Kronos Exercise Guides

❖ Timekeeper

ATTEMPT THESE EXERCISES ON YOUR OWN, USE THE SOLUTIONS AS A WAY TO CHECK YOUR PROGRESSION

Timekeeper Exercises

Agenda

➢Review Timecard

➢Pay codes

➢Schedules

➢Transfers

➢Reports

Introduction

THIS GUIDE WILL WALK YOU THROUGH SPECIFIC EXAMPLES OF THE MATERIAL IN THE INSTRUCTOR LED TRAININGS. IN ORDER TO GET THE BEST OF OUT OF THIS GUIDE SELECT AN EMPLOYEE TO WORK WITH AND USE THEM THROUGHOUT.
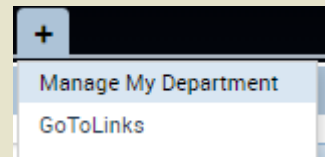
Purpose

This exercise describes the steps to resolve late punch exceptions and new shift overrides for an employee working back to back regular shifts.

Procedure

Select the **+** button, and click on

Manage My Department.

+	
Manage My Department	
GoToLinks	

Use the QuickFind to search for an employee who's timecard you want to use, enter the employee name and click **Search.**

QuickFind ▾ | * | 🔍
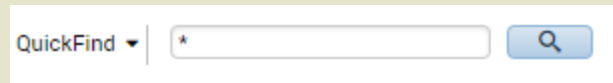
Double Click on the employee name to navigate to their timecard.

Name	ID	Primary Labor Account	Pay Rule
Lopez, Steven	200037	TEST/-/-/-/-/-/-	02 FT NSD S...

Select a day, and enter the following punches of 730AM – 3PM, then 301PM – 11PM, Click **Save.**

Mon 6/01	7:00AM-3:00PM			7:30AM	3:00PM	3:01...	11:00PM

Procedure

After Saving, hover over the exceptions marked in red to view the reason for the exception.

Mon 6/01	7:00AM-3:00PM			7:30AM	3:00PM	3:01...	11:00PM

Right click and click **Mark as Reviewed** from the pop up options to accept the late punch. Then, right click and add a **Comment** to explain your action.

Mark As Reviewed   Edit   Comments
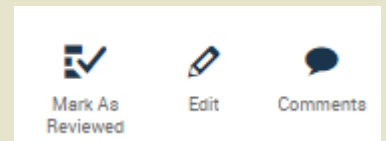
Punch Actions

The next step is to distinguish the first shift from the second. Right click on the 3:01 pm punch, and select **Edit**.

Date:	6/01/2020
Time:	3:01PM
Rounded Time:	6/01/2020 3:01PM
Override:	In Punch
Time Zone:	(GMT -05:00) East
Exceptions:	Short Break
Edit Made By:	Nocera, Stephen

Mark As Reviewed   Edit   Comments

Procedure

On the edit punch window select the Override drop down, and select **New Shift.**

Punch

Date:	6/01/2020
Time (h:mma) *	3:01PM
Rounded Time:	6/01/2020 3:01PM GMT-04:00
Override:	New Shift
Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
Cancel Deduction:	
Exceptions:	Short Break

The timecard now reflects the two shifts worked. The next step is to check the daily accruals tab at the bottom to verify they are both paying Reg. First, Click **Save.**

Mon 6/01	⏱✓	7:00AM-3:00PM				7:30AM	3:00PM
						3:01PM	11:00PM

The second shift is displayed as OT. To appropriately change the pay to REG, add it to the schedule.

Totals	Accruals	Audits	Historical Correc

Daily   Pay Code

Pay Code	Amount
Regular	7:00
Unapproved Overt...	7:30

Use the Go To widget to navigate to the **Schedule Planner.**

Refresh   Calculate Totals   Save   Go To

👤 1 Selected
Current Pay Period
▼ Go to widget
Schedule Planner

Procedure

Select the day where the totals did not add up and add the second shift as scheduled time. Right click and select **Add shift.** Enter the start time and end time of 3pm – 11pm.

