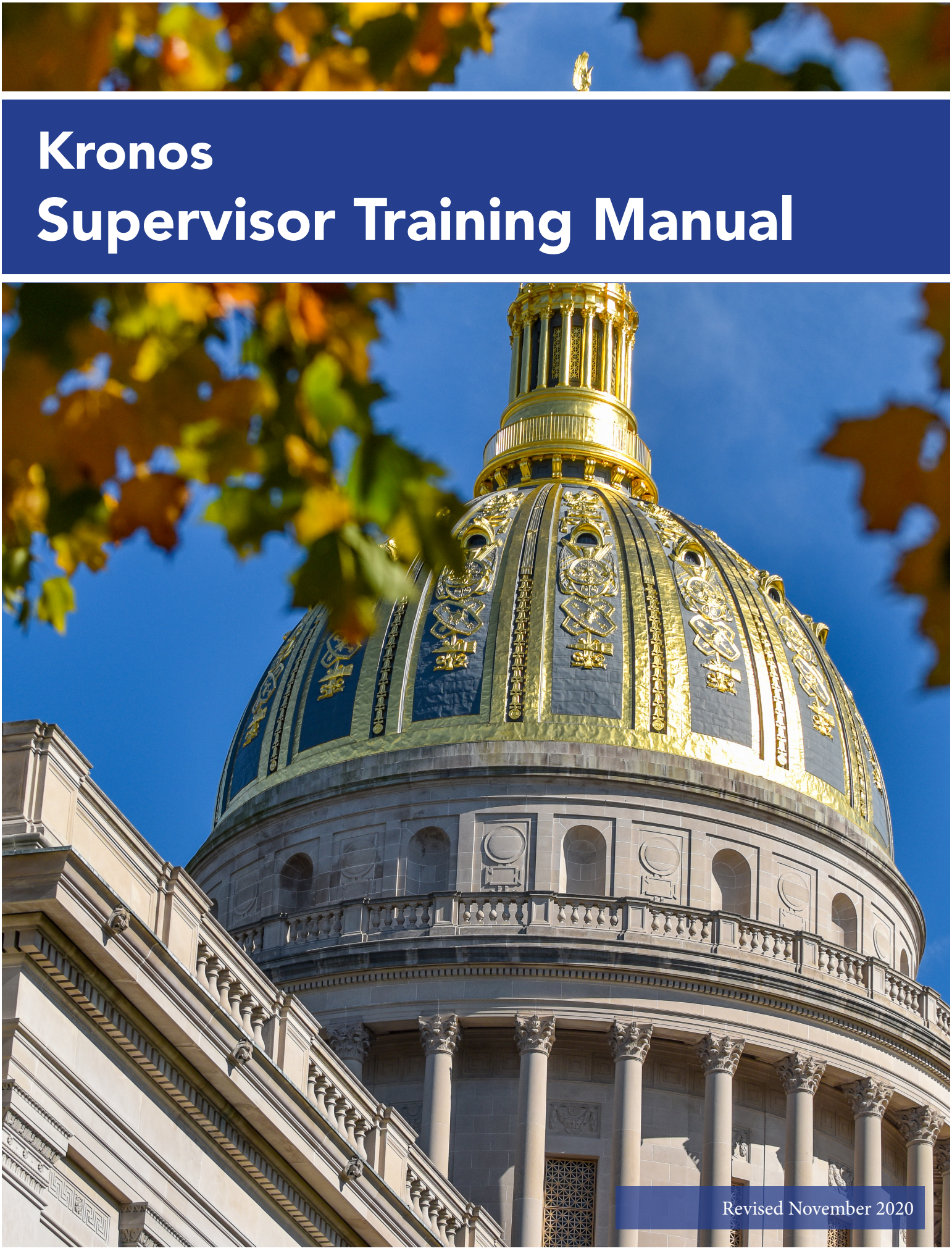
# Kronos
# Supervisor Training Manual



Revised November 2020

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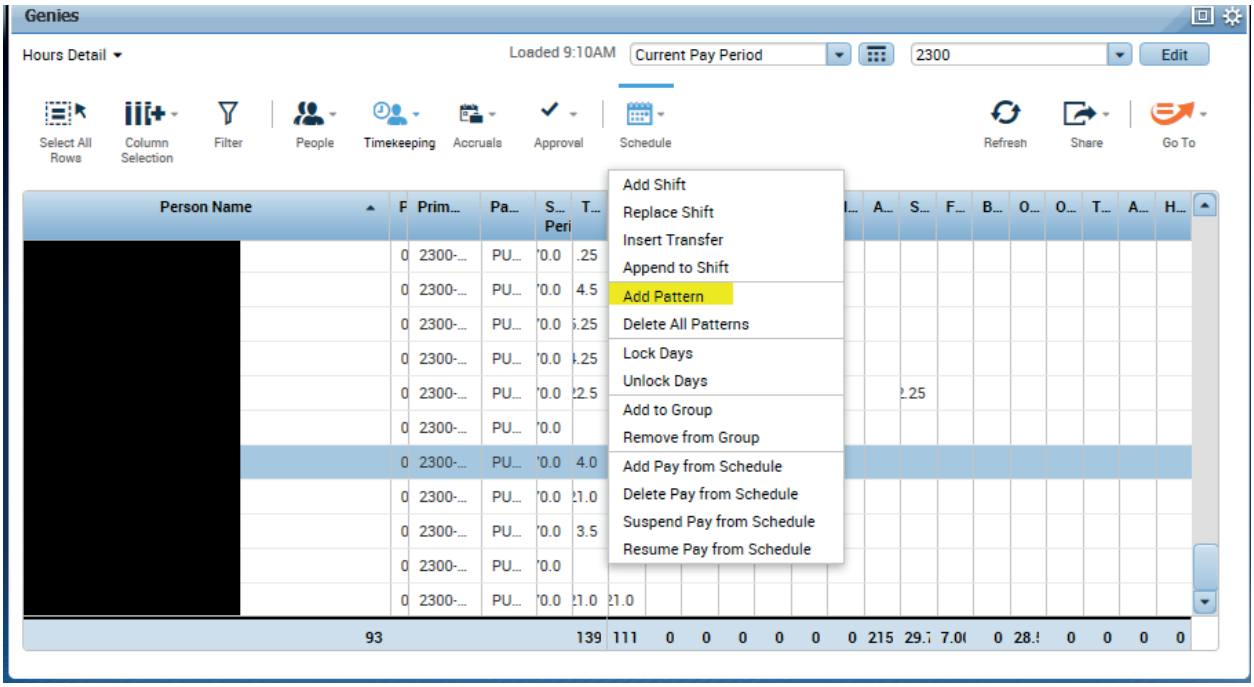
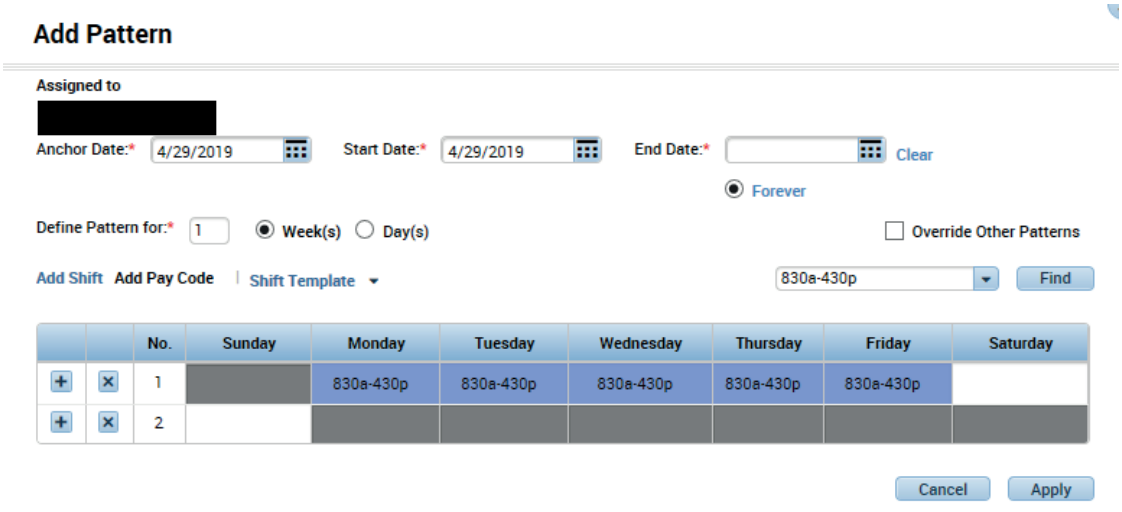
# Kronos Schedules

## Create a Schedule in Kronos (New Employee)

Highlight employee then click the small drop down arrow by the Schedule (calendar icon) and select Add Pattern.

