



***Workforce Time Keeper
Time & Attendance***

Staff Guide

(Update v07: January 2016)

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Section One – Workforce Time Keeper Introduction

Kronos Workforce Time Keeper (WTK)

Kronos Workforce Time Keeper is the total Workforce Management solution used by Wayne Township.

It tracks employees from application through release from employment or retirement, and encompasses Human Resources, Scheduling, Attendance, Payroll, and an Employee Web Portal for staff's access.

Exception Based Solution

Through Scheduling and Time Clock integration, the system maintains detailed Time Cards of staff's work hours, and identifies "Exceptions" for review and approval by system Time & Attendance Managers.

Schedules are created for all staff, and the system monitors Time Clocks and/or software based Time Cards for all attendance activity based on predefined Work Rules, identifying Exceptions, such as Missed Punch, Late Punch, Sickness Patterns, etc. The system notifies each staff's Time & Attendance Manager of these Exceptions, and through the WTK software personnel's managers will acknowledge exceptions by documenting activity accordingly.

As an example, if a staff member is scheduled to work 8:30AM to 4:00PM, Monday through Friday, but doesn't punch in or out during their prescribed time, the system will notify that individual's supervisor that they had an Exception; in this case a Missed Punch. The Supervisor will take corrective action to identify the missed punch in the system as a Sick Day, Personal Day, Vacation Day, or Excused Absence (School, Jury Duty), etc.

Senior Staff who do not punch a Time Clock will need to make a software activity log entry called a Time Stamp each day in their attendance record to signify that they were in the office. It is through this entry (or rather missed entry) that the system can look for and identify Exceptions for Senior Staff.

Exceptions may also include extra work hours in a pay period such as Over Time, Transfers into other Roles or Shift Differentials, etc. It identifies these activities via Late Punch Outs, or unscheduled In\Out Punches, etc.

Accruals

The system's Scheduler, in conjunction with staff's Time Cards, will monitor activity and automatically tally Accruals, such as Vacation Time, Personal Time, Sick Time, etc.

The system is preconfigured with township contracts, work rules and each individual's employment start date, to determine their Accrual Banks, and will automatically deduct used time and adjust yearly time off awarded or carried over throughout staff's tenure with the Township.

Payroll Integration

As Time & Attendance Supervisors monitor and correct Exceptions to employee Schedules, they will also "Approve" Time Cards, and though this process automate Payroll. This will include overtime, transfers, hourly and part time work, etc.

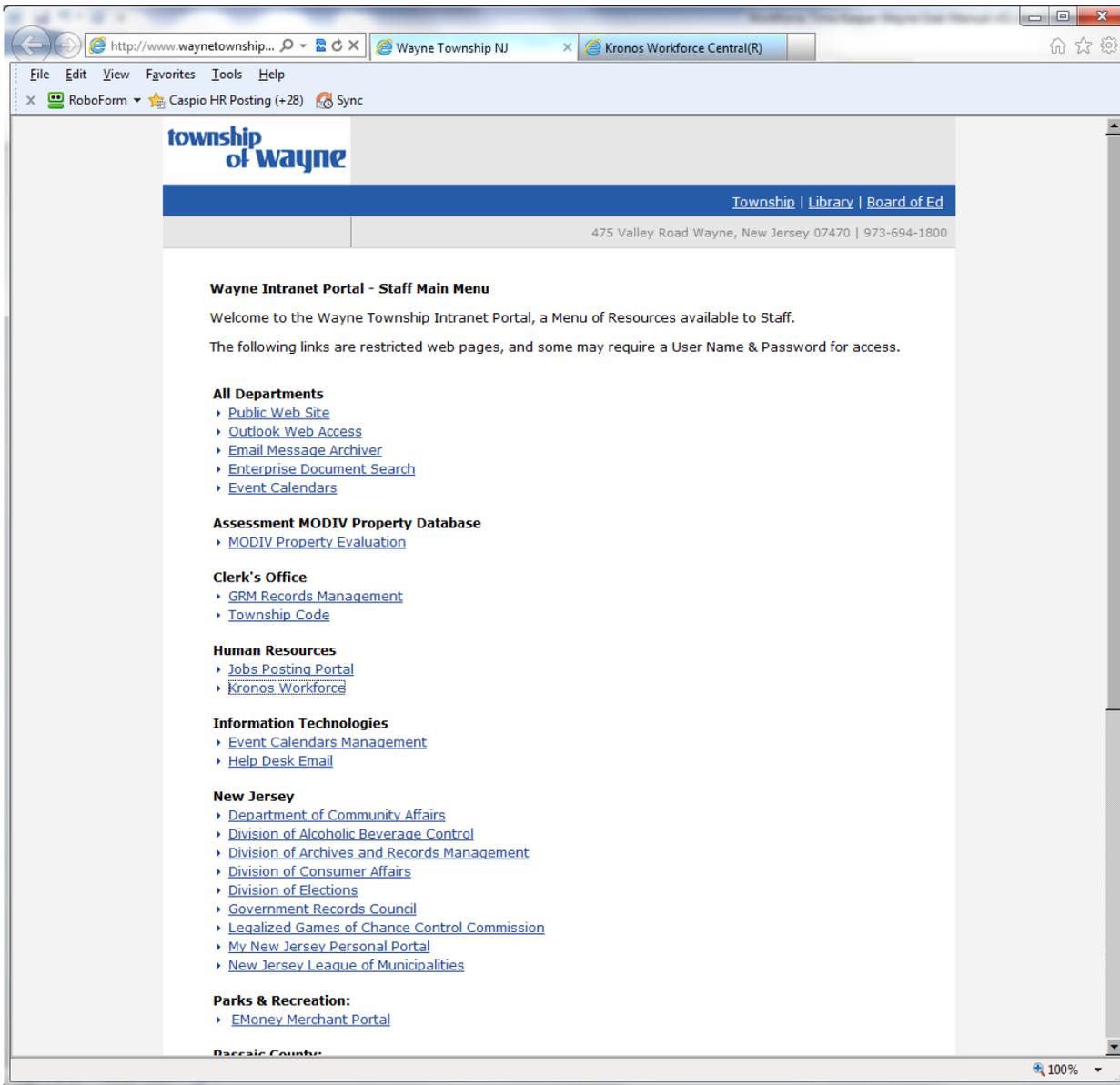
Employee Self Service Portal

Staff will be able to view their Schedules, Accruals, Pay Stubs, W2s, etc., through an employee Self Service web portal. They will be able to request changes to their personal information, such as their address, phone number, deductions, etc., which will be routed to the appropriate office in the township for review and approval. They will be able to request days off and receive approval or denial automatically through the web portal.

