



# Procedures Manual for Kronos Time Managers

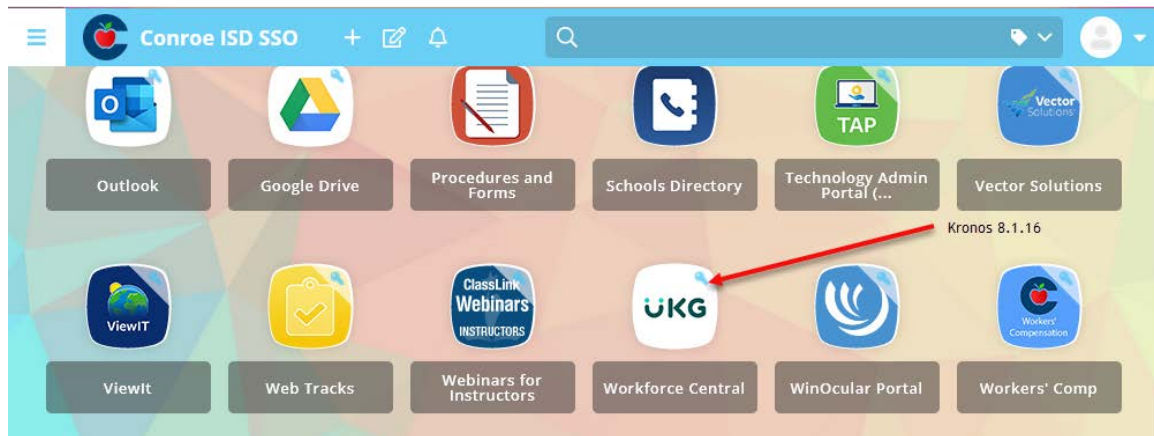
UKG Kronos 8.1.16

(Auxiliary)

# Table of Contents

<b>Login.....</b>	<b>3</b>
<b>Recurring Payroll Steps.....</b>	<b>3</b>
<b>Employee Status Changes.....</b>	<b>4</b>
<b>Updating New Employee Data.....</b>	<b>5</b>
<b>Payrule Assignment Reference.....</b>	<b>9</b>
<b>Schedules.....</b>	<b>11</b>
<b>Exception Reports and Genies.....</b>	<b>14</b>
<b>Entering Employee Absences.....</b>	<b>17</b>
<b>Extra Duty/Supplemental Duty Pay.....</b>	<b>19</b>
<b>On Call.....</b>	<b>22</b>
<b>Reports.....</b>	<b>23</b>
<b>Approving Timecards.....</b>	<b>29</b>
<b>Kronos Clock Functions.....</b>	<b>31</b>
<b>Lunch Break.....</b>	<b>32</b>
<b>Forms.....</b>	<b>33</b>

Log in to the SSO and select white UKG Workforce Central Tile.



## Recurring Payroll Steps

### New Hires/Change Me

Verify Pay Rule  
Update Labor Account

page 5  
page 12

### Absences

Review absences from Pay Period Close Genie  
Enter absence as approved from Absence from Duty Form

page 18

### Missed Punches

Correct missed punches identified from exception report or Pay Period Close Genie  
Must have signed Missed Punch Form completed by employee and signed by their manager before making any changes to their timecard

page 15-16  
page 35

### Exception Reports

Run the following:  
Missed Punches  
Worked 179 w/no Budget Code  
Budget Code No 179  
Change me payrule  
Change me labor account  
Unexcused Absence/Excludes Part Time

page 16

### Print Employee Transaction and Totals Report & Review Time Cards

page 28

**Inter-departmental Approval**

Have department manager review and sign Employee Transactions and Totals Report page 29

**Approve Timecards in Kronos Weekly**

page 32

**Submit** signed copy of Employee Transactions & Totals Report to payroll by the payroll due date. page 29-31

## **Clock Rules/Employee Status Change Rules**

**New Hire/Part-Time Employees:**

Begin swiping at the clock only after they are in Kronos. Any time worked prior to that should be turned in to payroll manually.

**Rate Changes:**

All rate changes must take place at the **beginning of the pay period**. All hours in the pay period must be calculated at one rate through the Kronos interface.

**Hour Changes:**

All change in hours per day must take place at the **beginning of the pay period**. All adjustments through the Kronos interface must be calculated on the employee's hours per day at the beginning of that particular pay period.

**Percent Changes:**

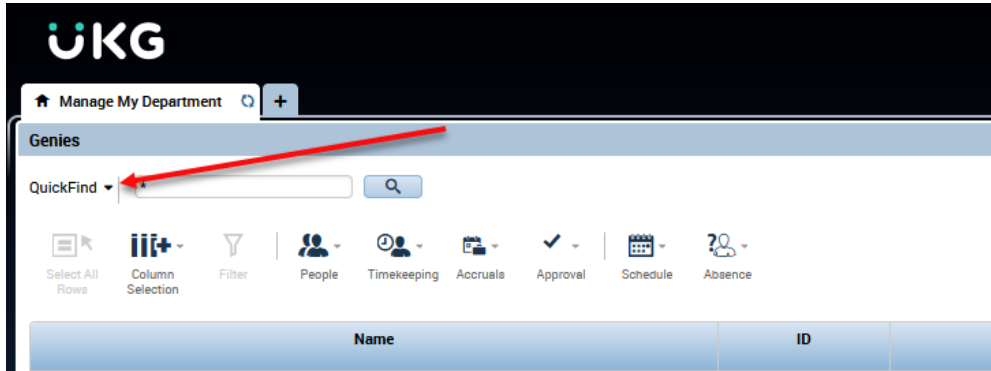
All changes in percentage of FTE must take place at the **beginning of the pay period**. All adjustments through the Kronos interface must be calculated on the employees FTE percentage at the beginning of that particular pay period.

**Pay Rule Changes:**

Most payrule changes should occur at the **beginning of the pay period**. The effective date of the change must be entered. Contact Payroll for Pay Rule changes.

# Reviewing Timecards and Other Functions

To access QuickFind on the Mange My Department tab.

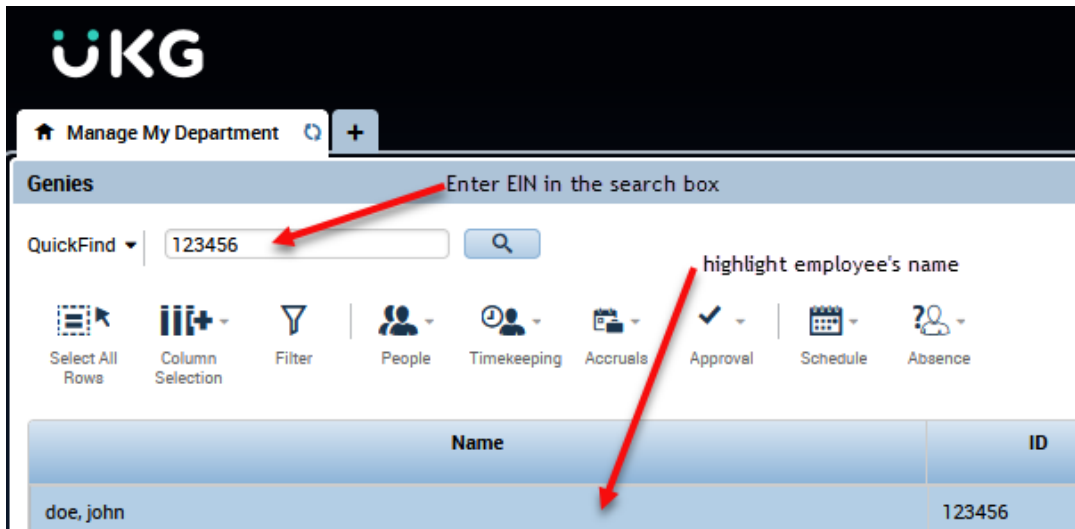


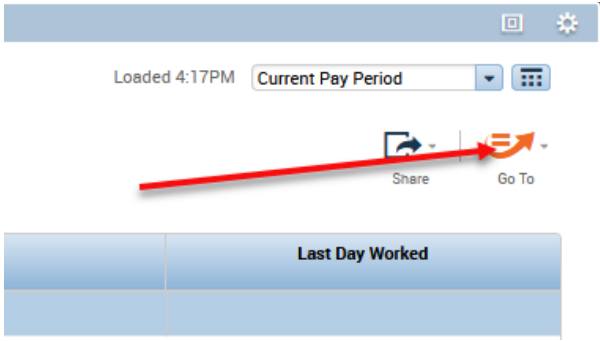
## Updating New Employee Data

New employees will roll automatically into Kronos with only basic information. You will need to update select information on the employee record in order for the timecard to function properly.

