KRONOS®

Supervisor Manual

KRONOS

Cynthia A McNulty
Sign Out

Manage My Department

Click the "+" sign to get to your timecard and to request leave

Genies

Reconcile Timecard ▾

Loaded 9:37AM | Current Pay Period | All Home | Edit

Change the range of dates to a pay period, or to a range of specific dates

Select All Rows | Column Selection | Filter | People | Approval | Schedule | Refresh | Share | Go To

Name	Unexcused Absence	Missed In-Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Totals Up To Date
Boddy, Annette E			✔		✔	✔		✔
Delisle, Janice L			✔		✔			✔
Oxios, Leeanna M			✔		✔			✔
Sanders, Allison M			✔		✔			✔
Smith, Cody K			✔			✔		✔
Treinen, Ann M						✔		✔

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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.)

Genies
Online Help
Timecard Approval
Group Edit Results
Actions
Schedules
Requests
Inbox
Reports
Change My Password
Timecards
Exceptions
Work and Absence Calendar

Quick link options to complete tasks required during the pay period and for final approval.

View and Approve Timecards

Click on 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

Use the drop down menu to select "All Home" to see the employees timecards

A new tab
"timecards" opens

| 🏠 Manage My Department | **Timecards** | ⤵ X |

Timecards ▢ ⚙

Boddy, Annette E ▼ | ◄ 1 of 8 ► W0000009829 | All employees timecards are available to view. Use the arrows to navigate through all timecards. | Loaded: 8:58 AM | Current Pay Period ▼ | ⊞ | All Home ▼

✓ ▾
Approve
Timecard

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

🖨 Print Timecard | 🔄 Refresh | 🧮 Calculate Totals | 💾 Save | ➡ Go To

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period	
➕	✖	Sun 3/24											**Shows each day how many hours the employee works**		
➕	✖	Mon 3/25	8:00AM-4:...	8:03AM	4:36PM							8.5	8.5	8.5	
➕	✖	Tue 3/26	8:00AM-4:...	8:04AM	4:30PM							8.5	8.5	17.0	
➕	✖	Wed 3/27	8:00AM-4:...	7:55AM										17.0	
➕	✖	Thu 3/28	8:00AM-4:...											17.0	
➕	✖	Fri 3/29	8:00AM-2:...											17.0	
➕	✖	Sat 3/30												17.0	
➕	✖	Sun 3/31												17.0	
➕	✖	Mon 4/01	8:00AM-4:...											17.0	
➕	✖	Tue 4/02	8:00AM-2:...												
➕	✖			2:00PM						Vacation-...	2.5		2.5	19.5	
➕	✖	Wed 4/03	8:00AM-4:...											19.5	
➕	✖	Thu 4/04	8:00AM-4:...											19.5	

Shows the running total hours worked

Approve Timecard menu:
- Approve Timecard
- Remove Timecard Approval

		Date	Schedule			Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Sun 3/10			Sun 3/10									
+	×	Mon 3/11	8:00AM-5:...		8:31AM	11:50AM	12:21PM	4:59PM				8.0	8.0	8.0
+	×	Tue 3/12	8:00AM-5:...		7:55AM	11:52AM	12:52PM	4:58PM				8.0	8.0	16.0
+	×	Wed 3/13	8:00AM-5:...		7:58AM	12:10PM	1:10...	4:58PM				8.0	8.0	24.0
+	×	Thu 3/14	8:00AM-5:...		7:59AM	12:50PM	1:50PM	4:58...				8.0	8.0	32.0
+	×	Fri 3/15			8:00AM					Vacation-...	8.0		8.0	40.0
+	×	Sat 3/16											**1**	40.0
+	×	Sun 3/17												40.0
+	×	Mon 3/18	8:00AM-5:...		7:44AM	3:43PM						8.0	8.0	48.0
+	×	Tue 3/19	8:00AM-5:...		7:40AM	11:13AM	1:48PM	4:56PM				6.75	6.75	54.75
+	×	Wed 3/20	8:00AM-5:...		7:59AM	4:56PM						9.0	9.0	63.75
+	×	Thu 3/21	8:00AM-5:...		7:44AM	11:25AM	12:24PM	4:57PM				8.25	8.25	72.0
+	×	Fri 3/22	8:00AM-5:...		7:56AM	11:36AM	12:36PM	4:58PM				8.0	8.0	80.0
+	×	Sat 3/23											**2**	80.0

