Notes from the Kronos Users' Meeting
March 14, 2007

- Jacci reminded everyone that pop up blockers or loading Kronos through outlook could be causing problems with running reports.
- Setting up a hyperfind: Click on Common Setup, hyperfind, new, and then either choose part of the account number of the employee ID #s (Jacci demonstrated each), then save as…
- To run a report for a specific employee, you can either create the hyperfind (above) or select the timecard, click on reports, choose the report you want, the range of dates you are interested in, under options choose the pay codes, then run report. (This is particularly helpful in finding absenteeism.)
- Jacci discussed adding shifts…Current pay period, schedule, add shift, put in the times, ok, save. You can change one day or several days. We discussed the difference in adding or editing a shift vs adding or editing the pattern.
- Comp Time: Employees working over 40hrs/wk accrue comp time. When Dr. Z. has approved it, that comp time can be converted to overtime. Comp time should be used before the end of the FY/School year.
- We discussed the difference in unscheduled and unscheduled-p time, and the managers were shown how to revise the schedules to eliminate the unscheduled-p time.