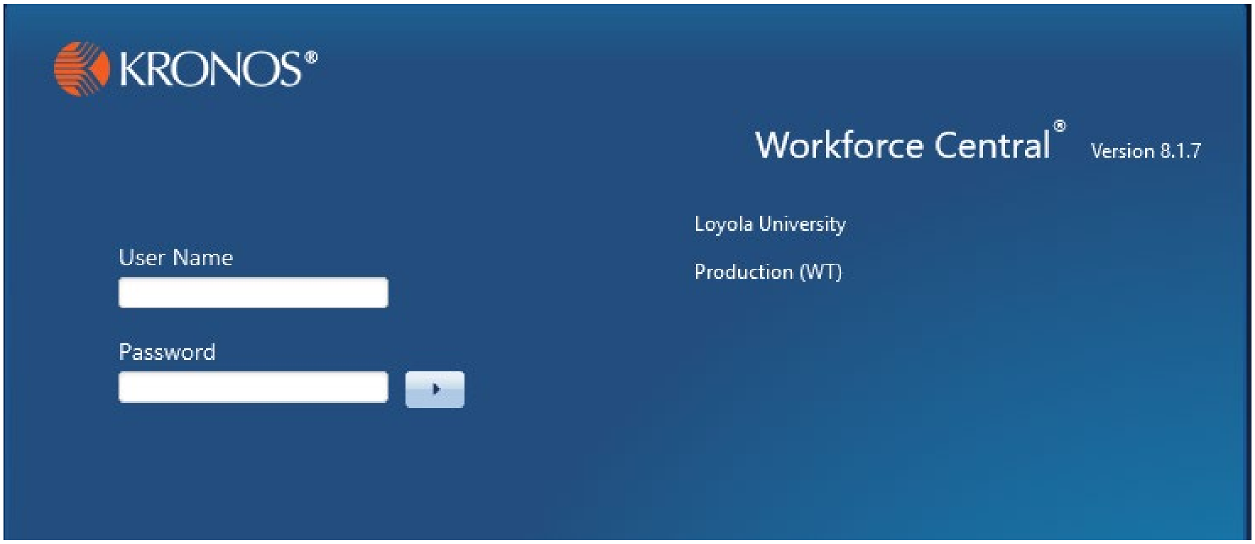
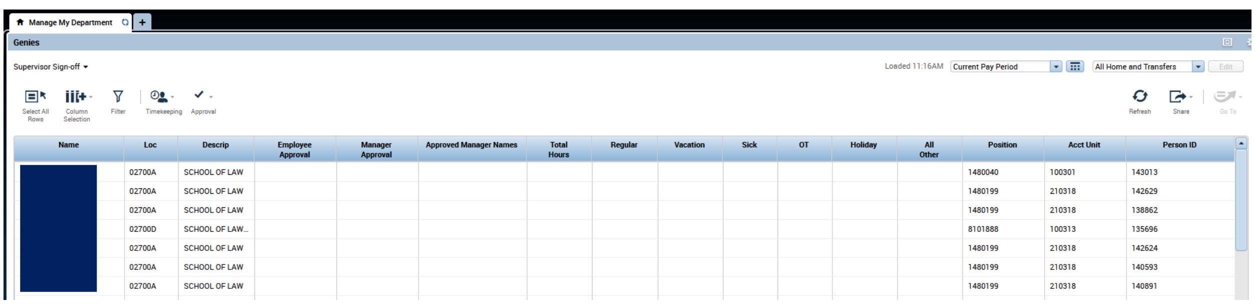
KRONOS Manager Job Aid

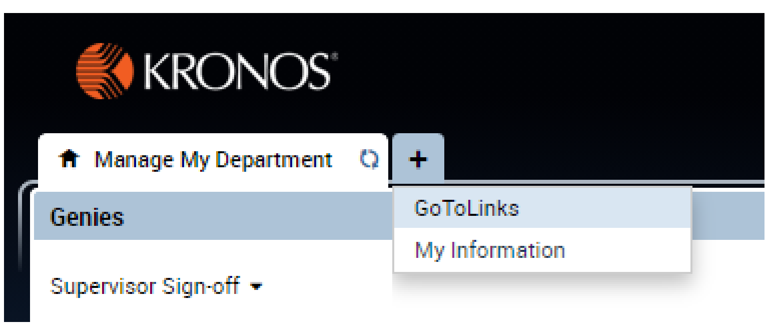
1) Access Kronos by navigating to [https://kronos.luc.edu and](https://kronos.luc.edu) entering your Loyola username and password. Please remember the username should be entered in lowercase letters.



