

Students

Kronos Training Manual

Workforce Timekeeper 4.3
Loyola University Chicago
Created by Financial Systems, May 2005

Table of Contents

Overview.....	3
Differences between Online Timecard and Kronos.....	3
Student with One Position	3
Student with Multiple Positions.....	3
Logging into Kronos.....	4
Accessing your Timecard	5
Commonly Used Menu Items	6
Other Menu Items	6
Students.....	7
Time Clocks	9
Multiple Positions	9
Approving Your Timecard	10
Totals & Schedule.....	11
Accruals	11
Audits.....	12
Comments	12
My Reports	14
Frequently Asked Questions.....	15

Overview

Kronos will be replacing Online Timecard (OTC) for students and staff. The Online Timecard application was developed internally several years ago. Unfortunately, the application is no longer supported to meet our internal requirements for reporting, approval tracking and interfacing.

Differences between Online Timecard and Kronos

Timecard approvals by the employee and supervisor will be tracked. Failure to complete and approve timecards will now be reported to management.

Student with One Position

Students will enter the time in and time out for all shifts worked. In certain locations, time clocks swipes will populate the time in and out for the shift.

Student with Multiple Positions

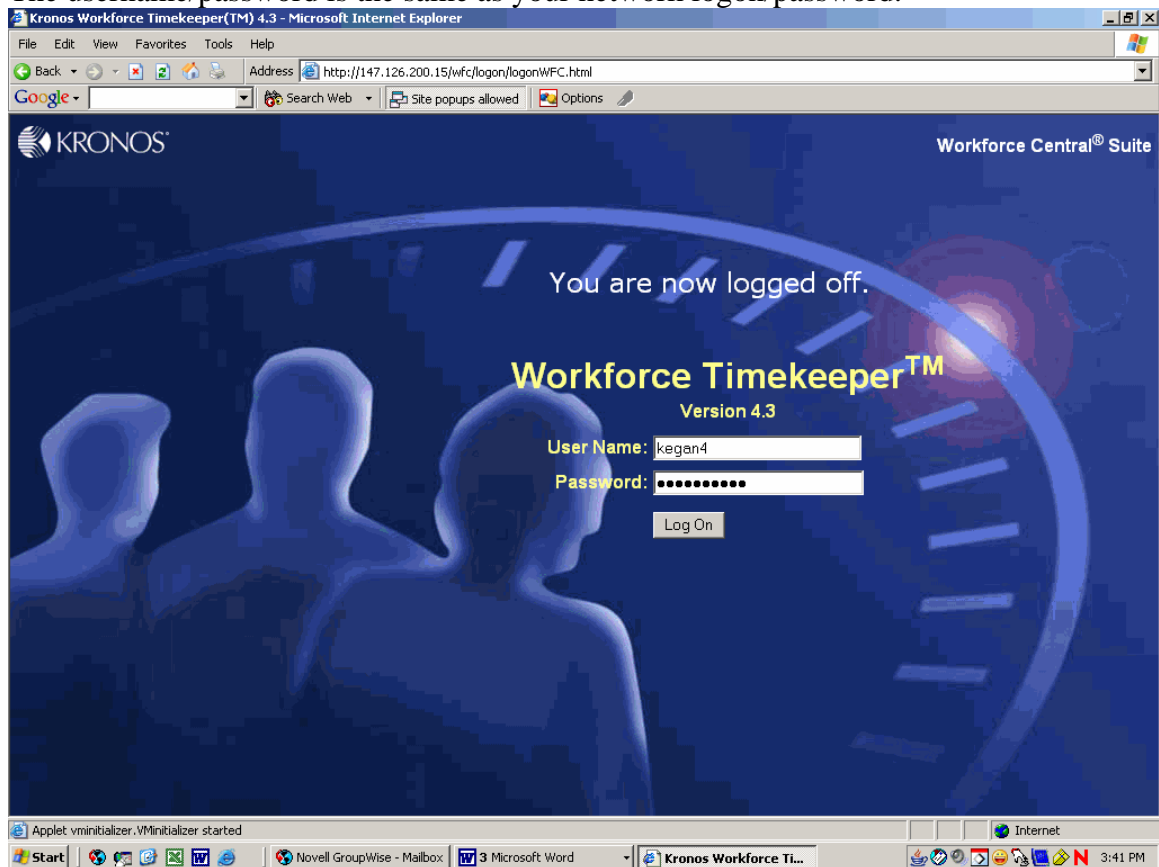
Students with multiple positions will only have one timecard where all of their hours will be entered. Students will enter the time in and time out for all shifts worked. By default, all hours will be assigned to the home position. To assign hours to other positions, students must select to transfer the hours into a different position and location code. For students using time clocks for a secondary position, they will need to type in the position and location before swiping. Instructions will be posted near each time clock. Students will be provided with their home and secondary position numbers.

