



**KRONOS MANUAL**  
**Guide for Managing Attendance Policies**

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## Overview

**Kronos Attendance Manager** is an add-on module to Workforce Timekeeper. The Module automates the administration of disciplinary/reward attendance policies:

- Extracts data from timecards; processes it, consistently, against a set of rules that have been configured to reflect company policies
- Identifies employees who have reached thresholds
- Provides visibility to potential problems; gives managers the opportunity for early intervention
- Identifies actions to be taken
- Generates emails/notifications to Attendance Administrator

### Components of the Kronos Attendance Manager

**Attendance Policies** are documented rules that are enforced to track employee attendance and determine disciplinary or reward consequences.

**Attendance Event** is an employee attendance behavior or pattern of behaviors that has a tracked consequence as defined in the attendance policy.

**Attendance Rules** utilize exceptions, punches, pay codes and comments to apply to the attendance policy.

**Attendance Profile** is a group of policies assigned to groups of employees.

**Attendance Processor** reads information from the Kronos timecard and identifies attendance events. In order for the Attendance processor to identify employees the employees must have Workforce Attendance License, Attendance Administrator and Attendance Profile assigned on their Kronos people record.

Each time the attendance process runs, it gathers all the relevant attendance events that have occurred since the last time the processor ran and performs a series of calculations to count and categorize the occurrences. Based on accumulated Workforce Absence Manage summary data, the attendance processor evaluates and enforces the attendance rules which constitute the attendance policies. When an employee fulfills the criteria of an attendance rule, the attendance processor triggers the appropriate action.

The attendance process will run nightly using data up to and including two days prior allowing attendance administrator time to correct exceptions, punches and pay codes.

## Employee Attendance Requirements

Employees must have the following components for the Attendance Processor to identify the employee and update Attendance Events.

**Attendance License** on the Person tab, under Licenses > Workforce Attendance. Note: If employee does not have a Workforce Attendance License checked the Attendance section on the Job Assignment tab will not display.

PEOPLE EDITOR  
Loaded: 8:16AM

Name & ID

---

**PERSON** | **JOB ASSIGNMENT**

Save | Actions ▾ | History ▾

Person Summary

**Licenses**

General Information

Biometrics

Accruals & Leave

**Licenses**

Suite Product Licenses

Workforce Timekeeper

**Workforce Attendance**

**Attendance Administrator** on the Job Assignment tab, under Attendance, appropriate Attendance Administrator

PEOPLE EDITOR  
Loaded: 8:16AM

Name & ID

---

**PERSON** | **JOB ASSIGNMENT**

Save | Actions ▾ | History ▾

Job Assignment Summary

Primary Account

Timekeeper

Personal Overtime

Scheduler

Access Profiles

Employee Role

**Attendance**

**Attendance**

Attendance Administrator:

	Attendance Profile	Effective Date *
X	Maintenance-Custodial	8/01/2014

**Attendance Profile** on the Job Assignment tab, under Attendance, appropriate Attendance Profile with effective date of hire date, transfer date or 8/1/2014(date utilized for go live).

PEOPLE EDITOR  
Loaded: 8:16AM

Name & ID

---

**PERSON** | **JOB ASSIGNMENT**

Save | Actions ▾ | History ▾

Job Assignment Summary

Primary Account

Timekeeper

Personal Overtime

Scheduler

Access Profiles

Employee Role

**Attendance**

**Attendance**

Attendance Administrator:

	Attendance Profile	Effective Date *
X	Maintenance-Custodial	8/01/2014

Department(s)	Attendance Profiles
729	Warehouse
910, 911 and 912	Transportation
920	Child Nutrition
930, 934, 935 and 950	Maintenance-Custodial

**Attendance Balance Bank** on the Attendance Editor tab, under Summary.

ATTENDANCE EDITOR  
Person & Id: doe, jane (123457)

SUMMARY | CALENDAR | INCIDENTS | ACTION DETAILS | DOCUMENTS | AUDITS

Refresh | Apply Rules

Processed through: 4/8/2015

Time Period:  3/29/2015 - 4/04/2015

Balance Type	Starting Balance
Tardys	0.00
Absences	0.00
No Call No Shows	0.00

**Schedule** must be accurate

Date	Start Time	End Time
Sun 4/05		
Mon 4/06	6:00AM	2:45PM
Tue 4/07	6:00AM	2:45PM
Wed 4/08	6:00AM	2:45PM

**New Hires and Rehires**

Attendance License, Attendance Administrator, Attendance Profile and Balance Reset will all be performed through the Kronos Person Import based on the employee’s Department. Ensure employee’s schedule is accurate.

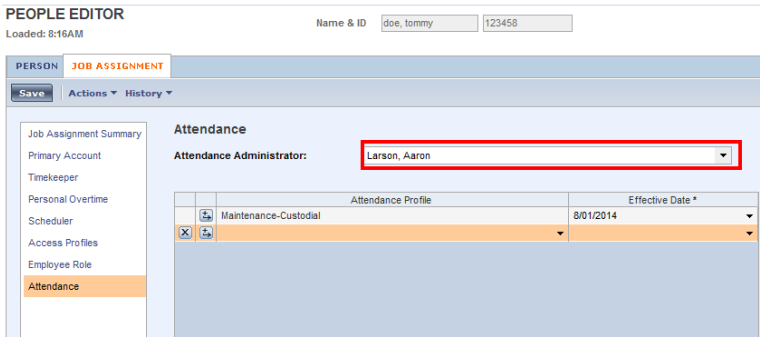
**Transfers**

The following steps must be performed for employees who Transfer into an Attendance tracking department.

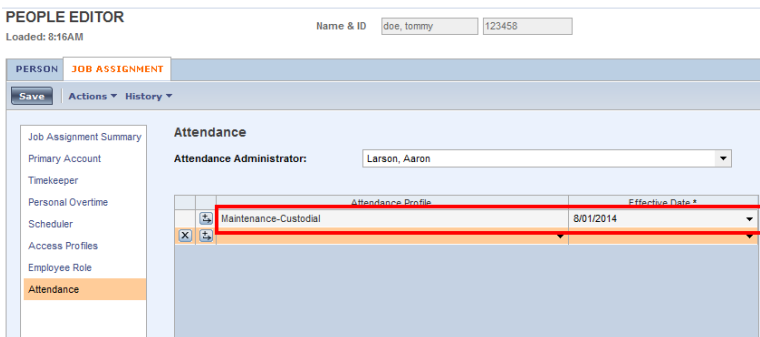
1. Confirm/Update the **Attendance License** on the person tab, under Licenses select Workforce Attendance



2. Update **Attendance Administrator** on the Job Assignment tab, under Attendance select appropriate Attendance Administrator from the drop down.



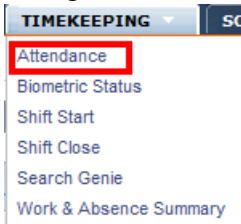
3. Update **Attendance Profile** on the Job Assignment tab, under Attendance, assign the appropriate Attendance Profile with effective date of transfer date.



