KRONOS

Contacts

- AESOP –Meredith Bishop
- KRONOS clock down – Jean Guadalupe
- Password – Jean Guadalupe or Kathy Stone
- KRONOS punches – Payroll

Why KRONOS

The District has implemented the KRONOS electronic timekeeping system in order to automate the timekeeping process and to stay in accordance with the Fair Labor Standard Act (FLSA). This system, which has replaced handwritten timesheets, will be used by all non-exempt employees of the District.

Official Time

In order to ensure consistency of treatment for employees, the data recorded in the KRONOS system shall be considered as the official record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official KRONOS records.

Methods of Reporting Time

The terms “clock in”, “punch in” and “swipe in” or “out” all have the same meaning. They refer to the action whereby an employee slides his/her ID badge through the slot on a time clock which reads the employee’s badge number and transmits this information to the KRONOS timekeeping database. Employees may also use the time stamp method by accessing a computer.

Terminology

- “My Timecard” - Timesheet
- Campus Timekeeper Manager –person the editing punches for the Timecard

Daily Clock-in/Clock out

It is a job requirement that ALL non-exempt employees MUST “clock-in” in the morning, and “clock-out” at the end of the work day at their assigned work site, unless authorized by a supervisor.

Rounding Rules

- The KRONOS timekeeping system works on a 7 minute rounding rule. An employee’s daily total is rounded to the nearest 15 minute interval.
- Employees should not clock in earlier than 7 minutes before their scheduled starting times (unless the employee has Supervisor approval for early arrival).
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall either “make-up” that time during the same work week or the time not worked will be docked from their pay.

Other requirements include:

- EM-S is set up on an automatic lunch deduction.
- All non-exempt employees leaving campus site for any personal reason during the day must clock out when leaving campus, and clock in when returning to campus.

Time Clock Problems

- If any employee is unable to punch in or out due to a time clock malfunction, it is the employees responsibility to report it to their campus KRONOS Timekeeper Manager. In this situation the Timekeeper Manager will manually clock the employee in or out. The Timekeeper Manager will notify the Information System Support Department of any time clock problems.
- Jean Guadalupe or Kathy Stone

Flex Time

- With approval, full-time employees may be permitted on a limited basis to extend their working hours slightly on one or more days during a **given workweek.** This extra time would offset one or more short workdays within that same week.

- For example, an employee might be permitted to work additional time on two days in order to leave 1 hour early on another day in the same week. An employee is not permitted to carry flex time over in to the next week. The employee will need to use comp time; leave day or be docked.

- It is the employee’s responsibility to check their time cards to ensure they will not be short at the end of the week, resulting in docked pay.

- Flex time is to be used with discretion and requires approval in advance.

Docked Pay

- If an employee's accumulated total in a workweek does not meet their expected amount, the employee will be docked for the amount of time not worked.
- Docking amounts are calculated on the employee's base hourly rate.
- If non-exempt employees have used up all of their sick days, personal days, etc., their pay shall be docked for the time missed, based on their hourly pay rate.

Work off Days

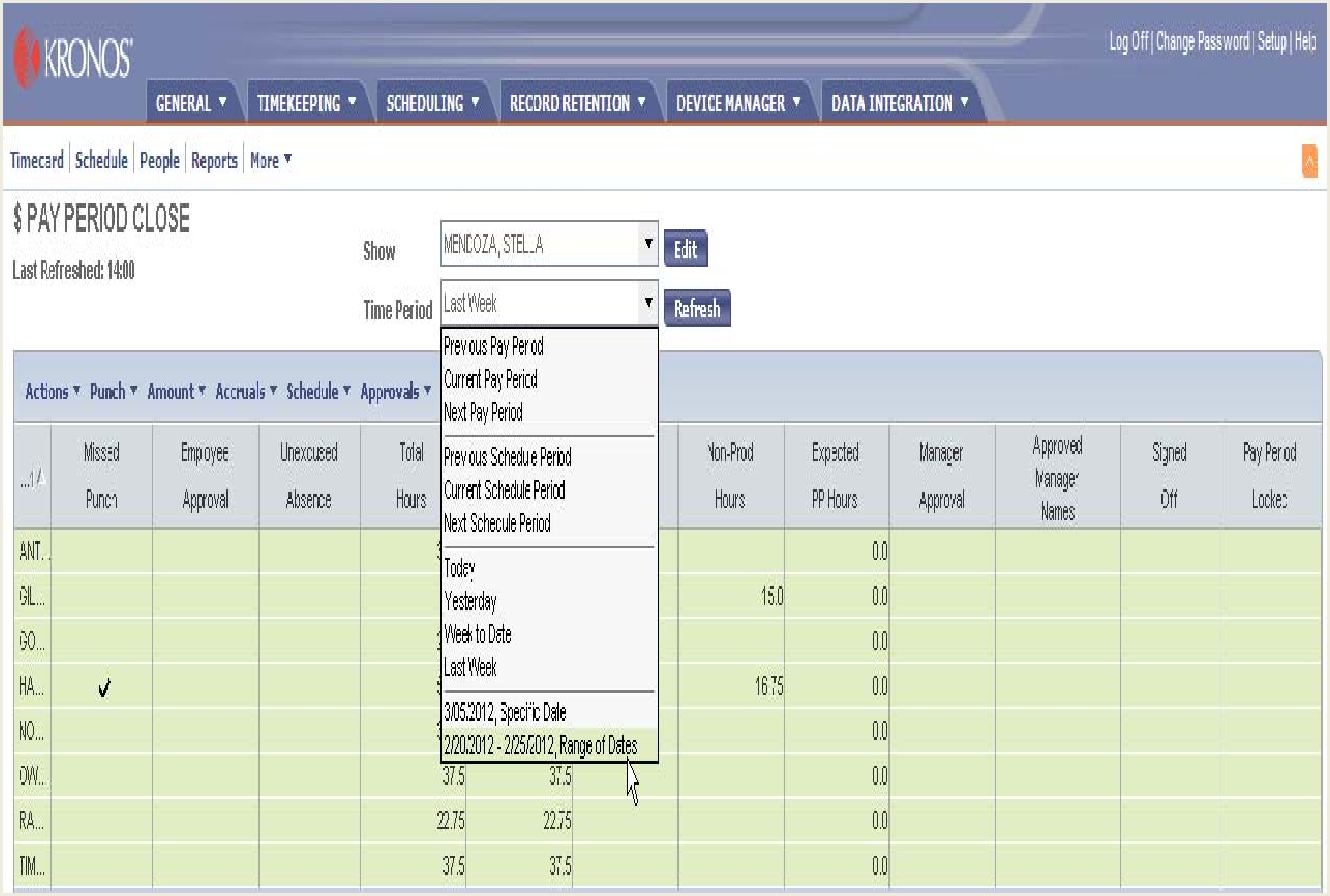
- To be in compliance with FLSA
- Work off Days for 2012-2013 will no longer exist for non-exempt employees

Contracted Calendar Days

- All EMS-ISD employees are attached to a calendar
- Calendar has their beginning and ending dates.
- Non-exempt employees are not to begin work before their contracted start date or work beyond their contracted ending date nor should they alter their calendar days such as exchange days with the intent of working during their scheduled “non-calendar off days.”
- Now that the district uses an electronic timekeeping system, calendars days can no longer be altered.

How to View Specific Dates

- Time Period
- Click on the down arrow
- Select Range of dates
- Box will appear
- Click on the arrow and calendar will appear
- Select month and date
- Repeat for end date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Refresh
Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾
Previous Pay Period
Current Pay Period
Next Pay Period
Previous Schedule Period
Current Schedule Period
Next Schedule Period
Today
Yesterday
Week to Date
Last Week
3/05/2012, Specific Date
2/20/2012 - 2/25/2012, Range of Dates

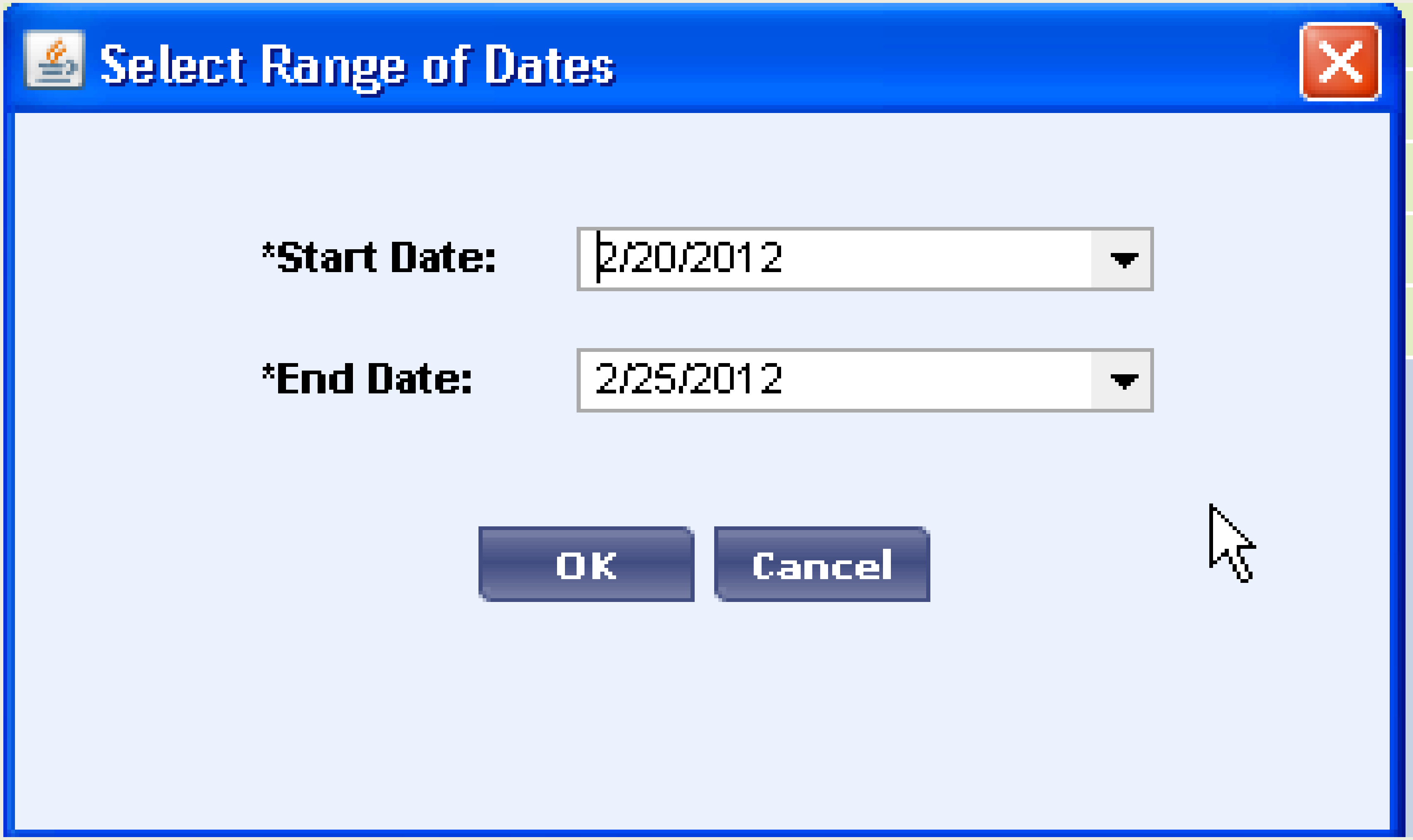
$ PAY PERIOD CLOSE

Last Refreshed: 14:00

Show: MENDOZA, STELLA

Time Period: Last Week

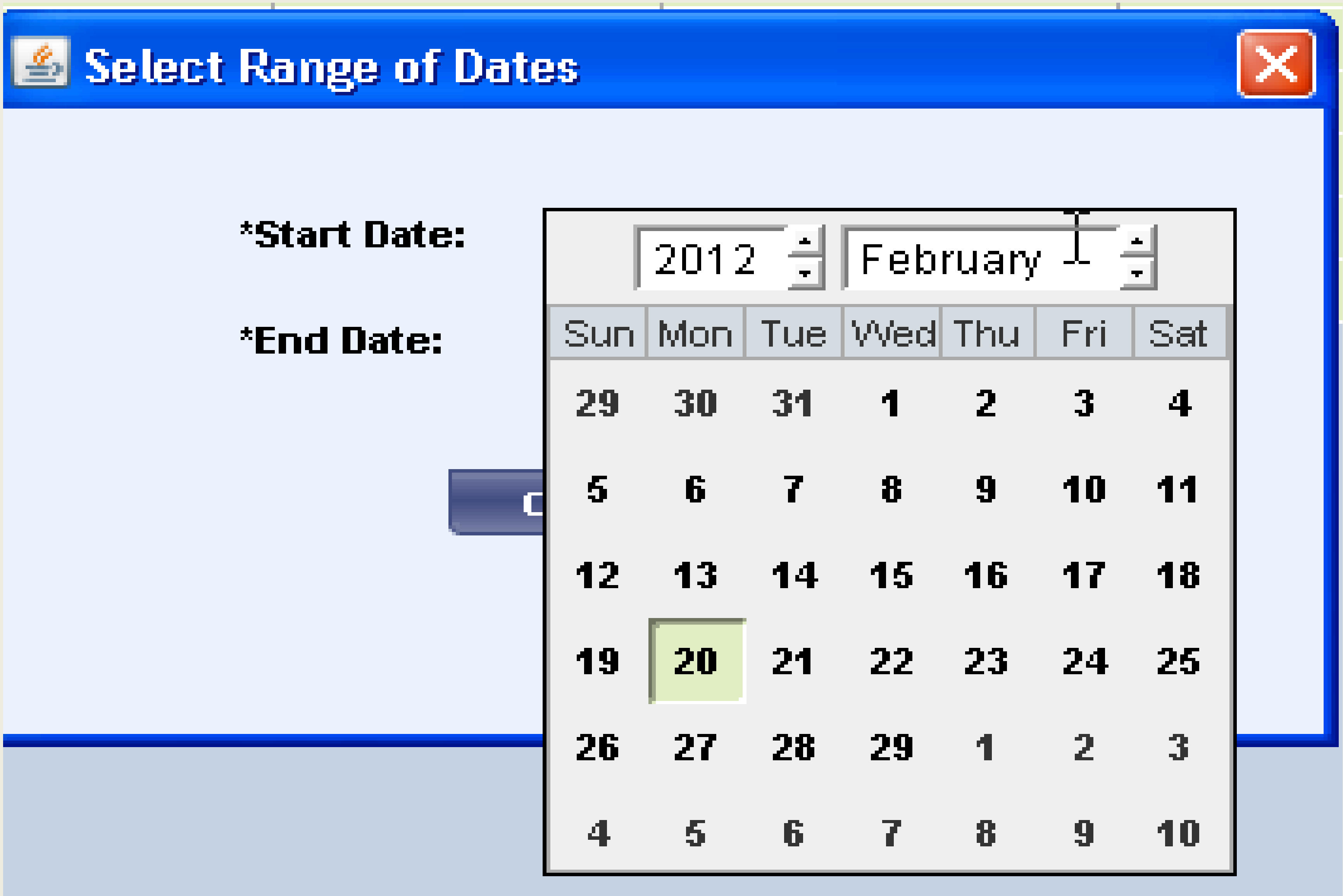
...1	Missed Punch	Employee Approval	Unexcused Absence	Total Hours			Non-Prod Hours	Expected PP Hours	Manager Approval	Approved Manager Names	Signed Off	Pay Period Locked
ANT...								0.0				
GIL...							15.0	0.0				
GO...								0.0				
HA...	✓						16.75	0.0				
NO...								0.0				
OW...				37.5	37.5			0.0				
RA...				22.75	22.75			0.0				
TIM...				37.5	37.5			0.0				


Select Range of Dates

*Start Date: 2/20/2012

*End Date: 2/25/2012

OK
Cancel



Select Range of Dates

*Start Date:

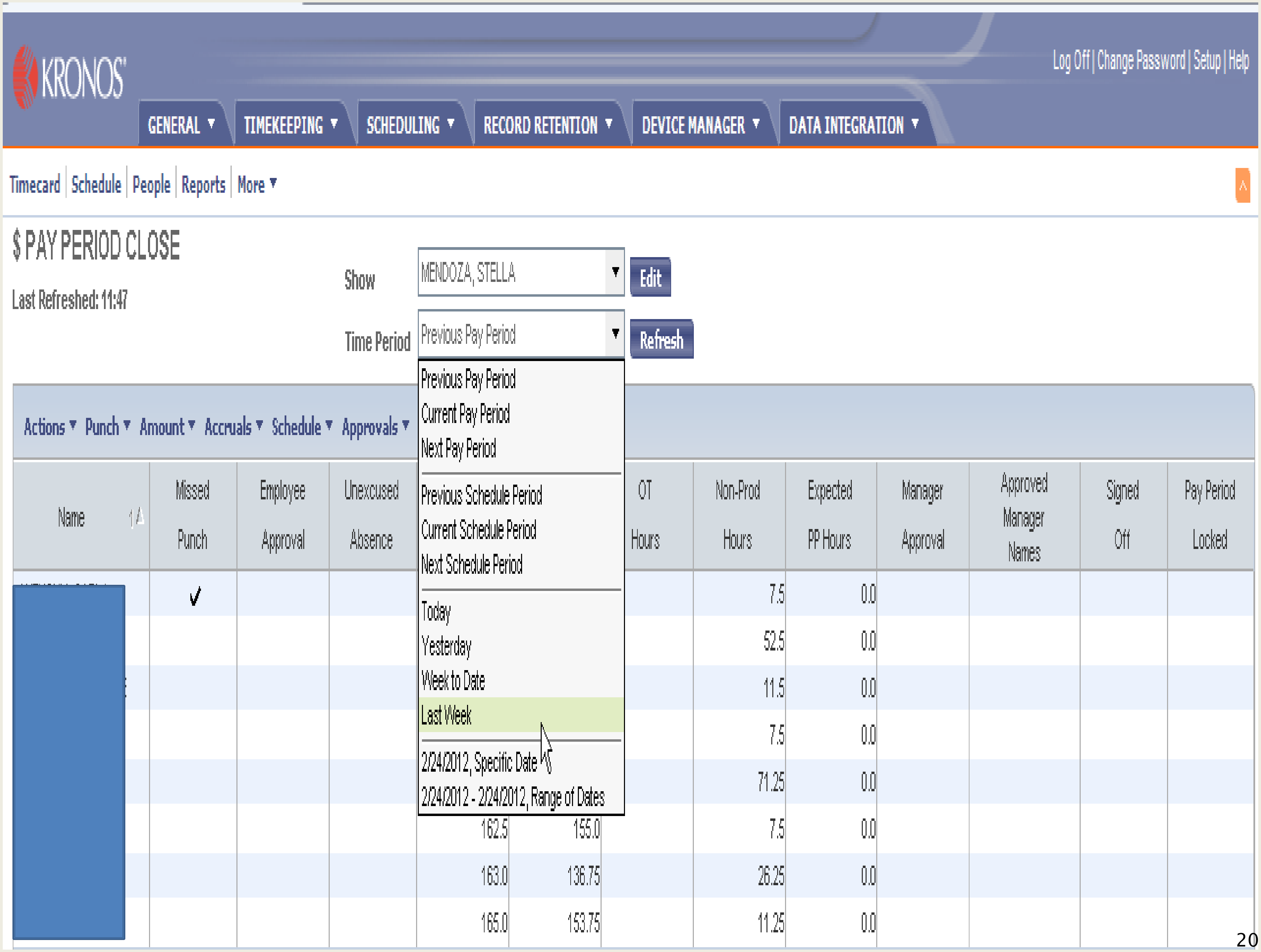
*End Date:

2012 February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

To View Previous Week

- “Time Period”
- Click on the down arrow
- List of Pay Periods will appear
- Select “last week”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Previous Pay Period
Current Pay Period
Next Pay Period
Previous Schedule Period
Current Schedule Period
Next Schedule Period
Today
Yesterday
Week to Date
Last Week
2/24/2012, Specific Date
2/24/2012 - 2/24/2012, Range of Dates
Actions ▾
Punch ▾
Amount ▾
Accruals ▾
Schedule ▾
Approvals ▾

$ PAY PERIOD CLOSE

Last Refreshed: 11:47

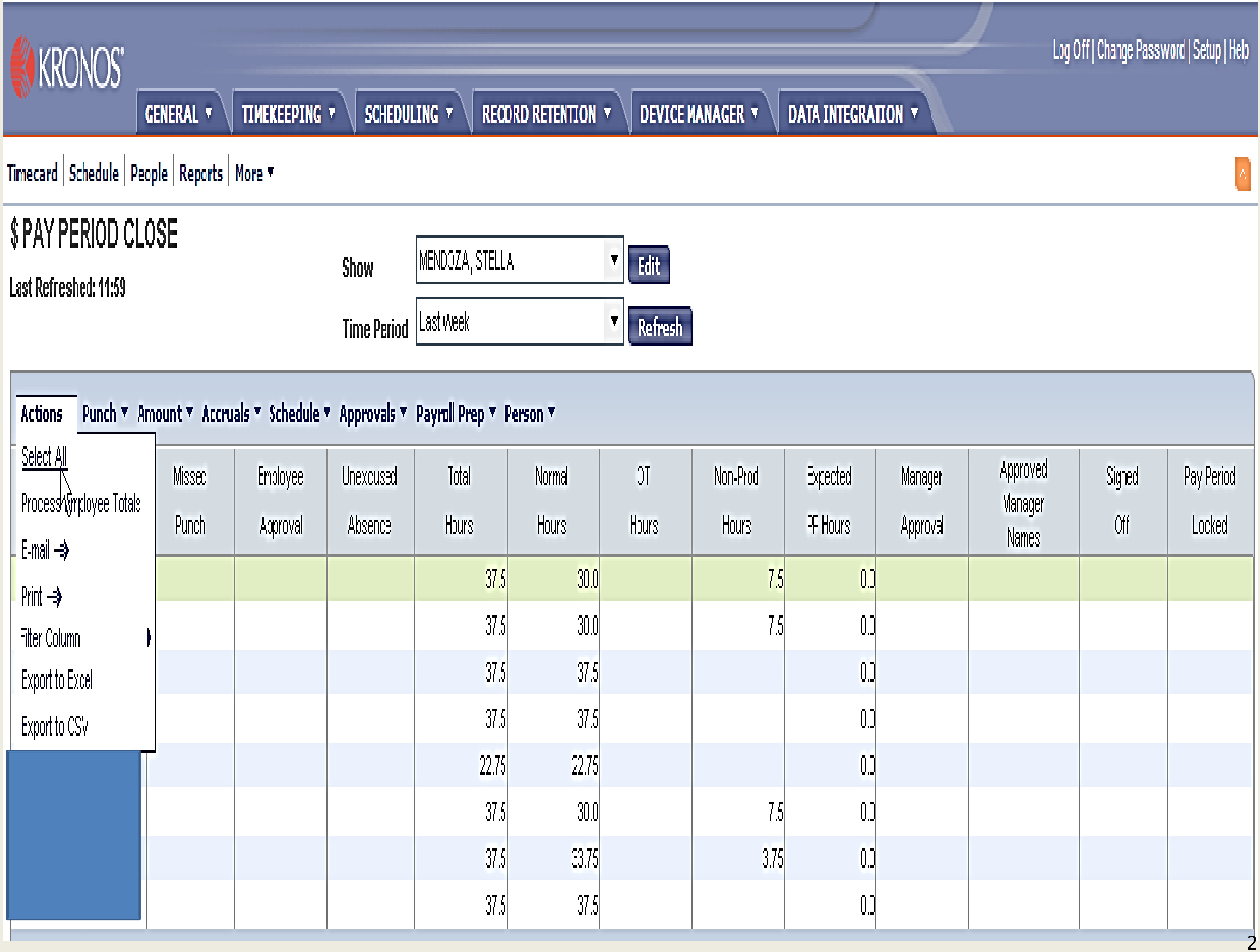
Show: MENDOZA, STELLA

Time Period: Previous Pay Period

Name	Missed Punch	Employee Approval	Unexcused Absence			OT Hours	Non-Prod Hours	Expected PP Hours	Manager Approval	Approved Manager Names	Signed Off	Pay Period Locked
[redacted]	✓						7.5	0.0				
[redacted]							52.5	0.0				
[redacted]							11.5	0.0				
[redacted]							7.5	0.0				
[redacted]							71.25	0.0				
[redacted]				162.5	155.0		7.5	0.0				
[redacted]				163.0	136.75		26.25	0.0				
[redacted]				165.0	153.75		11.25	0.0				

View all Employees

- Select Actions
- Select All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Schedule ▾
Approvals ▾
Payroll Prep ▾
Person ▾
Select All
Process Employee Totals
E-mail
Print
Filter Column
Export to Excel
Export to CSV

$ PAY PERIOD CLOSE

Last Refreshed: 11:59

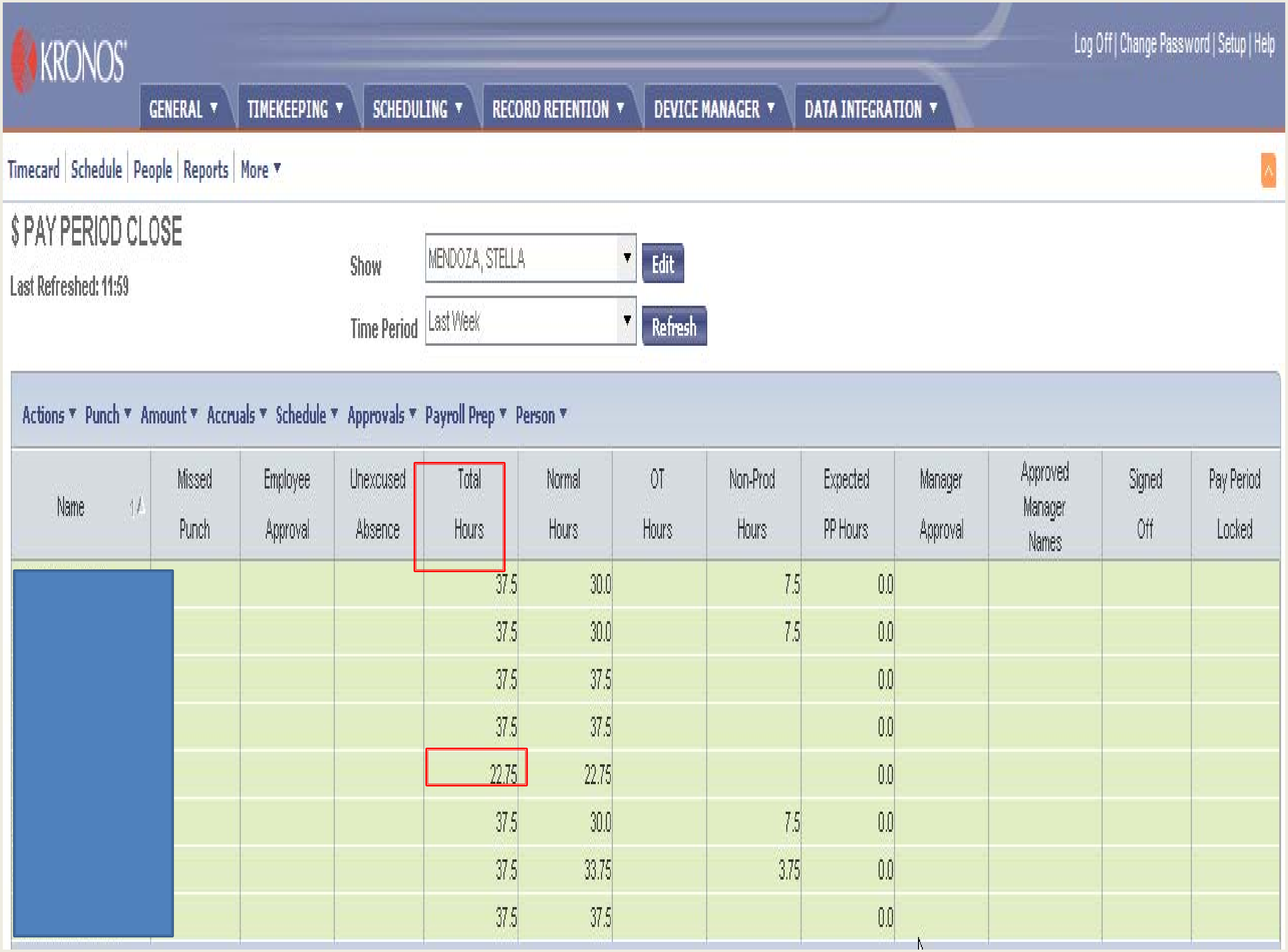
Show: MENDOZA, STELLA

Time Period: Last Week

Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours	Non-Prod Hours	Expected PP Hours	Manager Approval	Approved Manager Names	Signed Off	Pay Period Locked
			37.5	30.0		7.5	0.0				
			37.5	30.0		7.5	0.0				
			37.5	37.5			0.0				
			37.5	37.5			0.0				
			22.75	22.75			0.0				
			37.5	30.0		7.5	0.0				
			37.5	33.75		3.75	0.0				
			37.5	37.5			0.0				

