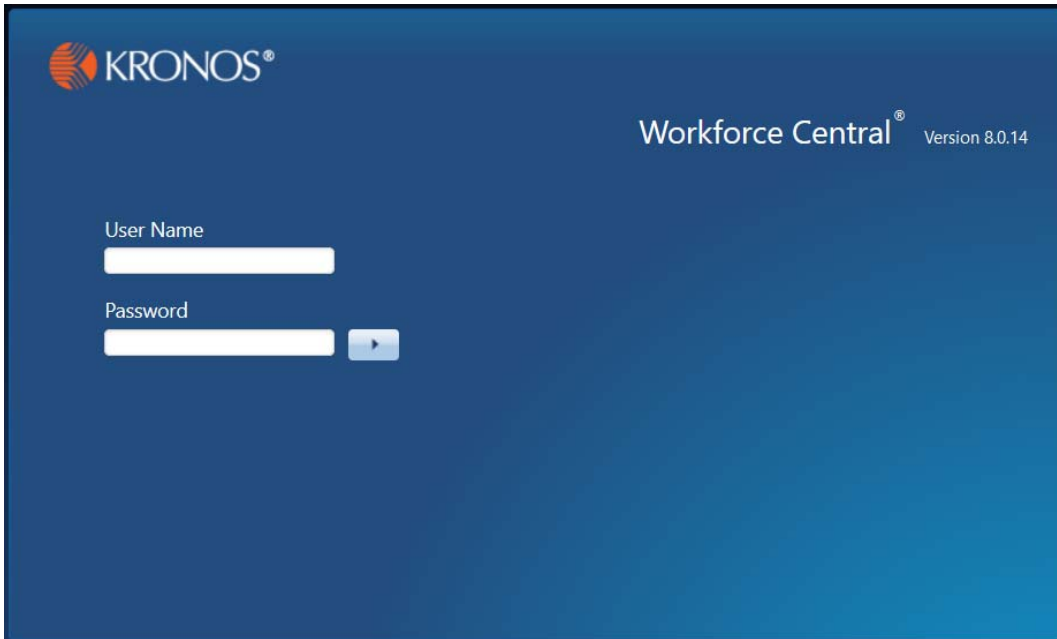


Timecard Supervisor User Guide



The image shows the login interface for KRONOS Workforce Central. The background is a solid blue. In the top left corner is the KRONOS logo, which consists of an orange circular icon with a stylized 'K' and the word 'KRONOS' in white. In the top right corner, the text 'Workforce Central' is displayed in white, followed by 'Version 8.0.14' in a smaller font. Below the logo, there are two white input fields. The first is labeled 'User Name' and the second is labeled 'Password'. To the right of the password field is a blue button with a white right-pointing arrow. The overall layout is clean and professional.

KRONOS®

Workforce Central® Version 8.0.14

User Name

Password



Assistance

Need some help? There are a variety of resources available to you.

Technical Assistance: Tech Support ext. 7900

Additional Training Materials: Payroll Website
www.sandiego.edu/finance/payroll/


Specific Training Requests: Payroll Department – ext. 4818
payroll@sandiego.edu

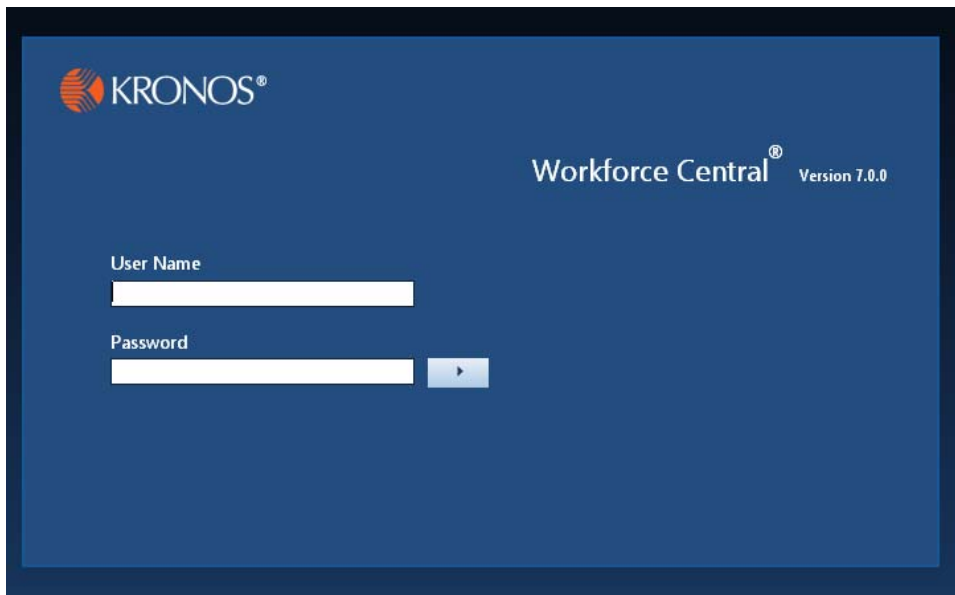
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For additional employee and supervisor training materials, please visit the Payroll website at www.sandiego.edu/finance/payroll/.

How to Login

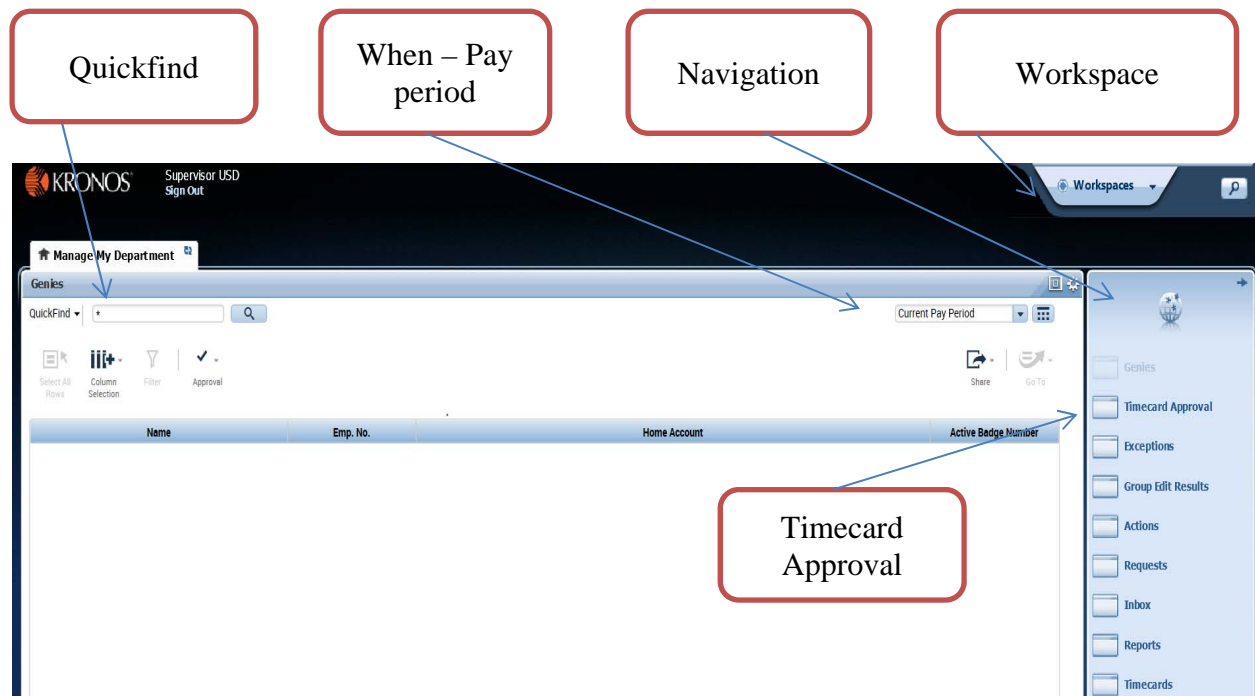
1. Go to <https://kronos.sandiego.edu>
2. Enter your User Name (same as your MySanDiego login).
3. Enter your Password (same as your MySanDiego login).
4. Click the  button.



The image shows the login interface for Kronos Workforce Central. The background is a solid blue color. In the top left corner, there is the Kronos logo, which consists of an orange stylized 'K' followed by the word 'KRONOS' in white. In the top right corner, the text 'Workforce Central' is displayed in white, with a small registered trademark symbol, and 'Version 7.0.0' is written in a smaller font below it. On the left side of the screen, there are two white input fields. The first field is labeled 'User Name' in a small, dark font above it. The second field is labeled 'Password' in a small, dark font above it. To the right of the password field, there is a small, light blue button with a white right-pointing arrow. The entire login area is framed by a dark blue border.