Department(s)	Attendance Profiles
729	Warehouse
910, 911 and 912	Transportation
920	Child Nutrition
930, 934, 935 and 950	Maintenance-Custodial

4. Reset the **Employees Attendance Balance Bank**

- a. Navigate to Timekeeping > Attendance Genie



- b. Select the Transfer Employee

ATTENDANCE Show ?Doe  Time Period Current Pay Period

Last Refreshed: 8:52AM

Name	ID	Hire Date	Rules In Progress	Processed Through Date	Absences	No Call No Sho...	Tardys
doe, jane	123457	8/01/2007		4/08/2015	1.00	1.00	5.00

- c. Select Attendance > Reset Balance

ATTENDANCE Show All Home  Time Period Previous P

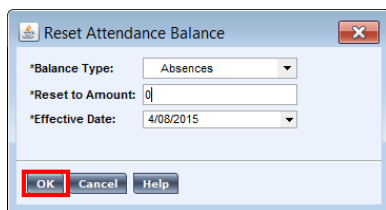
Last Refreshed: 9:14AM

Name	ID	Hire Date	Rules In Progress	Attendance
doe, jane	123457	8/01/2007		<ul style="list-style-type: none"> <li>Attendance Editor →</li> <li>Update Balances →</li> <li><b>Reset Balance →</b></li> <li>Add 'Ignore History' Marker →</li> <li>Delete 'Ignore History' Marker →</li> <li>Add 'Ignore Timecard Data' Marker →</li> <li>Delete 'Ignore Timecard Data' Marker →</li> </ul>
doe, john	123456	6/19/2006		
doe, sally	123459	8/01/2007		
doe, tommy	123458	8/01/2007		

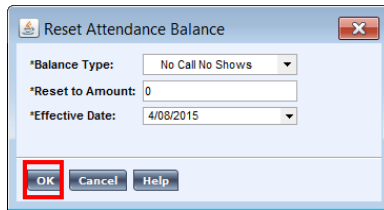
- d. Update Reset Balance

Note: It is important to update balances to zero on a Transfer to assure employees starts with a clean slate.

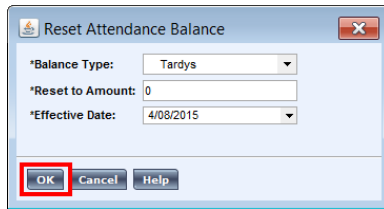
- i. Balance Type: Absences
- ii. Reset Amount: 0
- iii. Effective Date: 1 Day prior to Transfer date
- iv. Click OK



- v. Select Attendance > Reset Balance
- vi. Balance Type: No Call No Shows  
Note: Place holder in Balance Type drop down in Alphabetical order scroll to the bottom
- vii. Reset Amount: 0
- viii. Effective Date: 1 Day prior to Transfer date
- ix. Click OK



- x.
- xi. Select Attendance > Reset Balance
- xii. Balance Type: No Call No Shows
- xiii. Reset Amount: 0
- xiv. Effective Date: 1 Day prior to Transfer date
- xv. Click OK



- e. Click **Refresh** and confirm balance have been reset to 0

ATTENDANCE

Last Refreshed: 8:59AM

Show ?Doe [Edit] Time Period Current Pay Period [Refresh]

Name	ID	Hire Date	Rules In Progress	Processed Through Date	Absences	No Call No Sho...	Tardys
doe, jane	123457	8/01/2007		4/07/2015	0.00	0.00	0.00

- f. Select Attendance > Add Ignore Timecard Data Marker

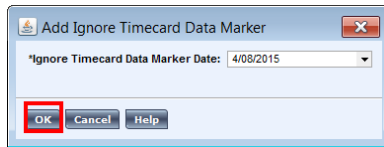
ATTENDANCE

Last Refreshed: 9:14AM

Show All Home [Edit] Time Period Previous P

Name	ID	Hire Date	Rules In Progress	Attendance
doe, jane	123457	8/01/2007		Attendance Editor → Update Balances → Reset Balance →
doe, john	123456	6/19/2006		Add 'Ignore History' Marker → Delete 'Ignore History' Marker → Add 'Ignore Timecard Data' Marker → Delete 'Ignore Timecard Data' Marker →
doe, sally	123459	8/01/2007		
doe, tommy	123458	8/01/2007		

- g. Update Add Ignore Timecard Data Marker
  - i. \*Ignore Timecard Data Marker Date: 1 Day prior to Transfer date
  - ii. Click OK



h. Select Attendance > Attendance Editor

Timecard | Schedule | People | Reports | Attendance

### ATTENDANCE

Last Refreshed: 9:14AM Show All Home Edit Time Period Previous P

Name	ID	Hire Date	Rule In Progress	Attendance
doe, jane	123457	8/01/2007		Attendance Editor →
doe, john	123456	6/19/2006		Update Balances →
doe, sally	123459	8/01/2007		Reset Balance →
doe, tommy	123458	8/01/2007		Add 'Ignore History' Marker →
				Delete 'Ignore History' Marker →
				Add 'Ignore Timecard Data' Marker →
				Delete 'Ignore Timecard Data' Marker →

i. Review Balance Reset and Ignore Timecard Data Marker on the Attendance Editor Incidents Tab

ATTENDANCE EDITOR Person & Id doe, john (123456)

SUMMARY CALENDAR INCIDENTS ACTION DETAILS DOCUMENTS AUDITS

Refresh Add Event → Edit → Delete View

Processed through 4/08/2015

Time Period Range of Dates 3/20/2015 3/20/2015 Apply

	Day	Date /	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type
<input type="checkbox"/>	Fri	3/20/2015	Ignore Timecard Data Marker				
<input type="checkbox"/>	Fri	3/20/2015	Balance Reset		0.00	0.00	Tardys
<input type="checkbox"/>	Fri	3/20/2015	Balance Reset		0.00	0.00	Absences
<input type="checkbox"/>	Fri	3/20/2015	Balance Reset		0.00	0.00	No Call No Shows

j. Update employee's schedule



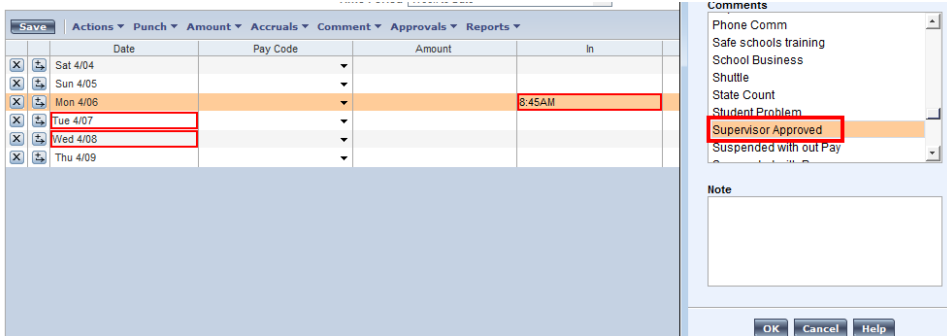
# Employee Timecard Exceptions, Pay Codes, Punch and Comments

Attendance Events are based on Exception, Pay Codes, Punch and Comment Combinations. It is important to review the employee's timecard frequently as the Attendance Processor applies Attendance Events nightly for two days prior.

