

Kronos Online Approval Process (Facility)

The Kronos online supervisory approval process will allow supervisors to easily review and approve timecards as well as view employee leave balances and run reports showing leave usage. This manual will outline the responsibilities of the employee, supervisor, timekeeper, and Human Resources Representative as well as provide specific work instructions about navigating and using Kronos.

Employee Responsibilities:

1. Clock in/out as required and submit slips for missed clock ins/outs as soon as possible.
2. Submit leave slips to supervisor in a timely fashion.
3. Review their Kronos timecard on-line and report any discrepancies to their supervisor and timekeeper no later than the first business day after the end of the pay period.

Timekeeper Responsibilities

1. Enter leave usage, missed punches and any other corrections in Kronos according to signed documentation such as approved leave slips.
2. Assist supervisors with questions they have about entries made in Kronos.
3. Assist employees with questions they have about their timecards.
4. Finish entering and approving by the set deadline (check with your Human Resources Representative on what your deadlines are).

Supervisor Responsibilities

1. Review and sign employee leave slips and missed clock forms.
2. Submit to timekeeper immediately for entry in Kronos. Slips must be submitted no later than the first business day after the end of the pay period to ensure prompt payment.
3. Review each employee's timecard in Kronos.
4. Work with the employee and timekeeper to correct any errors on the timecard.
5. Approve the timecard by the set deadline (check with your Human Resources Representative on what your deadlines are).

Human Resource Responsibilities

1. Provide guidance on appropriate payroll procedures to employees, supervisors and timekeepers.
2. Provide guidance on Kronos procedures to employees, supervisors and timekeepers.
3. Send approved timecards over to payroll system for payroll calculation and processing.

Logging on to Kronos

1. Select the desktop icon titled Web-based Kronos or type in the Kronos address of <http://dhhs.ne.gov/kronos> NOTE: Kronos can be accessed from any computer with internet access.
2. Supervisors will click on the 'Manager Sign-on' under Facilities.
3. The first time you access Kronos, you may get a pop-up security window. Click on the 'always trust content' box and click OK to continue.
4. You will now see the Kronos log-on screen. Type your user ID and Password and press enter to access the software.



The screenshot shows the Kronos iSeries Central - Web Access login interface. At the top, the title bar reads 'Kronos iSeries Central - Web Access' with a version number '06.20.001'. Below the title bar, there is a link for 'Change Company ID'. The main content area is titled 'LOG ON' and contains two input fields: 'User-ID' and 'Password'. A blue arrow button is positioned to the right of the Password field.

5. The first time you log on to Kronos, your password will be the same as your user ID. You will then be prompted to select a new password.
6. Enter your user ID as your current password and then enter a new password in the next two boxes.
7. Passwords must meet the following requirements:
 - a. Must contain at least eight (8) characters
 - b. Must not repeat any character sequentially more than two (2) times
 - c. Must contain at least three (3) of the following four (4):
 - i. At least one (1) uppercase character
 - ii. At least one (1) lowercase character
 - iii. At least one (1) numeric character
 - iv. At least one (1) symbol
 - d. Must change at least every 90 days
 - e. Cannot repeat any of the passwords used during the previous 365 days
8. If you forget your password or get locked out, the DHHS Help desk can reset your password for you.

Reviewing and Approving Timecards

1. When you login, you will automatically be taken to the Genie view of all employees assigned to you. The default Genie is an Hours Summary View. To view the current accruals for your employees, go to My Views and select Accruals.

Name	Employee #	BASE HOURS WORKER	PAID LEAVE HOURS	UNPAID HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON CALL	TOTAL REGU LAR HOURS	MISSING PUNCH	AUTOMATIC CLOCK OUT	APPROVAL LEVEL
BUNNY, BUGS	11111	88.00	8.00	.00	8.00	.00	96.00			0
DEVIL, TASMANIAN	13	48.00	.00	.00	8.00	.00	40.00			0
DUCK, DAFFY	14	.00	.00	.00	.00	.00	.00			0

- a. If you have access to additional employees who you do not supervise, you will also see them on this list. You can minimize the employees you view by going to Timecard > Timecard Filter.

Name	Employee #	BASE HOURS WORKER
BUNNY, BUGS	11111	88.00
DEVIL, TASMANIAN	13	48.00
DUCK, DAFFY	14	.00

- b. On the Genie Timecard Filter screen, enter your employee number in the Supervisor field. This will filter the employees you see to only those who are assigned to you.

