K R O N O S
TimekeeperandScheduler
MANAGER GUIDE

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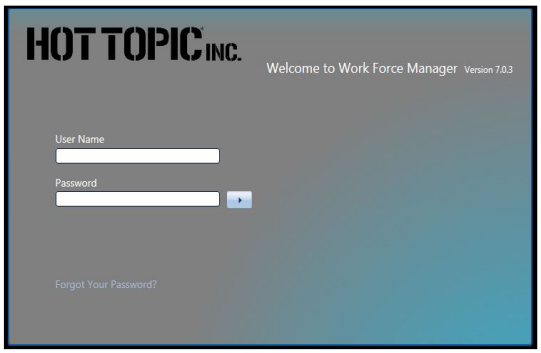
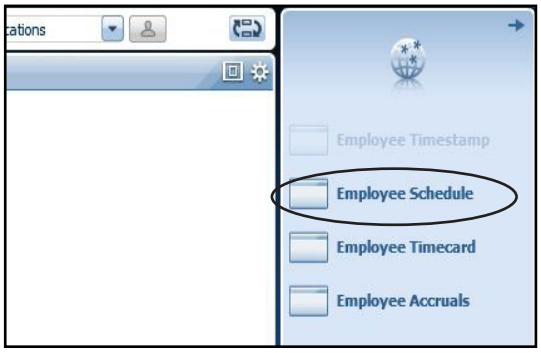
1. Logging In



Before you can use a Time Clock Station to clock in/out you need to do the following at your PC/Mac.

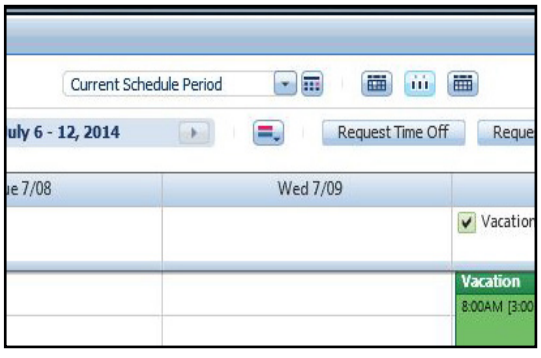
1. Log on to the Kronos site by going to https://hottopic.kronos.net/wfc/navigator/logon
2. Enter your employee number in the User Name field
3. Enter the password Kronos123 in the Password field and click the arrow button
4. You will be prompted to answer security questions and create a new password

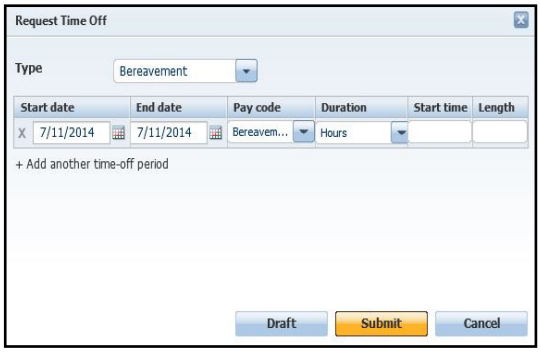
2. View Your Accruals



1. Log in to the Navigator.
2. In the Genie Menu to the far right on the screen, select the Employee Accruals genie.
3. The Employee Accruals genie gives you an overview of your accruals for a specific period of time. You can choose the time period you would like to view by changing the context..

3. Request Time Off





1. Log in to the Navigator.
2. In the Genie Menu to the far right on the screen, select the Employee Schedule genie.
3. Select Request Time Off.
4. Select the time of Type from the drop down list.
5. Chose the start and end date.
6. Select the Duration of time from the drop down list
   - If Hours is chose as the duration, enter in the the start time (i.e. 4pm) and the amount of hours you are requesting.
7. Select Submit to send your request to your approving manager.

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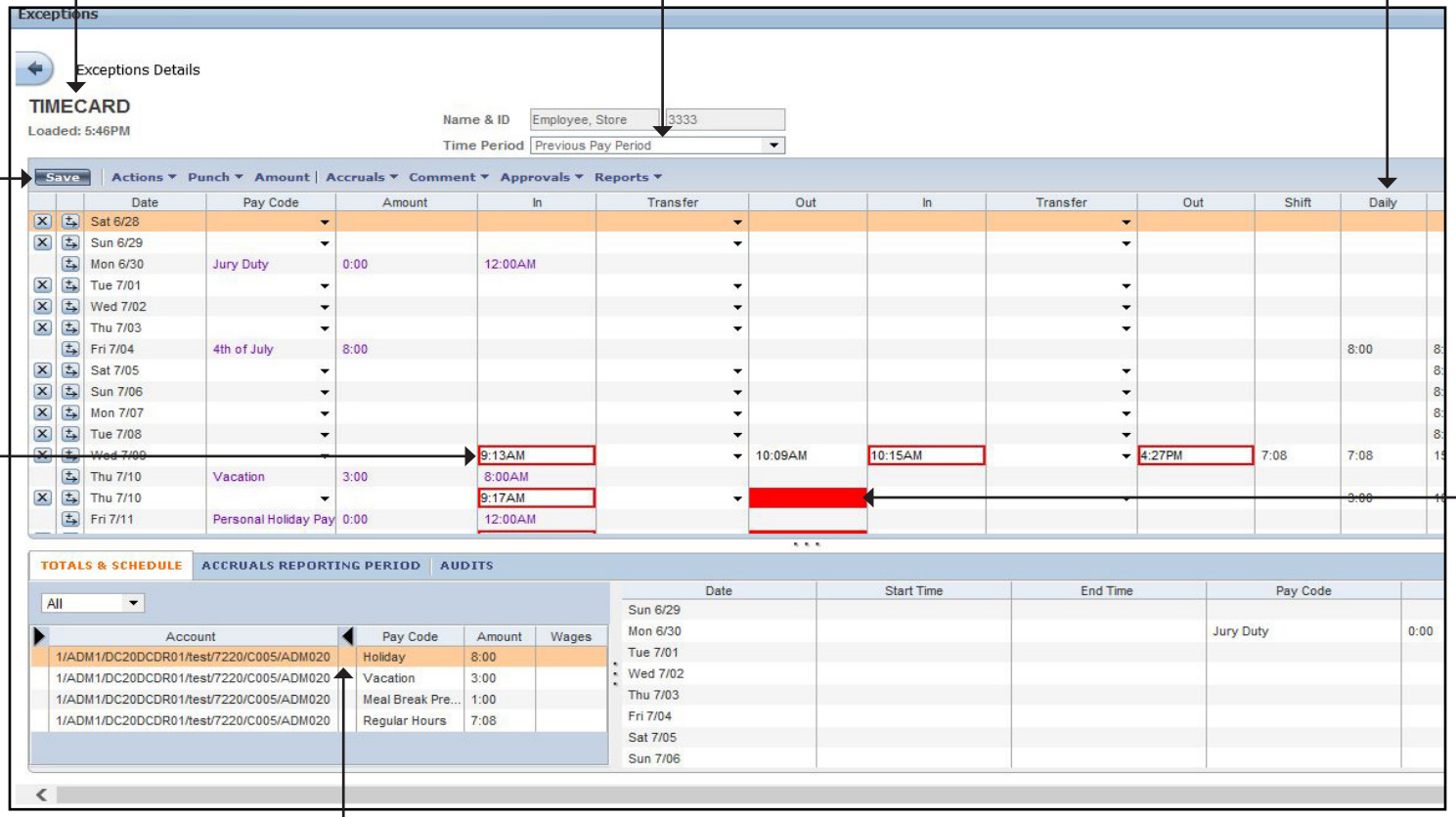
PageTitle:DefineswhereyouarewithinTimekeeper.
Is orange during editing, is grey when saved.