Logging into Kronos

To access Kronos, go to your Start menu and select All Programs; Loyola Software; Administrative Applications; Kronos Web Timecard. This is in the same place as the Online Timecard Application. If you do not have access to Loyola Software from your Start menu, you can access Kronos via the URL at <https://kwebluc.luhs.org/wfc/logon>.

Upon first logging in, you may be required to install a more current version of Java. A pop-up box will appear asking if you would like to install and run https://kwebluc1.medctr.luhs.org/WFC/plugins/j2re-1_4_2_06-windows-i586-p-iftw.exe. Click yes to begin the install. You will want to accept the license agreement and run the typical installation. You may be required to reboot your machine.

The username/password is the same as your network logon/password.



Accessing your Timecard

Your current pay period timecard is your default view.

My Timecard
Loaded: 2:07 PM
Name & ID: SABITSAHA, ANDREA 10803
Time Period: Current Pay Period

Save	Actions	Punch	Amount	Comment	Approvals	Report
		Date	Pay Code	Amount	In	Transfe
		Sun 4/17				
		Mon 4/18				
		Tue 4/19				
		Wed 4/20				
		Thu 4/21				
		Fri 4/22				
		Sat 4/23				
		Sun 4/24				
		Mon 4/25				
		Tue 4/26				
		Wed 4/27				

Totals & Schedule | Accruals | Audits

All

Account	Pay Code	Amount
---------	----------	--------

Filling out a Timecard- All Employees

Commonly Used Menu Items

Save - saves changes made to the timecard.

Approvals

Approve – approve timecard (timecard turns gray).

Remove Approval – remove approval from timecard. This can only be done if your Supervisor has not already approved your timecard.

NOTE: All employees must both save and approve their timecards.

Other Menu Items

Actions

Refresh – refreshes timecard with latest edits stored in the database.

Calculate Totals – recalculates Timecard and Totals with any changes made to the timecard (can view impact of changes before saving them to the database).

E-Mail – Composes an email to the selected individual.

Print – prints the Timecard and Totals & Schedules sections.

Print Screen – prints the entire screen.

Punch

Edit – edit timecard punches.

Amount

Move – move hours from one pay code to another pay code.

Delete moved – delete pay code moves.

Comments

Add – add comments to punches. Comments are predefined and are selected from a drop down list (Lost Badge, Family Emergency, etc.). A small square in the top right corner of the punch cell indicates a comment was added to the punch.

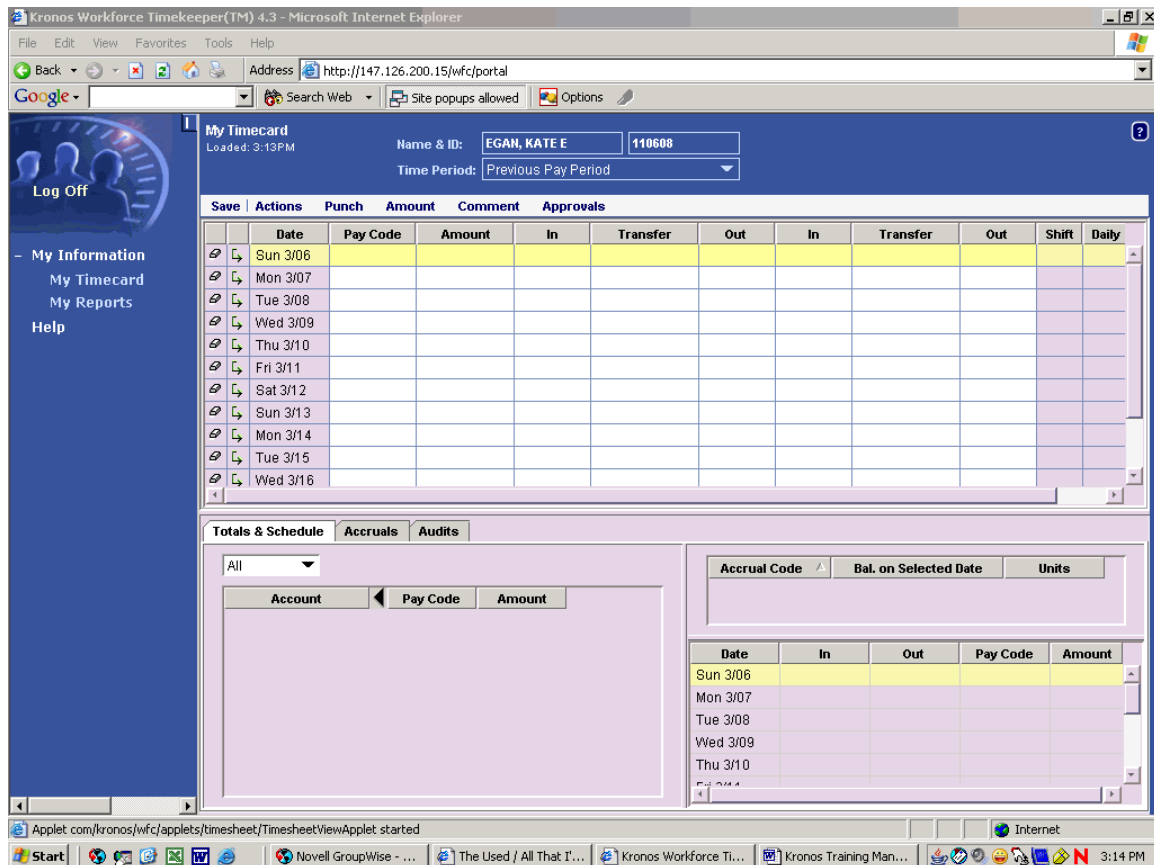
Delete – delete comments from punches.

