Children's MINNESOTA

Kronos Workforce Central™ v8.0 Upgrade

Guide for Timecard Approvers

Reviewed February 2025

Getting Started

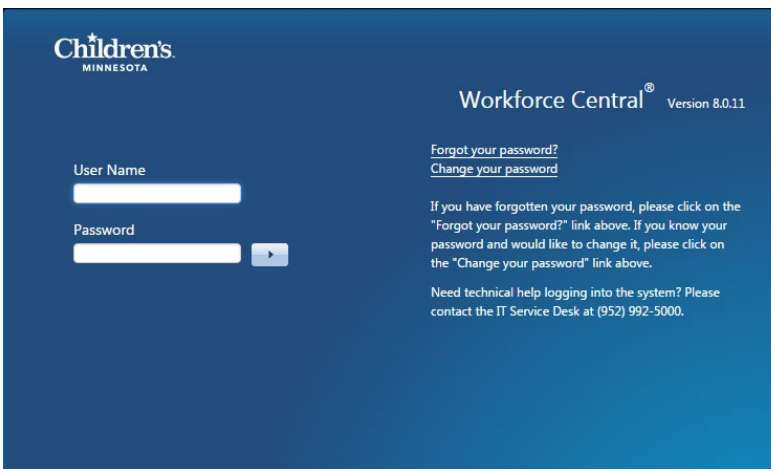
Logging On

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.

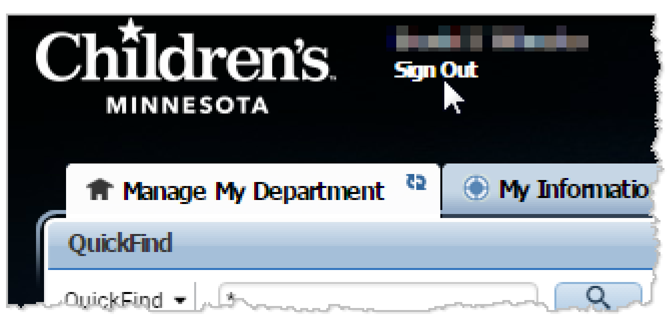
1. Click **Time Management** at the top of any Children's Star Net page

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.



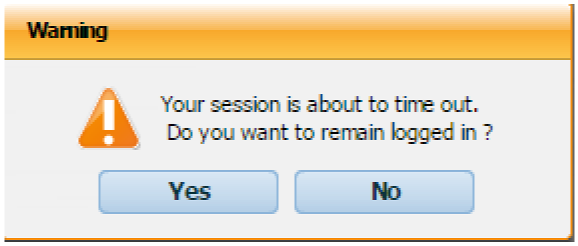
Logging Off and Timing Out



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.

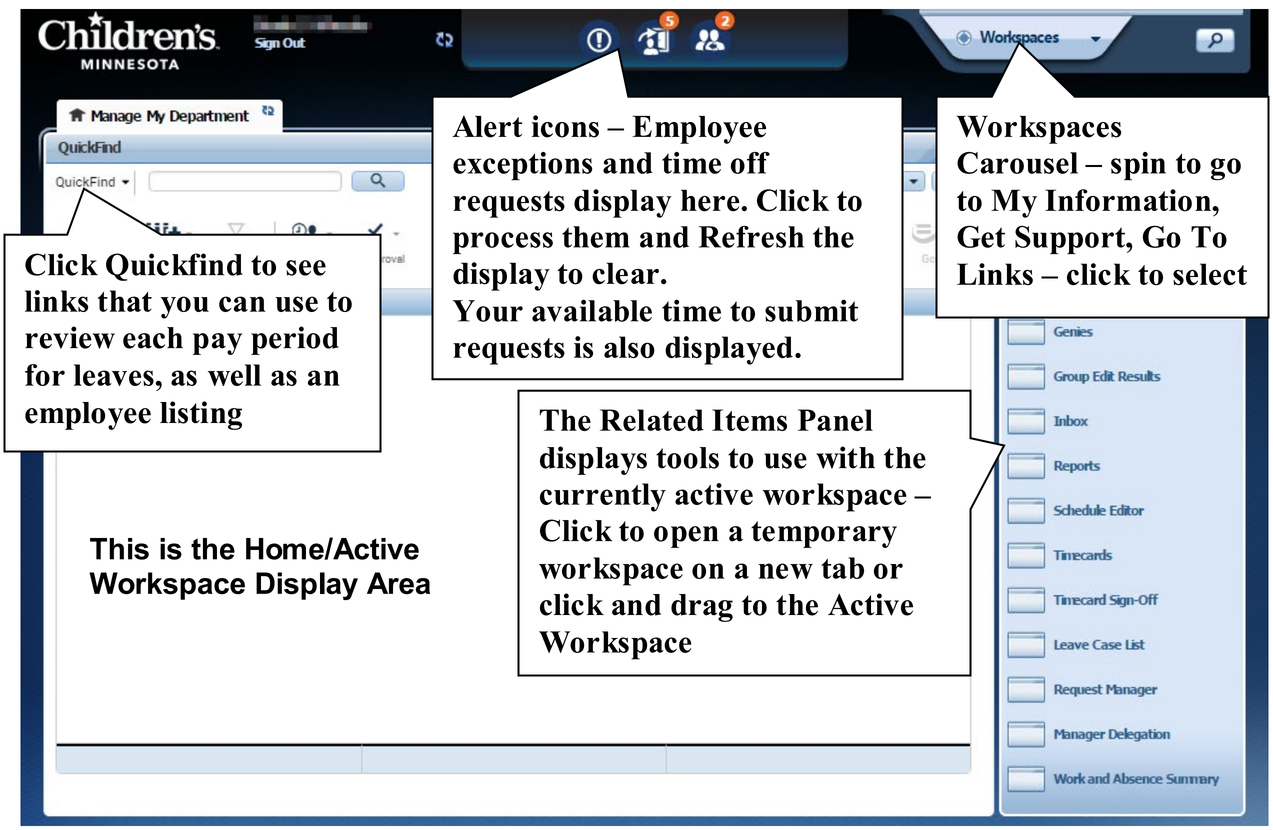


Navigating in Workforce Central

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 **Note:** 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 **detail** shows a listing of all your employees, with their standard hours, the payrule they are in, dept, title and hire date.
Leave Cases	**Leave Cases** 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

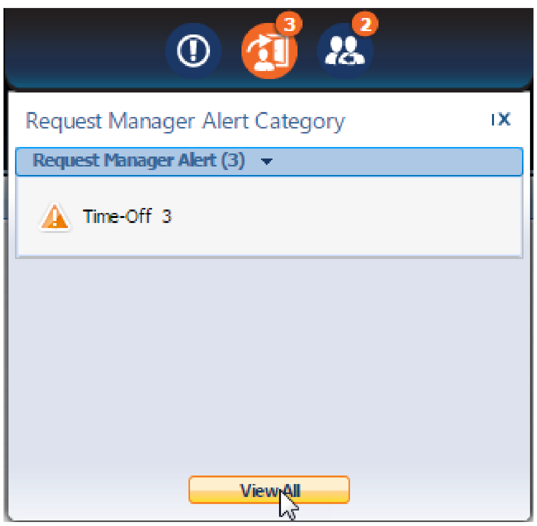
Alerts and Notifications

Actions on Your Employees' Requests (Request Manager Alert)

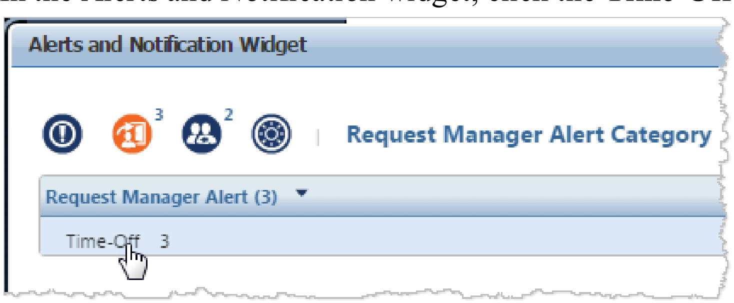
Use the Request Manager to work with all employee requests. The Request Manager widget provides a summarized, sortable view of selected requests. You can enlarge the Request Manager grid using the sizing control in the upper right corner.

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

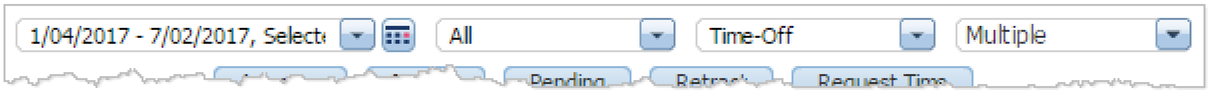
2. Click the Request Manager Alert icon at the top of the window, then click **View All**.



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

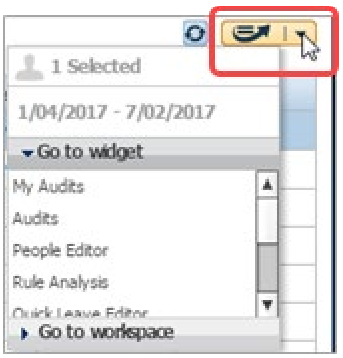


4. In the Request Manager, use the dropdown lists to filter the requests that you want to see:



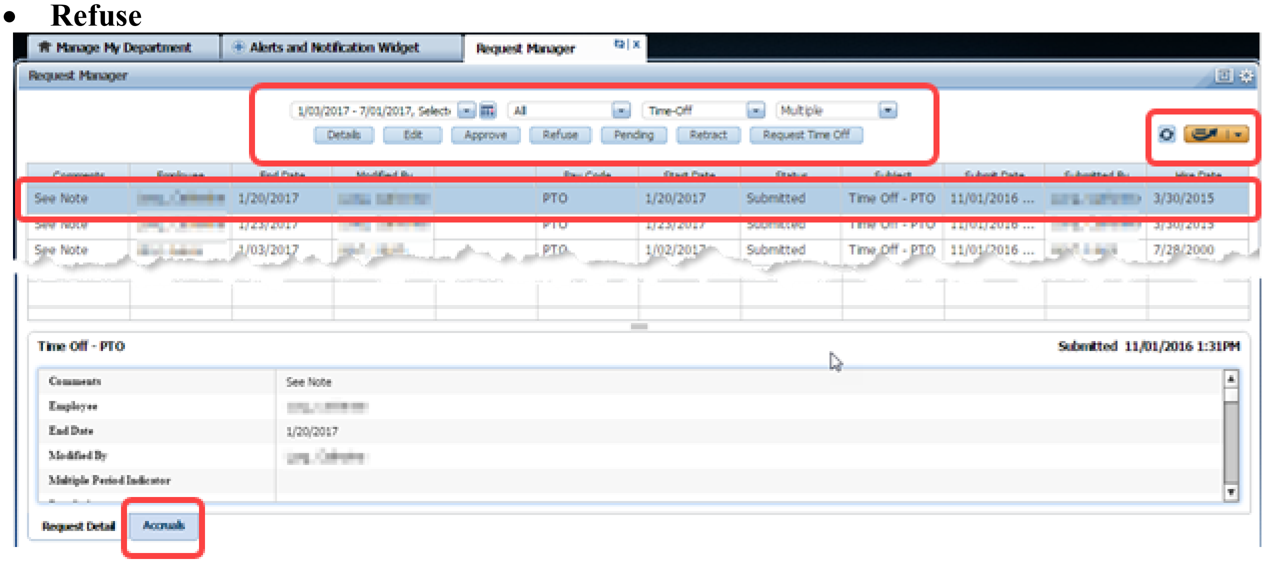
- By Date range or period
- By Group (All, All Home, 113, Departments, EEs, etc.)
- By Status (Submitted, Approved, All Status, etc.)
- By Date

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



6. With your selected requests displayed, click one or more requests, then click the button to:

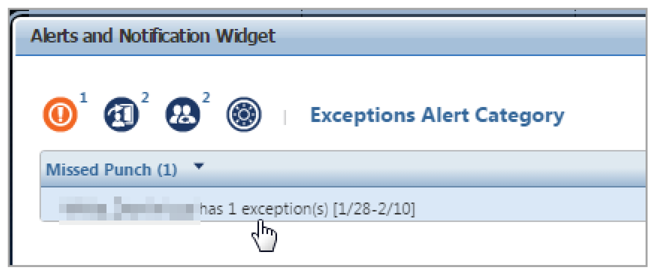
- See **Details** (and accruals)
- **Edit**
- **Approve**
- **Refuse**
- **Pending** (for you)
- **Retract**
- **Request time off** (for you)