Totals | Accruals | Audits | Historical Corrections

All | All

Account	Pay Code	Amount
3670005010/3670005030/SOK/1/W0000106026/KS4081/-	Regular	72.0
3670005010/3670005030/SOK/1/W0000106026/KS4081/-	Vacation-NonExempt	8.0

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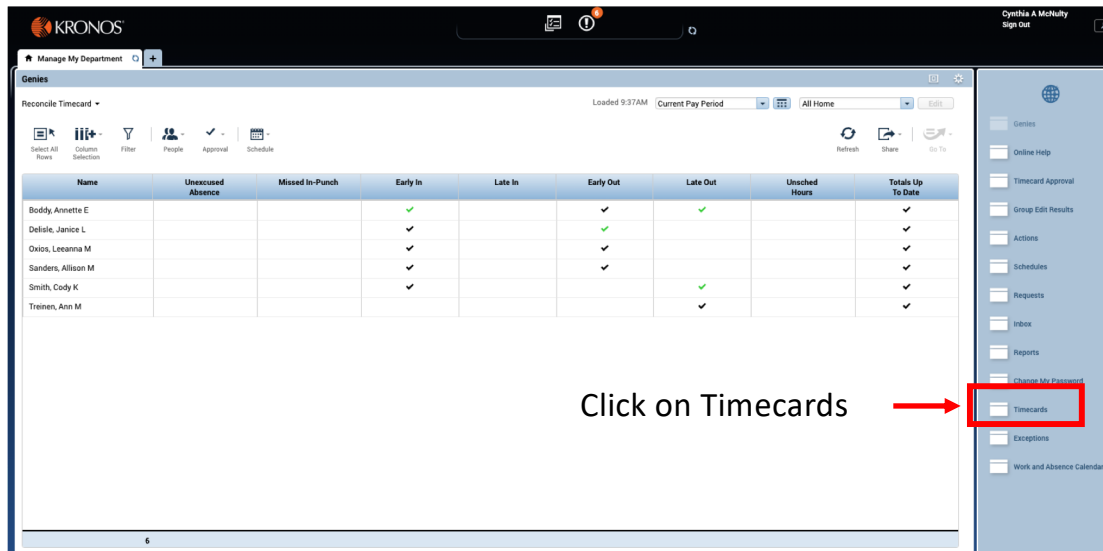
Make sure there are no leave requests that need to be approved (covered in the "View and Approve Requests" section)

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.
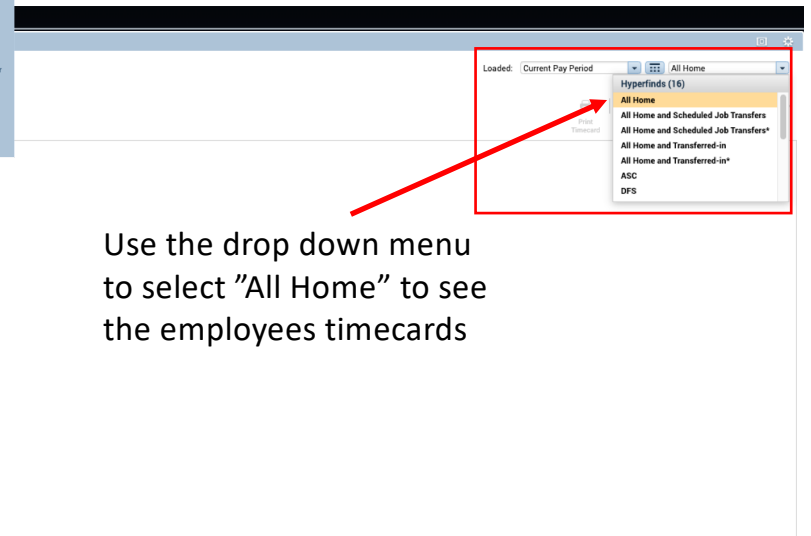
View and Approve Exceptions (on the Time Card)

