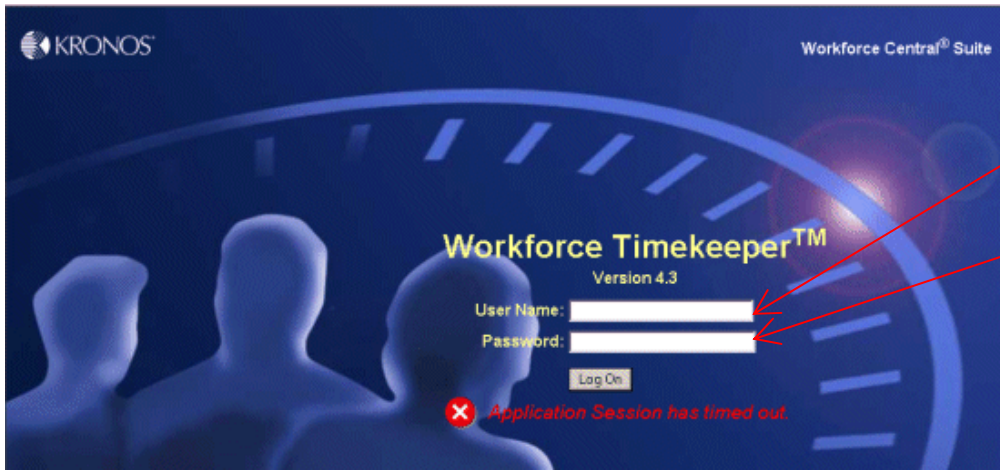


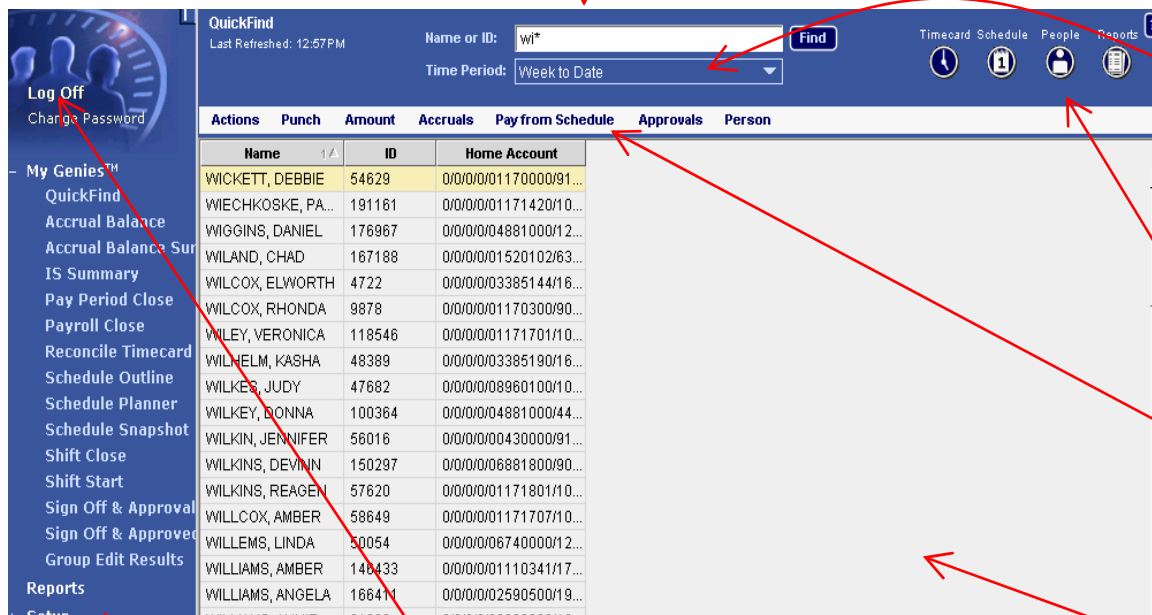
UTMB Kronos system can be accessed at <http://time.utmb.edu/wfc/logon>



Enter your UTMB Username

Enter in your UTMB Password

## Key Components of Kronos:



Name or ID Find – Allows users to search for employees. ‘\*’ acts as a wildcard

Time Period – Defines the time span you are viewing. Use the drop-down list to select a different time period.

Launch buttons – Allow you to open other Kronos components to which you have access.

Menu – Displays actions and categories for performing tasks within Kronos.

Workspace – This space changes depending on the component being used.

