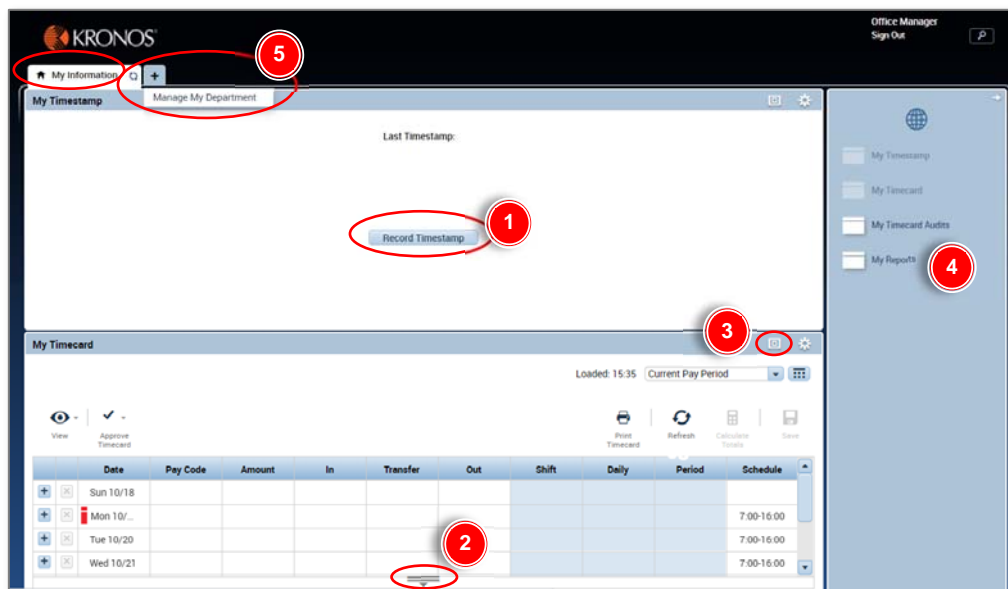


Kronos Timekeeper 8.1 - QRG

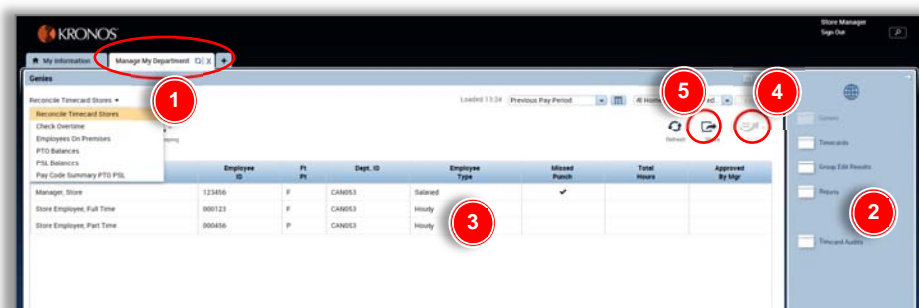
Store, Warehouse, Maintenance, DTD DC Managers

My Information



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

Manage My Department



On the Management 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 click **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.

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

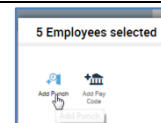
The Reconcile Timecard genie returns a list of all employees you have access to and returns data related to Exceptions (Missed Punch, Early, Late) to help you easily identify issues and manage timecards. This genie should be reviewed daily.

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

Group Edits

Follow these steps to perform a group edit for your employees:

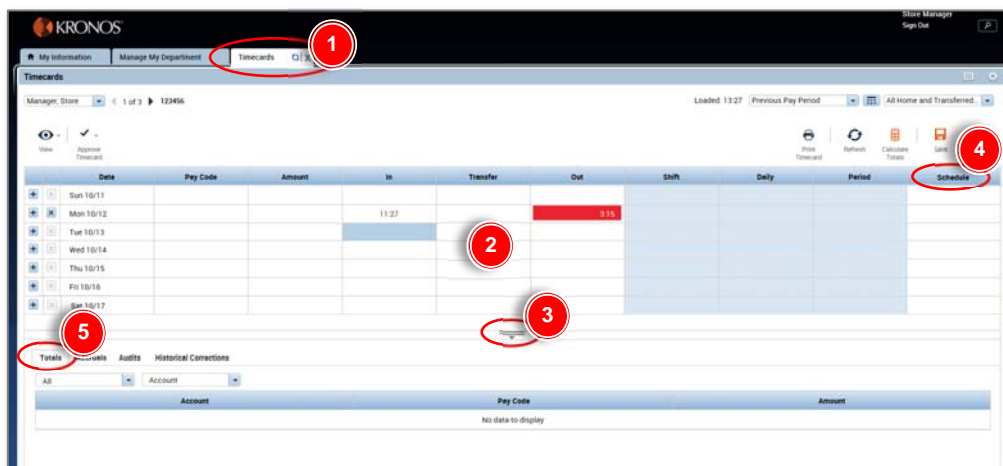
Step	Action
1	Select the Employees on Premises genie
2	Select hourly employees by holding down the Ctrl key and clicking each employee
3	Right-click on an employee line to open pop-up window, then click Add Punch or Add Pay Code
4	Enter date and time
5	Click Apply
6	To add additional punches or pay codes, repeat steps 3 – 5



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

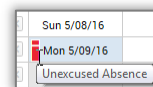
Timecards

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. <i>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</i>
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 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 + symbol to add a new row
1	Select Pay Code cell
2	From the dropdown menu, select a Pay Code type
3	Select the Amount cell and enter the hour(s)
4	Click Save

Adding or Deleting Comments

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

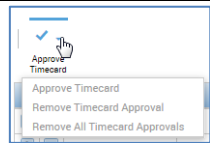
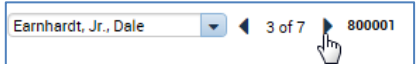
Step	Action
1	Select In or Out cell
2	Right-click to open the Punch Actions window
3	Click Comments to open the Comment window
4	<p>To add a comment:</p> <ul style="list-style-type: none"> • Click Add Comment • Select a Comment from the dropdown list <p>To delete a comment:</p> <ul style="list-style-type: none"> • Click X next to the comment
5	Click OK , then click Save

Approving Timecards

Rules:

- All missed punch exceptions must be corrected prior to completing the approval process.
- Store Managers (or Senior Assistants in their absence) must approve all employee timecards before leaving the store on Saturday evening.
- Both the home Store Manager and the away Store Manager should approve temporarily transferred employee timecards.
- Store Managers (or Senior Assistants in their absence) should also approve their own timecard. Complete your final Out punch after approving your timecard. It will be accepted and calculated by the Timekeeper system.
- Maintenance, Warehouse, and Mobile Unit managers (or Seniors in their absence) must approve all employee timecards by Friday evening.

Note: Employees cannot make changes to their timecard after the timecard has been approved. Approval can only be removed by the approver. To remove approval, click **Approve Timecard > Remove Timecard Approval**.

Step	Action
1	From any genie or the 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	<p>If approving multiple employees, use back/forward arrows in header to approve next timecard</p> 

Edit Transfer Employee Timecard

Follow these steps to edit a transfer employee timecard:

Step	Action
1	Click the Transfer cell on the employee's timecard, then select the desired store or Search from the dropdown list
2	If searching, select the store from the Department dropdown list on the Transfer popup window
3	Click Apply , then Save

Entering Standard Daily Hours**Rules:**

- Standard daily hours should be entered each day worked by salaried managers.
- Standard daily hours must be completed before leaving the store on Saturday evening.

Follow these steps to enter standard daily hours:

Step	Action
1	From the Manage My Department tab, open your timecard (manager's timecard)
2	On the timecard, locate the correct date, then click + button to add a new row
3	Click the Pay Code cell, select REG from the dropdown list
4	Enter standard daily hours in the Amount cell
5	Click 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
Time off balances	Human Resources Carrie Evans	Ext. 65735
Timecard/paycheck hours & amounts Using comments Using pay codes Timecard approvals/exceptions	Your Payroll Specialist	
Computer applications or hardware problems/questions Scheduling questions or problems	Service Desk M-S, 4:30 AM - 8:00 PM Arizona time (MST)	1(877) 382-4636 or Ext. 66008