Kronos Workforce Timekeeper™ v8.0

Time and Attendance - Managing Timecards

User Guide

Table of Contents

Using Kronos Workforce Time and Attendance

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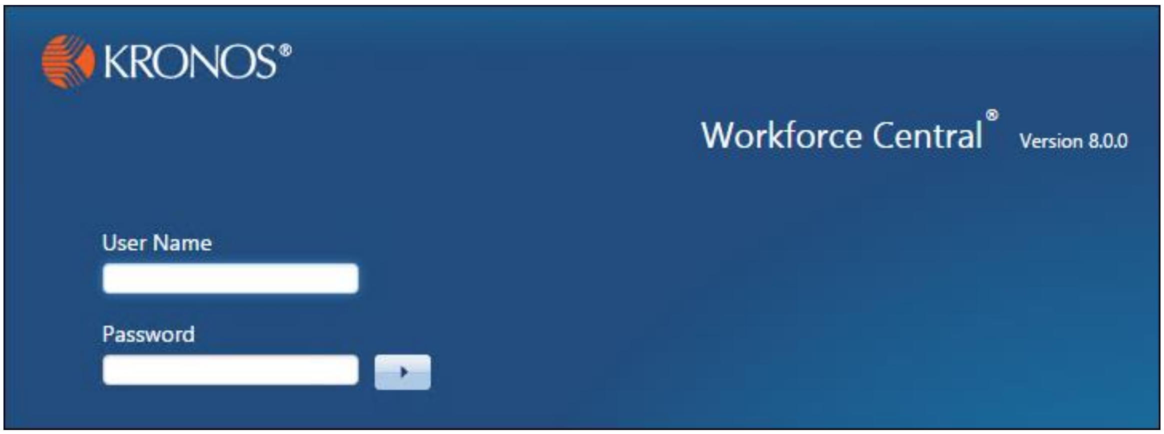
Basic Navigation

Logging on to Kronos

The Workforce Central logon page provides access to all features in the Kronos Workforce Timekeeper application to which you have been given access.

To access Kronos use the button on your Back Office Computer or Go To https://midcounties.kronos.net/wfc/logon. This will take you to the logon page.



Logging on to Kronos Workforce Timekeeper

1. Access the **Navigator** log on page.
2. Enter your **user name** and **password** in their designated fields.

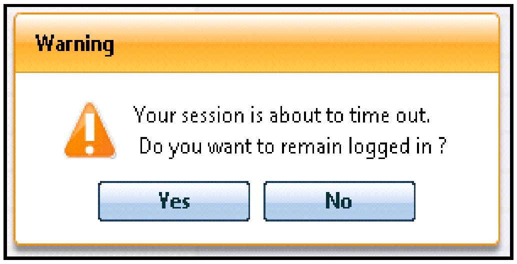
Your User Name and Password is the same as your Personal PC Log On. All colleagues who currently don't have a log on will be provided with their log on details.

3. Click the right-facing arrow or press the **Enter** key on the keyboard.

Using the Inactivity Timeout

The inactivity timeout screen appears if there is no user activity, such as saving or searching, for a set length of time.

When the timeout warning appears, click **Yes** to continue. If you are finished with your session, click **No**.



Signing Out

Signing Out of Workforce Timekeeper:

- Closes your session
- Signals to the application that you no longer require access to any of its components
- Prevents other people from accessing your information

To log off Kronos Workforce Timekeeper, click the **Sign Out** link.

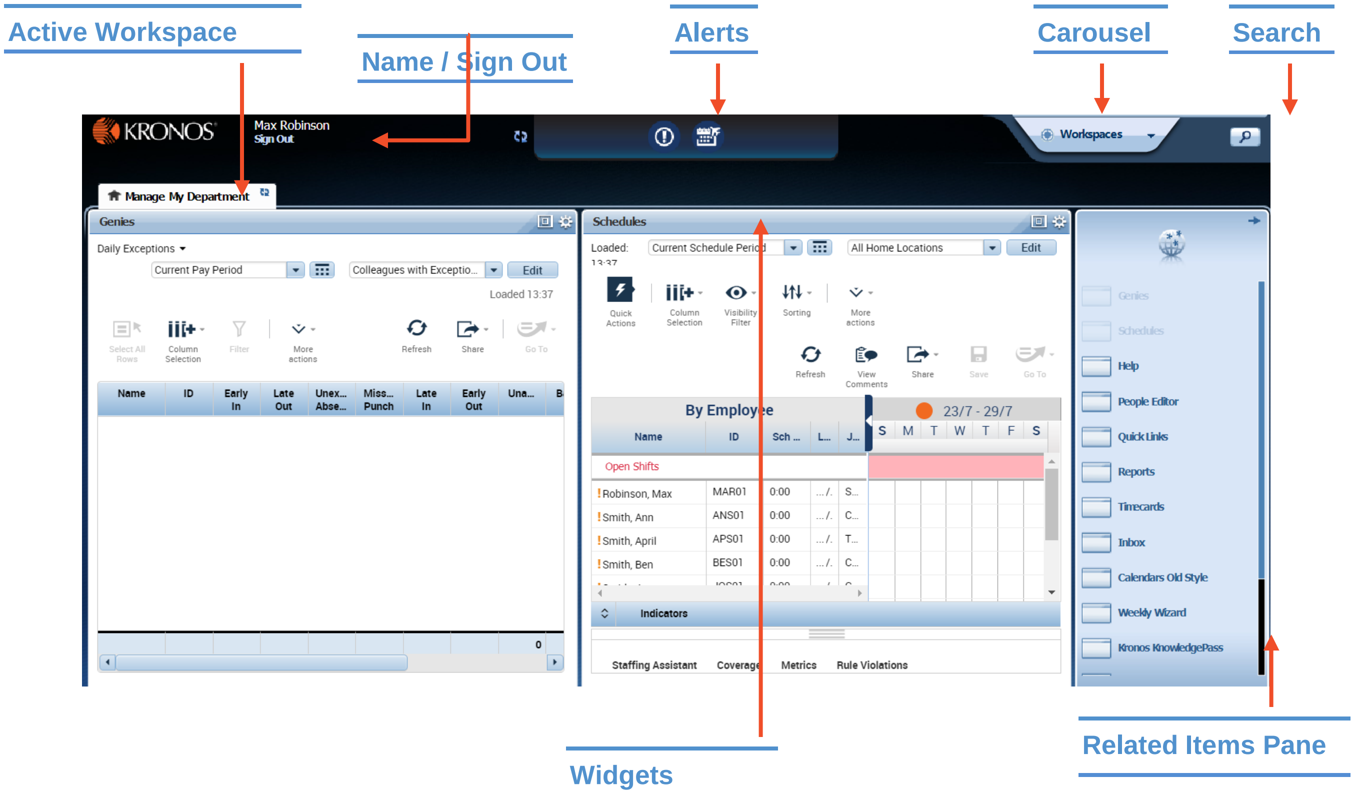
Example:

Basic Navigation

After you log on to the application, your Homepage appears. This is called your Navigator.

