

## Kronos Workforce Central™ v8.0 Upgrade

## **Guide for Timecard Approvers**

**Reviewed February 2025** 

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## **Getting Started**

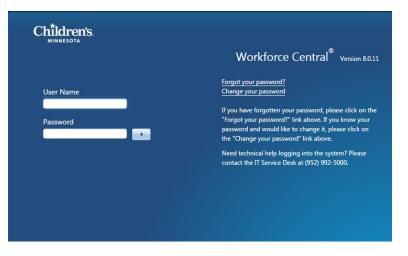
## Logging On

The Workforce Central log on page provides access to all the features of the Workforce Central application, where you perform your time and attendance tasks.

1. Click Time Management at the top of any Children's Star Net page



- 2. Enter your Children's network user name and password in their designated fields.
- 3. Click the Log On button or press the Enter key on the keyboard.



## Logging Off and Timing Out

Upon completion of your tasks, you must log off the application to ensure that your employees' information remains confidential. Click **Sign Out** under your name.



If you do not log out and the application

does not detect activity within 25 minutes, the application times out. The inactivity timeout protects sensitive information in the application.



Shortly before the application times out, you will be prompted to click **Yes** to continue working or **No** to log out. Unsaved changes will be lost.

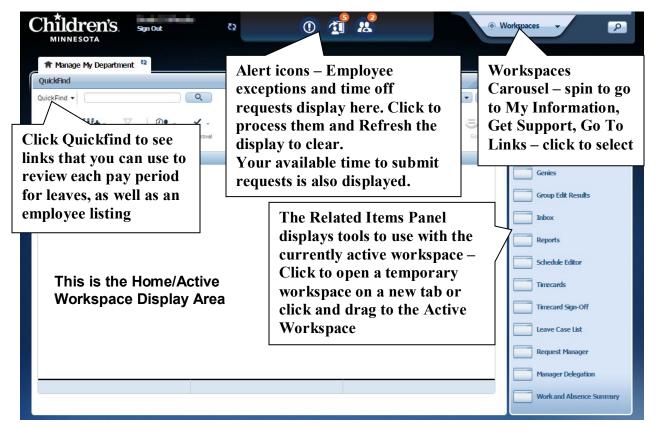
Warning			
4		is about to time out. to remain logged in	?
	Yes	No	

### Navigating in Workforce Central

Navigator provides a workspace designed to help you to perform job tasks easily and quickly. When you log on, the navigator assigned to you opens. The workspaces and widgets that you can access depend on your function access profile and user license.

*Note:* If you cannot access what you need to do your job, submit a Kronos Security Form (under Human Resources on the Children's Star Net **Forms** page).

This shows a navigator for a user with both manager and employee licenses.





The following table describes the main areas of the Workforce Central page for a Manager - the manager Home Workspace is the Manage My Department tab.

Display Area	Description
Alerts widget	Located at the top of the page,employee t ime off requests display here until you approve or deny the requests. Your available time to submit requests is also displayed
Workspaces Carousel	Click to pull another workspace into the Active area. Change from Manage My Department to My Timecard (where you request your time off) to Get Support (where you create your own hyperfinds)
Related Items Panel	Click to open a temporary workspace on a new tab or click and drag to the Active Workspace
Home/Active Workspace	A work area that contains detailed information about the employees in the selected time period, and the action bar, which contains selections for modifying data.

QuickFind	Description
Employee Search	Search your staff by name, ID, partial name, etc.
	With * displayed, click the Magnifying Glass to display all your employees
Intermittent time requests	Intermittent time requests will allow you to see at a glance if any staff on an intermittent leave have recorded leave time
	<b>Note:</b> There is no e-mail notification that intermittent time has been requested – since it is not a request process in Kronos 8.
Return to Work	The return to work genie will show you if an employee that has returned from a leave has recorded the RTW paycode on their first day back to notify the leave administrator that they are back to work. Please note that if they were out for a medical leave for themselves a provider certification clearing them to work must be submitted into the LOA administrator.
Employee Detail	The employee <b>detail</b> shows a listing of all your employees, with their standard hours, the payrule they are in, dept, title and hire date.
Leave Cases	<b>Leave Cases</b> is a quick view of all the open and pending leaves cases for your staff. It will show if the leave has been approved, the start date and projected end date and if there are any documents overdue. You can also find your leave cases in the Related Items Pane



## **Alerts and Notifications**

#### Actions on Your Employees' Requests (Request Manager Alert)

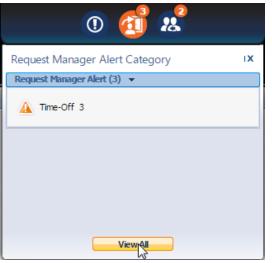
Use the Request Manager to work with all employee requests. The Request Manager widget provides a summarized, sortable view of selected requests. You can enlarge the Request Manager grid using the sizing control in the upper right corner.



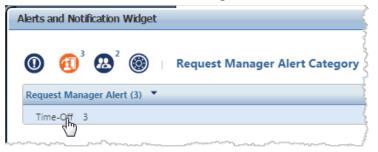
1. Open the Request Manager using the Request Manager Alert icon at the top of your Manage My Department window.



2. Click the Request Manager Alert icon at the top of the window, then click View All.



3. In the Alerts and Notification widget, click the Time-Off row to open the Request Manager.





4. In the Request Manager, use the dropdown lists to filter the requests that you want to see:



- By Date range or period •
- By Group (All, All Home, 113, Departments, EEs, etc.) •
- By Status (Submitted, Approved, All Status, etc.) •
- By Date •



5. If necessary, click **Go To** in the upper right to open additional tools or workspaces.

0	CT IN
1 Selected	63
1/04/2017 - 7/02/2017	
→ Go to widget	
My Audits	-
Audits	
People Editor	H
Rule Analysis	
Go to workspace	V

- 6. With your selected requests displayed, click one or more requests, then click the button to:
  - See **Details** (and accruals)
  - Edit
  - Approve

- **Pending** (for you)
- Retract
- **Request time off** (for you)

R Manage My Department	Alerts and Notification Widget	Request Manager	(a) x					
equest Manager								3
	1/03/2017 - 7/01/2017, 1 Details Edit		Time-Off     Pending Retract	Multiple Request Tim				0 🕬
Company Englances	End Pate Modead By	Bas Co	de - Etad Pate	Onlog	Cablact	Colored Date	Coloritad Bo	Max Date
iee Note imm_Calification	1/20/2017	РТО	1/20/2017	Submitted	Time Off - PTO	11/01/2016	and others	3/30/2015
are Note		ورون مرکز ایسان می می می اور	1/23/2017 1/02/2017	Submitted		11/01/2016	Section States	3/30/2013 7/28/2000
Time Off - PTO		1 1	-		N		Submitted 11/	01/2016 1:31P
Time Off - PTO	See Note		-				Submitted 11/	
	See Note		-		₽.		Submitted 11/	
Comments			-		D		Submitted 11/	01/2016 1:31P
Comments Employee	10,000		-		₽		Submitted 11/	

Note: Click the Accruals button in the Details to see accruals.

