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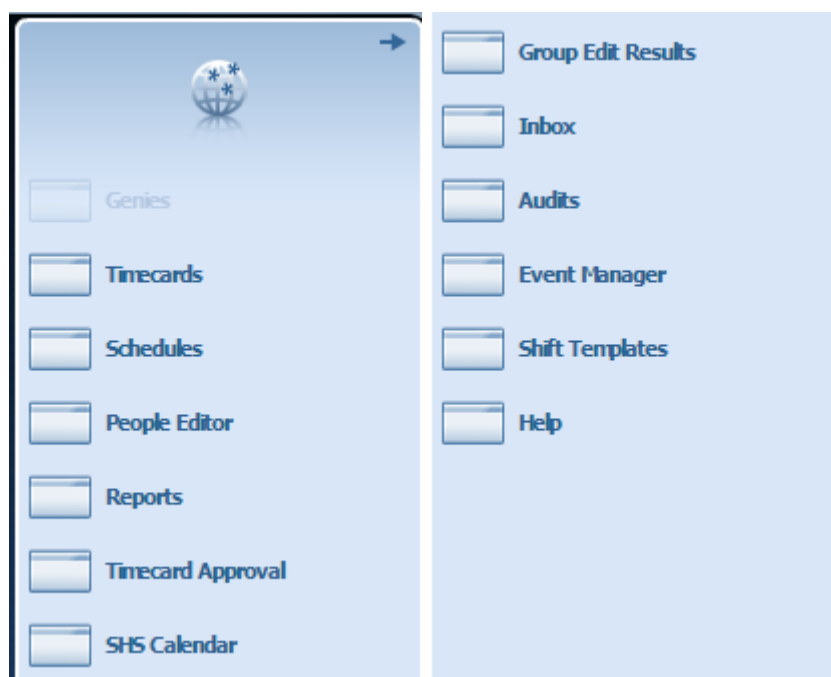
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How do I navigate through the system?

Never use your Internet Explorer browser buttons to navigate through the system. Instead, use the navigation buttons within Kronos. Always remember to hit “Save” to save your work. The system will time out after a certain period of inactivity, so remember to sign-out properly at the end of your session.

Upon login, Genies will be the first widget opened. All other available widgets are located on the right side of the screen in the Related Items Pane. You can either click directly on these or use [GoTo Navigation](#) to open certain widgets for only a selected group of users.



Genies

Reconcile Timecard, like today, will be the first screen upon login.

Genies View – Version 7

Timecard | Schedule | People | Reports

RECONCILE TIMECARD Show: All Home Time Period: Current Pay Period Refresh

Last Refreshed: 8:57AM

Actions	Punch	Amount	Schedule	Name	Reporting Manager	Cost Center	Unexcused Absence	Missed In-Punch	Early In	Late In	Long Meal	Early Out	Late Out	Unapproved Time	Total OT	Unsched Hours	Totals Up To Date
				Abelow, Naava	Kelley, Elizabeth	01.70101											✓
				Abstoss, Renate	Pomiceili, Stephanie	01.62501											✓
				Afzal, Saira	Goka, Delali	01.75101											✓
				Agawin, Amy C	Livolsi, Kathleen C	01.61701											✓
				Ahern, Judith	Kelley, Elizabeth	01.70101											✓

Genies View – Version 8

Genies

Reconcile Timecard

Loaded 8:58AM Current Pay Period All Home Edit

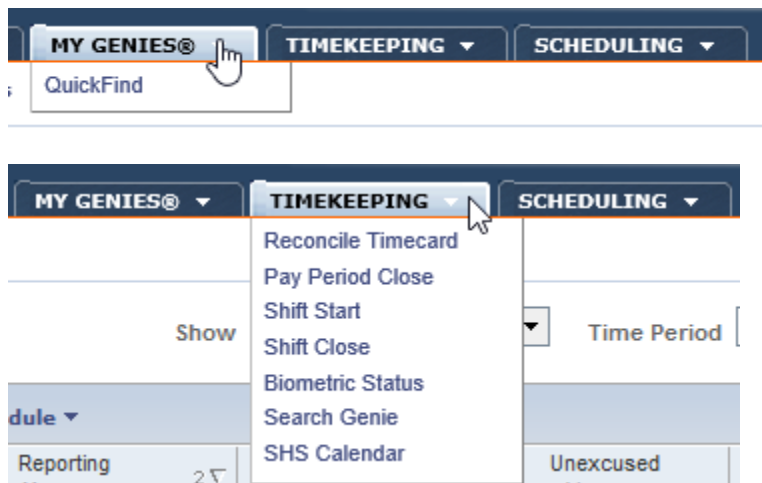
Select All Rows Column Selection Filter Timesaving Approval Schedule Refresh Share Go To

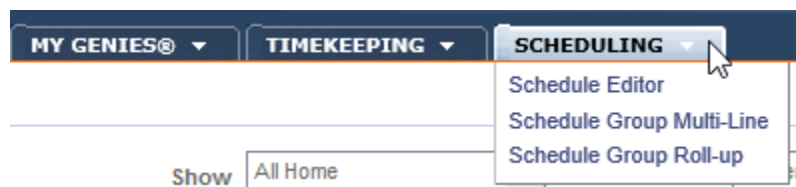
Name	Reporting Manager	Cost Center	Unexcused Absence	Missed In-Pun...	Early In	Late In	Long Meal	Early Out	Late Out	Unapproved Time	Total OT	Unsched Hours	Totals Up To Date
Abelow, Naava	Kelley, Elizabeth	01.70101											✓
Abstoss, Renate	Pomiceili, Stephanie	01.62501											✓
Afzal, Saira	Goka, Delali	01.75101											✓
Agawin, Amy C	Livolsi, Kathleen C	01.61701											✓
Ahern, Judith	Kelley, Elizabeth	01.70101											✓

How do I get to the rest of my Genies?

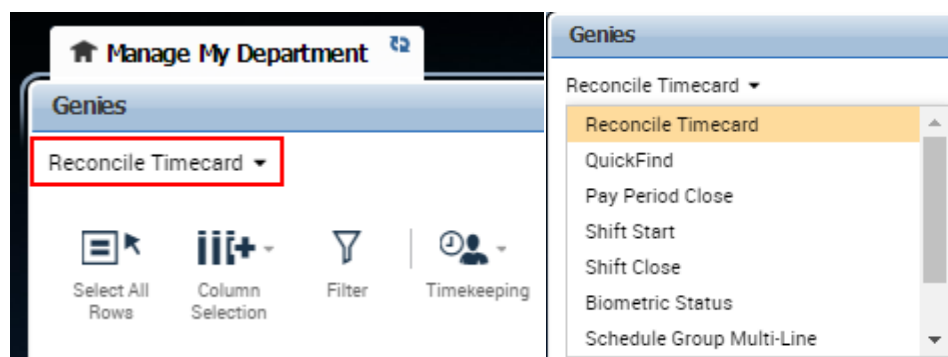
In Version 7, more Genies are found under the My Genies and Timekeeping navigation dropdowns. In Version 8, click the current Genie to be provided a dropdown list.

Genies List – Version 7





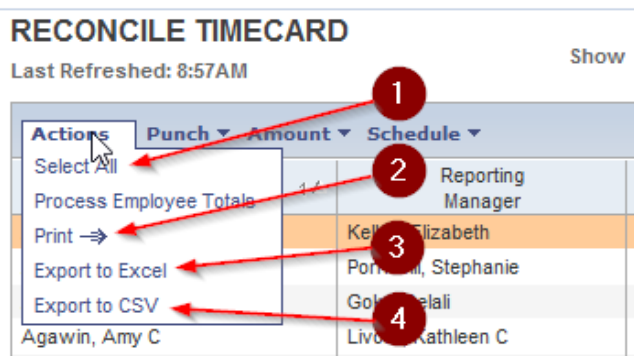
Genies List – Version 8



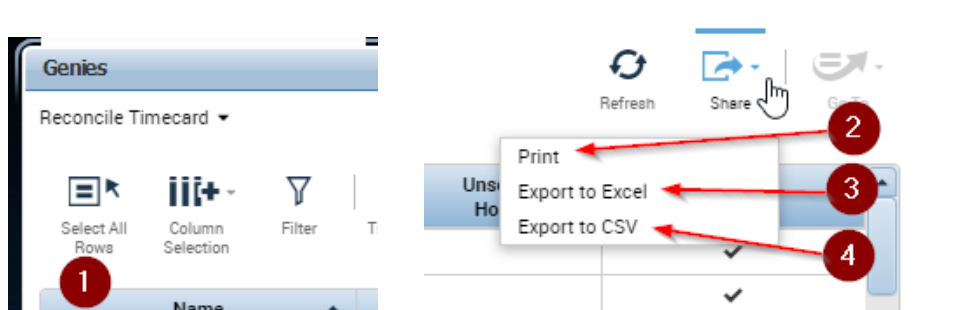
Genie Action Items

Genie action items, instead of residing in dropdown menus, are now within icons at the top of the Genies widget. Version 8 also gives you options of Column Selection (uncheck columns to hide) and Filtering.

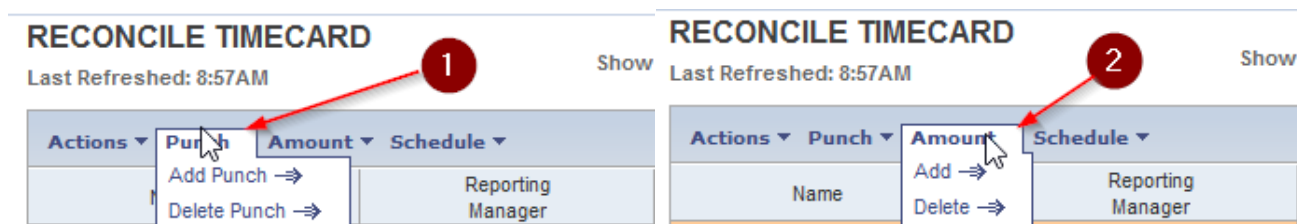
Actions - Version 7



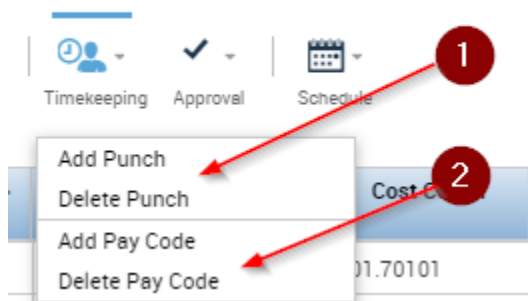
Actions - Version 8



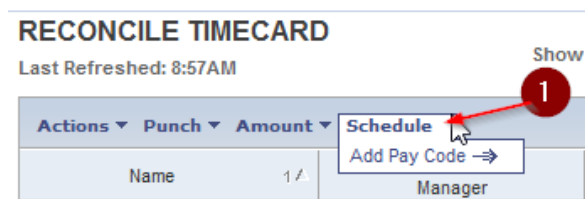
Punches and Pay Codes – Version 7



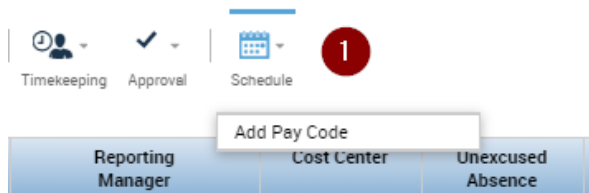
Punches and Pay Codes (Timekeeping) – Version 8



Schedule – Version 7



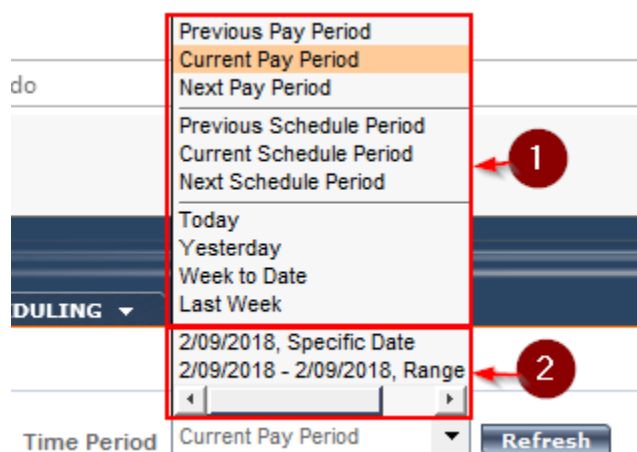
Schedule - Version 8



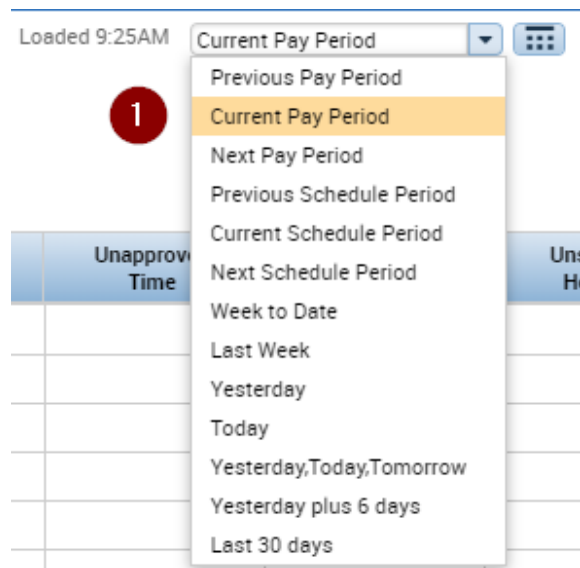
Genie Time Periods and Hyperfinds

Genie Time Period and Hyperfind selectors have been moved from the center of the screen to the top right corner of the screen.

