


Kronos: Employee Timecard Entry

Kronos uses 24 hour time format. This means that 8 o'clock in the morning will be displayed as 8:00, and 4:30 in the afternoon will be displayed as 16:30. You are able to enter time into your timecard using several methods, including:


- Typing 8:00 or 800
- Placing an 'a' (for morning) or 'p' (for afternoon) at the end of a numeral, for example 8a will display as 8:00

Entering Time

If the hours that you have worked are the same as what is already displayed in your timecard, enter the relevant Transfer Code for the day. (See the Entering Transfer Codes section below.)

If you need to enter several work intervals, ie split your day across multiple Transfer Codes, you will need to enter each work interval. Each new interval will require a new line by clicking on the  icon.

Entering different work intervals

1. **Delete** the relevant line by clicking on the  icon. Your scheduled work times will be removed from the In and Out columns.
2. Enter your **Start Time** into the In column, for example 8:00.
3. Enter your **Transfer Code**. (See the Entering Transfer Codes section below.)
4. If, at this stage, you are entering in a lunch break, enter a time in the Out column.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
 	Tue 31/7	8:00-16:30			8:00	/////FPM00217-2.38/	 12:30	4:30	4:30	4:30

Alternatively, if you are entering another work interval, you will not need to put in an Out punch as Kronos will do this for you once you commence your next work interval.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
 	Tue 31/7	8:00-16:30			8:00	/////FPM00217-2.38/	10:00			
 					10:00	/////FPM00252-1.09/	 12:30	4:30	4:30	4:30

! TIP ! Kronos inserted punches appear in purple text.

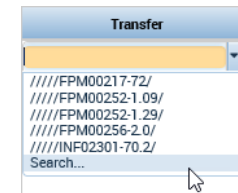
5. Continue to insert work intervals until you have completed your day, ensuring that you click on **Save** to commit the changes.

NOTE: If an error message displays 'punch already exists' – remove the out punch

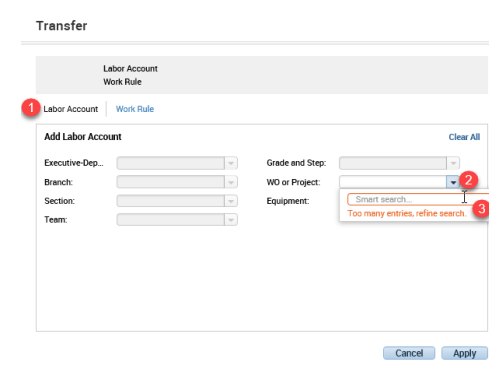
Entering Transfer Codes – Project and Work Order Codes

Once an In punch has been inserted, a Transfer Code will need to be included.

1. Click into the **Transfer** column of the relevant date.
2. Select **Search**. (NOTE: As you start using Transfer Codes, a recent drop down list containing the last 5 codes you used will display. You can select the code you need from this list by clicking on it.)

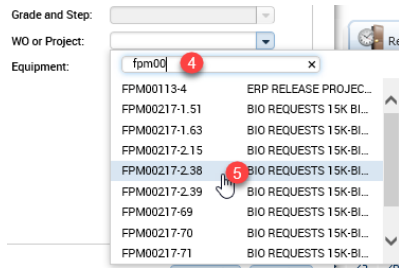


3. To search for a new code from the **Labor Account tab**, select the drop down arrow for **WO (Work Order) or Project** and place your cursor in the **Smart Search field**.

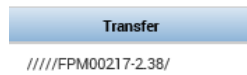


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- Commence typing in the relevant code, for example FPM00; Kronos will filter codes as you type. Once you have found the correct code, click on the code and select **Apply**.



- The code will be entered into the Transfer column for that day. This code will also now be available in the recent items drop down list.



- Click on **Save** to commit the changes to your timecard.

! TIP ! You can view the totals for the day or timecard by showing the Kronos Drawer.

Entering Pay Codes

Pay Codes are used when staff need to enter a time interval for a particular activity, for example taking leave. Pay codes can also be applied for oncall and penalties.

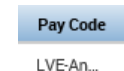
There are two methods where you can apply a Pay Code.

Method 1 – Whole Day

- Delete** the relevant line by clicking on the icon. Your scheduled work times will be removed from the In and Out columns.

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
		Tue 31/7	8:00-16:30					

- Select the relevant **Pay Code** by clicking on the column, activating the drop down list.
- Once the code is selected, the code is inserted into the Pay Code column.



