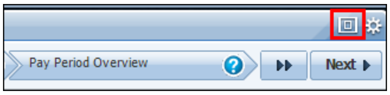
Daily Kronos Tasks for Supervisors

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

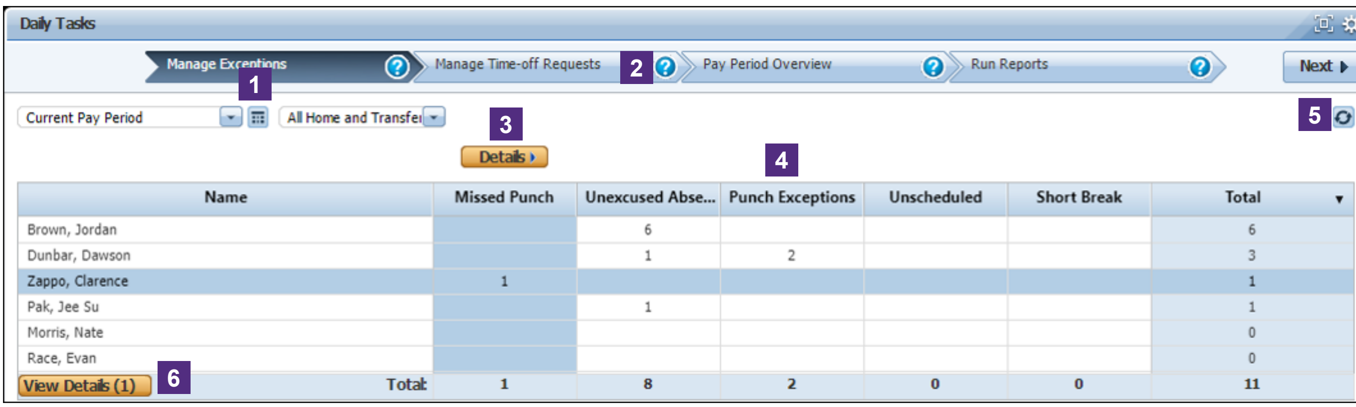
Time Period & Employee Group (1)
Determines the time period and employee group to review.

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

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

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

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



Name	Missed Punch	Unexcused Abse...	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
Total:	1	8	2	0	0	11

View Details (6)
Launches the Exceptions Detail view for the employee(s) selected. See screenshot below.

Exceptions-Detail View (after clicking on Details above)

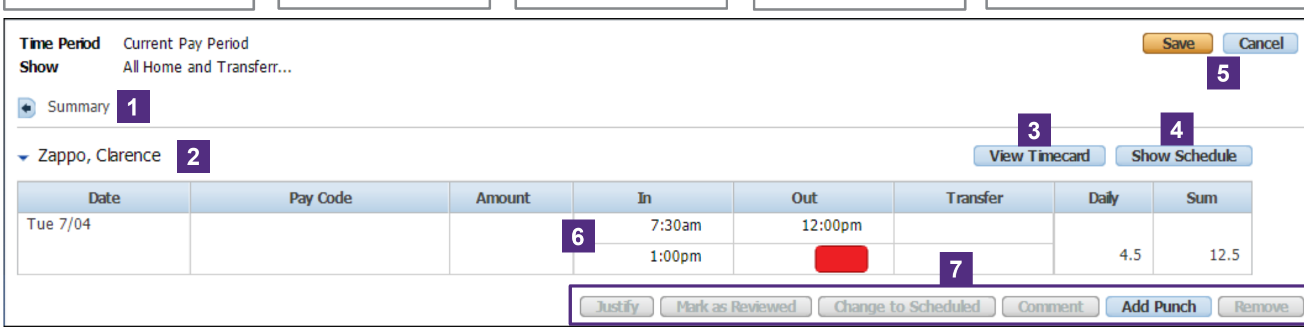
Summary (1)
Returns to the Exceptions Summary view.

Employee Name (2)
Displays the employee's name.

