

wvOASIS Kronos Time & Leave Timekeeper Training

wvOASIS

Our Advanced Solution with Integrated Systems

September 2019

Kronos Time & Leave Overview

- Kronos is the Time & Leave system for State of WV
- Provides system-wide accountability in time and leave management statewide
- Provides supervisors/timekeepers with effective tools to schedule employees, and track time and leave
- Provides employees direct access to their time, attendance and accrual information
- Time can be entered using the Kronos App or clock

Kronos Time & Leave Overview (cont.)

- Time can be entered by a timekeeper, supervisor, employee (if Departments chooses) or time clock
- Time is entered using in and out punches for hours worked
- Kronos automatically calculates hours worked including Overtime (OT) or Compensatory (Comp) time earned based on punches entered, pay rules and accrual policies assigned
- Kronos automatically grants accrued leave to an employee's balance on the first day of each pay period
- The software is configured to be totally Fair Labor Standards Act (FLSA) compliant

Employee Responsibilities

- Verify that time on timecard is correct
- Enter leave requests as needed
- Approve timecard at the end of the pay period
- Monitor leave balances for accuracy

Supervisor or Timekeeper Roles and Responsibilities

Supervisor or Timekeeper Tasks

On a daily basis, supervisor/timekeeper performs the following tasks:

- Check for missing punches and other exceptions
- Handle unexpected leave and missed time
- Enter non-worked time for employees
- Approve time off requests
- Monitor overtime

On a pay-period or as-needed basis, supervisor/timekeeper performs the following tasks:

- Moving time card pay codes such as bank holiday, comp time, etc.
- Review timecards for completeness and approval
- Approve timecards for payroll processing
- Maintain and update employees' schedules
- Supervisors and Managers can submit a leave request on behalf of an employee or an employee may contact the Leave Administrator directly to request leave



Timecard Activity



Kronos Timecard

Timecards

HENDERSON, REBECCA L 1 of 1 000099575 Loaded: 11:00 AM Current Pay Period 1 Employee(s) Selected

Approve Timecard
 Sign Off
 Activity Status
 Accruals Actions

	Date	Schedule	In	Out	Tran...	Pay Code	Amount	Shift	Daily	Period
+ X	Fri 11/09									
+ X	Sat 11/10									
+ X	Sun 11/11									
+ X	Mon 11/12					VETERANS DAY OBSERVED	7.5		7.5	7.5
+ X		8:30AM-2:30PM								
+ X	Tue 11/13	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	15.5
+ X	Wed 11/14	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	23.5
+ X	Thu 11/15	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	31.5

Totals Accruals Audits Historical Corrections

All All

Location	Job	Account	Pay Code	Amount
		1200-A305/-/0000059689/-/A0175E-MJ/P/-	ANNLV-ANNUAL LEAVE	8.5

Timecard Area Descriptions

Timecard Area	Description
Timecard header	<p>Displays the following information:</p> <ul style="list-style-type: none"> • Employee's name whose information appears in the timecard workspace and timecard tabs • Employee's identification number • Time Period
Timecard workspace	<p>Displays the following information:</p> <ul style="list-style-type: none"> • Menu bar that contains selections for performing timekeeping tasks • Grid containing dates for the selected time period • Time entry totals, including shift, daily, and cumulative amounts <ul style="list-style-type: none"> Shift Total — Calculated total hours of all shifts worked on the selected day (excluding totals for non-shift items such as pay codes) Daily Total — Calculated total hours of the selected day, including pay codes Cumulative — Cumulative total up to and including the selected day All — Calculated total hours for the entire visible time period
<p>Timecard tabs</p> <p>Note: Additional tabs will appear based on actions you perform. For example, the Approvals & Sign Offs tab appears when you approve an employee's timecard.</p>	<p>Display additional information about how Timekeeper tracks employee hours. Three default tabs appear:</p> <ul style="list-style-type: none"> • Totals & Schedules — The first tab at the bottom of the timecard workspace. The area on the left displays the timecard totals. The area on the right displays the Schedule for the selected time period. • Accruals Reporting Period — Displays accrual codes and available balances based on the date selected in the timecard workspace. • Audits — Lists all time punch or amount corrections made to an employee's timecard and approvals made by supervisor.

