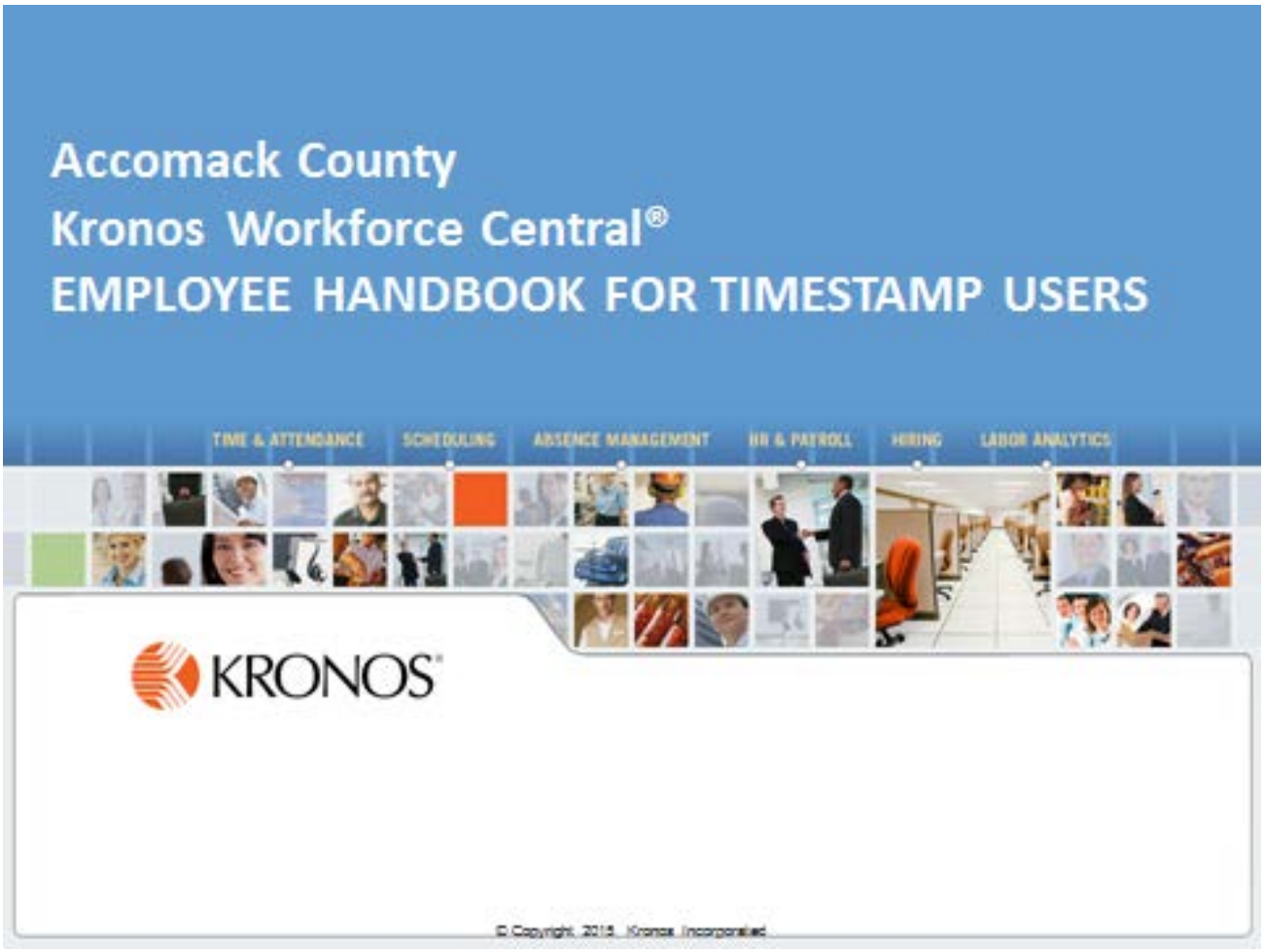

Publication Date: 9/14/16

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Kronos Workforce Central®
Accomack County
Employee Training (Timestamp)

KRONOS®

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Introductions & Training Plan

- 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

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Materials

- Handout Contains:
  - Slides from Today's Training
  - "How To's" Including:
    - How to log on
    - How to punch in and out
    - How to cancel a meal deduction
    - How to request time off
    - 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.

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Getting There

Kronos Workforce Central Credentials:

https://accomack.kronos.net

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General Information

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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.

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What Are The Benefits?

- Automation
  - Employee time and attendance recording
  - Employee time off requests
  - Employee scheduling
- 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

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How Will Employees Access Kronos?

- The application is cloud based. There will be 3 options to access Kronos;
  - **By Desktop/Laptop (focus of this training)**
  - Smart Phone or iPad
    - Must have the Kronos mobile app and permission.
  - Time Clock
    - Locations:
      - Sheriff's Office
      - County Garage
      - County Admin
      - North Landfill
      - South Transfer Station
      - Future Public Works Office

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When Do I Start Using Kronos?

- Beginning on 10/2/16, 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.
  - 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 erased 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.

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Today's Training Objectives

After completing this training, you should be able to:

- Access and navigate the **NAVIGATOR**
- Navigate the **MY TIMESTAMP** widget
- Navigate the **MY TIMECARD** widget
- Navigate and understand the **MY CALENDAR** widget
- Perform the following tasks:
  - Timestamp IN and OUT
  - Request Time Off
  - Enter comments into your timecard
  - Approve your timecard
  - Print your timecard
  - View your leave balances and timecard totals
  - Receive credit for working through an unpaid lunch.

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Navigators and Workspaces

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Accessing the Navigator

- You can use any internet browser to access the NAVIGATOR at: https://accomack.kronos.net/wfc/logon
  - You are required to have a username and password

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

Reference: *How to Log in and Log Out* job aid on County Website http://www.co.accomack.va.us/ (Kronos Link Top Left of Page)

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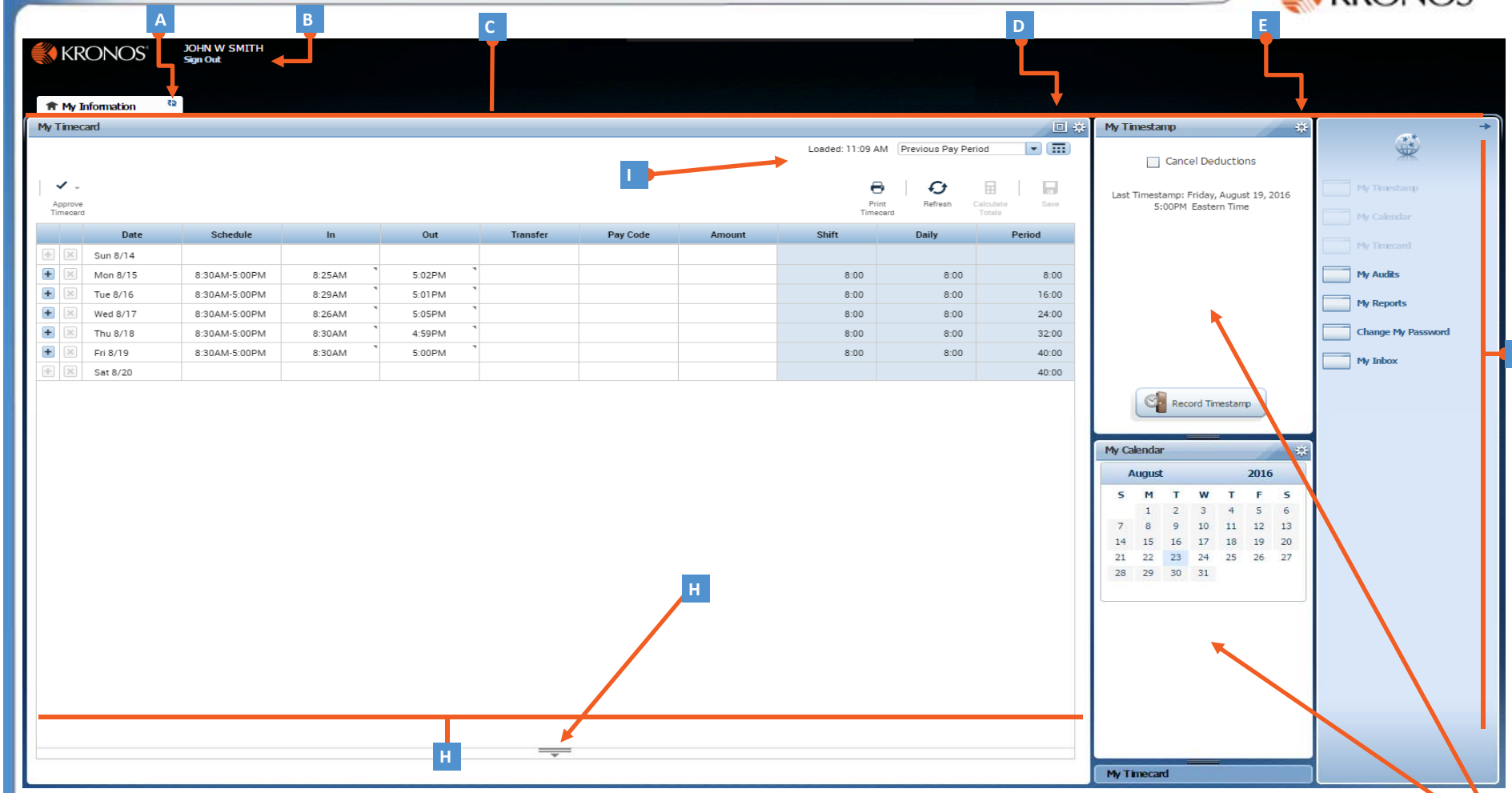
Navigating the Navigator *(employee view)*



A Active Bar

B Name/Sign Out

C Home workspace

D Maximize/restore

E Gear icon (use to make primary)

F Related Items pane

G Secondary widget

H Primary widget

I Time Period Drop Down Menu

J Timecard Totals & Accruals Section

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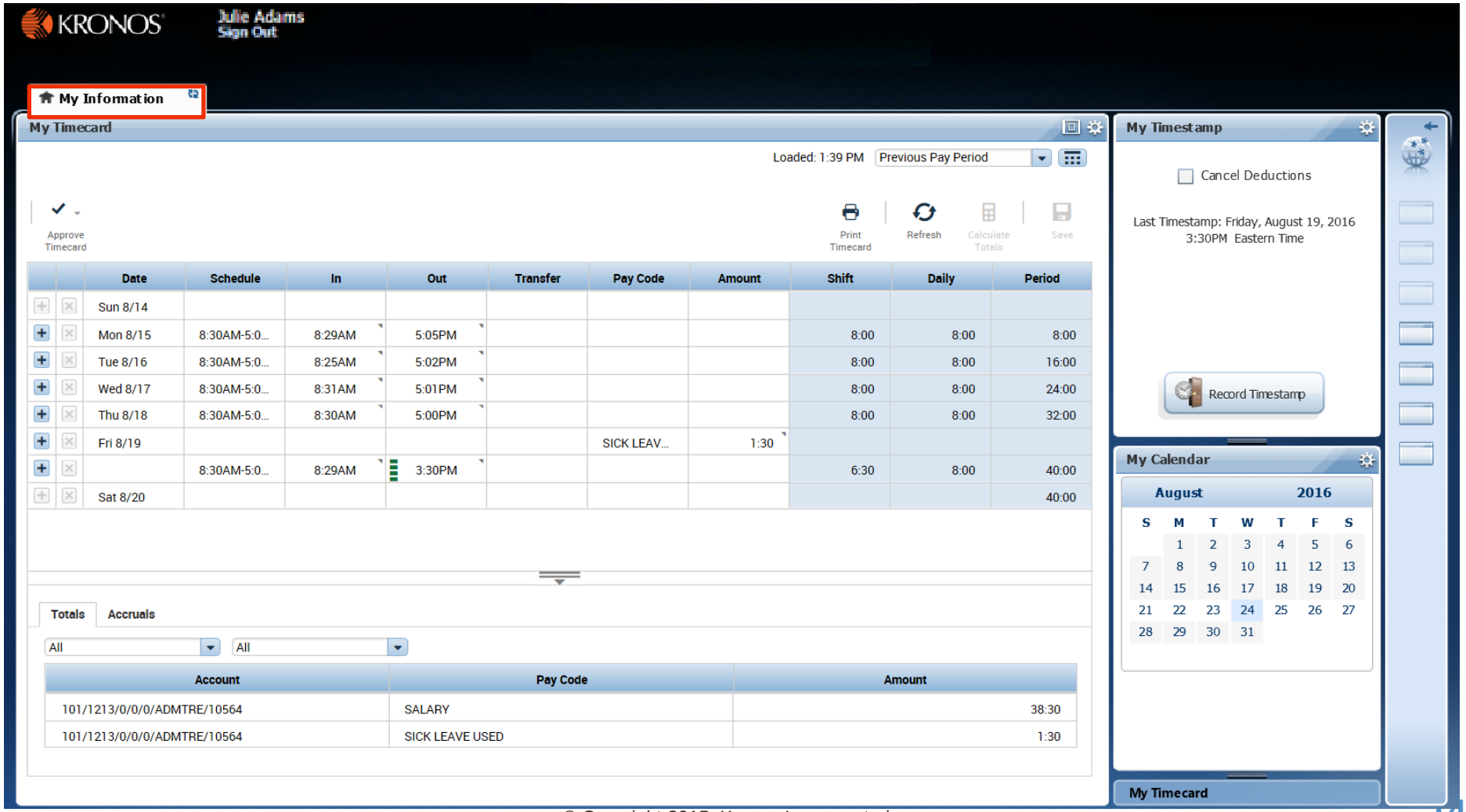
What is a Workspace?

Workspace = a collection of one or more widgets bound together for completing a task or solving a specific business problem. This is the **MY INFORMATION** workspace that is the default workspace for **nonmanagerial employees**.



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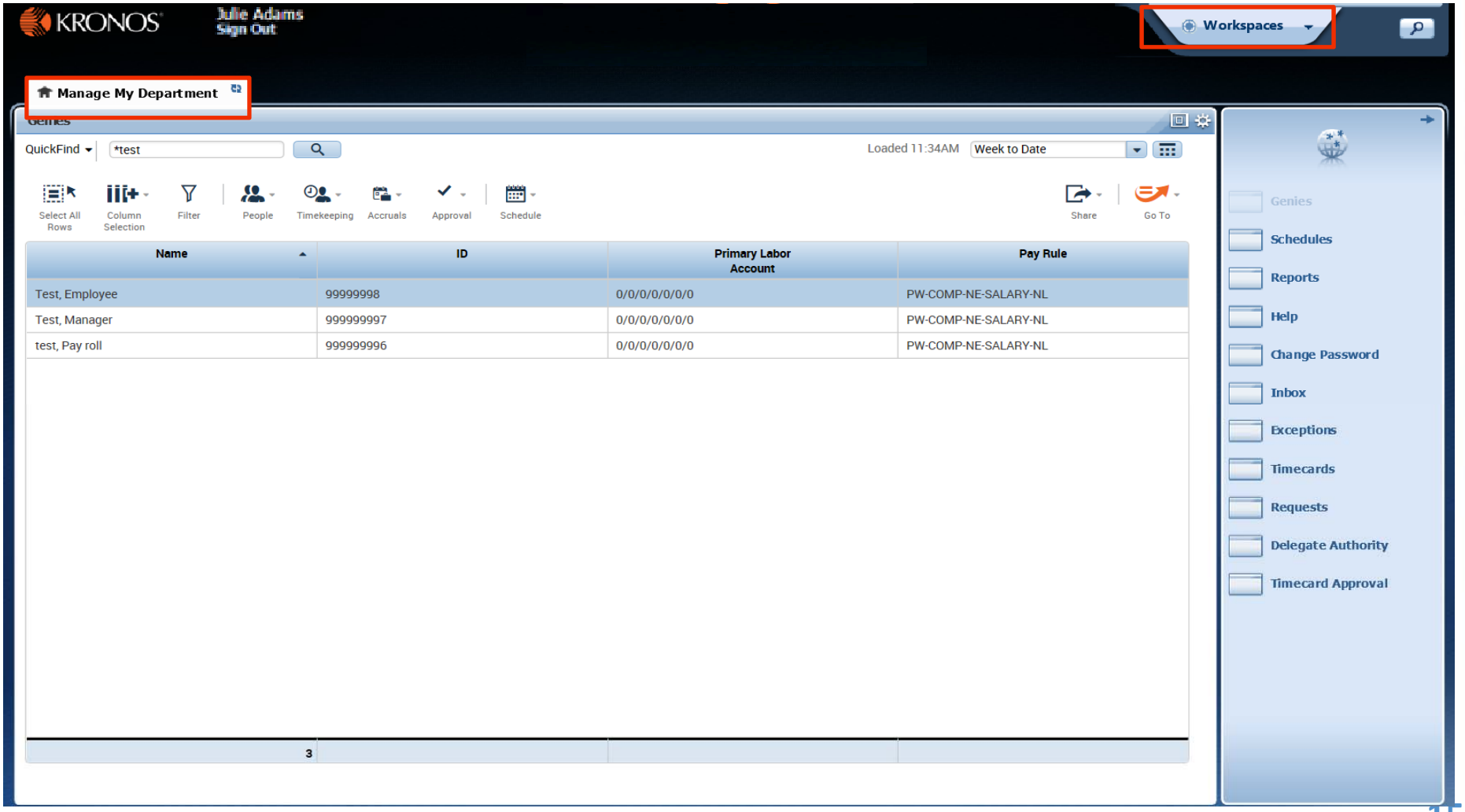
What is a Workspace?

Managers have multiple workspaces. Their default is the **MANAGE MY DEPARTMENT** workspace but they can use the workspace carousel to select the **MY INFORMATION** workspace to enter their own time.



