



Kronos Time Clock System

Table of Contents

- 1. Introduction to Kronos**
- 2. The School/Department Secretary's Role**
- 3. The Director/Principal's Role**
- 4. Navigating the Screen**
- 5. Punching In & Out**
- 6. Viewing Timecards (What to Look For)**
- 7. Editing Timecards**
- 8. Approving Timecards**

Introduction To Kronos

Kronos is a timekeeping system that allows employers and employees to keep the necessary records that are needed for the accurate day-to-day accounting of time worked in an employee's daily work schedule.

School/Department Secretaries will be able to view and edit timecards and the Principal/Director will approve their employees' timecards from their PCs. They will no longer have to work up handwritten timecards. They will have a more accurate record of their employees' daily work hours.

Employees will clock in and out using a Touch ID Terminal (time clock). They will enter their Employee ID number followed by a scan of their finger, which will verify that their ID and biometric match. The process takes a few seconds.

If the Kronos server goes down, the Touch ID Terminal still holds the information in memory, so no information is lost during downtime.

THE DEPARTMENT/ SCHOOL SECRETARY ROLE

The Department/School Secretary and Director/Principal will be in charge of the accuracy of employees' timekeeping. You will need to make sure that employees are punching in and out daily. This means you will need to check employees' timecards on a daily or every few days to ensure that there are no missed punches. You will also be checking to make sure employees are punching in and out at reasonable times according to their scheduled work day.

You will have the authority to edit employees' timecards; however, this is something you want to be very careful with. The only editing that you will be responsible for is adding a missed punch, adding ACA/Comp/Vacation time.

Let's go through some examples of what you will need to look for. The following pages will explain how to punch in and out, view and edit the timecards, and finally how the principal/director will approve them.

You will need to logon to the Kronos website to view timecards. This is where you will do your editing. The website is <http://kronos.kyrene.org/wfc/logon>. Make this a favorite on your PC or create a shortcut for your desktop, whichever you prefer.

THE SUPERVISOR'S ROLE

Once the Secretary has reviewed and reconciled the timecards, the Supervisor (Department Director/Principal or Assistant Principal) will also look them over and give his/her approval. He/she will be double-checking for accuracy and any overtime hours that need approval.

The Supervisors will be able to run reports on the cost effectiveness of each site.

NAVIGATING THE SCREEN

THE NAVIGATION BAR

Across the top of your screen is the **NAVIGATION BAR**. This bar appears on every screen to help you navigate back and forth. This is where you will look for employee timecards. The three options under the ‘Timekeeping’ tab that you will use more than others. They are 1) Quickfind, 2) Reconcile Timecard and 3) Pay Period Close.

TIMEKEEPING TAB

In the white area of the top of the screen you will be able to request a certain time period for the timecards you are viewing, editing or approving. **PLEASE BE VERY CAREFUL** what time period shows in the box and when you switch screens, make very sure that you are in the same time period.

When you are working in the Pay Period Close or the Reconcile Timecard option, you will notice that the name of the box above the time period has changed to “Show.” The box should show the words “All Home & Transferred Home.” All Home is limited to each specific site group (i.e., the Manitas site will only show Manitas employees and any employees who are transferred into Manitas from another site.)

MENU OPTIONS

At the top of the page, there are icons, (Timecard, Schedule, People and Reports). You can click on timecard after selecting an employee to go directly into the employee’s timecard or run a report for the employee. This can also be accomplished by right clicking on an employee’s name below the Title Bar and choosing the appropriate action.

The screenshot displays the Kronos WORKFORCE CENTRAL web application. At the top, there is a navigation bar with tabs for 'GENERAL', 'TIMEKEEPING', and 'SCHEDULING'. The 'TIMEKEEPING' tab is selected, and its dropdown menu is open, showing options such as 'QuickFind', 'Pay Period Close', 'Reconcile Timecard', 'Shift Start', 'Shift Close', 'IS Summary', 'Accrual Reporting Period', 'Biometric Status', and 'Work & Absence Summary'. Below the menu is a search area with 'Employee ID' and 'Period' fields, and a 'Find' button. The main table has columns for 'Name' and 'Primary Labor Account'. Annotations include: 'Options Toolbar' pointing to the left sidebar, 'Timekeeping Tab' pointing to the active tab, and 'Navigation Bar' pointing to the top bar.

The TIMEKEEPING Toolbar in the Quickfind, Pay Period Close and Reconcile Timecard Views, consists of:

Actions

- Select All - Selects all employees listed on the screen.
- E-Mail – Allows you to e-mail the selected employee(s).
- Print – Prints whatever is showing on the screen.

Punch

- Add
 - Delete
- } This is used in the Timecard View.

Amount

- Add
 - Delete
- } This is used in the Timecard View.

Approvals

- Approve – Allows you to approve timecards from the Workforce option.

