# TABLE OF CONTENTS

i. Introduction .................................................................................................................................................. 1  

I. Non Exempt Employees ................................................................................................................................... 3  

II. Exempt Employees ......................................................................................................................................... 13  

III. Managers ....................................................................................................................................................... 19  

   Definition of a Kronos Manager ....................................................................................................................... 20  

   General Navigation ............................................................................................................................................. 21  

   Managing Timecards .......................................................................................................................................... 24  

   Approving Overtime .......................................................................................................................................... 30  

   Approving Timecards ......................................................................................................................................... 31  

   Reports ............................................................................................................................................................... 32
Welcome to Kronos Workforce Central, the official time and attendance system for UC Santa Barbara. Kronos is an integrated system which uses networked time clocks and computer terminals, replacing paper timecards and manual time calculation and reporting. This manual aims to help employees, managers and timekeepers accomplish daily, weekly, bi-weekly and monthly timekeeping tasks through detailed explanations and step-by-step examples.

What type of Employee am I?

There are two major types of employees within Kronos:

1) Non Exempt Employees
   - Required to track all hours worked and leave taken

2) Exempt Employees
   - Required only to track leave taken

*If you are unclear as to which type of employee you are, please contact your Office/Payroll Manager.*
SECTION I
NON EXEMPT
EMPLOYEES
Time Clock Employees:

Time Clock Employees swipe a card at a Kronos 4500 terminal to clock in and out. For information and demonstrations of time clock use, please visit the “How to” video section at [http://kronos.ucsb.edu](http://kronos.ucsb.edu).

- Non exempt employees use their Access (One Card) or Police-issued ID cards to clock in and out

PER SHIFT:

1) Swipe card at beginning of shift
2) Swipe card when leaving for and returning from lunch or appointment (if required)
3) Swipe card at end of shift

REQUIRED APPROVALS:

Employees are required to approve timecards at the end of each pay cycle:

1) Press the blue button next to **Approve Timecard** on the time clock
2) **Swipe** card
3) Choose:
   a) **Current Pay Period** if it is on or before the last day of the pay cycle
   b) **Previous Pay Period** if it is after the last day of the pay cycle
4) Scroll through the timecard using the blue up and down arrows on the clock and verify the information is correct; any discrepancies should be addressed with the manager prior to approval
5) Once the bottom of the timecard is reached, press the **ENTER** button to approve
6) Press the **ESC** button

AT ANY TIME:

The employee can view his timecard at anytime, with the following steps:

1) Press the blue button next to **View Timecard** on the time clock
2) **Swipe** card
3) Choose **Previous Pay Period** or **Current Pay Period**
4) Scroll through the timecard using the blue up and down arrows on the clock and verify the information is correct; any discrepancies should be addressed with the manager prior to approval
5) When done, press the **ESC** button
Time Stamp Employees:

Time Stamp Employees will use a designated computer to clock in and out of the Kronos system.

To access Kronos, open Internet Explorer and go to http://kronos.ucsb.edu. Click on the Kronos link on the left side.

This will open the Kronos logon page in a new window.

PER SHIFT:

1) Log on to Kronos at the start of the shift
2) Press the Record Time Stamp button in the middle of the screen
3) The screen will show the time stamp information
4) Log off from Kronos by clicking Log Off in the upper right corner

Repeat steps 1-4 at the beginning and end of lunch (if required) and at the end of the shift

REQUIRED APPROVALS:

Employees are required to approve timecards at the end of each pay cycle:

1) To access the timecard, click the My Timecard link under the My Information tab at the top of the screen
Time Stamp Employees (continued):

2) Verify the correct pay period is in view by checking the **Time Period** above the timecard
   a) If it is on or before the end of the pay cycle, leave it as **Current Pay Period**
   b) If it is after the end of the pay cycle, change it to **Previous Pay Period** by clicking the drop down arrow

3) Scroll through the timecard to verify the information is correct; any discrepancies should be addressed with the manager prior to approval

4) Click the **Approvals** menu above the timecard

5) Choose **Approve**

6) The **Sign-offs, Requests & Approvals** tab will now show in the bottom of the timecard confirming the approval was made

7) Log off from Kronos by clicking **Log Off** in the upper right corner

Log On Time Limit

If you are logged on for a period of time with no activity, a flashing window will open with a message stating that your session is about to time out.

