



KRONOS

**MANAGER/SUPERVISOR
TRAINING MANUAL**



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Deadlines

All KRONOS edits and approvals must be completed by 4:00PM on Wednesday following the last day of pay period.



URGENT

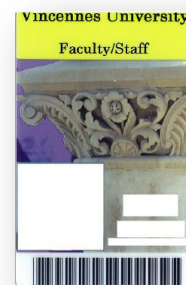
Blue Payroll Notifications & New Hire Packets are due to Human Resources by the first day that the employee works in your area.

Until an employee is processed by HR, they will not be accessible in the KRONOS system. If we do not have paperwork by the first day of work, you will need to physically track the employee's time until they are available on the KRONOS system for input. Supervisors will then have to input the employee's time manually onto their timecard for the time prior to receipt of paperwork.



TIMECLOCK EMPLOYEES

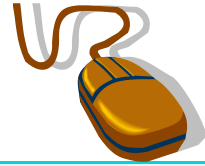
Full-Time and Part-Time Employees will need to obtain an ID on their first day of work so that they may swipe the timeclock on that day.



Thank you for your cooperation!

Logging In

1. Click on the **KRONOS** icon on the computer desktop that you are using to timestamp at or use this web address in internet browser: <https://kronos.vinu.edu/wfc/logon>.



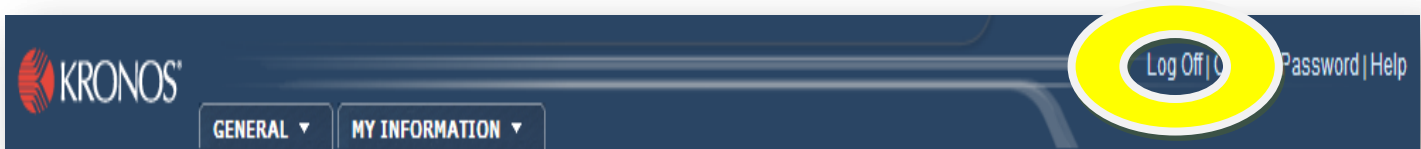
2. Type your **User Name** in this field. This should be the last digits of your A#; no leading zeros. (EX: A0000**xxxx**; user name will be **xxxx**)
3. Type your **Password** in this field. Initial log-in will be **kronos** and then you will be directed to a screen in which you will be able to create a new password.
For future log-in, you will use your selected password.

A screenshot of the 'WORKFORCE CENTRAL' login interface. The title bar says 'WORKFORCE CENTRAL Version 6.2'. Below that, it says 'LOG ON'. There are two input fields: 'User Name' and 'Password'. The 'User Name' field has a yellow highlight. To the right of the 'Password' field is a blue button with a right-pointing arrow.

4. Click the **Log-In** button.

Logging Off

Click on the **Log Off** area shown below in the upper right hand section of the screen.



*****Do not use the  in the upper right corner. *****
This will close the application and possibly not save your work.

Accessing My Timecard

After log-on the following screen always appears.

This is the screen that you will input **YOUR Vacation Time (VAC taken), Sick Time (SIC taken)/(SIC Prof Taken), Overtime (OT), Funeral leave (BER), Jury Duty (JD), or Unpaid (UNP)**. You can also view **total hours** for the time period selected and **accrual balances** as of the date highlighted on your timecard (EX: On the time card shown below, accrual balances are as of 06/27).

The screenshot displays the Kronos My Timecard interface. At the top, there is a navigation bar with the Kronos logo, "GENERAL" and "MY INFORMATION" dropdown menus, and links for "Log Off | Change Password | Help". Below the navigation bar, the page title is "*MY TIMECARD" and the status "Last Calculated: 2:16PM" is shown. The "Name & ID" field is redacted, and the "Time Period" is set to "Current Pay Period".

The main section is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A dropdown menu is open over the "Pay Code" column, listing options: VAC Taken, SIC Taken, OT, BER, JD, and UNP. The row for Monday, 6/27, is highlighted in orange.

Below the table, there are two tabs: "TOTALS & SCHEDULE" (active) and "AUDITS". The "TOTALS & SCHEDULE" tab shows a summary table with columns: Account, Pay Code, Amount, Accrual Code, Balance on Selected Date, and Units. The "All" filter is selected.

Account	Pay Code	Amount	Accrual Code	Balance on Selected Date	Units
			SIC	130.97	Hour
			VAC	109.93	Hour

Time Input

To input **YOUR** Vacation and Sick Time taken, Overtime, Funeral leave/Bereavement, Jury Duty, or unpaid hours; you will take the following steps:

1. Locate the **Date** on timecard that you wish to add hours to.
2. **Click** the **Drop-down Box** in the Pay Code column next to the date.
3. **Select** which **Pay Code** applies to that day.
4. **Click** in the **Amount** column and type amount of hours to apply.
*****Amount entered must not be less than one (1) hour for exception time*****
5. Click **Save**.