Genies

Save Save and Apply Return Clear all

LABOR LEVELS Home Worked

Sec Bus Un

Supervisor

Bus Unit

Subsidiary

Job Code

IVRProfile

Bargaining

- c. You may also enter the employee number of another supervisor or the Security Business Unit of an area you may be covering for while the current supervisor is out of the office. This allows you to filter the full employee list you have access to view down to only the specific areas you wish to see. If you do not know the employee number or SBU number of the area you wish to view, please contact HR for assistance.

2. Double click on the employee whose timecard you wish to view and approve.

Genies Genie HOURS SUMMARY Show TEST

Position to Go Time Period Current Pay Period

Name	Employee #	BASE HOURS WORKER	PAID LEAVE HOURS	UNPAID HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON CALL	TOTAL REGU LAR HOURS
BUNNY, BUGS	11111	88.00	8.00	.00	8.00	.00	96.00
DEVIL, TASMANIAN			.00	.00	8.00	.00	40.00
DUCK, DAFFY	14	.00	.00	.00	.00	.00	.00

Single click to select - Double click to select record for Timecard

3. You will now see the employee’s timecard. The timecard includes the day of the week, date, the employee’s clock in time and clock out time, pay code, total hours, approval level, labor levels (the business unit their pay is being charged to), and NOTES (system generated flags).
4. Review each line on the timecard to ensure it accurately reflects the employee’s work time and/or leave usage.
5. You will also be able to review their pay period totals by reviewing the Pay Code Hours Breakdown at the very bottom of the screen. A listing of pay codes is available at the end of this work instruction.

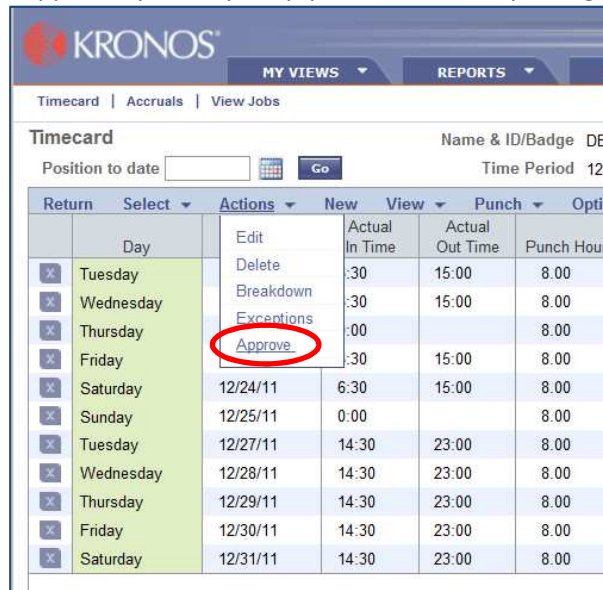
Timecard Name & ID/Badge DEVIL, TASMANIAN 13 / 987654321

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

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
Tuesday	12/20/11	6:30	15:00	8.00		1	8.00		0	A	25080162
Wednesday	12/21/11	6:30	15:00	8.00		1	8.00		0	A	25080162
Thursday	12/22/11	0:00		8.00	VAC	1	8.00		0		25080162
Friday	12/23/11	6:30	15:00	8.00		1	8.00		0	A	25080162
Saturday	12/24/11	6:30	15:00	8.00		1	8.00		0	A	25080162
Sunday	12/25/11	0:00		8.00	HOL	1	8.00		0	C	25080162
Tuesday	12/27/11	14:30	23:00	8.00		1	8.00		0	A	25080162
Wednesday	12/28/11	14:30	23:00	8.00		1	8.00		0	A	25080162
Thursday	12/29/11	14:30	23:00	8.00		1	8.00		0	A	25080162
Friday	12/30/11	14:30	23:00	8.00		1	8.00		0	A	25080162
Saturday	12/31/11	14:30	23:00	8.00		1	8.00		0	A	25080162

Pay Code Hours Breakdown						Breakdown: 134.00	Total: 88.00
BAS: 72.00	VAC: 8.00	WK1: 8.50	HOL: 8.00	SD2: 30.00	WK2: 7.50		

