

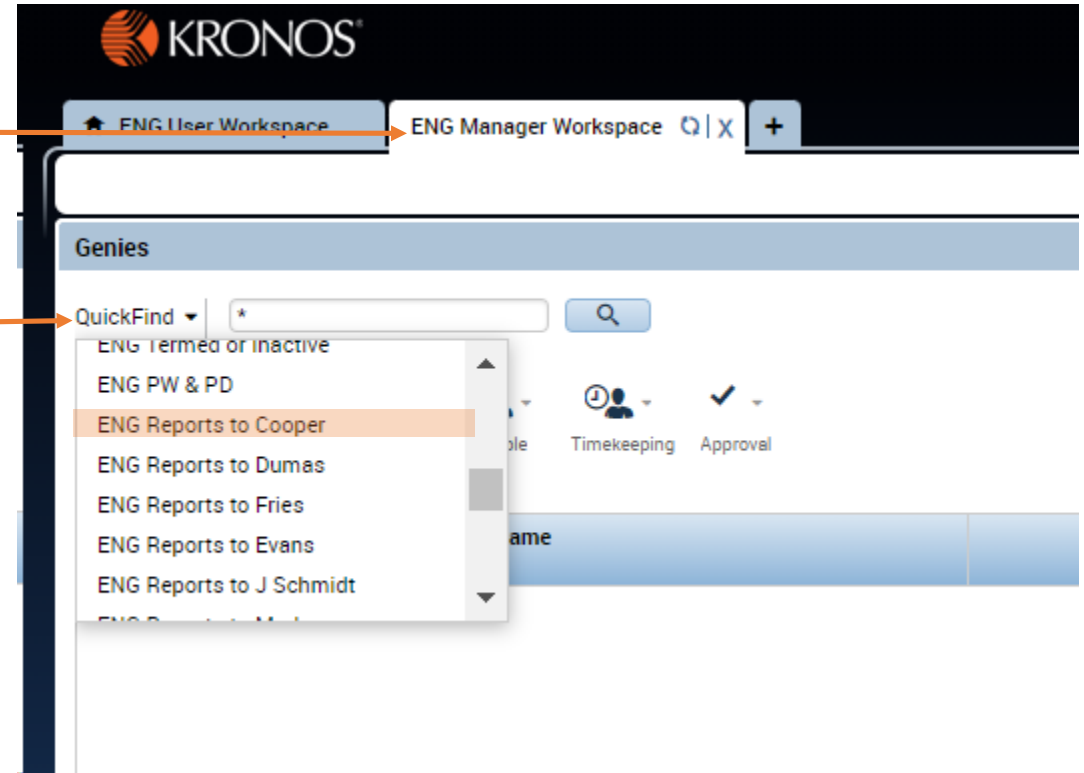
Kronos

Supervisor Review and Approval of Employee Timesheets



Getting Started

1. Log in to Kronos and Go to Eng Manager Workspace.
2. Use the “Quickfind” drop down to select your assigned employees.



The employees assigned to you are displayed.

NOTE: System defaults to the current pay period so you need to use drop down to change this to previous pay period

The screenshot shows the Kronos ENG Manager Workspace interface. At the top, there is a navigation bar with the Kronos logo, user name 'KATHLEEN M CRY', and 'Sign Out' button. Below this is a breadcrumb trail: 'ENG User Workspace' > 'ENG Manager Workspace'. A 'Time Period' dropdown menu is set to 'Current Pay Period'. A 'Show' dropdown menu is set to 'Eng All'. Below the navigation bar is a 'Genies' section with a 'Loaded 9:16AM' indicator and another 'Current Pay Period' dropdown menu. Below this is a row of icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', 'Refresh', 'Share', and 'Go To'. At the bottom is a table with the following data:

Name	ID	MUNIS	Primary Labor Account
DELESTRE, MARIA R	13955	13955	PW/ENG/FSM/-/-/-
EVANS, JONATHAN C	9121	9121	PW/ENG/FSM/-/-/-
KING, STEPHEN R	54214	9185	PW/ENG/OPS/FM/-/-/-
SCANLON, AMY L	4020	4020	PW/ENG/FSM/-/-/-
SCHUCHARDT, MICHAEL G	7591	7591	PW/ENG/FSM/-/-/-
WHITNEY, JAMES C	4111	4111	PW/ENG/FSM/-/-/-

Click on names to highlight and select all employees

Click on "Go to" drop down and then select "Timecards"

