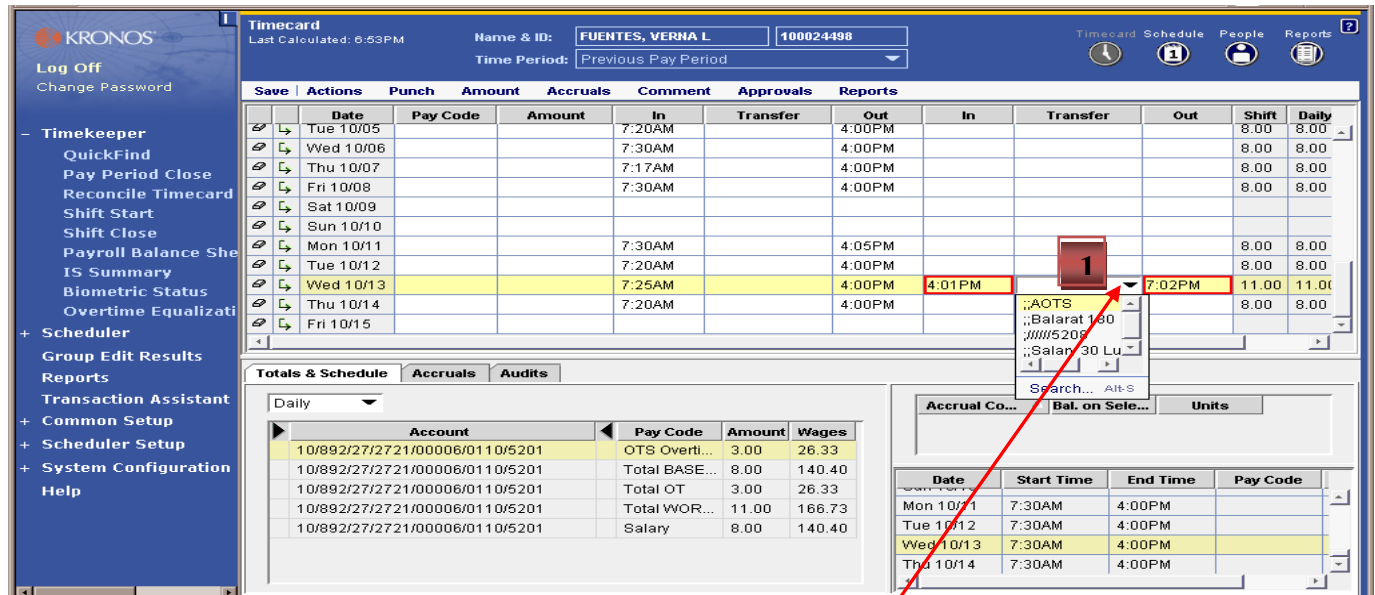
You may enter another day or go to the next timecard.



If you chose multiple employees, you can use the VCR buttons to move from timecard to timecard. Just remember to save your changes before moving to another timecard.

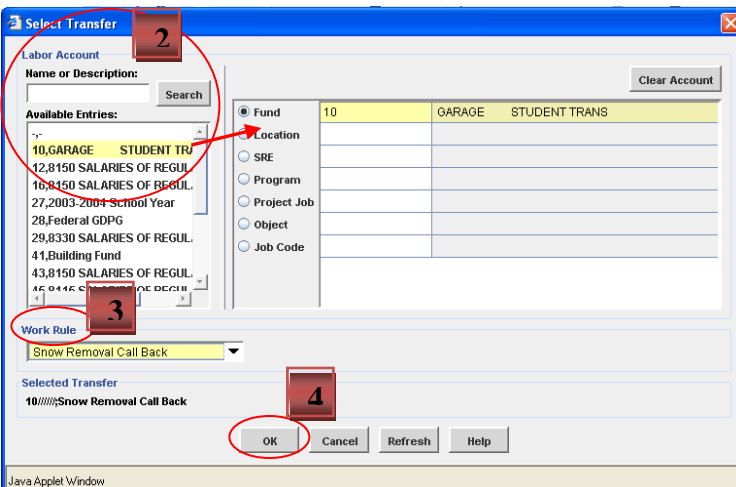


Work Rule Transfer



Timecard
Last Calculated: 6:53PM
Name & ID: FUENTES, VERNA L 100024498
Time Period: Previous Pay Period

