

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

The screenshot shows the Kronos Manager Navigator interface. The top navigation bar includes the Kronos logo, a search icon, and a 'Sign Out' button. Below the navigation bar is the 'Manage My Department' workspace. The main area displays a 'Genies' table with columns for Name, Missed Punch, Exception, All Regular & Leave, Overtime, Meal Penalty, Employee Approval, Manager Approval, Assigned Manager, and Primary Labor Account. A 'Reconcile Timecard' dropdown is visible above the table. A 'Go To' dropdown menu is open on the right side, showing options like Genies, Exceptions, Work and Absence Summary, Inbox, QuickFind, Reports, Timecards, My Timecard, Schedules, and QuickFind. A 'Share' button is also visible above the table.

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.

Add Workspace
Click here to access and display your own timecard under My Information.

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

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

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

Go To
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 timecard, 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.

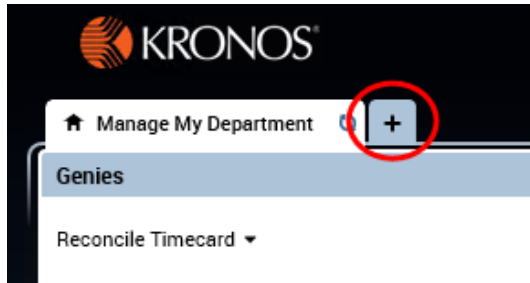
Refresh
Discards any unsaved edits in the genie, and then reload the genie with the most current data in the database.

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

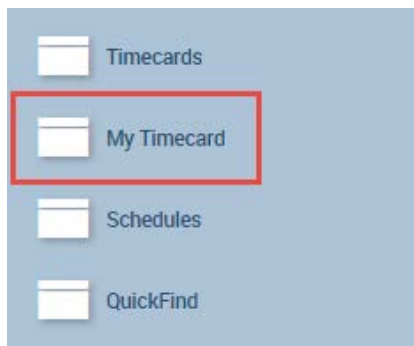
4. Accessing and Editing Your Own Timecard

You can access your timecard in two ways:

- Click on the plus sign to add a workspace where you can access and display your own timecard under My Information.

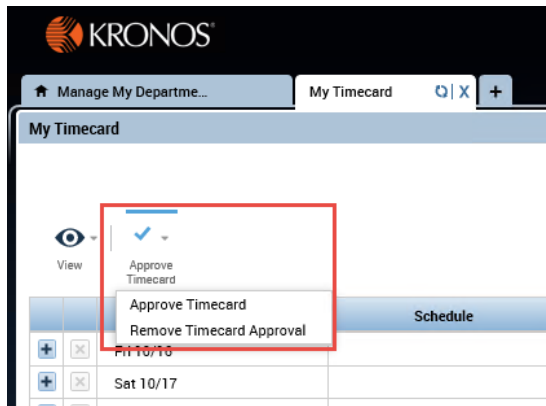


- You can also access your timecard on the right side in the related items page.



Although your name appears in the list of your employees when in Reconcile Timecard, you cannot edit your timecard from this workspace.

To approve your timecard, click on Approve Timecard.



5. View Your Employee's Timecard

Manage My Department

Genies

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

Select All Rows | Column Selection | Filter | Timekeeping | Approval

Name	Missed Punch	Exceptions	All Regular & Leave	Overtime	Meal Penalty	Employee Approval	Manager Approval
Smith, John							

1 Selected

Current Pay Period

- Go to widget
- Exceptions
- Timecards
- Schedules
- Reports
- My Approvals
- My Timecard
- Audits
- Go to workspace

You can also double click on the employee name to view the employee timecard.

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

Manage My Department | Timecards | 1 of 1 | 100565644 | Loaded: 1:36 PM | Current Pay Period | 1 Employee(s) Selected

View | Approve Timecard | Print Timecard | Refresh | Calculate Totals | Save | Go To

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	Schedule
Fri 10/16												
Sat 10/17												
Sun 10/...												
Mon 10/...												

Totals | Accruals | Historical Corrections | Audits

All | All

Location	Job	Account	Pay Code	Amount
No data to display				

Options

Click on the double horizontal lines symbol to display Totals, Accruals and Audits.