Navigation Bar – Provides Quick links to Kronos based on your security profile. When you click on these links the selected component or editor opens in the workspace.

To close Kronos – click Log Off in the Navigation Bar. It is important that you select Log Off from the navigation bar to close Kronos *before* closing your browser. If you click the X in the upper right corner without logging off, your connection to Kronos might remain open.

## Managing Employees:

**Yellow Bar:** Found at top of Menu Bar means the card has not been saved.

**Mouse Over -** When users place mouse over highlighted cell for description. Examples below:

**Summary Tabs -** Provide quick access to summary information for the employee in the pay period under review.

**Comments -** Can be added and then viewed in the Comments Tab.

All windows within Kronos can be resized as needed.

## Modifying Timecards:

**Actions** menu and **Delete and Add Rows of data** button are highlighted.

**Users should Calculate Totals, [Actions>Calculate Totals], before saving the timecard. To cancel an action, click [Actions>Refresh].**

**Accepted formats for Time Entry Examples:**  
 8a            14:00  
 8:00a       1430  
 8             230p

### Timecard Specific:

#### Displaying Employee Timecards


- 1) From the Left hand Navigation Bar, select the Genie that you wish to use.
- 2) From the Time Period drop-down list, select the span of time for which you want to view the employee's time.
- 3) In the Workspace, select one (or more than one employee by holding down the CTRL key) and click on the employee's name(s). To select all employees, select ACTIONS>SELECT ALL.
- 4) Click the Timecard Icon.



#### Editing Start and Stop Times

- 1) Place your mouse in the **IN** or **OUT** cells.
- 2) Enter the time. Please remember: make sure you specify "P" for PM times.
- 3) Click ACTION>CALCULATE TOTALS.
- 4) Click SAVE when all corrections are made.

#### Adding Leave Time to Productive time already recorded

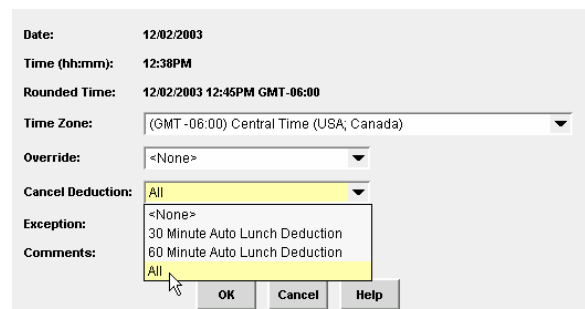
- 1) When there are values already recorded for a specific day and you need to add to that day, click the Add Row icon: 
- 2) Select the appropriate pay code, such as Vacation for non-worked hours or Hours Worked for worked hours.
- 3) Enter the number of hours for this pay code in the Amount cell. Use a decimal when entering hours an partial amounts i.e., 4.25.
- 4) Click ACTION>CALCULATE TOTALS.
- 5) Click SAVE when all corrections are made.

#### Changing Transfers (Float)

- 1) If the transfer is for the entire shift and clock times have not been recorded, then click the **IN** cell and add the time; otherwise go to the next step.
- 2) Click in the Transfer Cell.
- 3) Type in 4 '/'s, then the department id floating to. If there is not a change in the job code, type in 2 more '/'s after the org id; otherwise type in /xxxx/ for the job code. Examples:
  - a. ////01177018// - no job code change
  - b. ////01177018/1052/ - job code change
- 4) If Transferring to a different tasks type in 6 "/"s and the task id to which the employee is transferring. Example  
 // // // // // // 3600 –transfer to a new task
- 5) Click in the **OUT** cell and add the time out for the float.
- 6) Click ACTION>CALCULATE TOTALS.
- 7) Click SAVE when all corrections are made.

#### Canceling Automatic Meal Deductions

- 1) Select the punch on which you want to indicate a cancel meal deduction.
- 2) Select PUNCH>EDIT to open the Edit Punch box.
- 3) From the Cancel Deduction drop-down list, select ALL and click OK.
- 4) Click ACTION>CALCULATE TOTALS.
- 5) Click SAVE when all corrections are made.



**Date:** 12/02/2003  
**Time (hh:mm):** 12:38PM  
**Rounded Time:** 12/02/2003 12:45PM GMT-06:00  
**Time Zone:** (GMT -06:00) Central Time (USA, Canada)  
**Override:** <None>  
**Cancel Deduction:** All  
**Exception:** <None>  
 30 Minute Auto Lunch Deduction  
 60 Minute Auto Lunch Deduction  
**Comments:** All  
 OK Cancel Help

### Sending E-mail Messages about Timecards

- 1) In the Workspace, select one (or more than one employee by holding down the CTRL key) and click on the employee's name(s). To select all employees, select ACTIONS>SELECT ALL.
- 2) Select ACTIONS>E-MAIL.
- 3) Complete the information in the e-mail window.
- 4) Send the e-mail message.