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
		Tue 10/05			7:20AM	Transfer	4:00PM
		Wed 10/06			7:30AM		4:00PM
		Thu 10/07			7:17AM		4:00PM
		Fri 10/08			7:30AM		4:00PM
		Sat 10/09					
		Sun 10/10					
		Mon 10/11			7:30AM		4:05PM
		Tue 10/12			7:20AM		4:00PM
		Wed 10/13			7:25AM		4:00PM
		Thu 10/14			7:20AM		4:00PM
		Fri 10/15					



Select Transfer

Labor Account
Name or Description: Search Clear Account

Available Entries:

- 10.GARAGE STUDENT TR
- 12,8150 SALARIES OF REGUL
- 16,8150 SALARIES OF REGUL
- 27,2003-2004 School Year
- 28,Federal GDPG
- 29,8330 SALARIES OF REGUL
- 41,Building Fund
- 43,8150 SALARIES OF REGUL
- 45,8146 S

Work Rule
Snow Removal Call Back

Selected Transfer
10////Snow Removal Call Back

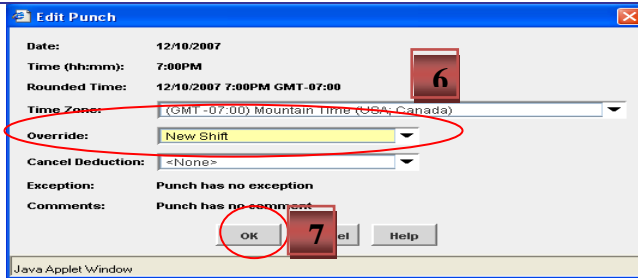
OK Cancel Refresh Help

1. Click the drop down arrow and select **Search** to set up the hours for the correct labor rules.
2. Select the correct **Labor Account** from the available entries. The **Fund** will automatically fill in.
3. Select the correct **Work Rule** from the drop down list
4. Click **OK**
5. Right click on the **Out** time and select **Edit Punch**

Save	Actions	Punch	Amount	Comment	Approvals	Reports
		Mon 12/10		6:00AM		
		Mon 12/10		4:00PM	Snow Removal Call Back	

6. Click on **Override** drop down arrow and select **New Shift**.



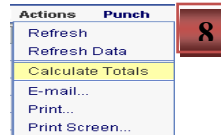


Edit Punch

Date: 12/10/2007
 Time (hh:mm): 7:00PM
 Rounded Time: 12/10/2007 7:00PM GMT-07:00
 Time Zone: (GMT-07:00) Mountain Time (USA, Canada)
 Override: New Shift
 Cancel Deduction: <None>
 Exception: Punch has no exception
 Comments: Punch has no comment

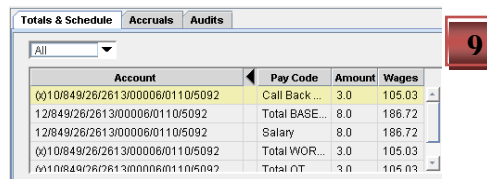
OK Cancel Help

Java Applet Window



Actions Punch

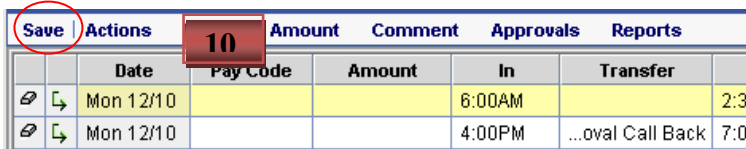
- Refresh
- Refresh Data
- Calculate Totals
- E-mail...
- Print...
- Print Screen...



