



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 - 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

- ▶ View accruals to see if employee has comp time earned.

The screenshot displays the KRONOS TIMECARD interface. At the top, there are navigation tabs: GENERAL, TIMEKEEPING, SCHEDULING, RECORD RETENTION, DEVICE MANAGER, and DATA INTEGRATION. Below this, the user is logged in as 'S...' with ID '10642'. The time period is set to '9/18/2011 - 9/24/2011, Range of Dates'. The main table shows a timecard with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The data shows a 7-day period from Saturday 9/17 to Sunday 9/25. The 'Amount' column shows values for each day, and the 'Cumulative' column shows the total hours worked up to that point.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 9/17											
Sun 9/18											
Mon 9/19			7.27		15.29				7.5	7.5	7.5
Tue 9/20			7.31		15.47				7.75	7.75	15.25
Wed 9/21			8.15		15.32				6.75	6.75	22.0
Thu 9/22			7.26		15.32				7.5	7.5	29.5
Fri 9/23			7.28		15.28				7.5	7.5	37.0
Sat 9/24											37.0
Sun 9/25											

Below the timecard, there are tabs for 'TOTALS & SCHEDULE', 'ACCRUALS', 'AUDITS', 'SIGN-OFFS, REQUESTS & APPROVALS', and 'MOVED AMOUNTS'. The 'ACCRUALS' tab is selected, and the 'Accrual Profile' for 'COMP TIME' is displayed. The table below shows the accrual details for 'Comp Time'.

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 - 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

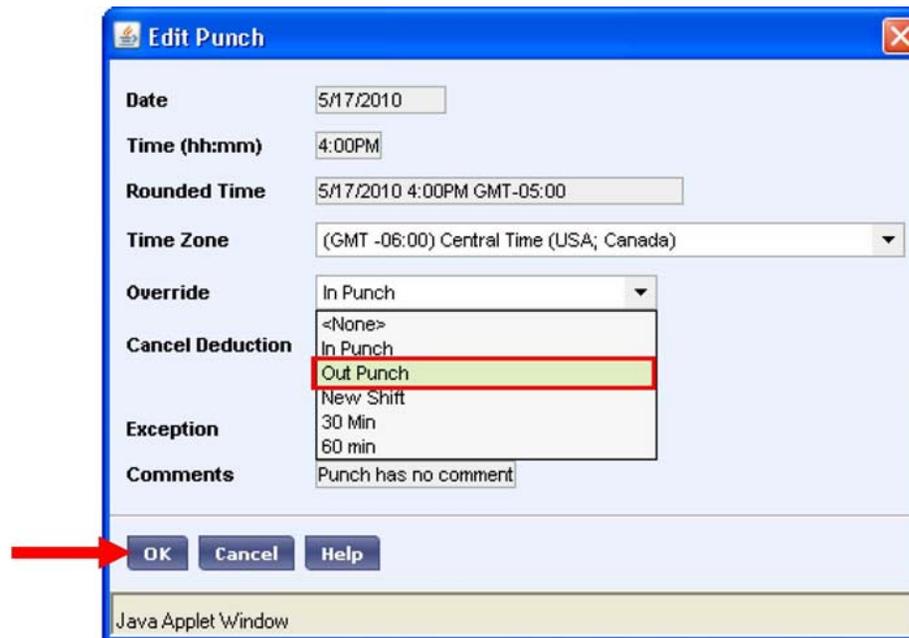
The screenshot displays the KRONOS TIMECARD interface for employee 'Test, Test' (ID: 999999). The interface includes a navigation bar with tabs for GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, and MY INFORMATION. Below the navigation bar, there are sections for 'Timecard', 'Schedule', 'People', 'Reports', and 'Availability'. The main area shows a table of punches with columns for Date, Pay Code, Amount, In, Transfer, Out, and In. A right-click context menu is open over the 'In' punch for Wednesday, 5/19/2010, with the 'Edit Punch...' option highlighted. The bottom section of the interface shows 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS' tabs, with a summary table for the current period.