Context: Defines the time span you are viewing

Totals:Definesshift,daily,and cumulativetotalsforthetime period selected

Menu Bar:
Displays actions and categories for performing tasks within Workforce Timekeeper

Exceptions:
Identifies actions that do not conform to HOTT pay rules.
Exceptions might include missed punches, late punches, and excused or unexcused absences.



Most Common Exception
The most commonexception is a missed punch. A missed punch is denoted by a solid red rectangle.

TimecardTabs:Displaystimecardtotalsbypaycode,schedule,availableFTObalance,andallcorrections made to your timecard for the time period selected

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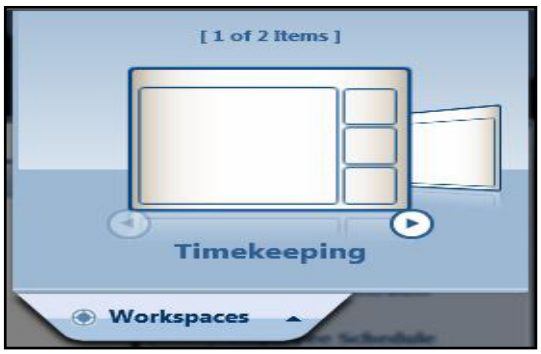
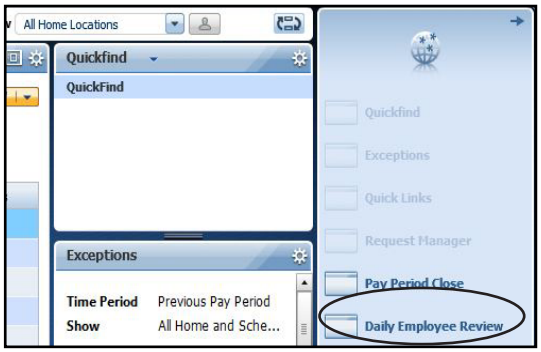
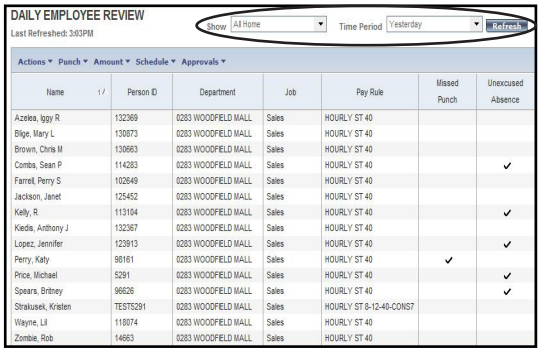
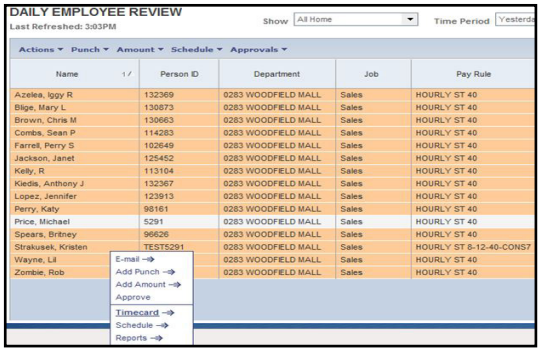
Daily Function: Reconciling Timecards

1. Reconciling Timecards









Business Expectations

- Timecards will be reconciled daily, for the previous day.
- All timecards will be approved and payroll closed for the previous week every Sunday.

1. Log in to the Navigator.
2. Navigate to the Timekeeping Workspace by selecting the work space tab in the upper right corner of the screen.
3. Select the Daily Employee Review Genie from the genies menu on the far right side of the screen.
4. Change the context to All Home and Yesterday to view a list of all the employee information from the previous day
5. Hold down the Ctrl key while selecting all of your employees names to highlight them. (Do not highlight your own name. You cannot edit your own timecard. If you would like to your time card, do so in the Employee Workspace).
6. After highlighting all of your employees, right click and select Timecard.
7. The timecard for your first employee will then appear, and you can navigate through the timecards to review and make edits using the blue arrow next to the employees name.

