



**Accomack County
SHERIFF'S DEPARTMENT
KRONOS Workforce Central®
EMPLOYEE TRAINING HANDBOOK**

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



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Kronos Workforce Central®

Accomack Sheriff's Office

Employee Training

9/13/16

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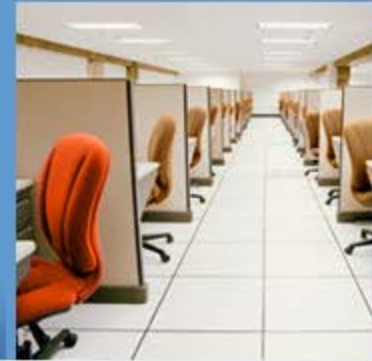
- Support Staff in Attendance
- Training is Divided Into Three Areas:
 - General Information
 - Navigation of Kronos and Explanation of different features within the application.
 - “Hands on” exercises

- Handout Contains:
 - Slides from Today's Training
 - "How To's" Including:
 - How to log on
 - How to enter hours worked
 - How to enter leave used
 - How to add comments to a timecard
 - How to approve a timecard

- All this information and more is available on the County Website for you to view or download.



General Information



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.
 - The Sheriff's Dept. will not be utilizing the scheduling or the "request time off" features.

What Are The Benefits?



- **Automation**
 - Employee time and attendance recording
- **Accuracy**
 - Payroll hours calculated including OT and other incentives
 - Leave balances (real-time)
- **Consistency**
 - Application of County pay policies is automatic
- **Audit Trail**
 - DOL
 - ACA
- **Accessibility**
 - Record time and approve time from anywhere with an internet connection

How Will Employees Access Kronos?



- The application is cloud based. There will be 3 options to access Kronos;
 - By Desktop/Laptop
 - Smart Phone or iPad
 - Must have the Kronos mobile app and permission.
 - Time Clock (**only used by certain p/t staff**)
 - **Locations:**
 - Sheriff's Office
 - County Garage
 - County Admin
 - North Landfill
 - South Transfer Station
 - Future Public Works Office



When do I Start Using Kronos?



- **Beginning on 9/25/16**, employees will begin using the Kronos application **in parallel with paper timesheets**. We expect to run parallel until the end of October then go-live end of Nov.
 - During this parallel period, employees will be required to keep a paper timesheet in addition to entering all info into Kronos Workforce Central.
 - We will be comparing the paper timesheet to Kronos data to help ensure data integrity and identify any program errors so that they can be addressed before go-live.
 - **Please report any errors you encounter within Kronos to your manager or SME so that they can communicate them to Finance and be addressed.**
 - **Data entered in Kronos during this parallel period will be deleted at go-live**
 - The Employee Self-Service Portal will continue to be your source for leave balance information during this parallel phase.
 - Note that leave balances will only be available in Kronos after go-live but the ESS site will remain for other uses such as viewing earnings history.

Today's Training Objectives



After completing this training, you should be able to:

- Access and navigate the **NAVIGATOR**
- Navigate the **MY TIMECARD** widget
- Perform the following tasks in the **MY TIMECARD** widget:
 - Enter hours worked
 - Enter leave used such as sick, comp, vacation, etc.
 - Enter hours worked for extra duty such as enforcement and court
 - Enter Comments such as “RDO”
 - Approve your timecard
 - Print your timecard
 - View leave balances and timecard totals

Accessing Kronos & Understanding Navigators, Workspaces & Widgets



Accessing the NAVIGATOR



- You can use any internet browser to access KRONOS at:
<https://accomack.kronos.net>
 - You are required to have a username and password

A screenshot of the KRONOS login interface. It features a dark blue background with the KRONOS logo at the top left. Below the logo, there are two white input fields: "User Name" and "Password". The "Password" field has a small blue arrow button to its right. At the bottom of the form, there is a link that says "Forgot Your Password?".

- If you forget your password, click **Forgot Your Password?**



Reference: *How to Log on Using Your Browser* job aid on County Website

<http://www.co.accomack.va.us/> (Kronos Link Top Left of Page)

Navigating the NAVIGATOR *(Employee view)*

The screenshot shows the KRONOS NAVIGATOR interface for an employee. At the top, the user's name 'Julie Adams' and 'Sign Out' link are visible. The main area is divided into several sections:

- My Information:** A tab at the top left.
- My Timecard:** A large central panel containing a table of time entries for the current pay period (August 7-13, 2016). It includes a 'Daily Total' row showing 40:00 hours. Below the table are 'Totals' and 'Accruals' sections.
- My Calendar:** A calendar view for August 2016, showing the current date (8th) highlighted.
- Related Items pane:** A vertical sidebar on the right containing links for 'My Calendar', 'My Timecard', 'My Audits', 'My Reports', and 'Change My Password'.

Callout boxes A through H point to the following elements:

- A:** Active Bar (top left navigation bar)
- B:** Name/Sign Out (top right user information)
- C:** Home workspace (top left area)
- D:** Maximize/restore (top right of My Timecard widget)
- E:** Gear icon (top right of My Calendar widget)
- F:** Related Items pane (right sidebar)
- G:** Secondary widget (My Calendar widget)
- H:** Primary widget (My Timecard widget)

- A** Active Bar
- B** Name/Sign Out
- C** Home workspace
- D** Maximize/restore
- E** Gear icon (to make primary)
- F** Related Items pane
- G** Secondary widget
- H** Primary widget

What is a Widget?

Widget = a task-oriented tool or view into Workforce Central. There are two widgets below. The **MY TIMECARD** widget and the **MY CALENDAR** widget.

The screenshot displays the Kronos Workforce Central interface. At the top, the user is identified as Julie Adams with a 'Sign Out' link. The 'My Information' widget is visible at the top left. The main area contains two widgets: 'My Timecard' and 'My Calendar'. The 'My Timecard' widget shows a table of hours worked and a summary table. The 'My Calendar' widget shows a calendar for August 2016. A sidebar on the right contains navigation links for 'My Calendar', 'My Timecard', 'My Audits', 'My Reports', and 'Change My Password'. The 'My Timecard' widget is highlighted with a red border.

