

Kronos Workforce Central 8 Timekeeping System

Manager Procedure Manual



Table of Contents


Log In to Kronos https://kronos.rit.edu	1
Punches	
Access an Employee Timecard.....	2
Add a New Punch to Employee Timecard.....	5
Edit a Punch on an Employee Timecard	7
Delete a Punch on an Employee Timecard	8
Pay codes	
Add / Edit Paycode	9
Deleting Paycodes.....	111
Schedules	
Set up an Employee Schedule	122
Delete Pattern from Schedule.....	166
Group Edits	
Add New Punches	177
Add New Amounts	188
Sign Off an Employee Timecard	199
Quick Find	221
Reports	
Running Reports	22
RIT Links	24
Help	25

Logging into Kronos

Summary:

Logging in is necessary to gain access to the Kronos WFC 8 software.

Process:

1. Open a web browser
 - a. Windows: Internet Explorer, Firefox or Chrome
 - b. Mac: Safari, Firefox or Chrome
 - c. Alternatively, a desktop shortcut or browser bookmark may be created
2. Enter the URL to Kronos.
3. Enter in your Username and Password (Figure 1).
4. Press the "Enter" key on the keyboard or click the "Log On" button. 

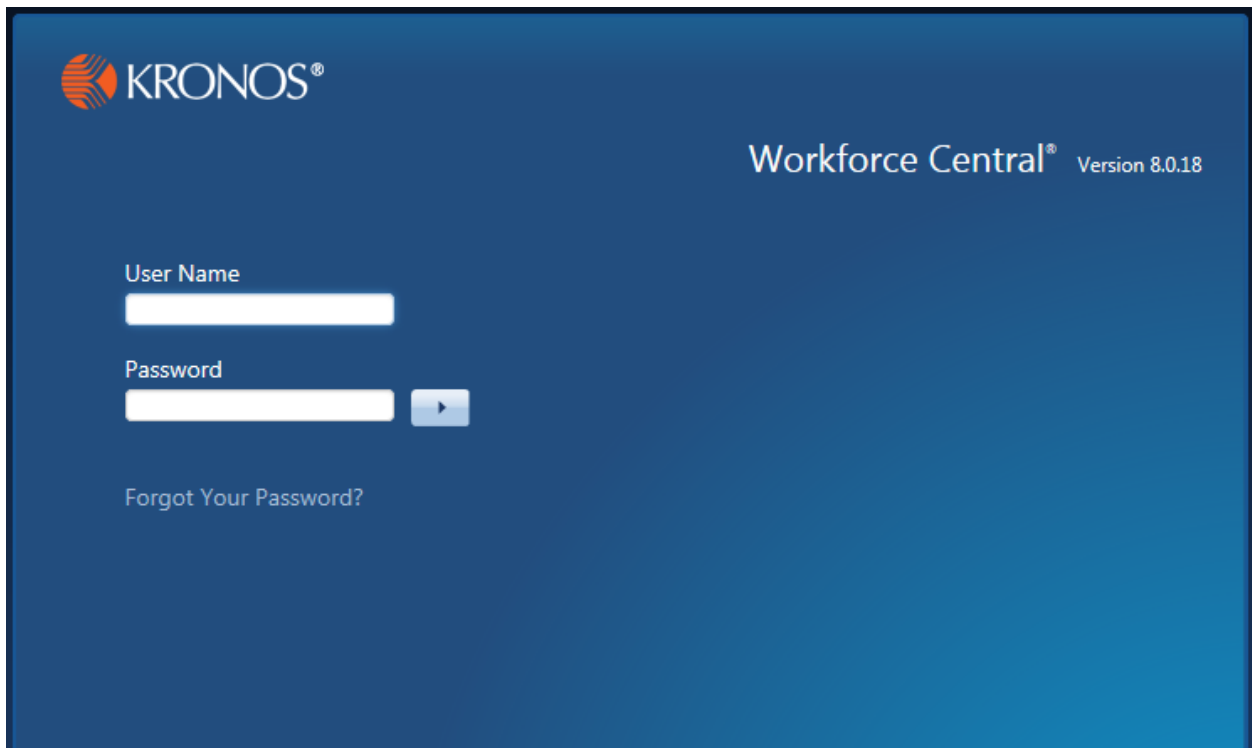


Figure 1

Access an Employee Timecard

Summary:

Accessing a time card in the Kronos time tracking system is necessary for timecard sign off, viewing or editing punches, and viewing schedules.


Process:



HELPFUL TIP: Opening all timecards at once can be accomplished by clicking the “All Timecards” option located in the far right widget on the “Manage My Department” tab. Read on for more options.

Select any Genie from the Genie pick list located in the upper left corner of the “Manage My Department” tab (Suggestion: Each Genie has different information, review them all. For example, look at “Current Timecard” or “Kronos Sign-Off Day” from the pick list, the data provided in these windows is helpful). (Figure 2, pg 3)

Select the desired time period and hyperfind query as needed (the hyperfind query is set by default, only change it where required). (Figure 2, pg 3)


1. Select the employee(s):

- a. Select all timecards by clicking the “Select All Rows” icon 
OR
- b. Double-click on an employee
OR
- c. Select multiple employees by holding down the Control key (CTRL) on the keyboard and single click on each desired employee
OR
- d. Hold a single click while highlighting multiple employees

2. In the “Go To” pick list icon  click “All Timecards”
3. Time Periods can be changed by selecting any of the options in the drop down menu from the top tool bar. If a custom date range is preferred, click the calendar icon  and enter the custom date range (Figure 4, pg 4)

HELPFUL TIP: If more than one employee was selected in step 3, then it’s possible to move between the selected employees timecards by clicking the employee name from the Employee pick list or using the left and right arrows located to the right of the employee name (Figure 5, pg 4)

Extra Information:

- Pay code Totals, Accruals and Audits can be accessed by clicking the  icon located at the bottom center of the timecard window
- Schedules are built into the timecard
- Employee timecards can be accessed from any of the Genie windows.