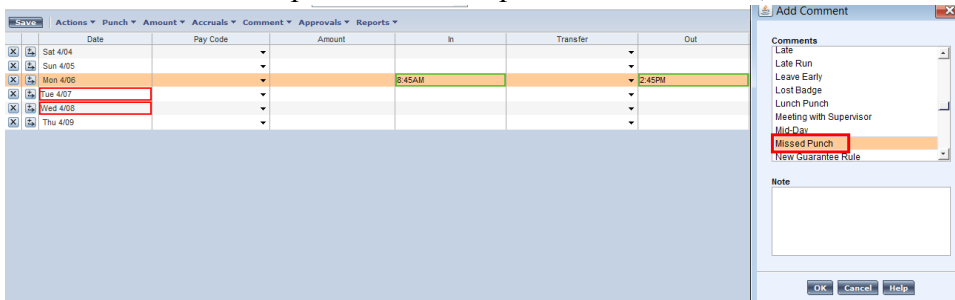
## Exceptions

**Early In, Late In, Early Out and Late Out(all but Transportation)** will accrue towards the employee's attendance Tardy balance, unless update with comment "Supervisor Approved".

**Note:** Marking the exception as reviewed only to clear the red box will not exclude from the Attendance Event.



**Missed Punch** will not accrue towards an employee's attendance balance, added for reporting purposes. Once the Missed Punch exception has been updated with a Punch, add comment "Missed Punch"



## Pay Codes

**No Leave AV** will accrue towards employee's attendance Absences balance. The attendance event has been configured to combine consecutive days into one attendance event and exclude weekends.

X	+	Wed 4/01	No Leave AV	▼	8.0
X	+	Thu 4/02	No Leave AV	▼	8.0
X	+	Fri 4/03	No Leave AV	▼	8.0
X	+	Sat 4/04		▼	
X	+	Sun 4/05		▼	
X	+	Mon 4/06	No Leave AV	▼	8.0

**No Leave AV with comment "Employee Counseled"** (Transportation only) will accrue towards the employee's attendance Absences balance. The attendance event has been configured to break the consecutive dates of a pay code "No Leave AV". The pay code comment combination must be used in the following days if required for a combined attendance event.

The screenshot shows a calendar interface with dates from Sun 3/22 to Wed 4/08. The date Fri 4/03 is highlighted in orange. An 'Add Comment' dialog box is open, showing a list of comments. 'Employee Counseled' is selected in the list. The dialog also has a 'Note' field and 'OK', 'Cancel', and 'Help' buttons.

**Pers-Local, Pers-State, Sick Local, Sick State, Vacation or No Leave Av with Comment "No Call No Show"** will accrue towards employee's attendance No Call No Show balance.

The screenshot shows a calendar interface with dates from Sat 3/21 to Wed 4/08. The date Mon 3/30 is highlighted in orange. An 'Add Comment' dialog box is open, showing a list of comments. 'No Show No Call' is selected in the list. The dialog also has a 'Note' field and 'OK', 'Cancel', and 'Help' buttons.

**Admin Leave, Current Off Duty, Dock, Donated Days, FMLA Cur Off Duty, FMLA Dock, FMLA Local Absence, FMLA Pri Off Duty, FMLA Sick Local, FMLA Sick State, FMLA State Absence, FMLA Vacation, Jury Duty, Other Absence, Pers-Local, Pers-State, Prior Off Duty, School Business, Sick Local, Sick State, Subpoena, Susp w-out Pay, Vacation, and Workers Comp** will not accrue towards employee's attendance Absences balance, added for reporting and Perfect Attendance(Maintenance-Custodial and Transportation).

### Punches

**Punch with Comment "Absent Part of Run"** (Transportation only) will not accrue towards an employee's attendance balance, added for reporting purposes.

The screenshot displays a time tracking interface. On the left is a calendar grid with dates from Sat 3/21 to Wed 4/08. The date Mon 3/30 is highlighted in orange and has a dropdown arrow next to it, with the time '7:30AM' visible in the grid. On the right is an 'Add Comment' dialog box. The 'Comments' list includes 'Absent Part of Run' (highlighted with a red box), 'Accident', 'Administration', 'Administrative leave', 'Alternate Day Off', 'ARC - Meeting', 'Assigned Extra Duty', 'Bad Weather', and 'Broken Clock'. Below the list is a 'Note' text area and buttons for 'OK', 'Cancel', and 'Help'.

## Reviewing Attendance Events

### Attendance Genie

Attendance Genie summarizes attendance information for each employee, and enables you to do the following:

- Review details about whether an employee has been disqualified from perfect attendance (Maintenance-Custodial and Transportation), attendance events, actions, and balances.
- Use this information to quickly determine whether you need to complete any actions.
- Access the Attendance Editor

### Navigate to Timekeeping > Attendance Genie

ATTENDANCE  
Last Refreshed: 10:39AM

Show [Doe] [Filter] Time Period [Previous Pay Period] [Refresh]

Name	ID	Hire Date	Rules In Progress	Processed Through Date	Absences	No Call No Sho...	Tardys	Perfect Attendance	Discipline Level	Level Start Date	Level End Date	Attendance Action	Action Trigger Date	Action Initiated Date	Action Status	Action Completed Date
doe, jane	123457	8/01/2007		4/08/2015	0.00	0.00	8.00		Normal	8/01/2014		Employee Tardy Notifi	4/01/2015	4/08/2015	Completed	4/08/2015
doe, john	123456	8/19/2006		4/08/2015	1.00	0.00	0.00	✓	Normal	8/01/2014		Tardy Warning Letter	4/02/2015	4/08/2015	Initiated	
doe, sally	123459	8/01/2007		4/08/2015	1.00	0.00	0.00		Normal	8/01/2014		Absent Warning Lette	3/31/2015	4/08/2015	Initiated	
doe, tommy	123458	8/01/2007		4/08/2015	0.00	1.00	0.00		Level 2	3/31/2015		No Call Show Warnin	3/30/2015	4/08/2015	Initiated	

**Absences/No Call No Show/Tardys Point Balance** – Displays the current total of occurrences.

**Attendance Action** – Defines what will/has occurred when the conditions of an attendance policy rule are met when the attendance process has run.

**Action Status** – Displays current state of action.

Initiated – needs review for disciplinary action

Complete – reviewed

**Action Trigger Date** – Displays the date when the employee incurred the behavior which launched the action.

**Action Initiated Date** – Displays the date that the action was first recognized by the Attendance Processor.

Note: All columns allow for sorting. Double Clicking on an employee from the Attendance Genie will take you to the employee’s timecard, see the next section for reviewing the Attendance Editor.

