

Kronos User Guide

Supervisor

What is Kronos?

- Kronos timekeeper is a web-based time and attendance system that helps ensure accurate recording of your time worked.
- After reading the following information, you will be able to log in to the system; review the time cards of employees you supervise; approve their time cards; set up schedules for them; create genies to retrieve information; and run reports.

Terms that we will be using

- Edits - any changes made to your time
- Exceptions - a deviation from a normal work schedule, when an employee does not punch as expected
- Genie - a view that displays a table of information with each row containing details about one employee, for example, Reconcile Timecard
- Hyperfinds - queries that search for people in the system; generates reports. For example, you can search for employee groups such as exempt or nonexempt employees that have missed punches.
- Missed Punch – missing an in or out punch in the timecard
- Transfer - moving from one job to another
- Navigation bar - located on the left side of your **Kronos** page, allows you to move to different areas of the application to view information or perform various functions
- Schedule - basic scheduling tools to create, view, and adjust an employee's schedule
- Pay Group are defined as:
 1. STN – Biweekly Staff (Regular and Temporary)
 2. ADN – Biweekly Adjunct (Hourly and Salary Non-Exempt)
 3. STU – Student
 4. STF – Monthly Staff

Logging in to Kronos

- Open web browser.
- Go to <https://mytime.pepperdine.edu>
Note: The first time you log in you will need to install a Java Plug-in.
- Enter your network ID.
- Enter your network password.

Logging out of Kronos

- Always click **Log Off** on the navigation bar (left side of any Kronos screen) to close Kronos.

Quick Links



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 and release the information to your payroll department. This can be used for a single employee or multiple employees by highlighting employee or employees.



Access the schedule editor showing employee schedule hours for a week. This can be used for a single employee or multiple employees by highlighting employee or employees.



Access the employment status, contact information and Kronos licenses.



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

Timecard

Menus

Options
Totals
Accruals
Audit
Sign offs
& approvals

Save	Actions	Punch	Amount	Comment	Approvals	Reports
	Refresh					
	Refresh Data					
	Calculate Totals					
	E-mail...					
	Print...					
	Print Screen...					
	Sat 3/10					
	Sun 3/11					
	Mon 3/12					
	Tue 3/13					
	Wed 3/14					
	Thu 3/15					
	Fri 3/16					

Totals & Schedule		Accruals	Audits	Sign-offs & Approvals												
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> All ▼ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Account</th> <th>Pay Code</th> <th>Amount</th> <th>Wages</th> </tr> </thead> <tbody> <tr> <td>STN/11220/0716/0/0/0/0</td> <td>Regular</td> <td>66.75</td> <td></td> </tr> <tr> <td>STN/11220/0716/0/0/0/0</td> <td>All Regular ...</td> <td>66.75</td> <td></td> </tr> </tbody> </table> </div>		Account	Pay Code	Amount	Wages	STN/11220/0716/0/0/0/0	Regular	66.75		STN/11220/0716/0/0/0/0	All Regular ...	66.75				
Account	Pay Code	Amount	Wages													
STN/11220/0716/0/0/0/0	Regular	66.75														
STN/11220/0716/0/0/0/0	All Regular ...	66.75														

Date	Start Time	End Time	Pay Code	Amount
Mon 3/05				
Tue 3/06				
Wed 3/07				
Thu 3/08				
Fri 3/09				
Sat 3/10				
Sun 3/11				

Schedule

Totals & Schedule

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

Totals & Schedule				
Totals & Schedule				
All				
Account	Pay Code	Amount	Wages	
STN/10255/0679/0/0/0/0	Vacation	8.0		
STN/10255/0679/0/0/0/0	All Regular ...	64.0		
STN/10255/0679/0/0/0/0	Overtime	0.5		
STN/10255/0679/0/0/0/0	Regular	56.0		

Accruals

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

Totals & Schedule							
Totals & Schedule							
Accrual Code	Balance as of Selected Date	Units	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance without Projected Credits
Floating ...	8.0	Hour	4/17/2005	0.0	0.0	8.0	8.0
Sick	480.0	Hour	4/17/2005	0.0	0.0	480.0	480.0
Vacation	160.0	Hour	4/17/2005	0.0	0.0	160.0	160.0

Audits

Allows you to view edits that belong to the employee of the visible timecard. For example: add pay code or change to punches.

