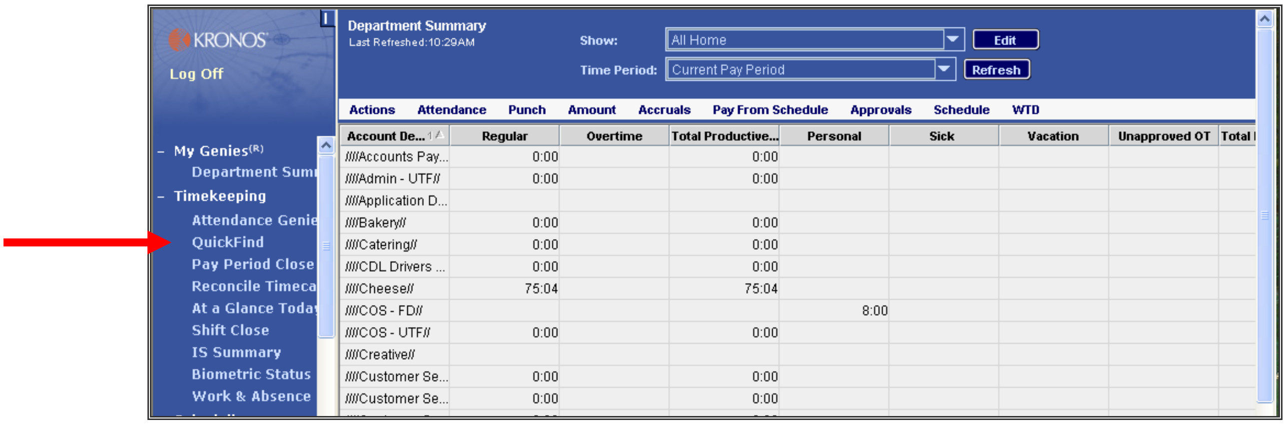
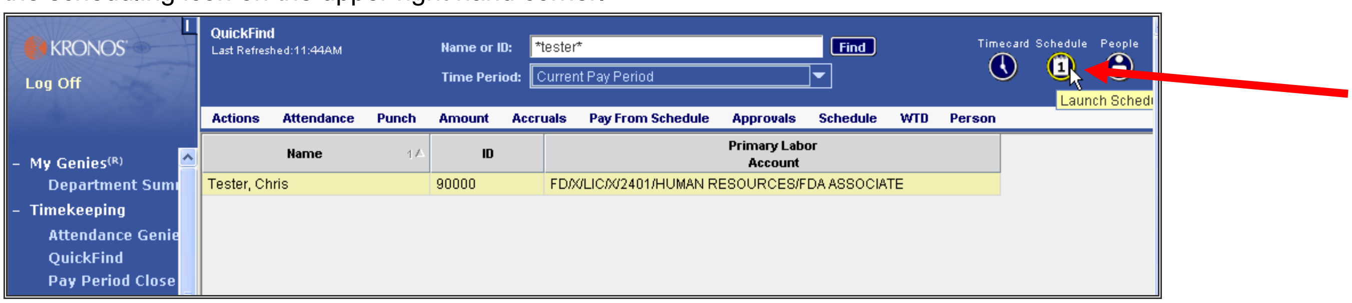
Schedule Editing

There are two ways to edit schedules in Kronos. The first way is directly through an employee's record as seen below.

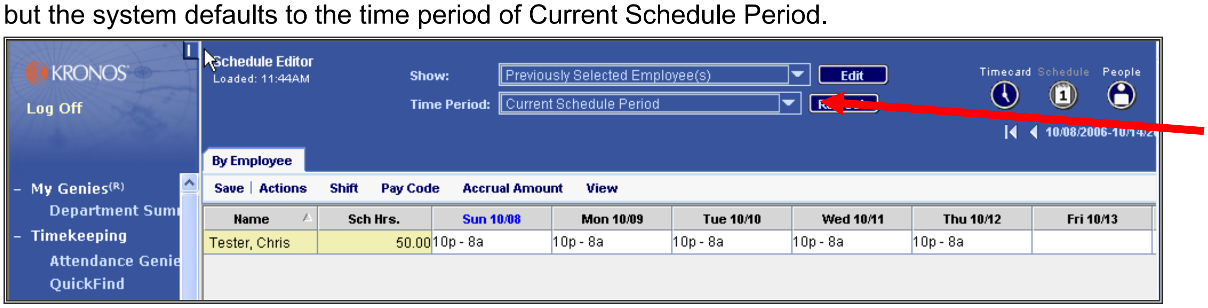
Step 1 – you can find an employee through the *quickfind* function or through one of the genies in the system.



