



# **Kronos**

Workforce Timekeeper™ v6.1

*Time Stamp Employee Course Guide*

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## Getting Started

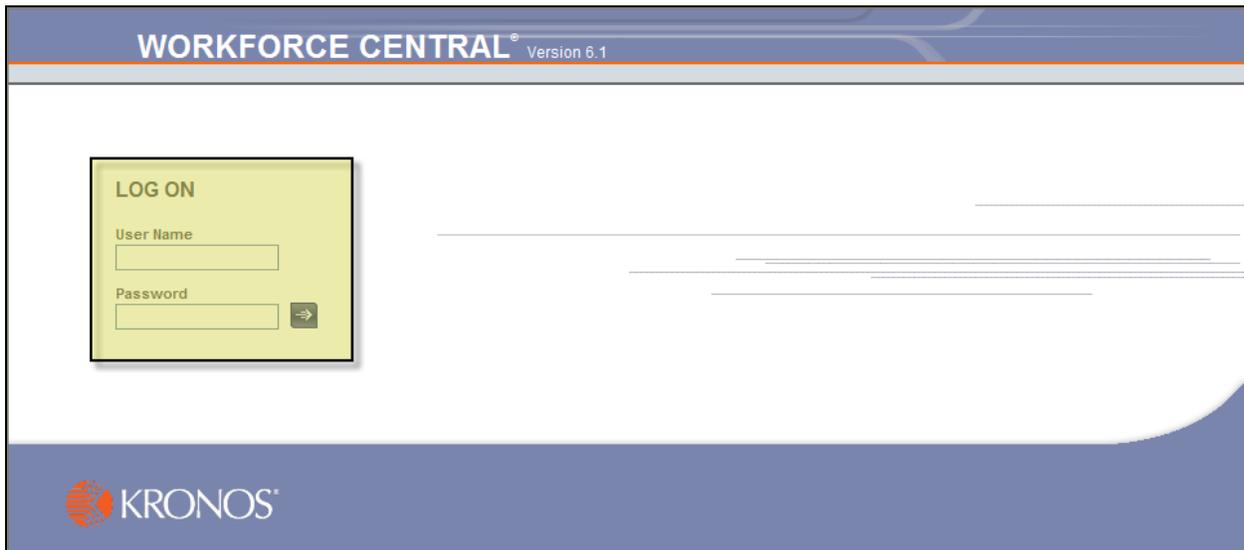
### Logging On

#### Purpose

The Kronos **log on** page provides access to all the features where you to perform your time and attendance tasks.

#### Example

You, as a time stamp employee, log on to the Kronos application to work with and review your timecard, schedule, attendance, and time off request data.



#### Steps

- 1 Access the Kronos **log on** page.
- 2 Enter your user name and password in their designated fields.
- 3 Click the **Log On** button or press the **Enter** key on the keyboard.



#### Note

Users will log in using their City of Houston network user name and password will be "password". You will reset @ initial logon.



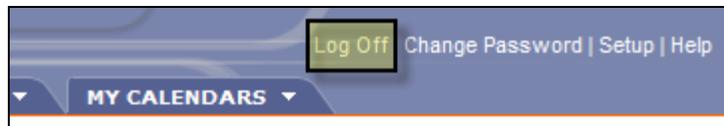
## Logging Off

### Purpose

The application's security prevents other people from logging on to access or modify your information. Logging off and inactivity timeouts are security measures to keep your information secure after you've logged on.

### Logging off Kronos

Upon completion of your tasks, you must log off the application to ensure that your employees' information is kept confidential.

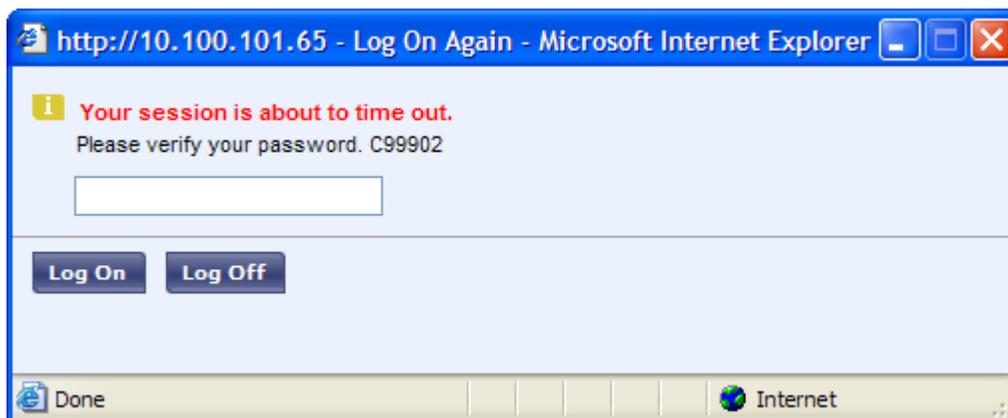


### Caution

Clicking the Close (X) button without first logging off might leave your connection to the application open, which might allow unauthorized people to view and edit information.