Once you click Save, My Timecard in the upper left hand corner turns from orange to black. This is a double check to ensure that your changes have been saved.

***MY TIMECARD** **Not Saved**
 Last Calculated: 2:16PM

5 **Save** | Actions | Amount | Accruals | Reports

	Date	Pay Code	Amount
X	Wed 6/22		
X	Thu 6/23		
X	Fri 6/24		
X	Sat 6/25		
X	Sun 6/26		
X	Mon 6/27	VAC Taken SIC Taken OT BER JD LNP	
X	Tue 6/28		
X	Wed 6/29		
X	Thu 6/30		
X	Fri 7/01		

Annotations: 1 (Date), 2 (Dropdown arrow), 3 (Dropdown menu), 4 (Amount column), 5 (Save button)

***Support Staff View**


MY TIMECARD **Saved**
 Loaded: 2:23PM

5 **Save** | Actions | Amount | Accruals | Reports

	Date	Pay Code	Amount
X	Wed 6/22		
X	Thu 6/23		
X	Fri 6/24		
X	Sat 6/25		
X	Sun 6/26		
X	Mon 6/27	VAC Taken BER JD Long Term Sick Lea SIC Prof Taken LNP	
X	Tue 6/28		
X	Wed 6/29		
X	Thu 6/30		
X	Fri 7/01		


Annotations: 1 (Date), 2 (Dropdown arrow), 3 (Dropdown menu), 4 (Amount column), 5 (Save button)

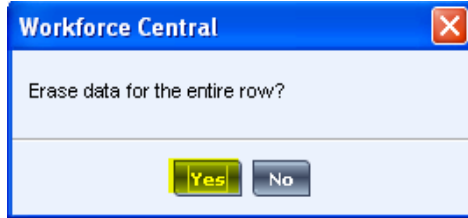
***Professional Staff View**

*****If you are entering more than one type of leave for the same date, you will need to click or  beside the date to insert a row for the other type of leave*****

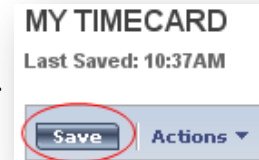
Deleting Time Input

To delete time for a date on **YOUR** timecard, take the following steps:

1. Click the  next to the date of the time that you wish to remove.
2. The box shown below appears. Click **Yes** to **Delete**.



3. Click **Save** in the upper left corner of the timecard.

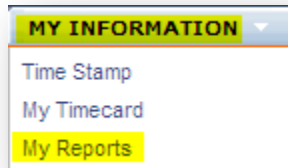


Reports

To run reports of **YOUR** information after you have logged in:

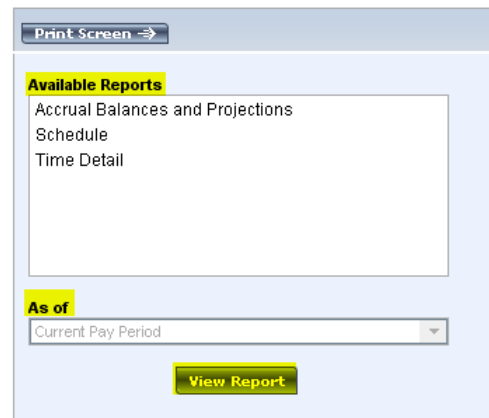
1. Click **My Information**

↓
My Reports



2. Select an **Available Report**
3. Select **As Of** period
4. Click **View Report**
5. The report will then be displayed on the screen and you may view or print *To Print: Go **FILE** → **PRINT**

MY REPORTS



Daily/Bi-Weekly Tasks



Daily Tasks

- ❖ **Use Reconcile Timecard Genie To Check & Correct Missed Punches**
 - ❖ **Add Missing Data to Timecards**
 - ❖ **New Hire Information Delivered To HR**
- ❖ **Train Employees on Correct Procedures for TimeStamp/Time Input**

- ❖ **Timeclock Departments – Enroll Biometric Scan for New Employees**
- ❖ **Timeclock Departments – New Full Time/Part Time Employees Obtain ID**