My Timecard

Loaded: 10:17 AM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Pay Code	Tran...	Sun 8/07	Mon 8/08	Tue 8/09	Wed 8/10	Thu 8/11	Fri 8/12	Sat 8/13	Total
<input checked="" type="checkbox"/>	Hours Worked		0:00	8:00	8:00	8:00	8:00			32:00
<input checked="" type="checkbox"/>	SICK LEAVE USED							8:00		8:00
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Daily Total			8:00	8:00	8:00	8:00	8:00		40:00

Totals Accruals

All All

Account	Pay Code	Amount
101/3102/0/0/0/SOPTRL/13304	SALARY	32:00
101/3102/0/0/0/SOPTRL/13304	SICK LEAVE USED	8:00

My Calendar

August 2016

S	M	T	W	T	F	S
	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	30	31			

My Calendar
My Timecard
My Audits
My Reports
Change My Password

My Timecard

Swapping Views

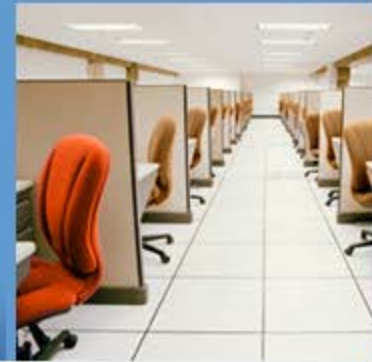
A widget in a secondary view can be swapped with a widget in a primary view

The screenshot shows the Kronos user interface for Julie Adams. The top navigation bar includes the Kronos logo, the user name 'Julie Adams', and a 'Sign Out' link. Below the navigation bar, there is a 'My Information' widget. The main content area is divided into two primary views: 'My Timecard' and 'My Calendar'. The 'My Timecard' widget displays a table of timecard entries for the current pay period, including columns for dates from Sunday 8/07 to Saturday 8/13, and a 'Total' column. The entries include 'Hours Worked' (32:00), 'SICK LEAVE USED' (8:00), and a 'Daily Total' (40:00). Below the table, there are sections for 'Totals' and 'Accruals'. The 'My Calendar' widget shows a calendar for August 2016, with the 8th highlighted. A red arrow points from the 'My Calendar' widget to the 'My Timecard' widget, indicating a swap operation. On the right side of the interface, there is a sidebar with a search icon and several menu items: 'My Calendar', 'My Timecard', 'My Audits', 'My Reports', and 'Change My Password'. The 'My Timecard' widget is currently selected, as indicated by the red arrow and the 'My Timecard' label at the bottom of the sidebar.

	Pay Code	Tran...	Sun 8/07	Mon 8/08	Tue 8/09	Wed 8/10	Thu 8/11	Fri 8/12	Sat 8/13	Total
<input checked="" type="checkbox"/>	Hours Worked		0:00	8:00	8:00	8:00	8:00			32:00
<input checked="" type="checkbox"/>	SICK LEAVE USED							8:00		8:00
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Daily Total			8:00	8:00	8:00	8:00	8:00		40:00

Account	Pay Code	Amount
101/3102/0/0/0/SOPTRL/13304	SALARY	32:00
101/3102/0/0/0/SOPTRL/13304	SICK LEAVE USED	8:00

Navigating and Using the MY TIMECARD widget



Using the MY TIMECARD Widget



- **Within My Timecard you can:**
 - Enter hours worked
 - Duration is expressed as hours:minutes
 - Enter pay codes for leave taken (vac, sick, special, comp)
 - Enter pay codes to record hours for extra duty courts and extra duty enforcement
 - Add a comment to a duration (example: RDO)
 - Check your leave totals (vac, sick, special, comp)
 - Approve your timecard
 - Print a timecard
- **My Timecard is divided into two sections:**
 - Top section: contains basic time data
 - Bottom section: contains timecard totals and leave balances



Reference: *How to Enter Hours Worked and Navigate My Timecard* job aids on County Website <http://www.co.accomack.va.us/> (Kronos link top left)

Navigating the MY TIMECARD Widget



The screenshot shows the 'My Timecard' interface. At the top right, there's a 'Loaded: 2:09 PM' status and a 'Current Pay Period' dropdown. Below these are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main area is a table with columns for days of the week (Sun 8/21 to Sat 8/27) and a 'Total' column. The rows include 'Hours Worked', 'SICK LEAVE USED', and 'Daily Total'. A 'Daily Total' row shows 8.00 hours for each day and a total of 40.00. Below the table is a 'Totals' section with a dropdown menu and a table with columns for 'Account', 'Pay Code', and 'Amount'. The table shows two entries: 'SALARY' for 32.00 and 'SICK LEAVE USED' for 8.00. Callout letters A through O point to various UI elements: A (Approve Timecard), B (Approve Timecard checkbox), E (Print Timecard), F (Refresh), G (Calculate Totals), H (Minimize/Maximize), I (Gear icon), K (Totals column), L (Editable cells), M (Visual indicators), N (Bottom section of My Timecard), and O (Daily Totals).

Pay Code	Transfer	Sun 8/21	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Sat 8/27	Total
Hours Worked		8:00		8:00	0:00	8:00	8:00	0:00	32:00
SICK LEAVE USED			8:00						8:00
<Enter Pay Code>									
Daily Total		8:00	8:00	8:00		8:00	8:00		40:00

Account	Pay Code	Amount
101/3102/0/0/SOADMIN/13240	SALARY	32:00
101/3102/0/0/SOADMIN/13240	SICK LEAVE USED	8:00

A Top section of My Timecard: View basic time data such as worked hours, shift totals, and scheduled hours.

B Approve Timecard: Approve or remove approval of your timecard.

E Print: Click to print timecard data to a printer.

F Refresh: Click to refresh data after timecard changes.

G Time period drop-down list: Select from a preconfigured list to view a specific time period.

H Minimize/Maximize: Click to expand the widget or restore it to its original size.

I Gear: Promote secondary widget or close and return to **Related Items** pane.

J Save: Click to save your changes.

K Totals: Sum of hours for each pay code line or the timecard total.

L Editable cells: You can enter daily durations in the timecard).

M Visual indicators: Alert you to items that need your attention or provide information. Hover over the indicator icon in the cell to view the indicator details.


N Bottom section of My Timecard: Includes daily timecard data related to the day selected in the top section of the widget.

