

# Workforce Timekeeper

## What's New

Although Timekeeper widgets provide the same features and functions as the classic timecard, how you access many of these features and functions has changed.

Kronos Workforce Central version 8.0

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### Document Revision History

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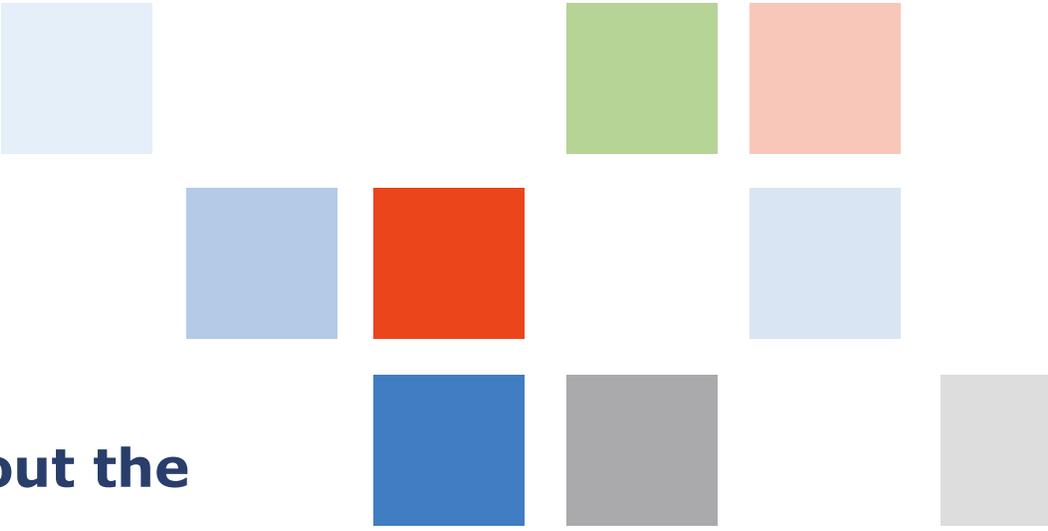
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# What's New About the Timecard

The Workforce Timekeeper version 8 timecard has been enhanced to improve your experience and give you greater control over your working environment. But with change comes ... changes. How you access many features and functions is different. This document shows those changes.

# New design

## Timecard version 7.0

TIMECARD  
 Loaded: 4/26/14  
 Name & ID: [23] [23]  
 Time Period: Current Pay Period

Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 2/10											
Mon 2/10											
Tue 2/10											
Wed 2/10											
Thu 2/11											
Fri 2/12											
Sat 2/13											
Sun 2/14											
Mon 2/15											

TOTALS & SCHEDULE | ACCRUALS | AWARDS

Date	Start Time	End Time	Pay Code	Amount
Mon 2/10				
Tue 2/10				
Wed 2/10				
Thu 2/11				
Fri 2/12				
Sat 2/13				
Sun 2/14				

## Timecard version 8.0

Timecards  
 Adams, J.A. | 1 of 265 | 6  
 Loaded: 10:26 AM | Current Pay Period | All Home

View | Approve | Sign Off | Accrual | Actions

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 5/08									
Mon 5/09	9:00AM-5:00PM	9:00AM	5:00PM				7.5	7.5	7.5
Tue 5/10	9:00AM-5:00PM	9:00AM	5:00PM				7.5	7.5	15.0
Wed 5/11	9:00AM-5:00PM	9:00AM	5:00PM				7.5	7.5	22.5
Thu 5/12									22.5
Fri 5/13									22.5
Sat 5/14									22.5
Sun 5/15	6:00PM-11:00PM								22.5
Mon 5/16									

Totals | Accruals | Debit Credit

Location	Job	Account	Pay Code	Amount	Wages
		101/201/301/401/501/601/701	All Regular	22.5	\$168.75
		101/201/301/401/501/601/701	Regular	22.5	\$168.75

The timecard is configured for each employee or manager.

- The employee sees an hourly or project view depending on their assigned time-entry method.
- The manager sees the appropriate timecard view for each employee.

