PEOPLE PLANNING: TIMEKEEPING COURSE

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MODULE 1: COURSE ESSENTIALS

MODULE OBJECTIVES:

- Describe the content within the instructor-led course.
- Discuss the format of this course.
- Understand the layout of the reference guide.

ABOUT THIS COURSE

The instructor-led course is delivered in several short modules. The content of the course is delivered in the same order in which you perform your daily and pay period tasks. As you proceed through the course, the Facilitator explains the concepts of each task and then guides you through hands-on practice exercises.

COURSE CALLOUTS

Certain elements of the Kronos Timekeeping application require special attention. The course identifies those elements by using one of the callouts displayed below.

WARNING

The warning callout identifies potential problems or issues to consider.

POLICY

The business policy callout outlines specific policies that need to be followed for specific tasks.

ADDITIONAL INFORMATION

The additional information callout provides helpful hints regarding certain tasks.

MODULE 2: NAVIGATING KRONOS TIMEKEEPING

MODULE OBJECTIVES:

- Log on and sign out of Kronos Timekeeping
- Identify the components of Navigator.
- Navigate widgets, wizards and genies

LOGGING ONTO KRONOS TIMEKEEPING

The Kronos Timekeeping application includes functional components that provide access to review and manage your employees time and attendance data.

LEARNING SCENARIO

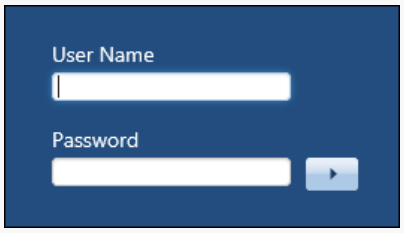
Log on to the Kronos Timekeeping application to monitor employee time and attendance data.

LOG ONTO KRONOS TIMEKEEPING

1 Once logged onto your PC, open a web browser.

2 Go to https://umm.kronos.net/wfc/logon.

3 Enter your **UMM ID** and **Network** password in their designated fields.



4 Click the **Log On** button or press **Enter** on the keyboard.

WARNING

Usernames and passwords are case sensitive.

POLICY

If you forget your username or password, click the Reset Password link and answer the security questions.

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SIGNING OUT

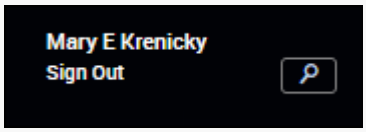
The Kronos Timekeeping application includes confidential employee information. It is important to keep the information secure by correctly signing out of the application.

LEARNING SCENARIO

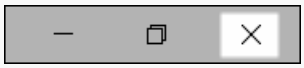
You have completed your daily tasks and want to close the Kronos Timekeeping application.

SIGN OUT

1 Click the **Sign Out** link.



2 Click the **'X'** to close the browser window.



WARNING

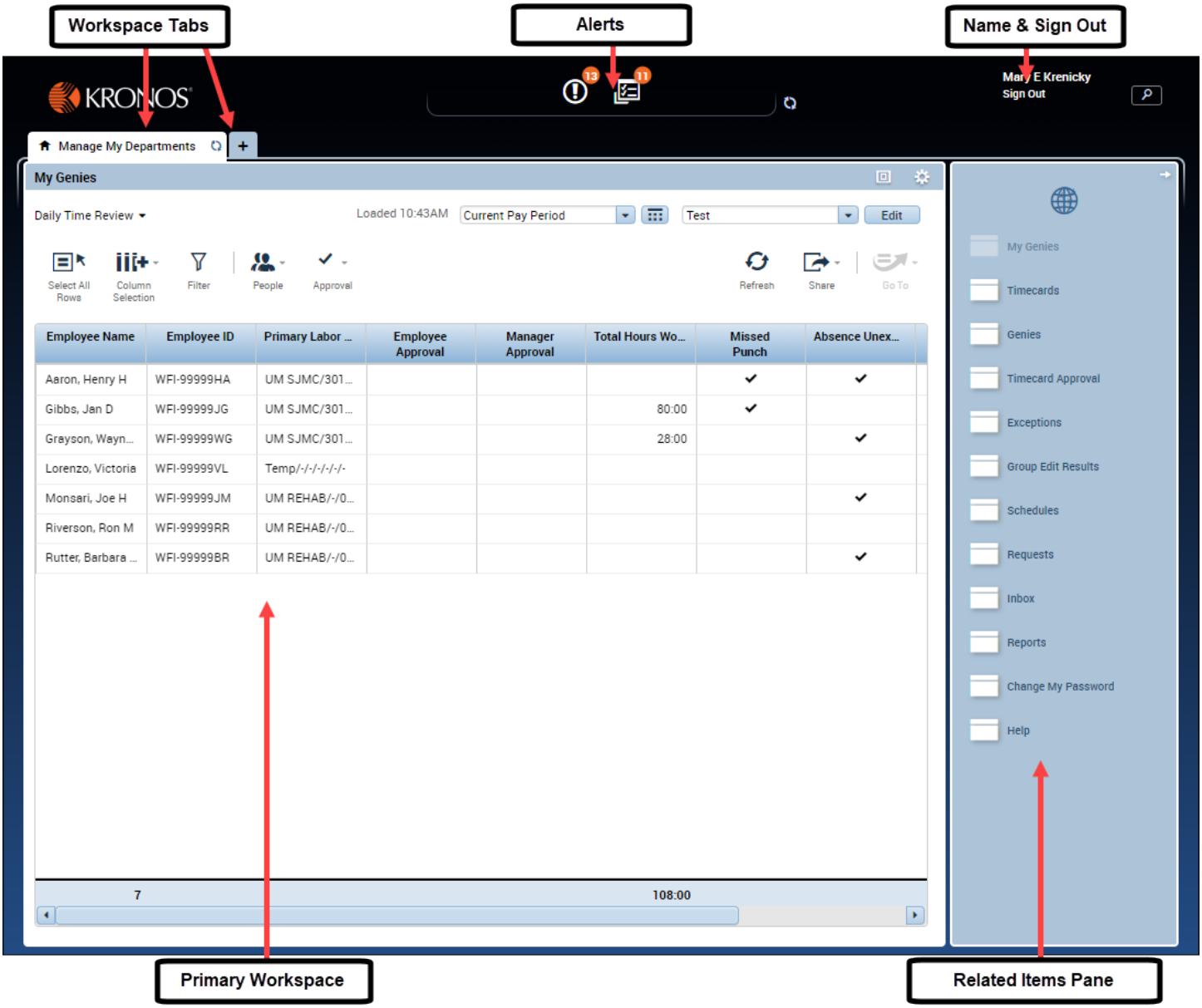
Closing Kronos Timekeeping with the Close (X) button only closes your view of the application. The connection to the database remains active which could allow unauthorized people access to employee information.

NAVIGATING KRONOS TIMEKEEPING PAGES

Kronos Timekeeping uses role-based views that include functionality and tasks specific to each user type. The content and components contained on the page vary and are based on the user's role within the application. The page that displays after you log on is called the Navigator. The Navigator provides quick and easy access to the tasks you perform on a regular basis.

THE KEY AREAS OF NAVIGATOR

The Navigator page contains many different parts. Each part of a navigator displays information or provides tools to perform a task.



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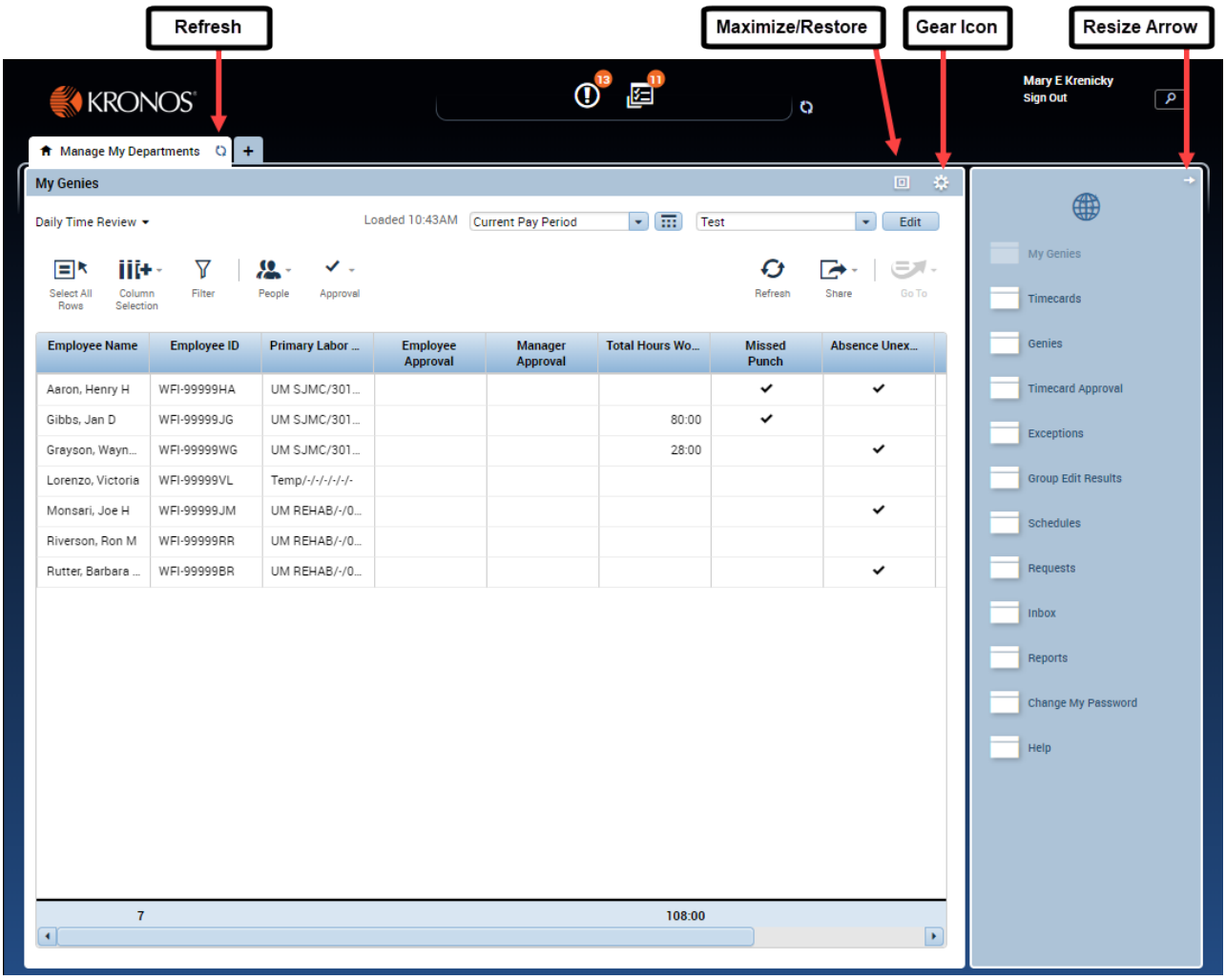
Element	Description
Workspace Tabs	Each active workspace is identified with a tab. Switch between workspaces by selecting the tab you want to view. Access additional workspaces to which you have access using the plus (+) sign.
Alerts	Displays actionable items that require your immediate attention. The numeric value identifies the number of alerts that currently exist.
Name &Sign Out	Identifies the user and provides a link to log out of Kronos Timekeeping.
Primary Workspace	Contains detailed information regarding the active task on which you are working. The tab shown at the top of the workspace identifies what is selected. You use features within the workspace to find, view, add, and modify information.
Related Items Pane	Inactive widgets, wizards and genies are located on the right side of the primary workspace in the Related Items pane. An inactive item can easily be opened at any time by clicking the item from within the list.

NAVIGATING THE ACTIVE WORKSPACE

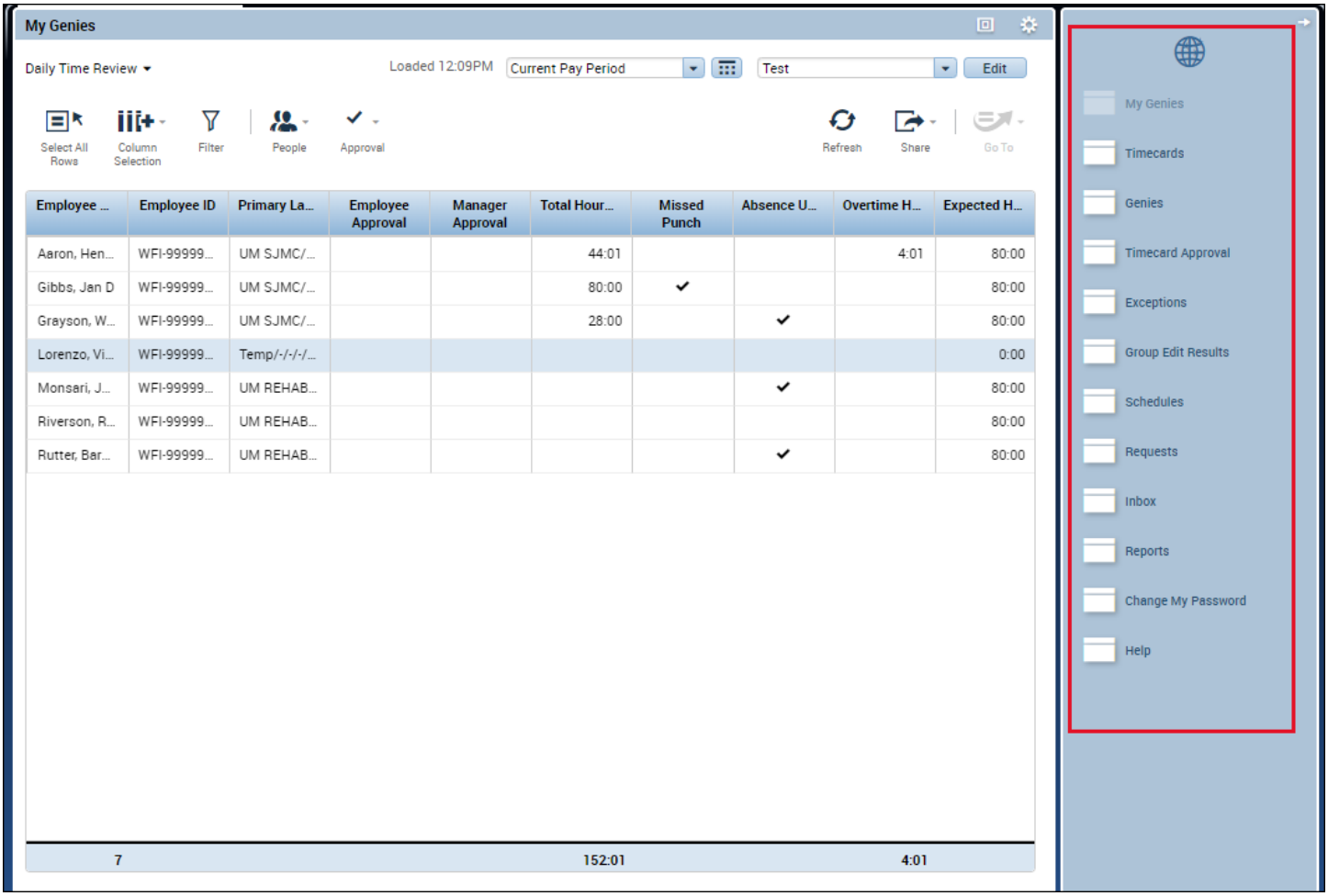
Widgets are tools used to access specific Kronos Timekeeping information or tasks. Widgets contain different types of functionality depending on the task you are trying to accomplish. When a widget is activated, the workspace updates to include information and functionality specific to the widget. Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view. Inactive widgets, wizards and genies are located on the right side of the workspace in the Related Items pane. An inactive item can easily be opened at any time by clicking the item from within the list.



Element	Description
Refresh	Reloads the workspace with its default information.
Maximize & Restore	Maximizes the active workspace. Click the maximize button a second time to return to the normal screen view, this enables you to view any other inactive widgets.
Gear Icon	A drop-down menu provides options to move the widget. Unavailable options are greyed out. • **Pop-out** – Promotes a secondary widget to the primary position. • **Close** – Closes the secondary widget and lists it back on the Related Items pane.
Resize Arrow	Minimizes the Related Items pane. Click the arrow a second time to open the Related Items pane.

ACTIVATING A WIDGET

To change the information displayed in the active workspace you must move an inactive widget into the primary view. To activate a widget, click on a widget in the Related Items pane to open the widget in a separate workspace tab.



MODULE 3: SEARCHING FOR INFORMATION

MODULE OBJECTIVES:

- Search for employee information using the Search widget.
- Search for employee information using GoTo Navigation.
- Access employee data using Kronos Timekeeping genies.

SEARCHING FOR EMPLOYEE INFORMATION USING THE SEARCH WIDGET

The Search widget allows you to quickly locate information about employees in Kronos Timekeeping. In addition, Kronos Timekeeping evaluates your search text and offers suggestions that are possible matches for the information you are seeking. Once you locate the employee or information, you can drill down to a deeper level of information.

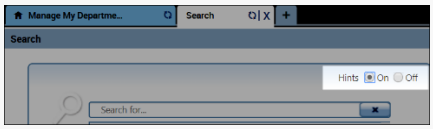
LEARNING SCENARIO

Use the Search widget to locate and review an employee's pay rule assignment.

SEARCH AND LOCATE EMPLOYEE INFORMATION

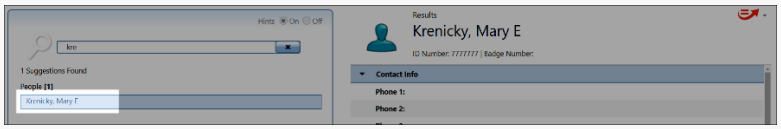
1 Click the **Search** icon located to the right of the Workspaces tab.

2 If desired, activate the **Hints** functionality if you want **Search** to offer potential categories for your search.



3 From the **Search** field, enter at least the first three letters of the employee's first or last name.

4 Click a **Suggestion** entry to display more information in the Results pane.



WARNING

If the Search field does not allow any entries, click the (X) to clear the field and enter new search criteria.

USING THE GOTO NAVIGATION

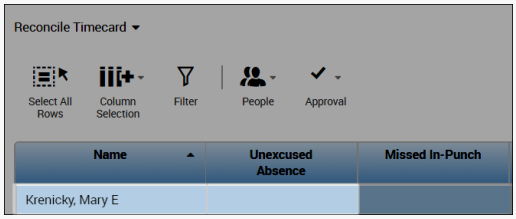
You can select one or more employees from a widget and navigate to another Kronos Timekeeping workspace where you can perform an action or review the information in more detail.

LEARNING SCENARIO

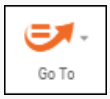
You want to review your employees' timecard. Use the GoTo link to access his timecard.

USE THE GOTO NAVIGATION

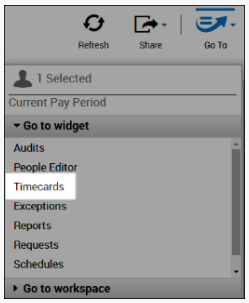
1 Click an employee name from within a genie.



