2019

KRONOS OVERVIEW

Manager's Guide

Version 8 September 2019

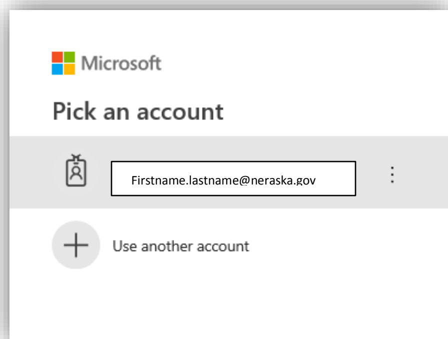
NEBRASKA
DEPARTMENT OF TRANSPORTATION

NDOT's Kronos – Manager Overview

Logging in

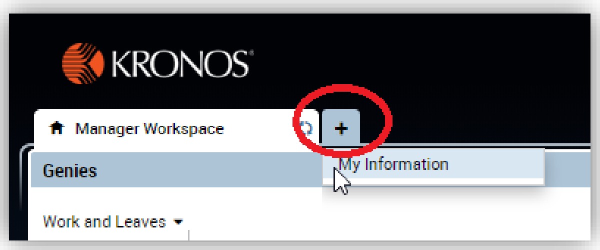
Log in using the Kronos Icon in your computer's list of Apps (in your Windows Start menu).

With the Single Sign-on feature, there is no need to enter your user id and password. Simply click on your Outlook email address on the Microsoft screen.



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

Overview



To complete any manager-related function, such as approving leave requests and timecards, use the Manager Workspace, and related Widgets located on the right side of the screen.

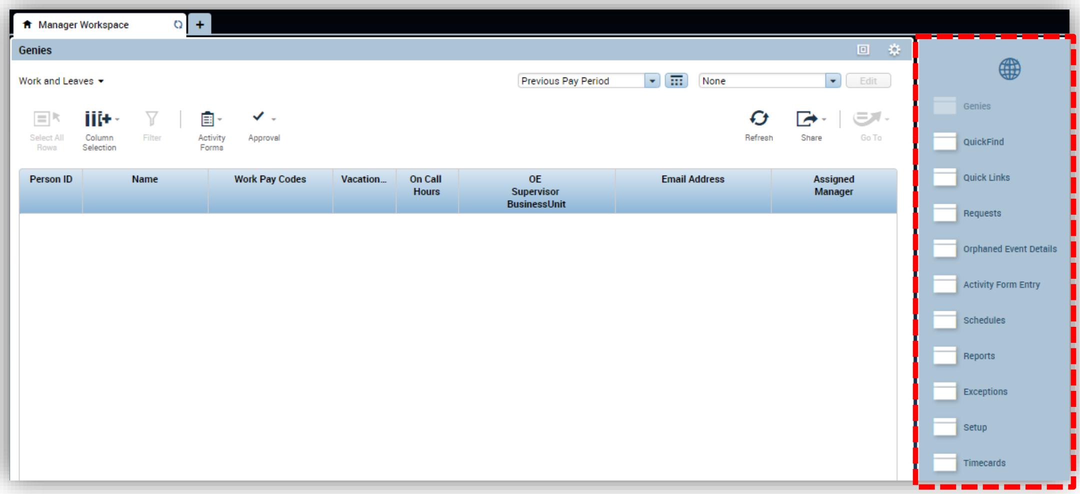
Select the (+) tab to access the My Information Tab. Here you will find your personal timecard, leave request and activity form widgets.

To close a tab, click the X on the tab.
To refresh a tab, click on refresh icon.

Note: If a Widget is listed on right side of the screen but grayed out; the widget is already open.

Manager Workspace

As a Manager or Supervisor, the Manager Workspace and Widgets screen is the first screen to appear.



Widgets

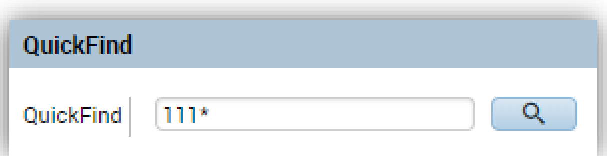
***a link to complete a specific task*

Each Workspace has several "widgets" available to perform job tasks. The widgets pane is at the far right of the workspace. To expand the pane to see the widget names, use the arrow(s) in the upper right of the pane. Please review the Employee Training/Reference material for specifics on using the Widget Pane.

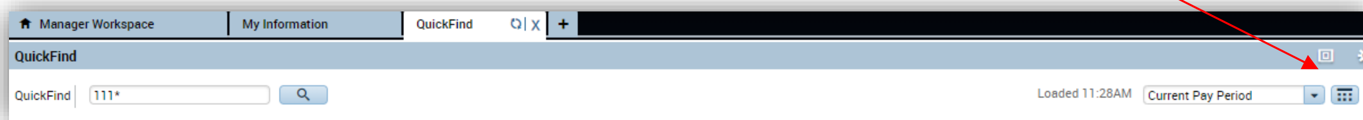
Manager Workspace - Quick Find Widget

The Quick Find widget is used to locate specific employees using the individuals' name or Employee ID with the search button.

The asterisk serves as a wild-card, allowing entry of a partial name, with the * at the end. Once found, click on and highlight the name.



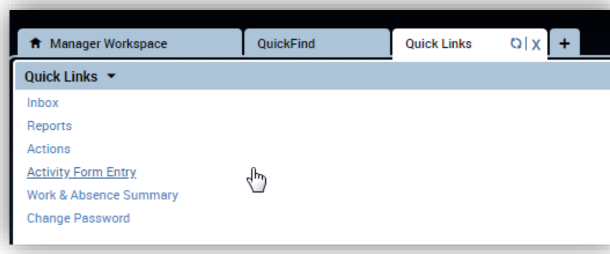
In the upper right corner, you may select the pay period click on the calendar icon to the right, and select a start and end date range.



Manager Workspace - Quick Links Widget

You may use this Widget to access

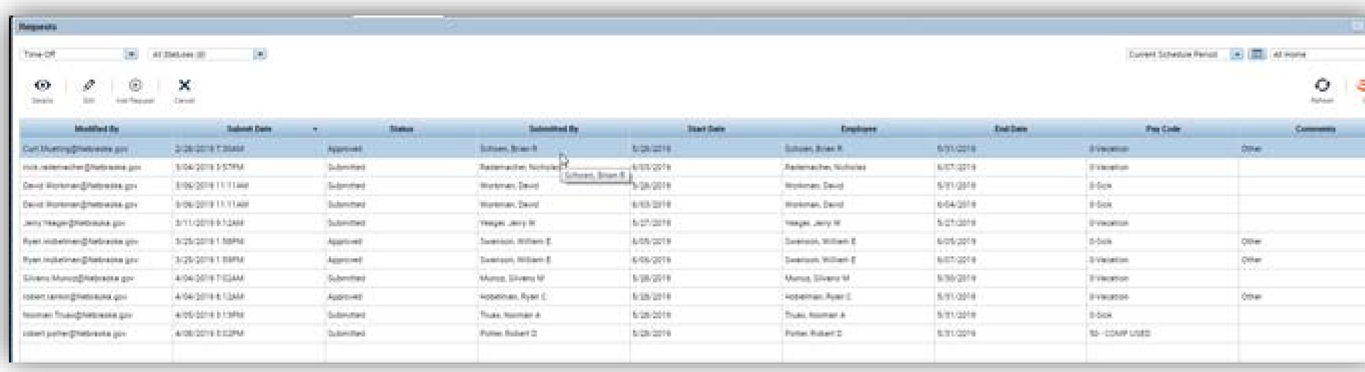
- Reports – Not using at this time
- Actions – Not using at this time
- Activity Form Entry (see Activity Form Form section)
- Work & Absence Summary
- Change Password (if applicable)



Manager Workspace - Request Widget

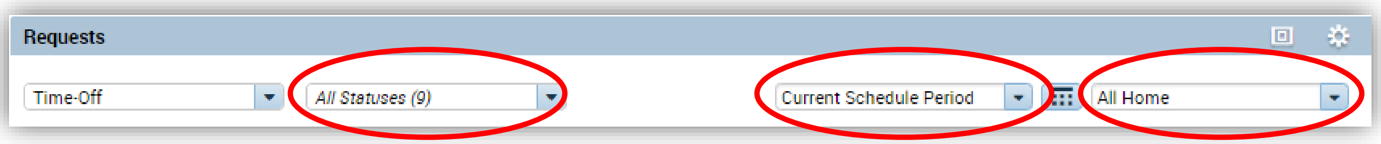
Viewing Leave Requests

By default, all leave requests within the district/division are listed in the Request view. This default is called “All Home”. The list can be changed by selecting a different HyperFind from the Drop-Down Menu. Use the drop down to view the list of available HyperFinds. New HyperFinds can be created at any time. (see Creating HyperFinds).