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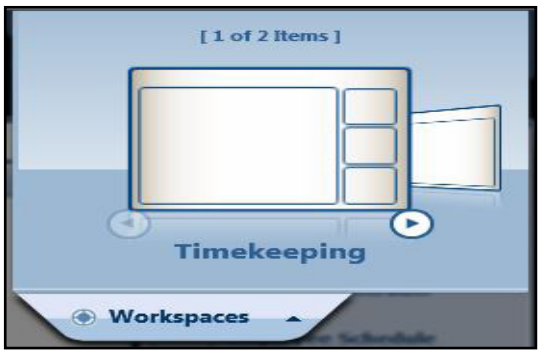
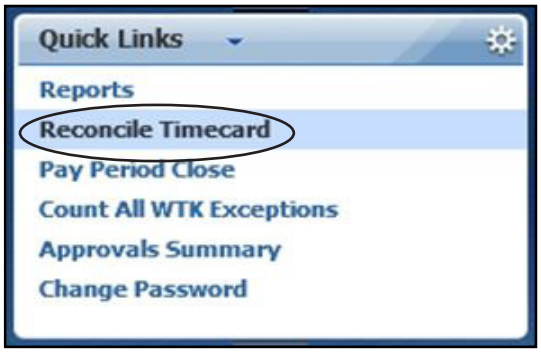
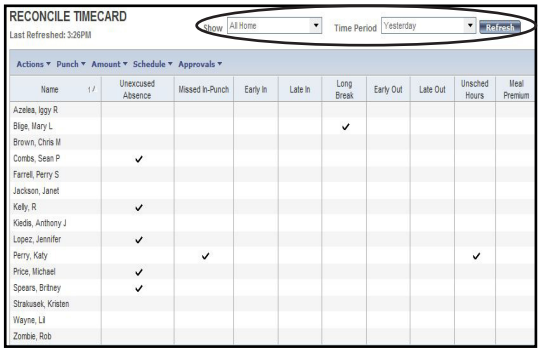
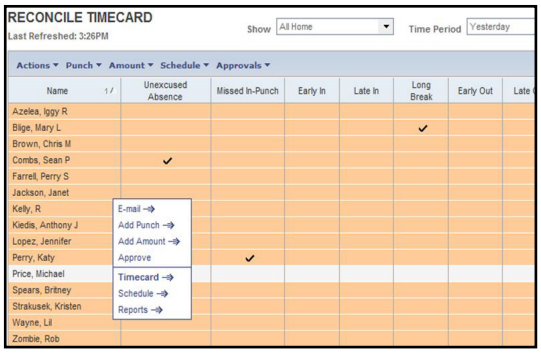
Daily Function: Reconciling Timecards

1a. Reconciling Timecards: Alternate View









An alternate way to reconcile timecards is to use the Reconcile Timecard link in the Quick Links Widget Menu.

1. Log in to the Navigator.
2. Navigate to the Timekeeping Workspace by selecting the work space tab in the upper right corner of the screen.
3. Select Reconcile Timcard from the Quick Links Widget Menu. menu on the far right side of the screen.
4. Change the context to All Home and Yesterday to view a list of all the employee information from the previous day
5. Hold down the Ctrl key while selecting all of your employees names to highlight them. (Do not highlight your own name. You cannot edit your own timecard. If you would like to your time card, do so in the Employee Workspace).
6. After highlighting all of your employees, right click and select Timecard.
7. The timecard for your first employee will then appear, and you can navigate through the timecards to review and make edits using the blue arrow next to the employees name.

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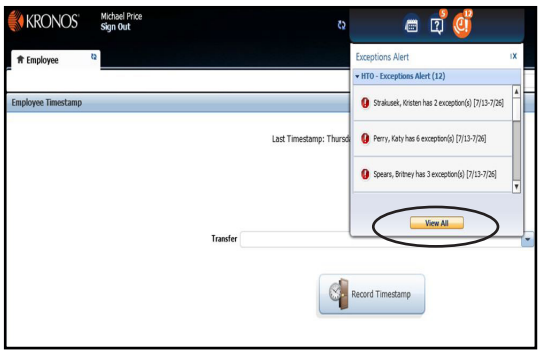
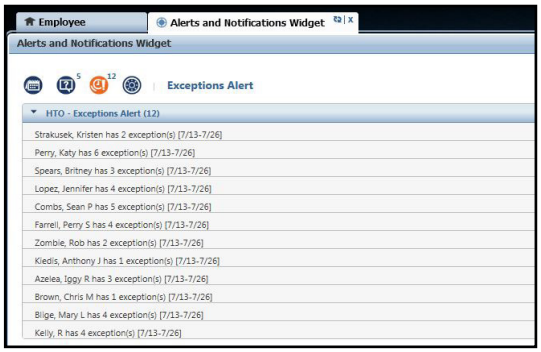
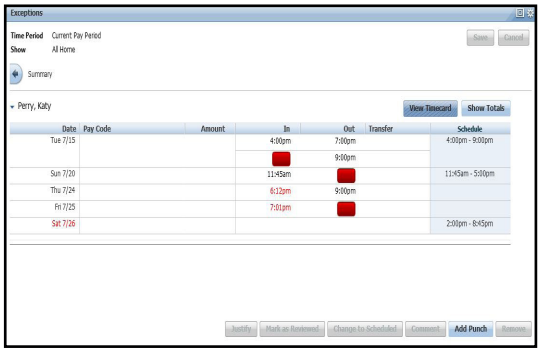
Daily Function: Reconciling Timecards

1b. Reconciling Timecards: Another Alternate View







Another alternate way to reconcile timecards is to use the Notification Icons that are located at the top of the Navigator home page.

1. Log in to the Navigator.
2. Select the Exceptions Alert notification. A dropdown menu will appear that will allow you to scroll through all exceptions. All employees who have timecard exceptions will be listed here. This will include anyone who has :
   - Missed Punches
   - Late In's/ Out's
   - Early In's/ Outs
   - Absences
   - Any other timestamp related issue

   Select View All to view all of the exceptions at one time.
3. Once the list appears, select the employees information you'd like to view. In this view, you may only access one employees information at a time.
4. An overview of the employees exceptions will appear. Some adjustments can be made in this screen, such as
   - Justify
   - Mark as Reviewed
   - Change to Scheduled
   - Comment
   - Add Punch
   - Remove

   If the adjustment pertains to the timestamp, it will be available to select. If no selections are available, you can continue to the employees timecard by selecting View Timecard or choose Show Schedule.

