

Accomack County Kronos Workforce Central® Exempt Employee & Manager Training

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



Introductions & Training Plan



- Support Staff in Attendance
- Training is Divided Into 4 Areas:
 - General Information
 - Navigation of Kronos and Explanation of different features within the application.
 - “Hands on” exercises (employee perspective)
 - Manager tasks
- A word about the group in attendance today:
 - All FLSA Exempt employees
 - Some are managers

Materials



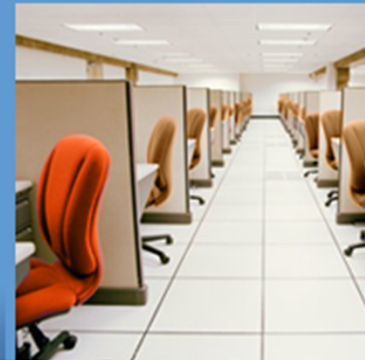
- Handout Contains:
 - Slides from Today’s Training
- “How To’s” are on the County Website including:
 - How to log on
 - How to enter time worked (if applicable)
 - How to punch in/our (if applicable)
 - How to cancel a meal deduction
 - How to request time off
 - How to add comments to a timecard
 - How to approve a timecard
- All this information and more is available on the County Website for you to view or download.



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.

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 **Locations:**
 - Sheriff's Office
 - County Garage
 - County Admin
 - North Landfill
 - South Transfer Station
 - Future Public Works Office



Who will use Kronos?



- Implementation Phased
 - **Phase 1**
 - Essentially all regular County and Constitutional Officer employees except for those included in Phase 2 and Phase 3.
 - **Phase 2**
 - Convenience Center Attendants
 - **Phase 3**
 - Career EMS staff

Temporary staff such as those of the summer food program will not utilize Kronos.

Do all employees use Kronos the same way?



- No. Depends on their organizational role. Levels of use fall into the following categories:
 - **Full-Time FLSA Non-Exempt Employees**
 - Required to Punch IN on arrival and OUT when leaving
 - Does not have to Punch Out/In for lunch
 - **Part-Time Employees**
 - Required to Punch OUT/IN when taking any unpaid break including lunch
 - **FLSA Exempt Employees**
 - Constitutional Officers/Registrar
 - Input hours worked (no punch requirements)
 - Input leave taken (no leave request requirements)
 - All other County Exempt Employees
 - Input hours worked (no punch requirements)
 - Use time off request to request leave use

Any employee in the either of the above categories that managers other employees has additional responsibilities.

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 **in 12/16**.
 - 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 Finance so that they may 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.

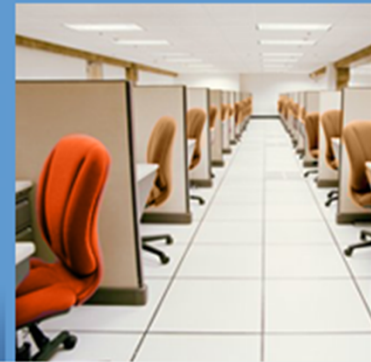
Today's Training Objectives



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
 - Request Time Off or Enter Leave taken (depends on your role)
 - Enter comments into your timecard
 - Approve your timecard
 - View your leave balances and timecard totals
- Perform Typical Manager Tasks
 - Resolve timecard exceptions
 - Approve leave requests
 - Approve your employees timecards

Navigators and Workspaces



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

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 *(Exempt Employee view)*



Loaded: 10:17 AM Current Pay Period

Print Timecard Refresh Calculate Totals Save

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

Totals Accruals

All All

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

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

My Calendar My Timecard My Audits My Reports Change My Password

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

What is a Workspace?



- **Workspace** = a collection of one or more widgets bound together for completing a task or solving a specific business problem.
- **There are different workspaces for:**
 - **Managers** (those who approve other employee timecards)
 - Includes additional features to assist managers manage employee time
 - **Non-Exempt Employees**
 - Includes a widget that requires employees to **TIMESTAMP IN** and **OUT** to record time worked.
 - **FLSA Exempt Employees**
 - Allows employees to directly input the hours they work versus having to **TIMESTAMP IN** and **OUT**.

MANAGE MY DEPARTMENT WORKSPACE



A manager's default is the **MANAGE MY DEPARTMENT** workspace (below) which is used to manager their employees.

Julie Adams
Sign Out

Workspaces

Manage My Department

Genies

Loaded 10:10AM Current Pay Period All Home Edit

Reconcile Timecard

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	Exempt Salaried	✓							✓
Test, Employee	COMP-NE-Salaried-L30	✓							✓

Genies
Schedules
Reports
Help
Change Password
Inbox
Exceptions
Timecards
Requests
Delegate Authority
Timecard Approval

Transitioning from the MANAGE MY DEPARTMENT workspace



To enter their own time worked, Managers must use the **WORKSPACE CAROUSEL** to access the **MY INFORMATION** workspace.

The screenshot shows the Kronos Genies interface. At the top right, the 'Workspaces' dropdown menu is highlighted with a red box. The main content area displays a table with the following data:

Name	Pay Rule	Unexcused Absence	Missed Punches	Canceled	Early In	Late In	Early Out	Late Out	Totals Up To Date
Test, Employee	Exempt Salaried	✓							✓
Test, Employee	COMP-NE-Salaried-L30	✓							✓

MY INFORMATION Workspace



This is the **MY INFORMATION** workspace where FLSA Exempt employees enter their own time worked.

My Information

My Timecard

Loaded: 10:17 AM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

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

Totals Accruals

All All

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

My Calendar

August 2016


S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

My Calendar
My Timecard
My Audits
My Reports
Change My Password

MY INFORMATION Workspace



This is the **MY INFORMATION** workspace for **FLSA NON-Exempt employees** which requires them to punch in and out.



Julie Adams
Sign Out

🏠 My Information

My Timecard

Loaded: 1:39 PM Previous Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Sun 8/14								
+	×	Mon 8/15	8:30AM-5:0...	8:29AM	5:05PM			8:00	8:00	8:00
+	×	Tue 8/16	8:30AM-5:0...	8:25AM	5:02PM			8:00	8:00	16:00
+	×	Wed 8/17	8:30AM-5:0...	8:31AM	5:01PM			8:00	8:00	24:00
+	×	Thu 8/18	8:30AM-5:0...	8:30AM	5:00PM			8:00	8:00	32:00
+	×	Fri 8/19				SICK LEAV...	1:30			
+	×		8:30AM-5:0...	8:29AM	3:30PM			6:30	8:00	40:00
+	×	Sat 8/20								40:00

Totals Accruals

All All


Account	Pay Code	Amount
101/1213/0/0/0/ADMTRE/10564	SALARY	38:30
101/1213/0/0/0/ADMTRE/10564	SICK LEAVE USED	1:30

My Timestamp

⚙️

Cancel Deductions

Last Timestamp: Friday, August 19, 2016
3:30PM Eastern Time



My Calendar

⚙️

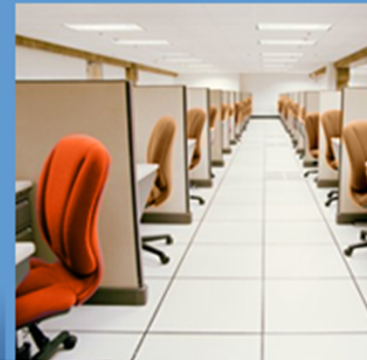
August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

My Timecard

⚙️

Managing Widgets



What is a Widget?