Parts of a Navigator

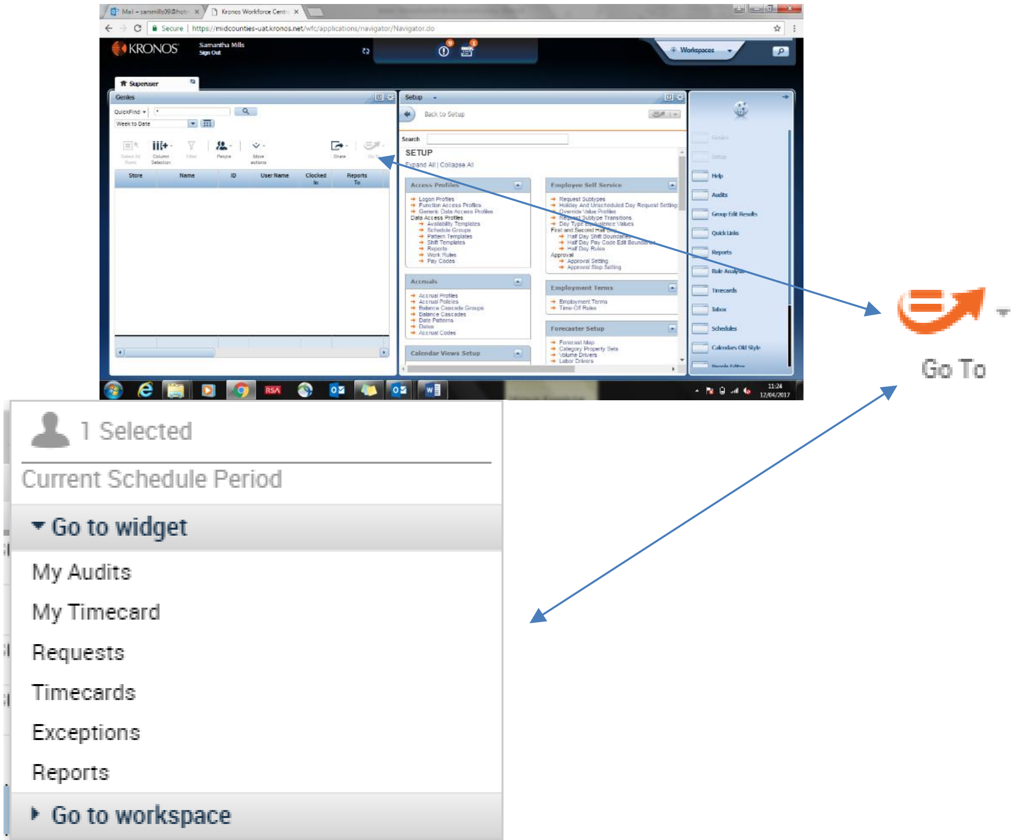
Navigators have many different parts. Each part of a navigator either provides you with information or helps you to perform a task.



Screen Area	Description
Active Workspace	A horizontal area at the top of the navigator that displays the currently opened workspaces as tabs. Click the Refresh icon next to the title to reload the workspace.
Name/Sign Out	Identifies the user and provides a link to log out of navigator.
Alerts	Displays issues that that require your attention.
Carousel	Container for one or more workspaces (Note: Carousel appears only if you have been assigned another workspace in addition to your home workspace.)
Search	Click to open the Search widget.
Workspaces	A work area made up of one or more views and the Related Items pane.
Widgets	A workspace can have one or more views. Views are holding areas for widgets, which are the task-oriented tools you use to view data and perform actions. In this example, there are two views, and each one currently holds a widget. When you need to work with a different widget, you can swap it into either view.

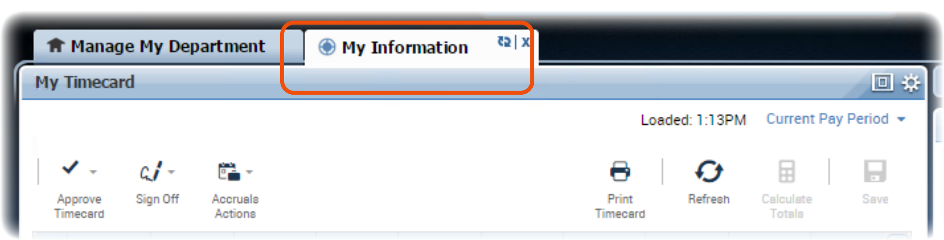
Using the GoTo Control/Widget

The Go To control will navigate you to other widgets within the workspaces. i.e.Timecards

