



*Workforce Time Keeper  
Time & Attendance*

*Manager's Guide*  
*Version 22*  
*12/11/2019*

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## **Section One – Prerequisite Training**

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### **Kronos Workforce Time Keeper Staff Guide and Video**

This Manual and accompanying Video cover Kronos Workforce Time Keeper (WTK) Time and Attendance **Manager** Functions only.

A prerequisite to the material covered in this manual is the Time and Attendance Staff Guide and Video. All Time and Attendance Managers are first employees, and you must understand the features and functionality of WTK from that perspective first. The Staff Guide covers how to access Kronos WTK, navigate the tabs and menus, manipulate the screens, as well as accessing your own personal Schedules, Time Cards, Pay History, Request Time Off, etc.

If you have not already completed Staff Training, please do so before proceeding.

## Section Two – Manual Usage

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### Using this Manual

This manual is set up in sections that in most cases describe individual WTK screens or functions.

Directly under each section Title, inside parentheses, is a navigational aid that describes what you need to click in order to access the screen(s) associated with the section described.

Example:

#### **Schedule Editor**

( tab... **Timekeeping** workspace... **Schedules** submenu)

In this case, to access the **Schedule Editor**, you would first click the  tab, followed by selecting the **Timekeeping** workspace link, and finally selecting **Schedules** in the submenu.

## Section Three – Time & Attendance Manager

### Time and Attendance Tabs

(+ tab)

As a Time and Attendance Manager, you have access to more tabs than just the My Information tab discussed in the prerequisite Staff training.

To access additional modules, also known as workspaces that display in tabs, click the + tab and select a workspace from the drop down menu:

The screenshot displays the Kronos Workforce Central web application. The browser address bar shows the URL: `waynetownship.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#/`. The user is logged in as **Andres M Murcia**. The main interface is divided into several sections:

- My Information**: A dropdown menu is open, showing options: **Timekeeping**, **Go To Links**, and **Request Manager**.
- My Timecard**: A table with columns: **Date**, **Schedule**, **Pay Code**, **Transfer**, **Amount**, **In**, **Out**, **In**, **Transfer**, **Out**, **Shift**, **Daily**, and **Period**. The data rows show dates from **Sat 9/07** to **Sun 9/9**. Below the table are sections for **Totals**, **Accruals**, **Historical Corrections**, and **Audits**. A summary table has columns: **Account**, **Pay Code**, **Amount**, and **Wages**, with the message "No data to display".
- My Timestamp**: Shows the **Last Timestamp** as **Wednesday, August 28, 2019 8:24 AM (GMT -05:00) Eastern Time**. It includes a **Record Timestamp** button and a **Cancel Deductions** checkbox.
- Navigation Panel**: A sidebar on the right with a globe icon and a list of links: **My Timestamp**, **My Timecard**, **My Calendar**, **My Attendance**, **My Invoic**, **My Reports**, **Employee Home Page**, **Kronos KnowledgePass**, **Change My Password**, and **Help**.

Each workspaces will be discussed further in this manual.

## Alerts Bubble

(All Screens)

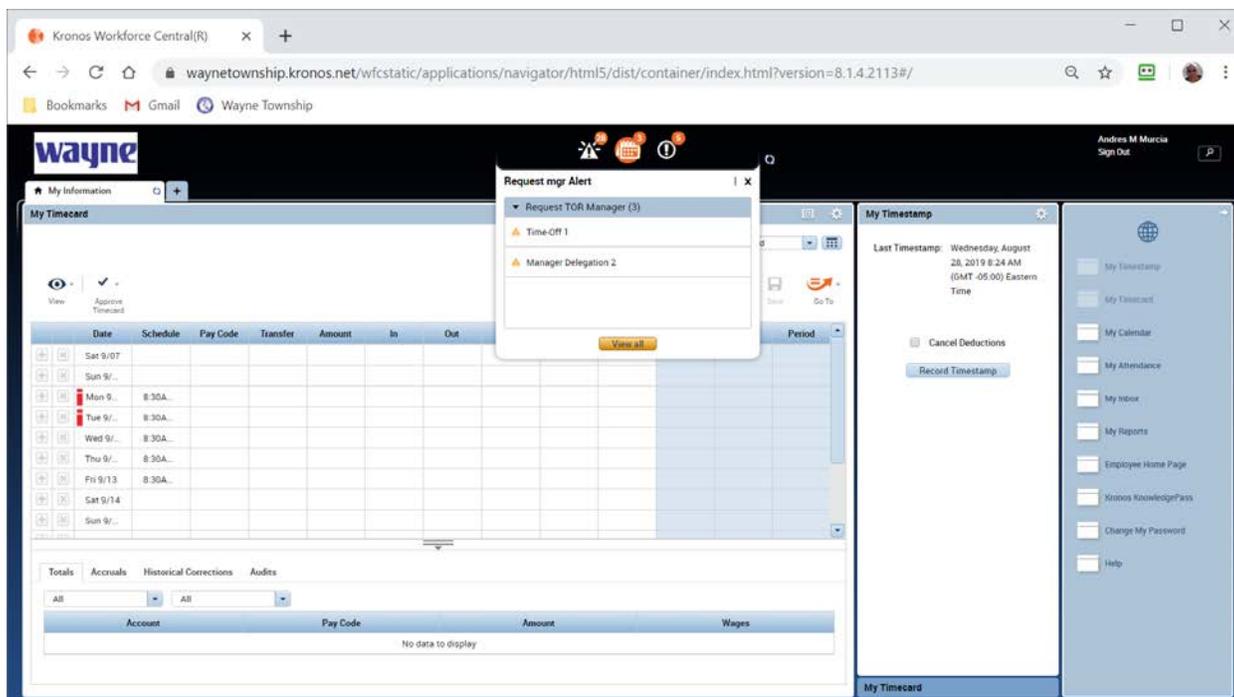
All screens display an **Alerts Bubble** in the center of the screen header.

Alerts are divided into three categories.

The **Triangle** icon displays **Attendance Actions** pending resolution, which are possible work rule violations needing review and possible employee warnings issued.

The **Calendar** icon displays **Request Mgr Alerts** pending action, which include Global Time Off Requests and Manager Delegation Requests.

The **Exclamation Point** icon displays Timecard **Exceptions** pending resolution.



Alert icons also have a **red numeric tag** that shows the active alert count in each category.

Alerts are interactive. Select any alert and the appropriate screen will open to work on that respective alert.

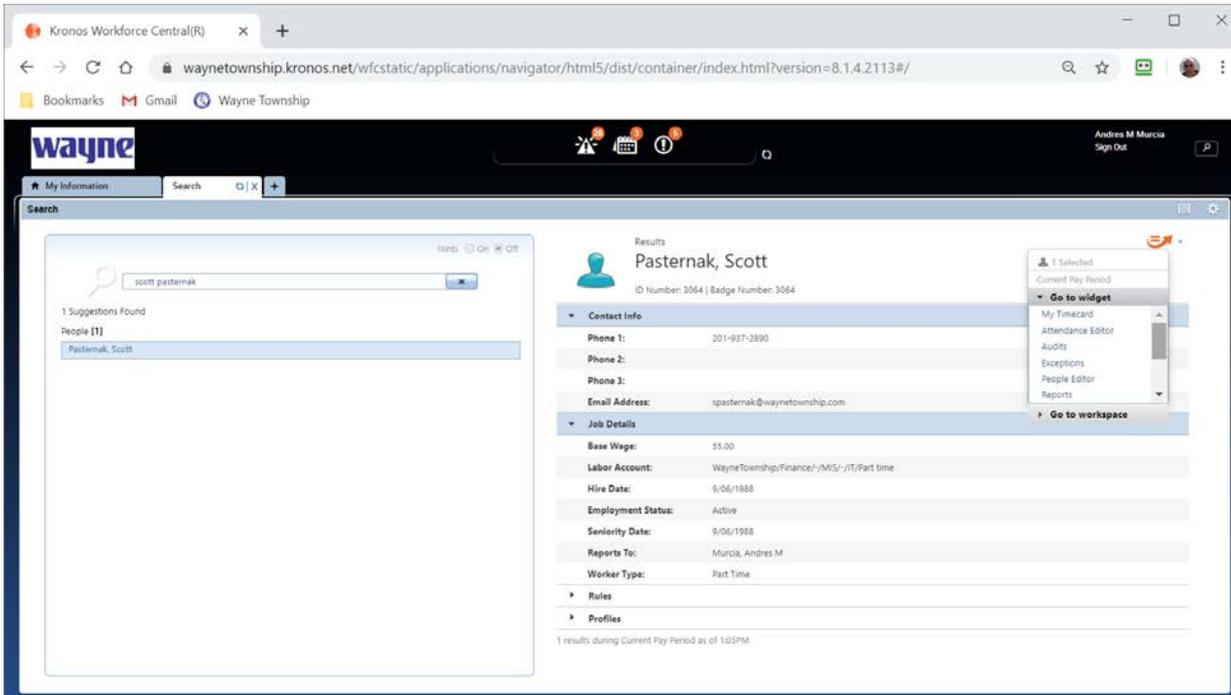
As Alerts are cleared the red tag numeric value will reduce until it disappears. At any time, the red tag numeric value can be updated by selecting the  refresh icon. Or, the tags will automatically refresh each time you log out and back into the system.

## Search

(All Screens)

All screens display a **Search** magnifying glass icon in the upper right corner of the screen header.

Just start typing the first or last name of a person you are searching for, and relevant hits will start to display.



After selecting a name in the left cell, a Results summary will display in the right cell.

An orange **GoTo** icon  may be selected to open a drop down menu listing of available screens in the system that might be relevant to the task you would like to complete for the selected staff. Upon selecting an option in the GoTo menu, the relevant screen will open prefilled with the selected staff.

The GoTo menu is used throughout many screens in the system.

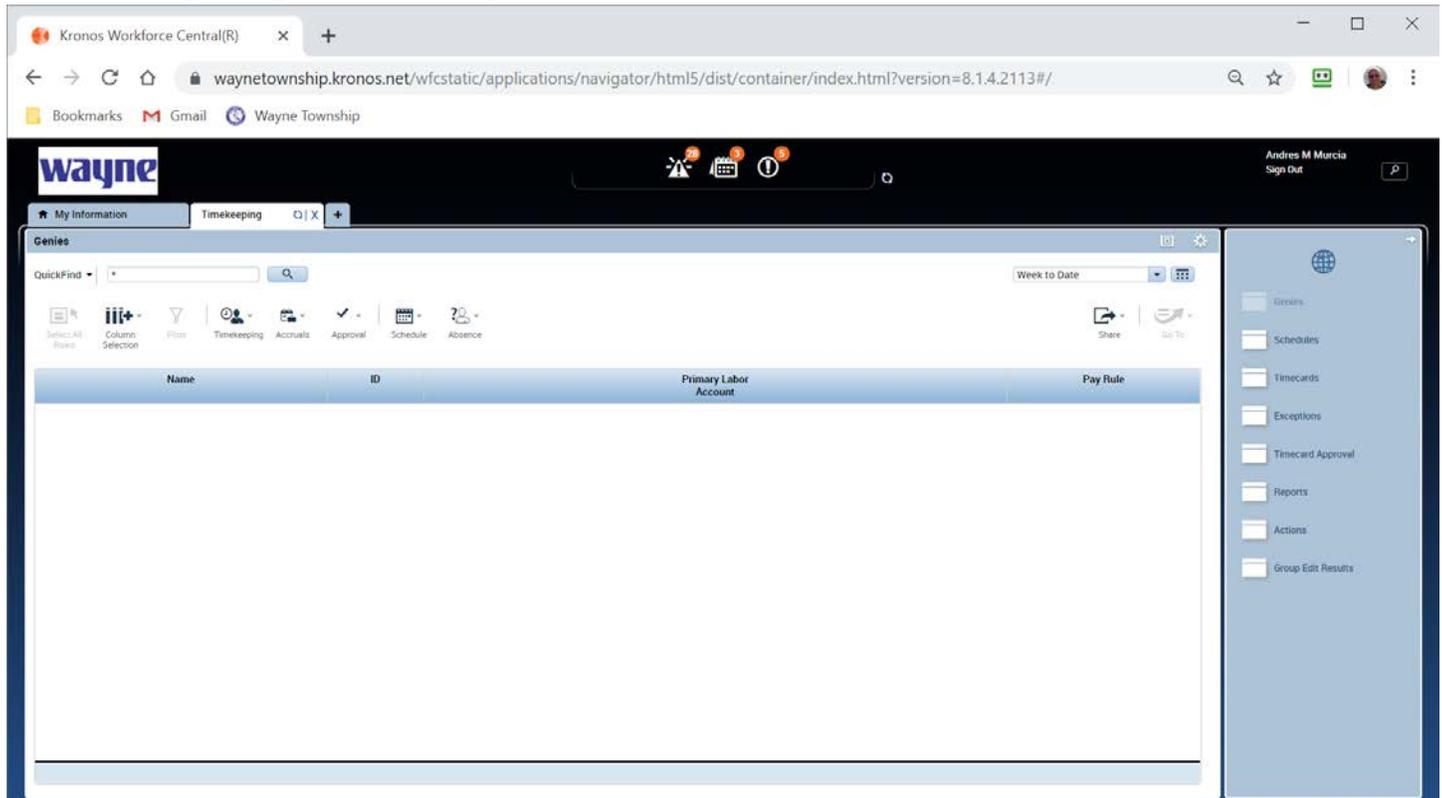
Also note that you may also search by Topics on this Search screen. Select the **Hints** radio button above the search field.

## Timekeeper Workspace

(+ tab... **Timekeeper** workspace)

The majority of your Time and Attendance Manager tasks will be performed in the **Timekeeping** workspace or tab, and its corresponding submenu of screens along the right most cell.

The Timekeeper workspace defaults to the Genies screen. Additional screens and functions can be opened via the submenu along the right most cell on your screen.



**Genies** are a legacy feature of Kronos.

The default QuickFind genie is now replaced by the **Search** feature discussed in a previous section of this manual.

Other legacy genies are available by selecting the drop down arrow in between the **QuickFind** title and search box field.

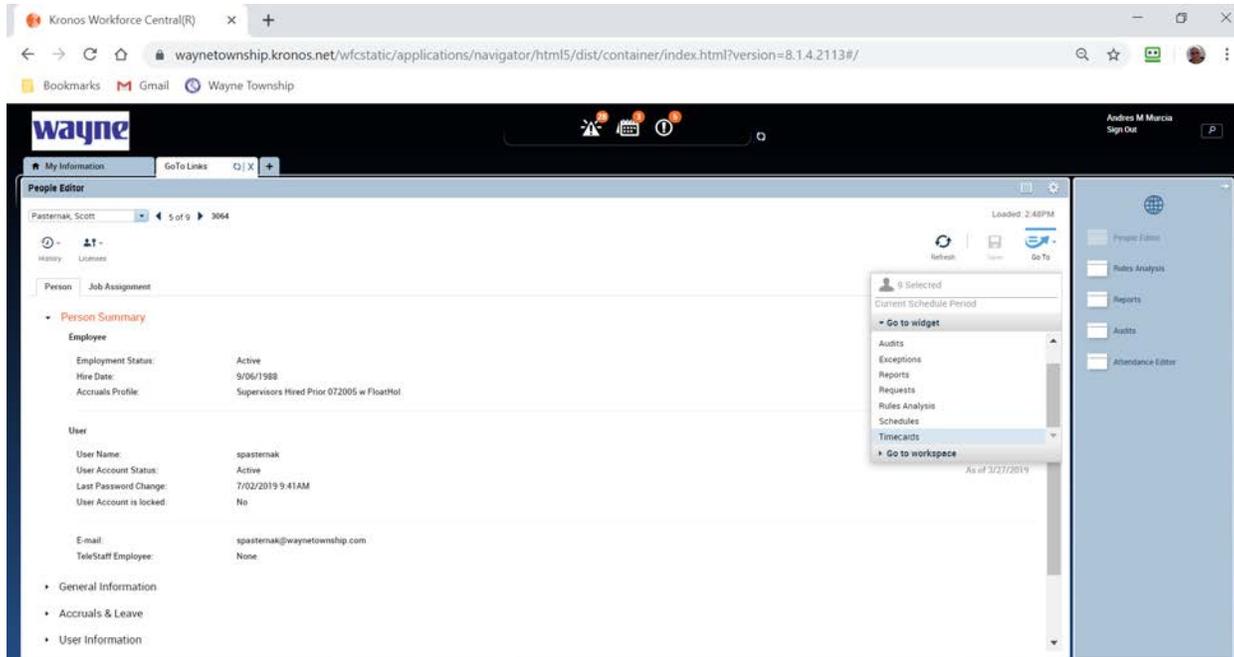
Genies will not be discussed in this manual as they are no longer supported, but we migrated them from previous versions of WTK for staff that are familiar with these older software versions and might be set in their ways. We encourage staff to embrace the new features and functionalities of the current version of Kronos, but they are here for convenience.

## GoTo Links Workspace

(+ tab... GoTo Links workspace)

As described in the previous **Search** feature section, a **GoTo** icon will display on screens throughout WTK.

There is however also a dedicated **GoTo Links** workspace that will automatically list all your personnel in the upper left corner of the screen that you can arrow through. Once you have a staff member selected in the primary cell of the screen, you can select the orange **GoTo** icon  to open a drop down menu listing of available screens in the system that might be relevant to the task you would like to complete for the selected staff. Upon selecting an option in the GoTo menu, the relevant screen will open prefilled with the selected staff.



## Request Manager Workspace

(+ tab... Request Manager workspace)

The **Request Manager** workspace combines several functions and features. These will be discussed later in this manual in each relevant task section.

For now, just note that the **Request Manager** is divided into two cells.

The top **Request** cell will display **Global Time Off Requests (GTORs)** and **Manager Delegation Requests** both described later in this manual.

The bottom **Schedules Request Mgr** cell displays the Schedules of your staff for reference purposes to use in determining if you will approve or deny requests in the top cell.

The screenshot displays the Kronos Workforce Central interface. The top navigation bar includes 'My Information' and 'Request Manager'. The main content area is divided into two sections:

**Requests**

Time-Off: Submitted

1/01/2019 - 9/30/2019, S. All

Modified By (Username)	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
isrovet	Global Time Off Requests	12/21/2018 4:30PM	Submitted	Brown, Timothy P	2/08/2019	Brown, Timothy P	2/08/2019	Vacation	
caulsonc	Global Time Off Requests	3/11/2019 8:38AM	Submitted	Paulson, Patricia	3/28/2019	Paulson, Patricia	3/28/2019	Personal Hourly	

Request Detail | Accruals

Global Time Off Requests Submitted 12/21/2018 4:30PM

**Schedules Request Mgr**

Loaded: 2:50PM | Current Schedule Period | All Home

By Employee	Sun 9/08	Mon 9/09	Tue 9/10	9/08 - 9/14	Thu 9/12	Fri 9/13	Sat 9/14
AdminWayne	0:00						
Brown, Timoth.	35:00	8:30AM - 4:30PM					
Lact, Scott	35:00	8:30AM - 4:30PM					
Murcia, Andres	35:00	8:30AM - 4:30PM					

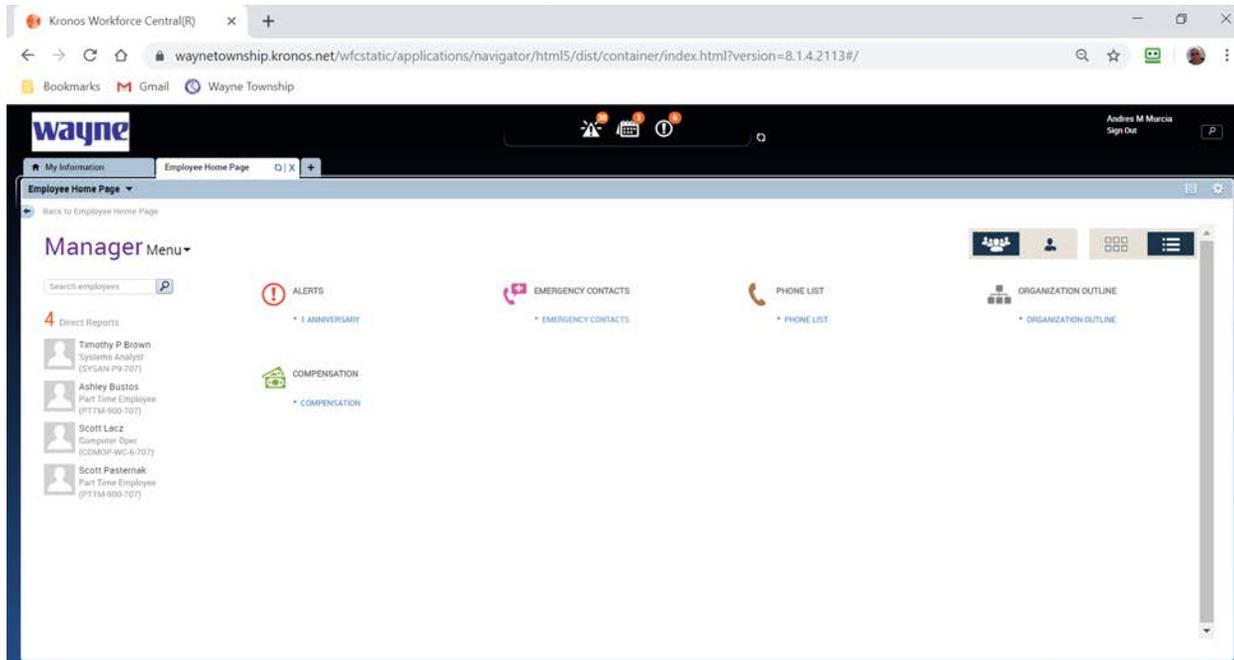
## Manager Home Page

(My Information tab... Employee Home Page submenu... Staff Group  icon)

WTK is integrated with the HR system. The HR Manager Home page allows you to track employee HR centric data for those employees who report to you.