Reports – run Time Detail report for employee.

Note: the Browser back button can be used to take you back to previous pages. If you have performed any tasks within Workforce Timekeeper and click the back button, the system will prompt you with the message “Are you sure you want to navigate away from this page?” If you press OK, any unsaved edits will be lost. If you press Cancel you will stay on the current page. Use the Back button with caution.

Students

The first time you log in you will see a blank timecard for the current pay period.



For all shifts worked, you will want to enter a time in and out. Left click in the cell and type in the time. You can enter punches in a variety of ways:

- 12-hour or 24 hour (3:30pm or 15:30).
- Leading and trailing zeros are optional (0700 or 700 or 7).
- Colons are optional (3:30 or 330)
- AM is assumed for all hours except for 12:00-12:59 when PM is assumed.
You can enter either a or am for AM, and either p or pm for PM.

An automatic lunch deduction of one hour will be applied for shifts worked in excess of 6 hours and 15 minutes.

To delete a punch from the timecard, left click in the cell you wish to delete and press the delete key on your keyboard. To delete an entire row, click on the eraser icon on the row you wish to delete.

Note: a **Red Flag** appears in the Totals and Timecard Section if you have unsaved edits on your Timecard. You must save your timecard before approving.

Kronos Training Manual

Make sure to save your timecard after making your edits. The Totals & Schedule will be updated once your timecard is saved. If you scroll to the right of your timecard, you will see a daily and cumulative number of hours worked. Make sure that your cumulative timecard totals the correct number of hours.

My Timecard
 Last Saved: 2:23 PM
 Name & ID: EGAN, KATE E 110698
 Time Period: Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
Mon 4/04			10:00AM		4:30PM				5:30	5:30	5:30
Tue 4/05											5:30
Wed 4/06			12:00PM		5:00PM				5:00	5:00	10:30
Thu 4/07											10:30
Fri 4/08											10:30
Sat 4/09											10:30
Sun 4/10											10:30
Mon 4/11			10:00AM		2:00PM				4:00	4:00	14:30
Tue 4/12			11:00AM		1:15PM				2:15	2:15	16:45
Wed 4/13			1:00PM		1:45PM				0:45	0:45	17:30
Thu 4/14											17:30
Fri 4/15			2:30PM		4:30PM				2:00	2:00	19:30
Sat 4/16											19:30