O Daily Totals: Sum of hours for each day.

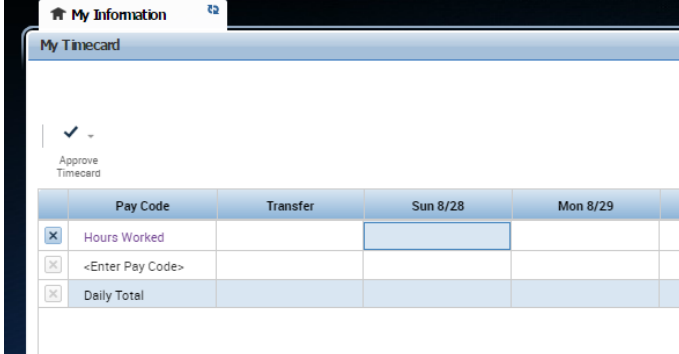
Using the MY TIMECARD Widget



Entering Hours Worked


- Simply input the amount of hours worked by day and then click 

Save

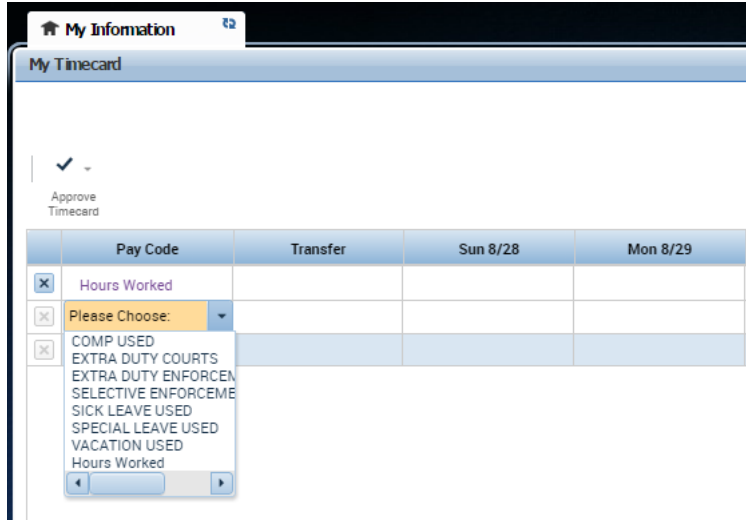


	Pay Code	Transfer	Sun 8/28	Mon 8/29
X	Hours Worked			
X	<Enter Pay Code>			
X	Daily Total			

Entering Leave Used or Extra Duty

- Select **<Enter Pay Code>** and pick the correct leave type or extra duty then input the hours in the correct date column then click 

Save



	Pay Code	Transfer	Sun 8/28	Mon 8/29
X	Hours Worked			
X	Please Choose: ▼			
X	COMP USED			
X	EXTRA DUTY COURTS			
X	EXTRA DUTY ENFORCEMENT			
X	SELECTIVE ENFORCEMENT			
X	SICK LEAVE USED			
X	SPECIAL LEAVE USED			
X	VACATION USED			
X	Hours Worked			

Using the MY TIMECARD Widget



Accessing timecard totals and leave balances.

My Timecard

Loaded: 1:52 PM Current Pay Period

Print Timecard Refresh Calculate Totals Save

Pay Code	Transfer	Sun 8/21	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Sat 8/27	Total
<input checked="" type="checkbox"/> Hours Worked		8:00		8:00	0:00	8:00	8:00	0:00	32:00
<input checked="" type="checkbox"/> EXTRA DUTY COURTS					4:00				4:00
<input checked="" type="checkbox"/> SICK LEAVE USED			8:00						8:00
<input type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Daily Total		8:00	8:00	8:00	4:00	8:00	8:00		44:00

To view timecard totals and leave balances click here



Reference: *How to enter use of leave in timecard job aid on County Website*

<http://www.co.accomack.va.us/> (Kronos Link Top Left of Page)

Using the MY TIMECARD Widget



- Bottom Section of Time Card-Timecard Totals

My Timecard

Loaded: 1:52 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Pay Code	Transfer	Sun 8/21	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Sat 8/27	Total
<input checked="" type="checkbox"/>	Hours Worked		8:00		8:00	0:00	8:00	8:00	0:00	32:00
<input checked="" type="checkbox"/>	EXTRA DUTY COURTS					4:00				4:00
<input checked="" type="checkbox"/>	SICK LEAVE USED			8:00						8:00
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Daily Total		8:00	8:00	8:00	4:00	8:00	8:00		44:00

The default view shows you your timecard totals for the period selected. Select the "accruals" tab to view your leave balances.

Totals Accruals

All All

Account	Pay Code	Amount
101/3102/0/0/SOADMN/13240	EXTRA DUTY COURTS	4:00
101/3102/0/0/SOADMN/13240	SALARY	32:00
101/3102/0/0/SOADMN/13240	SICK LEAVE USED	8:00

Using the MY TIMECARD Widget



- Bottom Section of Time Card-Accruals (aka leave)

My Timecard
Loaded: 1:52 PM Current Pay Period

Approve Timecard
Print Timecard Refresh Calculate Totals Save

Pay Code	Transfer	Sun 8/21	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Sat 8/27	Total
<input checked="" type="checkbox"/> Hours Worked		8:00		8:00	0:00	8:00	8:00	0:00	32:00
<input checked="" type="checkbox"/> EXTRA DUTY COURTS					4:00				4:00
<input checked="" type="checkbox"/> SICK LEAVE USED			8:00						8:00
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Daily Total		8:00	8:00	8:00	4:00	8:00	8:00		44:00

**Type of
Accrual
(leave)**

↓

**Balance as
of the
period
selected
above**

↓

**Projected
balance at
12/31 based
on future
accruals**

↓

Totals
Accruals

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Ending Balance	Accrual Reporting Period
Compensatory Leave	29:00	Hour	29:00	Thu 12/31 - Fri 12/30
Sick Leave	2336:40	Hour	2378:22	Thu 12/31 - Fri 12/30
Special Leave	18:00	Hour	18:00	Thu 12/31 - Fri 12/30
Vacation Leave	1568:40	Hour	1633:46	Thu 12/31 - Fri 12/30

Using the MY TIMECARD Widget



- Leave is “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**

Using the MY TIMECARD Widget



- You can add comments to the “hours worked” section of a timecard.
 - Right click to add a comment
 - Choose from list of available comments. An “RDO” comment has been configured for your use. “Employee Comment” is also available.

