

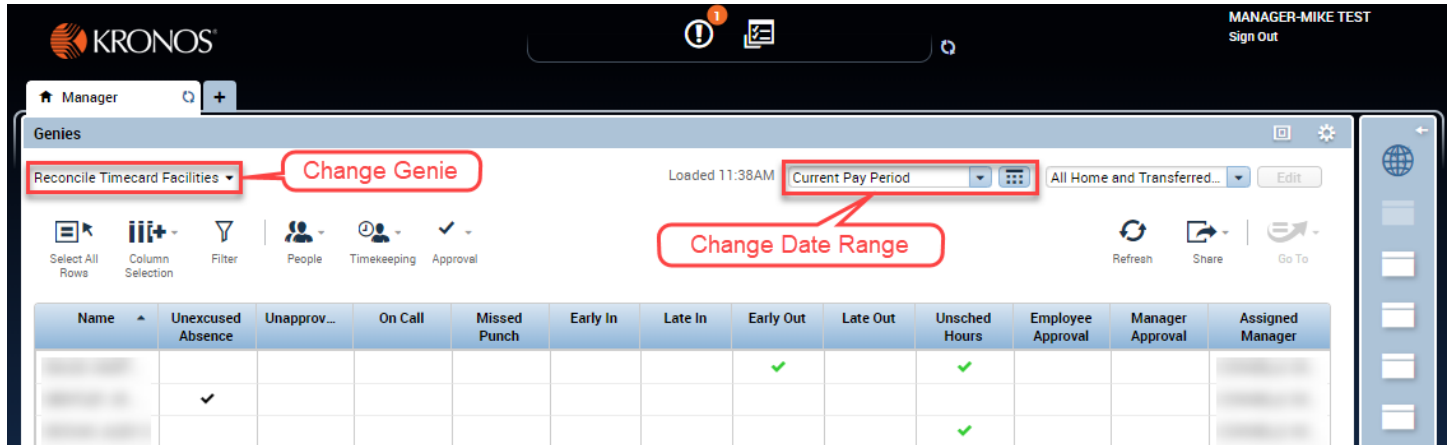
# KRONOS GUIDE – MANAGERS

Kronos site: <https://workforce-ext.union.edu/wfc/logon>  
 Login: Use your Union College username and password

## Viewing Employee Time

### Genies

Managers will default to a **Reconcile Timecard** or **Employee Summary** genie with a list of all employees that manager has access to.



Managers can switch to other genies to view other info on their employees. Use the down arrow in the top right to change the genie you see. Below are some popular genies.

### Genie List

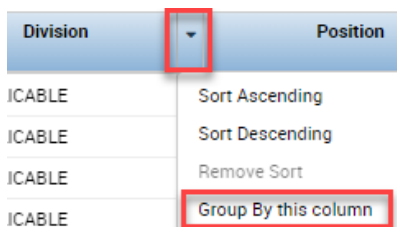
Accrual Balances	View accrual balances for employees: Vacation, Sick, Personal, Banked Time, etc. Accruals are as of the END of the selected period
Biometric Status	View employees who have or have not Enrolled (Biometric fingerprint) at a timeclock
Employee Summary	Default view for reviewing non-timeclock employees. Shows Total Hrs, Vacation used, and timecard Approval
Reconcile Timecard	Default view for reviewing timeclock employees (employees with schedules). Shows Total hrs, along with Exceptions to review such as Missed Punch or Late In
Shift Close	View a snapshot of punches and exceptions from today. Answers "Who's here now"
Worked Hours by Division	Totals hours worked by Division. Click on each Division to drill down to employee totals

### Sort, Filter, Group, and Hyperfind

**Sort:** Click on any column heading to sort by that column

**Filter:** Click the Filter button at the top. Boxes appear under the column headings. Type in the box to filter.  
*Note: Some columns do not allow you to filter*

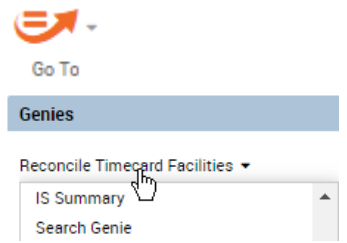
**Group:** Hover on a column name to view a down arrow. Click Group By this column



**Hyperfind:** A hyperfind is a pre-built filter to only view certain employees. Use the drop-down in the far upper right to view your hyperfind options. The default is All Home and Transferred.

## How do I review employee time?

1. Open the **Timecard** by double-clicking a name or highlight multiple employees and click Go To > **Timecards**
- OR
2. Change the genie to one that looks at Today's punches such as **Shift Close**. Click the genie name in the upper-left to switch



## Timecards

The screenshot shows the Timecards interface with several annotations in red boxes:

- Approve timecard**: Points to the 'Approve Timecard' button in the top toolbar.
- Change the date range**: Points to the 'Current Pay Period' dropdown menu.
- Transfers entered for special situations**: Points to the 'Transfer' column in the main table, specifically to the entry ';Hourly 60M Fac On Call'.
- Pay Codes for Vacation, Sick, etc**: Points to the 'Vacation - Facilities ...' entry in the 'Pay Code' column.
- Daily totals**: Points to the 'Shift' column in the main table.
- Pay Period totals**: Points to the 'Totals' tab at the bottom of the interface.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Sun 3/24										
Mon 3/25	7:30AM-4:30PM			7:33AM	;Hourly 60M Fac On Call	4:30PM				8.00
Tue 3/26	7:30AM-4:30PM			7:29AM		4:29PM				8.00
Wed 3/27	7:30AM-4:30PM			7:54AM		4:33PM				7.50
Thu 3/28	7:30AM-4:30PM			7:30AM		4:31PM				8.00
Fri 3/29	7:30AM-4:30PM	Vacation - Facilities ...	8.00	7:30AM	;Hourly 60M Facilities Vacation	4:30PM				8.00
Sat 3/30										

Account	Pay Code	Amount
VPFI/FACSER/FACCLEAN/PC00000397/08700/0/0	ON CALL	1.00
VPFI/FACSER/FACCLEAN/PC00000397/08700/0/0	REGULAR	47.50
VPFI/FACSER/FACCLEAN/PC00000397/08700/0/0	SICK	8.00
VPFI/FACSER/FACCLEAN/PC00000397/08700/0/0	VACATION	8.00
VPFI/FACSER/FACCLEAN/PC00000397/08700/0/0	xTOTAL HOURS	63.50

## Shift Close Genie


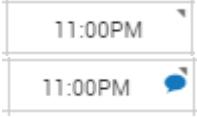

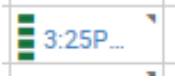




Snapshot view of punches on a certain day

The screenshot shows the Shift Close Genie interface with the 'Shift Close' genie selected and the date set to 'Today'. The main table displays a snapshot of punches for several employees.