Check the Total Hours

- Look at the Total Hours column
- Should see at least 37.50
- If less than 37.50 need to review
- If total hours is unusually high, need to review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Refresh
Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Schedule ▼ Approvals ▼ Payroll Prep ▼ Person ▼

$ PAY PERIOD CLOSE

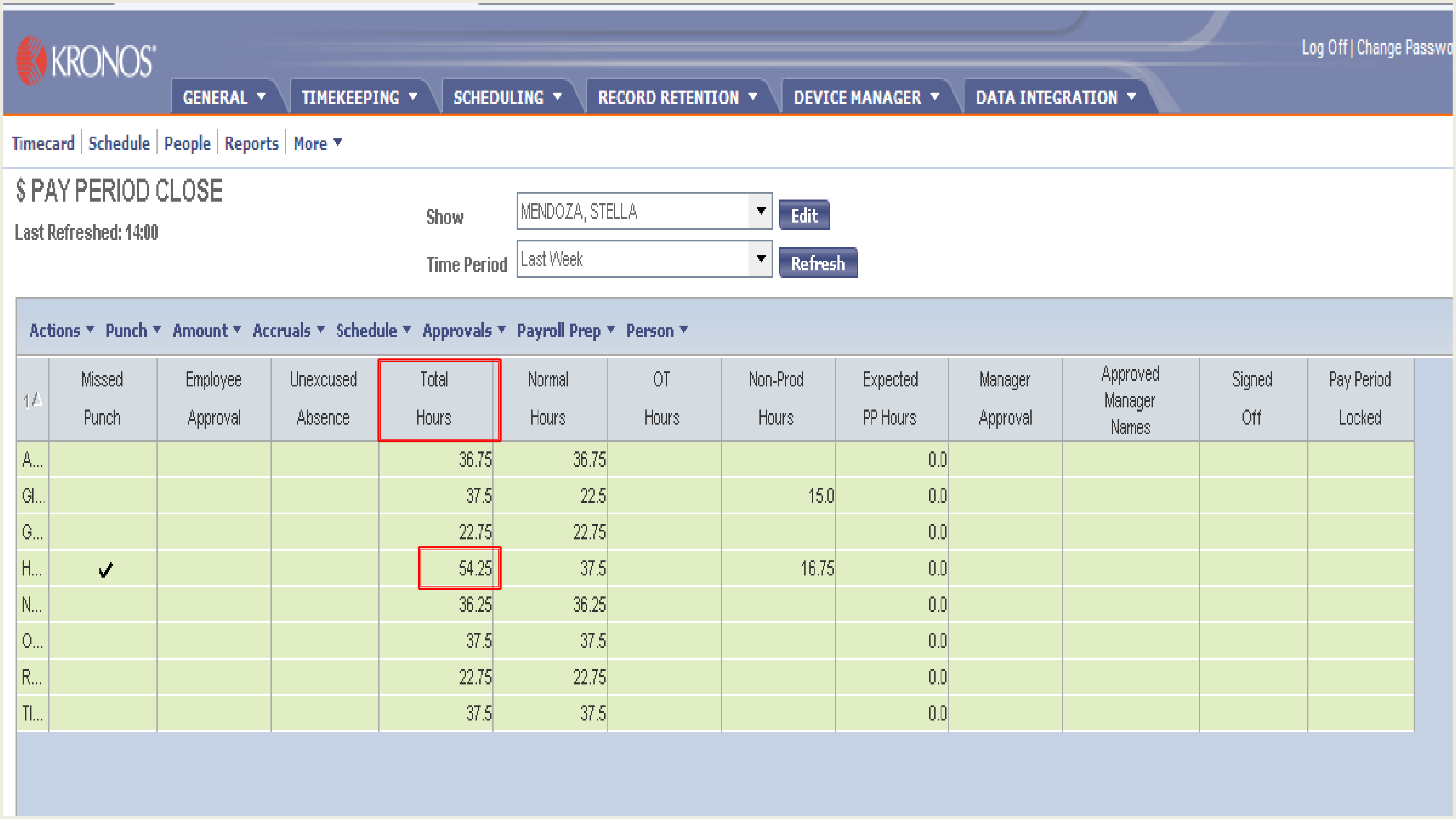
Last Refreshed: 11:59

Show: MENDOZA, STELLA

Time Period: Last Week

Name	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours	Non-Prod Hours	Expected PP Hours	Manager Approval	Approved Manager Names	Signed Off	Pay Period Locked
[redacted]				37.5	30.0		7.5	0.0				
[redacted]				37.5	30.0		7.5	0.0				
[redacted]				37.5	37.5			0.0				
[redacted]				37.5	37.5			0.0				
[redacted]				22.75	22.75			0.0				
[redacted]				37.5	30.0		7.5	0.0				
[redacted]				37.5	33.75		3.75	0.0				
[redacted]				37.5	37.5			0.0				

Total hours at 54.25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Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Schedule ▼ Approvals ▼ Payroll Prep ▼ Person ▼

$ PAY PERIOD CLOSE

Last Refreshed: 14:00

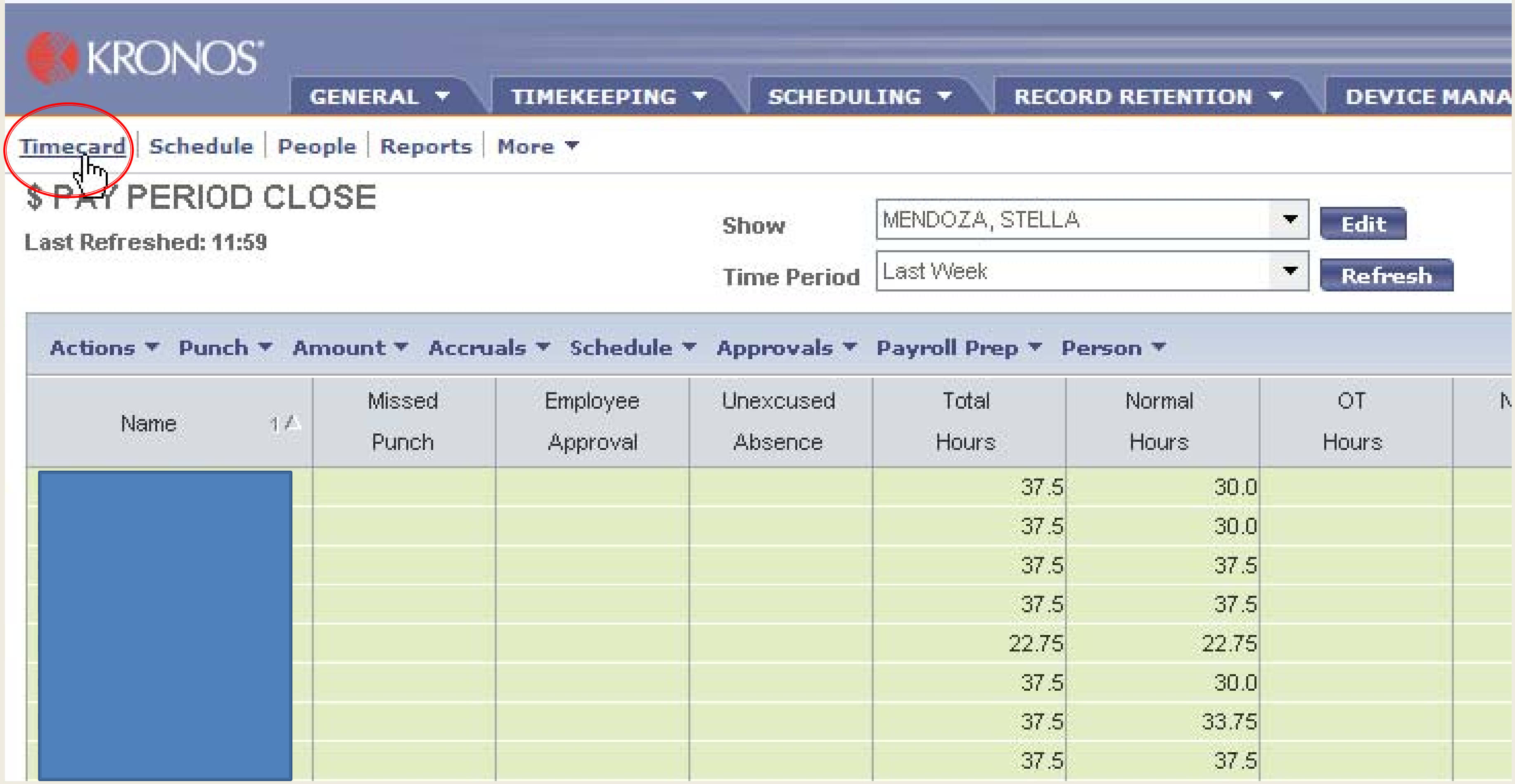
Show: MENDOZA, STELLA

Time Period: Last Week

1△	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours	Non-Prod Hours	Expected PP Hours	Manager Approval	Approved Manager Names	Signed Off	Pay Period Locked
A...				36.75	36.75			0.0				
Gl...				37.5	22.5		15.0	0.0				
G...				22.75	22.75			0.0				
H...	✓			54.25	37.5		16.75	0.0				
N...				36.25	36.25			0.0				
O...				37.5	37.5			0.0				
R...				22.75	22.75			0.0				
Tl...				37.5	37.5			0.0				

View Individual Time Cards

- Click on Time card
- KRONOS will list all employees
- To move to the next employee
- Click on the <- -> arrow
- Will also show # of employees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Approvals ▾
Payroll Prep ▾
Person ▾

$ PAY PERIOD CLOSE

Last Refreshed: 11:59

Show: MENDOZA, STELLA

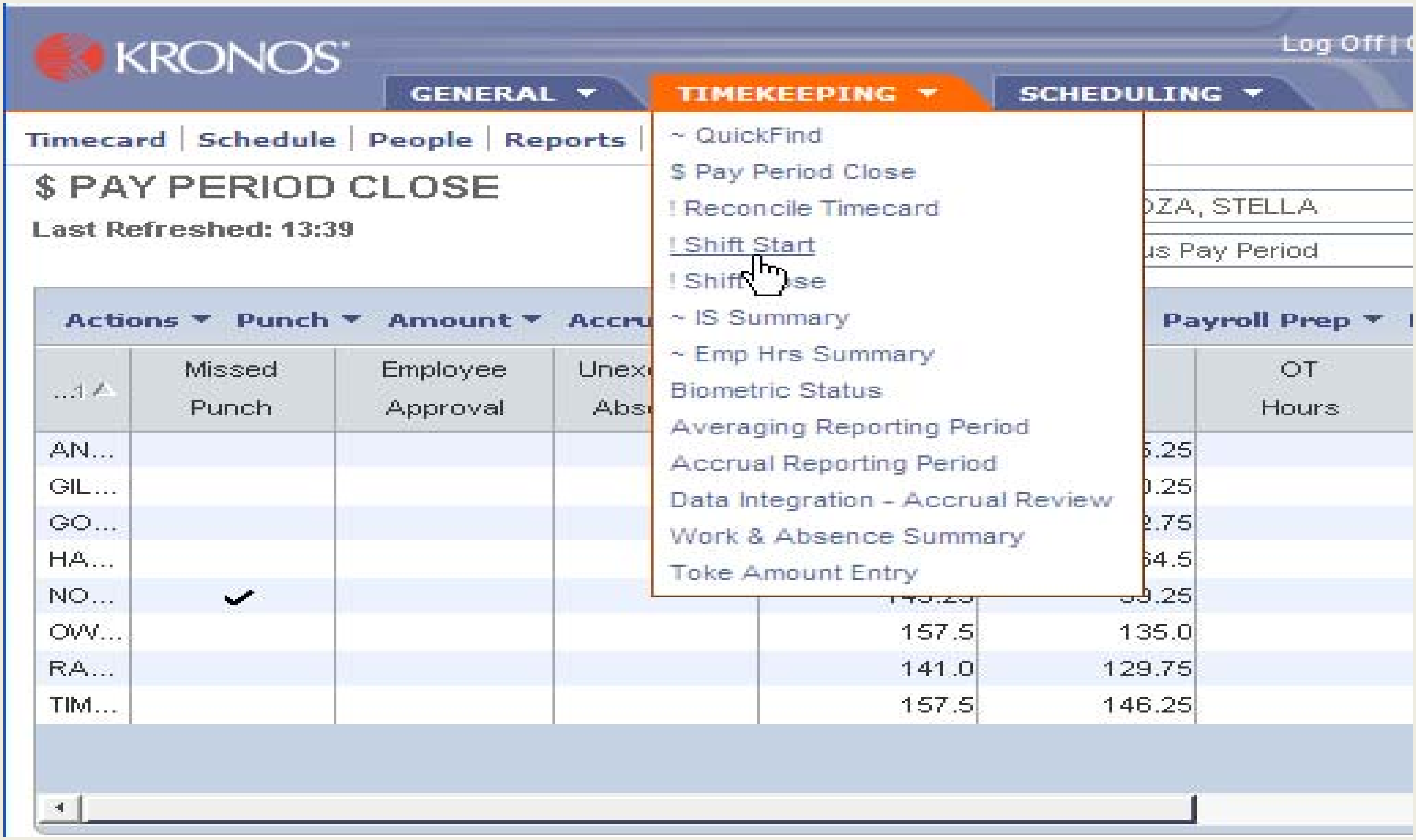
Time Period: Last Week

Name	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours
[redacted]				37.5	30.0	
[redacted]				37.5	30.0	
[redacted]				37.5	37.5	
[redacted]				37.5	37.5	
[redacted]				22.75	22.75	
[redacted]				37.5	30.0	
[redacted]				37.5	33.75	
[redacted]				37.5	37.5	

Two Ways to Check on Missed Punches

First

- This step can be done a hour after start time
- Click on the Timekeeping arrow
- A drop down list will appear
- Select Shift Start
- Review the “On Premises” column
- Those that signed in will appear with a ✓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! Reconcile Timecard
! Shift Start
! Shift Close
~ IS Summary
~ Emp Hrs Summary
Biometric Status
Averaging Reporting Period
Accrual Reporting Period
Data Integration - Accrual Review
Work & Absence Summary
Toke Amount Entry
Actions
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Accru
Payroll Prep

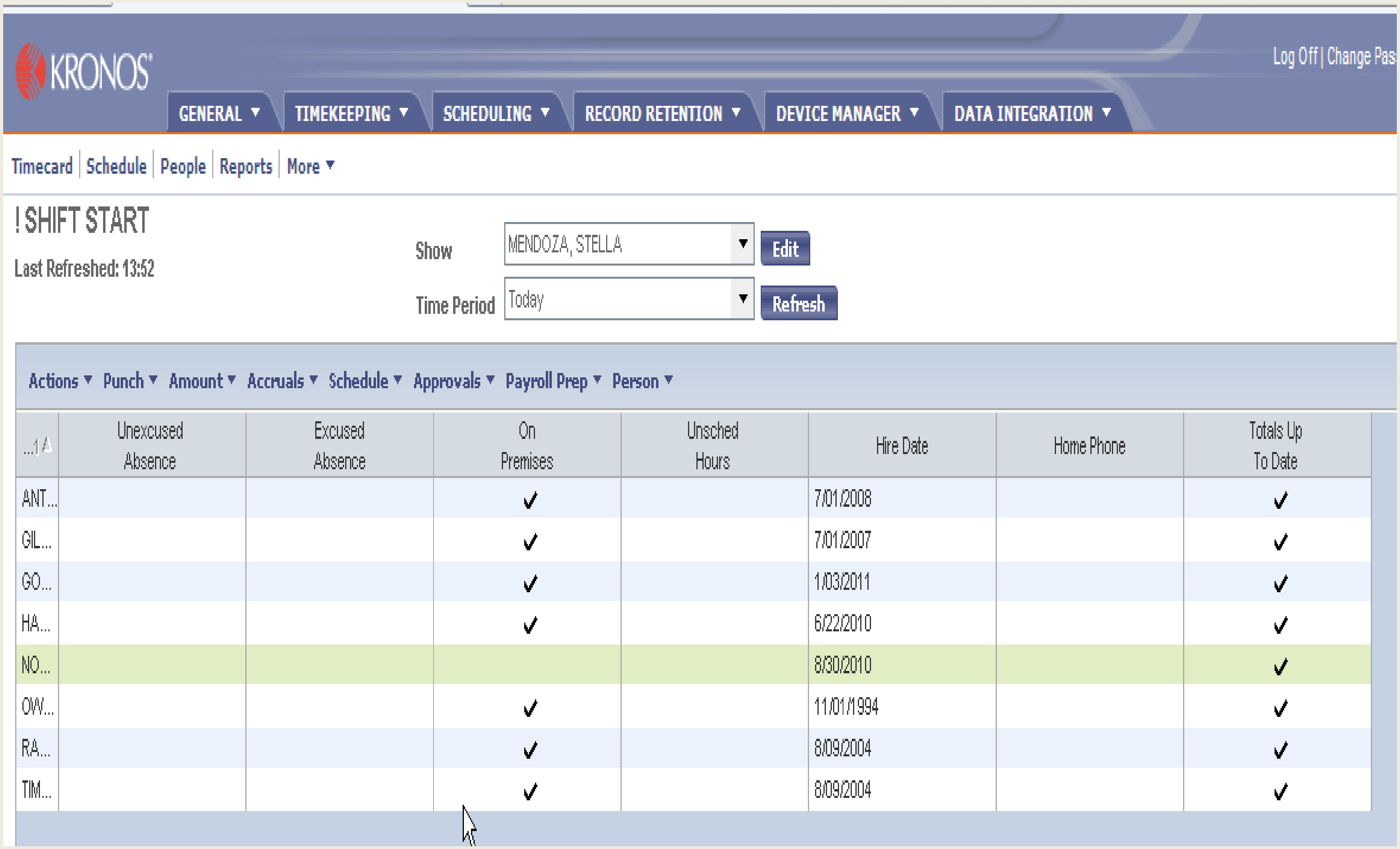
$ PAY PERIOD CLOSE

Last Refreshed: 13:39

ZA, STELLA

us Pay Period

...1 ▲	Missed Punch	Employee Approval	Unex Abs			OT Hours
AN...					.25	
GIL...					.25	
GO...					.75	
HA...					4.5	
NO...	✓				.25	
OW...				157.5	135.0	
RA...				141.0	129.75	
TIM...				157.5	146.25	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Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Schedule ▼ Approvals ▼ Payroll Prep ▼ Person ▼

! SHIFT START

Last Refreshed: 13:52

Show: MENDOZA, STELLA

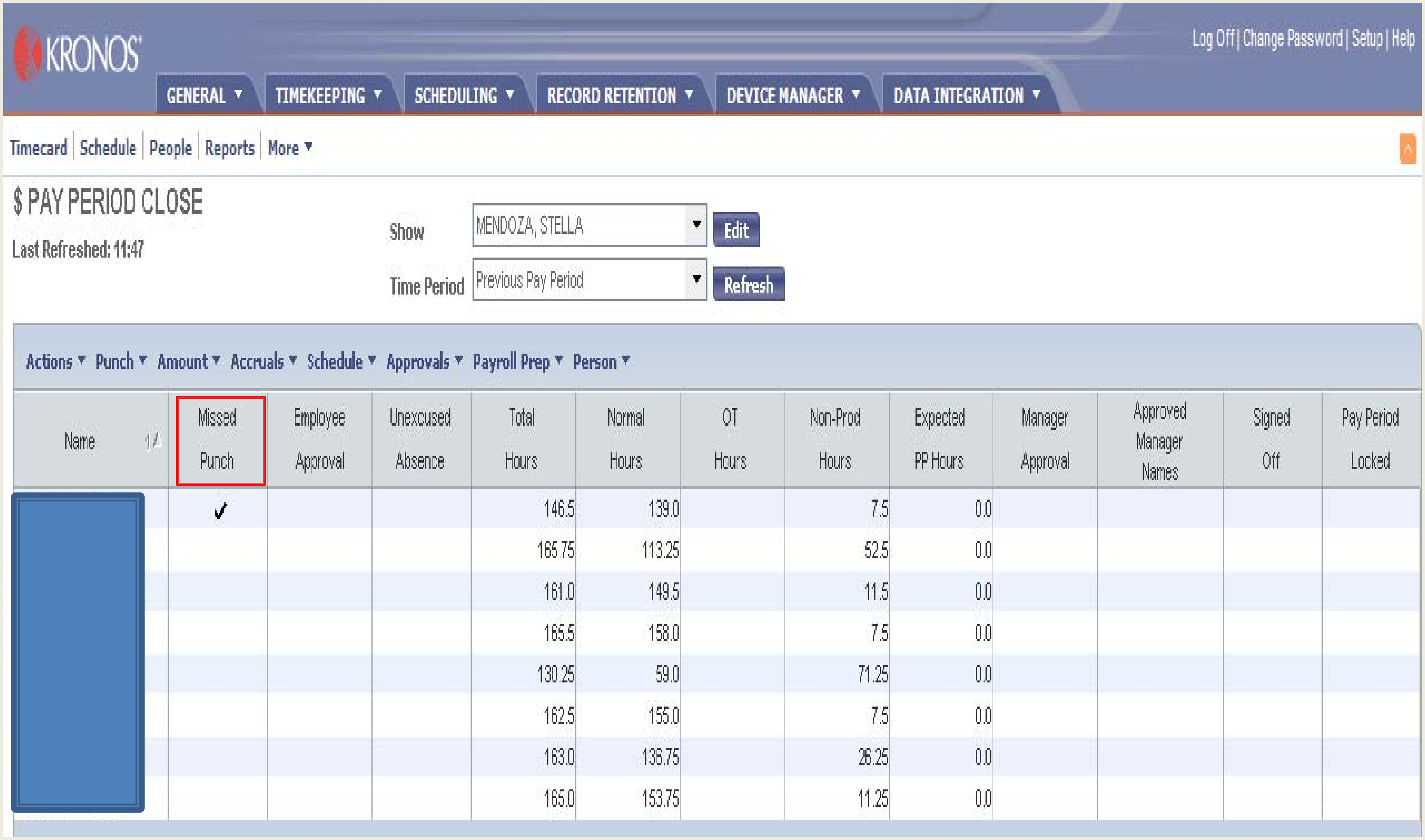
Time Period: Today

...1 ▲	Unexcused Absence	Excused Absence	On Premises	Unsched Hours	Hire Date	Home Phone	Totals Up To Date
ANT...			✓		7/01/2008		✓
GIL...			✓		7/01/2007		✓
GO...			✓		1/03/2011		✓
HA...			✓		6/22/2010		✓
NO...					8/30/2010		✓
OW...			✓		11/01/1994		✓
RA...			✓		8/09/2004		✓
TIM...			✓		8/09/2004		✓

Two Ways to Check on Missed Punches (cont'd)

Second

- To avoid missed punches
- Look in the missed punch column
- This can be glanced at the end of the day or first thing in the morning with out looking at the detail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Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Payroll Prep ▾ Person ▾

