wvOASIS Kronos Time & Leave Timekeeper Training

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Our Advanced Solution with Integrated Systems

November 2020

Kronos Time & Leave Overview

- Kronos is the Time & Leave system for State of WV
- Provides system-wide accountability in time and leave management statewide
- Provides supervisors/timekeepers with effective tools to schedule employees, and track time and leave
- Provides employees direct access to their time, attendance and accrual information
- Time can be entered using the Kronos App or clock

Kronos Time & Leave Overview (cont.)

- Time can be entered by a timekeeper, supervisor, employee (if Departments chooses) or time clock
- Time is entered using in and out punches for hours worked
- Kronos automatically calculates hours worked including Overtime (OT) or Compensatory (Comp) time earned based on punches entered, pay rules and accrual policies assigned
- Kronos automatically grants accrued leave to an employee's balance on the first day of each pay period
- The software is configured to be totally Fair Labor Standards Act (FLSA) compliant

Employee Responsibilities

- Verify that time on timecard is correct

- Enter leave requests as needed

- Approve timecard at the end of the pay period

- Monitor leave balances for accuracy

Supervisor or Timekeeper Roles and Responsibilities

Supervisor or Timekeeper Tasks

On a daily basis, supervisor/timekeeper performs the following tasks:

- Check for missing punches and other exceptions
- Handle unexpected leave and missed time
- Enter non-worked time for employees
- Approve time off requests
- Monitor overtime

On a pay-period or as-needed basis, supervisor/timekeeper performs the following tasks:

- Moving time card pay codes such as bank holiday, comp time, etc.
- Review timecards for completeness and approval
- Approve timecards for payroll processing
- Maintain and update employees' schedules
- Supervisors and Managers can submit a leave request on behalf of an employee or an employee may contact the Leave Administrator directly to request leave

Work Schedules
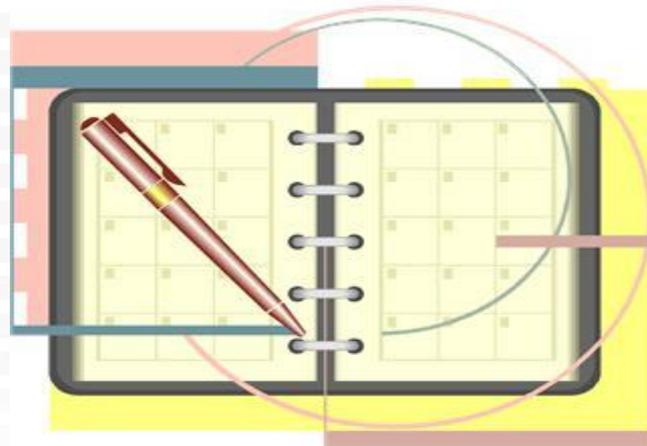
Work Schedules

Components

- Number of hours in a work week
- Number of hours per day
- Time In and Time Out
- Lunch period inclusion in Time In and Time Out

Used For:

- Calculating leave accruals
- Prepopulating timecards for Pay from Schedule employees
- Identifying the Time In and Time Out for timecard entry for Pay by Punch employees
- Calculating Holiday Leave

EVERY EMPLOYEE SHOULD HAVE A WORK SCHEDULE AS THIS MANAGES THEIR TIME AND LEAVE

Pay Rules and Work Schedules

Work Schedule Based on Pay Rule Pay Rule has 5 characters

1 Pay by Schedule/Pay by Punch

2 Paid/Unpaid/No Lunch

3 Lunch Duration

4 Overtime

5 Work Week/Pay Period Hours

WORK SCHEDULE and Pay Rules can be changed at the beginning of the Pay Period only

Time In/Out

Days Worked

Days Not Scheduled to Work

Overtime Calculation

Leave Accruals

Fields Prepopulated in the Timecard

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Pay Rule EP3N3

E Pay by Schedule

P Paid Lunch

3 30 minutes

N No Pay In Excess

3 40 Hours Per Week

WORK

SCHEDULE

Time In/Out = 8:00 to 4:00

Days Worked = Mon – Fri

Days Not Scheduled to Work = Sat & Sun

Overtime Calculation

Leave Accruals

Fields Prepopulated in the Timecard

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Pay Rule EP303

E Pay by Schedule

P Paid Lunch

3 30 minutes

O Overtime 1.5

3 40 Hours Per Week

WORK SCHEDULE

Time In/Out = 8:00 to 4:00

Days Worked = Mon – Fri

Days Not Scheduled to Work = Sat & Sun

Overtime Calculation

Leave Accruals

Fields Prepopulated in the Timecard

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Pay Rule EP3T3

E — **Pay by Schedule**

P — **Paid Lunch**

3 — **30 minutes**

T — **Comp 1.5**

3 — **40 Hours Per Week**

WORK SCHEDULE

Time In/Out = 8:00 to 4:00

Days Worked = Mon – Fri

Days Not Scheduled to Work = Sat & Sun

→ **Overtime Calculation**

→ **Leave Accruals**

→ **Fields Prepopulated in the Timecard**

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Pay Rule TU3O3

T **Temporary**

U **Unpaid Lunch**

3 **30 minutes**

O **Overtime 1.5**

3 **40 Hours Per Week**

WORK

SCHEDULE

Time In/Out = 8:00 to 4:00

Days Worked = Mon – Fri

Days Not Scheduled to Work = Sat & Sun

Overtime Calculation

Leave Accruals

Fields Prepopulated in the Timecard

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Pay Rule Code Character Description

1st Character	2nd Character	3rd Character	4th Character	5th Character
Pay by Punch or Pay by Schedule	**Lunch**	**Lunch Duration**	**Overtime Policy**	**Hours Per Week**
P = Permanent Employee Pay by Punch	P = Paid	1 = 15 minutes	A = Overtime at 1.0 to 40 and 1.5 after 40	1 = 35 hours per week
T = Temporary Employee, Pay by Punch	U = Unpaid	3 = 30 minutes	B = Comp time at 1.0 to 40 and 1.5 after 40	2 = 37.5 hours per week
E = Permanent Employee Pay by Schedule	M = 30 min paid 30 min unpaid	6 = 60 minutes	C = Comp time at 1.0	3 = 40 hours per week
	X= No Lunch Scheduled	X= No Duration	N = No Pay in Excess	X = 0 minutes
			O = Overtime at 1.5	
			S = Overtime at 1.0 (Straight Time)	
			T = Comp time at 1.5	