Name	Unexcused Absence	Excused Absence	On Premises	Missed In-Punch	Early In	Late Out	Unsched Hours	Totals Up To Date
[Blurred]			✓					✓
[Blurred]			✓					✓
[Blurred]	✓							✓
[Blurred]				✓				✓
[Blurred]			✓		✓			✓

## How do I view and resolve Exceptions?

Employees with Schedules will have marks on their timecard called Exceptions. Managers should note red exceptions and take action to resolve.


Indicator	Description	Action	Result
	<b>Missing Punch</b>	<ol style="list-style-type: none"> <li>1. Click to enter time.</li> <li>2. Right-click &gt; Comment (as needed)</li> </ol> <p><i>Note: Triangle indicates punch was modified.</i></p>	
	<b>General Exception.</b> Typically a late or early punch, position mouse over cell for explanation.	<ol style="list-style-type: none"> <li>1. Right-click &gt; Mark as Reviewed</li> <li>2. Right-click &gt; Comment (as needed)</li> </ol>	
	<b>Unapproved Overtime</b>	<ol style="list-style-type: none"> <li>1. Right-click &gt; Approve Overtime</li> <li>2. Add Comment (if needed) and Click OK</li> </ol>	
	<b>Unexcused Absence</b>	<p>Enter a Pay Code such as Sick OR Remove day(s) from employee's schedule</p> <p><i>Note: This is not cleared through a right-click.</i></p>	

Resolved exceptions will have green checkmarks on the **Reconcile Timecard** genie.

Name	Unexcused Absence	Unapprov...	Total Hours	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Employee Approval	Manager Approval	Assigned Manager
			78.50		✓		✓	✓	✓		1	

### Adding / Editing Punches

*Tips for entering time:*

- Kronos is flexible on the format you enter time as. You may use either 12 hour (standard) or 24 hour (military) time format, e.g. 3:00pm can be entered as either 3p or 15.
- When entering time in 12 hour format, add a "p" to all punches after 12pm. For example, to enter a time of 7:00am, simply hit the "7" key and then hit Enter. To enter 1:00pm, type 1p or 13, then hit Enter.
- You do not need to type the colon that separates hours and minutes. Ex: 3:30pm can be entered as 330p
- More than one shift: If there is a need to create two shifts on the same day (such as 4 hrs Regular and 4 hrs Sick) use the (  ) at the left side of the timecard to create a new row.






### Auditing

- The **Audit** tab at the bottom of a timecard displays how and when a punch was entered or edited.

## Special Situations (Transfers)

Some departments have situations that involve using a Transfer. These will display in the **Transfer** column on a timecard. Below is a list with how to handle them.


### Work Rule Transfers

<p>CALL BACK (Facilities)</p> <p><b>Transfer</b></p> <p>;Hourly Facilities Callback</p>	<p>Callback</p> 	<p>If the punch is from being Called In, this ensures pay at the correct rate and hours.</p> <p>Note: There is no lunch automatic lunch deduction associated with a Callback shift.</p>
<p>LEAD RATE (Facilities)</p> <p><b>Transfer</b></p> <p>;Hourly 60M Facilities Lead Rate</p>	<p>Lead Rate</p> 	<p>If the shift is from being the Lead, this ensures pay at the correct rate.</p> <p>Note: 30M v. 60M is chosen based on the appropriate lunch deduction needed.</p>
<p>ON CALL (Facilities)</p> <p><b>Transfer</b></p> <p>;Hourly 60M Fac On Call</p>	<p>On Call</p> 	<p>If the employee is On Call they will punch in using this button. If they are on call for a day they are not at the college (weekend), a supervisor must mark them On Call.</p> <p>Note: 30M v. 60M is chosen based on the appropriate lunch deduction needed.</p>
<p>1,2,3,4-HOUR DETAIL (Campus Safety)</p> <p><b>Transfer</b></p> <p>;Campus Safety 2 Hour Detail</p>	<p>3-Hour Detail</p> 	<p>Pays the specified minimum number of hours for working a campus event.</p> <p>If the Punch OUT is LESS than the Detail Shift pay will not be less than the chosen 1, 2, 3, or 4 hours.</p> <p>If the Punch OUT is MORE than the Detail Shift pay employee will be paid for the time worked.</p>
<p>OFFICER IN CHARGE (Campus Safety)</p> <p><b>Transfer</b></p> <p>;Campus Safety Officer in Charge</p>	<p>Officer in Charge</p> 	<p>Marks the shift to be paid at the Officer in Charge rate.</p>

### Adding a Work Rule Transfer

Most transfers are done automatically by using special buttons at the timeclock. However if these need correction a manager can modify the Work Rule transfer manually.

- 1) Go to the **Transfer** column
- 2) Click **Search**

In	Transfer	Out
1:00PM		4:00PM

- 3) Click the **Work Rule** tab
- 4) Choose the rule, click **Apply**.