View Timecard (3)
Launches the employee's timecard.

Show Schedule (4)
Displays the employee's schedule.

Save & Cancel (5)
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			
			1:00pm			4.5	12.5

Exception Grid (6)
Displays the date and exception for the employee.

Action Buttons (7)
Allows you to correct missing punches and duplicate punches as well as add comments

> ***Note:*** *The Exceptions widget only displays Hourly employees. Salaried Non-Exempt employees do not display.*

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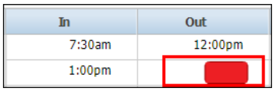
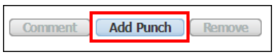
Correct Missing Punches

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

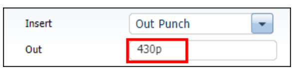


2 Click **Add Punch**.



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

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



5 Click **Add**.

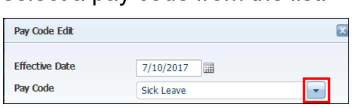
6 Click **Save**.

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

Correct an Unexcused Absence

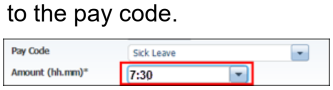
1 Hover over the **Pay Code** cell on the date with the unexcused absence and click the green **Plus** icon.

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



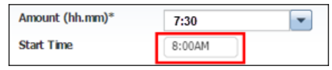
Note: *If you are unsure of which pay code to select, please contact the University Leave Administrator.*

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



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.



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

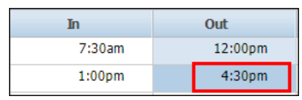
5 Click **OK**.

6 Click **Save**.

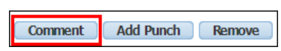
7 If no more exceptions need to be corrected, click **Next** to advance to the next step in the wizard.

Attach a Comment to an Exception

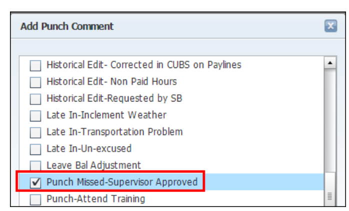
1 Click the punch for which you want to attach a comment.



2 Click **Comment**.



3 Select a comment from the list.



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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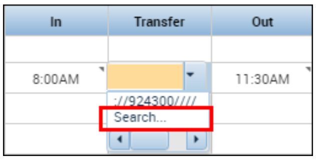
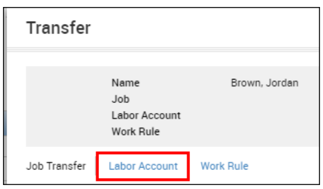
Transfer Time to a Different Job (Hourly Timecard)

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

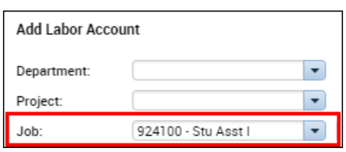
2 Click the **Transfer** cell between the first In and Out punches and click **Search**.



3 Click **Labor Account**.

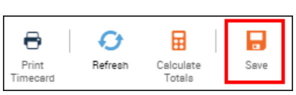


4 Click the drop-down arrow in the **Job** field and select a job from the list.



5 Click **Apply**.

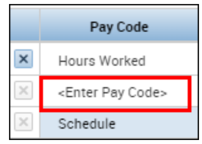
6 Click **Save**.



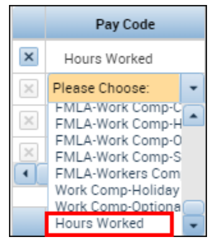
7 Click **Next** to advance to the next step in the wizard.

Transfer to a Different Job (Salaried Non-Exempt Timecard)

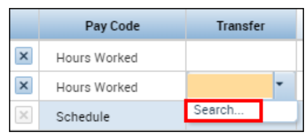
1 From the timecard, click **<Enter Pay Code>**.