### Regaining access after the inactivity timeout

Inactivity timeout protects sensitive information in the application. If the application does not detect activity within a specific amount of time, it automatically logs you off. To regain access to the application, you must re-enter your password in the inactivity timeout screen. When you regain access, the application restores the last page you were viewing.





**Note**

The inactivity timeout screen appears if there is no activity in Kronos for 30 minutes.



**Caution**

If you do not log in after an inactivity timeout, you will lose all unsaved edits.



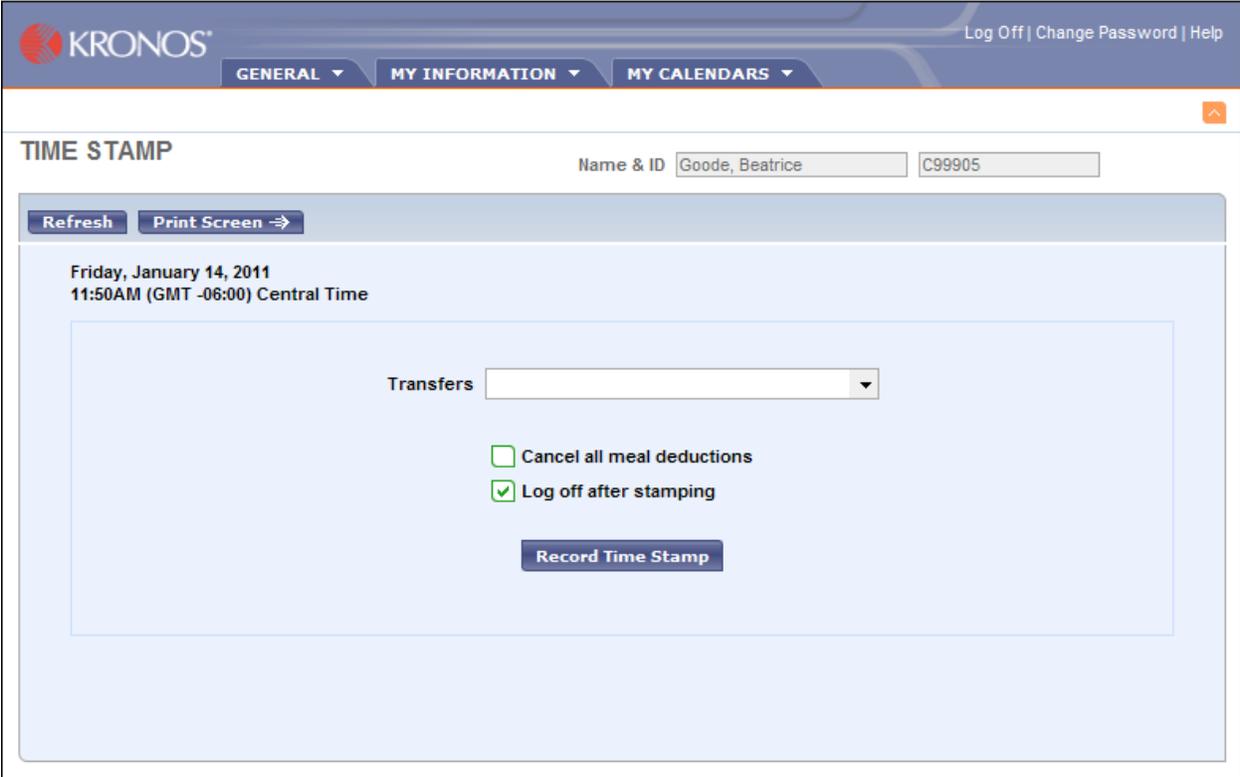
## Navigating Kronos Pages

### Purpose

Kronos pages include two main areas: the banner area and the workspace. The workspace reflects the selection you make in the banner.

