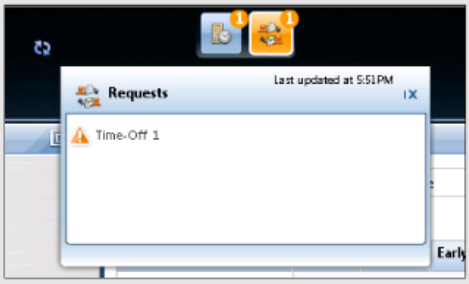
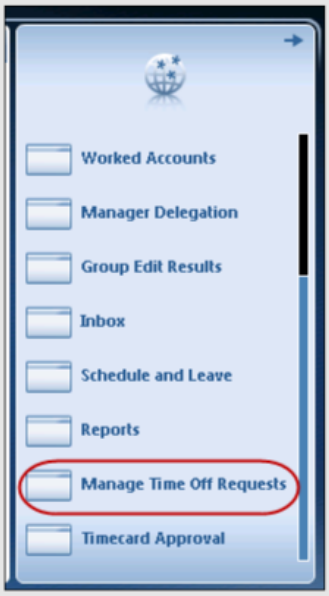
A Beginner's Guide to Kronos

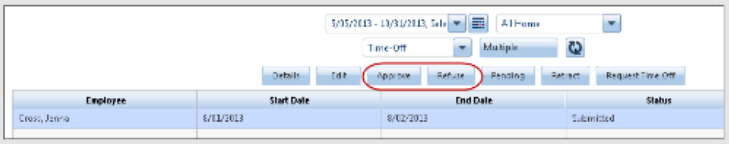
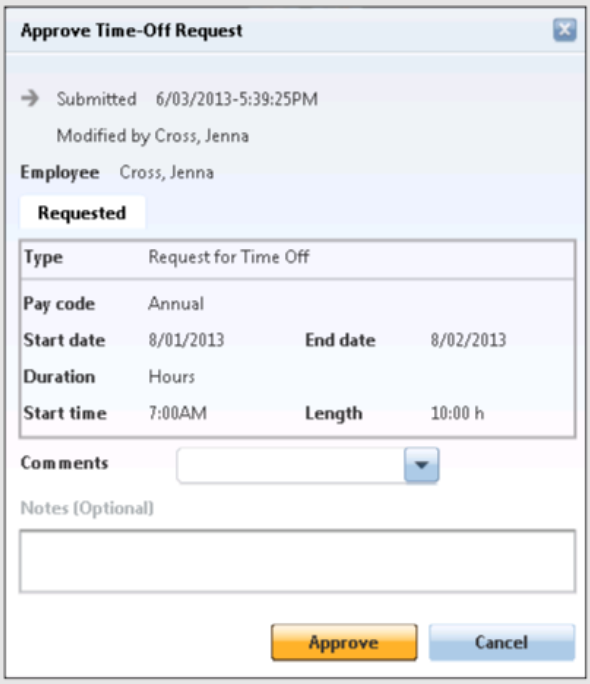
Supervisor Version

Approving Time Off Requests

A Manager will receive an email from Kronos_Admin_Web when a request is submitted.

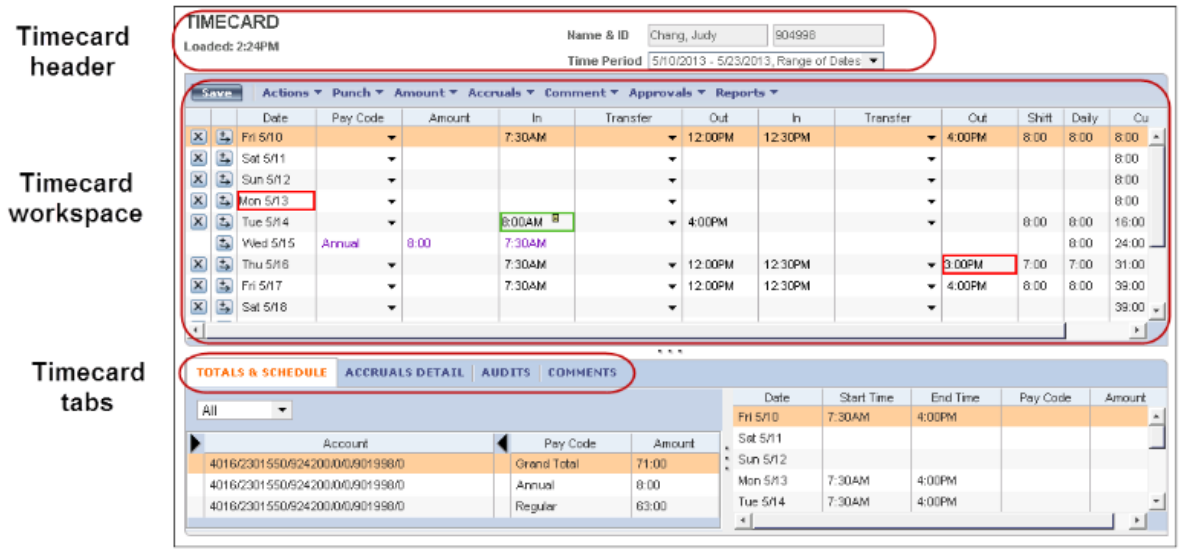
Go to **Manage Time Off** Requests widget where requests can be processed.

Steps		
1	To access the **Manage Time Off Requests** Widget, choose one of the following: • Select a request type in the **Requests** alert list.	
	• Select **Manage Time Off Requests** from the **Related Items** pane.	
2	Confirm the default values or select new values in the **Time Period** and **Show** fields.	

Steps		
3	Confirm the default values, or select new values in the **Request type** and **Request status** fields.	
4	Select a request to process.	
5	To approve, refuse, or perform another action on the selected request(s), click the applicable button.	
6	In the dialog box that appears, verify the displayed information and, if applicable, select a comment from the **Comments** drop-down list.	
7	Click the button to confirm the action that you wish to perform.	

