



**Accomack Sheriff's Office
Kronos Workforce Central®
Manager Training Handbook**

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



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Accomack Sheriff's Office Kronos Workforce Central® Manager Training 9/19/16

TIME & ATTENDANCE

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LABOR ANALYTICS



- 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
 - Manager’s Role

- 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.



Kronos Workforce Central URL:

<https://accomack.kronos.net>

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
- Perform Typical Manager Tasks

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 in Employee view. At the top left, the KRONOS logo and user name 'Julie Adams Sign Out' are visible. Below this is a 'My Information' tab. The main content area is divided into two primary widgets: 'My Timecard' on the left and 'My Calendar' on the right. The 'My Timecard' widget displays a table of hours worked and a summary table. The 'My Calendar' widget shows a calendar for August 2016. On the far right is a 'Related Items pane' with links to 'My Calendar', 'My Timecard', 'My Audits', 'My Reports', and 'Change My Password'. Callout boxes A through H point to specific UI elements: A (Active Bar), B (Name/Sign Out), C (Home workspace), D (Maximize/restore icon), E (Gear icon), F (Related Items pane), G (Secondary widget), and H (Primary 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

The MANAGE MY DEPARTMENT Workspace



The default “WORKSPACE” for managers is different than that of a regular employee. A manager’s default WORKSPACE is **MANAGE MY DEPARTMENT**.

- From here you can double click on any of your employees to edit and/or approve their timecard.

Julie Adams
Sign Out

Workspaces

Manage My Department

Reconcile Timecard

Loaded 9:41AM Current Pay Period All Home Edit

Select All Rows Column Selection Filter People Timekeeping Approval Schedule Refresh Share Go To

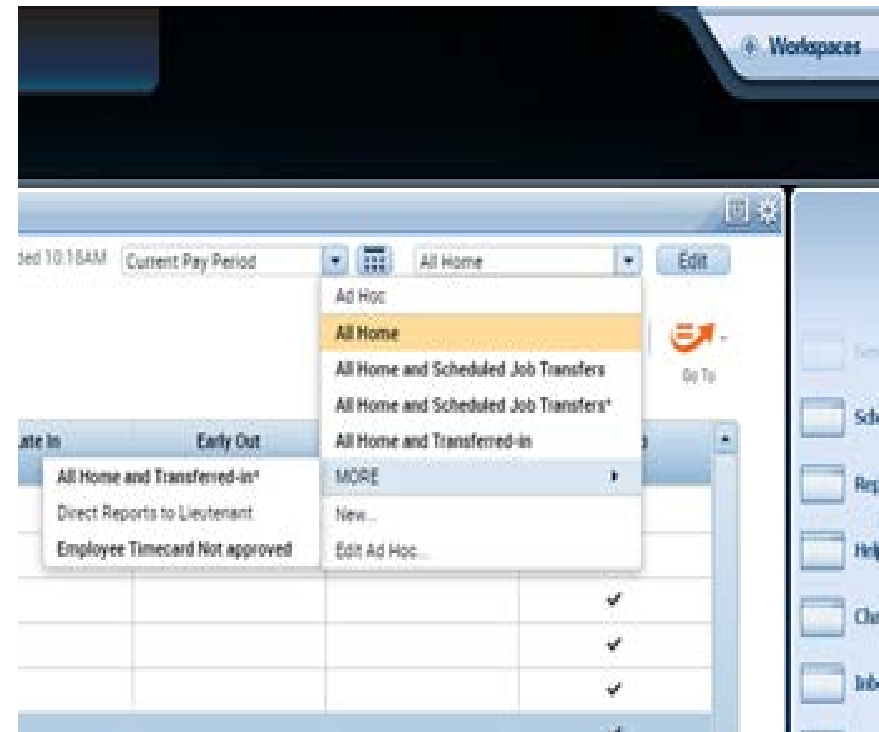
Name	Pay Rule	Unexcused Absence	Missed Punches	Canceled	Early In	Late In	Early Out	Late Out	Totals Up To Date
Test, Employee	7K Salaried-Jail								✓
Test, Employee	7K Salaried-Jail								✓
Test, Employee	7K Salaried-Jail								✓
Test, Employee	7K Salaried-Jail								✓
Test, Employee	7K Salaried-Jail								✓

Genics
Schedules
Reports
Help
Change Password
Inbox

The MANAGE MY DEPARTMENT Workspace



- The employees displayed when you are working in the **MANAGE MY DEPARTMENT** workspace include all those falling within your line of authority. For example:
 - A Lieutenant's view includes Sergeants & others they supervise.
 - A Captain's view includes all his Lieutenant's PLUS the employee's that report to the Lieutenants.
 - Sheriff sees all employees.
- You can filter the employee's displayed to view only your **direct reports** by changing the default view of "ALL HOME" to preconfigured "DIRECT REPORTS TO...."