### Printing an Employee Timecard


- 1) Select an employee, click the Timecard icon.
  - 2) Select ACTIONS>PRINT.
  - 3) In the Print dialog box, Click PRINT.
  - 4) If the message "An applet would like to print. Is this OK?" appears, click Yes.
- The timecard grid with the visible tabs for the Totals & Schedule section will print.

### Performing Group Edits


- 1) In the Workspace, select one (or more than one employee by holding down the CTRL key) and click on the employee's name(s). To select all employees, select ACTIONS>SELECT ALL.
- 2) Select a menu category and then select an action from the drop-down list.
- 3) Complete the dialog box that appears and click OK.
- 4) From the navigation bar, select Group Edit Results and view the Status and Results columns.

### Approving Employee Timecard (Approval is optional)

#### The Approve action will not generate a paycheck.

- 1) Select a HyperFind query which contains the employees you want to approve.
- 2) In the Workspace, select one (or more than one employee by holding down the CTRL key) and click on the employee's name(s). To select all employees, select ACTIONS>SELECT ALL.
- 3) Click the Timecard Icon.
- 4) Review the time card, make corrections as needed (save as needed).
- 5) Select APPROVALS>APPROVE.
- 6) In the menu bar, use the forward and back buttons (found next to the employee's person #) which allow you to move forward or backward on the list of employees selected. 

### Sign-Off Employee Timecard (Must be completed by 4:30pm on Monday of pay week)

- 1) Select a HyperFind query which contains the employees you want to sign off.
- 2) In the Workspace, select one (or more than one employee by holding down the CTRL key) and click on the employee's name(s). To select all employees, select ACTIONS>SELECT ALL.
- 3) Click the Timecard Icon.
- 4) Review the time card, make corrections as needed (remember to save as needed).
- 5) Select APPROVALS>SIGN-OFF.
- 6) In the menu bar, use the forward and back buttons (found next to the employee's person #) which allow you to move forward or backward on the list of employees selected. 

### Running Reports

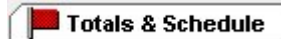
- 1) From the navigation bar, select Reports.
- 2) Expand the Categories list and select a specific report.
- 3) Select a HyperFind option.
- 4) From the Time Period Drop-down list, select a time span.
- 5) Click Run Report.
- 6) Click Refresh Status until Complete appears in the Status column.
- 7) Click View Report.

### Summary Tabs:

Totals & Schedule			Accruals	Audits	Comments
All					
Account	Pay Code	Amount			
0/0/0/0/00380100/91...	All Non-Productive Paid Hours	14.0			
0/0/0/0/00380100/91...	All Productive Hours	65.25			
(x)0/0/0/0/00380100/...	All Productive Hours	4.0			
0/0/0/0/00380100/91...	EVE	23.0			
0/0/0/0/00380100/91...	HOL	8.0			
0/0/0/0/00380100/91...	HPY	2.0			
0/0/0/0/00380100/91...	NGT	3.0			
0/0/0/0/00380100/91...	REG	65.25			
(x)0/0/0/0/00380100/...	REG	4.0			
0/0/0/0/00380100/91...	SL	2.0			
0/0/0/0/00380100/91...	VA	2.0			

Totals & Schedule			Accruals	Audits	Comments
All					
Pay Code	Amount				
All Non-Productive Paid Hours	14.0				
All Productive Hours	69.25				
EVE	23.0				
HOL	8.0				
HPY	2.0				
NGT	3.0				
REG	69.25				
SL	2.0				
VA	2.0				

Flag on Totals & Schedules tab indicates Calculation of Totals needed.



Black arrow – allows user to expand or shrink Totals & Schedules tab.

Accruals Tab – Gives accrual balances based on date highlighted in the work area.