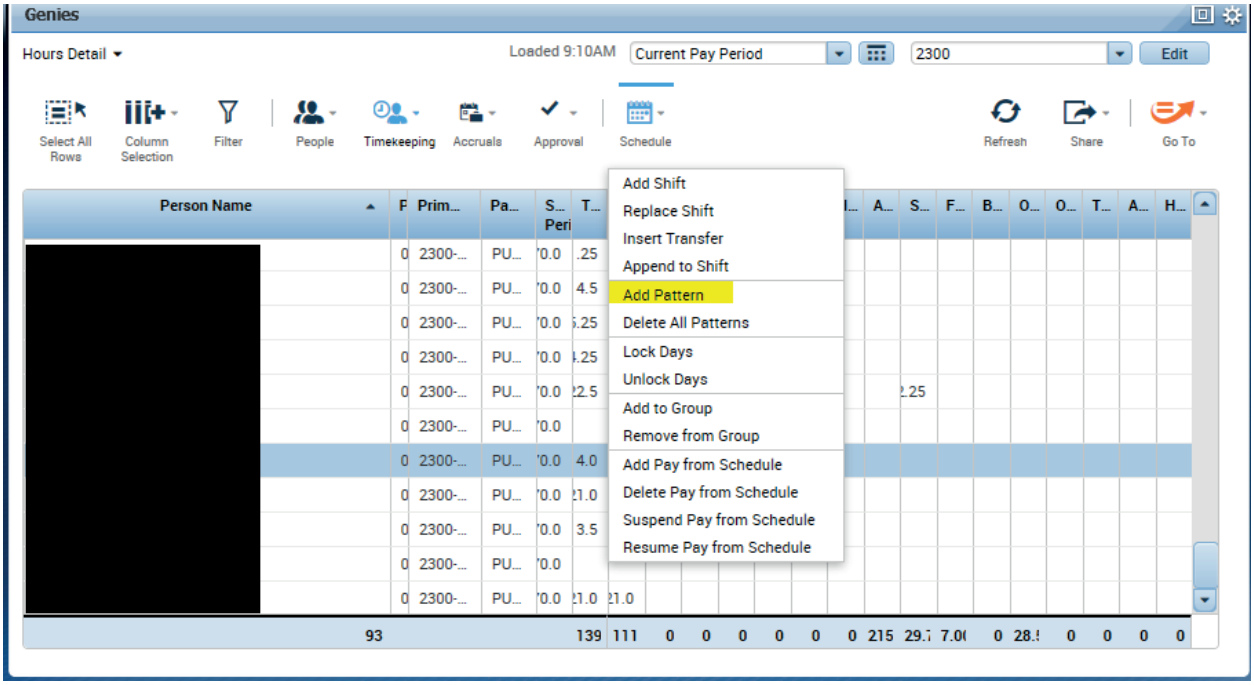



The Anchor Date and Start date should be the employee's first day of work. Make sure the pattern is set for 1 week. Then record the start and stop times for the employee in the available boxes (white boxes only), then click Apply. To make sure the schedule populated correctly open the employee's timecard to verify the Schedule column is populated. If the schedule does not populate correctly using the employee's first day of work, use the first work day of the current pay period.

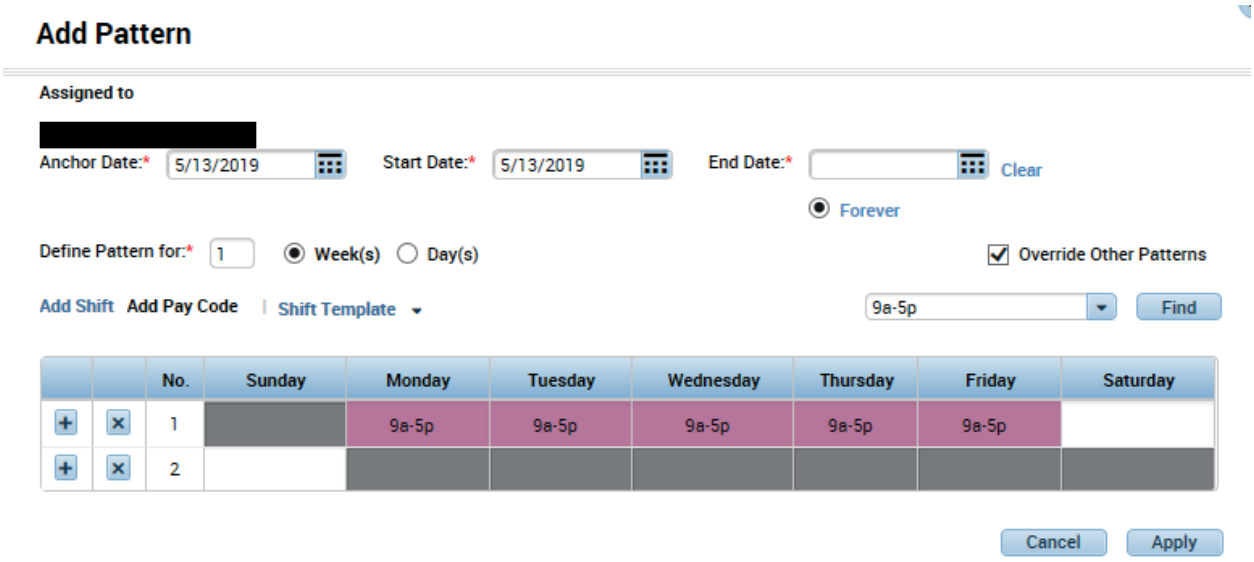


## Change a Schedule in Kronos (Current Employees)

Highlight employee then click the small drop down arrow by the Schedule (calendar icon) and select Add Pattern.




The Anchor Date and Start Date should be the first day the new employee's schedule is effective. (Mondays work best for the system) Also make sure the Override Other Patterns box is checked, then Click Apply. To make sure the schedule populated correctly open the employee's timecard to verify the Schedule column is populated.