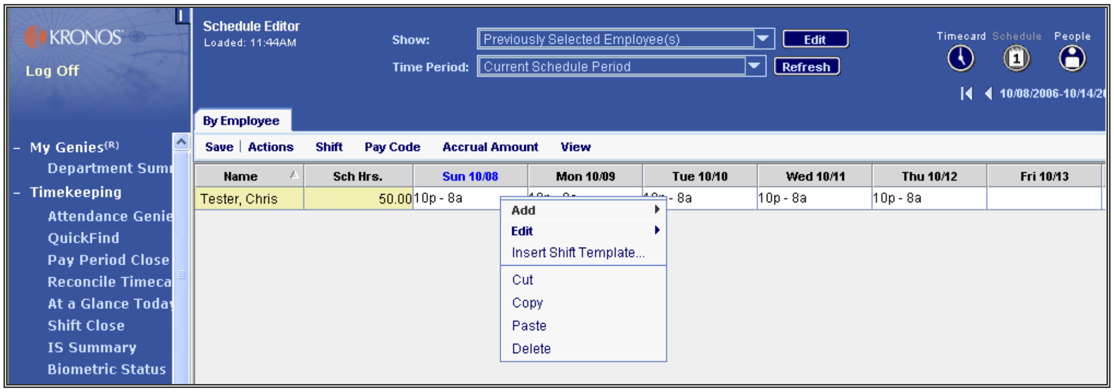
Step 2 – once you find the employee, in this case Chris Tester, you highlight his row and click on the scheduling icon on the upper right hand corner.



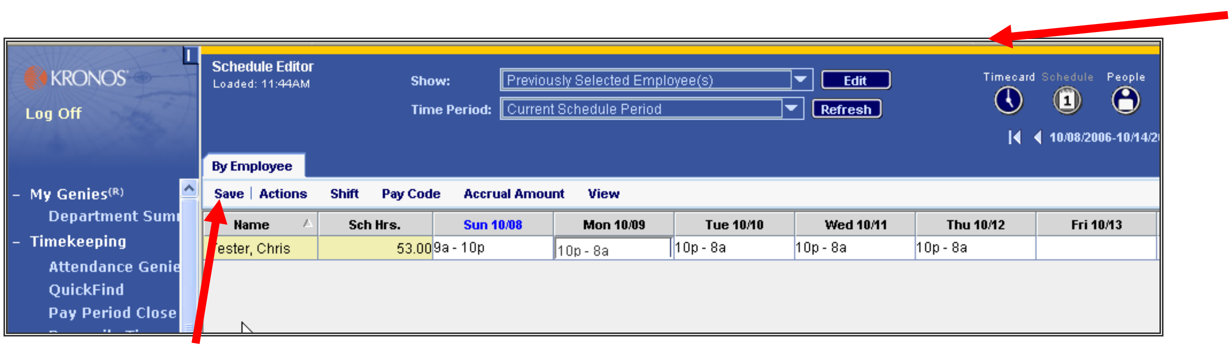
Step 3 – the previous step takes you into the scheduler editor, where you can edit times and schedules for that specific employee. Please note that you will need to pick specific time period, but the system defaults to the time period of Current Schedule Period.



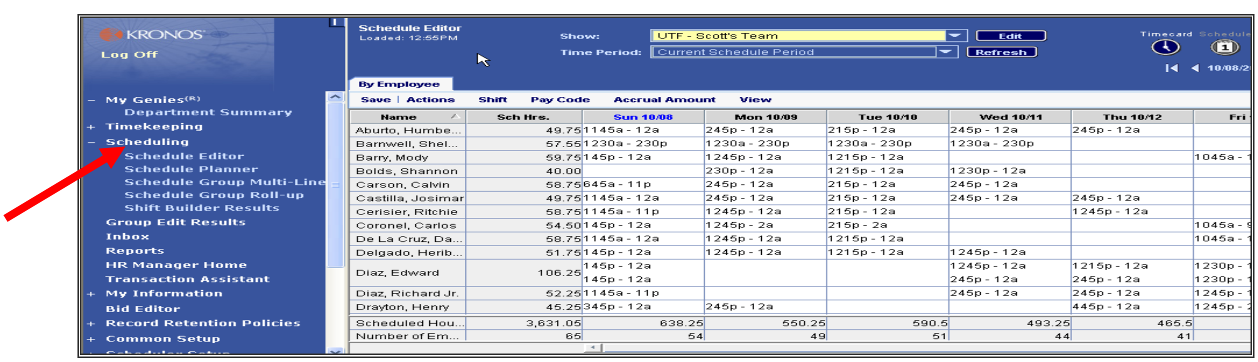
Step 4 – you can click into the cell of the day you need to edit or place your mouse over that day and right click to open a menu where you can add, edit, insert a template, cut, copy, paste or delete.