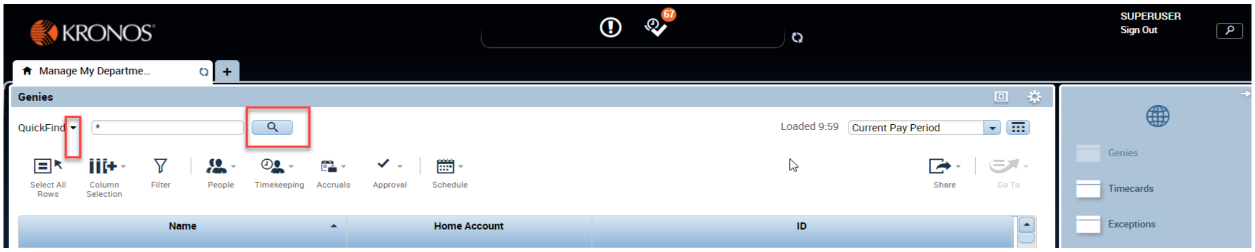
2) When you log in as a manager, "Manage My Department" will be the first workspace you see. The Genie you see by default is the 'Supervisor Signoff' as shown below.



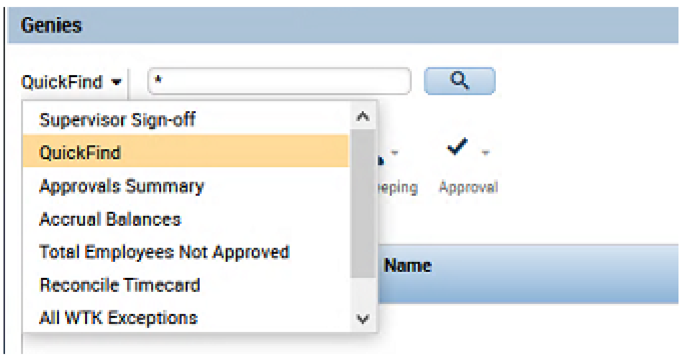
Note: To access your own timecards, click on the "+" sign to open the "My Information" tab.



If you are following along with this guide, click the small black arrow to the right of the genie and select "QuickFind" from your drop-down list. Then click on the magnifying glass icon to see all the employees within your access (+/- any terms or new hires).

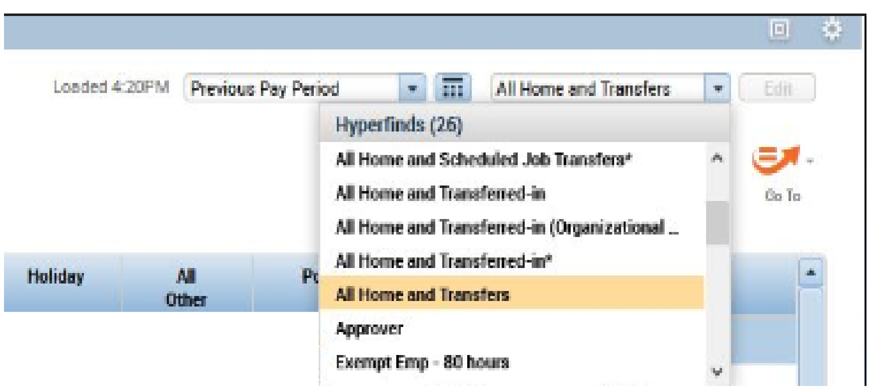


3) The Genies you have access to in your current Workforce system has been rolled up into this one dropdown list. You just need to select the one you want to use.

