KRONOS

DESKTOP REFERENCE

FLEET & FAMILY READINESS
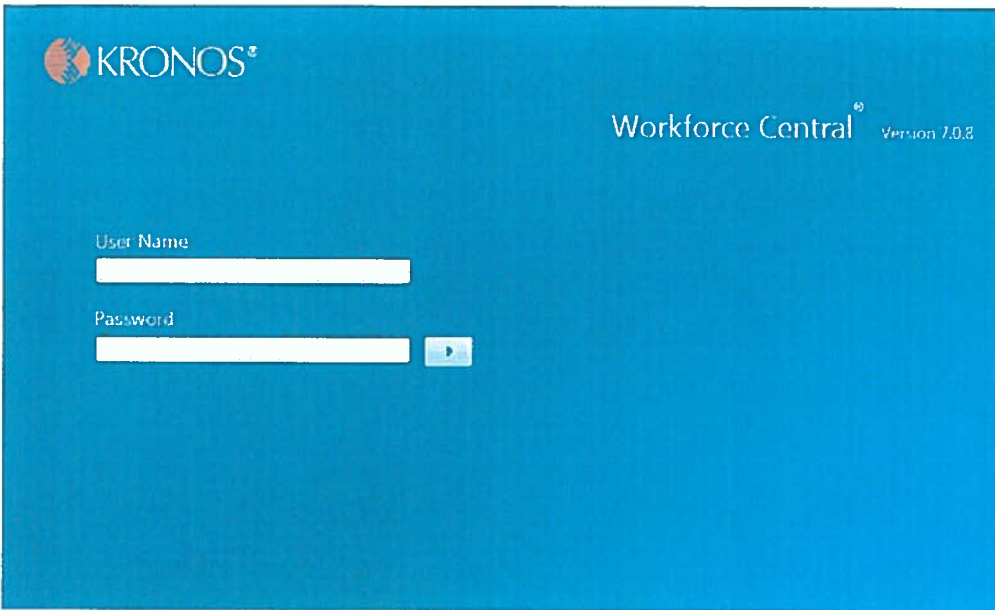
WORKFORCE TIMEKEEPER
VERSION 7.0

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Logging On & Off Workforce Central

Logging On Steps:

1. Click on the Kronos icon on your Citrix Desktop.

2. Enter your Citrix User Name (ALL CAPS) and Password.
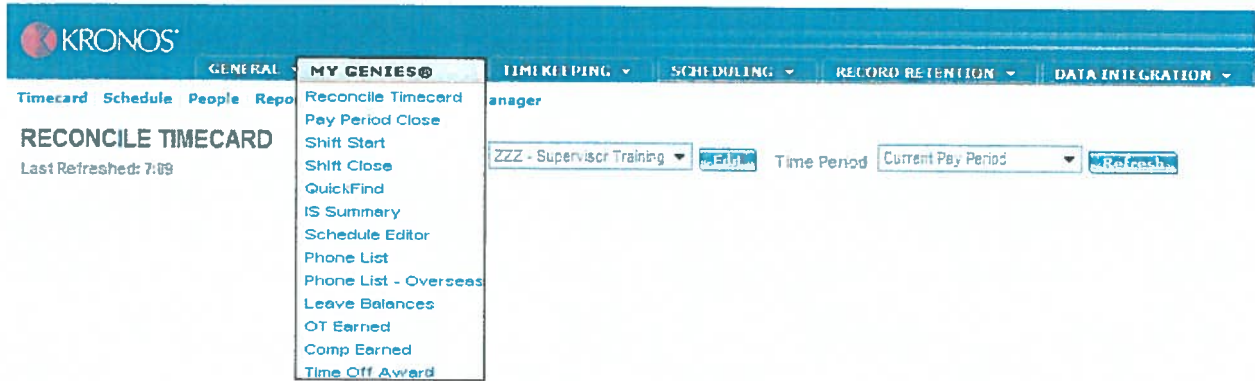
3. Click on the Log On button.


Logging Off Steps:

1. Select Log Off from the navigation bar in the upper right corner.

2. You will be returned to the Log On screen confirming a successful log off.

Menus, Options & Workforce Genie Headers

Menus & Options - To access a menu, click on the Tab name. Then select one of the options that appear directly below the menus.

