TULSA PUBLIC SCHOOLS
KRONOS TIME CLOCK MANAGERS' MANUAL

July, 2005

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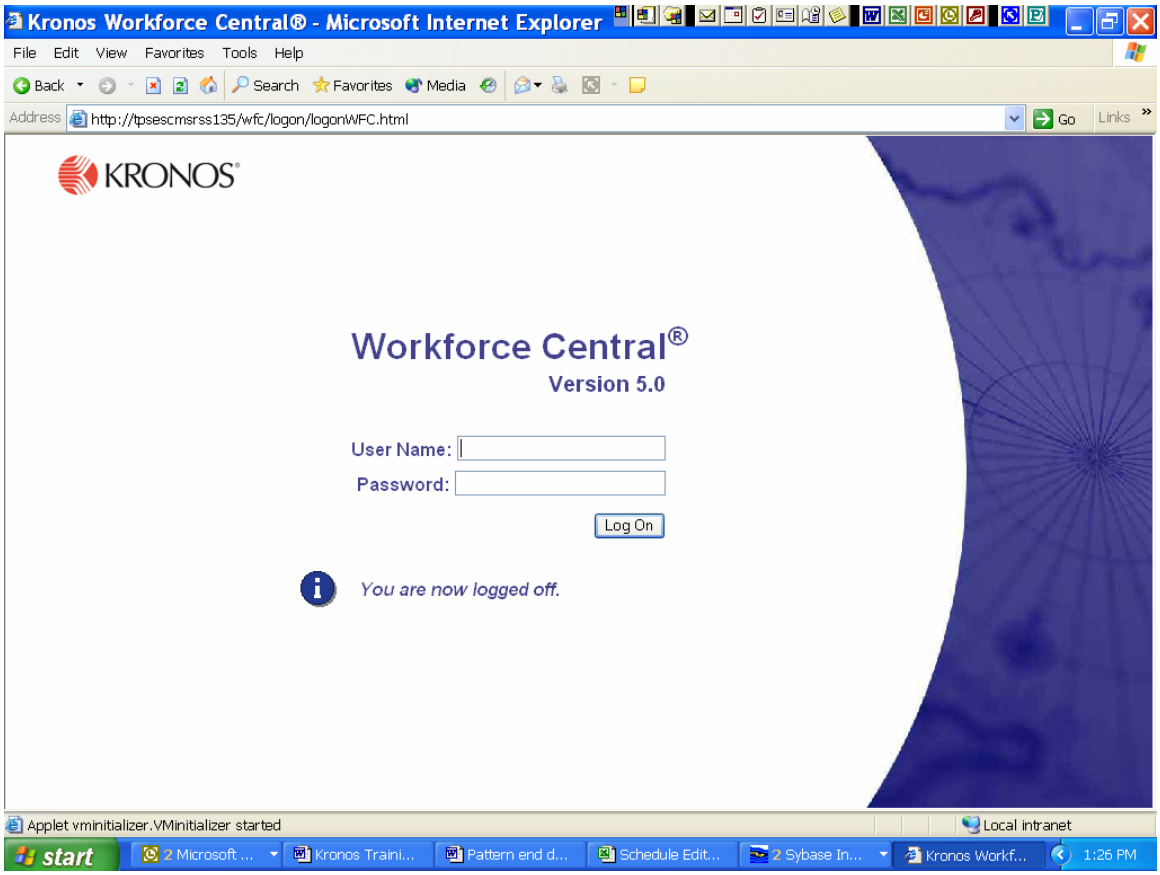
Enrolling Employees

Employees will be imported on a daily basis from GEAC Smartstream, the HR/Payroll system. Once an employee has been issued an ID #, he/she can be enrolled into Kronos.

A supervisory badge is required to swipe at the clock to get into the proper mode, then a password must be entered (00000). Once the supervisory mode comes up, the screen will direct the necessary actions. You must push the "enroll employee" button, enter the employee's five-digit ID number, then follow the directions. After enrolling the employee, be sure to push the "ESC" button (for escape) twice to get the clock back into the employee mode.

Logging into Kronos

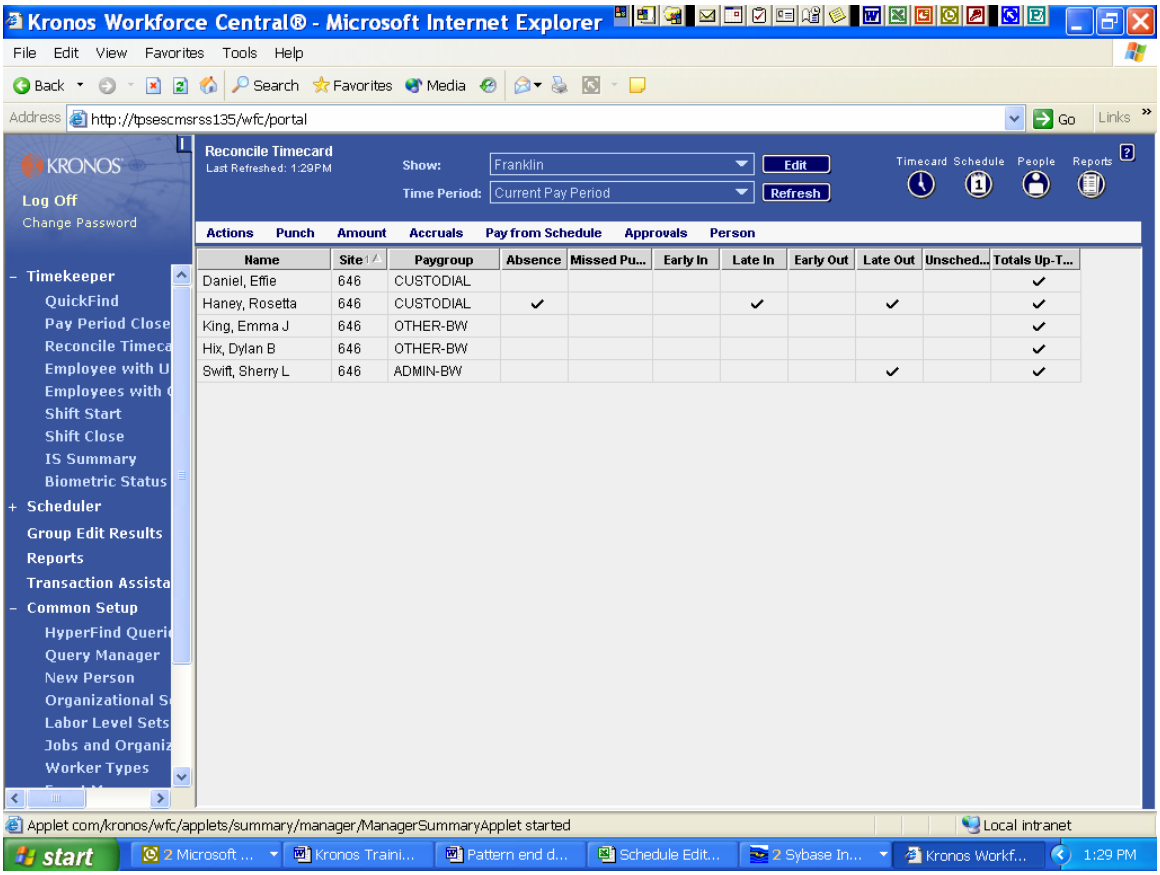
To log into Kronos for the first time, go to the internet and type:
http://tpsescmsrss135/wfc/logon



When you have been set up as a licensed time manager, your username is the first five letters of your last name and the first two letters of your first name, and the initial password is welcome. Both the username and password are in lower case letters. You will then be prompted to change the password to something known only to you. In the

event that you forget your password, you must notify Payroll and your password will be reset to welcome. You may be asked if you would like to install JavaTime, in which case you would answer "yes" and follow directions. If you are not allowed to do this, please call the ISS Help Desk for assistance.

When you click on Reconcile Timecards, you will see a list of the employees whose time you are authorized to manage. If you double-click on the column heading Name, your employees will be alphabetized. If you double-click on Pay Group, they are grouped according to job (Custodial, Nutrition, etc.). If you have employees who are not on your list, please e-mail the appropriate clerk in HR so the employees can either be hired or transferred to your site. If you have employees on your list who no longer work in your school, please notify HR of that as well, with a copy to your payroll tech.