Totals & Schedule | **Accruals** | **Audits**

Account	Pay Code	Amount
9100/LUC1 00825/5...	REGULAR	19:30

Date	In	Out	Pay Code	Amount
Sun 4/03				
Mon 4/04				
Tue 4/05				

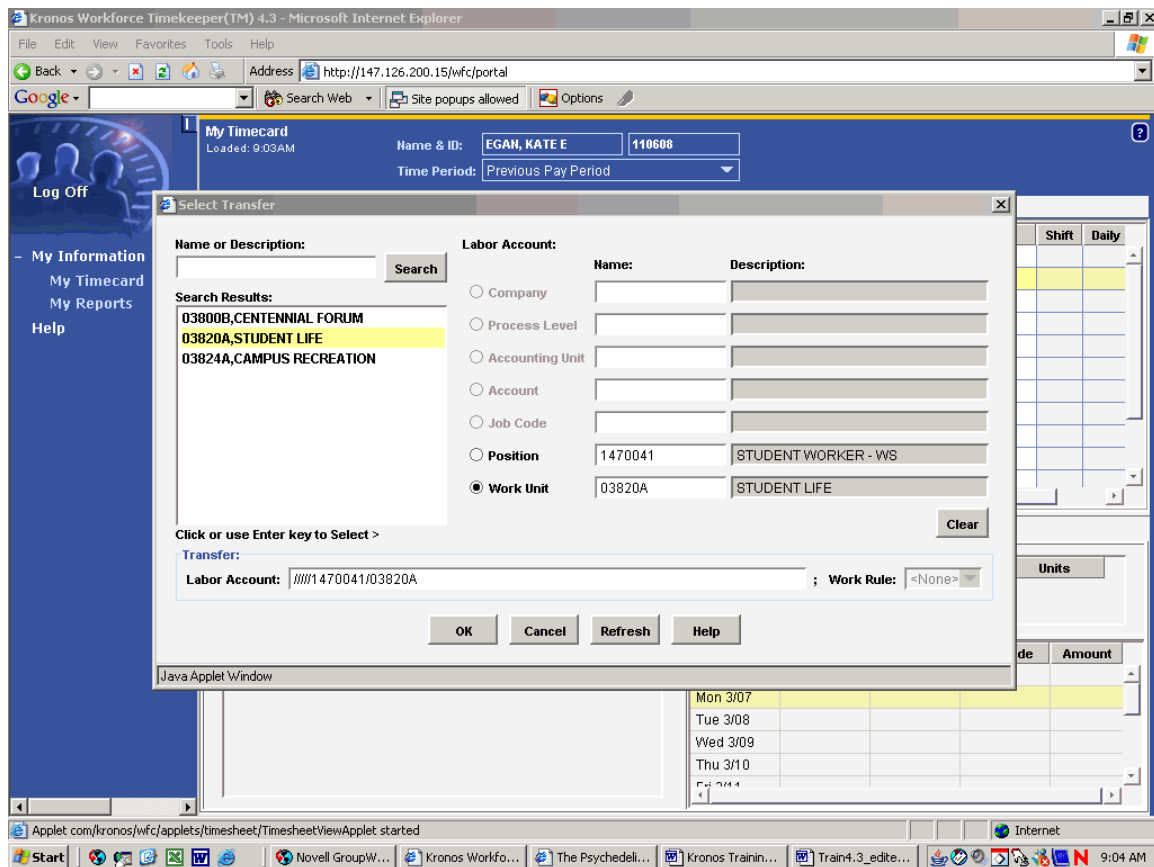
Time Clocks

Certain locations will require swiping via a time clock. If the position that you are swiping for is not your “home” position, you will be required to enter the position number and location into the clock. Instructions will be posted at each time clock. You will still have access to view your timecard through the web application to make sure that you clocked in correctly for each shift.


Multiple Positions

To transfer hours to a position other than your home position, click on the Transfer cell to the right of the transfer time. A drop down arrow will appear. Click on Search to bring up the **Select Transfer** screen. Select the **Position and Work Unit** you wish to transfer to by clicking the radio button to the left of the labor account. Make your selection from the list by clicking on the appropriate position and work unit. The Name and Description will appear in the labor level boxes. Click OK.

Note – Kronos will maintain several of your previous transfers in the transfer drop-down list. If the correct entry appears, you can select your transfer from the list.



When reporting time for multiple positions on the same day, you can assign a first in/out time and a second in/out time on the same line. You can also report the times on separate

lines. To add a new row, click on the  icon on the row you wish to add another line to.

Approving Your Timecard

To approve your timecard, select **Approvals**, and then **Approve** from the drop down menu. After approving a timecard a new Tab – Sign-offs and Approvals appears in the Totals & Schedule window. If your manager has not approved your timecard, you can remove the approval to make changes. Select **Approvals**, and then **Remove Approval** from the drop down menu. If your manager has already approved your timecard, you must have them make the changes or have them remove approval on your timecard for you to make the changes.