Section Two – Navigating the System

Accessing WTK

From the Township's Intranet Staff Main Menu at <http://www.waynetownship.com/doi-intranet.html>, Under the **Human Resources** section, select **Kronos Workforce**.

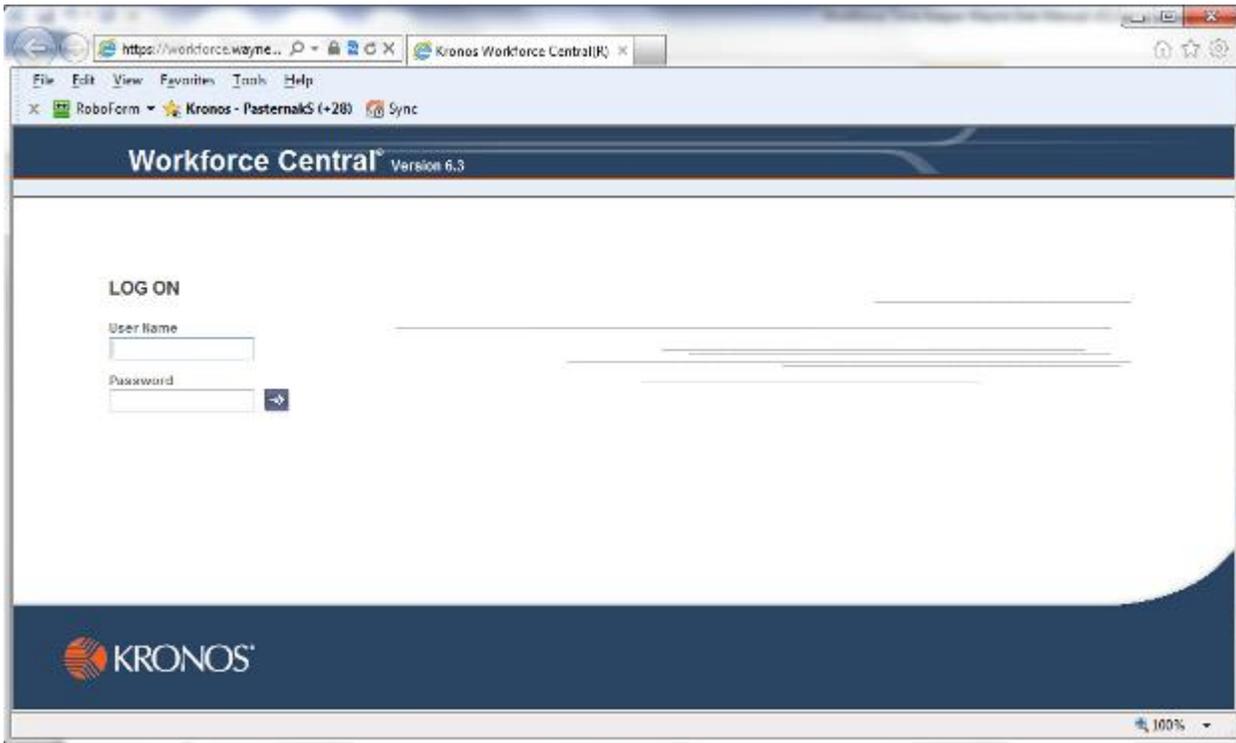


You may also access WTK directly at: <https://workforce.waynetownship.com/wfc/logon>.

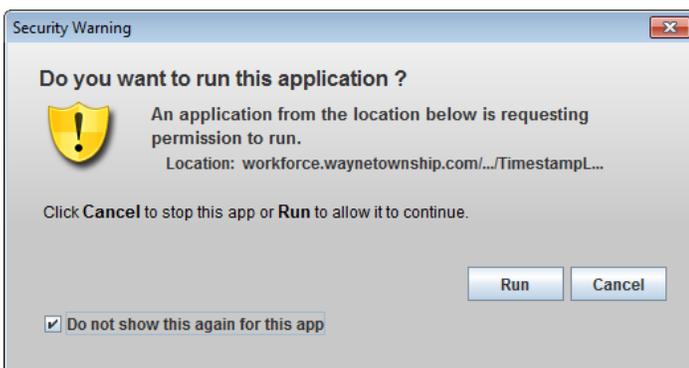
Logging into WTK

If you already have a Wayne Township network account, you can log into WTK with the same User Name and your current Password that you use to access any Township Computer or your Township Email. The account used on Kronos is synchronized, so when your network account's password is aged/changed, it will automatically change for WTK.

If you do not have a Wayne Township network account, a unique WTK User Name and Password can be issued to you by the IT Division. Please contact the Wayne IT Help Desk at 973-694-1800 x 3295 for assistance.