Step 5 – once you make a change in a timesheet or schedule, an orange line is created across the top of the screen. This means you have made an edit, but have not saved the edit. Click on the save button in the upper left corner.



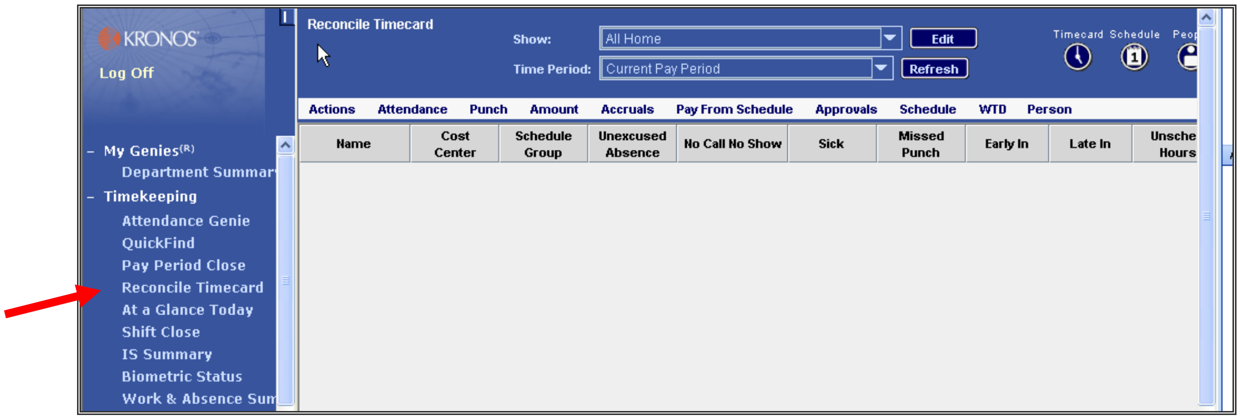
The second way is through the scheduling editor section of Kronos. Please pick the "show" (in this case Scott's Team) and the time period for the schedule (Current Schedule Period)