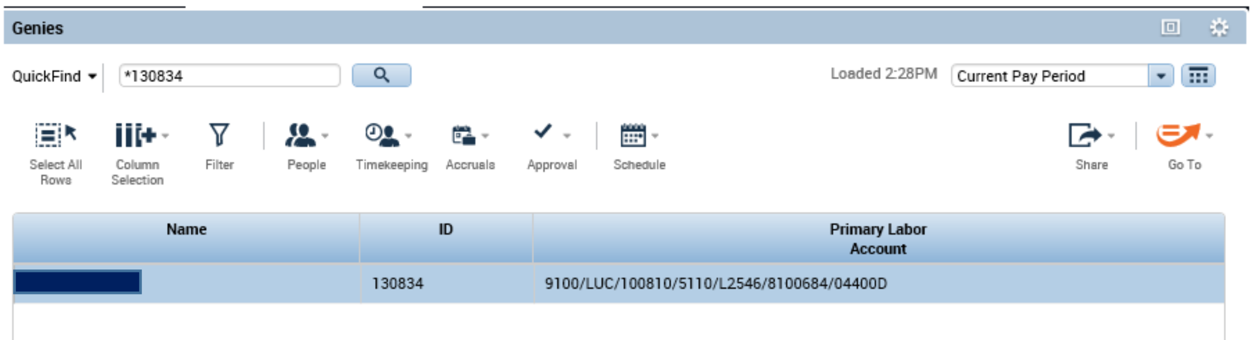


4) On the right hand side of the screen the pay period will show 'Current Pay Period' by default. You can also select a range of dates by clicking the calendar icon.

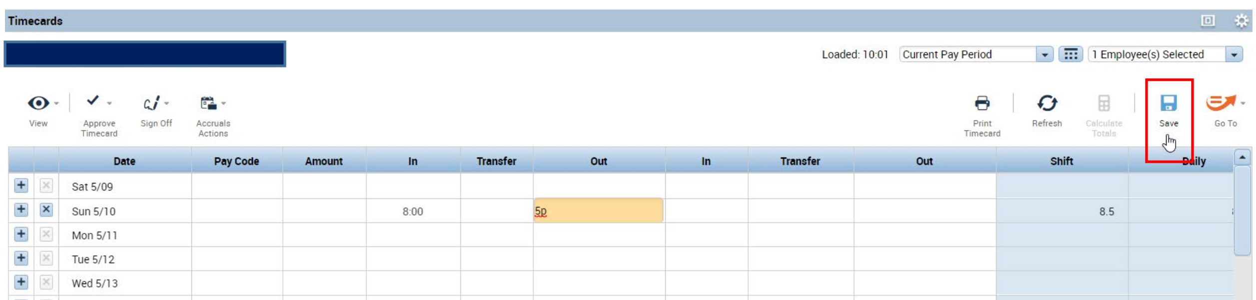
In all Genies, except QuickFind, you can click on the arrow next to "All Home and Transfers" to change the hyperfind query to further filter down the list of employees.



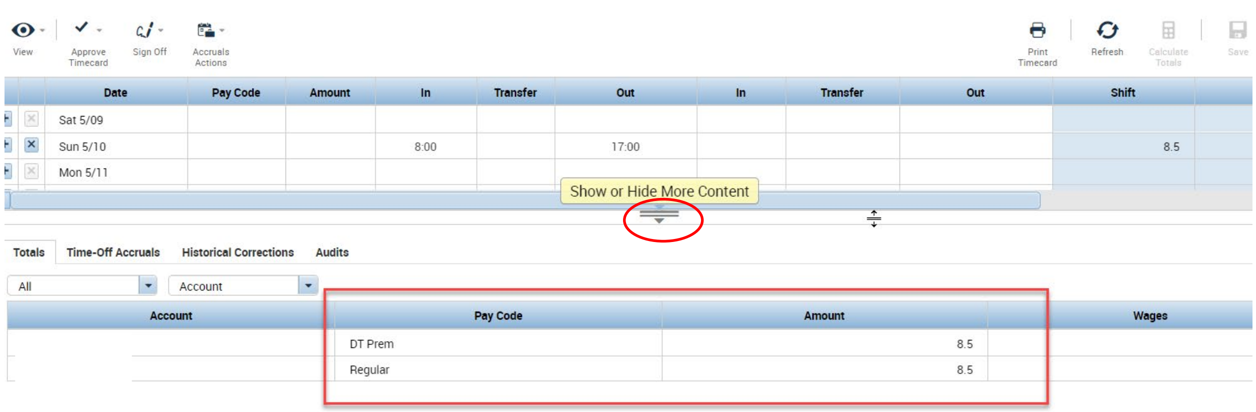
5) To access someone's timecard, simply double-click on their name.