	Add shift		

Start Date	Type	Start Time	End Time
6/22/2020	Regular	3:00pm	11:00pm

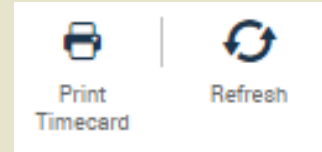Click **Save,** then look at the schedule which should reflect what is shown here below.

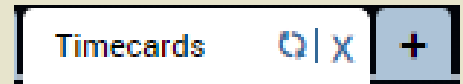| Mon 6/01 |
|---|
| 7:00AM - 3:00PM |
| 3:00PM - 11:00PM |

Procedure

Navigate back to the Timecards tab on the

top, and select **Refresh.**

| Timecards | ↻ | X | + |

Print
Timecard   Refresh

Now go back to the Timecard and refresh. Validate the results using

the Totals tab at the bottom of the page.

| Mon 6/01 | 7:00AM-3:00PM | | 7:00AM | 3:00PM |
| | 3:00PM-11:00PM | | 3:01PM | 11:00PM |

| Totals | Accruals | Audits | Historical Correc |

| Daily | ▼ | Pay Code |

Pay Code	Amount
Regular	15:00

✓ *You have successfully completed the steps to resolving exceptions on
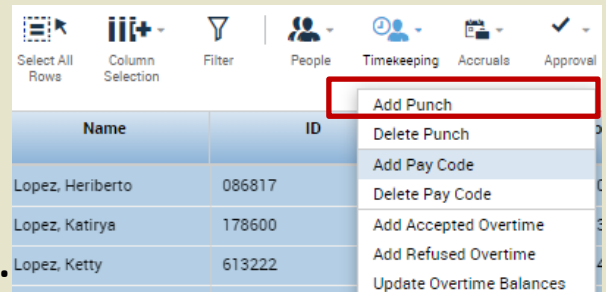timesheets.*

Purpose

This exercise describes the steps to add a punch on a group of timecards using genies.

Procedure

Using the QuickFind, and narrow down a list of employees or search '*' to return all

QuickFind

QuickFind ▾ | *Lopez | 🔍

Select All Rows | Column Selection | Filter | People | Timekeeping
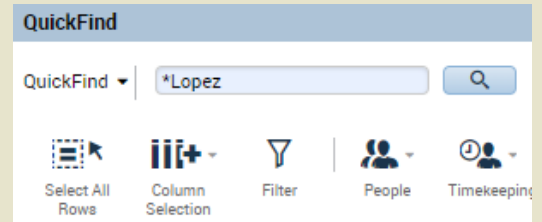
Highlight the employees you want to modify by dragging your mouse, or clicking **CTRL** selecting employees, then click **Timekeeping** and select **Add Punch.**

Select All Rows | Column Selection | Filter | People | Timekeeping | Accruals | Approval

Name	ID
Lopez, Heriberto	086817
Lopez, Katirya	178600
Lopez, Ketty	613222

Add Punch
Delete Punch
Add Pay Code
Delete Pay Code
Add Accepted Overtime
Add Refused Overtime
Update Overtime Balances

In this scenario the employees punched in late due to a delayed entry, so we would add a punch of 10 AM for the employees who would normally enter at 8 AM. Select **Save.**
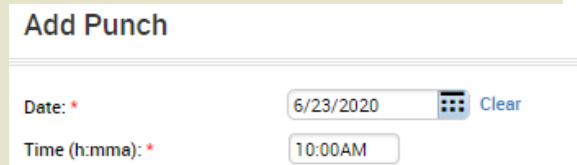
Add Punch

Date: * | 6/23/2020 | Clear
Time (h:mma): * | 10:00AM

✅ *You have successfully completed the steps to add a punch on a group of timecards*
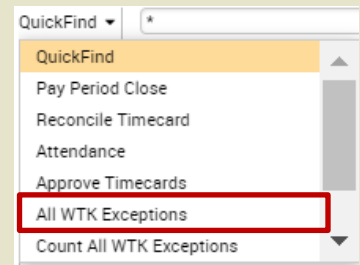
Purpose

This exercise describes the steps to use the exceptions genie to view any remaining exceptions.