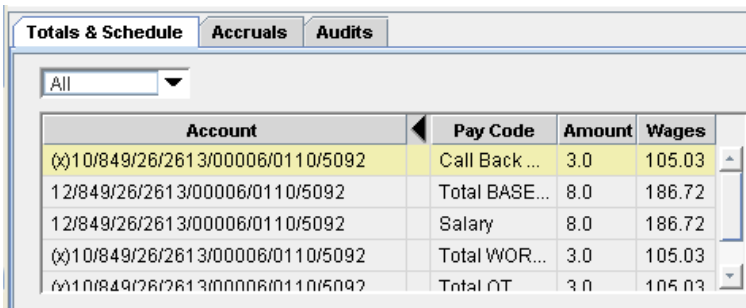
Account	Pay Code	Amount	Wages
(x)10/849/26/2613/00006/0110/5092	Call Back ...	3.0	105.03
12/849/26/2613/00006/0110/5092	Total BASE...	8.0	186.72
12/849/26/2613/00006/0110/5092	Salary	8.0	186.72
(x)10/849/26/2613/00006/0110/5092	Total WOR...	3.0	105.03
(x)10/849/26/2613/00006/0110/5092	Total OT	3.0	105.03

- Click **OK**
- Select **Action** from the menu, and **Calculate Totals, Totals and Schedule** will update with the correct **Overtime** information
- Then check to see if the Totals are right
- If the totals are OK Save your work

Results



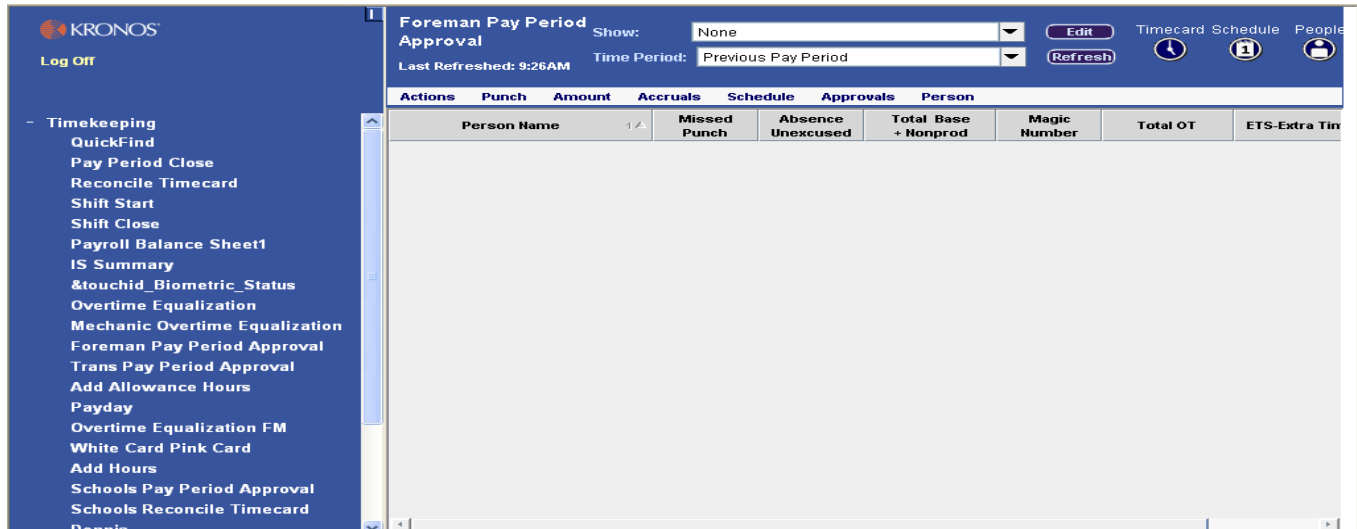
Save	Actions	Amount	Comment	Approvals	Reports
	Date	Pay Code	Amount	In	Transfer
	Mon 12/10			6:00AM	
	Mon 12/10			4:00PM	...oval Call Back 7:0