Bi-Weekly Tasks



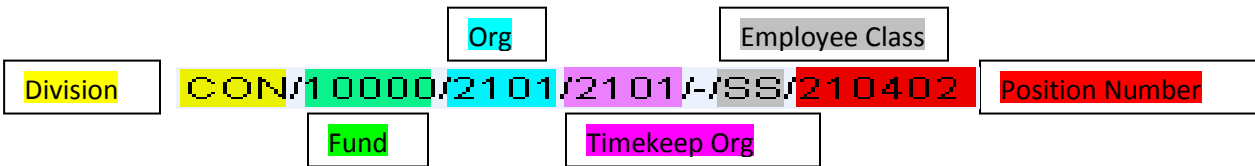
- ❖ **Use Reconcile Timecard Genie To Check & Correct Missed Punches**
 - ❖ **Add Missing Data to Timecards**
 - ❖ **Run and Save Reports to Excel**
 - ❖ **Check Employee Hours**
- ❖ **Use Pay Period Close Genie To Approve Previous Pay Period**

Reviewing Employee Timecards

QuickFind Genie – General Employee Information (Click My Genies – QuickFind)

This Genie is an employee search tool that lets you quickly locate employee information. To use this Genie, type all or a portion of an employee's name or ID and then click **Find** to display relevant entries. If you wish to view all of your employees, put an * and click **Find**.

This will display the Employee Name, ID, and Primary Labor Account. This information is fed directly from Banner once an employee is created by Human Resources and a job is created by Payroll. A description of the primary labor account is as follows:



Reconcile Timecard Genie – Time and Labor Data by Employee

(Click My Genies – Reconcile Timecard)

This Genie provides important information for each employee appearing on a separate line. It allows you to quickly identify individual timecard issues. You can sort employees within any Genie by clicking on the column heading.

To use this Genie, always select **Show** → **All Home and Transferred-in** (which should default) and select the **Time Period** (Current Pay Period is default) that you wish to view information for. To edit an employee's timecard, double click on the name of the employee and it will be displayed. You can then make the edits that need to be completed and click SAVE.

Pay Period Close Genie – Final Payroll Processing Step

(Click Timekeeping – Pay Period Close)

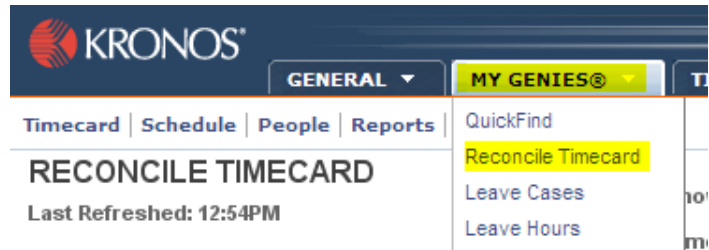
This Genie is a final double check for missing punches and unexcused absences. This is the last step to the payroll process for the pay period and should be completed after all hours have been verified.

To use this Genie, always select **Show** → **All Home and Transferred-in** (which should default) and select the **Time Period** (Previous Pay Period is default) that you wish to view time information for. Once information has been verified, please approve all timecards for your area.

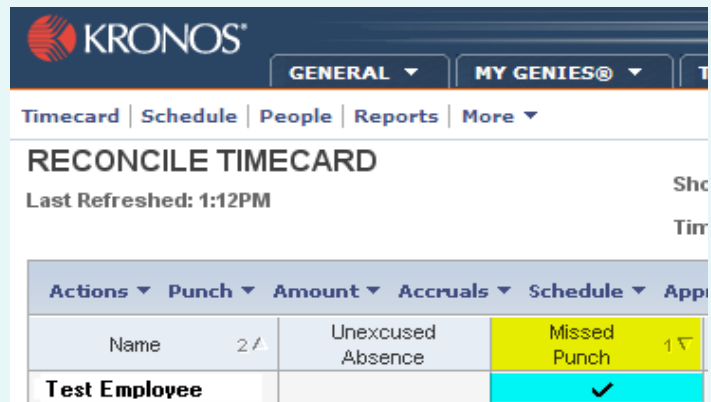
~Always click Refresh to display most current information!!!

Viewing Missed Punches/Unexcused Absences

1. Click **My Genies>**
Reconcile Timecard.



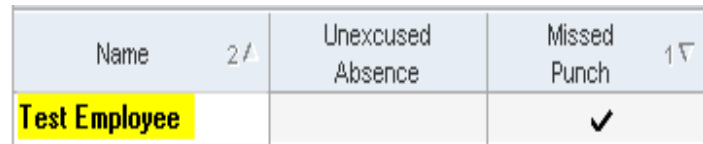
2. Sort employees by exception by clicking on the column heading that applies. For example, to view employees that have missed punches: **Double Click on the column for Missed Punch** and those employees should now appear at the top of your listing with check marks.