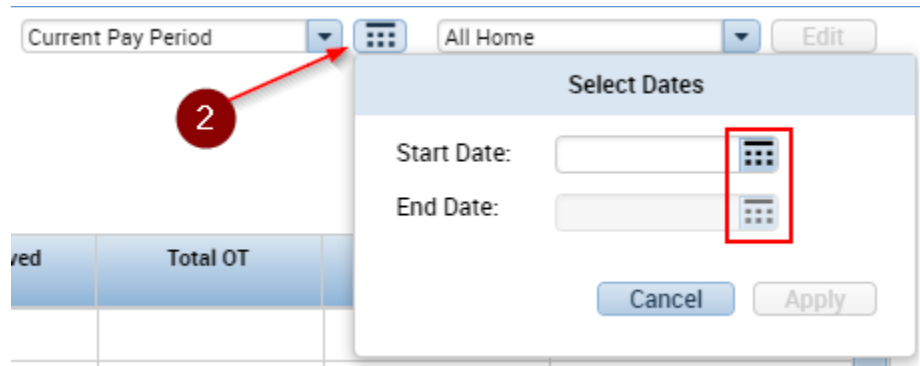
Time Periods - Version 7



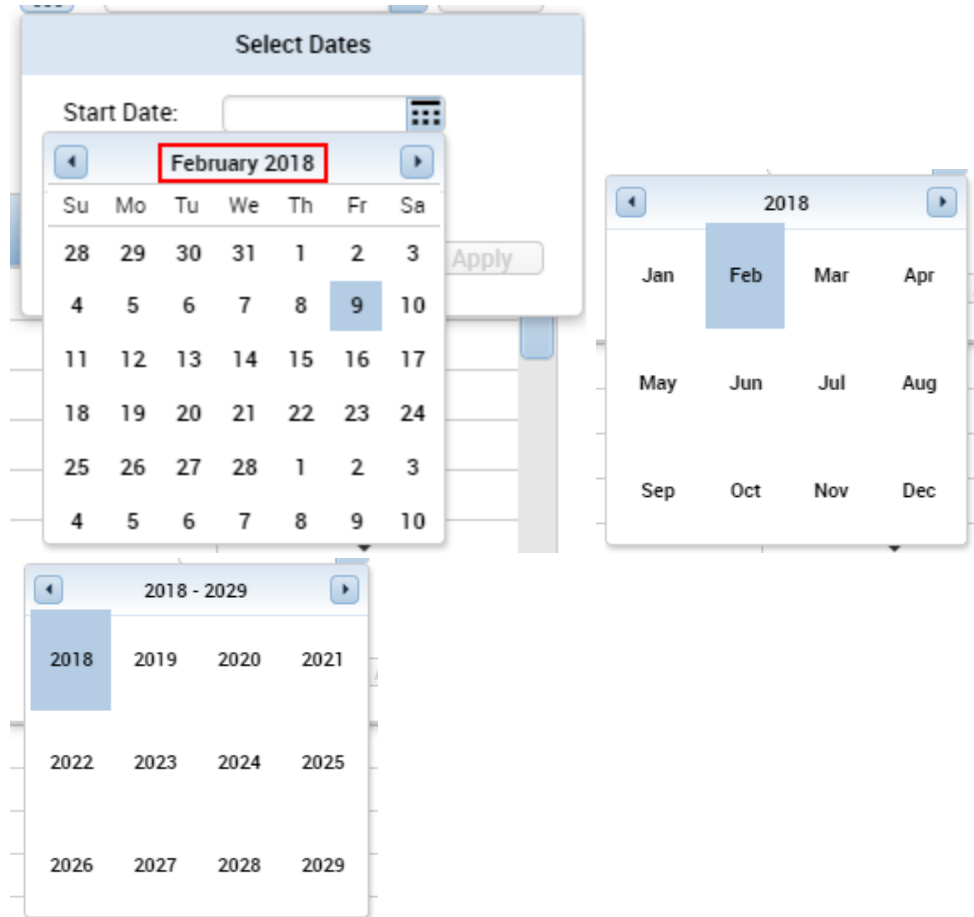
Time Periods – Version 8



For Range of Dates, click the calendar to bring up a Select Dates pop-up. Use the second set of calendar icons (outlined) to open the date ranges to select a date.



Click the Month/Year (outlined) once to switch to a calendar year view. Click again to switch to a decade view.



[illegible]

Loaded 9:25AM

Current Pay Period ▼ ☰ All Home ▼ Edit

Hyperfinds (31)

- All Home
- All Home and Scheduled Job Transfers
- All Home and Scheduled Job Transfers*
- All Home and Transferred-in
- All Home and Transferred-in*
- Brian TEST
- BWKRON

Go To ↶

Unapproved Time	Total OT

Genie Sorting, Grouping, and Filtering

Version 7 allowed you to sort on two separate columns. This is done by clicking on the column header. With Version 8, only one sort can be done, but additional functionality has been added to allow grouping and filtering of information as well.

Sorting – Version 7

Actions ▾	Punch ▾	Amount ▾	Schedule ▾
Name	1 ▴	Reporting Manager	2 ▾

Sorting – Version 8

Just like in Version 7, you can click on the header to sort. You can also hover over a column header and an arrow will appear on the right side of the column. Click the arrow and sorting options will show.

Missed In-Pun ▾	Early In	Late In

Sort Ascending
Sort Descending
Remove Sort
Group By this column
Remove from groups

Grouping – Version 8

Hover over a column header and an arrow will appear on the right side of the column. Click the arrow and select Group By this column.


Cost Center ▾	Unexcused Absence	Missed In-Pu
01.70101		
01.62501		
01.75101		
01.61701		
01.70101		


Sort Ascending
Sort Descending
Remove Sort
Group By this column
Remove from groups

The sort for Name (1) is still in place, but we are now grouping our Genie results by the Cost Center (2). Multiple groups can be placed on one Genie.

	Cost Center X 2		
	Name 1	Reporting Manager	Cost Center
▼	Cost Center: 01.70101 (54)		

Multiple groups can be placed on one Genie. Click the icon to the left of the first grouping to collapse all groups.







	Cost Center X	Reporting Manager X	Totals Up To Date X

	Cost Center X	Reporting Manager X	Totals Up To Date X
		Name ▲	Reporting Manager
▶	Cost Center: 01.70101 (2)		
▶	Cost Center: 01.62501 (2)		
▶	Cost Center: 01.75101 (2)		
▶	Cost Center: 01.61701 (1)		
▶	Cost Center: 01.65101 (1)		
▶	Cost Center: 01.60901 (2)		
▶	Cost Center: 01.75111 (2)		







Filtering – Version 8

Click the Filter button to allow filtering. Note: Not all columns can be filtered. Example: Filter Name by those with a last name starting with “jo”.

Reconcile Timecard ▾

 Select All Rows
  Column Selection
  **Filter**
 Timekeeping
  Approval
  Schedule

Reconcile Timecard ▾

 Select All Rows
  Column Selection
  **Filter**
 Timekeeping
  Approval
  Schedule

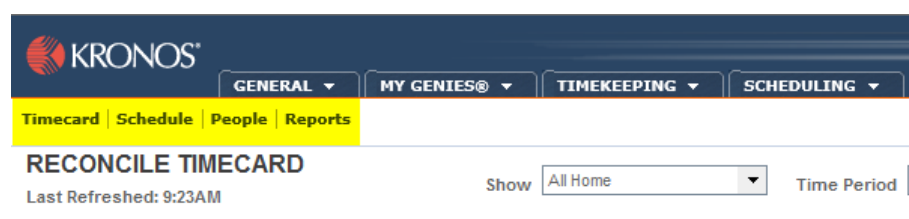
Name ▲ ▾	Reporting Manager	Cost Center
jo		
Johns, Princess	Kelley, Elizabeth	01.70101
Johnson, Yolanda	Kelley, Elizabeth	01.70101
Jones, Claudette F	Porricelli, Stephanie	01.62501
Jordan, Judith O	Porricelli, Stephanie	01.62501
Joyner, Brandon	Capone, Grace	01.60901

How I navigate from a Genie to employee Timecards, Schedules, People Records, and Reports?

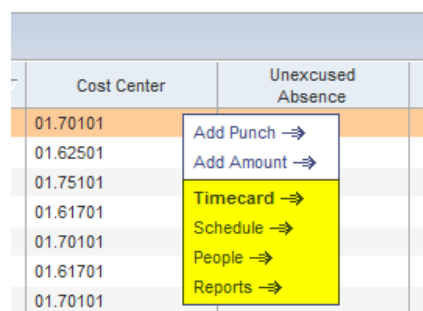
Version 7 utilizes a set of quick links below the navigation bar as well as right click functionality. In Version 8, the GoTo button on the right side of the widget is used for navigating the system.

Note: Double clicking on an employee in a Genie will still open the Timecard.

Quick Links – Version 7

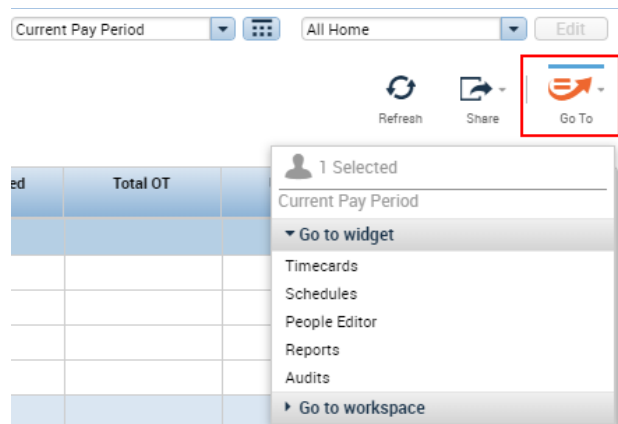


Right Click Navigation – Version 7



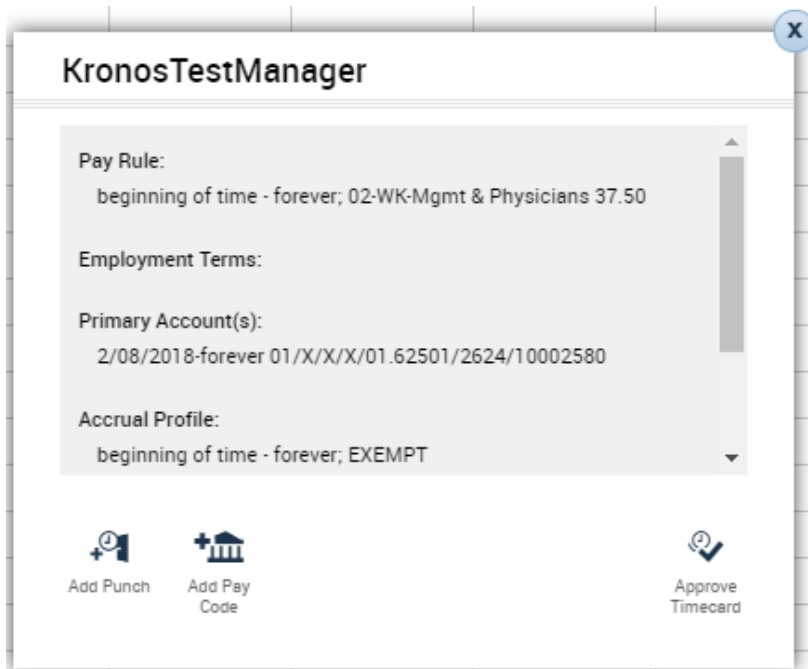
GoTo Navigation – Version 8

GoTo buttons are also available in each widget in the list below.



Right Clicking in a Genie – Version 8


Right clicking in a Genie in Version 8 will show a preview of the employee's assignments (Pay Rule, Labor Account, etc.) and group editing options.



Approving Timecards via Group Edit


Managers will be allowed to approve Timecards from a Genie in Version 8. This allows managers to approve many Timecards at once using a Group Edit. Either choose Select All Rows (to approve everyone) or Ctrl+Left Click individual employees to approve. Ensure the correct time period has been chosen. Select Approve Timecard from the Approvals action icon.