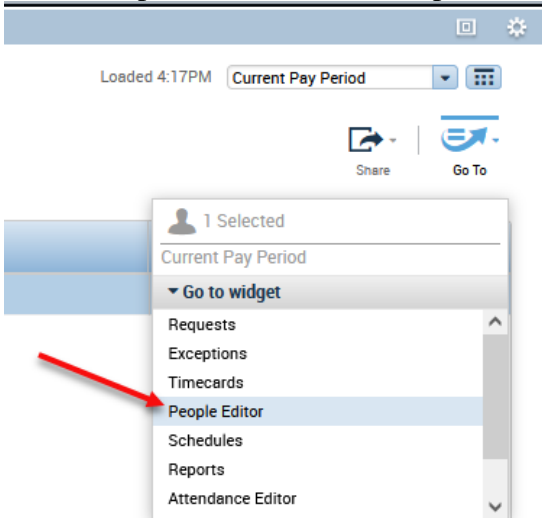
### To search for an employee:

Enter the employee's name or six digit employee ID in Quickfind (see previous page). Next, highlight the employee's name and click on the "Go To" button in the upper right corner of your screen.

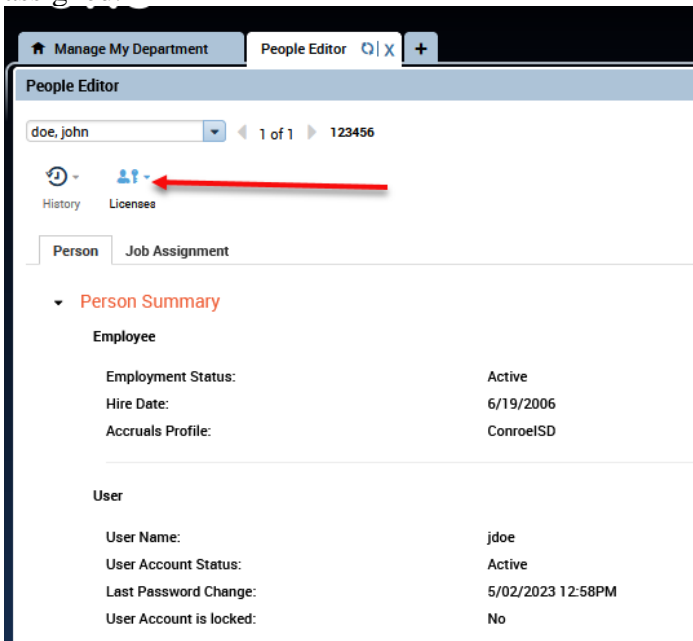




Select People Editor from the drop down menu.



The People Editor tab opens. Click "Licenses" to confirm the license the employee is assigned.

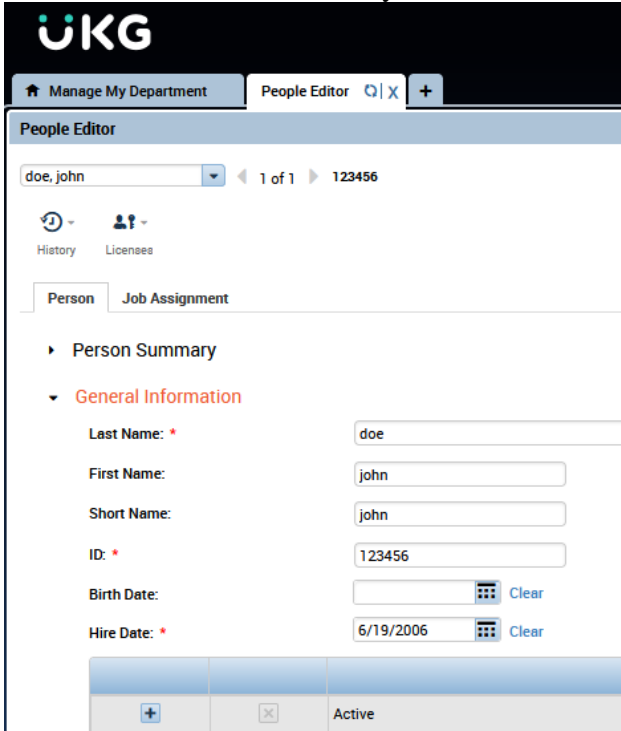


**\*\*If Employee will use the web and not the clock\*\***

Select **Licenses**. Verify Workforce Timekeeper is checked.

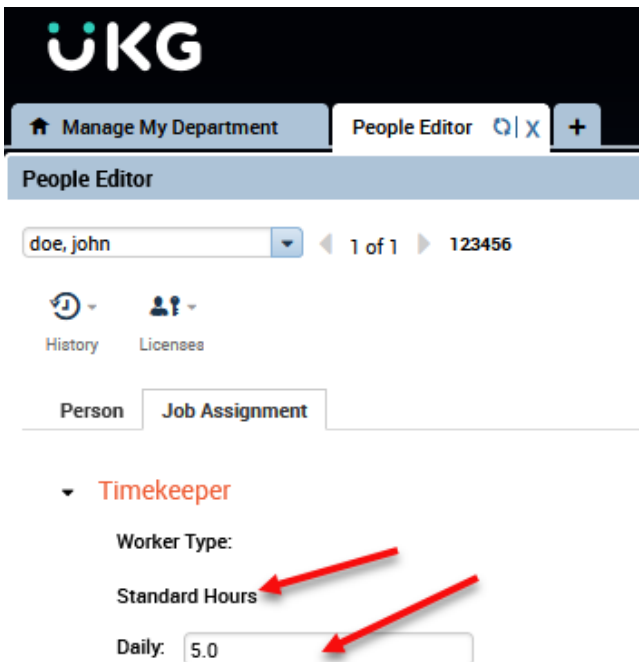
Select **General Information**

Review to ensure all necessary data is entered.



The screenshot shows the UKG People Editor interface. At the top, there is a navigation bar with "Manage My Department" and "People Editor" tabs. Below this, the "People Editor" header is visible. A search bar contains "doe, john" and shows "1 of 1" results. There are icons for "History" and "Licenses". Below the search bar, there are two tabs: "Person" (selected) and "Job Assignment". Under the "Person" tab, there is a "Person Summary" section with a "General Information" sub-section. The "General Information" section contains the following fields: "Last Name: \*" (doe), "First Name:" (john), "Short Name:" (john), "ID: \*" (123456), "Birth Date:" (empty), and "Hire Date: \*" (6/19/2006). At the bottom of the form, there is a table with a "+" button, an "x" button, and the text "Active".

Select the **Job Assignment** tab. Next, select **Timekeeper**. Verify Daily hours and Pay Rule:



The screenshot shows the UKG People Editor interface, similar to the previous one, but with the "Job Assignment" tab selected. Under the "Job Assignment" tab, there is a "Timekeeper" sub-section. The "Timekeeper" section contains the following fields: "Worker Type:", "Standard Hours" (with a red arrow pointing to it), and "Daily:" (with a value of "5.0" and a red arrow pointing to the input field).

## Select Primary Account

Manage My Department | People Editor

People Editor

1 of 1

History Licenses

Person Job Assignment

Job Assignment Summary

Primary Account

Primary Job		Primary Labor Account *
+	x	910/8851/0/0/03/0/0
+	x	

Show Primary Job Name:  Current Name  When Job was assigned

Time Zone: (GMT-06:00) Central Time (USA; C...)

Reports To: <None>

Seniority Date: [calendar icon]

## Select the drop down under Primary Labor Account. Click on Search

Manage My Department | People Editor

People Editor

1 of 1

History Licenses

Person Job Assignment

Job Assignment Summary

Primary Account

Primary Job		Primary Labor Account *
+	x	910/8851/0/0/03/0/0
+	x	<div style="border: 1px solid #ccc; padding: 2px;">           934/11111            727/605/0/0/03/0/0            998/998/0/0/0/0/0            Search...         </div>

Show Primary Job Name:  Current Name  When Job was assigned

Time Zone: (GMT-06:00) Central Time (USA; C...)