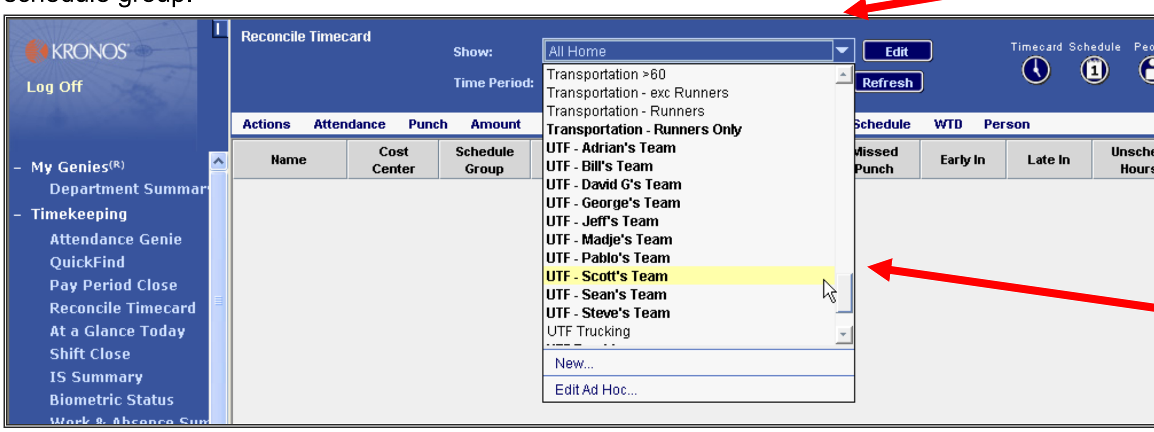
Daily Hours Management – Kronos Guide

Step 1- Log into the Kronos application

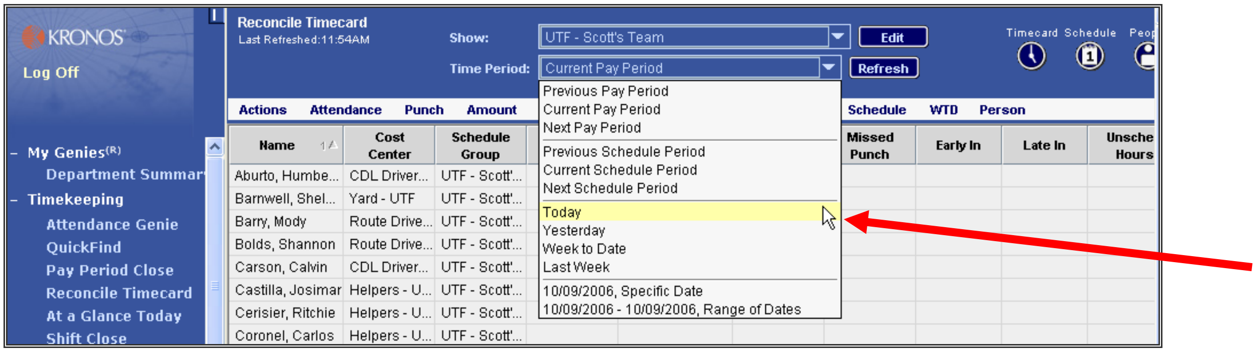
Step 2 – click on the Reconcile Timecard Genie located under the Timekeeping menu in the left hand menu bar. (Your menu may not have the department summary genie, but should look similar to this screen shot.)



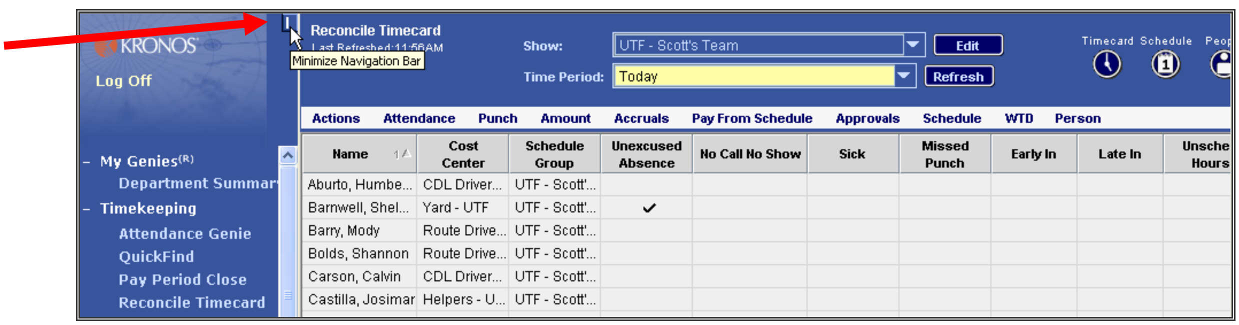
Step 3 – from the "show" at the top of the screen, click on the down arrow and select your group of employees (e.g. Scott's Team), so the system will only pull up the employees within your schedule group.



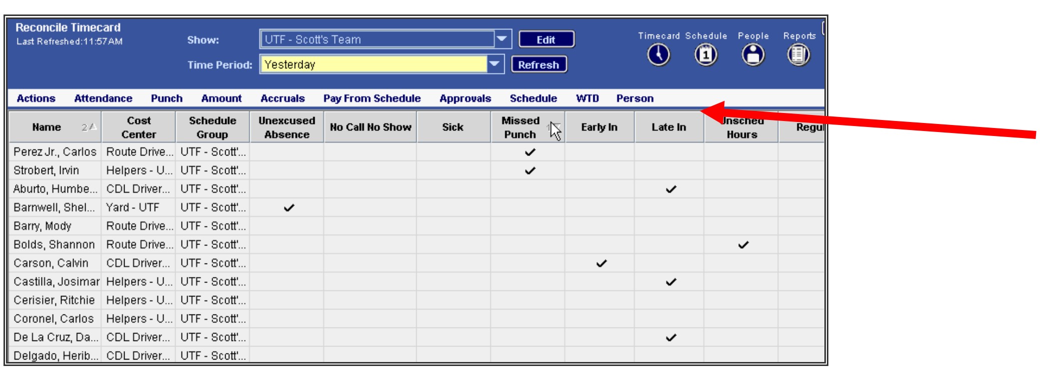
Step 4 – make sure you select the relevant time period, when reviewing daily, you should take a look at your timesheets at least 3 times per day (once at the beginning of your shift, in the middle and before you leave for the day). In this case, you would choose the “time period” of “today”.



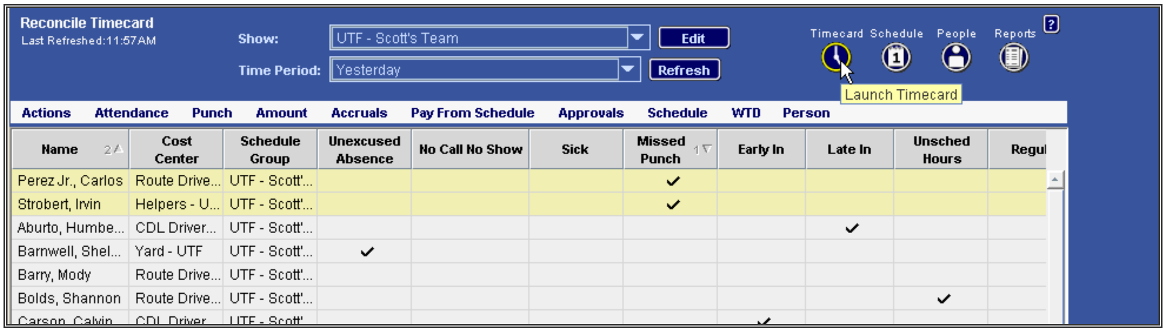
Quick note – you can minimize the navigation bar and increase the screen size by click on the “minimize navigation bar” as shown below.



