

Kronos

Copy Activities for Activity Employees



Copy Previously Used Activities

1. Find the Activity you want to copy.
 - If you are in the start of a new pay period, you can use the calendar to select the date you want to copy.
2. Right Click on the Activity and Activity Event Actions will appear.
3. Select “Copy Activity Events”.

The screenshot displays a timecard application interface. At the top, there is a user selection dropdown for 'QUAMME, JEFFREY R' and a page indicator '1 of 1' with the number '54148'. On the right, it shows 'Loaded: 9:01 AM' and a date range '6/25/2023 - 7/22/2023, S...'. Below this is a navigation bar with icons for View, Time Period Entry, Approve Timecard, Sign Off, Activity Status, and Accruals Actions. On the far right of the navigation bar are 'Print Timecard' and 'Refresh' buttons. The main area is a calendar grid with columns for Date, Schedule, In, Out, Transfer, Activity, Duration, Pay Code, Amount, Shift, Daily, and Period. The grid shows dates from Sun 6/25 to Tue 6/27. A modal window titled 'Activity Event Actions' is open over the grid, showing details for a selected activity: Date: 6/26/2023, Activity Name: OrgCode/40156 ENG LIO PD PLAN REVIEW/199 REGULAR PAY, and Details including Description: 199, Duration: 3.25, Adjusted Start: 5:38AM, and Adjusted Stop: 8:53AM. At the bottom of the modal are buttons for 'Edit Activity Event', 'Comments and Notes', 'Edit Results', 'More actions', 'Copy Activity Events', and 'Re-order and Concurrency'. An orange arrow points from the 'Copy Activity Events' button in the modal to the 'Copy Activity Events' button in the instructions above.

Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount	Shift	Daily	Period
Sun 6/25											
Mon 6/26	7:30AM-4:00PM	5:38AM	4:45PM		OrgCode/40156 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	3.25			10.37	10.37	10.37
					OrgCode/40154 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	1.0					
					OrgCode/40158 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	2.0					
					OrgCode/83116 SEWER GAS	1.5					
					STREET/14082-402-170 L	1.0					
					STREET/14636-402-170 H	1.0					
					DESIGN/13902-40-200-40	0.62					
					MEALBREAKUNPAID	0.75					
Tue 6/27	7:30AM-4:00PM	5:32AM	5:00PM		OrgCode/40154 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	1.0			10.72	10.72	21.08
					OrgCode/40156 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	3.25					
					OrgCode/83116 SEWER GAS	1.5					
					OrgCode/40158 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	2.0					
					ADMIN/14833-40-200-40	1.0					

Copy Activity Event

Copy Activity Event

Time Period
Selected Date Range

Time Period : 6/25/2023 - 7/22/2023, Selected range of dates

Work Shift
Shifted worked on the selected day.

Activity Event : (7) Selected
Worked Shift : 6/26/2023 5:38am - 4:45pm

Activity Event
of Activities performed that day.

Copy Activity Event To :

Date
Select Date to copy to.

Date * : 6/27/2023

Shift
Displays the shift for day you are copying to.

Shift :

5:32am - 5:00pm

Ignore Copy All Event Details :

Cancel

OK

Copy Previously Used Activities

3. Once Copy Activity Event has been completed. It will be the exact duplicate on the day you selected to copy to.
4. Review each activity line to make sure they have the correct pay code, duration and make any necessary changes to any activities when needed.
5. Delete activities that you did not perform that day by using the “X” on the left hand side.
6. Verify you have the correct number of Pay Code that will add to either 7.75/day or 38.75/Week or 77.5/pay period based on your pay rule.
7. Check for variances in the Variance Column making sure this column should be blank. This will populate after you have a punch out time.
8. Allocate the unallocated “000000/000000/0000” if there were any.
9. Click “Save”.

	Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
	Wed 7/12	7:30AM-4:00PM	5:28AM	4:56PM						10.72	10.72	128.57			
						OrgCode/40154 ENG LIO ADMIN/199 REGULAR PAY	1.5								
						OrgCode/40156 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	1.5								
						OrgCode/40121 ENG STREETS GENERAL/199 REGULAR PAY	0.5								
						OrgCode/40158 ENG LIO GENERAL SERVICES/199 REGULAR PAY	2.75								
						NON-CAP/12777-43-200 BUS RAPID TRANSIT 2020/210 OVERTIME STRAIGHT PAY	0.97								
						STORM/13879-84-174 REGENT KENOSHA CULVERT REPLACEMENT/210 OVERTIME STRAIGHT PAY	1.0								
						STORM/14412-84-174 ROBIN GW STORM 2023/210 OVERTIME STRAIGHT PAY	1.0								
						BUILDING/14145-82-140 STATE ST CAMPUS GARAGE REPLACEMENT/199 REGULAR PAY	0.75								
						STREET/13810-402-170 OHMEDA DRIVE 2022/199 REGULAR PAY	0.75								
						MEALBREAKUNPAID	0.75						11.47	10.72	
	Thu 7/13	7:30AM-4:00PM	5:33AM		Exact Copy							128.57			
						OrgCode/40156 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	1.5								
						OrgCode/40154 ENG LIO ADMIN/199 REGULAR PAY	1.5								
						OrgCode/40158 ENG LIO GENERAL SERVICES/199 REGULAR PAY	2.75								
						OrgCode/40121 ENG STREETS GENERAL/199 REGULAR PAY	0.5								
						STORM/13879-84-174 REGENT KENOSHA CULVERT REPLACEMENT/210 OVERTIME STRAIGHT PAY	1.0								
						NON-CAP/12777-43-200 BUS RAPID TRANSIT 2020/210 OVERTIME STRAIGHT PAY	0.97								
						BUILDING/14145-82-140 STATE ST CAMPUS GARAGE REPLACEMENT/199 REGULAR PAY	0.75								
						STORM/14412-84-174 ROBIN GW STORM 2023/210 OVERTIME STRAIGHT PAY	1.0								
						STREET/13810-402-170 OHMEDA DRIVE 2022/199 REGULAR PAY	0.75								
						000000/000000/0000							10.72	10.72	

Questions?

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