

# **Kronos Time & Attendance System**

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# Kronos Time & Attendance System

## Kronos Time & Attendance serves many purposes:

- Collect, view, edit, calculate and approve employee time.
- Create schedules.
- Track accruals (leave time, example: vacation and personal time).
- Generate reports.

## **Required Browser:**

Kronos Time Management requires you to use Internet Explorer to enter, review, change, and approve the time employees spend in job-related activities, as well as keep track of leave time.

You can then review, change, or approve your employees' time, as well as use the system to set schedules and generate reports.

## Starting Kronos Time & Attendance

### You can access Kronos two ways:

1. Open your Internet Explorer Web browser. Type the URL: <https://timesheets.pace.edu>
2. Log on to your Pace Portal, click on your "Staff" tab and click on Kronos Timesheets. Log on using your Pace Portal user Id and password ( *without "@pace.edu"* ).

If this is your first time going to the Kronos Web Site, you will have to download a Java Plug In (this will only take a minute or two to complete). After the Java download, you will not be required to install it again.

- Type your User Name and Password in the User Name and Password fields (User Name and Password are case sensitive).
- Click the Log On button

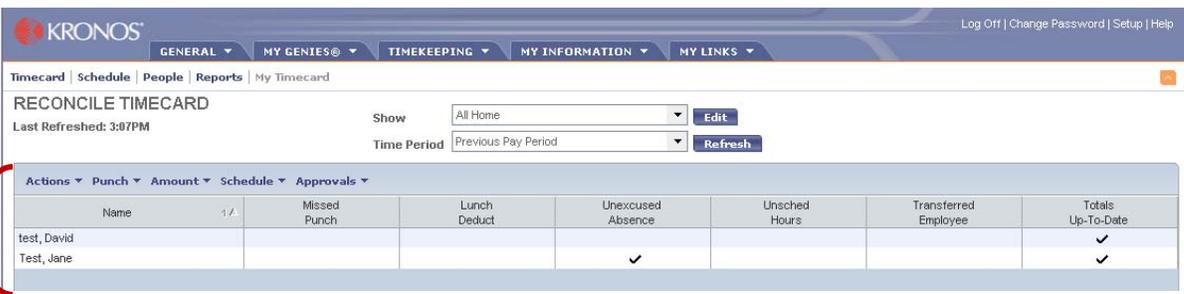


The screenshot shows the login interface for Kronos Workforce Central. It features a blue header with the text 'WORKFORCE CENTRAL' and 'Version 6.0'. Below the header, there is a 'LOG ON' section with two input fields: 'User Name' and 'Password', followed by a blue 'Log On' button. To the right of the login fields, there is a tagline: 'EXPERTS AT IMPROVING THE PERFORMANCE OF PEOPLE AND BUSINESS'. At the bottom of the page, there is the Kronos logo.

## Part time employee's timecard:

When you first log on you will see a list of your employees. Double click the employee name to view/edit their time card.

List of employees:  
Double click to edit timecard



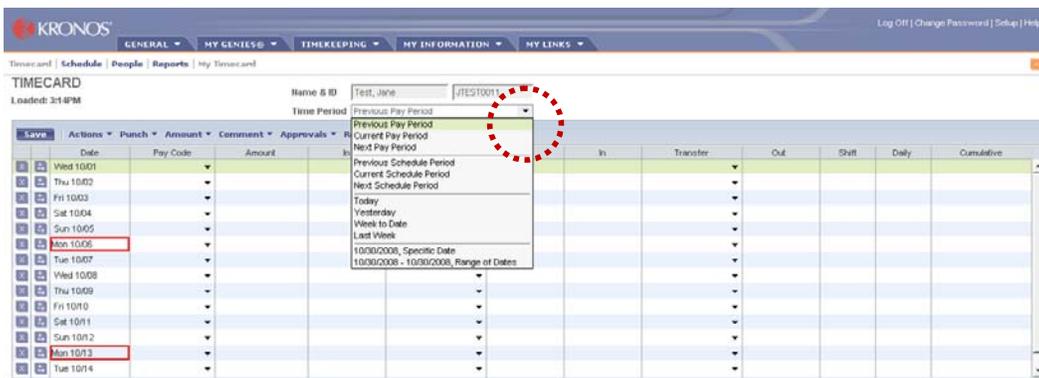
Actions	Punch	Amount	Schedule	Approvals	Name	Missed Punch	Lunch Deduct	Unexcused Absence	Unsched Hours	Transferred Employee	Totals Up-To-Date
					test, David						✓
					Test, Jane			✓			✓

## Editing a timecard:

The University has two types: hourly timecards and project view timecards.

- Hourly timecards are for student and part-time employees whose time and attendance information is appropriate to be shown in a start/stop time (also referred to as “In/Out punch”) view. This type of timecard allows a user to see a data grid that contains start, stop, and transfer information.
- Project view timecards are for full time employees (salary) who do not enter punches (“In/Out punch”, start/stop times), but instead enter the total number of hours (durations) that they worked for each day, along with any exceptions (sick, vacation, personal, etc.) to their regular scheduled hours. These timecards are often pre-populated with hours worked based on the employee’s schedule.