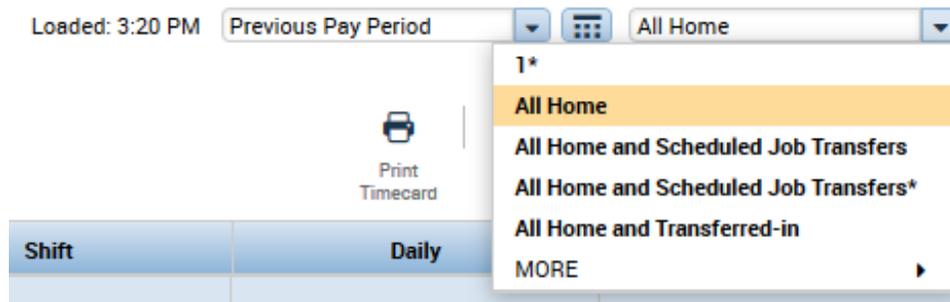
## It's Java-free

Workforce Timekeeper version 8 eliminates the need for most employees and managers to load Java run-time environments on client desktops when they use Workforce Central.

However, single-link widgets that need to access Java content still work as before; this helps you to make a smooth transition from the Java objects to the new HTML5 components.

## HyperFind selection

You can now select time periods and locations by HyperFind in the upper right corner of the timecard.



## Navigational enhancements

Arrow keys ease movement between cells in the timecard.

- **Down arrow** — Move to and select the cell below.
- **Up arrow** — Move to and select the cell above.
- **Left arrow** — Move to and select the cell to the left.
- **Right arrow** — Move to and select the cell to the right.
- **Enter key** — Move to and select the cell below, the same as the Down arrow. However when the cell contains a drop-down list, press **Enter** to select the current item, close the editor, select the cell below, and open the editor if the destination cell is editable.

## Color codes

The timecard uses background colors to indicate the following:

- **Orange** = Approved by employee
- **Yellow** = Approved by manager
- **Green** = Approved by manager and employee
- **Gray** = Signed off

## GoTo navigation

From the timecard, click GoTo  to show other widgets that are available for the *same* selection of employees. You *don't again* have to select the employees and time period each time you change widgets.

## It's configurable

You can configure the following:

- The presence and order of available columns
- Column widths
- Pre-selected pay codes to speed entry of common pay code edits
- A column that displays the employee's schedule within the timecard

Also you can configure the following widget parts (add-ons) as tabs along the bottom of the timecard:

- **Accruals** — Show, hide, or set the order of accrual reporting fields or accrual codes.
- **Activities** — In the Activity Summary, show Total Activities, Labor Account Summary, or Pay Code Summary.
- **Averaging** — Select and set the order of averaging reporting fields.
- **Totals** — Set the default totals span to All, Shift, Daily, or Cumulative; and set the default data grouping to All, Account, Location and Job, or Pay Code.

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**Note:** Move Amounts is available *only* if you select All for the data grouping.

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- **Debit Credit** — Tracks hours against a scheduled shift (daily, weekly, or pay period) to determine if the employee worked all of their scheduled hours. The work rules and employment terms must be configured for averaging and shortfall hour calculations.

In addition, you can:

- Configure which widget part loads by default when the timecard loads.

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**Important:** The choice of widget part can affect system performance. Example: If Accruals is the default widget part, the system re-processes accruals each time you load a timecard.

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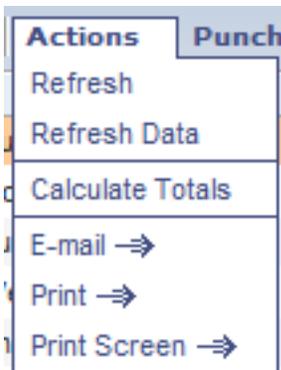
- Rename the column headings for the widget parts.

## What happened to the menus?

In general, the version 8 Timecard replaces menu selections with buttons in the tool bar along the top, and in call-outs when you right-click cells.