Totals & Schedule												
Totals & Schedule												
Filter rows by Type: All												
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	D
4/08/2...		Add Pay ...		Sick	8.0				4/05/20...	11:54A...	ppayroll...	T
4/04/2...		Add Pay ...		Sick	1.0				4/05/20...	11:54A...	ppayroll...	T
4/08/2...	5:00AM	Add Punch					Out Pun...		4/05/20...	11:54A...	ppayroll...	T

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.

Totals & Schedule								
Totals & Schedule								
Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment	
Approval by Manager	4/05/2005	12:14PM		ppayroll	4/04/2005	4/17/2005		

Navigation bar



Log Off - always click Log Off to close Kronos

QuickFind - lets you search for specific employees by using part of last name or ID and the asterisk (*) wildcard character

Reconcile Timecard - a genie showing employee exceptions, total hours, overtime, and approvals

Shift Start - a genie showing absence, employees on premises, unscheduled hours, hire date, and home phone numbers

Schedule editor - timeline view of employee's schedule; also the primary place to set or edit employee's schedule

Reports - used to generate standard or custom reports

My Timecard - a link to your timecard

My Reports - a link to reports on your schedule and time detail

My Links - links to Pepperdine University resources

HyperFind Queries - queries to search for people in the system and generate reports

Query Manager - assigns the HyperFind that you created to other managers

Event Manager - enables you to schedule a task to be executed automatically

Help - online help supported by Kronos

Helpful hints

- **Save** - you will see a gold bar across the top of the timecard indicating that you have edits that have not been saved in the database. Please save often to ensure that your edits are in the database.
- **Refresh** - If you have saved your edits, but don't see the changes, click on **Refresh**. There are two icons for refresh: one in the upper left corner and one in the timecard. Click on **Actions**, then scroll down to **Refresh**.

Refresh

Actions

Refresh

Reviewing Employees timecards

- Log in to Kronos.
- Select **Reconcile Timecard** from the navigation bar.
- Scroll up to **Show:** click on the down arrow next to the box and select **All Home and Transferred in**. **Note:** You also can narrow your view by selecting NonExempt Biweekly or Exempt Monthly, or create a **HyperFind** for specific employees depending on the employees whose timecards you need to approve.

Show:	All Home and Transferred-in ▼
Time Period:	Ad Hoc
	Adjunct list
	All Home
	All Home and Scheduled Job Transfers
Missed Punch	Exc
	All Home and Scheduled Job Transfers!
	All Home and Transferred-in

- Then select **Yesterday** from the **Time Period** drop-down list. **Note:** On Mondays you will need to select **Specific Date** for the prior Friday or weekend hours worked.

Show:	All Home ▼
Time Period:	Current Pay Period ▼
	Previous Pay Period
	Current Pay Period
	Next Pay Period
	Previous Schedule Period
	Current Schedule Period
	Next Schedule Period
	Today
	Yesterday
	Week to Date
	Last Week
	4/27/2005, Specific Date
	4/27/2005 - 4/27/2005, Range of Dates

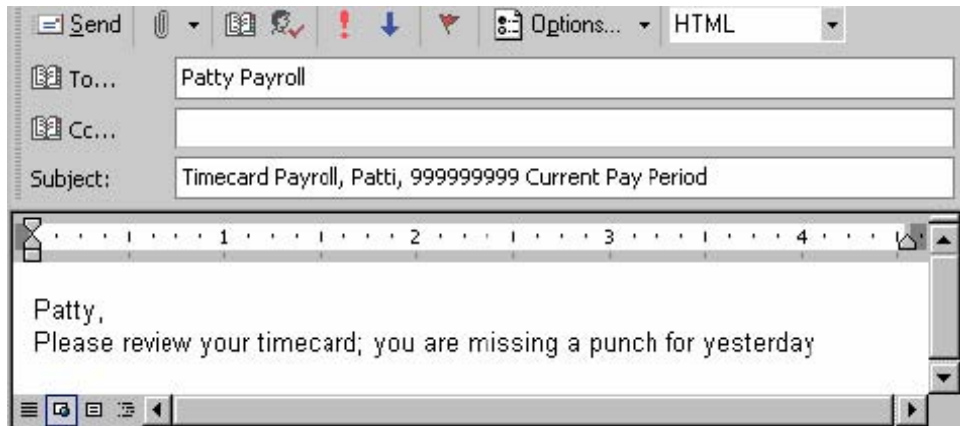
- If there is an unexcused absence, exception, or missed punch, double-click the employee's name. His/her timecard will come up. Review it and make the appropriate edits. All **Missed Punches** must be corrected.