## Attendance Editor

Attendance Editor is the primary workspace used to view and manage employee's attendance information.

- View data for an employee who has attendance events
- Update employee attendance data
- Complete attendance Actions

To access the Attendance Editor from any Genie select employee or from timecard, schedule or people editor and Click Attendance

KRONOS

GENERAL | MY GENIES® | TIMEKEEPING | SCHEDULING | R

Timecard | Schedule | People | Reports | **Attendance**

**ATTENDANCE**

Last Refreshed: 10:39AM Show ?Doe Edit Time Per

Name	ID	Hire Date	Rules In Progress	Processed Through Date
doe, tommy	123458	8/01/2007		4/08/2015

Or

Select employee from any Genie and Click Attendance > Attendance Editor

Actions | Punch | Amount | Accruals | Schedule | Approvals | Person | **Attendance**

Name	ID	Hire Date	Rules In Progress
			Attendance Editor → Update Balances →

The Attendance Editor includes several tabs: Summary, Calendar, Incidents (Default Open), Action Details, Documents and Audits

**ATTENDANCE EDITOR** Person & Id doe, john (123456)

SUMMARY | CALENDAR | **INCIDENTS** | ACTION DETAILS | DOCUMENTS | AUDITS

Refresh Add Event → Edit → Delete View

**Summary** tab displays tables of data related to Balance, Perfect Attendance(Maintenance-Custodial and Transportation), and Actions for the employee.

**ATTENDANCE EDITOR** Person & Id doe, john (123456)

SUMMARY | CALENDAR | INCIDENTS | ACTION DETAILS | DOCUMENTS | AUDITS

Refresh

Processed through 4/08/2015

Time Period Range of Dates 3/20/2015 3/20/2015 Apply

Balance Type	Starting Balance	Change	Ending Balance
Tardys		0.00	0.00
Absences		0.00	0.00
No Call No Shows		0.00	0.00

**PERFECT ATTENDANCE**

Date	Perfect Attendance	Perfect Attendance Definition
NO PERFECT ATTENDANCE INFORMATION FOUND.		

**ACTION**

Action	Action Date
NO ACTIONS FOUND.	

**Calendar** tab displays an employee's attendance data in a calendar format.

ATTENDANCE EDITOR Person & Id doe, jane (123457)

SUMMARY **CALENDAR** INCIDENTS ACTION DETAILS DOCUMENTS AUDITS

Refresh Day Detail Select an Action

Processed through 4/16/2015

Time Period Range of Dates 4/01/2015 4/30/2015 Apply

View Width  Week  Month  Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29	30	31	1	2	3	4
	5	6	7	8	9	10 LATEOU 0.25 1.00	11
Apr	12	13 LATEIN 0.25 1.00 LATEOU 0.25 1.00	14 LATEIN 0.5 1.00 LATEOU 0.75 1.00 EMPTDY	15 LATEIN 0.25 1.00 MP	16 LATEIN 0.5 1.00 EMPTDY	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2

**Incident** tab displays chronological list of Attendance Tracking events, patterns and action that have been detected by the attendance Processor for the specified Time Period selected. Bold items are items to be reviewed on the Action Detail Tab.

ATTENDANCE EDITOR Person & Id doe, tommy (123458)

SUMMARY CALENDAR **INCIDENTS** ACTION DETAILS DOCUMENTS AUDITS

Refresh Add Event Edit Delete View

Processed through 4/10/2015

Time Period Range of Dates 3/30/2015 4/11/2015 Apply

	Day	Date /	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Perfect Attendance Disqualification	Perfect Attendance Definition
<input type="checkbox"/>	Mon	3/30/2015	Absent No Call No Show		1.00	1.00	No Call No Shows		<input checked="" type="checkbox"/>	Maintenance-Custodial PA
<input type="checkbox"/>	Mon	3/30/2015	<b>No Call Show Warning</b>							
<input type="checkbox"/>	Tue	3/31/2015	Late In	0.25	1.00	1.00	Tardys	8a		
<input type="checkbox"/>	Tue	3/31/2015	Late Out	0.25	1.00	2.00	Tardys	8a		
<input type="checkbox"/>	Wed	4/01/2015	Early In	0.25	1.00	3.00	Tardys	8a		
<input type="checkbox"/>	Wed	4/01/2015	Early Out	0.25	1.00	4.00	Tardys	8a		
<input type="checkbox"/>	Thu	4/02/2015	Late In	0.5	1.00	5.00	Tardys	8a		
<input type="checkbox"/>	Thu	4/02/2015	Late Out	0.5	1.00	6.00	Tardys	8a		
<input type="checkbox"/>	Mon	4/06/2015	Early In	0.25	1.00	7.00	Tardys	8a		
<input type="checkbox"/>	Mon	4/06/2015	Late Out	0.25	1.00	8.00	Tardys	8a		
<input type="checkbox"/>	Mon	4/06/2015	<b>Tardy Possible Suspension</b>							

**Action Detail** Tab displays actions incurred by the employee for the specific time period.

ATTENDANCE EDITOR Person & Id: doe, larry (123456)

SUMMARY CALENDAR INCIDENTS **ACTION DETAILS** DOCUMENTS AUDITS

Refresh Edit View Regenerate Forward

Processed through 4/10/2015

Time Period Range of Dates 3/30/2015 4/11/2015 Apply

	Attendance Action	Triggered Date	Initiated Date	Current Status	Completed Date	Details
<input type="checkbox"/>	No Call Show Warning	3/30/2015	4/02/2015	Completed	4/03/2015	Reviewed with employee
<input type="checkbox"/>	Tardy Possible Suspension	4/06/2015	4/10/2015	Initiated		

**Documents** Tab to review Documents associated with an Attendance event, which will be on the Action Detail Tab.

ATTENDANCE EDITOR Person & Id: doe, larry (123456)

SUMMARY CALENDAR INCIDENTS ACTION DETAILS **DOCUMENTS** AUDITS

Refresh View Regenerate Forward

Processed through 4/10/2015

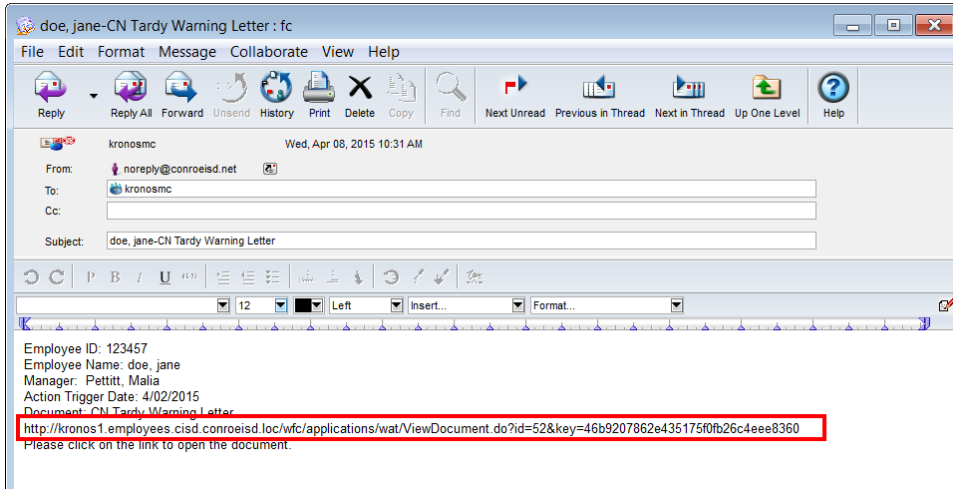
Time Period Range of Dates 3/30/2015 4/11/2015 Apply

