

## 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
- <u>Systems Access & Support page</u>

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.

ΰKG	Workforce Central <sup>®</sup> Version 8.1.11	
User Name		
Password	•	

#### **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."

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🕈 Manage	My Departm	O Ins	+										Time Datied	ment Day Derived		Chant
Genies														nen Fay Feriou	19 000	SHOW [1]
Reconcile To	mecant +										Loaded	2.45PM Current P	Pay Period	TS-Re	ports to Kronos, Su	
	II(+ ·	V	12.	@ <b>_</b>	<b>5</b> -	۷.									0 6	
Rows	Selection	FILE	People	Timeserping A	corusis	Approvisi	sched	26.							Refresh sha	any Do Yo
Rows	Selection	Far	Unexcused	Misse Punct	d E	Early	Late	Early	Late Out	Unsched Hours	Regular Hours	Overtime Hours	Comp. Earned	Total worked	Referant Sha Total paid	Totals Up-To-Date
Rows Kronos1, S	Selection Name	Fichr	Unexcused Absence	Misse Punct	d E	Early	Late	Early Out	Late Out	Unsched Hours	Regular Hours	Overtime Hours	Comp. Eamed	Total worked	Total paid 7.5	Totals Up-To-Date
Rows Kronos1, S Kronos2, S	telection Name taff1 taff2	Filler	Unexcused Absence	Misse Puncl	d E	Early	Late	Early Out	Late Out	Unsched Hours	Regular Hours	Overtime Hours	Comp. Eamed	Total worked	Total paid 7.5 7.5	Totals Up-To-Date
Rons Kronos1, S Kronos2, S Kronos3, S	Kame Kattl Kattl Kattl Kattl	Filler	Unexcused Absence	Misse Punct	d E	Early	Late	Early Out	Late Out	Unsched Hours	Regular Hours	Overtime Hours	Comp. Earned	Total worked	Total paid 7.5 7.5 7.5	Totals Up-To-Date
Rows Kronos1, S Kronos2, S Kronos4, S	Kame Kaffi Kaffi Kaffi Kaffi Kaffi	1 CP	Unexcused Absence	Misse Punct	d E	Early	Late	Early Out	Late Out	Unsched Hours	Regular Hours	Overtime Hours	Comp. Earned	Total worked	Total paid 7.5 7.5 7.5 7.5 7.5	Totals Up-To-Date

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.



econcile Ti	mecard -										Loaded :	2:45PM Current P	ay Period	6
Select All Rows	Column Selection	Filter	People -	Or . Timekeeping	Accruais	Approval	Sched	ule						
-	Name	•	Unexcused Absence	Miss Pune	ed ch	Early in	Late In	Early Out	Late Out	Unsched Hours	Regular Hours	Overtime Hours	Comp. Earned	
Kronos1, S	Staff1	So	rt Ascending											I
Kronos2, S	Staff2	So	rt Descending											
Kronos3, S	Staff3	Re	move Sort											
Kronos4, S	Staff4	Gro	oup By this colu	umn										
Kronnes s	staff5	не	move from gro	ups										

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:

	L	oaded 3:55PM	Current Pay Period	All Home	▼ Edit
			Previous Pay Period		
			Current Pay Period	<del>O</del>	🕞 - 🛛 🖅 -
			Next Pay Period	Refrech	Share Go To
			Previous Schedule Period		
Dogular	Overtime	Come	Current Schedule Period	Total	Totala
Hours	Hours	Earne	Next Schedule Period	paid	Up-To-Date
			After Next Schedule Period	75	J
			Week to Date	1.5	•
		_	Last Week		~
			Yesterday		✓
			Today		<b>J</b>
			Yesterday,Today,Tomorrow		•
		_	Yesterday plus 6 days		~
			Last 30 days		✓
					<b>v</b>
					~

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.



Genies																	10
Reconcile T	imecard •										Loaded 2	2.45PM Current R	Pay Period	• 🖽 (TS-P	leports to Krono	vs, Su_	• Coton
Select All Road	Column Selection	<b>₽</b> Filter	People -	OL - Timekeeping	Accrueis	🖌 🚽	Sched	- Uir							O Actest	Share	60 To
	Name		Unexcused Absence	Mir Pu	ssed inch	Early In	Late In	Early Out	Late Out	Unsched Hours	Regular Hours	Overtime Hours	Comp. Earned	Total worked	Total paid	,	Totals Ip-To-Date
Kronost,	Statt1		~													7.5	*
Kronos2,	Staff2		~													7.5	~
Kronos3,	Staff3		~													7.5	~
Kronos4,	Statt4		~													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."

				~
Load	ed 3:19PM Previous Pa	y Period 📃 💽	All Home   Edit	D
				-
			Bafrach Share Ga Ta	
			Herresh Share Go To	_
	-		14 Selected	
Overtime	Comp. Farned	Total	Previous Pay Period	-1
Tiouro	Lameu	WOINED		4
		22.0	0 • Go to widget	٩.
			Rule Analysis	
			People Editor	
			Audits	
			Reports	
			Schedules	
			Exceptions	
			Timecards	
			Go to workspace	
			75	

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.

Kron	os1,	Staff1 💽 📢 1 o	15 🕨 99994	44				Loaded: 3:10 PM	Current Pay
	<del>7</del>	• •	- al-	A	<b>61</b> -				
AC	uick tions	View Appro Timeo	we Sign Off ard	Historical Correction	Accruais Actions				
		Date		Schedul	e	In	Out		
+	×	Mon 2/19							
+	×	Mon 2/19		8:00AM-4:3	0PM				
+	X	Tue 2/20		8:00AM-4:3	OPM				
+	×	Wed 2/21		8:00AM-4:3	0PM				
+	$\left  \times \right $	Thu 2/22		8:00AM-4:3	0PM				
+	×	Fri 2/23		8:00AM-4:3	0PM				
+	×	Sat 2/24							
-	52	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
12:35PM	A solid red cell indicates a missing punch. Positioning the mouse over the red box will display the words "Missed Punch."
3:25P	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.
	A triangle at the top right corner of a punch or pay code indicates that it has been added or modified by a manager.
3:25P	A green punch or green vertical hash marks in a cell indicate an exception (previously marked as i) has been Marked as Reviewed.
Wed	A Blue date or blue vertical hash marks in a date cell indicates an Absence has been Excused.





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.