$ PAY PERIOD CLOSE

Last Refreshed: 11:47

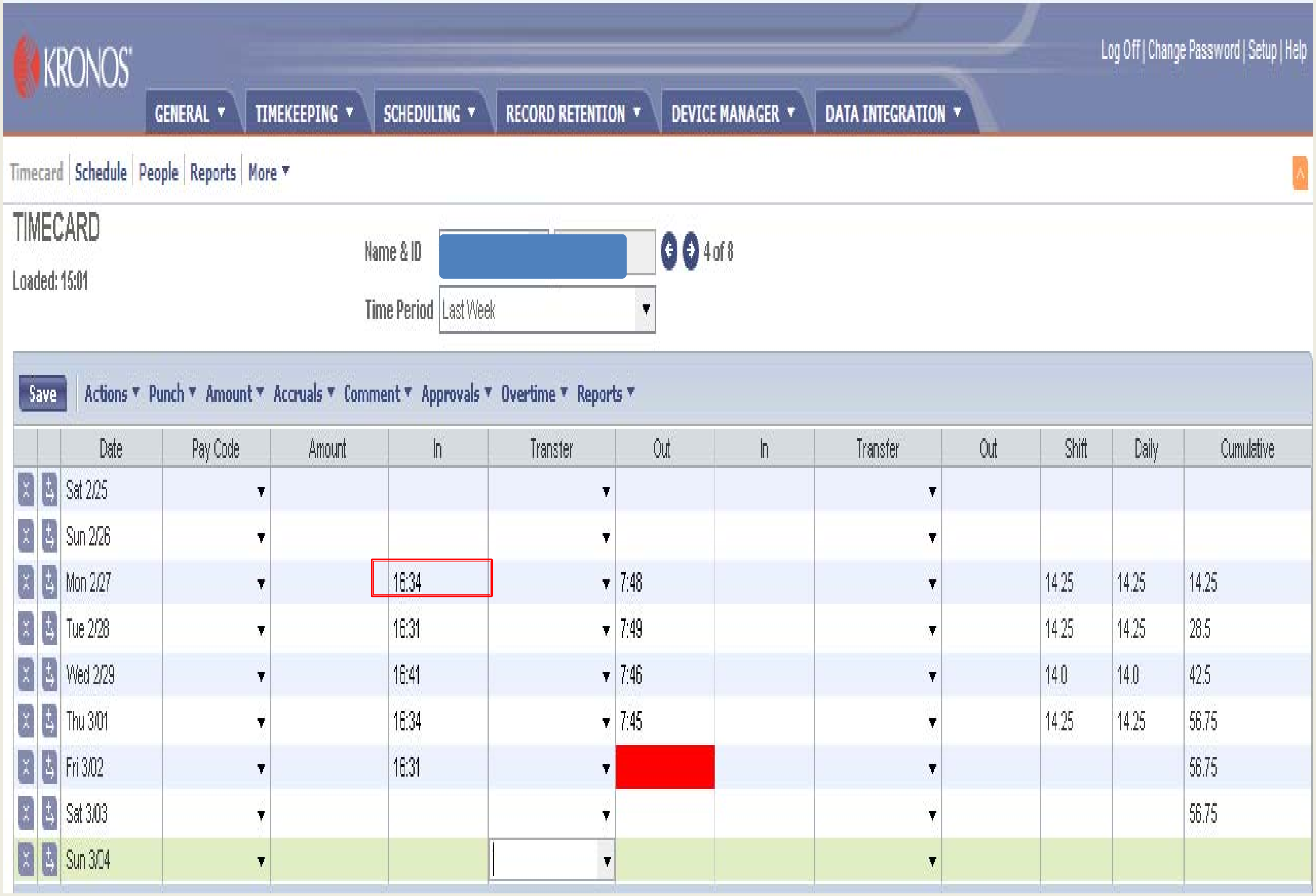
Show: MENDOZA, STELLA

Time Period: Previous Pay Period

Name	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours	Non-Prod Hours	Expected PP Hours	Manager Approval	Approved Manager Names	Signed Off	Pay Period Locked
[redacted]	✓			146.5	139.0		7.5	0.0				
[redacted]				165.75	113.25		52.5	0.0				
[redacted]				161.0	149.5		11.5	0.0				
[redacted]				165.5	158.0		7.5	0.0				
[redacted]				130.25	59.0		71.25	0.0				
[redacted]				162.5	155.0		7.5	0.0				
[redacted]				163.0	136.75		26.25	0.0				
[redacted]				165.0	153.75		11.25	0.0				

To Correct Missed Punches–No In Punch

- You would select the employee
- Click on time card
- Will see the missed punch, which is in red
- Find the day in punch is missing
- Right click on the out punch
- Box will appear
- Select edit punch
- Select the override arrow
- Select out punch
- Click ok
- Click save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Overtime ▾
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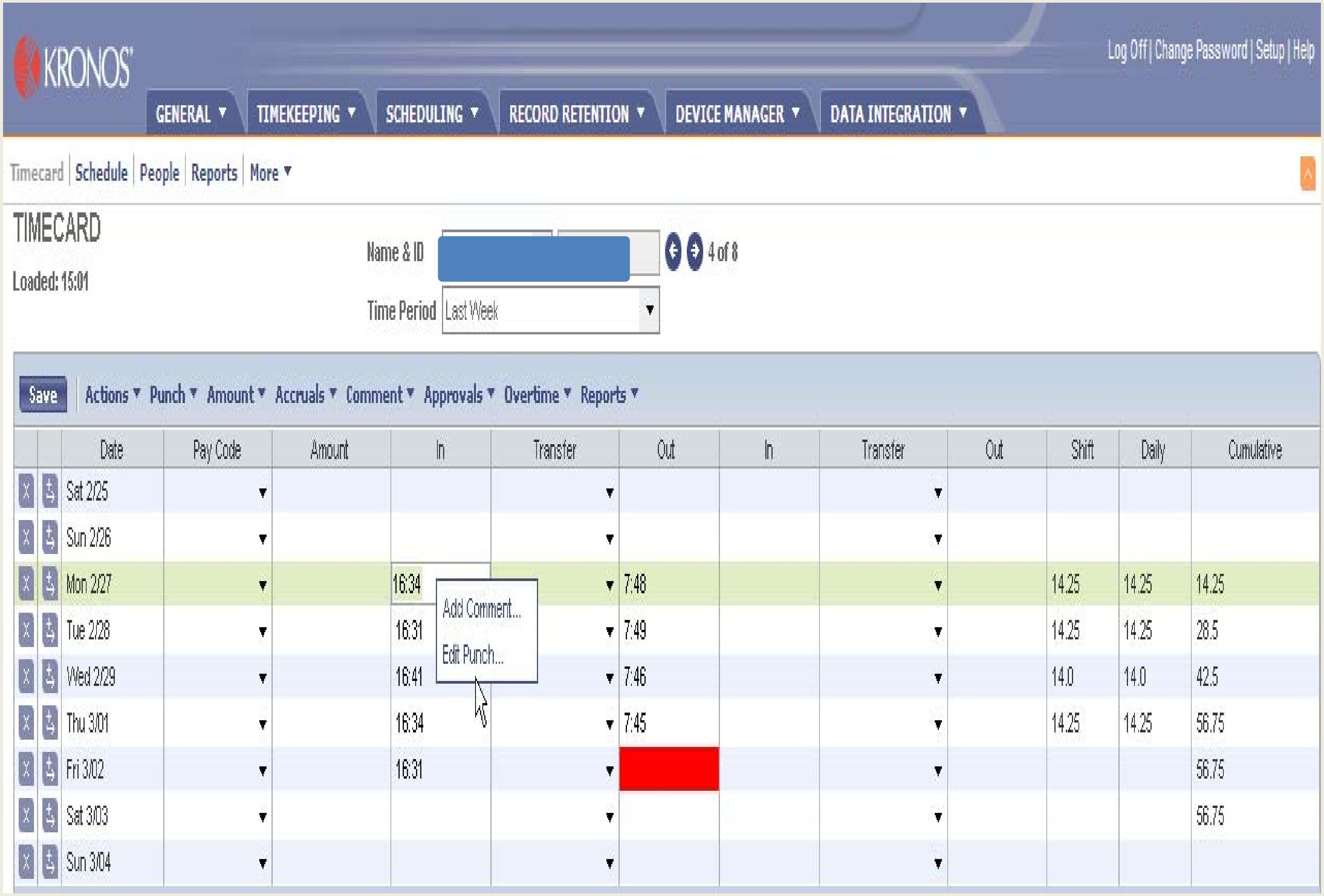
TIMECARD

Loaded: 15:01

Name & ID [redacted] 4 of 8

Time Period Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			16:34		7:48				14.25	14.25	14.25
Tue 2/28			16:31		7:49				14.25	14.25	28.5
Wed 2/29			16:41		7:46				14.0	14.0	42.5
Thu 3/01			16:34		7:45				14.25	14.25	56.75
Fri 3/02			16:31		🟥						56.75
Sat 3/03											56.75
Sun 3/04											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Amount ▾
Accruals ▾
Comment ▾
Approvals ▾
Overtime ▾
Reports ▾
Add Comment...
Edit Punch...

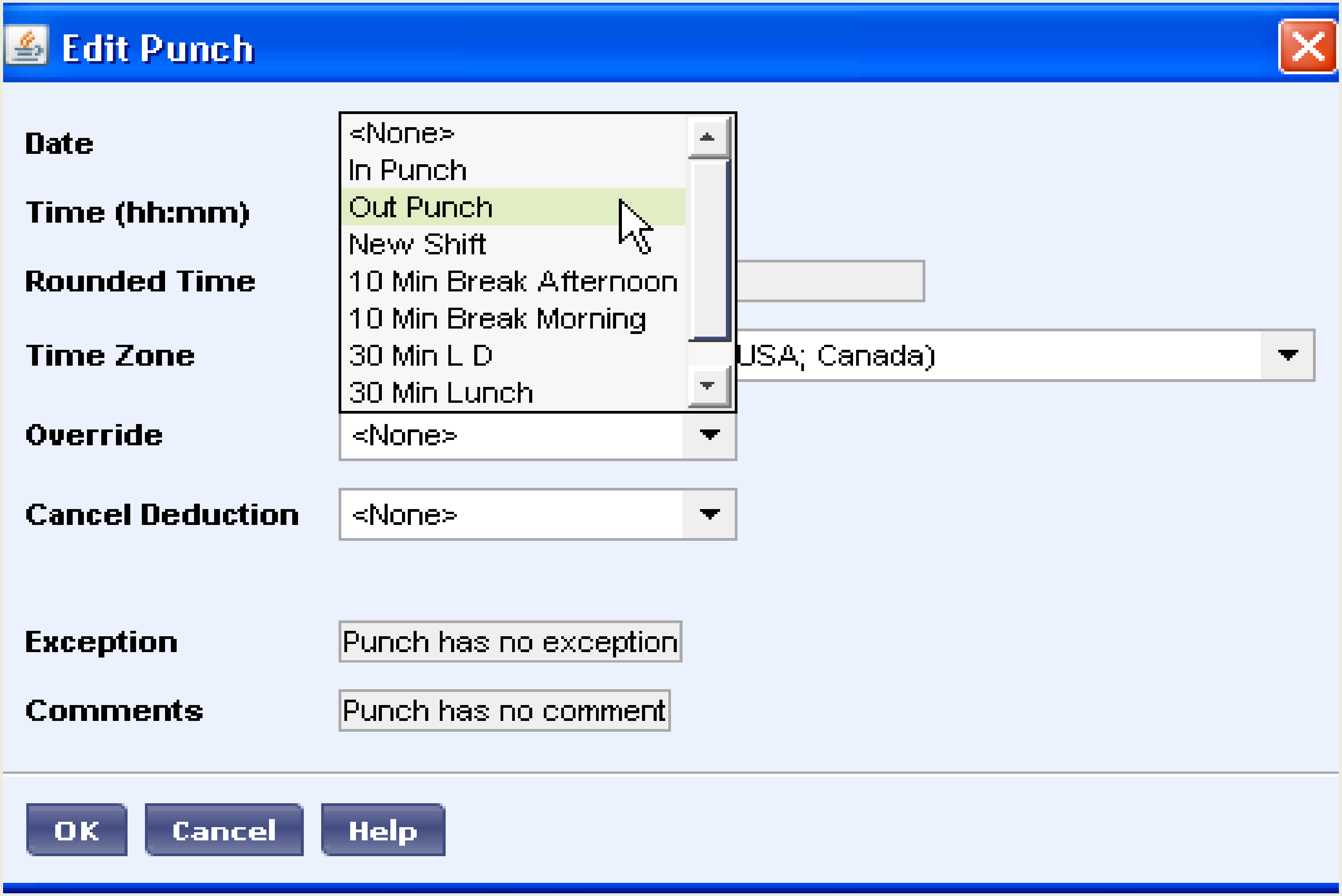
TIMECARD

Loaded: 15:01

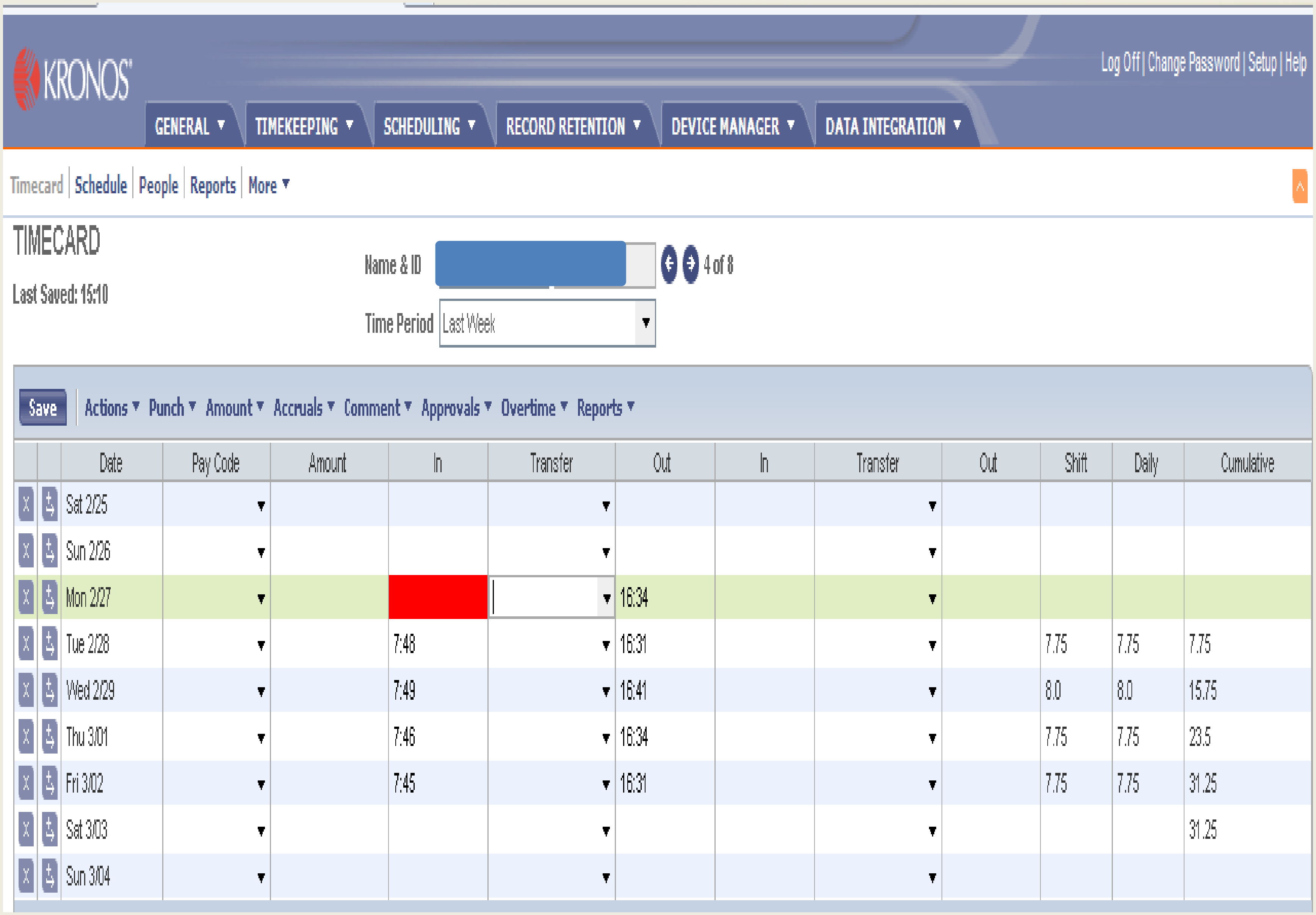
Name & ID [redacted] 4 of 8

Time Period Last Week

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	±	Sat 2/25											
X	±	Sun 2/26											
X	±	Mon 2/27			16:34		7:48				14.25	14.25	14.25
X	±	Tue 2/28			16:31		7:49				14.25	14.25	28.5
X	±	Wed 2/29			16:41		7:46				14.0	14.0	42.5
X	±	Thu 3/01			16:34		7:45				14.25	14.25	56.75
X	±	Fri 3/02			16:31		🟥						56.75
X	±	Sat 3/03											56.75
X	±	Sun 3/04											



Edit Punch
Date
Time (hh:mm)
Rounded Time
Time Zone
Override
Cancel Deduction
Exception
Comments
<None>
In Punch
Out Punch
New Shift
10 Min Break Afternoon
10 Min Break Morning
30 Min L D
30 Min Lunch
USA; Canada)
<None>
<None>
Punch has no exception
Punch has no comment
OK
Cancel
Help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Timecard | Schedule | People | Reports | More ▾
Save
Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾

TIMECARD

Last Saved: 15:10

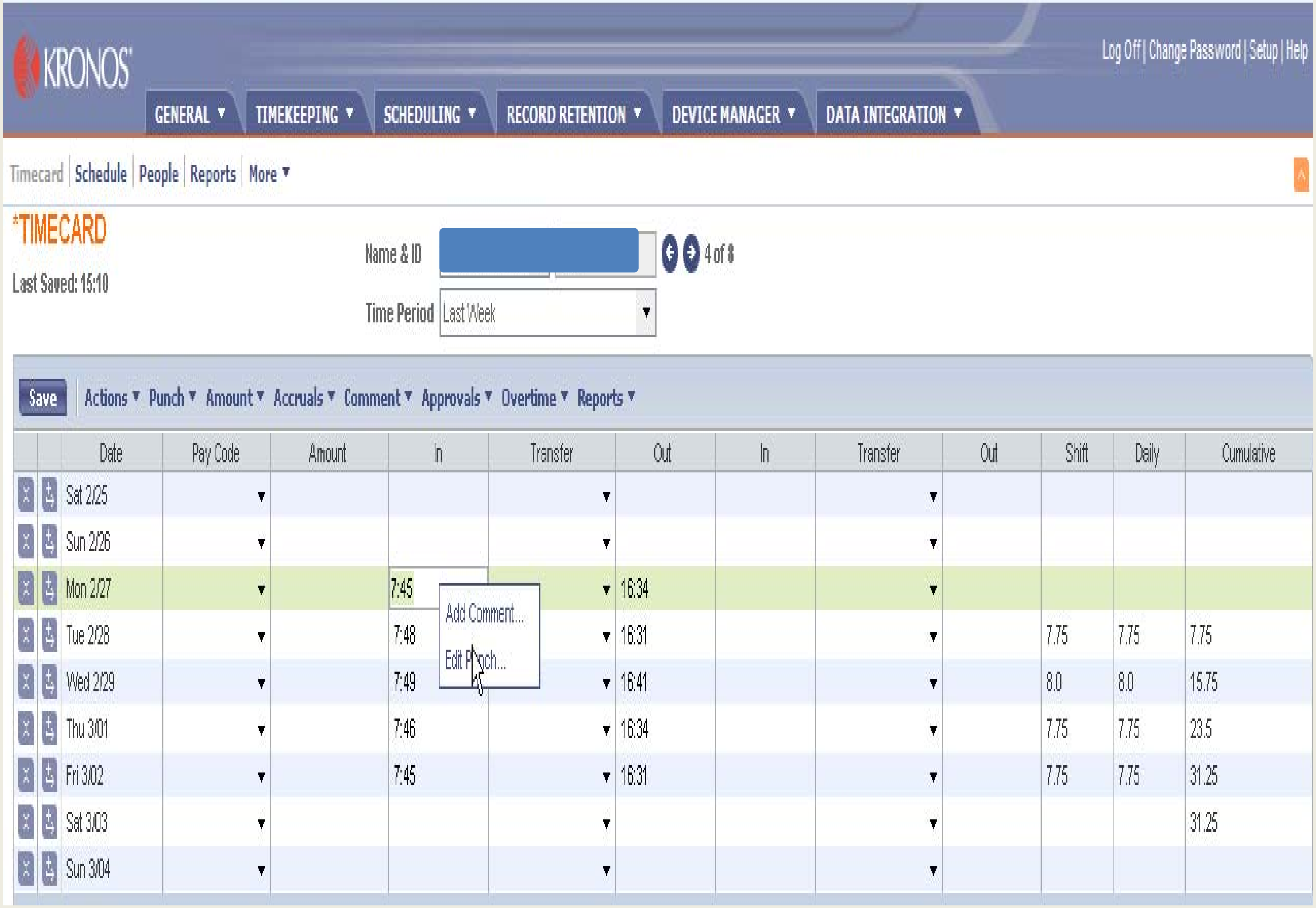
Name & ID [redacted] 4 of 8

Time Period Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			🟥		16:34						
Tue 2/28			7:48		16:31				7.75	7.75	7.75
Wed 2/29			7:49		16:41				8.0	8.0	15.75
Thu 3/01			7:46		16:34				7.75	7.75	23.5
Fri 3/02			7:45		16:31				7.75	7.75	31.25
Sat 3/03											31.25
Sun 3/04											

To Correct Missed Punches–No In Punch (cont'd)

- Enter time
- Right click
- Select "add Comment"
- Box of comments will appear
- Select appropriate comment
- Save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Timecard
Schedule
People
Reports
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Save
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Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports
Add Comment...
Edit Punch...

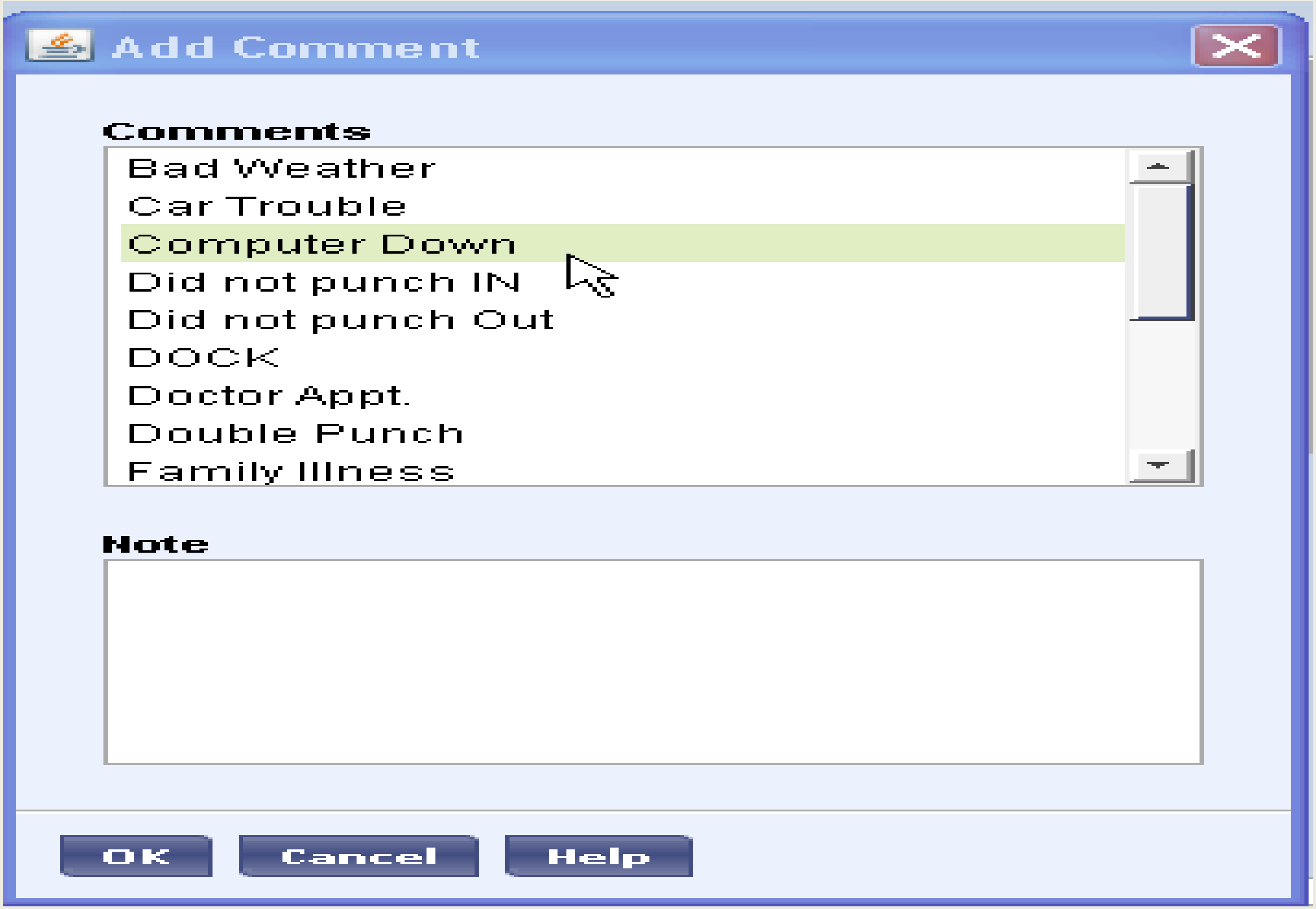
*TIMECARD

Last Saved: 15:10

Name & ID [redacted] 4 of 8

Time Period Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			7:45		16:34						
Tue 2/28			7:48		16:31				7.75	7.75	7.75
Wed 2/29			7:49		16:41				8.0	8.0	15.75
Thu 3/01			7:46		16:34				7.75	7.75	23.5
Fri 3/02			7:45		16:31				7.75	7.75	31.25
Sat 3/03											31.25
Sun 3/04											

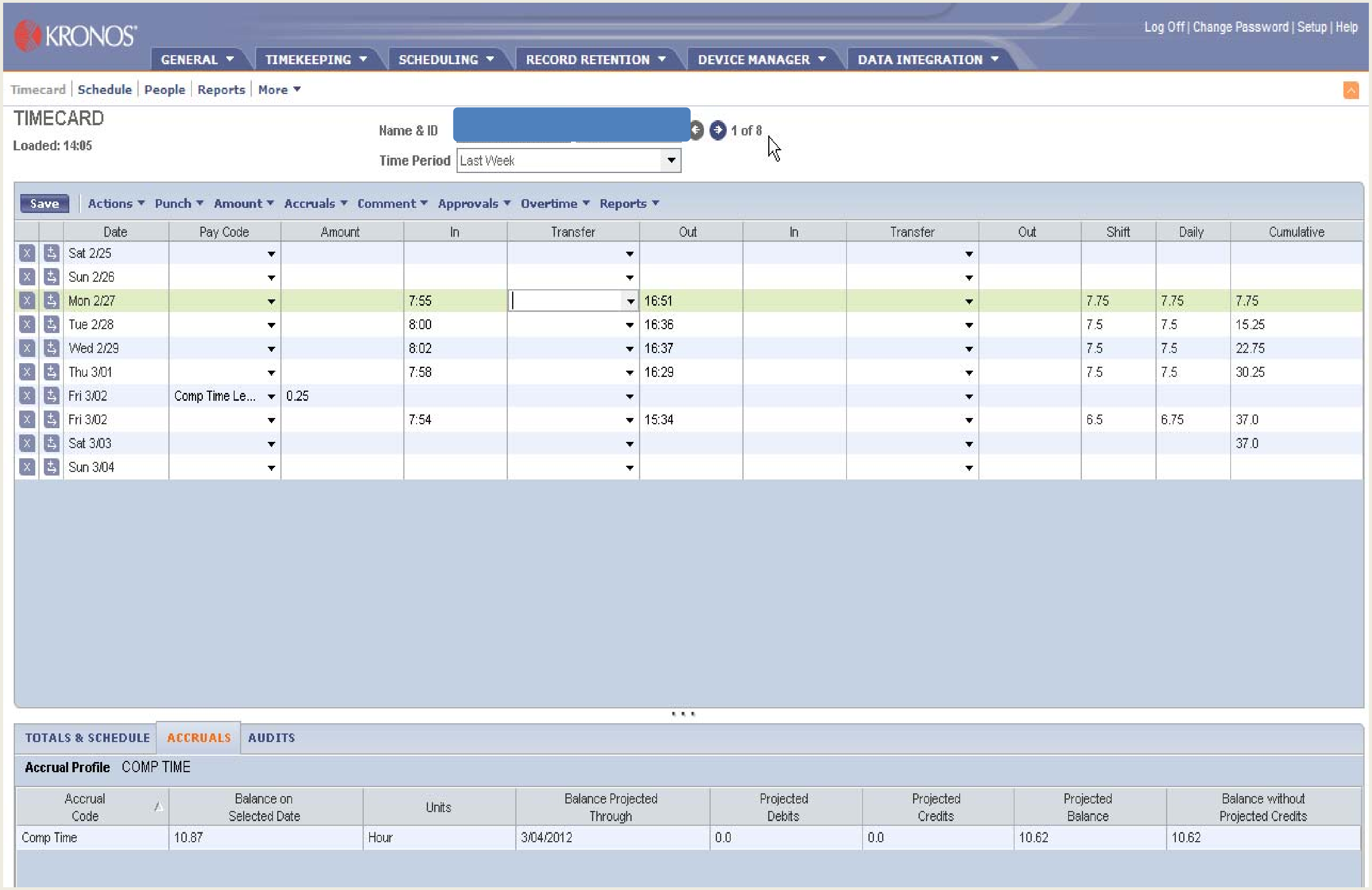


Add Comment

Comments

- Bad Weather
- Car Trouble
- Computer Down
- Did not punch IN
- Did not punch Out
- DOCK
- Doctor Appt.
- Double Punch
- Family Illness

