Manager and Time Approver Guide to Kronos Workforce Timekeeper
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Logging In and Signing Out

As a user of Workforce Central, you are required to have an established user name and password to gain access to Workforce Central Navigator. If your organization chooses to use Kronos authentication, you can also use the security features that are provided in the application.

In this section, you will learn how to log on and sign out of the application.

Logging in

1. Access Kronos - https://timekeeping.claremont.edu
   Select your institution.

2. In the **User Name** field, enter your user name.

3. In the **Password** field, enter your password.

4. Click on login and you will be taken to the Hours Summary Genie with a list of your employees.
   **To access from Workday, click on the Kronos Timekeeping worklet.**

Signing out

1. Click **Sign Out**. You are brought to the Workforce Central log on page.

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**Note**
Kronos recommends that you always end your work session by clicking the **Sign Out** link, located in the top-left corner. Clicking Close (x) without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.
Common Tasks for Managers & Time Approvers

Workforce Timekeeper is an automated timekeeping application that helps you better manage employee time data so that it can be approved and processed in your organization’s payroll application. It provides several tools that assist you in performing the following key tasks:

- Edit employee start and stop times, as needed
- Check for missed punches and exceptions
- Enter non-worked time for employees who are unable to enter the time for themselves
- Make schedule changes
- Transfer employees

In this job aid, you will review the different tools and time data views that are available to you. You will then review steps to perform common timekeeping tasks.

Displaying time data views: Exceptions Summary and Exceptions Detail

Exceptions Widget – Summary view

This view provides an at-a-glance view of timecard exceptions for employees with hourly timecards. Exceptions appear by employee and by exception type. You can access this view by opening the Exceptions widget directly, or from the Details view using the Summary left-facing arrow. When an employee record is selected, you are brought to the Details view.

Exceptions Widget – Details view

This view is populated only when an employee has an exception. From this view, you can see the dates and exception details, and resolve exceptions using one of the available action buttons. You can also access an employee’s timecard view to see information about the employee’s worked time and schedule. Hover over the red icon to view more information on the exception type.
Reviewing the Exceptions alert

If your navigator is configured to receive alerts, and if any employees trigger a time data exception (such as a missed punch), the Alert icon in your navigator displays a number corresponding to the number of employees with exceptions in the top-right corner of the icon. (See graphic A.) Hover over the alert to see a pop-up (graphic B). Click the Alert icon to display a list of your employees' time data exceptions (graphic C). Click View All to see more details in the Alerts and Notifications widget (graphics C and D). At any time, when you click an employee's name, you are brought directly to the Details view of the Exceptions widget for the selected employee.

Editing a Punch

1. In the Details view, click the In or Out cell.
2. Enter the new time; for example, 3:30P. Then click Save.

Acceptable Punch Formats
- Enter time in either 12-hour or 24-hour format (1:00P or 13:00).
- Leading and trailing zeros are optional (0700 and 7 will be converted to 7:00AM).
- Colons are optional (730 will be converted to 7:30AM).
- AM is assumed for all entries except for 12:00 to 12:59, when PM is assumed.

Acceptable Amount Formats
- Leading zeros are optional (07 will be converted to 7:00).
- Trailing zeros should not be used (0700 will be converted to 700 hours).
- Decimal entries are supported (7.5 will be converted to 7:30).
- A colon or decimal is required when entering minutes (for 7-1/2 hours, enter either 7.5 or 7:30).
Adding a Punch
1. In the Details view, click the In or Out cell.
2. Click Add Punch.
3. From the Insert list, select a punch type (In/Out or both).
4. Enter punch times and click Add. Then click Save.

Removing a Punch
1. In the Details view, if an In or Out punch was entered accidentally, click the punch.
2. Click Remove and then click Save.

Adding Comments to an Exception
1. In the Details view, select the punch or amount to which you want to add a comment.
2. Click Comment and then select one or more comments from the Add Punch Comment list.
3. Click OK and then click Save.

Best Practices
- If a comment is attached to an exception, a balloon icon appears to the right of the punch. Hover your cursor over the balloon to read the comment.
- To remove a comment, select the punch with a comment, click Comment, clear the check box for the comment, and then click OK.

Accessing Employee Timecard Data via Workforce Genies
From a detail Genie, such as the Reconcile Timecard Genie, select an employee. Then use the GoTo Control function to access the Employee Timecard.