The screenshot shows the Kronos software interface. At the top, there is a navigation bar with the Kronos logo and several icons. Below this is a workspace navigation area with tabs for 'ENG User Workspace', 'ENG Manager Workspace', and 'Timecards'. The main content area is titled 'Genies' and displays a list of employees under the heading 'ENG Reports to Cooper'. The list has columns for Name, ID, MUNIS, and Priority. An orange arrow points from the text 'Click on names to highlight and select all employees' to the first row of the table. Below the table, there is a toolbar with various icons for actions like 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', 'Refresh', 'Share', and 'Go To'. The 'Go To' dropdown menu is open, showing options like '6 Selected', 'Previous Pay Period', 'Go to widget', 'Reports', 'Requests', 'Timecards', 'People Editor', 'Schedules', and 'Go to workspace'. An orange arrow points from the text 'Click on "Go to" drop down and then select "Timecards"' to the 'Go To' button in the toolbar.

Time Period: Current Pay Period

Show: Eng All

Loaded 9:35AM

Previous Pay Period

ENG Reports to Cooper

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

Name	ID	MUNIS	Pri
DELESTRE, MARIA R	13955	13955	PW/ENG/FSM/-/-/-
EVANS, JONATHAN C	9121	9121	PW/ENG/FSM/-/-/-
KING, STEPHEN R	54214	9185	PW/ENG/OPS/FM/-/-/-
SCANLON, AMY L	4020	4020	PW/ENG/FSM/-/-/-
SCHUCHARDT, MICHAEL G	7591	7591	PW/ENG/FSM/-/-/-
WHITNEY, JAMES C	4111	4111	PW/ENG/FSM/-/-/-

6 Selected

Previous Pay Period

Go to widget

Reports

Requests

Timecards

People Editor

Schedules

Go to workspace

What to Review?

- All Employees
 - ✓ Has employee approved their timesheet?
 - ✓ Are there any issues that you want to discuss with employee?
 - Overtime hours - were you aware of need for OT, was it approved, does it seem excessive, etc.?
 - Work schedule - any issues with tardiness or not working scheduled hours?
- For **activities** employees
 - Are all hours allocated to a project or org code?
 - Are they allocated to the correct infrastructure category (street, path, sewer, storm, etc.)?

Has employee approved their timesheet?

- The timesheet background color is white until the approval process starts.
- Once approved, the timesheet background displays in different colors. Each color represent where the timecard is within the approval process.

	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
+	Wed 7/25	9:00AM-5:00PM			9:00AM	5:00PM		8.0	8.0	8.0
+	Thu 7/26	9:00AM-5:00PM			9:00AM	5:00PM		8.0	8.0	16.0
+	Fri 7/27	9:00AM-5:00PM			9:00AM	5:00PM		8.0	8.0	24.0
+	Sat 7/28									24.0
+	Sun 7/29									

White –
No approvals

	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
+	Mon 7/30	9:00AM-5:00PM								
+	Tue 7/31	9:00AM-5:00PM								
+	Wed 8/01	9:00AM-5:00PM								
+	Thu 8/02	9:00AM-5:00PM								
+	Tue 5/10	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	8.0
+	Wed 5/11	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	16.0
+	Thu 5/12	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	24.0
+	Fri 5/13	Annual Time	8.0	9:00AM					8.0	32.0
+	Sat 5/14									32.0
+	Sun 5/15									32.0
+	Mon 5/16	9:00AM-6:00PM			7:00AM	6:00PM		10.0	10.0	42.0

Orange –
Timecard approved by
employee only.

	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
+	Tue 5/17	9:00AM-6:00PM								
+	Wed 5/18	9:00AM-6:00PM								
+	Thu 5/19	9:00AM-6:00PM								
+	Fri 5/20	9:00AM-6:00PM								
+	Sat 5/21									
+	Sun 5/22									
+	Mon 5/23	9:00AM-6:00PM								
+	Tue 5/24	9:00AM-6:00PM								
+	Tue 5/10	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	8.0
+	Wed 5/11	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	16.0
+	Thu 5/12	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	24.0
+	Fri 5/13	Annual Time	8.0	9:00AM					8.0	32.0
+	Sat 5/14									32.0
+	Sun 5/15									32.0

Yellow –
Timecard approved by
manager only.