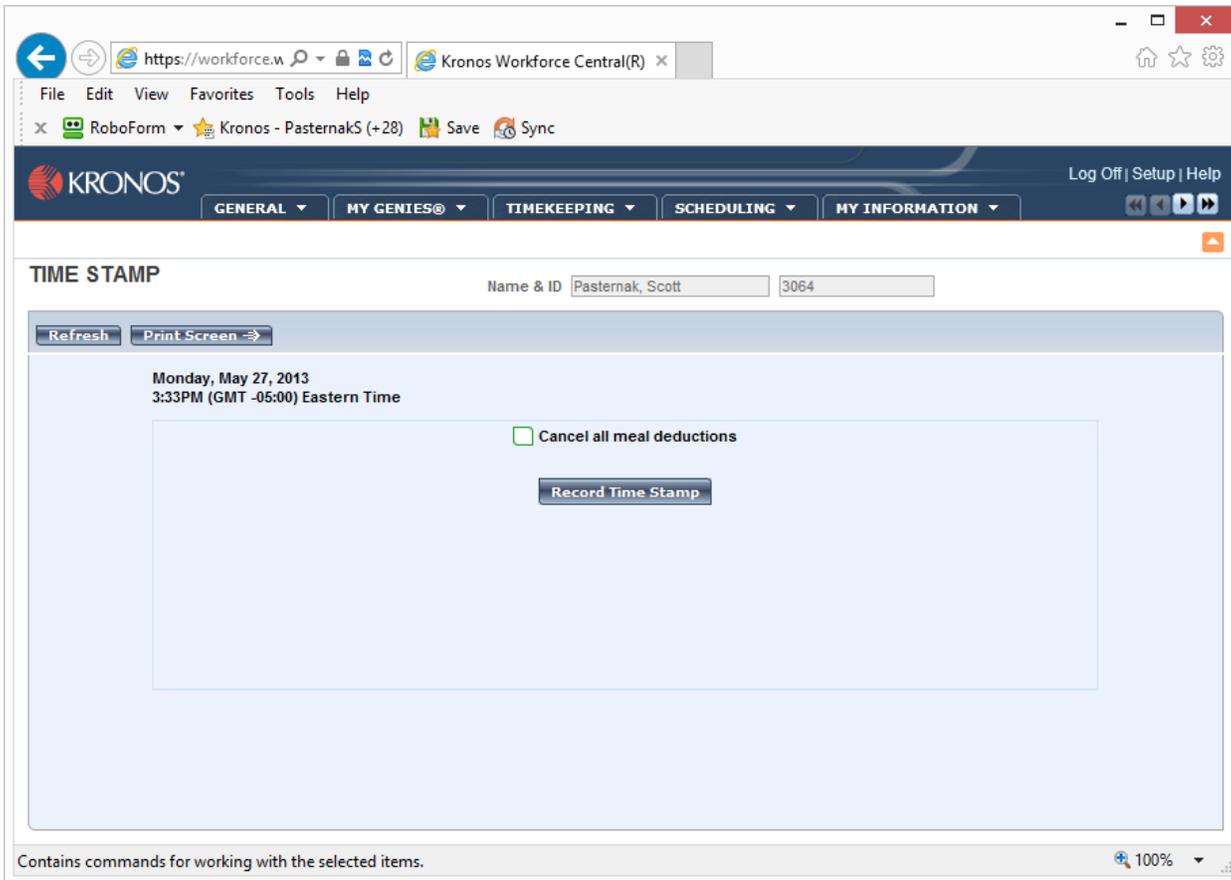
NOTE: WTK uses Java. At the time of printing of this manual, due to a problem with Java, it is very likely that you may get the following pop-up periodically. This is not a Kronos issue, but a Java issue.



Check the **Do not show this again for this app** and depress the **Run** button. Some different variations of this screen may display based on the Java version on your computer or the web browser that you use, but you may always Run the app as is. This will display often during each Kronos WTK session, and as Java continues to correct their software.

Navigating the Software Modules

The main navigation of WTK is a Tabbed environment, with drop down screens (also called genies). Note that to the far right of the screen, if all Tabs can't display on the screen you can scroll through them by choosing arrows. Note also in this far right location the Log Off, Setup and Help links.

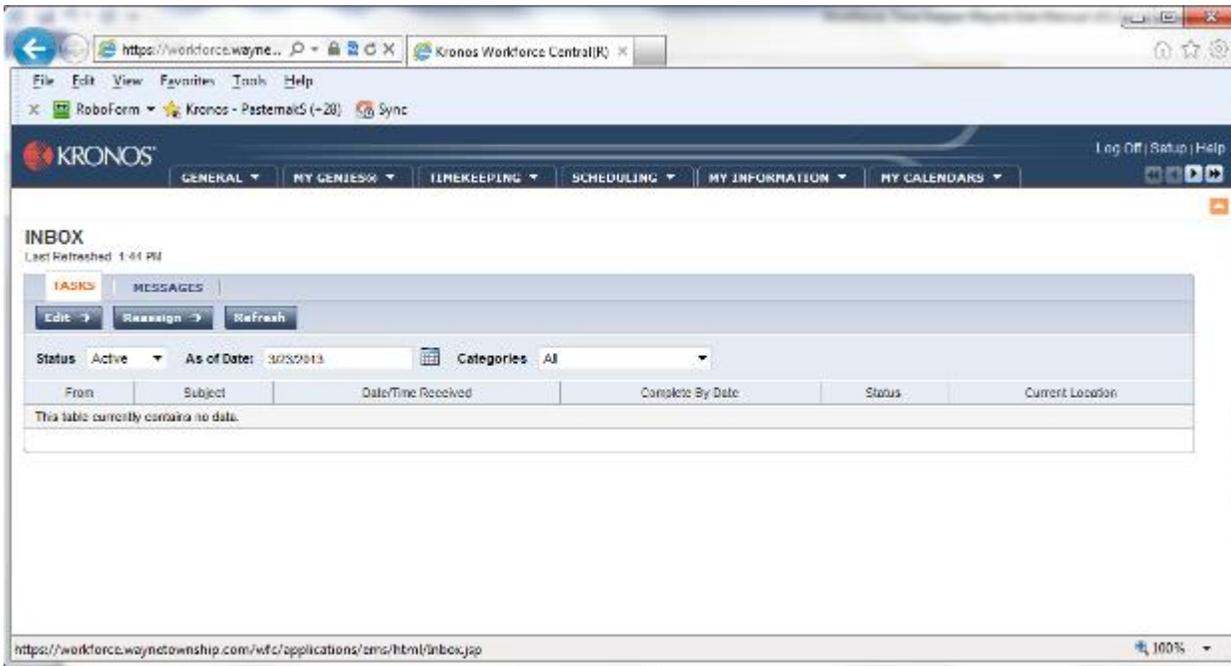


After logging in, staff will default to either the **Timestamp** or the **Kronos Inbox** screen depending on your role in Wayne. Timestamp will be discussed in Section 3.

