Kronos User Guide

Supervisor

1. Accessing Kronos

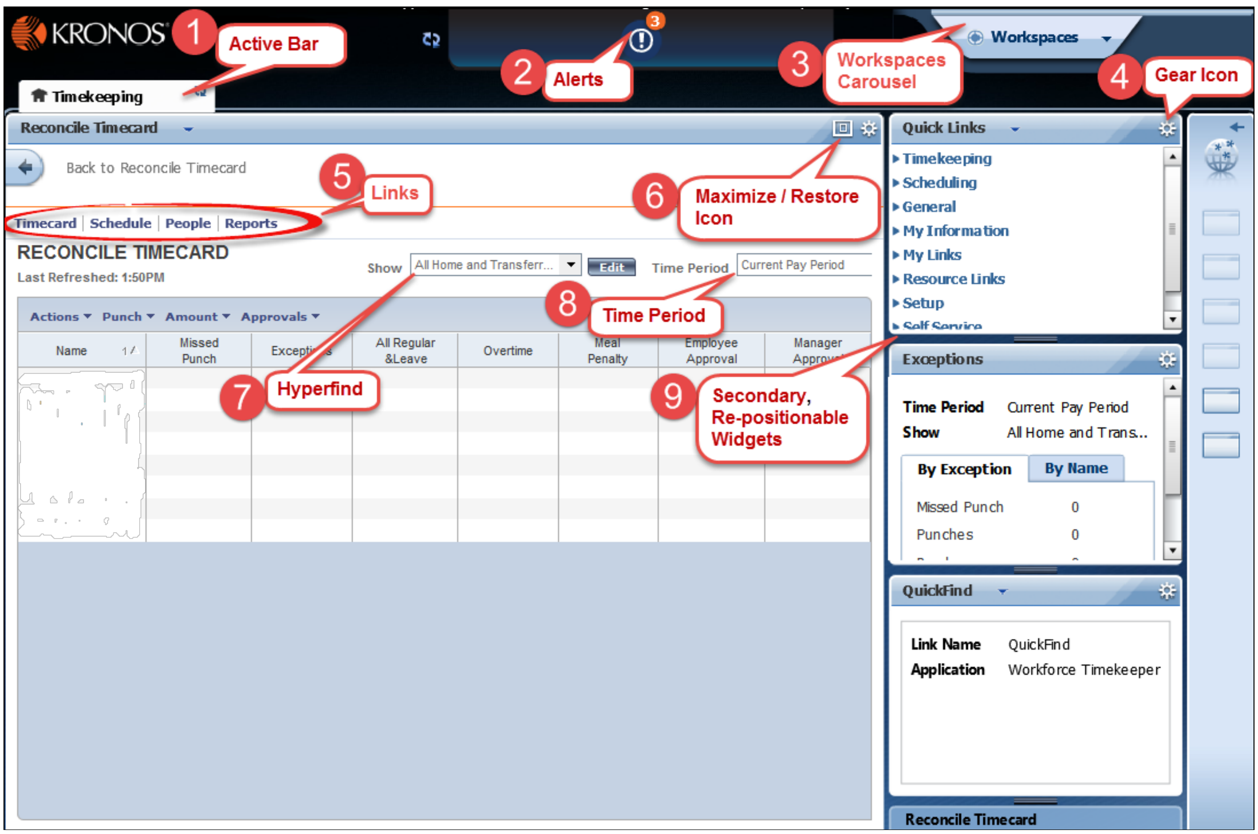
Go to https://mytime.pepperdine.edu. Use the same username and password that you use to login to Wavenet (your network ID).

2. How often should you access Kronos?

Ideally, you as a manager will login at least once per day to review your employee's timesheet for the prior day. You will definitely need to access Kronos at the end of each pay period in order to approve your employee's timesheet.

3. Navigation

The workspace displays a primary widget, secondary widgets, and navigation tools:



1) Active Bar

Displays active workspaces; click title to bring a workspace into focus (Timekeeping is the only one in this example).

2) Alerts

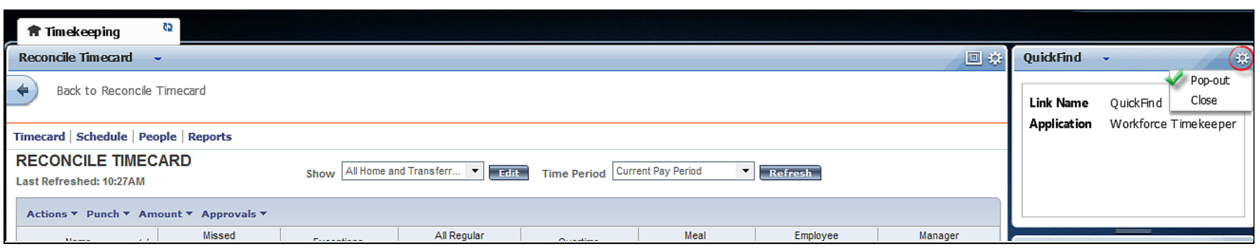
These are links that enable you to quickly view the number of issues that you need to address.