Click on Timecards →

Use the drop down menu to select "All Home" to see the employees timecards

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Sun 4/07												
+	×	Mon 4/08	8:00AM-4:...	7:55AM	4:56PM							9.0	9.0	9.0
+	×	Tue 4/09	8:00AM-4:...	7:57AM	12:00PM		1:01PM	4:30PM				7.5	7.5	16.5
+	×	Wed 4/10	8:00AM-4:...	7:41AM										16.5
+	×	Thu 4/11	8:00AM-4:...											16.5
+	×	Fri 4/12	8:00AM-2:...											16.5
+	×	Sat 4/13												16.5
+	×	Sun 4/14												16.5
+	×	Mon 4/15	8:00AM-4:...											16.5
+	×	Tue 4/16	8:00AM-4:...											16.5
+	×	Wed 4/17	8:00AM-4:...											16.5
+	×	Thu 4/18	8:00AM-4:...											16.5
+	×	Fri 4/19	8:00AM-4:...											16.5

Approve Timecard   Print Timecard   Refresh   Calculate Totals   Save   Go To

*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.

Punch Actions

PM

)PM

Date:	4/08/2019
Time:	4:56PM
Rounded Time:	4/08/2019 5:00PM GMT-05:00
Time Zone:	(GMT -06:00) Central Time (USA; Canada)
Exceptions:	Late Out
Last Edit Date:	4/08/2019
Edit Made By:	Boddy, Annette E

Mark As Reviewed   Edit   Comments   Justify Exception

Pay Code

You can mark the exception as "reviewed" if there is nothing wrong with the time.

It will then change the red line to green.

Date	Schedule	In	Out	Transfer	In	Out	
Sun 4/07							
Mon 4/08	8:00AM-4:...	7:55AM	4:56PM				
Tue 4/09	8:00AM-4:	7:57AM	12:00PM		1:01PM	4:30PM	
Wed 4/10	8:00AM-4:...	7:41AM					
Thu 4/11	8:00AM-4:						
Fri 4/12	8:00AM-2:...						
Sat 4/13							
Sun 4/14							
Mon 4/15	8:00AM-4:...						
Tue 4/16	8:00AM-4:...						

Punch Actions

Date:	4/08/2019
Time:	4:56PM
Rounded Time:	4/08/2019 5:00PM GMT-05:00
Time Zone:	(GMT -06:00) Central Time (USA; Canada)
Exceptions:	Late Out
Last Edit Date:	4/08/2019
Edit Made By:	Boddy, Annette E

Mark As Reviewed   Edit   Comments   Justify Exception

Pay Code

Click on edit, and a new window will open

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.

Punch

Date:	4/08/2019
Time (h:mma) *	4:56PM
Rounded Time:	4/08/2019 5:00PM GMT-05:00
Override:	
Time Zone:	(GMT -06:00) Central Time (USA; Canada)
Cancel Deduction:	
Exceptions:	Late Out
Comments:	

Cancel   OK

Change the time to the correct time, then click ok.

Punch Actions

Date:	4/08/2019
Time:	4:56PM
Rounded Time:	4/08/2019 5:00PM GMT-05:00
Time Zone:	(GMT -06:00) Central Time (USA; Canada)
Exceptions:	Late Out
Last Edit Date:	4/08/2019
Edit Made By:	Boddy, Annette E

Mark As Reviewed   Edit   Comments   Justify Exception

Pay Code

Click on comment.

A new window opens.

You can add comments to any reviews or changes to time. <u>This is not required for all reviews</u>, but it is a best practice anytime you edit a time to make a note of it.

Comment

Comments (0)

Select Comment ▼

Type a note (optional)

Add another note   Add

Cancel   OK

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

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

If not click on approved.

On their timecard a little blue comment bubble will appear.

Fixing Missed Punches

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	☒	Sun 4/07												
+	☒	Mon 4/08	8:00AM-5:...	7:45AM	4:57PM							9.25	9.25	9.25
+	☒	Tue 4/09	8:00AM-5:...	7:43AM	11:11AM		1:57PM					3.5	3.5	12.75
+	☒	Wed 4/10	8:00AM-5:...	7:43AM										12.75
+	☒	Thu 4/11	8:00AM-5:...											12.75
+	☒	Fri 4/12	8:00AM-2:...											
+	☒			2:45PM						Comp Tim...	2.25		2.25	15.0

