



**Kronos Workforce Central®**  
**Accomack County**  
**Manager Training (Timestamp)**



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# Introductions & Training Plan



- Support Staff in Attendance
- Training is Divided Into 5 Areas:
  - General Information
  - Navigation of Kronos and Explanation of different features within the application.
  - Explanation of Employee Tasks
  - “Hands on” exercises (employee perspective)
  - Explanation of Manager tasks

# Materials



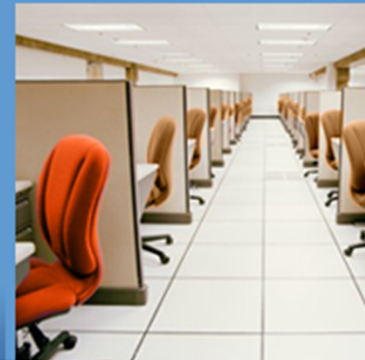
- Handout Contains:
  - Slides from Today's Training
  - “How To's” Including:
    - How to log on
    - How to punch in and out
    - How to cancel a meal deduction
    - How to request time off
    - How to add comments to a timecard
    - How to approve a timecard
- All this information and more is available on the County Website for you to view or download.



### **Kronos Workforce Central Credentials:**

<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 (focus of this training)**
  - Smart Phone or iPad
    - Must have the Kronos mobile app and permission.
  - Time Clock
    - **Locations:**
      - Sheriff's Office
      - County Garage
      - County Admin
      - North Landfill
      - South Transfer Station
      - Future Public Works Office



# 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.

# When Do I Start Using Kronos?



- Beginning on 10/2/16, employees will begin using the Kronos application **in parallel** with paper timesheets. We expect to run parallel until the end of October then go-live.
  - During this parallel period, employees will be required to keep a paper timesheet in addition to entering all info into Kronos Workforce Central.
    - We will be comparing the paper timesheet to Kronos data to help ensure data integrity and identify any program errors so that they can be addressed before go-live.
    - **Please report any errors you encounter within Kronos to your manager or SME so that they can communicate them to Finance and be addressed.**
    - **Data entered in Kronos during this parallel period will be erased at go-live.**
  - The Employee Self-Service Portal will continue to be your source for leave balance information during this parallel phase.
    - Note that leave balances will only be available in Kronos after go-live but the ESS site will remain for other uses such as viewing earnings history.

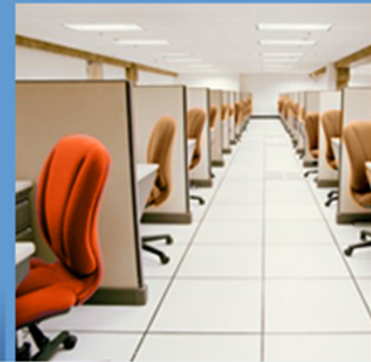
# Today's Training Objectives



After completing this training, you should be able to:

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

# 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

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



**Reference:** *How to Log in and Log Out* job aid on County Website

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

# Navigating the Navigator (*employee view*)



The screenshot shows the Kronos Navigator interface for an employee. At the top, the user's name 'JOHN W. SMITH' and a 'Sign Out' link are visible. The main area is divided into several sections:

- My Information:** A navigation bar with a home icon and a gear icon.
- My Timecard:** A large table showing timecard data for the week of 8/14 to 8/20. It includes columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. A 'Time Period Drop Down Menu' is located at the top right of this section.
- My Timestamp:** A panel on the right showing the last timestamp for Friday, August 19, 2016, at 5:00PM Eastern Time. It includes a 'Record Timestamp' button.
- My Calendar:** A calendar view for August 2016, with the 23rd highlighted.
- Related Items pane:** A vertical sidebar on the far right containing links for My Timestamp, My Calendar, My Timecard, My Audits, My Reports, Change My Password, and My Inbox.

Callouts A through J point to specific UI elements: A (Active Bar), B (Name/Sign Out), C (Home workspace), D (Maximize/restore), E (Gear icon), F (Related Items pane), G (Secondary widget), H (Primary widget), I (Time Period Drop Down Menu), and J (Timecard Totals & Accruals Section).

- A** Active Bar
- B** Name/Sign Out
- C** Home workspace

- D** Maximize/restore
- E** Gear icon (use to make primary)
- F** Related Items pane

- G** Secondary widget
- H** Primary widget
- I** Time Period Drop Down Menu
- J** Timecard Totals & Accruals Section



# 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.

Julie Adams  
Sign Out

Workspaces

Manage My Department

Genies

Reconcile Timecard

Loaded 10:10AM 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	Exempt Salaried	✓							✓
Test, Employee	COMP-NE-Salaried-L30	✓							✓

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

# 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

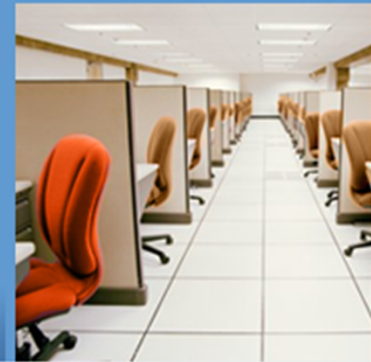
Record Timestamp

**My Calendar**

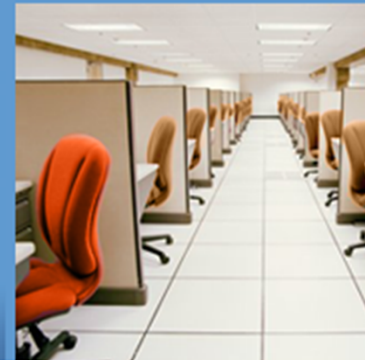
August 2016

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			

# Part I: Employee Tasks



# Navigating and Using the MY TIMESTAMP Widget



# Navigating the MY TIMESTAMP Widget



The MY TIMESTAMP Widget in this workspace is identified below.

My Information

My Timecard

Loaded: 2:57 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 8/21									
+ X	Mon 8/22									
+ X	Tue 8/23									
+ X	Wed 8/24									
+ X	Thu 8/25									
+ X	Fri 8/26									
+ X	Sat 8/27									

My Timestamp

Cancel Deductions

Last Timestamp: Tuesday, August 09, 2016  
5:47PM Eastern Time

Record Timestamp

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

# Navigating the MY TIMESTAMP Widget



My Information Julie Adams Sign Out

My Timecard

Loaded: 2:57 PM Current Pay Period

Print Timecard Refresh Calculate Totals Save

Approve Timecard

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 8/21									
+ X	Mon 8/22									
+ X	Tue 8/23									
+ X	Wed 8/24									
+ X	Thu 8/25							B		
+ X	Fri 8/26									
+ X	Sat 8/27									

My Timestamp

Cancel Deductions

Last Timestamp: Tuesday, August 09, 2016  
5:47PM Eastern Time

Record Timestamp

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			

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

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



# Using the MY TIMESTAMP widget



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



**Reference:** *How to Punch In and Out* job aid on County Website

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

# Using the MY TIMESTAMP widget



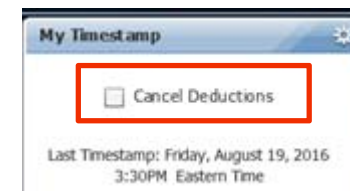
- Cancel a meal deduction

- Employees whose scheduled shift assumes a 1 hour lunch (i.e. 8:30am-5:00pm) must “cancel” their meal deduction if they work through lunch in order to receive credit for time worked.

- To cancel the meal deduction, check the “cancel deductions” check box **prior to timestamping out** for the day.

- *See your manager if you forget to check this box.*

- *Managers can alter data in Kronos to “fix” the issue.*



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

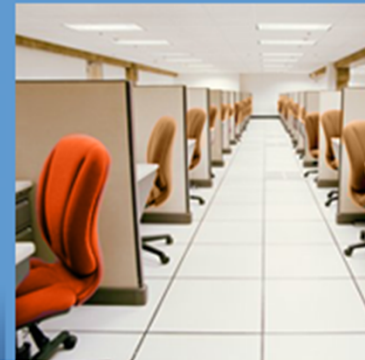


**Reference:** *How to Cancel a Meal Deduction* job aid on County Website

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

(Kronos Link Top Left of Page)

# Navigating and Using the MY TIMECARD widget



# Navigating the MY TIMECARD Widget



The MY TIMECARD Widget in this workspace is identified below.

