

Getting Started with Kronos

A Guide for
Facility Employees

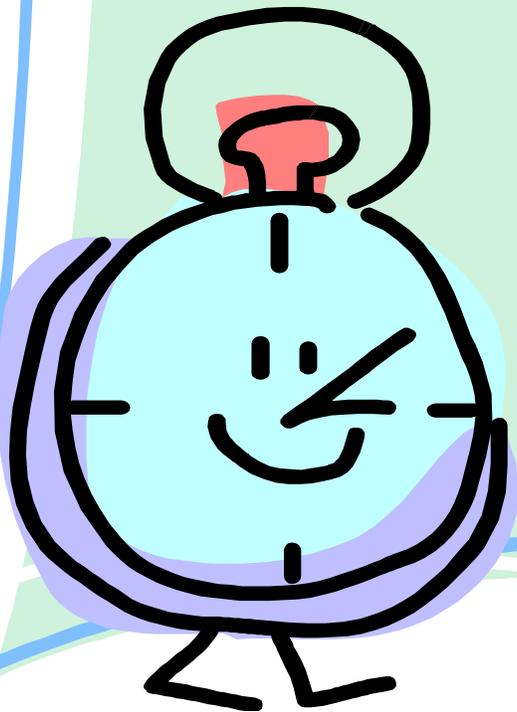


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Overview of Kronos iSeries Employee

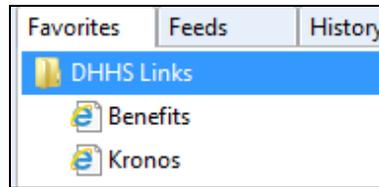
Kronos iSeries Employee is a tool for recording time worked and leave used. This document provides you with features you will use with the Employee Module.

As a facility employee, your hours will automatically be entered into Kronos when you clock in and out. You will be able to review your entries as well as view your current leave balances. Your timekeeper and manager will be able to review, change, and approve your timecard electronically. Because this is a web-based program, you will be able to access Kronos anywhere there is internet service, even from home.

The options and features available to you depend on what has been selected by your management and system administrator. The display is customized according to your business needs, and attendance policies and your access profiles.

Logging Into Kronos

1. Starting Kronos is as simple opening a browser window, and locating Kronos under your Favorites > DHHS Links.



If you are not at a DHHS facility, you can access Kronos from any computer with internet access by typing the following web address: www.dhhs.ne.gov/kronos.

Result: The DHHS Kronos home page will display. The main body of the Kronos home page will provide login links, give you important messages, and tips and tricks. There are also links under the Training Documents section to the training manual and other reference materials.

2. Select Facility **Employee Login**.

3. Enter your User ID (this will be your employee ID number – please contact HR if you do not know this number).

 A screenshot of a web browser window displaying the Kronos iSeries Central - Web Access login page. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page title is 'Kronos iSeries Central - Web Access' with a version number '06.20.001'. Below the title is a 'Change Company ID' section. The main section is 'LOG ON' with two input fields: 'User-ID' containing the text '123456' and 'Password' which is masked with dots. A blue sign-in icon is located to the right of the password field.

- If this is your first time logging on, leave the password field blank and you will be prompted to enter a new password.
 - If this is not your first time logging on, enter your previously selected password.
4. Click the **Blue Sign In Icon** (or press Enter on your keyboard).

Result: The *Timecard Inquiry* screen is displayed.

Time Limit

Once you have signed on, the system monitors your session for activity. If after 30 minutes, Kronos detects no activity, such as saving data or navigating to another program, the system logs you off automatically. After this "time out," the system will return you to the logon screen when you next attempt an operation.

Changing Your Password

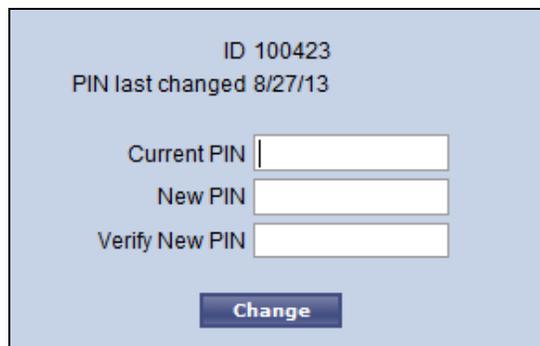
You can change your password at any time by clicking the My Profile link in the top right-hand corner of your Kronos screen, then select Change Password.