### The key areas of Kronos pages

Banner 



Workspace 



### Tip

Above the banner are Microsoft navigation tools. Kronos provides the tools and icons that you use while in the application; therefore, you should avoid using any others.



## Time Stamping

### Recording Punches using Time Stamp

#### Purpose

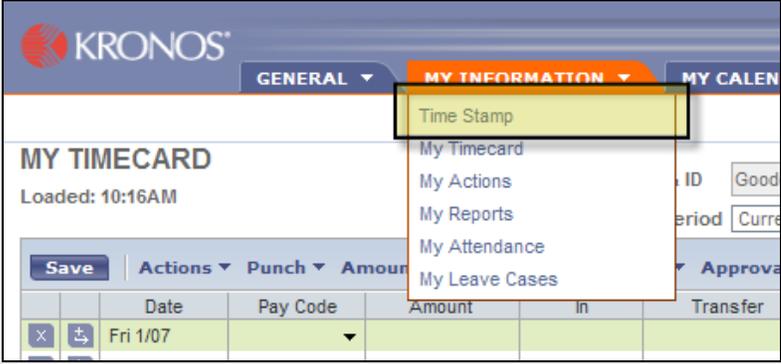
Time stamp is the entry method that you use to log your time at a PC using the web browser. Time stamping creates punches that identify the time you work.

A screenshot of the Kronos Time Stamp web interface. The page has a blue header with the Kronos logo on the left and "Log Off | Change Password | Help" on the right. Below the header are three navigation tabs: "GENERAL", "MY INFORMATION", and "MY CALENDARS". The main content area is titled "TIME STAMP" and displays the user's name and ID as "Goode, Beatrice" and "C99905". There are "Refresh" and "Print Screen" buttons. The current date and time are shown as "Thursday, January 13, 2011 9:27AM (GMT -06:00) Central Time". A "Transfers" dropdown menu is visible. Below it are two checkboxes: "Cancel all meal deductions" (unchecked) and "Log off after stamping" (checked). A "Record Time Stamp" button is at the bottom of the form.

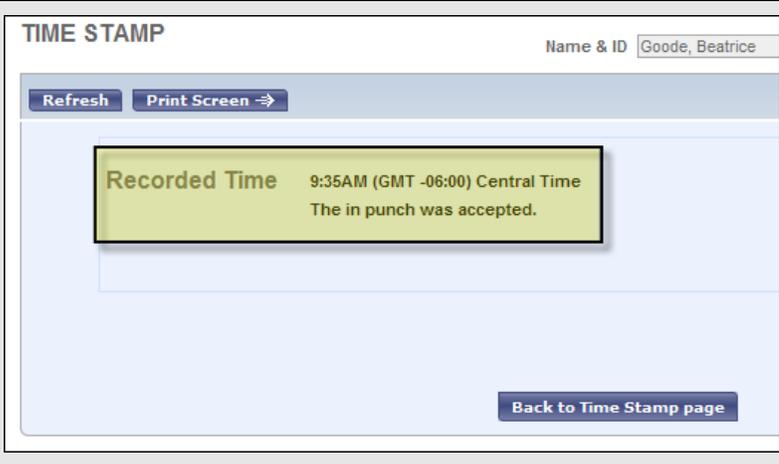
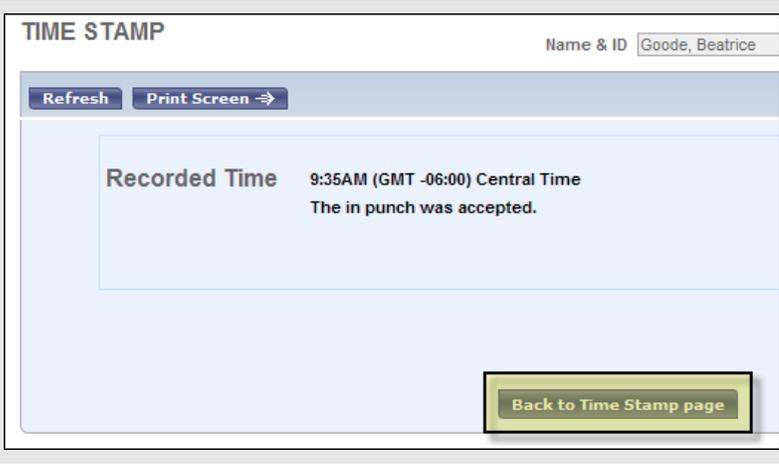


### Example

You are getting ready to start your work day. You log into Kronos to record a time stamp.