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
+ X	Sun 8/14									
+ X	Mon 8/15	8:30AM-5:0...	8:29AM	5:05PM				8:00	8:00	8:00
+ X	Tue 8/16	8:30AM-5:0...	8:25AM	5:02PM				8:00	8:00	16:00
+ X	Wed 8/17	8:30AM-5:0...	8:31AM	5:01PM				8:00	8:00	24:00
+ X	Thu 8/18	8:30AM-5:0...	8:30AM	5:00PM				8:00	8:00	32:00
+ X	Fri 8/19					SICK LEAV...	1:30			
+ X		8:30AM-5:0...	8:29AM	3:30PM				6:30	8:00	40:00
+ X	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

Record Timestamp

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

# Navigating the MY TIMECARD Widget



The screenshot shows the 'My Timecard' widget interface. At the top left, there is an 'Approve Timecard' button (B). The main area is a table with columns: Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. Below the table are 'Totals' and 'Accruals' sections. At the top right, there are buttons for 'Print Timecard' (C), 'Refresh' (D), 'Calculate Totals' (E), and 'Save' (H). A gear icon (G) is also present. A red line in the 'Amount' column for 'Thu 7/02' has a red dot (I) next to it. A dropdown menu (F) is visible in the top right corner. A scroll bar (J) is on the right side of the table.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 6/29	9:00AM-2:00PM				Jury	4.00		4:00	4:00
Tue 6/30	9:00AM-2:00PM	9:00AM			Sick	4.00		4:00	8:00
Wed 7/01	9:00AM-2:00PM	9:00AM	2:00PM				4:00	4:00	12:00
Thu 7/02	9:00AM-2:00PM								12:00
Fri 7/03	9:00AM-2:00PM								12:00
Sat 7/04									12:00

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

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

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

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

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

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

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

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

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

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

# Using the MY TIMECARD Widget



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

My Timecard

Loaded: 4:40 PM Previous Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

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

Expand area to reveal Timecard Totals and Leave Accrual Balances

My Timestamp

Cancel Deductions

Last Timestamp: Monday, August 22, 2016 11:36AM Eastern Time

Record Timestamp

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

# Using the MY TIMECARD Widget



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

**Totals** Accruals

All All

Account	Pay Code	Amount
101/1213/0/0/0/ADMTRE/10564	SALARY	32:00
101/1213/0/0/0/ADMTRE/10564	SICK LEAVE USED	8:00

Shows totals by pay code for the period selected.

Totals **Accruals**

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Ending Balance	Accrual Reporting Period
Compensatory Leave	14:15	Hour	14:15	Thu 12/31 - Fri 12/30
Sick Leave	285:57	Hour	321:39	Thu 12/31 - Fri 12/30
Special Leave	0:00	Hour	0:00	Thu 12/31 - Fri 12/30
Vacation Leave	100:57	Hour	144:39	Thu 12/31 - Fri 12/30

Type of Accrual (leave)

Balance as of the period selected above

Balance at 12/31 based on future accruals and future approved leave

## Using the MY TIMECARD Widget



- Vacation and Sick 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



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

## 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

# 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**.

The screenshot displays the 'My Timecard' interface. At the top, it shows 'Loaded: 4:59 PM' and a dropdown menu set to 'Previous Pay Period'. Below this are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main area is a table with the following data:

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Sun 8/14									
+	Mon 8/15	8:30AM-5:00PM	8:29AM	5:01PM				8:00	8:00	8:00
+	Tue 8/16	8:30AM-5:00PM	8:25AM	4:59PM				8:00	8:00	16:00
+	Wed 8/17	8:30AM-5:00PM	8:25AM	5:00PM				8:00	8:00	24:00
+	Thu 8/18	8:30AM-5:00PM	8:27AM	5:03PM				8:00		
+	Fri 8/19		8:30AM			SICK LEAVE USED	8.00			
+	Sat 8/20									

Below the table, there is a blue information icon (a book with an 'i') and a reference text: **Reference: How to Approve a Timecard job aid on County Website <http://www.co.accomack.va.us/> (Kronos Link Top Left of Page)**

Overlaid on the bottom right is a context menu titled 'My Timecard' with the following options: 'Approve Timecard', 'Approve Timecard', and 'Remove Timecard Approval'.

# Using the MY TIMECARD Widget



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

The screenshot displays the MY TIMECARD widget interface. It features a table with columns for Date, Schedule, In, Out, Transfer, Pay Code, and Am. The table shows data for dates from Sun 9/11 to Sat 9/17. A right-click context menu is open over the 'In' time for Wed 9/14 (8:45AM), showing 'Punch Actions' and 'Comments'. The 'Punch Actions' dialog displays details for the selected punch: Date: 9/14/2016, Time: 8:45AM, Rounded Time: 9/14/2016 8:45AM GMT-04:00, Override: In Punch, Time Zone: (GMT-05:00) Eastern Time (USA: Car...), Exceptions: Late In, Last Edit Date: 9/14/2016, and Edit Made By: MASON, MICHAEL T. The 'Comments' dialog is also open, showing a list of comment types: Employee Comment (selected), Approved, Disciplinary Documenta..., Excused-Advanced noti..., and Excused-Employee off s... The 'Add Comment' button is visible in the dialog.

Date	Schedule	In	Out	Transfer	Pay Code	Am
Sun 9/11						
Mon 9/12	8:30AM-5:00PM	8:30AM	5:00PM			
Tue 9/13	8:30AM-5:00PM	8:30AM	5:00PM			
Wed 9/14	8:30AM-5:00PM	8:45AM	5:06PM			
Thu 9/15	8:30AM-5:00PM					
Fri 9/16	8:30AM-5:00PM					
Sat 9/17						



**Reference:** *Adding comments* job aid on County Website

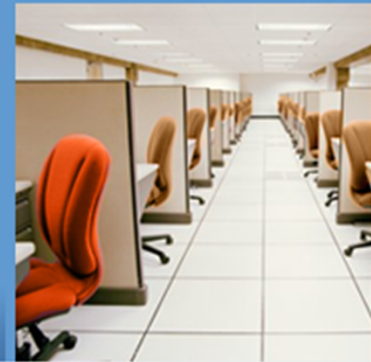
<http://www.co.accomack.va.us/> (Kronos Link Top Left of Page)

## Other Points about the MY TIMECARD WIDGET



- Grace Periods
  - 7 minute grace period for clocking in
- Rounding
  - Rounding is to the nearest 15 minute interval
    - 3:37pm translates to 3:30pm for time keeping purposes
    - 3:38pm translates to 3:45 pm
- Use of Leave
  - You cannot enter leave directly into the MY TIMECARD widget. All leave must be requested using the request time off feature in the MY CALENDAR widget.

# Navigating and Using the MY CALENDAR widget



# Navigating the MY CALENDAR widget



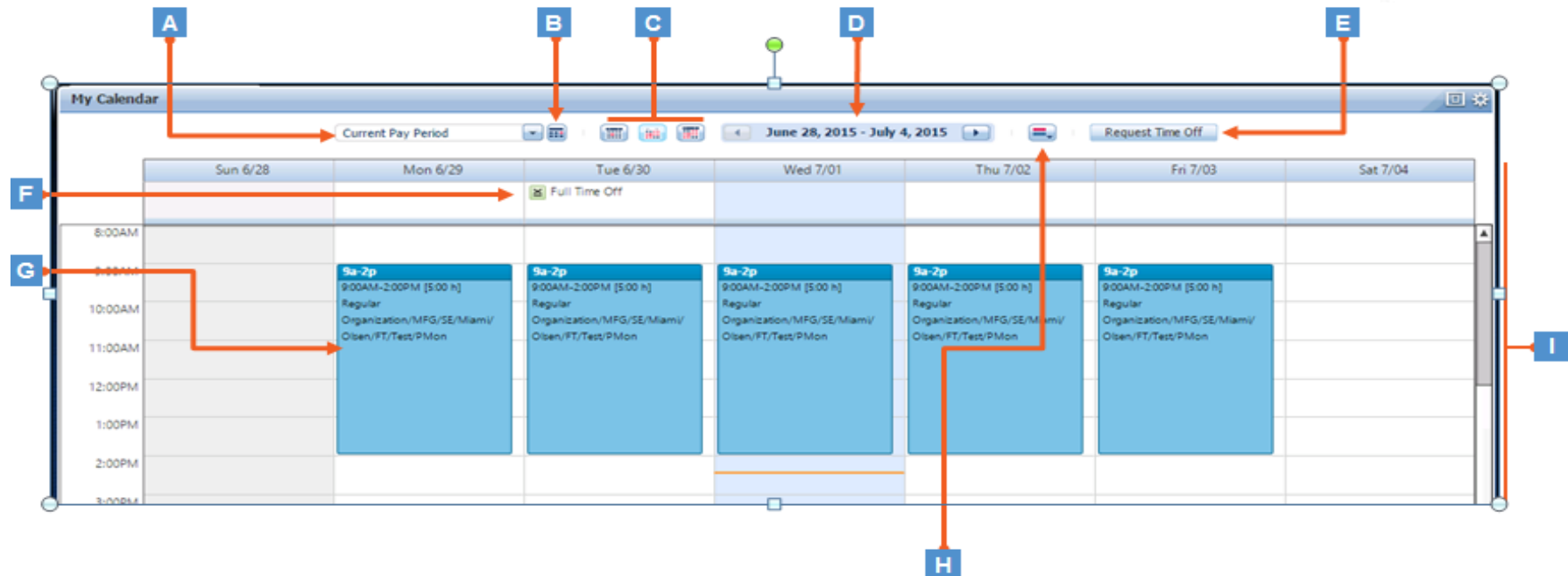
The MY CALENDAR widget by default a secondary widget. You must make it primary to perform the tasks within it.