Pay Rule View in Timecard

Timecards

HENDERSON, REBECCA

✓ ▾ &ℓ ▾
Approve Sign Off
Timecard

		Date
+	✕	Fri 11/09
+	✕	Sat 11/10
+	✕	Sun 11/11
+	✕	Mon 11/12
+	✕	
+	✕	Tue 11/13
+	✕	Wed 11/14
+	✕	Thu 11/15

Totals   Accruals

All

HENDERSON, REBECCA L   ✕

Pay Rule:
  10/27/2018 - forever; EU3N2-EXMPT 37.5

Accrual Profile:
  11/12/2016 - forever; CHELG 75 Auditors

Employment Terms:
  5/01/2015 - forever; HOL CR 7.5

Primary Account(s):
  10/13/2018-forever 1200-A305/-/0000059689/-/A0175E-MJ/P/-
  AUDITORS OFFICE-FINANCIAL SERVICES PAYROLL
  ADMINISTRATION/-/0000059689/-/KRONOS LEAD-EXEMPT BUT
  STRAIGHT TIME OT ELIG - ST COMP TIME & HOL BNK EL/Positive Paid
  Employee/-

Manager:
  BRADLEY, MICHAEL T
Attendance Profile:

Daily: 7.5   Weekly: 37.5   Per Pay Period: 75.0

Right click on the employee's name to see more information.

Pay by Schedule (E Pay Rule)

Pay by Schedule

- Timecards are prepopulated based on assigned work schedule

- Only exceptions are entered
  - Hours worked that are different than your prepopulated schedule
  - Leave (with approved leave request)

Key Data Elements in HRM:

- Pay Rule = 1st character is a "E"
- Pay Class = SAL*.* or HRL*.*

Pay by Schedule Example:
No Exceptions

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+		Sat 10/27									
+	×	Sun 10/28									
+	×	Mon 10/29	8:30AM-2:30PM	8:30AM	2:30PM				5.5	5.5	5.5
+	×	Tue 10/30	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	13.5
+	×	Wed 10/31	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	21.5
+	×	Thu 11/01	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	29.5
+	×	Fri 11/02	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	37.5
+	×	Sat 11/03									37.5

No Edits Required as No Exceptions. Only the Total Hours Per Pay Code Transfers from Kronos to HRM every other Tuesday after 4:00pm

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Pay by Schedule Example: With Exceptions

		Date	Schedule	In	Out	Tran...	Pay Code	Amount	Shift	Daily	Period
+	✕	Fri 10/26									
+	✕	Sat 10/27									
+	✕	Sun 10/28									
+	✕	Mon 10/29					ANNLV-ANNUAL LEAVE	7.5		7.5	7.5
+	✕		8:00AM-4:00PM								
+	✕	Tue 10/30	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	15.0
+	✕	Wed 10/31	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	22.5
+	✕	Thu 11/01	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	30.0
+	✕	Fri 11/02	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	37.5
+	✕	Sat 11/03									37.5
+	✕	Sun 11/04									37.5

Exceptions Include:
- Additional Hours Worked
- Leave

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Pay by Punch (P Pay Rule)

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Pay by Punch:

Timecard is not prepopulated except for:

- – Approved leave
- – Holidays

All other time MUST be entered on the timecard including:

- •Regular Hours (Time In and Time Out)
- •Additional Hours Worked
- •Leave (without approved leave request)

Key Data Elements in HRM:

Pay Rule = 1st character is a "P" or "T"

Pay Class = HRL*.*

Pay by Punch

All Time and Leave Entered:
- Regular Hours
- Additional Hours
- Leave (not pre-approved)

Punching In and Out for Lunch

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There is only one In and Out box per line. To enter multiple punches for one day, a line must be added.

		Date	Schedule	In	Out	Tran...	Pay Code	Amount	Shift	Daily	Period
+	X	Fri 11/23									
+	X	Sat 11/24									
+	X	Sun 11/25									
+	X	Mon 11/26									
+	X	Tue 11/27	8:00AM-4:00PM	8:00AM	12:00PM				4.0		
+	X			12:30PM	4:00PM				3.5	7.5	7.5
+	X	Wed 11/28	8:00AM-4:00PM								7.5
+	X	Thu 11/29	8:00AM-4:00PM								7.5
+	X	Fri 11/30	8:00AM-4:00PM								7.5

Approve Timecard | Sign Off | Activity Status | Accruals Actions | Print Timecard | Refresh | Calculate Totals | Save

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Adding or Editing a Schedule Pattern
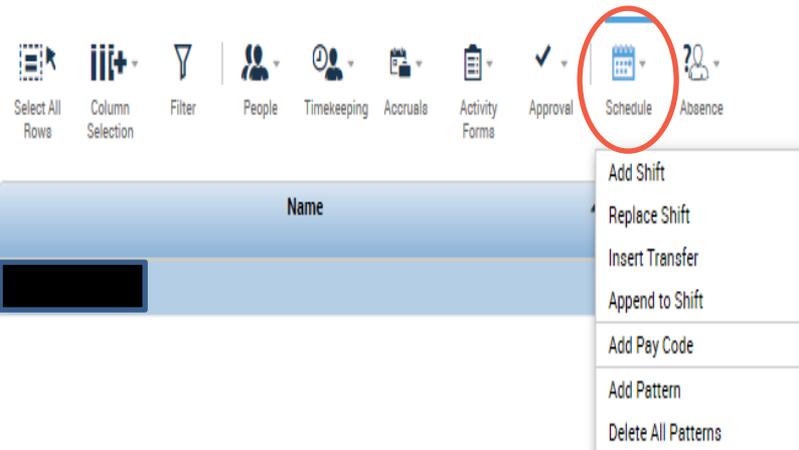
From the Hours Detail, select the employee who you will schedule using a pattern template. To select multiple employees, hold the Ctrl key and click each employee's name.

Select Schedule -> Delete All Patterns. This will remove the existing pattern. Then, select schedule again and click Add Pattern

Set the Recurring field to the correct interval, for example, days or weeks, and the number of days or weeks the pattern repeats.

Enter the shift start and end times in the designated fields and click OK.

From the Work Start Date drop-down list, specify the date when the employee(s) starts working the schedule pattern.

From the Pattern Start Date drop-down list, specify the date when the schedule pattern starts.

From the End Date drop-down list, specify the last date the pattern is effective. To have the assignment in effect with no end date, select Forever.

(Optional) To replace all other assigned schedule patterns with the new schedule pattern, select the Override other patterns check box.

