

Managing Timecards (Kronos) Financial Services - Payroll



Mission Statement

The Payroll Services Department is committed to the goals and mission of Loyola University. To this end, we strive to provide exceptional service to the faculty, staff and student workers in the payment of their wages. We are responsible for assuring that employees are paid timely and accurately and that the payments and withholdings are made in accordance with federal and state laws and regulations. Additionally Payroll Services administers government required tax related forms from the generation of payments to University employees.



Accessing Kronos

Log on using your network ID & password:



The screenshot shows a Windows Internet Explorer browser window titled "Kronos Workforce Central(R) - Windows Internet Explorer provided by Yahoo!". The address bar displays the URL "https://kwebluc1.medctr.luhs.org/wfc/logon/logonWFC.html". The page content includes the Kronos logo in the top left corner. The main heading is "Workforce Central®" with "Version 5.1" below it. There are two input fields: "User Name:" with the text "rgomez1" and "Password:" with a masked password of ten dots. A "Log On" button is positioned below the password field. The browser's status bar at the bottom shows "Done" and "Internet".



Accessing Kronos – Cont'd

The Workforce Timekeeper Page consists of three areas:

- **Header** – This area identifies employees selected, the time period selected (Current Pay Period), lists **launch icons** (Timecard, Schedule, People, Reports) and menu items (Actions, Punch etc.)
- **Navigation Bar** – Located on the left side of the page, the Navigation Bar lists features you have access to (My Genies, Reports, etc.).
- **Workspace** – Contains information related to employees that are currently selected.



Header

File Edit View Favorites Tools Help

Address <http://147.126.200.15/wfc/portal>

Google Search Web Site popups allowed Options

Log Off

- My Genies™
 - Supervisor Sign-off
 - QuickFind
 - Accrual Balances
 - Total Employees No
 - Group Edit Results
- Reports
- + My Information
- Help

QuickFind

Name or ID: * **Find**

Time Period: Current Pay Period

Timecard Schedule People Reports ?

Actions | **Punch** | **Amount** | **Accruals** | **Pay from Schedule** | **Approvals** | **Person** |

Name	ID	Home Account
<h1>Workspace</h1>		

Navigation Bar

Maintaining Individual Timecard

For supervisors, you can open your timecard by clicking the plus sign next to My Information. Then click on My Timecard (see below).

The screenshot displays the 'My Timecard' interface. On the left is a dark blue navigation menu with a 'Log Off' button at the top. Below it are several menu items: 'My Genies™', 'Supervisor Sign-off', 'QuickFind', 'Accrual Balances', 'Total Employees No', 'Schedule Planner', 'Schedule Outline', 'Schedule Snapshot', 'Group Edit Results', 'Reports', 'My Information', 'My Timecard' (highlighted with a red circle and an arrow), 'My Reports', and 'Help'. The main content area is titled 'My Timecard' and shows 'Loaded: 2:07PM'. It includes fields for 'Name & ID: SABITSANA, ANDREA 10803' and 'Time Period: Current Pay Period'. Below these are tabs for 'Save', 'Actions', 'Punch', 'Amount', 'Comment', 'Approvals', and 'Report'. A table follows with columns: 'Date', 'Pay Code', 'Amount', 'In', and 'Transfe'. The row for 'Wed 4/20' is highlighted in yellow. At the bottom, there are tabs for 'Totals & Schedule', 'Accruals', and 'Audits', along with a dropdown menu set to 'All' and a table with columns 'Account', 'Pay Code', and 'Amount'.

	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				



Maintaining Individual Timecard – Cont'd

- Exempt Employees will see a pre-filled timecard with 75 hours of regular time for the selected pay period.
- If you have non-regular time to record such as sick or vacation, edits to the timecard are done by placing your cursor in the pay code field and selecting a new pay code.
- **Make sure to save your timecard after making your edits.** The Totals & Schedule will be updated once your timecard is saved.
- Once you have completed and saved your time card for the pay period, you must approve your timecard by selecting the **Approvals** menu and clicking Approve.



Approving Timecards

Approvers are able to approve timecards for one or more assigned locations. Approvers can approve timecards through the workforce genies or through the individual timecard.



Approving Timecards - Genies

Timecards can be approved directly from the Supervisor Sign-Off genie.

To do the Manager approval from the Genie, highlight the records you would like to approve and then click Approvals from the menu and select Approve.

After doing the approval, you will need to click the Refresh button to see the approval applied. The number of manager approvals will be increased by 1 and your name will appear in the Approved Manager field. (Students with multiple positions may require more than one approval.)

