Kronos Workforce Timekeeper™ v8.0

Time and Attendance - Managing Timecards

SOCIETY

User Guide

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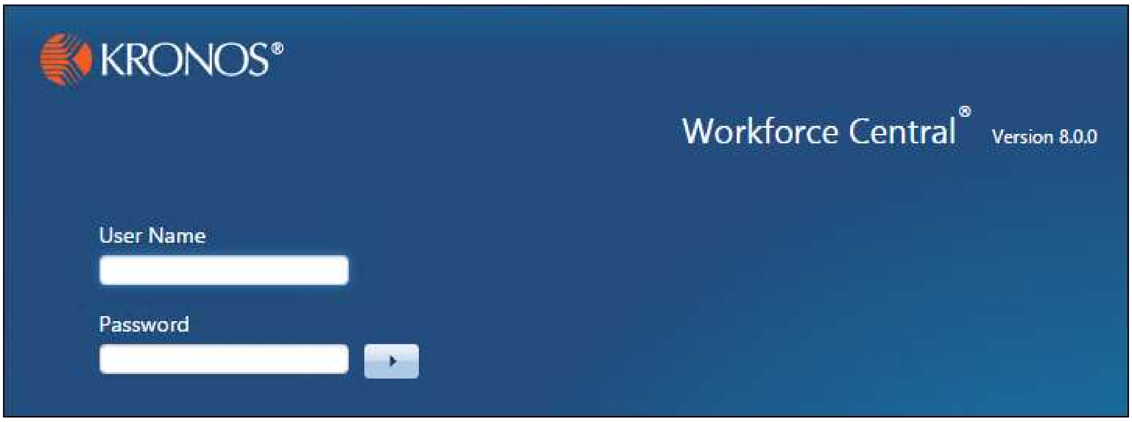
Using Kronos Workforce Time and Attendance

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.

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

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**.

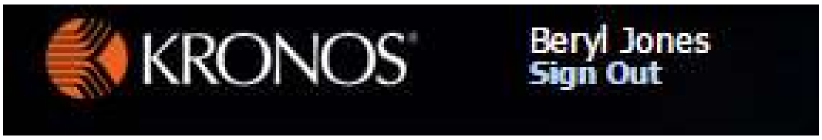
Signing Out

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

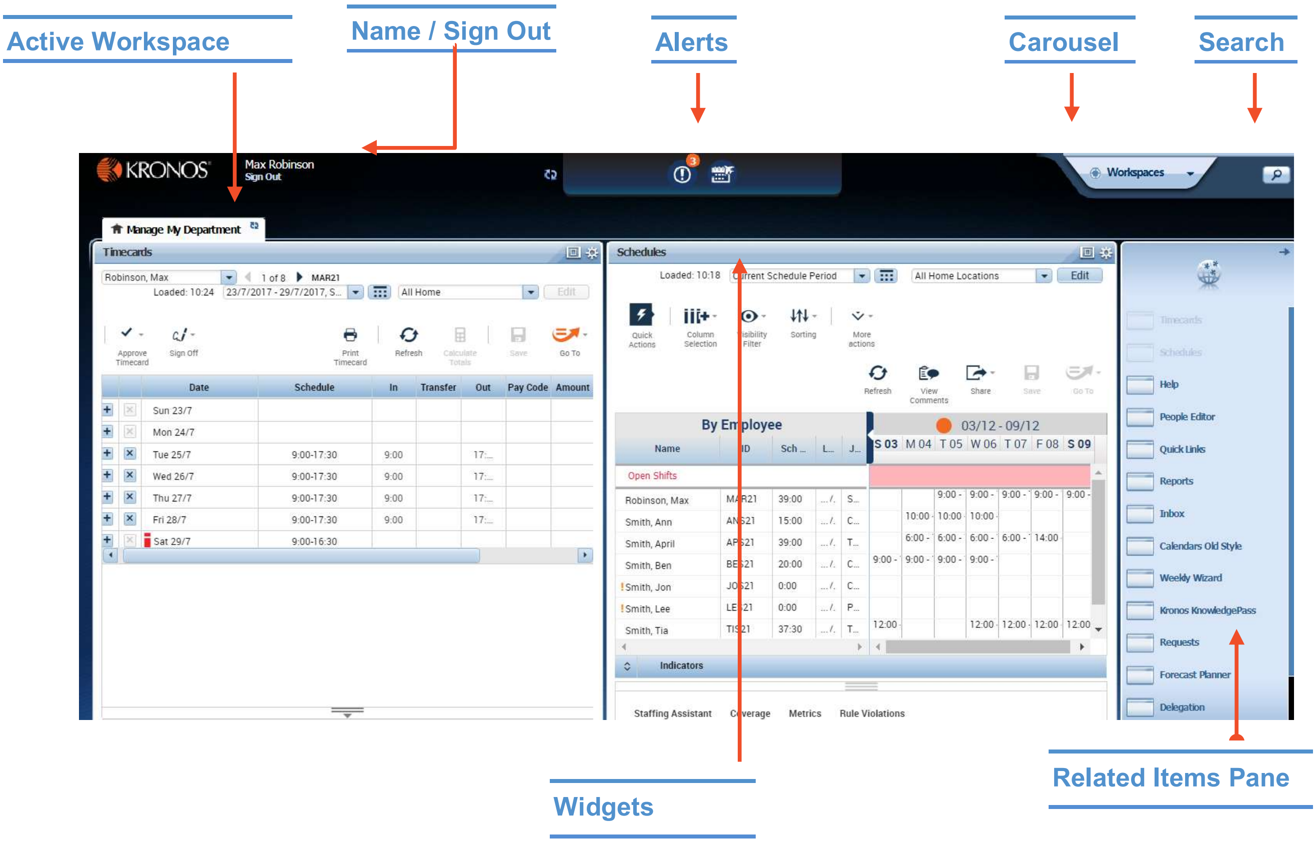
To log off Kronos Workforce Timekeeper, click the **Sign Out** link.

Example:



Basic Navigation

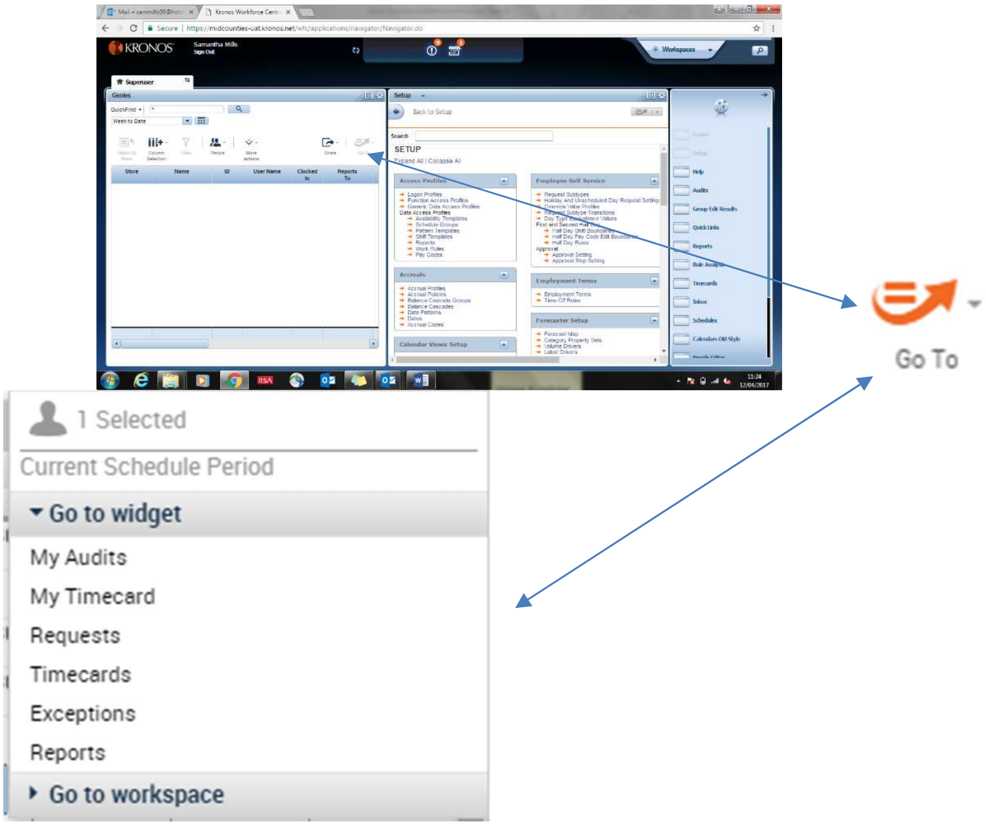
After you log on to Kronos, your Homepage appears.



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 tab or window that you can complete a function in
Related Items Pane	A list of Widgets that you can open

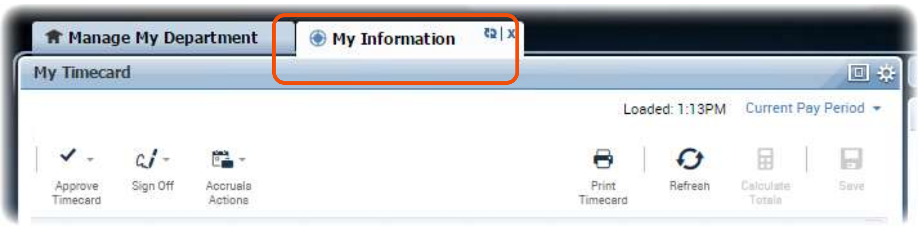
Using the GoTo Control/Widget

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



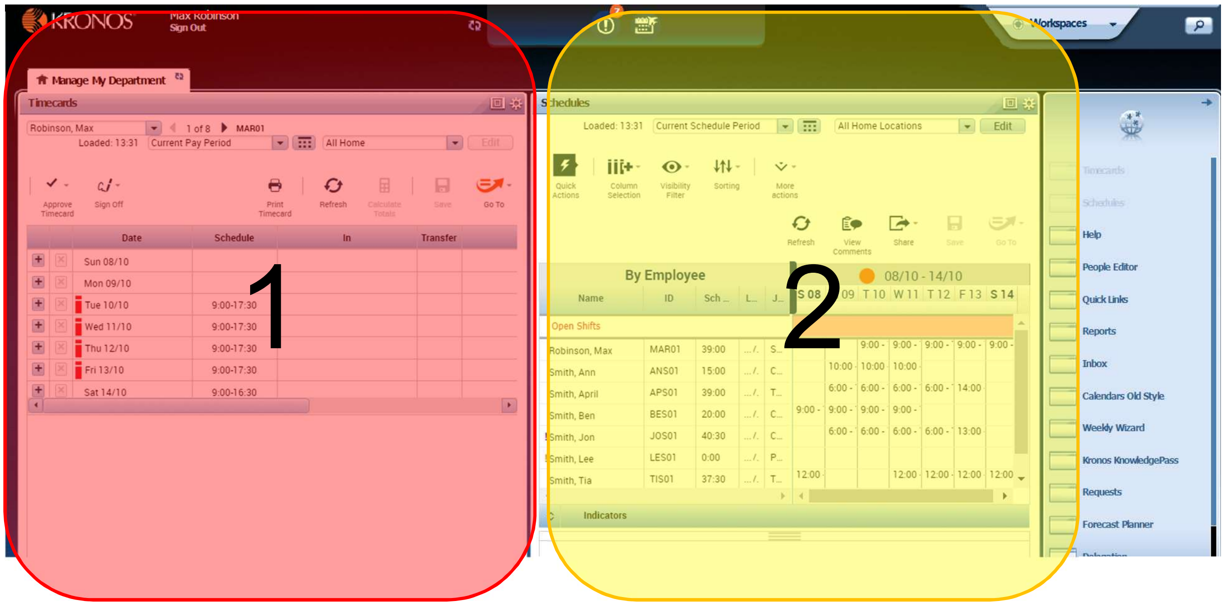
Workspace Tabs

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



Closing the Carousel

Your Homepage



Timecards Widget = Shows you the timecard for the current week for your colleagues

2 = Schedules Widget – the current schedules for your colleagues

Opening Widgets from the Related Items Pane

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

- Click on the Widget to open in a new tab
- Click on an Item from the Related Items Pane and Drag and drop it over an existing window.

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.

Colleague Setup

Your Colleague Setup Tasks

1) Create a Contract Schedule
2) Create a Manual Schedule
3) Select a Work Break Rule
4) Add any pre-booked time-off

Creating a Contract Schedule

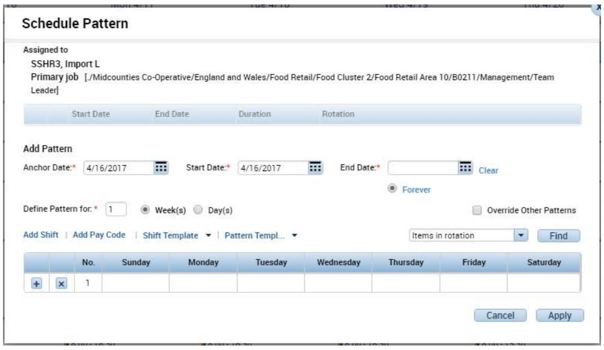
A contract schedule is pattern of hours that sickness and annual leave is calculated against.

1. From the **Schedules** Widget
2. Go to **View** > From the drop-down menu **By Employment Terms**

IMPORTANT – you must change the view on schedules drop down to **BY EMPLOYMENT TERMS**

3. Right Click on the Colleague's Employee Number > Select **Schedule Pattern**

This will open the schedule pattern window.