You are brought to the employee’s Timecard view. All of the tasks that can be performed in the Details view of the Exceptions widget can also be performed in the Timecard view. However, more tasks can be performed in the Timecard view. In addition, you can also access timecard data for project or salaried employees using the Timecard view.
Common Tasks for Managers & Time Approvers

Adding Non-Worked Time

1. In the employee timecard, double-click the Pay Code cell for the date you want to add non-worked time.
2. Select the applicable pay code from the list and press Tab.
3. In the Amount cell, either select an amount or enter an hours amount using one of the acceptable formats.

Best Practices

- You cannot add a pay code edit to a row that contains punches. If you want to add non-worked time to a day that has punches, click the plus sign associated with the day to add a new row.
- Add a comment to the pay code to provide further details of the transaction.

Labor Level (Job) Transfer on an Employee’s Timecard

1. Access the employee timecard.
2. Enter the in-punch for the transfer.
3. Click the Transfer cell for the applicable shift. Either select an entry from the list or click Search to choose the new job or labor account.
4. Enter the out-punch in the corresponding Out cell.

Best Practices

- When transferring hours to an employee’s primary job or labor account after he or she has worked in a different job or labor account, be sure to enter the employee’s primary job or labor account in the second Transfer cell.
- To transfer hours to a different job or task when two or more consecutive transfers appear for the same day, click the plus sign to create a new row in the timecard for each additional transfer.

Marking an Exception as Reviewed

1. In the employee’s Details view, click the punch with an exception.
2. Click Mark as Reviewed.
3. Click Save.
4. Validate the results.

Best Practices

- Exceptions occur when employee’s do not work their scheduled hours. Kronos allows you to mark these exceptions as reviewed for future reference or if other managers assist in the timecard approval process. This only applies if your employees are using schedules.

Group Edits

1. From the Pay Period Close Genie, select the employee group(s) and time period.
2. Select an action menu and then select an action from the list.
3. Complete the information in the dialog box.
4. Access Group Edit Results, and view the Status and Results columns.

Best Practices

- Use either a Workforce Genie or a HyperFind query to select a specific set of employees.
- Use a group edit whenever you want to apply the same change to a number of employees. Group edits run as a background process, so you can perform additional edits in Workforce Timekeeper while the group edit is processing.

Generating Reports

1. If you have access to reports, they may be visible as a widget that appears in the Related Items pane. Select the Reports widget.
2. Expand one of the categories and select a specific report.
3. From the People list, select a HyperFind option.
4. From the Time Period list, select a time span.
5. Click Run Report.
6. Click Refresh Status once.
7. When Complete appears in the Status column, click View Report.

Best Practices

- To generate a report for one or more employees, select those employees using a Workforce Genie, and then select GoTo > Reports. Continue with step 2.
- To ensure that the report matches your needs, click the report name once and review its description in the workspace.
- While viewing a report, you can use the Search feature in Adobe Acrobat to locate specific information within a report.
- To send a report via e-mail, open the Share pane, and then select Attach to Email. By default, all standard reports use the Adobe Acrobat Document (.pdf) format.
- To print a report, use the Print option on the menu to send a report to a local or network printer.
Approving Time-off Requests

After reviewing an employee's time-off request and gathering the data to support the request, you can approve the request from within Workforce Timekeeper. You can approve the request as is, or edit the request to suit your staffing requirements. After approving the request, the application updates the employee's schedule and timecard to reflect the request details.

In this job aid you will learn how to approve a time-off request as it was submitted or edit the request and then approve it.

**Approving a time-off request**

After an employee submits a time-off request, you will receive a notification regarding the request. You can review and act on the request from within the Requests widget.

1. Access the **Workforce Central Navigator** log on page.
2. Log on to the application with your credentials.
3. If not already open in the main workspace, navigate to the **Related Items** pane and select **Requests**.
4. Enter or select the applicable time-frame for which you want to view requests.
5. Select the applicable group of employees for whom you want to review requests.
6. Select the applicable request type and status for which you want to view requests.
7. Highlight the applicable employee's name within the grid.
8. Click **Approve**.