You can add, review, approve, refuse and cancel the leave requests for your employees. You cannot edit approved leaves.

Leave requests can be filtered by leave status, time period and hyperfind.



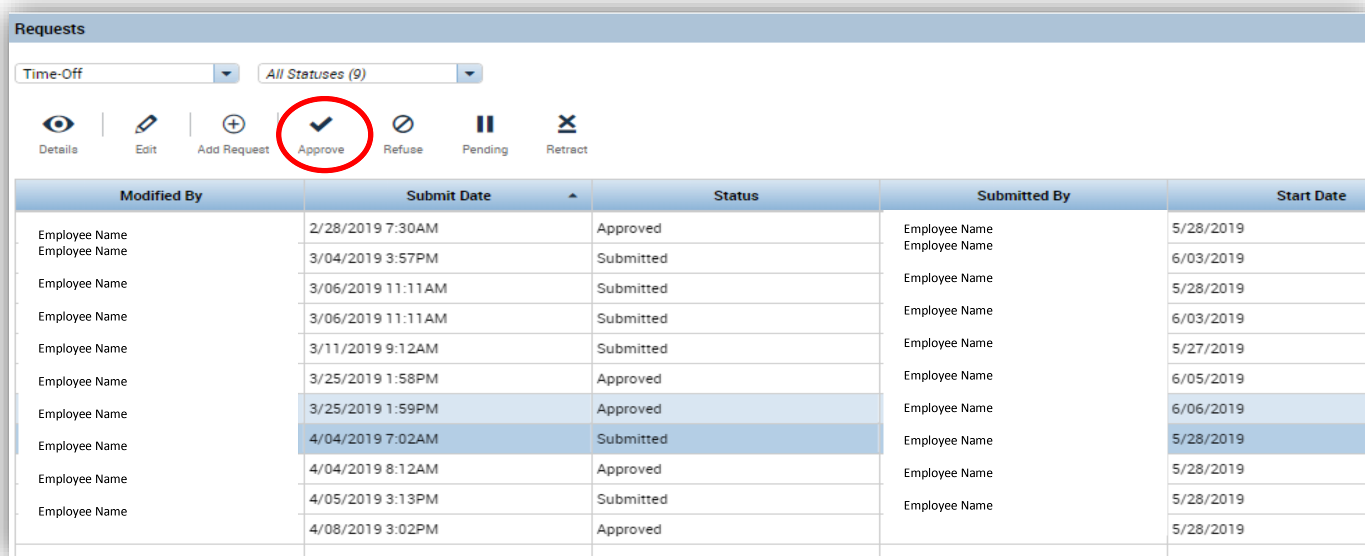
Click on any of the column headers to sort

If you need to approve another employee's leave request that is not in your personal HyperFind, you can change the Hyperfind back to "All Home" on the Requests tab.

Approving Leave Requests

The below picture lists all leave requests for the division/district for the time period selected. Personal HyperFinds can narrow the list, as previously explained.

- To approve a leave request, click on the line of the leave request to highlight it.
- Click "approve" at the top.



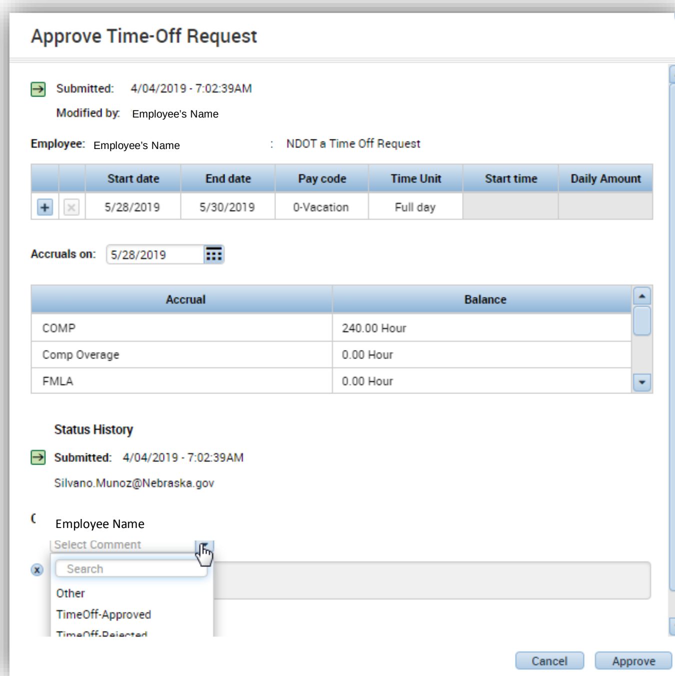
If you want to make a note regarding a request, click on approve to open it and select one of the predefined Comments at the bottom to open the Notes field (generally use Other).

When adding a note to a request, it should be generic in nature, remember that the Requests can be viewed by all managers in the division/district.

Click the **Approve** button to approve the request.

You can double click on the approved leave to view the information.

You cannot approve your own leave requests – even though you highlight them.



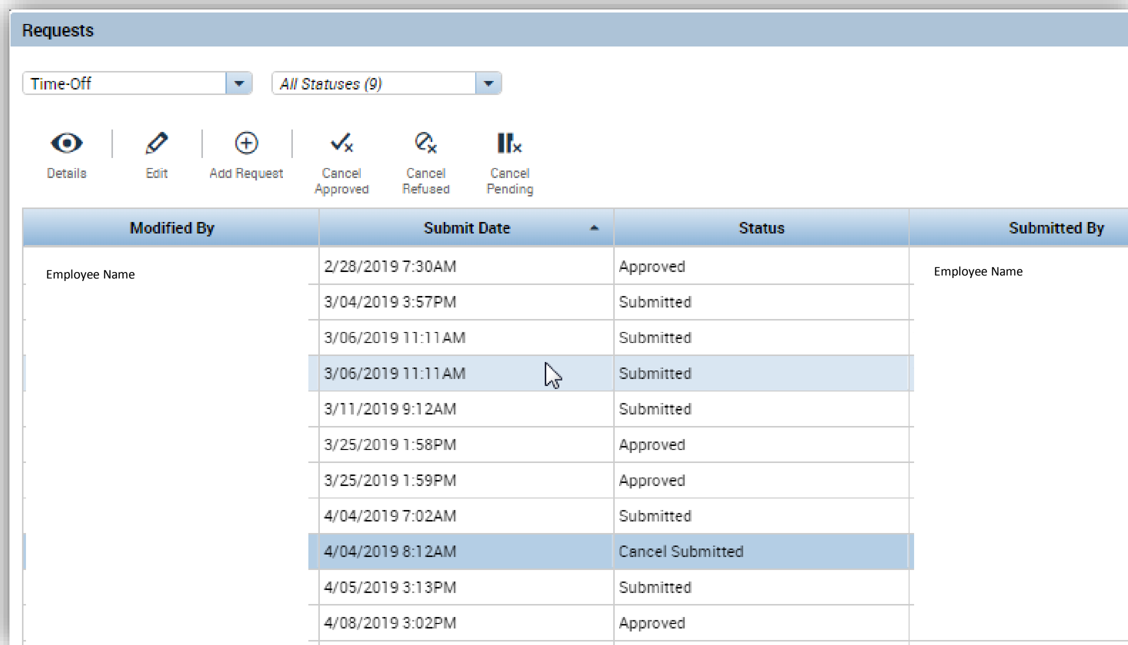
Leave requests cannot be made for yourself from the Request screen. You must submit your personal leave requests from My Information tab – My Calendar.

In the Manager view the "Add Request" button function like the Request Time Off button on the My Information tab, except here you have the ability to choose who the leave is for, using the Employee field. The drop-down list includes all employees you have access to work with – which is anyone in your division/district.

- Click on the down arrow and in the Search field, you can type the last name to filter to those names. Scroll to the name of the employee you are looking for and select.

See the Request widget description in the Employee Training Guide to review steps on how to create a Leave Request.

