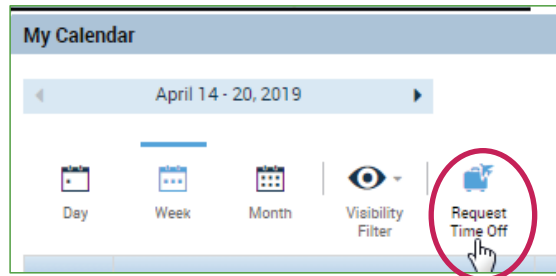
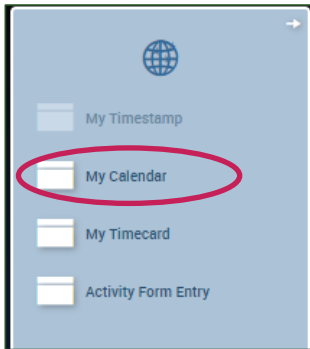


Leave Requests



First choose My Calendar from the homepage sidebar. Choose Request Time Off from the My Calendar pane.

Request Time Off

Type: 1

	Start date	End date	3 Pay code	4 Time Unit	5 Start time	Daily Amount
<input type="checkbox"/>	4/29/2019 2	4/29/2019	0-Vacation	Full day		

Accruals on:

Accrual	Balance
COMP	
FMLA	
Maternity Use	

Note (optional)

6

- 1 Choose Time Off Request or FMLA request from the Type dropdown.
- 2 Choose start date and end date.
- 3 Select Pay Code from drop down menu, (*vacation, sick, etc.*)
- 4 Select Time Unit from drop down menu.
- 5 If Time Unit is hours, enter Start Time and Duration.
- 6 Click Submit.

Edit Time Card

My Information screen – Choose Timecard on the side bar.

Transfer

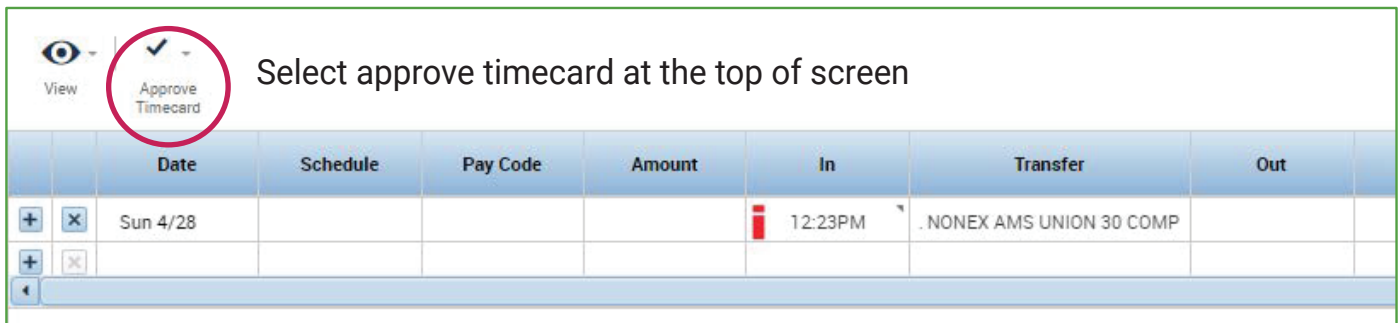
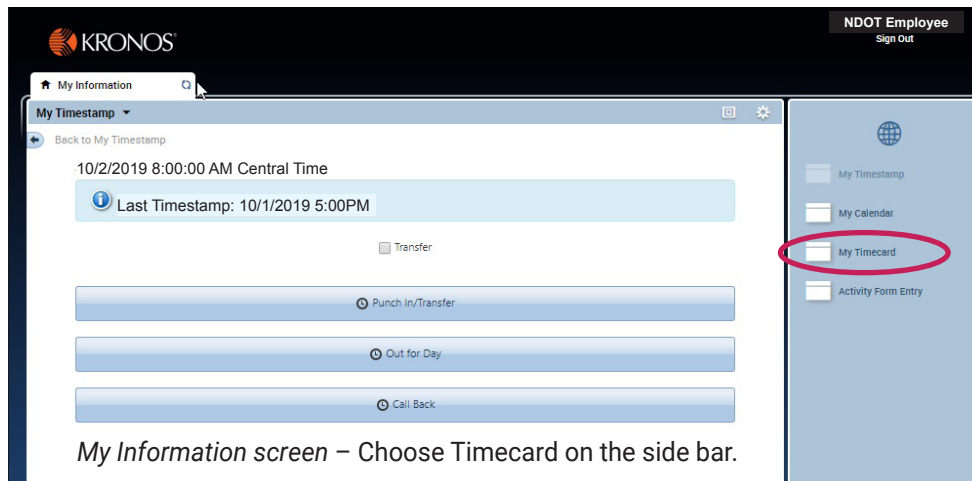
- MyTimestamp
- Leave Accruals
- Time Off Request
- Timecard
- Activity Form Entry