Complete as below:

a. **Anchor Date:** Date the pattern should begin (must be a Sunday Date)
b. **Start Date:** Same as anchor date
c. **End Date :** Mark as **forever**
d. **Define Pattern**: enter a number, which will define the length of the schedule e.g. 1 week, 2 week etc. A colleague working every other Sat would have a 2 week schedule.
e. **Complete each field under the day with the shift times** e.g. 800 – 1500
Please use 24 hour clock format

Using Pattern Templates

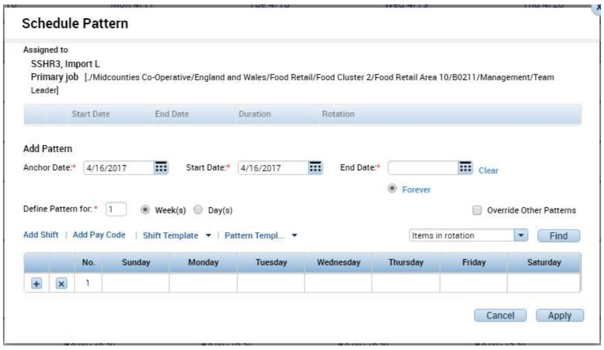
There are some pattern templates set in the system, for commonly used pattern of hours. You can select a Pattern Template from the Pattern Template drop down menu e.g. 600-1400. You can then still edit the pattern.

Setting up a Manual Schedule for the first time

A manual schedule pattern is a colleague's usual pattern on hours. The schedule pattern must match the contract hours after any unpaid breaks have been deducted.

1. After creating the **Contract Schedule** go to the line below
2. Right Click on the Colleague's Name > Select **Schedule Pattern**

This will open the schedule pattern window.



Complete as below:

- **a. Anchor Date:** Date the pattern should begin (must be a Sunday Date)
- **b. Start Date:** Same as anchor date
- **c. End Date :** Mark as **forever**
- **d. Define Pattern**: enter a number, which will define the length of the schedule e.g. 1 week, 2 week etc. A colleague working every other Sat would have a 2 week schedule.
- **e. Complete each field under the day with the shift times** e.g. 800 – 1500
  Please use 24 hour clock format

		No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	×	1	8-15	6-14					

Cancel Apply

3. Click **Apply**

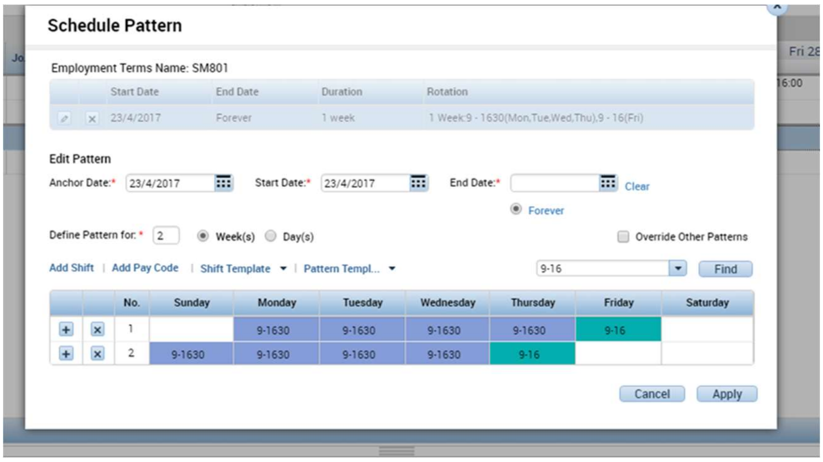
Please note: These hours should include breaks. I.e. if a colleague works has a half hour unpaid break and is contracted to 8 hours, their schedule should be 8-1630, inclusive of the unpaid break, which will be deducted by the system.

This is the schedule that the system will assume has been worked unless you amend their timecard before Payroll Processing. You can manage any exceptions to this schedule on the colleague's timecard.

4. You can check the total hours that have been calculated in the third column in the Schedules Screen

By Employee		
Name	ID	Sch Hrs.
AM 322 TEST OT1....	AM322	20:00
AM 323TEST OT1....	AM323	20:00

Example of a 2 week rolling Schedule



Editing a Schedule

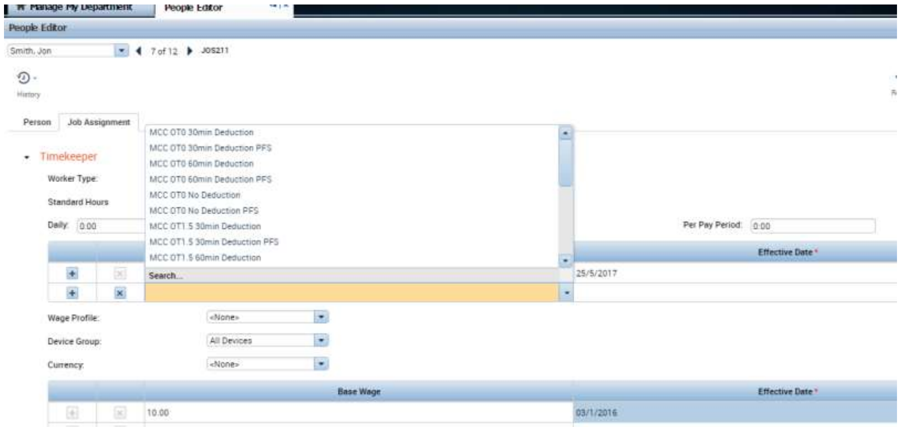
1. In the **Schedule Widget** > **By Employment Terms View** > **Right Click on the Colleague Name**
2. Click **Schedule Pattern**
3. Click on the pencil icon to edit an existing pattern

Adding a Work Break Rule

A work break rule defines any unpaid break that will be applied to the colleague's schedule. It also defines the overtime payments that a colleague is entitled to.

1. Open the **People Editor Widget** from the Related Panes
2. You can select a colleague using the drop down or arrows at the top right.

3. Click on **Job Assignment Tab** > Expand the **Timekeeper** Section
4. In the **Pay Rule tab** – this will reveal a drop down box so you can select the correct work break rule.
   IMPORTANT: You must select a PFS rule – This means Pay from Schedule
5. Complete the **effective date** – today's date



Work Rule	Definition
MCC OT0 30min Deduction PFS	Colleague not paid overtime payments & 30 minute unpaid break
MCC OT0 60min Deduction PFS	Colleague not paid overtime payments & 60 minute unpaid break
MCC OT0 No Deduction PFS	Colleague not paid overtime payments & paid breaks
MCC OT1.5 30min Deduction PFS	Colleague paid at Time and a half for overtime with 30 minute unpaid break
MCC OT1.5 60min Deduction PFS	Colleague paid at Time and a half for overtime with 60 minute unpaid break
MCC OT1.5 No Deduction PFS	Colleague paid at Time and a half for overtime with paid break
TTO OT1 30min Deduction PFS	Term Time Only Colleague, paid at time, 30 minute unpaid break
TTO OT1 60min Deduction PFS	Term Time Only Colleague, paid at time, 60 minute unpaid break
TTO OT1 No Deduction PFS	Term Time Only Colleague, paid at time with paid break

Adding Time-Off

Adding Time-Off in advance will reduce the number of exceptions to manage on the timecards for your colleagues.

Using the Quick Actions Toolbar

1. In the **Schedules Widget** > Navigate to view the correct week using the date selector
2. Click on **Quick Actions Toolbar >** This is reveal a new tool bar
3. Click on **Paycode** > Select the correct paycode from the list e.g. Annual Leave

You will notice your cursor changes

4. **Click on the shift** for the person you wish to apply the paycode to
5. Click on **Paycode** to toggle off the quick action
6. Click **Save**

Managing Time-Off Requests

Managing Time Off Requests

The Kronos System allows our colleagues to use the Self-Service Function to request holiday through the Kronos Mobile App or the PC portal.