NOTE: ***Approved Leave Requests CAN NOT be edited. They must be CANCELED and Approved and submitted again.***



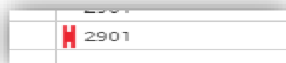
The Status buttons on the Leave Request Manager screen include:

Details .... shows you details of the highlighted request.
Refuse .... refuses or denies request.
Pending .... changes the leave to pending status (a way to indicate you've seen the request, but haven't acted on it yet).
Retract/Retracted..... to withdraw a request **BEFORE** it is approved.
Cancel............. to withdraw a request AFTER it is approved.

- The employee may request to cancel the leave and then the supervisor will approve the cancel request OR
- You as a supervisor may initiate the request to cancel the leave and then you must also approve the cancel request.

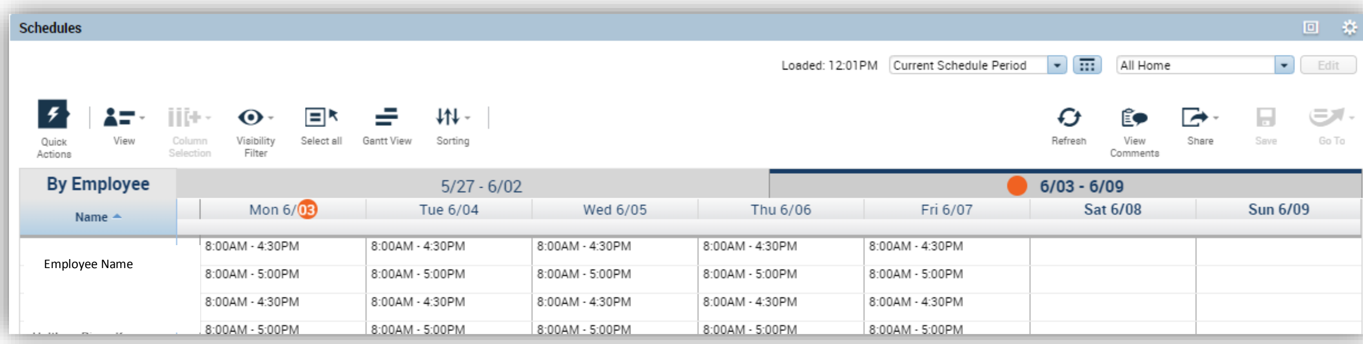
Manager Workspace - Orphaned Event Dates Widget

- The orphaned Event Details widget is used to identify if an employee has created Activity Forms to record "cost accounting" but does not have corresponding work hours entered on their timecard. It is similar to the Exceptions screen.
- A supervisor will use this widget to clean up Orphaned records (or have the employee do so) before approving payroll.
- This view/symbol on the time card means the employee has any orphaned event date.

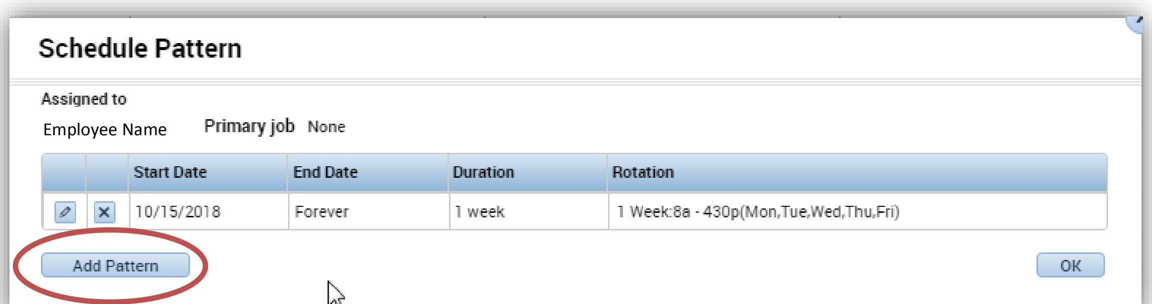


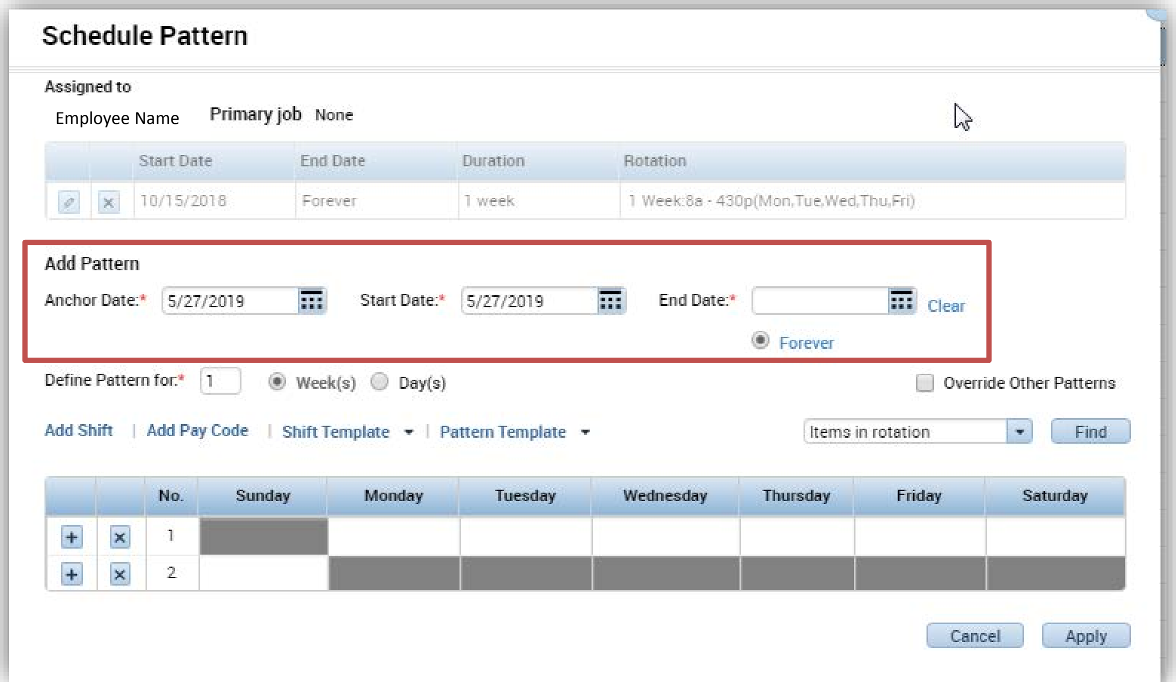
Manager Workspace - Schedules Widget

At a glance, you may view the employee's schedules.



To change an employee's schedule, double click on the employees name, click add pattern.

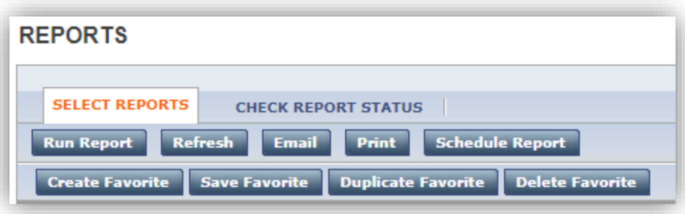




- Change the Anchor Date, Start Date (they should be the same date).
- Click the Forever button. However if the schedule change is for a short time select the end date.
- Click the down arrow on Pattern Template and select Pattern.
- Click Apply, OK.

Manager Workspace – Reports Widget

Click on the various reports available.



Manager Workspace - Exceptions

Exceptions are based on the employee's work schedule.

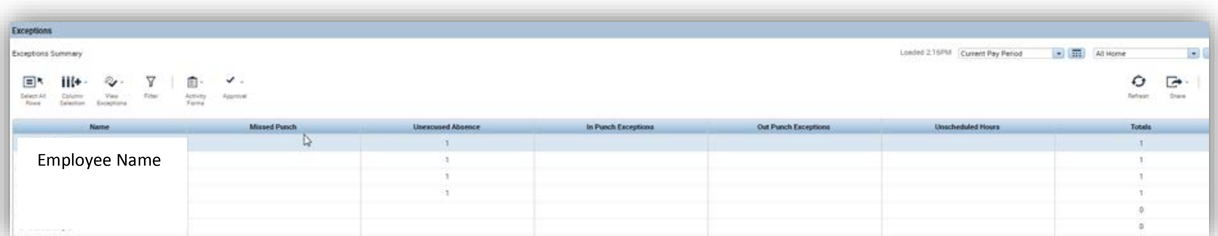
Exceptions will be displayed if an employee has a:

- **Missed Punch** .... punched in but didn't punch out or vice versa.
- **In-Punch Exception** earlier or later than scheduled. If they punch in more than 7 minutes before or after their scheduled start time it will show as an In-Punch Exception.
- **Out-Punch Exception** earlier or later than scheduled. If they punch out more than 7 minutes from their scheduled stop time it will show as an Out-Punch Exception.
- **Unexcused Absence** If they are scheduled to work on a particular day on the work schedule, but don't punch-in or out that day and there is not an approved leave request, it would show on this list as an Unexcused Absence.
- **Unscheduled Hours** If they have work hours on a nonscheduled day.

