KRONOS USER MANUAL

FULL-FUNCTIONALITY (JAVA)

5/25/2012
Cornell University
University Payroll Office

Table of Contents

LOG ON 3

LOG OFF 3

WHAT IS KRONOS 4

WHAT YOU NEED TO KNOW 4

USER ROLES AND RESPONSIBILITIES – WHO ARE YOU? 5

- EMPLOYEES 5
- SUPERVISORS 6
- PAY REPS (Payroll Representatives) 7

MULTIPLE JOBS AND TIME COLLECTION PROCEDURES 8

- WEB EMPLOYEES 8
- CLOCK EMPLOYEES 9

NAVIGATION IN KRONOS 10

- LOG OFF / SET-UP / HELP 10
- NAVIGATION TABS 10
- QUICK LINKS 12
- ACTION MENU 12

TIMECARD OVERVIEW 13

- OPENING THE TIMECARD 13
- REVIEWING THE TIMECARD 13
- TIMECARD MENU FUNCTIONS 15
  - PEOPLE RECORD INFORMATION 15
  - EMAIL AND PRINT FROM THE TIMECARD 16
  - TIMECARD TABS 16
- NAVIGATING FROM THE TIMECARD 18

RECORDING, EDITING AND APPROVING TIME 19

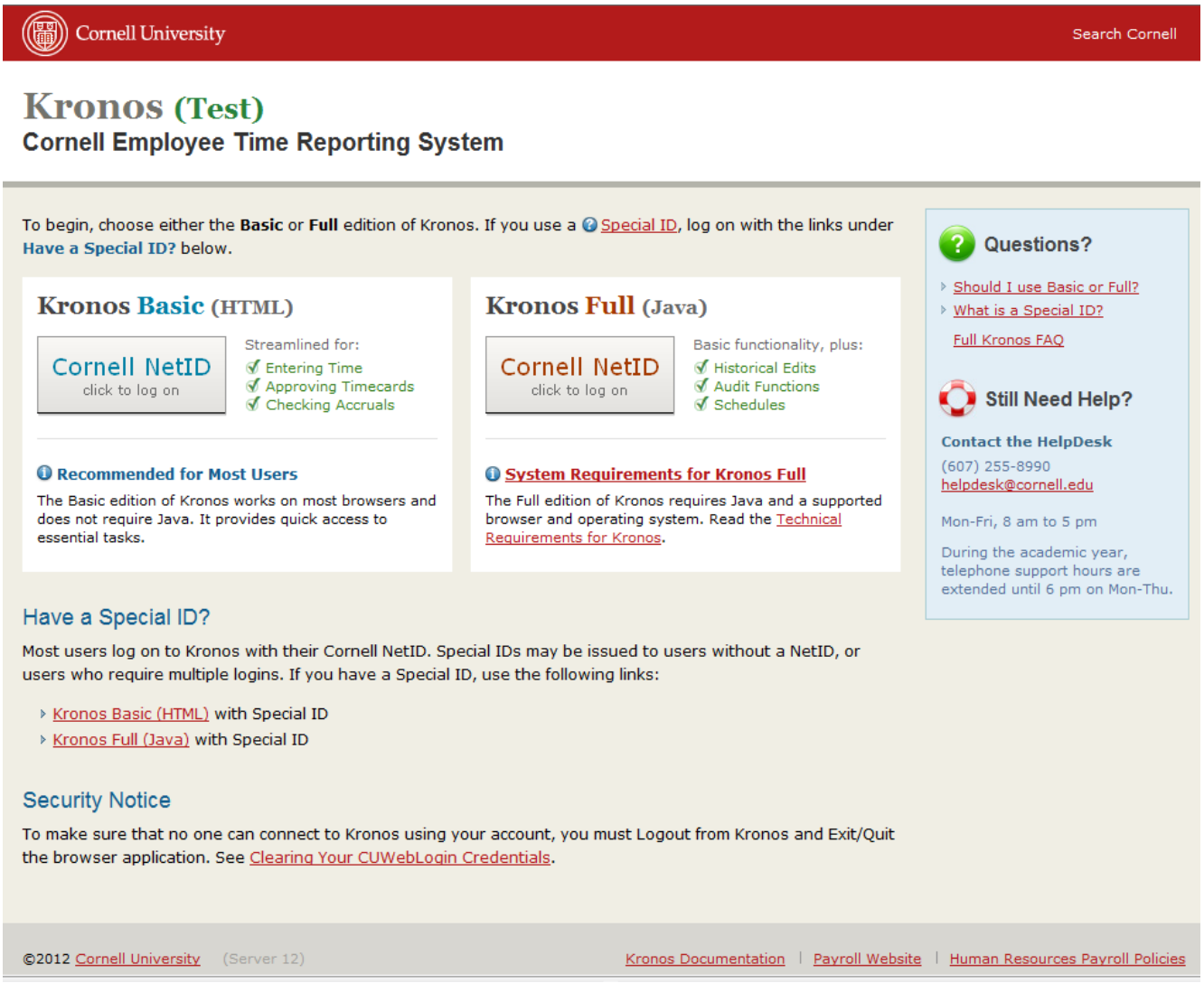
- ADDING TIME WORKED and MEAL BREAKS 19
- ADDING EARNINGS CODES (Benefits-Eligible Employees Only) 20
- ADDING LEAVE TIME – EXEMPT EMPLOYEE 20
- MOVE AMOUNTS BETWEEN EARNINGS CODES 21
- ADDING A COMMENT AND NOTE 21

TRANSFERS ON A TIMECARD 23
HOLIDAY ON A TIMECARD 25
SAVING THE TIMECARD 25
EDITS TO A TIMECARD 26
TIMECARD APPROVALS 26
TIMECARD SIGN-OFFS (Pay Reps Only) 27
HISTORICAL EDITS 29
MOVE HISTORICAL 31
DELETE HISTORICAL EDITS 31
USING GENIES (Supervisors and Pay Reps Only) 32
GENIE ACTIONS 34
GENIE USES AND DESCRIPTIONS 36
ACCRUALS – OVERVIEW 43
RESETTING ACCRUALS (Pay Reps with Reset Access Only) 45
SUSPEND & REINSTATE ACCRUALS (Pay Reps with Reset Access Only) 46
USING GENERAL REPORTS (Supervisors And Pay Reps Only) 47
USING AD HOC QUERIES (Supervisors And Pay Reps Only) 49
SCHEDULING OVERVIEW (Supervisors And Pay Reps Only) 51
RESOURCES AND CONTACTS 52

LOG ON

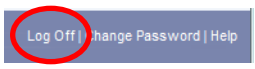
https://www.kronos.cornell.edu

EXAMPLE OF THE CORNELL UNIVERSITY KRONOS LOG ON PAGE



LOG OFF

BEST PRACTICE: To end a Kronos session, click **Log Off,** located in the upper right corner of the screen then close the browser.



NOTE: Closing the browser rather than using the **Log Off** link may delete unsaved actions on a timecard. It also keeps an open connection behind the scenes (up to 30 minutes) which an lead to performance issues on busy days.

WHAT IS KRONOS

Kronos is a **web-based time collection system**. A Kronos user can be a manager, an employee, or both.

Time worked and leave time is collected through a variety of methods such as:

- Swiping a badge on a **time clock.**
- Using a desktop computer terminal to register a **time stamp.**
- Manually entering start and end (IN/OUT) time worked on a **web-based timecard** (the most common type of access).
- Using a **combination** of these methods.

The supervisor and Payroll Services inform the employee which method to use.

Kronos also provides Payroll Reps (Pay Reps) and Supervisors with a variety of tools to help them manage employees and payroll.

Employees are assigned a **work/pay rule** in Kronos which automatically applies the correct **earnings codes** and determines **appropriate pay for regular work, overtime, shift differentials, holidays**, etc. The Pay Rule also determines how the employee's time rounds.

WHAT YOU NEED TO KNOW

Employees and their managers should learn the following functions to be successful with the Kronos Time-Keeping System, and to ensure an accurate and timely payroll:

- Basic Navigation: log on, log off, and use of the navigation, quick link, and action menus.
- How to enter time worked, meal breaks, and leave time (earnings codes such as SIC, VAC, PER, etc.).
- How to edit timecards in the current pay period, and from prior pay periods.
- How to attach comments and notes to timecard punches and earnings codes.
- How to use genies (online reports for supervisors and pay reps).
- How and when to approve timecards.
- How and when to sign off timecards (Pay Reps Only).
- How to view, create, and print reports and timecards.

Kronos Full (Java): Pay Reps and Supervisors should use this version of Kronos for full functionality and robust reporting abilities.

Kronos Full requires the installation of Java software which may involve the assistance of a network administrator. Kronos Full (Java) technical requirements are detailed on the DFA Payroll web page.

Kronos Basic (HTML) is a less robust version of Kronos which does not require special software, and can be accessed from most computers. Kronos Basic may be adequate for many employees to perform basic tasks such as recording time worked, leave time, and transfers, but it lacks advanced functionality. For in-depth documentation refer to the ***Kronos Basic (HTML) User Manual*** on DFA Payroll web page.

USER ROLES AND RESPONSIBILITIES – WHO ARE YOU?

EMPLOYEES

BASICS:

- Record time punches daily as worked.
- Record meal breaks daily in accordance with Cornell policy and NYS law.
- Immediately report problems with time entry to a supervisor or payroll representative.
- Approve timecards at the end of each pay period by the department-issued deadline.

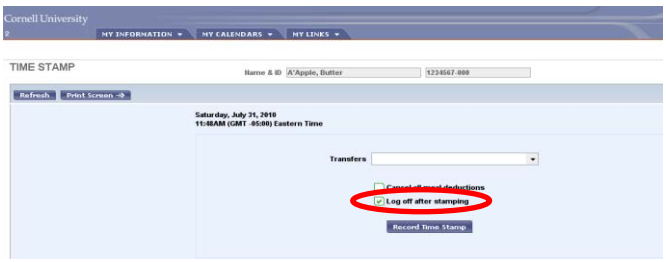
Time Clock Employee

- Employee must have a **Cornell issued employee ID** or an **assigned badge**.
- IN/OUT time is recorded by **swiping (sliding) the ID or badge** through the time clock reader.
- ID / badge numbers can also be manually entered using the **time clock keypad**.
- **Punches, accruals and schedules can be viewed on the clock**.
- Employees can use the function buttons to **transfer to different labor levels** such as cost center or job number. Work rules can also be transferred as needed.
- **Functions that cannot be done on a time clock include**:
  - Transfer of time worked to different supervisors.
  - Entering earnings codes such as VAC, SICK, PER, FHC, etc. (used by benefits-eligible employees only).

  These functions can be done by a supervisor or by the employee if s/he also has access to a web-based timecard, which allows those functions to be applied from a computer.

Time Stamp Employee

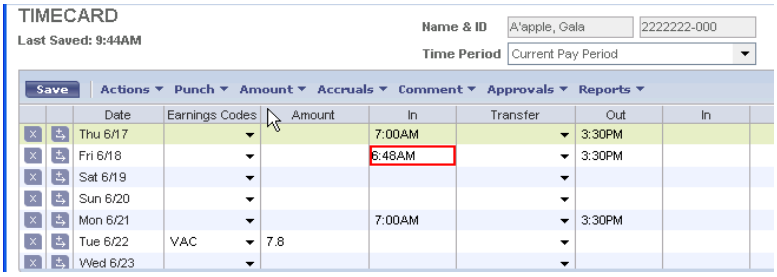
- Allows employees to use their desktop terminals as a time clock.
- Employees log on with **NetID and Kerberos password**.
- The **Record Time Stamp** button records an IN or OUT time punch without logging onto a timecard or using a time clock.
- Time stamp employees can **transfer labor levels** such as cost center, supervisor, or job. They can also do work rule transfers.



- **Time stamp employees at Cornell also have web-based timecards** which allow them to enter leave and other earnings codes, view accruals, and approve their timecards.
- Time stamp access is recommended only if there are adequate computers or dedicated kiosks to allow employees easy access.

Web-based Timecard Employee

- Employees **manually enter IN/OUT** punches (time worked and meal breaks) on a timecard grid.
- Employees **log in with NetID** and **Kerberos password**.
- **All time-keeping functions are done from the timecard**, including:
  - **Transfers** of time worked to different jobs or other labor levels, and work rules
  - **Leave time** and other earnings codes
  - **Historical edits**
  - **Approvals**



- Employees can **view accrual balances**, overtime hours, cumulative work time, comments, work schedules, historical edits, and the audit trail from the timecard.

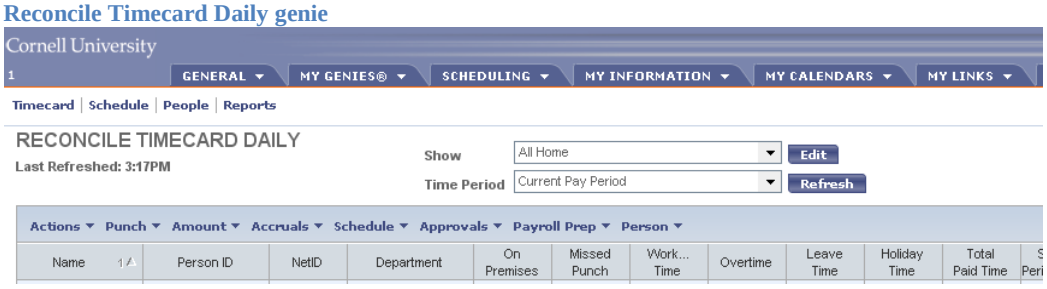
SUPERVISORS

BASICS:

- Review employee timecards frequently (daily).
- Monitor for missed punches, exceptions to the work schedule, missed meal breaks, and time not entered on a daily basis.
- At pay end, review and approve each employee timecard by the department issued deadline.
- Supervisors who are also hourly employees access their own timecards from the **My Information** tab.
- Use of the following three genies (online reports) will ensure a successful payroll: **Reconcile Timecard Daily, Accrual-Biweekly Balance,** and **Payroll Readiness.**

Supervisors have a default view of the **Reconcile Timecard Daily** genie which displays an overview of timecard information for their non-exempt employees for the **Current Pay Period.**

Reconcile Timecard Daily genie



Supervisor use the ***Reconcile Timecard Daily*** genie to **regularly scan employee timecards** to check for missed time, missed punches, overtime, and use of appropriate leave time.

At pay period end, supervisors **review and approve individual timecards** to confirm direct knowledge of the employees' worked hours. The **Pay Period Close** genie provides an overview of actual time worked for the pay period, leave time, holiday time, missed punches, and unexcused absences. It also identifies missing employee approvals.

Refer to ***Using Genies*** for recommended functions and details on genies available to supervisors.

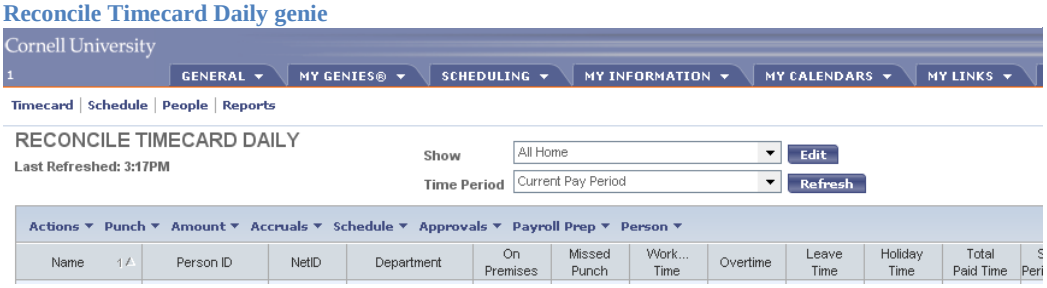
PAY REPS (Payroll Representatives)

BASICS:

- Review timecards frequently for missing information in preparation for pay period end.
- Monitor for missing time, missed punches and meal breaks, overtime, exceptions, and missing approvals.
- Set-up employees new to Kronos (daily).
- At pay end, review direct-report employee timecards and apply approvals to each timecard.
- Sign-offs can be applied to individual timecards, or by a mass function, at pay end.
- Pay Reps who are also hourly employees access their own timecards from the **My Information** tab.
- Use a variety of genies (online reports) to set-up new employees, and to ensure an accurate, timely, and successful payroll.

Pay Reps have a default view of the **Reconcile Timecard Daily** genie which displays all employees in their security access and provides an overview of the timecards for the **Current Pay Period.**

Reconcile Timecard Daily genie



Pay Reps use this genie to **scan for problems** such as missed punches, overtime, leave time, missed employee and supervisor approvals, and to **follow-up with the employees and supervisors for corrective actions** prior to pay end.

Pay Reps have responsibility for reviewing and approving timecards for their direct reports and for sign-off on all unit/department employees after the pay period ends.

The **Pay Period Close** and the **Payroll Readiness** genies allow for a final review of timecards to identify possible problems, and to confirm that all employee and supervisor approvals are on the timecards before doing a final mass sign-off of all timecards.

Other genies may be useful for identifying **People to be Set Up**, and for specific tasks that require separating employee types (exempt, non-exempt, or student employees).

Refer to ***Using Genies*** for recommended functions and details on genies available to Pay Reps.

MULTIPLE JOBS AND TIME COLLECTION PROCEDURES

BASICS:

- Cornell employees can hold multiple jobs in the same and/or different departments.
- Jobs can be non-exempt (hourly) or exempt, full-time or part-time, or any combination of these job types.
- Non-exempt employees are paid by the hour and must record start time and end time for work shifts and meal breaks.
- Work hours are tracked by web-based timecard, time clock, time stamp, or a combination of these time-collection methods.
- Student employees are the largest group of multiple job holders, although an increasing number of benefits-eligible employees are also working more than one job.
- Payroll Services sends employees who have multiple jobs a special password and log on instructions for each job.
- The transfer function on a timecard moves time worked from to a different job, supervisor, or cost center.

WEB EMPLOYEES

A web-based timecard is used to manually record IN/OUT punches and leave time.

The time stamp method uses a computer like a time clock to automatically record IN/OUT punches when the employee logs on.

Web employees receive a confirmation email from Payroll Services with log on information for Kronos.

A web employee with **Multiple Jobs in the Same Pay Rep Group** has only one timecard.

- The primary job is called the **Home Job,** which is the **default job number** and **pay rate** on the timecard.
- An employee uses the home job timecard to **transfer hours worked to a different job, supervisor, cost center,** or other labor account item when the employee works for another job in the same pay rep group.

