An Employee’s Guide to Kronos Workforce Timekeeper

A guide for employees that summarizes the most common employee tasks, which include using the Time card, Time Stamp, as well as viewing reports.

Kronos Workforce Central Suite
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Using Workforce Timekeeper

This guide provides an overview of Workforce Timekeeper features and describes some of the most common tasks that you perform. You can enter, review, edit, and approve time and view reports.

Timekeeping cycle overview

Employee and manager timekeeping tasks are generally performed in the following order:

**Employee Tasks**

1. Enter time and time off.
2. Approve time card.

**Manager Tasks**

1. Edit and approve employee’s time card.
Entering time
Terms used in this section:

**pay code** — A category that is used to organize time or money, such as vacation or sick time.

**shift** — A span of time that has a start and end times, usually in one 24-hour period. For example, 7 A.M. to 3:30 P.M.

**transfer** — Hours or amounts transferred to a different job or labor account.

You use the Time card workspace to manage timekeeping activities, such as entering, editing, and approving time. Depending on your department’s requirements, you enter time using one of the following methods:

- Time clock
- Hourly time card
- Time Stamp
- Quick Time Stamp

When you first open a time card, it may contain entries from a schedule or punches from a data collection device or a time stamp.

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**Hourly time card**

The hourly time card allows you to record the start and stop times for each job or task. It contains a separate row for each day in the pay period. To add a row for a different pay code, job, or labor account, click the Add Row icon. Click the Delete Row icon to remove a row.

To enter time using an hourly time card:

1. On the home page, select **My Information > My Time card**.
2. Select the pay code from the Pay Code drop-down list or skip to step 4.
3. In the Amount field, enter the amount of time or money associated with the pay code, then skip to step 5. **Note:** You may be able to select **full scheduled day** or **half scheduled day** from a drop-down list in the Amount column—instead of entering the exact number of hours in the cell. The system calculates the number of hours you are scheduled to work that day and adds the calculated time.
4. Enter In and Out punches directly in their respective cells.
5. (Optional) To add a comment to an amount or punch, click the cell and select **Comment > Add**. You can also right-click the cell to add a comment. Select a comment from the list in the Add Comment dialog box. To delete a comment, open the Comments tab at the bottom of the workspace, highlight the comment, and then select **Comment > Delete**.
6. You may be able to transfer time to a different job or labor account. Enter this information directly in the cell or select Search from the Transfer drop-down list to display the Select Transfer dialog box. To transfer
to a different job:
• Click the plus sign (+) next to each location in the hierarchy of the Job area to find the job.
• Click the job check box.
• If you know the job path, type it in Go To and click Show. To transfer to a different labor account:
• Click an option button in the Labor Account area to select the first labor level in the hierarchy.
• Select the entry from the Available Entries list.
• Continue to select entries for the labor levels until the labor account is defined. If you leave some labor levels blank, the primary labor account is used for the blank levels. To transfer to a different work rule, select a work rule from the drop-down list. The selected job, labor account, or work rule then appears in the time card.

8. Click Save. The system updates the Shift, Daily, and Cumulative columns. To edit a punch that you have already saved, click the punch and select Punch > Edit. The Edit Punch dialog box opens. Change the time zone, apply an override, or cancel automatic deductions. Note that the corrected punch time must be entered directly in the cell.

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**Time Stamp**

Time Stamp is generally used by employees with dedicated computers. In the Time Stamp workspace, you record the exact start and stop times for the day, specific jobs, or tasks. You cannot edit punches or approve time in Time Stamp.

To record time in Time Stamp:

1. On the home page, select My Information > Time Stamp.
2. You may be able to transfer time to a different job or labor account. Enter this information directly in the cell or select Search from the Transfer drop-down list to display the Select Transfer dialog box. To transfer to a different job:
   • Click the plus sign (+) next to each location in the hierarchy of the Job area to find the job.
   • Click the job check box.
• If you know the job path, type it in Go To and click Show. To transfer to a different labor account:
• Click an option button in the Labor Account area to select the first labor level in the hierarchy.
• Select the entry from the Available Entries list.
• Continue to select entries for the labor levels until the labor account is defined. If you leave some labor levels blank, the primary labor account is used for the blank levels. To transfer to a different work rule, select a work rule from the drop-down list. The selected job, labor account, or work rule then appears in the time card.
3. (Optional) Select the Cancel all meal deductions check box to cancel automatic deductions for unpaid meal breaks.
4. Click Record Time Stamp. The Time Stamp Results workspace displays the recorded time and any transfer or meal deduction information.
5. Click Log Off to log off, or click OK to return to Time Stamp. Note: To log off automatically after you enter a time stamp, select the Log off after stamping check box.
Entering time off

To enter time off, such as sick or vacation time, you enter a pay code and the amount of time off—in decimal format (8.50) or hours and minutes (8:30).