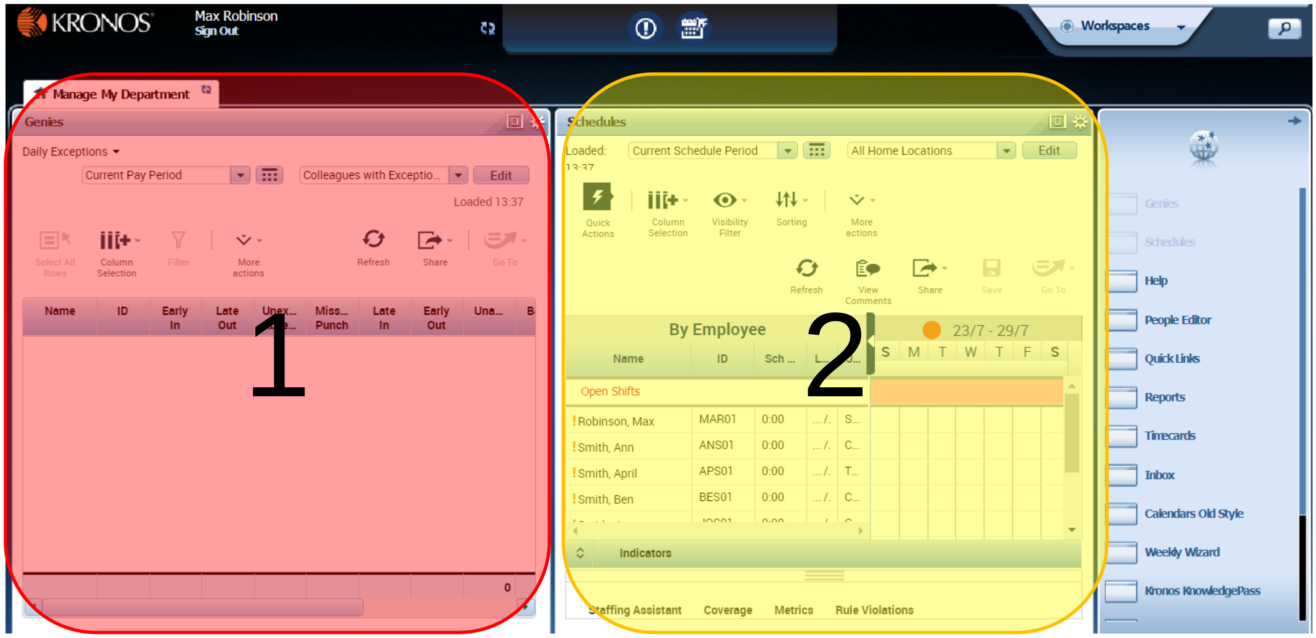


Workspace Tabs

Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view.



Your Homepage



1= Exceptions Genie – shows a list of colleagues with exceptions (missed punches, absence or late out/Early in) on their timecard for the current week

2 = Schedules Widget – the current schedules for your colleagues

Alerts

Exception Alert
Use the Daily Exceptions Genie to manage this rather than the alert

Request Alert
Indicates there are holiday requests awaiting approval or open shift requests

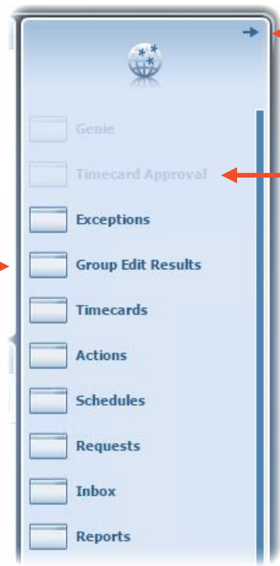
Opening Widgets

Within any workspace, you can access widgets and activate them by bringing them into your active workspace. To open a widget:

- From the Related Items pane, select a widget OR click a widget and drag it into your active workspace.

Activating a Widget

There are two ways to activate a widget in the Related Items pane
To add it to the current workspace, drag it out of the pane and release it over a widget in the workspace.
To work with the widget in a temporary workspace, click the widget while it is still in the pane.
To close that workspace later, hover over its tab and click the Close (X) button.



Closing the Related Items Pane

Click the right arrow to close the Related Items pane. When closed, click the left arrow to open it.

Active Widgets

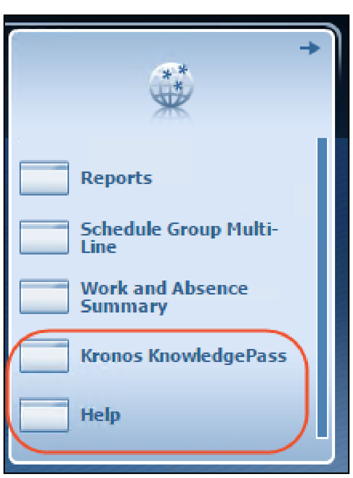
Widgets already in an open workspace appear grayed out in widget list.

Maximize/Restore Icons

Click to expand a widget in a primary view to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size.

Accessing Support in the Application

You can access support directly from within Kronos



.Using Help:

Help is your tool for on-the-job support.

- Use the **Contents** tab to scan through the table of contents for the applications(s) in the suite that you are using.
- Use the **Search** tab to search for a specific topic of interest.

Managing Timecard Exceptions

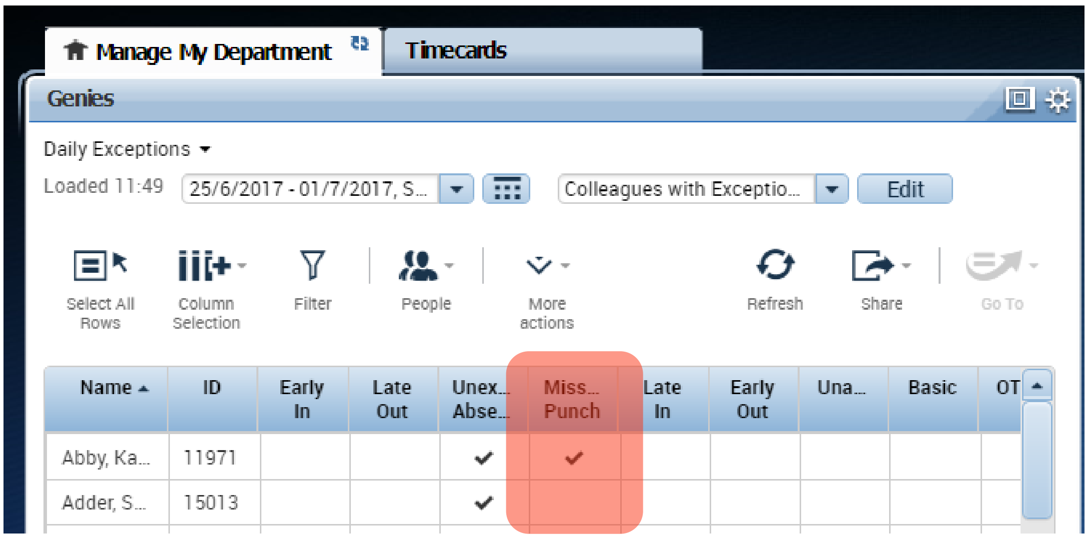
Your Daily Exceptions Genie

Your Daily Exceptions Genie provides you with a quick view of any exceptions on a colleague's timecard for the current week. You must action these exceptions.

The default view will be set to current pay period. Exceptions should be dealt with daily.