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Navigating and Using the **MY TIMESTAMP** Widget

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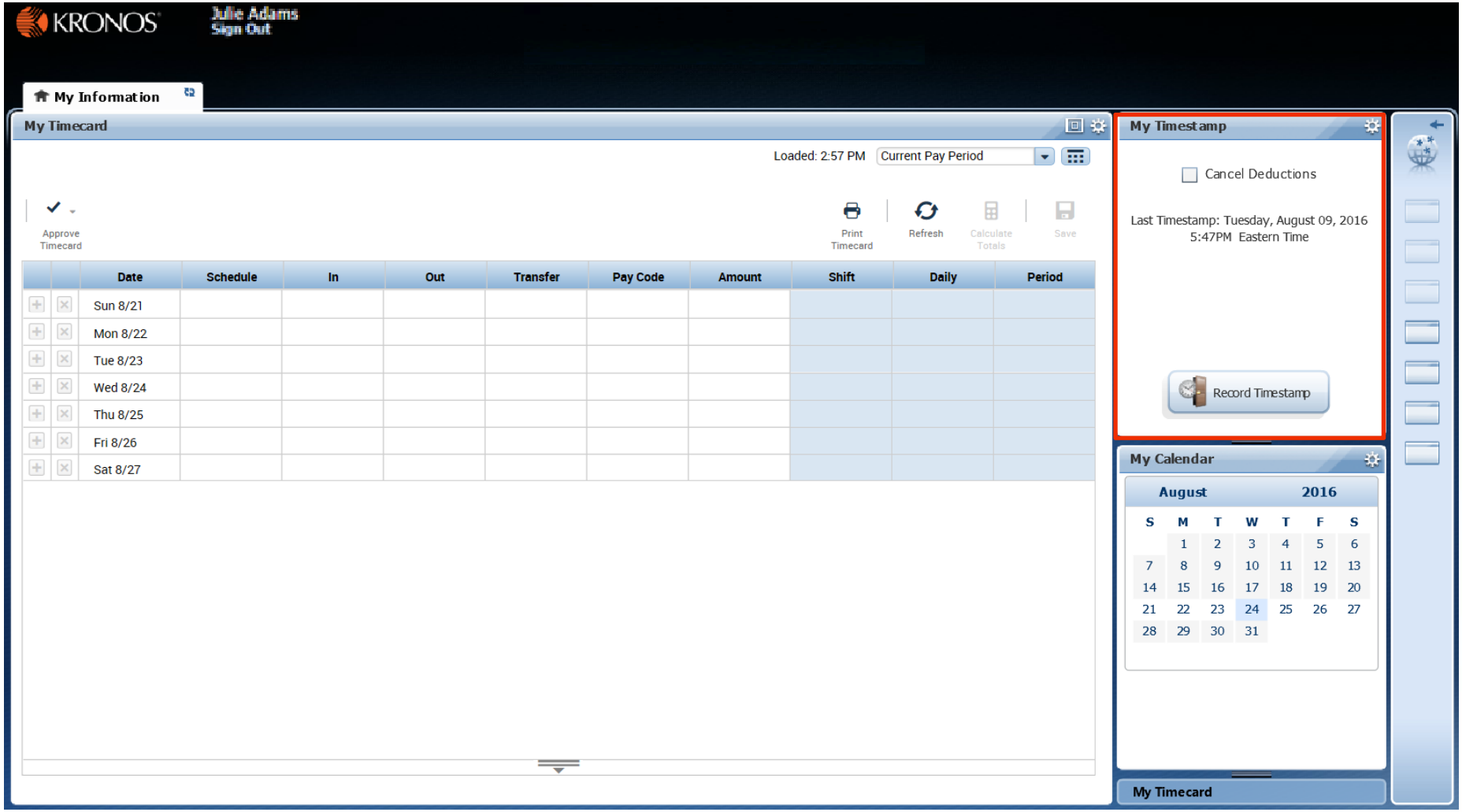
Navigating the **MY TIMESTAMP** Widget

The **MY TIMESTAMP** Widget in this workspace is identified below.



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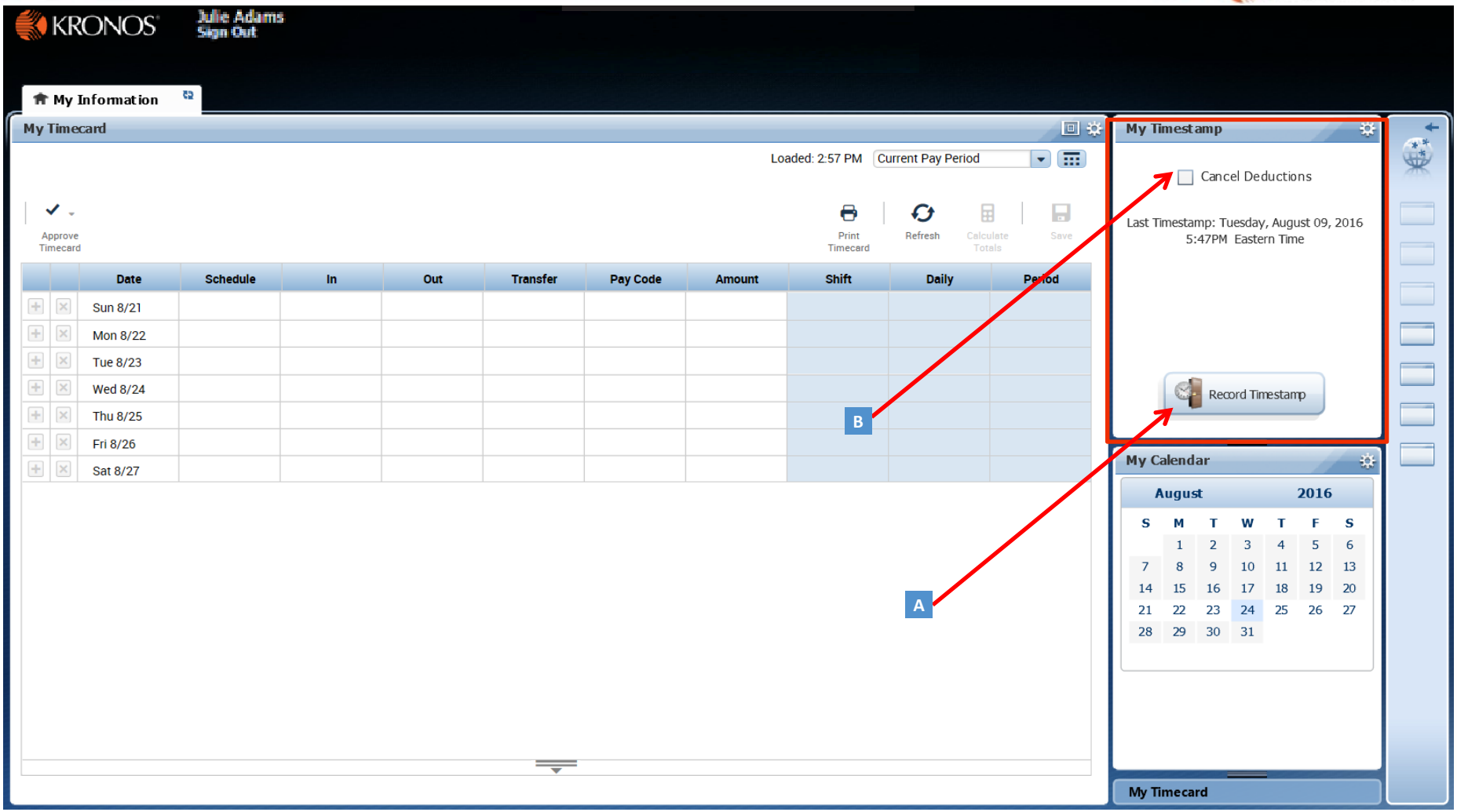
Navigating the **MY TIMESTAMP** Widget



A **Record Timestamp:** Use to punch in and out each day.

B **Cancel Deductions:** Use to cancel a meal deduction if you work through an unpaid meal break.

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Using the **MY TIMESTAMP** widget

- 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

Reference: *How to Punch In and Out* job aid on County Website
http://www.co.accomack.va.us/ (Kronos Link Top Left of Page)

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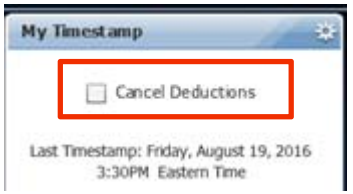
Using the **MY TIMESTAMP** widget

- Cancel a meal deduction
  - 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, check the "cancel deductions" check box **prior to timestamping out** for the day.
      - *See your manager if you forget to check this box.*
      - *Managers can alter data in Kronos to "fix" the issue.*



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

Reference: *How to Cancel a Meal Deduction* job aid on County Website
http://www.co.accomack.va.us/
(Kronos Link Top Left of Page)

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Navigating and Using the **MY TIMECARD** widget

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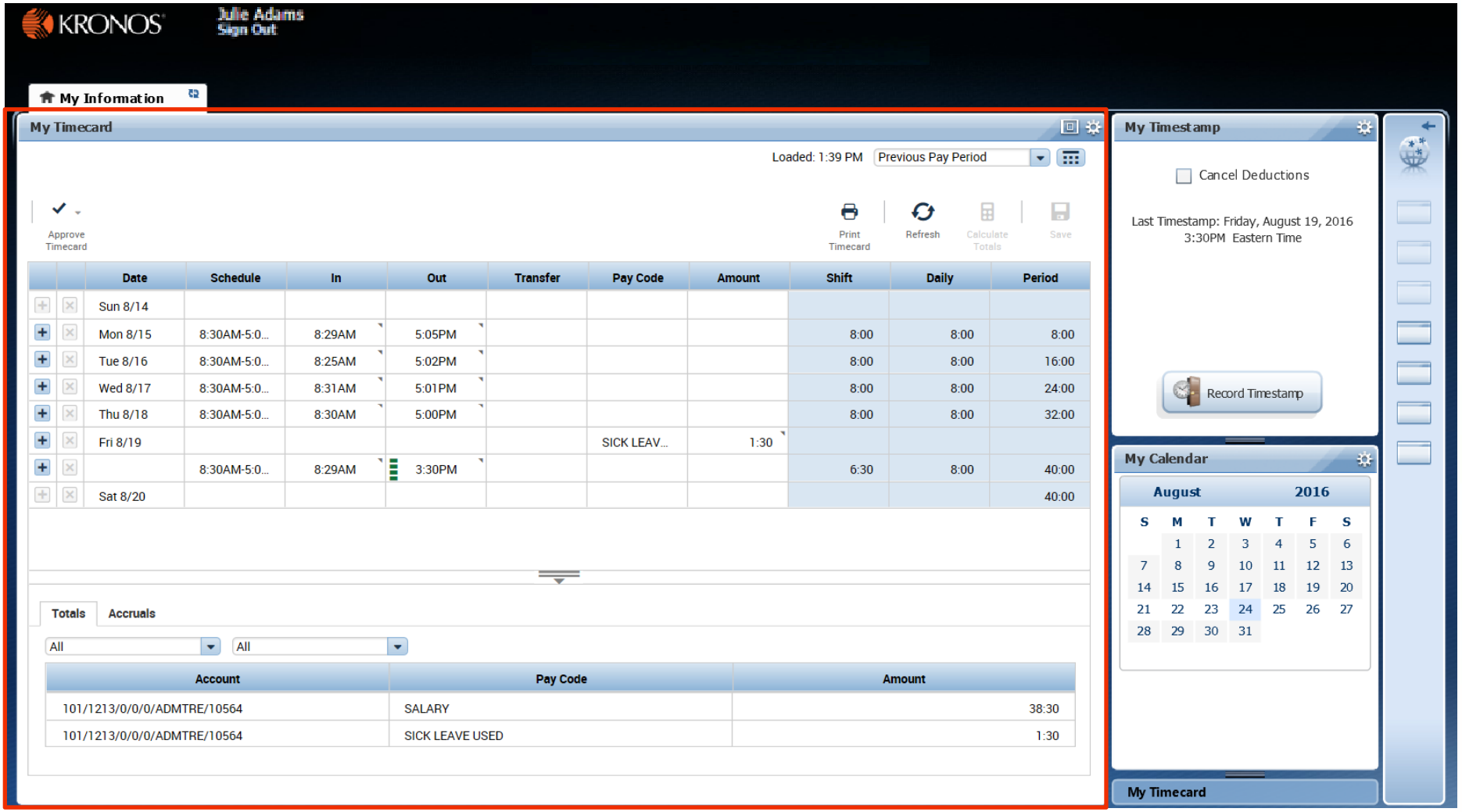
Navigating the **MY TIMECARD** Widget

The MY TIMECARD Widget in this workspace is identified below.



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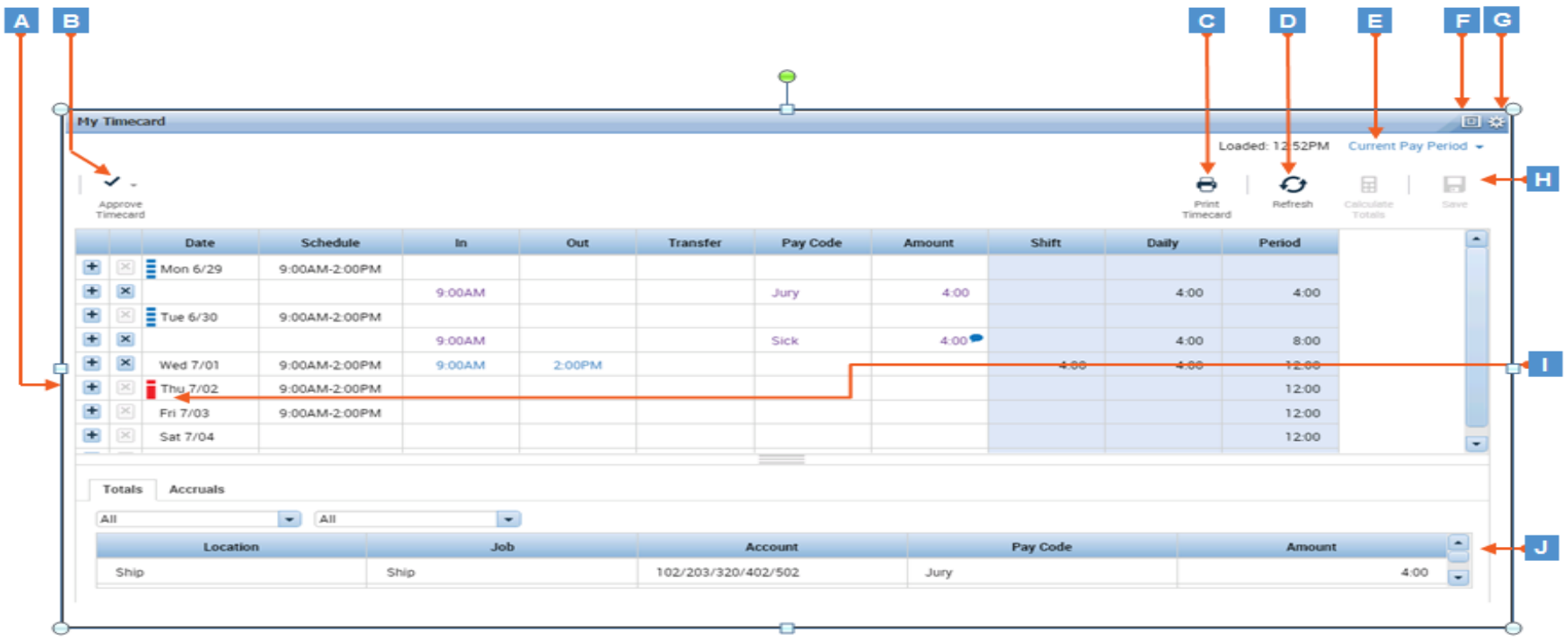
Navigating the **MY TIMECARD** Widget



A **Top section of My Timecard**: View basic time data such as your in and out punches, shift totals, and scheduled hours.

B **Approve Timecard**: Use this to approve or remove approval of the data on your timecard.

C **Print**: Click to print timecard data to a printer.

D **Refresh**: Click to refresh data after timecard changes.

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

F **Minimize/Maximize**: Click to expand a widget or restore it to its original size.

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

H **Save**: Click to save your changes.

I **Visual indicators**: Alert you to items that need your attention. For example, if you have missed a punch, you will see a red line in the cell that needs to be addressed. Hover over the indicator icon to view the indicator details.

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

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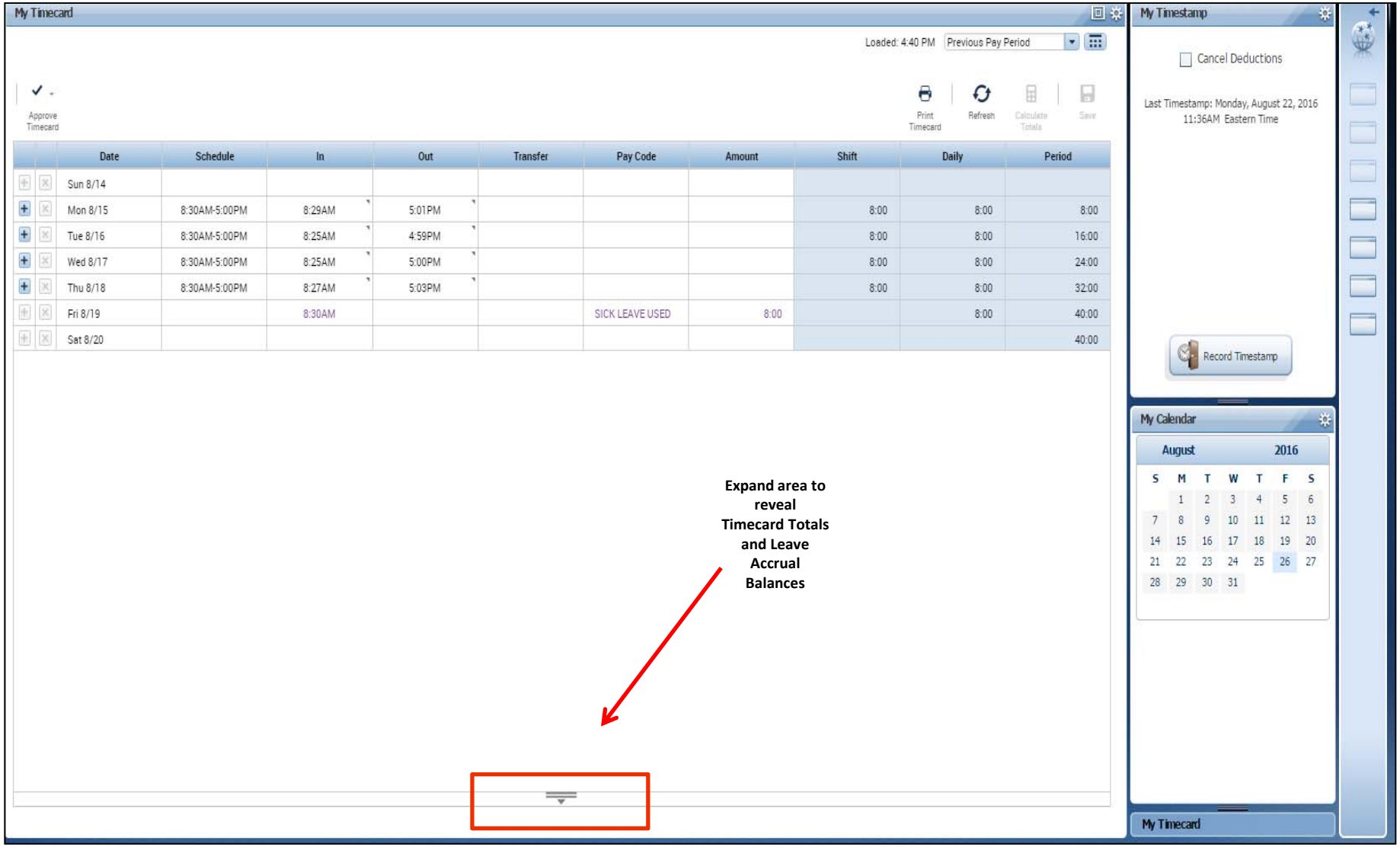
Using the **MY TIMECARD** Widget

- The bottom section of the MY TIMECARD widget it hidden until you expand it.



