



KRONOS USER GUIDE FOR SUPERVISORS OF NON-EXEMPT STAFF

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Overview

This document includes information about:

- Logging into Kronos.
- Navigating Kronos and viewing staff timecards
- Reviewing staff timecards for accuracy and completion
- Adding leave or exception time for staff

Using Kronos Workforce Timekeeper

Kronos Workforce Timekeeper (KWT) can be accessed through most browsers. Once you are logged in, the application will display navigation buttons to help you move around. Do not use your browser's back and forward buttons as these will take you back to the logon page.

How to access Kronos


You will use your UVM credentials (Net ID/password) when logging into Kronos. If you are not already logged into UVM systems, DUO Security may be required before accessing Kronos. You can find Kronos login locations in the following access points:

- UVM home page via myUVM.edu
- [UVM A to Z by clicking on K](#)
- [Payroll home page](#)
- [Systems Access & Support page](#)

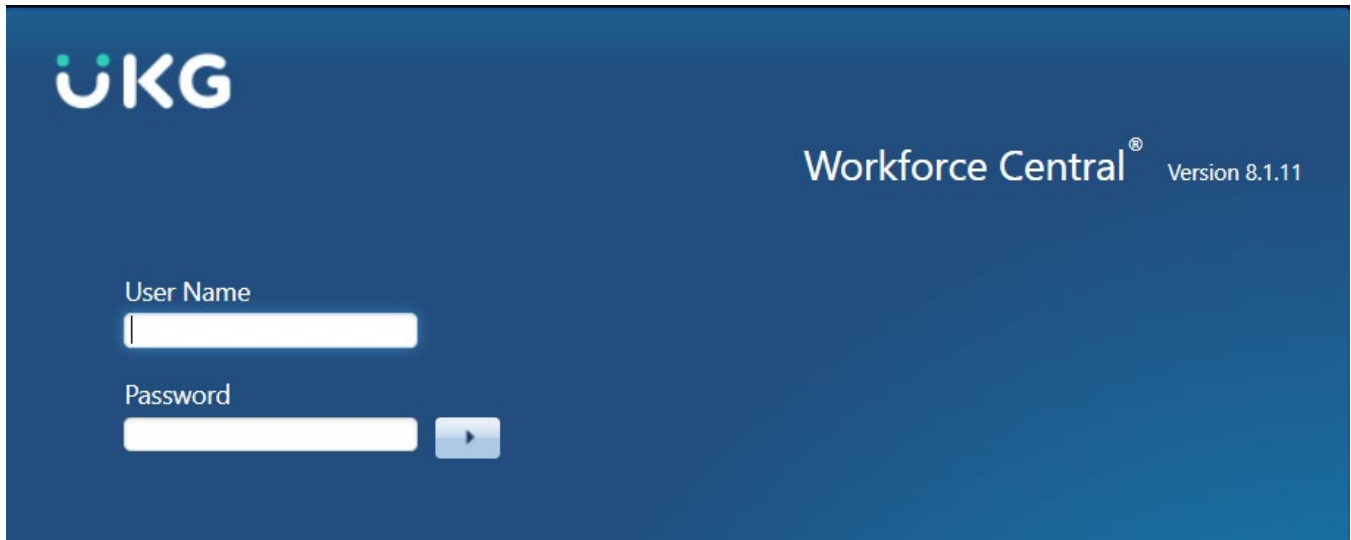
Access the KWT logon page by adding a shortcut to KWT on your desktop, saving the KWT URL in your browser favorites, or type the URL in your browser's address window where it can be recalled from the history list of your most recently visited sites.



Logging in

Enter your User Name (UVM Net ID) and Password (UVM password) in the appropriate fields, then click the Logon icon () or simply hit the Enter key on your keyboard.

*Your UVM Net ID is referred to as the User Name in Kronos.

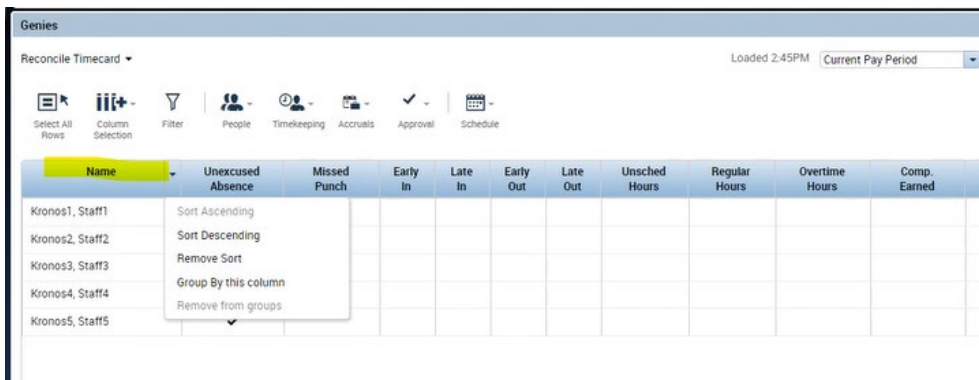


Navigator Layout

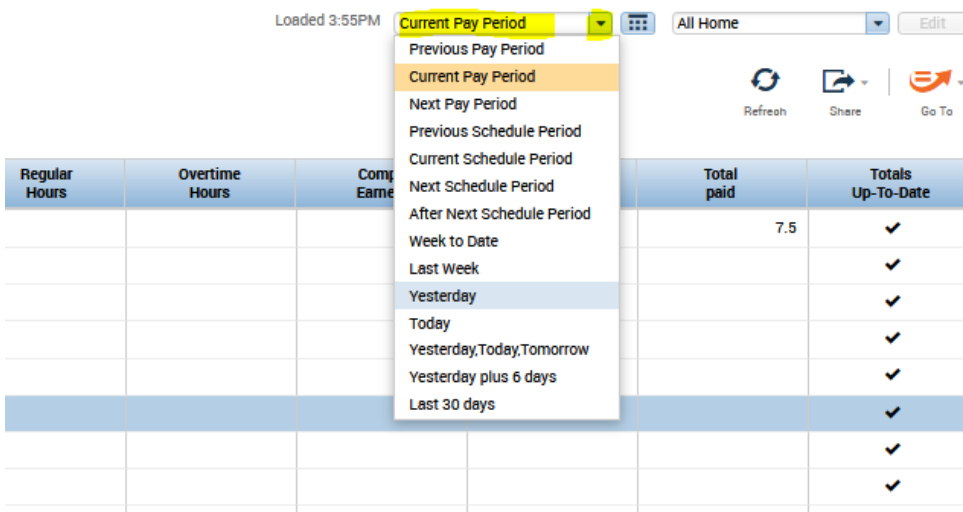
After logging in, you will see your screen listing all staff who report to your department. The list may contain staff who do not report to you directly, depending on your access profile. The screen defaults to “Reconcile Timecard” and the “Current Pay Period.”

Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Regular Hours	Overtime Hours	Comp. Earned	Total worked	Total paid	Totals Up-To-Date
Kronos1, Staff1	✓											7.5	✓
Kronos2, Staff2	✓											7.5	✓
Kronos3, Staff3	✓											7.5	✓
Kronos4, Staff4	✓											7.5	✓
Kronos5, Staff5	✓											7.5	✓

You can see an overview here of staff who have missing timestamps, unscheduled hours, overtime, etc. The columns may be sorted in ascending or descending order by clicking on the dropdown arrow to the right of the column title.



You may use the dropdown feature located on the right side of the screen to change the default of “current pay period” to a specific time frame:



To begin viewing timecards, you can either click on the “Select All” button on the top left side of the screen to select all staff listed, hold down the “Ctrl” key to select multiple cards, or to view one specific card, double click on that person’s name. The rows turn blue indicating which employees have been selected.



Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Regular Hours	Overtime Hours	Comp. Earned	Total worked	Total paid	Totals Up-To-Date
Kronos1, Staff1	✓											7.5	✓
Kronos2, Staff2	✓											7.5	✓
Kronos3, Staff3	✓											7.5	✓
Kronos4, Staff4	✓											7.5	✓
Kronos5, Staff5	✓											7.5	✓

To see all timecards, use the Orange “Go To” button on the right side of the screen and select “Timecards.”

Loaded 3:19PM Previous Pay Period All Home Edit

Refresh Share Go To

Overtime Hours	Comp. Earned	Total worked
		22.0
		7.5

- 14 Selected
- Previous Pay Period
- Go to widget
 - Rule Analysis
 - People Editor
 - Audits
 - Reports
 - Schedules
 - Exceptions
 - Timecards**
 - Go to workspace

This will bring up the first timecard for reviewing. You can toggle from timecard to timecard using the forward and backward arrows on the top of the screen—the number displayed is the number of cards selected.

Kronos1, Staff1 1 of 5 9999444 Loaded: 3:10 PM Current Pay

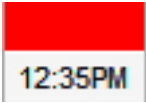


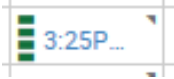
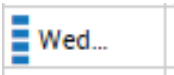
Quick Actions View Approve Timecard Sign Off Historical Correction Accruals Actions

Date	Schedule	In	Out
Mon 2/19			
Mon 2/19	8:00AM-4:30PM		
Tue 2/20	8:00AM-4:30PM		
Wed 2/21	8:00AM-4:30PM		
Thu 2/22	8:00AM-4:30PM		
Fri 2/23	8:00AM-4:30PM		
Sat 2/24			
Sun 2/25			



Reviewing Timecards

When reviewing timecards, it is important to take note of “Timecard Indicators and Colors.” These will assist you in determining if the timecard is complete, missing hours, or is all set.



Indicator	Description
	<p>A solid red cell indicates a missing punch. Positioning the mouse over the red box will display the words “Missed Punch.”</p>
	<p>A red punch or i in a cell indicates an exception, such as early punch, or an Unexcused Absence. Positioning the mouse over the cell will tell you what the exception is.</p>
	<p>A triangle at the top right corner of a punch or pay code indicates that it has been added or modified by a manager.</p>
	<p>A green punch or green vertical hash marks in a cell indicate an exception (previously marked as i) has been Marked as Reviewed.</p>
	<p>A Blue date or blue vertical hash marks in a date cell indicates an Absence has been Excused.</p>



A small blue dialog balloon in a cell indicates a comment has been attached to that cell. Hover your mouse over the balloon to view the comment. If there is a free-text note attached to the Comment, it will appear in parentheses after the Comment.