Procedure

In the Manage My Department View, use the

down arrow to select **All WTK Exceptions**

from the drop down.

QuickFind ▼	*
QuickFind	
Pay Period Close	
Reconcile Timecard	
Attendance	
Approve Timecards	
All WTK Exceptions	
Count All WTK Exceptions	

Any employee you manage that has an exception will appear here with

a checkbox. Double click the employee Name to view the timecard

and resolve the exception, as shown in Exercise 1.

Current Pay Period	▼		All Home	▼	Edit

All WTK Exceptions ▼

Select All Rows | Column Selection | Filter | Timekeeping | Approval | Schedule

Name	Bonus Ap...	Break Out...	Cancel De...	Core Hour...	Early In	Early Out
Persona, Empl...						
Test, Employee 1						
Test, Employee 2					✓	✓
Test, Employee 3						
Test, Employee 4						

✅ *You have successfully completed the steps to view remaining exceptions.*

KRONOS IMPLEMENTATION

Purpose

This exercise describes the steps to view the totals in a pay period to validate punch entry and viewing audit trail in timecard.
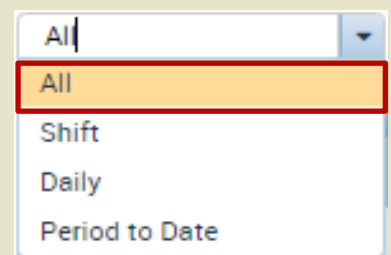
Procedure

Navigate to the employee timecard and select the button shown on the right.
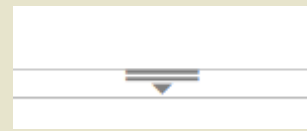
Once opened multiple tabs will be displayed, including Totals, Accruals, Audits, and Historical Corrections. Totals will be the tab helping us validate the timecard.

Fri 5/29		Gove...	3:00			
	7:00AM-3:00PM				7:00AM	3:00PM

Select the day you want to validate and navigate to the totals tab. The default view will be **All** which shows all entered time for the selected time frame. Switch the view to **Daily.**

All
All
Shift
Daily
Period to Date

Procedure

The Totals tab will show you a breakdown of the pay codes and their amounts.

Totals	Accruals	Audits	Historical Correct

Daily	▼	Pay Code

Pay Code	Amount
Governor Granted...	3:00
Regular	7:30

Click the Accruals tabs and view the balances of every accrual bucket.

Totals	Accruals	Audits	Historical Corrections

Accrual Code	Accrual Available Balance
SVR - Vacation	0:00
Sick	32:15
Sick Family	0:00
Sick Funeral Family	0:00
Sick Funeral Non Immediate	0:00
Sick Leave Bank	0:00

Click the **Audits** tab to view all the changes recently made by anyone on the timecard.

Totals	Accruals	Audits	Historical Corrections

Audits	▼	All	▼

Date	Time	Type
5/25/2020	7:00AM	Add Pay Code
5/29/2020		Add Pay Code
6/01/2020	3:00PM	Add Punch

Note: The Historical Corrections tab will be covered in a job aid that explains the steps to perform prior period adjustments in both Kronos and Core-CT.

