

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.

Department Summary
Last Refreshed: 10:29AM

Show: All Home Edit
Time Period: Current Pay Period Refresh

Actions	Attendance	Punch	Amount	Accruals	Pay From Schedule	Approvals	Schedule	WTD
Account De...	Regular	Overtime	Total Productive...	Personal	Sick	Vacation	Unapproved OT	Total
Accounts Pay...	0:00		0:00					
Admin - UTF//	0:00		0:00					
Application D...								
Bakery//	0:00		0:00					
Catering//	0:00		0:00					
CDL Drivers ...	0:00		0:00					
Cheese//	75.04		75.04					
COS - FD//				8:00				
COS - UTF//	0:00		0:00					
Creative//								
Customer Se...	0:00		0:00					
Customer Se...	0:00		0:00					

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.

QuickFind
Last Refreshed: 11:44AM

Name or ID: "tester" Find
Time Period: Current Pay Period

Timecard Schedule People
Launch Scheduler

Name	ID	Primary Labor Account
Tester, Chris	90000	FDX/LIC/XJ2401/HUMAN RESOURCES/FDA ASSOCIATE

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.

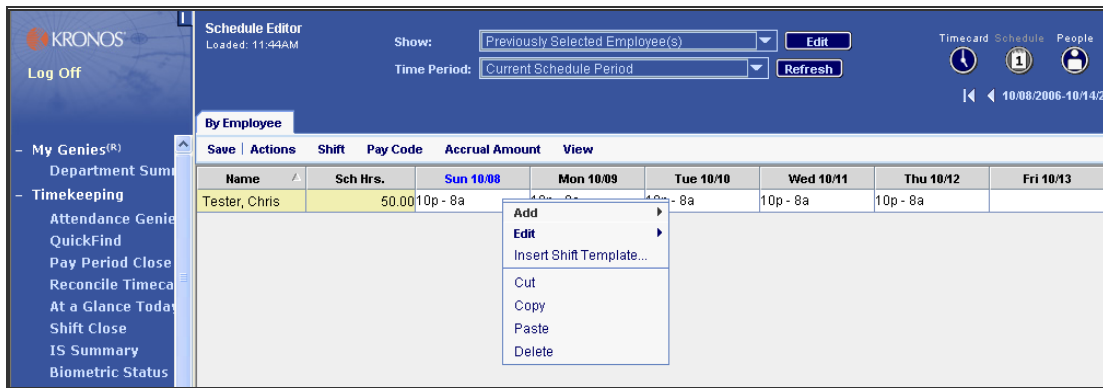
Schedule Editor
Loaded: 11:44AM

Show: Previously Selected Employee(s) Edit
Time Period: Current Schedule Period

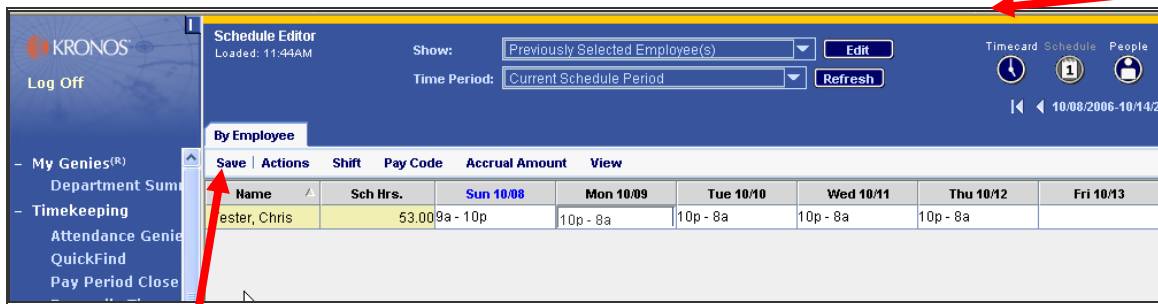
By Employee

Name	Sch Hrs.	Pay Code	Accrual Amount	View
Tester, Chris	50.00	10p - 8a	10p - 8a	10p - 8a