Attendance Action	Triggered Date		Document	Last Generated on Date/Time
Warehouse Absent Warning Letter	4/01/2015 12:00AM	<input type="checkbox"/>	Warehouse Absent Warning Letter	4/10/2015 9:35AM
Warehouse Tardy Possible 1 Day Suspension	4/06/2015 12:00AM	<input type="checkbox"/>	Warehouse Tardy Possible Suspension	
Warehouse Tardy Possible Termination	4/09/2015 12:00AM	<input type="checkbox"/>	Warehouse Tardy Possible Termination	

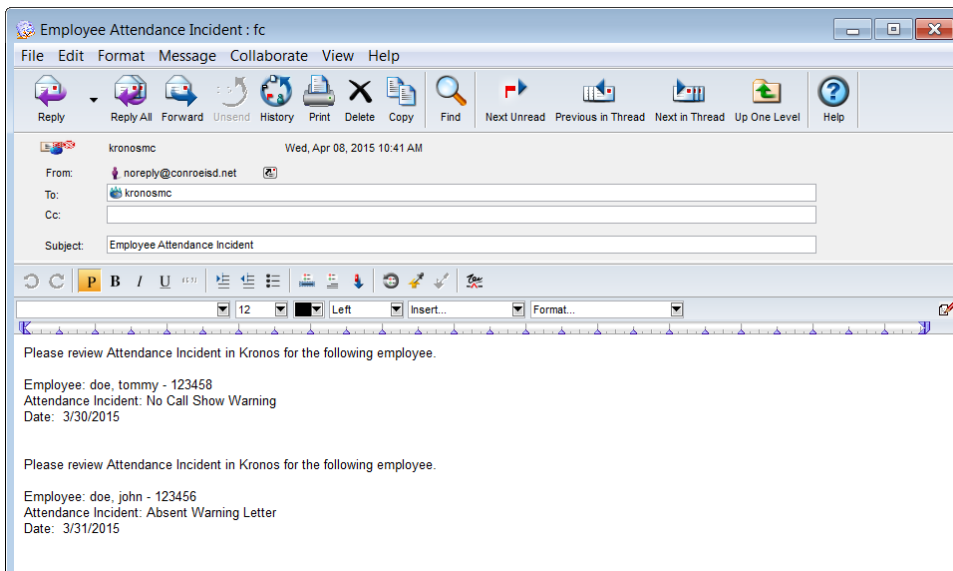
## Notification of Attendance Events

Notification e-mails have been created to notify the Attendance Administrator of an Attendance Event that requires review.

If your department has provided letters a notification will appear as below. The link in the e-mail will open the letter to be reviewed with the employee.



If letters have not been provided you will receive a consolidated e-mail of all Attendance Events from the previous run of the Attendance Processor, which need to be reviewed.





# Maintaining Attendance Events

## Completing Attendance Events

Once you've received a Notification or identified an "Initiated" Attendance Event through reports or Attendance Genie, navigate to the Attendance Editor and select the Action Detail Tab.

ATTENDANCE EDITOR Person & Id doc, sally (123459)

SUMMARY CALENDAR INCIDENTS **ACTION DETAILS** DOCUMENTS AUDITS

Refresh Edit → View Regenerate Forward →

Processed through 4/10/2015

Time Period Range of Dates 3/20/2015 4/11/2015 Apply

	Attendance Action		Triggered Date	Initiated Date	Current Status	Completed Date	Details
<input type="checkbox"/>	Warehouse Absent Warning Letter		4/01/2015	4/08/2015	Completed	4/02/2015	Reviewed Document with employee, she will try harder
<input type="checkbox"/>	Warehouse Tardy Possible 1 Day Suspension		4/08/2015	4/10/2015	Initiated		
<input type="checkbox"/>	WarehouseTardy Possible Termination		4/09/2015	4/10/2015	Initiated		

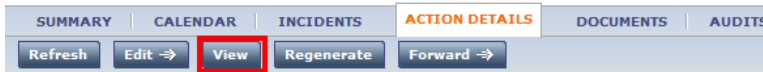
1. Select the Attendance Event by checking the box

	Attendance Action	
<input type="checkbox"/>	Warehouse Absent Warning Letter	
<input checked="" type="checkbox"/>	Warehouse Tardy Possible 1 Day Suspension	

2. If the Attendance Event has a paperclip, this means there is an attendance document(Warehouse and Child Nutrition)

	Attendance Action	
<input type="checkbox"/>	Warehouse Absent Warning Letter	
<input checked="" type="checkbox"/>	Warehouse Tardy Possible 1 Day Suspension	

a. Click on View to open the Attendance Document



b. If Attendance Document is correct, click Forward to send to the Employee's Manager e-mail address



- i. \*To: Enter Manager's e-mail address
- ii. Subject = Free Text
- iii. Message = Free Text

Send & Return Return Refresh

Send to Employee Send to Employee's Manager Send to Employee's Attendance Administrator

\* To:

Send copy to myself

Subject:

Attachments: Child Nut Tardy Warning Letter

Message:

Send & Return

Note: Clicking Send to Employee's manager will send to the who the employees "Reports To"

On the Job Assignment > Primary Account. Employees in Kronos have “None”, and will not be delivered, an Error Message: The employee doesn’t have a Manager, will return. The manager must also have a Kronos Workforce Manager account to open the Attendance document.