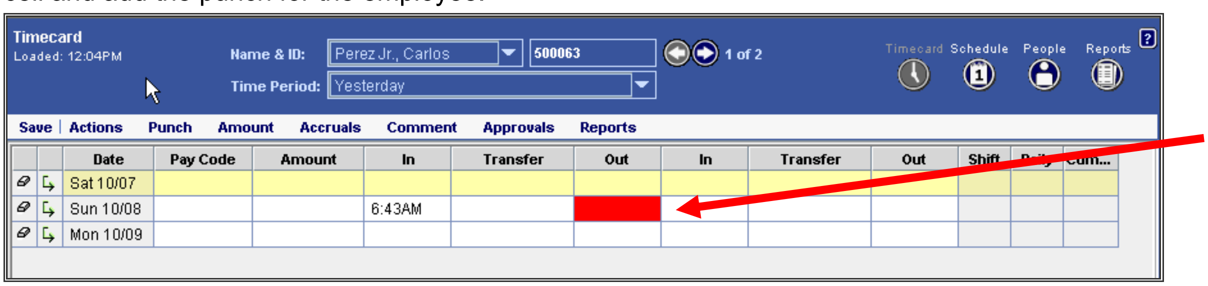
Step 5 – review all your team’s exceptions, including missed punches, unexcused absences, early-in’s, late-in’s, etc. You can pull the timesheets with the exceptions to the top of the list by double clicking on the exception row header. The screenshot below shows Scott’s Team, for yesterday and pulls all the missing punches to the top of the list and then sorts those by name.



Step 6 - highlight the employees with the check marks in the exception that you are currently dealing with (in this case "missing punches") and then click on the timecard icon.

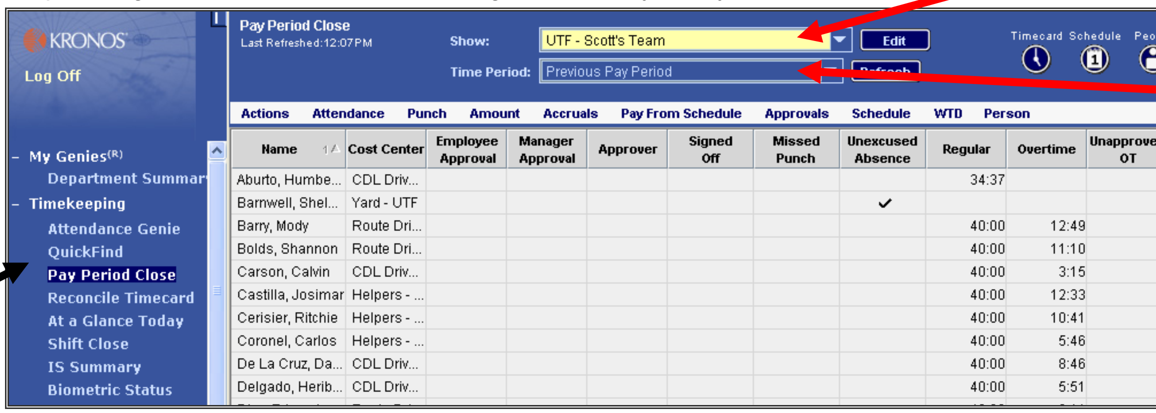


Step 7 – the timecard opens for the first employee, review the exception and correct the exception. The missed punch is represented by a red block in the timesheet. You can click in the cell and add the punch for the employee.

