

# Daily Kronos Tasks for Supervisors

For information on managing your personal time and leave, visit the Clemson University Kronos Information page: <http://www.clemson.edu/employment/payroll/kronos/index.html>

## Getting Started with the Daily Tasks Wizard

- 1 The Daily Tasks wizard display by default when you log onto Kronos. Click the **Expand** icon to enlarge the wizard.



**Note:** Use the Daily Tasks wizard to review and correct employee exceptions, manage employee time-off requests, and review pay period totals for the current pay period.

## Step 1: Manage Exceptions Summary

**1** **Time Period & Employee Group**  
Determines the time period and employee group to review.

**2** **Help**  
Displays instructions for completing the specific step within the wizard.

**3** **Details**  
Launches the Exceptions Detail view for the exception type selected.

**4** **Exceptions**  
Displays the number of exceptions by type per employee.

**5** **Refresh**  
Updates the information in the workspace with the most current data.

Name	Missed Punch	Unexcused Absen...	Punch Exceptions	Unscheduled	Short Break	Total
Brown, Jordan		6				6
Dunbar, Dawson		1	2			3
Zappo, Clarence	1					1
Pak, Jee Su		1				1
Morris, Nate						0
Race, Evan						0
<b>Total</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>11</b>

**6** **View Details**  
Launches the Exceptions Detail view for the employee(s) selected.

## Exceptions-Detail View

**1** **Summary**  
Returns to the Exceptions Summary view.

**2** **Employee Name**  
Displays the employee's name.

**3** **View Timecard**  
Launches the employee's timecard.

**4** **Show Schedule**  
Displays the employee's schedule.

**5** **Save & Cancel**  
Saves changes or cancels changes. Illuminates when you need to save.

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Tue 7/04			7:30am	12:00pm		4.5	12.5
			1:00pm				

**6** **Exception Grid**  
Displays the date and exception for the employee.

**7** **Action Buttons**  
Allows you to correct missing punches and duplicate punches as well as add comments.

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## Correct Missing Punches

- 1 Click the missing punch to correct (solid red box).

In	Out
7:30am	12:00pm
1:00pm	<span style="background-color: red; color: red;">[REDACTED]</span>

- 2 Click **Add Punch**.

- 3 Click the drop-down in the **Insert** field and select the type of punch to be added.

Add Punch x  
 Date: 7/04/2017  
 Insert: Out Punch

- 4 Click **Punch Time** cell and enter the time for the missing punch.

Insert: Out Punch  
 Out: 4:30p

- 5 Click **Add**.

- 6 Click **Save**.

- 7 If no more exceptions need to be corrected, click **Next** to advance to the next step in the wizard.

## Correct an Unexcused Absence

- 1 Hover over the **Pay Code** cell on the date with the unexcused absence and click the green **Plus** icon.

Date	Pay Code
Wed 7/05	Annual Leave
Mon 7/10	<span style="background-color: red; color: red;">[REDACTED]</span> <span style="color: green; font-size: small;">+</span>

- 2 Click the drop-down arrow in the **Pay Code** field and select a pay code from the list.

Pay Code Edit  
 Effective Date: 7/10/2017  
 Pay Code: Sick Leave v

**Note:** If you are unsure of which pay code to select, please contact the University Leave Administrator.

- 3 Click **Amount** and enter the number of hours to allocate to the pay code.

Pay Code: Sick Leave  
 Amount (hh:mm)\*: 7:30

**Note:** The duration is entered in hours and minutes (i.e. 7:30) not in a decimal format (i.e. 7.5).

- 4 Click **Start Time** field and enter the start time for the pay code.

Amount (hh:mm)\*: 7:30  
 Start Time: 8:00AM

**Note:** If the employee has a schedule in Kronos, the shift start time defaults in the Start Time field.

- 5 Click **OK**.

- 6 Click **Save**.

- 7 If no more exceptions need to be corrected, click **Next** to advance to the next step in the wizard.

## Attach a Comment to an Exception

- 1 Click the punch for which you want to attach a comment.

In	Out
7:30am	12:00pm
1:00pm	<span style="border: 2px solid red; padding: 2px;">4:30pm</span>

- 2 Click **Comment**.

- 3 Select a comment from the list.