3. After employee has been counselled click Edit →



4. Update the Completed Date with counselled date, Details with any remarks and click Save & Return

**EDIT ATTENDANCE ACTION** Person & Id: doe, sally (123456)

Refresh Save **Save & Return** Return

Processed through 4/10/2015

Attendance Action	Triggered Date	Initiated Date	Current Status	Completed Date	Details	Source Policy
Warehouse Tardy Possible 1 Day Suspension	4/08/2015	4/10/2015	Initiated	4/10/2015	by harder to be on time	Warehouse Tardy Totals

5. The Current Status will be updated to Completed

SUMMARY CALENDAR INCIDENTS **ACTION DETAILS** DOCUMENTS AUDITS

Refresh Edit View Regenerate Forward

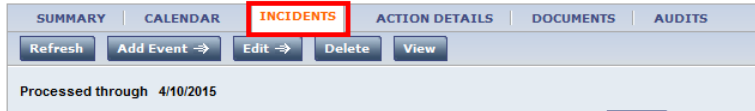
Processed through 4/10/2015

Time Period Range of Dates 3/20/2015 4/11/2015 Apply

Attendance Action	Triggered Date	Initiated Date	Current Status	Completed Date	Details
<input type="checkbox"/> Warehouse Absent Warning Letter	4/01/2015	4/08/2015	Completed	4/02/2015	Reviewed Document with employee, she will try harder
<input type="checkbox"/> Warehouse Tardy Possible 1 Day Suspension	4/08/2015	4/10/2015	Completed	4/10/2015	Employee will try harder to be on time
<input type="checkbox"/> WarehouseTardy Possible Termination	4/09/2015	4/10/2015	Initiated		

## Editing an Attendance Event

1. If an Attendance Event has been triggered and Timecards have not been locked, update the Exception, Pay Code or punch on the employee's timecard to remove the Attendance Event .(See: Employee Timecard Exceptions, Pay Codes, Punch and Comments) The next time the Attendance processor runs the Attendance Event will be corrected.
2. If an Attendance Event has been triggered and Timecards have been locked, Edits to Exceptions - Early In, Late In, Early Out or Late Out, No Call No Show or No Leave AV may be processed.
  - a. Navigate to the Attendance Editor > Incidents Tab



- b. Select the Exception to corrected and click Edit

Day	Date /	Event/Pattern/Action	Actual Amount	Balance Change	Total
<input checked="" type="checkbox"/>	Thu 4/09/2015	Late In	0.25	1.00	5.00
<input type="checkbox"/>	Thu 4/09/2015	Late Out	0.25	1.00	6.00

- c. Update the Event to Early In - Approved, Late In Approved, Early Out – Approved, Late Out – Approved, FMLA State Absence, Pers-State and click Save & Return.

- d. Balance will be reduced and next time the Attendance processor runs the Attendance Event will be removed.

Day	Date /	Event/Pattern/Action	Actual Amount	Balance Change	Total
<input type="checkbox"/>	Thu 4/09/2015	Late In Approved	0.25		
<input type="checkbox"/>	Thu 4/09/2015	Late Out	0.25	1.00	5.00

# Perfect Attendance

Perfect Attendance evaluate employees based on defined list of pay codes (Maintenance – Custodial and Transportation only)

Employees with a Checkmark ✓ in the Attendance Genie have been disqualified from Perfect Attendance

ATTENDANCE  
Last Refreshed: 3:32PM

Show: All Home [Edit] Time Period: Current Pay Period [Refresh]

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾ Attendance ▾

Name	ID	Hire Date	Rules In Progress	Processed Through Date	Absences	No Call No Sho...	Tardys	Perfect Attendance	Discipline Level	Level Start Date
[REDACTED]	[REDACTED]	6/26/2014		3/26/2015	0.00	0.00		✓	Normal	8/01/2014

Review the Attendance Editor, Summary Tab Perfect Attendance for dates of violation.

ATTENDANCE EDITOR  
Person & ID: [REDACTED]

SUMMARY CALENDAR INCIDENTS ACTION DETAILS DOCUMENTS AUDITS

Refresh

Processed through: 3/26/2015

Time Period: Range of Dates 1/01/2015 4/10/2015 [Apply]

BALANCES

Balance Type	Starting Balance	Change	End
Absences		0.00	0.00
No Call No Shows		0.00	0.00

PERFECT ATTENDANCE

Date	Perfect Attendance	Perfect Attendance Definition
1/21/2015	Violation	Transportation PA
1/28/2015	Violation	Transportation PA
1/28/2015	Violation	Transportation PA
2/02/2015	Violation	Transportation PA

Review the Attendance Editor, Incidents tab for Perfect Attendance Disqualifier Checkmarks ✓

ATTENDANCE EDITOR  
Person & ID: [REDACTED]

SUMMARY CALENDAR INCIDENTS ACTION DETAILS DOCUMENTS AUDITS

Refresh Add Event → Edit → Delete View

Processed through: 3/26/2015

Time Period: Range of Dates 1/01/2015 4/10/2015 [Apply]

Day	Date	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Perfect Attendance Disqualification
<input type="checkbox"/>	Mon	2/02/2015	FMLA Sick Local	4.0				✓
<input type="checkbox"/>	Wed	1/28/2015	Other Absence	4.0				✓
<input type="checkbox"/>	Mon	1/28/2015	Prior Off Duty	4.0				✓
<input type="checkbox"/>	Wed	1/21/2015	Pers-Local	4.0				✓

# Attendance Reports

To view Attendance Report, expand the Attendance category under the select report quick link

## REPORTS

SELECT REPORTS
CHECK REPORT STATUS

Run Report
Refresh
Email
Print
Schedule Report

Create Favorite
Save Favorite
Duplicate Favorite
Delete Favorite

- + All
- + Accruals
- **Attendance**
  - Attendance Action Detail
  - Attendance Analysis
  - Attendance Balances
  - Attendance Balances (Excel)
  - Attendance Calendar
  - Attendance Incident Detail
  - Attendance Incident Tab
  - Employee Attendance Profiles
  - Perfect Attendance

**Attendance Action Detail** list the attendance actions for each employee for the specified time period. This report displays actions that had at least one date(triggered, initiated, and completed) falling into the range of dates in the selected time period.

### Attendance Action Detail

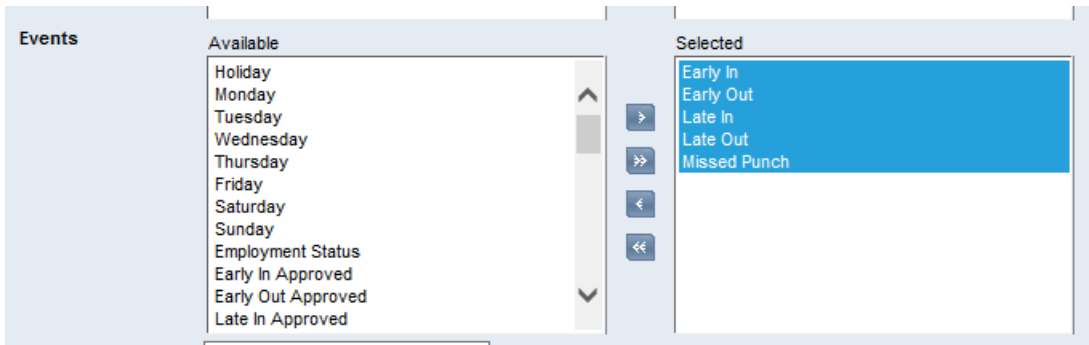
Time Period: 3/20/2015 - 4/08/2015  
 Query: ?Doe

Executed on: 4/08/2015 2:07PM GMT-05:00  
 Printed for: amlarson

Name	ID					
Action	Triggered Date	Initiated Date	Current Status	Completed Date	Details	Source Policy
doe, tommy		123458			Processed through: 4/8/2015 12:00:00 AM	
No Call Show Warning	3/30/2015	4/8/2015	Initiated			Maintenance-Custodial Total NCNS
doe, john		123456			Processed through: 4/8/2015 12:00:00 AM	
Absent Warning Letter	3/31/2015	4/8/2015	Initiated			Transportation Absence Totals
doe, jane		123457			Processed through: 3/29/2015 12:00:00 AM	
Employee Tardy Notification	4/1/2015	4/8/2015	Completed	4/8/2015	Reviewed with	Child Nutrition Tardy Totals
Tardy Warning Letter	4/2/2015	4/8/2015	Initiated			Child Nutrition Tardy Totals
doe, sally		123459			Processed through: 4/8/2015 12:00:00 AM	
Absent Warning Letter	4/1/2015	4/8/2015	Initiated			Warehouse Absence Totals

Total Number of Employees: 4

**Attendance Analysis** report provides charts and shows number of attendance events and patterns. This is a good report to run trends based on Events for specified time periods. You have the option to select all events or specific events, default is all Events.