Click OK and then click Save.

Editing a Scheduled Shift

Add Pattern

Assigned to

Anchor Date:* 11/12/2018 ▦   **Start Date:*** 11/12/2018 ▦   **End Date:*** ▦ Clear

◉ Forever

Define Pattern for:* 1   ◉ Week(s) ○ Day(s)   ☐ Override Other Patterns

Add Shift | **Add Pay Code** | **Shift Template** ▾ | **Pattern Template** ▾   9a-5p ▾   Find

		No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
➕	✖	1		9a-5p	9a-5p	9a-5p			
➕	✖	2							

Cancel   Apply

Ending a Scheduled Shift

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Add Pattern

Assigned to

Anchor Date:* 11/12/2018   **Start Date:*** 11/12/2018   **End Date:*** 11/16/2018   Clear

○ Forever

Define Pattern for:* 1   ◉ Week(s)   ○ Day(s)   ☐ Override Other Patterns

Add Shift | **Add Pay Code** | **Shift Template** ▾ | **Pattern Template** ▾   9a-5p ▾ **Find**

		No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
➕	✖	1		9a-5p	9a-5p	9a-5p			
➕	✖	2							

Cancel   Apply

Timecard Activity

Kronos Timecard

Timecard Area Descriptions

Timecard Area	Description
Timecard header	Displays the following information: • Employee's name whose information appears in the timecard workspace and timecard tabs • Employee's identification number • Time Period
Timecard workspace	Displays the following information: • Menu bar that contains selections for performing timekeeping tasks • Grid containing dates for the selected time period • Time entry totals, including shift, daily, and cumulative amounts **Shift Total** — Calculated total hours of all shifts worked on the selected day (excluding totals for non-shift items such as pay codes) **Daily Total** — Calculated total hours of the selected day, including pay codes **Cumulative** — Cumulative total up to and including the selected day **All** — Calculated total hours for the entire visible time period
Timecard tabs **Note:** Additional tabs will appear based on actions you perform. For example, the **Approvals & Sign Offs** tab appears when you approve an employee's timecard.	Display additional information about how Timekeeper tracks employee hours. Three default tabs appear: • **Totals & Schedules** — The first tab at the bottom of the timecard workspace. The area on the left displays the timecard totals. The area on the right displays the Schedule for the selected time period. • **Accruals Reporting Period** — Displays accrual codes and available balances based on the date selected in the timecard workspace. • **Audits** — Lists all time punch or amount corrections made to an employee's timecard and approvals made by supervisor.

Totals

| Totals | Accruals | Audits | Historical Corrections |

All ▾   All ▾

Location	Job	Account	Pay Code	Amount
		1200-A305/-/0000059689/-/A0175E-MJ/P/-	ANNLV-ANNUAL LEAVE	8.5
		1200-A305/-/0000059689/-/A0175E-MJ/P/-	HOLLV-HOLIDAY LEAVE	7.5
		1200-A305/-/0000059689/-/A0175E-MJ/P/-	NP - Excess over 37.5	2.0
		1200-A305/-/0000059689/-/A0175E-MJ/P/-	REG-REGULAR PAY-SAL	35.5

Accruals

Totals **Accruals** Audits Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Taken to Date	Accrual Planned Takings
Annual Leave	17.95	Hour	Mon 1/01 - Mon 12/31	59.0	29.0
Comp Time	2.5	Hour	Mon 1/01 - Mon 12/31	8.0	0.0
Donated Leave	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Executive Order Bank	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Holiday Bank	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Sick Leave	15.35	Hour	Mon 1/01 - Mon 12/31	67.0	0.0

Audits

	Totals	Accruals	Audits	Historical Corrections											

Audits		All	

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Include in Totals	Effective Date	Comment	Edit Date	Edit Time	User	Data Source
11/19/20...	8:00AM	Add Pay...		ANNLV-A...	full sched...						2/21/2018	9:33AM (...	bradleymi...	Scheduling

Totals	Accruals	Audits	H

Moved Amounts

Audits
Comments
Overtime Requests
Signoff and Approval

Note: More items are housed under the Audits tab. You will need to use the drop down box to see comments, moved amounts, signoffs, etc.

Timecard Options

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HENDERSON, REBECCA L ▾ ◀ 1 of 1 ▶ 0000099575

Loaded: 11:00 AM   Current Pay Period ▾ ▦   1 Employee(s) Selected ▾

✓▾   ✎▾   ◑   📇▾
Approve   Sign Off Activity   Accruals
Timecard   Status   Actions

🖨   ⟳   ▦   💾   ➡▾
Print   Refresh   Calculate   Save   Go To
Timecard   Totals

⟳   ▦   💾   ➡▾
Refresh   Calculate   Save   Go To
               Totals

👤 1 Selected

Current Pay Period

▾ Go to widget

Audits

People Editor

Reports

Rule Analysis

Timecard Exceptions

Quick Leave Editor

New Leave Case

▶ Go to workspace

The Go to widget:
dropdown provides more
options to navigate within
the timecard.

Timecard Completion

Timekeeper

Time Clock

Interface

Employee

Pay by Schedule

- **Additional Hours based on Work Schedule**
- **Leave**
- **Holiday Leave will be prepopulated**
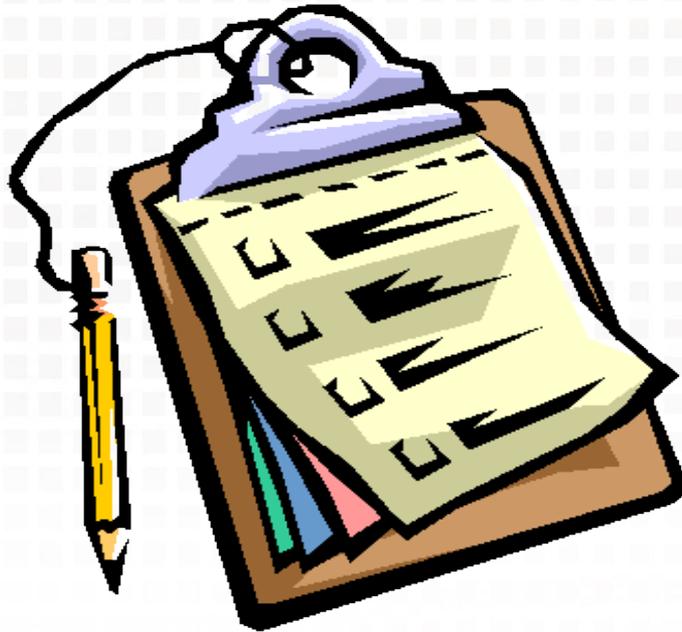- **Activity forms will be used if applicable**