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

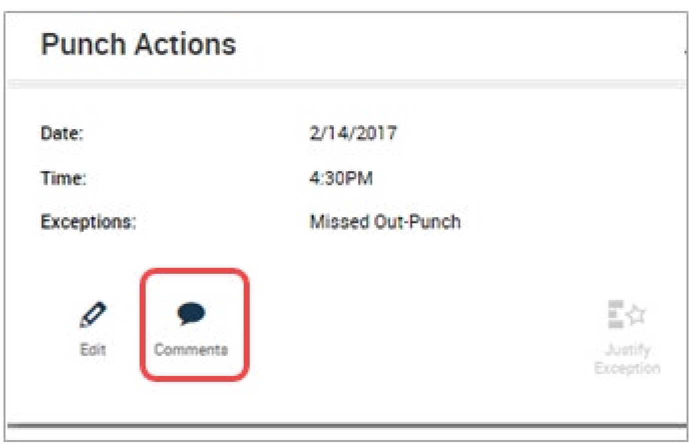
Adding Missed Punches (Exceptions Alert)

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



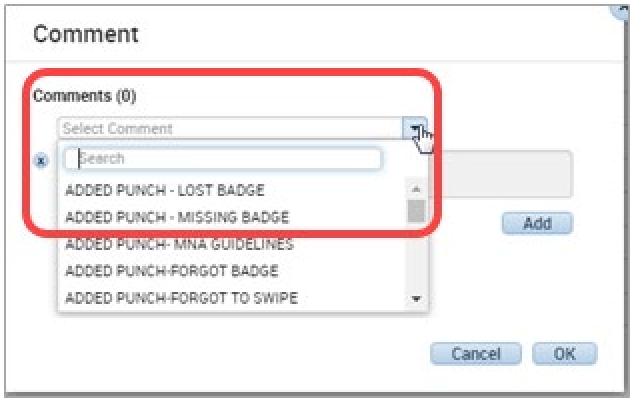
2. Click an exception to open the timecard, or **View All** to open the Alerts and Notifications widget to click an exception and open the timecard.

3. Enter time in the missed punch (displays red) and right-click to open the Punch Actions window.

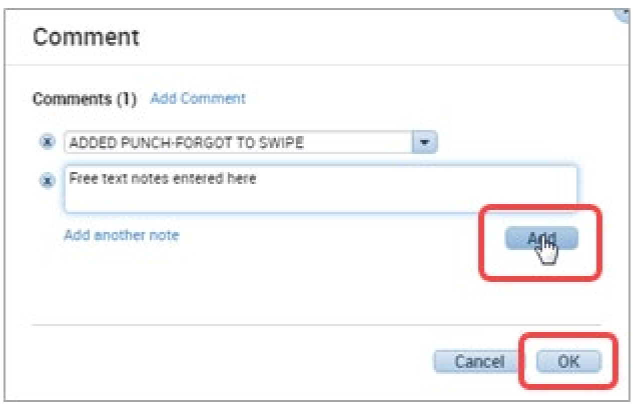


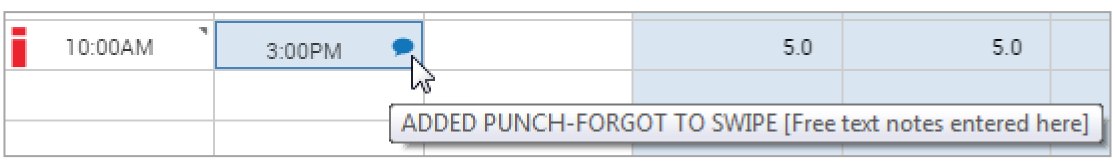
4. Click **Comments**.

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**.





7. Click **Save**.

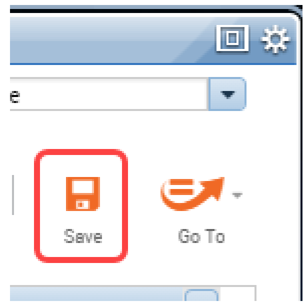
8. Click **Refresh** next to your Notification and Alerts icons to clear the resolved exception.

Examples: How to Edit a Timecard

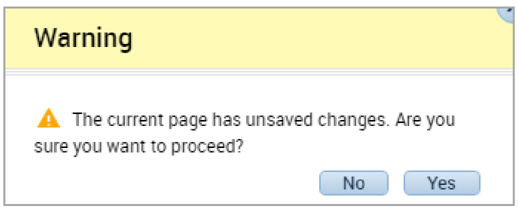
Examples:

- 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.

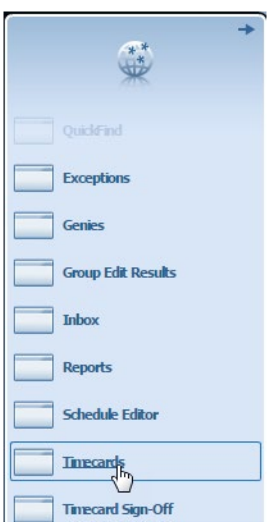


If you attempt to leave the current page, you will see a warning if there are unsaved changes – click **No** or **Yes**.



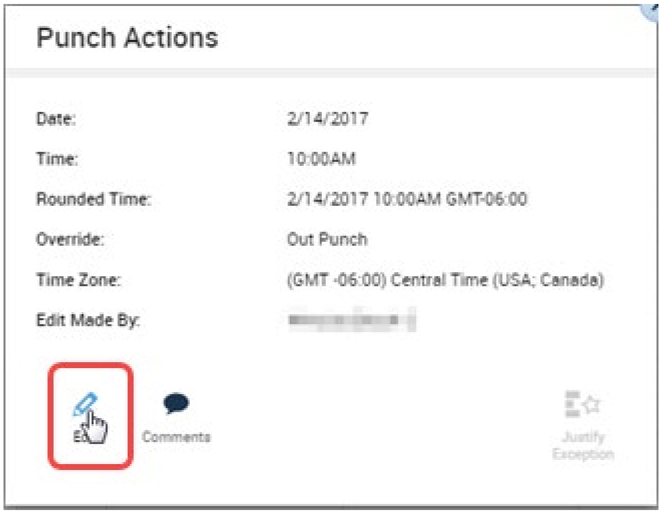
Open a Timecard and Edit A Punch to Cancel a Meal Deduction

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

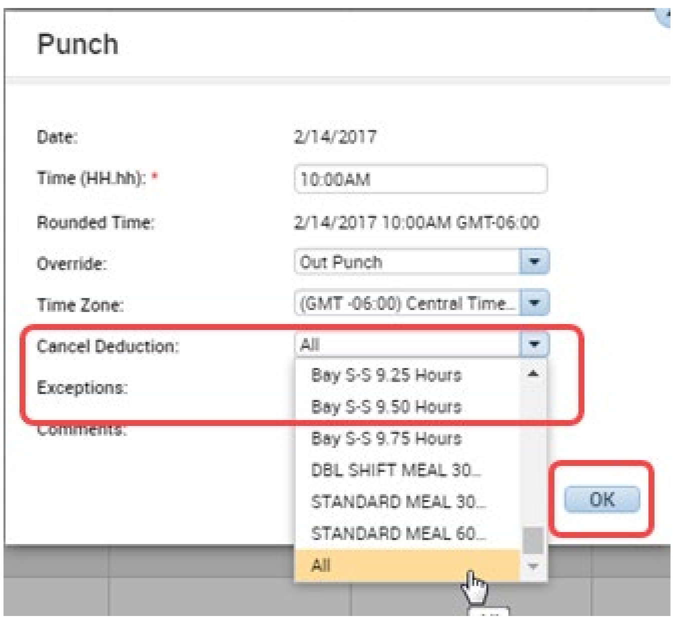


2. Select a non-exempt employee to open a timecard.

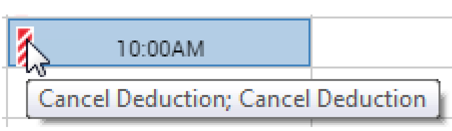
3. Right-click on one of the Out-punches and click **Edit**.



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



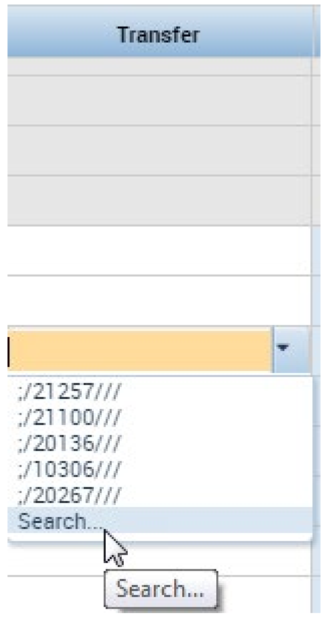
5. Click **OK** – notice the red and white diagonal striped bar on the left side of the box. Hover and it shows the Cancel Deduction message.



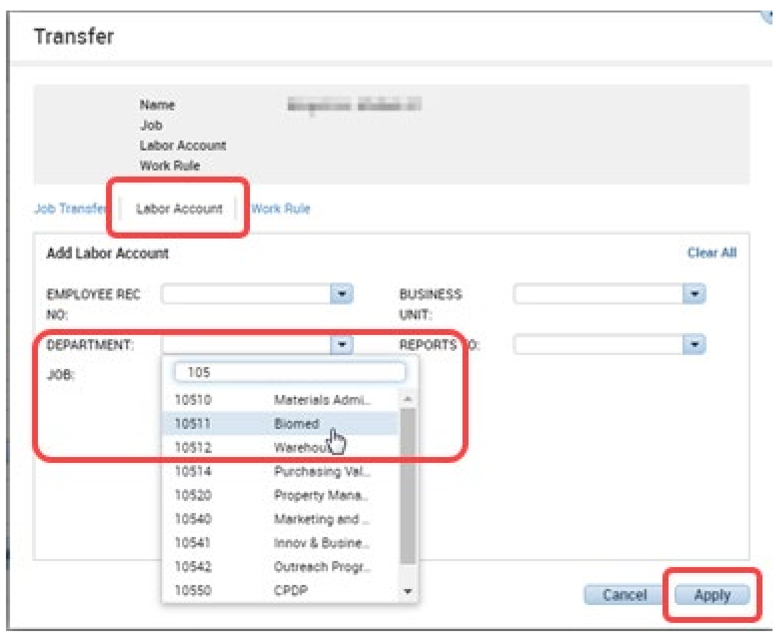
Apply a Workrule Transfer

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**.