### Actions menu

#### Version 7.0



#### Version 8.0

The Actions menu is replaced by buttons in the tool bar:

- Refresh the data and the view: Click **Refresh** .
- Click **Calculate Totals** .
- Email: not available
- Print the timecard: Click **Print Timecard** .
- Print the screen: not available
- Save changes: Click **Save** .

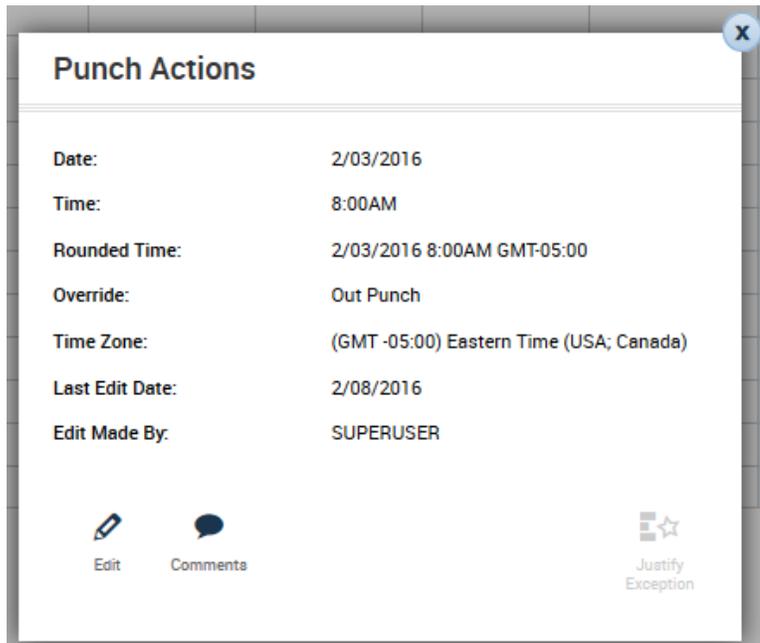
## Punch menu

### Version 7.0



### Version 8.0

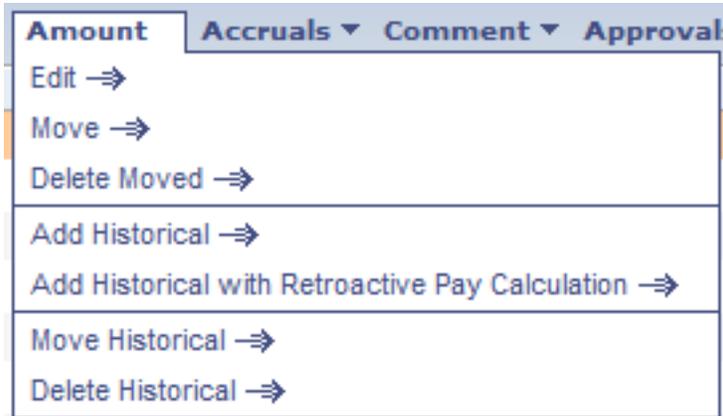
- Right-click a cell.



- Click **Edit**, **Comments**, or **Justify Exception**.
- **Version 8.0: Exceptions widget**  
Use the Exceptions widget to resolve exceptions and mark or unmark exceptions as reviewed.  
Select GoTo  > **Exceptions**.

## Amount menu

### Version 7.0



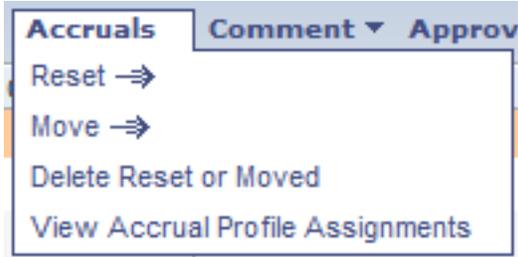
### Version 8.0

- Edit: Available from call-outs  
Right-click a cell. Click **Edit** .
- Move: Available *only* if the data grouping is All
- Delete Moved: Available *only* if the data grouping is All
- Historical Corrections replaces the historical amount menu items.