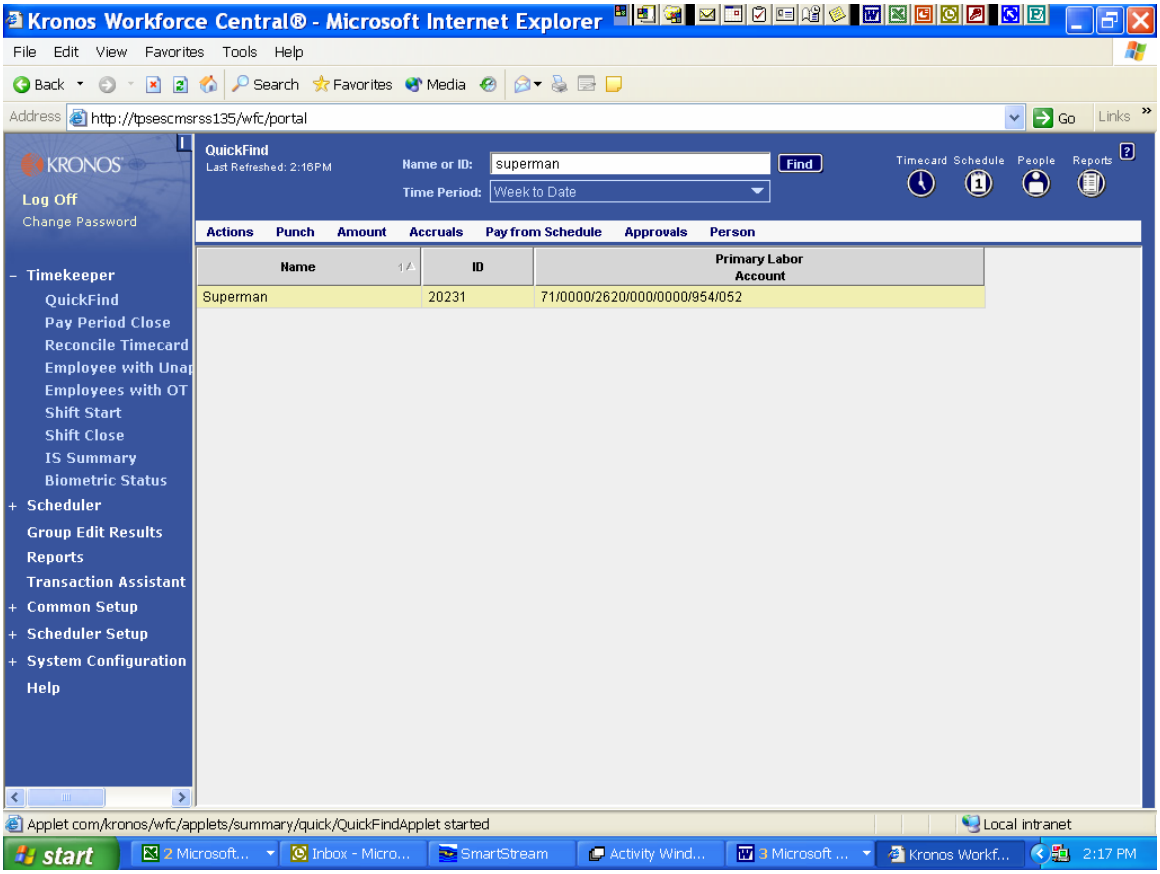


Scheduling Employees

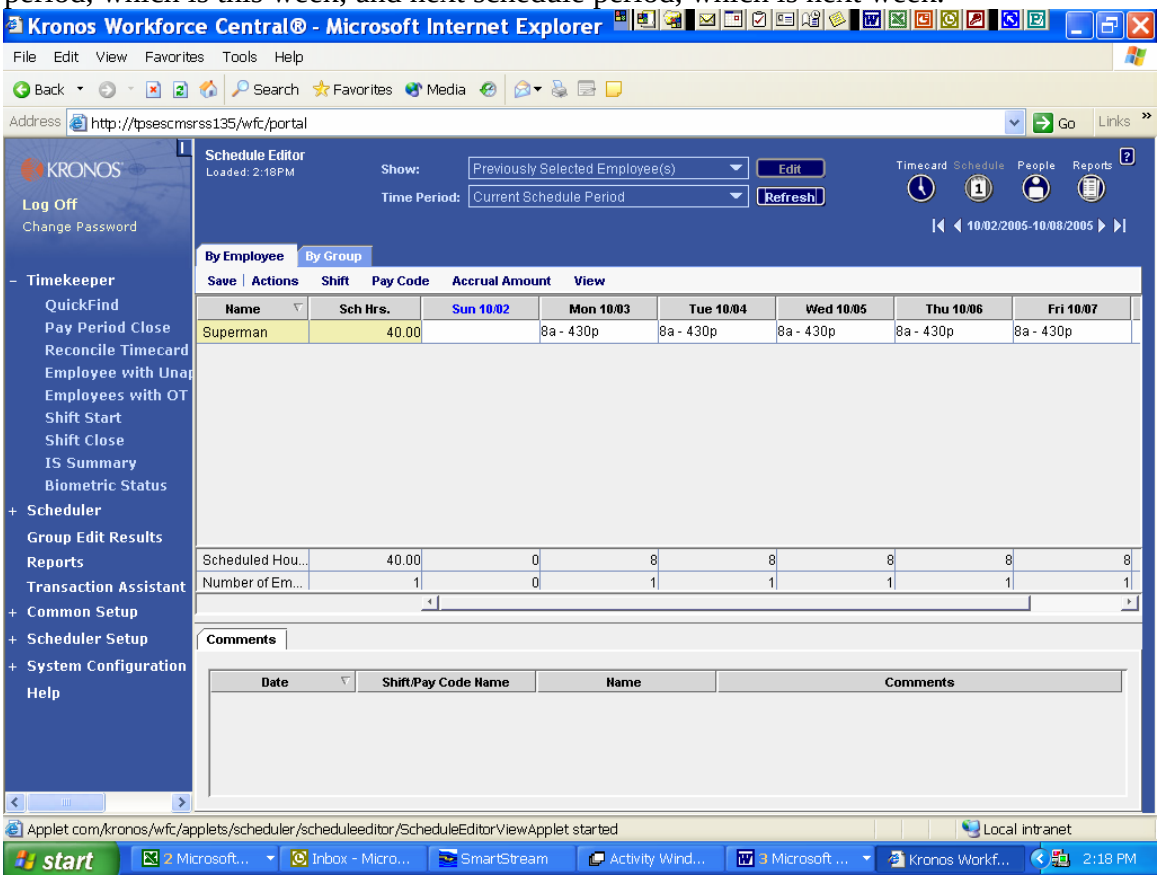
Definitions:
Shift: a set working time for one day, such as 8 a.m. to 4:30 p.m.
Pattern: one or more shifts, such as 8 a.m. to 4:30 p.m. Monday-Friday

To enter a schedule for an employee

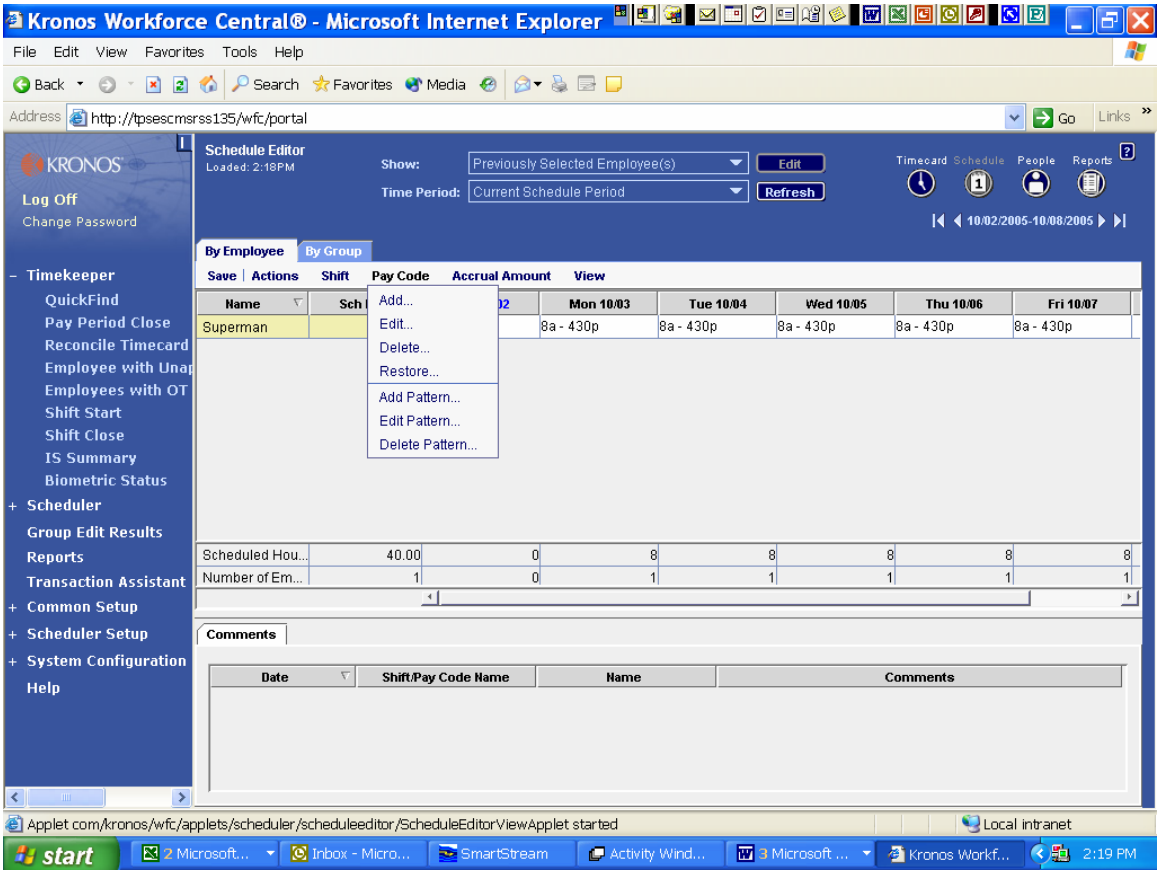
1. To enter a schedule for an employee, first select that employee by typing his/her last name into QuickFind, clicking "find," and then clicking on the employee. When an employee has been selected, the box around the name turns yellow. You may also select an employee from your "Reconcile Timecard" list by highlighting that employee and choosing the "schedule" button at the upper right hand corner of the screen.