Kronos Inbox

(General tab... Inbox genie)

Kronos has an internal email system called KMAIL, accessed through the **Kronos Inbox**. Kronos Inbox communications are divided into **Tasks** and **Messages**, depending on the action required.

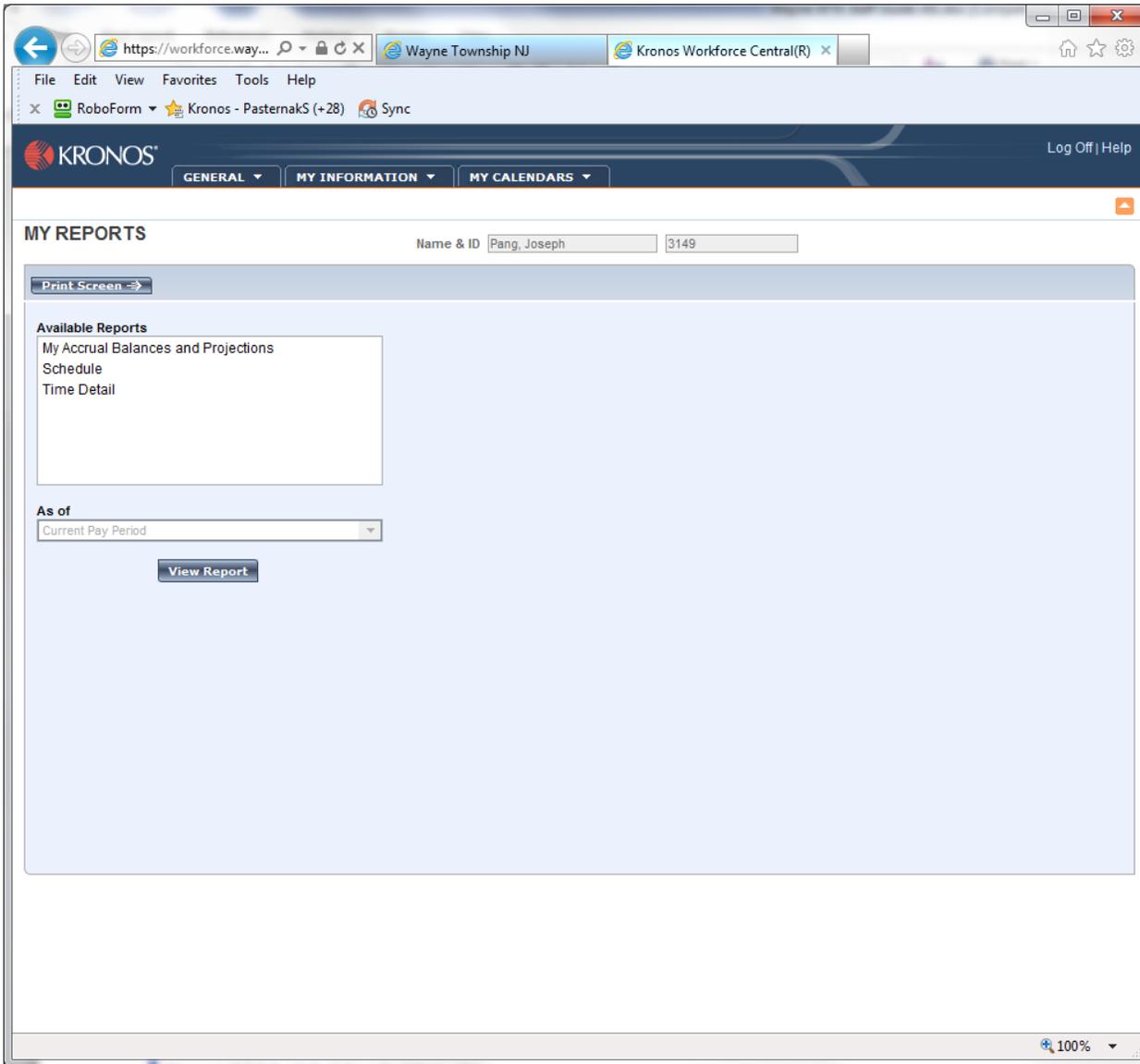


Later in this manual you'll be instructed on how to assign a traditional email account to your Kronos User account, and when you get a KMAIL Inbox communication, you will also receive an traditional email indicating you have a message in KMAIL and it needs to be checked.

Running Reports

(My Information tab... My Reports genie)

There are a few reports available to Staff. Reports can be viewed on screen.



