

# KRONOS Workforce Central Navigation Quick Reference Guide

## How do I get to KRONOS Workforce Central?

Type in the web address: <https://employee.sdhospice.org/wfc/logon>

OR Go to the Intranet – Online Timecard link 

LOG ON

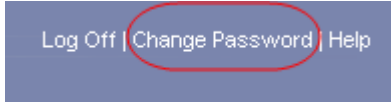
User Name  
  
 Password  
 →

## What is my User Name & Password?

Your User Name matches your Windows NT password; the first time you login, your password will be your 4-digit Employee #. You will be prompted to change your password the first time you login.

**How do I change my password?** Once you are logged in, click on Change Password (upper right-hand corner).

CHANGE PASSWORD



Log Off | **Change Password** | Help


**Change Password Now**



User Name: XXXXXXXXXX


Old Password:



New Password:

Verify Password:

**How do I insert a row?** Select 

Save   Actions ▾ Punch ▾ Amount ▾ Comment ▾ Approvals ▾					
		Date	Pay Code	Amount	In
		Mon 12/17	▾		8:00AM
		Mon 12/17	▾		

**How do I delete a row?** Select 

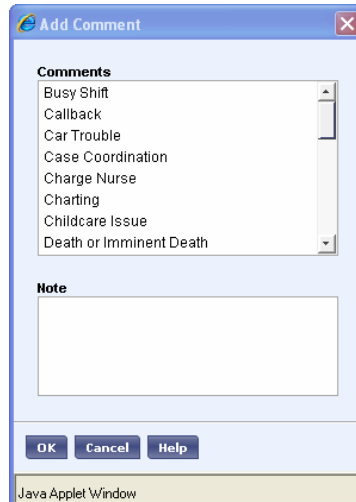
		Date	Pay Code	Amount	In
		Mon 12/24	▾		8:00AM

## What is the difference between Shift & Daily?

Shift represents “worked” hours while Daily represents total hours (worked & non-worked time, including PTO, ESL, etc).

## How do I add a comment?

1. First, select the time punch for which you want to add a comment.



**Add Comment**

**Comments**

- Busy Shift
- Callback
- Car Trouble
- Case Coordination
- Charge Nurse
- Charting
- Childcare Issue
- Death or Imminent Death

**Note**

OK Cancel Help

Java Applet Window



**Comment** **Approva**

- Add Comment →
- Delete Comment →
- Add Note →
- Delete Note →

2. Then select Comments → Add Comment.

3. Select from a list of Standard Comments; you may also add a Note to the Comment.

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## How do I delete a comment?

1. Select the Comments Tab.
2. If there are multiple comments, you MUST first select the comment you wish to delete.
3. Select Delete Comment from the Comment Menu

TOTALS & SCHEDULE		ACCRUALS	AUDITS	COMMENTS
Date	Comment			
Thu 12/20	Charting			
Thu 12/20	Busy Shift			

**Select comment to be deleted**



**How do I approve my timecard?** Select Approve under Approvals Menu  
A Sign-Offs and Approvals Tab will appear...

TOTALS & SCHEDULE		ACCRUALS	AUDITS	SIGN-OFFS & APPROVALS
Action Taken	Date	Time		
Approval by Employee	12/21/2007	4:41PM		

**How do I unapprove my timecard?** Select Remove Approval from the drop down list under the Approvals menu.

## When do I use Pay Codes?

- Bereavement
- ESL
- Jury
- Lead Pay
- On Call
- PTO
- Time without Pay
- Expenses (including Mileage and Parking)
- Additional Position-specific Pay Codes

## How do I enter Pay Codes?

1. Enter the Pay Code
2. Enter the Amount of Hours
3. Do **NOT** enter In & Out Times.

Date	Pay Code	Amount
Wed 12/19	Jury	8:00

## How do I enter On Call?

1. Enter any Call Back times as In & Out Times
2. Insert a row for the same day to enter a Pay Code for On Call hours (for which you were on call but did NOT work; that is, total hours minus any call back time). The Daily total should reflect the total number of hours spent on call.

## When do I use Transfers?

- Orientation
- Training
- Preceptor
- Holiday Worked
- Transferring Hours to another department or fund code
- Transferring Hours to a second position/job

## How do I enter Transfers?

1. Enter the "In" punch.
2. Enter the Transfer Reason - Click the Transfer field and select **Search** to choose a different labor account (department or fund code) and/or a work rule (orientation, training, preceptor, holiday)
3. Skip the "Out" punch if you are entering multiple transfers or transferring back to regular.
4. Enter the "In" punch for the next Transfer.
5. Enter the next Transfer reason.
6. Enter the "Out" punch.
7. KRONOS will fill in the missing "Out" punch.

In	Transfer	Out	In	Transfer	Out
8:00AM	::Training 8		10:00AM	::8HRNON	12:00PM

## How do I enter Expenses?

1. Insert a row on the day the expense was incurred.
2. Choose the appropriate Pay Code (Mileage or Parking).
3. Enter the amount. For Mileage, enter the amount in miles. For Parking, enter the amount in dollars.

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Date	Pay Code	Amount
Mon 12/17	Mileage ▼	32:00 ← Miles
Mon 12/17	Parking ▼	8.00 ← Dollars