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

The screenshot displays the Kronos Workforce Central interface. At the top, the user is identified as Julie Adams with a Sign Out option. The interface features a navigation bar with 'Workspaces' and a 'My Information' dropdown menu. Two widgets are highlighted with red borders:

- My Timecard:** This widget shows a table of timecard entries for the current pay period. It includes an 'Approve Timecard' button and options to 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The table below shows hours worked and sick leave used.
- My Calendar:** This widget displays a calendar for August 2016, with the 8th highlighted. It includes a settings gear icon and a list of other widgets on the right side of the dashboard.

Below the My Timecard widget, there are sections for 'Totals' and 'Accruals'. The 'Totals' section has dropdown menus for 'All' and 'All'. The 'Accruals' section shows a table with columns for 'Account', 'Pay Code', and 'Amount'.

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

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

Primary Views



Primary views are for making edits and doing work. Below the **MY TIMECARD** widget is primary.

My Information

My Timecard

Loaded: 10:17 AM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

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

Totals Accruals

All All

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

My Calendar

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

My Calendar

My Timecard

My Audits

My Reports

Change My Password

Swapping Views

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

The screenshot shows the Kronos user interface. At the top, the user is identified as Julie Adams with a 'Sign Out' link. The main 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 pay codes for the current pay period. The 'My Calendar' widget shows a calendar for August 2016. A red arrow points from the gear icon in the 'My Calendar' widget to the 'My Timecard' widget, indicating a swap action.

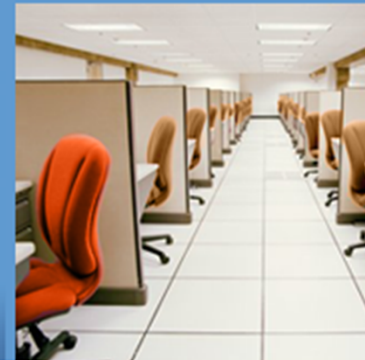
	Pay Code	Tran...	Sun 8/07	Mon 8/08	Tue 8/09	Wed 8/10	Thu 8/11	Fri 8/12	Sat 8/13	Total
<input checked="" type="checkbox"/>	Hours Worked		0:00	8:00	8:00	8:00	8:00			32:00
<input checked="" type="checkbox"/>	SICK LEAVE USED							8:00		8:00
<input checked="" type="checkbox"/>	<Enter Pay Code>									
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

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

To make the secondary widget primary, either:

- drag it on top of the primary widget or
- use the gear icon to select "pop-out"

Navigating and Using the MY TIMECARD widget



Using the MY TIMECARD Widget



- Within **My Timecard** you can:
 - Enter hours worked
 - Enter pay codes for leave taken (vac, sick, special, comp)
 - Only to be used by Constitutional Officers/Registrar
 - Add a comment to a duration
 - Check your leave totals (vacation, 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' widget interface. At the top right, there is a 'Loaded: 2:09 PM' status and a 'Current Pay Period' dropdown menu. Below these are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main area is a table with columns for days of the week (Sun 8/21 to Sat 8/27) and a 'Total' column. The rows include 'Hours Worked', 'SICK LEAVE USED', '<Enter Pay Code>', and 'Daily Total'. A secondary table at the bottom shows 'Totals' and 'Accruals' with columns for 'Account', 'Pay Code', and 'Amount'. Red arrows point from callout letters A through O to specific UI elements: A (Approve Timecard), B (Approve Timecard checkbox), E (Print Timecard), F (Refresh), G (Calculate Totals), H (Save), I (Gear icon), K (Total column), L (Editable cells), M (Visual indicators), N (Bottom section), and O (Daily Totals).

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

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

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

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

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

F Refresh: Click to refresh data after timecard changes.

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

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

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

J Save: Click to save your changes.

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

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

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

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

O Daily Totals: Sum of hours for each day.

Using the MY TIMECARD Widget



Entering Hours Worked

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



Save

My Information

My Timecard

Approve Timecard

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

Entering Leave Used (Const. Officers and Registrar only)

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

My Information

My Timecard

Approve Timecard

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

Using the MY TIMECARD Widget



Accessing timecard totals and leave balances.

My Timecard

Loaded: 1:52 PM Current Pay Period

Print Timecard Refresh Calculate Totals Save

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

To view timecard totals and leave balances click here



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

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

Using the MY TIMECARD Widget



- Bottom Section of Time Card-Timecard Totals

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

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

Account	Pay Code	Amount
101/3102/0/0/SOADMN/13240	EXTRA DUTY COURTS	4.00
101/3102/0/0/SOADMN/13240	SALARY	32.00
101/3102/0/0/SOADMN/13240	SICK LEAVE USED	8.00

Using the MY TIMECARD Widget



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

My Timecard
Loaded: 1:52 PM Current Pay Period

Approve Timecard
Print Timecard Refresh Calculate Totals Save

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

**Type of
Accrual
(leave)**

↓

**Balance as
of the
period
selected
above**

↓

**Projected balance
at 12/31 based on
future accruals
and future
approved leave**

↓

Totals
Accruals

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

Using the MY TIMECARD Widget



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

Example:

- Current yearly sick leave earnings = 24 Pay Periods x 5 hours per pay = **120 hours**
- Kronos yearly sick leave earnings = 52 weeks x 02:18 per week = **120 hours**

Using the MY TIMECARD Widget



- You can add comments to the “hours worked” section of a timecard.
 - Right click to add a comment
 - Choose from list of available comments. You can add free form text to the comment.

The screenshot displays the MY TIMECARD widget interface. At the top, there are columns for dates: Wed 9/07, Thu 9/08, Fri 9/09, and Sat 9/10. Below these, a grid shows time worked, with '0:00' visible under Wed 9/07. A 'Pay Code Actions' dialog box is open, showing details for a pay code: Date: 9/07/2016, Pay Code: Hours Worked, and Amount: 0:00. It includes 'Edit' and 'Comments' icons. A 'Comment' dialog box is also open, showing a list of comments: Regular Day Off (selected), Job Abandonment Day 3, Unexcused absence, Unexcused-No call. No..., and Unexcused-No notice re. The 'Add' button is highlighted, and 'Cancel' and 'OK' buttons are at the bottom.