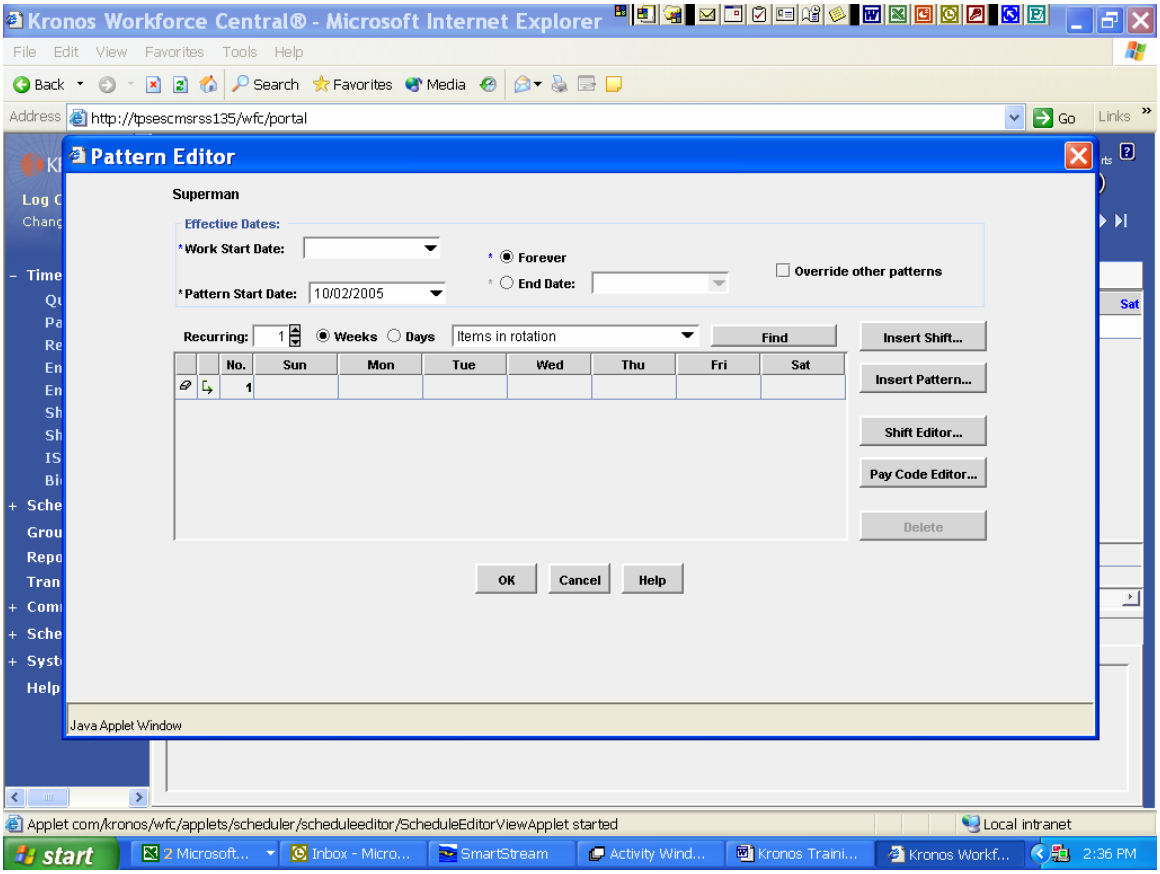
2. In the Schedule Editor, make sure that the time period includes the first day of the schedule (choices include previous schedule period, which is last week; current schedule period, which is this week; and next schedule period, which is next week.



Click inside the box under the first day of the week (in the example, click under Mon 7/18), then click on Pay Code. You will see a drop down box with different selections: the first four allow you to add, edit, delete, or restore a specific pay code; the last three allow you to add, edit, or delete a pattern. In the case of setting in a new on-going schedule for an employee, you would choose “add pattern.” (screen on next page)



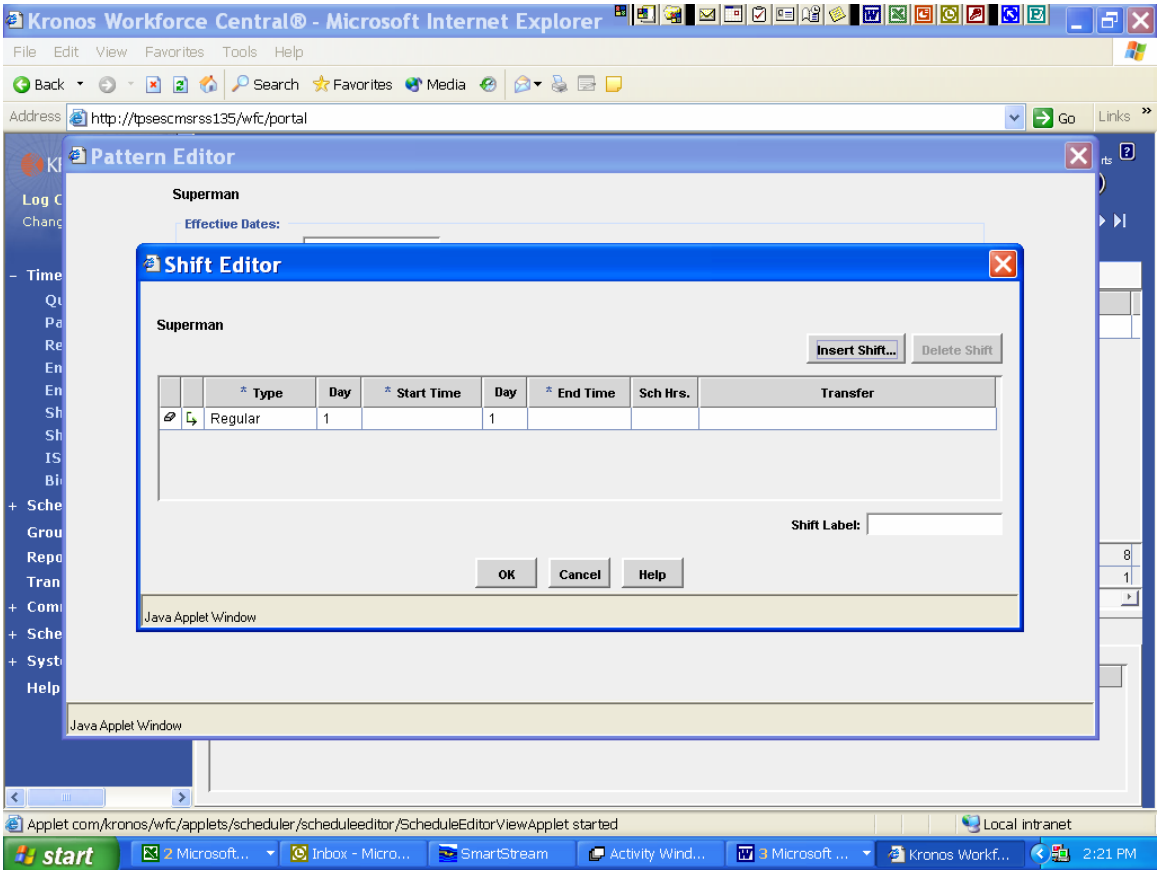
3. In the Pattern Editor enter the date the employee is to begin work. (Please note that this date cannot be any day PRIOR to the date of your defined time period. In our example, we started with **current schedule period**. That means the week we are currently in. If you bring up current schedule period in the week of July 18-22, you cannot have a Work Start Date of June. However, if you are starting a pattern for an employee who is beginning this week or later, you will not have a problem.)