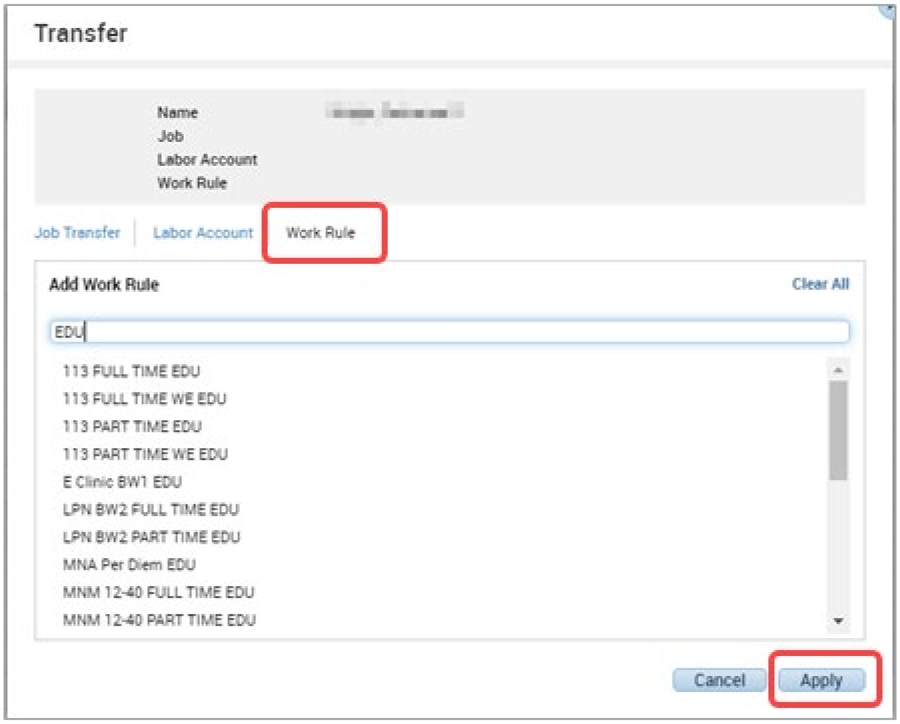


Enter a Mid-Shift Transfer

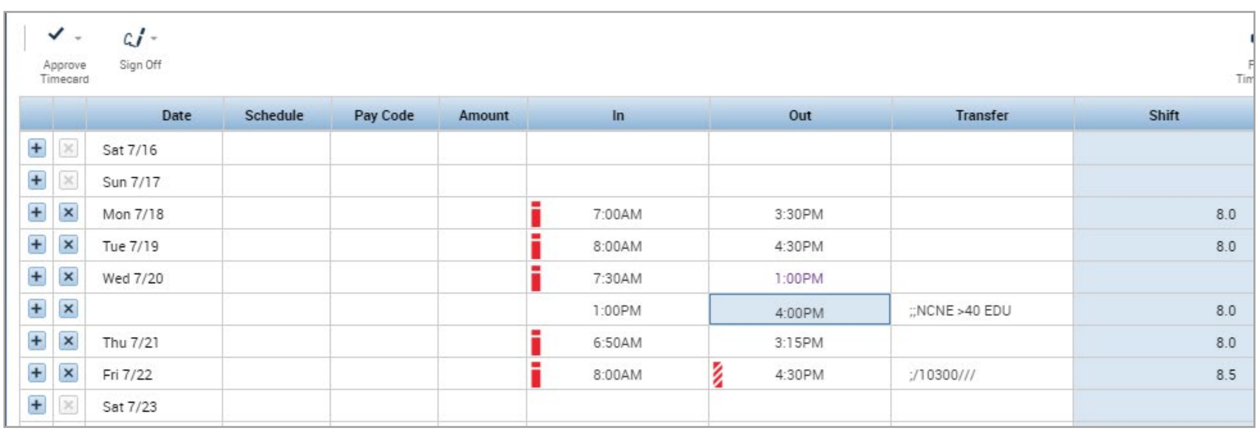
Next, do a mid-shift transfer to a new work rule.

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**.



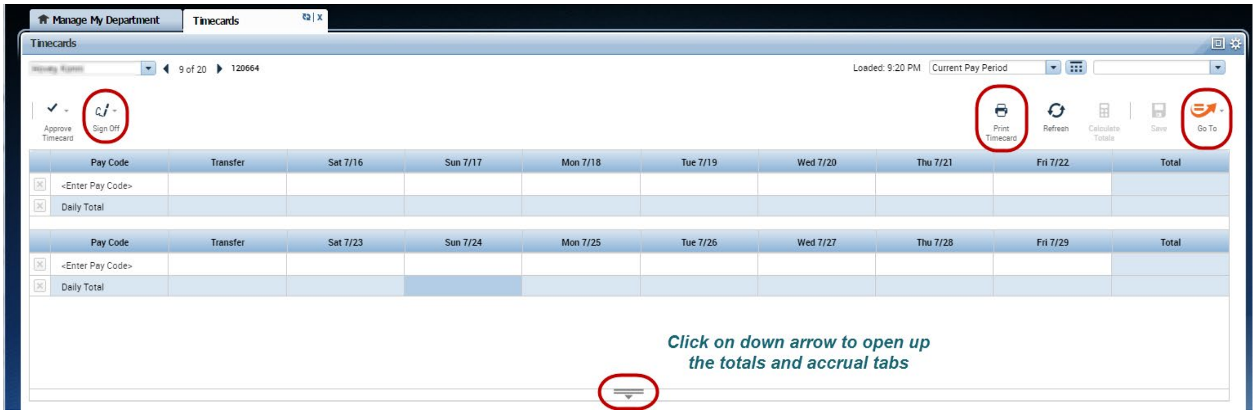
View Your Edits

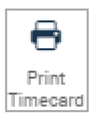


Note:

- 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)



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 

 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.

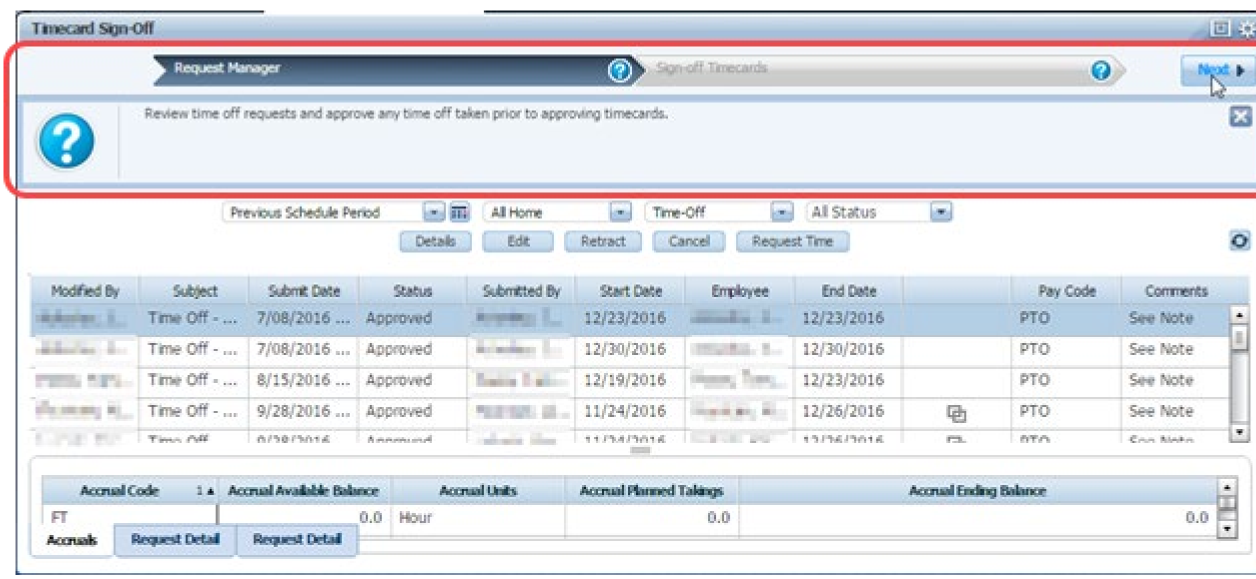
1. In the Manage My Department workspace, click **Timecard Signoff** on the Related Items Pane.

   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.

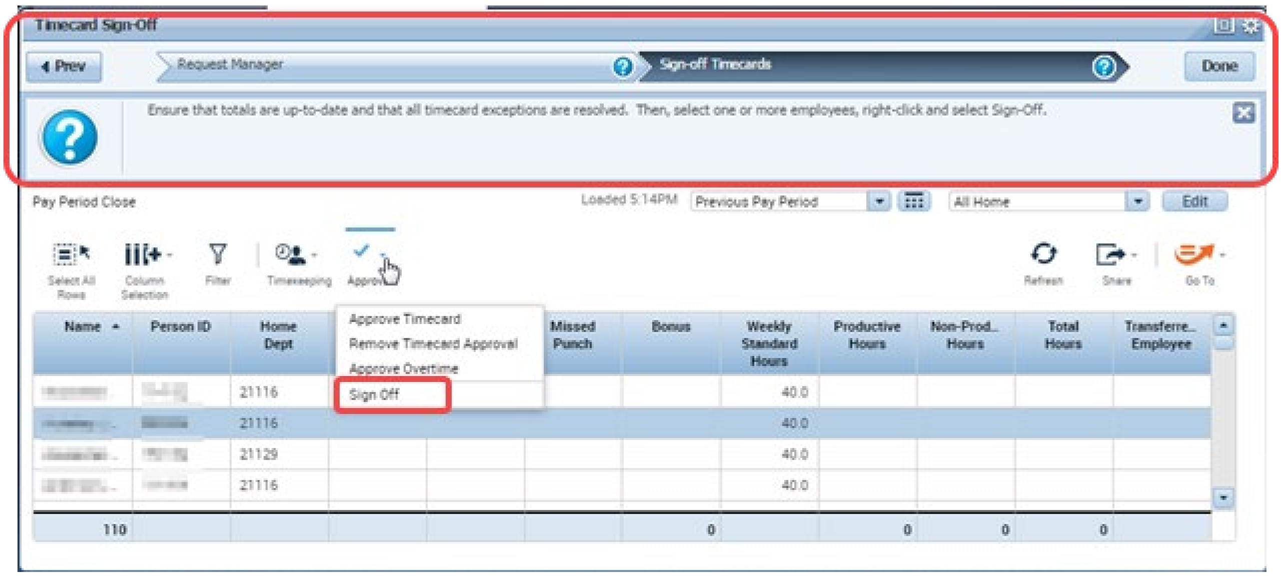


4. Click the 

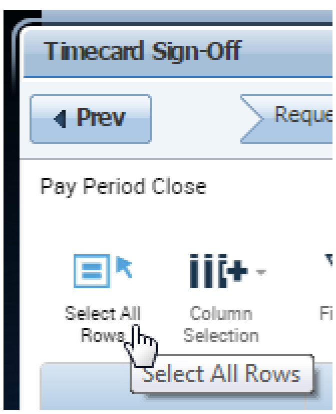
Refresh icon to update the status.

   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.

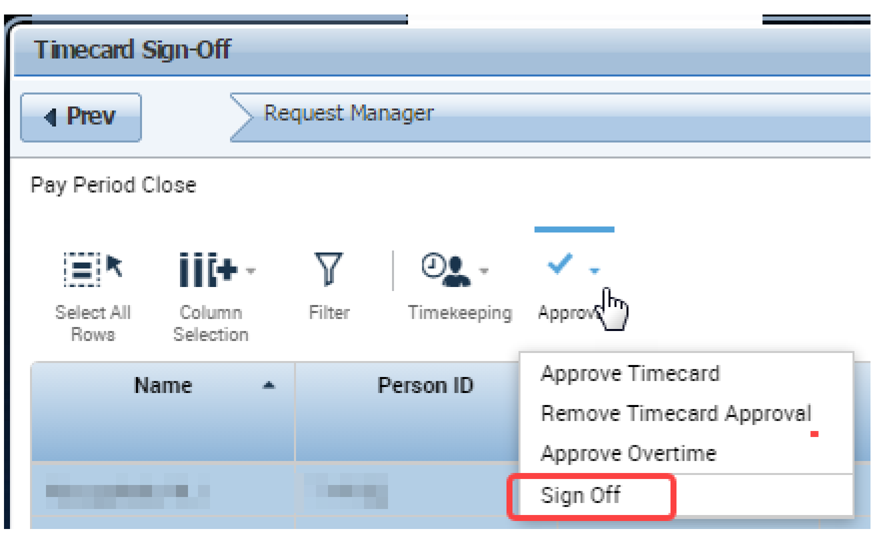
   This means that, for an exempt employee, when the timecard is blank, they have worked their full schedule without taking any time off. The **Non-Prod Hours** will indicate the PTO hours taken.



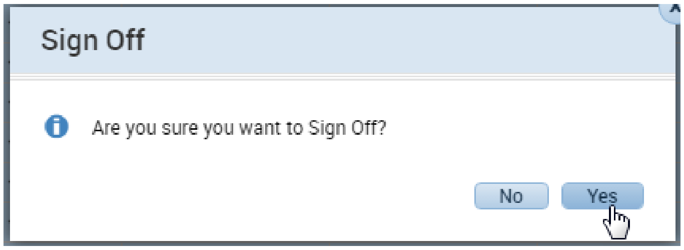
5. Click to highlight specific rows for signoff, or if everything looks correct, click **Select All Rows**.



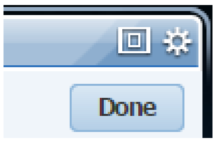
6. Click **Approval**, then select **Sign Off**.



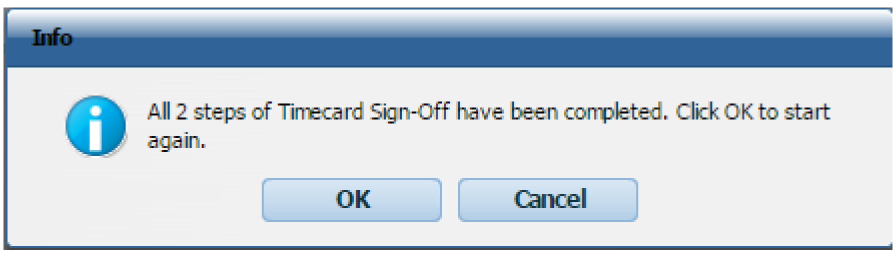
A message displays – Click **Yes** to continue.