You access the Manager Home Page through the Employee Home Page discussed in the prerequisite Staff training guide and video. Once you access your own Employee Home Page, you click the **Staff Group**  icon in the upper right corner.

Here you will have access to the Vitals of your staff.



\*\* Just note that when you select the Back to Employee Home Page in the upper left corner, that you do in fact go back to your own Employee Home Page and will need to reselect the **Staff Group**  icon again.

## Schedule Editor

(+ tab... **Timekeeper** workspace... **Schedules** submenu)

The Schedule editor allows managers to schedule employee work shifts and assign pay codes and durations (Vacation, Sick, Personal, etc.) for specific time periods to insure you have adequate coverage.

Those Time & Attendance Managers who managed different groups of staff (Department Heads may want to see staff grouped by Division for example) can sort staff by selecting the All Home drop down in the upper right corner of the screen and selecting a sub-category of staff.

The screenshot displays the Kronos Workforce Central Schedules editor. The interface includes a navigation bar with 'My Information', 'Timekeeping', and 'Schedules' tabs. A toolbar at the top provides various actions like 'Quick Actions', 'View', 'Column Selection', 'Validity Filter', 'Select all', 'Gantt View', 'Sorting', and 'Tools'. The main area is a grid titled 'By Employee' showing schedules for the week of 9/8 to 9/14. A context menu is open over the name 'Licz, Scott', listing options: 'Schedule Pattern', 'Add shift', 'Add Pay Code', 'Enter Time Off', 'Edit Accrual Amounts', 'Accrual Pattern', 'View Accruals', and 'View Schedule Outline'. The grid shows shift times for various employees, with 'Licz, Scott' having a shift from 8:30AM to 4:30PM on Monday through Friday.

You **right-click** an Employee's Name to work on Shifts and Shift Patterns, or **right-click** an individual day cell to edit just that date. You may also **left-click** an individual day cell to manually edit its content.

When editing or adding, you may also enter **Pay Codes** which typically adjusts staffs normal regular pay to vacation, personal, personal hourly, sick, training, etc., including unpaid time like Dock, typically not effecting hourly rates or amount of hours paid, while a **Transfer** may consist of a **Job Transfer** (working a different job at a different rate), **Labor Account Transfer** (getting paid from a different account) or a **Work Rule Transfer** (adjusting payment rules, like call out getting minimum 4 hours pay even if working less hours).

## Adding\Editing Shift Patterns

(Right-click an **Employee's Name** and then left-click **Schedule Pattern**)

The screenshot displays the Kronos Workforce Central interface. A 'Schedule Pattern' dialog box is open, showing the configuration for a new schedule pattern. The dialog is titled 'Schedule Pattern' and is assigned to 'Lacz, Scott'. The 'Add Pattern' section includes fields for 'Anchor Date' (9/08/2019), 'Start Date' (9/08/2019), and 'End Date' (Forever). The 'Define Pattern for' section is set to '1' week(s). The 'Add Shifts' section shows a grid with 'No.' and '1' under 'Sunday'. The 'Override Other Patterns' checkbox is checked. The background shows a list of employees and a schedule grid.

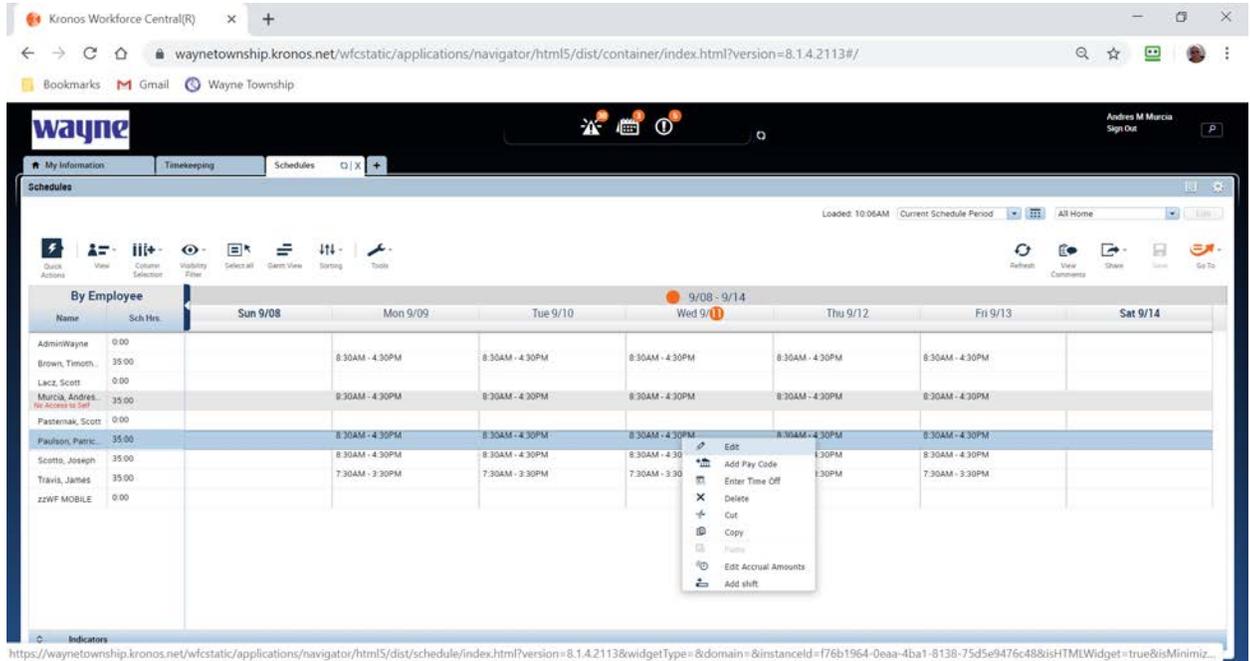
**VERY IMPORTANT:** If other patterns already exist, you **MUST** select the **Override other patterns** checkbox. This will allow you to override previously assigned schedules.

Many patterns have been built for you. After completing the top area of the screen, you can select the Pattern template dropdown to find predefined patterns.

- Select **Anchor Date** and **Start Date**.
- Select **Forever** or **End Date**.
- Select **Pattern Template**, and select the appropriate pre-defined pattern.
- Select the **Override other patterns** checkbox.

Note that you can insert multiple patterns for multiple weeks and create a complex work schedule.

**Editing Individual Days via Schedule Editor (Specific Hours, or Vacation, Sick, Personal, etc.)**  
 (Right-click a **Day Cell** and then left-click **Edit** or **Add Pay Code**)



Once a Schedule Pattern is assigned to staff, individual days may be edited by manually right-clicking a day and either **Edit** an existing entry, **Enter Time Off** (Vacation, Holiday, Personal, etc. – Full or Partial).

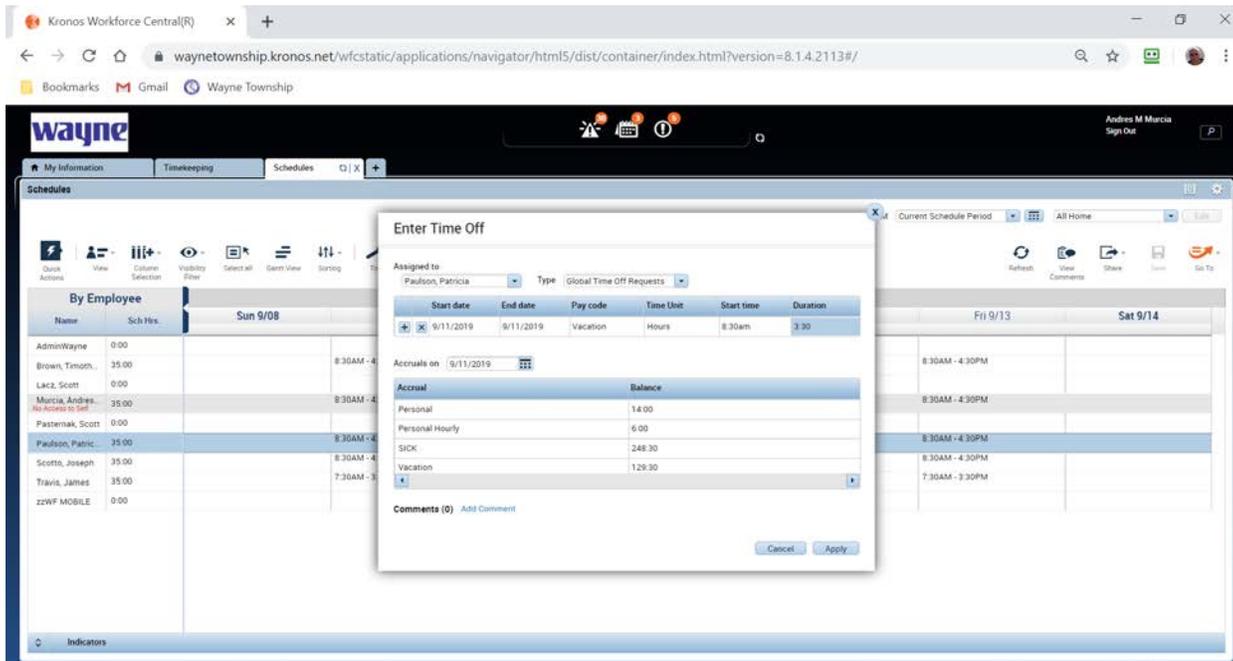
You may also **Add Pay Codes and Transfers** for unique pay situations. These features are discussed in depth in the **Staff Timecard** section, however just note for reference at this point that these unique situations can be scheduled in advance here as well.

**\*\* Note:** Staff may have multiple entries for any day due to partial day events. IE; worked 8:30AM-12:00PM, and had a half-vacation day for the remainder. This is primarily where you can update Vacation days, Personal Days, etc.

Scheduled Days Off will interact with the Time Cards in search of Exceptions, and will not notify supervision of a missed punch is properly scheduled in advance!

**NOTE:** If a Request for Time Off is processed electronically by an employee via WTK, and approved by a supervisor, this process is automated, as discussed later in this manual.

Continued on next page....

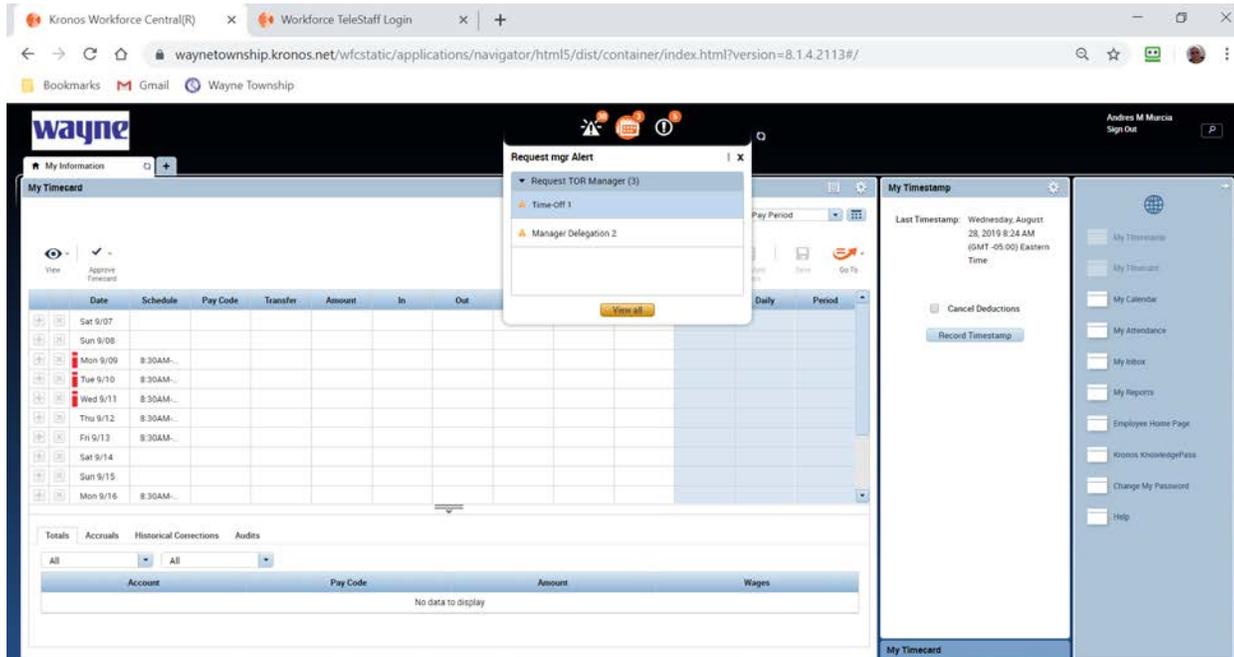


When you **Enter Time Off**, and you add a Partial Day Off (Vac, Per, Sick) to an existing Schedule, the schedule will be adjusted automatically.

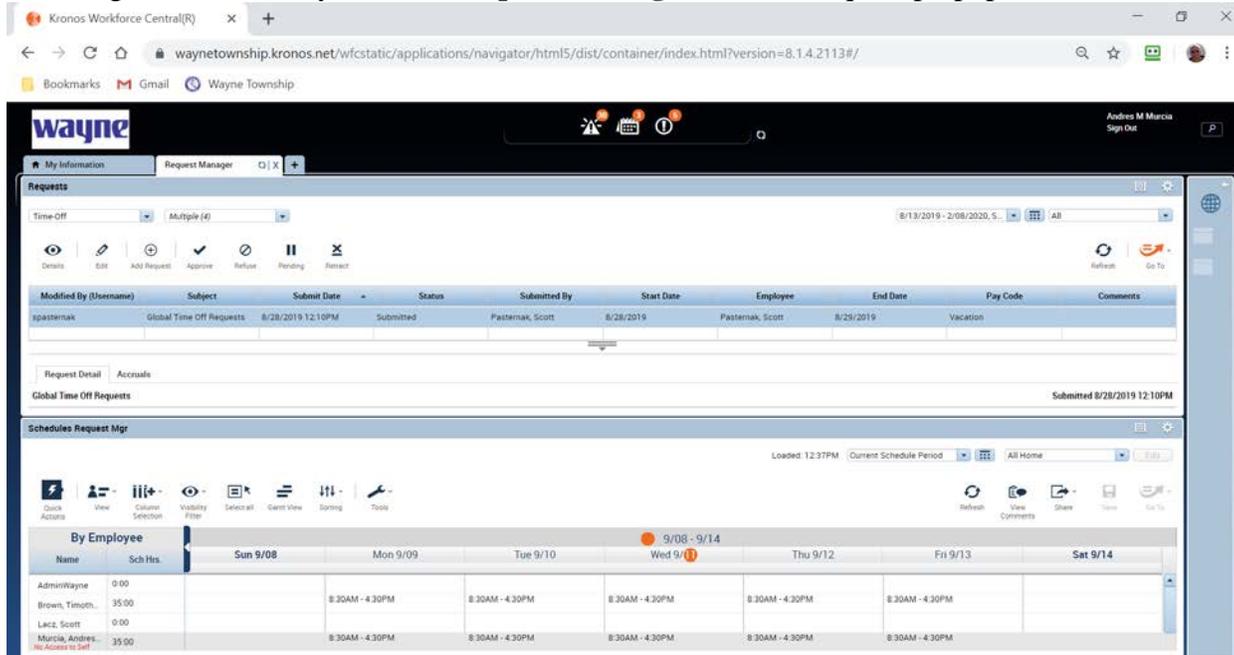
Please take note however of **meal period auto deducts** assigned and insure the appropriate amount of hours still apply. If your staff works 8:30AM-4:30PM and gets a One Hour Auto Deduct, than the AM Half Day starts at 8:30AM, but a PM Half Day starts at Noon (Not 1PM) because the system will automatically deduct for Lunch.

## Global Time Off Requests (GTOR) (Alerts Bubble – All Screens)

Request Notifications for GTORs made by your staff will appear in the **Alerts Bubble**.



Selecting an Alert takes you to the **Request Manager** with the request prepopulated.



The top **Request** cell will display **Global Time Off Requests (GTORs)** and the bottom **Schedules Request Mgr** cell displays the Schedules of your staff for reference purposes to use in determining if you will approve or deny requests in the top cell.

Highlight a Request and select the appropriate icon to Approve, Deny, etc. You can also double-click to see Details.

## Staff Timecards

(+ tab... **Timekeeper** workspace... **Timecards** submenu)

Time Cards are automatically filled out via punches on physical Time Clocks, or via Time Stamps in the software. It is via a comparison between staff's Schedule and their Time Card that Exceptions are identified, overtime paid, accruals tracked, etc.

Managers will process and approve timecards for their employees each pay period. Using the timecard you can enter and modify punches, pay codes, time off, labor level transfers, and work rule transfers for the employees.

**Pay Code** edits typically adjust staffs normal regular pay to vacation, personal, personal hourly, sick, training, etc., including unpaid time like Docks, typically not effecting hourly rates or amount of hours paid, while a **Transfer** may consist of a **Job Transfer** (working a different job at a different rate), **Labor Account Transfer** (getting paid from a different account) or a **Work Rule Transfer** (adjusting payment rules, like call out getting minimum 4 hours pay even if working less hours).

Overtime and Call Out will be Approved in the Time Card as well.

The screenshot displays the Kronos Workforce Central interface for a timecard. The main table shows the following data:

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 9/07												
Sun 9/08												
Mon 9/09	8:30AM-4:30PM			8:30AM		4:30PM				7:00	7:00	7:00
Tue 9/10	8:30AM-4:30PM			8:29AM		4:35PM				7:00	7:00	14:00
Wed 9/11		Vacation	3.30	8:30AM								
Wed 9/11	12:00PM-4:30PM					4:35PM					3:30	17:30
Thu 9/12	8:30AM-4:30PM											17:30
Fri 9/13	8:30AM-4:30PM											17:30
Sat 9/14												17:30
Sun 9/15												17:30

Below the main table, there is a summary table with the following data:

Location	Job	Account	Pay Code	Amount	Wages
		Administration-/MIS-/IT/Technical Assistant	Regular	14.00	\$259.23
		Administration-/MIS-/IT/Technical Assistant	Vacation	3.30	\$64.81

You can navigate staff by selecting the Employee Name dropdown, or by clicking left or right arrows.

If you have a lot of employees and this is not practical, you may use the Schedule Editor, Search, Alerts Bubbles, or Legacy Genies etc., to get to individual employees.

