

Kronos Workforce Central®

Accomack County

Kronos Ipad Training

March 2017

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

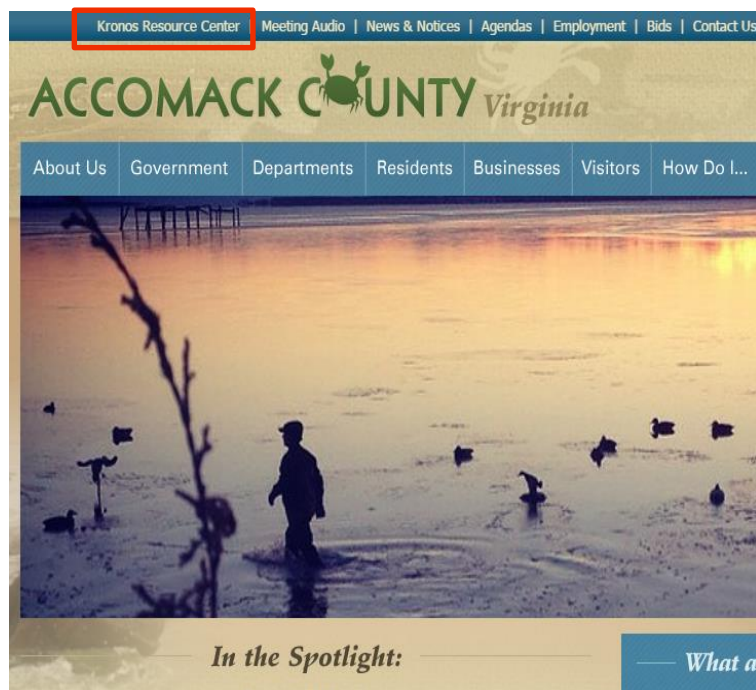
HR & PAYROLL

HIRING

LABOR ANALYTICS



- Handout Contains:
 - Slides from Today's Training
- All this information and more is available on the County Website for you to view or download.



What is Kronos Workforce Central?



- Kronos Workforce Central is an automated workforce management system that accurately tracks employee time, streamlines the payroll process, gives employees a view of their time and leave information, manages leave requests and provides scheduling utilities.

When Do I Start Using Kronos?



- Beginning on April 2, employees will begin using the Kronos application (AKA Go-live).
 - Please report any errors you encounter within Kronos to your manager so that they can communicate them to Finance and be addressed.
- Leave balances will only be available in Kronos after go-live, but the Employee Self-Service Portal will continue to be your source for other uses such as viewing earnings history.

To gain access to Kronos Mobile, your iPhone/iPad has to have the Kronos Mobile app installed and configured by IT.

Sign On Information:

User Name: = **Your first initial, last name, last 2 of SSN** (Example: aford99)

Password: **Welcome1!**

- **You will be prompted to change your password after your 1st login after the 4/2 go-live date.**

HomeScreen Overview

Logging On

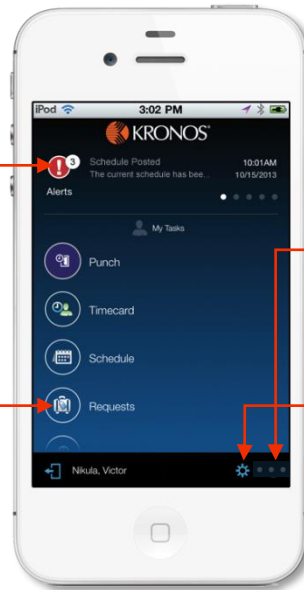
When you start the Kronos Mobile app, your device connects to your organization's Workforce Central server, using an IP address you supply. You can then log on using your existing Workforce Central credentials.

Alerts

If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

Tasks

Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.



GET THE APP

Anyone can download and try out the Kronos Mobile app – check your device's app store to get it. To log on to your organization's server, however, you must be granted access.

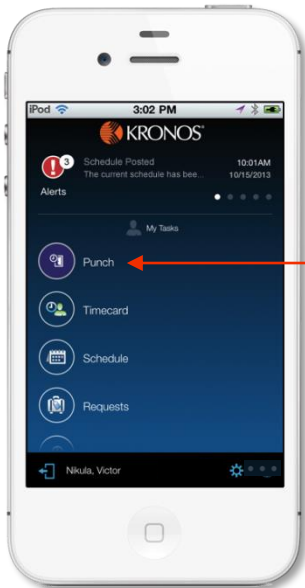
Refresh/Change Password

Refresh: Tap to update the screen with the latest data from the server. It's a good idea to refresh after making edits. You can also change your password here.