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

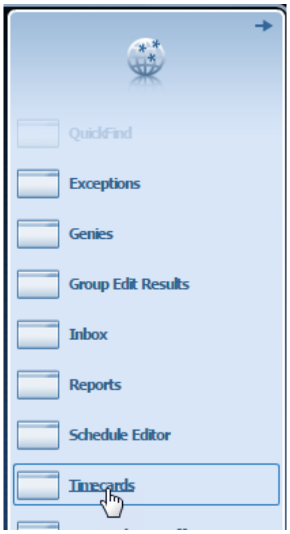


8. In the Info window, click **OK** to complete the sign off on the timecards; click **Cancel** to return to editing the timecards.

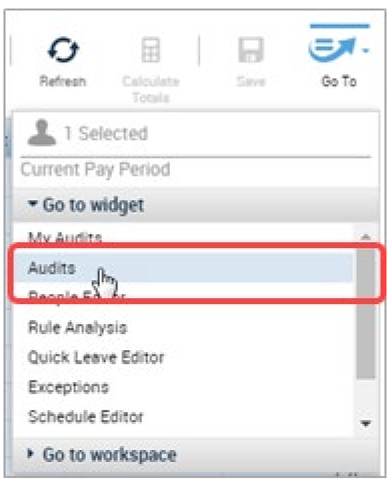


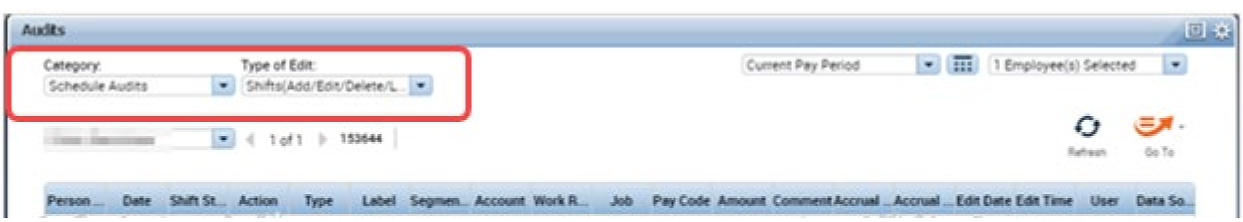
View an Audit Trail

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

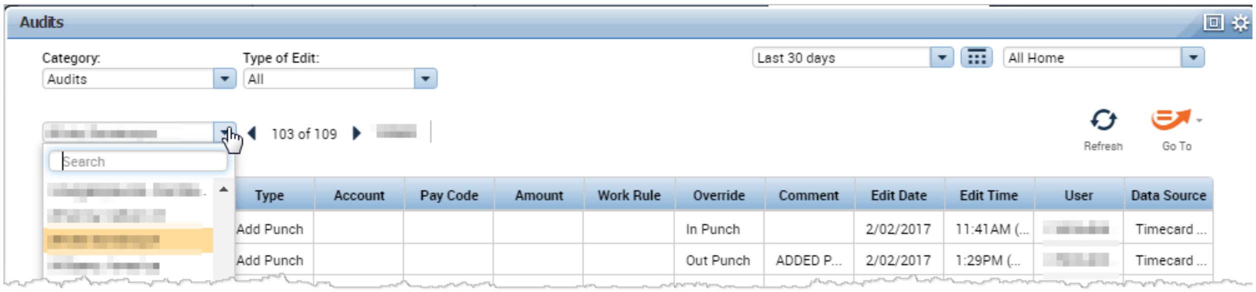


2. Where **Go To** is actively displayed, click it and select **Audits**.





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.

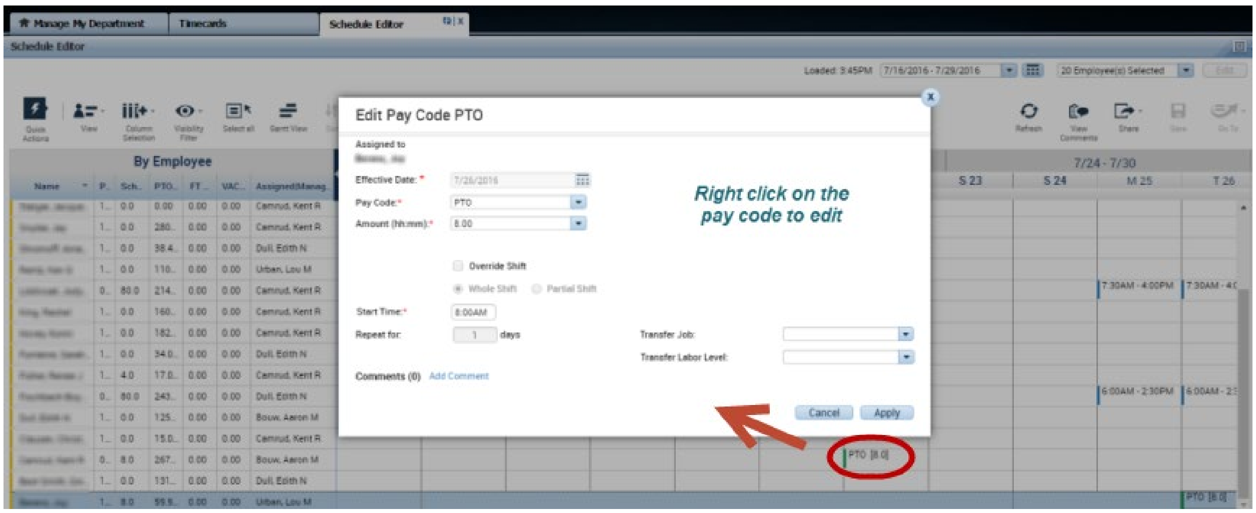


7. Search for or select the employee to see the results for that employee. The results are displayed one employee at a time.

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

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

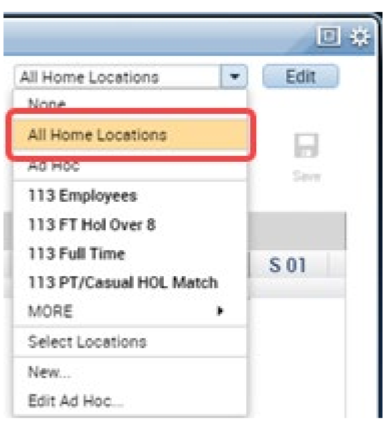
- The time off is already approved through a time off request
- The approved time is not going through the cancelation process
- their time card is not yet approved



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**.

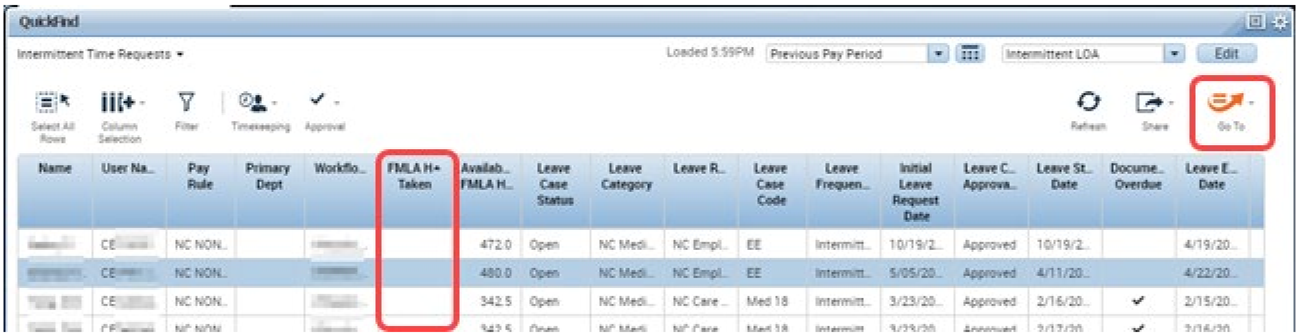


Once your employees are loaded, right-click on the pay code you need to edit. The Edit Pay Code page will open. Make the appropriate change and click **Apply**.

Finding Intermittent Leave Time and Using the Quick Leave Editor

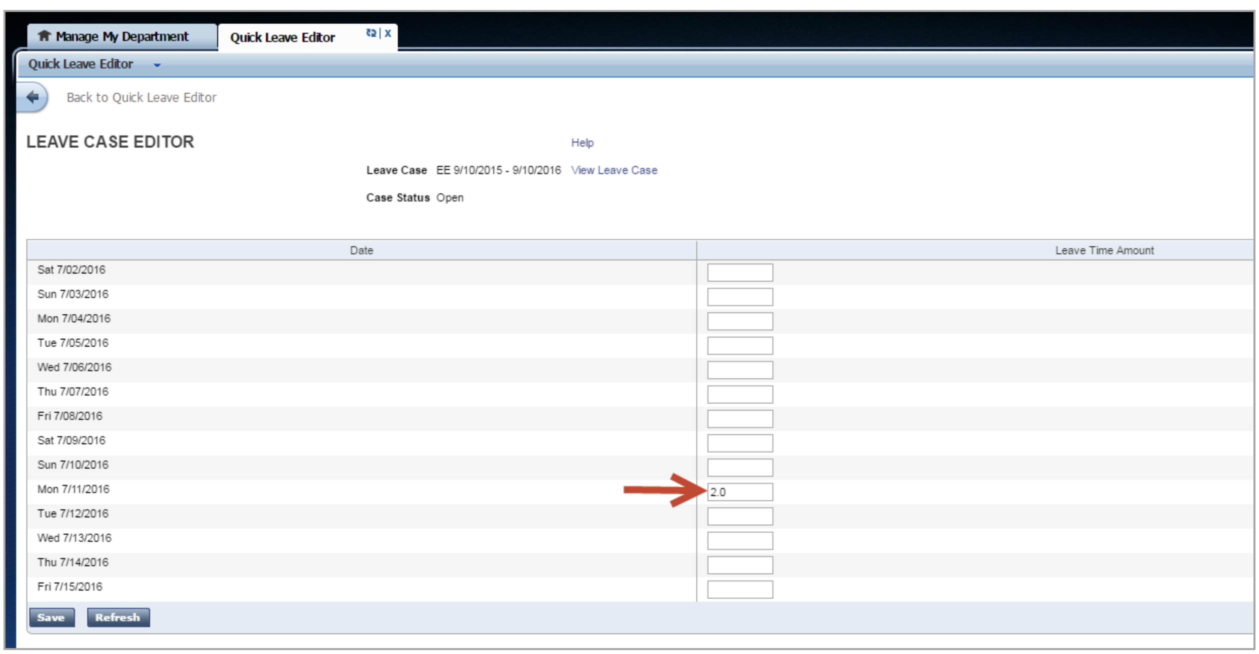
Click **QuickFind** and select **Intermittent Time Requests** to see if any employees on an intermittent LOA have recorded leave time.

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.



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.



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 8th, save that entry and go back and put something on the 1st. 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

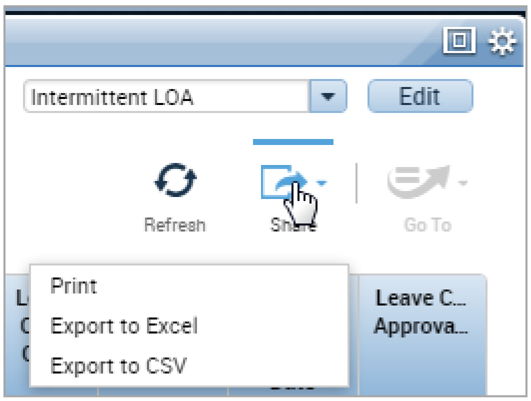
You can display the most current information in the application and sort the columns to group together specific information. The following table describes the **Refresh** and Sort actions.

Refresh	Click the **Refresh** 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 **Refresh**.
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.

