



Manager - Navigator 7.0

Quick Job Aid

Kronos Log-In Access:

<http://coh.kronos.net/wfc/navigator/logon>

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Daily Task for Supervisors

1. Check the "Punch Exceptions" widget for any timecard issues.

The screenshot shows the 'COH Manager Workspace' interface. At the top, there's a 'Time Period' dropdown set to 'Current Pay Period'. Below that is the 'Punch Exceptions' widget header, circled in red with a yellow '1' next to it. Under the header, there are filters for 'Current Pay Period' and 'All Home'. A table lists employee names and their punch exceptions. The row for 'cohtkee04, cohtkee04' is highlighted with a red box and has a yellow '3' next to it. A blue callout box points to this row with the text: 'Click to insert time, Add Punch and Comments. Add a "Pay Code" by clicking on the plus sign.' To the right of the table, a 'Details' button is circled in red with a yellow '2' next to it, and a red arrow points from the '2' to the button.

Name	Early In Out	Late In Out	Breaks	Missed Punch	Absence	Total
cohtkee08, cohtkee08						0
cohtkee09, cohtkee09						0
cohtkee06, cohtkee06						0
cohtkee07, cohtkee07						0
cohtkee04, cohtkee04					1	1
cohtkee05, cohtkee05						0

This screenshot shows a table for adding punch exceptions. The columns are 'Date', 'Pay Code', 'Amount', 'In', 'Out', and 'Transfer'. The first row has 'Mon 5/09' in the 'Date' column. A red circle highlights a green plus sign icon in the 'Pay Code' column. Below the table, a yellow callout box says 'Click to insert a duration paycode'.

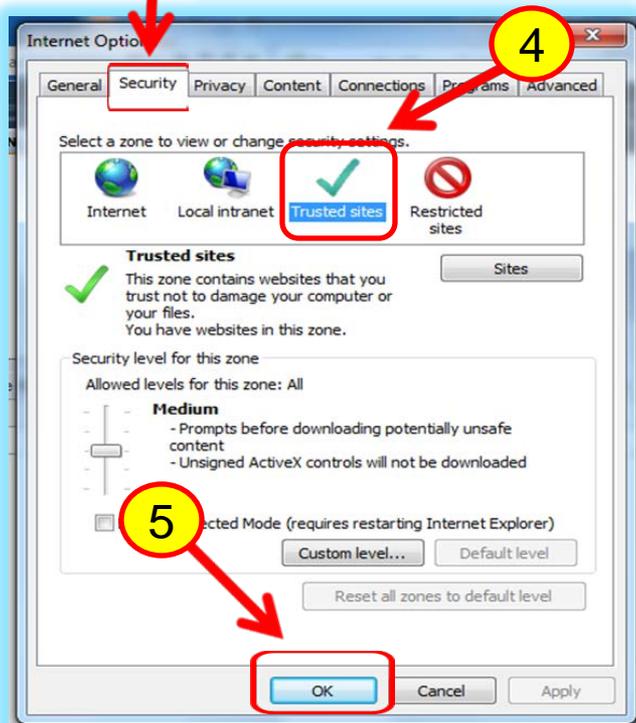
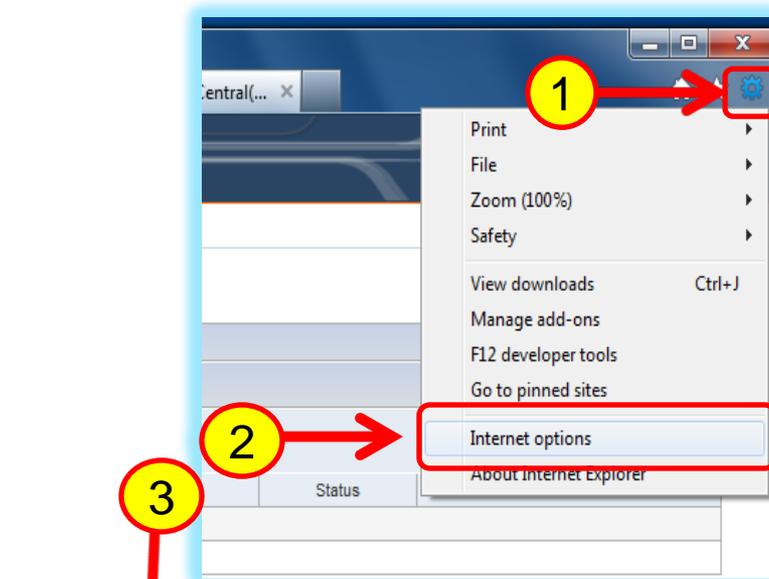
Date	Pay Code	Amount	In	Out	Transfer
Mon 5/09					

2. Check your "Alerts" area.

The diagram shows an 'Alerts' area with three icons: a warning sign, a calendar, and a document with a checkmark. A red '13' is next to the document icon. Three callout boxes point to the icons: 'Exceptions Alert' (green arrow), 'Schedule Alert' (cyan arrow), and 'Request Manager Alert' (yellow arrow).