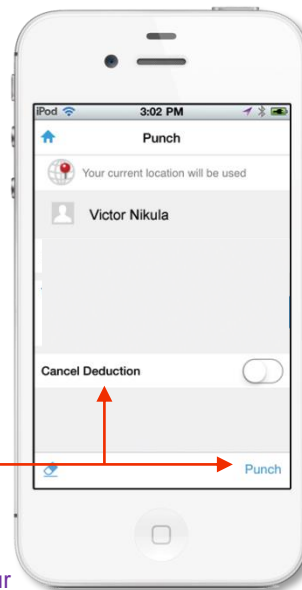
Context

Tap to change the Time Period you are viewing. All information you view will be in this context until you change it.

Punch In or Out



1 On the home screen, select **Punch**.



2 To enter a punch **IN** or **OUT**, tap **Punch**.

Employees whose scheduled shift assumes a 1 hour lunch (i.e. 8:30am-5:00pm) must "cancel" their meal deduction if they work through lunch. In order to receive credit for time worked. To cancel the meal deduction, switch the **Cancel Deduction** to on prior to punching out for the day. You will be credited with an additional .5 hours if you were scheduled for an unpaid lunch break.

If your schedule does not contain a 1 hour lunch, (i.e. 8:00a-4:00p), you do not need to "cancel deduction" as there is no unpaid break included in the shift.

- **Timestamp in and out**

- **Full-Time employees** are required to punch in on arrival and out when they leave for the day or an extended period.
 - **Do not punch in/out for lunch breaks.**
 - Lunch breaks are automatically deducted from hours worked each day **IF they are part of your schedule.**
 - » Example: 8:30am punch in/5:00 pm punch out results in 8 hours paid time because the unpaid portion of the lunch break is automatically deducted from the total time worked
- **Part-Time employees** are required to punch in on arrival and out when they leave for the day.
 - **Must punch in/out for lunch breaks as well.**
- Multiple punches are interpreted as alternating in and out punches:
 - First punch of the day is assumed to be an “in” punch
 - Second is assumed to be an “out” punch

- **Grace Periods**
 - 7 minute grace period for punching in
- **Rounding**
 - Rounding is to the nearest 15 minute interval
 - 3:37pm translates to 3:30pm for time keeping purposes
 - 3:38pm translates to 3:45 pm
- **Use of Leave**
 - You cannot enter leave directly into your timecard. All leave must be requested using the “Requests” tab in Kronos Mobile.

View Your Timecard or Schedule

On the home screen, select Timecard or Schedule.

Schedule Calendar Toggle
Tap to switch between a list view (pictured here) and a calendar view. In the calendar, dates with dots have a scheduled shift or time off.

Schedule Details
Tap a date in the list or calendar to view the details of a shift or time off.

Timecard Totals
Tap to view a summary of the types of hours you have worked.

Timecard Approval
Tap to approve your timecard hours. You must approve your timecard on a weekly basis within 2 business days after the week ends.

Date	Paycode	Amt	In	Out
07/10				
07/11		1:18AM	1:53AM	
		1:53AM	3:00PM	
07/12		7:00AM	12:30PM	
		1:00PM	3:00PM	
07/13		7:00AM	12:30PM	
		1:00PM	3:00PM	
07/14		8:43AM	12:00PM	
		12:00PM	3:00PM	
07/15		7:00AM	12:30PM	
Cumulative Hours			42:27	

Start a New Request

There are several types of leave requests (sick, vacation, special, comp) you can submit to your manager. All are handled from the Requests screen. The specifics of each type of request are described in the "Complete a..." sections on the following pages.

1 On the home screen, select **Requests**.

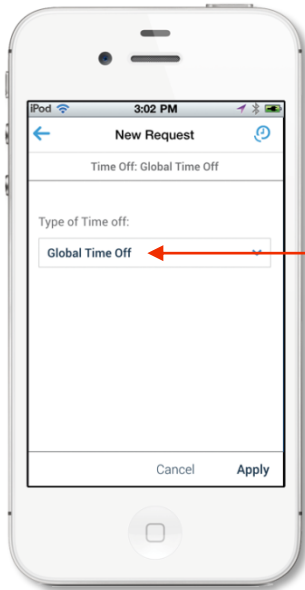
2 Tap the **+** to add a new request.

3 Select the type of request you want to make. (Instructions for each Request type are covered in subsequent sections.)

Prior Requests
To view the details of a previously-submitted request, simply select it from the list of requests. The details screen also gives you the option to completely retract the request you are viewing.