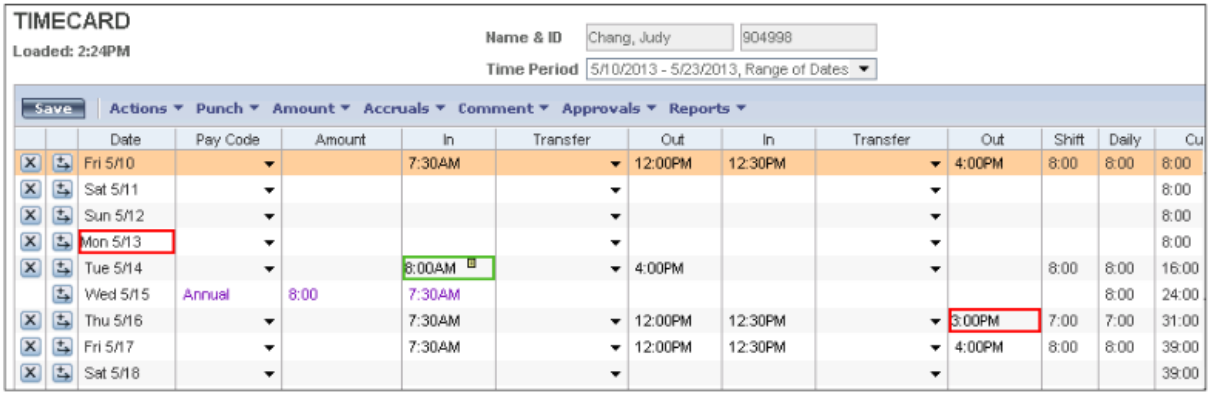
How to “Read” an Employee’s Timecard:

There are three main areas on a timecard: the timecard header, timecard workspace, and timecard tabs.



Timecard Area	Description
Timecard header	Displays the following information: • Employee’s name whose information appears in the timecard workspace and timecard tabs • Employee’s identification number • Time Period
Timecard workspace	Displays the following information: • Menu bar that contains selections for performing timekeeping tasks • Grid containing dates for the selected time period • Time entry totals, including shift, daily, and cumulative amounts **Shift Total** — Calculated total hours of all shifts worked on the selected day (excluding totals for non-shift items such as pay codes) **Daily Total** — Calculated total hours of the selected day, including pay codes **Cumulative** — Cumulative total up to and including the selected day
Timecard tabs	Display additional information about how Kronos tracks employee hours. Three default tabs appear: • **Totals & Schedules** — The first tab at the bottom of the timecard workspace. The area on the left displays the timecard totals. The area on the right displays the Schedule for the selected time period. • **Accruals** — Displays accrual codes and available balances based on the date selected in the timecard workspace. • **Audits** — Lists all time punch or amount corrections made to an employee’s timecard and approvals made by managers, supervisors or timekeepers. **Note:** Additional tabs will appear based on actions you perform. For example, the **Comments** tab appears when you add a comment to an employee’s punch.

Visual indicators appear on a timecard when an exception occurs. For example, an employee might forget to clock in or out, which causes a missed punch exception. An employee might clock in early or late, which causes a punch exception.



Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cu
Fri 5/10			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	8:00
Sat 5/11											8:00
Sun 5/12											8:00
Mon 5/13											8:00
Tue 5/14			8:00AM		4:00PM				8:00	8:00	16:00
Wed 5/15	Annual	8:00	7:30AM							8:00	24:00
Thu 5/16			7:30AM		12:00PM	12:30PM		3:00PM	7:00	7:00	31:00
Fri 5/17			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	39:00
Sat 5/18											39:00

Visual Indicator	Description
In or Out punch cell if filled with solid red	Missed in or out punch
In or Out time displays in red text	Early in or out/Late in or out
Date displays in red text	Unexcused absence
In or Out punches in green text	Punch has been marked as reviewed
In or Out punches in purple text	Punch has been added by Timekeeper

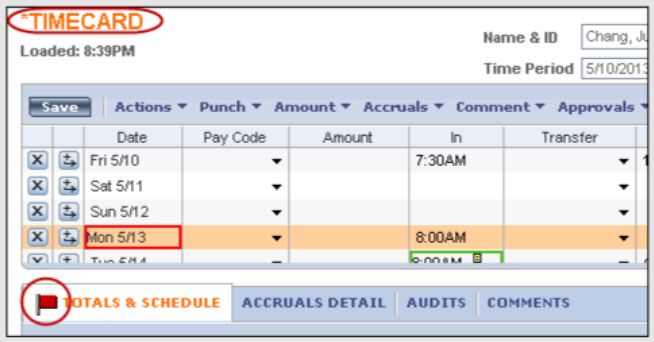
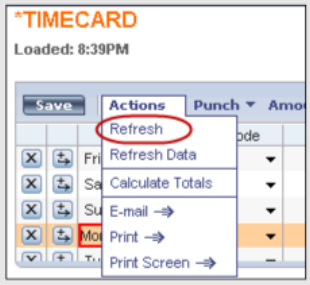
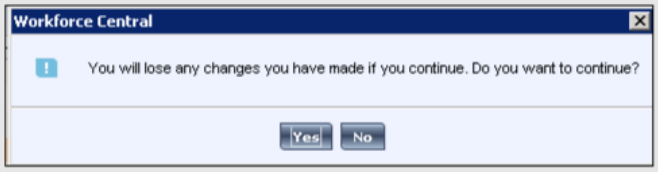
Tip

Most exceptions are based on the employee's schedule. In order to view and track exceptions such as late ins, early outs, or absences, you must enter a schedule for the employee. Entering and maintaining schedules is covered in the topic "Scheduling Employees" located later in this guide.

Refreshing and Saving Data in Timecards:

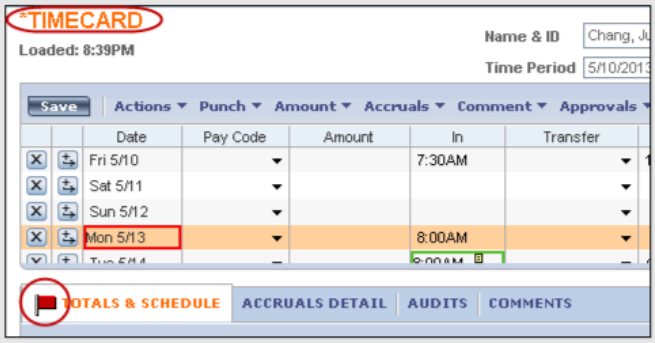
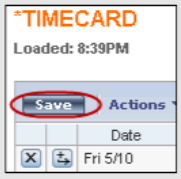
When you add and modify timecard data, Kronos displays your edits but does not save them automatically. You must tell the application to save the data. Prior to saving your data, you can decide whether the edits are correct. (example: Edits have been made on the timecard when you realize that you entered the wrong information. You can cancel the edits, enter the correct information and save the timecard.)