Kronos is showing a missed Out for the day. Click red cell, enter correct Out time. Click Save as shown below.

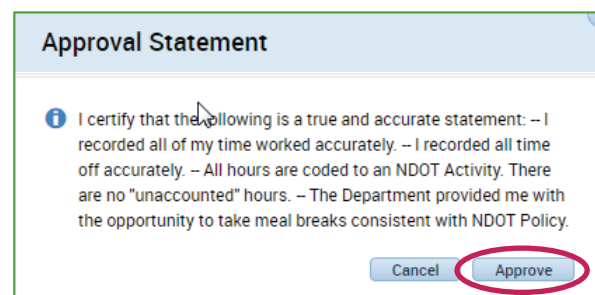
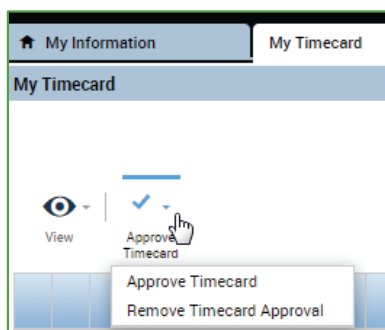
	Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Activity	Duration	Shift	Daily	Period	Total Actual	Total Allocated
	Mon 6/20								Juneteenth	8.00				8.00	8.00		
		8:00AM-5:00PM									4801	8.00				8.00	8.00
	Tue 6/21	8:00AM-5:00PM	8:05AM		4:55PM						1101	8.00	8.00	8.00	16.00	8.00	8.00
	Wed 6/22	8:00AM-5:00PM	8:02AM		4:57PM						1101	8.00	8.00	8.00	24.00	8.00	8.00
	Thu 6/23	8:00AM-5:00PM	8:04AM								1101	8.00	8.00	8.00	32.00	8.00	8.00
	Fri 6/24	8:00AM-5:00PM	7:58AM		4:56PM						1101	8.00	8.00	8.00	40.00	8.00	8.00
	Sat 6/25														40.00		

	Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Activity	Duration	Shift	Daily	Period	Total Actual	Total Allocated
	Mon 6/20								Juneteenth	8.00				8.00	8.00		
		8:00AM-5:00PM									4801	8.00				8.00	8.00
	Tue 6/21	8:00AM-5:00PM	8:05AM		4:55PM						1101	8.00	8.00	8.00	16.00	8.00	8.00
	Wed 6/22	8:00AM-5:00PM	8:02AM		4:57PM						1101	8.00	8.00	8.00	24.00	8.00	8.00
	Thu 6/23	8:00AM-5:00PM	8:04AM		5:00PM						1101	8.00	8.00	8.00	32.00	8.00	8.00
	Fri 6/24	8:00AM-5:00PM	7:58AM		4:56PM						1101	8.00	8.00	8.00	40.00	8.00	8.00
	Sat 6/25														40.00		