NOTE: Before editing the time, make sure the Time Period (located at the top of the page) is set to the correct pay period. If it is not, you should change it by **clicking** the drop down arrow and then **click** the correct pay period.



Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Wed 10/01											
Thu 10/02											
Fri 10/03											
Sat 10/04											
Sun 10/05											
Mon 10/06											
Tue 10/07											
Wed 10/08											
Thu 10/09											
Fri 10/10											
Sat 10/11											
Sun 10/12											
Mon 10/13											
Tue 10/14											

- Once the pay period is set to the correct pay period, you may edit the employee’s timecard.
- **Click** in the “In” or “Out” cell coordinating with the specific date to edit times.
- Input the time desired, followed with an “a” for A.M. or a “p” for P.M., (Example: 9a for 9 A.M. or 5p for 5 P.M.)



Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
								Wed 10/29			9:00AM		5:00PM						
								Thu 10/30											
								Fri 10/31											

## Saving a Timecard:

- Click “Save” on the top left of the page after you’ve made your changes.

The screenshot shows the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, MY LINKS, and RECORD RETENTION. Below these, there are sub-tabs: Timecard, Schedule, People, Reports, and Reports - Advanced. The main area displays a timecard for an employee named Belabel, Said (ID: U00430361) for the time period 'Today'. The timecard table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The 'Save' button is circled in red.

## Approving a Timecard:

- After saving the employee’s timecard, you must approve it.
- Click the Approvals tab at the top of the page.
- Click “Approve”.

The screenshot shows the Kronos Timecard interface with the 'Approvals' tab selected. The 'Approve' button in the 'Approvals' dropdown menu is circled in red. The timecard table shows the same data as the previous screenshot.

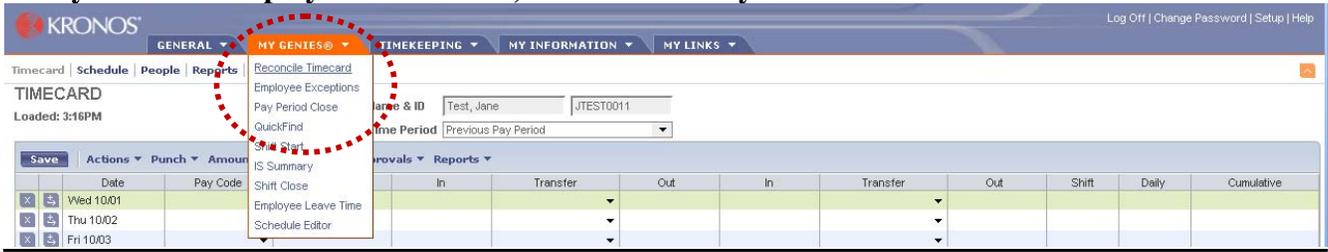
- Once you approve a timecard you will see a new tab at the bottom of the page: “Sign off’s and Approvals”.
- Click this tab to view the action taken: time, user that approved the timecard, and approval start and end dates.

The screenshot shows the Kronos Timecard interface with the 'SIGN-OFFS & APPROVALS' tab selected. The 'Action taken' label is pointing to the 'Approval by Manager' row in the table. The 'SIGN-OFFS & APPROVALS' tab is circled in red.

Action Taken	Date	Time	User	Start Date	End Date	Comment
Approval by Manager	10/30/2008	12:07PM	Nelsie	10/30/2008	10/30/2008	

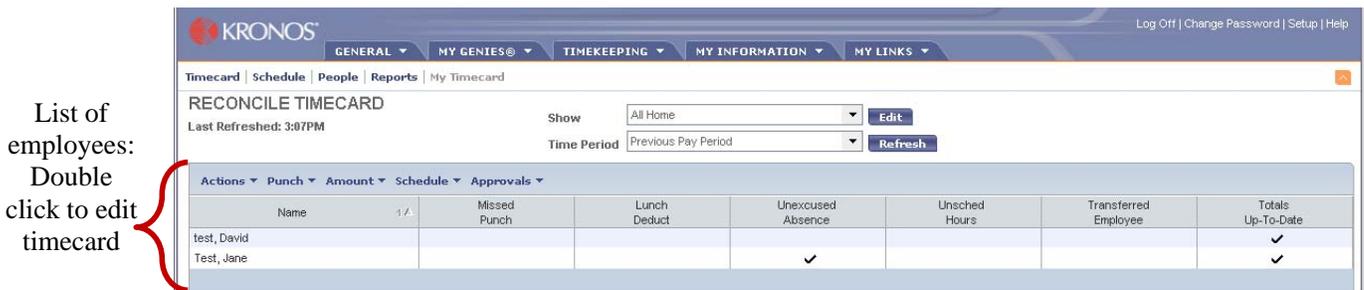
**\*NOTE: You cannot make changes to your timecard once you or your manager has approved that timecard.\***

To view your other employees' timecards, click on the "My Genies" tab and click "Reconcile Timecard".