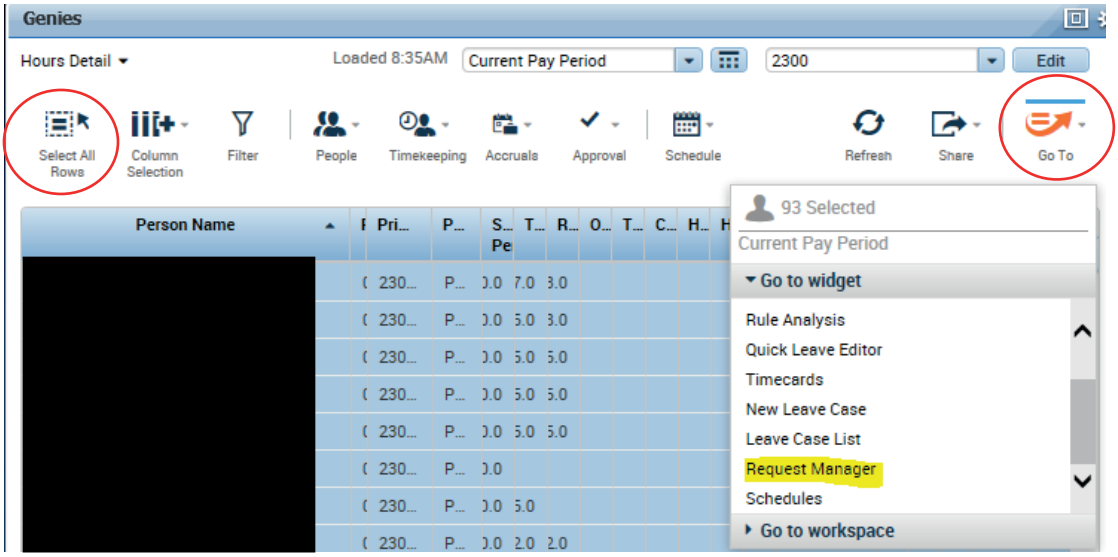


# Leave Management

## To view Leave Requests for All Assigned Employees:

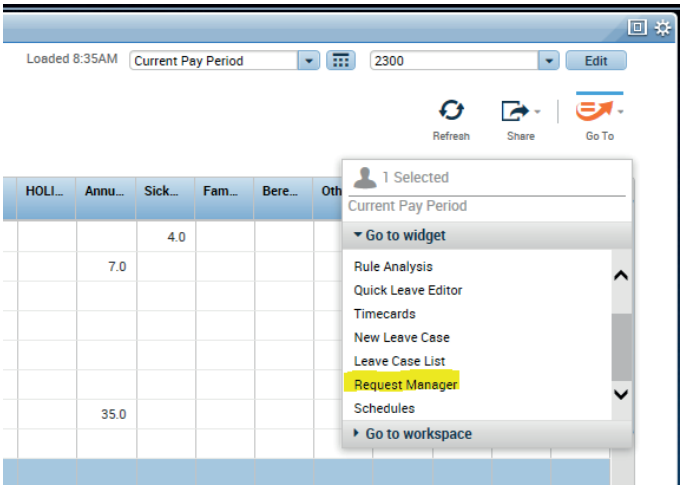
At the top of the Kronos screen click the Request Manager Alert Category to view Leave Requests.

If you do not have the shortcut above from the Default Workspace you can open the Request Manager by clicking Select All Rows and use the Go To widget to locate the Request Manager



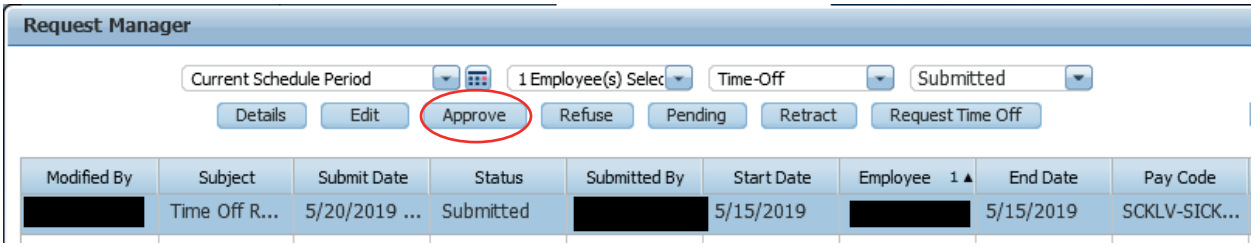

## To View Individual Employee Leave Requests

To review Leave Requests from a single employee only highlight the employee on the default workspace and use the Go To Widget to open the Request Manager. Note only submitted leave request will show.



## To Approve Leave Requests

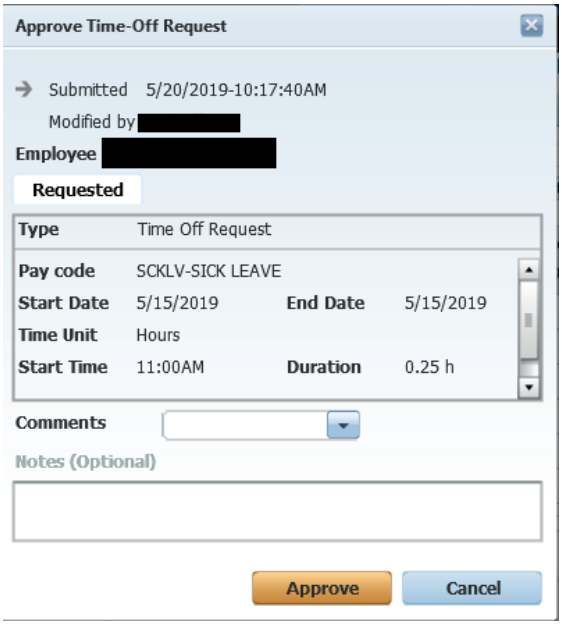
The Request Manager is defaulted to only show unapproved leave requests and unapproved cancellation requests. To Approve a Leave Request highlight the request and click Approve. If you do not want to approve the leave click Refuse to deny the employee's request.




A dialog box will appear showing the detail of the request and any comments entered by the employee. To approve click the Approve button. Once the request is approved it will disappear from the Request Manager.

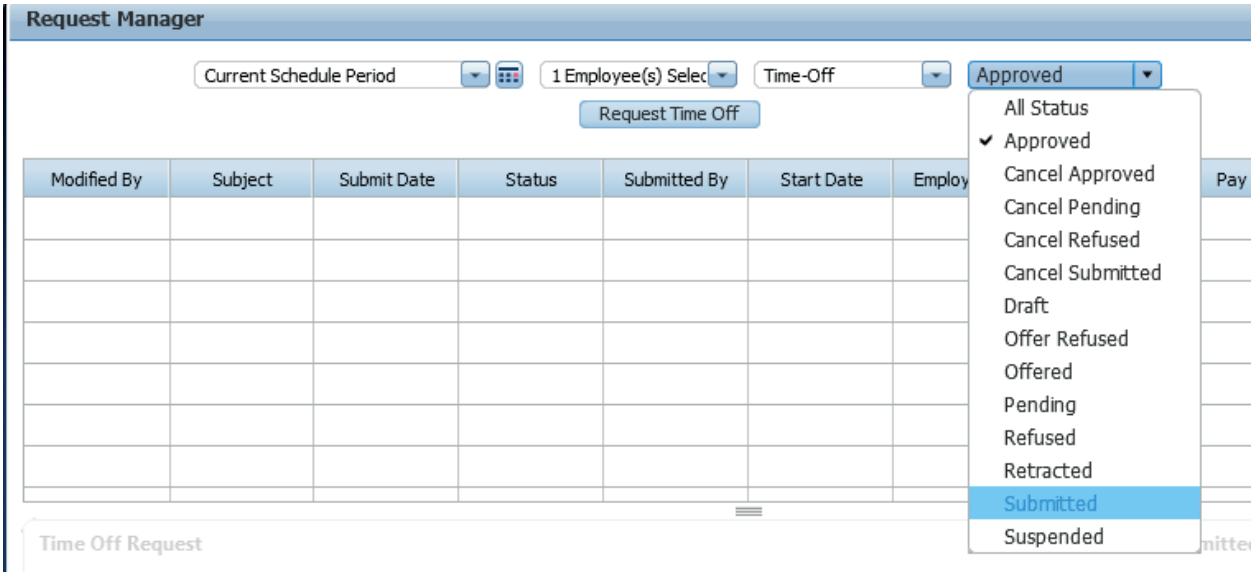
**NOTE: WHEN APPROVING COMP TIME PLEASE DOUBLE CHECK THE TYPE OF LEAVE BEING REQUESTED JC WEEKEND EARNED SHOULD BE USED WHEN THE EMPLOYEE EARNS THE COMP TIME AND JC WEEKEND TAKEN SHOULD BE USED WHEN THE EMPLOYEE USES THE COMP TIME.**