Reports To: <None>

Seniority Date: [calendar icon]

## Update Department and Job Code to reflect employee's location and job code. Click ok.

Transfer

Name: [blurred]  
Labor Account: [blurred]

Labor Account

Add Labor Account Clear All

Department: [dropdown] TRS Position: [dropdown]

Job Code: [dropdown] Reserved 2: [dropdown]

Supplemental: [dropdown] Reserved 3: [dropdown]

Budget Code: [dropdown]

Select the Department and job code for the employee

Cancel Apply



# Pay Rule Assignment Reference Sheet

<b>Technology</b>	
Standard	
Part Time	
<b>Child Nutrition</b>	
182 Day	
183 Day	
Standard	
<b>Transportation</b>	
182 Day	Standard
182 Hourly	Standard 261
Part Time	Hourly 261
<b>Maintenance</b>	
Hourly 261 30e	
Standard 261 30e	
<b>Custodial</b>	
Custodial 190	Hourly 261 30e
261 6 Hrs	Hourly 261 60e
Part Time 30e	Standard 261 30e
	Standard 261 60e
<b>Police</b>	
183 Day	Hourly 261
Crossing Guards 1	Standard
Crossing Guards 2	
Part Time	
<b>Ground Maintenance</b>	
Hourly 261 30e	
<b>Admin Building Departments</b>	
Standard	
Part Time	
<b>Campus</b>	
Part Time	
183 Day	
Standard	

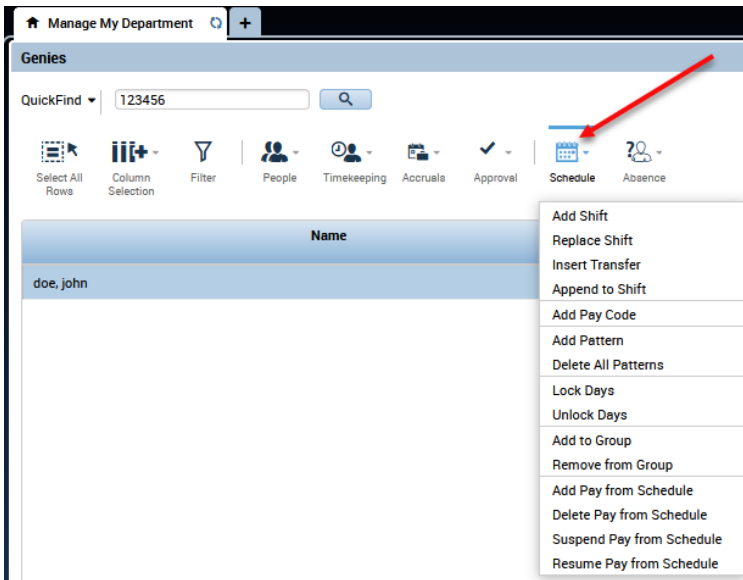
## KRONOS PAYRULES

Title	Hourly/ Standard	Hours Per Day	Holiday Default	Add Holiday
182 Day	S	Varies	Y	N
182 Hourly	H	Varies	Y	N
183 Day	S	Varies	Y	N
Crossing Grd 1	H	1 hr guar.	N	N
Crossing Grd 2	H	2 hr guar.	N	N
Custodial 190	S	8	Y	N
Hourly 261 30e	H	8	Y	N
Hourly 261 60e	H	8	Y	N
Hourly 261	H	8	Y	N
Part Time	H	Var.	N	N
Part Time 30e	H	Var.	N	N
Standard 261	S	8	Y	N
Standard 261 30e	S	8	Y	N
Standard 261 30e	S	8	Y	N
Standard 30e	S	Varies	Y	N
Standard 60e	S	Varies	Y	N
Standard	S	Varies	Y	N

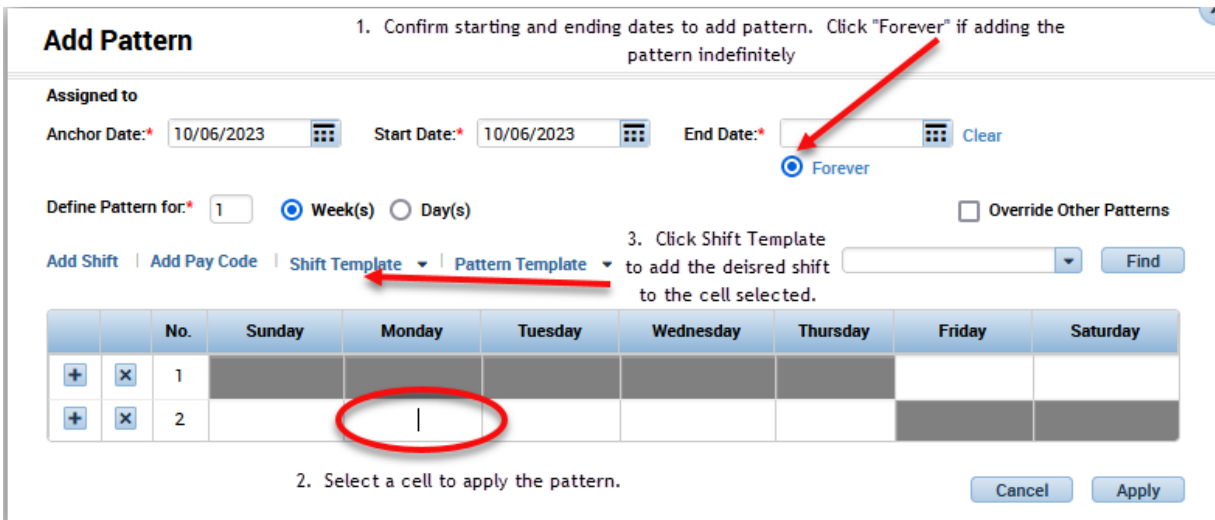
# Schedules

Schedules will provide managers with a valuable time management tool. **Every employee with the exception of part-time employees must have a schedule.** All employees in Kronos will be brought over with a generic schedule. If you need to make changes to that schedule there are various ways to create/edit schedules depending on the complexity of the employees work schedule. The following is an example of how to edit an existing schedule

From the Quickfind genie, search the EIN or employee name. Highlight the employee, then click Schedule.



From the drop down menu, you can choose the desired selection. To add a schedule pattern, you would select Add Pattern.



Enter the Work Start Date and Pattern Start date. The “Forever” button is checked to indicate the schedule is to continue indefinitely.

### Add Pattern

Assigned to  
 doe, john  
 Anchor Date:\* 10/06/2023 Start Date:\* 10/06/2023 End Date:\* Clear  
 Forever

Define Pattern for:\* 1  Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template | Items in rotation Find

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ X	1							
+ X	2							

Remove any existing schedule by clicking the X next to the line. Cancel Apply

To add the correct schedule, select Pattern Template. Select the pattern that corresponds with the employee’s work schedule.

Add Pattern

Assigned to  
 Anchor Date:\* 10/06/2023 Start Date:\* 10/06/2023 End Date:\* Clear  
 Forever

Define Pattern for:\* 1  Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template | Find

	No.	Sunday	Monday	Friday	Saturday
+ X	1				
+ X	2				

Search...

- 0730-1530 M-F
- 0730a-1430p
- 0730a-1545pM-F
- 0745-1615 M-F
- 07:30-4:00 M-F
- 0800 - 1600 M-F
- 0800-1630 M-F
- 0800-1800 Fri-Mon
- 0800-1630 M-F

Displayed 100 of 182. Please narrow down your search.

Cancel Apply

Select the pattern that corresponds with the employee’s work schedule. Click ok.  
 The pattern you have chosen will populate the week. Click Apply.

### Add Pattern

Assigned to

Anchor Date:\* 6/18/2006 Start Date:\* 10/06/2023 End Date:\*  Clear

Forever

Define Pattern for:\*   Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template

8a-430p

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		8a-430p	8a-430p	8a-430p	8a-430p	8a-430p	

The Schedules drop down menu choice will now reflect the employee’s schedule. Click “Go To” on the upper right side of the screen and choose Schedules to view the employee’s added schedule.

