

Kronos Timekeeper - QRG – Calculating Totals

ARE YOU IN THE RIGHT PLACE? MAKE SURE YOU ARE IN  **KRONOS MANAGER**



HELPFUL LINKS




Kronos Mgr/Password Reset

The Calculate Totals function in Kronos can be used to determine how many hours an employee will have for a day, week, etc. This is a great tool to manage your man hours or view regular/overtime hours.

If you would like to see how many hours an employee will end up with for the day or week:

- Enter an anticipated out punch
- Click Calculate Totals. **DO NOT** click Save.



	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
<input type="checkbox"/>	Sun 3/25/18									
<input type="checkbox"/>	Mon 3/26/18			16:30		18:51	2.35	2.35	2.35	
<input type="checkbox"/>	Tue 3/27/18			16:29		19:06	2.6	2.6	4.95	
<input type="checkbox"/>	Wed 3/28/18			13:00		18:00			4.95	

This will calculate the Daily total and the Period total for you.



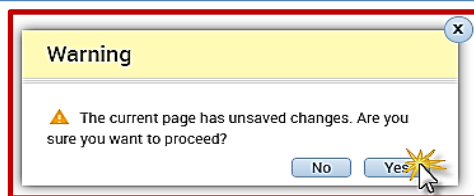
	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
<input type="checkbox"/>	Sun 3/25/18									
<input type="checkbox"/>	Mon 3/26/18			16:30		18:51	2.35	2.35	2.35	
<input type="checkbox"/>	Tue 3/27/18			16:29		19:06	2.6	2.6	4.95	
<input type="checkbox"/>	Wed 3/28/18			13:00		18:00	5.0	5.0	9.95	

When you are done:

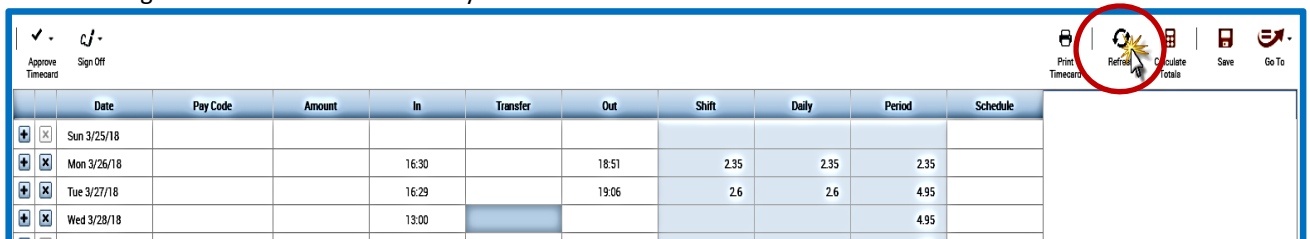
- Click **Refresh**
- Answer Yes to the warning



Refresh



This will bring the timecard back to where you started.



	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
<input type="checkbox"/>	Sun 3/25/18									
<input type="checkbox"/>	Mon 3/26/18			16:30		18:51	2.35	2.35	2.35	
<input type="checkbox"/>	Tue 3/27/18			16:29		19:06	2.6	2.6	4.95	
<input type="checkbox"/>	Wed 3/28/18			13:00					4.95	



Did you know you can calculate time as many times as you like and it will not show up in the audit trail as other saved entries do? It is like it never happened!