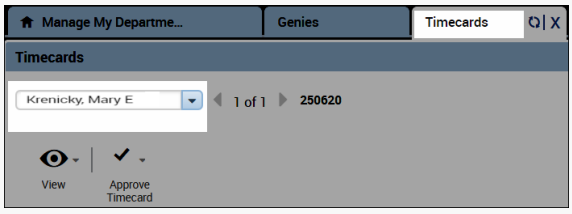
2 Click the **GoTo** icon in the upper-right corner.



3 Select a widget or workspace from the list.



4 The selection displays in the active workspace.



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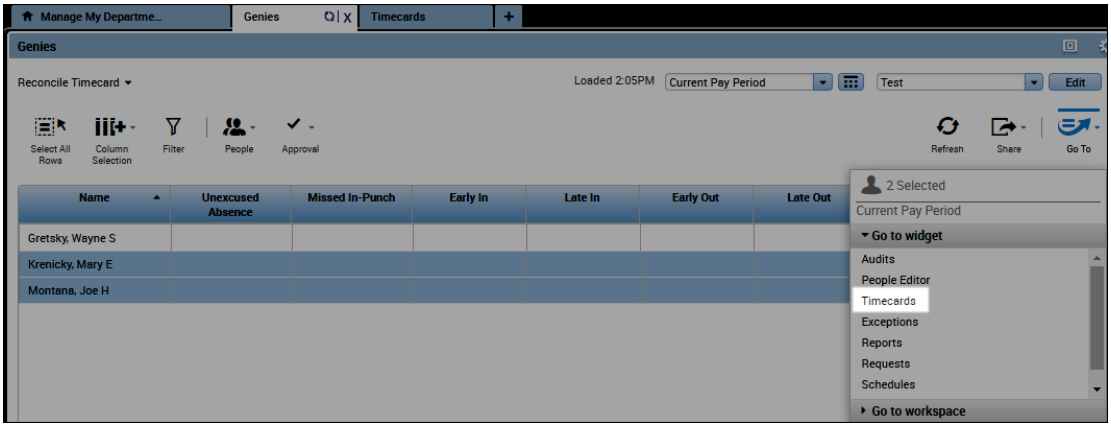
ACCESSING MULTIPLE TIMECARDS USING GOTO

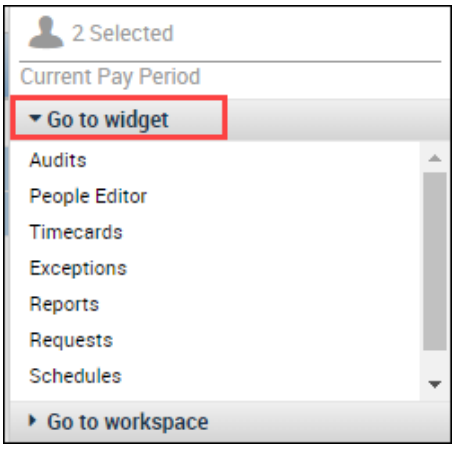
Facilitator: From a Kronos Timekeeping genie, you can quickly access multiple employees' timecards. Only one timecard displays at a time, but it is easy to navigate from one employee's timecard to another using the navigation arrows in the timecard header. There are different methods available to select employees within a genie:

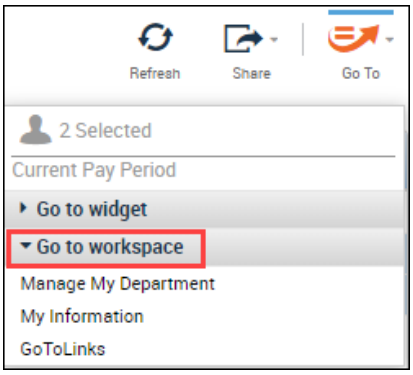
1. Hold the Ctrl key and click employee names.
2. Click an employee's name, hold the Shift key, and click the last employee's name in the range.
3. Click Select All Row from the toolbar.



GOTO NAVIGATION OVERVIEW

After selecting one or more employees from within a widget, you can use GoTo navigation to access the employees' timecard, schedule, or other widgets where you can perform an action. Or select from the Go to workspace list to open a different workspace.

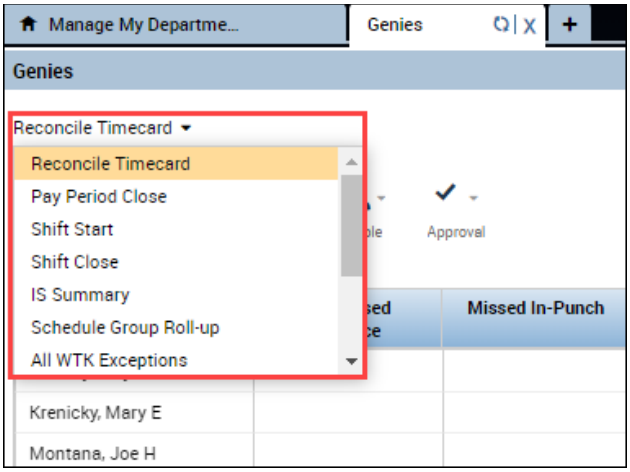




ACCESSING KRONOS TIMEKEEPING GENIES

THE GENIES WIDGET

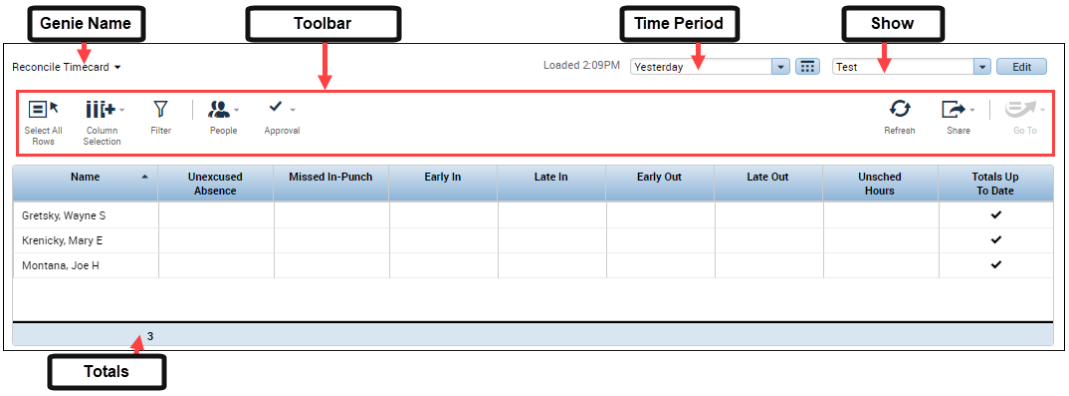
The Genies widget provides convenient access to genies within your workspace. All of the genies that you have access to can be found in the Genies widget. Click the Reconcile Timecard drop-down arrow to select a different genie.



USING KRONOS TIMEKEEPING GENIES

A genie is a summary view that organizes information according to common tasks you perform on a regular basis. Each genie contains a toolbar with access to perform different tasks specific to the genie selected. From a genie you can:

- Review summarized information for analysis
- Locate employees and access their timecards
- Generate reports for one or more employees
- Export genie data to a Microsoft Excel spreadsheet



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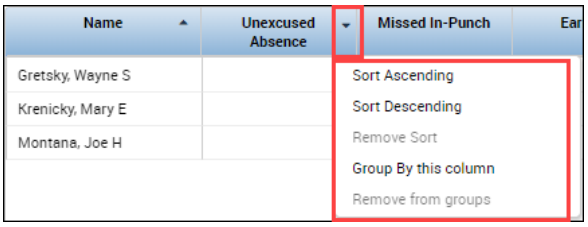
Element	Description
Genie Name	Displays the name of the active genie.
Toolbar	The Toolbar contains action buttons that provide quick access to filters and processes in the genie.
Time Period	Allows you to determine the timeframe you want to view, such as the current pay period, or a particular timeframe in the past/future. The time period you select determines what you see in the workspace.
Show	Determines which employees display in the workspace. All Home includes all employees that report to you.
Totals	Displays the total employees or hours for each column, based on the time period and show selections.

SORTING AND GROUPING DATA

You can sort columns of information in a genie by clicking a column header. Select from the listed options to sort or group the data within the column.



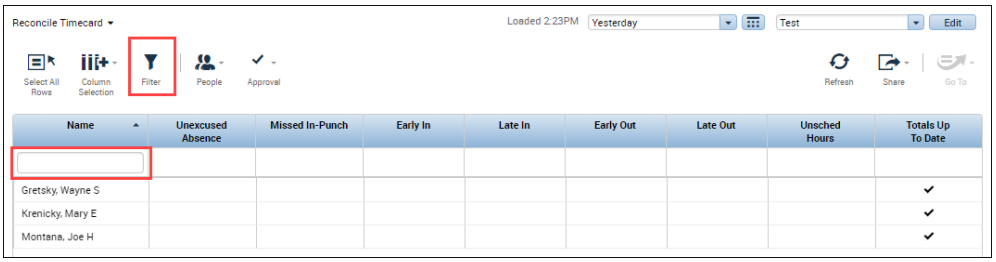
REFRESHING GENIE DATA

Click the Refresh icon to display the most current information in a genie.

FILTERING WITHIN A GENIE

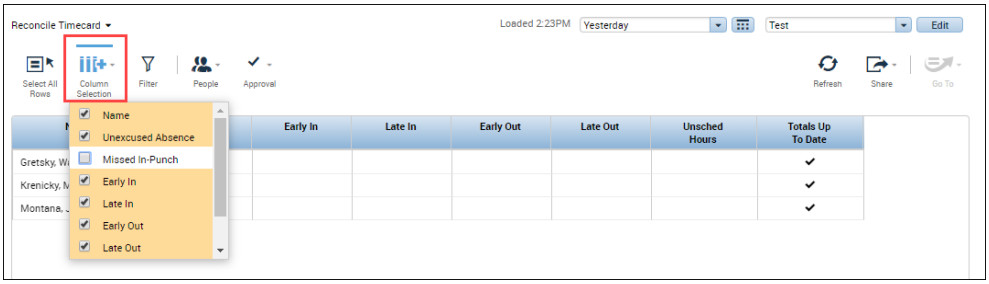
Use the filter function to narrow down the number of employees you are viewing within a genie.

After clicking the Filter icon, filter fields display at the top of any columns that can be filtered. As you type in any of these filter fields, only rows containing the characters you type remain in the workspace.



CUSTOMIZING COLUMNS WITHIN GENIES

Use the Column Selection function to show or hide columns within a genie. After clicking the Column Selection icon, check or uncheck the boxes which correspond to the column headings, to add or remove a column from the genie.



MODULE 4: SCHEDULING OVERVIEW

MODULE OBJECTIVES:

- Explain the importance of reviewing employee schedules.
- Access the Schedules widget.
- Navigate the Schedules widget.

SCHEDULING OVERVIEW

Employee scheduling is an important aspect to the overall workforce management process. Scheduling provides additional functionality within the Kronos Timekeeping application including: exception tracking, restriction enforcement, and the ability to schedule time off and transfers in advance.

ADDITIONAL INFORMATION

This course focuses only on Basic Schedules.

ACCESSING THE SCHEDULES WIDGET

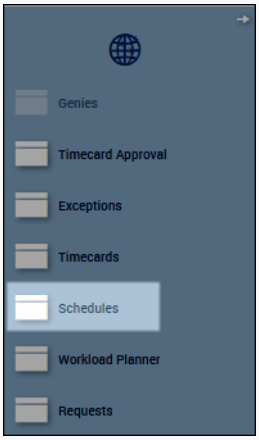
The Schedules widget is a tool within Kronos Timekeeping used to review employee schedules.

LEARNING SCENARIO

You need to open the Schedules widget to access and review your employee schedule assignments.

ACCESS THE SCHEDULES WIDGET

1 From the **Related Items** pane, click the **Schedules** widget.



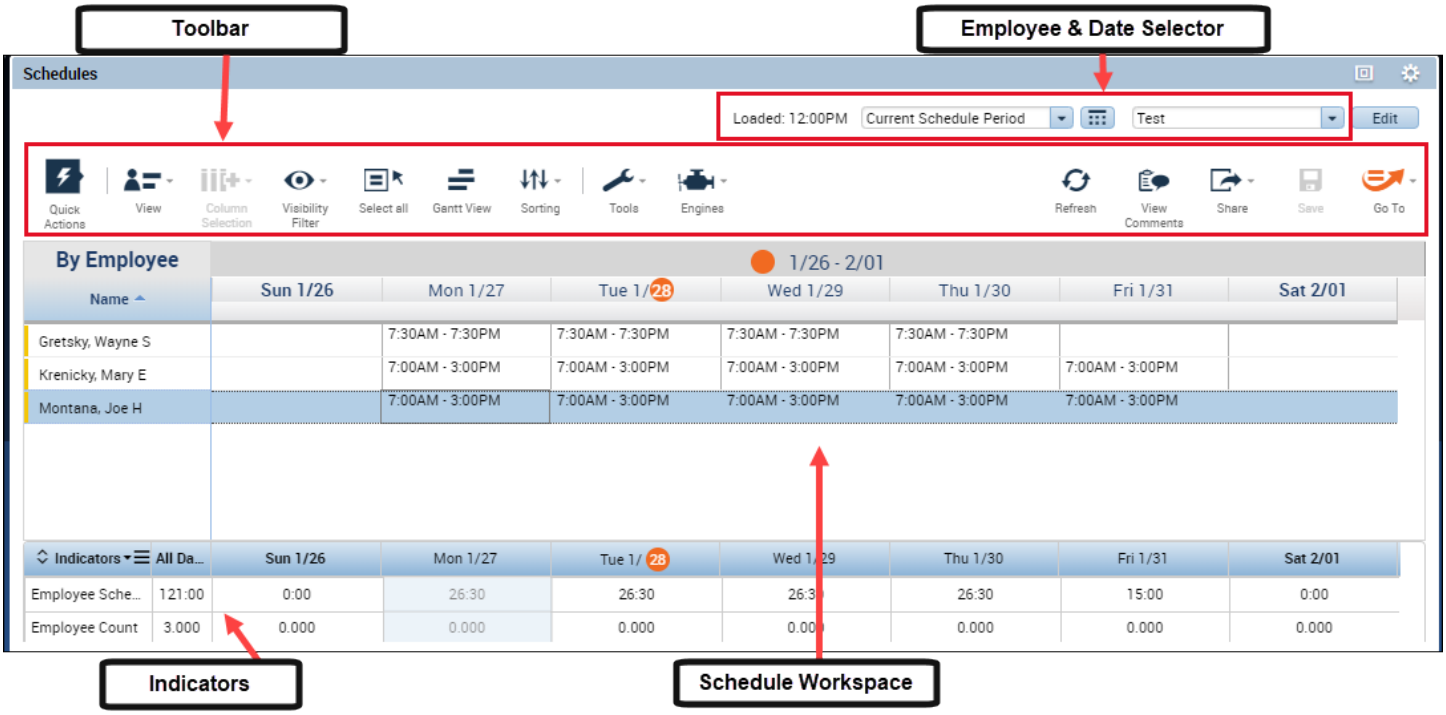
2 Review the information within the **Schedules** widget.

ADDITIONAL INFORMATION

The Mid-Town facility is using Pay from Schedule for exempt employees.

SCHEDULES WIDGET OVERVIEW

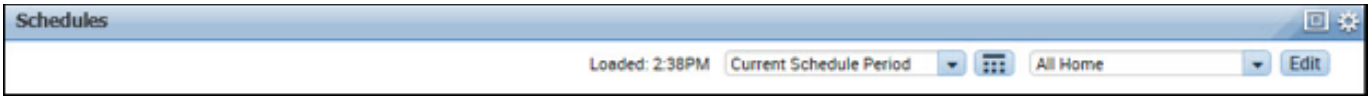
The Schedules widget is used to view both worked and non-worked time for your employees. The Schedules widget displays schedules in columns and rows by employee name and date. The Schedules widget has three main areas, the Toolbar, Employee and Date Selector, and Schedule Workspace. Each is discussed below.



Element	Description
Toolbar	Contains all the tools for viewing and maintaining schedules.
Employee & Date Selector	Using the Employee & Date Selector you can choose to display schedules for the current or next schedule, or for a specific date or range of dates. You can also choose to see schedules for all employees to whom you have access, or you can select employees in a specific location, or who work specific jobs within a location.
Indicators	Displays schedule totals for coverage and metrics.
Schedule Workspace	Displays each employee's scheduled shift times or shift labels for the dates selected in the Time Period field.

EMPLOYEE AND DATE SELECTOR

The Employee and Date Selector allow you to determine which of your employees display within the schedule grid and for what date range. You can change the group of employees or date by selecting a different option in the Time Period and Show fields.



Element	Description
Time Period Field	Allows you to determine the timeframe you want to view, such as the current schedule period or a next schedule period. The time period you select determines what you see in the workspace.
Calendar Button	The Calendar button allows you to select a specific date(s) to display.
Show Field	Allows you to determine which group of employees display in the Schedules widget workspace.

TOOLBAR

The Toolbar of the Schedules widget contains the following components:

Element	Description
Quick Actions	Click the Quick Actions button to open icons to help you streamline schedule tasks.
View	You can view employee schedule data using either of two different views: • **By Employee** - displays an alphabetical list of employees by name. Includes their daily schedule for the timeframe selected. • **By Group** – displays employees under their schedule group assignment. If an employee is not assigned to a group, they display under the "Ungrouped Employees" category at the top of the workspace.
Column Selection	Allows you to customize the columns within the Schedules widget by showing or hiding specific columns.
Visibility Filter	Allows you to show or hide information within the schedule grid. You can display or hide items like shift times, pay code names, accrual names, assigned shifts, pay codes, scheduled accrual amounts, and holidays.
Select All	Selects all employees in the workspace.
Schedule Views	There are two different schedule views available within Schedules widget. Depending on your preference you can select either Gantt view or Tabular view.
Sorting	Allows you to sort information within the schedule grid
Refresh	Updates the information in the workspace with the most current data.
View Comments	Displays any comments associated with shifts or pay codes.
Share	Allows you to print or export the data from the widget into Excel.
Save	Saves any changes to the database. The Save button illuminates when you need to save your changes.
GoTo	Allows you to navigate to another Kronos Timekeeping component for employees selected within the schedule grid.

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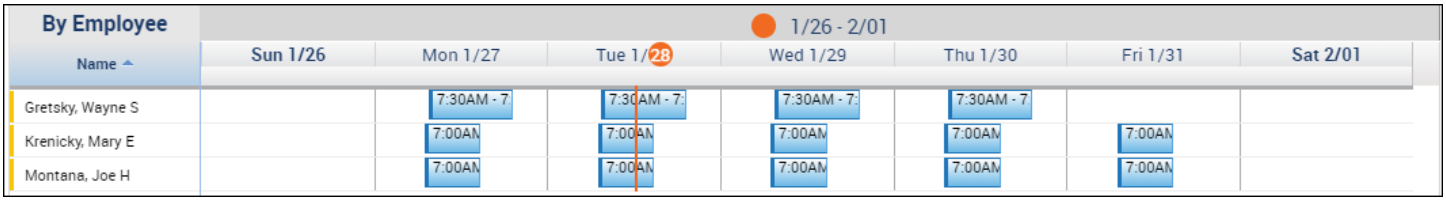
SCHEDULE WORKSPACE

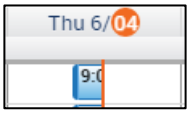
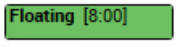
The workspace displays each employee's schedule for the dates selected in the Time Period field. You can view the workspace in either the Gantt View or Tabular View. Both are described below.