Canceling Edits

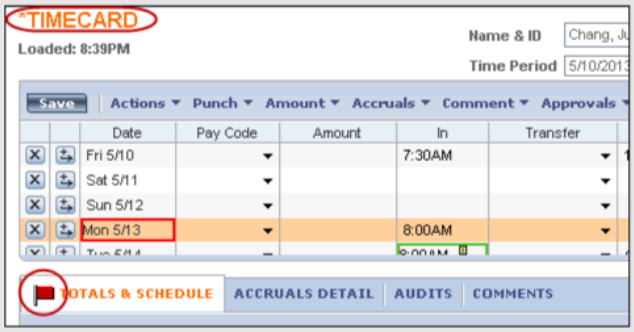
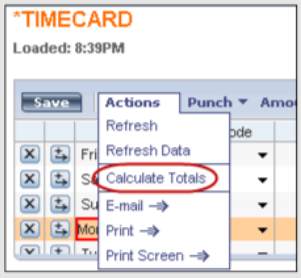
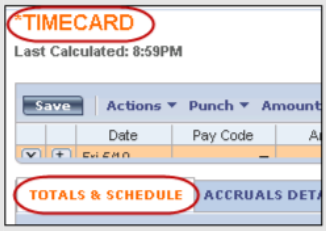
Steps		
1	Perform one or more edits on a timecard. Notice the visual indicators that indicate unsaved data.	
2	Select **Actions > Refresh**.	
3	Do you want to cancel your changes? • To cancel your changes, click **Yes** • To keep your changes, click **No**	

Visual Indicator	Description
TIMECARD title in orange with asterisk	Unsaved edits
Red flag in the Totals & Schedule tab	Totals are not up-to-date

Saving Edits

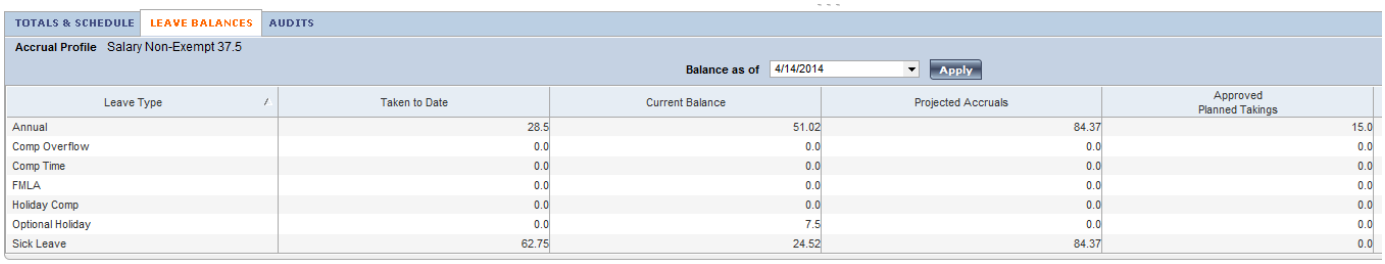
Step		
1	Perform one or more edits on a timecard. Notice the visual indicators that indicate unsaved data.	
2	Click **Save**.	
3	Review the employee's timecard to ensure that the visual indicators no longer appear, validating that your information was saved.	

Calculating Totals

Step		
1	Perform one or more edits on a timecard. Notice the visual indicators that indicate unsaved data.	
2	Select **Actions > Calculate Totals**.	
3	Notice that the red flag no longer appears, but the Timecard title still indicates unsaved data.	

Viewing Accrual Balances in Timecards:

Before non-worked time (leave, etc.) is entered, confirm that the employee has accrued enough hours. The *Leave Balances* tab displays the employee's current balances and planned takings.

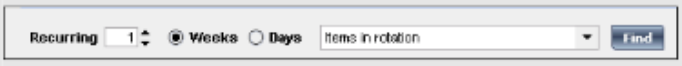


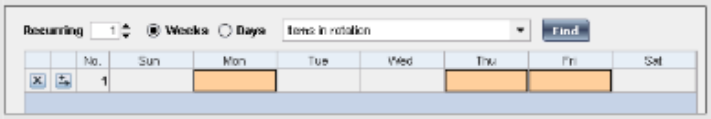
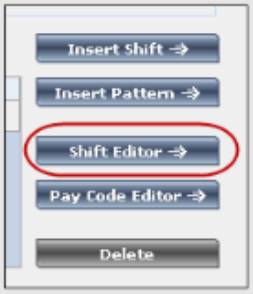
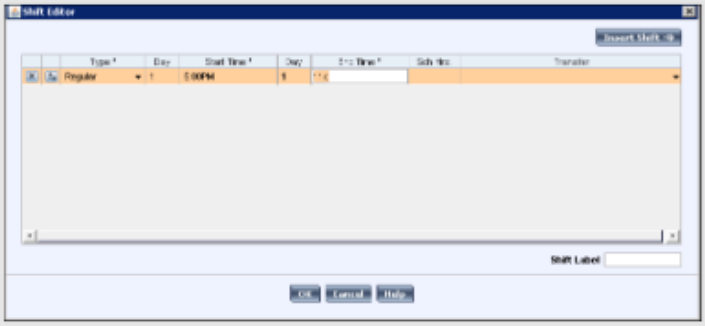
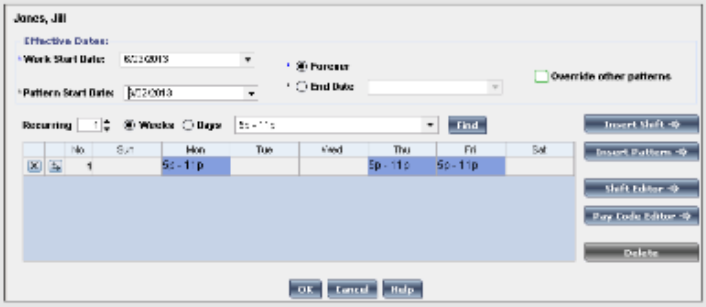
Leave Type	Taken to Date	Current Balance	Projected Accruals	Approved Planned Takings
Annual	28.5	51.02	84.37	15.0
Comp Overflow	0.0	0.0	0.0	0.0
Comp Time	0.0	0.0	0.0	0.0
FMLA	0.0	0.0	0.0	0.0
Holiday Comp	0.0	0.0	0.0	0.0
Optional Holiday	0.0	7.5	0.0	0.0
Sick Leave	62.75	24.52	84.37	0.0