Hourly time card

To enter time off in an hourly time card:
1. On the home page, select My Information > My Time card.
2. If the day on which you are taking time off already contains worked time, click the Add Row icon to insert another row.
3. Open the Pay Code drop-down list, and select a time-off pay code.
4. Enter the number of hours you are taking off in the Amount column. Do not enter in-punches and out-punches for the time not worked.
5. Click Save.

Approving time cards

Terms used in this section:

**pay period** —The period of time for which employees are regularly paid. UGA hourly and salary employees are paid on a biweekly schedule.

UGA requires that each employee approve their time card each pay period.

To approve a time card:

1. On the home page, select My Information > My Time card.
2. Open the Time Period drop-down list and select the span of time that you are approving:
   • A pay period
   • A range of dates
   • A day
3. Select Approvals > Approve. Each approval is recorded in the time card’s Audits tab and Sign-offs & Approvals tab, which are visible at the bottom of the Time card workspace.

After you approve the time card:
• One or more managers may be required to approve it.
• You cannot make additional edits to your time card unless you remove the approval (select Approvals > Remove Approval). You can remove the approval and reapprove the time card until the manager approves it.
• Managers can edit the time card.
• A manager may be required to sign off the time card.

Note: Approving a time card does not affect the Time Stamp. If authorized, you can still use Time Stamp
to record time during the approved time period. The time stamps appear in the time card’s Audit tab, but do not change the times in the approved time card.

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**Printing time cards**

To print the entire time card that is displayed in the workspace:
1. Select **Actions > Print**.
2. Click Print in the Print dialog box.
3. Click **YES** when you see the warning, “An applet would like to print. Is this OK?” The system prints the time card grid and the tab that is open at the bottom of the workspace. All rows are printed, including those that are hidden by scrolling.

To print only the portion of the time card that is displayed on the screen:
1. Select **Actions > Print Screen**.
2. Click Print in the Print dialog box.
3. Click **Yes** when you see the warning, “An applet would like to print. Is this OK?”

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**Sending e-mail about time cards**

If the system is configured to work with the company’s e-mail system, you can send a message from the time card workspace.

1. Access the time card and select **Actions > E-mail**. A new message opens in the company’s e-mail system. By default, the Subject line contains the employee name, employee ID number, and the time period.
2. Enter the message recipient and text, then click **Send**.

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**Time card indicators and colors**

The appearance of the time card cells changes to indicate different conditions.

- A yellow note icon after a punch or amount indicates a comment about the cell’s contents. Point to the icon or select the Comments tab at the bottom of the time card workspace to view the comment.
- A solid red cell indicates a missed in-punch or out-punch. Point to the red box for more information.
- A cell bordered in red indicates an exception, such as a late punch, early punch, or long interval. Point to the cell for more information.
- A cell bordered in red *and* containing a yellow note icon indicates that a punch or amount has a comment and an exception.
- A date cell bordered in red indicates an unexcused absence day.
- A date cell bordered in blue indicates an excused absence.
- A gray cell indicates that you cannot edit the contents.
- A transaction shown in purple indicates that it was added to the database by the system.
- A yellow flag next to the Save button indicates that edits have not been saved in the database.
• A red flag in the Totals & Schedule tab indicates that edits have not yet been totaled and stored in the database. For details, click the Unprocessed Time tab, if available.
• An x before an account in the Totals section at the bottom of the time card indicates that the account is not the primary labor account.

When you have questions

Because the system is configured to conform to UGA policies, you may not be able to perform certain tasks or access some information, without getting assistance. Contact a supervisor or the timekeeper administrator to:

• Select a new system password.
• Add a job or labor account to the list of available transfers.
• Add new comments to the list of available comments.
• Determine the grace period associated with in-punches and out-punches.
• Edit an in-punch or out-punch.
• Edit a time card in a signed-off pay period.
• Address discrepancies in accrual balances, such as vacation and sick time.
• View accurate time card totals when edits have not yet been stored in the database, or the database is offline.
• View one or more reports.

