

2019

KRONOS OVERVIEW

Employee Guide



NEBRASKA
DEPARTMENT OF TRANSPORTATION

Version 8 November 2019

Nebraska Department of Transportation

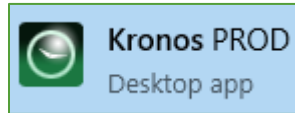
NDOT's Kronos – as an Employee

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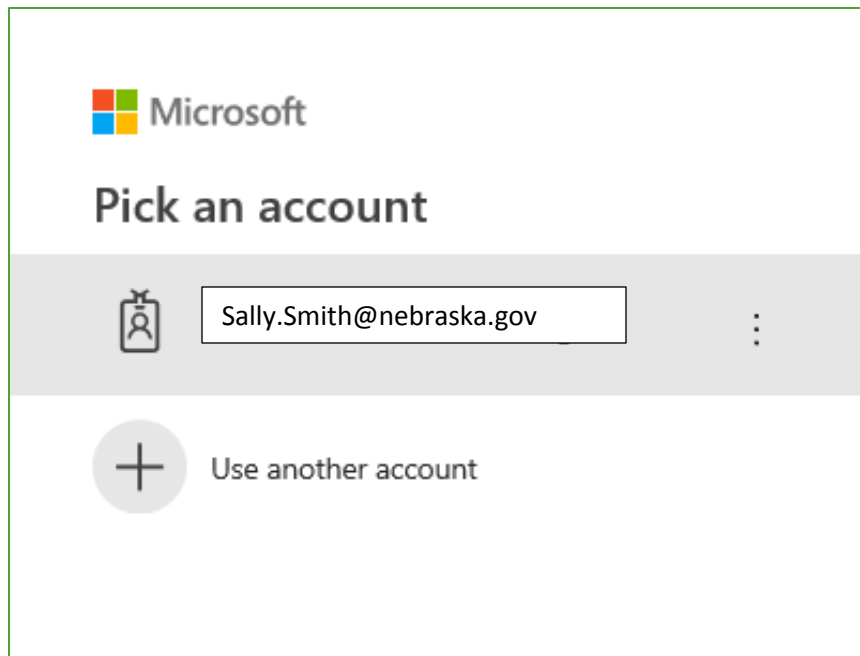
Please note: The screen shots you will see on the following pages may refer to NDOR however, the actual system uses the proper NDOT.

Log In

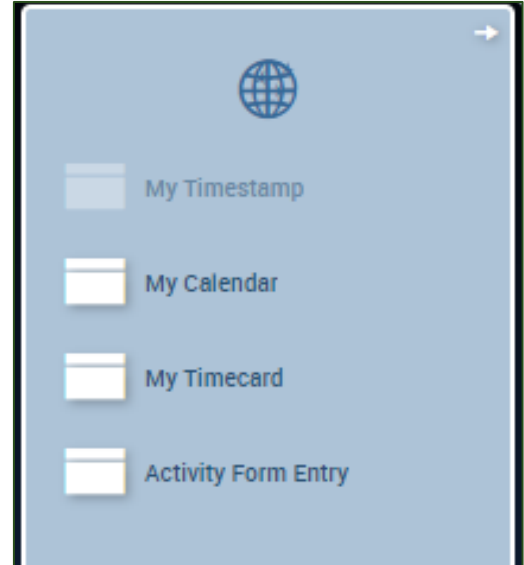
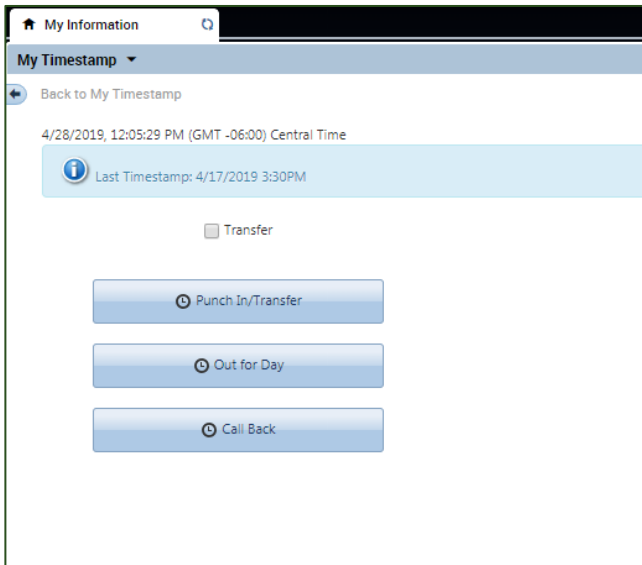
Log in using the Kronos Icon in your computer's list of Apps (in your Windows Start menu).



Because we now have the Single Sign-on feature with Kronos, there is no need to enter your user id and password. Simply click on your Outlook email address on the Microsoft screen.



Once logged in, you will see the **My Timestamp** tab if you are **eligible for Overtime and Call Back**. If you are **eligible for Call Back**, you will see the screen below (includes a call-back button)



EXEMPT employees (not eligible for OVERTIME) will be directed to the timesheet as shown below. You will not see a timestamp screen and **should not punch in or out, or change your start/stop times.**

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
	<input checked="" type="checkbox"/>	Mon 4/15	7:00AM-3:30...			7:00AM		3:30PM
	<input type="checkbox"/>	Mon 4/15						
	<input type="checkbox"/>	Mon 4/15						
	<input checked="" type="checkbox"/>	Tue 4/16	7:00AM-3:30...			7:00AM		3:30PM
	<input type="checkbox"/>	Tue 4/16						
	<input type="checkbox"/>	Tue 4/16						
	<input checked="" type="checkbox"/>	Wed 4/17	7:00AM-3:30...			7:00AM		3:30PM

NOTE:

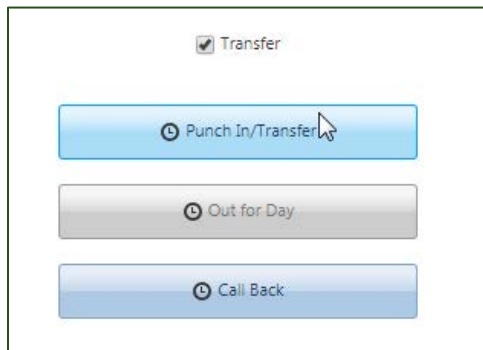
If you are required to Punch-In and out, you should do this through the Punch-In/Punch-Out buttons via the computer or the InTouch Device (time clocks) available in the District Shops.

If you enter start/stop time or edit your timesheet, you will need to also edit for your meal period taken.

[Kronos InTouch Device \(time clocks\) - See reference guide on InTouch Devices for details](#)

Transfer Hours

Check the Transfer box, if you would like to save any Overtime hours you'll work during this shift to comp time.



Then click the Punch-In/Transfer button to Punch-In. A Work Rule Transfer Selection box will pop up (see page 12 for a full listing of Transfer box options).

Transfer Selection

Work Rule: NONEXEMPT 30 COMP

This view may look different for each person, depending on your pay rule. See page 10 for an example and page 12 for a complete list.

Punch Cancel

Select the appropriate Work Rule from the drop down menu. Click on the Punch Button. The In-Punch has now been recorded and any overtime earned during the shift will be saved to comp-time. With the Transfer box checked, your time sheet will show the Work Rule in the Transfer column of the timecard. The hours between the In and Out Punch will be saved to Comp Time instead of paid, if those hours are overtime.

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+	x	Sun 4/28				12:23PM	.NONEX AMS UNION 30 COMP	

Note:

- **CALL**-NONEX AMS UNION 30 is for Call Back hours and being paid for the hours
- NONEX AMS UNION 30 **COMP** is to be used if you do not have any Call Back time to add but want to save overtime hours to comp.

If you change your mind and you do not want to save overtime hours to comp time, click in the Transfer field of the timecard for the day you want to change (see page 12 for Work Rules).