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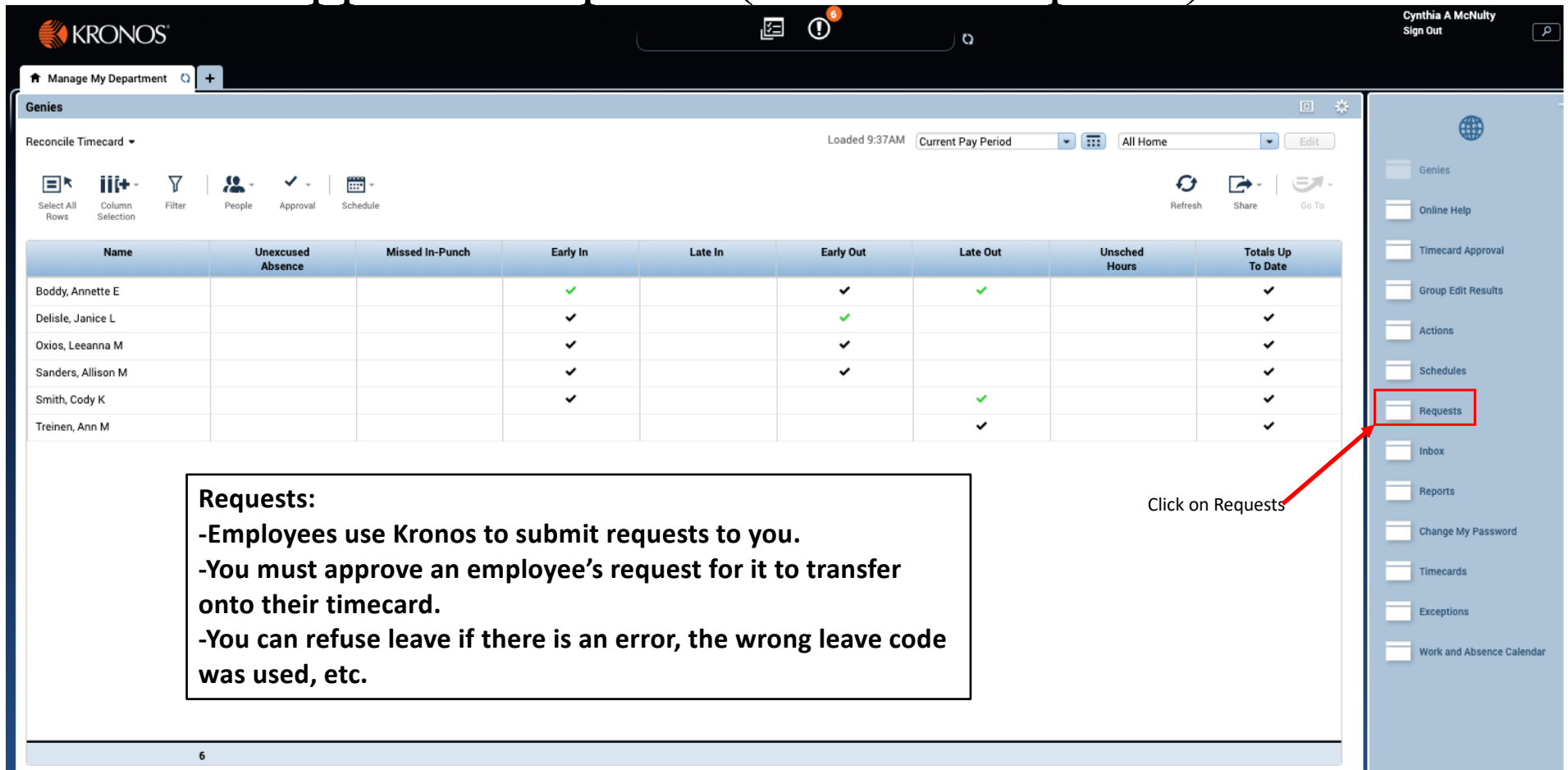
A missed punch is shown by a completely red box. Click on the box.

		Date	Schedule	In	Out	Transfer	In	Out	Tran...
+	☒	Sun 4/07							
+	☒	Mon 4/08	8:00AM-5:...	7:45AM	4:57PM				
+	☒	Tue 4/09	8:00AM-5:...	7:43AM	11:11AM		1:57PM		
+	☒	Wed 4/10	8:00AM-5:...	7:43AM					
+	☒	Thu 4/11	8:00AM-5:...						
+	☒	Fri 4/12	8:00AM-2:...						
+	☒			2:45PM					

Type in the time, then hit enter.