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

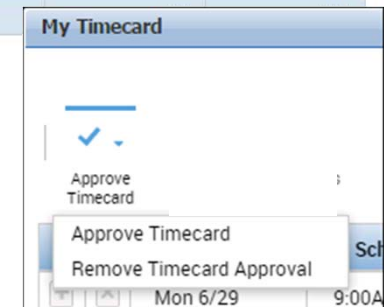


- Approving Timecards
 - Timecards must be approved by the **EMPLOYEE & MANAGER on a weekly basis.**
 - To navigate to **the week you wish to approve**, use the Time Period drop-down list. Usually this change this to “**previous pay period**” when you are approving.
 - Once you approve your timecard, 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**.

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			

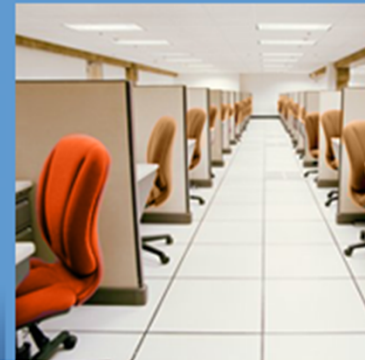


Reference: *How to approve your timecard* job aid on County Website <http://www.co.accomack.va.us/>
(Kronos Link Top Left of Page)



Navigating and Using the MY CALENDAR widget

(Not used by Const. Officers or Registrar)



Swap from MY TIMECARD to MY CALENDAR



You can only perform tasks in the MY CALENDAR widget if it is in the primary position

The screenshot shows the Kronos user interface with the following components:

- Header:** KRONOS logo, user name Julie Adams, Sign Out, and Workspaces dropdown.
- My Information:** Home icon and refresh icon.
- My Timecard:** A widget with a title bar containing a settings gear icon. Below the title bar, it shows "Loaded: 10:17 AM" and "Current Pay Period" with a dropdown menu. Action buttons include "Approve Timecard", "Print Timecard", "Refresh", "Calculate Totals", and "Save". A table displays timecard data for August 2016, and a "Totals" section shows account and pay code details.
- My Calendar:** A widget with a title bar containing a settings gear icon. It displays a calendar for August 2016.
- Right Sidebar:** A vertical menu with icons and labels for "My Calendar", "My Timecard", "My Audits", "My Reports", and "Change My Password".

A red arrow points from the "My Calendar" widget to the "My Timecard" widget, indicating the process of swapping their positions.

- To make the secondary widget primary, either:
- drag it on top of the primary widget or
 - use the gear icon to select "pop-out"

MY CALENDER Widget as the Primary View



KRONOS James Anderson Sign Out

My Information

My Calendar

Current Pay Period July 5 - 11, 2015 Request Time Off

	Sun 7/05	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11
8:00AM							
9:00AM		9a-5p 9:00AM-5:00PM [8:00 h]	9a-5p 9:00AM-5:00PM [8:00 h]	9a-5p 9:00AM-5:00PM [8:00 h]	9a-5p 9:00AM-5:00PM [8:00 h]	9a-5p 9:00AM-5:00PM [8:00 h]	
10:00AM		Regular Organization/MFG/SE/ Miami/Olsen/FT/QA/ QAS	Regular Organization/MFG/SE/ Miami/Olsen/FT/QA/ QAS	Regular Organization/MFG/SE/ Miami/Olsen/FT/QA/ QAS	Regular Organization/MFG/SE/ Miami/Olsen/FT/QA/ QAS	Regular Organization/MFG/SE/ Miami/Olsen/FT/QA/ QAS	
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							

My Timecard

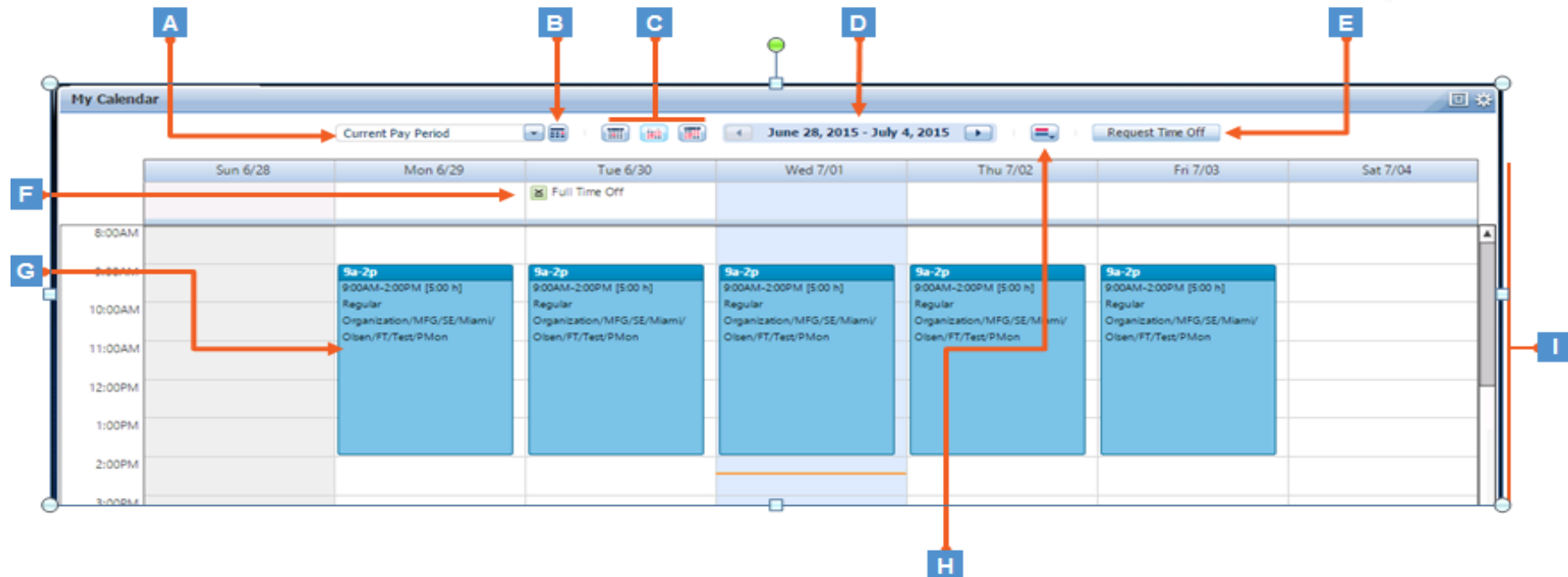
Recent Activity

Pay Code	Wed 7/08
Hours Worked	8:00
Daily Total	8:00

- My Calendar
- My Timecard
- My Audits
- My Reports
- Change My Password

My Calendar

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.

