

Common Tasks for Managers

Add a Missed Punch and a Comment

- 1 Click the **In** or **Out** punch cell containing the missed punch exception.

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Report
		Date	Pay Code	Amount	In	Transfer	Out
X		Thu 9/23					
X		Fri 9/24			6:59AM	,W25	
X		Sat 9/25					
X		Sun 9/26					

- 2 Enter the missing times using an acceptable format.

Out
330p

- 3 In the timecard, click the cell that contains the punch to which you want to add a comment.

- 4 Select **Comment > Add Comment**.
Note: You can also right click in the cell and select **Add Comment** from the shortcut menu.

- 5 Select the *Explanation* comment.

- 6 Enter text in the **Note** section.

Add Comment

Comments
Explanation

Note

OK Cancel Help

- 7 Click **OK**.

- 8 Click **Save**.

Add a Pay Code

- 1 Click the **Pay Code** field for the date you want to add a pay code amount.

- 2 Click the drop-down arrow and select the appropriate pay code.

Date	Pay Code
Wed 9/29	
Thu 9/30	PTO
Thu 9/30	PTO2
Fri 10/01	PTO2 OTL
Fri 10/01	PTO3
Sat 10/02	PTO3 OTL
Sat 10/02	PTO OTL
Sun 10/03	ReturnWk
Mon 10/04	ReturnWk2

- 3 Enter the number of hours in the **Amount** cell.

Date	Pay Code	Amount
Wed 9/29	PTO	8

- 4 Click **Save**.

Note: A pay code amount cannot be added to a row containing punches. You must insert a new row to add the pay code amount.

Adding Pay Code Amounts to Multiple Time Cards

- 1 Select My Genies>Quickfind.

- 2 Select the specific set of employees from the Show drop-down list. Select the specific time period from the Time Period drop-down list.

- 3 Select Amount>Add from the menu.

Timecard Schedule Reports Availability

QUICKFIND

Last Refreshed: 3:38PM

Name or ID Find

Time Period: Current Pay Period

Actions	Punch	Amount	Accruals	Approvals	Primary Labor Account
Add					
Delete					
Add Historical					
Delete Historical					
	Alexandry, Cheryl	00033988			44164690030044164612500716212
	Alexandry, Lillian T.	00031225			441646900100441646170100190227
	Alexandry, Inezah K.	00033705			441646900100441646170100197303
	Acker, DeWayne	00019489			441646900100441646170100198228
	Alston, Douglas B.	00019487			441646900100441646170100197303

- 4 Enter information on the Add Amount dialog box.

Add Amount

Pay Code: AnnLeave

*Amount (H/L/h):

*Effective Date: 2/28/2011

Transfer:

Stop pay from schedule

Comments ->

OK Cancel Help

- 5 Click **OK**.

- 6 Select **General>Group Edit Results** to view changes.

KRONOS

Log Off | Change Password | Help

Timecard Schedule Reports Availability

QUICKFIND

Last Refreshed: 3:38PM

Name or ID Find

Time Period: Current Pay Period

Actions: Add, Delete, Add Historical, Delete Historical

Amount: 0

Accruals: D

Approvals: None

Primary Labor Account: None

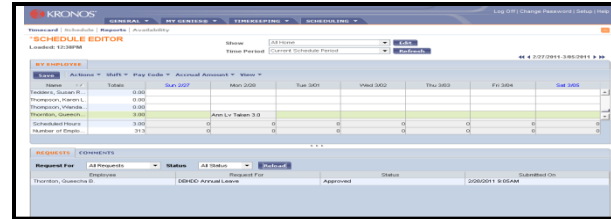
Approving A Time-Off Request

- 1 Select General > Inbox > Messages – pending requests should appear
- 2 Highlight the selected request – click ‘open’. The request should appear.

THIS DOES NOT APPROVE OR PROCESS THE REQUEST



- 3 To process the request, select ‘Scheduling’ / Schedule Editor.
Change the ‘show’ window, if necessary, to a genie that reflects only your employees.
Select request type at bottom of editor – Right-click on employee request
Select approval level (Approved, Refused, Retracted)



- 4 Approved time will post on the appropriate day and the totals will change accordingly.
- 5 Click **Save & Close**.

Approving Individual Timecards

- 1 Access the **Pay Period Close** Genie.
- 2 Select the employee(s) you want to approve.
- 3 Select **Approvals > Approve**.

Business Practice:

Managers must complete timecard approvals by **Close of Business two days after the end of the pay period.**

Approving Multiple Timecards

- 1 Access a Genie, such as the **Pay Period Close** Genie.
- 2 Select the specific set of employees from the **Show** drop-down list. Select the specific time period from the **Time Period** drop-down list.
- 3 Do you want to approve timecards for all employees or specific employees?
 - To approve timecards for all employees in a Genie, select **Actions > Select All**.
 - To approve timecards for specific employees, hold the **Ctrl** key and select each employee.
- 4 Select **Approvals > Approve**.
- 5 Click **Yes** to confirm your approval.
- 6 You can also review the group approval status by clicking the **General** tab, selecting **Group Edit Results**, and reviewing the **Approved** edit information.
- 7 If the **Group Edit Results** indicate that some timecards are not approved, click the **Details** link and review the reasons why.

PAY PERIOD CLOSE				
Last Refreshed: 12:20PM				Show
				Time Per
Actions	Punch	Amount	Schedule	Approvals
Name	1^	Emp Approval	Mgr Approval	Approve
				Remove Approval
Briggs, Thomas				
Carter, Rick				
Chin, Sara				
Fisher, Tina				

GROUP EDIT ERROR LOG					
Last Refreshed: 10/03/2010 12:24PM					
Refresh		Return			
Group Edit	Date	Time	User Name	Status	Results
Approved	10/03/2010	12:22PM	cfrost1	COMPLETED	Success: 4 Failure: 1 Total: 5
Employee Name			Error Description		
Frost, Carolyn			You cannot apply this action to yourself.		