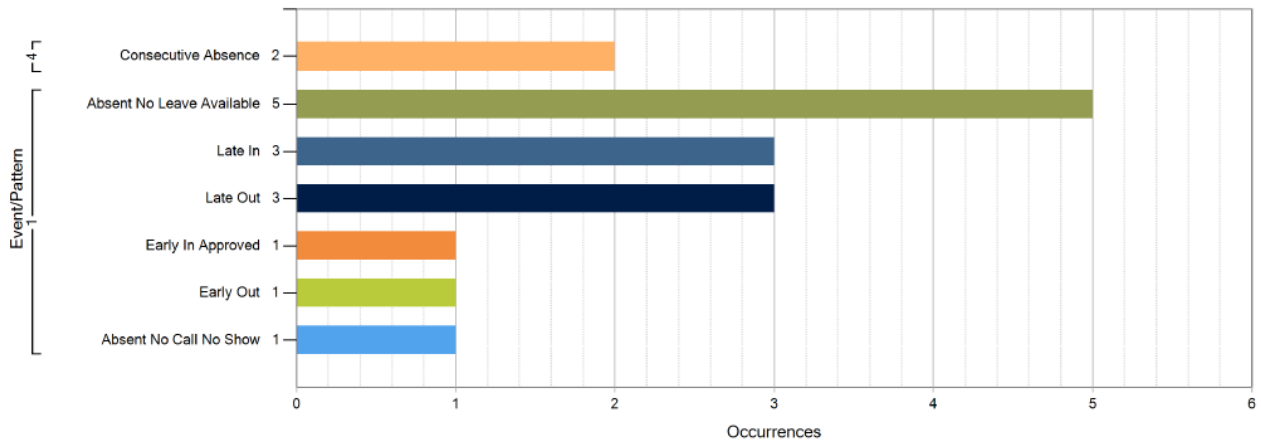


**ATTENDANCE ANALYSIS**

Time Period: 3/20/2015 - 4/08/2015  
 Query: ?Doe  
 Events: (52): |Holiday|Monday|Tuesday|Wednesday|Thursday|Friday|Saturday|Sunday|Employment Status|Early In|Early In Approved|Early Out|Early Out Approved|Late In|...  
 Lost Time Events:  
 Combined Events:  
 Patterns: (2): |Consecutive Absence|Consecutive Absence Employee Couseled|

Data Up to Date: 4/8/2015 2:35:50 PM  
 Executed on: 4/08/2015 2:35PM GMT-05:00  
 Printed for: amlarson

**SUMMARY**



Types	ATTENDANCE EVENT	OCCURRENCES	HOURS	DAYS	WAGE LIABILITY
1. Events	Absent No Leave Available	5	40.00		\$408.00
	Late In	3	1.50		\$12.75
	Late Out	3	1.50		\$12.75
	Early In Approved	1	0.25		\$2.13
	Early Out	1	0.25		\$2.13
	Absent No Call No Show	1	0.00		\$0.00
	4. Patterns	Consecutive Absence	2	0.00	
<b>TOTALS</b>		<b>16</b>	<b>43.50</b>	<b>0.00</b>	<b>\$437.75</b>

**Attendance Balances** report list the point balances for each employee within the specified time frame. Also available in Excel.

**Attendance Balances**

Time Period: 3/20/2015 - 4/08/2015  
 Query: ?Doe

Executed on: 4/08/2015 2:30PM GMT-05:00  
 Printed for: amlarson

Name	ID	Category	Balance Type	Starting Balance	Change	Ending Balance
doe, jane	123457			Processed through: 3/29/2015 12:00:00 AM		
		Points and Occurrences	Absences	0.00	0.00	0.00
			No Call No Shows	0.00	0.00	0.00
			Tardys	0.00	8.00	8.00
doe, john	123456			Processed through: 4/8/2015 12:00:00 AM		
		Points and Occurrences	Absences	0.00	1.00	1.00
			No Call No Shows	0.00	0.00	0.00
			Tardys	0.00	0.00	0.00
doe, sally	123459			Processed through: 4/8/2015 12:00:00 AM		
		Points and Occurrences	Absences	0.00	1.00	1.00
			No Call No Shows	0.00	0.00	0.00
			Tardys	0.00	0.00	0.00
doe, tommy	123458			Processed through: 4/8/2015 12:00:00 AM		
		Points and Occurrences	Absences	0.00	0.00	0.00
			No Call No Shows	0.00	1.00	1.00
			Tardys	0.00	0.00	0.00

Total Number of Employees: 4

**Attendance Balances (Excel)**

Time Period: 3/20/2015 - 4/08/2015  
 Query: ?Doe  
 Executed on: 4/08/2015 2:40PM GMT-05:00  
 Printed for: amlarson

Name	ID	Category	Balance Type	Points - Starting Balance	Change - Points	Points - Ending Balance
doe, jane	123457	Points and Occurrences	Absences	0.00	0.00	0.00
doe, jane	123457	Points and Occurrences	No Call No Shows	0.00	0.00	0.00
doe, jane	123457	Points and Occurrences	Tardys	0.00	8.00	8.00
doe, john	123456	Points and Occurrences	Absences	0.00	1.00	1.00
doe, john	123456	Points and Occurrences	No Call No Shows	0.00	0.00	0.00
doe, john	123456	Points and Occurrences	Tardys	0.00	0.00	0.00
doe, sally	123459	Points and Occurrences	Absences	0.00	1.00	1.00
doe, sally	123459	Points and Occurrences	No Call No Shows	0.00	0.00	0.00
doe, sally	123459	Points and Occurrences	Tardys	0.00	0.00	0.00
doe, tommy	123458	Points and Occurrences	Absences	0.00	0.00	0.00
doe, tommy	123458	Points and Occurrences	No Call No Shows	0.00	1.00	1.00
doe, tommy	123458	Points and Occurrences	Tardys	0.00	0.00	0.00

**Attendance Incident Detail** Report displays each employee's attendance events patterns, perfect attendance, and actions in a list format for a specified time period. A report view of the Attendance Editors Incident Tab.