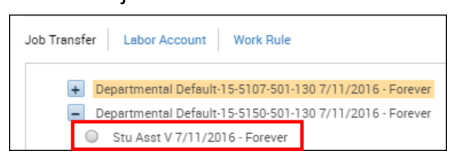
2 Select **Hours Worked** from the list of pay codes.



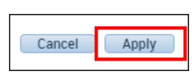
3 Click the **Transfer** field on the same row. Select **Search**.



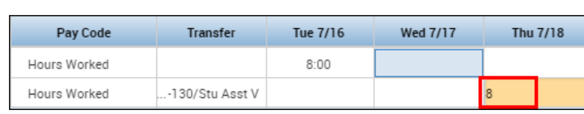
4 Select the job from the list.



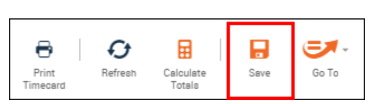
5 Click **Apply**.



6 On the same row, under the appropriate date, enter the number of hours worked (HH:MM).



7 Click **Save**.



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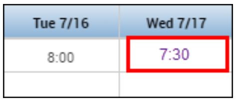
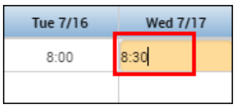
Enter or Change Daily Time Worked

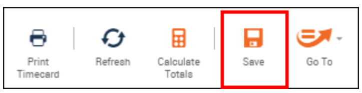
1 From the timecard, click the **Hours Worked** field for the appropriate date.



2 Enter the number of hours worked (HH:MM).



3 Click **Save**.



Step 2: Manage Time-off Requests

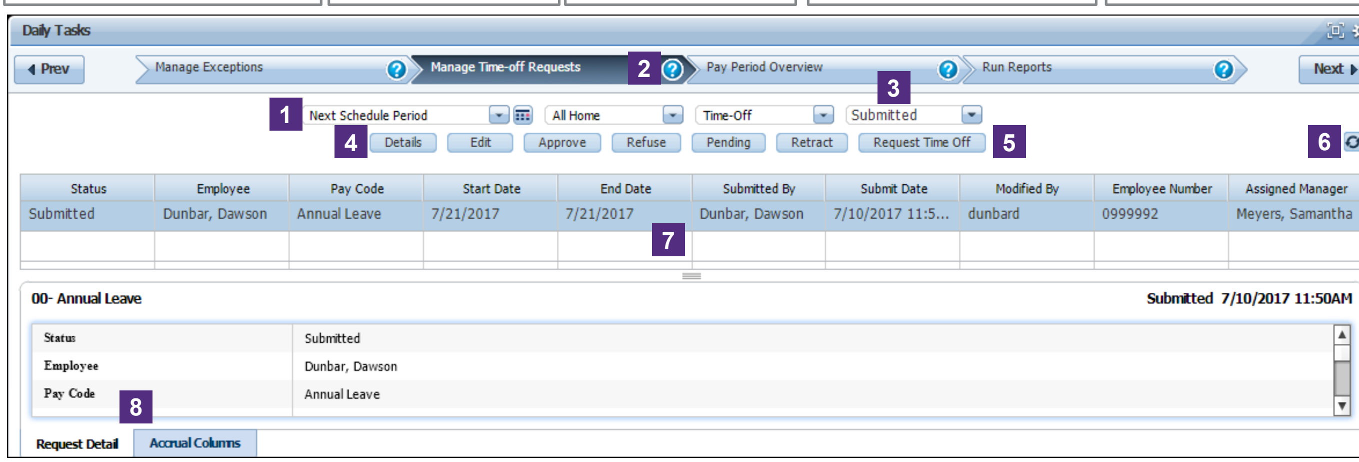
1 Time Period & Employee Group
Determines the time period and employee group to review.

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.



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 like the home department and primary labor account.
Accrual Columns - Displays the employee's leave accrual balances and activity by leave type. You can use this tab to view employee leave accruals for the selected time period.

