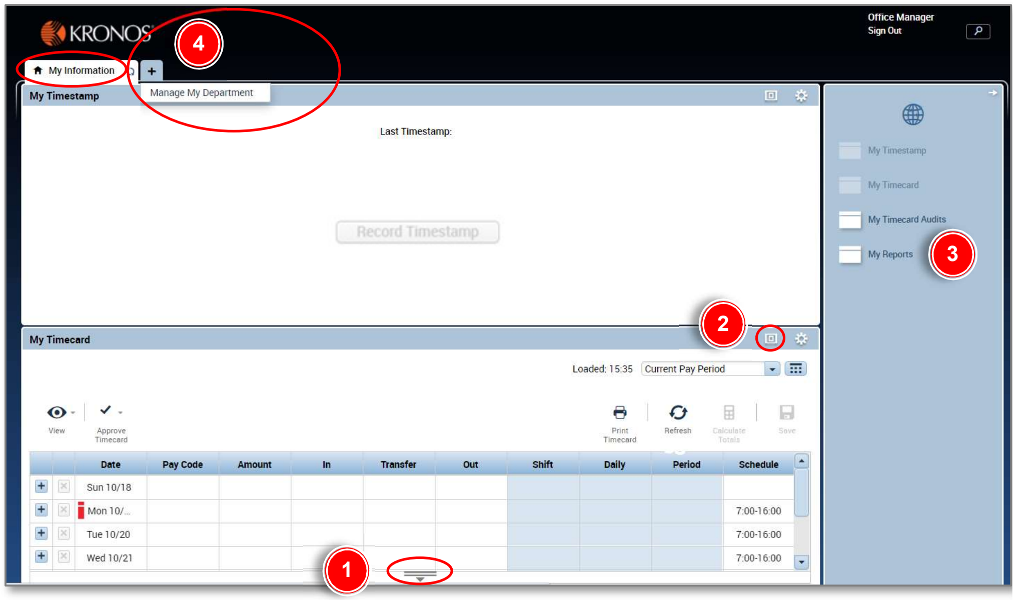
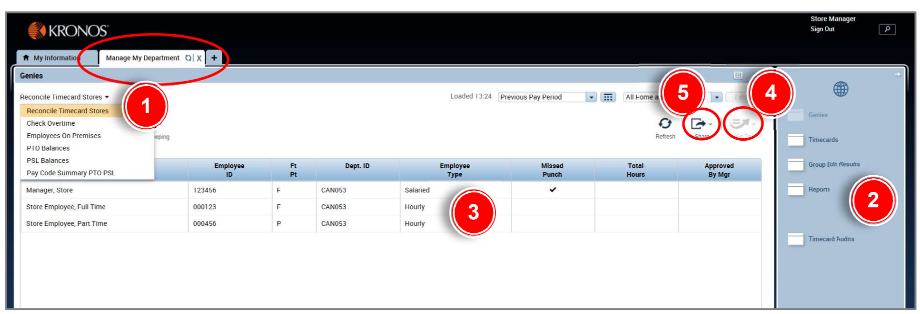
Kronos Timekeeper 8.1 QRG – Corporate Managers

My Information



1) Click this icon (or click and drag) to expand and view the Totals section.
2) Click the Maximize icon to view this section full size. Click it again to return to this view.
3) Select a link to open a new tab. To return here, click the **My Information** tab.
4) Click **the plus sign**, then click **Manage My Department** to open employee information in a new tab.

Manage My Department



On the Manage My Department tab, you can access Genies, Timecards, Schedules, Group Edit Results, Timecard Audits, and Reports.

1) Select a genie from the dropdown list.
2) Select a link to open a new tab.
3) Double-click an employee row to view the employee's timecard.
    - To view timecards for all employees, click **Select All Rows** then click **Go To > Timecards.**
    - To select multiple employees, hold down the **CTRL** key to select the desired rows, then glick **Go To > Timecards**.
4) Click **Go To** to open Timecards, Timecard Audits, or Reports for selected employees.
5) Click **Share** > **Export to Excel** to export data.

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Genies

Genies group and return data in pre-defined columns. The first genie in your list appears as the default. To access your full list of genies, click the dropdown arrow in the upper left corner of the Manage My Department tab.

Reconcile Timecard

The Reconcile Timecard genie returns a list of all employees you have access to and returns data related to Exceptions (Missed Punch, Early, Late) to help you easily identify issues and manage timecards. This genie should be reviewed daily.

Additional genies are assigned based on your role, including Check Overtime and PTO Balances.

QuickFind

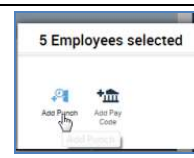
To quickly find a specific person or set of people, do the following:

Step	Action
1	Select the **QuickFind** genie
2	Enter **last name** or **employee ID** number
3	Select **time period**
4	Click **Find**

Tip: Use an asterisk (*) to perform a “wild card” search if an employee’s full name is not known. For example, entering “c*” will return all employees’ names whose last names starts with the letter C.