The screenshot displays the Kronos My Timecard interface. At the top, it shows the user's name 'Julie Adams' and a 'Sign Out' button. The main area is titled 'My Timecard' and contains a table of time entries. A red arrow points from the 'Amount' column of the table to the 'My Calendar' widget, which is highlighted with a red border. The 'My Calendar' widget shows a calendar for August 2016, with the 24th highlighted. Below the table, there is a 'Totals' section with a table of account balances.

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

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

# 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



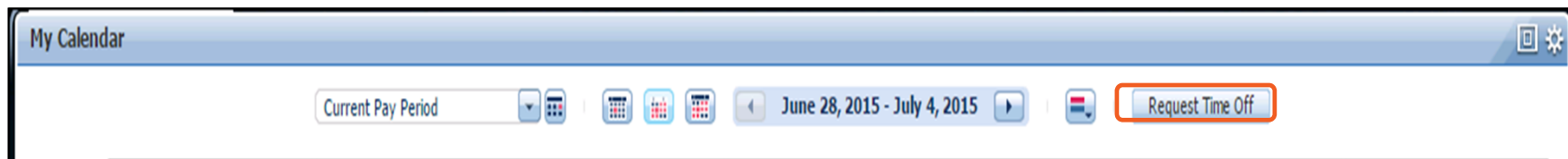
- View your schedule by day, week, or month
- Submit Time off Request:
  - Submit a time-off request
  - Review time-off details
  - Retract a time-off request



# 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

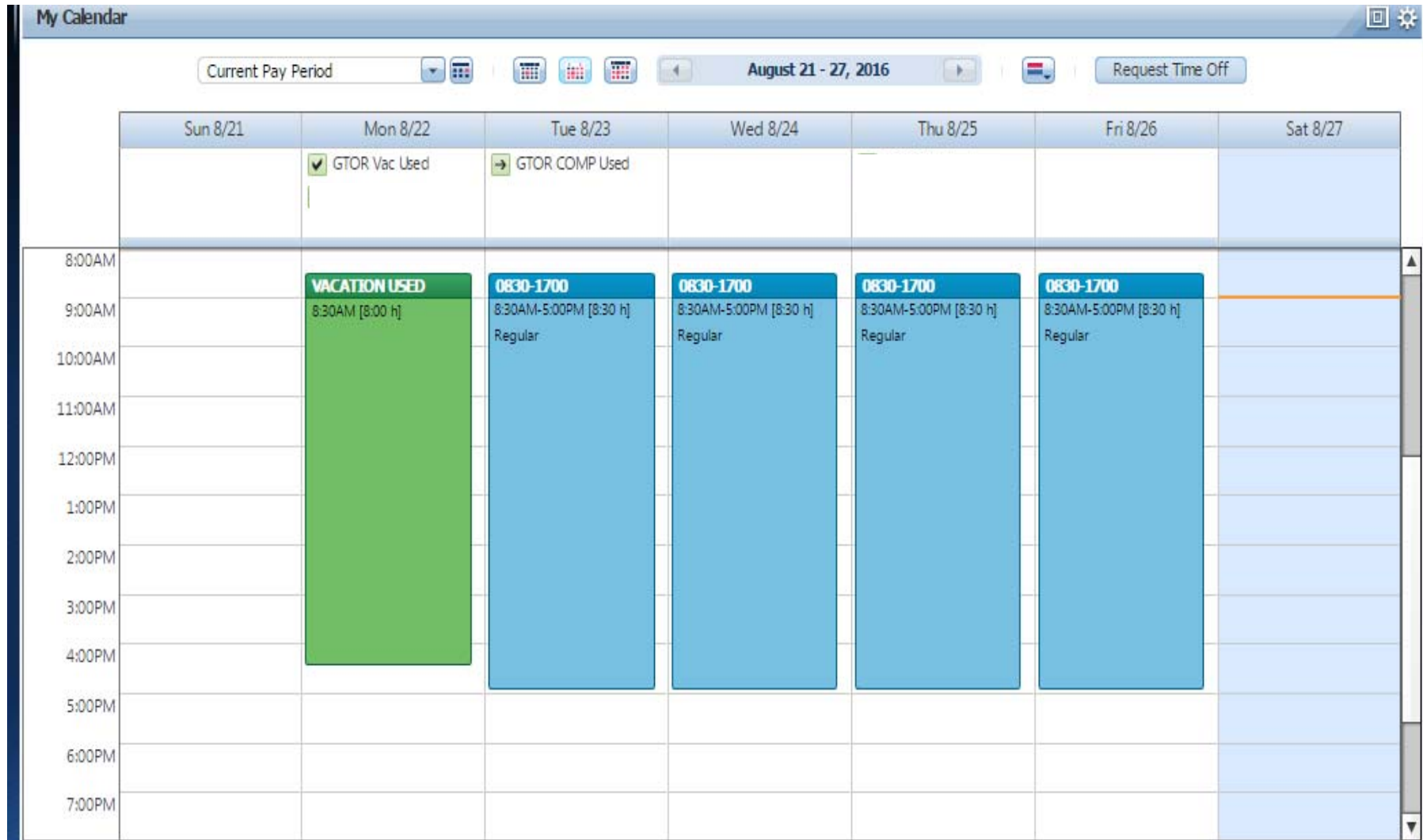
**Reference:** *How to Request Time Off* job aid on County Website

<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

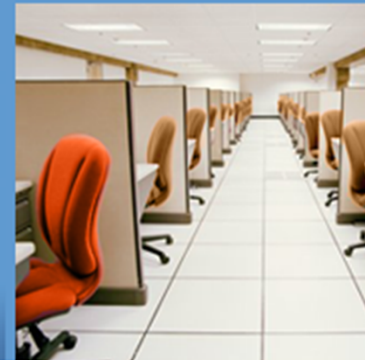
		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X		Sun 8/14									
+ X		Mon 8/15	8:30AM-...	8:29AM	5:01PM				8:00	8:00	8:00
+ X		Tue 8/16	8:30AM-...	8:25AM	4:59PM				8:00	8:00	16:00
+ X		Wed 8/17	8:30AM-...	8:25AM	5:00PM				8:00	8:00	24:00
+ X		Thu 8/18	8:30AM-...	8:27AM	5:03PM	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

## 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. At the top left, the Kronos logo is visible next to the user name "Julie Adams" and a "Sign Out" link. A navigation bar contains a home icon, a "My Information" dropdown, and a "My Timecard" pane. The "My Timecard" pane shows a "Loaded: 9:29 AM" status, a "Current Pay Period" dropdown, and buttons for "Approve Timecard", "Print Timecard", "Refresh", "Calculate Totals", and "Save". To the right, the "My Timestamp" pane includes a "Cancel Deductions" checkbox, the text "Last Timestamp: Monday, August 22, 2016 11:36AM Eastern Time", and a "Record Timestamp" button. Below this is the "My Calendar" pane, which displays a calendar for August 2016. The date August 27 is highlighted. On the far right, a vertical "RELATED ITEMS PANE" is highlighted with an orange border, containing a search icon and a list of items: "My Timestamp", "My Calendar", "My Timecard", "My Audits", "My Reports", "Change My Password", and "My Inbox".

# 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

# MY REPORTS Widget



Loaded: 9:29 AM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

Cancel Deductions

Last Timestamp: Monday, August 22, 2016 11:36AM Eastern Time

Record Timestamp

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


You can access to up to three reports:

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



## 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)

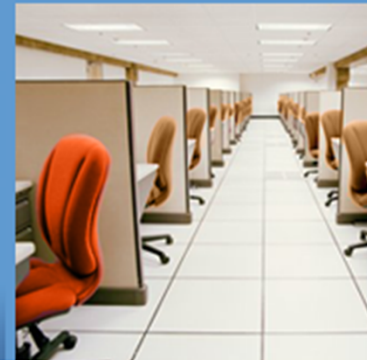


- Your manager has an elevated access level that allows him or her to make corrections to your timecard if needed
- Finance Department Staff
  - If you cannot find the answer you seek on the Kronos Resource Page or from your SME, you can contact the Finance Dept. for assistance.

“Hands on” portion of the training

*Use your handouts for the remainder of this training.*

*Instructor will display a live version of Kronos.*



# Exercises



- Lets all log on.

<https://accomack.kronos.net>

# Exercise 1-Timestamp In & Add a Comment




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

- Log into the NAVIGATOR



- Click the on the button “Record Timestamp” button in **MY TIMESTAMP**.

- Only click once. A recorded time displays along with a  indicating a successful punch.



Refresh

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



Comments


- Add a comment to the in punch time by:

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

## Exercise 2-View Leave Balances



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

- Select the  at the bottom of the page.
- Select the accruals tab   to view leave balances.
- Accumulated leave is expressed as **HH:MM**
  - The amounts in the ACCRUAL AVAILABLE BALANCE column are balances as of 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

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

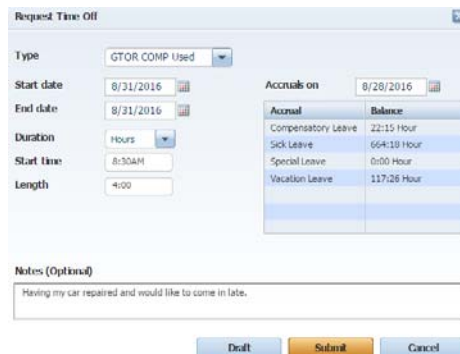
- In this exercise, you will request time off from within **MY CALENDAR**.