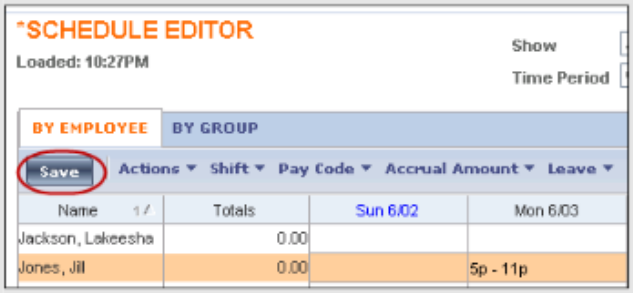
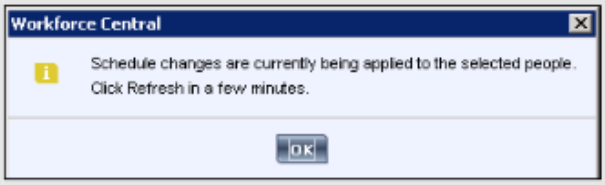
Column	Description
Leave Type	The code that identifies and holds the type of accrual balances, such as Annual or Sick Leave
Taken to Date	The amount of leave taken within current calendar year to date
Current Balance	The accrual balance as of the date selected in the timecard
Projected Accruals	The amount of leave that will accrue for the remainder of the calendar year
Approved Planned Takings	A pay code such as Annual that is entered on a date after the Balance as of date either in the timecard or in the employee's schedule

Creating Schedule Patterns without Pattern Templates:

If a pattern template does not exist, you can create a schedule pattern manually and apply it to one or more employees as you create it. The application does not save the schedule pattern as a pattern template, so you cannot assign it to employees later. You would need to create it manually again.

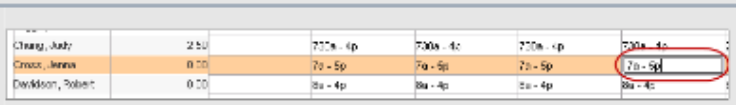
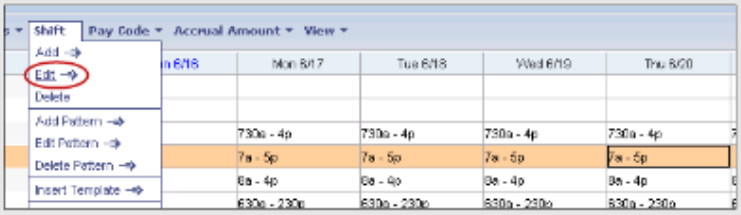
Steps		
1	Access **Schedule Editor**.	
2	From the **Show** drop-down list select the specific set of employees. From the **Time Period** drop-down list select the specific time period.	
3	Select the employee who you will schedule using a pattern template. To select multiple employees, hold the **Ctrl** key and click each employee's name.	
4	Select **Shift > Add Pattern.**	
5	Set the **Recurring** field to the correct interval, for example, days or weeks, and the number of days or weeks the pattern repeats.	

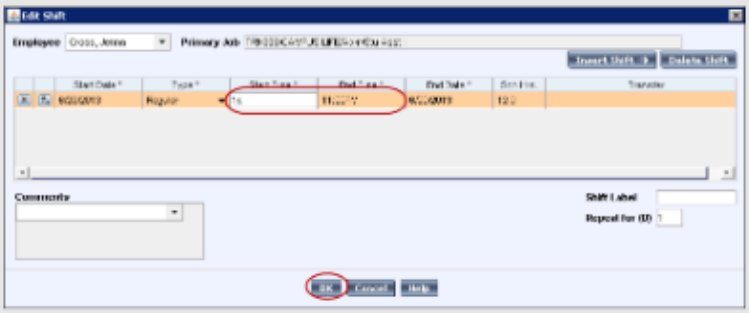
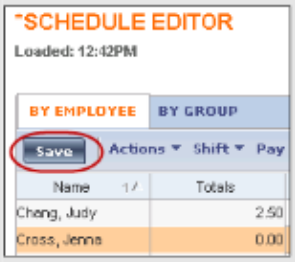
Steps		
6	Click the cell of the each day that applies to the schedule pattern. To select multiple days hold the **Ctrl** key and click the appropriate cells.	
7	Click **Shift Editor**.	
8	Enter the shift start and end times in the designated fields and click **OK**.	
9	From the **Work Start Date** drop-down list, specify the date on which the employee(s) starts working the pattern. This date is usually a Monday.	
10	From the **Pattern Start Date** drop-down list, specify the first date of the work week. This date is usually a Sunday.	
11	To have the pattern in effect with no end date, select **Forever**. Or from the **End Date** drop-down list, specify the last date the pattern will be effective. **Note**: For students, use the date of graduation as the end date.	
12	Click **OK**	

Steps		
13	Click **Save**.	
14	Click **Ok**.	
15	Click **Refresh**.	

<u>Editing Scheduled Shifts:</u>

When events in employees' lives occur that require them to take time off and workload requirements vary, will employees' schedules should be changed. Schedules should be kept accurate to reduce the number of exceptions that might appear in employee timecards.