## Timecard Visual Indicators

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

Visual Shading will also indicate the Approval Status of a timecard:

<b>Timecard Color</b>	<b>Status of Timecard</b>
Orange	Timecard Approved by Employee Only
Yellow	Timecard Approved by Manager Only
Green	Timecard Approved by both Employee and Manager
Gray	Timecard has been Signed Off by Treasury/Payroll

## Timecard vs. Schedule Editor Best Practices

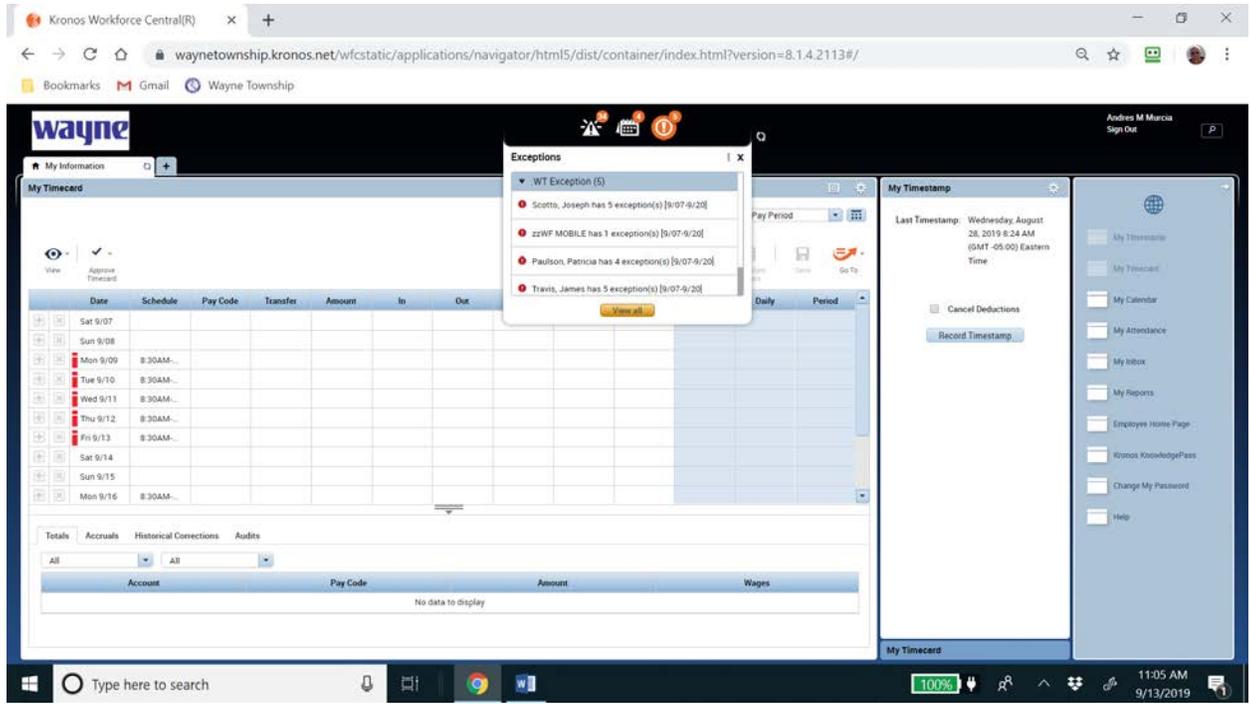
As a Best Practice, “Schedule” centric modifications you know about in advance of assigned work hours should be made in the Schedule Editor discussed earlier in this section, while “Timecard” centric modifications that you are made aware of in real time or after the fact should be made in the Timecard. By entering planned events into the Schedule in advance, these events will not generate an Exception and minimize your work responding to differences between the Schedule and Timecards.

Basically, in most cases, if you know about something in advance it should be edited in the Schedule, and if you found out about something in real time or after the fact, it should be edited in the Time Card.

For example, Full Day or Partial Day Time Off should be modified in the Schedule Editor as they are in fact changes to staff’s planned schedules. Changes to peoples Scheduled work hours also. In this manner, the system would not identify Exceptions. Note that Global Time Off Requests, when approved, get entered directly on Staff’s Schedule by the system, not their Timecard. As a Best Practice if staff did not electronically submit a Global Time Off Request, you should manually enter the request in the Schedule Editor in advance. Further, changes in the Schedule Editor will display in staff’s My Calendar in the Self Service Portal.

Missed Punches, Late Punches, Unscheduled OT, Call Outs, etc., should be adjusted on the Timecard. All anomalies or differences between the Schedule and the Timecard are documented in the system as Exceptions, whether electronically identified by the system or manually entered.

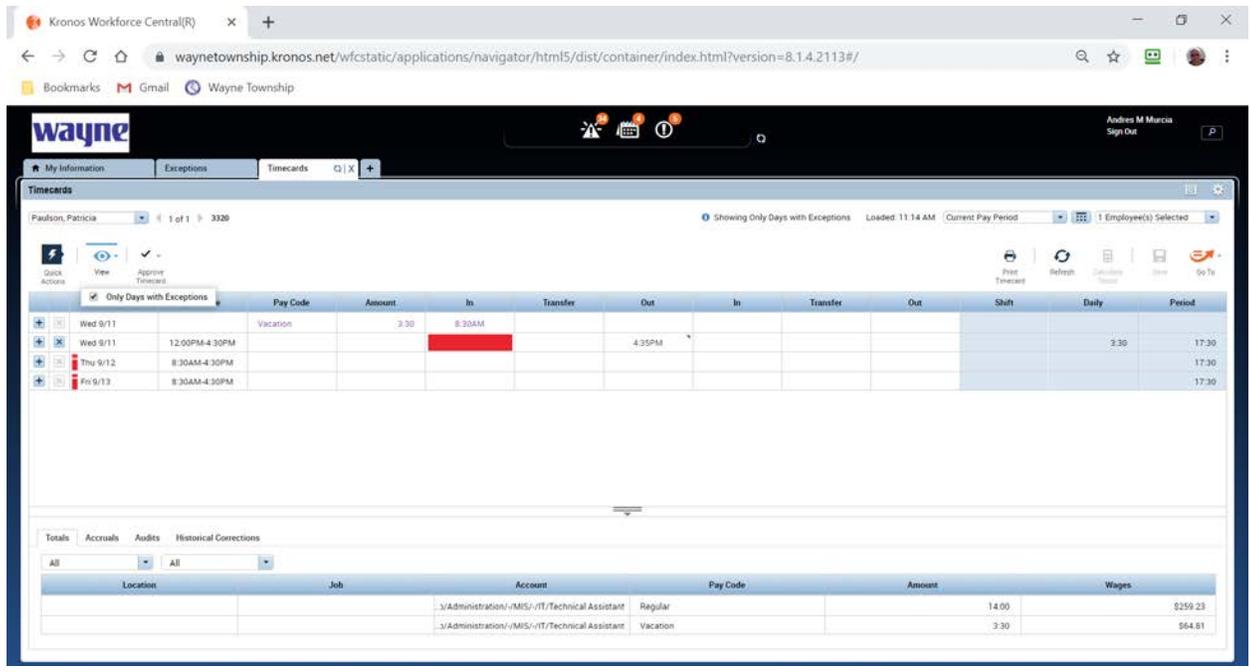
# Timecard Exception Reconciliation (Alerts Bubble - All Screens)



The Alerts Bubble Exclamation Point icon displays Timecard Exceptions pending resolution.

By clicking an Exception Alert in the Alerts Bubble, the system will open the Exceptions screen displaying the appropriate employee and a summary of exceptions by category.

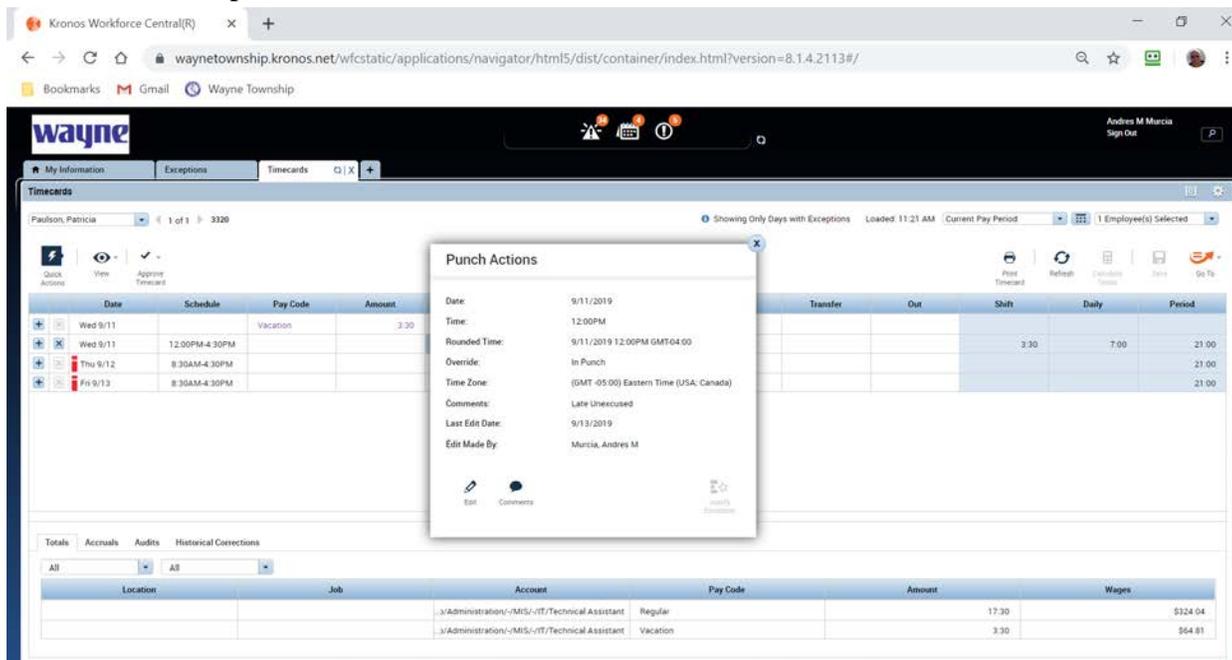
Double Clicking the Employee will open the Timecard with only Exceptions displaying.



All Exceptions will need to be Reconciled.

You can **right-click** an event and:

- **Edit an Exception.**
- **Comment a Punch.**
  - **As a Best Practice**, Wayne requires all manual adjustments be Commented. The software will not force you to do this. However, in addition to creating a historical explanation of events, the use of specific comments on Exceptions will Excuse or Unexcused the event when the system tracks Work Rule Violations discussed later in this manual.
- **Mark as Reviewed.**
- **Edit a Punch (time)** only if in error somehow. Typically, existing punches should not be edited, but instead explained via a Comment.



## Quick Action feature on Timecards

The **Quick Actions** icon allows you to select a specific function or task from a listing and merely pointing at a date/time cell on the timecard and clicking once to perform the task instead of multiple keystrokes/clicks.

## Checking Pay Totals and Accrual Balances

(+ tab... Timekeeper workspace... Timecards submenu)

After Adjusting a Time Card, it is very important to check staff's Totals tab on the bottom of the timecard. This is a great Best Practice, and will be extremely helpful when adjusting for and approving Skipped Lunch, working Overtime, documenting and paying for Call Out, as well as Work Rule and Work Level Transfers.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Wed 9/11		Vacation	3.30	8:30AM								
Wed 9/11	12:00PM-4:30PM			12:00PM		4:35PM				3.30	7.00	21.00
Thu 9/12	8:30AM-4:30PM											21.00
Fri 9/13	8:30AM-4:30PM											21.00

Job	Account	Pay Code	Amount	Wages
	Administration-/MIS-/IT/Technical Assistant	Regular	17.30	\$324.04
	Administration-/MIS-/IT/Technical Assistant	Vacation	3.30	\$64.81

You can view **All**, **Shift**, **Daily**, **Period to Date** totals as appropriate, and depending on the Totals tab selection you will need to select through specific dates in the time card above to update values and review for accuracy.

**NOTE:** As a Best Practice, check **Daily** totals for any day with unique scheduling, pay code, premium pay, work rule or work level transfers, etc.

The **Accruals** tab displays bank totals remaining on any specific date selected in the timecard cell.

## Inserting Multiple Daily Events

(+ tab... Timekeeper workspace... Timecards submenu)

Any individual line may be deleted or multiple lines inserted on a Time Card on any individual day. To the left of each date line, the Plus or Delete icons + x may be used to perform these actions. This is typically used for “Non-Punch” activities.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 9/07												
Sun 9/08												
Mon 9/09	8:30AM-4:30PM											
Tue 9/10	8:30AM-4:30PM			8:29AM		4:35PM				7:00	7:00	7:00
Wed 9/11			3.30	6:30AM								
Wed 9/11	12:00PM-4:30P...			12:00PM		4:35PM				3:30	7:00	14:00
Thu 9/12	8:30AM-4:30PM			8:30AM		3:30PM				6:00	6:00	20:00
Fri 9/13	8:30AM-4:30PM			8:30AM		6:30PM				9:00		
Fri 9/13				8:00PM		9:00PM				1:00	10:00	30:00
Sat 9/14												30:00

Location	Job	Account	Pay Code	Amount	Wages
		.../Administration-/MIS-/IT/Technical Assitant	Regular	23.30	5435.14
		.../Administration-/MIS-/IT/Technical Assitant	Regular Premium	3.00	555.55

As a reminder of Best Practices, “Schedule” centric modifications you know of in advance should be made in the Schedule Editor discussed earlier in this section, while “Timecard” centric modifications for real time or after the fact events should be made on the Timecard.

## Inserting Pay Codes Edits

(+ tab... Timekeeper workspace... Timecards submenu)

**Pay Code** edits typically adjust staffs normal regular pay to vacation, personal, personal hourly, sick, training, etc., including unpaid time like Docks, typically not effecting hourly rates or amount of hours paid.

The screenshot shows the Kronos Workforce Central interface for user Nicholas Alkhar. The main area displays a timecard grid with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The grid shows dates from Sat 9/07 to Mon 9/16. A dropdown menu is open for the Pay Code column on Mon 9/09, listing options: Search, Personal Hourly, Personal, Floating Holiday, Sick, Vacation, Bereavement, Training, and Jury Duty. Below the grid, there are sections for Totals, Accruals, Audits, and Historical Corrections, with a table showing Location, Job, Account, Pay Code, Amount, and Wages. The table currently displays "No data to display".

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 9/07												
Sun 9/08												
Mon 9/09	7:00AM-3:30PM	Please Choose										
Tue 9/10	7:00AM-3:30PM	Search										
Wed 9/11	7:00AM-3:30PM	Personal Hourly										
Thu 9/12	7:00AM-3:30PM	Personal										
Fri 9/13	7:00AM-3:30PM	Floating Holiday										
Sat 9/14		Sick										
Sun 9/15		Vacation										
Mon 9/16	7:00AM-3:30PM	Bereavement										

Location	Job	Account	Pay Code	Amount	Wages
No data to display					

## Inserting Job Transfers

(+ tab... Timekeeper workspace... Timecards submenu)

Transfers may consist of a **Job Transfer**, or working a different job at a different rate.

The screenshot shows the Kronos Workforce Central interface. A 'Transfer' dialog box is open, displaying the following information:

- Name: Akshar, Nicholas
- Job: [Blank]
- Labor Account: [Blank]
- Work Rule: [Blank]

Under 'Job Transfer', there is a tree view of work rules:

- Beginning Of Time - Forever
  - Parks and Rec Beginning Of Time - Forever
    - Pks and Forest Beginning Of Time - Forever
      - Pool Summer Beginning Of Time - Forever
        - Grade 6 Parks Milestone Beginning Of Time - Forever
- Team Beginning Of Time - Forever
- Public Works Beginning Of Time - Forever

The background shows a 'Timecards' table for Akshar, Nicholas, with columns for Date, Schedule, and Pay Code. The dates range from Sat 9/07 to Mon 9/16. The schedule is consistently 7:00AM-3:30PM. The pay code is 3547.

## Inserting Account Transfers

(+ tab... Timekeeper workspace... Timecards submenu)

Transfers may consist of a **Labor Account Transfer** or getting paid from a different account.

The screenshot shows the Kronos Workforce Central interface. An 'Add Labor Account' dialog box is open, displaying the following information:

- Name: Akshar, Nicholas
- Job: WayneTownship/Public Works/Operations Division//Foreman
- Work Rule: [Blank]

Under 'Add Labor Account', there are several dropdown menus and checkboxes:

- Municipality: WayneTownship - Wayne (selected) X PH2
- Department: Public Works - 26 (selected) X Team
- PH1: [Blank]
- Location: Operations Division - 745 (selected) X JOB: Foreman - Foreman (selected) X

The background shows the same 'Timecards' table as in the previous screenshot.

## Inserting Work Rule Transfers

(+ tab... Timekeeper workspace... Timecards submenu)

**Transfers** may consist of a **Work Rule Transfer** or adjusting payment rules, like call out getting minimum 4 hours pay even if working less hours.

The screenshot displays the Kronos Workforce Central web application. The browser address bar shows the URL: `waynetownship.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#`. The user is logged in as Heather Vitz Del Rio. The main interface is titled 'Timecards' and shows a calendar view for Akshar, Nicholas, with a total of 8 of 630 hours and 3547 minutes. A 'Transfer' dialog box is open, allowing the user to add a work rule. The dialog box contains the following information:

- Name: Akshar, Nicholas
- Job: Wayne Township/Public Works/Operations Division//Foreman
- Labor Account: Wayne Township/Public Works/Operations Division//Foreman
- Work Rule: (empty field)

The 'Add Work Rule' section includes a search list with the following options:

- Call Back - BC Uns Thur Fri
- Call Back - BC Uns Thur Fri 3rd
- Call Out WC Maint-400 Snhf Off
- Call Out White Collar
- Dispatchers 1st Day Off
- Dispatchers 2-3rd Day Off
- Dispatchers FT Night Shift
- Library
- Seasonal
- Timestamp Once4Day HalfDa

The dialog box also features 'Cancel' and 'Apply' buttons. The background interface shows a table with columns for Date, Schedule, Pay Code, and Amount, and a 'Totals' section at the bottom.

## Cancel Meal Auto Deduct

(+ tab... **Timekeeper** workspace... **Timecards** submenu)

The system automatically deducts unpaid breaks (meal periods) from paid hours totals for staff who work 4 or more hours, if configured. An example would be if staff work 8:30AM through 4:30PM, but are paid for only 7 hours, with a 1 hour lunch deduct. This way staff do not have to punch out and back in for breaks.

You may cancel Automatic Deductions when appropriate if staff worked through a meal period.

To cancel the automatic Lunch Deduct:

- Right-Click the date/time cell.
- When Staff Work through Lunch and Leave Early, **Edit** the **Early Out Punch**, and in the **Cancel Deduction** field select **All**.
  - When Staff Work through Lunch and Will Be Paid Premium Pay, **Edit** the **Out Punch**, and in the **Cancel Deduction** field select **All**. **In this case you will need to Approve Premium Pay described later in this manual.**
- Comment a Punch.
  - As a Best Practice, Wayne requires all manual adjustments be Commented. The software will not force you to do this, but if you ever look back at an adjustment, this is where you'll be able to track some form of historical explanation.
- Mark as Reviewed.

The screenshot shows the Kronos Workforce Central interface. The main window displays the 'Timecards' page for Paulson, Patricia. A 'Punch' dialog box is open, showing details for a punch on 9/12/2019 at 3:30PM. The dialog includes fields for Date, Time (h:mm), Rounded Time, Override (set to 'Out Punch'), Time Zone, and a 'Cancel Deduction' dropdown menu with options like '30 Minute Auto Deduct', '30 Minute Auto Deduct WC', '30 Minute Auto No Mon-Tue', '30 Minute Auto No Sat-Sun', '30 Minute Auto No Thu-Fri', 'Library Floating Holiday Bonus', and 'All'. The background shows a table of timecard entries and a summary table with columns for Location, Job, Amount, and Wages.