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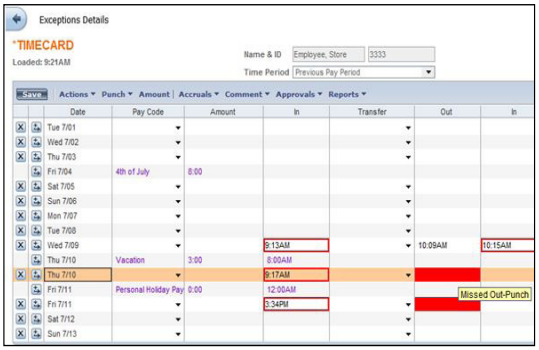
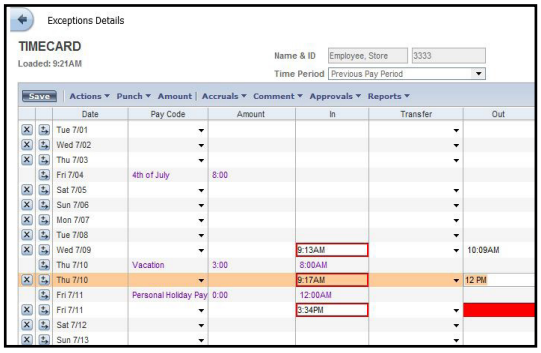
Daily Function: Reconciling Timecards

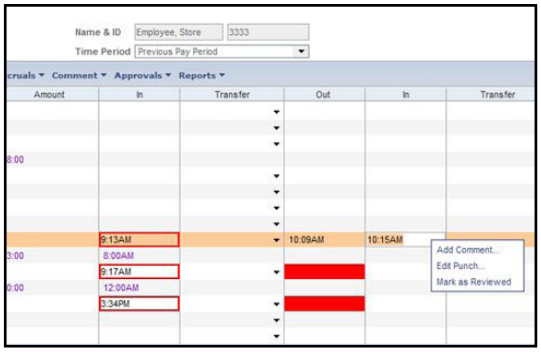
1c. Reconciling Timecards: Making Edits

Missed Punches





Mark As Reviewed



Missed Punches

1. A missed punch will be shown as a red solid rectangle where the employee's timestamp should be shown. By hovering over the rectangle with your mouse, you will see a pop up with the corresponding exception listed.
2. To edit, click inside the red rectangle and begin typing in the correct time.
3. Once you have finished the edit, click Save.

*Note: When you successfully Save, the Timecard header will turn grey

Mark As Reviewed

1. All exceptions will be shown with a red box surrounding the timestamp. Some exceptions do not need to be edited, such as a short or long break, but do need to be acknowledged by marking as reviewed.
2. To Mark As Reviewed, right-click inside the red rectangle and select Mark As Reviewed. You will notice that the box around the timestamp turns green.
3. Once you have finished the edit, click Save

*Note: When you successfully Save, the Timecard header will turn grey

Exception	Edit Instruction
Missed Out Punch	Enter the correct out punch time
Missed In Punch	Enter the correct in punch time
Short Break	Mark as reviewed, and review company policies with employee
Long Break	Mark as reviewed, and review company policies with employee
Late In	Mark as reviewed, and review company policies with employee
Early In	Mark as reviewed, and review company policies with employee
Late Out	Mark as reviewed, and review company policies with employee
Early Out	Mark as reviewed, and review company policies with employee
Bonus Applied	Mark as reviewed, and review company policies with employee
Unscheduled	Change to scheduled

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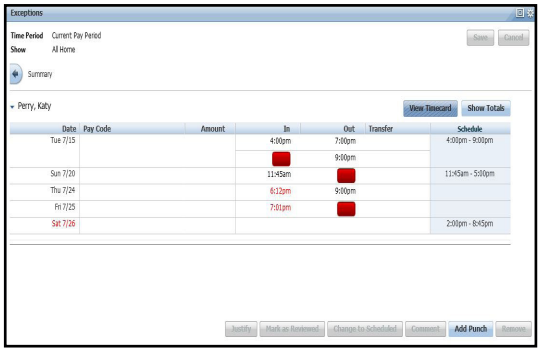
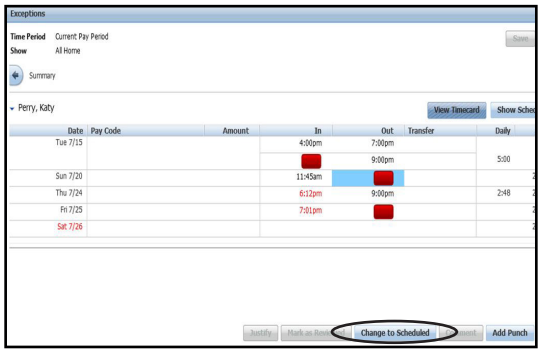
Daily Function: Reconciling Timecards

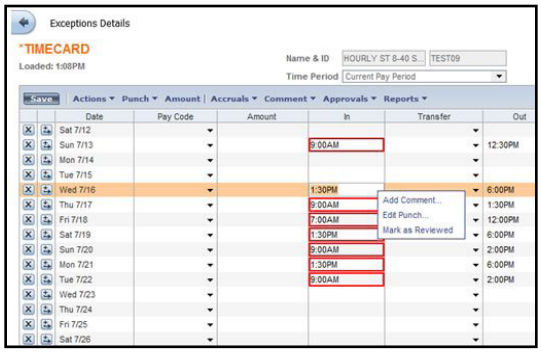
1c. Reconciling Timecards: Making Edits (continued)

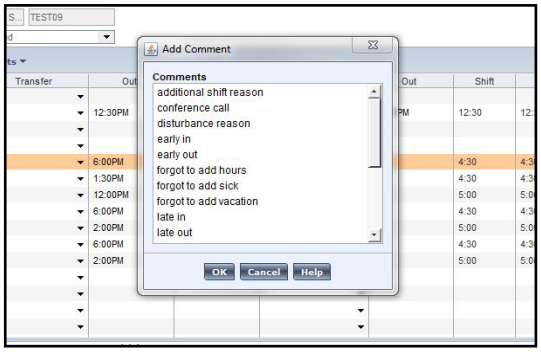
Change to Scheduled





Add Comment





Change to Scheduled

This option is only available when accessing employee timecard exceptions through Notifications.