What is a Workspace?



To input your own hours worked, you have to change the **WORKSPACE** from **MANAGE MY DEPARTMENT** TO **MY INFORMATION**.

You do this by using the workspace carousel to select **MY INFORMATION**

The screenshot shows the Kronos software interface. At the top right, a 'Workspaces' carousel is highlighted with a red box, showing 'Workspaces' as the selected option. Below the carousel, the main interface displays a 'Manage My Department' tab. The main content area shows a table with columns for Name, Pay Rule, Unexcused Absence, Missed Punches, Canceled, Early In, Late In, Early Out, Late Out, and Totals Up To Date. The table contains five rows of test data. On the right side, there is a sidebar with navigation options: Genies, Schedules, Reports, Help, Change Password, and Inbox.

Name	Pay Rule	Unexcused Absence	Missed Punches	Canceled	Early In	Late In	Early Out	Late Out	Totals Up To Date
Test, Employee	7K Salaried-Jail								✓
Test, Employee	7K Salaried-Jail								✓
Test, Employee	7K Salaried-Jail								✓
Test, Employee	7K Salaried-Jail								✓
Test, Employee	7K Salaried-Jail								✓

Navigating and 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 this 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. 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).

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.

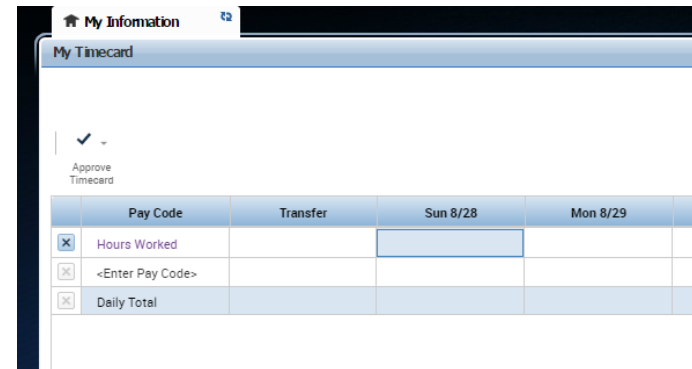
N Bottom section of My Timecard: Includes daily timecard data related to the day selected in the top section of the widget.

O Daily Totals: Sum of hours for each day.

Entering Hours Worked


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

Save

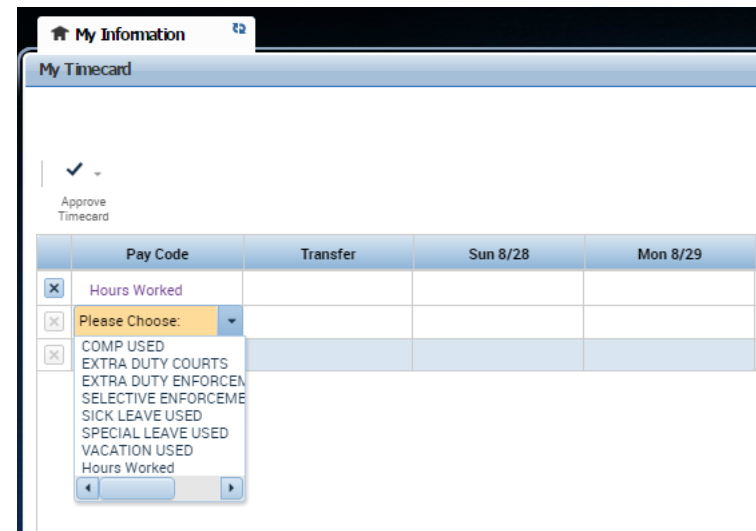


The screenshot shows the 'My Timecard' interface. At the top, there is a 'My Information' header and a 'My Timecard' title. Below the title, there is a checkmark icon and the text 'Approve Timecard'. The main area is a table with columns for 'Pay Code', 'Transfer', 'Sun 8/28', and 'Mon 8/29'. The 'Pay Code' column has three rows: 'Hours Worked', '<Enter Pay Code>', and 'Daily Total'. Each row has a small 'X' icon in the first column. The 'Hours Worked' row is currently selected.