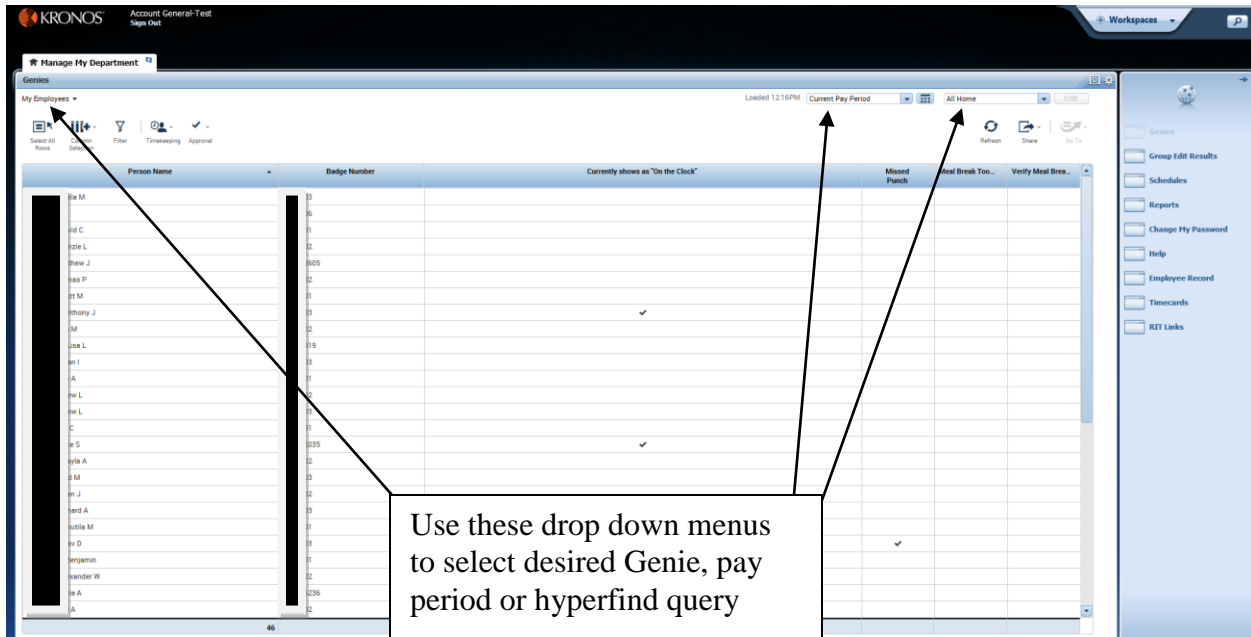


Figure 2

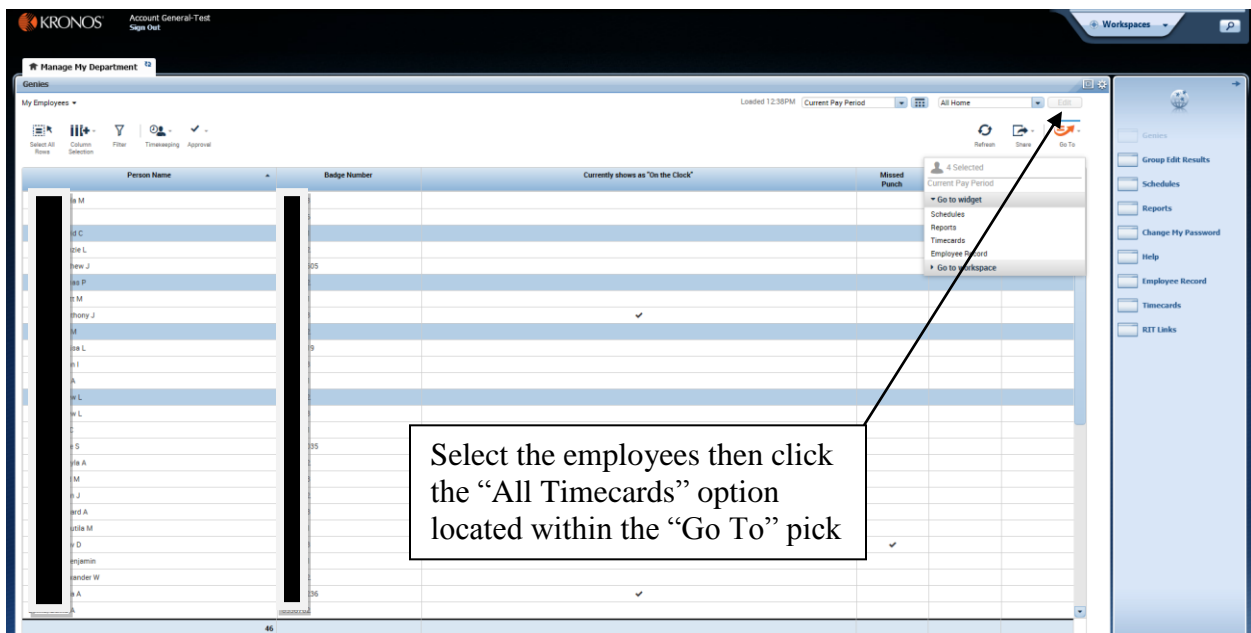
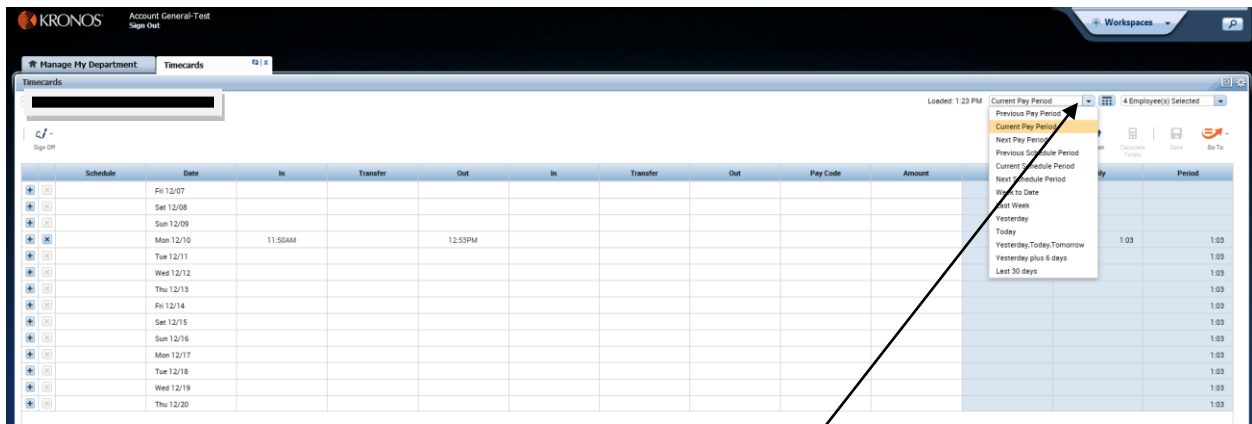


Figure 3




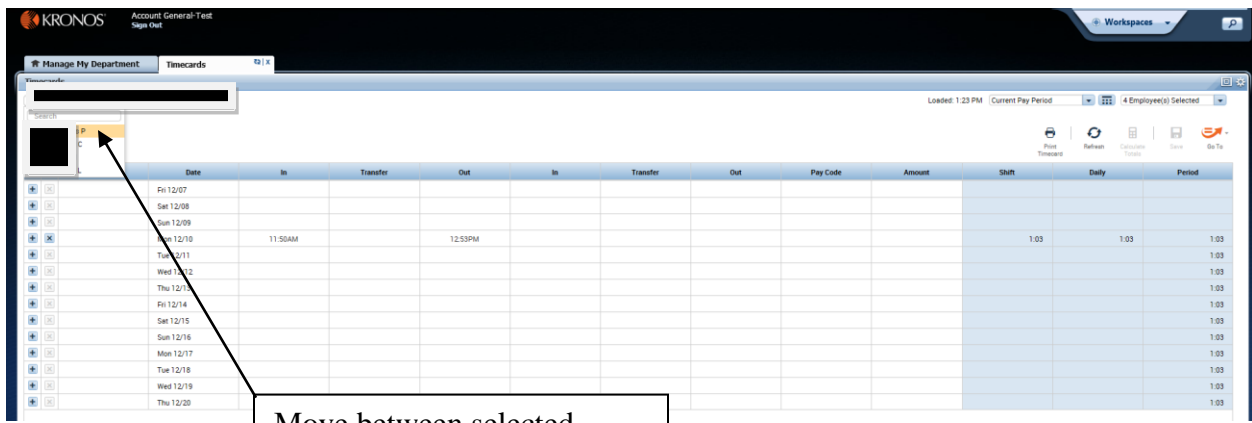
Timecard pay period options may be selected within the Pay Period pick list, or by selecting the Range of Dates icon 

Figure 4



Move between selected employee timecards by selecting a new name or by using the left/right arrows.


Figure 5

Add a New Punch to Employee Timecard



Summary:

Manually adding a new punch may be necessary.

Process:

1. Select the desired employee timecard (see page 2).
2. Single click in the cell where the punch is needed. (Figure 6, pg 6)
3. Enter in the time of the punch, include "A" or "P" to indicate AM/PM and then press the "Enter" key (Figure 7, pg 6)
4. Verify that the time is correct. If changes are needed, repeat steps 2 and 3.
5. Click the "Save" icon  in the menu bar above the timecard. (Figure 7, pg 6)

Extra Information:

- If you don't "Save" the timecard any changes will be lost upon exit.
- If an employee forgets to punch in or out, hours will not be recognized as time worked.
- Cells with a red icon  7:30PM are flagging potential issues. Hovering the mouse pointer over the cell will result in a bubble pop-up appearing which will indicate the potential issue.
- Cells that are filled red  are indicating a punch which is required is missing.
- Missing punches may not always be obvious. Sometimes a punch from the next, or previous, day moves into the missing punch cell. Be sure to look for "Shift" totals that appear to be a greater amount of time than typically worked.
- Missing punches on the last day of the pay period may not be obvious, be sure to verify the correct punches have been recorded on the last day of the pay period.