Date	Pay Code	Amount	In	Transfer	Out	In
Sat 5/15 2010						
Sun 5/16 2010						
Mon 5/17 2010			4:00PM			
Tue 5/18 2010			7:59AM		5:00PM	
Wed 5/19 2010						
Thu 5/20 2010						
Fri 5/21 2010						

Account	Pay Code	Amount	Date	Start Time
...	Total Regular	8.00	Sat 5/15 2010	
			Sun 5/16 2010	
			Mon 5/17 2010	8:00AM

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



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
New Shift
10 Min Break Afternoon
10 Min Break Morning
30 Min L D
30 Min Lunch

Time Zone USA; Canada

Override <None>

Cancel Deduction <None>

Exception Punch has no exception

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

- ▶ Input the missing punch time.
- ▶ Enter and save

KRONOS

GENERAL TIMEKEEPING SCHEDULING RECORD RETENTION DEVICE MANAGER DATA INTEGRATION

Timecard | Schedule | People | Reports | More

*TIMECARD

Name & ID [Redacted] 10642

Last Calculated: 18:10

Time Period 12/04/2011 - 12/10/2011, Range of Dates

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports

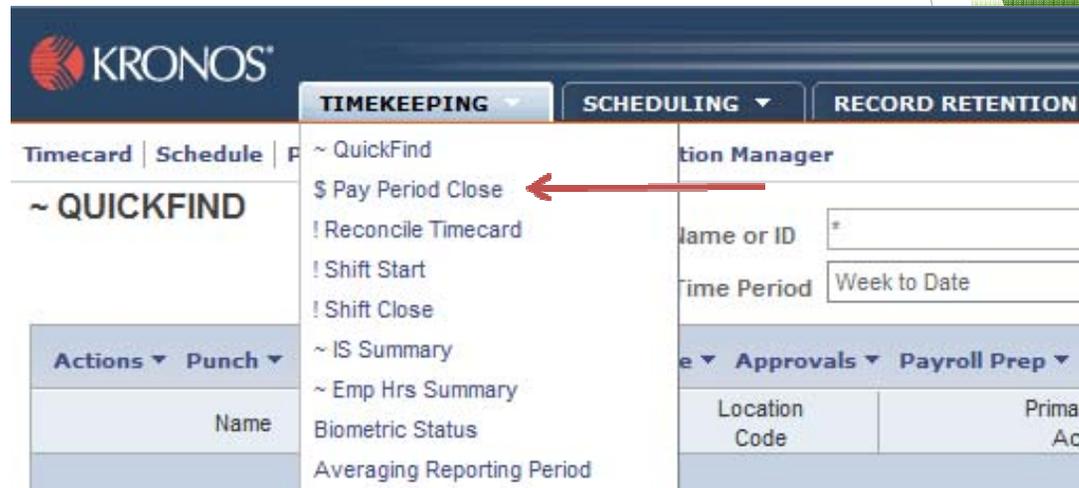
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
X	Sat 12/03							
X	Sun 12/04							
X	Mon 12/05			7:30		15:29		
X	Tue 12/06			15:31				
X	Tue 12/06			7:30				
X	Wed 12/07			7:30		15:32		
X	Thu 12/08			7:30		15:31		
X	Fri 12/09			7:27		15:29		
X	Sat 12/10							
X	Sun 12/11							

Approving Timecards



Manager Approvals

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



Manager Approvals

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

KRONOS® Log Off | Change Password | Setup | Help

TIMEKEEPING | SCHEDULING | RECORD RETENTION | DEVICE MANAGER | DATA INTEGRATION

Timecard | Schedule | People | Reports | Accrual Transition Manager

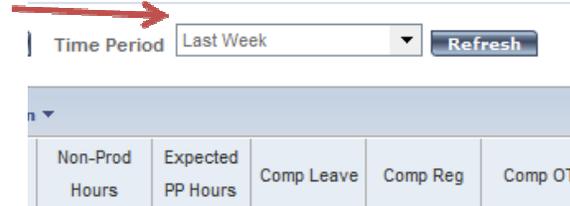
\$ PAY PERIOD CLOSE Show BES 104 COMP TIME [Edit] Time Period Previous Pay Period [Refresh]