Add Punch Comment  
 Historical Edit- Corrected in CUBS on Paylines  
 Historical Edit- Non Paid Hours  
 Historical Edit- Requested by SB  
 Life In-Element Weather  
 Life In-Transportation Problem  
 Life In-Un-excused  
 Leave Bal Adjustment  
 Punch Mesa-Supervisor Approved  
 Punch-Attend Training

**Note:** Attaching comments to timecard edits is required for auditing and compliance purposes.

- 4 Click **OK**.

- 5 Click **Save**.

- 6 If no more exceptions need to be corrected, click **Next** to advance to the next step in the wizard.

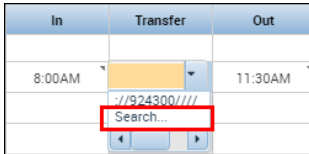
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## Transfer Time to a Different Job

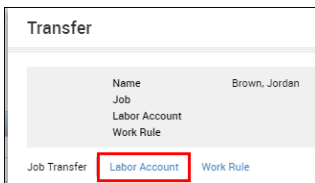
- 1 From the Exception Detail view, click **View Timecard**.



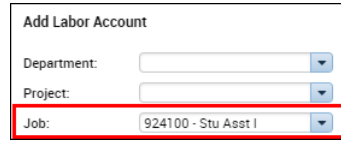
- 2 Click the **Transfer** cell between the first In and Out punches and click **Search**.



- 3 Click **Labor Account**.



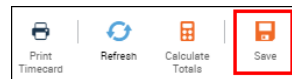
- 4 Click the drop-down arrow in the **Job** field and select a job from the list.



- 5 Click **Apply**.



- 6 Click **Save**.



- 7 Click **Next** to advance to the next step in the wizard.

## Step 2: Manage Time-off Requests

**1** **Time Period & Employee Group**  
Determines the time period and employee group to review.

**2** **Help**  
Displays instructions for completing the specific step within the wizard.

**3** **Request Status**  
Filters the requests that display by their status.

**4** **Request Actions**  
Enables you to perform actions related to processing requests.

**5** **Request Time Off**  
Request time off on behalf of an employee.

**1** Next Schedule Period

**2** Manage Time-off Requests

**3** Submitted

**4** Details

**5** Request Time Off

Status	Employee	Pay Code	Start Date	End Date	Submitted By	Submit Date	Modified By	Employee Number	Assigned Manager
Submitted	Dunbar, Dawson	Annual Leave	7/21/2017	7/21/2017	Dunbar, Dawson	7/10/2017 11:5...	dunbard	0999992	Meyers, Samantha

**6** Request Detail

**7** Workspace

**8** Accrual Columns

**00- Annual Leave** Submitted 7/10/2017 11:50AM

Status	Submitted
Employee	Dunbar, Dawson
Pay Code	Annual Leave

**6** **Refresh**  
Updates the information in the workspace with the most current data.

**7** **Workspace**  
Displays the details of the request submitted by the employee including pay code, start and end date for the request, which employee submitted the request and the status of the request.

**8** **Tabs**  
*Request Detail* - Displays all the information contained in the workspace plus employee demographic information such as the home department and primary labor account.  
*Accrual Columns* - Displays the employee's leave accrual balances and activity by leave type. Use this tab to verify the employee has enough leave to accommodate his or her time-off request.

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## Manage a Time off Request

- 1 Select the time off request you want to manage and click the **Accrual Columns** tab.

00- Annual Leave

Status  
Employee  
Pay Code

Request Detail **Accrual Columns**

- 2 Review the employees leave accrual balance for the type of time they are requesting.

Leave Type	Taken to Date	Current Balance	Projected Accrual	Approved Planned Pa...	Projected Year End Balance
Annual	45.0	77.5	15.0	0.0	92.5
Annual Leave Post...	0.0	0.0	0.0	0.0	0.0
Camp Overflow	0.0	0.0	0.0	0.0	0.0

- 3 Click **Approve** or **Refuse**.

Details Edit **Approve** **Refuse**

- 4 If you select approve, review the details of the request and click **Approve**.

Approve Time-Off Request

Submitted 7/10/2017-11:50:20AM  
Modified by dunbar

Employee Dunbar, Dawson

Details

Requested

Type 00- Annual Leave

Start Date 7/21/2017 End Date 7/21/2017

Duration Hours

Start Time 8:00AM Length 7.5 h

Edit

Comments

Notes (Optional)

**Approve** Cancel

- 5 If you select refuse, click **Refuse**.