Group Edits

Follow these steps to perform a group edit for your hourly employees (department lunches):

Step	Action
1	Select the **Employees on Premises** genie
2	Select hourly employees by holding down the **Ctrl** key and clicking each employee
3	Right-click on an employee line to open pop-up window, then click **Add Punch** 
4	Enter date and time
5	Select **Out Punch** from Override dropdown list and click **Apply**
6	For the **In Punch,** repeat Steps 3 – 5.

To verify edits were successful, click **Group Edit Results** from related links on right.

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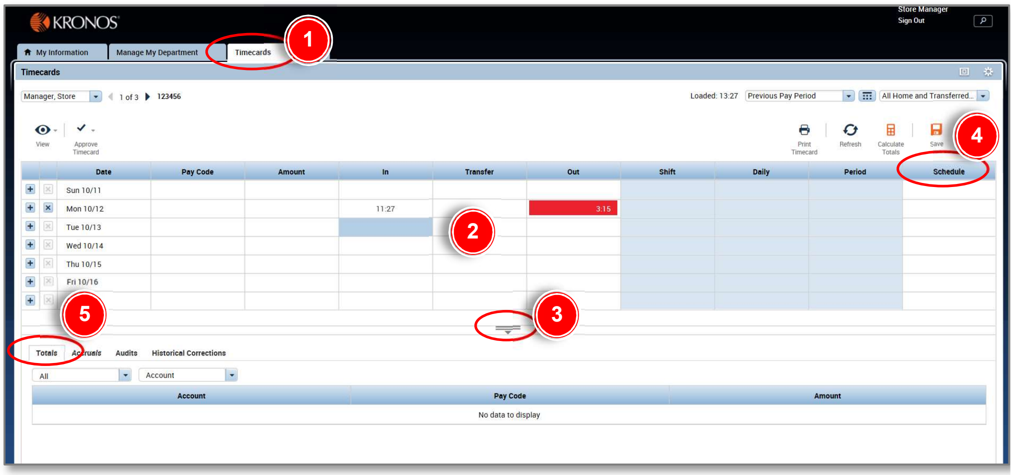
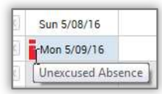
Timecards

To open the Timecards tab, select **Timecards** from related links on the right side of Manage My Department.



To help you identify exceptions, hold your cursor over the marked cell.

Exception details will appear.



1) Timecard tab
2) Workspace
3) Click to expand
4) Schedule
5) Totals

From the Timecards tab, you can add or delete punches, add pay codes, add, delete, or edit comments, identify exceptions, and approve timecards.

Rules:

- All Timecards should be reviewed each day for exceptions.
- Missed punches must be corrected prior to approving the timecard.

Adding or Deleting In and Out Punches

On the Timecards tab, follow these steps to add punches:

Step	Action
1	If needed, click the **+** button to add a new row
2	Select **In** or **Out** cell
3	Enter the new time. *For example, enter 8 and tab out of the cell to enter 8:00 am. For PM, type a 'p' after the entry; for example, enter 5p for 17:00*
4	Click **Save**

To delete a punch, highlight the desired cell and press the **Backspace** or **Delete** key on your keyboard.

Adding a Pay Code

Rules:

- Add future paid time away from work in the Schedule Editor.

- **IMPORTANT:** REG hours load into timecards for **salaried** employees from the schedule. Managers are responsible for replacing REG hours with PTO or other applicable pay codes for time away from work in the schedule to maintain accurate records.
- Note: Pay Codes added in the Schedule Editor appear in purple in the timecard and can only be edited or deleted in the Schedule Editor.

- Add unplanned pay codes to the timecard in the current pay period.
- If the employee works a ½ day and is away from work for a ½ day, you must add a new row and enter the pay code, amount, and start time into the new row.

On the Timecards tab, follow these steps to add a pay code:

Step	Action
1	If needed, click the **+** button to add a new row
2	Select Pay Code cell
3	From the dropdown menu, select a Pay Code type
4	Select the Amount cell and enter the hour(s)
5	Click **Save**

Adding or Deleting Comments

On the Timecards tab, follow these steps to add or delete comments:

Step	Action
1	Select **In** or **Out** cell
2	Right-click to open the Punch Actions window
3	Click **Comments** to open the Comment window
4	To add a comment: • Click **Add Comment** • Select a Comment from the dropdown list To delete a comment: • Click **X** next to the comment
5	Click **OK**, then click **Save**

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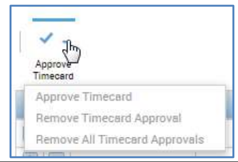
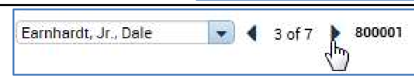
Approving Timecards

Rules:

- When approving the current pay period, always ensure that all punches have been recorded and no edits are needed. All missed punch exceptions must be corrected prior to completing the approval process.
- Managers must approve all employee timecards by Monday, 10:00 AM, MST.
- If timecards are approved on Friday, select the current pay period. If approving on Monday, select the previous pay period.