Workforce Genies give managers instant feedback on critical time, labor, and schedule data. Managers get an "at a glance" view of exceptions, hours worked, and employee attendance.
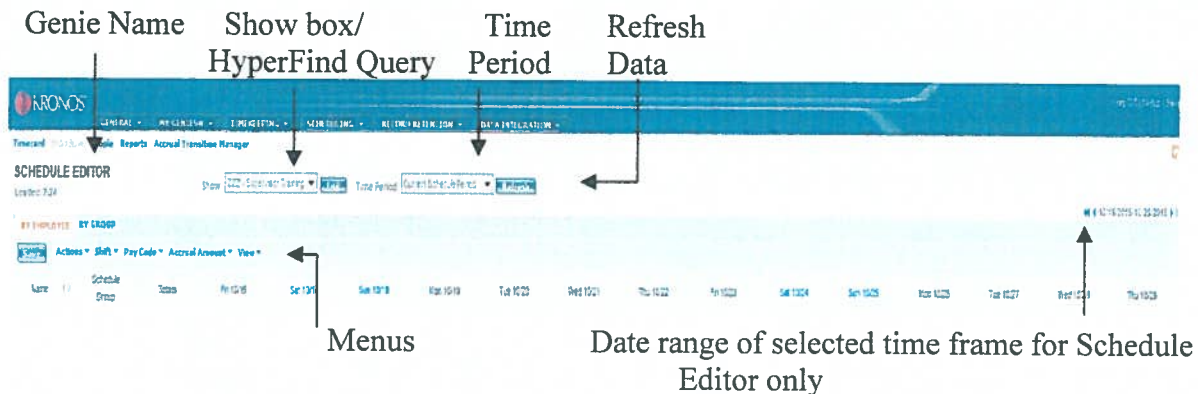
- Genie Name – Name of the Genie currently displayed.

- Show – Name of the HyperFind Query that displays the list of employees you want to view. Defaults to All Home, which is a list of all employees in your Home Labor Accounts.

- Time Period – Shows the period you want to view. This can be changed by clicking on the drop-down arrow and selecting Previous Schedule Period, Current Schedule Period, Next Schedule Period, Yesterday, Week to Date, Last Week, Specific Date, or Range of Dates.

- Refresh – Updates the information on your screen to allow you to view your most recent edits.

- Menus – Action tabs that allow you to select data from the Genie you are accessing.

Creating a Repeating Schedule

Schedules are created to enforce restrictions, track exceptions, (i.e. early or late punches) and associate work rules with schedules.

Navy MWR requires every employee to have a schedule.

- Click on the Schedule Editor link on the My Genies tab.

- Highlight the employee name to be changed.

- Click on the shift menu and select Add Pattern from the drop-down.

- The Pattern Editor screen will appear.

- Enter the 1st day of the pay period for the Work Start Date and Pattern Start Date.

- Leave the Forever radio button highlighted or select End Date and enter an end date.

- Select (2) for the recurring number of weeks for the schedule.

- Put a check in the box next to Override other patterns.

- Hold down CTRL key and highlight the days to be scheduled.

- Click on Insert Shift **Insert Shift...** and select the shift from the drop-down. Schedule now appears in the highlighted days.

- If necessary repeat steps for additional days of scheduling.

- Click OK – you receive the message "Selecting Override may delete shifts or unavailable days-except for locked days or locked shifts. Are you sure you want to do this?"

- Click Yes.

- You will now return to Schedule Editor.

- Click on **Save**.

Changing a Repeating Schedule

Repeating schedule should only be changed after the previous pay period has been signed off.

- Click on the Schedule Editor link on the My Genies tab.
- Highlight the employee name to be changed.
- Click on the shift menu and select Edit Pattern from the drop-down.
- The Pattern Editor screen will appear.

- Enter the 1st day of the pay period for the Work Start Date and Pattern Start Date.
- Leave the Forever radio button highlighted or select End Date and enter an end date.
- Click the Override other patterns if not already selected. Remember this should only be changed after the previous pay period has been signed off.
- Hold down CTRL key and highlight the days to be changed or deleted.
- Click on Delete **Delete**.
- Hold down CTRL key and highlight the days to be changed or deleted.
- Click on Insert Shift **Insert Shift** and select from the drop-down. Schedule now appears in the highlighted days.
- Click OK. You will receive the message "Selecting Override may delete shifts or unavailable days-except for locked days or locked shifts". Are you sure you want to do this?
- Click Yes.
- You will receive the message "The pattern will be re-applied from mm/dd/yyyy to Forever. The schedule will be impacted from mm/dd/yyyy to Forever". Are you sure you want to continue?
- Click Yes.
- You will now return to Schedule Editor.
- Click on **Save.**

Creating a Repeating Schedule With Different Cost Centers

- Click on the Schedule Editor link on the My Genies tab.

- Highlight the employee name to be changed.

- Click on the shift menu and select Add Pattern from the drop-down.

- The Pattern Editor screen will appear.

- Enter the 1st day of the pay period for the Work Start Date and Pattern Start Date.

- Leave the Forever radio button highlighted or select End Date and enter an end date.

- Select (2) for the recurring number of weeks for the schedule.

- Put a check in the box next to Override other patterns.

- Hold down CTRL key and highlight the days to be scheduled.

- Click on Insert Shift ____Insert Shift...___ and select the shift from the drop-down. Schedule now appears in the highlighted days.

- If necessary repeat steps for additional days of scheduling.

- Highlight the day to change the cost center assignment.

- Click on Shift Editor ____Shift Editor ⇒____. The following screen will appear.

Shift Editor

	Type *	Day	Start Time *	Day	End Time *	Sch Hrs	Transfer
✕	Regular	1	6 30	1	15 30	9.0	///7799///
							Search. ... Alt S

Shift Label 0630-1530

OK   Cancel   Help

- Select the drop-down arrow in the Transfer column next to Sch Hrs.
- Select Search.

