

General

When you log into KRONOS Workforce Central, you will be in your Timecard.

QuickFind

To view a list of employees that report to you...

1. Use the Quick Find method **OR**
 2. Use the Timekeeping Views
-
1. Select My Genies → QuickFind → Click Find to view all employees



GENERAL ▾ MY GENIES@ ▾ TIMEKEEPING ▾ SCHEDULING ▾ MY INFORMATION ▾

Timecard | People | Reports | My Timecard

QUICKFIND Name or ID * Find

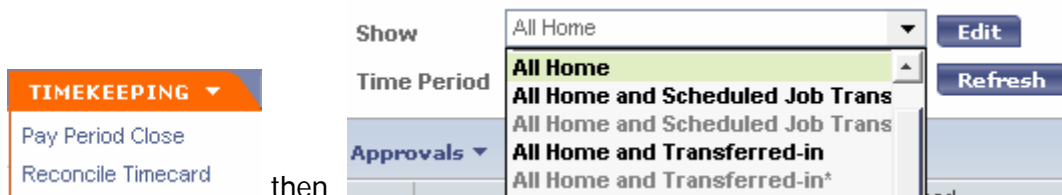
Last Refreshed: 3:02PM Time Period Week to Date ▾

Name	ID	Primary Labor Account
WAdwck, Jeast	2614	10MTCUSTOMERSUPPORT/8480/05/000/BETTERTON AMY/INFORMATION SYSTEMS
WAdwck, Jeast	0934	10MTCUSTOMERSUPPORT/8480/05/000/HAHN MARC A/INFORMATION SYSTEMS
WAdwck, Jeast	2227	10MTCUSTOMERSUPPORT/8480/05/000/HAHN MARC A/INFORMATION SYSTEMS
SALFT80	SALFT80	10MTCUSTOMERSUPPORT/8480/05/000/BETTERTON AMY/INFORMATION SYSTEMS
WAdwck, Jeast	1454	10MTCUSTOMERSUPPORT/8480/05/000/HAHN MARC A/INFORMATION SYSTEMS
WAdwck, Jeast	1050	10MTCUSTOMERSUPPORT/8480/05/000/BETTERTON AMY/INFORMATION SYSTEMS
WAdwck, Jeast	2096	10MTCUSTOMERSUPPORT/8480/05/000/HAHN MARC A/INFORMATION SYSTEMS
WAdwck, Jeast	1464	10MTCUSTOMERSUPPORT/8480/05/000/HAHN MARC A/INFORMATION SYSTEMS
WAdwck, Jeast	2069	10MTCUSTOMERSUPPORT/8480/00/000/RADICE BARBARA F/INFORMATION SYSTEMS
WAdwck, Jeast	1170	10MTCUSTOMERSUPPORT/8480/00/000/HAHN MARC A/INFORMATION SYSTEMS

Wildcard search: * is a wildcard search. * returns a list of all employees that report to you. To find a specific employee by last name, type the first initial of the last name (or the first few letters of the last name) followed by * then click Find.

OR...

2. Select Timekeeping → Select either Pay Period Close or Reconcile Timecard → Under Show select All Home OR All Home & Transferred-In



Menu Options



General

- Reports
- HR Manager Home (link to Self Service)

My Genies

- QuickFind (Employee Search)

Timekeeping (Views)

- Pay Period Close
- Reconcile Timecard
- Accrual Reporting Period
- Shift Premium Review
- Work Rule Review

Scheduling (Future)

My Information

- My Timecard
- My Reports (Saved Reports)
- Employee Home Page (future: link to Self Service)

Timekeeping Views

Under the Timekeeping Menu, there are a number of views that provide high-level summaries of employee timecard data for a specified Time Period.