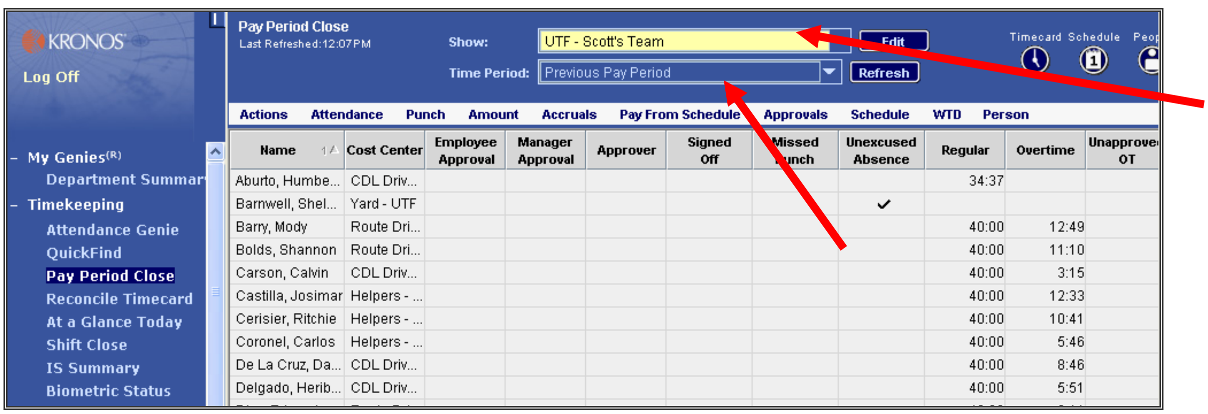


Weekly Hours Management Review

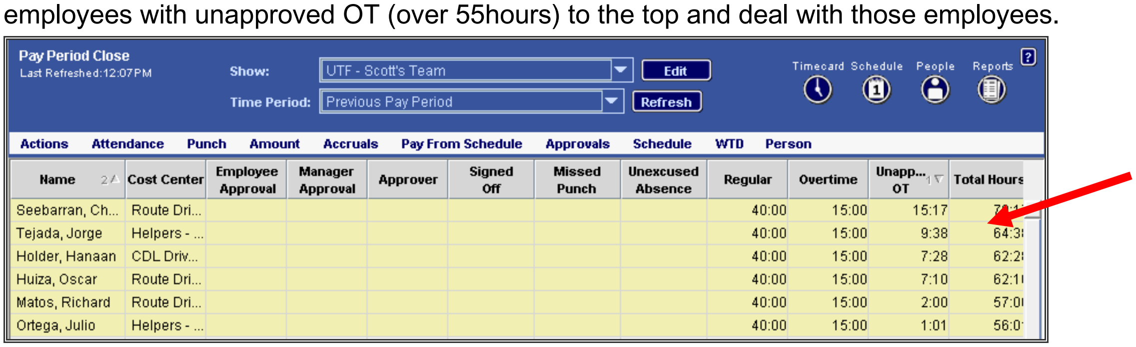
Step 1 – log into Kronos and click on the genie that says "Pay Period Close"



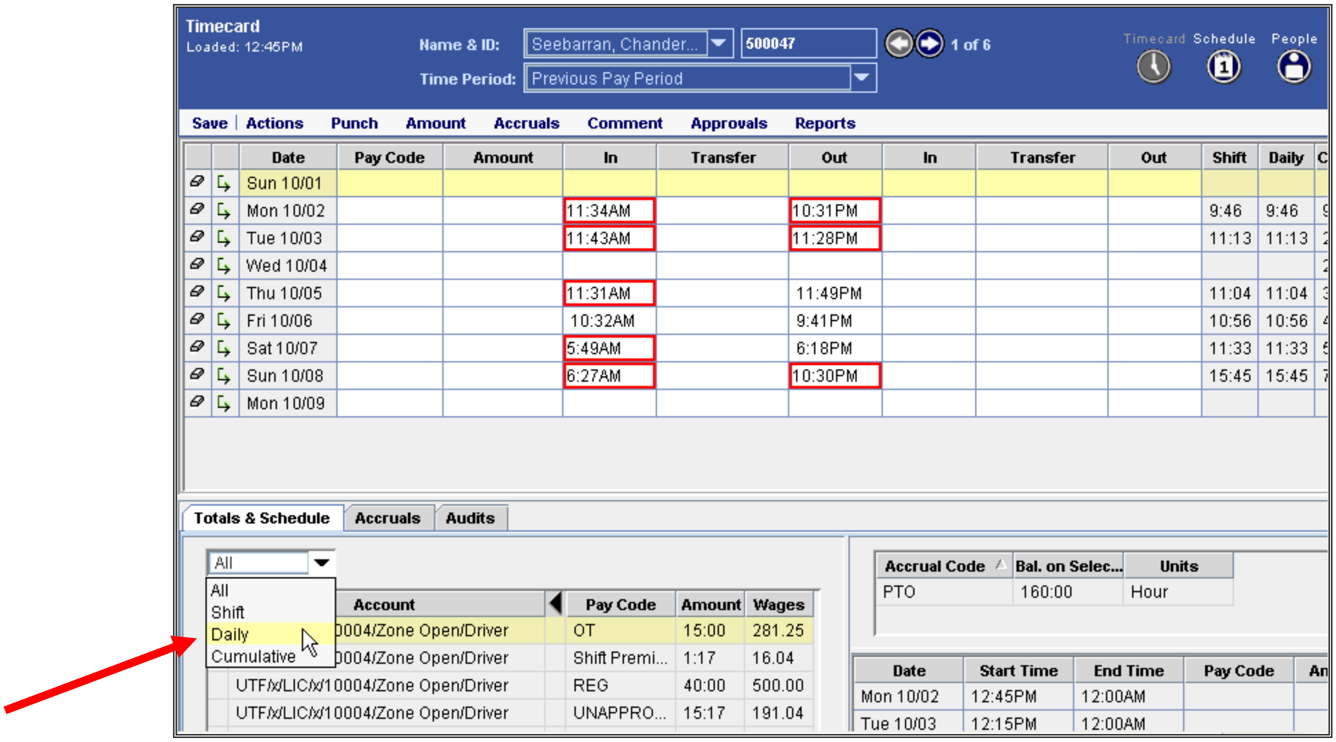
Step 2 – click on the "show" and choose your employees (Scott's Team) and pick the period that you would like to review. If this is a weekly check, you should click on "previous pay period"