Select Transfer

Labor Account
Name or Description:
7799   Search   Clear Account
Available Entries:
7799,GTMO MARINA UFM 1001

- ○ Fund Code
- ○ Company Code
- ○ Region
- ◉ Cost Center   7799   GTMO MARINA UFM 1001
- ○ Division Code
- ○ Personnel Subarea
- ○ Local Use

Selected Transfer
///7799///

OK   Cancel   Refresh   Help

- Click on the Cost Center button, and select the cost center the employee's hours will be transferred to from the Available Entries box. **Note:** Cost Centers are four or five numbers in length. Use preceding zeros if less than 4 numbers.

- Click OK – you will return to the Shift Editor.

- Click OK – you will now return to the Pattern Editor. An "x" will be displayed in the box that contains the transferred shift.

- Click OK – you will be taken back to the Schedule Editor.

- Click on **Save**.

Creating a Daily Schedule

A Daily Schedule is useful for Flex employees.

- Click on the Schedule Editor link from My Genies drop-down.
- Click in the cell where the daily schedule is to be added.
- Enter start and end times. (Enter using military time).
- Click Tab to move to another cell or click directly in the next cell to be changed.
- When finished, click **Save**.

To copy a shift and add it to another day:

- Select the cell with the shift you want to copy.
- Select **Actions > Copy** from the menu, or right click within the cell and select Copy from the menu.
- Select the cell where you want to paste the shift.
- Select **Actions > Paste** from the menu, or right click within the cell and select Paste.
- When finished click **Save**.

Editing a Shift

This is used for Shifts that have been created directly in the Shift Editor or a one-time change to a Daily Shift in a Repeating Schedule.

- Select the specific day to edit a shift.
- Make changes within the cell or Double click on the day to open Shift.
- Enter the start and end times in the Shift Editor, or select the shift from the Shift Template drop-down and click OK.
- Click **OK** and you will be taken back to the Schedule Editor. The new schedule will now appear.
- Select **Save.**

Split Shifts

Show ZZZ - Supervisor Training ▼ [Edit]   Time Period Current Schedule Period ▼ [Refresh]

BY EMPLOYEE   **BY GROUP**

[Save]   Actions ▼ Shift ▼ Pay Code ▼ Accrual Amount ▼ View ▼

Name 1/	Schedule Group	Totals	Fri 10/16	Sat 10/17	Sun 10/18	Mon 10/19	Tue 10/20
TRAIN1, MANAGER		72.00			8-12	8:00 - 17:00	8:00 - 17:00
TRAIN1, MANAGER		0.00					

In the Schedule Editor, ensure the correct pay period is displayed.

- Highlight the employee's name.

- Enter the 1ˢᵗ shift into the cell. Select **Save**. This step must be done or the split shift will look like one long day.

- On the same day - Select Shift>Add

Add Shift   [x]

Employee TRAIN1, MANAGER ▼   Primary Job Unspecified

[Insert shift >]

	Start Date *	Type *	Start Time *	End Time *	End Date *	Sch Hrs	Transfer
✕ 📄	10/16/2015	Regular ▼	14:00	18	10/16/2015		▼

◄ |_____| ►

Comments   Notes   [Add >]   Shift Label
          ▼   [Delete]   Repeat for (D) 1
                                                     [ ] [ ]

[OK] [Cancel] [Help]

- Enter the Start Time and End Time for the second shift.

- Click OK and you will be taken back to the Schedule Editor.

- Both shifts will now be displayed.

- Repeat above as necessary to add more split shifts.

Show ZZZ - Supervisor Training ▼ [Edit]   Time Period Current Schedule Period ▼ [Refresh]

BY EMPLOYEE   **BY GROUP**

[Save]   Actions ▼ Shift ▼ Pay Code ▼ Accrual Amount ▼ View ▼

Name 1/	Schedule Group	Totals	Fri 10/16	Sat 10/17	Sun 10/18	Mon 10/19	Tue 10/20
TRAIN1, MANAGER		80.00			8:00 - 12:00 / 14:00 - 18:00	8:00 - 17:00	8:00 - 17:00
TRAIN1, MANAGER		0.00					

- Select **Save**.

Searching for Employees

There are two ways to search the database for information on one or more employees:

- Quick Find
- Hyper Find

Quick Find

QUICKFIND
Last Refreshed: 13:22

Name or ID train*

Time Period Current Pay Period

[Find]

Actions ▾ Punch ▾ Amount ▾ Schedule ▾ Approvals ▾

Name	1/	ID	Home Account
TRAIN1, MANAGER		TRAIN1	000/0000/TRM/TRAINING/0/0/0

To use the Quick Find feature:

- Select Quick Find link on the My Genies tab.
- Enter the employee's last name. Using a Wild Card character (*) will allow you to pull up a group of employees who have the same information entered before the *.
- Click Find.

When the system returns the requested information, you can either:

- Double–click on employee's name to open their timecard.
- Select an employee and click the Timecard button.