QUICK FIND

QUICK FIND is a Workforce option that you use to look up a specific employee. At the top of the page in the Title Bar next to Name or ID, type in the first few letters of the employees last name with the * after it and press FIND. The employee's name will appear. You can right click on the employee and bring up his/her timecard or a specific report. You can also go up to the right hand corner and click on the appropriate icon to also bring up a timecard or a report. You can approve a timecard from this mode, but it would be better if you did that from the Reconcile Timecard Detail or the Pay Period Close Detail.

RECONCILE TIMECARD

Last Refreshed: 7:17PM

Show Business Services 02 Edit

Time Period Current Pay Period Refresh

Actions																	
Name	1	Missed Punch	Early In	Late In	Early Out	Late Out	Std Weekly Hours	Hours Worked	Overtime	Extra	Comp Earned	Holiday	ACA Taken	Comp Taken	Vac Taken	Manager A...	Signed Off

RECONCILE TIMECARD (DEFAULT SCREEN FOR SCHOOLS)

The **RECONCILE TIMECARD DETAIL** alerts you to any exemptions on the employees' timecards. You should look at this detail regularly, so you know if any of the employees missed punching in or out. When there is a missed punch, a check mark will show next to the employee's name.

The next four columns – Early In, Late In, Early Out and Late Out. These columns generate their information from a set schedule. If an employee does not punch in or out according to the schedule, a check mark will appear next to the employee's name.

Standard Weekly Hours – This column shows the amount of hours that an employee is scheduled to work on a weekly basis.

Hours Worked – This column shows the number of hours an employee has worked during the time period specified in the Title Bar. The two time periods that should be used to check hours would be “Last Week” and “Week to Date.” The difference between this column and the Standard Weekly Hours column should give the supervisor a good idea if an employee's hours look reasonable for the week or if the employee is going over his/her scheduled weekly hours.

Overtime – This column shows how many hours over 40 an employee has worked that week.

You can click on any employee in this option to bring up a timecard or a report. You can either approve a timecard from this option by highlighting the employee and clicking on the approval tab or bring up the actual timecard and approve it. Just remember to have the correct time period showing in the Title Bar.

PAY PERIOD CLOSE

The **PAY PERIOD CLOSE** detail is the option that shows who has approved the timecards. A number 1 will show up in the second column (Manager Approval) after your principal or director has approved the timecard for each employee.

If you are in the **Previous Pay Period** mode and only the first week of the pay period has been approved, the word “partial” will follow the number 1. This is just reminding you that you have only approved one week of the pay period. The word partial would also show up if a new employee started during the 2nd week of the pay period, since that would be the only week you would be approving for that employee.

You can also click on any employee in this option to bring up a timecard or a report. You can either approve a timecard from this menu by highlighting the employee and clicking on the approval tab or bring up the actual timecard and approve it. Just remember to have the correct time period showing in the Title Bar.

PUNCHING IN & OUT

Every employee will need to punch in and out via a Touch ID terminal. They will type in their Employee ID# and press Enter, after which the terminal will ask them to place one of their fingers on the scanner. This will validate their identity with the ID# previously entered. The same procedure is followed when punching out for the day.

There will be instructions next to every terminal to help the employees with the process. If an employee makes an error at the badge terminal (i.e., punches twice, which puts the employee in and out), the employee should notify the school/department secretary via the missing punch log as soon as possible so the secretary can edit the timecard and remove the out punch.

VIEWING TIMECARDS (WHAT TO LOOK FOR)

After logging on to the Kronos website, you will be routed directly to the Navigation Screen where you will be able to work on employees' timecards.

You can look up timecards as a group from the Pay Period Close option or the Reconcile Timecard option. You can also use Quickfind to bring up an individual employee and view or edit his/her timecard. When you call up either one of these options, the entire list of employees appears on the screen. You can either click on Actions – Select All and all the employees will be highlighted, or you can just click on the first employee and drag your cursor down the list to highlight everyone.

Next you can either click on the Timecard icon in the upper right-hand corner or right click on the highlighted employees and select Timecard. You will notice when you select a group of employees and change over to the Timecard view, the Title Bar shows the number of timecards that have been selected to the right of the Name & ID. By clicking on the right or left arrow you can view the appropriate timecard without going back to the menu.

Please take some time to get acquainted with how the timecards look on the screen. They are different from the handwritten timesheets you have been working with so make sure you understand how to read them.

If an employee requests a copy of his/her timecard, select the timecard and click on Actions in the Options Bar. From the drop-down list select "Print"(see next page for printed timecard). Make sure you have the correct time period in the Title Bar.

Timecard View

KRONOS Log Off | Change Password | Setup | Help

GENERAL TIMEKEEPING SCHEDULING

Timecard | Schedule | People | Reports | More ▾

TIMECARD Name & ID: Stewart, Linda 761
Loaded: 7:37PM Time Period: Current Pay Period

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Fri 2/22											
Sat 2/23											
Sun 2/24											
Mon 2/25			7:09AM		12:49PM	1:20PM		4:47PM	9.0	9.0	9.0
Tue 2/26			7:18AM		11:29AM	12:46PM		4:25PM	7.75	7.75	16.75
Wed 2/27											16.75
Thu 2/28											16.75
Fri 2/29											16.75
Sat 3/01											16.75
Sun 3/02											16.75
Mon 3/03											16.75
Tue 3/04											16.75

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS & APPROVALS

All ▾

Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code	Amount
7/3166/0/0/0/0	Normal	16.75		Sat 2/23				
				Sun 2/24				
				Mon 2/25				
				Tue 2/26				
				Wed 2/27				
				Thu 2/28				
				Fri 2/29				

Done Internet

The Options Toolbar in the Timecard View:

Save

- After making any changes, you must always click **Save**.