Gantt View

To access the Gantt view, click the Gantt View button on the toolbar.



The following table describes the Gantt view indicators and their functions.

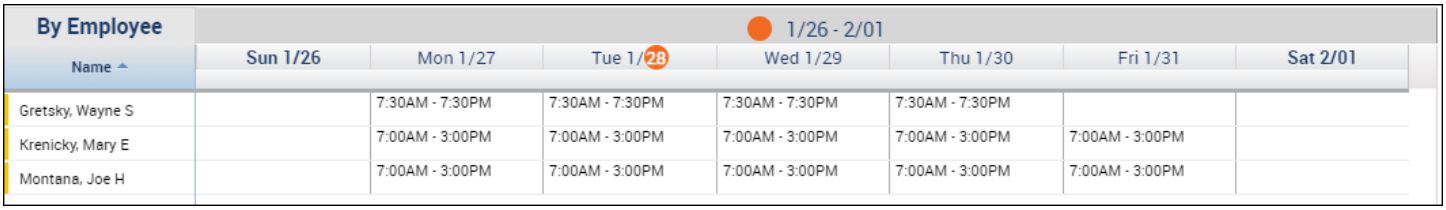
Indicator	Description
	Orange highlights and vertical line indicate the current date and time.
	Blue cells indicate a normal shift.
	Green cells indicate a scheduled pay code.

ADDITIONAL INFORMATION

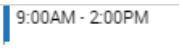
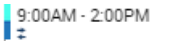
When entering time into the schedule, use either the 12-hour or 24-hour time format.

Tabular View

To access the Tabular view, click the Tabular View button on the toolbar.



The following table describes the Tabular view indicators and their functions.

Indicator	Description
	An orange highlight displays the current date.
	A blue line within a cell Indicates an assigned shift.
	Two different shades of blue within the cell indicates a shift with a transfer.
	A green line within the cell indicates a scheduled pay code.

Additional Information

Move your mouse over a shift cell or an employee name to view more detailed information.

MODULE 5: WORKING WITH SCHEDULE GROUPS

MODULE OBJECTIVES:

- Access Schedule Groups.
- Assign an employee to a schedule group.
- Remove an employee from a schedule group.

WORKING WITH SCHEDULE GROUPS

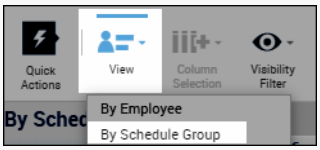
The View icon located in the toolbar sorts employees by schedule group name. This allows you to organize and view employees by job or shift assignment. For example, First Shift, Second Shift, Exempt, Laundry, Food Services, etc. The schedule group name displays on a separate line and employees assigned to that group are listed in alphabetical order underneath. Schedule assignments and edits follow the same process in both the By Employee and By Group options.

LEARNING SCENARIO

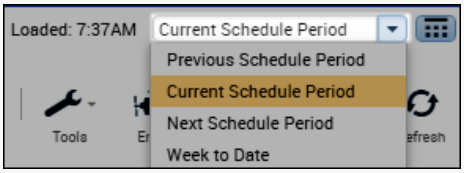
You need to assign an employee to the first shift schedule group so you can easily view and evaluate their schedule with the other first shift employees.

ASSIGN AN EMPLOYEE TO A SCHEDULE GROUP

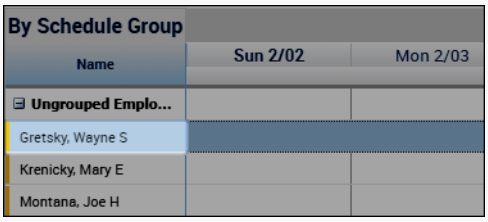
1 Click the **View** icon and select **By Schedule Group**.



2 Click the drop-down arrow in the **Context Selector Time Period** field and select a date to view.



3 Right-click the employee's **Name**.



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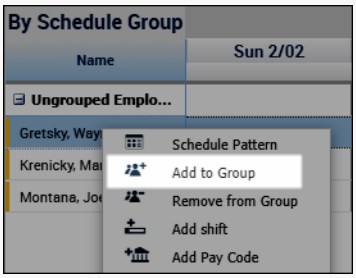
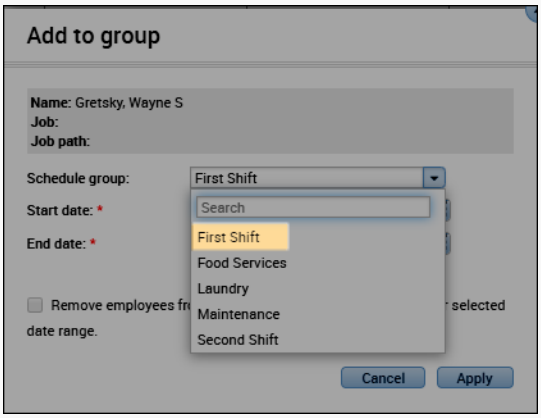
Assign an Employee to a Schedule Group

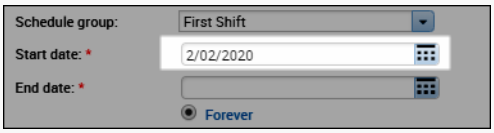
4 Select **Add to Group**.



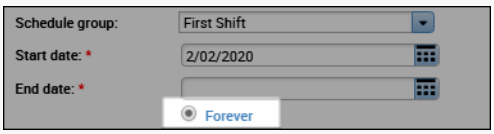
5 Select the appropriate **Schedule Group** from the drop-down menu.



6 Click the calendar icon in the **Start Date** field and select the date the group assignment begins.



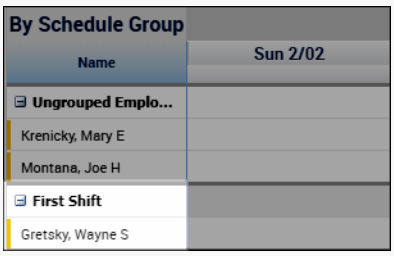
7 Click the calendar icon in the **End Date** field and select the date the group assignment ends. If there is no foreseeable end to the group assignment, select **Forever**.



Assign an Employee to a Schedule Group

8 Click **Apply**.

9 Validate that the employee has now been assigned to the new **Schedule Group**.



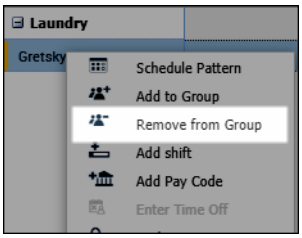
10 Click **Save**.

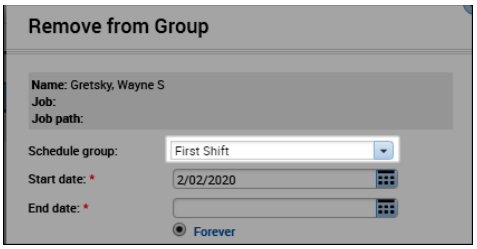
Additional Information

An employee can be assigned to more than one schedule group at the same time.

Removing an Employee from a Schedule Group

When an employee changes jobs or shift assignments, you can follow the same steps to remove the employee from a schedule group and assign them to a different group.





MODULE 6: WORKING WITH SCHEDULE PATTERNS

MODULE OBJECTIVES:

- Describe the purpose of schedule patterns.
- Navigate the Pattern Editor.
- Build a schedule using a pattern template.
- Create a schedule without a template.
- Delete a pattern from an employee's schedule.

SCHEDULE PATTERN OVERVIEW

The Schedules widget allows you to instantly assign a schedule pattern to employees who work repeatable shifts on a regular basis. Once a pattern is applied to an employee's schedule, it repeats the predefined shifts and days until an end date is defined or the pattern is deleted or overridden by another pattern. There are two methods for using schedule patterns: 1) inserting a predefined pattern template, or 2) creating an ad hoc pattern by manually entering shift days and times. In both cases, schedule patterns help you quickly assign schedules to employees for a defined period of time.

ADDITIONAL INFORMATION

Employees will not be able to create patterns. Standard patterns will be set-up. If additional patterns are required, they can be requested.

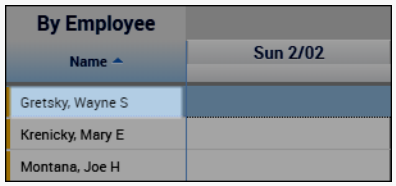
ASSIGNING A PATTERN TEMPLATE

LEARNING SCENARIO

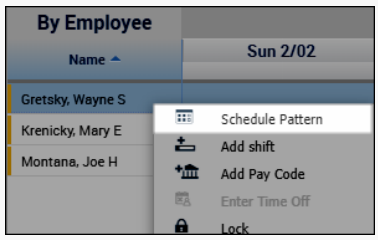
You have an employee who works the same shifts on the same days every week. To make scheduling quicker, insert a predefined pattern template to the employee's schedule. Set the end date to Forever.

ASSIGN A PATTERN TEMPLATE

1 Right-click the employee's name in the **Schedules** widget.

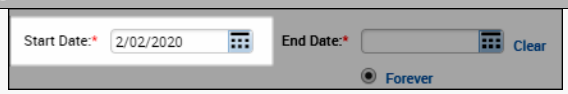


2 Click the **Schedule Pattern** icon.



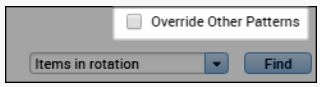
3 Click the calendar icon in the **Start Date** field and select the effective date on which the employee begins working the pattern.

ASSIGN A PATTERN TEMPLATE

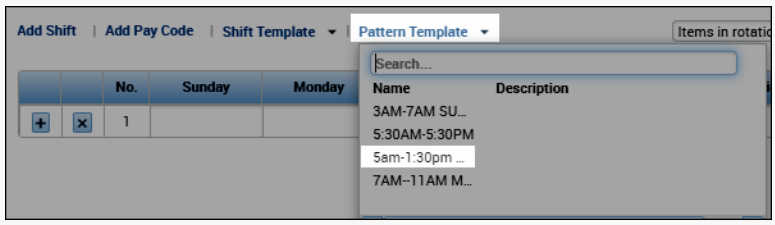


4 Click the calendar icon in the **End Date** field and select the last effective date of the pattern. To have the pattern in effect with no end date, select **Forever**.

5 Optionally, select **Override Other Patterns** to replace any other assigned pattern.

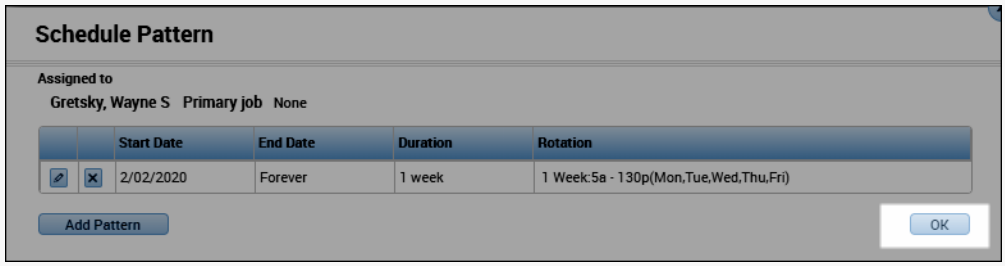


6 Click **Pattern Template** and select a template from the list.



7 Click **Apply**.

8 Verify the pattern displays for the correct dates and click **OK**.



9 Click Save.

CREATING A SCHEDULE PATTERN WITHOUT A TEMPLATE

If a pattern template is not available in the drop-down list, you can build an ad hoc pattern for an employee. The ad hoc pattern is assigned to the selected employee; it cannot be saved and assigned to employees at a later time.

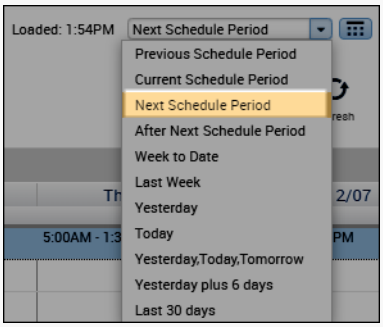
LEARNING SCENARIO

You have an employee who works the same shifts on the same days every week, but there is not a pattern template for the specific schedule. You create a single-use pattern for an employee. Create a pattern to accommodate the following schedule:

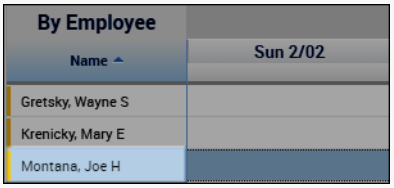
SUN	MON	TUE	WED	THU	FRI	SAT
Off	7a - 330p	7a - 330p	7a - 330p	3p-1130p	3p-1130p	Off

CREATE AN AD HOC PATTERN

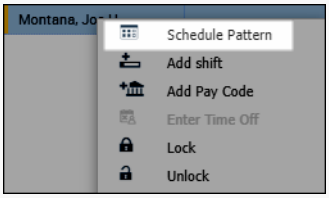
1 Click the drop-down arrow in the **Time Period** field and select the timeframe the pattern begins.



2 Right-click the employee's name in the **Schedules** widget.

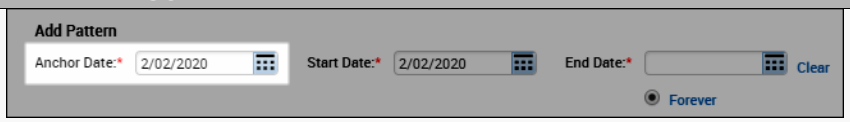


3 Click **Schedule Pattern**.



4 Click the drop-down arrow in the **Anchor Start Date** (defines the start date of the pattern) field and select the effective date on which the pattern starts.

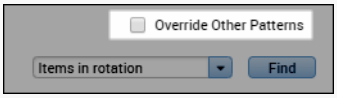
CREATE AN AD HOC PATTERN



5 Click the drop-down arrow in the **Start Date** field and select the effective date on which the employee begins working the pattern.

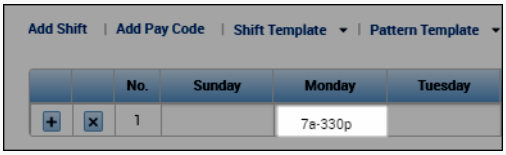
6 Click the drop-down arrow in the **End Date** field and select the last effective date of the pattern. To have the pattern in effect with no end date, select **Forever**.

7 Optionally, select **Override Other Patterns** to replace any other assigned pattern.

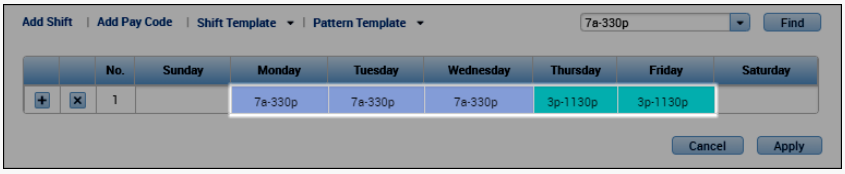


8 Set the **Define Pattern for** field to either **Days** or **Weeks**, and enter the number of days or weeks the pattern repeats.

9 Click the **Day** cell for the day you want to add a shift. Enter shift start and end times separated by a hyphen (i.e. 7a-330p).



10 Continue adding shifts for the remainder of the scheduled days within the pattern.



11 Click **Apply**.

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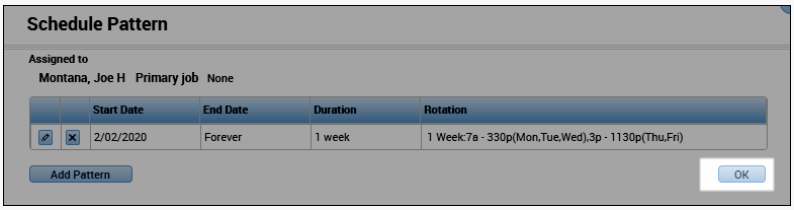
CREATE AN AD HOC PATTERN

12 Verify the pattern displays for the correct dates and click **OK**.



13 Click Save.

ADDITIONAL INFORMATION

You can double-click the employee name at any time to make any necessary pattern adjustments.

DELETING A PATTERN FROM A SCHEDULE

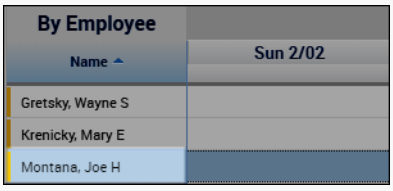
If a pattern no longer fits an employee's schedule, you can delete the pattern assignment.

LEARNING SCENARIO

The employee for whom you created the single-use pattern, no longer works those shifts and days. Delete the pattern from the employee's schedule.

DELETE A PATTERN FROM A SCHEDULE

1 Right-click the employee's name in the **Schedules** widget.



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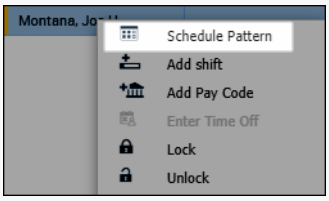
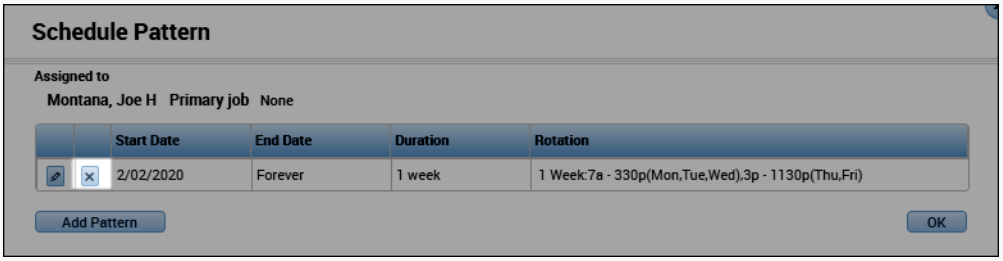
DELETE A PATTERN FROM A SCHEDULE

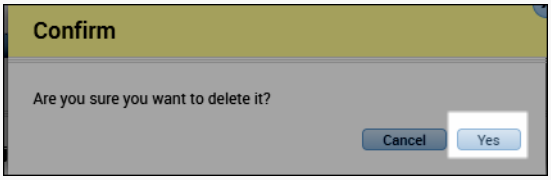
2 Click **Schedule Pattern**.



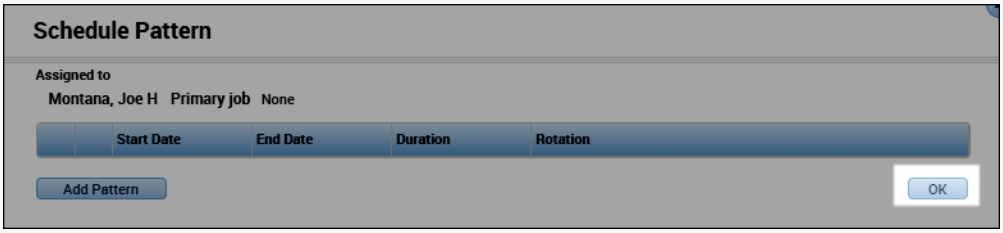
3 Click the **Delete Row** icon.