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



The screenshot shows the 'My Timecard' interface. At the top, there is a 'My Information' header and a 'My Timecard' title. Below the title, there is a checkmark icon and the text 'Approve Timecard'. The main area is a table with columns for 'Pay Code', 'Transfer', 'Sun 8/28', and 'Mon 8/29'. The 'Pay Code' column has three rows: 'Hours Worked', 'Please Choose:', and 'Daily Total'. Each row has a small 'X' icon in the first column. The 'Please Choose:' row is currently selected, and a dropdown menu is open, showing a list of options: 'COMP USED', 'EXTRA DUTY COURTS', 'EXTRA DUTY ENFORCEMENT', 'SELECTIVE ENFORCEMENT', 'SICK LEAVE USED', 'SPECIAL LEAVE USED', 'VACATION USED', and 'Hours Worked'. The 'Please Choose:' row is highlighted in yellow.

Using the MY TIMECARD Widget



Accessing timecard totals and leave balances.

The screenshot shows the 'My Timecard' widget interface. At the top right, it displays 'Loaded: 1:52 PM' and 'Current Pay Period'. Below the header, there is a table with columns for days of the week (Sun 8/21 to Sat 8/27) and a 'Total' column. The table contains rows for 'Hours Worked', 'EXTRA DUTY COURTS', 'SICK LEAVE USED', and 'Daily Total'. A red arrow points to a small icon at the bottom center of the widget, with the text 'To view timecard totals and leave balances click here' next to it.

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
EXTRA DUTY COURTS					4:00				4:00
SICK LEAVE USED			8:00						8:00
<Enter Pay Code>									
Daily Total		8:00	8:00	8:00	4:00	8:00	8:00		44:00



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
Hours Worked		8:00		8:00	0:00	8:00	8:00	0:00	32:00
EXTRA DUTY COURTS					4:00				4:00
SICK LEAVE USED			8:00						8:00
<Enter Pay Code>									
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

- Leave is “earned” in Kronos on a weekly basis versus twice a month. Same annual accrual except it will be expressed as HH:MM.

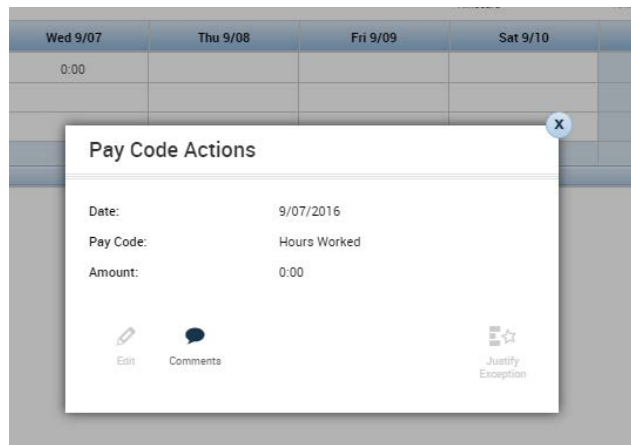
Example:

- 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

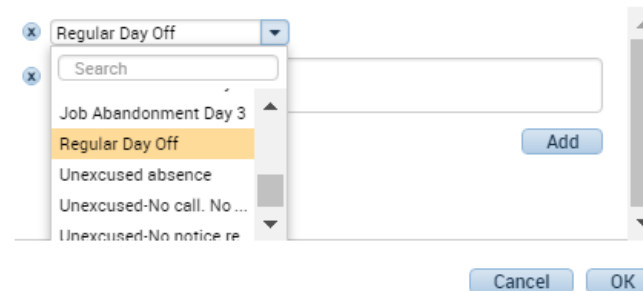


- You can add comments to the “hours worked” section of a timecard.
 - Right click to add a comment
 - Choose from list of available comments. An “RDO” comment has been configured for your use. “Employee Comment” is also available.