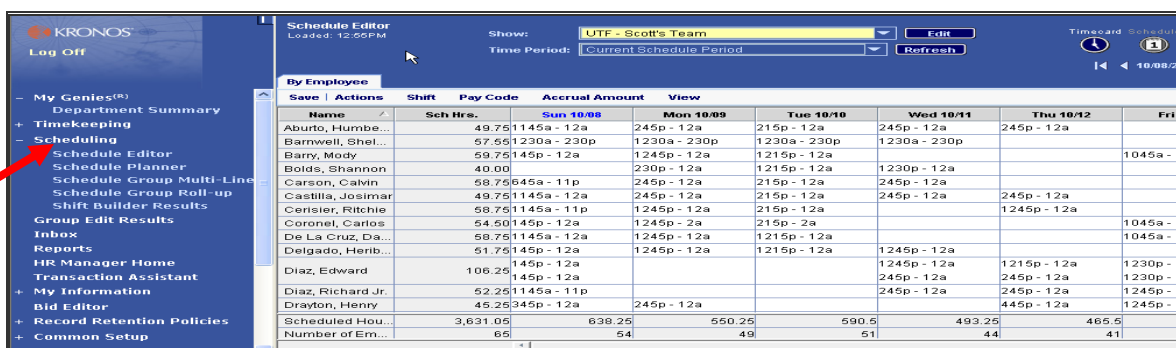
Step 4 – you can click into the cell of the day you need to edit or place your mouse over that day and right click to open a menu where you can add, edit, insert a template, cut, copy, paste or delete.



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.



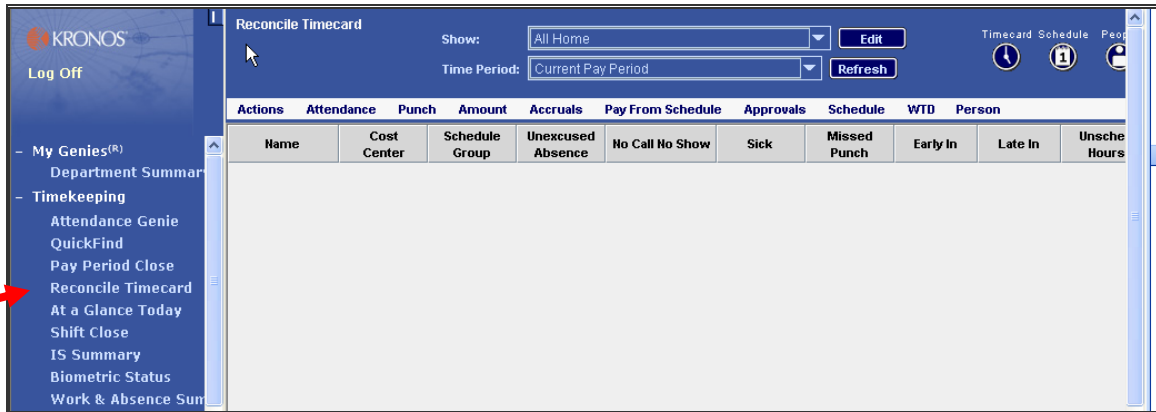
The second way is through the scheduling editor section of Kronos. Please pick the “show” (in this case Scott’s Team) and the time period for the schedule (Current Schedule Period)



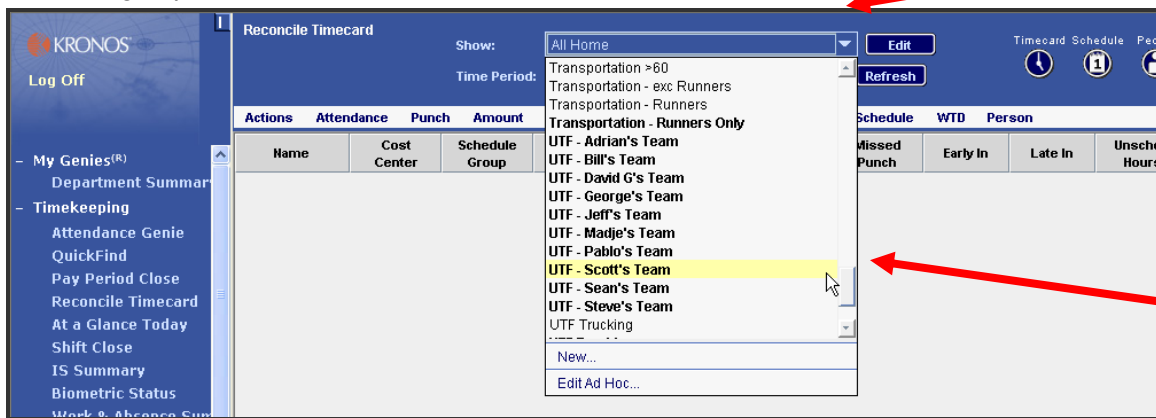
Daily Hours Management – Kronos Guide

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.