4 Click **Yes** to confirm the deletion of the pattern.



5 Verify the pattern no longer displays and click **OK**.



6 Click Save.

MODULE 7: WORKING WITH SHIFTS

MODULE OBJECTIVES:

- Describe the methods available for adding and editing shifts.
- Insert a shift template.
- Describe the purpose of pay codes.
- Schedule time using pay code edits.
- Describe the purpose of transfers.
- Schedule labor account and work rule transfers.

ADDING SHIFTS

The Schedules widget provides different methods for adding shifts into employee schedules depending on the situation. You can add shifts using one of the following methods:

1. In-cell entry – used for adding simple shifts that include only a shift start and end time. Shift start and end times are entered directly in the date cell.
2. Shift Templates – used when entering a common shift in which a shift template has already been created.
3. Shift Editor – used when adding more complex shifts that contain specific shift attributes (i.e. shifts with transfers, etc.).

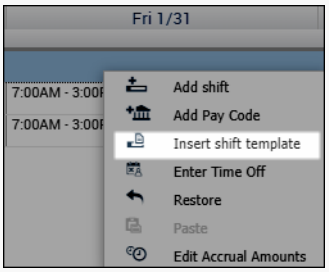
INSERTING A SHIFT TEMPLATE

LEARNING SCENARIO

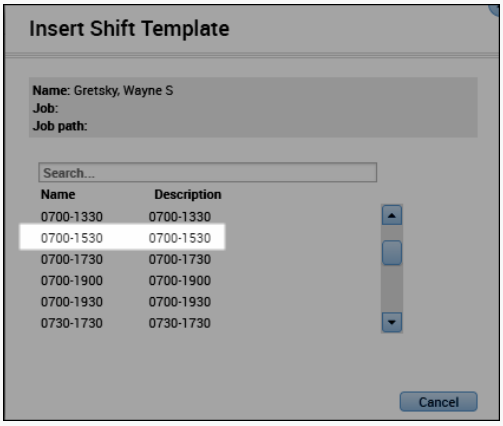
Your employee works a common shift from 7:00 AM to 3:30 PM. Since the shift is used often, there is a shift template already created. Insert the shift template for Friday.

INSERT A SHIFT TEMPLATE

1 Locate the employee's row and right-click the cell under the date where you want to add a shift. Select **Insert Shift Template**.



2 Click the scrollbar in the **Insert Shift Template** field and select a template from the list.



3 Click **Save**.

Insert a Shift Template

Additional Information

If you determine that an employee's shift needs to be shortened or lengthened, you can edit the shift start or end times accordingly.

DELETING SHIFTS

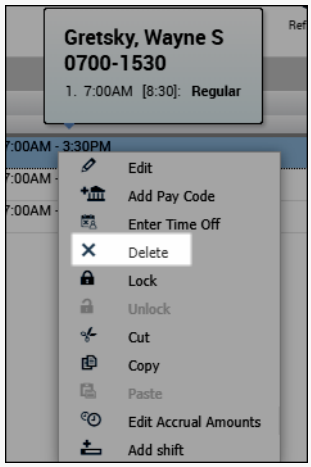
If an employee is no longer working a specific shift, you can delete the shift from the schedule. If the employee's schedule changes, it is important to update the Schedules widget accordingly, so the employee does not receive an exception in the timecard.

LEARNING SCENARIO

Your employee is no longer working the 7a-330p shift on Thursday, so you must delete the shift.

Delete a Shift

1 Right-click the date cell for the employee whose shift you want to delete. Select **Delete**.



2 Click **Save**.

SCHEDULING A PAY CODE AMOUNT

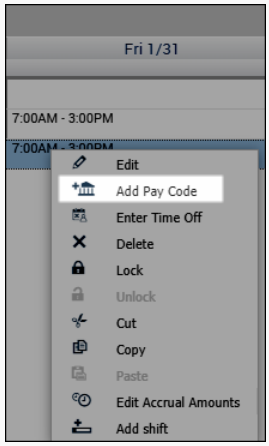
Entering a pay code into an employee's schedule allows you to schedule non-worked time. Non-worked hours include sick time and vacation or paid time off. You should schedule your employees' non-worked time when you know about it in advance. Once the scheduled date becomes part of the current pay period, the pay code amount automatically populates the employee's timecard.

LEARNING SCENARIO

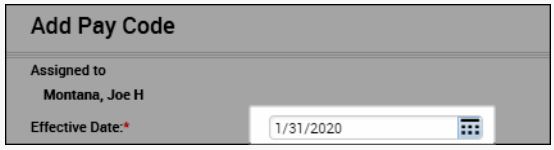
One of your employees is going to be on Jury Duty on Friday. You want to schedule a pay code amount in the employee's schedule as a reminder of the absence, but more importantly to populate the employee's timecard accordingly.

SCHEDULE A PAY CODE AMOUNT

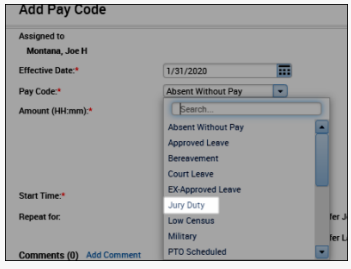
1 Locate the employee's row and right-click the date to which you want to enter a pay code amount. Select **Add Pay Code**.



2 Confirm the date selected In the **Effective Date** field is correct.



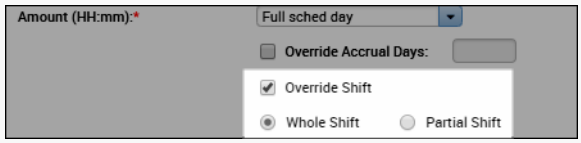
3 From the **Pay Code** drop-down list, select the pay code.



4 Enter the number of hours to allocate to the pay code in the **Amount** field or select from the pre-defined list.

SCHEDULE A PAY CODE AMOUNT

5 If the pay code amount must replace the employee's existing shift, select the **Override Shift** check box. To override the entire shift, select **Whole Shift**. To override part of the scheduled shift, select **Partial Shift**.



6 In the **Start Time** field, enter the effective time for the pay code amount. If the employee already has a schedule, the shift start time is the default time

7 In the **Repeat for (D)** field, enter the number of consecutive days for which the pay code amount applies.

8 Click **Apply**.

9 Click **Save**.

TRANSFERS OVERVIEW

Throughout a shift, an employee punches for the time they work and that time is allocated to their default labor account and work rule assignment along with any non-worked hours. Transfers allow you to allocate hours to an alternate labor account in order to charge the hours where they are worked. This process is useful when employees work in different Process Level or a different Department.

When you schedule a work rule transfer, the Kronos Timekeeping application applies a different set of rules to the employee's shift when calculating hours. This feature allows certain worked time to calculate differently than other worked time.

If the transfer is known in advance, it is entered into the schedule. When an employee punches in and out, the hours are automatically allocated according to the scheduled transfer.

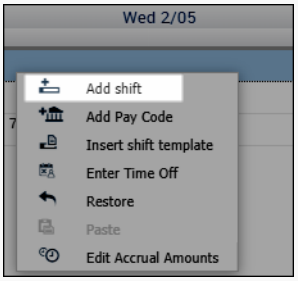
SCHEDULING LABOR ACCOUNT TRANSFERS

LEARNING SCENARIO

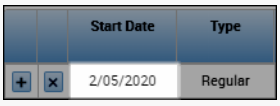
One of your employee's is going to work in the Food Services as a Cashier next Wednesday. In order for labor to be allocated correctly, you need to schedule the employee in the department where the employee is working. Create a shift and include a labor account transfer.

SCHEDULE A LABOR ACCOUNT TRANSFER

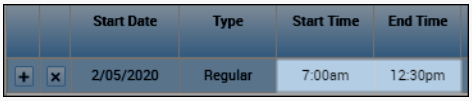
1 Locate the employee's row and right-click the date for which you want to enter a shift with a labor transfer. Select **Add Shift**.



2 Confirm the date selected in the **Start Date** field is correct.

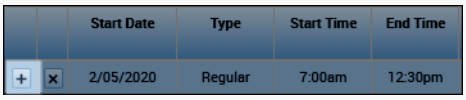


3 For the hours the employee is scheduled to work before the transfer, complete the **Start Time** and the **End Time** fields accordingly.

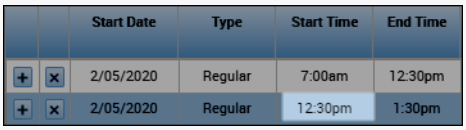


4 Click the **Insert Row** icon.

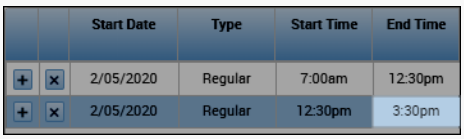
SCHEDULE A LABOR ACCOUNT TRANSFER



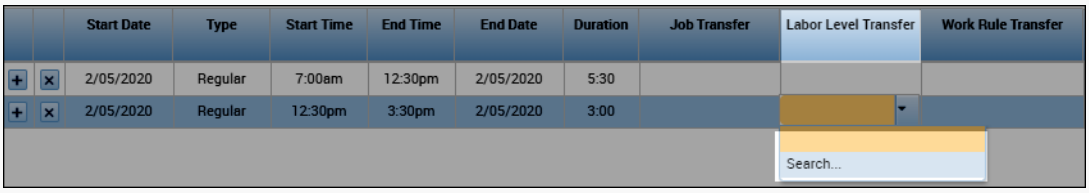
5 On the new row, confirm the time the shift transfer begins displays in the **Start Time** field.



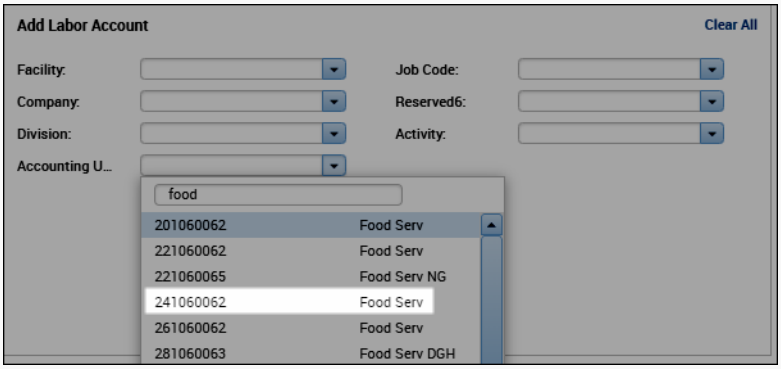
6 In the **End Time** field, enter the time the shift transfer ends.



7 Click the **Labor Level Transfer** field and select the applicable Labor Account from the list. If the labor account does not display, click **Search**.



8 Click the drop-down arrow for the labor level for which you want to transfer and select a labor entry from the list. For this example, select **Accounting Unit**.
(Helpful Hint: To avoid scrolling down the list, type a portion of the Accounting Unit name or number in the Accounting Unit Search field)



9 Click the drop-down arrow for the labor level for which you want to transfer and select a labor entry from the list. For this example, select **Job Code**.

employee experience
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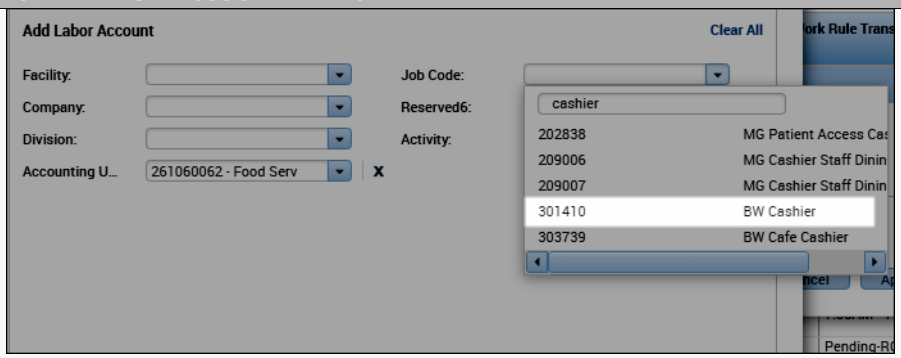
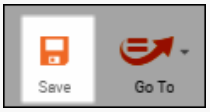
SCHEDULE A LABOR ACCOUNT TRANSFER



10 Click **Apply** on the **Transfer** dialog box.

11 Click **Apply** again on the **Add Shift** dialog box.

12 Click **Save**.



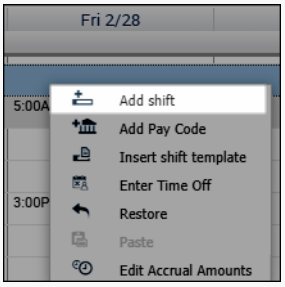
SCHEDULING WORK RULE TRANSFERS

LEARNING SCENARIO

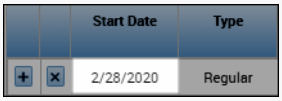
An employee is called in on Friday. Since any on call time is calculated differently than regular worked time, a different work rule application is needed. Create a shift and include a work rule transfer.

SCHEDULE A WORK RULE TRANSFER

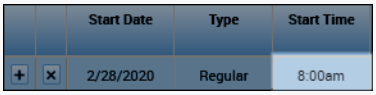
1 Locate the employee's row and right-click the date for which you want to enter a shift with a work rule transfer. Select **Add Shift**.



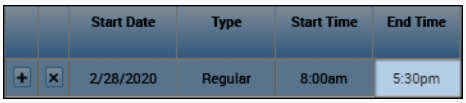
2 Confirm the date selected in the **Start Date** field is correct.



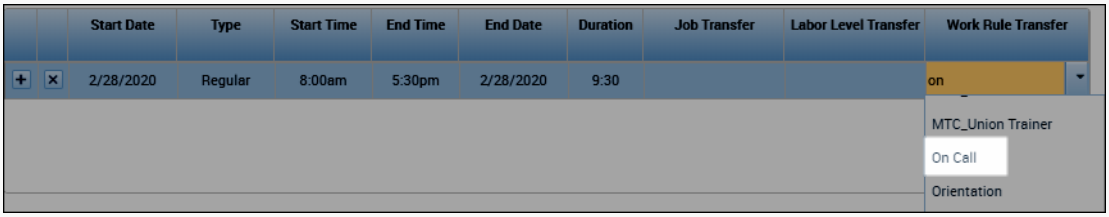
3 Click the **Start Time** field and enter the time the shift begins.



4 Click the **End Time** field and enter the time the shift ends.



5 Click the drop-down arrow in the **Work Rule Transfer** field and select a work rule from the list.



6 Click **Apply**.

SCHEDULE A WORK RULE TRANSFER	
7	Click **Save**.

ADDITIONAL INFORMATION

A double arrow icon (⇌) displays next to the shift indicating a transfer. You can hover your mouse over the shift to display the transfer details.

MODULE 8: ALERTS AND DAILY TIME REVIEW GENIE OVERVIEW

MODULE OBJECTIVES:

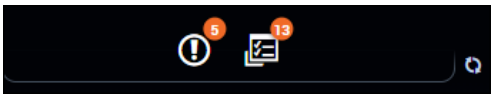
- Describe the purpose of exceptions.
- Use Alerts to view employee exceptions.
- Access the Daily Time Review genie to review exception data.

REVIEWING EMPLOYEE EXCEPTIONS

It is necessary to recognize and resolve the most common types of exceptions on a daily basis. This process helps ensure that each employee's timecard is complete and accurate. Reviewing and acknowledging attendance exceptions assists Managers and Timekeepers with monitoring their department performance. You can review exceptions using either alerts or widgets.

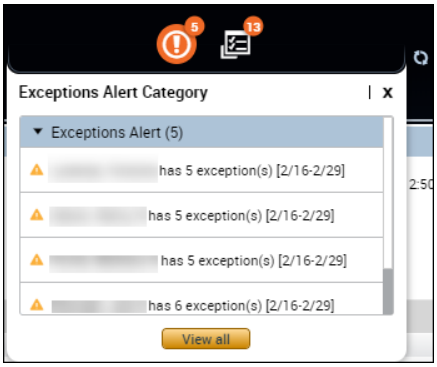
USING ALERTS

Alerts help expedite your common tasks by highlighting those issues that require attention. The numeric value in the upper right corner of the alert identifies the number of employees that currently have an alert. The Exceptions Alert highlights any employee who has deviated from his or her schedule. The Request Manager Alert displays any time-off requests that need review and approval. Alerts are primarily used to view information for one employee at a time.



ACCESSING ALERT INFORMATION

More detailed information is available from each alert icon. To view more details about the alerts, click the icon. When an alert is selected the corresponding widget becomes active in the center of the workspace. Any exceptions can be reviewed and accessed from the current screen.



LEARNING SCENARIO

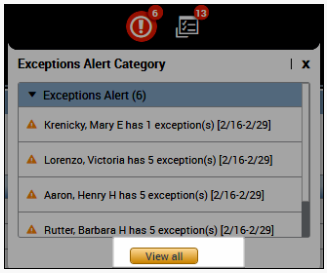
After logging into the system, you notice there are several exception alerts that need your immediate attention. You would like to review the exceptions for each individual employee.

REVIEW EXCEPTIONS USING ALERTS

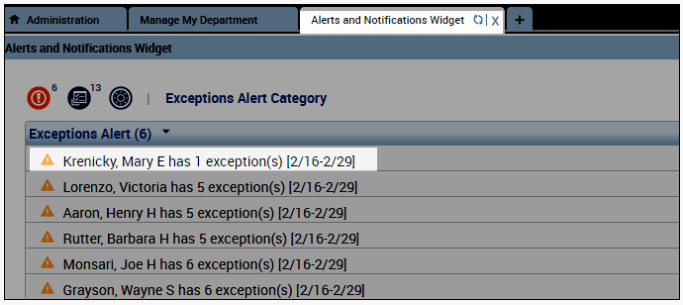
1 Click the **Refresh** button to the right of the alerts to get up-to-date data.