Comment

Comments (1) [Add Comment](#)



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

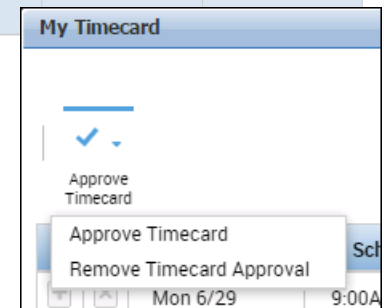
Approve Timecard

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 “hands on” portion of this training.

Instructor will display a live version of Kronos.



- Lets all log on:

<https://accomack.kronos.net>

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:

- 9/12/16 - Enter 8 Hours worked in the box directly underneath the date 9/12.
- 9/13/16 - Enter 7.5 Hours worked in the box directly underneath the date 9/13.
 - Notice that what you entered is converted to HH:MM.
- 9/14/16 - Enter 8.5 Hours worked in the box directly underneath the date 9/14.
- 9/15/16 – Enter 8 Hours worked in the box directly underneath the date 9/15.

–  **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:
 - 9/16/16 – Select the “enter pay code” drop down box and choose sick leave then enter 8 hours in the box directly under the date 9/16.
-  **SAVE** your timecard by selecting SAVE at the top right of MY TIMECARD.
-  **REFRESH** your timecard by selecting REFRESH at the top right of  **RD.**
- 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:
 - 9/13/16 – 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



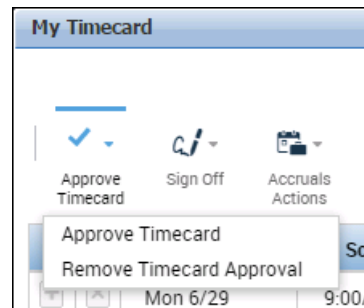
In this exercise, you will learn how record a day as “RDO” using the comment tool

- 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.
 - 9/11/16 – 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 9/11. To read the comment, hover your mouse over the comment.
-  **SAVE** your timecard by selecting SAVE 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

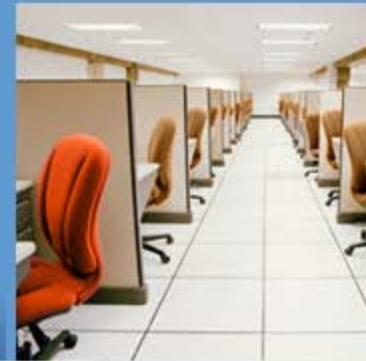
In this exercise, you will learn how to approve your timecard.

- 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.

Employee Training PART 2: Manager's Role



- For the purposes of this training, a manager is anyone who approves another employee's timecard.
- Tasks for a manager to complete can be summarized as follows:
 - Working exceptions
 - Rare-Only needed when a P/T employee does not punch in or out correctly.
 - Approving employee timecards
 - Delegating authority

Missed Punch Exception



The **MANAGE MY DEPARTMENT** workspace defaults to the **RECONCILE TIMECARD** genie when you log on. If there is an issue with a missing punch for a part-time employee, it would be set off by a check in the **MISSED IN-PUNCH** column. Double click the check and it will take you to the employee's timecard.