Pattern start date is generally filled in for you and is not an issue. Note to the right of work start date is a circle with the word "forever" chosen. This is the default for a pattern. When you set a pattern in, it will remain until you stop it, OR you can indicate the date you would like the pattern stopped by clicking on "End Date" and choosing the correct date. (If you had an employee working only until the end of this school year, you should choose to stop the pattern on the last day of school.)

4. You must then "select" the days of the week the employee works. If that is Monday-Friday, click under Monday, hold down the shift key, and drag the cursor through Friday.* When properly selected, all cells will turn yellow. Once all the days are yellow, choose "shift editor" over on the right.

5. In the Shift Editor enter the work start time (7:30 a.m., for instance) and end time (4:00 p.m.). You do not need to worry about the transfer box unless you want the time charged to another account. DO NOT click on "insert" shift. Instead, click on the word "ok" at the bottom of the screen..



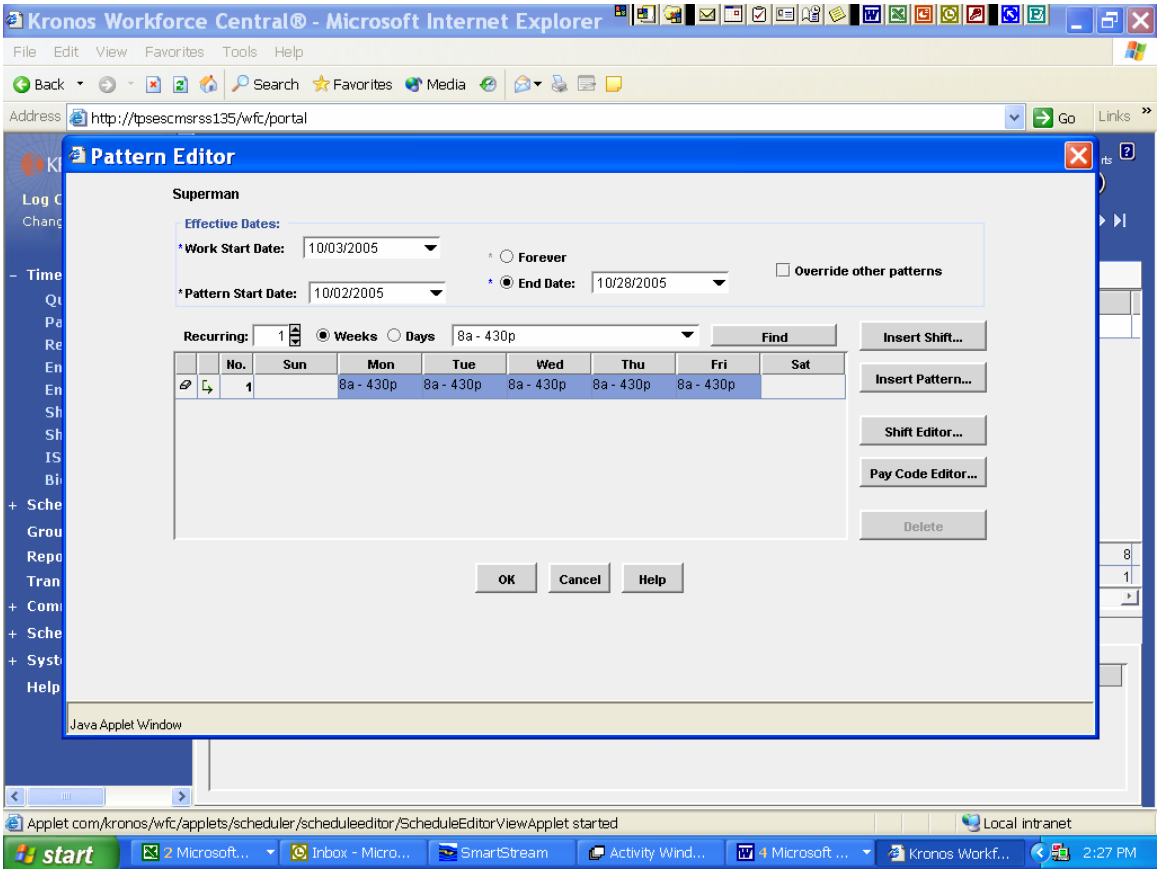
This will take you back to the Pattern Editor. Click "ok," which will take you back to the Schedule Editor. Then click on "save." Note that scheduled hours will include the lunch default of 30 minutes to be deducted. An employee working an 8 hour shift will show 8.5 hours for scheduled hours on this screen.

*(If you forget to highlight all the days of the schedule, you will set a pattern but it will only be for the date selected, such as Monday. You could then "copy" the Monday schedule to the other days of the week by right clicking on Monday, choosing copy, then moving to Tuesday and right clicking, choosing paste. Repeat for other days.)

To change an existing pattern for an employee

To change an existing pattern, follow steps 1 and 2 above until you get to the point where you chose "add pattern," and instead choose "edit pattern." The pattern that you have in place now will come up on the screen. The first thing to do then is to put an **end date** on the existing pattern of the last day it was in effect. Save that pattern, then choose "add pattern" and continue as described above in Step 3, starting your time period on the first date of the new pattern.

In the case of schedule groups, however, we would prefer that you **add another pattern**, so there are two in place. Follow steps 1 and 2, choose "add pattern," put the starting date as the first day of school and the ending date as the last date of school, and continue as before. The only change is that you click on the **"override other patterns"** box.

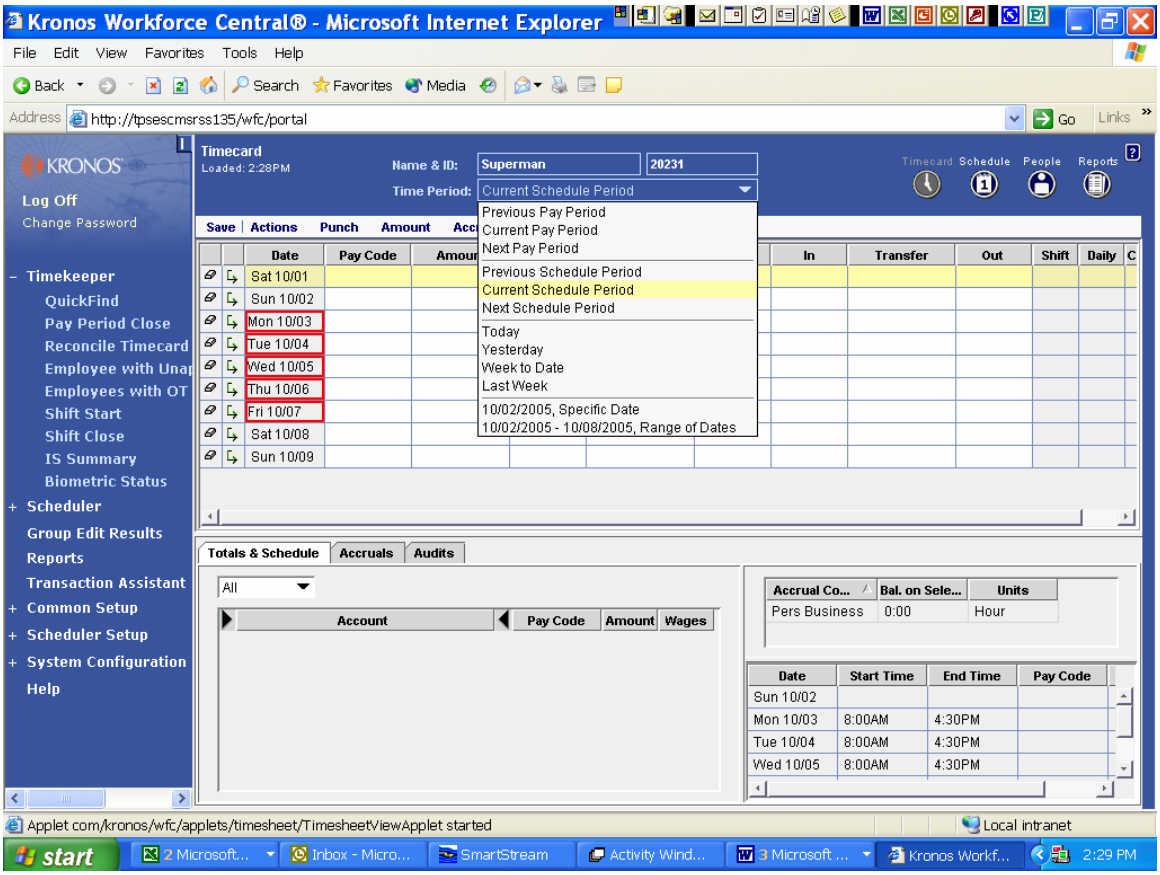


To revise a schedule for a single day

To revise a schedule for one day, which is really a **shift**, do Step 1 above but, in Step 2, choose the date you want to change, then choose Shift, add, instead of choosing Pay Code, and continue. The only difference is that this changes one particular date, such as Thursday, July 4, not every Thursday. After making the change, be sure and "save." The reason you might want to do this is the rounding rules. If you had an employee come in 15 minutes late but stay 15 minutes over to make up the time, the rounding rules would not pick up the entire work day unless you had changed the shift.