The screenshot displays a timecard interface with a grid for dates from Wednesday, 9/07 to Saturday, 9/10. The time for Wednesday, 9/07, is shown as 0:00. A 'Pay Code Actions' window is overlaid on the grid, showing details for the date 9/07/2016, with a pay code of 'Hours Worked' and an amount of 0:00. Below this window are icons for 'Edit', 'Comments', and 'Justify Exception'. To the right, a 'Comment' window is open, showing a list of comment options. The 'Regular Day Off' option is selected and highlighted in yellow. Other options include 'Job Abandonment Day 3', 'Unexcused absence', 'Unexcused-No call. No...', and 'Unexcused-No notice re'. There is a search bar, an 'Add' button, and 'Cancel' and 'OK' buttons at the bottom of the comment window.



Reference: *Adding comments* job aid on County Website

<http://www.co.accomack.va.us/> (Kronos Link Top Left of Page)

Using the MY TIMECARD Widget



- **Approving Timecards**

- Timecards must be approved by the EMPLOYEE & MANAGER on a weekly basis.
- To navigate to **the week you wish to approve**, use the Time Period drop-down list. Usually this change this to “**previous pay period**” when you are approving.
- Once you approve your timecard, the background color will change to **YELLOW**. You can not make additional edits unless you remove your approval.
- You can only remove your approval if your manager has not yet approve the same timecard. When your manager approves your timecard the background will change to **GREEN**. When payroll sign off on the timecard, it will turn **GREY**.

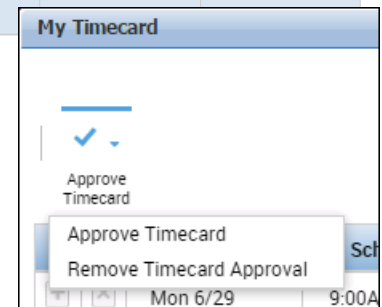
My Timecard

Loaded: 12:32 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save


	Pay Code	Transfer	Sun 8/21	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Sat 8/27	Total
X	Hours Worked			8:00	8:30	8:15	8:00	0:00	0:00	32:45
X	SICK LEAVE USED								8:00	8:00
X	Daily Total			8:00	8:30	8:15	8:00			



Reference: *How to approve your timecard job aid* on County Website <http://www.co.accomack.va.us/>
(Kronos Link Top Left of Page)

Other Important Points



- Changes you make in Kronos may not appear immediately without clicking  Refresh
 - May have to REFRESH multiple times to see changes.
- Employees should be diligent about recording hours worked and leave taken.
 - 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)

- The County has developed a “Kronos Resource Center” webpage located on the County’s Website.
- Larger departments such as the Sheriff’s department have been assigned an SME or Subject Matter Expert.
 - SME’s have received enhanced training on the Kronos product so that they can provide answers to common questions.
 - Karen Barrett is the subject matter expert for the Sheriff’s Department.
- Your manager has an elevated access level that allows him or her to make corrections to your timecard if needed.
- Finance Department Staff
 - If you cannot find the answers you seek on the Kronos Resource Page, from your manager or SME, you can contact the Finance Dept. for assistance.
 - Do not contact the IT Service Desk

“Hands on” portion of the training

Use your handouts for the remainder of this training.

Instructor will display a live version of Kronos.





Exercise 1-Enter Hours Worked



In this exercise, you will enter hours worked for one week. If you are set up with a manager profile you will need to change your view to the **MY INFORMATION** Workspace by selecting it from the Carousel top right






- Start by selecting “**PREVIOUS PAY**” from the time period drop down box in **MY TIMECARD** widget .
- Enter the following hours worked:
 - 9/6/16 - Enter 8 Hours worked in the box directly underneath the date 9/6.
 - 9/7/16 - Enter 7.5 Hours worked in the box directly underneath the date 9/7.
 - Notice that what you entered is converted to HH:MM.
 - 9/8/16 - Enter 8.5 Hours worked in the box directly underneath the date 9/8.
- Enter hours worked on a holiday
 - 9/5/16 - Enter 8 hours worked on Labor Day in the box directly below 9/5.
-  **SAVE** your timecard by selecting SAVE at the top right of MY TIMECARD.
Save
-  **REFRESH** your timecard by selecting REFRESH at the top right of **MY TIMECARD**.
Refresh
- View your timecard totals and accrual balances by selecting the double underline popup at the center of the bottom of the page.
 - All amounts are expressed as HH:MM



Exercise 2-Enter Leave Taken






In this exercise, you will enter leave taken for day during the week

- Start by selecting “**PREVIOUS PAY**” from the time period drop down box in **MY TIMECARD** widget .
- Enter the following leave taken:
 - 9/9/16 – Select the “enter pay code” drop down box and choose sick leave then enter 8 hours in the box directly under the date 9/9.
-  **SAVE** your timecard by selecting SAVE at the top right of MY TIMECARD.
Save
-  **REFRESH** your timecard by selecting REFRESH at the top right of **MY TIMECARD**.
Refresh
- View your timecard totals and accrual balances by selecting the double underline popup at the center of the bottom of the page.