2 Click the **Exceptions** alert icon.

3 Select an employee from the drop-down list or click **View all**.

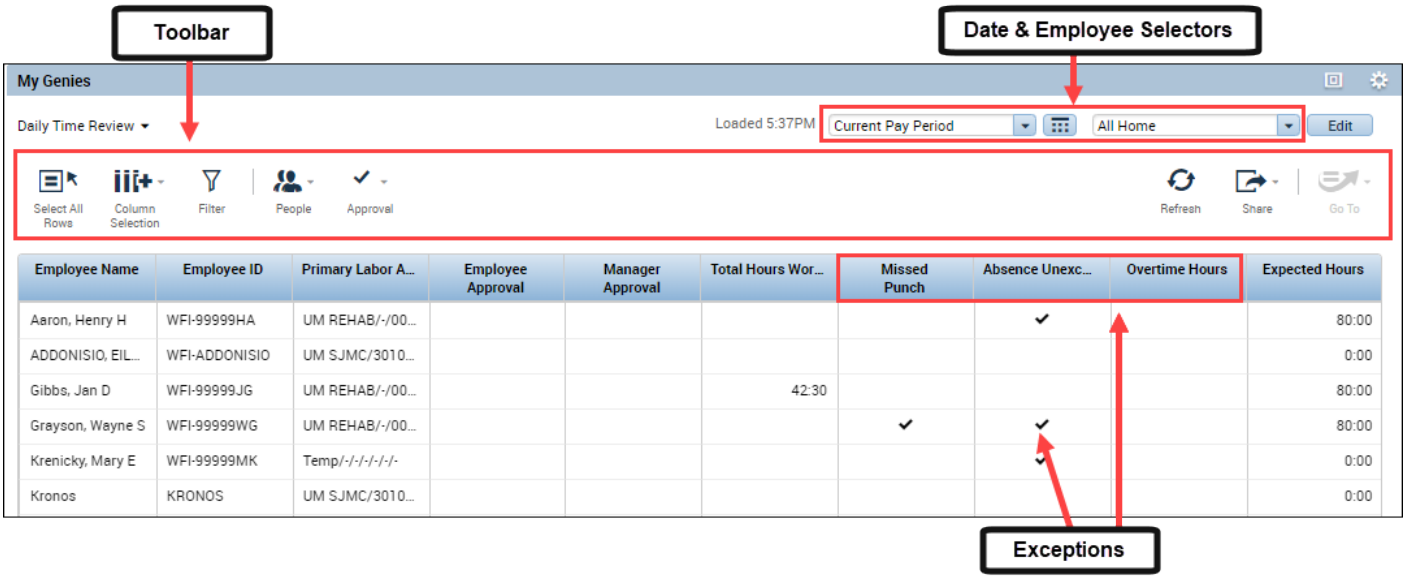


4 The **Alerts and Notifications Widget** displays. Double-click the person's row to open his or her timecard.



THE DAILY TIME REVIEW GENIE

The Daily Time Review genie provides important information about your employee time so you can view actual worked time to the scheduled time, along with any punch exceptions. The exceptions are categorized by type and contain a check mark to represent an exception exists for the specified employee and time period. By default, the Daily Time Review genie displays data for the current pay period, for all of the active employees assigned to you.



Element	Description
Toolbar	Action buttons allow you to perform edits or tasks within the Exceptions widget.
Date & Employee Selectors	Allows you to select which employees display in the workspace and for which timeframe.
Exceptions	Displays the most frequent types of exceptions that require quick action. • **Missed Punch** – The employee's timecard does not contain the required amount of punches to total the hours. • **Unexcused Absence** - The employee was scheduled to work, and no punches exist for the day. The absence has not been excused. • **Overtime Hours** – Displays the number of hours the employee worked overtime in the pay period.

MODULE 9: ACCESSING TIMECARDS OVERVIEW

MODULE OBJECTIVES:

- Access timecards.
- Navigate the timecard workspace.

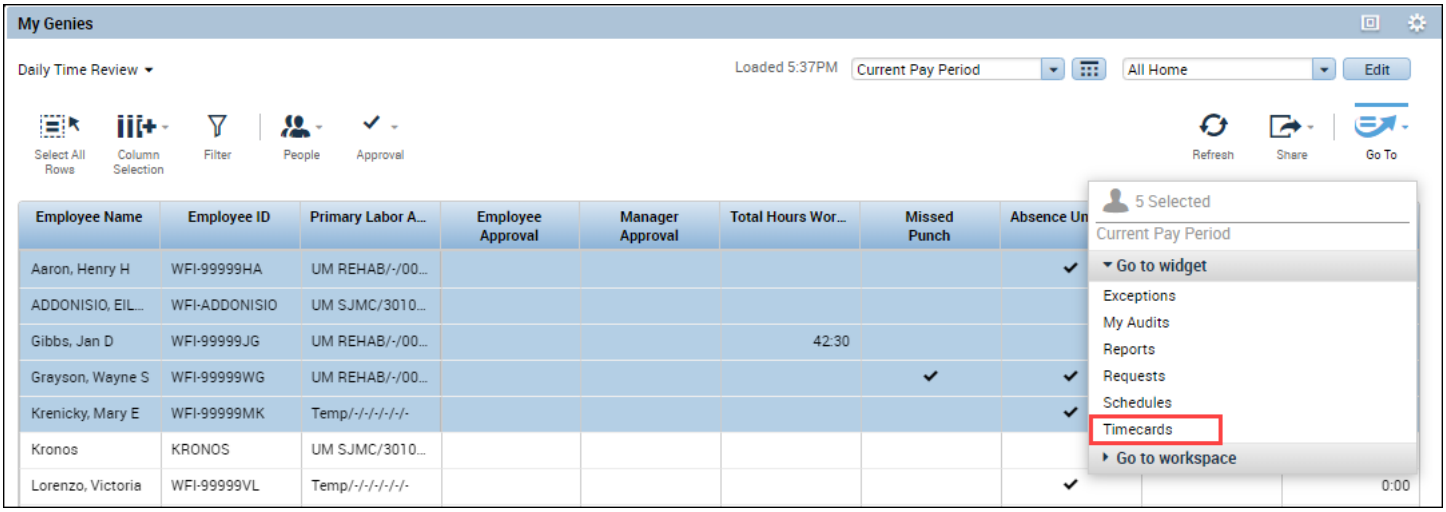
PERFORMING EDITS IN A TIMECARD

Once you have reviewed the Daily Time Review genie and determined it is necessary to resolve an exception, access the employee timecard. From here, you can make the appropriate edits and changes based on your business practices.

ACCESSING TIMECARDS

From a Kronos timekeeping genie, you can quickly access multiple employees' timecards. Only one timecard displays at a time, but it is easy to navigate from one employee's timecard to another using the navigation arrows in the timecard header. There are different methods available to select employees within a genie:

- Double-click an employee's name from the genie.
- Hold the Ctrl key and click employee names.
- Click an employee's name, hold the Shift key, and click the last employee's name in the range.
- Click Select All Rows from the toolbar.

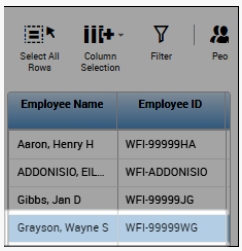


LEARNING SCENARIO

Assess an individual timecard using GoTo Navigation

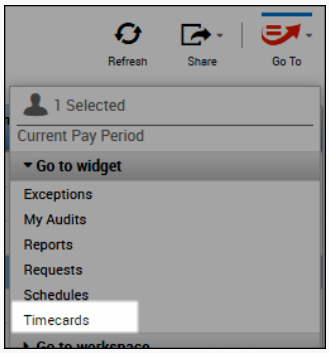
REVIEW EXCEPTIONS USING ALERTS

1 From the Daily Time Review genie, select an employee.



2 Click the **GoTo** icon.

3 Select **Timecards**.

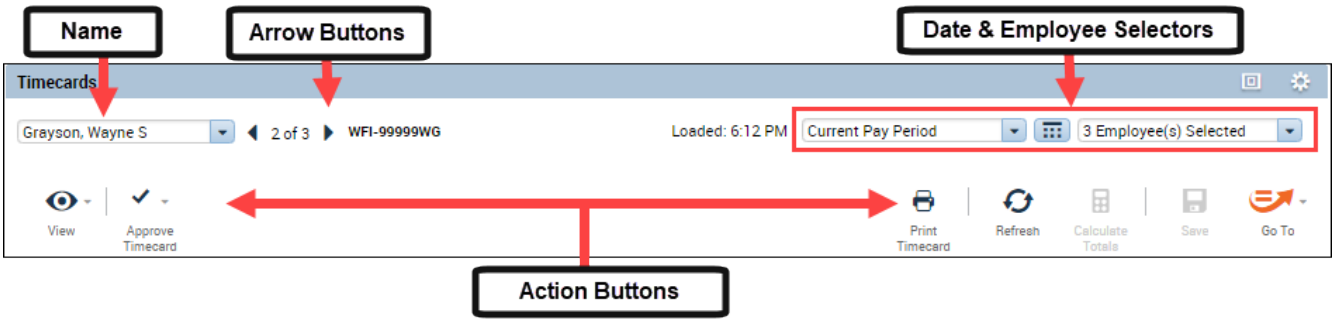


TIMECARD LAYOUT

The timecard is divided into three main sections: 1) header, 2) timecard grid and 3) timecard tabs. Each section is described in detail below.

HEADER

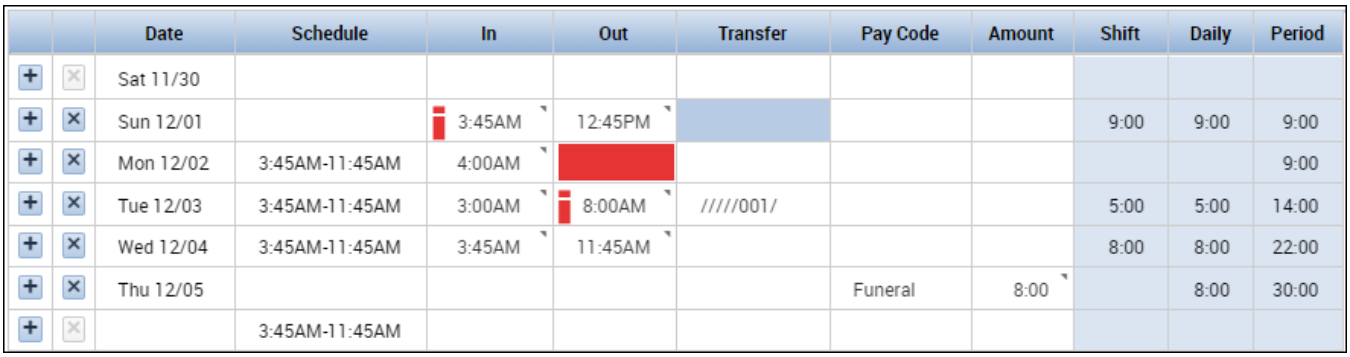
The timecard header is located at the top of the screen just below the banner.



Element	Description
Name	Displays the name and ID number for the employee's timecard being viewed.
Arrow Buttons	Allows you to easily scroll between employee timecards.
Date & Employee Selectors	Determines what timeframe is being viewed.
Action Buttons	Action buttons allow you to perform edits or tasks within the timecard: • **View** - Filters the dates in the timecard to include only dates with exceptions. • **Approve Timecard** - Approves the employee's timecard for the selected time period. • **Print Timecard** - Prints the employee's timecard. • **Refresh** - Updates the timecard with the most recent database information. • **Calculate Totals** - Calculates any totals based on changes made to the timecard. It does not save the changes. • **Save** - Saves the changes to the database. • **GoTo** – Provides navigation to access the employees' timecard, schedule or other widgets where you can perform an action.

TIMECARD GRID

The timecard grid is located in the middle of the screen and is where the majority of time edits take place. The timecard grid is comprised of the following columns:



		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+		Sat 11/30									
+	x	Sun 12/01		3:45AM	12:45PM				9:00	9:00	9:00
+	x	Mon 12/02	3:45AM-11:45AM	4:00AM							9:00
+	x	Tue 12/03	3:45AM-11:45AM	3:00AM	8:00AM	/////001/			5:00	5:00	14:00
+	x	Wed 12/04	3:45AM-11:45AM	3:45AM	11:45AM				8:00	8:00	22:00
+	x	Thu 12/05					Funeral	8:00		8:00	30:00
+			3:45AM-11:45AM								

Column	Description
Insert and Delete Row Buttons	Allows you to insert or delete a row for each date displayed in the timeframe selected.
Date	Lists the dates contained within the selected time period.
Schedule	Displays the employee's scheduled shifts for each date.
In	Displays the time the employee punched in for a shift or returned from a meal break.
Out	Displays the time the employee punched out for the day or started a meal break.
Transfer	Allows you to allocate worked time to an alternate labor account or work rule.
Pay Code	Allows you to add a pay code to an employee timecard for the date.
Amount	Allows you allocate a number of hours to the selected pay code.
Totals	Displays totals for each day of the time period selected. • **Shift** – Total hours of all shifts worked on the selected day, excluding pay codes. • **Daily** – Total hours for the selected day, including pay codes. • **Period** – Total hours up to and including the selected day.

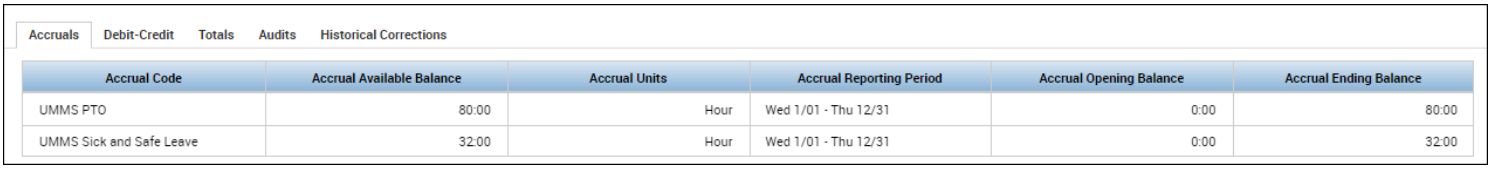
Exception Indicators in the Timecard Grid

The timecard provides detailed information regarding employee time and displays the date and exception type for each employee. The following table describes some of the indicators you may encounter.

Indicator	Description
Red Indicator on the Date	Unexcused absence.
Blue Indicator on the Date	Excused absence.
Red Indicator on the Time	An exception, such as a late punch or an early punch, which has not been reviewed.
Two Blue Arrows	Indicates the hours transferred to another department or cost center.

TIMECARD TABS

The timecard tabs are located at the bottom of the screen under the timecard grid. Five main tabs always appear: Accruals, Debit-Credit, Totals, Audits and Historical Corrections. The timecard tabs include the following information:


Accruals | Debit-Credit | Totals | Audits | Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
UMMS PTO	80:00	Hour	Wed 1/01 - Thu 12/31	0:00	80:00
UMMS Sick and Safe Leave	32:00	Hour	Wed 1/01 - Thu 12/31	0:00	32:00

Tab Name	Description
Accruals	Displays the employee's accrual balances by accrual code.
Debit-Credit	Displays a summary/average of hours for a period.
Totals	Displays the employee's pay code totals for the time period.
Audits	Displays all timecard transactions including any edits and who made them.
Historical Corrections	Displays any edits made to the previous signed off pay period.

ADDITIONAL INFORMATION

- Timecard edits can be performed in the grid using the toolbar, right-clicking or entering text into a cell.
- You can click the drop-down arrow next to the employee's name to select a different employee's timecard.

MODULE 10: CORRECTING EMPLOYEE EXCEPTIONS

MODULE OBJECTIVES:

- Correct a missing punch.
- Attach comments to punch edits.
- Remove duplicate punches.
- Correct an unexcused absence.

MANAGING EMPLOYEE EXCEPTIONS

Managers and Timekeepers are required to clear employee exceptions on a daily basis. The corrections may stem from employees' forgetting to punch in or out for shifts or an unexpected absence. In either case Kronos Timekeeping is designed to expedite the process for correcting time information and evaluating attendance. You correct employee exceptions from the employee's timecard.

CORRECTING MISSED PUNCHES

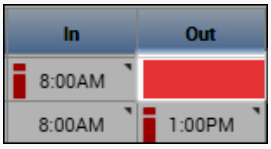
When an employee does not punch in or out, a punch exception displays within the employee's timecard. It is important for all missed punches to be corrected so the employee's hours calculate correctly.

LEARNING SCENARIO

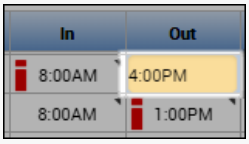
One of your daily timekeeping tasks is to correct any missed punches. You can use the Daily Time Review genie to identify missed punches. Correct the missed punches for your employees in the employee's timecard.

CORRECT A MISSED PUNCH

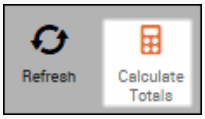
1 From the timecard, click the cell containing the missed punch (solid red box).



2 Enter the correct punch **Time** followed by 'a' for AM or 'p' for PM. Alternatively, enter the time in 24-hour format.



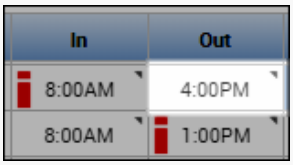
3 Click **Calculate Totals** to update the totals prior to saving. If the updated totals are not correct, click **Refresh**.



4 Click **Save**.

CORRECT A MISSED PUNCH

5 Notice the exception no longer displays.



WARNING

All missed punches must be corrected before the end of the pay period so employees are paid according to their worked time.

ATTACHING A COMMENT

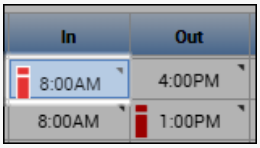
Comments are used to attach additional information to an employee's time record for future reference. Multiple comments can be attached to a punch or pay code amount to explain the edit. Comments are identified by a blue callout icon next to the punch or pay code amount. You can view the actual comment by moving the mouse over the punch or pay code cell containing the comment icon.

LEARNING SCENARIO

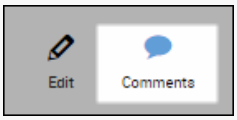
It is required that a comment be attached to all edits you make to an employee's time record. Attach a comment to an employee exception.

ADD A COMMENT TO AN EXCEPTION

1 Right-click the exception to which you want to attach a comment.

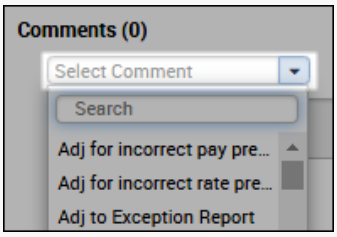


2 Click **Comments**.

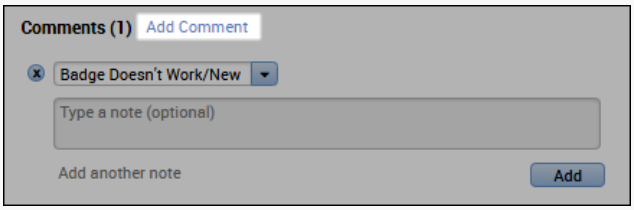


Add a Comment to an Exception

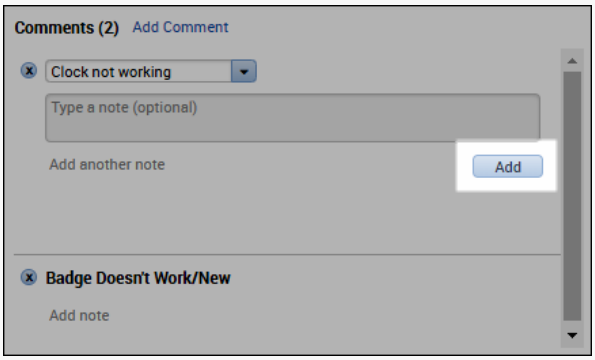
3 Click the **Select Comment** dropdown and select the desired comment.



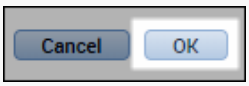
4 Optionally, click **Add Comment** to add another comment. Continue to add as many comments as desired.



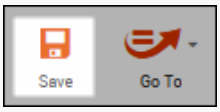
5 Click **Add**. (Optional notes can be inserted in the text field)



6 Click **OK**.

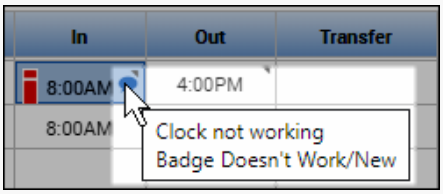


7 Click **Save**.



ADD A COMMENT TO AN EXCEPTION

8 Hover your cursor over the punch to review the comment(s).



POLICY

All punch edits require a comment.