Basic Navigation

Here are the different areas you will be working with:



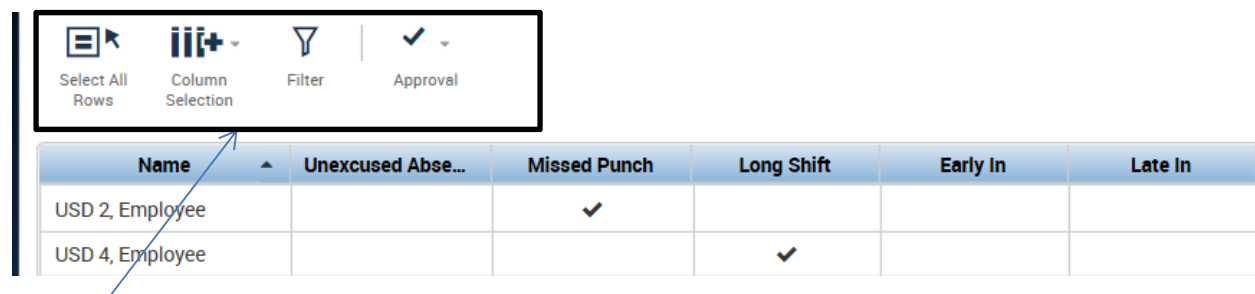
Quickfind – You can search for an employee by name or employee number (wild card if you only know part of the last name is “*”).

When – The **Time Period** menu will allow you to select whether you view the previous pay period, the current pay period, and many other time view options.

Navigation Bar – Use this to use a “genie”, to run reports.

Workspace – This a group of tasks such as Timekeeping and General which includes manager delegation.

Timecard Approval – Click on walk through the steps to approve your employee timecards. Make sure you click on Previous Pay Period.



Select All Rows – Click on Select All Rows to highlight everyone.

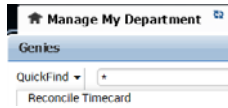
Column Selection – Click the dropdown to remove columns from a report.

Filter – Enter a letter or name to easily find an employee.

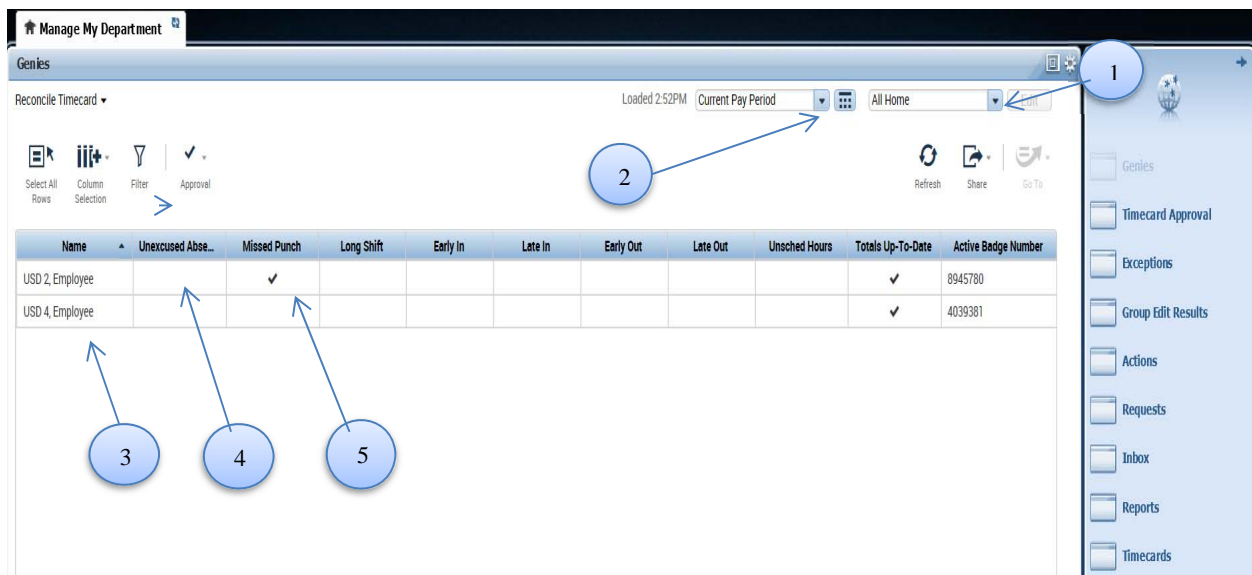
Approval – Click to Approve or Remove an Approval.

View Timecard Problems at a Glance

Kronos allows you to easily see if there are timecard issues that need to be addressed. Examples: missed punches or unexcused absences.



To review all your employees' timecards click the dropdown on **QuickFind** and **Reconcile Timecard**.



1. Select what group you want to show. If you want to see everyone who reports to you (for their primary assignment), select **All Home and Transfer In**.
2. Select what pay period you would like to view.
3. This is the list of employees reporting to you in the group you selected (step 1).
4. This column will show you who has an unexcused absence.*
5. This column will show you who has a missed punch on their timecard.*

*All of the columns can be used as filters. Click on the filter name and the list will sort according to who has errors of that particular type.

View an Employee Timecard

To view a specific employee's timecard:

1. Double-click on the **employee's name**.

OR

1. Click the employee's name.
2. Click the **Go To** dropdown and **Timecards**.

Manage My Department

Genies

Reconcile Timecard

Loaded: 2:52PM Current Pay Period

All Home

Select All Rows Column Selection Filter Approval

Refresh Share Go To

1 Selected

Current Pay Period

Go to widget

My Timecard

Timecards

Timecards

USD 2, Employee 1 of 1 49486

Loaded: 3:05 PM Current Pay Period 1 Employee(s) Selected

Print Timecard Refresh Calculate Totals Save Go To

	Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
	Mon 12/18				8:00AM		12:00PM	1:00PM		3:30PM	6.5	6.5	6.5
	Tue 12/19	Vacation Time	8.0									8.0	14.5
	Wed 12/20												14.5
	Thu 12/21	Sick Time	4.0										
	Fri 12/22				8:00AM		2:00PM				6.0	10.0	24.5
	Sat 12/23				8:00AM		12:00PM	3:00PM		6:00PM	7.0	7.0	31.5

Totals Accruals Audits

All All

Location	Job	Account	Pay Code	Amount
		.212 SAL Staff Reg FT BB/49486-2/00000/00000/00000	Meal Premium	1.0
		.212 SAL Staff Reg FT BB/49486-2/00000/00000/00000	Regular Time	19.5
		.212 SAL Staff Reg FT BB/49486-2/00000/00000/00000	Sick Time	4.0
		.212 SAL Staff Reg FT BB/49486-2/00000/00000/00000	Vacation Time	8.0

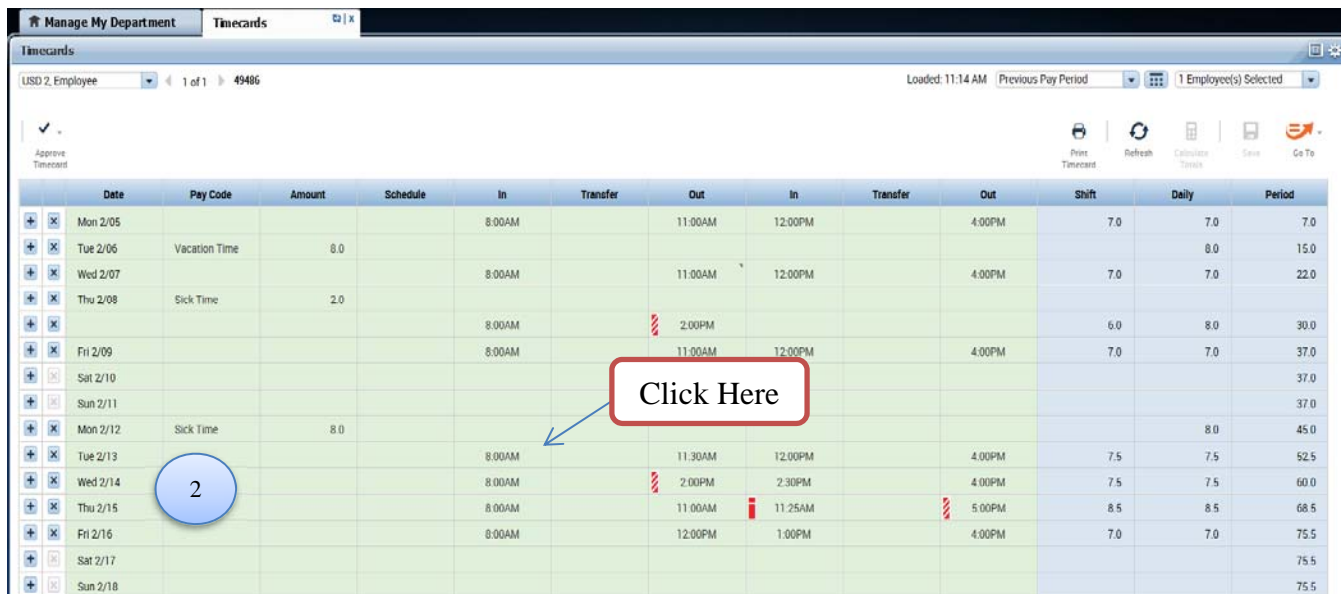
Note: A red box or red/white bar on an employee's timecard indicates a problem. For a red box there is a missing punch. For a meal break premium there will be a red/white bar and then the meal premium hour will be added to the **Totals Tab** section below not on the daily line. The red bar is just a warning that a longer break than usual was taken.