Steps		
1	<p>Does the <b>Time Stamp</b> screen appear?</p> <ul style="list-style-type: none"><li>• If yes proceed to Step 2.</li><li>• If no, from the <b>My Information</b> tab, select <b>Time Stamp</b>.</li></ul>	
2	<p>For this exercise, deselect the Log off after stamping option</p>	
3	<p>Click <b>Record Time Stamp</b>.</p>	



Steps		
4	Confirm that the time stamp was recorded correctly.	 <p>The screenshot shows the 'TIME STAMP' interface for user 'Goode, Beatrice'. It includes 'Refresh' and 'Print Screen' buttons. A green box highlights the text: 'Recorded Time 9:35AM (GMT -06:00) Central Time The in punch was accepted.' A 'Back to Time Stamp page' button is visible at the bottom right.</p>
5	Click <b>Back to Time Stamp page</b> .	 <p>This screenshot is identical to the previous one, but the 'Back to Time Stamp page' button at the bottom right is highlighted with a green box.</p>
6	When you are done, click <b>Log off</b> .	



## Recording a Transfer

### Purpose

Each employee is assigned a primary labor account. During the normal workday, all worked and non-worked hours are charged to this assigned labor account. Occasionally, you may need to transfer your hours to another labor account so that the right labor account is charged.

### Example

You are about to begin an eight hour shift in a specific Internal Order, which is not your primary assignment. Upon starting work, record the transfer to ensure that your time is allocated to the correct Internal Order.

Steps	
1	Log on to Kronos, select <b>My Information</b> , access <b>Time Stamp</b> .
2	Click in the <b>Transfers</b> field. Recently selected labor levels and work rules automatically appear in the Transfers drop- down list.
3	Does the transfer entry appear in the Transfer list? <ul style="list-style-type: none"><li>• If yes, select the transfer entry and continue to step 6.</li><li>• If no, click <b>Search</b>.</li></ul>

The screenshot shows the 'Transfers' field in the Kronos system. A dropdown menu is open, displaying '///G002//' as the selected option. Below the dropdown is a search bar with the text 'Search...' and a keyboard shortcut 'Alt-S'. A checkbox labeled 'Log off after stamping' is checked. At the bottom of the interface is a blue button labeled 'Record Time Stamp'.



Steps		
4	Click the button next to the correct labor level. From the <b>Available Entries</b> list select the desired labor level entry.	
5	Click <b>OK</b> .	
6	Click <b>Record Time Stamp</b> .	
7	The Recorded Time displays the system-recorded time.	
8	Click <b>Back to Time Stamp page</b> .	
9	Click the <b>Log Off</b> button and close the browser window.	



## Viewing Your Timecard and Schedule

### Purpose

You can review your timecard for accuracy. You can also e-mail or print your timecards.

There are three main areas on a timecard: **timecard header**, **timecard workspace**, and **timecard tabs**.

The screenshot displays the 'MY TIMECARD' interface. At the top, the 'Timecard Header' section shows the user's name 'Goode, Beatrice' and ID 'C99905', along with the 'Current Pay Period' dropdown. Below this is a menu bar with options like 'Save', 'Actions', 'Punch', 'Amount', 'Accruals', 'Comment', and 'Approvals'. The main 'Timecard Workspace' is a grid with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, and Shift. It lists dates from Fri 1/07 to Fri 1/14, with time stamps and shift amounts (e.g., 8.0) for Mon 1/10 through Fri 1/14. A 'Timecard Workspace' callout box highlights this grid. Below the workspace is the 'Timecard Tabs' section, which includes 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS' tabs. It shows a table with columns for Date, Start Time, End Time, and Pay Code, listing dates from Mon 1/10 to Fri 1/14 with 8:00AM start and 5:00PM end times. A 'Timecard Tabs' callout box highlights this section. At the bottom, there is a table with columns for Account, Pay Code, and Amount, showing an account ending in 0568 with a 'BASE - Base Pay' of 24.0.