Reviewing Exceptions on Timecards and Changing a “Red Bar” to a “Green Bar”

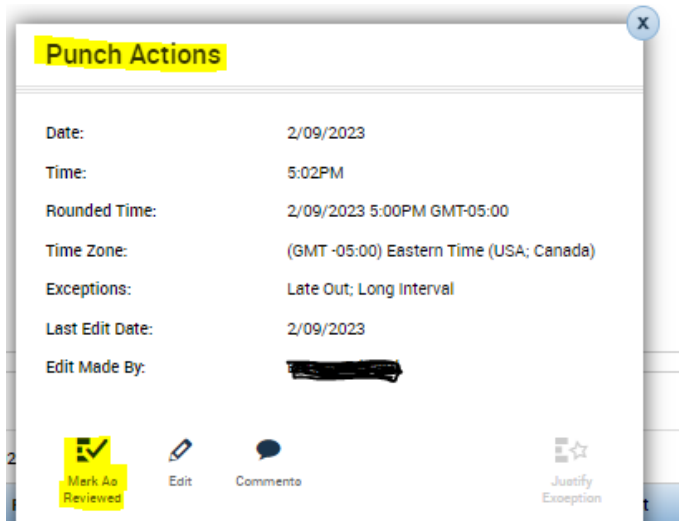
The red bars indicate that there are exceptions on the timecard (missing punches, an unexcused absence, etc.) that the supervisor should review. Once you have reviewed an exception , change the “red” indicator to “green” to signal the exception has been reviewed and is approved/ok.

View Approve Timecard Sign Off Historical Correction Accruals Actions					Print Timecard Refresh Calculate Totals Save		
	Date	Schedule	In	Out	Transfer	Pay Code	Amount
+ X	Sun 2/05						
+ X	Mon 2/06	8:00AM-4:00PM	8:00AM	4:00PM			
+ X	Tue 2/07	8:00AM-4:00PM	8:00AM		5:00PM		
+ X	Wed 2/08					MEDICAL	2.0
+ X	Wed 2/08	8:00AM-4:00PM	8:00AM		2:00PM		
+ X	Thu 2/09	8:00AM-4:00PM	8:00AM	4:00PM			
+ X	Fri 2/10	8:00AM-4:00PM	8:00AM				
+ X	Sat 2/11						

In the timecard above you can see a red bar on Tuesday. The employee’s scheduled day is 8am to 4pm (30 min lunch break) but they worked until 5:00pm that day. If you were to hover on the red bar it tells you this is a “late out; long interval” therefore it is an exception. Once the supervisor has looked at the exception, they can mark it as “reviewed” and the bar will be green.



Right click on the red bar to open the Punch Actions box:



Click on the “Mark as Reviewed” icon in the bottom left side of the box.

Timecard		Correction	Actions		
		Date	Schedule	In	Out
+	×	Mon 2/06	8:00AM-4:00PM	7:56AM	3:55PM
+	×	Tue 2/07	8:00AM-4:00PM	7:57AM	3:55PM
+	×	Wed 2/08	8:00AM-4:00PM	7:55AM	3:55PM
+	×	Thu 2/09	8:00AM-4:00PM	7:57AM	5:02PM
+	×	Fri 2/10	8:00AM-4:00PM	7:56AM	
+	×	Sat 2/11			
+	×	Sun 2/12			

The red bar has turned green indicating the exception has been reviewed. The notation of “late out; long interval” will still be visible if you hover on the green bar. If you want to “remove” the reviewed action, you simply repeat the steps above and click on the icon that reads “Unmark as Reviewed.”





How to view “Accruals, Totals, Corrections and Audits” on Timecards

The default view on timecards does not always display the accruals, totals, etc. tabs that are located at the bottom of a timecard. If it does not, these tabs can be viewed by clicking or dragging the gray resizing bar located at the bottom of the timecard.

Accrual Code	Accrual Available Balance	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
BREAK DAY WORKED	0.0	Mon 1/01 - Tue 12/31	0.0	0.0
COMP TIME	0.0	Mon 1/01 - Tue 12/31	0.0	0.0
FLEX	0.0	Mon 1/01 - Tue 12/31	0.0	0.0
MEDICAL	162.5	Mon 1/01 - Tue 12/31	155.0	245.0
VACATION-PTO	280.0	Mon 1/01 - Tue 12/31	267.5	300.0

This will expand the bottom half of the timecard allowing you to view the tabs.

Accruals Tab

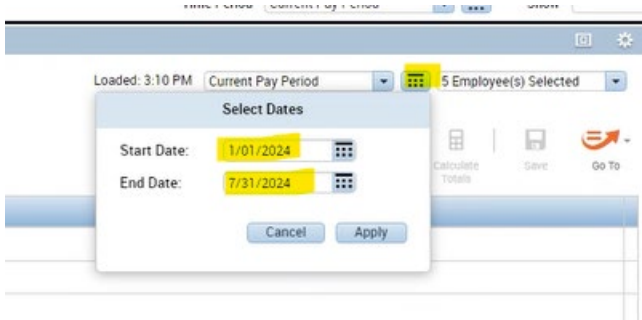
Accruals are the amounts of time that employees earn as benefits such as Vacation (PTO), Medical, etc. You can view the accrual balances by clicking the Accruals tab located directly beneath the timecard grid.

Accrual Code	Accrual Available Balance	Accrual Reporting Period
BREAK DAY WORKED	0.0	Mon 1/01 - Tue 12/31
COMP TIME	0.0	Mon 1/01 - Tue 12/31
MEDICAL	460.5	Mon 1/01 - Tue 12/31
VACATION-PTO	404.12	Mon 1/01 - Tue 12/31

Accruals are granted on the 15th of the month.



By changing the date range on the employee’s timecard, you can see projected accrual balances many months in advance.



Totals Tab

The Totals tab displays the number of hours allocated to regular time, OT and transferred time, as well as any pay codes such as Vacation time (PTO) or Medical.

Account	Pay Code	Amount
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	HOURS WORKED	23.6
(X)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000	HOURS WORKED	5.9
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	MEDICAL	6.0
(X)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000	MEDICAL	1.5
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	OVERTIME	6.0
(X)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000	OVERTIME	1.5
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	REGULAR	17.6
(X)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000	REGULAR	4.4
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	TOTAL HOURS	29.6

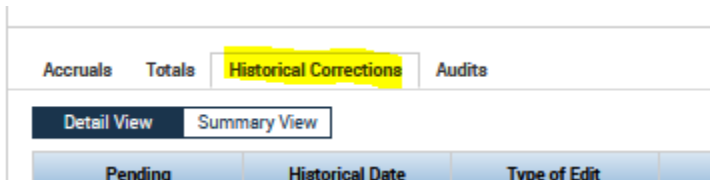
The Totals tab defaults to “All” meaning it will display all the totals for the selected time frame. This can be changed to “Daily” to view totals for each day.

Account	Pay Code	Amount
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	HOLIDAY	6.0
(X)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000	HOLIDAY	1.5
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	TOTAL HOURS	6.0
(X)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000	TOTAL HOURS	1.5



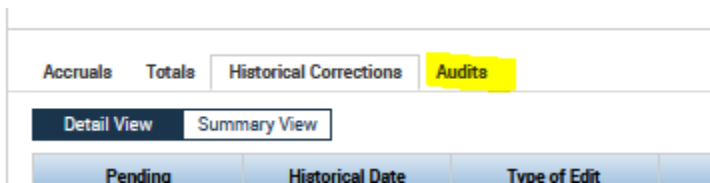
Historical Corrections Tab

The Historical Corrections tab is used to make edits or corrections in previously signed off pay periods. You will be able to see who made the correction and what was “edited or corrected.” Payroll Services will be performing all historical corrections.



Audits Tab

The Audits tab allows you to view who entered punches, pay codes, adjustments etc. on the timecard. You will see the name, date, and type of entry.



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
2/06/2024	4:30PM	Add Punch					Out Punch		2/12/2024	10:40AM (...)	louattarkr...	Timecard ...
2/05/2024	8:00AM	Add Punch					In Punch		2/12/2024	10:40AM (...)	louattarkr...	Timecard ...
2/05/2024	4:30PM	Add Punch					Out Punch		2/12/2024	10:40AM (...)	louattarkr...	Timecard ...

A small gray triangle in the corner of the cell on the timecard means someone other than the employee adjusted/updated the timecard. This is usually from a supervisor or Admin adding leave to a timecard or updating a missing timestamp . This information can be seen on the audits tab.

Date	Schedule	In
Mon 1/30	8:00AM-4:30PM	8:00AM



Reviewing Timecards

Verify that the employee’s total hours—be it hours worked (regular hours) or exception time (leave time or holiday pay) total the expected hours per week for that employee. In the example below the total hours for the week are 37.5. This total includes regular hours, holiday, and leave time (medical & vacation).

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Mon 9/06					LABOR DAY	7.5		7.5	7.5
	Mon 9/06	8:00AM-4:00PM								
	Tue 9/07	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	15.0
	Wed 9/08	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	22.5
	Thu 9/09					MEDICAL	7.5		7.5	30.0
	Thu 9/09	8:00AM-4:00PM								
	Fri 9/10					VACATION	0.5			
	Fri 9/10	8:00AM-4:00PM	8:05AM	3:30PM				7.0	7.5	37.5
	Sat 9/11									37.5
	Sun 9/12									37.5

On the bottom half of the timecard, using the Totals tab you can see the breakout of the total hours for the pay period. In the example below, the employee has several chart strings (called accounts in Kronos) that their work is being applied to (a predetermined percentage for each). Your employees’ accounts may be different based on their set up.

Account		Pay Code
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000		HOLIDAY \$
(x)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000		HOLIDAY \$
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000		HOLIDAY PAY
(x)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000		HOLIDAY PAY
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000		HOLIDAY WORKED 1.5
(x)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000		HOLIDAY WORKED 1.5
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000		MEDICAL
(x)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000		MEDICAL
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000		OVERTIME .5
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000		OVERTIME BASE RATE 1
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000		REGULAR
(x)PRL-BKS-11585/150-140018/461/000000/0000/0777/0000		REGULAR



Once you have reviewed this specific timecard and you feel it is all set, you can use the toggle arrows at the top of the timecard to view the remaining employee timecards. When reviewing you may discover missing timestamps, the need to cancel lunch deduction, or unexcused absences (the need to enter missing leave), etc.

Adding “Leave Time” on a Timecard

If, for example an employee forgot to timestamp or is on a leave of absence, you need to add leave time to a timecard such as Vacation (PTO), Medical, etc. this is done in the timecard. In the example below the person is missing time on Monday. There are no timestamps reflected on that day and there is a red bar indicating an absence.