Name	Unexcused Absence	Missed Punch	Exceptions	All Regular & Leave	Overtime	Employee Approval	Manager Approval
Payroll, Patti		✓	✓	4.0			

Review employees' timecards regularly to ensure their time is recorded accurately.

Sending an e-mail to an employee about a timecard

- Display the timecard of the employee to whom you want to send a message.
- Select **Actions** and scroll down to **E-mail**.
- Your e-mail dialog box will open.
- Enter a message and send the e-mail.



Transferring time

Depending on the employee you supervisor, you may need to transfer an employee's time to a different job. This may occur if an employee who works multiple jobs does not properly transfer his/her hours to the correct department. There are two ways you can transfer: you can enter the job to which you want to transfer directly in the cell; or you can search for the appropriate information by clicking in the **Transfer** column and selecting **Search** from the drop-down list.

To transfer an employee to a different job:

- Click in the **Transfer** column and select **Search** from the drop-down list. you have access to transfer only employees whose primary job is in your area and have multiple jobs.
- Click the plus sign (+) next to each location in the hierarchy of the Department and Pay Group until you see the Job code you want. If you hold your cursor over a line, the description will appear.
- Continue to select the plus sign (+) until you reach the last sequence that is the employee's job code.
- Verify that you have selected the correct employee by scrolling up to their ID and holding your mouse over their ID.
- Click **OK**.

Helpful hint: The transfer logic is

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

Make-up time

A Make-up Time Request Form must be completed by the employee and approved by the supervisor before the employee makes up any time. The make-up time must occur in the same work week in which the time was lost. Regular and make-up time together must not exceed 11 hours in a work day or 40 hours in a work week.

- An employee needs to key the time in to Kronos as it was worked.

- The make up time will show as overtime until Payroll receives the Make-Up Time Request Form. http://www.pepperdine.edu/finance/content/form_makeup.pdf

Approving an employee's timecard

- Log in to Kronos.
- From the Navigation Bar select **Reconcile Timecard**.
- Scroll up to **Show**. Click on the down arrow next to the box and select **All Home and Transferred in** or **Nonexempt** or **Exempt** depending on the employees you need to approve.
- Highlight all employees whose time you are approving.
- Select **Yesterday** from the **Time Period** drop-down list. On Mondays you will need to select **Specific Date** for the prior Friday.

Payroll, Patti	999999999
Previous Pay Period ▼	
Previous Pay Period	
Current Pay Period	
Next Pay Period	
Today	
Yesterday	
Week to Date	
Last Week	
4/26/2005, Specific Date	
4/26/2005 - 4/26/2005, Range of Dates	

- Then from the **Approvals** menu item, select the **Approve** option.

Note: *Approvals should be done daily for the prior day.* Also, after you approve a timecard, the employee cannot make additional edits unless you have given **Remove Approval** rights.

Approvals
Approve
Remove Approval

Scheduling employees

Scheduling employees in Kronos provides many benefits to managers. For example, you can:

- Track exceptions. The system can compare punches to a schedule and highlight the instances when someone punches in early or late.
- Manage leave time. The system keeps track of the number of vacation hours

scheduled in a given week, so you can maintain adequate coverage and ensure that your employees are adhering to organizational policies.

- View schedules for the employees and time period you select.
- Adjust schedules as needed.

Scheduler concepts

Scheduling in Kronos uses the following concepts:

- **Shift** - a span of time with a start time and an end time, usually in the same day, for example, 8 A.M. to 5 P.M. In addition, you can schedule planned leave time using *pay codes*, such as vacation or sick. Shifts can be divided into segments, which can contain any of the following:
 - **Regular** - work time charged to the primary account (default)
 - **Break** - nonworking time, such as meals
 - **Transfer** - time in a different job
 - **Unavailable** - time that cannot be scheduled for work
- **Pattern** - One or more shifts, pay codes, or both that repeat over specific days or weeks, for example, 8 A.M.- 5 P.M., Monday through Friday. You can create more complex patterns; for example, employees can be scheduled to work the morning shift for two consecutive weeks and then the evening shift for one week. At the end of the third week, the pattern repeats.
- **Shift Template** - A shift that is saved with a name but no date, so that it can be reused as needed. Shift templates save time if you have employees who work standard shifts.
- **Schedule Group** - Employees who share the same schedule. Groups are useful if you tend to edit schedules for the whole group. Any employee included in the schedule group inherits the schedule for that group, starting on the specified effective date.
- **Schedule Period** - The amount of time that your schedule covers, and the amount of time loaded into the **Schedule Editor** for **Current**, **Next**, and **Previous Time Period**, for example, two weeks.