1. If an employee forgets to clock in at the beginning of their shift or out at the end of their shift, you can use the Change to Scheduled option to automatically update their punch to match their scheduled shift.

*Note: This option excludes lunch punches

*Note: Only use this option the employee started/ended their shift exactly as schedule.

2. Highlight the missed punch and select Change to Scheduled.

Add Comment

1. All exceptions will be shown with a red box surrounding the timestamp. It may be necessary to add a comment to an exception to explain absences, late punches, etc.
2. To add a comment, select Comment from the menu bar or right-click on the exception and choose Add Comment. Choose the appropriate comment from the list, and select OK.
3. Once you have finished adding the comment, click Save.

*Note: When you successfully Save, the Timecard header will turn grey

Exception	Edit Instruction
Missed Out Punch	Enter the correct out punch time
Missed In Punch	Enter the correct in punch time
Short Break	Mark as reviewed, and review company policies with employee
Long Break	Mark as reviewed, and review company policies with employee
Late In	Mark as reviewed, and review company policies with employee
Early In	Mark as reviewed, and review company policies with employee
Late Out	Mark as reviewed, and review company policies with employee
Early Out	Mark as reviewed, and review company policies with employee
Bonus Applied	Mark as reviewed, and review company policies with employee
Unscheduled	Change to scheduled

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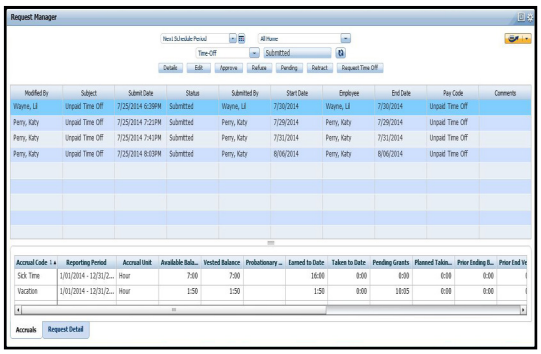
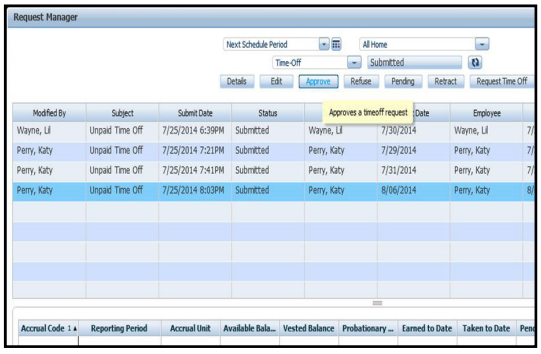
Daily Function: Approving Time Off Requests

2. Approving Time Off Requests

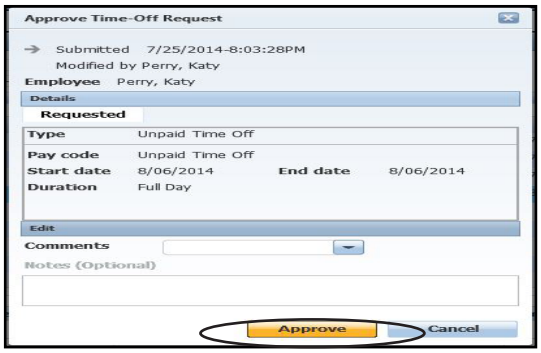


1. Log in to the Navigator.
2. Navigate to the Timekeeping Workspace by selecting the work space tab in the upper right corner of the screen.
3. You will automatically be directed to the Request Manager
4. Adjust the context at the top of the screen to display Time Off Requests for a specific period. The default context will be Next Schedule Period.

5. Double click on any request to view the details.
6. Use the menu at the top of the screen to view Details, Edit, Approve, Refuse, or Retract requests.

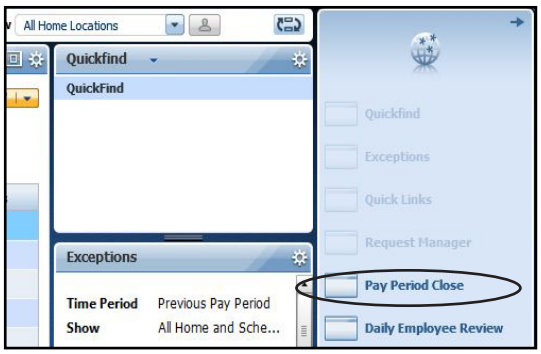


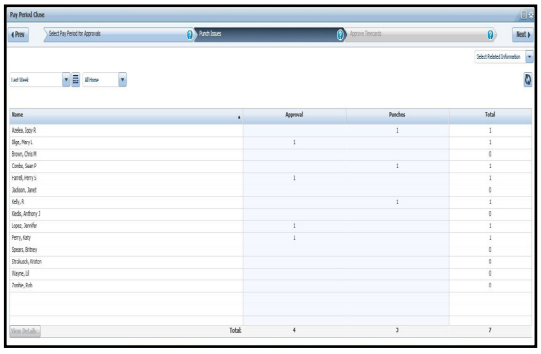
7. To Approve, select approve from the menu at the top of the screen. A pop-up will appear for verification. Select Approve again, and the request will be removed from your Request Manager and appear on the employee's timecard as an approved Time Off request.