- Click on Search – a Select Transfer screen will pop up
- Select Clear All
- Click Apply and the transfer rule will be removed from the timecard
- Click SAVE

Transfer

Work Rule CALL-NONEX AMS UNION 30 COMP

Work Rule

Add Work Rule Clear All

Search List

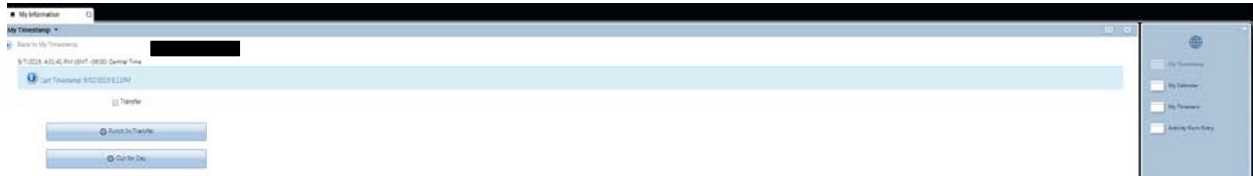
- CALL-NONEX AMS UNION 30
- CALL-NONEX AMS UNION 30 COMP
- NONEX AMS UNION 30
- NONEX AMS UNION 30 COMP

The Transfer column is now blank and all overtime hours will be paid instead of saved for that day.

- Click **SAVE** to save the changes (upper right corner of the timecard)

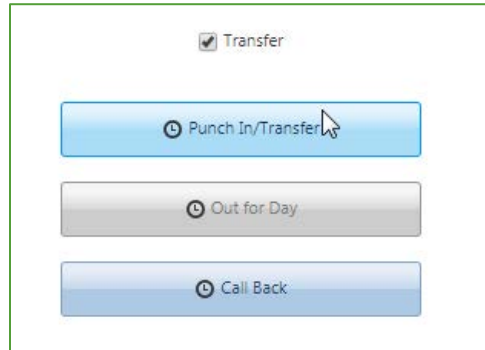
		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+	×	Sun 4/28				12:23PM		
+	×							

If you are eligible for Overtime but **not** eligible for **Call Back**, you will see the screen below (no call-back button)



Call Back

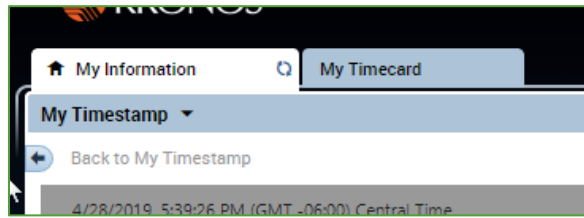
- The Call Back button is used to Punch-In, **if you have drive time to record** instead of the Punch-In/Transfer button



- Minutes will be added automatically to the timecard for the time between when you were called back to work (called to come in early to plow snow for example) and when you actually Punch-In (drive time).
- The Call Back button will punch-in **AND** ask how many minutes (in quarter hours) need to be added to the timecard – select the number of minutes, click submit.
 - Use the 7/8 minute rounding rule when selecting drive time:
 - 22 minutes rounds to Yes-15 Min
 - 23 minutes rounds to Yes-30 Min
- If your drive time is more than 60 minutes, select the Yes-60 min.
 - You then need to communicate to your supervisor what the actual number should be.
 - Either you or the supervisor will then edit the timecard.
- If you do not have any travel time, click No and submit.

 A screenshot of a 'Call Back' form. The title is 'Call Back'. The question is 'Do you have drive time to enter?'. Below the question are five radio button options: 'No', 'Yes-15 Min', 'Yes-30 Min', 'Yes-45 Min', and 'Yes-60 Min'. At the bottom of the form is a 'Submit' button.

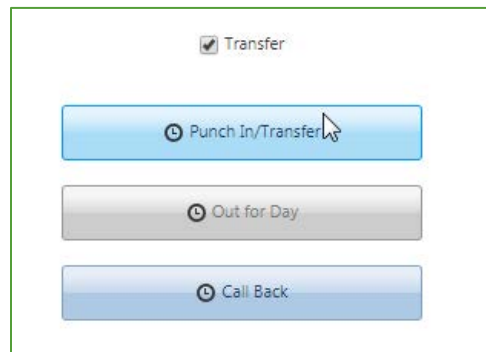
- If you click the Call Back button by mistake, click on the down arrow on My Timestamp, a Back button will pop up, click on the Back button, click on the Punch-in Transfer button.



- Using the Call Back button will guarantee the employee receives two hours of pay required by the Labor Contract even if you clock out within two hours. In most situations (plowing snow), the employee will work at least two or more hours.

Example: Employee punches in at 3:30am and has 30 minutes of drive time. By using the Call Back button and selecting Yes-30 min, on the time sheet the beginning time will be displayed as 3:00am.

- To save overtime hours for the day
 - You will check the transfer box and
 - Click the Call Back button



- Select the drive time, click submit

 A screenshot of the 'Call Back' form. The title is 'Call Back'. Below the title is the question 'Do you have drive time to enter?'. There are five radio button options: 'No', 'Yes-15 Min', 'Yes-30 Min', 'Yes-45 Min', and 'Yes-60 Min'. At the bottom of the form is a 'Submit' button.

- Select Call-NONEXEMPT AMS 30 COMP (if your meal is 30 minutes) or CALL NONEXEMPT AMS 60 Comp if your meal is 60 minutes.
- Click the Punch button. You have punched in for the day.

Hours – Rounding

While In/Out Punches are recorded as the actual time, for pay purposes, the time is rounded to the nearest quarter hour, 7 minutes rounds one direction and 8 minutes rounds the other direction.

For example

- If the scheduled start time is 8:00am, any punches within 7 minutes, either side of 8:00am are considered 8:00am for pay.
- Monday rounds to 8:00am for 8.0 hours of pay

Date	Pa...	Amo...	In	Out
Mon 3/06			7:53AM	4:30PM
Tue 3/07			7:52AM	4:30PM
Wed 3/08				
Thu 3/09				

Pay Code	Amount
1 - REGULAR PAY	8.00

- Any punches 8 minutes or more before or after 8:00am would be rounded to 7:45am or 8:15am depending on the time punched. The same rule applies to all punches.

NOTE: Even though time is rounded to the nearest quarter hour, employees need to be on time.

- In the screen view below, Tuesday rounds to 7:45am for 8.25 hours of pay.

	Date	Pa...	Amo...	In	...	Out
X	Mon 3/06			7:53AM		4:30PM
X	Tue 3/07			7:52AM		4:30PM
X	Wed 3/08					
X	Thu 3/09					

TOTALS & SCHEDULE		LEAVE BALANCES	AUDITS	ACTI
Daily				
Pay Code	Amount			
1 - REGULAR PAY	8.25			


- The red box indicates the punch is an Exception – greater than 7 minutes from the expected punch, which will result in greater than 8 hours work for the day.