Previous Pay Period





All Home


Edit



Refresh



Share



Go To



Select All Rows


Column Selection


Filter



Timekeeping



Approval



Schedule


Name	Reporting Manager	Cost Center	Unexcused Absence	Missed In-Pun...	Early In
Abelow, Naava	Kelley, Elizabeth	01.70101			
Abstoss, Renate	Porricelli, Stephanie	01.62501			
Afzal, Saira	Goka, Delali	01.75101			
Agawin, Amy C	Livolsi, Kathleen C	01.61701			
Ahern, Judith	Kelley, Elizabeth	01.70101	✓		
Aiken, Jessica	Livolsi, Kathleen C	01.61701		✓	✓
Albert, Anne B	Kelley, Elizabeth	01.70101			
Alston, Sandra B	Livolsi, Kathleen C	01.65101	✓		
Angrand, GERALDA	Capone, Grace	01.60901			
Antonelli, Edward	Capone, Grace	01.60901	✓		
Apinis, Wendy J	Kelley, Elizabeth	01.70101			


Reconcile Timecard ▾



Select All Rows


Column Selection


Filter


Timekeeping


Approval



Schedule

Name

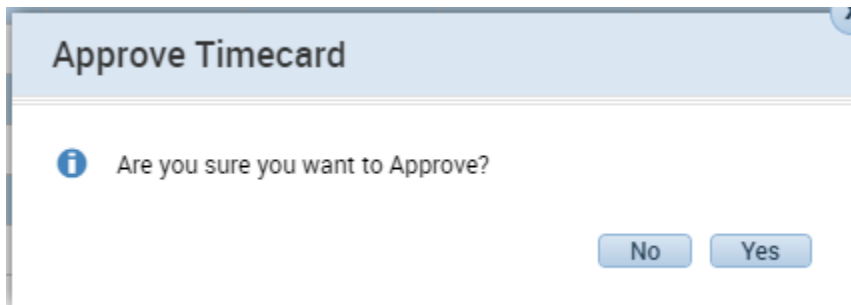
Approve Timecard

Remove Timecard Approval

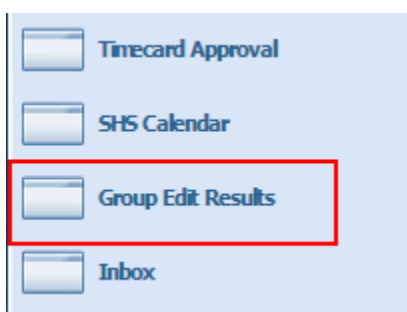
15 | Page



Healing. Reimagined.



To verify your approval has completed, open Group Edit Results from the Related Items Pane.



GROUP EDIT RESULTS

Last Refreshed: 2/09/2018 1:10PM

Refresh			
Group Edit			Date
Approved Time Period: Previous Pay Period			2/09/2018

Time	User Name	Status	Results
1:09PM	kronostest	COMPLETED	Success: 4 Total: 4

Timecards

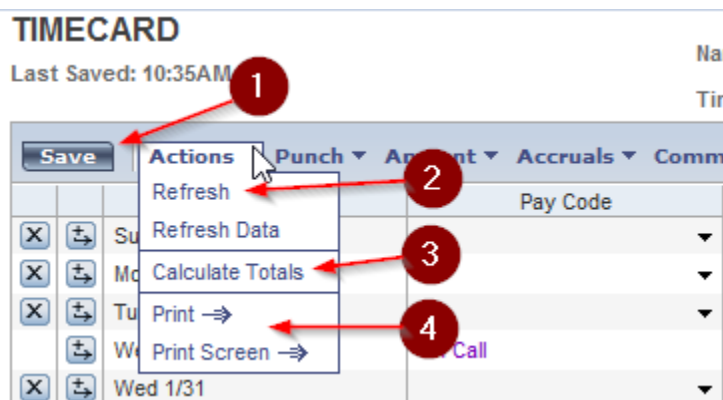
Below are several sections on how the Timecard has evolve with Version 8. Most functions are the same as before albeit the screen looking different.

Timecard Action Items

Most action items have been removed from Version 7 due to redundancy. Most of the actions are typically done directly on the Timecard. The Actions dropdown in Version 7 has been changed to icons on the right side of the Timecard in Version 8. The following Action Item dropdowns no longer exist – Punch, Amount, Accruals*, Comment, Reports.

*see [below](#)

Actions – Version 7



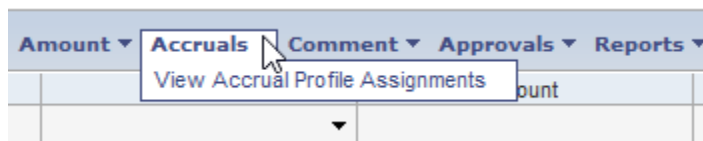
Actions – Version 8

Note: [Time Periods and Hyperfinds](#) in Timecards works the same as the selectors in Genies.



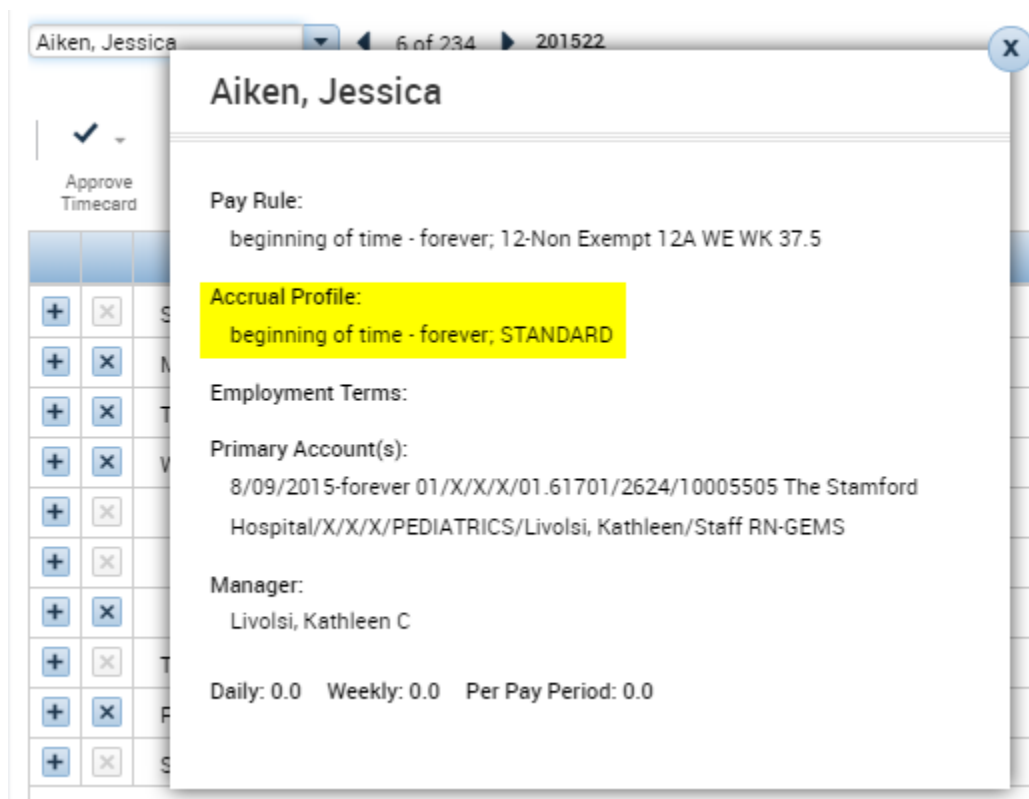
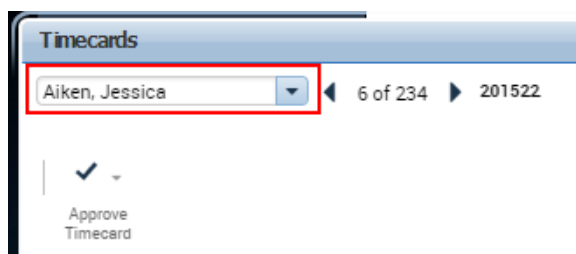
Accruals – Version 7

Accruals actions allows you to see the employee profile assignment.



Accruals – Version 8

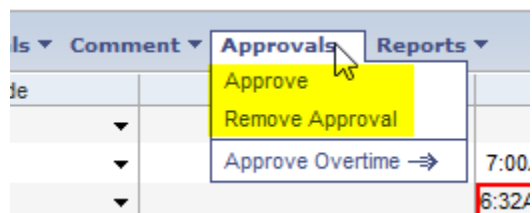
Right click on the employee's name (outlined).



Timecard Approvals – Version 7

Approving

Approve Overtime will be covered further down.



Timecard Indicators

There is no visual indicator on the Timecard itself. Add/Delete buttons are removed, but that is it.

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾				
	Date	Pay Code	Amount	In
	Sun 2/04			
	Mon 2/05			
	Tue 2/06			
	Wed 2/07			
	Thu 2/08			
	Fri 2/09			
	Sat 2/10			

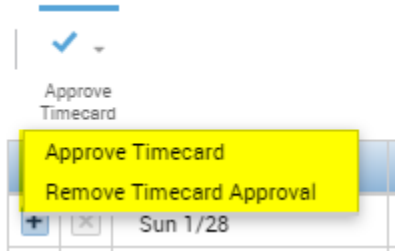
Approval Auditing

Upon Approval, a new tab will appear at the bottom of the Timecard – Sign-Offs, Requests & Approvals.

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS, REQUESTS & APPROVALS		
Action Taken Select an action ▾		
Action Taken	Effective Date	Start Time
Timecard Approval by Manager	2/10/2018	

Timecard Approvals – Version 8

Approving



Timecard Indicators

Timecard Approval will color-code the Timecard yellow upon Approval in Version 8.

		Date	Schedule	Pay Code	Amount	In
		Sun 1/28				
		Mon 1/29				
		Tue 1/30				
		Wed 1/31	7:00AM-3:00PM			
			7:00PM-11:00PM			
				On Call	4.0	7:00PM
		Thu 2/01	7:00AM-11:00PM			7:00AM
						7:00PM
				On Call	0.0	7:00PM
		Fri 2/02				
		Sat 2/03				

Approval Auditing

Open Audits and change the Audit Type to Approvals/Sign-offs or change the Audit Category to Signoff and Approval

Audit Type

Totals	Accruals	Audits	Historical Corrections
Audits		Approvals/Sign-offs	
Date	Time	Type	
1/28/2018 - 2/03...		Timecard Approval by Manager	

Audit Category


Totals	Accruals	Audits	Historical Corrections
Signoff and Approval		All	
Action Taken	Effective Date		
Timecard Approval by Manag...	2/03/2018		

Totals & Schedule

In Version 7, Totals are combined with the Schedule in the lower section of the Timecard. In Version 8, the Schedule has been moved directly onto Timecard.

Totals & Schedule – Version 7

TOTALS & SCHEDULE				ACCRUALS	AUDITS	COMMENTS
All						
Account	Pay Code	Amount	Wages			
(x)01/X/X/X/01.60351/2624/10005505	ONCAL UNRE	9.0	51.75			
01/X/X/X/01.61701/2624/10005505	REGULAR	22.0				
(x)01/X/X/X/01.60351/2624/10005505	ON-CALL UNRE...	1.0				
(x)01/X/X/X/01.60351/2624/10005505	DIFF EVEN	2.0				
01/X/X/X/01.61701/2624/10005505	UNAPPROVED ...	3.0				
(x)01/X/X/X/01.60351/2624/10005505	DIFF NIGHT	4.0				
(x)01/X/X/X/01.60351/2624/10005505	CALL WKD	6.0				

Date	Start Time	End Time
Sun 1/28		
Mon 1/29	7:00AM	3:00PM
Tue 1/30	7:00AM	3:00PM
Wed 1/31	7:00AM	3:00PM
Wed 1/31(x)	7:00PM	11:00AM 
Thu 2/01		
Fri 2/02	7:00AM	3:00PM
Sat 2/03		

Note: You can see a transfer (x) and a comment (notepad icon) in the Version 7 Schedule area of the Timecard, but you cannot view what these are.

Totals & Schedule – Version 8

Totals across the bottom of the Timecard

Totals	Accruals	Audits	Historical Corrections
All	All		
Account	Pay Code	Amount	Wages
(x)01/X/X/X/01.60351/2624/10005505	CALL WKD	6.0	\$0.00
(x)01/X/X/X/01.60351/2624/10005505	DIFF EVEN	2.0	\$0.00
(x)01/X/X/X/01.60351/2624/10005505	DIFF NIGHT	4.0	\$0.00
(x)01/X/X/X/01.60351/2624/10005505	ON-CALL UNRE TRAVEL	1.0	\$0.00
(x)01/X/X/X/01.60351/2624/10005505	ONCAL UNRE	9.0	\$51.75

Totals where the Account has an (x), like in Version 7, indicates a transferred amount.