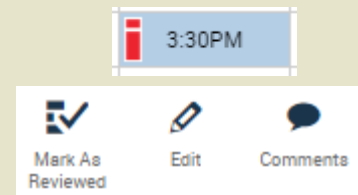✅ *You have successfully completed the steps to understand the totals section.*

KRONOS IMPLEMENTATION

Purpose

This exercise describes how to add comments in timecards, cancel meal deductions, and approve unapproved OT.
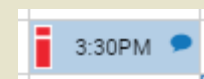
Procedure

In order to add a comment to explain an exception or a change, right click on the desired cell and select **Comments.**
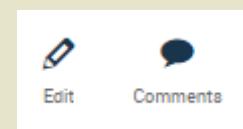
Select the appropriate option to choose the type of comment and then type in the explanatory comment for audit purposes.
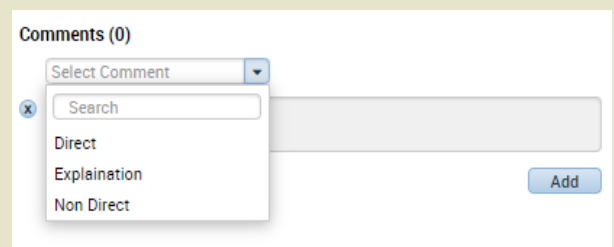
Cells with comments will have a blue bubble appear on the right

In order to cancel any automatic deduction, right click on either the In or Out punch, and select **Edit**

KRONOS IMPLEMENTATION

Procedure

Scroll through the **Cancel Deduction** drop down and find the

correct deduction, in this case 'Lunch Deduct 30 Min'. Click

Save and the meal deduction will be removed from the shift

Procedure

After you make these changes the supervisor will need to go

into the system and approve the overtime.

✅ *You have successfully completed the steps to make edits on a timecard.*

Purpose

This exercise describes the steps to enter dollar amount pay codes.

Procedure

Go to the employee's timecard and use the ' + ' sign to add a new row.

+	X	Tue 9/01

On the new row select the dollar amount pay code that you want to use.

In Charge Officer	

If you want the employee to be paid for 22.50, divide that by the hourly rate, in this case 2.50 and enter the hourly amount in Kronos.

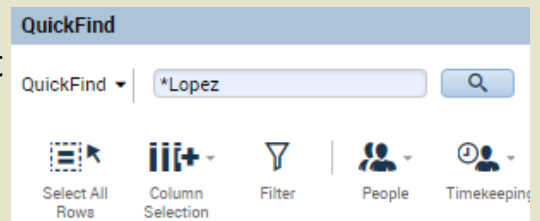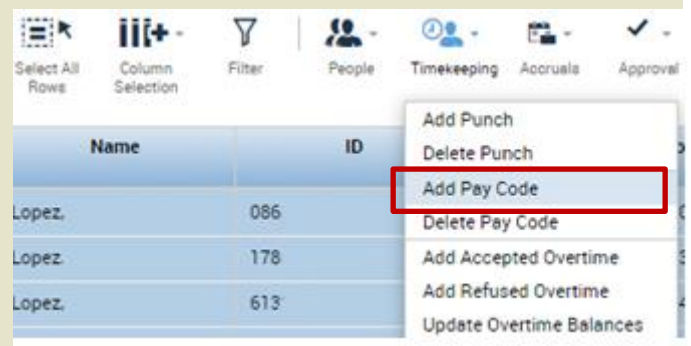| In Charge Officer	10.0

Purpose

This exercise describes the steps to enter a pay code (LWGOV) for a group of employees using a genie

Procedure

Start using the QuickFind, and search the first couple letters for the employees you want to find.

Highlight the employees you want to modify by using the **CTRL** button, then click **Timekeeping** and select **Add Pay Code**

In this case fill in the Governor Granted Time Off pay code, set the duration and the start time and it will be applied to all the selected employees. Click **Apply**. Click **Save.**

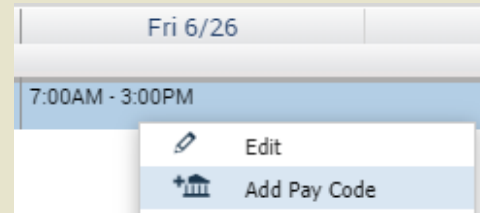*You have successfully completed the steps to add a group pay code.*

Purpose

This exercise describes the steps to edit/view existing pay codes in both scheduling and timecard.