	● • /iew	Approve Sign Off His Timecard Cor	a Coruals Actions				Print Timecard Refres	h Calculate Save Totals
		Date	Schedule	In	Out	Transfer	Pay Code	Amount
+	$\times$	Sun 2/05						
+	×	Mon 2/06	8:00AM-4:00PM	8:00AM	4:00PM			
+	×	Tue 2/07	8:00AM-4:00PM	8:00AM	5:00PM			
+	×	Wed 2/08					MEDICAL	2.0
+	×	Wed 2/08	8:00AM-4:00PM	8:00AM	2:00PM			
+	×	Thu 2/09	8:00AM-4:00PM	8:00AM	4:00PM			
+	×	Fri 2/10	8:00AM-4:00PM	8:00AM				
+	$\times$	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:

Date:	2/09/2023	
Time:	5:02PM	
Rounded Time:	2/09/2023 5:00PM GMT-05:00	
Time Zone:	(GMT -05:00) Eastern Time (U	SA; Canada)
Exceptions:	Late Out; Long Interval	
Last Edit Date:	2/09/2023	
Edit Made By:		

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

		Timeoard	Correction Act	ione		
		Date	Schedule	In	Out	
+	x	Mon 2/06	8:00AM-4:00PM	7:56AM	3:55PM	
+	X	Tue 2/07	8:00AM-4:00PM	7:57AM	3:55PM	
+	x	Wed 2/08	8:00AM-4:00PM	7:55AM	3:55PM	
+	x	Thu 2/09	8:00AM-4:00PM	7:57AM	5:02PM	
+	X	Fri 2/10	8:00AM-4:00PM	7:56AM		
+	$\times$	Sat 2/11				
+	$\times$	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.

🛨 🗵 Sat 1/27				
🔹 🗵 Sun 1/28				
4				
Accruals Totals Historical Corrections	Audits			
noondalo notalo niotonoai concottono	- Tudito			
Accrual Code	Accrual Available Balance	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Accrual Code BREAK DAY WORKED	Accrual Available Balance	Accrual Reporting Period Mon 1/01 - Tue 12/31	Accrual Opening Balance	Accrual Ending Balance
Accrual Code BREAK DAY WORKED COMP TIME	Accrual Available Balance	Accrual Reporting Period Mon 1/01 - Tue 12/31 Mon 1/01 - Tue 12/31	Accrual Opening Balance	Accruat Ending Balance
Accrual Code BREAK DAY WORKED COMP TIME FLEX	Accrual Available Balance 0.0 0.0 0.0	Accrual Reporting Period Mon 1/01 - Tue 12/31 Mon 1/01 - Tue 12/31 Mon 1/01 - Tue 12/31	Accrual Opening Balance 0.0 0.0 0.0	Accrual Ending Balance
Accrual Code BREAK DAY WORKED COMP TIME FLEX MEDICAL	Accrual Available Balance           0.0           0.0           0.0           100           100           162.5	Accrual Reporting Period           Mon 1/01 - Tue 12/31           Mon 1/01 - Tue 12/31           Mon 1/01 - Tue 12/31           Mon 1/01 - Tue 12/31	Accrual Opening Balance 0.0 0.0 0.0 155.0	Accrual Ending Balance 0.0 0.0 0.0 245.0

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.

Accruals	Totals Historical C	orrections Audits	
	Accrual Code	Accrual Available Balance	Accrual Reporting Period
BREAK D	DAY WORKED	0.0	Mon 1/01 - Tue 12/31
COMP T	IME	0.0	Mon 1/01 - Tue 12/31
MEDICA	L	460.5	Mon 1/01 - Tue 12/31
VACATIC	ON-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.

Loaded: 3:10 PM	Current Pay Period	• 🖬	5 Employe	e(s) Selected
	Select Dates			
Start Date:	1/01/2024			
End Date:	7/31/2024		Totals	Save

#### **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.

Accruals Totals Historical Corrections Audits		
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	44 -
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.

	<b>T</b>	
Accruals Totals Historical Corrections Audits		
Deily All 🔻 Totals for 9/0	6/2021	
Account	Pay Code	Amount
PRL-BKS-11585/150-140018/461/000000/0000/0775/0000	HOLIDAY	<mark>6.0</mark>
(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	<mark>6.0</mark>
(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.

Accruals Totals	Historical Corrections	Audits
Detail View	Summary View	
Pendina	Historical Date	Type of Edit

#### **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.

Accrual	ls Totals	Historical	Corrections	Audits								
Deta	il View	Summary View	1									
	Pendina	His	torical Date	Т	vpe of Edit							
Accruals Tot	tals Historical	Corrections Audi	ts								€7	
Accruals Tot Audits	tals Historical	Corrections Audi	ts									
Accruals Tot Audits Date	tals Historical	Corrections Audi All Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
Accruals Tot Audits Date 2/06/2024	Time	All Type Add Punch	Account	Pay Code	Amount	Work Rule	Override Out Punch	Comment	Edit Date 2/12/2024	Edit Time 10:40AM (	User louattar.kr	Data Source Timecard
Accruals Tot Audits 2/06/2024 2/05/2024	tals Historical Time 4:30PM 8:00AM	All           Type           Add Punch           Add Punch	Account	Pay Code	Amount	Work Rule	Override Out Punch In Punch	Comment	Edit Date 2/12/2024 2/12/2024	Edit Time 10:40AM ( 10:40AM (	User iouattar.kr	Data Source Timecard 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	
η.					



#### **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).

Timecar	ds									□ 🔅
Bacca, C	Chew 🔽 🖣 1 of	14 022232425						Loaded: 1:17 PM Previous Pa	ay Period 💽 🔝 14	Employee(s) Selected
0									8 <b>0</b>	
View	Timecard								Timecard To	tals
	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	1			7.5	7.5	15.0
+ ×	Wed 9/08	8:00AM-4:00PM	8:00AM	4:00PM	1			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
<b>•</b> ×	Set 9/11									37.5
<b>•</b> ×	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.

Accruals Totals Historical Corrections Audits	
All 🔹 All 💌	
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.

Ac	tions	VIC W	Timecard	Jigit Off	Correction	Action	S	
		Date		Sche	dule		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						
4								

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.



Qu		O - View	Approve Sign Off Timecard	Historical Correction	Accruele Acctions				
		Date	Sche	dule	in	Out	Transfer	Pay Code	Amount
	×	Mon 1/22	8:00AM-4	4:30PM				MEDICAL -	
H	×	Tue 1/23	8:00AM-4	4:30PM				Search	
•	×	Wed 1/24	8:00AM-4	4:30PM				REGULAR OVERTIME	
•	×	Thu 1/25	8:00AM-4	4:30PM	10:56AM			TM VACATIO	
•	×	Fri 1/26	8:00AM-4	4:30PM				MEDICAL TM MEDICAL	
•	×	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.

C At	<b>F</b> uick	O - View	Approve Sign Off Timecard	Historical Correction	Accruele Actions					
		Date	Sche	dule	In	Out	Transfer	Pay Code	Amount	Shift
+	×	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.

4	0.	1.	4-	A	E2 -							0	0		
Quii Actic	k View 18	Approve Timecard	Sign Off	Historical Correction	Actions							Print Timecard	Refreah	Calculate Totala	Save
	Date		Sche	dule		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		8-004M-	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.

