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| KIS Product Code | 1L0 |

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<th>Document Revision</th>
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<tbody>
<tr>
<td>A</td>
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<td>June 2013</td>
</tr>
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# Table of Contents

Getting Started ........................................................................................................... 1
  Importance and Benefits of Kronos ................................................................. 1
  Roles and Responsibilities ................................................................................. 2
  Timekeeping Process Flow ............................................................................ 4
  Logging On and Signing Out ......................................................................... 5
  Introducing the Navigator ............................................................................. 7
  Accessing Widgets .......................................................................................... 9
  Navigating Widgets ...................................................................................... 11

Working with Time-Off Requests ...................................................................... 14
  Requesting Time Off .................................................................................. 14
  Processing Employee Requests Using the Manage Time Off Requests Widget .................................................................................. 16

Editing Time and Attendance Data ...................................................................... 19
  Accessing and Viewing Employees' Timecards ........................................ 19
  Refreshing and Saving Data in Timecards ............................................... 24
  Viewing Accrual Balances in Timecards .................................................. 28

Finalizing Timecards .............................................................................................. 29
  Approving Employee Timecards Using a Wizard .................................... 29

Using Kronos KnowledgePass™ ........................................................................ 32
  Introducing KnowledgePass ...................................................................... 32
  Accessing KnowledgePass™ ..................................................................... 33
  Using My Learning ...................................................................................... 34

Scheduling Employees ........................................................................................... 35
  Navigating the Schedule Editor .................................................................. 35
  Refreshing and Saving Data ......................................................................... 37
  Creating Schedules Using Pattern Templates ........................................ 39
  Creating Schedule Patterns without Pattern Templates .......................... 42
  Adding Shifts by Inserting a Shift Template ........................................... 45
  Deleting Shifts from Employees' Schedules ............................................ 47
  Editing Scheduled Shifts ............................................................................ 48
  Viewing Accrual Balances in the Schedule Editor .................................... 50
  Scheduling Non-Worked Hours ............................................................... 62
Managing Exceptions for Hourly Employees.................................................................55
   Using the Exceptions Widget .............................................................................55
   Adding Missing Punches ...................................................................................50
   Attaching Comments to Punches .....................................................................33
   Marking/Unmarking Exceptions as Reviewed ..................................................05
   Editing a Shift from the Detail View ................................................................66
   Using Pay Codes to Track Non-Worked Time ....................................................67

Editing Pay Codes in Timecards .........................................................................68
   Adding Accrued or Oncall Time to Timecards ................................................68
   Moving Comp Time to Overtime .....................................................................70

Performing Transfers ..........................................................................................73
   Understanding Transfers ..................................................................................73
   Transferring Hours for Entire Shifts .................................................................76
   Transferring Hours for Parts of Shifts ...............................................................79
   Transferring Callback and Other Work Rules ..................................................82
Getting Started

Importance and Benefits of Kronos

Purpose
It is important that your employees are compensated accurately. To make this happen, you need to manage employees’ worked and non-worked hours, as well as attendance issues, in an efficient and timely manner. The application supports your ability to perform these tasks so that the data sent to payroll is accurate.

Kronos provides the following benefits to Clemson University:

- Handles time accurately, consistently, and fairly across the campus
- Provide managers/supervisors with effective tools to monitor and control labor proactively
  - View and manage time and leave is one system
  - Access to employees' time daily
- Track an employee’s worked time in one timecard, even if the employee has multiple jobs across campus
- Calculates time using rules for rounding punches, working on a holiday, and calculating comp and overtime.
- Allow managers/supervisors to see all scheduled work shifts and time-off for employees in one place
- Assist with compliance for international students and Affordable Care Act requirements
- Streamline the approval process for payroll
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.

