KRONOS SUPERVISOR GUIDE

KRONOS - Entering Leave/Docks

Things to Remember

- The normal workday for full-time employees is 7.5 hours/day
- A full-time employee's time must add up to at least 37.5 hours each week (30 hours if a district holiday falls within the workweek)
- Leave time should be entered in full-day or half-day increments only (7.5hrs or 3.75hrs)
- All available leave/comp time should be exhausted before a dock is entered
- All absences, full and half days, (scheduled or unscheduled) must be documented in Aesop as well.
- The KRONOS timekeeping system works on a 7 minute rounding rule. An employee's daily total is rounded to the nearest 15 minute interval.



Adding an Absence in KRONOS

- Pull up employee's timecard
- Highlight date/row you wish to add leave time to
- Under 'pay code' column click on the down arrow.
- A list of reasons will appear
- Click on the type of leave desired.
- In 'Amount' column enter 7.5 for a full day or 3.75 for a half day
- Enter and save changes

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Adding an Absence in KRONOS – COMP TIME

- Comp time can be entered by the hour and in increments as small as 15 minutes
- Comp can be used if an employee has less than 37.5 total hours at the end of the work week.
- Comp time will preferably be used before Leave time.
- ▶ If Comp time is used, the workweek must total to exactly 37.5 hours
- Comp should only be entered if the employee has enough saved up to cover it

Adding an Absence in KRONOS - COMP TIME

Procedure

Wait until the end of the week to find out how many hours the employee will be short. Find which day is short.

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Adding an Absence in KRONOS – COMP TIME

View accruals to see if employee has comp time earned.

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TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS, REQUESTS & APPROVALS MOVED AMOUNTS

Accrual Profile	COMPTIME	2
ACCIUAL PTOTILE	COMP TIME	- NE

Accrual Code	/ Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Comp Time	4.75	Hour	11/21/2011	3.75	-0.25	0.75	1.0

Adding an Absence in KRONOS - COMP TIME

- Highlight the line that is short
- In the 'pay code' column click on the down arrow
- List of reasons will appear.
- Click on comp time leave

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		Name & ID	105	240							
ed: 14:34			100	716	_						
		Time Period 9/18/	2011 - 9/24/2011, Ran	nge of Dates	•						
ve Actions * Pr	inch * Amount * Accruals *	Comment * Approva	ils * Overtime *	Reports *							
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🚼 Fri 9/23	•		7:28		15:28		•		7.5	7.5	37.0
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Sat 9/24											

Adding an Absence in KRONOS - COMP TIME

- In the 'amount' column type in hours needed. (Ignore the display box)
- Enter and Save.
- It should now be equal to a total of 37.5 hours for the week

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4	Fri 9/23		•		7:2	8		•	15:2	8			•		7.5	7.5	37.5	
2	Sat 9/24		•					•					•				37.5	
-	Sun 9/25		•										•					11111

Adding an Absence in KRONOS - Docks

- A dock should only be entered if the employee has insufficient leave/comp or if they have insufficient comp and entering their available leave would give them excessive hours for the week.
- In Kronos you do not need to enter the dock as a negative number. Just enter the amount of time as you typically would.
- Docks, like comp time, can be entered in hour increments



Adding an Absence in KRONOS - Docks

Procedure

- ► Go to the Friday of that week
- Click the "+" symbol next to the line to insert a row
- On the new row, click down arrow in 'Pay Code' column , select DOCK
- Type the amount of the DOCK into the amount column
- Calculate your totals
- If correct, click Save.

NOTE: This time cannot be on the same line as punches.



Correcting Punches in Kronos

KRONOS - Change an IN Punch to an OUT Punch

- Procedure
- Find employee and view timecard
- Right click on the IN punch
- Select Edit Punch

	Schedule People	Reports Availability						
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TOTAL	Account	CRUALS AUDITS	Pay Code	Amount	Sat 5/15 2010 Sun 5/16 201	Date 0	St	art Time

KRONOS - Change an IN Punch to an OUT Punch

- ▶ The Edit Punch window will appear
- Select Out Punch from the Override drop down menu
- Click Ok
- Click Save
- Refresh

Date	5/17/2010	
Time (hh:mm)	4:00PM	
Rounded Time	5/17/2010 4:00PM GMT-05:00	
Time Zone	(GMT -06:00) Central Time (USA; Canada)	
Override	In Punch 🔹	
Cancel Deduction	<none> In Punch</none>	
	Out Punch	
Exception	New Shift 30 Min 60 min	
Comments	Punch has no comment	

KRONOS - Change an OUT Punch to an IN Punch

- In order to change an OUT punch to an IN punch, simply follow the same instructions as you did for an IN punch to an OUT punch.
- This time you will select the incorrect punch and choose "in punch" when you are editing.

🕌 Edit Punch			
Date	12/07/2011		
Time (hh:mm)	7:30		
Rounded Time	<none> In Punch Out Punch</none>		
Time Zone	New Shift 10 Min Break Afternoon 10 Min Break Morning 30 Min L D	ada)	
Override	30 Min Lunch <none></none>		
Cancel Deduction	<none></none>		
Exception	Punch has no exception		<u> </u>
Comments	Punch has no comment		
OK Cancel	Help		
/			

KRONOS-Correct a DOUBLE Punch

Procedure

- Left click on the OUT Punch
- Select Delete key from key board
- Select the Enter Key from Keyboard
- Select Save
- ► Follow instructions on how to change an IN Punch to an OUT PUNCH



KRONOS - Correcting a Missed Punch- did not clock in

If an employee has forgotten to clock in (indicated by a red cell in the time area), you will need to go in and add the punch in manually.