	• View	Approve Timecard								Print Timecard	O     Image: Collection of the sector of the s	Save Go To
		Date	Schedule	In		Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Mon 1/30	8:00AM-4:30PM	8:00AM	18	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	To
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



2:46PM	Punch Actions	
	Date:	9/14/2021
	Time:	2:46PM
	Rounded Time:	9/14/2021 2:45PM GMT-04:00
	Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
	Exceptions:	Unscheduled
	Last Edit Date:	9/14/2021
	Edit Made By:	Bacca, Chew
	Edit Made By:	Bacca, Chew
	Edit Commento	Justity Exception

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.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount
×	Mon 1/22					MEDICAL	7.5
	Mon 1/22	8:00AM-4:30PM					
×	Tue 1/23	8:00AM-4:30PM	8:00AM	4:30PM			
	Wed 1/24	8:00AM-4:30PM		1			×
	Thu 1/25	8:00AM-4:30PM			Comment		
	Fri 1/26	8:00AM-4:30PM					
	Sat 1/27				Comments (0)		
• ×	Sun 1/28				Select Comment		
					S Search		
					FMLA		
					Forgot Badge		
					Forgot to Punch	Add	
					Holiday Overtime		
					IME - Independent Medical Evolution		

- 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.

Date	Schedule	In	Out
Mon 1/22			
Mon 1/22	8:00AM-4:30PM		
Tue 1/23	8:00AM-4:30PM	8:00AM	4:30PM
Wed 1/24	8:00AM-4:30PM		Forgot to Punch
Thu 1/25	8:00AM-4:30PM		



#### 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.

,	● • /iew	Approve Timecard							Print Timecard	Refresh Calculate	Save Go To
		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
+	$\times$	Tue 1/31	8:00AM-4:30PM								7.5
+	$\times$	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
1		=									12-12

To cancel the lunch break:

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

The Punch Actions box opens:

I.



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) *	4:30PM
Rounded Time:	1/30/2023 4:30PM GMT-05:00
Override:	Out Punch
Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
Cancel Deduction:	•
Exceptions:	
Comments:	
	Cancel OK

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



Cancel Deduction:		-
Freeding	<none></none>	-
Exceptions:	1 HR DEDUCT AFTER 6 HRS	
Comments:	30 MIN DEDUCT AFTER 6 HRS	
	All	-
	Cancel	ОК

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	Iransfer	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	4:30				8.5	
×	Sat 1/27			Long Interval: Cancel	Deduction				
×	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:

+	×	Fri 1/26	8:00AM-4:30PM	8:00AM	4-30P "	8.5
+	×	Fri 1/26				
+	$[\times]$	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.



## Supervisor Kronos User Guide: For Non-exempt Staff

A	tions	T	mecard Correction A	ctions					Timecar
		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	յիս	
+	$\times$	Sat 1/27					Search		
+	×	Sun 1/28					REGULAR OVERTIME VACATION-P		
4							VACATION-P		

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	а:зорм 🖻				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		
+	8	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:



Date:	1/26/2024
Pay Code:	REGULAR
Amount:	-0.5
Last Edit Date:	1/25/2024
Edit Made By:	Ouattara, Issouf
0	
Edit Comments	

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

оп	nments (1) Add Comment	
0	Lunch Break	
	Search	
~	In Lieu Of Med Leave Joint Noise Patrol	^
	Lunch Break	
	Medical - Family	
	and the second sec	

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.

Quick Actions	• View	Approve S Timecard	G - I Sign Off H C	fictorical prection	Actions			
	Date	Approve Tim	ecard			In		Out
×	Mon 1/22	Rem Approv	ecard Approv	d scard Ap	provals			
	Mon 1/22	8	:00AM-4:30	PM				
×	Tue 1/23	8	:00AM-4:30	PM	8	00AM	۲	4:30PM P
×	Wed 1/24	8:00AM-4:30PM		8	8:00AM		4:30PM	
×	Thu 1/25	8	00AM-4:30	PM	8	00AM	٦	4:30PM
×	Fri 1/26	8	00AM-4:30	PM	8	:00AM	*	4:30PM
	Sat 1/27							
	Sup 1/28							

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

5	0.	1.	4.	<b>6</b>	1	-	
Quick Actions	View	Approve Timecard	Sign Off	Historical Correction	Action	la 8	
	Date		Sche	dule		In	Out
×	Mon 1/22						
×	Mon 1/22		8:00AM-	4:30PM			
×	Tue 1/23		8:00AM-4	4:30PM		8:00AM	4:30PM 🔎
×	Wed 1/24		8:00AM-4:30PM			8:00AM	4:30PM
×	Thu 1/25		8:00AM-4:30PM			8:00AM	4:30PM
×	Fri 1/26		8:00AM-4	4:30PM		8:00AM	4:30PM
×	Sat 1/27						
×	Sun 1/28						

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.

÷ 0



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

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

Genies						
Reconcile Timecard -						
Year End - Accrual Balances						
Test - Pay Reinstatement	17	O <u>e</u> -	E	1.		-
IS Summary 2	1 10	Timekeeping	Accrueis	Approval	Sched	ule
Pay Period Close						
On Call Dollars	sed	M	based	Farly	Late	Farly
Shift Start	ce	P	inch	In	In	Out
Shift Close	~			1		
Kronos2, Staff2	~					
Kronos3, Staff3	~					
Kronos4, Staff4	~					

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

Genies						
Pay Period (	liose -					
Select At Rows	Column Selection	₽ Fiter	People	OL . Timekeeping	Accrutta	✓ - │ ■- Approval Schedule
Name		Employee Approval	Mana	Signed Off	Missed Punch	Unexcused Absence
Kronos1, S	staff1					~
Kronos2, S	itaff2					~
Kronos3, S	itam3					~
Kronos4, S	izaff4					~
Kronos5 S	staff5					~