Weekly Hours Management Review

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

Pay Period Close
Last Refreshed: 12:07 PM

Show: UTF - Scott's Team [Edit]

Time Period: Previous Pay Period [Refresh]

Actions	Attendance	Punch	Amount	Accruals	Pay From Schedule	Approvals	Schedule	WTD	Person	
Name	Cost Center	Employee Approval	Manager Approval	Approver	Signed Off	Missed Punch	Unexcused Absence	Regular	Overtime	Unapproved OT
Aburto, Humberto	CDL Driv...							34:37		
Barnwell, Shel...	Yard - UTF						✓			
Barry, Mody	Route Dri...							40:00	12:49	
Bolds, Shannon	Route Dri...							40:00	11:10	
Carson, Calvin	CDL Driv...							40:00	3:15	
Castilla, Josimar	Helpers - ...							40:00	12:33	
Cerisier, Ritchie	Helpers - ...							40:00	10:41	
Coronel, Carlos	Helpers - ...							40:00	5:46	
De La Cruz, Da...	CDL Driv...							40:00	8:46	
Delgado, Herib...	CDL Driv...							40:00	5:51	

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”

Pay Period Close
Last Refreshed: 12:07 PM

Show: UTF - Scott's Team [Edit]

Time Period: Previous Pay Period [Refresh]

Actions	Attendance	Punch	Amount	Accruals	Pay From Schedule	Approvals	Schedule	WTD	Person	
Name	Cost Center	Employee Approval	Manager Approval	Approver	Signed Off	Missed Punch	Unexcused Absence	Regular	Overtime	Unapproved OT
Aburto, Humberto	CDL Driv...							34:37		
Barnwell, Shel...	Yard - UTF						✓			
Barry, Mody	Route Dri...							40:00	12:49	
Bolds, Shannon	Route Dri...							40:00	11:10	
Carson, Calvin	CDL Driv...							40:00	3:15	
Castilla, Josimar	Helpers - ...							40:00	12:33	
Cerisier, Ritchie	Helpers - ...							40:00	10:41	
Coronel, Carlos	Helpers - ...							40:00	5:46	
De La Cruz, Da...	CDL Driv...							40:00	8:46	
Delgado, Herib...	CDL Driv...							40:00	5:51	

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.

Pay Period Close
Last Refreshed: 12:07 PM

Show: UTF - Scott's Team [Edit]

Time Period: Previous Pay Period [Refresh]

Actions	Attendance	Punch	Amount	Accruals	Pay From Schedule	Approvals	Schedule	WTD	Person		
Name	Cost Center	Employee Approval	Manager Approval	Approver	Signed Off	Missed Punch	Unexcused Absence	Regular	Overtime	Unapproved OT	Total Hours
Seebarran, Ch...	Route Dri...							40:00	15:00	15:17	75:17
Tejada, Jorge	Helpers - ...							40:00	15:00	9:38	64:38
Holder, Hanaan	CDL Driv...							40:00	15:00	7:28	62:28
Huiza, Oscar	Route Dri...							40:00	15:00	7:10	62:10
Matos, Richard	Route Dri...							40:00	15:00	2:00	57:00
Ortega, Julio	Helpers - ...							40:00	15:00	1:01	56:01

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.

Timecard

Loaded: 12:45PM

Name & ID:

Seebarran, Chander...

500047

1 of 6

Time Period:

Previous Pay Period

Timecard

Schedule

People

Save

Actions

Punch

Amount

Accruals

Comment

Approvals

Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	C
	Sun 10/01											
	Mon 10/02			11:34AM		10:31PM				9:46	9:46	9
	Tue 10/03			11:43AM		11:28PM				11:13	11:13	2
	Wed 10/04											2
	Thu 10/05			11:31AM		11:49PM				11:04	11:04	3
	Fri 10/06			10:32AM		9:41PM				10:56	10:56	4
	Sat 10/07			5:49AM		6:18PM				11:33	11:33	5
	Sun 10/08			6:27AM		10:30PM				15:45	15:45	7
	Mon 10/09											

Totals & Schedule

Accruals

Audits

All

All

Shift

Daily

Cumulative

Account	Pay Code	Amount	Wages
0004/Zone Open/Driver	OT	15:00	281.25
0004/Zone Open/Driver	Shift Premi...	1:17	16.04
UTF/LIC/10004/Zone Open/Driver	REG	40:00	500.00
UTF/LIC/10004/Zone Open/Driver	UNAPPRO...	15:17	191.04

Accrual Code

Bal. on Selec...