Labor Account | **Work Rule**

**Add Work Rule** Clear All

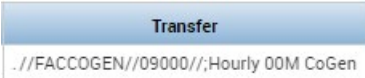

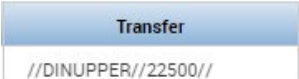

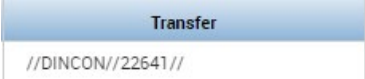
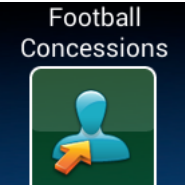
Search List

- Hourly 45M Facilities Deduction
- Hourly 60M Fac On Call**
- Hourly 60M Lead-On Call
- Snow Removal

## Labor Account Transfers

Labor account transfers involve logging time toward the correct **Division** and **Account**. After logging time the manager will see that employee in their employee list if they see employees in that Division.

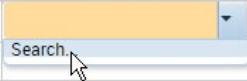
This comes up most often for employees that work more than one job like temps, students, part time workers, or Dining workers.

<p><b>PUNCH IN SECONDARY JOB</b> (Facilities)</p>  <p>../FACCOGEN//09000//;Hourly 00M CoGen</p>		<p>Transfers any time worked in that location to CoGen so that the CoGen manager can see and approve. Also initiates a Work Rule transfer for no automatic lunch deduction. Located at the Boiler House timeclock.</p>
<p><b>DINING PUNCH IN</b> (Dining)</p>  <p>//DINUPPER//22500//</p>		<p>Logs punches from the particular timeclock to that location. For instance, using <b>Dining Punch In</b> at Upperclass will log time worked to Upperclass/22500. Located at each Dining timeclock, including CPH.</p>
<p><b>CONCESSIONS</b> (Dining)</p>  <p>//DINCON//22641//</p>		<p>Transfer any time worked to the Concessions Division/Account DINCON/22641. Located at the CPH and Dutch timeclocks.</p>
<p><b>WORK STUDY STUDENTS</b> (All Depts)</p>	<p>NA</p>	<p>Students and certain employees who do not use a timeclock may need to specify which job they are working for by doing a Labor Account Transfer. Instructions are also in the <a href="#">Kronos Student Guide</a>.</p>

## Adding a Labor Level Transfer

Enter all hours worked on the same timecard. To associate hours with a different Division / Account:

- 1) Go to the **Transfer** column
- 2) Click **Search**

In	Transfer	Out
1:00PM		4:00PM

- 3) In the box choose the **Division** and **Account Number** (only choices applicable to the employee are shown)

Labor Account | Work Rule

**Add Labor Account** Clear All

RESPONSIBILI...

DEPARTMENT:

**DIVISION:** FACEVENT - SPECIAL EV...  X RESERVED2:

POSITION CO...

ACCOUNT NU...

RESERVED1:

Smart search...

- 08100 Physical Plant Ad...
- 17020 Intercol Soccer
- 17060 Intercol Lacrosse
- 19120 U-C Work Program

- 4) Click **Apply**

*Note: The Totals at the bottom of the Timecard total hours worked for each job*

Totals | Accruals | Audits | Historical Corrections

All | All

Account	Pay Code	Amount
(x)VPMI/FACSER/FACEVENT/PC00001121/08100/0/0	REGULAR	3:00
VPMI/FACSER/FACEVENT/PC00001121/19120/0/0	REGULAR	2:00

## Approving Timecards

Managers are required to approve the timecard before Payroll can process them. Managers will receive email reminders to let them know of any employees needing Approval and dates their approvals are due.

An employee with web access can also approve their timecard. This is recommended as it lets the manager know the employee is finished entering all their time.

### Finding Timecards Needing Approval

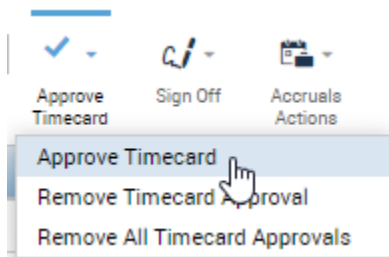
The Employee Approval and Manager Approval columns in the **Reconcile Timecard** or **Employee Summary** genies indicate who needs approval. Sort or Group by the columns to quickly find employees still needing approval

Employee Approval	Manager Approval
✓	1

NOTE: For employees who worked more than one job in the period the timecard needs approval from each respective manager. If more than one manager approved the timecard the number will increase.

### Approving from the Timecard

- 1) Ensure you are looking at the correct **Period** (if needed change to Previous Period in the upper right)
- 2) After reviewing a timecard click the **Approve Timecard** button at the top
- 3) Click Approve Timecard again. The timesheet will turn a color to indicate it is approved.

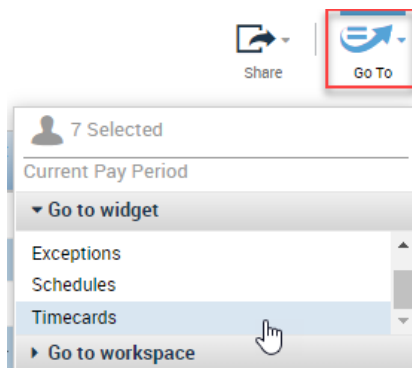


NOTE: Payroll relies on each manager to accurately review the hours submitted. Please take the time to ensure there are no mistakes in a timecard that would lead to over/under payment. Your approval is your signature.

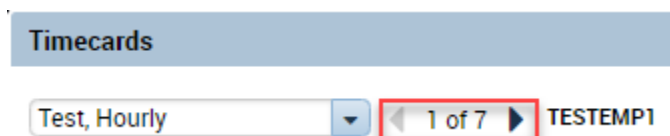
### Tip: Approving for Multiple Employees

It is possible to cycle through timecards of employees you need to approve by using the arrows at the top left. To do this:

- 1) From your Employee List highlight the employees you would like to approve for by clicking on each one while holding down CTRL
- 2) With the employees highlighted click the Go To button in the top right and select Timecards.



- 3) Use the arrows to cycle through each timecard. Once reviewed click the Approve button and move onto the next timecard.



# Accruals – Vacation, Sick, Time Off Requests

Note: For instructions on submitting a time off request yourself, please see either the Kronos Hourly Web Users Guide or Kronos Salaried Web Users Guide on the [Kronos Union website](#).