Schedule Editor

The **Schedule Editor** displays schedules in tabular or graphical format. You can view the schedule for one week or for up to 28 days at a time. Access **Schedule Editor** by selecting it from the navigation bar. Daily magnification shows seven days or more of scheduled shifts in a tabular format. Shifts can be displayed with start and end times. Shift labels save space so that you see more days of the schedule at one time.

Schedule Editor

Loaded: 1:06PM

Show:

Test time file

Edit

Timecard

Schedule

People

Reports

Time Period:

Current Schedule Period

Refresh

4/18/2005-5/01/2005

By Employee

By Group

Save

Actions

Shift

Pay Code

View

Name	Sch Hrs.	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Fri 4/22
BANKS, MIRANDA J	36.00	5p - 11p		5p - 11p		5p - 11p
CARTER, DAVID R	90.00	8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
DUNN, MICHELLE J	90.00	8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
ELLIS, JOYCE	90.00	7a - 4p	7a - 4p	7a - 4p	7a - 4p	7a - 4p
FIGUEROA, CARNA E	90.00	8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
RAMIREZ, HECTOR E	90.00	8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
RICH, DAVID G	39.00	5p - 1030p (x)		5p - 10p		8a - 5p (x)
SWAUGER, TRACEY A	90.00	8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p

The 4-hour and 1-hour magnification views show scheduled shifts in a multicolored graphical format so you can easily see whether you have the appropriate coverage.

To change the schedule to magnification view:

- Click on **View** on the menu bar.
- Then select 4-hour intervals.

Schedule Editor

Loaded: 1:06PM

Show:

Test time file

Edit

Time Period:

Current Schedule Period

Refresh

Timecard

Schedule

People

Reports

4/18/2005-5/1/2005

By Employee

By Group

Save

Actions

Shift

Pay Code

View

Name	Sch Hrs.	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22
		4a 8a12p4p 8p	4a 8a12p4p 8p	4a 8a12p4p 8p	4a 8a12p4p 8p	4a 8a12p4p 8p
BANKS, MIRANDA J	36.00	5p-		5p-		5p-
RICH, DAVID G	39.00	5p-		5p-		8a-5p
CARTER, DAVID R	90.00	0am-5	0am-5	0am-5	0am-5	0am-5
DUNN, MICHELLE J	90.00	8am-5	8am-5	8am-5	8am-5	8am-5

Schedules Indicator Code

- (x) Transfer job (job only).
- (Work rule) Work rule transfer
- (o) off day (labor account transfer)
- (u) Unavailable

Building schedules

The **Scheduler** provides several ways to build schedules:

- Enter the shift start and end time directly into a date cell in the Schedule Editor.
- Use the Shift Editor or Pay Code Editor to enter shifts and pay codes one at a time.

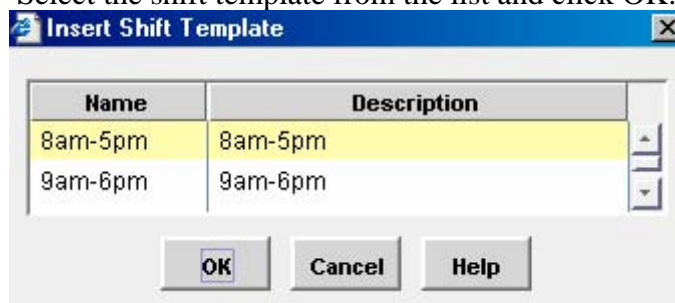
- You can copy and paste shifts and their attributes from one cell to another using Copy and Paste on the Actions menu.

Inserting a shift

- To insert a shift, select the date cell where you want the shift, and select **Shift**; then scroll down to **Insert Template**.

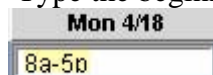


- Select the shift template from the list and click OK.