QUICK Actions		VIEW	APPROVE Timecard	DELETE	MAKE	REVIEW	APPROVE
		Date	Schedule	In	Out		
+	×	Mon 1/22	8:00AM-4:30PM				
+	×	Unexcused Absence	8:00AM-4:30PM				
+	×	Wed 1/24	8:00AM-4:30PM				
+	×	Thu 1/25	8:00AM-4:30PM	10:56AM			
+	×	Fri 1/26	8:00AM-4:30PM				
+	×	Sat 1/27					
+	×	Sun 1/28					

It is always best practice to check the accrual balance prior to entering time to ensure the employee has the requested leave available. Position your cursor in the “Pay Code” box on the appropriate date and use the drop down to select the type of leave you will be entering.



Quick Actions						
+	×	View	Approve Timecard	Sign Off	Historical Correction	Accruals Actions
Date	Schedule	In	Out	Transfer	Pay Code	Amount
Mon 1/22	8:00AM-4:30PM				MEDICAL	
Tue 1/23	8:00AM-4:30PM					
Wed 1/24	8:00AM-4:30PM					
Thu 1/25	8:00AM-4:30PM	10:56AM				
Fri 1/26	8:00AM-4:30PM					
Sat 1/27						
Sun 1/28						

Click on the type of leave, in this example the staff member is using medical. In the Amount column, you will enter the number of hours.

Quick Actions						
+	×	View	Approve Timecard	Sign Off	Historical Correction	Accruals Actions
Date	Schedule	In	Out	Transfer	Pay Code	Amount
Mon 1/22	8:00AM-4:30PM				MEDICAL	7.5
Tue 1/23	8:00AM-4:30PM					
Wed 1/24	8:00AM-4:30PM					
Thu 1/25	8:00AM-4:30PM	10:56AM				3.0
Fri 1/26	8:00AM-4:30PM					
Sat 1/27						
Sun 1/28						

Click on the Calculate Totals icon which allows you to see the effects of timecard edits before saving them. The Calculate Totals icon will now be grayed-out but the Save icon will remain active indicating you have not yet saved the changes. You will then click on the Save icon.

Quick Actions							Print Timecard	Refresh	Calculate Totals	Save
+	×	View	Approve Timecard	Sign Off	Historical Correction	Accruals Actions				
Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily		
Mon 1/22	8:00AM-4:30PM				MEDICAL	7.5				
Tue 1/23	8:00AM-4:30PM									
Wed 1/24	8:00AM-4:30PM									

If partial leave time needs to be added to a timecard, you will need to add a line to the timecard by clicking the “+” symbol on the left side of the timecard on the appropriate date. In the example below the employee punched in at 8am and left for the day for a medical appointment at 1pm.

Quick Actions		Quick Actions							Print Timecard	Refresh	Calculate Totals	Save	Go To
+	×	View	Approve Timecard	Sign Off	Historical Correction	Accruals Actions							
Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period				
Mon 1/30	8:00AM-4:30PM	8:00AM	1:00PM				5.0	5.0	5.0				
Mon 1/30													






You can see another line was added to the timecard. You will then add the leave using the instructions explained above. You cannot add leave on the same line that contains a timestamp.

Please note, Holidays are hard coded into Kronos, employees do not need to add holiday hours. The hours will prepopulate in Kronos.

Adding Missing Timestamps

If an employee forgets or misses a timestamp in or out, the missed timestamp indicator (red cell) will be displayed in the cell where the timestamp is missing. In the instance below, the employee did not timestamp out at the end of their shift:

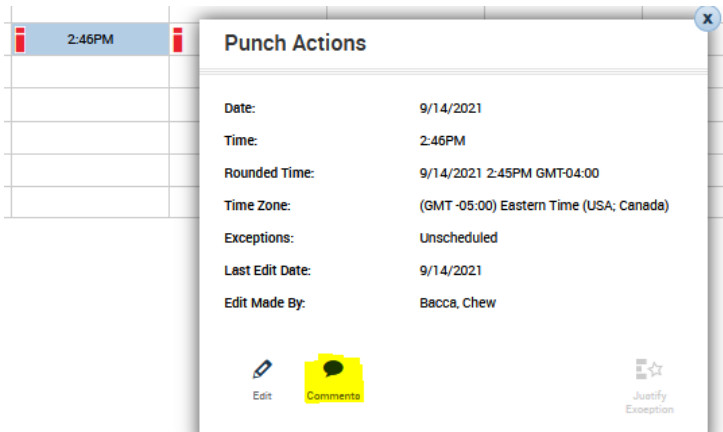
Date	Schedule	In	Out	Tr
Mon 1/30		 8:32AM		
Tue 1/31		 8:30AM		
Wed 2/01				

It is important to note that when adding missing timestamps supervisors should discuss the missing time with the employee before adding timestamps. To fix the missing timestamp:

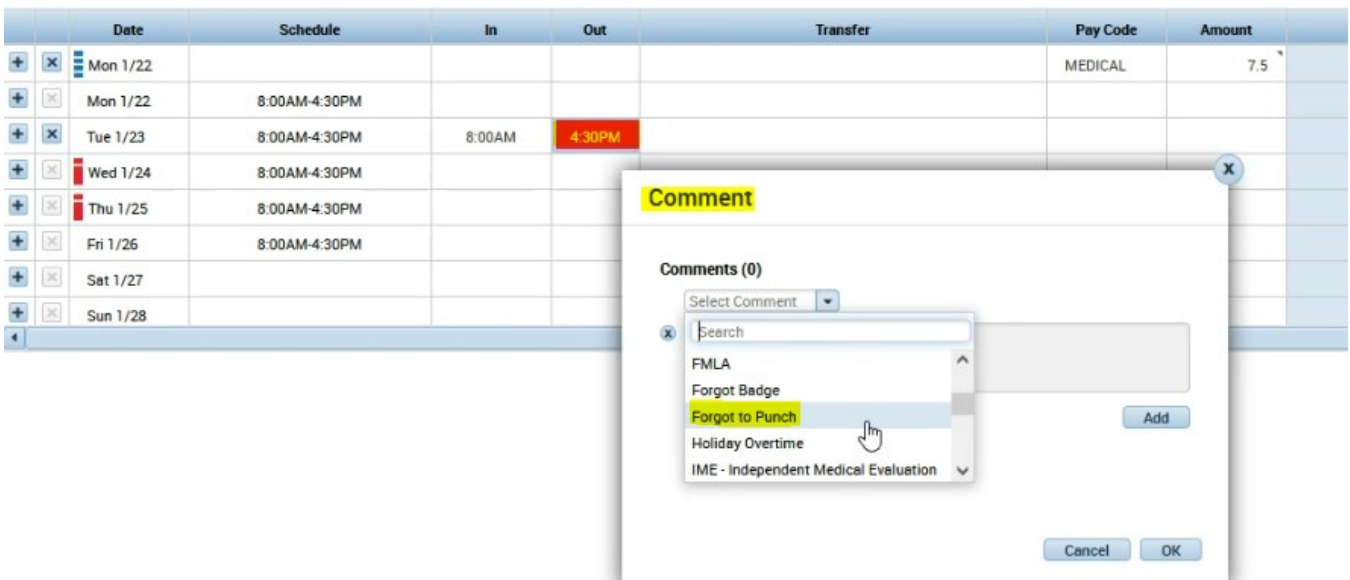
1. Click in the solid red cell (one click)
2. Enter the time using the keyboard (Ex. 4:30pm is entered as 430p, no colon or spaces and only a "p" or an "a" for am)
3. Press the "Enter" key or the "tab" key.
4. Save

To add a Comment to Timestamp

1. Right click the timestamp
2. Click "Comments" in the Punch Actions dialog box



3. Select your comment(s) by clicking on the blue arrow—use the gray pull down bar to scroll through the list of comments or type the first letter of the comment you want to add in the “Search” box.



4. Click on the comment to add it.
5. Click OK, then Save.
6. You will now see a “Blue Speech Bubble” by hovering on the bubble you will see the comment selected.





Lunchbreaks in Kronos

Lunch rules are set up “behind the scenes” in Kronos. The length of an unpaid lunch break of either 30 or 60 minutes will be determined by the employee and their supervisor. Lunch breaks are auto deducted after 6 hours of work. For an example if an employee works their full day (schedule) and they have a one-hour lunch break, the lunch will be subtracted from their daily totals without them timestamping in and out for lunch. In the example below, the employee is scheduled to work 8am to 4:30pm with a one-hour lunch break. You can see that the one-hour lunch break was deducted, resulting in a 7.5-hour shift and daily total.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
		Mon 1/30	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	7.5
		Tue 1/31	8:00AM-4:30PM								7.5
		Wed 2/01	8:00AM-4:30PM								7.5

Canceling a Lunch Deduction If Staff Do Not Take Their Lunch

There are occasions when staff may not take their lunch during their scheduled shift. Remembering that Kronos will auto deduct lunch after 6 hours of work, a lunch break may need to be canceled. In the example below you can see the staff member worked the entire scheduled shift and the daily hours total 7.5 because a one-hour lunch break was auto deducted, but they did not take their lunch.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 1/30	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	7.5

To cancel the lunch break:




Right click on the Out timestamp(4:30pm),

The Punch Actions box opens:



Punch Actions




Date: 1/30/2023
Time: 4:30PM
Rounded Time: 1/30/2023 4:30PM GMT-05:00
Override: Out Punch
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
Last Edit Date: 1/30/2023
Edit Made By: Baggins, Bilbo

Edit Comments Justify Exception

Click on the “Edit” pencil- this will open the “Punch” box.

Punch

Date: 1/30/2023
Time (h:mma) *
Rounded Time: 1/30/2023 4:30PM GMT-05:00
Override: 
Time Zone: 
Cancel Deduction: 
Exceptions:
Comments:

You will then use the drop-down arrow and choose the correct lunch rule that you want to cancel.