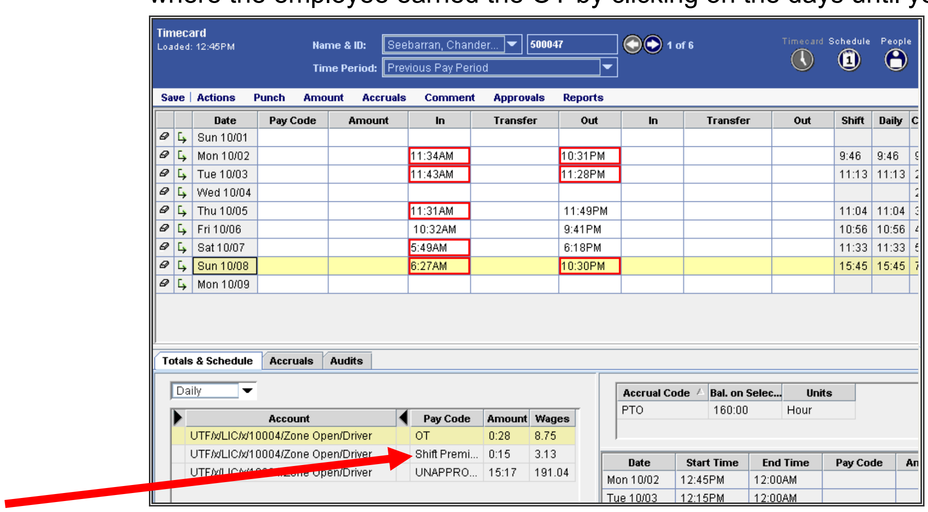
Step 3 – review hours for each employee, specifically approving all hours over 55, which are placed into the unapproved OT column. You can click on that column heading to pull all employees with unapproved OT (over 55hours) to the top and deal with those employees.



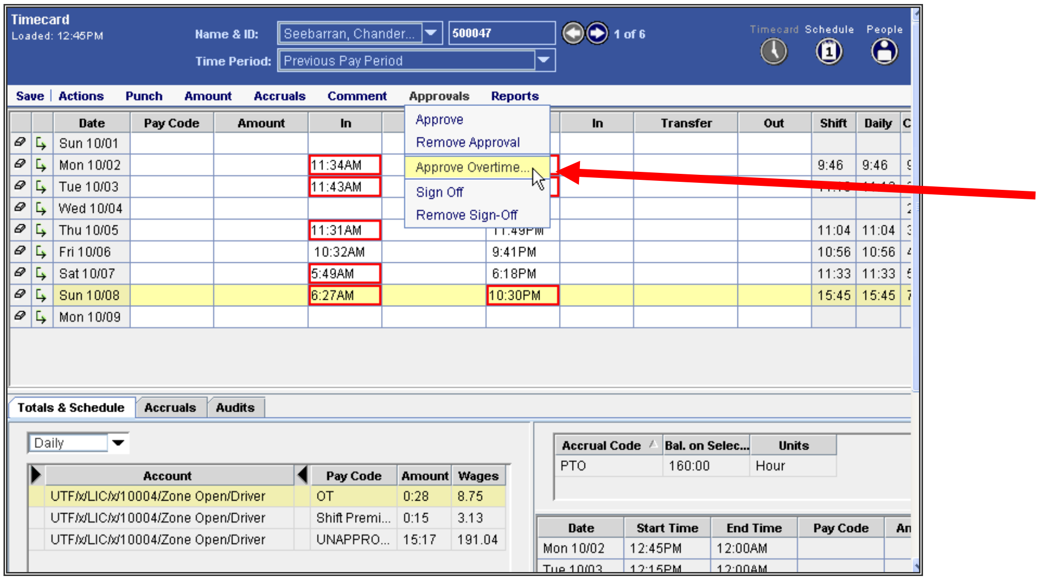
3b. Click on the timesheet of the employee with hours in the unapproved column or highlight all those employees in that have time in that column and click on the timecard icon. This will bring up all the timecards for employees that have 55+ hours for the previous pay period.



