KRONOS®

Kronos

Employee

Reference Guide

Georgia Department of
Behavioral Health & Developmental Disabilities

DBHDD

DBHDD added business process notes and references to this document to enhance the usability for our employees (November 2011)

The information in this document is subject to change without notice and should not be construed as a commitment by Kronos Incorporated. Kronos Incorporated assumes no responsibility for any errors that may appear in this manual. This document is for the use of the intended recipient, and it may not be reproduced in whole or in part or used for any other purpose than that for which it was provided without the prior written permission of Kronos Incorporated. Copyright, Kronos Incorporated or a related company, 2010. All rights reserved.

Altitude, Cambridge Clock, CardSaver, Datakeeper, Datakeeper Central, eForce, Gatekeeper, Gatekeeper Central, Imagekeeper, Jobkeeper Central, Keep.Trac, Kronos, Kronos Touch ID, the Kronos logo, My Genies, PeoplePlanner, PeoplePlanner & Design, Schedule Manager & Design, ShopTrac, ShopTrac Pro, StarComm, StarPort, StarSaver, StarTimer, TeleTime, Timekeeper, Timekeeper Central, TimeMaker, Visionware, Workforce Accruals, Workforce Central, Workforce Decisions, Workforce Express, Workforce Genie, and Workforce TeleTime are registered trademarks of Kronos Incorporated or a related company. Altitude Dream, Altitude Pairing, Altitude PBS, Comm.Mgr, CommLink, DKC/Datalink, FasTrack, HR and Payroll Answerforce, HyperFind, Improving the Performance of People and Business, Kronos 4500, Kronos 4500 Touch ID, Kronos e-Central, Kronos KnowledgePass, KronosWorks, KVC On Demand, Labor Plus, Momentum, Momentum Essentials, Momentum Online, Schedule Assistant, Smart Scheduler, Smart View, StartLabor, Start Quality, Start WIP, Starter Series, Timekeeper Decisions, Timekeeper Web, VisionPlus, Winstar Elite, WIP Plus, Workforce Activities, Workforce Attendance, Workforce Connect, Workforce Employee, Workforce HR, Workforce Leave, Workforce Manager, Workforce MobileTime, Workforce Payroll, Workforce Record Manager, Workforce Recruiter, Workforce Scheduler, Workforce Scheduler with Optimization, Workforce Smart Scheduler, Workforce Tax Filing, Workforce Timekeeper, Workforce Analytics, Workforce Acquisition, Workforce View, Workforce Absence Manager, Workforce Device Manager, Workforce Integration Manager, and Workforce Forecast Manager are trademarks of Kronos Incorporated or a related company.

IBM, eServer, and iSeries are trademarks of International Business Machines Corporation. StandardsPro® is a registered trademark of H.B. Maynard and Company, Inc. All other product and company names mentioned are for identification purposes only, and may be trademarks of their respective owners.

When using and applying the information generated by Kronos products, customers should ensure that they comply with the applicable requirements of federal and state law, such as the Fair Labor Standards Act. Nothing in this Guide shall be construed as an assurance or guaranty that Kronos products comply with any such laws.

These training materials are provided with the understanding that Kronos is not engaged in the business of rendering reader-specific legal, accounting, or regulatory compliance advice. If legal, accounting or other regulatory compliance consulting services are required, the services of an attorney, certified public accountant or other qualified professional, with full knowledge of your organization's particular operations, circumstances and policies, should be sought. Examples provided in these materials are for general educational purposes only. Readers are encouraged to consult with appropriate professional advisors concerning their individual circumstances before making decisions affecting their business operations.

Kronos KnowledgePass™ subscription is designed to be your pre-training, post-training, and refresher skills destination. Kronos KnowledgePass contains tutorials, learning snippets, job aids, and much more to support the training you receive from Kronos-certified instructors. Kronos KnowledgePass education support materials stream right to your desktop and are all available 24/7.

To find out if your organization subscribes to Kronos KnowledgePass, speak to the individual responsible for the Kronos solution at your organization. If you are not a subscriber and you are interested in Kronos KnowledgePass, please give us a call at 888 293 5549.

Document Revision	Product Version	Release Date
A	Employee Guidev6.1	November 2010
DBHDD	Employee Guidev6.1	November 2011

Table of Contents

Getting Started 1
Importance and Benefits of Kronos 1
The Payroll Process 2
Roles and Responsibilities 3
Business Process- Important Points 5
Time Clock Employee 7
Recording Punches - Time Clock 7
View Information – Time Clock 9
Requesting Time Off – Time Clock 10
Canceling Time Off Request - Time Clock 12
Time Stamp Employee 13
Logging On 13
Logging Off 14
Changing Passwords 16
Resetting Passwords 17
Navigating in Kronos--Timestamp 18
Recording Punches - Time Stamp 19
Viewing your Timecard – Time Stamp 21
Requesting Time Off 22
Reviewing Time Off Request 23
Canceling Time Off Request 23
Project View Timecard Employee 24
Logging On--Employee 24
Logging Off 25
Changing Passwords 27
Resetting Passwords 28
Navigating in Kronos—Project View 29
Viewing your Timecard – Project View 30
Adding Time to your Timecard – Project View 32
Saving Data 32
Requesting Time Off 34
Reviewing Time Off Request 35
Canceling Time Off Request 35

©2010, Kronos Incorporated or a related company. All rights reserved.

©2010, Kronos Incorporated or a related company. All rights reserved.

Getting Started

Importance and Benefits of Kronos

Purpose

With the transition from a manual timecard to an automated time and attendance system it is important that our employees are compensated accurately. To make this happen, managers will need to manage employees' worked and non-worked hours, as well as attendance issues, in an efficient and timely manner. Kronos supports our ability to perform these tasks so that the data sent to payroll is accurate.

The following are the benefits that Kronos provides to DBHDD:

- Automates and simplifies your timekeeping and scheduling tasks
- Saves both time and money
- Assists with scheduling standardization and policy enforcement
- Improves time and attendance tracking
- Enables better end-to-end timekeeping
- Automates the time-off request process

©2010, Kronos Incorporated or a related company. All rights reserved.