Actions

- Refresh – refreshes the screen after making changes.
- E-Mail – Allows you to e-mail the selected employee(s) if they have a Kyrene e-mail address.
- Print – Prints the timecard for the chosen time period.
- Print Screen – Prints whatever is showing on the screen.

Amount

- Move – used to move hours from one pay code to another.
- Delete Moved – used to delete a move.

Comment

- Add – add a pre-set comment to a “Punch” Box.
- Delete - delete a pre-set comment from a “Punch” Box.

Approvals

- Approves the timecard from the timecard view.

EDITING TIMECARDS

The body of the timecard is where you will do your editing. It is recommended that you try to look at the employee timecards regularly to see if any editing is needed. If you wait until the end of the week or even the end of the pay period, you may not be able to remember things that happened during the 2-week period. Employees are required to let you know their ACA/Vacation/Comp Time use through the absence log in each department and school. They gain permission by entering this into iVisions and the principal/director will approve it. However they then need to add the information to the log so the secretary has access to this information. There is also a log also track any missing punches – Missing Punch Log. The employee needs to immediately document this missed punch after he/she has made an error, which needs correcting. There are a few visual indicators that can help you determine what editing needs to be done.

A Missed Punch



You will become very familiar with this indicator. Whenever an employee forgets to punch out, a red box will appear in the out punch cell for that day. If an employee forgets to punch in, but punches out, the out punch becomes the in punch for that day, and a red box will appear, indicating that the employee didn't punch out.

If a punch time is incorrect, go to that cell and click on it. Enter the correct time in the cell (i.e., 8:45a). For morning hours you don't have to put an "a" after the time; however, when entering afternoon hours, you must enter a "p" after the time, otherwise, the system will assume you mean morning hours.

If you come across a red cell (missed punch), just click on the cell and enter the correct time. Remember after you make any changes, you must **SAVE** the change. One way you can tell that you need to save changes is to look at the top of your Kronos screen and you will notice an orange bar running across it. This orange bar means that you have made changes and need to save them. Another way you will know that you need to save changes is when you go to change screens and a message appears asking if you want to save your work.

If an employee has benefits and receives Holiday pay, the holiday hours will automatically appear in the employee's timecard. Holidays are predefined in Kronos. Please note that any time that is automatically entered by the computer will appear in **purple print**. This includes any 'transfers' for staff who work at two sites. Their time from the other site will appear in purple.

If an employee works overtime, but opts to receive comp time instead of overtime pay, you will record this time as Comp Time earned.

ACA, Comp Taken, and Jury Duty are adjusted on an employee's timecard in the editing mode. You will need to insert a new line on the date of the absence by clicking on the arrow to the left of the date on the timecard. Enter the number of hours in the Amount column, and the type of absence in the Pay Code column. You must remember to insert a new line when adding an absence.

APPROVING TIMECARDS

You will approve your employees' timecards, just as you did with the handwritten ones; however, Kronos makes the job easier. You will be able to view and approve each timecard separately or you can approve all the timecards at once. When approving all the timecards at the same time, you must be sure that you've looked at each timecard individually to ensure accuracy.

At the end of every week, you will need to look over your timecards and approve them. The best way of doing this is by individually looking up a timecard and approving it. Here are the steps you should take to approve timecards:

1. Click on the Reconcile Timecard option in the Navigation Bar. Your employee group will come up. Make sure the Time Period in the Title Bar reads "**last week.**" If you want to select a date range, you can do that by selecting the date range of the week you are approving. You will be able to see if there are any employees with missed punches; however, hopefully, this should had been taken care of by your secretary.
2. Look over to the right and you will notice Standard Weekly Hours and Hours Worked. You can compare these two columns to see if an employee is working his/her regular hours for the week or if he/she is possibly reaching overtime or already has.
3. Select all the employees on the list by dragging the cursor over all the names to highlight them.
4. Select the Timecard Icon in the upper right-hand corner of the screen.
5. You can look at the timecards consecutively instead of having to go back to the Reconcile Timecard option or Quickfind to find the next employee.
6. After making sure that the hours on the timecard are correct, click on Approvals in the Options Bar. A drop down list will appear with the word "Approve" on it. Click on approve and move on to the next timecard.
7. After approving all the timecards, you will see a 1 under Manager Approval Column indicating you have approved the timecards. If payroll has approved them, then there will be a check off under P/R signoff as well.
8. You are finished editing and approving timecards for the previous week.