**ALSO, WHEN REQUESTING COMP TIME THE TYPE OF REQUEST SHOULD BE TIME OFF REQUEST – JC WEEKEND EARNED NOT TIME OFF REQUEST.**



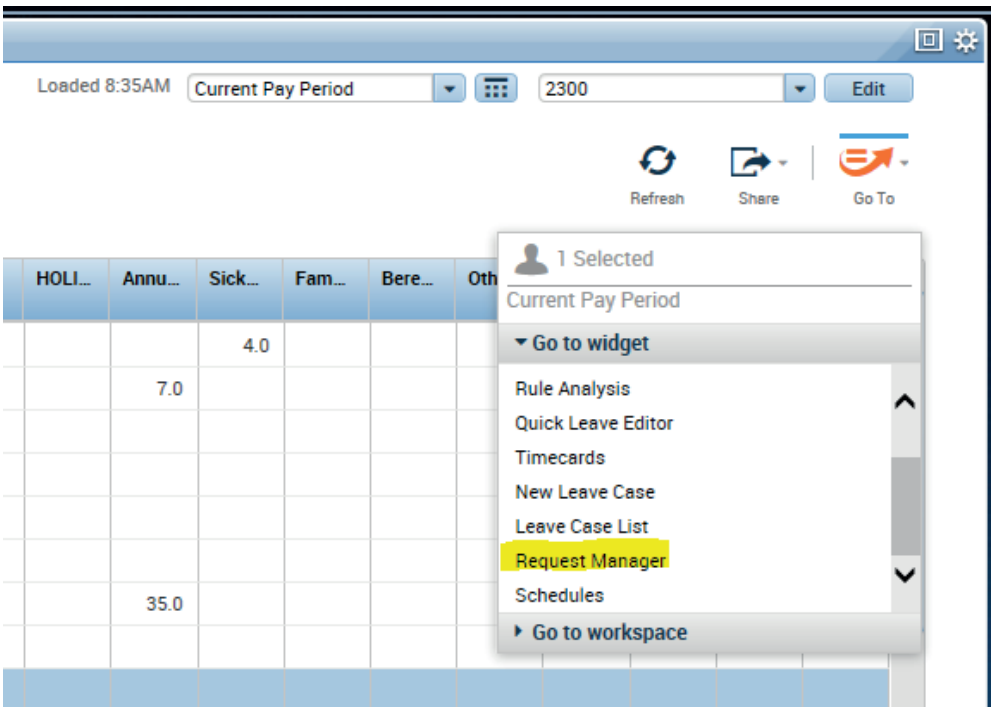
## Viewing Approved Leave Requests

If you need to view an approved leave request change the Status Filter from Submitted to Approved by clicking Submitted to remove the checkmark and clicking Approved to select. Then click anywhere in the Request Manger to update the screen.

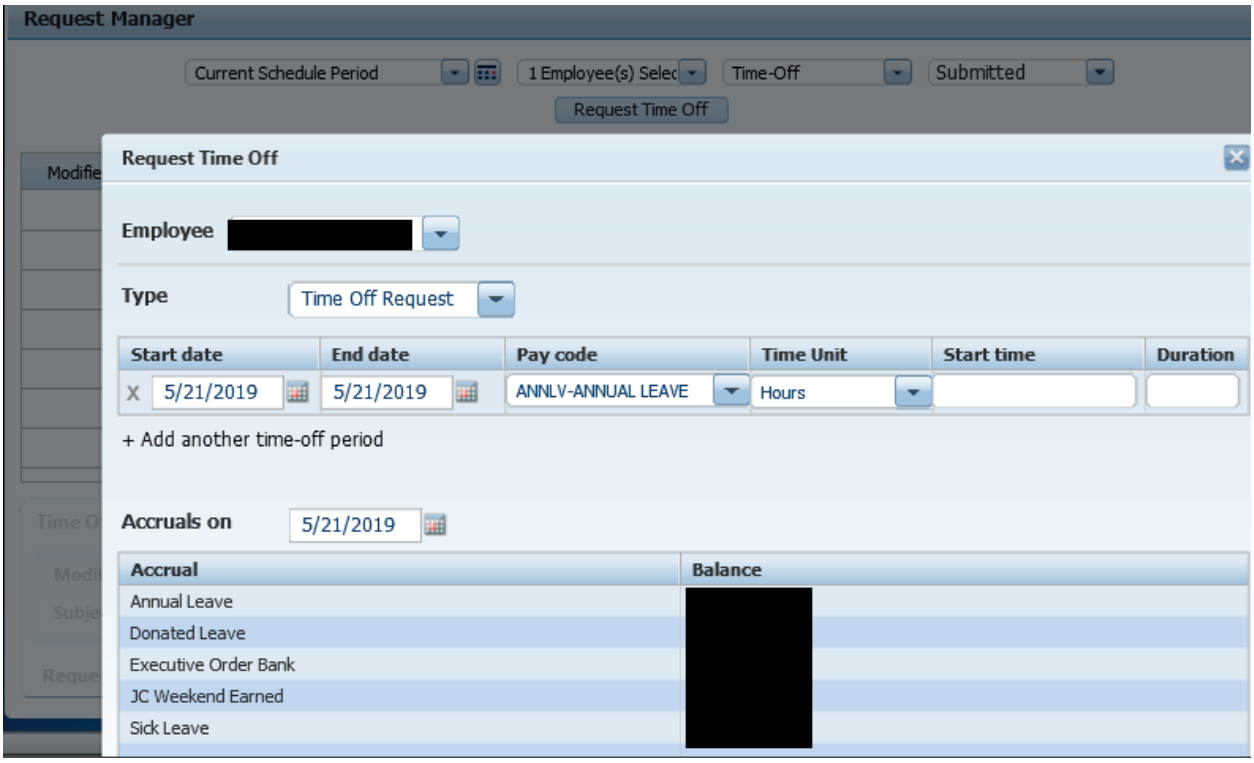



## Requesting Leave on Behalf of an employee

If the employee is unable to enter a leave request, the Supervisor can enter a request on their behalf. On the default workspace highlight the employee and use the Go To Widget to open the Request Manager.