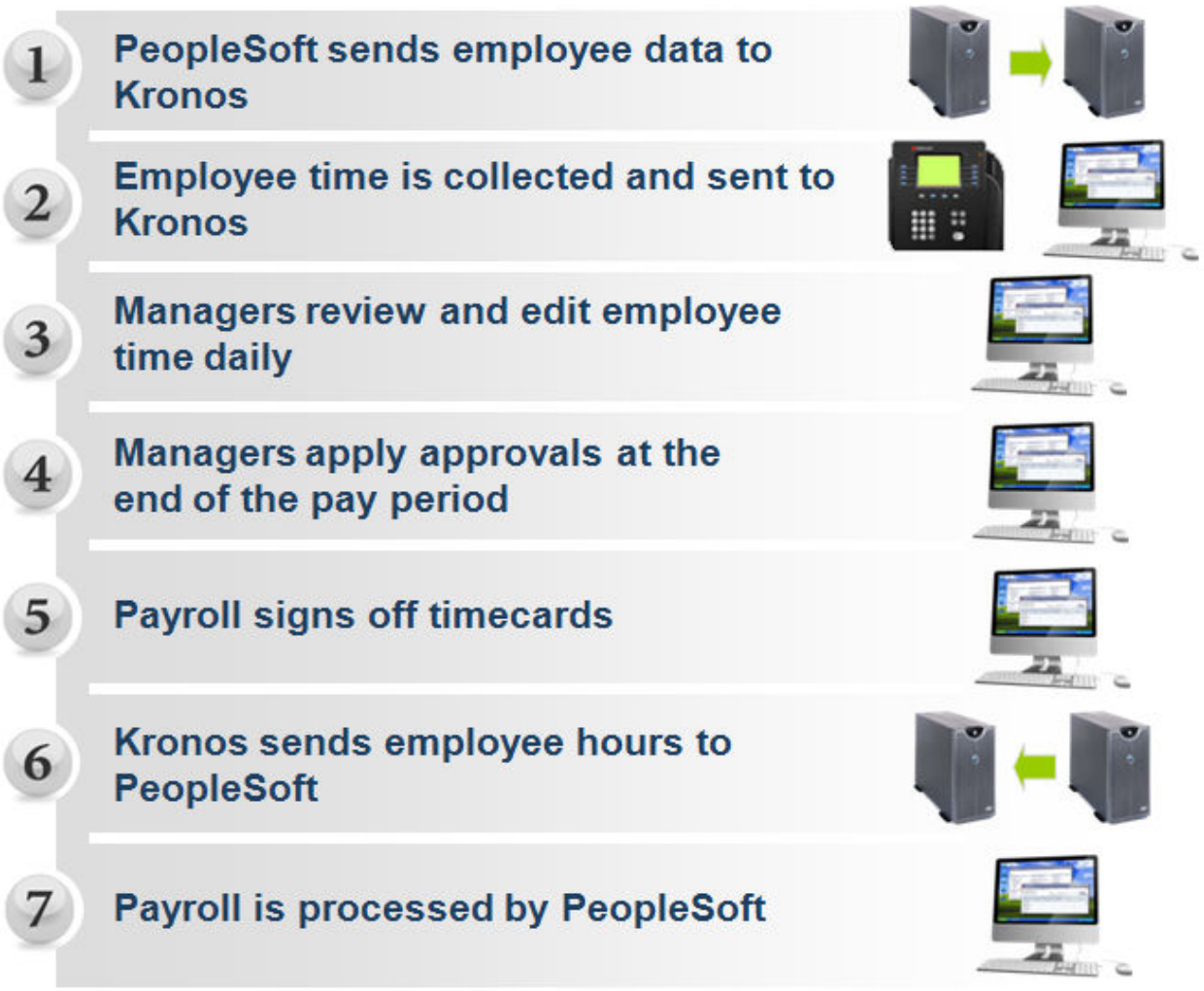
The Payroll Process

Purpose

Here is an abbreviated description of the DBHDD paryoll process using the Kronos Time and Attendance system. The application automates the payroll process, ensuring that the payroll is processed accurately and on time.

Managers are required to verify their employees work the expected number of hours and **Approve** timecards for their direct reports at the end of each pay period whether the employee has punches or hours on the timecard or not. Managers can remove their approval and make timecard edits as needed during the approval period.

After the approval period HR/Payroll will **Signoff** on Payroll. Once HR/Payroll has signed off, the manager can no longer remove their approval and make edits, HR/Payroll CANNOT remove their signoff.



©2010, Kronos Incorporated or a related company. All rights reserved.

Roles and Responsibilities

Purpose

Each employee and manager has responsibilities that are important in the payroll process. Each person's role determines his or her responsibilities and the tasks that he or she performs in the application.

Common Employee Tasks

On a daily basis, employees perform the following tasks:

- Enter time data using a Time Clock, time stamp, or project view timecard as applicable
- Request time off
- Confirm status of request

Common Leavekeeper Tasks

On a daily basis, leavekeepers perform the following tasks:

- Maintain leave grids/cards
- Check for missing punches and other exceptions
- Check for unexpected absences and missed time
- Check for non-worked time for employees
- Make schedule changes, ensure accuracy of schedule

On a pay period or as needed basis, leavekeepers perform the following tasks:

- Schedule staff for a specific time period
- Monitor timecards to assist managers in resolving exceptions
- Review timecards for completeness

Common Manager Tasks

On a daily basis, managers perform the following tasks:

- Check for missing punches and other exceptions
- Review inbox for leave requests
- Resolve requests for leave (approve or deny)
- Handle unexpected absences and missed time
- Enter non-worked time for employees
- Make schedule changes, ensure accuracy of schedule

©2010, Kronos Incorporated or a related company. All rights reserved.

Common Manager Tasks (cont.)

On a pay period or as needed basis, managers perform the following tasks:

- Schedule staff for a specific time period
- Monitor timecards to facilitate payroll processing
- Resolve all exceptions
- Review timecards for completeness and approval

Note: Charge Nurses - have full edit access; and will coordinate roles and responsibilities with Nurse Manager

Common HR/Payroll Department Tasks

On a pay period or as needed basis, typical payroll tasks include:

- Review timecards for completeness and approval
- Sign off timecard totals
- Extract time data from the application to send to PeopleSoft

©2010, Kronos Incorporated or a related company. All rights reserved.

Business Process- Important Points

Detail review of HR Policy is outside of the scope of this document. Aspects of policy that are highlighted in this document are provided to assist with the transition from a paper based to an automated time and attendance system.

PeopleSoft is the system of record for employee demographic, work, and leave balance data. This information is imported into Kronos nightly. New Employee Data or changes to employee data entered into PeopleSoft is available in Kronos the following day.

Employee Profile

There are three groups of employees in Kronos and each employee has an assigned payrule and time entry logic. The time entry logic is the method used for the employee to enter worked and non-worked time into Kronos. The payrule determines how the employee is to be paid for the worked and non-worked time entered on his/her timecard.

1. The Three employee groups are:
    a. Salaried Exempt
    b. Salaried NonExempt
    c. Hourly
2. The Three time entry methods are: (see Time Entry Document for details) There is one time entry method per employee.
    a. Time Clock
    b. Timestamp
    c. Project View Timecard

There are too many payrules to list in this document. Refer to the Combined Kronos System_Business Processes document for details.
The above pieces of information help define an employee's profile. This determines what information they have access to in Kronos.

Rounding Rules

Kronos rounds time to the nearest quarter (1/4) hour for all employees. There is a seven (7) minute grace period on IN and OUT punches with the exception of the first punch of the day for employees with a schedule in Kronos. The only schedules entered into Kronos are for the three standard shifts: 7:00 a.m. to 3:30 p.m.; 3:00 p.m. to 11:30 p.m.; 11:00 p.m. to 7:30 a.m.

There is a 15 minute grace period on the initial punch of the day for employees with a schedule in Kronos. For example, if the employee is scheduled to work from 7:00 a.m. until 3:30 p.m., and they punch in (start of shift) at 6:46 a.m., Kronos rounds the start time to 7:00 a.m. If they clock in at 6:45 a.m., Kronos rounds the start time to 6:45 a.m.

The 15 minute grace period on the initial punch does not apply for employees with a schedule in Kronos but are working off shift (i.e. normal shift is 7:00 a.m. to 3:30 p.m. but working 11:00 p.m. to 7:30 a.m.

©2010, Kronos Incorporated or a related company. All rights reserved.

Payroll Actions

The process for handling all leave without pay actions, ie: pay docks in cases in which leave is denied or not available, will not change. A Personnel Action Form must be submitted to the HR office for entry into PeopleSoft. This includes all types of Leave Without Pay (LWOP), Family Medical Leave Act (FMLA), Contingency and Regular, etc.

Kronos does not process LWOP. It is **critical** that HR continue to be notified of all LWOP in order to enter this into PeopleSoft.

FMLA,with or with pay, will continue to be handled and entered through the HR office as it is currently.

People Soft Maintenance

The Reports To field in PeopleSoft must be maintained, or no one will have access to manage leave or time cards for their direct reports. Fields in People Soft, i.e.: FLSA indicator, job and org code, etc. determine which pay rule an employee is assigned. People Soft must be accurate.

Shift Differential

Shift differential is paid to eligible employees based on "time zone." Eligible employees earn the differential for any hours worked between 3:00 p.m. and 7:00 a.m.

The shift differential for both nursing and non-nursing eligible employees will be paid on a one pay period lag.

State Personnel Board Rule 16 states: Pay for paid leave (e.g., annual leave, sick leave, personal leave) is computed at an employee's straight rate or on the employee's base pay rate in effect at the end of the pay period. Shift differentials, bonuses and overtime do not apply. Paid leave does not count toward the computation of overtime.

Overtime "Reset"

The FLSA defined work (week) period ends at 11:59 p.m. on the 7th day of the work period. Work time beyond 40 hours at the "reset" point will be accumulated compensatory time.

For all DBHDD employees other than those on Southwestern State Hospital organization budget codes, the following applies: Saturday 11:59 p.m. ends one week and Sunday 12:00 a.m. (midnight) begins the following week.

For employees on Southwestern State Hospital organization budget codes only, the following applies: Wednesday 11:59 p.m. ends one week and Thursday 12:00 a.m. (midnight) begins the following week.

Employees not on Kronos

Timecards for Outdoor Therapy Program will have to be approved by West Central Regional HR Office. Timecards for the Firefighters on Central State Hospital positions will be approved by CSH HR Office. 2 Peachtree HR must approve time cards of DBHDD Board members, SORB, DD Council employees, and anyone else not on Kronos.

©2010, Kronos Incorporated or a related company. All rights reserved.

Time Clock Employee

Time Clock employees will use Kronos to record work hours and request leave and check leave balances. You will use the Kronos 4500 BiometricTerminal to complete these functions.

An HR representative will need to enroll a primary and secondary finger for you to use the biometric clock.

You will be required to enter your username and present one of your enrolled fingers to successfully enter time at the Time Clock.