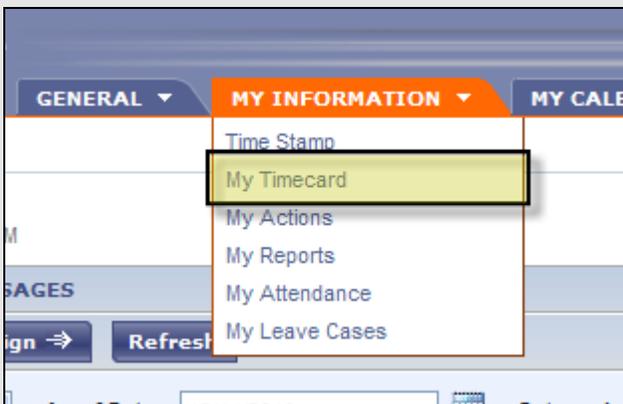
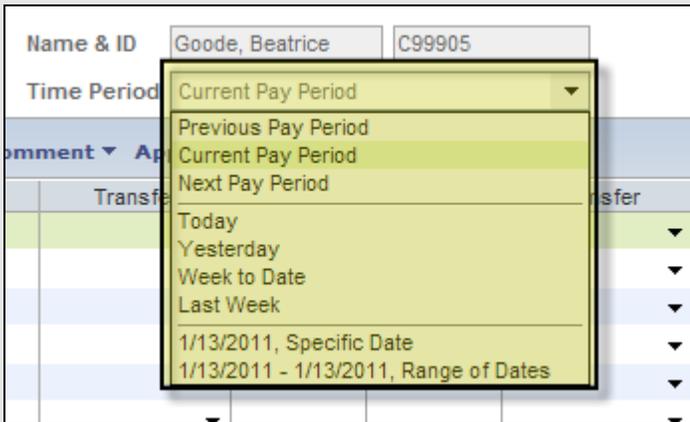
Timecard Area	Description
Timecard Header	Located beneath the banner, the timecard header displays your name, your identification number, and the time period for which data is displayed in the timecard workspace.
Timecard Workspace	The timecard workspace displays the following information: <ul style="list-style-type: none"> <li>• Menu bar that contains selections for performing timekeeping tasks</li> <li>• Grid containing dates for the selected time period</li> <li>• Time stamps and related pay codes and/or transfers</li> <li>• Time entry totals, including shift, daily, and cumulative amounts</li> </ul>



Timecard Area	Description
Timecard Tabs	<p>Located at the bottom of the page, the timecard tabs display additional information about how Kronos tracks employee hours:</p> <ul style="list-style-type: none"> <li>• <b>Totals &amp; Schedules</b> – Displays timecard totals on the left and the schedule for the selected time period on the right</li> <li>• <b>Accruals</b> – Displays accrual codes and available balances based on the date selected in the timecard workspace</li> <li>• <b>Audits</b> – Lists all time punch or amount corrections made to an employee's timecard and approvals made by timekeepers/supervisors</li> </ul>

### Example

You would like to review your timecard data prior to your Timekeeper/Supervisor applying approval. Access your timecard and review the timecard information.

Steps	
1	<p>Select <b>My Information &gt; My Timecard</b>.</p> 
2	<p>From <b>Time Period</b> drop-down list, select the time period you would like to view.</p> 



### Steps

3 What would you like to do?

- To view your schedule, click the **Totals & Schedule** tab at the bottom of the screen. Your schedule will appear to the right.
- To view Accrual Balances, click the **Accruals** tab at the bottom of the screen.
- To print your timecard, from the **Actions** menu, select **Print** or **Print Screen** and select a printer.
- To e-mail your timecard, from the **Actions** menu, select **E-mail** and complete the e-mail dialogue box.

Date	Start Time	End Time	Pay Code
Mon 1/10	8:00AM	5:00PM	
Tue 1/11	8:00AM	5:00PM	
Wed 1/12	8:00AM	5:00PM	
Thu 1/13	8:00AM	5:00PM	
Fri 1/14	8:00AM	5:00PM	

Accrual Code	Balance on Selected Date	Units	Balance Pr Through
Military	0.0	Hour	1/22/2011
MSP	40.0	Hour	1/22/2011

**MY TIMECARD**  
Loaded: 12:43PM

Save | **Actions** | Punch | Amount

- Refresh
- Refresh Data
- Calculate Totals
- E-mail ->
- Print ->
- Print Screen ->



## Historical Edits

### Purpose

Once a pay period has been closed, only Central Payroll can make changes to an employee's timecard.