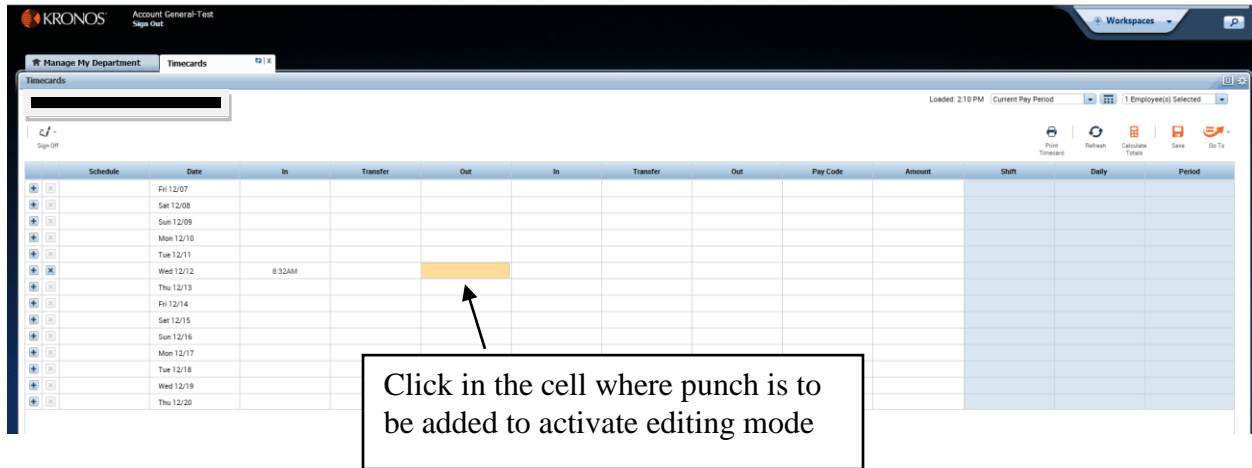


Figure 6

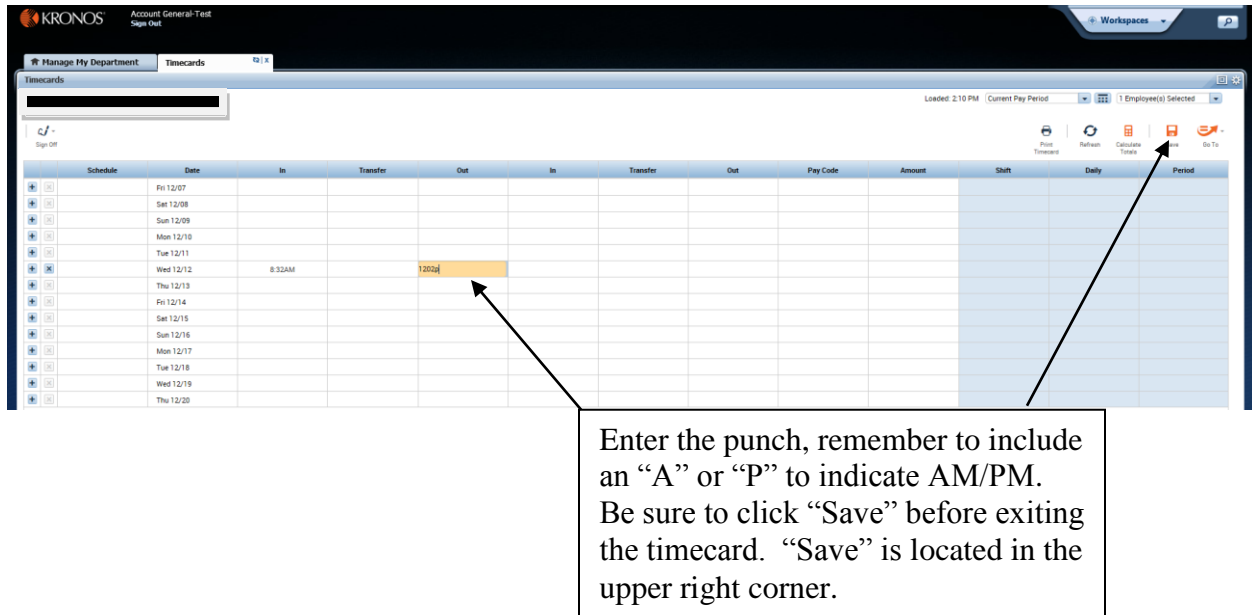



Figure 7

Edit a Punch on an Employee Timecard



Summary:

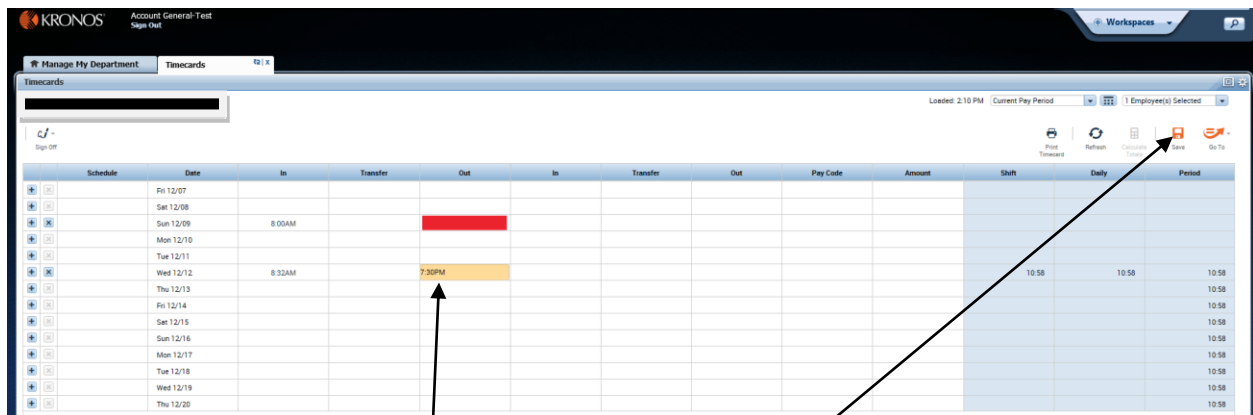
Manually editing an existing punch may be necessary.

Process:

1. Select the employee timecard to be edited (see page 2).
2. Single click in the cell where the punch to be edited is located. (Figure 8)
3. Enter the corrected punch by keying directly over the existing punch, include "A" or "P" to indicate AM/PM and then press the "Enter" key (Figure 8)
4. Verify that the time is correct. If changes are needed, repeat steps 2 and 3.
5. Click the "Save" icon  in the menu bar above the timecard. (Figure 8)

Extra Information:

- If you don't "Save" the timecard any changes will be lost upon exit.
- Cells with a red icon  7:30PM are flagging potential issues. Hovering the mouse pointer over the cell will result in a bubble pop-up appearing which will indicate the potential issue.
- Cells that are filled red  are indicating a punch which is required is missing.



Select the punch that needs to be edited and then key in the new time. Be sure to click "Save" before exiting the timecard. "Save" is located in the upper right corner.



Figure 8

Delete a Punch on an Employee Timecard

Summary:

Deleting a punch is necessary when a punch is entered in error.

Process:


1. Select the desired employee time card (see page 2)
2. Single click in the cell where the punch to be deleted is located. (Figure 8, pg 7)
3. Press the "Delete" or "Backspace" key on your keyboard to delete the punch and then press the "Enter" key
4. To delete all punches for a specific row, click the "X" icon  located on the left side of the timecard, in the row to be deleted, and then click "Yes" in the "Warning" pop up window.
5. Verify that the delete is correct.
6. Click the "Save" icon  in the menu bar above the timecard. (Figure 8, pg 7)

Add / Edit Pay codes

Summary:

Correct pay codes are essential to ensure that people are paid correctly for (typically) non-worked time such as holiday time off, sick days, vacation days, etc.

Process:

1. Select the desired employee timecard (see page 2)
2. Click in the “Pay Code” cell in the row of the date where the entry is desired (Figure 9).
3. Click the desired pay code from the pick list. (Figure 9)
4. To the right of the selected pay code, click in the “Amount” cell and enter the number of hours granted. DO NOT USE THE PREDEFINED OPTIONS (Full sched day/Half sched day) (Figure 10, pg 10)
5. Verify the entry for accuracy (Figure 11, pg 10)
6. Click the “Save” icon  in the menu bar above the timecard. (Figure 8, pg 7)

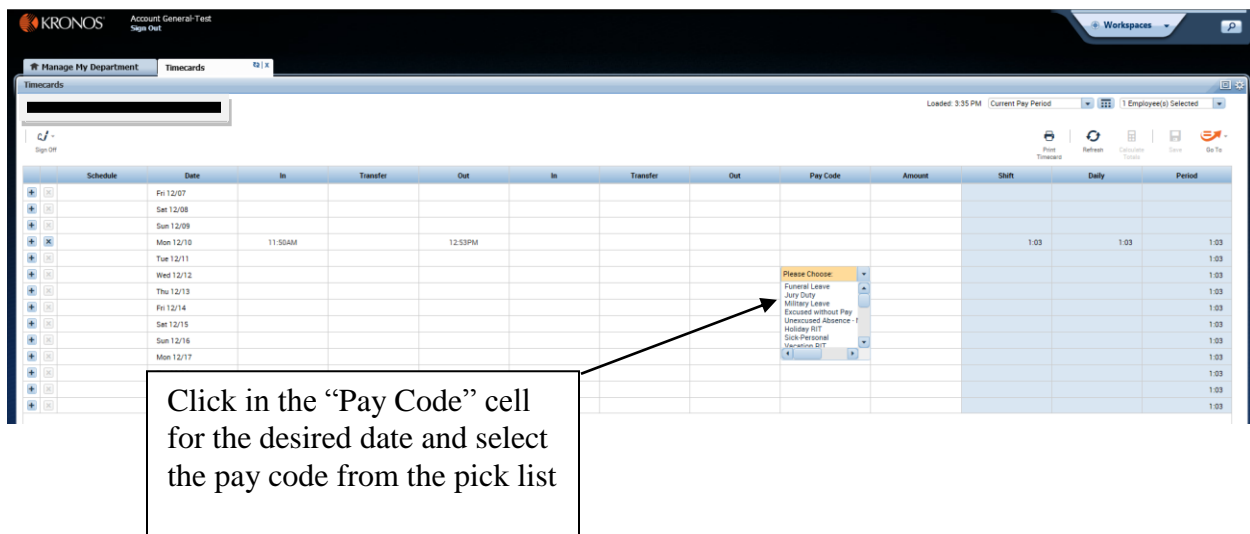
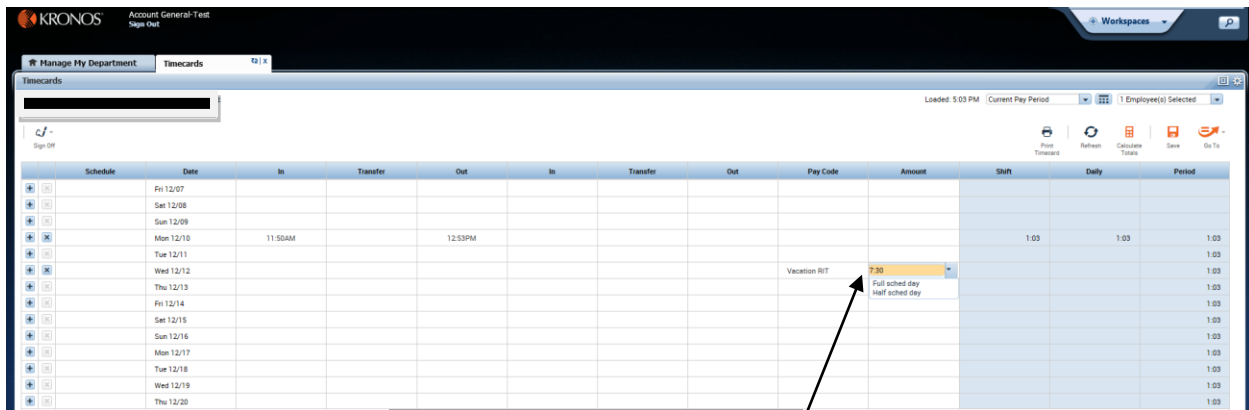