6



#### Adding Missed Punches (Exceptions Alert)

1.

Click the Exceptions Alert icon at the top of your Manage My Department page.



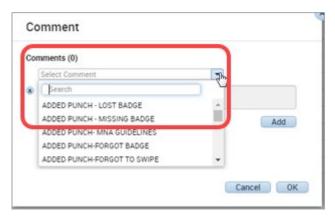
- 2. Click an exception to open the timecard, or **View All** to open the Alerts and Notifications widget to click an exception and open the timecard.
- 3. Enter time in the missed punch (displays red) and right-click to open the Punch Actions window.

Date:	2/14/2017	
Time:	4:30PM	
Exceptions:	Missed Out-Punch	
0 •	ן	国会
Edit Comment		Justify Exception

4. Click Comments.



5. In the Comment window, select a missed punch reason and add a freetext note. Freetext notes are visible to the employee in their "My Audits".



6. Click Add and then OK.

Comment					
Comments (1) Add	Comment				
R ADDED PUNCH-P	ORGOT TO SWIPE	•			
🛞 Free text notes e	ntered here				
Add another note					
		Cancel			
10:00AM	3:00PM	•	5.0	5.0	
10:00AM	1	<b>•</b>	5.0	5.0	

- 7. Click Save.
- 8. Click 🔛 Refresh next to your Notification and Alerts icons to clear the resolved exception.



## Examples: How to Edit a Timecard

Examples:

- Open a timecard and edit a punch to cancel a meal deduction
- Then, apply a workrule transfer
- Then, apply a mid shift transfer and **Save**.

**Note:** Always click **Save** in the upper right corner of the window to save your updates to the timecard.



If you attempt to leave the current page, you will see a warning if there are unsaved changes – click **No** or **Yes**.

Warning
A The current page has unsaved changes. Are you sure you want to proceed?
No Yes

## Open a Timecard and Edit A Punch to Cancel a Meal Deduction

1. In the Manage My Department workspace, click **Timecards** in the Related Items Pane.



2. Select a non-exempt employee to open a timecard.



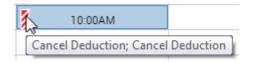
3. Right-click on one of the Out-punches and click Edit.

Punch Actions	
Date:	2/14/2017
Time:	10:00AM
Rounded Time:	2/14/2017 10:00AM GMT-06:00
Override:	Out Punch
Time Zone:	(GMT -06:00) Central Time (USA; Canada)
Edit Made By:	Westminster (
Comments	Justify Exception

4. In the **Cancel Deduction** field, scroll to the bottom and select **All**.

Punch		
Date:	2/14/2017	
lime (HH.hh): *	10:00AM	
Rounded Time:	2/14/2017 10:00AM GMT-06	:00
Override:	Out Punch	-
Time Zone:	(GMT -06:00) Central Time.	-
ancel Deduction:	All	-
Exceptions:	Bay S-S 9.25 Hours	^
.omments:	Bay S-S 9.50 Hours Bay S-S 9.75 Hours	-
	DBL SHIFT MEAL 30	
	STANDARD MEAL 30	
	STANDARD MEAL 60	iii.
	All	÷.

5. Click **OK** – notice the red and white diagonal striped bar on the left side of the box. Hover and it shows the Cancel Deduction message.

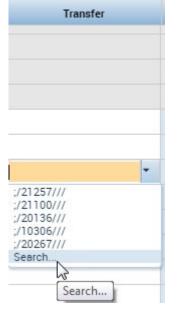




### Apply a Workrule Transfer

Next, apply a workrule transfer – moving the time for the shift to another cost center.

1. Click in the Transfer column and select **Search**.



- 2. Select Labor Account.
- 3. Select the **Department** to transfer.
- 4. Select from the list or, in the Smart Search, put in a portion of the name or number and select.
- 5. Click Apply.

ransfer				
Je Li W	bor Account ork Rule	80.900 B		
Add Labor Accou	bor Account	Work Rule		Clear All
EMPLOYEE REC			BUSINESS	
NO:			UNIT:	
Concernance and the second			REPORTS O:	
DEPARTMENT:	105	•	COLUMN TWO IS NOT THE OWNER.	
DEPARTMENT:	105	Materials Admi_	COLUMN TWO IS NOT THE OWNER.	
DEPARTMENT:		Materials Admi	COLUMN TWO IS NOT THE OWNER.	
DEPARTMENT:	10510	Materials Admi	COLUMN TWO IS NOT THE OWNER.	
DEPARTMENT:	10510 10511	Materials Admi	COLUMN TWO IS NOT THE OWNER.	
DEPARTMENT:	10510 10511 10512	Materials Admi Biomed Warehou	COLUMN TWO IS NOT THE OWNER.	
DEPARTMENT:	10510 10511 10512 10514	Materials Admi Biomed Warehout Purchasing Val Property Mana Marketing and	COLUMN TWO IS NOT THE OWNER.	
DEPARTMENT:	10510 10511 10512 10514 10520	Materials Admi Biomed Warehou Purchasing Val Property Mana.	COLUMN TWO IS NOT THE OWNER.	
NQ: DEPARTMENT: JOB:	10510 10511 10512 10514 10520 10540	Materials Admi Biomed Warehout Purchasing Val Property Mana Marketing and	COLUMN TWO IS NOT THE OWNER.	

#### Enter a Mid-Shift Transfer

Next, do a mid-shift transfer to a new work rule.

- 1. Insert a new row − Click the in front of the **Day Date** to insert a new row.
- 2. In the new row, click the In column and put in the time they moved to a new work rule.



3. Click in the Transfer column, select from the list or Search for and select a work rule (e.g. **EDU**). Then, click **Apply**.