- 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 Audi	its
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	Sch	edule	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 8:00AM	I-4:30PM	8:00AM	5:38PM				8.63	8.63	23.63
×	Thu 3/14	8:00AM	I-4:30PM	8:00AM	4:30PM	1			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
X	Sun 3/17										38.63
Accru	als Total	s Historical Correction	ns Audits					_	Y		
Accru	als <mark>Total</mark>	Historical Correctio	ns Audits					-	<b>*</b>		
Accru	als Total	Historical Correction	ns Audits		Pey C	Code		-	₹ Amou	nt	
Accru All PYF	als Total	Historical Correction	ns Audits	01	Pay C	Code		-	▼ Amou	nt	1.13
Accru All PYF PYF	als Total RL-ITS-30650	Historical Correction     All     Account     /000-00000/000/0000/0000/0000/0000/	ns Audits		Pay ( vertime .5 vertime base ra	Code		-	₹ Amou	nt	1.13 1 13
Accru All PYF PYF	als Total RL-ITS-30650 RL-ITS-30650 RL-ITS-30650	Historical Correction     All     All     Account     //000-000000/000/00000     //000-000000/000/00000     //000-000000/000/00000     //000-000000/0000/	ns Audits	ON ON RE	Pey C VERTIME .5 VERTIME BASE RA SGULAR	code		-	× Amou	nt	1.13 1.13 37.5
Accru All PYF PYF PYF	als Total RL-ITS-30650 RL-ITS-30650 RL-ITS-30650 RL-ITS-30650	Historical Correction     All     All     Cocount     //000-000000/000/00000     //000-000000/000/00000     //000-000000/000/00000     //000-000000/000/00000     //000-000000/000/00000     //000-000000/000/00000     //000-000000/000/00000     //000-000000/0000/	ns Audits	OV DA RE	Pey C VERTIME .5 VERTIME BASE RA SEGULAR DTAL S	Code		-	Amou	nt	1.13 113 37.5 \$784.00
Accru All PYF PYF PYF	als Total RL-ITS-30650 RL-ITS-30650 RL-ITS-30650 RL-ITS-30650 RL-ITS-30650	Historical Correction     All     All     Account     V000-000000/000/00000     V000-000000/000/0000     V000-000000/000/0000     V000-000000/000/0000     V000-000000/000/0000     V000-000000/000/0000     V000-000000/000/0000     V000-000000/0000     V000-00000000     V000-000000/0000     V000-000000000     V000-000000000     V000-0000000     V000-0000000     V000-0000000     V000-0000000     V000-000000     V000-000000     V000-000000     V000-000000     V000-000000     V000-00000     V000-0000     V000-00000     V     V	ns Audits		Pey C VERTIME .5 VERTIME BASE RA EGULAR DTAL \$ DTAL \$ DTAL HOURS PAID	Code		-	Amou	nt	1.13 113 37.5 \$784.00 38.63
Accru All PYF PYF PYF PYF	als Total	Historical Correction     All     All     All     Coount     Y000-000000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-00000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-00000/000/0000     Y000-00000/000/0000     Y000-00000/000/0000     Y000-00000/000/0000     Y000-00000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-000000/000/0000     Y000-00000/000/0000     Y000-000000/000/0000     Y000-000000/000     Y000-00000/000     Y000-00000     Y	ns Audits	00 07 RE TC TC	Pay C VERTIME .5 VERTIME BASE RA EGULAR DTAL \$ DTAL S DTAL HOURS PAID DTAL HOURS TOW/	TE 1		-	Amou	nt	1.13 113 37.5 \$784.00 38.63 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:

II T All		
Account	Pay Code	Amount
PYRL-ITS-30650/000-000000/000/000000/0000/0000/000	OVERTIME .5	1.13
PYRL-ITS-30650/000-000000/000/00000/0000/0000/0000	OVERTIME BASE RATE 1	1.13
PYRL-ITS-30650/000-000000/000/000000/0000/0000/000	REGULAR	37.5
PYRL-ITS-30650/000-000000/000/00000/0000/0000/0000	TOTAL \$	\$784.00
PYRL-ITS-30650/000-000000/000/00000/0000/0000/0000	TOTAL HOURS PAID	38.63
PYRL-ITS-30650/000-000000/000/00000/0000/0000/0000	TOTAL HOURS TOWARD OT	38.63
PYRL-ITS-30650/000-000000/000/00000000000000000000	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":

All All	- II	
All		
Shift	ccount	PayCode
Daily 100/00	00/00000/0000/0000/0000	OVERTIME .5
Period to Date 100/00	00/000000/0000/0000/0000	OVERTIME BASE RATE 1
PYRL-ITS-30650/000-000000/00	00/000000/0000/0000/0000	REGULAR
PYRL-ITS-30650/000-000000/00	00/000000/0000/0000/0000	TOTAL \$
PYRL-ITS-30650/000-000000/00	00/000000/0000/0000/0000	TOTAL HOURS PAID
PYRL-ITS-30650/000-000000/00	00/000000/0000/0000/0000	TOTAL HOURS TOWARD OT
PVBI-ITS-30650/000-000000/0	00/00000/0000/0000/0000	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 Histo	rical Corrections Audits				*		
Daily	All		Totals for 3/15/2024				
	Account		Pay Code		Amount		
PYRL-ITS-30650/000-0000	00/000/00000/0000/0000/000	00 OVER	OVERTIME .5				1.13
PYRL-ITS-30650/000-0000	00/000/000000/0000/0000/000	00 OVER	TIME BASE RATE 1				1.13
PYRL-ITS-30650/000-0000	00/000/000000/0000/0000/000	00 REGU	LAR				6.37
PYRL-ITS-30650/000-0000	00/000/000000/0000/0000/000	00 ТОТА	LS				\$161.33
PYRL-ITS-30650/000-0000	00-000000/000/00000/0000/0000/0000		L HOURS PAID				7.5
PYRL-ITS-30650/000-0000	00/000/000000/0000/0000/000	00 TOTA	L HOURS TOWARD OT				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:

Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM	Totals Action	IS
Sat 3/16				Date:	3/15/2024
als Totals H	Historical Corrections Audits			Pay Code:	OVERTIME BASE RATE 1
	▼ All ▼		Totals for	3/15 Account:	PYRL-ITS-30650/000-000000/000/000000/ 0000/0000/0000
	Account		Pay Code	Amount:	1.13
L-ITS-30650/000-0	000000/000/00000/0000/0000/000	00 01	/ERTIME .5		
L-ITS-30650/000-0	000000/000/00000/0000/0000/000	0 01	ERTIME BASE RATE 1	2	
L-ITS-30650/000-0	000000/000/00000/0000/0000/000	00 RE	GULAR	Move Amount	
L-ITS-30650/000-0	000000/000/00000/0000/0000/000	ю то	)TAL \$		
L-ITS-30650/000-0	000000/000/00000/0000/0000/000	ю то	TAL HOURS PAID		
L-ITS-30650/000-0	000000/000/00000/0000/0000/000	ю то	TAL HOURS TOWARD	т	
L-ITS-30650/000-0	000000/000/000000/0000/0000/000	ю то	TAL HOURS WORKED		

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

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



This will open the "Move Amount" box:

From	
Paycode :	OVERTIME BASE RATE 1
Amount (HH.hh):	1.13
Transfer :	;PYRL-ITS-30650/000-000000/000/00000/0000/ 0000/0000
То	
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):

WOVE AITIOUTI		
From		
Paycode :	OVERTIME BASE RATE 1	
Amount (HH.hh):	1.13	
Transfer :	;PYRL-ITS-30650/000-000000/000/000000 0000/0000	0/0000/
та		
10		
Effective Date : *	3/15/2024	
Effective Date : * Paycode : *	3/15/2024	
Effective Date : * Paycode : * Amount (HH.hh):	3/15/2024	
Effective Date : * Paycode : * Amount (HH.hh):	3/15/2024 Search PERS P	^
Effective Date : * Paycode : * Amount (HH.hh): Transfer :	3/15/2024	^
Effective Date : * Paycode : * Amount (HH.hh): Transfer : Comments (0) Add C	3/15/2024	^
Effective Date : * Paycode : * Amount (HH.hh): Transfer : Comments (0) Add Ca	3/15/2024	^
Effective Date : * Paycode : * Amount (HH.hh): Transfer : Comments (0) Add C	3/15/2024	^
Effective Date : * Paycode : * Amount (HH.hh): Transfer : Comments (0) Add C	3/15/2024	^
Effective Date : * Paycode : * Amount (HH.hh): Transfer : Comments (0) Add C	3/15/2024	^
Effective Date : * Paycode : * Amount (HH.hh): Transfer : Comments (0) Add C	3/15/2024	



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 Amoun	t
From	
Paycode :	OVERTIME BASE RATE 1
Amount (HH.hh):	1.13
Transfer :	;PYRL-ITS-30650/000-000000/000/00000/0000/ 0000/0000
То	
Effective Date : *	3/15/2024
Paycode : *	COMP EARNED
Amount (HH.hh):	1.13
Transfer -	
indialer.	