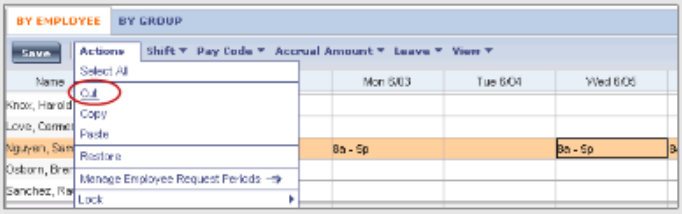
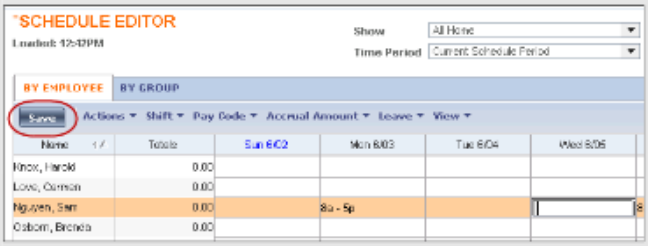
Steps		
1	Access the **Schedule Editor**.	
2	From the **Show** drop-down list, select the specific set of employees. From the **Time Period** drop-down list, select the specific time period.	
3	Locate the employee's row and click the cell in the row and under the date that contains the shift that you want to edit.	
4	Click **Shift > Edit**.	

Steps		
5	Edit the **Start Time** and/or the **End Time**. Edit the **End Date** if the end time is on another day.	
6	Click **OK**.	
7	Click **Save**.	

Tip
You can also use in cell editing to adjust the shift times.

Deleting Shifts from Employees' Schedules:

Employees sometimes are unable to work a scheduled shift. When this happens, you need to delete the shift from the employee's schedule to prevent the application from flagging the employee as absent without an excuse.

Steps		
1	Access **Schedule Editor**.	
2	From the **Show** drop-down list, select the specific set of employees. From the **Time Period** drop-down list, select the specific time period.	
3	Locate the employee's row and click the cell in the row and under the date that contains the shift you want delete.	
4	Select **Actions > Cut**.	
5	Click **Save**.	

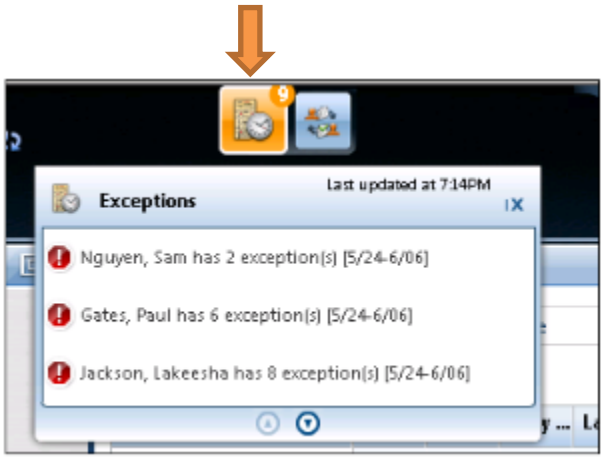
Tip

You can restore a deleted shift if it is part of a schedule pattern. Use **Actions > Restore** to insert the original shift into the employee's schedule.

Managing Exceptions:

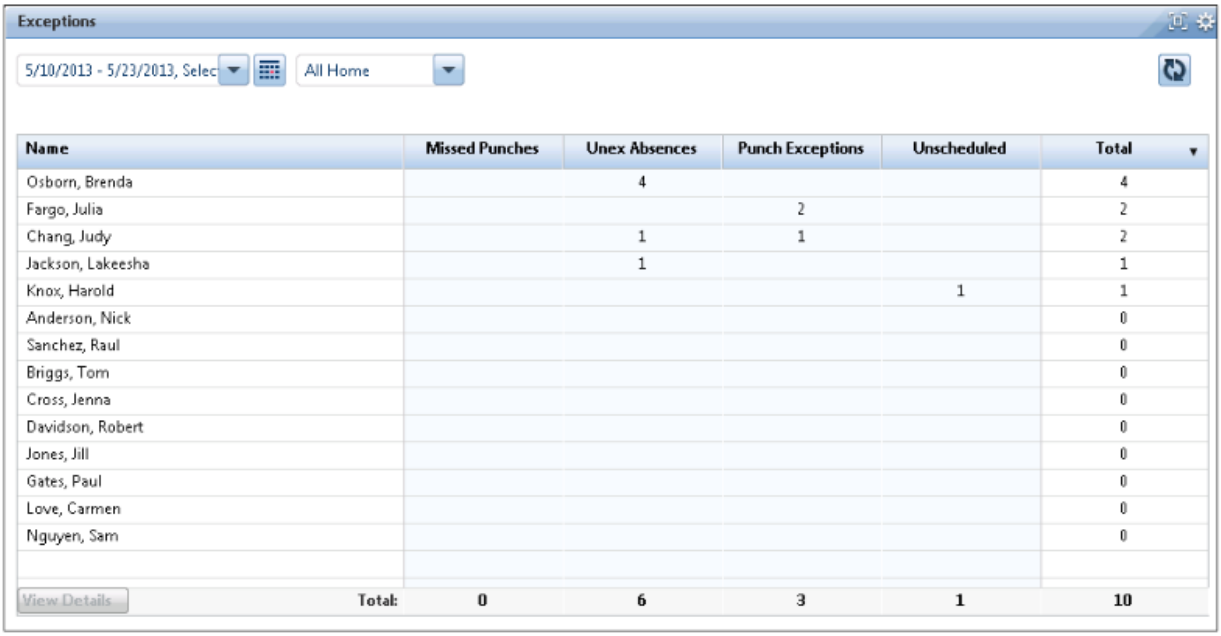
When hourly employees forget to punch, or punch in early or late, their pay can be impacted. Therefore, it is the manager/supervisor's responsibility to resolve any discrepancies to make sure thatemployees get paid correctly. The Exceptions Widget allows you to recognize and resolve the most common types of exceptions.

Alerts- If one of your employees has triggered a time data exception that requires your attention, you will see an Alerts icon with a number at the top of your Navigator when you log in. Hover your cursor over the Alert icon to see a list of the exceptions. Select an employee from the list to view the details of the exception. You will be brought to the Exceptions detail page.