If authorized, you can edit a signed-off timecard. Select a previous pay period or enter a range of dates that includes a signed-off pay period. For instructions, refer to the *Workforce Timekeeper Historical Corrections Configuration and User Guide*.

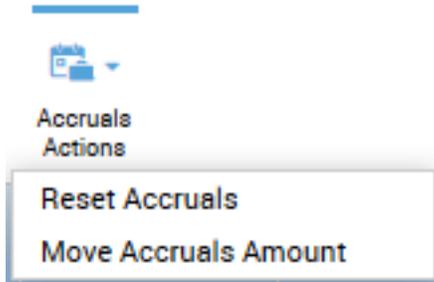
## Accruals menu

### Version 7.0



### Version 8.0

- Click **Accruals Actions** in the tool bar.  
Select **Reset Accruals** or **Move Accruals Amount**.



- To view accrual profile assignments, right-click the person's photo or name.

The screenshot shows a 'Timecards' application window. A pop-up window is open for 'Adams, J A'. The pop-up contains the following information:

**Adams, J A**

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**Pay Rule:**  
beginning of time - forever; Full Time

**Accrual Profile:**  
beginning of time - forever; VAC, PRL, SK, FMLA Full Time

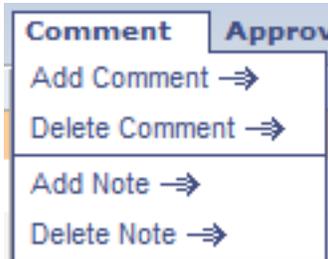
**Primary Account(s):**  
11/09/2015-forever Organization/Hospitals/Hosp A/Floor 1/ER/RN  
103/205/301/406/0501/0605/701

**Manager:**  
Snow, F J

Daily: 0:00   Weekly: 0:00   Per Pay Period: 0:00

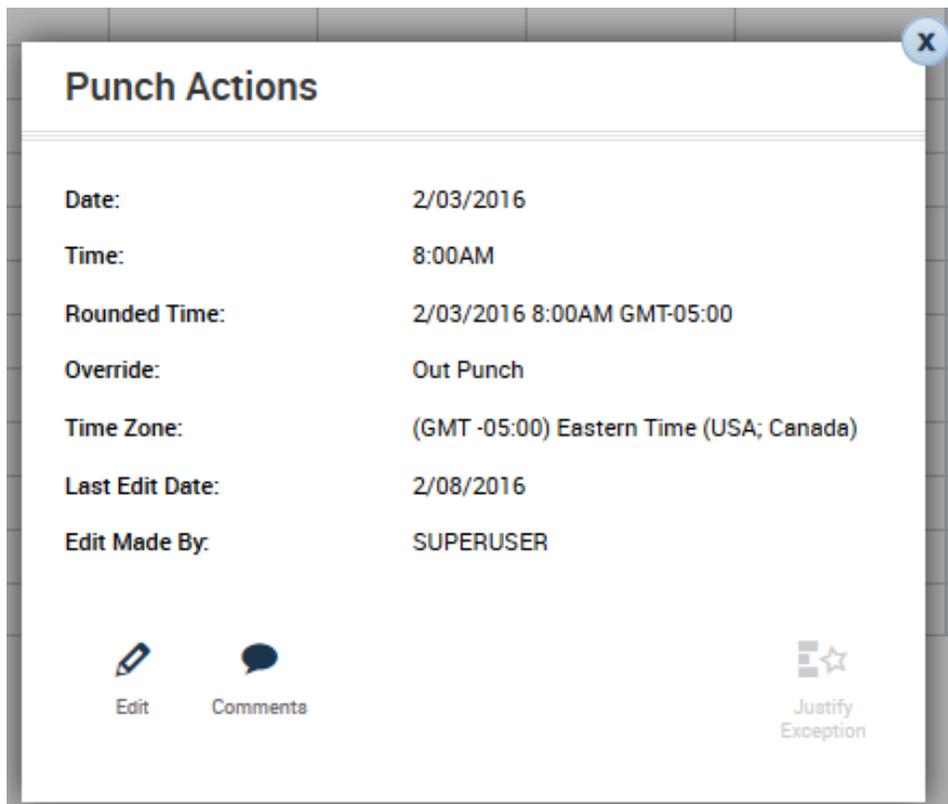
## Comment menu

### Version 7.0



### Version 8.0

- Right-click a cell.