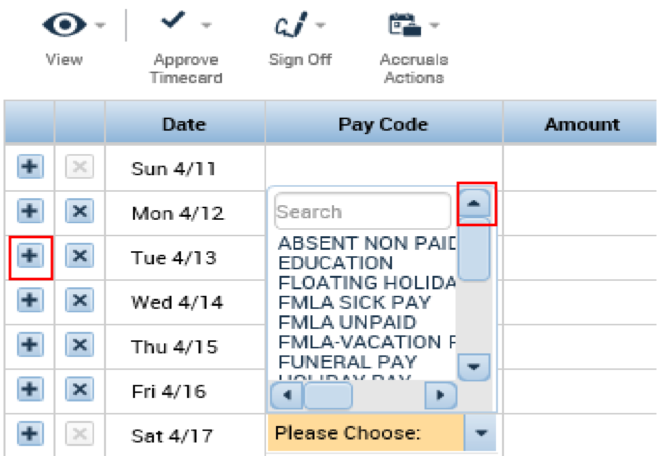
This will open a new tab and bring you into the timecard view. From here you can add punches or make edits. <u>When you are done making changes, be sure to click on the "save" icon on the right side above the timecard.</u>



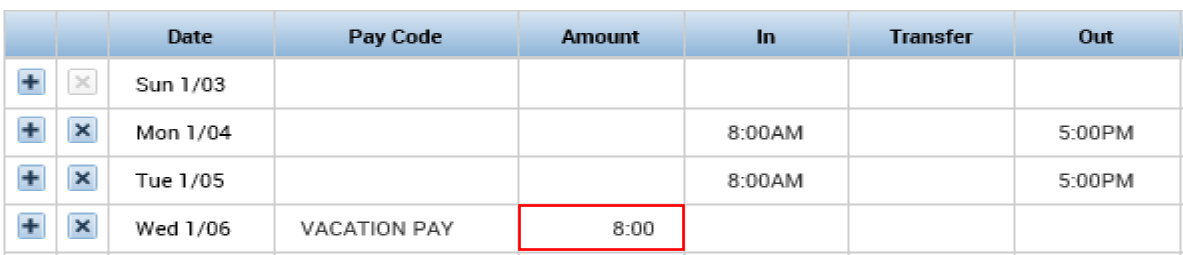
6) The totals for all the transactions in the timecard will appear below the timecard. By default, the "Totals" tab should appear first. Be sure to click on the double line and arrow icon (shown circled below) so it will show the additional tabs. You will have tabs for 'Total' hours as enter on the timecard, 'Accruals', 'Historical Corrections' and 'Audits'.



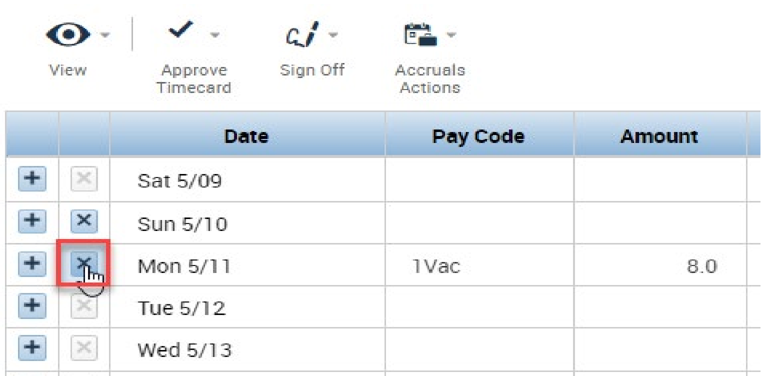
7) To add a pay code edit to the timecard, click in the pay code field for the day you want to add the edit. You may need to click the '+' icon next to that day to add another line if transactions already exist on that day. Select the pay code from the list. (Hint: you can type the first letter of the pay code to get to it quicker.)



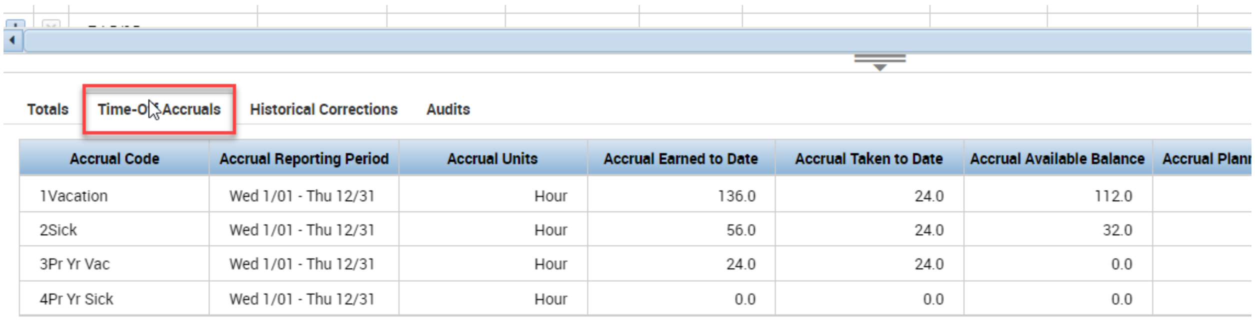
8) To add an amount for the pay code, click in the amount field and either type in an amount of hours and minutes or select an option from the dropdown if the employee has a schedule.