Or

- Type the beginning and end of a shift into the cell of the selected date.



Using the Shift Editor

To create a more complex shift, use the **Shift Editor**. In the **Shift Editor**, you can select a transfer job and insert a shift.

- In the **Schedule Editor**, click the date cell of the employee for whom you want to add or edit a shift.
- Click on **Shift**; then scroll down and click **Add**.

Employee: Payroll, Patti Primary Job: Unspecified

Insert Shift...

* Type	* Start Time	* End Time	* End Date	Sch Hrs.	Transfer
Regular	8:00AM	5p	4/18/2005		

Comments: Shift Label:

OK Cancel Help

Java Applet Window

- The shift **Type** cell defaults to regular. To change the shift type, click in the **Type** cell and select the appropriate shift type.
- Click in the **Start Time** cell and enter the start time for the segment. You can type 630 and the system will enter 6:30a for 6:30A.M. For P.M. times, enter 630p.
- In the **End Time** cell, enter the end time for the segment and press **Tab**. The total number of hours scheduled appears in the **Sch Hrs.** cell.
- If the **End Date** is different from the **Start Date**, edit the **End Date**. The **Sch Hrs.** total changes accordingly.
- If you are scheduling a job other than his/her primary job, click the **Transfer** cell. Select an entry from the list of recent transfers, or select **Search** (see **Transfer** section of this guide for more details).
- Click **OK** to close the **Add Shift** window.
- Then click **Save**.

Creating schedule patterns for an individual

- In **Schedule Editor**, double-click the name of the individual for whom you are creating a pattern.
- The **Pattern Editor** opens for the employee.

Pattern Editor

Payroll, Patti

Effective Dates:

* **Work Start Date:** 4/04/2005 * ☒ **Forever** ☐ **Override other patterns**

* **Pattern Start Date:** 4/04/2005 * ☐ **End Date:**

Recurring: 1 ☒ **Weeks** ☐ **Days** 8a - 5p **Find**

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p	
2							

Buttons: Insert Shift..., Insert Pattern..., Shift Editor..., Pay Code Editor..., Delete

Bottom Buttons: OK, Cancel, Help

Java Applet Window

- In **Work Start Date**, enter the date on which the employee starts working this pattern.
- In **Pattern Start Date**, enter the same date as the **Work Start Date**.
- Do one of the following to indicate the length of the pattern:
 - In **End Date**, enter the date on which the employee stops working this pattern; or
 - Select **Forever** to have the pattern repeat until otherwise indicated.
- In the **Recurring** box, select the number of days or weeks in the pattern. Select **Weeks** or **Days** as appropriate.
- Create a pattern using one of the following methods:
 - **Enter shifts manually:** Click in the date cell and type the shift start time and end time using the format 8 - 4p or 1130 - 530p.
 - **Insert a shift into one or more cells:**
 - Select the cells into which you are copying the same shift. To select more than one cell, hold down **Ctrl** and click the cells.
 - Enter the shift into the selected cells using either of the following methods:
 - Click **Insert Shift**; select a shift from the list; and then click **OK**.
 - Click **Shift Editor**; and create a shift in the **Shift Editor**.
- Click **OK** when you are finished.
- Select **Save** in the **Schedule Editor**.

Creating a temporary change to a schedule

You can make a change to a schedule for an individual that will last for a specific length

of time. For example, you can schedule overtime on Mondays and Wednesdays for the month of August. At the end of the specified time, the original schedule automatically takes effect again.

- In the **Schedule Editor**, click the name of the individual who has the schedule pattern for which you need to make a temporary change.
- Select **Shift**; then scroll down to **Edit Pattern**. The **Pattern Editor** opens for the employee you selected. In the **Work Start Date**, enter the date on which you want the change to take effect.
- In the **End Date**, enter the date on which you want the change to end. On the next day, the original pattern will start again.
- Select **Override other patterns**. This ensures that only your changed shifts are scheduled during the time that you specify.
- Make your edits to the pattern. You can enter a new pattern or edit the cells of the current pattern.
- When you are finished, click **OK**.
- Select **Save** in the **Schedule Editor**.

Entering planned leave time

To enter a pay code for planned leave time, such as vacation or floating holiday:

- In the **Schedule Editor**, select the date cell into which you are entering leave time.
- Select **Pay Code** then scroll down to **Add**. The **Pay Code Editor** opens for the employee and date that you selected.

