SYSTEMS SPEAK

Friday, March 21, 2014
Electronic Timekeeping

PROJECT STATUS
Kronos: **Goal**

Implement Kronos as the official campus timekeeping system
CURRENT WORK
Training & Reference Materials

Submitting Time Off Requests (Employee Perspective)

1. From the Employee Workspace, pop out the Time Off Request (TOR) widget.

2. Select a future Time Period that includes the entire date(s) (span for the TOR > Then Click Apply.

3. Select Request Time Off

4. Enter the following fields for your time off request (must be for dates in the FUTURE):
   a. Start and End Date of Vacation/Sick Time (M/D)
   b. Pay Code (Vacation or Sick, also Camp Time (CT) if non-exempt employee).
   c. Start Time (8a or the regular start time of work day).
   d. Length (in hours) per requested day of time off to be allocated to selected pay code.
   e. Type in pertinent details in the Notes box.
   f. Ready to submit this request now?
      i. Yes, click Submit.
      ii. No, click Draft to save a draft that can be submitted at a later time.

5. The widget will now display your Requested Time Off (RTO)

Congratulations, you have now submitted your first Kronos Time Off Request! — Any Questions?

Instructions for Updating Accrual Balances in Kronos V7.0.2

1. From the Employee Roster/Quicken widget, search for the employee needing an accrual update by typing an asterisk "*" in the search bar and clicking Find.

2. Click once on the employee(s) needing an accrual update to highlight/select their Kronos record. Then, click Accruals and Update.

3. Select the correct Accrual Code, amount and effective date for the addition or subtraction of the accrual update being made (for subtractions, place a minus sign before the amount) and then click OK.

4. To check success/failure of the accrual update(s), click on the Group Edit Results widget in the Related Items Pane.

5. The success/failure will show as below. If successful, you are finished updating the accruals. If failure is indicated, click the Details link on the right side of the results log (screenshot below) and resolve the indicated error before attempting a second update.
Data Interfaces

PPS

People Data
Appointment Data
Distribution Data

Kronos

Employee Timekeeping Configuration
User Testing (Sandbox Tours)

1. **Employees**: using a timecard to record hours
   - **Timekeepers**: setting up a new employee’s Kronos record for use
   - **Payroll Managers**: updating accrual balances

2. **Timekeepers**: setting up a manager’s Kronos record for use
   - **Managers**: Understanding Access Control numbers and Employee Groups
   - **Managers & Employees**: Creating/reviewing/approving overtime hours
   - **Managers & Employees**: Submitting/reviewing/approving time off requests

3. **Timekeepers/Managers/Employees**: multiple funded employees
Production Environment

Administrative & Residential IT

Enterprise Technology Services

Server

Server

Server

Server

Server

Server

Server

Server
NEXT STEPS
Production Environment

• Complete testing with Academic/Research Advisory Committee.

• Integrate data import interface with Kronos v.7 production instance.

• Complete rollout of new Kronos v. 7 production instance.
Existing Kronos Users

- Continue v.7 user testing for existing Kronos 6.3 users.

- Complete campus-wide v.7 training for existing 6.3 users.

- Transition current Kronos 6.3 users to version 7.
New Kronos Users

• Begin scheduling rollout for new departments coming onto Kronos.
Questions