A web employee with **Multiple Jobs in Different Pay Rep Groups** will have **different log on IDs and passwords** for jobs in each pay rep group.

- Payroll Services provides the employee with specific log on information and special passwords for each job.
- The Payroll assigned **passwords expire and must be reset to a personal password** by the employee prior to the expiration date.
- The first web job is tied to the employee's Cornell assigned NetID # and Kerberos password.
- Subsequent jobs (second, third, or more) are assigned different log on ID's and passwords.

- Each subsequent ID is the employee's **NetID with the job number concatenated**.

Example of an employee (NetID) with three jobs, log on IDs, and passwords:

Job 0	Log on = NetID Password = employee's Kerberos password.
Job 1	Log on = NetID-**001** Special password is provided by Payroll; employee resets the password.
Job 2	Log on = NetID-**002** Special password is provided by Payroll; employee resets the password.

CLOCK EMPLOYEES

Time is recorded either by **swiping an assigned ID card or badge, or by using the clock keypad** to enter an employee ID number or badge number.

A **badge number is specific and distinct to a single job** and cannot be assigned to more than one job/timecard.

Employees with only **one clock job** can have their **employee ID assigned as their badge number**.

Employees will have **multiple badge numbers** if they have jobs in **multiple departments**.

An employee ID or other badge number assigned to a clock job cannot be reassigned unless the job is terminated. All **subsequent clock jobs must have different badge numbers** for that employee.

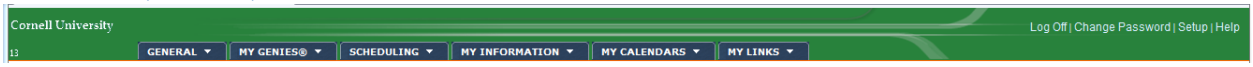
Some benefits-eligible employees who use time clocks are also granted access to web-based timecards to record leave time such as sick, vacation, personal, etc.

NAVIGATION IN KRONOS

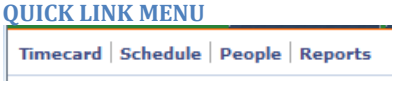
BASICS:

- The Navigation Menu, Quick Links, and Action menus provide the user with access to timecards, reports, resources, and to functions to record, manage, edit, and monitor payroll related information and processes.
- Menu bars are located above the timecard or open genie (on-line report).
- Employees have basic navigation/functionality.
- Supervisors and Pay Reps have enhanced navigation/functionality.
- Functions available only to Supervisors and/or Pay Reps are noted as such.

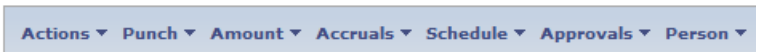
NAVIGATION, LOG OFF, AND HELP MENUS



QUICK LINK MENU



ACTION MENU



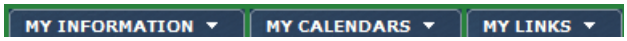
LOG OFF / SET-UP / HELP

- **Log Off** closes the session. To close a Kronos session, click **Log Off**, then close the browser
- **Setup** (**available to Supervisors and Pay Reps only**) provides quick access to **Common Setup** and **Scheduler Setup** functions.
- **Help** provides Kronos assistance for the function or genie in use.

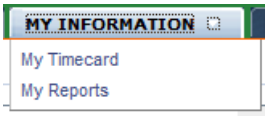
NOTE: The **Change Password** function should not be used.

NAVIGATION TABS

EMPLOYEE NAVIGATION TABS

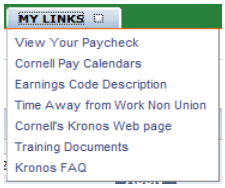


SUPERVISOR and PAY REP NAVIGATION TABS



MY INFORMATION: Provides access to **My Timecard** and **My Reports** for hourly employees, including managers who are also hourly employees.

MY CALENDARS / MY WORK & ABSENCE SUMMARY: Is specific to the employee who is logged on, and provides a color-coded overview of the employee's worked and non-worked days by pay period, a range of dates, or daily.



MY LINKS: Provides direct links to the employee's **pay check** and payroll **calendars** for both biweekly (non-exempt) and semi-monthly (exempt) pay dates.

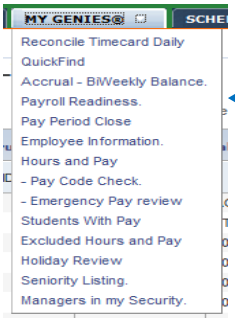
My Links also provides connections to the **Time Away From Work** policies, the **user's manual** and **Quick Reference Guides, FAQs,** and **Kronos Technical Requirements.**

GENERAL: **Available only to supervisors and pay reps.**

Group Edit Results details any mass actions such as sign-offs or special time punches for emergency closings that are sometimes applied by managers or central Payroll.

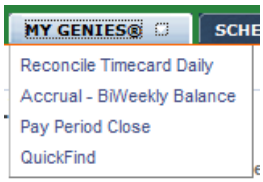
Reports allow users to create .pdf reports to monitor, manipulate, and save timecard and employee information.

The reporting function can also be accessed from any genie using employees selected from that genie, or by using hyperfind and ad hoc queries.



MY GENIES: **Available only to supervisors and pay reps.**

Pay Rep Genie selections



Supervisor Genie selections

Genies are **online reports** that can be used to manage employee time.

Supervisors and Pay Reps log on to a view of the **Reconcile Timecard Daily** genie, and select other genie reports from the **My Genies** tab.

Genies are used to review and edit timecards, employee information (People Editor), adjust schedules, and run reports on selected individuals or groups of employees.

Genies can be filtered using pre-built **hyperfind queries or ad hoc queries** (temporary, personal reports).

Refer to the ***Using Genies*** chapter for a description and the best use of each genie.

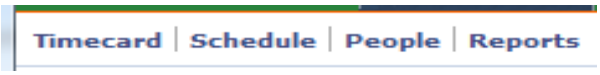
SCHEDULING: **Available only to supervisors and pay reps.**

Provides functions to create work schedules for employees individually and/or organized into groups. **Schedule Editor** is the function used by most people.

Refer to the ***Scheduling User Guide*** for procedures.

QUICK LINKS

QUICK LINK MENU BAR (Supervisors and Pay Reps Only)



Quick Links are used to connect with timecards, work schedules, people information, and reports for employees selected from genies such as the **Reconcile Timecard Daily** genie.

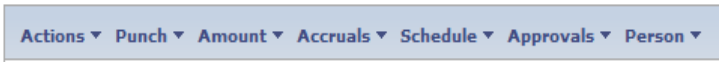
The **Quick Link** menu bar is active from open genies or other menu choices.

1. Select employees or groups of employees from a genie.
2. Click on **Timecards** to view the selected employees' information.
3. Click on **Schedule** to view employee schedules.
4. Click on **People** to access the **People Editor** functions, to view employee information, and to set-up the primary labor account for employee's new to Kronos.
5. Click **Reports** to create reports for the selected employees.

ACTION MENU

ACTION MENU BAR ON A TIMECARD

ACTION MENU BAR ON A GENIE – (Supervisors and Pay Reps Only)



Action menus are available at the top of timecards and on genies. **Functions depend on the user's security**.

Each tab on the menu bar allows specific actions to be applied such as: **print**, **email**, **comments**, **approvals**, and **sign-offs**.

TIMECARD OVERVIEW

OPENING THE TIMECARD

BASICS:

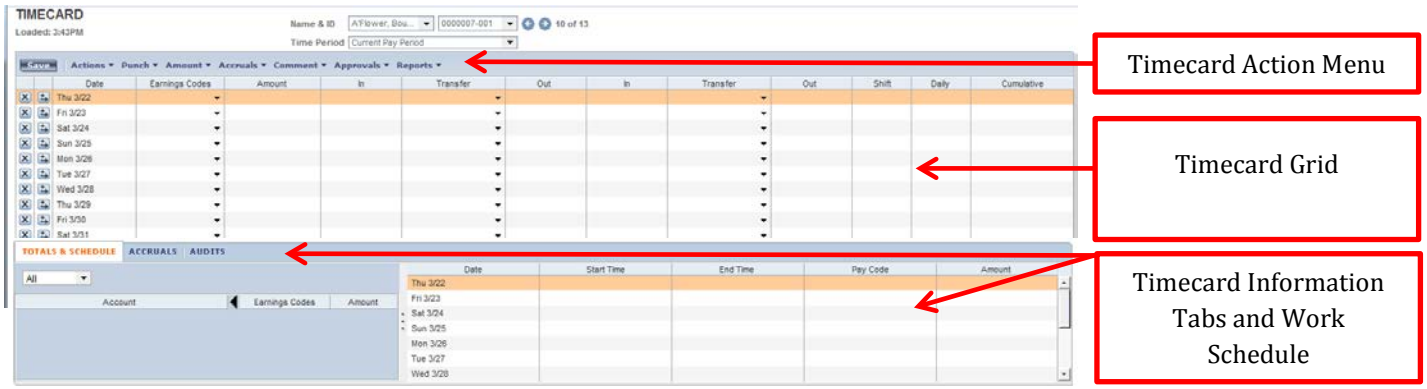
- Employees who are not supervisors see **My Timecard** after log on.
- Supervisors and Pay Reps see the ***Reconcile Timecard Daily*** genie after log on. This provides immediate access to all non-exempt employees in their security access, and the ability to open timecards for review, edits, and approvals / sign-offs.
- Supervisors and Pay Reps access their own timecards from the navigation menu: click **My Information** then **My Timecard.** **NOTE:** Supervisors and Pay Reps cannot edit their own timecards from a genie.

NOTE: Supervisors and Pay Reps should also review the ***Using Genies*** chapter for details and procedures.

REVIEWING THE TIMECARD

BASICS:

- The timecard opens with a full view of the **Current Pay Period** (two weeks).
- The **non-exempt** pay period starts on Thursday at midnight and ends two weeks later on Wednesday at 11:59 pm.
- **Exempt** leave time periods are semi-monthly (1st – 15th and 16th – 31st of each month).
- Columns can be collapsed and expanded as in an Excel sheet.
- Window areas can be collapsed and expanded by using the cursor to grab and move the ellipsis (three dots).



Timecard Action Menu includes the **SAVE** button which records IN/OUT punches, leave codes, and other timecard edits.

Additional functions such as **Email, Print, Historical Edits, Comments, Approvals, and Sign-Offs** can be selected from the drop-down menus.

- The Timecard Action Menus differ slightly for employees, supervisors, and pay reps with added or fewer functions depending on the user's security level.

Timecard Grid provides date rows and columns to record IN/OUT time punches, meal breaks, transfers, and comments.

- **Benefits-eligible employees** (not student employees) also record leave time (**earnings codes**) such as vacation (**VAC**), sick (**SIC**), personal (**PER**), family health care (**FHC**) and paid leave (**PDL**).

Timecard Tabs and Work Schedule at the base of the timecard provides information related to specific actions applied to the timecard:

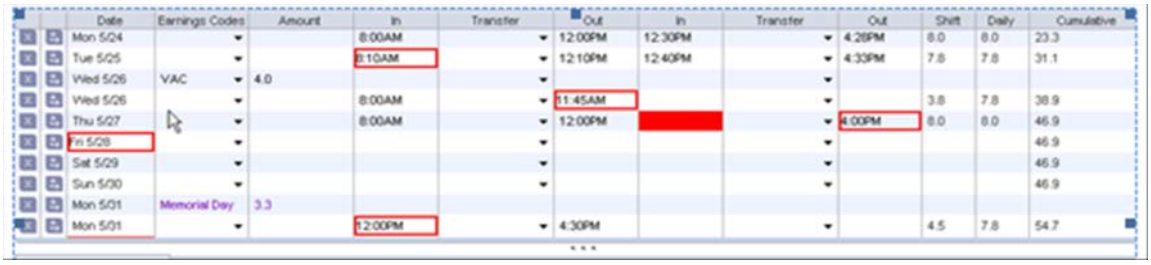
- **Totals and Schedule** -- displays **total hours recorded** for each earnings code on the timecard for the selected range of dates. The **work schedule** window displays the employee's expected schedule if one has been set-up, or is blank if there is no set schedule.
- **Accruals** – displays leave balances for **benefits-eligible employees only.**
- **Audits** – lists all actions applied to a timecard.
- Other information tabs are created as different actions are applied to the timecard. These include: **Sign Offs, Requests, and Approvals, Comments, Historical Amounts**, and **Moved Amounts.**

Red Outlines indicate **exceptions** to the employee's standard (or expected) work day, such as absences, early and late punches, and unscheduled work times.

Red Boxes indicate missed punches (an unmatched pair of IN/OUT punches).).

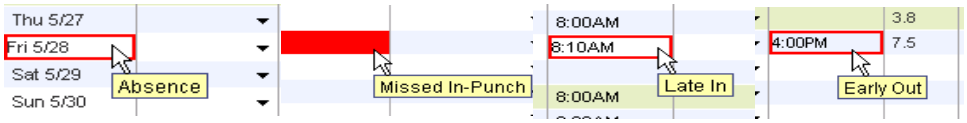
NOTE: If the missing punch is not completed before the timecard is approved and signed-off, time worked for that day is incomplete and will not be paid.

SAMPLE TIMECARD WITH EXCEPTIONS AND MISSED PUNCHES



To Define An Exception:

1. Position (hover) the cursor over the exception box for a pop-up description.



- **Exceptions** such as "late in", "early out", "absence", and "unscheduled" are flagged if the employee has a **work schedule** set-up in Kronos and the time punch is out of sync with the schedule.
- **Missed punches** flag as exceptions on the timecards even if a schedule is not in place. A "missed punch" looks for uneven or incomplete IN/OUT pairs and is indicated by a solid red box.
- Exceptions display on timecards, on genies, and on the employee's **Work and Absence Summary** reports.

To Mark an Approved Exception: (Supervisors and Pay Reps Only)

Supervisors and Pay Reps can review and approve timecard exceptions if the timecard has not been approved.

This function will change the outlined cell from red to green on the timecard, and change the check mark to green for that exception category on a genie.

1. Open the **timecard**.
2. **Select a cell** marked as an exception.
3. From the action menu row, click **Punch,** or right-click with the mouse then select **Mark as Reviewed.**
4. On the same cell, right-click again to add a **Comment** to justify the approved exception.
5. Click **Save.**
6. Use the same actions to **Unmark as Reviewed.**

Exceptions display on genies and on employee ***Work and Absence Summary*** reports.

Supervisors and Pay Reps can use the **Reports** menu to run an **Exceptions** report for an employee or groups of employees.

NOTE: The **Edit Punch** function, found on the **Punch** menu, is typically used by managers of clock employees to change the character of a punch from a clock (i.e., new shift, out punch, etc.); it is seldom used by managers of employees using web-based timecards. Contact Payroll Services for assistance if this type of edit is needed.

Web employees fix punch irregularities as they see them when entering the punch, and should not use the Edit Punch function for standard corrections.

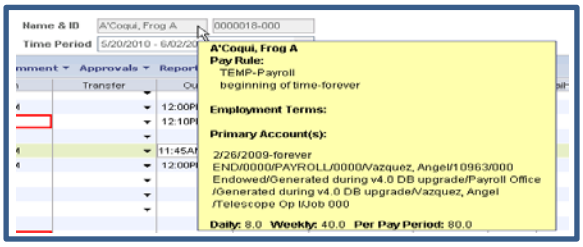
TIMECARD MENU FUNCTIONS

PEOPLE RECORD INFORMATION

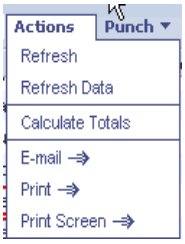
An employee's basic job information (People Record Information) can be viewed from the timecard, including the **Pay Rule, Employment Terms,** and **standard hours by day/week/pay period.** Also included is the employee's **Primary Account,** which includes the effective date of that job, the supervisor's name, pay rep group, department, and job number.

To Review an Employee's Basic Information:

1. Open the employee's **timecard**.
2. Position (hover) the cursor over the employee's name in the **Name & ID** field.
3. A **yellow display box** will pop-up with information about that employee and timecard.
4. If the employee has multiple jobs, this function is **helpful to identify the specific job and supervisor** for the timecard.



EMAIL AND PRINT FROM THE TIMECARD (Actions Menu Items)



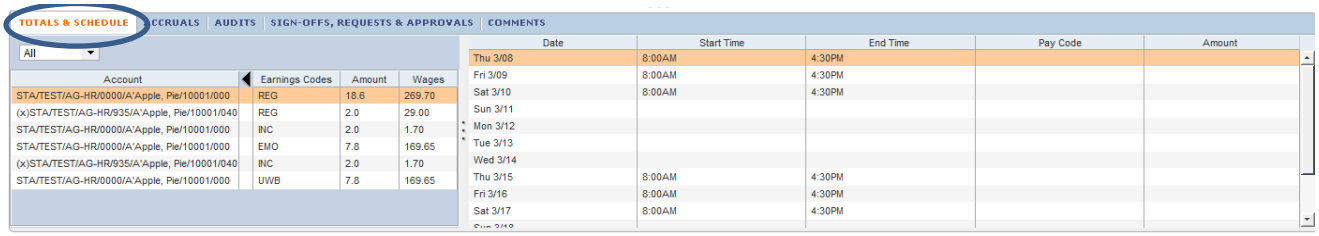
Refresh / Refresh Data: Updates and displays recent changes made to the timecard.
Calculate Totals: Displays the results of a change without saving the action.
Email: Allows an email to be sent directly from a timecard or a genie, to a selected employee or group of employees.
Print/Print Screen: **Print** will print the entire timecard and whichever tab is open. **Print Screen** prints only what is visible.

TIMECARD TABS

BASICS:

- Actions applied to timecards are detailed on information tabs at the bottom of the timecard.
- **Totals & Schedule, Accruals,** and **Audits** are the default tabs on all timecards.
- Additional tabs are created when edits such as **Comments, Sign-Offs/Approvals, Moves,** and **Historical Edits** are saved to the timecard.
- Timecard tabs can be opened and printed using the Print function from the **Actions** menu.
- The windows can be resized by grabbing the ellipsis (3 dots) with the cursor.