Procedure

Right click on a day in Schedule Planner and select **Add Pay Code.**

Fri 6/26
7:00AM - 3:00PM
✎ Edit
+🏛 Add Pay Code

Select On Call from the Pay Code drop down and select full scheduled day. Click **Apply**.
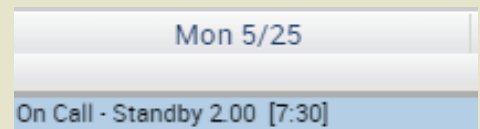
Assigned to
Lopez, Steven

Effective Date:*   6/26/2020

Pay Code:*   On Call - Standby 1.00

Amount (HH:mm):*   Full sched day

In order to make a change to a pay code in schedules, navigate to the **Schedule Planner** in the Manage my Department window.

Mon 5/25

On Call - Standby 2.00 [7:30]

Right click on the selected pay code and click **Edit.**

Edit Pay Code On Call - Standby 2.00

Assigned to
Lopez, Steven

Effective Date:*   5/25/2020

Pay Code:*   On Call - Standby 2.00

Amount (HH:mm):*   7:30

☐ Override Accrual Days:

☐ Override Shift

⦿ Whole Shift   ◯ Partial Shift

Start Time:*   7:00AM

Repeat for: 1 days   Transfer Job:

Transfer Labor Level:

Procedure

Make any edits you need to make and

select **Apply**.

This will be the view in the timecard.

On Call - Standby 2.00	7:30	7:00AM

Select the pay code that you want to edit then select the cell and

edit the duration, and the selected pay code itself.

Fri 5/29		Governor Granted Time...	3:00	
	7:00AM-3:00PM			

Once you make your changes, click **Save**. Pay code entries

that are black were entered through the timecard and can be

directly entered on the time card.

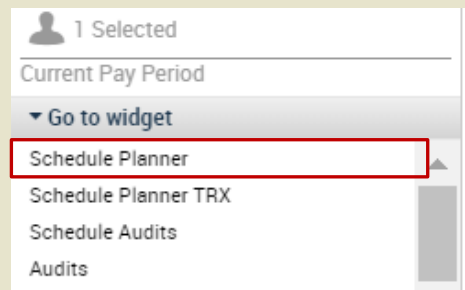✅ *You have successfully completed the steps to edit a pay code.*
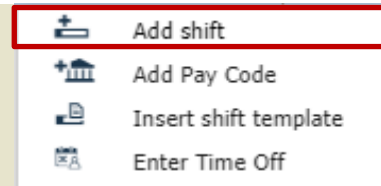
Purpose

This exercise describes the steps to insert a schedule for an 8 hour employee working an hour of overtime after their shift.

Procedure

Navigate to the scheduling using the

Go To section on the employee's

Timecard.

Right Click on the day where you would like

to add a shift and select **Add shift** from the

drop down

Click the Type drop down and select Regular, the start and end times which would be 3pm – 1130pm in order to account for the half hour lunch. Click **Apply**.

Procedure

The time worked outside of their shift will automatically be calculated correctly if it is outside of the schedule.

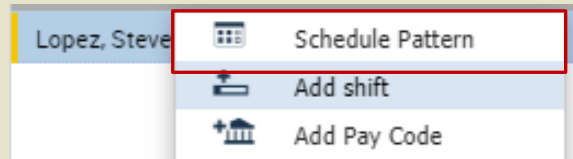✅ *You have successfully completed the steps to insert a schedule.*

Purpose

This exercise describes the steps to create a schedule pattern in an employee's schedule.

Procedure

From my scheduling, right click the

employee name and select **Schedule**

Pattern.