Cancel Deduction:

Exceptions:

Comments:

<None>

1 HR DEDUCT AFTER 6 HRS

30 MIN DEDUCT AFTER 6 HRS

All

In this instance, this employee has a 1-hour lunch break, so we will choose “1 HR Deduct After 6 HRS”

Click on “OK”, then “SAVE” your change. You can now see the employee has 8.5 daily hours because you gave them back their lunch. The red bar next to the 4:30pm out timestamp is an indicator that an action was done on the punch. If you hover over the bar you will see “Cancel Deduction” displayed. This completes the action.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
Mon 1/22					MEDICAL	7.5	
Mon 1/22	8:00AM-4:30PM						
Tue 1/23	8:00AM-4:30PM	8:00AM	4:30PM			7.5	
Wed 1/24	8:00AM-4:30PM	8:00AM	4:30PM			7.5	
Thu 1/25	8:00AM-4:30PM	8:00AM	4:30PM			7.5	
Fri 1/26	8:00AM-4:30PM	8:00AM	4:30PM			8.5	
Sat 1/27							
Sun 1/28							

Manually Deducting a Lunch Break

If you have canceled a lunch break but the staff member took a break during the day, you will need to manually subtract the time. For example, the staff member above has a lunch rule that auto deducts 1 hour for lunch, but they only took a 30 min lunch break. To reflect this break, do the following:

Add a line on the day in which you need to “subtract” the break using the “+” sign to the far left of the card:

+ x	Fri 1/26	8:00AM-4:30PM	8:00AM	4:30PM			8.5
+ x	Fri 1/26						
+ x	Sat 1/27						

This adds a line for 01/26. You will then enter a pay code of regular in the Pay Code column by clicking in the cell and selecting “Regular” from the drop down.



Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
Mon 1/22					MEDICAL	7.5	
Mon 1/22	8:00AM-4:30PM						
Tue 1/23	8:00AM-4:30PM	8:00AM	4:30PM				7.5
Wed 1/24	8:00AM-4:30PM	8:00AM	4:30PM				7.5
Thu 1/25	8:00AM-4:30PM	8:00AM	4:30PM				7.5
Fri 1/26	8:00AM-4:30PM	8:00AM	4:30P...				8.5
Fri 1/26					REGULAR		
Sat 1/27							
Sun 1/28							

You will then enter the amount of the break—in this case the employee took a half hour lunch break. Because we are deducting the break, enter the break time as a negative amount (-.50).

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
Mon 1/22					MEDICAL	7.5	
Mon 1/22	8:00AM-4:30PM						
Tue 1/23	8:00AM-4:30PM	8:00AM	4:30PM				7.5
Wed 1/24	8:00AM-4:30PM	8:00AM	4:30PM				7.5
Thu 1/25	8:00AM-4:30PM	8:00AM	4:30PM				7.5
Fri 1/26	8:00AM-4:30PM	8:00AM	4:30P...				8.5
Fri 1/26					REGULAR	-0.5	
Sat 1/27							

Then use the Calculate Totals button and Save. You can now see the employee has 8.0 daily hours.

Fri 1/26					REGULAR	-0.5	
Fri 1/26	8:00AM-4:30PM	8:00AM	4:30P...			8.5	8.0
Sat 1/27							

You will now add a comment to the amount you subtracted for the lunch. Right click on the -0.5 in the amount column. This opens the “Pay Code Actions” box:



Click on the “Comments” icon, this opens the “Comment” box. Using the drop-down arrow, choose “Lunch Break”



Then click on “OK”- this adds the comment to the negative amount. Click SAVE. You will see a blue speech bubble next to the amount. If you hover over the bubble, you will see the comment you added.

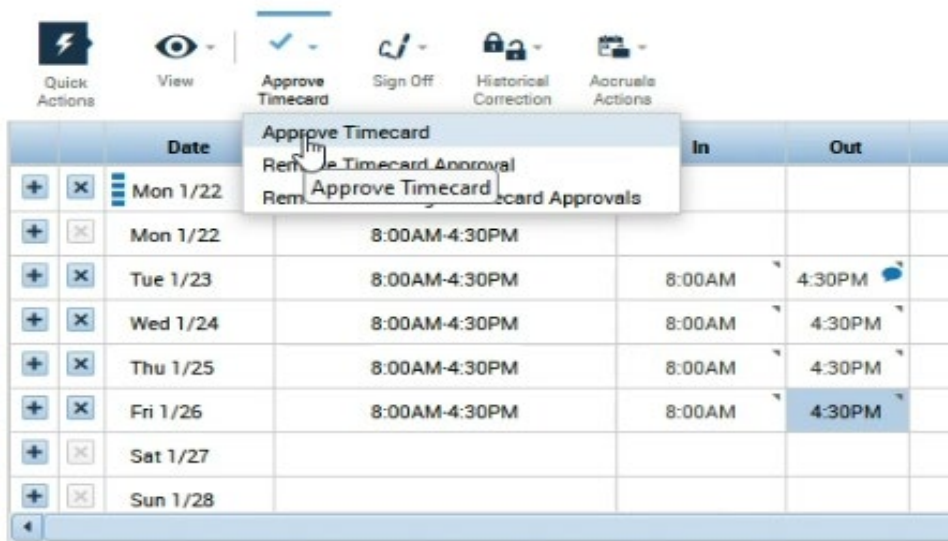
Approving an Individual Timecard

Approvals serve as documentation and communicate a timecard has been reviewed by the employee and/or the supervisor (manager). Approvals can be made any time in the current pay period before the timecard is signed off. Once the timecard is approved by the supervisor the timecard is locked and

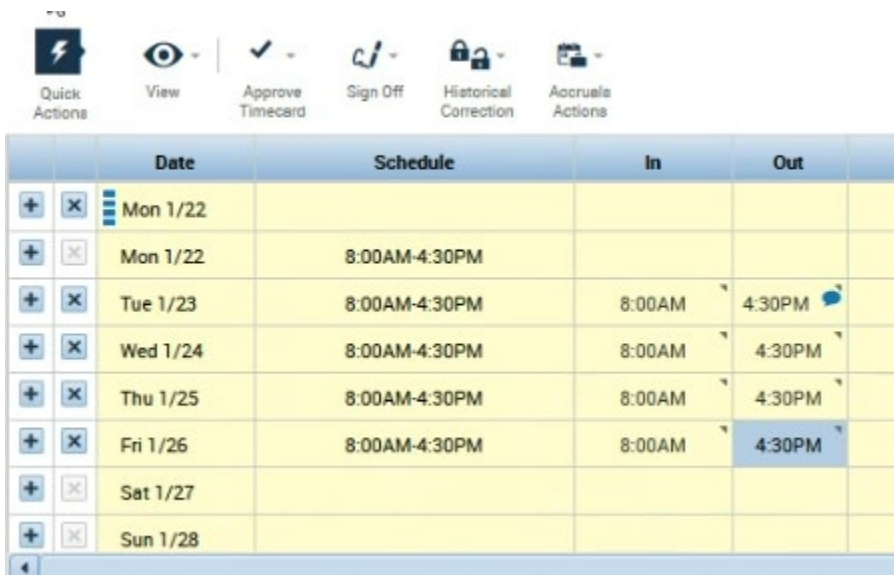


cannot be edited by the employee. Timecards should not be approved until the card is complete and requires no more edits.

To approve a staff member’s timecard after it has been reviewed, click on the “Approve Timecard” Icon on the upper left side of the timecard.



Once a timecard has been approved the background color of the timecard will change to “yellow.”

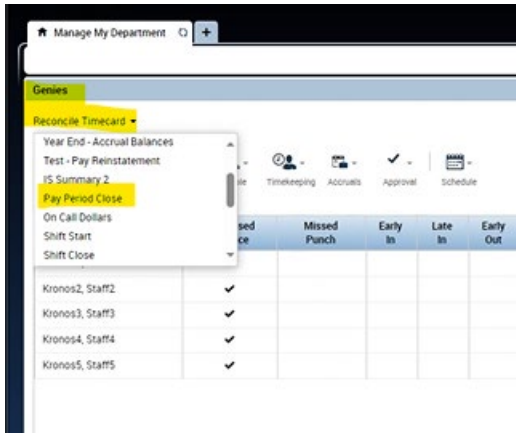


An approval can be removed by a supervisor, but this action should be done sparingly and never in a signed off pay period in the past.



Approving Multiple Timecards in a Detail Genie, E.G Pay Period Close

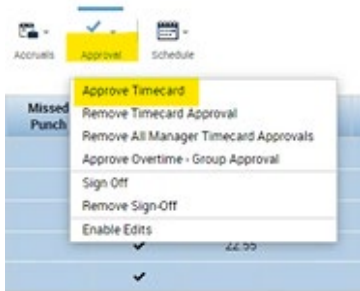
- In the header, click the dropdown arrow and choose **Pay Period Close**



- Select the employee(s) whose timecards you are going to approve. If approving all employees click **Select All Rows**



- Click the Approvals menu tab in the header
- Click Approve Timecard



- You will be asked “Are you sure you want to approve?” click on **Yes**

Moving Overtime (OT) to Comp Time Earned (CE) with Staff who have 1 Chart string (in Kronos this is referred to as a Labor Account)

Several conditions need to be met before converting overtime (OT) to Comp Time Earned (CE).

- The employee requests their OT to be converted to CE
- The Supervisor should verify the employee’s current Comp Time balance to ensure they have not exceeded the 75 hours of compensatory time allowed.
- The employee must have OT on their timecard, more than 37.5 hours or 40 hours
- This process is used for employees with only 1 chartstring/labor account

In the example below, the employee has asked for their OT to be converted to CE. The Supervisor has verified the existing Comp Time balance is less than 75 hours:

Accruals		Totals	Historical Corrections	Audits
Accrual Code	Accrual Available Balance			
BREAK DAY WORKED	0.0			
COMP TIME	0.0			
	0.0			
MEDICAL	180.0			
VACATION-PTO	30.0			

The balance above is zero.