## Approving System-Generated Time Off Requests

- 1) When an employee submits a Request for Time Off an email alert goes to that employee's Assigned Manager  
Employee SMITH, JOHN has submitted a time off request

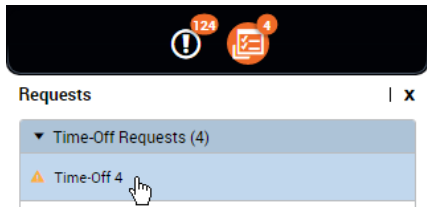
kronos@union.edu  
to me ▾

Please log on to Kronos to review the following request:

Submitted on : 3/27/2019  
Employee: TEST, EMPLOYEE-MEYERS  
Request type: Time-Off - Facilities  
Start date: 4/04/2019  
End date: 4/05/2019  
Duration Days: 2  
Duration Hours: 0:00

Link to Kronos: <https://workforce.union.edu/wfc/logon>

- 2) In Kronos click the Requests button at the top, then click Time-Off to view the pending requests



- 3) A list of Pending requests is shown

Time-Off ▾ Multiple (4) ▾ 2/26/2019 - 8/24/2019, S... All Home ▾

Details Edit Add Request Approve Refuse Pending Retract Refresh Go To

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
employee-meyers	Time-Off - Facilities	3/27/2019 3:58PM	Submitted	TEST, EMPLOYEE...	4/04/2019	TEST, EMPLOYEE...	4/05/2019	Vacation - Faciliti...	

- 4) Highlight the request and click Approve to approve the request. An Approve window opens.

### Approve Time-Off Request

Submitted: 2/03/2020 - 11:51:25AM  
Modified by: 4500User

Employee: [redacted] Type: Time-Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	6/01/2020	6/01/2020	Vacation	Hours	7:30AM	8.0

Accruals on: 6/01/2020

Accrual	Balance
PERSONAL BUSINESS	19.50 Hour
SICK	36.75 Hour
VACATION	33.54 Hour

- 5) Verify the Balance available for the request is enough. The program shows what the balance *will be* on the date specified by the **Accruals on** date. It also factors in other previously approved requests into the balance.  
*NOTE: If there is an error, the manager cannot edit the request. See below steps for editing an already approved request*
- 6) Click **Approve**. An email will be sent to the requestor (if applicable).



## Manually Editing / Entering Time Off for an Employee


Time off can be entered on the **Schedule** or a **Timecard**. If editing an already approved request, it must be edited on the Schedule (the timecard will show uneditable time in purple). For tips on entering for multiple employees (i.e. a holiday) see the section below [Adding for Multiple Employees](#).

NOTE: An employee should be credited an appropriate number of hours based on their budgeted hours. You can view an Employee's Weekly Budgeted Hours from the **Employee Summary** genie, **Accrual Balances** genie or by right-clicking the Employee's Name from the top left of their timecard or in a genie.

### Entering on a Timecard

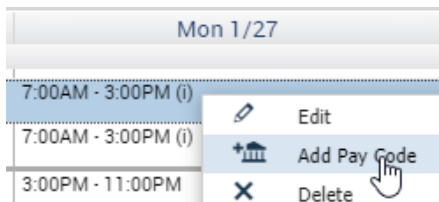
1. On the selected day, use the **Pay Code** column to choose an option like Vacation or Sick
2. In the **Amount** column type the numbers of hours and for **In** type a start time
3. **Save** or **Calculate Totals**

Date	Schedule	Pay Code	Amount
Mon 3/18		VACATION	8:00

4. View the total amount taken for the period under the **Totals** tab at the bottom
  - **PARTIAL HOURS:** You cannot enter hours on a line that contains punches. To add hours on a day that contains punches, click the Insert Row icon (  ) on the left side of the timecard for the date you're working on and enter the hours on the blank line.

### Entering on a Schedule

- 1) Right-click on a day in the schedule and click **Add Pay Code** (if editing click Edit)



- 2) Fill in the following
  - a. Effective Date: Day to start the time off
  - b. Pay Code: Choose an applicable code like Sick, Personal, or Vacation
  - c. Amount: Type in the hours **per day**
  - d. Override Shift: If the employee is scheduled for that day checking this will remove it
  - e. Start Time: Enter the employee's start time, important for any Shift Differential pay
  - f. Repeat for: Used to apply to more than one day. Note this feature only works for *consecutive* days. If the employee needs a Friday and Monday restart at step 1 for the other day.

Effective Date:\*

Pay Code:\*

Amount (HH.hh):\*

Override Accrual Days:

Override Shift

Whole Shift  Partial Shift

Start Time:\*

Repeat for:  days Transfer Labor Level:

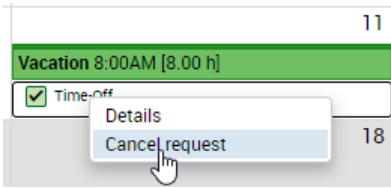
- 3) Click **Apply**.
- 4) Click **Save** on the schedule screen.



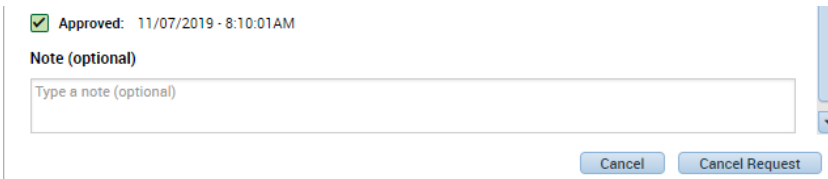
## Adjusting a Request

If Vacation was approved via a Request it cannot be edited directly on the timecard, instead there are two options:

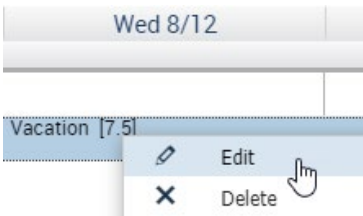
- 1) An employee can retract a request if not yet approved, or cancel a request (which requires approval). For an employee to cancel a request:
  - a. Open the My Calendar widget.
  - b. Find the day the request is on, right-click it and choose Cancel Request



- c. Type in a Note (optional) and click Cancel Request.