Totals

Totals Accruals Audits Historical Corrections

All All

Location	Job	Account	Pay Code	Amount
		1200-A305/-/0000059689/-/A0175E-MJ/P/-	ANNLV-ANNUAL LEAVE	8.5
		1200-A305/-/0000059689/-/A0175E-MJ/P/-	HOLLV-HOLIDAY LEAVE	7.5
		1200-A305/-/0000059689/-/A0175E-MJ/P/-	NP - Excess over 37.5	2.0
		1200-A305/-/0000059689/-/A0175E-MJ/P/-	REG-REGULAR PAY-SAL	35.5

Accruals

Totals Accruals Audits Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Taken to Date	Accrual Planned Takings
Annual Leave	17.95	Hour	Mon 1/01 - Mon 12/31	59.0	29.0
Comp Time	2.5	Hour	Mon 1/01 - Mon 12/31	8.0	0.0
Donated Leave	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Executive Order Bank	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Holiday Bank	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Sick Leave	15.35	Hour	Mon 1/01 - Mon 12/31	67.0	0.0

Audits

Totals Accruals Audits Historical Corrections

Audits All

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Include in Totals	Effective Date	Comment	Edit Date	Edit Time	User	Data Source
11/19/20...	8:00AM	Add Pay...		ANNLV-A...	full sched...						2/21/2018	9:33AM (...)	bradley...	Scheduling

Totals Accruals Audits H

Moved Amounts

- Audits
- Comments
- Overtime Requests
- Signoff and Approval

Note: More items are housed under the Audits tab. You will need to use the drop down box to see comments, moved amounts, signoffs, etc.

Timecard Options

HENDERSON, REBECCA L | 1 of 1 | 0000099575

Loaded: 11:00 AM | Current Pay Period | 1 Employee(s) Selected

Approve Timecard | Sign Off | Activity Status | Accruals Actions

Print Timecard | Refresh | Calculate Totals | Save | Go To

Refresh | Calculate Totals | Save | Go To

1 Selected

Current Pay Period

Go to widget

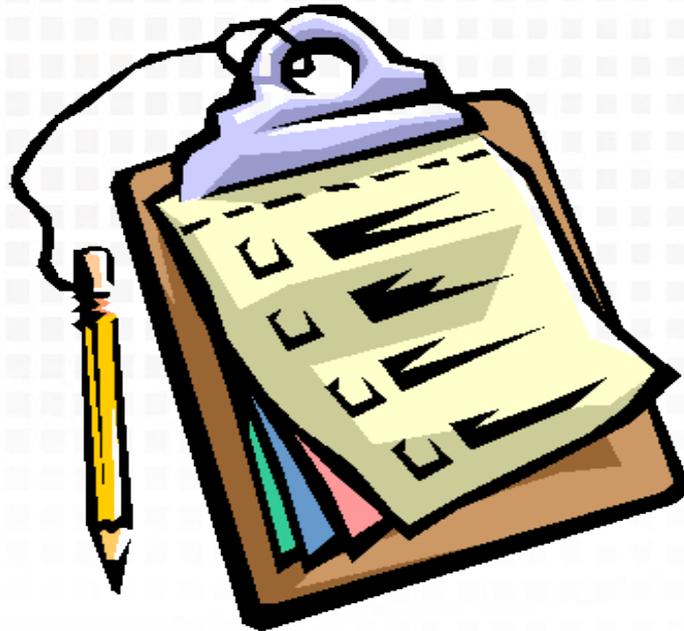
- Audits
- People Editor
- Reports
- Rule Analysis
- Timecard Exceptions
- Quick Leave Editor
- New Leave Case

Go to workspace

The Go to widget: dropdown provides more options to navigate within the timecard.



Supervisor/Timekeeper Task



Reducing Leave

When an employee works additional hours in the same week they used leave, the leave time can be reduced to make a 40/37.5/35 hour work week.

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports Activities Leave												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Fri 1/19											
X	Sat 1/20											
X	Sun 1/21											
X	Mon 1/22	SCKLV-SICK L...	8.0								8.0	8.0
X	Tue 1/23			7:30AM		3:30PM				8.0	8.0	16.0
X	Wed 1/24			7:30AM		3:30PM				8.0	8.0	24.0
X	Thu 1/25			7:30AM		3:30PM				8.0	8.0	32.0
X	Fri 1/26			7:30AM		6:30PM				11.0	11.0	43.0
X	Sat 1/27											43.0

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports Activities Leave												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Fri 1/19											
X	Sat 1/20											
X	Sun 1/21											
X	Mon 1/22	SCKLV-SICK L...	5.0								5.0	5.0
X	Tue 1/23			7:30AM		3:30PM				8.0	8.0	13.0
X	Wed 1/24			7:30AM		3:30PM				8.0	8.0	21.0
X	Thu 1/25			7:30AM		3:30PM				8.0	8.0	29.0
X	Fri 1/26			7:30AM		6:30PM				11.0	11.0	40.0
X	Sat 1/27											40.0

Note: Leave can only be reduced **per week** not by the pay period as it will negatively impact the employees' accrual.