Manage My Department

Genies

Reconcile Timecard

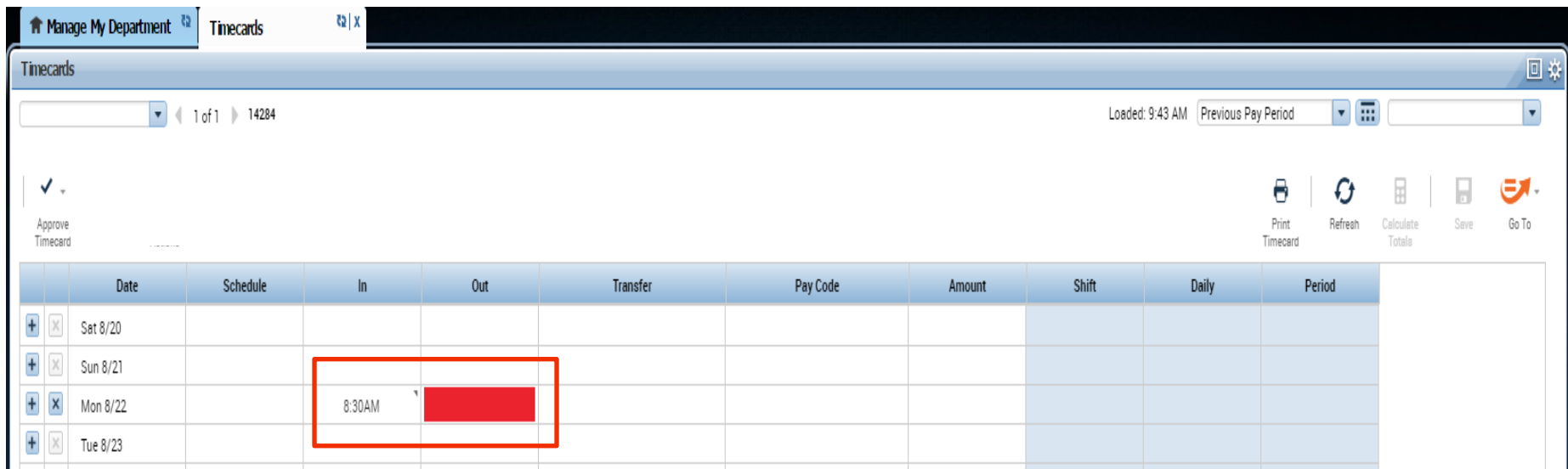
Loaded 9:40AM Previous Pay Period All Home Edit

Select All Rows Column Selection Filter People Timekeeping Acerrals Approval Schedule Refresh Share Go To

Name	Pay Rule	Unexcused Absence	Missed In-Punch	Canceled	Early In	Late In	Early Out	Late Out	Unsched	Totals Up To Date
test										
Test, Employee	PW-COMP-NE-SALA...		✓							✓
Test, Manager	PW-COMP-NE-SALA...									✓
test, Pay roll	PW-COMP-NE-SALA...									✓

Missed Punch Exception

- Once you are viewing the employee's timecard, you can edit the punch times. Simply input the correct punch time and **SAVE**.



The screenshot shows the Kronos Timecards interface. The top navigation bar includes "Manage My Department" and "Timecards". The main content area displays a table of timecard entries for the previous pay period. The table has columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The entry for Monday 8/22 shows a missed punch at 8:30 AM, indicated by a red box around the "In" time field.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sat 8/20									
+ X	Sun 8/21									
+ X	Mon 8/22		8:30AM							
+ X	Tue 8/23									

Approving Employee Timecards



Change the genie from **RECONCILE TIMECARD** to **PAY PERIOD CLOSE** so that you can see which of your employees has approved their timecard.

The screenshot shows the Kronos software interface for 'Manage My Department'. The 'Genies' dropdown menu is open, and 'Reconcile Timecard' is selected and highlighted with a red box. The interface includes a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', and 'Schedule'. There are also buttons for 'Refresh', 'Share', and 'Go To'. The main area displays a table with columns for 'Name', 'Pay Rule', 'Unexcused Absence', 'Missed In-Punch', 'Canceled', 'Early In', 'Late In', 'Early Out', 'Late Out', 'Unsched', and 'Totals Up To Date'. The table contains three rows of data, all with checkmarks in the 'Totals Up To Date' column.

Name	Pay Rule	Unexcused Absence	Missed In-Punch	Canceled	Early In	Late In	Early Out	Late Out	Unsched	Totals Up To Date
test										
Test, Employee	PW-COMP-NE-SALA...									✓
Test, Manager	PW-COMP-NE-SALA...									✓
test, Pay roll	PW-COMP-NE-SALA...									✓

Approving Employee Timecards



An employee who has approved their timecard will have a check in the **EMPLOYEE APPROVAL** column. Double click the check to go to the employee's timecard to review and approve it as their manager.

The screenshot shows the 'Manage My Department' interface. At the top, there is a search bar with 'Genies' and a 'Pay Period Close' dropdown menu. Below the search bar is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', and 'Schedule'. On the right side of the toolbar, there are 'Refresh', 'Share', and 'Go To' buttons. The main area contains a table with the following columns: Name, Employee Approval, Manager Approval, Signed Off, Missed In-Punch, and Unexcused Absence. The 'Employee Approval' column for the 'Test, Employee' row contains a checkmark.