**Full time employee's timecard:**

When you first log on you will see a list of your employees. Double click the employee name to view/edit their time card.



**Recording an Exception:**

For a full time employee, the time card automatically populates with hours worked for each day within a pay period, based on the employee's schedule.

- To record an exception (sick, vacation, personal, etc...) to a regular work day, you must first delete the hours in the Hours Worked row for the day that you want to edit.
- **Insert** a new row by **Clicking** the "+" with an arrow to the left of "Pay Code".
- In the new row that you have inserted, change the pay code from hours worked to a pay code that reflects the exception (sick, vacation, personal, etc... ).
- In the new row with the new pay code, enter the amount of hours taken for that specific day.



Week starting: Sun 10/19		Pay Code	Transfer	Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Total
X	+	Hours Worked			7:00		7:00	7:00			21:00
X	+	VACATION				7:00			7:00		7:00
X	+	SICK			7:00		7:00	7:00		7:00	7:00
											35:00

**NOTE:** If you are unable to view the entire description of the Pay Code, simply place the mouse pointer on the line separating pay code and transfer. When you see the double-headed arrow, **click** and **drag** the mouse to the right to increase the column width.



## Saving a Timecard:

- Click “Save” on the top left of the page after changing the times for the student

The screenshot shows the KRONOS Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES@, TIMEKEEPING, SCHEDULING, MY LINKS, and RECORD RETENTION. Below these, there are sub-tabs: Timecard, Schedule, People, Reports, and Reports - Advanced. The main area displays the Timecard for a specific employee (Name & ID: test, David; TEST1) and a Time Period (Previous Pay Period). The 'Save' button is circled in red. Below the navigation, there is a table for the week starting on Sun 10/05, with columns for Pay Code, Transfer, and Hours Worked for each day from Sun 10/05 to Sat 10/11, and a Total column.

## Approving a Timecard:

- After saving the employee’s timecard, you must approve it.
- Click the Approvals tab at the top of the page.
- Click “Approve”.

The screenshot shows the KRONOS Timecard interface. The 'Approvals' tab is selected, and a dropdown menu is open, showing options: Approve, Remove Approval, Approve Overtime, Sign Off, and Remove Sign-Off. The 'Approve' option is circled in red. The main area displays the Timecard for a specific employee (Name & ID: test, David; TEST1) and a Time Period (Previous Pay Period). Below the navigation, there is a table for the week starting on Sun 9/28, with columns for Pay Code, Transfer, and Hours Worked for each day from Sun 9/28 to Sat 10/04, and a Total column.

- Once you approve a timecard you will see a new tab at the bottom of the page: “Sign off’s and Approvals”.
- Click this tab to view the action taken: time, user that approved the timecard, and approval start and end dates.

The screenshot shows the KRONOS Timecard interface. The 'SIGN-OFFS & APPROVALS' tab is selected, and a table is displayed. The table has columns: Action Taken, Date, Time, Amount, User, Start Date, End Date, and Comment. The 'SIGN-OFFS & APPROVALS' tab is circled in red. The main area displays the Timecard for a specific employee (Name & ID: test, David; TEST1) and a Time Period (Current Pay Period). Below the navigation, there is a table for the week starting on Sun 10/12, with columns for Pay Code, Transfer, and Hours Worked for each day from Sun 10/12 to Sat 10/18, and a Total column.

**NOTE:** Once you approve a timecard you will see a new tab at the bottom of the page; Sign off’s and Approvals. Click this tab to view the action taken, time, user that signed off on the time card, start and end dates.

**You cannot make changes to your timecard once you or your manager has approved that timecard.**

To view your other employees' timecards, click on the "My Genies" tab and click "Reconcile Timecard".

**MY GENIES** dropdown menu options:

- Pay Period Close
- Reconcile Timecard
- Shift Start
- Employee Leave Time
- Accrual Reporting Period
- Schedule Editor

**Timecard Data:**

Week starting:	Pay Code	Transfer	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Sun 3/29	Transfer					7:00	7:00	7:00		21:00
Sun 4/05	Transfer			7:00	7:00	7:00	7:00	7:00		35:00
Sun 4/12	Transfer			7:00	7:00	7:00				21:00

**ACCRUALS REPORTING PERIOD:**

Account	Pay Code	Amount
...021/E10601/JG Admissions NY AA6021/198452/00	REGULAR TIME	77.00

**ACCRUALS:**

Accrual Code	Balance on Selected Date	Units
ANNUAL VACATION ALLOTMENT	0.0 (+15.0p)	Day
PERSONAL DAYS	0.0 (+3.0p)	Day
VACATION ACCRUED-TO-DATE	0.0 (+5.5p)	Day

**AUDITS:**

Date	Start Time	End Time	Pay Code	Amount
Wed 4/01	9:00AM	5:00PM		
Thu 4/02	9:00AM	5:00PM		
Fri 4/03	9:00AM	5:00PM		
Sat 4/04				
Sun 4/05				
Mon 4/06	9:00AM	5:00PM		