Manage My Department

### Genies

QuickFind   Loaded 10:48AM Current Pay Period

Select All Rows | Column Selection | Filter | People | Timekeeping | Accruals | Approval | Schedule | Absence | Share |

Name	ID	Primary Labor Account	Expec...	Days	Pay Rule	Last Day Worked
doe, john	123456	999/998/0/0/0/0/0	5.0		Standard	

UKG

Manage My Department | Schedules

### Schedules

Loaded: 10:58AM 10/01/2023 - 10/07/2023 1 Employee(s) Selected

Quick Actions | View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting | Refresh | View Comments | Share | Save |

By Employee	10/01 - 10/07		
Name	4	Thu 10/05	Fri 10/06
doe, john	8:00AM - 4:30PM		

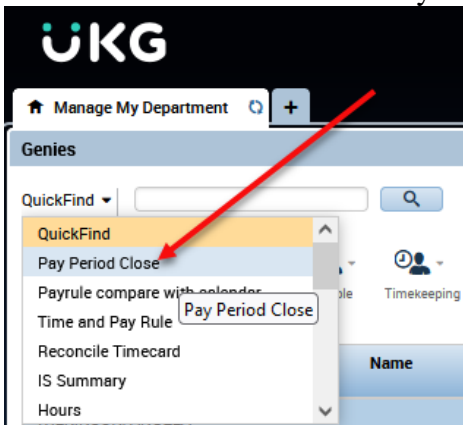
Example of a time card with a schedule assigned:

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Mon 4/10		Holiday Abs...	0.0						
Mon 4/10	7:00AM-3:00...								
Tue 4/11	7:00AM-3:00...			6:57AM		6:58AM			12:04PM
Tue 4/11				12:34PM		3:08PM			
Wed 4/12	7:00AM-3:00...								

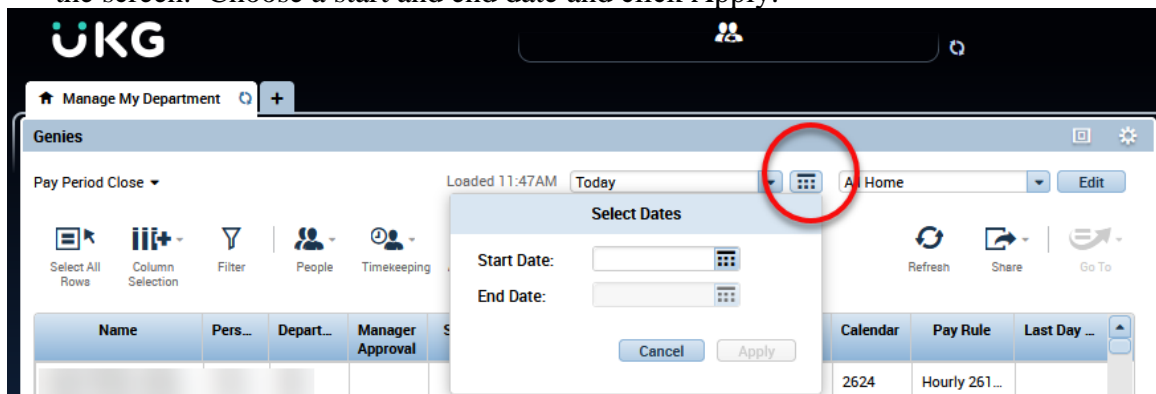


## Exception Reports & Genies

1. Run weekly
2. Under Manage My Department tab under Genies, click on the Quickfind drop down box and select "Pay Period Close".



3. Enter appropriate time period by clicking on the calendar icon on the right side of the screen. Choose a start and end date and click Apply.

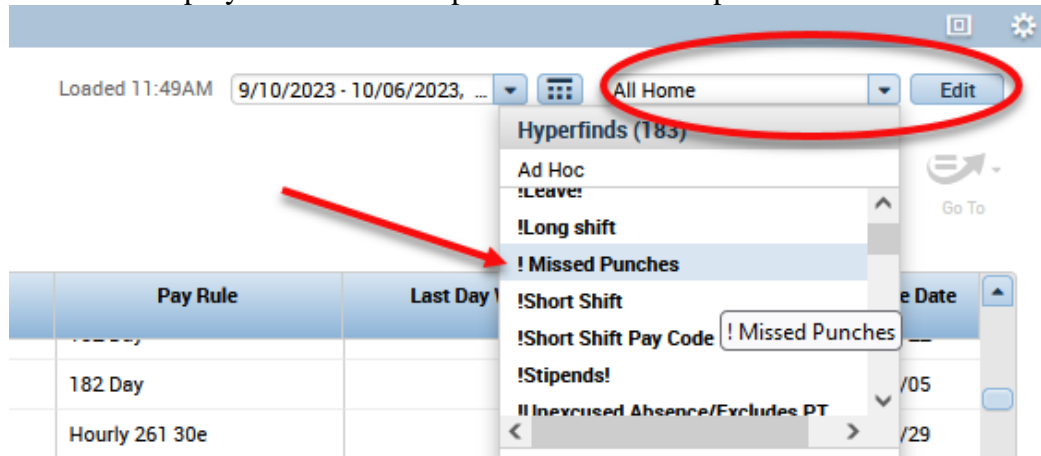


## PAY PERIOD CLOSE

### Identify Missed Punches (!Missed Punches)

This query is used to identify employees assigned to your department who have missed punches on their timecard. Employee must complete and turn in Missed Punch Form to department Kronos manager to correct punch.

Click on the drop down menu to the right of the calendar icon and select !Missed Punches. Employees with missed punches within the specified time frame will display.



### Identify Absences

Click on the drop down menu to the right of the calendar icon and select !Unexcused Absences/ excludes PT. Employees with unexcused absences within the specified time frame will display.

### Exception Queries:

4. Under Manage My Department -> Genies, select Pay Period Close.
5. Enter appropriate time period
3. Select the following queries to determine if errors on the timecard need to be corrected.

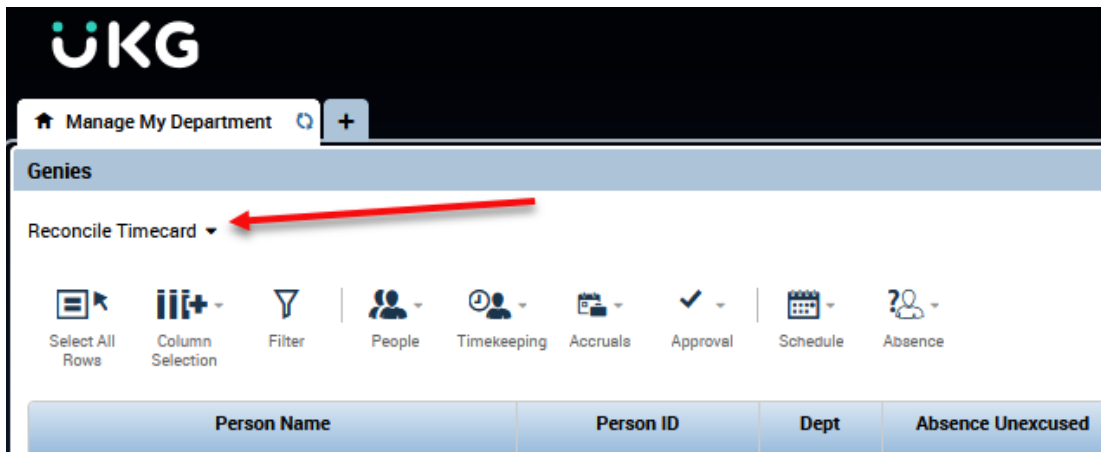
- **\$179 no Budget Code**  
This report is used to identify errors with supplemental pay transfers. A supplemental code (179) has been selected without selecting a budget code. Refer to *Supplemental Duty Pay* section for further instructions.
- **\$Account Code No 179**  
This report is also used to identify errors with supplemental pay transfers. A budget code has been entered in the transfer field without entering the 179 in the supplemental duties field. Refer to *Supplemental Duty Pay* section for further instructions.
- **Change me payrule**  
This report will identify employees in your department that have no payrule assigned to them. Refer to *Updating New Employee Data* section for further instructions.

- **\$Change me labor account**  
This report will identify employees in your department that have no labor account assigned to them. Refer to *Updating New Employee Data* section for further instructions.

## Other Helpful Genies

### Reconcile Timecard

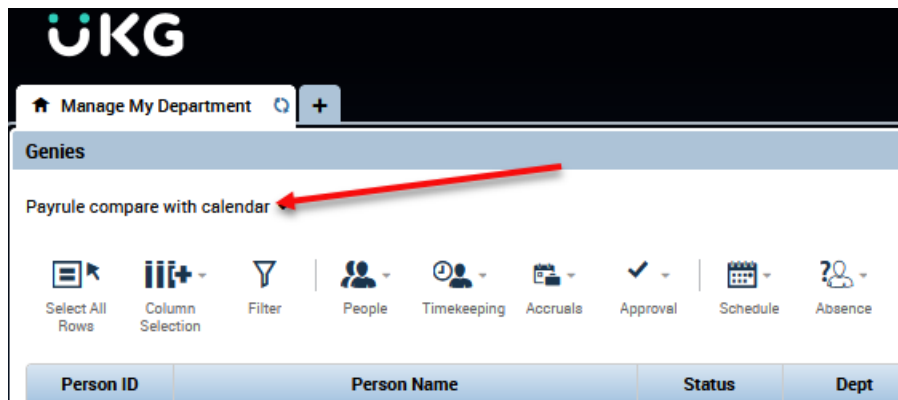
This genie will identify missed punches, early in, early out and other time card discrepancies. It will also identify unexcused absences for employees with no time entered on a scheduled day.