Name	Employee Approval	Manager Approval	Signed Off	Missed In-Punch	Unexcused Absence
test					
Test, Employee	✓				
Test, Manager					
test, Pay roll					

Approving Employee Timecards



The employee's timecard will open up as a separate workspace. Notice the **YELLOW** background confirming the employee has approved this timecard period.. The manager can approve by selecting the **APPROVE TIMECARD** dropdown. Once the manager approves the timecard, the background will change to GREEN.

The screenshot shows the Kronos Timecards interface. The 'Timecards' tab is selected and highlighted with a red box. The 'Approve Timecard' button is also highlighted with a red box. The timecard is displayed with a yellow background, indicating it has been approved. The table below shows the timecard details for the week of August 21st to 27th.

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	8:30	8:15	8:00	0:00	0:00	32:45
SICK LEAVE USED								8:00	8:00
<Enter Pay Code>									
Daily Total			8:00	8:30	8:15	8:00		8:00	40:45

- **Managers can edit any of the employee's entries prior to approving it.**
- Managers will be solely responsible for enforcing any Sheriff Policy on Use of Compensatory Time.
 - If the manager wants the employee to use Compensatory Time before using Vacation Leave, the manager can change hours charged to “vacation” to “comp”.
 - An audit trail of changes to the timecard is viewable by the employee .
 - The Finance Office will not be involved in this process going forward.

Approving Employee Timecards



Manage My Department | Timecards

Timecards

1 of 1 | 13417

Loaded: 10:32 AM Previous Pay Period 1 Employee(s) Selected

Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

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	8:30	8:15	8:00	0:00	0:00	32:45
SICK LEAVE USED								8:00	8:00
Daily Total			8:00	8:30	8:15	8:00		8:00	40:45

Once a timecard has been approved by the manager it is no longer editable by the employee.

This timecard is now ready for “signoff” by Payroll staff. Once payroll “signs off”, the background color will turn GREY and will no longer be editable by the manager or employee.

- A manager can delegate their authority to approve subordinate timesheets to another manager.
 - Delegation can be temporary or permanent.
- Once this occurs, the employee will have two “roles” within the application.
 - Their normal role
 - Their delegated role
- Finance staff will be creating permanent delegations to designated Sergeants who will then need to be trained on navigating between their two “roles”.

- 9/25/16 Begin Using Kronos to record time **AND** continue to submit paper time sheets.
 - Both employees and managers need to approve timecards on a weekly basis within 2 business days after the end of the workweek.
 - Continue to 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)
- If you are unable to resolve a software issue then notify the Finance Office.
 - Do not contact the IT Service Desk.

Thank You

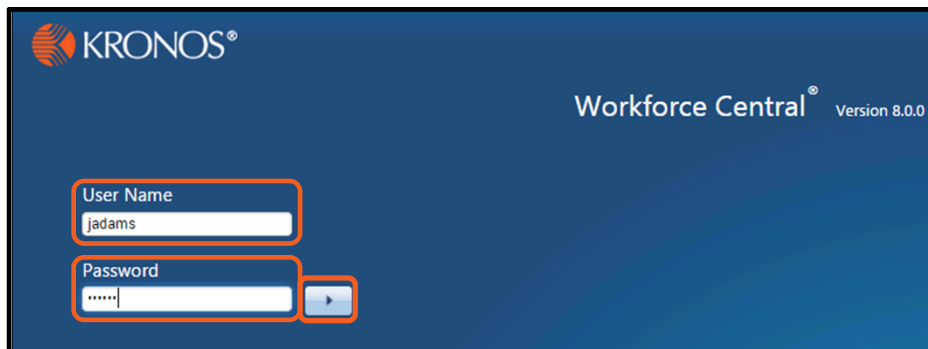
Questions?

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 your default home page.