Mon 1...

Totals | Accruals | Historical Corrections | Audits

Totals

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

Totals	Accruals	Historical Corrections	Audits	
All		All		
Location	Job	Account	Pay Code	Amount
		STF/10292/0056/0/0/0/0	All Regular and Leave	8.0
		STF/10292/0056/0/0/0/0	Vacation	8.0

Accruals

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

Totals	Accruals	Historical Corrections	Audits
Accrual Code	Accrual Available Balance		
Floating Holiday	0.0		
Sick	480.0		
Vacation	122.02		

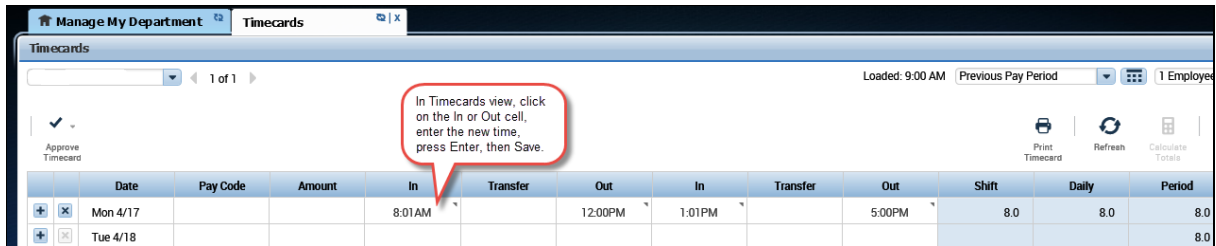
Audits

Clicking on the Audits tab allows you to view edits that belong to the timecard of the visible employee. For example: see who added or edited a punch, and who approved the timecard.

Totals	Accruals	Historical Corrections	Audits									
Audits		All										
Date	Time	Type										
Totals	Accruals	Historical Corrections	Audits									
Audits		All										
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
10/13/2...		Add Pay Code		Vacation	8.0				10/16/2...	2:27P...		Timecard E...
10/14/2...		Add Pay Code		Vacation	8.0				10/16/2...	2:27P...		Timecard E...

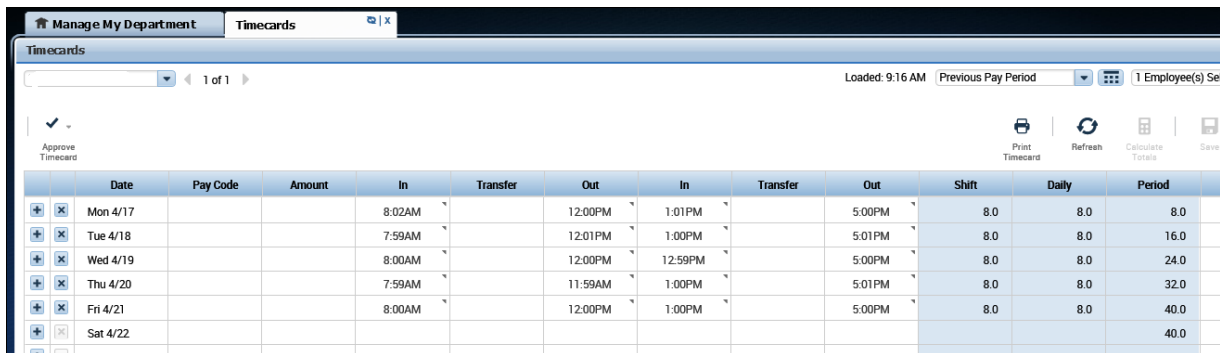
7. Editing Start and Stop Times

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

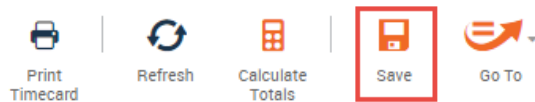


IMPORTANT NOTE: When entering time, Kronos defaults to AM unless otherwise specified except for the time range of 12 noon to 12:59. This time range is always considered PM. To type 5:00 PM, you could either enter military time (17 or 1700) or type in "5p".

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



When you edit a timecard, the Save button changes to orange 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.