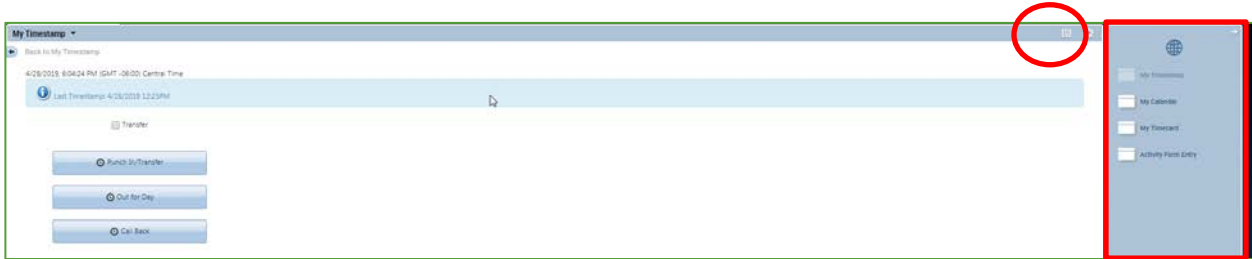
Work Rule Transfer Selection

Union/Rules	Meal Length	Exempt/ Non-Exempt	Available Work Rules	Purpose of the Work Rule
AMS Union	30	Non-Exempt	NonEx AMS Union 30	Default Rule to PAY the hours worked.
			NonEx AMS Union 30 COMP	Save Overtime to Comp
			Call-Nonex AMS Union 30	Add On-Call minutes
			Call-Nonex AMS Union 30 COMP	Add Call In minutes & Save to Comp if OVT
AMS Union	60	Non-Exempt	NonEx AMS Union 60	Default Rule to PAY the hours worked.
			NonEx AMS Union 60 COMP	Save Overtime to Comp
			Call-Nonex AMS Union 60	Add On-Call minutes
			Call-Nonex AMS Union 60 COMP	Add Call In minutes & Save to Comp if OVT
E-Union	30	Non-Exempt	NonEx E Union 30	Default Rule to Pay the hours worked.
			NonEx E Union 30 Comp	SAVE Overtime to Comp
			Call-NonEx E Union 30	Add On-Call minutes
			Call-NonEx E Union 30 COMP	Add Call In minutes & Save to Comp if OVT
E-Union	60	Non-Exempt	NonEx E Union 60	Default Rule to Pay the hours worked.
			NonEx E Union 60 Comp	SAVE Overtime to Comp
			Call-NonEx E Union 60	Add On-Call minutes
			Call-NonEx E Union 60 COMP	Add Call In minutes & Save to Comp if OVT
Rules	30	Non-Exempt	Nonexempt 30	Default Rule to Pay the hours worked
			Nonexempt 30 COMP	SAVE Overtime to Comp
Rules	60	Non-Exempt	NonExempt 60	Default Rule to Pay the hours worked
			Non Exempt 60 COMP	SAVE Overtime to Comp
AMS Union = Administrative Professional (A), Maintenance, Trades & Technical (M)and Administrative Support (S)				
E-Union = Engineering, Science and Resources				
Rules = Non-Union Covered employees covered by the State Personnel Rules				
Temp = Temporary employees covered by the State Personnel Rules				
Non-Exempt = Eligible for Overtime				
Exempt = Not eligible for Overtime				

Widgets

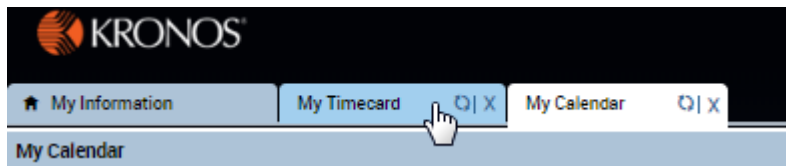
There are several “widgets” available to perform job tasks. The widgets are in the pane on the far right.

Click on the  to maximize/minimize the box on My information tab.

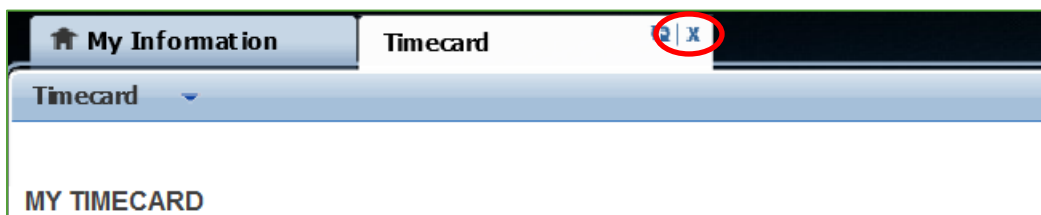


Click on the widget name to open the widget. The widget displays as a tab across the top of the screen.

- My Timestamp
- **My Calendar**
- My Timecard
- Activity Form Entry

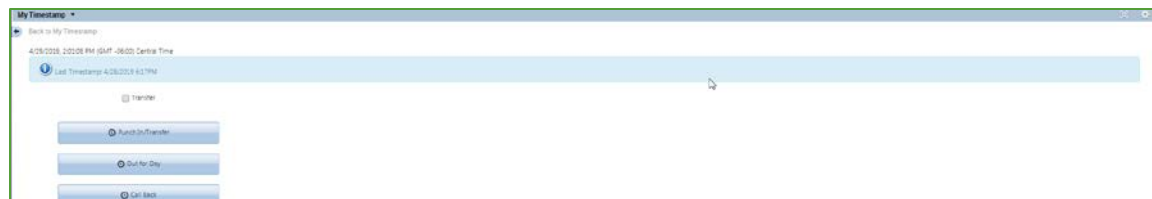
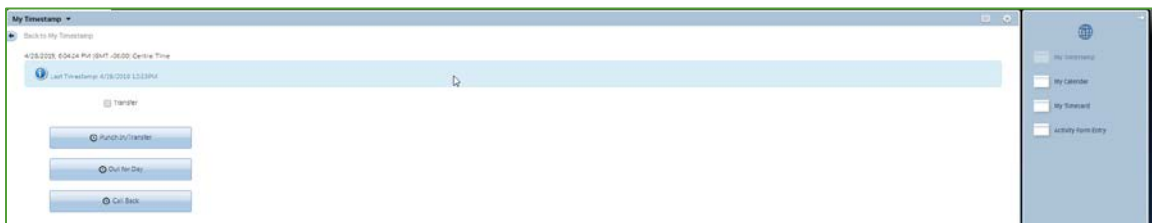


To return to the widgets, click on the My Information tab or click on the X to close out of the widget you are in.

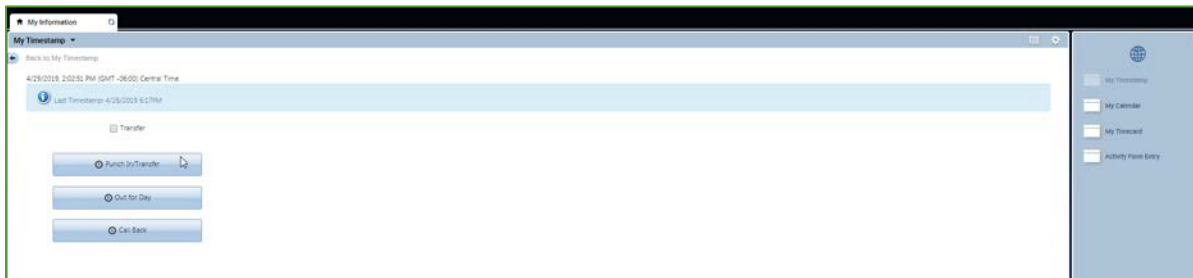


When you click on the button to maximize, below is the screen view. You now only see My Timestamp screen

To return to see the My Information tab or other tabs that you have open, click on the Maximize/Minimize button.



You once again have the My Information tab view

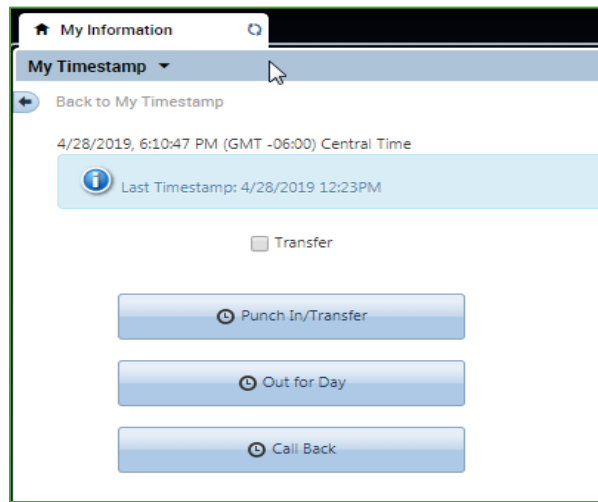


My Timestamp Widget

My Timestamp is most often used to Punch-In and out for the day. But some situations will require Punch-In and out more than once per day.

For example:

- Punch-Out when leaving for an appointment and will be returning afterward.
- Upon return to work, punch back in



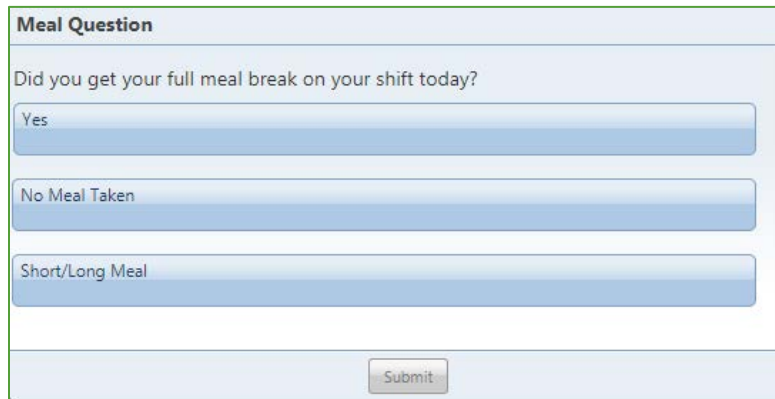
Note:

You DO NOT need to Punch-In and out for meal. You are assigned a work rule that reflects your meal period (30 minutes/60 minutes).

Work Schedule/Meal Breaks

All employees will have a default meal break of either 30 minutes or 60 minutes.