Using the MY CALENDAR Wizard

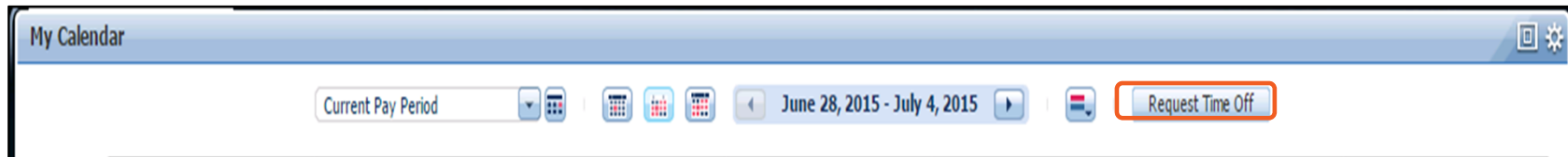


- View your schedule by day, week, or month
- Submit Time off Request:
 - Submit a time-off request
 - Review time-off details
 - Retract a time-off request

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.



Accrual	Balance
Compensatory Leave	14:15 Hour
Sick Leave	288:15 Hour
Special Leave	0:00 Hour
Vacation Leave	103:15 Hour

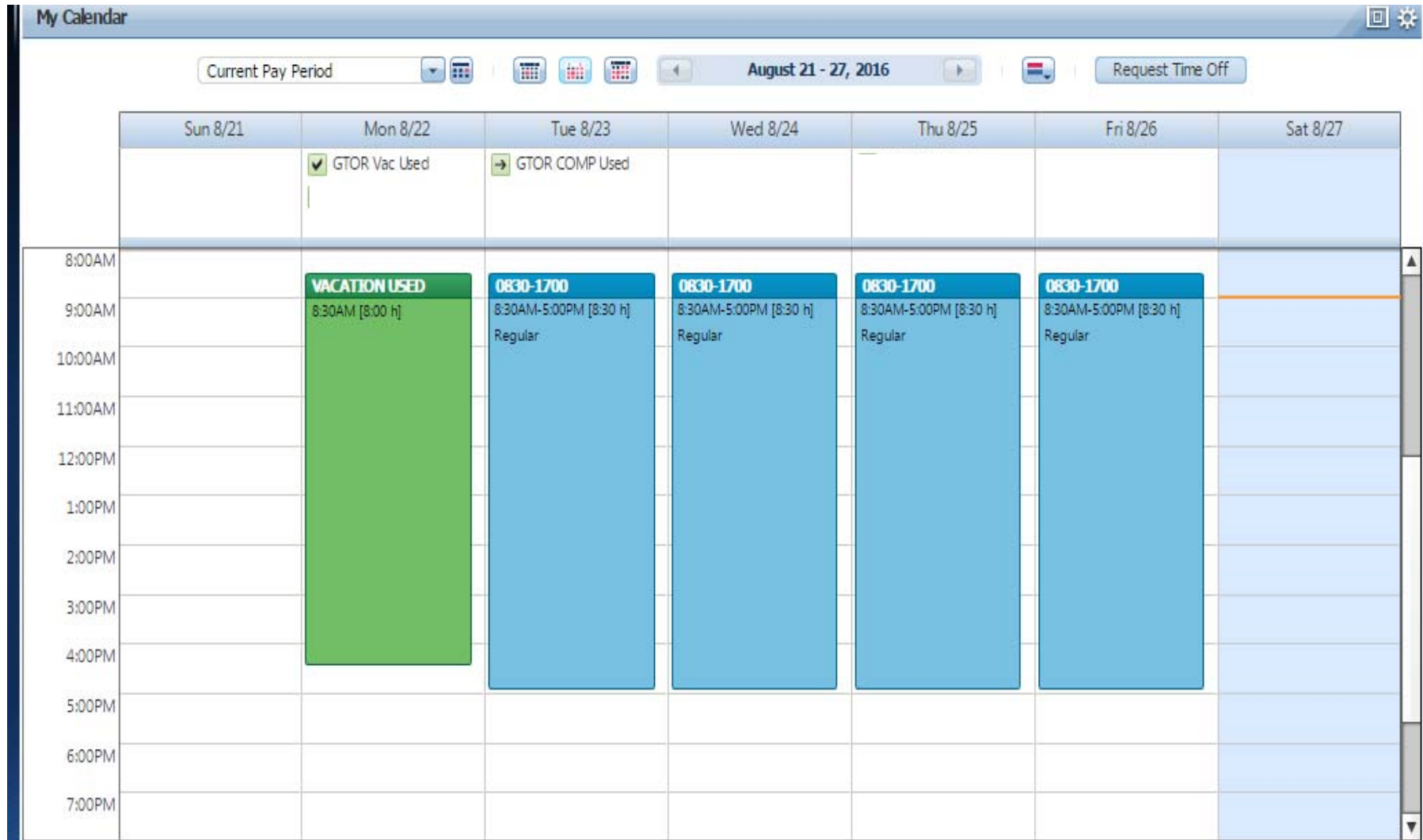
Reference: *How to Request Time Off* job aid on County Website

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

Using the MY CALENDAR Widget



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



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.

My Timecard

Loaded: 9:55 AM

Previous Pay Period

✓
Approve
Timecard

Print
Timecard

Refresh

Calculate
Totals

Save

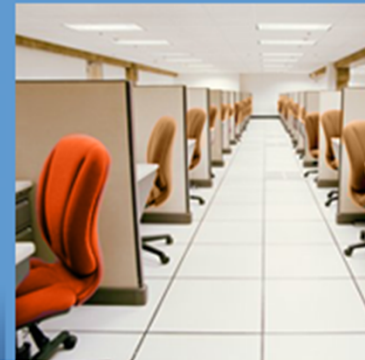
		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Sun 8/14									
+	×	Mon 8/15	8:30AM-...	8:29AM	5:01PM				8:00	8:00	8:00
+	×	Tue 8/16	8:30AM-...	8:25AM	4:59PM				8:00	8:00	16:00
+	×	Wed 8/17	8:30AM-...	8:25AM	5:00PM				8:00	8:00	24:00
+	×	Thu 8/18	8:30AM-...	8:27AM	5:03PM				8:00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

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.

Using the Related Items Pane



Using the RELATED ITEMS PANE




The screenshot displays the Kronos user interface for Julie Adams. The top navigation bar includes the Kronos logo, the user's name and 'Sign Out' link, notification icons, and a 'Workspaces' dropdown menu. Below the navigation bar are two tabs: 'Manage My Department' and 'My Information'. The main content area is divided into two panes: 'My Timecard' and 'My Calendar'. The 'My Timecard' pane shows a table with columns for dates from Sunday 9/18 to Saturday 9/24, and rows for 'Hours Worked', '<Enter Pay Cod...', 'Schedule', and 'Daily Total'. The 'My Calendar' pane shows a calendar for September 2016. On the right side, a vertical 'Related Items' pane is highlighted with an orange border, containing links to 'My Calendar', 'My Timecard', 'My Audits', 'My Reports', 'Change My Password', and 'My Inbox'.