3) Workspaces Carousel

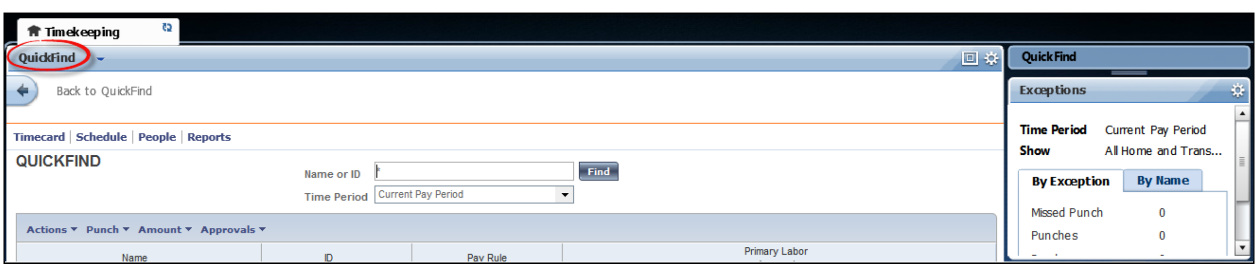
The Workspaces Carousel contains other workspaces the user may have access to. For Supervisors, clicking on the Employee Workspace within the carousel is one way to bring up your own timecard. For employees who are not supervisors, clicking on My Timecard-Classic View will display a more detailed view of the timecard (please note, this functionality requires you to have the most recent version of Java installed).

4) Gear Icon

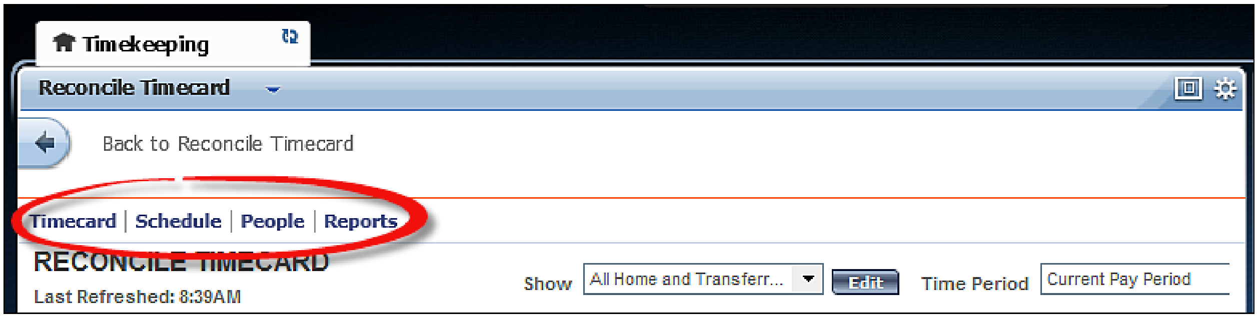
Click to view the options for moving the widget.



If you choose Pop-out, QuickFind will become the active workspace.



5) Links



Timecard: Access the timecard. Employees use the Timecard component to enter, review, edit, and approve their time. You can then review, edit, or approve employee timecards. This can be used for a single employee or multiple employees by highlighting employee or employees.

Schedule: Access the schedule editor showing employee schedule hours for a week (if a schedule is present).

People: Access employment status, contact information and Kronos licenses.

Reports: Generates standard or custom reports; can run reports that summarize employee, people or user data in a variety of ways.

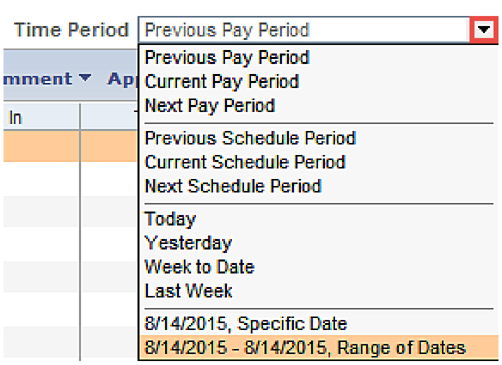
6) Maximize / Restore

Click to expand a primary widget to its maximum size (this will temporarily hide any other widgets). Click again when maximized to restore to the original size (and unhide your other widgets).

7) Hyperfind

Identifies the group of employees who appear in this view.