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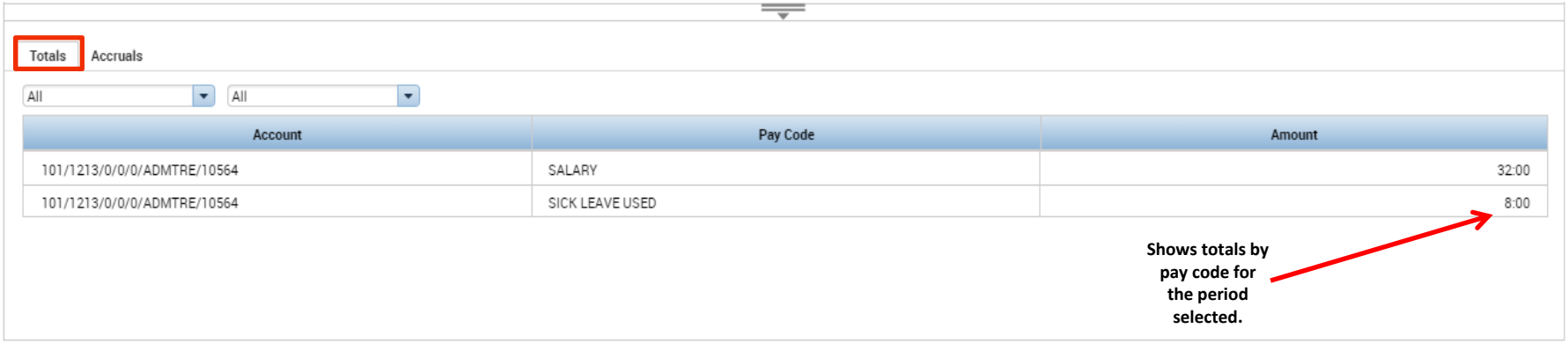
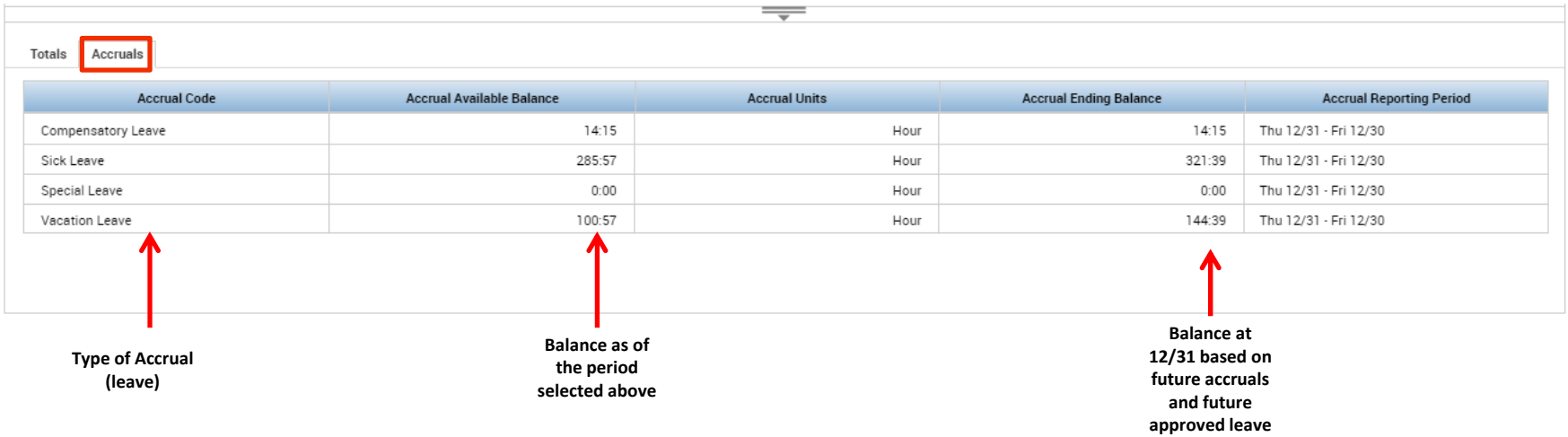
Using the **MY TIMECARD** Widget

- Once in view, there are two tabs. One allows you to see your timecard totals and the other your accrual balances.





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Using the **MY TIMECARD** Widget

- 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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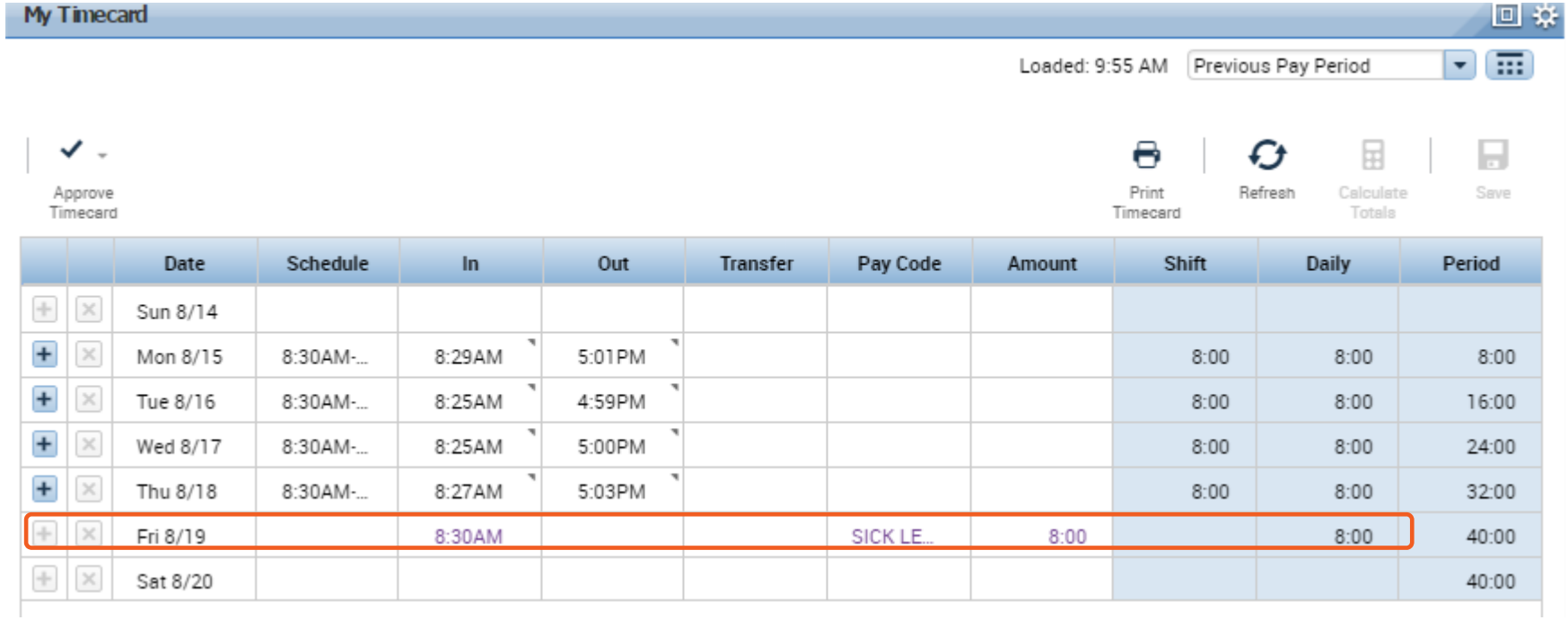
Using the **MY TIMECARD** Widget

- Employees cannot enter time off directly into the **MY TIMECARD** widget.
  - They must submit a time off request using **MY CALENDAR**. The leave will then show in the **MY TIMECARD** Widget.



		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	x	Sun 8/14									
+	x	Mon 8/15	8:30AM-...	8:29AM	5:01PM				8:00	8:00	8:00
+	x	Tue 8/16	8:30AM-...	8:25AM	4:59PM				8:00	8:00	16:00
+	x	Wed 8/17	8:30AM-...	8:25AM	5:00PM				8:00	8:00	24:00
+	x	Thu 8/18	8:30AM-...	8:27AM	5:03PM				8:00	8:00	32:00
+	x	Fri 8/19		8:30AM			SICK LE...	8:00		8:00	40:00
+	x	Sat 8/20									40:00

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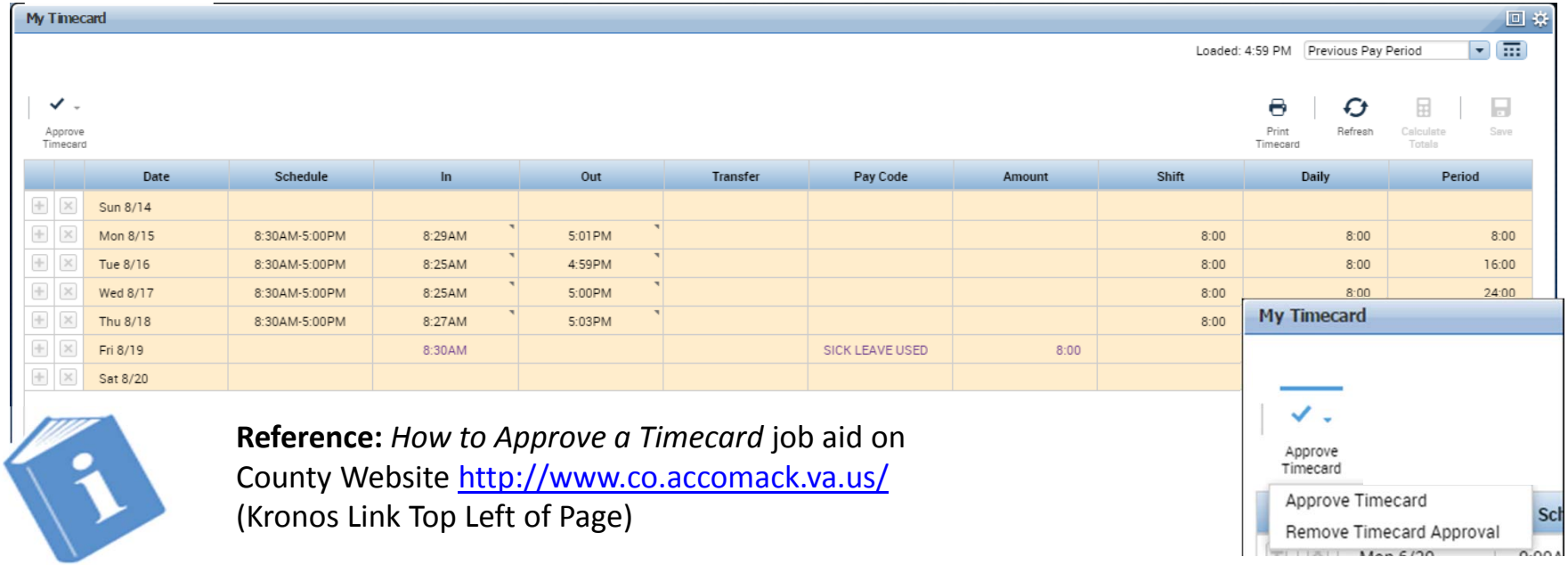
Using the **MY TIMECARD** Widget

- **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.**



Reference: *How to Approve a Timecard* job aid on County Website http://www.co.accomack.va.us/ (Kronos Link Top Left of Page)

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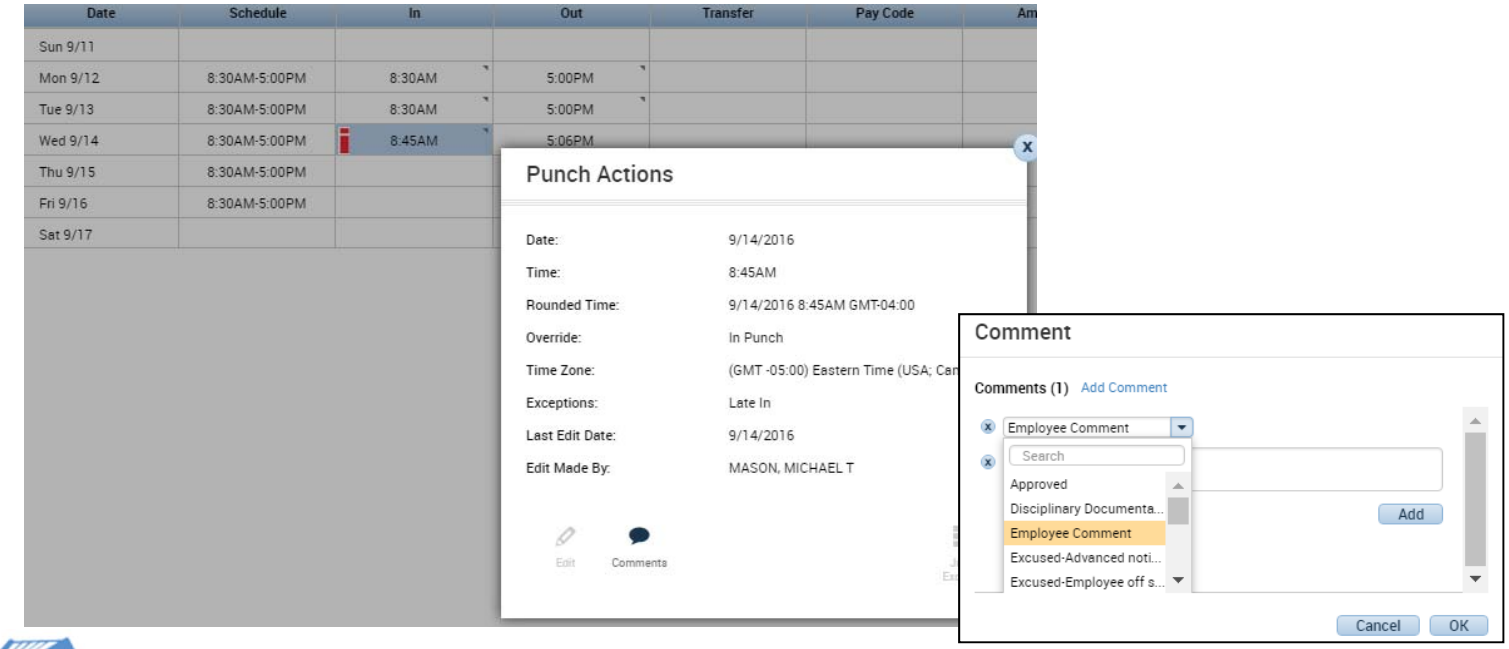
Using the **MY TIMECARD** Widget

- You can add comments to the “hours worked” section of a timecard if it is populated.
  - Right click to add a comment
  - Choose from list of available comments. An general “Employee Comment” is available for you to add notes about a particular day.



Reference: *Adding comments* job aid on County Website

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

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Other Points about the **MY TIMECARD** WIDGET

- Grace Periods
  - 7 minute grace period for clocking 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 the MY TIMECARD widget. All leave must be requested using the request time off feature in the MY CALENDAR widget.

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Navigating and Using the **MY CALENDAR** widget

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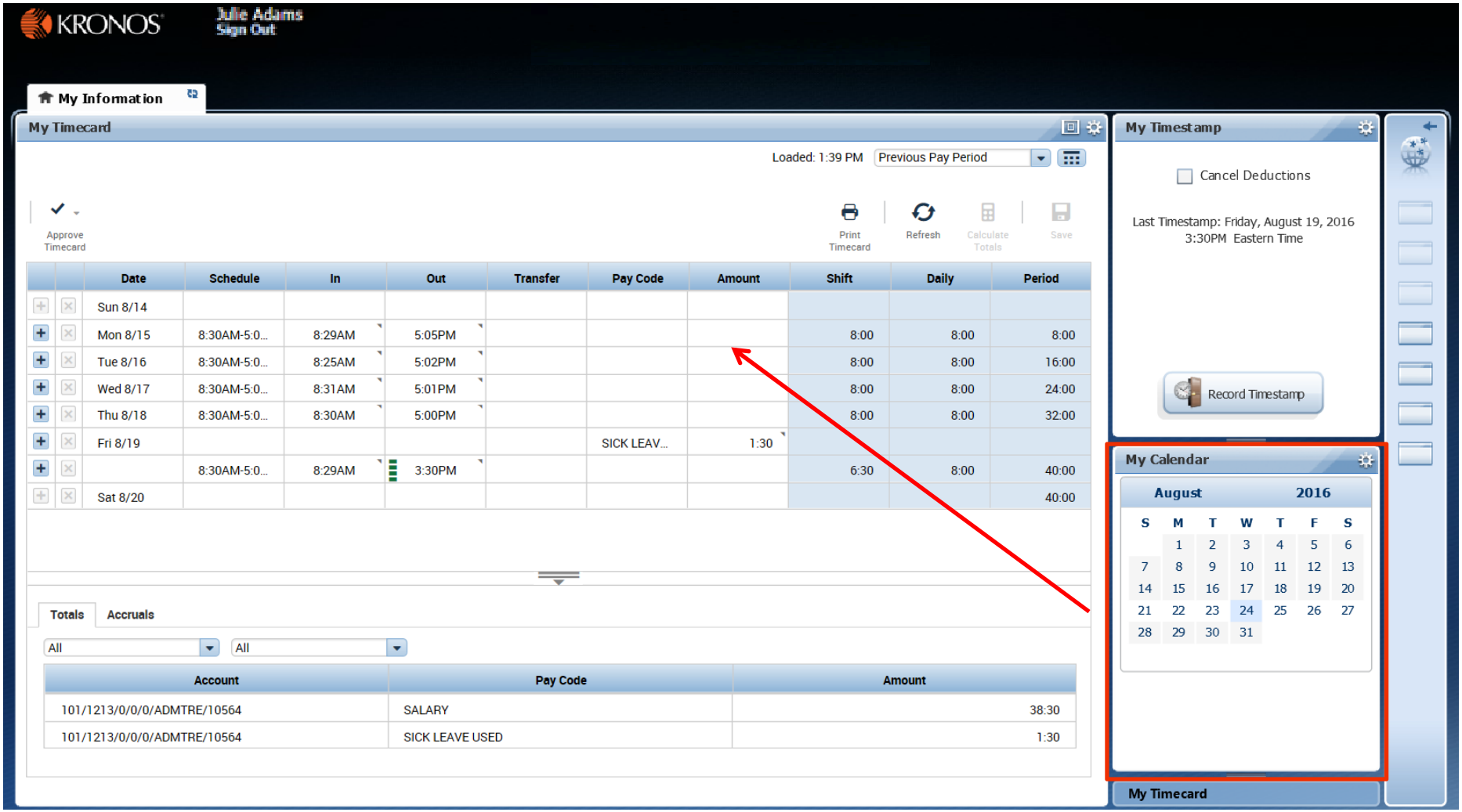
Navigating the **MY CALENDAR** widget

The MY CALENDAR widget by default a secondary widget. You must make it primary to perform the tasks within it.