Figure 9

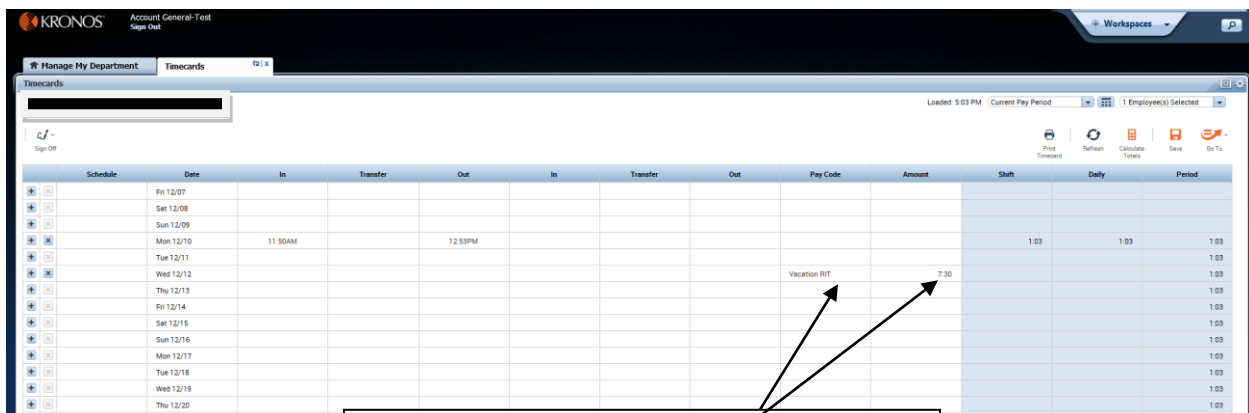
Extra Information:

- A Pay Code entry cannot be on the same line as a punch. Generate an additional line for the date in question by clicking the **+** icon located on the far left side of the timecard and enter the Pay Code edit in the empty row for that date
- If the Pay Code selected is an accrual pay code, warning messages may appear if the amount being used exceeds the employee’s accrual balance
- If the Pay Code select is a dollar value pay code, then the entry should be a dollar value entry, not a time value (I.E. Stipend Wages, Gratuity & Student Dollar Diff)
- Editing a Pay Code entry requires only that either a different pay code is selected and/or the amount field is adjusted to a new value



Click in the ‘Amount’ cell and enter in the number of hours for the new pay code.

Figure 10



Verify correct Pay Code and hours were entered. Remember, DO NOT use the predefined options “Full sched day/Half sched day”




Figure 11

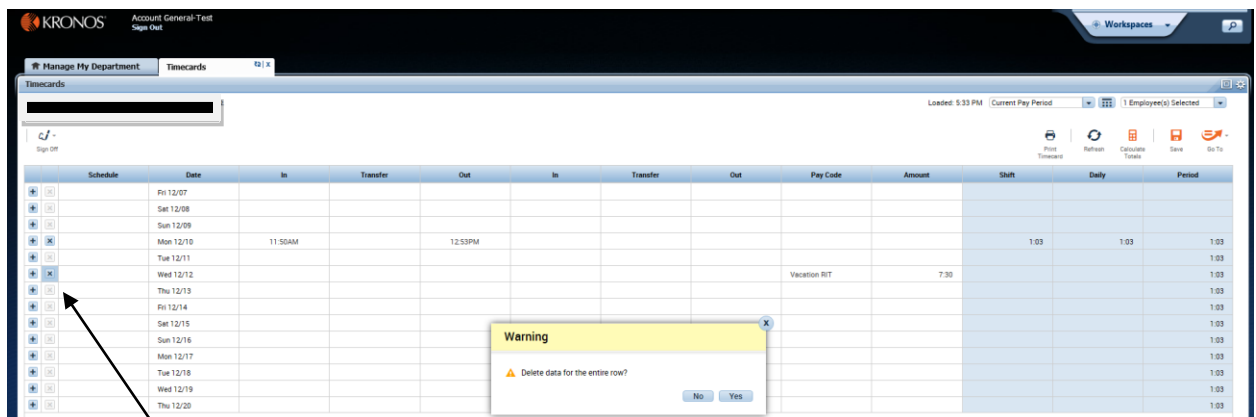
Deleting Pay codes

Summary:

Deleting pay codes may be necessary for employees who no longer need certain pay code entries on their timecards.

Process:

1. On the far left side of the timecard, click the "X"  for the row to be deleted. (Figure 12)
2. In the pop-up window that appears, click "Yes" to confirm the data in that row is to be deleted. (Figure 12)
3. Review the deletion for accuracy, if a mistake has been made and the change has not yet been saved, the edit can be undone by clicking the "Refresh" icon  located in the menu bar above the timecard.
4. Click the "Save" icon  in the menu bar above the timecard. (Figure 8, pg 7)



Click the "X" in the row where the pay code entry to be deleted is. The pop up window confirms the deletion.



Figure 12

Set up an Employee Schedule

Summary:

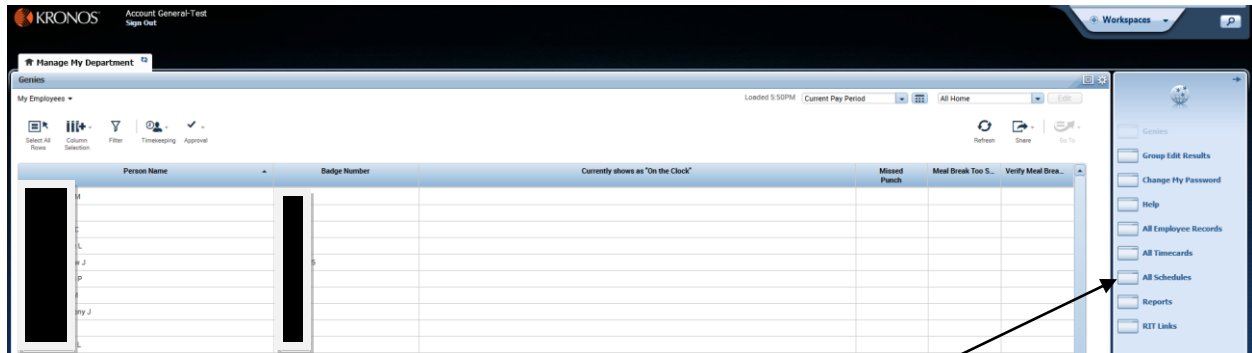
Schedules can be set up for visual representation of shifts.