- Click **Comments** .

## Approvals menu

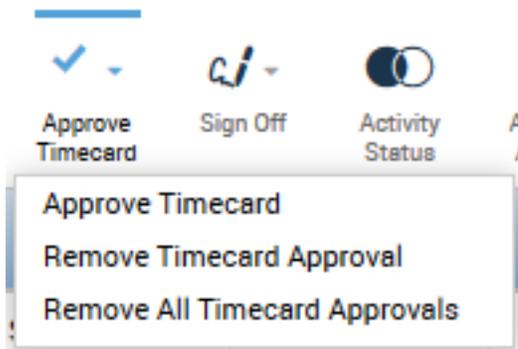
Version 7.0



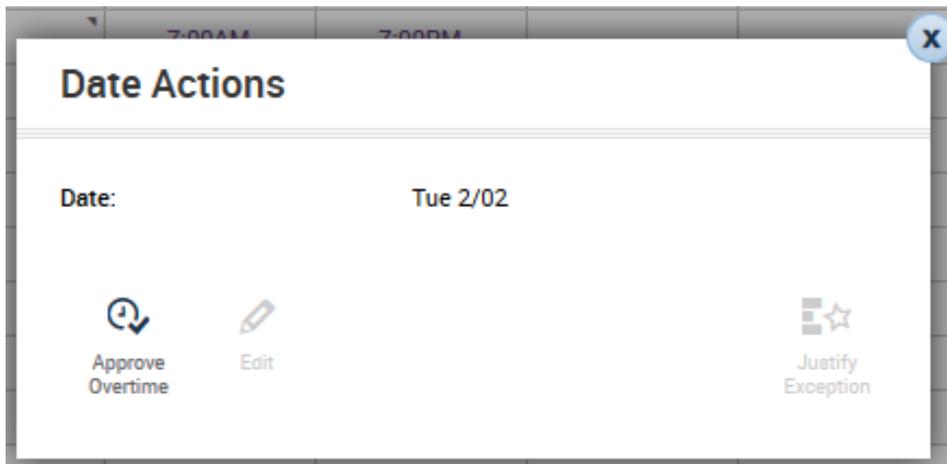
Version 8.0 — If you are a manager

- Click **Approve Timecard** in the tool bar.

Select **Approve Timecard**, **Remove Timecard Approval**, or **Remove All Timecard Approvals**.

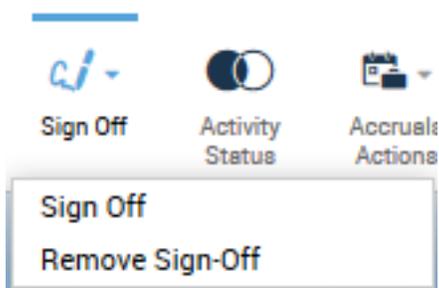


- To approve overtime, right-click a date.



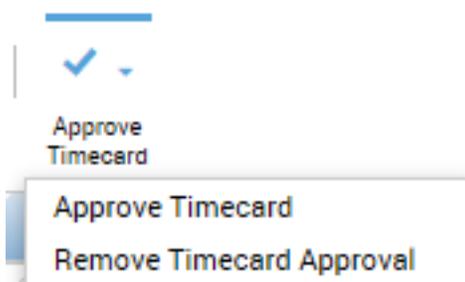
Click **Approve Overtime** .

- Click **Sign Off** in the tool bar.  
Select **Sign Off** or **Remove Sign-Off**.



**Version 8.0 — If you are an employee**

- Click **Approve Timecard** in the tool bar.
- Select **Approve Timecard** or **Remove Timecard Approval**.