Time periods

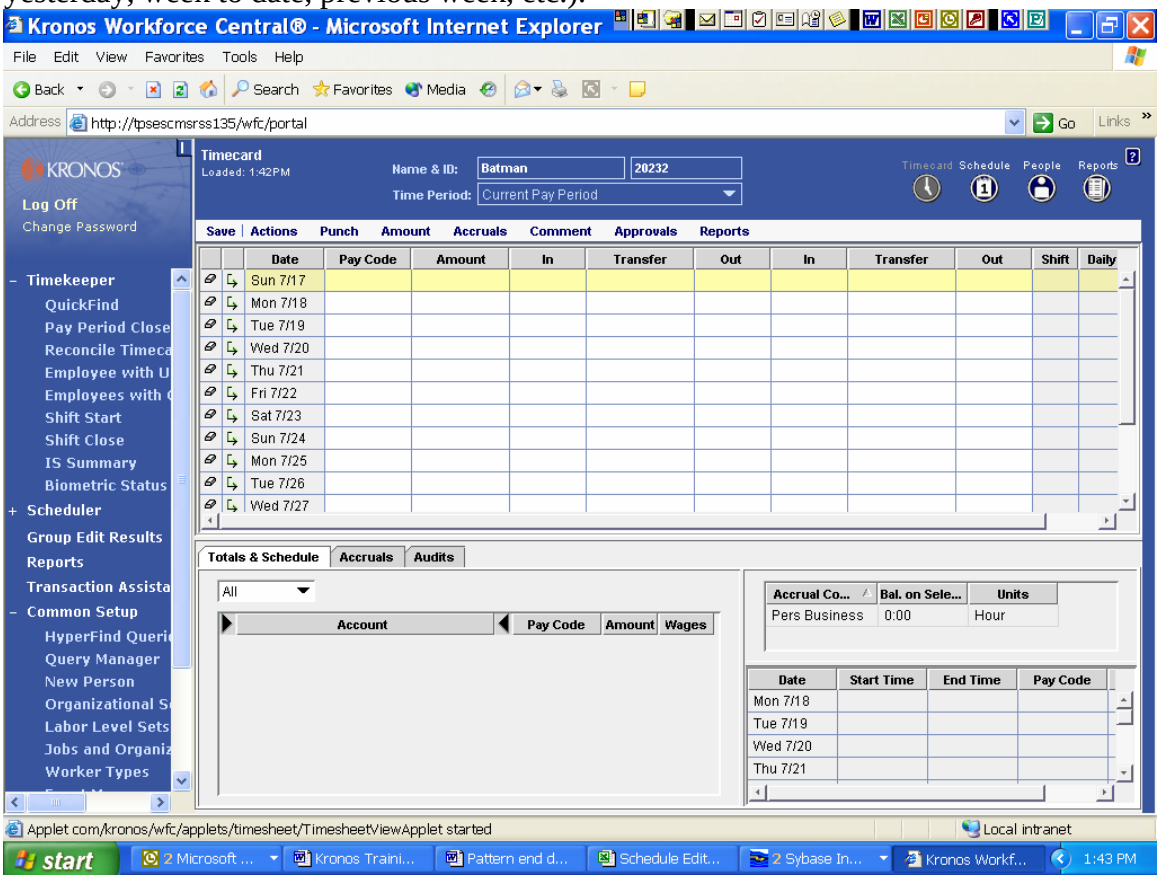
Kronos allows you to view several different time periods, ranging from one day to any specified range of dates, as shown below.



Previous Pay Period: the two-week period in the pay cycle that has ended
Current Pay Period: the two-week period in the pay cycle that we are currently in
Next Pay Period: the two-week period in the pay cycle that begins after current ends
Previous Schedule Period: the one-week period that just ended
Current Schedule Period: the one-week period that we are currently in
Next Schedule Period: the one-week period after the one we are currently in
Today: self-explanatory
Yesterday: self-explanatory
Week-to-date: self-explanatory
Last Week: same as previous schedule period
x/xx/xxxx, Specific Date—you can identify any single date since Kronos implementation
x/xx/xxxx-x/xx/xxxx, Range of Dates—you can identify any period of time
To set dates in the last two categories, the date can be typed in or a drop-down calendar allows you to select dates.

Timecards

To open an employee's timecard, choose Reconcile Timecard and double-click the employee's name (or type in the name or ID number on QuickFind). When the timecard is opened, BE SURE to select the appropriate time period from the drop-down list (today, yesterday, week to date, previous week, etc.).

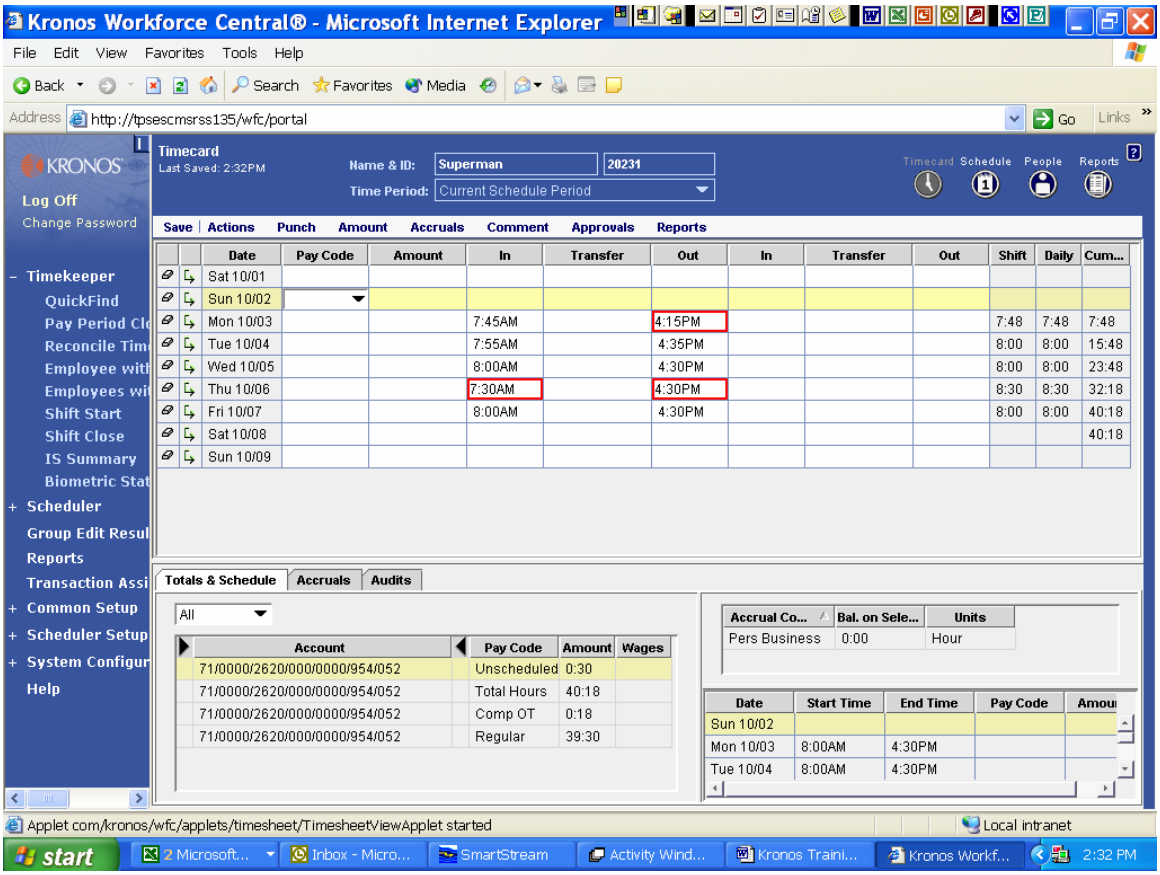


The timecard is divided into three sections. The major portion is called the hourly view and shows the employee's start and stop times (including lunch, if the employee clocked out for lunch). On the far right hand side of that portion of the timecard, the hours are totaled for shift, daily, and cumulative for period. In the lower right hand side the employee's schedule is shown.