The screenshot shows the Kronos interface with the 'RECONCILE TIMECARD' page. The table has columns for 'Name', 'Unexcused Absence', and 'Missed Punch'. The 'Missed Punch' column is highlighted in yellow. The 'Test Employee' row has a checkmark in the 'Missed Punch' column. The page shows 'Last Refreshed: 1:12PM'.

Name	Unexcused Absence	Missed Punch
Test Employee		✓

3. **Double click** on the **Employee's Name** that you are going to edit. This will take you to the employee's timecard.



The screenshot shows the Kronos interface with the 'RECONCILE TIMECARD' page. The table has columns for 'Name', 'Unexcused Absence', and 'Missed Punch'. The 'Test Employee' row is highlighted in yellow. The 'Missed Punch' column has a checkmark.

Name	Unexcused Absence	Missed Punch
Test Employee		✓

Correcting Punches

Missed punches are indicated by a **RED BOX** as shown below. Click in the **RED BOX** to add the punch that is missing. Make sure when adding the time to specify **am** or **pm**.

*For example, if the out punch should be 4:00pm – You should input 4p and hit ENTER.
Once finished, click **SAVE**.*

The screenshot shows the KRONOS Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES@, TIMEKEEPING, SCHEDULING, MY INFORMATION, and MY C. Below these are links for Timecard, Schedule, People, Reports, and More. The main section is titled '*TIMECARD' and includes fields for Name & ID and Time Period (Current Pay Period). A 'Save' button is circled in red. Below this is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out. The row for Thursday, 5/12, shows an 'In' punch at 7:00 AM and a red box in the 'Out' column, indicating a missed punch.

- **Missed Punch – Supervisors MUST research and correct**
- **Hours for the day will be miscalculated**
- **Can result in Without Pay or Overpayment; if not corrected**

Punch Overrides may also need to be done on the timecard. This happens when the punch shown is an out punch appearing in the in-punch and vice versa. To correct, use the following instructions:

- **Right-click on the punch that needs edited and select **Edit Punch**.**




- Click the **Drop-down box** next to Override.
- **Select Type of Override** needs to occur.
- Click **OK**.


The screenshot shows the 'Edit Punch' dialog box. The fields are: Date (6/23/2011), Time (hh:mm) (4:56PM), Rounded Time (6/23/2011 5:00PM GMT-04:00), Time Zone ((GMT -05:00) Eastern Time (USA; Canada)), Override (In Punch), Cancel Deduction (<None>), Exception (Punched Lun Quarter Hour Round), and Comments (Punch has no comment). The 'Override' dropdown menu is open, showing options: <None>, In Punch, Out Punch, New Shift, and Punched Lun Quarter Hour Round. The 'In Punch' option is selected and circled in red. At the bottom, there are buttons for OK, Cancel, and Help. The OK button is circled in red.

Adding Time Worked/Exception Time

If you have an employee that forgets or is unable to report Exception Time or Overtime, you will need to manually add this time to their Timecard. Follow the steps below to correct this situation:

1. Go to MY GENIES  QUICKFIND.
2. Type all or a portion of an employee's name or ID and then click Find to display relevant entries. Make sure that the asterisk remains at the end of your entry.
3. Double-Click on Employee's name and Timecard will be displayed.
4. Locate the Date on timecard that you wish to add hours to.
**** If the date does not appear, you may need to change the Time Period.*
5. Click the Drop-down Box in the Pay Code column next to the date.
6. Select which Pay Code applies to that day.
7. Click in the Amount column and type amount of hours to apply.
*****Amount entered must not be less than one (1) hour for exception time*****
8. Click Save.

Once you click Save, My Timecard in the upper left hand corner turns from orange to black. This is a double check to ensure that your changes have been saved.

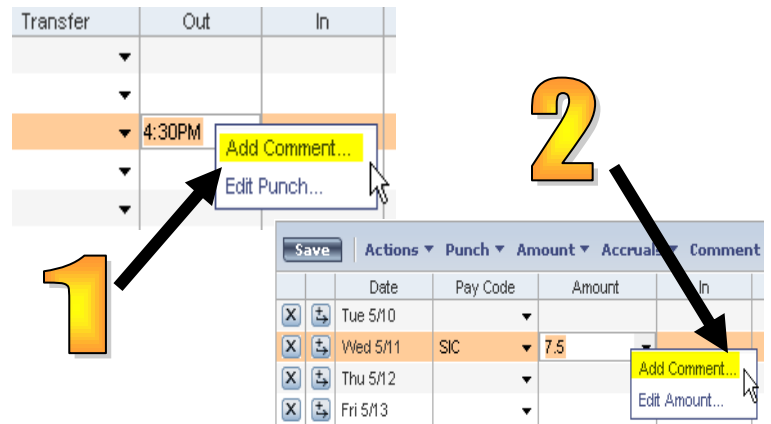
*****If you are entering more than one type of leave for the same date, you will need to click on  beside the date to insert a row for the other type of leave*****