Black Tick = Exception to be reviewed

Green Tick = Reviewed exception

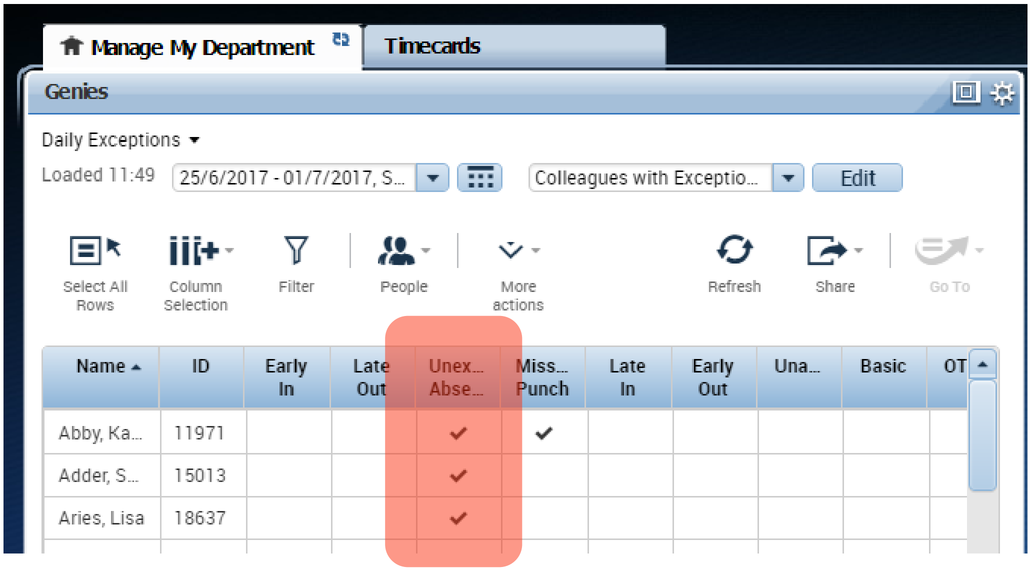


Managing Missed Punches

Missed punches could mean a colleague has forgotten to punch in or out or there has been a problem with the clock. The exception will be indicated by a black tick in the Missed Punch column. All exceptions will require attention from you to resolve.

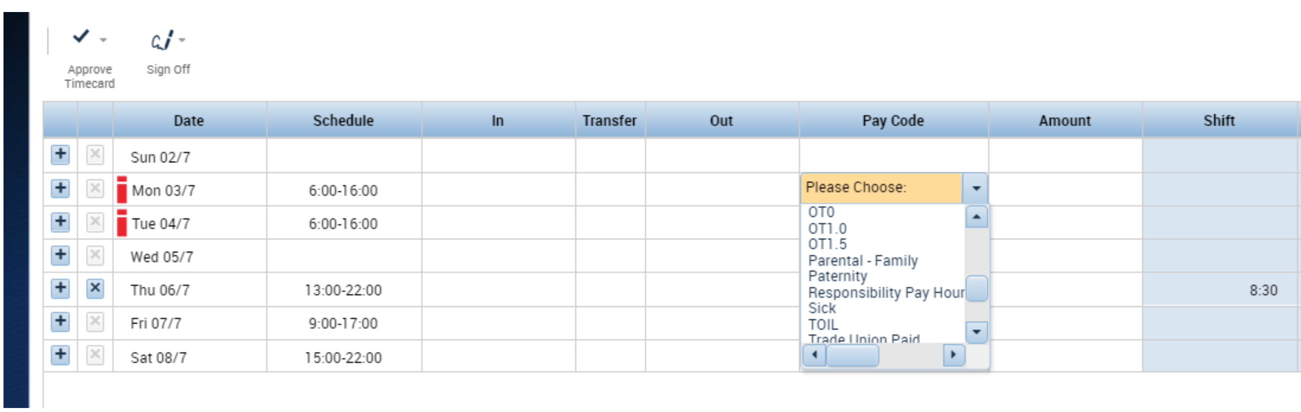
1. **Double Click on the colleague name** to go to the Timecard. You will see a Red Box indicating there is a punch missing.
2. **Type the time** the colleague should have clocked out e.g.1700 (24-Hour Clock - don't use a dot.)
3. **Right Click** on the field - Select **Comment -** Select an appropriate comment, or Manager Notes and free text comments.
4. Click **Save**

Recording Sickness Absence on the Day



In your Daily Exceptions Genie – you will see **Unexcused Absence -** indicating there is no punch in or punch out.

1. **Double-Click on the colleague** to load their timecard.
2. Click on the **Pay Code field** along the same line. This will show a dropdown box where you can select various options. In this example select **Sick**.
3. In the **Amount** column – **Enter the Amount of Hours Absent** – remember to deduct the unpaid break. *(E.g. Shift 900-1700 – inc. half hour unpaid lunch = 7.5 hours)*
4. Click **Save**



Note: Three day sickness rule – refer to policy. Managers should ensure that all notifications of sickness absence are recorded and reported in accordance with relevant sickness absence reporting requirements that exist currently, for example marking the colleague as absent on Topaz or Kronos. If a colleague is unwell at work and is unable to finish their shift the manager will need to record this as either:

Please refer to the PSG Sickness Policy for the latest policy.

Calculating Totals Before Saving Changes

In some cases, you may need to manually calculate the totals that were impacted by your edits before saving the data. To do this, perform these steps.

1. Complete the edits within the timecard.
2. Click **Calculate Totals**.
3. If you decide you do not want to save the edits after review the impacts, click **Refresh**.
4. If you decide to move forward with the edits, click **Save**.

Calculating totals will also update the summary of accruals. TOIL

You can see this view by clicking on the drop down bar in the image below.

Totals | Accruals | Debit-Credit

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Annual Leave	0:00	Hour	Sat 01/4 - Sat 31/3	0:00	0:00
Annual Leave Earned	8:51	Hour	Sat 01/4 - Sat 31/3	0:00	340:13
Birthday Hour	0:00	Hour	Sun 01/1 - Sun 31/12	0:00	0:00
Sick Balance	0.0	Day	Sun 01/1 - Sun 31/12	0.0	0.0

Adding Part-Day Sickness

We need to record Part-Day sickness in line with our Sickness policy.