Date	Schedule	Pay Code	Amount
Wed 9/11		Vacation	3.30
Wed 9/11	12:00PM-4:30PM		12.00
Thu 9/12	8:30AM-4:30PM		8.30
Fri 9/13	8:30AM-4:30PM		

Location	Job	Amount	Wages
...Administration/-MIS-/IT/Technical Assistant	...employee	23.30	\$435.14
...Administration/-MIS-/IT/Technical Assistant	Vacation	3.30	\$64.01

## Late Tuesday-Early Friday Schedule

( tab... **Timekeeper** workspace... **Timecards** submenu)

The Late Tuesday Night, Leave Early Friday Schedule causes some anomalies of note that will require WTK Manager Acknowledgement in the software.

Firstly, note that we configured some Exception Warnings in the system for Short Intervals (shifts less than 4 hours) and Long Intervals (shifts greater than 8 hours). This is a check and balance configured in the system to help identify staff leaving early due to illness or for other reasons, and for staying late on Overtime. Due to these settings, all Late Tuesday hours are considered Long Intervals and are marked red as an Exception, and therefore must be Reviewed by WTK Managers.

Secondly, note that if staff are scheduled to work Late Tuesday-Leave Early on Friday, they may not take a day off on Tuesday. The Late Tuesday hours worked and a Days Off hours do not sync up (9.5 hours worked on Tuesdays vs. 7 hours for a Day Off). You'll need to put them back to a regular 8:30AM – 4:30PM schedule that week in order to provide someone a day off on Tuesday.

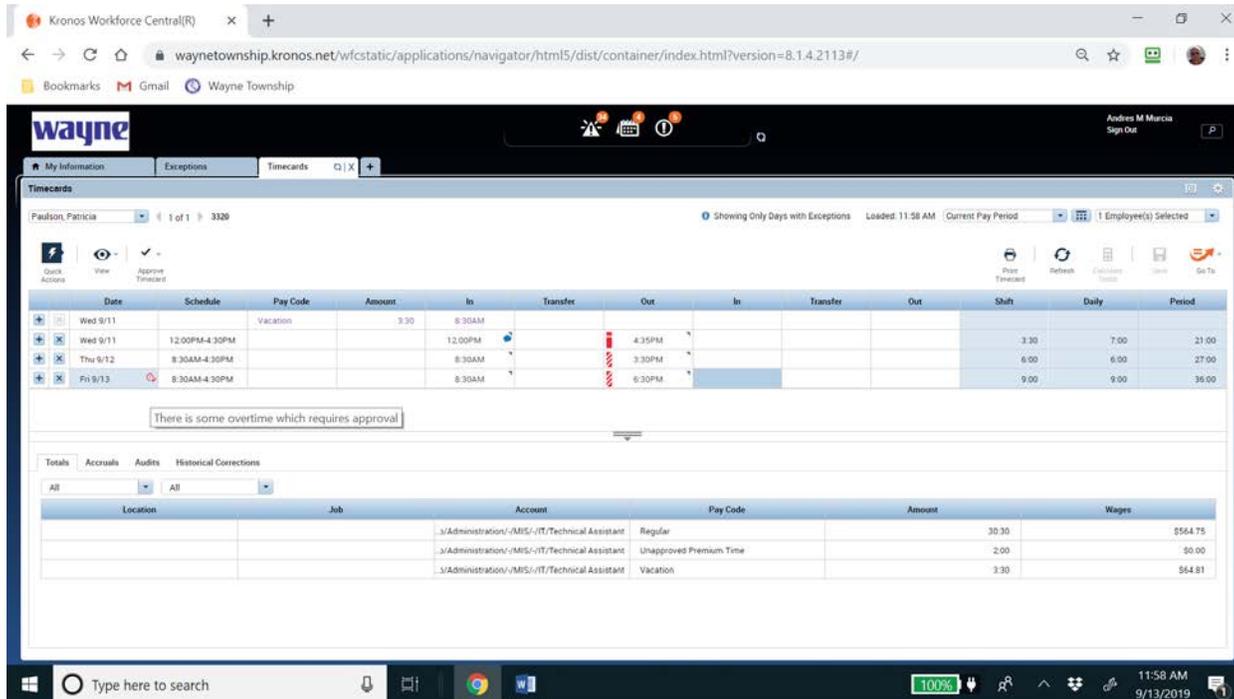
And lastly, if staff take Friday as a Half Day Off after having worked Late Tuesday, they must work through their lunch on Wednesday or Thursday, and you must document this via a Lunch Deduct discussed in a previous section of this manual.

## Approving Premium Pay - Scheduled or Contiguous with Regular Work Hours

(+ tab... Timekeeper workspace... Timecards submenu)

Once all Exceptions are corrected, or manual adjustments are added to time, there may be **Unapproved Premium** totals in the bottom **Totals** tab.

You must **Approve Overtime** by Right-Clicking a little red clock  in the Date Column for each date with Premium Pay.



Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Wed 9/11		Vacation	3.30	8:30AM								
Wed 9/11	12:00PM-4:30PM			12:00PM		4:35PM				3:30	7.00	21.00
Thu 9/12	8:30AM-4:30PM			8:30AM		3:30PM				6:00	6.00	27.00
Fri 9/13	8:30AM-4:30PM			8:30AM		6:30PM				9:00	9.00	36.00

Location	Job	Account	Pay Code	Amount	Wages
		:\Administration\-\MIS\-\IT\Technical Assistant	Regular	30.30	\$564.75
		:\Administration\-\MIS\-\IT\Technical Assistant	Unapproved Premium Time	2.00	\$0.00
		:\Administration\-\MIS\-\IT\Technical Assistant	Vacation	3.30	\$64.81

**Note:** You may Approve a Time Card, leaving Unapproved Premium as is, and the employee will not receive overtime. This may occur if an Employee punches out very late, beyond the grace period of 15 minutes, and OT was is not authorized.

## Approving Premium Pay - All, None, Some

(+ tab... Timekeeper workspace... Timecards submenu)

Note that when you approve OT, that you may approve **All** the **Unapproved Premium** hours, or some different amount by utilizing various options listed on the screen.

The screenshot shows the Kronos Workforce Central interface. The main window displays the 'Timecards' section for employee Paulson, Patricia. A modal dialog titled 'Approve Overtime' is open, showing the following details:

- Overtime Date: 9/13/2019
- Unapproved Overtime Amount (HH:mm): 2:00
- Amount options:  All,  All Before Shift,  All After Shift,  None,  Some (HH:mm),  Time Window
- Show Schedule:
- Summary table:

	From	Amount
Before Shift	8:30AM	0:00
After Shift	4:30PM	0:00

The background table shows timecard entries for Paulson, Patricia:

Date	Schedule	Pay Code	Amount
Wed 9/11		Vacation	3:30
Wed 9/11	12:00PM-4:30PM		
Thu 9/12	8:30AM-4:30PM		
Fri 9/13	8:30AM-4:30PM		

After Premium Pay is approved, the red clock will turn green.

## Approving Premium Pay - Rates Based on Weekly Hours

(+ tab... Timekeeper workspace... Timecards submenu)

Some of Wayne's employment contracts pay for weekday Premium Hours based on Total Hours Worked per Week, not based on Hours Worked per Day. If this is the case, Premium Hours worked between 35 and 40 hours per week may be compensated at staff's Regular Rate, while hours worked beyond 40 are compensated at Time and a Half.

Saturdays (or First Day Off) are always Time and a Half, Sundays (or Second Day Off) Double Time and Holidays Triple Time Premium Pay. Also note these contract staff are paid for a 7 hour work day (Scheduled for 8 hours, with an automatic 1 hour Lunch Deduct).

Call In is compensated at a minimum amount of hours, and is discussed in a separate section of this manual.

This means that some staff who worked more than 7 hours on a Monday for example, may not be contractually entitled to the Time and a Half hours until later in the week, after they finally exceed 35 hours. Further, some of those hours may be at Regular Premium Pay (35 to 40 hours) and some may be at Time and a Half (hours over 40).

After Approving Overtime, it is very important to check staff's Daily Hours Totals for each day and the Cumulative Hours Totals for the entire Pay Period. This is a great Best Practice discussed earlier in the Checking Reconciliation Totals section.

The Exact Rate per day may change as the employee continues to work the rest of the week. Until the contractual Pay Period is over, the exact Rate may not display correctly. What is important, is that some type of Premium Pay be approved each day, and once the contractual pay period is completed and staff complete their 35 or 40 hours (or whatever their contractual pay period may be) is ended, only then can Kronos calculate appropriate rates.

This procedure only applies to Contracts where Premium Pay is calculated based on Weekly Hours (35/40) or Bi-Weekly Hours (70/80), not Daily Hours. If a contract bases Premium Pay on daily hours the proper rate will display right away.

**NOTE:** The Rate is dictated by "Production Pay" work hours, or actual hours worked. Non-Production Time (Vacation, Holidays, Personal, etc.) do not count toward the Totals Hours Worked when calculating the appropriate Premium Rate.

## Approving Premium Pay - Call Out

(+ tab... **Timekeeper** workspace... **Timecards** submenu)

Call Out is approved differently than OT contiguous with regular work hours because staff have minimum hours paid associated with the Call Out (4-Hours minimum pay, as example, even if only working 1 hour – this all depends on individual contracts).

Whether staff punched in/out or you manually enter the time in the timecard, you must Approve the **Unscheduled Punch Exception** as previously described by completing the **Comment** and **Reviewed** functions, **however** a work rule **Transfer** must be assigned selecting the appropriate predefined Union Agreement classification. By doing this, even though an employee worked less than 4 hours in the example above, the **Daily** total hours column will show hours paid (4) and not actual hours worked.

The screenshot shows the Kronos Workforce Central interface. The main window displays a timecard for Paulson, Patricia. The timecard table has columns for Date, Schedule, Pay Code, Amount, In, Transfer, and Out. A 'Transfer' dialog box is open over the timecard, showing the employee's name (Paulson, Patricia) and a list of work rules to select. The 'Add Work Rule' section includes a search list with options like 'Call Back - BC Uns Sat Sun', 'Call Out White Collar', and 'Dispatchers 1st Day Off'. The 'Totals' tab at the bottom shows a summary of hours and pay.

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Wed 9/11		Vacation	3.30	8:30AM		
Wed 9/11	12:00PM-4:30PM			12:00PM		4:35PM
Thu 9/12	8:30AM-4:30PM			8:30AM		3:30PM
Fri 9/13	8:30AM-4:30PM			8:30AM		6:30PM
Fri 9/13				8:00PM		

Location	Job	Account	Regular	Unapproved	Vacation
	Administration-/MIS-/IT/Technical Assistant		Regular		
	Administration-/MIS-/IT/Technical Assistant		Unapproved		
	Administration-/MIS-/IT/Technical Assistant				Vacation

After Entering or Modifying the Punches, select the **Transfer** column cell and pick the **Work Rule** tab, and select the appropriate Call Out rule based on the proper Union Agreement to insure minimum hours paid is applied.

Once the Call Out Exception and Work Rule is corrected, you should still have an **Unapproved Premium** total in the bottom **Totals** tab.

You must **Approve Overtime** as described earlier in this manual.

Don't forget to check **Totals** and insure staff are being paid for the correct minimum hours.

## Premium Pay - Call Out Overlap

( tab... **Timekeeper** workspace... **Timecards** submenu)

For those of you who process Premium Pay Call Out (Blue and White Collar), if your staff are called into work within 4 hours of their regular shift start time, the minimum premium rate 4 hour guarantee will overlap into personnel's regular work hours causing something called Premium Pay Overlap.

Staff are entitled to their Premium Pay Call Back 4-hour guarantee, but they are not also entitled to their Regular Pay on top simultaneously. That would be double payments during the overlap hours, one for the Premium Pay time and one for the Regular Pay time during the same exact hours.

This is a very unique Wayne Township employee contract issue not built into Kronos. To adjust for this issue, Kronos WTK has a special custom routine that runs on the server several times during the day (9:45AM, 1:45PM and 3:45PM), and will automatically Adjust for the Overlap by Deducting their Regular Pay during their Overlap Hours, leaving only the Premium Pay for the 4 hour guarantee.

### PLEASE NOTE:

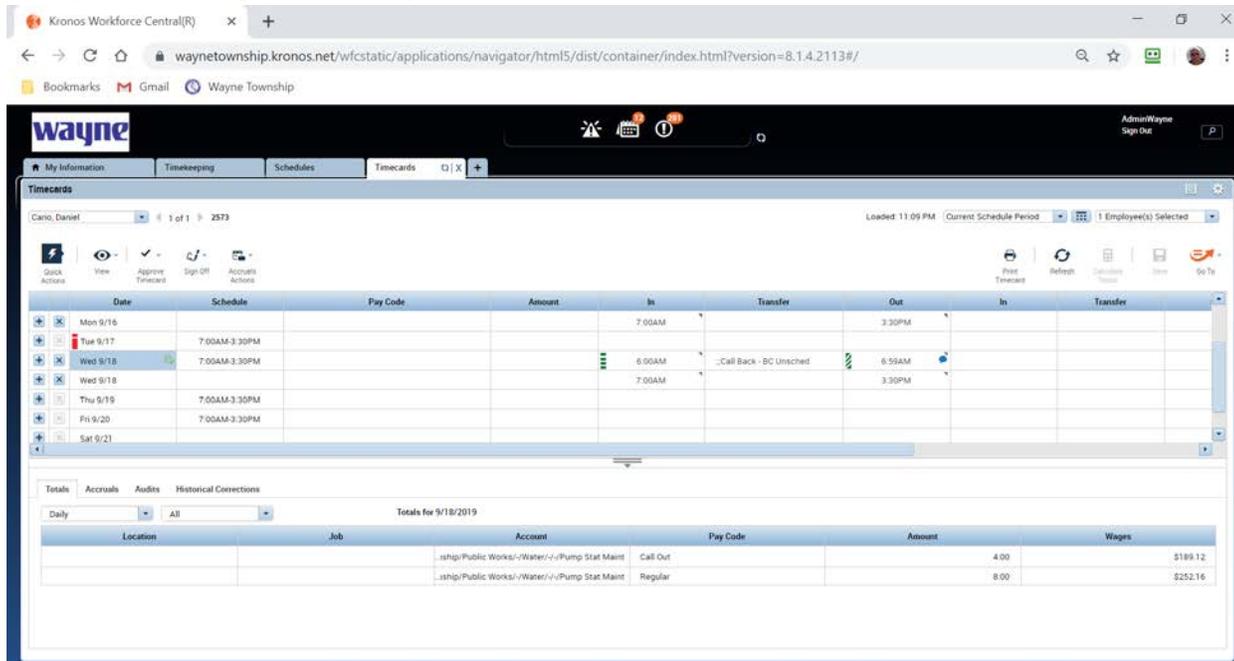
- The Automatic Routine needs to place a Comment in the In-Punch of the Call Back.
- If there is already a Comment in the In-Punch, the Interface will fail!!!
- As a best practice, when you process OT Call Back on the Time Card, never add the Comment identifying the reason for the Call Back on the In-Punch.
- **You should only add Comments on the Out-Punch.**

Continued on the next page...

So, there is significant nuance to documenting this on a Timecard. Please follow the steps carefully.

All work is performed on the Timecard. Call Backs are not scheduled by nature, and therefore need not be scheduled in the Schedule Editor.

Firstly, the Overlap has to always look like this initially:



Please note in the above example:

- The Call Back Transfer entry **MUST** have an Out Punch with a time before the start of the staff's regular shift.
- Even if the staff didn't punch out and just continued working their regular work schedule, you **MUST** manually enter an Out Punch with a time sometime before the start of the regular shift.
- Additionally, their regular shift **MUST** have an In Punch.
- **NEVER** Comment the In Punch of the Call Back entry. The Interface will add a comment and if there is one there already, the interface will fail.
- You will see that in the above example you **MUST** have two distinct events in their own right, with an Overlap due to the 4 hour guarantee of premium pay.

Continued on the next page...

The Kronos WTK special custom routine will run several times during the day (9:45AM, 1:45PM and 3:45PM), and will automatically Adjust for the Overlap by Deducting their Regular Pay during their Overlap Hours.

After the interface runs, the timecard will look like this:

The screenshot shows the Kronos Workforce Central interface for user Daniel Cano. The main table displays timecard entries for the week of 9/16 to 9/20. On 9/18, there is a 'Call Back - BC Unsched' entry with an amount of 8.00. On 9/19, there is a 'CallBackAdjust' entry with an amount of -3.00. The summary table below shows the following totals for 9/18/2019:

Location	Job	Account	Pay Code	Amount	Wages
		..ship/Public Works-/Water-/Pump Stat Maint	Call Out	4.00	\$189.12
		..ship/Public Works-/Water-/Pump Stat Maint	CallBackAdjust	-3.00	(\$94.56)
		..ship/Public Works-/Water-/Pump Stat Maint	Regular	8.00	\$252.16

## Approving Compensatory or Flex Time Earned

(+ tab... **Timekeeper** workspace... **Timecards** submenu)

Some staff are allowed Compensatory Time or Flex Time. Please be very careful to insure that your staff is contractually entitled to this before documenting in the system.

Earning and Using Comp Time is a manual process in WTK, and is handled exactly like OT. However, once the OT is documented and Approved, the OT needs to be **Moved** to a Comp Time Accruals Bank so that staff are not paid and their Accruals Bank can be monitored. Like OT, approval of Comp\Flex Time may be All, None or Some.

In the **Totals** tab, right-click any Approved OT and select the **Move Amount** icon.

The screenshot shows the Kronos Workforce Central interface. The main window displays a timecard for employee Benale-Brice, Jeannine S. The timecard table has columns for Date, Schedule, Pay Code, and Amount. A 'Move Amount' dialog box is open, showing the 'From' section with Paycode: Regular, Amount (HH:mm): 8:00, and Transfer: .WayneTownship/Circulation/-/Library/-/library Aide. The 'To' section shows Effective Date: 9/09/2019, Paycode: comp, Amount (HH:mm): 8:00, and Transfer: .WayneTownship/Circulation/-/Library/-/library Aide. A dropdown menu is open for the Paycode, showing options: comp, CompensatoryTime Paid, CompTime Accrual, FMLA-Comp, Sunday Compensatory Accru., Sunday Compensatory Paid, and Workers Comp. The 'OK' button is visible. Below the dialog box, the 'Totals' tab is active, showing a table with columns: Location, Job, Account, Pay Code, Amount, and Wages. The table contains one row: Location: WayneTownship/Circulation/-/Library/-/library Aide, Job: Regular, Amount: 8:00, Wages: \$141.00.

Select a **Pay Code** and document the appropriate Comp Time Accrual code (there are a few based on employment agreement), the **Amount** of Hours being moved as appropriate. You may also assign a **Transfer Code** if applicable.

Check the **Totals** tab to insure the correct amount of time was moved accordingly.

## **Compensatory or Flex Time (Used/Paid)**

( tab... **Timekeeper** workspace... **Schedules** submenu)

Taking Time Off by using Comp Time bank is processed like any other Time Taken, via a Pay Code on staff's **Schedule** or **Timecard** as previously discussed in this manual. Entry can be manual, or via a GTOR.

## Approving Time Cards

(+ tab... **Timekeeper** workspace... multiple screens or genies, see following sections)

Once all Exceptions are processed, you must **Approve** your staff's Time Card.

Additionally, you may require your staff Approve their own time cards first, before you do, to document their acknowledgment each pay period that not only are their timecards and pay accurate, but that their time off and accrual balances are also. This is very practical for staff that have regular access to the Kronos Web Portal or Kronos Mobile Apps. This procedure is described for all staff in the Kronos WTK Staff Guide and Video.

**\*\*\* Timecards MUST be Approved by Managers no later than End of Business on the Wednesday after the end of a Payroll Period. Treasury will begin to process Payroll on Thursday, and Lock timecards via a process called Payroll Sign Off.**

## Approving Time Cards via the Timecard Itself

(+ tab... **Timekeeper** workspace... **Timecards** submenu)

To Approve (or Remove Approval) an individual Timecard, select the **Approve Timecard** icon and select the appropriate option.

The screenshot shows the Kronos Workforce Central interface. The user is logged in as Andria M. Murcio. The main content area is titled 'Timecards' and shows a list of timecard entries for user 'Lacz, Scott'. The table has columns for Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. A context menu is open over the first entry, showing 'Approve Timecard' and 'Remove Timecard Approval' options. The bottom of the screen shows a summary table with columns for Location, Job, Account, Pay Code, Amount, and Wages, which currently displays 'No data to display'.