**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.

ccruals Totals Historical Corrections Audits						
Daily All •	Totals for 3/15/2024					
Account	Pay Code	Amount				
PYRL-ITS-30650/000-000000/000/00000000000000000000	COMP EARNED	1.13				
PYRL-ITS-30650/000-000000/000/00000000000000000000	OVERTIME .5	1.13				
PYRL-ITS-30650/000-000000/000/00000000000000000000	OVERTIME BASE RATE 1	0.0				
PYRL-ITS-30650/000-000000/000/00000000000000000000	REGULAR	6.37				
PYRL-ITS-30650/000-000000/000/00000000000000000000	TOTAL \$	\$138.67				
PYRL-ITS-30650/000-000000/000/00000000000000000000	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 Re
BREAK DAY WORKED	0.0	Mon 1/01 - Tue 12/31
COMP TIME	1.7	Mon 1/01 - Tue 12/31
2	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 D	DAY WORK	ED		0.0			
COMP TI	IME			0.0			
				0.0			
MEDICAL	L			0.0			
VACATIO	N-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:

cruals To	tals Historical Corrections Audits	
JI.	▼ All ▼	
	Account	Pay Code
PRL-BKS-115	85/150-140018/461/000000/0000/0778/0000	OVERTIME .5
(x)PRL-BKS-1	1585/150-140018/461/000000/0000/0779/0000	OVERTIME .5
(x)PRL-BKS-1	1585/150-140018/461/000000/0000/0780/0000	OVERTIME .5
(x)PRL-BKS-1	1585/150-140018/461/000000/0000/0781/0000	OVERTIME .5
PRL-BKS-115	85/150-140018/461/000000/0000/0778/0000	OVERTIME BASE RATE 1
(x)PRL-BKS-1	1585/150-140018/461/000000/0000/0779/0000	OVERTIME BASE RATE 1
(x)PRL-BKS-1	1585/150-140018/461/000000/0000/0780/0000	OVERTIME BASE RATE 1
(x)PRL-BKS-1	1585/150-140018/461/000000/0000/0781/0000	OVERTIME BASE RATE 1
PRL-BKS-115	85/150-140018/461/000000/0000/0778/0000	REGULAR
(x)PRL-BKS-1	1585/150-140018/461/000000/0000/0779/0000	REGULAR
(x)PRL-BKS-1	1585/150-140018/461/000000/0000/0780/0000	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
+	×	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	7:58AM	5:55PM				8.95	8.95	23.95
+	×	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	31.45
+	×	Fri 3/15	8:00AM-4:30PM	8:00AM	4:30PM				7.5	7.5	38.95
+	×	Sat 3/16									38.95
+	×	Sun 3/17									38.95
A	All	als <mark>Totals</mark> I	Historical Corrections Audits								
			Account		Pay Code		Amount				
	(x)PI	RL-BKS-11585/15	Account 0-140018/461/000000/0000/0779,	/0000 0	Pay Code		Amount	0.22			
	(x)Pl (x)Pl	RL-BKS-11585/15 RL-BKS-11585/15	Account 0-140018/461/000000/0000/0779. 0-140018/461/000000/0000/0780.	/0000 0 /0000 0	Pay Code VERTIME .5 VERTIME .5		Amount	0.22			
	(x)PI (x)PI (x)PI	RL-BKS-11585/15 RL-BKS-11585/15 RL-BKS-11585/15	Account 0-140018/461/000000/0000/0779, 0-140018/461/000000/0000/0780, 0-140018/461/000000/0000/0781,	/0000 0 /0000 0 /0000 0	Pay Code VERTIME .5 VERTIME .5 VERTIME .5		Amount	0.22 0.15 0.43			
	(x)PI (x)PI (x)PI (x)PI	RL-BKS-11585/15 RL-BKS-11585/15 RL-BKS-11585/15 -BKS-11585/150-1	Account 0-140018/461/000000/0000/0779, 0-140018/461/000000/0000/0780, 0-140018/461/000000/0000/0781, 140018/461/000000/0000/0778/00	/0000 0 /0000 0 /0000 0 /0000 0	Pay Code VERTIME .5 VERTIME .5 VERTIME .5 VERTIME BASE RATI	<b>.</b>	Amount	0.22 0.15 0.43 0.65			
	(x)PI (x)PI (x)PI PRL- (x)PI	RL-BKS-11585/15 RL-BKS-11585/15 RL-BKS-11585/15 -BKS-11585/150-1 RL-BKS-11585/15	Account 0-140018/461/000000/0000/0779, 0-140018/461/000000/0000/0780, 0-140018/461/000000/0000/0781, 140018/461/000000/0000/0778/00	/0000 0 /0000 0 /0000 0 /0000 0 /0000 0	Pay Code VERTIME .5 VERTIME .5 VERTIME .5 VERTIME BASE RATI	) ) )	Amount	0.22 0.15 0.43 0.65 0.22 0.22 0.22 0.43 0.65 0.22 0.22 0.22 0.22 0.22 0.22 0.22 0.2			
	(x)PI (x)PI (x)PI PRL- (x)PI (x)PI	RL-BKS-11585/15 RL-BKS-11585/15 RL-BKS-11585/15 -BKS-11585/150- RL-BKS-11585/15 RL-BKS-11585/15	Account 0-140018/461/000000/0000/0779, 0-140018/461/000000/0000/0780, 0-140018/461/000000/0000/0781, 140018/461/000000/0000/0779, 0-140018/461/000000/0000/0780,	/0000 0 /0000 0 /0000 0 /0000 0 /0000 0 /0000 0	Pay Code VERTIME .5 VERTIME .5 VERTIME .5 VERTIME BASE RATIONE VERTIME BASE RATIONE	E) E) E) E)	Amount	0.22 0.15 0.43 0.65 0.22 0.22 0.25 0.25 0.25 0.25 0.25 0.2			
	(x)PI (x)PI (x)PI PRL- (x)PI (x)PI (x)PI	RL-BKS-11585/15 RL-BKS-11585/15 BKS-11585/15 -BKS-11585/150-1 RL-BKS-11585/15 BL-BKS-11585/15 RL-BKS-11585/15	Account 0-140018/461/000000/0000/0779 0-140018/461/000000/0000/0780 0-140018/461/000000/0000/0781 140018/461/000000/0000/0779 0-140018/461/000000/0000/0780 0-140018/461/000000/0000/0781 0-140018/461/000000/0000/0781	/0000 0 /0000 0 /0000 0 /0000 0 /0000 0 /0000 0 /0000 0	Pay Code VERTIME .5 VERTIME .5 VERTIME BASE RATI VERTIME BASE RATI VERTIME BASE RATI	2) 2) 2) 2) 2) 2) 2) 2)	Amount	0.22 0.15 0.43 0.65 0.22 0.15 0.43 0.65 0.22 0.15 0.22 0.15 0.43 0.43 0.43 0.43 0.43 0.43 0.43 0.43			