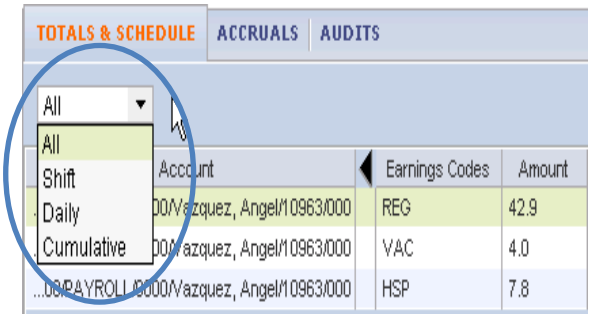
TOTALS AND SCHEDULES: Shows all time and pay codes entered for the period selected, and displays the employee's expected work schedule if one has been set-up.



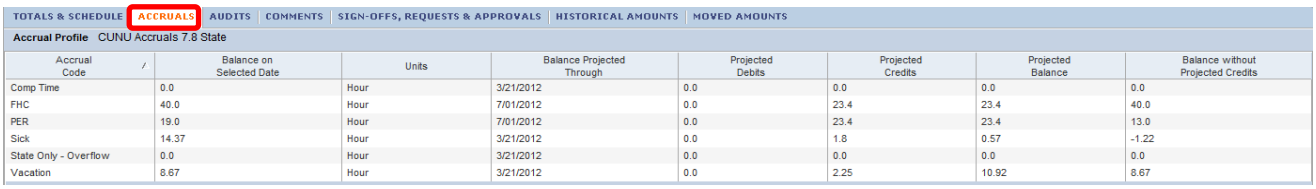
- **Totals and Schedules** open with the timecard and defaults to a view of **All,** which details amounts for all earnings codes on the timecard.

- Details can be narrowed to **Shift, Daily,** or **Cumulative** for the day highlighted on the timecard.

- This information can **help Pay Reps analyze** whether a Pay Rule is working or if overtime is applied correctly.



ACCRUALS: Shows accrual balances 'as of' the day highlighted on the timecard for Benefits- Eligible Employees Only (not student employees).



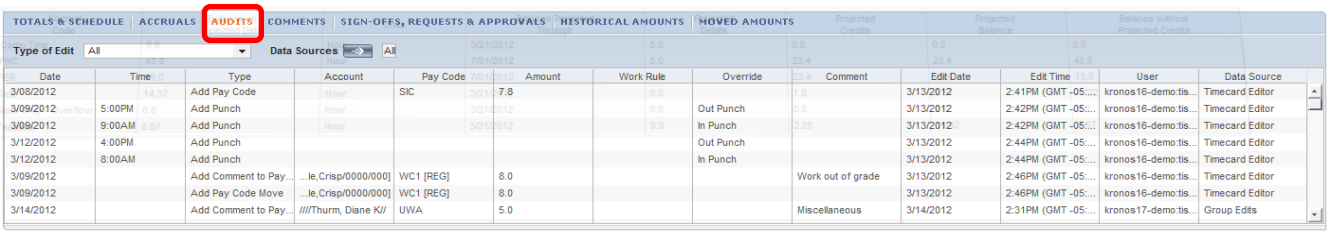
TOTALS & SCHEDULE | ACCRUALS | AUDITS | COMMENTS | SIGN-OFFS, REQUESTS & APPROVALS | HISTORICAL AMOUNTS | MOVED AMOUNTS

Accrual Profile CUNU Accruals 7.8 State

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Comp Time	0.0	Hour	3/21/2012	0.0	0.0	0.0	0.0
FHC	40.0	Hour	7/01/2012	0.0	23.4	23.4	40.0
PER	19.0	Hour	7/01/2012	0.0	23.4	23.4	13.0
Sick	14.37	Hour	3/21/2012	0.0	1.8	0.57	-1.22
State Only - Overflow	0.0	Hour	3/21/2012	0.0	0.0	0.0	0.0
Vacation	8.67	Hour	3/21/2012	0.0	2.25	10.92	8.67

- **Non-Exempt Employees:** Leave accruals are based on total time paid, and displays in hours.
- **Exempt Employees:** Accruals are displayed in days. Grants are on the 1st and 16th of each month, and days are prorated for part-time employees.
- **NOTE:** Leave accruals for **probationary employees are in parenthesis**, and cannot be used without prior supervisory approval.

AUDITS: Displays all actions applied or deleted on a timecard.



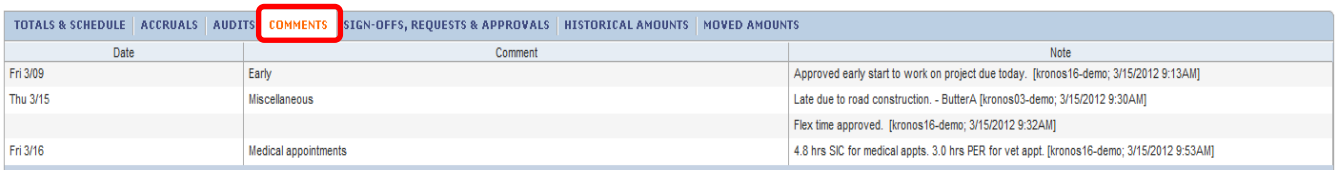
TOTALS & SCHEDULE | ACCRUALS | AUDITS | COMMENTS | SIGN-OFFS, REQUESTS & APPROVALS | HISTORICAL AMOUNTS | MOVED AMOUNTS

Type of Edit All Data Sources All

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
3/08/2012		Add Pay Code		SIC	7.8				3/13/2012	2:41PM (GMT -05:...	kronos16-demo:tis...	Timecard Editor
3/09/2012	5:00PM	Add Punch					Out Punch		3/13/2012	2:42PM (GMT -05:...	kronos16-demo:tis...	Timecard Editor
3/09/2012	9:00AM	Add Punch					In Punch		3/13/2012	2:42PM (GMT -05:...	kronos16-demo:tis...	Timecard Editor
3/12/2012	4:00PM	Add Punch					Out Punch		3/13/2012	2:44PM (GMT -05:...	kronos16-demo:tis...	Timecard Editor
3/12/2012	8:00AM	Add Punch					In Punch		3/13/2012	2:44PM (GMT -05:...	kronos16-demo:tis...	Timecard Editor
3/09/2012		Add Comment to Pay...	...le,Crisp/0000/000]	WC1 [REG]	8.0			Work out of grade	3/13/2012	2:46PM (GMT -05:...	kronos16-demo:tis...	Timecard Editor
3/09/2012		Add Pay Code Move	...le,Crisp/0000/000]	WC1 [REG]	8.0				3/13/2012	2:46PM (GMT -05:...	kronos16-demo:tis...	Timecard Editor
3/14/2012		Add Comment to Pay...	///Thurm, Diane K//	UWA	5.0			Miscellaneous	3/14/2012	2:31PM (GMT -05:...	kronos17-demo:tis...	Group Edits

- **Type of Edit** set to **'All'** will indicate who edited the card, when it was edited, where it was done, and what was done.

COMMENTS: Displays all comments added to the timecard for the selected date. Information includes the date of the comment, the comment, added notes, and who entered the comment/note.



TOTALS & SCHEDULE | ACCRUALS | AUDITS | COMMENTS | SIGN-OFFS, REQUESTS & APPROVALS | HISTORICAL AMOUNTS | MOVED AMOUNTS

Date	Comment	Note
Fri 3/09	Early	Approved early start to work on project due today. [kronos16-demo; 3/15/2012 9:13AM]
Thu 3/15	Miscellaneous	Late due to road construction. - ButterA [kronos03-demo; 3/15/2012 9:30AM]
		Flex time approved. [kronos16-demo; 3/15/2012 9:32AM]
Fri 3/16	Medical appointments	4.8 hrs SIC for medical appts. 3.0 hrs PER for vet appt. [kronos16-demo; 3/15/2012 9:53AM]

To Delete A Comment / Note:

1. Click the **Comments** tab.
2. Highlight the comment to be deleted and right-click with the mouse.
3. Select **Delete.**
4. Click **Save.**

NOTE: Deleted comments remain in the Audit trail**.**

SIGN-OFFS, REQUESTS, & APPROVALS: Displays approval and sign-off history for the selected date and timecard.

Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Time
Timecard Approval by Employee	3/15/2012						kronos03-demo	3/15/2012	9:39AM
Timecard Approval by Manager	3/21/2012						kronos15-demo	3/28/2012	3:21PM
Sign-off	3/21/2012						bf12	3/30/2012	11:06AM

- Approvals and Sign-Offs are removed by using the **Approvals** action menu.

HISTORICAL EDITS: Displays details for historical edits (edits made to previous pay periods), including dates, type of edit, any transfers, amounts, and comments/notes.

Effective Date	Historical Date	Type of Edit	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
3/15/2012	2/29/2012	Historical Pay Code Edit		...0/A'pple,Crisp/0000/000		REG	0.5 (impacts accruals)		
3/15/2012	3/05/2012	Historical Pay Code Move			SIC	PER	3.0 (impacts accruals)	Medical appointments	Used 3.0 personal time for Vet...
3/15/2012	3/05/2012	Historical Pay Code Edit		...0/A'pple,Crisp/0000/000		SIC	7.8 (impacts accruals)		

- Historical Edits can only be done in signed-off pay periods.

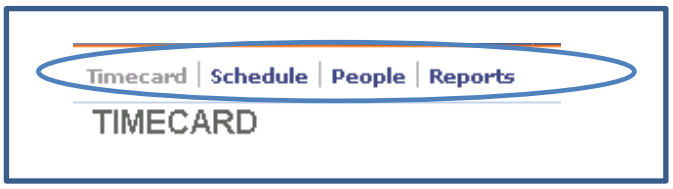
MOVED AMOUNTS: Displays earnings code amounts moved between pay codes in a current pay period.

Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
3/16/2012	...000/0000/A'pple,Crisp/0000/000		SIC	PER	3.0	Miscellaneous	Used 3.0 personal for Vet appt. [...

- **Moved Historical** (tab not shown) will display amounts moved in a past pay period.

NAVIGATING FROM THE TIMECARD (Supervisors and Pay Reps only)

Open an employee's **Timecard** then click on the appropriate link to edit that individual's **Schedule,** to look at the **People** record, or to run a **Report.**

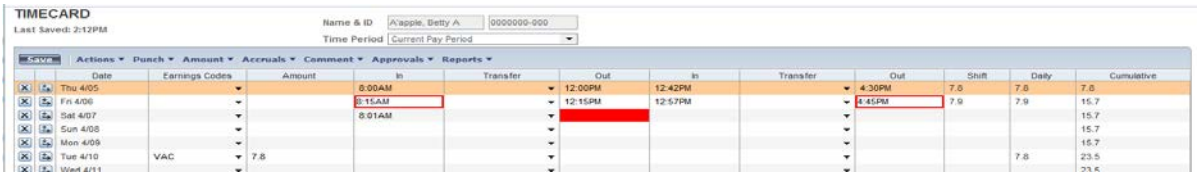


RECORDING, EDITING AND APPROVING TIME

BASICS:

- Employees enter time worked and meal breaks as IN/OUT times on a daily basis.
- Leave time is entered as taken (VAC, SIC, PER, FHC) by benefits-eligible employees.
- Prior Pay Period Corrections are done as Historical Edits in signed-off pay periods.
- Employees with multiple jobs in the same department/pay rep group, have one timecard from which time worked is transferred to other jobs and supervisors.
- Timecards must be approved by both employee and supervisor on a biweekly basis.
- Supervisors can make changes to employee approved timecards before sign-off.
- Approvals lock the timecard. Prior to sign-off, an approval can be removed to allow timecard edits.
- Sign-off locks the timecard for the pay period.

Sample Timecard



ADDING TIME WORKED AND MEAL BREAKS

BASICS:

- A shift is a set of IN/OUT punches. A shift can cross into the next day (past midnight).
- A meal break (lunch and/or dinner) requires a set of OUT/IN punches.
- Work shifts and meal breaks should be entered daily.
- Punches can be entered as standard time (ex: 8a, 800a, 8:00am, 235p) or military time (1400).
- Designate AM or PM for each time punch. Time entered without indicating AM or PM will default to "AM".

To add work shift and meal breaks:

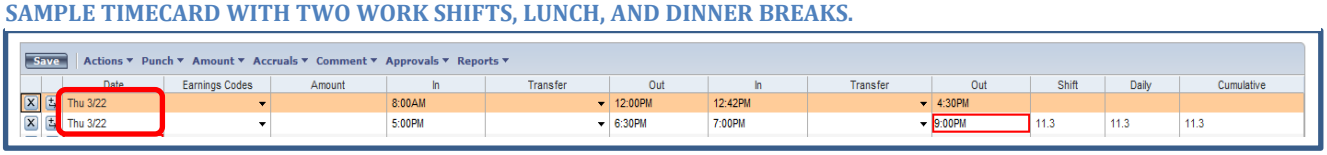
- **Do not use the Earnings Code (REG) to record total hours worked.**

1. Enter start time in the **IN cell.**
2. Enter **meal break start** time in the **OUT cell.**
3. Enter **meal break end** time in the next **IN cell.**
4. Enter IN/OUT times as **standard** time with "am"/"pm", or as **military** time.
5. Click **Save.**

To add additional shifts and meal breaks on a day (more than two sets of IN/OUT times):

1. Click on the arrow icon ( ) on the day to be added to add another row for that day.

SAMPLE TIMECARD WITH TWO WORK SHIFTS, LUNCH, AND DINNER BREAKS.



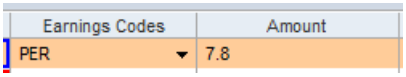
ADDING EARNINGS CODES (BENEFITS-ELIGIBLE EMPLOYEES ONLY)

BASICS:

- Non-benefits-eligible temps and student employees do not use earnings codes.
- Earnings Codes identify specific leave time such as vacation (VAC), sick (SIC), personal (PER), family health care (FHC), etc.
- Earnings codes and time punches cannot be entered on the same row.
- Definitions of earnings code are available on **My Links** then **Earnings Codes Descriptions.**

NOTE: Time worked must be entered as IN/OUT punches; **do not use the earnings code REG to record total time worked for the day.**

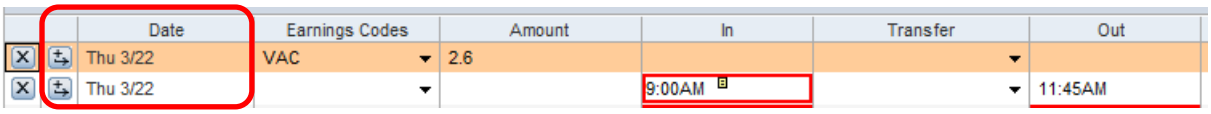
To Add an Earnings Code:



1. In the **Earnings Code column**, select a cell.
2. From the **Earnings Code menu**, select an earnings code.
3. Tab to the **Amount** field and enter the number of hours to be paid on that code.
4. Verify that an earnings code is correct by checking the definition on **My Links / Earnings Codes Descriptions.**
5. Click **Save.**

To Add Two Different Earnings Codes for the Same Day (i.e., 3.9 hours VAC and 3.9 hours PER):

1. Add a new day row by clicking the arrow icon ( ) on the desired day.
2. Enter the first earnings code then an amount on one row.
3. On the second row for the same day, select a second earnings code then enter an amount.



NOTE: Menu options for "full sched day" and "half sched day" in the **Amount** field apply only to exempt staff and are dependent on having a schedule in place equaling standard hours.

- Hourly employees must enter leave time in hours (ex: 4.5, 7.8).
- If half day/full day options are selected by hourly employees, the time will not pay correctly due to the mandatory meal break requirement.

ADDING LEAVE TIME – EXEMPT EMPLOYEE

- Exempt employees who track their time in Kronos choose from a 'leave only' list of earnings codes, and log their leave time in *'full day'* or *'half day'* increments.

'Hours Worked' with 0.0 hours is available for the convenience of exempt staff who track non-leave days requiring them to be out of office (ex: funeral time, meetings, etc.). This is not required, but allows the employee to attach a comment to a non-leave day if desired.

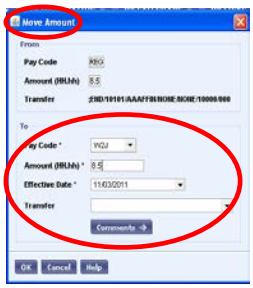
MOVE AMOUNTS BETWEEN EARNINGS CODES

BASICS:

- The Move Amounts function is used for special circumstances such as:
  - The university closes unexpectedly and REG time must be moved to UWB or UWA.
  - To correctly pay a UAW employee who substitutes in a higher grade level job/pay rate for an extended period of time.
- Employees typically correct earnings codes by simply overwriting (changing) the original earnings code with a different code.
- Supervisors and Pay Reps who change earnings codes on employee timecards should use the Move function, and add a Comment to justify the correction.

To Move An Earnings Code:

1. On the **Totals and Schedule** tab, highlight the row with the earnings code to be moved.
2. From the **Amount** menu, click the **Move** option or right-click on the highlighted row and click Move.
3. In the **Move Amount** window, in the "To" section select the correct Pay Code (i.e., earnings code).
4. Enter the **Amount**.
5. Click **OK**, then click **Save**.



NOTE: The **Save** action creates a **Moved Amount** tab at the bottom of the timecard. **Comments** on moved amounts will only display on this tab.

To Delete A Moved Amount:

1. Open the **Moved Amount** tab.
2. Highlight the row to be deleted.
3. From the **Amount** menu, click **Delete Moved** or right-click on the highlighted row and click **Delete.**

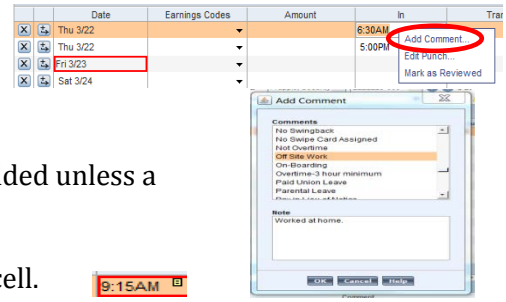
ADDING A COMMENT AND NOTE

BASICS:

- Comments and Notes clarify actions or edits on a timecard.
- Comments can be added to IN/OUT punches and Earnings Codes.
- For audit purposes, comments should be added whenever edits are made to a timecard. A free form note can also be added to clarify the action.
- Notes must be factual, objective, and professional.