		Date	Schedule	In	Out	Transfer	In	Out	Tran...
+	☒	Sun 4/07							
+	☒	Mon 4/08	8:00AM-5:...	7:45AM	4:57PM				
+	☒	Tue 4/09	8:00AM-5:...	7:43AM	11:11AM		1:57PM	457p	
+	☒	Wed 4/10	8:00AM-5:...	7:43AM					
+	☒	Thu 4/11	8:00AM-5:...						
+	☒	Fri 4/12	8:00AM-2:...						
+	☒			2:45PM					

Do not forget to mark am or pm!

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	☒	Sun 4/07												
	☒	Mon 4/08	8:00AM-5:...	7:45AM	4:57PM							9.25	9.25	9.25
	☒	Tue 4/09	8:00AM-5:...	7:43AM	11:11AM		1:57PM	**4:57PM**				3.5	3.5	12.75
	☒	Wed 4/10	8:00AM-5:...	7:43AM										12.75
	☒	Thu 4/11	8:00AM-5:...											12.75
	☒	Fri 4/12	8:00AM-2:...											
	☒			2:45PM						Comp Tim...	2.25		2.25	15.0
	☒	Sat 4/13												15.0
	☒	Sun 4/14												15.0

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.

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	☒	Sun 4/07												
+	☒	Mon 4/08	8:00AM-5:...	7:45AM	4:57PM							9.25	9.25	9.25
+	☒	Tue 4/09	8:00AM-5:...	7:43AM	11:11AM		1:57PM	4:57PM				6.5	6.5	15.75
+	☒	Wed 4/10	8:00AM-5:...	7:43AM										15.75
+	☒	Thu 4/11	8:00AM-5:...											15.75
+	☒	Fri 4/12	8:00AM-2:...											
+	☒			2:45PM						Comp Tim...	2.25		2.25	18.0
+	☒	Sat 4/13												18.0

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

Manage My Department | Requests

Requests

Time-Off | Submitted — Status of leave can be changed

A new tab "Requests" will open

Date range can be changed

Next Schedule Period | FAC

Action buttons — Details | Edit | Add Request | Approve | Refuse | Pending | Retract

Refresh | Go To

Modified By (Username)	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
RMHAMILT	Request Time Off	8/26/2020 10:35AM	Submitted	Hamilton, Rose M	9/11/2020	Hamilton, Rose M	9/11/2020	Discretionary Day	
JVESTA	Request Time Off	8/27/2020 5:02AM	Submitted	Vesta Jr, James R	9/08/2020	Vesta Jr, James R	9/11/2020	Vacation-NonExempt	
JOSHSEWARD	Request Time Off	8/28/2020 10:49AM	Submitted	Seward, David J	9/18/2020	Seward, David J	9/18/2020	Sick Leave	

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

Request Detail | Accruals

Request Time Off   **Submitted 8/27/2020 5:02AM**

Modified By (Username)	JVESTA
Subject	Request Time Off
Submit Date	8/27/2020 5:02AM
Status	Submitted
Submitted By	Vesta Jr, James R

1) Select a request and it will be highlighted blue.

2) The details of the request will appear at the bottom of the screen.

3) You can check the employee's leave accruals before approving the request.

This employee has 266.35 hours of vacation time available to use.

Click "Approve".

Approve Time-Off Request

Submitted: 8/27/2020 - 5:02:03AM
Modified by: JVESTA

Employee: Vesta Jr, James R   Type: Request Time Off

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
9/08/2020	9/11/2020	Vacation-NonExe...	Full day		

Accruals on: 9/08/2020

Accrual	Balance
Comp Time	0.02 Hour
Discretionary Day	0.0 Hour
Holiday Comp Time	0.0 Hour

Status History

Submitted: 8/27/2020 - 5:02:03AM
JVESTA

Comments (0)
Select Comment
Type a note (optional)

Cancel   Approve

Comments can be added (but not required) 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 to complete the leave approval process.

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.