## Additional Tasks

### Generating My Reports

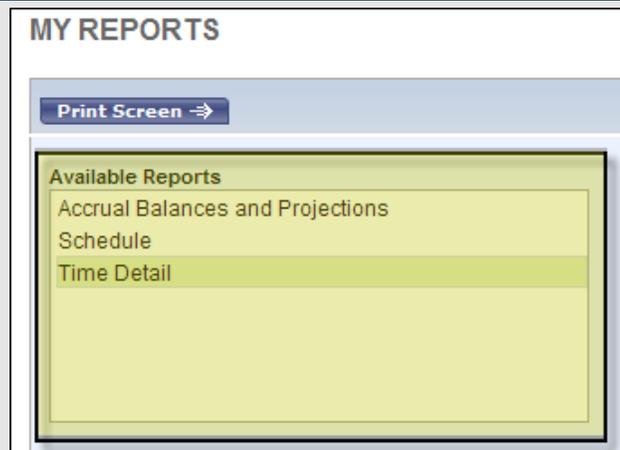
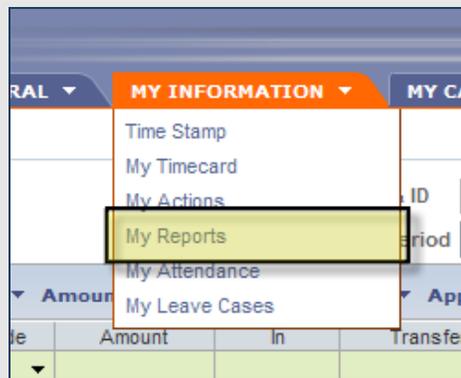
#### Purpose

Kronos provides reports in easy-to-read formats that help you review time and attendance information that is meaningful to you. You can generate three different types of reports: Accruals Balances and Projections, Schedule, and Time Detail.

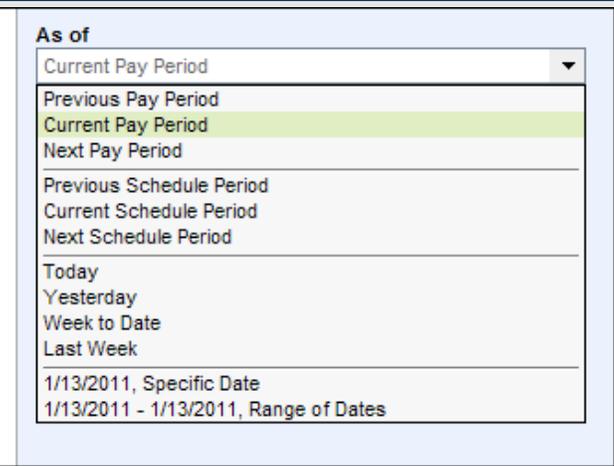
#### Example

You want to review your time attendance information. Generate the Time Detail report.

Steps	
1	Select <b>My Information &gt; My Reports</b> .
2	From the <b>Available Reports</b> window, select a report.





Steps	
3	Select the specific time period from the <b>As of</b> drop-down list.
	
4	Click <b>View Report</b> .
	
5	To return to the <b>Available Reports</b> screen, click <b>Return</b> .
	



The following illustration shows the Time Detail report:

TIME DETAIL											
<a href="#">Return</a>											
Time Period: Current Pay Period										Printed: 1/13/2011	
Dates: 1/08/2011 - 1/21/2011											
Name: Goode, Beatrice		ID: C99905		Pay Rule: COH NE CT							
Primary Account(s):		1/07/2011 - forever 6500070002/10000311/099/30034528/-/X810/20000568									
Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	AdjEnt Amount	Totaled Amount	Cum. Tot. Amount	Absence	
Sat 1/08									0.0		
Sun 1/09									0.0		
Mon 1/10		7:58AM		5:03PM				8.0	8.0		
Tue 1/11		7:55AM		5:02PM				8.0	16.0		
Wed 1/12		7:57AM		5:04PM				8.0	24.0		
Thu 1/13		7:55AM						0.0	24.0		
Fri 1/14									24.0		
Sat 1/15									24.0		
Sun 1/16									24.0		
Mon 1/17									24.0		
Tue 1/18									24.0		
Wed 1/19									24.0		
Thu 1/20									24.0		
Fri 1/21									24.0		
<b>Totals</b>						0.00	0.0	24.0	24.0		
<b>Account Summary</b>											
Account	Pay Code						Money		Hours		
6500070002/10000311/099/30034528/-/X810/20000568											
BASE - Base Pay									24.0		
<b>Pay Code Summary</b>											
Pay Code						Money		Hours			
BASE - Base Pay									24.0		
<b>Totals</b>							0.00		24.0		