Recording Punches - Time Clock

Four punches are required each day you work:

1. Shift Start
2. Lunch Start
3. Lunch End
4. Shift End

If the automatic meal deduction applies to you then you will punch twice during your shift:

1. Shift Start
2. Shift End

The following job codes have the 30 minute automatic meal deduction:

Job Code	Classification	Job Title	Old Job Title
70833	SS	Health Aide (WL)	Health Services Technician 1 I/S
70834	SS	Health Aide (AL)	Health Services Technician 2 I/S
70807	SS	Health Aide (WL)	Forensic Services Technician 1
70808	SS	Health Aide (AL)	Forensic Services Technician 2
70815	SS	Health Aide (SP)	MH/DD Shift Supervisor
71141	SS	Nurse Assistant (WL)	Nursing Asst, Certified
71142	SS	Nurse Assistant (AL)	Nursing Asst Lead, Certified
71109	TS	Lic Prac Nurse (WL)	Nurse Licensed Practical Inpt
71113	PS	Registered Nurse (WL)	Nurse (Inpatient)
71101	PS	Registered Nurse (SP)	Nurse Charge (Inpatient)
70201	SS	Client Support Worker (WL)	Houseparent
70981	SS	Client Support Worker (AL)	None

©2010, Kronos Incorporated or a related company. All rights reserved.

Example

You have shown up to work to start your shift, you must use the Time Clock to record your begin shift time.

Steps To "punch" at the Time Clock		
1	Using the numeric keypad enter your Employee ID number.	You should learn your EID number by heart and keep it secure. You are responsible for any action taken using your EID.
2	The terminal beeps 3 times.and displays your name or badge number, followed by a prompt. You will be prompted to record your start time using your "primary finger".	Prompts and other Important Information are displayed on the Screen
3	Place your primary finger over the sensor. Position the first joint of your finger against the ridge lock	
4	Drop your finger on the sensor. Hold your finger on the sensor until the terminal beeps and displays a response.	

©2010, Kronos Incorporated or a related company. All rights reserved.

View Information – Time Clock

When you enter your Employee ID number, you will be able to view information (such as your annual leave balance) on the screen. You will also be able to request leave and receive approval or denial of any leave request you have made.

Menu options are accessed by pressing the corresponding Blue Softkey.

Blue Soft Keys

Soft Key 1 – Enter Punch
Soft Key 2 – View Timecard
Soft Key 3 – View Schedule
Soft Key 4 – View Accrual Balances
Soft Key 5 – Time Off Request
Soft Key 6 – View Messages
Soft Key 7 – N/A
Soft Key 8 – N/A

There are also function keys to assist with Time Clock actions:

Function Keys:

Press **Soft Key** to select task
Press **ESC** to cancel task
Press **CLR** to clear entry
Press **ENTER** to save
Press **Up/Down Arrow Keys** to navigate

The Soft key's **ESC, CLR** and **ENTER** are not marked on the clocks.

To view information at the Time Clock, follow the below steps:		
1	Press a Soft Key	
2	Enter Employee ID	
3	Press ENTER Key	
4	Follow on-screen directions .	

Blackout times have been established for Time Clock employees. During the blackout times you are not to:

- Request Leave
- Check Leave Balances
- Check leave request approval/denial
- Review time card

The established blackout times are:

6:00 am - 8:30 am
2:00 pm – 4:30 pm
10:00 pm – 12:30 am

©2010, Kronos Incorporated or a related company. All rights reserved.

Requesting Time Off – Time Clock

Purpose

Time Clock employees will request leave from the Time Clock. Kronos forwards the requests to your manager.

A separate leave request must be submitted for each day or portion of a day when requesting leave; even if the dates are consecutive. Your manager must approve each individual leave request-- ie: you request Monday through Friday off. You must submit 5 separate requests and your manager must approve 5 separate requests.

PeopleSoft is the official system of record for leave balances. Leave balances in Kronos are updated twice a month on the night of the 7th and the 22nd so there is about a 7-day lag in Kronos leave balance totals. **You cannot request leave for projected balances in PeopleSoft.** You can only request what is in Kronos balances until the next update.

Email messages are sent to you and your manager when leave is requested and approved/denied. The messages are sent to the email address setup in PeopleSoft Self-Service. You must add/change their email address in PeopleSoft: Self-Service. No updates are made in Kronos.

Blackout Times apply to Time Clock employees. Employees' ability to request leave or check leave balances is restricted between the hours of:

6:00 AM – 8:30 AM
2:00 PM – 4:30 PM
10:00 PM – 12:30 AM

There are 6 leave codes available for employees to use in requesting leave

01 – Holiday Deferral
02 – FLSA Comp
03 –GA Comp
04 – Personal Leave
05 –Annual Leave
06 – Sick Leave

The Time Clock screen will display the first three leave types.

Example

Your house is undergoing major repairs next Thursday and Friday and you need to take those days off. Submit a time off request for 8 hours *(or the number of your scheduled hours for that day)* of annual leave for next Thursday and Friday.

©2010, Kronos Incorporated or a related company. All rights reserved.

Steps for Requesting Time Off – Time Clock		
1	Select **Time Off Request** Using the Blue Soft Key	
2	Enter employee ID number and press the **Enter** key	
3	Use the Numeric Key Pad to enter the corresponding code number to select the Type of Leave Requested	0 for 01DBHDD Holiday Deferral 1 for 02DHBDD FLSA Comp 2 for 03DBHDD GA Comp 3 for 04DHBDDPersonal Leave 4 for 05DBHDD Annual Leave 5 for 06DBHDD Sick Leave
4	Press the Enter Key	
5	Key in the Beginning Date of the Leave Request (using the numeric key pad) use the down arrow to advance to the next field	
6	Key in the start time of the Leave Request , use the right arrow to advance to the next field	
7	Key in 1 for am or 2 for pm; use the down arrow to advance to the next field	

©2010, Kronos Incorporated or a related company. All rights reserved.

Steps for Requesting Time Off – Time Clock		
8	Key in the number of hours of leave requested, use the down arrow to advance to the next field	
9	Key in the numeric code associated with the leave request, press enter	
10	Press the enter key to Submit your request.	You will see a message indicating that “Your Request has been submitted Successfully”.

To check the status of a leave request refer to the View Information – Time Clock section of this manual.

Canceling Time Off Request - Time Clock

Time off requests cannot be canceled from the Time Clock. You must inform your manager or supervisor when you wish to cancel an approved time off request.

©2010, Kronos Incorporated or a related company. All rights reserved.

Time Stamp Employee

Logging On

Purpose

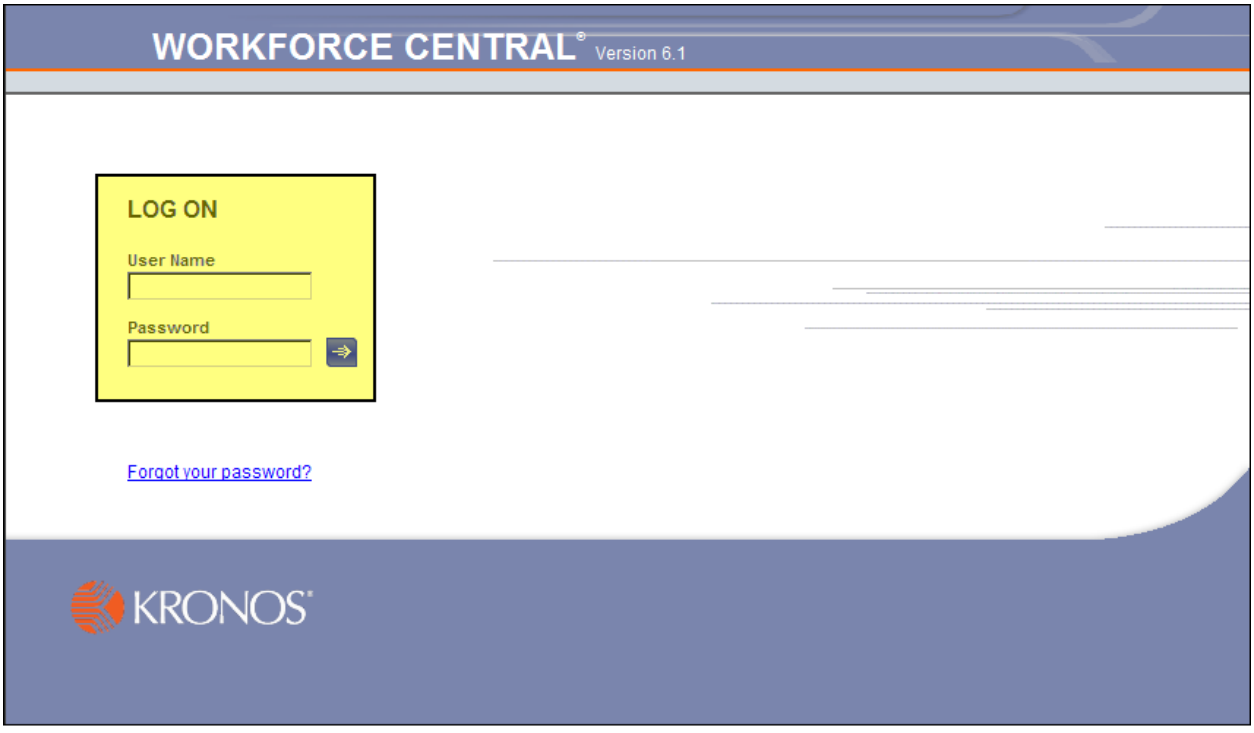
The Kronos log on page provides access to all the features of the Kronos application where you go to perform your time and attendance tasks.