Approve Time Card



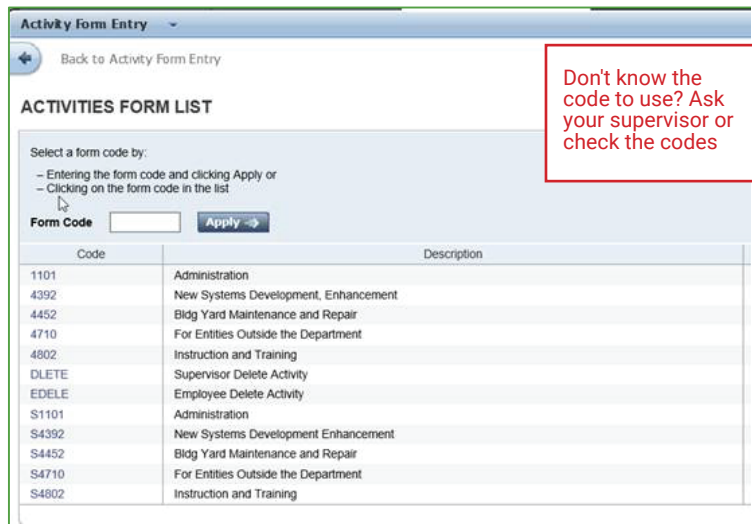
Read Approval Statement.
If accurate,
click Approve.



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

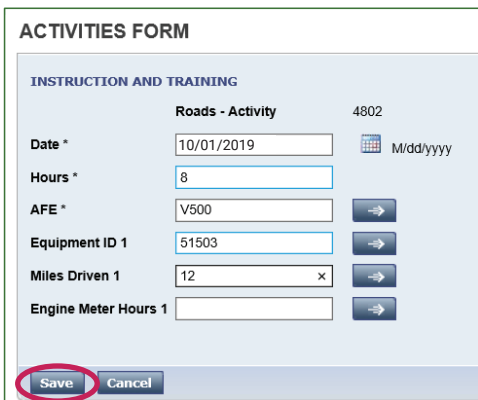
Back to Activity Form Entry

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 * 10/01/2019 M/dd/yyyy

Hours * 8

AFE * V500

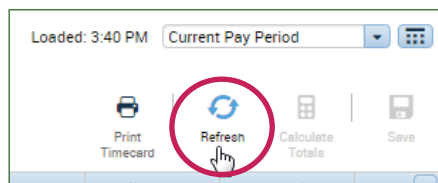
Equipment ID 1 51503

Miles Driven 1 12

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

Print Timecard Refresh Calculate Totals Save

- 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

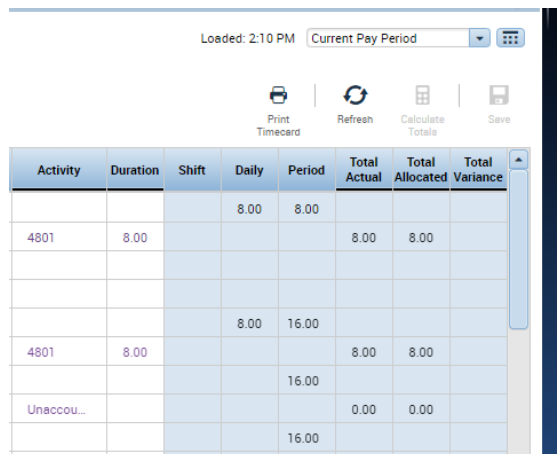
Employee Number *

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

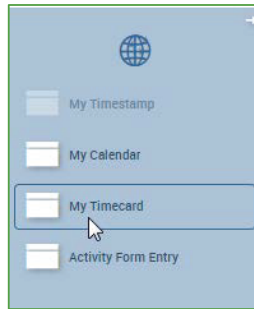
Duration: 8.00

Adjusted Start: 12:00PM

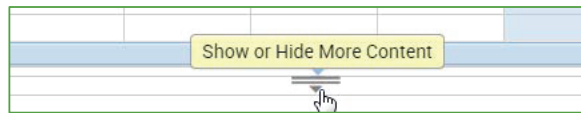
Adjusted Stop: 8:00PM

End of Year - 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	
<div style="display: flex; justify-content: space-between;"> All All </div>				
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