When the Change Password dialog box opens, your user ID appears automatically.

To change your password:

1. Enter your current password.
2. Enter your new password in the New Password field. The new password must meet the following requirements:
 - Must be between eight (8) and ten (10) characters
 - Must not repeat any character sequentially more than two (2) times
 - Must contain at least three (3) of the following four:
 - At least one (1) uppercase character
 - At least one (1) lowercase character
 - At least one (1) numeric character
 - At least one (1) symbol. Acceptable symbols are #, \$, underscore (_), @
 - Must change at least every 90 days
 - Cannot repeat any of the passwords used during the previous 365 days
3. Confirm your new password in the Verify New Password field.
4. Click **Change**.

Result: Your New Password has been set.



ID 100423
PIN last changed 8/27/13

Current PIN

New PIN

Verify New PIN

Change

Understanding the Display

The Kronos window consists of three sections.

- Kronos system options – in the upper right-hand of the page
- Navigation bar - across the top of the page
- Workspace - main area in which all tasks are performed

The Kronos system options contain:

- a **Log Off** option
- **Home** to return to the main menu from any screen
- **My Profile** to change password and other defaults
- system **Help** menu

Log Off | Home | FILE25 | My Profile | Help
Your Demo expires in 18 days

Timecard Inquiry | Accruals

Timecard Inquiry Name & ID/Badge BUNNY, BUGS 11111 / 11111
Position to date Time Period 12/19/11 0:00 - 1/01/12 23:59

Select	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes	Labor Levels
<input checked="" type="checkbox"/>	Monday	12/19/11	6:30	15:00	8.00		1	8.00		0	A	S123456789 . 107871 . 25050006 . . I76212 . EMPLOYEE . I
<input checked="" type="checkbox"/>	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0	A	S123456789 . 107871 . 25050006 . . I76212 . EMPLOYEE . I

Navigation Bar

Workspace

Within the workspace is a header that contains:

- Your employee name & employee number
- Current Pay Period (Time Period)
- System messages, such as error messages or approval notices

The workspace also includes such items as drop-down lists, and viewing options.

Views in Kronos

Timecard Inquiry

The *Timecard Inquiry* view will appear by default upon entering Kronos.

	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes	Labor Levels
<input checked="" type="checkbox"/>	Monday	12/19/11	6:30	15:00	8.00		1	8.00		0	A	S123456789 . 107871 . 25050006 . . I76212 . EMPLOYEE . I
<input checked="" type="checkbox"/>	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0	A	S123456789 . 107871 . 25050006 . . I76212 . EMPLOYEE . I

Select

Provides options to select all or clear all time records.

Actions > Breakdown

Displays behind the scenes pay codes and total hours for each record(s) selected. Will report hours such as overtime or shift differential.

Actions > Exceptions

Highlights any timecard exceptions. They will require corrections.

View > Show Rounded Time

Updates the times to reflect the rounded times of each clock in and out time.

View > Hide/Show Comments

Shows (or hides) comment lines for all time records. A "C" will appear in the Notes column when there are comments.

View > Employee Defaults

Shows the employee's details and default settings.

Accrual View

This view displays a screen that shows balances for accruable pay codes. The header will include such information as Hire Date, Supervisor, Job Code, etc.

Select	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours
X	Monday	12/19/11	6:30	15:00	8.00		1	8.00	
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00	

Pay Code	Accrual Code	Accrued Ineligible	Carried Forward	Accrued Eligible	Hours Taken	Remaining Balance	Balance As Of	Tier
COMP	COMP	.00	.00	.00	.00	.00	9/10/13	1
SICK	SICK	.00	.00	1.85	.00	1.85	9/10/13	1
VAC	VAC1	.00	.00	25.00	.00	25.00	9/10/13	1

Return:

Takes you back to the Timecard Inquiry View.