Process:

1. Click "All Schedules" in the far right widget on the "Manage My Department" tab. (Figure 13, pg 13)
2. Determine whether to add a shift-based schedule (limited to a single timeframe and repetition for X number of days) or a schedule pattern (predefined pattern that can include varied timeframes throughout a reoccurring date range)
 - **Shift based:** Select the person and date. (refer to Figures 14 & 15, pg 13 & 14 for this option)
 - i. Right-click on desired employee and click "Add Shift"
 - ii. Input "Shift Label" (optional)
 - iii. Input "Start Date" of the shift
 - iv. Input "Type" (this will typically be set to "Regular")
 - v. Input "Start Time" of the shift
 - vi. Input the "End Time" of the shift
 - vii. Input the "End Date" of the shift
 - viii. If the shift is to be applied to multiple days, then input the number of days within the "Repeat this shift for..." field
 - ix. Click "Apply" and then click the "Save" icon  in the upper right corner
 - **Schedule Pattern:** Select the person and date. (refer to Figure 16, 17 & 18, pg 14 & 15)
 - i. Right-click on desired employee and click "Schedule Pattern"
 - ii. Input "Start Date" for when the pattern should begin
 - iii. Input "End Date" for when the pattern should stop, or select "Forever" to have the pattern repeat forever
 - iv. Select the desired shift pattern from the "Pattern Template" drop down pick list.
 - v. Click "Apply"
 - vi. If additional patterns are required, click "Add Pattern and repeat the above steps for each additional pattern
 - vii. When all patterns have been added, click "OK" and then click the  "Save" icon Save in the upper right corner

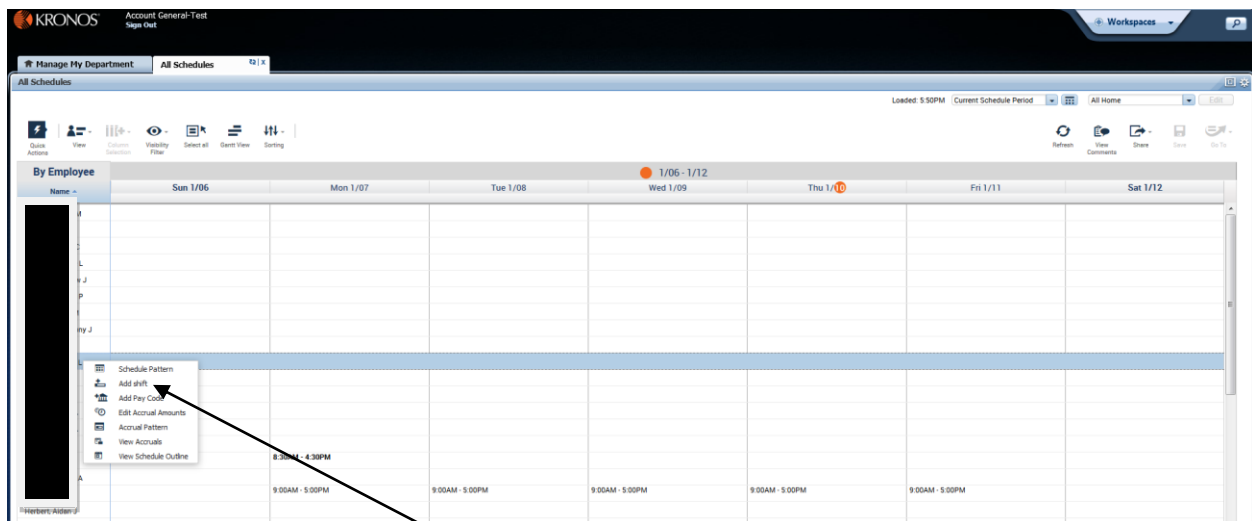
Extra Information:

- Schedules can be viewed in the Schedule Editor window and also on the employee’s timecard
- Remember to click “Save” or else any unsaved schedules will be lost



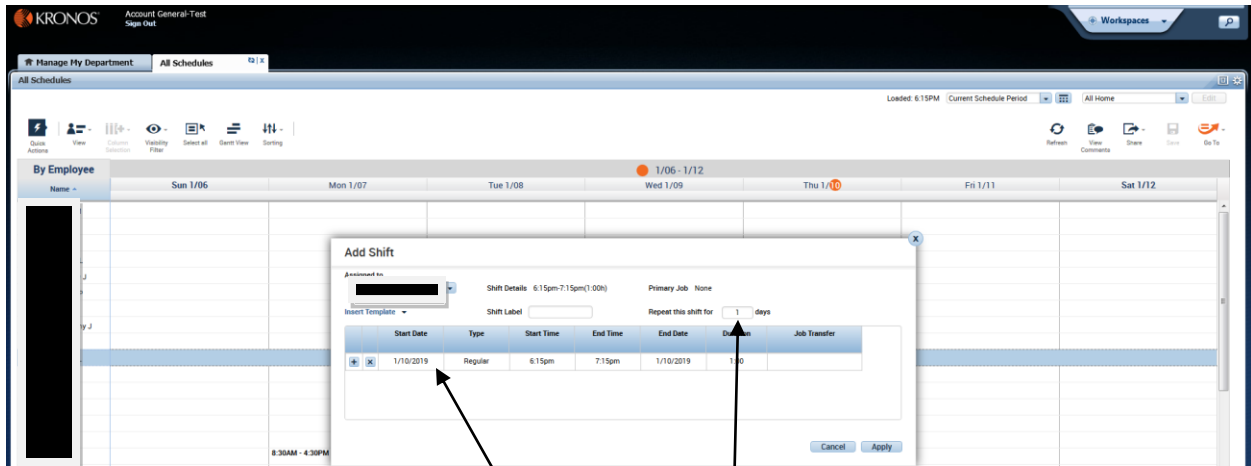
Select “All Schedules” from the far right widget housed within the “Manage My Department” tab.

Figure 13



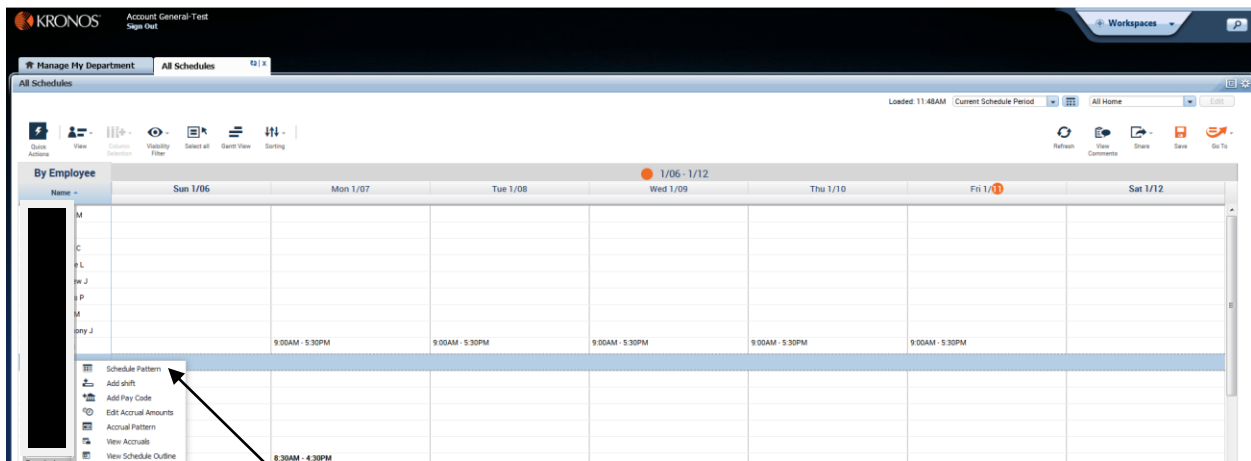
For shift based schedules, right click on desired employee(s) and then click “Add Shift”

Figure 14



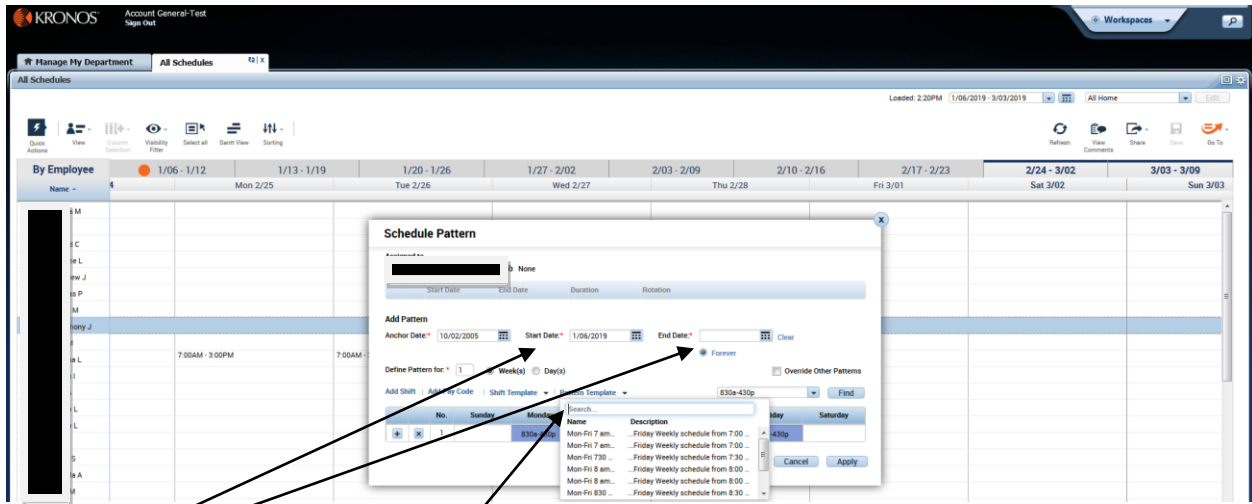
Enter shift dates/times and, if desired, include number of days to repeat shift.