On initial login, you will be prompted to change your password and select and answer three security questions. After two unsuccessful login attempts use the Forgot your password? Link to answer the security questions and change your password.

Entry of the full User Name is required when logging into Kronos.

Example

Kronos is Web-based and can be accessed through the internet. Once you have accessed the website by the URL, bookmark the location and create a shortcut on your desktop. Your manager or direct supervisor will log on to the Kronos application at least once a day to review and edit your timecard and scheduling data.



©2010, Kronos Incorporated or a related company. All rights reserved.

Steps	
1	Access the Kronos log on page.
2	Enter your user name and password in their designated boxes.
3	Click the **Log On** button or press the **Enter** key on the keyboard.

Business practice

If users have any issues connecting to Kronos or logging in contact your HR Manager/Kronos Consultant for DBHDD Kronos Support

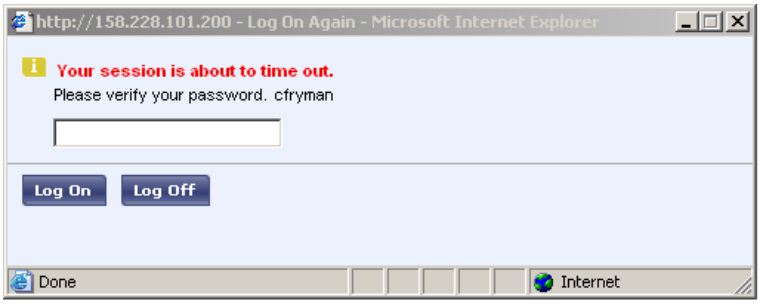
Logging Off

Purpose

The application provides security to prevent other people from accessing your information and helps keep your employees' information confidential.

Regaining access after the inactivity timeout

Inactivity timeout protects sensitive information in the application. If the application does not detect activity within a specific amount of time, it automatically logs you off. To regain access to the application, you must enter your password in the inactivity timeout screen. When you regain access, the application restores the last page you were viewing..



Caution

If you do not log in after an inactivity timeout, you will lose all unsaved edits.

©2010, Kronos Incorporated or a related company. All rights reserved.

Logging off Kronos

Upon completion of your tasks, you must log off the application to ensure that your information is kept confidential.

Caution

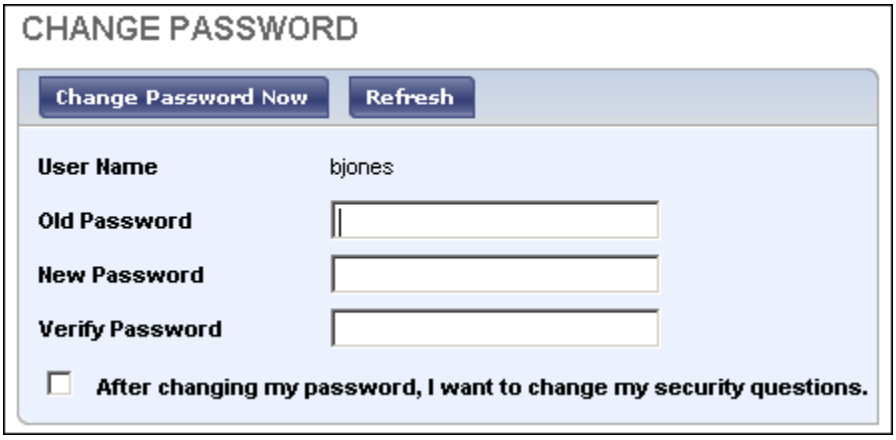
Clicking the Close (X) button without first logging off might leave your connection to the application open, which might allow unauthorized people to view and edit information.

©2010, Kronos Incorporated or a related company. All rights reserved.

Changing Passwords

Purpose

You can use the Change Password link to change your password at any time. The system will prompt you to change your password every 30 days.



Steps	
1	Click the **Change Password** utility link.
2	In the **Old Password** field, enter the password you want to replace.
3	In the **New Password** field, enter the new password.
4	In the **Verify Password** field, re-enter the new password.
5	Click **Change Password Now**.
6	Select the **After changing my password, I want to…** check box if you want to update answers to your organization's security questions.

Business Process

Employees must ensure the security of passwords. Do not provide your password to co-workers or other staff. You are responsible for any action taken using your password.

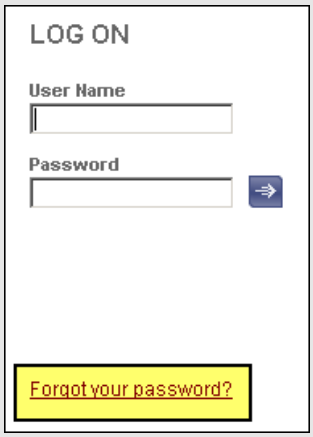
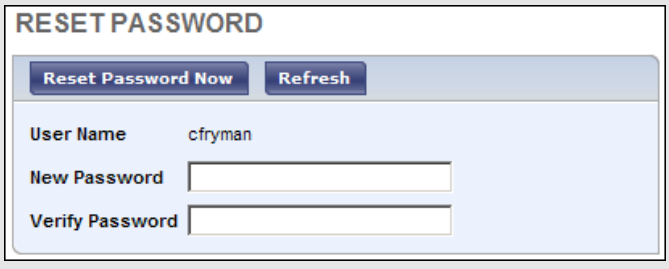
©2010, Kronos Incorporated or a related company. All rights reserved.

Resetting Passwords

Purpose

If you forget your password, you can use the Forgot your password? link to reset your password at any time. In order for this feature to work, your security questions and answers must already be saved in the application.

Use the Forgot your password? link after two unsuccessful login attempts. On the third unsuccessful login attempt Kronos will lock the employee's access. The Forgot your password link? cannot be used to unlock an employee's access. This must be reported to HR.

Steps		
1	From the log screen, enter your user name in the **User Name** field.	
2	Click the **Forgot your password?** link.	
3	In the Security Question dialog box, answer the security question(s), and then click **Submit**.	
4	In the Reset Password dialog box, enter the new password in the **New Password** field.	
5	In the **Verify Password** field, re-enter the new password.	
6	Click **Reset Password Now**.	
7	You are brought to your default log on page.	

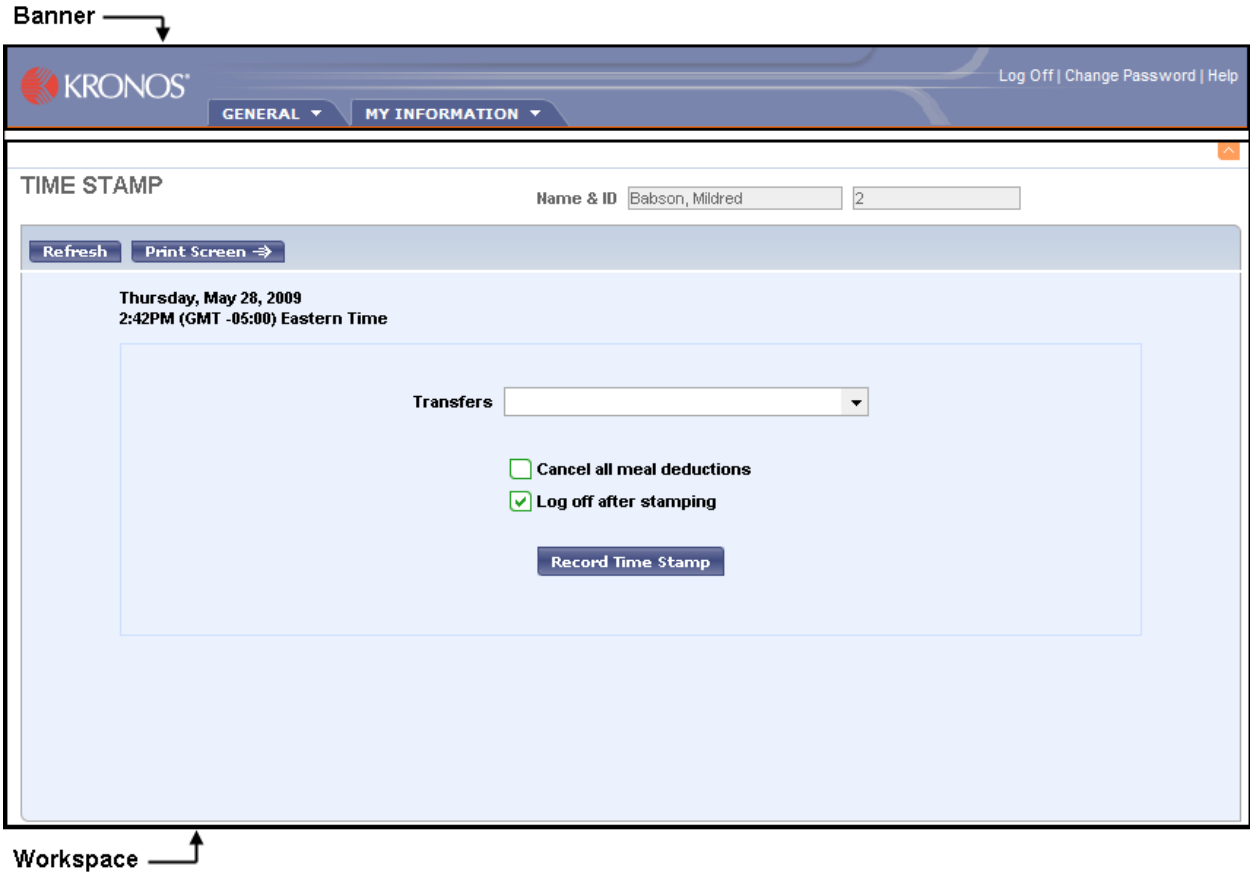
©2010, Kronos Incorporated or a related company. All rights reserved.