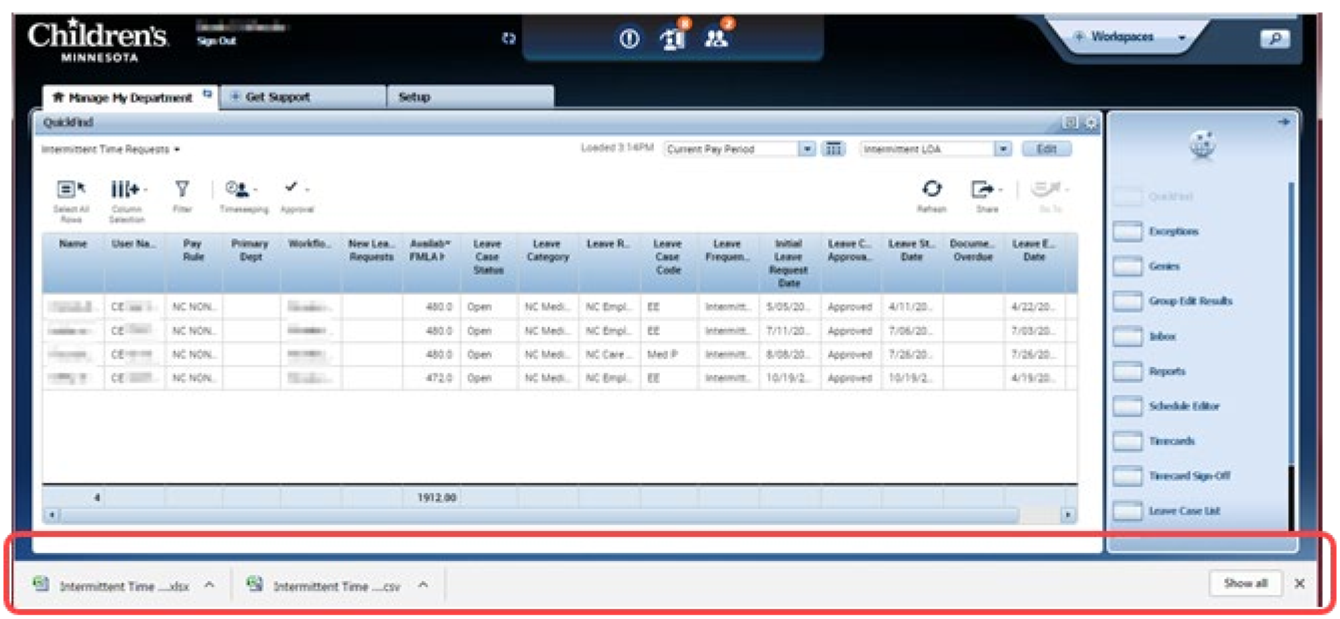
1. Open a Genie.
2. Click the **Share** icon.



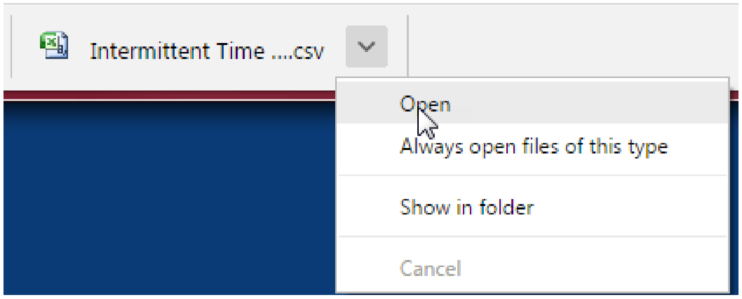
3. Select the format to download: **Print**, **Excel** or **CSV**.

   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.

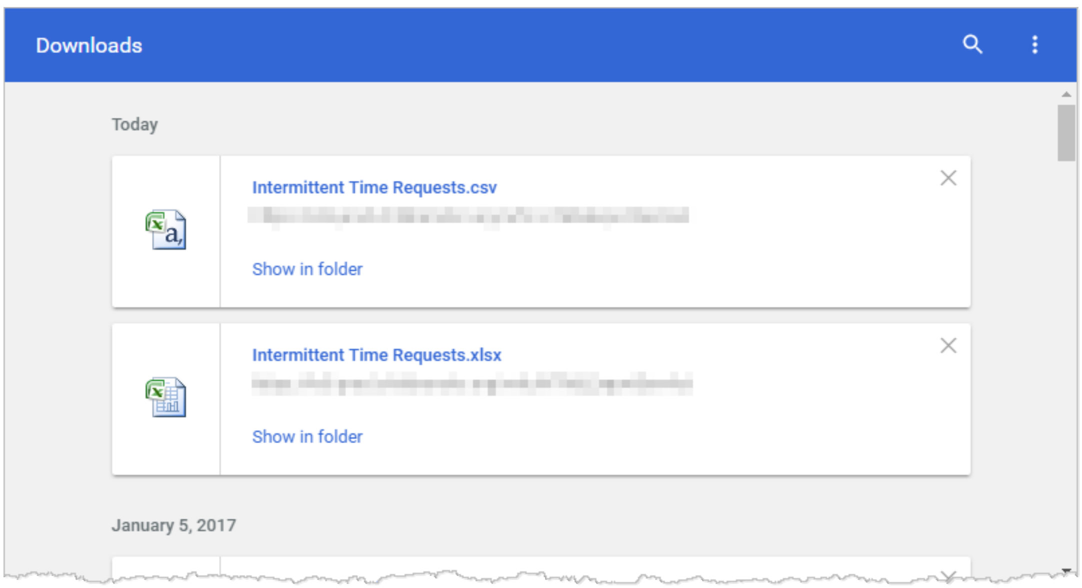
4. The downloaded files display at the bottom of the Kronos window.



5. Click the ^ caret to continue.



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.



Common Genies

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

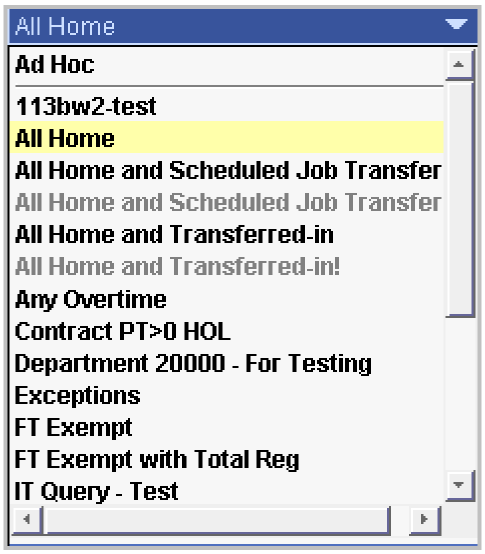
- Accrual Reporting Period Genie
  - The Accrual Reporting Period Genie displays each employee's accrued time for each accrual code in the employee's assigned accrual profile. You can quickly see up-to-date accrued-time balances, such as vacation and sick time.
- Employees with PTO balances
  - See current 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.

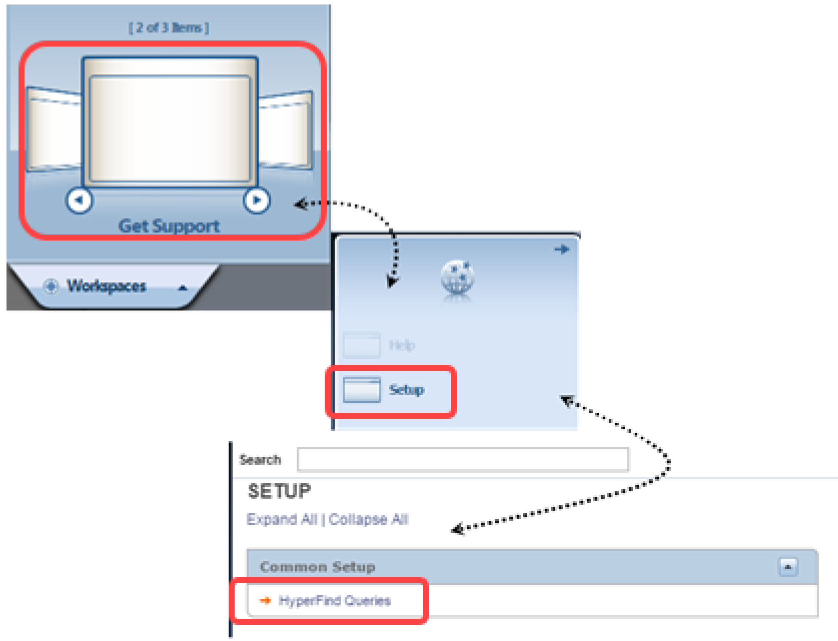
The HyperFind queries are listed in the dropdown list:

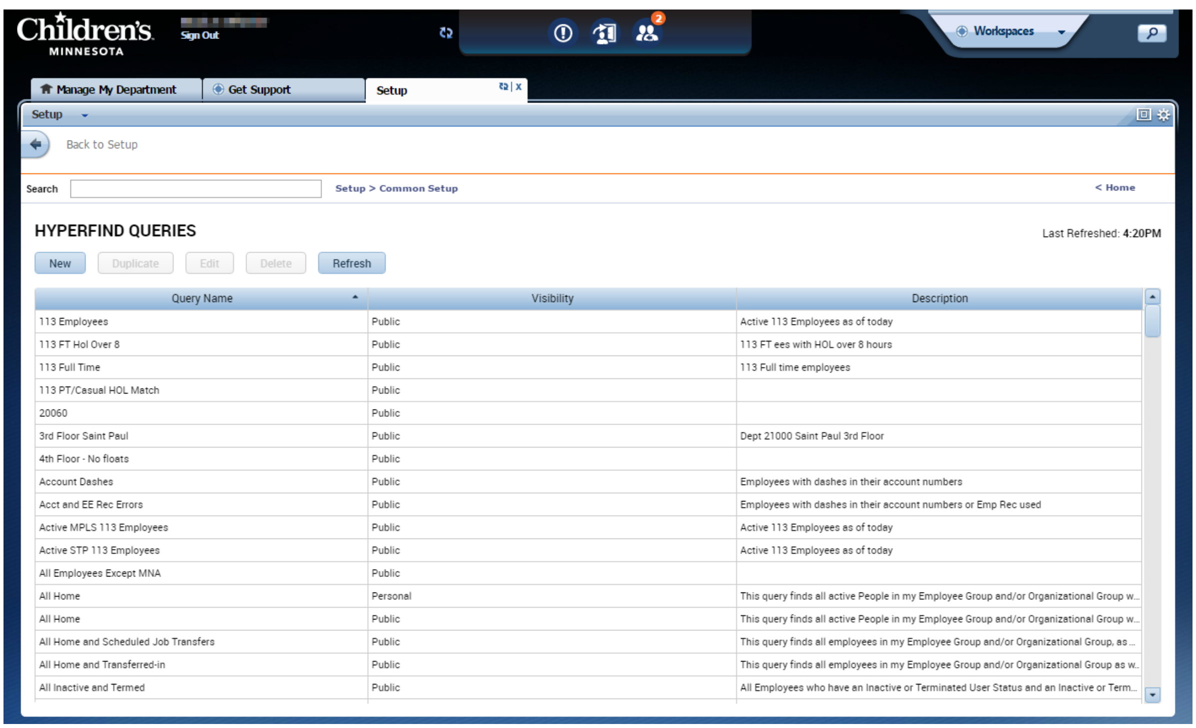


So, when you run the **Payroll Close** genie, for example, you decide which group of employees to view by selecting one of the HyperFind queries in the list.

Open Hyperfind Query Setup

1. 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**.





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 Organizational Group w...
All Home	Public	This query finds all active People in my Employee Group and/or Organizational Group w...
All Home and Scheduled Job Transfers	Public	This query finds all employees in my Employee Group and/or Organizational Group, as ...
All Home and Transferred-in	Public	This query finds all employees in my Employee Group and/or Organizational Group as w...
All Inactive and Termed	Public	All Employees who have an Inactive or Terminated User Status and an Inactive or Term...

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

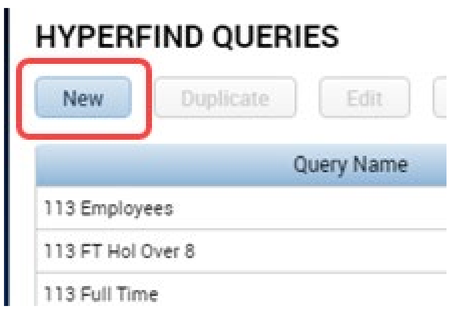
Create a Personal or Ad Hoc Hyperfind Query

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 HRIS@childrensmn.org.