View Accruals Balance

Before authorising time-off you should check your colleague's accrual balance. An accrual is a number of hours that increase as earned. We have accrual balances for holiday and TOIL. You can view how much holiday and TOIL a colleague has taken and how much they have left.

You can view a balance in the Schedules Screen

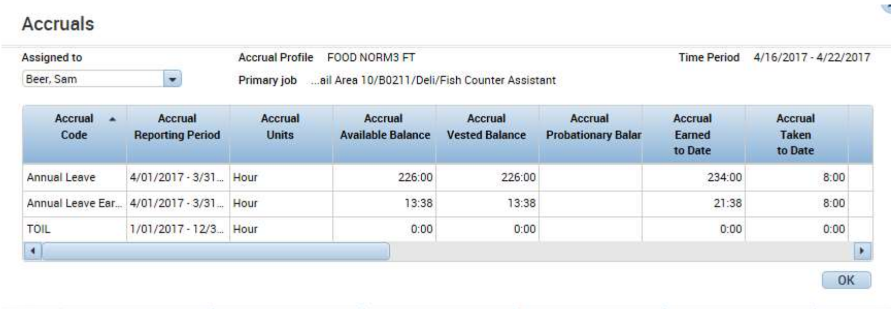
1. In the **Schedule Widget** > **Right Click** on a Colleague **Name**
2. Select **More Actions**
3. Select **View Accruals**

This will open the Accruals Window, where you will see Available Balance and Taken to Date

You can also view a balance in the **Request Manager.**

1. In the Request Widget (accessed from the related panes, or alerts)
2. Highlight a colleague request
3. In the lower half of the screen the accruals balance will display.

Please Note: Colleagues will see their Holiday and TOIL balance



Accruals

Assigned to: Beer, Sam

Accrual Profile: FOOD NORM3 FT

Primary job: ...ail Area 10/B0211/Deli/Fish Counter Assistant

Time Period: 4/16/2017 - 4/22/2017

Accrual Code	Accrual Reporting Period	Accrual Units	Accrual Available Balance	Accrual Vested Balance	Accrual Probationary Balar	Accrual Earned to Date	Accrual Taken to Date
Annual Leave	4/01/2017 - 3/31...	Hour	226:00	226:00		234:00	8:00
Annual Leave Ear...	4/01/2017 - 3/31...	Hour	13:38	13:38		21:38	8:00
TOIL	1/01/2017 - 12/3...	Hour	0:00	0:00		0:00	0:00

OK

There are two main ways time-off requests can be recorded

1) **Colleague Self-Service** – This request is completed within the system, on the clock or on the app by the colleague and will come through to you on a request notification
2) **Manual entry** - By yourself on behalf of the colleague

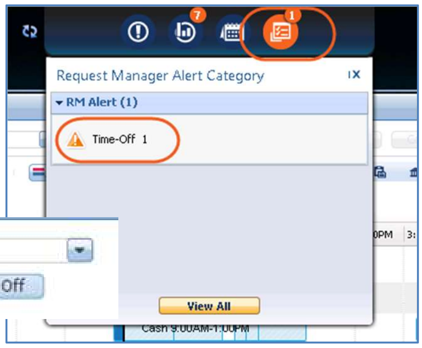
Please Note: All requests should be encouraged to be sent through Colleague Self-Service.

Managing a Time-Off Request from Self-Service

Your colleagues must request time-off via the portal or the Kronos App. When they do this it will come through for your authorisation. An alert will appear as seen below.

Approving/Rejecting Self-Service Time-off Requests

You will need to action all self-service time off requests. Once authorised the time-off will be added to any future schedules.

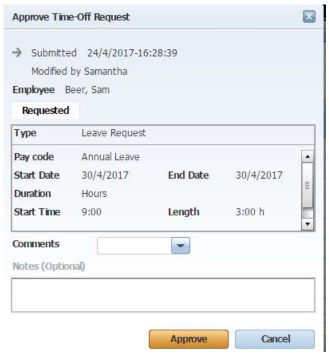


Click on the **Request Alert**

1. From the drop-down list, you will see how many requests you have to action
   To view the schedules and requests, so you can check whether you have other colleagues on holiday, drag the Requests widget over the Genies widget so you have a split

   screen.

This will open the full Request Window, where requests will be listed.



2. Click to **highlight** the colleague request.

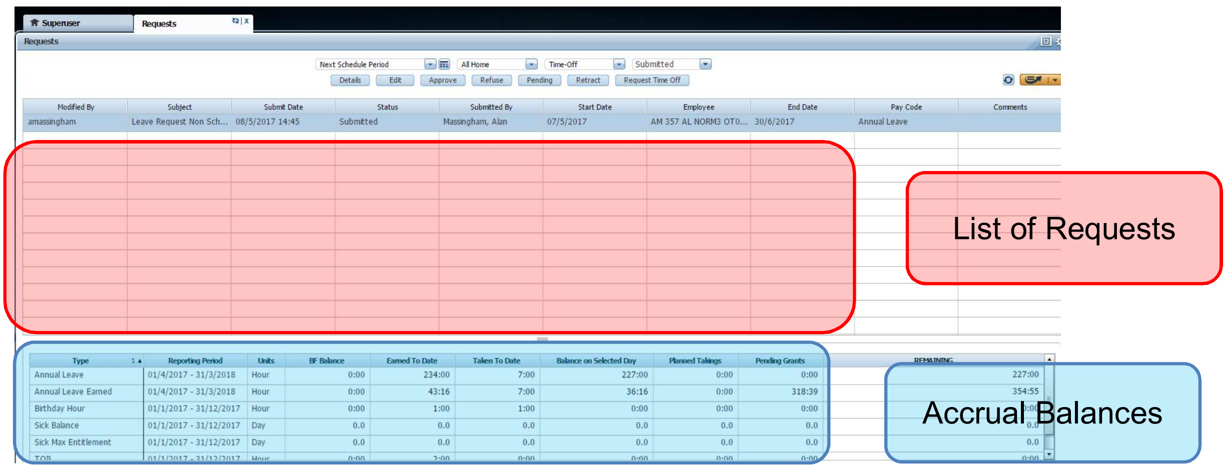
View the available accrual balance in the bottom section of the screen.