Adding KRONOS as a Trusted Site

1. Click on ()
2. Then go to **Internet Options**
3. Click **Security**, then **Trusted sites**
4. Click **OK**
5. **Log out**
6. **Close** Internet Explorer
7. Then **re-open** Internet Explorer for changes to appear.





SYSTEM REQUIREMENTS:

Internet Explorer 8, 9 & 10



<http://www.microsoft.com/en-us/download/internet-explorer.aspx>

Java 7.0 or higher



Check to ensure that you have the recommended version of Java installed.

<http://www.java.com/en/download/installed.jsp>

*** *Please ensure that your system has the necessary updates to KRONOS.**

Logging on to KRONOS

1. Click the active link to access **KRONOS Navigation**
2. Enter your **user name** and **password** in their designated field.
3. Click the **Log On** button or press the **Enter** key on the keyboard.

Click active link below

<https://coh.kronos.net/wfc/navigator/logon>

City of Houston

Workforce Central[®] Version 7.0.7

For Kronos assistance, please contact the HTS Client Services Help Desk via email or phone:

HTSCustomerServiceCenter@houston.tx.gov

(832) 391-1111 / (832) 391-1112 / (832) 391-1113 / (832) 391-1114 / (832) 391-1115 / (832) 391-1116 / (832) 391-1117 / (832) 391-1118 / (832) 391-1119 / (832) 391-1120 / (832) 391-1121 / (832) 391-1122 / (832) 391-1123 / (832) 391-1124 / (832) 391-1125 / (832) 391-1126 / (832) 391-1127 / (832) 391-1128 / (832) 391-1129 / (832) 391-1130 / (832) 391-1131 / (832) 391-1132 / (832) 391-1133 / (832) 391-1134 / (832) 391-1135 / (832) 391-1136 / (832) 391-1137 / (832) 391-1138 / (832) 391-1139 / (832) 391-1140 / (832) 391-1141 / (832) 391-1142 / (832) 391-1143 / (832) 391-1144 / (832) 391-1145 / (832) 391-1146 / (832) 391-1147 / (832) 391-1148 / (832) 391-1149 / (832) 391-1150 / (832) 391-1151 / (832) 391-1152 / (832) 391-1153 / (832) 391-1154 / (832) 391-1155 / (832) 391-1156 / (832) 391-1157 / (832) 391-1158 / (832) 391-1159 / (832) 391-1160 / (832) 391-1161 / (832) 391-1162 / (832) 391-1163 / (832) 391-1164 / (832) 391-1165 / (832) 391-1166 / (832) 391-1167 / (832) 391-1168 / (832) 391-1169 / (832) 391-1170 / (832) 391-1171 / (832) 391-1172 / (832) 391-1173 / (832) 391-1174 / (832) 391-1175 / (832) 391-1176 / (832) 391-1177 / (832) 391-1178 / (832) 391-1179 / (832) 391-1180 / (832) 391-1181 / (832) 391-1182 / (832) 391-1183 / (832) 391-1184 / (832) 391-1185 / (832) 391-1186 / (832) 391-1187 / (832) 391-1188 / (832) 391-1189 / (832) 391-1190 / (832) 391-1191 / (832) 391-1192 / (832) 391-1193 / (832) 391-1194 / (832) 391-1195 / (832) 391-1196 / (832) 391-1197 / (832) 391-1198 / (832) 391-1199 / (832) 391-1200

User Name
E123456

Password
.....

Log On

Alerts and Notifications

1

Alerts

Request Manager Alert Category		IX
▼ COH TOR Alert1 (8)		
⚠ Time Off Request ESS-NE	2	
⚠ TimeOffRequest_4500	2	
⚠ Time-Off 4		

[View All](#)

2

Time Off Request from "Classic"

Time Clocks

Global Time Off Request (GTOR) from "Navigator"

3

Refresh

➤ Automatically updates however you can click the refresh button to view current notifications.