Note


KRONOS
GENERAL
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SCHEDULING
RECORD RETENTION
DEVICE MANAGER
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Log Off | Change Password | Setup | Help
Timecard | Schedule | People | Reports | More
Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports
TOTALS & SCHEDULE
ACCRUALS
AUDITS

TIMECARD

Loaded: 14:05

Name & ID [redacted] 1 of 8

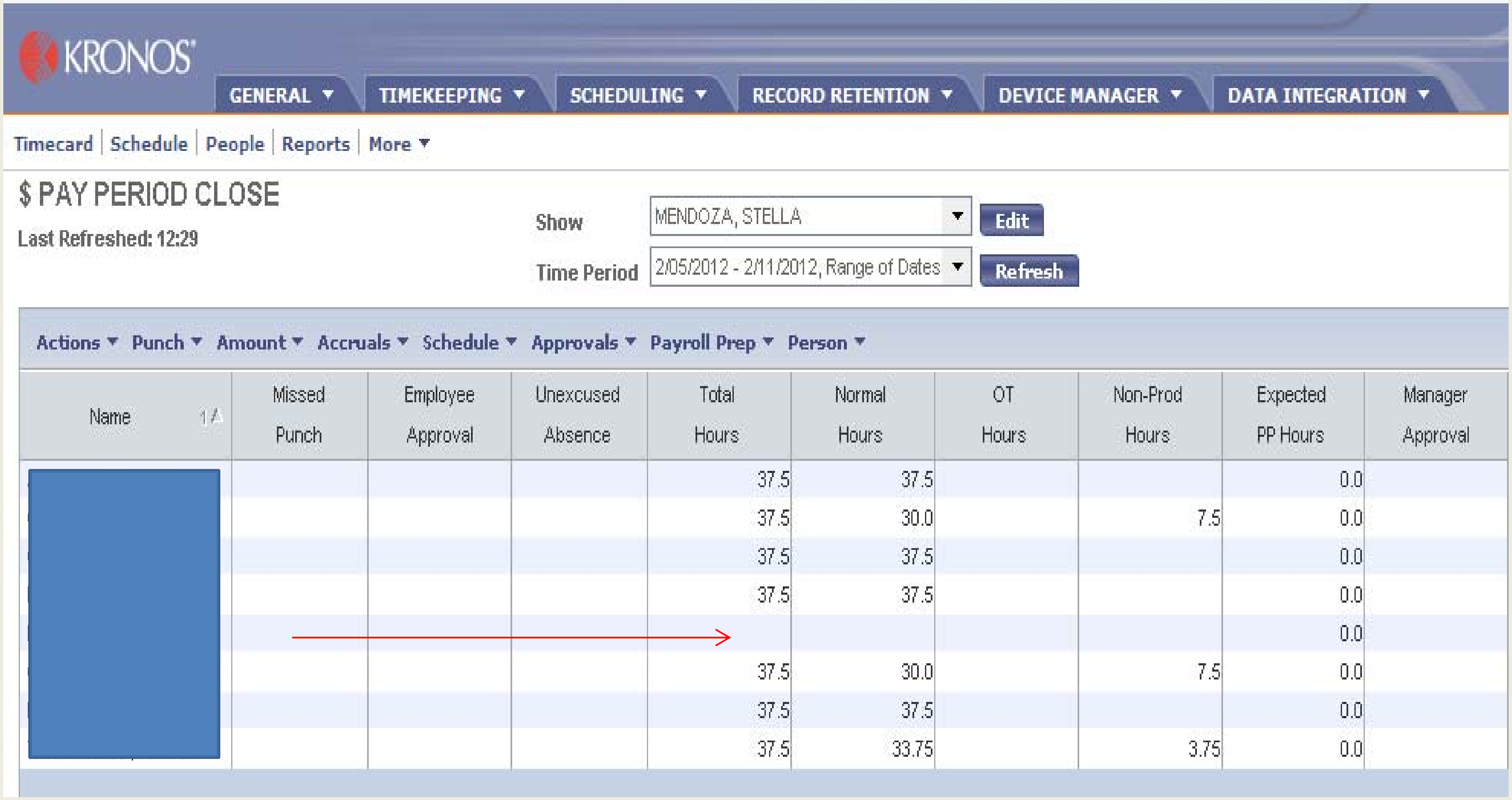
Time Period Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			7:55		16:51				7.75	7.75	7.75
Tue 2/28			8:00		16:36				7.5	7.5	15.25
Wed 2/29			8:02		16:37				7.5	7.5	22.75
Thu 3/01			7:58		16:29				7.5	7.5	30.25
Fri 3/02	Comp Time Le...	0.25									
Fri 3/02			7:54		15:34				6.5	6.75	37.0
Sat 3/03											37.0
Sun 3/04											

Accrual Profile COMP TIME

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Comp Time	10.87	Hour	3/04/2012	0.0	0.0	10.62	10.62

If Employee Out on FMLA


KRONOS
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TIMEKEEPING ▼
SCHEDULING ▼
RECORD RETENTION ▼
DEVICE MANAGER ▼
DATA INTEGRATION ▼
Timecard | Schedule | People | Reports | More ▼
Edit
Refresh
Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Schedule ▼ Approvals ▼ Payroll Prep ▼ Person ▼

$ PAY PERIOD CLOSE

Last Refreshed: 12:29

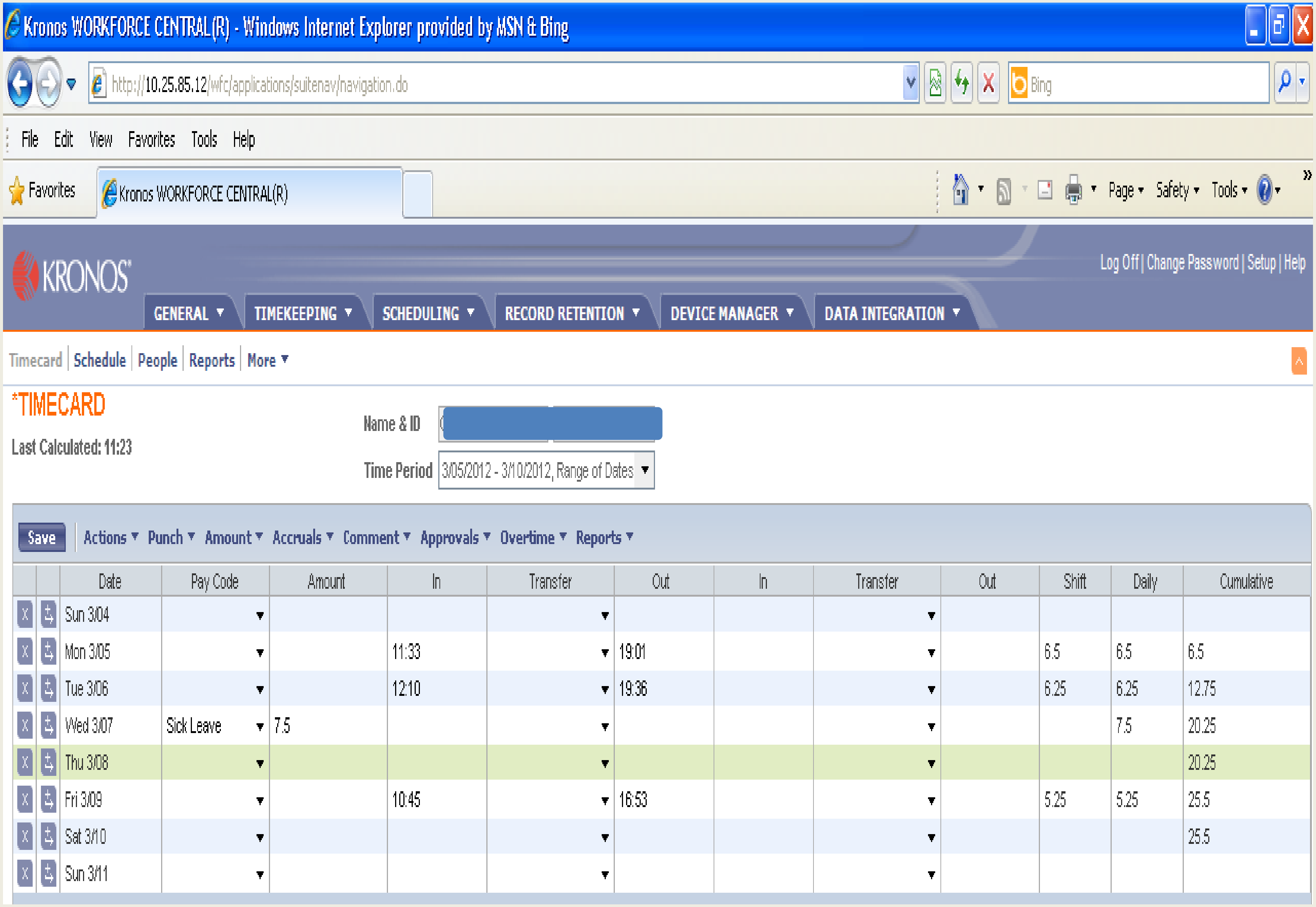
Show: MENDOZA, STELLA

Time Period: 2/05/2012 - 2/11/2012, Range of Dates

Name	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours	Non-Prod Hours	Expected PP Hours	Manager Approval
[redacted]				37.5	37.5			0.0	
[redacted]				37.5	30.0		7.5	0.0	
[redacted]				37.5	37.5			0.0	
[redacted]				37.5	37.5			0.0	
[redacted]								0.0	
[redacted]				37.5	30.0		7.5	0.0	
[redacted]				37.5	37.5			0.0	
[redacted]				37.5	33.75		3.75	0.0	

How to Add an Absence

- Select Date day employee was off
- Pay Code column select down arrow
- List of reason codes will appear
- Select reason
- In the Amount column select down arrow
- Box will appear
- Ignore selections
- Add time
- For half day it is 3.75
- For full day it is 7.50
- Save


Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer provided by MSN & Bing
http://10.25.85.12/wfc/applications/suitenav/navigation.do
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Kronos WORKFORCE CENTRAL(R)
Page Safety Tools
KRONOS
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Timecard | Schedule | People | Reports | More
Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports

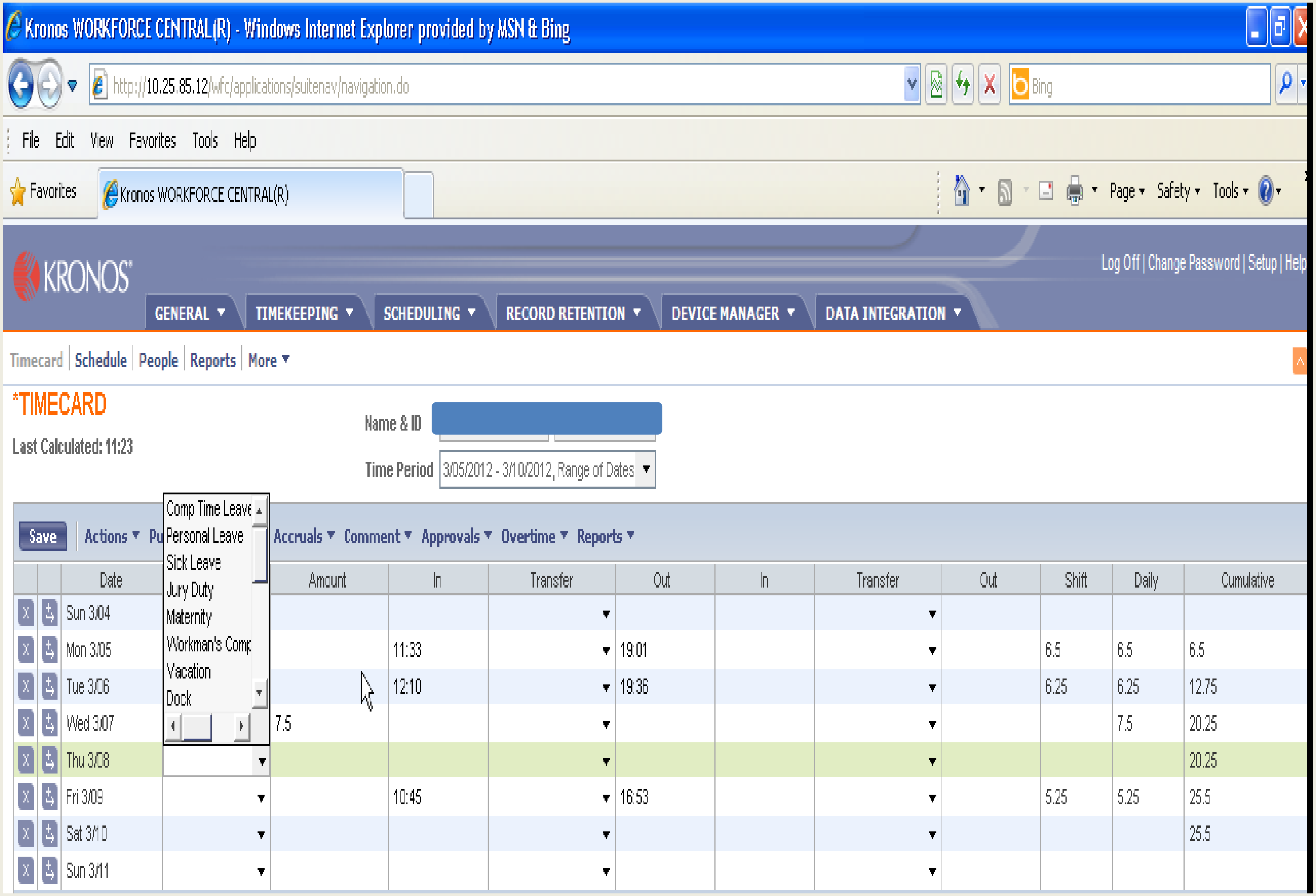
*TIMECARD

Last Calculated: 11:23

Name & ID [redacted]

Time Period 3/05/2012 - 3/10/2012, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 3/04											
Mon 3/05			11:33		19:01				6.5	6.5	6.5
Tue 3/06			12:10		19:36				6.25	6.25	12.75
Wed 3/07	Sick Leave	7.5								7.5	20.25
Thu 3/08											20.25
Fri 3/09			10:45		16:53				5.25	5.25	25.5
Sat 3/10											25.5
Sun 3/11											


Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer provided by MSN & Bing
http://10.25.85.12/wfc/applications/suitenav/navigation.do
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KRONOS
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Approvals
Overtime
Reports
Comp Time Leave
Personal Leave
Sick Leave
Jury Duty
Maternity
Workman's Comp
Vacation
Dock

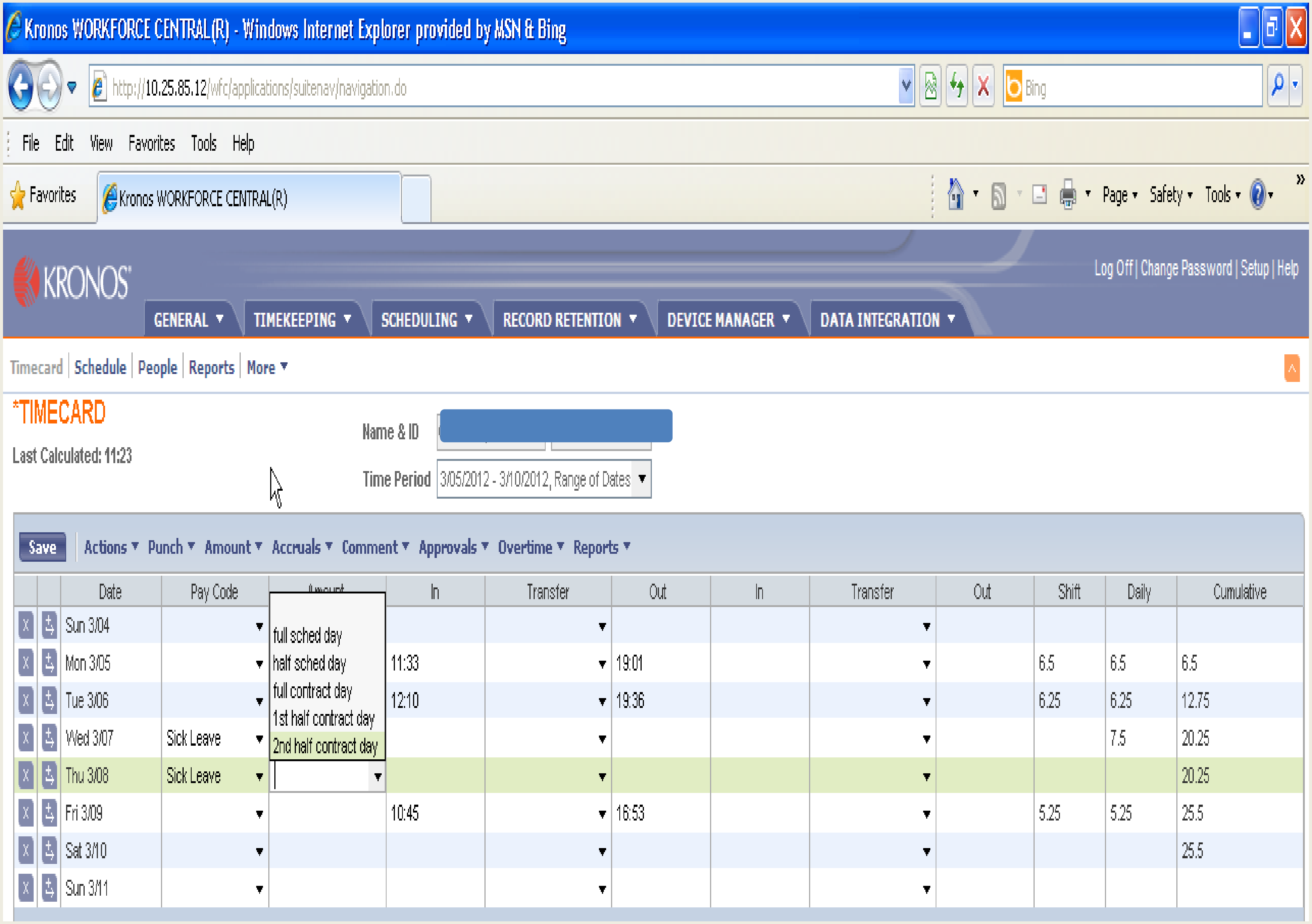
*TIMECARD

Last Calculated: 11:23

Name & ID [redacted]

Time Period 3/05/2012 - 3/10/2012, Range of Dates

Date		Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 3/04											
Mon 3/05			11:33		19:01				6.5	6.5	6.5
Tue 3/06			12:10		19:36				6.25	6.25	12.75
Wed 3/07		7.5								7.5	20.25
Thu 3/08											20.25
Fri 3/09			10:45		16:53				5.25	5.25	25.5
Sat 3/10											25.5
Sun 3/11											


Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer provided by MSN & Bing
http://10.25.85.12/wfc/applications/suitenav/navigation.do
Bing
File Edit View Favorites Tools Help
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Kronos WORKFORCE CENTRAL(R)
Page Safety Tools
KRONOS
Log Off | Change Password | Setup | Help
GENERAL TIMEKEEPING SCHEDULING RECORD RETENTION DEVICE MANAGER DATA INTEGRATION
Timecard | Schedule | People | Reports | More
Save
Actions Punch Amount Accruals Comment Approvals Overtime Reports
full sched day
half sched day
full contract day
1st half contract day
2nd half contract day

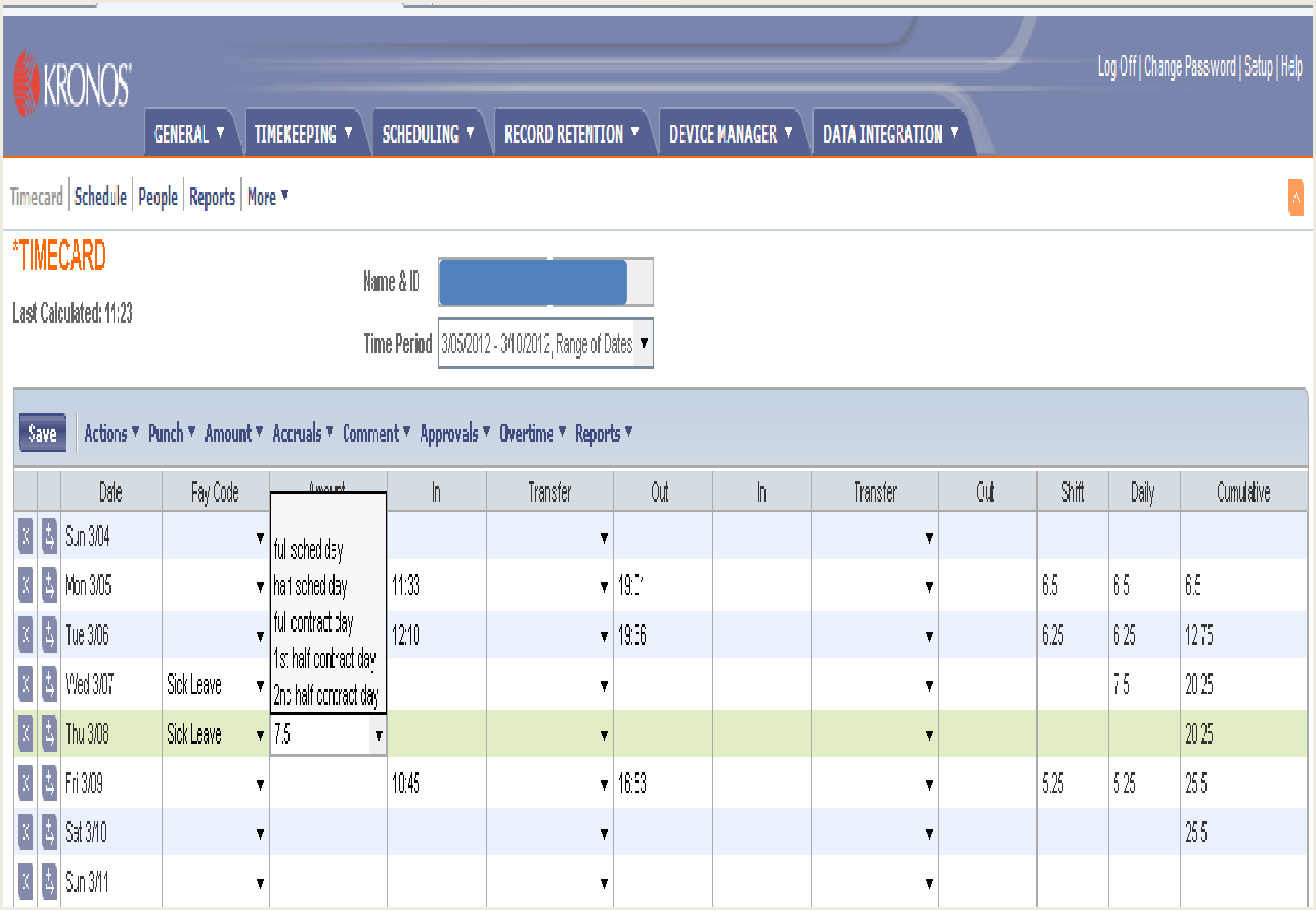
*TIMECARD

Last Calculated: 11:23

Name & ID [redacted]

Time Period 3/05/2012 - 3/10/2012, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 3/04											
Mon 3/05			11:33		19:01				6.5	6.5	6.5
Tue 3/06			12:10		19:36				6.25	6.25	12.75
Wed 3/07	Sick Leave									7.5	20.25
Thu 3/08	Sick Leave										20.25
Fri 3/09			10:45		16:53				5.25	5.25	25.5
Sat 3/10											25.5
Sun 3/11											


KRONOS
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Timecard | Schedule | People | Reports | More ▾
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Amount ▾
Accruals ▾
Comment ▾
Approvals ▾
Overtime ▾
Reports ▾
full sched day
half sched day
full contract day
1st half contract day
2nd half contract day

*TIMECARD

Last Calculated: 11:23

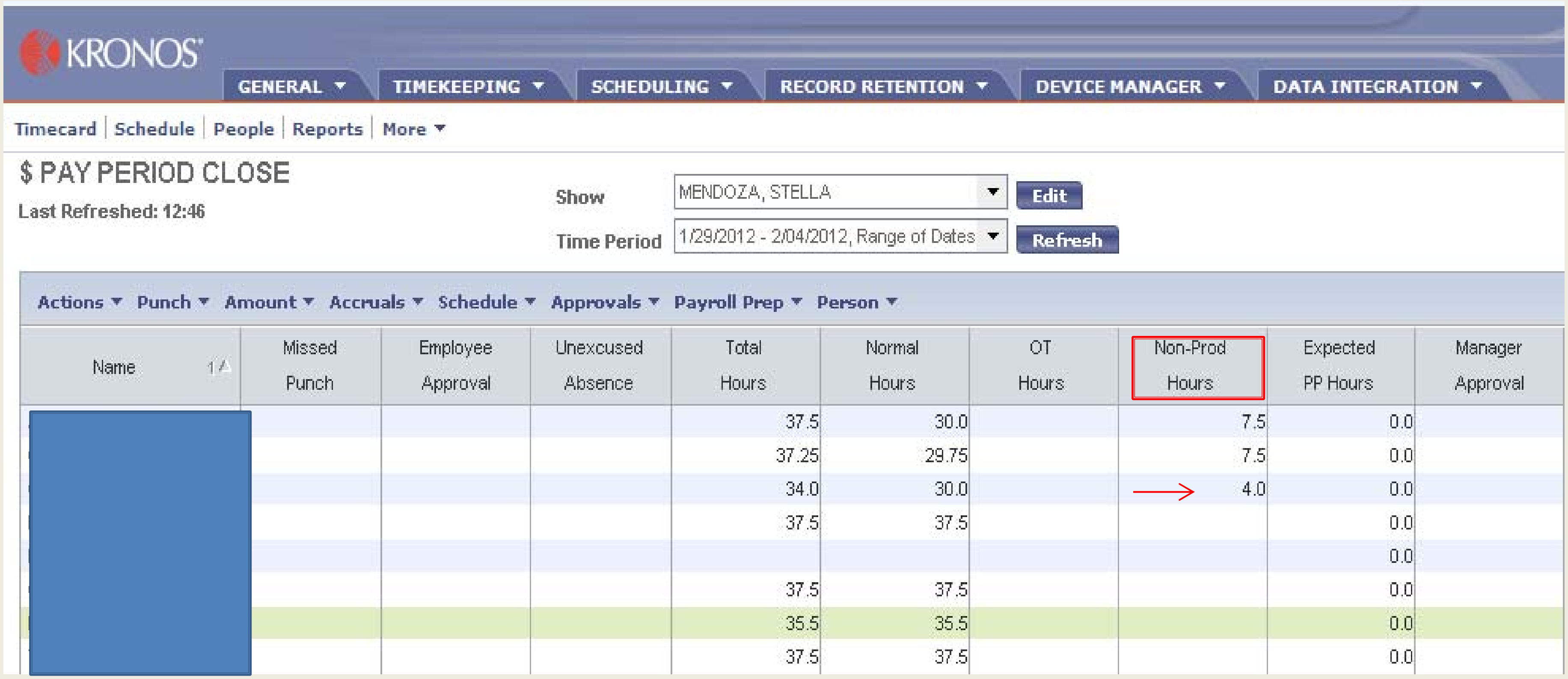
Name & ID [redacted]

