

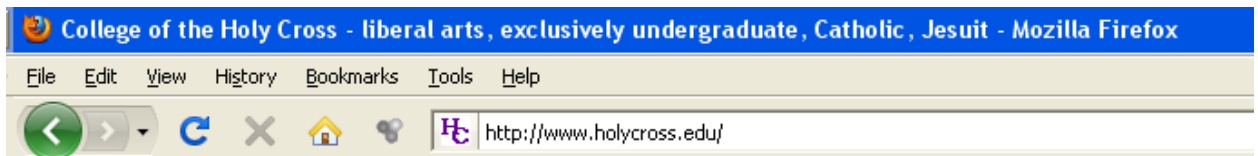
Introduction

The HTML version of Kronos for managers is significantly different than the java version. These instructions will help managers navigate the html screens to enter time, run reports and manage paid time off.

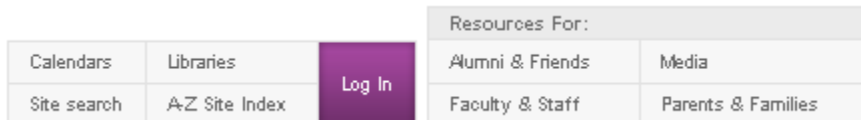
Log In to Kronos – HTML Version

The following instructions can be used with any computer on campus.

1. Launch a web browser, either Mozilla FireFox or Internet Explorer
2. If you aren't presented with the Holy Cross home page, press CNTL and L at the same time and enter in the address bar: <http://www.holycross.edu/>



3. Click the purple Log In button located in the upper right portion of the Holy Cross home page



4. Click the link for **Kronos – Time Entry** located under the Links and Quick Links on the right side of the page
5. Enter in your network id (All Caps) and network password (case sensitive) and click the arrow

LOG ON

User Name

Password



6. The HTML Menu will appear

My Genies

To enter time for an employee, you can choose any of the options under My Genies with the exception of Pay Period Close (this is for payroll use only). Each option gives you a different overview of your employees. To return to the main menu from any screen, click the Home button in the upper right of the screen.

1. Time card overview shows you a summary of the timecard for each employee:

Person Name	Cost Center	Std Weekly Hours	Total Hours	Total OT	Total Sick	Total Holiday	Total Vacation
Test, D	221200	35.0	35.0			14.0	

2. Accrual Balances Admin will show an overview of accrual balances for each administrative employee

Person Name	Individual Labor Level Name - Single Level	Std Weekly Hours	Vacation	Rollover VAC	Floating Holiday	Sick	Accrued Vacation
Test, R	221200	40.0	128.0	0.0	16.0	960.0	80.0
Test, A	221200	40.0	160.0	0.0	24.0	960.0	80.0

3. Accrual Balances Hourly will give you an overview of accrual balances for all hourly employees.

Timecard | Reports < Home

ACCRUAL BALANCES HOURLY

Show:

Time Period:

Person Name	Individual Labor Level Name - Single Level	Std Weekly Hours	Vacation ^{1/2}	Rollover VAC	Floating Holiday	Sick	Personal	Time Due	Accrued Vacation
Test, D	221200	35.0	25.92	0.0	7.0	667.0	20.5	0.0	48.45

4. Reconcile Timecards gives you an overview of the current timecard as below

Timecard | Reports < Home


RECONCILE TIMECARD

Show:

Time Period:

Name ^{1/2}	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unshed Hours	Totals Up-To-Date
Test, A								▼
Test, R								▼

5. Quick find allows you to search for an individual employee. Just enter the last name or id in the Name or ID field and click find. The employee will then show in the table below.



Timecard | Reports

QUICKFIND

Name or ID:

Time Period:

Name ^{1/2}	ID	
This table currently contains no data.		

6. From any of the above screens, click once on the name of the employee you want to edit time for and then click on timecard. **Please note: double clicking the name does not work in this version. You can, however, select a group of names and click on timecard and then scroll from one timecard to the next from within the timecard screen.**

Timecard | Reports

TIMECARD

Person & Id: Test, A | 0500699 | 1 of 2

Time Period: Previous Pay Period | 12/16/2012 - 12/31/2012

i Sign-Off: Sign-off (ASTOLARC) at 8:59AM on 1/02/2013

Primary Account | Totals Summary | Refresh | Select an Action

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 12/16				
	Mon 12/17				
	Tue 12/18				
	Wed 12/19				
	Thu 12/20				
	Fri 12/21				

- As with the java version you must be sure that under the “Show” drop down you choose the “HC Home Hourly” for hourly employees and “HC Home Admin” for administrative employees.