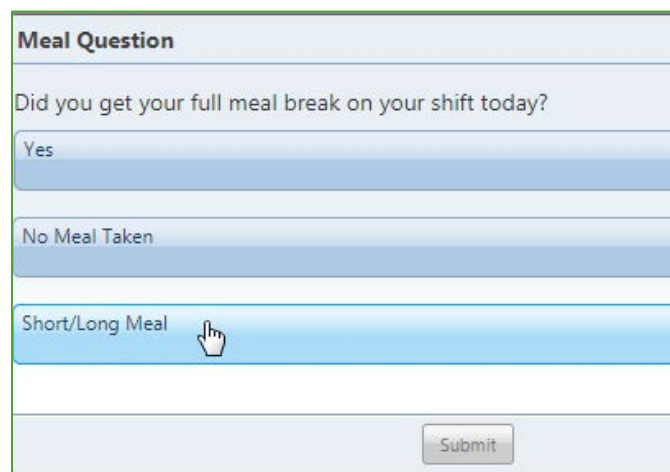
- Kronos uses the default to deduct the meal break minutes from the total hours between the Punch-in and Punch-out when “Yes” is selected to the question “Did you have your full meal break”, when punching out. The actual start/stop time of the meal break isn’t recorded.



The screenshot shows a web form titled "Meal Question". The question is "Did you get your full meal break on your shift today?". There are three radio button options: "Yes", "No Meal Taken", and "Short/Long Meal". A "Submit" button is located at the bottom right of the form.

If an employee’s permanent Work Schedule changes the meal break from 30 minutes to 60 minutes or 60 minutes to 30 minutes, a supervisor will make the schedule change in Kronos and notify HR. HR will make the set-up change in Kronos. Otherwise occasional changes to meal time are handled by the meal question at punch-out.

If a Work Schedule meal period is other than what has been set up, the meal period will need to be handled by the meal question each day when punching out. For example Sally Smith’s Work Schedule calls for a 45 minute meal break every day. They will need to answer the Short/Long question when they punch out, and enter the start and stop time for their meal break.



This screenshot is identical to the previous one, but the "Short/Long Meal" radio button is selected, and a mouse cursor is pointing at it. The "Submit" button is still visible at the bottom right.

Click **Submit**

Enter the start and stop time of the meal break.

Click **Submit**

Once you click submit, you will have clocked out with the short/long meal break recorded on the Timecard.

Employees who are required to punch in/out must punch out when leaving for sick/vacation/comp time leave and punch back in upon return.

If a leave or leaves occur between work periods, a meal deduction will be taken in each work period that is 3 hours or more. If the meal deduction should only be taken once, or not at all, the deduction in the other Period(s) needs to be canceled. This will be handled with the meal break question when using the time clock or the time stamp screen for overtime eligible employees.

Nothing should be done differently for an exempt employee.

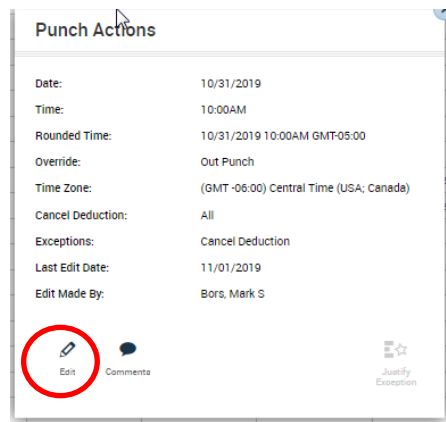
To edit the meal break on your time card

Right Click on the out punch

Date	Schedule	In	Transfer	Out
Mon 10/28	7:00AM-3:30PM			
Tue 10/29	7:00AM-3:30PM			
Wed 10/30	7:00AM-3:30PM			
Thu 10/31	7:00AM-10:00A...	7:00AM		10:00AM

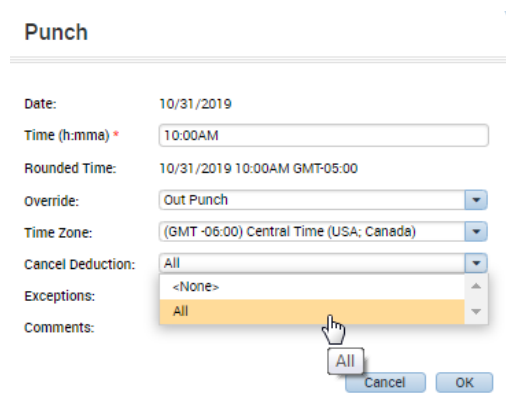
A Punch Actions box will pop up

Click on Edit



In the Cancel Deduction field, click on the down arrow and select **All** to cancel your meal break.

Click OK



Your meal break has been cancelled for the work shift.

My Calendar Widget

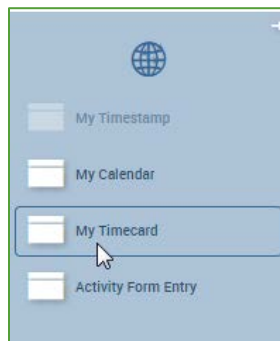
This widget displays the types of leave the employee might have a balance – sick, vacation, comp (if eligible), military, FMLA, etc.. The order is alpha ascending, but clicking on the column heading changes to alpha descending.

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal..	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending Bal..	Prior End Vested	Prior End Probati..	Opening Balance	Opening Vested	Opening Probati..	Ending Balance	Ending Vested
COMP	1/01/2019 - 12/31/2019	Hour	0.00	0.00		22.50	11.25	2.62	0.00	0.00	0.00		0.00	0.00		2.62	2.62
FMLA	1/01/2019 - 12/31/2019	Hour	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00
Maternity Use	1/01/2019 - 12/31/2019	Hour	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00
MILITARY	1/01/2019 - 12/31/2019	Hour	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00
SICK	1/01/2019 - 12/31/2019	Hour	14.48	14.48		99.72	62.85	44.32	0.00	5.54	5.54		5.54	5.54		58.76	58.76
VACATION	1/01/2019 - 12/31/2019	Hour	20.36	20.36		138.60	57.18	61.60	0.00	2.99	2.99		2.99	2.99		81.76	81.76

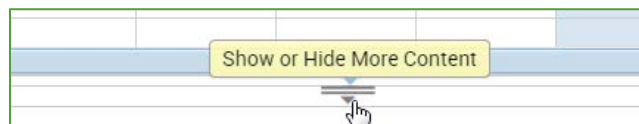
- Estimated balances are projected for the next **9 months** based on the information in Kronos
- Click on the drop down box to select a pay period or the calendar in the upper right hand corner to select a date(s) to see what your estimated balances will be for a specific time period.

Leave Accruals

To see your accrual balances you can also click on My Timecard on the right side of the pane



Click on the double line with the down arrow.



Click on the Accruals tab to view your balances OR

Click on the Totals tab to view your timecard Pay Codes and Totals of each.

Totals Accruals Audits Activity Summary

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
COMP	0.00	Hour	Tue 1/01 - Tue 12/31	0.00	2.62
FMLA	0.00	Hour	Tue 1/01 - Tue 12/31	0.00	0.00
MILITARY	0.00	Hour	Tue 1/01 - Tue 12/31	0.00	0.00
Maternity Use	0.00	Hour	Tue 1/01 - Tue 12/31	0.00	0.00
SICK	14.48	Hour	Tue 1/01 - Tue 12/31	5.54	58.76
VACATION	20.36	Hour	Tue 1/01 - Tue 12/31	2.39	81.76

Totals Accruals Audits Activity Summary

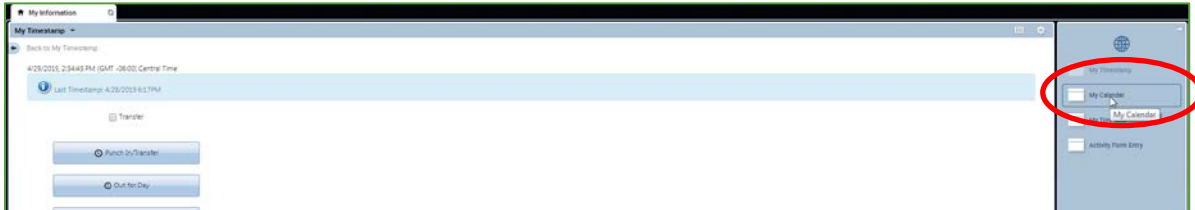
All All

Location	Job	Account	Pay Code	Amount
		610/116883/27227020/-/-/-	240 - HOLIDAY	8.00
		610/116883/27227020/-/-/-	57 - OT Premium	0.25
		610/116883/27227020/-/-/-	60 - OT 1.0	0.25
		610/116883/27227020/-/-/-	600 - SHIFT DIFF	2.00
		610/116883/27227020/-/-/-	91 - COMP 1.5	1.75