Pay by Punch

- **All Regular and Additional Hours based on Work Schedule**
- **Leave**
- **Holiday Leave will be prepopulated**
- **Activity forms will be used if applicable**

Supervisor/Timekeeper Task

Banking Holidays

		Mon 1/15	MLK DAY	7.5								
X		Mon 1/15	▼		9:00AM		▼ 2:00PM		▼	5.0	12.5	50.0
X		Tue 1/16	▼		8:00AM		▼ 2:30PM		▼	6.0	6.0	56.0
X		Wed 1/17	▼		8:00AM		▼ 4:00PM		▼	7.5	7.5	63.5
X		Thu 1/18	▼		8:00AM		▼ 5:00PM		▼	8.5	8.5	72.0

TOTALS & SCHEDULE | **ACCRUALS REPORTING PERIOD** | **AUDITS** | **COMMENTS**

All ▼

	Account	Pay Code	Amount	Wages
	1200-A305/-/0000059689/-/A0175N-NJ/P/-	REG-REGULAR...	56.0	
	1200-A305/-/0000059689/-/A0175N-NJ/P/-	HOLLV-HOLID...	7.5	
	1200-A305/-/0000059689/-/A0175N-NJ/P/-	SCKLV-SICK L...	17.0	

- Do not use a Pay Code. Insert a row for the holiday, and enter times in and out.
- Let's discuss how to move the HOLLV (actual holiday pay code) to Holiday Banked. Next slide shows how to move.
- Remember, you must only apply this hour for hour

Moving Hours to Alternate Pay Codes

Steps	
1	From the **Related Items Pane**, select **QuickFind**.
2	From the **Name or ID** field, type the employee's last name. From the **Time Period** drop-down list, select the specific time period.
3	Select the employee, right-click and then select **Timecard**.
4	From the **Totals & Schedule** tab, select the row that contains the pay code amount you want to move.
5	Right-click and select **Move**.
6	Do you want to move hours to another pay code or labor account? To move hours to another pay code, complete the **Move Amount** dialog box, specifying another pay code, amount of hours, and effective date.
7	Click **OK** and then click **Save**

Move Amount

From
Pay Code   HOLLV-HOLIDAY LEAVE
Amount (HH.hh)   7.5
Transfer   ;1200-A305/-/0000059689/-/A0175N-NJ/P/-

To
Pay Code *   Holiday Bank
Amount (HH.hh) * 5.0
Effective Date * 1/16/2018
Transfer

Comments ⇒

OK   Cancel   Help

Reducing Leave

When an employee works additional hours in the same week they used leave, the leave time can be reduced to make a 40/37.5/35 hour work week.

Save | Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾ Activities ▾ Leave ▾

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	⬆	Fri 1/19	▾			▾			▾				
X	⬆	Sat 1/20	▾			▾			▾				
X	⬆	Sun 1/21	▾			▾			▾				
X	⬆	Mon 1/22	SCKLV-SICK L... ▾	8.0		▾			▾			8.0	8.0
X	⬆	Tue 1/23	▾		7:30AM	▾	3:30PM		▾		8.0	8.0	16.0
X	⬆	Wed 1/24	▾		7:30AM	▾	3:30PM		▾		8.0	8.0	24.0
X	⬆	Thu 1/25	▾		7:30AM	▾	3:30PM		▾		8.0	8.0	32.0
X	⬆	Fri 1/26	▾		7:30AM	▾	6:30PM		▾		11.0	11.0	43.0
X	⬆	Sat 1/27	▾			▾			▾				43.0

Save | Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾ Activities ▾ Leave ▾

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	⬆	Fri 1/19	▾			▾			▾				
X	⬆	Sat 1/20	▾			▾			▾				
X	⬆	Sun 1/21	▾			▾			▾				
X	⬆	Mon 1/22	SCKLV-SICK L... ▾	5.0		▾			▾			5.0	5.0
X	⬆	Tue 1/23	▾		7:30AM	▾	3:30PM		▾		8.0	8.0	13.0
X	⬆	Wed 1/24	▾		7:30AM	▾	3:30PM		▾		8.0	8.0	21.0
X	⬆	Thu 1/25	▾		7:30AM	▾	3:30PM		▾		8.0	8.0	29.0
X	⬆	Fri 1/26	▾		7:30AM	▾	6:30PM		▾		11.0	11.0	40.0
X	⬆	Sat 1/27	▾			▾			▾				40.0

Note: Leave can only be reduced **per week** not by the pay period as it will negatively impact the employees' accrual.

Supervisor/Timekeeper Tasks

Review Hours Detail Genie

Hours Detail_ ▼

Loaded 11:21AM Current Pay Period ▼ | 0947 ▼

Select All Rows | Column Selection | Filter | People | Timekeeping | Accruals | Activity Forms | Approval | Schedule | Absence | Refresh | Share

Person Name ▲	Person ID	Primary La...	Pay Rule	St... Period	Total	Reg	OT	Te...	Co...	Holiday	Ho... Baland	HO...	An...	Sic...	Fa...	Be...	Ot...	Ot...	Tot...	An...	Ho...
ANKNER, STEPHANIE L	0000001262	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
CARPER, DAVID S	0000001265	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
CARROLL JR, RANDY L	0000062107	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0										
COMER, LISA A	0000001261	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
DOLIN, NORA A	0000001421	0947-0947/...	EU3B2-...	75.0	36.0	28.5				7.5	0.0										
DOLIN, RICHARD M	0000001382	0947-0947/...	EU3B2-...	75.0	45.0	37.5				7.5	0.0										
DYE, ERIC S	0000001273	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0										
ELLISON, MATTHEW H	0000001268	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
HARVEY, JAMES A	0000008056	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0										
HILL, CASEY A	0000001299	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0										
HODGE, GREGORY E	0000001266	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
HOFFMAN, BRYAN M	0000029595	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
HUMPHREY, LORIE A	0000001279	0947-0947/...	EU3N2-...	75.0							0.0										
LORE, DEBRA S	0000001301	0947-0947/...	EU3N2-...	75.0	35.5	28.0				7.5	0.0										
MILLER, DANIEL E	0000001267	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
NEWELL, DOUGLAS P	0000113149	0947-0947/...	EU3B2-...	75.0	35.5	28.0				7.5	0.0										
29					1013.50	811.00	0	0	0	202.50	0.00	0	0	0	0	0	0	0	0	0	0

Reviewing Time and Attendance

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		Date	Schedule	In	Out
+	x	Fri 11/09			
+	x	Sat 11/10			
+	x	Sun 11/11			
+	x	Mon 11/12			
+	x	Tue 11/13		❗ 9:00AM	5:00PM
+	x	Wed 11/14		❗ 9:00AM	
+	x	Thu 11/15		❗ 9:00AM	5:00PM

The red upside-down exclamation points indicate the employee is not following their schedule. The solid red box indicates a punch as been missed.