9) To delete a line in the timecard, simply click on the 'X' icon next to the line. <u>Make sure to click on the "save" icon on the top right to save your changes as you go.</u>

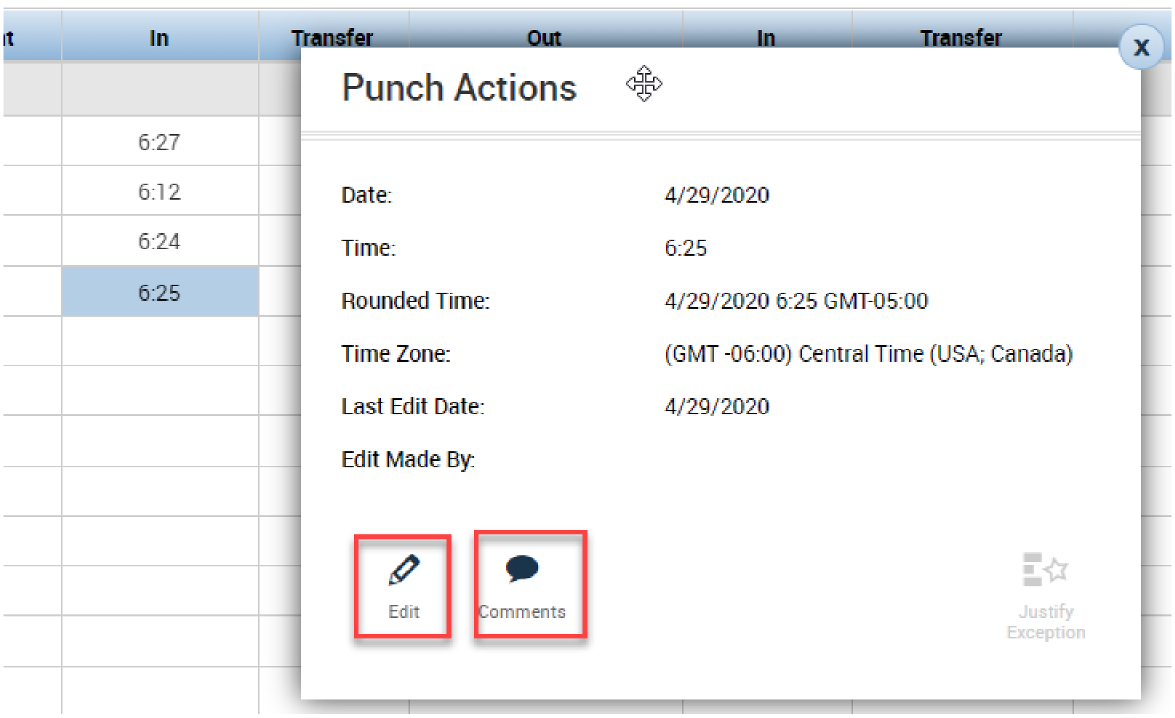


10) You can check the employee's accrual balances first by clicking on the "Accruals" tab that appears at the bottom of the timecard.

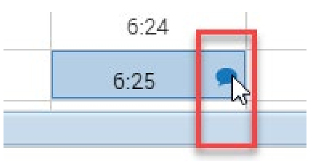


Accrual Code	Accrual Reporting Period	Accrual Units	Accrual Earned to Date	Accrual Taken to Date	Accrual Available Balance	Accrual Plan
1Vacation	Wed 1/01 - Thu 12/31	Hour	136.0	24.0	112.0	
2Sick	Wed 1/01 - Thu 12/31	Hour	56.0	24.0	32.0	
3Pr Yr Vac	Wed 1/01 - Thu 12/31	Hour	24.0	24.0	0.0	
4Pr Yr Sick	Wed 1/01 - Thu 12/31	Hour	0.0	0.0	0.0	

11) To edit a punch, add a comment, or cancel a lunch deduction, right-mouse click on the punch. The pop-up window below should appear with the option for 'Edit' or 'Comment'.