*****TIMECLOCK/TIMESTAMP*****

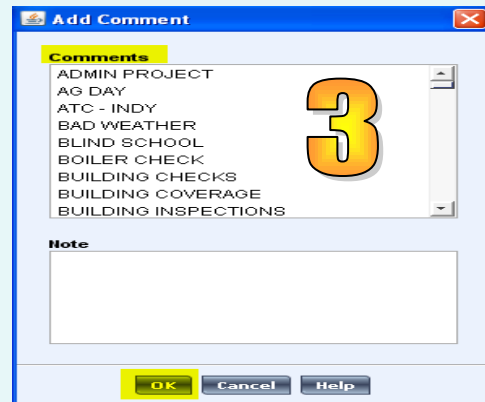
If you have an employee that is unable to or forgets to clock/punch, you will need to add the correct in/out punches instead of using a pay code insert!!!

Adding/Viewing/Deleting a Comment

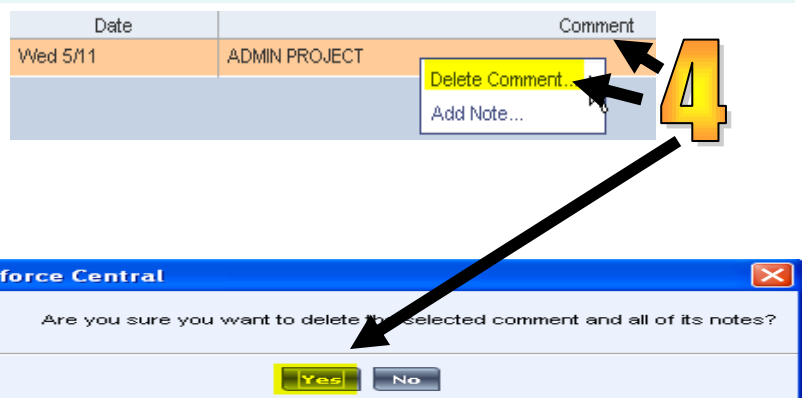
1. To **add** a comment to a punch, **right click** on actual **punch time** and select **Add Comment**.
2. To **add** a comment to a **pay code edit**, **right click** on the **amount of hours** taken and select **Add Comment**.



3. A listing of available comments will then appear. **Select one from list** and click **OK**. If you feel a note is necessary in addition to the comment, please insert under note. Please keep notes to a minimum with only vital information. **NOTE IS NOT REQUIRED!!!**



4. To **view the comment** that has been added. **Click Comment** in the **bottom right hand section**. To **delete**, **right click** and select **Delete Comment** and **Yes**.



Job Transfer-TimeStamp

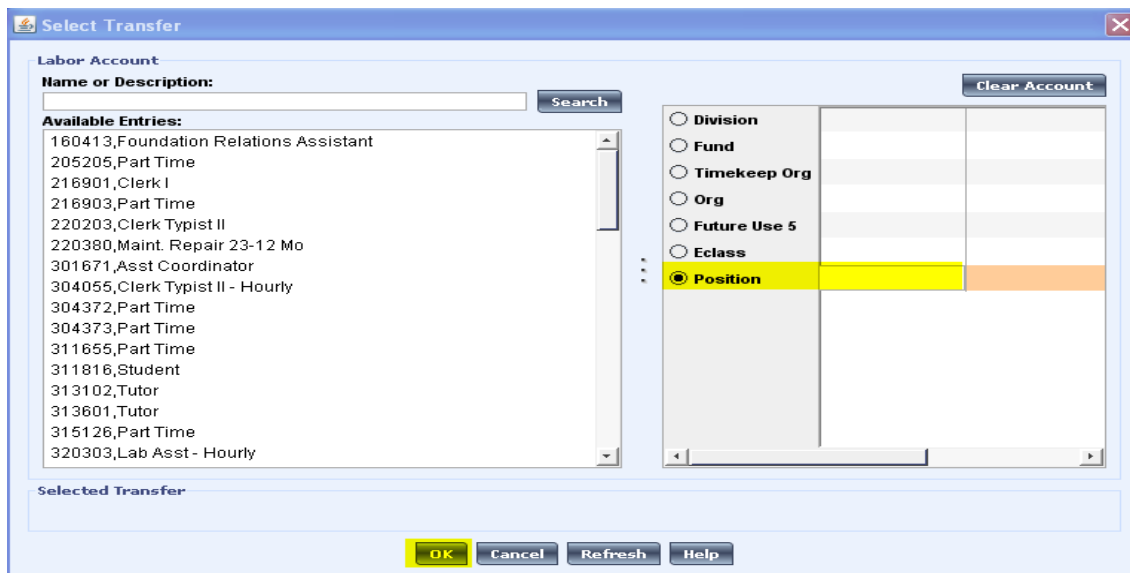
If you work for more than one department/area, you will need to perform the following steps before you click **Record Time Stamp** each time that you clock in/out.