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"

Daily	-	All		-	Totals for 3/15/20	)24
		All			Pay Code	Amount
		Account				
PRL-BKS-115	85/150-140018	Pay Code	3	)0	OVERTIME .5	0.65
(x)PRL-BKS-1	1585/150-1400	18/461/0000	00/0000/07	79/0000	OVERTIME .5	0.22
(x)PRL-BKS-1	1585/150-1400	18/461/0000	00/0000/07	80/0000	OVERTIME .5	0.15
(x)PRL-BKS-1	1585/150-1400	18/461/0000	00/0000/07	/81/0000	OVERTIME .5	0.43
PRL-BKS-115	85/150-140018	/461/000000	/0000/0778	/0000	OVERTIME BASE RATE 1	0.65
(x)PRL-BKS-1	1585/150-1400	18/461/0000	00/0000/07	79/0000	OVERTIME BASE RATE 1	0.22
(x)PRL-BKS-1	1585/150-1400	18/461/0000	00/0000/07	80/0000	OVERTIME BASE RATE 1	0.15
(x)PRL-BKS-1	1585/150-1400	18/461/0000	00/0000/07	/81/0000	OVERTIME BASE RATE 1	0.43
PRL-BKS-115	85/150-140018	/461/000000	/0000/0778	/0000	REGULAR	2.73
(x)PRL-BKS-1	1585/150-1400	18/461/0000	00/0000/07	79/0000	REGULAR	0.9
(x)PBI -BKS-1	1585/150-1400	18/461/0000	00/0000/07	/80/0000	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.

Pay Code 🔹	Totals for 3/15/2024
Pay Code	Amount
OVERTIME .5	1.4
OVERTIME BASE RATE 1	1.4
REGULAR	6.0
TOTAL \$	\$164.5
TOTAL HOURS PAID	7.
TOTAL HOURS TOWARD OT	7.5
TOTAL HOURS WORKED	7.

The process of moving OT to CE for staff with multiple chartstrings requires the supervisor to identity 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.

q	<b>F</b> uick	O - View	Approve	CJ - Sign Off	Historical	Accruais										
Ac	tions	Date	Timecard	Sche	Correction	Actions	In		Out	Trans	fer	Pay Code	Amount	Shift	Daily	Period
+	×	Mon 3/11		8:00AM-	4:30PM		8:00AM	1	4:30PM	*				7.5	7.5	7.
+	×	Tue 3/12		8:00AM-	4:30PM		8:00AM		4:30PM	*				7.5	7.5	15.
+	×	Wed 3/13		8:00AM-	4:30PM	i	7:58AM	1	5:55PM	•				8.95	8.95	23.9
+	×	Thu 3/14		8:00AM-	4:30PM		8:00AM	*	4:30PM					7.5	7.5	31.4
+	×	Fri 3/15		8:00AM-	4:30PM		8:00AM	1	4:30PM	*				7.5	7.5	38.9
+	$\times$	Sat 3/16														38.9
+	×	Sun 3/17														38.9

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.





## Supervisor Kronos User Guide: For Non-exempt Staff

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

Ü	K	3		e 🖻 🕐 ,	
🕈 Man	ige My I	Department P	People Editor Rule Analysis Q X +		
Rule Ana	lysis -	•			
-					
DIIII		M VCIC		Heb	
As of 3	3/12/202	24 9:53AM	Person & Id Kronos3, Staff3(9999000)	1077	
			Allowed Date Range 3/11/2024 - 3/17/2024		
	A bree	I Show Employe	ee Info Close		
Time	Period	d 3/11/2024	3/17/2024 Apply		
	lines.	3/11/2024 Monday		Pay Pariod Start	
1					
2		Shifts	8-004M - 4-10EM		
4		El Span 18	8:00AM [cunch] - 12:00PM	[caid scan]	
38		E Span 19	12:00PM - 1:00PM	[unpaid span]	
47		E Span 20	1:00PM - 4:30PM [punch]	(paid span)	
80	1				
81		3/12/2024 Tuesday	/		
	1.	Ch. 10-			
82		Shifts	P.004M - 410EM		
84		III Sean 21	8-00AM (oursel) - 12:00PM	[egid seas]	
118		El Span 22	12:00PM - 1:00PM	[unceid scen]	
127		E Span 23	1:00PM - 4:30PM (punch)	[paid span]	
180					
161		3/13/2024 Wednes	iday		
400	-	0.10			
102		Shirts	7-80444 8-8804		
104		E Span 24	7.5RAM Inunchi - 11.5RAM	[calif scan]	
198	6	E Span 25	11:58AM - 12:58PM	[unpaid span]	
207		El Span 26	12:58PM - 5:55PM [punch]	[paid span]	
240					
241		3/14/2024 Thursday	y		
212	100	Children .			
242		Shift 1	8-00AM - 4-30PM		
244		El Span 27	8:00AM (punch) - 12:00PM	[paid span]	
278		E Span 28	12:00PM - 1:00PM	[unpaid span]	
287	1	E Span 29	1:00PM - 4:30PM [punch]	[paid span]	
320					
321	-	3/15/2024 Friday			
0.00	1mi	21.10			
322		Shift 1	9-00AM - 4-30PM		
324		El Span 30	8:00AM (punch) = 12:00PM	[paid scan]	
358	1	E Span 31	12:00PM - 1:00PM	[unpaid span]	
387		E Span 32	1:00PM - 3:03PM	[paid span]	
454	1	III P 55	N.AAPER A.AAPER C	Sauta	

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

020			
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	E Span 32	1:00PM - 3:03PM	[paid span]
401	E 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:

E 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	El Span 33	<mark>.3:03PM</mark> - 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:

UKG			
A Manage My Department	People Editor	Rule Analysis Q X	+
Rule Analysis 🔻	Manage My Department		
395	0.62	lotal Regular, \$12.33	PRL-BKS-11585/150-140018/461/000000/0000/0
396	\$12	33 TOTAL \$ ;PRL-BKS	-11585/150-140018/461/000000/0000/0781/0000
397	0.62	TOTAL HOURS PAID, \$	12.33 ;PRL-BKS-11585/150-140018/461/000000