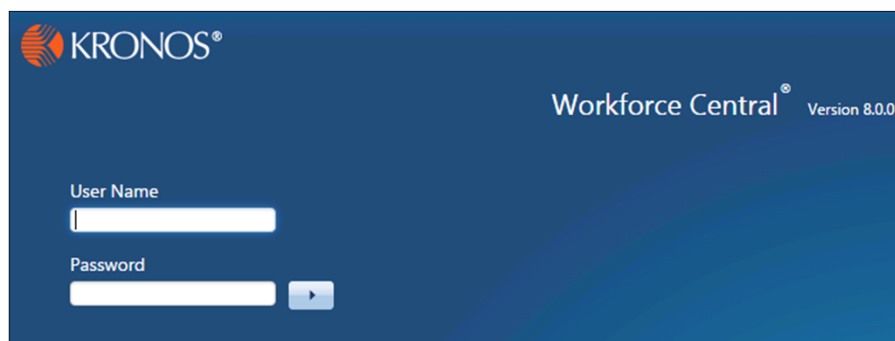
Signing out

- 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.

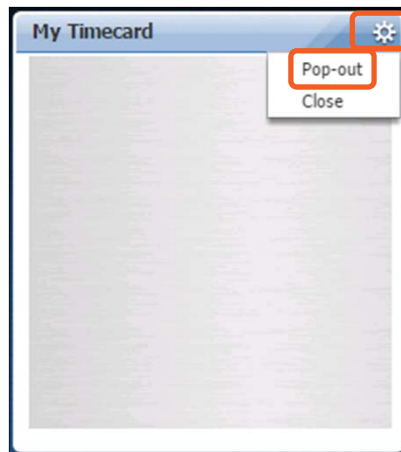


With Workforce Central, you can use the My Timecard widget to review your time entry data, make edits, and address or view exceptions within your timecard.

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

Approve Timecard

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 header with a title bar, an 'Approve Timecard' button, and a 'Current Pay Period' dropdown. Below the header are two main data tables. The first table shows hours worked and scheduled times for days Mon 7/06 to Sun 7/12. The second table shows the same data for days Mon 7/13 to Sun 7/19. At the bottom, there is a 'Totals' section with a table showing location, job, account, pay code, and amount.

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	8:00	8:00	8:00			40:00
<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

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 Worked		8:00	8:00	8:00	8:00	8:00			40:00
<Enter Pay C...									
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			

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

- 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.
- 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
-Enter Pay Co...									
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...
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
Hours Worked		8:00							8:00
-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
Hours Worked		5:00	
-Enter Pay Co...			
Schedule		9:00AM-5:00P...	9:00AM-5:00P...
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.

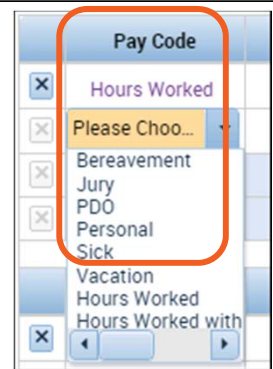
3 Access the **My Timecard** widget.

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
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.