You must click Yes to continue the session where you left off.

**NOTE:** If you have entered data but have not saved it when this occurs, you will lose any data entered since you last saved. Always remember to save your data and log off if you are going to be away from the computer for any amount of time.
Electronic Timecard Employees:

Electronic Timecard Employees will use a designated computer to clock in and out of the Kronos system.

To access Kronos, open Internet Explorer and go to [http://kronos.ucsb.edu](http://kronos.ucsb.edu). Click on the Kronos link on the left side.

This will open the Kronos logon page in a new window.

**PER SHIFT:**

At the end of each shift:

1) Log on to Kronos
2) Find the day’s date and click in the **Pay Code** column
3) Choose the correct pay code from the drop down menu
4) Hit tab or click in the **Amount** column
5) Enter the number of hours worked
6) Click **Save** in the upper left corner of the timecard
7) Log off from Kronos by clicking **Log Off** in the upper right corner

*To log on to Kronos:*

- Non Exempt employees use their UCSBnetID and password

**IF THE SYSTEM PROMPTS YOU TO REMEMBER YOUR PASSWORD, CLICK NO!!!**
Electronic Timecard Employees (continued):

REQUIRED APPROVALS:

Employees are required to approve timecards at the end of each pay cycle:

1) Log on to Kronos

2) Verify the correct pay period is in view by checking the Time Period above the timecard
   a. If it is on or before the end of the pay cycle, leave it as Current Pay Period
   b. If it is after the end of the pay cycle, change it to Previous Pay Period by clicking the drop down arrow

3) Scroll through the timecard to verify the information is correct; any discrepancies should be addressed with the manager prior to approval

4) Click the Approvals menu along the top of the timecard

5) Choose Approve

6) The Sign-offs, Requests & Approvals tab will now show in the bottom of the timecard confirming the approval was made

7) Log off from Kronos by clicking Log Off in the upper right corner

Log On Time Limit

If you are logged on for a period of time with no activity, a flashing window will open with a message stating that your session is about to time out.

You must click Yes to continue the session where you left off.

NOTE: If you have entered data but have not saved it when this occurs, you will lose any data entered since you last saved. Always remember to save your data and log off if you are going to be away from the computer for any amount of time.
All Non Exempt Employees:

TO VIEW TIMECARD:

An employee can view his timecard at anytime:

1) Log on to Kronos as described previously

2) If the system does not open directly to the timecard:
   a. Click My Information at the top of the screen
   b. Click My Timecard

3) To change the dates being viewed, choose from the Time Period drop down menu above the timecard

TO VIEW ACCRUALS

1) Log on to Kronos
2) The timecard should open; if it does not:
   a) Click My Information at the top of the screen
   b) Click My Timecard

3) Click on today’s date in the timecard

4) In the bottom right corner accrual balances are displayed

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Balance on Selected Date</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time Accrued</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>Sick</td>
<td>8.0</td>
<td>Hour</td>
</tr>
<tr>
<td>Vacation</td>
<td>10.0</td>
<td>Hour</td>
</tr>
</tbody>
</table>

5) If you have any questions or concerns regarding your balances, please contact your Office/Payroll Manager
All Non Exempt Employees (continued):

TO PRINT TIMECARD

1) Log on to Kronos
2) The timecard should open; if it does not:
   a) Click My Information at the top of the screen
   b) Click My Timecard (see above for illustration)

3) To change the dates being viewed, choose from the Time Period drop down menu above the timecard

4) Click on the Reports menu
5) Choose Time Detail

6) A new window will open showing a detailed report of timecard information for the period chosen

7) Go to the Internet Explorer File menu
8) Choose Print…

9) Verify the printer is correct
10) Click the Print button

11) Close the Time Detail window by clicking the in the upper right corner of the window

Always remember to log off from Kronos by clicking Log Off in the upper right corner!
SECTION II

EXEMPT

EMPLOYEES
Exempt Electronic Timecard Employees:

Exempt Electronic Timecard Employees will use a designated computer to record only time taken (i.e. vacation and sick leave) in full-shift increments in the Kronos system.