Transfer		
	Name Job Labor Account Work Rule	inter i
ob Transfer	Labor Account Work Rule	
Add Work Ru	e	Clear All
EDU		)
113 FULL TI	AE EDU	
113 FULL TI	AE WE EDU	
113 PART TI	/E EDU	
113 PART TI	/E WE EDU	
E Clinic BW1	EDU	
LPN BW2 FU	LL TIME EDU	
LPN BW2 PA	RT TIME EDU	
MNA Per Die	m EDU	
MNM 12-40	FULL TIME EDU	
MNM 12-40	PART TIME EDU	*
		Cancel Apply

#### **View Your Edits**

Tim	prove lecard	Sign Off							
		Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift
+	×	Sat 7/16							
ł	×	Sun 7/17							
ŀ	×	Mon 7/18			i	7:00AM	3:30PM		8
H	×	Tue 7/19				8:00AM	4:30PM		8
H	×	Wed 7/20			1	7:30AM	1:00PM		
ł	×					1:00PM	4:00PM	;;NCNE >40 EDU	8
ł	×	Thu 7/21			i	6:50AM	3:15PM		ξ
H	×	Fri 7/22			i	8:00AM	4:30PM	;/10300///	ł
+	×	Sat 7/23							

#### Note:

- The canceled deduction on the out-punch for Fri 7/22
- The department transfer to **10300** for the same day
- The second row for Wed 7/20 with the 1 PM in-punch putting a phantom punch at the same time on the prior row and then the Transfer column showing the work rule to EDU. So, the last 3 hours are under the EDU pay code



## Individual Timecard Review (Manage My Department Workspace)

A Manage My Department	nt Timecards	x   £3							
Timecards									□ *
THEORY ROTTO	● 9 of 20 ▶ 120664					Loade	ed: 9:20 PM Current Pay Pe	eriod 💽 🗰	
Approve Timecard								Print meccard	ste Seve Go To
Pay Code	Transfer	Sat 7/16	Sun 7/17	Mon 7/18	Tue 7/19	Wed 7/20	Thu 7/21	Fri 7/22	Total
<enter code="" pay=""></enter>									
Daily Total									
Pay Code	Transfer	Sat 7/23	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Total
<enter code="" pay=""></enter>									
Daily Total									
				Ţ	the total	own arrow to op Is and accrual t			

- 1. Select Timecards from the Related Items Pane.
- 2. Highlight the area to open up and see the totals and accruals. Once open, it will remain open as you scroll through the rest of the time cards.



- 3. To print the time card, click Timecard to create a printer-friendly view.
- 4. Items to review:
  - Ensure that all PTO has been recorded appropriately on the time card, for most exempt employees this time card will display nothing. That should be indicating that they have been working each day up to their FTE. Education would be common code that might be on an exempt time card – for attending conferences or internal education days, i.e. Crucial Conversations, leading projects – etc. This allows for time to be properly accounted for.
  - Other common paycodes in an exempt timecard might be funeral leave, jury duty, call pay or HOT, if the exempt employee is required to work a holiday and they are not part of an incentive plan. The elearning for recording exception time for exempt staff covers this information.
- 5. When the pay period is over, sign off on the timecard, or you can use the Timecard Signoff Wizard to review and sign off employees.



## Timecard Signoff Wizard (Manage My Department Workspace)

"Sign off" is what each manager must do after the end of the pay period. Time cannot be written to the payroll system until it is signed off.

The Timecard Signoff Wizard guides you through the items to review prior to signing off on time cards.

1. In the Manage My Department workspace, click **Timecard Signoff** on the Related Items Pane.

The first item opened is the Request Manager.

You can set up the date range to review the Previous Pay Period, or you can select the **Previous Schedule Period** to see the Previous Pay Period.

- 2. Look to see if any requests were canceled that should be approved, as well as new requests that need approval.
- 3. When you have approved/processed all time off requests, click **Next** to open the Pay Period Close genie.

	Request Ma	nager			<b>()</b> ~	off Timecards			0		se l
?		requests and appro									8
	Pro	tvious Schedule Pe	riod 💽 🖬	Edit	Retract C		All Status				8
Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date		Pay Code	Comments	
Marten, A.:	Time Off	7/08/2016	Approved	Arrestor L.	12/23/2016	second in the	12/23/2016		PTO	See Note	F
Marine Ave.	Time Off	7/08/2016	Approved	Adapter 1.	12/30/2016	International Ac-	12/30/2016		PTO	See Note	1
-121 100	Time Off	8/15/2016	Approved	Inter Laboration	12/19/2016	Harry Trees.	12/23/2016		PTO	See Note	1
a second bit	Time Off	9/28/2016	Approved	THE OWNER AD	11/24/2016	Sec. 2.	12/26/2016	电	PTO	See Note	1
110.00	Time Off	0/30/3016	Annmund	and the state	11/34/3016	Contraction and	12/26/2016	n.	070	Con Noto	-
Accrual C	ode 1 A Ao	crual Available Bala	nce Ac	rual Units	Accrual Planned	Takings		Accrual Ending	) Balance		4
FT	lequest Detail	Request Detail	0.0 Hour			0.0				0.0	-

4. Click the Refresh icon to update the status.

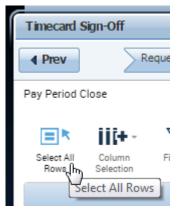
The Pay Period Close genie shows whether employees have approved their time. Children's policy requires that all employees approve their time each pay period.

This means that, for an exempt employee, when the timecard is blank, they have worked their full schedule without taking any time off. The **Non-Prod Hours** will indicate the PTO hours taken.



4 Prev	Request	Manager		(	Sign-off Ti	mecards			_	0	Done
?	Ensure that to	tals are up-to-da	te and that all timecard exceptio						r-Off.		1
Select All C	e III(+ - Column Filter election	De -	Corest	Loader	55.14PM Prev	ious Pay Period	• (	All Home	<b>O</b> Refresh	Share Go T	
	Person ID	Home	Approve Timecard	Missed	Bonus	Weekly Standard	Productive Hours	Non-Prod	Total Hours	Transferre_ Employee	
Name +		Dept	Remove Timecard Approval Approve Overtime	P MIRCH		Hours		THOUSE			۲
Name •	141	Dept 21116		Punch				Tions			
Name -	143 1000		Approve Overtime	Paka		Hours					
		21116	Approve Overtime			Hours 40.0					
******	-	21116	Approve Overtime			Hours 40.0 40.0					

5. Click to highlight specific rows for signoff, or if everything looks correct, click Select All Rows.



6. Click Approval, then select Sign Off.

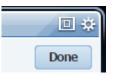
Timecard S	ign-Off			
▲ Prev		quest Ma	inager	
Pay Period C	lose			
Select All Rows	Column Selection	<b>V</b> Filter	Timekeeping	Approv
Na	ame 🔺		Person ID	Approve Timecard Remove Timecard Approval
				Approve Overtime
1000	(B.)		. (	Sign Off



A message displays – Click Yes to continue.