Timecard | Reports

ACCURAL BALANCES ADMIN

Show: HC Home Admin

Time Period: Current Pay Period | Apply

Refresh | Select an Action

Person Name	Individual Labor Level Name - Single Level	Std Weekly Hours	Vacation	Rollover VAC	Floating Holiday	Sick	Accrued Vacation
Test, R	221200	40.0	128.0	0.0	16.0	960.0	80.0
Test, A	221200	40.0	160.0	0.0	24.0	960.0	80.0

Entering Time

The timecard appears a little different from the java version, but time is entered the same way.

Hourly:

Enter a paycode such as vacation, floating holiday, personal and the hours to be paid. For regular hours, enter the start and end time.

Time Period: Previous Pay Period | 1/06/2013 - 1/12/2013

Approvals:

i Timecard Approval by Employee (TALATALO): 1/12/2013

Save | Approve | Comments → | Primary Account | Totals Summary | Refresh | Select an Action

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals	
								Shift	Daily
	Sat 1/05								
	Sun 1/06								
	Mon 1/07	Floating Holiday	8.0						8.0
	Tue 1/08	Personal Time	2.5						
	Tue 1/08			8:00AM		1:30PM		5.5	8.0
	Wed 1/09			8:00AM		5:00PM		8.0	8.0
	Thu 1/10			8:00AM		5:00PM		8.0	8.0
	Fri 1/11			8:00AM		5:00PM		8.0	8.0
	Sat 1/12								
	Sun 1/13								
								Total:	40.0

Administrators:

Enter only paid time off such as vacation admin, floating holiday admin, personal time admin etc. and the number of hours to be paid.

Time Period | Current Pay Period | 1/01/2013 - 1/15/2013

Save Approve Comments → Primary Account Totals Summary Refresh Select an Action ▼									
Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals	
								Shift	Daily
	Mon 12/31	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Tue 1/01	New Years 2013	0.0				<input type="checkbox"/>		
	Wed 1/02	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Thu 1/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Fri 1/04	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Sat 1/05	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Sun 1/06	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Mon 1/07	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Tue 1/08	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Wed 1/09	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Thu 1/10	Vacation Admin	8.0				<input type="checkbox"/>		8.0
	Fri 1/11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Sat 1/12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Sun 1/13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Mon 1/14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Tue 1/15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Wed 1/16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
Total: 8.0									

Reports – Accruals and Time Detail

To view accruals, you must now run a report. You can also run other reports such as time detail using the same method.

Accrual Report

- Under the general section, select “Reports”



2. Select Accrual Balances and Projections

REPORTS

Reports

- **Accrual Balances and Projections**
- Accrual Detail
- Badge Numbers
- Employee Schedule - Monthly
- Employee Schedule - Weekly
- Schedule by Labor Account - Weekly
- Time Detail
- Timecard Sign-off, Request and Approval

3. Enter today's date under time period

ACCRUAL BALANCES AND PROJECTIONS

Displays the current balances, as well as future takings, credits, and projected balance through the furthest planned taking of the selected employees. Managers can use this to determine if an employee has accrued enough time for a vacation.

Time Period

Screen
 E-mail

Addresses e.g. person1@company.com, person2@company.com
E-mail Format

Print
Printer

4. Click Run Report

5. Click Refresh until status shows complete

REPORT RUN STATUS

Report Name	Format	Date In	Date Done	Status	Output	User
Time Detail	pdf	1/12/2013 11:24AM		Waiting	Screen	TEST
Time Detail	pdf	1/12/2013 10:55AM	1/12/2013 10:56AM	Complete	Screen	TEST

6. Click View Report – The report is a pdf that can be saved to a network drive.

Time Detail Reports

You can also run reports for a range of dates. For example from July 1 through the present to see all time entered for this fiscal year.

1. Under reports select “Time Detail”

- Under time Period select “Range of Dates” , enter the beginning and end dates

TIME DETAIL
 Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

Time Period: Range of Dates | 1/12/2013 | 1/12/2013

Options:

- Ac: Previous Pay Period, Current Pay Period, Next Pay Period
- Em: Previous Schedule Period, Current Schedule Period, Next Schedule Period
- Screen: []
- E-mail: Today, Yesterday, Week to Date, Last Week
- Add: []
- E-m: []
- Print: Specific Date, **Range of Dates**

Printer: WFC Printer 1

- Click Run report
- Click refresh until status is complete
- Click View Report

Approve and Sign Off on Timecards

- From within the timecard, click approve
- To sign off – “Select an Action” and choose “Sign Off”

Approve

Select an Action

- Select an Action
- Select All
- E-mail
- Approve
- Remove Approval
- Sign off**
- Sort Table
- Export to Excel
- Export to CSV

Questions?

Please call the HRIS Technical Specialist in Human Resources at extension 3018.