Show Calendar:

Displays a calendar view of leave hours used.

Pay Code:

Shows the type of leave being accrued.

Accrual Code:

Shows the code that is used by type of leave being accrued.

Accrued Ineligible:

Shows the hours the employee has earned that are not yet available to use. These hours become available in the next pay period per DHHS policy. These are calculated as time is entered in Kronos.

Carried Forward:

Shows the number of hours carried forward after the year-end accrual posting. The year-end accrual posting is done after the last pay date of the year.

Accrued Eligible:

Shows the hours the employee has available to use in this accruing pay code since the year-end accrual posting.

Hours Taken:

Shows the total number of hours that the employee has used since the year-end accrual posting.

Remaining Balance:

Shows the total number of hours in this pay code that the employee has left to use in the current pay period. (Carried Forward + Accrued Eligible - Hours Taken = Remaining Balance.) Comp time balances will not calculate real time. Balance will come from NIS after payroll.

Balance As Of:

Shows the date on which the balances on this detail line are calculated. In other words, the values of the accrual fields on this date were used to calculate the balance that displays on this detail line. This is always going to default to the current date.

Tier:

Shows the tier the employee is on as of the date shown. The tier is automatically calculated based on your adjusted service date.

Time Records

Time Records

For non-exempt employees, time worked each day is automatically entered into Kronos when you follow your normal clock in and out procedures. Punches are entered as of the exact time you clock in or out. If you miss a punch or notice an incorrect time, please contact your timekeeper or supervisor as soon as possible so they can make any necessary corrections to your timecard.

NOTE: Kronos follows a 7 minute rounding rule. This means hours worked are calculated based on quarter-hour increments. For example, if your punch time is 14:53, it will be rounded up to 15:00. If your punch time is 14:52 it will round down to 14:45.

Result: Total hours for the date will appear in the **Punch Hours** field.

Timecard Inquiry Accruals											
Timecard Inquiry		Name & ID/Badge BUNNY, BUGS 11111 / 11111									
Position to date <input type="text"/>		Time Period 12/19/11 0:00 - 1/01/12 23:59									
Select		Actions		View							
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes
<input checked="" type="checkbox"/>	Monday	12/19/11	6:30	15:00	8.00		1	8.00		0	A
<input checked="" type="checkbox"/>	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0	A
<input checked="" type="checkbox"/>	Wednesday	12/21/11	6:30	15:00	8.00		1	8.00		0	A

The Pay Code Hours Breakdown will display at the bottom of the screen. This is where you will see all work hours, paid leave hours, shift differential and overtime. You will only see Pay Code Breakdowns in the current pay period.

Pay Code Hours Breakdown		
BAS: 40.00		

NOTE: For exempt employees, a standard 40 hours will automatically be generated on your timecard each week. You only need to report leave time to your timekeeper and supervisor. They will enter this on your timecard when it occurs.

Leave Time Records

When you are paid or unpaid leave, a leave request form must be submitted to your timekeeper or supervisor. They will enter this leave time on your timecard.

NOTE: Please see the Kronos website for a complete listing of pay codes.

Timecard Inquiry		Name & ID/Badge BUNNY, BUGS 11111 / 11111							
Position to date <input type="text"/>		Time Period 12/19/11 0:00 - 1/01/12 23:59							
Select	Actions	View							
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours
<input checked="" type="checkbox"/>	Monday	12/19/11	6:30	15:00	8.00		1	8.00	
<input checked="" type="checkbox"/>	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00	
<input checked="" type="checkbox"/>	Wednesday	12/21/11	6:30	15:00	8.00		1	8.00	
<input checked="" type="checkbox"/>	Thursday	12/22/11	0:00		8.00	VAC	1	8.00	
<input checked="" type="checkbox"/>	Friday	12/23/11	0:00		8.00	VAC	1	8.00	

The **Pay Code Hours Breakdown** will display at the bottom of the screen for the current pay period. It will provide a breakdown of the hours used for each pay code along with the total hours in the pay period.