7. Click **Done** in the upper right.



8. In the Info window, click **OK** to complete the sign off on the timecards; click **Cancel** to return to editing the timecards.

Info			
	All 2 steps of Timecard Sign-Off H again.	have been complete	ed. Click OK to start
	ОК	Cancel	



## View an Audit Trail

1. In the Manage My Department workspace, click **Timecards** on the Related Items Panel.

+ **¥
QuidFind
Exceptions
Genies
Group Edit Results
Inbox
Reports
Schedule Editor
Incards

2. Where Go To is actively displayed, click it and select Audits.

Ø ⊞   <b>⊟</b> <del>≣</del> .	
Refresh Calculate Save Go To	
1 Selected	
ment Pay Period	
Go to widget	
dy Audits	
Audits the	
Rule Analysis Quick Leave Editor Exceptions Schedule Editor	
Go to workspace	
udits	C
Category: Type of Edit: Schedule Audits Shifts(Add/Edit/Delete/L	Current Pay Period 💌 🖬 1 Employee(s) Selected 💌
▼ < 1 of 1 > 153644	Co To
Person Date Shift St., Action Type Label Segmen Account Work R.,	Job Pay Code Amount CommentAccrualAccrualEdit Date Edit Time User Data So

- 3. Use the dropdown list to select the **Category** you are looking for (**Comments**, **Schedule** Audits, **Corrections**, **Requests**, etc).
- 4. Use the dropdown list to select the Type of Edit (All, Shifts, Pay Codes, etc)
- 5. Select the Pay Period or date range
- 6. Select the employee group to audit.



Category: Audits	Type of Edit		•			L	Last 30 days	•	All H	lome	•
Search	103 of	109 🕨	-							<b>O</b> Refresh	Go To
inspector for the	Туре	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
Transpoorten Annon-	Add Punch	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date 2/02/2017	Edit Time		Data Source

7. Search for or select the employee to see the results for that employee. The results are displayed one employee at a time.



# Editing Approved Time Off in Schedule Editor (Manage My Department Workspace)

Use the Schedule Editor to edit time off that meets these three requirements:

- The time off is already approved through a time off request
- The approved time is not going through the cancelation process
- their time card is not yet approved

1 Mana	je M	y Depa	rtment		Timecar	ds		Schedule Editor	thix.									
Schedule I	idito	r	_		_	_	_			_	_		_	_	_			
												Loaded 3.4	PM 7/16/2016 - 1	/29/2016		20 Emplo	yee(z) Selected	• (641)
-		-	111+		·		a Garet View	Edit Pay Cod	e PTO				×		0			
Actors			Selector		Film			Assigned to					_			Commenta		
			By	Emp	loyee			Bernen, Au									- 7/30	
Name		- p.	Sch.	PTO.	FT_	VAC.	Assigned/Manag.	Effective Date: *	7/26/20	116	111	Right click on the		\$ 23	S	24	M 25	T 26
799306.0	-	B 3-	0.0	0.00	0.00	0.00	Cernrud, Kent R	Pay Code.*	PTO			pay code to edit						
States of		1_	0.0	280.	0.00	0.00	Camrud, Kent R	Amount (hh:mm):*	8.00		-	pay coue to eut	- 1					
-	-	1 1-	0.0	38.4.	0.00	0.00	Dull Edith N											
-		1.	0.0	110.	0.00	0.00	Urben, Lou M		0ver	ride Shift			- 1					
	-	0.	83.0	214.	0.00	0.00	Camrud, Kent R		(6 Who	le Shift 💿 I	Partial Shift		- 1				7:30AM - 4:00PM	7.30AM - 41
ting fast		1.	0.0	160.	0.00	0.00	Comrud, Kent R	Start Time.*	8:00AM				- 1					
-		1.	0.0	182.	0.00	0.00	Camrud, Kent R	Repeat for	1	days		Transfer Job:						
Ramana.	-	n. 1_	0.0	34.0	0.00	0.00	Dull, Edith N					Transfer Labor Level:						
Tame in	_	1_	4.0	17.p	0.00	0.00	Camrud, Kent R	Comments (0) Ad	d Comment			The second second second						
(Included)	-	0.	80.0	243	0.00	0.00	Dull Eath N										6:00AM - 2:30PM	6:00AM - 23
these stress							Bouw, Aaron M					Cancel	Apply					-
Castan I		1	0.0	15.0	0.00	0.00	Cemrud, Kent R			_			_					
							Bouw, Aaron M						10 18 01		-			
							Dull, Edith N					×						
and a second			100000			100000	Ulban, Lou M		-	-						-		PTO IS OF

Examples:

If someone submitted a request for 2 days and indicated 16 hours in the hours per day, instead of 8, and you approved the request, you can **Go To** the Schedule Editor from the timecard or from any genie where you have highlighted the person.

*For managers with scheduled employees,* you can select the **Schedule Editor** from your Related Items Pane. To pull in your employees with schedules, select **All Home Locations**.

	□ *
All Home Locations	Edit
None	
All Home Locations	R
AD HOC	Sere
113 Employees	
113 FT Hol Over 8	
113 Full Time	S 01
113 PT/Casual HOL Match	001
MORE .	
Select Locations	
New	
Edit Ad Hoc	

Once your employees are loaded, right-click on the pay code you need to edit. The Edit Pay Code page will open. Make the appropriate change and click **Apply**.



## Finding Intermittent Leave Time and Using the Quick Leave Editor

Click **QuickFind** and select **Intermittent Time Requests** to see if any employees on an intermittent LOA have recorded leave time.

You will see hours in the **FMLA Hours Taken** column. If you need to adjust the hours, click to highlight the employee and then click the **Go To** button in the upper right – Go to the Quick Leave Editor.

termittent	Time Request	15 •							Loaded 5:59	PM Previo	ous Pay Period		(III) (i	ntermittent LOA		Edit
Select All Rows	Calumn Selection	<b>₽</b> Filter	OL - Timeseeping	V . Approval										O Refer	Ster.	60 To
Name	User Na.	Pay Rule	Primary Dept	Workflo_	PMLA H+ Taken	Availab FMLA.H	Leave Case Status	Leave Category	Leave R.	Leave Case Code	Leave Frequen	Initial Leave Request Date	Leave C. Approva		Docume. Overdue	Leave E Date
identi i	CE	NC NON.		dimension, a		472.0	Open	NC Medi_	NC Empl.	EE	Intermitt.	10/19/2_	Approve	10/19/2.		4/19/20
-	CE	NC NON.		-		480.0	Open	NC Medi	NC Empl.	EE	Intermitt.	5/05/20	Approver	d 4/11/20_		4/22/20
194 85	CE	NC NON.		175461-		342.5	Open	NC Medi	NC Care	Med 18	intermitt	3/23/20	Approve	3 2/16/20	~	2/15/20
Taxa Inc.	CELEN	NIC NON		in the second second		942.5	Onen.	Nº Medi	NC Care	Med 18	Intermitt	3/23/25	Annual	2/17/20	~	2/16/20

**Kronos 8 Note:** This process replaces the Kronos 6 intermittent time request that employees submitted and managers had to approve, project and commit to the timecard. Also, there is no email notification to managers that intermittent time has been requested, since it is not a request process.