3. **Review** the full details of the request
4. **Highlight** the **line**
5. Select **Approve** or **Refuse**

The relevant window will open

6. **Add Comments** if Refusing
7. Click **Approve**/**Refuse**

Your colleagues will be alerted when you have actioned their request, via their Kronos Inbox



Paycodes

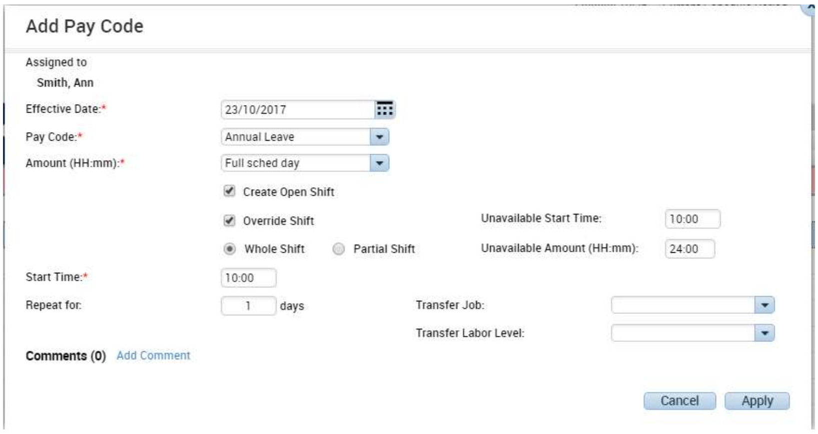
You will use Paycodes for the following purposes:

- To indicate absence
- To indicate additional pay
- To indicate hours banked as TOIL

Manually Entering a Time-Off in advance

You will need to add a pay code to the schedule to record absence you know about in advance. For example holiday, appointments, birthday hour, TOIL..

For further guidance on which Paycode to use, please refer to the Policies Guidance on the Kronos Intranet Pages



1. In the **Schedules Widget** > Navigate to view the correct week > Right click on a correct shift
2. Select **Add Pay Code**.

   The Add Pay Code Window will open
3. Confirm that the correct **Effective Date** appears > Amend as needed
4. From the **Pay Code** drop-down list, select the applicable pay code.
5. In the **Amount** field, select **Full Scheduled Day** or **Half Scheduled Day** or **over type with an exact amount** e.g. 3:00

   Please note: you should not add sick to a future schedule.
6. Leave Override Shift as ticked
7. Select either **Full Shift** or **Partial Shift**
8. Amend the Unavailable Amount to 0.00 (otherwise the colleague will not be able to be scheduled for a shift for 24.00)
9. In the **Start Time** field, enter start time for the pay code. E.g. when the colleague is going to be off
10. In the **Repeat for** field, enter the number of consecutive days to schedule this time-off.

    Optional – Your can add comment to explain the reason for time-off
11. Click **Apply** and then click **Save**.

Manually Entering TOIL into a Schedule

You can authorise colleagues to use TOIL and manually add this time-off to the schedule.

You will first need to check they have TOIL to use by viewing their Accrual Balance page13. You will not be able to add TOIL, if your colleague has no banked TOIL balance.

1. In the **Schedules Widget**
2. Locate the **appropriate date** by navigating to the correct week
3. Right Click on the shift > Select **Add a Pay Code**
4. Confirm the effective date
5. From the Pay code list select **TOIL**

IMPORTANT NOTE: You must use TOIL Paycode when using TOIL, and Add to TOIL Balance when earning TOIL

6. In the **Amount field** enter the **number of hours**, or select full scheduled day.
7. Leave Override shift and create open shift ticked
8. Enter a **Start Time**
9. Click **Apply** and **Save**

Managing Timecard Exceptions

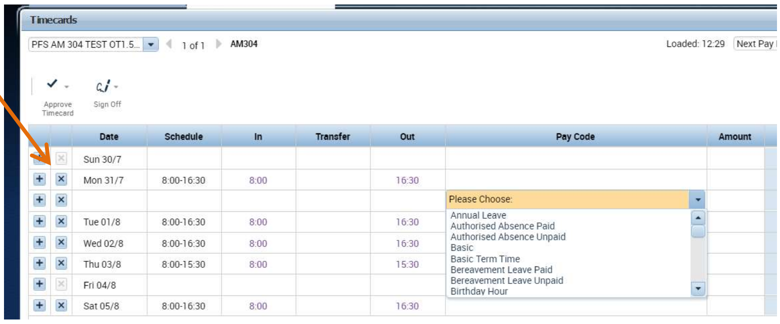
Recording Full- Day Sickness Absence on the Day

You must complete 2 steps to record sickness:

*Delete the Assume Clock in times

*Add the Paycode Sick

1. In the **Timecards Widget** > Find the **correct colleagues Timecard**
2. Locate the correct day > Click on the **x** to delete the clock in times
3. From the PayCode Field > Select **Sick** from the drop menu
4. In the Amount – **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)*
5. Click **Save**



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.

5. Click **Calculate Totals**.
6. If you decide you do not want to save the edits after review the impacts, click **Refresh**.
7. 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.

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

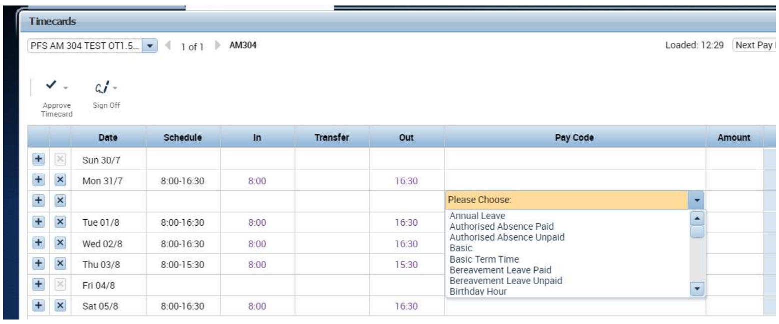
Example:
A colleague usually works 9-1630 they worked from 9-13.00 and then went home sick

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

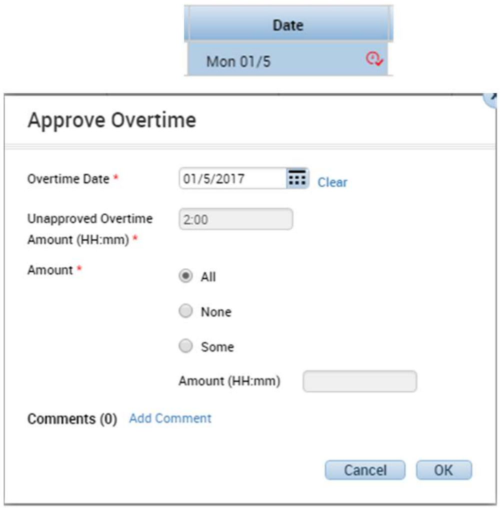
Adding Annual Leave into a Timecard

1. In the **Timecards Widget** > Find the **correct colleagues Timecard**
2. Locate the correct day > Delete the clock in times
3. In the PayCode Field > Select **Annual Leave** from the drop menu
4. In the Amount – **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)*
5. Click **Save**



Authorising/Rejecting Overtime

1. **In the Timecards Widget > Find the correct colleague**
2. **Amend the In or Out Time (to add the additional hours)**
3. **Click Save**
4. **You will see a Red Clock Appear next to the date**
5. Right Click on the Red Clock
6. Select **Approve Overtime**
7. Complete the box choosing to **authorise all, some or none** of the hours



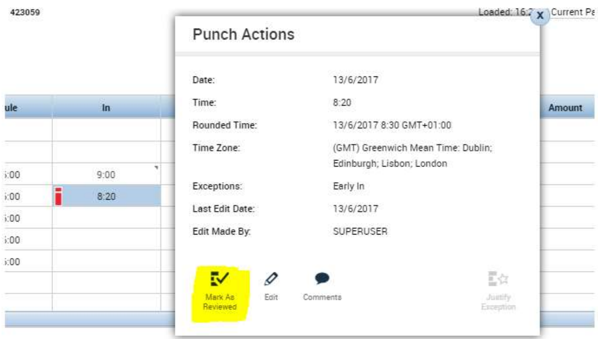
To Authorise Some (type the amount of hours you wish to authorize into the box) Please remember if you are only authorizing Some of the Hours, you need to amend the punch to reflect the actual time out.