<table>
<thead>
<tr>
<th>Modified By</th>
<th>Subject</th>
<th>Submit Date</th>
<th>Status</th>
<th>Submitted By</th>
<th>Start Date</th>
<th>Employee</th>
<th>End Date</th>
<th>Pay Code</th>
</tr>
</thead>
</table>

9. Review the details within the **Approve Time-Off Request** window. If applicable, select the comments type from the **Comments** drop-down list and enter any associated comments within the **Notes** field.

10. Click **Approve**.

- The status of the request within the grid will automatically be updated to **Approved**.
- The employee's schedule will be updated to reflect the approved time-off request.
As a manager you will receive time-off requests for various amounts of time. After reviewing the request and gathering data to support the request, you may conclude that while you can approve some of the employee's request, you cannot approve all of it. In cases like these, you can edit the initial time-off request and approve a part of the request.

1. Access the **Requests** widget.

2. Enter or select the applicable time period for which you want to view requests.

3. Select the applicable group of employees for whom you want to review requests.

4. Select the applicable request type and status for which you want to view requests.

5. Highlight the applicable employee’s name within the grid and click **Approve**.

6. In the **Approve Time-Off Request** window, click **Edit**.

7. Adjust the dates in the **Start date** and **End date** fields to suit your staffing needs.

   **Note**
   
   You can also add an additional time-off period by selecting Add another time-off period.

8. Optionally, you can select a communication type from the **Comments** drop-down list and write details regarding the adjustments in the **Notes** field.

9. When finished, click **Approve**.
   - The status of the request within the grid will automatically be updated to **Approved**.
   - The employee’s schedule will be updated to reflect the approved time-off request.
Employees may submit time off requests for a specific amount of hours. In some instances, you may only be able to accommodate part of the request, not the entire request. In cases like these, you can edit the length of a time-off request.

1. Access the Requests widget.

2. Enter or select the applicable time period for which you want to view requests.

3. Select the applicable group of employees for whom you want to review requests.

4. Select the applicable request type and status for which you want to view requests.

5. Highlight the applicable employee’s name within the grid and click Approve.

6. In the Approve Time-Off Request window, click Edit.

7. If applicable, from the Duration drop-down list, select the relevant option. Note: Duration is the length of each shift, not the duration of the time off request.

8. If applicable, in the Start Time field, enter the start time for the adjusted request.

9. In the Length field, enter the new length of time for the request.

10. Optionally, you can select a communication type from the Comments drop-down list and write details regarding the adjustments in the Notes field.

11. When finished, click Approve.

   - The status of the request within the grid will automatically be updated to Approved.

   - The employee’s schedule will be updated to reflect the approved time-off request.
Approving Time-off Requests

When employees plan to take time off from their regularly worked schedule, they can submit time-off requests through the My Calendar widget within their Navigator. After a request is submitted, you can review the request and its details using the Requests widget.

In this job aid, you will learn how to access and review requests within the Requests widget, and gain an understanding of the different statuses a request can be in throughout the time-off request process.

Reviewing time-off requests in the Requests Manager widget

When employees submit time-off requests, you can view and respond to those requests from within the Requests Manager widget.

1. From the Related Items pane, select Requests.
   - If alerts are configured within your Navigator, you may be able to navigate to the Requests widget through the Request Manager Alerts.

2. Enter or select the applicable time period for which you want to view requests.

3. Select the applicable group of employees for whom you want to review requests.

4. Select the applicable request type for which you want to view requests.

5. From the drop-down list, select the applicable status(es) for which you want to view requests.

6. You can review individual requests by:
   - Highlighting a request within the grid and clicking Details.
   - Highlighting a request within the grid and navigating the bottom half of the widget. Click tabs to review request details and accrual information.

7. After you review and analyze the request, you will be able to resolve the time-off request by responding to it using the various options.
Pay Period Close Tasks for Managers and Time Approvers

Viewing the Pay Period Close Genie

The Pay Period Close (PPC) Genie is a manager’s default Genie.

Columns
Displays information relevant to the end-of-payroll cycle.

Action menu
Displays actions and categories for performing tasks within Workforce Timekeeper.

Name
Identifies the employees.

Refresh
Displays the most current information from the Workforce Timekeeper database.