Account	Pay Code	Amount	Wages
(x)10/849/26/2613/00006/0110/5092	Call Back ...	3.0	105.03
12/849/26/2613/00006/0110/5092	Total BASE...	8.0	186.72
12/849/26/2613/00006/0110/5092	Salary	8.0	186.72
(x)10/849/26/2613/00006/0110/5092	Total WOR...	3.0	105.03
(x)10/849/26/2613/00006/0110/5092	Total OT	3.0	105.03

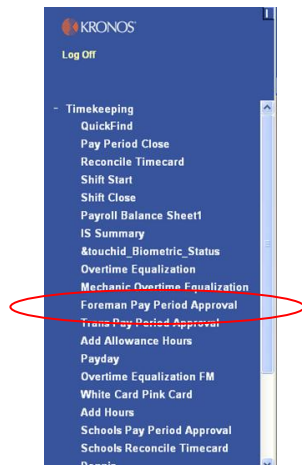


Timecard Approval



Foreman/Manager/Supervisor - You have the ability to approve individual timecards or to approve all the timecards in your group at once.


Remember: If you did not edit the timecard yourself, you are responsible for how timecards are edited by others (crew chiefs, asst. foremen) and will be held accountable.

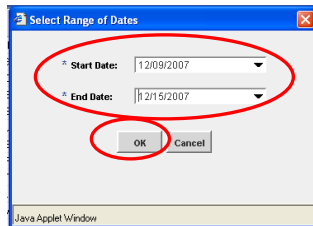


Two Methods to Approve Timecards

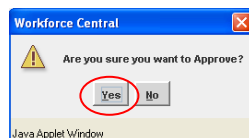
Individual and Group Approval

1. Click **Foreman Pay Period Approval**, on the **Kronos Navigation** bar.
2. Choose the appropriate **Show** group you wish to approve.
3. Click the **Time Period**.

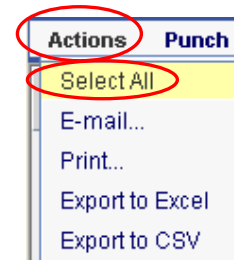




Actions	Punch	Amount	Accruals	Schedule	Approvals
Person Name			Missed Punch	Absence Unexcused	Total
AGUILAR, MICHAEL K					
ARAGON, ROBERT N					
ARNOLD, DONALD					
BAILS, BRIAN					
BARBER, DEVIN C					
BEFUS, JAY E					
BENEDICK, MICHAEL E					
BETTIS, REGINALD					
BJELCIC, BLAZENKO					
BLANK, JAMES A					



4. Enter range of dates to be approved, click **OK**.
5. Highlight the individual name, or click the first employee in the list, hold **Shift** key, then select the last employee in the list if approving a group of timecards. **OR** select a group by selecting **Actions** from the menu, then **Select All**.



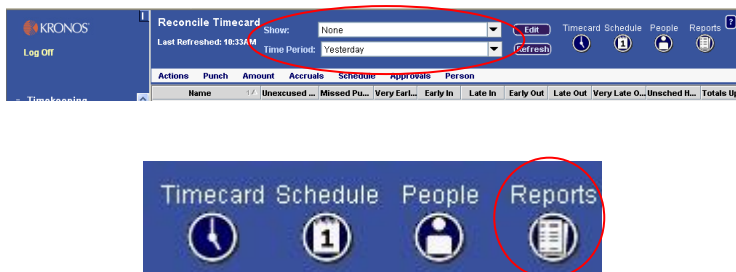
6. Click **Approvals** and select **Approve**

The system will prompt you to make sure you want to approve the timecard. Once an approval is "on" only the timekeeper can remove it for the manager/foreman to make changes