Navigating in Kronos--Timestamp

Purpose

After you log on to Kronos, your start page appears. This and each Kronos page includes two main areas, the banner area, and the workspace. The workspace reflects the selection you make in the banner.

The following illustration shows a Kronos page. The banner is at the top and the workspace is at the bottom:



©2010, Kronos Incorporated or a related company. All rights reserved.

Recording Punches - Time Stamp

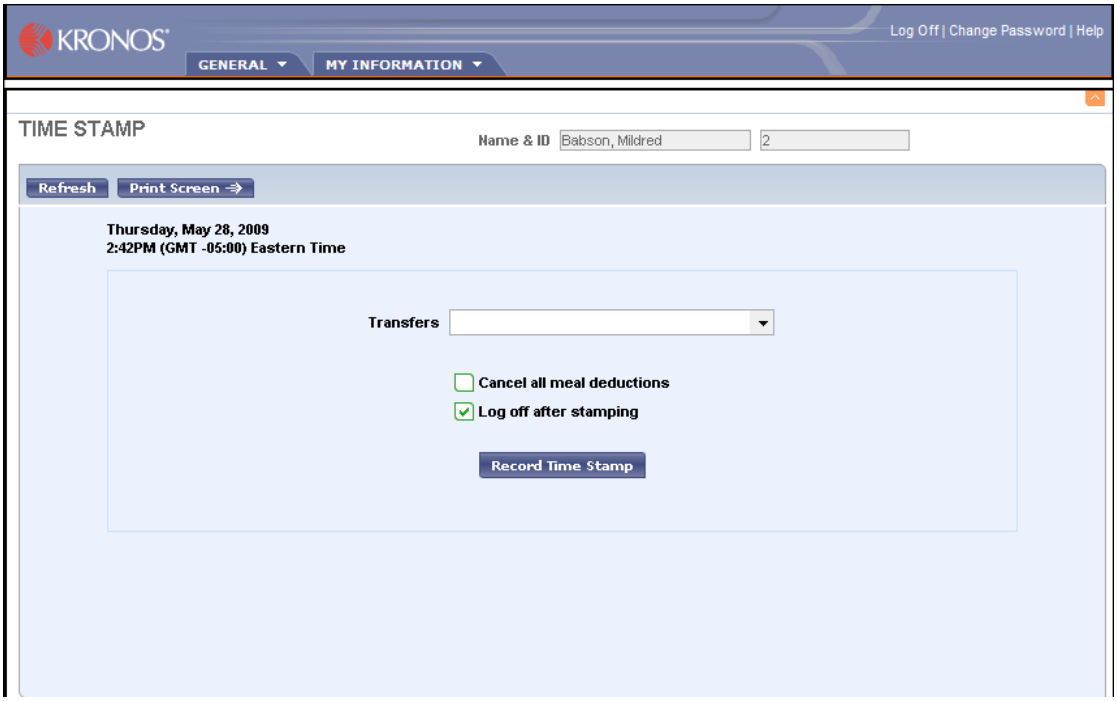
Purpose

Time stamp is the entry method that you use to log your time at a PC using the web browser. Time stamping creates punches that identify the time you work.

Four punches are required each day you work:

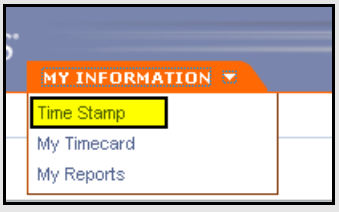
1. Shift Start
2. Lunch Start
3. Lunch End
4. Shift End

The following illustration shows the Time Stamp workspace:



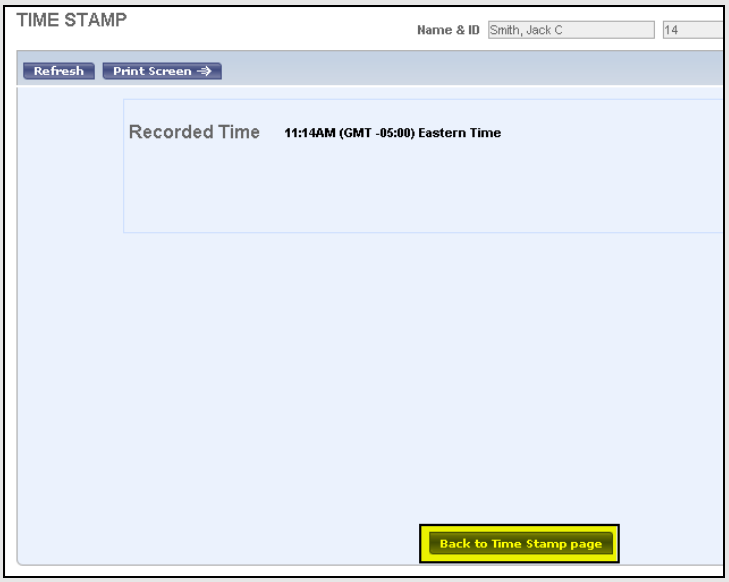
Example

You have shown up to work to start your shift, you must Time Stamp to record your begin shift time.

Steps to record punches - Time Stamp		
1	Does the **Time Stamp** screen appear? • If yes proceed to Step 2. If no, from the **My Information** tab, select **Time Stamp**.	

©2010, Kronos Incorporated or a related company. All rights reserved.

Steps to record punches - Time Stamp

2	Click **Record Time Stamp**.	
3	The time recorded by the system will appear.	
4	Click **Back to Time Stamp page** if you unchecked the Log off after stamping check box on the main timestamp screen. If you did not remove the checkmark from the Log off after stamping check box Kronos will automatically log you off after recording your punch time. 	
5	When you are done, click **Log off**.	

©2010, Kronos Incorporated or a related company. All rights reserved.

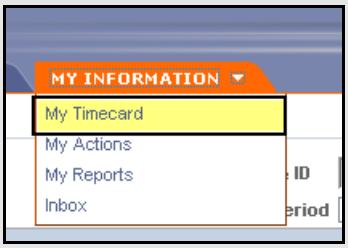
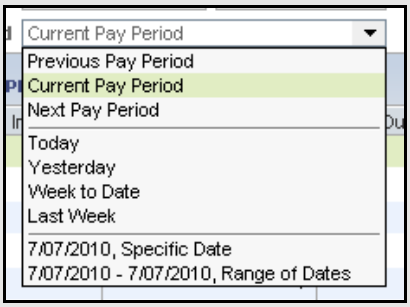
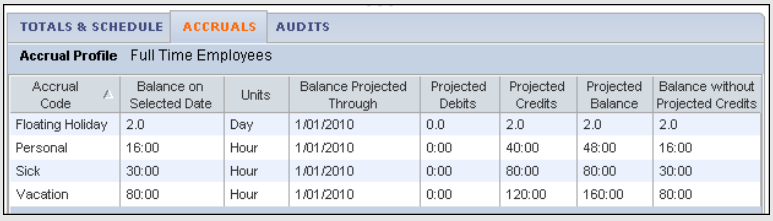
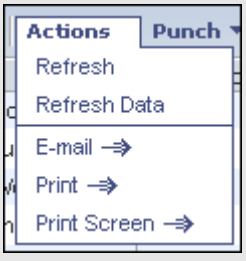
Viewing your Timecard – Time Stamp

Purpose

You can view your timecard for accuracy. You can also print your timecards.