Now the supervisor will verify the existence of OT on the timecard. **Regular hours cannot be converted to CE, only OT hours.**

In the card below the employee has exceeded 37.5 hours for the week:

- On the right side of the timecard under the “Period” column you can see the total for the week is 38.63 hours, greater than 37.5 hours
- Looking at the “Totals” tab at the bottom, while in the “ALL” view, you will see 1.13 hrs listed as “OVERTIME BASE RATE 1.”
- This confirms the existence of OT

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
		Mon 3/11	8:00AM-4:30PM	8:00AM	4:30PM			7.5	7.5	7.5
		Tue 3/12	8:00AM-4:30PM	8:00AM	4:30PM			7.5	7.5	15.0
		Wed 3/13	8:00AM-4:30PM	8:00AM	5:38PM			8.63	8.63	23.63
		Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM			7.5	7.5	31.13
		Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM			7.5	7.5	38.63
		Sat 3/16								38.63
		Sun 3/17								38.63

Accruals
Totals
Historical Corrections
Audits

All
All

Account	Pay Code	Amount
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	OVERTIME .5	1.13
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	OVERTIME BASE RATE 1	1.13
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	REGULAR	37.5
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL \$	\$784.00
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS PAID	38.63
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS TOWARD OT	38.63
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS WORKED	38.63



Next, by looking at the “Account” column at the bottom of the timecard, the supervisor can confirm this employee only has 1 chartstring/labor account:

Accruals **Totals** Historical Corrections Audits

All All

Account	Pay Code	Amount
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	OVERTIME .5	1.13
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	OVERTIME BASE RATE 1	1.13
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	REGULAR	37.5
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL \$	\$784.00
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS PAID	38.63
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS TOWARD OT	38.63
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS WORKED	38.63

Before moving OT to CE, while on the “Totals Tab” use the dropdown menu and change the view from “All” to “Daily”:

Accruals **Totals** Historical Corrections Audits

All All

Account	Pay Code
000/000/000000/0000/0000/0000	OVERTIME .5
000/000/000000/0000/0000/0000	OVERTIME BASE RATE 1
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	REGULAR
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL \$
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS PAID
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS TOWARD OT
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS WORKED



After clicking on “Daily” the view will change:

+	×	Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM			7.5	7.5	38.63
+	×	Sat 3/16								38.63

Accruals	Totals	Historical Corrections	Audits
----------	---------------	------------------------	--------

Daily	All	Totals for 3/15/2024
-------	-----	-----------------------------

Account	Pay Code	Amount
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	OVERTIME .5	1.13
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	OVERTIME BASE RATE 1	1.13
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	REGULAR	6.37
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL \$	\$161.33
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS PAID	7.5
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS TOWARD OT	7.5
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS WORKED	7.5

Above, you are now only seeing the daily totals for 03/15, not the totals for the week. This shows that there are 6.37 hours of regular hours being paid and 1.13 hours of OT. The OT hours are the hours that can be converted to CE. ** NOTE: OT will only show “after” the employee has exceeded 37.5 hours. This can occur on any day. Once you change the view to daily, it is important to check each day to see where the OT appears. **

Once the existence of OT is confirmed, you will now begin the process of moving OT to CE.



Step 1: Right click in the Pay Code Column on “OVERTIME BASE RATE 1” This will open the “Totals Actions” box:

The screenshot shows a Kronos interface with a table of pay codes and a 'Totals Actions' pop-up window. The table has columns for 'Account' and 'Pay Code'. The 'Pay Code' column contains 'OVERTIME .5', 'OVERTIME BASE RATE 1', 'REGULAR', 'TOTAL \$', 'TOTAL HOURS PAID', 'TOTAL HOURS TOWARD OT', and 'TOTAL HOURS WORKED'. The 'OVERTIME BASE RATE 1' entry is highlighted in yellow. The 'Totals Actions' window is open over the 'OVERTIME BASE RATE 1' entry, displaying the following information:

Date:	3/15/2024
Pay Code:	OVERTIME BASE RATE 1
Account:	PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000
Amount:	1.13

In the bottom left corner of the 'Totals Actions' window, there is a 'Move Amount' icon consisting of two arrows pointing in opposite directions, with the text 'Move Amount' below it.

Step 2: Click on the “Move Amount” icon located in the lower left corner of the “Totals Actions” box:

This is a close-up screenshot of the 'Totals Actions' pop-up window. The window displays the following information:

Date:	3/15/2024
Pay Code:	OVERTIME BASE RATE 1
Account:	PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000
Amount:	1.13

In the bottom left corner of the window, the 'Move Amount' icon is highlighted with a yellow box. The icon consists of two arrows pointing in opposite directions, with the text 'Move Amount' below it.



This will open the “Move Amount” box:

Move Amount

From

Paycode : OVERTIME BASE RATE 1

Amount (HH.hh): 1.13

Transfer : ;PYRL-ITS-30650/000-000000/000/000000/0000/
0000/0000

To

Effective Date : * 3/15/2024

Paycode : *

Amount (HH.hh):

Transfer :

Comments (0) [Add Comment](#)



Step 3: You will now enter the required information in the “Move Amount” box. In this instance we are moving 1.13 hours (the entire amount of the OT) to CE.

Using the “Paycode” drop menu, you will choose “Comp Earned” (click on it):

Move Amount

From

Paycode : OVERTIME BASE RATE 1

Amount (HH.hh): 1.13

Transfer : ;PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000

To

Effective Date : * 3/15/2024

Paycode : *

Amount (HH.hh):

Transfer :

Comments (0) Add Com

Search

- PERS P
- TM PERSONAL NEW
- COMP USED
- PARENTAL LEAVE
- TM COMP USED NEW
- EXCUSED ABSENCE WITH PAY COVID
- EXCUSED ABSENCE WITH PAY
- FURLOUGH
- COMP EARNED**



You will now enter the amount of OT you are converting to CE, in this instance it is 1.13 hrs, then you will click the “OK”

Move Amount

From

Paycode : OVERTIME BASE RATE 1

Amount (HH.hh): 1.13

Transfer : ;PYRL-ITS-30650/000-000000/000/000000/0000/
0000/0000

To

Effective Date : * 3/15/2024

Paycode : * COMP EARNED

Amount (HH.hh): 1.13

Transfer :

Comments (0) [Add Comment](#)



Step 4: You will now verify the OT was moved to CE correctly. You can confirm the OT was properly moved while on the “Totals” and looking at the Paycode column. You can see below there is now a paycode of “Comp Earned” showing the 1.13 hours and you can also see the “OVERTIME BASE RATE 1” is now 0.0.

Accruals Totals Historical Corrections Audits		
Daily	All	Totals for 3/15/2024
Account	Pay Code	Amount
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	COMP EARNED	1.13
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	OVERTIME 5	1.13
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	OVERTIME BASE RATE 1	0.0
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	REGULAR	6.37
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL \$	\$138.67
PYRL-ITS-30650/000-000000/000/000000/0000/0000/0000	TOTAL HOURS PAID	6.37

Next go to the “Accruals” tab and view the total Comp Time, which was previously zero. You can now see the Comp Time available hours are 1.7 (1.13 hours X 1.5 = 1.7):

Accruals Totals Historical Corrections Audits			
Accrual Code	Accrual Available Balance	Accrual Rep	
BREAK DAY WORKED	0.0	Mon 1/01 - Tue 12/31	
COMP TIME	1.7	Mon 1/01 - Tue 12/31	
	0.0	Mon 1/01 - Tue 12/31	
MEDICAL	180.0	Mon 1/01 - Tue 12/31	
VACATION-PTO	30.0	Mon 1/01 - Tue 12/31	

The process is now complete.

****Note:** The process is the same for both 37.5 and 40 hour per week employees.

Moving Overtime (OT) to Comp Time Earned (CE) with Staff who have “Multiple” Chartstrings (in Kronos this is referred to as a Labor Account)

Several conditions need to be met before converting overtime (OT) to Comp Time Earned (CE).

- The employee requests their OT to be converted to CE.
- The Supervisor should verify the employee’s current Comp Time balance to ensure they have not exceeded the 75 hours of compensatory time allowed.
- The employee must have OT on their timecard, more than 37.5 hours or 40 hours.



- This process is used for employees with multiple chartstrings/labor accounts.

In the example below, the employee has asked for their OT to be converted to CE. The Supervisor has verified the existing Comp Time balance is less than 75 hours:

Accruals	Totals	Historical Corrections	Audits
Accrual Code		Accrual Available Balance	
BREAK DAY WORKED		0.0	
COMP TIME		0.0	
-		0.0	
MEDICAL		0.0	
VACATION-PTO		25.0	

The balance above is zero.

Next, you will verify the employee has multiple chartstrings. By looking at the “Account” column at the bottom of the timecard, the supervisor can confirm this employee has multiple chartstring/labor account:

Accruals	Totals	Historical Corrections	Audits
All	All		
Account		Pay Code	
PRL-BKS-11585/150-140018/461/000000/0000/0778/0000		OVERTIME .5	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0779/0000		OVERTIME .5	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0780/0000		OVERTIME .5	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0781/0000		OVERTIME .5	
PRL-BKS-11585/150-140018/461/000000/0000/0778/0000		OVERTIME BASE RATE 1	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0779/0000		OVERTIME BASE RATE 1	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0780/0000		OVERTIME BASE RATE 1	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0781/0000		OVERTIME BASE RATE 1	
PRL-BKS-11585/150-140018/461/000000/0000/0778/0000		REGULAR	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0779/0000		REGULAR	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0780/0000		REGULAR	



Now the supervisor will verify the existence of OT on the timecard. **Regular hours cannot be converted to CE, only OT hours.**

In the card below the employee has exceeded 37.5 hours for the week:

- On the right side of the timecard under the “Period” column you can see the total for the week is 38.95 hours, greater than 37.5 hours
- Looking at the “Totals” tab at the bottom, while in the “ALL” view, you will see 1.45 hrs listed as “OVERTIME BASE RATE 1.” This total is split between 4 chartstrings/labor accounts below (0.65 + 0.22 + 0.15 + 0.43 = 1.45 hours of OT) or the total hours for the week are 38.95 – 37.50 = 1.45 hours of OT
- This confirms the existence of OT

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 3/11	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	7.5
+ X	Tue 3/12	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	15.0
+ X	Wed 3/13	8:00AM-4:30PM	7:58AM	5:55PM				8.95	8.95	23.95
+ X	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	31.45
+ X	Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	38.95
+ X	Sat 3/16									38.95
+ X	Sun 3/17									38.95

Accruals **Totals** Historical Corrections Audits

All All

Account	Pay Code	Amount
(x)PRL-BKS-11585/150-140018/461/000000/0000/0779/0000	OVERTIME .5	0.22
(x)PRL-BKS-11585/150-140018/461/000000/0000/0780/0000	OVERTIME .5	0.15
(x)PRL-BKS-11585/150-140018/461/000000/0000/0781/0000	OVERTIME .5	0.43
PRL-BKS-11585/150-140018/461/000000/0000/0778/0000	OVERTIME BASE RATE 1	0.65
(x)PRL-BKS-11585/150-140018/461/000000/0000/0779/0000	OVERTIME BASE RATE 1	0.22
(x)PRL-BKS-11585/150-140018/461/000000/0000/0780/0000	OVERTIME BASE RATE 1	0.15
(x)PRL-BKS-11585/150-140018/461/000000/0000/0781/0000	OVERTIME BASE RATE 1	0.43
PRL-BKS-11585/150-140018/461/000000/0000/0778/0000	REGULAR	16.85



Before moving OT to CE, while on the “Totals Tab” use the “left” dropdown menu and change the view from “All” to “Daily” and using the “right” dropdown menu, change it to “Pay Code”

Accruals		Totals	Historical Corrections	Audits	Totals for 3/15/2024		
Daily		All				Pay Code	Amount
PRL-BKS-11585/150-140018	00	OVERTIME .5				0.65	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0779/0000		OVERTIME .5				0.22	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0780/0000		OVERTIME .5				0.15	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0781/0000		OVERTIME .5				0.43	
PRL-BKS-11585/150-140018/461/000000/0000/0778/0000		OVERTIME BASE RATE 1				0.65	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0779/0000		OVERTIME BASE RATE 1				0.22	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0780/0000		OVERTIME BASE RATE 1				0.15	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0781/0000		OVERTIME BASE RATE 1				0.43	
PRL-BKS-11585/150-140018/461/000000/0000/0778/0000		REGULAR				2.73	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0779/0000		REGULAR				0.9	
(x)PRL-BKS-11585/150-140018/461/000000/0000/0780/0000		REGULAR				0.6	

Below you can now see what the “Totals” tab looks like after changing the view to “Daily” & “Pay Code”, you are now seeing only the totals for that day.