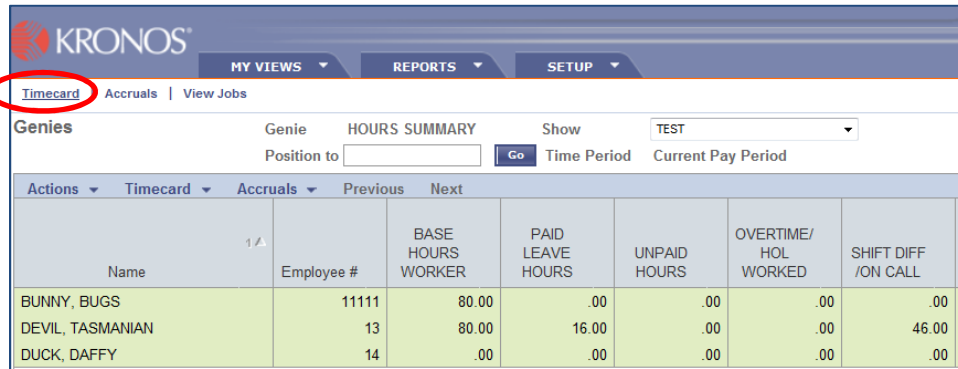
6. The Approval Level reflects the level of approval that has been completed on the records. A level of 0 indicates it has not been approved, and a level of 1 indicates it has been approved by the timekeeper. Please make sure the records have a 1 on them before you approve! If it is not yet a 1, the timekeeper is still working on the timecard. Please contact your timekeeper if needed to remind them the timecard is awaiting their approval.
7. If the timecard is complete and approved by the timekeeper it is now your responsibility as the supervisor to approve the timecard and change the Approval level to a 2.
8. To approve timecards, click on the day(s) you wish to approve. Once highlighted, you will click on Actions > Approve.
 - a. If all dates listed are within the current pay period to be approved, you can also use the Select > Select All option to highlight all dates. If this highlights days that you do not want to approve, you may simply click on that day to highlight that specific day.



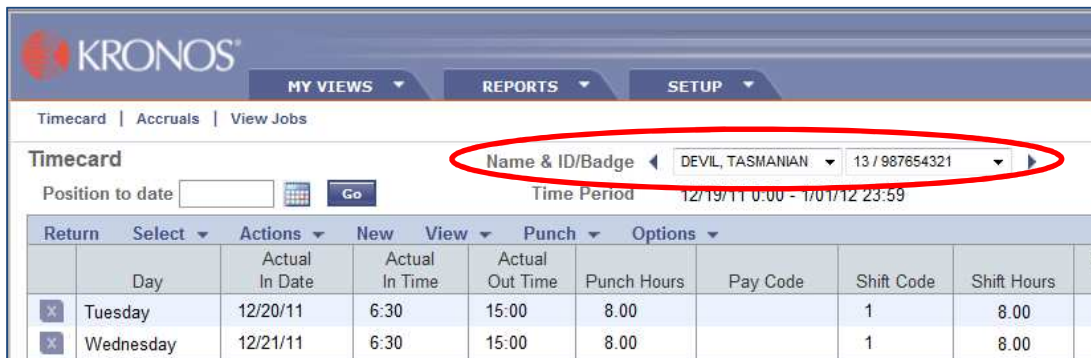
- b. Do not highlight records that are outside of the current pay period. Records for future pay periods will be listed in red font with a red O in the Actual In Time column.

Return	Select	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Cod
<input checked="" type="checkbox"/>	Tuesday	12/20/11	6:30	15:00	8.00	
<input checked="" type="checkbox"/>	Wednesday	12/21/11	6:30	15:00	8.00	
<input checked="" type="checkbox"/>	Thursday	12/22/11	0:00		8.00	VAC
<input checked="" type="checkbox"/>	Friday	12/23/11	6:30	15:00	8.00	
<input checked="" type="checkbox"/>	Saturday	12/24/11	6:30	15:00	8.00	
<input checked="" type="checkbox"/>	Sunday	12/25/11	0:00		8.00	HOL
<input checked="" type="checkbox"/>	Tuesday	12/27/11	14:30	23:00	8.00	
<input checked="" type="checkbox"/>	Wednesday	12/28/11	14:30	23:00	8.00	
<input checked="" type="checkbox"/>	Thursday	12/29/11	14:30	23:00	8.00	
<input checked="" type="checkbox"/>	Friday	12/30/11	14:30	23:00	8.00	
<input checked="" type="checkbox"/>	Saturday	12/31/11	14:30	23:00	8.00	
<input checked="" type="checkbox"/>	Monday	1/02/12	6:30	15:00	8.00	
<input checked="" type="checkbox"/>	Tuesday	1/03/12	6:30	5:00	8.00	
<input checked="" type="checkbox"/>	Wednesday	1/04/12	6:30	5:00	8.00	
<input checked="" type="checkbox"/>	Thursday	1/05/12	6:30	15:00	8.00	
<input checked="" type="checkbox"/>	Friday	1/06/12	6:30	15:00	8.00	