REMOVING A PUNCH

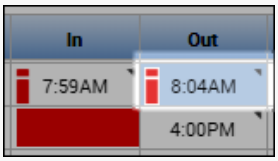
Employees punch in and out of a clocking device to record their actual worked time in the Kronos application. In general, an employee punch time should not be deleted. However, there are two exceptions to that rule; 1) you mistakenly add a punch for the wrong date/time, or 2) an employee accidently punches twice at the clock.

LEARNING SCENARIO

An employee punched twice at the clock by accident. Attach a comment to the punch explaining the situation, and then delete the incorrect punch.

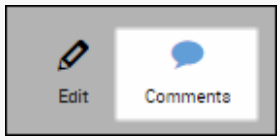
REMOVE A PUNCH

1 Right-click the punch you want to delete.

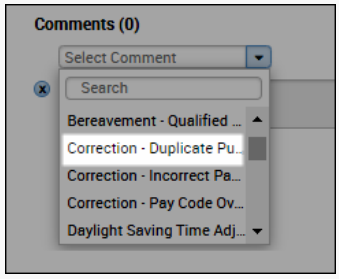


REMOVE A PUNCH

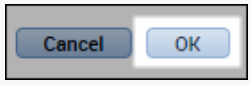
2 Click **Comments**.



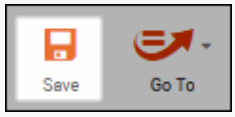
3 Click the **Select Comment** dropdown and select the desired comment.



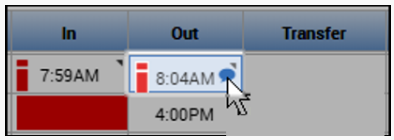
4 Click **OK**.



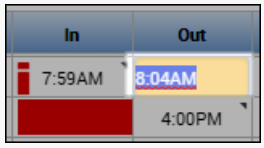
5 Click **Save**.



6 Click the cell that contains the punch you want to delete.

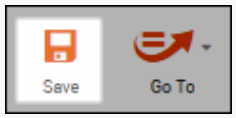


7 Press **Backspace** or **Delete** on your keyboard.



REMOVE A PUNCH

8 Press **Tab** or **Enter** or your keyboard, or click on another day within the timecard, then click **Save**.



WARNING

The Kronos application contains an audit trail that tracks and documents any edits made to time. This includes the type of edit, when it was completed, and who performed the edit.

POLICY

A comment must be added to the punch before it is deleted.

CORRECTING AN UNEXCUSED ABSENCE

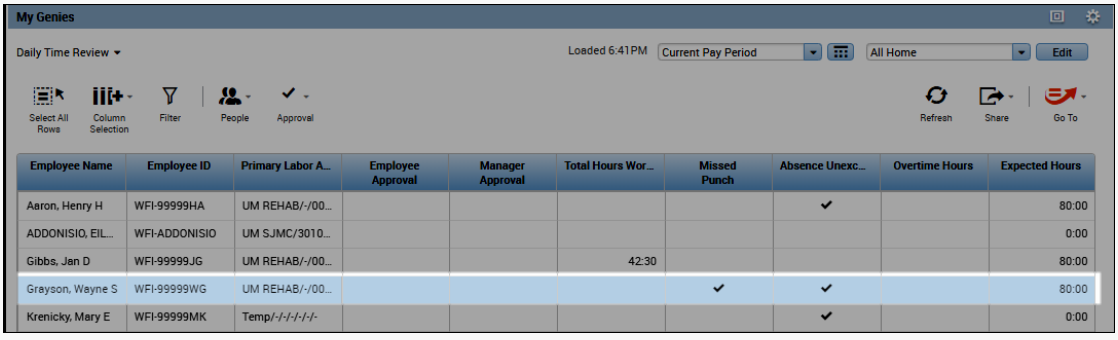
It is important that hours are tracked to the correct pay code so that the employee is paid correctly. The Kronos Timekeeping application is configured to calculate and distribute worked hours to the appropriate pay codes. Examples of pay codes include: Vacation, Regular, Sick, etc. Non-worked pay codes might require a manual entry on behalf of the employee, so the hours are applied to the correct pay code, for example, when the employee calls in sick.

LEARNING SCENARIO

An employee called in sick yesterday. Enter 8 hours of the Sick pay code to the employee's timecard.

ENTER A PAY CODE AMOUNT

1 Select the employee with the **Unexcused Absence** exception.



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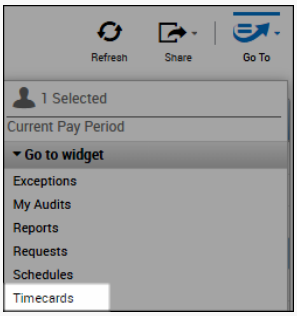
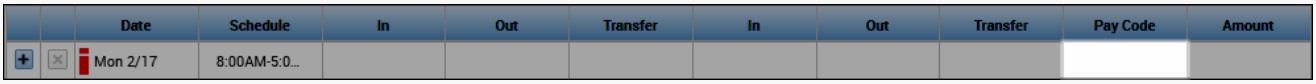
Enter a Pay Code Amount

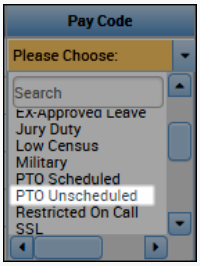
2 Click **GoTo** and select **Timecards**.



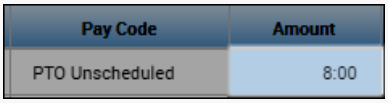
3 Click the **Pay Code** column for the day with the **Unexcused Absence**.



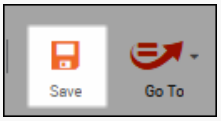
4 Click the drop-down arrow in the **Pay Code** field and select a pay code from the list.



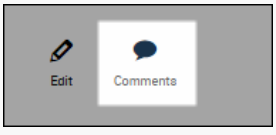
5 Click the **Amount** field and enter the amount to allocate to the selected pay code.



6 Click **Save**.



7 Right-click the **Amount** field and select **Comments**.



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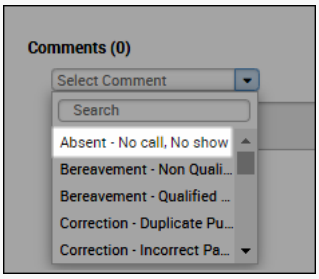
ENTER A PAY CODE AMOUNT

8 Select the applicable comment from the list.



9 Click **OK**.

10 Click **Save**.

ADDITIONAL INFORMATION:

When entering a pay code amount, do not enter trailing zeroes. This could lead to an overage, for example 800 would be 800 hours instead of 8 hours.

MODULE 11: PERFORMING OTHER TIMECARD EDITS

MODULE OBJECTIVES:

- Enter a transfer for a full shift.
- Enter a transfer for a portion of a shift.
- Enter work rule transfers.
- Cancel an automatic meal deduction.

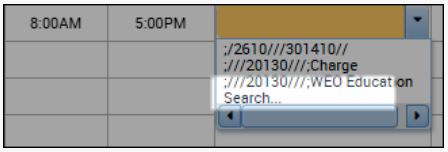
ENTERING A LABOR ACCOUNT TRANSFER FOR A FULL SHIFT

LEARNING SCENARIO

Your employee worked at ICU from 8a to 5p today because the unit was shorthanded. In order for the labor to be allocated correctly, you need to transfer the hours to the labor account that is associated to the unit.

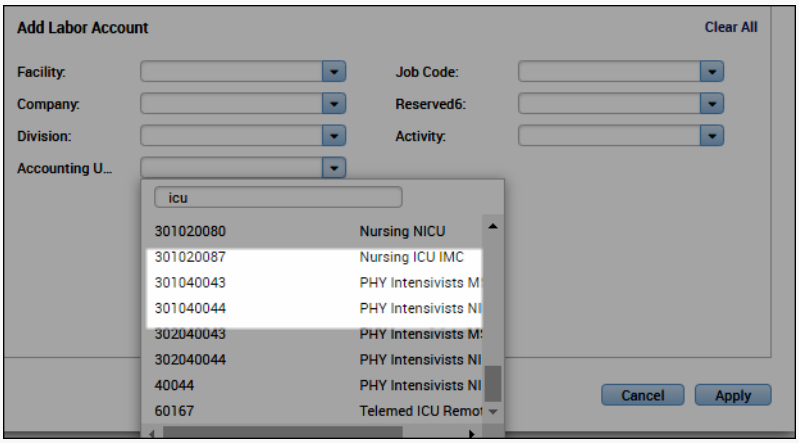
ENTER A LABOR ACCOUNT TRANSFER FOR A FULL SHIFT

1 Within the timecard, click the drop-down arrow in the **Transfer** cell after the **In** and **Out** punch cells for the date you want to record the transfer.



2 If the applicable transfer does not appear in the **Transfer** list, click **Search** and select **Labor Account**.

3 Click the drop-down arrow next to the appropriate labor level and select a labor level entry from the list.
(Helpful Hint: To avoid scrolling down the list, type a portion of the Accounting Unit name or number in the Accounting Unit Search field)



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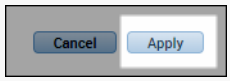
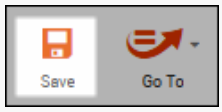
ENTER A LABOR ACCOUNT TRANSFER FOR A FULL SHIFT

4 Click **Apply**.



5 Click **Save**.



ADDITIONAL INFORMATION

The Transfer column lists the last five transfer selections. You may find it helpful to widen the column.

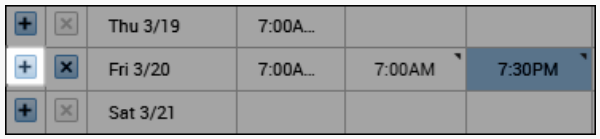
ENTERING A LABOR ACCOUNT TRANSFER FOR PART OF A SHIFT

LEARNING SCENARIO

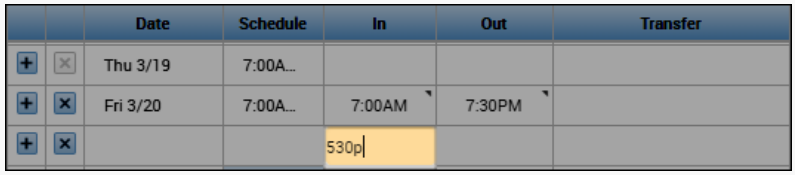
Your employee worked the last two hours of their shift in the ICU. because the department was shorthanded. In order for the labor to be allocated correctly, you need to transfer the hours to the applicable accounting unit.

ENTER A LABOR ACCOUNT TRANSFER FOR PART OF A SHIFT

1 Within the timecard, click the **Insert Row** icon for the date you want to enter a transfer.

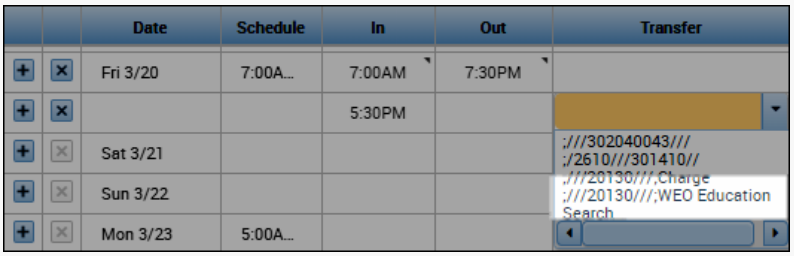


2 On the new row, enter the time the transfer took place in the **In** punch field.

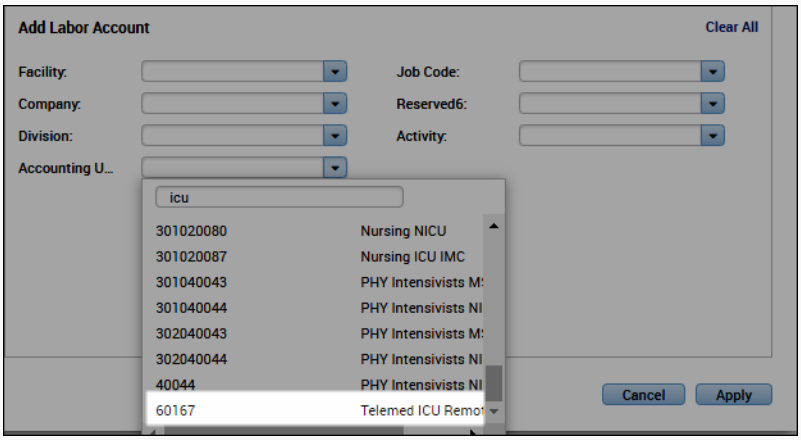


Enter a Labor Account Transfer for Part of a Shift

3 On the new row, click the drop-down arrow in the **Transfer** field and select **Search**.

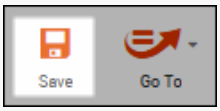


4 Click the drop-down arrow next to the appropriate labor level and select a labor level entry from the list**.**



5 Click **Apply**.

6 Click **Save**.



Additional Information

- If you select the Transfer field between the first In and Out punch (before the meal break), the whole shift is transferred to the specified labor account.
- The purple punch was generated by the application to indicate when the employee ended his/her first shift segment.
- Add a transfer back to the home account if the employee transferred earlier in the shift.

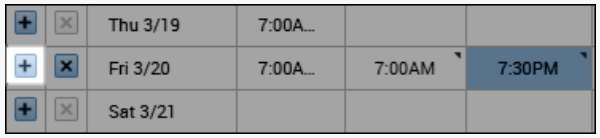
ENTERING A WORK RULE TRANSFER

LEARNING SCENARIO

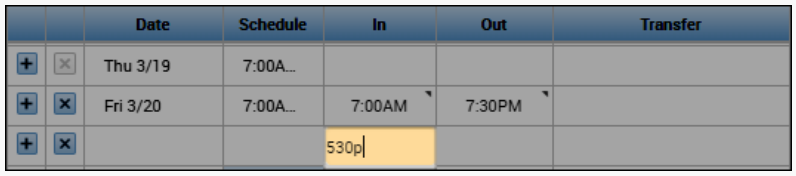
Your employee attended a training on Friday. In order for the hours to calculate correctly, apply a work rule transfer to the education hours.

ENTER A WORK RULE TRANSFER

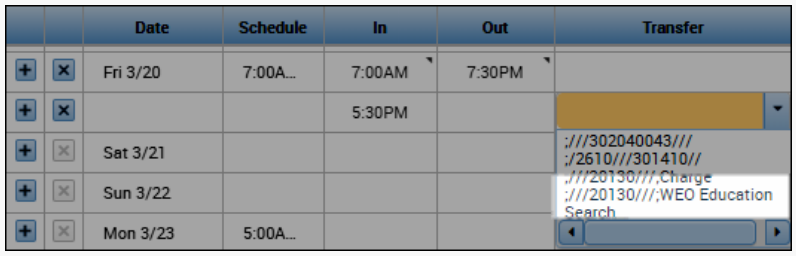
1 Click the **Insert Row** icon for the date you want to enter a transfer.



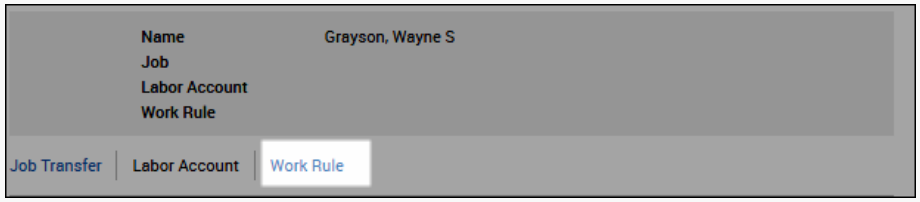
2 On the new row, enter the time the transfer took place in the **In** punch field.



3 Click the drop-down arrow in the **Transfer** field to the right of the **In** punch cell and select **Search**.



4 Click the **Work Rule** tab.



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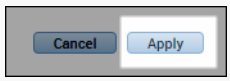
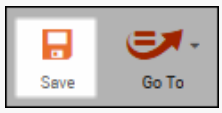
ENTER A WORK RULE TRANSFER

5 Select a work rule from the list. You may also type in the first part of the rule to search.

6 Click **Apply**.



7 Click **Save**.



CANCELING AN AUTOMATIC MEAL DEDUCTION

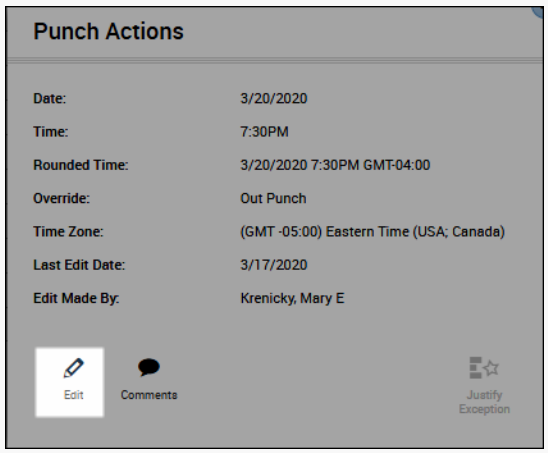
Some employees are assigned an automatic meal deduction. In these cases, the employee does not have to punch in and out to indicate when the meal was taken. Instead, Kronos Timekeeping automatically deducts the amount of time from the employee's daily total for his or her assigned meal break allowance. The amount of the deduction is determined by the employee's assigned pay rule. In some instances, you may need to cancel the automatic deduction.

LEARNING SCENARIO

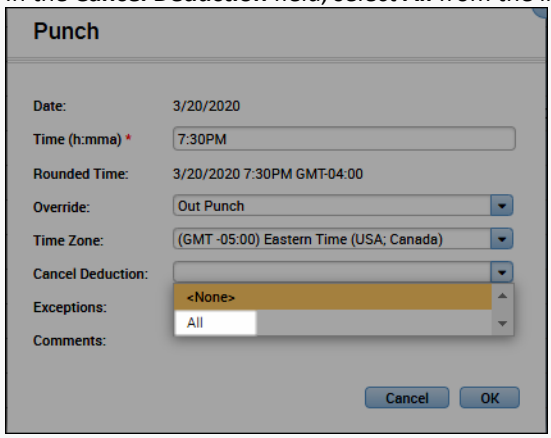
One of your employees notified you that he did not receive a meal break yesterday because the unit was shorthanded. Attach a comment to the employee's out punch and cancel the meal deduction so the employee is paid for his meal break period.

CANCEL A MEAL DEDUCTION

1 From the timecard, right-click the out punch for the missed meal break and click **Edit**.



2 In the **Cancel Deduction** field, select **All** from the list.

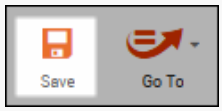


Note: a Comment should also be included.