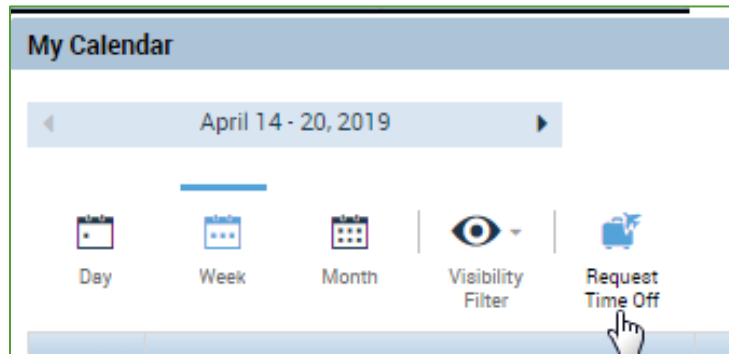
Time Off Request Widget

The **REQUEST TIME OFF** button is used to create a Leave Request.

Go to My Calendar, which can be found on the right side, in the widget pane.



Click on **Request Time Off**



Select the date(s) of the leave

Select the Pay Code by clicking in the field

Click **Submit**

Request Time Off

Type: NDOT FMLA Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	9/19/2019	9/19/2019	250 - FMLA	Full day		

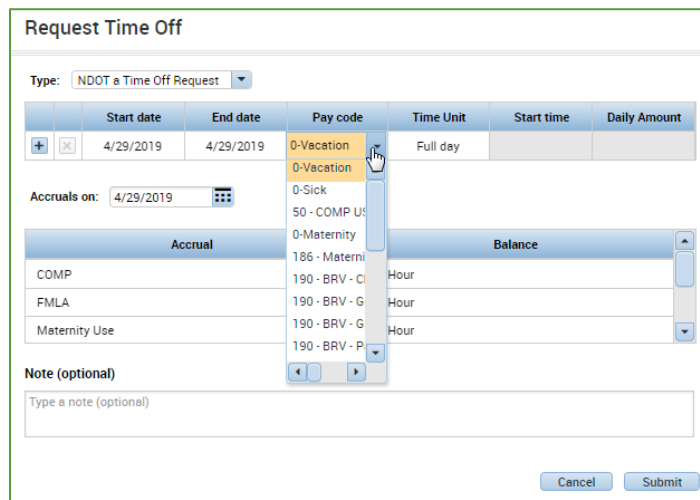
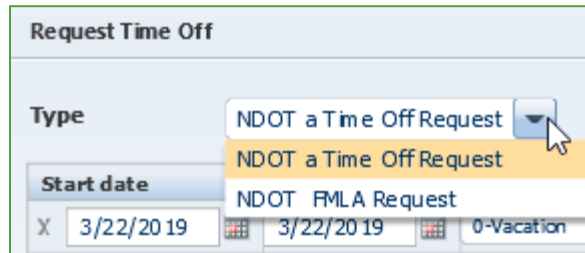
Note (optional)

Type a note (optional)

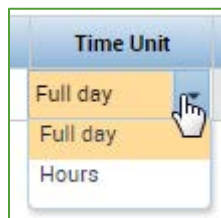
Cancel
Submit

NDOT a Time Off Request will default as the Request Type.

- Use the drop-down if the request type is for FMLA leave (Family Medical Leave)



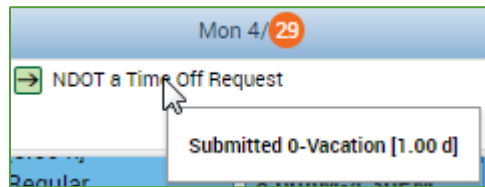
Time Unit is Full Day or Hours.



Symbol Meanings on Calendar for leave requests:

- ➔ Submitted or Cancel Submitted
- X Refuse
- X Retracted
- ✓ Approved or Cancel Approved

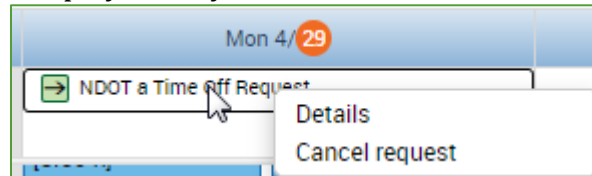
If you hover over the NDOT a Time Off Request, you can see what was submitted



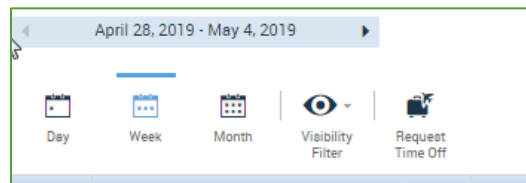
To see the details or cancel the request, right click on NDOT a Time Off Request.

Right click on cancel request to cancel a leave request that has been submitted or approved.

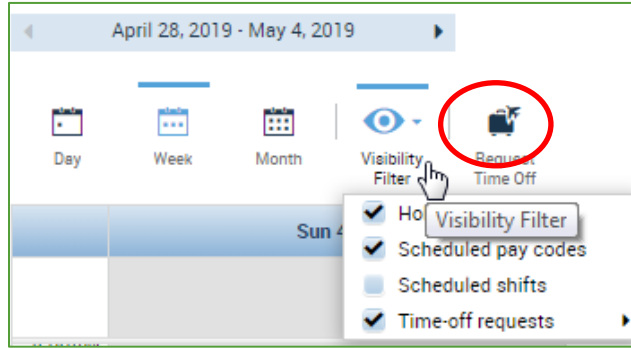
When submitted the request displays on My Calendar



You can also select to have the calendar screen display by **day, week or month**, using the icons on the end of the row.



The icon in the middle is a filter icon. The filter allows you to select what you want to have displayed on your screen view.



- The leave request will be displayed on My Calendar once you have submitted the request.
- Leave balances will not be affected until a supervisor approves the request.
- The leave will not be displayed on your timecard until a supervisor approves it.

Full day requests require a Start date, End date, and which Pay Code is to be used. Time Unit is defaulted to Full Day.

Request Time Off

Type: NDOT a Time Off Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	4/29/2019	4/29/2019	0-Vacation	Full day		

Partial day requests require a Start and End date, Pay code, Hours from Time Unit, Start time and Duration (number of hours you are requesting off).

Request Time Off

Type: NDOT a Time Off Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	4/29/2019	4/29/2019	0-Vacation	Hours	2:00PM	3.0

Accruals on: 4/29/2019

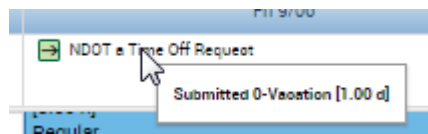
If **Full-day** is chosen, the Leave Request will populate the timecard with the number of hours the person has on their work-schedule for the day(s) the leave request covers. **Full day requests can span weekends, but should not span pay-periods and holidays, etc.**

If **Hours** is chosen, then a Start time and length of time is entered for each request.

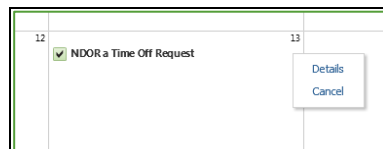
- For example, using hours as duration, the entry might be 2 hours starting at 10:00 AM . Start time and length of times need to be to the quarter hour (:15, :30, :45)

Request Time Off						
Type: <input type="text" value="NDOT a Time Off Request"/>						
	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>	4/29/2019	4/29/2019	0-Vacation	Hours	2:00PM	3

Hovering anywhere on the request, information appears along with a description of the leave status



Right click on the request to get a pop-up to see the details. Click on Details to see the specific information



After you have reviewed the details, click close to return.

Time-Off Request Details

Employee's Name: 4/29/2019 - 3:20:18PM
 Modified by:

Employee: Type: NDOR a Time Off Request

▶ Requested

▼ Approved

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
Employee's Name	4/29/2019	0-Vacation	Full Day		

Employee's Name
 Accruals on: 4/29/2019

Accrual	Balance
COMP	2.25 Hour
FMLA	0.00 Hour
Maternity Use	0.00 Hour

Status History

Approved: 4/29/2019 - 3:20:18PM

Submitted: 4/29/2019 - 2:39:48PM

Other

Click on Cancel to submit a cancellation request of an approved leave, then Submit.