<u>NOTE</u>: In and Out-Punch Exceptions and the Unexcused Absences are Okay – they are flagged as a tool to help supervisors monitor their payroll.

Click on a column header to sort the column.

- Click on Name header. The names will be alphabetized and sort either ascending or descending – however you would like them displayed.
- Click on Missed Punch (two times for descending) to see everyone that has a missed punch.
- The same applies for the remaining columns.



By double-clicking on a specific name, you can view the details of the exception.

Or click on the Details button that displays while hovering the mouse on the column to view the employees with that exception.

The supervisor can edit the exceptions by going to the timecard itself. To edit a missed punch or a time that is already displayed, click in the In/Out cell for that day and enter the time

- o Using "a" for am or "p" for pm. (example: 10:45 a) .

Click **SAVE**

Missed punches MUST be corrected – otherwise Kronos can't determine how many hours were worked.

Other Exceptions should be reviewed and corrected/resolved or marked as reviewed.

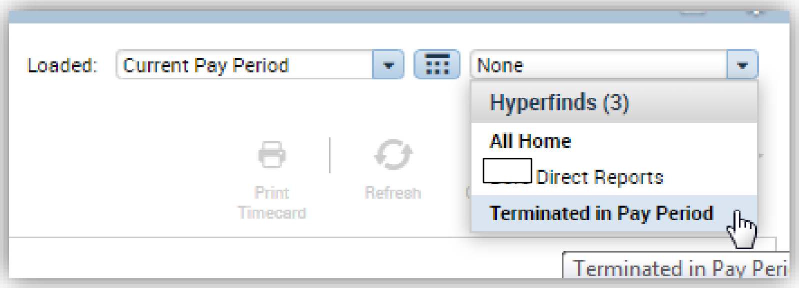
The list includes exceptions on any timecard you have access to view/work with which includes anyone in your division/district.

Manager Workspace – Setup Widget

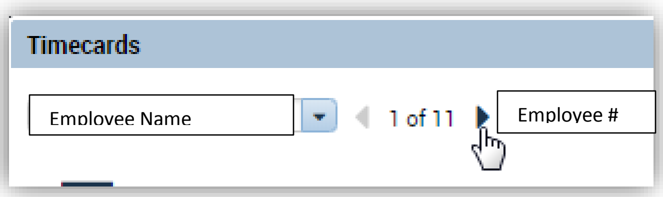
- HyperFind Queries
- Displays HyperFinds available to you that you have created or shared
  - See HyperFind section on how to create, delete, etc.
- Event Manager – Not used

Manager Workspace – Timecards Widget

To view employee timecards, click the pay period and the hyperfind you want to view.



Click the arrow to move to the next employee.

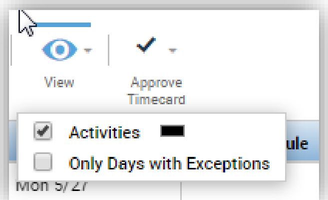


View Icon ()

Click the down arrow on View

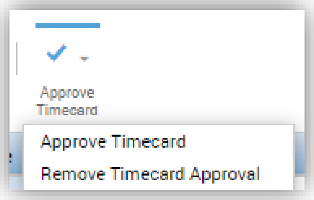
- If you remove the check mark for activities, you will not see the activities on the time card, etc.

It is recommended to keep the Activities box checked to view the days and activities on the timecard.



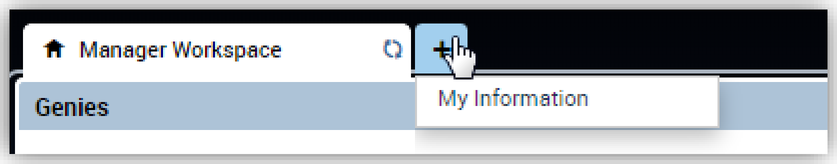
Approve/Remove Timecard Approval

You can view and approve each employee's time card – click the down arrow on Approve Timecard to approve or Remove Timecard Approval.

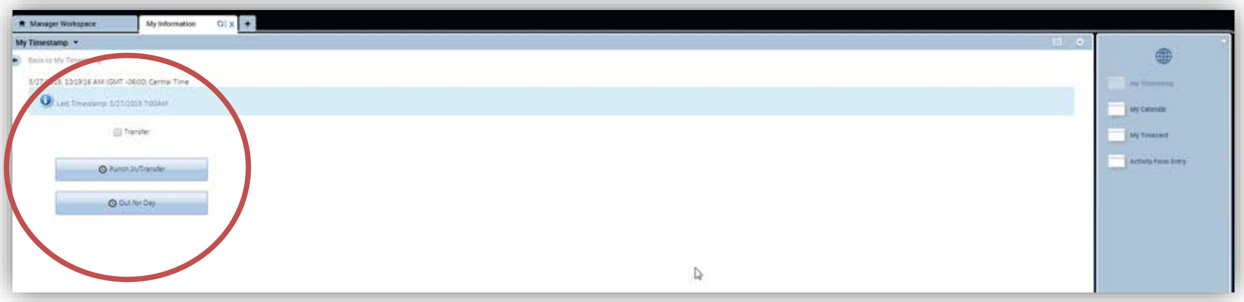


My Information Tab

To access, click the plus (+) for My Information



- If you are **eligible** for Overtime, the first screen you will see on the My Information tab is My Timestamp. You will use this to punch in/out.



- If you are **not eligible** for paid Overtime the first screen will be your timecard.

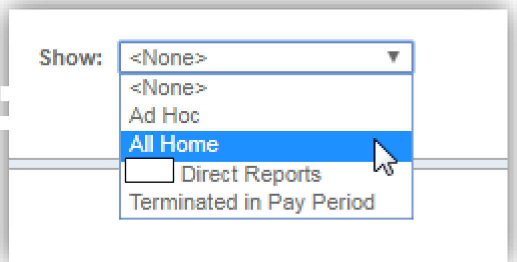
Widgets available in My Information are:

- My Timestamp
- My Calendar
- My Timecard
- Activity From Entry

HyperFind

A HyperFind is a method used to narrow down a particular list of employees.

Managers are authorized to view specific people within the Kronos system. This full list is called **ALL HOME.**



In most cases the manager will not want to work with all employees listed in the ALL HOME HyperFind.

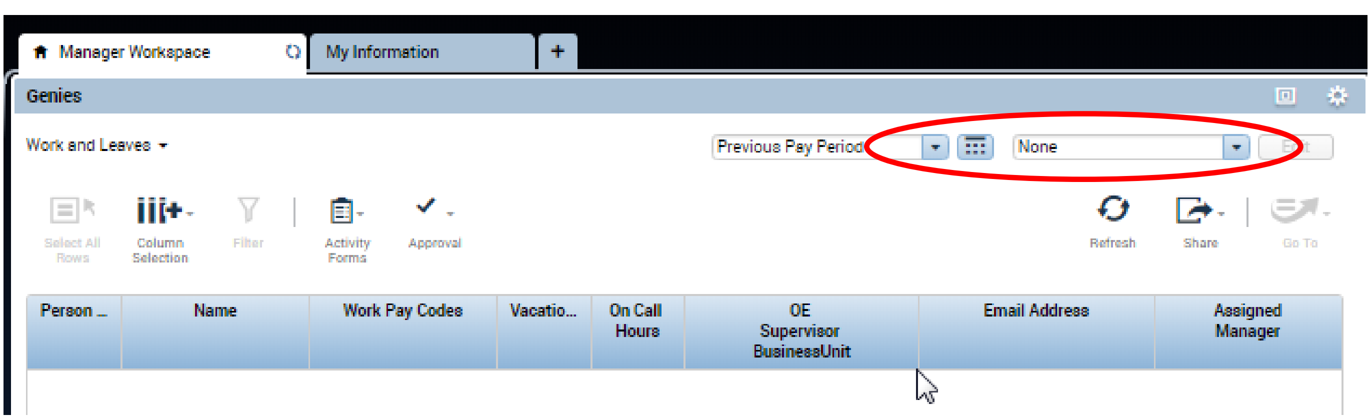
For this reason, supervisors can create additional HyperFinds to narrow the field of employees.

