This is the view when you first log in. All of the employees that report to you will be shown. Any “exceptions” will be shown here.

Exceptions are things that are different from their normal schedule (punching in early, punching out late, missing a punch, etc.)
View and Approve Timecards

On the timecard you can:
- view and approve exceptions
- add in a missed punch time
- add comments
- check employees for correct hours worked (ex: 40 hrs a week for full time)
- approve timecard at the end of the pay period

Click on Timecards
A new tab “timecards” opens

All employees timecards are available to view. Use the arrows to navigate through all timecards.

Use the drop down menu to quickly navigate to a certain employee.

Shows each day how many hours the employee works

Shows the running total hours worked
At the end of the pay period:

For full time employees make sure that the total hours worked for week 1 is 40 (see area 1) and the total hours worked for week 2 is 80 (see area 2).

Make sure there are no exceptions that need to be approved (covered in the “View and Approve Exceptions” section)

Make sure there are no leave requests that need to be approved (covered in the “View and Approve Requests” section)

If the timecard is accurate click approve timecard, then approve timecard (again)

If corrections need to be made to a timecard after it has been approved, click on “Remove Timecard Approval.” Make any corrections and then approve the timecard again.

This area allows you to check the type of hours an employee works in a pay period. This employee worked 72 hours of regular time, and 8 hours of vacation time. It should be the sum of the hours worked and should match the hours above.
View and Approve Exceptions (on the Time Card)

Click on Timecards
*Red lines next to a time draw your attention to an "exception"  
*Hover over the box and it will tell you what the exception is for  

*Exceptions are not required to be marked as reviewed. The employee will be paid correctly if their timecard has exceptions on it.  

To mark an exception as reviewed, right click on the box with the exception.
You can mark the exception as “reviewed” if there is nothing wrong with the time.

It will then change the red line to green.
You have the capability to edit an employee’s time. If they came back from lunch on time, but forgot to punch, then punched in late, you can edit the punch time to the correct time.

Click on edit, and a new window will open

Change the time to the correct time, then click ok.
You can add comments to any reviews or changes to time. This is not required for all reviews, but it is a best practice anytime you edit a time to make a note of it.

Click on comment. A new window opens.
Click on “Select Comment” drop down menu.

You can then type in a comment that fits for the situation. It is recommended that you add your initials at the end of the comment.

Click on OK

On their timecard a little blue comment bubble will appear.

Some pre-loaded comments are available. If they work for the situation you can use them.

If not click on approved.
Fixing Missed Punches

Missed punches MUST be fixed. If an employee has missed punches, their time is not accurately reflected and they will be short hours.

The missed punch makes it appear that’s this employee only worked 3.5 hours this day and 12.75 hours for the week.

A missed punch is shown by a completely red box. Click on the box.

Type in the time, then hit enter.

Do not forget to mark am or pm!
The box will still show up as completely red. Click save.

The red box has now gone away. This employees time now accurately shows 6.5 hours worked for the day and 15.75 hours for the week.
View and Approve Exceptions (in the Quick Links View)

Exceptions direct your attention to something that is not within an employee's regular schedule time. Examples of exceptions are:

- missed punch
- late in or early out punch
- employee has “unexcused absence” (they will need to submit a leave request)

Click on Exceptions
A new tab “Exceptions” will open

The date viewed can be adjusted

All employees are listed

Lists the type of exception and how many for each employee

To view an employee’s exceptions, double click on their name.

You do not have to approve all exceptions. You must resolve “missed punch” exceptions. If they are not fixed, the employee’s time will be short hours. “Unexcused absence” exceptions must be resolved by the employee submitting a leave request that you approve, or you add the leave onto their timecard.
Exceptions are in red

If you hover the mouse over each item in red it will tell you what type of exception it is.

To review and/or approve an exception, click on 1 exception.

The exception is highlighted in blue and there are now options at the bottom.

Click on “Mark as Reviewed”
The exception turns green when it is approved.

Click save when all exceptions are approved and any comments are made.

Continue this process for any other exceptions.

You can add comments to each approval.

- You do not have to approve all exceptions.

- You must resolve “missed punch” exceptions. If they are not fixed, the employee’s time will be short hours.

- “Unexcused absence” exceptions must be resolved by the employee submitting a leave request that you approve, or you add the leave onto their timecard.

Pre-loaded comments are available. Select the appropriate comment, then click ok.
View and Approve Requests (Time off requests)

Requests:

- Employees use Kronos to submit requests to you.
- You must approve an employee’s request for it to transfer onto their timecard.
- You can refuse leave if there is an error, the wrong leave code was used, etc.

Click on Requests
A new tab “Requests” will open. Action buttons include:
- Current Schedule Period
- All
- Time-Off
- Submitted
- Request Time Off

Date range can be changed.

Status of leave can be changed.

Any employee with a leave request will show on this screen. Each leave request will be on a new line.

Select a request and it will be highlighted blue. The details of the request will appear at the bottom of the screen. You can check the employee’s leave accruals before approving the request.
This employee has 178.45 hours of vacation time available to use.

Click “Approve” if the employee is okay to take the day off.

Reminders:
- Kronos sends you an email when an employee requests time off.
- If an employee no longer needs time off and you **DID NOT** approve the request yet, click “Refuse” and it will delete the request.
- You can approve more than one request at a time. Click on the first entry, hold down control, click on the other entries you want to approve, then click approve.

Comments can be added with the drop down box.

Specific notes can also be added. This is a good place to note if an employee is using leave as part of FMLA.