Complete a *Time Off Request*

1 Select the type of time off to take. (Check with your manager if you are not sure which to select. Tap **APPLY**



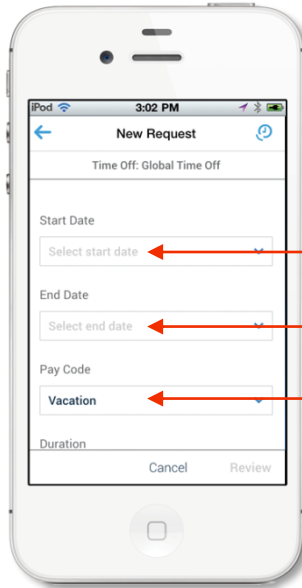
Check Your Accruals Balances

Before submitting a new Time Off Request, it's a good idea to tap **Accruals** on the home screen to review your balances.

Tap **Balance as of** to see the hours you will have on any given date.



2 Enter a **Start Date** and **End Date** for the time off. (If you are only taking one day off the Start Date and End Date will be the same.)

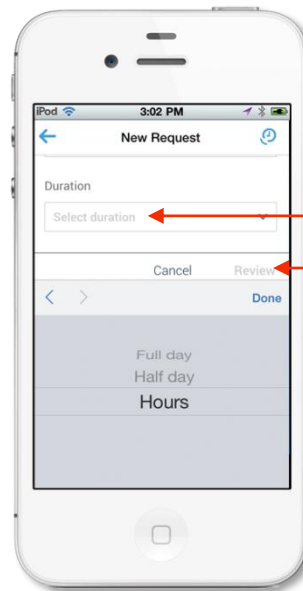


3 Select a **Duration** for the time off. This is the number of scheduled shift hours you will not be working.

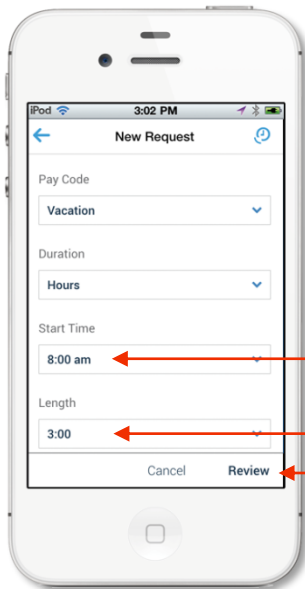
If you will be taking off an entire shift each day, select **Full day**, tap **Review**, and skip to Step 5.

If you will be taking off only half a shift each day, select **Half day**, tap **Review**, and skip to Step 5.

Otherwise select **Hours** and continue to Step 4.



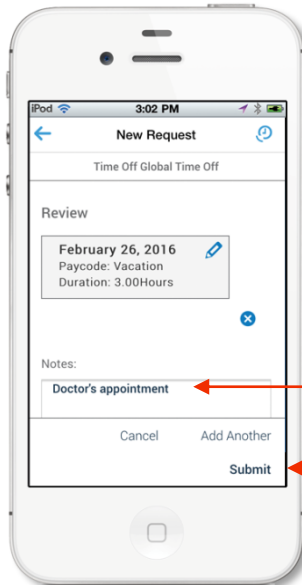
4 If you selected Hours for the Duration, enter a **Start Time** and **Length**. The tap **Review**. For example, if you are scheduled to work 8:00am to 5:00pm and you want to take 8:00am to 11:00 off, enter 8:00am for Start Time and 3:00 for Length.



5 Review the summary of the request for accuracy. (If you need to start over click **Cancel**.)

You may enter a textual **Note** if you would like; your manager will see this note.

If the details of the request are accurate, tap **Submit** to send the request to your manager.



- **Once an employee submits a time off request, Managers:**
 - Immediately receive an email informing them of the request.
 - Receive an alert the next time they log into Kronos.
- **Time off requests can be submitted to cover past events.**
 - For example, you called in sick the day before and the absence was verbally approved by your manager. Once you were back at work, you can submit a leave request to cover the time you missed.

- **Employees should be diligent about recording hours worked and leave taken.**
 - In Kronos, timecards are to be approved by employees within two business days after the end of **every week**.
 - You will receive email notifications reminding you to approve timecards.
 - For your convenience, a timecard approval schedule is located on the County's Website at <http://www.co.accomack.va.us/>
(Kronos Link Top Left of Page)

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- **Vacation and Sick Leave are “earned” in Kronos on a weekly basis versus twice a month. Same annual accrual except it will be expressed as HH:MM.**
 - **Example:**
 - Current yearly sick leave earnings = 24 Pay Periods x 5 hours per pay = **120 hours**
 - Kronos yearly sick leave earnings = 52 weeks x 02:18 per week = **120 hours**

