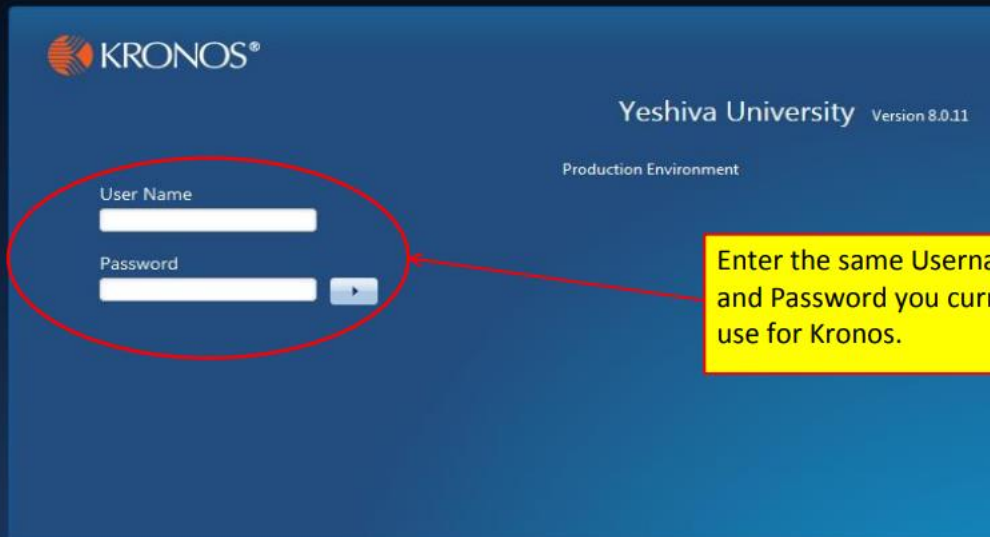


Kronos Log In



The image shows a Kronos login interface. At the top left is the Kronos logo, which consists of a stylized orange and red sun-like icon followed by the word "KRONOS" in a sans-serif font. To the right of the logo, the text "Yeshiva University" is displayed in a larger font, with "Version 8.0.11" in a smaller font to its right. Below this, the text "Production Environment" is centered. The main part of the interface contains two input fields: "User Name" and "Password". The "User Name" field is a white rectangular box with a light gray border. The "Password" field is a white rectangular box with a light gray border and a small blue arrow icon to its right. A red oval highlights both the "User Name" and "Password" fields. A yellow callout box with a red border points to the "Password" field, containing the text: "Enter the same Username and Password you currently use for Kronos."

Enter the same Username and Password you currently use for Kronos.

KRONOS EXEMPT TEST Sign Out

Manage My Department

Genies

Pay Period Close v8

Loaded 11:00AM Current Pay Period

Refresh Stop Go To

1 Selected
Current Pay Period

- Go to widget
- Audits
- People Editor
- Rule Analysis
- Exceptions
- Timecards
- Schedules
- Reports
- Go to workspace

TYPE	EMPLOYEE NAME	BANNE...	TRANS	SIGNED ...	TOTAL A...	REG
Bi-weekly	TEST, TIMESTAMP	KRONTE...				
Bi-weekly	TEST, HOURLY	KRONTE...			7.5	
Bi-weekly	TEST, NON EXEMPT	123456...		NON EX ...	240.25	
Bi-weekly	TEST 5, 5	555555...		NON EX ...		
Bi-weekly	TEST 1199, TEST	987654...		FS-1-45...		
Bi-weekl...	TEST, STUDENT	T999999		NON EX ...		
Semi-m...	TEST, APPROVER	1234		EXEMPT...		

Genies

- Timecard Approval
- Schedules
- Reports
- Change My Password
- Help
- Exceptions
- Timecards

You will see a total of your employee exceptions and can click on the symbol for details. Exceptions are any activity outside the regular schedule, ie. missing time entry.

To see an employee's timecard, highlight the employee in the list and double click on the row.

You can also see an employee's timecard by highlighting the employee, then clicking on the GoTo button on the top right of the workspace and clicking on Timecards.

Time Review

This is an hourly nonexempt timecard. The schedule is on the right side. If an employee has "In" and "Out" times but no schedule for that date, the red exclamation point appears in the row.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sat 2/04									
Sun 2/05									
Mon 2/06			9:00AM		5:30PM	8.0	8.0	8.0	
Tue 2/07			9:00AM		5:31PM	8.0	8.0	16.0	
Wed 2/08			9:00AM		6:00PM	8.5	8.5	24.5	
Thu 2/09	10-Other Misc	7.5					7.5	32.0	
Fri 2/10			9:00AM		2:30PM	5.0	5.0	37.0	
Sat 2/11								37.0	
Sun 2/12								37.0	
Mon 2/13			9:00AM		5:30PM	8.0	8.0	45.0	
Tue 2/14			9:00AM		5:30PM	8.0	8.0	53.0	9:00AM-5:30PM
Wed 2/15			9:00AM		5:30PM	8.0	8.0	61.0	9:00AM-5:30PM
Thu 2/16			9:00AM		5:30PM	8.0	8.0	69.0	9:00AM-5:30PM
Fri 2/17	VACATION	5.0					5.0	74.0	

Location	Job	Account	Pay Code	Amount	Wages
		TEST/TEST-00/-/TEST/-/-	10-Other Misc	7.5	\$0.00
		TEST/TEST-00/-/TEST/-/-	REGULAR	61.5	\$0.00
		TEST/TEST-00/-/TEST/-/-	Total Hours	74.0	\$0.00
		TEST/TEST-00/-/TEST/-/-	Total Non OT Hours	74.0	\$0.00
		TEST/TEST-00/-/TEST/-/-	VACATION	5.0	\$0.00

To view pay code totals, click on this icon which will bring up the totals tab.