- 2) A manager can edit or remove the Vacation from the **Schedule**.
  - a. Highlight the employee and click Go To button > Schedule
  - b. Find the day the request is on, right-click and choose **Edit** or **Delete**



NOTE: When Editing you cannot change the day, only the hours and start time. If the vacation should be for a different day Delete from this day and Add to a new day (or have the employee submit a request for the new day)

## Viewing Accrual Balances

There are a number of ways a manager can view Accrual balances in Kronos

Accrual Balances Genie	View balances for multiple employees at once. Balances are as of END of the selected period.
Timecard (Accruals tab at bottom)	View balances for the employee whose timecard you are viewing. Balances default to as of BEG of the selected period and adjusts as you click on different days in the timecard.
Requests (Accruals tab at bottom)	The Requests screen will display Accrual balances for the employee whose request is highlighted.
Requests (Opening the Request)	Opening a request will display the employee's balance for the day(s) they are requesting.
Accrual Detail Report	View a list of all Sick, Personal, Vacation, etc days taken for an employee (instructions below)

The Accruals tab at the bottom of the Requests screen

Type	Available Balance	Pending Grants	Planned Takings	Ending Balance	
DISCRETIONARY DAY BANKED	0.00	0.00	0.00	0.00	Hour
HOLIDAY BANKED	0.00	0.00	0.00	0.00	Hour
PERSONAL BUSINESS	24.00	0.00	0.75	23.25	Hour
SICK	80.00	0.00	0.00	80.00	Hour
VACATION	52.88	3.92	0.00	56.80	Hour

## Viewing a List of Accruals Used

A manager or employee may want to see a list of all the days they have taken for Sick, Personal, Vacation, etc. You can get this by running the **Accrual Detail** report.

1. With the employee highlighted, or from the employee's timecard, click **Go To > Reports**
2. Expand **Accruals** and choose the **Accrual Detail** report.
3. Change the **Time Period** to a Range of Dates if desired.
4. Click **Run Report**

5. From the Check Report Status tab the report will run. Click **Refresh Status** until the status says Complete
6. Click the **View Report** button.

Effective Date	Action	Amount	Running Balance	Pay Code
SICK (Hours)				
Thu 6/20/2019		Balance Forward	0.00	
Sat 9/14/2019	Reset	26.23	26.23	
Sun 10/13/2019	Taken	-7.00	19.23	SICK2
Fri 10/18/2019	Taken	-7.00	12.23	SICK3
Mon 10/28/2019	Taken	-7.00	5.23	SICK2
Total Debits:		21.00	Total Credits:	0.00

## Holidays, Discretionary Day, and Winter Recess

There are two main ways designated days off are handled, depending on the department you work in:

- 1) If employees are Punching and using Schedules (Facilities, Campus Safety)
- 2) If employees are Web users who fill out Timecards online without Schedules (Most other departments)

### Employees in Facilities and Campus Safety

#### Hourly Employees

Holidays are automatically credited as long as:

- A) The employee is scheduled to work on the holiday AND
- B) Works their scheduled day prior to and after the holiday

Note that the timecard does **not** indicate Holiday hours but the Totals sections will have it.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Wed 7/03	5:00AM-1:30PM			4:53AM		1:26PM
+ X	Thu 7/04	5:00AM-1:30PM					
+ X	Fri 7/05	5:00AM-1:30PM					
+ X	Sat 7/06						

Totals	Accruals	Historical Corrections	Audits
All	All		
Account	Pay Code	Amount	
VPFI/FACSER/FACCLEAN/PC00000397/08700/0/0	DISCRETIONARY DAY OFF	8.00	
VPFI/FACSER/FACCLEAN/PC00000397/08700/0/0	HOLIDAY PAY	8.00	

Holidays should NOT be manually added through a pay code in advance because it might end up double-paying people. Generally these codes are not available to Facilities managers.

#### Issues with Receiving Holiday Credit

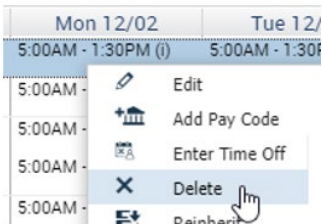
An employee must work their scheduled shift on the day prior to and after the holiday. The employee could also use other accrued time before or after the holiday and still receive Holiday Pay.

Example:

Thu 11/28 and Fri 11/29 is the Thanksgiving holiday, however the next scheduled shift on Mon 12/02 was not worked.

To remove a scheduled day:

- 1) Open the **Schedules** screen and find the employee
- 2) Click into the cell and delete OR right-click on the date and choose Delete.



- 3) Click **Save** in the top right.
- 4) The Timecard will now show Holiday Pay if the conditions are met

#### Salaried Employees

Salaried employees do not need to take any special action unless they will be working the specific day and intend to bank time to use in the future. See [Banking Time – Salaried Employees](#).

## Employees in all other offices EXCEPT Campus Safety, Facilities

### Hourly Employees

Hourly employees with web access to their timecards should use pay code **Holiday Pay, Disc Day Off, or Winter Recess** to receive pay for the day without logging hours.

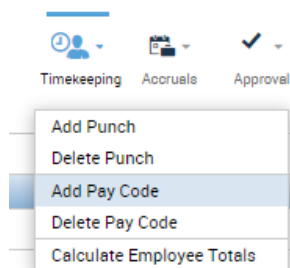
For steps on entering a Pay Code from the Timesheet or Schedule please see the section above [Manually Editing / Entering Time Off for an Employee](#).

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Fri 7/03		Holiday Pay	8.00	8:00AM	;Holiday Pay	4:00PM

For timeclock/punching employees not scheduled during holidays this is best handled by the manager manually marking who should get Holiday Pay.