Pay Code Hours Breakdown		Breakdown: 34.00		Total: 34.00	
BAS: 26.00	VAC: 8.00				

Editing a Time Record

Occasionally there may be an instance where it is necessary to edit a time record. When this occurs, please contact your timekeeper or supervisor. You may have to submit a signed request for this adjustment depending on the procedures at your facility. Once approved by your supervisor, the request will be sent to payroll for processing.

NOTE: Timecard adjustments will generally appear on your next regular paycheck. They may occasionally take one to two pay periods to be processed depending on time constraints.

Comments on a Time Record

Occasionally it will be necessary for a comment to be made on your timecard. For example; specifying if the hours were voluntary overtime (VOT), mandatory overtime (MOT), or what sick leave was used for – employee doctor, family doctor, child at home sick. When a comment is entered, you will see a 'C' in the Notes column.

Timecard Inquiry		Name & ID/Badge BUNNY, BUGS 11111 / 11111									
Position to date		Time Period									
12/19/11		12/19/11 0:00 - 1/01/12 23:59									
Select	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes
X	Monday	12/19/11	6:30	15:00	8.00		1	8.00		0	A
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0	A
X	Wednesday	12/21/11	6:30	18:00	11.00		1	11.00		0	A C
X	Thursday	12/22/11	0:00		8.00	VAC	1	8.00		0	C
X	Friday	12/23/11	0:00		8.00	VAC	1	8.00		0	C

- To view the comments, select **View, Hide/Show Comments**.

Timecard Inquiry		Name & ID/Badge BUNNY, BUGS 11111 / 11111									
Position to date		Time Period									
12/19/11		12/19/11 0:00 - 1/01/12 23:59									
Select	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes
X	Monday	12/19/11	6:30	15:00	8.00		1	8.00		0	A
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0	A

View

- Show rounded time
- Hide/Show Comments
- Employee defaults

Result: Comments lines will appear below each record.

Timecard Inquiry		Name & ID/Badge BUNNY, BUGS 11111 / 11111									
Position to date		Time Period									
12/19/11		12/19/11 0:00 - 1/01/12 23:59									
Select	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes
X	Monday	12/19/11	6:30	15:00	8.00		1	8.00		0	A
Comments-Employee											
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0	A
Comments-Employee											
X	Wednesday	12/21/11	6:30	18:00	11.00		1	11.00		0	A C
Comments-Employee											
Comments-Timecard MOT											
X	Thursday	12/22/11	0:00		8.00	VAC	1	8.00		0	C
Comments-Employee											
Comments-Timecard Annual vacation											

- Selecting the **View, Hide/Show Comments** option again will hide the comments field.

Time Record Approvals

After your hours for the pay period are reviewed, your timekeeper and/or supervisor will approve them. Until then, the Approval Level will remain at '0'.

Return		Select	Actions	New	View	Punch	Options			
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level
<input checked="" type="checkbox"/>	Monday	12/19/11	6:30	15:00	8.00		1	8.00		0
<input checked="" type="checkbox"/>	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0
<input checked="" type="checkbox"/>	Wednesday	12/21/11	6:30	18:00	11.00		1	11.00		0
<input checked="" type="checkbox"/>	Thursday	12/22/11	0:00		8.00	VAC	1	8.00		0
<input checked="" type="checkbox"/>	Friday	12/23/11	0:00		8.00	VAC	1	8.00		0
<input checked="" type="checkbox"/>	Monday	12/26/11	6:30	15:00	8.00		1	8.00		0
<input checked="" type="checkbox"/>	Tuesday	12/27/11	6:30	15:00	8.00		1	8.00		0
<input checked="" type="checkbox"/>	Wednesday	12/28/11	6:30	15:00	8.00		1	8.00		0
<input checked="" type="checkbox"/>	Thursday	12/29/11	6:30	15:00	8.00		1	8.00		0
<input checked="" type="checkbox"/>	Friday	12/30/11	6:30	15:00	8.00		1	8.00		0

When your Timekeeper approves the timecard they will change from 0 to 1.

When your Supervisor approves the records they will change from 1 to 2 or 3.

Final approval from Payroll will change the Approval Level to a 4.

Time Cards

Viewing Historical Timecards

Periodically you may want to view a pay period prior to the current pay period. Records can only be viewed from the date you started using Kronos.