Tue 4/11

NDOR a Time Off Request

Details

Cancel

Cancel Time-Off Request

Approved: 4/07/2017-12:37:06PM
 Modified by:

Requested | **Approved**

Type: NDOR a Time Off Request

Pay code: 0-Vacation

Start Date: 4/11/2017 End Date: 4/11/2017

Duration: Full Day

Notes (Optional)

Cascading Leaves

- We use what is called Cascading for leaves, which means if a person requests Vacation Leave, but they don't have a sufficient balance to cover it, Kronos will cascade the request to use Comp-Time and then cascade to Leave Without Pay, if necessary. Sick Leave will cascade to vacation, then to Comp-Time and then Leave Without Pay.
- If the cascade isn't what the employee prefers they will need to submit individual requests that fit within their available balances.
- In the example below the request is for 24 hours of Sick Leave for May 1 – May 3.
- On Wednesday the request uses the available sick balance of 4.67 hours and cascades to vacation for 3.33 hours. On Thursday the 8-hour request uses the remaining 8 hours of vacation available. On Friday the 8-hour request uses the remaining 4.05 hours of vacation and cascades to Comp for 2.25 hours and completes the request with 1.70 hours without pay; all with one request.

		Date	Schedule	Pay Code	Amount	In
+	✕	Wed 5/01		0-Sick	8.00	7:00AM
+	✕	Wed 5/01		40 - SICK PAID	4.67	7:00AM
+	✕	Wed 5/01				
+	✕	Wed 5/01		30 - VACATI...	3.33	11:40AM
+	✕	Wed 5/01				
+	✕	Thu 5/02		0-Sick	8.00	7:00AM
+	✕	Thu 5/02		30 - VACATI...	8.00	7:00AM
+	✕	Thu 5/02				
+	✕	Fri 5/03		0-Sick	8.00	7:00AM
+	✕	Fri 5/03		30 - VACATI...	4.05	7:00AM
+	✕	Fri 5/03				
+	✕	Fri 5/03		50 - COMP U...	2.25	11:03AM
+	✕	Fri 5/03				
+	✕	Fri 5/03		260 - LVE W...	1.70	1:18PM

Timecard Widget

The timecard will open to display the Current Pay Period. You can select other Time-Periods using the drop down list

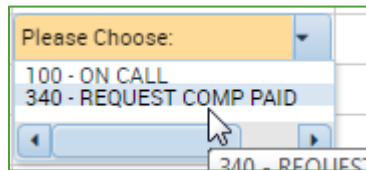
Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Activity	Duration	Allocated Hours	Total Actual	Total Allocated
Mon-4/29	7:00AM-3:30	30-VACATI	8.00	8:00		7:00AM		8.00	8.00					

Daily punches (in/out) will display in the IN/OUT fields.

Shift/Daily/Cumulative total fields will populate as entries are added to the timecard.

The Pay Code column is used to enter

- On-Call hours for eligible employees
- Request Comp Time hours to be paid (submit a Time Off request when using comp time as a leave)
 - Leave hours on the time card can only be changed using the leave request functions



- Holiday hours will auto populate and cannot be altered

- **Times listed in Purple** indicates a timecard entry made by the system and cannot be edited from the timecard.
 - In the above example the Holiday was pre-populated
 - The Sick and Vacation requests were submitted thru the leave request process

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Mon 3/20			7:30AM		4:30PM				8.00	8.00	8.00
X	Tue 3/21			7:30AM		1:30PM				5.00		
	Tue 3/21	0-Sick	3.00	1:30PM							8.00	16.00
	Tue 3/21	40 - SICK PAID	3.00	1:30PM							8.00	24.00
X	Wed 3/22			7:32AM		4:30PM				8.00	8.00	32.00
X	Thu 3/23			7:30AM		4:30PM				8.00	8.00	
	Fri 3/24	0-Vacation	3.00	1:30AM								
	Fri 3/24	30 - VACATION PD	3.00	1:30AM								
X	Fri 3/24			7:30AM		1:30PM				5.00	8.00	40.00

The Transfer Column is to be used to change overtime hours from pay to save as Comp-Time and/or to edit for “drive time”.

There will be times when an employee will Punch-in and out and in/out on the same day, as in the example below for Tuesday.

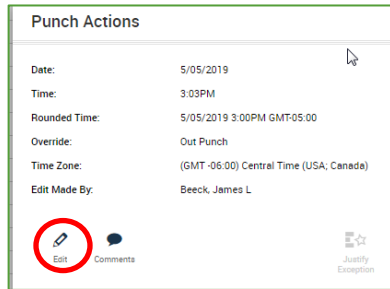
- They punched in at 6:58 to begin their shift and worked for 3.5 hours
- The employee then punched-out at 10:25 for a sick-leave appointment (leave request for 1.50 hours)
- Upon Return to work the employee then punched back in at 12:30 and out at 3:30 for the day.
- The meal break question is presented each time the length of time between the in-punch and the out-punch is over 3 hours.
 - Both times in this example when they punched out they would have indicated No Meal – to prevent 30 minutes (their scheduled meal break time) from being deducted (in this example they took their meal break while they were punched out.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Mon 8/08			6:58AM		3:35PM				8.00	8.00	8.00
X	Tue 8/09			6:55AM		10:25AM				3.50		
X	Tue 8/09	Sick	1.50	10:30AM								
	Tue 8/09	40 - SICK PAID	1.50	10:30AM								
X	Tue 8/09			12:30PM		3:30PM				3.00	8.00	16.00
X	Wed 8/10											16.00

Although most IN/OUT punches will be done from the Timestamp screen or from one of the Kronos Time Clock Devices, In/Out can also be entered directly on the timecard but **should not be done on a regular basis**.

Punches can be edited on the timecard by either the employee or a supervisor by clicking in the cell, entering a time and clicking on **SAVE** – a record of edits is found under the Audit tab on the timecard screen.

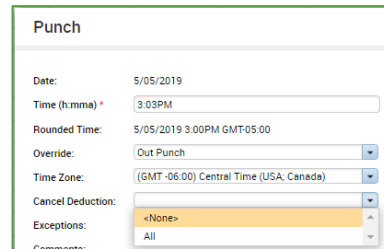
Punches entered directly on the time card do not prompt the meal question. To tell Kronos not to deduct the 30/60-minute meal you need to “Edit” the Out Punch to CANCEL the meal deduction. You do that by right clicking in the Out Punch cell and select Edit Punch and in the Cancel Deduction drop-down select ALL, click OK and **SAVE** the timecard.



Punch Actions

Date: 5/05/2019
Time: 3:03PM
Rounded Time: 5/05/2019 3:00PM GMT-05:00
Override: Out Punch
Time Zone: (GMT -06:00) Central Time (USA; Canada)
Edit Made By: Beeck, James L.

Edit Comments Justify Exception



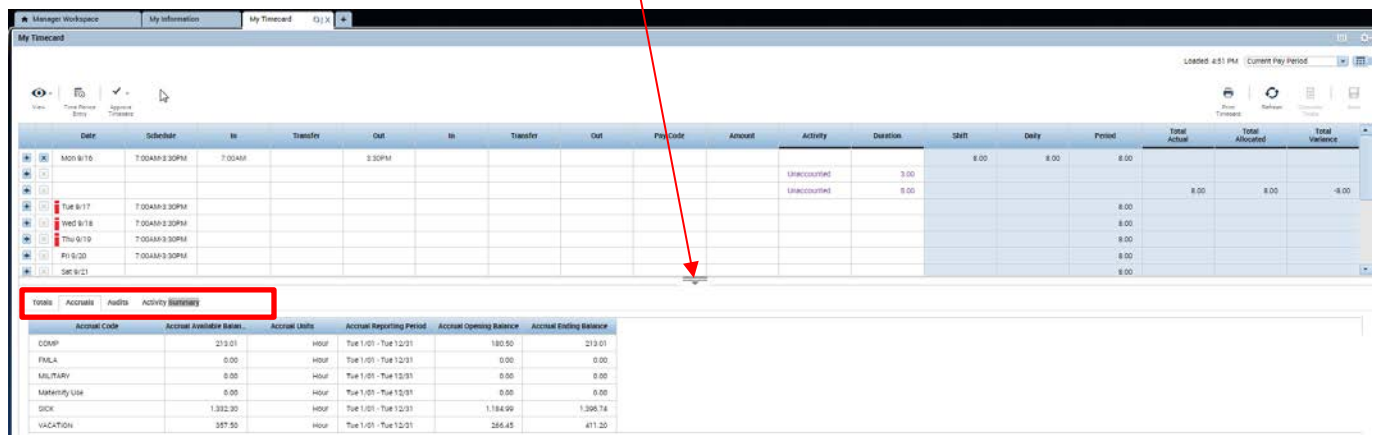
Punch

Date: 5/05/2019
Time (h:mm) * 3:03PM
Rounded Time: 5/05/2019 3:00PM GMT-05:00
Override: Out Punch
Time Zone: (GMT -06:00) Central Time (USA; Canada)
Cancel Deduction: All
Exceptions: All

The bottom left portion of the Timecard screen has several tabs.

