Kronos
Timekeeping Made Easy
Introduction

- How to View Employee Records
- The Benefits of Creating Schedules
- Running & Viewing Reports
- Kronos 7.0
3 Ways to View an Employee Record

- **Quickfind** – View employee by searching individual by last name.
- **Reconcile Timecard** – View list of all employees in your department and choose individual by clicking on employee name.
- **TU Pay Period Close Genie** – View a detailed list of your employees with multiple columns including EE approval, Manager Approval, Sign Off, Unapproved OT, etc.
# How to View an Employee Record

- From the My Genies List, select Reconcile Timecard or Quickfind.
- From the Timekeeping List, select TU Pay Period Close.
- The list of Genies available under the My Genies Tab will vary based on the role of the user accessing Workforce Central.
## Quickfind Results

![Quickfind Results](image)

### Quickfind

#### Name or ID
- [donohue*](#)

#### Time Period
- Current Pay Period

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>TUID</th>
<th>Primary Labor Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donohue, Bridget</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Name</td>
<td>Unexcused Absence</td>
<td>Missed In-Punch</td>
<td>Early In</td>
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<tr>
<td>Doe, John</td>
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<tr>
<td>Doe, Jane</td>
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</tbody>
</table>
### TU Pay Period Close Results

<table>
<thead>
<tr>
<th>Name</th>
<th>Krones ID</th>
<th>TUID</th>
<th>Employees Approval</th>
<th>Manager Approval</th>
<th>Signed Off</th>
<th>F-O-P</th>
<th>Missed Punch</th>
<th>Early In</th>
<th>Late Out</th>
<th>Unexcused Absence</th>
<th>Regular</th>
<th>Work Study</th>
<th>OTS</th>
<th>Overtime</th>
<th>Unapproved OT</th>
<th>Sick Work Comp</th>
<th>Per Yr 3r</th>
<th>All FPLA</th>
<th>Funeral</th>
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<tr>
<td>Doe, John</td>
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<td>24.0</td>
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<td>8.0</td>
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</tbody>
</table>
Scheduling

- How to create a schedule
- Benefits of Using Schedules
- TU Work & Absence Summary
How to create a schedule

- After you have accessed the Employee Record, select schedule from the list of headers at the top of the page
- Next select “By employee”
- From the shift tab, select Add Pattern
• Enter Work Start Date (Beginning of the pay period date)
• Verify that the “Forever” icon is selected above End Date
• Select the cell for the day of the week
• Next select Insert Shift
• Once you have selected the appropriate shift click ok
Benefits of Using Schedules

- Great way to track unexcused absences
- Track scheduled future dated time off requests (drops directly into timecard on appropriate date)
- Updates the TU Work & Absence Summary
Tracking unexcused absences

![Timecard screenshot showing unexcused absences and missed punches]
TU Work & Absence Summary

- From the Timekeeping List, select TU Work & Absence Summary
- Examples of things you will see on the calendar: Late in, Early Out, Excused /Unexcused Absences, VAC, SICK, PER Time used
Reports

- How to Run & View a Report
- Reports that are beneficial
How to Run a Report

TIMECARD

Select Report:
- Absent Employees
- Accrual Detail
- Accrual Summary
- Actual vs. Schedule by Labor Account
- Badge Numbers
- Comments
- Employee Hours by Labor Account
- Employee Hours by Labor Account (Excel)
- Employee Schedule - Monthly
- Employee Schedule - Weekly
- Employee Sign-off
- Employee Transactions and Totals
- Employee Transactions and Totals (Excel)
- Employees Currently Earning Time (On Premise)
- Hours by Labor Account
- Hours by Labor Account (Excel)
- Hours by Labor Account with Graph Summary
- Time Card
- Time Card Audit Trail
- Timecard Sign-off, Request and Approval
- TU Accruals
- TU Accruals with Detailed Report - VBR
- TU Accruals SSB Current Fiscal Year
- TU Accruals Taken Details