Hyperfind

RECONCILE TIMECARD
Last Refreshed: 13:19

Show All Home [Edit]

Time Period
ATS LIBRARY
ATS MAINTENANCE [Refresh]
ATS MARKETING
ATS MWR

Actions ▾ Punch ▾ Amount ▾ Schedule ▾ Approvals ▾

- To select your public query, use the drop-down in the Show box. You will only be able to view employees for which you have authorization.

Timecard Indicators & Colors

If you move your mouse over an outlined or colored cell, a message box will appear providing a description of the indicator.

Indicators	**Description**
[red cell]	Solid red cell indicates a missed in or out punch.
19:41	A red border indicates an exception, i.e. late punch or early punch. An employee is considered early or late if the punch is 3 minutes outside their scheduled time.
11:37	A yellow note icon indicates there is a comment. Select the comment tab at the bottom of the timecard to view.
15:30	A purple punch time or pay code amount indicates that the transaction was added by "pay from schedule".
8:00	A punch outlined in green indicates the punch has been reviewed.
Tue 7/02	A red border around the date indicates an unexcused absence. A blue border indicates an excused absence.
(x)1034/NAJ/JAX/16127	An (X) before the labor account in the Totals section indicates that the associated hours are not being charged to the home account.
*TIMECARD	A Genie name in orange with an asterisk indicates the edits have not been saved.
TOTALS & SCHEDULE	A red flag in front of the Totals & Schedule tab on the bottom left of the employee's timecard indicates the changes have not been saved.

Format for Time Punches

Punches may be entered in the following ways:

- Use a 12 or 24 hour format (1:00 PM or 13:00).

- A and P may be entered to indicate AM or PM (7a = 7:00AM) (7p = 7:00PM).

- Leading zeros are optional (0700 = 7:00).

- Trailing zeros are optional (7 = 7:00).

- Colons are optional (700 = 7:00).

- A.M. is assumed for all hours except for 12:00 – 12:59, when PM is assumed.

- A.M., AM, A, a, or a.m. will be converted to AM. PM follows the same rules.

- Midnight is 00:00.

Adding a Missed Punch / Comments & Notes

TIMECARD

Last Saved: 13:54

Name & ID   TRAIN1 , MANAGER   TRAIN1

Time Period   Current Pay Period ▼

Save   Actions ▼   Punch ▼   Amount ▼   Accruals ▼   Comment ▼   Approvals ▼   Reports ▼

	Date	Pay Code	Amount	In	Transfer	Out
☒ ⤴	Fri 1/11	▼		9:00	▼	17:00
☒ ⤴	Sat 1/12	▼		9:00	▼	

A missed punch will show up as a red box on the employee's timecard.

- Display the employee's timecard. Make sure the correct time period is displayed in the box under the employee's name.

- Click on the red box (missing punch), type in the time of the missed punch, and click Save. A missed punch can occur at the beginning of the day, end of the day, or during a break time.

Adding Comments and Notes

To add a comment, right click on the cell containing the punch. Choose Add Comment.

TIMECARD

Last Saved: 14:08

Name & ID   TRAIN1 , MANAGER   TRAIN1

Time Period

Save   Actions ▼   Punch ▼   Amount ▼   Accruals ▼   Comment ▼

Add Comment ✕

	Date	Pay Code	Amount	In
☒ ⤴	Fri 1/11	▼		9:00
☒ ⤴	Sat 1/12	▼		9:00
☒ ⤴	Sun 1/13	▼		
☒ ⤴	Mon 1/14	▼		9:00
☒ ⤴	Tue 1/15	▼		9:00
☒ ⤴	Wed 1/16	▼		9:00
☒ ⤴	Thu 1/17	▼		9:00
☒ ⤴	Fri 1/18	▼		9:00
☒ ⤴	Sat 1/19	▼		
☒ ⤴	Sun 1/20	▼		
⤴	Mon 1/21	Martin Luther ...	7.5	
☒ ⤴	Tue 1/22	▼		9:00
☒ ⤴	Wed 1/23	▼		9:00

Comments

Care for Family Member
Car Trouble
Clock Malfunction
Daylight Saving Time Change
Doctor's Note on File

Note

Flat tire.

OK   Cancel   Help

- Select the appropriate comment in the box that appears.

- Add a free-form note to the comment for additional information, if desired.

- Click OK when finished.

- Click Save.

Editing Existing Punches

TIMECARD

Loaded: 14:35

		Date	Pay Code	Amount	In	Transfer	Out
☒	⤴	Fri 1/11	▾		9:00	▾	17:00
☒	⤴	Sat 1/12	▾		9:00	▾	17:00

Name & ID   TRAIN1 , MANAGER   TRAIN1

Time Period   Current Pay Period

Save   Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾

- Display the employee's record and select the correct time period from the drop-down below the employee's name. Do <u>NOT</u> select **Punch > Edit**. This will not allow you to change the time of the punch.

- Click in the box to be corrected.

- Type in the correct time of the punch.

- Click **Save**.

Removing Existing Punches

TIMECARD

Last Saved: 14:37

Name & ID   TRAIN1 , MANAGER   TRAIN1

Time Period   Current Pay Period

Save   Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾

		Date	Pay Code	Amount	In	Transfer	Out
☒	⤴	Fri 1/11	▾		9:00	▾	17:00
☒	⤴	Sat 1/12	▾		9:00	▾	

- Display the employee's timecard and make sure that the correct pay period is displayed under the employee's name.