Time Period 3/05/2012 - 3/10/2012, Range of Dates

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X		Sun 3/04											
X		Mon 3/05			11:33		19:01				6.5	6.5	6.5
X		Tue 3/06			12:10		19:36				6.25	6.25	12.75
X		Wed 3/07	Sick Leave									7.5	20.25
X		Thu 3/08	Sick Leave	7.5									20.25
X		Fri 3/09			10:45		16:53				5.25	5.25	25.5
X		Sat 3/10											25.5
X		Sun 3/11											

Leave Days at Full or Half days

- Since we report leave days at full or half days in AESOP and Skyward
- KRONOS is by hours
- Full day in KRONOS is 7.50
- Half day in KRONOS is 3.75
- To view this in KRONOS
- Look at the “NON-PROD HOURS”


KRONOS
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Timecard | Schedule | People | Reports | More ▼
Edit
Refresh
Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Schedule ▼ Approvals ▼ Payroll Prep ▼ Person ▼

$ PAY PERIOD CLOSE

Last Refreshed: 12:46

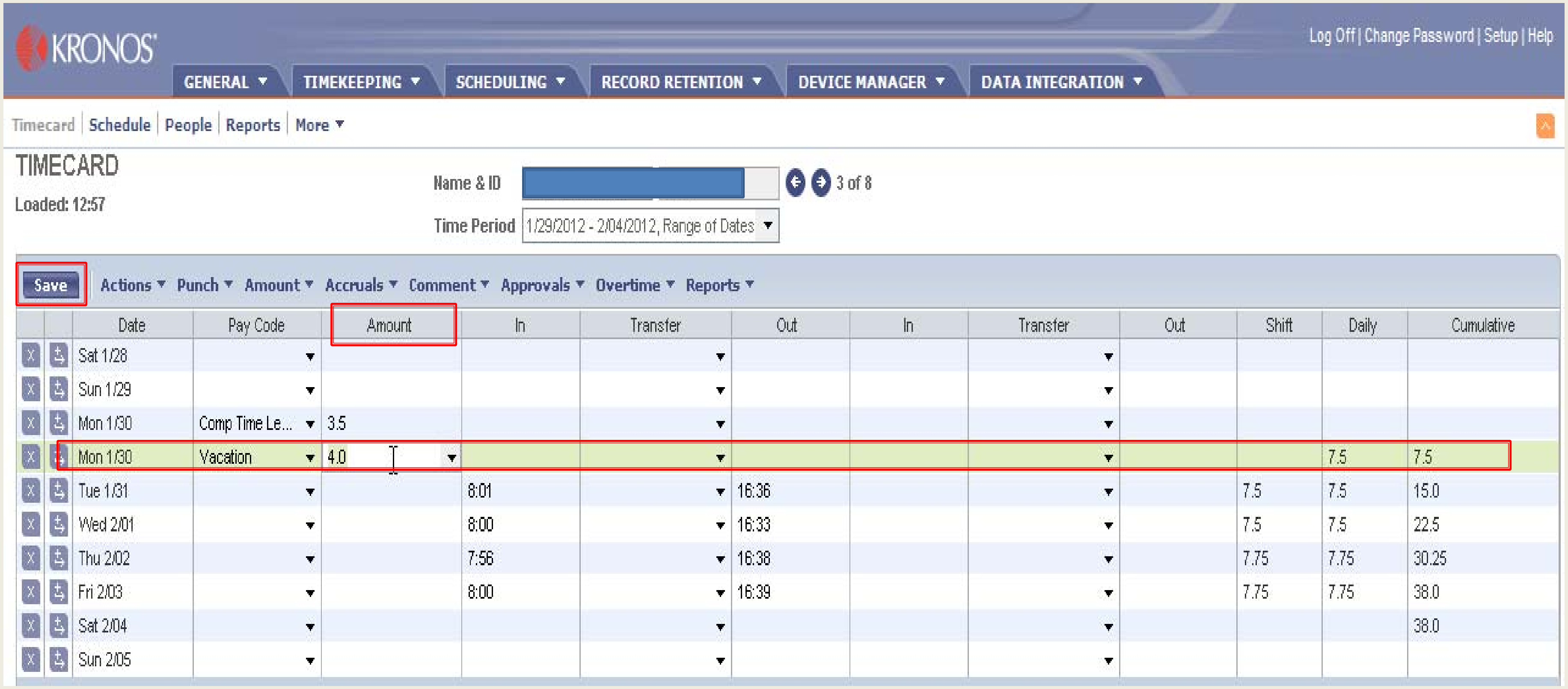
Show: MENDOZA, STELLA

Time Period: 1/29/2012 - 2/04/2012, Range of Dates

Name	Missed Punch	Employee Approval	Unexcused Absence	Total Hours	Normal Hours	OT Hours	Non-Prod Hours	Expected PP Hours	Manager Approval
[redacted]				37.5	30.0		7.5	0.0	
[redacted]				37.25	29.75		7.5	0.0	
[redacted]				34.0	30.0		→ 4.0	0.0	
[redacted]				37.5	37.5			0.0	
[redacted]								0.0	
[redacted]				37.5	37.5			0.0	
[redacted]				35.5	35.5			0.0	
[redacted]				37.5	37.5			0.0	

If Not Correct Amount

- Select the employee
- Select time card
- Select the day
- Click the Amount column
- Enter the correct amount
- Click on save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Timecard | Schedule | People | Reports | More ▼
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Amount ▼
Accruals ▼
Comment ▼
Approvals ▼
Overtime ▼
Reports ▼

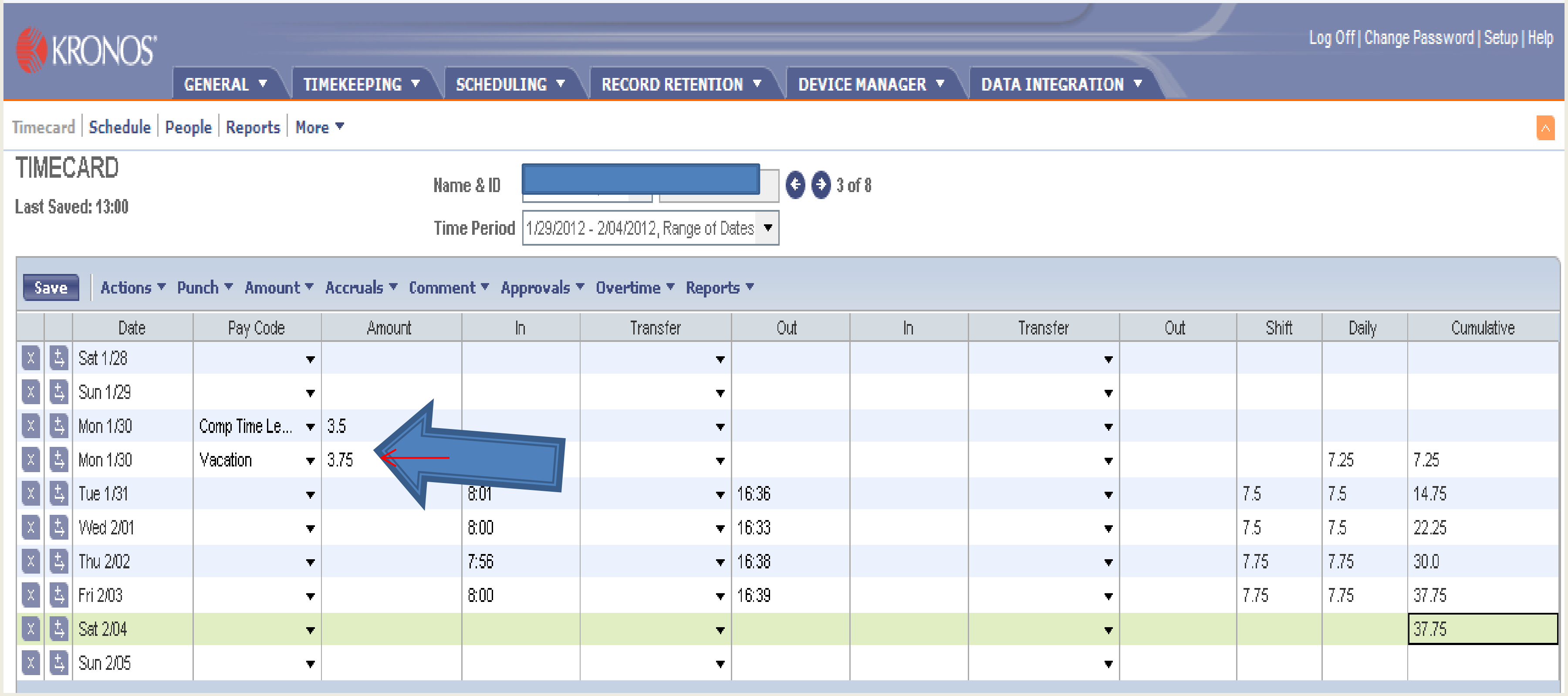
TIMECARD

Loaded: 12:57

Name & ID [redacted] 3 of 8

Time Period 1/29/2012 - 2/04/2012, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 1/28											
Sun 1/29											
Mon 1/30	Comp Time Le...	3.5									
Mon 1/30	Vacation	4.0								7.5	7.5
Tue 1/31			8:01		16:36				7.5	7.5	15.0
Wed 2/01			8:00		16:33				7.5	7.5	22.5
Thu 2/02			7:56		16:38				7.75	7.75	30.25
Fri 2/03			8:00		16:39				7.75	7.75	38.0
Sat 2/04											38.0
Sun 2/05											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Amount ▼
Accruals ▼
Comment ▼
Approvals ▼
Overtime ▼
Reports ▼

TIMECARD

Last Saved: 13:00

Name & ID [redacted] 3 of 8

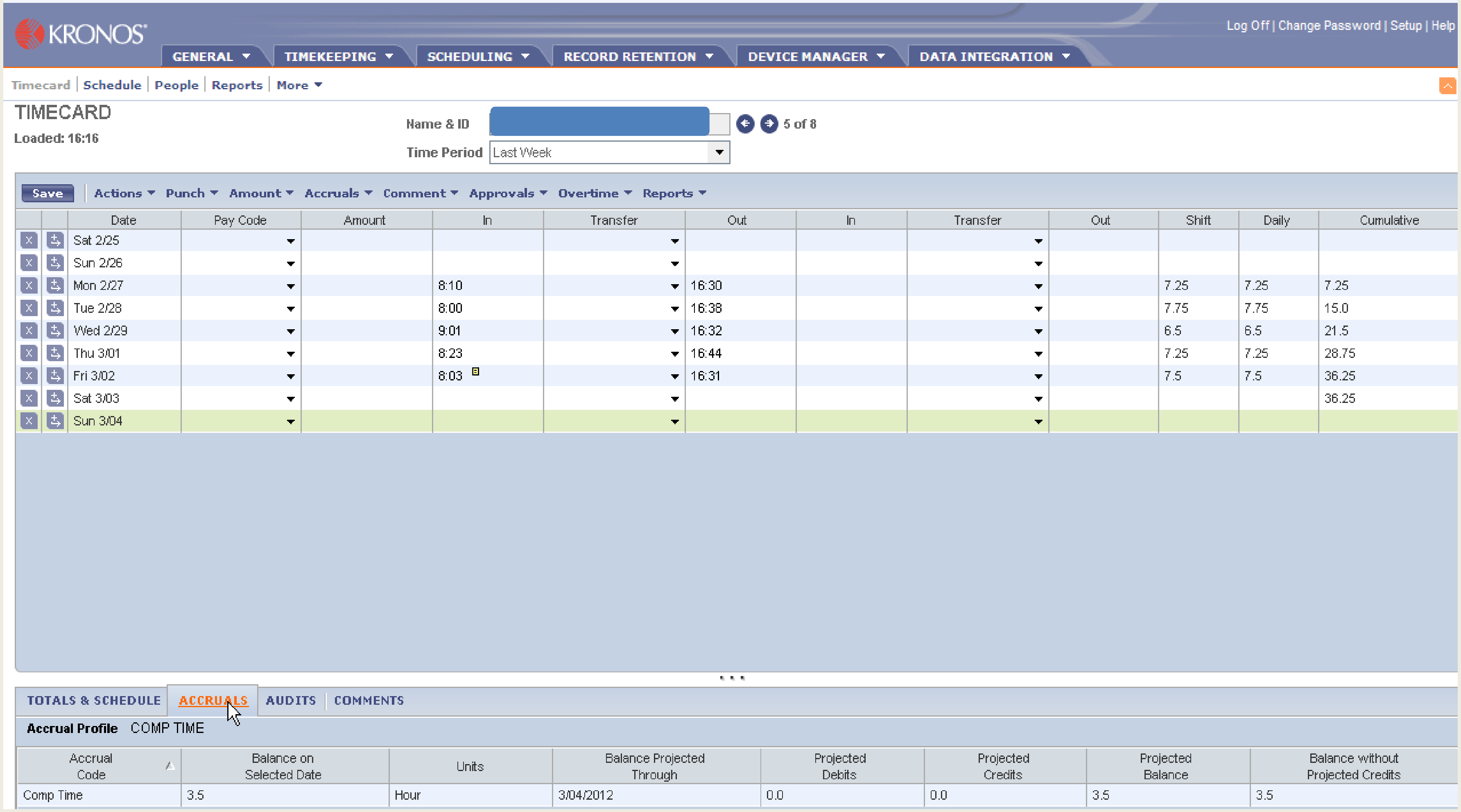
Time Period 1/29/2012 - 2/04/2012, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 1/28											
Sun 1/29											
Mon 1/30	Comp Time Le...	3.5									
Mon 1/30	Vacation	3.75								7.25	7.25
Tue 1/31			8:01		16:36				7.5	7.5	14.75
Wed 2/01			8:00		16:33				7.5	7.5	22.25
Thu 2/02			7:56		16:38				7.75	7.75	30.0
Fri 2/03			8:00		16:39				7.75	7.75	37.75
Sat 2/04											37.75
Sun 2/05											

How to Add Comp Time Leave

- Only add comp time leave if the total for the week is less than 37.50
- Suggest waiting until Friday or on Monday
- Check accruals to see if employee has enough comp time leave available
- Look at the cumulative balance column
- Subtract total from 37.50 to figure how much comp time leave must be used to total 37.50 for the week

Cumulative is 36.25 less 37.50 difference is 1.25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Approvals
Overtime
Reports
TOTALS & SCHEDULE
ACCRUALS
AUDITS
COMMENTS

TIMECARD

Loaded: 16:16

Name & ID [redacted] 5 of 8

Time Period Last Week

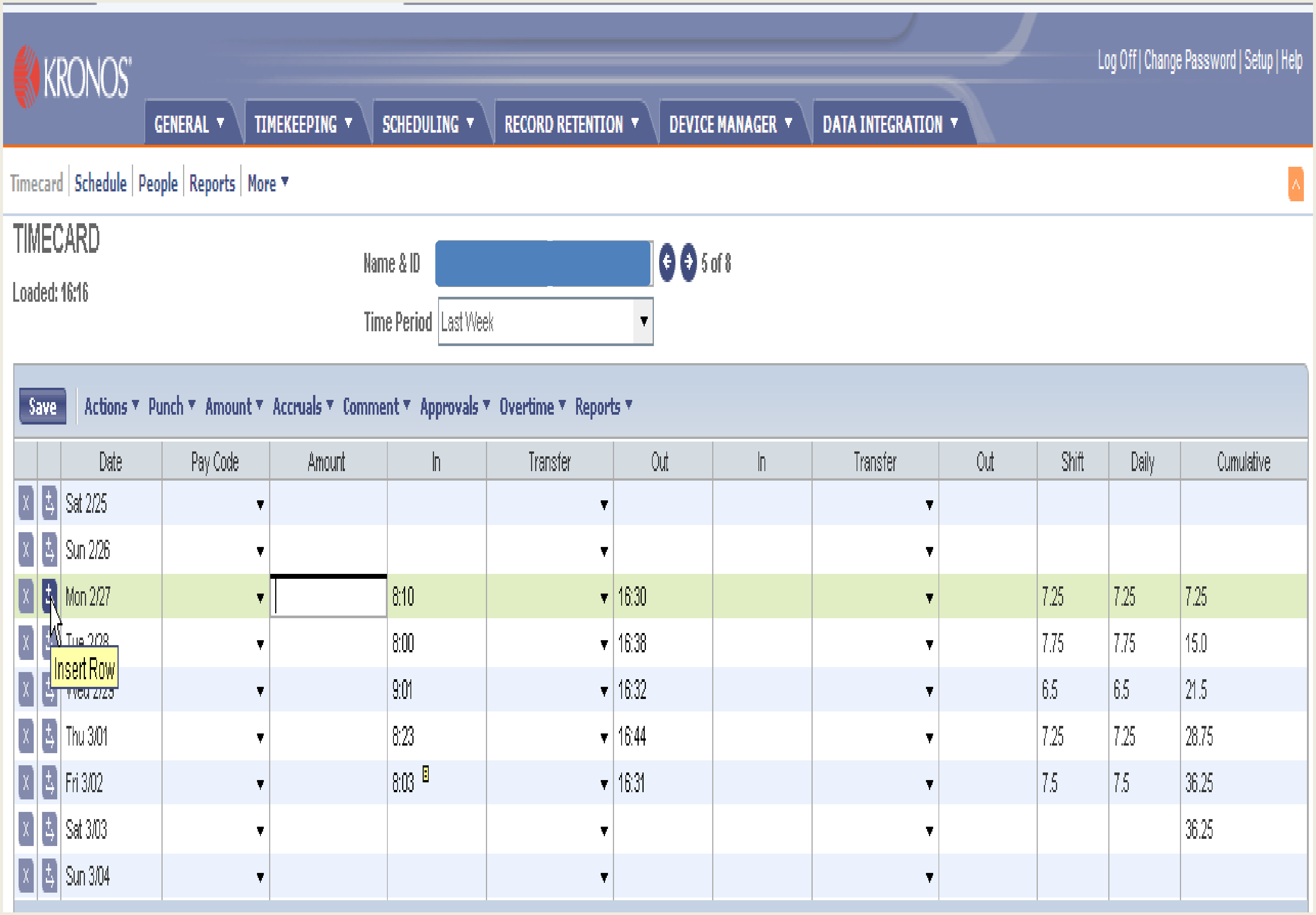
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			8:10		16:30				7.25	7.25	7.25
Tue 2/28			8:00		16:38				7.75	7.75	15.0
Wed 2/29			9:01		16:32				6.5	6.5	21.5
Thu 3/01			8:23		16:44				7.25	7.25	28.75
Fri 3/02			8:03		16:31				7.5	7.5	36.25
Sat 3/03											36.25
Sun 3/04											

Accrual Profile COMP TIME

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Comp Time	3.5	Hour	3/04/2012	0.0	0.0	3.5	3.5

How to Add Comp Time Leave (cont'd)

- Insert a row on the day the employee is short
- Pay code column select down arrow
- Box of pay codes will appear
- Select "Comp Time Leave"
- Amount column select down arrow
- Ignore selections and enter the amount of comp time needed for that day
- Save
- Total for week should total 37.50


KRONOS
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SCHEDULING ▼
RECORD RETENTION ▼
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Punch ▼
Amount ▼
Accruals ▼
Comment ▼
Approvals ▼
Overtime ▼
Reports ▼
Insert Row

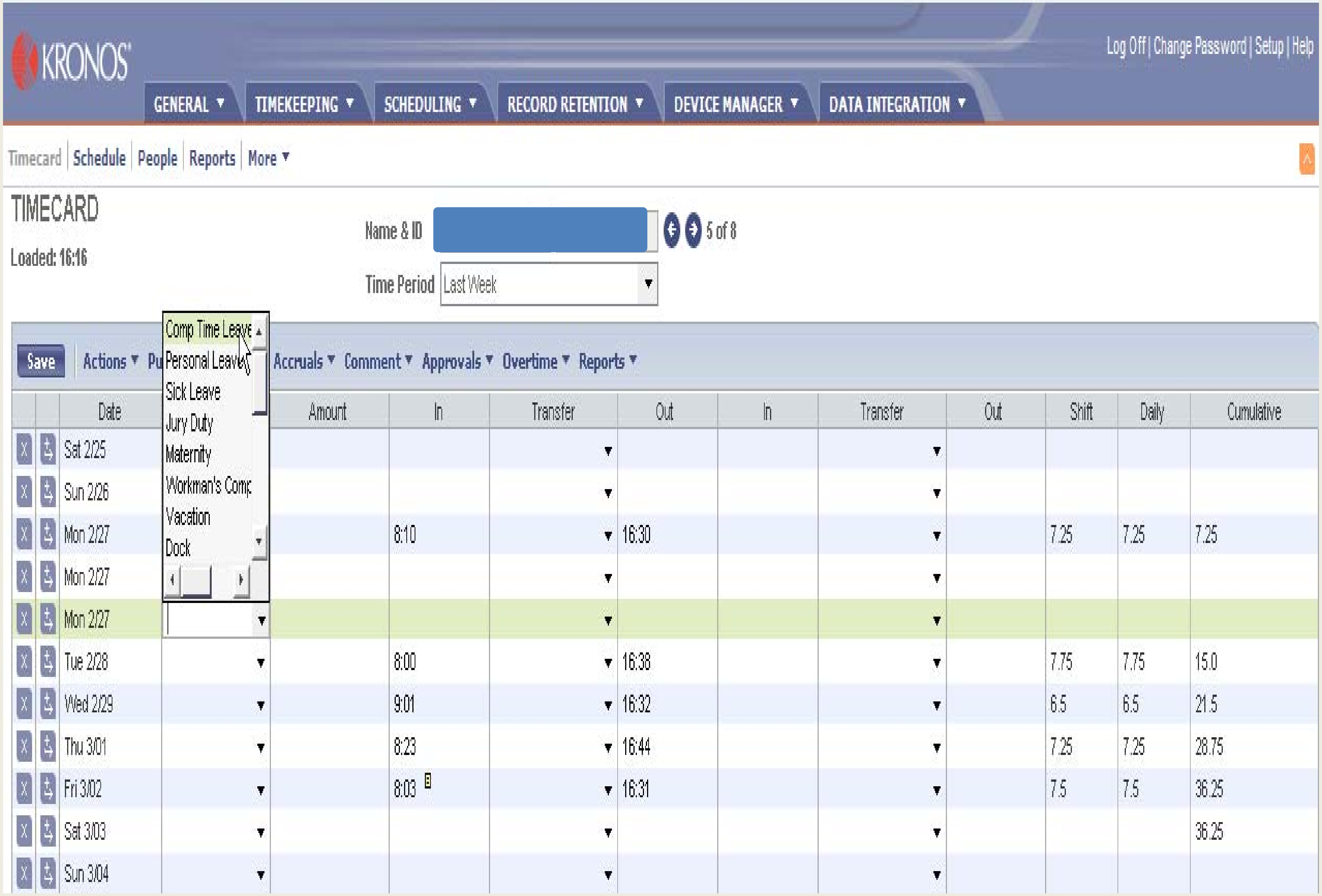
TIMECARD

Loaded: 16:16

Name & ID [redacted] 5 of 8

Time Period Last Week ▼

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X		Sat 2/25	▼			▼			▼				
X		Sun 2/26	▼			▼			▼				
X		Mon 2/27	▼		8:10	▼	16:30		▼		7.25	7.25	7.25
X		Tue 2/28	▼		8:00	▼	16:38		▼		7.75	7.75	15.0
X		Wed 2/29	▼		9:01	▼	16:32		▼		6.5	6.5	21.5
X		Thu 3/01	▼		8:23	▼	16:44		▼		7.25	7.25	28.75
X		Fri 3/02	▼		8:03	▼	16:31		▼		7.5	7.5	36.25
X		Sat 3/03	▼			▼			▼				36.25
X		Sun 3/04	▼			▼			▼				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Comp Time Leave
Personal Leave
Sick Leave
Jury Duty
Maternity
Workman's Comp
Vacation
Dock