- For example, a supervisor may want a HyperFind that only lists Direct Reports.
- Employees on two shifts or multiple locations. The HyperFind may list just one location or one shift.

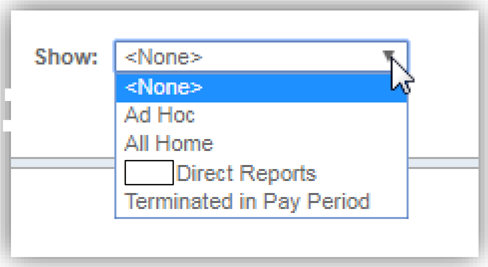
The default HyperFind in the SHOW box is initially set to NONE, requiring the manager to select the HyperFind to use.

- *Screen Shot #1* below shows the default (None), no names are displayed.
- *Screen Shot #2* shows the list of HyperFinds available to this manager (Manager's Name).
- *Screen Shot #3* shows what is returned using that particular HyperFind – Your Direct Reports.

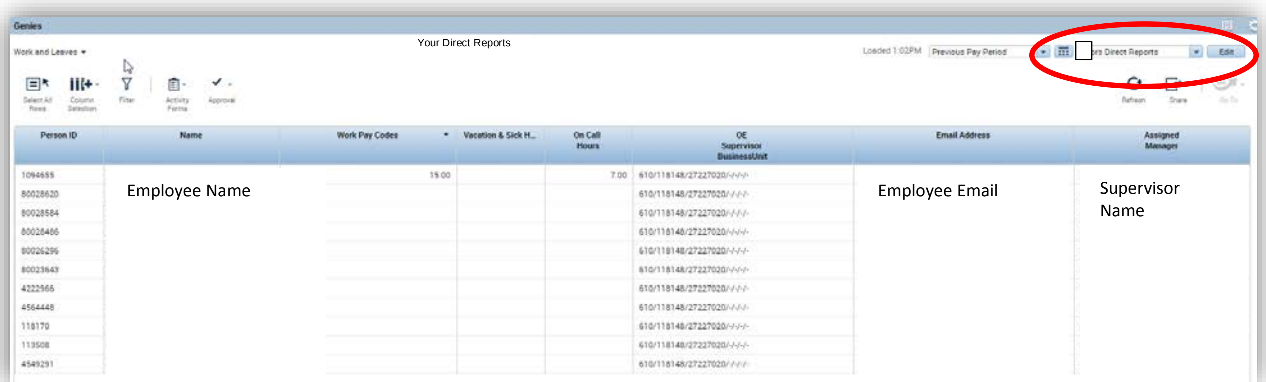
Screen Shot #1



Screen Shot #2



Screen Shot #3



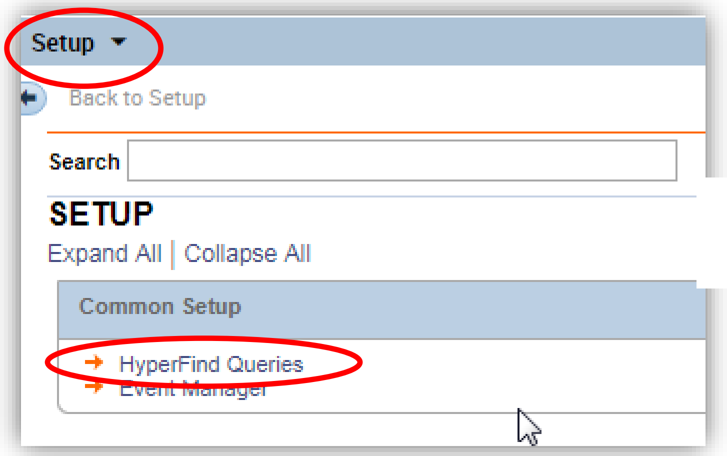
Creating a Hyperfind

Hyperfinds can be created or edited to narrow a list of employees who report directly to you.

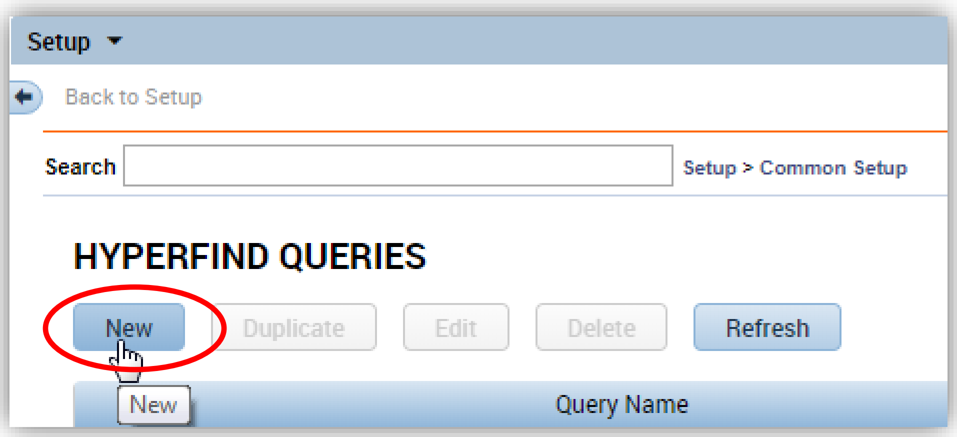
To create or edit HyperFinds,

1. Click "New" or "Edit Ad Hoc" from the drop down menu. Use the scroll bar to move down the list.
2. Or choose Set Up in the Manager Workspace Widget.

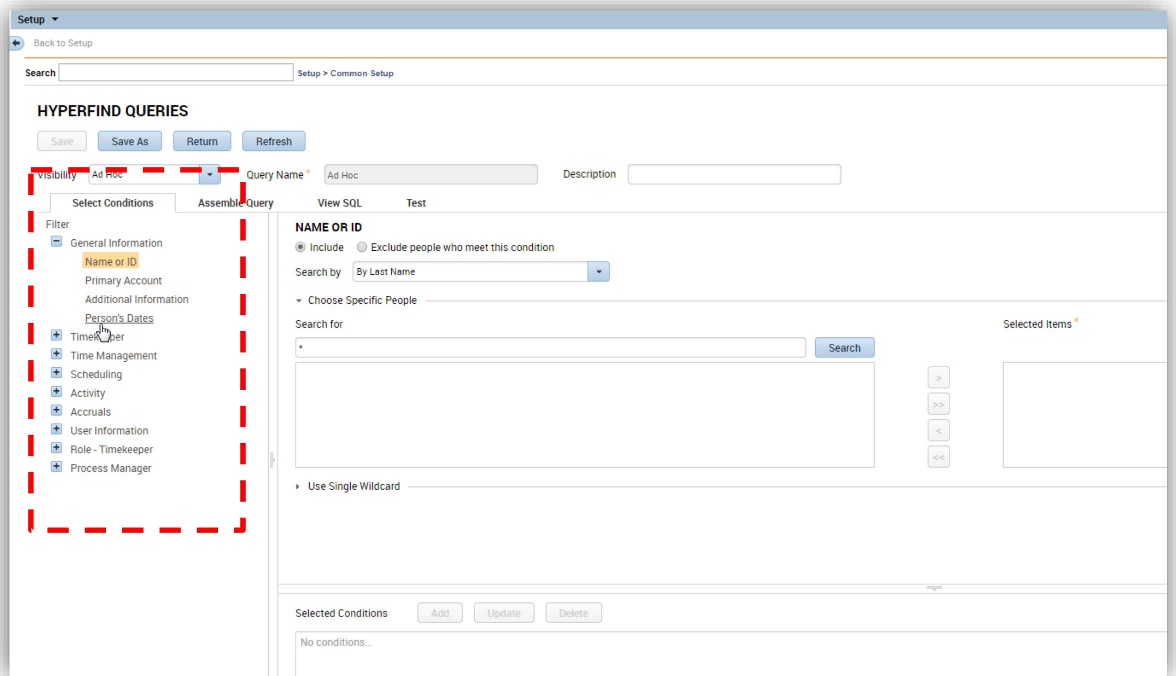
- Click on HyperFind Queries.
  (*Event Manager is not used, but is required to be displayed for other reporting functions)



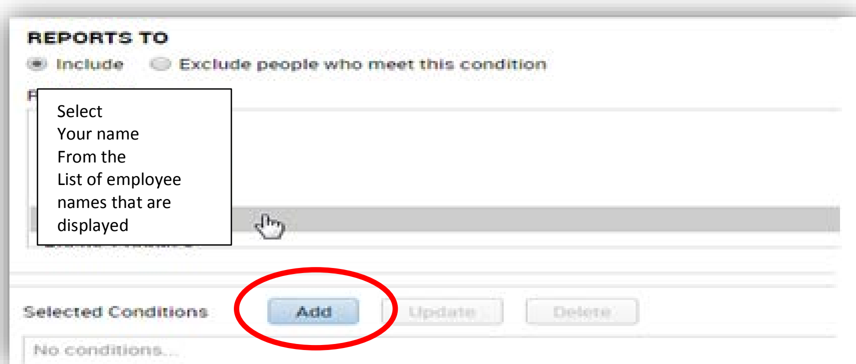
- Click on New to create a HyperFind.