(x)01/X/X/X/01.60351/2624/10005505

01/X/X/X/01.61701/2624/10005505

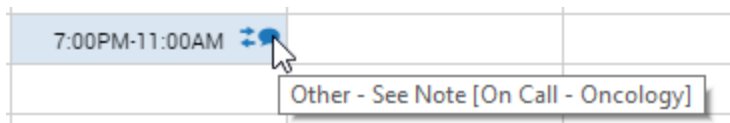
Schedule column in Timecard

		Date	Schedule	Pay Code
+	×	Sun 1/28		
+	×	Mon 1/29	7:00AM-3:00PM	
+	×	Tue 1/30	7:00AM-3:00PM	
+	×	Wed 1/31	7:00AM-3:00PM	
+	×		7:00PM-11:00AM	
+	×			On Call
+	×			
+	×	Thu 2/01		
+	×	Fri 2/02	7:00AM-3:00PM	
+	×	Sat 2/03		

Viewing Transfer from Schedule (hover over the double arrow icon)

7:00PM-11:00AM	⇌
////01.60351//;On Call Unrestricted	

Viewing Comment/Notes from Schedule (hover over the blue thought bubble)



Exceptions

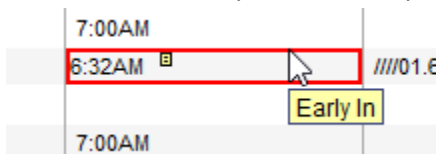
Exceptions still generate on the Timecard but the indicators are slightly different.

Punch Exceptions – Version 7

Punch exceptions (1) appear as red blocks around the punch cell. Missed Punch exceptions (2) appear as a full red cell.

In	Transfer	Out	In	Transfer	Out
7:00AM		11:30AM	12:01PM		3:01PM
6:32AM	////01.60251//				
7:00AM		2:00PM			
9:00PM	////01.60351//; On Call Unrestricted	3:00AM			
7:00AM		12:15PM	12:45PM		6:00PM

Hover over an exception to see a preview of which exception was triggered.



Punch Exceptions – Version 8

Punch exceptions (1) in Version 8 show as red bars on the left side of the punch cell. One white line through the red bar indicates one exception. Three white lines through the red bar indicates multiple exceptions per punch (2pm out punch below). Missed Punch exceptions (2) appear as a full red cell.

In	Transfer	Out	In	Transfer	Out
7:00AM		11:30AM	12:01PM		3:01PM
6:32AM	////01.60251//				
7:00AM		2:00PM			
7:00PM					
9:00PM	...51//;On Call Unrestricted	3:00AM			
7:00AM		12:15PM	12:45PM		6:00PM

Hover over an exception to see a preview of which exception was triggered.

7:00AM	
6:32AM	////0
7:00AM	

Comments and Notes

Comments and Notes in Version 7 appear as a yellow notepad. Comments and notes are added by either using the Comment actions dropdown, right clicking on a punch/pay code, or double clicking a punch/pay code.

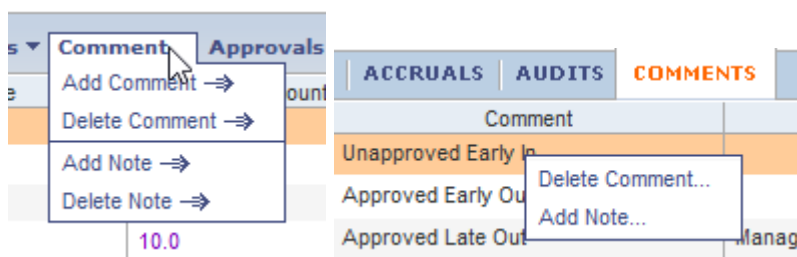
Comments and Notes – Version 7

Comments can only be reviewed by opening the Comments tab at the bottom of the Timecard. You cannot hover over the comment to see what it says.

6:00PM	10.5
--------	------

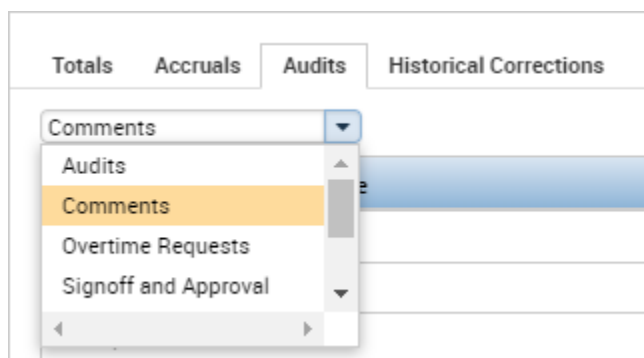
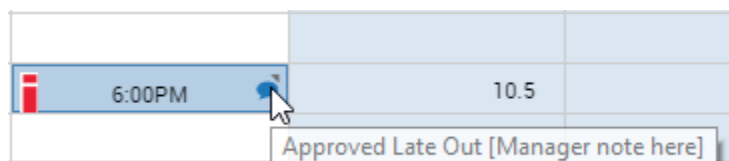
TOTALS & SCHEDULE	ACCRUALS	AUDITS	COMMENTS
Date	Comment	Note	
Tue 1/30	Unapproved Early In		
Wed 1/31	Approved Early Out		
Fri 2/02	Approved Late Out	Manager note here [kronostest; 2/09/2018 11:37AM]	

Add or delete comments and notes by using the actions dropdown. You can also add notes or delete comment and notes by right clicking in the Comments tab at the bottom of the Timecard.



Comments and Notes – Version 8

Hover over a blue comment bubble to preview the comment and note attached to a punch/pay code. Open Audits and change the Audit Category to Comments to review in more detail.



Totals Accruals Audits Historical Corrections

Comments

Date	Time	Type	User	Comment	Note
Tue 1/30	6:32AM	Punch	kronostest	Unapproved Early In	
Wed 1/31	2:00PM	Punch	kronostest	Approved Early Out	
Fri 2/02	6:00PM	Punch	kronostest	Approved Late Out	Manager note here [kronostest; Fri 2/09 11:41AM]

Add (1) or delete (2) comments and notes (3)(4) by right clicking on the punch, selecting Comments, and performing your desired action.

Punch Actions

Date: 2/02/2018
Time: 6:00PM
Rounded Time: 2/02/2018 6:00PM GMT-05:00
Override: Out Punch
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
Exceptions: Late Out
Comments: Approved Late Out
Last Edit Date: 2/09/2018
Edit Made By: KronosTestManager

Edit
Comments
Justify Exception

Comment

Comments (1) [Add Comment](#)

x Approved Late Out

x Manager note here

[Add another note](#)

Cancel OK

Transfers

Transfers are no different than Version 7 besides the screen changing. Click the Transfer cell, select Search and choose the applicable transfer.

Labor Account/Work Rule Transfers – Version 7

Labor Account transfers (1) are selected by labor level. Work Rule transfers (2) are selected via dropdown.

Select Transfer

Labor Account

1

Name or Description:

Search

Available Entries:

~..

01,The Stamford Hospital

1,The Stamford Hospital

22,STAM HLTH INTEGRATED PRACTICES

22.76201,Ship Greenwich Speacialty Center

4855,Zurita, Margaret

5021,Swiatek, Sandra

Test Org,Test Org

Company

Process Level

Department

Reserved

Cost Center

Supervisor

Position

Clear Account

Work Rule

2

<None>

Selected Transfer


OK

Cancel

Refresh

Help

28 | Page



Labor Account/Work Rule Transfers – Version 8

Labor Account transfers (1) are filled through the Labor Account tab of the Transfer pop-up. Select your labor level and either scroll to find the applicable transfer or use Smart Search (outlined) to find a labor account. Click Work Rule (2) to add a Work Rule transfer from the available list.

Transfer

Name: Aiken, Jessica

Labor Account
Work Rule

1

Labor Account | Work Rule

Add Labor Account Clear All

Company: Cost Center:

Process Level: Supervisor:

Department: Position:

Reserved:

Smart search...

01.073353 MOBILE MAMM...
01.60151 GENERAL SURG...
01.60171 TSH HSS NURS
01.60201 TSH EXPANSION
01.60251 MEDICINE
01.60271 MEDICAL MONI...
01.60301 CARDIOLOGY U...
01.60351 ONCOLOGY
01.60601 INTERMEDIATE ...

Cancel Apply

Labor Account | Work Rule **2**

Add Work Rule Clear All

Search List

Call Back
Clin Ex - Extra Time
On Call Holiday Restricted
On Call Holiday Unrestricted
On Call Pastoral Care
On Call Perfusionist
On Call Restricted
On Call Social Worker
On Call Unrestricted

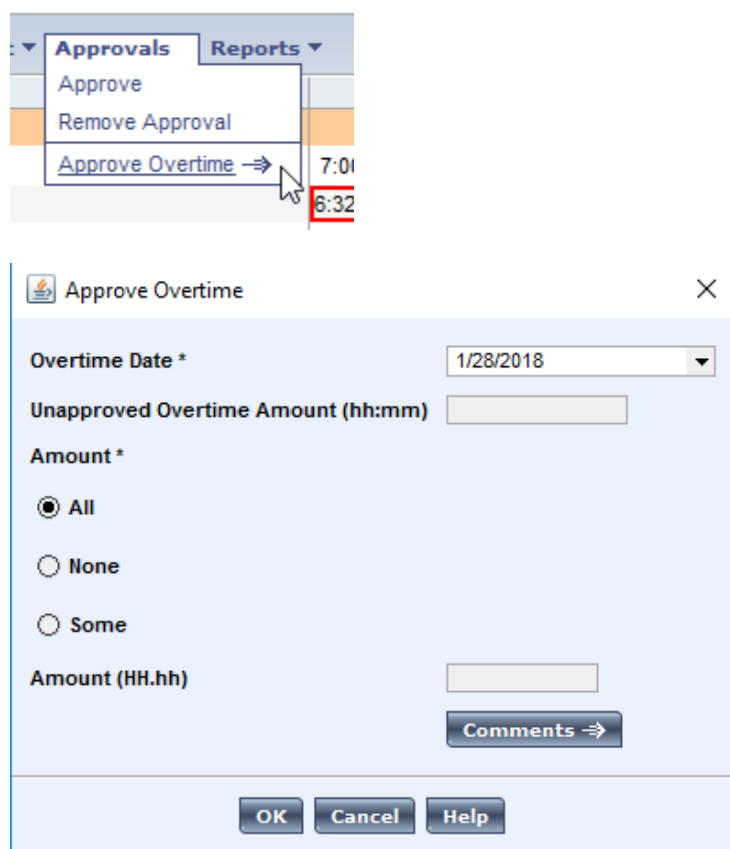
Cancel Apply

Approving Overtime

Approving overtime in Version 7 requires reviewing the Timecard and its totals to confirm if there is any Unapproved Time. In Version 8, visual indicators will now appear in the Date column to better indicate to managers where overtime exists.

Approve Overtime – Version 7

Approve Overtime is done by clicking the Approvals action dropdown and selecting Approve Overtime. The overtime date is added and the applicable amount chosen.



The image shows two parts of the software interface. The top part is a screenshot of a table with a dropdown menu open. The dropdown menu has three options: 'Approve', 'Remove Approval', and 'Approve Overtime' (which is highlighted with a mouse cursor). The table row shows a date '1/28/2018' and a time '6:32' which is highlighted with a red box. The bottom part is a screenshot of the 'Approve Overtime' dialog box. It has a title bar 'Approve Overtime' with a close button. Inside, there is a field for 'Overtime Date *' with a dropdown menu showing '1/28/2018'. Below that is a field for 'Unapproved Overtime Amount (hh:mm)'. Then there is a section for 'Amount *' with three radio buttons: 'All' (selected), 'None', and 'Some'. Below that is a field for 'Amount (HH.hh)'. At the bottom right of the dialog is a 'Comments' button with a right-pointing arrow. At the very bottom are three buttons: 'OK', 'Cancel', and 'Help'.

Approve Overtime – Version 8

If overtime exists, a red time clock with a checkmark icon will appear on the Date. Right click the icon to open the Date Actions pop-up.

		Thu 2/01	
		Fri 2/02	
		Sat 2/03	

From the Date Actions screen, you can see how many unapproved hours exist. Click Approve Overtime to decide the amount to approve.


Date Actions

Date:


Fri 2/02

Unapproved Overtime:


3.0



Approve Overtime



Edit




Justify Exception

Approve Overtime

Overtime Date *

2/02/2018



Clear

Unapproved Overtime Amount (HH:mm) *

3:00

Amount *

☒ All

☐ All Before Shift

☐ All After Shift

☐ None

☐ Some (HH:mm)

☐ Time Window

☒ Show Schedule

	From	Amount
Before Shift	7:00AM	0:00
After Shift	3:00PM	0:00

Comments (0)

[Add Comment](#)

Reset

Cancel

OK

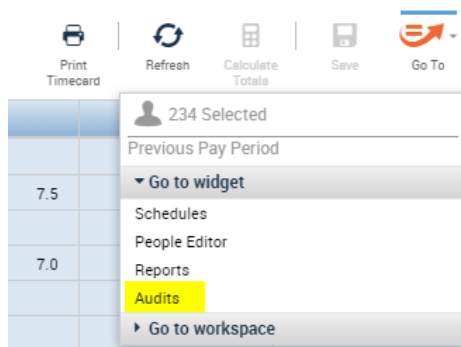


After making the applicable changes, click OK. The icon on the Date will now be green. After reviewing Totals, Save the Timecard.

		Thu 2/01	
		Fri 2/02	7:00AM-3:00PM
		Sat 2/03	

Audits - Extended

Regarding Audits, the tab in the Timecard is the same. However, if you require more space to review audits in Version 8, use the GoTo button in the Timecard to open a full-view Audits screen.