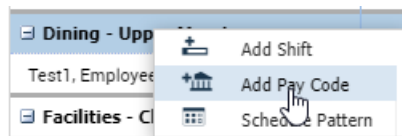
*NOTE: To add the Holiday for multiple employees, the employees selected must be receiving the same number of hours for the holiday (i.e. 8 or 7.5, etc)*

- From a **genie**, hold down CTRL + Click to select more than one employee. From the Timekeeper menu choose Add Pay Code



OR

- From the **Schedule** screen, the holiday can apply to multiple employees if they are within the same Schedule Group. Right-click on a Schedule Group and click Add Pay Code



### Salaried Employees

Salaried employees do not need to take any special action unless they will be working the specific day and intend to bank time to use in the future. See [Banking Time – Salaried Employees](#).

### Banking Holidays, Discretionary Day, or Winter Recess

Employees working a Holiday, Discretionary Day, or Winter Recess may be entitled to bank time for use in the future.

### Hourly Employees

An employee logs time on a designated Holiday, Discretionary Day, or Winter Recess gets time **automatically** banked. This can be verified in the Totals and Accruals tab.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Tra
+ X	Fri 12/25				8:00AM		4:00PM		

Totals			Accruals	Historical Corrections	Audits
All		All			

Account	Pay Code	Amount
VPST/HEASER/HEALTOFF/PC00000496/07660/0/0	HOLIDAY BANKED OT1	8.00

An employee should not bank MORE than their scheduled day, Kronos will put a limit at 8 hours max. If they did not work their full scheduled shift (partial shift) the employee or manager can manually enter **Winter Recess** or **Holiday Pay** hours to cover the difference.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift
+ X	Thu 12/26	7:30AM-4:30PM			6:30AM		2:45PM	7.25
+ X			Winter Recess	0.75	2:45PM	Winter Recess	3:30PM	0.75

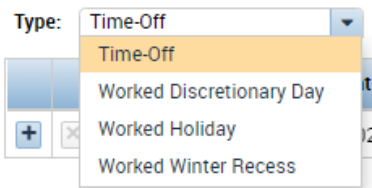
### Salaried Employees

On occasion a salaried employee needs or wants to work on a designated **Discretionary Day, Holiday, or Winter Recess** day. If they do so they can bank that time worked to be used like vacation on a future date. Kronos will track the banked time in the Accruals area.

To do this an employee should send a **request to work** on the designated day. If that request is then approved the time will be banked.

To request to work a Holiday, Discretionary Day, or Winter Recess day:

1. Managers only: First click the Plus Sign at the top to switch to the Employee workspace, My Calendar screen
2. Click Request Time Off button
3. At the top of the window, click the drop down next to **Type** to change to request a Worked Discretionary Day, Holiday, or Winter Recess day



4. Fill the request out as normal, indicating the Date Range, Start Time, and Daily Amt.
5. Click Submit. An email will be sent to your assigned manager for approval.

Like Vacation requests, the request will be viewable on your Calendar for reference and in Pending Grants under Accruals.

Tuesday	Wednesday	Thursday
December 22	23	24
		<div style="background-color: #4CAF50; color: white; padding: 2px; display: inline-block;">DISCRETIONARY DAY WORKED</div> <input checked="" type="checkbox"/> Worked Discretionary Day

#### Accruals Widget Part

Type	Available Balance	Pending Grants
DISCRETIONARY DAY BANKED	0.00	8.00
ECA	0.00	0.00
HOLIDAY BANKED	0.00	0.00
VACATION	66.00	7.33

## Schedules

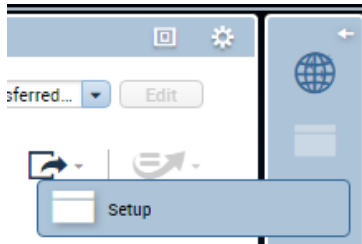
Schedules in Kronos are not required, but having a schedule provides important information to a manager with flags and exceptions, such as if someone is supposed to be working and did not (unexcused absence) or if someone was late.

### Create a New Schedule Group

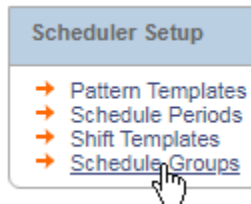
Schedule Groups allow placing employees with the same schedule into the same bucket. In this way a manager does not have to create a schedule for each employee manually.

Some managers have access to create new schedule groups. If this is not an option for you please see your department superuser or contact Payroll for assistance.

- 1) From the Home screen, go to Setup on the far right.

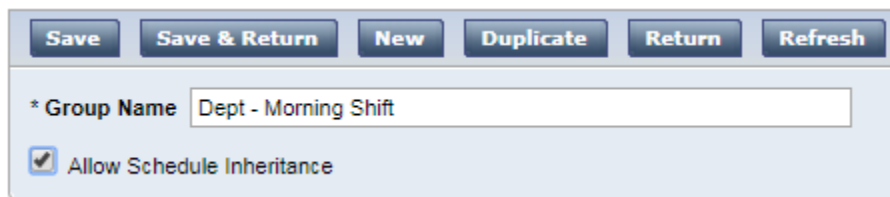


- 2) Under the Scheduler Setup heading click Schedule Groups.

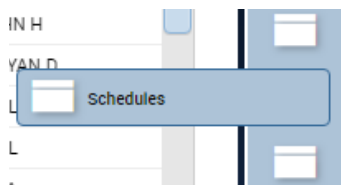


- 3) Click the New button. Type in a name for the new Schedule Group. NOTE: Please use your Department Name first to indicate the employees the group is for like "Facilities – Groups"

Also check "Allow Schedule Inheritance"

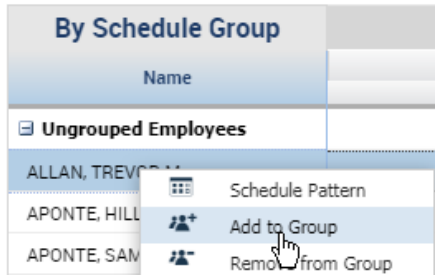


- 4) Click Save, then close the Setup tab  
NOTE: You will NOT see the setup group in the Schedules screen until someone is assigned to it.
- 5) Go to the **Schedules** screen using the button on the right of the Home screen. Follow the steps below to further define the schedule.