Accruals		Totals	Historical Corrections	Audits	Totals for 3/15/2024	
Daily		Pay Code				Amount
		OVERTIME .5				1.45
		OVERTIME BASE RATE 1				1.45
		REGULAR				6.05
		TOTAL \$				\$164.50
		TOTAL HOURS PAID				7.5
		TOTAL HOURS TOWARD OT				7.5
		TOTAL HOURS WORKED				7.5

The process of moving OT to CE for staff with multiple chartstrings requires the supervisor to identify the exact time the employee has exceeded 37.50 hours (or 40 hours). In looking at the “Period”



column on the timecard, you can determine the approximate day the employee has exceeded 37.5 hours.

In the instance below, you can see the employee has 31.45 hours on Thursday 03/14. Then on Friday 03/15 the employee has 38.95 hours for the period. This indicates that the OT will appear sometime on, Friday, 03/15 because they exceeded 37.50 hours.

Kronos3, Staff3 3 of 6 9999666

Quick Actions View Approve Timecard Sign Off Historical Correction Accruals Actions

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 3/11	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	7.5
+ X	Tue 3/12	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	15.0
+ X	Wed 3/13	8:00AM-4:30PM	7:58AM	5:55PM				8.95	8.95	23.95
+ X	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	31.45
+ X	Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	38.95
+ X	Sat 3/16									38.95
+ X	Sun 3/17									38.95

The supervisor must now find the “exact time” in which the employee exceeded 37.5 hours. To do so, they must go to “Rule Analysis.” ***Note:** The Rule Analysis Widget in Kronos is a feature that breaks down the reported time into spans. It is a useful feature to see paid and unpaid time spans in Kronos.

To access “Rule Analysis use the “Go To” dropdown menu, located in the upper righty hand corner of the timecard.

Loaded: 8:49 AM Current Pay Period ITS-Reports to Kronos, Su...

Print Timecard Refresh Calculate Totals Save Go To

6 Selected

Current Pay Period

Go to widget

- Rule Analysis
- People Editor
- Audits
- My Audits
- My Timecard
- Reports
- Schedules

Go to workspace



Click on Rule Analysis and the Rule Analysis screen will open:

The screenshot shows the 'Rule Analysis' interface for a user named 'Kronos3, Staff3(9999996)'. The date range is set to 3/11/2024 - 3/17/2024. The interface displays a list of shifts and spans for each day of the week. The schedule is as follows:

Day	Shift	Start - End	Notes
3/11/2024 Monday	Shift 1	8:00AM - 4:30PM	
	Span 18	8:00AM [punch] - 12:00PM	[paid span]
	Span 19	12:00PM - 1:00PM	[unpaid span]
	Span 20	1:00PM - 4:30PM [punch]	[paid span]
3/12/2024 Tuesday	Shift 1	8:00AM - 4:30PM	
	Span 21	8:00AM [punch] - 12:00PM	[paid span]
	Span 22	12:00PM - 1:00PM	[unpaid span]
	Span 23	1:00PM - 4:30PM [punch]	[paid span]
3/13/2024 Wednesday	Shift 1	7:55AM - 5:55PM	
	Span 24	7:55AM [punch] - 11:55AM	[paid span]
	Span 25	11:55AM - 12:55PM	[unpaid span]
	Span 26	12:55PM - 5:55PM [punch]	[paid span]
3/14/2024 Thursday	Shift 1	8:00AM - 4:30PM	
	Span 27	8:00AM [punch] - 12:00PM	[paid span]
	Span 28	12:00PM - 1:00PM	[unpaid span]
	Span 29	1:00PM - 4:30PM [punch]	[paid span]
3/15/2024 Friday	Shift 1	8:00AM - 4:30PM	
	Span 30	8:00AM [punch] - 12:00PM	[paid span]
	Span 31	12:00PM - 1:00PM	[unpaid span]
	Span 32	1:00PM - 3:03PM	[paid span]
	Span 33	3:03PM - 4:30PM [punch]	[paid span]

Above we have determined that the OT occurs on Friday, 3/15, therefore we must look at 3/15 in Rule Analysis.

This close-up view shows the schedule for Friday, 3/15/2024. The shifts and spans are highlighted in yellow:

321	3/15/2024 Friday		
322	Shifts		
323	Shift 1	8:00AM - 4:30PM	
324	Span 30	8:00AM [punch] - 12:00PM	[paid span]
358	Span 31	12:00PM - 1:00PM	[unpaid span]
367	Span 32	1:00PM - 3:03PM	[paid span]
401	Span 33	3:03PM - 4:30PM [punch]	[paid span]
442			

Above you can see the schedule of 8:00am – 4:30pm (Shift 1), along with the breakdown of the time spans. Note, the unpaid span from 12:00pm – 1:00pm is the automatic lunch deduction.

Now you must open the spans, by clicking on the span (ex. Span 30, Span 31, etc) or the + sign.



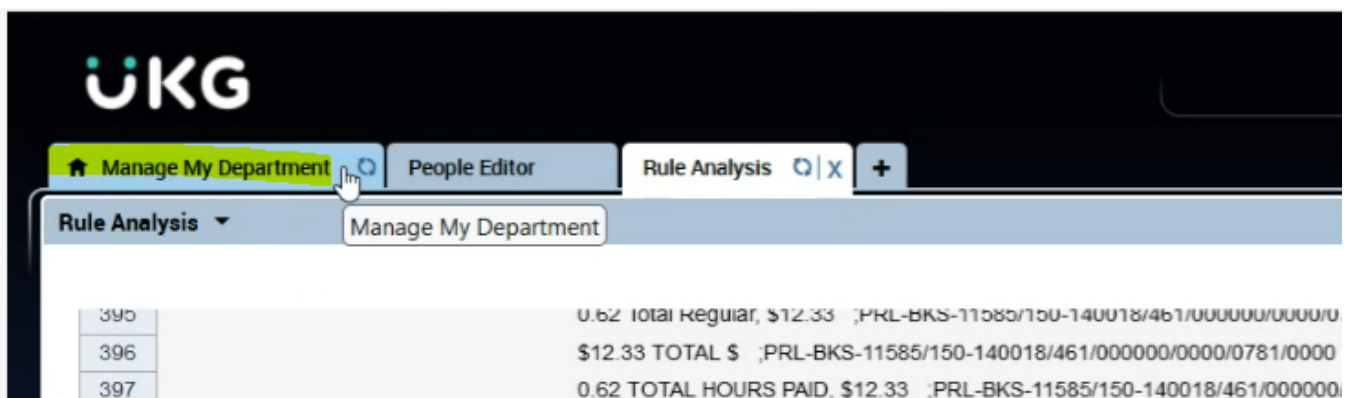
You are looking for the span that has a “Reason” code of “limit exceeded: 37.5 HR New Monday.” You can see this in Span 33 below:

Span 33	3:03PM - 4:30PM [punch]
Reason:	limit exceeded: 37.5 HR NEW MONDAY
Apply-to Date:	3/15/2024
Punch Rounding:	TO-THE-MINUTE
Work Rule:	SU 37.5 1HR BASIC
Pay Code Distribution:	SU 37.5 NOC
Combo Rule:	SU 37.5 NOC
Account:	PRL-BKS-11585/150-140018/461/000000/0000/0778/0000
Overtime:	37.5 HR NEW MONDAY: over limit
Totals:	0.65 OVERTIME .5, \$6.50, rate = 10.00

This is telling you that the employee exceeded 37.50 (moved into OT) at 3:03PM

401	Span 33	3:03PM - 4:30PM [punch]
402	Reason:	limit exceeded: 37.5 HR NEW MONDAY
403	Apply-to Date:	3/15/2024
404	Punch Rounding:	TO-THE-MINUTE
405	Work Rule:	SU 37.5 1HR BASIC
406	Pay Code Distribution:	SU 37.5 NOC
407	Combo Rule:	SU 37.5 NOC
408	Account:	PRL-BKS-11585/150-140018/461/000000/0000/0778/0000
409	Overtime:	37.5 HR NEW MONDAY: over limit
410	Totals:	0.65 OVERTIME .5, \$6.50, rate = 10.00

Now that you have determined the “exact” time the OT began, you will return to the timecard. To return to the timecard, click on the “Manage My Department” tab located in the upper left corner of the screen:





You are now in timecard view:

Timecards

Kronos3, Staff3 | 3 of 6 | 9999666 | Loaded: 8:49 AM | Cur

Quick Actions | View | Approve Timecard | Sign Off | Historical Correction | Accruals Actions

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 3/11	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	7.5
+ X	Tue 3/12	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	15.0
+ X	Wed 3/13	8:00AM-4:30PM	7:58AM	5:55PM				8.95	8.95	23.95
+ X	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	31.45
+ X	Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	38.95
+ X	Sat 3/16									38.95
+ X	Sun 3/17									38.95

Accruals | **Totals** | Historical Corrections | Audits

Daily | Pay Code | Totals for 3/11/2024

Pay Code	Amount
REGULAR	7.5
TOTAL \$	\$150.00
TOTAL HOURS PAID	7.5
TOTAL HOURS TOWARD OT	7.5

You must now add a line on the timecard by clicking on the + sign located next to the date the 37.50 limit was exceeded, in this instance it will be 03/15.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 3/11	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	7.5
+ X	Tue 3/12	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	15.0
+ X	Wed 3/13	8:00AM-4:30PM	7:58AM	5:55PM				8.95	8.95	23.95
+ X	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	31.45
+ X	Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	38.95
+ X	Fri 3/15									
+ X	Sat 3/16									38.95
+ X	Sun 3/17									38.95



You will now enter the exact time the 37.50 was exceeded, in this case 3:03pm. You will enter 3:03pm as an “in punch” in the “In” column on the line that you added for 03/15.