Paying Employees for Working through Meals

Right click the punch that needs changed.

The Punch Actions box will appear. From here you can click edit or add comments.

Select Edit.

The Punch box will appear. From here you can change the override to pay an employee for their lunch break.

Punch Actions

Date:	11/13/2018
Time:	5:00PM
Rounded Time:	11/13/2018 5:00PM GMT-05:00
Override:	Out Punch
Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
Last Edit Date:	11/12/2018
Edit Made By:	HENDERSON, REBECCA L

✎ Edit   💬 Comments   ☰☆ Justify Exception

Punch

Date:	11/13/2018
Time (h:mma) *	5:00PM
Rounded Time:	11/13/2018 5:00PM GMT-05:00
Override:	30 Min Lunch
Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
Cancel Deduction:	
Exceptions:	
Comments:	

Cancel   OK   38

Navigating Widgets

Genies

Reconcile Timecard ▾

- Hours Detail
- Activity Employee Details
- Activity Employee Status
- Activity Event Details
- All WTK Exceptions
- Approvals Summary
- Approve Timecards
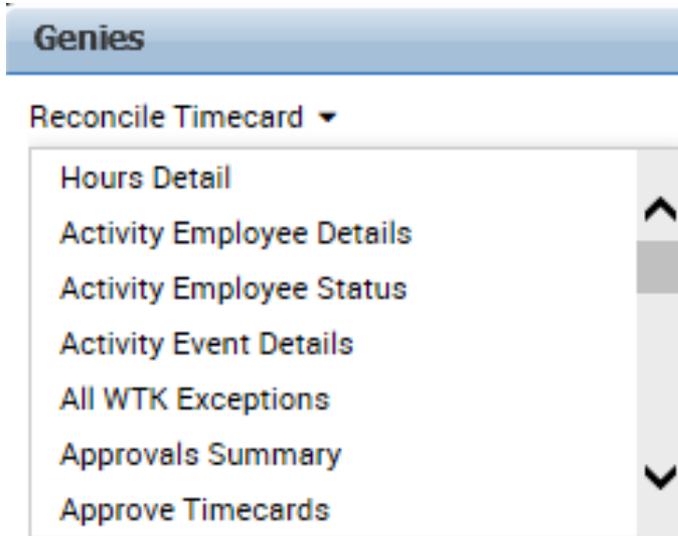
The Widgets that were once on the related pane or under Quicklinks are now under the Genies dropdown. This will always be in the top left-hand corner. Toggle between hours detail, pay period close, reconcile timecard, Quick Find, etc.

Locating Reports

Steps

1	From the **Related Items** pane, select **Quick Links**, and then **Reports**. **Note:** The **Reports** Widget could be in your workspace, in the Related Items pane or on a Quick Link Widget	**Quick Links** **QuickFind** **Activity Form Entry** **Leave vs. OT** **Leave Hours Detail** **Holiday pay** **Pay Period Close** **Reconcile Timecard** **Reports**
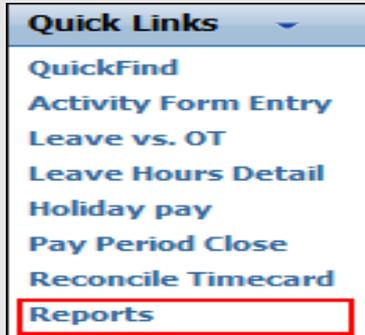
2	On the **Select Report** tab, click the plus **(+)** to display a category's contents.	**REPORTS**
		
		SELECT REPORTS **CHECK REPORT STATUS**
		
		Run Report **Refresh** **Email** **Print** **Schedule Report**
		Create Favorite **Save Favorite** **Duplicate Favorite** **Delete Favorite**
		
		+ Configuration
		+ Detail Genie
		+ Leave
		+ Roll-Up Genie
		+ Scheduler
		− Timecard
		   Accrual Detail
		   Accrual Summary
		   Comments By Employee
		   Comments By Location
		   Coverage – Monthly
		   Coverage – Weekly
		   Employee Schedule – Monthly

Selecting Reports

3	Click a report name. **Note:** The report's description appears in the right pane.	
4	Select the specific time employees from the **People** drop-down list.	
5	Select the specific time period from the **Time Period** drop-down list.	
6	Select one or more available options to identify the report information you need. **Note:** Options can vary by report.	
7	Select an **Output Format**. **Note**: Reports that have (Excel) at the end of their names allow you to run the report in **Microsoft Excel Document (.xls)** format. All other reports can only be run in **Adobe Acrobat Document (.pdf)** format.	

Generating Reports

8	What do you want to do with the report? • To generate a report, click **Run Report**. • To generate a report and automatically email it to recipients, click **E-mail**. Fill in the **Recipients** field in the E-mail dialog box and click **OK**.	
9	If you select Run Report, you are brought to the **Check Run Status** tab. Click **Refresh Status.** The **Status** column displays **Complete** or **Failed** once the application has finished the report.	
10	To view a report, click a report name to highlight it and do any of the following: • To use menu options, click **View Report** • To use mouse options, double-click the report name	
11	(Optional) While viewing the report, you can do any of the following: • To print the report to a local printer, select **File** > **Print** and then select a printer from the list. • To send a report in an e-mail message, select **File** > **Send** > **Page by E-mail** and complete the e-mail message contained in your default e-mail client.	