Last Refreshed: 8:01

Name	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours	Non-Prod Hours	Expected PP Hours	Comp Leave	Comp Reg	Comp OT	Manager Approval	Ap M N	
[REDACTED]		✓		150.5	141.75		7.5	0.0	0.75	0.5		1	WHEE	
		Partial		158.5	152.25			0.0		6.0	0.25	1	WHEE	
		Partial		151.5	142.25		7.5	0.0		1.75		1 (Partial)	WHEE	
		Partial		151.25	147.75			0.0	2.25	1.25		1 (Partial)	WHEE	
		Partial		152.0	141.5		7.5	0.0	1.5	1.5		1	WHEE	
		Partial		150.5	138.75		11.25	0.0		0.5		1	WHEE	
		Partial		151.75	135.5		15.0	0.0		1.25		1 (Partial)	WHEE	
			✓		151.25	149.5			0.0		1.75		1 (Partial)	WHEE
		Partial			150.25	120.0		30.0	0.0		0.25		1 (Partial)	WHEE
		Partial			150.5	135.0		15.0	0.0		0.5		1 (Partial)	WHEE
		Partial			151.75	150.0			0.0	0.25	1.5		1	WHEE
		Partial			151.0	142.25		7.5	0.0		1.25		1 (Partial)	WHEE

Manager Approvals

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



Time Period Last Week Refresh

Non-Prod Hours	Expected PP Hours	Comp Leave	Comp Reg	Comp OT
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Manager Approvals

- ▶ Column 3: All employees have approved their time.
- ▶ Column 5: Total hours column looks good.
- ▶ Column 8(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.

\$ PAY PERIOD CLOSE
 Last Refreshed: 8:12

Show Time Period

Name	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours	Non-Prod Hours	Expected PP Hours	Comp Leave	Comp Reg	Comp OT
[REDACTED]		✓		39.5	37.5			0.0		2.0	
[REDACTED]		✓		38.0	37.5			0.0		0.5	
[REDACTED]		✓		40.25	37.5			0.0		2.5	0.25
[REDACTED]		✓		40.25	37.5			0.0		2.5	0.25
[REDACTED]		✓		40.5	37.5			0.0		2.5	0.5
[REDACTED]		✓		41.0	37.5			0.0		2.5	1.0
[REDACTED]		✓		40.25	37.5			0.0		2.5	0.25
[REDACTED]		✓		40.0	37.5			0.0		2.5	
[REDACTED]		✓		37.5	32.5		3.75	0.0	1.25	1.25	
[REDACTED]		✓		38.75	30.0		7.5	0.0		1.25	
[REDACTED]		✓		40.0	37.5			0.0		2.5	
[REDACTED]		✓		40.5	37.5			0.0		2.5	0.5

Manager Approvals

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"

\$ PAY PERIOD CLOSE Show

Last Refreshed: 8:12

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Payroll Prep ▾						
Name <small>1/2</small>	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	
[REDACTED]		✓		39.5	37.5	
[REDACTED]		✓		38.0	37.5	
[REDACTED]		✓		40.25	37.5	

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

Manager Approvals

Group approval:

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

\$ PAY PERIOD CLOSE
Last Refreshed: 8:12
Show BES 104 COMP TIME Edit Time Period

Name	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours	Non-Prod Hours
		✓		39.5	37.5		
		✓		38.0	37.5		
		✓		40.25	37.5		
		✓		40.25	37.5		
		✓		40.5	37.5		
		✓		41.0	37.5		
		✓		40.25	37.5		
		✓		40.0	37.5		
		✓		37.5	32.5		3.0
		✓		38.75	30.0		7.0
		✓		40.0	37.5		
		✓		40.5	37.5		

Manager Approvals

- ▶ 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.

Emp Reg	Comp OT	Manager Approval	Approved Manager Names	Signed Off	Pay Period Locked
2.0		1			
0.5		1			
2.5	0.25	1			
2.5	0.25	1			
2.5	0.5	1			
2.5	1.0	1			
2.5	0.25	1			
2.5		1			
1.25		1			
2.5		1			
2.5	0.5	1			

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