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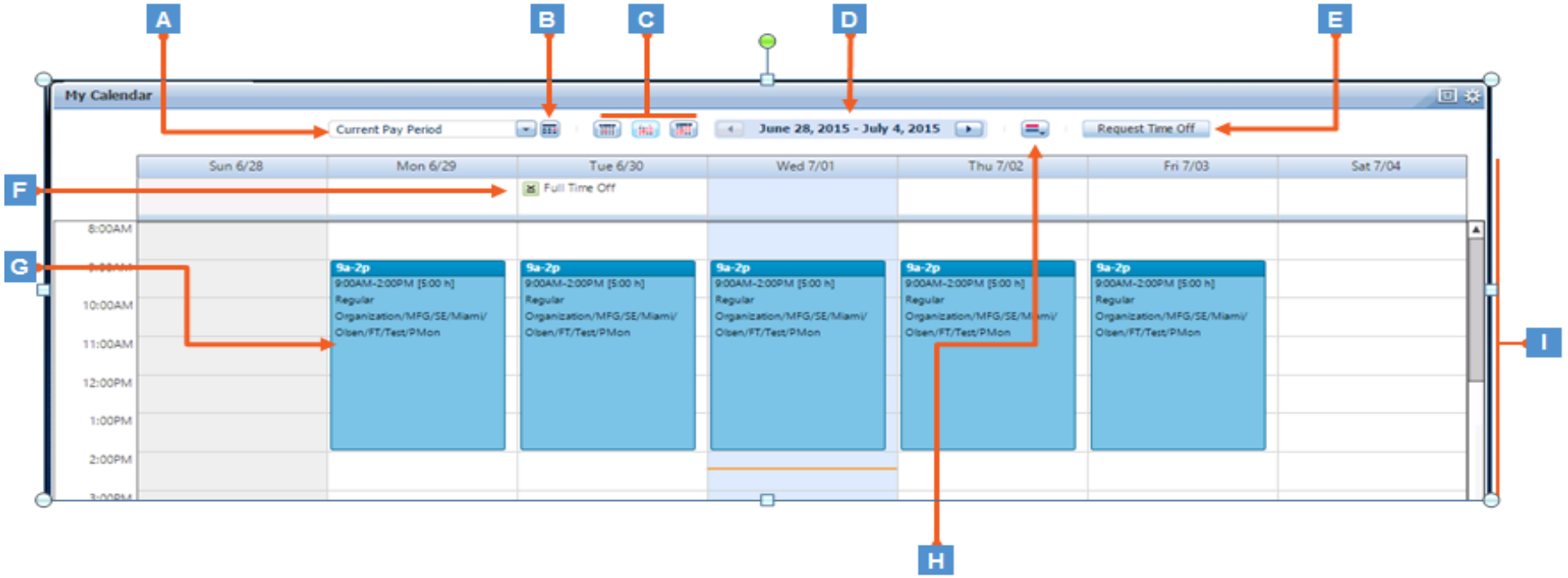
Navigating the **MY CALENDAR** Widget



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

B **Select Dates**: Use if you want to select a specific date range outside of the preconfigured options.

C **Views**: Choose from the view options to view calendar information by day, week, or month.

D **Date label**: Displays range of dates that you are viewing. Click the arrows to toggle back and fourth between time periods.

E **Request Time Off**: Click to fill out and submit a time-off request.

F **Time Off Request**: Click to view time-off request details and to request status. Click **Retract** to retract the time-off request.

In the **by day** and **by week** views, requests for 24 hours or more appear above the calendar grid, and the requests for less than 24 hours appear at the relevant time within the calendar grid.

G In the **by day** and **by week** views, the colored line indicates today's date and the current time.

In the **by month** view, the current date is highlighted.

H **Visibility filter**: Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.

I **Calendar grid**: Displays scheduled shifts, including start time, end time, number of hours, and pay code.

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Using the **MY CALENDAR** Wizard

- View your schedule by day, week, or month
- Submit Time off Request:
  - Submit a time-off request
  - Review time-off details
  - Retract a time-off request

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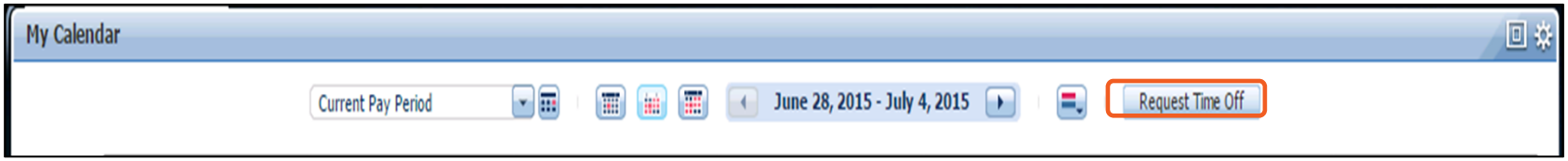
Using the **MY CALENDAR** Widget

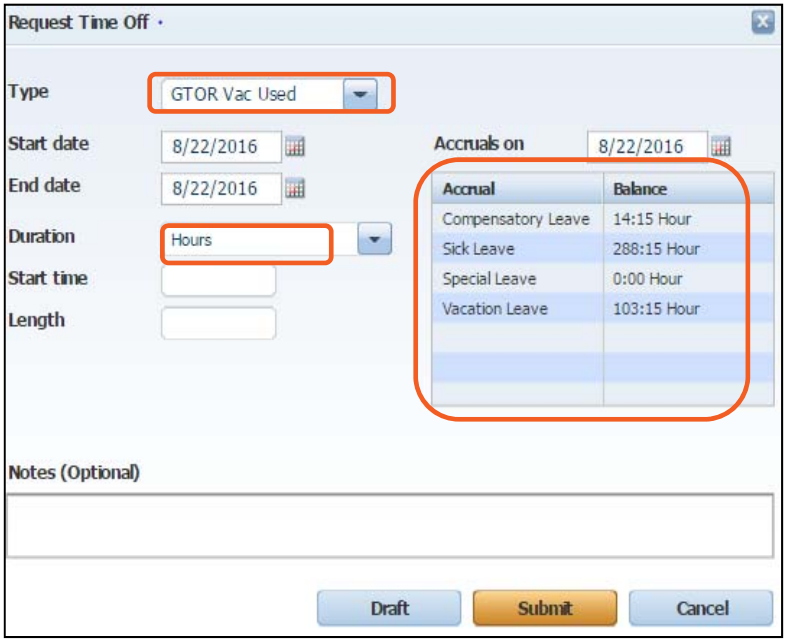
- Requesting Time Off



To request time off, select the "**request time off**" button. Choose the leave type and the # of hours or full day. If you choose hours, you will be prompted for the start time. Notes are optional.

Requests are routed to your manager for review.

You can request time off for past days. For example, if you were sick the preceding day or late. The process works the same as if you were requesting future leave use.



Reference: *How to Request Time Off* job aid on County Website

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

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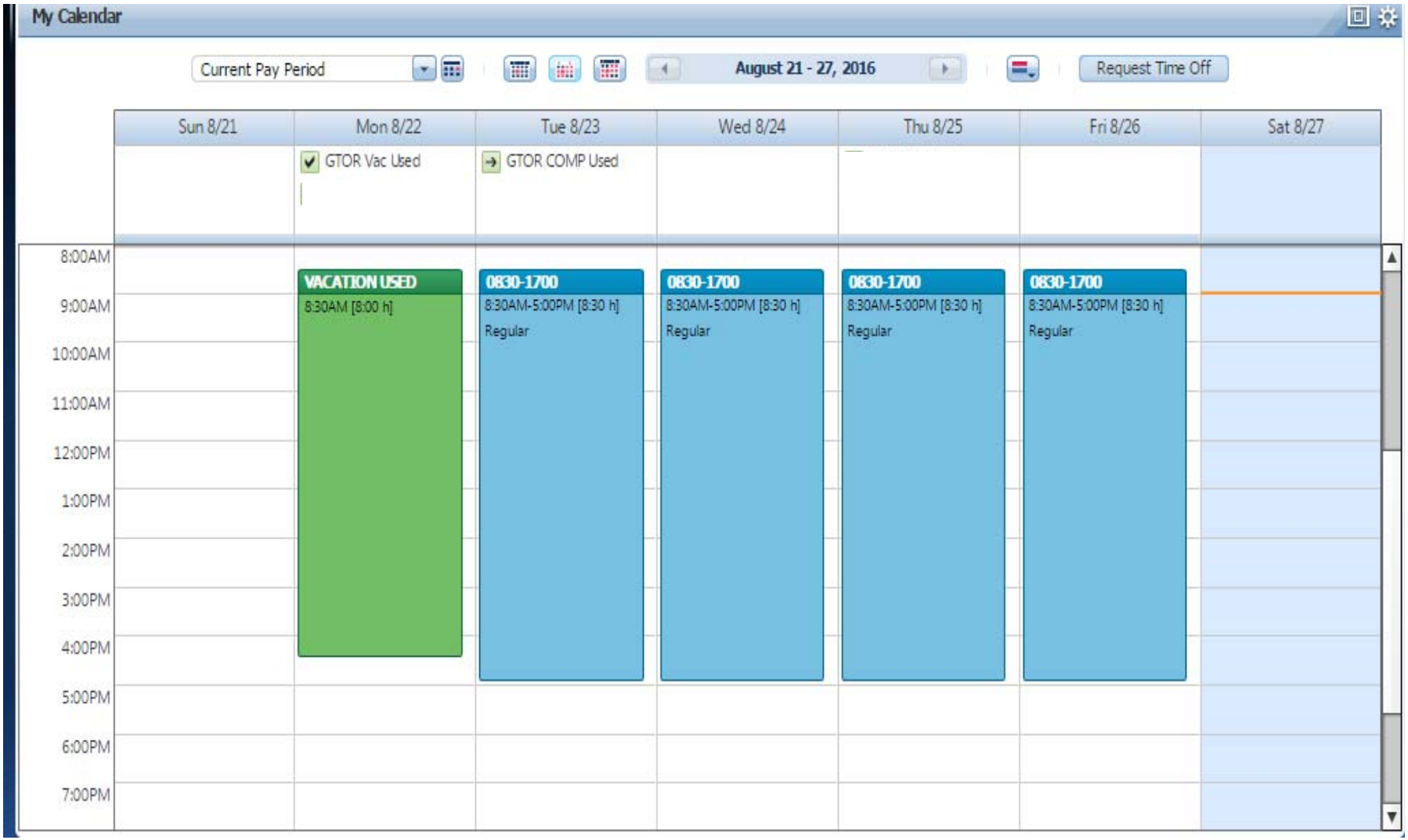
Using the **MY CALENDAR** Widget

If manager approves, the schedule background changes to green. There are also other visual indicators. ☑ Indicates approved → Indicates submitted



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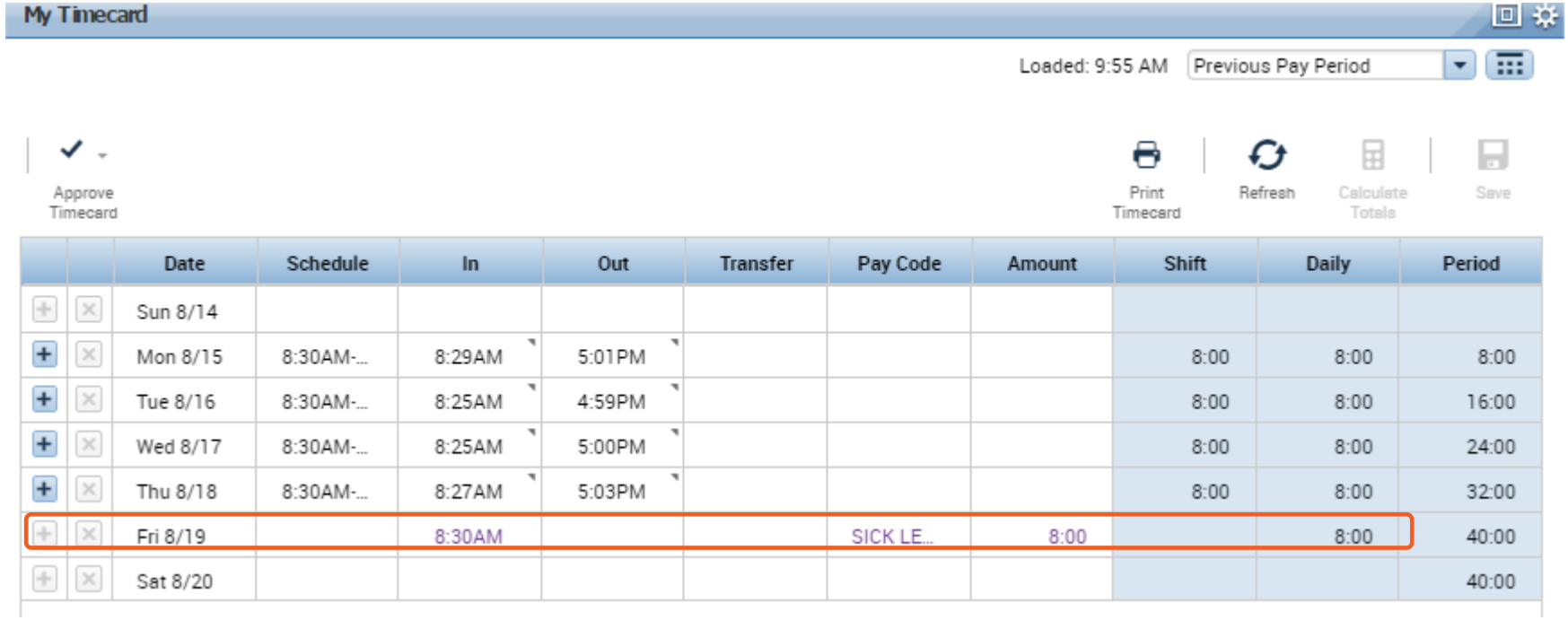
Other notes about time off requests

- The 8 hours of sick leave used shown in the MY TIMECARD below was automatically created once a manager approved the employee's time off request.
  - Employees cannot enter time off directly into their **MY TIMECARD**.
  - A supervisor can enter leave into an employee's timecard directly.



		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	x	Sun 8/14									
+	x	Mon 8/15	8:30AM-...	8:29AM	5:01PM				8:00	8:00	8:00
+	x	Tue 8/16	8:30AM-...	8:25AM	4:59PM				8:00	8:00	16:00
+	x	Wed 8/17	8:30AM-...	8:25AM	5:00PM				8:00	8:00	24:00
+	x	Thu 8/18	8:30AM-...	8:27AM	5:03PM				8:00	8:00	32:00
+	x	Fri 8/19		8:30AM			SICK LE...	8:00		8:00	40:00
+	x	Sat 8/20									40:00

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Other notes about time off requests

- 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.