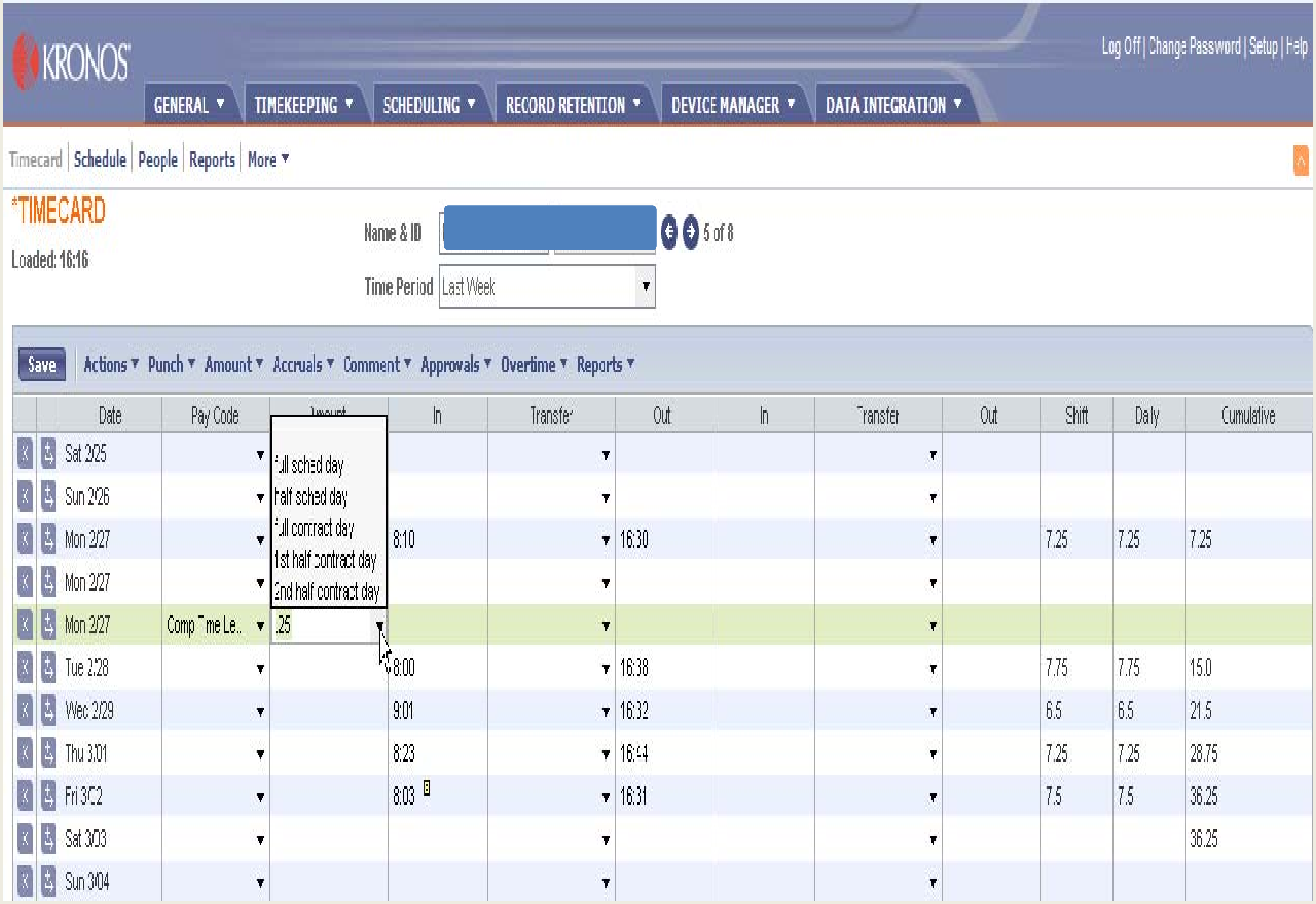
TIMECARD

Loaded: 16:16

Name & ID [redacted] 5 of 8

Time Period Last Week ▼

Date		Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25				▼			▼				
Sun 2/26				▼			▼				
Mon 2/27			8:10	▼	16:30		▼		7.25	7.25	7.25
Mon 2/27				▼			▼				
Mon 2/27	▼			▼			▼				
Tue 2/28	▼		8:00	▼	16:38		▼		7.75	7.75	15.0
Wed 2/29	▼		9:01	▼	16:32		▼		6.5	6.5	21.5
Thu 3/01	▼		8:23	▼	16:44		▼		7.25	7.25	28.75
Fri 3/02	▼		8:03	▼	16:31		▼		7.5	7.5	36.25
Sat 3/03	▼			▼			▼				36.25
Sun 3/04	▼			▼			▼				


KRONOS
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Timecard | Schedule | People | Reports | More ▾
Save
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Amount ▾
Accruals ▾
Comment ▾
Approvals ▾
Overtime ▾
Reports ▾
full sched day
half sched day
full contract day
1st half contract day
2nd half contract day

*TIMECARD

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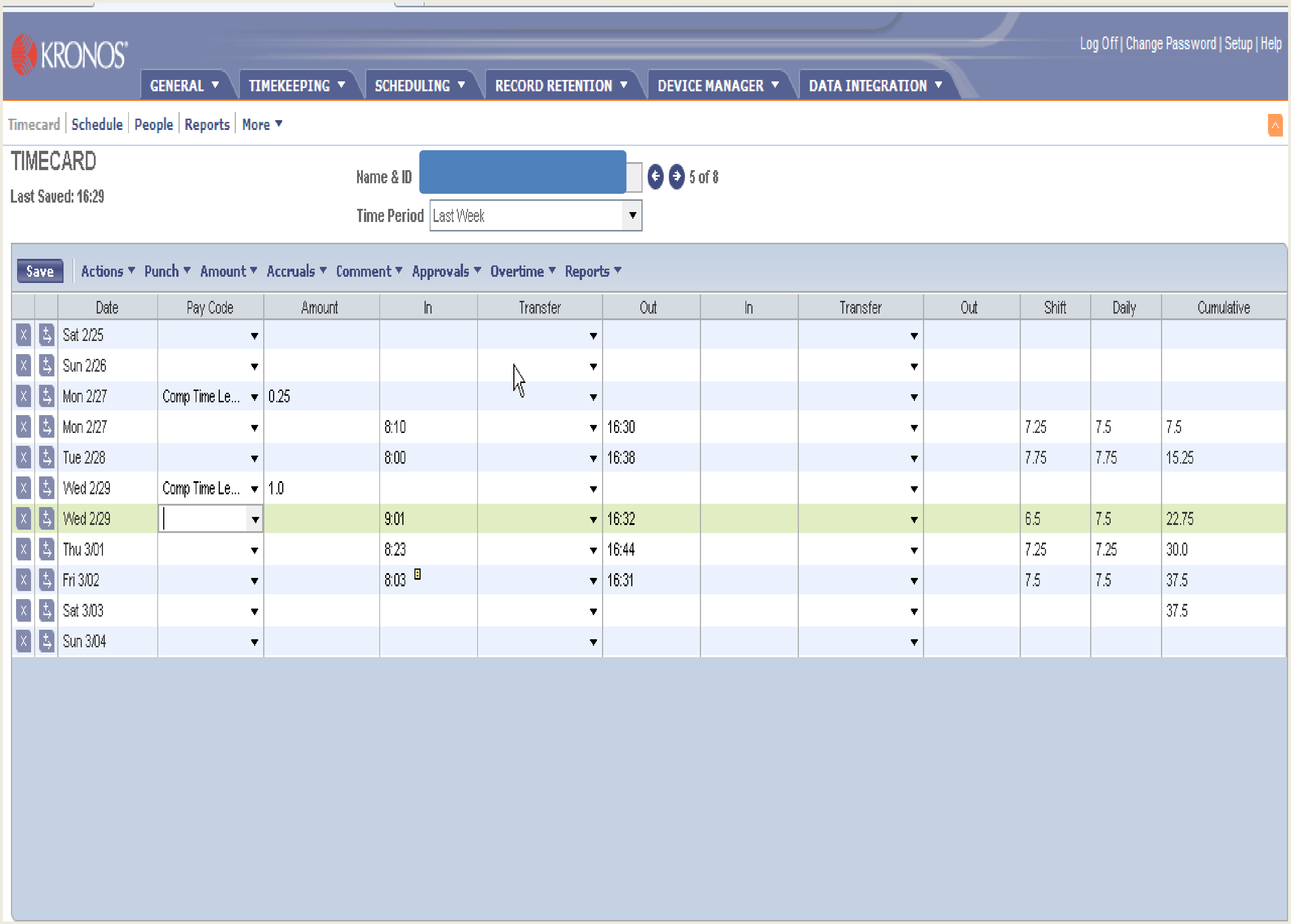
Name & ID [redacted] 5 of 8

Time Period Last Week

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
		Sat 2/25											
		Sun 2/26											
		Mon 2/27			8:10		16:30				7.25	7.25	7.25
		Mon 2/27											
		Mon 2/27	Comp Time Le...	.25									
		Tue 2/28			8:00		16:38				7.75	7.75	15.0
		Wed 2/29			9:01		16:32				6.5	6.5	21.5
		Thu 3/01			8:23		16:44				7.25	7.25	28.75
		Fri 3/02			8:03		16:31				7.5	7.5	36.25
		Sat 3/03											36.25
		Sun 3/04											


KRONOS
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Comment ▾
Approvals ▾
Overtime ▾
Reports ▾

TIMECARD

Last Saved: 16:29

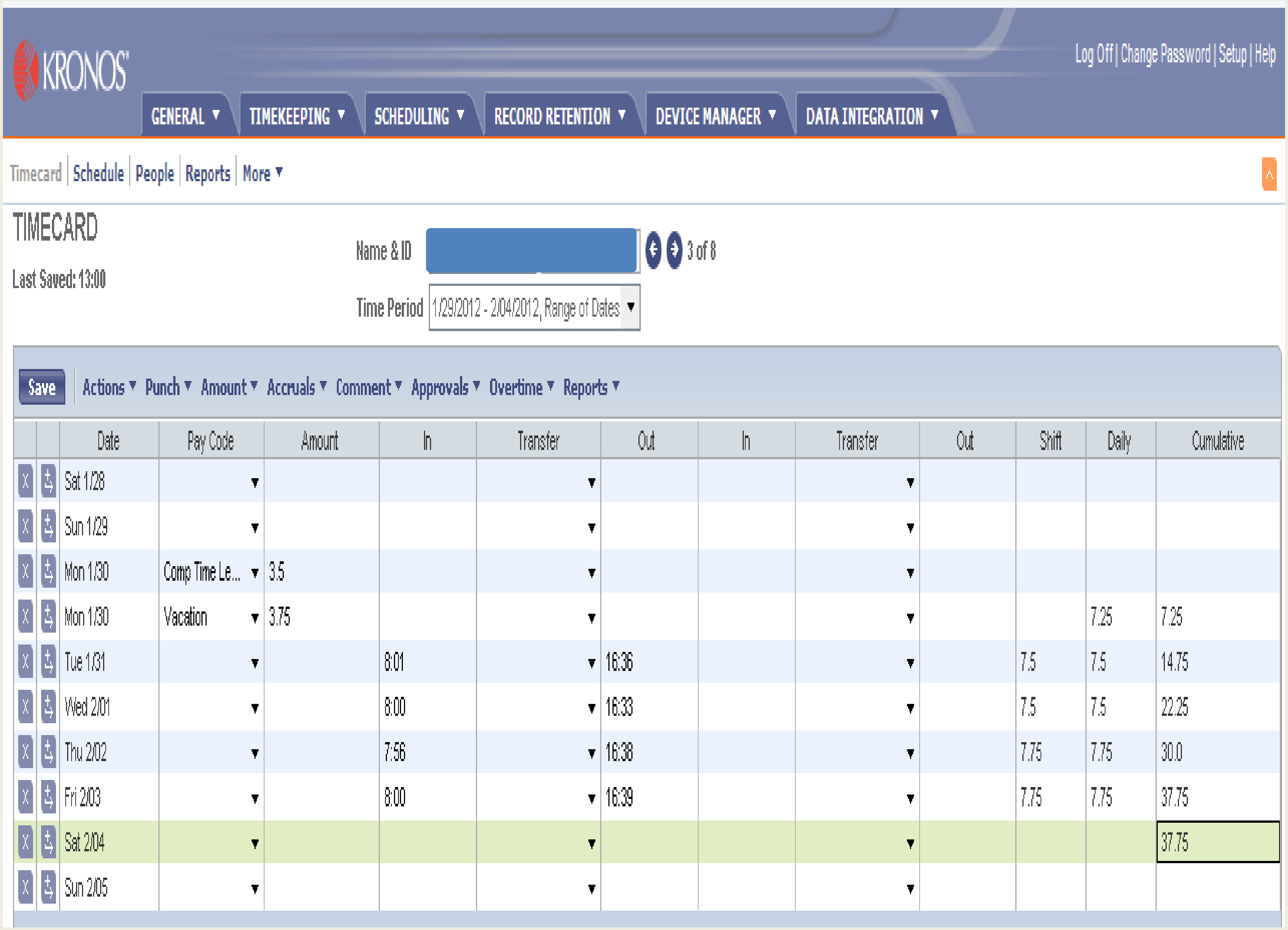
Name & ID [redacted] 5 of 8

Time Period: Last Week

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X		Sat 2/25											
X		Sun 2/26											
X		Mon 2/27	Comp Time Le...	0.25									
X		Mon 2/27			8:10		16:30				7.25	7.5	7.5
X		Tue 2/28			8:00		16:38				7.75	7.75	15.25
X		Wed 2/29	Comp Time Le...	1.0									
X		Wed 2/29			9:01		16:32				6.5	7.5	22.75
X		Thu 3/01			8:23		16:44				7.25	7.25	30.0
X		Fri 3/02			8:03		16:31				7.5	7.5	37.5
X		Sat 3/03											37.5
X		Sun 3/04											

To Adjust Comp Time

- If employee used too much Comp Time
- Click on the line where Comp Time was used
- In the “Amount” column delete hours entered
- In the “Cumulative” column review total for week
- Subtract total hours worked from 37.5 to figure the actual hours to use for Comp Time


KRONOS
Log Off | Change Password | Setup | Help
GENERAL
TIMEKEEPING
SCHEDULING
RECORD RETENTION
DEVICE MANAGER
DATA INTEGRATION
Timecard | Schedule | People | Reports | More
Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports

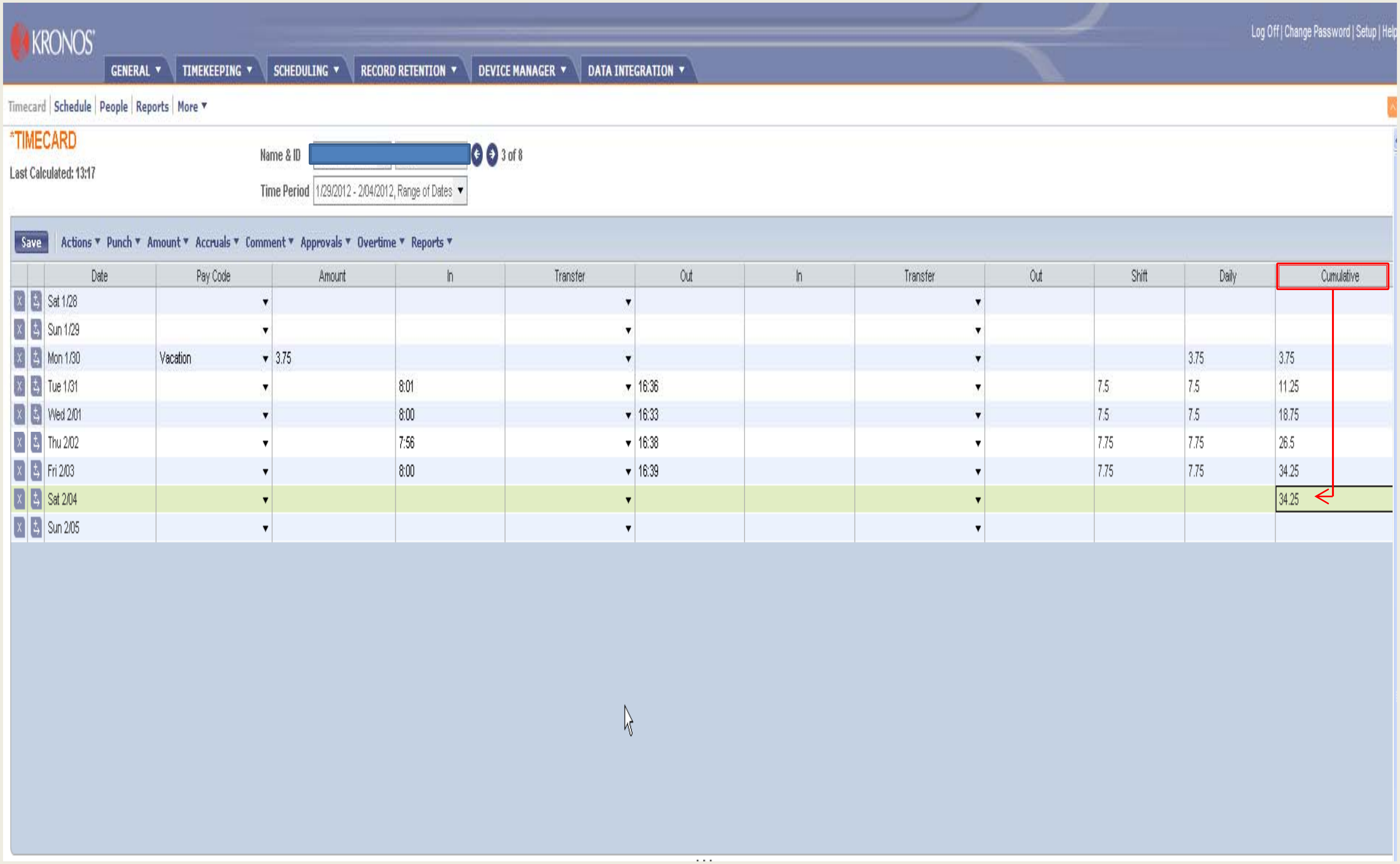
TIMECARD

Last Saved: 13:00

Name & ID [redacted] 3 of 8

Time Period 1/29/2012 - 2/04/2012, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 1/28											
Sun 1/29											
Mon 1/30	Comp Time Le...	3.5									
Mon 1/30	Vacation	3.75								7.25	7.25
Tue 1/31			8:01		16:36				7.5	7.5	14.75
Wed 2/01			8:00		16:33				7.5	7.5	22.25
Thu 2/02			7:56		16:38				7.75	7.75	30.0
Fri 2/03			8:00		16:39				7.75	7.75	37.75
Sat 2/04											37.75
Sun 2/05											


KRONOS
Log Off | Change Password | Setup | Help
GENERAL ▾
TIMEKEEPING ▾
SCHEDULING ▾
RECORD RETENTION ▾
DEVICE MANAGER ▾
DATA INTEGRATION ▾
Timecard | Schedule | People | Reports | More ▾
Save
Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾

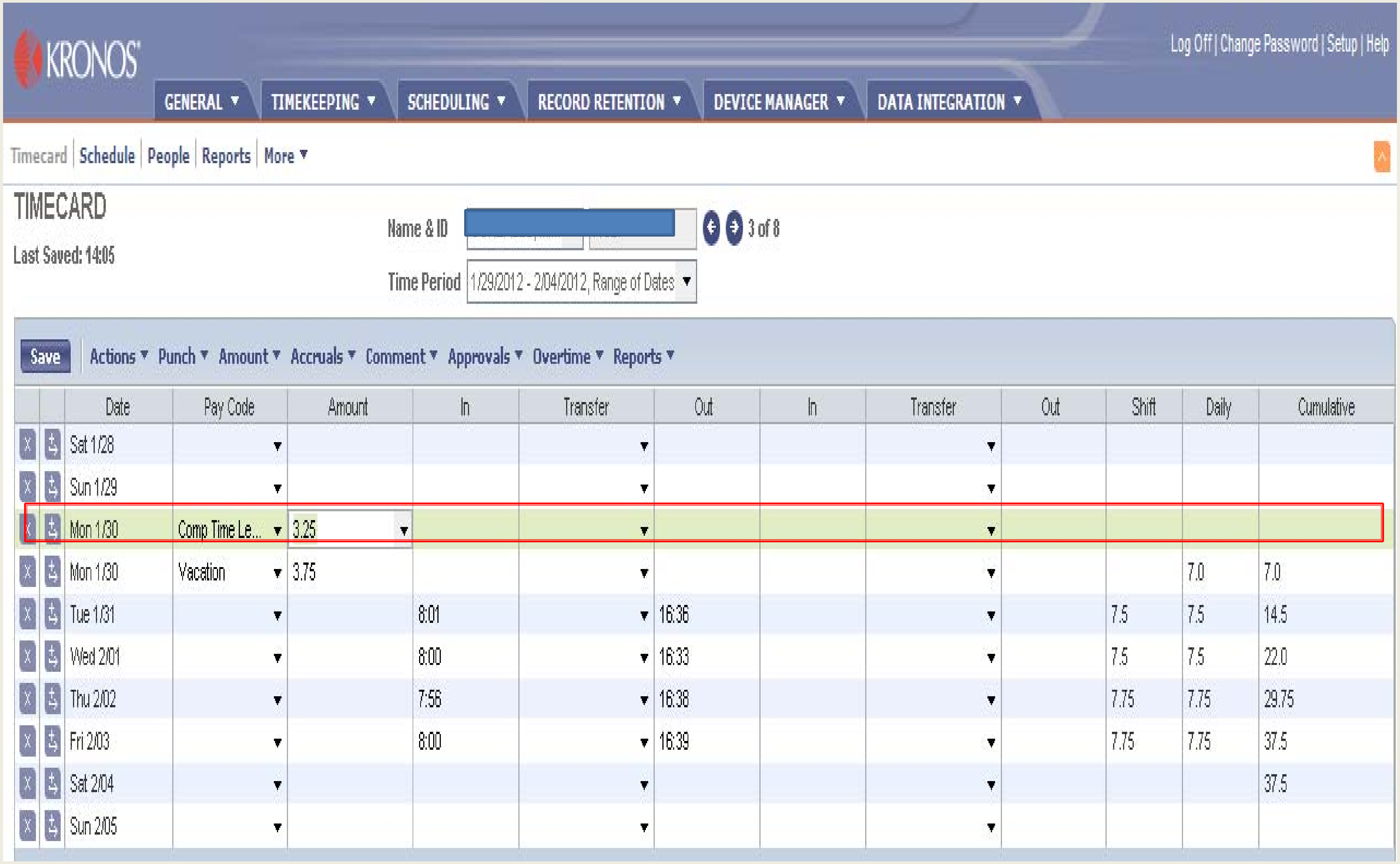
*TIMECARD

Last Calculated: 13:17

Name & ID [redacted] 3 of 8

Time Period 1/29/2012 - 2/04/2012, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 1/28											
Sun 1/29											
Mon 1/30	Vacation	3.75								3.75	3.75
Tue 1/31			8:01		16:36				7.5	7.5	11.25
Wed 2/01			8:00		16:33				7.5	7.5	18.75
Thu 2/02			7:56		16:38				7.75	7.75	26.5
Fri 2/03			8:00		16:39				7.75	7.75	34.25
Sat 2/04											34.25
Sun 2/05											


KRONOS
Log Off | Change Password | Setup | Help
GENERAL
TIMEKEEPING
SCHEDULING
RECORD RETENTION
DEVICE MANAGER
DATA INTEGRATION
Timecard
Schedule
People
Reports
More
Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports

TIMECARD

Last Saved: 14:05

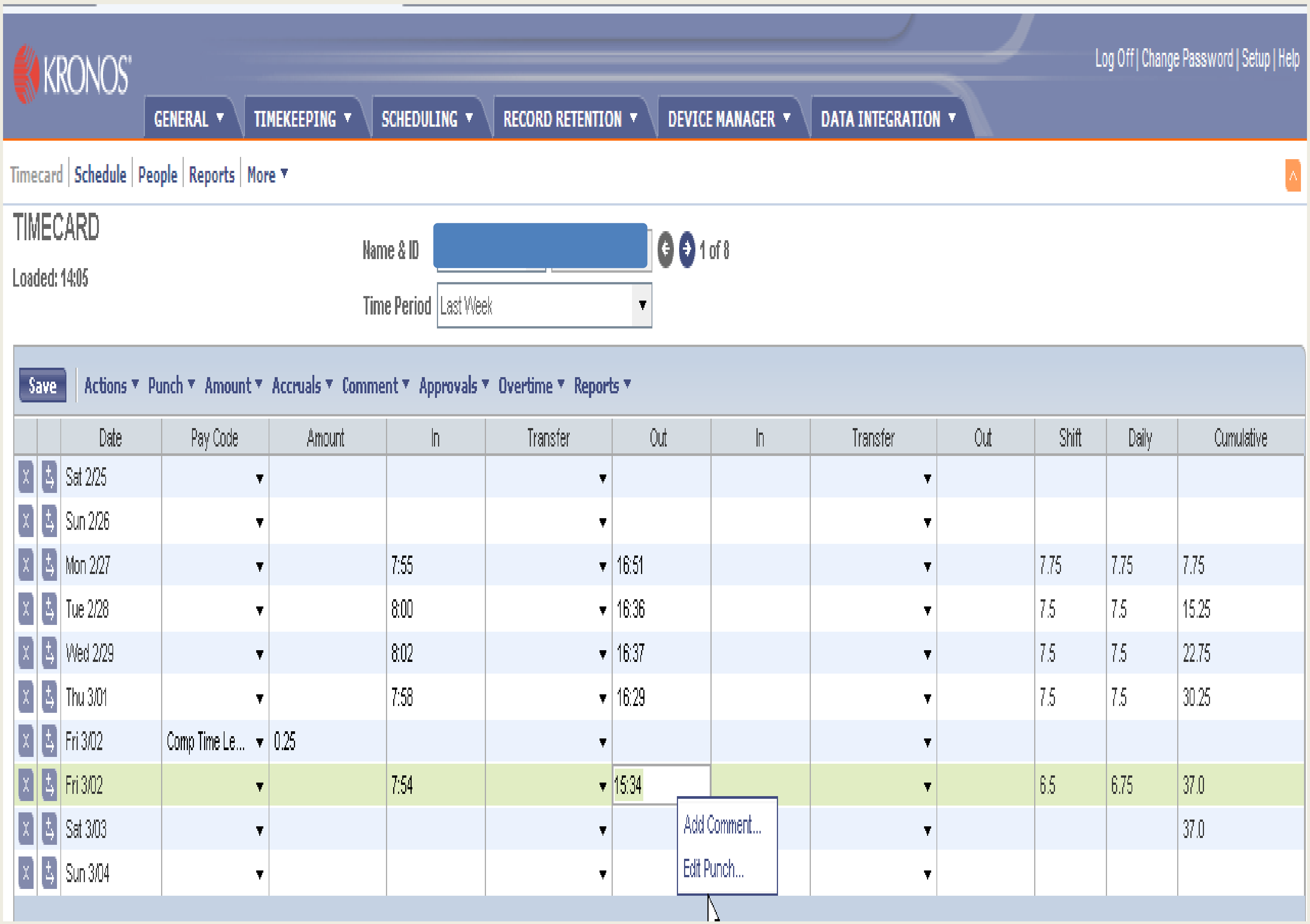
Name & ID [redacted] 3 of 8

Time Period 1/29/2012 - 2/04/2012, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 1/28											
Sun 1/29											
Mon 1/30	Comp Time Le...	3.25									
Mon 1/30	Vacation	3.75								7.0	7.0
Tue 1/31			8:01		16:36				7.5	7.5	14.5
Wed 2/01			8:00		16:33				7.5	7.5	22.0
Thu 2/02			7:56		16:38				7.75	7.75	29.75
Fri 2/03			8:00		16:39				7.75	7.75	37.5
Sat 2/04											37.5
Sun 2/05											

Cancel Lunch

- Highlight the day the employee worked through lunch
- Right click the out punch
- Box will appear
- Select “Edit Punch”
- Edit Punch box will appear
- Select Cancel Deduction
- Select 30 min lunch deduction
- Save
- View Cumulative column


KRONOS
Log Off | Change Password | Setup | Help
GENERAL ▾
TIMEKEEPING ▾
SCHEDULING ▾
RECORD RETENTION ▾
DEVICE MANAGER ▾
DATA INTEGRATION ▾
Timecard | Schedule | People | Reports | More ▾
Save
Actions ▾
Punch ▾
Amount ▾
Accruals ▾
Comment ▾
Approvals ▾
Overtime ▾
Reports ▾
Add Comment...
Edit Punch...