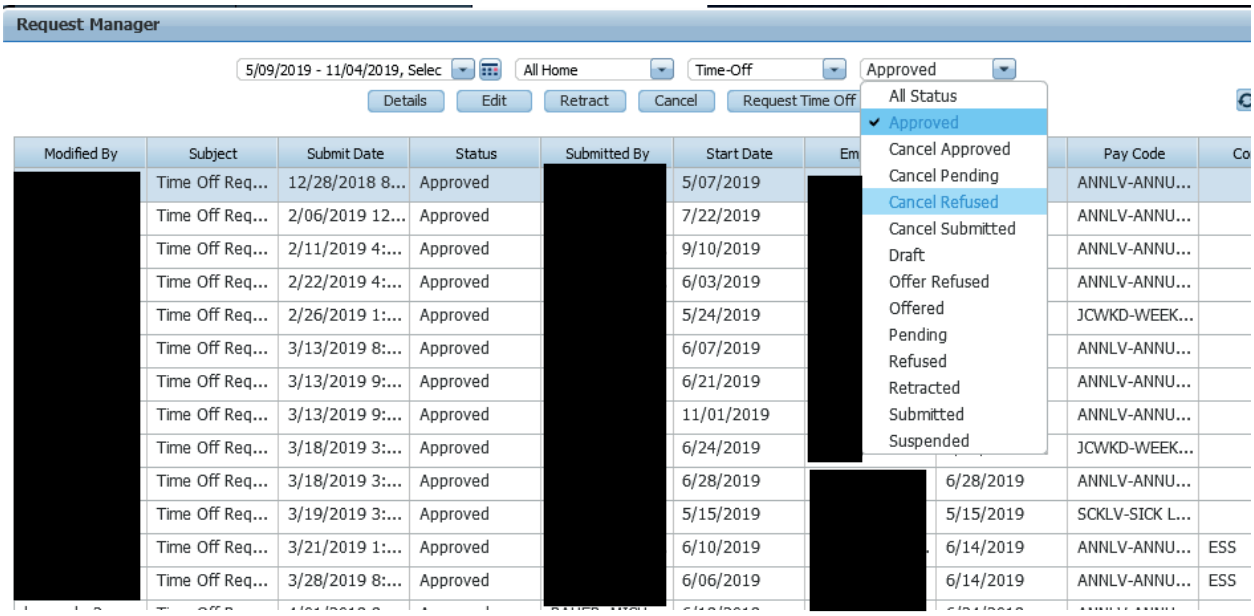
Click the Request Time Off button to enter the time off request. Once the information is entered click Submit. The request will then appear on the Request Manager for your approval.




Another option for entering leave for an employee is the Supervisor can hard key the leave on the employee's timecard.

## Cancelling Approved Leave Requests

Occasionally an employee will need to cancel an approved leave request. Employees should submit a leave cancellation request through the system. If necessary, a supervisor can also cancel the leave on behalf of the employee by opening the Request Manager and change the Status to Approved. Then highlight the leave request and click Cancel. Once the request is submitted click the Cancel Submitted option to view and approve the request.



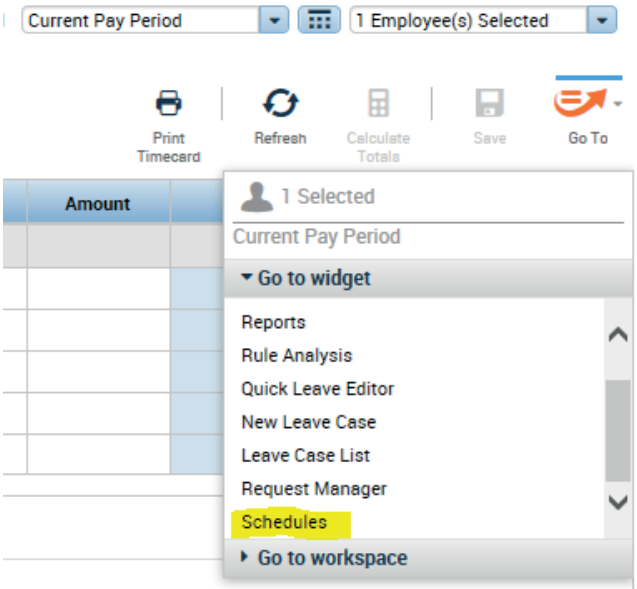

## Correcting Leave Hours

Occasionally an employee will submit more leave than was required, will request sick leave instead of annual leave, or may request comp time using the “full day” option rather than entering 7 hours.

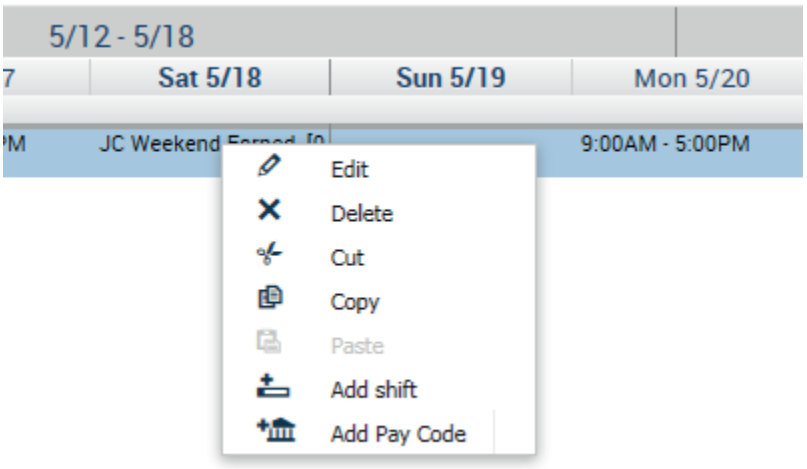
**Note:** If the leave needs corrected because it was entered on an incorrect date the employee must cancel and re-request the leave. If this is discovered on the Tuesday sign off day, please contact the Fiscal Office.

### Employee Requested Incorrect type of Leave

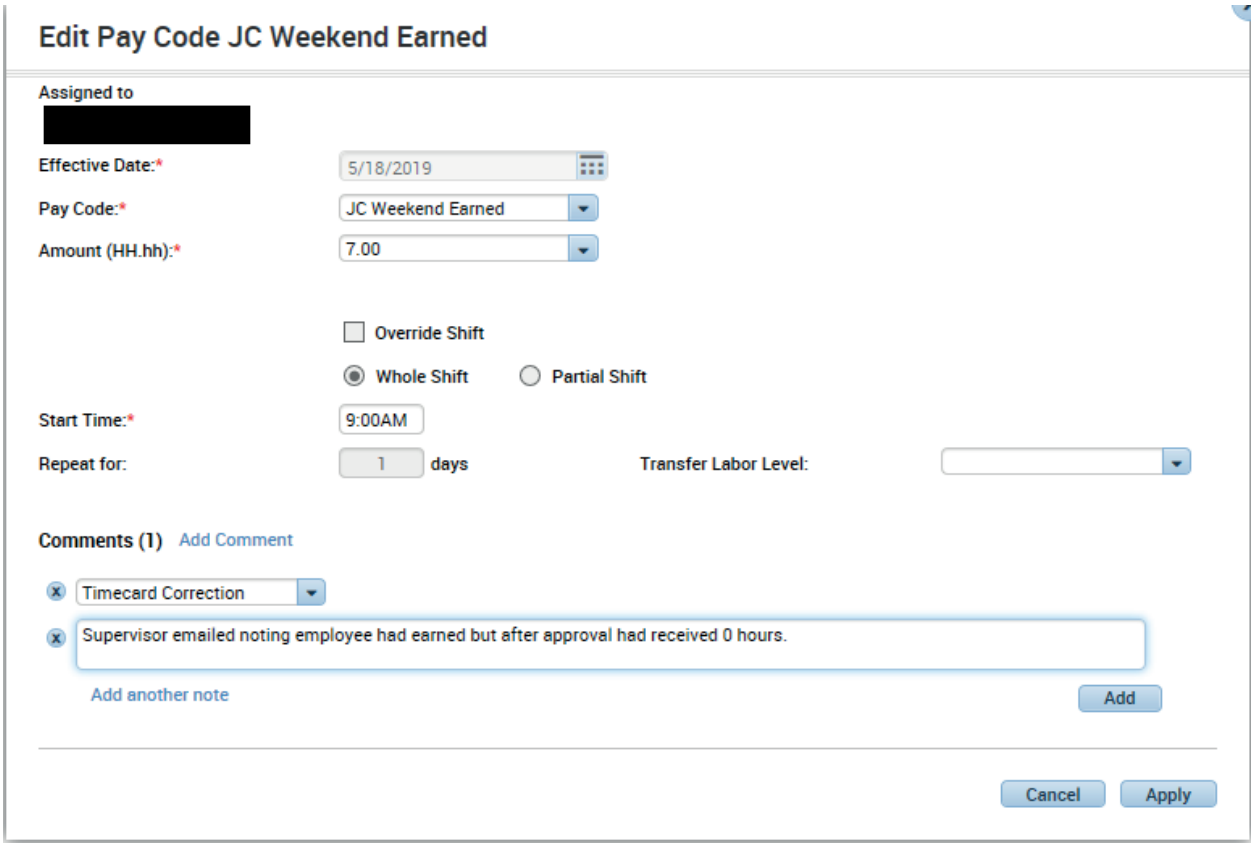
To correct when an employee enters the incorrect type of leave, e.g. Annual instead of Sick or JC Earned instead of JC Taken, open the employee’s timecard and note which day(s) need to be corrected. Then click the Go To Widget and select Schedules.



