

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 Manage My Department workspace displays the navigation tools shown below:

Manager Navigator Job Aid

Parts of a Navigator

Active Bar
Displays active workspaces; click title to bring a workspace into focus. (Manage My Department is the only one in this example.) Click the Refresh icon next to the title to reload the workspace with its default information.

Name / Sign Out
Identifies user and a link to log out of navigator. Your photo may also appear here.

Alerts
Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that you need to address.

Carousel
The Workspaces Carousel contains other workspaces the user may have access to. For Supervisors, clicking on My Information is the way to bring up your own timescard.

Search
Click to open the Search widget, to locate employees and their information.

GoTo
Open this drop-down list and select a widget or workspace to navigate to. Your new destination will retain the same context (i.e. set of employees and range of dates) as the one you were just using in the Genie, instead of using its default context. This option is helpful if you would like to perform tasks on the same set of employees and/or the same time period over a series of several widgets.

Share
Provides options for printing the data displayed in the genie, or exporting it to a spreadsheet format.

Approve
Click on dropdown to approve a timescard, or to remove your approval.

Pay Period
Click on dropdown to choose different pay periods, or click on calendar icon to select range of dates.

Refresh
Discards any unsaved edits in the genie, and then reload the genie with the most current data in the database.

Related Items Pane
Includes one or more additional widgets for less common tasks; the Related Items pane contains different widgets for each workspace.

4. View Your Employee's Timecard

Manage My Department

Reconcile Timecard

Loaded 9:27AM Current Pay Period All Home and Transferred... Edit

Select All Rows Column Selection Filter Timekeeping Approval

1 Selected

Current Pay Period

Go to widget

Exceptions

Timecards

Schedules

Reports

My Approvals

My Timecard

Audits

Go to workspace

Smith, John

First click on employee name to highlight the line

Second click on Go To

Third click on Timecards

After clicking the Timecards link the individual employee timecard will be visible:

Manage My Department

Timecards

1 of 1 043110401

A new Timecards window opens

Loaded 8:57 AM Current Pay Period 1 Employee(s) Selected

Choose down arrow or calendar icon for date selection

Click this symbol to display Totals and Accruals links

Totals and Accruals links

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	Schedule
Mon 8/23			7:59AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0	
Tue 8/22			8:00AM		11:59AM	1:00PM		5:01PM	8.0	8.0	16.0	
Wed 8/23			7:58AM		12:01PM	1:01PM		5:00PM	8.0	8.0	24.0	
Thu 8/24			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	32.0	
Fri 8/25			8:01AM		12:02PM	1:02PM		5:00PM	8.0	8.0	40.0	
Sat 8/26											40.0	
Sun 8/27											40.0	
Mon 8/28											40.0	
Tue 8/29											40.0	
Wed 8/30											40.0	
Thu 8/31											40.0	
Fri 9/01											40.0	
Sat 9/02											40.0	
Sun 9/03											40.0	

Totals Accruals Historical Corrections Audits

All All

Location	Job	Account	Pay Code	Amount
		STN/10285/0780/0/0/0	All Regular and Leave	40.0
		STN/10285/0780/0/0/0	Regular	40.0

Options

Totals

The Totals tab allows you to view all of the recorded time that belongs to the employee in the timecard.

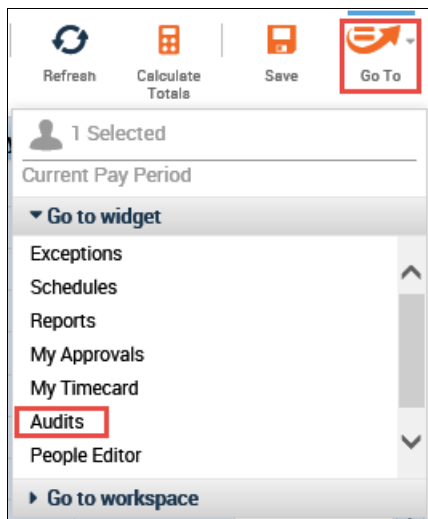
Accruals

Clicking on the Accruals tab allows you to view accrued time that belongs to the employee of the visible timecard.

Totals	Accruals
Accrual Code	Accrual Available Balance
Floating Holiday	0.0
Sick	71.83

Audits

Clicking on Go To and then 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, and who approved the timecard.



Manage My Department

Timecards

Audits

Audits

Category: Audits

Type of Edit: All

Current Pay Period

1 Employee(s) Selected

1 of 1

Refresh

Go To

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
4/16/2017	7:00AM	Add Punch					In Punch		5/10/2017	10:32AM (GM...		Timecard Editor
4/16/2017	12:00PM	Add Punch					Out Punch		5/10/2017	10:32AM (GM...		Timecard Editor

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

In the example below, there is one exception where there is a red symbol in a 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, Sunday’s exception is signaling a “Long Break”.

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 Sunday. 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.