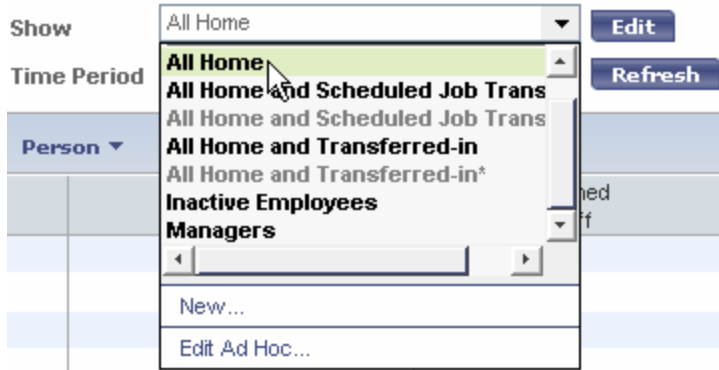
Using Views

1. Under Timekeeping, select the view you want – see page 4 for a description of the fields displayed for each.



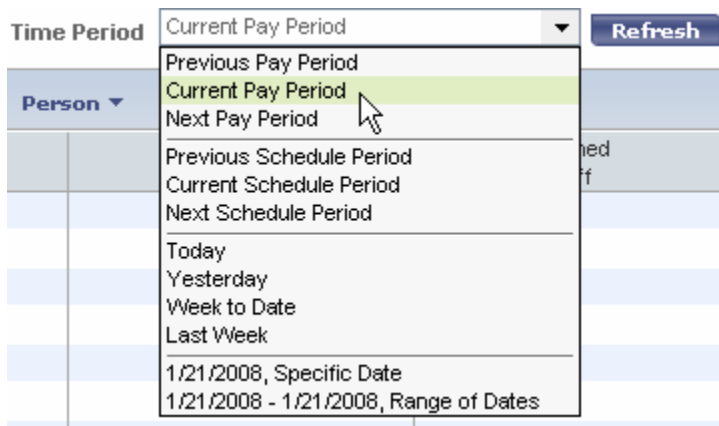
2. Under Show, select All Home (for all employees that report to you), All Home and Transferred-In, or select a custom view (to see a subset of employees)

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Inactive Employees are employees on LOA (LOA, FMLA, and Suspended).

3. Select the Time Period (Current Pay Period, Previous Pay Period, etc.)



PAY PERIOD CLOSE

Last Refreshed: 2:49PM

Show:
 Time Period:

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾							
Name	Employee Approval	Manager Approval	Signed Off	Paid Hours	Missed Punch	Missed Meal	
Barber, Amy		1		24.0			
Barber, Mary	✓	1	✓	73.8			
Barber, Michelle	✓	1		86.5			
Barber, Tom	✓	1		64.0			
Barber, Michelle E.	✓	1		71.0			
Barber, Katie	✓	1		83.0		1.0	
SALFT80		1		36.0			
Barber, Edwin A.		1					
Barber, Susan E.	✓	2		40.0			
Barber, Janet		1		71.0			

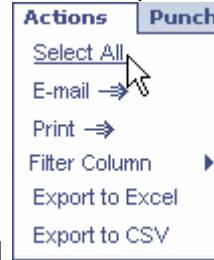
Sorting: To sort by a column, simply click on the column header. To sort in the reverse order, click the column header a second time. There can be a Primary and a Secondary sort. A "1" will appear next to the Primary sort; a "2" will appear next to the secondary sort.

Viewing a timecard: From within any Timekeeping view, you can view a timecard for an employee. Simply select any employee from the list then select Timecard from the menu bar.

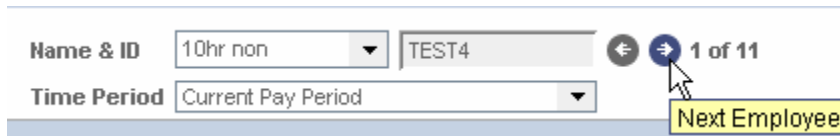


Selecting multiple employees at once to view Timecards

1. You may select multiple employees from the list by holding down either the Shift key (to select consecutive names) or Ctrl key (to select non-consecutive names).



2. Or to select all employees, under the Actions Menu, select all
3. After selecting the employee(s) you want, select Timecard.
4. If you have selected multiple employees, the first employee timecard will open. To the right of the employee name and ID, there will be Back and Next buttons to scroll through the timecards for all of the employees you have selected to view.



