**KRONOS**

Viewing Employee Time Data Exceptions – Summary view

If your navigator is configured to receive alerts, and if any of your employees trigger a time data exception, such as a missed punch, the Alert icon in your navigator displays a number corresponding to the number of employees with exceptions in the top-right corner of the icon.

Click the Alert icon to display a list of your employees' time data exceptions. To perform common tasks on your employees' time exceptions, click an employee name in the list. The Exception widget displays.
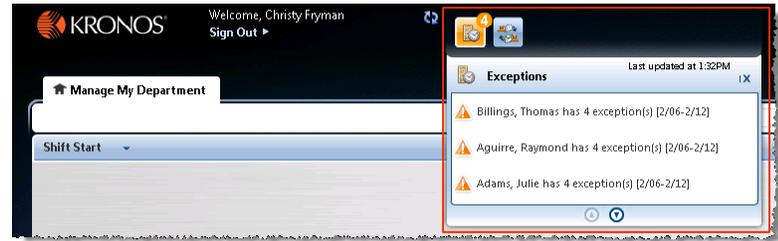
Note that to perform tasks on timecard data that is not exceptions-related (like moving hours), you must access the employee's timecard directly.

Sizing Control Bar
Allows you to change the size and shape of the widget.

Hyperfind
Identifies the group of employees who appear in this view.

Time Period
Identifies the time span you are viewing.

Columns
Displays a summary of your employees' time data exceptions during the specified time period.

Name
Identifies the employees.

View Details
Links to more detailed information about the selected employee's time data exceptions.

Displaying Employee Details, Timecard, or Schedule views

1 From the Exceptions Summary view, either double-click the employee's name or highlight the employee's name and then click **View Details**.

2 To access the timecard for the employee you are viewing from the Details view, click **View Timecard**.

3 To access the schedule for the employee you are viewing from the Details view, click **Show Schedule**.

Acceptable Punch Formats

- Enter time in either 12-hour or 24-hour format (1:00P or 13:00).
- Leading and trailing zeros are optional (0700 and 7 converted to 7:00AM).
- Colons are optional (730 will be converted to 7:30AM).
- AM is assumed for all entries except for 12:00 to 12:59, when PM is assumed.

Acceptable Amount Formats

- Leading zeros are optional (07 will be converted to 7:00).
- Trailing zeros should not be used (0700 will be converted to 700 hours).
- Decimal entries are supported (7.5 will be converted to 7:30).
- Colon or decimal required when entering minutes (for 7-1/2 hours, enter either 7.5 or 7:30).

Workforce Timekeeper™
Common Tasks for Managers

KRONOS®

Editing Start and Stop Times

1 In the Details view, click the **In** or **Out** cell.

2 Enter the new time; for example, 3:30P. Then click **Save**.

Changing an Employee's Hours to Scheduled Time

1 In the time Details view, click a cell containing a missing **In** or **Out** punch.

2 Click **Change to Scheduled** and then click **Save**.

Adding a Punch

1 In the Details view, click in the **In** or **Out** cell.

2 Click **Add Punch**.

3 From the **Insert** list, select a punch type. (In/Out or both)

4 Enter punch times and then click **Add**. Then, click **Save**.

Remove a Punch

1 In the Details view, if an In or Out punch was entered accidentally, click the punch.

2 Click **Remove** and then click **Save**.

Adding Comments to an Exception

1 In the Details view, select the punch or amount to which you want to add a comment.

2 Click **Comment** and select a comment from the **Add Punch Comment** list.

3 Click **OK** and then click **Save**.

Best Practices

- If a comment is attached to an exception, a balloon icon appears to the right of the punch. Hover your cursor over the balloon to read the comment.

- To remove a comment, select the punch with a comment , click **Comment** , clear the check box for the comment, and then click **OK**.

Accessing Employee Timecard Data via Workforce Genies

1 From a detail Genie, such as Pay Period Close, select an employee. Then, right-click and select **Timecard** from the menu. You are brought into employee's timecard.

Canceling Automatic Meal Deductions

1 In the employee timecard, select the punch for which you want to cancel the deduction.

2 Select **Punch > Edit**.

3 Select the appropriate deduction from the **Cancel Deduction** list.

Best Practices

- Select **All** if you are unsure of which break or meal deduction the employee uses.

- Apply the deduction to either an in-punch or out-punch; we suggest you always apply the deduction to an out-punch.

- To reverse the canceled deduction, select **<None>**.

Transferring Jobs or Tasks in an Employee's Timecard

1 Access the employee timecard. Are you transferring the entire shift or part of the shift?
- To transfer the entire shift, enter the start time in the **In** cell.
- To transfer part of a shift, enter the transfer time in the second **In** cell.

2 Click the **Transfer** cell. Either select an entry from the list or click **Search** to choose the new job or labor account.

3 Enter the out-punch in the corresponding **Out** cell.

Best Practices

- To transfer hours to a different job or task when two or more consecutive transfers appear for the same day, always leave the first **Out** cell empty and enter the transfer time in the second **In** cell.

- When transferring hours to an employee's primary job or labor account after he or she has worked in a different job or labor account, be sure to enter the employee's primary job or labor account in the second **Transfer** cell.

Moving Amounts

1 In the employee timecard, in the **Totals & Schedule** tab, select the amount you want to move.

2 Select **Amount > Move**.

3 Select a pay code, and then enter an amount and an effective date.

Best Practices

- View moved amounts in the **Moved Amounts** tab; they will not appear in the timecard.

- To remove a moved amount, select the amount in the **Moved Amounts** tab and then select **Amount > Delete Moved**.