1. Click on the dates in the Time Period

Timecard Inquiry Name & ID/Badge BUNNY, BUGS 11111 / 11111

Position to date Time Period 12/19/11 0:00 - 1/01/12 23:59

Select	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours
<input type="checkbox"/>	Monday	12/19/11	6:30	15:00	8.00		1	8.00	
<input type="checkbox"/>	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00	
<input type="checkbox"/>	Wednesday	12/21/11	6:30	18:00	11.00		1	11.00	

2. Type your applicable **Date Range** (example is 03012008 to 03102008). The date range does not have to correspond with a pay period. If you wanted to view Jan. thru June, you would type 01/01/XX-06/30/XX. Time is not required.

Timecard Inquiry

DATE RANGE FOR TIMECARD DISPLAY

From Date/Time 3/10/12 / 0:00 To Date/Time 3/23/12 / 23:59

3. Select **Save** (or) Press **Enter** on your keyboard.

Result: The *Timecard Inquiry View* will display with your designated Date Range. All time worked and leave used records for your date range will also display.

4. Clicking **Home** will exit the historic records and return you to the current pay period dates.

Displaying Future Pay Periods

Occasionally you may want to view time records for a future pay period. Example: You are going on vacation for the next two weeks and want to verify these hours have been added to your timecard.

1. Click on the dates in the Time Period

	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours
X	Monday	12/19/11	6:30	15:00	8.00		1	8.00	
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00	
X	Wednesday	12/21/11	6:30	18:00	11.00		1	11.00	

2. Type your applicable future **Date Range**. The date range does not have to correspond with a pay period. Time is not required.

DATE RANGE FOR TIMECARD DISPLAY

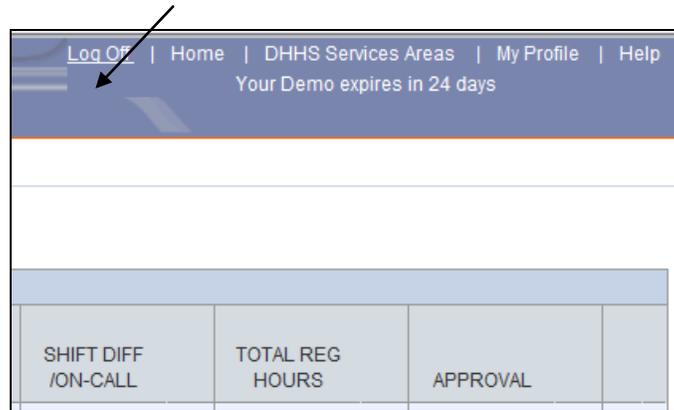
From Date/Time: 3/10/12 / 0:00 To Date/Time: 3/23/12 / 23:59

Result: The *Timecard Inquiry View* will display the dates you entered. All dates outside of the current pay period will have a red 'O' in the Actual In Time column.

	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes
X	Monday	12/19/11	6:30	15:00	8.00		1	8.00		0	A
X	Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0	A
X	Wednesday	12/21/11	6:30	18:00	11.00		1	11.00		0	A C
X	Thursday	12/22/11	0:00		8.00	VAC	1	8.00		0	C
X	Friday	12/23/11	0:00		8.00	VAC	1	8.00		0	C
X	Monday	12/26/11	6:30	15:00	8.00		1	8.00		0	A
X	Tuesday	12/27/11	6:30	15:00	8.00		1	8.00		0	A
X	Wednesday	12/28/11	6:30	15:00	8.00		1	8.00		0	A
X	Thursday	12/29/11	6:30	15:00	8.00		1	8.00		0	A
X	Friday	12/30/11	6:30	15:00	8.00		1	8.00		0	A
X	Thursday	1/05/12	0:00	O	4.00	VAC	1	4.00		0	
X	Friday	1/06/12	0:00	O	4.00	VAC	1	4.00		0	

Exiting Kronos

1. Exit KRONOS by clicking **Log Off** in the upper right hand corner of the screen.



Result: The *Log On* screen will display.

2. Close the browser window and you will now be fully exited from Kronos.