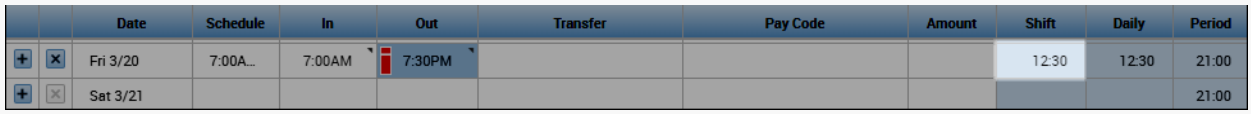
CANCEL A MEAL DEDUCTION

3 Click **OK**.

4 Click **Save**.



5 Notice the Shift column updates to reflect the change.



		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	x	Fri 3/20	7:00A...	7:00AM	7:30PM				12:30	12:30	21:00
+	x	Sat 3/21									21:00

MODULE 12: RESPONDING TO EMPLOYEE REQUESTS

MODULE OBJECTIVES:

- Describe the purpose of employee requests.
- Review employee requests using alerts.
- Review employee requests using the Request Manager widget.
- Approve employee requests for time off.

EMPLOYEE REQUESTS OVERVIEW

Kronos Timekeeping automates the request process. Employees submit requests electronically for your review and approval. Managers and Timekeepers can either approve or deny a submitted request. When the request is approved, it automatically overrides the employee's schedule in the Schedule Planner widget. In the Current Pay Period of the request, the pay code is applied in the timecard to pay the employee and deduct their accrual balance. When the request is denied, the employee receives a notification.

REVIEWING EMPLOYEE REQUESTS USING ALERTS

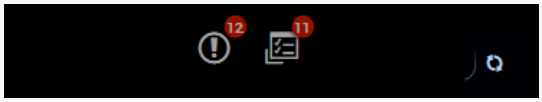
The Request Manager alert displays any time-off or other type of requests from your employees which require your review and action.

LEARNING SCENARIO

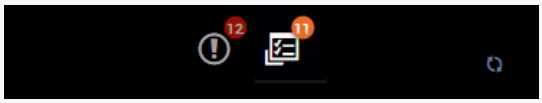
After logging into the system, you notice there are request alerts from employees. You would like to review each request to determine what action to take on the request.

OPEN A TIME OFF REQUEST

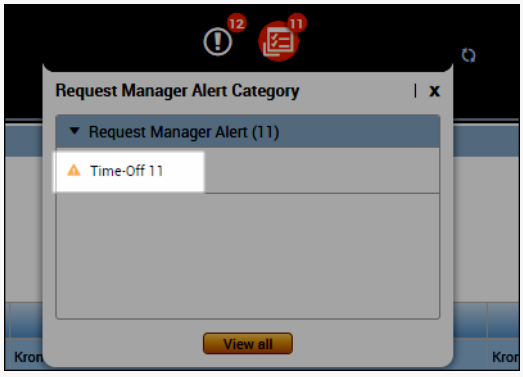
1 Click the **Refresh** button to get up-to-date data.



2 Click the **Request Manager Alerts** icon.



3 Select **Time Off** from the drop-down list.



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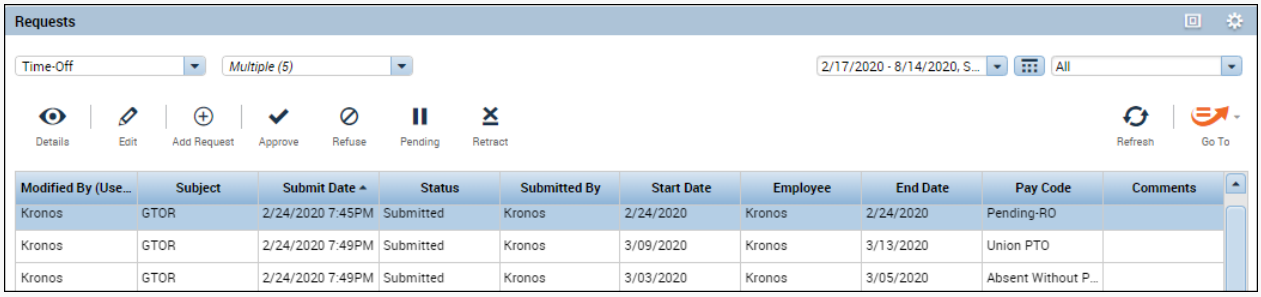
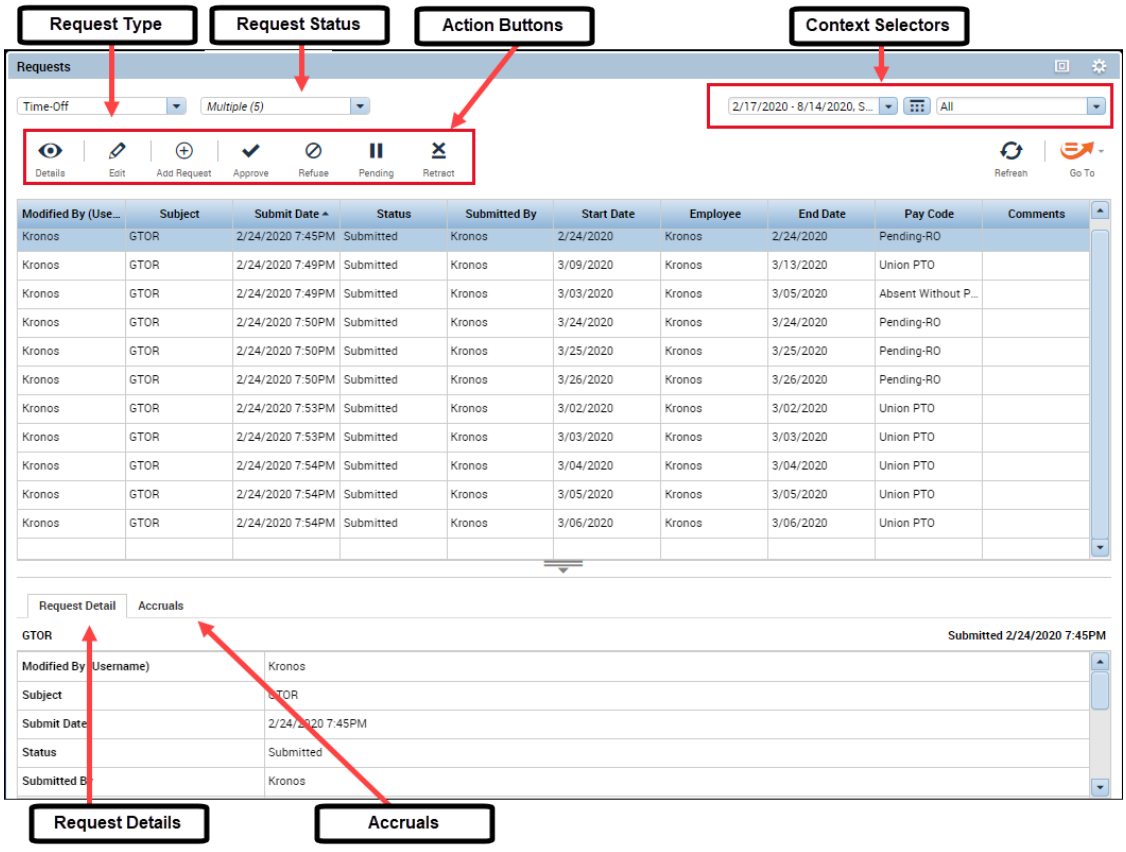
Open a Time Off Request

4 The **Request Manager** widget is automatically activated and displays the employee request details.



THE REQUEST MANAGER WIDGET

The Request Manager widget displays a list of employees who have made requests. The widget contains detailed information to allow you to review the contents of the request. The widget also allows you to view more detailed information before approving or rejecting the request.



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Element	Description
Request Type	Allows you to filter the requests that display by their type.
Request Status	Allows you to filter the requests that display by their status.
Action Buttons	Provides access to act on the selected request. Each button is described below: • **Details** – displays a summary of the request in a separate window. • **Edit** – allows you to change the status of the request, and/or attach a comment to the request. • **Add Request** – allows you to request time off on behalf of the employee. • **Approve** – allows you to approve the request. • **Refuse** – allows you to deny the request. • **Pending** – allows you to put the request in 'Pending' status. • **Retract** – allows you to retract the request on behalf of the employee.
Context Selectors	Determines the time period and employees for the requests you want to view.
Request Details	Displays the details of each employee request. Each request includes: • **Modified By** – the last user to submit or modify the request. • **Subject** – displays the type of request. • **Submit Date** – displays the date the request was submitted. • **Status** - displays the status of the request. • **Submitted By** - the employee who submitted the request. • **Start Date** – the date the employee is requesting to be off. • **Employee** – the employee's name. • **End Date** – the last date the employee is requesting to be off. • **Pay Code** – the type of hours being requested. • **Comments** – displays any comments associated with the request.
Accruals	Displays the employee's available accruals balances.

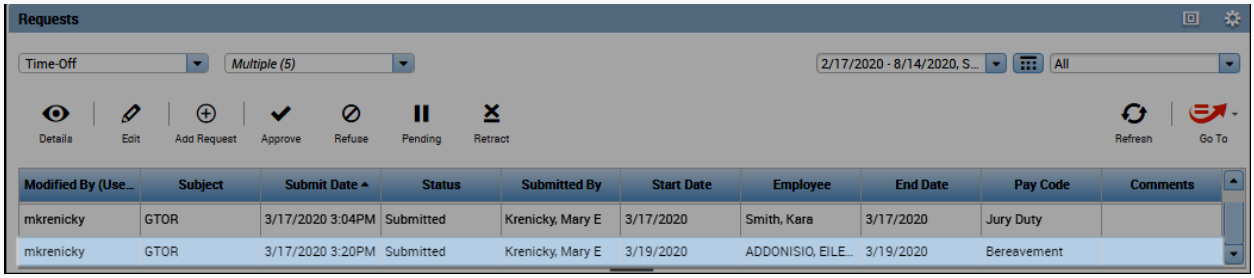
APPROVING A TIME OFF REQUEST

LEARNING SCENARIO

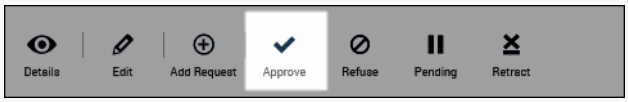
You have reviewed an employee's request for time off and want to approve the request.

APPROVE A TIME-OFF REQUESTS

1 From the **Requests** widget, click the row containing the request for which you want to take action.

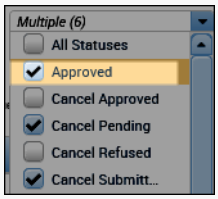


2 Select an **Action** button.



3 Click the response button to complete the action.

4 Click the **Request Status** drop-down arrow and select the action to view.



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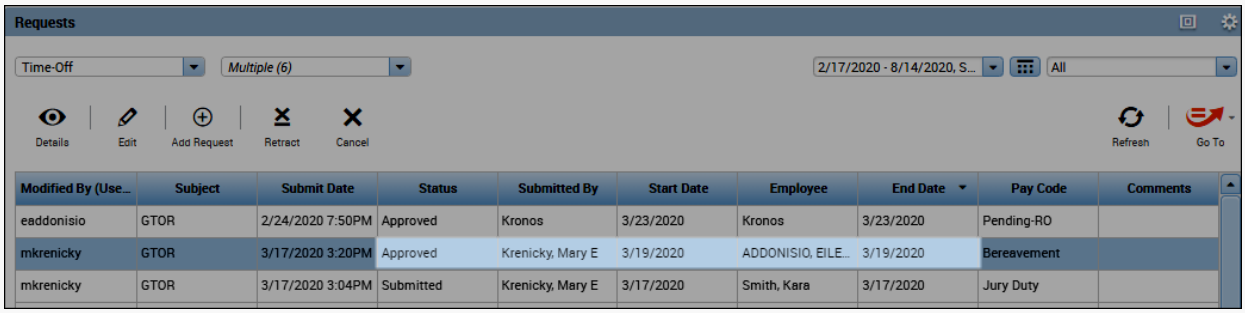
Approve a Time-Off Requests

5 Verify the updated status of the request.



Modified By (Use...	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
eaddonisio	GTOR	2/24/2020 7:50PM	Approved	Kronos	3/23/2020	Kronos	3/23/2020	Pending-RO	
mkrenicky	GTOR	3/17/2020 3:20PM	Approved	Krenicky, Mary E	3/19/2020	ADDONISIO, EILE...	3/19/2020	Bereavement	
mkrenicky	GTOR	3/17/2020 3:04PM	Submitted	Krenicky, Mary E	3/17/2020	Smith, Kara	3/17/2020	Jury Duty	

MODULE 13: APPROVING TIMECARDS

MODULE OBJECTIVES:

- Understand the purpose of approving employee timecards.
- Utilize the Timecard Approval wizard to review and approve employee time.
- Approve an individual employee's timecard.
- Approve multiple employees' timecards.

APPROVING TIMECARDS OVERVIEW

The approval process prepares all employee time and attendance data for payroll processing. A final review and approval is completed by the Manager and Timekeeper. The final review and approval process is completed using the Time Approval wizard.

VISUAL INDICATORS OF TIMECARD APPROVAL STATUS

Kronos Timekeeping provides visual cues within employee timecards that represent approval statuses. The timecard is shaded various colors depending on where the timecard is within the approval process.

The following table identifies the various timecard shading colors and what they signify.

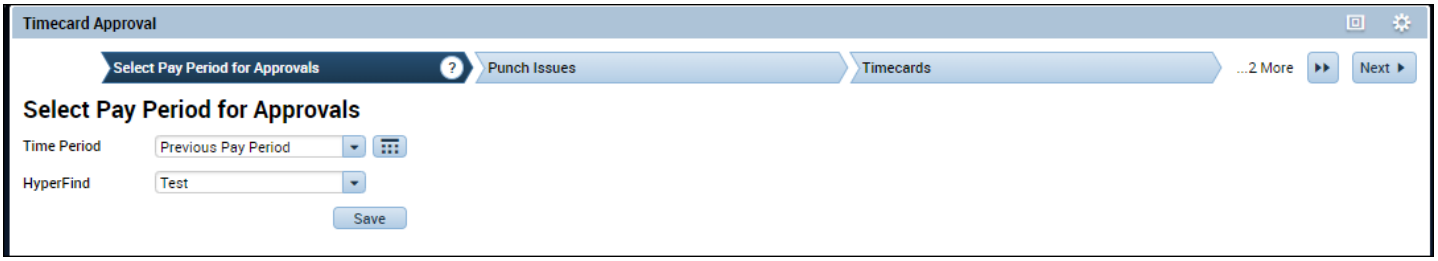
Timecard Color	Status of Timecard
Yellow	Timecard has been approved by the Manager and Timekeeper only.
Grey	Timecard has been signed off by Payroll.

THE TIMECARD APPROVAL WIZARD

The Timecard Approval wizard provides step-by-step instructions for reviewing and approving your employee timecards. Using the wizard, you can quickly review any timecard exceptions and approve completed timecards.

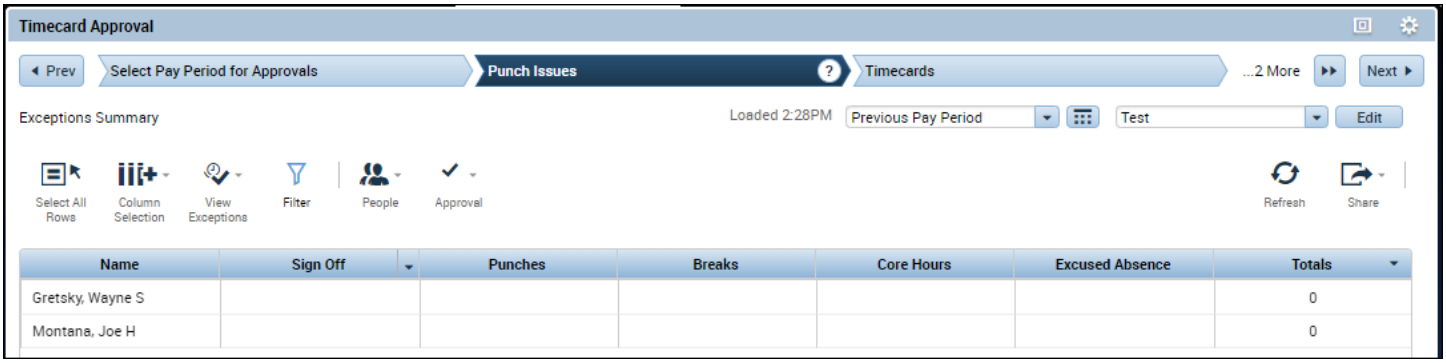
Step 1:

The first step in the wizard requires you to verify the correct time period and employee group are selected. If you need to approve timecards for a different timeframe or for a different set of employees, you can change the Time Period and/or HyperFind fields. If you change either field, you must click Save. When finished, click Next to advance to the next step in the wizard.



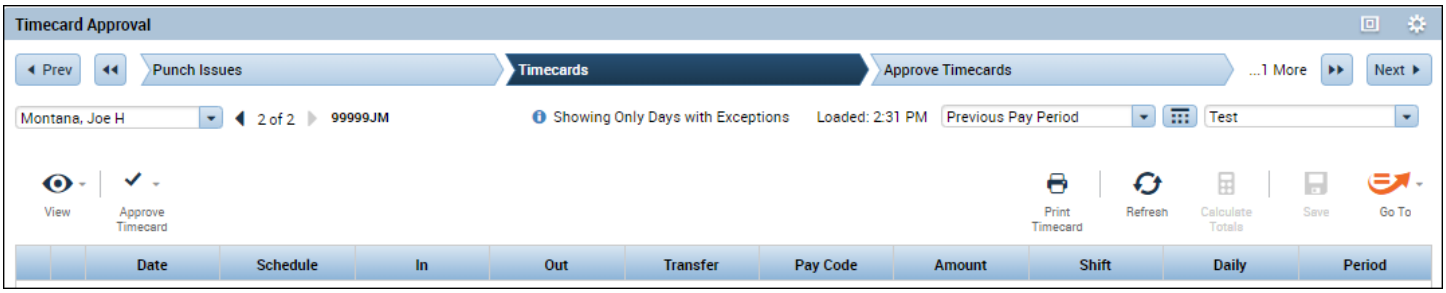
Step 2:

The second step in the wizard contains the Punch Issues widget. Use the Punch Issues widget to review and correct any outstanding exceptions. When finished making last minute corrections, click Next to advance to the next step in the wizard.



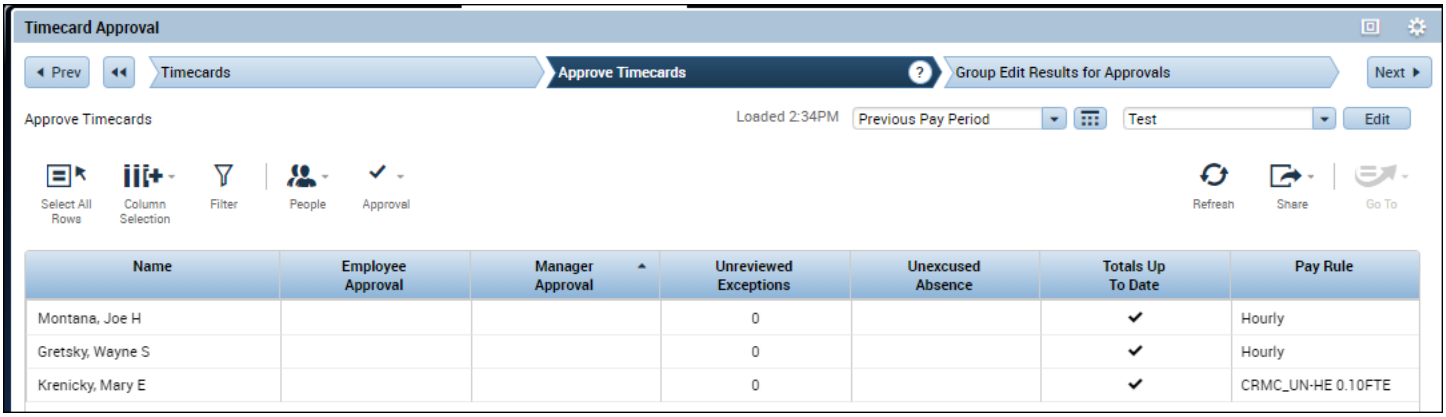
Step 3:

Step 3 allows Managers and Timekeepers to review each individual timecard, making any final changes prior to approval.