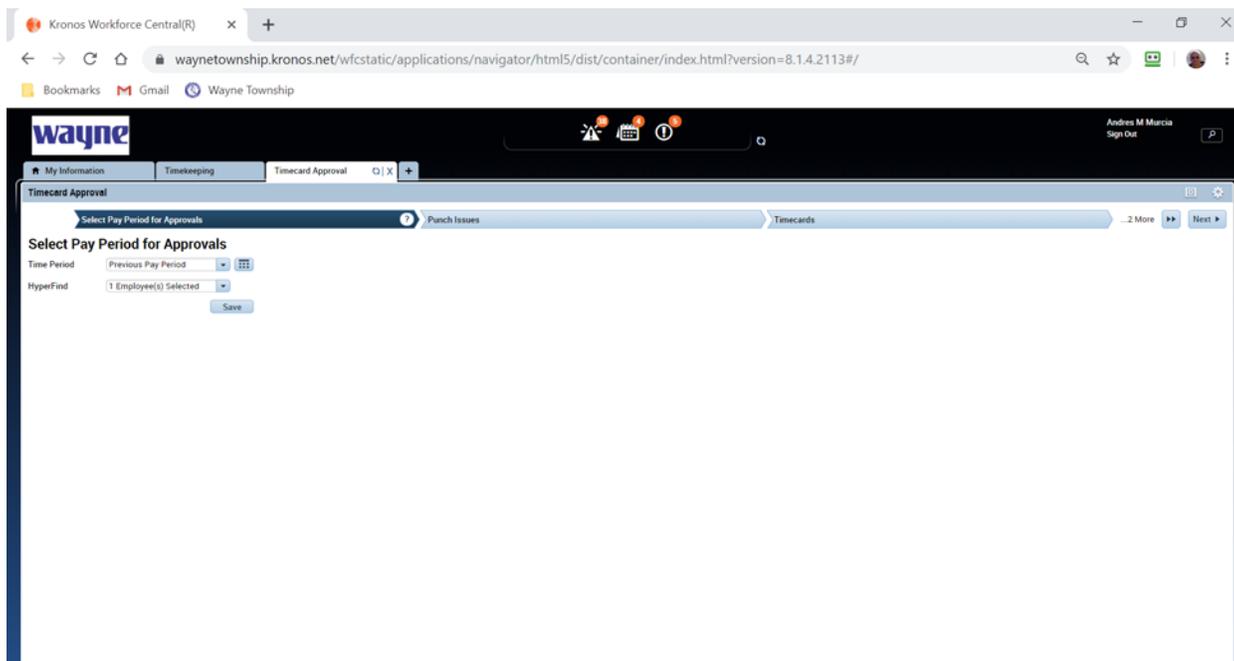
## Approving Time Cards via the Timecard Approval Wizard

(+ tab... Timekeeper workspace... Timecard Approval submenu)

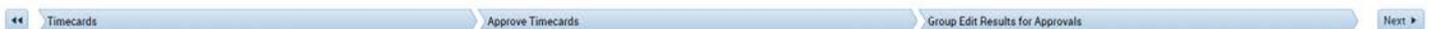
For Managers familiar with previous versions of Kronos, Legacy Genies like the **Reconcile Timecard** genie, **Pay Period Close** genie, **All WTK Exceptions** genie, **Totals by Paycode** genie, etc., still do exist, but they have been replaced by the **Timecard Approval** wizard.

Legacy genies are available on the **Genies** screen available at (+ tab... Timekeeper workspace... default Genies screen. Select the drop down arrow in between the **Quickfind** title and search box field.

The **Timecard Approval** wizard steps you through several screens one by one to logically finalize and Approve timecard.



Along the top of the Wizard, an Interactive Blue title bar allows you to step forward and backwards through the various screens to finalize staff's timecards until Approval.



The wizard consist of **Pay Period Selection... Punch Issues Exceptions Summary... Timecards... Approve Timecards Reconcile Timecards... Group Edit Results for Approval...** and finally there is a **Clear** feature all the way to the right to reset the Wizard.

\*\*\* If you are approving more than one timecard at a time via a Legacy Genie, you **MUST** manually check the **Group Edit Results** page for errors. The **Group Edit Results** page is incorporated into the **Approve Timecards** wizard above, but not Legacy Genies, and therefore requires manual inspection. **Please review the next section, Group Edit Results.**

## Group Edit Results

(+ tab... Timekeeper workspace... Group Edit Results submenu)

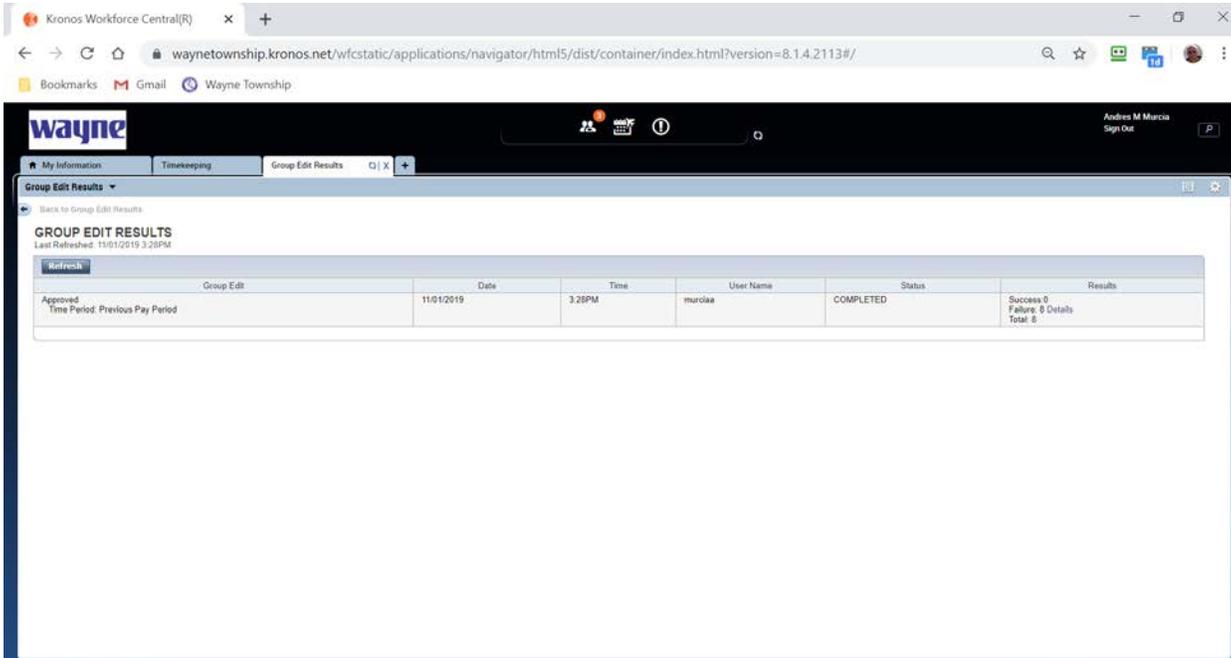
\*\*\* When you Approve a single timecard, one at a time, if any Exception exists that might prevent you from successfully processing the approval, there would display an error message right on the screen for your intervention. However, when doing a Group Edit of two or more timecards via any Legacy Genie, the system posts errors to the **Group Edit Results** only. You MUST manually check this page every time you edit more than one timecard at a time.

As an Example, to approve multiple timecards at once, the current version 8 method is to use the **Timecard Approval** wizard described in the previous section. However, if you use one of the many Legacy Genies, like the **Pay Period Close** genie by using the **Select All Rows** icon, and then the **Approval** icon, followed by **Approve Timecard**, any errors associated with the Approval would not display on the screen, but on the **Group Edit Results** page.

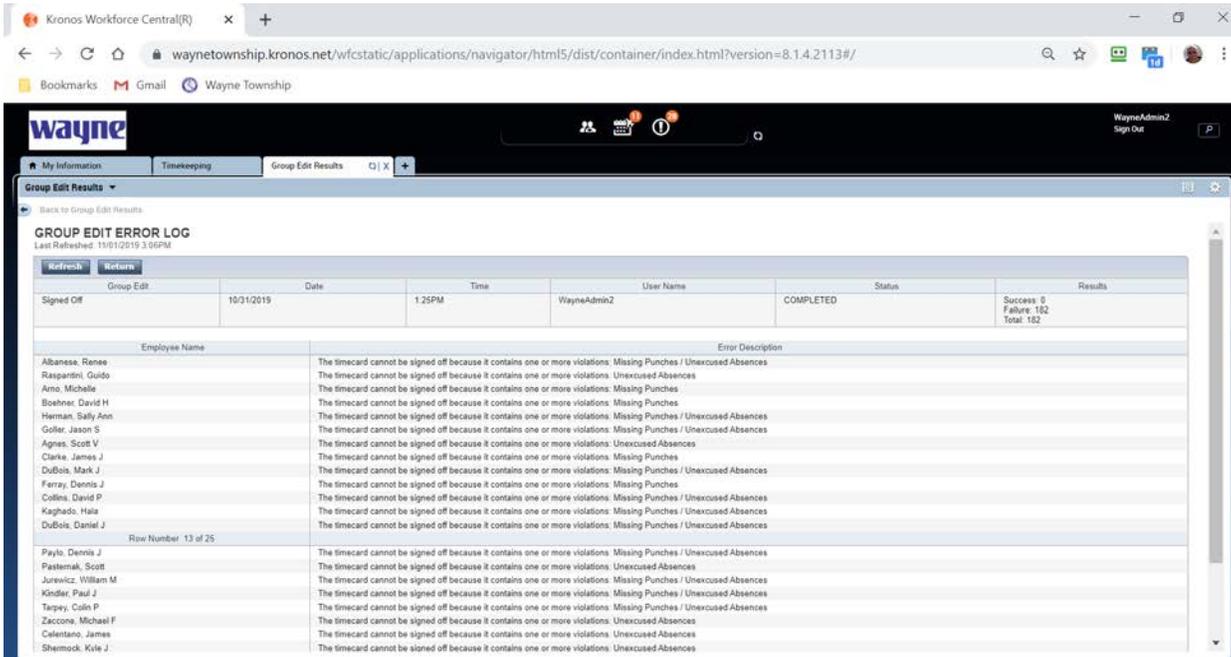
Name	Employee Approval	Signed	Missed In Punch	Unexcused Absence	Unapproved T...	Expected PP Hours	Assigned Manager
Brown, Timothy P.	✓	2				0:00	Murcia, Andres...
Lacz, Scott	✓	2				0:00	Murcia, Andres...
Murcia, Andres M.	✓	2				0:00	Bellet, Neal I
Oparaku, Klodian	✓	2				0:00	Fedor, Eric
Pasternak, Scott	✓	2				0:00	Murcia, Andres...
Paulson, Patricia	✓	2				0:00	Murcia, Andres...
Scott, Joseph	✓	2				0:00	Murcia, Andres...
Travis, James	✓	2				0:00	Murcia, Andres...
Tao, Rawson	✓	1				0:00	Murcia, Andres...

Continued on next page...

Form the **+** tab... **Timekeeper** workspace... **Group Edit Results** submenu, review the Results column and insure there are no Failure errors.



If there is a Failure count listed, select the **Details** link to display a list of errors:



Go back to your Timecards and error correct any issues and attempt Sign Off again.

## Historical Changes

Once a Time Card is Approved, and the Pay Period Closed by the Finance Department, the Schedule and Time Card are locked.

If an error is discovered, Historical Changes can be made by HR.

## Delegating Authority

( tab... **Timekeeper** workspace... **Actions** submenu)

As a Time & Attendance Manager, there will be times when you are personally unavailable to approve your staff's Time Cards or process their Exceptions. When you are out of the office you will need to Delegate your Authority to someone else.

**NOTE:** The person you delegate authority to must already be a Time & Attendance Manager for staff of their own. You may NOT delegate authority to someone who is not already managing others in WTK.

## Assigning WTK Authority to Others

( tab... **Timekeeper** workspace... **Actions** submenu)

Continued on next page.....

Select the **Manager Delegation** link and complete the pop-up form.

The screenshot shows the Kronos Workforce Central (WFC) interface. At the top, the browser address bar displays 'waynetownship.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#/'. The main navigation bar includes 'My Information', 'Timekeeping', and 'Actions'. The 'Actions' menu is expanded, showing a list of actions under the heading 'ACTIONS'. The 'Manager Delegation' link is highlighted with a red arrow. Below the actions list, there is a 'Refresh' button and a 'Categories' dropdown menu set to 'None'. The user's name 'Andres M. Marcia' and a 'Sign Out' link are visible in the top right corner.

javascript:launchworkflow(/applications/vba/html/jsp/wfrequest.jsp?wfurl=%2FWorkflowRequestServlet%3Fwid%3d135')

The screenshot shows a 'Create Delegation' pop-up form. The form has a title bar 'Create Delegation - Google Chrome' and a URL 'waynetownship.kronos.net/wfc/KDWEFormServlet?initForm=true&id=79811&CS...'. It contains the following fields and controls:

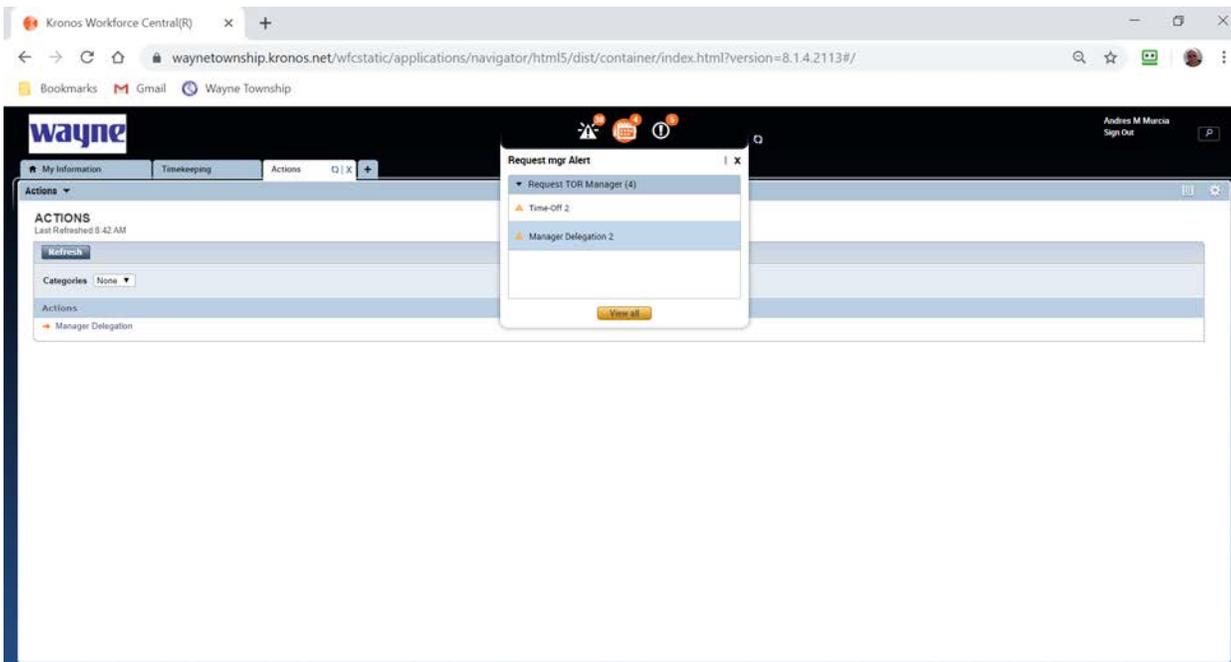
- Existing Delegations:** A text area containing the word 'None'.
- New Delegation:**
  - Delegate:** A dropdown menu with 'McDemott, Keith J.' selected.
  - Start Date:** A date picker set to '6/15/2019'.
  - End Date:** A date picker set to '6/21/2019'.
  - Role:** A dropdown menu with 'all tps' selected.
- Buttons:** 'Save & Close' and 'Cancel' buttons.

## Accepting WTK Authority from Others

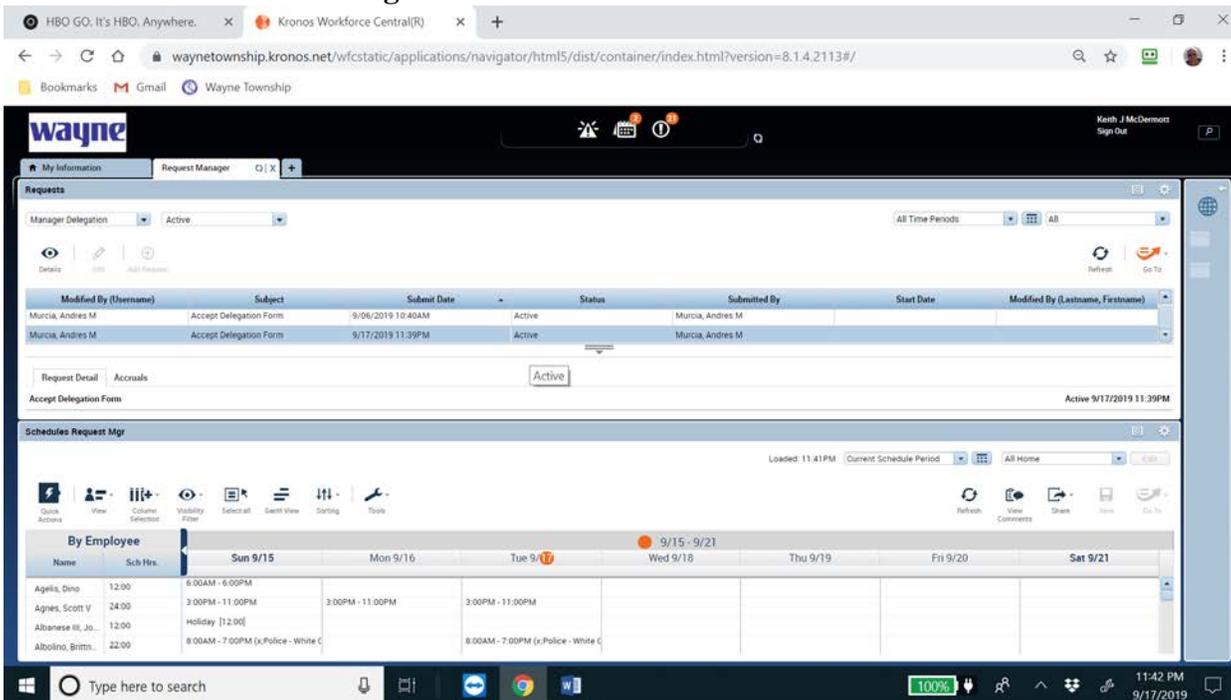
(Alerts Bubble - All Screens)

A **Request Mgr Alert** will display in your **Alerts Bubble** if you have a pending Manager Delegation Request waiting your acceptance or decline.

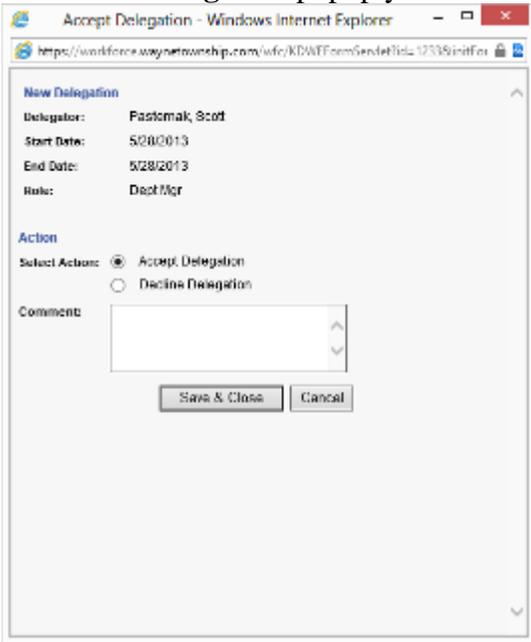
Select the **Manager Delegation** link to open the **Request Manager** prefilled with the corresponding Request.



## Double Click the Active Delegation Form:



And in the **Delegation** popup you can either Accept or Decline the request.