- Comments are viewed on the timecard Comment tab, and are available to anyone with access to the timecard (employee, supervisor, pay rep, payroll services, audit, etc.)

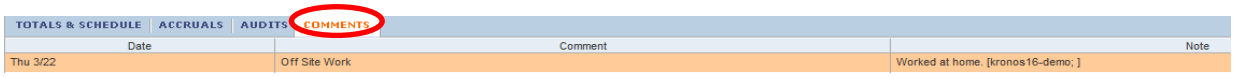
To Add A Comment and A Note:



1. On the timecard, **highlight** a punch or earnings code.
2. From the **Comment** menu, select **Add Comment** or right-click on the cell and select **Add Comment.**
3. In the **Add Comment** window, select the appropriate comment.
4. Add a **Note** to justify the comment if needed. A note cannot be added unless a comment has been selected.
5. Click **OK.** Click **Save.**
6. When the comment is saved, a yellow memo pad appears in the cell.

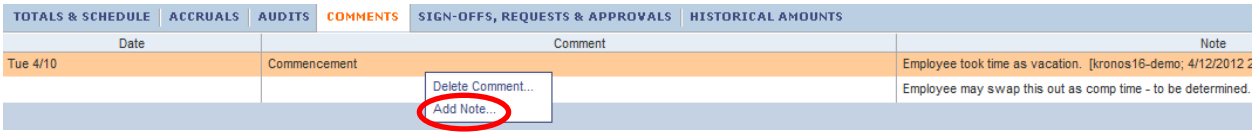
To View Comments and Notes:

1. Click the **Comments** tab at the bottom of the timecard.
2. Click **Save.**



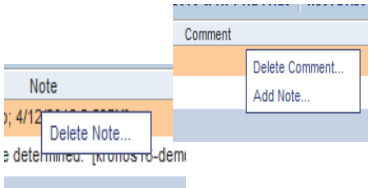
To Add An Additional Note To An Existing Comment:

1. Open the **Comments** tab.
2. Highlight the **comment** (not the note) and right-click.
3. Select **Add Note.**
4. In the **Add Note** window, enter the additional information.
5. Click **OK.** Click **Save.**



To Delete A Comment/Note:

1. Open the **Comment** tab at the bottom of the timecard.
2. Highlight the comment to be deleted.
3. From the **Comment** menu select **Delete Comment** or right-click and select **Delete Comment.**
4. To delete just the note, right-click on the note and select **Delete Note.**
5. Click **Save.**



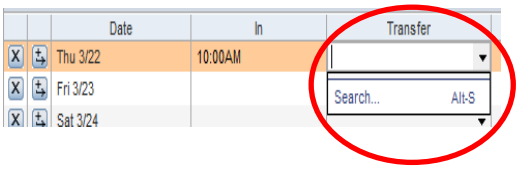
NOTE: Deleted Comments are removed from the timecard, but remain on the **Audit** tab.

TRANSFERS ON A TIMECARD

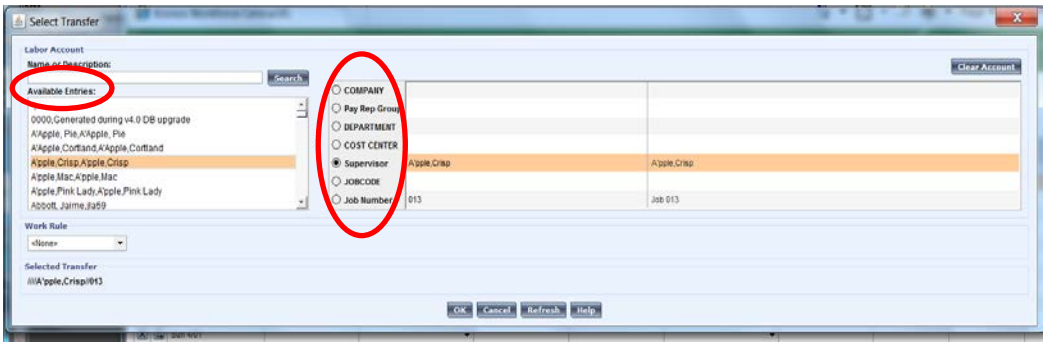
BASICS:

- Transfers move time worked to a labor account (job number, supervisor, cost center, department, pay rep group, job code, or company).
- Transfers **to job number, supervisor,** and **cost center** are most common. (Departments use Cost Centers to denote different projects or duties for reporting purposes.)
- Most transfers are done by non-exempt employees with multiple jobs in the same department and Pay Rep Group.
- Transfers are done from the home job timecard.
- A transfer is entered after the IN punch, which is the start time for the work hours being transferred.
- Transfer time is detailed on the **Totals & Schedule** tab.

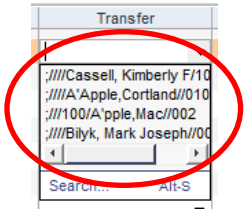
To Transfer Time Worked:



1. Enter an IN punch.
2. In the **Transfer** column, click the drop-down menu and select **Search.**
3. From the **Select Transfer** window (see below), click the radio button of each primary labor account element to be transferred (ex: job number and supervisor).
4. For each selected radio button, from the **Available Entries** field highlight an item to define the selected button.
5. Click **OK.** Click **Save.**



NOTE: The last five (5) defined transfers are retained for reuse by the employee who created them.



BEST PRACTICE: Transfer both job number and the matching supervisor to ensure that the supervisors for each job can view the employee's timecard.

BEST PRACTICE: To insure accurate transfer data, know the job numbers and the supervisor for each job.

Work Rule Transfers

A work rule transfer is done for non-exempt employees working occasional shifts earning inconvenience pay. Or, during a holiday when choosing a holiday option of pay and comp time that differs from the default pay rule.

To Transfer On A Split Shift:

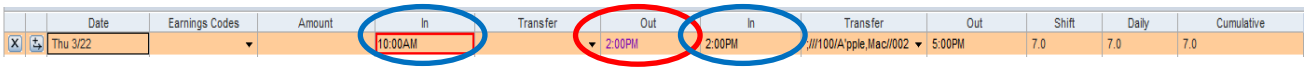
- Employee works for more than one job in the same pay rep group, with unpaid break between jobs.
- Multiple transfer actions are required.
- Depending on the employee's work rule, the **Save** action may split the shifts onto separate rows.
- The transfers are done on the "In" punch.

1. Enter **"In"** time and select the **transfer** elements for the first job.
2. Enter **"Out"** time for the **break** period.
3. Enter **"In"** time and select **new transfer** elements for the next job.
4. Enter **"Out"** time.
5. Click **Save.**

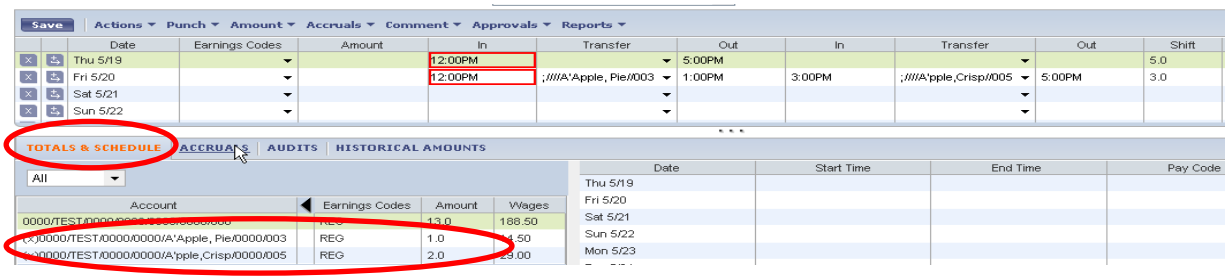
To Transfer On A Continuous Shift:

- A continuous shift has no break between jobs.
- Time worked is transferred from one job to the next job without a break.
- The transfer is done on the "In" punch.

1. **Enter IN** time for the first job.
1. **Do not enter an "OUT" punch** for job transfers when there are no breaks between the two jobs.
2. **Enter IN** time for the next job.
3. In the **Transfer** column click **Search** to define the second transfer or select an existing transfer.
4. **Enter OUT** time for the end of the shift / day.
5. Click **Save.**
6. The **Save** action completes the transfer and automatically generates the missing "Out" punch in a **purple** font.



- This action prevents a gap in time and pay. If the action is entered manually with two sets of IN/OUT punches, a warning message indicates a duplicate punch exists.
- Time worked for each IN/OUT transfer shift is added to the **Totals & Schedule** tab at the bottom of the timecard.



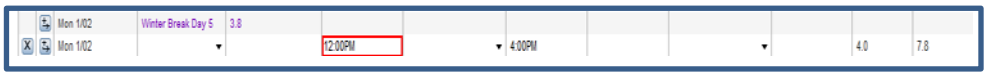
HOLIDAY ON A TIMECARD

BASICS:

- University recognized holidays are automatically added to employee timecards by the Kronos system approximately 14 days prior to the holiday.
- Holiday Leave Time is paid based on an employee's work rule and standard hours.
- Time worked on a holiday is paid based on the employee's default work rule, and is automatically deducted from the holiday paid time.
- The department can select from three different holiday pay options to compensate employees who work on a holiday. For in-Depth documentation refer to the ***Recording Time Worked on a Holiday*** manual for information and procedures about applying a different holiday work rule.

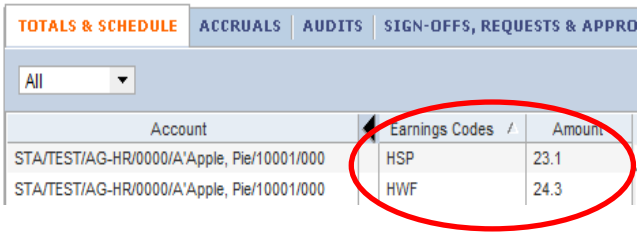
To Record Time Worked On A Holiday:

1. Highlight the **Holiday** row
2. Click the icon to add another row for the same day.



3. On the new row enter **IN/OUT** punches for the time worked.
4. Click **Save.**

- The number of hours worked on the holiday will deduct from the paid holiday time for that day.
- The **Totals & Schedule** tab details the amount of holiday paid time and the work time paid for a holiday.



- Clock punches also convert HSP (holiday leave pay) to HWF (holiday worked) depending on the default work rule.

NOTE: Areas that do not want an automatic holiday default can choose a pay rule without the holiday built-in.

SAVING THE TIMECARD

BASICS:

- Actions applied to a timecard must be manually saved, including IN/OUT punches, earnings codes, comments, approvals, and sign-offs.
- Navigating away from the timecard without saving the latest actions triggers a warning notice.

BEST PRACTICE: Save early, save often!

To Save Timecard Actions:

1. Enter the action.
2. Click **Save.**

3. The **Save** action changes the **TIMECARD** legend font color from **orange** to **blue,** and adds a date and time stamp.

If the action requires "re-totalizing", a red flag appears on the **Totals & Schedule** tab. The **Save** action adjusts totals automatically and removes the flag.

EDITS TO A TIMECARD

BASICS:

- Edits are changes, additions, or deletes on a timecard, and can include actions to punches, transfers, moves, leave codes, and comments/notes.
- Edits can be applied to the current pay period by the employee if the timecard has not been approved.
- To edit a timecard from a previous (signed off) pay period, use the **Historical Edit** function.
- Approval by a supervisor locks the employee's timecard from further edits.
- Prior to sign-off, supervisor and employee approvals can be removed from the timecard to allow edits.
- Supervisors and Pay Reps can edit timecards approved by an employee without removing the employee's approval.
- When an approved timecard has been edited by someone other than the employee, an automatic email notification is sent to the employee.
- Sign-Off locks all timecards from further edits for the pay period.

To Edit or Change a Timecard in the Current Pay Period:

1. Open the timecard.
2. **Select the cell** to be changed and **apply the change**.
3. Add a **Comment** to justify the edit for audit purposes.
4. Click **Save.**

To Edit or Change a Timecard in a Signed-Off Previous Pay Period:

1. Follow the procedures for ***Historical Edits.***

TIMECARD APPROVALS

BASICS:

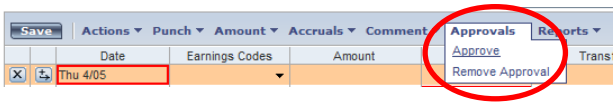
- An approval is an electronic signature confirming all actions on the timecard are valid and true.
- The person approving the timecard is verifying direct knowledge of the time worked and leave taken for that pay period.
- Approvals can be applied daily, by a range of dates, or by pay period.
- Timecards are approved in the current pay period and must be approved by the department's pay end deadline.
- At pay end the employee reviews and edits the timecard as needed, then applies an approval.
- Supervisors review and approve individual timecards for direct reports; there is no mass approval process.
- Approvals lock the timecard from further edits unless the approval is removed.
- Only the individual who applied an approval can remove the approval.
- After employee approval, supervisors and pay reps can edit employee timecards.

NOTE: Prior to **Sign-Off**, an employee can approve but not edit a timecard after the supervisor's approval.

NOTE: An **email notice** is automatically sent to the employee when someone other than the employee edits the employee's approved timecard. The email informs the employee that the timecard was adjusted, by whom, when, and where to view the change.

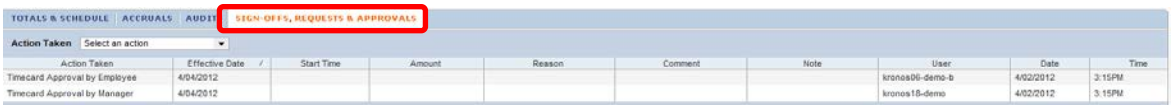
To Approve a Timecard:

1. In the **Current Pay Period,** review the timecard for missing punches and incorrect punches.
2. If the employee has multiple jobs, **check for overlap punches** (i.e., a punch on more than one timecard for the same day/time).
3. From the **Approvals** menu, select **Approve.**
4. Selecting **Approve** automatically saves the action.



To View Timecard Approvals, Dates, and Times:

1. Click the **Sign-Offs, Requests & Approvals** tab at the bottom of the timecard.



To Remove An Approval:

1. In the **Current Pay Period,** from the **Approvals** menu select **Remove Approval.**
2. The **Remove Approval** action is automatically saved.
3. The approval will be removed from the **Approvals, Requests & Sign-Off** tab.

NOTE: An approval can only be removed by the individual who applied it.

NOTE: A removed approval will display on the **Audit** tab.

TIMECARD SIGN-OFFS (PAY REPS ONLY)

BASICS:

- A sign-off is the final approval applied to a timecard by a Pay Rep or Payroll Services.
- Sign-off closes the pay period and locks timecards from further edits.
- Pay Reps can apply mass sign-offs, or sign-off on individual timecards.
- At pay period end, use the ***Pay Period Close*** genie to follow-up on missing "Worked Time", "Missed Punches", and missing employee and manager approvals.
- On the Thursday after pay end, use the ***Payroll Readiness*** genie for a final review and confirmation that all employee and manager approvals have been applied.
- After sign-off, time is pulled for the pay period as part of the interface process between Kronos and the payroll system, regardless of the approval status on the timecard.
- Pay Reps who are also supervisors must review and approve their direct-report employee timecards individually.
- Pay Reps who are hourly employees cannot sign-off on their own timecards. Sign-off must be done by another Pay Rep.

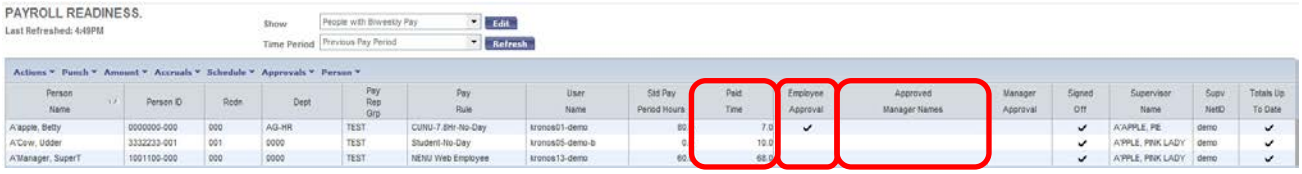
NOTE: Sign-offs close the pay period and lock timecards from further edits. Sign-offs applied in the current pay period should be done after timecards have been finalized and approved.

NOTE: All timecards (approved or unapproved / with or without time) must be signed-off to prevent pay processing problems.

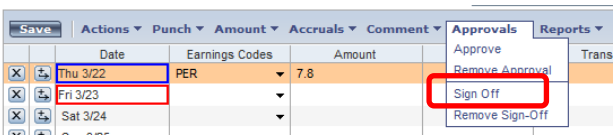
To Sign-Off Timecards:

1. Open the **Payroll Readiness** genie.
2. In the **Show** field, select ***People with Biweekly Pay*** (or a different subset). The time period defaults to **Previous Pay Period.**
3. Sort the **Paid Time** column to identify timecards with punches for that pay period; these timecards must have employee and supervisor (manager) approvals.
4. Sort by the **"Employee Approval"** column. Follow-up as needed on missing or partial approvals.
5. Sort by the **"Approved Manager Names"** column. Follow-up as needed on missing or partial approvals.

SAMPLE OF PAYROLL READINESS / PEOPLE WITH BIWEEKLY PAY

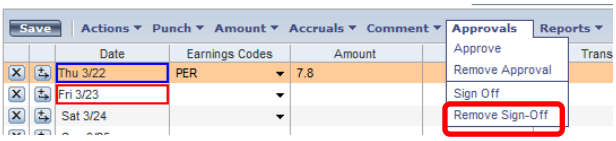


6. From the **Actions** menu, click **Select All,** or highlight individuals or groups of employees to be signed-off.
7. From the **Approvals** menu, select **Sign-Off.**
8. **Sign-off is applied** to all selected employees and **automatically saved**.
9. Timecards are locked from further edits.



To Remove Sign-Off from Timecards:

1. Use the **Reconcile Timecard** or **Payroll Readiness** genies.
2. Select the employee or group of employees.
3. From the **Approvals** menu, select **Remove Sign-Off.**
4. Remove Sign-Off is **automatically saved**.



NOTE: To avoid payroll processing errors, do not remove sign-off after Payroll pulls time. Use the **Historical Edit** process to make corrections on signed-off pay periods.

NOTE: In the rare event that the pay process needs to be stopped for an employee, contact Payroll Services for procedures on how to stop payment to the individual.