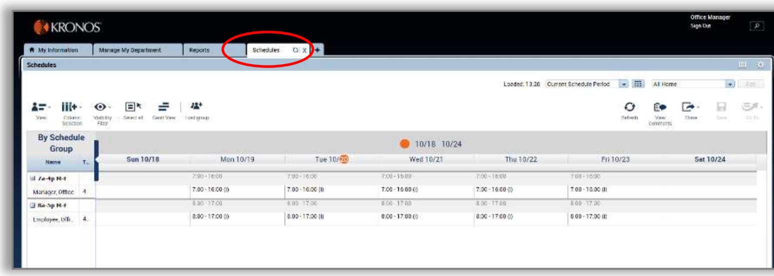
Note: Employees cannot make changes to their timecard after the timecard has been approved.

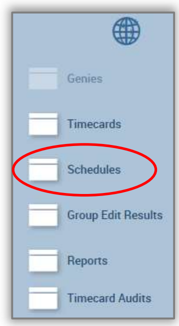
Step	Action
1	From any genie or Timecards action, select the correct pay period
2	For each employee, confirm all required edits have been completed
3	Click **Approve Timecard** > **Approve Timecard** 
4	If approving multiple employees, use back/forward arrows in header to approve next timecard 

Note: Approval can only be removed by the approver. To remove approval, click **Approve Timecard** > **Remove Timecard Approval**.

Schedule Editor

To open the Schedules tab, select **Schedules** from related links on right side of Manage My Department. Managers are responsible for assigning schedules to their employees in Kronos. **IMPORTANT:** Salaried employees must be assigned a *SAL REG* Schedule Group for REG hours to load into timecards.





Adding a Pay Code to Employee Schedule

On the Schedules tab, follow these steps to add a pay code:

Step	Action
1	Right-click the cell for the employee and day where you want to add the pay code
2	On the pop-up window, click **Add Pay Code**
3	Select **Effective Date**, **Pay Code**, and **Amount**
4	The **Override Shift** box should be selected if the pay code will replace the employee's shift **Note:** For half day pay codes, leave box unchecked. The default value, **Whole Shift**, will be selected
5	The **Start Time** will be automatically populated if a shift exists for the day **Note:** Start time will appear in the timecard along with the pay code and amount.
6	Enter **Repeat For** days, if needed (for multiple, consecutive PTO days)
7	Add Comments (optional)
8	Click **Apply**, then **Save**

Editing or Deleting a Pay Code

On the Schedules tab, follow these steps to edit or delete a pay code:

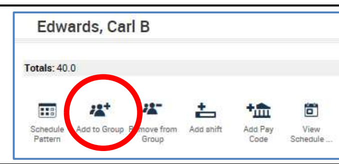
Step	Action
1	Right-click the cell for the employee and day you want to edit or delete the pay code
2	On the pop-up window, click **Delete** or **Edit**
3	If **Edit**, select another pay code or modify the amount, then click **Apply**
4	Click **Save**

Remember

- If you delete a pay code that has replaced a shift, the shift will NOT reappear in the cell once the pay code has been deleted. Right-click, copy, then paste the shift from another cell for the employee.
- If you delete a pay code on a day that did not have a shift, the cell will be blank.
- If you edit the pay code, the change should be displayed in the cell.

Adding Employees to a Schedule Group

On the Schedules tab, follow these steps to add employees to a schedule group:

Step	Action
1	Right-click on the employee row
2	Click **Add to Group** 
3	Select the desired **Schedule Group** from the dropdown list
4	Select **Start Date**
5	Default value for end date is "Forever"; enter another date if applicable.
6	Verify "Remove Employees ...." is selected
7	Click **Apply**, then **Save**

Selecting and Running Reports

Follow these steps to select and run reports:

Step	Action
1	Select **Reports** from related link on the right side of the Manage My Department tab to open the Reports tab
2	On the Reports tab, click the **Plus Sign** to expand a report group, and then select the desired report
3	Select options from available fields on the right
4	Click **Run Report** **Note:** The report may take a few minutes - use the **Refresh Status** button until the **Status** cell says **Complete**
5	Highlight the report and click **View Report** or double-click on the report to open

Contact

Question on…	Contact	Phone
PTO balances Using comments	**Human Resources** Carrie Evans	Ext. 65735
Timecard/paycheck hours & amounts Using comments Using pay codes Timecard approvals/exceptions	Payroll Specialist for Corporate	
Computer applications or hardware problems/questions Scheduling questions or problems	Information Center	Ext. 66008
Request new schedule group	Lori Anderson	Ext. 66766

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