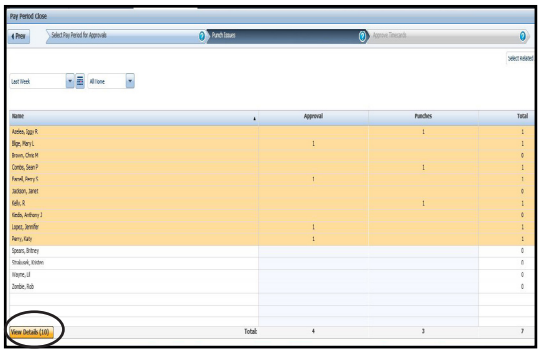


Weekly Function: Approving Timecards/ Pay Period Close

3. Approving Timecards / Pay Period Close







Business Expectations

- Timecards will be reconciled daily, for the previous day.
- All timecards will be approved and payroll closed for the previous week every Sunday.

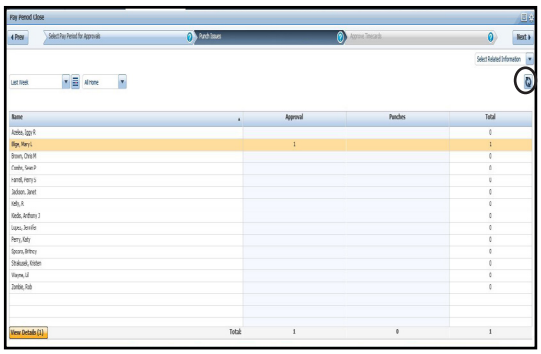
1. Log in to the Navigator.
2. Navigate to the Timekeeping Workspace by selecting the work space tab in the upper right corner of the screen.
3. Select the Pay Period Close Wizard from the genies menu on the far right side of the screen.
4. Change the context to Last Week and All Home. Doing this will ensure that you are approving timecards for your employees for the previous week. Select Next.

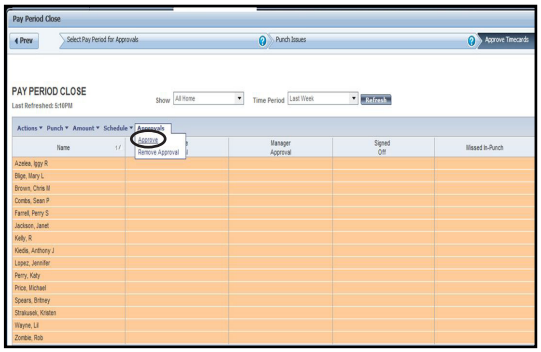
Hint: Selecting the question mark next to each step in the wizard will give you help on how to complete the step.

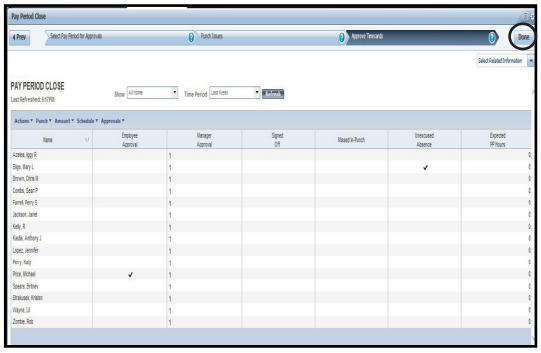
5. A list of your employees will appear. Numbers in the approval column tell you how many time the timecard has been approved. (Every manager has access to employee timecards so there is potential for them to be approved more than once, though it is only necessary to approve once every Sunday). Numbers in the punches column tell you how many exceptions are currently on the employees timecard. A timecard should never be approved if there are still exceptions.

Weekly Function: Approving Timecards/ Pay Period Close

3. Approving Timecards / Pay Period Close (continued)





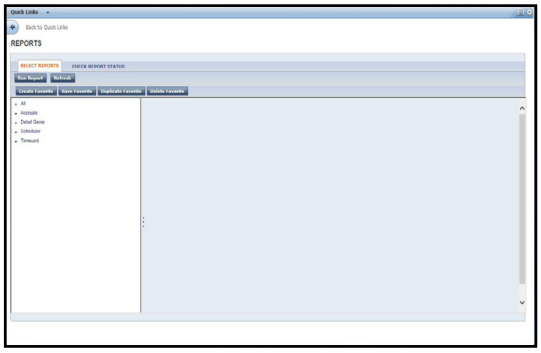


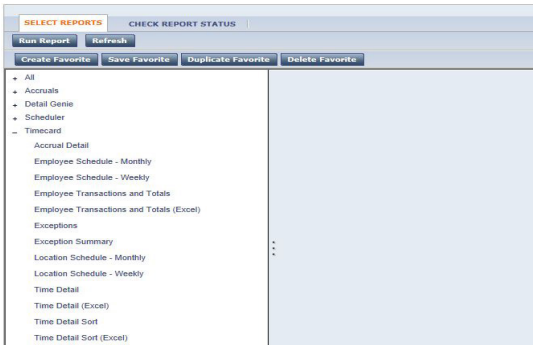
(continued)

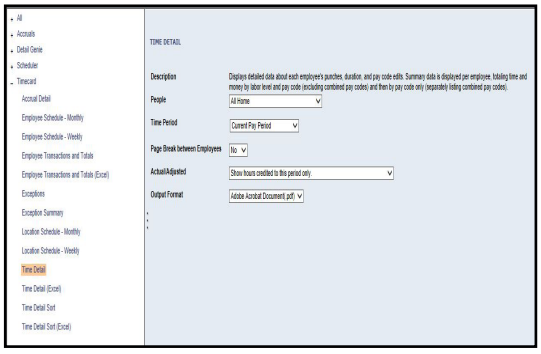
6. Highlight employees who still have exceptions on their timecard and select View Details to make edits.
7. After you have made your edits, return to the Punch Issues screen by selecting Summary. If you don't see your changes updated, select the Refresh button in the upper right hand corner of the wizard.
8. Select Next to continue to the last step, Approving Timecards. A list of employees will appear, and it should be free of any black checkmarks in the Missed Punch column. A black check mark here would indicate there is still an exception.
9. Highlight all employees, and select Approvals from the menu. A drop down will appear, select Approve.
10. A confirmation box will pop up and ask if you are sure you want to approve. Select Yes.
11. Select Done from the menu, and a confirmation box will alert you that the weekly approval process is complete.