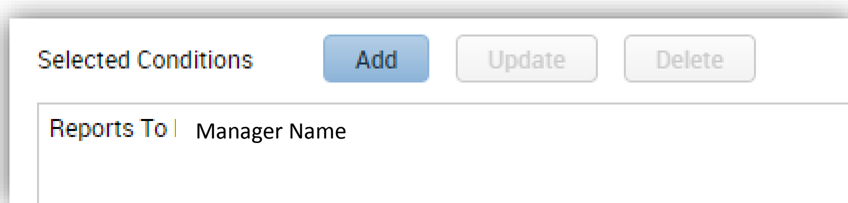
- Under “Filter”, click the “+” sign on Process Manager



- To include all employees who report to you, Click on “Reports to”.
- Highlight your name by clicking on it, click Add.



- Once you click on “Add", the selected condition will be displayed at the bottom of the screen.

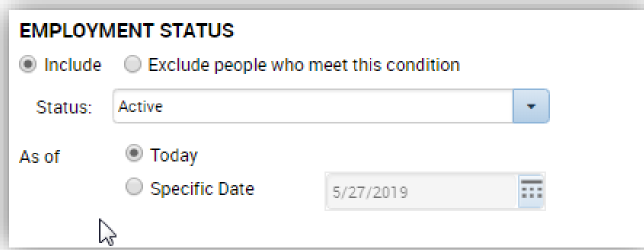


All hyperfinds should contain two specific conditions to ensure you have <u>active employees</u> and <u>active accounts</u>. Without these two conditions, hyperfinds may include previous employees.

These two conditions can be added to any hyperfind by selecting Edit:

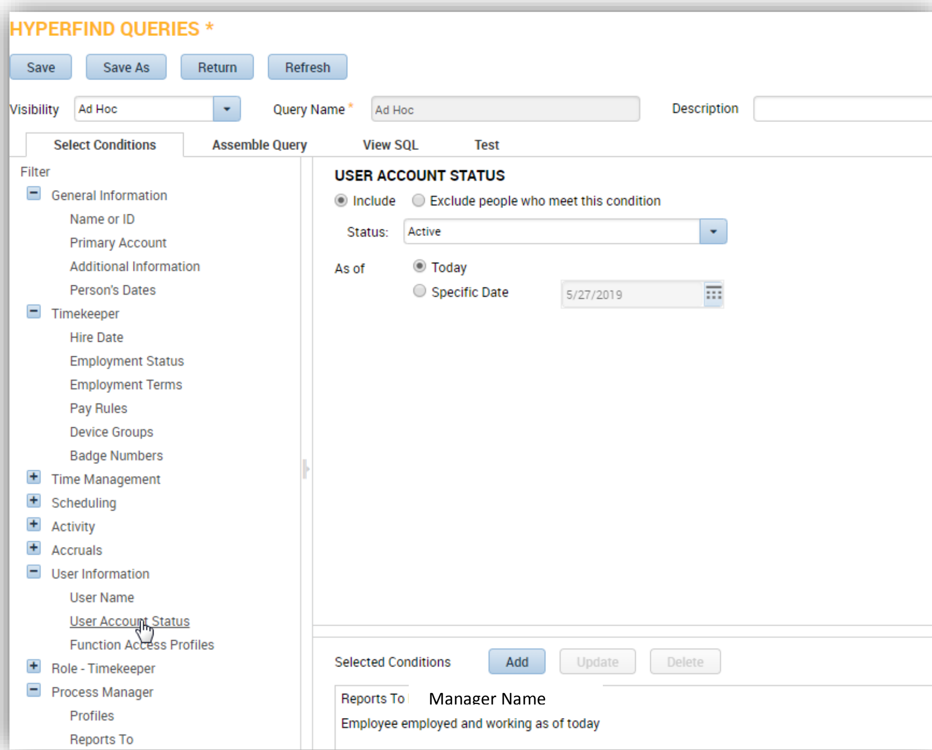
Condition 1: Active Employees

- To ensure active employees, in the left column select "Timekeeper" and "Employment Status".
- Select STATUS as "active"
- Select AS OF as "today"
- Select ADD

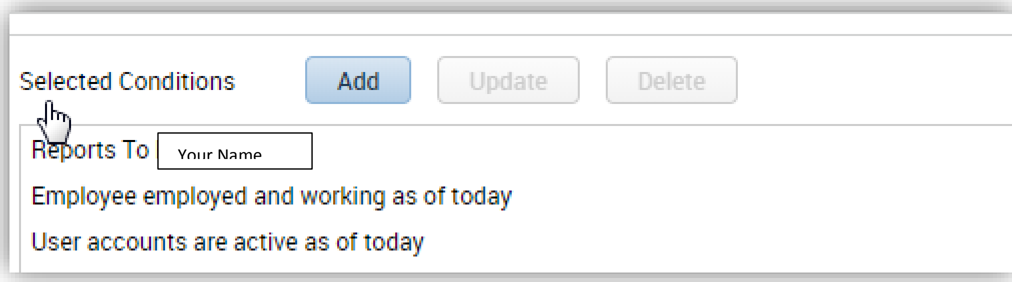


Condition 2: Active Employee Accounts

- To ensure active employee accounts, in the left column select "User Information" and "User Account Status"
- Select STATUS as "active"
- Select AS OF as "today"
- Select ADD

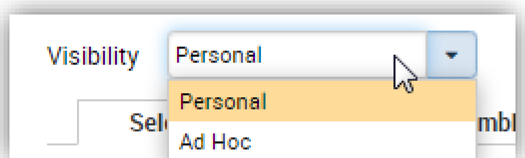


The two conditions should now appear in the Selected Conditions box at the bottom of the screen.

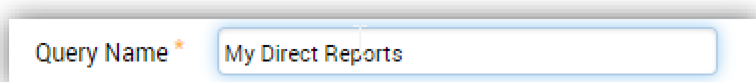


Click the **Save As** button to save 1 of 2 ways.

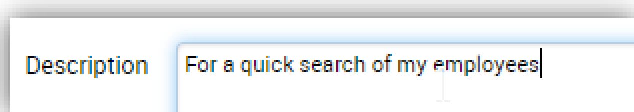
- Select either "Ad Hoc" if you do not need to save the group for repeat use (the HyperFind will delete when you log off of Kronos) or select "Personal" to save for future use (the HyperFind will be available for future use).



- Give the HyperFind a name that helps identify what it is (i.e. My Direct Reports, Early Shift, 2nd Shift). Naming the HyperFind is only necessary if saving as a Personal HyperFind).



- Complete the description for reference.



- Click Save

Using Hyperfinds

To use the new personal HyperFind you have just created, log off and sign back in.

- The Personal HyperFinds you create are only available to you – they can't be shared. You can create as many as you want.

Edit/Delete Hyperfind

To Edit or Delete a HyperFind go to:

- Manager Workspace
- Setup
- HyperFind Queries
- Highlight the HyperFind to edit or to delete
- Edit or Delete button
- Make changes and **Save** or **Save As if edting**

An example of when a HyperFind is helpful is:

- A District Maintenance Superintendent can view everyone in their district, which is their ALL HOME default. That's not too practical, so they may want to create a HyperFind for only those in their chain-of-command. They might also create one with just the people in each of their supervisor areas.

When creating a HyperFind you can use any of the Filter fields you have permission to access. Play with the options to learn more.

- HyperFinds are only available to supervisors. Employees can't see/access anyone else so they don't need to filter anything.