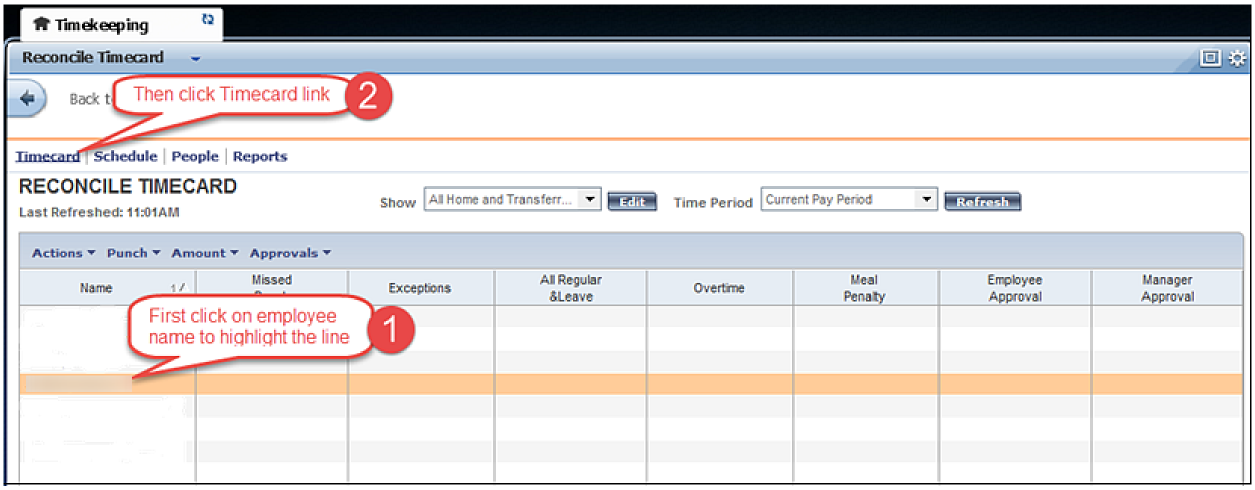
8) Time Period

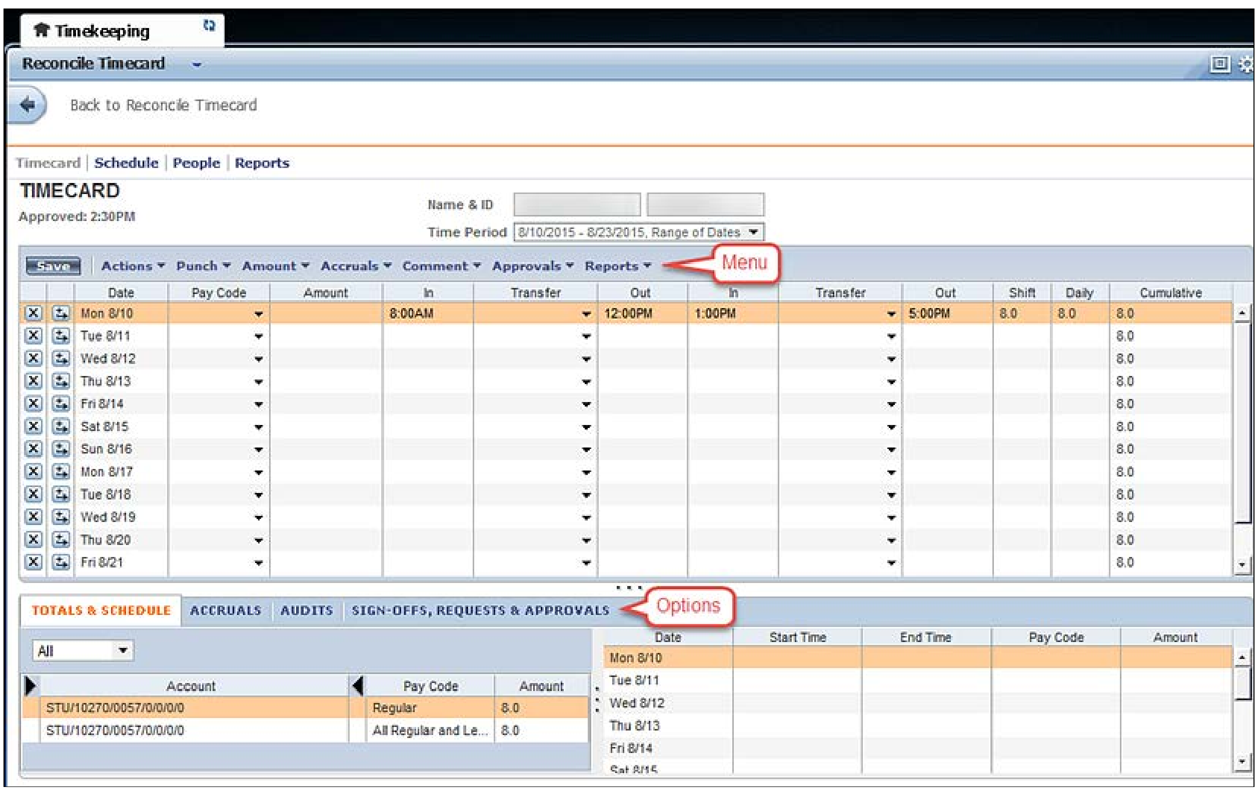


Identifies the time span you are viewing. You can change your timecard date selection by clicking the drop-down arrow in the Time Period selection box and selecting a different Pay period. You can also select a specific range of dates by choosing Range of Dates.

9) **Secondary, Re-positional Widgets**
Move a secondary widget into a primary position by clicking the title bar and dragging it over the primary widget, then release. Or, click the Gear Icon and choose Pop-out to promote the secondary widget into a primary position.

4. View Your Employee's Timecard

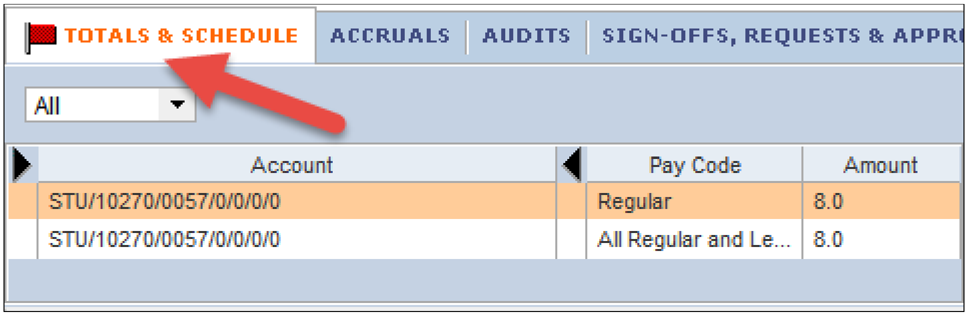




<u>**Options**</u>

Total & Schedule

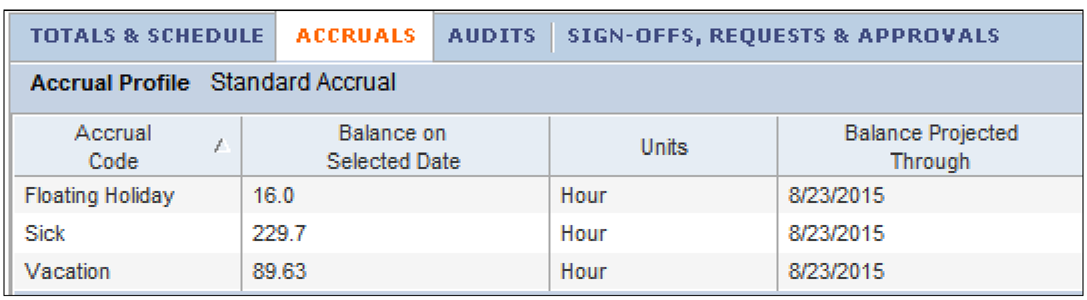
Allows you to view all time that belongs to the employee of the visible timecard, view a shift selected, or view a daily schedule.