- Select the **Amount** column so the drop down list becomes active. As this will be for a full day, select **Full Sched Day**, or enter number of hours taken
- Click the **Save** button. The selected pay code has now been entered into your timecard. Check the total and adjust if required (e.g. LGE 8hr day)


		Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
		Tue 31/7	8:00-16:30	LVE-An...	7:30	8:00	.../E-OFFICE-General-DAY-FT-38-60b	16:30	7:30	7:30	7:30

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Method 2 – Part Day

1. Complete your timecard for the relevant day, entering the time in for the hours worked.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
 	Tue 31/7	8:00-16:30			8:00	/////FPM00217-2.38/	 12:30	4:30	4:30	4:30

2. **Add** an additional line () to enter your time using a Pay Code.
3. In the blank line, select the relevant **Pay Code** by clicking on the column, activating the drop down list.
4. In the **Amount** column, enter the number of hours required to be taken. This should be the difference between the hours worked vs full day)

Pay Code	Amount
LVE-Sic...	3:00

5. Kronos expects there to be a start time for the Pay Code to commence. Enter the relevant time in the In column, in this example, 12:30.
6. Click on the **Save** button. The selected pay code has now been entered into your timecard – check total is correct.

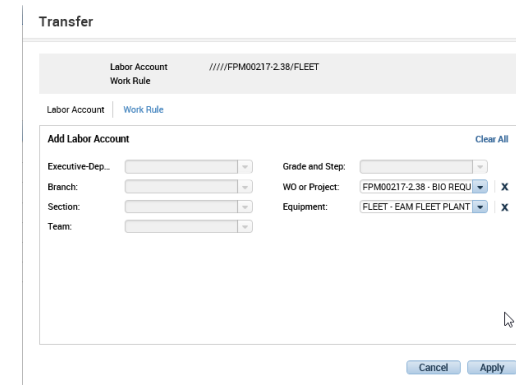
	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
 	Tue 31/7				8:00	/////FPM00217-2.38/	 12:30	4:30		
 		8:00-16:30	LVE-Sic...	3:00	12:30	.../E-OFFICE-General-DAY-FT-38-60b	 15:30	3:00	7:30	7:30

Entering Equipment Codes

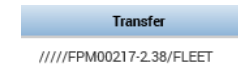
There may be occasions where you will need to enter an Equipment Code as well as a Project/Work Order Code.

1. Enter your In punch and select the **Transfer** column to activate the drop down arrow. Select **Search**.
2. From the **Labor Account tab**, search for the relevant **WO (Work Order)** or **Project code** by clicking on the drop down arrow and typing into the **Smart Search field**. Select the correct code.

3. Click on the **Equipment** drop down arrow and either scroll through the list of options, or use the Smart Search field to find the relevant equipment code. Select the correct code.



4. Click **Apply**. The correct code combination will display in the Transfer column. **NOTE:** This code combination will now be available to select from your Recent Items list.



5. Click on **Save** to commit the changes to your timecard.

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Entering Work Rules

There may be occasions where you will need to enter a Work Rule against time within your timecard (e.g. Bank to TIL, or Pay as OT). This Work Rule can be entered in conjunction with a Project/Work Order Code.

1. Enter your In punch and select the **Transfer** column to activate the drop down arrow. Select **Search**.
2. From the **Labor Account tab**, search for the relevant WO (Work Order) or Project code by clicking on the drop down arrow and typing into the **Smart Search field**. Select the correct code.
3. Click on the **Work Rule tab** and select the relevant option from the scrollable list. Alternatively, you can perform a search for the Work Rule. Click on **Apply**.

The screenshot shows the 'Transfer' dialog box in Kronos. At the top, the 'Labor Account' tab is selected, displaying the code '/////FPM00217-2.38/'. Below this, the 'Work Rule' tab is active, showing a scrollable list of work rules. The list includes options like '30min minimum Office', 'Bank as TIL', 'Not OC CallBack -1 Office', 'Not OC CallBack-Office', 'OC CallBack -1 Office', 'OC CallBack-Office', 'Pay as OT-Officers', and 'Unscheduled work on PNI'. The 'Pay as OT-Officers' option is highlighted with a red circle and a mouse cursor. At the bottom right, the 'Apply' button is highlighted with a red circle.

The combined codes will display in the Transfer column.

4. Enter your Out punch and click on **Save**.

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+	x	Tue 31/7	8:00-16:30			8:00	/////FPM00217-2.38/	16:30	7:30		
+	x					17:00	...FPM00217-2.38/;Pay as OT-Officers	21:00	4:00	11:30	11:30