To access Kronos, open Internet Explorer and go to [http://kronos.ucsb.edu](http://kronos.ucsb.edu). Click on the Kronos link on the left side.

This will open the Kronos logon page in a new window.

FOR HOURS TAKEN:

1) Log on to Kronos

2) The timecard should open; if not:
   a) Click the **My Information** tab at the top of the screen
   b) Click **My Timecard**

3) Find the day’s date and click in the **Pay Code** column

4) Choose the correct pay code from the drop down menu

---

**To log on to Kronos:**

- Exempt employees use their UCSBnetID user name and password

**IF THE SYSTEM PROMPTS YOU TO REMEMBER YOUR PASSWORD, CLICK NO!!!**
Exempt Electronic Timecard Employees (continued):

5) Hit tab or click in the Amount column

6) Enter amount of leave taken – must be entered in full shift amount

7) Click Save in the upper left corner of the timecard

8) Log off from Kronos by clicking Log Off in the upper right corner

REQUIRED APPROVALS:

The Exempt Employee pay period coincides with the calendar month. For example, the November pay period runs from November 1st through November 30th.

After entering all leave taken during the pay period, the employee should approve his timecard for the entire pay period. *The timecard must be approved even if no leave was taken!*

1) Log on to Kronos

2) The timecard should open; if not:
   a) Click the My Information tab at the top of the screen
   b) Click My Timecard

3) Verify the correct pay period is in view by checking the Time Period above the timecard
   a) If it is on or before the end of the calendar month, leave it as Current Pay Period
   b) If it is the 1st or later, change it to Previous Pay Period by clicking the drop down arrow

4) Scroll through the timecard to verify the information is correct; any discrepancies should be addressed with the manager prior to approval
Exempt Electronic Timecard Employees (continued):

5) Click the Approvals menu above the timecard

6) Choose Approve

7) The Sign-offs, Requests & Approvals tab will now show in the bottom of the timecard confirming the approval was made

8) Log off from Kronos by clicking Log Off in the upper right corner

TO VIEW ACCRUALS

1) Log on to Kronos

2) The timecard should open; if not:
   a) Click the My Information tab at the top of the screen
   b) Click My Timecard

3) Click on today’s date in the timecard

4) In the bottom right corner accrual balances are displayed

<table>
<thead>
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</tr>
<tr>
<td>Sick</td>
<td>8.0</td>
<td>Hour</td>
</tr>
<tr>
<td>Vacation</td>
<td>10.0</td>
<td>Hour</td>
</tr>
</tbody>
</table>

5) If you have any questions or concerns regarding your balances, please contact your Office Manager

Log On Time Limit

If you are logged on for a period of time with no activity, a flashing window will open with a message stating that your session is about to time out.

You must click Yes to continue the session where you left off.

NOTE: If you have entered data but have not saved it when this occurs, you will lose any data entered since you last saved. Always remember to save your data and log off if you are going to be away from the computer for any amount of time.
Exempt Electronic Timecard Employees (continued):

TO PRINT TIMECARD

1) Log on to Kronos
2) The timecard should open; if it does not:
   a) Click My Information at the top of the screen
   b) Click My Timecard (see above for illustration)
3) To change the dates being viewed, choose from the Time Period drop down menu above the timecard
4) Click on the Reports menu
5) Choose Time Detail
6) A new window will open showing a detailed report of timecard information for the period chosen
7) Go to the Internet Explorer File menu
8) Choose Print…
9) Verify the printer is correct
10) Click the Print button
11) Close the Time Detail window by clicking the in the upper right corner of the window

Always remember to log off from Kronos by clicking Log Off in the upper right corner!
SECTION III

MANAGERS
Definition of a Kronos Manager

Managers are responsible for reconciling and approving time for all employees they directly supervise. As a manager you review, edit, and approve the timecard of the employees who are assigned to you.