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Using the **Related Items** Pane

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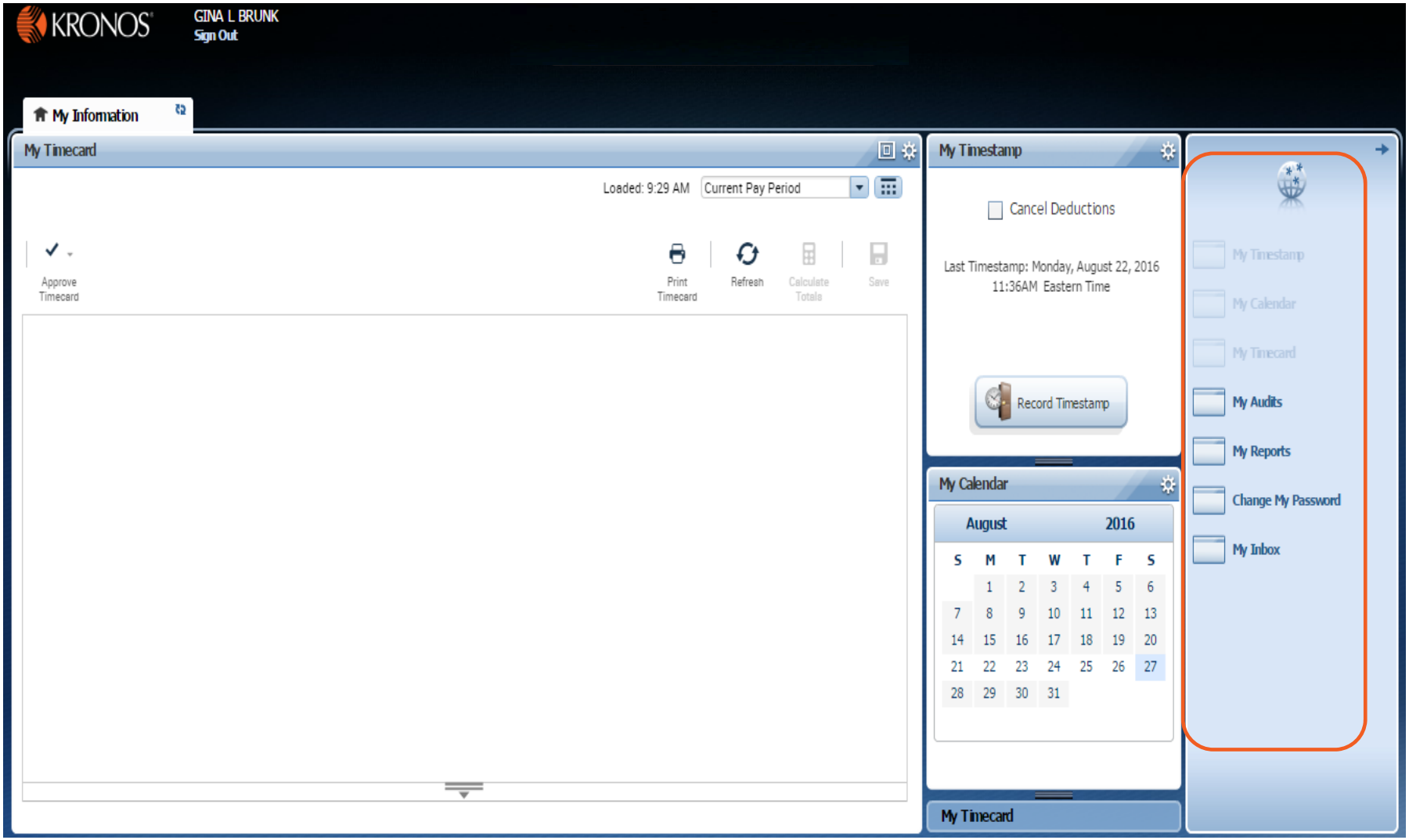
Using **the RELATED ITEMS PANE**



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MY INBOX Widget

- The MY INBOX widget allows you to track the status of your leave request.

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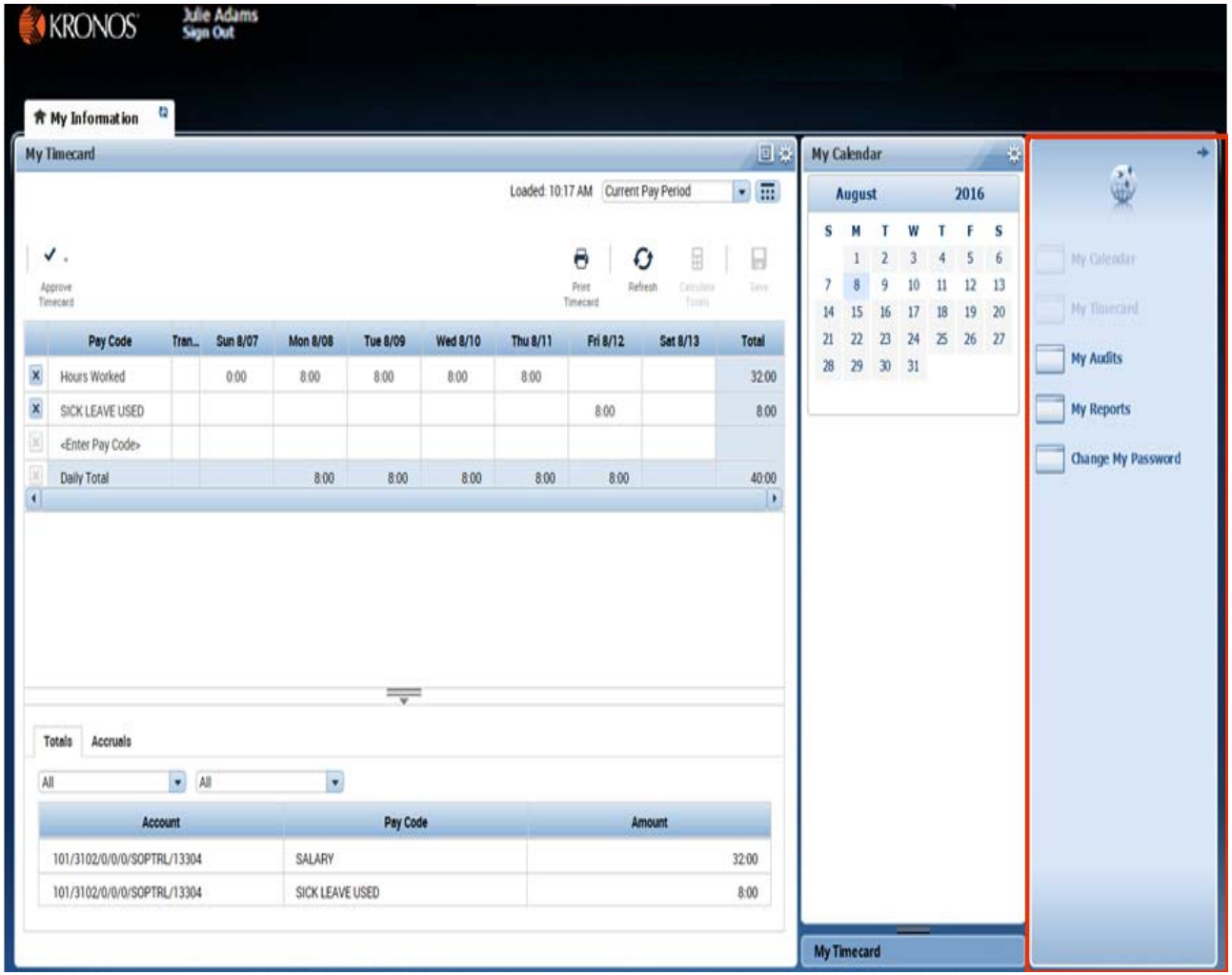
MY REPORTS Widget



You can access to up to three reports:

1. My accrual balances and projections report:
   Provides details regarding available leave time and projected future balances
2. Schedule report:
   Provides details regarding your work schedule and scheduled vacation/leaves
3. Time detail report:
   Provides details regarding the time you worked

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Other Important Points

- Changes you make in Kronos may not appear immediately without clicking

- 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)

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Resources

- The County has developed a “Kronos Resource Center” webpage located on the County’s Website.
  - It contains a wealth of information including step-by-step instructions for performing routine tasks.
  - It’s your source for “How To’s” such as:
    - How to log on using your internet browser
    - How to navigate MY TIMECARD
    - How to timestamp MY TIMESTAMP
    - How to request time off in MY CALENDAR
    - How to approve your timecard in MY TIMECARD

http://www.co.accomack.va.us/

(Kronos Link Top Left of Page)

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Resources (continued)

- Your manager has an elevated access level that allows him or her to make corrections to your timecard if needed
- Your Kronos Employee Handbook (passed out today) contains this presentation's slides and "how to…"
- Finance Department Staff
  - If you cannot find the answer you seek on the Kronos Resource Page, you can contact the Finance Dept. for assistance.

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“Hands on” portion of the training

U*se your handouts for the remainder of this training.*

Instructor will display a live version of Kronos.

KRONOS®

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Exercises

- Lets all log on.

https://accomack.kronos.net/wfc/logon

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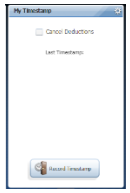
Exercise 1-Timestamp In & Add a Comment

In this exercise, you will timestamp in and enter a comment regarding the punch in.

- Log into the NAVIGATOR



- Click the on the button “Record Timestamp” button in **MY TIMESTAMP**.
  - Only click once. A recorded time displays along with a ✔ indicating a successful punch.

- Click the “Refresh” button to view the time of the stamp in **MY TIMECARD**. May need to refresh multiple times.

- Add a comment to the in punch time by:
  - Right clicking on the in punch time.
  - Clicking on “comment”
  - Selecting “Employee Comment” from the list
  - Type a comment in the notes box
  - Click OK.
  - Hover over the call out to read the comment

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Exercise 2-View Leave Balances

In this exercise, you will navigate to the accruals section of **MY TIMECARD** and view your accruals. Note these amounts are test data and are not up-to-date.

- Select the at the bottom of the page.
- Select the accruals tab

to view leave balances.
- Accumulated leave is expressed as HH:MM
  - The amounts in the ACCRUAL AVAILABLE BALANCE column are balances as of the day selected.
  - The amounts in the ACCRUAL ENDING BALANCE column are your projected balances at 12/31 based on future time earnings and future approved leave use.

Totals | Accruals

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Ending Balance	Accrual Reporting Period
Compensatory Leave	22:15	Hour	22:15	Thu 12/31 - Fri 12/30
Sick Leave	664:18	Hour	703:24	Thu 12/31 - Fri 12/30
Special Leave	0:00	Hour	0:00	Thu 12/31 - Fri 12/30
Vacation Leave	117:26	Hour	164:28	Thu 12/31 - Fri 12/30

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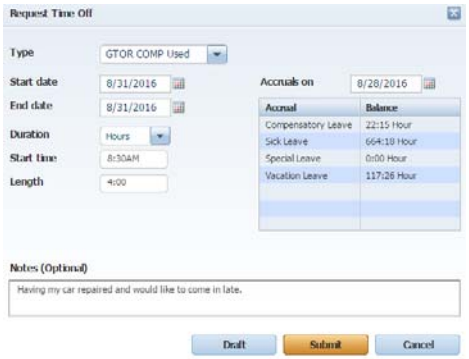
Exercise 3-Time Off Request

– In this exercise, you will request time off from within **MY CALENDAR**.

- Make the **MY CALENDAR** widget by choosing the gear emblem and selecting pop-out.

- Select the “Request Time Off” button.



- Select 9/16 as the day, vacation as the leave type, full day or hours, add a note and click submit.
  - ❖ Kronos will not let you request leave you do not have.

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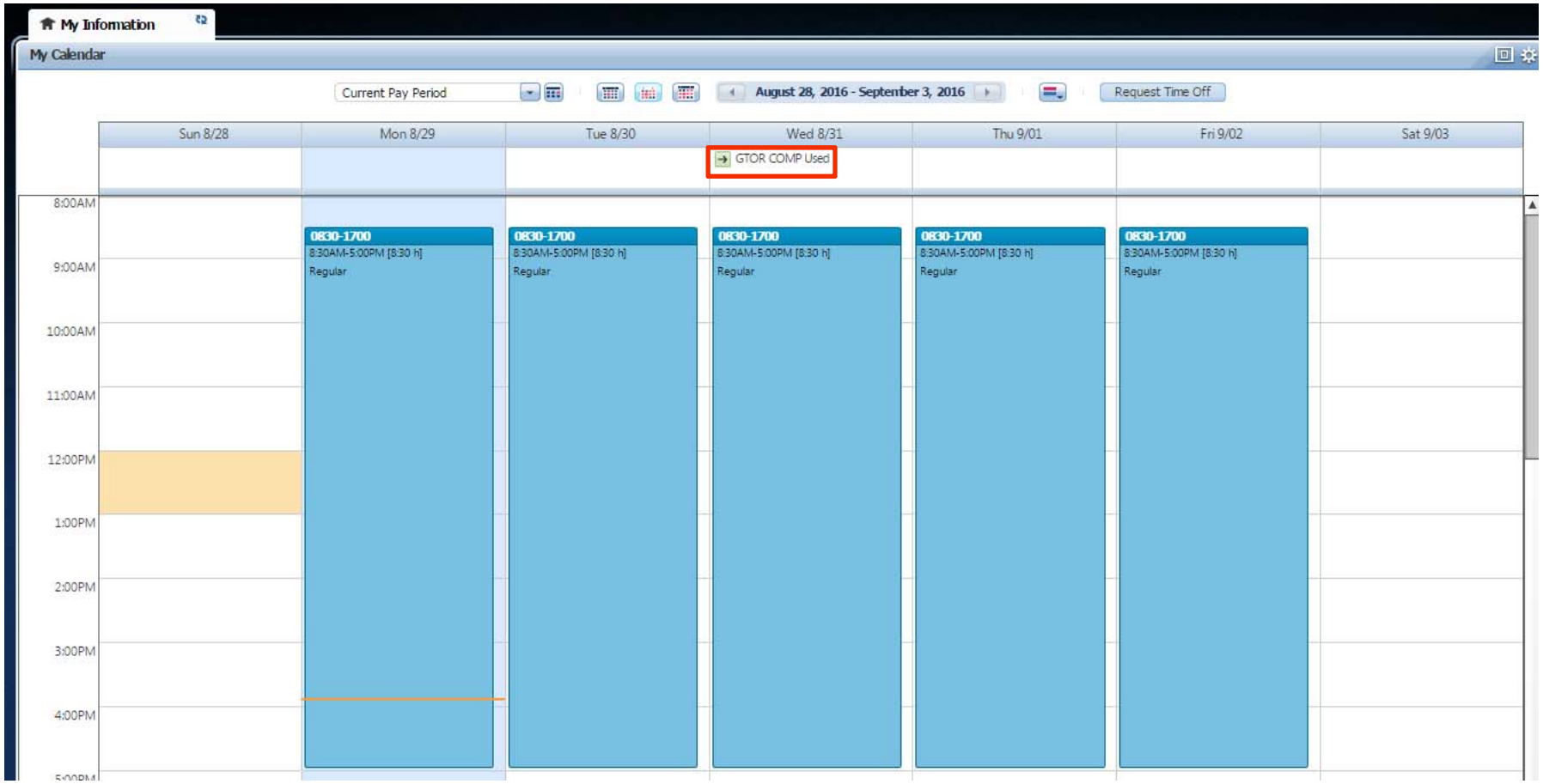
Exercise 3-Time Off Request-continued

A indicator now appears in the calendar on the day that you requested time off. If you hover over it, you reveal the details and status.



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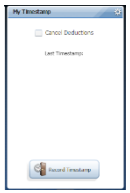
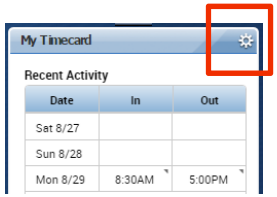
Exercise 4-Timestamp Out

In this exercise, you will timestamp OUT.



– Click on the button “Record Timestamp” button in **MY TIMESTAMP**.
  - » Only click once. A recorded time displays along with a indicating a successful punch.
  - » If you had worked through an unpaid lunch break ı you would check the “cancel deductions” box before you stamped out for the day.



– Maximize the **MY TIMECARD** widget.

– Click the “Refresh” button to view the time of the stamp in **MY TIMECARD**. May need to refresh multiple times.

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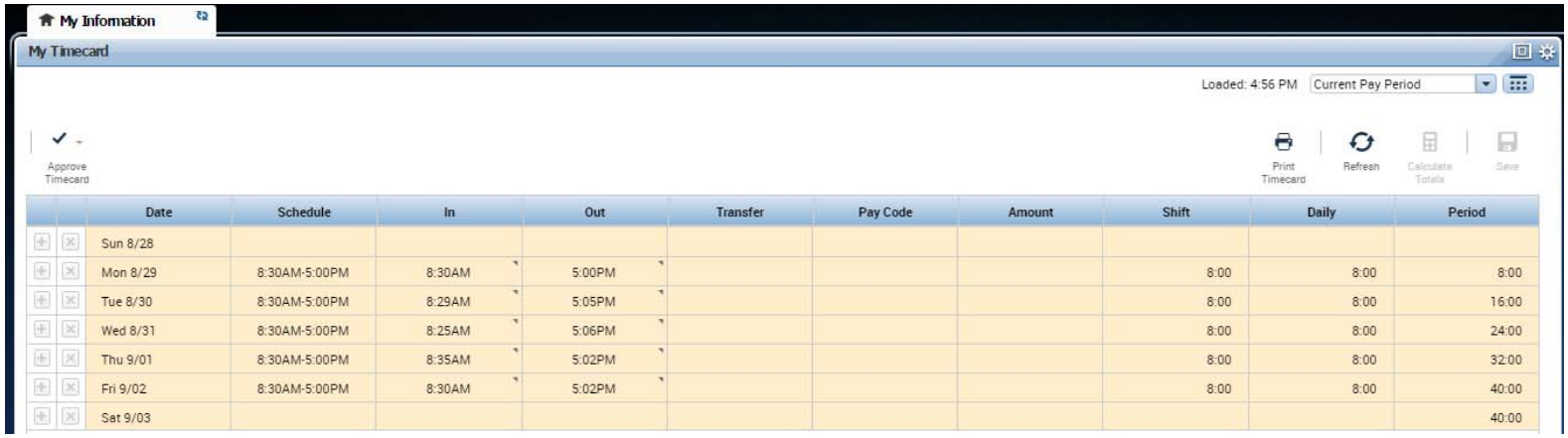
Exercise 5-Approve your timecard

In this exercise, you will approve your timecard.

1. In **MY TIMECARD**, select the “approve timecard” drop down then choose “approve timecard”.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 8/28									
Mon 8/29	8:30AM-5:00PM	8:30AM	5:00PM				8:00	8:00	8:00
Tue 8/30	8:30AM-5:00PM	8:29AM	5:05PM				8:00	8:00	16:00
Wed 8/31	8:30AM-5:00PM	8:25AM	5:06PM				8:00	8:00	24:00
Thu 9/01	8:30AM-5:00PM	8:35AM	5:02PM				8:00	8:00	32:00
Fri 9/02	8:30AM-5:00PM	8:30AM	5:02PM				8:00	8:00	40:00
Sat 9/03									40:00

2. Once you approve the timecard, the background color will change to yellow.



Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 8/28									
Mon 8/29	8:30AM-5:00PM	8:30AM	5:00PM				8:00	8:00	8:00
Tue 8/30	8:30AM-5:00PM	8:29AM	5:05PM				8:00	8:00	16:00
Wed 8/31	8:30AM-5:00PM	8:25AM	5:06PM				8:00	8:00	24:00
Thu 9/01	8:30AM-5:00PM	8:35AM	5:02PM				8:00	8:00	32:00
Fri 9/02	8:30AM-5:00PM	8:30AM	5:02PM				8:00	8:00	40:00
Sat 9/03									40:00

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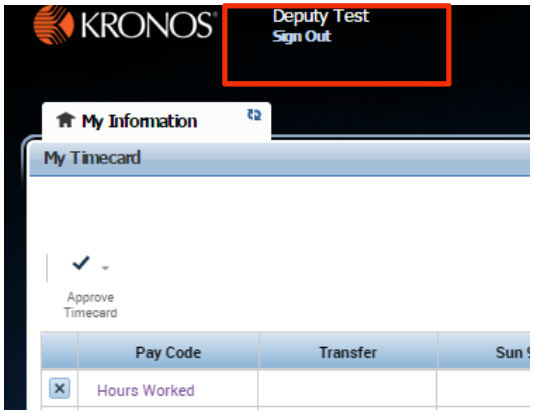
Exercise 6-Log Out

- Sign out of the application.