Figure 15



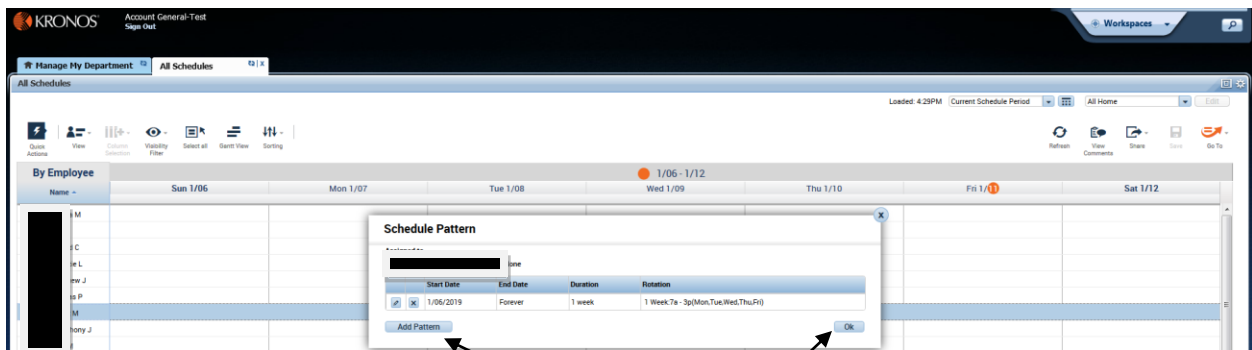
For pattern based schedules, right click on desired employee(s) and then click "Schedule Pattern"

Figure 16



Enter Start Date and either an End Date of the pattern, or select the “Forever” option to have the schedule roll into the future forever and then select desired schedule pattern from the “Pattern Template” drop down pick list

Figure 17



Click “Add Pattern” to add additional schedule patterns to the employee(s). When finished, click “OK”

Figure 18

Delete Pattern from Schedule

Summary:

Deleting patterns are necessary when a schedule changes or is no longer needed.

Process:

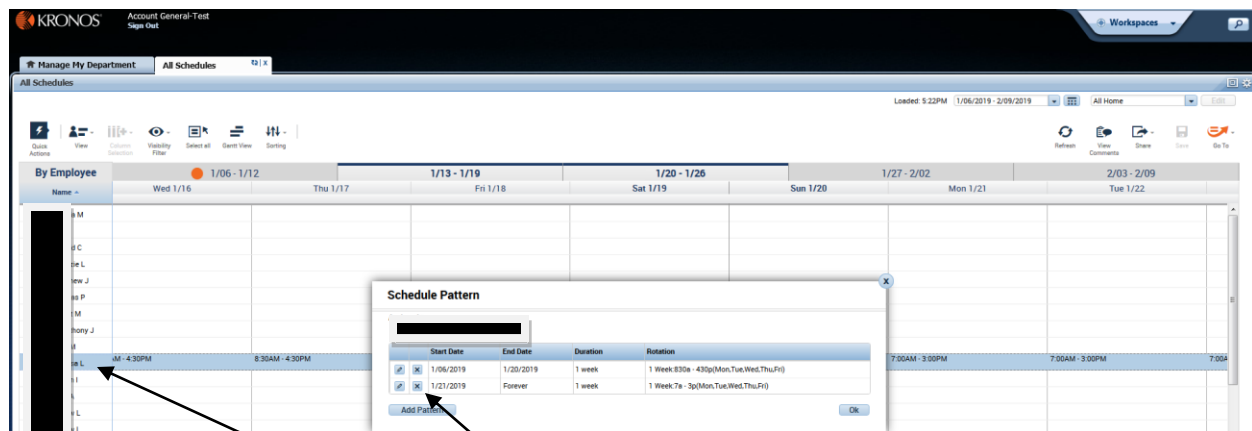
1. Right-click on desired employee and click "Schedule Pattern (Figure 19)
2. Click the "X" located to the far left side of the pattern to be removed (Figure 19)
3. Click "Yes" to confirm the pattern should be deleted
4. If additional patterns are to be deleted, repeat steps 2 & 3
5. When all patterns to be deleted have been removed click "OK" and then click the



"Save" icon **Save** in the upper right corner

Extra Information:

- Due to the amount of fluctuation in student work hours, schedules are rarely used
- Schedules are capable of many actions, the Kronos Administrator can answer questions you may have



Right-click employee, click "Schedule Pattern" and then click the "X"


Figure 19

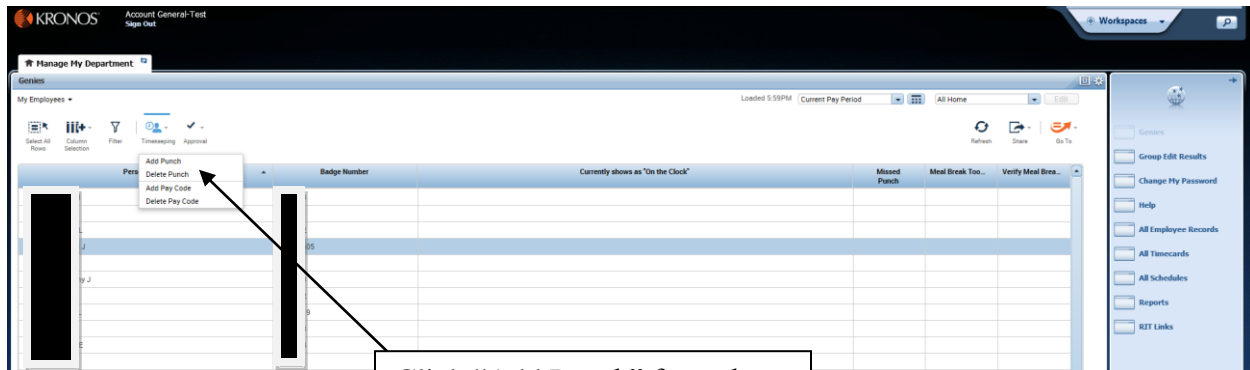
Add/Delete New Punch for Multiple Employees

Summary:

Adding the same punch to many timecards may be necessary. For example, an off-campus retreat where all employees leave at the same time.

Process:

1. Within any of the Genie windows, select the employees who should receive the identical punch (see page 2).
2. Select "Add Punch" from the Timekeeping icon . (Figure 20)
3. Enter the desired date/time of the punch in the pop up window. The "Override" and "Cancel Deduction" fields are typically left blank. (Figure 21)
4. Click "Apply" (Figure 21)



Click "Add Punch" from the Timekeeping icon

Figure 20

Enter the date/time of the punch to be recorded and then click "Apply"

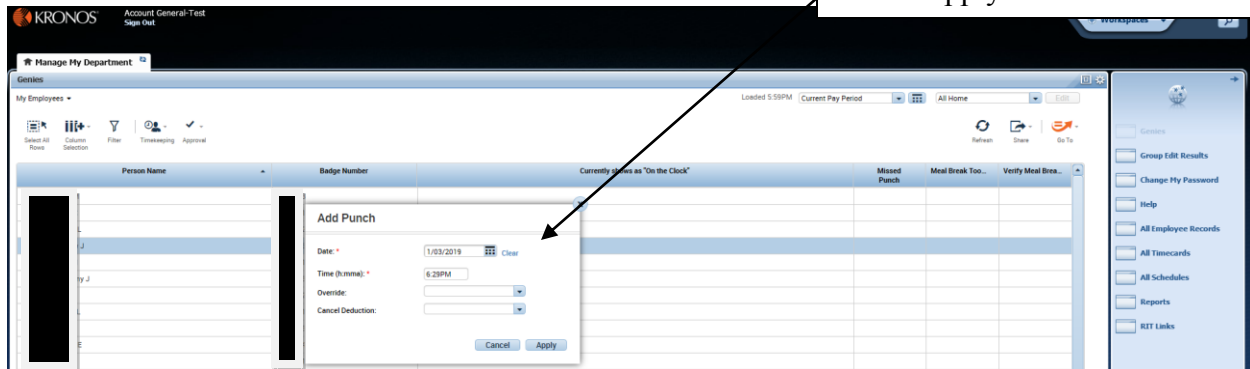



Figure 21

Add/Delete New Amount for Multiple Employees

Summary:

Adding the same amount to many timecards may be necessary. For example, if the campus is closed due to weather

Process:

1. Within any of the Genie windows, select the employees who should receive the identical pay code amount (see page 2).
2. Select "Add Pay Code" from the Timekeeping icon . (Figure 22)
3. Select the desired Pay Code from the dropdown list and then enter the desired Amount and Date for the edit. The "Override" and "Cancel Deduction" fields are typically left blank. (Figure 23)
4. Click "Apply" (Figure 23)

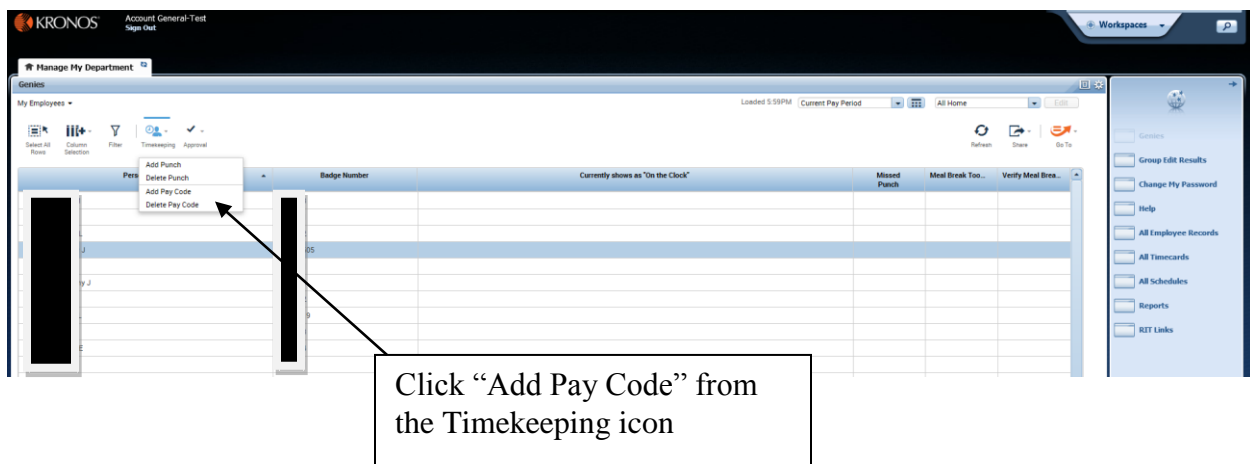


Figure 22

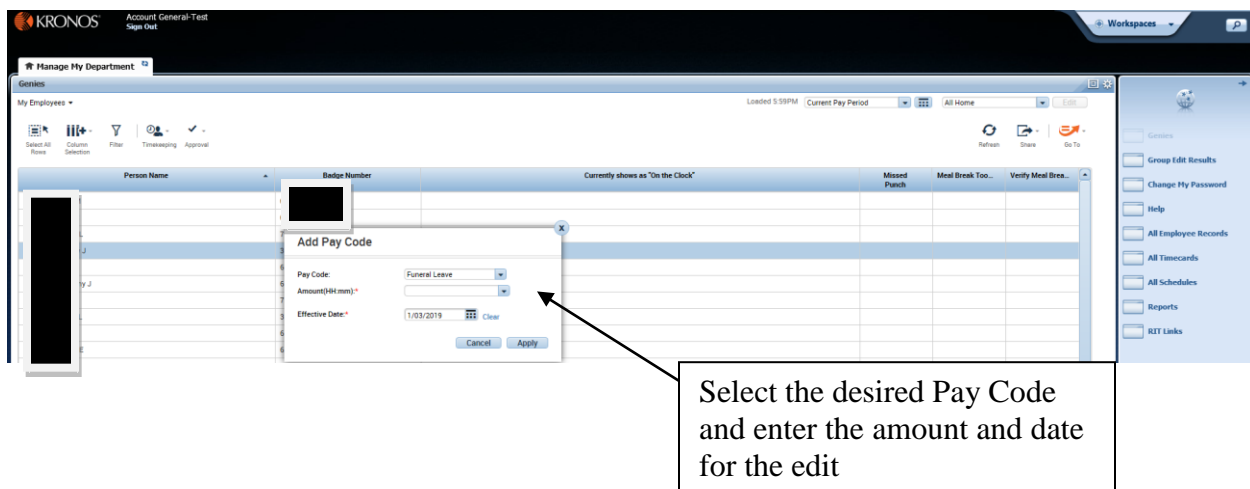



Figure 23



Sign Off an Employee Timecard

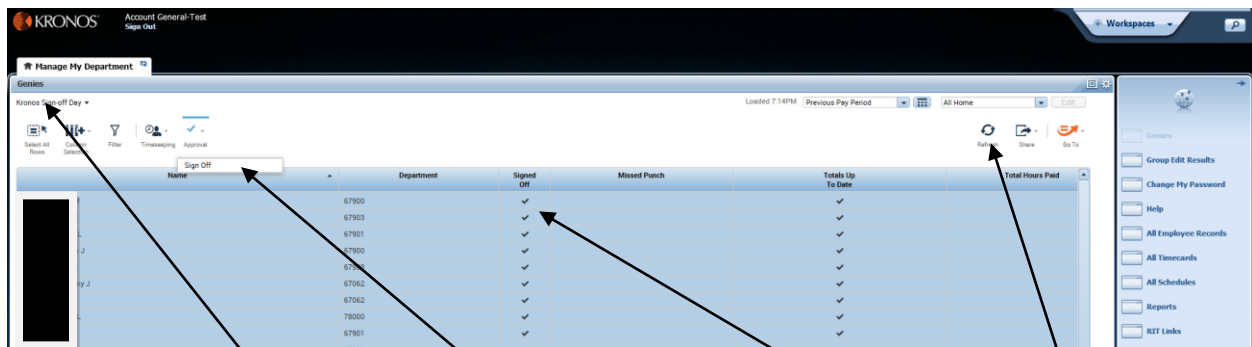
Summary:

Sign-off typically occurs every other Friday. Supervisors are required to review each timecard for accuracy. Once the timecard are accurate, the supervisor is required to sign-off on the timecard. Sign-off can be applied to individual timecards or can be applied to all timecards at once. The sign-off is the supervisor's acknowledgement that the timecard accurately reflects all hours worked by/granted to the employee for the particular pay period being reviewed.

Process:

Signing off a single timecard is accomplished by clicking the "Sign Off" icon  located just above the left side of the employee's timecard. Alternatively, follow the steps below to sign-off on multiple employee timecards

1. Select "Kronos Sign-Off Day" from the Genie pick list located in the upper left corner (Figure 24)
2. Select the desired employees to be signed off (see page 2)
3. Select "Sign Off" from Approval icon  (Figure 24)
4. Click the "Refresh" icon  and verify there are checkmarks in the "Signed Off" column (Figure 24)



First, select "Kronos Sign-off Day" and then select the employees to be signed off

Next, click the "Approval" icon and then click "Sign Off."

Last, click 'Refresh' and verify there are checkmarks in the "Signed Off" column

Figure 24

Extra Information:

- Sign-off is typically only available for the Previous Pay Period. The Payroll Department will announce when sign-off can be done for the Current Pay Period.
- Reviewing timecards for accuracy and applying the sign-off is ensures employees are paid accurately
- Reviewing and signing off timecard is required.
- Supervisors should have a designated backup so there is coverage in case of illness, time-off or other instances where the primary supervisor is not available to perform the responsibilities
- Kronos is reviewed by the RIT Internal Auditing Department to ensure compliance
- The Kronos Sign-off schedule can be accessed by clicking “RIT Links” in the far right widget on the “Manage My Department” tab and then clicking “Kronos Signoff Schedule”

QuickFind


Summary:

This is an easy way to quickly find an active, or terminated, employee.

Process:

1. Select "QuickFind" from within the Genie pick list in the upper left corner of the "Manage My Department" tab. (Figure 25)
2. Enter the employee name or ID in the field located to the right of where "QuickFind" was selected.
3. Set the desired timeframe using the picklist in the upper right corner

Extra Information:

- Terminated employees can be accessed using this feature
- To access a terminated employee, enter the employee's last name and input the desired date range, or a range of dates which will encompass a period of time when the employee was active, by clicking the calendar icon  located in the upper right corner.