#### You are now in timecard view:

imed	ards																
krone	983, S	staff3 💌 🔹	◀ 3 of 6	9999966	6												Loaded: 8:49 AM C
Qu	ick	O - View	Approve Timecard	CJ - Sign Off	Historical Correction	Accrus Action	ls s										
		Date		Sch	edule		In		Out		Transfer	Pay Code	Amount	Shift	Daily	Period	
+	×	Mon 3/11		8:00AM	1-4:30PM		8:00AM		4:30PM					7.5	7.5	7.5	
+	×	Tue 3/12		8:00AM	I-4:30PM		8:00AM	*	4:30PM	•				7.5	7.5	15.0	
+	×	Wed 3/13		8:00AM	I-4:30PM	i	7:58AM	1	5:55PM	1				8.95	8.95	23.95	
+	×	Thu 3/14		8:00AM	1-4:30PM		8:00AM	•	4:30PM	٦				7.5	7.5	31.45	
+	×	Fri 3/15		8:00AM	1-4:30PM		8:00AM	1	4:30PM	. *				7.5	7.5	38.95	
+	×	Sat 3/16														38.95	
+	×	Sun 3/17														38.95	
A	ccrua	ls Totals	Historic	al Correctio	ns Audits								ß				
-	Daily		•	Pay Code		•			To	tals	for 3/11/2024						
	Pay Code										-		Amou	nt			
	REGU	JLAR													7.5	5	
	TOTA	vL \$													\$150.00	)	
	TOTA	L HOURS PAID	)												7.5	;	
	TOTA	L HOURS TOW	ARD OT												7.5	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
+	×	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	7:58AM	5:55PM	•			8.95	8.95	23.95
+	×	Thu 3/14	8:00AM-4:30PM	8:00AM	4:30PM	1			7.5	7.5	31.45
+	×	Fri 3/15	8:00AM-4:30PM	8:00AM	* 4:30PM	•			7.5	7.5	38.95
+	×	Fri 3/15									
+	×	Sat 3/16									38.95
+	$\times$	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.

0	uick ctions	View	Approve Sign Off Histo Timecard Corre	rical Accruais tion Actions								
		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	7:58AM	18	5:55PM	•			8.95	8.95	23.95
+	×	Thu 3/14	8:00AM-4:30PM	8:00AM		4:30PM	1			7.5	7.5	31.45
+	×	Fri 3/15	8:00AM-4:30PM	8:00AM	1	4:30PM	•			7.5	7.5	38.95
+	×	Fri 3/15		303pm								
+	×	Sat 3/16										38.95
+	×	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
+	×	Mon 3/11	8:00AM-4:30PM	8:00AM		4:30PM	٦	
+	×	Tue 3/12	8:00AM-4:30PM	8:00AM	۲	4:30PM	٦	
+	×	Wed 3/13	8:00AM-4:30PM	7:58AM	1	5:55PM		
+	×	Thu 3/14	8:00AM-4:30PM	8:00AM	٦	4:30PM	٦	
+	×	Fri 3/15	8:00AM-4:30PM	8:00AM	٦	4:30PM	. 4	
+	×	Fri 3/15		3:03PM				Filler and the second se
+	$\times$	Sat 3/16						;;TRAVEL CI-OC 1.5x TWG SU37.5 ;;WORK CI-OC 1.5x TWG SU37.5
+	×	Sun 3/17						;;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
							-	Search



After clicking on "Search", the "Transfer" box will open:

In		
MAOU	Nama Kronos2 Staff2	
MA00	Job	
58AM 🏾 🎽	Labor Account Work Bule	
00AM		
:00AM	Job Transfer Labor Account Work Rule	
:03PM	Add Work Rule	Clear Al
	Search List I	
	CALL-IN NOT-ON-CALL SU 37.5 1HR	^
	CALL-IN NOT-ON-CALL SU 37.5 30M	
	CALL IN ON CALL SHFT SU 37.5 1HR	
	CALL IN ON CALL SHFT SU 37.5 30M	
	MOVE OT TO CE	
	SCHEDULED ON-CALL SU37.5	
	SU REQUIRED TIME 37.5 1HR	
	SU REQUIRED TIME 37.5 30M	
	TRAVEL CI-NOC 2.0x TWG SU37.5	
	TRAVEL CI-OC 1.5x TWG SU37.5	~

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

	Name Job Labor Account	Kronos3, Staff3	
	Work Rule	MOVE OT TO CE	
Job Transfer	Labor Account Wo	rk Rule	
Add Work R	Rule		Clear A
Search List			
CALL-IN N	OT-ON-CALL SU 37.5 1H	8	1
CALL-IN N	OT-ON-CALL SU 37.5 30M	1	
CALL IN O	N CALL SHFT SU 37.5 1H	IR	
CALL IN O	N CALL SHFT SU 37.5 30	M	
MOVE OT	TO CE		
SCHEDUL	ED ON-CALL SU37.5		
SU REQUI	RED TIME 37.5 1HR		
SU REQUI	RED TIME 37.5 30M		
TRAVEL C	I-NOC 2.0x TWG SU37.5		
TRAVEL C	I-OC 1.5x TWG SU37.5		



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.

Tim	ecard	s													•
Kro	nos3,	Staff3 🔹	1 of 1 🕨 999966	6						Loaded: 12:18 PM	Current Pay Period	•		1 Employee(s) Select	ed 💌
	<b>9</b> Quick	• View	Approve Sign Off	Historical Correction	Accruais Actions						Print	Refre	<b>s</b> h	Calculate Totals	Go To
		Date	Sch	edule		In		Out				Transfer			
+	×	Mon 3/11	8:00AN	1-4:30PM		8:00AM		4:30PM							
+	×	Tue 3/12	8:00AM	1-4:30PM		MA00:8	*	4:30PM	•						
+	×	Wed 3/13	8:00AN	1-4:30PM	1	7:58AM	18	5:55PM	•						
+	×	Thu 3/14	8:00AN	1-4:30PM		8:00AM	1	4:30PM	۲						
+	×	Fri 3/15	8:00AM	1-4:30PM		MA00:8	•	4:30PM	*						
+	×	Fri 3/15				3:03PM				"MOVE OT TO CE					
+	×	Sat 3/16													
+	×	Sun 3/17													
4															•

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.

Pay Code	▼ Totals for 3/1	5/2024
Pay Cod	e	Amount
COMP EARNED		1.45
REGULAR		6.05
'OTAL \$		\$121.00
TOTAL HOURS PAID		6.05
TOTAL HOURS TOWARD OT		6.05
TOTAL HOURS WORKED		75



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.

ctions	I	Timecard	Correction	Actions					
	Date	Sche	dule		In		Out		
×	Mon 3/11	8:00AM-	4:30PM		8:00AM	•	4:30PM		
×	Tue 3/12	8:00AM-	4:30PM		8:00AM	1	4:30PM	1	
×	Wed 3/13	8:00AM-	4:30PM	1	7:58AM	1	5:55PM		
×	Thu 3/14	8:00AM-	4:30PM		8:00AM	•	4:30PM		
×	Fri 3/15	8:00AM-	4:30PM		8:00AM	•	3:03PM		
×	Fri 3/15				3:03PM	•	4:30PM	;;MOVE OT TO CE	
×	Sat 3/16								
×	Sun 3/17								
Accr	uals Totals	Historical Correction	s Audits						
		Accrual Code			A	ccru	al Available Bala	ince	
BR	EAK DAY WORK	ED						0.0	Mon 1/01 - Tu
СО								2.17	Mon 1/01 - Tu
FL	EX							0.0	Mon 1/01 - Tu
	12102/03							0.0	Mon 1/01 Tu
ME	DICAL							0.0	WOIT 1/01 - 10

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.