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Recap

- **10/2 Begin Using Kronos** to record time **AND** continue to submit your 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 (same process as you normally use).
- 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.

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Thank You

Questions?

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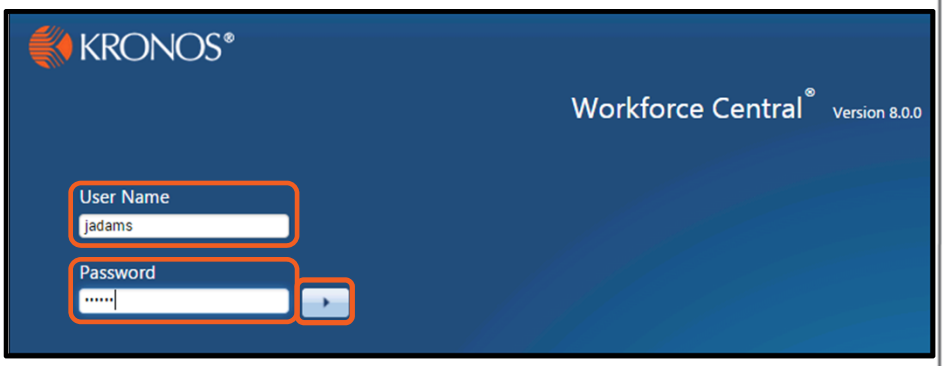
As a user of Workforce Central, you are required to have an established user name and password to gain access to Workforce Central Navigator. If your organization chooses to use Kronos authentication, you can also use the security features that are provided in the application.

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

Logging in

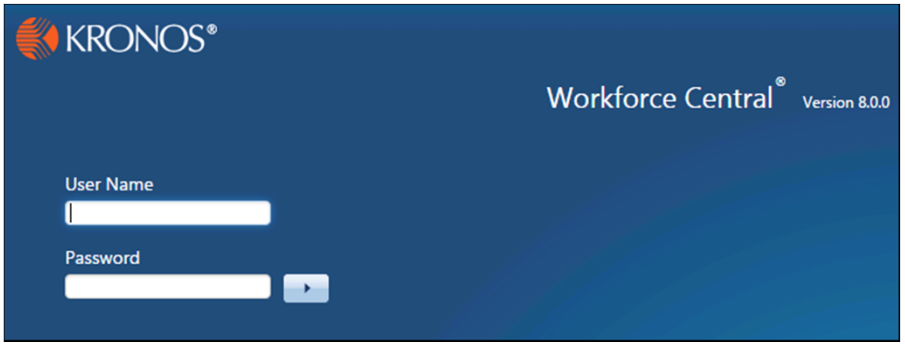
1. Access the log in page at **https://accomack.kronos.net**
2. In the **User Name** field, enter your user name.
3. In the **Password** field, enter your password.
4. Click the **right-facing arrow** or press the **Enter** key on the keyboard. You are brought to you default home page.



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.



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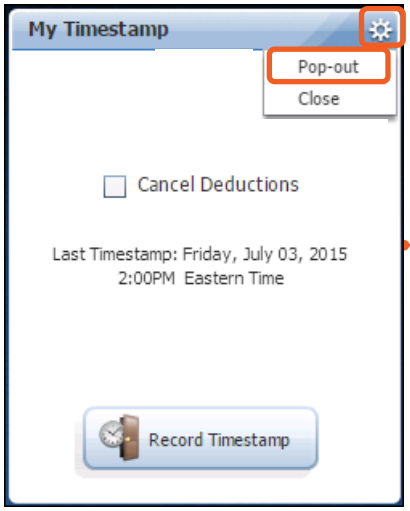
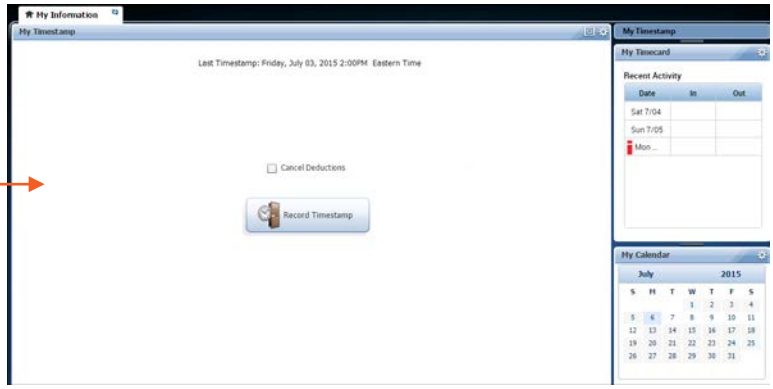
As an employee, you need to keep track of the hours that you work each day. By using the Timestamp widget, you can record the hours that you work.

In this job aid you will learn how to access and navigate the timestamp widget.

Accessing the My Timestamp widget

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





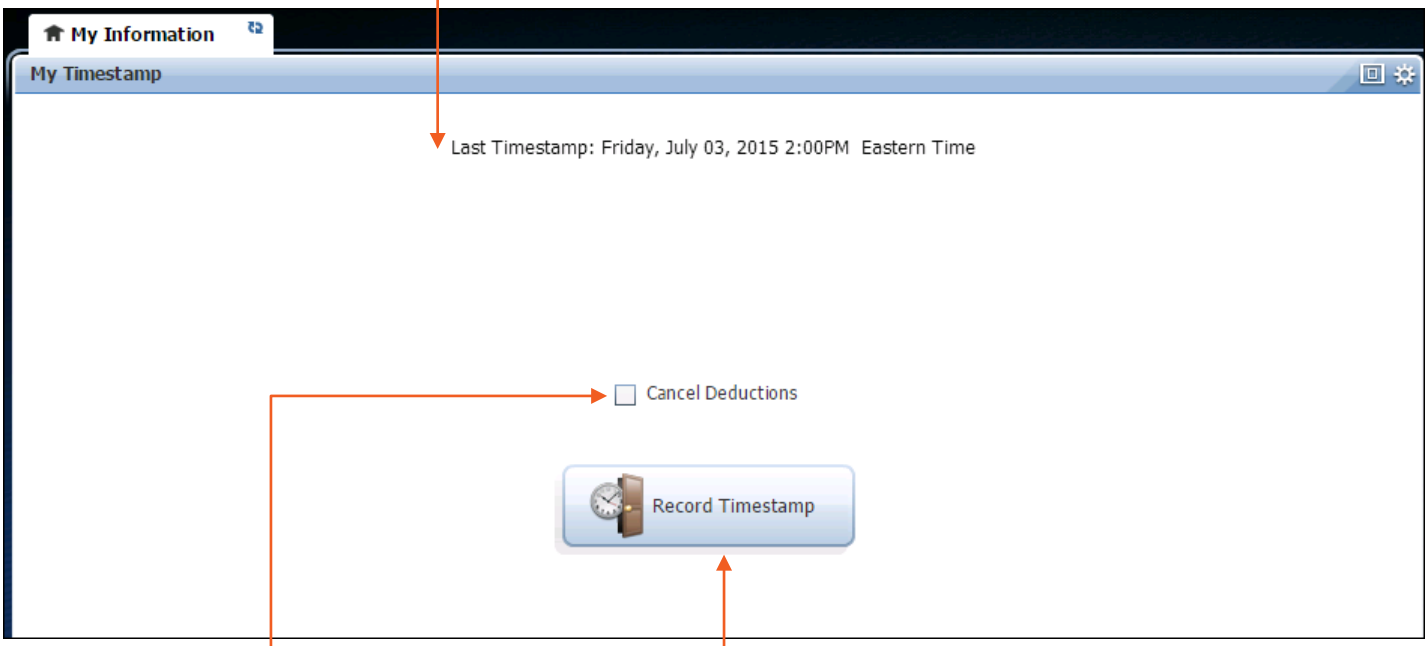
Note

- You can enter a punch when the widget is in either the primary or secondary view.
- If the My Timestamp widget is in the Related Items pane, click the link and the widget will open in a new workspace.

Navigating the My Timestamp widget

Last Timestamp displays the date and time of your last timestamp. After you click Record Timestamp, the time of the stamp will be displayed.

After you click Record Timestamp, the recorded time of the stamp is displayed in place of the Last Timestamp information. However, after you refresh the widget, the Last Timestamp will be displayed with the new timestamp data.



If you choose to work through a meal break, you can cancel the deduction so that your daily total reflects the time you actually worked.

Click Record Timestamp to punch in or out. Multiple punches are interpreted as alternating in and out punches. Your first punch of the day is assumed to be an in punch, while the second is assumed to be an out punch.

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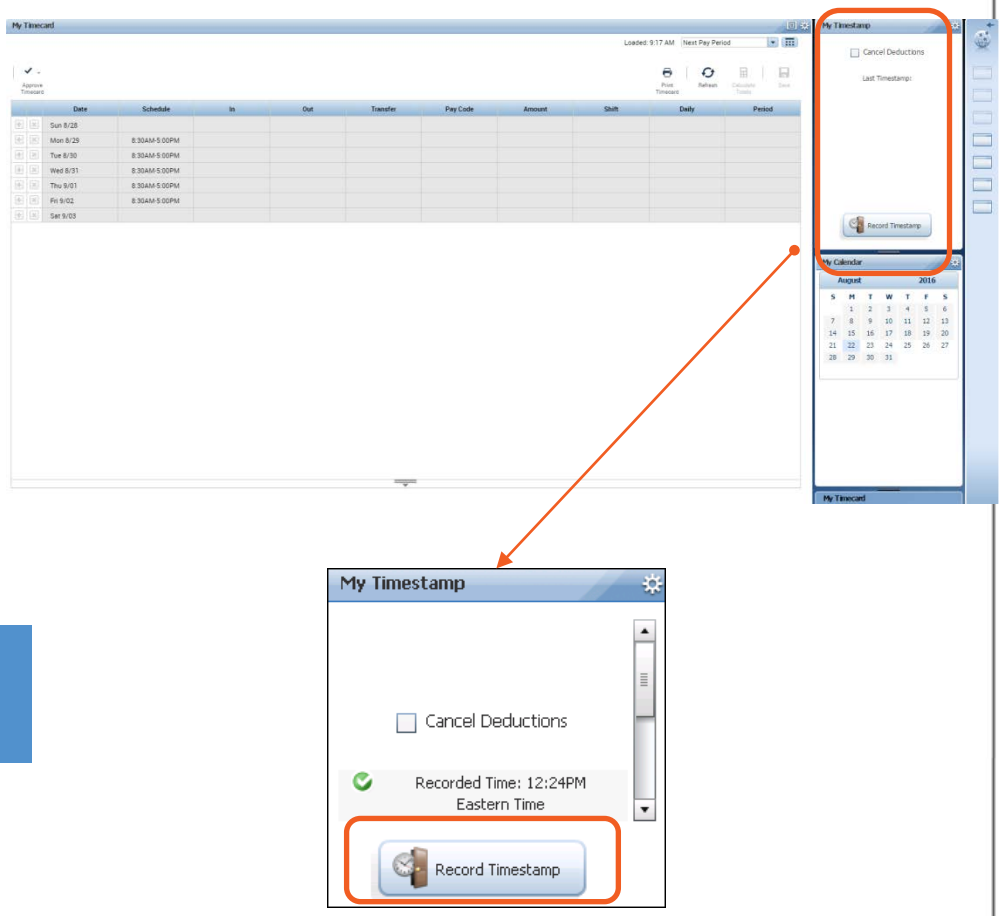
As an employee, you need to keep track of the hours that you work each day. By using the Timestamp widget, you can record the hours that you work.

In this job aid you will learn how to punch in and out using the My Timestamp widget.

Punching in

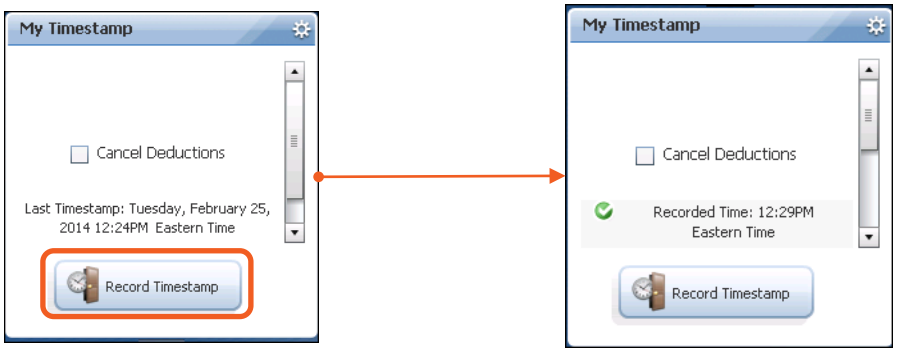
1. Access the **Navigator Framework_wfc** log on page at **https://accomack.kronos.net**
2. Log in using your credentials.
3. Locate the **Timestamp** widget.
4. Note the **Last Timestamp** information.
5. Click **Record Timestamp**.
6. Note the recorded time. The next time you access this widget (or refresh the page), this information will be displayed as the last timestamp.



> Note
> - The application acknowledges a timestamp by displaying a system- generated recorded time confirmation.

Punching out

1. Access the **My Timestamp** widget.
2. Click **Record Timestamp**.



> Note
> Multiple punches are interpreted as alternating in and out punches. Your first punch of the day is assumed to be an in punch, while the second punch is assumed to be an out punch. If you click Record Timestamp a third time, that will be interpreted as another in punch, and so on.

> Note
> - If your schedule calls for an unpaid lunch break and you work through this break, check the "cancel deductions" box prior to punching out to show that you worked through lunch. See the "How To Cancel Meal Deductions" job aid for more info.

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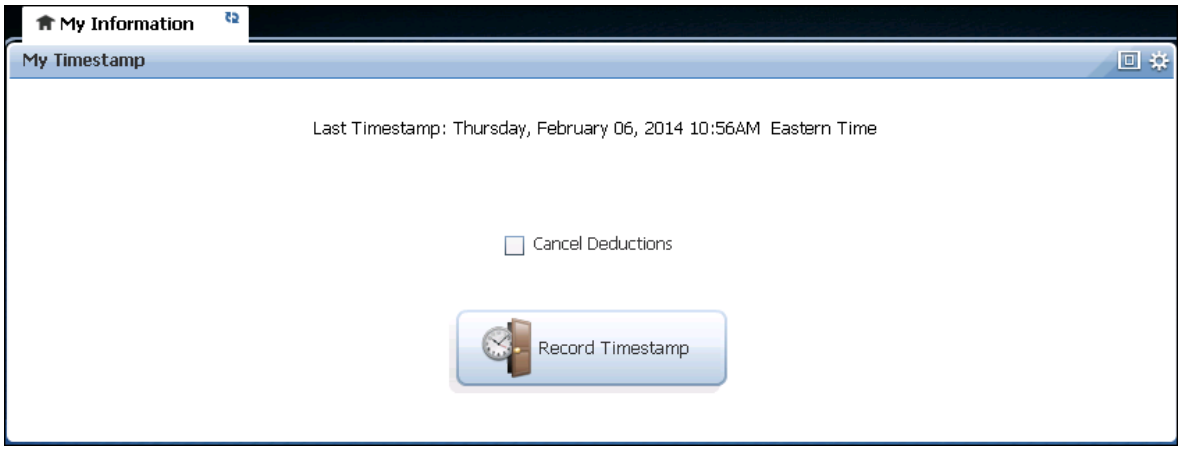
Employees who are regularly scheduled for a period of 8.5 hours (i.e. 8:30am-5pm, 8:00am-4:30pm, etc) automatically have a 30min meal break deducted from their hours worked daily. Employees who work through lunch may cancel this meal deduction by checking the "cancel deductions" check box in their **MY TIMECARD** widget prior to punching out for the day. Canceling the meal deduction will credit the employee with an additional 30 min of time worked for the day.

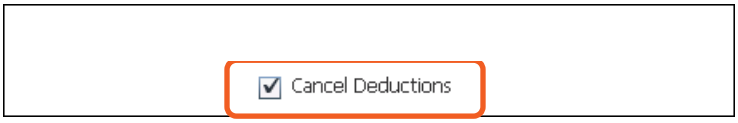
In this job aid, you will learn how to cancel a meal deduction in the Timestamp widget.

Canceling meal deductions

1. Access the **Navigator Framework_wfc** log on page at **https://accomack.kronos.net**.
2. Log in using your credentials.
3. Access the **My Timestamp** widget.