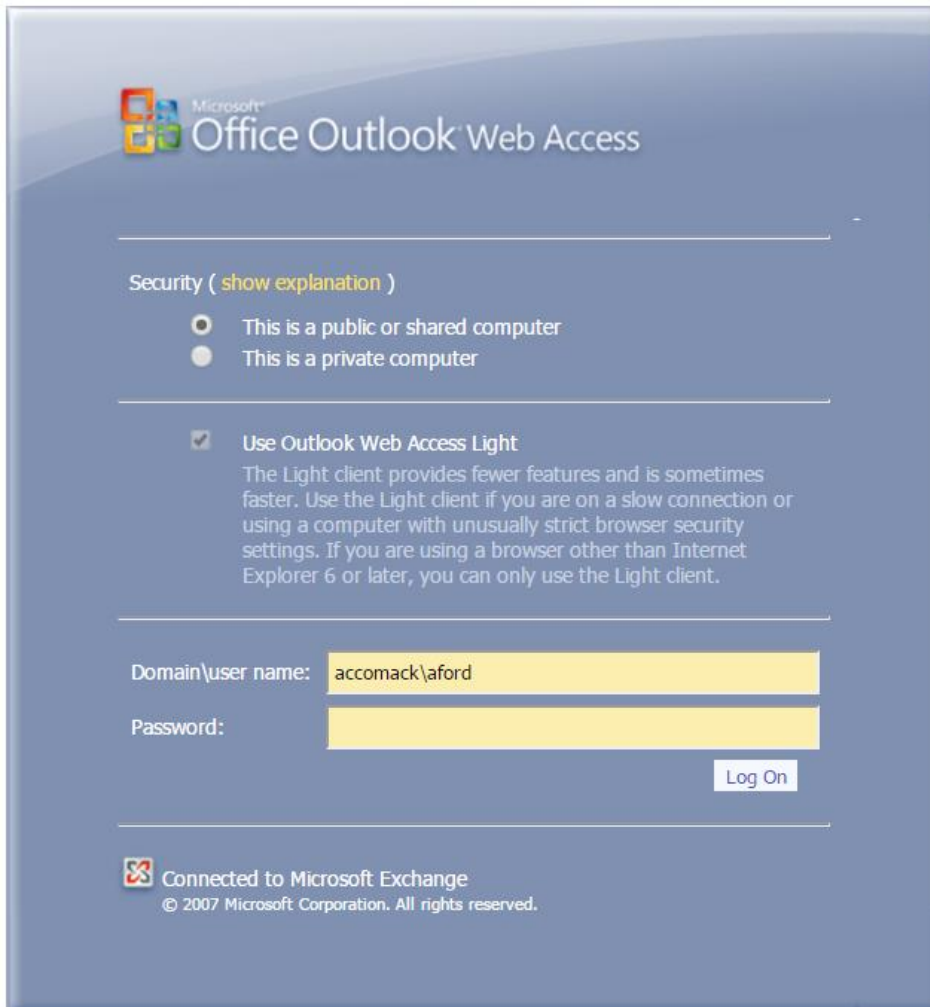
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- **Convenience Center site abbreviations are included in your schedule description.**
 - CCC = Chincoteague Convenience Center
 - FCCC = Fisher's Corner Convenience Center
 - GVCC = Grangeville Convenience Center
 - HTCC = Horntown Convenience Center
 - MPCC = Makemie Park Convenience Center
 - PCC = Painter Convenience Center
 - TCC = Tasley Convenience Center

- **4/2 Begin Using Kronos to record time.**
 - Approve your Kronos timecards on a weekly basis within 2 business days after the end of the workweek.
- **Use the County website as your first stop if you have questions.**
 - <http://www.co.accomack.va.us/>
 - You also have your handouts from today's training.
- **Contact your manager if questions or issues remain.**
- **If you are unable to resolve a software issue then notify the Finance Office.**
 - Do not contact the IT Service Desk.

- **Each iPad has been installed with shortcut icons to necessary sites including:**
 - Kronos Mobile App
 - County Website
 - Access Kronos Resource Center
 - Access Employee Self Service site (ESS)
 - Employee Webmail
 - Weather app (Wunderground)
- **IMPORTANT (as the iPads are shared devices):**
 - **Always sign out of sites** you access on the iPad such as the Kronos App, ESS and webmail.
 - **Never allow the device to save your password** when signing in.

- **Each employee has been assigned a County email address.**
 - Accessible from iPad using webmail icon:
 - Domain\user name (not case sensitive) = accomack\
(Personal County email user name)
 - Temporary Password (case sensitive)= Password1!
 - You will be prompted to reset your password after 1st logon. (minimum of 8 characters, including 1 capital letter, 1 lower case letter, 1 number and 1 special character)



The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top, it says "Microsoft Office Outlook Web Access". Below this, there is a "Security" section with a link to "show explanation". There are two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below that, there is a checked checkbox for "Use Outlook Web Access Light", with a descriptive paragraph underneath. At the bottom, there are input fields for "Domain\user name:" (containing "accomack\aford") and "Password:". A "Log On" button is located to the right of the password field. At the very bottom, it says "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

Thank You

Questions?