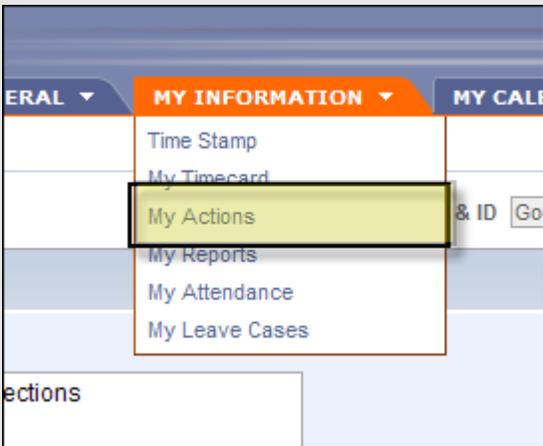
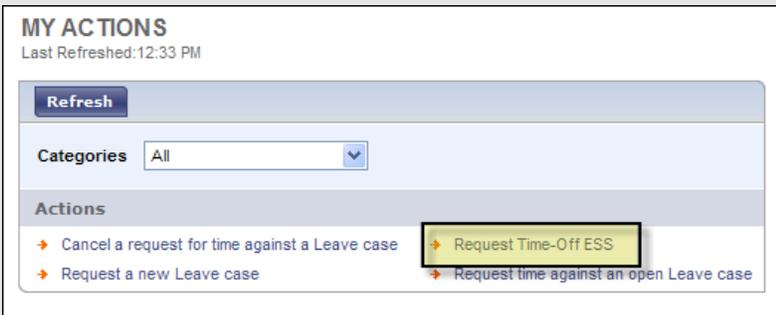
## Requesting Time Off

### Purpose

The Time Off Request form provides a consistent, easily accessible way to request time off or retract a time off request. Workforce Timekeeper forwards your requests to your manager.

### Example

You would like to take eight hours of vacation Friday of the next pay period. Complete a time off request for eight hours of vacation.

Steps		
1	Select <b>My Information &gt; My Actions</b> .	
2	Select the <b>Request Time-Off ESS</b> -action.	



Steps		
3	From the <b>Request Type</b> drop-down list, select the pay code.	<p><b>Time Off Request</b></p> <p>* Request Type: [dropdown] Latest Date That Can Be Requested: 1/24/2012</p> <p>* Start Date: [calendar icon] * End Date: [calendar icon]</p> <p>Message: [text area]</p> <p>* Hours: <input checked="" type="radio"/> Specify Hours</p> <p><b>Fill in only if Specify Hours is selected above</b></p> <p>Start Time: [text box] Hours Per Day: [text box]</p> <p>Day Type: <input checked="" type="radio"/> Scheduled Days <input type="radio"/> Scheduled and Non-scheduled Days</p> <p>[Next] [Reset] [Cancel]</p>
4	Enter the <b>Start Date</b> and the <b>End Date</b> for the time off request.	
5	(Optional) Enter additional information in the <b>Message</b> field.	
6	Select the option to either enter specific hours for the request or to use hours assigned from schedule.	
7	If the specify hours option is selected in Step 6, enter a <b>Start Time</b> and the <b>Hours Per Day</b> . Then select the option to either consider the day as scheduled and non-scheduled, or just scheduled.	
8	Click <b>Next</b> .	
9	Click <b>Save &amp; Close</b> .	



## Employee Self Service

### Purpose

You can access the City of Houston Employee Self Service (ESS) portal via the My Links tab.

The screenshot shows the Kronos Time Stamp portal. At the top left is the Kronos logo. To the right are links for "Log Off", "Change Password", and "Help". Below these are navigation tabs: "GENERAL", "MY INFORMATION", "MY CALENDARS", and "MY LINKS". The "MY LINKS" tab is highlighted, and a dropdown menu is open showing "City of Houston ESS Portal". Below the navigation is the "TIME STAMP" section. It includes a "Name & ID" field with "Goode, Beatrice" and "C99905". There are "Refresh" and "Print Screen" buttons. The date and time are "Wednesday, February 02, 2011 6:39PM (GMT -06:00) Central Time". There is a "Transfers" dropdown menu. Below it are two checkboxes: "Cancel all meal deductions" (unchecked) and "Log off after stamping" (checked). At the bottom is a "Record Time Stamp" button.