The screenshot shows a Java Applet Window titled "Pay Code Editor". Inside the window, the "Payroll, Patti" section displays the "Effective Date: 4/19/2005". Below this, there are several input fields: "Pay Code:" with a dropdown menu showing "Float Holiday"; "* Amount (hh:mm):" with a text box containing "8.0"; "* Display Start Time:" with a text box containing "8:00AM"; "* Number Of Days:" with a text box containing "1"; and "Transfer:" with a dropdown menu. To the right of these fields is a "Comments:" section with a large text area. Below the input fields is a checkbox labeled "Override Shift". At the bottom of the window are three buttons: "OK", "Cancel", and "Help".

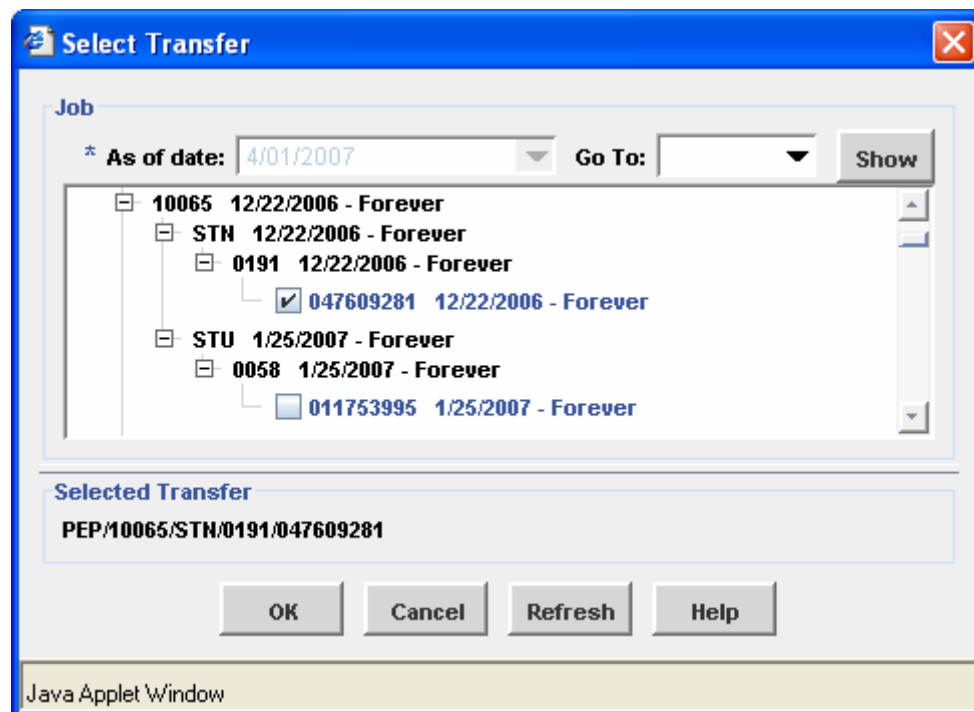
- In the **Pay Code** field, select a pay code from the drop-down list.
- In **Amount**, enter the number of hours and minutes accrued.
- In **Display Start Time**, enter the time at which you want the pay code to begin in the graphical view. This is usually the time which the employee's normal shift would begin.
- If the pay code involves a job, click **Transfer**. Select an entry from the list of recent transfers or click **Search** (see **Entering a transfer** for more details).
- Optionally, you can add comments to the pay code. Click the down arrow in the **Comments** field, and select a comment.
- When finished, click **OK**.
- Select **Save** in the **Schedule Editor**.

Entering a transfer

When you create shifts and patterns or assign pay codes, you can enter a transfer to a different job. Use a **Job Transfer**, if the employee is working a different job than their primary job. The time is automatically charged to the labor account that was configured for that job.

To enter a transfer:

- In **Shift Editor** or **Pay Code Editor**, click **Transfer**.
 - If you select a labor account from the list, you are finished.
 - If you select **Search**, the **Select Transfer** dialog box opens.



- Click the plus sign (+) next to each location in the hierarchy of the department

and timekeeping location until you see the job assignment you want. If you place the cursor over a line, the description will appear.

- Continue to select the plus sign (+) until you reach the last sequence, which is the employee job assignment.
- **Verify that you have selected the correct employee by scrolling up to their ID and holding your mouse over their ID.**
- When you are finished, click **OK** to close the **Select Transfer** dialog box.
- Click **Save**.