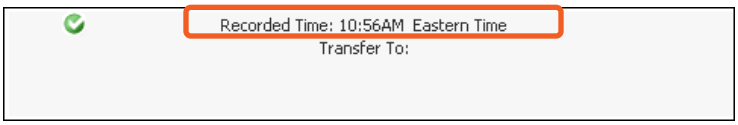


4. Select the **Cancel Deductions** check box.



5. Click **Record Timestamp**.

6. Verify that the timestamp has been recorded by reviewing the **Recorded Time** information.



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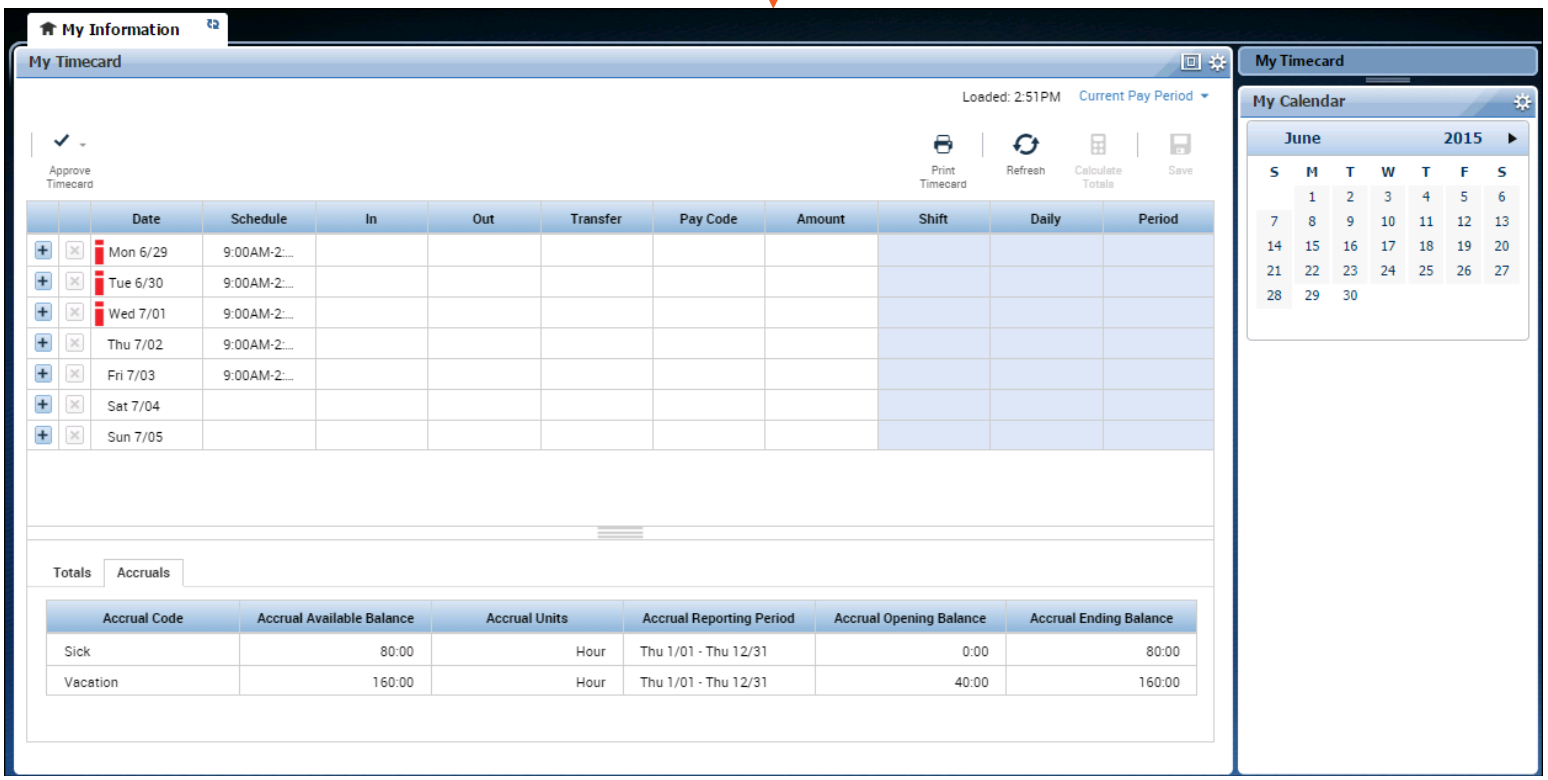
With Workforce Central, you can use the My Timecard widget to view your time entry data, make edits, and address or view exceptions within your timecard.

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

Accessing the My Timecard widget

1. Access the **Navigator Framework_wfc** 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 and the widget will open in a new workspace.



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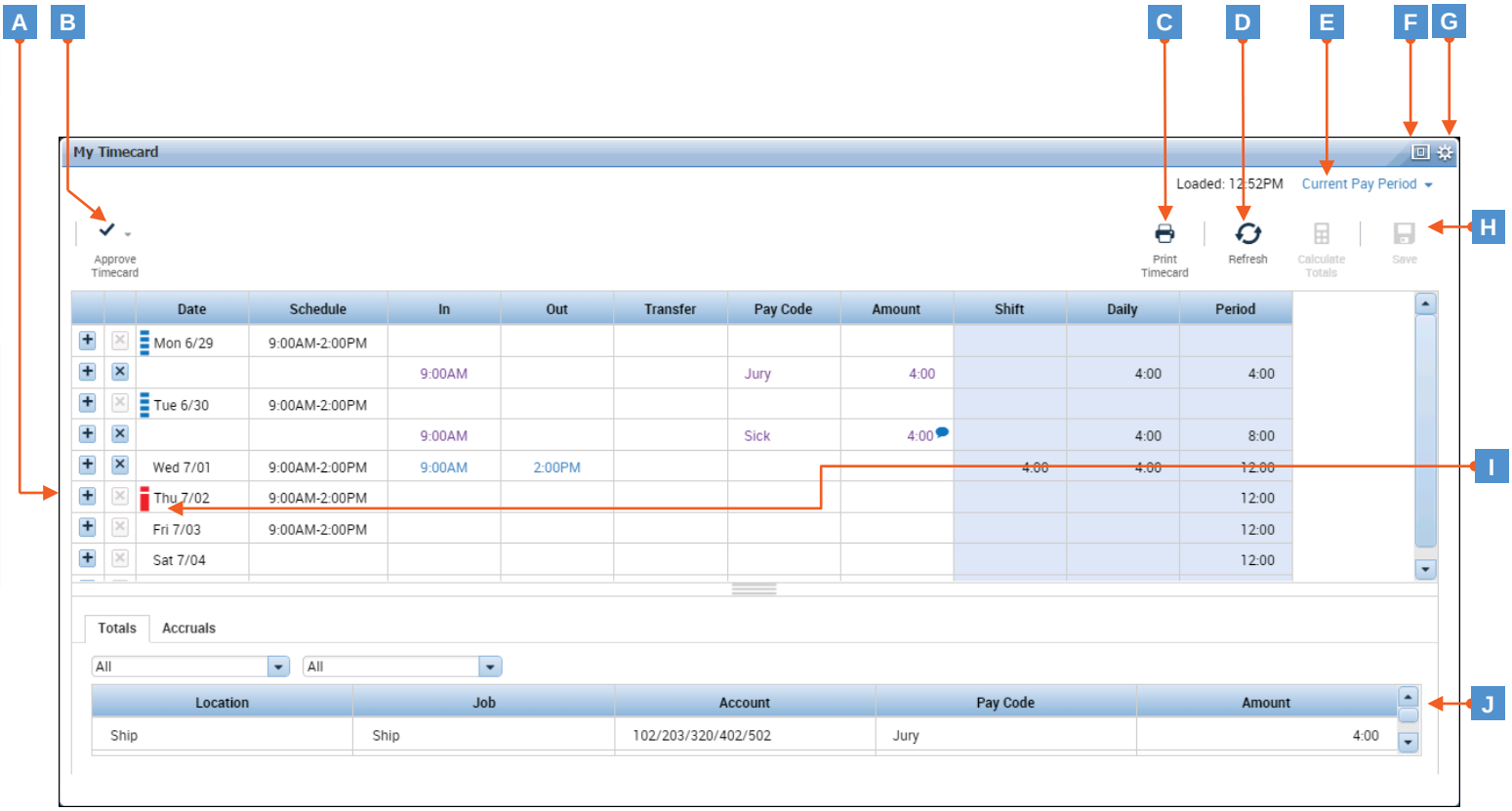
Navigating the My Timecard widget



A **Top section of My Timecard**: View basic time data such as your in and out punches, shift totals, and scheduled hours.

B **Approve Timecard**: Use this to approve or remove approval of the data on your timecard.

C **Print**: Click to print timecard data to a printer.

D **Refresh**: Click to refresh data after timecard changes.

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

F **Minimize/Maximize**: Click to expand a widget or restore it to its original size.

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

H **Save**: Click to save your changes.

I **Visual indicators**: Alert you to items that need your attention. For example, if you have missed a punch, you will see a red line in the cell that needs to be addressed. Hover over the indicator icon to view the indicator details.

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

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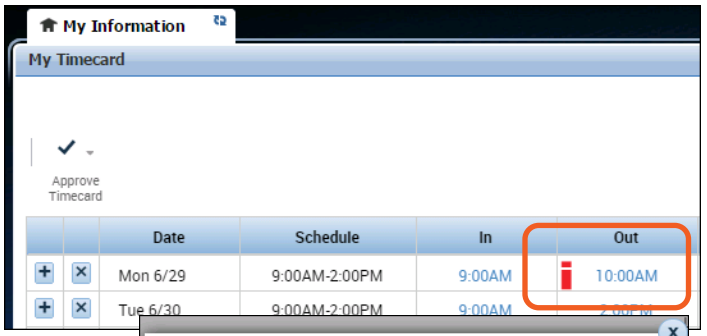
Adding additional notes to a comment

When there is an exception within your timecard, you can add comments to justify or explain the difference in your schedule. Your manager will be able to review the comments. When you add a comment to your timecard, you may add additional notes to it.

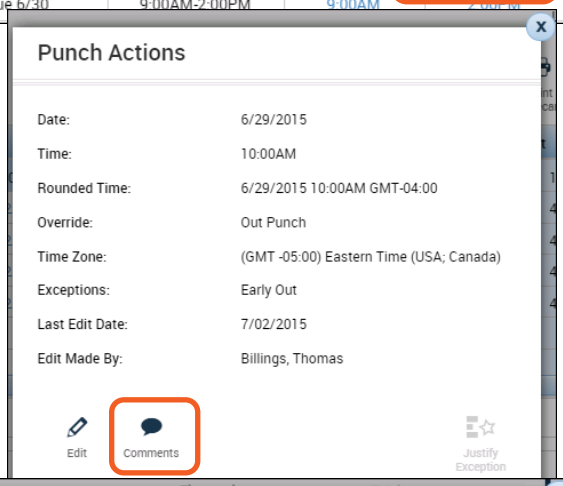
1. Access the **My Timecard** widget.

2. Right-click the applicable **In** or **Out** cell.

> Note
> To add a comment to the In or Out cells, the cell must be populated with a time.



3. Click the **Comments** option in the **Punch Actions** Call Out.

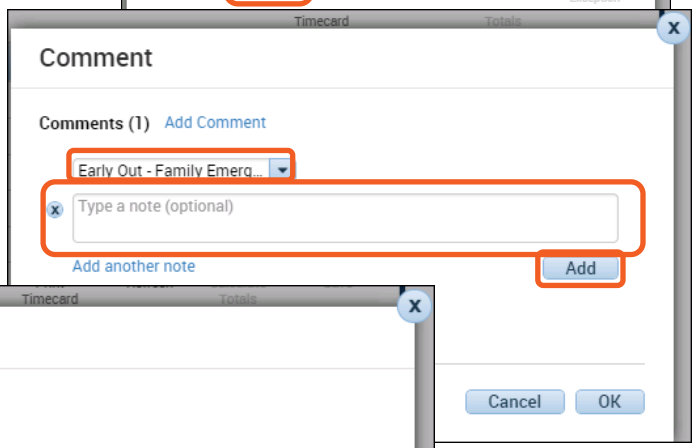


4. Select the **"Employee Comment"** from the list of comments in the drop-down menu .

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

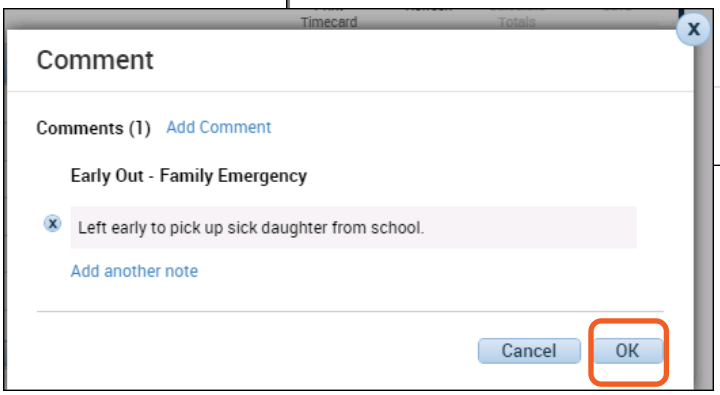
6. Click **Add** button.

7. Repeat as needed for each additional note.

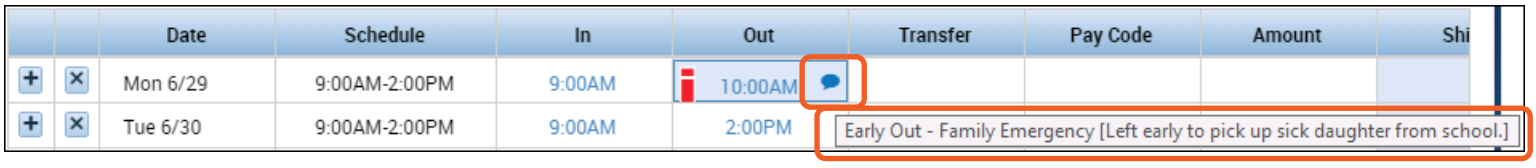


8. Click **OK**.

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



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



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As an employee, you have a responsibility to approve your timecard. Before approving your timecard, it is important to review the data for accuracy, and make adjustments as needed. After you approve a timecard, you can remove your approval only if you manager has not already approved your timecard.

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

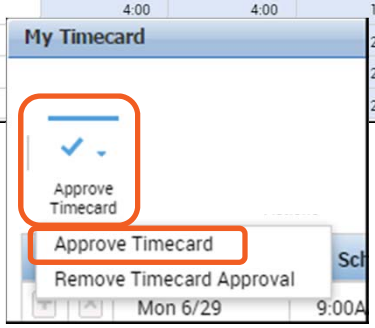
Approving your timecard

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 relevant time period.

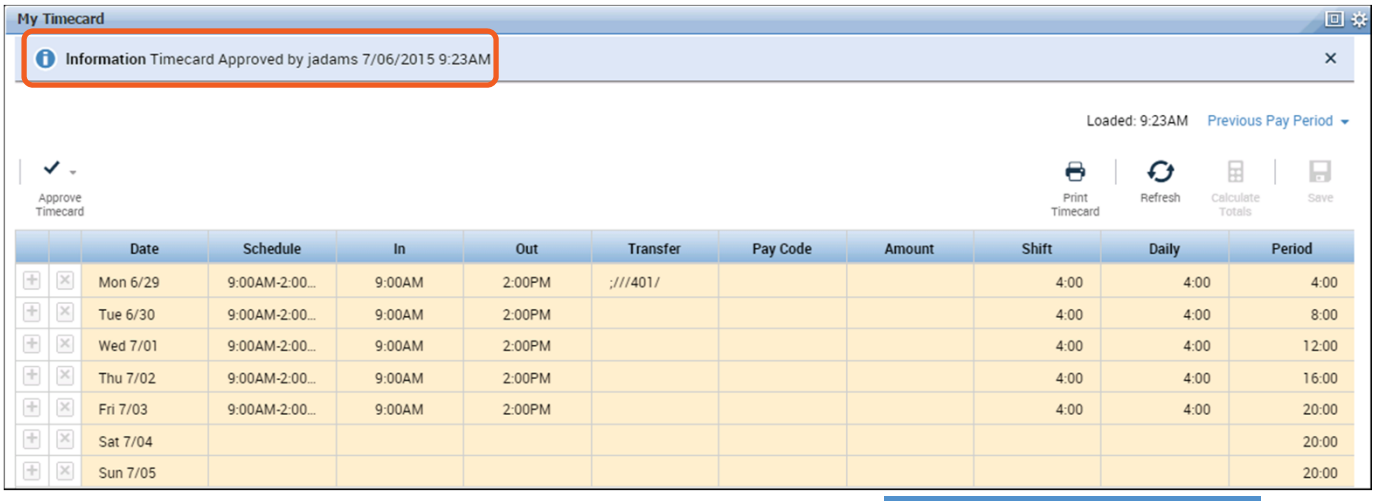
Note
You are required to approve your timecard on a weekly basis. Please approve your timecard within two business days following the end of the your work week. To select specific dates or time periods to approve, use the Time Period drop-down list.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	;///401/			4:00	4:00	4:00
	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	16:00
	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM						20:00
	Sat 7/04									20:00
	Sun 7/05									20:00

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



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



	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	;///401/			4:00	4:00	4:00
	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	16:00
	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	20:00
	Sat 7/04									20:00
	Sun 7/05									20:00

Note
Be sure that you make all required edits to your time card before approving it. After you approve a timecard, you can only remove yorr approval if you manager has not electronically approved it.

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Removing approval from your timecard

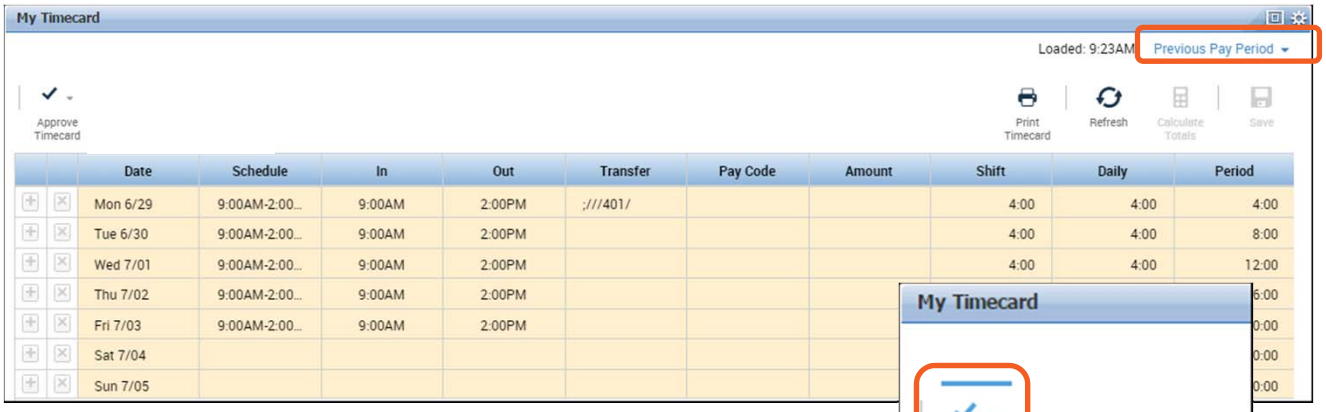
1 Access the **Navigator Framework_wfc** log on page.