When you edit a timecard, the system adds a red flag to the Totals & Schedule tab if the totals displayed in the timecard are out of synch with the data displayed in the timecard. Save your work to update the totals.

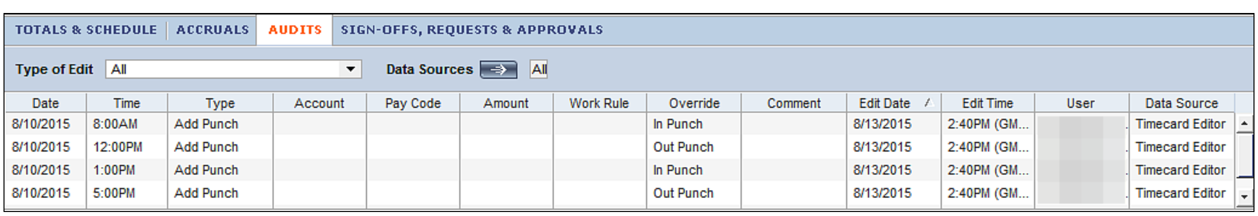
Accruals

Allows you to view accrued time that belongs to the employee of the visible timecard.



Audits

Allows you to view edits that belong to the timecard of the visible employee. For example: who added a punch or edited a punch.



Sign-Offs & Approvals

Allows you to view who approved or signed-off a timecard for the employee of the visible timecard and when the approval took place.

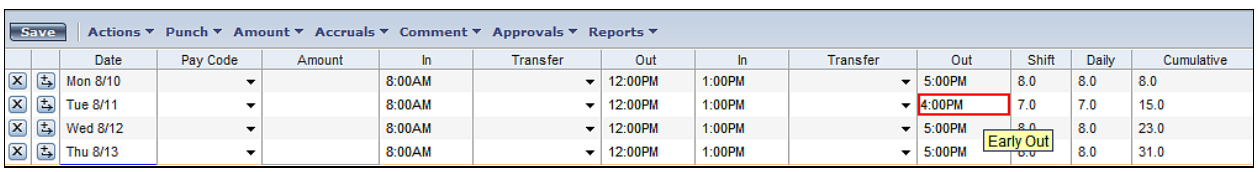
Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Time
Timecard Approval by...	8/23/2015							8/13/2015	2:40PM

5. Critical Things to Look For

On the timesheet, you will see the time in and the time out at the end of the day. The **Transfer** columns are to allocate work time to a job. If the employee has multiple jobs, verify that the transfer codes are entered and correct hours are being charged to your department

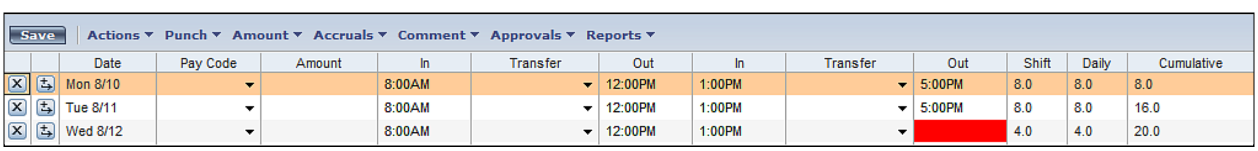
Timecard Exceptions for Employees

In the example below, there is one exception where there is a red box around the cell. Exceptions are simply “red flags” that alert you to times that are not consistent with the employee’s work day. When you move your mouse over the highlighted cell, you will see the exception error. For instance, Tuesday’s exception is an “Early Out” since the employee only worked 7 hours.



Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 8/10			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0
Tue 8/11			8:00AM		12:00PM	1:00PM		4:00PM	7.0	7.0	15.0
Wed 8/12			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	23.0
Thu 8/13			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	31.0

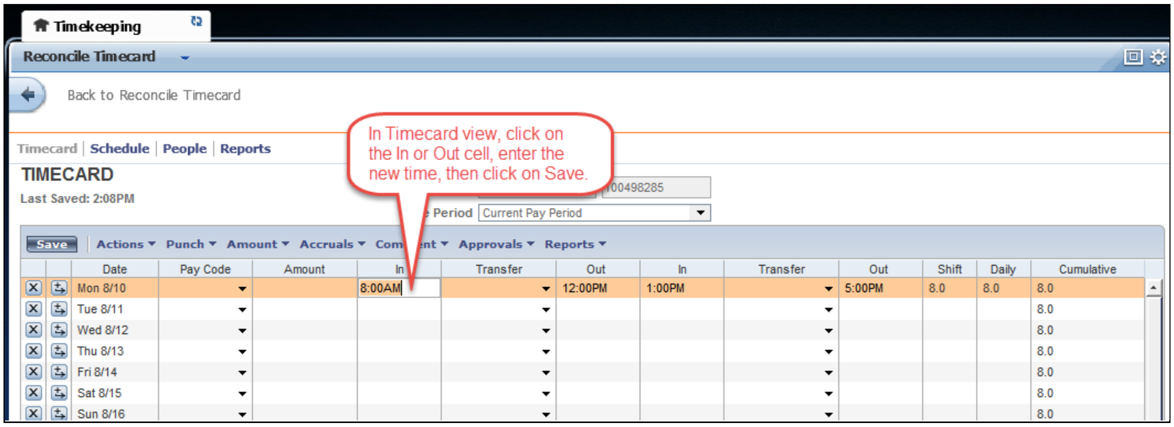
A solid red box is a critical exception that you must fix prior to approving the timesheet. In the example below, there is a missed punch exception for Wednesday. The employee did not record his or her out time for the day. Consult with the employee as to what time they left work for the day and input the missing time entry to remove this critical exception.



Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 8/10			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0
Tue 8/11			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	16.0
Wed 8/12			8:00AM		12:00PM	1:00PM			4.0	4.0	20.0

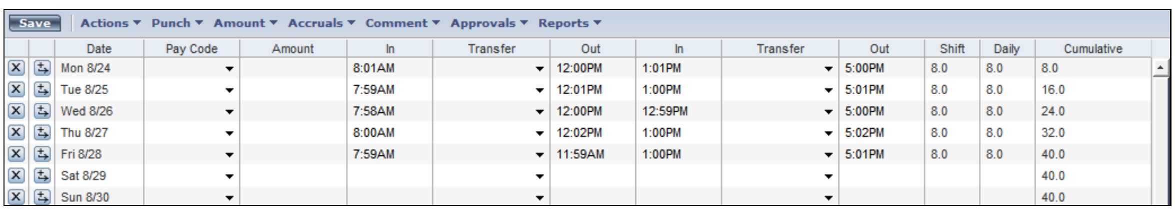
6. Editing Start and Stop Times

If a correction needs to be made, you need to access the employee's timecard, review, edit and save.



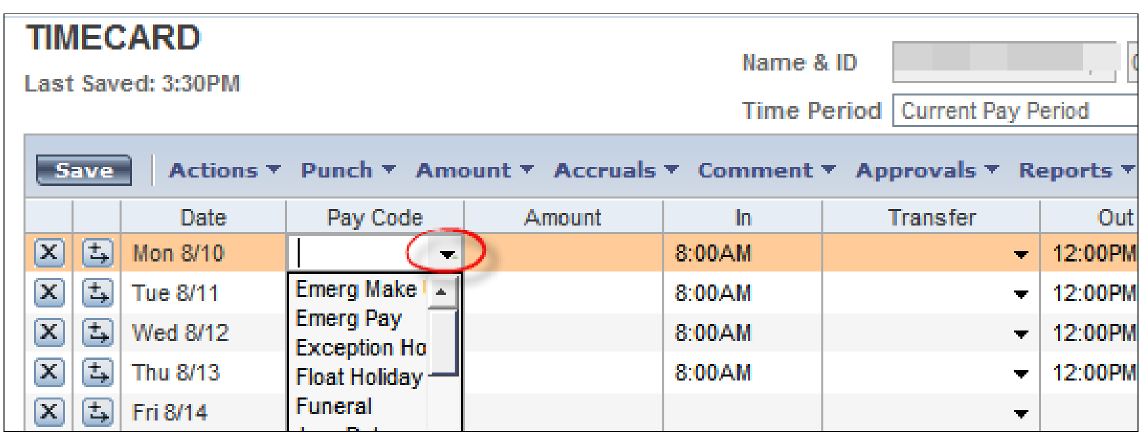
IMPORTANT NOTE: When entering time, Kronos defaults to AM unless otherwise specified except for the time range of 12 noon to 12:59. This time range is always considered PM. To type 5:00 PM, you could either enter military time (17 or 1700) or type in "5p".

For a "normal" 40 hour work week, simply complete the four columns indicated below (In/Out/In/Out). Press Save to show the cumulative totals in the right column.



7. Entering / Editing Pay Codes

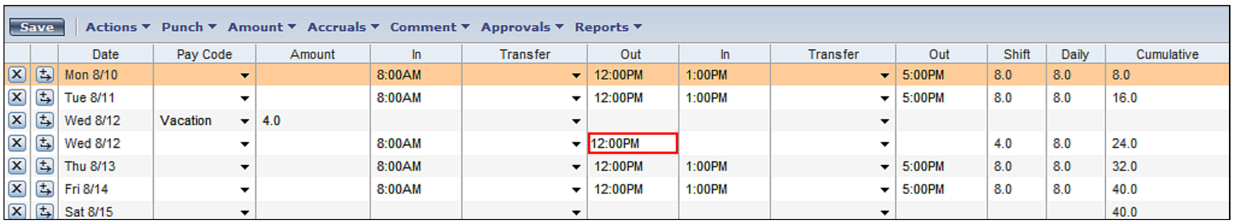
Pay codes are used to indicate the type and number of hours of paid time off or sick leave. Floating holidays, sick and vacation are the most common. If you need to add a Pay Code, click the down arrow in the Pay Code column and choose the appropriate code.



Example: If the employee worked for four hours and took four vacation hours on Wednesday, you would take the following steps in Kronos:

Click the “Insert Row” icon next to Wednesday.

In the new row that appears, select the appropriate pay code from the drop-down selection, then enter the number of hours for that pay code in the Amount column. The red box will alert you that an exception to regular time took place. Allow your mouse pointer to hover over the red box to display a message.