Finding employees with QuickFind

QuickFind lets you search for one or more employees by name or ID number.

- Select **Timekeeper** and click on **QuickFind** on the navigation bar.
- Enter an employee last name, ID, or partial with the wildcard character (*).
- Click **Find**.

When the system returns the requested information, you can:

Double-click an employee name to open the employee's timecard.

Select an employee and click the **Timecard**, **Schedule**, or **Reports** launch buttons.

You may access only timecards of employees for whom you have been given authority.

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 **Kronos** navigation bar, select **Common Setup**; then 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**.

The screenshot shows a 'Save Query As' dialog box. It contains the following fields and options:

- New Name:** A text box containing 'Student'.
- Description:** A text box containing 'All Student Employees'.
- Visibility:** A section with three radio buttons:
 - ☐ Ad Hoc - temporary query
 - ☒ Personal - visible only to me
 - ☐ Public - visible to everybody
- Buttons:** 'OK', 'Cancel', and 'Help' at the bottom.
- Status Bar:** 'Java Applet Window' at the very bottom.

- 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.

Select Conditions

Edit Conditions

View Query

Assemble Query

Save

Save As...

Refresh

Refresh Data

Edit Condition...

Delete Condition

Print Screen...

Filters

General Information

Name or ID

Primary Job

Expired Primary Jo

Primary Account

Additional Informa

Person's Dates

Timekeeper

Time Management

Scheduler

Accruals

User Information

Role - Timekeeper

Process Manager

Primary Account

Include

Exclude people who meet this condition.

Name or Description:

AD,J,Adjunct

ADN,Adjunct Non Exempt

FAC,Faculty

NOP,NOP

STF,Staff Exempt

STN,Staff Non Exempt

STU,Student

Add>

Pay Group:

STU

Department:

Job Code:

TBD4:

TBD5:

TBD6:

TBD7:

Clear

Effective Date

Within specified time period

As of today

Add Condition

Selected Conditions:

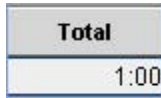
Primary labor account matches STU/*/*/*/*/* as of today

Employee employed and working as of today

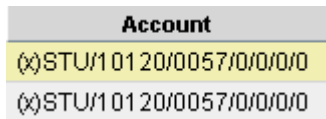
Timecard Indicator Key



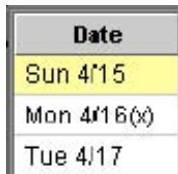
A red border around a date cell indicates an unexcused absence day.



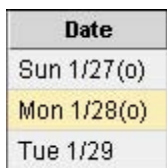
Gray cells indicate that you cannot edit the contents.



An (x) before a labor account in the **Totals** section indicates that the account is not the primary labor account.



An (x) after the date in the **Schedule** section at the bottom of the timecard indicates a transfer.



An (o) after the date in the **Schedule** section at the bottom of the timecard indicates a scheduled off shift with an associated work rule.

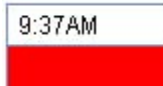


A gold bar across the top of the timecard workspace indicates that edits have not been saved in the database.

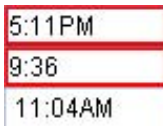


When you edit a timecard, the system adds a red flag to the Totals & Schedule tab if the totals displayed in the timecard are out of synch with the data displayed in the timecard.

Timecard Indicator Key



Solid red cells indicate a missed in-punch or out-punch. Place your cursor on the red box for more information.



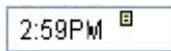
A red outline in a cell indicates an exception. Place your cursor on the cell for more information. Examples of exceptions include:

- A late or early punch

- A long interval, such as a long lunch

Mon 1/28		
Tue 1/29	Absent	8:00
Wed	Excused	

A blue outline in a date cell indicates an excused absence.



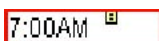
A small yellow note icon after a punch or amount indicates a comment about the cell's contents. Place your cursor on the icon, or select the Comments tab at the bottom of the timecard workspace to view the comment.



A transaction shown in purple indicates that the transaction was added by the Schedule Editor.



If the cell is white, you can edit the transaction. If the cell is gray, you cannot edit the transaction. Contact Payroll when you see these types of punches for assistance in correcting them.



A small yellow note icon and red outline indicate that a punch or amount has a comment and an exception.