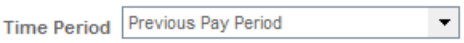
HISTORICAL EDITS

BASICS:

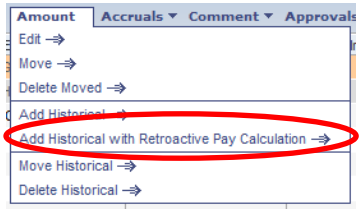
- Historical edits are corrections on a signed-off timecard in a previous pay period.
- If the timecard has not been signed off, apply edits directly to the timecard and do not use the "Add Historical with Retroactive Pay" function.
- Use historical edits to add or correct missed punches and earnings codes (such as VAC) that have already passed to payroll.
- Overtime and shift differential pay in historical edits are automatically calculated based on the employee's pay rule and the number of hours already passed to payroll.
- Historical edits are approved and paid in the current pay period.

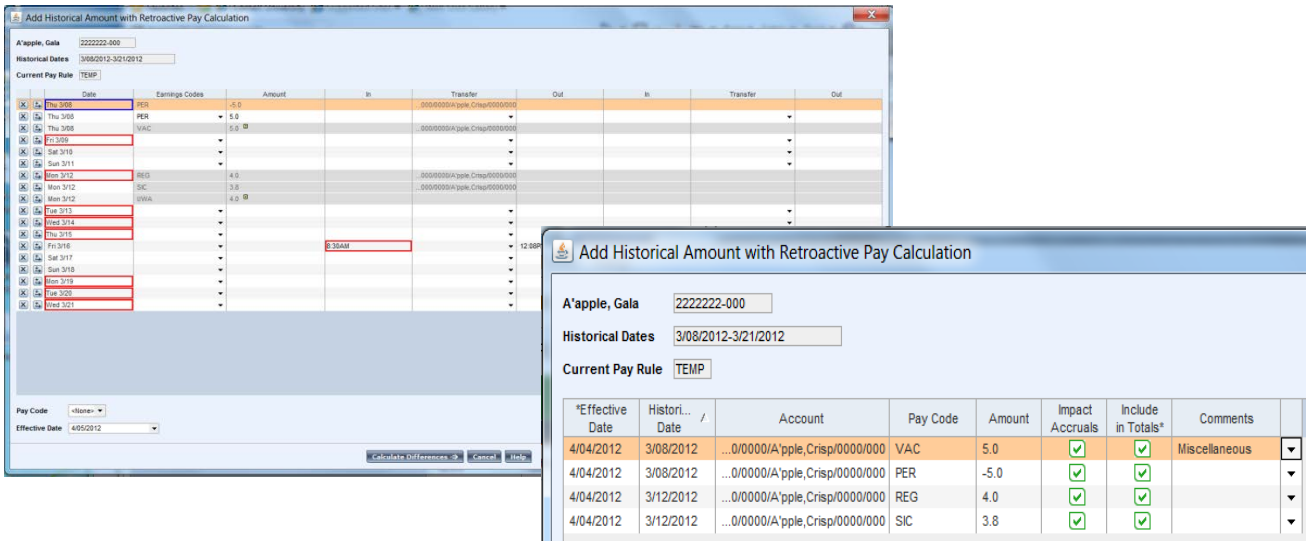
NOTE: Historical Edits cannot be done in the HTML version of Kronos. Corrections to previous signed-off pay periods can only be made by using the full version of Kronos with Java installed.

To Add an Historical Edit:



1. Change the **Time Period** field to **Previous Pay Period** or select a **range of dates** for the period to be corrected.
2. From the **Amount** menu, select **Add Historical with Retroactive Pay Calculation.**
3. On the pop-up duplicate of the timecard enter the edits (see below).
4. Click **Calculate Differences** to view results in the **Add Historical with Retroactive Pay Calculation** window.
5. Click the **Comment** menu to add a comment/note to justify the change.
6. Click **Save.**





"Impact Accruals" and **"Include in Totals"** are checked to default.

- Edits for benefits-eligible employees will automatically be assessed and coded for overtime, leave accruals, and eligible shift differential pay.
- These default settings do not impact non-benefits-eligible employees.
- Uncheck "Include in Totals" if the historical edit should not pass to payroll. For example:
  - If the timecard is updated to reflect a manual check
  - Or a correction during the payroll process was discovered and fixed after time had been pulled.

NOTE: Earnings codes (VAC, SIC, PER, FHC, etc.) and time punches cannot be added to the same day row.

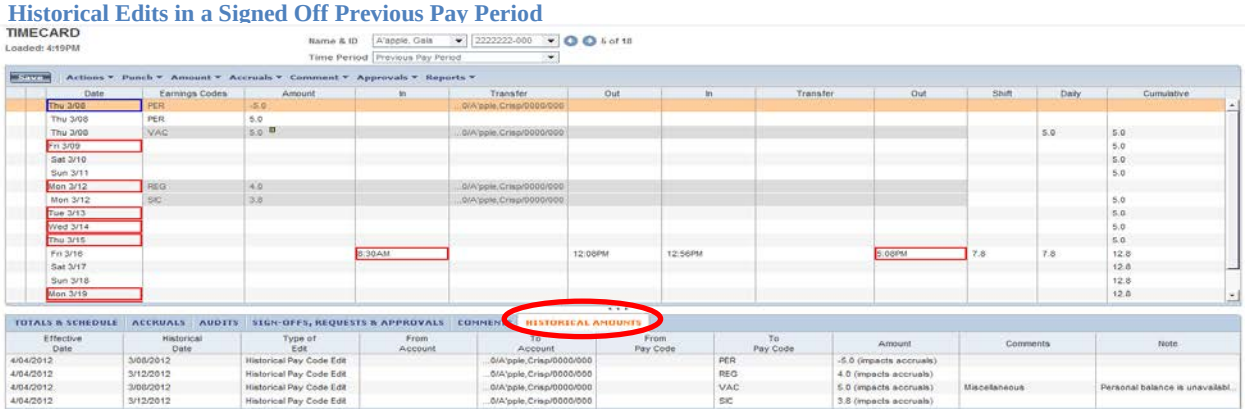
To split time on the same day between an earnings code and IN/OUT punches:

1. **Add a new day row** by clicking the arrow icon ( ) of the desired day.
2. On **separate rows add the earnings code and the punches**.

The historical edit action is indicated by a **shaded row** on the timecard for the selected time period.

A **Historical Edits** tab is added to the bottom of the timecard.

Historical Edits in a Signed Off Previous Pay Period

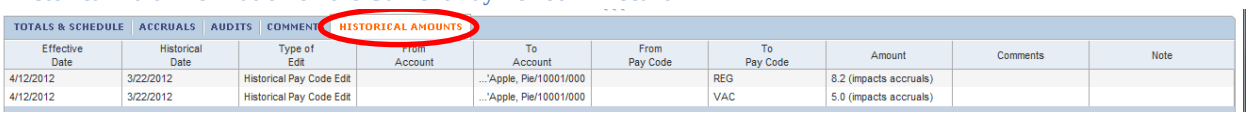


On the **Current Pay Period** timecard, the historical edit calculations are added or deleted from the **Totals & Schedule** tab.

The edit information can be viewed on a **Historical Edits** tab which is added to the current pay period timecard.

Historical Edits are approved and paid from the **Current Pay Period.**

Historical Edit Information on the Current Pay Period Timecard



Effective Date	Historical Date	Type of Edit	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
4/12/2012	3/22/2012	Historical Pay Code Edit		...'Apple, Pie/10001/000		REG	8.2 (impacts accruals)		
4/12/2012	3/22/2012	Historical Pay Code Edit		...'Apple, Pie/10001/000		VAC	5.0 (impacts accruals)		

MOVE HISTORICAL

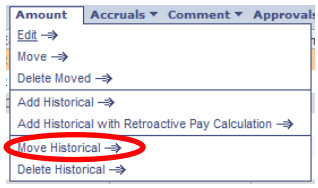
BASICS:

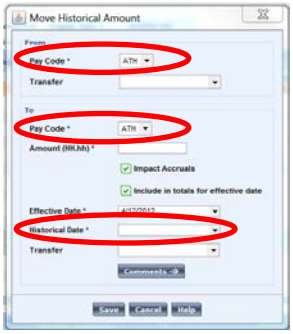
- Move Historical must be done in a signed-off **previous pay period**.
- This move function is used for special circumstances such as:
  - The university closes unexpectedly and REG time must be moved to UWB or UWA.
  - To correctly pay a UAW employee who substitutes in a higher grade level job/pay rate for an extended period of time. Original punch detail remains on the timecard, but worked time is moved to an earnings code that pays at a higher rate.
- Historical Moves are viewed on the Historical Amounts tab.
- Adjustments are detailed on the Totals & Schedule tab.
- Overtime and shift differential pay are automatically calculated based on the employee's pay rule and the number of hours already passed to payroll.
- Historical moves are approved and paid from the Current Pay Period.
- Transfer of work rules and cost centers can be done with the Move Historical function

NOTE: Use the **Add Historical with Retroactive Pay** function to "move" pay codes that pay at the same rate (such as VAC and SIC).

To Move an Historical Amount:

1. In the **Time Period** field, choose the range of dates for the time period to be corrected.
2. From the **Amount** menu, select **Move Historical.**
3. In the **Move Historical Amount** window, select the appropriate **"From"** and **"To"** pay codes, and enter an **Amount.**
4. Enter the **Historical Date** that applies to the move.
5. Enter a **Comment** to justify the action.
6. Click **OK.** Click **Save.**





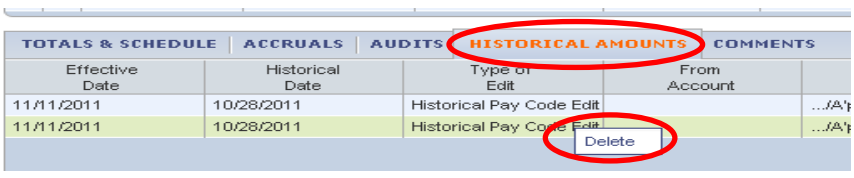
The **Historical Amounts** tab displays the Historical Move details.

Effective Date	Historical Date	Type of Edit	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
4/04/2012	3/12/2012	Historical Pay Code Move			REG	UWA	4.0 (impacts accruals)	University Closing	Ice Storm - state of emerg...

DELETE HISTORICAL EDITS

- Deleting a moved historical amount is always done from the **current pay period**.

1. On the timecard, change **Time Period** to **Current Pay Period.**
2. Open the **Historical Amounts** tab and highlight the row to be deleted.
3. Right-click and select **Delete.**
4. Confirm **Yes or No** for the delete action.
5. Click **Save.**

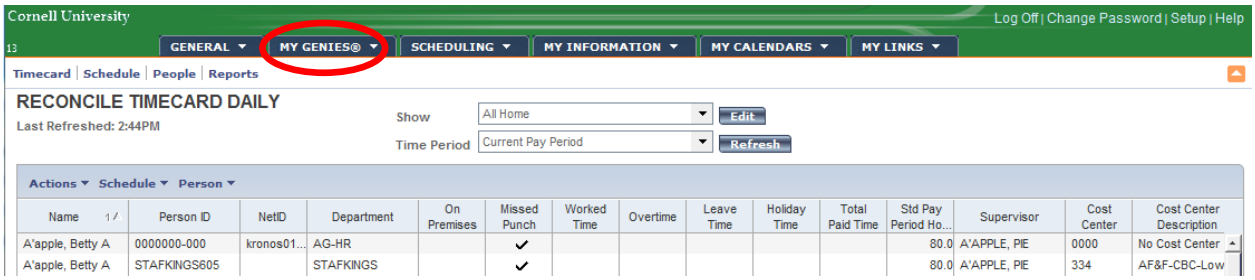


USING GENIES (Supervisors and Pay Reps Only)

BASICS:

- Genies are customized online reports that provide an overview of employee timecards, leave accruals, overtime, schedules, accrual balances, and other information. (Refer to ***Genie Uses and Descriptions*** for details.)
- Supervisors and Pay Reps log on to a view of the **Reconcile Timecard Daily** genie.
- Supervisors have basic genie selections and functionality. Pay Reps have additional genie selections with enhanced functionality.
- Each genie has a default Show and Time Period parameter which can be adjusted to narrow data results.
- Data results can be sorted by column.
- Employees can be selected from a genie and "carried" to the Timecard, Schedule, People, and Report functions for review and/or to apply actions.
- Pay Reps can use genies for mass sign-offs. (Supervisors must review and approve individual timecards.)
- Functions such as **Email, Print, and Export to Excel / CSV** are available from genie reports.

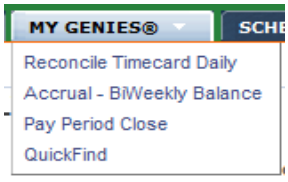
RECONCILE TIMECARD DAILY GENIE



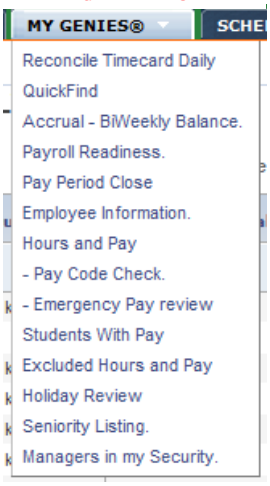
To Use A Genie:

1. On the Navigation menu, click **My Genies** for menu selections.
2. Click a genie name to open the report.
3. The report opens with pre-set **Show** and **Time Period** parameters.

SUPERVISOR GENIE MENU

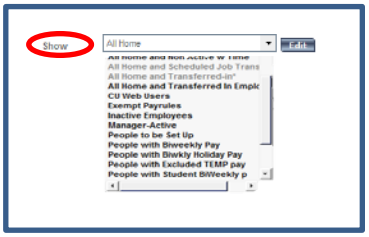


PAY REP GENIE MENU



Each genie has a default **Show** parameter and **Time Period** specific to the search data for that report. The default settings can be changed to narrow the report data by using the **hyperfind** menu selections for those two fields.

The **Show** field defaults to **All Home,** or **None,** or one of the other **hyperfind** selections depending on the genie.

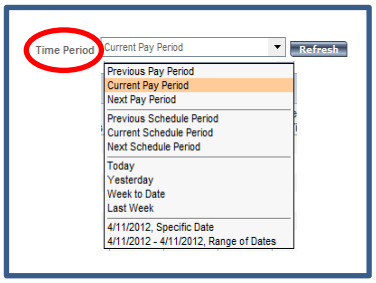


- **All Home** lists all the non-exempt employees (including student employees and temps) in your security group.

- Employee lists are filtered by using the **Show** menu.

The **'Time Period'** field auto-fills as **Current Pay Period** or **Previous Pay Period**, depending on the genie.

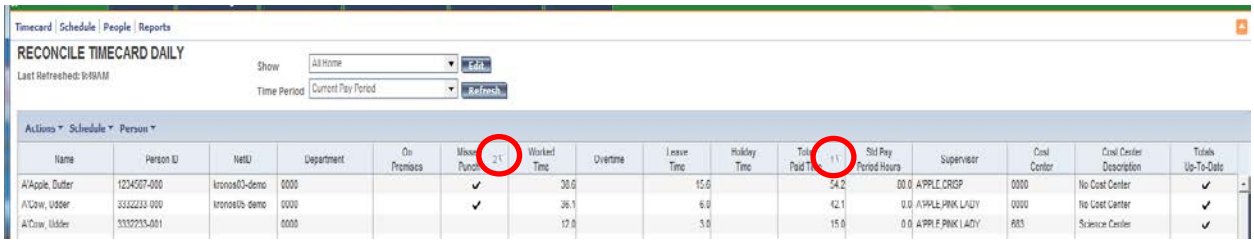
- Specific dates or range of dates can be selected from the **Time Period** drop-down menu.



To Sort and Group Similar Data in a Genie:

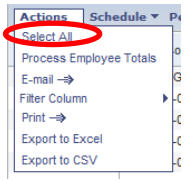
1. Click on the column header for a **primary sort**
2. Click on a different column header for a **secondary sort**.
3. Double click on the header to resort data from top to bottom.

Primary and secondary sorts are indicated with the icons 1 and 2



To Select All Employees, Individuals, or Groups of Employees:

1. To select **all** employees, from the action menu bar, click **Actions** then **Select All.**
2. To select **individuals or groups** of individuals, **use the cursor with the CTRL or SHIFT keys** to highlight the name(s).

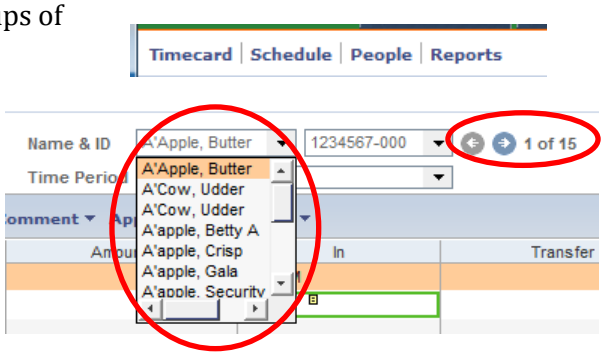


SELECTED EMPLOYEES IN A GENIE

Name	Person ID	NetID	Department	On Premises	Missed Punch	Wor Tir
A'apple, Betty A	STAFKINGS605		STAFKINGS		✓	
A'apple, Betty A	0000000-000	kronos01...	AG-HR		✓	
A'Apple, Butter	1234567-000	kronos03...	0000		✓	
A'apple, Crisp	1234569-000	kronos02...	0000		✓	
A'apple, Gala	2222222-000	kronos04...	0000		✓	

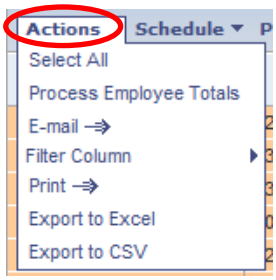
To Access Timecards, Schedules, People Records, or Reports:

1. From the genie, highlight and select individuals or groups of employees.
2. From the **Quick links** menu select the function.
3. **To move through a selected group** of employees use the drop-down menu or toggle arrows.



To Print, Email, or Export Data to Excel / CSV:

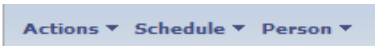
1. From the **Actions** menu select **Print** to print a copy of the genie data.
2. Select **Email** to send a direct email to selected employees.
3. Select **Export Data to Excel** or **Export Data to CSV** to convert selected data to an Excel or CSV file for further manipulation.