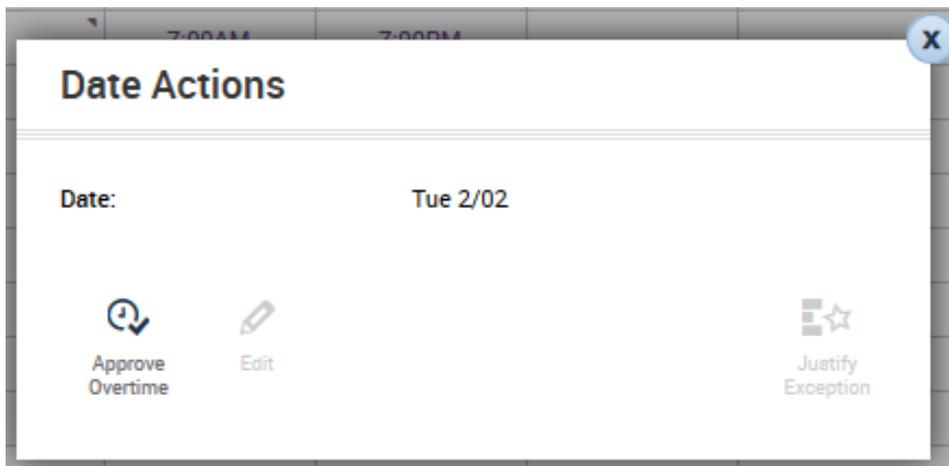
## Overtime menu

### Version 7.0



### Version 8.0

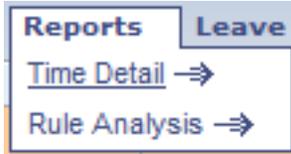
- Right-click a date.



- Click **Approve Overtime** .

## Reports menu

### Version 7.0

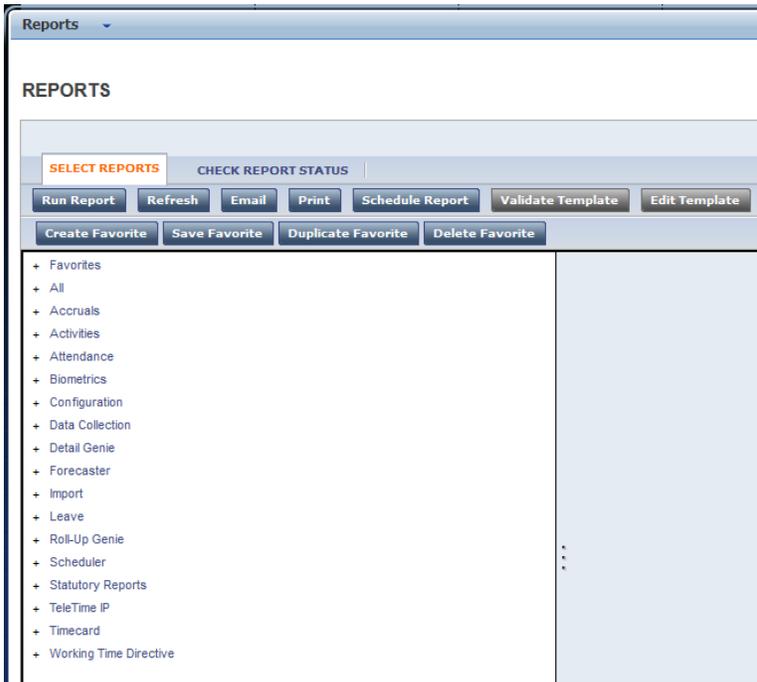


### Version 8.0: Reports widget

The Reports widget replaces the Time Detail menu item.

Use the Reports widget to view reports that show timecard details, as well as to run standard or custom reports that show employees currently earning time, employee schedules, system configuration settings, or other detailed information.

Select GoTo  > **Reports**.





## What happened to the tabs along the bottom?

The tabs are still there but are hidden by default. Click  to show the tabs.