Responsibilities include:

- Reviewing hours entered – DAILY
  - Missed punches
  - Unexcused absences
  - Late or Early punches (in or out)
  - Missing hours
  - Unscheduled work
  - Approving overtime

- Reviewing hours entered – WEEKLY
  - Ensuring each employee totals the correct number of hours (i.e. 100% time has 40 hours)
  - Ensuring all overtime has been reviewed

- Ensuring employee approvals are done per pay cycle

- Approving timecards at the end of each pay cycle

Managers should familiarize themselves with the different types of employees and time entry methods as documented in the Employee section of this manual. In addition, managers should remember they are an employee as well as a manager and need to adhere to employee responsibilities for their own time.
General Navigation

Once you log on to the system, the following screen will appear:

![General Navigation Screen]

**Navigation Tabs**

The General tab has the following options on its drop-down menu:

- **Group Edit Results** – allows you to see results when making changes to more than one employee from a Timekeeping genie.
- **Inbox** – not currently in use
- **Reports** – allows you to view reports for groups of employees through the use of HyperFind queries
- **Actions** – not currently in use

The My Genies® tab only has the QuickFind option on its drop-down menu. QuickFind is the default screen when Kronos opens since it allows you to quickly access your employees.

- To generate a list of all employees, leave the Name or ID field with only the * in it and click the blue Find button.

![QuickFind Example]

- You can limit your results by typing all or part of an employee’s last name before the * (i.e. smi* for Smith) and clicking the Find button.
• Once the results are displayed, you can sort them by clicking on the column headings. You can sort on multiple columns; the last column chosen will determine the primary sorting order (as seen by “2” in the Name column and “1” in the ID column on the image below).

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Home Account</th>
<th>Pay Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Choose an employee by clicking once on his name. You can choose more than one employee through one of the following methods:
  • To select non-adjacent employees, choose the first employee, hold down the Ctrl key and choose the next employee.
  • To select adjacent employees, choose the first employee, hold down the Shift key and choose the last employee. All employees in between will also be selected.
  • Another way to select adjacent employees is to click the name at the top of the list and drag to the last name. This will select all employees in between.
  • To select all employees, go to the Actions menu and choose Select All.

• Once your selection is made, click on the desired Editor Link.

The Timekeeping tab has the following options on its drop-down menu:

- **Reconcile Timecard** – summarizes timecard status for each employee, including missed punches, overtime, and early/late punches.
- **Pay Period Close** – summarizes pay cycle status for each employee, including approvals, total hours worked and accrual usage.
- **All WTK Exceptions** – Shows the status of all exceptions per employee.
- **Approvals Summary** – shows status of approvals, number of exceptions, per employee.
- **Shift Start** – summarizes shift information including home phone number.
- **Shift Close** – summarizes shift information including missed punches.
- **IS Summary** – summarizes user information including email addresses, badge number and manager.

The Timekeeping options rely on HyperFind Queries to group employees. Hyperfind Queries are custom-defined filters which enable managers to view a specific set of employees. For example, a query can be defined to show only student employees. The system defaults to the **All Home and Transferred-in** query for most Genies. Click the drop down menu to change.

To set up a custom query, please contact your Timekeeper.

The Scheduling tab only has the Schedule Editor option on its drop-down menu. This editor lists schedules for the chosen employees.

The My Information tab has the following options on its drop-down menu:

- **My Timecard** – your timecard (as an employee) where you record your own time.
- **My Actions** – not currently in use.
- **My Reports** – three reports available which summarize your time information.
Editor Links

Four Editor Links are available:

- **Timecard** – takes you to the chosen employee’s Timecard Editor to make changes
- **Schedule** – takes you the chosen employee’s Schedule Editor to make changes
- **People** – takes you to the chosen employee’s People Editor to make changes
- **Reports** – allows you to view reports for the chosen employee(s)

If you choose more than one employee, you can move between their records by clicking the left and right arrows to the right of the ID box.

Double-clicking the employee(s) will take you straight to the Timecard Editor.