Lopez, Steve		Schedule Pattern
		Add shift
		Add Pay Code

Select the **Anchor Date** which is the beginning of the pay period**, Start Date** and

check the **Forever box.** Now enter a 7am – 3pm schedule M-F

Add Pattern

Anchor Date:* 5/08/2020   Start Date:* 5/08/2020   End Date:*   Clear
                                                    ● Forever

Define Pattern for:* 1   ● Week(s) ○ Day(s)   ✔ Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▼ | Pattern Template ▼   7a-330p   ▼   Find

		No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	x	1						7a-330p	
+	x	2		7a-330p	7a-330p	7a-330p	7a-330p		

Cancel   Apply

Note: Patterns should start on Fridays to coincide with the beginning of the pay period

✅ *You have successfully completed the steps to insert a schedule pattern.*
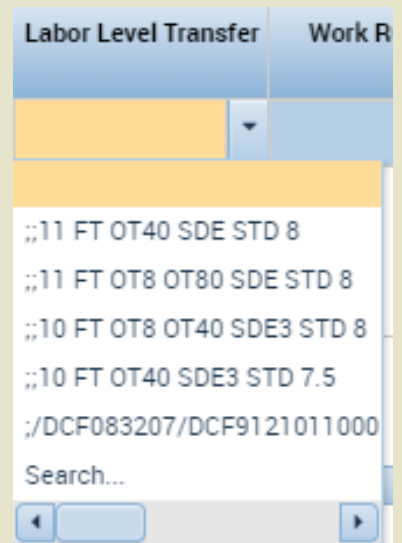
KRONOS IMPLEMENTATION

Purpose

This exercise describes the steps to create a request a labor account transfer for an employee working a secondary job.

Procedure

Starting from the My Schedule view, right click on the day where you would like to add a shift and select **Add shift** from the drop down

±	Add shift
±🏛	Add Pay Code
📄	Insert shift template
🗒	Enter Time Off
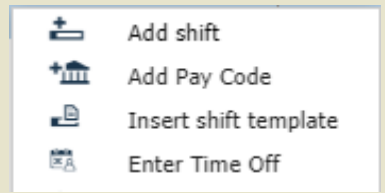
Under the **Labor Level Transfer** column, select the drop down and click search.

Labor Level Transfer	Work R
▼	
;;11 FT OT40 SDE STD 8	
;;11 FT OT8 OT80 SDE STD 8	
;;10 FT OT8 OT40 SDE3 STD 8	
;;10 FT OT40 SDE3 STD 7.5	
;/DCF083207/DCF9121011000	
Search...	
◄	►

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer
5/14/2020	Regular	3:00pm	5:00pm	5/14/2020	2:00		

Procedure

Fill in every section that is changing. Since you are working a secondary job, every labor level needs to be filled in with the appropriate values.

✅ *You have successfully completed the steps to perform a labor account transfer..*
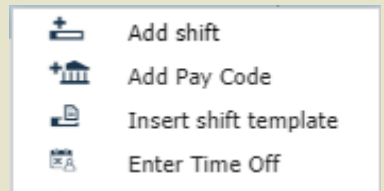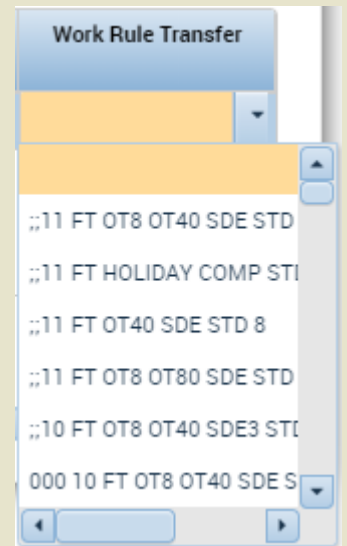
Purpose

This exercise describes the steps to create a work rule transfer for an employee working mandated overtime.

Procedure

Starting from the My Schedule view, right click on the day where you would like to add a shift and select **Add shift** from the drop down

±	Add shift
+🏛	Add Pay Code
📄	Insert shift template
📧	Enter Time Off

Under the **Work Rule Transfer** column, select the drop down and click **Search.** This will take you to a list of all available work rules.