GENIE ACTIONS

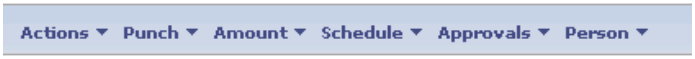
SUPERVISORS

- Review and **approve each direct report employee's timecard** (there is **no mass approval process** for supervisors).
- Genies to use for this process include: ***Reconcile Timecards Daily*** and ***Pay Period Close***.
- Supervisors have the following genie action menu:

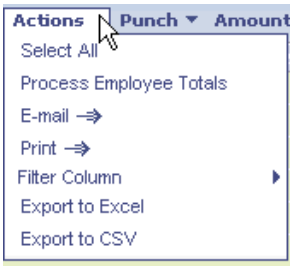


PAY REPS

- Pay Reps who are supervisors, review and **approve each direct report employee's timecard.**
- Set up new employees in Kronos.
- Sign off timecards for all unit employees at the end of the pay period.
- Genies to help with these tasks include: ***Reconcile Timecards Daily***, ***Pay Period Close,*** and ***Payroll Readiness.***
- To identify new Kronos staff, from any genie, select the **Show** parameter of **People to be Set Up**.
- Pay Reps who oversee multiple supervisors or large groups of employees have genies and **mass functions** that help streamline procedures such as schedule assignment and sign-off at the end of the pay period.
- Pay Reps have the following **genie action menu**:

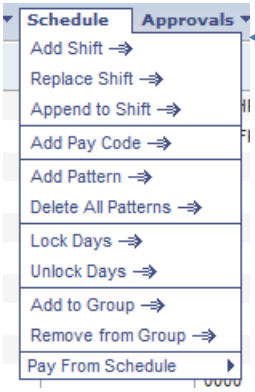


Genie Actions Available to Supervisors and Pay Reps

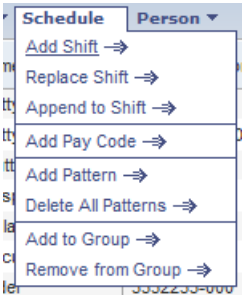


Using the **Actions** menu from a genie allows you to easily **Select All** employees listed in the genie, **Email** employees directly from Kronos, and **Print** any open window of data.

Data in a genie can exported from Kronos to **Excel** or to a **CVS** text file for additional processing.



Schedule actions for Pay Reps



Schedule actions for Supervisors

Schedule functions can be used when applying the same schedule, pattern, or shift to a group of employees that have been highlighted on a genie.

Options selected from the drop-down menu open an associated window from the scheduling product.

Refer to the ***Scheduling User Manual*** for directions on setting up and changing employee work schedules.

Person actions for Pay Reps

Person actions for Supervisors

Person: The **New** function is used for Agency temps where payment is outside of the Cornell HR / Payroll system. Time collection records can be kept for an Agency employee while working at Cornell and the supporting records can then be used to validate payment to the Agency. These records will not pass to be paid because the employee has not been hired in the HR/Payroll system.

The **Duplicate** function can be used in the same way if hiring multiple employees from the same agency into the same area. It allows you to duplicate and change only the name and pertinent identification number.

Edit will take the highlighted list to the People Record for editing. It does not mean you can edit directly on the list.

Approvals: Employees and Supervisors approve timecards to confirm the information is correct and accurate.

Sign-Off: Pay Reps sign-off all timecards for their department or unit for the previous pay period to lock and close the pay period for payroll processing.

Only Pay Reps and Payroll Services can do **mass approvals and mass sign-offs** for selected groups of employees from a genie.

Pay Reps can also apply approvals and sign offs from individual timecards.

Supervisors must review and approve each employee's timecard individually.

BEST PRACTICE: Pay Reps should apply a mass sign-off from a genie only after confirming that timecards have been thoroughly reviewed, and errors such as missing time, missing punches, and missing employee/supervisor approvals have been identified and corrected.

Genie Actions Available Only to Pay Reps, or Pay Reps with Reset

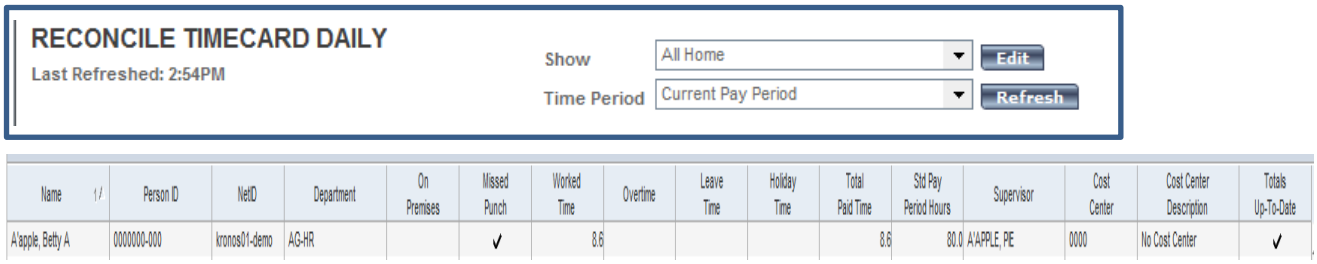
Punch: Add Punch and **Delete Punch** will allow Pay Reps to bulk 'add or delete' a punch to a group of timecards with one action. **This should only be used in emergencies** (ex: the building is locked and no was able to get to the clock to punch). Under normal circumstances, this option should never be used. **A comment must be applied to validate this type of action.**

Amount: This is also a function that should only be used under controlled situations. For example: The entire department attended an offsite meeting and PDL (paid leave) is being applied to everyone's card. Normal pay code edits should be done directly on the timecard.

Accruals: Accrual **Reset** can be done at the genie level and also on the timecard. Accrual **Suspend & Reinstate** must be done at the genie level by highlighting the person needing action and choosing **Suspend & Reinstate** from the drop-down menu. **Available to Pay Reps w/ Reset only.**

GENIE USES AND DESCRIPTIONS

RECONCILE TIMECARD DAILY -- DEFAULT VIEW FOR SUPERVISORS AND PAY REPS



Name	Person ID	NetID	Department	On Premises	Missed Punch	Worked Time	Overtime	Leave Time	Holiday Time	Total Paid Time	Std Pay Period Hours	Supervisor	Cost Center	Cost Center Description	Totals Up-To-Date
A'apple, Betty A	0000000-000	kronos01-demo	AG-HR		✓	8.6				8.6	80.0	A'APPLE, PIE	0000	No Cost Center	✓

The **Reconcile Timecard Daily** genie lists all non-exempt employees (**All Home**) in the Pay Rep's or Supervisor's security and defaults to '**Current Pay Period**'.

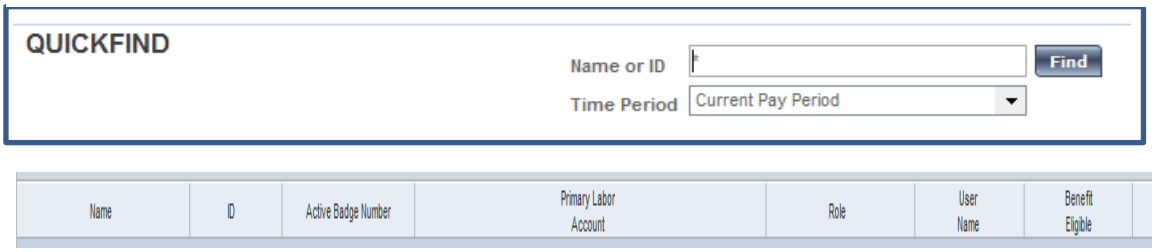
- Use the **Show** field menu to **expand or narrow the employee list** (examples: People with Biweekly Pay, Exempt Payrules, People to Be Set Up, People with Student Biweekly Pay, All Active Students, etc.).
- Use the **Time Period** field to select a different pay period or range of dates.

This genie is an effective tool to sort timecards which need review for missing punches, or to monitor whether or not your employees are entering time on a daily basis.

Columns can be sorted by exception, and selected employees can be highlighted. Use the **Timecard** quick link on the menu bar to select and toggle 1 of 5 between employee timecards.

The **Reconcile Timecard Daily** genie includes information such as **Worked Time**, **Leave Time** and **Overtime**.

It also shows any employee who has logged a punch and is 'On Premises' for the day.

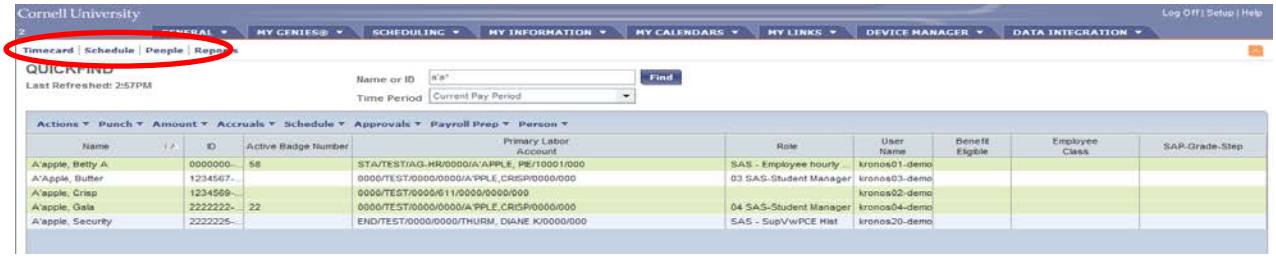


The **QuickFind** genie is a hyperfind search process. Using the **Name and ID** field and the **Time Period** parameters, you can select all employees (exempt and non-exempt) in your security, or search for individuals by name, part of a name, or by employee NetID for specific pay periods or selected dates.

- To view all employees in your security, choose a **Time Period** then click the Find button next to the **Name or ID** field. This provides a listing of all your exempt and non-exempt employees (including student employees and temps).

NOTE: The asterisk (*) in the **Name or ID** field is a required wildcard used for the search process. If the asterisk is removed, the search will fail.

- To find individuals, in the **Name or ID** field, type the name, part of the name, or the emplid followed by the asterisk *. Examples:
  - S* Returns all employees whose last name starts with "s"
  - Smith* Returns all employees whose last name is "Smith"
  - Smith, A* Returns all employees with last name of "Smith" and first name starting with "a"
  - 123* Returns all employees whose emplid starts with "123"
  - 1234567* Returns the employee with this emplid
  - 1234567-001* Returns the employee with this emplid and job number "001"
- To select employees from a list, use the **Shift or Ctrl** keys with the mouse to highlight individuals, groups of employees, or all employees.
- Selected employees can be "carried" to the **Timecard**, **Schedule**, **People** or **Reports** links for further actions.

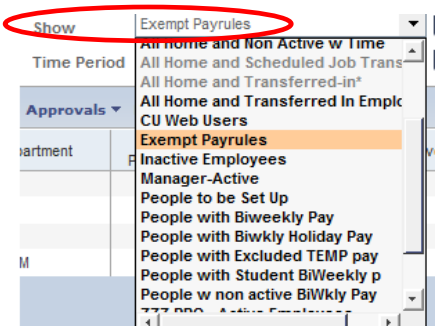


- From a link, use the **Name & ID** menu to view individuals, or use the arrow keys to toggle through the list one employee at a time.

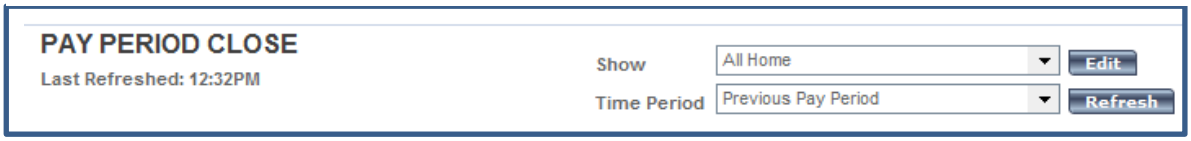
NOTE: The **QuickFind** genie does not separate exempt employees from non-exempt employees, or your direct reports from the employees of supervisors you back up.

To Isolate A Specific Type Of Employee:

1. Choose a different genie such as **Reconcile Timecard Daily.**
2. Select one of the following **Show** field parameters:
   a. **Exempt Payrules** (returns only employees who have an exempt pay rule in the PeopleSoft system)
   b. **People with Biweekly Pay** (displays hourly employees, including student employees and temps, who have time on their timecards)
   c. **All Active Students** (displays only employees with active student jobs, whether or not there is time on their timecards)
   d. **People to be Set Up** (displays employees who need to be set-up in Kronos).



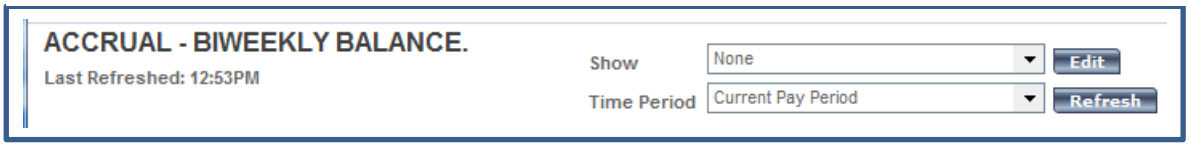
PAY PERIOD CLOSE -- AVAILABLE TO SUPERVISORS AND PAY REPS

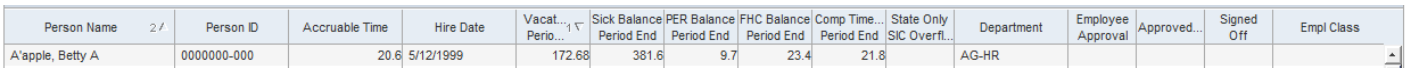


Person Name	Employee Approval	Manager Approval	Signed Off	Expected PP Hours	Total Paid Time	Holiday Worked Time	Worked Time	Leave Time	Missed Punch	Unexcused Absence
A'apple, Betty A				80.0	9.5		0.5	8.5		✓
A'Apple, Butter	✓		✓	80.0	35.7		23.4	12.3	✓	✓

- The **Pay Period Close** genie defaults to **All Home** (all your non-exempt employees) and **Previous Pay Period.**
- This genie should be used biweekly at the end of the pay period to monitor for and correct missing timecard approvals, missing punches, unexcused absences, and total time worked.
- It is also useful to check for missing sign-offs.
- The Expected PP (Pay Period) Hours are standard hours as defined in the HR/Payroll system and provide a reference point to quickly identify employees who have not entered a full complement of hours for the pay period.

ACCRUAL-BIWEEKLY BALANCE -- AVAILABLE TO SUPERVISORS AND PAY REPS





Person Name	Person ID	Accruable Time	Hire Date	Vacat... Perio...	Sick Balance Period End	PER Balance Period End	FHC Balance Period End	Comp Time... Period End	State Only SIC Overfl...	Department	Employee Approval	Approved...	Signed Off	Empl Class
A'apple, Betty A	0000000-000	20.6	5/12/1999	172.68	381.6	9.7	23.4	21.8		AG-HR				

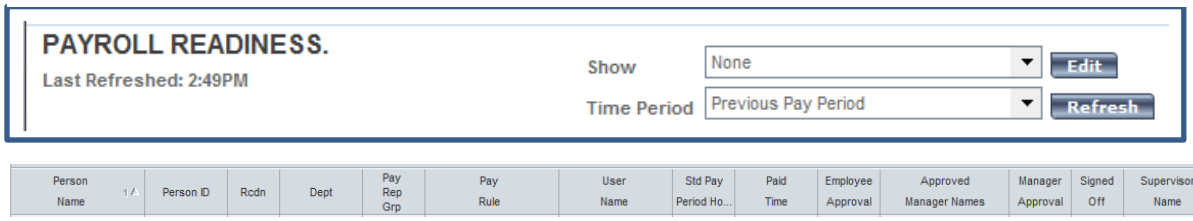
NOTE: In the units using Kronos to record exempt employee leave and accruals, Pay Reps also have access to the **Accrual – Exempt Balance** genie.

The **Accrual – Biweekly Balance** genie defaults to **Current Pay Period** and requires a hyperfind selection from the **Show** field menu.

- Use this genie to monitor accrual balances, and to identify employees with negative leave balances or employees who are in danger of losing unused leave time.

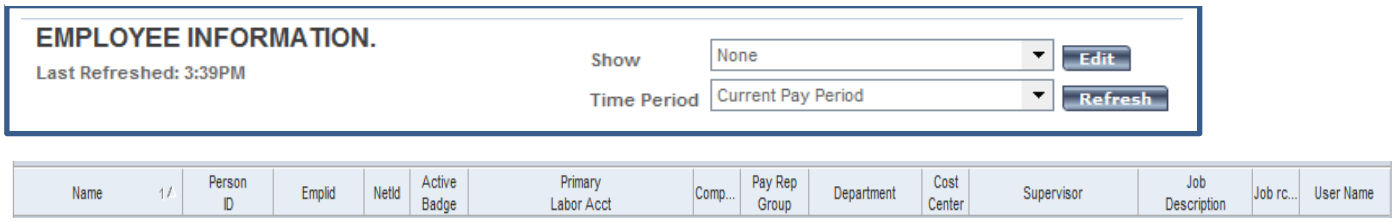
- To see accrual information for all non-exempt employees, select **All Home** from the **Show** field.
- Accrual information is "as of" the **Time Period** selected.
- Although Kronos cannot display the maximum vacation allowed, the **Hire Date** column is next to the **Vacation Balance** column for comparison to help identify who is in danger of losing unused leave time.
- To view the Cornell policy for maximum accrual amounts, click the **My Links** tab, then select **Time Away from Work.**

PAYROLL READINESS -- AVAILABLE TO PAY REPS ONLY



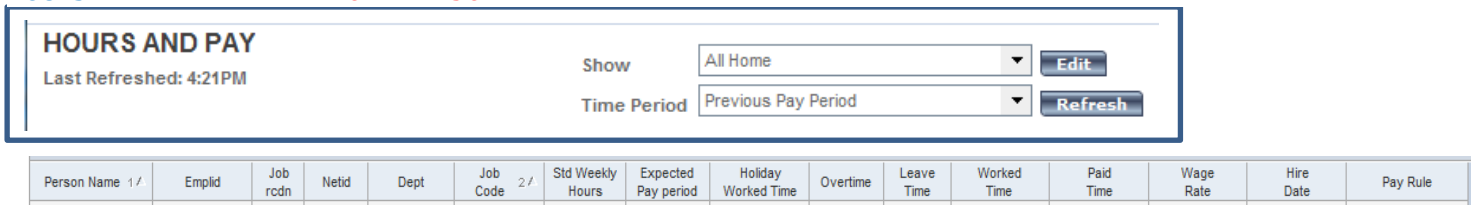
- The **Payroll Readiness** genie defaults to **Previous Pay Period** and requires a hyperfind selection from the **Show** field menu to sort by employee type or **All Home.**
- This genie is used to monitor timecard approvals and sign offs at the end of the pay period on Thursday morning before time is pulled.
- Sort the data columns to review for missing approvals and sign-offs, and to confirm appropriate combined totals of work, leave, and holiday time are recorded for the pay period.
- To see active or terminated employees with time punches in the pay period, from the **Show** menu, select **People with Biweekly Pay**.