Entering Time Worked

If an employee has not clocked in correctly, or if they are out of the office, you might need to enter their time worked for them. If you make any changes to an employee's timecard, you should **Add a Comment** to indicate why you made this change. See page 11 for instructions.

In order to enter an employee's time:

1. Open the employee's timecard. (See Page 7.)
2. Click on the box that corresponds to the appropriate day and type of time entry (for example, 10/14, clock "in" for the day).



The screenshot shows the Kronos Timecards interface. At the top, there's a header with 'Manage My Department' and 'Timecards'. Below that, a dropdown menu shows 'USD 2, Employee' and '1 of 1' with a total of '49486'. The interface is loaded at 11:14 AM. On the right, there are buttons for 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main table has columns for Date, Pay Code, Amount, Schedule, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The table shows data for dates from Mon 2/05 to Sun 2/18. A red box labeled 'Click Here' points to the 'In' column for Tuesday 2/13. A blue circle with the number '2' is also present near the table.

Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 2/05				8:00AM		11:00AM	12:00PM		4:00PM	7.0	7.0	7.0
Tue 2/06	Vacation Time	8.0									8.0	15.0
Wed 2/07				8:00AM		11:00AM	12:00PM		4:00PM	7.0	7.0	22.0
Thu 2/08	Sick Time	2.0										
Fri 2/09				8:00AM		2:00PM				6.0	8.0	30.0
Sat 2/10				8:00AM		11:00AM	12:00PM		4:00PM	7.0	7.0	37.0
Sun 2/11												37.0
Mon 2/12	Sick Time	8.0									8.0	45.0
Tue 2/13				8:00AM		11:30AM	12:00PM		4:00PM	7.5	7.5	52.5
Wed 2/14				8:00AM		2:00PM	2:30PM		4:00PM	7.5	7.5	60.0
Thu 2/15				8:00AM		11:00AM	11:25AM		5:00PM	8.5	8.5	68.5
Fri 2/16				8:00AM		12:00PM	1:00PM		4:00PM	7.0	7.0	75.5
Sat 2/17												75.5
Sun 2/18												75.5

3. Enter the appropriate time that they began or finished that part of their shift, indicating AM or PM.



The screenshot shows the same Kronos Timecards interface, but now the 'In' time for Tuesday 2/13 has been entered as 10:00AM. A blue circle with the number '3' points to the 'In' column, and a blue circle with the number '4' points to the 'Save' button. The 'Save' button is located at the bottom of the table.


Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 2/05				8:00AM		11:00AM	12:00PM		4:00PM	7.0	7.0	7.0
Tue 2/06	Vacation Time	8.0									8.0	15.0
Wed 2/07				8:00AM		11:00AM	12:00PM		4:00PM	7.0	7.0	22.0
Thu 2/08	Sick Time	2.0										
Fri 2/09				8:00AM		2:00PM				6.0	8.0	30.0
Sat 2/10				8:00AM		11:00AM	12:00PM		4:00PM	7.0	7.0	37.0
Sun 2/11												37.0
Mon 2/12	Sick Time	8.0									8.0	45.0
Tue 2/13				10:00AM		11:30AM	12:00PM		4:00PM	7.5	7.5	52.5
Wed 2/14				8:00AM		2:00PM	2:30PM		4:00PM	7.5	7.5	60.0

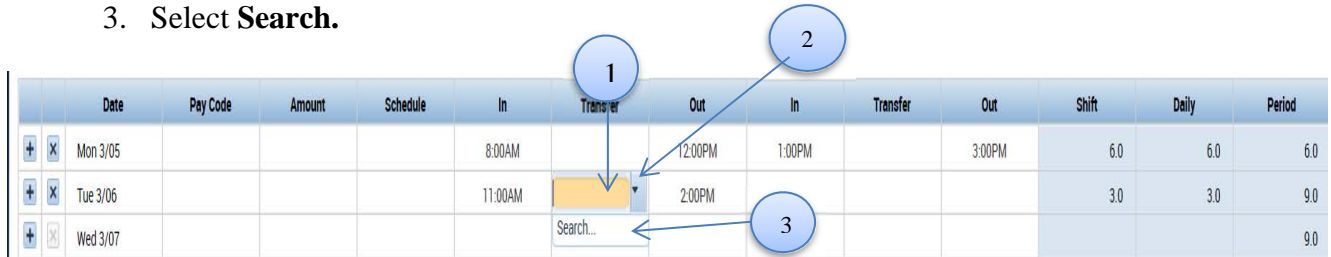
4. Click **Save**.

Note: For employees with more than one job you will need to use the Transfer Column to look for and select the job by the employee's number.


Transferring Time to Other Jobs

If an employee has more than one job, he/she may have mistakenly chosen the incorrect job for their timecard entry. A supervisor can **Transfer** the time worked to another job.

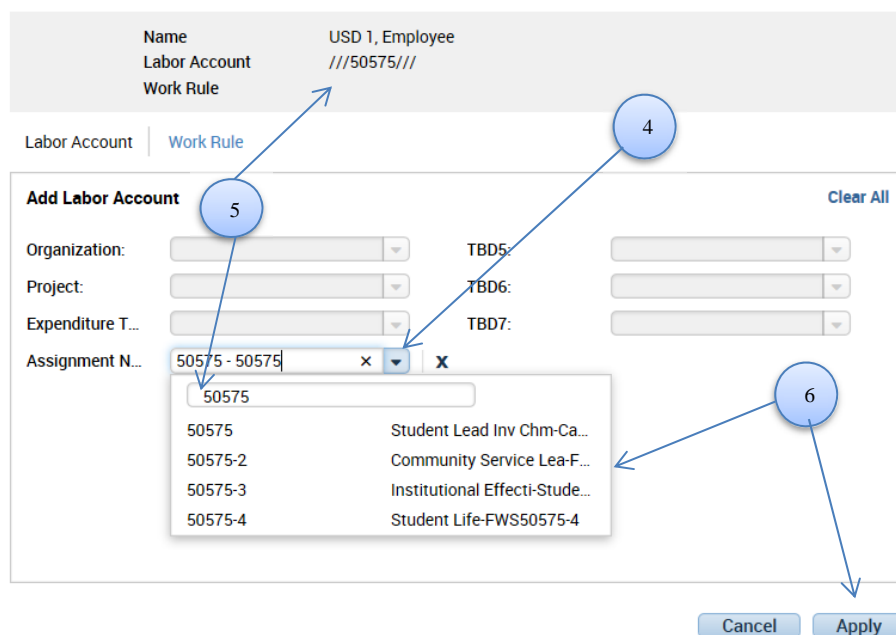
1. Locate the shift that was assigned to the incorrect job. Click in the **Transfer** box.
2. A  will appear, allowing a drop down menu.
3. Select **Search**.



	Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
	Mon 3/05				8:00AM		12:00PM	1:00PM		3:00PM	6.0	6.0	6.0
	Tue 3/06				11:00AM		2:00PM				3.0	3.0	9.0
	Wed 3/07					Search...							9.0


4. The **Select Transfer** window will appear. Select down arrow in the **Assignment Number** box. A warning menu will appear showing, "Too many entries, refine search."
5. Enter the employee's ID number (shown in the main window menu bar), all the available jobs will appear.
6. Select the job that the shift should be assigned to and click .