Check Run Status:
- View Report
- Refresh Status
- Delete
- Print Screen

Report Name: TU Accrual SSB Current Fiscal Year
Format: pdf
Date In: Thu 3/27/2014 11:37:33AM
Date Done: Thu 3/27/2014 11:37:46AM
Status: Complete
Output: Screen
User: binshb
Reports that are beneficial

- Time Detail
- TU Accrual SSB Current Fiscal Year
- TU Accrual Taken Detail
- TU Employee Accrual Summary–Current Fiscal Year–to–date (New)
Time Detail Report

Displays detailed data about each employee’s punches, duration and pay code edits. Summary data is displayed per employee totaling time and money by labor level and pay code.
This report displays the Accrual Balances as seen in Banner Employee Self Service for the Current Fiscal Year.

### Temple University

#### Leave Activity

<table>
<thead>
<tr>
<th>Fiscal Year: 07/01/2013-06/30/2014</th>
<th>Accrual SSB Process Date: 05/14/2014 04:13 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUID</td>
<td>Accrual Profile</td>
</tr>
<tr>
<td>Name</td>
<td>TU 03 8hrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Beginning Balance</th>
<th>Used Hours</th>
<th>Current Hours</th>
<th>Accrued Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>24</td>
<td>24</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Sick</td>
<td>72</td>
<td>47.50</td>
<td>24.50</td>
<td>N/A</td>
</tr>
<tr>
<td>Vacation</td>
<td>96</td>
<td>92</td>
<td>4</td>
<td>84</td>
</tr>
</tbody>
</table>

Employee Count: 1
This report displays employees’ time taken including manager who recorded this time.

<table>
<thead>
<tr>
<th>DATE TAKEN</th>
<th>AMOUNT</th>
<th>PAY CODE</th>
<th>EDIT DATE</th>
<th>ENTERED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, April 01, 2014</td>
<td>8.00</td>
<td>VAC</td>
<td>4/7/2014</td>
<td>doalendo, Caleno, Donna L</td>
</tr>
<tr>
<td>Friday, April 11, 2014</td>
<td>4.00</td>
<td>VAC</td>
<td>4/14/2014</td>
<td>doalendo, Caleno, Donna L</td>
</tr>
<tr>
<td>TOTAL VACATION TAKEN</td>
<td>12.00</td>
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</tr>
</tbody>
</table>

Total Number Of Employees

1
Lists summary information (Earned, taken, remaining) for employee personal sick & vacation time for the current fiscal year. List is in order by department number, then by employee name within department.

### Summary of Kronos Accrual Activity 7/1/2013 through 06/04/2014

<table>
<thead>
<tr>
<th>PERSON NAME</th>
<th>PERSONAL BEGIN BAL</th>
<th>PERSONAL TAKEN</th>
<th>PERSONAL REMAINING</th>
<th>SICK BEGIN BAL</th>
<th>SICK TAKEN</th>
<th>SICK REMAINING</th>
<th>ACCRUED TO DATE</th>
<th>VACATION EARN MAX</th>
<th>VACATION TAKEN</th>
<th>VACATION REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>48</td>
<td>32</td>
<td>16</td>
<td>52</td>
<td>52</td>
<td>16</td>
<td>36</td>
</tr>
<tr>
<td>Doe, John</td>
<td>12.60</td>
<td>12.60</td>
<td>0</td>
<td>147</td>
<td>56</td>
<td>91</td>
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<td>787.50</td>
<td>153.25</td>
<td>153.25</td>
<td>119.75</td>
<td>33.50</td>
</tr>
</tbody>
</table>
Upcoming Kronos News

- Kronos 7.0
  Coming December 2014

- What the upgrade means to you?

  Multijob Students records will all be included on one timecard
Kronos Team

- Donna Calendo – Assistant Director
- Bridget Donohue – Kronos HR Coordinator
- Lydia Negron – Administrative Specialist
- Kristin McHenry – Administrative Assistant

- Phone: 215–926–2244
- Email: Kronos@temple.edu