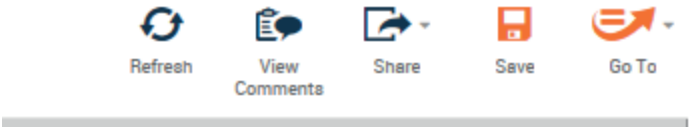
This opens the Schedule Editor. Locate the leave which needs corrected and right click on the leave. Then select Edit to open the Edit Pay Code window.




In the Edit Pay Code Window you can change the Pay Code to the correct type of leave. Best Practice is to include a comment on why the change was made. Once the leave has been corrected click the Apply button.

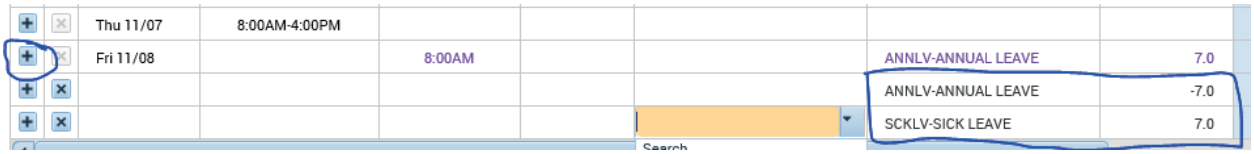



Make sure to click Save when you return to the Schedules screen. You have unsaved changes when the Save button is Orange. Once you have Saved the changes close the Schedule tab, then refresh the employee's timecard to view the changes.




If you get an error when you try to change the type of leave do the following:

1) Click cancel to go back.
2) On the employee's timecard add two rows to the date that needs corrected by clicking the plus button in front of the date twice. On the first new row enter the incorrect leave type with a negative amount. On the second new row enter the correct leave type and amount. Make sure to add a comment to each punch added.




If the leave needs to be deleted entirely and the leave cancellation is not an option (employee/supervisor tried to retract approved leave rather than cancel) select Delete.

## Leave Hours need changed

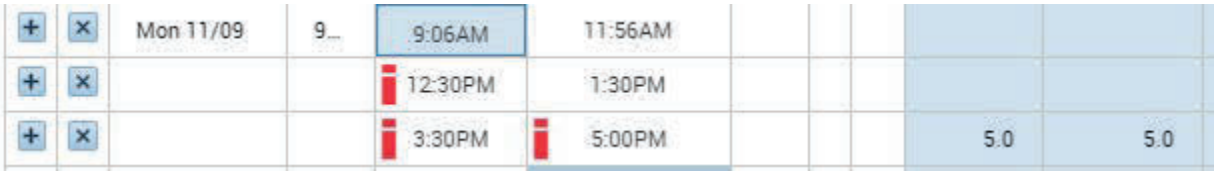
If the employee has requested too much leave and needs leave returned, the best practice is to have the employee cancel the approved request and resubmit the request with the correct hours. However, if the employee is unavailable or there isn't time to have them cancel and submit, the supervisor can make the adjustment on the employee's timesheet.

On the employee's timecard, add one more row to the date that needs corrected by clicking the plus button in front of the date once. On the new row enter the leave type and then the amount of leave that needs to be deducted. For example: An employee entered 7 hours but was actually off for 2 hours. On the new line, negative 5 hours should be recorded. Likewise, if an employee only requested 3 hours but was off the full day, the new line should have a positive 4 hours. Make sure to add a comment on why you are adjusting.

## Multiple Shifts/Short and Long Lunch Breaks (more than 4 punches in a day)

If an employee has more than 4 punches in a day Kronos will not calculate the time worked appropriately. To correct this, right click on all In punches after the first In punch of the day, then click Edit and apply a New Shift Override.

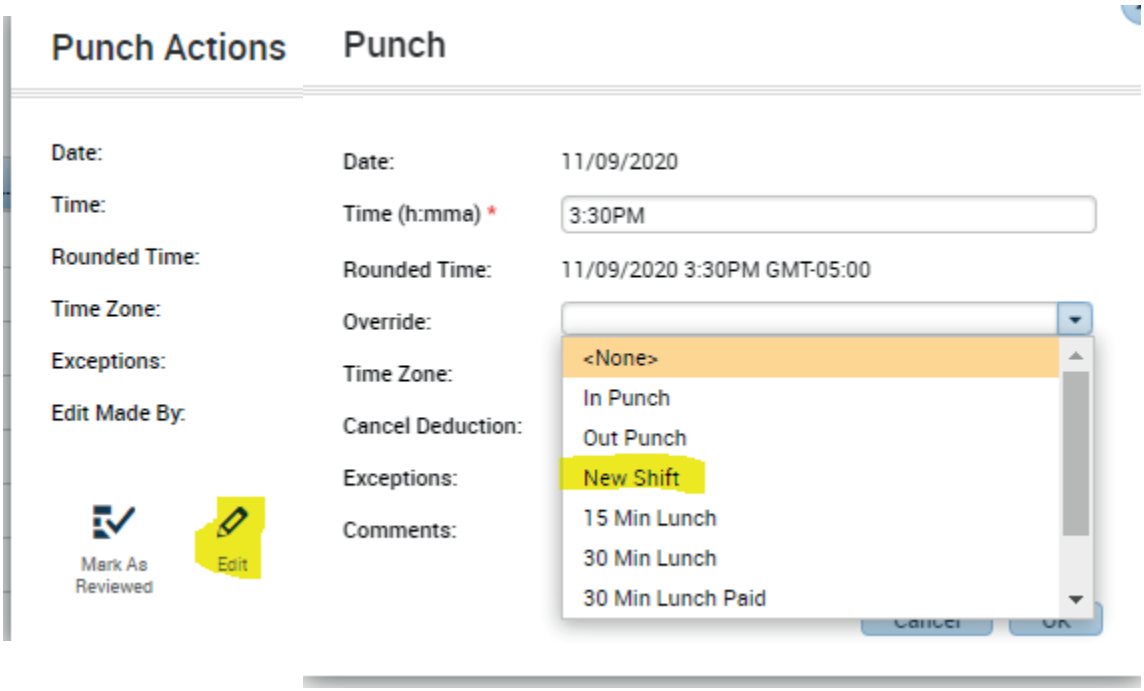
For example: An employee has the following punches:



Without any override applied, Kronos shows the employee worked 5 hours, however a closer review of the punches shows Kronos has incorrectly calculated the time by ignoring the short break between 11:56 and 12:30. Once the override is applied the Hours are correctly calculated as below