NOTE: You will not be able to approve your own timecard from the genie. To approve your own timecard, you will need to go to My Timecard and select the approval option for just your timecard.



Log Off
Change Password

My Genies™

- QuickFind
- Pay Period Close
- Reconcile Timecard
- Shift Start
- Shift Close
- Schedule Planner
- Schedule Snapshot
- Schedule Outline
- IS Summary
- Accrual Balances
- Total Hours
- Total Employees No
- Supervisor Sign-off
- Group Edit Results

Reports

+ **Setup**

+ **System Configuration**

Help

Supervisor Sign-off
Last Refreshed: 12:57 PM

Show: All Home and Transferred In Emplo... **Edit**

Time Period: Current Pay Period **Refresh**

Timecard Schedule People Reports ?

Actions		Punch	Amount	Accruals	Pay from Schedule	Approvals	Person	Regular	Vacation	Sick	OT	Holiday
Name	1A	Loc	Descrip	Employee Approval	Manager Approval							
ABBOTT, DALE E	07230C	SAFETY A...		0		Approve						
ACAJOSI, OSW...	07212A	FACILITIE...		0		Remove Approval						
AGARWAL, PA...	04400E	SPONSO...		0		Approve Overtime...						
ALEXA, MICHE...	07230C	SAFETY A...		0		Sign Cff						
ALLEN, SHERI...	04000A	FINANCE...		0		Remove Sign-Off						
ALVARADO, R...	07230A	SAFETY A...		0		Lock Fayroll						
ALVIZO, JESUS...	07211A	FACILITIE...		0								
AMEZQUITA, J...	04400B	ACCOUN...		0								
AMIAL, RAFAEL F	07211A	FACILITIE...		0								
ANDREWS, ME...	04514...	TRANSP...		0								
ANTONSEN, D...	07211A	FACILITIE...		0								
ARDOLINO, MI...	07212A	FACILITIE...		0								
ARNOLD, MIC...	07211A	FACILITIE...		0								
ARROYO, ANA L	04400E	SPONSO...		0								
ASH, SANDRA	07230A	SAFETY A...		0								
AVILES, BERN...	07230B	SAFETY A...		0								
BAJUSZ, KAROL	07211A	FACILITIE...		0								
BANDZIULIEN...	07230A	SAFETY A...		0								
BARNES, AMY M	07230C	SAFETY A...		0								
BARREZUETA, ...	07230B	SAFETY A...		0								
BEALL, DAVID P	04600C	HUMAN R...		0								
BEASLEY, CO...	07230A	SAFETY A...		0								
BELL, SANDRA	07230A	SAFETY A...		0								
BLATT THOMAS	07230C	SAFETY A...		0								

Approving Timecards - Individually

- Click on the **Quickfind** or the **Supervisor Signoff Genie** to access timecards and/or schedules.
- From the menu, click on **Actions; Select All** to select all employees. All employees will be highlighted in the Timekeeper Workspace as shown below (yellow).
- Employees may also be selected one at a time by clicking on an individual employee, or several employees may be selected by holding down the **Ctrl** key and clicking on those you wish to select.
- After making your selection, click on the **launch Timecard** icon.



Launch Timecard

Log Off
Change Password

My Genies™

- QuickFind
- Pay Period Close
- Reconcile Timecard
- Shift Start
- Shift Close
- Schedule Planner
- Schedule Snapshot
- Schedule Outline
- IS Summary
- Accrual Balances
- Total Hours
- Total Employees No
- Supervisor Sign-off
- Group Edit Results

Reports

- Setup
- System Configuration
- Help

QuickFind
Last Refreshed: 9:22AM

Name or ID: **Find**

Time Period:

Timecard Schedule People Reports ?