Once comments and notes are completed as needed, click approve.
Editing/Deleting/Adding Time Off (in the Schedule View)

Find the employee’s timecard that needs corrections to their leave.

Click on “Go To”

A drop down menu appears. Click on “Schedules.”

This is the fastest way to edit leave that has already been approved for an employee, delete approved leave for an employee that has already been approved, or add leave for employee if they are gone.
Edit Approved Leave

Step 1: Right click on the leave that needs to be edited. A drop down menu appears. Click on “edit”

Step 2: Make any changes to the information that is needed. Add a comment with the changes and your initials.

Step 3: Click “Apply”
The changes are now visible on the schedule.

Deleting Approved Leave

Step 1: Right click on the leave that needs to be removed. A drop down menu will appear. Click on delete. The leave disappears off the time card.

Step 2: The leave disappears off the time card. DON’T FORGET TO SAVE!
Adding Leave (if an employee is gone and timecards are due)

Step 1: Right click in the blue area under the day that the leave needs to be added to. A drop down menu will appear. Click on “Add Pay Code”

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 4/7</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Mon 4/8</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Tue 4/9</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Wed 4/10</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Thu 4/11</td>
<td>8:00 AM - 2:45 PM</td>
</tr>
<tr>
<td>Fri 4/12</td>
<td></td>
</tr>
<tr>
<td>Sat 4/13</td>
<td></td>
</tr>
</tbody>
</table>

Step 2: Add all the necessary information

- Effective Date: 4/09/2019
- Pay Code: 50 - Sick/wt
- Amount (Hrs./Wk): 8.90
- Start Time: 12:00 AM
- Repeat for: 1 days

Add a comment with your initials:
- Leave due to sick and payroll due and done.

Step 3: Click Apply
The leave now shows on the employees schedule. The (c) shows that there is a comment attached to it. DON'T FORGET TO SAVE!
Delegating occurs when a supervisor will be gone for an extended period of time and needs to delegate their time keeping responsibilities to another employee.

The “delegated” employee will have access to all the employees the “delegator” supervises. The “delegated” employee will be able to review/approve exceptions, approve leave, and approve timecards.

Click Actions

On the actions tab that opens, click RM_Mgr_Delegation
A new window will open.
The delegate drop down menu will list the delegates available for you to delegate to.
Select the Delegate, choose the start date and the end date. Leave the role as “Manager.” Click OK.

Step 1: Click on Alerts
Step 2: Click on action that needs to be accepted
Step 3: Click Accept Delegation

Accepting a delegation (when someone delegate to you in their absence)

When delegation begins
Who sent the request
When delegation ends

This symbol shows delegation. Click it to “switch roles.”
Click on which person’s timecards need to be worked on
Adding “Standby” Time (in the Timecard Screen)

Click on Timecards
Use the arrows to find the person's timecard that needs standby added

Step 1: Click on the day that needs stand-by in the “Pay Code” area

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 4/07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 4/08</td>
<td>6:00AM-5:...</td>
<td>7:45AM</td>
<td>4:57PM</td>
<td></td>
<td>9.25</td>
<td>9.25</td>
<td>9.25</td>
<td></td>
</tr>
<tr>
<td>Tue 4/09</td>
<td>6:00AM-5:...</td>
<td>7:43AM</td>
<td>11:11AM</td>
<td></td>
<td>6.5</td>
<td>6.5</td>
<td>15.75</td>
<td></td>
</tr>
<tr>
<td>Wed 4/10</td>
<td>6:00AM-5:...</td>
<td>7:43AM</td>
<td>12:01PM</td>
<td></td>
<td>4.25</td>
<td>4.25</td>
<td>20.0</td>
<td></td>
</tr>
<tr>
<td>Thu 4/11</td>
<td>6:00AM-2:...</td>
<td></td>
<td></td>
<td></td>
<td>20.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 4/12</td>
<td>8:00AM-2:...</td>
<td>2:45PM</td>
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<td></td>
</tr>
<tr>
<td>Sat 4/13</td>
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<td></td>
<td>2.25</td>
<td>2.25</td>
<td>22.25</td>
<td></td>
</tr>
<tr>
<td>Sun 4/14</td>
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<td></td>
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<td>22.25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 4/15</td>
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<td></td>
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<td>22.25</td>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td>22.25</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Wed 4/17</td>
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<td></td>
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<td>22.25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 4/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22.25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 2: A drop down menu will appear. Scroll down and click on Standby.
Step 3: Click on the “Amount” box next to where “Standby” appears. Enter the total amount of standby the employee is to receive.

Step 4: Click Save.

This way can only be done on days where there are no “clocked” hours. If you need to add standby time to a date that the employee has already worked and “clocked” their time, it must be done on their schedule.
Adding “Standby” Time (in the Schedule Screen)

From the employee’s timecard that needs standby added, click on “Go To.”

A drop down menu will appear. Click on “Schedules.”
Step 1: Right click in the blue area under the day that needs standby added.

Step 2: Click on “Add Pay Code”

Step 3: Click on the “Pay Code” drop down menu. Select “Standby”
Step 4: Enter the amount of standby hours needed.

Step 5: Enter the start time. DON’T FORGET TO USE AM and/or PM!

Step 6: Click Apply
It now appears on the timecard. Finally, click save.

If this is a reoccurring standby amount for a few days, or the pay period, etc., you can copy the entry and paste it on to other days.

Right click directly on “Standby.” A menu will appear, click on “copy.”

Right click on the blue area under the next day that needs standby. Another menu will appear. Click on “paste.”

The standby time now appears on the second day.

Continue this process as needed. DON’T FORGET TO SAVE!