Employee Tasks
Employees perform the following tasks:
- Clock in and out according to scheduled shifts
- Perform transfers to alternate departments or jobs
- Submit request for time off

Exempt Employee Tasks
Exempt employees perform the following task:
- Submit request for time off

Manager/Supervisors/Timekeepers Tasks
On a daily basis, managers/supervisors/timekeepers perform the following tasks:
- Review employee timecards
- Add missing punchcards
- Edit timecards
- Handle unexpected absences and missed time
- Enter non-worked time for employees
- Make schedule changes

On a weekly basis, managers/supervisors perform the following task:
- Review overtime

On a pay-period basis, managers/supervisors perform the following tasks:
- Run reports
- Review and approve timecards

On an as-needed basis, managers/supervisors perform the following tasks:
- Run reports
- Respond to leave requests
Budget Center Administrators Task
On a pay-period, typical Budget Center Administrator task include:
  - Sign off timecard totals

Central Payroll Task
On a pay-period, typical payroll task include:
  - Extract time data from the application to send to the payroll system
Timekeeping Process Flow

Purpose
This guide is organized into two sections. The first part of the guide is an overview of tasks that are performed by managers, supervisors, and timekeepers. It also includes approving requests for time off and approving timecards that are manager and supervisor tasks. The second part of the guide covers scheduling and time edits that are performed by either managers and supervisors or timekeepers.

Because the flow of information occurs in a different order from this guide, let’s review the processes that are part of Kronos.

Requesting Time Off:
1. Employee requests time off.
2. Manager/Supervisor responds to the time-off request.
3. If the request is approved, the time is added to the employee’s schedule and timecard.
4. Any changes to approved requests are done in Schedule Editor by Manager/Supervisor.

Timekeeping Process
1. Manager/Supervisor or Timekeeper schedules employee for work.
2. Employee punches in and out.
3. Manager/Supervisor or Timekeeper reviews employees’ timecards.
4. Manager/Supervisor or Timekeeper edits timecards if necessary.
5. Manager/Supervisor or Timekeeper reviews timecards for comp time and moves if necessary.
6. Manager/Supervisor reviews and approves the timecards.
7. Budget Center Administrator signs off so no more edits can be done to the timecards.
8. Central Payroll extracts the data and sends it to the payroll system.
Logging On and Signing Out

Purpose
The Workforce Central log on page provides access to all the features of the Kronos application where you perform your time and attendance tasks. Upon completion of your tasks, you must sign out of Kronos to ensure that your employees' information remains confidential.

Example
You, as the department manager, Carolyn Frost, log on to the Kronos application at least once a day to review and work with your employees' timecards and scheduling data.

Steps
1. Access the Workforce Central log on page using your Novell username and password.
2. Enter your user name and password in their designated fields.
3. Click the Log On arrow or press the Enter key on the keyboard.
Signing Out of Workforce Timekeeper
Upon completion of your tasks, you must sign out of Kronos to ensure that your employees' information remains confidential.

Caution
Due to the information contained in Kronos, you should sign off when not actively working in the system.
Introducing the Navigator

Purpose
After you log on to Kronos, your Navigator appears. The Navigator is a customized view of the time and labor information that is important to completing your daily work tasks. The Navigator is designed to be simple and intuitive with easy-to-use views. You should take a few minutes to get acquainted with its navigation features.

Navigator Components
The Navigator consists of four main components:

- Alerts
- Workspace
- Workspaces carousel
- Workspace tabs
<table>
<thead>
<tr>
<th>Navigator Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alerts</td>
<td>A Navigator can contain one or more alerts configured to notify you when specific events or conditions occur. Because the alerts always appear in your Navigator, you'll know immediately if something requires your attention.</td>
</tr>
<tr>
<td>Workspace</td>
<td>A Navigator can contain one or more workspaces. A workspace is a layout designed to accommodate a specific business need. If a Navigator has more than one workspace, one will be configured as the default or &quot;home&quot; workspace.</td>
</tr>
<tr>
<td>Workspaces carousel</td>
<td>If a Navigator is configured to include more than one workspace, all workspaces other than the home workspace are listed in the Workspaces carousel. You can display additional workspaces in your Navigator by selecting them in the Workspaces carousel.</td>
</tr>
<tr>
<td>Workspace tabs</td>
<td>When a workspace is displayed in the Navigator, it will have an associated tab. You can use the workspace tabs to switch between or to close displayed workspaces.</td>
</tr>
</tbody>
</table>

**Tip**

Kronos is a browser-based application. However, you should not use the browser's navigation controls—the Back button on the toolbar, for example. Only use the links inside of Kronos to do your work.
Accessing Widgets

Purpose

Each workspace in your Navigator can contain up to seven task-oriented Widgets, or views into Kronos that enable managers, supervisors, or timekeepers to complete their most frequent tasks.