## Adding Employees to a Schedule Group

- 1) From the Schedules screen, change the Period to include the day prior to the first day for the new schedule to take affect
- 2) Right-click an employee > Add to Group



- 3) Choose the group to add the employee to from the dropdown. Choose the Start Date. Choose End Date (or check Forever). Click Apply.

NOTE: You may need to remove an employee's existing Schedule Pattern or Remove the employee from their prior schedule group, or else they will have two schedules. These options are also in the right-click menu.

## Removing Employees from a Schedule Group

- 1) Go to Schedule and change the schedule to a date range that's applicable for when the change should occur (example: 3/14/20 - 4/1/20)
- 2) Find the employee to remove (Right-click > Remove from Group). Chose a date for the removal to "start" (ex: 3/15)
- 3) If applicable, make a new schedule for the employee starting on that same removal date 3/15 (Right-click > Schedule Pattern or Right-click > Add to Group)

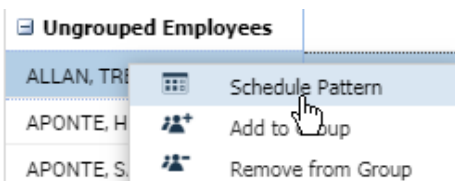
## Creating a Schedule Pattern

If an employee works a consistent schedule for a long period of time and the employee does not fit into an existing Schedule Group you can set up a Schedule Pattern. Each employee can have their own pattern.

Alternatively, if you have access, you can also assign a Schedule Pattern to a Schedule Group. Then the employees within the group all share the same schedule pattern.

To apply a pattern:

- 1) Right-click on an employee or group > Schedule Pattern



- 2) Choose the dates to Start or End the pattern (If you don't know the End Date you can choose **Forever** and adjust at a later time)
- 3) Type in the schedule under the appropriate day(s). Do not enter the time for a scheduled lunch.

Add Pattern

Anchor Date:  Start Date:  End Date:

Forever

Define Pattern for:   Week(s)  Day(s)  Override Other Patterns

|  |  |  |

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	x	1	9a-5p				



- 4) Click **Apply**. Click **Ok**. Click **Save** in the upper-right of the Schedules window.

## Edit or Remove a Schedule Pattern

- 1) Right-click on an employee > Schedule Pattern
- 2) Click the Edit button (pencil) next to the pattern to change it. Click the X to Delete it. Or Edit it to have an End Date if a new pattern will be taking affect.  
(NOTE: If the employee has a schedule but no Schedule Pattern, they are likely getting their schedule from a Group they are in)
- 3) Click Ok

## Assigning Managers

The **Assigned Manager** column is maintained by managers within the department. It is not maintained by HR or Payroll. The Assigned Manager column A) Controls who gets Time Off notification if the employee submits a request and B) Is used to quickly identify what manager should approve the timecard.

If a manager does not see an employee in his or her list, this is likely an issue with the **Division** the employee is assigned to. Please contact HR or Payroll with questions. A PAF may be needed to change someone's Division.

## Edit the Assigned Manager

- 1) Find the Employee in a genie such as **Reconcile Timecard** genie without an Assigned Manager

Name	Unexcused Absence	Unapprove...	On Call	Employee Approval	Manager Approval	Assigned Manager
TEST, EMPLOYEE						
TEST, SALARIED						CONNELLY, MIKE
TEST, MANAGER						RUCINSKI, LOR...

- 2) Click **People** button > **Edit**

- 3) Switch to the **Job Assignment** tab, **Primary Account** section, then choose the manager from the **Reports To** list

Person **Job Assignment**

- Job Assignment Summary
- Primary Account**

		Primary Labor Account *	Effective Date *
+	x	VPMI/FACSER/FACCLEAN/PC00000397/08700/0/0	3/07/2019
+	x		

Signed Off: 3/06/2019

Show Primary Job Name:  Current Name  When Job was assigned

Reports To: <None>

# Timeclocks

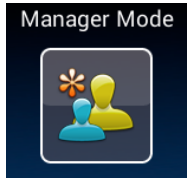
More information on timeclocks can be found in the Timeclock Presentation on the Union Finance site.  
<https://www.union.edu/finance/financial-systems/kronos>

## Biometric Finger Enrollment

A Manager must be present to start the enrollment process for an employee.

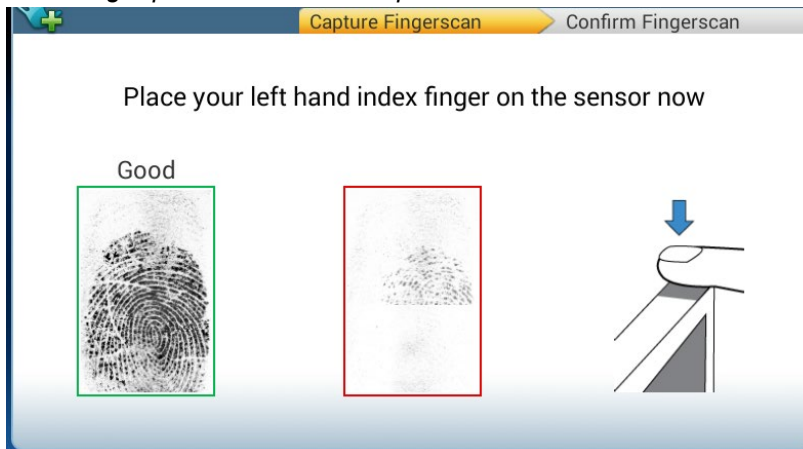
**REMINDER:** Union College is NOT collecting or storing a person's fingerprint by completing this process. A fingerprint cannot be recreated from an employee's finger scan.