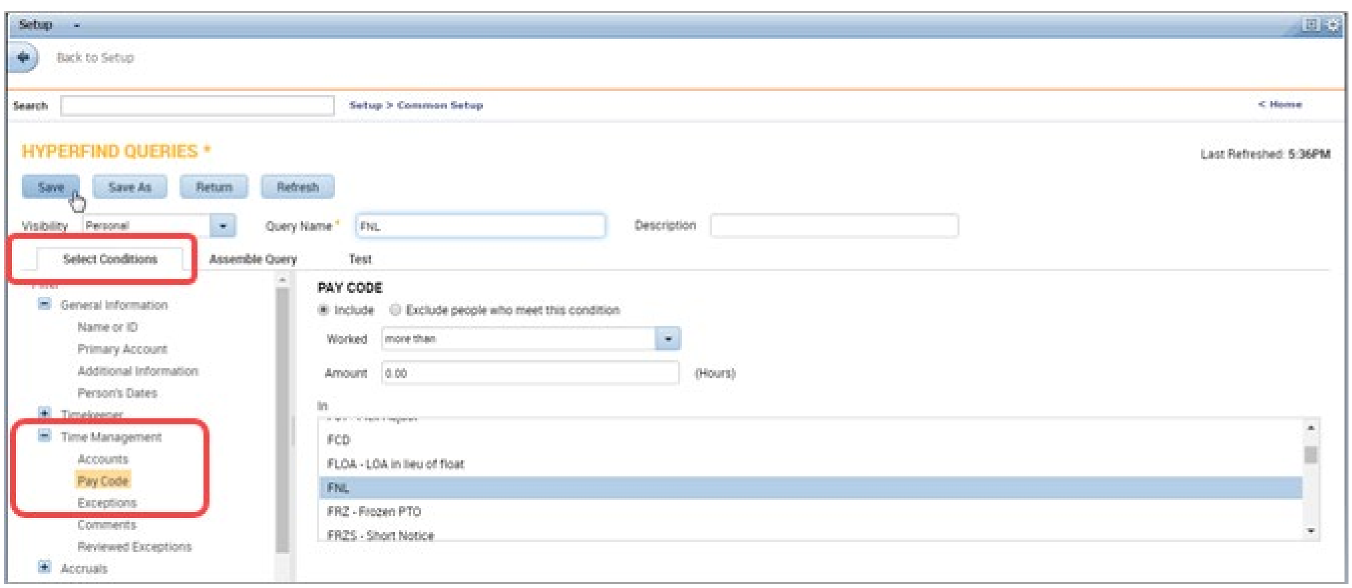
For example, to create a query of Department 9090 employees who have a FNL pay code, follow these steps:

Step 1. Add Conditions

1. Select **New.**



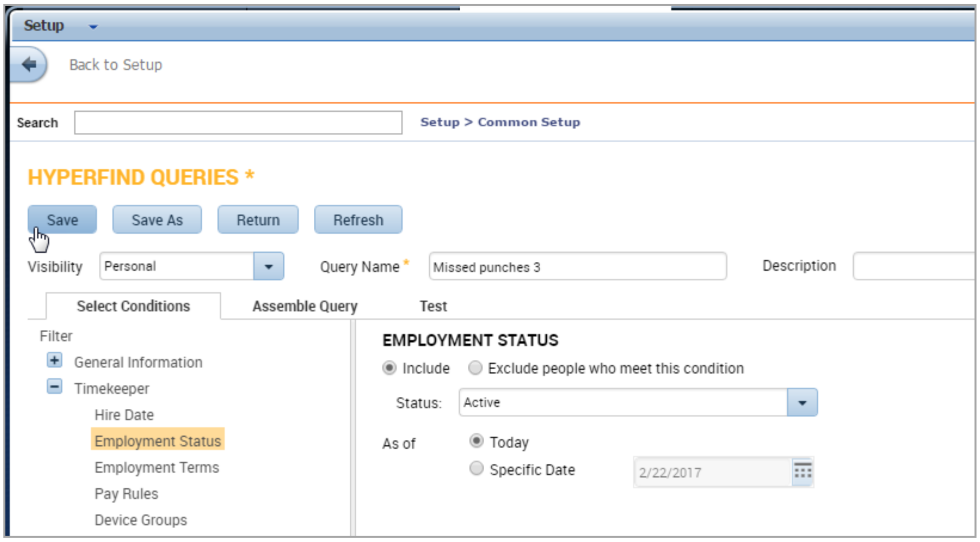
2. The **Select Conditions** tab displays a list of filters. In the Filters list on the left side, click the + sign to the left of **Time Management** and select **Pay Code.** The Select Pay Code list displays.



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

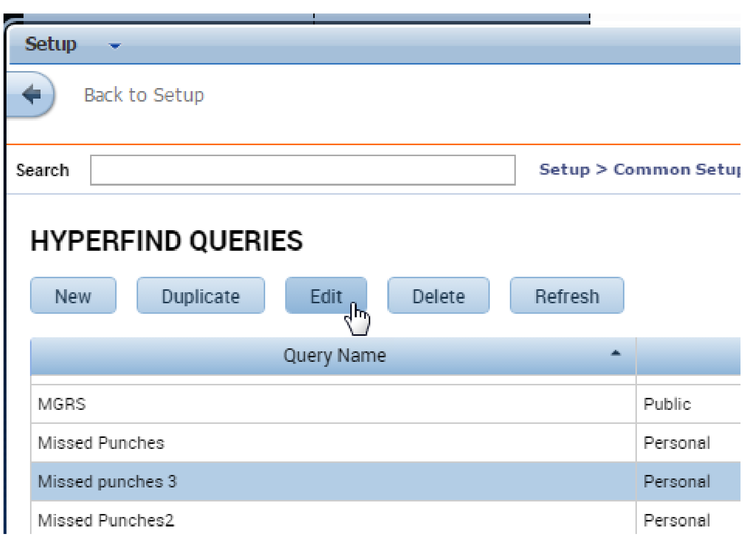


4. Specify **Visibility** and a unique **Query Name**. Enter a **Description** if desired.
   Notes:
   - If you select **Ad Hoc**, keep in mind that the conditions are saved and the title Ad Hoc displays in the Genie list only until you log off the current session or you change the conditions.
   - 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**.

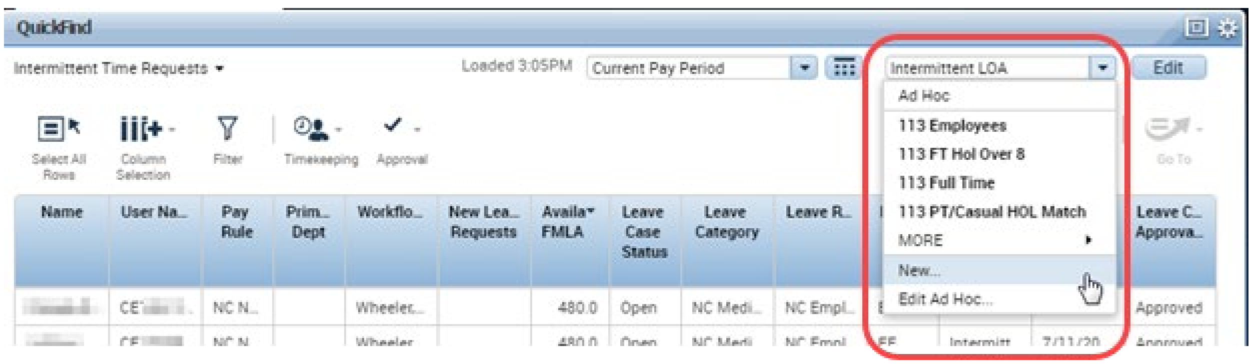


2. Change **Visibility** to **Personal** or **Ad Hoc**.

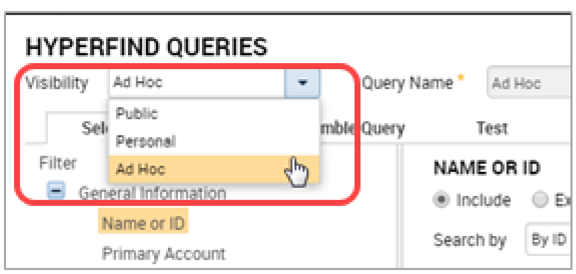
3. Add or remove conditions.
4. **Save**.

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.



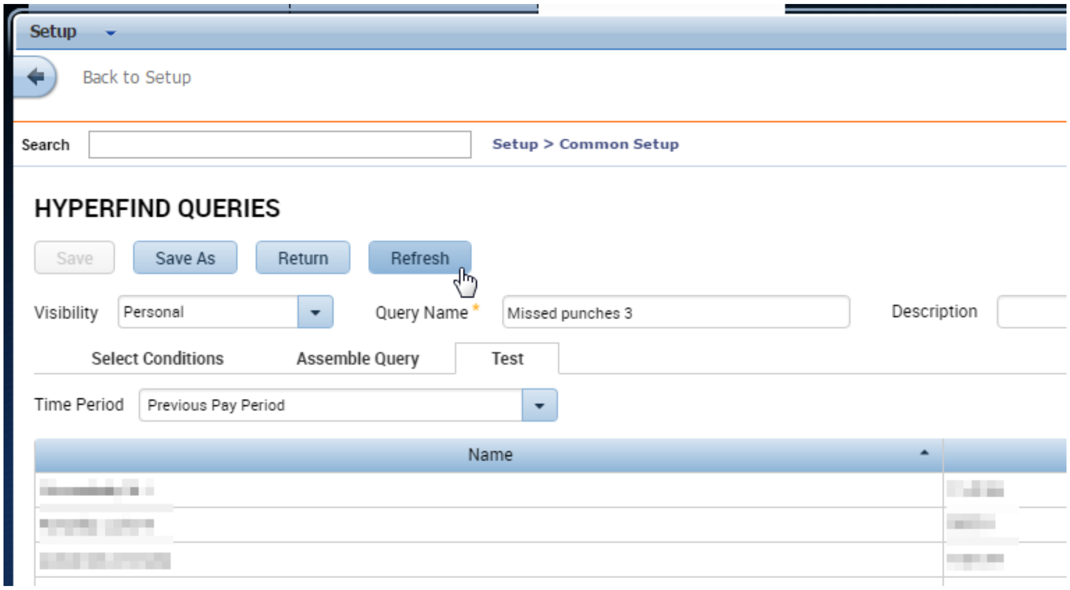
2. Change the **Visibility** to **Personal** or **Ad Hoc**. Now you can add, edit and delete conditions.



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**:



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

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

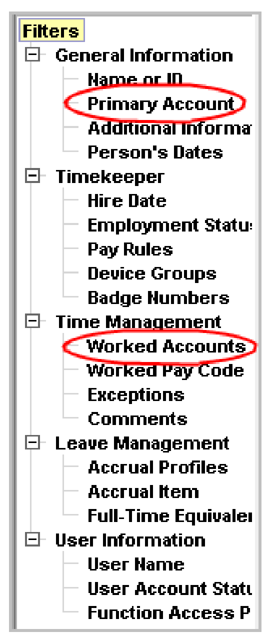
Tips for Creating a Successful HyperFind

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.

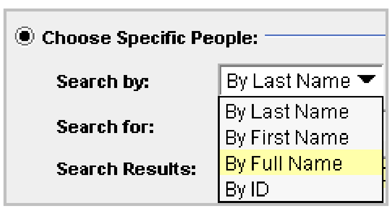
  Accounts worked are accounts an employee has worked in. This includes their primary account and as well as other accounts worked.



- 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.

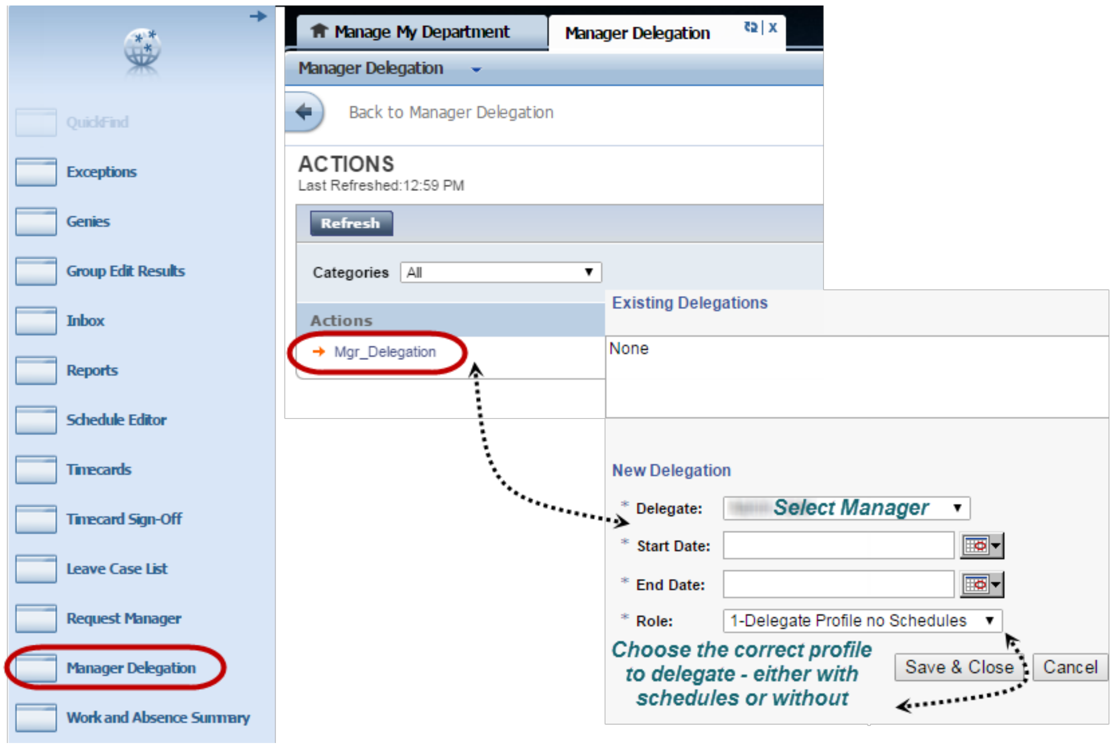
  In this example, it appears that you can select **Joanie Hanson** as a condition.