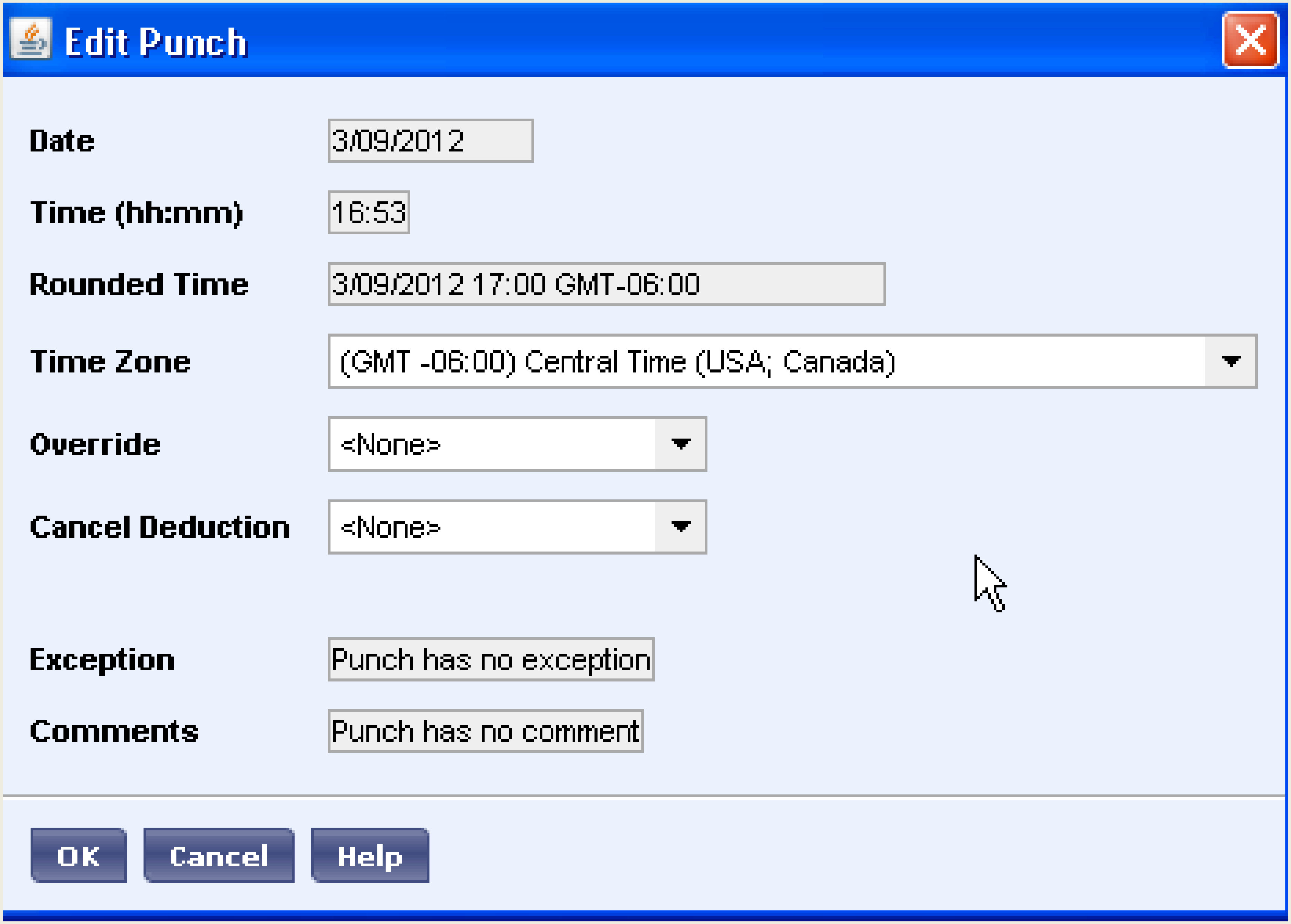
TIMECARD

Loaded: 14:05

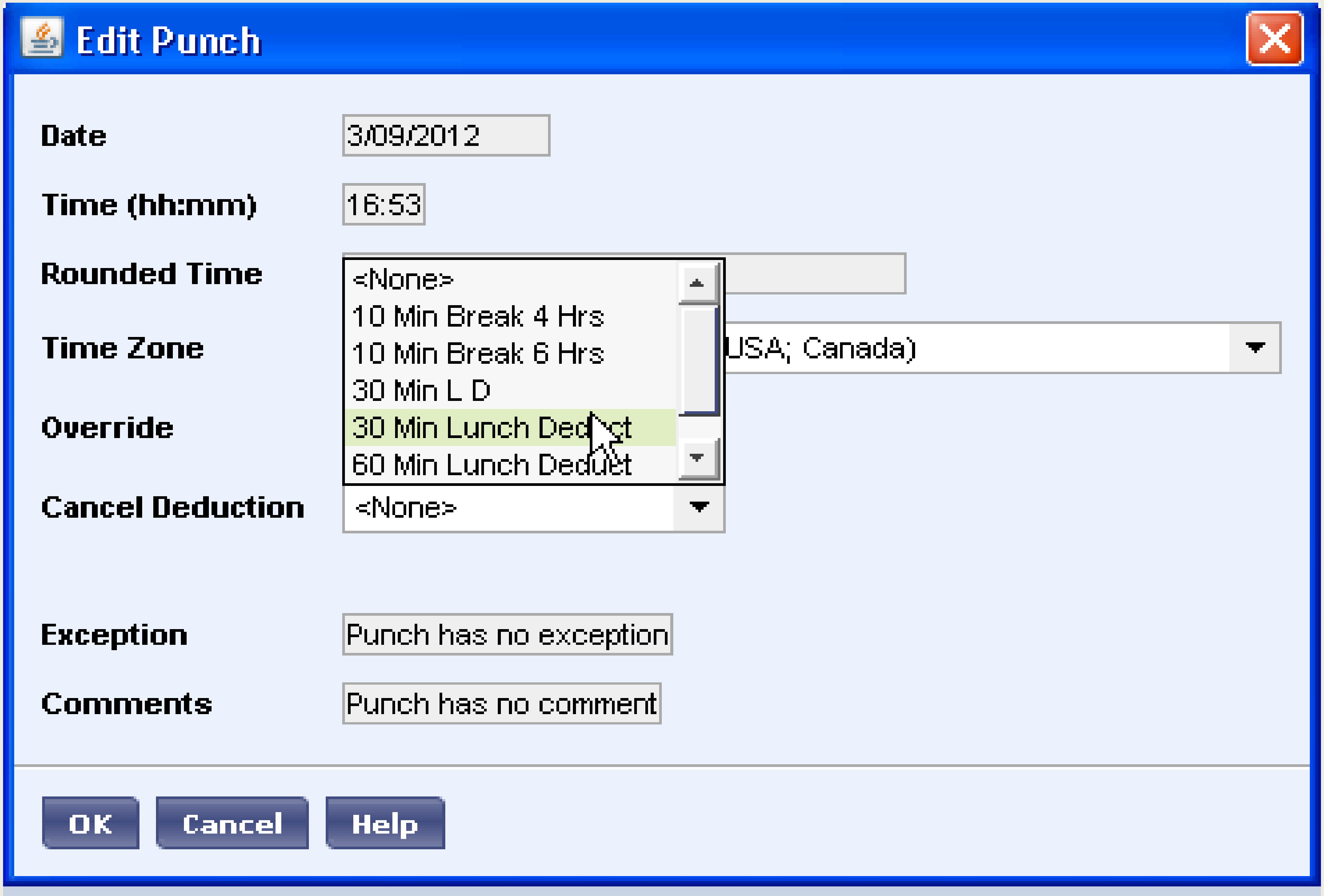
Name & ID [redacted] 1 of 8

Time Period Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			7:55		16:51				7.75	7.75	7.75
Tue 2/28			8:00		16:36				7.5	7.5	15.25
Wed 2/29			8:02		16:37				7.5	7.5	22.75
Thu 3/01			7:58		16:29				7.5	7.5	30.25
Fri 3/02	Comp Time Le...	0.25									
Fri 3/02			7:54		15:34				6.5	6.75	37.0
Sat 3/03											37.0
Sun 3/04											


Edit Punch
OK
Cancel
Help

Date	3/09/2012
Time (hh:mm)	16:53
Rounded Time	3/09/2012 17:00 GMT-06:00
Time Zone	(GMT -06:00) Central Time (USA; Canada)
Override	<None>
Cancel Deduction	<None>
Exception	Punch has no exception
Comments	Punch has no comment


Edit Punch

Date 3/09/2012

Time (hh:mm) 16:53

Rounded Time

Time Zone USA; Canada)

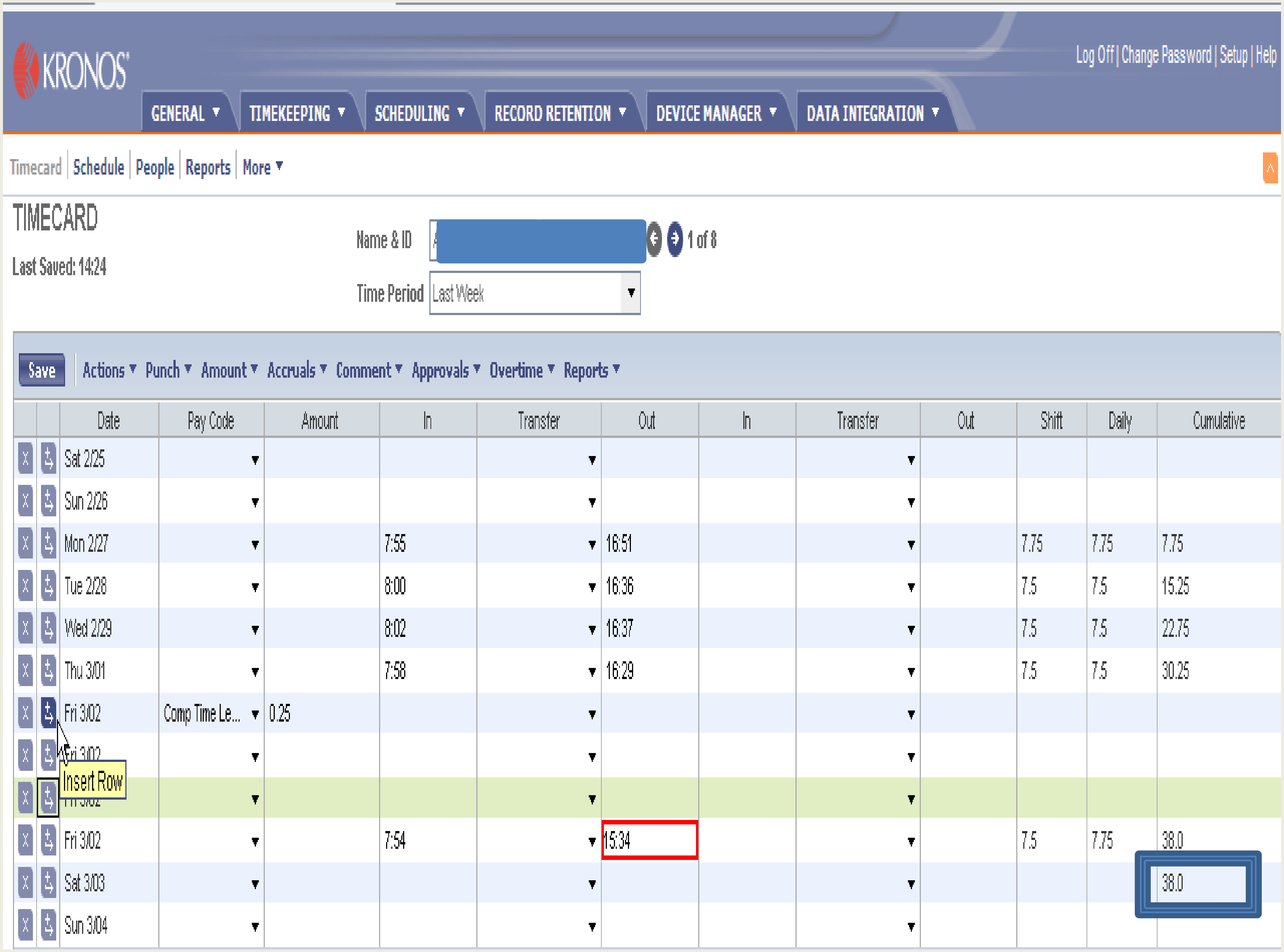
Override

Cancel Deduction <None>

Exception Punch has no exception

Comments Punch has no comment

<None>
10 Min Break 4 Hrs
10 Min Break 6 Hrs
30 Min L D
30 Min Lunch Deduct
60 Min Lunch Deduct
OK
Cancel
Help


KRONOS
Log Off | Change Password | Setup | Help
GENERAL
TIMEKEEPING
SCHEDULING
RECORD RETENTION
DEVICE MANAGER
DATA INTEGRATION
Timecard
Schedule
People
Reports
More
Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports
Insert Row

TIMECARD

Last Saved: 14:24

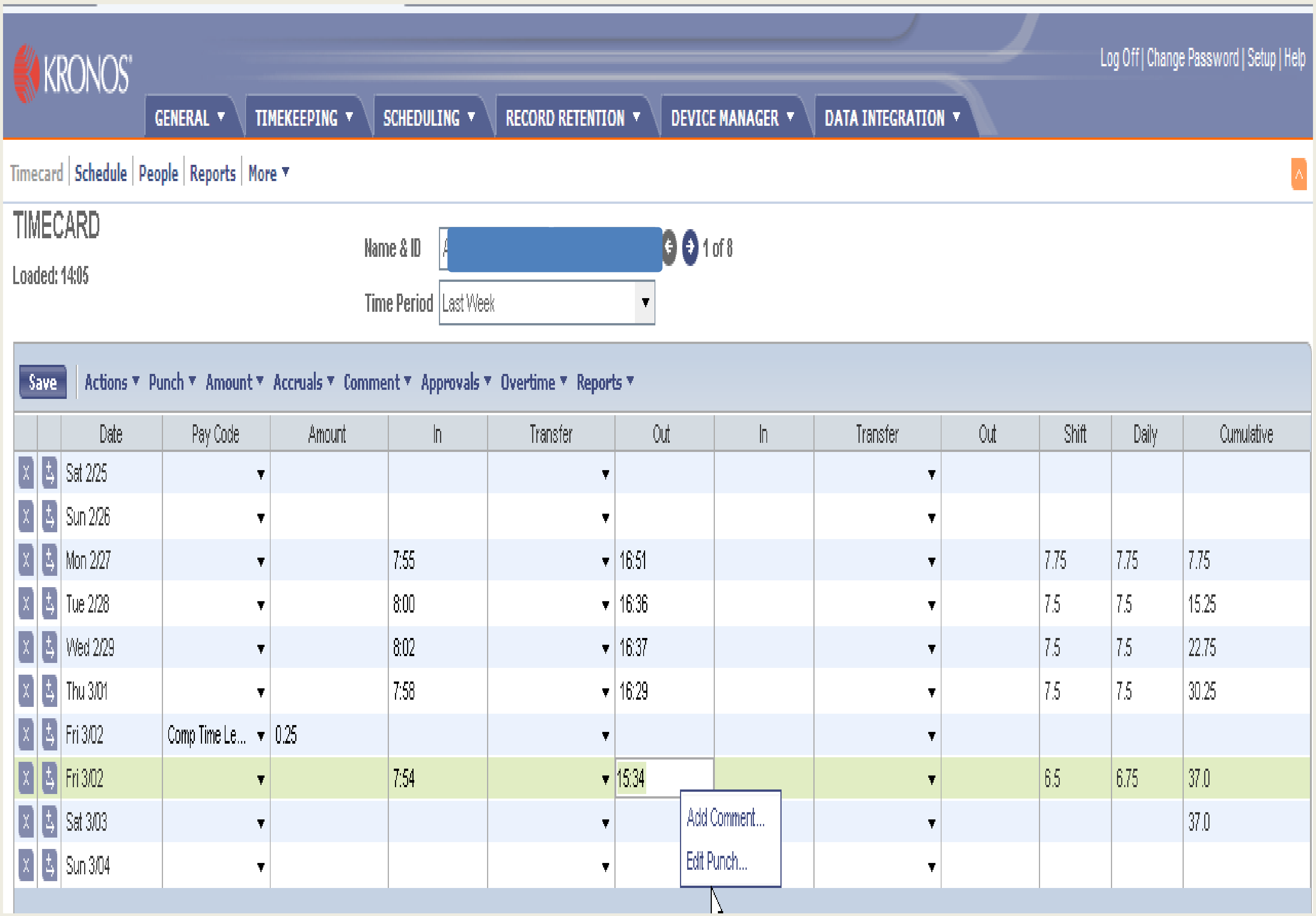
Name & ID [redacted] 1 of 8

Time Period Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			7:55		16:51				7.75	7.75	7.75
Tue 2/28			8:00		16:36				7.5	7.5	15.25
Wed 2/29			8:02		16:37				7.5	7.5	22.75
Thu 3/01			7:58		16:29				7.5	7.5	30.25
Fri 3/02	Comp Time Le...	0.25									
Fri 3/02											
Fri 3/02											
Fri 3/02			7:54		15:34				7.5	7.75	38.0
Sat 3/03											38.0
Sun 3/04											

Cancel Lunch by 30 Minutes if Employee Did Not Punch In and Out

- Highlight the day the employee only had 30 minute lunch
- Right click the out punch
- Box will appear
- Click on the “Edit Punch”
- Edit Punch box will appear
- Select Cancel Deduction
- Select 60 min lunch deduct
- Save


KRONOS
Log Off | Change Password | Setup | Help
GENERAL
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SCHEDULING
RECORD RETENTION
DEVICE MANAGER
DATA INTEGRATION
Timecard | Schedule | People | Reports | More
Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports
Add Comment...
Edit Punch...

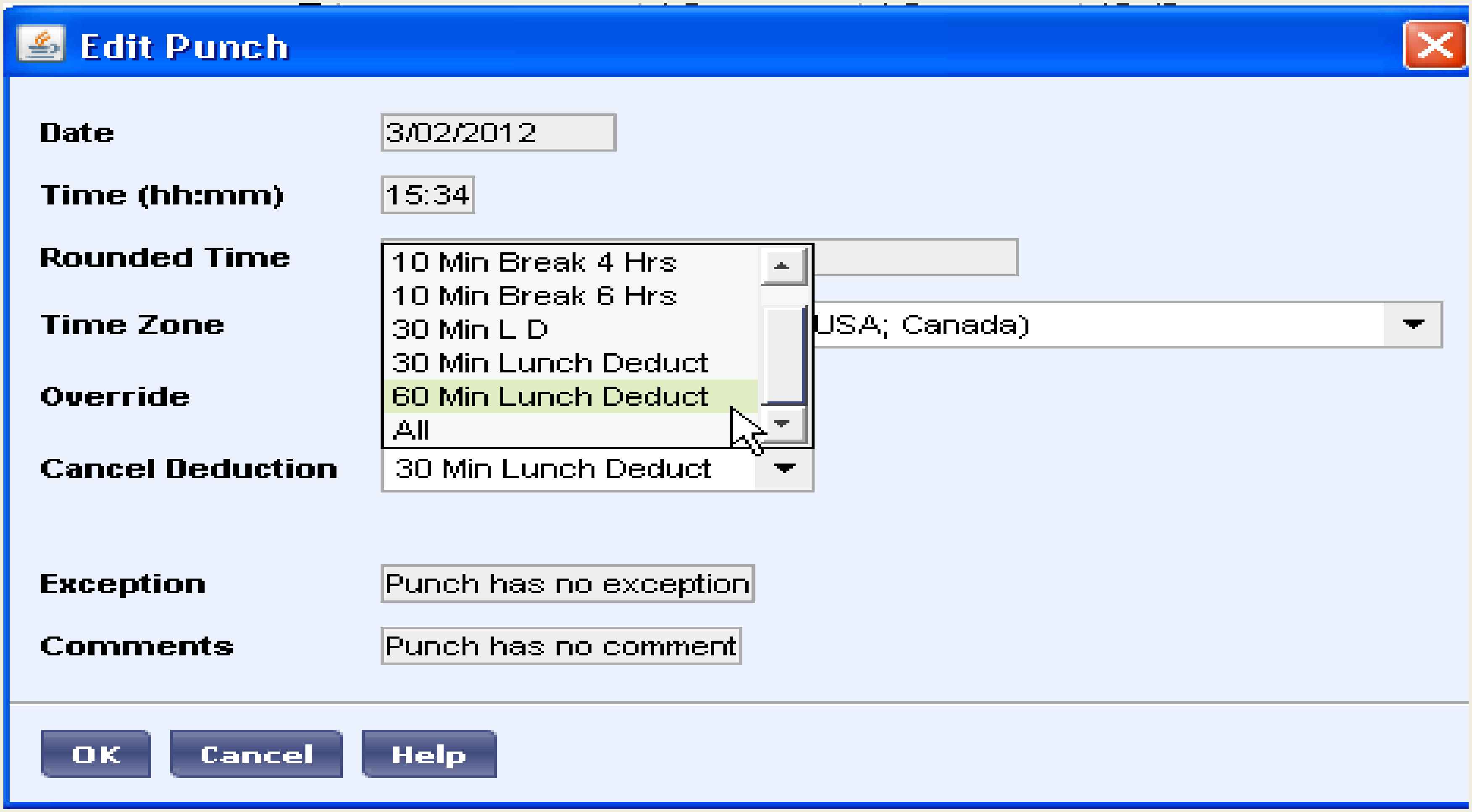
TIMECARD

Loaded: 14:05

Name & ID [redacted] 1 of 8

Time Period Last Week

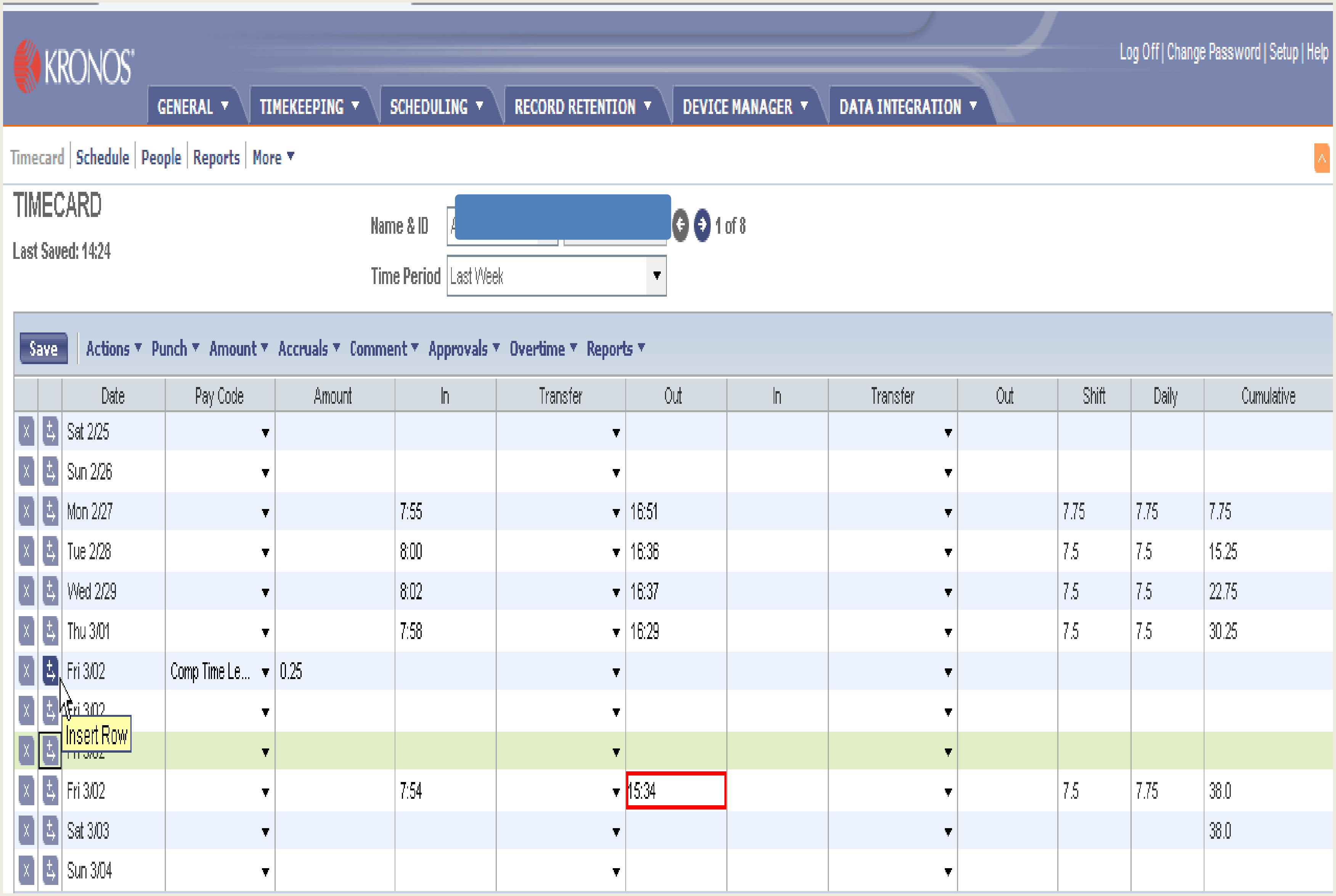
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			7:55		16:51				7.75	7.75	7.75
Tue 2/28			8:00		16:36				7.5	7.5	15.25
Wed 2/29			8:02		16:37				7.5	7.5	22.75
Thu 3/01			7:58		16:29				7.5	7.5	30.25
Fri 3/02	Comp Time Le...	0.25									
Fri 3/02			7:54		15:34				6.5	6.75	37.0
Sat 3/03											37.0
Sun 3/04											


Edit Punch
10 Min Break 4 Hrs
10 Min Break 6 Hrs
30 Min L D
30 Min Lunch Deduct
60 Min Lunch Deduct
All
OK
Cancel
Help

Date	3/02/2012
Time (hh:mm)	15:34
Rounded Time	
Time Zone	USA; Canada)
Override	
Cancel Deduction	30 Min Lunch Deduct
Exception	Punch has no exception
Comments	Punch has no comment

Cancel Lunch by 30 Minutes if Employee Did Not Punch In and Out (cont’d)

- Need to add a line
- Enter an out and in punch
- Example: 12P to 12:30p
- Add a comment
- Right click
- Box will appear
- Select “add a comment”
- Save


KRONOS
Log Off | Change Password | Setup | Help
GENERAL ▼
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DEVICE MANAGER ▼
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Timecard | Schedule | People | Reports | More ▼
Save
Actions ▼
Punch ▼
Amount ▼
Accruals ▼
Comment ▼
Approvals ▼
Overtime ▼
Reports ▼
Insert Row