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

By Employee	4/07 - 4/13					4/14 - 4/20	
Name ▲	Sun 4/07	Mon 4/08	Tue 4/09	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13
Sanders, Allison M		8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 2:45PM Comp Time Taken [2.25]	

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

Edit Pay Code Comp Time Taken

Assigned to
Sanders, Allison M

Effective Date:* 4/12/2019

Pay Code:* Comp Time Taken

Amount (HH.hh):* 2.25

☐ Override Shift

◉ Whole Shift   ○ Partial Shift

Start Time:* 2:45PM

Repeat for: 1 days   Transfer Labor Level:

Comments (0) Add Comment

Cancel   Apply

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.

DON'T FORGET TO SAVE!

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"

Step 2: Add all the necessary information

Add a comment with your initials

Step 3: Click Apply

Quick Actions	View	Column Selection	Visibility Filter	Select all	Gantt View	Sorting

Refresh	View Comments	Share	Save	Go To

By Employee	● 4/07 - 4/13					4/14 - 4/20	
Name ▲	Sun 4/07	Mon 4/08	Tue 4/09	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13
Sanders, Allison M		8:00AM - 5:00PM	Sick Leave [8.0](c)	8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 2:45PM Comp Time Taken [2.25]	

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

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. You can email our office and we can set up delegations for your office.

Click Actions

Once the actions tab that opens, click RM_Mgr_Delegation

Create Delegation - Google Chrome

https://k-state.kronos.net/wfc/KDWEFormServlet?initForm=true&id=15735&CSRF_TO...

Existing Delegations

None

New Delegation

* Delegate: Cassel, Edward C
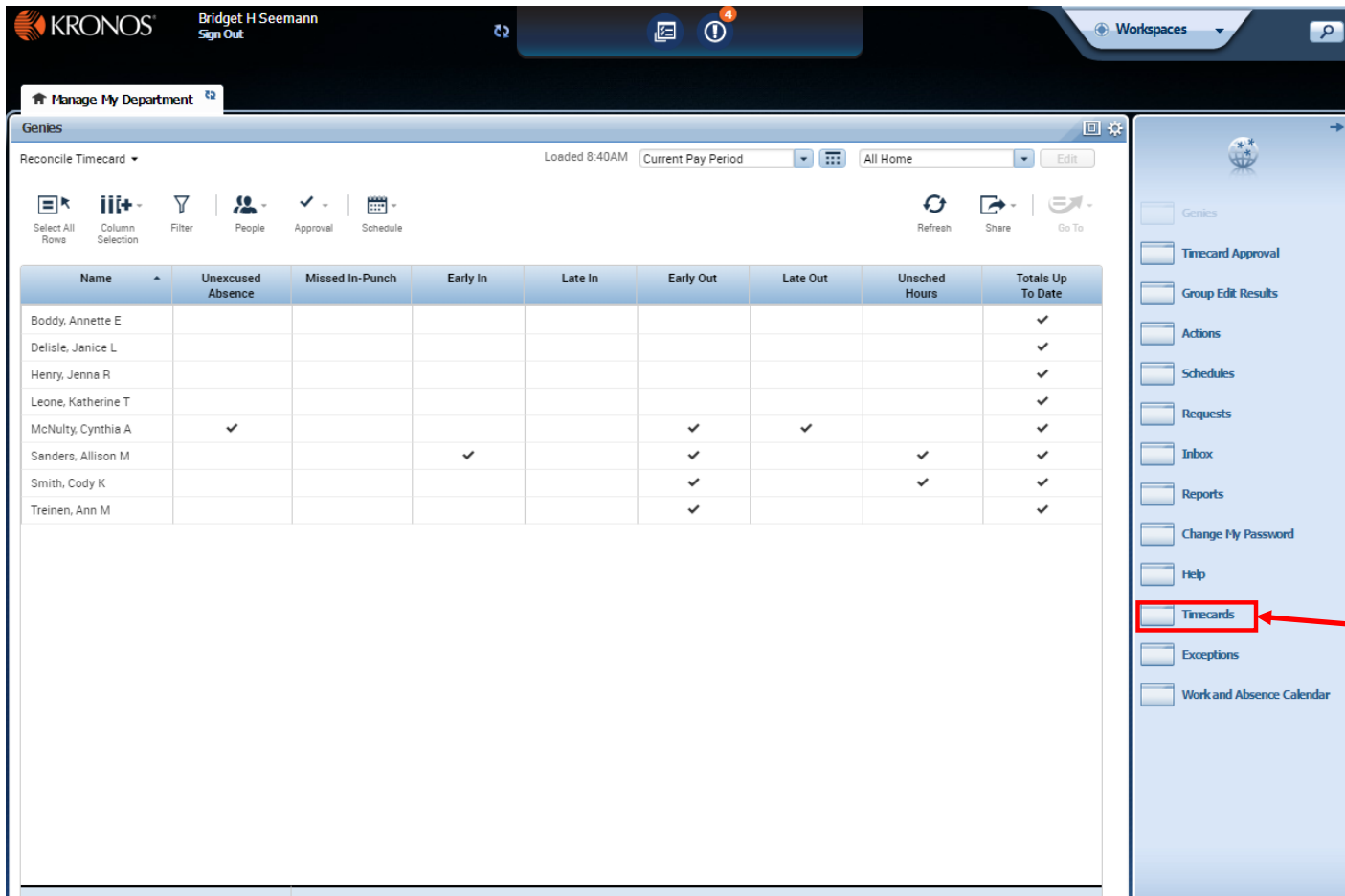* Start Date:
* End Date:
* Role: Manager