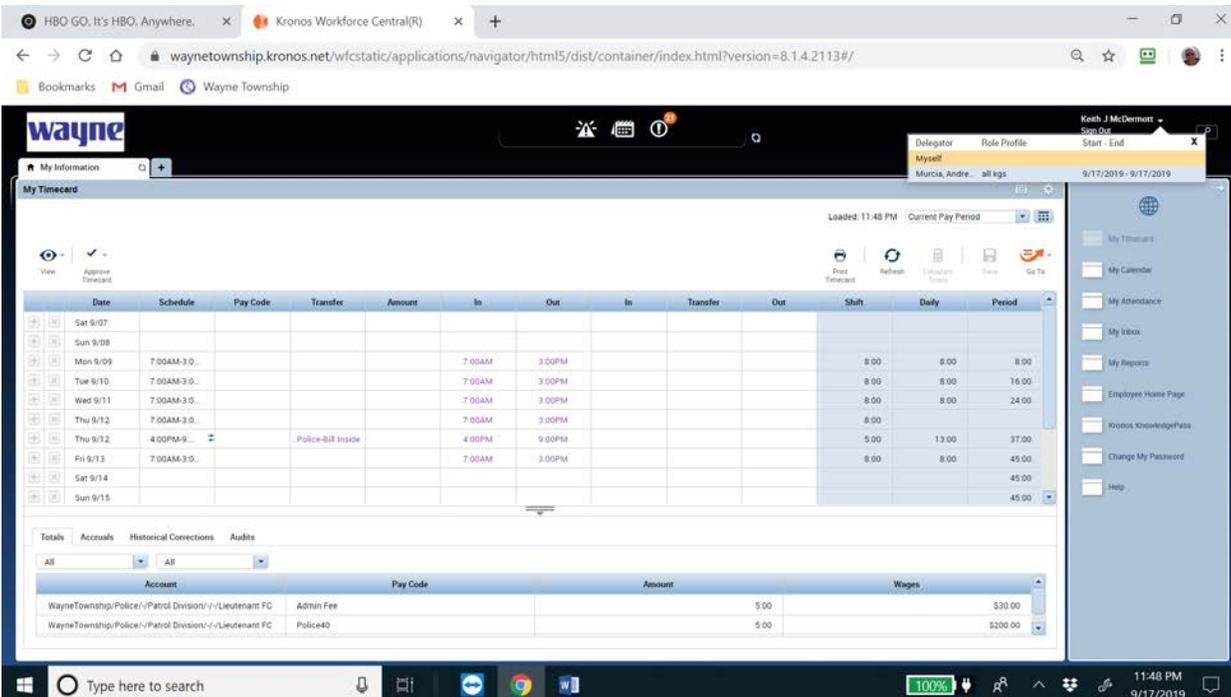


\*\* Once you've accepted authority, you will need to log out and back in.

The system doesn't merge your role with that of the person you accepted authority from, but rather allows you to Switch between yourself and that person's security. When you Switch Roles, you are seeing what the other Time & Attendance Manager would normally see, and you'll now have access to their Tasks, Staff, etc.

To Switch Roles, select the little drop-down arrow to the right of your Name displayed in the upper right corner. Here you can switch back and forth at will between yourself, and the person you accept authority from.

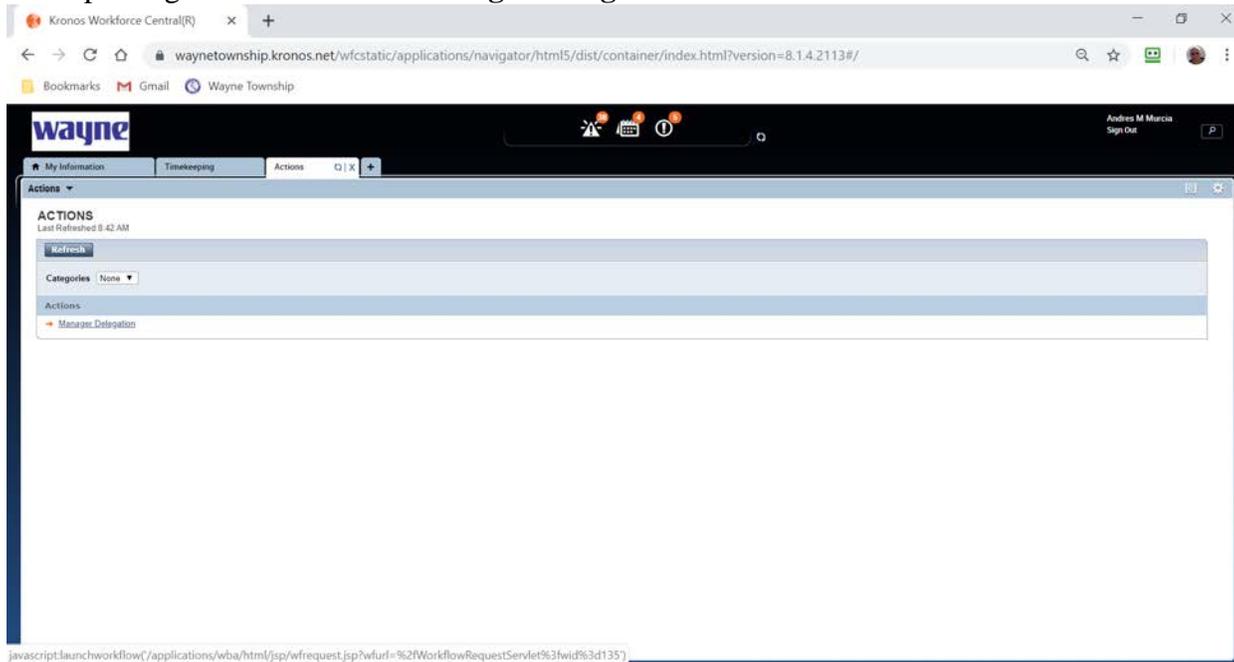
\*\* The little drop-down arrow will not appear until the actual dates that you've accept authority for.



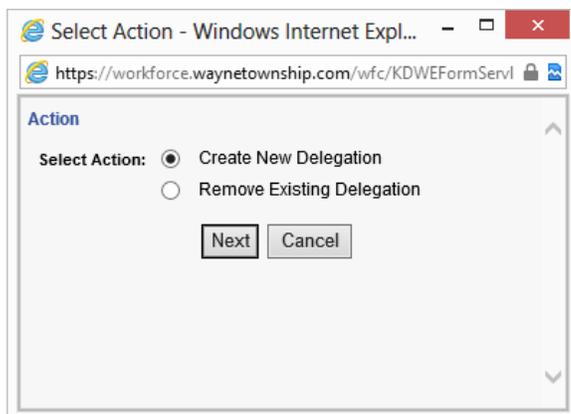
## Manually Remove WTK Authority from Others

(+ tab... **Timekeeper** workspace... **Actions** submenu)

If you would like to manually remove an existing delegation, access the **Actions** submenu in the **Timekeeper** workspace again and select the **Manager Delegation** link.



The below screen will display only if there is a previously delegated authority in place. You may **Remove Existing Delegation** from anyone here:



## Section Four – Attendance Module

---

### Attendance Module Overview

The Attendance Module tracks Work Rules, such as Sick Time rules, Lateness rules, Missed Punch rules, etc.

The Module is configured with all the Work Rule policies of the Township, memorialized in a separate HR document, consisting of rule violation patterns and escalating actions that might be taken by Attendance Managers. As an example, should staff call out sick excessively, and/or in a pattern, like always calling out sick the day following a normal day off, the system identifies these patterns, flags the occurrences and recommends actions to be taken. Another example might be how often an employee Punches In Late in a set time frame.

The Module reads the Time Cards, looking for these patterns, and will notify each staff's Attendance Manager via the **Alerts Bubble** and "recommends" the need for Verbal, Step 1, Step 2, etc., action.

### Managing Time Cards in compliance with Attendance Module Needs

In order for the Module to view these events as violations of Work Rules, events on Time Cards need to be documented properly, with the correct event codes and comments. **It is HR's Policy that all events get a Comment & Note explaining the specifics of each event.**

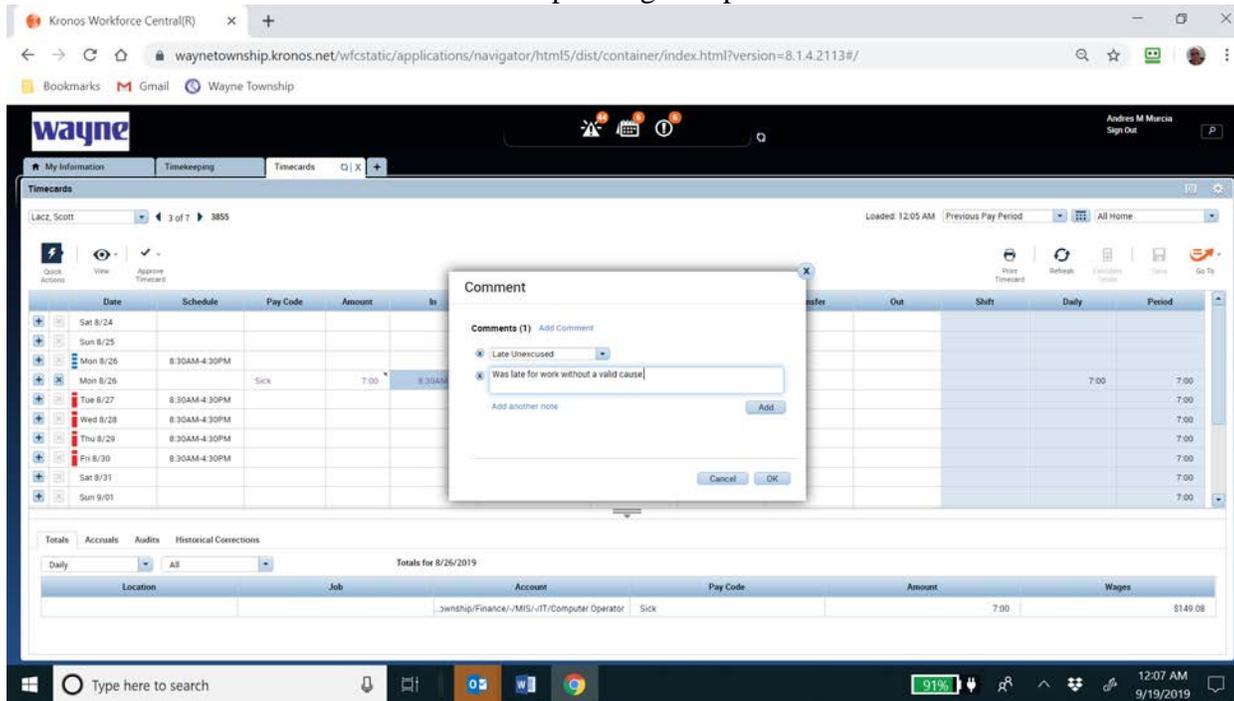
As a general rule, the following is important to note:

- "Excused" comments do not assign any Violation points and therefore are NOT considered Work Rule infractions. These are for valid and justified reasons for a Work Rule anomaly where you do not want the staff to be penalized.
- "Unexcused" comments count as a Violation of a Rule and will be tallied in the Attendance Module.
- However, as a check and balance, any event that is NOT commented will automatically be considered a violation of a Rule and be tallied as a violation on the employee's record. But please... add a Comment and Note explaining all events.

**NOTE** that there are several Sick Event comments available. Since consecutive sick days are considered a Single Illness Event in our Work Rules, whenever someone is out on consecutive days you must first document the first day normally, but for all Consecutive Days, please use the Consecutive (Consec) Comment Type on the Second and All Consecutive Days. Again, **DO NOT USE** the "Concec" designation Comment Types on the First Day (It is not a consec day). Only use the "Consec" designation on the second and all subsequent days that are contiguous. In this manner the first day will be documented as the event start, and any consecutive days will added to it as a single multi-day occurrence,

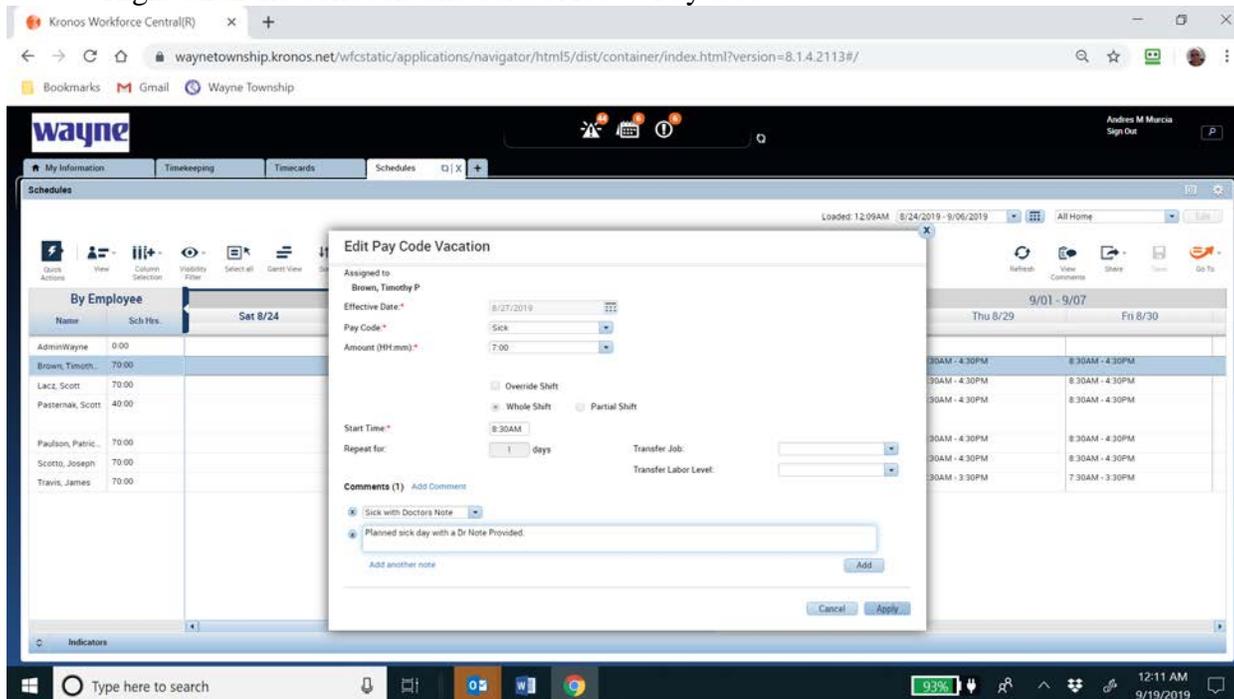
## Add a Comment on a Time Card

- Right-click an event Time or Punch.
- Select the Comment icon.
- Pick a Comment and add a Note explaining the specifics of the Event.



## Add a Comment on a Schedule

- Right-click the Schedule and select Add... Pay Code...



- After completing the Event, select the Add Comments link, and then select an item from the drop down.
- Add a Note as well.

## **Comments on Global Time Off (GTOR)**

Comments on GTORs do not propagate down to the Schedule, but more importantly do not effect Attendance Rules in any manner anyway.

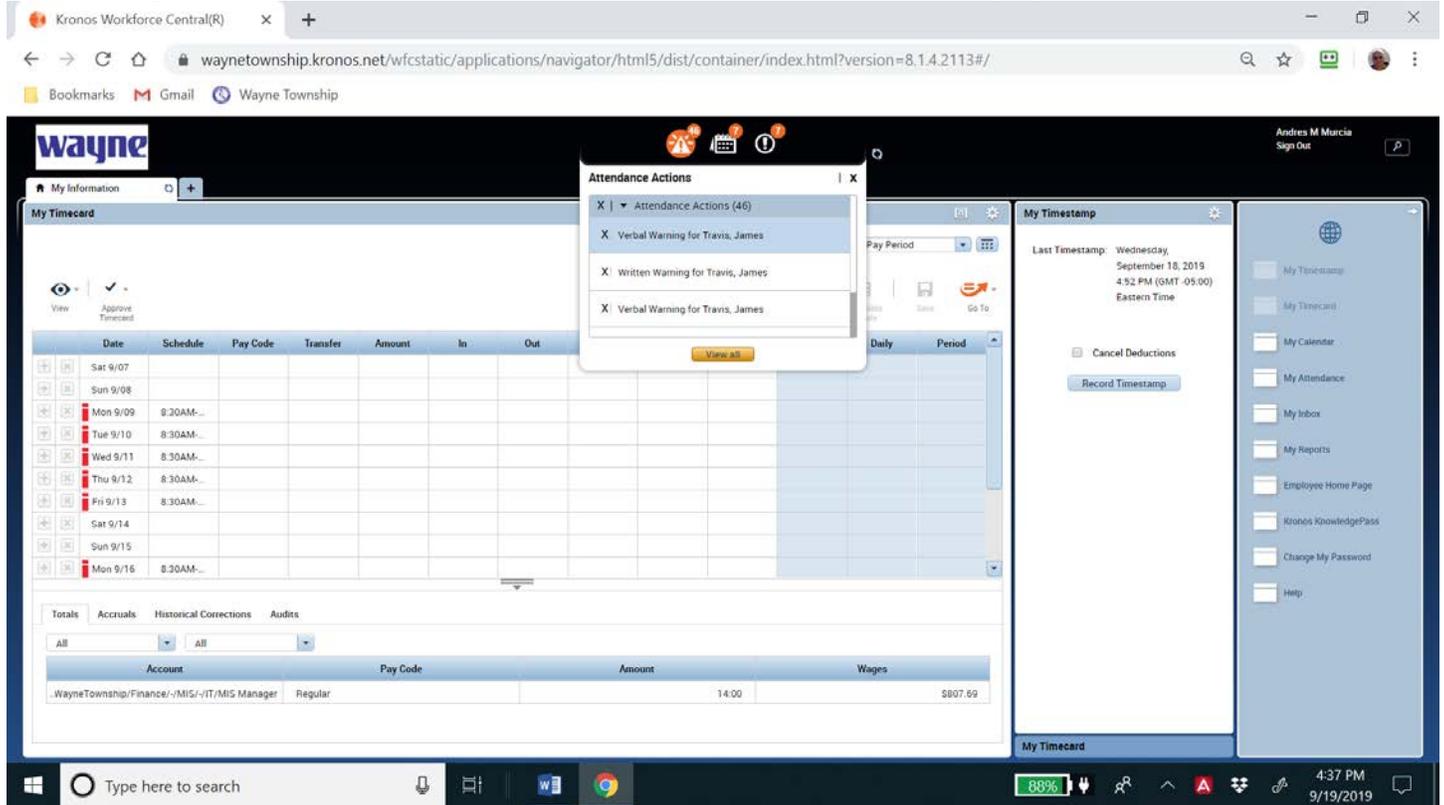
**Only Comments specifically added to the Schedule or the Timecard will effect Attendance Rules.**

**Therefore, after you approve a GTOR, just refresh the bottom Schedule Editor pane of the Request Manager Page, and then Comment the Schedule itself.**

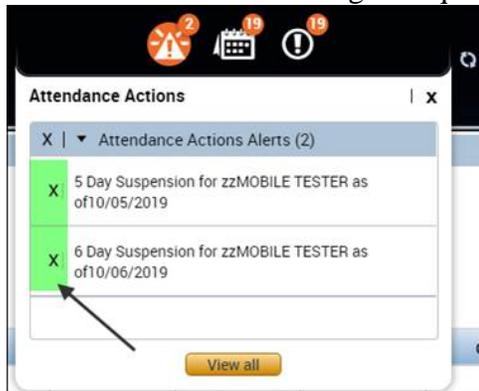
## Attendance Incident Alerts (Alerts Bubble, K-Mail or Email)

When a Work Rule Incident is documented that escalates to a recommendation of Manager Action, the system will notify each staff's Attendance Manager via the **Alerts Bubble**, **Kronos K-Mail Inbox** and via a traditional **Email** of staff violations and "recommends" the need for Verbal, Step 1, Step 2, etc., action.