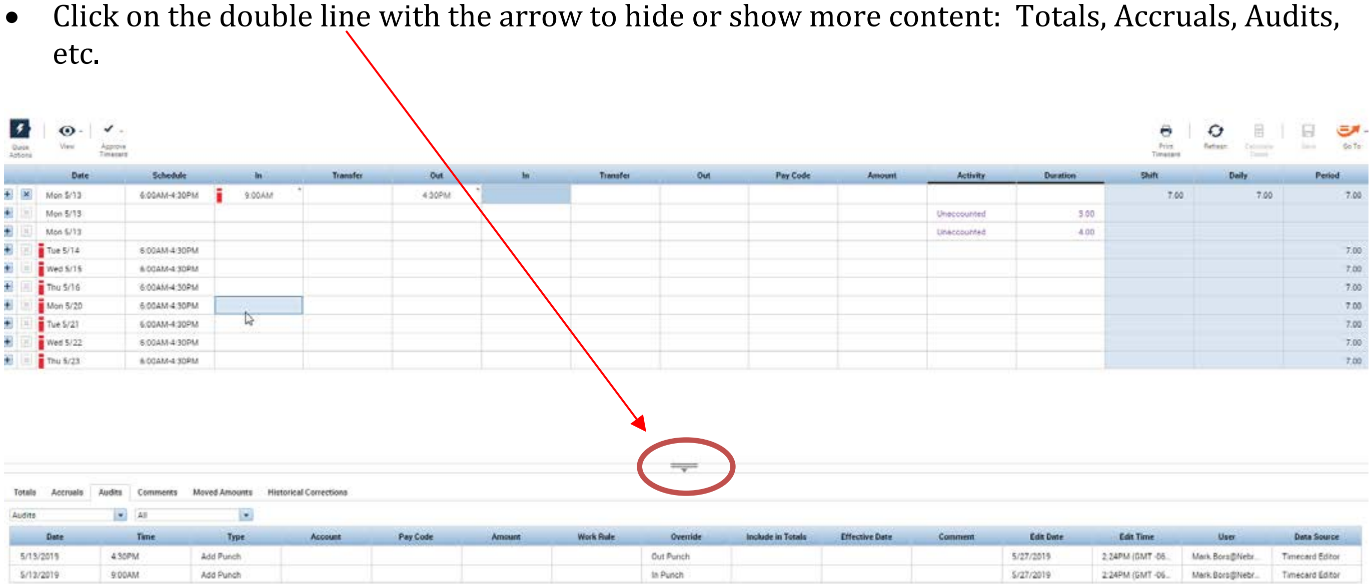
- Various "public" HyperFinds will be used when supervisors are reviewing time cards before approving them.

Audits:

The audit tracking is used to track any adjustments made to an employee timecard.

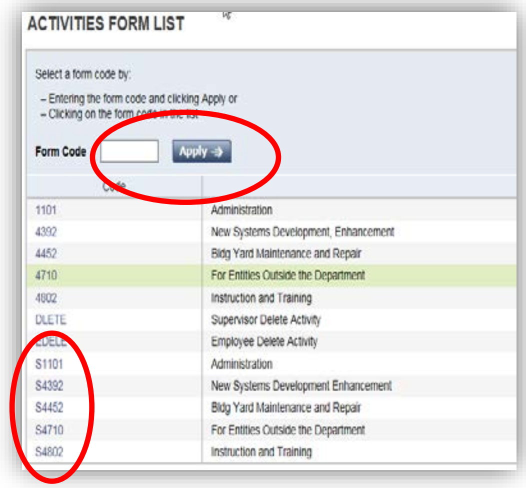
For example, if an employee actually started at 6:00 on Monday, instead of 9:00 when they remembered to punch in, either the supervisor or the employee can click in the 9:00 am cell, type "6a" and **SAVE**.

- There is an audit trail of punch edits. It can be seen on the Audit Tab in the lower left of the Time-card screen.
- Click on the double line with the arrow to hide or show more content: Totals, Accruals, Audits, etc.



Activity Entry Form

(See Employee Guide for details)

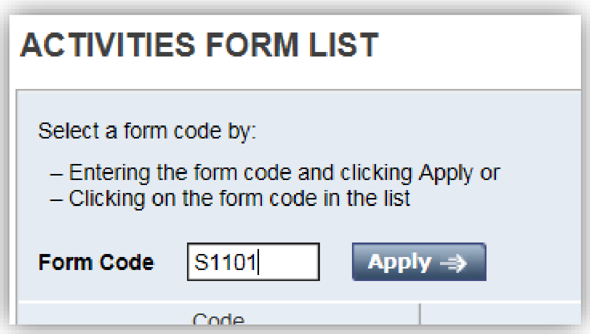


Activity codes are used to track work activity.

The only difference in how the Activity Form functions in the My Information workspace and the Manager workspace is that in the Manager workspace an "S" is inserted in front of the Activity Code when entering the activity number in the Form Code filed.

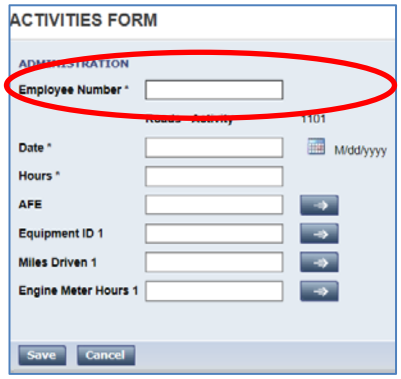
Once you have used a "S" Activity, you will be able to type an "S" in the Form Code box and select it without scrolling.

Enter the Activity you need to use. You can also scroll to and double click on the Activity with an **S** to populate the Form Code field.



Click **Apply**

The Activities Form screen is displayed



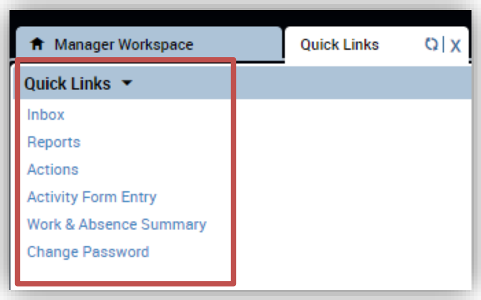
Type the employees NIS/Employee # in the Employee Number box. Once you have entered the Employee Number, you will be able to select from the list and not have to type the number again

Select the date, Enter the hours, etc.

Click **Save.**   The Activity has been entered for the employee's timecard

Genies

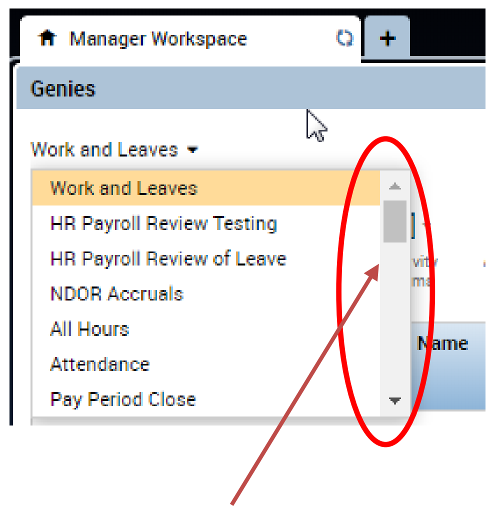
A Genie is a shortcut to a screen. Genies are located in the Quick Links widget at the top left of the **Manager's Workspace** screen.



Work and Leaves

From the Manager workspace, click on the down arrow to view

- Employee Name
- HR Payroll Review Testing
- HR Payroll Review of Leave
- NDOR Accruals
- All Hours
- Attendance
- Pay period Close
- Etc.



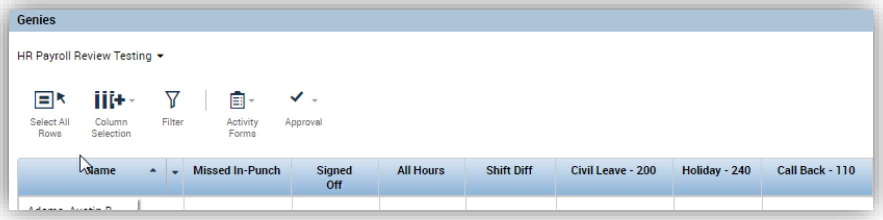
Additional options are available by using the scroll bar to access.