Manage My Department

Timecards

Audits

Audits

Category: Audits

Type of Edit: All

Previous Pay Period: 234 Employee(s) Selected

Aiken, Jessica

6 of 234

201902

Refresh

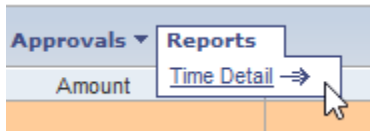
Go To

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Include in Totals	Effective Date	Comment	Edit Date	Edit Time	User	Data Source
1/31/2018	7:00AM	Add Punch					In Punch				2/2/2018	9:38AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/31/2018	3:00PM	Add Punch					Out Punch				2/2/2018	9:38AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/02/2018	7:00AM	Add Punch					In Punch				2/2/2018	9:41AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/02/2018	3:00PM	Add Punch					Out Punch				2/2/2018	9:41AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/01/2018	3:00PM	Add Punch					Out Punch				2/2/2018	9:41AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/01/2018	7:00AM	Add Punch					In Punch				2/2/2018	9:41AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/29/2018	7:00AM	Add Punch					In Punch				2/2/2018	9:41AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/29/2018	3:00PM	Add Punch					Out Punch				2/2/2018	9:41AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/31/2018	9:00PM	Add Punch				On Call Unrestricted	In Punch				2/2/2018	10:26AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/30/2018	6:32AM	Add Punch					In Punch				2/2/2018	10:26AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/29/2018	3:01PM	Add Punch					Out Punch				2/2/2018	10:26AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/29/2018	12:01PM	Add Punch					In Punch				2/2/2018	10:26AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/01/2018	3:00AM	Add Punch					Out Punch				2/2/2018	10:26AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/29/2018	11:30AM [3:00PM]	Edit Punch					Out Punch				2/2/2018	10:26AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/31/2018	5:00PM [3:00PM]	Edit Punch					Out Punch				2/2/2018	10:26AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/01/2018	7:00AM	Delete Punch					In Punch				2/2/2018	10:26AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/01/2018	3:00PM	Delete Punch					Out Punch				2/2/2018	10:26AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/02/2018	6:00PM	Add Punch					Out Punch			Approved Late Out	2/2/2018	10:28AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/02/2018	12:45PM	Add Punch					In Punch				2/2/2018	10:28AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/31/2018	9:00PM	Edit Punch				On Call Unrestricted	In Punch				2/2/2018	10:28AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/01/2018	3:00AM	Edit Punch					Out Punch				2/2/2018	10:28AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
2/02/2018	12:15PM [3:00PM]	Edit Punch					Out Punch				2/2/2018	10:28AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/31/2018	2:00PM [3:00PM]	Edit Punch					Out Punch				2/2/2018	10:28AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/30/2018	6:32AM	Edit Punch		///01 60251///			In Punch			Unapproved Early In	2/2/2018	10:30AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/30/2018	6:32AM	Add Comment to P...		///01 60251///			In Punch			Unapproved Early In	2/2/2018	10:30AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor
1/31/2018	3:00AM	Add Comment to P...					Out Punch			Unapproved Early Out	2/2/2018	10:30AM (GMT -05:00)	kronosadmin.stamfor...	Timecard Editor

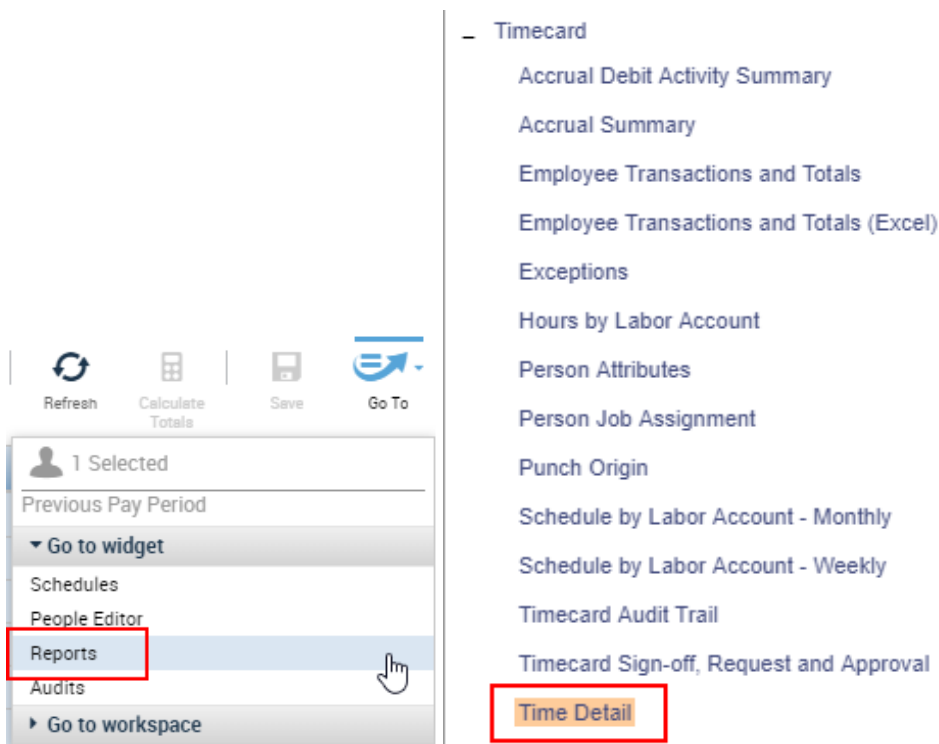
Time Detail Report

Time Detail can be accessed via the Reports action dropdown in Version 7. In Version 8, use the GoTo Button to open the Reports widget and run the report from there.

Time Detail – Version 7



Time Detail – Version 8



Signed Off Timecards – Version 8

If a Timecard has been signed off, the screen will be grayed out and uneditable.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
12/24	Sun 12/24	7:00AM-3:00PM			6:59AM		3:35PM				8.0	8.0	8.0
12/25	Mon 12/25	7:00AM-3:00PM	CLIN LADDER II	31.75									8.0
12/26	Tue 12/26	7:00AM-8:00PM			7:00AM		7:32PM				12.0	12.0	20.0
12/27	Wed 12/27	7:00AM-8:00PM			6:55AM		7:20PM				11.75	11.75	31.75
12/28	Thu 12/28		CHARGE	20.0									31.75
12/29	Fri 12/29		THANKSGVG	7.5								7.5	39.25
12/30	Sat 12/30												39.25

Schedules

Scheduling in Version 8 utilizes the Schedule Planner widget. Functionality is the same, albeit several items have been moved around.

Navigating to Schedules

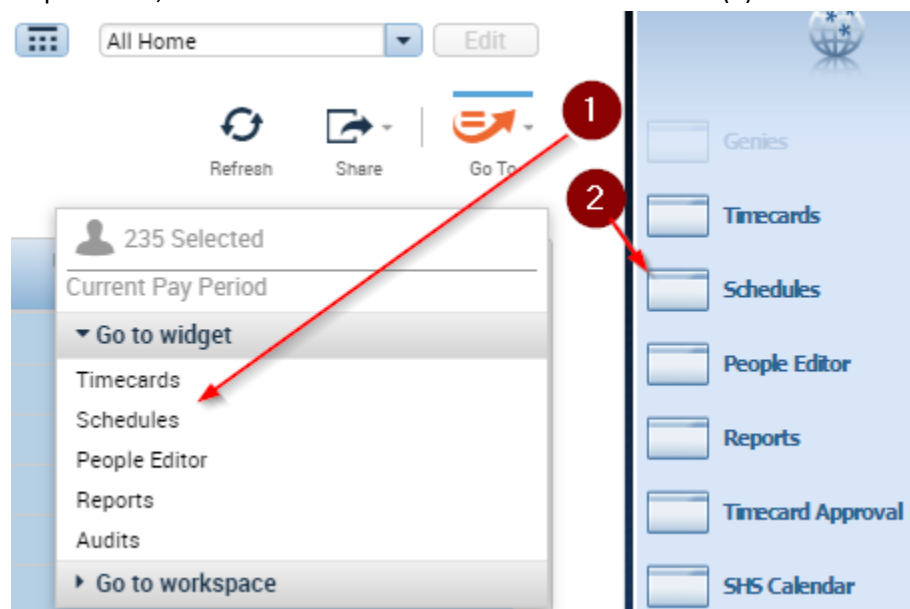
Schedule Editor – Version 7

To get to the Schedule Editor in Version 7, the Schedule Quick Link was clicked (1) or the Schedule Editor was chosen from the Scheduling navigation dropdown (2).



Schedules – Version 8

To get to the Schedule Editor in Version 8, use the GoTo button and select Schedules (1) or, from Manage My Department, select Schedules from the Related Items Pane (2).



Schedule Visual Indicators

Weekend Indicators – Version 7

Fri 2/09	Sat 2/10	Sun 2/11	Mon 2/12
7a - 4p			7a - 4p
7a - 4p			7a - 4p

Weekend Indicators – Version 8

Fri 2/09	Sat 2/10	Sun 2/11	Mon 2/12
7:00AM - 4:00PM			7:00AM - 4:00PM
8:00AM - 4:30PM			8:00AM - 4:30PM

Today's Date – Version 8

An orange dot indicates TODAY in the date range (1) as well as today's date column (2).

1		2/04 - 2/10		2	
2/06	Wed 2/07		Thu 2/08		Fri 2/09
7:00PM	7:00AM - 4:00PM		7:00AM - 4:00PM		7:00AM - 4:00PM

Holidays – Version 8

Holidays are indicated by red dates. Hover over the date to see what Holiday is listed and it's start/end time.

Sun 12/31	Mon 1/01
7:00AM - 8:00PM	8:00PM
7:00AM - 8:00PM	
7:00PM - 7:30AM	

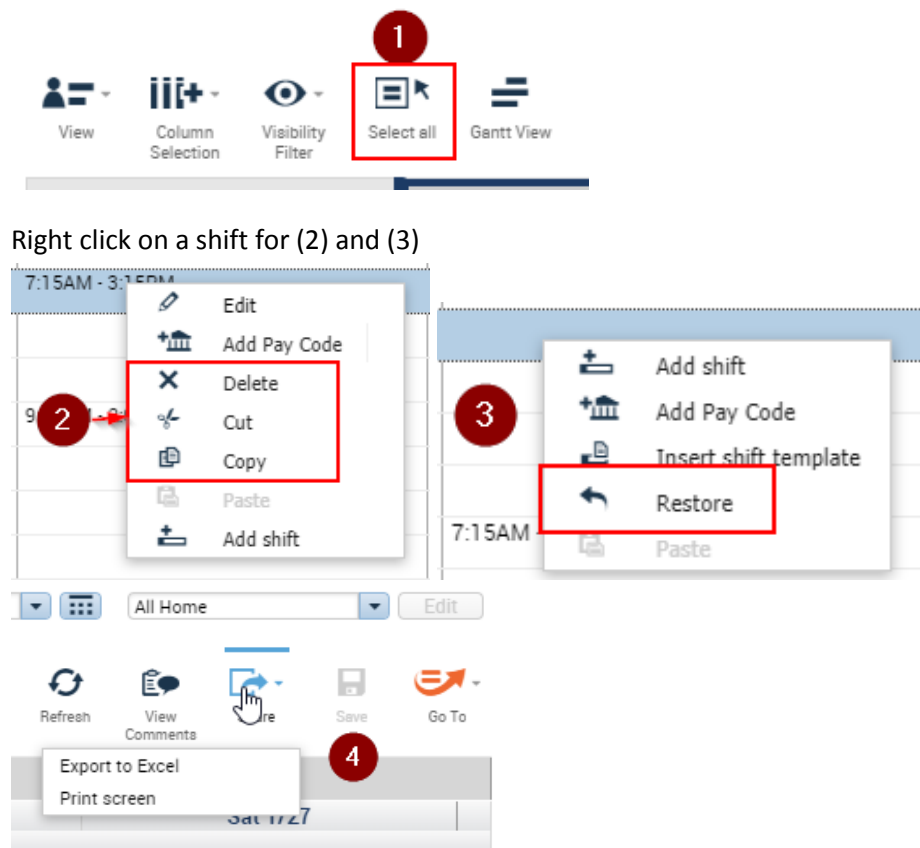
Schedules Action Items

Scheduling action items have been moved around in Version 8. Most are accessed by the new icons. Others are accessed by right clicking on the employee.