Supervisor/Timekeeper Tasks

Review Hours Detail Genie

Hours Detail_ ▾

Loaded 11:21AM Current Pay Period ▾ 0947 ▾

Select All Rows
 Column Selection
 Filter
 People
 Timekeeping
 Accruals
 Activity Forms
 Approval
 Schedule
 Absence

Refresh
 Share

Person Name	Person ID	Primary La...	Pay Rule	St... Period	Total	Reg	OT	Te...	Co...	Holiday	Ho... Balanc	HO...	An...	Sic...	Fa...	Be...	Ot...	Ot...	Tot...	An...	Ho...	
ANKNER, STEPHANIE L	0000001262	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0											
CARPER, DAVID S	0000001265	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0											
CARROLL JR, RANDY L	0000062107	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0											
COMER, LISA A	0000001261	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0											
DOLIN, NORA A	0000001421	0947-0947/...	EU3B2-...	75.0	36.0	28.5				7.5	0.0											
DOLIN, RICHARD M	0000001382	0947-0947/...	EU3B2-...	75.0	45.0	37.5				7.5	0.0											
DYE, ERIC S	0000001273	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0											
ELLISON, MATTHEW H	0000001268	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0											
HARVEY, JAMES A	0000008056	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0											
HILL, CASEY A	0000001299	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0											
HODGE, GREGORY E	0000001266	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0											
HOFFMAN, BRYAN M	0000029595	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0											
HUMPHREY, LORIE A	0000001279	0947-0947/...	EU3N2-...	75.0							0.0											
LORE, DEBRA S	0000001301	0947-0947/...	EU3N2-...	75.0	35.5	28.0				7.5	0.0											
MILLER, DANIEL E	0000001267	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0											
NEWELL, DOUGLAS P	0000113149	0947-0947/...	EU3B2-...	75.0	35.5	28.0				7.5	0.0											
29					1013.50	811.00	0	0	0	202.50	0.00	0										

Reviewing Time and Attendance

		Date	Schedule	In	Out
		Fri 11/09			
		Sat 11/10			
		Sun 11/11			
		Mon 11/12			
		Tue 11/13		9:00AM	5:00PM
		Wed 11/14		9:00AM	
		Thu 11/15		9:00AM	5:00PM

The red upside-down exclamation points indicate the employee is not following their schedule. The solid red box indicates a punch as been missed.



Time Off Requests

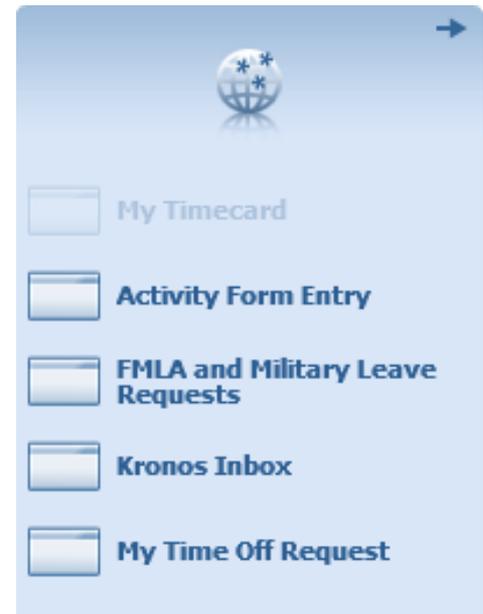
Purpose

The Request Manager summarizes all requests in one window and provides all supporting information needed to process requests, right from the same screen. Requests can come from employees or other supervisors, for example, supervisor delegation requests. In the Request Manager, supervisors can process requests one-at-a-time or simultaneously process multiple requests of the same type. Supervisors can also both filter the list of requests displayed in the widget and sort the list by column.



Requesting Time Off

From your own timecard, you can select My Time Off Request from the right-hand side.