Transfer



Name: USD 1, Employee
Labor Account: ///50575///
Work Rule

Labor Account | **Work Rule**

Add Labor Account 

Organization:

Project:

Expenditure T...:

Assignment N...: 50575 - 50575

50575
50575-2
50575-3
50575-4

Student Lead Inv Chm-Ca...
Community Service Lea-F...
Institutional Effecti-Stude...
Student Life-FWS50575-4

7. You will then see that job number in the transfer column for that part of the shift.

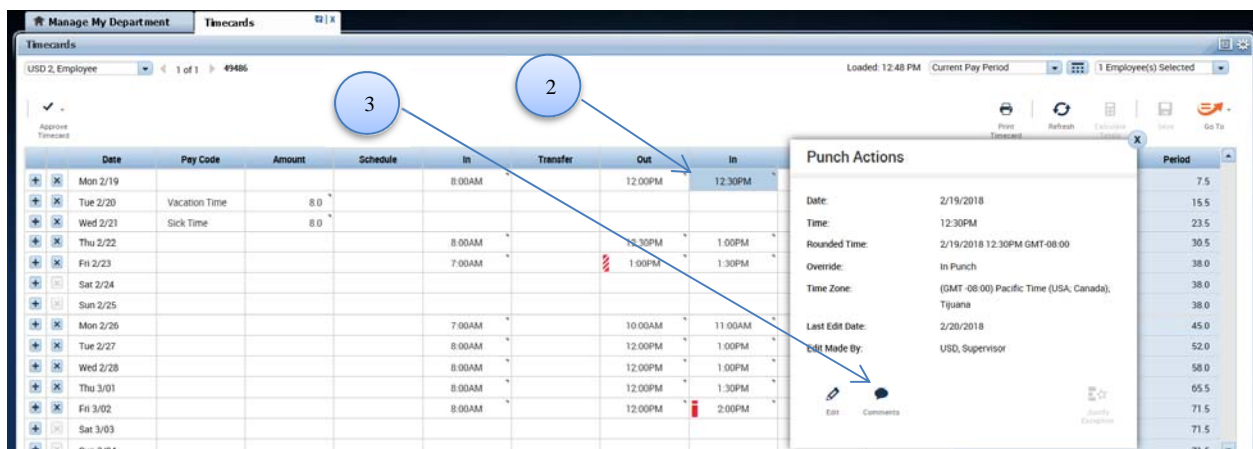
		Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
		Mon 2/19				8:00AM	///50575-2///	12:00PM	1:00PM	///50575-4///	4:00PM	7.0	7.0	7.0
		Tue 2/20				11:00AM	///50575-3///	2:00PM				3.0	3.0	10.0
		Wed 2/21				12:00PM	///50575-4///	4:00PM				4.0	4.0	14.0
		Thu 2/22												14.0
		Fri 2/23				8:00AM	///50575-2///	12:00PM				4.0	4.0	18.0
		Sat 2/24												18.0
		Sun 2/25												18.0
		Mon 2/26				8:00AM	///50575///	12:00PM	1:00PM	///50575-2///	4:00PM	7.0	7.0	25.0
		Tue 2/27				10:00AM	///50575-4///	2:00PM				4.0	4.0	29.0
		Wed 2/28												29.0
		Thu 3/01				3:00PM	///50575-3///	6:00PM				3.0	3.0	32.0
		Fri 3/02												32.0
		Sat 3/03												32.0
		Sun 3/04												32.0

****If an employee has more than one job, each shift should have a job number assigned in the transfer box to ensure that the correct department is being charged for the shift. The employee can select the correct “job” when logging in. See the How to Enter Your Time in Kronos (Job Aid).****

Adding a Comment

Whenever you need to enter or change a punch in an employee's timecard, you should add a comment indicating why you made the change. This will allow you to remember why you made certain changes should questions ever be asked. This will also allow you to run reports based on the comments attached to timecard tracking.

1. Open the employee's timecard. (See page 7.)
2. Right click on the time entry, a pop up will appear.
3. Click on Comment.



Comment

Comments (0)

Select Comment

Search

- Events-Special Detail
- Forgot Card
- Lunch Correction
- Make up time
- Meal Correction

Add

Cancel OK

4. A window will open; click the dropdown to select the appropriate comment.

Comment

Comments (1) Add Comment

* Missed Punch

* Type a note (optional)

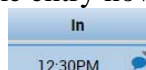
Add another note

Add

Cancel OK

5. You can type a note and click Add and OK.

6. Notice that the box with the time entry now a symbol that a comment is attached.




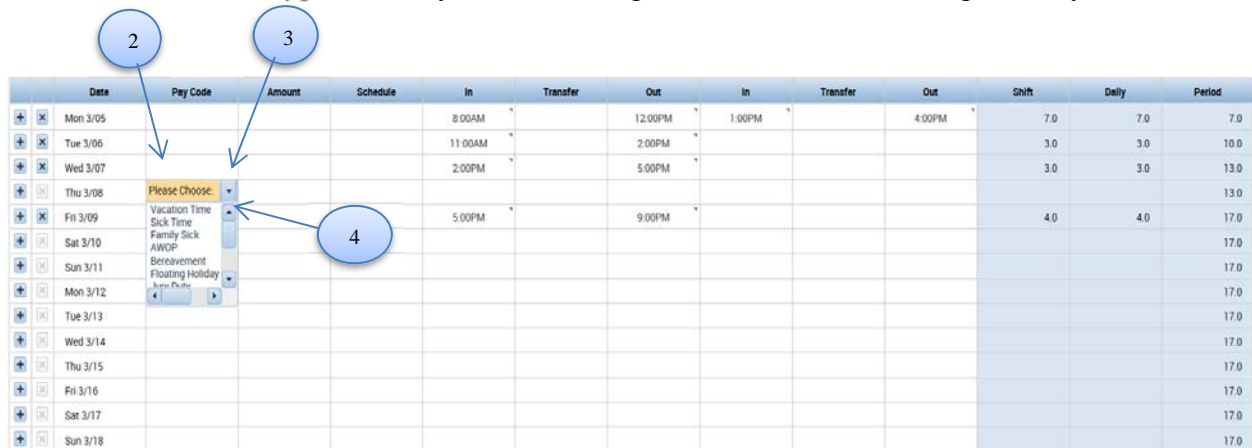
7. Click Save.

Entering Sick/Vacation Time (Full Day)

Employees will be able to enter their own Sick or Vacation Time. But as a supervisor, you may need to perform this function at times. For example, if the employee is sick at the end of the pay period when they will not have an opportunity to enter their time before the payroll is processed.

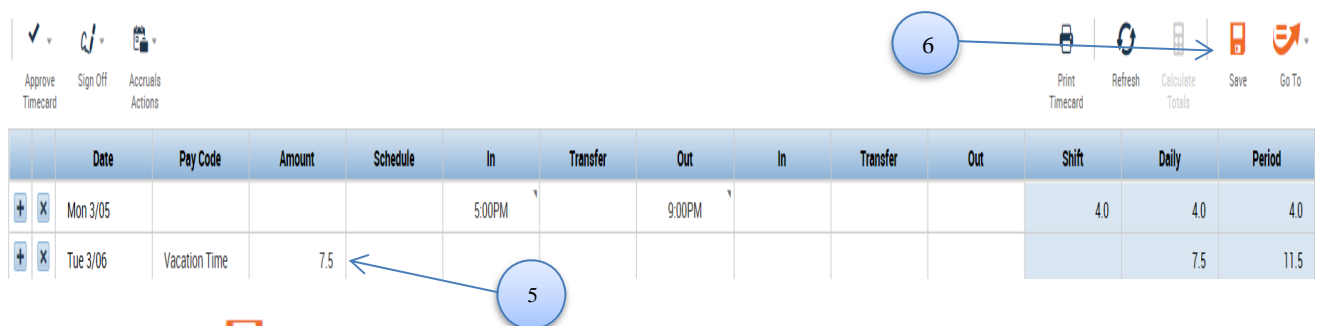
To enter an entire day of sick or vacation time:

1. Open the employee's timecard. (See page 7.)
2. Click in the box that is for the appropriate day, in the **Pay Code** column.
3. Click on the  to open a drop down menu.
4. Select the type of time you are entering (Sick, Vacation, Floating Holiday, etc.)



	Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	Mon 3/05				8:00AM		12:00PM	1:00PM		4:00PM	7.0	7.0	7.0
+	Tue 3/06				11:00AM		2:00PM				3.0	3.0	10.0
+	Wed 3/07				2:00PM		5:00PM				3.0	3.0	13.0
+	Thu 3/08	Please Choose...											13.0
+	Fri 3/09	Vacation Time			5:00PM		9:00PM				4.0	4.0	17.0
+	Sat 3/10	Sick Time											17.0
+	Sun 3/11	Family Sick											17.0
+	Mon 3/12	AWOP											17.0
+	Tue 3/13	Bereavement											17.0
+	Wed 3/14	Floating Holiday											17.0
+	Thu 3/15	Annual PTO											17.0
+	Fri 3/16												17.0
+	Sat 3/17												17.0
+	Sun 3/18												17.0

5. In the **Amount** column, enter the number of hours that are being used for this day (for example, for a seven and half hour day, enter **7.5**).



	Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	Mon 3/05				5:00PM		9:00PM				4.0	4.0	4.0
+	Tue 3/06	Vacation Time	7.5									7.5	11.5


6. Click  **Save**.

Note: Do not make time entries in the “in” and “out” boxes for that day, as they did not “login” any time worked for that day.

Entering Sick/Vacation Time (Partial Day)

Perhaps the employee will only be out of the office for part of a work day. For this example, if the employee worked in the morning, but is taking the afternoon off for a doctor's appointment.

To enter a partial day of sick or vacation time:

1. Open the employee's timecard. (See page 7.)
2. Notice that they have clocked in at the beginning of their shift and clocked out when they left the office.
3. **Insert a New Row** by clicking on the  in front of that date.