Menu Bar

The choices available on the Menu Bar will vary depending on the Genie or Editor in use.
Managing Timecards

Open the desired timecard(s) through the desired Genie.

When the timecard(s) appears, select the appropriate time period from the Time Period drop-down list.

Depending on the type of employee, the timecard may display:

Start and stop times (for time clock and time stamp employees):

Total hours worked for the day (for electronic timecard employees):
## Timecard Indicators and Colors

The appearance of the timecard cells changes to indicate a number of different conditions – called Exceptions. The causes of and corrections for these Exceptions will be explained under Editing Timecards.

<table>
<thead>
<tr>
<th>Description</th>
<th>Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>This button allows you to clear the row’s contents.</td>
<td>![X]</td>
</tr>
<tr>
<td>This button allows you to add an additional row for the day.</td>
<td>![+]</td>
</tr>
<tr>
<td>If neither button shows to the left of the date, the employee is either not active on that day or the timecard has been signed off. No edits can be made; see your timekeeper.</td>
<td></td>
</tr>
<tr>
<td>A solid red cell indicates a missed in-punch or a missed out-punch. If you move your mouse over a red cell (called a mouse-over) the system will define the problem.</td>
<td>![Missed In-Punch]</td>
</tr>
<tr>
<td>A red outline around a cell indicates an exception. If you mouse over the cell, a message provides more information.</td>
<td>![3:00AM]</td>
</tr>
<tr>
<td>Examples of exceptions include:</td>
<td></td>
</tr>
<tr>
<td>• A late or early punch as compared to a schedule</td>
<td>![2:33PM]</td>
</tr>
<tr>
<td>• Unscheduled hours</td>
<td></td>
</tr>
<tr>
<td>A green outline around a cell indicates the exception has been reviewed.</td>
<td></td>
</tr>
<tr>
<td>A small yellow icon (resembles a Post-It note) in the upper right corner of a cell indicates a comment has been added. To view, see the Comments tab.</td>
<td>![5:15PM]</td>
</tr>
<tr>
<td>A red outline around the date indicates an unexcused absence.</td>
<td>![Fri 3/07]</td>
</tr>
<tr>
<td>A blue outline around the date indicates an excused absence.</td>
<td>![Fri 3/07]</td>
</tr>
<tr>
<td>A transaction shown in purple indicates it was added by the system.</td>
<td>![Cesar Chavez... 8.0]</td>
</tr>
<tr>
<td>Except for holidays, changes must be made in the schedule editor.</td>
<td></td>
</tr>
<tr>
<td>An (x) before a labor account in between punches or in the Totals section of the timecard indicates that the account is not the home labor account for the employee (indicates a transfer to a department other than the home department).</td>
<td>![x760]</td>
</tr>
</tbody>
</table>
Editing the Timecard

Regardless of the type of edit being done there are several things to remember:

Any changes made to a timecard will not be permanent (or added to the audit trail) until they are saved. You can tell there is unsaved data when the word Timecard in the upper left corner is orange and proceeded by an * and/or there is a red flag on the Totals & Schedule tab.

To check how changes will affect timecard totals prior to saving, go to Actions → Calculate Totals.

To undo changes and/or go back, go to Actions → Refresh. A warning message will appear to make sure you are aware that proceeding will erase all changes made since you last saved.

If all changes are correct, click Save on the menu bar. If you try to navigate away from the current page when there is unsaved data a warning will pop-up to make sure you do not lose your changes.

The following edits can be made in an employee’s timecard:

- Adding comments (with or without notes)
- Correcting a missed punch
- Editing an existing punch
- Deleting an extraneous punch
- Adding a meal deduction
- Adding leave
- Marking an exception as reviewed

Adding comments

Comments can be added to either an in-punch, out-punch or pay code amount. Comments are predefined, but a note can be added to it.

1) Click the appropriate cell on which you wish to place a comment

2) Select Comment → Add Comment or right-click and choose Add Comment…
The Add Comment dialog box opens and you can select a comment
3) Type in an appropriate note as needed in the Note box
4) Click OK
5) You should see the yellow comment icon in the cell
6) Click Save

Click on the comment tab at the bottom of the timecard to view all comments for that period's timecard.