- Highlight the punch to be deleted.

- Press the delete key.

- Click **Save**.

Adding or Deleting a Row

TIMECARD

Last Saved: 15:42

Name & ID TRAIN1, MANAGER

Time Period Current Pay Period

		Date	Pay Code		Amount	In
☒	⇄	Fri 1/11		▼		9:00
☒	⇄	Sat 1/12		▼		9:00
☒	⇄	Sat 1/12		▼		
☒	⇄	Sun 1/13	AL-1SHIFTNF	▲		
☒	⇄	Mon 1/14	AL-2SHIFTNF			9:00
☒	⇄	Tue 1/15	AL-3SHIFTNF / SL-1SHIFTCT			9:00

A row is added when an employee has punches and a pay code needs to be added to the same day.

Adding a Row

- Display the employee's record and select the correct time period from the drop-down below the employee's name.

- Click on the arrow icon ⇄ at the beginning of the row on the day you wish to add.

- An additional row will appear under the original.

Deleting a Row

- To delete the information on a row, click on the delete icon ☒ at the beginning of the row you wish to delete.

- A warning message will ask if you wish to delete data for the entire row.

- Click Yes.

- When finished select **Save** to save your changes.

NOTE:

If you add a row in error you can remove all hours for the row by clicking on the delete icon ☒.

- Click on **Save**.

Moving Hours

The following process is used to move increments of hours worked from one pay code to another. In the employee's timecard:

- Highlight the day that has punches to move the increments of hours.

- Select the Totals and Schedule tab and chose Daily from the drop-down list.

TOTALS & SCHEDULE   ACCRUALS

All ▼
All
Shift
Daily
Cumulative

Account

This will show the amount of hours available to be moved.

- Click on the Amount tab and select Move.

- The box below will appear.

Move Amount ✕

From

Pay Code	REG1SHIFT
Amount (HH.hh)	7.5
Transfer	;000/0000/TRM/Training/0/0/0

To

Pay Code *	REG1SHIFT ▼
Amount (HH.hh) *	5.0
Effective Date *	1/25/2013 ▼
Transfer	16165///Training/// ▼

<Comments>

OK   Cancel   Help

- Select the appropriate Pay Code from the drop-down list.

- Type in the number of hours to be moved in the Amount box.

- Verify the date in the Effective Date box.

- Use the drop down in the Transfer box to move hours to a different cost center if necessary.

- Click OK.

- Click **Save**.

To view the moved hours click on the Moved Amounts tab.

TOTALS & SCHEDULE   ACCRUALS   AUDITS   COMMENTS   MOVED AMOUNTS

Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount
1/25/2013	000/0000/TRM/Training/0/0/0		REG1SHIFT	REG2SHIFT	5.0

Labor Level / Cost Center Transfers

TIMECARD

Last Saved: 8:52

Name & ID   TRAIN11, MANAGER   TRAIN11

Time Period   1/25/2013 - 2/07/2013, Range of Dates ▾

Save   Actions ▾   Punch ▾   Amount ▾   Accruals ▾   Comment ▾   Approvals ▾   Reports ▾

		Date	Pay Code	Amount	In	Transfer	Out
X	⇹	Fri 1/25	▾		7:30	▾	16:00
X	⇹	Sat 1/26	▾		8:00	///Training///	14:00
X	⇹	Sun 1/27	▾			;Callback-CT Scheduled	
X	⇹	Mon 1/28	▾			;Callback-CT NF Nonsch	
X	⇹	Tue 1/29	▾				
X	⊞	Wed 1/30	–			Search... Alt-S	

This is used to transfer an entire block of hours, which is all the time between the In and Out punches.

- Display the employee's record and select the correct time period from the drop-down below the employee's name.

- To change the Labor Level Account that the shift is charged to, select Search from the drop-down in the Transfer column for the appropriate day.

- The Select Transfer box will appear.

- Click on the Cost Center button, and then select the appropriate cost center from the Available Entries box. **Note:** Cost Centers are four and five numbers in length. If searching for a cost center use preceding zeros if less than 4 digits.

Select Transfer   ×

Labor Account

Name or Description: **Search**   **Clear Account**

Available Entries:
- 0090,GENERAL FUND MAINTENANCE 1034
- 0132,GOLF MERCH RESALE 1034
- 0133,GOLF PROGRAM 1034
- 0134,GOLF MAINTENANCE PROGRAM 1034
- 0136,GOLF GOLF CART RENTAL 1034
- 0137,GOLF DRIVING RANGE PROGRAM 1034
- 0138,GOLF GA 1034
- 0160,INTRAMURAL SPORTS PROGRAM 1034
- 8802,JAX G A UFM 1034
- 8817,JAX INTRAMURAL SPORTS UFM 1034

○ Fund Code
○ Company Code
○ Region
● Cost Center   0134   GOLF MAINTENANCE PROGRAM 1034
○ Division Code
○ Personnel Subarea
○ Local Use

Work Rule
<none> ▾

Selected Transfer
//*0134//*

OK   **Cancel**   **Refresh**   **Help**

- Click OK.