- 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

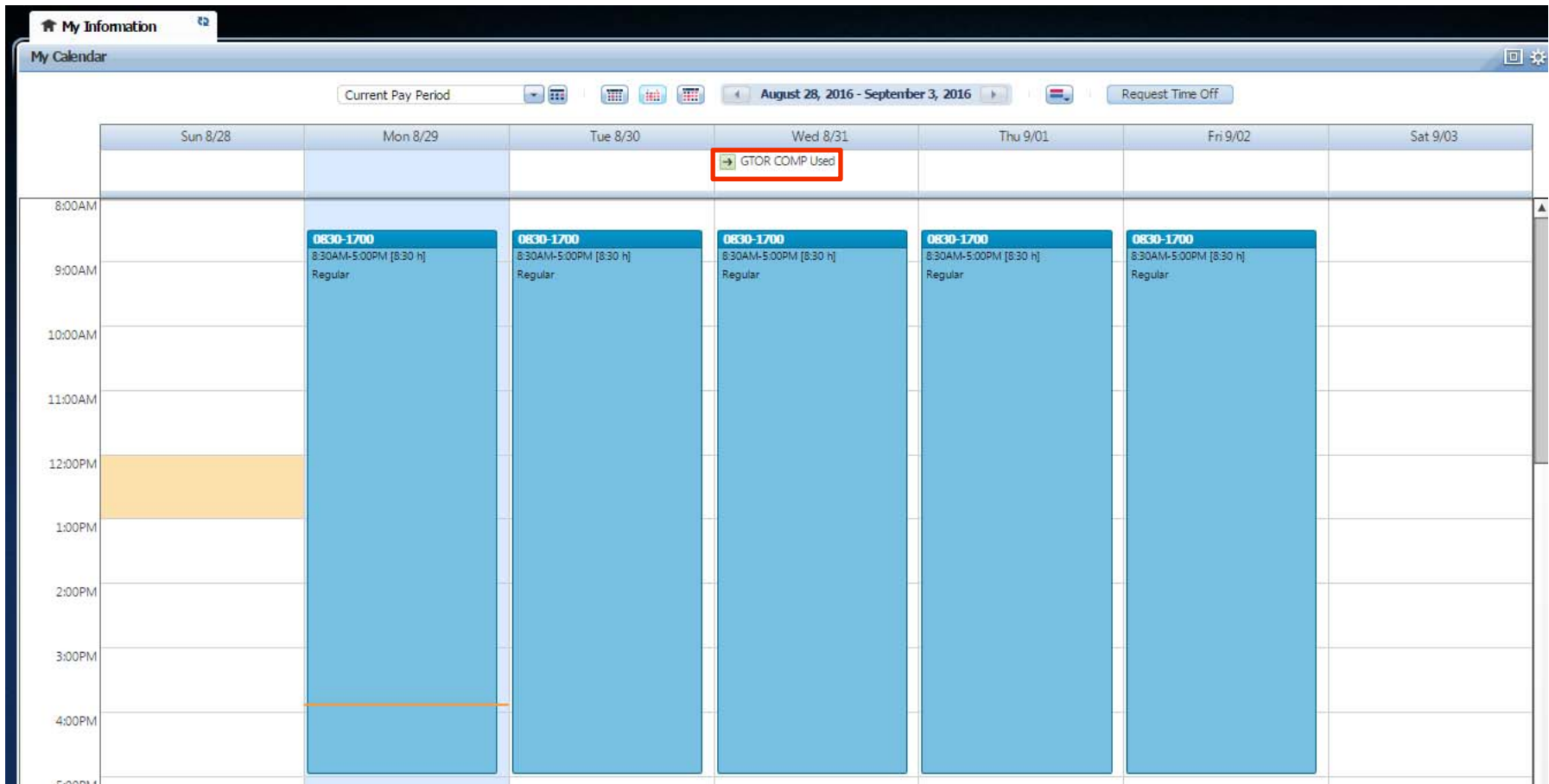
- Select 9/16 as the day, vacation as the leave type, full day or hours, add a note and click submit.
  - ❖ Kronos will not let you request leave you do not have.



# 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-Timestamp Out

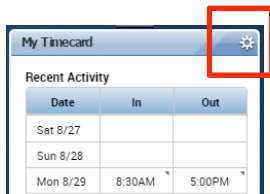
In this exercise, you will timestamp OUT.



- Click the on the button “Record Timestamp” button in **MY TIMESTAMP**.

- » Only click once. A recorded time displays along with a indicating a successful punch.
- » If you had worked through an unpaid lunch break  you would check the “cancel deductions” box before you stamped out for the day.

Cancel Deductions



Recent Activity		
Date	In	Out
Sat 8/27		
Sun 8/28		
Mon 8/29	8:30AM	5:00PM

- Maximize the **MY TIMECARD** widget.



Refresh

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

# Exercise 5-Approve your timecard



In this exercise, you will approve your timecard.

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

The screenshot shows the 'My Timecard' interface. A dropdown menu is open, with 'Approve Timecard' selected and highlighted by a red box. The table below shows the timecard data for the current pay period.

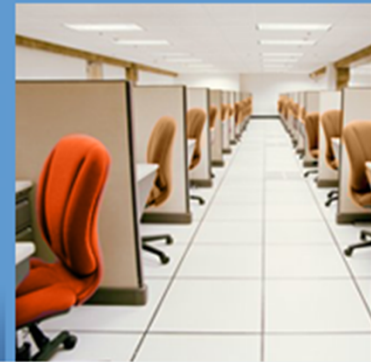
	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 8/28									
Mon 8/29	8:30AM-5:00PM	8:30AM	5:00PM				8:00	8:00	8:00
Tue 8/30	8:30AM-5:00PM	8:29AM	5:05PM				8:00	8:00	16:00
Wed 8/31	8:30AM-5:00PM	8:25AM	5:06PM				8:00	8:00	24:00
Thu 9/01	8:30AM-5:00PM	8:35AM	5:02PM				8:00	8:00	32:00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

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

The screenshot shows the 'My Timecard' interface after approval. The background of the table is now yellow. The 'Approve Timecard' dropdown menu is now closed.

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

## 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

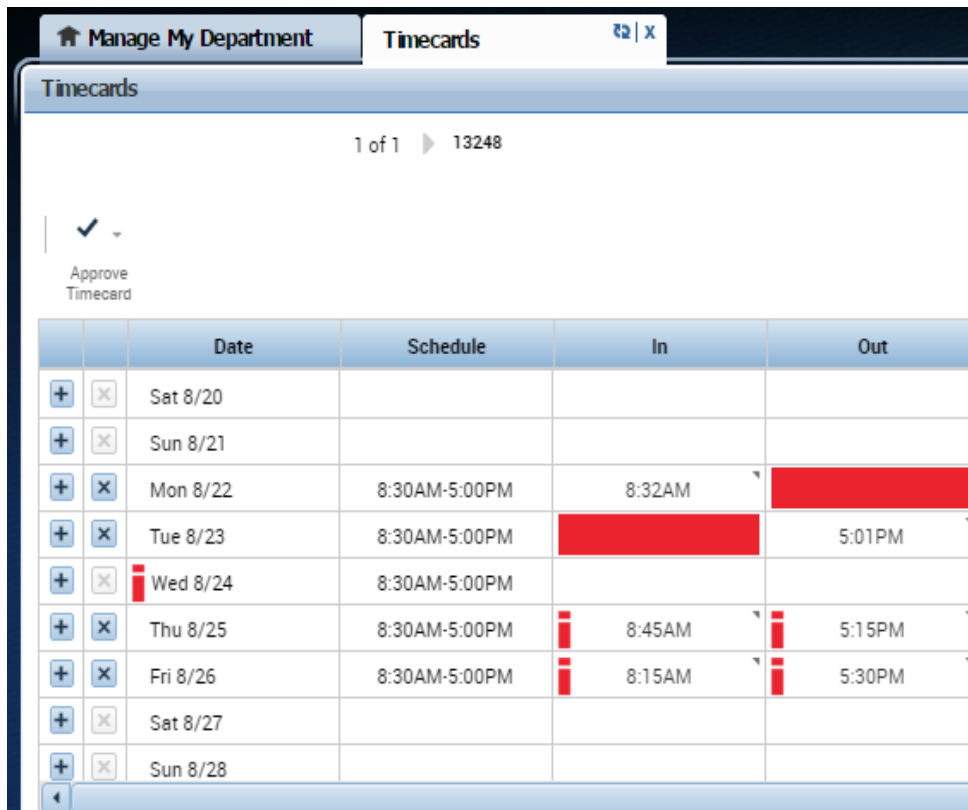
Reconcile Timecard


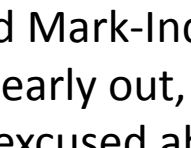




Loaded 1:34PM Current Pay Period All Home Edit

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



- 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 request the employee submit a time off request or edit the timecard yourself.**