Totals & Schedule

The Totals & Schedule tab details the numbers of hours by pay code for each labor account. If you have multiple positions, the total amount by pay code for each position/location will be displayed. If you mouse over the account name, you will see the description for each of the 7 position attributes.

Totals & Schedule			Accruals	Audits	Sign-offs & Approvals
All					
Account	Pay Code	Amount			
9100/LUC/100825/5110/L2014/8100027/04400F	REGULAR	67:30			
9100/LUC/100825/5110/L2014/8100027/04400F	VACATION PAY	7:30			

Accruals

These will all reflect a zero balance.

Totals & Schedule		Accruals	Audits	Comments	Sign-offs & Approvals		
Accrual Code	Balance as of Selected Date	Units	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance without Projected Credits
Bonus	0:00	Hour	4/02/2005	0:00	0:00	0:00	0:00
Holiday P...	52:30	Hour	4/02/2005	0:00	0:00	45:00	45:00
Personal	15:00	Hour	4/02/2005	0:00	0:00	15:00	15:00
Sick	6:21	Hour	4/02/2005	0:00	0:00	6:21	6:21
T-Time	0:00	Hour	4/02/2005	0:00	0:00	0:00	0:00
Vacation	0:00	Hour	4/02/2005	0:00	0:00	0:00	0:00

Audits

The audits tab displays all edits to the timecard. The rows can be filtered based on the selection in the drop-down list.

Totals & Schedule												
Audits												
Filter rows by Type: All												
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
3/22/2...	4:00PM	Add Punch					Out Pun...		3/22/20...	1:41 PM	KEGAN...	Timecard .
3/22/2...	8:30AM	Add Punch	#####1470...				In Punch		3/22/20...	1:41 PM	KEGAN...	Timecard .
3/21/2...	4:00PM	Add Punch					Out Pun...		3/22/20...	1:41 PM	KEGAN...	Timecard .
3/21/2...	8:30AM	Add Punch					In Punch		3/22/20...	1:41 PM	KEGAN...	Timecard .
3/25/2...		Add Pay ...		HOLIDA...	7:30				3/22/20...	1:48PM	KEGAN...	Timecard .
3/21/2...	5:00P...	Edit Punch					Out Pun...		3/22/20...	1:48PM	KEGAN...	Timecard .
3/22/2...	8:30AM	Edit Punch	#####1470...				In Punch		3/22/20...	1:48PM	KEGAN...	Timecard .
3/22/2...	5:00P...	Edit Punch					Out Pun...		3/22/20...	1:48PM	KEGAN...	Timecard .

Comments

Comments can be added to the timecard for information purposes. They are used purely for communication of attendance to management and do not affect pay. Comments are predefined and are selected from a drop down list (Floating Holiday, Lost Badge, Family Emergency, etc.). Comments can be added to - in punches and out punches. To add a comment, select Comment from the menu and then Add. The Add Comment drop down list will appear. Choose the appropriate comment by clicking on it. Click OK.

The screenshot shows the Kronos Workforce Timekeeper interface. A table displays timecard data with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, and Daily. An 'Add Comment' dialog box is open, showing a list of predefined comments such as 'Administrative Action (Suspension, discipl...', 'At Lakeshore', 'At Water Tower', 'Bonus Day #1', 'Bonus Day #2', 'Call Shift Approved', 'Emergency Vacation', 'Employee Request', 'Floating Holiday', and 'FMLA'. The user's name 'EGAN, KATE E' and ID '110608' are visible at the top. The interface also includes a 'Log Off' button and a sidebar with 'My Information', 'My Timecard', 'My Reports', and 'Help'.