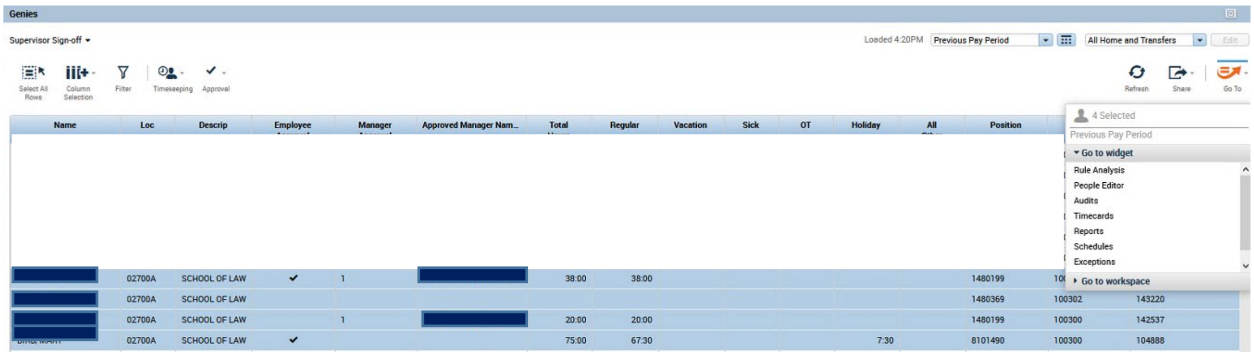
12) You can pick from the list of comments and, if your function access profile allows it, you can type in a note for the comment. Once you click the "save" icon, you will see a blue "bubble" in the punch cell. Hover the mouse pointer over it and you will be shown the comment plus your note in brackets.



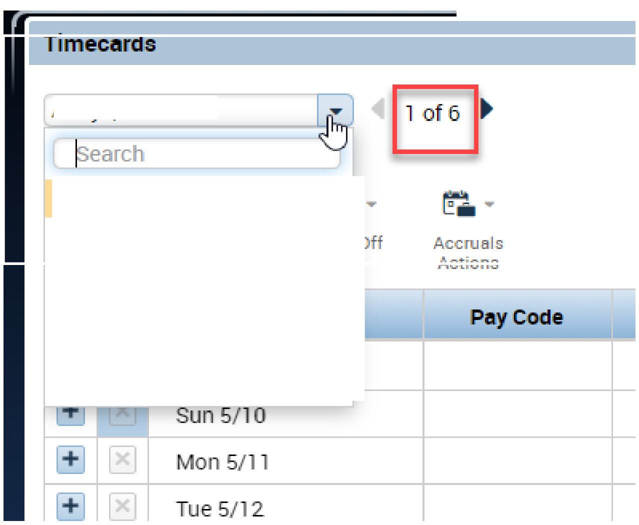
13) If you want to see timecards for more than one person, you can click on multiple employees by holding down your "Ctrl" key as you select the employees. Click on the "Go To" icon on the upper right side of the window.

The pop-up window will tell you how many employees you have selected and will give you a list of areas you can navigate to for that group of employees.

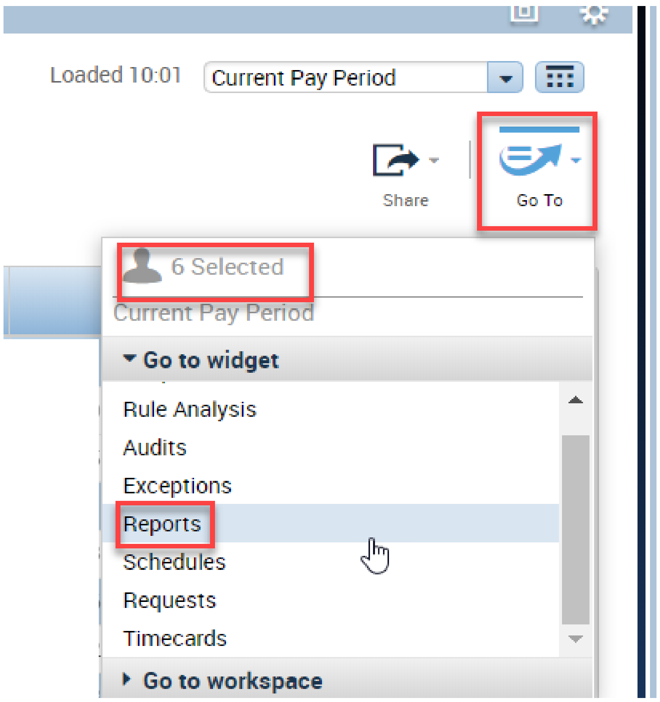
Note: You can also click on the "Select All Rows" icon to select all of your employees. Then select the "Go To" icon and click on "Timecards".



