

# Manage my Department

## Purpose:

This job aid will help you get started managing a department in Kronos

## Steps

1. Timecard– Use the Quickfind Genie under Manage My Department to find employees, Starting a search with an asterisk will search for names that end in the proceeding letters. Ending a search with an asterisk will search for names started with the preceding letters.

Select an employee by double clicking or by pressing Ctrl and selecting multiple employees. From here through actions select whether you want to add or delete a punch or view a timecard.

2. Once on the time card you can edit punch in and punch out times, add pay codes for leaves, or clear exceptions by right clicking the box that contains the exception, which will be covered in the following section

## Screenshots

The screenshot shows the 'Manage My Department' widget. At the top, there's a 'Genies' section with a 'QuickFind' search bar containing an asterisk. Below the search bar are icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. A circled '1' is next to the search bar. Below this is a 'View' section with a circled '2' and a 'Print Timecard' icon. The main part of the screenshot is a table with columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out. The first row shows 'Sun 12/22' with a 'Please Ch.' dropdown in the Pay Code column.

1. Exceptions – Exceptions will appear on the top on the exceptions widget

2. After pressing the exception icon click view all to see a list of all exceptions by category, select the exception you want to edit

3. Selecting the exception will bring you to that specific exception, here you can edit in the Start and Stop times, You can also select **Mark/Unmark** in the Quick actions menu and then click the box with the exception, then click mark/unmark again to set a box as reviewed.

The first screenshot shows the 'Alerts and Notifications Widget' with a circled '1' on the widget icon. Below it is a list of 'Exceptions Alert (7)' with entries like 'Billings, Thomas has 2 exception(s) [4/01-4/07]'. A circled '2' is on the 'View all' button. The second screenshot shows the 'Exceptions' widget with a circled '3' on the 'Punches' column of the table below. The table has columns: Name, Signoff, and Punches. The first row is 'Billings, Thomas' with a '2' in the Punches column.

> Genies – All the Genies are found under the Manage My Department Widget by electing the arrow next to the Defaulted Quick Find Genie

The screenshot shows the 'Manage My Department' widget with the 'Timecards' tab selected. The 'Genies' section has a 'QuickFind' search bar. A dropdown menu is open, showing options: 'Attendance', 'Approvals Summary', 'All WTK Exceptions', 'Count All WTK Exceptions', and 'Search Genie'. The 'Search Genie' option is highlighted.

> Reports – Access reports through the Reports widget on the related items menu

-Once here a variety of reports will appear under each drop down menu, select the relevant report and click Run Report

-Once done switch to the check report status tab and select the report you would like to view > Select view report once the correct report is selected.

The screenshot shows the 'Reports' widget. At the top, there's a 'SELECT REPORTS' section with a 'CHECK REPORT STATUS' tab. Below this are buttons for 'Main Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A list of reports is shown, including 'All', 'Accruals', 'Attendance', 'Biometrics', 'Configuration', 'Detail Genie', 'Roll-Up Genie', 'Schedule', and 'Timecard'.

# Steps

# Screenshots

> Requests – Navigate to requests under the related items menu

-All requests will appear here and can be filtered by type of request and request status, such as Approved, Refused, Pending. You can also add new requests, or edit existing requests through this interface.

My Information | Requests | X | +

Requests

Time-Off | All Statuses (12) | Current Schedule Period | All

Details | Edit | Add Request | Refresh | Go To

Modified By (Usera...	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments

Request Detail | Accruals

Information No requests selected | X