

Use Chrome or Firefox for best speed. Do not use the browser's back button.

BASIC NAVIGATION for employees

When an employee (who is not a supervisor or superuser) logs in, the main screen is the timecard. They will not need to navigate to the timecard.

For a "Project View" timecard (full time administrators/management), to enter time, simply enter the pay code and number of hours:

Pay Code	Transfer	Sat 1/30	Sun 1/31	Mon 2/01	Tue 2/02	Wed 2/03	Thu 2/04	Fri 2/05	Total
Reg1				7:00	7:00	7:00			21:00
Vac							7:00	7:00	14:00
<Enter Pay Code>									
Daily Total				7:00	7:00	7:00	7:00	7:00	35:00

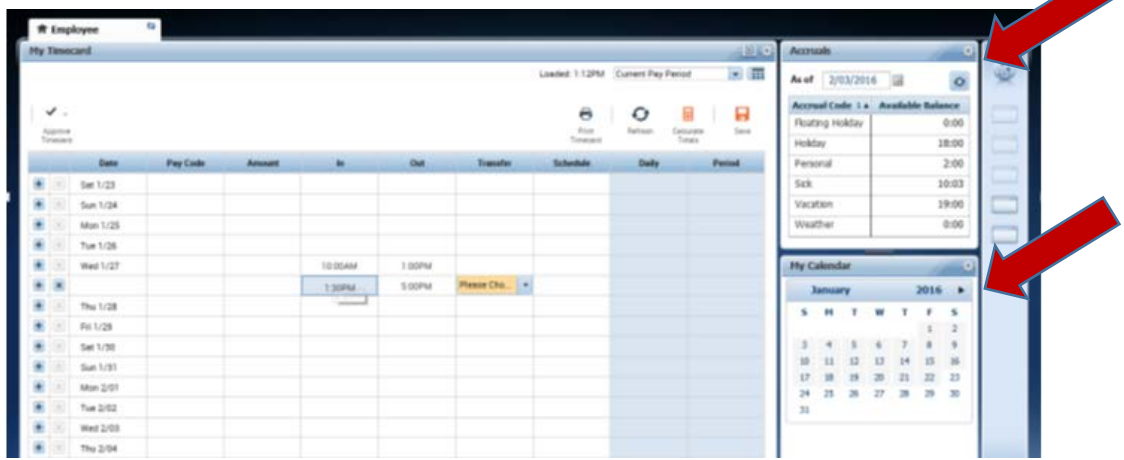
Pay Code	Transfer	Sat 2/06	Sun 2/07	Mon 2/08	Tue 2/09	Wed 2/10	Thu 2/11	Fri 2/12	Total
Hours Worked									
<Enter Pay Code>									
Daily Total									

For an "hourly view" timecard (CSEA/part time admin/credit free/non-management), this is the default timecard:

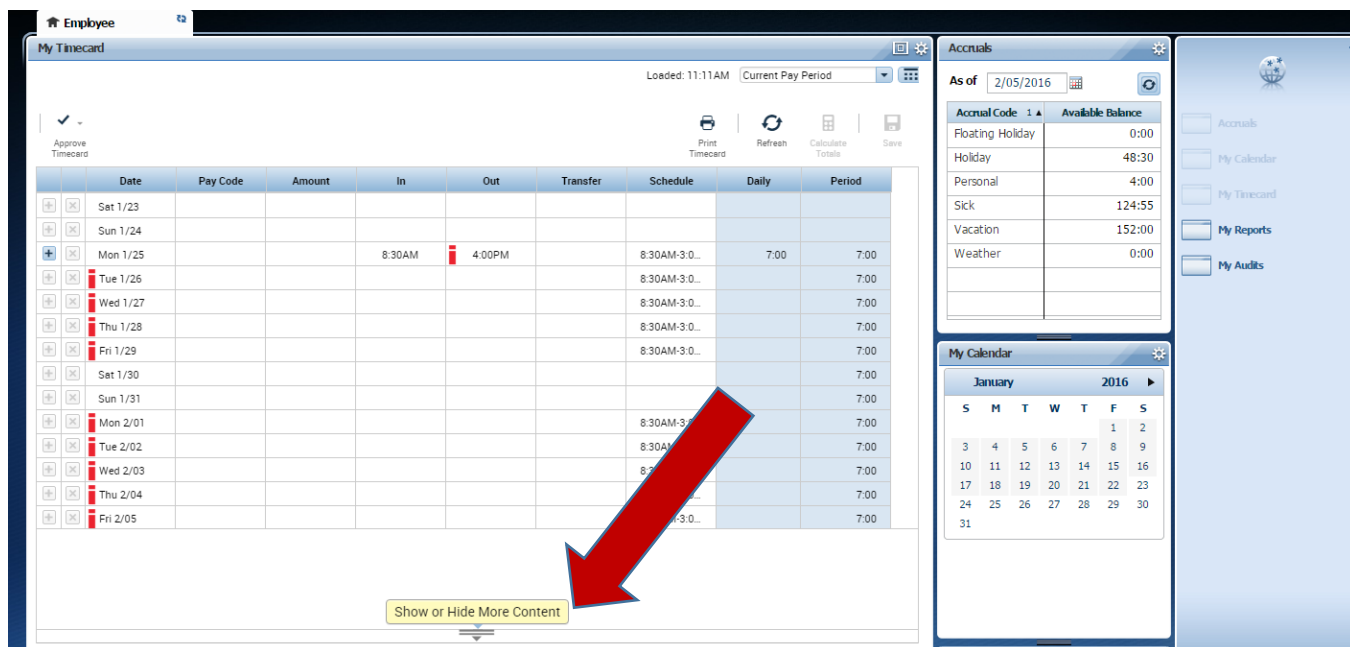
Date	Pay Code	Amount	In	Out	Transfer	Schedule	Daily	Period
Sat 1/23								
Sun 1/24								
Mon 1/25			8:30AM	4:00PM		8:30AM-3:00...	7:00	7:00
Tue 1/26						8:30AM-3:00...	7:00	7:00
Wed 1/27						8:30AM-3:00...	7:00	7:00
Thu 1/28						8:30AM-3:00...	7:00	7:00
Fri 1/29						8:30AM-3:00...	7:00	7:00
Sat 1/30							7:00	7:00
Sun 1/31							7:00	7:00
Mon 2/01						8:30AM-3:00...	7:00	7:00
Tue 2/02						8:30AM-3:00...	7:00	7:00
Wed 2/03						8:30AM-3:00...	7:00	7:00
Thu 2/04						8:30AM-3:00...	7:00	7:00
Fri 2/05						8:30AM-3:00...	7:00	7:00

Entering time into the timecard is as simple as typing in the cell. Shortcut: If you leave at 4:00 PM, simply enter 4p. There is no need to enter the colon in a time. 4:15 PM can be entered as 415p.

For employees who want or need to enter multiple shifts in one day (in/out for lunch, split shifts, partial benefit time, or multiple positions), click on the plus sign (+) on the left to add a second line on same day. To view calendar or accruals, click on widgets on right side. This will open a new tab.



To show more content including totals and accrual balances, click the arrow at the bottom center of the timecard:



Total and accrual tabs show under the timecard. The bottom center arrow will toggle between showing this and not showing this information:

The screenshot shows the 'My Timecard' interface. At the top, it says 'Loaded: 11:11 AM' and 'Current Pay Period'. Below this is a table with columns: Date, Pay Code, Amount, In, Out, Transfer, Schedule, Daily, and Period. The table shows data for dates from Sat 1/23 to Fri 1/29. Below the table are two sections: 'Totals' and 'Accruals'. The 'Totals' section has a dropdown menu set to 'All' and a table with columns: Account, Pay Code, and Amount. The 'Accruals' section has a dropdown menu set to 'All' and a table with columns: Accrual Code and Available Balance. A red arrow points to a small downward-pointing arrow at the bottom center of the timecard table, which is used to toggle the display of totals and accruals.