Refuse Time-Off Request

Submitted 7/07/2017-8:51:14AM  
Modified by dunbar

Employee Dunbar, Dawson

Requested

Type 00- Annual Leave

Start Date 7/13/2017 End Date 7/13/2017

Duration Hours

Start Time 8:00AM Length 7:30 h

Comments

Notes (Optional)

**Refuse** Cancel

- 6 If no more time off requests need to be managed, click **Next** to advance to the next step in the wizard.

## Cancel a Time off Request

- 1 Click the drop-down arrow in the **Request Type** field and select **Approved**.

Time-Off [v] **Approved** [v]

Cancel Request Time Off

- 2 Select the time off request you want to cancel and click **Cancel**.

Details Edit Retract **Cancel** Request Time Off

- 3 Review the details of the request and click **Submit**.

Cancel Time-Off Request

Approved 7/10/2017-12:09:24PM  
Modified by meyers

Employee Dunbar, Dawson

Requested Approved

Type 00- Annual Leave

Start Date 7/21/2017 End Date 7/21/2017

Duration Hours

Start Time 8:00AM Length 7.5 h

Comments

Notes (Optional)

**Submit** Cancel

- 4 If no more time off requests need to be managed, click **Next** to advance to the next step in the wizard.

# Daily Kronos Tasks for Supervisors

## Step 3: Pay Period Overview

**1 Time Period & Employee Group**  
Determines the time period and employees that display in the workspace.

**2 Help**  
Displays instructions for completing the specific step within the wizard.

**3 Action Buttons**  
Perform actions on employees selected in the workspace.

**4 Refresh**  
Updates the information in the workspace with the most current data.

**5 Share**  
Print or Export the information within the genie.

**6 GoTo**  
Access a different Kronos component for the employees selected in the workspace (e.g. timecards, etc.).

**7 Exceptions**  
Displays any outstanding exceptions within the employee's timecard for the time period selected.

**8 Totals**  
Displays each employee's total hours for the time period selected.

## Review and Correct Exceptions

- Review the **Missing Punch**, **Unapproved Overtime** and **Unexcused Absence** columns for checkmarks. Make any necessary corrections to the employee's timecard to resolve the exceptions.

Person Name	Employee...	Missing Punch	Unappr... Overtime	Unexcused Absence
Brown, Jordan	071190			✓
Dunbar, Dawson	0999992	✓		
Gomez, Vivienne	099993			✓
Jackson, Kimberly	099994			
Morris, Nate	0999910			
Pak, Jee Su	099996			✓
Race, Evan	099997			
Walker, Jinger	099999			
Zappo, Clarence	099998	✓		

- Click **Next** to advance to the next step in the wizard.

## Review Timecard Totals

- Review the **Totals** columns to identify any irregularities in the amount of hours.

Person Name	Total Worked Paid Hours	Total Earned Comp Hours	Total Leave Paid Hours	Total Leave Non-Paid Hours	Total Approved Overtime	Total Unappr... Overtime	Total Approved OT Annual	Grand Total Hours
Brown, Jordan								
Dunbar, Dawson	55.5		11.0					70.5
Gomez, Vivienne	8.5							8.5
Jackson, Kimberly								
Morris, Nate								
Pak, Jee Su	86.0							86.0
Race, Evan	8.0							8.0
Walker, Jinger								
Zappo, Clarence	82.5				2.5			82.5
	9	210.90	0	14.90	0	2.50	0	226.90

**Note:** Scroll right to review additional Totals columns.

- Click **Next** to advance to the next step in the wizard.

# Daily Kronos Tasks for Supervisors

## Step 4: Run Reports

**1** Help  
Displays instructions for completing the specific step within the wizard.

**2** Clear  
Resets the wizard and returns to step 1: Manage Exceptions.

**3** Action Buttons  
Allows you to run reports, email, print or schedule a report; or, create a report favorite.

**4** Available Reports  
Lists the reports available to generate.

**5** Report Options  
Allows you to determine what information displays on the report. Options vary by report.

**6** Output Format  
Determines the output format of the report. PDF is the default unless running an Excel report.

## Run a Report

**1** Click the **Plus** symbol to expand a **Report Category** and select a report from the list.

**2** Click the drop-down arrow in the **People** and **Time Period** fields to select the employees and time period to display on the report.

**3** Set the remaining options for the selected report using the designated fields.

**4** Click **Run Report**. The Check Report Status page opens.

**5** Click **Refresh Status**.

**6** When the **Status** column displays **Complete**, click **View Report** to open the selected report.