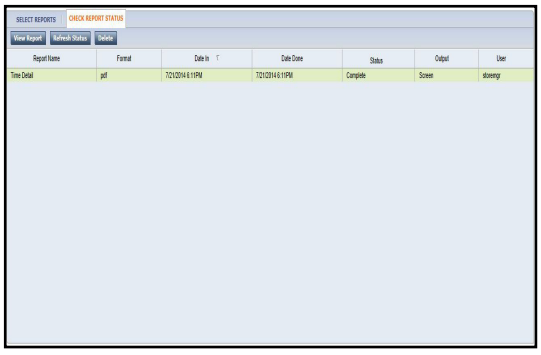
Optional Function: Viewing Reports

4. Viewing Reports





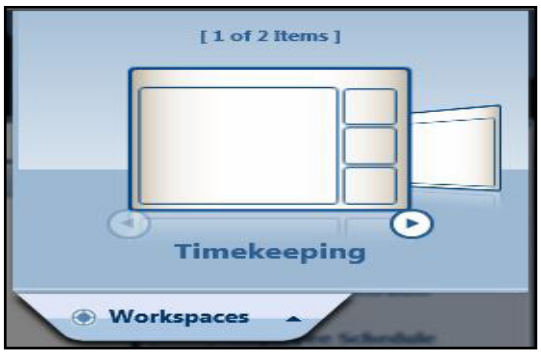


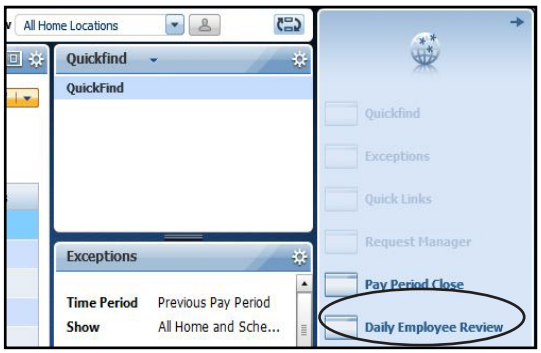


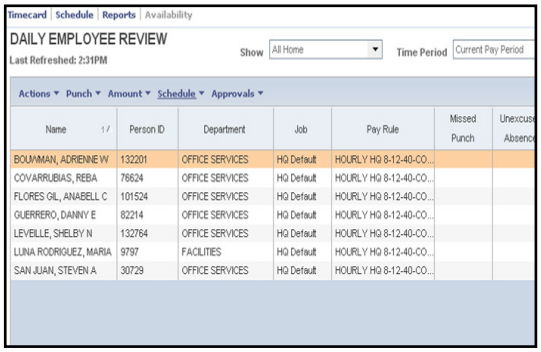
1. Log in to the Navigator.
2. Navigate to the Timekeeping Workspace by selecting the work space tab in the upper right corner of the screen.
3. Select Reports from the Quick Links Widget Menu. menu on the far right side of the screen.
4. There are a number of different reports that you can view. Choose the report you'd like to view, and make adjustments to the context in the menu on the right hand side of the screen.
5. Once you've decided what you want the report to show, select Run Report.
6. In the Check Report Status, you will see your report running. Periodically select Refresh until your report is ready to view. When you are ready to view, select View Report. The report will open in another window.

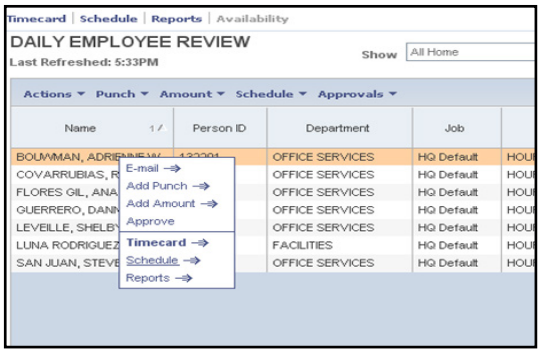
Set up Function: Scheduling Employees

1. Selecting an Employee for scheduling







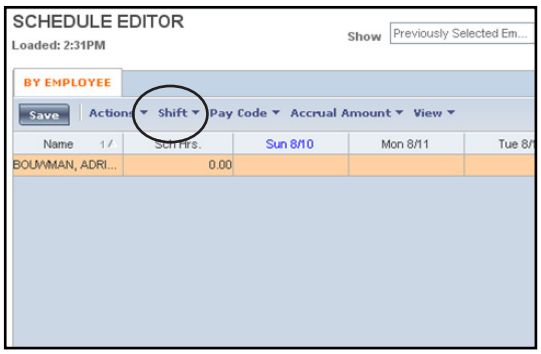


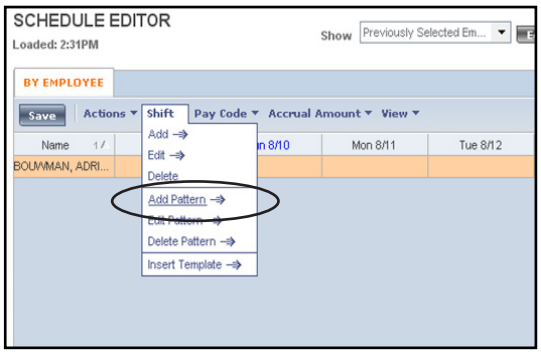
This processes will need to be done for all current employees and any new employees going forward.