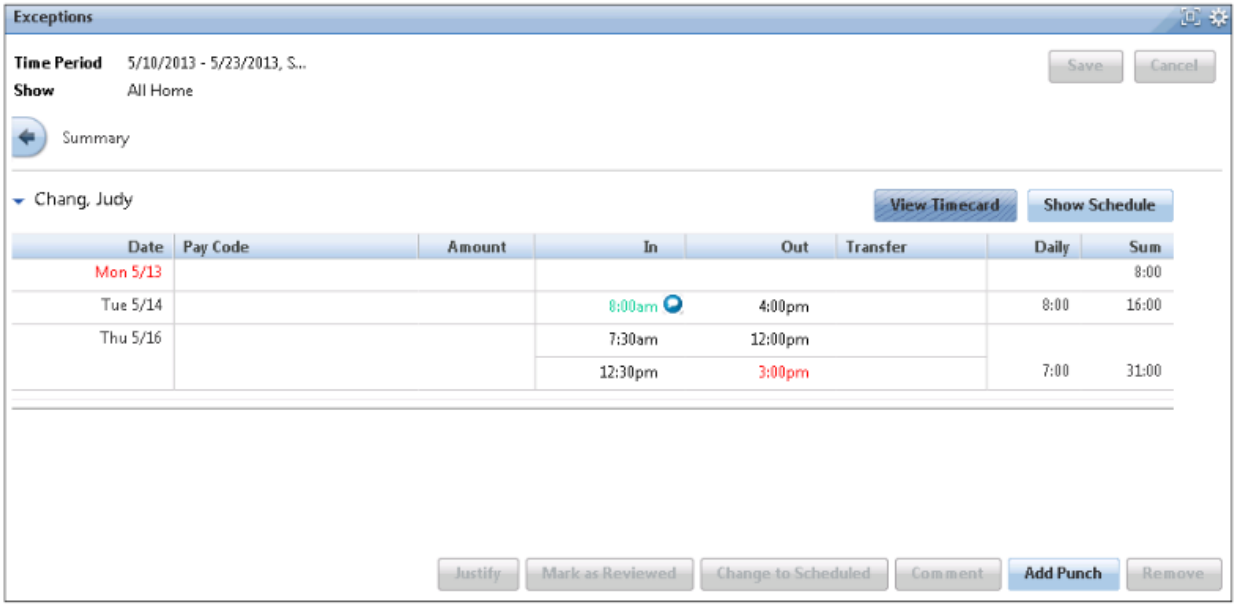
The Summary View:

In the summary view, the *Exceptions* Widget displays a list of your employees for the time period and HyperFind selected at the top of the Widget.



The Details View:

Details for exceptions can be viewed by double-clicking on an employee or by hovering over an exception type and clicking the Details button. In either case, the *Exceptions* details view is where some exceptions are resolved for hourly employees.



Recognizing common exceptions and visual cues in Exceptions Detail view:

The *Exceptions* detail view provides visual cues to help managers, supervisors, or timekeepers quickly understand time data issues that require their immediate attention. The following table summarizes the most common visual cues.

Description	Visual Indicator
In or Out punch cell is filled with solid red	Missed in or out punch
In or Out time displays in red text	Early in or out/Late in or out
Date displays in red text	Unexcused absence
In or Out punch cell is filled with solid red	Double-punch
In or Out punch is in green text	Punch has been marked as reviewed
In or Out punch is in purple text	Punch has been added by Workforce Timekeeper

Action Buttons in the Details View:

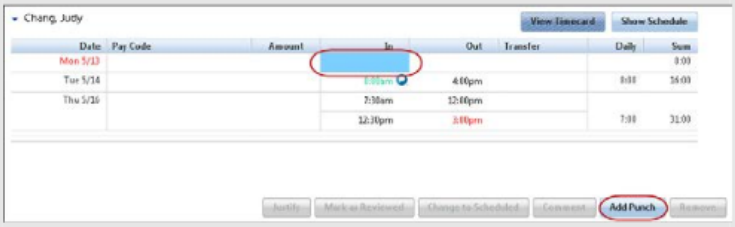
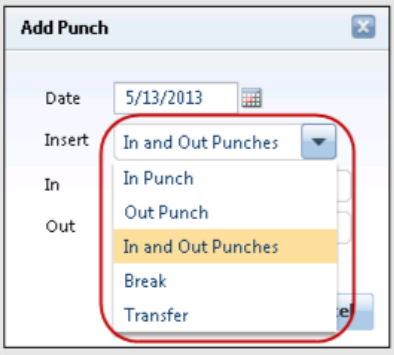
The following table lists and describes the action buttons you will see in the *Exceptions* Widget. These buttons allow you to resolve exceptions in hourly timecards.

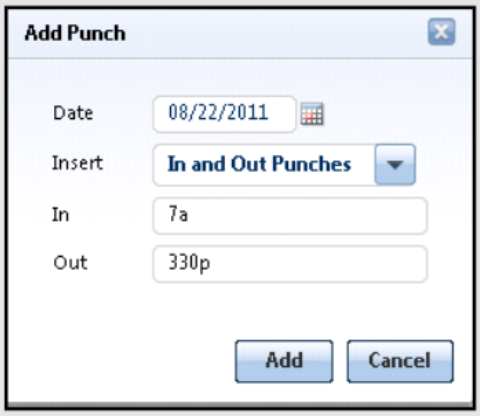
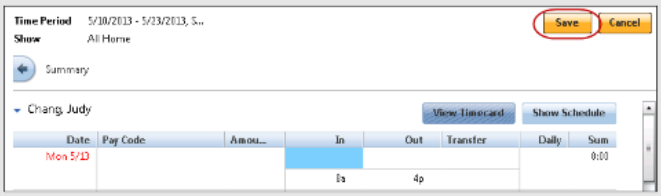
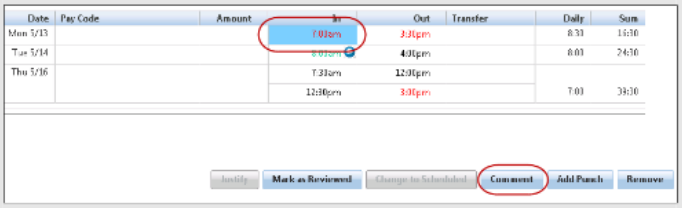
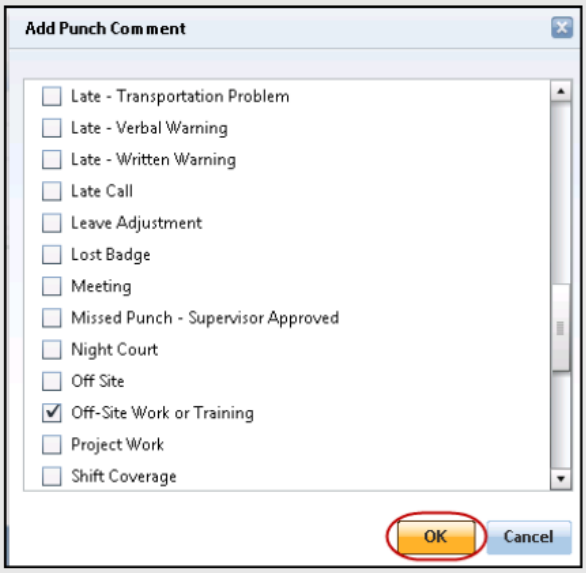
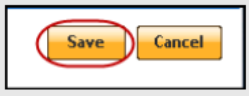
Action Button	Description
Save	Saves changes to the database. Button becomes orange when changes have been made but not saved.
Cancel	Cancels changes made prior to saving. Button becomes orange when changes have been made but not saved.
View Timecard	Allows the view of the hourly timecard.
Show Schedule	Allows the view of the employee's schedule.
Mark as Reviewed	Allows identification of exceptions that have already been addressed and on which further action is not planned. The color of the exception changes to green and the Mark as Reviewed button changes to Unmark as Reviewed.
Comment	Opens the Add Punch Comment dialog box. Select a comment.
Add Punch	Opens the Add Punch dialog box and allows punches to be inserted.
Remove	Allows removal of punches.