1. Click the drop down box to the right of transfer.
2. Click **Search**.



The screenshot shows a web interface for recording time stamps. At the top, there is a 'Transfers' dropdown menu that is currently open, showing a search bar with the text 'Search...' and a keyboard shortcut 'Alt-S'. Below the dropdown is a checked checkbox labeled 'Log off after stamping'. At the bottom of the interface is a button labeled 'Record Time Stamp'.

3. Click in the box next to Position and type the position number provided to you by your supervisor or Payroll.



The screenshot shows a 'Select Transfer' dialog box. On the left, there is a 'Labor Account' section with a 'Name or Description:' field and a 'Search' button. Below this is a list of 'Available Entries' including various job titles and their corresponding numbers. On the right, there is a 'Clear Account' button and a list of radio buttons for selecting the account type: 'Division', 'Fund', 'Timekeep Org', 'Org', 'Future Use 5', and 'Eclass'. The 'Position' radio button is selected and highlighted in yellow. At the bottom of the dialog are buttons for 'OK', 'Cancel', 'Refresh', and 'Help'.

4. Click **OK**.
5. You will then be directed back to the **TIMESTAMP** screen and you can now click **Record Time Stamp**.
6. When you clock out you should then be able to select that position number from the drop down box on the **TIMESTAMP** screen each session. Once this step of typing in the position number has been done initially, you should not have to return to this screen unless you obtain a different job.



The screenshot shows the same 'Record Time Stamp' interface as before, but now the 'Transfers' dropdown menu is closed and the position number '313601' is entered into the search field. The 'Log off after stamping' checkbox remains checked, and the 'Record Time Stamp' button is still present at the bottom.

Job Transfer - TIMECLOCK

If you work more than one job and one includes a Timeclock, you will need to perform the following steps when you clock in or out at your Timeclock position.



Clocking In:

1. Press Labor Transfer Soft Key
2. Enter Position Control
(Provided by Supervisor/Payroll)
3. Press Enter 4 times
4. Enter ID and Press Enter OR Swipe Badge
5. Place Finger on Scanner

Clocking Out:

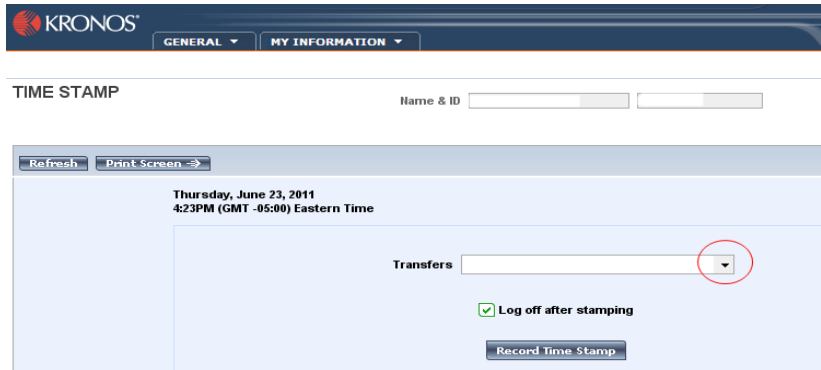
1. Enter ID and Press Enter OR Swipe Badge
2. Place Finger on Scanner



Job Transfer – Additional Job

If you also work a **Part-Time** job for the University in addition to your salary position, you will need to perform the following steps each time that you work the part-time job in that area.