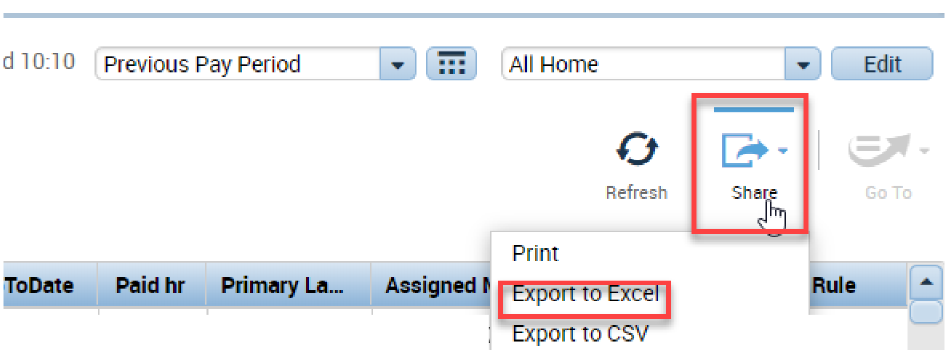
14) This will bring you to the timecards for all the employees you have selected. You can scroll through the employees' cards by clicking the arrows or use the drop down list to select a specific employee.



15) You can also use the "Go To" icon on the main page to go to other areas of the system for the employees you have selected. In the scenario below, I want to run a report for just the 6 employees I have selected.

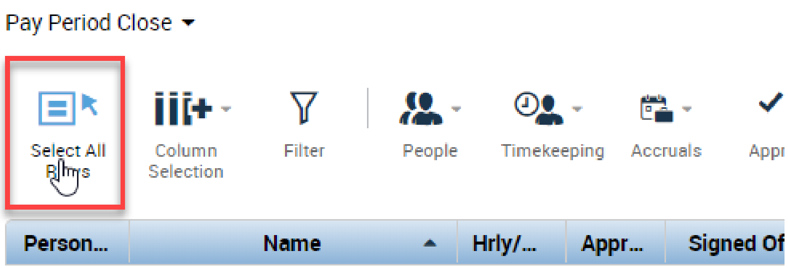


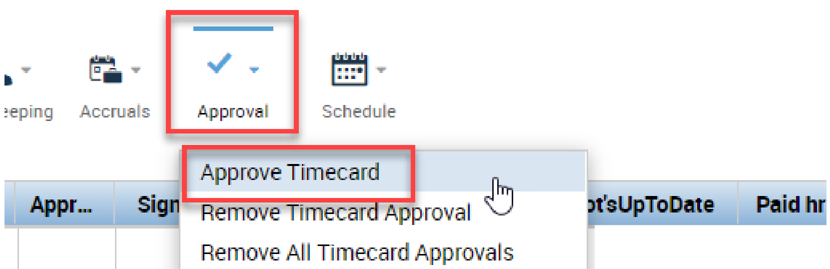
16) If you wish to export the results of a genie, click on the "Share" icon to see your export options.



17) After you have completed all your edits and processes for closing out a pay period, you can use the "Select All" icon from a genie and then use the "Approval" icon. Once your approval has been made, the timecard color should change to yellow with one approval (Manager) or green with two approvals (Employee and Manager).

Note: You can also do this for individual employees by selecting the "Approval" icon within their timecard.