- All amounts are expressed as HH:MM

Exercise 3-Enter Extra Duty Hours





In this exercise, you will learn how to record hours worked on extra duty assignments (enforcement and courts)

- Start by selecting “**PREVIOUS PAY**” from the time period drop down box in **MY TIMECARD** widget (if you have not already done so) .
- Enter the following extra duty hours worked:
 - 9/7/16 – Select the “enter pay code” drop down box and choose “extra duty-enforcement” then enter 8 hours in the box directly under the date.
-  **SAVE** your timecard by selecting SAVE at the top right of MY TIMECARD.
Save
-  **REFRESH** your timecard by selecting REFRESH at the top right of **MY TIMECARD**.
Refresh
- View your timecard totals and accrual balances by selecting the double underline popup at the center of the bottom of the page.
 - All amounts are expressed as HH:MM

Exercise 4-Enter RDO as Comment



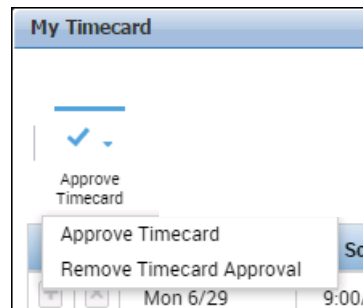
In this exercise, you will learn how record a day as “RDO” using the comment tool

- Start by selecting “**PREVIOUS PAY**” from the time period drop down box in **MY TIMECARD** widget (if you have not already done so) .
- Enter a comment on a day to denote it was your regular day off.
 - 9/4/16 – Enter a “0” on the “hours worked” row in the box below the date then enter. Next point your mouse at the “0” that you just entered and right click. Select “comments” then choose “Regular Day Off” from the comments drop down menu. Click “OK”.
 - A “call-out” will now appear on 9/4. To read the comment, hover your mouse over the comment.
-  **SAVE** your timecard by selecting SAVE at the top right of MY TIMECARD.
-  **REFRESH** your timecard by selecting REFRESH at the top right of **MY TIMECARD**.
- View your timecard totals and accrual balances by selecting the double underline popup at the center of the bottom of the page.
 - All amounts are expressed as HH:MM

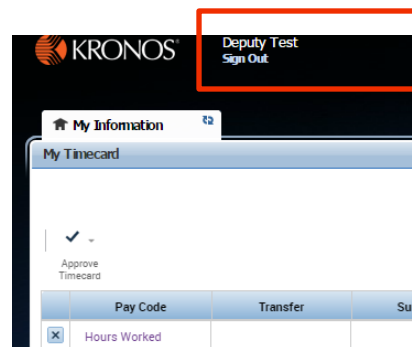
Exercise 5-Approve Your Timecard

In this exercise, you will learn how to approve your timecard.

- Start by selecting “**PREVIOUS PAY**” from the time period drop down box in **MY TIMECARD** widget (if you have not already done so).
- Select **APPROVE TIMECARD** from the “approve time card drop down” at the top right of MY TIMECARD.



- Once approved, the timecard background card will change to YELLOW.
- Sign out of the application.



- 9/25 Begin Using Kronos to record time **AND** continue to submit paper time sheets.
 - Approve your Kronos timecards on a weekly basis within 2 business days after the end of the workweek.
 - Submit paper timesheets using the existing schedule
- Use the County website as your first stop if you have questions.
 - <http://www.co.accomack.va.us/> (Kronos Link Top Left of Page)
 - You also have your handouts from today's training.
- If you are unable to resolve a software issue then notify the Finance Office.
 - Do not contact the IT Service Desk.

- The County has developed a “Kronos Resource Center” webpage located on the County’s Website.

- Larger departments such as the Sheriff’s department have been assigned an SME or Subject Matter Expert.
 - SME’s have received enhanced training on the Kronos product so that they can provide answers to common questions.
 - Karen Barrett is the subject matter expert for the Sheriff’s Department.

- Your manager has an elevated access level that allows him or her to make corrections to your timecard if needed.

- Finance Department Staff
 - If you cannot find the answers you seek on the Kronos Resource Page, from your manager or SME, you can contact the Finance Dept. for assistance.
 - Do not contact the IT Service Desk

Thank You

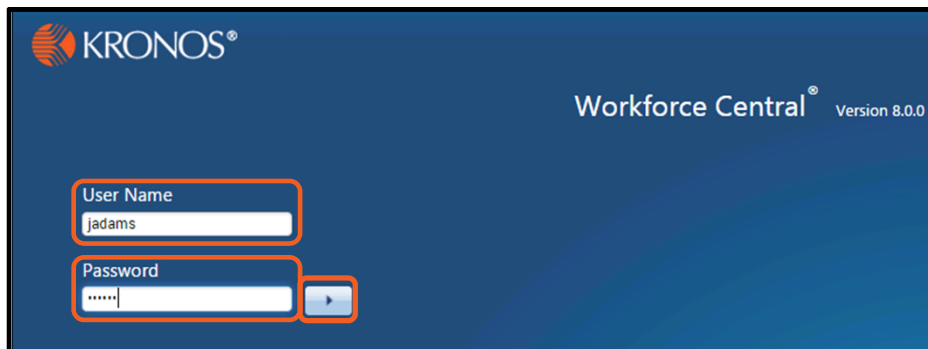
Questions?

As a user of Workforce Central, you are required to have an established user name and password to gain access to Workforce Central Navigator. If your organization chooses to use Kronos authentication, you can also use the security features that are provided in the application.

In this section, you will learn how to log on and sign out of the application.

Logging in

- 1 Access the log in page at <https://accomack.kronos.net>
- 2 In the **User Name** field, enter your user name.
- 3 In the **Password** field, enter your password.
- 4 Click the **right-facing arrow** or press the **Enter** key on the keyboard. You are brought to you default home page.



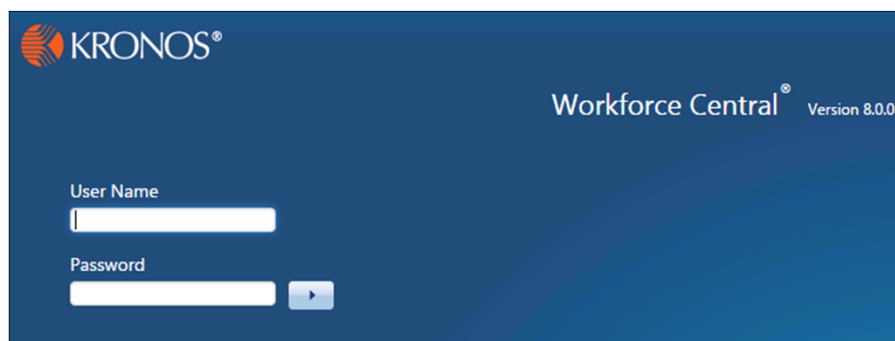
Signing out

- 1 Click **Sign Out**. You are brought to the Workforce Central login page.



Note

We recommend that you always end your work session by clicking the **Sign Out** link, located in the top-left corner. Clicking Close (x) without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.