**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

Mark As Reviewed    Edit    Comments

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
+ X	Sun 8/28							
+ X	Mon 8/29	8:30AM-5:00PM	8:30AM	4:45PM				7:45
+ X	Tue 8/30	8:30AM-5:00PM	8:30AM	5:00PM				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							

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							

## 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:	ZZ-Do Not Use

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

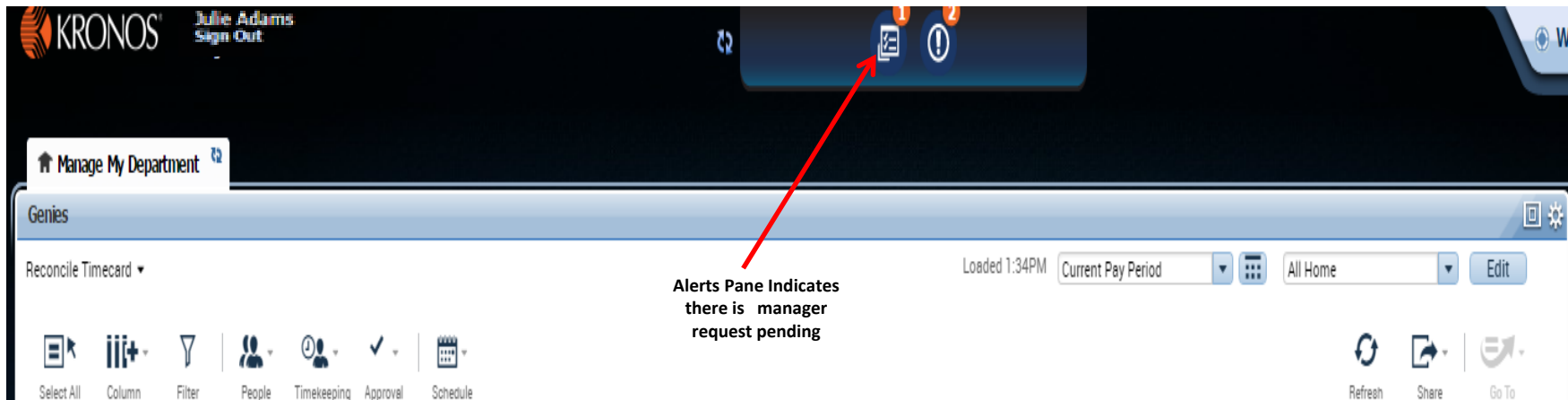
- <None>
- 30 min AD @4.5 (highlighted)
- ZZ-Do Not Use
- All

Buttons: Cancel, OK

# Approving Leave Requests





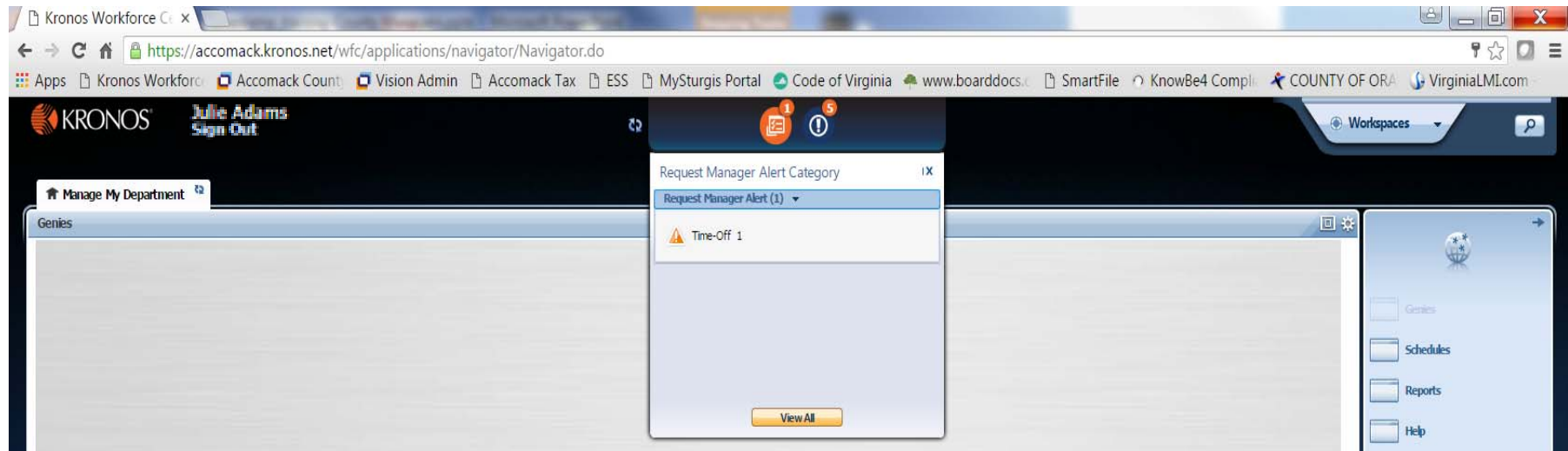
- The “alerts pane” is always visible to managers once they are in the Navigator. It provides a visual indicator of exceptions that need to be worked and manager requests that need to be acted upon.



# 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, there is a search and filter area with a date range '8/02/2016 - 1/28/2017, Select', a dropdown for 'All', a dropdown for 'Time-Off', and a dropdown for 'Multiple'. Below this are several action buttons: 'Details', 'Edit', 'Approve', 'Refuse', 'Pending', 'Retract', and 'Request Time Off'. The main area contains a table with the following data:

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

Below the table, there is a detailed view for the selected request, titled 'GTOR COMP Used' with a 'Submitted 8/30/2016 10:24AM' timestamp. The details are as follows:

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 Genies 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<sup>d</sup>', 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 <sup>d</sup>				✓	✓

# 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			
Wed 8/24	12:30PM-5:00PM	12:30PM	5:00PM				4.00	8.00	16.00
Thu 8/25	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	24.00
Fri 8/26	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	32.00
Sat 8/27								8.00	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			
Wed 8/24	12:30PM-5:00PM	12:30PM	5:00PM				4.00	8.00	16.00	
Thu 8/25	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	24.00	
Fri 8/26	8:30AM-5:00PM	8:30AM	5:00PM				8.00	8.00	32.00	
Sat 8/27								8.00	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**

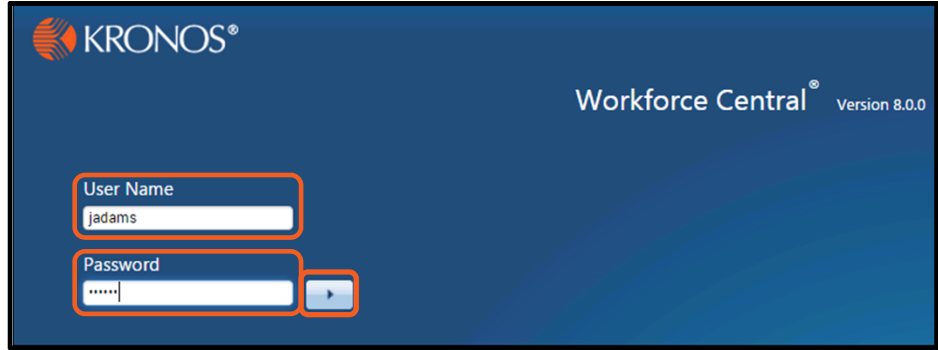
**Questions?**

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.



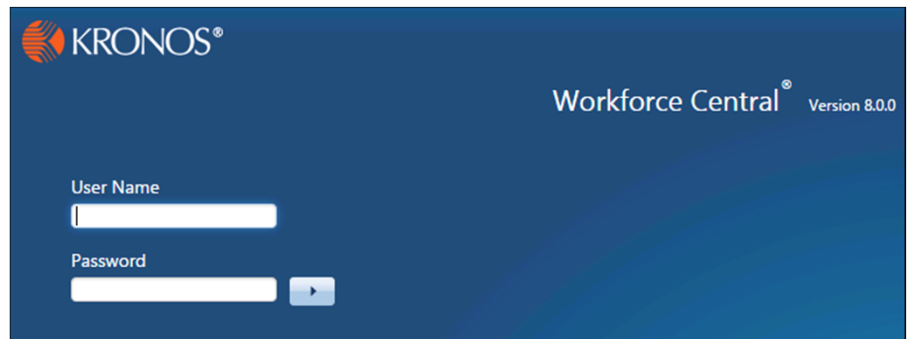
### Signing out

- 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.

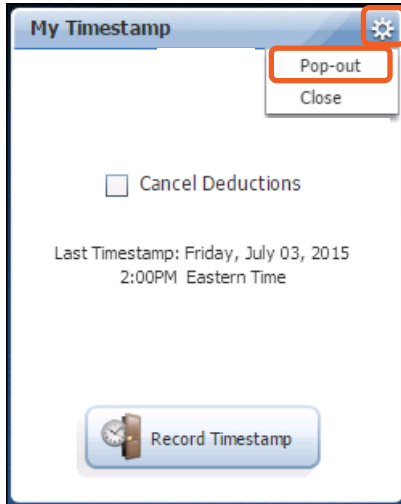


As an employee, you need to keep track of the hours that you work each day. By using the Timestamp widget, you can record the hours that you work.