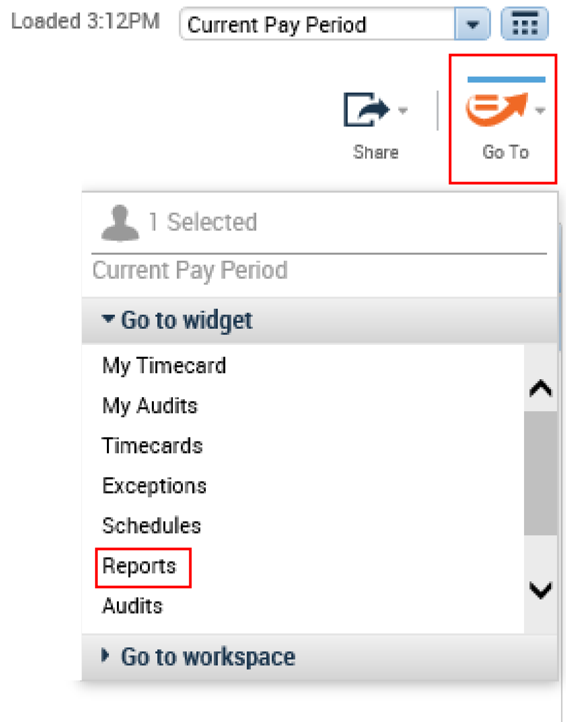




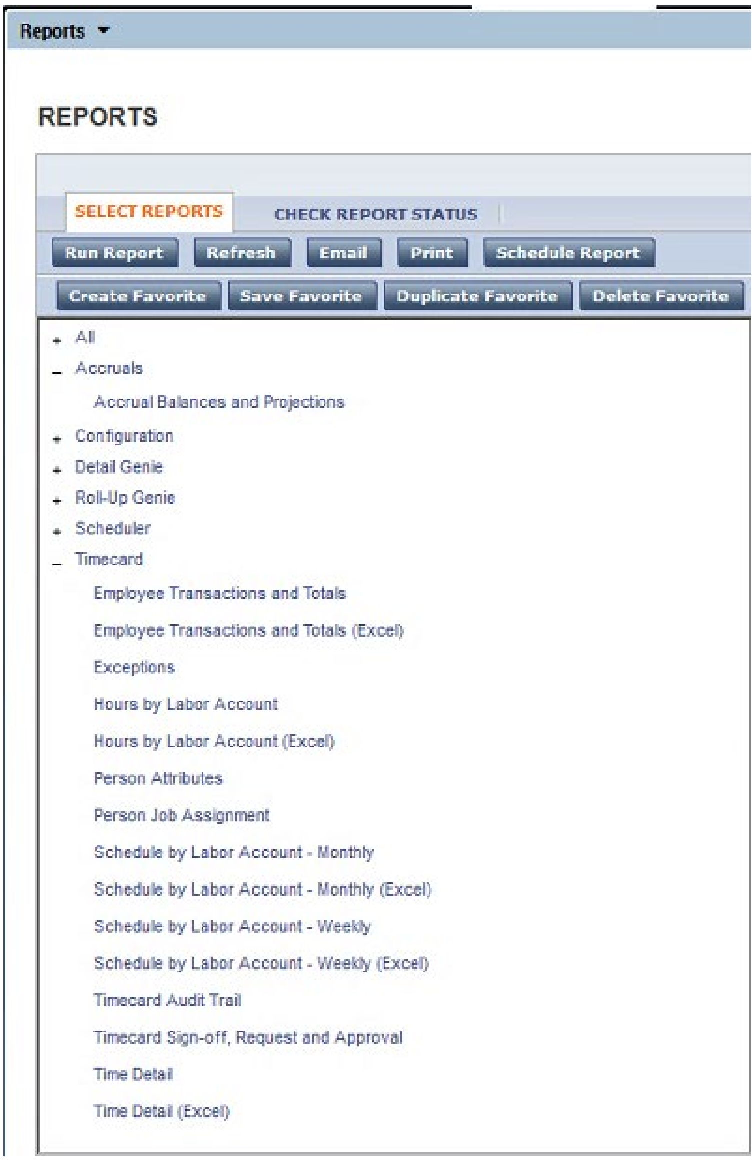
18) Your employees can confirm that you have approved their timecard by going to the 'Audits' tab at the bottom of their timecard. Once on the tab, select 'My Signoff and Approval' from the first drop down box and in the second drop down box select 'All'. Timecard approval information will populate here when the employee and manager complete the approvals.

Additional Information – How to run reports in Kronos

To run a report on an employee, select their name and then click on the 'Go To' icon on the top left of the screen. Select 'Reports' from the drop down menu.



A new tab will open with a list of available reports. Select your report and follow the instructions by entering the requested information.



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.