✓

Approve Timecard

Sign Off

Sign Off

Accruals Actions

Accruals Actions

		Date	Pay Code	Amount	Schedule	In	Transfer	Out
<div><div><div></div><div>+</div></div><div><div></div><div>×</div></div></div>		Mon 3/05	3			5:00PM		9:00PM
<div><div><div></div><div>+</div></div><div><div></div><div>×</div></div></div>		Tue 3/06						

4. A second row will appear with the same date.

✓

Approve Timecard

🕒

Sign Off

📅

Accruals Actions

4

🖨️

Print Timecard

🔄

Refresh

📊

Calculate Totals



💾

Save

🏠

Go To

	Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
<div><div>+</div><div>-</div></div>	Mon 3/05				5:00PM		9:00PM				4.0	4.0	4.0
<div><div>+</div><div>-</div></div>													

5. Click in the box for the appropriate day, in the **Pay Code** column.
6. Click on the  to open a drop down menu.
7. Select the type of time you are entering (Sick, Vacation, etc).
8. In the **Amount** column, enter the number of hours that are being used for this day (for example, for four hours, enter 4.0).
Note: Do not make time entries for out of work.
9. Click  **Save**.

Note: Do not make time entries for out of work.

9. Click Save .

✓

Sign Off

Approve Timecard

🕒

Sign Off

📅

Accruals Actions

🖨️

Print Timecard

🔄

Refresh

📊

Calculate Totals

💾

Save

🏠

Go To

5-7

+

×

Mon 3/05

Sick Time

4.0

5:00PM

9:00PM

4.0

8.0

8.0

8

+

×

5:00PM

9:00PM

4.0

8.0

8.0

Approving a Single Timecard

At the end of every pay period, supervisors will need to approve their employees' timecards. If the supervisor will not be at work on the last day of the pay period, he/she will need to **Delegate Authority** to another supervisor. (See page 19 for instructions.)

To Approve a single timecard:

1. Open the employee's timecard (see page 7). If the employee has approved their timecard, the background will be orange.



2. Click **Approve Timecard** from the menu bar.

3. Select **Approve Timecard**.

The screenshot shows the Kronos Timecards interface. At the top, there's a navigation bar with 'Manage My Department' and 'Timecards'. Below this, a sub-header 'Timecards' is visible. On the left, a dropdown menu shows 'USD 2, Employee' and '1 of 2' with a right arrow. To the right of this, there's a 'Loaded: 8:39 AM' status and a 'Current Pay Period' dropdown. Further right are icons for 'Print Timecard', 'Refresh', 'Calculate Tools', 'Save', and 'Go To'. The main area is a table with columns: 'Pay Code', 'Amount', 'Schedule', 'In', 'Transfer', 'Out', 'In', 'Transfer', 'Out', 'Shift', 'Daily', and 'Period'. The table contains data for dates from Mon 3/05 to Sun 3/18. A blue circle with the number '2' points to the 'Approve Timecard' button in the left sidebar. Another blue circle with the number '3' points to the 'Approve Timecard' option in the dropdown menu that appears when the button is clicked.

	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 3/05				8:00AM		12:00PM	12:30PM		4:00PM	7.5	7.5	7.5
Tue 3/06	Vacation Time	7.5									7.5	15.0
Wed 3/07				8:00AM		11:30AM	12:00PM		4:00PM	7.5	7.5	22.5
Thu 3/08				7:59AM		11:29AM	12:01PM		4:02PM	7.5	7.5	30.0
Fri 3/09				7:38AM		12:01PM	12:35PM		4:01PM	7.75	7.75	37.75
Sat 3/10												37.75
Sun 3/11												37.75
Mon 3/12				8:00AM		11:30AM	12:00PM		4:00PM	7.5	7.5	45.25
Tue 3/13				8:02AM		12:00PM	12:30PM		4:02PM	7.5	7.5	52.75
Wed 3/14	Sick Time	7.5									7.5	60.25
Thu 3/15				8:00AM		11:45AM	12:18PM		3:58PM	7.5	7.5	67.75
Fri 3/16	Sick Time	4.0										
Sat 3/17				8:01AM		11:30AM				3.5	7.5	75.25
Sun 3/18												75.25

4. The timecard background will be green when the supervisor has approved the timecard.

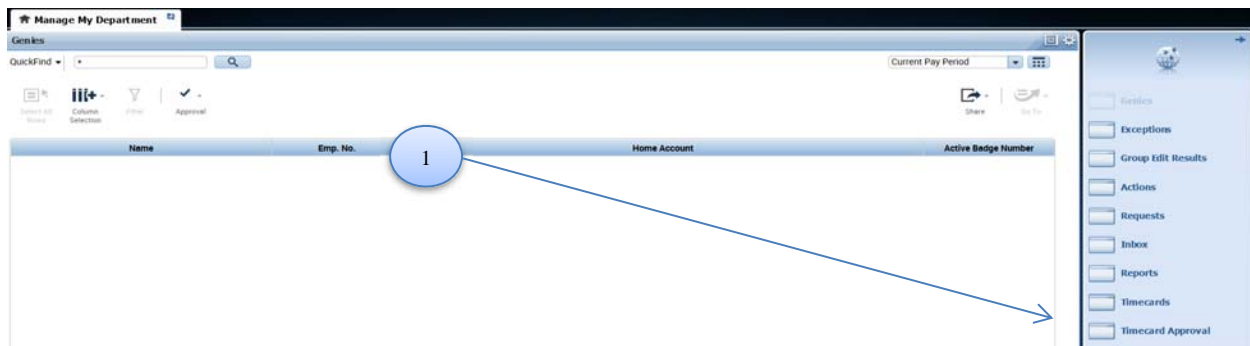
This screenshot shows the same Kronos Timecards interface as the previous one, but the background of the table is green, indicating that the timecard has been approved. The data in the table is identical to the previous screenshot.

Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Tue 3/06	Vacation Time	7.5									7.5	15.0
Wed 3/07				8:00AM		11:30AM	12:00PM		4:00PM	7.5	7.5	22.5
Thu 3/08				7:59AM		11:29AM	12:01PM		4:02PM	7.5	7.5	30.0
Fri 3/09				7:38AM		12:01PM	12:35PM		4:01PM	7.75	7.75	37.75
Sat 3/10												37.75
Sun 3/11												37.75
Mon 3/12				8:00AM		11:30AM	12:00PM		4:00PM	7.5	7.5	45.25
Tue 3/13				8:02AM		12:00PM	12:30PM		4:02PM	7.5	7.5	52.75
Wed 3/14	Sick Time	7.5									7.5	60.25
Thu 3/15				8:00AM		11:45AM	12:18PM		3:58PM	7.5	7.5	67.75
Fri 3/16	Sick Time	4.0										
Sat 3/17				8:01AM		11:30AM				3.5	7.5	75.25
Sun 3/18												75.25

Approving Timecards Step by Step

Assuming that you have reviewed all of your employees' timecards carefully, you may want to approve multiple timecards at one time. All timecards must be approved on the last day of the pay period. If a supervisor will not be able to approve timecards, he/she will need to **Delegate Authority** to another supervisor. (See page 19.)

1. Click on **Timecard Approval** in the Navigation bar.

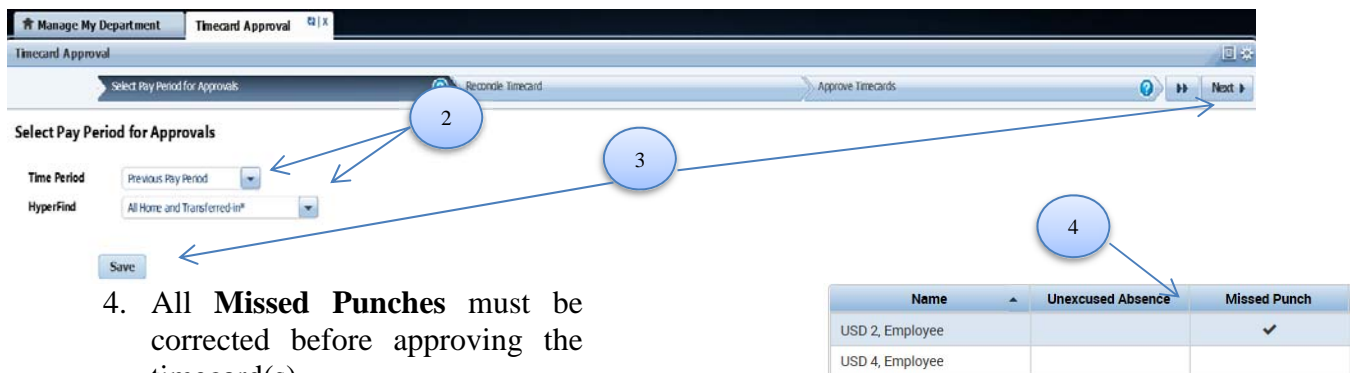


2. Time Period –

- Approving timecards before the end of the pay period should say “**Current Pay Period.**”
- Approving timecards on payroll Monday after the pay period end should “**Previous Pay Period.**”

HyperFind should be “**All Home and Transferred-in**” – this will show all employees who also have more than one job that you supervise.