The following illustration shows a typical workspace configuration.

<table>
<thead>
<tr>
<th>Workspace Components</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Widgets</td>
<td>Widgets are self-contained components that are used to access specific Kronos information or tasks.</td>
</tr>
<tr>
<td>Related Items pane</td>
<td>Widgets that are available but not displayed in the selected workspace are accessed via the Related Items pane. They can be clicked/dragged into an open workspace, or double-clicked to open the Widget in a temporary workspace.</td>
</tr>
</tbody>
</table>
The Related Items pane

Click the arrow in the upper-right corner to open and close the Related Items pane. Use the scroll bar to view additional Widgets within the pane. To retrieve a Widget from the Related Items pane, drag it from the pane into the workspace. Or, to open it in a temporary workspace, double-click it.
Navigating Widgets

Purpose
Kronos pages allow you to perform less common or more complex tasks. You can use Widgets in Kronos to display these pages and complete these tasks.

The key areas of Kronos Pages
Kronos pages contain three main areas: search tools, the action bar, and the workspace.

<table>
<thead>
<tr>
<th>Areas</th>
<th>Description</th>
</tr>
</thead>
</table>
| Search tools   | Include:  
  • Show field where you can select a specific set of employees  
  • Time Period field where you select the timeframe for which you want to view schedules and timecard data |
| Menu bar       | Allows you to perform tasks to selected employees such as editing punches, approving timecards, and other common tasks                          |
| Workspace      | Work area contains detailed information about the employees in the selected time period, as well as the action bar, which contains selections for modifying data |
Using the tools within a Kronos page

The Show field allows you to display a group of employees. The default setting for the Show field when you log on is All Home and Transferred in, which displays all employees who report to you as well as any employees who have transferred during the time period. You can use the Show field to further refine your selection to include employees in a specific group, such as only those employees who are working in a particular area, or on a particular shift.

The Time Period field allows you to set the timeframe you want to view, such as the current pay period or a particular timeframe in the past. The time period you select determines what you will see on that page.

Using the links or shortcut menu

When one or more employee records are selected, you can click the links at the top of the page or right-click to display a shortcut menu. From the links or menu, you can quickly access four key tools:

- Timecard
- Schedule
- People
- Reports

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timecard</td>
<td>Launches the timecard(s) for the selected employee(s).</td>
</tr>
<tr>
<td>Schedule</td>
<td>Launches the Schedule Editor for the selected employee(s). The Schedule Editor is used to view and update employee schedules.</td>
</tr>
<tr>
<td>People</td>
<td>Launches the People Editor for the selected employee(s). The People Editor is used to view and update personal and employment information for employees.</td>
</tr>
<tr>
<td>Reports</td>
<td>Launches the Reports workspace. If you run a report, it will contain information only for the selected employee(s).</td>
</tr>
</tbody>
</table>
Steps

1. In the workspace area, highlight the employees for whom you need to access data.

2. Which system component do you want to access?
   - To access timecards for the selected employees, click Timecard
   - To access the Schedule Editor for the selected employees, click Schedule
   - To access the People Editor for the selected employees, click People
   - To access the Reports for the selected employees, click Reports

Tip

There are various ways to select employees:
- Use the Ctrl key to select more than one employee not listed next to each other
- Use the Shift key to select all employees listed between two employees, including the two employees
- Click and drag the mouse to select employees
Working with Time-Off Requests

Requesting Time Off

Purpose
The Request Time Off Widget provides a convenient way for employees to submit, retract, and monitor their requests for time off. The form displays accrual balances so that employees can quickly see accrued time. Kronos forwards the requests to you as the manager or supervisor.

Example
Jenna Cross needs to request time off for next month. She logs into Kronos and requests Annual time.

Steps

2. Select the specific time period from the Time Period drop-down list. You can also adjust the width of the calendar view.
Steps

3. Click Request Time Off.

4. (Optional) View your accrual balances.

5. From the Type drop-down, select a request type.

6. Enter a Start Date and End Date.

7. From the Pay code drop-down list, select a pay code.

8. Enter a Start Time.

9. Enter a Length.
   Note: This is the number of hours for each day you are requesting.

10. Click Submit.

11. The request is added to your calendar. You can click the request to view the details or retract or cancel your request.
    Note: Icons appear in the left corner of the request so you can track the status of your request. For example, a green check mark appears if your manager or supervisor has approved your request.