Timekeeping Views Examples and Descriptions

Pay Period Close

Name	1 ▲	Employ... Appro... 2 ▼	Manager Approval	Signed Off	Paid Hours	Missed Punch	Missed Meal
XXXXXXXXXX					95.5		1.0
XXXXXXXXXX					71.33		4.0

The Pay Period Close view lists the following information:

- Name
- Employee Approval
- Manager Approval
- Signed Off
- Paid Hours
- Missed Punch
- Missed Meal

Paid Hours DOES NOT include: Shift Differentials (Evening, Night, Weekend), Premiums (On Call or Lead Pay), or Expenses.

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Reconcile Timecard

Name	Total Hours Paid	Regular Hours	Overtime Hours	Doubletime Hours	PTO Hours	ESL Hours	Holiday Worked Hours	Totals Up To Date
[REDACTED]	78.17	46.0	8.5		21.67			✓
[REDACTED]	95.5	20.0	15.5	2.0				✓

The Reconcile Timecard view lists the following information:

- Name
- Total Hours Paid
- Regular Hours
- OT Hours
- DT Hours
- PTO Hours
- ESL Hours
- Holiday Worked Hours

IS Summary

Name	Primary Labor Account	User Name	Email Address	Employee ID	Assigned Manager	Employee Group	Home Phone	Work Phone	Last Totalization
[REDACTED]	10MTCUSTOMERSUPPORT/84800...	[REDACTED]	[REDACTED]	1170	Hahn, Marc A	All Labor Accounts			1/21/2008 12:05PM
[REDACTED]	10MTCUSTOMERSUPPORT/84800...	[REDACTED]	[REDACTED]	2069	Radice, Barbara F	Information Technologies			1/21/2008 12:05PM
[REDACTED]	10MTCUSTOMERSUPPORT/84800...	[REDACTED]	[REDACTED]	1464	Hahn, Marc A	Empty Profile			1/21/2008 12:05PM

The IS Summary view lists the following information:

- Name
- Primary Labor Account (Dept, Fund Code)
- User Name
- Email Address
- Employee ID
- Assigned Manger
- Employee Group
- Home Phone
- Work Phone
- Last Totalization

Accrual Report Period

Name	Type	Reporting Period	Units	Opening Balance	Earned To Date	Taken To Date	Available
[REDACTED]	PTO	1/01/2008 - 12/31/2008	Hour	9.23	8.62	0.0	17.85
[REDACTED]	ESL	1/01/2008 - 12/31/2008	Hour	3.93	1.97	0.0	5.9

The Accrual Report Period view lists the following information:

- Name
- Type (PTO or ESL)
- Reporting Period
- Units (Hour)
- Opening Balance
- Earned To Date
- Taken To Date
- Available

Shift Premium Review

Person Name	On Call	Lead Pay	Fans Lead Pay	Evening 2 ▾	Night 1 ▾	RN Night	LVN Night	Weekend
[REDACTED]					60.0			24.0
[REDACTED]				4.33			3.0	12.0
[REDACTED]				3.0		6.0		40.5
[REDACTED]	46.75			1.0				

The Shift Premium Review view lists the following information:

- Name
- Evening
- On Call
- Night
- Lead Pay
- RN Night
- FANS Lead Pay
- LVN Night
- Weekend

Work Rule Review

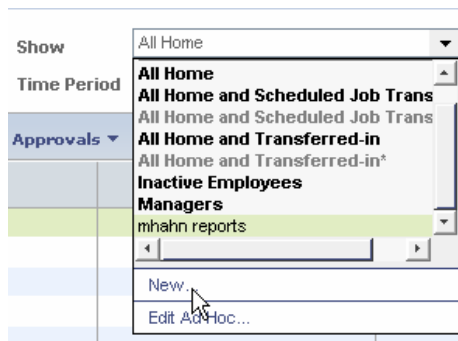
Person N... 2 ▲	Holiday Worked	Training 1 ▾	Preceptor	Orientation	Marketing
[REDACTED]		7.0	30.5		
[REDACTED]		2.0			
[REDACTED]		2.0			
[REDACTED]		1.5		12.0	
[REDACTED]				58.0	

The Work Rule Review Genie view lists the following information:

- Name
- Preceptor
- Holiday Worked
- Orientation
- Training
- Marketing

To Create a Custom View/Filter (for your Direct Reports)

1. From the Timekeeping menu, select any view.
2. Use the Show drop-down list to select New.



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3. Select the Supervisor radio button on the right and choose from the list of Supervisors on the left. Double click the Supervisor name so that it appears in the Supervisor field.

