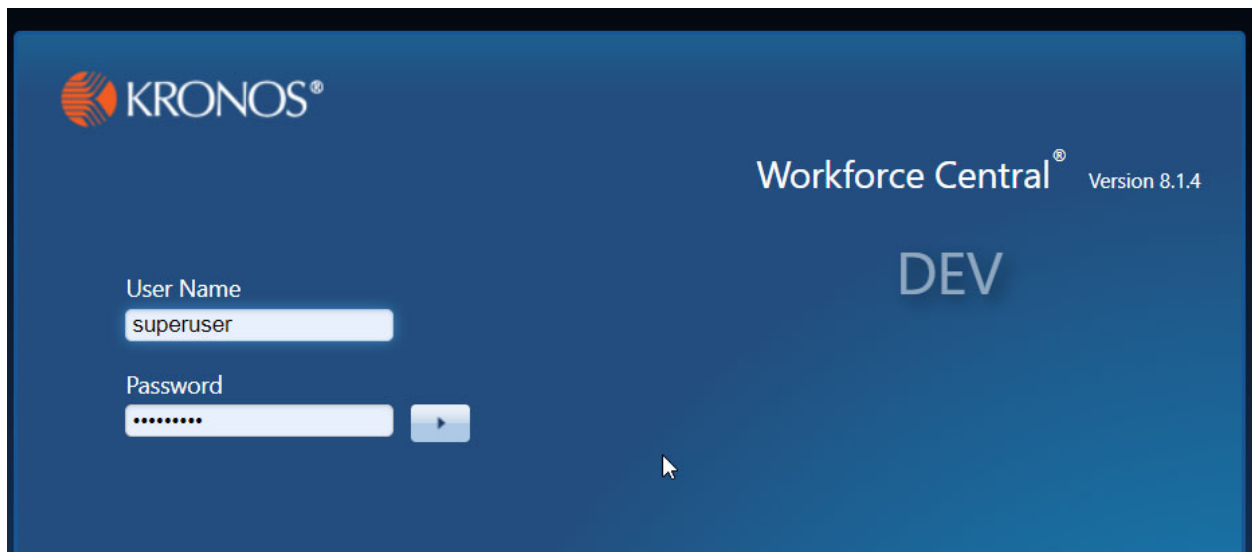


Kronos Exempt Employee Job Aid

Exempt employee's regular hours are uploaded into Kronos each pay period. The below job aid provides detailed instructions on how to add your exception time, such as Personal, Sick or Vacation hours to your timecard when needed.

Please note: Regular, Personal, Sick, Vacation and Floating Holiday (if not assigned) hours must be entered in **full day increments**. This relates to federal labor standards and the nature of exempt employment. The LUC policy on exempt employment states: *"There is no premium for extra hours of work nor any deduction for partial-day absences."* The policy can be found on the Human Resources website at http://www.luc.edu/hr/policies/policy_payclass.shtml for your review.

1) Access Kronos by navigating to <https://kronos.luc.edu> and entering your Loyola username and password. Please remember the username should be entered in lowercase letters.



2) When you log into Kronos you will be taken to your timecard window (unless you have supervisory rights).

If you do not have supervisory rights, you will see your timecard where you will be able to select the appropriate time period, and review, edit, and approve your timecard. You are also able to check your current accrual balances.

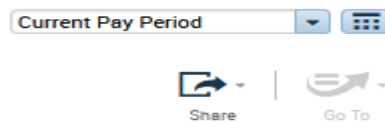
Timecards

Loaded: 4:08 PM Current Pay Period 1 Employee(s) Selected

View Approve Timecard Sign Off Accruals Actions Print Timecard Refresh Calculate Totals Save Go To

	Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily	Period
X	Sun 8/15									
X	Mon 8/16	REGULAR	7:30						7:30	7:30
X	Tue 8/17	REGULAR	7:30						7:30	15:00
X	Wed 8/18	REGULAR	7:30						7:30	22:30
X	Thu 8/19	REGULAR	7:30						7:30	30:00
X	Fri 8/20	REGULAR	7:30						7:30	37:30
X	Sat 8/21									37:30
X	Sun 8/22									37:30
X	Mon 8/23	REGULAR	7:30						7:30	45:00

3) To enter your exception time, make sure that you are in the correct pay period. If you are unsure which pay period you are in, you can review the dates listed in the first column of your timecard. The Pay & Holiday Calendar is also available on the Human Resources website at <https://www.luc.edu/hr/holiday-calendar/>.

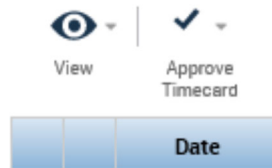


Select the 'Pay Code' box for the date you would like to change and a drop down box will appear. Use the scroll bar to view the options and select the code you would like to use. You must hit save after you are finished making your edits. Remember, exception time should be used in **full day increments**, so do not reduce the amount of hours.