8. Click **Add Comment**. <u>**You must always add a comment**</u>
9. Click **OK**
10. 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 in/out box.

11. **Right Click on the box with the Red Exclamation**
12. Select **Mark as Reviewed**.



Adding Overtime to 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.

Only overtime hours can be moved to a TOIL balance

1. Approve the Overtime as above
2. On the timecard ? click to highlight **SATURDAY**
3. Open the **Accruals** window at the bottom of the screen > Click on the **Total's** Tab
4. On the accrual's tab you will see the **Basic Hours** and **Overtime Hours**

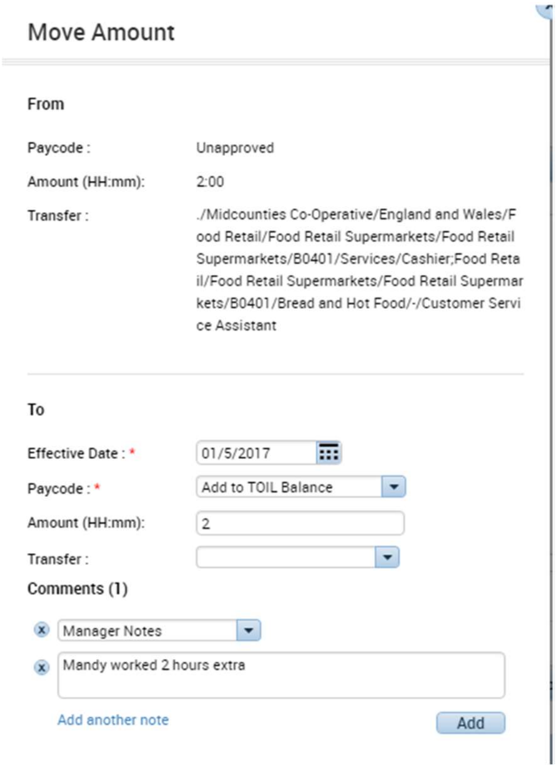

Totals Accruals Debit-Credit

Location	Job	Account	Pay Code	Amount	Wages
B0401/Services	Cashier	...ead and Hot Food/-/Customer Service Assistant	Basic	7:30	$0.00
B0401/Services	Cashier	...ead and Hot Food/-/Customer Service Assistant	Unapproved	2:00	$0.00

Only overtime hours can be moved to TOIL

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

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



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.

It will always default to the Job Transfer Tab

3. You need to click to the **Labor Account Tab**

Complete the relevant field

Not all fields need to be complete, *Store* will be the most commonly used:

Please use a dash in any fields you have not used.

a. Division

b. **Store -** Use Smart Search start typing store number

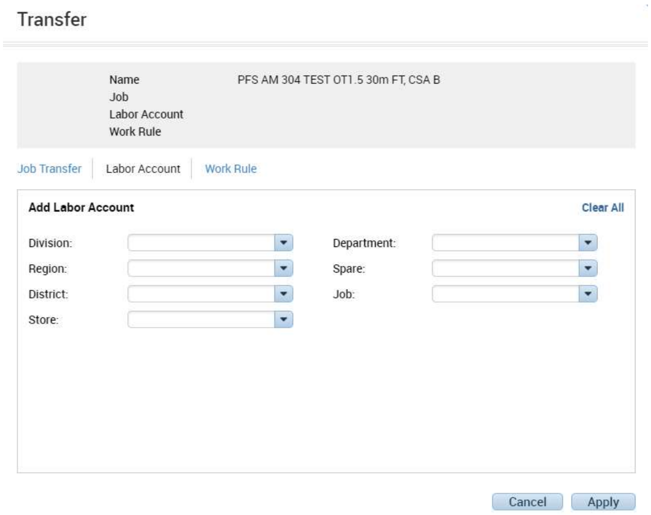
IMPORTANT: Ensure that for any field you wish to leave blank you select the dash (- -)

4. Click **Apply**.
5. Click **Save**
6. Check the lower half of the screen

If you need to change the pay rule that is applicable for this shift

a. Select the Work Rule Tab in the Transfer box - and ensure you always pick a PFS rule

7. Click **Save**



Transferring Colleagues – Partial Shift

Using the Transfer Field

8. Navigate to the colleague's timecard
9. On the relevant day, add a line, input the time the colleague started work at the other location
10. Click into the **Transfer** field.

		Date	Schedule	In	Transfer	Out	Pay C
		Sun 03/12					
		Mon 04/12	9:00-17:00	9:00		17:00	
				14:00			
		Tue 05/12	9:00-17:00	9:00		17:00	
		Wed 06/12	9:00-17:00	9:00		17:00	
		Thu 07/12	9:00-17:00	9:00		17:00	
		Fri 08/12	9:00-17:00	9:00		17:00	
		Sat 09/12					

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.

11. Ensure you are in the **Labor Account Tab**.

12. Complete the below
    a. Division – select Division from drop down
    b. Store – use smart search start typing store number or name

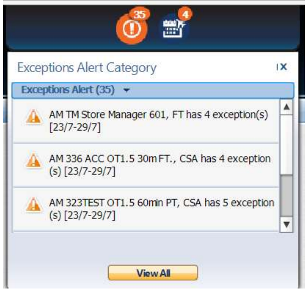
IMPORTANT: Ensure that for any field you wish to leave blank you select the dash (- -)

b. Click **Apply**
Note: The system will automatically update the out punch for the end time at both locations to match the scheduled day

c. One the Timecard Widget > Press **Save**

Managing Exceptions

You will see Exceptions Alerts at the top of your homepage. The Exclamation Mark symbol indicates that there are unresolved issues on timecards for your colleagues.



This may occur if:
You amend a clock in or out to add extra hours
Remove the Clock In's for a day a colleagues was absent

1. Click on the **Exceptions Alert**, you will see the drop down of the exceptions
2. Click on the **Exception**
   The Exception Window will open
3. Click **View Timecard**
   Manager the exception on the timecard as indicated above

You will get a chance to manage these exceptions when you use the Weekly Wizard ahead of Payroll Processing.