Primary Account
 Include Exclude people who meet this condition.

Name or Description

Hahn Marc A, Hahn Marc A
Hending Sheryl E, Hending Sheryl E
Heins Pamela A, Heins Pamela A
Heinrichs Kim J, Heinrichs Kim J
Hickel Lewis H, Hickel Lewis H
Jewell Susan M, Jewell Susan M
Johnson Nancy R, Johnson Nancy R
Jones Kathleen Q, Jones Kathleen Q
Kraus Meredith L, Kraus Meredith L

Effective Date Within specified time period As of today

Company
 Division
 Department
 Discipline Code
 Fund Code
 Supervisor Hahn Marc A
 Team

4. Select Effective Date: Within specified time period.
5. Then select Add Condition. Then, select Save.

Save Query As

*New Name

Description

Visibility

Ad Hoc - temporary query
 Personal - visible only to me

Java Applet Window

6. Enter a name for the view/filter (i.e. My Direct Reports)
7. Select Visibility: Personal – visible only to me. Then click OK.

From any view, you should be able to select this option.

Approving Timecards

Viewing a Timecard for an Employee

To view a timecard for an employee (or multiple employees), simply highlight the employee(s) from a list (using QuickFind or any of the Views under Timekeeping) and select Timecard.



Reviewing and Approving Timecards:

You can review each timecard individually or you can use the Pay Period Close view to review specific information about your employees' timecards.

Timecards can be approved in two areas:

- Within a timecard
- Within the Pay Period Close view (under Timekeeping)

From within an Employee's Timecard, select Approve under the Approvals menu OR **From the Pay Period Close view**, select an employee or multiple employees then select Approve under the Approvals menu.



Pay Period Close view of Manager Approval

Name	Employee Approval ² ▾	Manager Approval	Signed Off ¹ ▲	Paid Hours	Missed Punch	Missed Meal
[Redacted Name]	✓	1		86.5		
[Redacted Name]	✓	1		72.0		

Reports

REPORTS

Last Refreshed: 11:51AM

Show

Time Period

SELECT REPORT | SET OPTIONS | CHECK RUN STATUS

Run Report | Refresh | Schedule → | E-mail → | Send To Printer → | Print Screen →

Categories

- ⊕ All
- ⊕ Accruals
- ⊕ Configuration
- ⊕ Detail Genie
- ⊕ Roll-Up Genie
- ⊕ Scheduler
- ⊕ Timecard
- ⊕ Working Time Directive

1. Under the General Menu, select Reports.

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2. Choose the report you want to run

Recommended Reports (Under All Category)

- Employee Hours by Labor Account (available in PDF or Excel) – for Department and Fund Code Transfers
- Employee Transactions & Totals (available in PDF or Excel)
- Time Detail

3. Via Show, select the employees you wish to include in the report

4. Select the Time Period you wish to report on

4. Under Set Options, you can select or exclude specific Pay Codes. Unless specified otherwise, all Pay Codes will be included.

Recommendation: You may want to exclude Mileage & Parking as Pay Codes and run a separate report for these.

5. Click Run Report Run Report

6. A separate tab (Check Run Status) will open. A list of most recently run reports will be displayed. [Remember to delete old reports.]

Report Name	Format	Date In	Date Done	Status	Output
Employee Transactions and Totals	pdf	Sun 1/20/2008 07:55:13PM	Sun 1/20/2008 07:55:15PM	Complete	Screen
Employee Hours by Job	pdf	Fri 1/18/2008 03:43:35PM	Fri 1/18/2008 03:43:41PM	Complete	Screen

7. Click View Report View Report

Unless otherwise specified the report will be in PDF format.