### Payrule Compare with Calendar

This genie will display all employees assigned to your department with their corresponding calendar and Pay rule. Review for accuracy. Refer to *Payrule Assignment Reference Sheet* for help in determining correct payrule for your particular department.

**Contact Payroll if a Pay rule change is necessary.**

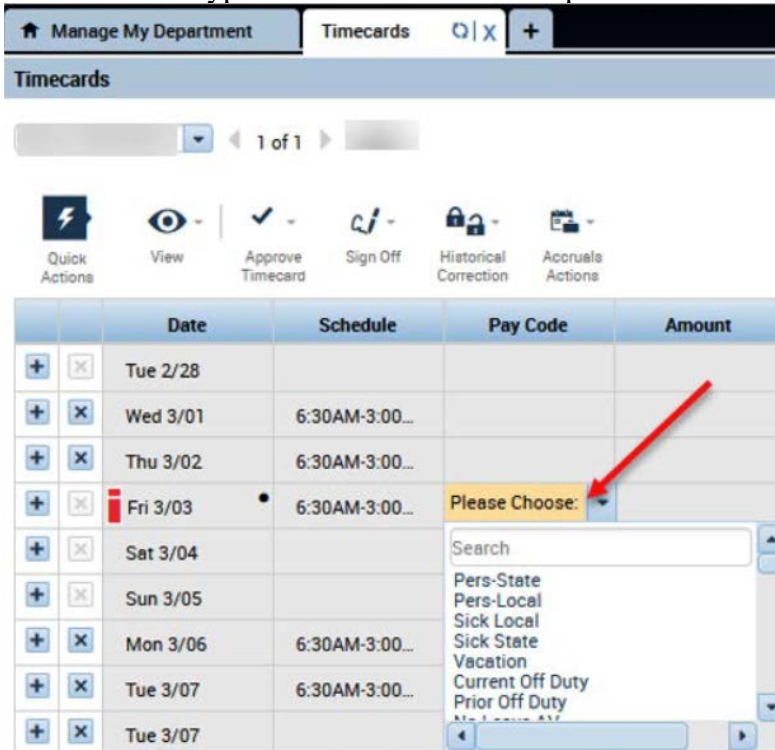




# Entering Employee Absences

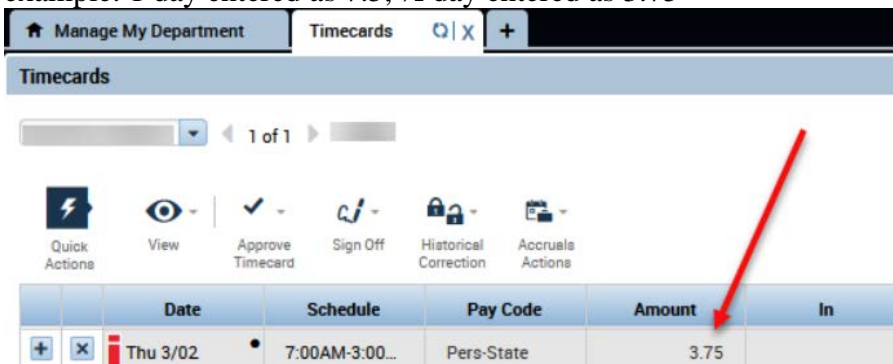
All approved employee absences must be entered in the employee’s timecard. The type of absence will be entered in the “Paycode” field and the hours will be entered in the “Amount” field.

First select the type of absence from the drop down list.



Enter hours in the amount field.

Absences must be entered only in **whole** or **half day** increments. 7.5 hour employee example: 1 day entered as 7.5, ½ day entered as 3.75



When entering absences if warning occurs, review leave balance under Accruals to determine if leave type change is necessary.

Manage My Department Timecards

Timecards

1 of 1

Quick Actions View Approve Timecard Sign Off Historical Correction Accruals Actions

	Date	Schedule	Pay Code	Amount	In	Transfer
+ X	Thu 10/...					
+ X	Fri 10/06		Nonwor...	0.0		
+ X	Fri 10/06	5:30AM-...				
+ X	Fri 10/06	10:00A...				
+ X	Fri 10/06	1:30PM-...				
+ X	Set 10/...					

Totals Accruals Audits Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units
Comp Time Available	0.0	Hour
Donated Days	0.0	Hour
Extended Sick	0.0	Hour

Employees that are not straight hourly MUST have an entry for all scheduled work days. If 40 hours have been worked and employee is not taking a leave day, then a Zero Work Day must be added to ensure time is adjusted correctly. This does NOT add hours or show in any time calculation. It is intended to remove the unexcused absence and allow time to calculate correctly.

Save Actions Punch Amount Accruals Comment Approvals Reports

	Date	Pay Code	Amount	In	Transfer	Out
X	Sat 6/27					
X	Sun 6/28					
X	Mon 6/29			6:15AM		2:45PM
X	Tue 6/30			6:00AM		2:45PM
X	Wed 7/01					
X	Thu 7/02			6:00AM		3:00PM
X	Fri 7/03			6:00AM		2:45PM

SELECT ZERO WORK DAY. ENTER NUMBER OF DAYS (1).

The screenshot shows a timecard interface with a table of dates and schedules. A dropdown menu is open for the 'Pay Code' column, and 'Zero Work Day' is selected. A red arrow points to this selection. Below the table, the 'Pay Code' and 'Amount' columns are circled in red, showing 'Zero Wo...' and '1.0' respectively.

Date	Schedule	Pay Code	Amount
Thu 10/...		Please ...	
Fri 10/06		Zero Work Day	1.0
Fri 10/06	5:30AM-...	Zero Wo...	1.0
Fri 10/06	10:00A...	Zero Wo...	1.0
Fri 10/06	1:30PM-...	Zero Wo...	1.0
Sat 10/...			

## Extra Duty/Supplemental Duty Pay

Updating budget code on Supplemental Duty entered at the clock/timestamp:

**If an employee transfers time to supplemental duty, the transfer will appear on the time card with no budget code.**

The screenshot shows a timecard interface with a table of dates, schedules, and times. A dropdown menu is open for the 'Transfer' column, and 'Search...' is visible. A red circle highlights the dropdown, and a red arrow points to the 'Search...' field.

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Tue 2/28						
Wed 3/01	7:00AM-3:00...			9:53AM		9:04PM
Thu 3/02	7:00AM-3:00...			9:45AM		9:04PM ///:Supp Duty
Fri 3/03	7:00AM-3:00...			9:54AM		9:45PM ///:Supp Duty

**Under the Labor Account tab, only complete the Supplemental box and the Budget code box.**

**Transfer**

Name  
Job  
Labor Account  
Work Rule

Job Transfer | Labor Account | Work Rule

**Add Labor Account** Clear All

Department:  TRS Position:

Job Code:  Reserved 2:

Supplemental:  Reserved 3:

Budget Code:

ONLY THESE  
FIELDS to be  
completed

Cancel Apply

**Choose 179, 179 to pay the employee their regular rate.**

**Transfer**

Name  
Job  
Labor Account  
Work Rule

Job Transfer | **Labor Account** | Work Rule

**Add Labor Account** Clear All

Department:  TRS Position:

Job Code:  Reserved 2:

Supplemental:  Reserved 3:

Budget Code:

Smart search...

- -
- 0 Default
- 179 179
- 181 Athletics
- 800 Stipend
- 854 Transportation Pay
- 855 Secondary Job 14.0
- 859 Class C Driver 15.2f

Cancel Apply

## Select budget code.

Transfer

Name  
Job  
Labor Account //179//  
Work Rule

Job Transfer | Labor Account | Work Rule

**Add Labor Account** Clear All

Department:  TRS Position:   
Job Code:  Reserved 2:   
Supplemental: 179 - 179  Reserved 3:   
Budget Code:

Smart search...  
0 Default  
161311009991000 161x1100999110  
161313RT87411000 161x13RT874110  
1813360001691000 18123600016910  
1813360099991000 181x3600999910  
181336AF871910CC 181x36AF871910  
181336J000391000 181x36J0003910

Cancel Apply

Pay Code

Then click Apply.