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 the **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**

Finalising Timecards

Signing Off Colleague Timecards

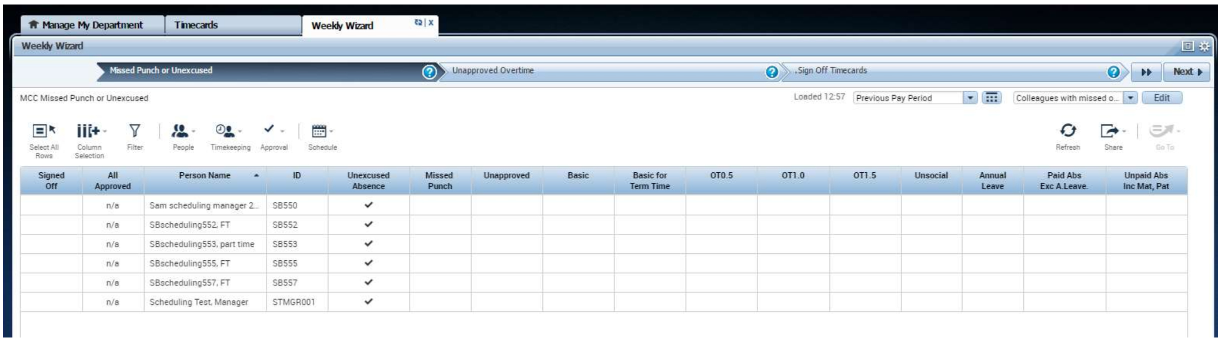
You need to validate that all colleague's timecards are ready for payroll processing and that you have approved all timecards.

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
- **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.



Stage 1 – Review Missed Punches & Absence- This screen should be blank or with Green ticks. Colleague with missing clock in or out times will be listed in this section of the wizard.

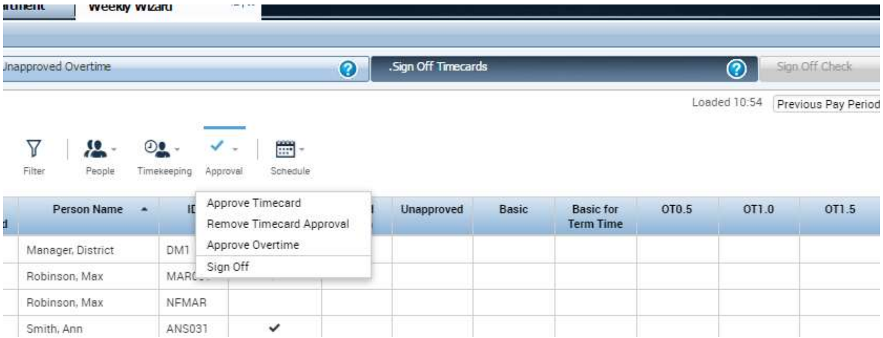
Any black ticks need to be addressed. Double Click on the colleague name to view their timecard and deal with the exception.

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

Stage 2. – **Review Unapproved Overtime –**This screen should be blank. Double Click on the colleague to navigate to their timecard and review the late out or early in punch.

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

- Click **Select All Rows >** Click the **Approval Icon** > Then **Sign Off Timecards**

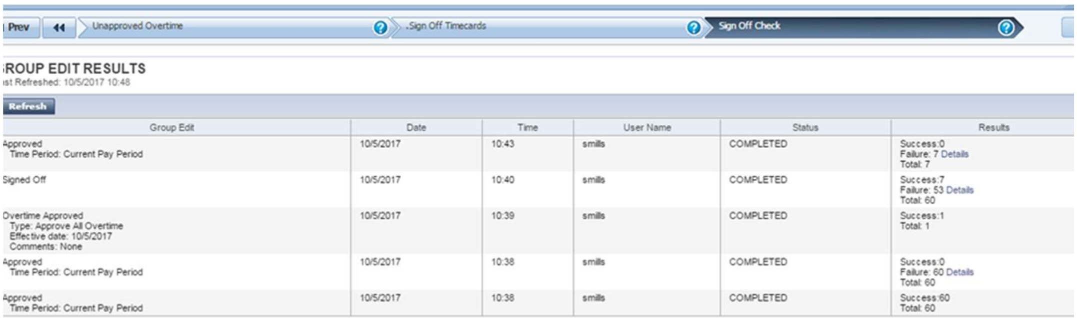


Stage 4: Check the Sign Off is Complete

- Click **Next**

IMPORTANT – You must ensure that you all timecards are successful. If you have any listed a Failure, you need to go back through the wizard rectify the changes and sign off again. You must be sure that all timecards have been SUCCESSFUL

Click on Details – to see the timecards that still have issues on them



Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Current Pay Period	10/5/2017	10:43	smills	COMPLETED	Success:0 Failure: 7 Details Total: 7
Signed Off	10/5/2017	10:40	smills	COMPLETED	Success:7 Failure: 53 Details Total: 60
Overtime Approved Type: Approve All Overtime Effective date: 10/5/2017 Comments: None	10/5/2017	10:39	smills	COMPLETED	Success:1 Total: 1
Approved Time Period: Current Pay Period	10/5/2017	10:38	smills	COMPLETED	Success:0 Failure: 60 Details Total: 60
Approved Time Period: Current Pay Period	10/5/2017	10:38	smills	COMPLETED	Success:60 Total: 60

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 **<u>the time period when you want the manager to act on your behalf.</u>**

1. In the **Delegation widget**, click **Mgr_Delegation**.

8. From the **Delegate** drop-down list, select a name.

9. Enter the **Start** and **End** dates of the period.

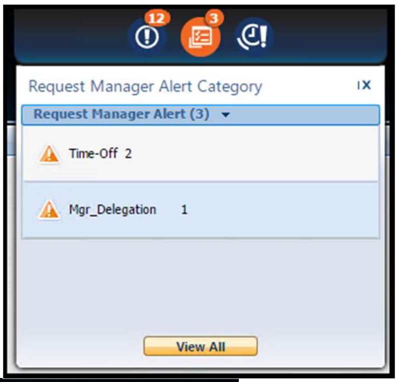
10. From the **Role** drop-down list, select a role.

11. Click Save & Close**.**

Note:

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

Accepting or Declining a Delegation Request

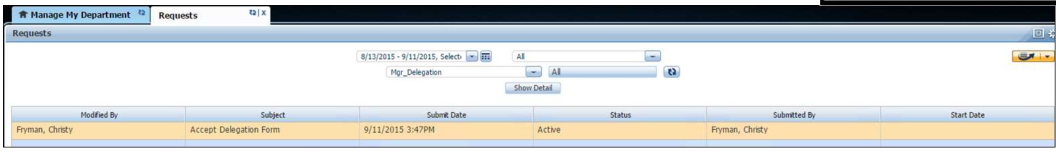


After you request that a colleague be your delegate, they can accept or decline your request. An alert will appear on the navigator main view page to the pending request.

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

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

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



13. In the **Accept Delegation** window, select either **Accept Delegation** or **Decline Delegation**.
14. (Optional) Enter a comment that will be sent to the delegator.

12. 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.

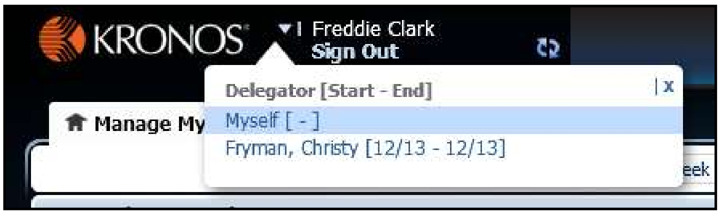
Note:

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.

13. 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.