Actions – Version 7

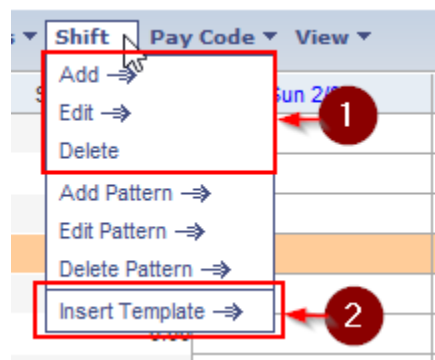
Actions	Shift	Pay Code	View
Select All	1 A	Sun 2/04	1
Cut	0.00		2
Copy	0.00		
Paste	0.00		
Restore	0.00		3
Print Screen	0.00		
Export to Excel	0.00		4

Actions – Version 8



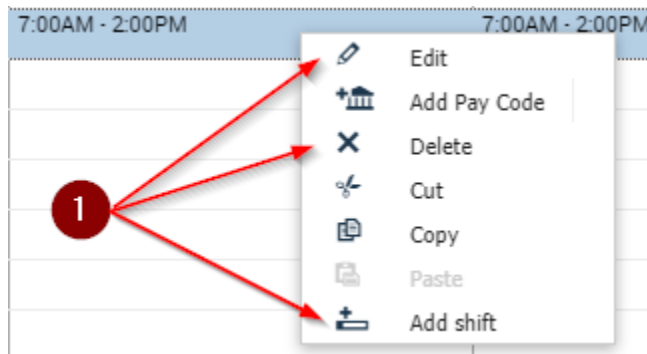
Shift – Version 7

Schedule Patterns will be covered below.

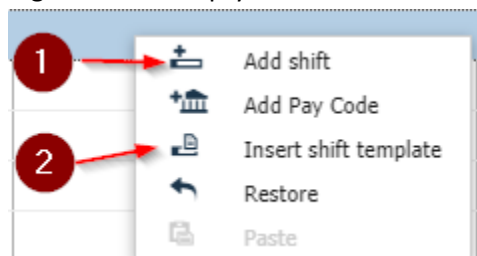


Shift – Version 8

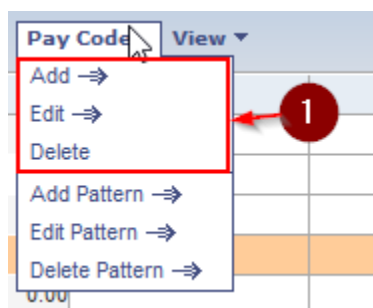
Right click a shift to add/edit/delete.



Right click an empty shift cell to add a shift (1) or insert a template (2)

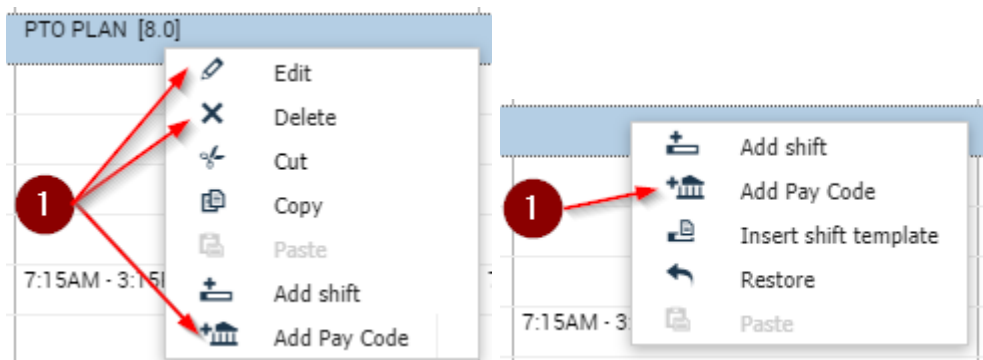


Pay Code – Version 7

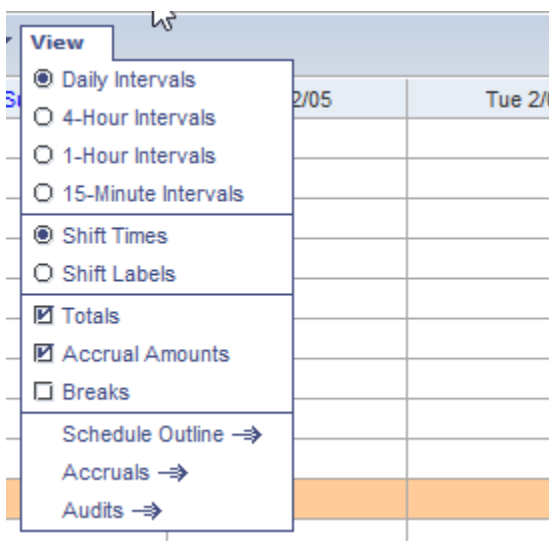


Pay Code – Version 8

Right click on a scheduled pay code to add/edit/delete or right click an empty cell to add.

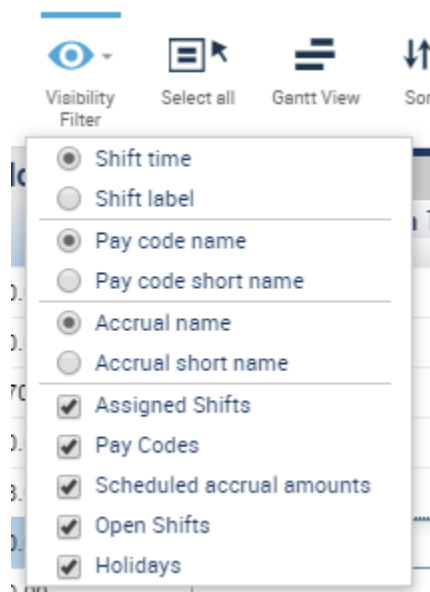


View – Version 7



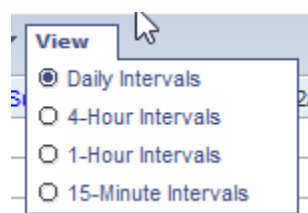
Visibility Filter (View) – Version 8

The Visibility Filter icon replaces View in Version 8.



Intervals – Version 7

To utilize different intervals, select a different interval from Views. Intervals in Version 8 are covered in the [Gantt View section](#).

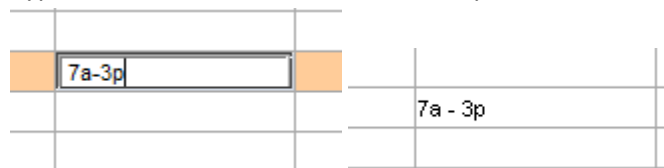


Adding Shifts

Much like in Version 7, there's two ways to add shifts in Version 8. To make simple changes, type directly in a cell and add a start and end time. However, if more detail is required (e.g. adding a transfer), the Add Shift pop-up will need to be used.

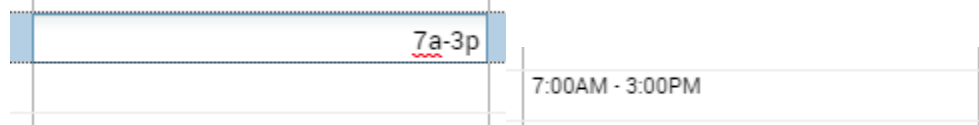
Add Shift (simplified) – Version 7

Type in a shift and click off the cell to update.



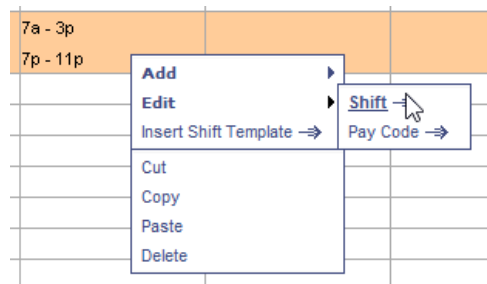
Add Shift (simplified) – Version 8

Type in a shift and click off the cell to update.



Shift Transfers (On-Call) – Version 7

Double click an existing shift or right click a shift and choose Edit > Shift. In this example, the employee is going to be scheduled 7am-3pm for a normal shift and will be on call from 7pm-11pm. Right click on 7p-11p and choose Edit > Shift.



Use the Transfer dropdown to choose what type of transfer to add to the shift. If a Labor Account Transfer is also required, enter the labor accounts to transfer to.

	Start Date *	Type *	Start Time *	End Time *	End Date *	Sch Hrs.	Details	Transfer
X	2/08/2018	Regular	7:00PM	11:00PM	2/08/2018	4.0		

Labor Account
Name or Description:

Available Entries:
~ ~
01,The Stamford Hospital
1,The Stamford Hospital
22,STAM HLTH INTEGRATED PRACTICES
22.76201,Ship Greenwich Specialty Center
4855,Zurita, Margaret
5021,Swiatek, Sandra
Test Org,Test Org

☒ Company
☐ Process Level
☐ Department
☐ Reserved
☐ Cost Center
☐ Supervisor
☐ Position

Work Rule
On Call Unrestricted

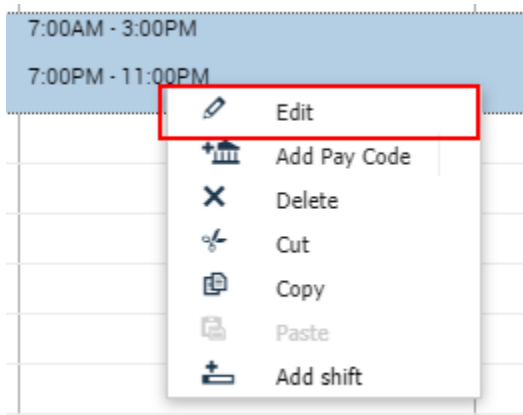
Selected Transfer
;On Call Unrestricted

Once added, we see the transfer listed in the schedule.

7a - 3p
7p - 11p (On Call Unrestricted)

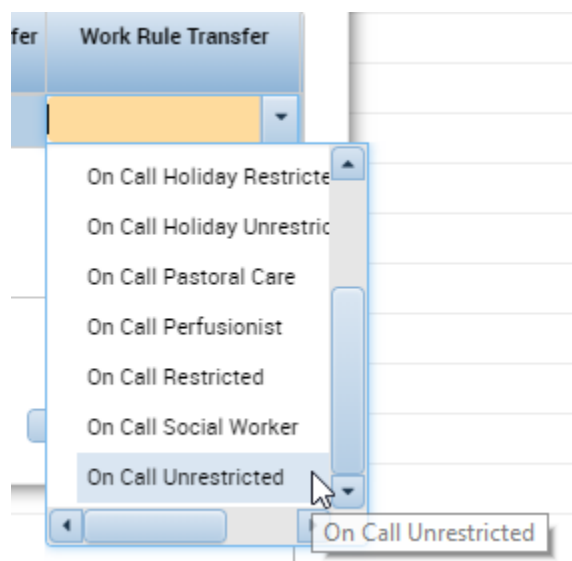
Shift Transfers (On-Call) – Version 8

Double click an existing shift or right click on a shift and choose Edit.



Click in the Work Rule Transfer column to add the applicable On Call Work Rule. If a Labor Account Transfer is also required, enter the labor accounts to transfer to under Labor Level Transfer. Selecting “Search” under Labor Level Transfer looks the same as the [transfer screen in the Timecard](#).

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	x	2/06/2018	Regular	7:00pm	11:00pm	2/06/2018	4.00			



Once applied, the transfer will be listed on the schedule as *(x;Work Rule Transfer)*.

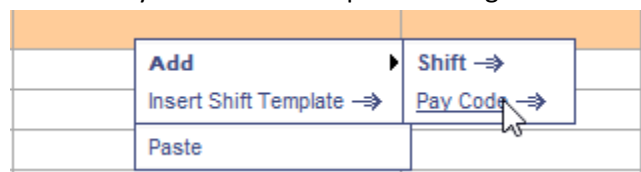
7:00AM - 3:00PM
7:00PM - 11:00PM (x;On Call Unrestricted)

Adding Scheduled Pay Code Edits

Scheduled Pay Code Edits in both versions appear as purple, system-generated edits in the Timecard.

Scheduled Pay Code Edits – Version 7

Use the Pay Code action dropdown or right click a shift cell and choose Add > Pay Code.