1. Once logged-in, you will be in My Timecard view. Do not use this screen for adding your part-time hours. Select **MY INFORMATION** → **TIMESTAMP**
2. The following screen appears:

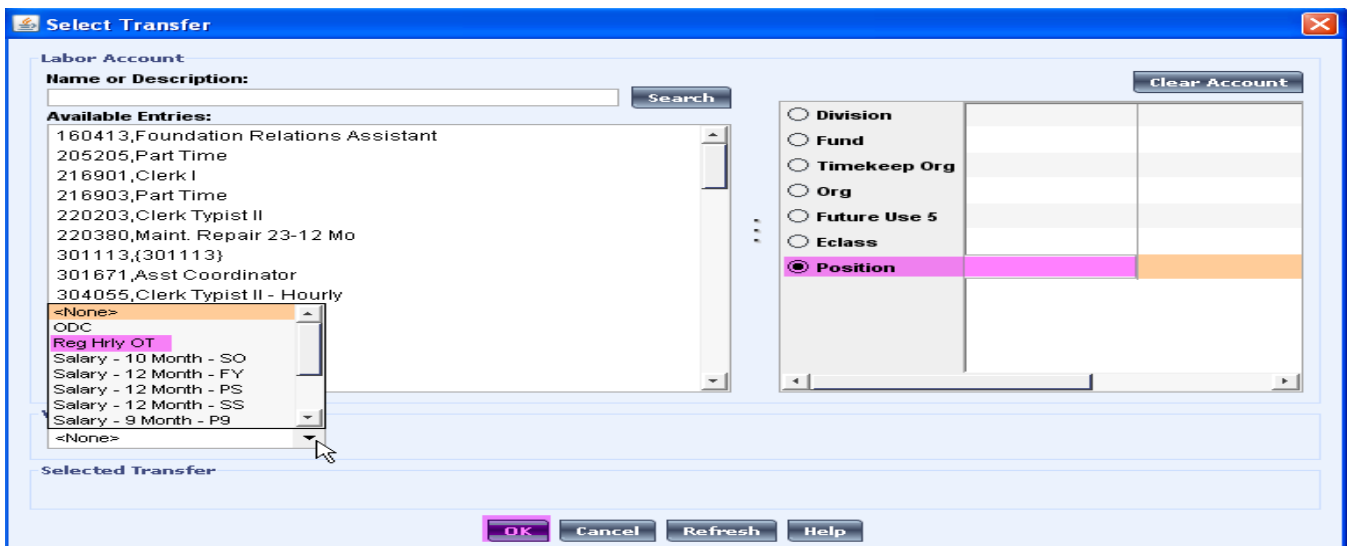



3. **Click** the **Drop-down box** to the right of transfer.

4. Click **Search**.



5. **Click** in the **box next to Position** and **type** the **position number** provided to you by your supervisor or Payroll. **Click** the **Drop-down Box** under Work Rule heading and **Select Reg Hrly OT**. Click **OK**.



6. You will then be directed back to the TIMESTAMP screen. You will then click the  button to log your time to the correct department/org.
7. When you clock in/out you should then be able to select that position number from the drop down box on the TIMESTAMP screen each session. Once this step has been done initially, you should not have to return to the select transfer screen unless you obtain a different job. You will have the position number stored and will see it each time that you clock in/out using Record Time Stamp.



Steps To Finalize and Approve Payroll

All areas are required to have timecards for all employees corrected and approved by 4PM on the Wednesday following the last day of the pay period.

Step 1

Go to **Reconcile Timecard Genie** under **MY GENIES** heading.


To review timecards for all employees without printing reports do the following:

Click **Actions**  **Select All**

Double-click Timecard in the upper left corner

Use the buttons to the right of name/id to go to next employees timecard



Name & ID   1 of 1087
Time Period

Step 2

Run reports to verify hours for each employee in your area.

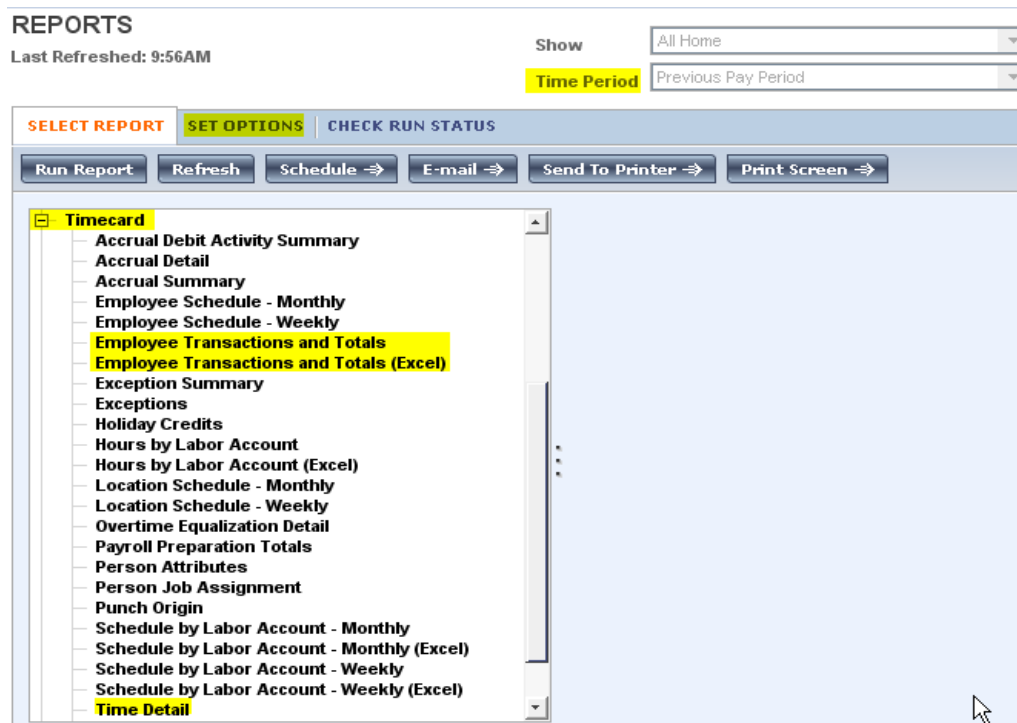
Go to **Reports** under the **GENERAL** heading. You have access to ALL reports but the 2 below give you what is needed to finalize payroll: **Employee Transactions and Totals & Time Detail**.