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

### Accessing the My Timestamp widget

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

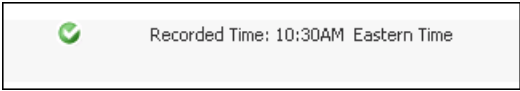


**Note**

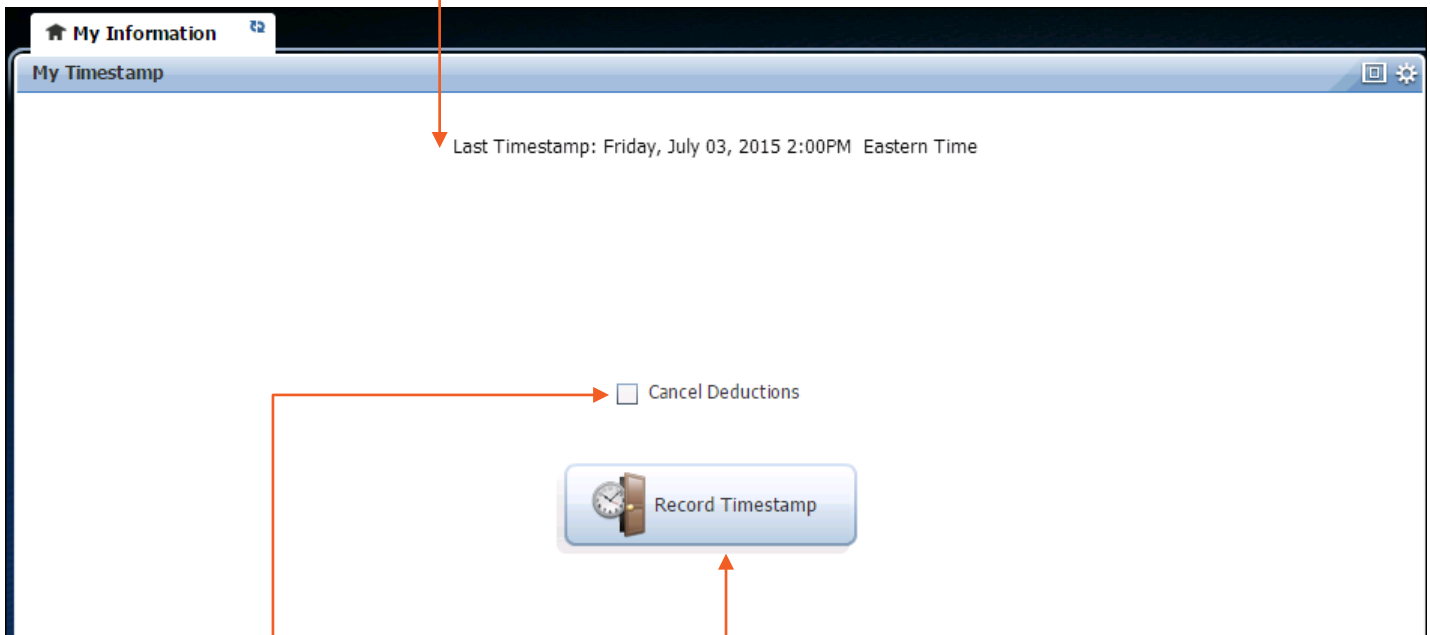
- You can enter a punch when the widget is in either the primary or secondary view.
- If the My Timestamp widget is in the Related Items pane, click the link and the widget will open in a new workspace.

### Navigating the My Timestamp widget

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



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



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

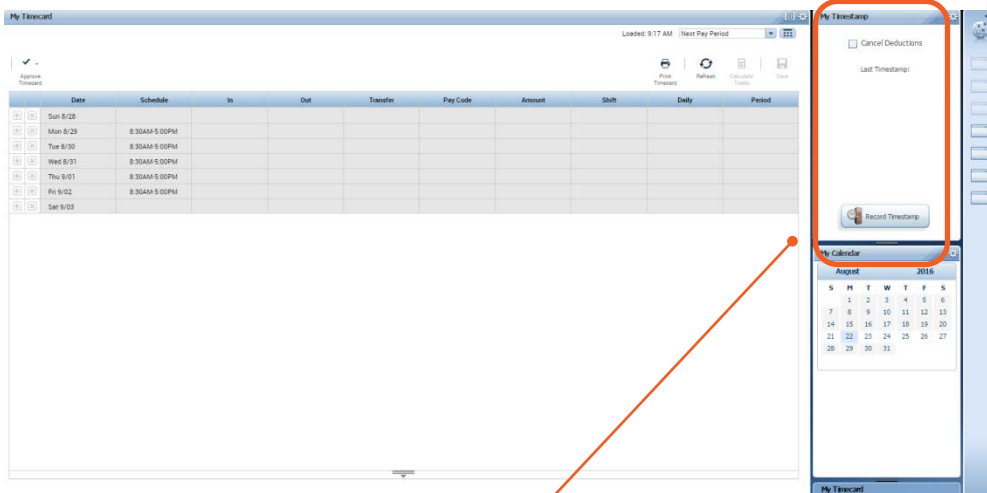
Click Record Timestamp to punch in or out. Multiple punches are interpreted as alternating in and out punches. Your first punch of the day is assumed to be an in punch, while the second is assumed to be an out punch.

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

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

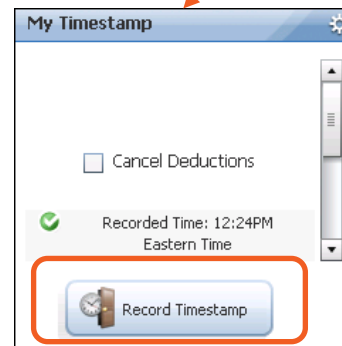
### Punching in

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



#### Note

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

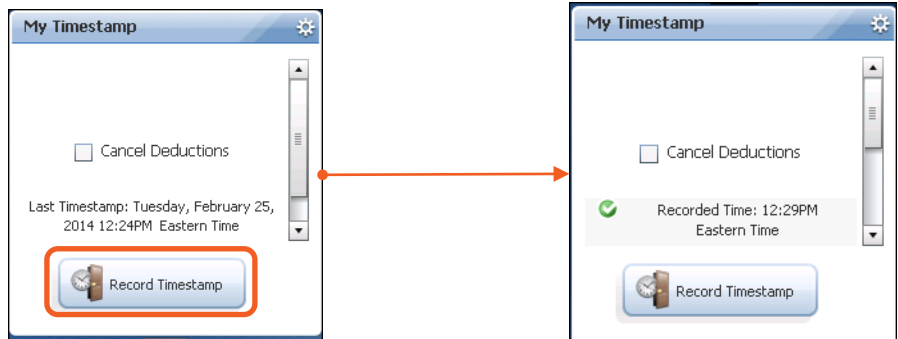


### Punching out

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

#### Note

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



#### Note

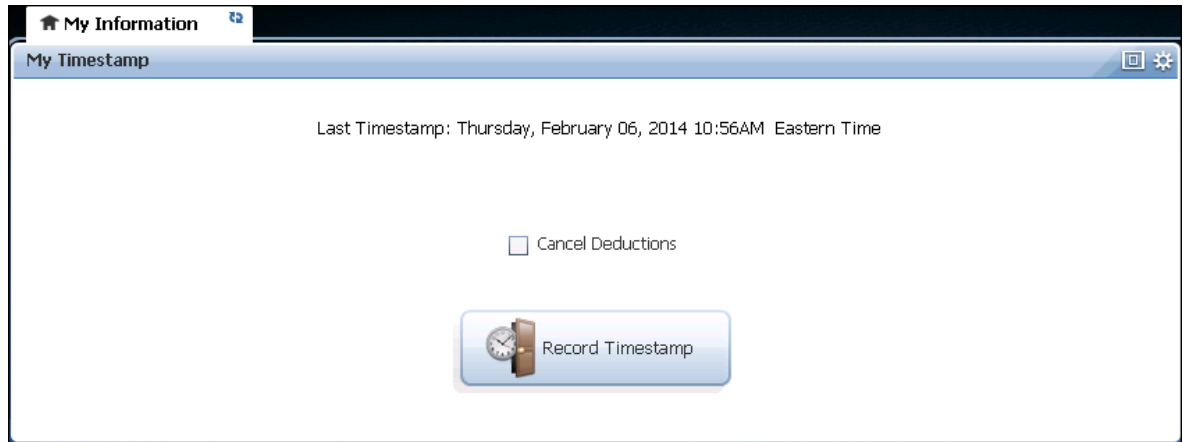
- If your schedule calls for an unpaid lunch break and you work through this break, check the "cancel deductions" box prior to punching out to show that you worked through lunch. See the "How To Cancel Meal Deductions" job aid for more info.

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

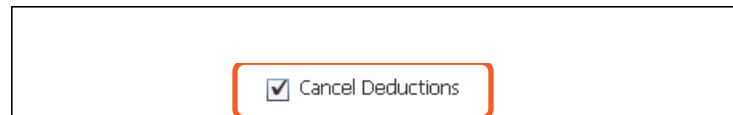
In this job aid, you will learn how to cancel a meal deduction in the Timestamp widget.