Adding Missing Punches:

An employee may forget to punch in or out. When this happens, a solid-red box appears in the missed In or Out cell. To add that punch, use the *Add Punch* feature to enter the missed time. The application accepts multiple formats for entering punches in a timecard.

Steps

1	In the Exceptions detail view, select the cell containing the exception.	
2	Click **Add Punch**. **Note**: You can also double-click an In or Out cell and enter the time directly in the cell.	
3	In the **Add Punch** dialog box, confirm the date.	
4	From the **Insert** drop-down list, select the applicable punch option: • **In Punch** • **Out Punch** • **In and Out Punches** For this example, select **In and Out Punches**.	

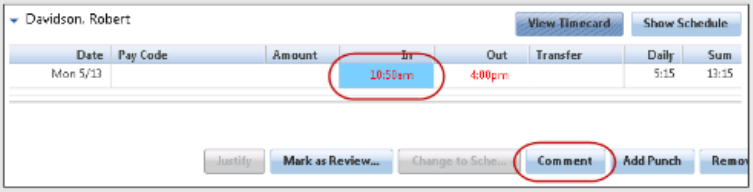
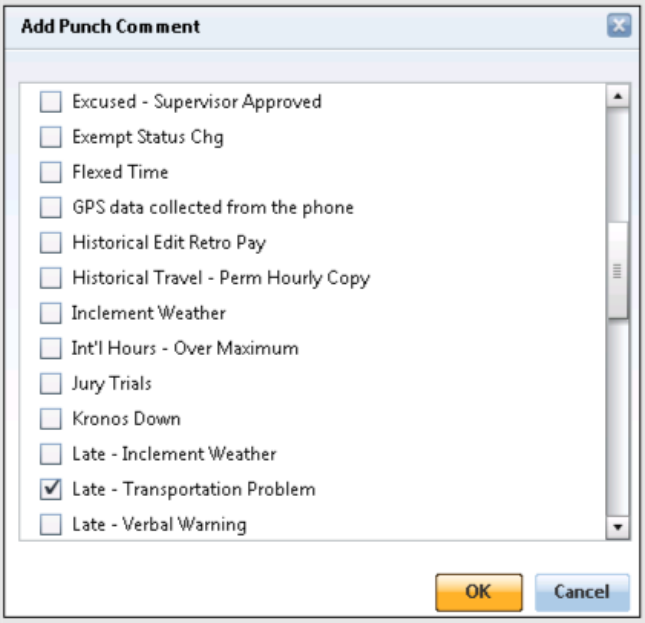
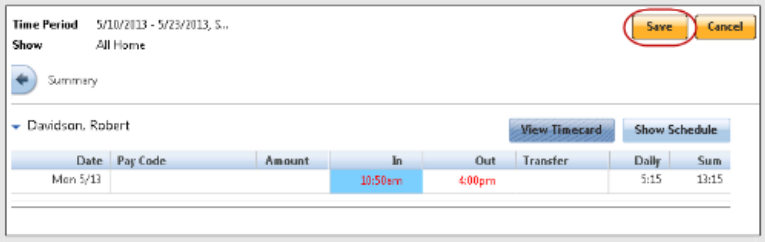
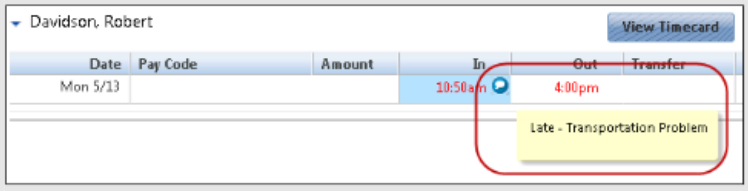
Steps		
5	Enter the punch time in the **In** field and/or enter the punch time in the **Out** field.	
6	Click **Add**.	
7	Click **Save**.	
8	Click the In punch and click **Comment**.	
9	From the list of comments, click to select the comment(s) you want to add.	
10	Click **OK**.	
11	Click **Save**.	

Tip
You can also add punches, by clicking in the **In** or **Out** cell and entering the time.

Note
Once you add missing punches, it is possible that the punches will no longer appear on the Exceptions Detail screen. You can access the employee's timecard to add a comment to the punches.