[Save & Close] [Cancel]

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.

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

Bridget H Seemann
Sign Out

Step 1: Click on Alerts

Request Manager Alert Category

Request Manager Alert (3)

⚠ RM_Mgr_Delegation2

⚠ RM_Admin_Delegation   1

Request Manager Alert (3)

Step 2: Click on action that needs to be accepted

View All

When delegation begins

When delegation ends

Who sent the request

2/27/2019 - 3/28/2019 Select All RM_Admin_Del... Active

[Accept Delegation] [Decline Delegation] [Show Detail]

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Delegator	Delegate	Role	End Date
Admin, Payroll	Accept Delegatio...	3/28/2019 11:10AM	Active	Admin, Payroll	3/28/2019	Cassel, Edward C	Seemann, Bridget H	Manager	3/28/2019

Step 3: Click Accept Delegation

▼I Bridget H Seemann
Sign Out

This symbol shows delegation. Click it to "switch roles."

NOS ▼I Bridget H Seemann
Sign Out

Delegator [Start - End] |X

Myself [-]
Cassel, Edward C [Manager] [3/28/2019 - 3/28/2019]

Click on which person's timecards need to be worked on

Adding "Standby" Time (in the Timecard Screen)

Click on Timecards

Loaded: 2:12 PM   Current Pay Period   ▾   ⊞   All Home   ▾

✓ ▾
Approve
Timecard

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

🖶   🔄   🖩   💾   ↗ ▾
Print   Refresh   Calculate   Save   Go To
Timecard   Totals

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
✚	✕	Sun 4/07												
✚	✕	Mon 4/08	8:00AM-5:...	7:45AM	4:57PM							9.25	9.25	9.25
✚	✕	Tue 4/09	8:00AM-5:...	7:43AM	11:11AM		1:57PM	4:57PM				6.5	6.5	15.75
✚	✕	Wed 4/10	8:00AM-5:...	7:43AM	12:01PM		12:31PM					4.25	4.25	20.0
✚	✕	Thu 4/11	8:00AM-5:...											20.0
✚	✕	Fri 4/12	8:00AM-2:...											
✚	✕			2:45PM						Comp Tim...	2.25		2.25	22.25
✚	✕	Sat 4/13												22.25
✚	✕	Sun 4/14												22.25
✚	✕	Mon 4/15	8:00AM-5:...											22.25
✚	✕	Tue 4/16	8:00AM-5:...											22.25
✚	✕	Wed 4/17	8:00AM-5:...											22.25
✚	✕	Thu 4/18	8:00AM-5:...											22.25

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift
✚	✕	Sun 4/07								Please Choose: ▾		
✚	✕	Mon 4/08	8:00AM-5:...	7:45AM	4:57PM					Search		9.25
✚	✕	Tue 4/09	8:00AM-5:...	7:43AM	11:11AM		1:57PM	4:57PM		Shift-$0.60 / Shift 1-$0.40		6.5
✚	✕	Wed 4/10	8:00AM-5:...	7:43AM	12:01PM		12:31PM			Sick Leave / Sick Leave-Exem		4.25
✚	✕	Thu 4/11	8:00AM-5:...							Standby		
✚	✕	Fri 4/12	8:00AM-2:...							Student Employe / Vacation-Exemp ▾		

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.