Click **Yes** to save

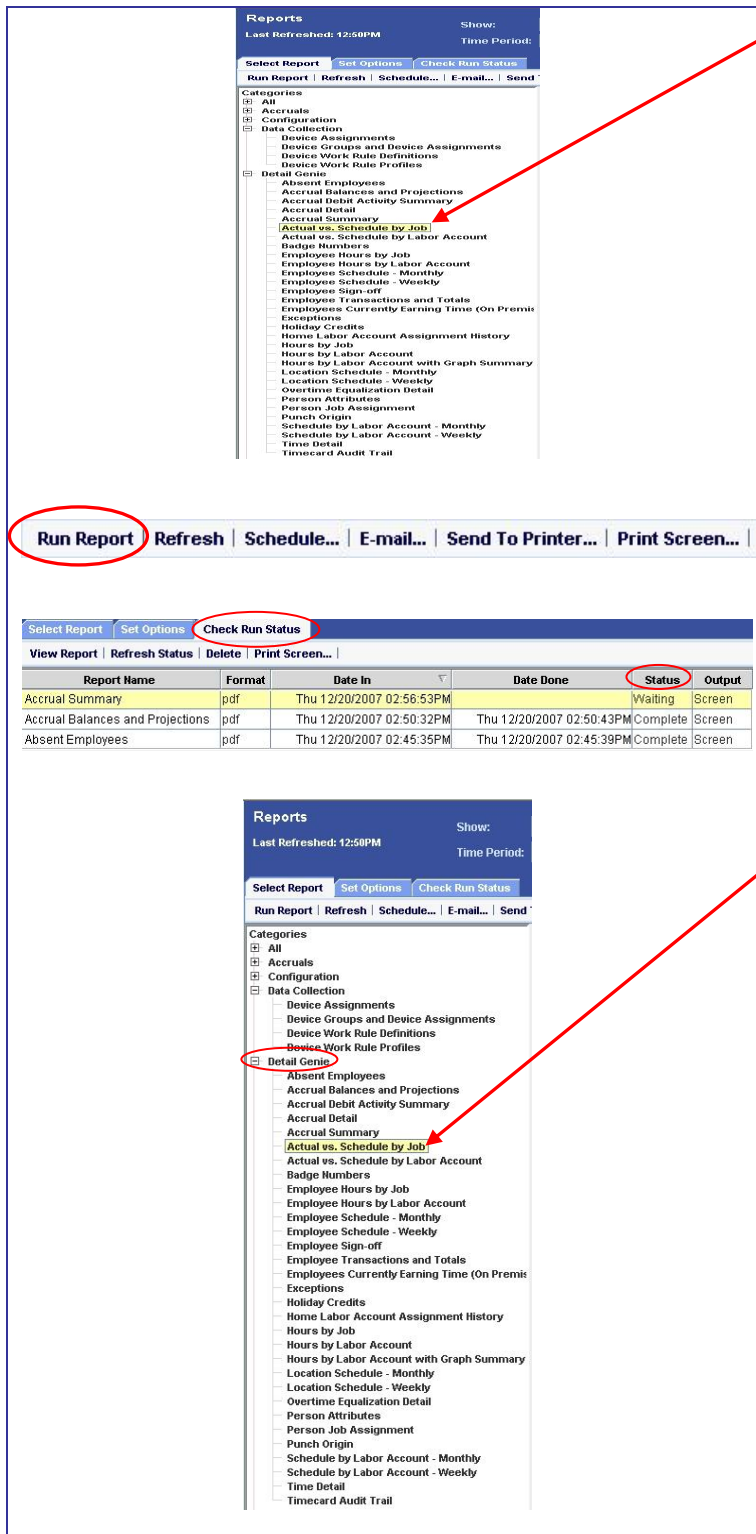
Please do not approve timecards that still have problems within them. This will cause your employee to be paid incorrectly. Check with your timekeeper or the Tech Cell if you are having problems.