NOTE: The Comment menu has the option to Add Note, but this can only be done if a comment has already been added.

Correcting a missed punch
Verify with the employee as to why the punch was missed and what time should have been recorded.

1) Click in the red cell where the punch is missing
2) Enter the time (NOTE: Kronos uses 24-hour time, meaning afternoon times must be designated as pm. For example, 2:30pm needs to be entered as either 230p or 1430.)
3) Add the appropriate comment to justify the edit
4) Click Save

Editing an existing punch
Always be sure to add a comment and note as to why the pay code edit was made.

Existing timecard punches may need to be edited for different reasons, including overriding the designation of a punch, cancelling automatic meal deductions, and marking exceptions as reviewed.

To access the punch editor, go to the Punch menu and choose Edit or right-click on the punch and choose Edit Punch…

The following are available in the Override menu through Edit Punch…:

1) In punch – changes a punch designated as an out-punch and sets it as an in-punch
2) Out punch – changes a punch designated as an in-punch and sets it as an out-punch
3) New shift – used when an employee has more than one shift in a day which needs to be totaled separately
4) 30/45/60/90 Minute Lunch – used only in specific instances to combine separated shifts
If a punch is outlined in red (flagged as Early/Late In, Early/Late Out, Unscheduled, etc) and has been reviewed, choose the Mark as Reviewed option from the punch menu. The outline will change from red to green.

After making any edits, be sure to Save!

**Deleting an inappropriate punch**

Deleting a punch from a timecard is *strongly discouraged* because these punches reflect actual times an employee worked. However, some exceptions to this rule occur. For example, an employee might accidentally punch when logging on to approve the timecard. If this occurs, you can delete the extraneous punch. Remember all edits to a timecard – including deleted punches – are tracked in the Audits tab of the employee’s timecard.

**BEST PRACTICE:** Before you delete a punch, add a comment and note to it, providing documentation as to why the punch was deleted. You cannot add a comment to a punch once it has been deleted.

**To delete a punch:**

1) Click in the cell that contains the punch you want to delete
2) Select Comment → Add from the menu bar or Right-click and select Add Comment…
3) Select one or more comments from the list.
4) Type in a note to explain why the punch is being deleted
5) Click OK
6) Select Save
7) Verify that the cursor is in the cell that contains the punch you want to delete
8) Press Delete
9) Select Save

**Adding a meal deduction**

Automatic meal deductions usually take place after an employee has worked more than 6 continuous hours without clocking out; deductions will not happen until the employee reaches 6.25 hours. If a deduction needs to be made on a shift that is 6 hours or less, it must be entered manually.

This employee came in after a doctor’s appointment but still took a one-hour lunch break at noon. To enter the break:

1) Click in the 2nd *in* cell and enter the time the meal period *ended* – LUNCH RETURN TIME
2) Click in the 2nd *out* cell and enter the time the meal period *started* – LUNCH START TIME
3) Click Save.
4) The system will put the punches in the correct order:

<table>
<thead>
<tr>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00AM</td>
<td></td>
<td>12:00PM</td>
<td>1.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00PM</td>
<td></td>
<td>4:30PM</td>
<td>3.5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This may appear backwards – but you are, in fact, entering the times the employee left for lunch in the out cell and the time the employee came back in the in cell.

**Adding leave**

To enter time off (i.e. sick, vacation or comp time taken) select a pay code that describes the time not worked using the drop down selection. Then enter the appropriate amount of time to apply to that pay code. You must enter the time in decimal quarter-hour increments (0.25, 0.5, 0.75, 0.0).

TIP: To get to pay codes lower in the list, type the first letter of the pay code and you will be moved down the list.

Leave cannot be entered on the same line in which punches exist – a separate line will need to be added by clicking the arrow button to the left of the date in which the time was taken.

If leave involves Leave No Salary, Disability or Workers Compensation, please contact your Timekeeper.