	Date	Pay Code	Amount	In
X	Sun 8/15			
X	Mon 8/16	REGULAR	7:30	
X	Tue 8/17	REGULAR	7:30	
X	Wed 8/18	REGULAR	7:30	
X	Thu 8/19	REGULAR	7:30	
X	Fri 8/20	PERSONAL DAY	7:30	
X	Sat 8/21			
X	Sun 8/22			
X	Mon 8/23		7:30	
X	Tue 8/24		7:30	

Quick Hint: If you are trying to edit your timecard and the background is a color other than white; there is a chance you or your manager has already approved the timecard. Refer to item #8 of this job aid to see how you can confirm. If this happens, you will need to have the approval removed before you can make any changes to your timecard.

4) When you have made all the necessary changes for the pay period, save and approve your timecard. You can click the 'Approve Timecard' icon and select 'Approve Timecard' from the drop down box. There is also an option to remove your approval in the event you need to make edits to your timecard. Once you approve your timecard, the background will turn green.



7) You can check your accrual balance by going to the bottom of the timecard. Be sure to click on the double line and arrow icon (shown circled below) so it will show the additional tabs. You will have tabs for 'Total' hours as enter on the timecard, 'Accruals', 'Historical Corrections' and 'Audits'. Click the 'Accruals' tab to see your balances.

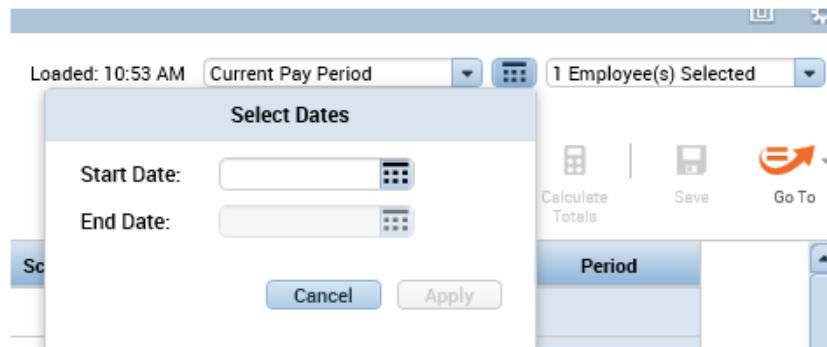
Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Holiday Pay	15.00	Hour	Fri 1/01 - Fri 12/31	15.00	15.00
Personal	30.00	Hour	Fri 1/01 - Fri 12/31	0.00	30.00
Sick	450.00	Hour	Fri 1/01 - Fri 12/31	450.00	450.00
Vacation	187.30	Hour	Fri 1/01 - Fri 12/31	180.52	187.30

A simplified way for you to check your PTO use can be done by following the steps below.

Steps to check your Floating Holiday, Vacation, Sick, and Holiday usage:

- Login to Kronos
- Go to Select dates (appears next to current pay period, see picture below)
- Enter the Start date (01-01-2021)
- Enter the End date (current date)

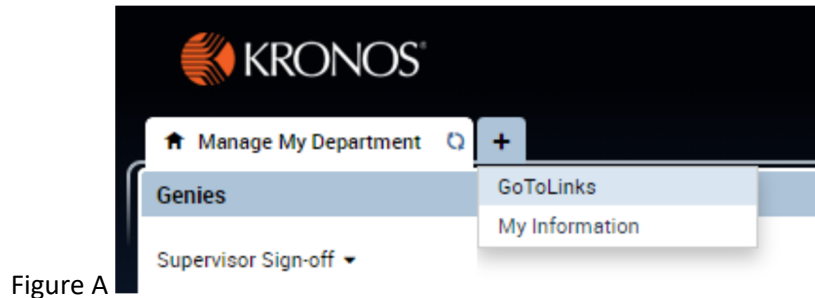
After the timecard populate, scroll down to check the pay codes to see when your PTO was coded.