**Note:** Quick Leave Editor can also be opened from the **Go To Link** workspace on the Workspace Carousel.

🏦 Manage My Department	Quick Leave Editor	₹2   X			
Quick Leave Editor 👻					
Back to Quick Leave Editor					
LEAVE CASE EDITOR			Help		
		Leave Case EE 9/10/2015 - 9/10/2016	View Leave Case		
		Case Status Open			
		Date			Leave Time Amount
Sat 7/02/2016					
Sun 7/03/2016					
Mon 7/04/2016					
Tue 7/05/2016					
Wed 7/06/2016					
Thu 7/07/2016					
Fri 7/08/2016					
Sat 7/09/2016					
Sun 7/10/2016					
Mon 7/11/2016			$\rightarrow$	2.0	
Tue 7/12/2016					
Wed 7/13/2016					
Thu 7/14/2016					
Fri 7/15/2016					
Save Refresh				'	

**Note:** If no employees are on an LOA, the Quick Leave Editor will show that there are no approved LOAs. This page will only be open and available if an employee has an approved leave of absence.



Normally, the employee will enter their intermittent time in the Quick Leave Editor. Managers will use Intermittent Time Requests QuickFind to view if an employee has submitted any time for the leave.

The Quick Leave Editor also allows for time to be entered non-sequentially, so the employee can put time in for the 8<sup>th</sup>, save that entry and go back and put something on the 1<sup>st</sup>. When you view the timecard, you will see the FMLA hours credited and the system will appropriately apply time off (based on the rules set up in their leave case) and apply any available balances.

Note: Exempt staff on a FMLA should record time off in quarter-hour increments



## **Using Workforce Genies**

A Workforce Genie allows for in-depth monitoring of time information in Workforce Central. Workforce Genies are QuickFind links in the navigator. They display employee information in a summarized, easy-to-read format.

Using a Workforce Genie, you can:

- Locate employees and access their timecards
- Generate reports for one or more employees
- Review summarized information at-a-glance for quick analysis

#### Refreshing and Sorting Data in a Genie

You can display the most current information in the application and sort the columns to group together specific information. The following table describes the **Refresh** and Sort actions.

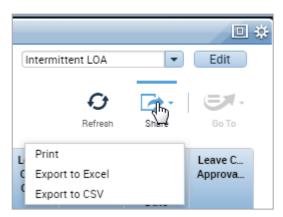
Refresh	Click the <b>Refresh</b> button to display the most current information. This ensures that you are viewing the most recent changes made to employee data.
	The Last Refreshed time in the upper-left corner of the page identifies the last time you accessed the page or the last time you clicked <b>Refresh</b> .
Sort arrows	Click the column headings to sort data by the selected column. Clicking a column heading a second time reverses the sort order. A down arrow shows the sort order as descending; an up arrow shows the sort order as ascending.
Sort numbers	Click a second column heading to sort the data a second time according to the second column. The second column becomes the primary sort, and the first column becomes the secondary sort. A number appears in each column heading next to the up and down arrows to show the first and second sort criteria.



#### Exporting Workforce Genie Data

You can export information from a Genie to other applications, such as Microsoft Excel, where you can analyze the data further.

- 1. Open a Genie.
- 2. Click the Share icon.



3. Select the format to download: **Print**, **Excel** or **CSV**.

**Note:** You may prefer using the CSV format when working with numbers that you will use in calculations. Microsoft Excel can also open CSV files.

4. The downloaded files display at the bottom of the Kronos window.

# Manag	je My Depar	tment <sup>ca</sup>	+ Get 5	apport	-	Setup	_	_						_		(i) (i)	1	
	Time Reques								Lorded 3.14	PM Curre	nt Pay Period		(III) (m)	envittent LDA		• Edit	6	
Select Al Apas	Cature Service	<b>₽</b> /~~	Of . Timeseging	✓ . Approvel										0		- H	Qualitati	
Name	User Na.	Pay Rule	Primary Dept	Workfie	New Lea. Requests	Availab* FMLA1	Leave Case Status	Leave Category	Leave R.	Leave Case Code	Leave Frequen.	toitial Leave Request Date	Leave C Approva	Leave St. Date	Docume. Overdue	Leave E_ Date	Genics	
tina.	celimit	NC NON.		Sector.		480.0	Open	NC Medi	NC Empl.	EE.	internitt.	\$/05/20.	Approved	4/11/20.	-	4/22/20.	Group Edit Results	
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-	CE-	NC NON.		10000		480.0	Open	NC Medi	NC Care	Med P	interinity.	8/08/20	Approved	7/26/20.		7/26/20		
100	CE IIII	NC NON.		State-		472.0	Open	NC Medi-	NC Empl.,	88	intervitt.	10/19/2_	Approved	10/19/2.		4/19/20.	Reports	
																	Schedule Editor	
																	Timecards	
																	Timecard Sign-Off	
4			1	1	1	1912.00		10.00			1	1000	12 0					
•17						L'Espectrum											Leave Case List	

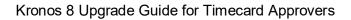


5. Click the  $^{\wedge}$  caret to continue.

🛍 Intermittent Timecsv	~
	Open Always open files of this type
	Show in folder
	Cancel

Or, click **Show in Folder** (your C:\Users\CE000000\Downloads folder) or **Show All** to open a new window with all of your downloads listed by date.