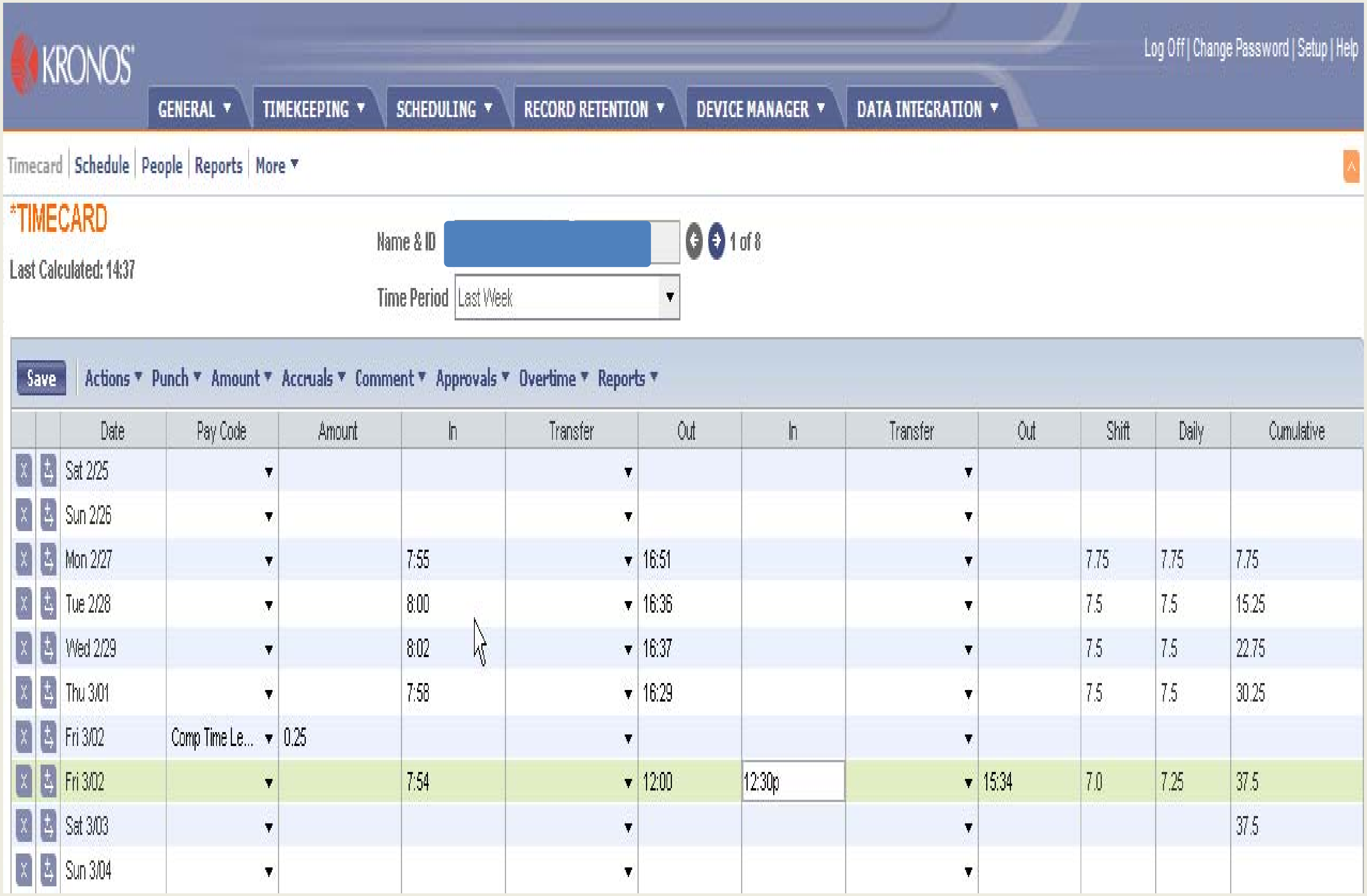
TIMECARD

Last Saved: 14:24

Name & ID [redacted] 1 of 8

Time Period Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			7:55		16:51				7.75	7.75	7.75
Tue 2/28			8:00		16:36				7.5	7.5	15.25
Wed 2/29			8:02		16:37				7.5	7.5	22.75
Thu 3/01			7:58		16:29				7.5	7.5	30.25
Fri 3/02	Comp Time Le...	0.25									
Fri 3/02											
Fri 3/02											
Fri 3/02			7:54		15:34				7.5	7.75	38.0
Sat 3/03											38.0
Sun 3/04											


KRONOS
Log Off | Change Password | Setup | Help
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Timecard | Schedule | People | Reports | More ▼
Save
Actions ▼
Punch ▼
Amount ▼
Accruals ▼
Comment ▼
Approvals ▼
Overtime ▼
Reports ▼

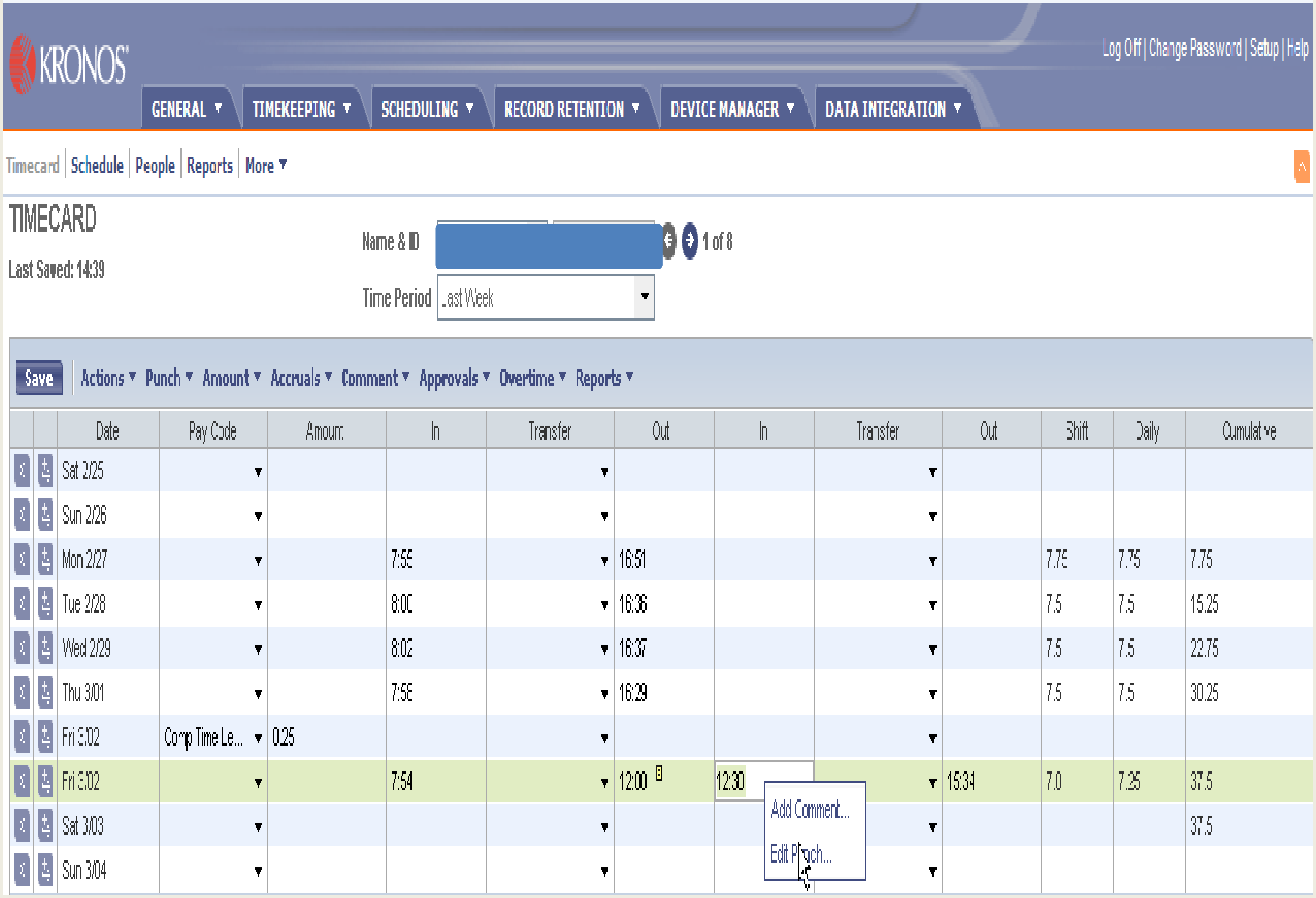
*TIMECARD

Last Calculated: 14:37

Name & ID [redacted] 1 of 8

Time Period: Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			7:55		16:51				7.75	7.75	7.75
Tue 2/28			8:00		16:36				7.5	7.5	15.25
Wed 2/29			8:02		16:37				7.5	7.5	22.75
Thu 3/01			7:58		16:29				7.5	7.5	30.25
Fri 3/02	Comp Time Le...	0.25									
Fri 3/02			7:54		12:00	12:30p		15:34	7.0	7.25	37.5
Sat 3/03											37.5
Sun 3/04											


KRONOS
Log Off | Change Password | Setup | Help
GENERAL ▼
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Timecard | Schedule | People | Reports | More ▼
Save
Actions ▼
Punch ▼
Amount ▼
Accruals ▼
Comment ▼
Approvals ▼
Overtime ▼
Reports ▼
Add Comment...
Edit Punch...

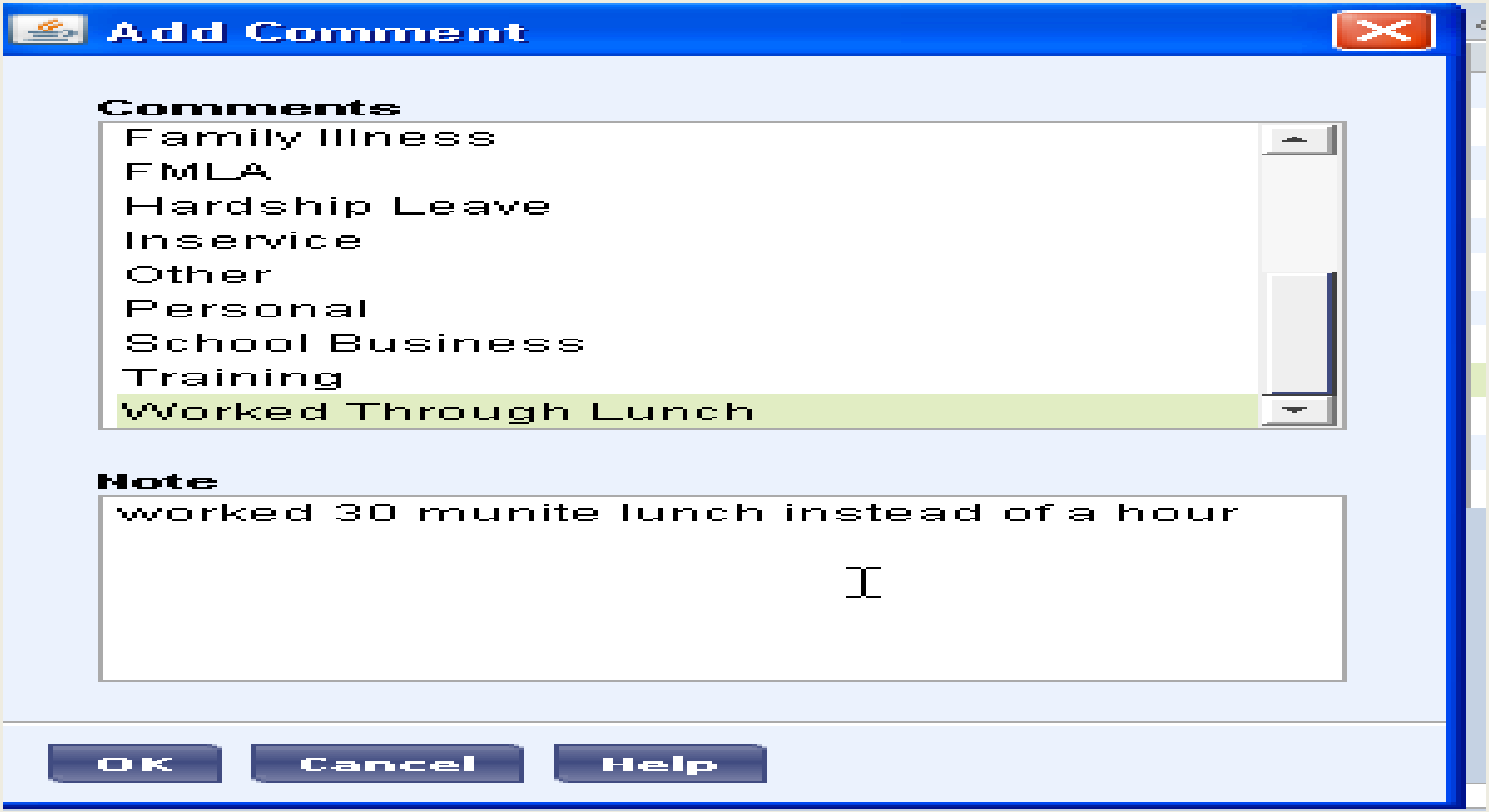
TIMECARD

Last Saved: 14:39

Name & ID [redacted] 1 of 8

Time Period: Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26											
Mon 2/27			7:55		16:51				7.75	7.75	7.75
Tue 2/28			8:00		16:36				7.5	7.5	15.25
Wed 2/29			8:02		16:37				7.5	7.5	22.75
Thu 3/01			7:58		16:29				7.5	7.5	30.25
Fri 3/02	Comp Time Le...	0.25									
Fri 3/02			7:54		12:00	12:30		15:34	7.0	7.25	37.5
Sat 3/03											37.5
Sun 3/04											



Add Comment

Comments

- Family Illness
- FMLA
- Hardship Leave
- Inservice
- Other
- Personal
- School Business
- Training
- Worked Through Lunch

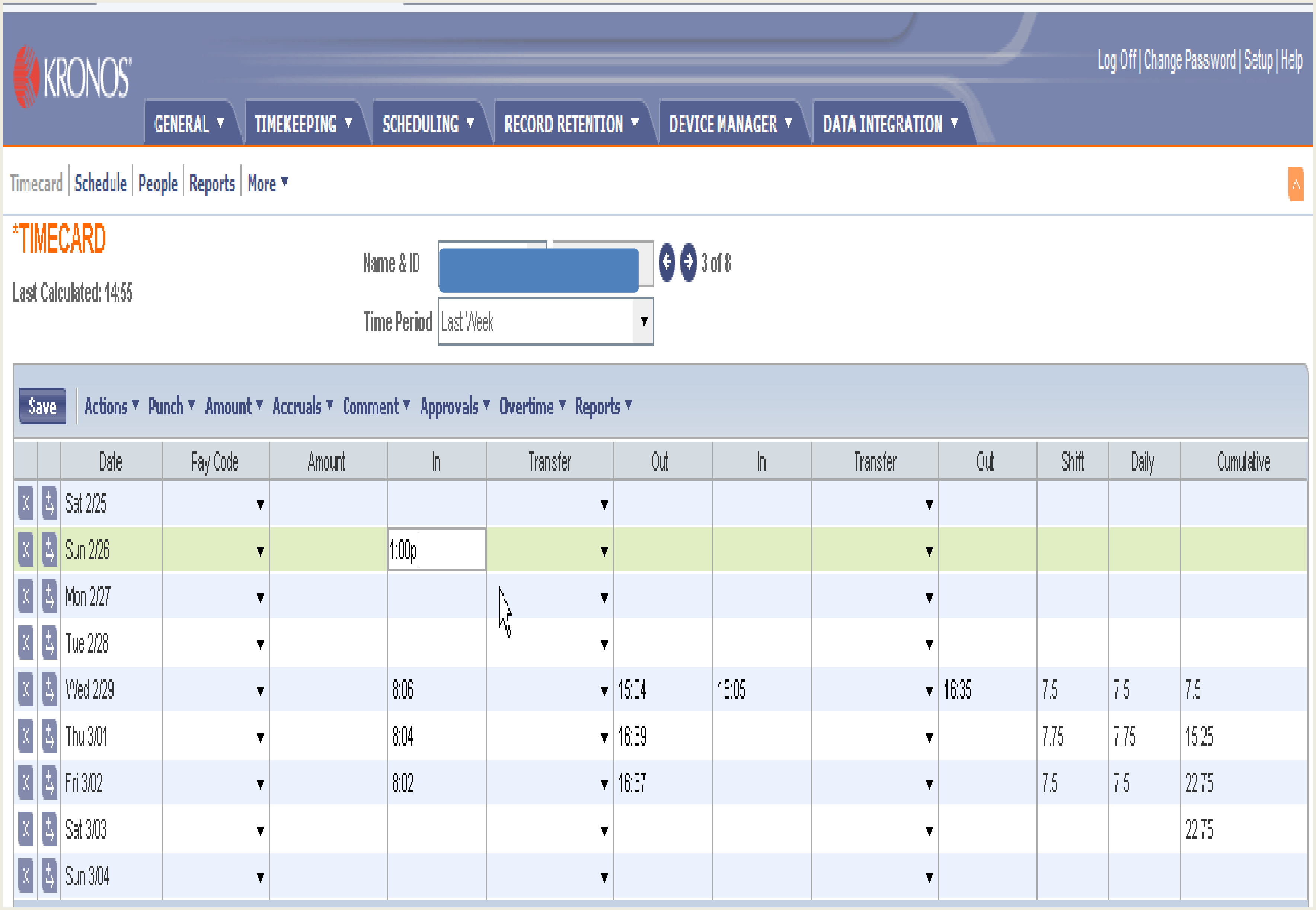
Note

worked 30 munite lunch instead of a hour

OK
Cancel
Help

Employee is Out on School Related Activity and No Clocks or Computer is Available

- Select the day employee was out on a school related activity
- Key in the in time. Example 1:00p to 4:30p
- Add comment by right clicking time


KRONOS
Log Off | Change Password | Setup | Help
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SCHEDULING
RECORD RETENTION
DEVICE MANAGER
DATA INTEGRATION
Timecard | Schedule | People | Reports | More
Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports

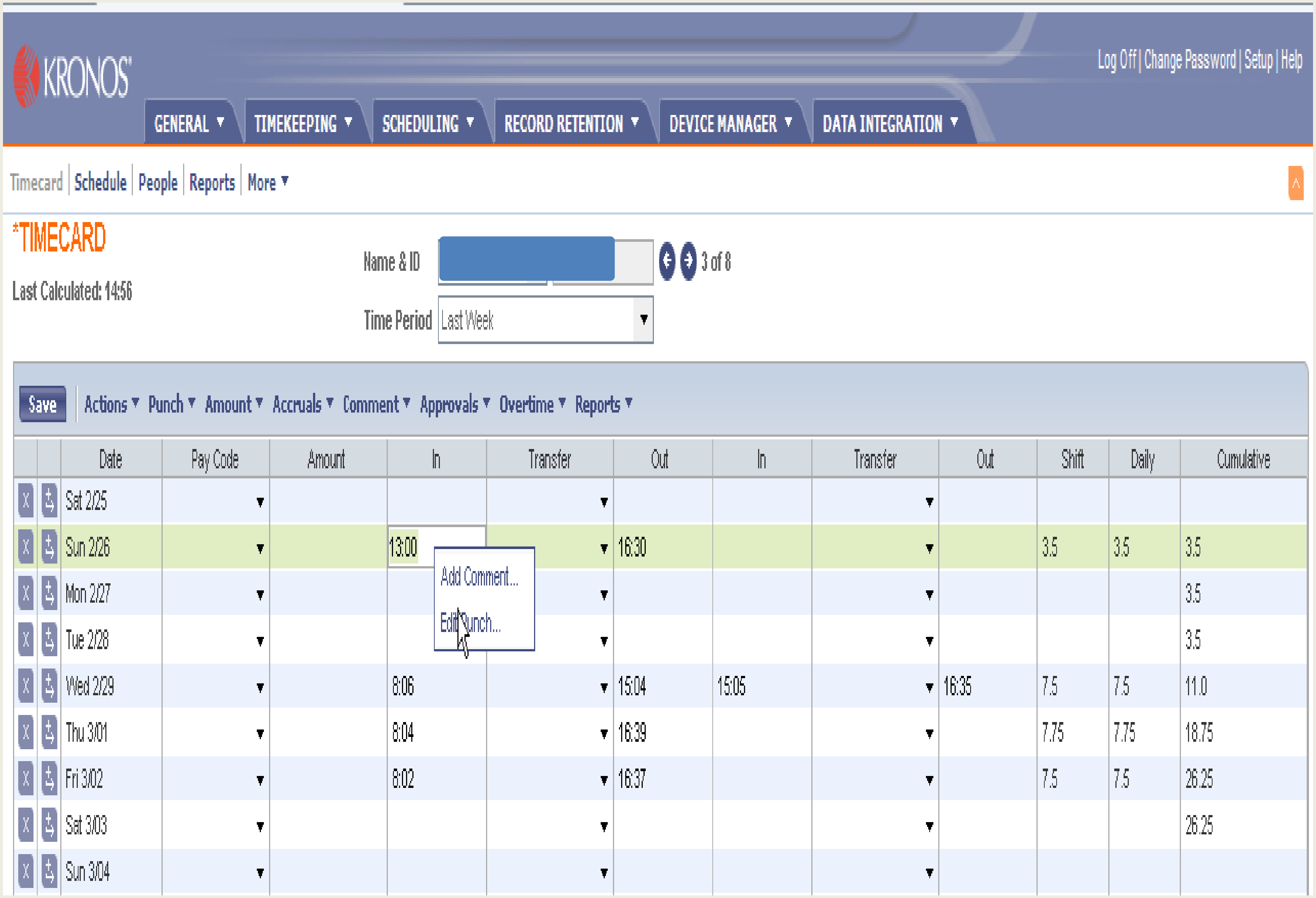
*TIMECARD

Last Calculated: 14:55

Name & ID [redacted] 3 of 8

Time Period Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26			1:00p								
Mon 2/27											
Tue 2/28											
Wed 2/29			8:06		15:04	15:05		16:35	7.5	7.5	7.5
Thu 3/01			8:04		16:39				7.75	7.75	15.25
Fri 3/02			8:02		16:37				7.5	7.5	22.75
Sat 3/03											22.75
Sun 3/04											


KRONOS
Log Off | Change Password | Setup | Help
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SCHEDULING
RECORD RETENTION
DEVICE MANAGER
DATA INTEGRATION
Timecard | Schedule | People | Reports | More
Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports
Add Comment...
Edit Punch...

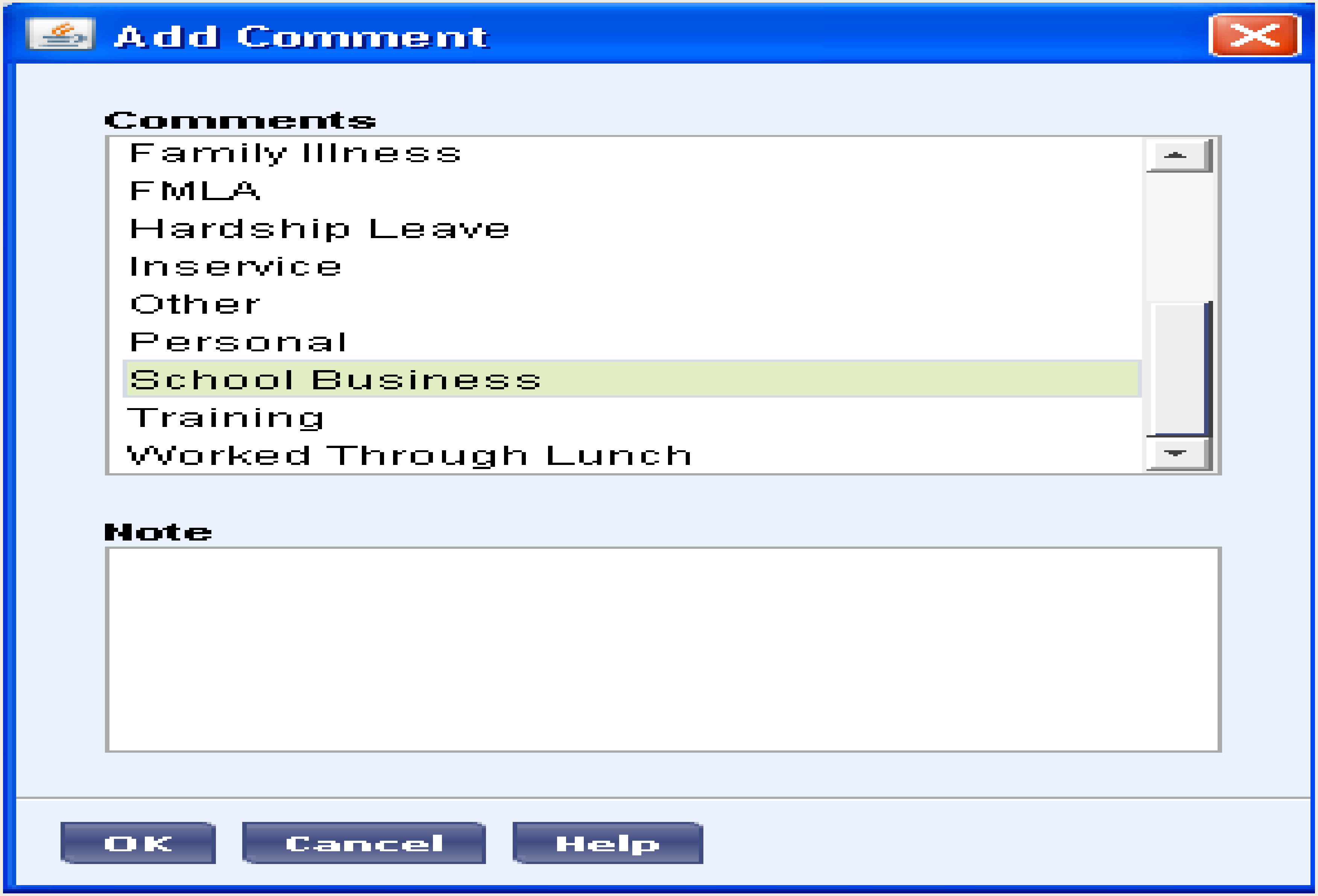
*TIMECARD

Last Calculated: 14:56

Name & ID [redacted] 3 of 8

Time Period Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 2/25											
Sun 2/26			13:00		16:30				3.5	3.5	3.5
Mon 2/27											3.5
Tue 2/28											3.5
Wed 2/29			8:06		15:04	15:05		16:35	7.5	7.5	11.0
Thu 3/01			8:04		16:39				7.75	7.75	18.75
Fri 3/02			8:02		16:37				7.5	7.5	26.25
Sat 3/03											26.25
Sun 3/04											


Add Comment
OK
Cancel
Help

Comments

- Family Illness
- FMLA
- Hardship Leave
- Inservice
- Other
- Personal
- School Business
- Training
- Worked Through Lunch

Note