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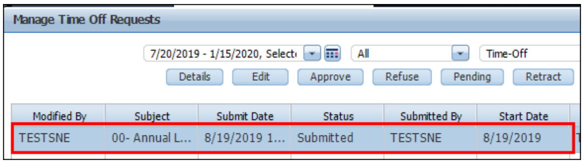
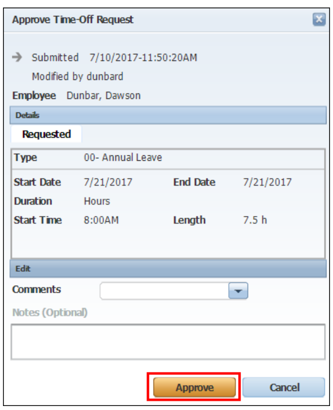
Manage a Time off Request

1 Select the time off request you want to manage.

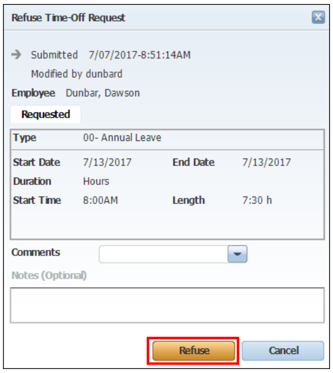


2 Click **Approve** or **Refuse**.

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



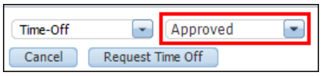
4 If you select refuse, click **Refuse**.



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

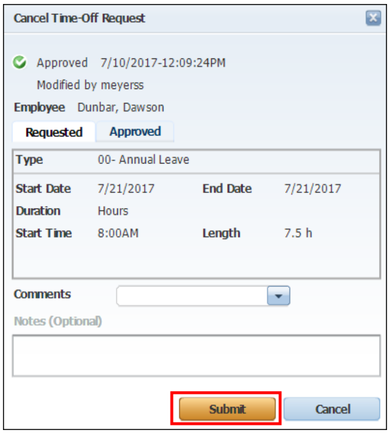
Cancel a Time off Request

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



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

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



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

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Step 3: Pay Period Overview

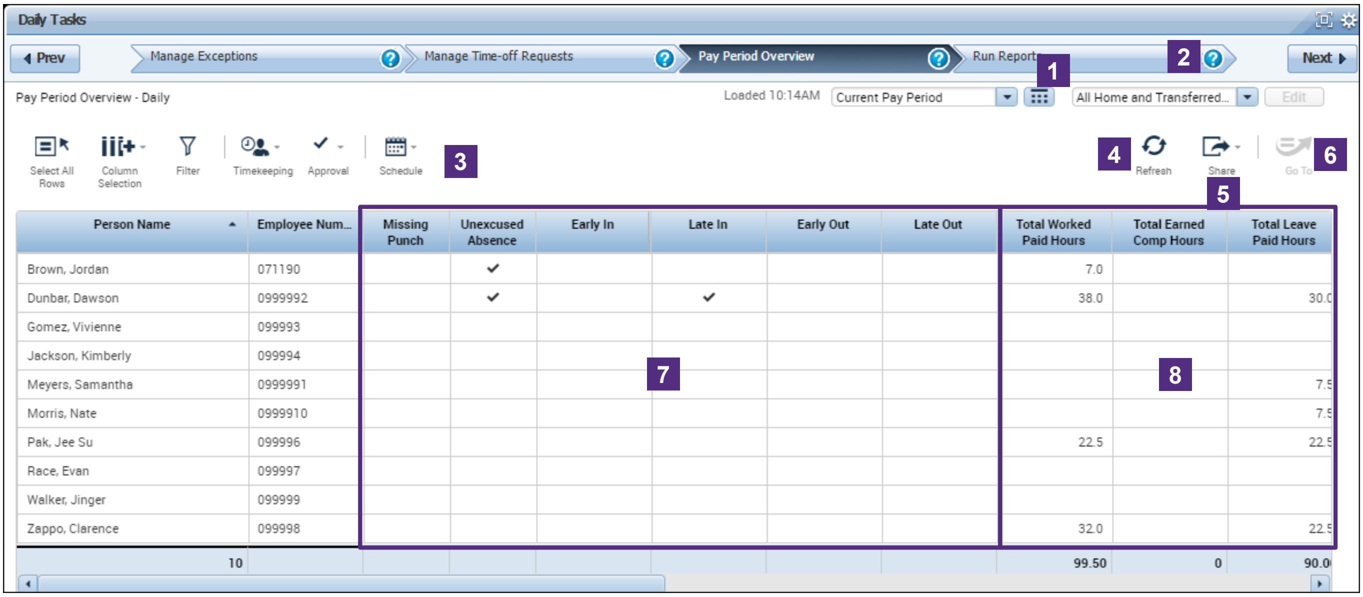
1 Time Period & Employee Group Determines the time period and employees that display in the workspace.