Example

You want to review your worked time, access your timecard.

Steps		
1	Select the **My Information** tab, and then select **My Timecard**.	
2	From **Time Period** drop-down list, select the time period you would like to view.	
3	What would you like to do? To view Accrual Balances, click the **Accruals** tab at the bottom of the screen.	 Accrual Code / Balance on Selected Date / Units / Balance Projected Through / Projected Debits / Projected Credits / Projected Balance / Balance without Projected Credits Floating Holiday / 2.0 / Day / 1/01/2010 / 0.0 / 2.0 / 2.0 / 2.0 Personal / 16:00 / Hour / 1/01/2010 / 0:00 / 40:00 / 48:00 / 16:00 Sick / 30:00 / Hour / 1/01/2010 / 0:00 / 80:00 / 80:00 / 30:00 Vacation / 80:00 / Hour / 1/01/2010 / 0:00 / 120:00 / 160:00 / 80:00
	• To print your timecard, from the **Actions** menu, select **Print** or **Print Screen** and select a printer. • To e-mail your timecard, from the **Actions** menu, select **E-mail** and complete the e-mail dialogue box.	

©2010, Kronos Incorporated or a related company. All rights reserved.

Requesting Time Off

Purpose

The Time Off Request form provides a consistent, easily accessible way to request or cancel time off. The form displays accrual balances so you quickly see accrued time. Kronos forwards the requests to your manager.

A separate leave request must be submitted for each day or portion of a day when requesting leave; even if the dates are consecutive. Your manager must approve each individual leave request-- ie: you request Monday through Friday off. You must submit 5 separate requests and your manager must approve 5 separate requests.

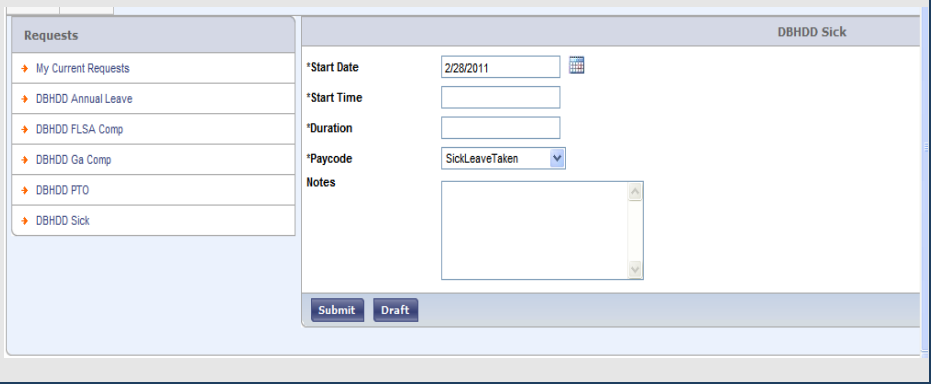
PeopleSoft is the official system of record for leave balances. Leave balances in Kronos are updated twice a month on the night of the 7th and the 22nd so there is about a 7-day lag in Kronos leave balance totals. **You cannot request leave for projected balances in PeopleSoft.** You can only request what is in Kronos balances until the next update.

Email messages are sent to you and your manager when leave is requested and approved/denied. The messages are sent to the email address setup in PeopleSoft Self-Service. You must add/change their email address in PeopleSoft: Self-Service. No updates are made in Kronos.

Example

Your house is undergoing major repairs next Thursday and Friday and you need to take those days off. Submit a time off request for 8 hours *(or the number of your scheduled hours for that day)* of annual leave for next Thursday and Friday.

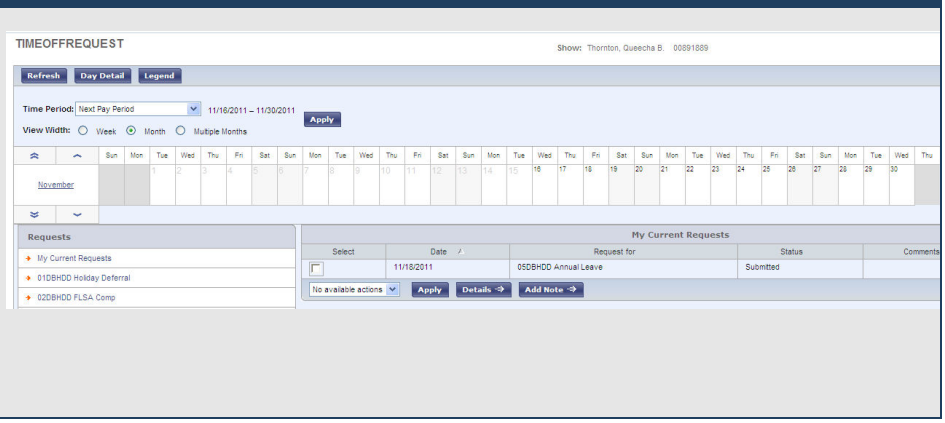
Steps for Requesting Time Off

1	Select **My Requests** from the **My Information** tab.	
2	Select the type of request..	
3	Complete the form with your request.	
4	Click **Submit**.	

©2010, Kronos Incorporated or a related company. All rights reserved.

Reviewing Time Off Request

When the your manager takes action on your request for leave you will receive an email notification. You can also check the status of your requests by viewing the My Current Requests screen in Kronos.

Steps for Reviewing Time Off Request Status		
1	Select **My Requests** from the **My Information** tab.	
2	Select the correct Time Period for the leave request.	
3	Review the status of the leave request in the **My Current Requests** section of the Time Off Request screen.	

Canceling Time Off Request

Approved Time off requests cannot be canceled in Kronos. You must inform your manager or supervisor when you wish to cancel an approved time off request.

If the request has not been approved, you can *Retract* the leave request. It is recommended that you also notify your manager.

©2010, Kronos Incorporated or a related company. All rights reserved.

Project View Timecard Employee

Logging On--Employee

Purpose

The Kronos log on page provides access to all the features of the Kronos application where you go to perform your time and attendance tasks.

On initial login, you will be prompted to change your password and select and answer three security questions. After two unsuccessful login attempts use the Forgot your password? Link to answer the security questions and change your password.

Entry of the full User Name is required when logging into Kronos.

Example

Kronos is Web-based and can be accessed through the internet. Once you have accessed the website by the URL, bookmark the location and create a shortcut on your desktop. Your manager or direct supervisor will log on to the Kronos application at least once a day to review and edit your timecard and scheduling data.

©2010, Kronos Incorporated or a related company. All rights reserved.

Steps	
1	Access the Kronos log on page.
2	Enter your user name and password in their designated boxes.
3	Click the **Log On** button or press the **Enter** key on the keyboard.

Business practice

If users have any issues connecting to Kronos or logging in contact your HR Manager for DBHDD Kronos Support

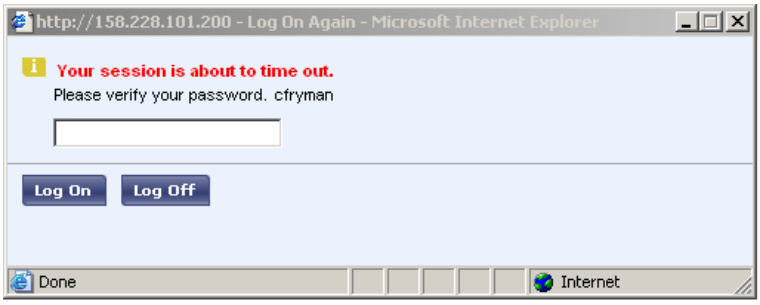
Logging Off

Purpose

The application provides security to prevent other people from accessing your information and helps keep your employees' information confidential.

Regaining access after the inactivity timeout

Inactivity timeout protects sensitive information in the application. If the application does not detect activity within a specific amount of time, it automatically logs you off. To regain access to the application, you must enter your password in the inactivity timeout screen. When you regain access, the application restores the last page you were viewing..



Caution

If you do not log in after an inactivity timeout, you will lose all unsaved edits.

©2010, Kronos Incorporated or a related company. All rights reserved.

Logging off Kronos

Upon completion of your tasks, you must log off the application to ensure that your information is kept confidential.