When you are adding part day sickness there are two steps you need to complete:

- Amend the clock in times worked
- Add the paycode and amount of hours absent

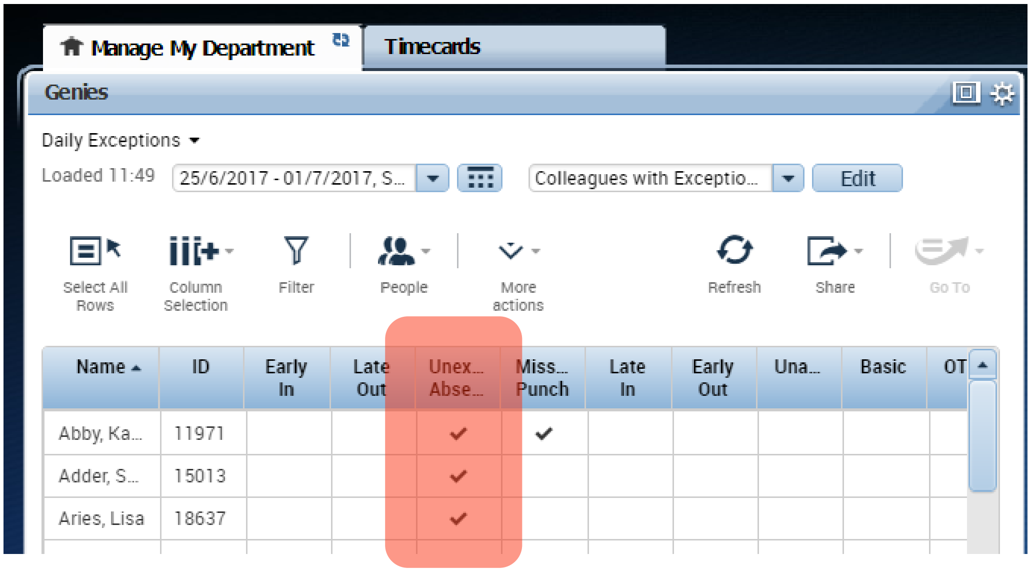
Example:

A colleague usually works 9-1630 they worked from 9-13.00 and then went home sick

1. **Amend the clock in** time to 13.00
2. Click the **Plus Sign** to add a new line
3. In the **Paycode** field > Select **'PDS'**
4. In the **Amount** Field > Enter the number of hours sick

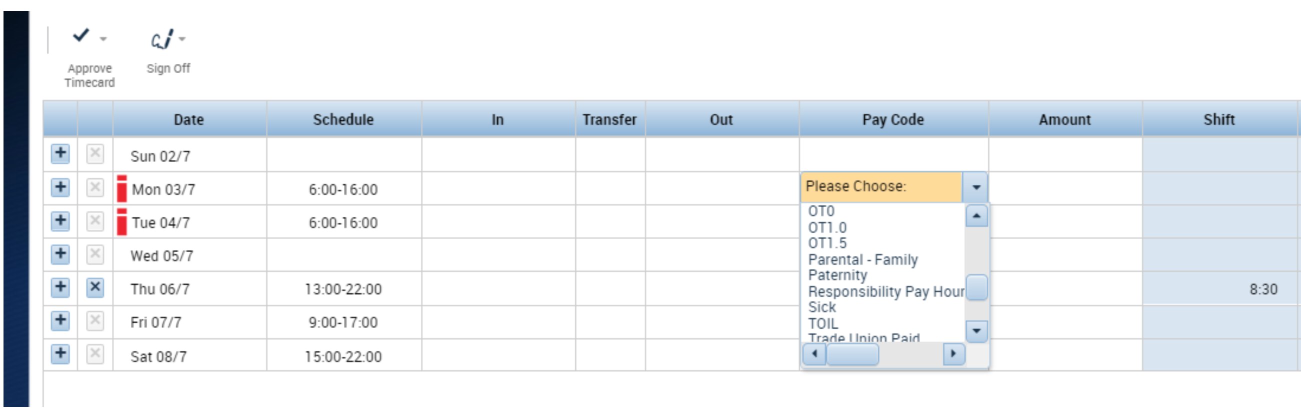
Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
Sun 30/7									
Mon 31/7	8:00-16:30								
Tue 01/8		13:00		16:30					
					Hospital Appointment	4:00			
Wed 02/8	8:00-16:30	8:00		16:30			8:00	8:00	15:30
Thu 03/8	8:00-15:30	8:00		15:30			7:00	7:00	22:30
Fri 04/8									22:30
Sat 05/8	8:00-16:30	8:00		16:30			8:00	8:00	30:30

Recording other Absence on the Day



In your Daily Exceptions Genie – you will see **Unexcused Absence -** indicating there is no punch in or punch out.

1. **Double-Click on the colleague** to load their timecard.
2. Click on the **Pay Code field** along the same line. This will show a dropdown box where you can select various options. E.g. Bereavement Leave, Authorised Absence, Doctors Appt
3. In the **Amount** column – **Enter the Amount of Hours relevant to the paycode**
4. Click **Save**



The Red Exclamation Mark will go blue

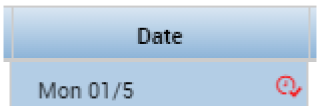
Managing Early in or Late out exceptions

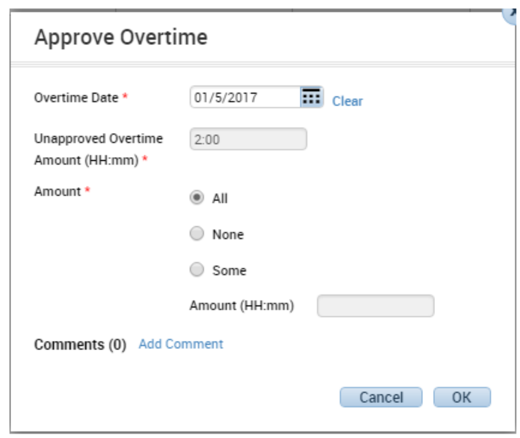
On your daily exceptions genie you will see early in or late out exceptions. You can either:

1. Authorise overtime
2. Decline to authorize the overtime & mark the punch as reviewed
3. Add to TOIL balance

Authorising/Rejecting Overtime

1. **Navigate to the timecard** with the Early In or Late Out Exception – by double clicking the colleague name
2. Then **Right Click with the red clock** in the date field as shown below.





3. Click on **Approve Overtime**
4. Complete the box choosing to **authorise all, some or none** of the hours

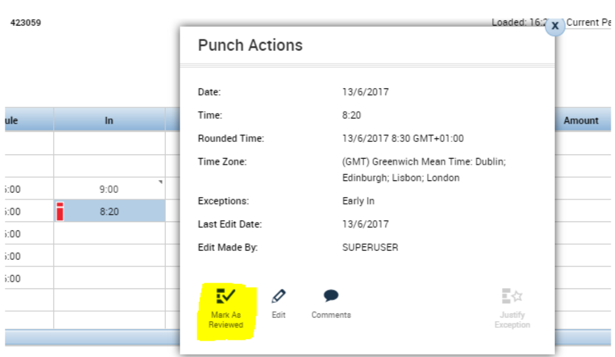
To Authorise Some (type the amount of hours you wish to authorize into the box) Please remember if you are only authorizing Some of the Hours, you need to amend the punch to reflect the actual time out.