Actions	Punch	Amount	Accruals	Pay from Schedule	Approvals	Person
Name	ID	Home Account				
ABALOS, ANGELA L	110242	9100/LUC/100580/5310/L7002/1480190/03800B				
ABBOTT, DALE E	102581	9100/LUC/100770/5410/L6100/8300339/07230C				
ABBOTT, DAWN M	110459	9100/LUC/100881/5310/L7002/1470007/02022A				
ABLER, VERONICA	110315	9100/LUC/100789/5310/L7002/1470218/03850A				
ABPLANALP, CHRISTOPHER	102201	9100/LUC/100220/5120/L4000/8101093/02500A				
ACAJOSI, OSWALDO	100624	9100/LUC/100874/5120/L6114/8100077/07212A				
ADAMS, AMANDA J	109378	9100/LUC/100327/5310/L7002/1480233/02700A				
ADAMS, ERIN	108161	9100/LUC/100562/5110/L2046/8100124/03830A				
ADAMS, LARRY P	102521	9100/LUC/100845/5110/L2069/8100213/07180B				
ADAMS, REBECA L	105342	9100/LUC/100095/5330/L7002/1470075/02110A				
ADAMS, TIFFANY R	110468	9100/LUC/100782/5310/L7002/1470101/03850A				
ADENWALA, TAHER	108749	9100/LUC/100845/5310/L7002/1480156/07180B				
ADER, DAWN J	102048	9100/LUC/100562/5130/L2028/8300101/03830A				
ADER, ERIN M	104289	9100/LUC/100562/5130/L2046/8300020/03830A				
ADEYEMO, ADESOLA O	109483	9100/LUC/100350/5310/L7002/1470037/02900B				
AGARWAL, PANKHOORI	110623	9100/LUC/100811/5110/L2020/8100772/04400E				
AGATIN, MADELEINE M	111106	9100/LUC/100577/5310/L7002/1480017/03824A				
AGNIEL, DENIS M	110446	9100/LUC/100102/5310/L7002/1480058/02114A				
AGRAWAL, SHEILAA K	109899	9100/LUC/100510/5310/L7002/1480047/03600C				
AHERN, KEVIN A	105197	9100/LUC/100880/5110/L2014/8101051/02021A				
AHERN, MARGARET K	110692	9100/LUC/100327/5310/L7002/1470211/02700A				
AHMED, SALMA	110492	9100/LUC/100350/5310/L7002/1480280/02900C				
AHMEDI, SYVEDA Z	110456	9100/LUC/100016/5310/L7002/1470165/03100A				
AHUJA, MANPRIYA K	110719	9100/LUC/100170/5310/L7002/1470161/02300A				

Approving Timecards - Individually

After making your selection, the timecard appears in the Workspace.

- The Header contains the employee Name (Abalos, Angela), ID (1) and Time Period (Current Pay Period).
- Employees may be selected using either the drop down arrows, or left right arrows located next to the employee ID box.
- Time Periods can be reselected using the drop down arrow.
- Menu items (Save, Actions etc.) relating to the Timecard are alsodisplayed on the Header.



Log Off
Change Password

- My Genies™
 - QuickFind
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 - Shift Close
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 - Total Hours
 - Total Employees No
 - Supervisor Sign-off
 - Group Edit Results
- Reports
- + Setup
- + System Configuration
- Help

Timecard
Last Saved: 9:35AM

Name & ID: **ABALOS, ANGEL...** **110242** 1 of 24

Time Period: **Current Pay Period**

Timecard Schedule People Reports

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports					
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
		Sat 3/19										
		Sun 3/20										
		Mon 3/21			8:00AM		4:30PM				7:30	7:30
		Tue 3/22										
		Wed 3/23			8:00AM		2:00PM				5:00	5:00
		Thu 3/24			9:00AM		1:00PM				4:00	4:00
		Fri 3/25	Good Frida...	0:00								
		Sat 3/26										
		Sun 3/27										
		Mon 3/28			10:00AM		2:00PM				4:00	4:00
		Tue 3/29										
		Wed 3/30			12:00PM		4:30PM				4:30	4:30
		Thu 3/31										

Totals & Schedule | Accruals | Audits

All

Account	Pay Code	Amount	Wages
9100/LIC/10C580/5...	REGULAR	25:00	

Accrual Code	Bal. on Selected Date	Units

Date	In	Out	Pay Code	Amount
Mon 3/21				
Tue 3/22				
Wed 3/23				

Editing Timecards – Exempt Employees

Timecards for exempt employees will include pay codes and associated hours. Exempt employees have a pre-filled timecard with 75 hours of regular time. To report exceptions, employees will change the pay code.



Editing Timecards – Non Exempt Employees

Timecards for non-exempt employees will include punches in and out for all hours worked. These punches are manually entered by the employee or entered by the time clock for certain locations. For exception reporting (sick, vacation, etc), the employee will select a pay code and assign an amount.



Adding/Deleting Punches for Employees that Swipe

When employees forget to swipe in or enter a time in, approvers will need to add a punch. To add a punch to a timecard, 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.
- To add a new row, click on the arrow icon on the row you wish to add another line to.
- 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.



Editing Punches

To Edit/Change a punch, type over the existing punch by left clicking in the cell you wish to Edit/Change and enter a new time. Use **Punch, Edit** from the menu to Override a punch (change the punch from an in to an out or vice versa, or to Cancel the Lunch Deduction).