EMPLOYEE INFORMATION -- AVAILABLE TO PAY REPS ONLY



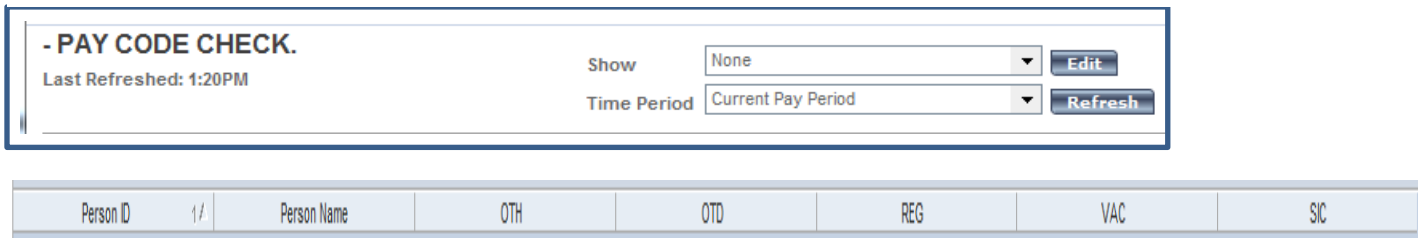
- The **Employee Information** genie defaults to **Current Pay Period** and requires a hyperfind selection from the **Show** field menu.
- This genie displays the **7 components** of the employee's **Primary Labor Account** (home account).
- Select **All Home** from the **Show** field menu to view data for all your non-exempt employees.
- Data can be sorted by **Primary Labor Account** or by any of the individual components (Company, Pay Rep Group, Department, Cost Center, Supervisor, Job Code, or Job Number).
- Sort by the **Supervisor** column to group the direct report employees for each supervisor.

HOURS AND PAY -- AVAILABLE TO PAY REPS ONLY



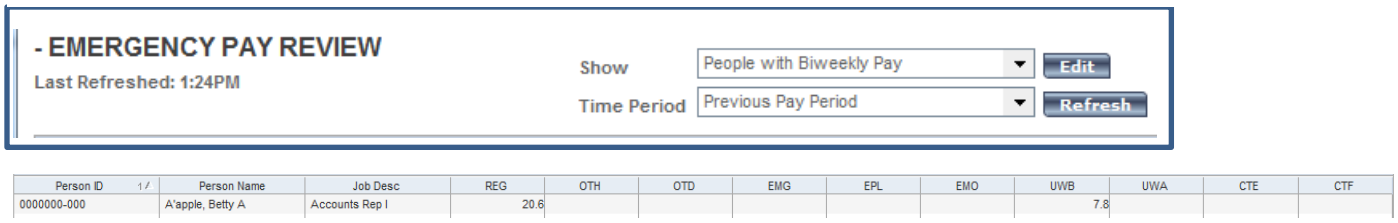
- The **Hours and Pay** genie defaults to **All Home** and **Previous Pay Period.**
- This genie provides a snapshot of timecard activity, and includes basic information about the employee such as **Hire Date, Pay Rule, Job Code,** and **Standard Hours.**
- Use this genie to scan for timecard problems and to contact or communicate with supervisors and employees.
- To display all employees (active and terminated) who have timecard activity for the previous pay period, select **People with Biweekly Pay** from the **Show** field menu.
- **Wage Rate** is displayed only to managers with high security access.

PAY CODE CHECK -- AVAILABLE TO PAY REPS ONLY



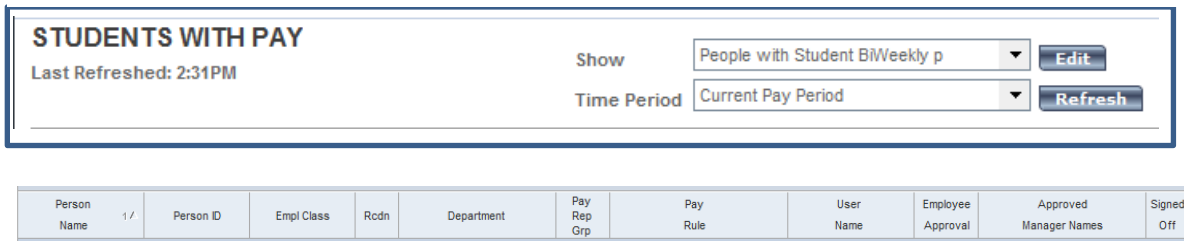
- The **Pay Code Check** genie defaults to the **Current Pay Period** and requires a hyperfind selection from the **Show** field menu.
- Use this genie to **monitor** employees' **overtime, vacation, sick, and regular hours**.

EMERGENCY PAY REVIEW -- AVAILABLE TO PAY REPS ONLY



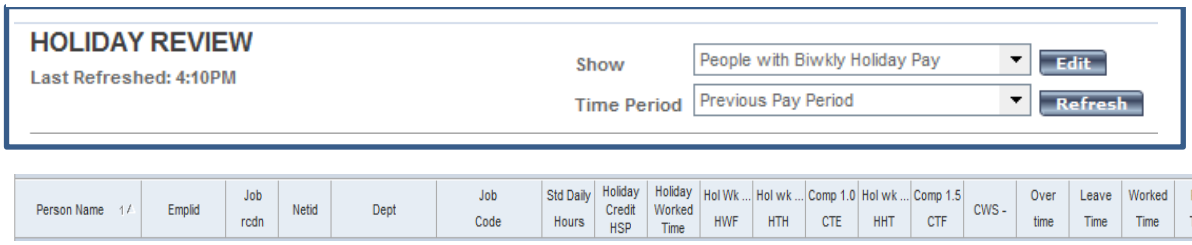
- The **Emergency Pay Review** genie defaults to **People with Biweekly Pay** and **Previous Pay Period.**
- Use this genie to **monitor** employees who perform **special work that might result in overtime hours**, such as working during University closed situations or emergency call backs.

STUDENTS WITH PAY -- AVAILABLE TO PAY REPS ONLY



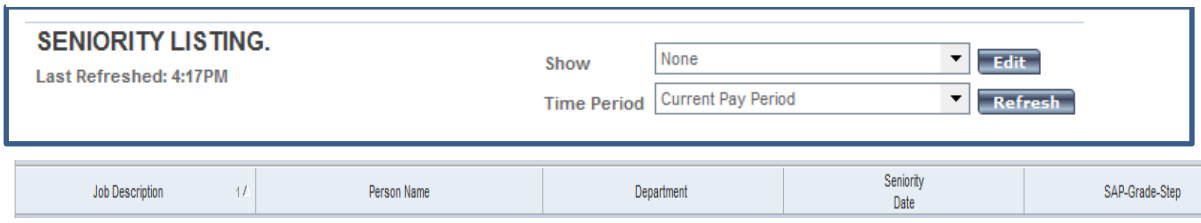
- The **Students with Pay** genie defaults to **People with Student Biweekly Pay** and **Current Pay Period.**
- Use this genie to see total time worked for the pay period for just student employees with **active or terminated** jobs.
- To identify **students with active jobs who do not have time** on their timecards, from the **Show** menu, select **All Active Students** then sort by the **Paid Time** column.
- This genie is also helpful for tracking employee and supervisor approvals, and pay rep sign-offs.
- Use the **Action** menu to email students and supervisors to follow-up on missing time and approvals.

HOLIDAY REVIEW -- AVAILABLE TO PAY REPS ONLY



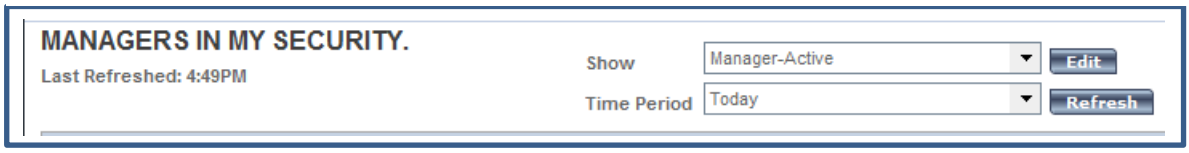
- The **Holiday Review** genie defaults to **People with Biweekly Holiday Pay** and **Previous Pay Period.**
- Use this genie to identify employees with holiday earnings codes, overtime, leave time, and comp time in the selected time period.

SENIORITY LISTING – AVAILABLE TO PAY REPS ONLY



- The **Seniority Listing** genie defaults to **Current Pay Period** and requires a hyperfind selection from the **Show** field to sort by employee type or **All Home.**
- Use this genie to view and sort union employees by seniority date. The employees must have a seniority date in PeopleSoft in order for the data to populate in this genie.
- To group non-exempt employees who meet the seniority criteria, from the **Show** menu, select **All Home,** and then sort by the **Seniority Date** column.

MANAGERS IN MY SECURITY -- AVAILABLE TO PAY REPS ONLY



Name	Emplid	Emplid	User Name	Company	Pay Rep Group	Department	Email Address	Phone Number	Role	Security Group	NetID
A'apple, Gala	2222222-000	DEMO-2222222	kronos04-demo	Genera...	To be used...	Generated during v...	msr1@cornell.edu		04 SAS-Student Ma...	Demo Test Security	kronos...

- The **Managers in My Security** genie defaults to **Manager-Active** and **Today**.
- Use this genie to review security access, phone numbers, email address, and other information for your supervisors.

ACCRUALS – OVERVIEW

BASICS:

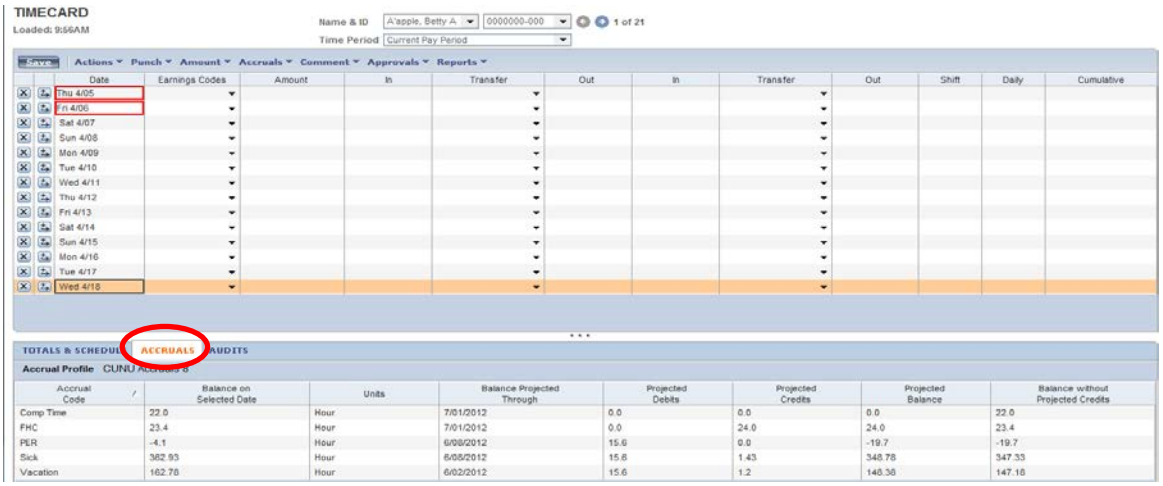
- Accruals apply to benefits-eligible employees only (not student employees).
- Typical accruals include leave time such as: vacation (VAC), sick (SIC), personal (PER), family health care (FHC), and comp time.
- Leave accruals are defined by Earnings Codes. Earnings Codes Definitions are available in Kronos on **My Links**.
- Cornell's **Time Away from Work** policies, including accrual rates for vacation and sick or personal leave are available in Kronos on **My Links**.
- Accrual balances adjust in "real" time as work punches and leave codes are recorded on the timecard.
- Leave accruals for probationary employees are in parenthesis (3.6), and cannot be used without prior supervisory approval and adherence to Cornell policy.

NOTE: PER (personal) and FHC (family health care) are deducted from SIC (sick) leave, and are not available to use unless there is a sufficient SIC balance.

To View Accrual Balances and Projections from the Timecard:

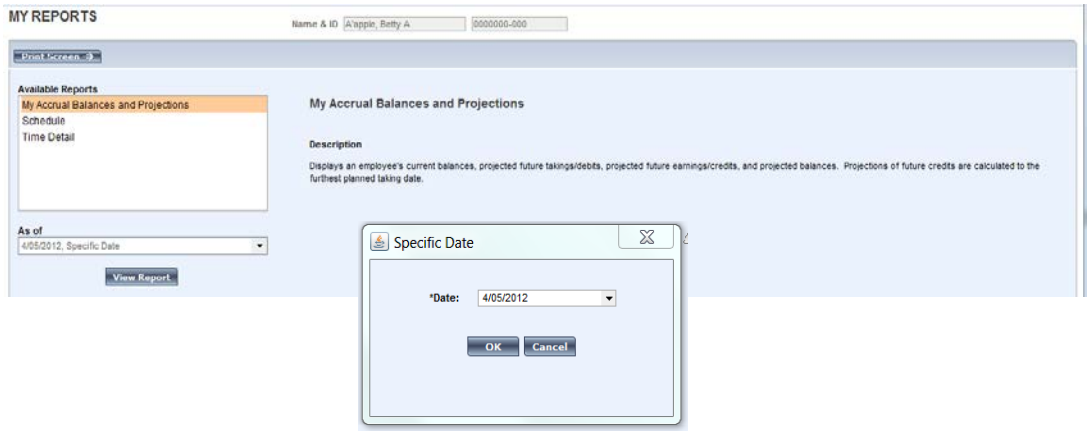
1. Open the **timecard**.
2. Identify the desired **Time Period** (such as Current Pay Period).
3. **Highlight a day** row to view accrual balances "as of" that date.
4. Open the **Accruals** tab at the bottom of the timecard.
5. Accrual balances display **as of the day highlighted.**
6. **Accrual Profile NONE** displays if the employee is not benefits-eligible, or does not have accruals.

Accrual Balances as of 03/08/2012.



To View Accrual Balances and Projections from a Report – Employees

1. From the **My Information** tab, select **My Reports**
2. Click **My Accrual Balances and Projections**
3. To view balances on a specific date, click the **"As Of"** field and select the date.
4. In the **Specific Date** window, overwrite the date or click the date and use the pop-up calendar.
5. Click View Report
6. To **Print the Report**, from the browser menu select **File,** then **Print.**



To View Accrual Balances and Projections from a Genie – Supervisors and Pay Reps

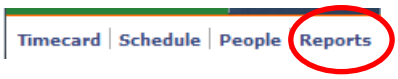
A variety of genie reports can be used to view leave accrual information from timecards for a selected time period. Refer to ***Using Genies*** for details and uses.

- **Accrual Biweekly** defaults to biweekly (hourly) employees and **details specific accrual balances** for the selected time period.
- **Reconcile Timecard Daily** and **Pay Period Close** genies display a cumulative total of **Leave Time** taken for the selected time period.

  Open employee timecards and select the **Accrual** tab to view balances for specific accrual items such as VAC, SIC, PER, etc. Balances are "as of" the selected day on the timecard.

To View Accrual Balances and Projections in a Report – Supervisors and Pay Reps

- The **Reports** function on the quick link menu provides **Accruals** report options such as: **Accrual Balances and Projections, Accrual Details,** and **Accrual Summary.**
- Refer to ***Using General Reports*** for procedures.
- Reports can be printed, or saved as Excel files.



RESETTING ACCRUALS (PAY REPS WITH RESET ACCESS ONLY)

BASICS:

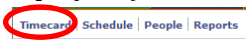
- Accrual Resets can only be applied by Pay Reps with Reset or Payroll Services.
- This function is used to correct accrual balances.
- Reset is typically done from the timecard, but can be done from a genie.
- The reset action is effective dated. The corrected balance will carry forward from the effective date used on the reset action.
- Leave accruals for probationary employees (with less than 6 months service) appear in parenthesis ( ).
- The reset function overwrites old balances. To view accrual history (original and adjusted balances), run the **CU Accrual Detail Report.**

NOTE: When **resets are done on non-exempt employees** notify the Payroll Office. Payroll will do a corresponding PeopleSoft correction so the accrual balances stay in sync both in Kronos and on the employee's pay check.

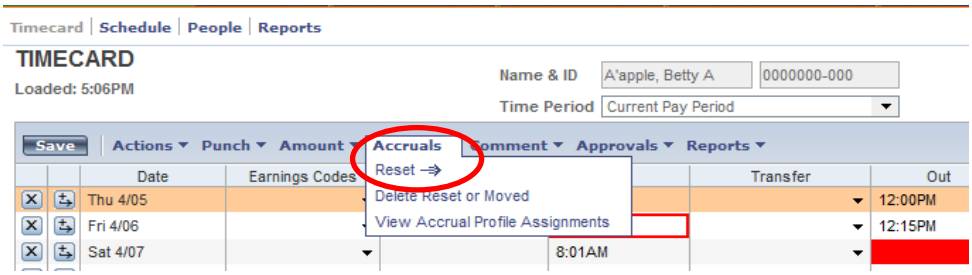
To Reset An Accrual Balance:

Best Practice: Apply the reset action on the **first day of the pay period.**

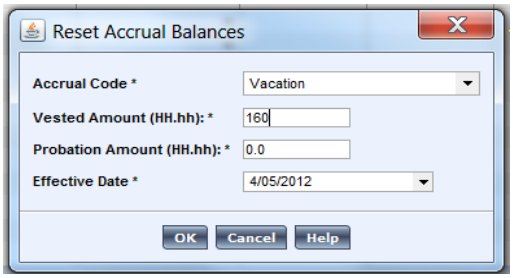
1. From a genie, select an employee (or group of employees) to be reset.
2. From the quick link menu, select **Timecard**.