6. Editing Start and Stop Times

Manage My Department | Timecards

Timecards

Loaded: 9:00 AM | Previous Pay Period | 1 Employee

Approve Timecard

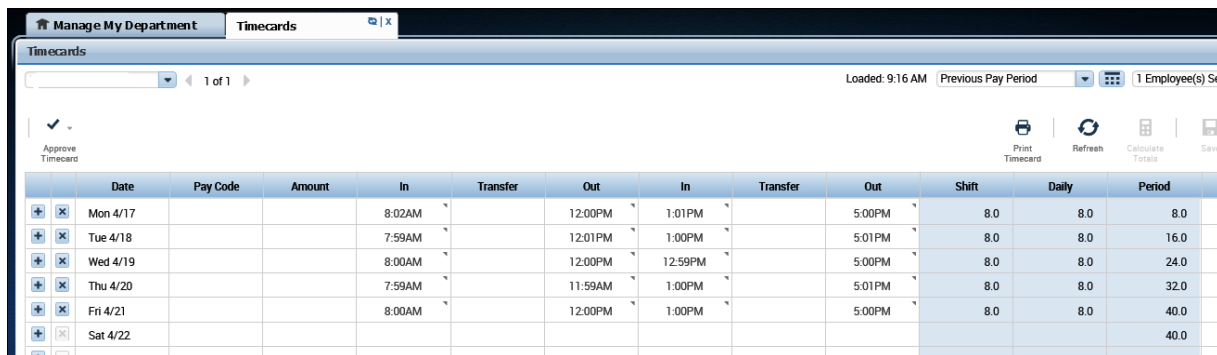
Print Timecard | Refresh | Calculate Totals

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	Mon 4/17			8:01AM		12:00PM	1:01PM		5:00PM	8.0	8.0	8.0
+	Tue 4/18											8.0

In Timecards view, click on the In or Out cell, enter the new time, press Enter, then 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.

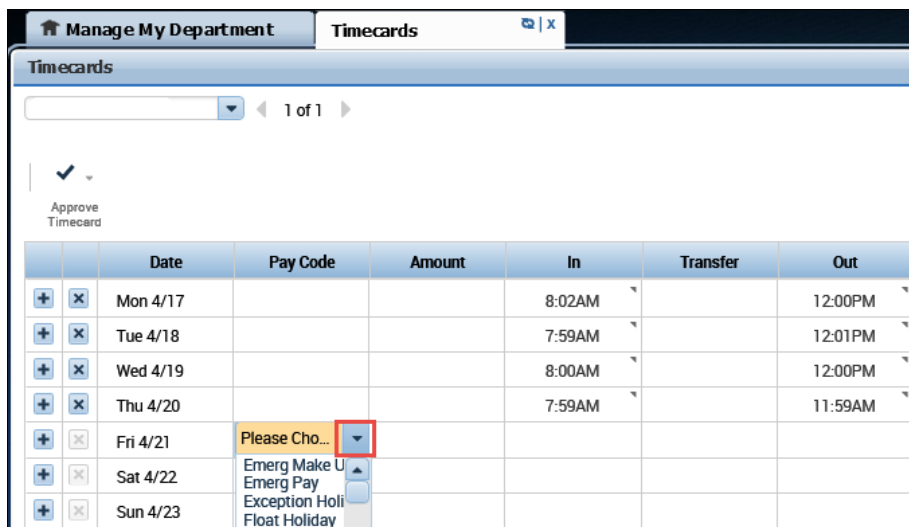


The screenshot shows the Kronos Timecards interface with a completed timecard. The table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The data shows a 40-hour work week from Monday 4/17 to Saturday 4/22.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 4/17			8:02AM		12:00PM	1:01PM		5:00PM	8.0	8.0	8.0
Tue 4/18			7:59AM		12:01PM	1:00PM		5:01PM	8.0	8.0	16.0
Wed 4/19			8:00AM		12:00PM	12:59PM		5:00PM	8.0	8.0	24.0
Thu 4/20			7:59AM		11:59AM	1:00PM		5:01PM	8.0	8.0	32.0
Fri 4/21			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	40.0
Sat 4/22											40.0

7. Entering / Editing Pay Codes

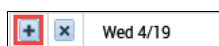
Pay codes are used to indicate the type and number of hours of paid time off or sick leave. Floating holidays, sick and vacation are the most common. If you need to add a Pay Code, click the down arrow in the Pay Code column and choose the appropriate code.



The screenshot shows the Kronos Timecards interface with the Pay Code dropdown menu open for Friday 4/21. The dropdown menu lists several options: Emerg Make U, Emerg Pay, Exception Holi, and Float Holiday.

Date	Pay Code	Amount	In	Transfer	Out
Mon 4/17			8:02AM		12:00PM
Tue 4/18			7:59AM		12:01PM
Wed 4/19			8:00AM		12:00PM
Thu 4/20			7:59AM		11:59AM
Fri 4/21	Please Cho...				
Sat 4/22					
Sun 4/23					

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.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	X	Mon 4/17			8:02AM		12:00PM	1:01PM		5:00PM	8.0	8.0	8.0
+	X	Tue 4/18			7:59AM		12:01PM	1:00PM		5:01PM	8.0	8.0	16.0
+	X	Wed 4/19	Vacation	4.0									
+	X				8:00AM		12:00PM				4.0	8.0	24.0
+	X	Thu 4/20			7:59AM		11:59AM	1:00PM		5:01PM	8.0	8.0	32.0
+	X	Fri 4/21			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	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:

+	X	Wed 4/19
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Select the X icon next to the row of data that you want to delete and the 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.