Downlo	oads		۹	÷
	Today			Â
	×a,	Intermittent Time Requests.csv Show in folder	×	
		Intermittent Time Requests.xlsx Show in folder	×	
and the second streams	January 5, 20	17 ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~





#### Common Genies

These are common genies to use - some are focused on reviewing timecards, to help find where there may be issues to review:

- Accrual Reporting Period Genie
  - The Accrual Reporting Period Genie displays each employee's accrued time for each accrual code in the employee's assigned accrual profile. You can quickly see up-to-date accrued-time balances, such as vacation and sick time.
- Employees with PTO balances
  - See current balances of all your employees
- Check Overtime
  - Lists any employees with overtime and displays the overtime and their payrule. The payrule is helpful to see if an employee is set up in a rule that does not match how they are being scheduled.
- Cancel Deduction Exception
  - Identifies employees that have canceled a meal deduction. All employees should be receiving a meal break if they are working more than 6 hours. Ideally we would not have canceled meal breaks
- Phone list for all employees
  - Provides up to three phone numbers for employees
- Will see the same genies we have under the QuickFind
  - Intermittent time requests
  - Return to work
  - Leave Cases



## HyperFind Queries (Get Support Workspace)

HyperFind queries are used to define employees to be viewed in your genies. For example, the **Any Overtime** HyperFind query only selects employees with overtime hours. The **Exception** HyperFind only selects employees with exceptions.

When you run a genie or report, you select a HyperFind query (as well as a time period) to define the employees you will be viewing and working with.

The HyperFind queries are listed in the dropdown list:

All Home	•
Ad Hoc	-
113bw2-test	
All Home	
All Home and Scheduled Job Transfer	
All Home and Scheduled Job Transfer	
All Home and Transferred-in	
All Home and Transferred-in!	
Any Overtime	
Contract PT>0 HOL	
Department 20000 - For Testing	
Exceptions	
FT Exempt	
FT Exempt with Total Reg	_
IT Query - Test	-
<u>+</u>	

So, when you run the **Payroll Close** genie, for example, you decide which group of employees to view by selecting one of the HyperFind queries in the list.



## Open Hyperfind Query Setup

- On the Workspaces Carousel, click the arrows to see the Get Support workspace.
- 2. Click the workspace in the Carousel.
- 3. Click Setup.
- 4. Click Hyperfind Queries.

[2 of 3 liems]	
Search	>
SETUP Expand All	Collapse All
Common	
- Hyperra	o Guerres

Children's. Sign Out	52	0 1 🔊	Workspaces	· 2
🕈 Manage My Department 🛛 🕙 Get Support	Setup	x   £3		
Setup 🗸				□ ‡
Back to Setup				
Search	Setup > Common Setup			< Home
HYPERFIND QUERIES           New         Duplicate         Edit         Delete	Refresh		Lat	st Refreshed: 4:20PM
Query Name	*	Visibility	Description	
113 Employees	Public		Active 113 Employees as of today	
113 FT Hol Over 8	Public		113 FT ees with HOL over 8 hours	
113 Full Time	Public		113 Full time employees	
113 PT/Casual HOL Match	Public			
20060	Public			
3rd Floor Saint Paul	Public		Dept 21000 Saint Paul 3rd Floor	
4th Floor - No floats	Public			
Account Dashes	Public		Employees with dashes in their account numbers	
Acct and EE Rec Errors	Public		Employees with dashes in their account numbers or Emp Rec used	
Active MPLS 113 Employees	Public		Active 113 Employees as of today	
Active STP 113 Employees	Public		Active 113 Employees as of today	
All Employees Except MNA	Public			
All Home	Personal		This query finds all active People in my Employee Group and/or Organi	zational Group w
All Home	Public		This query finds all active People in my Employee Group and/or Organi	zational Group w
All Home and Scheduled Job Transfers	Public		This query finds all employees in my Employee Group and/or Organization	tional Group, as
				tion of Commences of
All Home and Transferred-in	Public		This query finds all employees in my Employee Group and/or Organiza	tional Group as w

In the **Visibility** column, *Public* means the HyperFind query is available to all users; *Personal* means only you can view the HyperFind query.



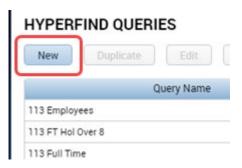
### Create a Personal or Ad Hoc Hyperfind Query

In addition to the HyperFind queries that come with Kronos, you can create your own Personal hyperfinds. If you need assistance in creating a hyperfind, please contact <u>HRIS@childrensmn.org</u>.

For example, to create a query of Department 9090 employees who have a FNL pay code, follow these steps:

#### Step 1. Add Conditions

1. Select New.



2. The **Select Conditions** tab displays a list of filters. In the Filters list on the left side, click the + sign to the left of **Time Management** and select **Pay Code**. The Select Pay Code list displays.

Sebup -		• •
Back to Setup		
Search	Setup > Common Setup	< Horse
HYPERFIND QUERIES *	Retiresh	Last Refreshed 5:36PM
Visibility Personal   Select Conditions Assemble	Query Name* FNL Description e Query Test	
<ul> <li>General Information</li> <li>Name or ID</li> <li>Primary Account</li> </ul>	PAY CODE     Include      Exclude people who meet this condition     Worked more than	
Additional Information Person's Dates	Amount 0.00 (Hours)	
<ul> <li>Time Management Accounts</li> <li>Pay Code</li> </ul>	FCD FLOA - LOA in lieu of float	
Exceptions Comments	FNL FR2 - Frozen PTO	
Reviewed Exceptions	FR2S - Short Notice	

3. Retain the default of Include, leave Worked set at more than, then enter an Amount of 0.00.



*To exclude terminated employees in any Hyperfind Query,* follow these steps:

- In the Timekeepe filter, select
   Employment
   Status
- Keep the default of **Include**
- Keep the default of **Status: Active**
- Keep the default of As of: Today

Setup 👻		
Back to Setup		
earch	Setup > Common Setup	
<b>P</b>	ry Name * Missed punches 3	Description
Filter	EMPLOYMENT STATUS Include Exclude people who meet this condition Status: Active As of Today Specific Date 2/22/2017	n T

- Specify Visibility and a unique Query Name. Enter a Description if desired. Notes:
  - If you select **Ad Hoc**, keep in mind that the conditions are saved and the title Ad Hoc displays in the Genie list only until you log off the current session or you change the conditions.
  - If you select **Personal**, the **New Name** field becomes active. Enter a name for the query and click **OK**. Personal HyperFinds remain after logging off.
- 5. Click Save.

#### Step 2. Edit a HyperFind Query:

#### In the Get Support/Setup Workspace

1. Select the query from the Hyperfind Queries list and click **Edit**.

Setup  Back to Setup	
Search	Setup > Common Setu
New Duplicate Edit Delete	Refresh
Query Name	•
MGRS	Public
Missed Punches	Personal
Missed punches 3	Personal
Missed Punches2	Personal

2. Change Visibility to Personal or Ad Hoc.



- 3. Add or remove conditions.
- 4. Save.