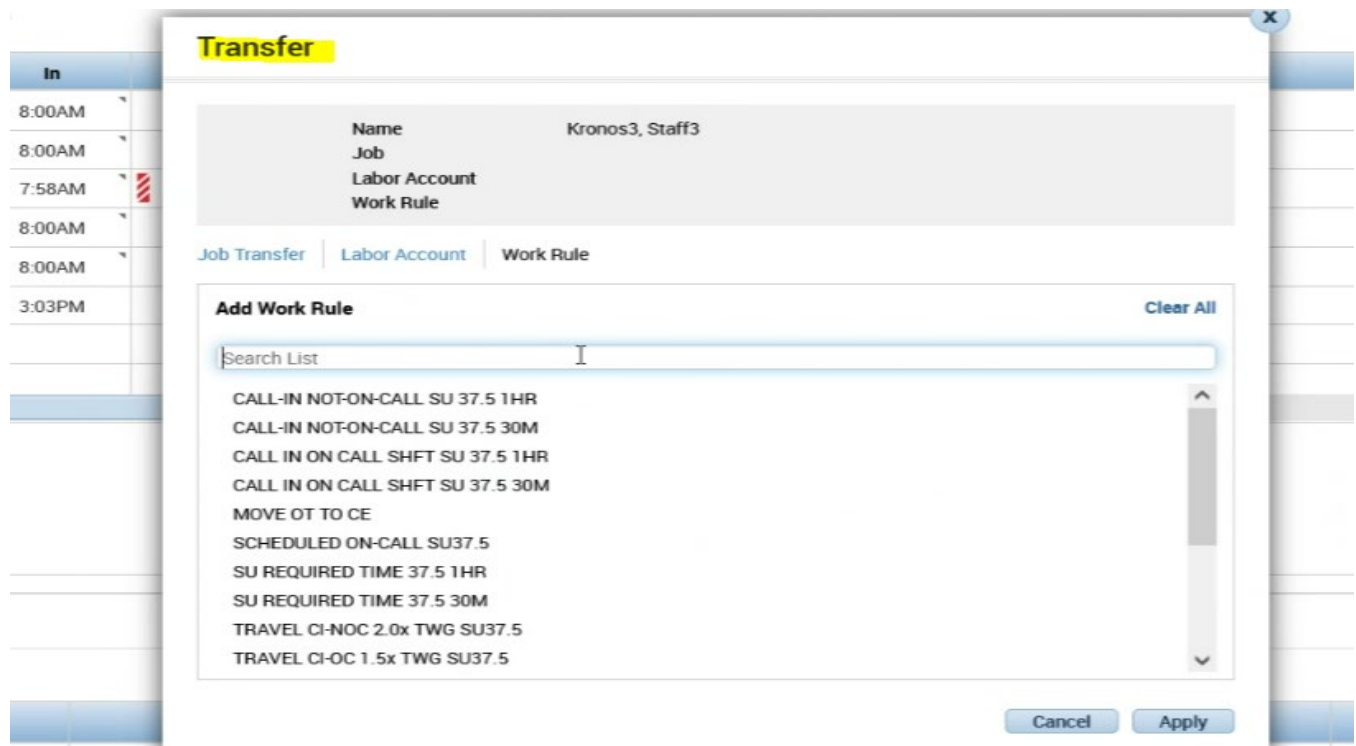
		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 3/11	8:00AM-4:30PM	8:00AM	4:30PM					7.5	7.5	7.5
+ X	Tue 3/12	8:00AM-4:30PM	8:00AM	4:30PM					7.5	7.5	15.0
+ X	Wed 3/13	8:00AM-4:30PM	7:58AM	5:55PM					8.95	8.95	23.95
+ X	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM					7.5	7.5	31.45
+ X	Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM					7.5	7.5	38.95
+ X	Fri 3/15		3:03pm								
+ X	Sat 3/16										38.95
+ X	Sun 3/17										38.95

Next you will click in the “Transfer” column, and then click on “Search” to locate the work rule transfer to move to OT to CE.

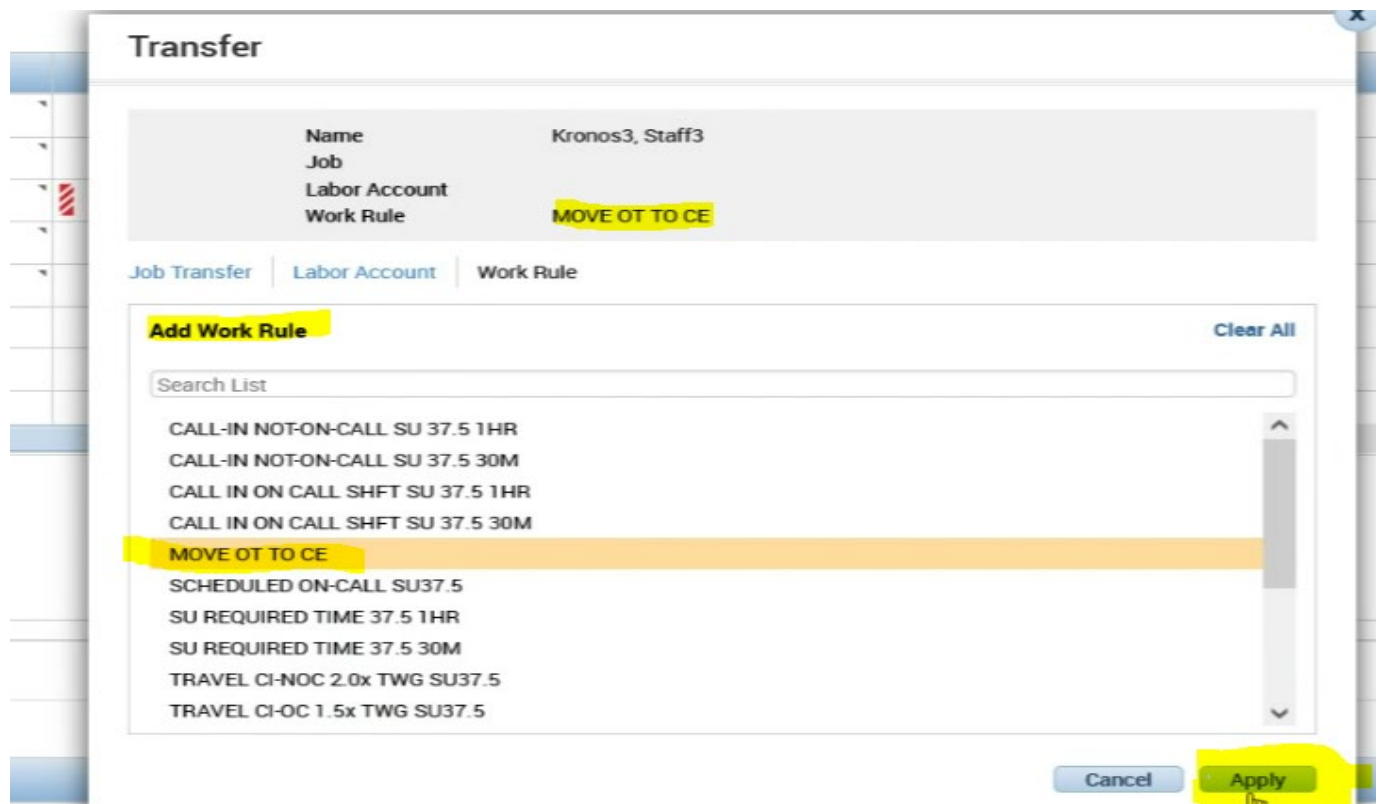
		Date	Schedule	In	Out	Transfer
+ X	Mon 3/11	8:00AM-4:30PM	8:00AM	4:30PM		
+ X	Tue 3/12	8:00AM-4:30PM	8:00AM	4:30PM		
+ X	Wed 3/13	8:00AM-4:30PM	7:58AM	5:55PM		
+ X	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM		
+ X	Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM		
+ X	Fri 3/15		3:03PM			
+ X	Sat 3/16					;;TRAVEL CI-OC 1.5x TWG SU37.5 ;;WORK CI-OC 1.5x TWG SU37.5 ;;SCHEDULED ON-CALL SU37.5 ;;CALL IN ON CALL SHFT SU 37.5 1HR ;;;;0247/3411;;TRAVEL CI-OC 1.5x TWG SU37.5 ;;;;0247/3411;;WORK CI-OC 1.5x TWG SU37.5 ;;CALL IN NOT-ON-CALL SU 37.5 1HR
						Search



After clicking on “Search”, the “Transfer” box will open:



You will see a list of “Work Rules.” From here you will select “Move OT to CE” and then click on “Apply”





This will take you back to the timecard view. You can now see the “Work Rule Transfer” in the “Transfer” column. Now you must click on the “Save” icon.

The screenshot shows the Kronos Timecards interface for Kronos3, Staff3. The interface includes a top navigation bar with various icons for actions like Quick Actions, View, Approve Timecard, Sign Off, Historical Correction, Accruals Actions, Print Timecard, Refresh, Calculate Totals, Save, and Go To. Below the navigation bar is a table with the following data:

	Date	Schedule	In	Out	Transfer
+ X	Mon 3/11	8:00AM-4:30PM	8:00AM	4:30PM	
+ X	Tue 3/12	8:00AM-4:30PM	8:00AM	4:30PM	
+ X	Wed 3/13	8:00AM-4:30PM	7:58AM	5:55PM	
+ X	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM	
+ X	Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM	
+ X	Fri 3/15		3:03PM		MOVE OT TO CE
+ X	Sat 3/16				
+ X	Sun 3/17				

Below you will now see on the “Totals” tab the there is now a “Pay Code” of “Comp Earned” listing the amount of OT moved—in this example it is 1.45 hours.