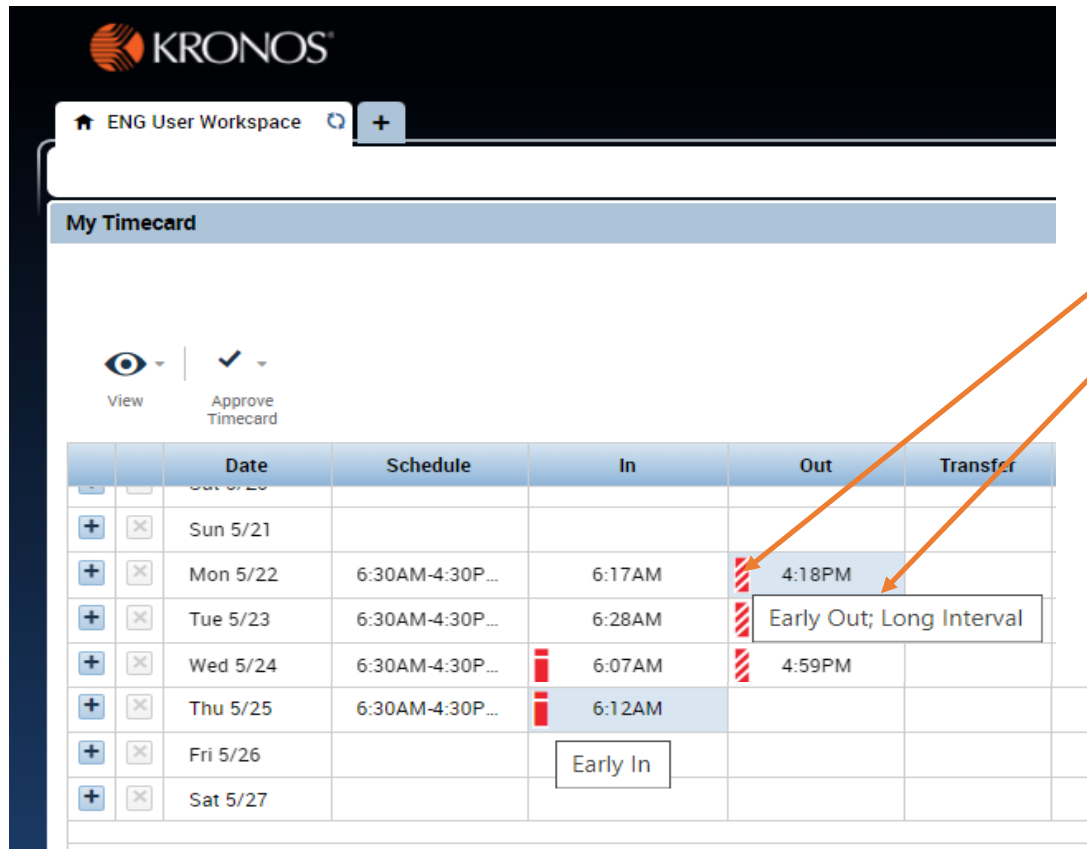
	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
+	Mon 5/16	9:00AM-6:00PM								
+	Tue 5/17	9:00AM-6:00PM								
+	Wed 5/18	9:00AM-6:00PM								
+	Thu 5/19	9:00AM-6:00PM								
+	Fri 5/20	9:00AM-6:00PM								
+	Sat 5/21									
+	Sun 5/22									
+	Mon 5/23	9:00AM-6:00PM								
+	Tue 5/24	9:00AM-6:00PM								
+	Tue 5/10	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	8.0
+	Wed 5/11	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	16.0
+	Thu 5/12	9:00AM-6:00PM			9:00AM	6:00PM		8.0	8.0	24.0
+	Fri 5/13	Annual Time	8.0	9:00AM					8.0	32.0
+	Sat 5/14									32.0
+	Sun 5/15									32.0

Green –
Timecard approved by
employee and manager.

	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
+	Mon 5/16	9:00AM-6:00PM								
+	Tue 5/17	9:00AM-6:00PM								
+	Wed 5/18	9:00AM-6:00PM								
+	Thu 5/19	9:00AM-6:00PM								
+	Fri 5/20	9:00AM-6:00PM								
+	Sat 5/21									
+	Sun 5/22									
+	Mon 5/23	9:00AM-6:00PM								
+	Tue 5/24	9:00AM-6:00PM								
+	Tue 4/10	7:00AM-5:00PM			7:00AM	5:00PM		10.0	10.0	10.0
+	Wed 4/11	7:00AM-5:00PM			7:00AM	5:00PM		10.0	10.0	20.0
+	Thu 4/12									20.0
+	Fri 4/13	7:00AM-5:00PM			7:00AM	5:00PM		10.0	10.0	30.0
+	Sat 4/14									30.0
+	Sun 4/15									30.0
+	Mon 4/16	7:00AM-5:00PM			7:00AM	5:00PM		10.0	10.0	40.0
+	Tue 4/17	7:00AM-5:00PM			7:00AM	5:00PM		10.0	10.0	50.0
+	Wed 4/18	7:00AM-5:00PM			7:00AM	5:00PM		10.0	10.0	60.0
+	Thu 4/19									60.0

Grey –
Timecard approved by
employee and
manager; posted to
payroll.