In the lower left hand side of the timecard are three tabs labeled "Totals & Schedule," "Accruals," and "Audits." The first tab gives the total hours for the specified period and the account charged to; the second gives any accrued leave time; and the third shows which punches were done at the clock and which were changed or added by the time manager. Note that any time worked outside of scheduled hours is labeled "unscheduled" but is paid at the regular hourly rate.

An additional option is an inset box under Totals & Schedule which offers "all," "shift," "daily," and cumulative. It is often useful to select "daily," then place the cursor on a

specific date, to show how the hours were broken down into the different accounts. This will help you identify when overtime was earned or unscheduled time was worked.

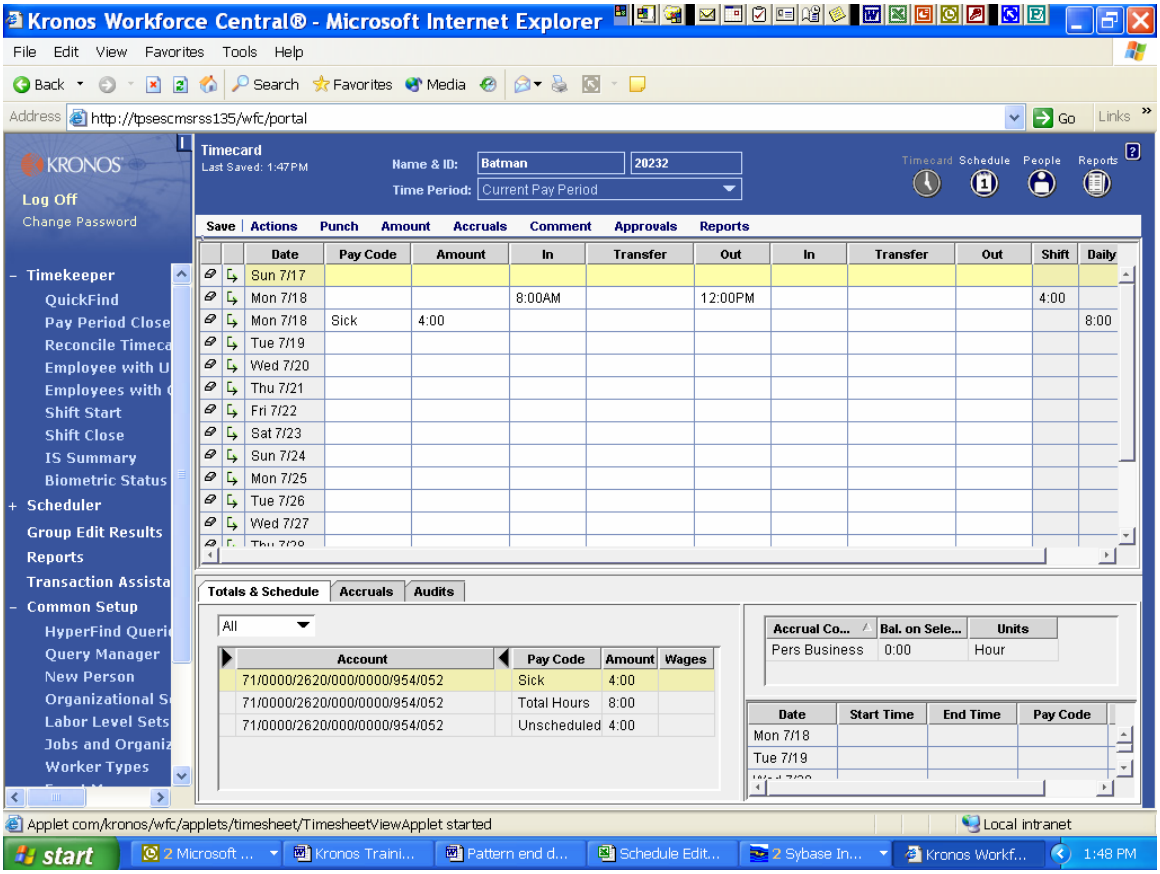


Timecard indicators include:

- A solid red cell indicates a missed punch
- A red outline indicates an exception (early or late punch, long interval, etc.)
- A blue outline indicates an excused absence
- A small yellow note icon indicates a comment
- A red border indicates an unexcused absence day
- Gray cells cannot be edited
- An (x) before a labor account shows this is not the employee's home account
- An (x) after the date indicates a labor transfer
- An (o) after the date indicates a scheduled off-shift
- A gold bar across the top means the transaction has not been saved

Missed punches are the most important thing to look for. If an employee clocked in but failed to clock out, the time is not counted for that day. The manager will need to find out why the employee did not clock in or out and then set in that time. The employee should then be counseled about the importance of clocking in and out.
When an employee is absent, the time manager must enter the reason and the number of hours. **For a full day absence,** go to the timecard, click on the date of the absence, move

the cursor to the first column (pay code), and from the dropdown choose the appropriate reason (sick, vacation, etc.). In the next column, enter the number of hours the employee was scheduled to work. For example, an 8-hour employee who was sick would have sick, 8 in the two columns. **For a partial day absence**, the process is the same except you must add a line by going to the appropriate date and clicking on the arrow on the left-hand side of the date, which will give you a blank line. For example, maybe an employee worked 4 hours and then went home sick. The first line might have in at 8 and out at 12; you would then add a line and put sick in pay code and 4 in the amount column on the new line. (If you try to enter leave on the same line, you will be given an error message that says "you cannot enter pay code on a line with a punch.") If the employee was off for a family death or jury duty, that needs to be e-mailed to Payroll.



Other kinds of errors might require managerial decisions—for instance, if the employee has worked more hours than scheduled during the first two days of the week, the manager may ask that the employee come in later or leave earlier for the rest of the week.

Please note that the time worked outside of scheduled hours will be totaled as Unscheduled (see the screenprint on the previous page) and will be paid but will come from the site's discretionary funds.

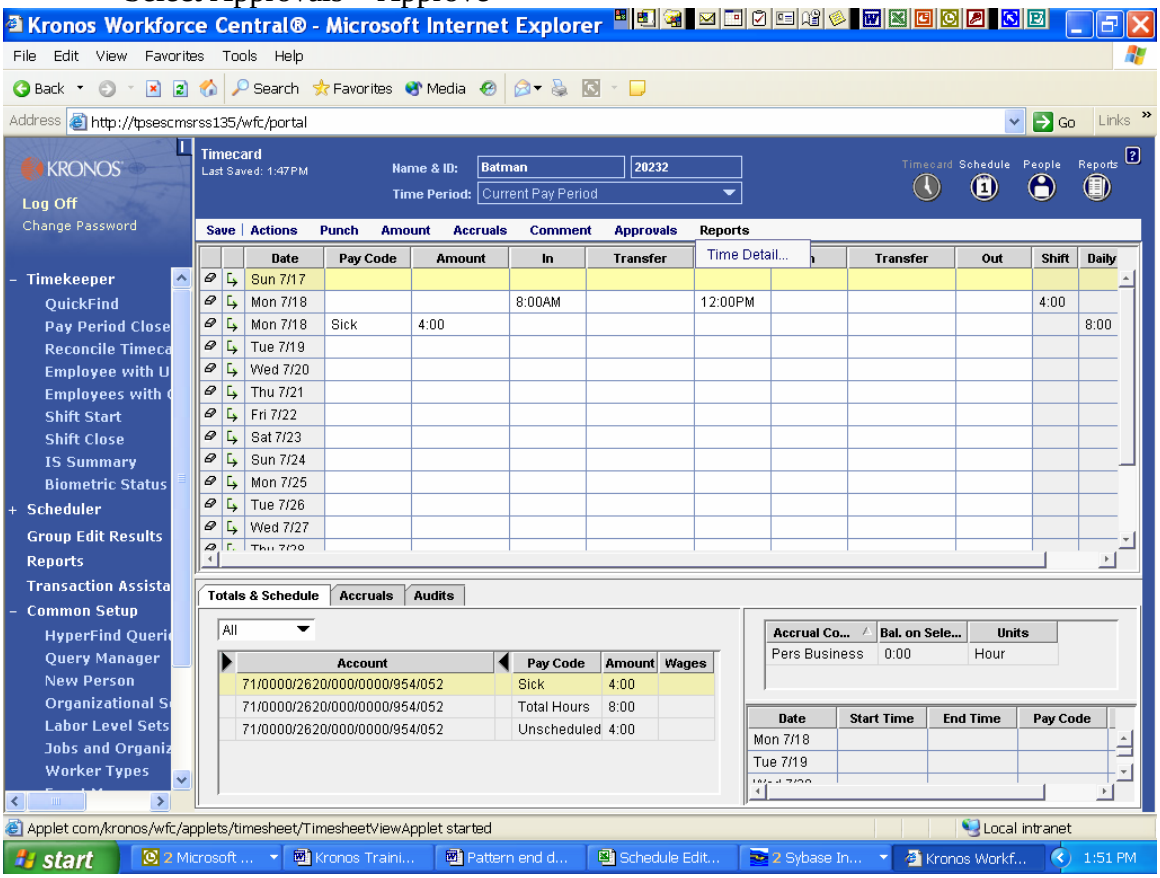
Time charged to different account

If any of the time is to be charged to a different labor account or paid at a different rate, one of three things must happen: 1) the employee will need to hit "transfer" at the clock and enter the appropriate account number, i.e., job 214 for sub or to a project # if Federal Projects money is involved; 2) you as manager can transfer the charges to that account from the timecard; or 3) an appropriate schedule can be set in to transfer the time (ask your payroll tech for the appropriate account numbers).