Accruals **Totals** Historical Corrections Audits

Daily Pay Code **Totals for 3/15/2024**

Pay Code	Amount
COMP EARNED	1.45
REGULAR	6.05
TOTAL \$	\$121.00
TOTAL HOURS PAID	6.05
TOTAL HOURS TOWARD OT	6.05
TOTAL HOURS WORKED	7.5



You should now confirm the move on the accruals tab. Previously we noted the Comp Time balance was 0.00. Now, after clicking on the accruals tab, we can see it is 2.17 hours.



		Date	Schedule	In	Out	
+	x	Mon 3/11	8:00AM-4:30PM	8:00AM	4:30PM	
+	x	Tue 3/12	8:00AM-4:30PM	8:00AM	4:30PM	
+	x	Wed 3/13	8:00AM-4:30PM	7:58AM	5:55PM	
+	x	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM	
+	x	Fri 3/15	8:00AM-4:30PM	8:00AM	3:03PM	
+	x	Fri 3/15		3:03PM	4:30PM	;MOVE OT TO CE
+	x	Sat 3/16				
+	x	Sun 3/17				

Accruals Totals Historical Corrections Audits

Accrual Code	Accrual Available Balance	
BREAK DAY WORKED	0.0	Mon 1/01 - Tue
COMP TIME	2.17	Mon 1/01 - Tue
FLEX	0.0	Mon 1/01 - Tue
MEDICAL	0.0	Mon 1/01 - Tue
VACATION-PTO	25.0	Mon 1/01 - Tue

The process of moving OT to CE in this instance is complete.

Updating a Basic Schedule in Kronos:

To update a schedule, first open the timecard of the staff member. On this timecard you will see the employee has a schedule of 8:00am to 4:30pm for the week of 03/18 through 03/24. The employee would like to change their schedule to 7:30am to 4:00pm for the week of 03/18.



Timecards

Kronos3, Staff3 3 of 6 9999666 Loaded: 11:35 AM

Quick Actions View Approve Timecard Sign Off Historical Correction Accruals Actions

	Date	Schedule	In	Out
+ x	Mon 3/18	8:00AM-4:30PM		
+ x	Tue 3/19	8:00AM-4:30PM		
+ x	Wed 3/20	8:00AM-4:30PM		
+ x	Thu 3/21	8:00AM-4:30PM		
+ x	Fri 3/22	8:00AM-4:30PM		
+ x	Sat 3/23			
+ x	Sun 3/24			

To update the schedule, you will need to click on the “Go To” icon located in the upper right corner of the timecard. Click on the icon to access the “Go To” dropdown menu, here you will choose “Schedules.”

Timecards

Kronos3, Staff3 3 of 6 9999666 Loaded: 11:35 AM Next Pay Period ITS-Reports to Kronos, Su...

Quick Actions View Approve Timecard Sign Off Historical Correction Accruals Actions Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	In	Out
+ x	Mon 3/18	8:00AM-4:30PM		
+ x	Tue 3/19	8:00AM-4:30PM		
+ x	Wed 3/20	8:00AM-4:30PM		
+ x	Thu 3/21	8:00AM-4:30PM		
+ x	Fri 3/22	8:00AM-4:30PM		
+ x	Sat 3/23			
+ x	Sun 3/24			

- 6 Selected
- Next Pay Period
- Go to widget
- People Editor
- Audits
- My Audits
- My Timecard
- Reports
- Schedules**
- Exceptions
- Go to workspace



This will bring you to the “Schedule” workspace shown below. You can see the employee’s current schedule:

Schedules		3/18 - 3/24						
By Employee		Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22	Sat 3/23	Sun 3/24
Name	Kronos3, Staff3	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM		

You will now “edit” the schedule to change it to 7:30am – 4:00pm. To do this you will click in the cell on 03/18, Monday, the cell will change from blue to white to enable you to edit the times listed.

Schedules		3/18 - 3/24						
By Employee		Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22	Sat 3/23	Sun 3/24
Name	Kronos3, Staff3	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	

Below you can see the times were updated:

Schedules		3/18 - 3/24						
By Employee		Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22	Sat 3/23	Sun 3/24
Name	Kronos3, Staff3	7:00AM - 4:00PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	

You will now repeat this process for the remainder of the week.

Schedules		3/18 - 3/24						
By Employee		Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22	Sat 3/23	Sun 3/24
Name	Kronos3, Staff3	7:00AM - 4:00PM	7:00AM - 4:00PM	7:00AM - 4:00PM	7:00AM - 4:00PM	7:00AM - 4:00PM		

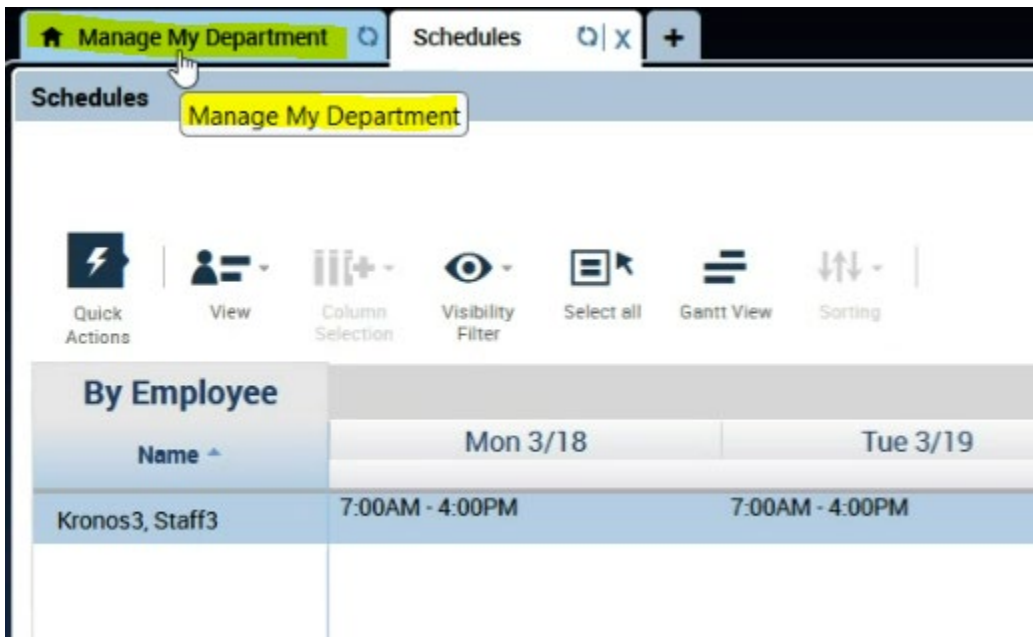
You can see each day has been updated. You must click on the “SAVE” icon to save the changes.



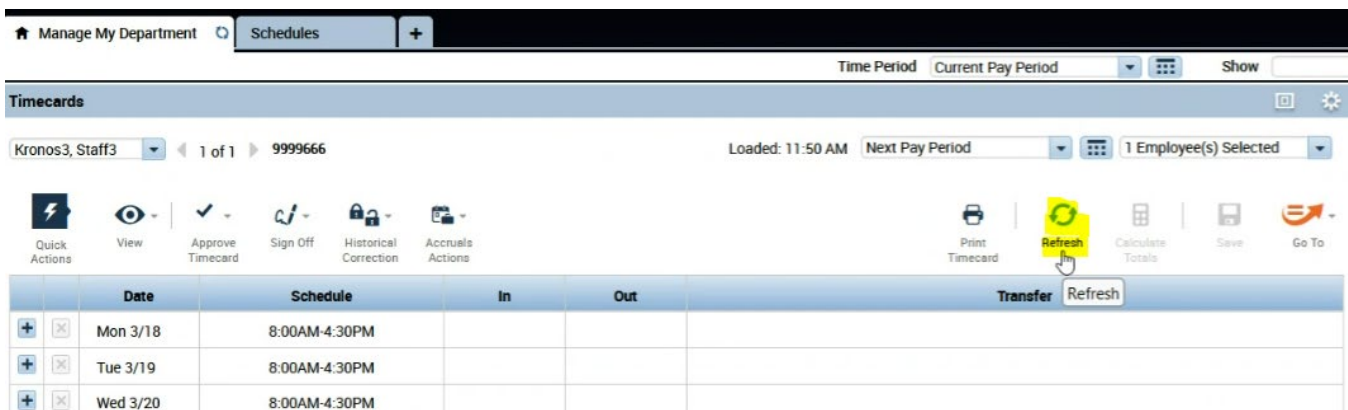
Now click on the “Refresh” icon.



Now return to the timecard by clicking on the “Manage My Department” tab located in the upper left corner of the screen:



This will bring you back to the timecard. You will now click on the “Refresh” icon, this will update the schedule on the timecard.





The screenshot shows the Kronos Timecards interface for an employee named Kronos3, Staff3 (ID: 9999666). The interface includes a top navigation bar with various action icons like 'Quick Actions', 'View', 'Approve Timecard', 'Sign Off', 'Historical Correction', 'Accruals Actions', 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. Below the navigation bar is a table with the following columns: Date, Schedule, In, Out, and Transfer. The table displays a schedule for the week of March 18th to 23rd, 2018, with a consistent schedule of 7:00AM-4:00PM for all days.

	Date	Schedule	In	Out	Transfer
+ x	Mon 3/18	7:00AM-4:00PM			
+ x	Tue 3/19	7:00AM-4:00PM			
+ x	Wed 3/20	7:00AM-4:00PM			
+ x	Thu 3/21	7:00AM-4:00PM			
+ x	Fri 3/22	7:00AM-4:00PM			
+ x	Sat 3/23				

The process of updating the schedule is now complete.

Common Kronos Terminology:

- **Timestamp:** Recording time in or out using a desktop, laptop computer.
- **Swiping in/ Punching in:** Recording a time in or out using a Kronos clock or a mobile device.
- **Timecard:** Platform used to record time worked or leave using the timestamp method or Kronos clock.
- **Accruals:** Paid time off (PTO) or accrued time employees earn/accumulate or are granted over a period—can include vacation (PTO), Medical, etc.
- **Pay Rule:** The pay rule in Kronos identifies if an employee is union, non-union, how many hours a week they work (37.5 or 40 for example) and if they have a 30-minute lunch break, a 1-hour lunch break or no lunch break.
- If you have any questions using Kronos, please check in with your supervisor or email payroll@uvm.edu



Resources

Please contact [Payroll Services](#) if you have questions about this user guide.

Helpful Links

- [Payroll Deadline Schedule](#)

Related Policies

- [Staff Handbook](#)
- [Staff United CBA](#)