Transfer

Name  
Job  
Labor Account  
Work Rule

Job Transfer | Labor Account | **Work Rule**

**Add Work Rule** Clear All

Search List

- Standard 37.5 No Meal Deduct
- Standard 37.5 Police
- Standard 40 1hr Meal deduct
- Standard 40 30e
- Standard 40 30Min Meal deduct
- Standard 40 60e
- Standard 40 No Meal deduct
- Stipend
- Supp Duty**
- Supp Duty Police

Cancel Apply

Lastly, do not forget to click the Save icon from the employee's timecard screen to save the changes.

Loaded: 12:34 PM Today 1 Employee(s) Selected

Print Timecard Refresh Calculate Totals Save Go To

In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
8:00AM	...000//,Supp Duty							

# On Call

On call hours are paid at 1.5-times regular rate – usually in 2-hours or 6-hours (for the week) increments.

There are two pay codes for On Call – On Call and On Call-M:

1) **On Call Example:**

On-call hours (paid at 1.5-times regular hourly rate) contributed to the 40 hours worked since they were most likely worked.

- 35 hours worked + 7 hours on-call
- 42 hours total in timecard
- All hours **count** toward OT

Paid:

- 33 hours at regular rate
- 7 hours on call rate
- 2 hours OT rate

2) **On Call-M Example:**

Maintenance does not consider the 6 hours as hours worked. These are essentially an incentive to the employee on stand-by)

- On-call hours (paid at 1.5-times regular hourly rate) **do not** contribute to the 40 hours worked.
- 35 hours worked
- 7 regular hours worked (while on call)
- 6 hours at on-call rate (not worked – incentive)
- 48 total hours in timecard

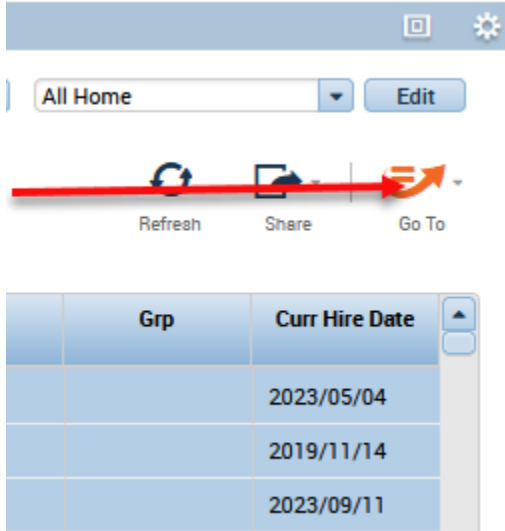
Paid:

- 40 hours regular rate
- 2 hours OT rate
- 6 hours on-call rate

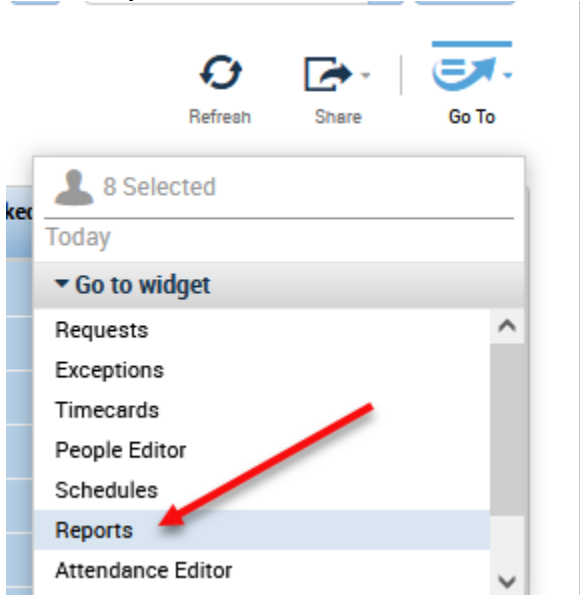
# Reports

## Time Detail Report

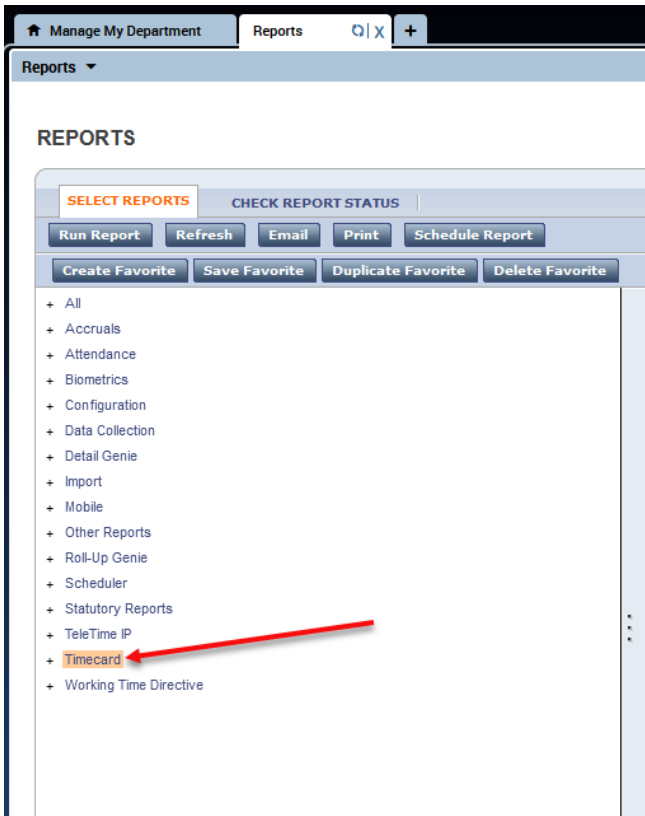
Highlight (or Select All) employees from any Genie  
Select the Go To button on the upper right side of the screen.



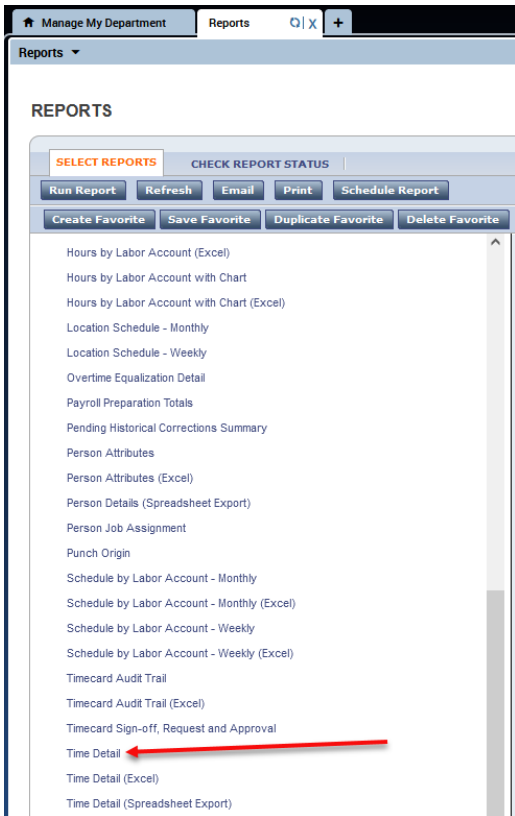
Select Reports.



The Reports Editor will display. From the Reports menu, expand the “Timecard” section.



Then select “Time Detail”





Screen will automatically move to Check Run Status tab. Click Refresh Status to see if report is finished running. Status column will say complete. To view report click on “View Report” (If you have a pop up blocker on your PC you will need to hold the control key down and then click on View Report) Print as you normally would.