5. Click **Add Comment**. **<u>You must always add a comment</u>**
6. Click **OK**
7. Click **Save**

You will know that it is authorised as the clock will turn from **Red** to **Green.**

The Red Exclamation will still be displayed on the punch box.

8. **Right Click on the box with the Red Exclamation**
9. Select **Mark as Reviewed**.



This will ensure that the exclamation goes green and the tick on the Exceptions Genie will go green indicating it has been dealt with.

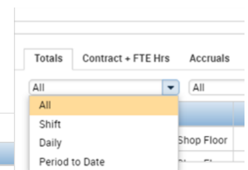
Adding TOIL Balance

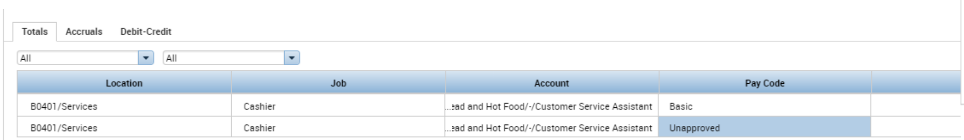
Important Note: Please refer to the Midcounties policy on TOIL which can be located on the PSG intranet page with regard to the banked TOIL allowance and the time period that colleagues must use the TOIL by.

You can only add TOIL at the end of the current pay period, as the system is configured to ensure that Basic Hours are paid first, before TOIL can be assigned. Therefore you are best to leave these exceptions until the end of the current week before reviewing

1. Approve the Overtime as above
2. Open the **Accruals** window at the bottom of the screen > Click on the **Total's** Tab

   On the accrual's tab you will see the **Basic Hours** and **Overtime Hours**



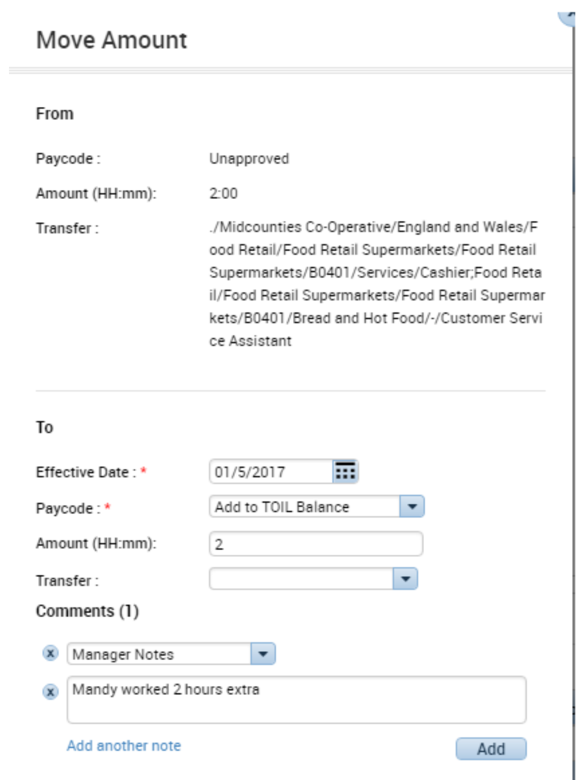


Only overtime hours can be moved to TOIL

3. **Right click on the OT paycode field** this opens up the Totals Action window.
4. Click **Move Amount**
5. From this window you can **select the Pay Code** – **Add to TOIL balance**
6. In **Amount** – Type the number of hours
7. Add **Comment**
8. Click **OK**
9. Click **Save**

   You will now be able to see the adjusted balance in the Accruals Window

   From this window you can also transfer hours to other stores using the transfer tab



Responsibility Pay

Responsibility pay is a payment which reflects the difference between a colleague’s current hourly rate and the rate of pay for the next management level above. The payment is made to colleagues who, having been authorised by both their Site Manager and District/Operations Manager as being able to competently perform the management role above their normal role, are called upon to fulfil that role in exceptional circumstances

You will add Responsibility Pay on a colleagues Timecard once they have worked the hours.

1. Within colleague timecard
2. Select the plus sign on the day when the hours were worked

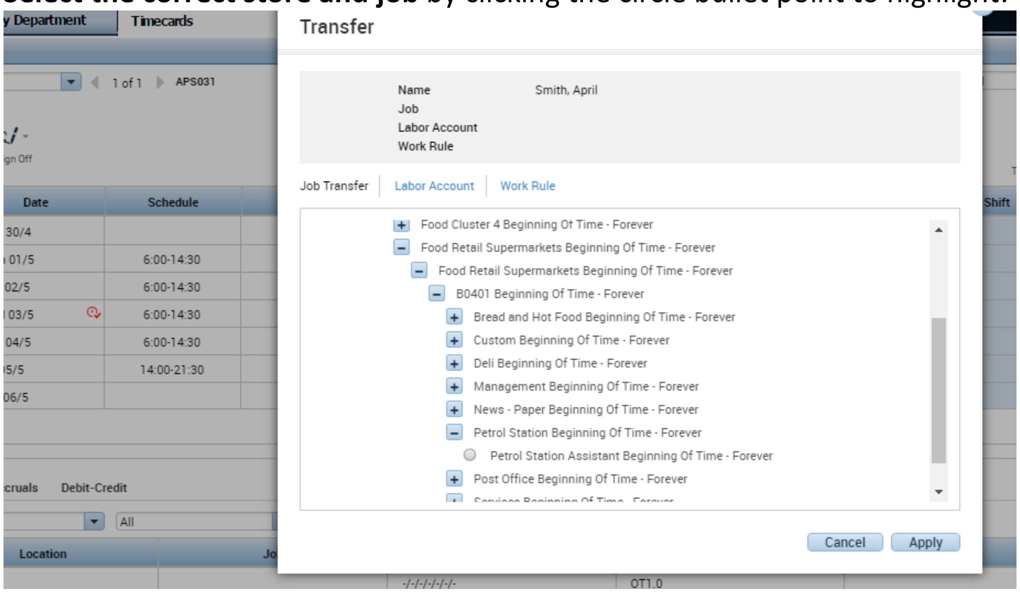
A new line is created.

