

## Kronos Timekeeper - QRG – Calculating Totals

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



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.

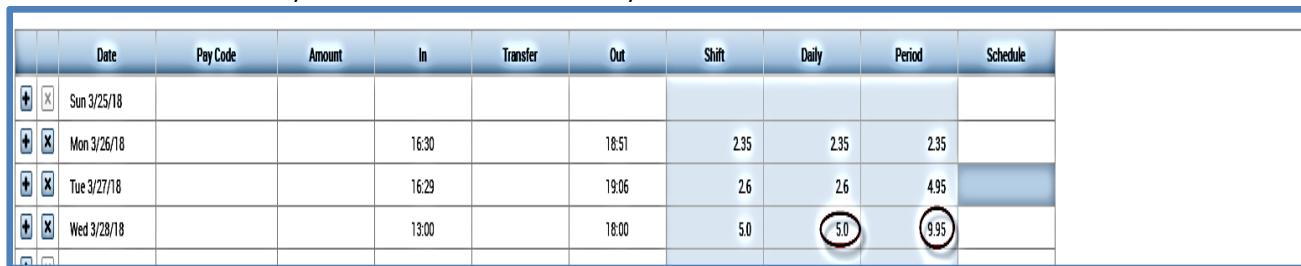
If you would like to see how many hours an employee will end up with for the day or week:

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



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

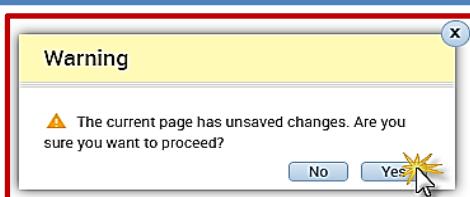
This will calculate the Daily total and the Period total for you.



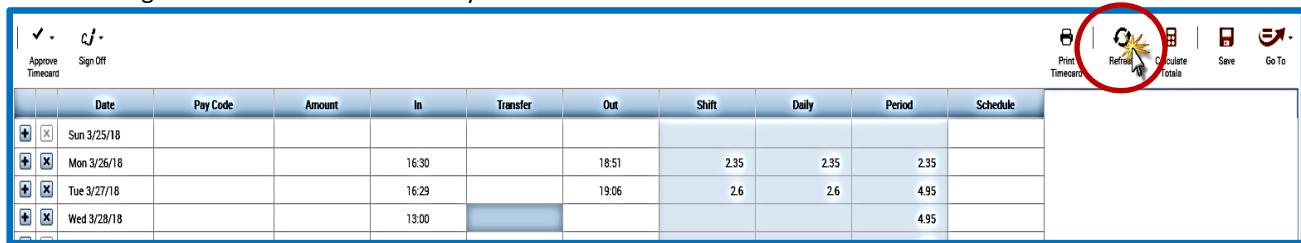
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Mon 3/26/18			16:30		18:51	2.35	2.35	2.35	
Tue 3/27/18			16:29		19:06	2.6	2.6	4.95	
Wed 3/28/18			13:00		18:00	5.0	5.0	9.95	

When you are done:

- Click Refresh 
- Answer Yes to the warning



This will bring the timecard back to where you started.



Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sun 3/25/18									
Mon 3/26/18			16:30		18:51	2.35	2.35	2.35	
Tue 3/27/18			16:29		19:06	2.6	2.6	4.95	
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!