Approving time cards

At the end of the two-week time period, the manager will need to approve the time. This can be done by individual employees or groups of employees. To approve an individual time card:

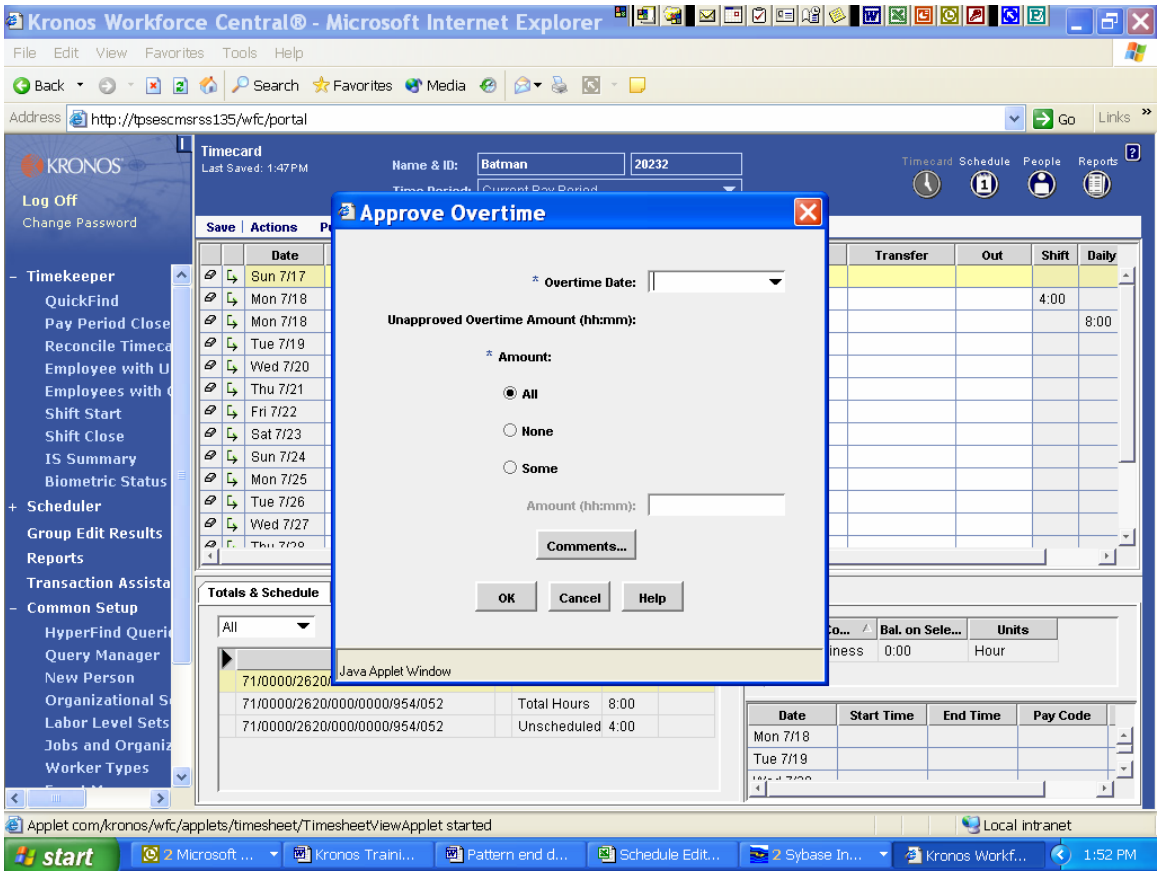
- Choose the employee and click on Timecard
- Make sure that you are in the current pay period range of dates
- Select Approvals > Approve



If employee works more than 40 hours

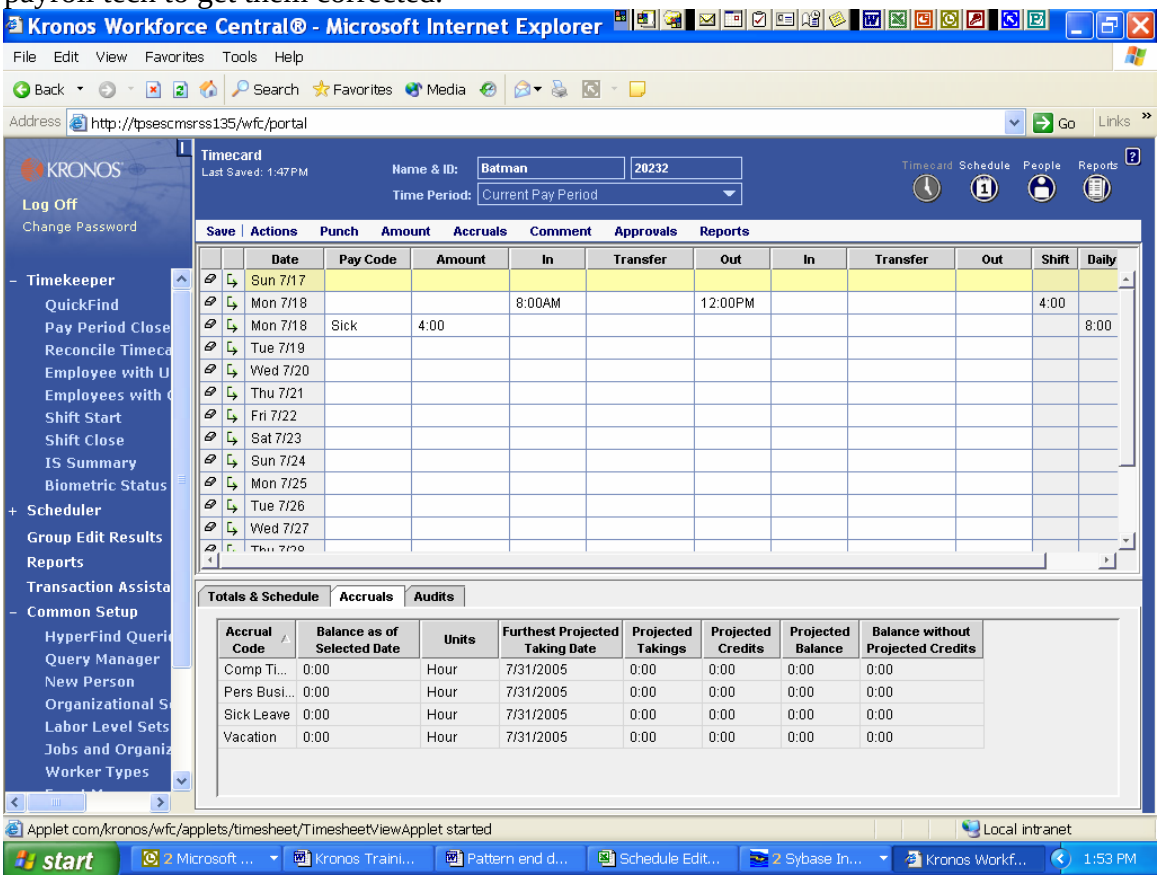
When an employee works more than 40 hours in a week, that time will automatically be calculated and charged to Comp.Time (compensatory time), at one-and-a-half times the hours worked. In other words, an employee who works 44 hours would be reported as earning 40 hours regular pay and 6 hours of comp time. Those totals will show on the bottom of the timecard. When you approve the time card, that amount is transferred over to the payroll system.

If you have an employee who cannot take off comp time and you need to pay overtime, this is done by clicking on Approval > Approve overtime. A screen will then be opened which asks you the date the overtime was earned and whether you wish to approve part or all of it to be paid as overtime. It is important to note that the system does not recognize overtime until the employee has actually reached 40 hours. If you have an employee that worked 10 hours on Monday, 10 hours on Tuesday, and then 8 hours on Wednesday-Friday, the employee's cumulative hours do not exceed 40 until Friday (total on Monday 10, total on Tuesday 20, total on Wednesday 28, total on Thursday 36, and total on Friday 44). You would therefore click on Approval > Approve overtime, date (Friday's date), indicate whether you are approving "all" or "some," (in which case you would indicate how much) and "ok." Then save. When you view the totals on the timecard, the time that was indicated as Comp.Time is now shown as OT.1.5.