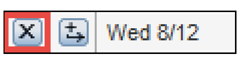


Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 8/10			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0
Tue 8/11			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	16.0
Wed 8/12	Vacation	4.0									
Wed 8/12			8:00AM		12:00PM				4.0	8.0	24.0
Thu 8/13			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	32.0
Fri 8/14			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	40.0
Sat 8/15											40.0

Press Save for the cumulative total to populate.

Note: When entering Pay Codes and the corresponding amount of time in the next column, you cannot also have actual time (time in or time out) captured on the same row of data. The Pay Code and Amount row must always be on a separate line than the punched time.

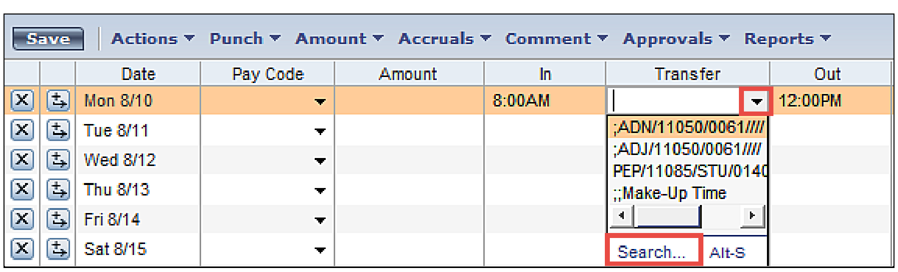
If you need to delete data from a row, select the X icon next to the row of data that you want to delete. Verify that you want to erase the entire row via the dialog box, and when you press “OK” then entire row will disappear. Save your work.



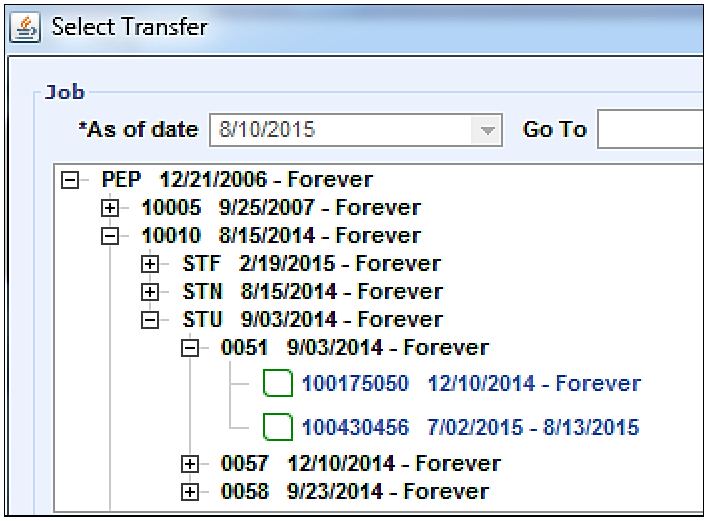
8. Transfers - If your employee works more than one job on campus:

Transfer codes are used to distinguish between multiple jobs. You may need to transfer an employee’s time to a different job if the employee who works multiple jobs does not properly transfer their hours to the correct department.

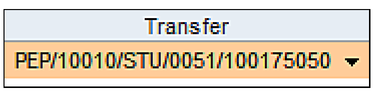
Select the transfer box and click the down arrow. If the correct job doesn’t appear in the list, click on Search to select it.



In the **Select Transfer** window that opens, the jobs/accounts are listed. Click the plus sign (+) next to each applicable sequence (pep/dept. #/pay group/job code/ID#) in the hierarchy until you locate the ID number with a blank box next to it. Click in the box to select it, click OK and save your work.



Helpful hint: The transfer logic is:

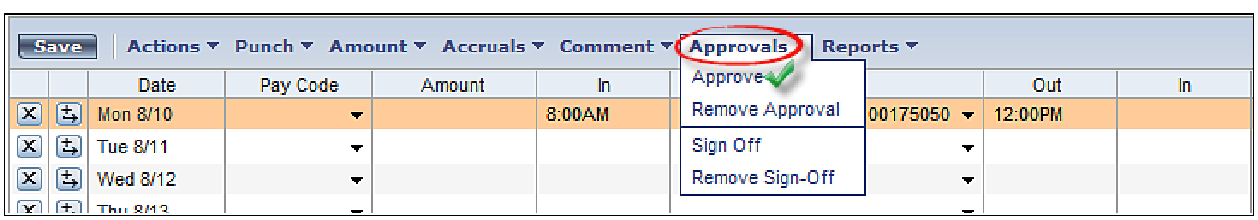


PEP/Department ID/Pay Group/Job Code/CWID

Note: Employees with multiple jobs need to enter a transfer for each job worked. Once you have selected the transfer code it will appear in the drop-down menu for future use.

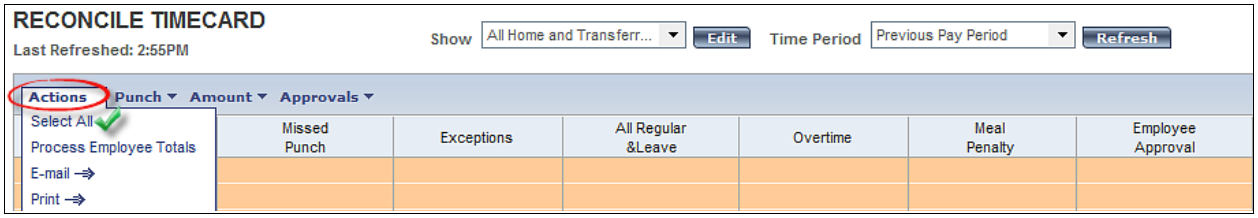
9. Approve Employee Timecards

There is more than one way to do this. If you are in the employee's Timecard, click on the Approvals menu item and select Approve from the drop down list.