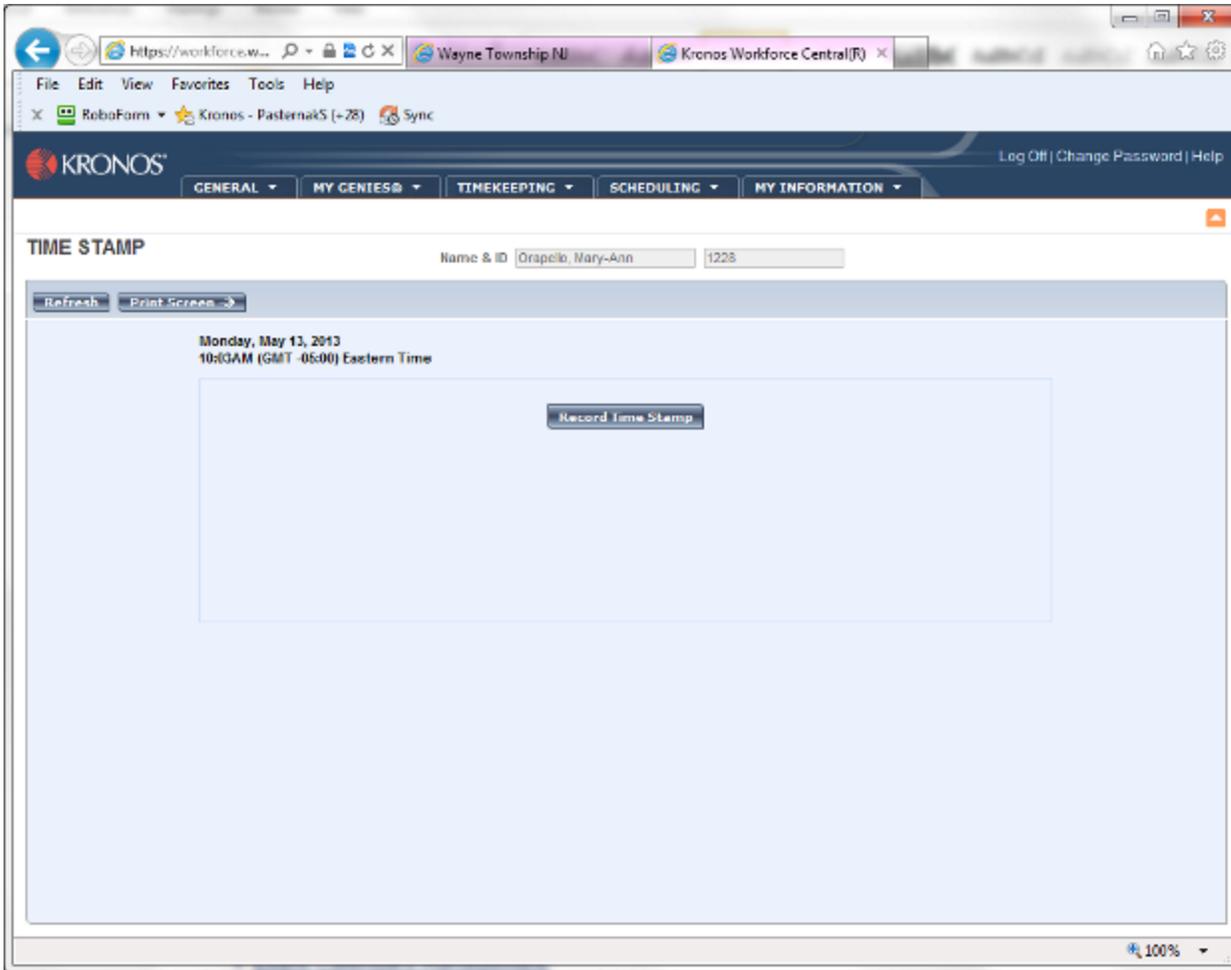
Note: You may view reports for specific time frames by changing this option in the **As of** field.

Section Three – Employee Access\Self Service

Time Stamp

(My Information tab... Time Stamp genie)

All employees who do not punch a Time Clock must **Time Stamp** in the Time Keeper system.



Employees who do not have access to a physical Time Clock may **Time Stamp In** at the beginning of each work period and **Time Stamp Out** at the end of each work period via the software if configured to do so. If you do not have access to this screen you **MUST** use a Time Clock.

Senior Staff who do not punch a Time Clock must **Time Stamp** at least once per day, at any time during your work period. The system does not track actual work hours for Senior Staff per day, but logs the single Time Stamp as a means to override any Exceptions the system may be looking for. It is only through this Time Stamp process that the system will know that no Scheduling Exception has occurred, and that the day needs to be documented as vacation, personal, sick, etc.

Simply depress the **Record Time Stamp**.

My Work and Absence Summary

(My Calendars tab... My Work and Absence Summary genie)

The screenshot displays the Kronos Workforce Central interface. At the top, there is a navigation bar with tabs for 'GENERAL', 'MY INFORMATION', and 'MY CALENDARS'. The main content area is titled 'MY WORK & ABSENCE SUMMARY' and shows a calendar for the month of June 2013. The calendar grid has columns for days of the week (Sun to Sat) and rows for dates. The dates 3 through 7, 10 through 14, and 17 through 21 are highlighted in green, indicating work days. Each of these days shows the scheduled work hours as '830a - 430p'. The dates 26, 27, 28, 29, 30, 31, and 1 are shown in a light grey background, indicating non-work days. The interface also includes a 'Time Period' selector set to 'Range of Dates' with dates '6/01/2013' and '6/30/2013', and a 'View Width' selector set to 'Week'. There are also buttons for 'Refresh', 'Day Detail', and 'Legend'.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	26	27	28	29	30	31	1
	2	3 830a - 430p	4 830a - 430p	5 830a - 430p	6 830a - 430p	7 830a - 430p	8
	9	10 830a - 430p	11 830a - 430p	12 830a - 430p	13 830a - 430p	14 830a - 430p	15
Jun	16	17 830a - 430p	18 830a - 430p	19 830a - 430p	20 830a - 430p	21 830a - 430p	22

The My Work and Absence Summary will display your scheduled work hours and any Exceptions to your schedule, such as Missed Punches, Late Punches, etc., as defined in your own Work Rules.

My Requests Calendar

(My Calendars tab... My Requests genie)

The screenshot displays the 'MY REQUESTS' calendar in a web browser. The interface includes a navigation bar with 'GENERAL', 'MY INFORMATION', and 'MY CALENDARS' tabs. The main content area shows a calendar for the period '5/25/2013 - 6/07/2013'. The calendar is displayed in a 'Week' view, showing dates from May 19 to June 8. The user's name 'Pollaro, Devin' and ID '2637' are visible. The calendar cells are currently empty, indicating no requests have been processed for the displayed period.

The My Requests genie will display Requests for Time Off that have been processed.

Note, that this is not where you would submit a **Request for Time Off**. This genie is part of the My Calendar section and is for display purposes only.

To Request Time Off, please access **My Information** tab... **My Requests** genie discussed later in this manual.

My Timecard

(My Information tab... My Timecard genie)

All employees have access to their Timecard. This genie shows in-depth, all their activity.