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.



Person Name	Employee Num...	Missing Punch	Unexcused Absence	Early In	Late In	Early Out	Late Out	Total Worked Paid Hours	Total Earned Comp Hours	Total Leave Paid Hours
Brown, Jordan	071190		✓					7.0		
Dunbar, Dawson	0999992		✓		✓			38.0		30.0
Gomez, Vivienne	099993									
Jackson, Kimberly	099994									
Meyers, Samantha	0999991									7.5
Morris, Nate	0999910									7.5
Pak, Jee Su	099996							22.5		22.5
Race, Evan	099997									
Walker, Jinger	099999									
Zappo, Clarence	099998							32.0		22.5
10								99.50	0	90.00

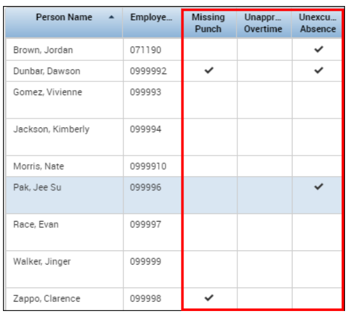
6 GoTo Access a different Kronos component for the employees selected in the workspace (e.g. timecards, etc.).

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

1. 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.

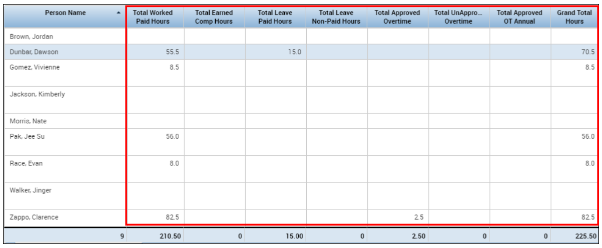


Person Name	Employe...	Missing Punch	Unappr... Overtime	Unexcu... Absence
Brown, Jordan	071190			✓
Dunbar, Dawson	0999992	✓		✓
Gomez, Vivienne	099993			
Jackson, Kimberly	099994			
Morris, Nate	0999910			
Pak, Jee Su	099996			✓
Race, Evan	099997			
Walker, Jinger	099999			
Zappo, Clarence	099998	✓		

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

Review Timecard Totals

1. 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 UnAppro... Overtime	Total Approved OT Annual	Grand Total Hours
Brown, Jordan								
Dunbar, Dawson	55.5		15.0					70.5
Gomez, Vivienne	8.5							8.5
Jackson, Kimberly								
Morris, Nate								
Pak, Jee Su	56.0							56.0
Race, Evan	8.0							8.0
Walker, Jinger								
Zappo, Clarence	82.5				2.5			82.5
9	210.50	0	15.00	0	2.50	0	0	225.50

