Oops! Sign Off ~ Responsibility of a Timekeeper
Where can I find my employee’s Information?

• hover the mouse over the employee’s name
• Select ‘People’ to review extensive employee information

Primary Accounts

1. Fund-Org-Program – Labor Level 1
2. Account – Labor Level 2
3. Employee Class – Labor Level 3
4. Time Sheet Org – Labor Level 4
5. Position – Labor Level 5
6. Timekeeper Group – Labor Level 6
7. Specific Job – Labor Level 7
People Record

- Person Tab
- Hire Date
- Employment Status
- TUID
- Employee Class
- Leave Category
People Record

- Job Assignment
- Primary Labor Account
- Fund-Org-Program – Labor Level 1
- Account – Labor Level 2
- Employee Class – Labor Level 3
- Time Sheet Org – Labor Level 4
- Position Class – Labor Level 5
- Timekeeper Group – Labor Level 6
- Specific Job – Labor Level 7

- Pay Rule
- Badge Number
Timekeeper Responsibilities:
- Correct missed punches
- Approve Overtime
- ‘Totals & Schedule’ tab
  - Hourly Employees – timecard represents what will be sent to payroll
Comments

- When to use Comments and Notes
  - Entering in a missed punch
  - Justify Exceptions
  - Pay Code Edits
  - Historical Edits
  - Pay Code Moves
  - Not Approving Overtime
Special Case Scenario

- Employee working more hours than expected plus Leave Taken in a week.

**What to Consider**

- Was the extra hours worked, approved?
- If the answer is no, the extra hours are to be moved to the Unapproved OT pay code using the ‘Move’ feature located under ‘Amount’
- Sick does not count toward the overtime calculation unless it is stated in the Bargaining Unit Contract
Special Case Scenario

- Move the hours on the days where the unapproved hours were worked

(Note: moving hours on the last day of the week worked could result in the employee not being paid correctly!)
**Audits tab**

- Tracks all modifications applied to the employee’s timecard
  - Add/Delete Punches
  - Labor Level Transfers
  - Who performed the Edit
  - Approvals and Sign Offs

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Work Rule</th>
<th>Override</th>
<th>Comment</th>
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**About Kronos**

Kronos is a leading provider of cloud-based workforce management solutions that help businesses of all sizes optimize their workforce management processes and unleash the potential of their workforce. Kronos empowers organizations to achieve greater productivity, profitability, and worker satisfaction. For more information, please visit www.kronos.com.
Approval / Sign Off

- At the end of each pay period, the timecard is to be reconciled and approved/signed off.
Where to go for the latest Kronos Information

Kronos Log on Links

FOR EMPLOYEES AND STUDENTS WHO ARE USING KRONOS TO TIMESTAMP (HTML Version)

Kronos Log On Page

TIMEKEEPERS AND APPROVERS, PLEASE USE THE LINK BELOW TO LOG ONTO KRONOS

Kronos for Timekeepers and Approvers

Kronos News - March 2012
Kronos News - Nov 2011
Kronos News - Sept 2011
Kronos News - July 2011

Announcements and Important Deadlines

Payroll Deadlines
B1 Payroll Schedule 2012
Kronos 6.2 Upgrade
  • Java Plugin README FIRST
  • Java Plugin 1.6.0_17 Install
Kronos - Biweekly Salary to Hourly Conversion

My Links

→ TU Kronos Quick Guide
→ HR Kronos Tip of the Day
→ Temple HR Kronos Information
→ Special Alert

Kronos User Information

→ Hyperfind Query Guide
→ Quick Guide
→ Multi-Job Student Time Record Instructions
→ FAQs
→ Pay Code Glossary

Kronos Staff Directory
Kronos SuperUser Group

Request Training
AccessNet Account Information
Kronos System Manager Access Request Form
Kronos System Employee Access Request Form

For Kronos user assistance please contact us at kronos@temple.edu or call the Kronos Helpdesk at 7-2244.
Questions