2 Log in using your credentials.

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

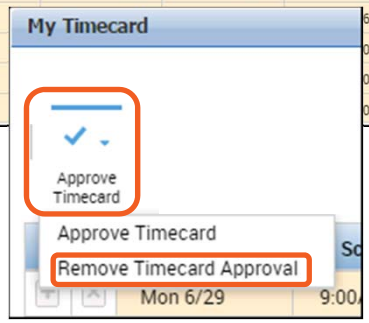
3 Access the **My Timecard** widget

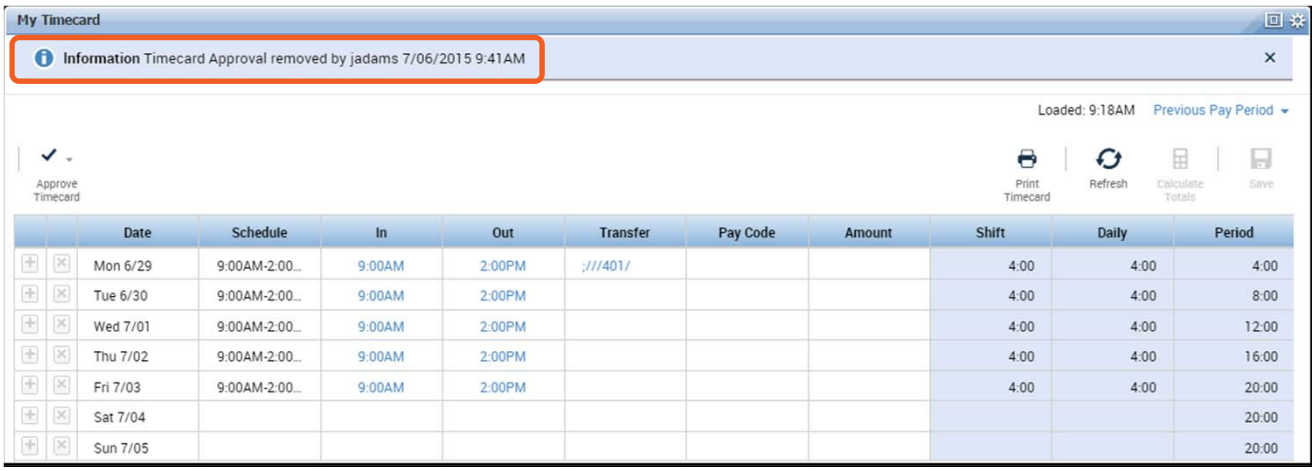
4 Using the **Pay Period** drop-down list, navigate to the applicable approved time frame.



5 Click the **Approve Timecard** button.

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





7 Make the necessary adjustments to the timecard, **Save** and then 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.

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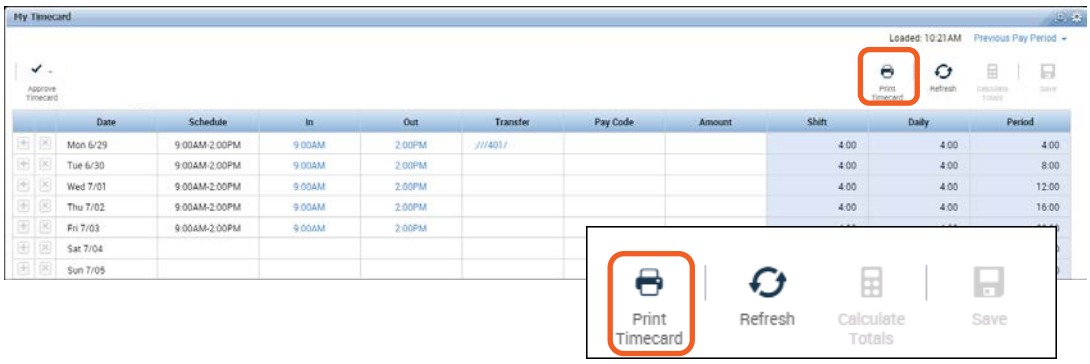
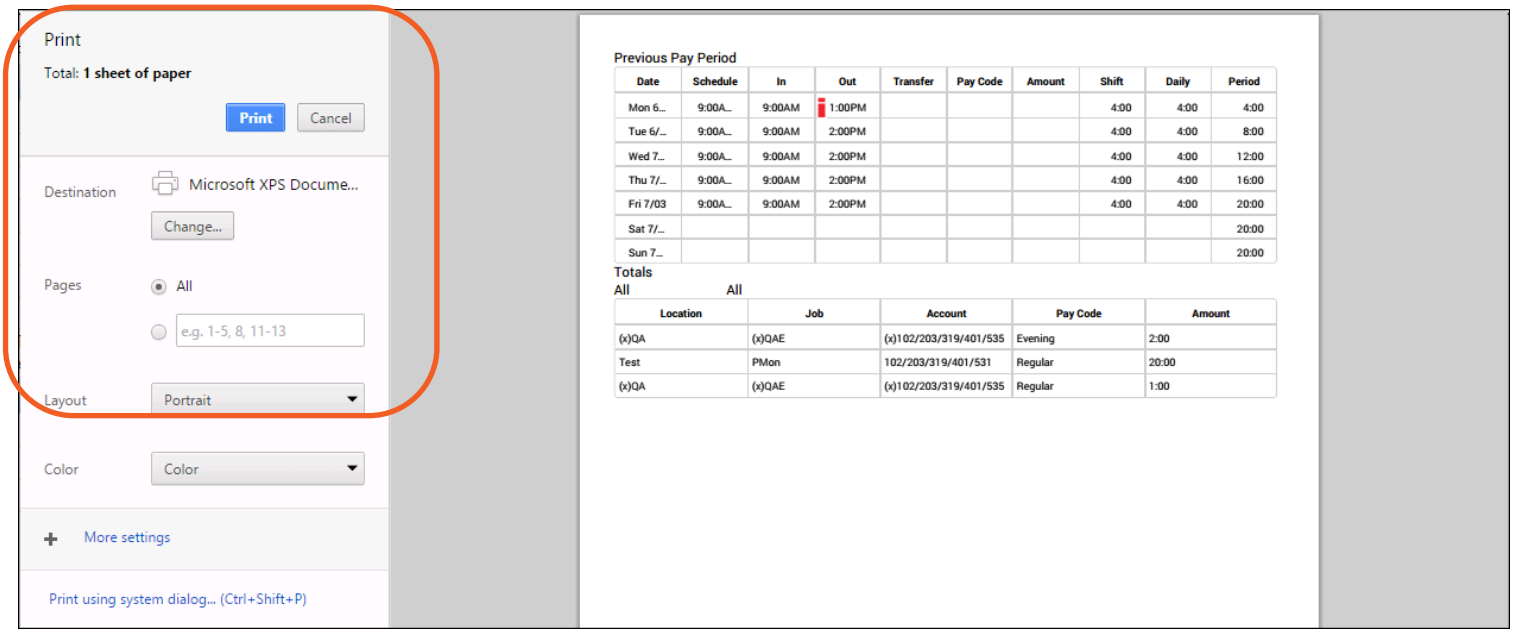
In Workforce Central Navigator Framework, you can track and review timecard details in paper form. Simply print your timecard to have access to the paper version of the data.

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.
4. Click the **Print Timecard** button.
5. Select **Print** from your web browser.





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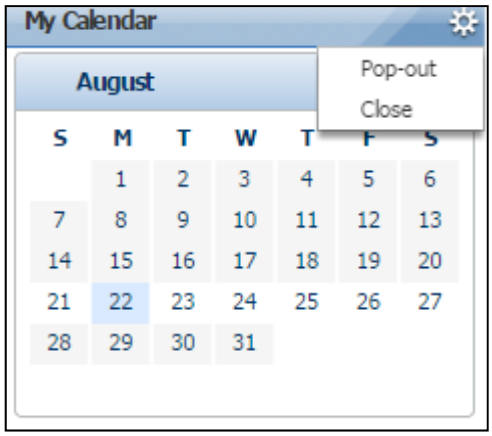
Workforce Central®

Using the My Calendar widget

The My Calendar widget allows you to view your work schedule and request time off. If Workforce Scheduler is installed, you may be able to submit open shift and shift swap requests.

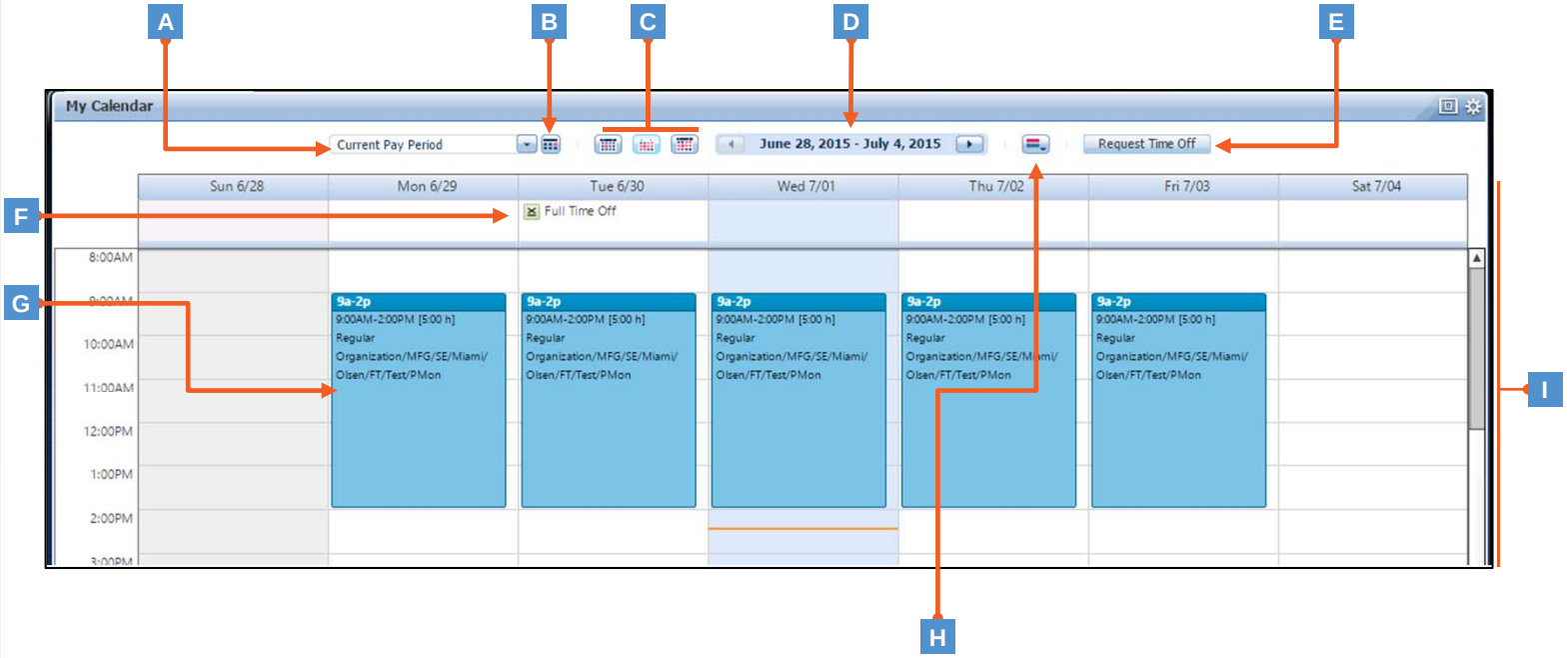
In this job aid, you will learn how to access and review the My Calendar widget.

Accessing the My Calendar widget



1. Access the **Navigator Framework_wfc** log on page at **https://accomack.kronos.net**
2. Log in using your credentials.
3. If your **My Calendar** widget is not primary, make it the primary widget by selecting “pop-out”.
4. If necessary, open the **Related Items** pane.
5. Click **My Calendar**.

Viewing the My Calendar widget



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

B **Select Dates**: Use if you want to select a specific date range outside of the preconfigured options.

C **Views**: Choose from the view options to view calendar information by day, week, or month.

D **Date label**: Displays range of dates that you are viewing. Click the arrows to toggle back and fourth between time periods.

E **Request Time Off**: Click to fill out and submit a time-off request.

F **Time Off Request**: Click to view time-off request details and to request status. Click **Retract** to retract the time-off request.

In the **by day** and **by week** views, requests for 24 hours or more appear above the calendar grid, and the requests for less than 24 hours appear at the relevant time within the calendar grid.

G In the **by day** and **by week** views, the colored line indicates today’s date and the current time.

In the **by month** view, the current date is highlighted.

H **Visibility filter**: Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.

I **Calendar grid**: Displays scheduled shifts, including start time, end time, number of hours, and pay code.

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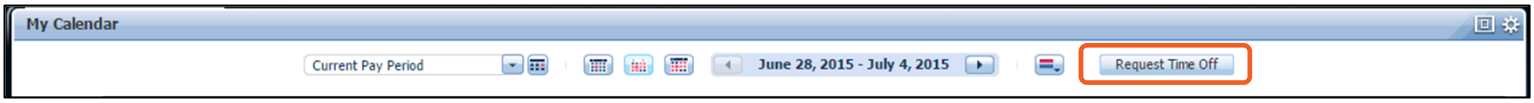
Requesting time off

1. Select a date within the calendar.
2. Click **Request Time Off**.



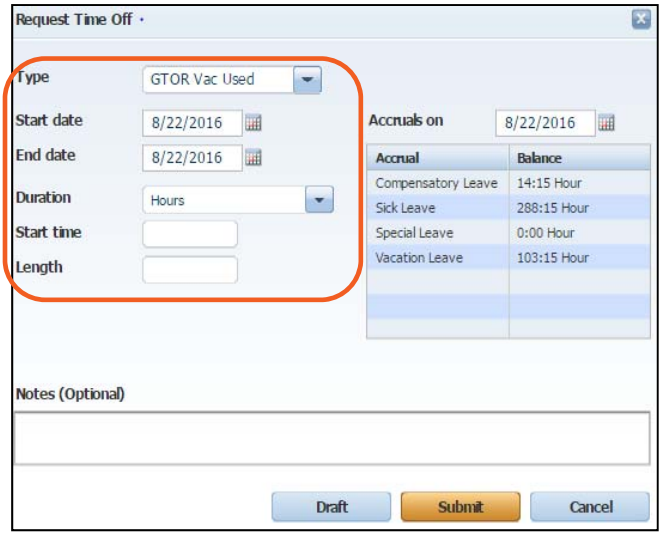
3. In the **Request Time Off** window, select or enter information for the available fields.

> Note
> - This is only one example of a time-off request type. Sick , Comp and Special Leave will also appear in the TYPE drop down as leave options.

4. Select the **Duration** as either “full day” or “hours”.

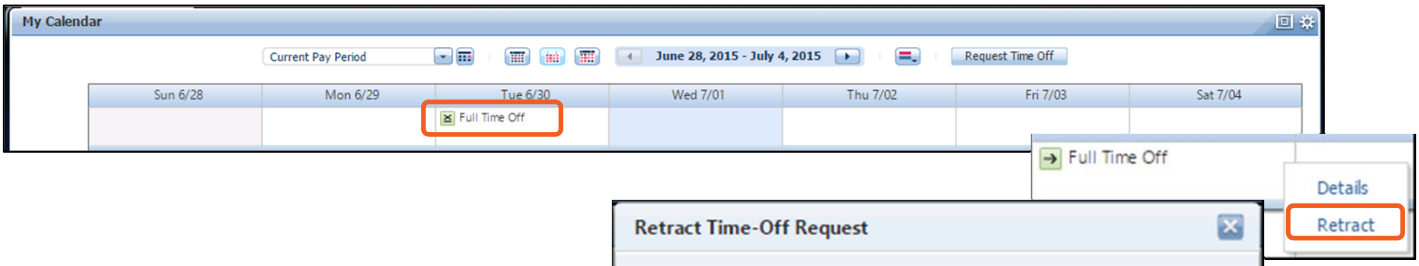
   •Select **Full Day** if you are requesting a full day off.
   •Select **Hours**, if you are requesting part of the day off. You will be prompted to enter the start time.

5. If applicable, enter additional details about the request in the **Notes** field.
6. Click **Submit** to send the request to your manager.
7. Optionally, click **Draft** to save the request as a draft and come back to it later.

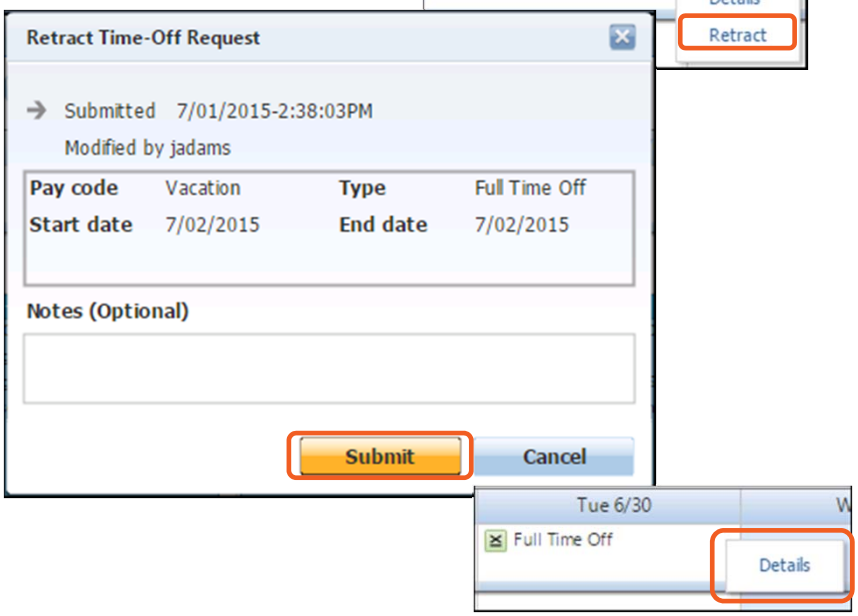


Retracting a time-off request

1. Click **My Calendar**.
2. Click the link for the time-off request. (The link is a right-facing arrow that appears when you hover over the request.)



3. From the menu, click **Retract**.
4. In the **Retract Time-Off Request** dialog box, review the request details.
5. If applicable, enter additional details about the request in the **Notes** field.
6. Click **Submit**.
7. Back in the **My Calendar** widget, hover over the time-off details. Note that now the status is: **Retracted**.
8. Click the time-off link and then click **Details** to review the **Time-Off Request Details**.



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