- Totals
- Accruals
- Audits
- Activities
- Other tabs will appear under certain circumstances as well.

Where there are three lines with a down arrow between timecard sections the dots indicate you can drag to expand/collapse that portion of the display. Columns can also be expanded/collapsed by dragging in the column heading – similar to Excel.

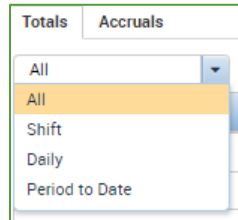


Totals

This shows the Account information (OE/Supervisor ID#/Cost Center), and summary of the hours for each Pay Code on the timecard.

Totals				
Accruals Audits Activity Summary				
All				
Location	Job	Account	Pay Code	Amount
		610/116883/27227020/-/-/-	240 - HOLIDAY	8.00
		610/116883/27227020/-/-/-	57 - OT Premium	0.25
		610/116883/27227020/-/-/-	60 - OT 1.0	0.25
		610/116883/27227020/-/-/-	600 - SHIFT DIFF	2.00
		610/116883/27227020/-/-/-	91 - COMP 1.5	1.75

Use the drop-down to select: All, Shift, Daily, Cumulative/Period to Date to change the display.



The left side of the timecard displays the employee’s work schedule – beginning and end times. The employee’s Work Schedule is entered by the supervisor. Employees cannot enter/edit their work schedule.

The employees schedule is viewed on the timecard in the schedule column.

	Date	Schedule	Pay Code
+ x			30 - VACATION PD
+ x			
+ x	Tue 4/30	7:00AM-3:3...	
+ x			0-Sick
+ x			40 - SICK PAID
+ x			
+ x	Wed 5/01	7:00AM-3:3...	
+ x			0-Sick
+ x			40 - SICK PAID
+ x			
+ x			30 - VACATION PD
+ x			
+ x	Thu 5/02	7:00AM-3:3...	

Audits Tab

Any changes to punches on the timecard are displayed in the Audit file (date, time who made the change, etc.)

Accruals Tab

This tab shows your leave balances

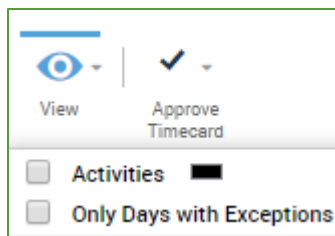
Comments Tab

This tab will appear for various reasons

- Drive time
- No Meal Taken
- Etc.

Activities Summary Tab

The Activities will display on the time card if the activities box is checked under View.



Special Note about Pool Cars:

- Each person using a pool car will be responsible for entering the equipment number and miles driven on an Activities Form in Kronos.
- The equipment # and miles driven are sent from KRONOS each night to Fleet Management and each payroll period to Controller Division
- **The employee must enter the data on their Activity Form in Kronos before returning the keys.**

Activity Form Entry Widget

This is the same for both Versions

ALWAYS COMPLETE AN ACTIVITY FORM FOR YOUR ACTIVITIES

All work hours on the timecard have to be accounted for with an Activity Form Entry.

- Leave hours (vac, sick, etc.) automatically default to the correct Activity 4801, so an Activity Form is not required.

This widget is for entering the Cost Accounting Information for hours worked like:

- Activity for projects
- Hours worked on the project
- AFE if required
- Equipment Number and miles driven
- Etc.

Each employee will have a list of the Activity codes they are authorized to use. The code can be entered in the Form Code and click the Apply button or double clicking on the actual code from the display list below.

ACTIVITIES FORM LIST	
Select a form code by:	
– Entering the form code and clicking Apply or	
– Clicking on the form code in the list	
Form Code	<input type="text"/> <input type="button" value="Apply →"/>
Code	Description
1101	Administration
4392	New Systems Development, Enhancement
4452	Bldg Yard Maintenance and Repair
4710	For Entities Outside the Department

- Select the date worked from the calendar, Enter the number of hours worked on that activity (using quarter hour increments(.25, .50, .75).
- Enter the additional fields if applicable. Required fields will have an asterisk (*).
- Click **SAVE**.

SAVE puts the activity information from the Activity Form onto the timecard and a summary is displayed under the Activities Summary Tab

Use REFRESH on the timecard if it doesn't display right away.

ACTIVITIES FORM	
ADMINISTRATION	
	Roads - Activity 1101
Date *	<input type="text"/> <input type="button" value="M/d/yyyy"/>
Hours *	<input type="text"/>
AFE	<input type="text"/> <input type="button" value="→"/>
Equipment ID 1	<input type="text"/> <input type="button" value="→"/>
Miles Driven 1	<input type="text"/> <input type="button" value="→"/>
Engine Meter Hours 1	<input type="text"/> <input type="button" value="→"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	Activity	Duration	Allocated Hours	Total Actual	T. Abs
		8:00H	8.00	7:00AM													
		36 - VACATION/PC	8.00	7:00AM							8.00	32.00					
Fri 5/03	7:00AM 9:3...	0:00H	0.00	7:00AM										8.00	8.00	8.00	
		36 - VACATION/PC	4.00	7:00AM											4.00	4.00	4.00
		36 - COMP USED	2.25	11:00AM											2.25	2.25	2.25
		360 - LVF W/0 PAY	1.75	1:18PM							8.00	40.00					
															1.75	1.75	1.75
Sat 5/04																	
Sun 5/05				7:00AM		3:00PM					7.50	7.50		47.50			
													Unaccounted	1.00	1.00	1.00	
													Unaccounted	4.50	4.50	4.50	7.50
Mon 5/06	7:00AM 9:3...			7:00AM		3:00PM					8.00	8.00		55.50			
													Unaccounted	1.00	1.00	1.00	
													Unaccounted	1.00	1.00	1.00	8.00
Tue 5/07	7:00AM 9:3...																
Wed 5/08	7:00AM 9:3...																
Thu 5/09	7:00AM 9:3...																
Fri 5/10	7:00AM 9:3...																
Sat 5/11																	
Sun 5/12																	

Before you approve your timesheet for payroll, you will need to make sure that on the timecard's Activity Summary tab there are no **UNACCOUNTED** hours listed in the Amount column. An Activity Form needs to be completed for any unaccounted hours.

To edit the number of hours, change the hours in the Duration column on the timecard.

Click **SAVE**

If the activity is incorrect, deleted the row on the time card, click **SAVE** and complete a new Activity Form.

- You may have learned that you can edit an activity directly on the timecard. **DO NOT DO IT, use the Activity Form Entry - unless you clearly understand what is being copied.**
- If you enter or copy an activity on the timecard, you may not be including all of the needed information, therefore causing an error.

ALWAYS COMPLETE AN ACTIVITY FORM FOR YOUR ACTIVITIES

On days with more than one activity, employees should review the actual/allocated hours to make sure the correct number of hours are charged to the right activity.

When a leave is placed in the middle of the work shift, a separate activity form is required for each side of the leave period.

If an activity form is completed in the morning for the whole day spanning a leave, the activities will both be displayed in the morning as in this example: The employee works from 7a to 10am and then takes vacation from 10am to 12pm. The employee returns to work at 12pm and works until 330pm. To correct this, you will need to move the orphaned activity from the morning shift to the afternoon shift and SAVE.

If you enter activities in the afternoon, they will be displayed in the afternoon and the orphaned activity will need to be moved to the morning shift.

