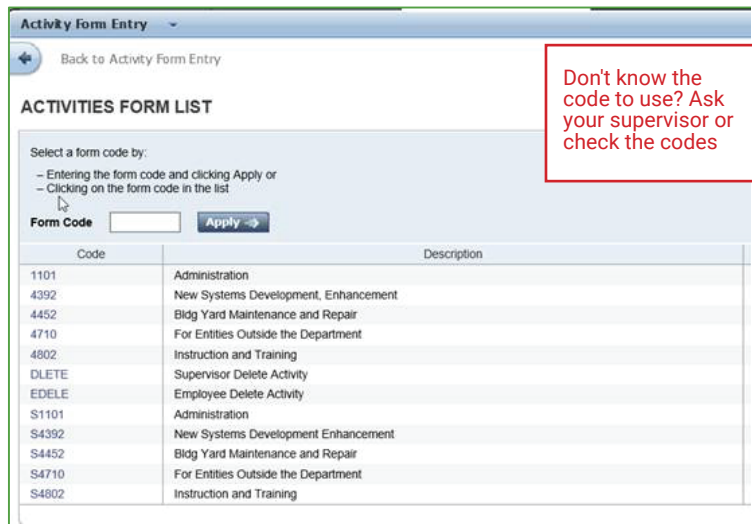


Activity Form Entry

Steps 1, 2, & 3 below are the best way to create Activity Forms to ensure they will pass the Controller's Roads Financial Edit (RFE) process overnight.

- 1 Enter the Activity Number in the Form Code box or double click on the code number in the list. *Note:* If doing from the Manager's widget, add an "S" in front of the code—that tells Kronos you are doing the Activity Form for someone else.



Activity Form Entry

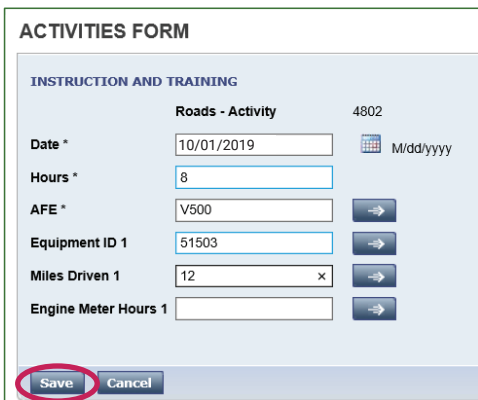
Back to Activity Form Entry

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

Code	Description
1101	Administration
4392	New Systems Development, Enhancement
4452	Bldg Yard Maintenance and Repair
4710	For Entities Outside the Department
4802	Instruction and Training
DLETE	Supervisor Delete Activity
EDELE	Employee Delete Activity
S1101	Administration
S4392	New Systems Development Enhancement
S4452	Bldg Yard Maintenance and Repair
S4710	For Entities Outside the Department
S4802	Instruction and Training



ACTIVITIES FORM

INSTRUCTION AND TRAINING

Roads - Activity 4802

Date * M/dd/yyyy

Hours *

AFE *

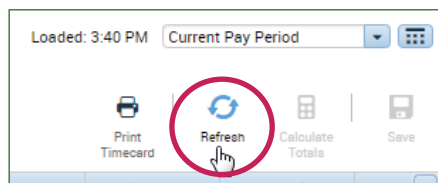
Equipment ID 1

Miles Driven 1

Engine Meter Hours 1

- 2 On the Activities Form complete the Required Fields (they have an asterisk) and any Optional field that apply—Equipment ID and Miles Driven for example. Click "Save."

- 3 *Hint:* If you return to the time card right after you "Save" the Activity Form, you need to click "Refresh" located in the Actions drop-down.



Loaded: 3:40 PM Current Pay Period

- 4 *Note:* If an "S" was used to indicate the Activity Form is for someone else, there would also be an Employee Number field to complete.



ADMINISTRATION

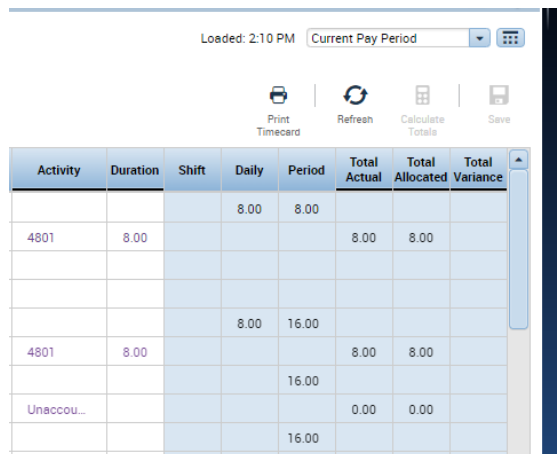
Employee Number *

Roads - Activity 1101

Date *

Activity Form Entry

- 5 The information on the Activity Form populates to the time card



Activity	Duration	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
			8.00	8.00			
4801	8.00				8.00	8.00	
			8.00	16.00			
4801	8.00				8.00	8.00	
				16.00			
Unaccou...					0.00	0.00	
				16.00			

- 6 To see details on the Activity Form right click on the activity.

Note: This screen shot shows the information entered on the Activity Form in 5 is on the Activities Details pop-up: Activity Code, Hours, AFE, Equipment and Miles Driven.

Right click on the activity, click View Activity Event Actions

Activity Event Actions

Date: 7/04/2022

Activity Name: 4801

Details

Description:
EMPLOYEES BENEFIT CLEARING ACCOUNT

Duration: 8.00

Adjusted Start: 12:00PM

Adjusted Stop: 8:00PM