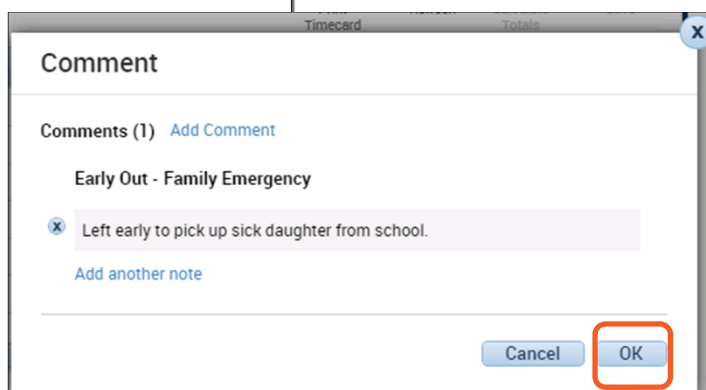
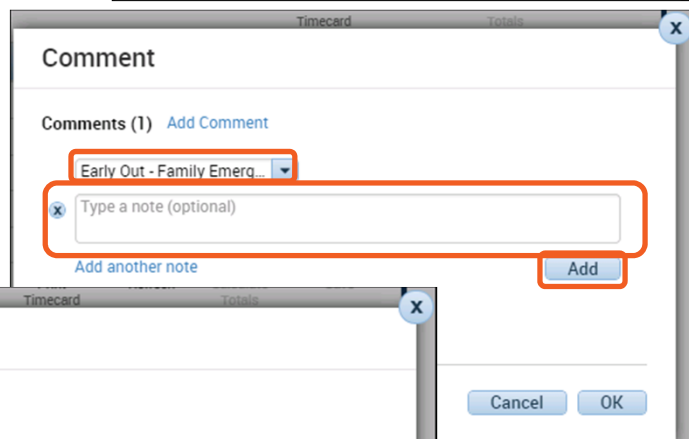
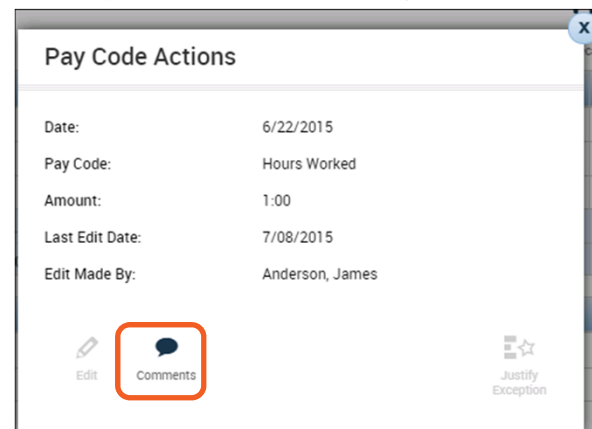
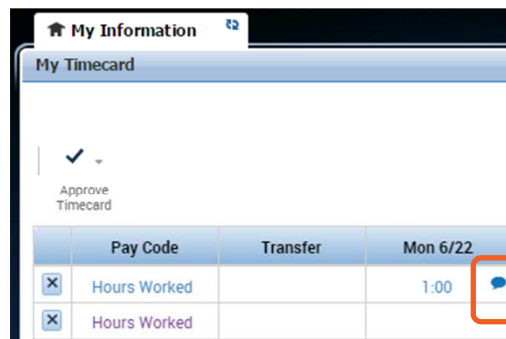
6 Click **Add** button.

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
<input type="checkbox"/>	Hours Worked		1:00	8:00			
<input type="checkbox"/>	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

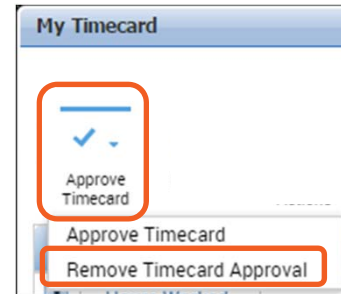
- 1 Access the **Navigator Framework_wfc** log on page at <https://accomack.kronos.net>
- 2 Log in using your credentials.
- 3 Access the **My Timecard** widget
- 4 Using the **Pay Period** drop-down list, navigate to the applicable approved timecard.

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.

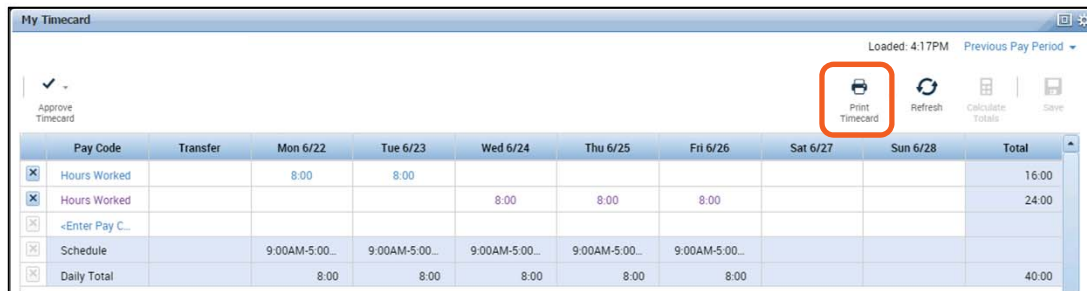
In this job aid, you will learn how to print your timecard.

Printing your timecard

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

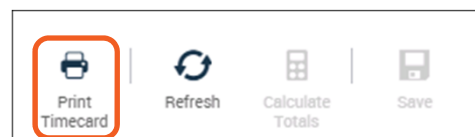
2 Log on using your credentials.

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.