Units

PTO	160:00	Hour
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Date	Start Time	End Time	Pay Code	An
Mon 10/02	12:45PM	12:00AM		
Tue 10/03	12:15PM	12:00AM		

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.

Timecard

Loaded: 12:45PM

Name & ID:

Seebarran, Chander...

500047

1 of 6

Time Period:

Previous Pay Period

Timecard

Schedule

People

Save

Actions

Punch

Amount

Accruals

Comment

Approvals

Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	C
	Sun 10/01											
	Mon 10/02			11:34AM		10:31PM				9:46	9:46	9
	Tue 10/03			11:43AM		11:28PM				11:13	11:13	2
	Wed 10/04											2
	Thu 10/05			11:31AM		11:49PM				11:04	11:04	3
	Fri 10/06			10:32AM		9:41PM				10:56	10:56	4
	Sat 10/07			5:49AM		6:18PM				11:33	11:33	5
	Sun 10/08			6:27AM		10:30PM				15:45	15:45	7
	Mon 10/09											

Totals & Schedule

Accruals

Audits

Daily

Account	Pay Code	Amount	Wages
UTF/LIC/10004/Zone Open/Driver	OT	0:28	8.75
UTF/LIC/10004/Zone Open/Driver	Shift Premi...	0:15	3.13
UTF/LIC/10004/Zone Open/Driver	UNAPPRO...	15:17	191.04

Accrual Code

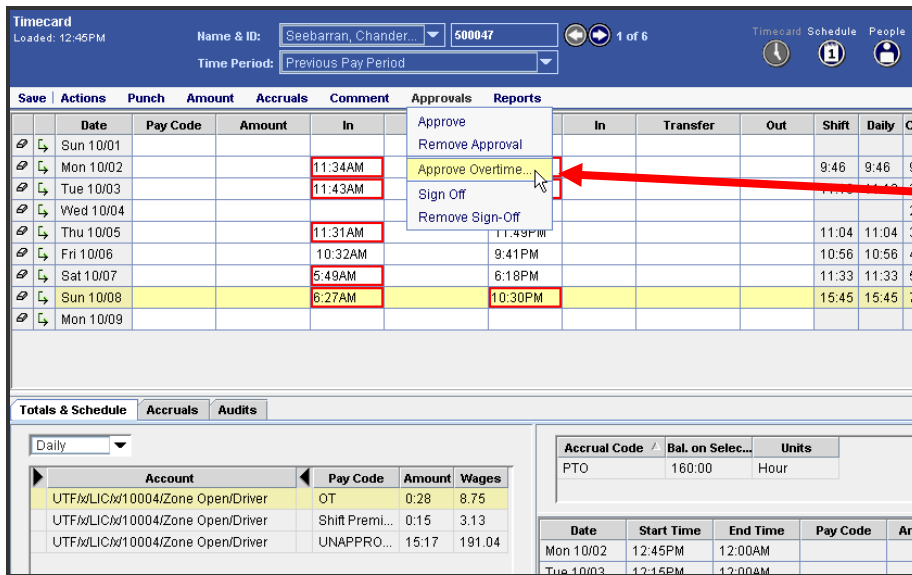
Bal. on Selec...