Timecard Changes

Please remember that a timecard is a legal document and if a manager makes any kind of change to what an employee has entered, a comment must explain the change.

Right click in the field that has the punch or hours that you want to comment on.

Click on the text balloon above the word Comments.

Account	Pay Code	Amount	Wages
TEST/TEST-00/-/TEST/-/-/	10-Other Misc	7.5	\$0.00
TEST/TEST-00/-/TEST/-/-/	REGULAR	61.5	\$0.00
TEST/TEST-00/-/TEST/-/-/	Total Hours	74.0	\$0.00
TEST/TEST-00/-/TEST/-/-/	Total Non OT Hours	74.0	\$0.00
TEST/TEST-00/-/TEST/-/-/	VACATION	5.0	\$0.00

Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
	Sat 2/04									
	Sun 2/05									
	Mon 2/06			9:00AM		5:30PM	8.0	8.0	8.0	
	Tue 2/07			9:00AM		5:31PM	8.0	8.0	16.0	
	Wed 2/08							8.5	24.5	
	Thu 2/09	10-Other Misc	7.5					7.5	32.0	
									37.0	
									37.0	
									37.0	
									45.0	
									53.0	9:00AM-5:30PM
									61.0	9:00AM-5:30PM
									69.0	9:00AM-5:30PM
									74.0	
										8:00AM-2:30PM
	Fri 2/17	VACATION	5.0					5.0		

Click on drop down menu and select appropriate comment then click down in Note box and add detail to

Comment

Comments (1) Add Comment

- General Comment
- Snow Day - YU Closed

Add another note

Cancel OK

Click Okay.

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount	Wages
		TEST/TEST-00/-/TEST/-/-/	10-Other Misc	7.5	\$0.00
		TEST/TEST-00/-/TEST/-/-/	REGULAR	61.5	\$0.00
		TEST/TEST-00/-/TEST/-/-/	Total Hours	74.0	\$0.00
		TEST/TEST-00/-/TEST/-/-/	Total Non OT Hours	74.0	\$0.00
		TEST/TEST-00/-/TEST/-/-/	VACATION	5.0	\$0.00

Approve
Timecard

Print
Timecard

Refresh

Calculate
Totals

Save

Go To

	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
+ X	Sat 2/04									
+ X	Sun 2/05									
+ X	Mon 2/06			9:00AM		5:30PM			8.0	
+ X	Tue 2/07			9:00AM		5:31PM			16.0	
+ X	Wed 2/08			9:00AM		6:00PM	8.5	8.5	24.5	
+ X	Thu 2/09	10-Other Misc	7.5					7.5	32.0	
+ X	Fri 2/10			9:00AM		2:30PM	5.0	5.0	37.0	
+ X	Sat 2/11								37.0	
+ X	Sun 2/12								37.0	
+ X	Mon 2/13			9:00AM					45.0	
+ X	Tue 2/14			9:00AM					53.0	9:00AM-5:30PM
+ X	Wed 2/15			9:00AM		5:30PM	8.0	8.0	61.0	9:00AM-5:30PM
+ X	Thu 2/16			9:00AM		5:30PM	8.0	8.0	69.0	9:00AM-5:30PM
+ X	Fri 2/17	VACATION	5.0					5.0	74.0	

Click Save.

A text balloon will appear to indicate a comment has been entered. You may hover over to see the details.

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount	Wages
		TEST/TEST-00-/TEST/-/-/	10-Other Misc	7.5	\$0.00
		TEST/TEST-00-/TEST/-/-/	REGULAR	61.5	\$0.00
		TEST/TEST-00-/TEST/-/-/	Total Hours	74.0	\$0.00
		TEST/TEST-00-/TEST/-/-/	Total Non OT Hours	74.0	\$0.00
		TEST/TEST-00-/TEST/-/-/	VACATION	5.0	\$0.00

Timecard Approvals

After you have reviewed an employee's timecard you can APPROVE TIMECARD using the icon on the upper left.