Viewing Time Detail Report

Time Detail

Time Period:	7/12/2014 - 7/25/2014		Data Up to Date:	11/30/2015 9:52:43 AM
Query:	All Home		Executed on:	11/30/2015 9:52AM GMT-05:00
Actual/Adjusted:	Show hours credited to this period only.		Printed for:	iandrews090
			Insert Page Break After Each Employee:	No

Employee:	Coates, Craig		ID:	0000003090		Time Zone:		Eastern			
Status:	Active		Status Date:	12/20/2013		Pay Rule:		P30L NONEX COMP 40 no PFS			
Primary Account			Start		End						
0313-9043/-/0000001090/DEP/8500E-D1/-/-			12/20/2013		Forever						

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		Comment			Xfr: Work Rule						
7/14/2014 8:00 AM	FMSKC-FAM SICK LEAVE						8.00				8.00
7/15/2014 8:00 AM	FMSKC-FAM SICK LEAVE						8.00				16.00

Labor Account Summary	Pay Code	Hours	Money	Days
0313-9043/-/0000001090/DEP/8500E-D1/-/-				
	FMSKC-FAM SICK LEAVE	16.00		
	Total Paid Hours	16.00		
Combined Pay Code Summary	Pay Code	Hours	Money	Days
	Total Paid Hours	16.00		
Totals:		16.00	$0.00	0.00
Pay Code Summary	Pay Code	Hours	Money	Days
	FMSKC-FAM SICK LEAVE	16.00		
Totals:		16.00	$0.00	0.00

Employee:	Hershberger, Daniel		ID:	0000006090		Time Zone:		Eastern			
Status:	Active		Status Date:	12/20/2013		Pay Rule:		P30L NONEX COMP 40 no PFS			
Primary Account			Start		End						
0313-9043/-/0000001090/DEP/8500E-D1/-/-			12/20/2013		Forever						

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		Comment			Xfr: Work Rule						
7/14/2014		8:00:00 AM		4:00:00 PM						8.00	8.00
7/15/2014		8:00:00 AM		4:00:00 PM						8.00	16.00
7/16/2014		8:00:00 AM		4:00:00 PM						8.00	24.00
7/17/2014		8:00:00 AM		4:00:00 PM						8.00	32.00

Page 1

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Creating Report Favorites

Steps		
1	Select the report you want to designate as a favorite.	**REPORTS**
2	Click **Create Favorite**.	
3	In the **Favorite Report** field, enter a name for the report that has meaning for you.	**FAVORITE REPORT**
4	In the **Author's Remarks** field, enter descriptive data.	
5	Select the options that you would like to see in the report. **Note:** Options can vary by report.	
6	Click **Save Favorite**.	**REPORTS**
7	Confirm that the report is displayed in the **Favorites** category.	**REPORTS**

44
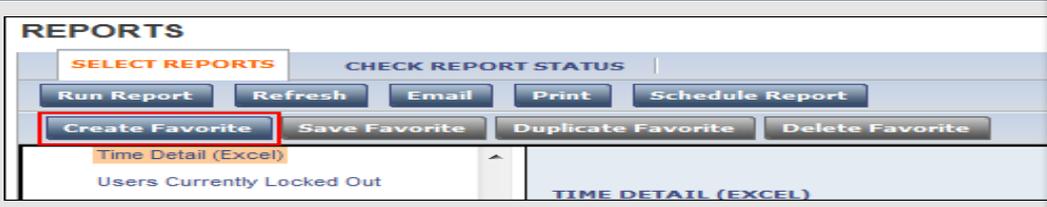
Top 7 Kronos Report List

Absent Employees

Report details all absent employees for the selected time period. Only absences through the current day appear—future schedule absences do not appear.

Absences—You can select the type of absences to include in the report.

Accrual Balances and Projections

Report details accrual balances through a selected date range along with future takings, credits, and projected balances for each employee contained in the report. The projected balances are calculated out through the furthest projected taking date, or the date furthest into the future the employee is scheduled to use accrued time.

Accrual Detail

Report details running balances for each employee who is included in the report along with each accrual credit and debit for the selected time period. This report includes scheduled accrual amounts.

Accrual Summary

Report details a summary of accrual activity by employee for the selected time period. Report includes the starting and ending balances for **each accrual code, credits, debits, and resets in between.**

Top 7 Kronos Report List (cont.)

Employee Sign-off

Report details information about the most recent sign-off recorded for each of the employees who is included in the report. Note the section at the end of the report includes the total and names of any employee data which is out of date.

Time Detail

Report details the punch, pay code edit, and transaction information for individual employees. The timecard data in the report is pulled from the selected time period. Note—if you choose Actual, a historical edit is displayed on its effective date, but only if the "include in totals for effective date" check box was selected when the edit was entered. If you choose Adjusted/Historical, the report show both actual and adjusted hour amounts. Any historical edit is displayed on its historical date (the date further in the past).

Timecard Sign-off, Request & Approval

Report details audit information related to sign-off or approval of timecards and requests and includes the date and time of the audit and who performed the actions.

NOTE—Timekeeping activities must be entered DAILY for accurate report presentation.

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Time Off Requests

Purpose

The Request Manager summarizes all requests in one window and provides all supporting information needed to process requests, right from the same screen. Requests can come from employees or other supervisors, for example, supervisor delegation requests. In the Request Manager, supervisors can process requests one-at-a-time or simultaneously process multiple requests of the same type. Supervisors can also both filter the list of requests displayed in the widget and sort the list by column.

Requesting Time Off

From your own timecard, you can select My Calendar from the right-hand side.
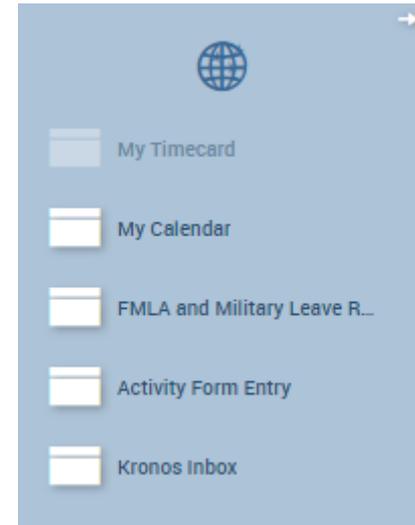
Time Off Request

Select Request Time Off
Note: schedules will be displayed as well as any requested/approved leave

Time Off Request

Select the date, type of leave, and hours or full day

Request Time Off

Type: [Time Off Request ▼]

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	×	11/05/2020	11/05/2020	ANNLV-ANNUAL...	Full day		

Accruals on: [11/05/2020 🔲]

Accrual	Balance
Annual Leave	89.4 Hour
Comp Time	0.0 Hour
Donated Leave	0.0 Hour

Note (optional)

[Type a note (optional)]

[Cancel] [Submit]

Viewing Request for Employees

From the Hours Detail, highlight the employee you want to see and click GoTo. From there, you can select Request Manager to view all TORs for this employee.