### Canceling meal deductions

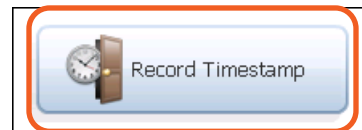
- 1 Access the **Navigator Framework\_wfc** log on page at <https://accomack.kronos.net>.
- 2 Log in using your credentials.
- 3 Access the **My Timestamp** widget.



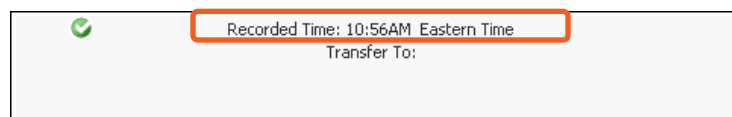
- 4 Select the **Cancel Deductions** check box.



- 5 Click **Record Timestamp**.



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



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

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

### Accessing the My Timecard widget

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

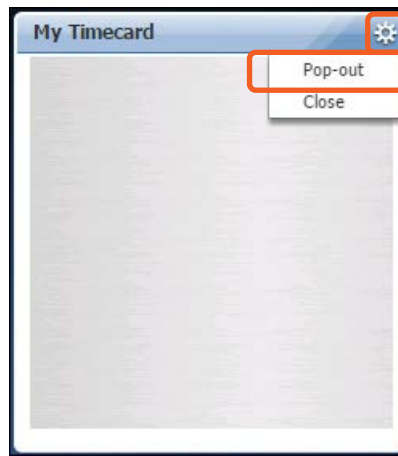
**2** Log in using your credentials.

**3** If the My Timecard widget is in a secondary position, click the **gear** icon.

**4** Click **Pop-out** to promote the secondary widget to a primary widget.

#### Note

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



My Information

My Timecard

Loaded: 2:51PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 6/29	9:00AM-2:00PM								
+ X	Tue 6/30	9:00AM-2:00PM								
+ X	Wed 7/01	9:00AM-2:00PM								
+ X	Thu 7/02	9:00AM-2:00PM								
+ X	Fri 7/03	9:00AM-2:00PM								
+ X	Sat 7/04									
+ X	Sun 7/05									

Totals Accruals

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Sick	80:00	Hour	Thu 1/01 - Thu 12/31	0:00	80:00
Vacation	160:00	Hour	Thu 1/01 - Thu 12/31	40:00	160:00

My Calendar

June 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				

### Navigating the My Timecard widget

The screenshot shows the 'My Timecard' widget interface. Callouts A through J point to the following elements:

- A:** Top section of the widget (Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, Period).
- B:** Approve Timecard button.
- C:** Print Timecard button.
- D:** Refresh button.
- E:** Current Pay Period dropdown menu.
- F:** Minimize/Maximize button.
- G:** Gear icon for settings.
- H:** Save button.
- I:** Visual indicator (red line) in the Amount column of the table.
- J:** Bottom section of the widget (Totals, Accruals, Location, Job, Account, Pay Code, Amount).

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

Location	Job	Account	Pay Code	Amount
Ship	Ship	102/203/320/402/502	Jury	4:00

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

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

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

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

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

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

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

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

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

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

### Adding additional notes to a comment

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

1 Access the **My Timecard** widget.

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

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

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

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

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

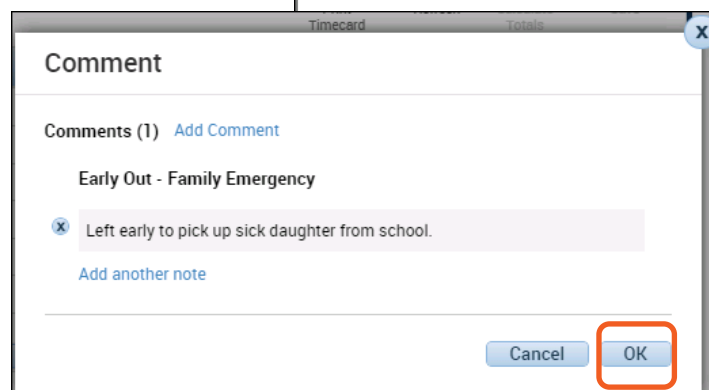
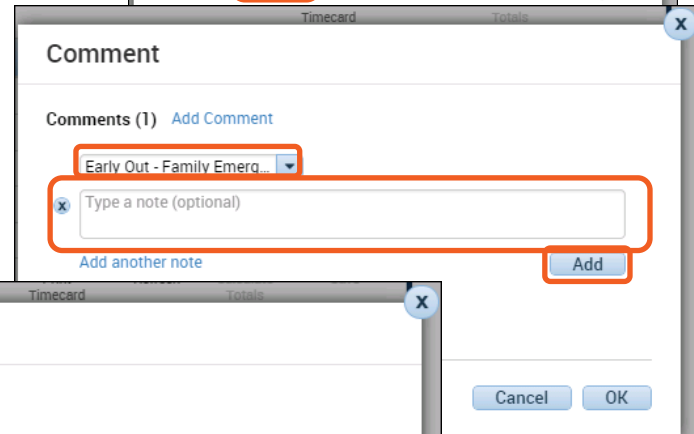
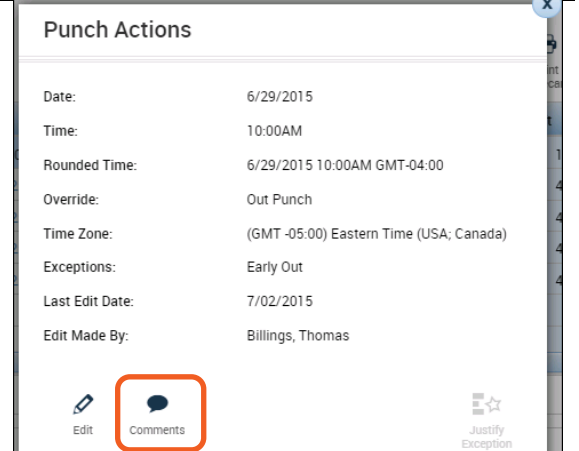
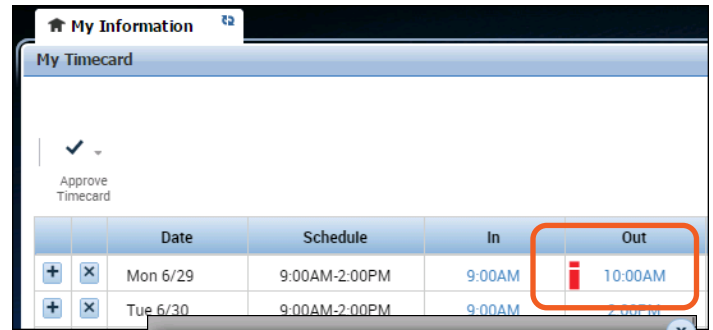
6 Click **Add** button.

7 Repeat as needed for each additional note.

8 Click **OK**.

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

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



		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shi
+	x	Mon 6/29	9:00AM-2:00PM	9:00AM	10:00AM				
+	x	Tue 6/30	9:00AM-2:00PM	9:00AM	2:00PM				

Early Out - Family Emergency [Left early to pick up sick daughter from school.]



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

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

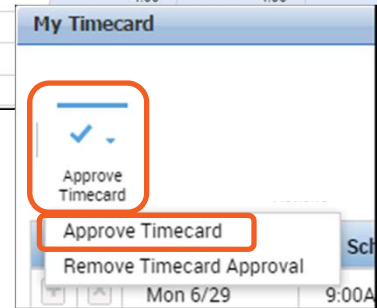
### Approving your timecard

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

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

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

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



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

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

### Removing approval from your timecard

1 Access the **Navigator Framework\_wfc** log on page.

2 Log in using your credentials.

3 Access the **My Timecard** widget

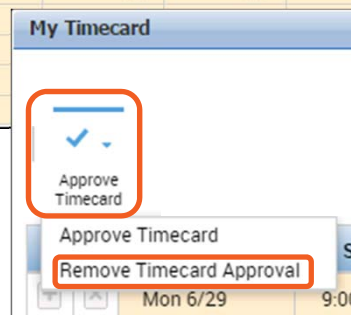
4 Using the **Pay Period** drop-down list, navigate to the applicable approved time frame.