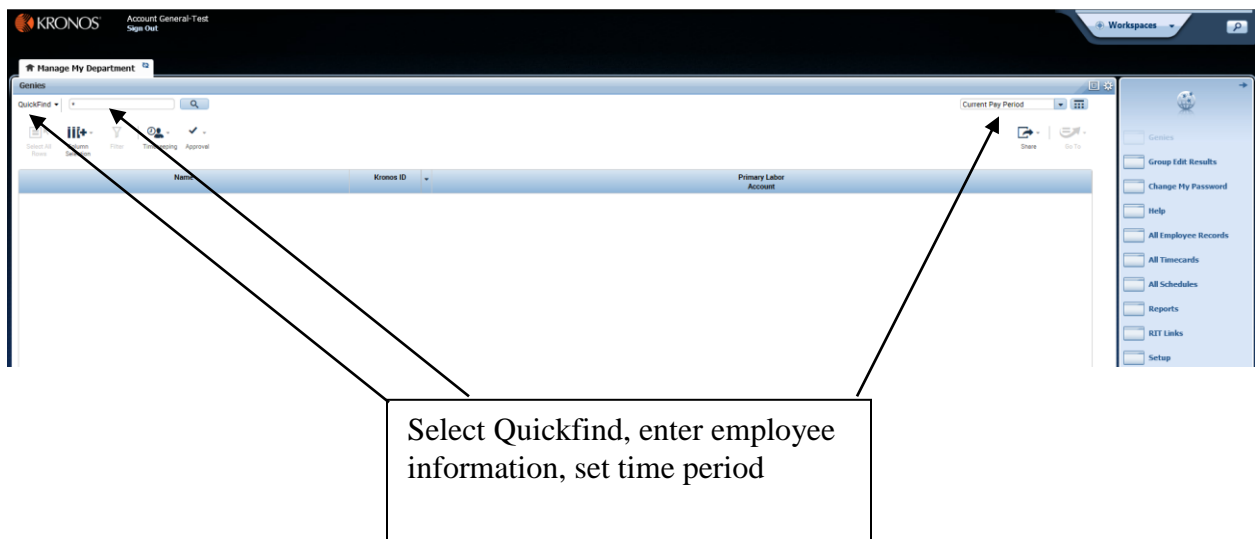



Figure 25

Running Reports


Summary:

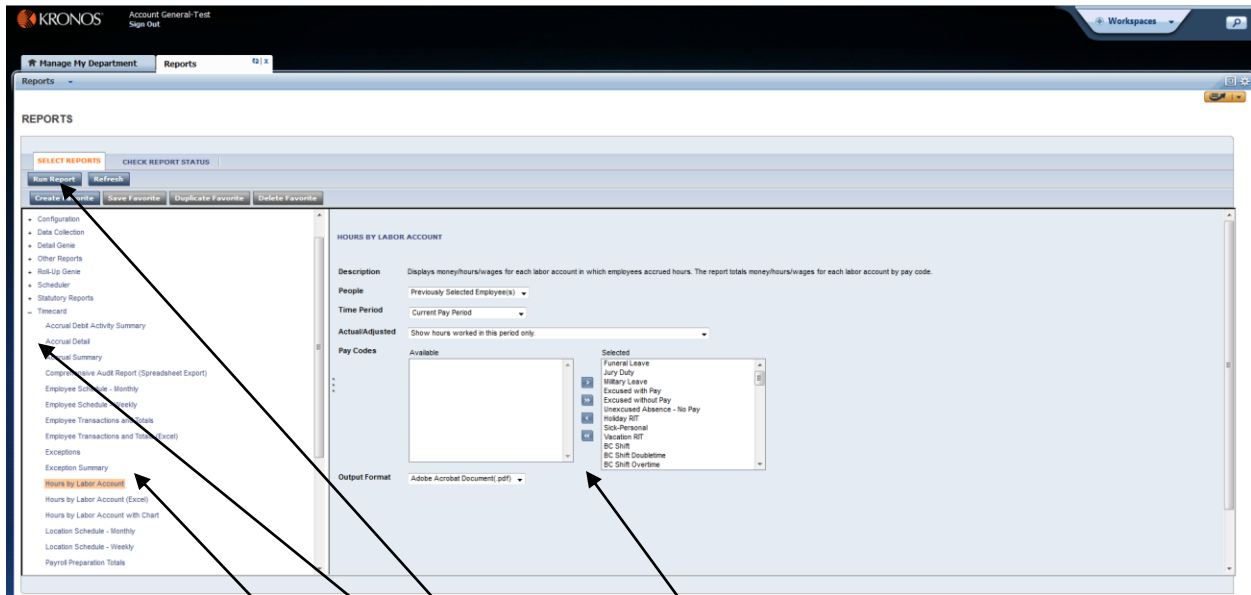
Reporting capabilities based on data within Kronos Workforce Central software.

Process:

1. Select one or more employees. (see page 2)
2. In the “Go To” pick list icon  click “Reports”.
3. Single click on the + next to one of the report groups and select desire report. (Figure 26, pg 23)
4. Set options as desired. (Figure 26, pg 23)
5. Click on “Run Report” in the menu bar above the list of reports. (Figure 26, pg 23)
6. The view will switch to the “Check Run Status” tab. Click on “Refresh” button in the menu bar.
7. When the status cell shows “Complete,” click on “View Report” in the menu bar or double click the name to view the report. (Figure 27, pg 26)
8. When the report is no longer needed, the report may be deleted by clicking on the report and then click “Delete” from the menu bar.

Extra Information:

- Make sure the pop-up blocker allows <https://kronos.rit.edu> or allows all pop-ups from that site.
- Most display windows in Kronos can be printed by clicking the “Share” icon  and then click “Print.”
- Depending on the report selected, the output may be in either PDF of Excel format.



Click one of the + icons, select a specific report and set options

Figure 26



Click "Refresh Status" to update the report generating status. When status is "Complete", double-click the row to open the report

Figure 27

RIT Links

Summary:

Web links to related RIT websites are provided for your convenience.

Process:

1. To access Kronos related websites/information, click “RIT Links” which is located in the far right widget on the “Manage My Department” tab. (Figure 28)
2. Click the desired link. (Figure 29)

Extra Information:

- The link will appear in a new browser window.

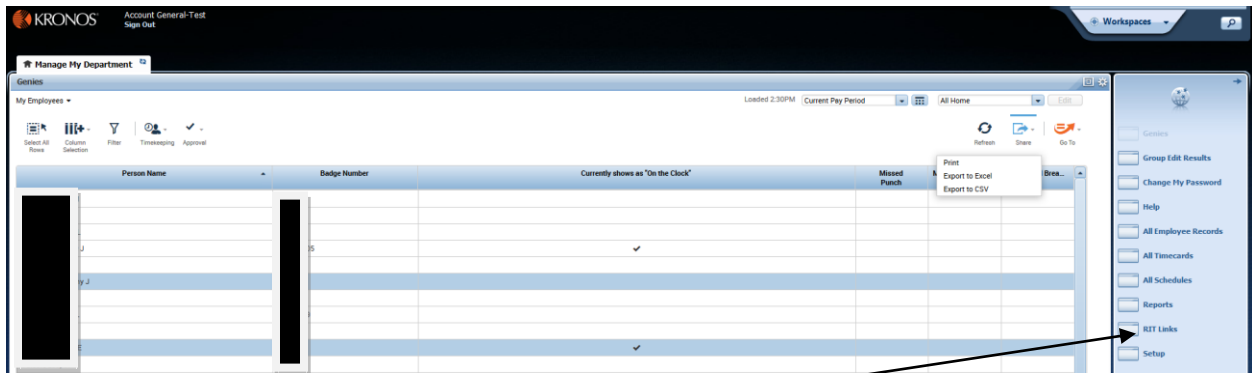


Figure 28



Figure 29

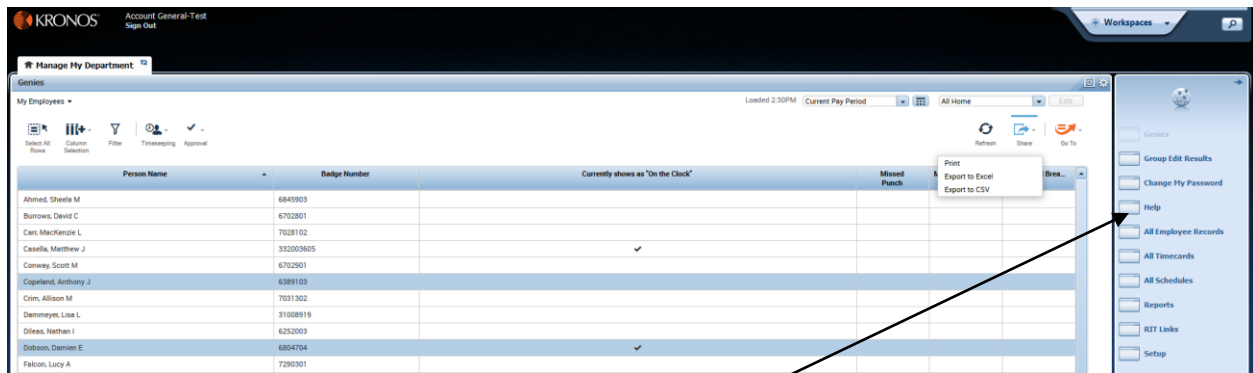
Help

Summary:

Help is a complete Kronos tutorial that can assist with many questions.

Process:

1. Click on “Help” which is located in the far right widget of the “Manage My Department” tab. (Figure 30)
2. A Kronos tutorial will pop up in a new web browser to assist you.



Click “Help” for
online assistance

Figure 30