Entering leave will clear an unexcused absence exception changing the cell outline from red to blue.

**Additional Notes**

- Full-Time (100%) employees should total 40 hours per week; employees at less than 100% should account for that percentage of hours each week (i.e. 80% employees should have 32 hours)

- Shifts worked on normal days off do not need to total 8 hours – *do not* add Sick, Vacation or CT Taken to total 8 hours for the day; all time on that day should be overtime or comp. time

- Student and Limited employees need not total 8 hours in a day; to clear excused absences, put proper pay code with 0.0 hours


**Approving Overtime**

In addition to these procedures, be sure to adhere to your department’s internal policies and procedures.

Overtime must be approved per day in Kronos. It will appear as Unapproved Time until you approve it.

To approve overtime

1) Click on the day in which the overtime occurred
2) Go to the Approvals menu and choose Approve Overtime.

3) The following window will open:

![Approve Overtime Window]

You have the choice to approve All, None, or Some of the overtime.

If you choose to approve Some, enter the approved Amount in the lower box.

Do not then choose None for the remaining time (that will override the “Some” amount already approved).

**NOTE:** If you add a Comment through the Approve Overtime window the comment icon will not show on the timecard. If you want the icon to show you must add the Comment on the punch instead of through the Approve Overtime function.
Approving Timecards

Employees must approve their own timecard for each pay cycle. Employees should be careful to approve the correct pay cycle (e.g. Previous Pay Period if it is after the pay cycle end date). An employee approves his own timecard to indicate agreement with the reported time.

*It is the manager’s responsibility to make sure his or her employees have approved their timecards. Managers should not approve the timecard without the employee’s approval.* Certain exceptions are allowed. In extenuating circumstances the manager may approve the timecard without the employee’s approval, but the timecard should be printed out for the employee to physically sign. The signed timecard should be filed in the employee’s personnel file.

Managers must also approve their employee’s timecards by the specified deadline (which varies per pay cycle), *but only after the employee has approved.*

NOTE: No manager may remove an employee’s or another manager’s approval.

Employees fall into two different pay cycles:

- The pay cycle for Exempt employees corresponds with the calendar month; for example, November runs from November 1st through November 30th. Employees should approve their own timecards on the first few days of the month and the manager should approve after that.
- Non Exempt employees have a bi-weekly pay cycle. Due to the frequency, there may only be one or two days for employees and then supervisors to approve timecards before payroll upload.

Please work closely with your Timekeeper to ensure all deadlines are met.

TO APPROVE TIMECARDS

The easiest way to find employees ready for approval is through the Pay Period Close or Approvals Summary genies. Click on the column heading for Employee Approval to sort by who has and who has not approved the timecard.

1) Select records with a check in the Employee Approval column.
2) On the first employee, scroll through the entire month to make sure everything is correct
3) Once everything is correct, go to the Approvals menu and choose Approve
4) Click the right arrow to go to the next employee
Reports

Kronos Workforce Central comes with many pre-defined reports for your use. There are three different ways to access these reports:

1) The Reports option under the General Navigation tab will let you view reports for all employees based on HyperFind Queries.

2) The Reports Editor link will let you view reports for selected employees.

3) The Reports menu in the Timecard Editor will give you a limited choice of reports for that employee.

Available reports are grouped by category.

Clicking on the name of a report will show options and a description in right-hand section of the screen.

Options vary from report to report.

Once your settings are in place, click the Run Report button.
Then click the Check Report Status tab.

The status will not automatically refresh, so you will need to click the Refresh Status button. When the report is ready the Status will show as Complete.

To view the report, either double-click the report name or select it and click the View Report button. The report will open in a new window.

To print, use the Internet Explorer print option.

After the report prints, close the report window by clicking the in the upper right corner to return to Kronos.

**Printing a Timecard**

Printing an employee’s timecard is the same as printing your own timecard – just make sure you start on the desired employee’s timecard. For illustrated instructions, please see the Employee section.

Alternatively, employee timecards can be printed from the Reports area by choosing the "Time Detail" report in the Detail Genie category of reports.