#### As you select a HyperFind query for a genie

1. Select the query in the dropdown list and click the **Edit** button. The current query conditions are displayed.

ntermittent	Time Request	s •			Loaded 3	05PM	Current Pay	Period	• =	Intermittent LOA	Edit
Select All Rows	Column Selection	Filter	Os - Timekeepi	🗸 . ng Approval						Ad Hoc 113 Employees 113 FT Hol Over 8 113 Full Time	60 To
Name	User Na	Pay Rule	Prim_ Dept	Workflo_	New Lea Requests	Availa FMLA	Leave Case Status	Leave Category	Leave R.	I 113 PT/Casual HOL Match MORE	Leave C Approva
										New	
front A.	CE'ner i.	NC N.,		Wheeler		480.0	0 Open	NC Medi	NC Empl	Edit Ad Hoc	Approved
the second of	CELININ	NC N		Wheeler		480 (	0 00e0	NC Medi	NC Empl	FF Intermitt 7/11/20	Approved

2. Change the Visibility to Personal or Ad Hoc. Now you can add, edit and delete conditions.

HYPER	FIND QUERIES		
Visibility	Ad Hoc	*	Query Name Ad Hoc
Sel	Public Personal		mble Query Test
Filter Gen	Ad Hoc eral Information	Ф	NAME OR ID
	Name or ID Primary Account		Search by By ID

3. To save an Ad Hoc or Personal HyperFind, click Save As.



#### Step 3. Test the HyperFind Query

- 1. Click the Test tab to test the HyperFind query and make sure it includes employees you want.
- 2. Select a Time Period if you want one different from the default, and click Refresh:

Setup -	
Back to Setup	
Search Setup > Common Setup	
HYPERFIND QUERIES       Save     Save As     Return     Refresh       Visibility     Personal <ul> <li>Query Name</li> <li>Missed punches 3</li> <li>Desc</li> <li>Select Conditions</li> <li>Assemble Query</li> <li>Test</li> </ul> Time Period <ul> <li>Previous Pay Period</li> <li> </li></ul>	ription
Name	
The second s	
North after	
AND DOT TO THE OWNER OF THE OWNER	

A list of employees who meet the conditions for the **Time Period** display.

3. Click the Save or Save As... options.

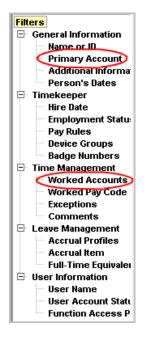
#### Tips for Creating a Successful HyperFind

A HyperFind query is a very powerful tool. Take the time to explore the many conditions you can choose and how those conditions work together.

• Note the distinction between the following conditions:

*Primary accounts* are the accounts employees are assigned to based on their labor level.

*Accounts worked* are accounts an employee has worked in. This includes their primary account and as well as other accounts worked.





....

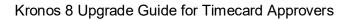
A common mistake to avoid is adding a condition of Last Name when you really want a specific person. If you select the Last Name condition and the person on whom you are creating a query displays in the Search Results box, it *appears* that you can select that one name and add it as a condition.

In this example, it appears that you can select **Joanie Hanson** as a condition.

selected Conditions:	
Last name is Hanson	

However, the Selected Condition is Last name is Hanson. This means *everyone with the last name Hanson* in the organization will be included in the HyperFind query. Instead, to narrow your condition to one person, select the name in the Search Results list and then choose the **By Full** Name condition:

Choose Specific Pe	ople:
Search by:	By Last Name 💌
Search for:	By Last Name By First Name
Search Results:	By Full Name
	ByID





## **Delegating Your Kronos Actions to Another Manager**

#### To Delegate

**	🏦 Manage My Department	Manager Delegation 🔹 🛛 🗙	
Ŵ	Manager Delegation 👻		
QuickFind	Back to Manager Delegation		
Exceptions	ACTIONS Last Refreshed:12:59 PM		
Genies	Refresh		
Group Edit Results	Categories All	T	
Inbox	Actions	Existing Delegations	
Reports	→ Mgr_Delegation	None	
Schedule Editor			
Timecards	, , , , , , , , , , , , , , , , , , ,	New Delegation	
Timecard Sign-Off	*********	* Delegate: Se/ec	t Manager 🔻
Leave Case List		* Start Date:	
Request Manager		* Role: 1-Delegate P	Profile no Schedules
Manager Delegation		Choose the correct p to delegate - either v	with Save & Close & Cancel
Work and Absence Sunmary		schedules or witho	€

- 1. Select Manager Delegation from the Related Items Pane. Leave the Categories set at All.
- 2. Select Mgr\_Delegation.
- 3. In the New Delegation window, choose the delegated manager and enter the dates. The start date must be today or a future date.
- 4. Select the correct profile either with Kronos schedules or without.

Create Dele	gation - Google Chrome
Secure	https://kr8.prod.childrenshc.org/wfc/KDWEFormServlet?initForm=true&id=20732!
Existing Deleg	ations
None	
New Delegation	n Aaron, Joel
* Start Date:	
* End Date:	
* Role:	1-Delegate Profile no Schedules       1-Delegate Profile no Schedules       2-Delegate Profile with Schedules       3-Admin       Admin       Delegate Profile



To Accept or Decline a Delegation

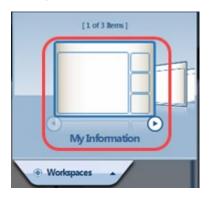
→ @*	A Manage My Department Inbox
	Inbox -
QuickFind	Last Refreshed: 2:28 PM TASKS MESSAGES
Exceptions	Edit ->> Reassign ->> Refresh Status Active  As of Date: 6/22/2016 Categories All
Genies	From Subject Mgr_Delegation, Accept Delegation Form
Group Edit Results	New Delegation Delegator: Start Date: 7/22/2016
Inbox	End Date: 7/29/2016 Role: 1-Delegate Profile no Schedules
Reports	Action Select Action:  Accept Delegation Decline Delegation
Schedule Editor	Comment:
Timecards	Save & Close Cance
Timecard Sign-Off	Children's. K sign Out
Leave Case List	MINNESOTA Switch Role
Request Manager	↑ Manage My Department <sup>©</sup>
Manager Delegation	QuickFind
Work and Absence Summary	

- 1. You will receive a Groupwise e-mail indicating that a delegation request has been sent to you.
- 2. Log into Kronos, click **Inbox** in the Related Items Pane and open the task.
- 3. Either Accept or Decline the delegation request. A Groupwise e-mail will be sent to the requestor with your response.
- 4. To switch roles, once you accept a request, Sign Out and then log back into Kronos.



## Enter and Approve My Own Timecard (My Information Workspace)

 Click the arrows to spin the Workspaces Carousel to My Information, then click the workspace in the Carousel to open your timecard.