Date	Schedule	In	Transfer	Out	In	Tr	Out	Pay Code	Amount	Activity	Duration
Mon 10/28	7:00AM-3:30PM										
Tue 10/29	7:00AM-3:30PM										
Wed 10/30	7:00AM-3:30PM										
Thu 10/31	7:00AM-10:00A...	7:00AM		10:00AM						1101	3.00
										1101	3.50
		10:00AM						0-Vacation	2.00		
		10:00AM						30 - VACA...	2.00		
										4801	2.00
	12:00PM-3:30P...	12:00PM		3:30PM							
										Unaccounted	3.50

To move the orphaned activity, Right click on the activity you want to move.

Activity Event Actions will be displayed.

Click on **More Options** in the lower left corner. Select **Move Activity Events**

The screenshot shows the 'Activity Event Actions' interface. On the left, a details pane for activity 1101 on 10/31/2019 is visible, with 'Exception: Orphaned'. Below this is a row of icons: 'Edit Activity Event', 'Comments and Notes', 'View Results', 'More Options' (circled in red), 'Copy Activity Events', and 'Re-order and Concurrency'. On the right, a context menu is open, listing 'View Standards', 'Move Activity Events' (circled in red), and 'Approve Activity Event'.

Select the shift you want to move it to and date if needed. In this case we only have one shift, click on the shift and Click OK

Move Activity Event

Time Period : Current Pay Period
 Activity Event : 1101
 Worked Shift : 10/31/2019 7:00am - 10:00am

Move Activity To :

Date * :

Shift :

12:00pm - 3:30pm

You have successfully moved the activity and do not have any unaccounted hours for October 31.

Date	Schedule	In	Transfer	Out	In	Tr...	Out	Pay Code	Amount	Activity	Duration
Mon 10/28	7:00AM-3:30PM										
Tue 10/29	7:00AM-3:30PM										
Wed 10/30	7:00AM-3:30PM										
Thu 10/31	7:00AM-10:00A...	7:00AM		10:00AM						1101	3.00
		10:00AM						0-Vacation	2.00		
		10:00AM						30 - VACA...	2.00		
										4801	2.00
	12:00PM-3:30P...	12:00PM		3:30PM						1101	3.50
Fri 11/01	7:00AM-3:30PM	7:00AM		10:00AM							

Note: if doing from the Manager’s widget, you need to add an “S” in front of the code – that tells Kronos you are doing the Activity Form for someone.

Note to District Employees: Maintenance Supervisors will use a system called Passport to report “Crew Card” activities to Kronos. Passport creates the Kronos Activity Form for the employees included on the crew card for the hours worked. Maintenance Supervisors and employees will need to discuss who will report what.

Overtime

The default is to **PAY** all overtime hours.

	Date	Schedule	In	Transfer	Out	In	Transfer	Out
+ X	Mon 9/02							
+ X								
+ X		7:00AM-3:3...	7:00AM		3:30PM			
+ X								
+ X								
+ X	Tue 9/03	7:00AM-3:3...	6:59AM		3:30PM			
+ X								
+ X								
+ X	Wed 9/04	7:00AM-3:3...	7:00AM		3:30PM			
+ X								
+ X								
+ X	Thu 9/05	7:00AM-3:3...	6:58AM		3:31PM			
+ X								
+ X								
+ X	Fri 9/06	7:00AM-3:3...	6:00AM		6:00PM			
+ X								
+ X								

Totals Accruals Audits Activity Summary

All All

Location	Job	Account	Pay Code	Amount
		610/116883/27227020/-/-/-	1 - REGULAR PAY	32.00
		610/116883/27227020/-/-/-	240 - HOLIDAY	8.00
		610/116883/27227020/-/-/-	57 - OT Premium	11.50
		610/116883/27227020/-/-/-	60 - OT 1.0	11.50

To save overtime hours to Comp-Time, in the Transfer column on the time card, select the option that includes the word COMP (the exact option varies based on the pay rule assigned to the employee, but it is the option that includes the word COMP and the length of the default meal break).

- The selection to save needs to be done for each day that overtime occurs, otherwise the OVT hours for that day will be paid.

In the screen shot, there are 11.50 hours of overtime on Monday, September 2nd and Friday September 6th shown as Pay Code 60-OT 1.0

- By selecting the Nonexempt 30 comp in the Transfer field the hours will be saved as Comp-Time rather than paid.

The screen shot shows Nonexempt 30-Comp was chosen to save the hours.

- The 60-OT 1.0 for 11.50 hours changes to 91-Comp for 11.50 hours.

	Date	Schedule	In	Transfer	Out	In	Transfer	Out
+ [X]	Mon 9/02							
+ [X]								
+ [X]		7:00AM-3:3...	7:00AM	..NONEX AMS UNION 30 COMP	3:30PM			
+ [X]								
+ [X]								
+ [X]	Tue 9/03	7:00AM-3:3...	6:59AM		3:30PM			
+ [X]								
+ [X]								
+ [X]	Wed 9/04	7:00AM-3:3...	7:00AM		3:30PM			
+ [X]								
+ [X]								
+ [X]	Thu 9/05	7:00AM-3:3...	6:58AM		3:31PM			
+ [X]								
+ [X]								
+ [X]	Fri 9/06	7:00AM-3:3...	6:00AM	..NONEX AMS UNION 30 COMP	6:00PM			
+ [X]								
+ [X]								

Totals Accruals Audits Activity Summary

All All

Location	Job	Account	Pay Code	Amount
		610/116883/27227020/-/-/-	1 - REGULAR PAY	32.00
		610/116883/27227020/-/-/-	240 - HOLIDAY	8.00
		610/116883/27227020/-/-/-	91 - COMP 1.5	11.50

Note on Overtime Pay:

Overtime displays as two lines

- One line is 57-OT Premium
- One line is 60-OT 1.0

The pay codes 57 and 60 are what the system uses behind the scenes.

57-Premium pay codepays the overtime hours at .5 of the base hourly rate adjusted to a slightly higher rate if any shift differential or on-call pay is involved.

60-OT 1.0 pay codepays the overtime hours at the base hourly rate.

Approving Timecard

Before approving your TimeCard

- Confirm you have 40 hours of work and/or leave in each week, or the numbers of hours associated with your FTE in you are part time
- Confirm you do not have any “Unaccounted” hours on the Activities Total for the pay period.

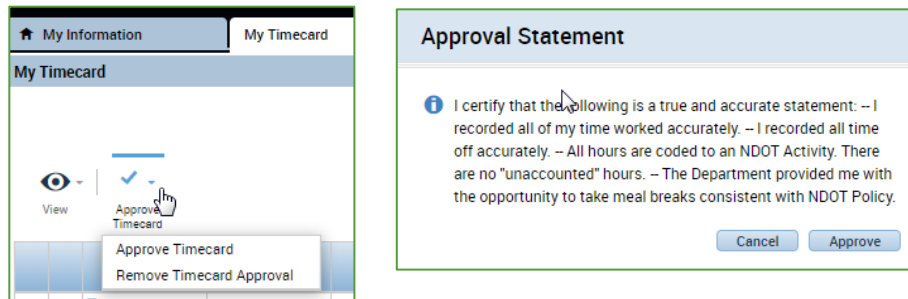
Once you have reviewed your timecard and made all final entries, you will

- Click on the Approvals tab, Click on Approve
- Read the Approval Statement, Click Approve

Your timecard has now been approved and ready for the supervisor to review/approve

Should you need to make a change before the supervisor has approved it

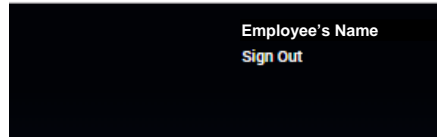
- Click on the Approvals tab
- Click on Remove Approval
- Make the change and Approve your timecard again



Note: Timecards must be **Approved** by the Employee and the Supervisor by 10a.m. Monday morning after the pay period ends.

Sign Out

To Log out of Kronos, click on Sign Out in the upper left corner under your name



Training Resources

You may also view the following videos on the EDC for further guidance for Version 7/8:

- Kronos: Overview of Kronos
- Kronos: Manager Overview
- Kronos: Creating Activity Forms
- Kronos: Time Card Widget
- Kronos: Creating Leave Requests
- Kronos: Leave Accrual Widget
- Kronos: Creating a Hyperfind (for managers)
- Kronos: Creating a Work Schedule (for managers)
- Kronos: InTouch Time clock Device