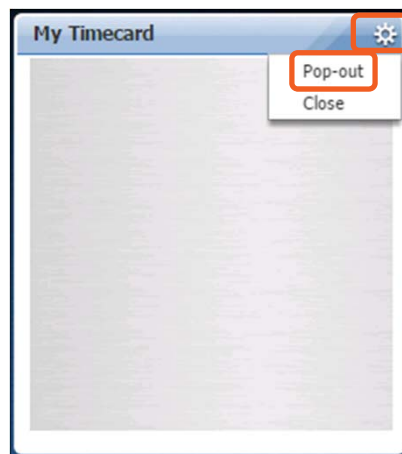


With Workforce Central, you can use the My Timecard widget to review your time entry data, make edits, and address or view exceptions within your timecard.

In this job aid, you will learn how to navigate the My Timecard widget.

Accessing the My Timecard widget

- 1 Access the log on page at <https://accomack.kronos.net>
- 2 Log in using your credentials.
- 3 If the My Timecard widget is in a secondary position, click the **gear** icon.
- 4 Click **Pop-out** to promote the secondary widget to a primary widget.



Note

- You can only make edits in the My Timecard widget when it is a primary widget.
- If the My Timecard widget is in the Related Items pane, click the link in the Related Items pane and the widget will open in a new workspace.

My Timecard

Loaded: 11:21AM Current Pay Period

Print Timecard Refresh Calculate Totals Save

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Sun 7/12	Total
Hours W...		8:00	8:00	8:00	8:00	8:00			40:00
<Enter P...									
Schedule		9:00AM-...	9:00AM-...	9:00AM-...	9:00AM-...	9:00AM-...			
Daily To...		8:00	8:00	8:00	8:00	8:00			40:00

Pay Code	Transfer	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Total
Hours W...		8:00	8:00	8:00	8:00	8:00			40:00
<Enter P...									
Schedule		9:00AM-...	9:00AM-...	9:00AM-...	9:00AM-...	9:00AM-...			

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount
	QAS	102/203/319/401/536	Regular	80:00

My Calendar July 2015

S	M	T	W	T	F	S
			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	30	31	

Navigating the My Timecard widget

The screenshot shows the 'My Timecard' widget interface. It features a top navigation bar with a title, a 'Loaded: 11:21AM' status, and a 'Current Pay Period' dropdown. Below this are buttons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main area contains two tables of timecard data for different dates. The first table covers Mon 7/06 to Sun 7/12, and the second covers Mon 7/13 to Sun 7/19. Each table has columns for 'Pay Code', 'Transfer', daily hours, and a 'Total' column. A 'Daily Total' row is present in each table. Below the tables are 'Totals' and 'Accruals' sections. The 'Totals' section includes dropdowns for 'All' and 'All', and a table with columns for 'Location', 'Job', 'Account', 'Pay Code', and 'Amount'. Callout letters A through M point to various UI elements: A (top section), B (Approve Timecard), E (Print), F (Refresh), G (Time period drop-down), H (Minimize/Maximize), I (Gear), J (Save), K (Totals), L (Editable cells), M (Visual indicators), N (Bottom section), O (Daily Totals), and P (Schedule).

- A Top section of My Timecard:** View basic time data such as worked hours, shift totals, and scheduled hours.
- B Approve Timecard:** Approve or remove approval of your timecard.
- E Print:** Click to print timecard data to a printer.
- F Refresh:** Click to refresh data after timecard changes.
- G Time period drop-down list:** Select from a preconfigured list to view a specific time period.
- H Minimize/Maximize:** Click to expand the widget or restore it to its original size.
- I Gear:** Promote secondary widget or close and return to **Related Items** pane.

- J Save:** Click to save your changes.
- K Totals:** Sum of hours for each pay code line or the timecard total.
- L Editable cells:** You can enter daily durations in the timecard).
- M Visual indicators:** Alert you to items that need your attention or provide information. Hover over the indicator icon in the cell to view the indicator details.
- N Bottom section of My Timecard:** Includes daily timecard data related to the day selected in the top section of the widget.
- O Daily Totals:** Sum of hours for each day.
- P Schedule:** Shows work schedule time details.

As an employee, you need to keep track of the hours that you work each day. By using Workforce Central Navigator, you can record the number of hours, or duration of time, that you have worked using the Project Timecard.

In this job aid, you will learn how to enter and edit durations of time in the project timecard in the My Timecard widget.

Entering a duration of time

1 Access the **Navigator Framework_wfc** log on page at <https://accomack.kronos.net>

2 Log in using your credentials.

3 Access the **My Timecard** widget.

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Sun 7/12	Total
<input checked="" type="checkbox"/> -Enter Pay Co...									
<input checked="" type="checkbox"/> Daily Total									

4 Double -click the cell for the applicable work day.

5 Enter the number of hours worked.

6 Press Enter.

7 Click **Save**.

8 Click **Refresh**.

Mon 7/06	Tue 7/07
8	
9:00AM-5:00P...	9:00AM-5:00P...

Mon 7/06	Tue 7/07
8:00	
9:00AM-5:00P...	9:00AM-5:00P...
8:00	

Editing a duration of time

1 Double-click the cell to highlight the existing value.

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Sun 7/12	Total
<input checked="" type="checkbox"/> Hours Worked		8:00							8:00
<input checked="" type="checkbox"/> -Enter Pay Co...									

2 Enter the new number of hours worked. (You can type right over the existing number.)

3 Press **Enter**.

4 Click **Save**.

5 Click **Refresh**.

Note
Be sure to save all changes. Any changes you make that are not saved will not be applied to your timecard.

Mon 7/06	Tue 7/07
5	
9:00AM-5:00P...	9:00AM-5:00P...
8:00	

Pay Code	Transfer	Mon 7/06	Tue 7/07
<input checked="" type="checkbox"/> Hours Worked		5:00	
<input checked="" type="checkbox"/> -Enter Pay Co...			
<input checked="" type="checkbox"/> Schedule		9:00AM-5:00P...	9:00AM-5:00P...
<input checked="" type="checkbox"/> Daily Total		5:00	

Note
Be sure to click Refresh after saving to view your updated daily totals.