Pay Code Editor

Effective Date

2/08/2018

Pay Code

LOA UNPAID

*Amount (hh:mm)

4.0

Override Shift

☐ Whole Shift
 ☐ Partial Shift

*Start Time

8:00AM

*Repeat for (D)

1

Transfer

Comments

Notes

Add

Delete

←

→

OK

Cancel

Help

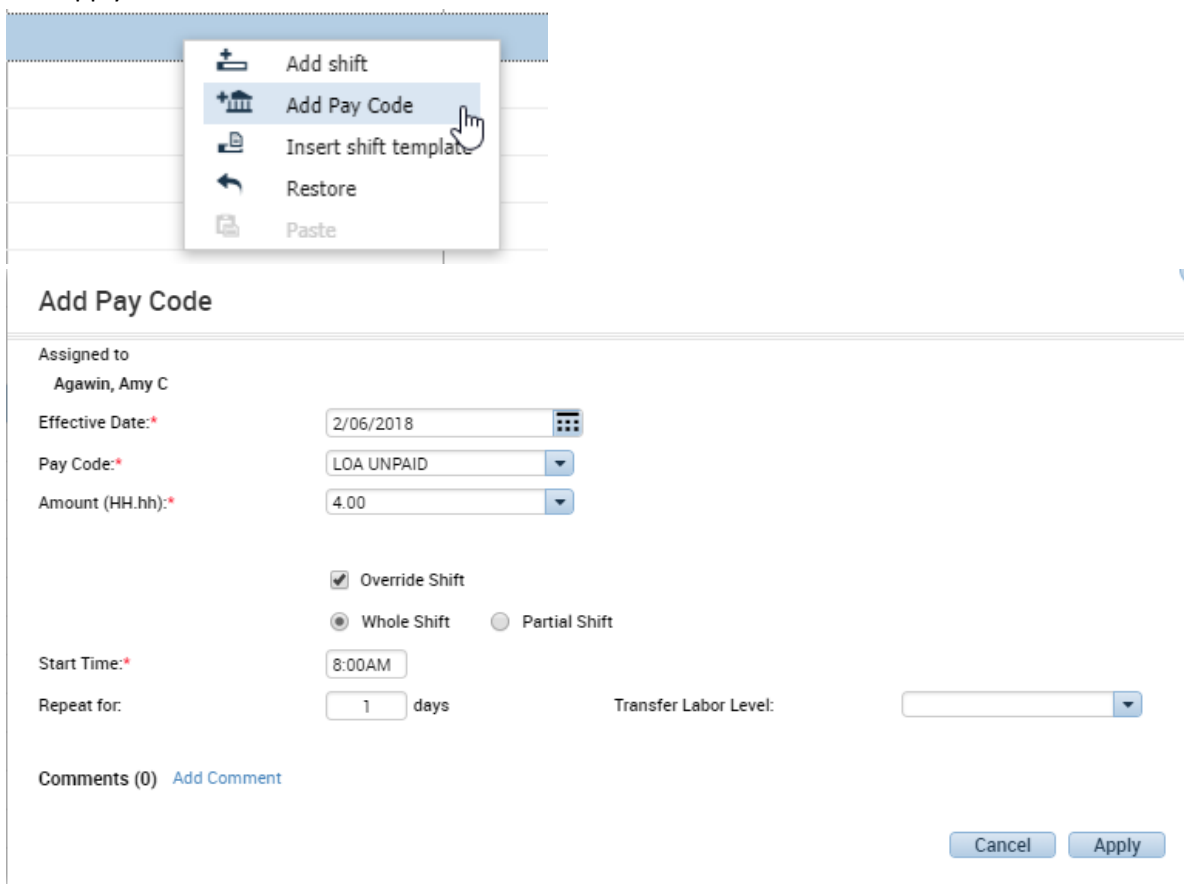
	7a - 3p
	7p - 11p (On Call Unrestricted)
	LOA UNPAID 4.0

Timecard view of scheduled pay code edit:

Wed 2/07			
Thu 2/08	LOA UNPAID	4.0	8:00AM
Fri 2/09			

Scheduled Pay Code Edits – Version 8

Right click a shift cell and choose Add Pay Code. Fill in the applicable information on the pay code editor screen and Apply.



Add Pay Code

Assigned to
Agawin, Amy C

Effective Date:* 2/06/2018

Pay Code:* LOA UNPAID

Amount (HH.hh):* 4.00

☒ Override Shift

☒ Whole Shift ☐ Partial Shift

Start Time:* 8:00AM

Repeat for: 1 days

Transfer Labor Level: [dropdown]

Comments (0) [Add Comment](#)

[Cancel](#) [Apply](#)

7:00AM - 3:00PM
7:00PM - 11:00PM (c) (x;On Call Unrestricted)
LOA UNPAID [4.0]

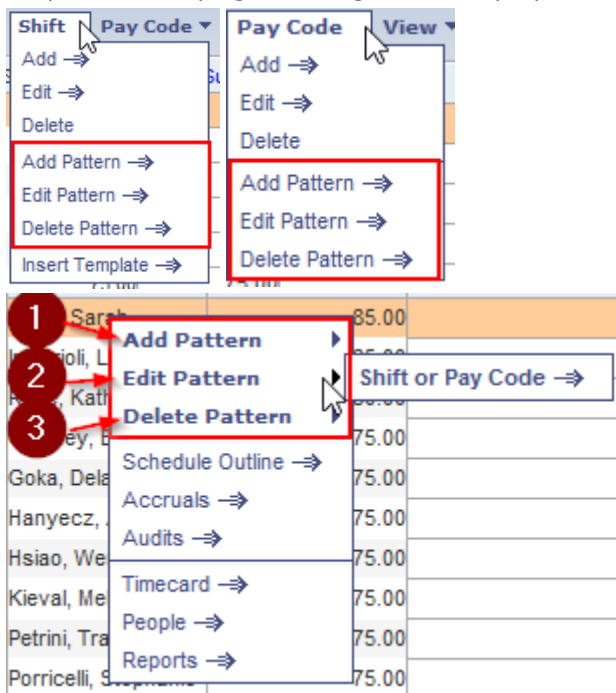
Timecard view of the scheduled pay code edit:

Schedule	Pay Code	Amount	In
	LOA UNPAID	4.0	8:00AM

Schedule Patterns

Schedule Patterns – Version 7

Adding/editing/deleting schedule patterns can be accessed by clicking on the Shift or Pay Code action dropdowns or by right clicking on the employee's name. You can choose to add (1), edit (2), or delete (3).

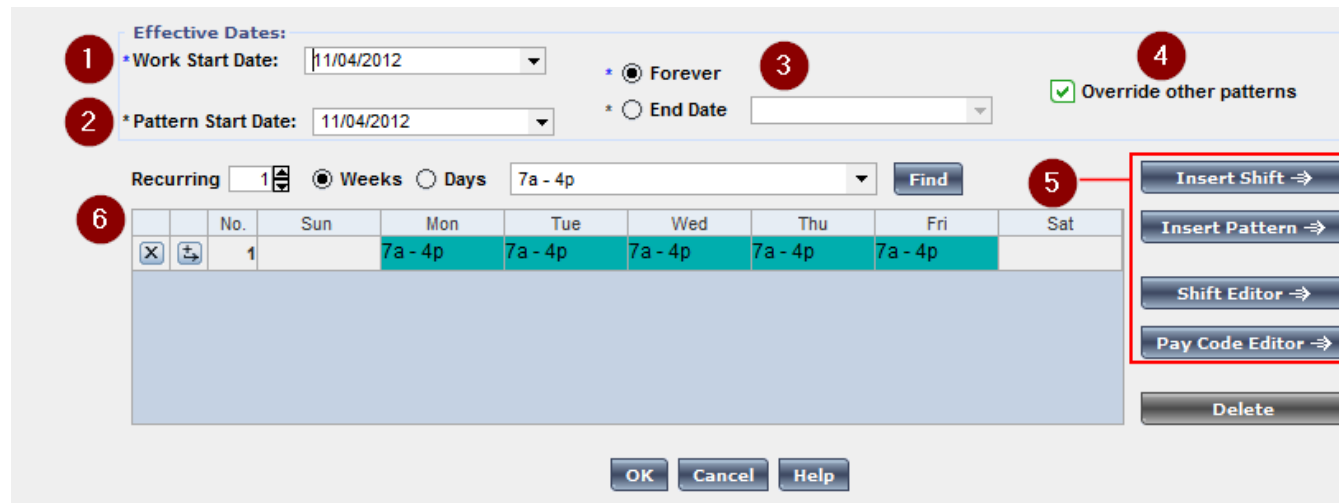


The screenshot illustrates three methods to access the 'Add Pattern', 'Edit Pattern', and 'Delete Pattern' options:

- Shift Dropdown:** A dropdown menu is shown with options: Add →, Edit →, Delete, Add Pattern →, Edit Pattern →, Delete Pattern →, and Insert Template →. The 'Add Pattern', 'Edit Pattern', and 'Delete Pattern' options are highlighted with a red box.
- Pay Code Dropdown:** A dropdown menu is shown with options: Add →, Edit →, Delete, Add Pattern →, Edit Pattern →, and Delete Pattern →. The 'Add Pattern', 'Edit Pattern', and 'Delete Pattern' options are highlighted with a red box.
- Right-clicking on Employee Name:** A right-click context menu is shown over an employee's name. The menu includes options: Add Pattern, Edit Pattern, Delete Pattern, Schedule Outline →, Accruals →, Audits →, Timecard →, People →, and Reports →. The 'Add Pattern', 'Edit Pattern', and 'Delete Pattern' options are highlighted with a red box and numbered 1, 2, and 3 respectively.

Refer to the Version 8 screenshot regarding the following numbered items [below](#).

Schedule Pattern Editor



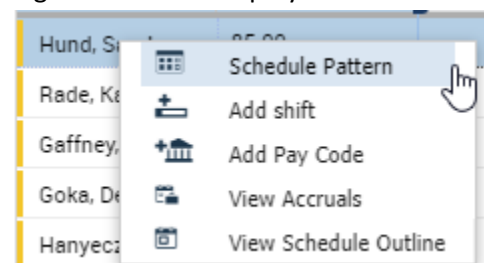
The screenshot shows the Schedule Pattern Editor window. Numbered callouts indicate the following elements:

- 1**: Effective Dates section, Work Start Date dropdown.
- 2**: Pattern Start Date dropdown.
- 3**: Forever/End Date radio buttons.
- 4**: Override other patterns checkbox.
- 5**: Recurring section, Days dropdown, Find button.
- 6**: Pattern grid showing days of the week and shift times.

On the right side, there is a vertical stack of buttons: Insert Shift, Insert Pattern, Shift Editor, Pay Code Editor, and Delete.

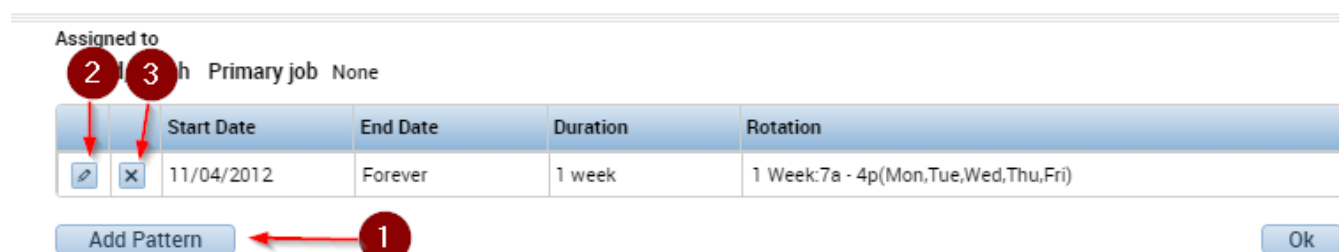
Schedule Patterns – Version 8

Right click on an employee's name and choose Schedule Pattern from the dropdown.



The schedule pattern pop-up will appear and give you a preview of any current patterns. From here you can choose to add a new pattern (1), edit an existing pattern (2), or delete a current pattern (3).

Schedule Pattern



The screenshot shows the Schedule Pattern pop-up window. Numbered callouts indicate the following elements:

- 1**: Add Pattern button.
- 2**: Edit icon (pencil) in the pattern list.
- 3**: Delete icon (X) in the pattern list.

The pattern list contains one entry:

Start Date	End Date	Duration	Rotation
11/04/2012	Forever	1 week	1 Week: 7a - 4p (Mon, Tue, Wed, Thu, Fri)



At the bottom right is an Ok button.

Please note that the pattern editing screen has been rearranged and a few items renamed, but the workflow for creating a pattern is the same as in Version 8. The Work Start Date has been renamed to Anchor Date (1). This is the date a Pattern Template was created and saved. This is normally an historical date. The Pattern Start Date has been renamed to Start Date (2). This is the date the employee starts working the pattern. End Date (3) is still the same but the two options (selected date or Forever) have been flipped. You can still choose to override existing patterns (4), which is recommended if a new pattern is created. The insertion buttons (5) have been moved to above the shift editor and are dropdowns in Version 8. The recurring week/day selector has been renamed to “Define Pattern for:” (6).

[Schedule Pattern Editor](#)

Schedule Pattern

Assigned to
Hund, Sarah Primary job None


	Start Date	End Date	Duration	Rotation
 	11/04/2012	Forever	1 week	1 Week:7a - 4p(Mon,Tue,Wed,Thu,Fri)

Edit Pattern

1


Anchor Date:*


11/04/2012



Start Date:*

11/04/2012



End Date:*

Clear

6

Define Pattern for: *

1

☒ Week(s)
☐ Day(s)

4



☐ Override Other Patterns

5

Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾

7a-4p

Find

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 	1		7a-4p	7a-4p	7a-4p	7a-4p	7a-4p	

Cancel

Apply

Add Comments and Notes

Comments and Notes – Version 7

Double click a shift or right click and choose Edit > Shift. Add comments and notes using the dialog boxes at the bottom of the shift editor.

Comments

Notes

Add ➔
Delete
< >

Comments and Notes – Version 8

Double click a shift or right click and choose Edit. On the shift editor, click Add Comment. Add any desired comments and notes.

Insert Template ▾
Shift Label

		Start Date	Type	Start Time	End Time
+	×	2/06/2018	Regular	7:00am	3:00pm

Comments (0) [Add Comment](#)

Once added, click Apply to update the shift.