Show/Time Period
Identifies the employees who appear on the page and the time span you are viewing.

| Name            | Employee Approval | Manager Approval | Approved Managers | Signed Off | Missed Punch | Overtime | Hourly | OTOB | OTOB Adjusted | Worked Hours | Leave Takes | Total Hours | Expected | Pay Rate | Amount |
|-----------------|-------------------|------------------|-------------------|------------|--------------|----------|--------|------|----------------|--------------|------------|------------|----------|---------|--------|--------|
| James, Beryl    |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Ward, Melanie   |                   |                  |                   |            |              |          |        |      |                | 40:00        | 40:00      | 60:00      |          |          |        |        |
| Anderson, Jan.  |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Atlik, Michael  |                   | 1                |                   |            |              |          |        |      | Pay rate: Christy | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Ubbert, Mildred |                  | 1                |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Baker, Ginter   |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Terri, Ketter    |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Dink, Mary J    |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Brooks, Bob     |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Carpenter, Bill |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Clifford, Lisa  |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Crowes, Mike    |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |
| Davis, Rodney   |                   |                  |                   |            |              |          |        |      |                | 30:00        | 30:00      | 60:00      |          |          |        |        |

Note: Depending on how Workforce Timekeeper is configured for you, you may have access to only some of the features mentioned here.

Reviewing Employees’ Time

1. In the Pay Period Close Genie, review the data in the columns.
2. To view more details about an employee’s time, double-click the employee’s name to display his/her timecard.

Best Practices

- Review the Worked Hours column to quickly identify discrepancies in employee’s total worked hours.
- Address missed punch issues to ensure that your payroll data is as accurate as possible.

Approving Timecards

1. In the Pay Period Close Genie, select the employee group(s) and ensure you are viewing the correct time period.
   - If you want to approve timecards for the entire pay period, select Previous Pay Period.
2. Either Select All Rows or select the individual employees you want to approve.
3. Select Approval > Approve Timecard. Click Yes.
4. View Group Edit Results.

Best Practices

- Review the Pay Period Close Genie to ensure all employees have approved their timecard. (This does not apply to time clock users.)
- If you do not want your employees to perform additional edits for a specific timeframe, apply your approval for that timeframe.
- To perform additional edits to a timecard you have approved, select Approval > Remove Timecard Approval.
Creating and Editing HyperFind Queries

Creating a HyperFind Query to View Selected Employees

1. From any genie, such as Reconcile Timecard, select All Home and Transferred In and then click Edit.
2. Select the filter category Name or ID.
3. In the Search by field, select an option if necessary.
4. In the Search for field, enter part of a name or ID.
5. Click Search.
6. Select an employee from the list.
7. Click Add Condition.
8. Repeat steps 3-7 to add additional employees.
9. Click Save As.
10. Select Personal – visible only to me.
11. In the New Name field, enter a name.
12. (Optional) In the Description field, enter a description.
13. Click OK.

Testing a HyperFind Query

1. Click Test.
2. Review the list of names that appear.

Editing a HyperFind Query

1. From any genie, such as Reconcile Timecard, select a HyperFind Query and then click Edit.
2. Click Edit Condition.
3. Select a condition and click Edit Condition.
4. Complete the edit condition dialogue box.
5. Click Update.
6. Repeat steps 3-4 to edit additional conditions.
7. To delete a condition, select a condition and then click Delete Condition.
8. Click Save.
9. Click Test.
Running Reports

In Workforce Central Navigator Framework, you may have access to the My Reports widget. This widget contains three reports that help you to track your accrual balances and schedule, and provides details regarding the time that you worked. Keep in mind that while these three reports are available, you may not have access to them all. Access is determined by your organization.

In this job aid you will learn how to access and run reports using the My Reports widget.

Accessing My Reports

1. Access the Navigator Framework_wfc logon page.
2. Log in using your credentials.
3. Access the My Reports widget.
   - If My Reports is not an active widget in your home workspace, navigate to the Related Items pane and click the My Reports link.

Running the My Accrual Balances and Projections report

The My Accrual Balances and Projections report provides you with a summary of available leave time and projected future balances.