To edit a punch (cancel lunch, etc) or add a comment/note – right click on the punch time and you’ll see this screen:

The screenshot shows the 'My Timecard' interface with a 'Punch Actions' dialog box open. The dialog box has a title bar 'Punch Actions' and a close button. It shows the date '1/26/2016' and the time '8:30A'. There are three buttons: 'Edit', 'Comments', and 'Assign Location'. The background shows the timecard table with columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, Daily, and Period. The table shows data for dates from Sat 1/23/16 to Fri 2/05/16.

The red indicators in a cell indicate an exception such as early in, late out, long shifts, missed punches, etc. The blue speech bubble indicates a comment has been added. In this case, the lunch deduction was over-ridden with an edit, and the comment “worked through lunch” was selected. Free-form notes should also be added to give more detail about the comment selected. You’ll see an “add note” option when comments are selected.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
	Sat 1/23/16								
	Sun 1/24/16								
	Mon 1/25/16	8:30AM-3:00PM			8:30AM		3:00PM	6.00	6.00
	Tue 1/26/16	8:30AM-3:00PM			8:30AM		3:00PM	6.30	12.30
	Wed 1/27/16	8:30AM-3:00PM							12.30

For CSEA only, to enter meal money based on the contract, select Meal-XXX as the PayCode, along with the correct amount. For a 5.75 meal, enter Meal-5.75 as the PayCode, and 1 in the amount field. This will pay one “instance” at 5.75.

DO NOT ENTER THE DOLLAR AMOUNT – this is a change from previous versions.

	Date	Pay Code	Amount	In	Out	Transfer	Schedule	Daily	Period
	Sat 1/23								
	Sun 1/24								
	Mon 1/25			9:00AM	8:00PM			10:30	10:30
	Tue 1/26	Please Choose:							10:30
	Wed 1/27								10:30
	Thu 1/28								10:30
	Fri 1/29								10:30

To use benefit time, simply select the PayCode (vac/personal/sick) and enter the total number of hours in the amount field.

In the timecard, if you right-click on a punch with an exception (red), your supervisor can indicate that it has been reviewed and the indicator will turn green. In this case the 2/4 early in exception has been marked by the supervisor as reviewed. If long shift exceptions are not marked by the supervisor, payroll will call to verify the hours. If the supervisor has marked them as reviewed, it will be assumed that they are correct.

Please be aware of the common problem of entering AM instead of PM as an out time, resulting in a shift that is 12 hours longer than it should be. Any incorrect entries can of course be fixed right in the timecard.

The screenshot shows a timecard interface with a calendar grid on the left and a 'Punch Actions' dialog box in the center. The calendar grid lists dates from Mon 1/25 to Fri 2/05, with various punch times and exceptions. The 'Punch Actions' dialog box is open over the punch for Wed 2/03 at 8:00AM. The dialog box contains the following information:

- Date: 2/03/2016
- Time: 8:00AM
- Rounded Time: 2/03/2016 8:00AM GMT-05:00
- Override: In Punch
- Time Zone: (GMT-05:00) Eastern Time (USA; Canada)
- Exceptions: Early In
- Last Edit Date: 1/25/2016
- Edit Made By: Vaeth, Dawn

At the bottom of the dialog box, there are three main action buttons: 'Mark As Reviewed' (with a checkmark icon), 'Edit' (with a pencil icon), and 'Comments' (with a speech bubble icon). There is also a 'Justify Exception' button with a star icon.

Note: See other instructions for moving time (comp or weather in particular). This procedure has changed significantly from earlier Kronos versions.

For additional documentation please contact the payroll office.