Otherwise, if you are in Reconcile Timecard, you can highlight the employee's name, select Approvals, and then select Approve.

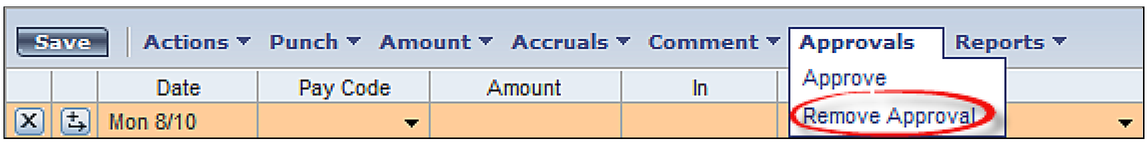
To approve more than one employee's timecard, from Reconcile Timecard select the appropriate time period. You can now select all of the employees by selecting Actions – Select All. This allows you to approve all timesheets at once. To select certain individuals, click on each person's name while pressing down the *Ctrl* key on your keyboard.



The deadline for approving timecards is Monday at 10 A.M. following the pay period end date. If you are accessing your timecard on Monday, you will need to select Previous Pay Period from the Pay Period drop down list.

10. Make a Correction After Approval

Remove your approval from within the employee's timecard which will allow you to make the necessary edits.



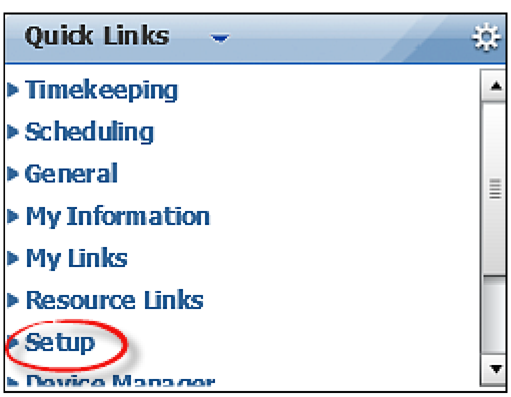
11. HyperFind Queries

Allows you to find one or more employees with specific attributes. There are three types of HyperFinds:

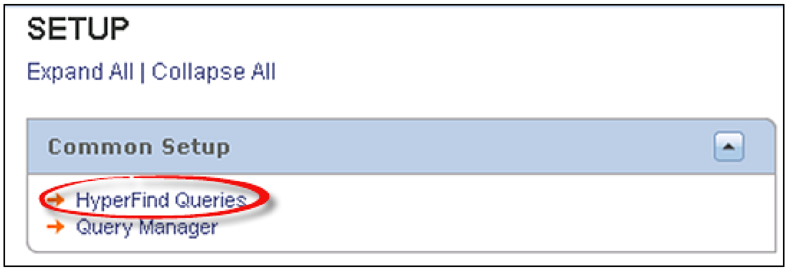
- **Public** - Queries are available to all supervisors to allow them to access information about their employees. These queries appear in bold type from the Show drop-down list.
- **Personal** - Only you can access your personal queries from the Show drop-down list. You might use a personal query to search for people based on criteria not available in a public query. For example: employee ID or labor accounts worked.
- **Ad Hoc** - You create and save Ad Hoc queries for use during the current session only (the queries will not be available after you log off). Ad Hoc queries are useful in unique situations for which no public or personal queries exist.

Creating a HyperFind

From the right side of the Kronos navigation bar, select **Setup**.

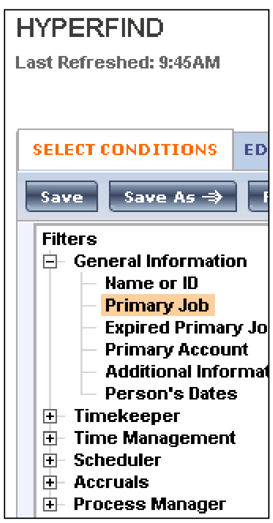


Click on HyperFind Queries.



To create a new query, select New from the menu.

Select a filter from the left side of the Select Conditions area and complete the corresponding page until the query is complete.

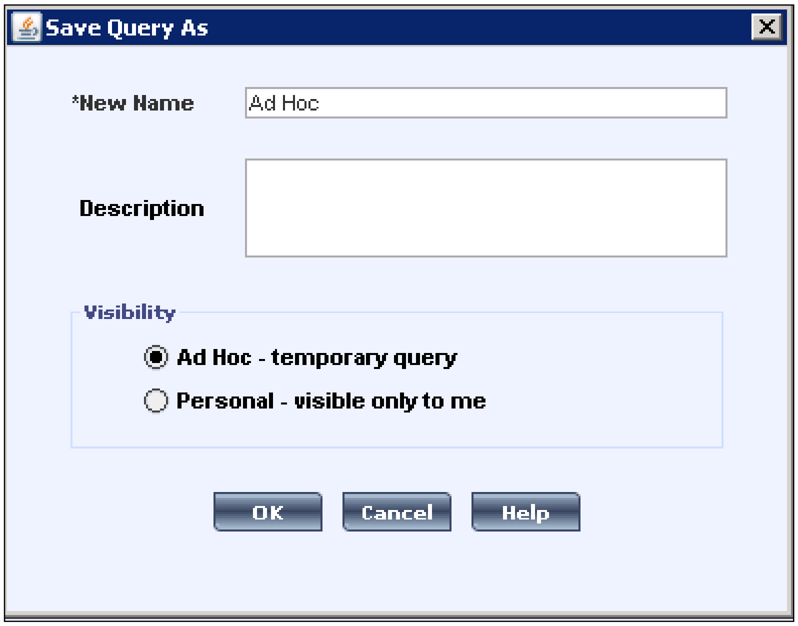


To add a condition to the query, click Add Condition. 