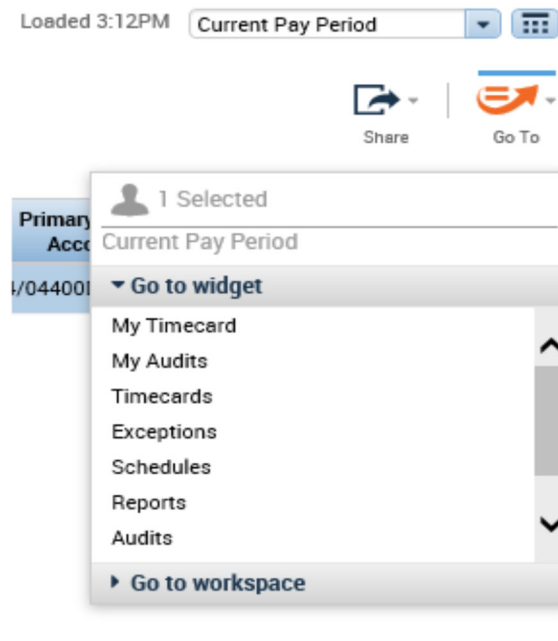
8) If you would like to confirm that your timecard has been approved, you can go to the 'Audits' tab at the bottom of the timecard to search that information. Once on the tab, select 'My Signoff and Approval' from the first drop down box and in the second drop down box select 'All'. Timecard approval information will populate here.



If you have supervisory rights, please select the + tab next to the 'Manage My Department' tab to open the 'My Information', as shown in Figure A. This will allow you to view your own timecard.



9) To run a report in Kronos, look at the list of items on the top right-hand side of your timecard. Click on the 'Go To' icon and select 'Reports' from the drop down menu. Once selected it will bring you to another screen with different report names appearing on the left-hand side.



Select your report from the list and follow the instructions by entering the requested information.

Reports ▾

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

Run Report Refresh Email Print Schedule Report

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

- + All
- + Accruals
- + Biometrics
- + Configuration
- + Data Collection
- + Detail Genie
- + Import
- + Mobile
- + Other Reports
- + Roll-Up Genie
- + Scheduler
- + Statutory Reports
- + TeleTime IP
- + Timecard
- + Working Time Directive

Once you run the report, you will be taken to a different screen showing the processing status. It will go from 'Waiting' to 'Complete' once the job is done. It may take a few minutes for the report to run.

Reports ▾

REPORTS

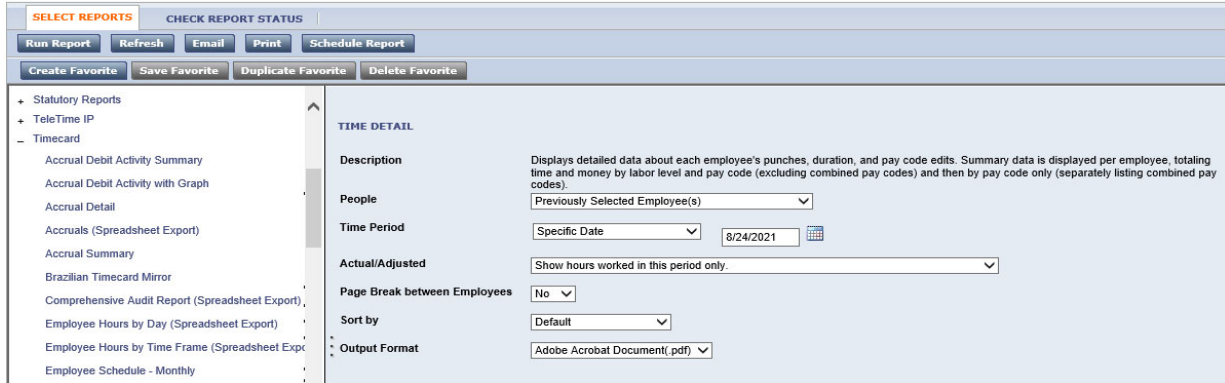
SELECT REPORTS | CHECK REPORT STATUS

View Report Refresh Status Delete

Name Search

Report Name	Format	Date In ▾	Date Done	Status
Accrual Balances and Projections	pdf	8/24/2021 10:59AM		Waiting

The most used report is the 'Time Detail' report located under the 'Timecard' list. This report will show information on the total hours works and pay codes used.



SELECT REPORTS **CHECK REPORT STATUS**

Run Report **Refresh** **Email** **Print** **Schedule Report**

Create Favorite **Save Favorite** **Duplicate Favorite** **Delete Favorite**

- Statutory Reports
- TeleTime IP
- Timecard
 - Accrual Debit Activity Summary
 - Accrual Debit Activity with Graph
 - Accrual Detail
 - Accruals (Spreadsheet Export)
 - Accrual Summary
 - Brazilian Timecard Mirror
 - Comprehensive Audit Report (Spreadsheet Export)
 - Employee Hours by Day (Spreadsheet Export)
 - Employee Hours by Time Frame (Spreadsheet Exp
 - Employee Schedule - Monthly

TIME DETAIL

Description 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 (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People Previously Selected Employee(s) ▼

Time Period Specific Date ▼ 8/24/2021

Actual/Adjusted Show hours worked in this period only. ▼

Page Break between Employees No ▼

Sort by Default ▼

Output Format Adobe Acrobat Document(.pdf) ▼