	Pay Code	Transfer	Sun 9/18	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24	Total
<input checked="" type="checkbox"/>	Hours Worked									
<input checked="" type="checkbox"/>	<Enter Pay Cod...									
<input checked="" type="checkbox"/>	Schedule			8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM		
<input checked="" type="checkbox"/>	Daily Total									

MY INBOX Widget



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

My Inbox   

MESSAGING INBOX
Last Refreshed: 9:44 AM


New **Open** **Reply** **Delete** **Refresh**

As of Date: 

From	Subject	Received
MASON, MICHAEL T	Your time off request has changed status Approved	8/27/2016 8:56AM (GMT -05:00) Eastern Time
MASON, MICHAEL T	Your time off request has changed status Cancel Approved	8/27/2016 8:56AM (GMT -05:00) Eastern Time

Other Important Points



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

Resources (continued)

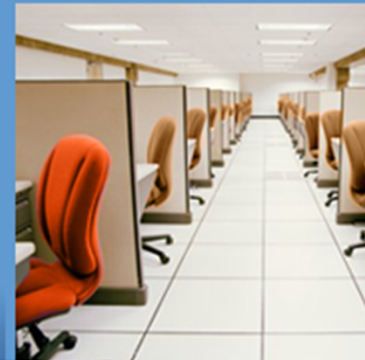


- Your manager has an elevated access level that allows him or her to make corrections to your timecard if needed
- Your Kronos Employee Handbook (passed out today) contains this presentation's slides and "how to..."
- Finance Department Staff
 - If you cannot find the answer you seek on the Kronos Resource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

“Hands on” portion of the training.

Use your handouts for this section of the 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 left 

- 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 10.5 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 Hours worked in the box directly underneath the date 9/14.
 - 9/15/16- Enter 5.5 Hours worked in the box directly underneath the date 9/15.
 - 9/16/16 – Enter 10 Hours worked.
-  **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-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 Totals Accruals to view leave balances.
- Accumulated leave is expressed as **HH:MM**
 - The amounts in the ACCRUAL AVAILABLE BALANCE column are balances as of today.
 - 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

Exercise 3-Time Off Request

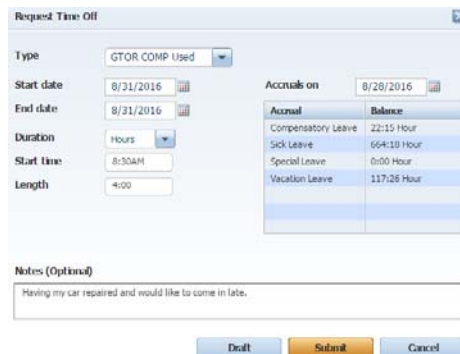
- In this exercise, you will request time off from within **MY CALENDAR**.



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

Request Time Off

- Select the “Request Time Off” button.



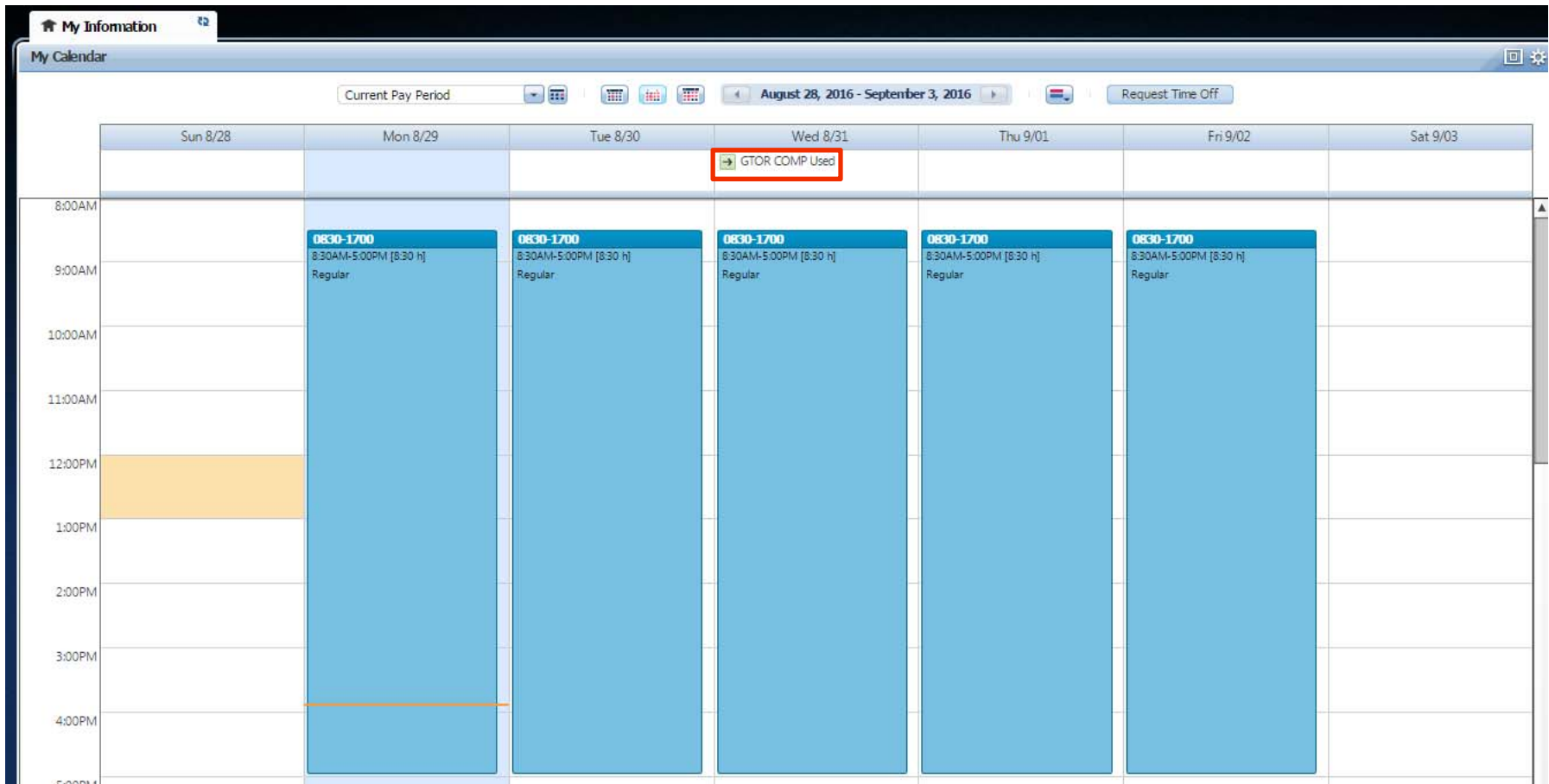
Accrual	Balance
Compensatory Leave	22:15 Hour
Sick Leave	66:10 Hour
Special Leave	0:00 Hour
Vacation Leave	117:26 Hour

- Select 9/23 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.

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.



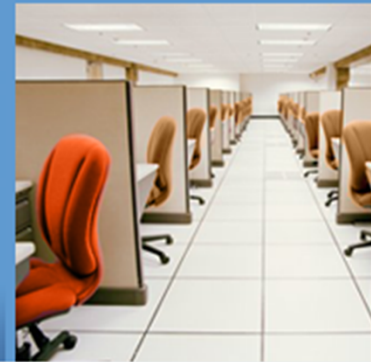
Exercise 4-Approve Your Timecard



In this exercise, you will learn how to approve your own 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 time card” 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.