➤ "Old" Time Off Request and Time Clocks will be accessible from your inbox within KRONOS
❖ **General>Inbox**

➤ Global Time Off Request (GTOR) will be accessible from your
❖ **Request Manager**

Approving Time Off Request



1

Request Manager Alert Category

COH TOR Alert1 (8)

Time-Off 4

2

1. To APPROVE a GTOR, you will see a number in your "Alerts" area at the top of your Kronos page.
2. Click the orange circle, then click "Time Off"
3. Once you have clicked "Time Off", it will open the "Default Request Manager".

1. Once your Default Request Manager opens, you'll be able to see the details of the GTOR; edit the comments/notes; Approve; Refuse; mark Pending; and/or Retract a GTOR.
2. You can also, Request Time Off for any employee that directly reports to you.

Default Request Manager

3

Current Schedule Period [dropdown] [calendar icon] [redacted]

Time-Off [dropdown] All Status [refresh icon]

Details Edit **Approve** Refuse Pending Retract Request Time Off

Employee	Subject	Pay Code	Start Date	End Date	Status	Comments	Submit Date	Submitted By
[redacted]	GTOR	Vacation	2/15/2016	2/15/2016	Approved		1/06/201...	[redacted]
[redacted]	GTOR	Vacation	2/26/2016	2/26/2016	Approved	Change R...	1/15/201...	[redacted]
[redacted]	GTOR	Vacation	2/15/2016	2/15/2016	Approved	Change R...	1/27/201...	[redacted]
[redacted]	GTOR	Personal	2/15/2016	2/15/2016	Approved	Change R...	2/04/201...	[redacted]
[redacted]	GTOR	WELL - ...	2/24/2016	2/24/2016	Approved	Change R...	2/09/201...	[redacted]
[redacted]	GTOR	Vacation	2/16/2016	2/16/2016	Submitted	Change R...	2/16/201...	[redacted]
[redacted]	GTOR	Personal	2/25/2016	2/25/2016	Submitted	Change R...	2/17/201...	[redacted]

Employee Timecards - Review and Edit

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

PAY PERIOD CLOSE

Last Refreshed: 11/01/11

Show: All Home

Time Period: Previous Pay Period

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Attendance ▾ Leave ▾

Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Expected PP Hours
Blake, Edna						0.0
Burns, Tyler						0.0
Demeris, Virgie						0.0
Drexler, Gil						0.0
Gatlin, Gunther						0.0

- You must correct all exceptions before time data is signed off by Payroll and timecards are locked.
- Otherwise, employees may not get paid correctly for that pay period.

Approving Timecards Individual and Multiple

Access Genie, **COH All Quick Links** located in your secondary widget area

1. Go to **Timekeeping**, then click **COH Attendance Genie**

2. Next, *select the individual name or multiple names* for **Approval**

3. Go to **Approvals**, click **Approve**

4. A pop-up box will appear, click **Yes** to approve

**To select multiple names at once, hold your CTRL key and select each employee*

Note:

Multiple Timecards

Once a supervisor has reviewed and updated their employees' timecards, they can approve them all at once, rather than approving them individually.

When they approve multiple timecards at once, use the Group Edit Results page to confirm that all of them are approved.

If one or more of the timecards are not approved, the Details link on the Group Edit Results page identifies whose timecard was not approved and why.

COH All Quick Links

- General
- My Genies@
- Timekeeping
 - COH Attendance Genie
 - Pay Period Close
 - Reconcile Timecard
 - Shift Start
 - Approve Timecards
 - SinOff Issues

COH All Quick Links

Back to COH All Quick Links

Timecard | Schedule | People | Reports | More

COH ATTENDANCE GENIE

Last refreshed: 10:20AM

Actions | Punch | Schedule | Approvals | Person | Attendance | Leave

Name	ID	Points	Sick Time	Perfect Attendance
DSC1, DSCEE	00888888	14.00	0.0	

Note:

Individual Timecards
After the supervisor finishes editing their employees' time cards, they need to approve them to indicate to payroll that they are ready for processing. They can approve time cards on a Genie or on a timecard itself.