Note

When requesting multiple days, the length is the amount per day and not the total amount of the request.
Processing Employee Requests Using the Manage Time Off Requests Widget

Purpose
The Manage Time Off Requests Widget summarizes all requests in one window and provides all supporting information needed to process requests, right from the same screen. In the Manage Time Off Requests Widget, managers or supervisors can process requests one-at-a-time or simultaneously process multiple requests of the same type. Managers or supervisors can also filter the list of requests displayed in the Widget and sort the list by column.
Example
Jenna Cross has requested time off next month. You want to review and approve her request.

<table>
<thead>
<tr>
<th>Steps</th>
<th></th>
</tr>
</thead>
</table>
| 1 | To access the Manage Time Off Requests Widget, choose one of the following:  
• Select a request type in the Requests alert list.  
• Select Manage Time Off Requests from the Related Items pane. |
| 2 | Confirm the default values or select new values in the Time Period and Show fields. |
### Steps

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Confirm the default values, or select new values in the Request type and Request: status fields.</td>
</tr>
<tr>
<td>4</td>
<td>Select a request to process.</td>
</tr>
<tr>
<td>5</td>
<td>To approve, refuse, or perform another action on the selected request(s), click the applicable button.</td>
</tr>
<tr>
<td>6</td>
<td>In the dialog box that appears, verify the displayed information and, if applicable, select a comment from the Comments drop-down list.</td>
</tr>
<tr>
<td>7</td>
<td>Click the button to confirm the action that you wish to perform.</td>
</tr>
</tbody>
</table>

![Image](image-url)
Editing Time and Attendance Data

Accessing and Viewing Employees’ Timecards

Purpose
Use Kronos Widgets to quickly review and monitor employees’ time and attendance data in timecards. From a Kronos Widget, you can open employees’ timecards so that you can view and make any adjustments prior to payroll processing.

Example
In reviewing Reconcile Timecard, you notice that several employees have time and attendance exceptions. You open each employee's timecard to review and adjust the data.

Steps

1. From the Related Items pane, select Reconcile Timecard or other widget.

2. From the Show drop-down list, select the specific set of employees. From the Time Period drop-down list, select the specific time period.
Steps

3 Select the employee(s) whose timecards you want to review.

4 Click Timecard.

5 If you selected more than one employee, do one of the following:
   - Click the Next scroll button to move to the next employee. You can use the Previous scroll button to move to a previous employee.
   - Select an employee from the Name & ID drop-down list.

Tip

There are various ways to select employees in a Kronos Widget:
   - Hold the Ctrl key and click your mouse to select more than one employee not listed next to each other.
   - To select a group of employees listed together, use one of these methods:
     - Click the first employee, then hold the Shift key and click your mouse to select the last employee. This will select all employees in-between.
     - Click and drag the mouse to select multiple employees.
Hourly Timecard Overview

There are three main areas on a timecard; the timecard header, timecard grid, and timecard tabs.

**Timecard header**

Displays the following information:
- Employee's name whose information appears in the timecard workspace and timecard tabs
- Employee's identification number
- Time Period

**Timecard workspace**

Displays the following information:
- Menu bar that contains selections for performing timekeeping tasks
- Grid containing dates for the selected time period
- Time entry totals, including shift, daily, and cumulative amounts
  - **Shift Total** — Calculated total hours of all shifts worked on the selected day (excluding totals for non-shift items such as pay codes)
  - **Daily Total** — Calculated total hours of the selected day, including pay codes
  - **Cumulative** — Cumulative total up to and including the selected day
**Timecard Area**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display additional information about how Kronos tracks employee hours. Three default tabs appear:</td>
</tr>
<tr>
<td><strong>Totals &amp; Schedules</strong> — The first tab at the bottom of the timecard workspace. The area on the left displays the timecard totals. The area on the right displays the Schedule for the selected time period.</td>
</tr>
<tr>
<td><strong>Accruals</strong> — Displays accrual codes and available balances based on the date selected in the timecard workspace.</td>
</tr>
<tr>
<td><strong>Audits</strong> — Lists all time punch or amount corrections made to an employee’s timecard and approvals made by managers, supervisors or timekeepers.</td>
</tr>
<tr>
<td><strong>Note:</strong> Additional tabs will appear based on actions you perform. For example, the Comments tab appears when you add a comment to an employee’s punch.</td>
</tr>
</tbody>
</table>

Visual indicators appear on a timecard when an exception occurs. For example, an employee might forget to clock in or out, which causes a missed punch exception. An employee might clock in early or late, which causes a punch exception.