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:

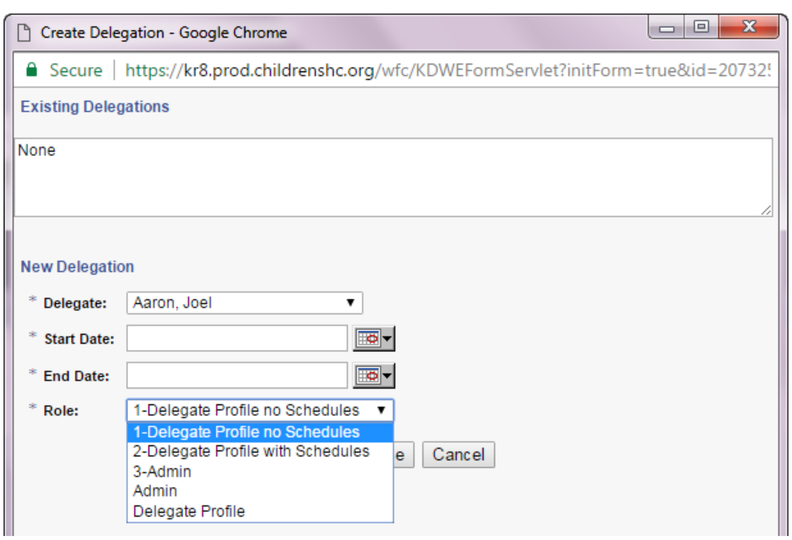


Delegating Your Kronos Actions to Another Manager

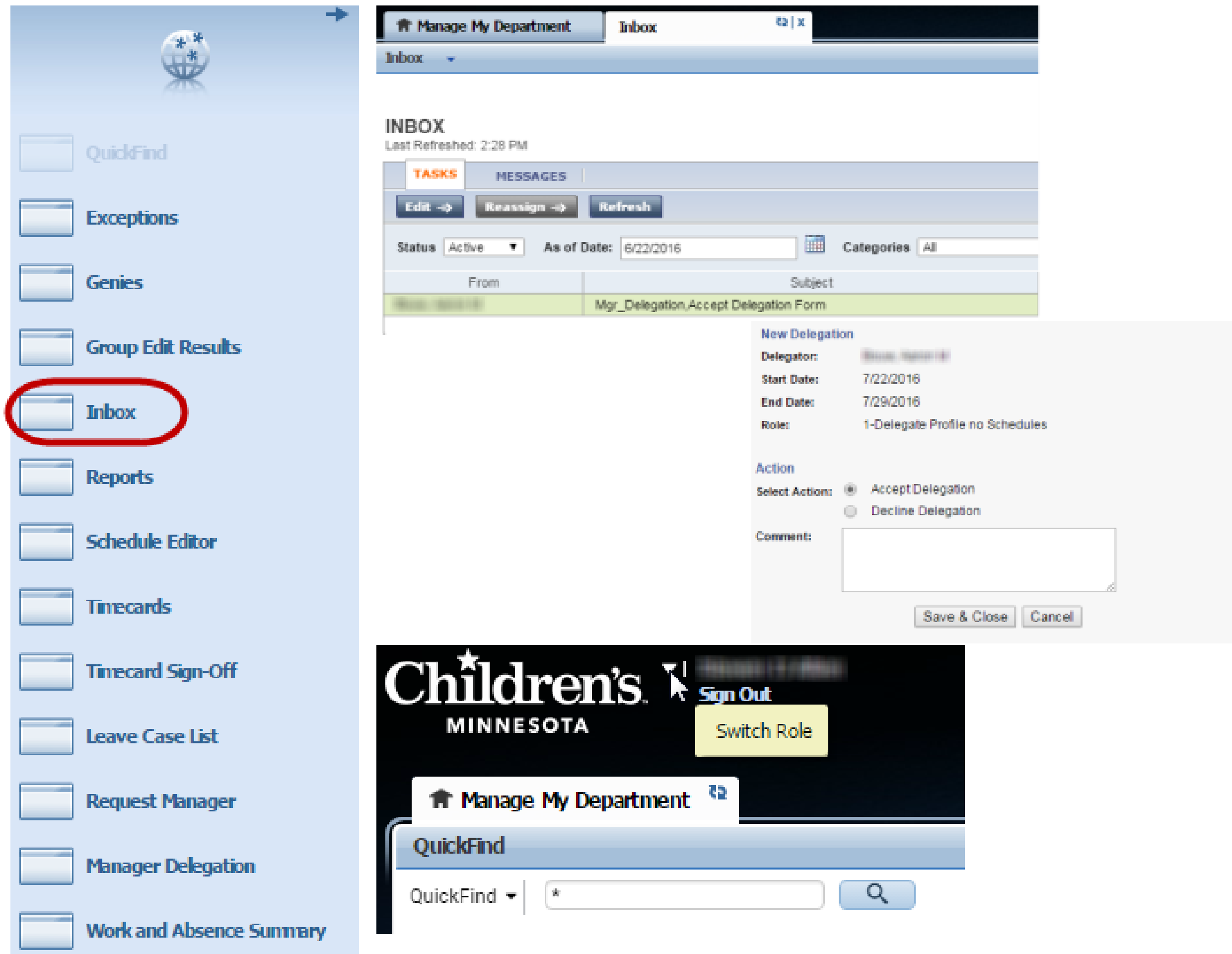
To Delegate



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.



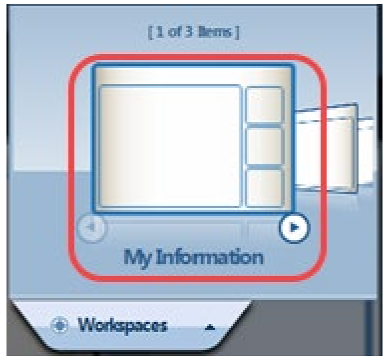
To Accept or Decline a Delegation



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)

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



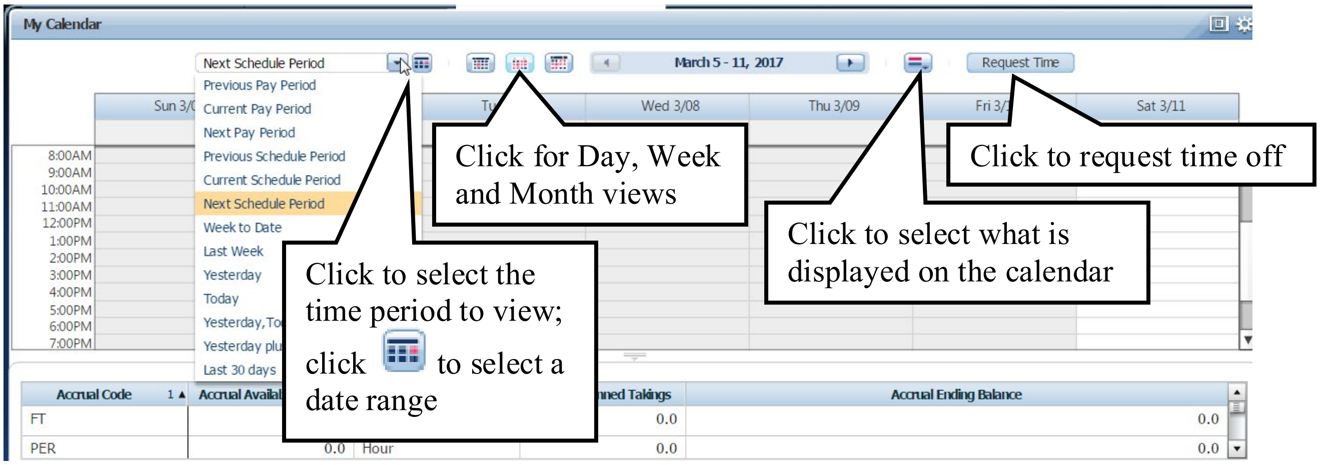
2. Select your pay codes from the **Enter Pay Code** dropdown list and put the number of hours on the day.
3. Click **Save** to update your timecard.

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

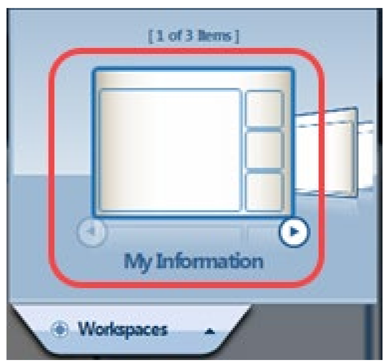
Request Time Off on My Calendar (My Information Workspace)

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.



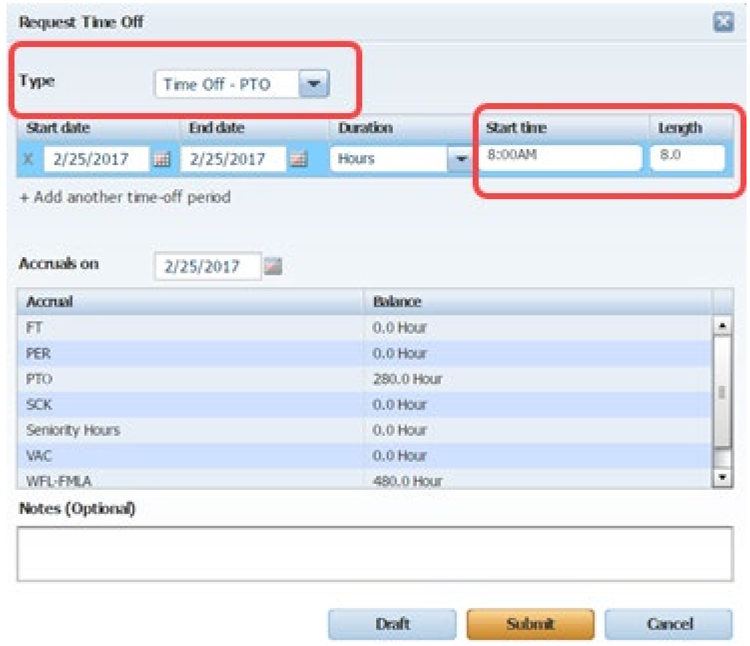
1. Click the arrows to spin the Workspaces Carousel to **My Information**, then click the workspace in the Carousel to open your timecard.



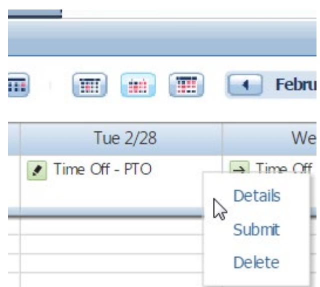
2. In the My Information workspace, click **My Calendar** in the Related Items Pane.

3. Click the **Request Time** button to open the Request Time Off window.

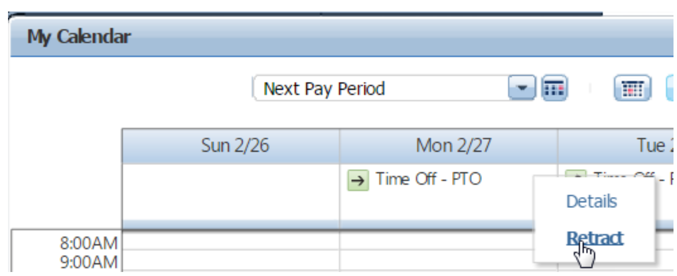
4. Select the **Type** (PTO, PTOS)
5. Enter dates.
6. Enter your **Start Time**.
7. Enter the number of hours.
8. Enter **Notes**, if desired.