Finalizing Timecards

Purpose

After you finish reviewing and editing your employees' Timecards, you need to approve them to indicate that they are ready for sign-off, which will simultaneously approve their activities. No further changes can be made to activity entries once Timecards are signed-off. All other changes after sign-off require historical edit.

Pay Period Close

Purpose: The Pay Period Close Widget helps you to identify timecard discrepancies at the end of a pay period so that you can perform final edits. You must correct all exceptions before time data is signed off by Payroll and timecards are locked. Otherwise, employees may not get paid correctly for that pay period.

Person ID	Person Name	Pay Rule	Employee Approval	Managers Who Approved Timecard	Signed Off	Missed In-Pu...
0000001262	ANKNER, STEPHANIE L	EU3N2-EXMPT 37.5				
0000001265	CARPER, DAVID S	EU3N2-EXMPT 37.5				
0000062107	CARROLL JR, RANDY L	EU3B2-NONEX COMP 37.5				
0000001261	COMER, LISA A	EU3N2-EXMPT 37.5				
0000001421	DOLIN, NORA A	EU3B2-NONEX COMP 37.5				
0000001382	DOLIN, RICHARD M	EU3B2-NONEX COMP 37.5				
0000001273	DYE, ERIC S	EU3B2-NONEX COMP 37.5				
0000001268	ELLISON, MATTHEW H	EU3N2-EXMPT 37.5				
0000008056	HARVEY, JAMES A	EU3B2-NONEX COMP 37.5				
0000001299	HILL, CASEY A	EU3B2-NONEX COMP 37.5				
0000001266	HODGE, GREGORY E	EU3N2-EXMPT 37.5				
0000029595	HOFFMAN, BRYAN M	EU3N2-EXMPT 37.5				
0000001279	HUMPHREY, LORIE A	EU3N2-EXMPT 37.5				
0000001301	LORE, DEBRA S	EU3N2-EXMPT 37.5				
0000001267	MILLER, DANIEL E	EU3N2-EXMPT 37.5				

Approving Individual Timecards
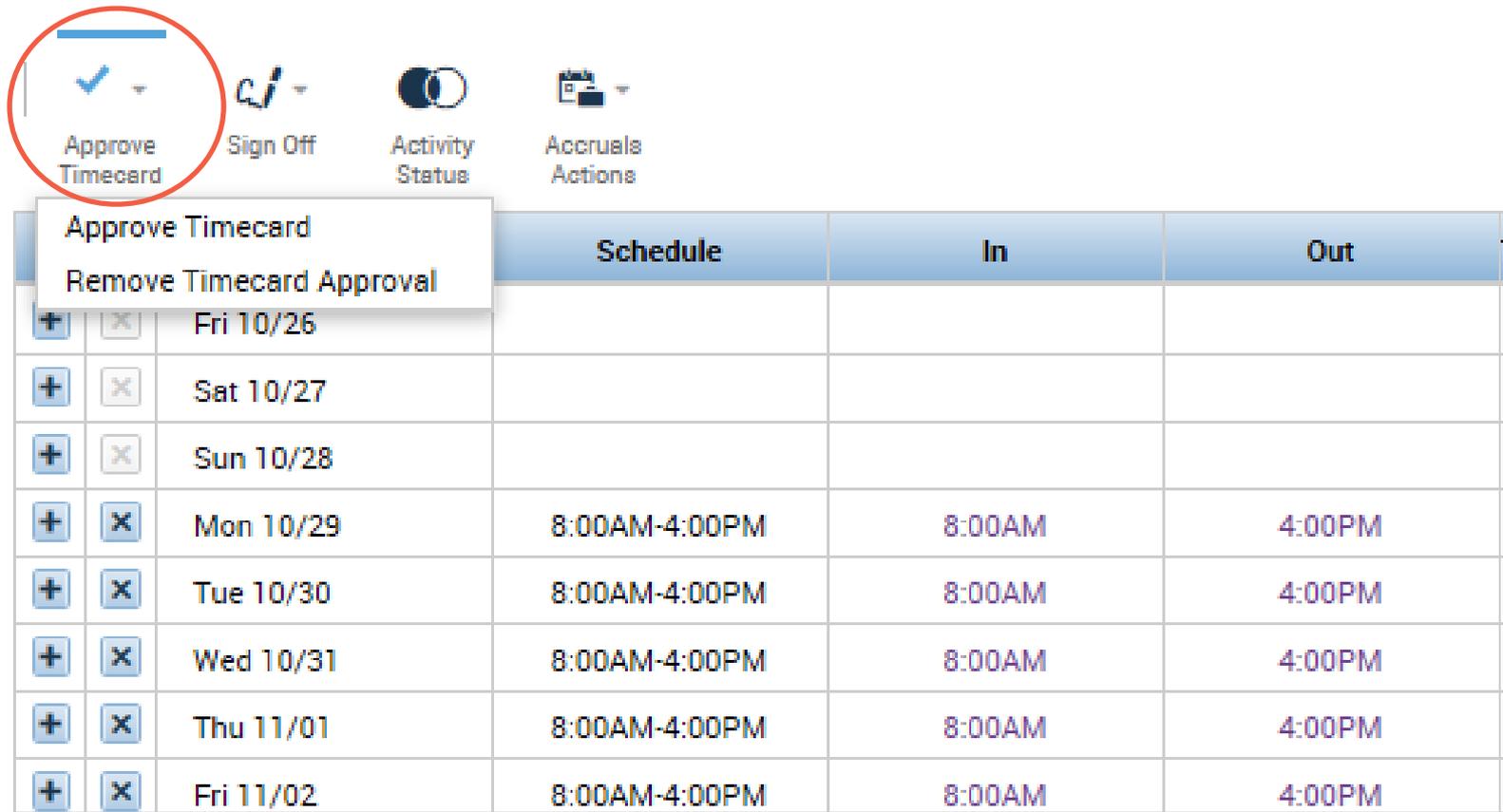
This approval is done from within the employee's timecard.

Approving Multiple Timecards

Tips for Selecting Multiple Employees

Tip

There are various ways to select employees in a Kronos Timekeeper widget:

- Hold the **Ctrl** key and click your mouse to select more than one employee not listed next to each other.

- To select a group of employees listed together, use one of these methods:

- Click the first employee, then hold the **Shift** key and click your mouse to select the last employee. This will select all employees in-between.