Reports



1. Click the drop-down arrow to select a **Show** hyper find query. This will run the report against these employees.
2. Click on the drop-down arrow to select a **Time Period** to run this report for.
3. Go to **Reports** on the **Workforce Timekeeper Navigation** bar.





The screenshot shows the Kronos Reports interface. At the top, there are tabs for 'Select Report', 'Set Options', and 'Check Run Status'. Below these are buttons for 'Run Report', 'Refresh', 'Schedule...', 'E-mail...', and 'Send'. A tree view on the left lists various report categories, with 'Detail Genie' expanded to show 'Actual vs. Schedule by Job' selected. Below the tree is a table with columns for Report Name, Format, Date In, Date Done, Status, and Output. The 'Status' column is circled in red. Below the table is another set of tabs including 'Check Run Status' and buttons for 'View Report', 'Refresh Status', 'Delete', and 'Print Screen...'. At the bottom, the 'Reports' tree is shown again with 'Detail Genie' expanded and 'Actual vs. Schedule by Job' selected.

Report Name	Format	Date In	Date Done	Status	Output
Accrual Summary	pdf	Thu 12/20/2007 02:56:53PM		Waiting	Screen
Accrual Balances and Projections	pdf	Thu 12/20/2007 02:50:32PM	Thu 12/20/2007 02:50:43PM	Complete	Screen
Absent Employees	pdf	Thu 12/20/2007 02:45:35PM	Thu 12/20/2007 02:45:39PM	Complete	Screen

4. Choose a report from the Categories listing.
5. From the **Select Reports Menu**, select **Run Report**.
6. Click on **Check Run Status** periodically to see the report status. The status will go from submitted, to running, and then to completed.
7. Click on the “+” sign to expand the **Report** list.
8. Double-click on the report to view in **Adobe Acrobat Reader**.
9. To print a report once it displays on the screen, select **Printer icon** in **Adobe Reader** to send to the printer and click **OK**.
10. Click the **red X** in the **Adobe Reader** window to close.

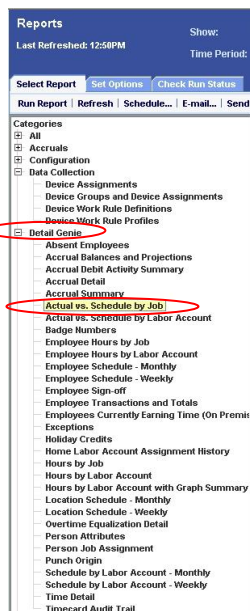


Reports for Individual Employees Begin from Reconcile Timecard



Show:

Time Period:



Select Report | Set Options | **Check Run Status**


View Report | Refresh Status | Delete | Print Screen... |

Report Name	Format	Date In	Date Done	Status	Output
Accrual Summary	pdf	Thu 12/20/2007 02:56:53PM		Waiting	Screen
Accrual Balances and Projections	pdf	Thu 12/20/2007 02:50:32PM	Thu 12/20/2007 02:50:43PM	Complete	Screen
Absent Employees	pdf	Thu 12/20/2007 02:45:35PM	Thu 12/20/2007 02:45:39PM	Complete	Screen

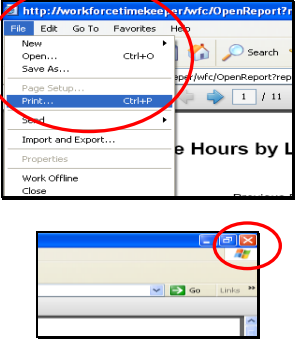
Select Report | Set Options | **Check Run Status**

View Report | Refresh Status | Delete | Print Screen... |

Report Name	Format	Date In	Date Done
Employee Hours by Labor Account	pdf	Wed 2/20/2008 01:21:55PM	Wed 2/20/2008 01:21:55PM
Time Detail	pdf	Wed 2/20/2008 12:37:28PM	Wed 2/20/2008 12:37:28PM
Employee Hours by Labor Account	pdf	Wed 2/20/2008 12:33:27PM	Wed 2/20/2008 12:33:27PM
Time Detail	pdf	Wed 2/20/2008 11:29:24AM	Wed 2/20/2008 11:29:24AM