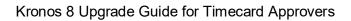


- 2. Select your pay codes from the **Enter Pay Code** dropdown list and put the number of hours on the day.
- 3. Click **Save** to update your timecard.

# 1	lanage My Dep	artment	My Information	tion 😢 x						
fy Ti	mecard									
							Loaded: 1	0:38 AM Cur	rent Pay Period	•
	- rove roard						Print Timecard	Refream	Calculate Totals	Go To
	Pay Code	Transfer	Sat 2/11	Sun 2/12	Mon 2/13	Tue 2/14	Wed 2/15	Thu 2/16	Fri 2/17	Total
×	JRY				8.0	8.0	8.0	8.0	8.0	40.0
×	<enter pa<="" td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></enter>									
2	Daily Total	146			8.0	8.0	8.0	8.0	8.0	40.0

4. Before the end of each pay period, you need to verify that your timecard is accurate. Click **Approve Timecard** and **Save**.

ty T	imecard									
_							Loaded: 1	0:38 AM Curre	ent Pay Period	• 🖬
Ap	prove recerd						Print Timecard	<b>O</b> Befrean	Calculate Totala	Go To
	prove Timecard		Sat 2/11	Sun 2/12	Mon 2/13	Tue 2/14	Wed 2/15	Thu 2/16	Fri 2/17	Total
×	JRY App	prove Timecard	)		8.0	8.0	8.0	8.0	8.0	40.0
2	<enter pa<="" td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></enter>									
×	Daily Total				8.0	8.0	8.0	8.0	8.0	40.0
	Pay Code	Transfer	Sat 2/18	Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Total
×	REG D				8.0	8.0	8.0	8.0	8.0	40.0
×	<enter pa<="" td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></enter>									
X	Daily Total				8.0	8.0	8.0	8.0	8.0	40.0





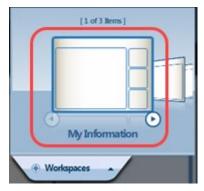
## Request Time Off on My Calendar (My Information Workspace)

Use My Calendar to request time off and to see the status of your own requests and approved time off (PTO days are displayed in green).

Important Note: PTO accrual totals are updated when requests are approved, not when submitted.

Sun 3 800AM 9:00AM 10:00AM 11:00AM 12:00PM 2:00PM 3:00PM 3:00PM 5:00PM 6:00PM 7:00PM	*	Thu 3/09 Fri 3/ Click to requ Click to select what is displayed on the calendar	est time off
Accrual Code 1 🔺	nned Takings	Accrual Ending Balance	

 Click the arrows to spin the Workspaces Carousel to My Information, then click the workspace in the Carousel to open your timecard.



2. In the My Information workspace, click My Calendar in the Related Items Pane.





- 3. Click the **Request Time** button to open the Request Time Off window.
- 4. Select the **Type** (PTO, PTOS)
- 5. Enter dates.
- 6. Enter your Start Time.
- 7. Enter the number of hours.
- 8. Enter Notes, if desired.

9. Click **Draft** to save the request on your calendar.

10. Click **Submit** to send the request to your manager for approval.

Туре	Time Off - PTO			
Start date	End date	Duration	Start tine	Length
X 2/25/2017	2/25/2017	Hours	₩400c8	8.0
+ Add another t	ime-off period		<u> </u>	
Accruais on	2/25/2017	2		
Accrual		Balance	e	
FT		0.0 Hot		
PER		0.0 Hou		
PTO		280.0 H		
SCK		0.0 Hot		
Seniority Hours VAC		0.0 Hot 0.0 Hot		
		480.0 H		
WFL-FMLA Notes (Optional)		450.01	100	
_		Draft	Submit	Cancel
Tue 2		Febru We me Off ils	Submit	Cancel
Tue 2	2/28 TO Detai Subm Delet	Febru We me Off Is it	Submit	Cancel
Tue 2	2/28 TO Detai Subm Delet	Febru We me Off Is it	Submit	Cancel
Tue 2	2/28 TO Detai Subm Delet	Febru We me Off Is it	Submit	Cancel
Tue 2	2/28 TO Detai Subm Delet	Febru We me Off is it e		
Tue 2	2/28 TO Detai Subm Delet	Febru We me Off is it e	Mon 2/27 Off - PTO	Tue 2

Key things to remember:

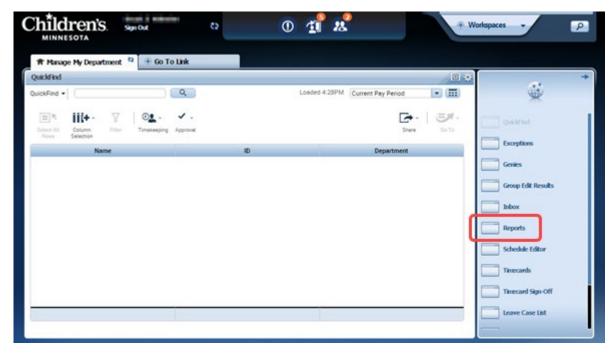
- Your start and end dates should not cross over a weekend or it will take PTO for Saturday and Sunday.
- If you add another time off period it should be for the following week to avoid the Saturday/Sunday issue or is a single vacation.
- A separate request needs to used for a different date range. This makes it easier for the approval process as well as if any changes need to be made by canceling time. If everything is in one request and an employee wants to cancel just 1 day the entire request is canceled. If they are done separately, it is easier to cancel.



## Generating Standard Reports (Manage My Department Workspace)

You can generate reports on a daily, weekly, pay-period basis, or any time you need information to accomplish your business tasks.

- 1. Determine if you want the report to include all employees or specific employees:
  - To specify one or more employee, access a Genie. Select the employees to include in the report. Then go to step 2.
  - To select all employees, select **General > Reports**. Then go to step 3.
- 2. Click **Reports** on the Related Items Panel.





3. On the Select Report tab, click the plus (+) to display a category's contents.

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4. Click a report name. The report description appears at the top of the page.

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5. If you selected employees in a Genie, verify that Previously Selected
Employee(s) appears in the People field.
You can select a different set of
employees from the People dropdown
list if necessary.

People	Previously Selected Employee(s)	•
Time Period	Current Pay Period	

- 6. Select the **Time Period** from the dropdown list.
- 7. Select one or more available options to identify the report information you need.

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8. Click the **Check Report Status** tab. Review information in the **Status** column. Click **Refresh Status.** The **Status** column displays **Complete** or **Failed** once the application has finished the report.

REPORTS

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Note: To print the report, use the display application print capabilities,