### Totals & Schedule

#### Version 7.0

TOTALS & SCHEDULE				ACCRUALS	AUDITS
All				Date	
Account	Pay Code	Amount	Wages		
				Sun 3/20	
				Mon 3/21	
				Tue 3/22	
				Wed 3/23	
				Thu 3/24	
				Fri 3/25	
				Sat 3/26	

#### Version 8.0

- If the tabs are not visible, click .
- Select the **Totals** tab.

Accruals	Totals	Debit-Credit
All	All	
All	Job	
Shift	Account	
Daily	Location and Job	vacation
Period to Date	Pay Code	8:00
		\$60.00

Time spans

Totals group-by

## Accruals

### Version 7.0

TOTALS & SCHEDULE		ACCRUALS	AUDITS	
Accrual Profile VAC, PRL, SK, FMLA Full Time				
Accrual Code	/	Balance on Selected Date	Units	
CTFMLA		0:00	Hour	3/27/20
FMLA		0:00	Hour	3/27/20
Personal		0.0	Day	3/27/20
Sick		0:00	Hour	3/27/20
STD		0:00	Hour	3/27/20
UNLA		0:00	Hour	3/27/20
Vacation		10:00	Hour	1/01/20

### Version 8.0

The Accruals tab displays employee accruals information, such as Sick and Vacation, for the selected time period.

- If the tabs are not visible, click .
- Select the **Accruals** tab.

Benefit	Available Balances	Units	Benefit Period	Opening Balances	Ending Balances
Personal Day	1.0	Day	Thu 1/01/2015...	0.0	1.0
Prior Time Off i...	0:00	Hour	Thu 1/01/2015...	0:00	0:00
Sick Day	5.0	Day	Thu 1/01/2015...	0.0	5.0

# Audits

## Version 7.0

TOTALS & SCHEDULE		ACCRUALS	<b>AUDITS</b>		
Type of Edit		All	Data Sources	→	All
Date	Time	Type	Account	Pay Code	

## Version 8.0: Audits widget

Use the Audits widget to display audits of employee timecards, schedule audits and if configured, audits to track and manage activities.

Select GoTo  > **Audits**.

Manager Audit

Category: Audits Type of Edit: All Previous Pay Period: All Home

Edwards, Elvira 007204 3 of 53

Refresh Go To

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Dat
6/17/20...	8:00AM	Add Punch					In Punch		6/17/20...	11:45A...	Manage...	
6/17/20...	9:00AM	Add Punch					Out Pun...		6/17/20...	11:45A...	Manage...	
6/17/20...	8:00AM	Delete Punch					In Punch		6/17/20...	11:45A...	Manage...	
6/17/20...	9:00AM	Delete Punch					Out Pun...		6/17/20...	11:45A...	Manage...	
6/18/20...		Delete Pay Code	31/0605/701	Baylor	7.0				6/17/20...	11:49A...	Manage...	
6/17/20...	4:00PM	Add Punch					Out Pun...		6/17/20...	11:51A...	Manage...	
6/17/20...	7:00AM	Add Punch	32/0606/702			1D VeryLates	In Punch		6/17/20...	11:51A...	Manage...	
6/17/20...	9:00AM ...	Edit Punch	32/0606/702			1D VeryLates	In Punch	Dog ate ...	6/17/20...	11:51A...	Manage...	
6/17/20...	9:00AM	Add Comment ...	32/0606/702			1D VeryLates	In Punch	Dog ate ...	6/17/20...	11:52A...	Manage...	
6/18/20...		Add Hours Wor...			5.0		New Shift		6/17/20...	11:53A...	Manage...	
6/18/20...		Edit Hours Wor...			5.0	[Callback]	New Shift		6/17/20...	12:19P...	Manage...	
6/18/20...		Add Comment ...			5.0		New Shift	Bonus f...	6/17/20...	12:22P...	Manage...	
6/18/20...		Add Comment ...			5.0		New Shift	Doing h...	6/17/20...	12:22P...	Manage...	
6/18/20...		Edit Hours Wor...			5.0	Callback []	New Shift		6/17/20...	12:18P...	Manage...	