Time Off Request

Request Time Off ✕

Type:

Start date	End date	Pay code	Time Unit	Start time	Duration
X <input type="text" value="8/27/2019"/>	<input type="text" value="8/27/2019"/>	<input type="text" value="ANNLV-ANNUAL LEAVE"/>	<input type="text" value="Hours"/>	<input type="text"/>	<input type="text"/>

+ Add another time-off period

Accruals on:

Accrual	Balance
Annual Leave	182.3 Hour
Comp Time	0.0 Hour
Donated Leave	0.0 Hour
Executive Order Bank	0.0 Hour
Holiday Bank	0.0 Hour
Sick Leave	176.95 Hour

Notes (Optional)

Viewing Request for Employees

Genies

Hours Detail_ ▾ Loaded 12:12PM Current Pay Period ▾ 0947 Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Activity Forms Approval Schedule Absence Refresh Share Go To

Person Name	P...	Primary La...	Pay Rule	St... Period	Tot...	Reg	OT	Te...	Co...	Ho...	Ho... Balanc	HO...	An...	Sic...	Fa...	B
ANKNER, STEPHANIE L	0...	0947-0947/...	EU3N2-...	75.0	67.5	45.0				22.5	0.0					
CARPER, DAVID S	0...	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0					
CARROLL JR, RANDY L	0...	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0					
COMER, LISA A	0...	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0					
DOLIN, NORA A	0...	0947-0947/...	EU3B2-...	75.0	36.0	28.5				7.5	0.0					
DOLIN, RICHARD M	0...	0947-0947/...	EU3B2-...	75.0	45.0	37.5				7.5	0.0					
DYE, ERIC S	0...	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0					
ELISON, MATTHEW U	0...	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0					

1 Selected

Current Pay Period

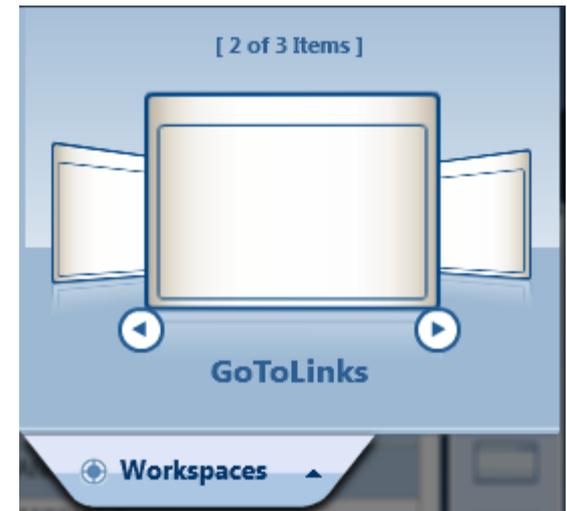
Go to widget

- Rule Analysis
- Timecard Exceptions
- Timecards
- Quick Leave Editor
- New Leave Case
- Leave Case List
- Request Manager
- Go to workspace

From the Hours Detail, highlight the employee you want to see and click GoTo. From there, you can select Request Manager to view all TORs for this employee.

Handling Time Off Request

From the Workspaces dropdown, toggle to the GoToLinks option. This selection will default to the request manager. Here you can view TORs for specific employee groups.



Request Manager ⏏ ⚙

Current Schedule Period 📅 0947 ⌵ Time-Off ⌵ Submitted ⌵

Details
Edit
Approve
Refuse
Pending
Retract
Request Time Off
🔄
📧
⌵

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
hodgeg	Time Off Request	7/13/2018 10:25AM	Submitted	HODGE, GREGORY E	11/19/2018	HODGE, GREGORY E	11/19/2018	ANNLV-ANNUAL L...	
hodgeg	Time Off Request	7/13/2018 10:25AM	Submitted	HODGE, GREGORY E	11/20/2018	HODGE, GREGORY E	11/20/2018	ANNLV-ANNUAL L...	
hodgeg	Time Off Request	7/13/2018 10:26AM	Submitted	HODGE, GREGORY E	11/21/2018	HODGE, GREGORY E	11/21/2018	ANNLV-ANNUAL L...	



Finalizing Timecards

Purpose

After you finish reviewing and editing your employees' Timecards, you need to approve them to indicate that they are ready for sign-off, which will simultaneously approve their activities. No further changes can be made to activity entries once Timecards are signed-off. All other changes after sign-off require historical edit.



Pay Period Close

Purpose: The Pay Period Close Widget helps you to identify timecard discrepancies at the end of a pay period so that you can perform final edits. You must correct all exceptions before time data is signed off by Payroll and timecards are locked. Otherwise, employees may not get paid correctly for that pay period.