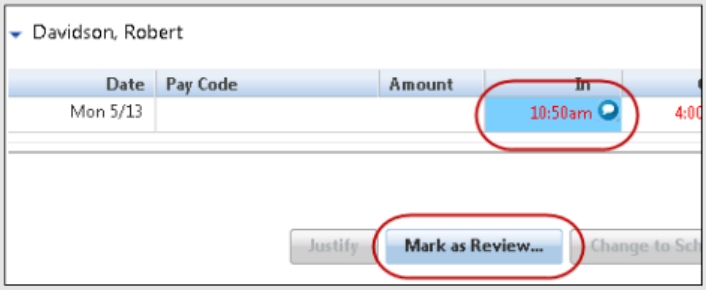
Attaching Comments to Punches:

Comments are predefined descriptive phrases that you attach to a punch or amount to provide additional, useful information about that transaction. You can attach as many comments as needed to explain the punch or amount.

Steps		
1	In the Exceptions detail view, select the cell containing the exception.	
2	Click **Comment**.	
3	From the list of comments, click to select the comment(s) you want to add.	
4	Click **OK**.	
5	Click **Save**.	
6	Confirm that the note icon appears in the Exceptions detail view. To view the comment, hover on the icon.	

Marking/Unmarking Exceptions as Reviewed:

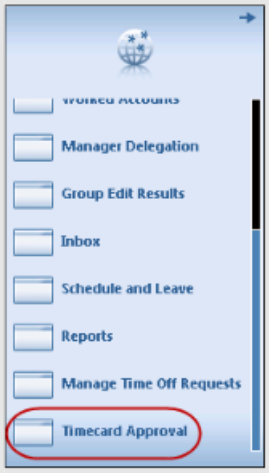
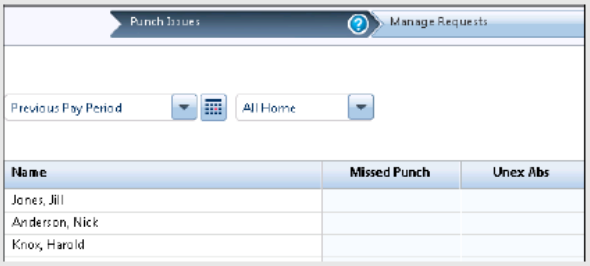
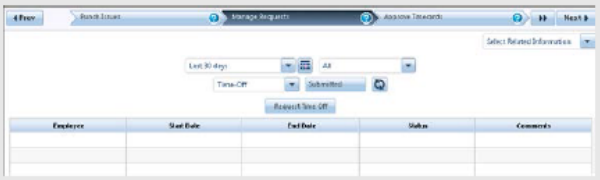
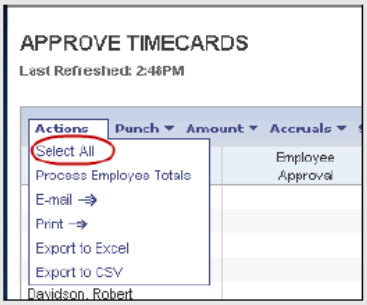
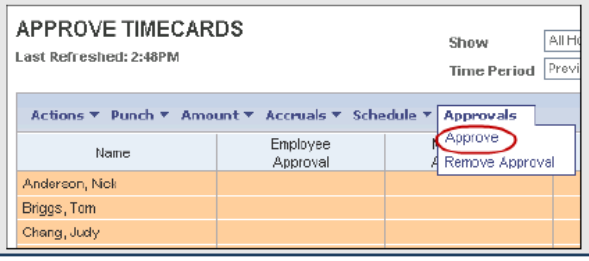
Once you have reviewed an exception and resolved it to your satisfaction, you can mark the exception as having already been reviewed. Once you have marked an exception as reviewed, the exception no longer appears on the Summary view of *Exceptions* Widget. The exception remains visible in the timecard and in certain other Widgets. Additionally, at any time you can choose to unmark an exception as reviewed.

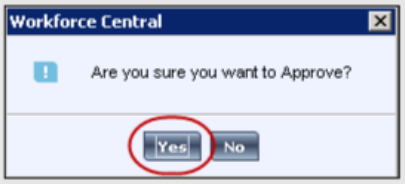
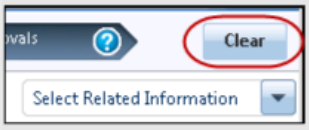
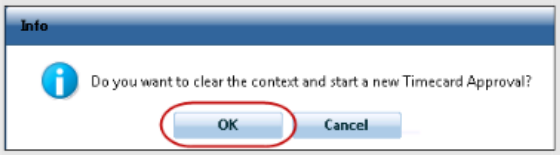
Steps		
1	In the Exceptions detail view, select the cell containing the exception.	
2	Do you want to mark an exception as reviewed, or unmark an exception as reviewed? • To mark an exception as reviewed, click **Mark as Reviewed**. • To unmark an exception as reviewed, click **Unmark as Reviewed**. **Note:** Mark as Reviewed is only available for exceptions that have not already been marked as reviewed. Additionally, Unmark as Reviewed is only be available for exceptions that have already been marked as reviewed.	
3	Click **Save**.	

Approving Timecards:

Approving Individual Timecards- You can click on an individual employee's name to *View Timecard*. Ensure that either Previous Pay Period or the actual dates of the pay period are showing in the Time Period. Click on *Approvals*, then *Approve*. The timecard for this employee is now approved.

Approving Timecards Using a Wizard-

Steps		
1	From the **Related Items** pane, select **Timecard Approval**.	
2	Review the **Punch Issues** page for any exceptions that have not been addressed. Correct the exceptions as necessary.	
3	Click **Next**.	
4	Review the **Manage Request** page for any unapproved requests.	
5	Click **Next**.	
6	On the **Approve Timecards** page, select one or more employees whose timecards you want to approve or click **Actions** > **Select All**	
7	Select **Approvals** > **Approve**.	

Steps		
8	Click **Yes**.	
9	Click **Next**.	
10	Review the status of your timecard approvals. If the Group Edit Results indicate that some timecards are approved, click the **Details** link and review the reasons why.	
11	Click **Clear**.	
12	Click **OK**.	

Questions?

If you have questions regarding use of the Kronos application, please submit a question to AskHR- http://www.clemson.edu/employment/contact_hr/

–Choose KRONOS when prompted

–Type your question in the My Question / Comment section

–Click on Submit. Your question will be answered as quickly as possible.

*Clemson Human Resources Service Center (HRSC) has Kronos FAQs located under Current Faculty/Staff then Payroll: http://www.clemson.edu/employment/hrsc/faq/.