Work Rule Transfer

;;11 FT OT8 OT40 SDE STD
;;11 FT HOLIDAY COMP STI
;;11 FT OT40 SDE STD 8
;;11 FT OT8 OT80 SDE STD
;;10 FT OT8 OT40 SDE3 STI
000 10 FT OT8 OT40 SDE S

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer
5/14/2020	Regular	3:00pm	5:00pm	5/14/2020	2:00		

Procedure

Hover over the employee's name in order to see the employee's pay rule.

Match the employee's BU, scheduled hours, and shift differential eligibility to select the correct Mandated OT rule.

✔ *You have successfully completed the steps to insert a work rule transfer.*

Purpose

This exercise will show you how to perform a work rule transfer through the timecard.

Procedure

Starting from the employee Timecard, enter the In and Out punches on the day you want to use the work rule transfer.

7:00AM			3:00PM

;;11 FT OT8
;;11 FT HOLI
;;11 FT OT4C
;;11 FT OT8
;;10 FT OT8
Search...

Select search, there you will be presented with the same methods to perform a transfer as in scheduling. Complete all fields and click **Save**.

Transfer

Name	Lopez, Steven
Job	
Labor Account	
Work Rule	

Job Transfer | Labor Account | Work Rule

Add Labor Account   Clear All

Agency-Dept-…		Employee ID-E…	
Location:		Supervisor:	
Combo Code:		Job:	
Override Reas…			

✅ *You have successfully completed the steps to insert a transfer.*
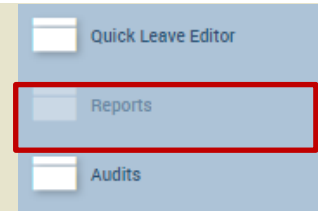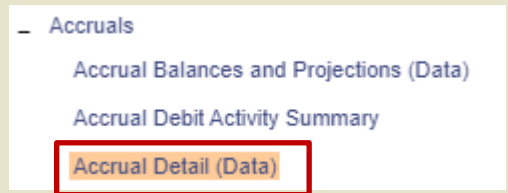
Purpose

This exercise describes the steps to run the accrual detail report.
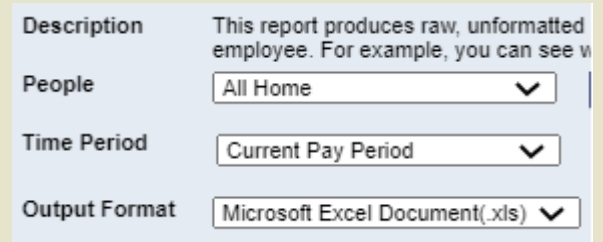
Procedure

Under the Manage my Department section, select Reports from the Related Items menu.
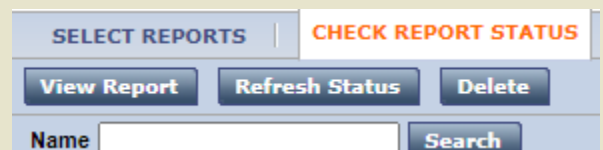
Select the Accrual Detail report from the dropdown list of reports.

Select the employees you want to view, the time period, and the output format to be Excel. Then select **Run Report**.

After running the report switch to the check report status tab.

KRONOS IMPLEMENTATION

Procedure

Refresh status, when the status is Complete, click on View Report.

Status
Complete

View Report

The report will download and opening it will show you the balance in each accrual bucket.

Accrual Summary

Data Up to Date: 6/15/2020 4:54:49 PM
Executed on: 6/15/2020 4:54PM GMT-04:00
Printed for: 002

Time Period: Current Pay Period
Query: Previously Selected Employee(s)

Accrual Code Starting Date (*Reset)	Starting Balance	Earnings and Credits	Takings and Debits	Ending Balance
Vanessa				
Bone Marrow Donor (Hours)				
Fri 6/5/2020	0.00	0.00	0.00	0.00
Comp Time (Hours)				
Fri 6/5/2020	0.00	0.00	0.00	0.00

✅ *You have successfully completed the steps to run a report.*

KRONOS IMPLEMENTATION