Part II: MANAGER Tasks



Manager Tasks



- 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:
 - Resolving timecard "exceptions"
 - Canceling auto meal deductions
 - Approving employee leave requests
 - Approving employee timecards
 - Scheduling (will be covered in another training)
 - Finance will input schedules in the short-term
 - Delegating authority (will be covered in another training)

Resolving Exceptions



- The following “exceptions” have to be resolved if they exist in an employee’s timecard:
 - Missed Punch
 - Early In
 - Late In
 - Early Out
 - Late Out
 - Unscheduled
 - Unexcused absence
 - Canceled meal deduction

Most of these are the results of deviations from the employee’s schedule in Kronos

Resolving Exceptions



- When a manager logs in, the default is **Manage My Department** workspace and the **Reconcile Timecard** genie.
 - Visual indicators alert the manager that action is needed and the type of exception is identified. Double clicking the check mark will take you to the employee's timecard where you can resolve it.

Alerts Pane Indicates there are 2 employees with unresolved exceptions

Manage My Department

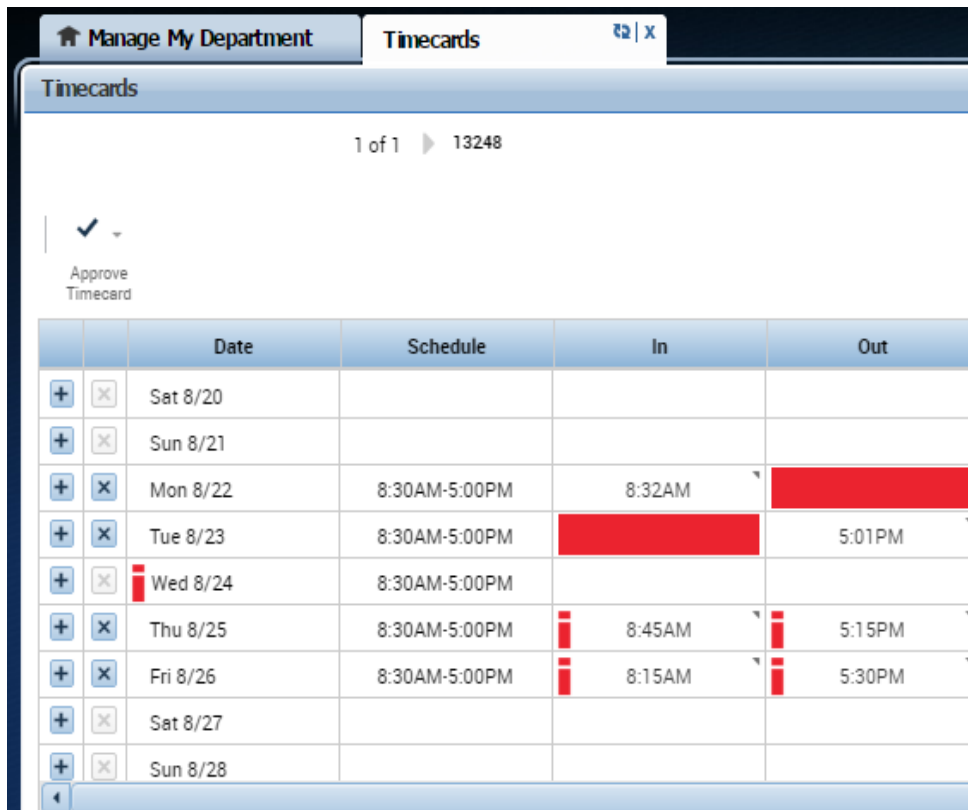
Reconcile Timecard







Loaded 1:34PM Current Pay Period All Home Edit

Name	Pay Rule	Unexcused Absence	Missed In-Punch	Canceled	Early In	Late In	Early Out	Late Out	Unsched	Totals Up To Date
Test, Employee	COMP-NE-Salaried-L..					✓				✓
Test, Employee	COMP-NE-Salaried-L..					✓		✓		✓
Test, Employee	COMP-NE-Salaried-L..	✓	✓							✓


Resolving Exceptions

- Below is an example of a timecard with multiple exceptions types.



		Date	Schedule	In	Out
+	✕	Sat 8/20			
+	✕	Sun 8/21			
+	✕	Mon 8/22	8:30AM-5:00PM	8:32AM	
+	✕	Tue 8/23	8:30AM-5:00PM		5:01PM
+	✕	Wed 8/24	8:30AM-5:00PM		
+	✕	Thu 8/25	8:30AM-5:00PM	 8:45AM	 5:15PM
+	✕	Fri 8/26	8:30AM-5:00PM	 8:15AM	 5:30PM
+	✕	Sat 8/27			
+	✕	Sun 8/28			


 Solid Red Bar-Indicates a missed punch


 Red Mark-Indicates either early in, early out, late in, late out or unexcused absence.


If you hover over the exception indicator, a description of the exception type will be displayed.

Resolving Exceptions







 To resolve a missed punch, click on the solid red bar and input the time of the missed punch. Click **SAVE** afterwards.

 To resolve an early in or late out, you must mark the exception as “reviewed.” To do this, right click on the exception which opens the punch actions window then click on the MARK AS REVIEWED button. You can also add a comment from a preconfigured list.

-Once the exception has been marked as reviewed the red font will turn to green 

Punch Actions	
Date:	8/29/2016
Time:	8:15AM
Rounded Time:	8/29/2016 8:15AM GMT-04:00
Override:	In Punch
Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
Exceptions:	Early In
Last Edit Date:	8/30/2016
Edit Made By:	BUNDICK, DANA T

Resolving Exceptions



- i** To resolve a late in or early out, you must mark the exception as “reviewed.” To do this, right click on the exception which opens the punch actions window then click on the MARK AS REVIEWED button. Add a comment if warranted.
 - If the total hours for the week is short of the required hours, you will have to reduce accrued leave to cover the shortfall.