Select **Previous Pay Period** for **Time Period**

Click  beside Timecard

Choose which report that you wish to run (you will do this step again for the 2nd report)

Click **Run Report**



REPORTS
Last Refreshed: 9:56AM
Show
Time Period

SELECT REPORT **SET OPTIONS** **CHECK RUN STATUS**

Run Report **Refresh** **Schedule** **E-mail** **Send To Printer** **Print Screen**

Timecard

- Accrual Debit Activity Summary
- Accrual Detail
- Accrual Summary
- Employee Schedule - Monthly
- Employee Schedule - Weekly
- Employee Transactions and Totals**
- Employee Transactions and Totals (Excel)**
- Exception Summary
- Exceptions
- Holiday Credits
- Hours by Labor Account
- Hours by Labor Account (Excel)
- Location Schedule - Monthly
- Location Schedule - Weekly
- Overtime Equalization Detail
- Payroll Preparation Totals
- Person Attributes
- Person Job Assignment
- Punch Origin
- Schedule by Labor Account - Monthly
- Schedule by Labor Account - Monthly (Excel)
- Schedule by Labor Account - Weekly
- Schedule by Labor Account - Weekly (Excel)
- Time Detail**

Click **Check Run Status** Tab

Click **Refresh Status** until the report status shows **Complete**

Click **View Report**

When report opens in Adobe(pdf), you can click **File** → **Save As**
(Save as **REPORTTITLE-PAYDATE.pdf/EX: TimeDetail-07012011.pdf**)

***Recommendation: Create a new folder in MY DOCUMENTS on your PC to save each pays files to. No printed copy is required for Payroll any longer. The approval process you are about to perform provides the information necessary for Payroll to process. If you choose to keep a printed copy, you will choose File → Print in addition to saving the open document.**

SELECT REPORT		SET OPTIONS		CHECK RUN STATUS			
View Report		Refresh Status		Delete	Print Screen →		
Report Name	Format	Date In	Date Done	Status	Output	User	
Payroll Preparation Totals	pdf	Mon 6/27/2011 09:26:10AM	Mon 6/27/2011 09:26:15AM	Complete	Screen	SuperUser	
Time Detail	pdf	Mon 6/27/2011 09:11:12AM	Mon 6/27/2011 09:11:19AM	Complete	Screen	SuperUser	
Time Detail	pdf	Mon 6/27/2011 09:10:05AM	Mon 6/27/2011 09:10:24AM	Complete	Screen	SuperUser	
Employee Transactions and Totals (Excel)	pdf	Mon 6/27/2011 09:08:01AM	Mon 6/27/2011 09:08:07AM	Complete	Screen	SuperUser	
Employee Transactions and Totals (Excel)	pdf	Mon 6/27/2011 09:04:01AM	Mon 6/27/2011 09:04:12AM	Complete	Screen	SuperUser	

Step 3

Once all time has been verified, please complete this final step below:

Click **TIMEKEEPING** heading → **Pay Period Close**

Click **Actions** → **Select All**

Click **Approvals** → **Approve**

Click **GENERAL** heading → **Group Edit Results**

Click **Refresh** until the **Signed Off** Group Edit shows **COMPLETED**

Signed Off	6/23/2011	10:17AM	SuperUser	COMPLETED	Success:1088 Failure:0 Total: 1089
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Once **COMPLETED** and **NO FAILURES**, you have successfully submitted payroll for the pay period.

*****No other steps are required*****