Genies

Pay Period Close ▾ Loaded 12:18PM Previous Pay Period ▾ 0947 ▾ [Edit](#)

Select All Rows
Column Selection
Filter
People
Timekeeping
Accruals
Activity Forms
Approval
Schedule
Absence
Refresh
Share
Go To

Person ID	Person Name	Pay Rule	Employee Approval	Managers Who Approved Timecard	Signed Off	Missed In-Pu
0000001262	ANKNER, STEPHANIE L	EU3N2-EXMPT 37.5				
0000001265	CARPER, DAVID S	EU3N2-EXMPT 37.5				
0000062107	CARROLL JR, RANDY L	EU3B2-NONEX COMP 37.5				
0000001261	COMER, LISA A	EU3N2-EXMPT 37.5				
0000001421	DOLIN, NORA A	EU3B2-NONEX COMP 37.5				
0000001382	DOLIN, RICHARD M	EU3B2-NONEX COMP 37.5				
0000001273	DYE, ERIC S	EU3B2-NONEX COMP 37.5				
0000001268	ELLISON, MATTHEW H	EU3N2-EXMPT 37.5				
0000008056	HARVEY, JAMES A	EU3B2-NONEX COMP 37.5				
0000001299	HILL, CASEY A	EU3B2-NONEX COMP 37.5				
0000001266	HODGE, GREGORY E	EU3N2-EXMPT 37.5				
0000029595	HOFFMAN, BRYAN M	EU3N2-EXMPT 37.5				
0000001279	HUMPHREY, LORIE A	EU3N2-EXMPT 37.5				
0000001301	LORE, DEBRA S	EU3N2-EXMPT 37.5				
0000001267	MILLER, DANIEL E	EU3N2-EXMPT 37.5				

29

Approving Individual Timecards

Approve Timecard Sign Off Activity Status Accruals Actions

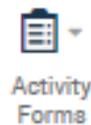
			Schedule	In	Out
+	✕	Fri 10/26			
+	✕	Sat 10/27			
+	✕	Sun 10/28			
+	✕	Mon 10/29	8:00AM-4:00PM	8:00AM	4:00PM
+	✕	Tue 10/30	8:00AM-4:00PM	8:00AM	4:00PM
+	✕	Wed 10/31	8:00AM-4:00PM	8:00AM	4:00PM
+	✕	Thu 11/01	8:00AM-4:00PM	8:00AM	4:00PM
+	✕	Fri 11/02	8:00AM-4:00PM	8:00AM	4:00PM

This approval is done from within the employee's timecard.

Approving Multiple Timecards

Genies

Pay Period Close ▾



Person ID	Person Name	
0000001262	ANKNER, STEPHANIE L	EU3N2-E
0000001265	CARPER, DAVID S	EU3N2-E
0000062107	CARROLL JR, RANDY L	EU3B2-N
0000001261	COMER, LISA A	EU3N2-E
0000001421	DOLIN, NORA A	EU3B2-NONEX COMP 37.5
0000001382	DOLIN, RICHARD M	EU3B2-NONEX COMP 37.5
0000001273	DYE, ERIC S	EU3B2-NONEX COMP 37.5

- Approve Timecard
- Remove Timecard Approval
- Approve Overtime - Group Approval
- Sign Off
- Remove Sign-Off
- Lock Payroll
- Enable Edits

Tips for Selecting Multiple Employees



Tip

There are various ways to select employees in a Kronos Timekeeper widget:

- Hold the **Ctrl** key and click your mouse to select more than one employee not listed next to each other.
- To select a group of employees listed together, use one of these methods:
- Click the first employee, then hold the **Shift** key and click your mouse to select the last employee. This will select all employees in-between.
- Click and drag the mouse to select multiple employees.



Helpful Hints



Helpful Hints/Lessons Learned

- The pay week runs from Saturday 12:00am through Friday 11:59pm
- Earned accruals for the current pay period are granted on the first day of the next pay period (always a Saturday)
- Accruals will only be earned for Pay Codes which grant accruals i.e. Reg, Sick, Annual earn leave. However, any LV Pay Codes do not earn leave
- Overtime hours are based on hours worked (Reg Time) in a pay week (Saturday-Friday)
- Exception pay employees will be paid for their full bi-weekly salary unless an exception is entered to reduce their pay (LWOP, etc.). Deleting the in and out punches for a shift will not automatically reduce their pay

Helpful Hints/Lessons Learned

- Exception pay employees who have less than expected hours in their timecard will not receive full accruals unless the proper exception is entered.
- A lunch period is granted for shifts that have 6 or more consecutive hours. Shifts less than 6 hours will require additional entry for lunch periods.

Helpful Hints/Lessons Learned

- Timecards should only be approved or signed off at the end of the pay period. If applied prior to the end of the pay period, the timecard will be locked from further entry.