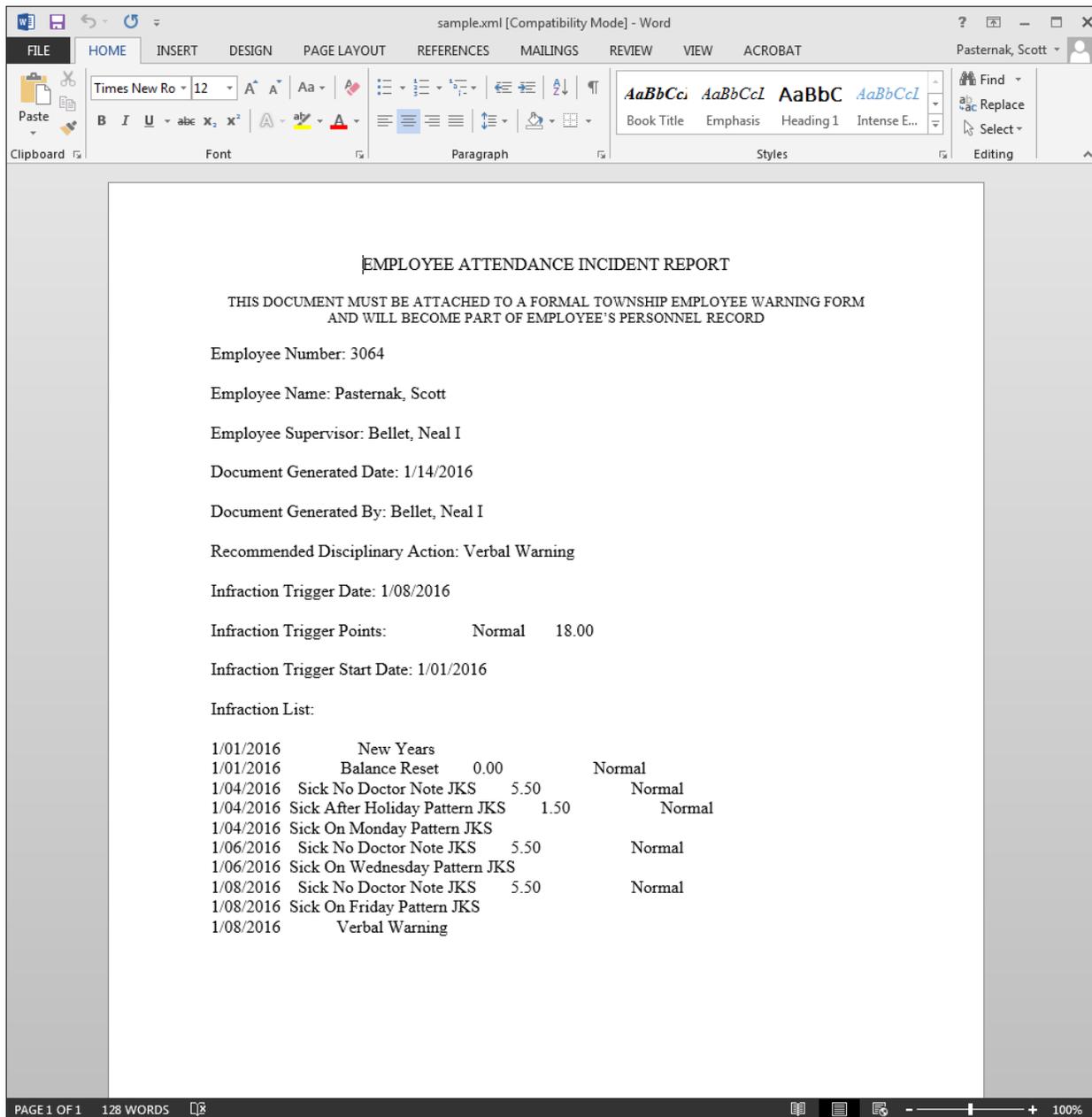
By selecting a notification in the **Alerts Bubble**, the system will automatically open the **Attendance Module**.



**NOTE:** The Attendance Alert Bubble Numeric Tag (2 in the below graphic example) does not automatically go away when an Attendance Incident is Completed as described later in this chapter. For Attendance Actions, you also have to manually clear each Alert by clicking the X next to each line after Completing the Incident. This is not the case with the Manager Requests and Exceptions Alerts, which clear automatically.



From K-Mail or traditional Email, select the embedded link to view an Incident Report. You will be prompted for your Kronos Username and Password:



Note that this report is also available in the **Action Details** and **Documents** tabs in the Attendance Module, discussed later. This document is for your personal documentation and review, and is just a **“Recommendation”** of the System. All formal actions must be taken in compliance with Township Policies and processed on the appropriate HR Forms. You may attached this report as backup.

## Attendance Module Access

(+ tab... **Timekeeping** workspace... **Attendance Editor** submenu)

In addition to the + tab... **GoTo Links** workspace... **Attendance Editor** submenu access to the Attendance Editor, you may access it from any screen, legacy genie, search or report where you can highlight a staff's name, and there is also a **GoTo** icon listing available workspaces.

The screenshot displays the Kronos Workforce Central web application. The browser address bar shows the URL: `waynetownship.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#`. The application header includes the 'wayne' logo, navigation tabs for 'My Information' and 'Timekeeping', and a user profile for 'Andres M Murcia'. The main content area features a 'Genies' search bar and a table of staff members. A context menu is open over the table, showing options like 'Go to widget' and 'Attendance Editor'. The table data is as follows:

Name	ID	Primary Labor Account
AdminWayne	99999	WAYNETOWNSHIP/ADMINISTRATION-/MIS-/IT/COMPUTER OPERATOR
Brown, Timothy P	3780	WAYNETOWNSHIP/FINANCE-/MIS-/IT/SYSTEM ANALYST
LACE, SCOTT	3855	WAYNETOWNSHIP/FINANCE-/MIS-/IT/COMPUTER OPERATOR
Murcia, Andres M	2036	WAYNETOWNSHIP/FINANCE-/MIS-/IT/MIS MANAGER
Pasternak, Scott	3064	WAYNETOWNSHIP/FINANCE-/MIS-/IT/PART TIME
Pudson, Patricia	3320	WAYNETOWNSHIP/ADMINISTRATION-/MIS-/IT/TECHNICAL ASSISTANT
Scotti, Joseph	3881	WAYNETOWNSHIP/FINANCE-/MIS-/IT/COMPUTER OPERATOR
Travis, James	2638	WAYNETOWNSHIP/FINANCE-/MIS-/IT/NETWORK ADMIN
ZZWF MOBILE	ZZWF MOBILE	WAYNETOWNSHIP/FINANCE-/MIS-/IT/PART TIME

## Attendance Summary

(+ tab... **Timekeeping** workspace... **Attendance Editor** submenu... **Summary** tab)

The **Summary** Tab displays total points and balances associated with Work Rule infractions. It also will display any Actions “Recommended” by the System for the specified Time Frame displayed.

Take note of the Person displayed and the Time Period, and adjust as needed.

The screenshot shows the Kronos Workforce Central interface. The browser address bar indicates the URL: waynetownship.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#. The application title is "wayne". The user is logged in as "Andres M Murcia". The "Attendance Editor" tab is active, showing the "SUMMARY" view for "Person & Id: Travis James" (ID: 2538). The "Time Period" is set to "Range of Dates" from 4/01/2019 to 9/19/2019. The "BALANCES" table shows the following data:

Balance Type	Starting Balance	Change	Ending Balance
Unexcused Absence	0.00	0.00	0.00
Tardness Pay Period	0.00	0.00	0.00
Sick Unexcused 6 Month	0.00	0.00	0.00
Tardness Month	0.00	0.00	0.00
Tardness 6 Months	0.00	0.00	0.00
Sick Unexcused 12 Month	0.00	0.00	0.00
Missed Punch	0.00	0.00	0.00
Normal	5.50	22.00	27.50

The "ACTION" table shows the following data:

Action	Action Date
Verbal Warning	8/27/2019
Written Warning	8/26/2019

The "DISCIPLINE LEVELS" table shows the following data:

Discipline Levels	Level Start Date	Level End Date
Normal	1/01/2016	

## Attendance Calendar

(**+** tab... **Timekeeping** workspace... **Attendance Editor** submenu... **Calendar** tab)

The **Calendar** Tab displays daily points and specific Work Rule infractions in a Calendar view.

Take note of the Time Period displayed, and adjust as needed.

The screenshot shows the Kronos Workforce Central web application. The browser address bar displays the URL: `waynetownship.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#/`. The application interface includes a navigation bar with the 'wayne' logo and a user profile for 'Andres M. Marcia'. The main content area is titled 'ATTENDANCE EDITOR' and is for 'Person & Id: Travis, James' with ID '2638'. The 'CALENDAR' tab is selected, showing a calendar for the month of April 2019. The calendar grid shows dates from 1 to 27. The date 26 is highlighted with a red border and labeled 'VAC'. The interface also includes a 'Time Period' dropdown set to '4/01/2019' to '9/19/2019' and a 'View Width' selector set to 'Week'.

## Attendance Incidents

(+ tab... **Timekeeping** workspace... **Attendance Editor** submenu... **Incidents** tab)

The **Incidents** Tab displays specific Work Rule infractions and the points associated with each in a Table view.

Take note of the Time Period displayed, and adjust as needed.

The screenshot shows the Kronos Workforce Central interface. The browser address bar indicates the URL: waynetownship.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#. The page title is "Attendance Editor" and the user is logged in as "Andres M. Marcia".

The "ATTENDANCE EDITOR" section is active, showing the "INCIDENTS" tab. The "Person & Id" is set to "Travis, James" with ID "2638". The "Time Period" is set to "Range of Dates" from "4/01/2019" to "9/19/2019".

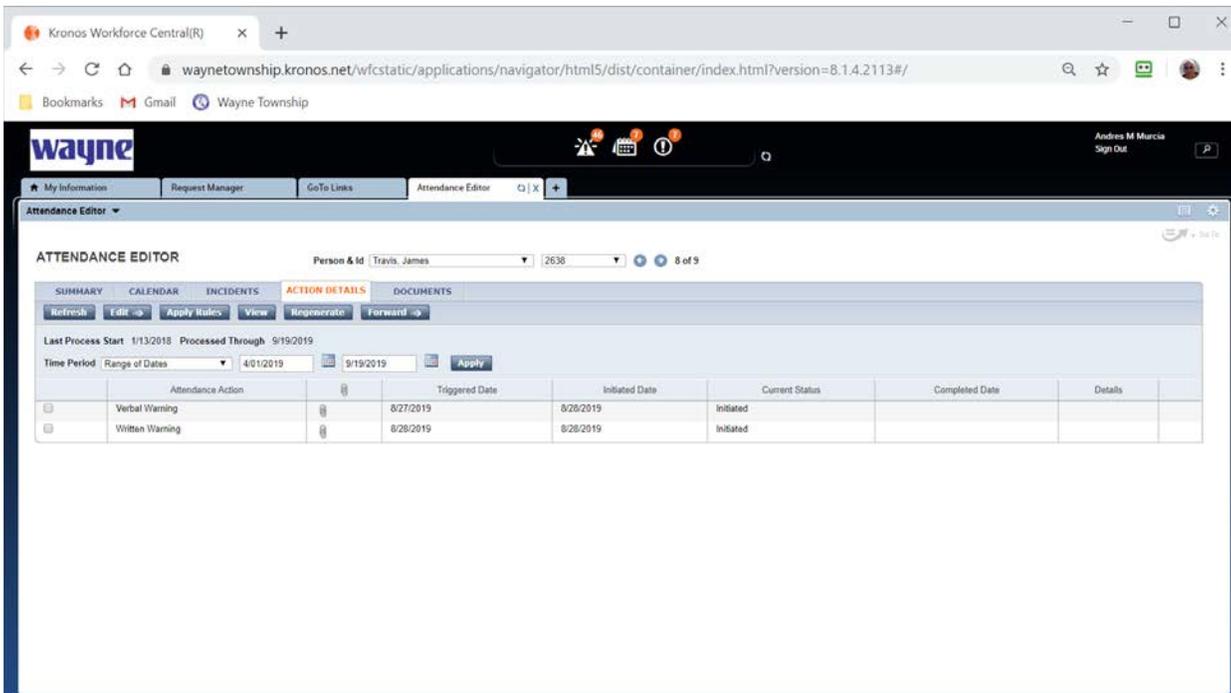
Day	Date /	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Perfect Attendance Disqualification
Fri	4/19/2019	Good Friday						
Fri	4/26/2019	Vacation						
Fri	5/17/2019	Vacation						
Sat	5/18/2019	Vacation						
Sun	5/19/2019	Vacation						
Mon	5/20/2019	Vacation						
Mon	5/27/2019	Memorial Day						
Fri	6/28/2019	Sick		5.50	11.00	Normal		
Fri	6/28/2019	Sick On Friday Pattern						
Thu	7/04/2019	Independence Day						
Mon	8/12/2019	Expiration (2/11/2019)		-5.50	5.50	Normal		
Mon	8/26/2019	Sick No Doctor Note		5.50	11.00	Normal		
Mon	8/26/2019	Sick On Monday Pattern						
Tue	8/27/2019	Sick No Doctor Note		5.50	16.50	Normal		
Tue	8/27/2019	Sick On Tuesday Pattern						
Tue	8/27/2019	Verbal Warning						
Wed	8/28/2019	Sick No Doctor Note		5.50	22.00	Normal		
Wed	8/28/2019	Sick On Wednesday Pattern						
Wed	8/28/2019	Written Warning						
Thu	8/29/2019	Sick No Doctor Note		5.50	27.50	Normal		
Thu	8/29/2019	Sick On Thursday Pattern						

## Attendance Action Details

(**+** tab... **Timekeeping** workspace... **Attendance Editor** submenu... **Action Details** tab)

The **Actions Details** Tab displays a listing of Incident Reports previously emailed, and requires Attendance Manager Action to document how you acted upon the “Recommendation” of the system.

Check the line that you need to take action on, and Click the Edit button.

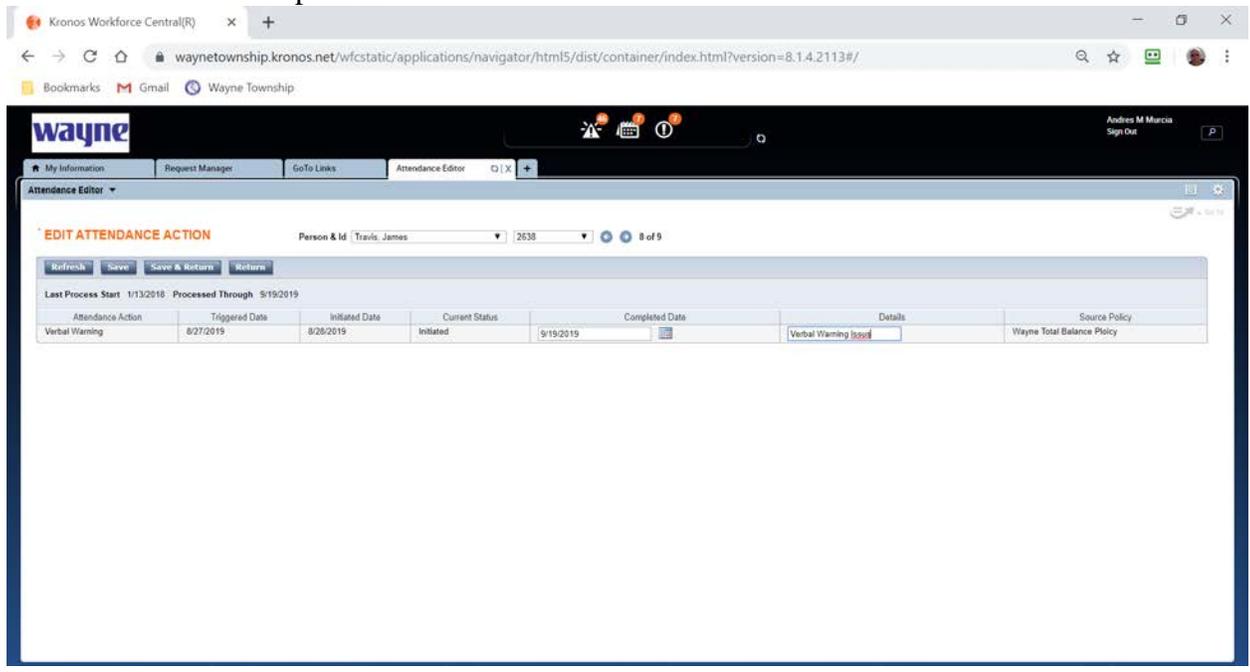


The screenshot shows the Kronos Workforce Central interface. The browser address bar displays the URL: `waynetownship.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#/`. The application header includes the Wayne Township logo and navigation tabs for My Information, Request Manager, GoTo Links, and Attendance Editor. The main content area is titled "ATTENDANCE EDITOR" and shows details for Person & Id: Travis, James (ID: 2638). The "ACTION DETAILS" tab is active, displaying a table of actions.

Attendance Action	Triggered Date	Initiated Date	Current Status	Completed Date	Details
Verbal Warning	8/27/2019	8/28/2019	Initiated		
Written Warning	8/28/2019	8/28/2019	Initiated		

Enter a **Completed Date**, followed by entering freeform text in the **Details** field.

Select **Save** when completed.

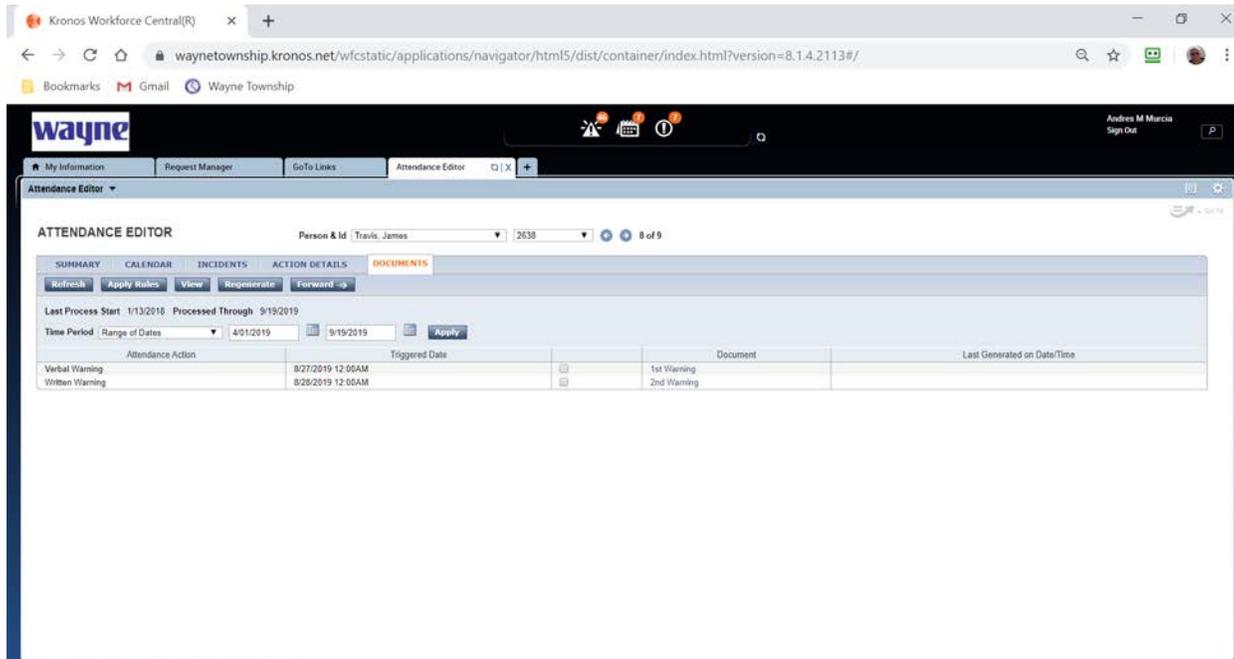


## Attendance Documents

(+ tab... **Timekeeping** workspace... **Attendance Editor** submenu... **Documents** tab)

The **Documents** Tab displays a listing of Incident Reports previously emailed. Note that these were the “Recommendations” of the system, and required your Documented Actions be completed on the Action Details tab.

Take note of the Time Period displayed, and adjust as needed.