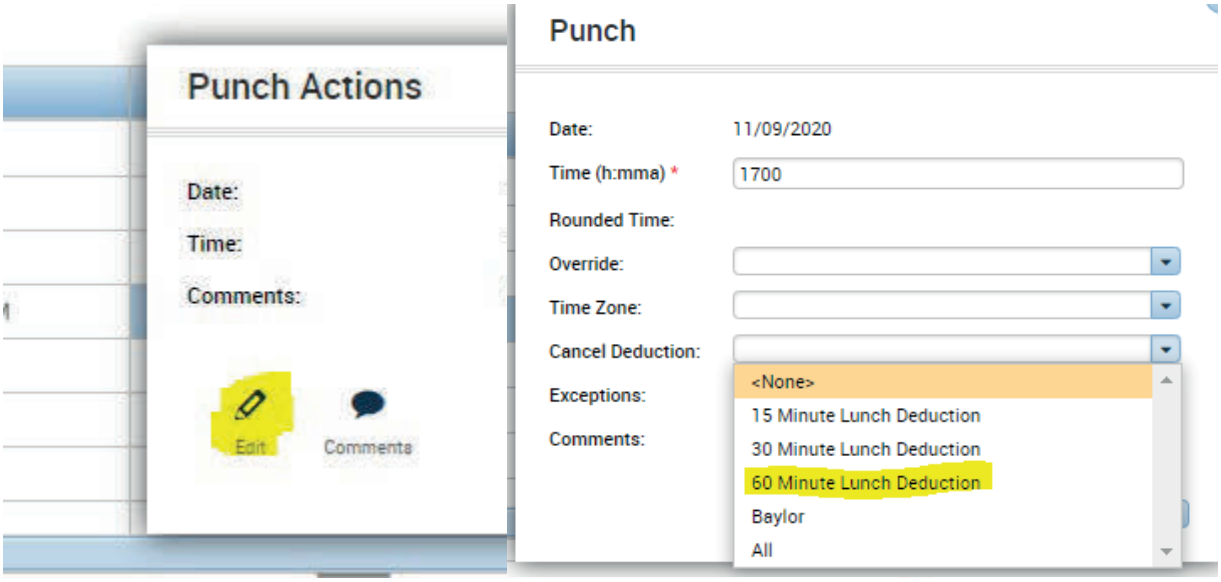
| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Mon 11/09 | 9... | 9:06AM | 11:56AM | | | | 3.0 | |
| | | 12:30PM | 1:30PM | | | | 1.0 | |
| | | 3:30PM | 5:00PM | | | | 1.5 | 5.5 |

To apply a New Shift Override right click on each and every In punch after the 1st In punch of the day then select Edit, then In the Override drop down select New Shift.



## Crediting employees for time worked through lunch

If you have authorized your employee to work through lunch, the employee should note it by inserting a No Lunch Comment on the timecard. You will then need to right click on the Out Punch, select Edit then in the Cancel Deduction select 60 Minute Lunch Deduction.




# Approving Timecards

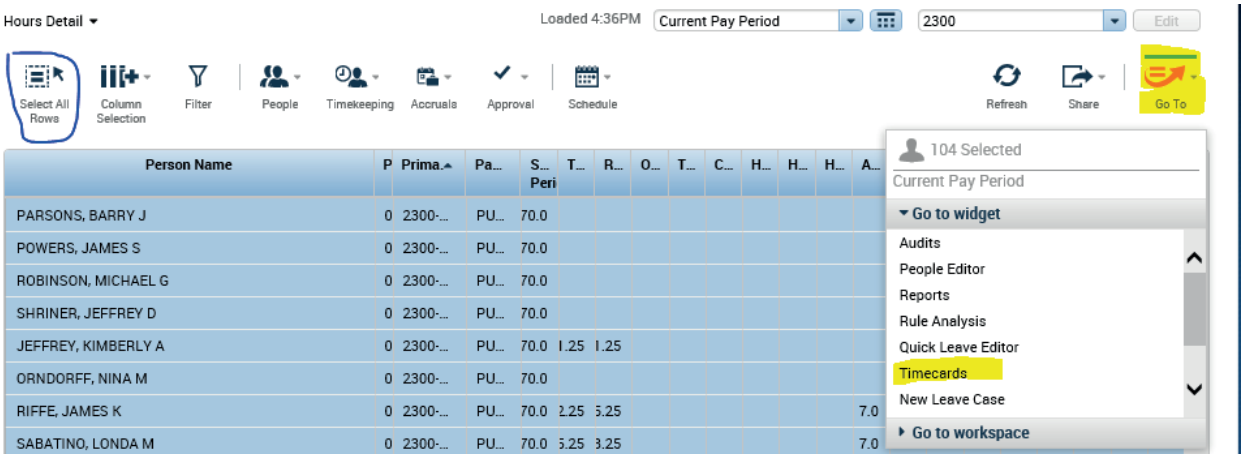
Supervisors should approve all employee's timecards no later than 10 a.m. the Tuesday after the pay period ends. The pay period will always end on a payday. The approval deadline may be adjusted by the Fiscal Office occasionally due to State Holidays. Please use the following best practices when reviewing an employees' timecard:

1) Review each week of the pay period individually to ensure the employee has 35 hours minimum. Hours can not carry over from one week to the next.
2) Review the Leave Manager to ensure all submitted leave requests have been approved prior to approving timecard
3) Review the timecard and for any shifts which have short or long lunches (under or over 60 minutes) apply a New Shift Override to the Lunch In punch
4) Review the timecard for days with more than 4 punches and apply a New Shift to all In punches after the 1st In Punch of the day.
5) If timecards are short hours inform the employee and either have the employee correct the timecard or do the corrections yourself. Note: if you correct the timecard the best practice is to enter a Timecard Correction Comment to document why you adjusted the employee's timecard.
6) Verify the employee has approved their timecard. If time allows notify the employee so they can correct it. If there is not time for employee to correct timecard, approve it without the employee's approval.

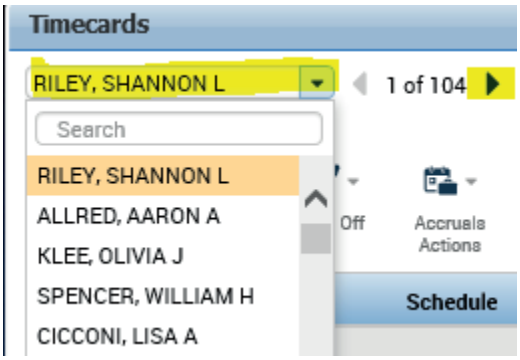
You have various options for approving timecards:

## Option 1: Open all timecards at once

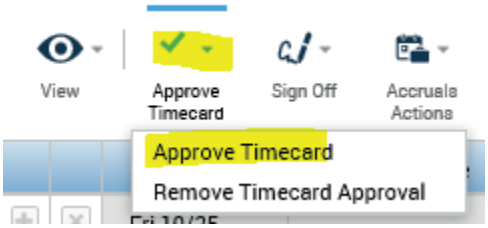
Click the Select All Rows Button to select all employees listed on the Hours detail, then click the Go To drop down and click Timecards.




The timecard window will open and you will see a drop down with the individual employee names as well as directional arrows. To move between timecards either use the drop down or click the next arrow.




Once you have determined the timecard is ready for approval, click the Approve Timecard button and then click Approve Timecard.

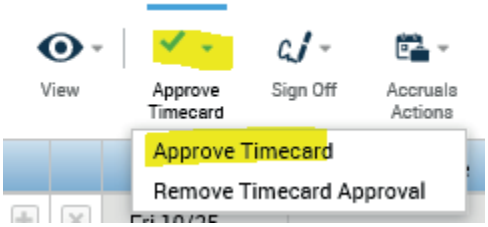



To move to the next timecard either choose the next employee from the drop down or click the next arrow.

## Option 2: Open each timecard individually

From the Hours Detail screen, double click the employee name to open the timecard for the timecard you want to approve.