Time	card	5							
Kron	1053,	Staff3 🔹	◀ 3 of 6 ▶	9999666					Loaded: 11:35 AM
Q	<b>F</b> luick	O - View	Approve Timecard	CJ - Sign Off	Historical Correction	Accruals Actions			
		Date		Sched	lule		In	Out	
+	×	Mon 3/18		8:00AM-4	4:30PM				
+	×	Tue 3/19		8:00AM-4	1:30PM				
+	×	Wed 3/20		8:00AM-4	1:30PM				
+	×	Thu 3/21		8:00AM-4	4:30PM				
+	×	Fri 3/22		8:00AM-4	1:30PM				
+	×	Sat 3/23							
+	×	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."

me	ards	5											• *
ron	0\$3, S	taff3 💌	3 of 6 9999666					Loaded: 11:35 AM	Next Pay Period	• 🖬	ITS-Report	s to Krono	vs, Su 💌
Qu	ick ions	O - View	Approve Sign Off	Historical Correction	Accruals Actions				Print Timecard	<b>O</b> Refresh	Calculate Totals	Seve .	Go To
		Date	Sched	ule		In	Out		Tre	L 6 Selec	ted		
	×	Mon 3/18	8:00AM-4:	30PM						Next Pay Per	iod		
3	×	Tue 3/19	8:00AM-4:	30PM						• Go to wide	get		
	×	Wed 3/20	8:00AM-4	30PM						People Edito	r		
1	*	Thu 3/21	8:00AM-4	30PM						Audits My Audits			
1	*	Fri 3/22	8:00AM-4	30PM						My Timecard			
3	×	Sat 3/23								Reports			
	×	Sun 3/24								Schedules Exceptions	e e	)	
										+ Go to wor	kspace		



## Supervisor Kronos User Guide: For Non-exempt Staff

This will bring you to the "Schedule" workspace shown below. You can see the employee's current schedule:

A Manage My Departme	ent Sche	dules O X	+								
Schedules											
							Loaded: 11:50AM	3/18/2024 - 3/24/2024 -	1 Empl	oyee(s) Selec	ted -
Quick View	Column Selection	ibility Select al	Gantt View	↓†↓ +   Saming				<b>O</b> Refrest	View Comments	Share	Save
By Employee						3/18 - 3/24					
Name *		Mon 3/18		Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22	Sat 3/23		Sun	n 3/24
Kronos3, Staff3	8:00AM - 4:3	OPM	8:00A	M - 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.

5	1	[[[+ -	•		=	111 - I				
Quick Actions	View	Column Selection	Visibility Filter	Select all	Gantt View	Sorting				
By Er	mployee							3/18 - 3/24		
Ne	ame +		Mon	3/18		Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22	
Kronos3, S	Staff3		I 8:0	0AM - 4:30	00.8 MPG	AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	

Below you can see the times were updated:

.

Image: Second	Name * Kronos3, Staff3			7:00AM - 4:00PM 8:00AM - 4:30			M - 4:30PM	4:30PM 8:00AM - 4:30PM			8:00AM - 4:30PM
Loaded: 11: 2uick View Column Visibility Select all Gent View Sorting By Employee 3/18 - 3/24			Mon 3/18				Tue 3/19	Wed 3/20		Thu 3/21	Fri 3/22
Loaded: 11: 20ick View Column Visibility Select all Gant View Soring Filter	By Em	ployee								3/18 - 3/24	
	Quick Actions	View	Column Selection	Visibility Filter	Select all	Gantt View	Sorting				
	5		1114 -	0		_	101 -				Loaded: 11:50

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

Schedules														
									Loaded: 11:50AM	3/18/2024 - 3/24/2024		1 Employ	ee(s) Selec	ted 💌
4	4=-	[+ -	•		=	↓ <u>↑</u> ↓ -					0	Ê,	<b>•</b>	
Quick Actions	View		Visibility Filter	Select all	Gantt View	Sorting				Re	fresh	View comments	Share	Save
By Er	nployee							3/18 - 3/24						Save
Ne	Name *		Mon 3/18 Tue 3/19				Wed 3/20	Thu 3/21	Fri 3/22	Sat 3/23			Sun	3/24
Kronos3,	Kronos3, Staff3		7:00AM - 4:00PM 7:00AM - 4:00PM		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.

Actions Selection Filter	
By Employee 3/18 - 3/24 Refresh schedule content	
Name -         Mon 3/18         Tue 3/19         Wed 3/20         Thu 3/21         Fri 3/22         Sat 3/23         Sun 3/24	
Kronos3, Staff3         7.00AM · 4.00PM         7.00AM · 4.00PM         7.00AM · 4.00PM         7.00AM · 4.00PM	

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

_							
Quick View	Column Selection	Visibility Filter	Select all	Gantt View	↓↑↓ -   Sorting		
By Employee		Mag	10		Tue 2/20		
Name *	7-00AM	Mon 3	3/18	7-004	Tue 3/19		
Kronos3, Staff3	7.00AM	4.00PM		7.00AI	VI - 4.00PW		

This will bring you back to the timecard. You will now click on the "Refesh" icon, this will update the schedule on the timecard.

ŧ	Manag	je My Departme	ent O	Schedules		+									
									Tim	e Period Current	Pay Period		• =	Show	
Time	card	3													•
Kro	1053, 5	Staff3 💌	1 of 1	9999666					Loaded: 11:50 AM	Next Pay Period	•	<b>m</b> (	Employee	(s) Selecto	ed 💌
A	<b>F</b> Juick	View	Approve Timecard	<b>CJ</b> → Sign Off	Historical Correction	Accruels Actions				Print	Refrest	0	iculate fotals	Save	Go To
		Date		Sche	dule		In	Out			Transfer Re	fresh			
+	×	Mon 3/18		8:00AM-4:30PM											
+	×	Tue 3/19		8:00AM-4:30PM											
+	×	Wed 3/20		8:00AM-	4:30PM										



Tim	Timecards													
Kro	nos3,	Staff3 💌	◀ 1 of 1 🕨 9999666				Loaded: 12:10 PM	Next Pay Period	•	1 Employ	vee(s) Select	ied 💌		
	<b>9</b> Quick	View *	Approve Sign Off H Timecard C	Historical A	Accruels Accions			Print	<b>O</b> Refresh	Calculate Totala	Save	Go To		
		Date	Schedule	e	In	Out	Transfer							
+	×	Mon 3/18	7:00AM-4:00	0PM										
+	×	Tue 3/19	7:00AM-4:00	7:00AM-4:00PM										
+	$\left[\times\right]$	Wed 3/20	7:00AM-4:00	0PM										
+	×	Thu 3/21	7:00AM-4:00	0PM										
+	$[\times]$	Fri 3/22	7:00AM-4:00	0PM										
+	×	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**

- <u>Staff Handbook</u>
- <u>Staff United CBA</u>