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

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

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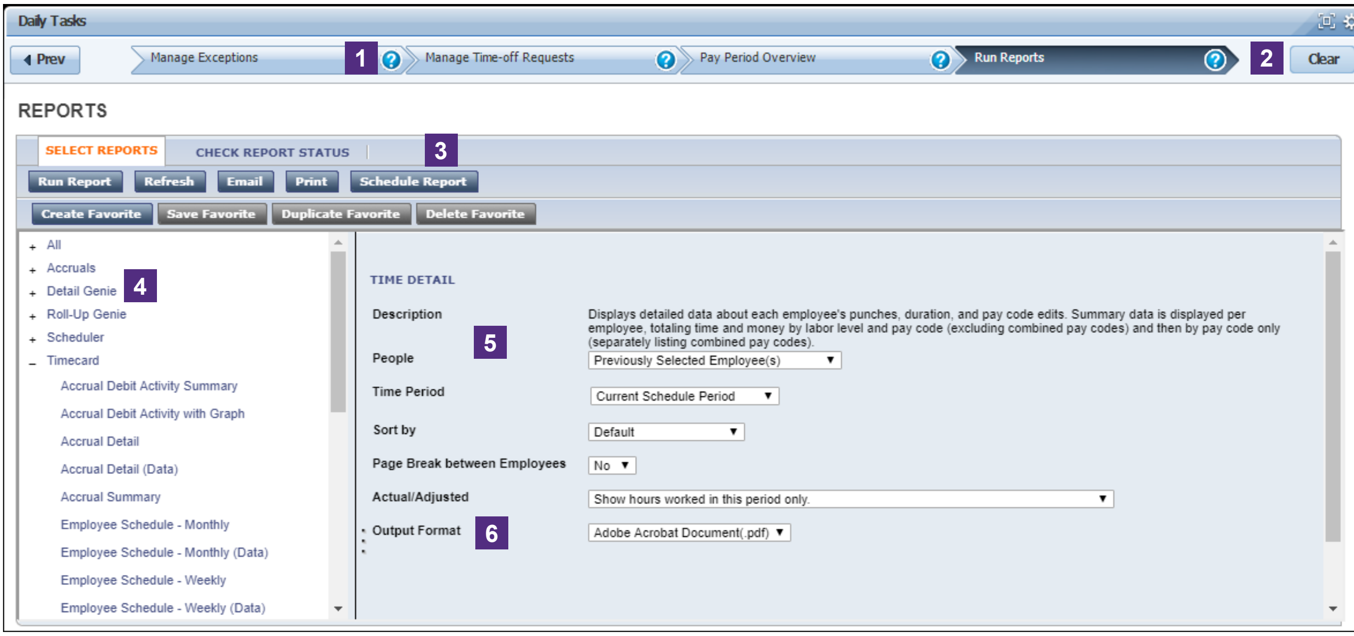
Step 4: Run Reports

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

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

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

Available Reports 4
Lists the reports available to generate.

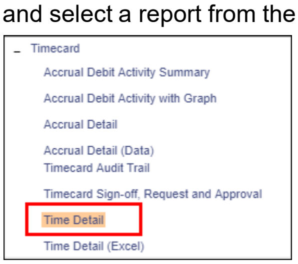


Report Options 5
Allows you to determine what information displays on the report. Options vary by report.

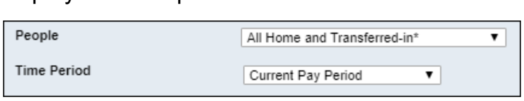
Output Format 6
Determines the output format of the report. PDF is the default unless running an Excel report.

Run a Report

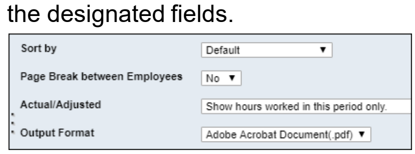
1 Click the **Plus** symbol to expand a **Report Category** and select a report from the list.



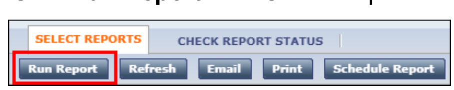
2 Click the drop-down arrow in the **People** and **Time Period** fields to select the employees and time period to display on the report.



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.