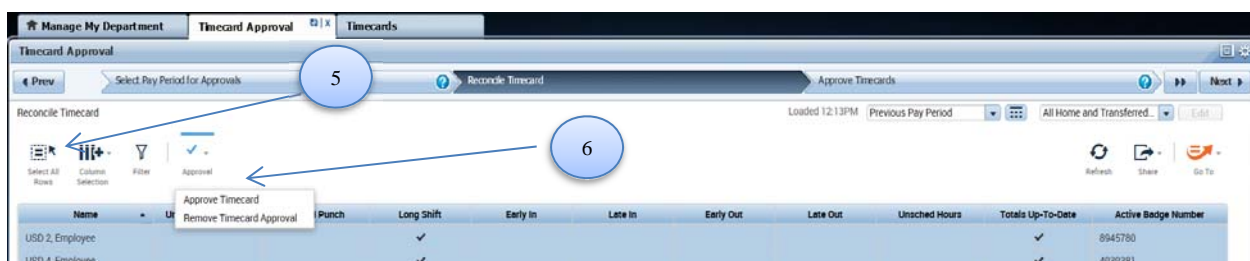
3. Click “**Save**” and “**Next.**”



4. All **Missed Punches** must be corrected before approving the timecard(s).

5. Click **Select All Rows**

6. Click the dropdown arrow to **Approve Timecard.**



7. A warning will appear asking you if you are sure you want to approve. If you are sure click **Yes**.

Approve Timecard

i Are you sure you want to Approve?

No Yes

8. Click **Next**.

Timecard Approval

Reconcile Timecard

Loaded 12:13PM Previous Pay Period All Home and Transferred Edit

Select All Rows Column Selection Filter Approval Refresh Share Go To

Name	Unexcused Absence	Missed Punch	Long Shift	Early In	Late In	Early Out	Late Out	Unscheduled Hours	Totals Up-To-Date	Active Badge Number
USD 2, Employee			✓						✓	8945780
USD 4, Employee			✓						✓	4039381

9. Review that there is a number under **Manager Approval** and click **Next**.

Timecard Approval

Approve Timecards USD

Loaded 12:54PM Previous Pay Period All Home Edit

Select All Rows Column Selection Filter Approval Refresh Share Go To

Name	Employee Approval	Manager Approval	Approving Mgrs	Unreviewed Exceptions	Unexcused Absence	Totals Up To Date	
USD 4, Employee		1	USD, Supervisor	5		✓	MANUAL
USD 2, Employee		1	USD, Supervisor	3		✓	MANUAL

10. Review the **Results** to ensure they say **Success** (should match the number of timecards you approved) and click **Clear** if they all say success.

Timecard Approval

Group Edit Results for Approvals

Loaded 12:54PM Previous Pay Period All Home Edit

Select All Rows Column Selection Filter Approval Refresh Share Go To

GROUP EDIT RESULTS
Last Refreshed: 3/15/2018 12:58PM

Refresh

Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Previous Pay Period	3/15/2018	12:58PM	lpagdangan	COMPLETED	Success: 2 Total: 2

Click **OK**.

Info

i Do you want to clear the context and start a new Timecard Approval?

OK Cancel

Results

Success: 2
Total: 2

Success: 2
Total: 2

Success: 0
Failure: 3 Details
Total: 3

If you have a number under **Failures**, click on the **Details**.

Under the **Error Description**, you can see why the timecard approval failed.

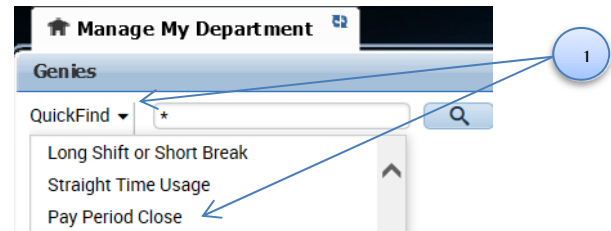
Employee Name	Error Description
USD 4, Employee	Employee is already Approved.
USD, Supervisor	You cannot apply this action to yourself.
USD 2, Employee	Employee is already Approved.

Row Number 3 of 3

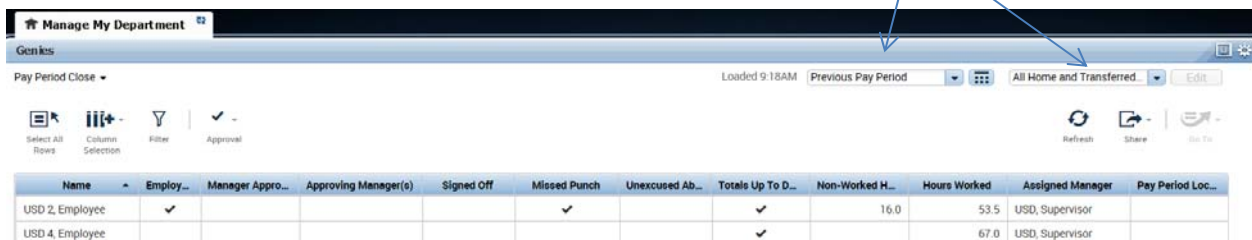
Ensuring Timecards are Ready for Payroll


To ensure that the timecards are indeed ready for payroll processing, supervisors need to double check approved timecards with the **Pay Period Close** genie. This will allow you to identify any timecard discrepancies you may have missed so that you can perform final edits to prepare the timecards for payroll processing.

1. Go the QuickFind dropdown under Genies and scroll down and double click on **Pay Period Close**.



2. The first drop down box should show **Previous Pay Period** and the second drop down box should show **All Home and Transferred-In**.



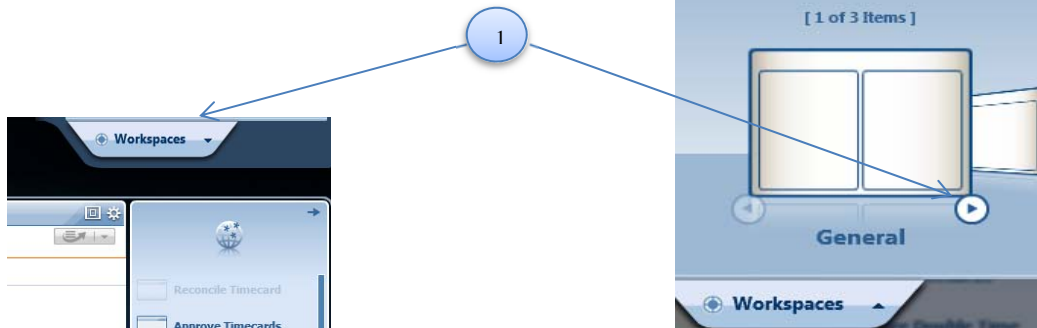
3. Review any ✓ s in the **Missed Punch** or **Unexcused Absence** columns. This indicates something that needs to be addressed on the employee's timecard before payroll processing.
4. Review which employees have approved their timecards. (Indicated with a ✓ in the **Employee Approval** column.) An employee approval serves as an electronic signature stating that the timecard accurately reflects their time worked.
5. Review to make sure that you (the supervisor) have approved the timecards. This will be indicated by a number in the **Manager Approval** column (reflecting the number of managers who have approved this timecard). – Manager Approval will only show up after the manager has walked through the Approving Timecards Step by Step (Page 16).
6. If something needs to be corrected, remove your approval by selecting the employee's name, selecting  from the menu and selecting **Remove Approval**.

Note: This process must be done before Payroll “signs off” on the timecards. Once “sign off” is completed, you cannot approve or remove approval. It is suggested that you do this Monday morning following the end of a pay period.

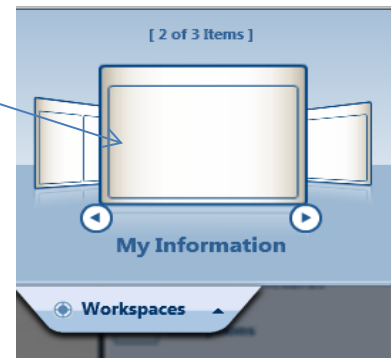
Accessing your Timecard as an Hourly Supervisor – My Information

How to access your timecard as an hourly supervisor.

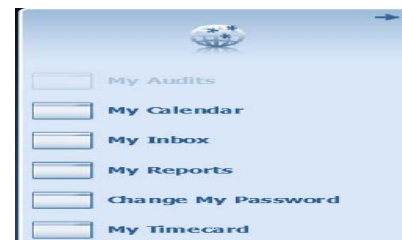
1. Click on the **Workspace** and the **Arrow**.