- From **Reconcile Timecard**, choose an employee you want the report based on by highlighting the name or names using the **Ctrl** key to pick and choose. Or use the **Shift** key to choose a range of employees.
- Click on the **Reports** button on the upper right hand corner of the screen.
- This takes you to the reporting module. You'll notice the **Show** says **Previously Selected Employee(s)**. The report you choose will only run for the selected individual(s).
- Choose a report from the **Categories** listing.
- From the **Select Reports Menu**, select **Run Report**.

- Click on **Check Run Status** periodically to see the report change from submitted, running, completed.
- Double-click on the report to view in **Adobe Acrobat Reader**.

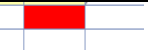
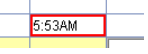
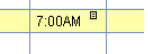

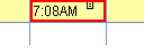
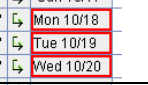
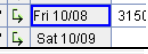
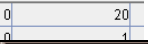

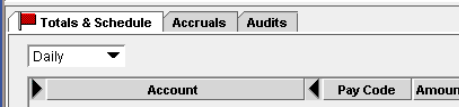




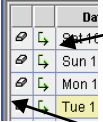
8. To print a report, select **File**, then **Print**

9. Click the **red X** in the upper right hand corner of **Adobe Reader** window.

Timecard Indicators and Colors

Timecard Indicator	Description
	A solid red cell indicates a missed in or out punch. Point to the red box for more information.
	A red outline in a cell indicates an exception. Point to the cell for more information.
	A small yellow icon after a punch or amount indicates a comment about the cell's contents. Point to the icon or select the Comments tab at the bottom of the timecard workspace to view the comment.
	A transaction shown by purple indicates that the transaction was added by the Callable Totalizer. If the cell is white, you can edit the transaction. If the cell is gray, you cannot edit the transaction.
	A small yellow note icon and red outline indicate that a punch or amount has a comment and an exception.
	A red border around a date cell indicates an unexcused absence day.
	A blue outline in a date cell indicates an excused absence.
	Gray cells indicate that you cannot edit the contents.
	A gold bar across the top of the timecard workspace indicates that edits have not been saved in the database.
	When you edit a timecard, the system adds a red flag to the Totals and Schedules tab to indicate that the totals displayed in the timecard are out of synch with the data displayed in the timecard.

Glossary of Common Timecard Tasks

Task	Procedure
Add a comment to a timecard	<p>Click the appropriate pay code, punch or amount, Select Comment>Add.</p> <p>The Add Comment dialog box opens for your selection.</p>
Add a row or delete a row	<p>To add, select the Add Row icon (green arrow).</p>  <p>To delete, select the Remove Row icon (eraser).</p>
Calculate Timecard Total	<p>Select Actions>Calculate Totals to synchronize the totals and data displayed.</p> <p>The system displays the accurate totals in the timecard and the red flag exits. The system does not save the edits; if you move to another task without clicking “Save”, the system prompts you to save or cancel your changes.</p>
Cancel Edits	<p>Select Actions>Refresh. The system returns information as it appears in the database. Any edits that you made, but did not save, are lost. If you already saved your edits, you cannot cancel them. You can, however, edit them if you have the proper managerial rights.</p>
Delete a Comment	<p>Click the Comments tab at the bottom of the timecard and select the comment to delete. Then select Comment>Delete from the menu bar.</p>
Edit a Punch	<p>Click the punch to edit and select Punch>Edit. The Edit punch dialog box opens. Apply an override or cancel automatic deductions from here.</p>
Save a Timecard After Editing	<p>To save your edits, click “Save” from the menu bar. After saving your edits, the system refreshes the screen with totalized information and the red flag disappears.</p>
Approve Timecard	<p>Select Approvals>Approve. You can do this by individual employee or by group.</p>