

Module 1 - Getting Started

Importance and Benefits of PUMA Timekeeper

Purpose

It is important that your associates are compensated accurately. To make this happen, you need to manage associates' worked and non-worked hours, as well as attendance issues, in an efficient and timely manner. The application supports your ability to perform these tasks so that the data sent to payroll is accurate.

Instructor

The most important benefits of this implementation to PUMA are as follows:

The following are the benefits that PUMA Timekeeper provides to PUMA:

- Automates and simplifies your timekeeping and scheduling tasks
- Saves both time and money
- Assists with scheduling standardization and policy enforcement
- Supports sharing staff among stores
- Improves time and attendance tracking
- Enables better end-to-end timekeeping
- Automates the time-off request process

The Payroll Process

Purpose

The application automates the payroll process, ensuring that the payroll is processed accurately and on time.

Instructor

Explain how Timekeeper fits into the payroll process. Timekeeper prepares associates' hours for payroll but can also perform other valuable functions, such as enforcing schedules.



Navigating PUMA Timekeeper Pages

Purpose

Genies are pre-defined views that summarize and organize information according to common tasks you perform on a regular basis. The name of the Genie reflects a common task, such as Reconcile Timecard. Genies are accessed from the tab menus located in the banner.

The key areas of PUMA Timekeeper pages

Instructor:

Navigate to the Reconcile Timecard Genie. Describe the main areas of the page and briefly identify each area's components and what they do.

The screenshot shows the Kronos PUMA Timekeeper interface. At the top is a banner with the Kronos logo and navigation tabs: GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, MY INFORMATION, and MY CALENDARS. Below the banner is the 'RECONCILE TIMECARD' page. It includes a 'Show' dropdown set to 'All Home', an 'Edit' button, and a 'Time Period' dropdown set to 'Current Pay Period' with a 'Refresh' button. Below this is an action bar with tabs: Actions, Punch, Amount, Schedule, Approvals, and Person. The main workspace is a table with columns: Name, 1/2, Penalty Hrs, CA Split Shift Hrs, Unexcused Absence, Missed Punch, Early In, Late In, Early Out, Late Out, and Unshed Hours. The table lists several employees, with checkmarks in the 'Missed Punch' and 'Late In' columns for some. A 'Banner' box points to the top navigation area, and a 'Workspace' box points to the table area.

Areas	Description
Banner	Located at the top of the page, the banner contains tabbed menus with links to the features you need to perform your tasks. It also contains a set of utility links, such as Change Password and Help.
Workspace	Located under the banner, the workspace contains: <ul style="list-style-type: none"> • Quick links bar with quick access to other areas of the application. • Page header where you select a specific set of associates and time period. • Work area contains detailed information about the associates and time period, as well as the action bar, which contains selections for modifying data.

Module 2 - Reviewing and Editing Time and Attendance Data

Reviewing Associate Data Using a Genie

Purpose

Genies present customized views of associate information in a summarized, easy-to-read format so that you can quickly analyze and respond to time, labor, scheduling, and attendance needs.

Example

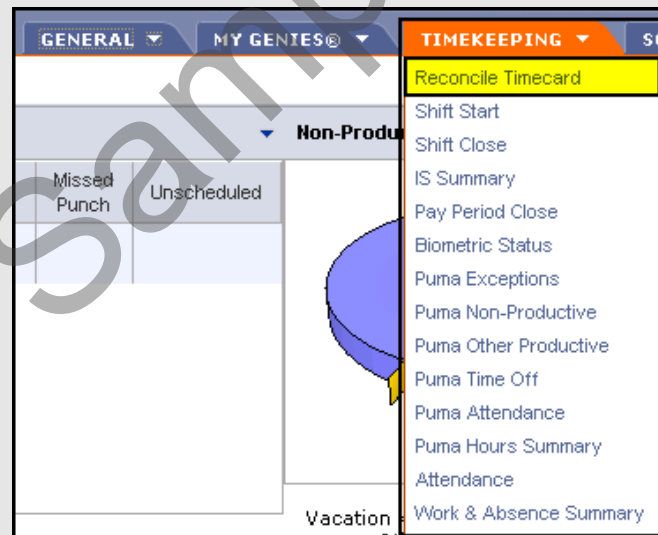
You want to look for all associates who have unexcused absences for yesterday. Use the Reconcile Timecard Genie to perform this task.

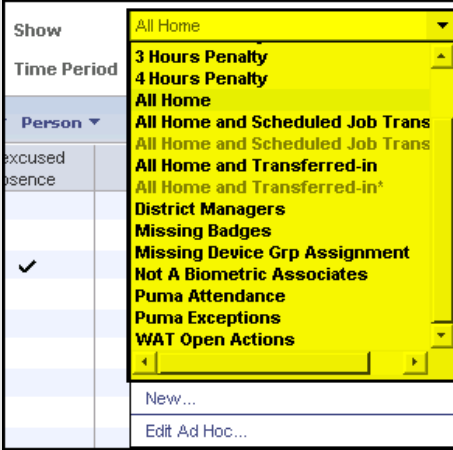
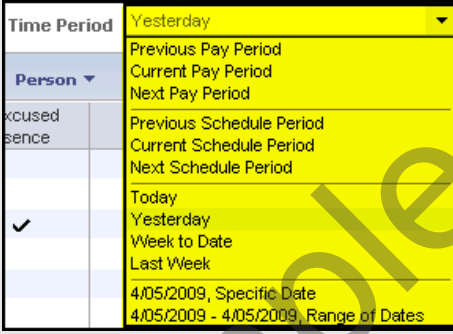
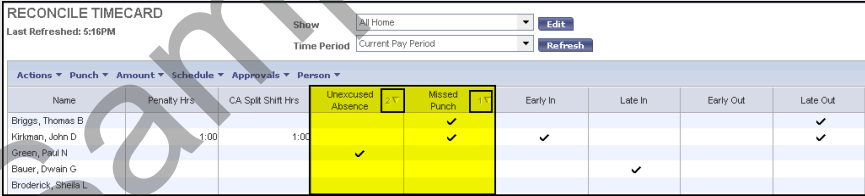
Instructor

Explain that the Time Period field defaults to yesterday because the managers are to review daily. Set the Time Period field to the 3/29/09 to 4/4/09 range of dates to display a variety of exceptions. Describe the Reconcile Timecard Genie information. Sort on one and then two columns and explain what is happening. Show how to return the sort to its original order.

Steps

- 1 Access the **Reconcile Timecard** Genie.



2	Select the specific set of associates from the Show drop-down list.		
3	Select the specific time period from the Time Period drop-down list.		
4	To sort information by one or two columns, click the column for the secondary sort first, and then click the column for the primary sort.		
5	Review the information in the Reconcile Timecard Genie.		



Business practice

You are required to review, edit, and approve associates' time for the day before each morning prior to store opening. Please note on Monday this must be done by 9:00 A.M. local time.