Once the timecard is APPROVED the background color will change to yellow.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sat 2/04									
Sun 2/05									
Mon 2/06			9:00AM		5:30PM				
Tue 2/07			9:00AM		5:31PM				
Wed 2/08			9:00AM		6:00PM				
Thu 2/09	10-Other Misc	7.5							
Fri 2/10			9:00AM		2:30PM	5.0	5.0	37.0	
Sat 2/11								37.0	
Sun 2/12								37.0	
Mon 2/13			9:00AM		5:30PM	8.0	8.0	45.0	
Tue 2/14			9:00AM		5:30PM	8.0	8.0	53.0	9:00AM-5:30PM
Wed 2/15			9:00AM		5:30PM	8.0	8.0	61.0	9:00AM-5:30PM
Thu 2/16			9:00AM		5:30PM	8.0	8.0	69.0	9:00AM-5:30PM

Location	Job	Account	Pay Code	Amount	Wages
		TEST/TEST-00/-/TEST/-/-/	10-Other Misc	7.5	\$0.00
		TEST/TEST-00/-/TEST/-/-/	REGULAR	61.5	\$0.00
		TEST/TEST-00/-/TEST/-/-/	Total Hours	74.0	\$0.00
		TEST/TEST-00/-/TEST/-/-/	Total Non OT Hours	74.0	\$0.00
		TEST/TEST-00/-/TEST/-/-/	VACATION	5.0	\$0.00

KRONOS[™] EXEMPT TEST Sign Out

Workspaces

Manage My Department

Genies

Pay Period Close v8

Loaded 11:22AM Current Pay Period All Home and Transferred... Edit

Select All Rows Column Selection Filter People Timekeeping Approval Refresh Share Go To

TYPE	EMPLO...	BANNE...	TRANSF...	Pay Rule	MANAG...	EMPLO...	MANAG...	SIGNED ...	TOTAL A...	REGULAR	SICK	VACATI...	OVERTI...	HOLIDAY
Bi-weekly	TEST, TI...	KRONTE...		FS-1-45...	TEST, EX...		1							
Bi-weekly	TEST, H...	KRONTE...		NON EX ...	TEST, EX...		1		7.5	7.5				
Bi-weekly	TEST, N...	123456...		NON EX ...	TEST, EX...		1		240.25	204.75		7.5	28.0	
Bi-weekly	TEST 5, 5	555555...		NON EX ...	TEST, EX...		1							
Bi-weekly	TEST 11...	987654...		FS-1-45...	TEST, EX...		1		74.0	61.5		5.0		
Bi-weekl...	TEST, ST...	T9999999		NON EX ...	TEST, EX...		1							
Semi-m...	TEST, A...	1234		EXEMPT...	TEST, EX...		1							
Semi-m...	TEST, EX...	KRONTE...		EXEMPT...	TEST, EX...		1							
Semi-m...	TEST22...	222222...		EXEMPT...	TEST, EX...		1							

You can check to see what timecards are approved by looking in the Manager Approval column. There should be a 1 in the column denoting an approved status. Employees who have more than one manager will have 2 or more approvals noted in this column.

Genies
Timecard Approval
Schedules
Reports
Change My Password

You as the Manager can review and approve **your own timecard** by clicking on the [+] button and then going to My Information:

Manage My Department

+

My Information

Data Integration

Devices

Genies

Reporting

EXEMPT TEST Sign Out

Workspaces

Manage My Department

Genies

Pay Period Close v8

Loaded 11:22AM Current Pay Period All Home and Transferred... Edit

Select All Rows Column Selection Filter People Timekeeping Approval Refresh Share Go To

TYPE	EMPLO...	BANNE...	TRANSF...	Pay Rule	MANAG...	EMPLO...	MANAG...	SIGNED...	TOTAL A...	REGULAR
Bi-weekly	TEST, TL...	KRONTE...		FS-1-45...	TEST, EX...		1			
Bi-weekly	TEST, H...	KRONTE...		NON EX ...	TEST, EX...		1		7.5	7.5
Bi-weekly	TEST, N...	123456...		NON EX ...	TEST, EX...		1		240.25	204.75
Bi-weekly	TEST 5, 5	555555...		NON EX ...	TEST, EX...		1			
Bi-weekly	TEST 11...	987654...		FS-1-45...	TEST, EX...		1		74.0	61.5
Bi-weekly	TEST, ST...	T999999		NON EX ...	TEST, EX...		1			
Semi-m...	TEST, A...	1234		EXEMPT...	TEST, EX...		1			
Semi-m...	TEST, EX...	KRONTE...								
Semi-m...	TEST22...	222222...								

9 Selected
Current Pay Period

- Go to widget
- Audits
- People Editor
- Rule Analysis
- Exceptions
- Timecards
- Schedules
- Reports
- Go to workspace

To run a report, select all rows, then click the GoTo icon on the upper right and select Reports in the dropdown menu.

EXEMPT TEST Sign Out

Workspaces

Manage My Department Reports

REPORTS

SELECT REPORTS CHECK REPORT STATUS

Run Report Refresh Email Print Schedule Report

Create Favorite Save Favorite Duplicate Favorite Delete

- All
- Absent Employees
- Timecard Audit Trail
- Time Detail
- Detail Genie
- Timecard

You can run reports the following reports:

Absent Employees - employees who have not entered time for a scheduled day, particularly useful on staff who use time clocks.

Timecard Audit Trail - shows when each entry was made to a timecard and by whom. If an entry was made from a pc, it will also show the IP address of that computer.

Time Detail - used to show hours recorded for a particular period of time for either a single employee or a group of employees.