Punch Actions

Date: 8/29/2016
Time: 8:15AM
Rounded Time: 8/29/2016 8:15AM GMT-04:00
Override: In Punch
Time Zone: (GMT-05:00) Eastern Time (USA; Canada)
Exceptions: Early In
Last Edit Date: 8/30/2016
Edit Made By: BUNDICK, DANA T

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
	Sun 8/28							
	Mon 8/29	8:30AM-5:00PM	8:30AM	4:45PM				7:45
	Tue 8/30	8:30AM-5:00PM	8:30AM	5:00PM				8:00
	Wed 8/31	8:30AM-5:00PM						
	Thu 9/01	8:30AM-5:00PM						
	Fri 9/02	8:30AM-5:00PM						
	Sat 9/03							

Please Choose:
SICK BANK ENROLL
SICK LEAVE USED
SPECIAL LEAVE USE
STD LEAVE
SUSPENSION W-PAY
VACATION USED
Hours Worked
Hours Worked with C

Resolving Exceptions



- To resolve the unexcused absence exception, you will have to directly input leave used into the employee's timecard or ask the employee to submit a time off request.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
+ X	Sun 8/28							
+ X	Mon 8/29	8:30AM-5:00PM	8:30AM	5:00PM				8:00
+ X	Tue 8/30	8:30AM-5:00PM				SICK LEAVE USED	8:00	
+ X	Wed 8/31	8:30AM-5:00PM						
+ X	Thu 9/01	8:30AM-5:00PM						
+ X	Fri 9/02	8:30AM-5:00PM						
+ X	Sat 9/03							

A dropdown menu is open over the 'Tue 8/30' row, showing the following options: SICK LEAVE USED (highlighted), Scheduled OT, SELECTIVE ENFORC, SICK BANK ENROLL, SICK LEAVE USED, SPECIAL LEAVE USE, STD LEAVE, SUSPENSION W-PAY, and VACATION USED.

Canceled Meal Deduction

If the “canceled” column , contains a check mark then it means that the employee’s meal deduction has been canceled resulting in an additional .5 hours of compensation.

Unexcused Absence	Missed In-Pun...	Canceled	Early In	Late In	Early Out	Late Out
		✓		✓		
✓			✓	✓		✓
					✓	
		✓				

You cannot mark a canceled meal deduction as “reviewed”. It will continue to show as an exception regardless. The check mark’s purpose is to alert you that a employee worked through lunch.

Canceling a Meal Deduction



- A manager can cancel the unpaid meal deduction from a timecard if the employee forgets to check the “cancel deductions” box when they timestamp out. Canceling it adds 30 minutes to the hours worked for the day.
 - To cancel the deduction, right click on the employees punch out to reveal the punch details window then change the cancel deductions box to “30 min AD @4.5”.

The screenshot shows a 'Punch' details window with the following fields:

Date:	8/30/2016
Time (hh:mm): *	5:00PM
Rounded Time:	8/30/2016 5:00PM GMT-04:00
Override:	Out Punch
Time Zone:	(GMT -05:00) Eastern Tim...
Cancel Deduction:	30 min AD @4.5
Exceptions:	<None>
Comments:	

The 'Cancel Deduction' dropdown menu is open, showing the following options:

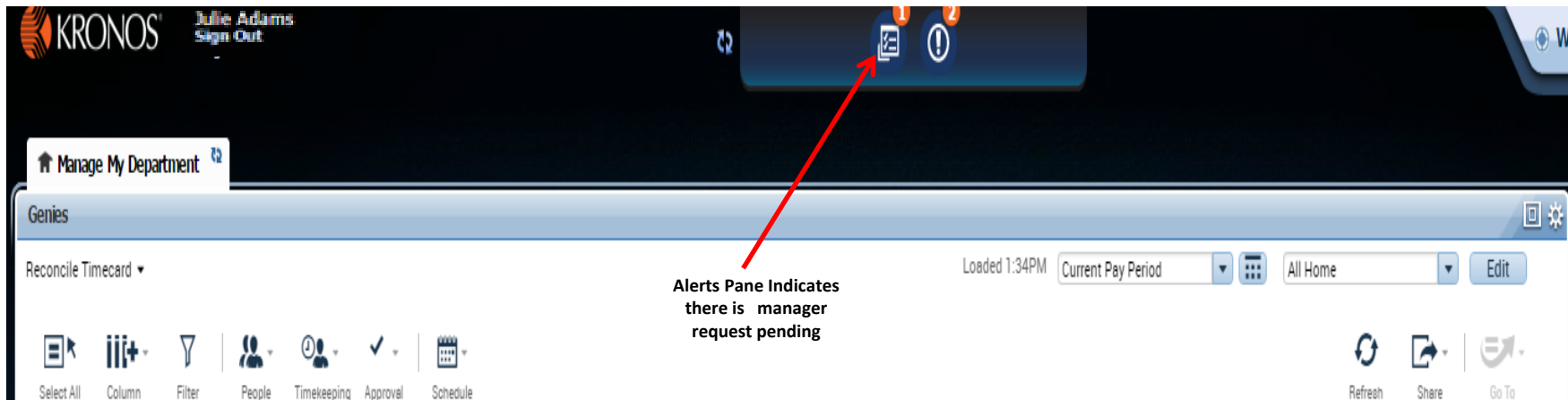
- <None>
- 30 min AD @4.5 (highlighted)
- ZZ-Do Not Use
- All

Buttons: Cancel, OK

Approving Leave Requests





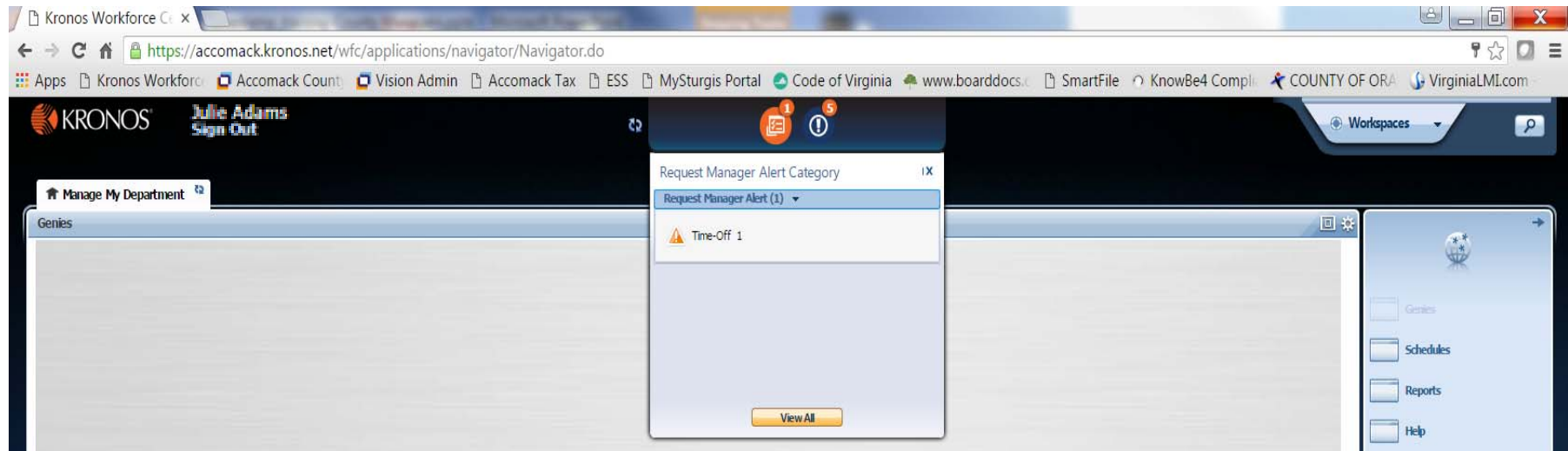
- The “alerts pane” is always visible to managers once they are in the Navigator. It provides a visual indicator of exceptions that need to be worked and manager requests that need to be acted upon.