- Click Save.

16

Work Rule Transfers for Call Backs

This Work Rule Transfer will be used when an employee is called back to work and will receive a two-hour minimum.

- Display the employee's timecard, click in the box under the Transfer column for the appropriate day, and select search.

- Highlight the desired Call Back Work Rule from the drop-down list in the bottom left corner and click OK. The Work Rule will now show in the transfer column on the employee's timecard.

- Click **Save**.

Adding a Pay Code Amount

	Name & ID	TRAIN1, MANAGER	TRAIN1
	Time Period	Current Pay Period	▼

Save   Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Comment ▼ Approvals ▼ Reports ▼

		Date	Pay Code	Amount	In	Transfer	Out
X	⤵	Fri 1/25	▼		9:00	▼	17:00
X	⤵	Sat 1/26	▼		9:00	▼	11:42
X	⤵	Sat 1/26	AL-1SHIFTCT ▼	7.8		▼	
X	⤵	Sun 1/27	AL-1SHIFTCT ▲			▼	
X	⤵	Mon 1/28	AL-2SHIFTCT			▼	
X	⤵	Tue 1/29	AL-3SHIFTCT AL-1SHIFTNF			▼	
X	⤵	Wed 1/30	AL-2SHIFTNF			▼	
X	⤵	Thu 1/31	AL-3SHIFTNF SL-1SHIFTCT			▼	
X	⤵	Fri 2/01	SL-2SHIFTCT ▼			▼	
X	⤵	Sat 2/02	◄ ►			▼	

- Display the employee's timecard and make sure that the correct pay period is displayed below the employee's name.

- Select the date that the hours need to be added to.

- Widen the Pay Code column to view the entire Pay Code name. Select the appropriate pay code from the drop-down list.

- Enter the number of hours in the amount column.
  Decimals are necessary (800 will become 800 hours).

- Click **Save**.

Canceling Meal Deductions

TIMECARD
Last Saved: 9:58

Name & ID TRAIN1 , MANAGER TRAIN1
Time Period Current Pay Period

Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Comment ▼ Approvals ▼ Reports ▼

	Date	Pay Code	Amount	In	Transfer	Out	In
☒ ⤵	Fri 1/25	▼		9:00	▼	17:00	
☒ ⤵	Sat 1/26	▼			▼		Add Comment...
☒ ⤵	Sun 1/27	▼			▼		Edit Punch...

- Display the employee's timecard and select the correct time period located under the employee's name.

- Select the out punch for the appropriate shift, right click, and choose Edit Punch.

Edit Punch ☒

Date	1/25/2013
Time (hh:mm)	17:00
Rounded Time	1/25/2013 17:00 GMT-05:00
Time Zone	(GMT -05:00) Eastern Time (USA; Canada) ▼
Override	Out Punch ▼
Cancel Deduction	<None> ▼

<None>
1 hr deduct
1 hr deduct Hawaii
1 hr deduct HQ
30 min deduct
30 min deduct Hawaii

Exception

Comments

OK   Cancel   Help

- Select the appropriate meal deduction to be cancelled from the Cancel Deduction box.

- Click OK.

- Click **Save**.

NOTE: If an employee clocks in and out for lunch this will override the automatic meal deduction, but if the employee clocks in and out for less than the scheduled deduction, the full deduction will still be taken.

Signing Off Timecards

PAY PERIOD CLOSE
Last Refreshed: 8:32

Show [ZZZ - Supervisor Training ▼] **[Refresh]**   Time Period [Previous Pay Period ▼] **[Refresh]**

Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Schedule ▼ Approvals ▼ Payroll Prep ▼ Person ▼

Name	1 /	Manager Approval	Signed Off	Missed Punch	Home Labor Account Name	Person ID
TRAIN1, MANAGER				✔	000/0000/TRM/TRAINING/0/0/0	TRAIN1
TRAIN10, MANAGER					000/0000/TRM/TRAINING/0/0/0	TRAIN10
TRAIN11, MANAGER					000/0000/TRM/TRAINING/0/0/0	TRAIN11
TRAIN12, MANAGER					000/0000/TRM/TRAINING/0/0/0	TRAIN12
TRAIN13, MANAGER					000/0000/TRM/TRAINING/0/0/0	TRAIN13
TRAIN14, MANAGER					000/0000/TRM/TRAINING/0/0/0	TRAIN14

Signing-off is the equivalent of an actual signature on a timecard. This can only be done with Manager 2 authorization or higher. Use the following procedures:

- Select Pay Period Close Genie.

- Time Period defaults to **Previous Pay Period.**

- Select one or more employees from the list.

- Display each Timecard to ensure the hours to be paid are accurate.

- Select the Approvals menu.

- Click Sign-off.

- Click Yes when asked if you are sure you want to sign-off the timecard(s).

- To verify that the timecard was successfully signed off click Refresh at the top of the screen. If the timecard was signed off a check mark will appear in the Signed Off column.

