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

Menu Options

Total Accruals Audit Sign offs & approvals

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.

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 employee of the visible timecard. For example: add pay code or change to punches.

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.
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.
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.

<table>
<thead>
<tr>
<th>Show:</th>
<th>All Home and Transferred-in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Period:</td>
<td></td>
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<tr>
<td>Ad Hoc</td>
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<tr>
<td>Adjunct list</td>
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<tr>
<td>All Home</td>
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<tr>
<td>All Home and Scheduled Job Transfers</td>
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</tr>
<tr>
<td>All Home and Transferred-in</td>
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</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>Show:</th>
<th>All Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Period:</td>
<td>Current Pay Period</td>
</tr>
<tr>
<td></td>
<td>Previous Pay Period</td>
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<tr>
<td></td>
<td>Current Pay Period</td>
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<tr>
<td></td>
<td>Next Pay Period</td>
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<tr>
<td></td>
<td>Previous Schedule Period</td>
</tr>
<tr>
<td></td>
<td>Current Schedule Period</td>
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<tr>
<td></td>
<td>Next Schedule Period</td>
</tr>
<tr>
<td></td>
<td>Today</td>
</tr>
<tr>
<td></td>
<td>Yesterday</td>
</tr>
<tr>
<td></td>
<td>Week to Date</td>
</tr>
<tr>
<td></td>
<td>Last Week</td>
</tr>
<tr>
<td></td>
<td>4/27/2005, Specific Date</td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>1/</th>
<th>Unexcused Absence</th>
<th>Missed Punch</th>
<th>Exceptions</th>
<th>All Regular &amp; Leave</th>
<th>Overtime</th>
<th>Employee Approval</th>
<th>Manager Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll, Pati</td>
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<td>✓</td>
<td>✓</td>
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<td></td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEP/10065/STN/0191/047609281</td>
</tr>
<tr>
<td>PEP/Department ID/Pay Group/Job Code/CWID</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Payroll, Patti</th>
<th>999999999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Pay Period</td>
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<tr>
<td>Previous Pay Period</td>
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<tr>
<td>Current Pay Period</td>
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<td>Next Pay Period</td>
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<tr>
<td>Today</td>
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<tr>
<td>Yesterday</td>
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<tr>
<td>Week to Date</td>
<td></td>
</tr>
<tr>
<td>Last Week</td>
<td></td>
</tr>
<tr>
<td>4/26/2005, Specific Date</td>
<td></td>
</tr>
</tbody>
</table>

- 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.

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.
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.

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.

<table>
<thead>
<tr>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add...</td>
</tr>
<tr>
<td>Edit...</td>
</tr>
<tr>
<td>Delete...</td>
</tr>
<tr>
<td>Restore...</td>
</tr>
<tr>
<td>Add Pattern...</td>
</tr>
<tr>
<td>Edit Pattern...</td>
</tr>
<tr>
<td>Delete Pattern...</td>
</tr>
<tr>
<td>Insert Template...</td>
</tr>
</tbody>
</table>

• 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.
• 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.
• 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**:
    a. Select the cells into which you are copying the same shift. To select more than one cell, hold down **Ctrl** and click the cells.
    b. 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.
• 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 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.

![Select Transfer dialog box](image)

- 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**.

![Save Query As dialog box](image)

• 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.
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

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.