Are there any issues that you need to discuss with employee?



The screenshot shows the Kronos 'My Timecard' interface. At the top, there is a navigation bar with the Kronos logo and 'ENG User Workspace'. Below this is a 'My Timecard' header. The main content area features a table with columns for Date, Schedule, In, Out, and Transfer. The table displays data for the week of May 21st to 27th. Several days have vertical bars indicating exceptions: a red bar on Monday (4:18PM), a red and white striped bar on Tuesday (Early Out; Long Interval), a red bar on Wednesday (6:07AM), a red bar on Thursday (6:12AM), and a blue bar on Friday (Early In). Two orange arrows point from the text on the right to the red and striped bars.

	Date	Schedule	In	Out	Transfer
+ X	Sun 5/21				
+ X	Mon 5/22	6:30AM-4:30P...	6:17AM	4:18PM	
+ X	Tue 5/23	6:30AM-4:30P...	6:28AM	Early Out; Long Interval	
+ X	Wed 5/24	6:30AM-4:30P...	6:07AM	4:59PM	
+ X	Thu 5/25	6:30AM-4:30P...	6:12AM		
+ X	Fri 5/26		Early In		
+ X	Sat 5/27				

- Kronos uses “Exceptions” to alert you to variances from scheduled work hours.
- Exceptions include “short shifts”, “long shifts”, early or late in or out punches.
- Exceptions are noted by different color vertical bars.
- When you hover over the vertical bar a description of the exception is displayed.

For activities employees - Are all hours worked allocated to a project or org code?

Negative number in Total Variance column for the day indicates not enough hours have been allocated to a project or org code. Positive number would indicate that employee has allocated more hours than worked.

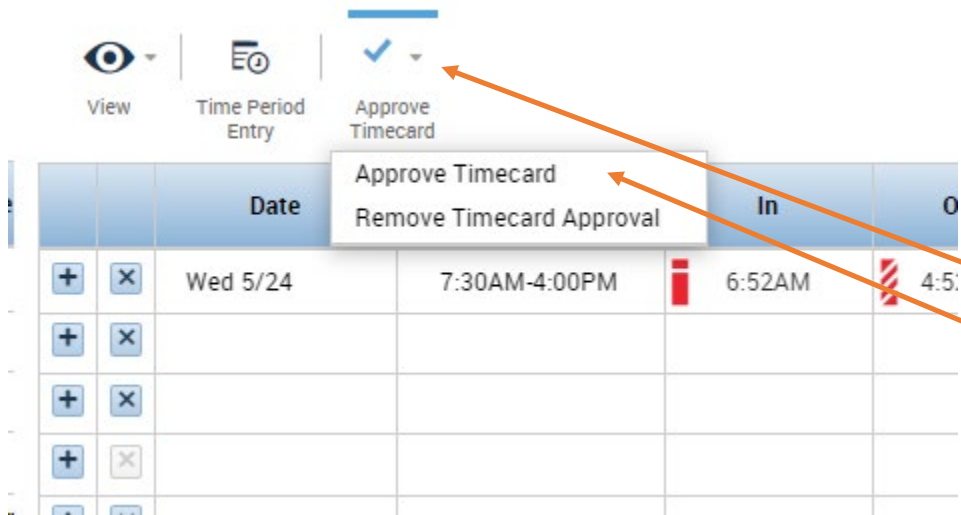
	Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amo...	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
+ X	Wed 5/24	7:30AM-4:00PM	8:16AM	5:20PM						8.32	8.32	8.32			
+ X						0000000/000000/0000	6.27								
+ X						MEALBREAKUNPAID	0.75								
+ X						0000000/000000/0000	2.05						9.07	8.32	-8.32

No number in Total Variance column for the day indicates that all hours worked have been properly allocated to a project or org code.

Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amo...	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance	
Wed 5/24	7:30AM-4:00PM	6:52AM	4:52PM							9.25	9.25	9.25			
					SEWER/13706-83-173 MIN PT OWEN KEATING CAROMAR RSF/199 REGULAR PAY	6.27									
					Allocation/400215 GIS MGMT ALLOC/199 REGULAR PAY	2.98									
					MEALBREAKUNPAID	0.75						10.0	9.25		

Check project or org code. Pay particular attention to infrastructure type to make sure it is what employee works on.

Finalizing Timesheet for Payroll



- Work with employee to correct any incorrect allocations and to get them to approve timesheet if they have not already done so.
- Once timesheet is complete and accurate you can approve by:
 - Clicking on the “Approve Timecard” drop down and
 - Selecting “Approve Timecard”.

Next Up....

- Schedules