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

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	://401/			4:00	4:00	4:00
+	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
+	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
+	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM						6:00
+	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM						0:00
+	Sat 7/04									0:00
+	Sun 7/05									0:00

5 Click the **Approve Timecard** button.

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



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

7 Make the necessary adjustments to the timecard, **Save** and then approve the timecard when you are finished.

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

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.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 6/29	9:00AM-2:00PM	9:00AM	2:00PM	///401/			4.00	4.00	4.00
Tue 6/30	9:00AM-2:00PM	9:00AM	2:00PM				4.00	4.00	8.00
Wed 7/01	9:00AM-2:00PM	9:00AM	2:00PM				4.00	4.00	12.00
Thu 7/02	9:00AM-2:00PM	9:00AM	2:00PM				4.00	4.00	16.00
Fri 7/03	9:00AM-2:00PM	9:00AM	2:00PM						
Sat 7/04									
Sun 7/05									

4 Click the **Print Timecard** button.

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

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 6...	9:00A...	9:00AM	1:00PM				4.00	4.00	4.00
Tue 6/...	9:00A...	9:00AM	2:00PM				4.00	4.00	8.00
Wed 7...	9:00A...	9:00AM	2:00PM				4.00	4.00	12.00
Thu 7/...	9:00A...	9:00AM	2:00PM				4.00	4.00	16.00
Fri 7/03	9:00A...	9:00AM	2:00PM				4.00	4.00	20.00
Sat 7/...									20.00
Sun 7...									20.00

All				
Location	Job	Account	Pay Code	Amount
(x)QA	(x)QAE	(x)102/203/319/401/535	Evening	2.00
Test	PMon	102/203/319/401/531	Regular	20.00
(x)QA	(x)QAE	(x)102/203/319/401/535	Regular	1.00

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

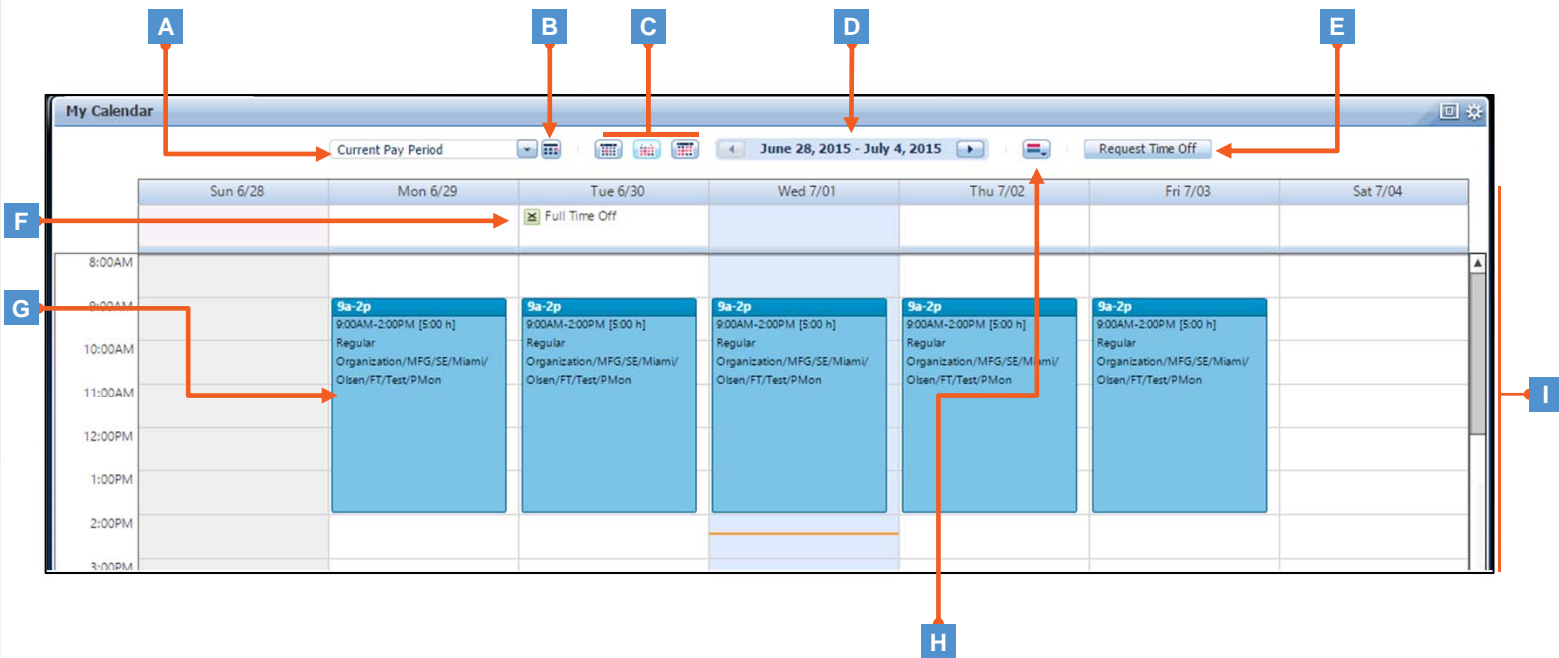
In this job aid, you will learn how to access and review the My Calendar widget.

### Accessing the My Calendar widget

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



### Viewing the My Calendar widget

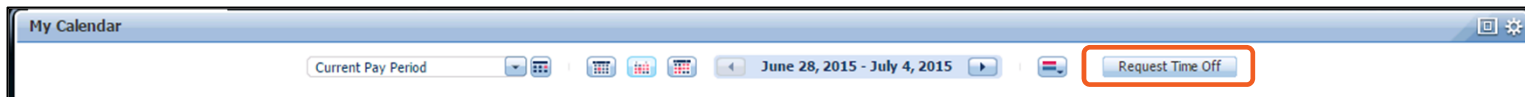


- A Time period drop-down list:** Select from a preconfigured list to view a specific time period.
- B Select Dates:** Use if you want to select a specific date range outside of the preconfigured options.
- C Views:** Choose from the view options to view calendar information by day, week, or month.
- D Date label:** Displays range of dates that you are viewing. Click the arrows to toggle back and fourth between time periods.
- E Request Time Off:** Click to fill out and submit a time-off request.

- F Time Off Request:** Click to view time-off request details and to request status. Click **Retract** to retract the time-off request.  
In the **by day** and **by week** views, requests for 24 hours or more appear above the calendar grid, and the requests for less than 24 hours appear at the relevant time within the calendar grid.
- G** In the **by day** and **by week** views, the colored line indicates today's date and the current time.  
In the **by month** view, the current date is highlighted.
- H Visibility filter:** Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.
- I Calendar grid:** Displays scheduled shifts, including start time, end time, number of hours, and pay code.

### Requesting time off

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



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

**Note**

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

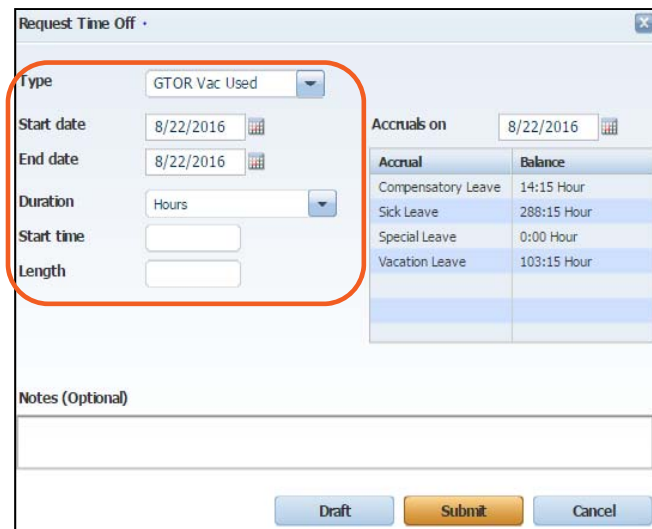
- 4 Select the **Duration** as either “full day” or “hours”.

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

- 5 If applicable, enter additional details about the request in the **Notes** field.

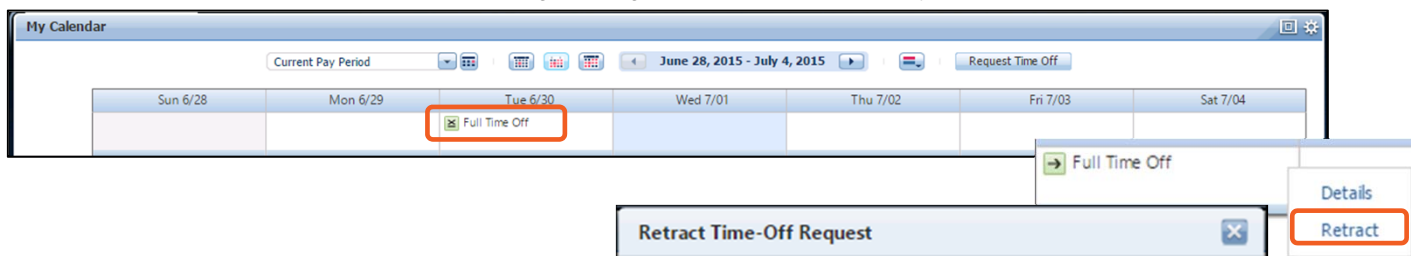
- 6 Click **Submit** to send the request to your manager.

- 7 Optionally, click **Draft** to save the request as a draft and come back to it later.



### Retracting a time-off request

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



- 3 From the menu, click **Retract**.

- 4 In the **Retract Time-Off Request** dialog box, review the request details.

- 5 If applicable, enter additional details about the request in the **Notes** field.

- 6 Click **Submit**.

- 7 Back in the **My Calendar** widget, hover over the time-off details. Note that now the status is: **Retracted**.

- 8 Click the time-off link and then click **Details** to review the **Time-Off Request Details**.