Timecard   Schedule   People   Reports   Accrual Transition Manager

PAY PERIOD CLOSE
Last Refreshed: 8:40

Show [ZZZ - Supervisor Training ▼] **[Refresh]**   Time Period [Previous Pay Period ▼] **[Refresh]**

Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Schedule ▼ Approvals ▼ Payroll Prep ▼ Person ▼

Name	1 /	Manager Approval	Signed Off	Missed Punch	Home Labor Account Name
TRAIN1, MANAGER			✔		000/0000/TRM/TRAINING/0/0/0
TRAIN10, MANAGER			✔		000/0000/TRM/TRAINING/0/0/0
TRAIN11, MANAGER			✔		000/0000/TRM/TRAINING/0/0/0

Printing a Timecard

TIMECARD

Last Saved: 11:28

	Name & ID	TRAIN1, MANAGER
	Time Period	Current Pay Period

Save **Actions** **Punch ▼** **Amount ▼** **Accruals ▼** **Comment ▼** **Approvals ▼** **Reports**

			Refresh	Pay Code	Amount	In	Tra
☒	⬆	Fri	Refresh Data	▼		9:00	
☒	⬆	Sa	Calculate Totals	▼			
☒	⬆	Su	Print →	▼			
☒	⬆	Mo	Print Screen →	▼		9:00	

- Display the employee's timecard.

- Select the Actions menu.

- To print the entire timecard, select **Print**.

- To print only the current page on your screen, select **Print Screen**.

- A pop-up box will appear to allow you to select a printer, change the page set-up, preview, and print.

Print ☒

Printer →

Page Setup →

Preview →

Print **Cancel** **Help**

Running a Report

- To run a report, click on the General tab and select Reports. A list of report categories appear on the left side on the screen. Click the ⊞ next to a category to display the reports listed inside.

- Click on a Report name and the report set up will appear on the right along with a brief description of the report. Reports with (Excel) listed after the name will be displayed in Excel format.

- Select the Hyperfind Query from the People drop-down list or leave All Home as defaulted.

- Choose the desired time period. Some reports are not date-sensitive and will not let you change the time period.

- If a report has been selected with (Excel) after the name chose Microsoft Excel Document (xls) from the drop-down list.

- Click Run Report on the toolbar.

- Click the Check Run Status tab to check the status of your report and view it.

- Click Refresh Status until the status is complete.

REPORTS

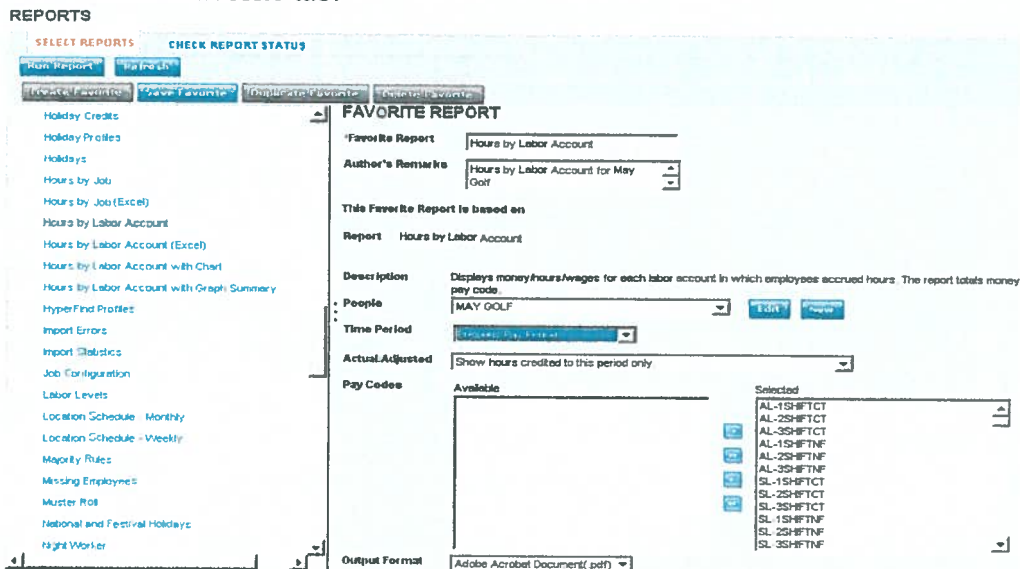| Report Name	Format	Date In	Date Done	Status	Output	User
Employee Transactions and Totals (Excel)	xls	1/28/2013 14:52	1/28/2013 14:52	Complete	Screen	TESTUSER

- Highlight the report and either double-click on the name or select View Report. The report will automatically be opened with Adobe Acrobat or Microsoft Excel.

- To print an Adobe report, click the printer icon on the Adobe toolbar.

- To print a Microsoft Excel report, select print from the Microsoft toolbar.

Setting up Report Favorites

If you run the same report with the same options regularly, the report can be set up as a favorite. The report can be run as needed without having to reset the options.

- Click on the General tab and select Reports. A list of report categories appear on the left side on the screen. Click the ⊞ next to a category to display the reports listed inside.

- Click on a Report name and the report set up will appear on the right. Reports with (Excel) listed after the name will be displayed in Excel format.