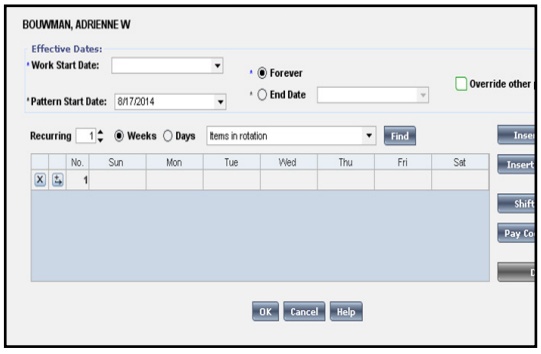
1. Log in to the Navigator.
2. Navigate to the Timekeeping Workspace by selecting the work space tab in the upper right corner of the screen.
3. Select the Daily Employee Review Genie from the genies menu on the far right side of the screen.
4. Double check that all employees are there, or if you have extra names who do not report to you.
5. Click an employee name to highlight the row and select them
6. Then right click the highlighted employee name and select Schedule.

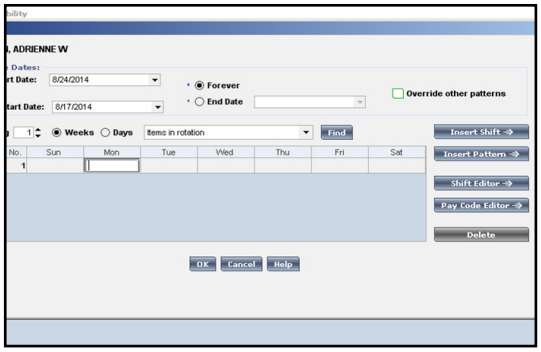
Set up Function: Scheduling Employees

2. Selecting a Shift to Edit





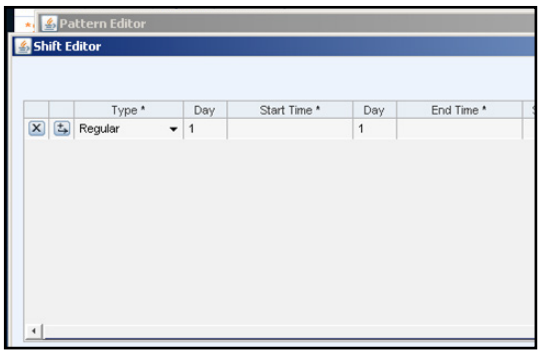


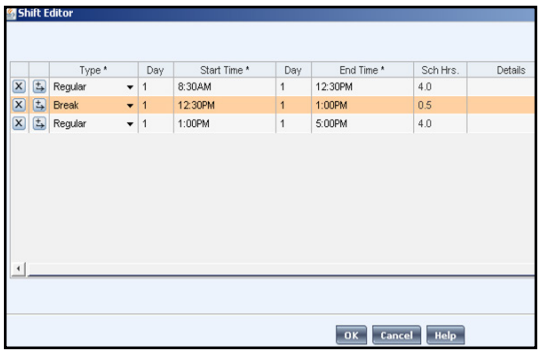


1. Click on Shift from the top menu.
2. Select Add Pattern from the drop down menu.
3. Enter a work start date (must be a future date) and ensure the Forever radio button is selected.
4. Click into the box of the day you want to edit.
5. Then click the Shift Editor button on the right.

Set up Function: Scheduling Employees

3. Entering a Shift



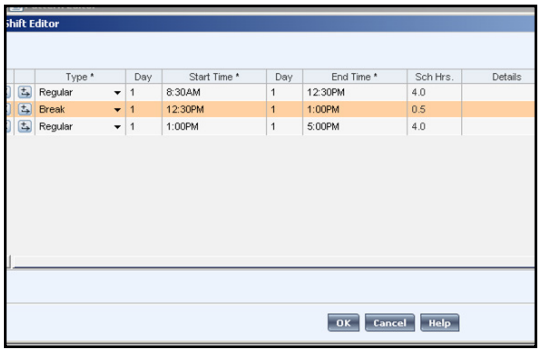


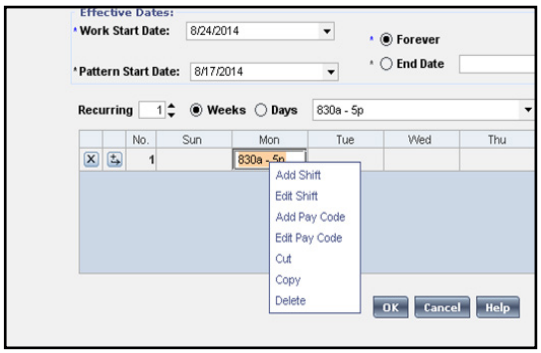
You will enter the shift on multiple lines. A start & end time before the meal break (minimum of 30 mins), the meal break times and finally a start & end time after the meal.

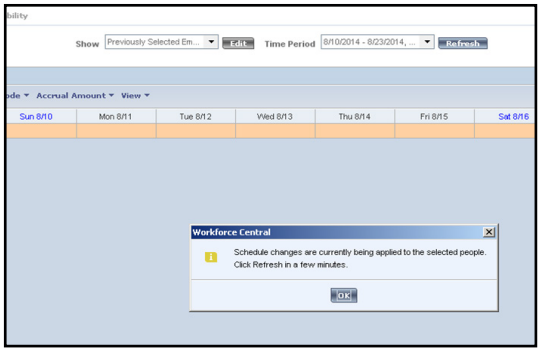
1. Edit the first line by ensuring that Regular is selected from the Type drop down.
2. Enter the start and end time before the meal break.
3. Click the Plus Sign Arrow button next to Regular (Type) to add the next line.
4. Select Break from the Type drop down and the start time will auto-fill. Enter the end time for the meal break.
5. Add another line with the Plus Sign Arrow button.
6. Select Regular from the Type drop down and enter the start and end time after the meal break.
7. Click the OK button.

Set up Function: Scheduling Employees

4. Completing the Schedule







The remaining days of the week can be copied and pasted following this process.

1. Click into the shift you entered and highlight the shift.
2. Right click and select Copy.
3. Click into the next day of the week, right click and select Paste.
4. Repeat step 3 for the remaining workdays of the week.
5. Click the OK button.
6. Click the Save button above the employee name.
7. A confirmation pop-up box will appear. Click the OK button.
8. Repeat the process for any other employees that have not been scheduled.