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+	×	Sun 4/07								Standby ▾			
+	×	Mon 4/08	8:00AM-5:...	7:45AM	4:57PM							9.25	9.25
+	×	Tue 4/09	8:00AM-5:...	7:43AM	11:11AM		1:57PM	4:57PM				6.5	6.5
+	×	Wed 4/10	8:00AM-5:...	7:43AM	12:01PM		12:31PM					4.25	4.25
+	×	Thu 4/11	8:00AM-5:...										

Step 4: Click Save.

✓ ▾
Approve Timecard

🖨 Print Timecard   🔄 Refresh   🧮 Calculate Totals   💾 Save   ➥ Go To

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Sun 4/07								Standby	24.0			
+	×	Mon 4/08	8:00AM-5:...	7:45AM	4:57PM							9.25	9.25	9.25

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)
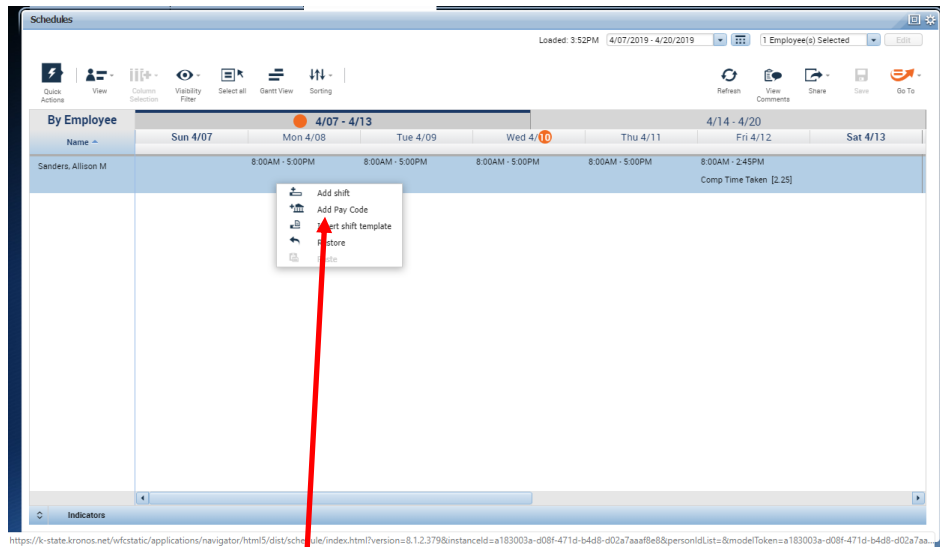

From the employee's timecard that needs standby added, click on "Go To."

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"

Add Pay Code

Assigned to
Sanders, Allison M

Effective Date:*   4/08/2019

Pay Code:*   Standby

Amount (HH.hh):*   7.00

☐ Override Shift

     ⦿ Whole Shift   ◯ Partial Shift

Start Time:*   12:00AM

Repeat for: 1   days   Transfer Labor Level:

Comments (0)   Add Comment

     Cancel   Apply

Step 4: Enter the amount of standby hours needed.

Add Pay Code

Assigned to
Sanders, Allison M

Effective Date:*   4/08/2019

Pay Code:*   Standby

Amount (HH.hh):*   7.00

☐ Override Shift

     ⦿ Whole Shift   ◯ Partial Shift

Start Time:*   5:00PM

Repeat for: 1   days   Transfer Labor Level:

Comments (0)   Add Comment

     Cancel   Apply

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

Step 6: Click Apply

By Employee — 4/07 - 4/13

Name ▲	Sun 4/07	Mon 4/08	Tue 4/09	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13
Sanders, Allison M		8:00AM - 5:00PM Standby [7.0]	8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 2:45PM Comp Time Taken [2.25]	

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.

By Employee — 4/07 - 4/13

Name ▲	Sun 4/07	Mon 4/08	Tue 4/09	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13
Sanders, Allison M		8:00AM - 5:00PM Standby [7.0]	8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 2:45PM Comp Time Taken [2.25]	

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."

By Employee — 4/07 - 4/13

Name ▲	Sun 4/07	Mon 4/08	Tue 4/09
Sanders, Allison M		8:00AM - 5:00PM Standby [7.0]	8:00AM - 5:00PM Standby [7.0]

The standby time now appears on the second day.

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