1. Access the My Reports widget.
2. From Available Reports, select My Accrual Balances and Projections.
3. If not running the report using today's date, from the Time Period drop-down list, select the Specific Date for which you want to run the report.
4. In the Date field, enter or select the applicable date.
5. Click the View Report button.
6. To print the report, click the print icon within your browser.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Ending Balance</td>
<td>Displays the number of hours or days you will have accrued as of the date of the report.</td>
</tr>
<tr>
<td>Furthest Projected Taking Date</td>
<td>Displays either the date you selected or the furthest date in the future for which your accruals have been projected, whichever is later.</td>
</tr>
<tr>
<td>Projected Takings</td>
<td>Displays how much leave time you will have used between the date you selected for the report and the furthest projected takings date.</td>
</tr>
<tr>
<td>Projected Credits</td>
<td>Displays leave time that is expected to be credited to you during that interval.</td>
</tr>
<tr>
<td>Projected Balance</td>
<td>Displays the balance for the furthest projected taking date after considering all projected takings and credits.</td>
</tr>
<tr>
<td>Balance w/o Proj. Credits</td>
<td>Displays the balance you would have as of the furthest projected taking date without considering any projected credits.</td>
</tr>
</tbody>
</table>
Running Reports

Running the Schedule report

The Schedule report provides details regarding dates and times you are expected to work as well as scheduled account transfers and vacation times.

1. Access the My Reports widget.
2. From Available Reports, select Schedule.
3. From the Time Period drop-down list, select the option that includes the start and end date of the period for which you want to view details.
4. Click the View Report button.
5. Click Return to return to My Reports.

Running the Time Detail report

The Time Detail report provides details regarding the time you worked, the account you worked under, and any pay code edits that were made, for example, sick or personal time.

1. Access the My Reports widget.
2. From Available Reports, select Time Detail.
3. From the Time Period drop-down list, select the option that includes the start and end date of the period for which you want to view details.
   - Optionally, select the Specific Date option or the Range of Dates option to request more specific time frames. Select the dates from the calendar(s).
5. Click Return to return to My Reports.
Manager Delegation

The Manager Delegation feature lets you temporarily delegate your manager authority for performing your timekeeping and/or scheduling tasks to other managers. The other managers can then perform your tasks using their own user names and passwords. This feature helps to keep business processes moving, even when you are not there. You can cancel delegation requests at any time.

Delegating Scheduler and Timekeeper Tasks to another Manager

You initiate a delegation request by navigating to the Actions widget and selecting the Mgr_Delegation link to open the delegation request form.

A Select the designee from the list of eligible managers on the Delegate drop-down list.
B Enter the Start Date and End Dates for the delegation time period.
C Click the Save & Close button.

The delegation is not active until the designee accepts the designation request. The application uses the internal messaging system to automatically place a message and accompanying task in the potential designee’s Inbox. It is also possible to activate an alert on the potential designee’s Kronos screens.

Adding Additional Delegations

You can initiate additional delegations for other designees and/or time periods. If there is an existing delegation when you click the Mgr_Delegation link on the Actions widget, an initial screen will offer you the option to create a new delegation or to remove an existing delegation.

A Enable the Create New Delegation radio button.
B Click Next to proceed to the delegation request form. Continue as described in the previous section.

Canceling a Delegation Request

A delegation automatically expires on the End Date submitted on the request form. However, you can cancel an active delegation request early by following the steps below.

A Navigate to the Actions widget and select the Mgr_Delegation link.
B A screen will offer you the option to create a new delegation or to remove an existing delegation. Enable the Remove Existing Delegation option.
C Click the Next button.
D On the Delete Delegation screen, select the delegation you wish to remove.
E Click the Delete button.
Manager Delegation

Accepting / Declining a Delegation Request

A designee must accept a delegation request before it becomes active. Organizations can elect to send notifications to potential designees via two methods:

- Internal messaging (Inbox)
- Alerts

Both methods will lead the potential designees to the screen that allows them to accept or decline a request.

1. Navigate to the Tasks tab of the Inbox to see the request.
2. Select the request and click the Edit button to open the Accept Delegation screen.

[Continued below]

C Enable the Accept Delegation option to activate the delegation, or enable the Decline Delegation option to refuse the request.

D If appropriate, you can enter text in the Comment field. The comment can be viewed in a message that is sent to the manager’s Inbox.

E Click the Save & Close button.

Acting on a Delegation Request

1. As designee, you can use the switch roles feature to toggle between the other manager’s role and your own role. Access the switch role features by clicking the down arrow near the Sign Out link.

2. While the designation is active, the designee can access the manager’s Inbox (Tasks and Messages), use the manager’s Actions list, and receive and act on some or all of the manager’s alerts.