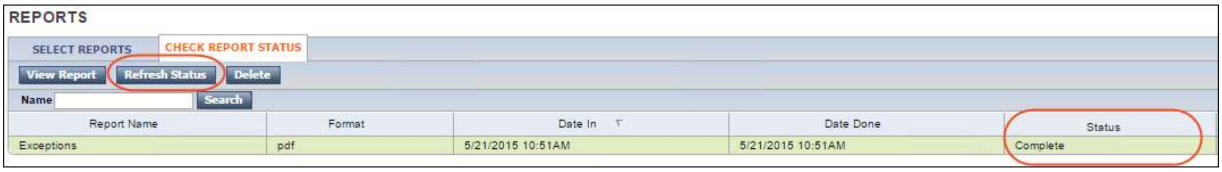
Reports

Reports

The reports function will enable managers to print off their stores schedule using the reports widget.

1. From the **Related Items pane**, click the **Reports** widget.
2. On the Select Reports tab, expand the **relevant category** by clicking on the small cross and select the report you need to run.

3. Select your report criteria in the right hand pane > e.g. date range, output type (pdf or Excel)
4. Click **Run Report** and then click **Refresh Status**.



5. When the status is **Complete**
6. Click **View Report**. Note that the report opens in a separate window or tab, depending on your internet browser options.
7. Access the tab or window and view the report.

Genies

Genies are a type of report. You can navigate from the Genie to other areas of Kronos using the Go To Button. They can be accessed by using the Genies Widget and changing the Genie Drop Down.

Genie Drop Down
You can select a Genie from the Drop Down List

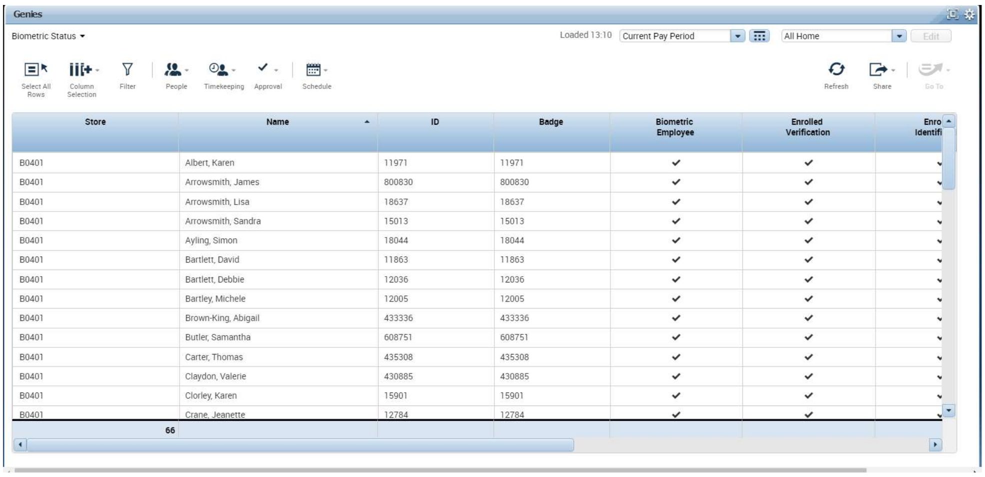
Context Selector
You can select the Date/Time Period from this drop down or use the calendar picker

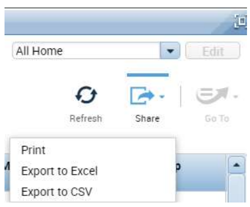
Column Headers
Click on the column headers to reorder

Location Selector
You can select the Location you wish to review the information for, from the drop down

Share

You can print, or export to Excel or CSV





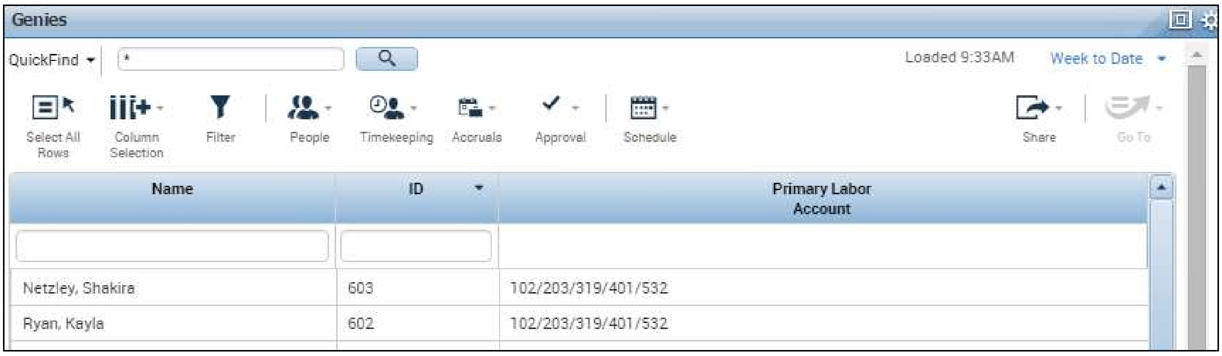
Genie Descriptions

Genie Name	Description
Weekly Summary Genie	Shows you each of your colleagues and whether their timecard has been Approved and Signed Off
Store Absence Summary	Shows you the Total Hours Annual Leave, Authorised Absence, Maternity, Bereavement Leave and further absence reason for the given Pay Period. You can change the Time Period displayed by amending the Context Selector  in the top right of the Genie.
Accrual Reporting Period	Shows you the 6 Accrual Balances for each of your colleagues: Annual Leave, Sick Balance, Max Sick Entitlement, Birthday Hour, Annual Leave Earned and TOIL. You can use this to see a summary of any accruals left to be taken for your colleagues, useful for ongoing review of holiday and TOIL hours left to be taken.
Hours Worked By Store	Shows you the number of hours worked at your site, for a given period. You can change the Time Period using the Context Selector in the Top Right of the Genie
Balances	Another view of Accrual Balances per colleague. This Genie also shows you the weekly contracted hours for each of your colleagues. This Genie shows any balances associated with each colleague.
Quick Find	A useful search tool for finding a colleague in the system (see further info above)

Searching for Employees Using the Quick Find Genie

Open the Genies Widget

The Quick Find Genie is a convenient tool you can use to search for a person or a set of people in the application.



You can use the following methods to search for employees:

Search by employee's last name

Search by name or ID

Search by partial name or ID

You can also change the list of people that appear by selecting a different period from the Time period drop-down list.

Searching by Employee's Last Name

In the **Name or ID** field, enter the employee's last name and click **Find**.

- For example, enter **Babson** and click **Find**.
- **Quick Find** returns the list of all employees whose names begin with the letters Babson.

Searching by Name or ID

In the **Name or ID** field, enter the employee's ID number and click **Find**.

- For example, enter 601 and click **Find**.
- **Quick Find** returns the person with ID 601.

Searching by Partial Name

If the employee you are looking for has a long name, or if you are unsure how to spell it, you can use the asterisk (*) wild card character, which allows you to search using just the first letter or first few letters of the employee's name.

In the Name or ID field, enter the first few letters of the employee's name, followed by an asterisk (*), and click Find.

- For example, type **ca*** and click **Find**.
- Quick Find returns the list of all employees whose names begin with Ca.
  - o Note that you can use the wild card character in the middle of a name. For example, if you don't know whether an employee's name is MacDonald or McDonald, you

can enter M*Donald, and QuickFind will return all employees whose names begin with M and end with Donald.