After they approve a timecard, **the employee cannot make any edits to it unless the supervisor removes their approval.**

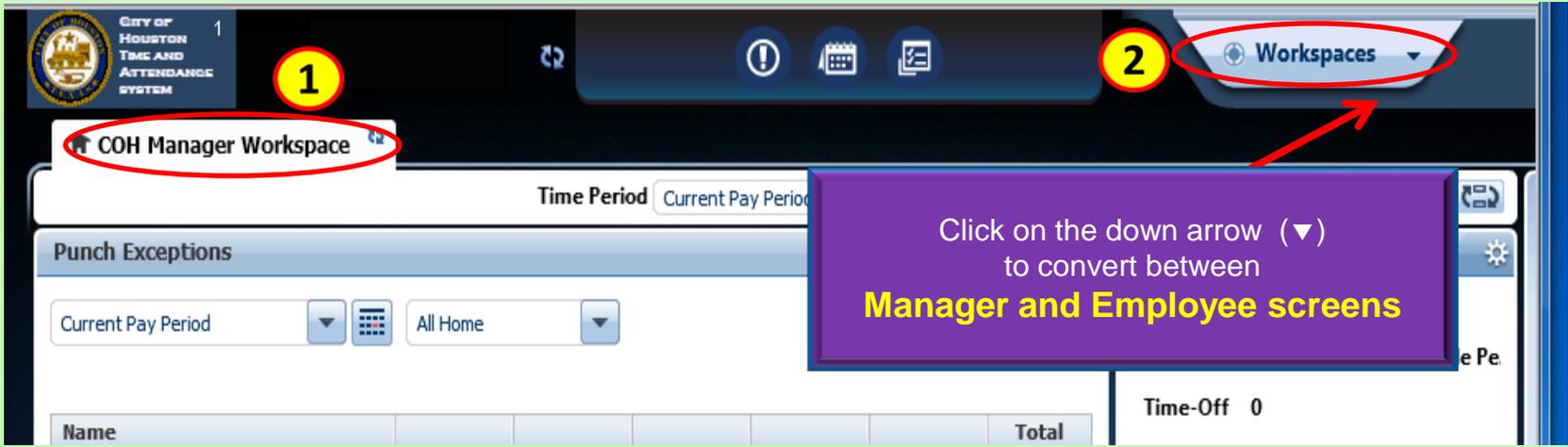
A supervisor can remove their approval by following the same steps and selecting Remove Approval from the Approvals menu

Workforce Central

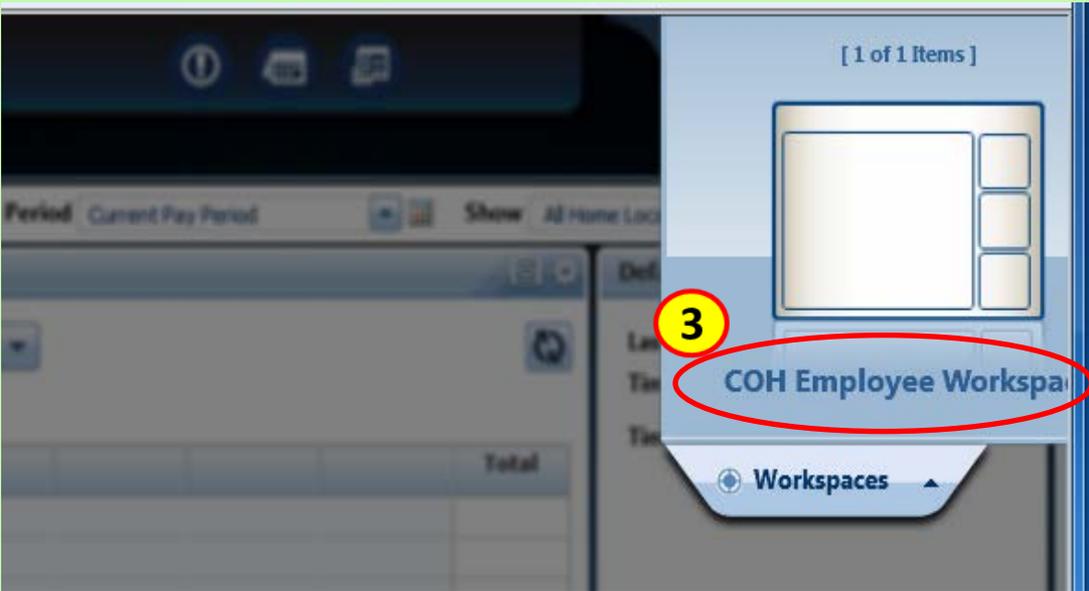
Are you sure you want to Approve?