- Click and drag the mouse to select multiple employees.

Signoff Single Employee

Signing Off Timecards

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Genies

Pay Period Close ▼

Select All Rows	Column Selection	Filter	People	Timekeeping	Accruals	Activity Forms	Approval	Schedule	Absence
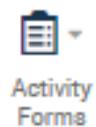
Person ID	Person Name ▲		
0000001262	ANKNER, STEPHANIE L	EU3N2-E	Approve Timecard
0000001265	CARPER, DAVID S	EU3N2-E	Remove Timecard Approval
0000062107	CARROLL JR, RANDY L	EU3B2-N	Approve Overtime - Group Approval
0000001261	COMER, LISA A	EU3N2-E	Sign Off
0000001421	DOLIN, NORA A	EU3B2-NONEX COMP 37.5	Remove Sign-Off
0000001382	DOLIN, RICHARD M	EU3B2-NONEX COMP 37.5	Lock Payroll
0000001273	DYE, ERIC S	EU3B2-NONEX COMP 37.5	Enable Edits
0000001268	ELLISON, MATTHEW H	EU3N2-EXMPT 37.5	

Historical Corrections

Historical Edits are the biggest change in Version 8. In fact, they are now called Historical Corrections. When signoff is applied and the pay period closes, there are times when an employee needs a correction done to their timecard. The new first step is to enable edits for that employee. To do so, find the employee in your Hours Detail, Pay Period Close or Quickfind. Once there, highlight the employee and select approvals -> enable edits.

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You can tell a timecard is signed off when it is grey and the pluses and X's on the left side are no longer clickable.

		Date	Schedule	In	Out	Tran...	Pay Code	Amount	Shift	Daily	Period
+	x	Fri 10/26									
+	x	Sat 10/27									
+	x	Sun 10/28									
+	x	Mon 10/29	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	7.5
+	x	Tue 10/30	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	15.0
+	x	Wed 10/31	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	22.5
+	x	Thu 11/01	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	30.0
+	x	Fri 11/02	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	37.5
+	x	Sat 11/03									37.5
+	x	Sun 11/04									37.5
+	x	Mon 11/05	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	45.0

Toolbar: Approve Timecard | Sign Off | Activity Status | Accruals Actions | Print Timecard | Refresh | Calculate Totals

Historical Corrections (cont.)

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Once edits are enabled, simply type the correct times onto the timecard. Black dots will appear on the dates that are changed and small diamonds will appear in the boxes of the punches adjusted.

		Date	Schedule	In	Out	Tran...	Pay Code	Amount	Shift	Daily	Period
+	×	Fri 10/26									
+	×	Sat 10/27									
+	×	Sun 10/28									
+	×	Mon 10/29 •	8:00AM-4:00PM	8:00AM	5:00PM				8.5	8.5	8.5
+	×	Tue 10/30	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	16.0
+	×	Wed 10/31	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	23.5
+	×	Thu 11/01	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	31.0
+	×	Fri 11/02 •	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	38.5

Approve Timecard   Sign Off   Activity Status   Accruals Actions   Print Timecard   Refresh   Calculat Totals

Historical Corrections (cont.)

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Historical Corrections automatically impact accruals and are defaulted to NOT include in totals. A manual TADJ will need to be entered to adjust pay or the steps on the next slide can be taken.

Totals	Accruals	Audits	Historical Corrections

Detail View | Summary View   Untotalized Correction

Pending	Historical Date	Type of Edit	Pay Code	Amount	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals
	10/29/2018	Correction	REG-REGULA...	1.0 (paid)	...!/-/E0014E-MJ/P/-			hendersonre1...	11/12/2018 1...	11/12/2018	No
	11/02/2018	Correction	REG-REGULA...	-1.0 (paid)	...!/-/E0014E-MJ/P/-			hendersonre1...	11/12/2018 1...	11/12/2018	No
	11/02/2018	Correction	NP - Excess o...	1.0 (paid)	...!/-/E0014E-MJ/P/-			hendersonre1...	11/12/2018 1...	11/12/2018	No

Editing Historical Corrections to Pay

Right click on the historical
Correction lines (shown on last
slide). Select Edit.
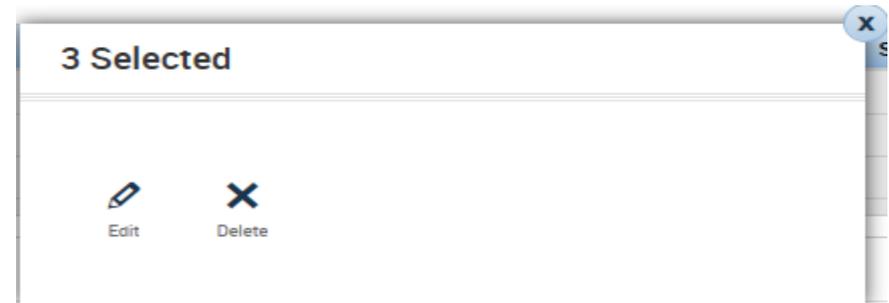
Check the box to include edits in the
totals.

Helpful Hints

Helpful Hints/Lessons Learned

- The pay week runs from Saturday 12:00am through Friday 11:59pm
- Earned accruals for the current pay period are granted on the first day of the next pay period (always a Saturday)
- Accruals will only be earned for Pay Codes which grant accruals i.e. Reg, Sick, Annual earn leave. However, any LV Pay Codes do not earn leave
- Overtime hours are based on hours worked (Reg Time) in a pay week (Saturday-Friday)
- Exception pay employees will be paid for their full bi-weekly salary unless an exception is entered to reduce their pay (LWOP, etc.). Deleting the in and out punches for a shift will not automatically reduce their pay

Helpful Hints/Lessons Learned

- Exception pay employees who have less than expected hours in their timecard will not receive full accruals unless the proper exception is entered.

- A lunch period is granted for shifts that have 6 or more consecutive hours. Shifts less than 6 hours will require additional entry for lunch periods.

Helpful Hints/Lessons Learned

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- Timecards should only be approved or signed off at the end of the pay period. If applied prior to the end of the pay period, the timecard will be locked from further entry.

Contact Us!

For Kronos Questions contact: Kronos@wvOASIS.gov

For HRM/Payroll Questions contact: Hrmpayroll@wvsao.gov

For Help Desk Questions contact:
Helpdesk@wvOASIS.gov

For Security Questions contact:
Security@wvOASIS.gov

 Website: wvOASIS.gov