REPORTS

SELECT REPORTS CHECK REPORT STATUS

View Report Refresh Status Delete

Name  Search

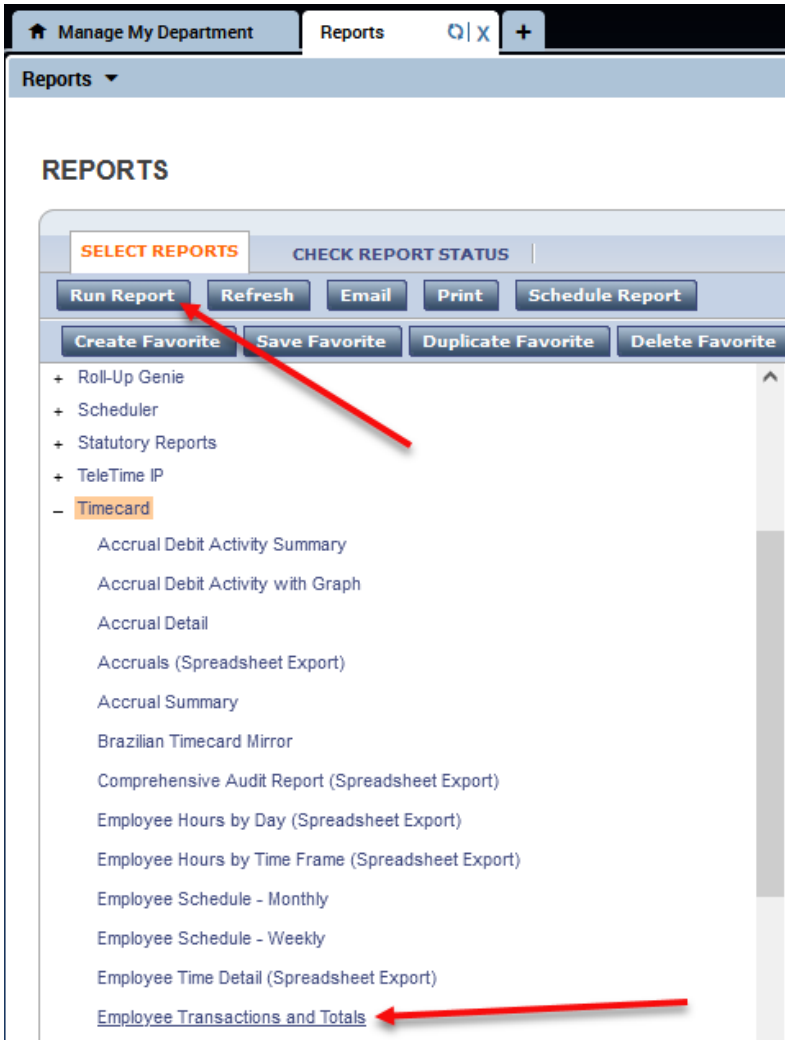
Report Name	Format	Date In	Date Done	Status	Output	User
Time Detail	pdf	7/07/2015 1:25PM	7/07/2015 1:25PM	Complete	Screen	sdoe

Exception	Code	Criteria
Unscheduled	US	
Long Interval	LE	12:00 HRS
Short Shift	SE	6:00 HRS
<b>In-Punch</b>		
Very Early	VE	24:00 HRS
Early	EV	0:06 HRS
Late	LV	0:06 HRS
Missed	MP	
<b>Out-Punch</b>		
Early	EV	0:06 HRS
Late	LV	0:06 HRS
Very-Late	VL	24:00 HRS
Missed	MO	

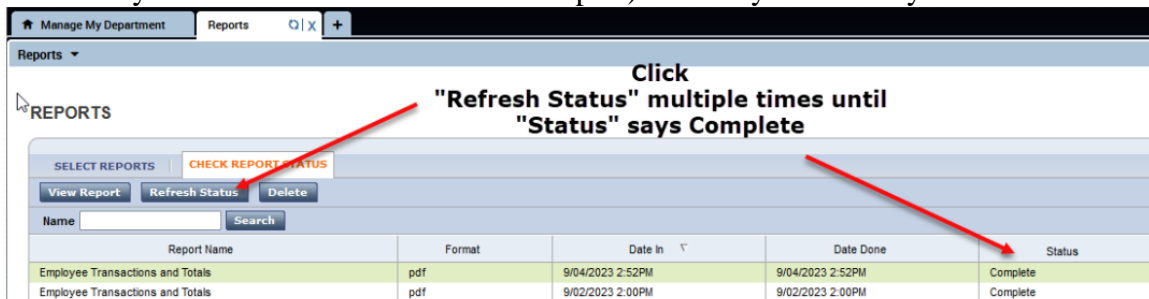
**Employee Transactions & Total Report:**

From Manage My Department, select Pay Period Close.  
 Select the dates by clicking on the calendar icon on the right.  
 Highlight (or Select All) employees.  
 Then click the Go To button on the right side of the screen and select Reports from the drop down menu.

The reports tab will display. Under the Select Reports tab, expand the Timecard menu by clicking on the + in front of Timecard in the menu, and scroll down to select Employee Transactions and Totals and then click the Run Report button.




Screen will automatically move to Check Run Status tab. Click Refresh Status to see if report is finished running. Status column will say complete. To view report click on "View Report" (If you have a pop up blocker on your PC you will need to hold the control key down and then click on View Report) Print as you normally would.



**This report should be signed by your department manager and turned in to payroll each pay period.**

**Employee Transactions & Totals**

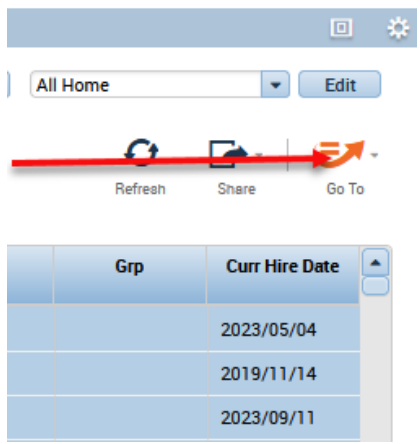
Time Period: 6/28/2015 - 7/11/2015   
 Query: Previously Selected Employee(s)  
 Pay Codes: (47): |Pers-State|Pers-Local|Sick Local|Sick State|Vacation|Current Off Duty|Prior Off Duty|No Leave AV|Admin Leave|...  
 Actual/Adjusted: Show hours credited to this period only.

Data Up to Date:  
 Executed on:  
 Printed for:

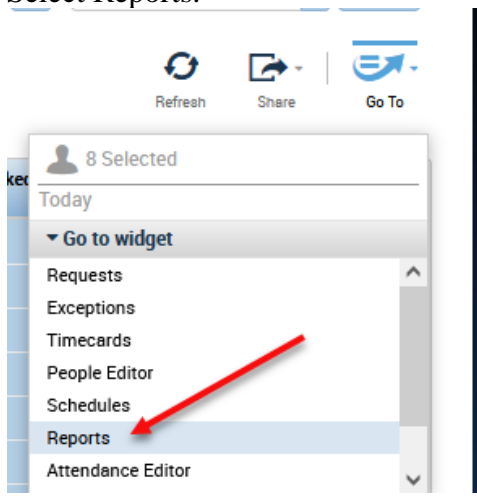
Employee: doe, jane		ID: 123457		
Totals:	Pay Code	Hours	Money	Days
	Timecard Regular Total	70:00	\$0.00	0.00
	Totals:	70:00	\$0.00	0.00
	Regular	70:00	\$0.00	0.00

**Accrual Summary Report:**

Highlight (or Select All) employees from any Genie  
 Select the Go To button on the upper right side of the screen.



Select Reports.



Select **Accrual Summary**  
 Select **“Run Report”**

**REPORTS**

The screenshot shows the 'REPORTS' section with a 'SELECT REPORTS' tab. Below the tab are buttons for 'Run Report', 'Refresh', 'Email', 'Print', and 'Schedule Report'. A secondary row contains 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. On the left is a tree view of report categories, with 'Accrual Summary' selected and highlighted by a red arrow. The main area displays the configuration for the 'ACCRUAL SUMMARY' report. The 'Description' field is partially visible. The 'People' dropdown is set to 'Previously Selected Employee(s)', with a callout 'Employees in report' pointing to it. The 'Time Period' is set to 'Range of Dates' with date pickers for '6/28/2015' and '7/11/2015', with a callout 'Enter Range of Dates' pointing to the date fields. The 'Output Format' is set to 'Adobe Acrobat Document(.pdf)'.

Refresh status and view/print report. This report will give you a summary of each employee leave banks and any activity for the time period selected.