Yes No

Manager Requesting Time-Off 1.1



Click on the down arrow (▼) to convert between **Manager and Employee screens**



Click on **COH Employee Workspace** to complete a **Time-Off Request**

Manager Requesting Time-Off 1.2

1

Request Time Off

Type: GTOR

Start date: 5/04/2015

End date: 5/04/2015

Pay code: Vacation

Duration: Hours

Start time: 4:00PM

Length: 1.0

1. **Type:** Select **Pay Code**
2. **Start Date** and **End** for time off request
3. **Pay code:** Select applicable pay code
4. **Duration:** choose Full day, Half-day, or hours
5. Click **Submit**

Notes (Optional)

Draft

Submit

Note:

- On **Duration / Hours**, you will need to calculate the **LENGTH** of time you will be gone.
- Your lunch hour **WILL NOT** be included in the **LENGTH** of your time away.

2

COH Manager Workspace | COH Employee Workspace

Time Period: Current Pay

COH Employee Calendar

Current Pay Period

May 3 - 9, 2015

Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07
	GTOR			
5:00AM				
6:00AM				

Your **GTOR** should appear on the date that you selected requesting the time off.

Retracting Your Global Time-Off Request (GTOR)

The screenshot shows the COH Employee Workspace interface. At the top, there are tabs for 'COH Manager Workspace' and 'COH Employee Workspace'. Below the tabs, there's a 'Time Period' dropdown set to 'Current Pay Period'. The main area is a 'COH Employee Calendar' for 'Current Pay Period' showing dates from May 3 to May 9, 2015. A 'GTOR' request is visible on Monday, May 4, 2015, from 4:00 PM to 5:00 AM. A dialog box titled 'Retract Time-Off Request' is open, showing details for the request: Submitted 5/04/2015-10:33:53AM, Modified by MILES, JESSICA P. The 'Requested' section includes: Type: GTOR, Pay code: Vacation, Start date: 5/04/2015, End date: 5/04/2015, Duration: Hours, Start time: 4:00PM, Length: 1.0 h. The 'Notes (Optional)' section contains the text 'testing system'. A red circle with the number '1' is around the notes text. A red arrow points to the 'Submit' button, which is highlighted with a red box. A 'Cancel' button is also visible.

To Retract Time-Off Request

1. Click on **GTOR**
2. Then **Retract**
 - A. **Notes are Optional**, however a message will be sent to your supervisor regarding the retraction.

COH Employee Workspace

The screenshot shows the COH Employee Workspace interface. At the top left, there is a 'Sign Out' button for 'JOHN or JANE DOE' (callout 1). Below it is the 'COH Employee Calendar' link (callout 2). The main area features a calendar grid for 'April 26, 2015 - May 2, 2015' with a 'Request Time Off' button (callout 5). On the right, there is a 'Transfer' dropdown menu (callout 3) and a 'Record Timestamp' button (callout 4). At the bottom, there is a 'COH Navigator Timecard' section (callout 6).

1 Your Name

2 COH Employee Calendar- allow you to view your calendar daily, weekly, or monthly

3 Transfer- Find the applicable Labor Level transfer item, then click OK

4 Record Timestamp - allows you to clock-in recording the time that you work

5 Request Time Off- provides an accessible way to request time off or retract a time off request

6 COH Navigator Timecard- allows you to review for accuracy, e-mail and/or print

Date	Pay Co...	In
Wed 4/29		8:00AM

Delegation of Authority 1.1

Note:

Supervisors can use the application's functions that support the tasks delegated to them to perform the delegating supervisor's timekeeping and/or scheduling tasks.

Once the end date of delegation occurs, the application removes the rights of the other delegate to your tasks. You can manually end the delegation earlier.

The screenshot illustrates the steps for delegating authority. It shows the 'COH All Quick Links' menu with 'Actions' highlighted. The 'ACTIONS' window is open, showing 'Delegate to Another Manager' as the selected action. The 'New Delegation' form is displayed, with the 'Delegate' field set to 'ABREGO, VERA C', and the 'Start Date' and 'End Date' fields empty. The 'Role' field is set to 'COH Manager AM-PM Time Format'. The 'Save & Close' button is highlighted.