The time durations you enter into your timecard are automatically allocated to a default pay code. If you need to add hours to your timecard that require a different pay code, for example, vacation or sick time, you can manually add the applicable pay code and the associated duration of time.

In this job aid, you will learn how to manually enter pay codes to your timecard.

Entering pay codes

1 Access the log on page at <https://accomack.kronos.net>

2 Log on using your credentials.

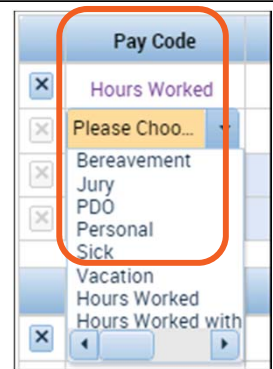
3 Access the **My Timecard** widget.

Note
If My Timecard is in a secondary widget position, promote the widget to a primary widget. If My Timecard is inactive, click the widget link in the Related Items pane to open the widget in a new tab.

4 In the timecard grid, click the cell for the applicable date.

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10
Hours Worked		8:00	8:00	8:00	8:00	8:00
-Enter Pay C...						
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...
Daily Total		8:00	8:00	8:00	8:00	8:00

5 In the **Pay Code** column, click Enter Pay Code.



6 From the **Pay Code** drop-down list, select the applicable pay code.

7 In the newly added row, click the applicable day to add the number of hours.

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10
Hours Worked		8:00	8:00	8:00		8:00
Sick					Full sched day	
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...		9:00AM-5:00...
Daily Total		8:00	8:00	8:00	8:00	8:00

8 Enter the number of hours and then press Enter.

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10
Hours Worked		8:00	8:00	8:00	8:00	8:00
Sick					8:00	
-Enter Pay C...						
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...
Daily Total		8:00	8:00	8:00	8:00	8:00

9 Click **Save**.

10 Click **Refresh** to see daily totals.

You can add comments to justify or explain your schedule. Your manager can review the comments and either approve the timecard, or contact you for more information.

In this job aid, you will learn how to add comments to your timecard.

Adding comments

1 Access the **Navigator Framework_wfc** log on page.

2 Log on using your credentials.

3 Access the **My Timecard** widget.

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Sun 7/12	Total
Hours Worked		8.00							8.00
Hours Worked	QAS		5.00						5.00

4 Right-click the cell associated with the applicable day.

5 From the **Pay Code Actions** Call-Out, select **Comments**.

6 Select the applicable comment(s).

7 Click **OK**.

8 Click **Save**.

9 To view the comment(s), hover over the comment icon within the cell.

Note
To add a comment, the cell must be populated with a duration. "0" is acceptable.

Pay Code Actions

Date: 7/06/2015
 Pay Code: Hours Worked
 Amount: 8:00
 Last Edit Date: 7/06/2015
 Edit Made By: Anderson, James

Buttons: Edit, **Comments**, Justify Exception

Comment

Comments (0)

Select Comment

Search

- Approved
- Company Meeting
- Decrease QTY Reported
- Department Shortage
- Double Punch

Buttons: Add, Cancel, OK

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Sun 7/12	Total
Hours Worked		8.00							8.00
Hours Worked	QAS		5.00						5.00

Adding additional notes to a comment

After you select a comment to add to your timecard, you may have the option to add additional notes and provide more details associated with a comment.

1 Access the **My Timecard** widget.

2 Right-click the applicable **Date** cell.

Note
To add a comment to the In or Out cells, the cell must be populated with a duration. "0" is acceptable.

3 Click the **Comments** option in the **Pay Code Actions** Call Out.

4 Select the applicable comment(s) from the drop-down menu.

5 In the **Type a note (optional)** field, add additional information.

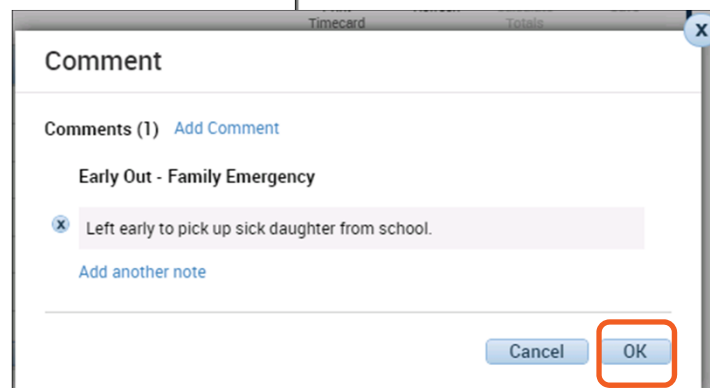
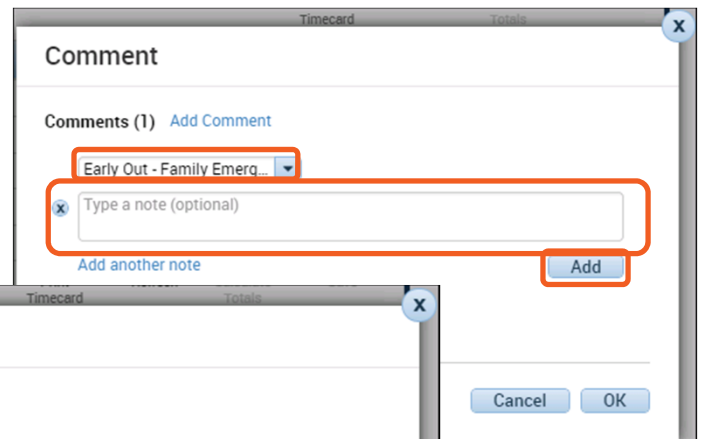
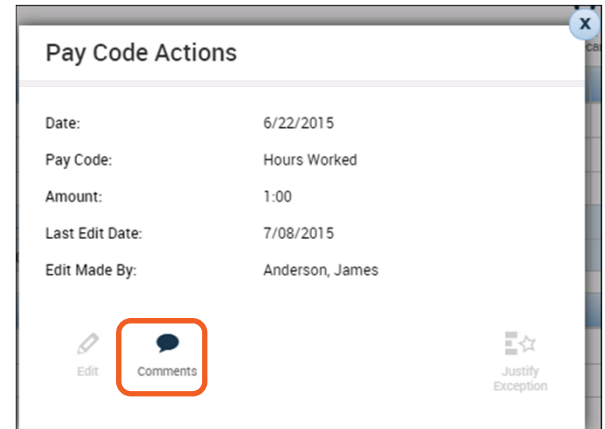
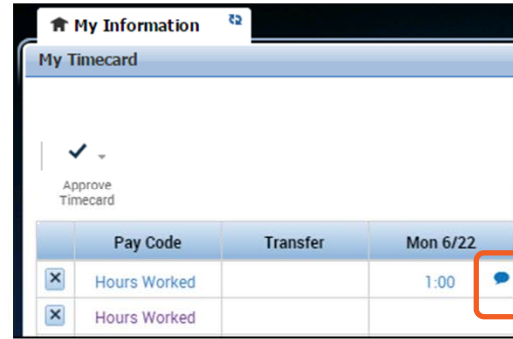
6 Click **Add** button.