3. Click **Accruals**, and then select **Reset.**

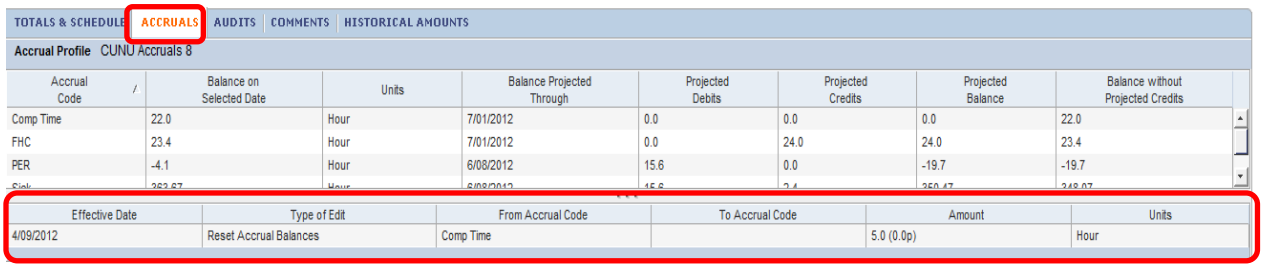


4. In the **Reset Accrual Balances** window, select the **Accrual Code** and **enter the adjusted balance** in the **Vested Amount** field.
5. Use the **Probation Amount** field for employees with less than six months of service.
6. Confirm that the **Effective Date** is correct.
7. Click **OK.**



8. The reset action adds a temporary row at the bottom of the **Accruals** tab; review the details for accuracy.
   a. If the reset balance is correct, click **Save**.
   b. If the reset is incorrect, right-click and select **Delete** then redo the action.
9. The saved adjusted amount displays on the **Accruals** tab.

EXAMPLE OF RESET ACCRUAL INFORMATION ON A TIMECARD



NOTE: Reset can also be applied from the **Accruals** tab at the bottom of the timecard; select the accrual to be adjusted and follow the procedures above.

SUSPEND & REINSTATE ACCRUALS (PAY REPS WITH RESET ACCESS ONLY)

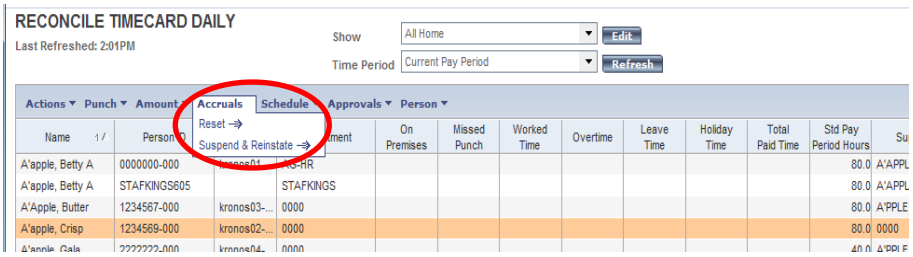
BASICS:

- Suspend and Reinstate Accruals can be applied only by Pay Reps with Reset or Payroll Services.
- Accrual balances are suspended (turned off) or reinstated (turned on) depending on an employee's status such as a leave of absence or return from leave.
- Suspensions and reinstatements must be done at the genie level.
- Previous pay periods must be signed-off or the "suspend/reinstate" action will go back to the last open pay period.

NOTE: Apply the Suspend or Reinstate action on the first day of the pay period.

To Suspend or Reinstate Accruals:

1. Open a genie such as **Reconcile Timecard Daily.**
2. Select **Current Pay Period.**
3. Highlight the employee requiring the "suspend or reinstate" action.
4. From the menu bar, click **Accruals** and select **Suspend & Reinstate.**



5. In the **Suspend and Reinstate Accruals** window, select an accrual to be suspended or reinstated.
   a. If all accruals are to be changed, apply the action to each accrual type on the menu list individually.
6. Click **OK. This saves the action.**

USING GENERAL REPORTS (Supervisors And Pay Reps Only)

BASICS:

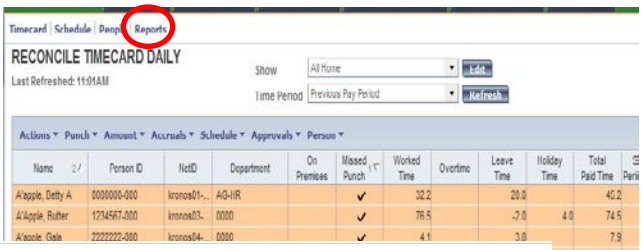
- Kronos provides a wide variety of reporting options to monitor and manipulate time-collection information such as: time detail, hours by labor account, accruals, audits, exceptions, absent employees, person attributes, etc.
- Supervisors (including those with 'Read Only' access) and Pay Reps run reports from a genie or an employee's timecard.
- An employee can access reports related to time-collection details from **My Information / My Reports.**
- Reports can be run for groups of employees or an individual, and for a variety of time periods.
- Reports are saved for 72 hours in the Kronos system.
- A report can be printed, emailed, and/or saved as a .pdf file and converted to Excel or Word documents.
- Favorite reports can be created and saved for easy reference.

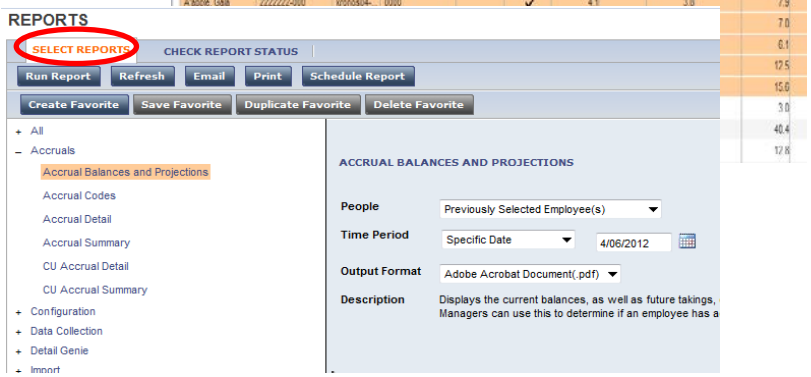
NOTE: Supervisors do not see employee wage information on reports. If a report contains wage details, that information will be blank on supervisor created reports.

If access to employee wage information is necessary, the Kronos representative for the unit may have a higher security access that allows him/her to create a report to include the employee wage information a supervisor needs.

To Create a Report from a Genie:

1. Open a genie (for example: **Reconcile Timecard Daily**) and define the **Show** and **Time Period** fields as needed.
2. **Highlight** the employee or group of employees, or **select all** from the Actions menu.
3. From the Quick link menu, click **Reports** to carry the selected employees to the reporting function.
4. From **Select Reports** click a category then select a report from the provided list. A description of each report is provided in the report definition window.
5. Define the report criteria (for example, change **People** and **Time Period** selections, etc.) as needed.
6. Click **Run Report.**
7. Or click **Create Favorites** to define and save the report for future reference, then click **Run Report.**

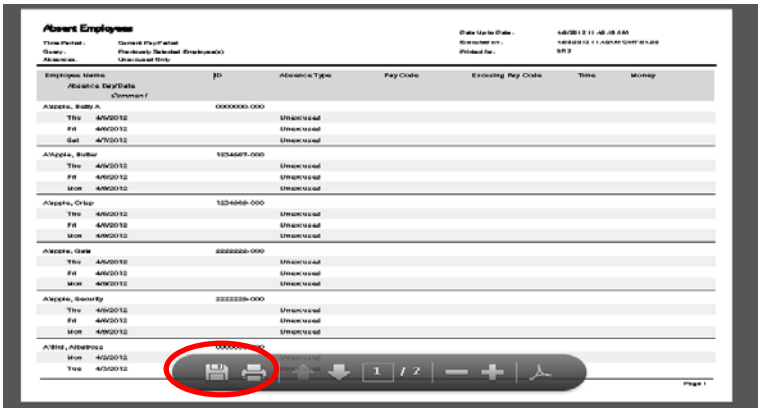




To View a Report:

1. From the **Check Report Status** tab, click **Refresh Status** to update a new report from "Waiting" to "Complete".
2. Highlight the desired report and click **View Report.** Or double-click on the row to open the report.

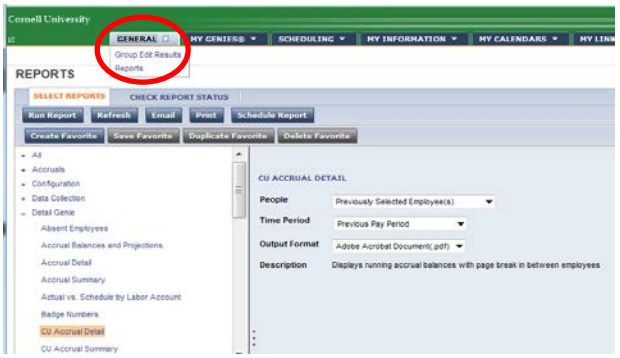
3. The report opens in a separate window with a menu bar that allows **Save** and **Print** options. Reports are saved in .pdf format, and can be converted to **Word** or **Excel** or other formats by using the browser's **File** and **Save As** functions.



To Create A General Report:

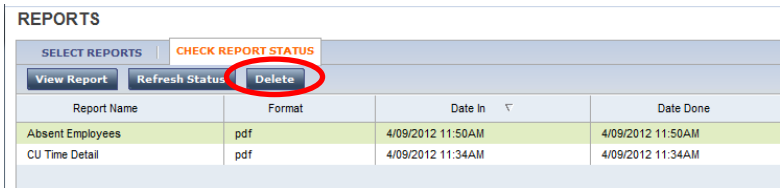
1. From the **Navigation Menu** click **General** then select **Reports** and follow the procedures for ***To Create a Report from a Genie*** (above) starting at #4.

NOTE: When creating a **General Report** the **People** and **Time Period** fields must be defined on each report.



To Delete A Report:

1. From the **Reports** menu, click **Check Report Status.**
2. Highlight the report to be deleted and click **Delete.**



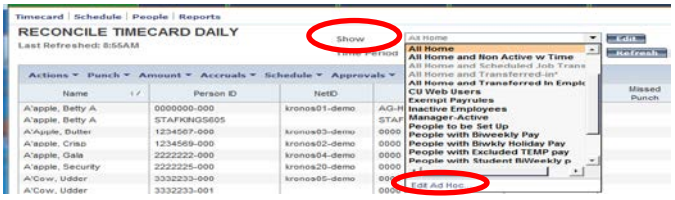
USING AD HOC QUERIES (Supervisors And Pay Reps Only)

BASICS

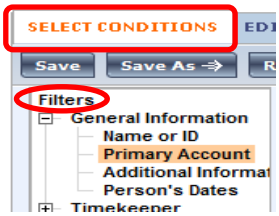
- Ad Hoc (hyperfind) queries are special purpose informational searches.
- Query results are temporary and valid for as long as the Kronos session is open.
- Ad Hoc queries provide specific information about employees by selecting and defining filters. Queries can be create for information such as finding terminated employees, all employees in a cost center, or all people reporting to a specific supervisor, seniority dates, etc.
- An Ad Hoc query can be created and saved as a personal use query by Kronos users with high security access such as Payroll Services.
- The asterisk * is a wildcard used to define search results in a query.

To Create a Personal Ad Hoc Query:

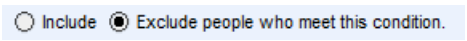
1. Open any genie except QuickFind (such as **Reconcile Timecard Daily)**.
2. From the **Show** field, at the bottom of the menu click **Edit Ad Hoc**.



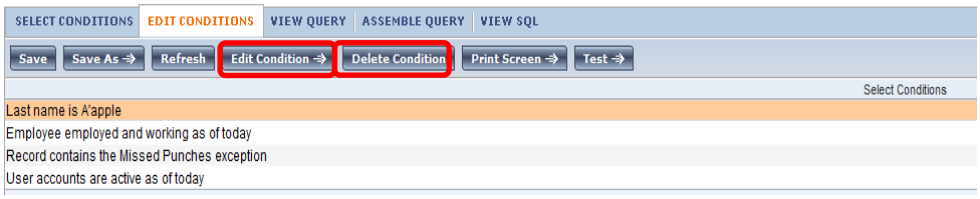
3. From the **Select Conditions** tab, choose the appropriate **Filter** categories for the query. **Multiple filters can be selected** and defined for each query.
4. For each selection, define the condition then click **Add Condition**.



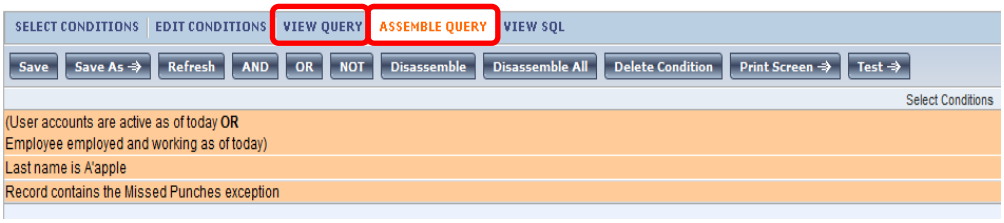
Note: Any condition can be narrowed to "include" or "exclude" people who meet the condition.



5. Click **Edit Conditions** to review and edit, or delete selections.



6. Click **View Query** to confirm the "and/or/not" conditions, and click **Assemble Query** to change the "and/or/not" conditions, or delete conditions. .

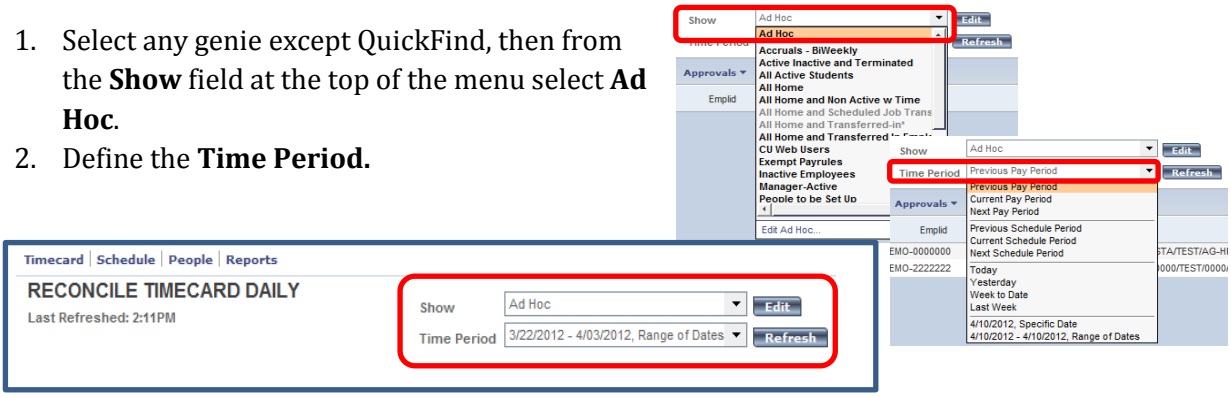


7. Click Test from any tab to test and view query results. **Note:** The **Time Period** for the query results can be changed on the **Test** window, or from the genie when viewing the final results.
8. Click **Print** from any tab to print a copy of results on that tab.
9. Click **Save,** or click **Save As** to name the saved query.

   NOTE: If the query is not saved, a warning message will display when navigating away from the **Hyperfind** page.

To View The Query Results From A Genie:

1. Select any genie except QuickFind, then from the **Show** field at the top of the menu select **Ad Hoc**.
2. Define the **Time Period.**



NOTE: If you use an ad hoc query frequently, a permanent personal query can be built and assigned to you. See your Kronos Rep for assistance, or contact Payroll Services.

NOTE: To view the SQL for the created query from the **Hyperfind** menu, click **View SQL** then click **Retrieve SQL.**

SCHEDULING OVERVIEW (Supervisors And Pay Reps Only)

BASICS:

- Scheduling allows standard work shifts to be applied to individuals or groups of employees.
- Frequently used shifts and patterns can be created and saved.
- Scheduling allows the ability to pay from a schedule for areas without clocks or access to computers and web-based timecards.
- Scheduling in Kronos can be accomplished in a number of ways:

  'On the fly' by entering the beginning and ending times of a shift with in cell editing.

  Adding a prebuilt pattern template of hours to the schedule that may be shared by numerous employees.

  Applying an 'on the fly' pattern directly to a schedule specific to an employee.

  Assigning an employee to a Schedule Group which uses a prebuilt schedule.

  Earnings codes can be applied to a schedule to automatically apply planned vacation hours or scheduled workmen's comp and disability payments.

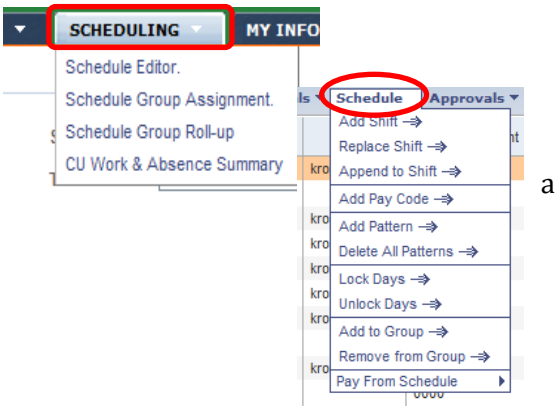
  Work rules and cost center transfers can also be scheduled to be automatically applied when an employee logs time.

- **Time worked rounds tighter** for employees with schedules than for employees without schedules.

To Apply or Adjust Schedules:

1. From the **Navigation** menu click **Scheduling.**
2. From a genie such as **Reconcile Timecard Daily**, open the **Schedule** tab and select from the menu.

NOTE: For scheduling procedures, contact Payroll Services for a copy of the ***Scheduling User Manual***.



ESOURCES AND CONTACTS

Kronos Access:

https://www.kronos.cornell.edu

"**How To" Manuals, Time Clock Instructions, Quick Reference Guides, and FAQs:**

http://www.dfa.cornell.edu/kronos/

Technical Requirements for Kronos:

http://www.dfa.cornell.edu/payrollservices/services/kronos/requirements.cfm

Contact for Kronos Help:

helpdesk@cornell.edu