Caution

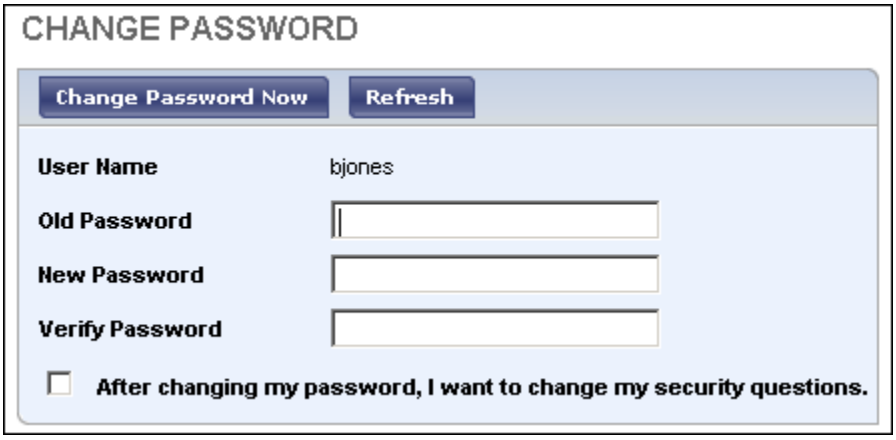
Clicking the Close (X) button without first logging off might leave your connection to the application open, which might allow unauthorized people to view and edit information.

©2010, Kronos Incorporated or a related company. All rights reserved.

Changing Passwords

Purpose

You can use the Change Password link to change your password at any time. The system will prompt you to change your password every 30 days.



Steps	
1	Click the **Change Password** utility link.
2	In the **Old Password** field, enter the password you want to replace.
3	In the **New Password** field, enter the new password.
4	In the **Verify Password** field, re-enter the new password.
5	Click **Change Password Now**.
6	Select the **After changing my password, I want to…** check box if you want to update answers to your organization's security questions.

Business Process

Employees must ensure the security of passwords. Do not provide your password to co-workers or other staff. You are responsible for any action taken using your password.

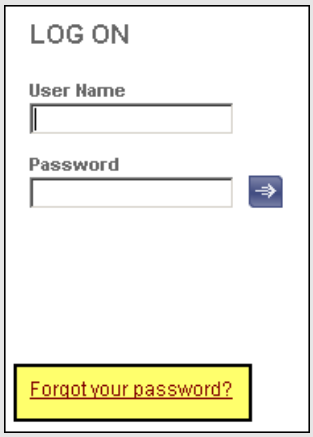
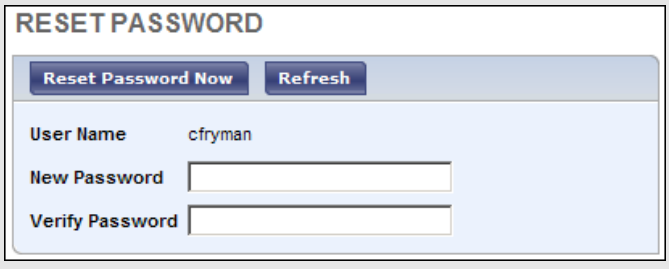
©2010, Kronos Incorporated or a related company. All rights reserved.

Resetting Passwords

Purpose

If you forget your password, you can use the Forgot your password? link to reset your password at any time. In order for this feature to work, your security questions and answers must already be saved in the application.

Use the Forgot your password? link after two unsuccessful login attempts. On the third unsuccessful login attempt Kronos will lock the employee's access. The Forgot your password link? cannot be used to unlock an employee's access. This must be reported to HR.

Steps		
1	From the log screen, enter your user name in the **User Name** field.	
2	Click the **Forgot your password?** link.	
3	In the Security Question dialog box, answer the security question(s), and then click **Submit**.	
4	In the Reset Password dialog box, enter the new password in the **New Password** field.	
5	In the **Verify Password** field, re-enter the new password.	
6	Click **Reset Password Now**.	
7	You are brought to your default log on page.	

©2010, Kronos Incorporated or a related company. All rights reserved.

Navigating in Kronos—Project View

Purpose

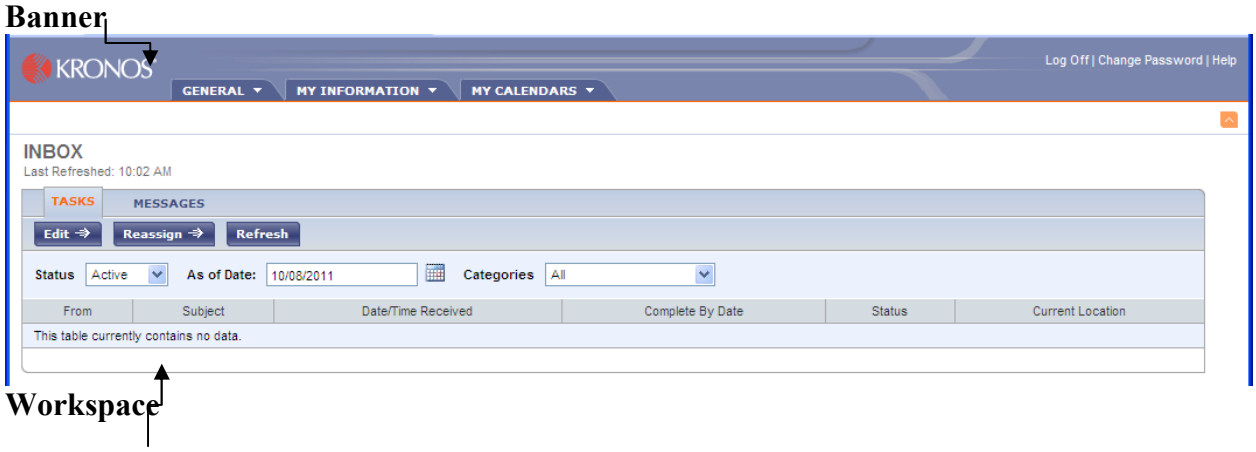
All Salaried Exempt Employees with the exception of the below job titles will only use Kronos for requesting leave. If this applies to you then proceed to the section for requesting leave.

Salaried Exempt Employees in the below job codes will use Kronos to record the number of hours worked and request leave in Kronos:

1. 71108 – Nurse Infection Control
2. 71112 – Nurse Manager (Inpt)
3. 71114 – Nurse Executive (Hosp)
4. 71115 – Nurse Exec Assoc (Hosp)

After you log on to Kronos, your start page appears. This and each Kronos page includes two main areas, the banner and the workspace. The workspace reflects the selection you make in the banner.

The following illustration shows a Kronos page. The banner is at the top and the workspace is at the bottom:



©2010, Kronos Incorporated or a related company. All rights reserved.

Viewing your Timecard – Project View

Purpose

All Salaried Exempt Employees with the exception of the below job titles will not have access to their timecards.

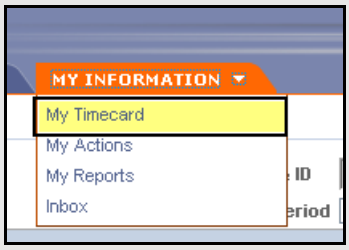
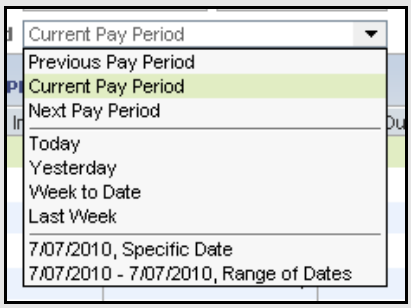
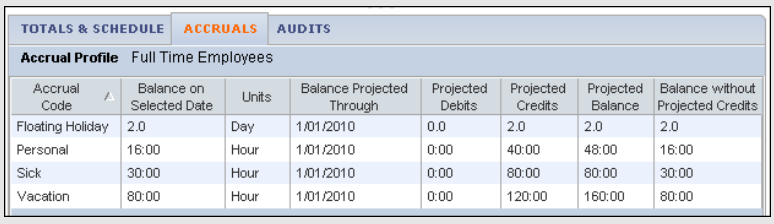
Salaried Exempt Employees in the below job codes will use Kronos to record the number of hours worked and request leave in Kronos so they have the ability to view their timecards.:

1. 71108 – Nurse Infection Control
2. 71112 – Nurse Manager (Inpt)
3. 71114 – Nurse Executive (Hosp)
4. 71115 – Nurse Exec Assoc (Hosp)

You can also print your timecards.

Example

You want to review your worked time, access your timecard.

Steps		
1	Select the **My Information** tab, and then select **My Timecard**.	
2	From **Time Period** drop-down list, select the time period you would like to view.	
3	What would you like to do? To view Accrual Balances, click the **Accruals** tab at the bottom of the screen.	

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Floating Holiday	2.0	Day	1/01/2010	0.0	2.0	2.0	2.0
Personal	16:00	Hour	1/01/2010	0:00	40:00	48:00	16:00
Sick	30:00	Hour	1/01/2010	0:00	80:00	80:00	30:00
Vacation	80:00	Hour	1/01/2010	0:00	120:00	160:00	80:00

©2010, Kronos Incorporated or a related company. All rights reserved.