2. Click in the **My Information** area.



3. Click on My Timecard in the genie.



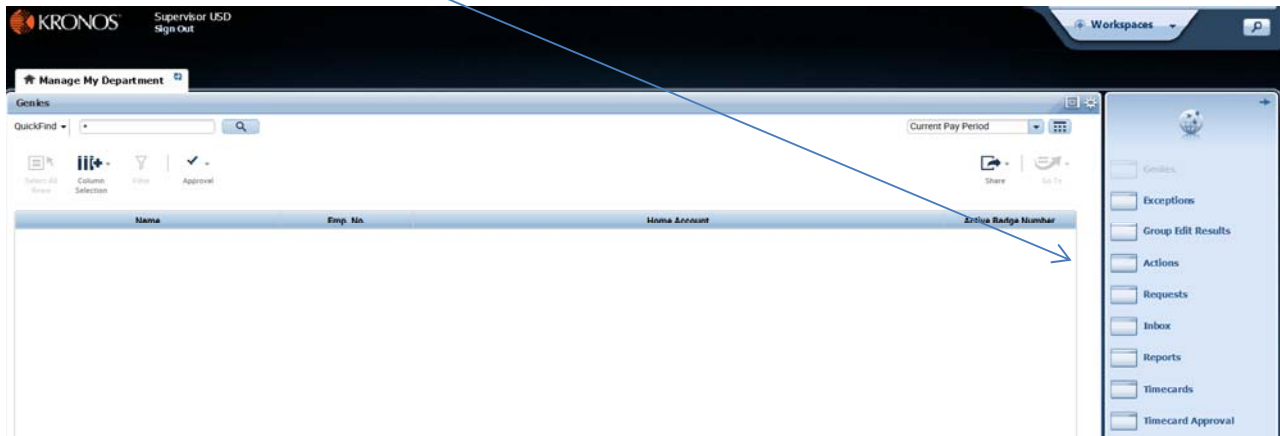
4. Your Timecard will appear on the screen for you to complete.

	Date	Pay Code	Amount	Schedule	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	Mon 3/05												
+	Tue 3/06												
+	Wed 3/07												
+	Thu 3/08												
+	Fri 3/09												
+	Sat 3/10												
+	Sun 3/11												
+	Mon 3/12												
+	Tue 3/13												
+	Wed 3/14												
+	Thu 3/15												
+	Fri 3/16												
+	Sat 3/17												
+	Sun 3/18												

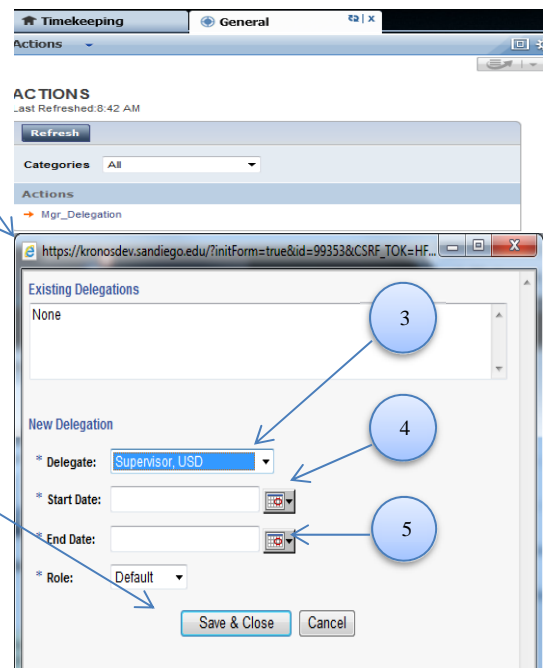
Delegating Authority

If a supervisor is not going to be available to approve timecards at the end of the pay period, he/she should **Delegate Authority** to another supervisor who can ensure that the timecards are completed, approved, and submitted to payroll.

1. Click on **Actions**.



2. Click on **Mgr_Delegation**.
3. This will open the **Delegation** window. Select the supervisor you would like to give authority to from the **Delegate** dropdown menu.



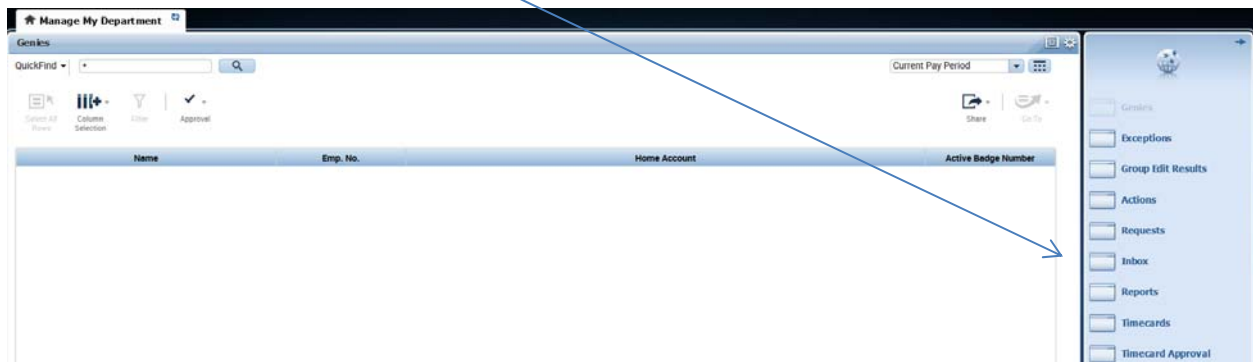
4. Select a **Start Date**.
5. Select an **End Date**.
6. Click **Save & Close**.
7. Your **Inbox** will appear showing you have sent the request to the designee.



Accepting Delegation

When one supervisor delegates authority, the other supervisor must **Accept Delegation** in order to be able to view the new employees.

1. Click on **Inbox**.



2. Your **Inbox** will appear, showing who is requesting that you delegate. **Double click** the From.

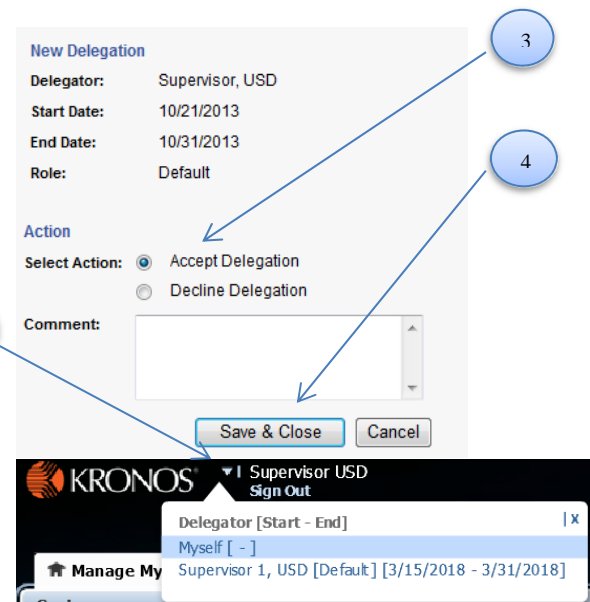


3. A window will appear, showing who is requesting that you delegate and the dates. You can choose to **Accept Delegation** or **Decline Delegation**. You can add comments.

4. When you have made your selections, click **Save & Close**.

5. In order to use delegation authority, you will need to log out and then log back in again.

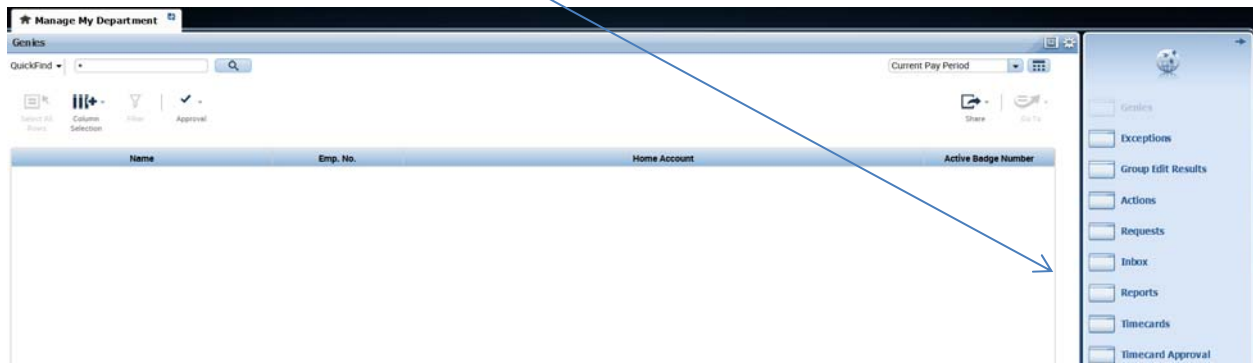
6. You will click the down arrow between Kronos logo and your name. Click on the supervisor you accepted the delegation for, and then you can review these employees' timecards and approve.