Leave Balances

As the manager, you may check the accrued leave balances of any of your employees by going to the employee's time card, then clicking on the "Accruals" tab at the bottom of the time card. If any of those balances are incorrect, you will need to contact your payroll tech to get them corrected.



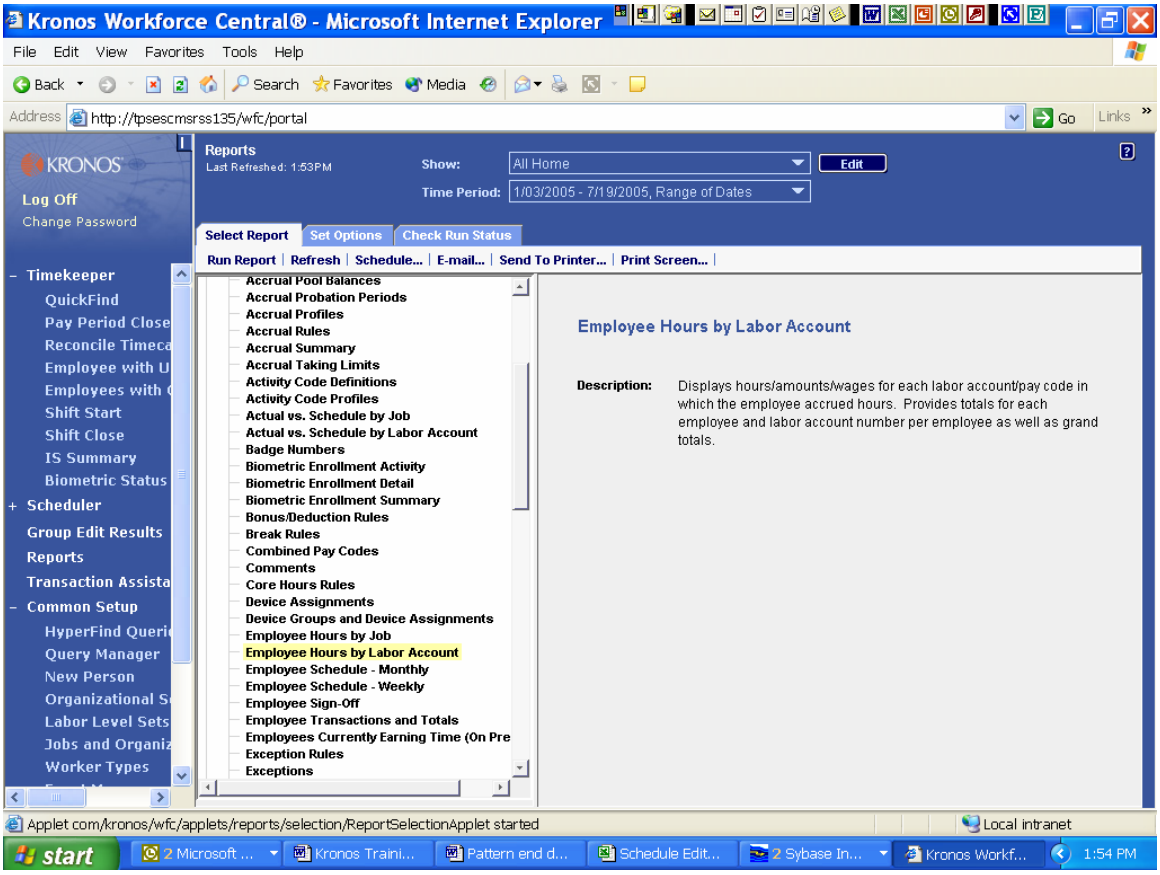
Each employee can check his/her own balances by going to the mounted wall clock, pushing the button "Total Leave," and then entering his/her badge number.

Transfers

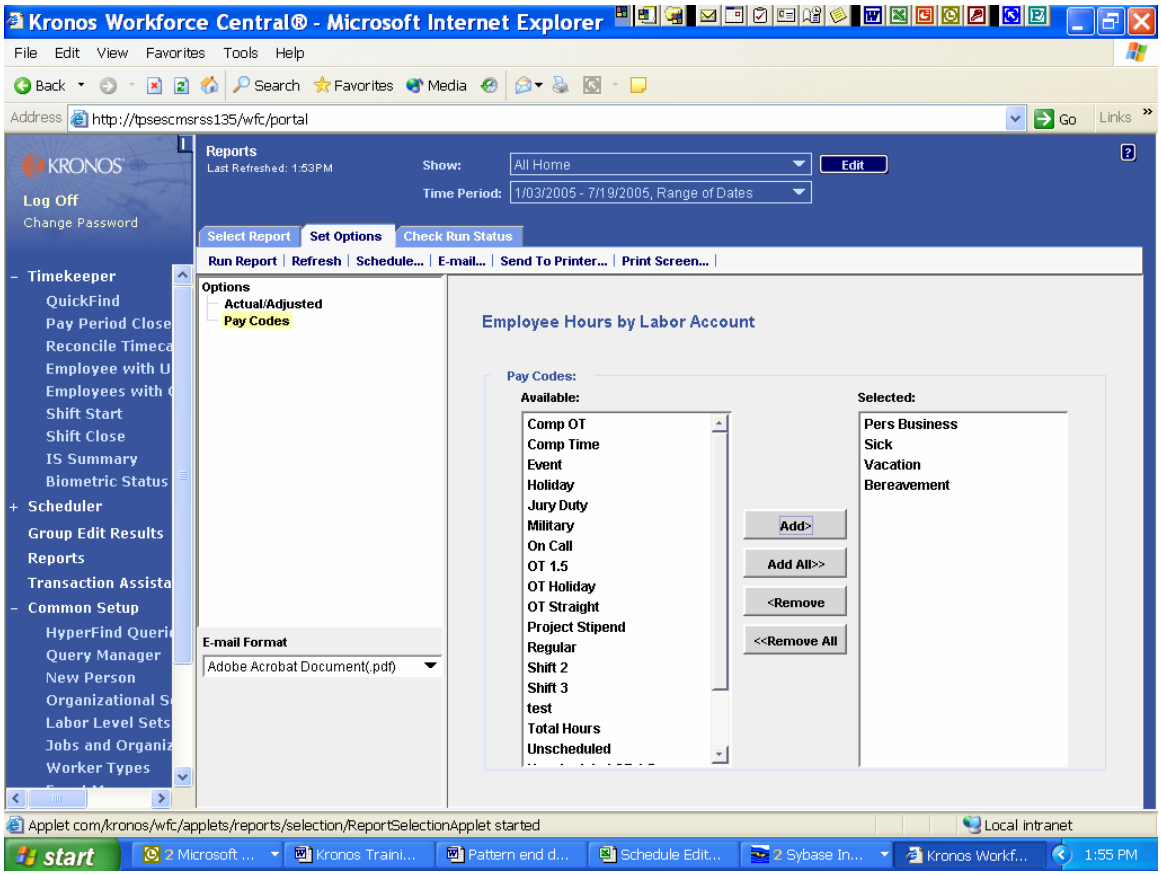
If an employee has done work which should be charged to an account rather than the regular "home" account, this can be corrected by clicking on the "transfer" cell after the clock-in time on the time card. Then choose "search" for a list of possible values for each fund, project, function, program, subject, job class, or site. The employee can also push the "transfer" button at the clock and enter the appropriate information when clocking in. The third method of charging to a different account is to have that information coded into the schedule. Note that division is not one of the options, since it is assigned in the interface.

Reports

This system has a great many reports which can serve as management tools for you. To run a report, first click on "Reports" on the navigation bar, choose from the "Categories" list the report you want, indicate from the "Show" drop down which group of employees you want included in the report, then make sure that you also indicate the correct time period you want the report to be for. To change some of the reports, you can look at "Specific report options." Then select "Run Report" from the Select Reports menu.



For example, your principal/manager might like to see a report showing absences for all employees for the preceding year. To create such a report, go to Reports, Employee Hours by Labor Account, make sure you have indicated the range of dates that you are interested in, then select Set Options and Pay codes. Begin by removing all of the pay codes and only "selecting" those involving absences. Click on run report, then you can "view report" to make sure it includes everything you wanted. You can then print or e-mail the report to your principal/manager.



Wage Profiles and Wage Overrides

When an employee is to be paid a rate different from his/her normal rate, Payroll must attach a designated Wage Profile to that person. Since these are not accessible by time managers, you should e-mail Payroll the employee who is to be paid the different rate, the rate, the times for which this rate is applicable, and the account number, if it is also different from the employee's home account. Payroll can then go into the "People" record and attach the appropriate profile and the time will be paid at the new rate.

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