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



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



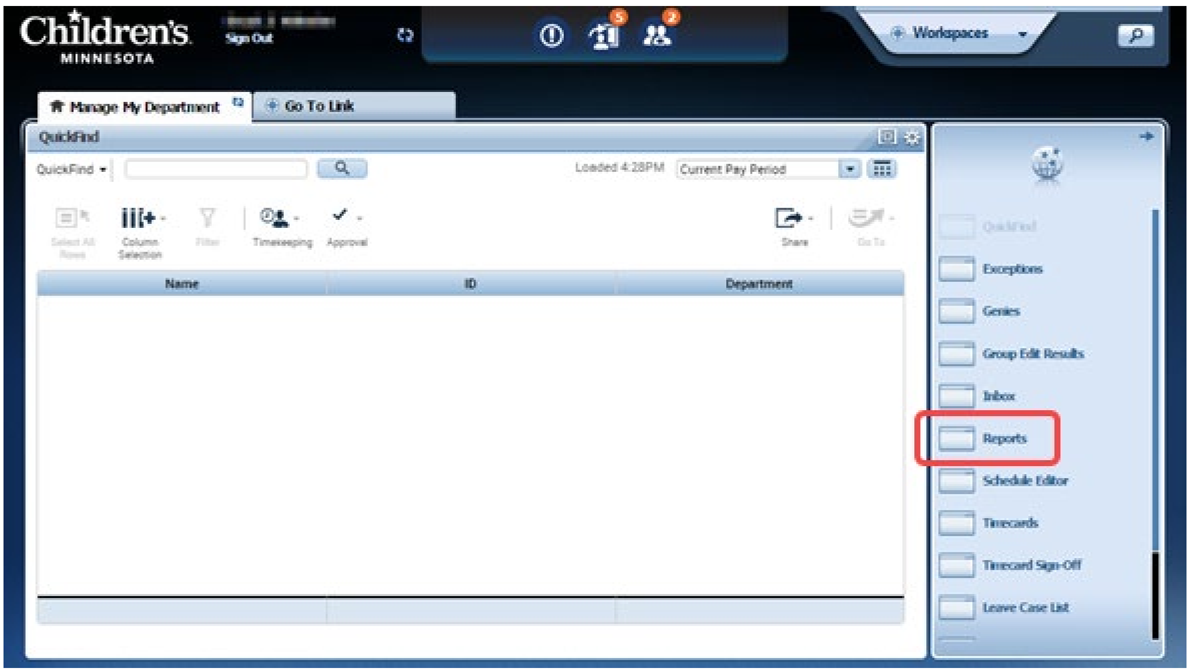
Key things to remember:

- 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.

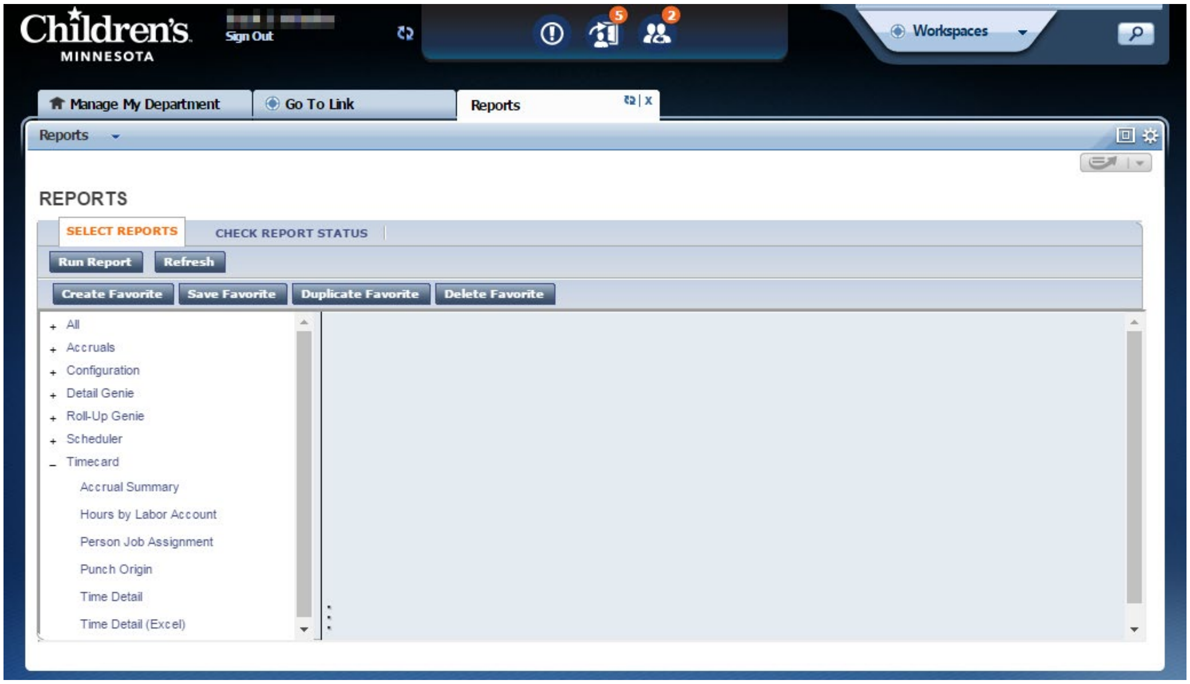
Generating Standard Reports (Manage My Department Workspace)

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

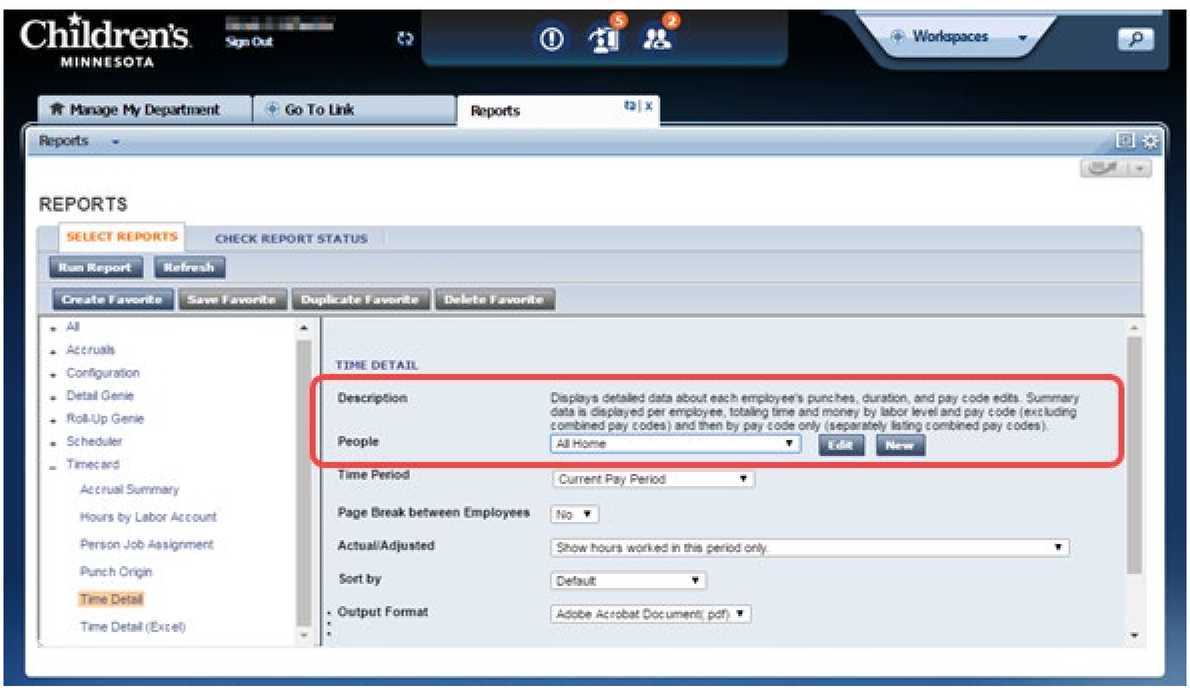
1. Determine if you want the report to include all employees or specific employees:
    - To specify one or more employee, access a Genie. Select the employees to include in the report. Then go to step 2.
    - To select all employees, select **General** > **Reports**. Then go to step 3.
2. Click **Reports**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



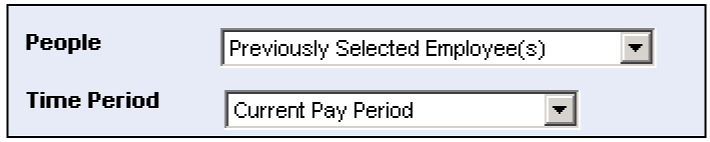
3. On the **Select Report** tab, click the plus (+) to display a category's contents.



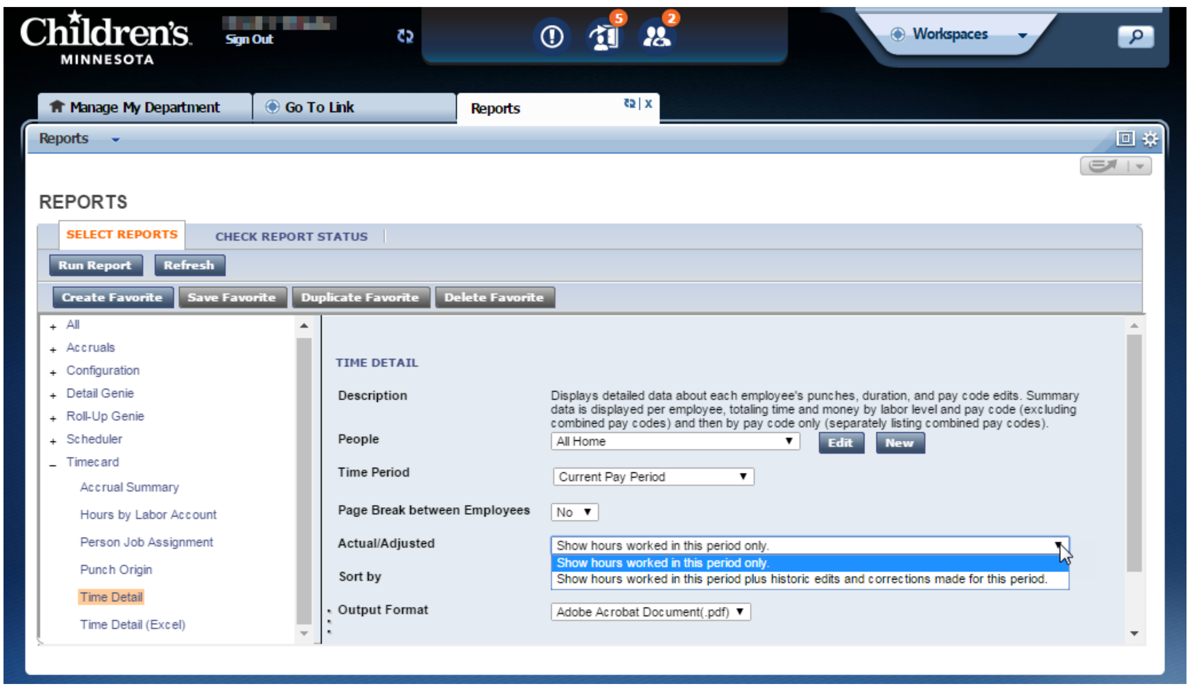
4. Click a report name. The report description appears at the top of the page.



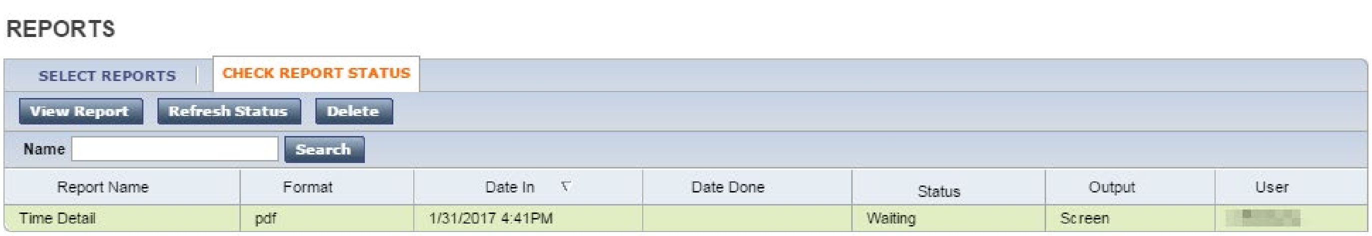
5. If you selected employees in a Genie, verify that **Previously Selected** Employee**(s)** appears in the **People** field. You can select a different set of employees from the **People** dropdown list if necessary.



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



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.



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