**Accrual Summary**

Data Up to Date: 7/7/2015 1:43:16 PM  
 Executed on: 7/07/2015 1:43PM GMT-05:00  
 Printed for: sdoe

Time Period: 6/28/2015 - 7/11/2015  
 Query: Previously Selected Employee(s)

Accrual Code	Starting Date (*Reset)	Starting Balance	Earnings and Credits	Takings and Debits	Ending Balance
doe, jane		123457			
Comp Time Available (Hours)					
Sun 6/28/2015		-4:30	0:00	0:00	-4:30
Extended Sick (Hours)					
Sun 6/28/2015		-6:00	0:00	0:00	-6:00
Pers-Local (Hours)					
Sun 6/28/2015		-8:00	0:00	0:00	-8:00
Pers-State (Hours)					

# Approving and Submitting Time Cards

Each department will need to develop their own internal process for manager review and approval of each employee's timecard prior to completing the approval step in Kronos. Timecards must be approved weekly (by Tuesday morning). A signed copy of the Employee Transaction & Total Report must be turned in to payroll each pay period by the payroll due date.

You want to make sure that all information is complete and accurate so that your employees are paid correctly.

To approve time cards select the employees you want to approve and update the time period to the previous week, from any Genie, and click on Approvals on the menu and select Approve Timecard. Time cards will be "locked" by payroll on the Payroll Due Date preventing any further changes from being made. (The first two small columns on the left next to the date are blank if the time period is locked)

The screenshot shows the 'Manage My Department' interface. At the top, there's a 'Genies' section with a 'Pay Period Close' dropdown. Below this is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. A red arrow points to the 'Approval' icon. Below the toolbar is a table with columns for 'Name', 'Perso...', 'Depart...', and 'Manager Approval'. A context menu is open over the 'Approval' icon, listing options: 'Approve Timecard', 'Remove Timecard Approval', 'Approve Overtime - Group Approval', 'Sign Off', 'Remove Sign-Off', 'Enable Edits', and 'Disable Edits'. Another red arrow points to the 'Approve Timecard' option.

Manager approval will be reflected on the Sign-offs & Approvals tab

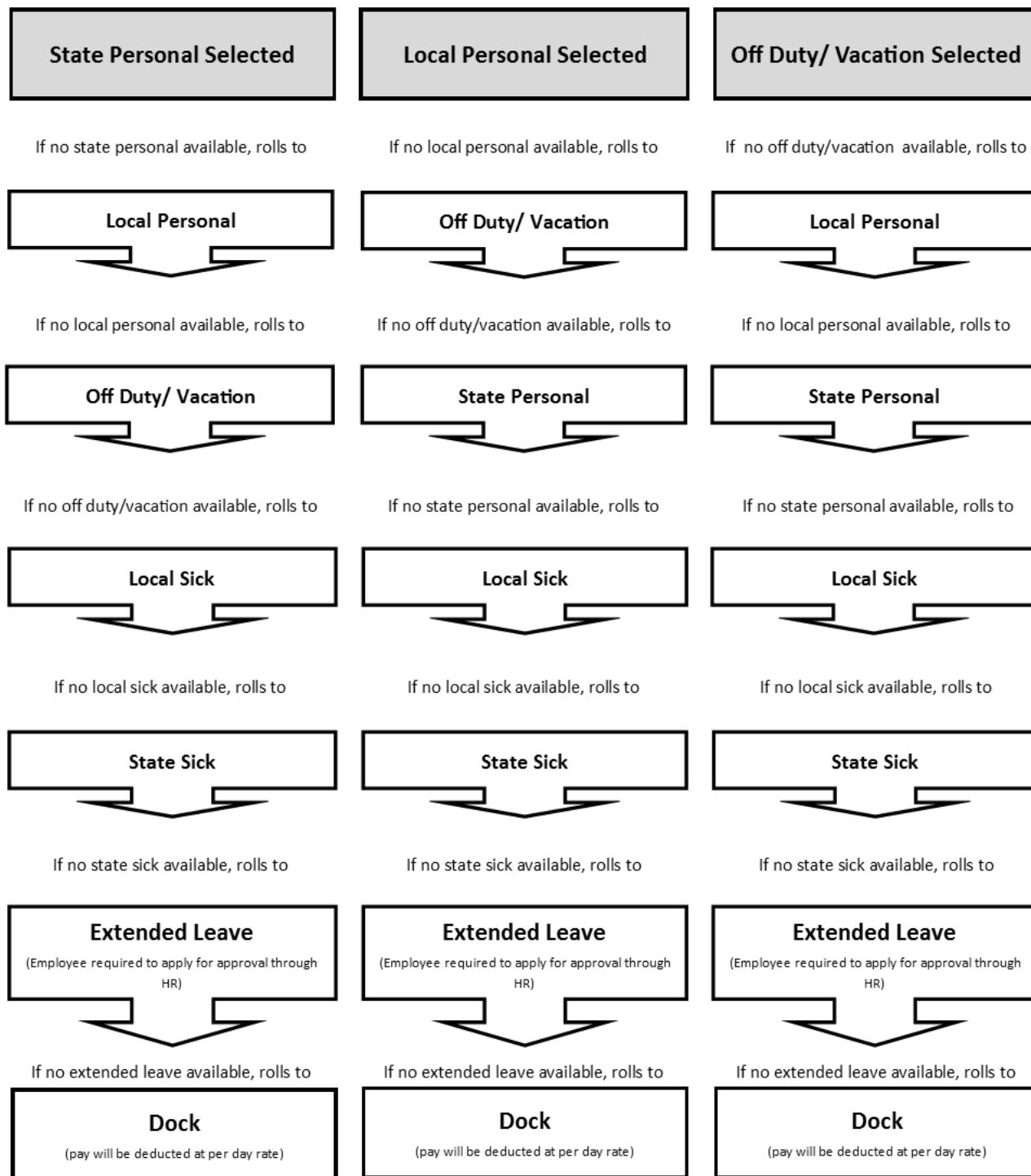
TOTALS & SCHEDULE		ACCRUALS	AUDITS	SIGN-OFFS, REQUESTS & APPROVALS
Type of Edit	Approvals/Sign-offs	Data Sources	All	
Date	Time	Type	Account	
6/28/2015 - 7/04/2015		Timecard Approval by Mana...		

Pay period close genie will reflect that time cards have been approved when there is a "1" in the "Manager Approval" column. If you see "1(Partial)" that means the entire date range of the pay period has not been approved. Review the sign-off and approval tab to ensure the proper time period was approved.

PAY PERIOD CLOSE									
Last Refreshed: 3:33PM		Show	All Home	Edit	Time Period	Last Week	Refresh		
Name	1/	Department	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Timecard Reg Hours	
doe, jane		999		1				35:00	
doe, sally		999	✓	1				40:00	
doe, tommy		999		1				39:15	

### Order of Usage Example

The leave type shaded in gray indicates the original leave type chosen. The corresponding order of usage is outlined below each type in the event that leave type is not available.



## **Kronos Clock Functions**

Employees will be required to use their District ID badge when recording time through a KRONOS time clock.

### **Change Job Location**

1. Press Function Key 1
2. The default 3-digit Job Code (i.e. 001) will appear
3. Press Enter to accept the default Job Code. Or if the default Job Code is incorrect, clear the code, enter the appropriate code (i.e. 444), and press Enter.
4. When prompted for badge, swipe your badge.

### **Call Back**

1. Press Function Key 3
2. When prompted for badge, swipe your badge
3. When finished with Call Back, swipe out as you normally would

### **Supplemental Duty**

1. Press **Function Key 4 for Pay 179**. This will be used for supplemental pay to various budget codes
2. When prompted for badge, swipe your badge
- 3.

### **Stop Work Rule**

Use to stop Supp Duty transfers, do not use for stopping Flat Amount or Call Back

1. Press Function Key 12
2. When prompted for badge, swipe your badge

### **View Last Punch**

1. Press Function Key 10  
When prompted for badge, swipe your badge

### **Lunch Break**

The District will no longer allow automatic meal breaks in the KRONOS timekeeping system. This change will provide accurate documentation of actual hours worked and will require employees to clock in and out of the KRONOS timekeeping system when they are taking an uninterrupted meal break beginning **July 26, 2015**.

Non-exempt employees are required to “clock-in” and “clock-out” of KRONOS to record their uninterrupted Lunch Breaks.

The only scheduled break during the work day is a lunch break. There are no other scheduled breaks.





## Missed Punch/Exception Form

Employee Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

Payroll ID# (6 digit) \_\_\_\_\_

Pay Period \_\_\_\_\_

Missed Punch			Check Reason					Explanation
Date	Time In	Time Out	Forgot Punch	Lost Badge	Double Punch	Field Trip	Other	

### Warning

Reason	Number	Employee's Signature

I authorize the correction to my KRONOS timecard selected above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

\*\*\*\*\*For Office Use Only\*\*\*\*\*

\_\_\_\_\_  
Adjusted By

\_\_\_\_\_  
Date