7 Repeat as needed for each additional note.

8 Click **OK**.

9 Click the **Save** button within the timecard.

10 To view the comment(s) and notes, hover over the comment icon within a cell.



	Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26
✕	Hours Worked		1:00	8:00			
✕	Hours Worked			Early Out - Family Emergency [Left Early to pick up sick daughter from school.]			

As an employee, you are responsible for approving your timecard. Before you approve it, it is important to review the data for accuracy and make adjustments as needed. After you approve a timecard, you may have permissions that allow you to remove the approval.

In this job aid you will learn how to approve your timecard and remove approval from your timecard using the My Timecard widget.

Approving your timecard

- 1 Access the **Navigator Framework_wfc** log on page at: <https://accomack.kronos.net>
- 2 Log in using your credentials.
- 3 Access the **My Timecard** widget
- 4 In the **Time Period** field, verify that you are viewing the applicable time period.

Note
Employee timecard approval is required on a weekly basis. Please approve your timecard within 2 business days after the end of the week. Generally this means you have until Tuesday to approve the prior weeks timecard.

Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
Hours Worked		8:00	8:00						16:00
Hours Worked				8:00	8:00	8:00			24:00
<Enter Pay C...									
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			
Daily Total		8:00	8:00	8:00	8:00	8:00			40:00

- 5 Click the **Approve Timecard** button.
- 6 Select **Approve Timecard** from the drop-down list and verify that your timecard is approved by reviewing the **Timecard is Approved** notification. The background of the timecard will now be colored yellow.

Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
Hours Worked		8:00	8:00						16:00
Hours Worked				8:00	8:00	8:00			24:00
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			
Daily Total		8:00	8:00	8:00	8:00	8:00			40:00

Note
Be sure that you have made all required edits to your time card before approving. After you approve a timecard, unless you have permissions to remove approval, you will not be able to make any further edits.

Removing approval from your timecard

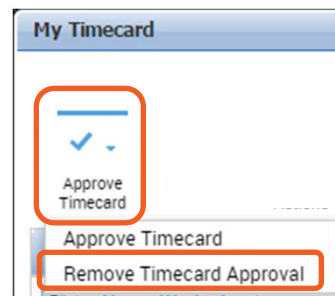
- 1 Access the **Navigator Framework_wfc** log on page at <https://accomack.kronos.net>
- 2 Log in using your credentials.
- 3 Access the **My Timecard** widget
- 4 Using the **Pay Period** drop-down list, navigate to the applicable approved timecard.

Note
If you are unable to remove approval from a timecard and need to make changes, contact your supervisor.

	Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
Hours Worked			8:00	8:00						16:00
Hours Worked					8:00	8:00	8:00			24:00
Schedule			9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			
Daily Total			8:00	8:00	8:00	8:00	8:00			40:00

- 5 Click the **Approve Timecard** button.

- 6 Select **Remove Timecard Approval**. The **Timecard is Approval removed by** notification will appear and the timecard will no longer have a yellow-colored background.



	Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
Hours Worked			8:00	8:00						16:00
Hours Worked					8:00	8:00	8:00			24:00
<Enter Pay C...										
Schedule			9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			
Daily Total			8:00	8:00	8:00	8:00	8:00			40:00

- 7 Make the necessary adjustments to the timecard, and approve the timecard when you are finished.

Note
After your manager approves your timecard, you will not be able to remove approval and make edits to your timecard.

In Workforce Central Navigator Framework, you can track and review timecard details in paper form. Simply print your timecard to have access to the paper version of the data.

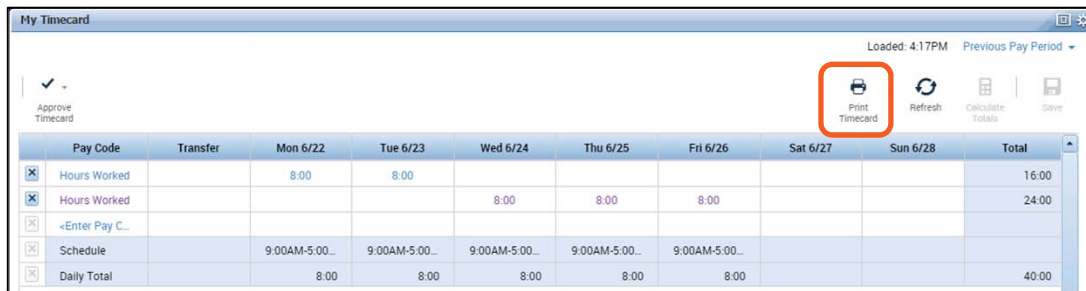
In this job aid, you will learn how to print your timecard.

Printing your timecard

1 Access the **Navigator Framework_wfc** log on page at <https://accomack.kronos.net>

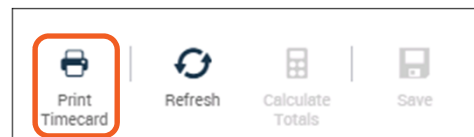
2 Log on using your credentials.

3 Access the **My Timecard** widget.



Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
Hours Worked		8.00	8.00						16.00
Hours Worked				8.00	8.00	8.00			24.00
<Enter Pay C...									
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			
Daily Total		8.00	8.00	8.00	8.00	8.00			40.00

4 Click the **Print Timecard** button.



5 Select **Print** from your web browser.