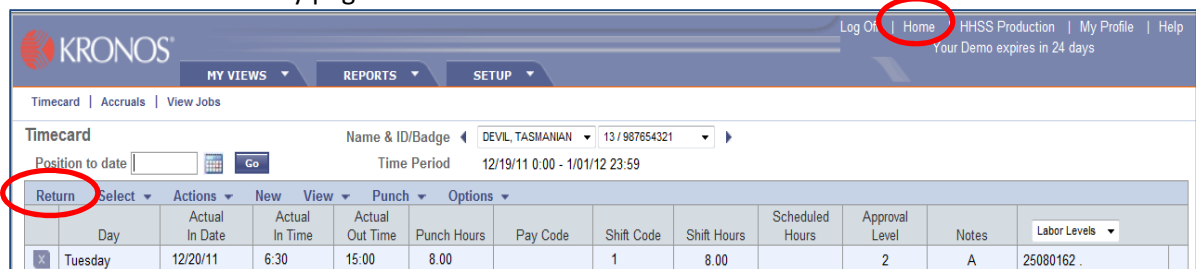
9. You will see the Approval Level column change to the number 2 indicating supervisory approval.
10. The supervisor's electronic approval in Kronos is their signature that the information is a complete and accurate record of hours worked and leave used by each employee.
11. Repeat this process for each employee.
12. To allow scrolling between all employee timecards, you must first select all employees on your main Genie view. Then click on Timecard in the upper menu bar.



- a. You will now be taken to the timecard view. You can now move between the employees by click on the left or right arrow next to Name & ID/Badge. Or, you may click on the drop down boxes to select the employee name or number you wish to view.



13. Once finished with all approvals, click the Return option at the top left of the timecard. You may also click Home in the upper right-hand corner to the screen be taken back to your main Genie from any page in Kronos.



14. The Approval Level column on your main Genie page should now have a 2 on each employee. If you missed an employee, please select them and repeat steps 2 through 13.
15. Click the Log Off option at the top right of the screen to exit Kronos.

Viewing Employee Leave Balances in Kronos

1. On the main Genie view, locate the employee whose accruals you want to view.
2. Click on them to highlight the row, and then click on Accruals in the menu bar.



3. You will now see the leave balances for the employee's sick, vacation and comp time (if eligible).
4. Explanation of accrual fields:
 - a. Pay Code – type of leave.
 - b. Accrual Code – internal coding used by HR.
 - c. Accrued Ineligible – shows the hours the employee is earning for the current pay period that are not yet available to use. Accruals become available after the pay period is over. The ineligible accruals are calculated as time is recorded in Kronos.
 - d. Carried Forward – shows the number of hours carried forward from the prior calendar year.
 - e. Accrued Eligible – shows the hours the employee has earned for the year.
 - f. Hours Taken – shows the hours the employee has used for the year.
 - g. Remaining Balance – shows the total available hours the employee has to use. Carried Forward + Accrued Eligible + Hours Taken = Remaining Balance.
 - h. Balance As Of – shows the date on which the balances are accurate.
 - i. Tier – shows what level of accruals the employee is at based on their hire date.

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	8/13/13	1
SICK	SICK	2.15	40.00	2.15	8.00	34.15	8/13/13	2
VAC	VAC1	2.46	40.00	2.46	8.00	34.46	8/13/13	5

5. Click Return option or Home in the upper right-hand corner of the screen to return to the main Genie view.
6. Click the Log Off option at the top right of the screen to exit Kronos.

Running Leave Report

Please refer to the separate work instructions titled "Employee Leave Report" for details.