	• To print your timecard, from the **Actions** menu, select **Print** or **Print Screen** and select a printer.	

©2010, Kronos Incorporated or a related company. All rights reserved.

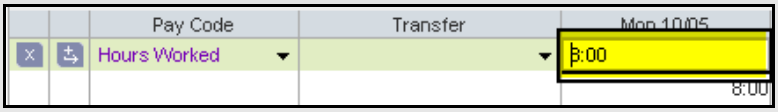
Adding Time to your Timecard – Project View

Purpose

You can add worked time to a timecard.

Example

You need to add your time worked to the timecard to ensure you get paid correctly.

Steps		
1	Click the **Date** cell that corresponds to the day you worked hours.	
2	Enter the number of hours using an acceptable format.	

Saving Data

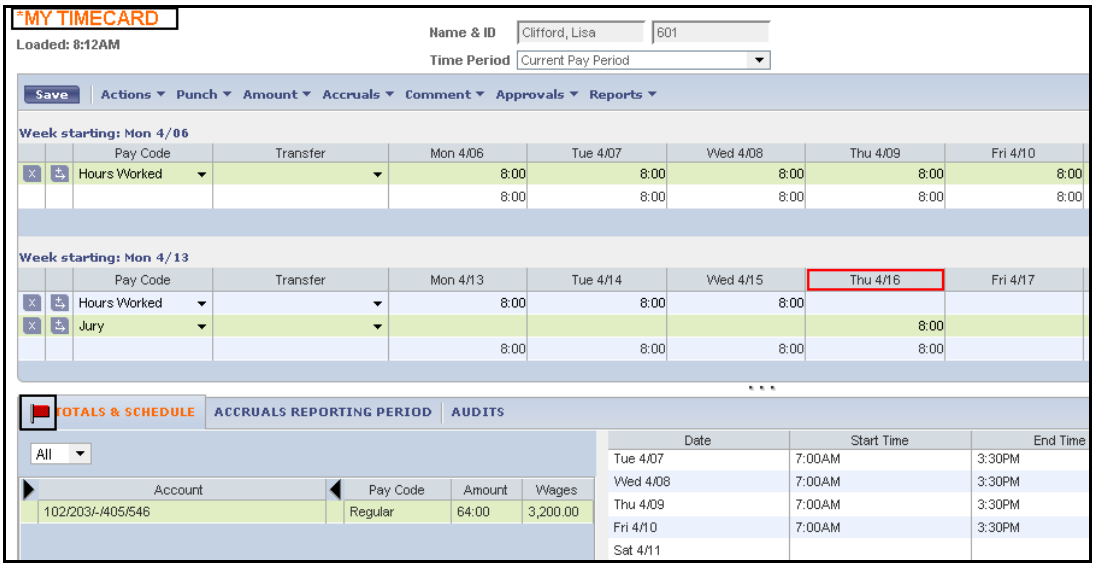
Visual indicators

When you make changes to your timecard, the page name turns orange and an asterisk appears next to it to let you know that your data is not yet saved. The following table lists visual indicators to alert you to unsaved information in the timecard:

Visual indicator	Description
Timecard title in orange with asterisk	Unsaved edits
Red flag in the Totals & Schedule tab	Totals are not up to date

The following illustration shows a sample hourly timecard with *MY TIMECARD in orange and a red flag in the Totals & Schedule tab to indicate unsaved data:

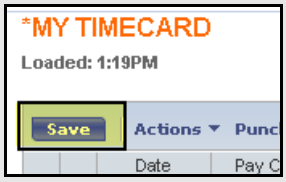
©2010, Kronos Incorporated or a related company. All rights reserved.



Saving changes

When you have completed your edits you must save the changes. If you close your timecard before saving the information, changes are not saved.

After saving, the visual indicators no longer appear, indicating that Kronos saved your changes.

Steps		
1	Perform your edits to a timecard. Note the visual indicators that identify unsaved data.	
2	Click **Save**.	
3	Review the timecard to ensure that the visual indicators no longer appear, validating that your information was saved.	

©2010, Kronos Incorporated or a related company. All rights reserved.

Requesting Time Off

Purpose

The Time Off Request form provides a consistent, easily accessible way to request or cancel time off. The form displays accrual balances so you quickly see accrued time. Kronos forwards the requests to your manager.

A separate leave request must be submitted for each day or portion of a day when requesting leave; even if the dates are consecutive. Your manager must approve each individual leave request-- ie: you request Monday through Friday off. You must submit 5 separate requests and your manager must approve 5 separate requests.

PeopleSoft is the official system of record for leave balances. Leave balances in Kronos are updated twice a month on the night of the 7th and the 22nd so there is about a 7-day lag in Kronos leave balance totals. **You cannot request leave for projected balances in PeopleSoft.** You can only request what is in Kronos balances until the next update.

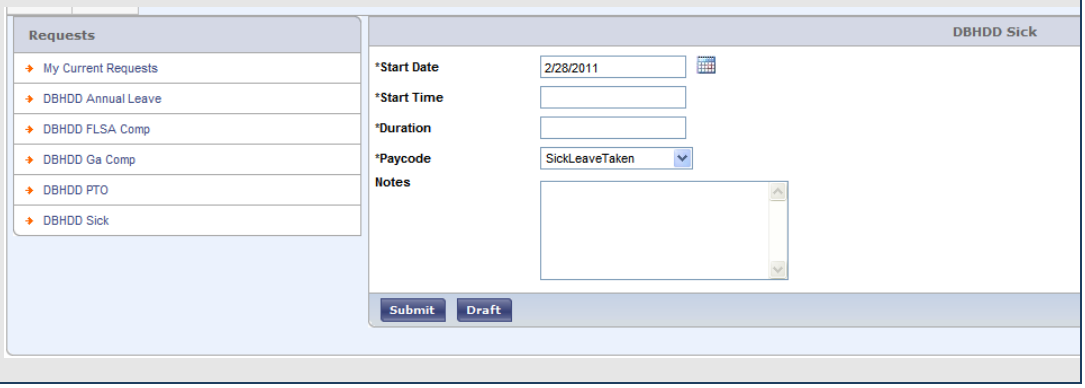
Email messages are sent to you and your manager when leave is requested and approved/denied. The messages are sent to the email address setup in PeopleSoft Self-Service. You must add/change their email address in PeopleSoft: Self-Service. No updates are made in Kronos.

Example

Your house is undergoing major repairs next Thursday and Friday and you need to take those days off. Submit a time off request for 8 hours *(or the number of your scheduled hours for that day)* of annual leave for next Thursday and Friday.

Steps for Requesting Time Off

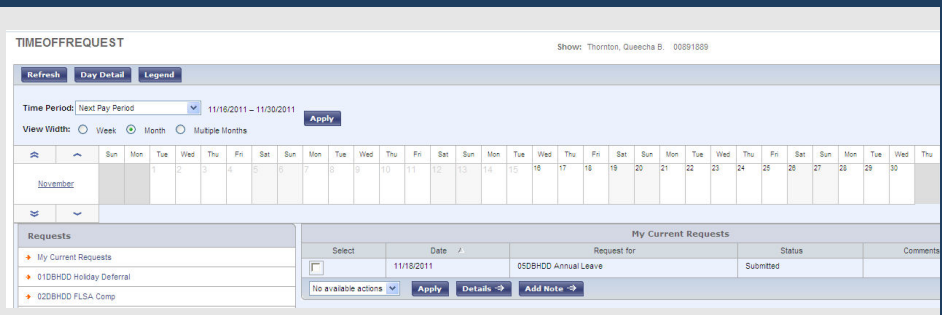
1	Select **My Requests** from the **My Information** tab.
2	Select the type of request..
3	Complete the form with your request.
4	Click **Submit**.



©2010, Kronos Incorporated or a related company. All rights reserved.

Reviewing Time Off Request

When the your manager takes action on your request for leave you will receive an email notification. You can also check the status of your requests by viewing the My Current Requests screen in Kronos.

Steps for Reviewing Time Off Request Status		
1	Select **My Requests** from the **My Information** tab.	
2	Select the correct Time Period for the leave request.	
3	Review the status of the leave request in the **My Current Requests** section of the Time Off Request screen.	

Canceling Time Off Request

Approved Time off requests cannot be canceled in Kronos. You must inform your manager or supervisor when you wish to cancel an approved time off request.

If the request has not been approved, you can *Retract* the leave request. It is recommended that you also notify your manager.

©2010, Kronos Incorporated or a related company. All rights reserved.

©2010, Kronos Incorporated or a related company. All rights reserved.