**Attendance Incident Detail**

Time Period: 3/20/2015 - 4/08/2015		Executed on: 4/08/2015 2:43PM GMT-05:00								
Query: ?Doe		Printed for: amlarson								
Date	Event/Pattern/Action	Code	Actual Amount	Change	Total (Running)	Balance Type	Shift Start Time	Source Policy	Perfect Attendance Disqualification	Source Perfect Attendance Definition
doe, jane		ID: 123457			Attendance Profile:		8/1/2014 - Forever	Child Nutrition		
Processed through:		3/29/2015 12:00:00 AM								
3/30/2015	Early In Approved	EIAPP	0.25				6:00AM			
3/30/2015	Late Out	LATEOU	0.25	1.00	1.00	Tardys	6:00AM	Child NutritionTardy Events		
3/31/2015	Late In	LATEIN	0.25	1.00	2.00	Tardys	6:00AM	Child NutritionTardy Events		
3/31/2015	Early Out	EARLYO	0.25	1.00	3.00	Tardys	6:00AM	Child NutritionTardy Events		
4/1/2015	Late In	LATEIN	0.50	1.00	4.00	Tardys	6:00AM	Child NutritionTardy Events		
4/1/2015	Late Out	LATEOU	0.50	1.00	5.00	Tardys	6:00AM	Child NutritionTardy Events		
4/1/2015	Employee Tardy Notification	EMPTDY						Child Nutrition Tardy Totals		
4/2/2015	Late In	LATEIN	0.75	1.00	6.00	Tardys	6:00AM	Child NutritionTardy Events		
4/2/2015	Late Out	LATEOU	0.75				6:00AM			
4/2/2015	Tardy Warning Letter							Child Nutrition Tardy Totals		
Total:						6.00 Tardys				

**Employee Attendance Profiles** report lists the attendance profile information in Attendance on the Job Assignment tab of the people editor for each employee who is included in your department. This report will be used for identifying Transfer in the incorrect Attendance Profile.

**Employee Attendance Profiles**

Time Period: 3/20/2015 - 4/08/2015 Executed on: 4/08/2015 2:46PM GMT-05:00  
 Query: ?Doe Printed for: amlarson

Employee	ID
Effective Dates	Profile Name
doe, jane	123457
8/1/2014 - Forever	Child Nutrition
doe, john	123456
8/1/2014 - Forever	Transportation
doe, sally	123459
8/1/2014 - Forever	Warehouse
doe, tommy	123458
8/1/2014 - Forever	Maintenance-Custodial

Total Number of Employees: 4



**Perfect Attendance**(Maintenance-Custodial and Transportation) report lists all employees who are assigned to perfect attendance policies that have perfect attendance for selected time period.

<b>Perfect Attendance</b>				Executed on:	6/19/2007 2:28:17 PM
Time Period:	Previous Pay Period			Printed for:	cfryman
Query:	Previously Selected Employee(s)				
<b>Employee Who Has Perfect Attendance</b>					
	Perfect Attendance Definition			Source Policy	
Fallon, Jane		ID:	5	Processed through:	6/17/2007 12:00:00 AM
	Perfect Attendance			Chronic Discipline 90 Day Perfect Attenda	
Total Number of Employees: 1					

## Pay Code / Exceptions / Comments Reference

Event Name	Timecard data which drives the Event	Range	Occ.
Early In 6 Min or More (all but Transportation)	Exception (Early In)	00:06 – 24:00	1
Late In 6 Min More (all but Transportation)	Exception (Late In)	00:06 – 24:00	1
Early Out 6 Min or More (all but Transportation)	Exception (Early Out)	00:06 - 24:00	1
Late Out 6 Min or More (all but Transportation)	Exception (Late Out)	00:06 - 24:00	1
Absent No Leave Available (Transportation)	Pay Code ('No Leave Av')	00:15 – 24:00	1
Absent No Leave Available	Pay Code ('No Leave Av')	00:01 – 24:00	1
Absent Employee Counseled (Transportation)	Pay Code ('No Leave Av') and Comment ('Employee Counseled')	00:01 – 24:00	1
Absent No Call No Show	Pay Code ('Pers-State', 'Pers-Local', 'Sick Local', 'Sick State', 'Vacation' or 'No Leave Av') and Comment ('No Call No Show')	00:01 – 24:00	1
Missed Punch	Punch and Comment (Missed Punch)		0
Early In Approved	Exception (Late In) and Comment ('Supervisor Approved')	00:06 – 24:00	0
Late In Approved	Exception (Late In) and Comment ('Supervisor Approved')	00:06 – 24:00	0
Early Out Approved	Exception (Early Out) and Comment ('Supervisor Approved')	00:06 - 24:00	0
Late Out Approved	Exception (Late Out) and Comment ('Supervisor Approved')	00:06 - 24:00	0
Absent Part of Run (Transportation)	Punch and Comment ('Absent Part of Run')		0
Admin Leave	Pay Code ('Admin Leave')	00:01 – 24:00	0
Current Off Duty	Pay Code ('Current Off Duty')	00:01 – 24:00	0
Dock	Pay Code ('Dock')	00:01 – 24:00	0
Donated Days	Pay Code ('Donated Days')	00:01 – 24:00	0
FMLA Cur Off Duty	Pay Code ('FMLA Cur Off Duty')	00:01 – 24:00	0
FMLA Dock	Pay Code ('FMLA Dock')	00:01 – 24:00	0
FMLA Local Absence	Pay Code ('FMLA Local Absence')	00:01 – 24:00	0
FMLA Pri Off Duty	Pay Code ('FMLA Pri Off Duty')	00:01 – 24:00	0
FMLA Sick Local	Pay Code ('FMLA Sick Local')	00:01 – 24:00	0
FMLA Sick State	Pay Code ('FMLA Sick State')	00:01 – 24:00	0
FMLA State Absence	Pay Code ('FMLA State Absence')	00:01 – 24:00	0
FMLA Vacation	Pay Code ('FMLA Vacation')	00:01 – 24:00	0
Jury Duty	Pay Code ('Jury Duty')	00:01 – 24:00	0
Other Absence	Pay Code ('Other Absence')	00:01 – 24:00	0
Pers-Local	Pay Code ('Pers-Local')	00:01 – 24:00	0
Pers-State	Pay Code ('Pers-State')	00:01 – 24:00	0
Prior Off Duty	Pay Code ('Prior Off Duty')	00:01 – 24:00	0
School Business	Pay Code ('School Business')	00:01 – 24:00	0
Sick Local	Pay Code ('Sick Local')	00:01 – 24:00	0
Sick State	Pay Code ('Sick State')	00:01 – 24:00	0
Subpoena	Pay Code ('Subpoena')	00:01 – 24:00	0
Susp w-out Pay	Pay Code ('Susp w-out Pay')	00:01 – 24:00	0
Vacation	Pay Code ('Vacation')	00:01 – 24:00	0
Workers Comp	Pay Code ('Workers Comp')	00:01 – 24:00	0