Totals & Schedule								Accruals	Audits
Accrual Code	Balance as of Selected Date	Units	Furthest Projected Tacking Date	Projected Takings	Projected Credits	Projected Balance	Balance without Projected Credits		
CT	0.0	Hour	12/06/2003	0.0	0.0	0.0	0.0		
HOL	8.0	Hour	12/06/2003	0.0	0.0	8.0	8.0		
PHL	0.0	Hour	12/06/2003	0.0	0.0	0.0	0.0		
PL	0.0	Hour	12/06/2003	0.0	0.0	0.0	0.0		
SL	10.0	Hour	12/06/2003	0.0	0.0	8.5	8.5		
VA	8.0	Hour	12/06/2003	0.0	0.0	8.0	8.0		

Audits Tab – Provides information on changes to time card as well as the phone number used when an employee clocks in on the phone.

Totals & Schedule													Accruals	Audits		
Filter rows by Type:													All			
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Sou				
12/05/...		Add Pay ...		SLU	1.5				12/08/2...	1:51PM	Train25:kro...	Timecar				
11/28/...		Add Pay ...		HPY	8.0				12/08/2...	1:51PM	Train25:kro...	Timecar				
11/25/...		Add Pay ...		VA	8.0				12/08/2...	1:51PM	Train25:kro...	Timecar				
12/03/...	3:34PM	Edit Punch					In Punc...		12/08/2...	1:51PM	Train25:kro...	Timecar				
12/04/...	11:15...	Delete Pu...					Out Punc...		12/08/2...	1:51PM	Train25:kro...	Timecar				
12/05/...	2:47PM	Edit Punch	////0117...				In Punch		12/08/2...	1:51PM	Train25:kro...	Timecar				
12/03/...	11:39...	Add Punch					Out Punc...		12/08/2...	1:51PM	Train25:kro...	Timecar				
12/02/...	2:33PM	Add Punch					In Punch		12/08/2...	1:51PM	Train25:kro...	Timecar				
11/26/...	11:36...	Add Punch					Out Punc...		12/08/2...	1:51PM	Train25:kro...	Timecar				

## Kronos Reference Guide for Timekeepers and Managers

Comments Tab – Will list comments associated with either punches or pay codes. Comments are pre-defined and users may choose from a list of comments.

Comments can not be deleted.

Save	Actions	Punch	Amount	Comment	Approvals
		<b>Date</b>	<b>Pay Code</b>	<b>Amount</b>	<b>In</b>
		Sat 3/13			
		Sun 3/14			
		Mon 3/15			3:00PM
		Tue 3/16			6:09AM

Totals & Schedule	Accruals	Audits	Comments
<b>Date</b>	<b>Comment</b>		
Tue 3/16	Employee -worked overtime without approval		

The sign off and approval Tabs will list the user name of the person who approved the time and the person who signed off on the time. Once a manager approves or signs off the employee may make no further changes on the timecard via the PC.

Totals & Schedule	Accruals	Audits	Sign-offs & Approvals				
<b>Action Taken</b>	<b>Date</b>	<b>Time</b>	<b>Amount</b>	<b>User</b>	<b>Start Date</b>	<b>End Date</b>	<b>Comment</b>
Approval by Manager	12/08/2003	2:09PM		Train24	11/22/2003	12/05/2003	
Sign-off	12/08/2003	2:20PM		SuperUser		12/05/2003	
Approve Overtime	12/08/2003	2:19PM	10.0	Train23	11/22/2003		
Approve Overtime	12/08/2003	2:10PM	28.0	Train24	11/22/2003		

Summary Tabs – “Totals & Schedule”, “Accruals”, and “Audits” tabs will always appear on the timecard. “Comments” and “Sign-offs & Approvals” appear only after the timekeeper has generated that action.

Totals & Schedule	Accruals	Audits	Comments	Sign-offs & Approvals
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### Helpful Tips

Lunches are deducted after 6 hours worked.	When overtime is due an employee, the Transfer (Float) department is charged for the overtime first.
Clock Code 7 entered via the phone will duplicate if user clocks twice.	Leave Time does not Automatically reduce the hours populated from a Clock Code 7 via the phone.
Employees are allowed to enter Leave Time on the telephone.	Accruals are effective dated (some restrictions)
Managers Must Sign off on Time Cards in order for Employees to be paid.	If an error is found after Monday of pay week, complete corrections by using FTIM in HRMS.
Lunches and breaks are rounded on <u>duration</u> of time not on each in and out punch for the lunch break (see example to right).	Example: Employee Clocks for lunch Clock Code 3 at 12:38 Clock Code 4 at 1:07 Total Minutes = 29 Time Deducted for lunch 30 Minutes

**Timecards need to have a status of “Sign-off” by 4:30pm on Monday of pay week**