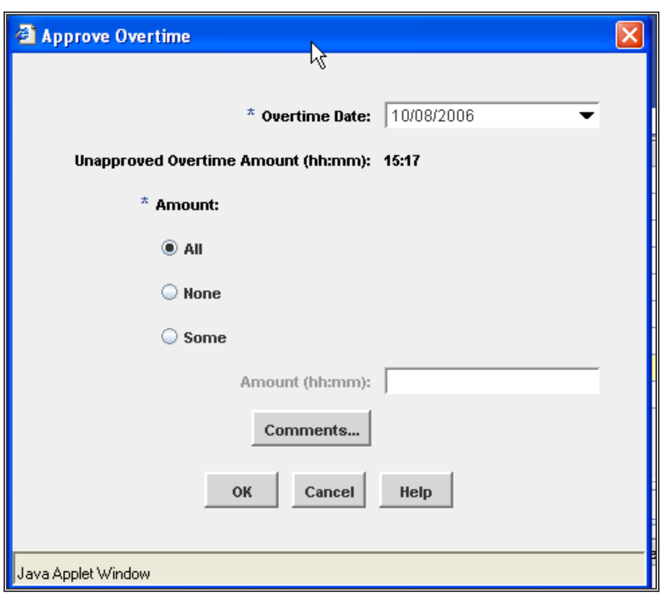
3c. Click on the hours accumulator at the bottom of the employee's timecard and go into the day where the employee earned the OT by clicking on the days until you find the OT.



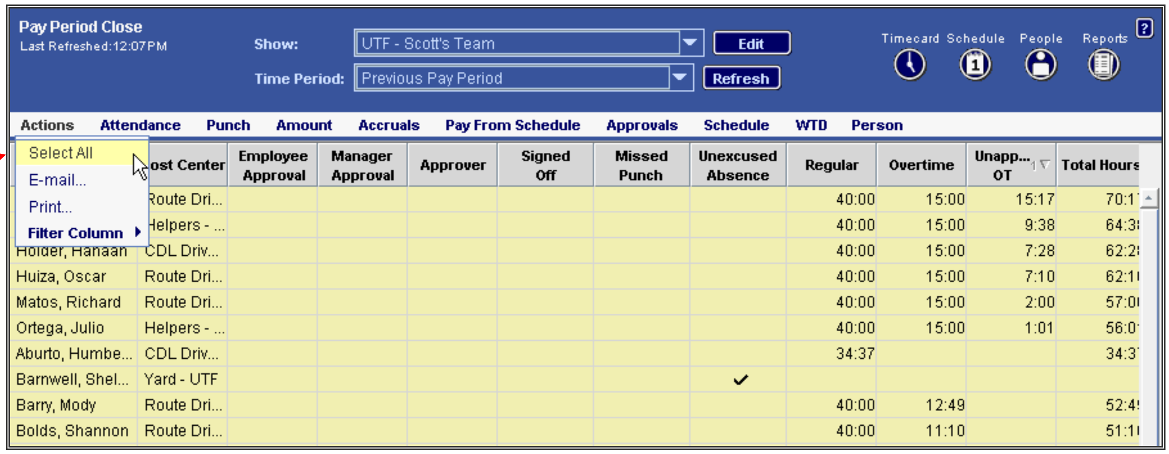
3d. When you find the day that the EE received overtime over 55 hours, you continue to highlight the day (in this case Sunday 10/8) and click on "Approvals" in the menu. This will create a drop down menu and click on approve OT.



3e. After clicking approve overtime, a window opens for overtime approval. In this case the overtime date is the same (10/8) and the amount of time over 55 hours is 15:17. You can approve all, none and some (which would open the amount field). If there are standard reasons for overtime, you can add a standard comment from a drop down list and then click okay.



Step 4 – once all exceptions have been attended to you, the next step is to approve the timesheet. You can approve timesheets one by one or you can click on actions and select all (the employees will be highlighted)



Step 5 – click on approvals in the menu to approve all timesheets. By approving timesheets you are confirming that these times have been approved and are accurate.