1. Manager goes to the clock, press Manager Mode (on second page)

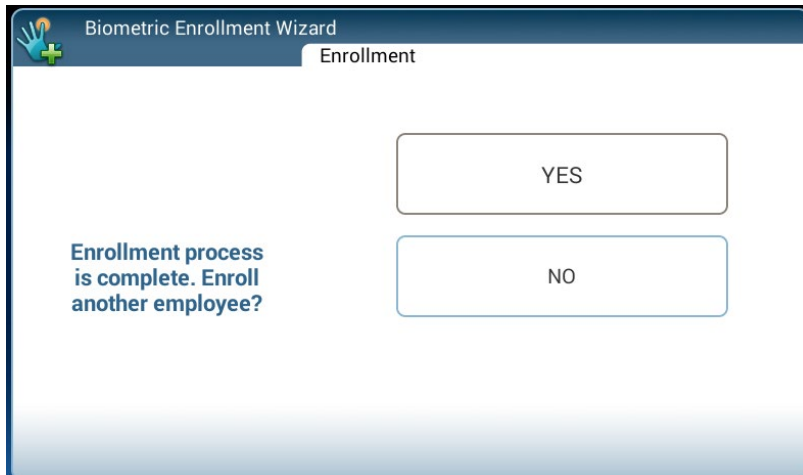


2. Manager enters their Employee ID OR places their finger (if already enrolled)
3. Manger enters the password "1795"
4. Press **Enroll Employee**
5. Enter the Employee's ID number (from their ID card)
6. Have the employee Scan their Finger - 3 times

*Index finger preferred. Once complete it is recommended to scan the index finger from the other hand as well.*



7. Press Yes to enroll another finger, repeat process.
8. When complete, click Yes to Enroll another Employee or No to exit.



## Troubleshooting Biometrics not Working

If an employee is having a hard time getting the timeclock to recognize their punch, please try the following.

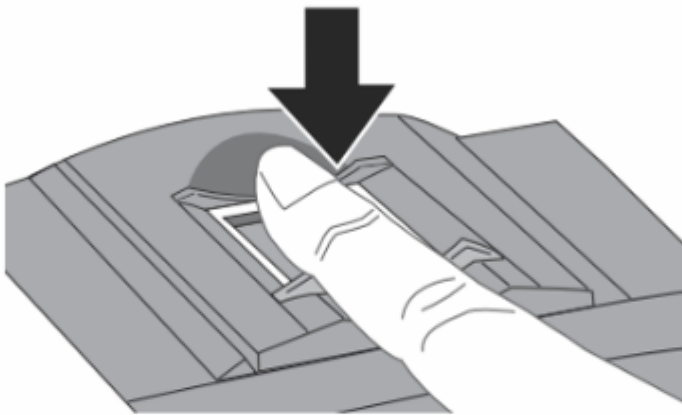
### Option 1: Re-enroll.

Have the employee re-enroll and see if they can get better scores for the enrollment. The enrollment complete message will be Green on the clock if it is acceptable value. Otherwise it will display a yellow or red warning. You may also view enrollment scores for an employee in Kronos by going to People > Edit > Biometrics tab. Kronos recommends Content and Quality scores above 60.



Below are some steps to take based on low scores.

#### Drop

Drop your finger flat onto the surface of the sensor, with your finger core in the center of the sensor, and your finger in contact with the white border of the sensor. Apply moderate pressure. If you apply too *much* pressure, the finger ridges can flatten out and produce a smudged image. If you apply too *little* pressure, the sensor might not detect your finger. In either case, a Poor enrollment can result. In addition, do not rotate the finger after you have placed it on the sensor.



Note reasons why certain scores might be lower

Result	Possible causes
 <p><b>Quality is poor</b></p> <ul style="list-style-type: none"> <li><span style="color: red;">✘</span> <b>Quality Score: 39</b></li> <li><span style="color: green;">✔</span> Content Score: 97</li> <li><span style="color: green;">✔</span> Threshold: Normal</li> </ul>	<p>Your finger is too dry.</p> <p>You are not applying enough pressure on the sensor.</p> <p><b>Note:</b> Fingerscan quality can vary by finger. Attempt to enroll an alternate finger.</p>
 <p><b>Content is poor</b></p> <ul style="list-style-type: none"> <li><span style="color: green;">✔</span> Quality Score: 75</li> <li><span style="color: red;">✘</span> <b>Content Score: 14</b></li> <li><span style="color: green;">✔</span> Threshold: Normal</li> </ul>	<p>Your finger is too moist.</p> <p>You are applying too much pressure on the sensor.</p> <p>Your finger is not clean.</p> <p>The sensor is not clean.</p> <p><b>Note:</b> Fingerscan content can vary by finger. Attempt to enroll an alternate finger.</p>

Note the instructions below for the best methods for cleaning clock sensors and hands.

## Cleaning the Sensor of the Touch ID or Touch ID Plus Biometric pad

- Dampen a clean cotton cloth with isopropyl (rubbing) alcohol. Do not use paper towels. Do not spray alcohol directly on the sensor.
- Gently wipe the sensor area of the Touch ID pad (fingerprint verification device).
- Allow to dry and wait a few minutes before starting up the terminal up again
- Clean the sensor at least once each week or whenever oily residue is visible on the sensor area.
- It is advised to clean the sensor after 1000 uses. Dust\debris can lower performance.
- The cleaning material for sensor must be a soft material to prevent scratches. For example a microfiber cloth
- In order to eliminate organic marks, a weekly cleaning is required. In this case, using a rag moistened with diluted dishwashing liquid is advised.

**Important note:** Use *only* isopropyl (rubbing) alcohol to clean the sensor of the Touch ID pad.

## Clean Your Hands

- Isopropyl alcohol-based gel sanitizer may be applied to hands prior to touching the sensor of the Touch ID pad without damaging the sensor as long as the finger is dry prior to touching the sensor.

### Option 2: Type ID and Scan.

Employees are able to use their badge number along with their finger to punch in our out. When typing the badge number first there is a better chance of a successful punch. To do this:

- 1) Press Punch In/Out
- 2) Type Badge number and Enter
- 3) Place finger

### Option 3: ID only.

No finger scan. If a manager concludes that biometrics just won't work for a certain employee, Payroll can change that employee so the clock will accept their ID number without prompting for a finger scan.