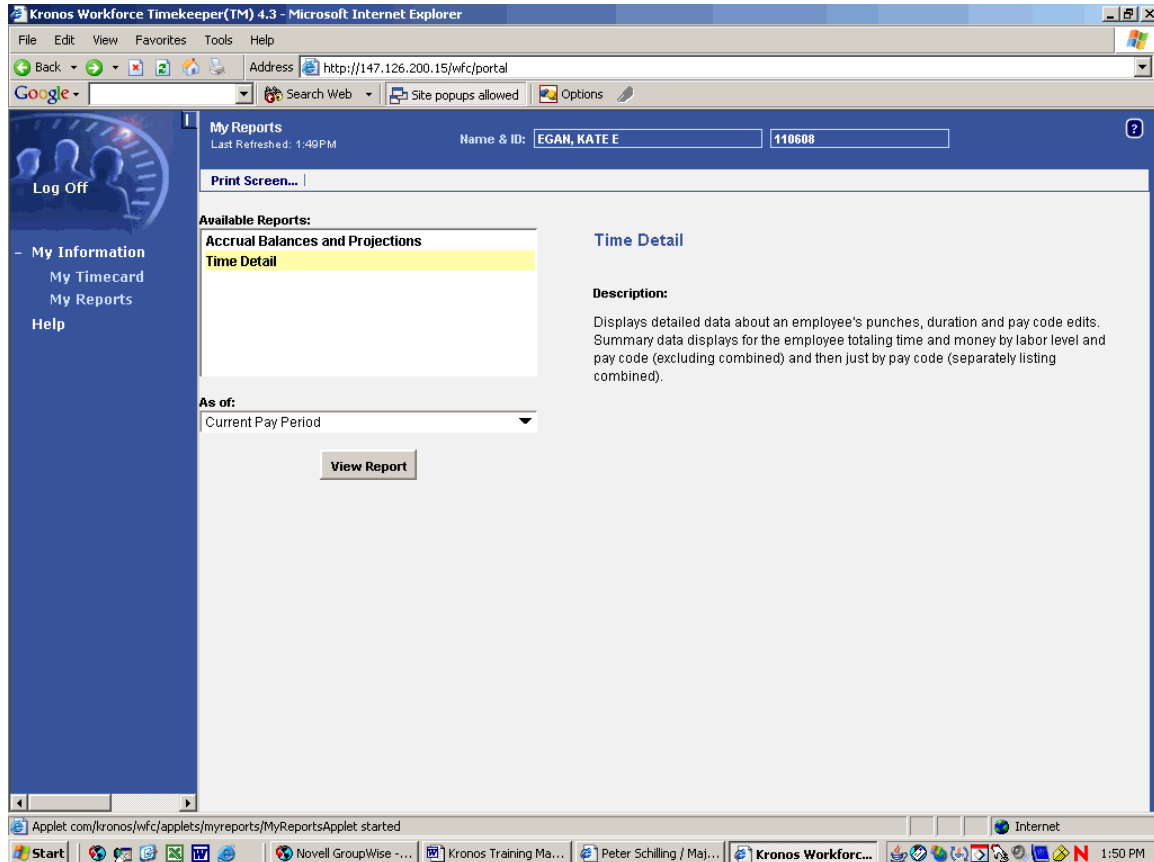
Kronos Training Manual

A small square in the top right hand corner of the punch cell indicates a comment was added to a punch. If comments exist on the timecard, the Comments tab displays all comments added to the timecard. To delete a comment, click on the cell containing the comment to be deleted, select Comment from the menu and then Delete.

		Date	Pay Code	Amount	In	Transfer	Out	In
		Sun 3/20						
		Mon 3/21			8:00AM		4:30PM	
		Tue 3/22			8:00AM		4:30PM	
		Wed 3/23			8:00AM		4:30PM	
		Thu 3/24			8:00AM		4:30PM	
		Fri 3/25	Good Friday H-3	0:00				
		Fri 3/25	HOLIDAY PAY 2005	7:30				
		Sat 3/26						

My Reports

On the left portion of your browser window, you will see “My Reports”. If you click on the link, you will see a list of available reports. Reports can be run for a specific date and/or a specific period. Highlight the requested report from the list of available reports and select the As of date(s) from the drop-down list. To view the report in your browser window, click View Report. To print the report, click Print Screen.



Frequently Asked Questions

1. What if I work through my lunch?
After receiving approval to work through your lunch, you will need to communicate this with your manager and they will cancel your automatic lunch deduction.
2. What if I am a new employee?
If you are a new employee, you will be set up in Kronos the day after your information is processed by Human Resources. Please ensure that your paperwork is submitted in a timely manner in order to be paid properly.
3. What if I approved my timecard and I need to make changes?
If you have approved your timecard and your supervisor has not, you will be able to remove your approval and edit the timecard. Go into your timecard and from the menu items, select Approval; Remove Approval. If your manager has approved your timecard, they will need to remove their approval before you can remove yours. You will not be able to make edits after payroll has signoff on the timecards.
4. What is the latest that I can make edits on my timecard?
Timecards cannot be changed after 12:00 on the Monday after the pay period.
5. Who do I contact if:
 - a. I need my position and location numbers? Mike Capulong in Human Resources at ext. 57506.
 - b. My position was terminated but it is still showing up in my transfers? Mike Capulong in Human Resources at ext. 57506 - to make sure the paperwork for position termination was processed.
 - c. I can't log in? You will call the University helpdesk at 44444.