Procedure

- Highlight the date with the missed punch
- Select the arrow and insert a row

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KRONOS – Correcting a Missed Punch- did not clock in

- Input the missing punch time.
- Enter and save

		GENERAL -	TIMEKEEPING	SCHEDULING -	RECORD RETENTIO		E MANAGER 🔻	DATA INTEGRATIC
Timecard	Schedule	People Reports	More *					
*TIME	CARD			Nama 2 ID	40640			
Last Calo	ulated: 18:10			Name & ID	10642			
				Time Period 12/04/201	1 - 12/10/2011, Range of	f Dates 🔻		
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	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
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× t	Sun 12/04		•		•			
× ±	Mon 12/05		•	7:30	-	15:29		
× ±	Tue 12/06		•	15:31	•			
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× ±	Wed 12/07		•	7:30	•	15:32		,
X L	Thu 12/08		•	7:30	-	15:31		
× ±	Fri 12/09		T	7:27	•	15:29		
× ±	Sat 12/10		•		•			
X L	Sun 12/11		•		•			7
				N				

Approving Timecards



- Employees should approve their time cards once a week.
- To view that employee have approved their time cards select Timekeeping
- Selection \$Pay Period Close



This screen will show missed punches, employee approval, Total hours worked (includes leave days, comp time used, and comp time earned)

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tions 🔻 Pu	nch 🔻	Amount -	Accruals 🔻	Schedule 🔻	Approvals 🔻 P	ayroll Prep 🔻	Persor	1 *						
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			Partial		158.5	152.25			0.0		6.0	0.25	1	W
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			Partial		151.25	147.75			0.0	2.25	1.25		1 (Partial)	V
			Partial		152.0	141.5		7.5	0.0	1.5	1.5		1	V
			Partial		150.5	138.75		11.25	0.0		0.5		1	V
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			Partial		150.5	135.0		15.0	0.0		0.5		1 (Partial)	V
			Partial		151.75	150.0			0.0	0.25	1.5		1	V
			Partial		151.0	142.25		7.5	0.0		1.25		1 (Partial)	1

- Next, select Time Period by clicking on the down arrow.
- Select last week.

1	Time Perio	d Last We	ek	Ref	resh
n	•				
	Non-Prod Hours	Expected PP Hours	Comp Leave	Comp Reg	Comp OT



- Column 3: All employees have approved their time.
- Column 5: Total hours column looks good.
- Column8(Non-Prod Hours): Those who used leave days.
- Column 10(Comp Leave): Those that used comp time, their total hours show 37.5.
- Column 11(Comp Reg): Comp time earned looks normal.
- Ready for supervisor approval.

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Two methods to approve:

- Individual approval
- Group approval

Individual approval:

- Click on the individual who is ready for approval.
- Select the "APPROVALS" TAB
- Select "APPROVE"

*You can also right click on the individuals name and select "Approve"

\$ PAY PEI Last Refreshe	RIOD C ed: 8:12	LOSE		Show	BES 104 COM	P TIME 🔻	
Actions *	Punch 🔻	Amount -	Accruals 🔻	Schedule 🔻	Approvals 🔻	ayroll Prep	
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			~		39.5	37.5	
			~		38.0	37.5	
			~		40.25	37.5	
1		I	1	1			

Group approval:

- Select "Actions"
- Select "SELECT ALL"
- All employees names will become highlighted
- Click on "Approvals" tab
- Select "Approve"

l	A FAI FE	ed: 8:12	LUSE		Show	BES 104 COM	P TIME -	Edit	Time Perio
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- Once approved, refresh and the Manager approval column will have a 1 and the Manager name will appear.
- The final approval will be Payroll. A check will appear in the "SIGNED OFF" column.



KRONOS on Summer Hours

Summer Hours - Things to Remember

- Leave days during summer hours equal 1.25 days instead of 1 (A half day leave during summer hours equals .63 days instead of .50)
- For full-time employees, leave days taken are reported in KRONOS as 9.5 hours for a full day or 4.75 hours for a half day
- ▶ The workweek should still add up to 37.5 total hours worked
- Comp time can still be used in hours
- Continue to report absences in AESOP as usual. Days will be adjusted automatically in Skyward and in Kronos



Summer Hours

A half day is 7:30 am - 12:15 pm Monday - Wednesday (Morning) 12:45 pm - 5:30 pm Monday - Wednesday (Afternoon)

A half day is 7:30 am - 12:00 pm Thursday (Morning) 12:30 pm - 5:00 pm Thursday (Afternoon)

One - Week Shut Down

The Payroll office will add Vacation in Skyward for the shutdown week in July for a total of 4 days, with the exception of July 4th. Payroll will also add Vacation in KRONOS for non – exempt employees (Para Professionals) as 7.5. July 4th will be recorded as "Non-Holiday" in KRONOS