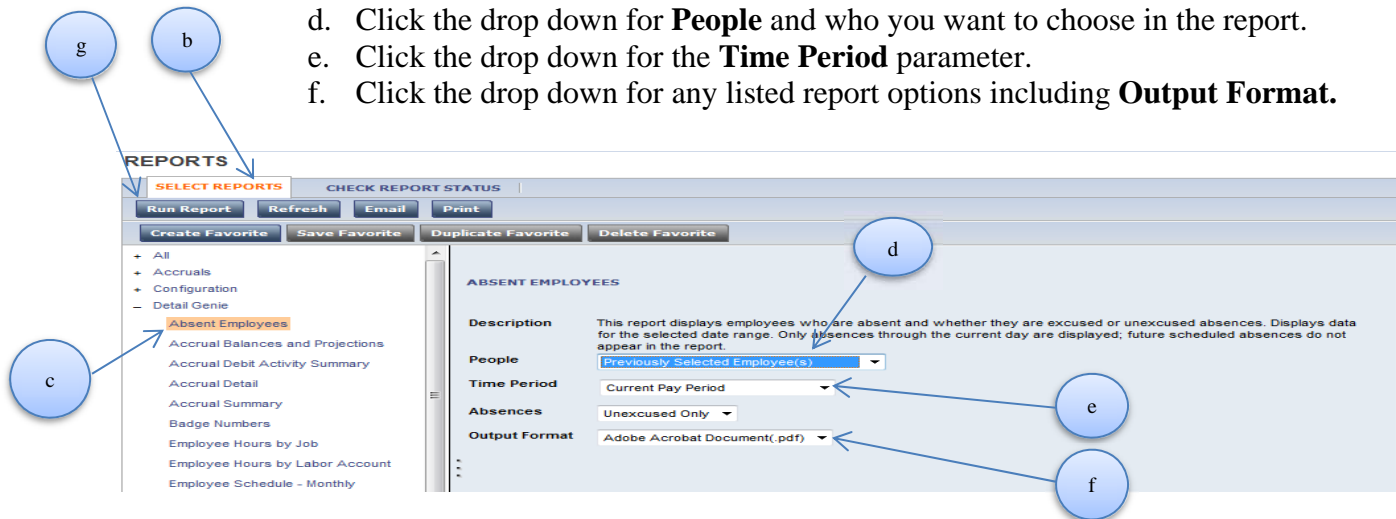
Running Reports

1. You can choose to run a report for one employee, a group of employees, or all employees within your reporting structure. To run a report for:

- a. Click on **Reports**.



- b. Select the **SELECT REPORTS** tab.
- c. Select a report from the **Categories** list. A description of each report will appear on the right when you click on a report title.
- d. Click the drop down for **People** and who you want to choose in the report.
- e. Click the drop down for the **Time Period** parameter.
- f. Click the drop down for any listed report options including **Output Format**.



- g. Click **Run Report**.
- h. You will see a status report for the run. To see an update on the report status, click **Refresh Status** periodically. It will change from **Waiting** to **Running** to **Complete**.



- i. Once the **Status** says **Complete**, click **View Report**.
- j. A .pdf file will open with the report for you to view.

Printing a Timecard

You can also print an employee's timecard to show time worked, totals, accruals, and schedules.

1. Open the employee's timecard.



2. Select **Print Timecard** .

3. A Print window will open for you to print based on your computer setup.
4. You may need to do in Landscape to fit the timecard on one page.

Genies on the Navigation Bar

Exceptions – Shows any employees who currently have any exceptions on their timecard.

Group Edit Results – Shows details of Approved timecards (Success, Failures, and Details).

Actions – Where you would go to Delegate Authority to another manager.

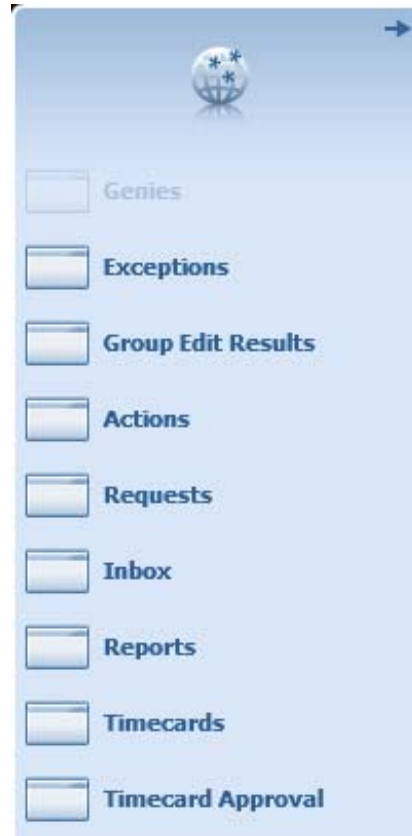
Requests – Not being utilized at this time.

Reports – You can reports, see page 21 for instructions.

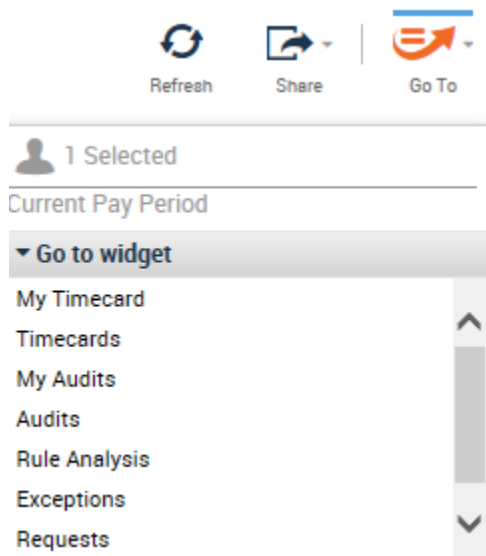
Inbox – Where you would go to accept a Delegation from another manager.

Timecards – Where you can scroll through your employee timecards one at a time.

Timecard Approval – This is a step-by-step process to approve your employee timecards.



Go To on the page



My Timecard – This is your timecard if you are hourly.

Timecards – Your direct report timecard(s).

My Audits – You can view by items you have approved and/or changed by choosing the audit in the Category dropdown and Type of Edit on the left hand side on your timecard.

Audits – You can view by items you have approved and/or changed by choosing the audit in the Category dropdown and Type of Edit on the left hand side on your direct reports.

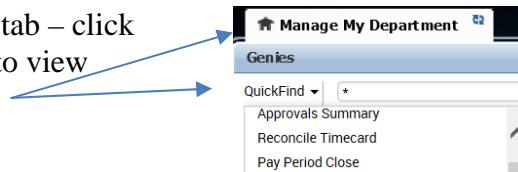
Exceptions – You can view exceptions for a pay period or range of dates.

Requests – – Not being utilized at this time.

Reports – You can reports, see page 21 for instructions.

Genies under the QuickFind

On the **Manage My Department** tab – click the **dropdown** under **QuickFind** to view reports.



Quickfind – You can search for an employee by name or employee number (wild card if you only know part of the last name is “*”).

Accrual Reporting

Period – Shows Sick, Vacation, and Sick CA (Part-time non-benefit based) accrual balances.

Approvals Summary – Shows all employees who have exceptions on their timecard and who have or have not been approved by the employee and manger.

Reconcile Timecard – Shows if employee’s timecard has unexcused absences, missed punches, long shift, early in, late in, early out, late out, unsched hours, totals up-to-date, and active badge number.

Approve Timecards – Shows all employees who have exceptions on their timecard and who have or have not been approved by the employee and manger.

Meal Premium – Shows if an employee is receiving a meal premium violation for the time period option chosen.

Meal Waiver – Shows if an employee has a meal break waiver on file.

Floating Holiday – Shows when an employee has utilized their floating holiday for the time period option chosen.

Family Sick – Shows if an employee has utilized the family sick pay code for the time period option you have chosen.

Excessive Double Time – Shows who have worked any overtime and/or double-time.

Paycode Summary – Shows totals of employees hours broken down by paycode for the time period option you have chosen.

Shift Close and Shift Start – Utilized for Scheduling only.

IS Summary – Shows your current employees’ information which include POETS, employee number, email address, work phone, etc.

Long Shift or Short Break

– Shows when an employee has worked greater than 5 hours without a break, an employee took later than a 30 minute lunch, meal break waiver on file and if receiving a meal premium violation for the time period option chosen.

Straight Time Usage – Shows straight time hours for the time period option chosen.

Pay Period Close – Shows if employee’s timecard has been approved, missing punches, unexcused absences, total non-worked and worked hours.

Tips – Cash and Charge – Utilized for La Gran Terraza only.

Bonus – For payroll only.

Count All WTK Exceptions – Count of all exceptions for a period of time.

Signoff Issues – Utilized by Payroll only.