MY TIMECARD
Loaded: 2:29PM
Name & ID: TestRoles, Test TEST10
Time Period: Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 4/13											
Sun 4/14			8:00AM		4:00PM				8:00	8:00	8:00
Mon 4/15			8:00AM		4:00PM				7:30	7:30	15:30
Tue 4/16											15:30
Wed 4/17			5:00AM	...ck - BC Unsch DT	9:00AM				4:00		
Wed 4/17	CallBackAdjust	-2:00	7:00AM								
Wed 4/17			7:00AM	;Blue Collar Sat Sun	3:30PM				8:00	10:00	25:30
Thu 4/18											25:30
Fri 4/19											25:30
Sat 4/20											25:30
Sun 4/21											25:30

TOTALS & SCHEDULE

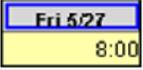
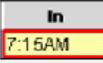
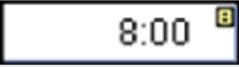
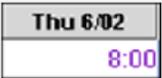
Date	Start Time	End Time	Pay Code	Amount
Sat 4/13				
Sun 4/14				
Mon 4/15	6:00AM	3:00PM		
Mon 4/15	7:00AM	3:30PM		
Tue 4/16	6:00AM	3:00PM		

When viewing a Time Card, the Power lays in the Time Period field at the top, and as well the tabs along the bottom.

Very important columns to watch are the **Daily** and the **Cumulative** columns, which show payable hours.

Also, note that Senior Staff who do not punch a Time Clock but **Time Stamp** at least once per day will wind up with misleading information in their In/Out fields based on the time that they actually **Time Stamped**. Since Senior Staff only **Time Stamp** once per day, the system assumes this is a start time, and automatically adjusted the Out Punch based on their Schedule's hours per day. You may disregard these In/Out times as they are fictitious, and the function of **Time Stamping** is only used to track Exceptions. It is the **Daily** column and **Cumulative** columns that more accurately represent Senior Staff's work hours.

Timecard Visual Indicators

Hourly timecard exception example	Project timecard exception example	Description	Meaning
		Solid red cell	<i>Missed punch</i>
		Blue outline in a cell	<i>Excused exception</i>
		Red outline in a cell	<i>Unexcused exception</i>
	Not applicable	Green outline in a cell	<i>Resolved exception</i>
		Small yellow note icon after a punch or amount	<i>Comment</i>
		Transaction in purple, on white or gray background	<i>Phantom data</i>

You can Hover over any special visual aid and obtain pop-up helper information.

My Timecard Accruals

(My Information tab... My Timecard genie)

While viewing your timecard, select a date in the center table and then the Accruals tab in the bottom table.

Your time off balances will display based upon the date selected in the center table.

MY TIMECARD
Loaded: 2:06PM

Name & ID: Pasternak, Scott 3064
Time Period: Previous Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 6/20											
Sun 6/21											
Mon 6/22	Vacation	7:00	7:00AM							7:00	7:00
Tue 6/23	Vacation	7:00	7:00AM							7:00	14:00
Wed 6/24	Vacation	7:00	7:00AM							7:00	21:00
Thu 6/25	Vacation	7:00	7:00AM							7:00	28:00
Fri 6/26	Vacation	7:00	7:00AM							7:00	35:00
Sat 6/27											35:00
Sun 6/28											35:00
Mon 6/29			7:42AM			3:45PM			7:00	7:00	42:00
Tue 6/30			7:06AM			3:00PM			7:00	7:00	49:00

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | ACCRUALS | AUDITS

Accrual Profile: Supervisors Hired Prior 072005

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Personal	10:30	Hour	1/01/2016	0:00	21:00	21:00	10:30
SICK	294:00	Hour	7/06/2015	7:00	0:00	287:00	287:00
Vacation	91:00	Hour	7/03/2015	0:00	0:00	63:00	63:00

Address bar: https://workforce.waynetownship.com/wfc/timecard/myTimecard

Approving Your Own Time Card

(My Information tab... My Timecard genie)

Some staff may be required to Approve their own time card in lieu of submitting paper Absence Forms. If required by your department, at some point before payroll is processed, you might be required to perform the following:

Review your time card and communicate any errors to your supervisor for correction. Once satisfied, from the **Approvals** sub-menu item you can Approve or Remove Approval. Once the Time Card is approved by an employee, the Time and Attendance Manager will also Approve, followed by a Payroll Sign-Off.

The screenshot displays the Kronos Workforce Central interface. At the top, the browser address bar shows 'https://workfor...' and the user is logged in as 'Wayne Township NJ'. The main navigation bar includes 'GENERAL', 'MY GENIES@', 'TIMEKEEPING', 'SCHEDULING', and 'MY INFORMATION'. The 'MY INFORMATION' tab is active, showing the 'TIMECARD' section for 'Murcia, Andres M' (ID: 2036). The time period is set to 'Previous Pay Period'. The time card table shows entries from Sat 5/11 to Sun 5/19. A red box highlights the '2:22PM' entry on Tue 5/14. A dropdown menu is open over the 'Approvals' column, showing 'Approve' and 'Remove Approval' options. Below the time card is a 'TOTALS & SCHEDULE' section with a table showing account details and a summary of time entries.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily
Sat 5/11							
Sun 5/12							
Mon 5/13			8:26AM		4:30PM	7:00	7:00
Tue 5/14			2:22PM		10:22PM	7:00	7:00
Wed 5/15			9:30AM		10:30AM	7:00	7:00
Thu 5/16			10:18AM		6:15PM	7:00	7:00
Fri 5/17			8:53AM		5:00PM	7:00	7:00
Sat 5/18							
Sun 5/19							

Account	Pay Code	Amount
WayneTownship/Finance/-/MIS/-/Network Admin	Regular	70:00

My Requests Submittal

(My Information tab... My Requests genie)

This is the widget an employee will use to request time off in WTK.

The screenshot displays the 'MY REQUESTS' interface in a web browser. At the top, there are navigation buttons: 'Refresh', 'Day Detail', and 'Legend'. Below these, the 'Time Period' is set to 'Current Pay Period' for the dates 10/26/2013 to 11/08/2013. The 'View Width' is set to 'Week'. A calendar grid shows the days of the week from Sunday to Thursday. A callout bubble points to the 'Apply' button with the text: 'Step #1, you MUST have the correct Time Period set before you can make or view a Request'. Below the calendar, there is a section for 'Global Time Off Requests' with a table containing the following fields: *Start Date (11/01/2013), *End Date (11/01/2013), *Pay Code (Vacation), and *Duration (Select Duration). The page also shows a sidebar with 'My Current Requests' and 'Global Time Off Requests' options.