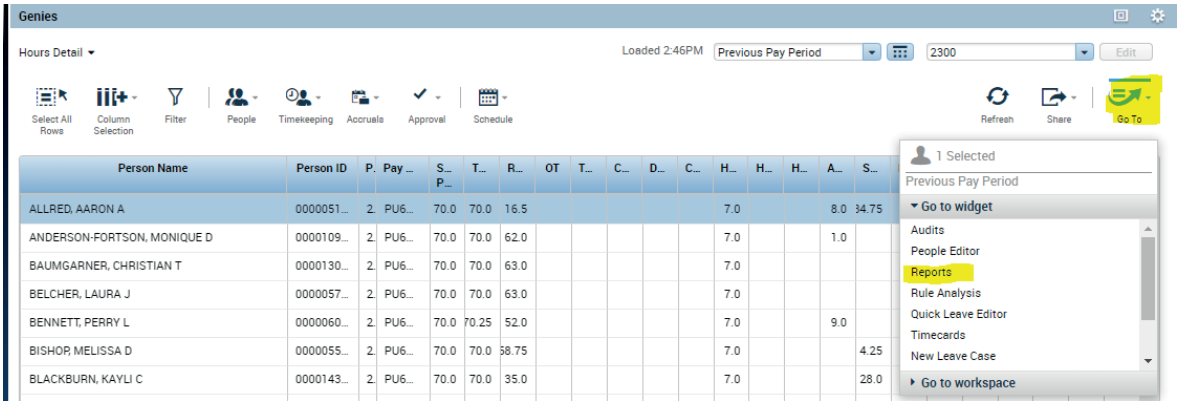
Once you have determined the timecard is ready for approval, click the Approve Timecard button and then click Approve Timecard.



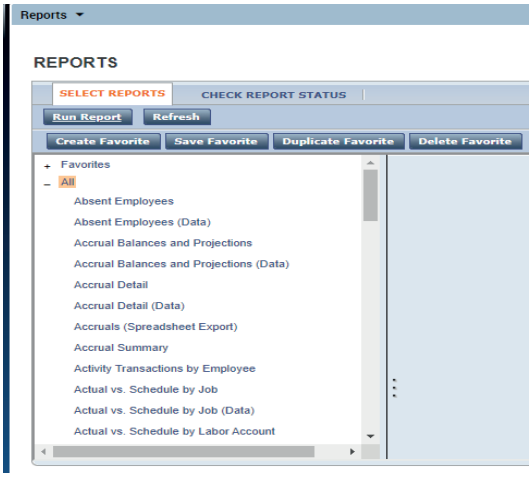

## Leave Reports

Supervisors can run reports on employee's leave usage or balances as needed. Some of the more commonly used reports are listed below with instructions for running. However, you can view all the available reports in the Report Section. The two most commonly used reports are shown below, however, all reports are run using the same process.

Reports can be run for a single individual or group of individuals. Select the employee(s) you want to include on the report on the Default Workspace. Then click Go To and select Reports.



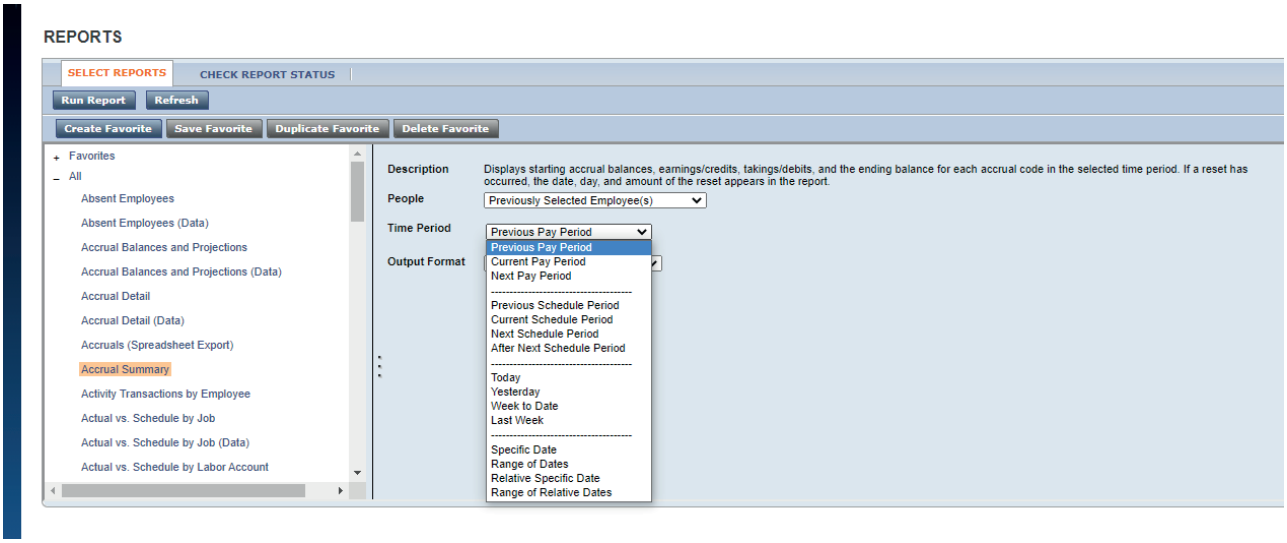

Click the All Header to display the available reports.



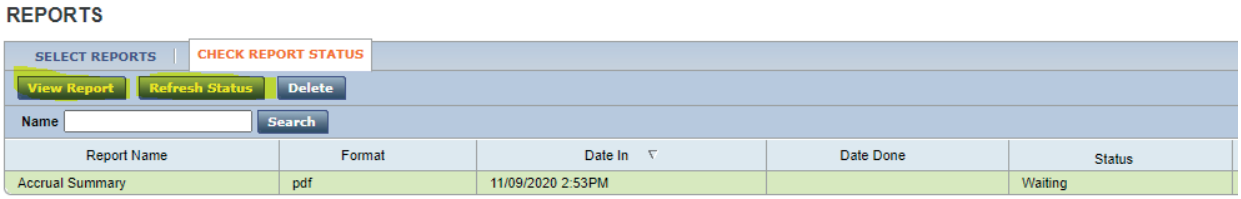
## Accrual Summary (Leave Balances as of a Specific Date)

This report will show the employee's starting leave balances, leave earned, leave taken, and ending balance for each type of leave in the selected time period. It also shows if any Leave Resets were performed by the Fiscal Office for the selected time period. This report can only be run as a pdf file.

Click the Report Name and enter the time period you want to run. The software has the following time periods already built in as choices: Current Pay Period, Previous Pay Period, Next Pay Period, Today, etc. To run a custom report date, choose Specific Date for a single date or Range of Dates for a specific time period.




Once you enter your time period, Click Run Report. Then click Refresh Status. Wait for the report to run then click View Report to open the pdf.




## Accrual Detail (Running Leave Balances for each employee)

This report is similar to the Accrual Summary, however, this shows a running total/balance of all Leave. You are not able to restrict this report to a single leave type. This report will also show all leave resets done by the Fiscal Office during the period selected. It is run using the same prompts and choices as the Accrual Summary.

## Leave Approvals FAQ

1) How do I correct/change the date of a leave request once it has been approved?

   The best way to change leave which was entered for an incorrect date is for a Leave Cancellation Request to be entered by the employee and approved and the leave resubmitted and reapproved. If this issue is discovered on a Sign off day (normally Tuesday after the pay period closes) contact the Fiscal Office.

2) I approved a comp time request but it shows up as "0" hours on the employee's timecard.

   This happens when either the employee does not have a schedule in the system or the employee requested a "full day" of leave for weekend work. Full day leave only works for annual and sick leave, since it uses the employee's schedule to determine how many hours of leave a "full day" is. For steps to correct this see the Correcting Leave Hours section.

3) The employee requested to work through lunch but Kronos hasn't credited the time.

   A Cancel 60 minute lunch deduction must be applied. See Correcting Leave Hours Section.