3. On the new line, within the **Paycode** box select Responsibility Pay Hours from the drop down
4. In the **Amount** Box, enter the number of hours which were worked for responsibility pay.
5. Click **Save**

Transferring Colleagues

Using the Transfer Field

1. Navigate to the colleague's timecard
2. On the relevant day, click into the **Transfer** field.
   A list of your recently used Transfer locations will display in the drop down.
   If the job does not appear in the list, click Search.
3. Ensure you are in the **Job Transfer Tab**.
4. Expand the list of locations and jobs using the plus button
5. **Select the correct store and job** by clicking the circle bullet point to highlight.



6 Click **Apply**
7 One the Timecard Widget > Press **Save**

Finalising Timecards

Signing Off Colleague Timecards

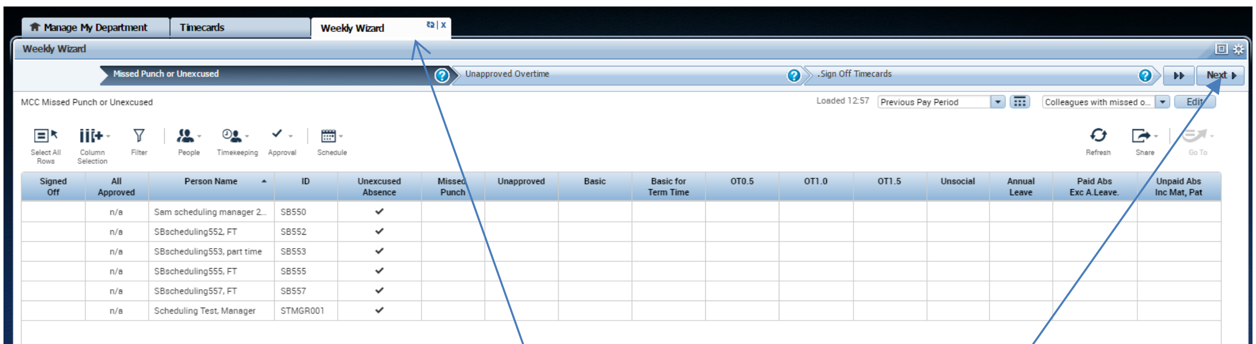
You need to validate that all colleague's timecards are ready for payroll processing and that you have approved all timecards.

Approving Employee Timecards Using the Weekly Wizard

There are four steps to the weekly wizard the first three are all actions you need to complete. The fourth stage will give you a completed summary of the signed off timecards.

- **Review** – missed punches and unexcused absence (you will have been managing this daily)
- **Review** – Authorise any unapproved overtime
- **Approve –** Approve the Timecard
- **Sign off** – Sign Off the Timecard - **must be completed by 10.00am Monday morning.**
- **Check –** Check Sign-Off has completed

1. Access the weekly wizard from the related items pane.



This view should be clear as you should be managing this on a daily basis

Stage 1 – Review Missed Punches & Absence- Colleague with outstanding missed punches or unexcused absence will be listed in this section of the wizard. Double Click on the colleague name to view their timecard and deal with the exception.

- Go back to the Weekly Wizard > Click Refresh

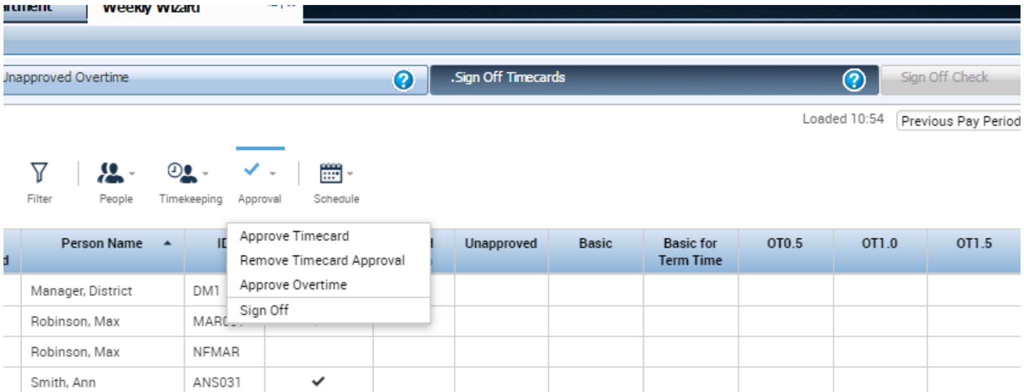
- Click the Next button to the right of the screen.

Stage 2. – **Review Late Out or Early In Punches (Overtime) –** Double Click on the colleague to navigate to their timecard and review the late out or early in punch. Or Click Select All Rows and Click the small arrows by the colleague name to navigate through each of the timecards with an exception on.

- **Go back to the Weekly Wizard > Click Refresh**

Stage 3 – Sign Off – Click Next in the wizard until you are on the Sign Off Tab.

- Click Select All Rows > Click **Approval** > Click **Sign-Off**



You must Sign-Off your Timecards to send them to Payroll for Processing.

Stage 5: Check the Sign Off is Complete

- Click **Next**

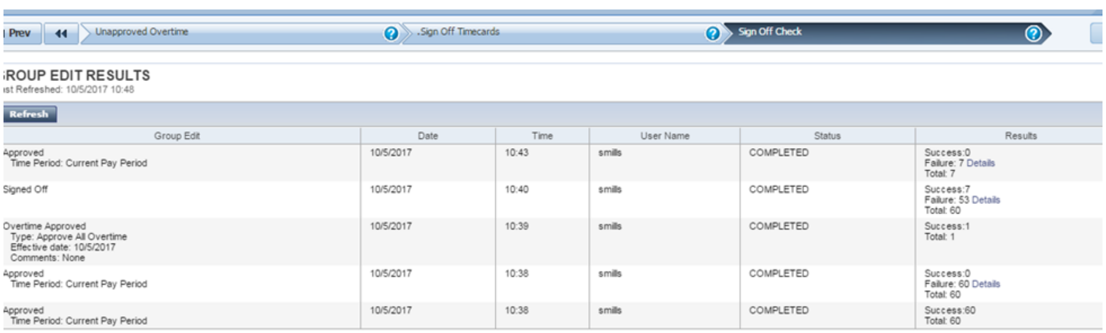
You will then see the results screen. It should say completed

IMPORTANT – Check the Results Column, if you see any failed. Click Details to see the issue.