Requesting Backup Coverage

1. Go to **COH All Quick Links**, located in your secondary widget area
2. Click on **Actions**

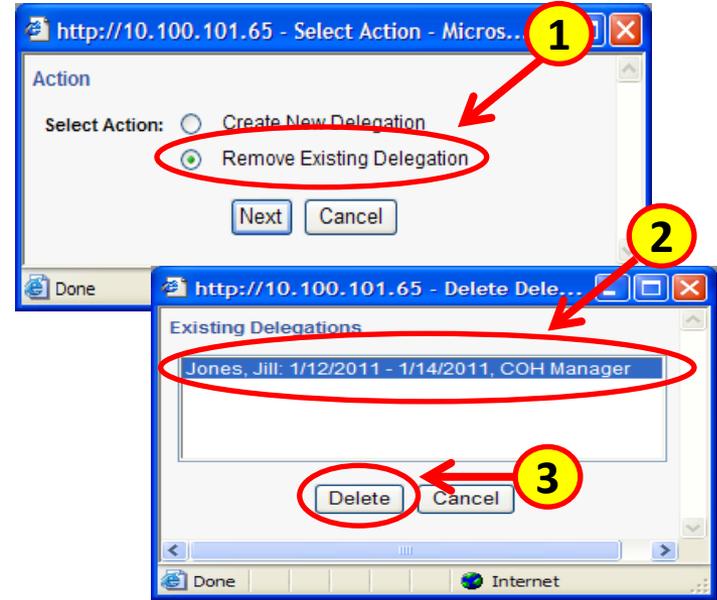
Requesting Backup Coverage

1. Click on **Delegate to Another Manager**
2. Choose your **Delegate**
3. Choose your **Start Date**
4. Choose your **End Date**
5. Click **Role** from the drop-down list, select profile that identifies which tasks they want to delegate
6. **Save & Close**

Delegation of Authority 1.2

Canceling Delegation

1. Select **Actions > Mgr. Delegation**
2. Click **Remove Existing Delegation**
3. Select the existing supervisor delegation that they want to cancel and click **Delete**
4. Click **Save**



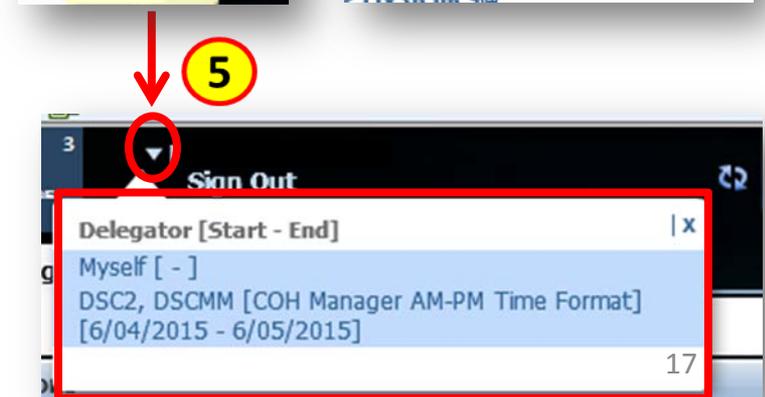
Accepting or Declining Backup Coverage Requests

1. Go to **Inbox** ⇒ **COH All Quick Links > General > Inbox**
2. Click on **Tasks** tab, select the delegation request and click **Edit**.
3. In the **Action** section, **accept or decline** the delegation request.
4. *(Optional)* Enter a message to the requesting supervisor in the **Comment** field.
5. Click **Save & Close**.



Switching to Delegate Roles

1. Click the **Switch Role** quick link.
*Note: If they do not see the **Switch Role** link, log off and then log on again using their own user name and password.*
2. Select the supervisor whose tasks they will perform as his or her delegate and click **Switch Role**.



City of Houston's Electronic Timekeeping Policy AP 2-4

7.10 - DELEGATION OF AUTHORITY

7.10.1 - Supervisors/managers may delegate their authority in KRONOS to any other supervisor/manager (assigned a manager license) within their own department during times of absence (i.e., vacation, sick, FMLA, etc.). The delegation feature within KRONOS logs the ID in the audit records of both the supervisor of record and the delegate on each transaction during this period.

7.10.2 - Delegation is intended for temporary purposes only and can only be for a maximum period of 30 days, except in cases of approved extended leave.

7.10.3 - Supervisors/managers may not allow another employee to log in under their own KRONOS ID.
(See 7.11 - ENFORCEMENT)

Issues Related to Kronos

If you are in need of Kronos assistance, the following options are available to users:

1. Submit a Request via Self-Service at:
<https://houstontx.service-now.com>
2. Email at: **HITS Client Services Help Desk**
3. Call Client Support Help Desk at:
832-394-HITS (4487)