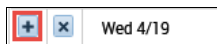


8. Entering / Editing Pay Codes

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.

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

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.

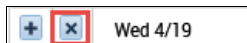
In the new row that appears, select the appropriate pay code from the drop-down selection, then enter the number of hours for that pay code in the Amount column.

	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	Thu 4/20		8:00AM		12:00PM				4.0	8.0	24.0
+	x	Fri 4/21		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:



Select the X icon next to the row of data that you want to delete and the entire row will disappear. Save your work.

9. 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

10. Approve Employee Timecards

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.

The screenshot shows the 'Timecards' section of a software interface. At the top, there are tabs for 'Manage My Department', 'Timecards', and 'Audits'. Below the tabs, there is a search bar and a 'Loaded: 11:26 AM Current Pay' indicator. A dropdown menu is open, showing options: 'Approve Timecard', 'Remove Timecard Approval', and 'Remove All Timecard Approvals'. The main table has columns for 'Code', 'Amount', 'In', 'Transfer', 'Out', 'In', 'Transfer', 'Out', and 'Shift'. The data rows are for 'Mon 4/17' and 'Tue 4/18'.

Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
		7:59AM		12:00PM	1:00PM		5:00PM	8.0
Mon 4/17		8:00AM		12:01PM	1:00PM		5:01PM	8.0
Tue 4/18		8:01AM		12:02PM	1:00PM		5:00PM	8.0

Otherwise, if you are in Manage My Department and want to approve all employees, select the appropriate time period and highlight the employee's names by clicking on Select All Rows, select Approval, and then select Approve Timecard. To select certain individuals, click on each person's name while pressing down the *Ctrl* key on your keyboard.

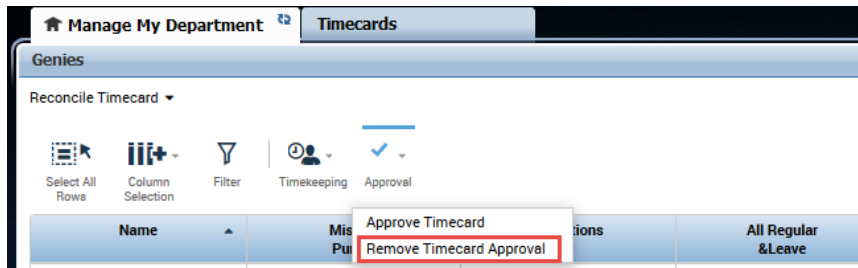
The screenshot shows the 'Genies' section of a software interface. At the top, there are tabs for 'Manage My Department', 'Timecards', and 'Audits'. Below the tabs, there is a search bar and a 'Loaded 10:04AM Current Pay Period' indicator. A dropdown menu is open, showing options: 'Approve Timecard' and 'Remove Timecard Approval'. The main table has columns for 'Name', 'Missed Punch', 'Overtime', 'Meal Penalty', 'Employee Approval', 'Manager Approval', 'Assigned Manager', and 'Primary Labor A...'. The data rows are for 'Smith, John', 'Jones, Mary', and 'White, Tom'.

Name	Missed Punch	Overtime	Meal Penalty	Employee Approval	Manager Approval	Assigned Manager	Primary Labor A...
Smith, John							STF/10285/0056...
Jones, Mary							STF/10285/0056...
White, Tom							STN/10285/078...

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.


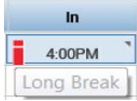


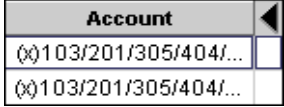
11. Make a Correction After Approval

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



Timecard Indicator Key

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

	<p>Solid red in a cell indicates a missed in- or out-punch. Mouse over the red for more information.</p>
	<p>A red border around a cell indicates an exception, such as a late punch. Mouse over the cell for more information.</p>
	<p>A transaction shown in purple on a white background indicates that the system added a transaction, and that you can edit it.</p>
	<p>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.</p>
	<p>An (x) before a labor account in the Totals section indicates that the account is not the primary labor account.</p>

For Additional Kronos/Payroll Information

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

Contact Payroll at extension 4636, 310-506-4636