Work and Leaves - HR Payroll Review Testing

This genie allows you to see:

- Employee Name
- Missed Punches
- Signed Off (Timecard)
- All Hours
- Shift Diff Hours
- Civil Leave Hours
- Holiday Hours
- Call Back Hours

You may also sort any of the columns by clicking on the headers



Work and Leaves - HR Payroll Review of Leave

This genie allows you to see:

- Employee Name
- Missed In Punch
- Signed Off (Timecard)
- All Hours
- Shift Diff Hours
- Civil Leave Hours
- Holiday Hours
- Call Back Hours
- Without Pay Hours

Work and Leaves - NDOR Accruals

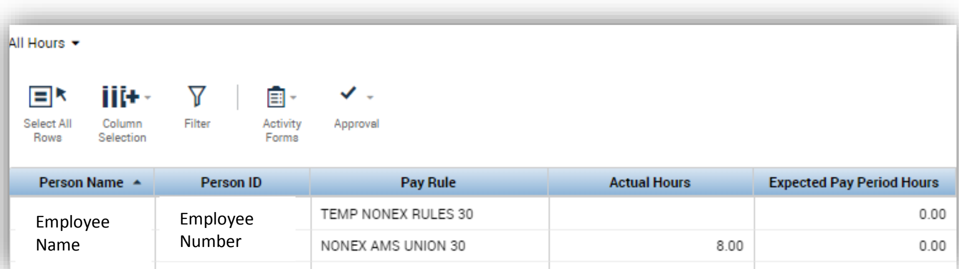
In this genie you can see the employees leave balances for all types (sick, vacation, comp, military, etc.).

You may sort the columns by clicking on the header.

Work and Leaves – All Hours

In this genie you can see:

- Person name
- Person ID
- Pay Rule
- Actual Hours
- Expected Pay period Hours

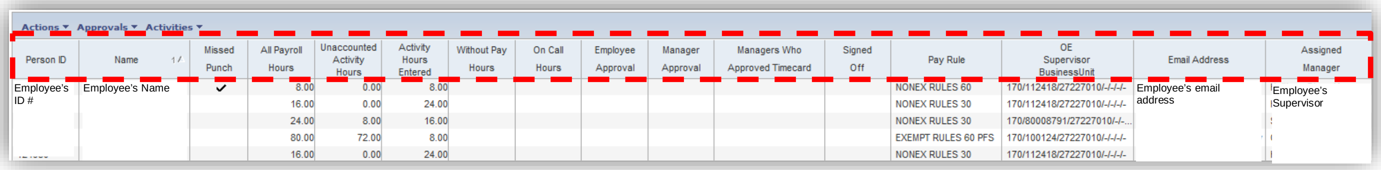


Work and Leaves – Attendance

NDOT does not use at this time.

Work and Leaves - Pay Period Close

The Pay Period Close genie is used by supervisors and by HR/Payroll to quickly review timecard status.

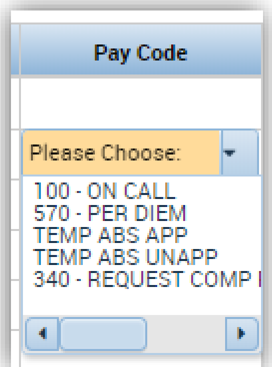

Actions ▾ Approvals ▾ Activities ▾

Person ID	Name	Missed Punch	All Payroll Hours	Unaccounted Activity Hours	Activity Hours Entered	Without Pay Hours	On Call Hours	Employee Approval	Manager Approval	Managers Who Approved Timecard	Signed Off	Pay Rule	OE Supervisor BusinessUnit	Email Address	Assigned Manager
Employee's ID #	Employee's Name	✓	8.00	0.00	8.00							NONEX RULES 60	170/112418/27227010/-/-/-/-	Employee's email address	Employee's Supervisor
			16.00	0.00	24.00							NONEX RULES 30	170/112418/27227010/-/-/-/-		
			24.00	8.00	16.00							NONEX RULES 30	170/80008791/27227010/-/-...		
			80.00	72.00	8.00							EXEMPT RULES 60 PFS	170/100124/27227010/-/-/-/-		
			16.00	0.00	24.00							NONEX RULES 30	170/112418/27227010/-/-/-/-		

Each column may be sorted by clicking on the column header

- A check mark in the **Missed Punch** column indicates the timecard has at least one missed punch.
- **All Payroll Hours** are the number of hours entered on the time card (work and leave) excluding on call. Each week of the pay-period should show at least 40 hours in this column for a full time employee.

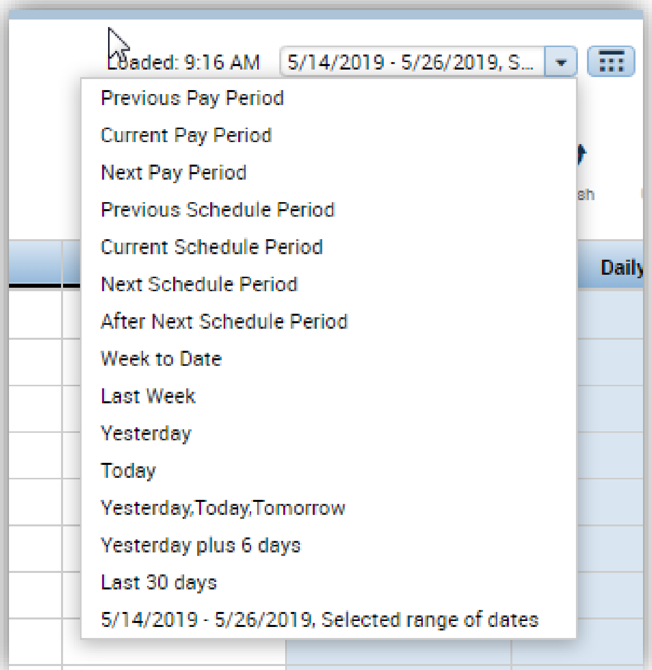
The Pay Code column is used to:

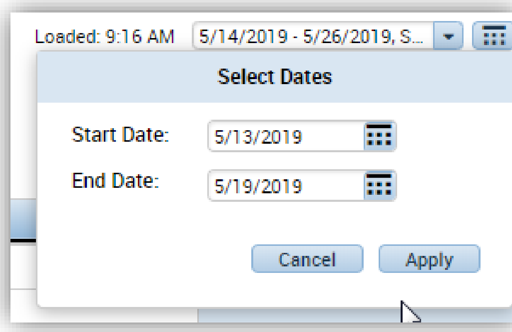


- To display holiday hours (ex: Presidents Day): auto populated and cannot be altered. Leave hours on the time card can only be changed using the leave request functions
- On-Call hours ....for eligible employees
- Per Diem ....applies to Local Assistance and Communication Divisions only
- Temp ABS APP............this is used when a temporary employee is absent <u>with</u> approval anytime during their schedule.
- Temp ABS UNAPP .....this is used when a temporary employee is absent <u>without</u> approval anytime during their schedule.
- Request Comp Time hours to be paid
  - Submit a Time Off request when using comp time as a leave

If Activity Hours is greater than All Payroll Hours, you should confirm that the hours were allocated to the correct activity, and delete any excess hours. Kronos allocates based on the 1st activity form entered.

Use the Time Period field to select a specific pay period or the calendar for a range of dates.





Click Apply and the payroll week will be displayed.

Repeat the process to view the second week of the pay period.

- **Unaccounted Hours** are hours worked that do not have any Activity Form hours. **All Unaccounted hours need to be accounted for before payroll is processed**.
- **Without Pay Hours** are the number of hours on the timecard that won't be paid (leave without pay, discipline, etc.).
- **On Call Hours** are the number of hours on the time card that the employee was on call.
- If the employee has approved their time card, a check mark will be displayed in the **Employee Approval** column.
- If the supervisor has approved the employee's time card, a 1 will be displayed in the **Manager Approval** column.
- If HR or another Manager has approved the time card, the 1 will change to a 2, etc. and the approving supervisor name will display.

If the HR Payroll Staff is listed as one of the Manager Approve names, they must remove their Approval before any other changes can be made.

- A check mark in the **Signed Off** column means the time card has been signed off by HR and no changes can be made without contacting HR. Payroll is being processed.

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

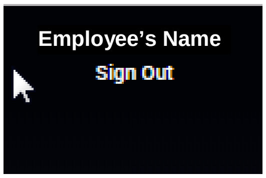
Temp = Temporary employees covered by the State Personnel Rules

Non-Exempt = Eligible for Overtime

Exempt = Not eligible for Overtime

Sign Out

To Log out of KRONOS Click on Sign Out in the upper right corner under your name.



Training Resources

You may also view the following videos on the EDC for further guidance:

- 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