The screenshot shows the Kronos Workforce Central web application. The browser address bar displays 'waynetownship.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#/'. The application header includes the 'wayne' logo and navigation tabs for 'My Information', 'Request Manager', 'GoTo Links', and 'Attendance Editor'. The 'Attendance Editor' tab is active, and the 'DOCUMENTS' sub-tab is selected. The interface shows a dropdown for 'Person & Id' set to 'Travis, James' with ID '2638'. Below this, there are tabs for 'SUMMARY', 'CALENDAR', 'INCIDENTS', 'ACTION DETAILS', and 'DOCUMENTS'. The 'DOCUMENTS' tab contains a table with columns: 'Attendance Action', 'Triggered Date', 'Document', and 'Last Generated on Date/Time'. The table lists two entries: 'Verbal Warning' triggered on 8/27/2019 at 12:06AM, resulting in a '1st Warning' document, and 'Written Warning' triggered on 8/28/2019 at 12:06AM, resulting in a '2nd Warning' document.

Attendance Action	Triggered Date	Document	Last Generated on Date/Time
Verbal Warning	8/27/2019 12:06AM	1st Warning	
Written Warning	8/28/2019 12:06AM	2nd Warning	

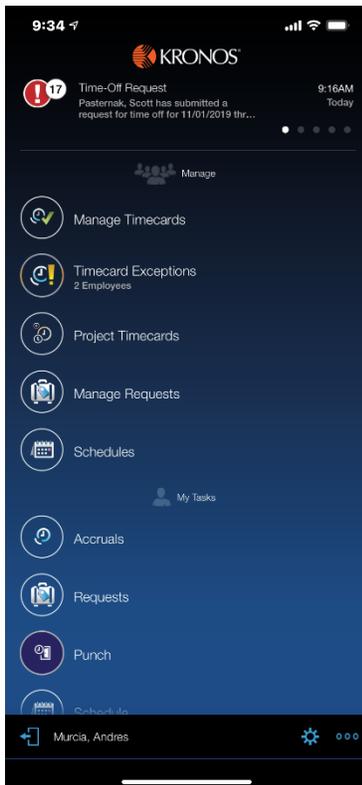
## Section Five – Manager Mobile App

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Wayne allows employees and managers to install the “Kronos Mobile” App on their personal or township smartphones should they choose. Kronos Mobile mimics common features and functionality previously discussed in this manual, but for complex management of your staff you will still need to access the full web version of the system.

For installation, configuration and login instructions, please see the **Time and Attendance Staff Guide**.

In Kronos Mobile, to manage yourself as an employee you would access the **My Tasks** section, while your Manager functions are available under the **Manage** section.



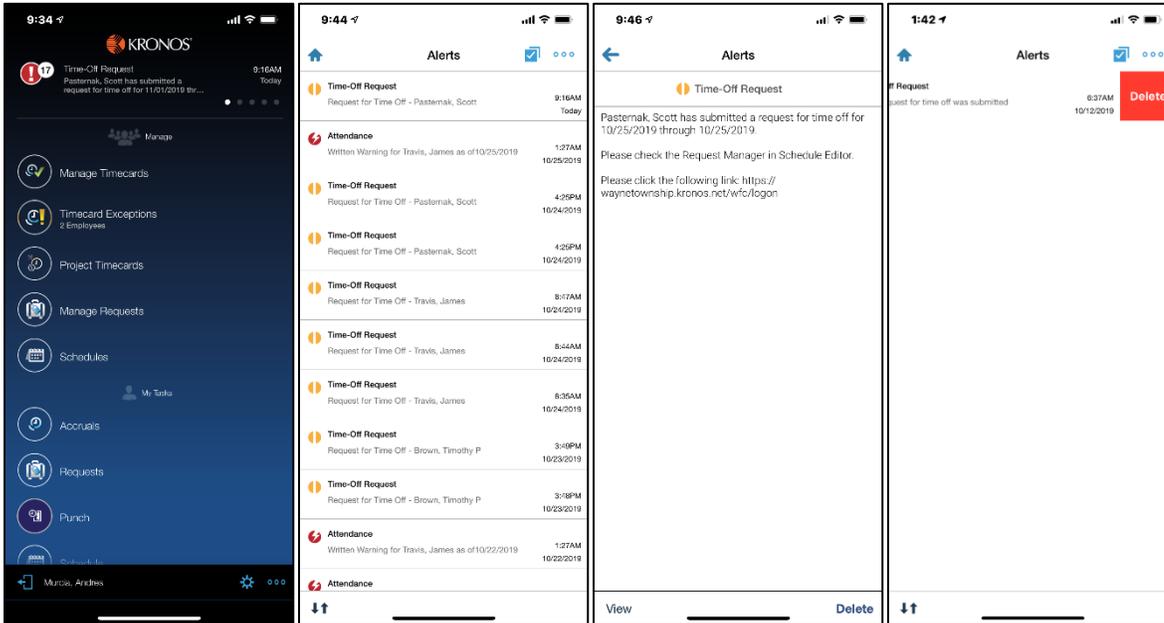
## Manager Alerts

(From the  screen...  Alerts icon)

Alerts may display at the top of the Home page.

In many cases, the App will display an Alert for informational purposes only, like an “Attendance” workrule violation, which will need to be managed in the full web version of the system.

After selecting the Alert, and reviewing them, you may **Delete** at the bottom of the detail screen or swipe-left on the summary screen.



In other cases, like a Time-Off Request, you may **Reject** or **Approve** at the bottom of the detail screen.



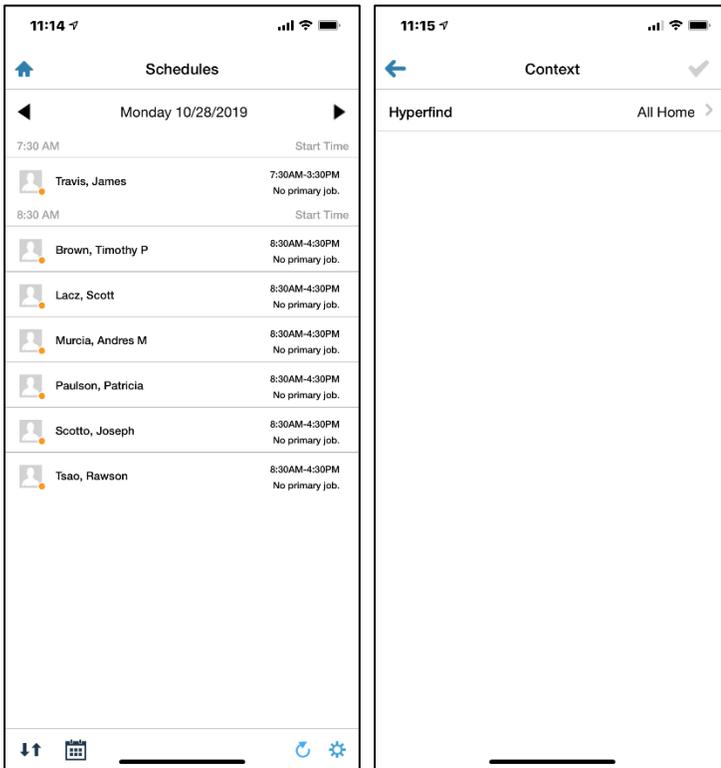
## Schedules

(From the  screen...  section...  icon)

Your staff's Schedules will display showing their work hours from the current date forward, and any Exceptions to their schedules, such as days off.

You may view different dates by selecting the Left/Right arrows at the top of the screen.

You may also display only specific Hyperfinds by selecting the Gear icon in the bottom right of the screen.



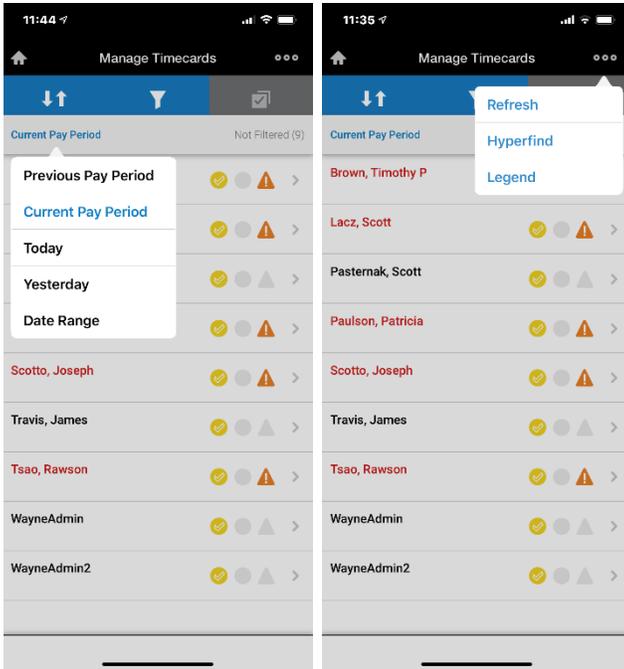
Schedules may not be Edited through this feature. This is for Display purposes only.

To Edit Schedules, please access the full web version of the system.

## Manage Timecards

(From the  screen...  section...  icon)

You have access to your employees Timecards, showing in-depth all their activity.

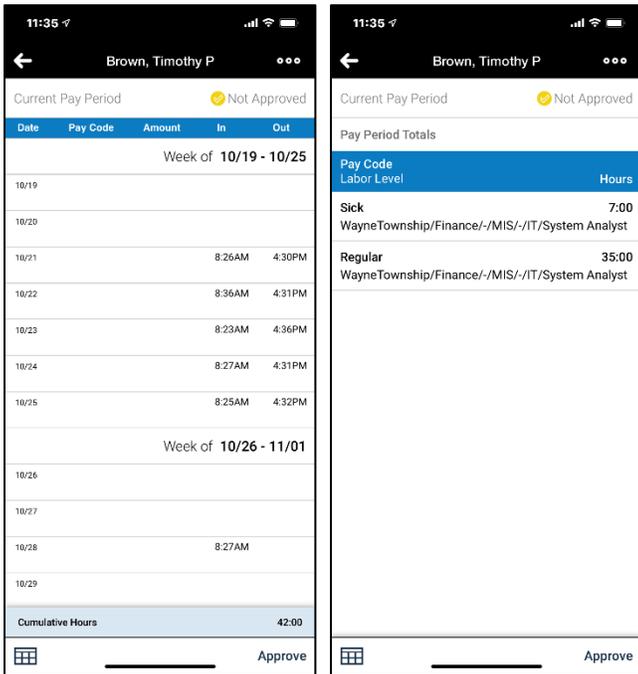


You may view the **Previous Pay Period**, **Current Pay Period**, etc. You may also select specific **Hyperfinds**, **Refresh** and view a **Legend** of icon descriptions.

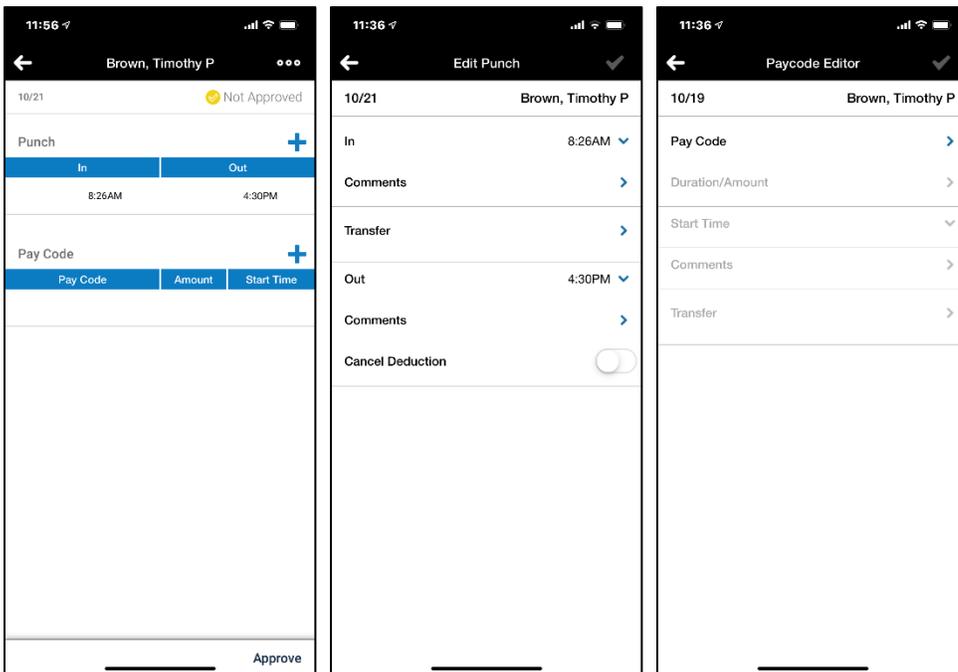
## Edit Timecards

(From the  screen...  section...  icon)

While viewing any individual employee's timecards, you may see **Totals** by selecting the  icon in the bottom left.



You can select any individual date and Edit specific Punches or Pay Codes, or Add (+) a new entry, including Labor and Work Rules Transfers. Job Transfers are not permitted in the Mobile App.



## Approving your staff's Timecards

Once satisfied that timecards are accurate and edits are completed, select the **Approve** textual link at the bottom right of the screen. The text will change to Remove Approval so that you can toggle back and forth if needed.

11:35

Brown, Timothy P

Current Pay Period Not Approved

Date	Pay Code	Amount	In	Out
Week of 10/19 - 10/25				
10/19				
10/20				
10/21			8:26AM	4:30PM
10/22			8:36AM	4:31PM
10/23			8:23AM	4:36PM
10/24			8:27AM	4:31PM
10/25			8:25AM	4:32PM
Week of 10/26 - 11/01				
10/26				
10/27				
10/28			8:27AM	
10/29				
Cumulative Hours			42:00	

 Approve

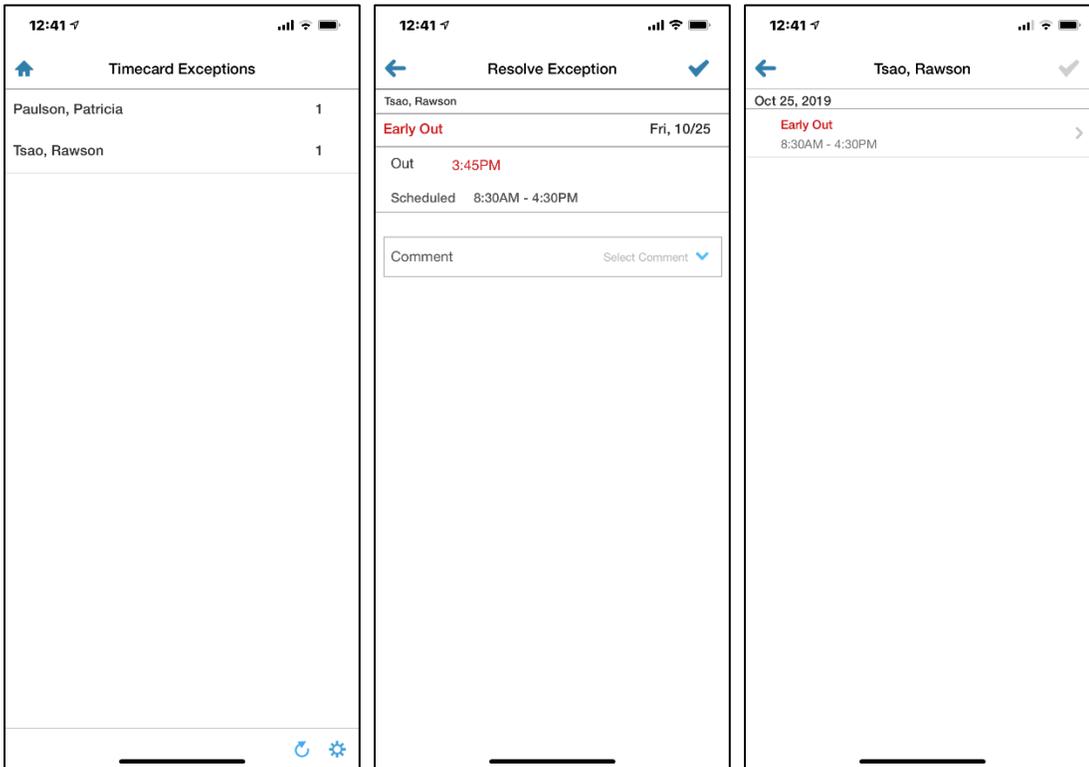
## Timecard Exceptions

(From the  screen...  section...  icon)

Timecard Exceptions allows you to drill down into each Exception without having to review each employee's timecard in depth one at a time.

Select an Exception, Comment as needed, and mark as Reviewed by selecting the .

Note that Exceptions (Punches) cannot be edited here, only Commented upon and Reviewed. To Edit a Punch, please see **Edit Timecards** in the app earlier in this section.



## Requests

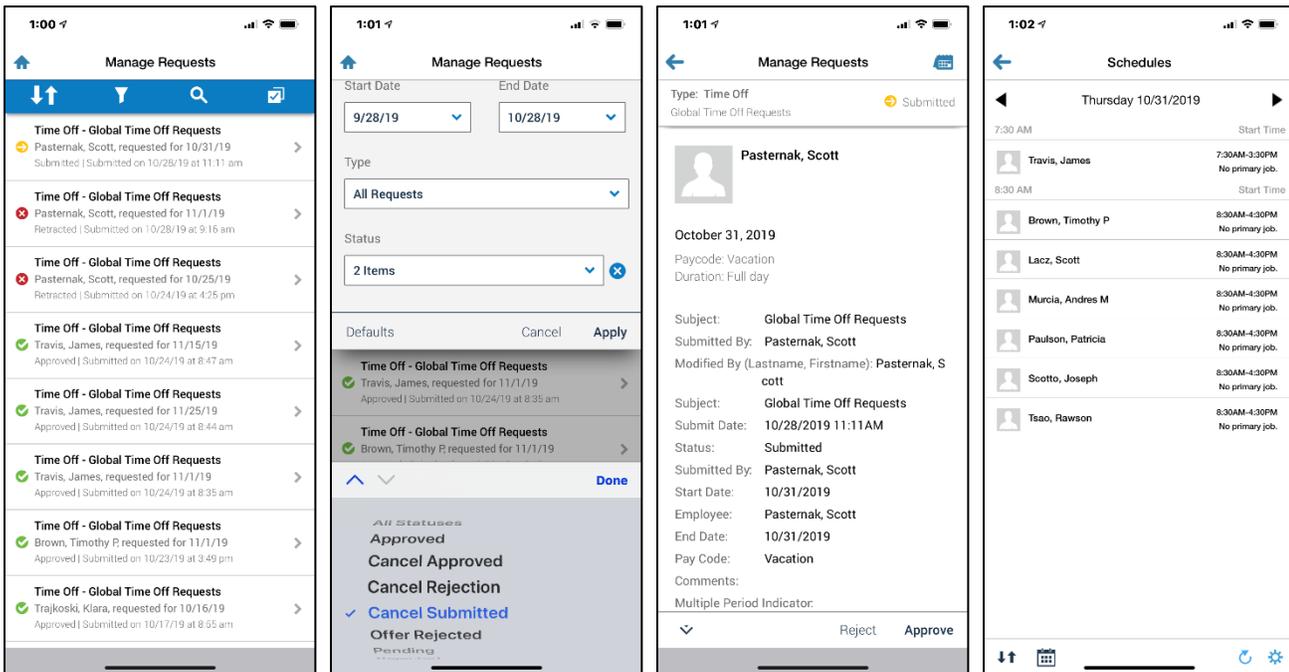
(From the  screen...  section...  icon)

While Requests for Time Off may display in the app's **Manager Alerts** discussed earlier in this section, where they can also be Approved, an in depth **Requests** module provides improved exposure to requests and schedules.

Here all GTORs display, regardless of status.

Select the  filter where you can adjust date ranges, and filter down on select Statuses only.

A great search parameter would be to search for “Submitted” and “Cancel Submitted” only. \*\*\* Don't forget to deselect the “All Statuses” option first.



While viewing any individual Request, you can Approve, Reject (Or Retract if already Approved).

You may also select the  icon in the upper right corner of the Request Detail screen to access the Schedules of your group to determine manpower before Approving or Rejecting.