1. **Set the correct Time Period for the entire My Request page in the system.**
2. At the bottom of the calendar click on **Global Time Off Requests**
3. Enter the following parameters:
 - a. Start Date
 - b. End Date
 - c. **Pay Code** → Click on arrow to reveal drop down menu of codes. Choose the appropriate code: i.e. vacation, holiday, etc.
 - d. Choose the **Duration**. If you do not choose duration from the drop down menu, your selection will not be fulfilled.
 - e. Click **Submit** - Notice that your requests appear at the bottom as My Current Requests
 - f. To complete, click on the **Apply** button.

Your requests are sent to the approving manager for approval.

To Retract a Day Off Request:

1. **Set the correct Time Period for the entire My Request page in the system.**
2. At the bottom of the calendar click on **My Current Requests**
3. Check in the Box your request, and then from the Actions Drop Down below the list select your option.

Employee Self Service

(My Information tab... Employee Home Page genie)

The screenshot shows a web browser window displaying the Kronos Workforce Central Employee Self Service portal. The browser's address bar shows the URL <https://workforce.waynetown...> and the page title is "Kronos Workforce Central(R)". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the Kronos logo and navigation tabs: "GENERAL", "MY GENIES", "TIMEKEEPING", "SCHEDULING", "MY INFORMATION", and "MY CALENDARS". The "MY INFORMATION" tab is selected. The main content area is titled "EMPLOYEE SELF SERVICE" and is divided into several sections:

- Welcome, Scott Pasternak**: Includes a "Go To Manager Home Page" button and a notification: "Direct Deposit Change Request Approved".
- Company Information**: Includes links to "Wayne Intranet Website" and "Wayne Company Handbook".
- My Information**: Includes links to "Direct Deposit" and "Tax Withholdings".
- Personal Information**: Includes links to "Personal Information", "Address and Phone", "Email Address", and "Emergency Contacts".
- Reference**: Includes links to "Current Benefits", "Earnings History", "Personal Profile", and "Paycheck Calculator".
- Contracts, Work Rules and Forms**: Includes links to "Blue Collar Contract", "Blue Collar Work Rules", "Foreman Contract", "Library Contract", "PBA Contract", "Primary Level Supervisors Contract", "Supervisors Contract", "White Collar Contract", "White Collar Work Rules", "Purchasing Manual", "Direct Deposit Form", and "W4".

The browser's status bar at the bottom right shows a zoom level of 95%.

This area is used by all staff as their self-service portal. All sections are self-explanatory.

If you make a change request to your vital information, the request will be forwarded to the appropriate office for review and approval.

Employee Self Service – Pay Stubs

(My Information tab... Employee Home Page genie... Earnings History)

Select Print Advise link to print a copy of your Pay Stub.

The screenshot shows a web browser window displaying the Kronos Workforce Central interface. The browser address bar shows the URL <https://workforce.waynetown...>. The page title is "EARNINGS HISTORY" and the year is set to "2015". The table below lists earnings history for each pay period in 2015, including check dates, total hours, gross pay, taxes, deductions, and net pay. Each row includes a "Print Advise" link.

Year	Check Date	Total Hours	Gross Pay	Taxes	Deductions	Net Pay	
2015	7/3/2015	70.00	1,263.46	207.04	170.82	885.60	Print Advise
2015	6/19/2015	70.00	1,263.46	207.31	169.01	887.14	Print Advise
2015	6/5/2015	70.00	1,263.46	207.32	169.01	887.13	Print Advise
2015	5/22/2015	70.00	1,263.46	201.47	207.95	854.04	Print Advise
2015	5/8/2015	70.00	1,263.46	201.48	207.95	854.03	Print Advise
2015	4/24/2015	70.00	1,263.46	201.47	207.95	854.04	Print Advise
2015	4/10/2015	70.00	1,263.46	201.48	207.95	854.03	Print Advise
2015	3/27/2015	70.00	1,263.46	229.00	17.93	1,016.53	Print Advise
2015	3/13/2015	70.00	1,263.46	229.01	0.00	1,034.45	Print Advise
2015	2/27/2015	83.00	1,143.85	198.85	0.00	944.80	Print Advise
2015	2/13/2015	70.00	1,263.46	229.01	0.00	1,034.45	Print Advise
2015	1/30/2015	70.00	1,198.08	212.56	0.00	985.52	Print Advise
2015	1/16/2015	70.00	1,198.08	212.56	0.00	985.52	Print Advise
2015	1/2/2015	70.00	1,198.08	214.12	0.00	983.96	Print Advise

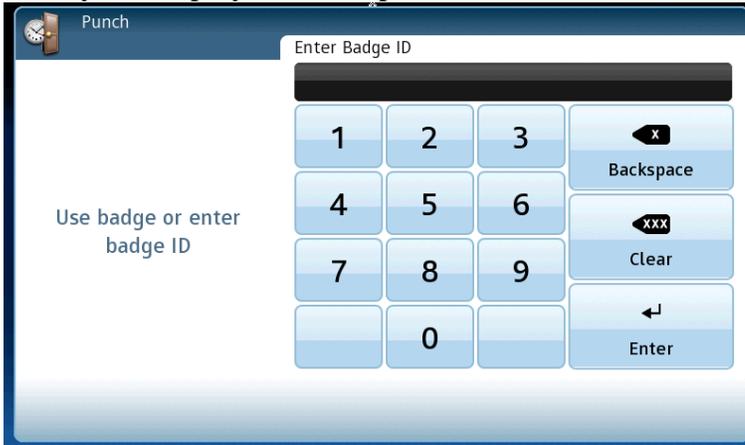
Section Four – Employee Time Clock Operation

Punch In

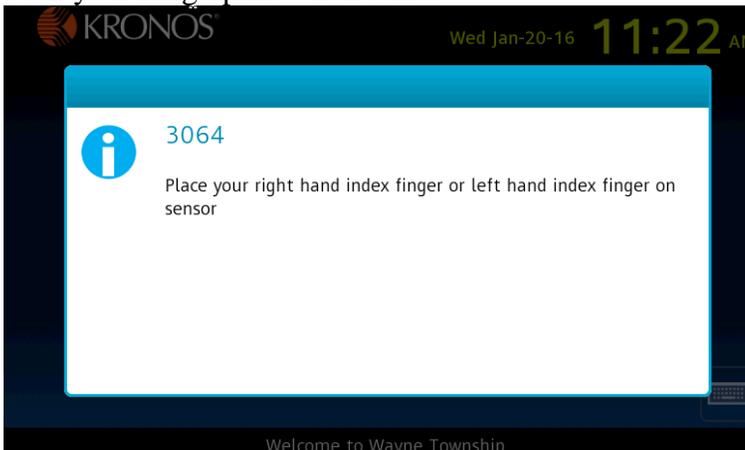
Tap the “Punch” button.