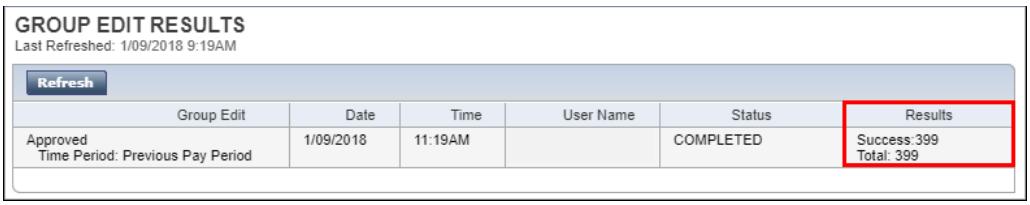
Step 4:

The next step in the wizard is the Approve Timecards widget. After correcting any exceptions, you are ready to approve employee timecards. You can approve one employee timecard at a time or all employee timecards together.



Step 5:

If you approve multiple timecards, you can review the results of your approval using the Group Edit Results widget which displays in the last step. If you see any Failures, you can click the Details link to view more information about the edit.



WARNING

All missed punches must be corrected before the end of the pay period or the employee's timecard cannot be signed off.

ADDITIONAL INFORMATION

If you review timecards on a daily basis, the approval process is quick and easy.

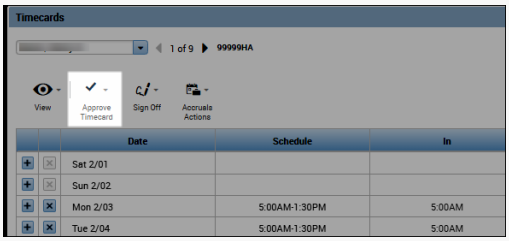
APPROVING AN INDIVIDUAL TIMECARD

LEARNING SCENARIO

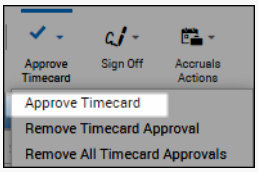
You have finished reviewing an employee's timecard, and no more pay exceptions display. Approve the employee's previous pay period timecard to indicate it is ready for sign off.

APPROVE AN INDIVIDUAL TIMECARD

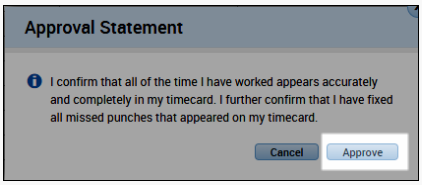
1 From the **Employee Timecard**, click **Approve Timecard**.



2 Click **Approve Timecard**.



3 Review the Approval Statement and click **Approve**.



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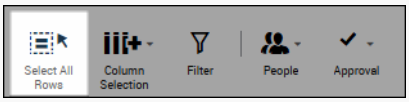
APPROVING MULTIPLE TIMECARDS

LEARNING SCENARIO

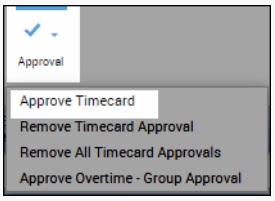
You verified that all the exceptions for the previous pay period were reviewed and updated accordingly. Approve all your employees' timecards using the Approval genie. Then, review the Group Edit Results widget to validate the status of your approvals.

APPROVE MULTIPLE TIMECARDS

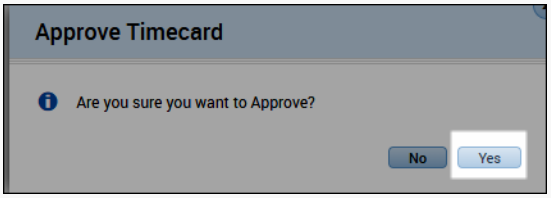
1 From the **Approve Timecards** genie, select the names of the employees whose timecards you want to approve. Click the **Select All Rows** icon on the toolbar to select all employees.



2 Click **Approval > Approve Timecard**.



3 Click **Yes** to confirm your approval.



4 Click **Next**.

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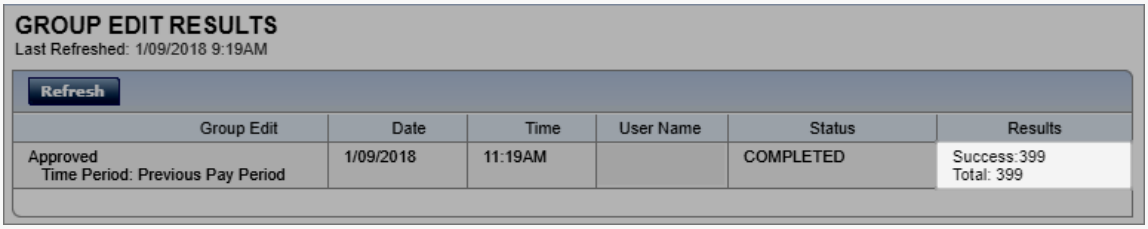
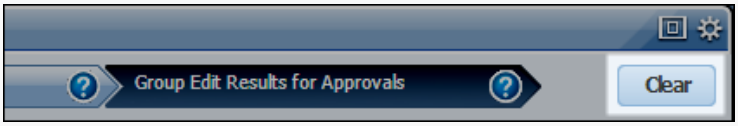
Approve Multiple Timecards

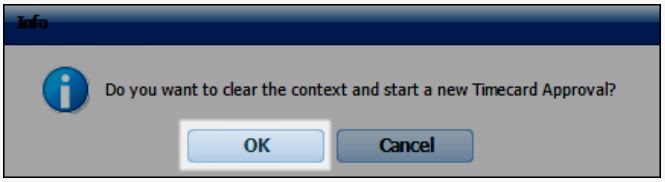
5 Review the **Group Edit Results** widget to validate the status of your approvals.



6 Select **Clear**.



7 Click **OK** to prepare the wizard for your next approval.



Warning

When the Time Period and HyperFind fields in step one are adjusted, you must select the Save button to apply the changes.

Additional Information

- If any failures display in the Results column, click the Details link.
- The timecard approval can be performed directly from the Pay Period Close genie. Once approved, open the Group Edit Results widget to check the results.

MODULE 14: REVIEWING EMPLOYEE INFORMATION USING REPORTS

MODULE OBJECTIVES:

- Understand the purpose of reports.
- Access and navigate the reports workspace.
- Generate a report for one employee.
- Generate a report for multiple employees.

REPORTS OVERVIEW

You can generate Kronos Timekeeping reports if/when you need a printed copy of time or attendance information. When you need to run a report for one employee, or a few employees, you can select the employees from within a genie and click the Reports link under GoTo. If you need to generate reports for all employees who report to you, you can generate the report from the Reports widget. Below are some recommended reports:

- Time Detail
- Hours by Labor Account

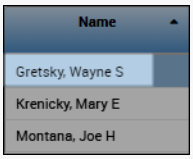
GENERATE A REPORT FOR ONE EMPLOYEE

LEARNING SCENARIO

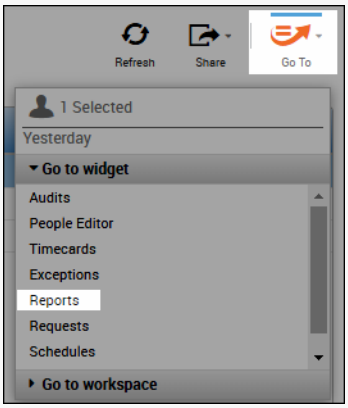
You want to discuss detailed time and attendance information with one of your employees. Run the Time Detail report for one employee.

GENERATE A REPORT FOR ONE EMPLOYEE

1 From a widget or genie, click the name of the employee(s) for whom you want to include on the report.

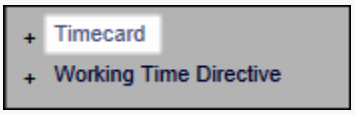


2 Click **GoTo** and select **Reports**.

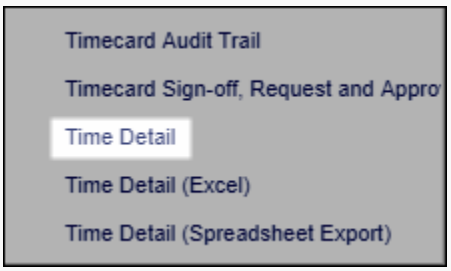


GENERATE A REPORT FOR ONE EMPLOYEE

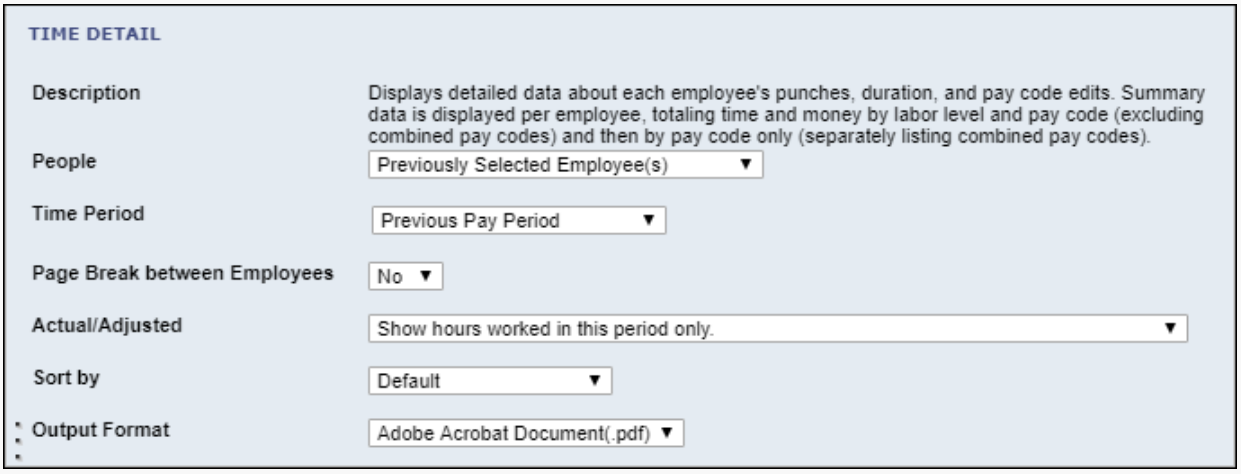
3 Click the **+ sign** preceding the appropriate report category.



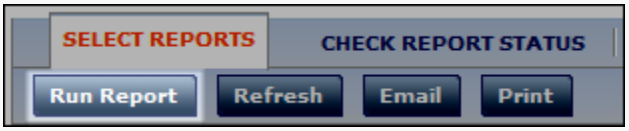
4 Select the report you want to generate.



5 Confirm the **People** field displays 'Previously Selected Employee(s)'. Define any additional report options from the drop-down arrows in their respective fields.



6 Click **Run Report**. The Kronos Timekeeping application automatically displays the **Check Run Status** tab.



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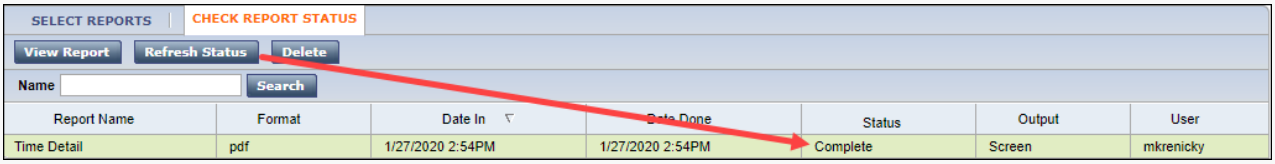
GENERATE A REPORT FOR ONE EMPLOYEE

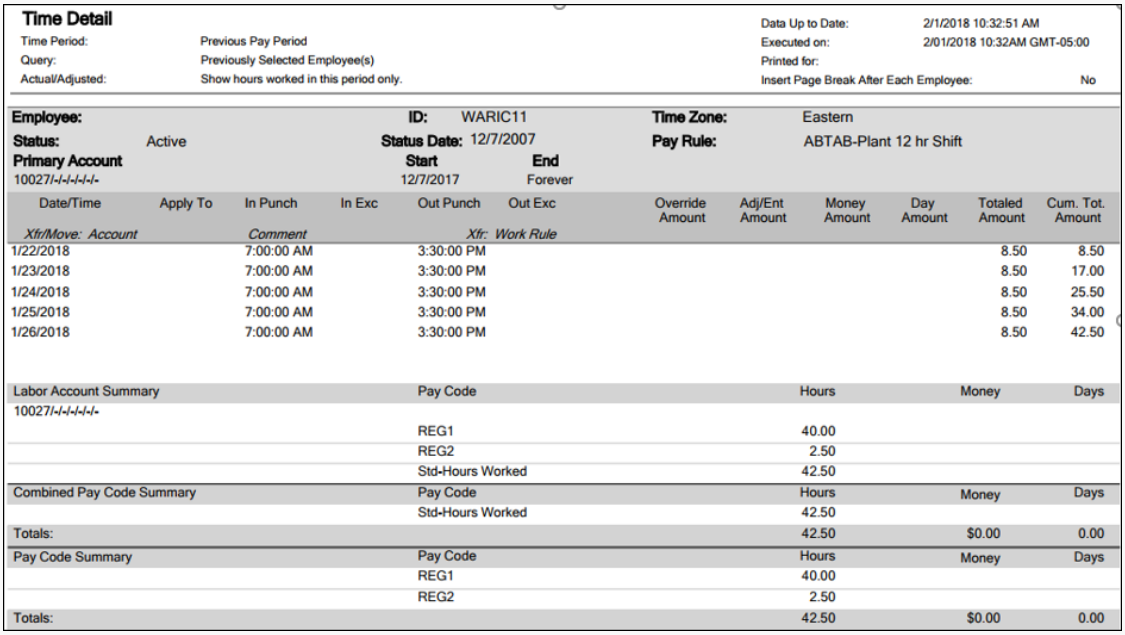
7 Review information in the **Status** column. Click **Refresh Status** until **Complete** appears in the **Status** column.



8 To view the report, click **View Report**.

9 Click the **Time Detail** pdf, to view the report.

10 The **Time Detail** report opens in a new tab.



Time Detail

Time Period: Previous Pay Period
Query: Previously Selected Employee(s)
Actual/Adjusted: Show hours worked in this period only.

Data Up to Date: 2/1/2018 10:32:51 AM
Executed on: 2/01/2018 10:32AM GMT-05:00
Printed for:
Insert Page Break After Each Employee: No

Employee: **ID:** WARIC11 **Time Zone:** Eastern
Status: Active **Status Date:** 12/7/2007 **Pay Rule:** ABTAB-Plant 12 hr Shift
Primary Account **Start** **End**
10027/-/-/-/-/-/- 12/7/2017 Forever

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		*Comment*		*Xfr: Work Rule*							
1/22/2018		7:00:00 AM		3:30:00 PM						8.50	8.50
1/23/2018		7:00:00 AM		3:30:00 PM						8.50	17.00
1/24/2018		7:00:00 AM		3:30:00 PM						8.50	25.50
1/25/2018		7:00:00 AM		3:30:00 PM						8.50	34.00
1/26/2018		7:00:00 AM		3:30:00 PM						8.50	42.50

Labor Account Summary	Pay Code	Hours	Money	Days
10027/-/-/-/-/-/-				
	REG1	40.00		
	REG2	2.50		
	Std-Hours Worked	42.50		

Combined Pay Code Summary	Pay Code	Hours	Money	Days
	Std-Hours Worked	42.50		
Totals:		42.50	$0.00	0.00

Pay Code Summary	Pay Code	Hours	Money	Days
	REG1	40.00		
	REG2	2.50		
Totals:		42.50	$0.00	0.00

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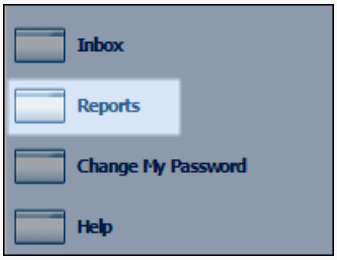
GENERATE A REPORT FOR ALL EMPLOYEES

LEARNING SCENARIO

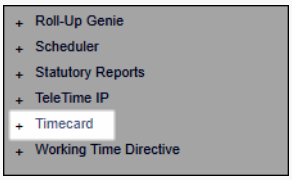
You would like to view the list of the money/hours/wages for each labor account in which your employees accrued hours. Generate the Hours by Lab or Account report.

GENERATE A REPORT FOR ALL EMPLOYEES

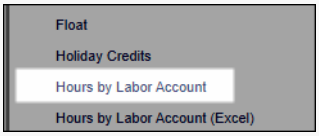
1 Select the **Reports** widget.



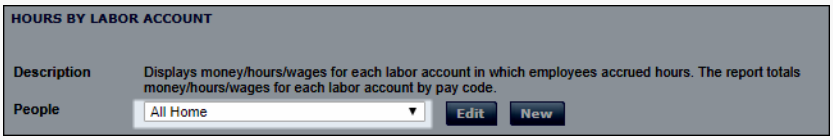
2 Click the **+ sign** preceding the appropriate report category.



3 Select the report you want to generate.



4 Click the drop-down arrow in the **People** field and select an employee group.



5 Click the **Time Period** field or the **Calendar** icon to select the date range of the report.

6 Select the **Output Format**.

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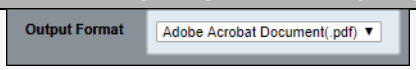
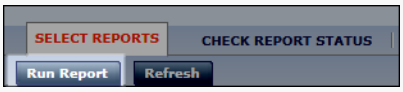
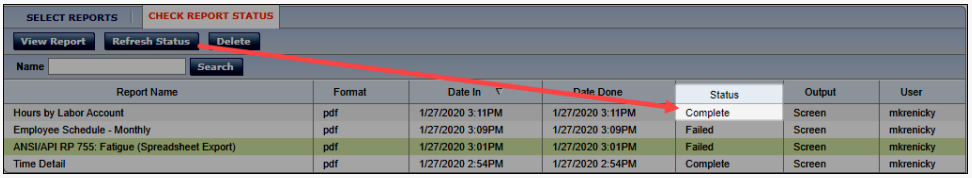
GENERATE A REPORT FOR ALL EMPLOYEES



7 Click **Run Report**. The application automatically displays the **Check Run Status** tab.



8 Review information in the **Status** column. Click **Refresh Status** until **Complete** displays in the **Status** column.



9 To view the report, click **View Report**. The report opens in a new browser window as in the previous exercise.