



USER GUIDE

Kronos Exports



Human Capital Management Suite

What's Inside

WHAT'S INSIDE	1
INTRODUCTION	2
PROCEDURES	3
SETUP THE KRONOS EXPORT FILE LOCATION	3
REVIEW THE ORMED EXPORT TOOL SCHEDULER SETTINGS.....	3
REVIEW THE ORMED EXPORT TOOL EXPORT SETTINGS.....	4
CREATE A KRONOS EXPORT FILE	5
RETRIEVE THE EXPORT FILES	5
CONTACT US	6
QUESTIONS AND SUPPORT.....	6
WHAT ARE YOUR THOUGHTS?	6

Introduction

Kronos is a third-party application used for Staff Scheduling and/or Timeclock activity tracking. ORMED MIS software generates export files fully compatible with Kronos software. The employee data and bank balance files generated are imported into the Kronos system.

Complete the required setup procedures before generating the export files. Once the setup procedures are complete, the export files are automatically generated according to scheduled timeframes.

This user guide is intended for facilities using Kronos software.


Note: In order to complete the initial setup for the Kronos Export files, it is necessary to contact your Ormed representative. Some of the table values do not have corresponding user interface in place, and must be populated via SQL.

Procedures

Setup the Kronos Export File Location

Establish the location of the Kronos export file in Global Setup and then map the file to a location on your network.

To set up the Kronos export file location:

1. Launch Ormed Payroll Manager.
2. Click **Manager** from the main menu bar and then click **Global Setup**. The **Global Setup Maintenance** window opens.
3. Click on the **Scheduling** tab to access the file mappings related to scheduling products.
4. Click the **Browse**  button to the right of the **Kronos Export Location** field. The **Select a Folder** window opens.
5. Browse to the Kronos export file directory and click the **OK** button. The mapped location is displayed on the window.

Note: If the Kronos Export folder isn't set up, click the **New Folder** button to create it after browsing to where you want it created.

6. Click the **OK** button.

Review the Ormed Export Tool Scheduler Settings

The Ormed Export Tool has global settings that relate to the frequency at which the export tool assesses outstanding tasks. You can review and disable the tool using the view screen. For the most part, these settings are read only. Should you need to change your settings, contact an Ormed representative for assistance.

To review the main Scheduler settings:

1. Access the Ormed Export Tool via the unique URL link provided to your site.
2. Click on the **Scheduler** option on the left hand side. The Scheduler settings will appear.
3. Review the **Enabled** field. If set to True, then the tasks are currently set to run. Click on the **Disable** button to suspend the Export service if desired.
4. Review the **Interval** field. A value of 3 indicates that the Frequency is referring to Minutes. This means that the tool will check every X minutes to see if there are any

outstanding tasks to run. An interval of 2 would indicate that the Frequency is expressed in Hours.

5. Review the **Frequency** field. The value indicates how often the tool will check to see if there are any outstanding tasks to run. For example, if Interval is 3 and Frequency is 5, then it will check every 5 minutes for any outstanding tasks.

Note: As a best practise, we recommend setting the schedule tool to run no more frequently than hourly. To check hourly, set the **Interval** to 2 and the **Frequency** to 1.

Review the Ormed Export Tool Export Settings

The Ormed Export Tool has specific settings that relate to each of the scheduled export tasks. You can review these settings and/or create on demand export files using this view screen. For the most part, these settings are read only. Should you need to change your settings, contact an Ormed representative for assistance.

To review the Export Settings for a particular task:

1. Access the Ormed Export Tool via the unique URL link provided to your site.
2. Click on the **Export Settings** option on the left hand side. The Export Settings screen will appear, listing any exports that are currently set up to be scheduled.
3. Optional: Click on the **Export** link to force a manual (unscheduled) export of the task.
4. Optional: Click on the **Export and download** link to force a manual (unscheduled) export of the task which can be saved to a location of your choice.
5. Click on the **[+]** next to the desired task to expand and view its settings.
6. Review the **Output** field to verify the file type and path that the export will use, as well as the default filename that will be used for any automatically created files.

Note: Files that are to be exported to the location named in Global Setup will have a path of **[HCMSKronosExportLocation]** noted. This indicates that files will be placed in the folder mapped in Global Setup.

7. Review the **Last Exported On** field to see when the most recent export file was created.
8. Review the optional **Custom Condition** field to see if any custom conditions exist.

Note: The Bank Balance task will have a custom condition of **New Payroll batch is posted**. This indicates that bank export will only be produced if a new batch has been posted since the last bank export was done.

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- Review the **Scheduled to Run** list to see which day(s) and time(s) the export task is set to occur. The schedule routine will look at the hour value of the listed time to determine whether or not to run the task.

Note: The scheduler only uses the “hour” portion of the time of day field to determine whether or not to run a task. If the current time matches the hour designated in the table, then the export task will be triggered. The minutes are completely disregarded. For this reason, we recommend using a frequency no higher than once per hour in your general schedule settings. A more frequent setting will result in multiple exports being created during the matching hour each day.

Create a Kronos Export File

The export files are automatically created by the Ormed Schedule tool according to the predetermined settings. No user intervention is required if the setup has been configured correctly.

However, users can also manually create a file outside of the scheduled parameters if desired.

To manually create an export file:

- Access the Ormed Export Tool via the unique URL link provided to your site.
- Click on the **Export Settings** option on the left hand side. The Export Settings screen will appear, listing any exports that are currently set up to be scheduled.
- Click on the **Export** link to force a manual (unscheduled) export of the task or click on the **Export and download** link to force a manual (unscheduled) export of the task which can be saved to a location of your choice.

Retrieve the Export Files

The Kronos export files can be retrieved once they are created. In order to retrieve the **demographics.csv** and **hourbanks.csv** export files, browse to the folder that is mapped in the Global Setup.

Note: Each time the export file is created, it replaces any pre-existing files within the designated folder. Sites wishing to retain prior files for any reason should move them to a different file location upon retrieval.

Contact Us

Questions and Support

If you have any questions or concerns please e-mail hrms_support@ormed.com. We will be pleased to assist you.

What Are Your Thoughts?

If you have any suggestions for how we can improve this document, please send them to feedback@ormed.com with the subject line **Feedback – Kronos Export User Guide**. Your feedback assists us in better serving you.