### TIMECARD

* Load Date: 2/2 PM
* Name & ID: Chang, Judy 901991
* Time Period: 5/2/2013 - 5/3/2013, Range of Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
<th>Co</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 5/10</td>
<td></td>
<td></td>
<td>7:30AM</td>
<td>12:00PM</td>
<td>12:30PM</td>
<td></td>
<td></td>
<td></td>
<td>4:00PM</td>
<td>8:00</td>
<td>8:00</td>
</tr>
<tr>
<td>Sat 5/11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td>6:00</td>
</tr>
<tr>
<td>Sun 5/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td>6:00</td>
</tr>
<tr>
<td>Mon 5/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td>8:00</td>
</tr>
<tr>
<td>Tue 5/14</td>
<td></td>
<td></td>
<td>7:30AM</td>
<td>4:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td>8:00</td>
</tr>
<tr>
<td>Wed 5/15</td>
<td>Annual</td>
<td>8:00</td>
<td>10:30AM</td>
<td>12:00PM</td>
<td>12:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td>21:00</td>
</tr>
<tr>
<td>Thu 5/16</td>
<td></td>
<td>7:30AM</td>
<td>12:00PM</td>
<td>12:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td>31:00</td>
</tr>
<tr>
<td>Fri 5/17</td>
<td></td>
<td>7:30AM</td>
<td>12:00PM</td>
<td>12:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td>33:00</td>
</tr>
<tr>
<td>Sat 5/18</td>
<td></td>
<td>7:30AM</td>
<td>12:00PM</td>
<td>12:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td>33:00</td>
</tr>
</tbody>
</table>

### Visual Indicator

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blue-bordered date</strong> — An excused absence for the day, such as Jury Duty or Annual</td>
</tr>
<tr>
<td><strong>Red-bordered date</strong> — An unexcused absence for the day</td>
</tr>
<tr>
<td><strong>Red-bordered punch</strong> — An exception, such as a late or early punch, or a short or long break</td>
</tr>
<tr>
<td><strong>Green-bordered punch</strong> — Exception has been marked as reviewed</td>
</tr>
<tr>
<td><strong>Solid-red cell</strong> — A missed punch</td>
</tr>
<tr>
<td><strong>Purple text</strong> — A transaction that was added by the Kronos application</td>
</tr>
<tr>
<td><strong>Yellow note icon in the top corner of a cell</strong> — One or more comments are attached to the punch or amount</td>
</tr>
</tbody>
</table>

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Tip
Most exceptions are based on the employee's schedule. In order to view and track exceptions such as late ins, early outs, or absences, you must enter a schedule for the employee. Entering and maintaining schedules is covered in the topic "Scheduling Employees" located later in this guide.
Refreshing and Saving Data in Timecards

Purpose
When you add and modify timecard data, Kronos displays your edits but does not save them automatically. You must tell the application to save the data. Prior to saving your data, you can decide whether the edits are what you want.

<table>
<thead>
<tr>
<th>Visual Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timecard title in orange with asterisk</td>
<td>Unsaved edits</td>
</tr>
<tr>
<td>Red flag in the Totals &amp; Schedule tab</td>
<td>Totals are not up-to-date</td>
</tr>
</tbody>
</table>

Example
You have been editing the timecard of Robert Davidson when you realize that you entered the wrong information. You cancel the edits, enter the correct information and save the timecard.