Units

PTO	160:00	Hour
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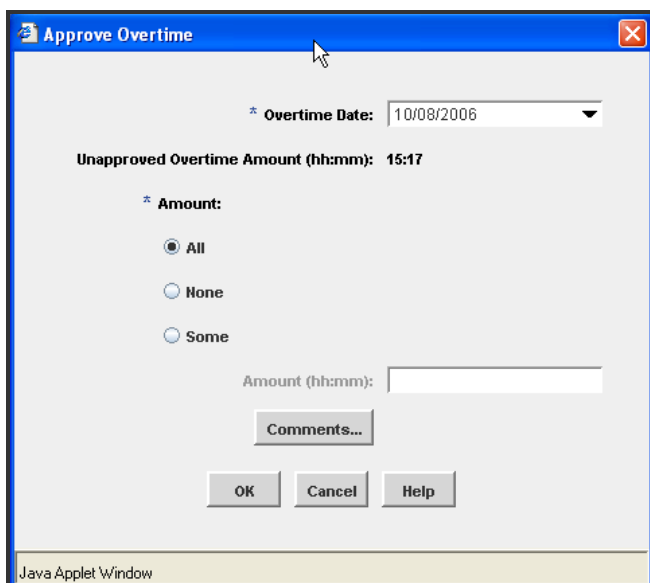
Date	Start Time	End Time	Pay Code	An
Mon 10/02	12:45PM	12:00AM		
Tue 10/03	12:15PM	12:00AM		

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.



Date	Pay Code	Amount	In	Out	Shift	Daily
Sun 10/01						
Mon 10/02			11:34AM		9:46	9:46
Tue 10/03			11:43AM			
Wed 10/04						
Thu 10/05			11:31AM		11:04	11:04
Fri 10/06			10:32AM		10:56	10:56
Sat 10/07			5:49AM		11:33	11:33
Sun 10/08			8:27AM	10:30PM	15:45	15:45
Mon 10/09						

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.



Approve Overtime

* Overtime Date: 10/08/2006

Unapproved Overtime Amount (hh:mm): 15:17

* Amount:

☒ All

☐ None

☐ Some

Amount (hh:mm):

Comments...

OK Cancel Help

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)

Pay Period Close

Last Refreshed: 12:07 PM

Show:

UTF - Scott's Team

Edit

Time Period:

Previous Pay Period

Refresh

Timecard

Schedule

People

Reports

Actions	Attendance	Punch	Amount	Accruals	Pay From Schedule	Approvals	Schedule	WTD	Person		
<div> <div>Select All</div> <div>E-mail...</div> <div>Print...</div> <div>Filter Column</div> </div>	Cost Center	Employee Approval	Manager Approval	Approver	Signed Off	Missed Punch	Unexcused Absence	Regular	Overtime	Unapp... OT	Total Hours
	Route Dri...							40:00	15:00	15:17	70:1
	Helpers - ...							40:00	15:00	9:38	64:3
	Holder, Hanaa...	CDL Driv...						40:00	15:00	7:28	62:2
	Huiza, Oscar	Route Dri...						40:00	15:00	7:10	62:1
	Matos, Richard	Route Dri...						40:00	15:00	2:00	57:0
	Ortega, Julio	Helpers - ...						40:00	15:00	1:01	56:0
	Aburto, Humbe...	CDL Driv...						34:37			34:3
	Barnwell, Shel...	Yard - UTF					✓				
	Barry, Mody	Route Dri...						40:00	12:49		52:4
	Bolds, Shannon	Route Dri...						40:00	11:10		51:1

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.

Pay Period Close

Last Refreshed:12:07PM

Show:

UTF - Scott's Team

Edit

Time Period:

Previous Pay Period

Refresh

Timecard

Schedule

People

Reports

Actions

Attendance

Punch

Amount

Accruals

Pay From Schedule

Approvals

Schedule

WTD

Person

Name	Cost Center	Employee Approval	Manager Approval	Approver	Signed Off	<div>Approve</div> <div>Remove Approval</div> <div>Approve Overtime...</div> <div>Sign Off</div> <div>Remove Sign-Off</div> <div>Lock Payroll</div>	Regular	Overtime	Unapp... OT	Total Hours
Seebarran, Ch...	Route Dri...						40:00	15:00	15:17	70:1
Tejada, Jorge	Helpers - ...						40:00	15:00	9:38	64:3
Holder, Hanaan	CDL Driv...						40:00	15:00	7:28	62:2
Huiza, Oscar	Route Dri...						40:00	15:00	7:10	62:1
Matos, Richard	Route Dri...						40:00	15:00	2:00	57:0
Ortega, Julio	Helpers - ...						40:00	15:00	1:01	56:0
Aburto, Humbe...	CDL Driv...						34:37			34:3
Barnwell, Shel...	Yard - UTF					✓				
Barry, Mody	Route Dri...						40:00	12:49		52:4
Bolds, Shannon	Route Dri...						40:00	11:10		51:1
Carson, Calvin	CDL Driv...						40:00	3:15		43:1