Log Off
Change Password

My Genies™

- QuickFind
- Pay Period Close
- Reconcile Timecard
- Shift Start
- Shift Close
- Schedule Planner
- Schedule Snapshot
- Schedule Outline
- IS Summary
- Accrual Balances
- Total Hours
- Total Employees No
- Supervisor Sign-off
- Group Edit Results

Reports

- + Setup
- + System Configuration
- Help

Timecard
Last Saved: 9:35AM

Name & ID: **ABALOS, ANGELA L** 110242

Time Period: Current Pay Period

Timecard Schedule People Reports

Save Actions Punch Amount Accruals Comment Approvals Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
	Sat 3/19										
	Sun 3/20										
	Mon 3/21									7:30	7:30
	Tue 3/22										
	Wed 3/23									5:00	5:00
	Thu 3/24									4:00	4:00
	Fri 3/25										
	Sat 3/26										
	Sun 3/27										
	Mon 3/28									4:00	4:00
	Tue 3/29										

Edit Punch

Date: 03/21/2005

Time (hh:mm): 4:30PM

Rounded Time: 03/21/2005 4:30PM GMT-06:00

Time Zone: (GMT -06:00) Central Time (USA; Canada)

Override: Out Punch

Cancel Deduction: <None>

Exception: Punch has no exception

Comments: Punch has no comment

OK Cancel Help

Totals & S

All

Java Applet Window

9100/LUC	REGULAR	29.00
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on Selected Date Units

Date	In	Out	Pay Code	Amount
Sat 3/19				
Sun 3/20				
Mon 3/21				
Tue 3/22				
Wed 3/23				
Thu 3/24				

Editing Timecards - Students

The student timecard is very similar to the non-exempt timecard except for the two following differences:

- They do not have access to any pay codes so they only report time worked
- Students with multiple positions TRANSFER hours to any secondary positions.



Transferring Hours

Students with multiple positions are assigned a home labor account for the primary position. Any other positions that they work are considered secondary positions. By default, any in and out punches are assigned to the home labor account. To assign the hours to another position, the student will need to do a transfer to a secondary position and location.

- To do a transfer for a student, 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. Transfers need to be done for the position **and** location labor levels only.
- Select the position or location labor level to transfer to by clicking the radio button to the left of the labor level. Make sure to select a valid position and location to transfer hours. The Name and Description will appear in the labor level boxes.
- Click OK.



Timecard
 Last Saved: 9:35AM

Name & ID: ABALOS, ANGELA L 110242
Time Period: Current Pay Period

Timecard Schedule People Reports

Log Off
 Change Password

- My Genies™
- QuickFind
- Pay Period Cl
- Reconcile Tim
- Shift Start
- Shift Close
- Schedule Plan
- Schedule Sna
- Schedule Outl
- IS Summary
- Accrual Balan
- Total Hours
- Total Employe
- Supervisor Si
- Group Edit Re
- Reports
- Setup
- System Configur
- Help

Select Transfer

Name or Description: 148*

Search Results:

- 02020A, SOCIAL WORK GRADUATE PR
- 02900A, LIBRARY ACQUISITION
- 02900B, LIBRARY CATALOG DEPARTME
- 02900C, LIBRARY CIRCULATION
- 02900D, LIBRARY SERIALS
- 02900E, LIBRARY REFERENCE
- 02900F, LIBRARY SYSTEMS
- 02903A, ARCHIVES - UNIVERSITY
- 02910A, LIBRARY - CUDAHY**
- 02912A, LIBRARY - SCIENCE

Labor Account:

- Company
- Process Level
- Accounting Unit
- Account
- Job Code
- Position
- Work Unit

Name:	Description:
1480005	STUDENT WORKER
02910A	LIBRARY - CUDAHY

Click or use Enter key to Select >

Transfer:

Labor Account: //1480005/02910A ; **Work Rule:** <None>

Shift	Daily
7:30	7:30
5:00	5:00
4:00	4:00
4:00	4:00

Units

de	Amount

Resources & Tools

KRONOS Manuals – Available online at

<http://www.luc.edu/finance/fsdoc.shtml>

KRONOS Website:

<https://kwebluc1.medctr.luhs.org/wfc/logon/logonWFC.html>

DDP Form: http://www.luc.edu/hr/pdfs/Direct_Deposit.pdf

Payroll Calendar:

http://www.luc.edu/hr/holiday_calendar.shtml



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