- 1) Enter the time. Then, expand the size of the transfer box, or hover over the transfers to show the entire transfer code.
- 2) Click on the appropriate transfer code to populate the transfer cell.

In	Transfer	Out
8:00AM		12:00...
	11085/ADN/0033/01181783	
	11055/ADN/0033/01181783	
	11040/ADN/0061/01181783	

In	Transfer	Out
8:00AM	11085/ADN/0033/01181	12:00...

3. If your transfer doesn't appear in the list, click on Search.
4. After you've clicked on Search, the department number(s) to which you can transfer will appear.

In	Transfer	Out
8:00AM		12:00...
	Search...	

-	PEP 12/21/2006 - Forever
+	11040 8/15/2014 - Forever
+	11055 8/26/2014 - Forever
+	11085 8/15/2014 - Forever

5. Click the plus sign (+) next to each applicable sequence (pep/dept#/pay group/job code/ID #) in the hierarchy until you locate your ID number. Click on your ID number. Click Apply to populate transfer cell with selected transfer code. Note: if all your assignments are in the same department number, the department number will not be displayed in your transfer set.

Transfer

Job PEP/11040/ADN/0061/011817831

Job Transfer

- [-] PEP 12/21/2006 - Forever
 - [-] 11040 8/15/2014 - Forever
 - [-] ADN 8/15/2014 - Forever
 - [-] 0061 8/26/2014 - Forever
 - ⊖ 011817831 9/06/2016 - Forever
 - [+] 11055 8/26/2014 - Forever
 - [+] 11085 8/15/2014 - Forever

Cancel Apply

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

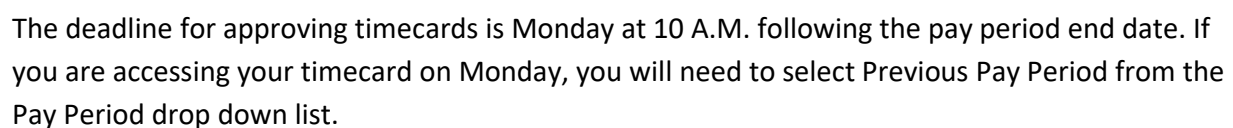
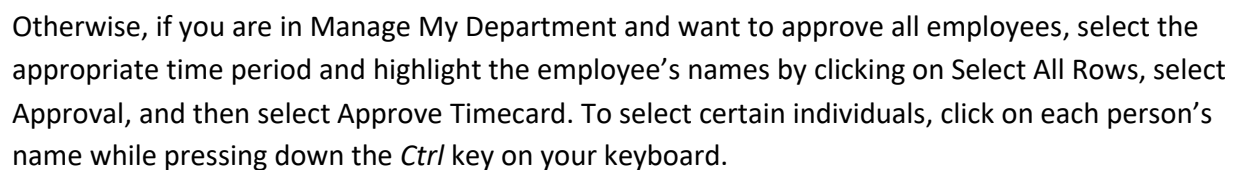
Helpful hint: The transfer logic is:

Transfer

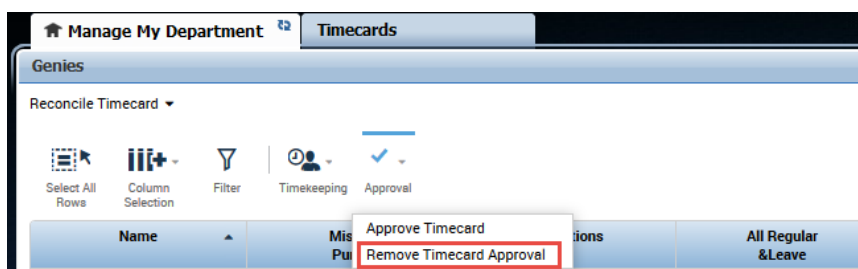
PEP/10010/STU/0051/100175050 ▼

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

There is more than one way to do this. If you are in the employee's Timecard, make sure you are in the appropriate time period, click on the Approve Timecard icon and then select Approve Timecard from the drop down list.

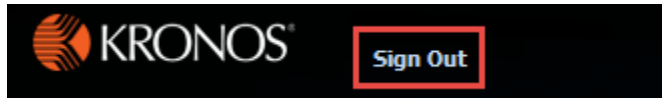


Remove your approval from within the employee's timecard which will allow you to make the necessary edits.



11. Log Off the System

Always remember to hit the Sign Out utility link.




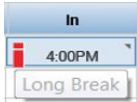


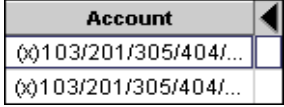
12. For Additional Kronos/Payroll Information

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 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.