Enter your Employee ID and press Enter.



Scan your Fingerprint when asked:



** Insure you get a success Green Light and Beep in the upper left corner of the Time Clock.

View Your Time Card

Tap on “View Timecard” to view your time stamps.



The first screen allows you to choose the Pay Period that you would like to view.



Navigation arrows allow you to scroll up and down.



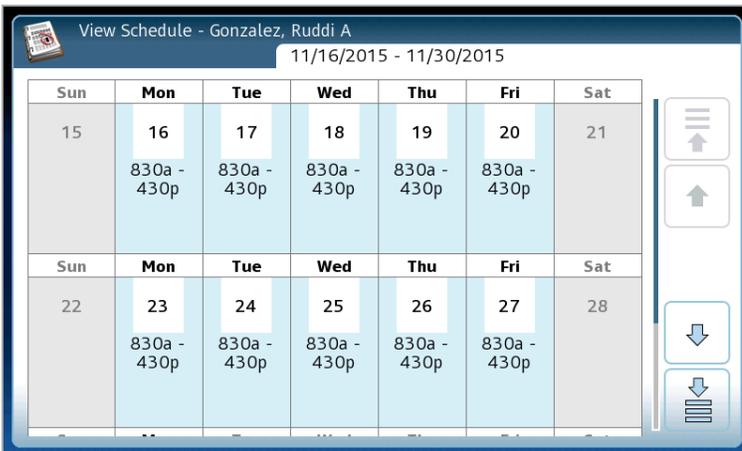
Tap any day above to view details, or the Comment ⚠ added by your Supervisor.



Return to the Home screen by Tapping the “House” Hard Button on the Time Clock.

View Your Schedule

Tap on “View Schedule” to see your Hours or any scheduled days off.



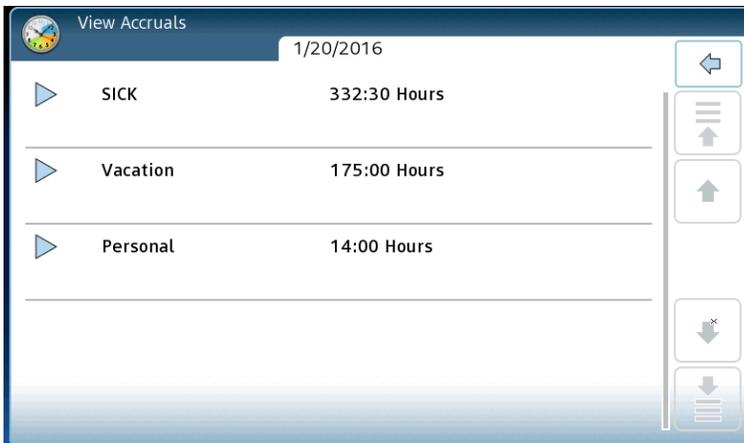
Return to the Home screen by Tapping the “House” Hard Button on the Time Clock.

View Your Accrual (Time Off) Balances

Tap “View Accruals” to see your available vacation, sick time, personal time, etc.



Tap on any date to see the Totals effective this date.



Return to the Home screen by Tapping the “House” Hard Button on the Time Clock.

Request Time Off

Tap on “Request Time Off” to make a time off request



Tap “Global Time Off Requests” to move through the menus.



Tap “Submit request”.

Select a request Start Date.

Request Time Off - Gonzalez, Ruddy A

Start Date

Nov 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Once selected the screen will automatically move to the next choice.

The next screen will allow you to pick an End date.

Request Time Off - Gonzalez, Ruddy A

End Date

Nov 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Scroll down using the Blue arrows on the right to find the correct pay code.

Request Time Off - Gonzalez, Ruddy A

Pay Code

Start Date: 11/17/2015

End Date: 11/19/2015

0
Absence Unpaid

1
Bereavement

2
Call Out

3
Call Out Weekend

4

Tap on the desired pay code.

Request Time Off - Gonzalez, Ruddy A

Start Date	11/17/2015	Pay Code	Training
End Date	11/19/2015	22	Triple Time
Pay Code	24	23	Unapproved Premium Time
Duration		<input checked="" type="checkbox"/> 24	Vacation
		25	Workers Comp

Navigation arrows: Up, Down, List, Up, Down, List, Up, Down

Choose a duration.

Request Time Off - Gonzalez, Ruddy A

Start Date	11/17/2015	Duration	<input checked="" type="checkbox"/> 0
End Date	11/19/2015		Full day
Pay Code	24	1	Half day
Duration	0	2	Hours

Navigation arrows: Up, Down, List, Up, Down, List, Up, Down

Request Time Off - Gonzalez, Ruddy A

End Date	11/19/2015	Duration	<input checked="" type="checkbox"/> 0
Pay Code	24		Full day
Duration	0	1	Half day
Review		2	Hours

Navigation arrows: Up, Down, List, Up, Down, List, Up, Down

Choose a Duration than Tap on Review before continuing.

You may need to use the navigation arrows on the left bottom to get to the Review button.

Review

Start Date	11/17/2015
End Date	11/19/2015
Pay Code	24 Vacation
Duration	0 Full day

Navigation icons: list, up, down, down, list

Buttons: Back, Continue

Continue and Submit

Review

Start Date	11/17/2015
End Date	11/19/2015
Pay Code	Vacation
Duration	Full day

Navigation icons: list, up, down, down, list

Buttons: Add Another, Submit