Revisit Timecards

1. Go back through the Wizard > Correct errors > Save and Refresh the wizard.

2. Sign Off All Timecards Again > until you have all timecards successful

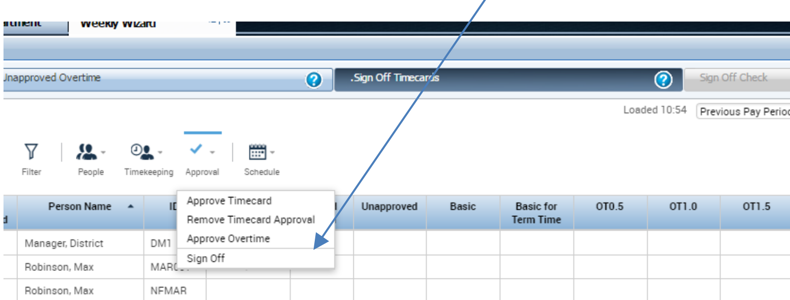


You will know if you have signed off your colleague's time cards correctly as their individual timecard background will change colour from white to grey and you will not be able to make any more changes to it. Timecards that have been approved but not signed off will be yellow. For managers who are approving their own timecard they will be green after approval.

Removing your Approval

After you apply an approval to one or more employee timecards you can remove it if you need to for any reason.

1. Click Approval icon > Remove Timecard Approval. Make any amends, and Approve Timecard Again



Historical Edits

If you realize there is an error on a timecard post sign off this will require a historical edit to be completed. Only the Workforce Management Team are able to complete historical edits. Therefore the following process must be followed:

1. Manager identifies missed or incorrect information
2. Complete the historical edits request form
3. Send historical edits request form to be signed off by leadership team member
4. Signed off form sent to Workforce Management Team
5. Historical Edit completed on the system and Manager notified
6. Manager review historical corrections tab on timecard and confirm

Delegating Authority

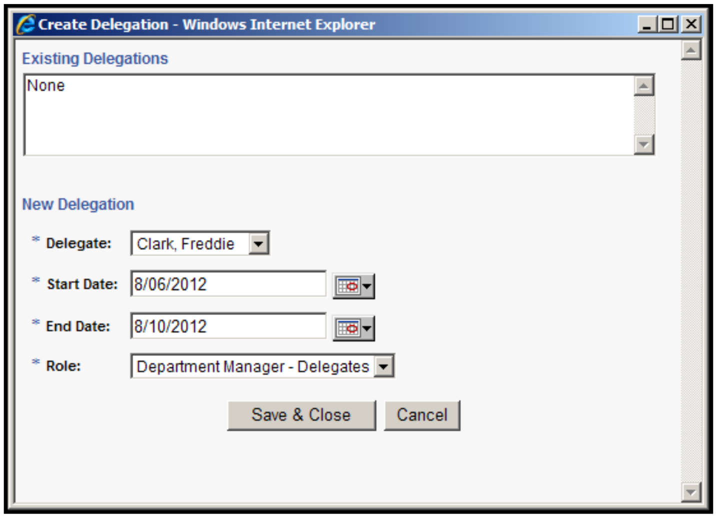
Delegating Authority

When you expect to be unavailable, because of annual leave or other absence, you can authorise another colleague to perform your Kronos tasks during your absence. **However, the colleague must have the same level of authorization or higher.**

Submitting a Delegation Request

To delegate to a colleague, you must select the colleague from a list of possible authorised managers or approved colleagues and submit a request including **the time period when you want the manager to act on your behalf.**

1. In the **Delegation widget**, click **Mgr_Delegation**.
2. From the **Delegate** drop-down list, select a name.
3. Enter the **Start** and **End** dates of the period.
4. From the **Role** drop-down list, select a role.

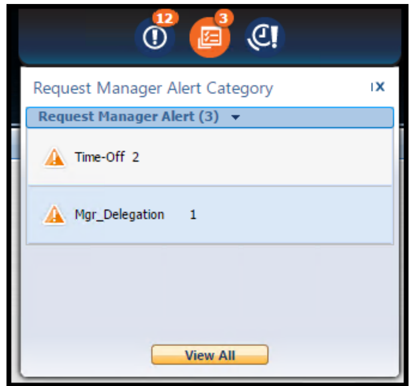


5. Click Save & Close**.**

Note:

You can cancel a delegation by accessing Mgr_Delegation again and removing the delegation.

Accepting or Declining a Delegation Request

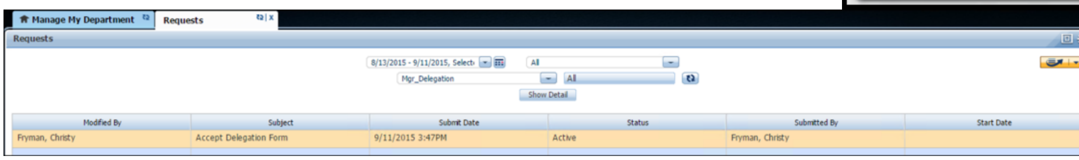


After you request that a colleague be your delegate, they can accept or decline your request. An alert will appear on the navigator main view page to the pending request.

1. Access the **Request Manager** widget.

   Note: You can click directly on the alert to access the Request Manager widget.

2. Double click the request or select the request and click **Show Detail.**



3. In the **Accept Delegation** window, select either **Accept Delegation** or **Decline Delegation**.
4. (Optional) Enter a comment that will be sent to the delegator.
5. Click **Save & Close**.

   Note: Kronos automatically sends a message to the delegator to confirm that you have accepted or declined the delegation request.

Switching roles

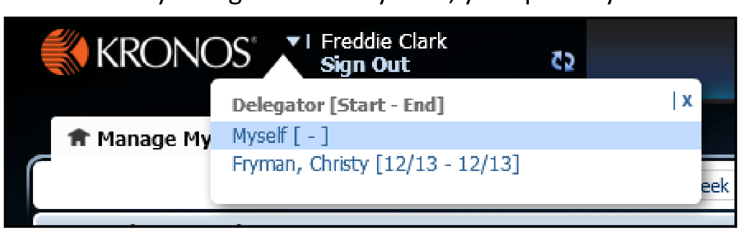
You can switch roles and perform tasks as the delegator at any time from the start date until the end date. In other words you can access your own cost centre and the one you have been delegated to oversee and authorise.

Note:

After accepting a delegation for today, you must sign out and log back in again before you can act as the delegate.

1. Click the **Delegate Authority** icon found to the left of your name.
2. Select the delegator whose tasks you want to perform.

   Note: When you log on to the system, your primary role will default



The Welcome message now displays your name *and* the name of the person whose role you have assumed.