Click the Test button to ensure that the query is correct. 

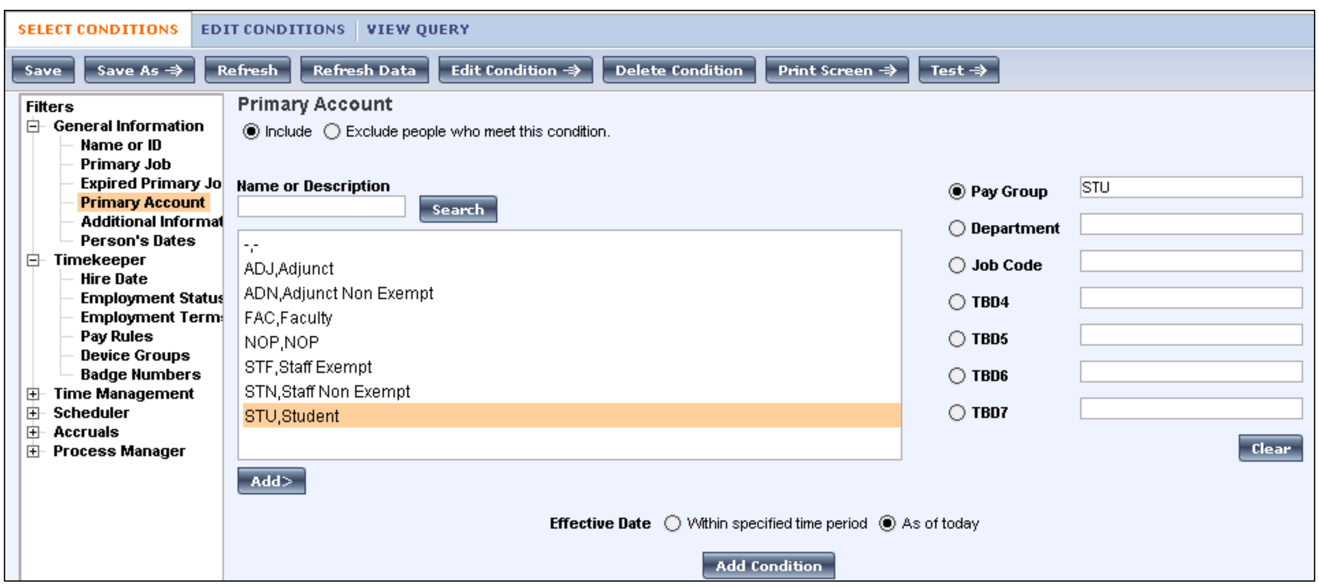
Click Save As.

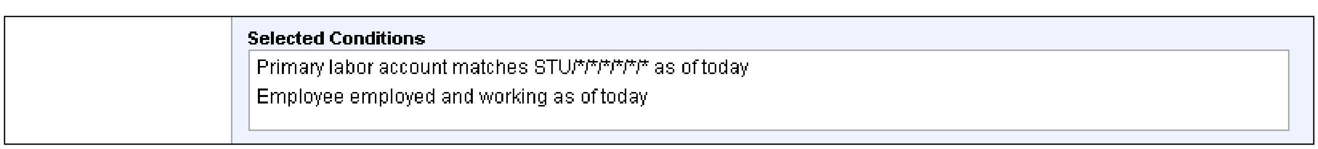
In the Save Query As dialog box, select the type of query from the Visibility section: Ad Hoc or Personal. If selecting a Personal query, enter the name and a description; then click OK.



Click View Query to review the query conditions.

Example of a query: This query will select all student employees to whom the person has access to their timecards.





12. Log Off the System

Always remember to hit the Sign Out utility link.

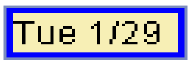
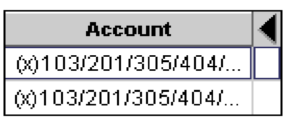
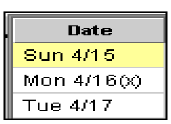
13. For Additional Kronos/Payroll Information

Go to the Payroll Website: http://community.pepperdine.edu/finance/payroll/

Contact Payroll at extension 4636

Timecard Indicator Key

Icons and colors enable you to quickly recognize items in the timecard. The following icons and indicators might appear:

	Solid red in a cell indicates a missed in- or out-punch. Mouse over the red for more information.
	A red border around a cell indicates an exception, such as a late punch. Mouse over the cell for more information.
	A blue border around a date field indicates an excused absence.
	A red border around a date field indicates an unexcused absence.
	A transaction shown in purple on a white background indicates that the system added a transaction, and that you can edit it.
	A transaction shown in purple on a gray background indicates that the system added a transaction, such as a holiday, and that you cannot edit it.
	An (x) before a labor account in the Totals section indicates that the account is not the primary labor account.
	An (x) after a date in the Schedule section indicates that there is a scheduled transfer in that shift.
*Orange Text	Orange page title text and an asterisk indicate that data has been modified.