Approving Leave Requests



- To view the request, click on the  which opens a window indicating what type of manager request it is. In this case it's a time-off request. Next click on  to review the request.



Approving Leave Requests



- A list of requests is now presented. You can view the details and check the employee's accrual balances from this widget.

The screenshot displays the Kronos 'Requests' interface. At the top, there are navigation tabs for 'Manage My Department' and 'Requests'. Below the tabs, a search and filter area includes a date range '8/02/2016 - 1/28/2017, Select', a dropdown for 'All', a dropdown for 'Time-Off', and a dropdown for 'Multiple'. Action buttons for 'Details', 'Edit', 'Approve', 'Refuse', 'Pending', 'Retract', and 'Request Time Off' are visible. A table lists the requests with columns for Status, Submitted By, Submit Date, Pay Code, Employee, Start Date, End Date, Modified By, Subject, and Comments. The first row shows a 'Submitted' request for 'Test, Employee' on '8/30/2016 10:24AM' with pay code 'COMP USED' and subject 'GTOR COMP Used'. Below the table, a detailed view for the selected request is shown, including fields for Status, Submitted By, Submit Date, Pay Code, Employee, Start Date, End Date, Modified By, Subject, Comments, and Multiple Period Indicator.

Status	Submitted By	Submit Date	Pay Code	Employee	Start Date	End Date	Modified By	Subject	Comments
Submitted	Test, Employee	8/30/2016 10:24AM	COMP USED	Test, Employee	8/30/2016	8/30/2016	Test, Employee	GTOR COMP Used	TOR Notes

GTOR COMP Used		Submitted 8/30/2016 10:24AM
Status	Submitted	
Submitted By	Test, Employee	
Submit Date	8/30/2016 10:24AM	
Pay Code	COMP USED	
Employee	Test, Employee	
Start Date	8/30/2016	
End Date	8/30/2016	
Modified By	BRUNK, GINA L	
Subject	GTOR COMP Used	
Comments	TOR Notes	
Multiple Period Indicator		

Approving Leave Requests



- If you select **APPROVE**, you have the option of adding a comment which in turn allows for optional notes.

8/02/2016 - 1/28/2017, Select: [v] [icon] All [v] Time-Off [v] Multiple [v]

Details Edit **Approve** Refuse Pending Retract Request Time Off

Approve Time-Off Request

Submitted 8/30/2016-10:24:06AM
Modified by GINA

Employee Test, Employee

Requested

Type	GTOR COMP Used		
Start Date	8/30/2016	End Date	8/30/2016
Duration	Hours		
Start Time	8:30AM	Length	2:00 h

Comments and Notes

TOR Notes: [CPBUNK17_8/30/2016_10:24:06AM] Car

Comments **TOR Notes** [v]

Notes (Optional)

OK. Hope you get your car fixed.

Approve Cancel

Approving Leave Requests



- Changes in the status of a time-off request generate email alerts to the employee.
 - The employee's **MY INBOX** will also receive auto-generated messages.
- Approved requests automatically update the employee's schedule and adjust the employee's timecard for the hours of leave used.
- Use of multiple types of leave on the same day such as sick and annual requires multiple leave requests to be submitted.

Approving Employee Timecards



- When a manager logs in, the default is **Manage My Department** workspace and the **Reconcile Timecard** genie.
 - Change the period to “**previous pay period**” to show last week.
 - Once you have resolved all timecard exceptions you can proceed on to approving your employee timecards.
 - Change from **Reconcile Timecard** to **Pay Period Close**.

Manage My Department

Genies

Reconcile Timecard

Loaded 4:23PM Previous Pay Period All Home Edit

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

Manage My Department

Genies

Pay Period Close

Loaded 4:23PM Previous Pay Period All Home Edit

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

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

Approving Employee Timecards



- In this genie, an employee who has already approved their own timecard will be identified.

The screenshot shows the Kronos Genie interface for 'Manage My Department'. The table displays employee timecard data with columns for Name, Employee Approval, Manager Approval, Signed Off, Missed In-Punch, and Unexcused Absence. The first row, 'Test, Employee', has a checkmark in the 'Employee Approval' column, which is highlighted with a red box. The second row, 'Test, Employee', has a checkmark in the 'Missed In-Punch' column. The third row, 'Test, Employee^d', has a checkmark in the 'Unexcused Absence' column.

Name	Employee Approval	Manager Approval	Signed Off	Missed In-Punch	Unexcused Absence
Test, Employee	✓				
Test, Employee				✓	
Test, Employee ^d				✓	✓

Approving Employee Timecards



We recommend you double click on each employee to view their timecard before approval then select **“approve timecard”**.

Manage My Department | Timecards

Test, Employee | 1 of 1 | 14135 | Loaded: 5:28 PM | Previous Pay Period | 1 Employee(s) Selected

Approve Timecard

Print Timecard | Refresh | Calculate Totals | Save | Go To

	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 8/22		8:30AM			VACATION USED	8.00		8.00	8.00
Tue 8/23		8:30AM			COMP USED	4.00			
	12:30PM-5:00PM	12:30PM	5:00PM				4.00	8.00	16.00
Wed 8/24	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	24.00
Thu 8/25	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	32.00
Fri 8/26	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	40.00
Sat 8/27									40.00

The timecard background color will turn GREEN after manager approval.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Sun 8/21									
	Mon 8/22		8:30AM			VACATION USED	8.00		8.00	8.00
	Tue 8/23		8:30AM			COMP USED	4.00			
		12:30PM-5:00PM	12:30PM	5:00PM				4.00	8.00	16.00
	Wed 8/24	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	24.00
	Thu 8/25	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	32.00
	Fri 8/26	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	40.00
	Sat 8/27									40.00

Delegating Authority



- A manager can delegate their authority to approve subordinate timesheets to another employee.
 - Delegation can be temporary or permanent.
- Once this occurs, the employee will have two “roles” within the application.
 - Their normal role
 - Their delegated role
- More information will be provided on this feature in the future.

- A future training session will be held to educate managers on how to use the scheduling features of the application.
 - Fixed schedules such as the standard 8:30-5 have already been assigned to employees.
 - Variable schedules will need to be provided to Finance in the short-term so that they can be keyed into Kronos by Finance staff.

- 10/2 Begin Using Kronos to record time **AND** continue to submit paper time sheets.
 - Approve your Kronos timecards on a weekly basis within 2 business days after the end of the workweek.
 - Submit paper timesheets using the existing schedule
- Use the County website as your first stop if you have questions.
 - <http://www.co.accomack.va.us/> (Kronos Link Top Left of Page)
- If you are unable to resolve a software issue then notify the Finance Office.
 - Do not contact the IT Service Desk.

Thank You

Questions?