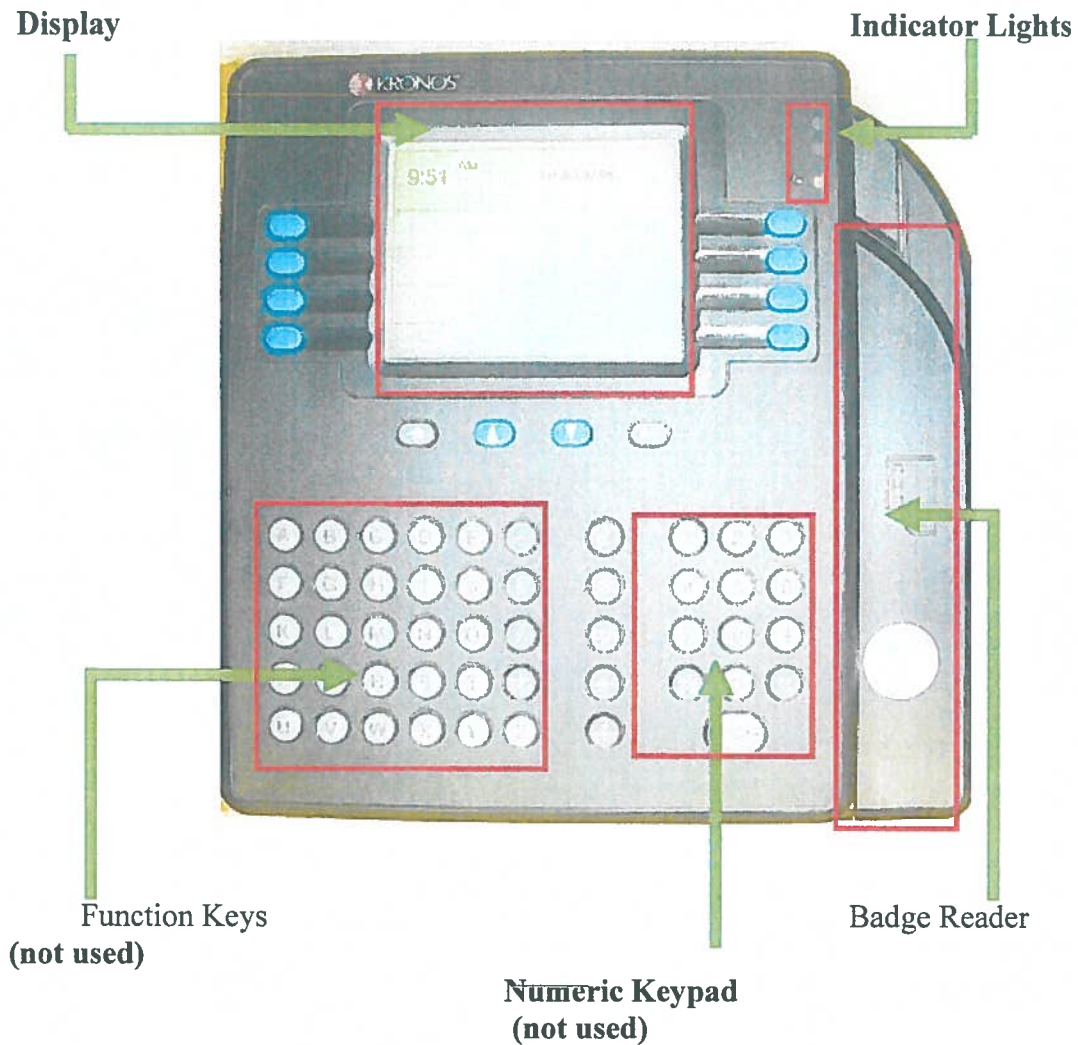- Select Create Favorite tab.

- In the Favorite Report field, enter a name for the report.

- In the Author's Remarks field, enter a description, if desired.

- Select the options that you would like to see in the report.

- Click Save Favorite.

- Favorites is now listed as a new report category. When you select a report that has been saved as a favorite, highlight the report name and click Run Report.

Time Clock

Display

Indicator Lights

Function Keys
(not used)

Badge Reader

Numeric Keypad
(not used)

To swipe employee badge:

- Hold badge with the KRONOS logo on the left side of the badge, facing the employee.

- Slide badge downward through the Badge Reader.

- The Indicator Lights will show:
  Green Light – Good swipe
  Red Light – Bad swipe – try again

Time Stamp

TIME STAMP

Name & ID   KRONOS, TESTUSER   TESTUSER

Refresh   Print Screen

Monday, February 04, 2013
15:02 (GMT -05:00) Eastern Time

☑ Log off after stamping

Record Time Stamp

TIME STAMP

Name & ID   KRONOS, TESTUSER   TESTUSER

Refresh   Print Screen

Recorded Time   **15:20 (GMT -05:00) Eastern Time**

Time Stamp employees punch in and out through the Kronos Workforce Central (WFC) website.

To record time using Time Stamp:

- Select Time Stamp from the My Information tab.

- Click Record Time Stamp to record your start and stop time.

- You will be immediately be logged out.