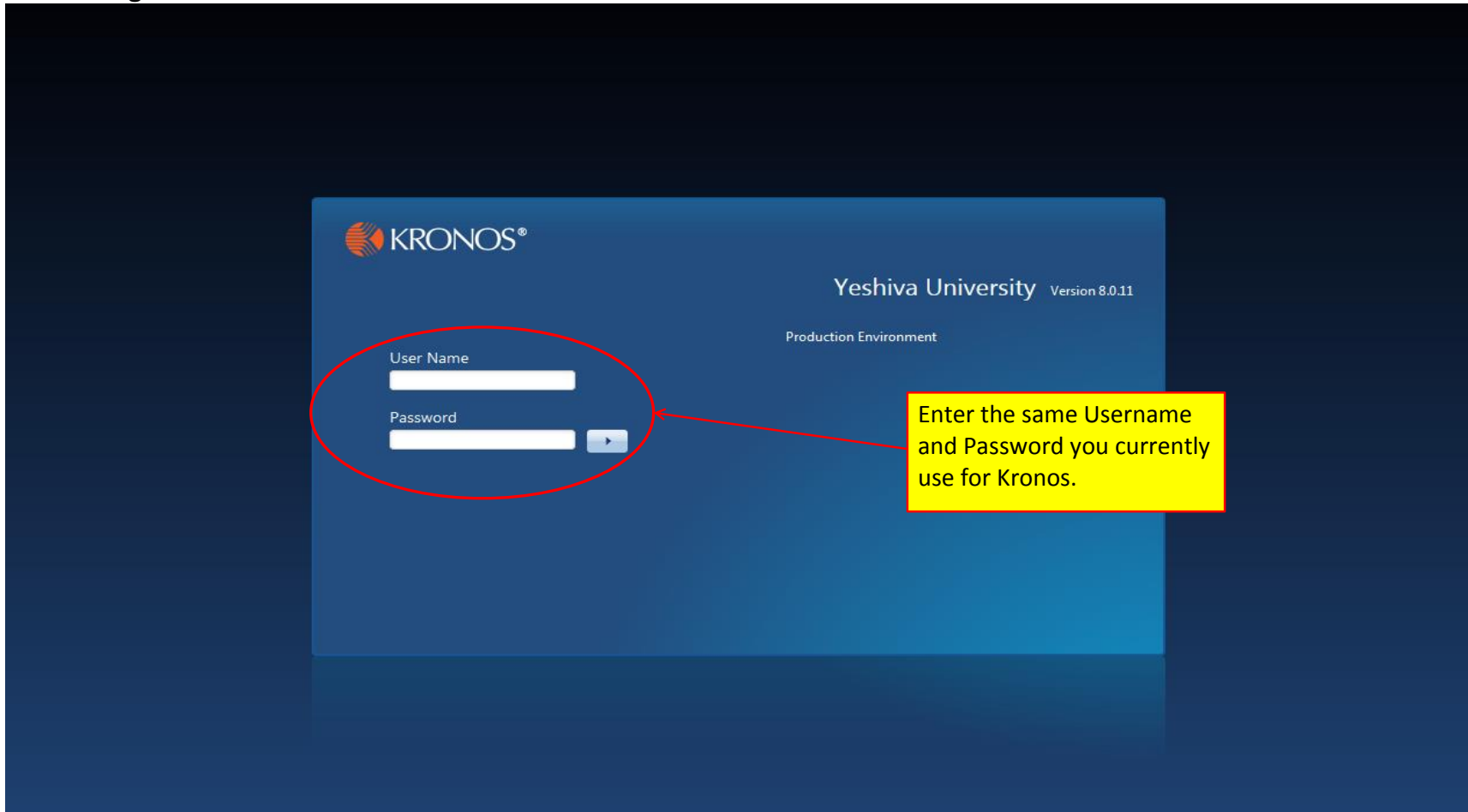


## Kronos Log In



The screenshot displays the Kronos Manager interface. At the top, there is a navigation bar with the Kronos logo, user information (EXEMPT TEST, Sign Out), and a notification icon with a red '4'. Below this is a 'Manage My Department' header. The main content area shows a table of employee exceptions. A yellow callout box at the top right explains that the notification icon shows the total number of exceptions and can be clicked for details. A second yellow callout box points to a specific row in the table, stating that double-clicking the employee name opens their timecard. A third yellow callout box at the bottom left explains that clicking the 'Go To' button and then 'Timecards' in the right-hand menu also leads to an employee's timecard. The table has columns for TYPE, EMPLOYEE NAME, BANNER, TRANS, SIGNED, and TOTAL A. The 'Go To' button and the 'Timecards' menu item are circled in red.

**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.**

TYPE	EMPLOYEE NAME	BANNER	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	T9999999		NON EX ...		
Semi-m...	TEST, APPROVER	1234		EXEMPT...		

# 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	9:00AM-5:30PM
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	

Totals Accruals

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

**Comment**

Comments (1) [Add Comment](#)

- General Comment
- Snow Day - YU Closed

[Add another note](#)

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

Click Okay.

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	
							8.0	45.0	
							8.0	53.0	9:00AM-5:30PM
							8.0	61.0	9:00AM-5:30PM
							8.0	69.0	9:00AM-5:30PM
							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

**KRONOS** EXEMPT TEST Sign Out Workspaces

Manage My Department Timecards

TEST 1199, TEST 1 of 1 987654123 Loaded: 11:07 AM Current Pay Period 1 Employee(s) Selected

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	

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

Click Save.

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

# Timecard Approvals

The screenshot displays the Kronos Manager interface for timecard management. At the top, there are navigation tabs for 'Manage My Department' and 'Timecards'. The 'Timecards' tab is active, showing a list of timecard entries for employee 'TEST 1199, TEST' with ID '987654123'. The interface includes a search bar, a 'Loaded: 11:11 AM' indicator, and a 'Current Pay Period' dropdown. A toolbar on the right contains icons for 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. A red circle highlights the 'Approve Timecard' button in the upper left corner. A yellow callout box points to this button with the text: 'After you have reviewed an employee's timecard you can APPROVE TIMECARD using the icon on the upper left.' The main table lists timecard entries from Saturday 2/04 to Thursday 2/16. The entry for Thursday 2/09 is highlighted in yellow, indicating it is approved. A red arrow points from a yellow callout box to this entry with the text: 'Once the timecard is APPROVED the background color will change to yellow.' Below the main table, there are sections for 'Totals' and 'Accruals'. The 'Totals' section shows a summary table with columns for Location, Job, Account, Pay Code, Amount, and Wages.

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	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	9:00AM-5:30PM
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

**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.**



# Reporting

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-weekl...	TEST, ST...	T999999		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...								

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.

The screenshot shows the Kronos Manager interface. At the top, there is a navigation bar with the Kronos logo, 'EXEMPT TEST Sign Out', and 'Workspaces'. Below this is a breadcrumb trail: 'Manage My Department' > 'Reports'. The main content area is titled 'REPORTS' and contains a 'SELECT REPORTS' section with buttons for 'Run Report', 'Refresh', 'Email', 'Print', and 'Schedule Report'. Below these are buttons for 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete'. A list of reports is shown: '- All', 'Absent Employees', 'Timecard Audit Trail', 'Time Detail', '+ Detail Center', and '+ Timecard'. A red circle highlights the 'All' report, and a red arrow points from a yellow callout box to it. The callout box contains the following text:

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.