Canceling Edits

Steps

1. Perform one or more edits on a timecard. Notice the visual indicators that indicate unsaved data.
Managing Timecards and Schedules Course Guide

Step

2 Select Actions > Refresh.

3 Do you want to cancel your changes?
   • To cancel your changes, click Yes
   • To keep your changes, click No

Calculating Totals

Step

1 Perform one or more edits on a timecard. Notice the visual indicators that indicate unsaved data.
### Step

2. Select Actions > Calculate Totals.

3. Notice that the red flag no longer appears, but the Timecard title still indicates unsaved data.

---

### Saving Edits

#### Step

1. Perform one or more edits on a timecard. Notice the visual indicators that indicate unsaved data.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Click Save.</td>
</tr>
</tbody>
</table>

![TIMECARD](image)

<table>
<thead>
<tr>
<th>Loaded: 8:39PM</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Fri 5/10</td>
</tr>
</tbody>
</table>

| 3    | Review the employee's timecard to ensure that the visual indicators no longer appear, validating that your information was saved. |
Viewing Accrual Balances in Timecards

Purpose
Before you enter non-worked time, confirm that the employee has accrued enough hours. The Accruals Details tab displays the employee’s current balances and planned takings.

Example
You want to review Judy Chang’s accrual balances in her timecard.

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Current Balance</th>
<th>Planned Takings</th>
<th>Vested Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>0.00</td>
<td>0.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Comp Overtime</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Comp Time</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Holiday Comp</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Opt Holiday</td>
<td>8.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>69.00</td>
<td>0.00</td>
<td>60.00</td>
</tr>
</tbody>
</table>

Column | Description
--- | ---
Leave Type | The code that identifies and holds the type of accrual balance, such as Annual or Sick Leave
Current Balance | The accrual balance as of the date selected in the timecard
Projected Accruals | The amount of time the employee will accrual
Planned Takings | A pay code such as Annual that is entered on a date after the Balance as of date either in the timecard or in the employee’s schedule
Projected Year-End Balance | The balance for the accrual code as of the end of the year.
Finalizing Timecards

Approving Employee Timecards Using a Wizard

Purpose
Every week, you need to review and approve your employees' timecards. You can use the Timecard Approval wizard to make sure you complete the process correctly. If you are unable to finish the process in one session, the wizard will track your progress and open to your current step.

Example
It is the end of the pay period and you need to review and complete final edits to your employees' timecards. You also need to approve all their timecards.

Steps

<table>
<thead>
<tr>
<th></th>
<th>From the Related Items pane, select Timecard Approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Steps

2. Review the Punch Issues page for any exceptions that have not been addressed. Correct the exceptions as necessary.

3. Click Next.

4. Review the Manage Request page for any unapproved requests.

5. Click Next.

6. On the Approve Timecards page, select one or more employees whose timecards you want to approve or click Actions > Select All

7. Select Approvals > Approve.
### Steps

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 8 | Click Yes.  
**Note:** Click Refresh to update the Manager Approval column. |
| 9 | Click Next. |
| 10 | Review the status of your timecard approvals.  
If the Group Edit Results indicate that some timecards are approved, click the Details link and review the reasons why. |
| 11 | Click Clear. |
| 12 | Click OK. |

### Business Practice

Approvals need to be completed by 4:30 P.M. on the next business day after the start of a new pay period.
Using Kronos KnowledgePass™

Introducing KnowledgePass™

Kronos KnowledgePass is an easy-to-use learning portal that offers a large collection of tutorials, interactive exercises, job aids, training kits, and sandboxes that help you develop, reinforce, and practice skills that will help you work smarter. It provides a learning program tailored to your particular training needs. It also offers a wealth of resources designed to enhance your job performance.

Use My Learning page to access additional training on running reports or delegating authority.
**Accessing KnowledgePass™**

You can access KnowledgePass™ from an internet browser. You will need your username and password to access the site.

**Steps**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter your username and password in their designated fields.</td>
</tr>
<tr>
<td>3</td>
<td>Click Login.</td>
</tr>
</tbody>
</table>
Using My Learning

My Learning becomes your home page once it has courses on it. You launch your courses from this page. The following illustration shows a My Learning page with courses that you can launch using the Launch button or Remove using the Remove button. You can also launch a course by clicking its title.

Click to select the course you want to take:

Search KnowledgePass: Search...

To start a course, click on its title or on 'Launch'.

- WFC 6.3 - Using Your Navigator (Manager) (for users upgrading)
- WFC 6.3 - Using Your Navigator (Manager)
- WFC 6.3 - Manager Navigator Job Aid

You can add more courses to My Learning using:

- The Build My Learning tab
- Search KnowledgePass
- The See all courses tab

Note

Some organizations may elect to prevent users from adding and removing courses. For those users, the Remove button is not visible.