Viewing time card information

Terms used in this section:

accrual — An amount of time that an employee earns over time, based on UGA’s employment policies. Examples include vacation time and sick time.

combined pay code — A single pay code that represents a selected group of pay codes.

labor account — A cost center to which an employee’s worked hours accrue. Each employee is assigned a home labor account to which hours accrue, unless a shift is an account transfer. Labor accounts consist of valid combinations of labor level entries, such as account and job.

The Information section, which cannot be edited, is located at the bottom of the Time card. All employee time cards display the Totals & Schedule, Accruals and Audits tab.
Totals & Schedule tab

The Totals & Schedule tab contains up to three sections.

Totals

The totals section is a summary of time card hours for the time period that is displayed in the workspace. The grid contains the following columns:

- **Account** — The labor account that the hours are charged against.
- **Pay Code** — The pay code that the hours are charged against.
- **Amount** — The number of hours.

Schedule

The schedule section displays the scheduled start and end times for the time period that is displayed in the workspace. When you select a cell in the time card grid, the corresponding date and schedule are highlighted in the schedule section.

An **x** after the date indicates that additional details, such as scheduled labor account or work rule transfers, are not visible. These details appear in purple in the Time card grid.

An **o** after the date indicates an off-shift with a labor level or work rule transfer.

Accruals

The accruals section (if available) contains a subset of the columns in the Accruals tab:

- **Accrual Code** — The unique identifier of the accrual, such as vacation or sick.
- **Balance on Selected Date** — The balance of the accrual, as of the selected date.
- **Units** — The unit in which the accrual code is expressed: hour, day, or money.
Accruals tab

The Accruals tab contains the following columns:

- **Accrual Code** — The unique identifier of the accrual, such as vacation or sick.
- **Balance as of Selected Date** — The balance of the accrual, as of the selected date.
- **Units** — The unit in which the accrual code is expressed: hour, day, or money.
- **Furthest Projected Taking Date** — The furthest date in the future when a taking is scheduled that affects the accrual code.
- **Projected Takings** — The total amount of the accrual scheduled to be used (taken) from the end of the pay period on display through the Furthest Projected Taking Date.
- **Projected Credits** — The total amount of the accrual scheduled to be granted from the end of the pay period on display through the Furthest Projected Taking Date.
- **Projected Balance** — The accrual balance as of the Furthest Projected Taking Date, including projected credits and debits.
- **Balance without Projected Credits** — The accrual balance as of the Furthest Projected Taking Date, excluding projected credits.

Note that the accrual totals are updated only after the time card is totaled (that is, saved).

Audits tab

The Audits tab displays information about the following types of time card edits:

- **Punch**
- **Pay Code**
- **Duration**
- **Approvals/Sign-offs**

The information for each edit type varies, but may include the edit date, edit time, user, account code, and work rule.

Additional tabs

In addition, there may be one or more of the following tabs:

- **Comments** — Displays comments assigned to punches or amounts.
- **Historical Amounts** — Displays edits made to a time card that has been signed off.
- **Moved Amounts** — Displays move information about a pay code that was entered during the specified time period.
- **Unprocessed Time** — Displays punches or amounts that are saved but not yet totaled and stored in the database.
- **Sign-offs & Approvals** — Identifies the person who approved and signed off the time card.
Viewing reports

You may be able to access the following three reports:

• **Accrual Balances and Projections** — For a selected time period, shows accrual balances, such as accrued time off, earnings, credits or both; takings, debits or both; and accrual balances projected to the furthest specified date.

• **Schedule** — For a selected time period, shows shift start and end times, scheduled transfers to non-primary labor accounts, work rule transfers, shift labels, shift totals, scheduled job transfers (if any), and comments.

• **Time Detail** — For a selected time period, shows detailed information about the hours you worked, including start and stop times or durations, jobs, labor levels, and pay codes.

To view a report:

1. On the home page, select **My Information > My Reports**. The My Reports Workspace opens.
2. Select a report from the Available Reports list.
3. Select a time period, range of dates, or **As Of** date. Enter a date or click the calendar icon and select a date.
4. Click **View Report**.
5. To print a report, click the **Print** button on the browser toolbar.