Comments (0)
Select Comment ▾
× Type a note (optional)

Add another note
Add

Cancel
Apply

View Comments - Version 7

Comments appear in the comment tab at the bottom of the schedule editor or when hovering over the yellow notepad icon in the shift cell.

COMMENTS				
Date	Shift/Pay Code	Name	Comments	Note
2/08/2018	7p - 11p (On Call Unrestricted)	Ahern, Judith	Other - See Note	On Call 2/8 [kronostest;]

7a - 3p				
7p - 11p (On Call Unrestricted)				

7p - 11p (On Call Unrestricted)
 [7:00PM] [4.0]: Transfer: ;;On Call Unrestricted
 Other - See Note

View Comments - Version 8

Comments will be indicated within a shift cell by a c in parentheses. Hover over a shift to preview the comment. Comments can also be viewed by clicking the View Comments icon on the top right corner of the schedule.

	7:00AM - 3:00PM	
	7:00PM - 11:00PM (c) (x;On Call Unrestricted)	

Afzal, Saira
7:00PM - 11:00PM (2/06)
 1. 7:00PM [4.0]: Transfer
 On Call Unrestricted

Comments (1)
 Other - See Note
 On Call 2/8

	7:00AM - 3:00PM	
	7:00PM - 11:00PM (c) (x;On Call Unrestricted)	

Current Schedule Period

All Home

Edit

Refresh

View Comments

Share

Save

Go To

Comments

Date	Shift/Pay Code	Name	Comments	Note
2/06/2018	7:00 PM - 11:00 PM	Afzal, Saira	Other - See Note	On Call 2/8 [kronostest]

OK

Gantt View (Intervals) – Version 8

Version 8's Schedule Planner allows managers to utilize Gantt View. Select this icon from the action bar.

Select all

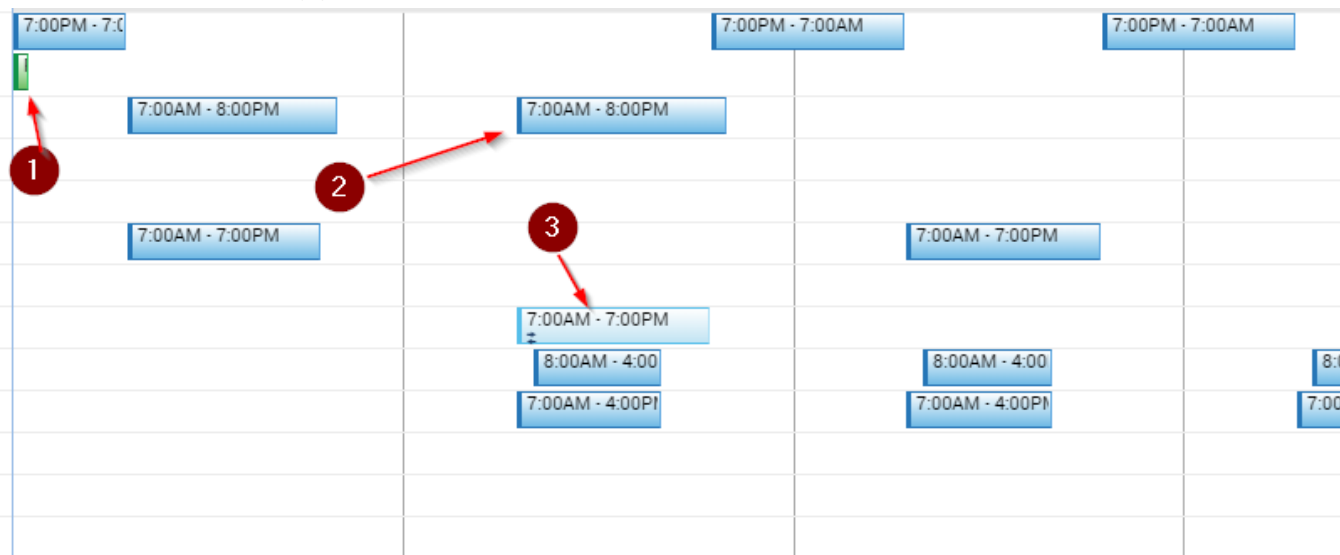
Gantt View

Sorting

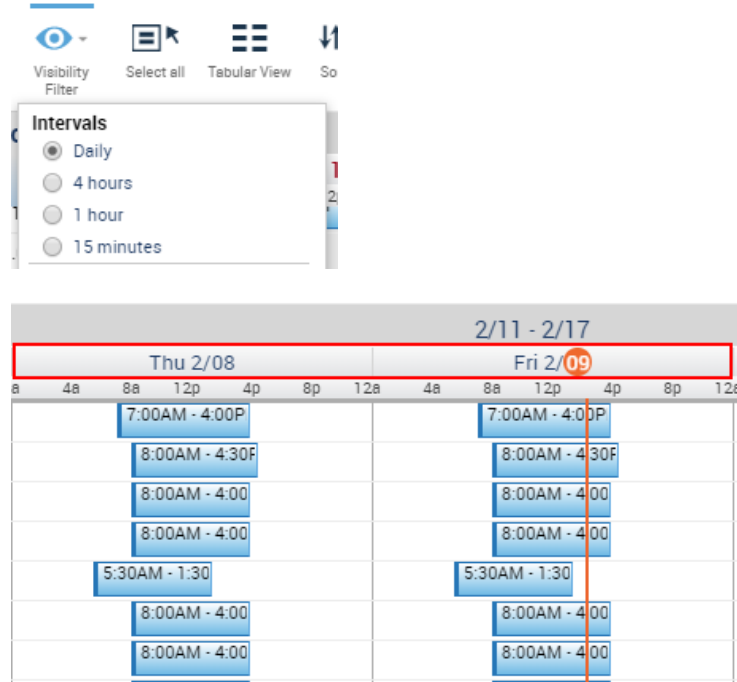
Tools

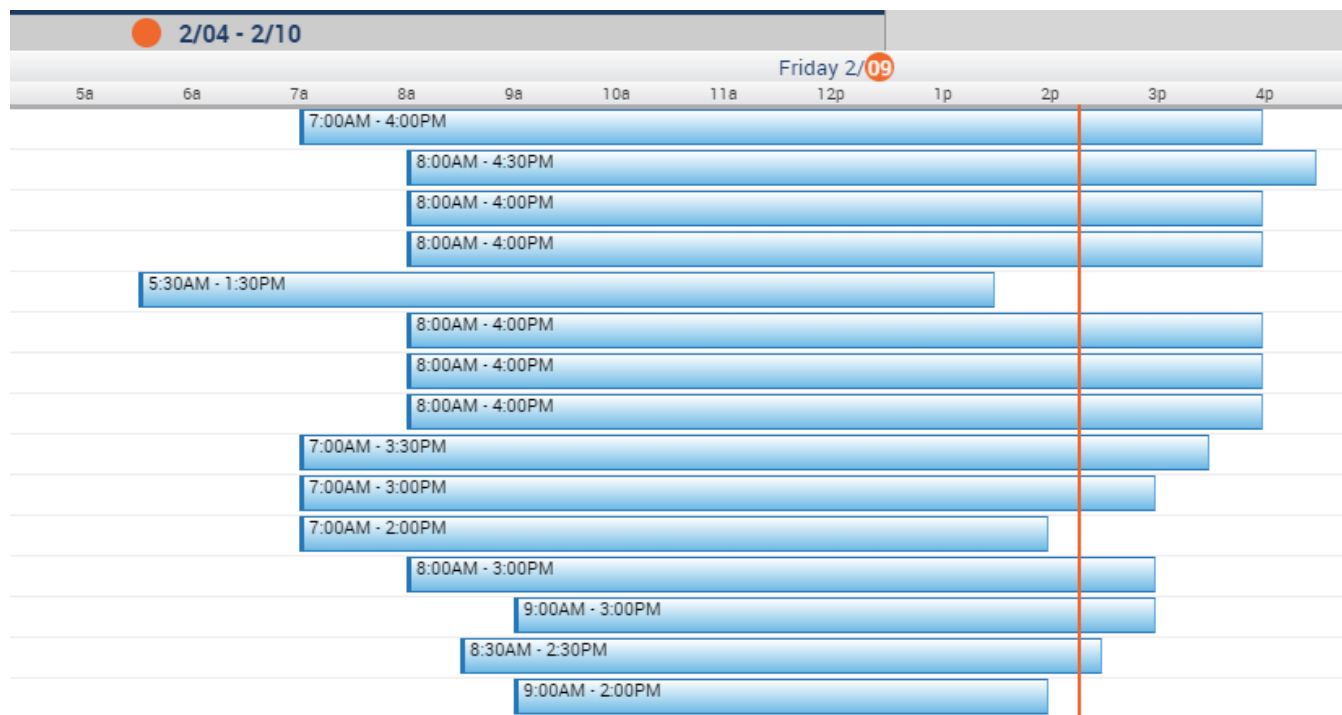
Engines

Gantt View is a color-coded, interval-driven view of the schedule. Pay Codes will appear as green bars (1), normal scheduled shifts will appear as blue bars (2), and scheduled shifts with transfers will appear as light blue bars with double arrows (3).

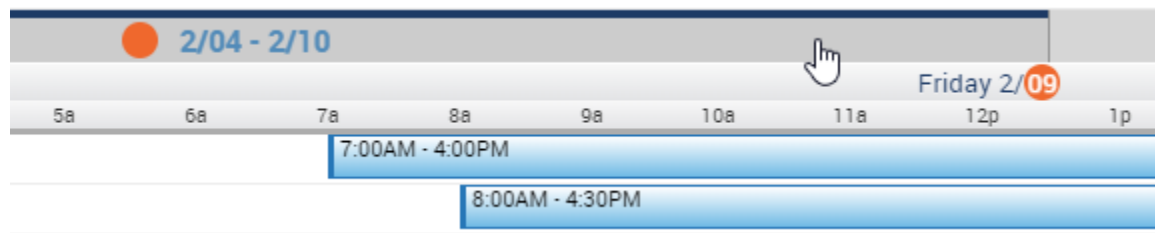


To change the interval, click the Visibility Filter or click on a date in the schedule.





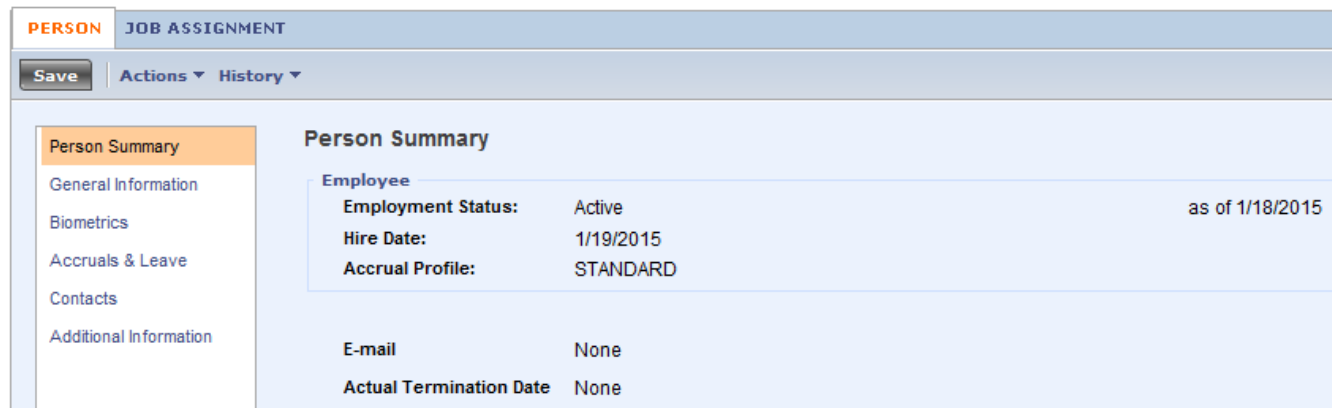
When zoomed in on a day, click back on the date range to zoom out.



People Editor

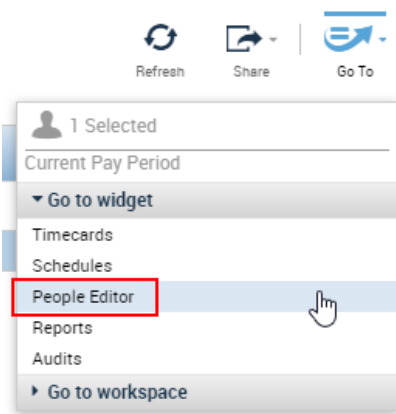
People records are accessed in Version 7 via the People Quick Link or by using right click navigation in a Genie. In Version 8, people records can be accessed via the GoTo button.




People Editor – Version 7



PERSON		JOB ASSIGNMENT	
Save	Actions	History	
Person Summary			
Employee			
Employment Status:	Active	as of 1/18/2015	
Hire Date:	1/19/2015		
Accrual Profile:	STANDARD		
E-mail	None		
Actual Termination Date	None		

People Editor – Version 8



 Refresh
  Share
  Go To

1 Selected

Current Pay Period

Go to widget
 Timecards
 Schedules
 People Editor
 Reports
 Audits
 Go to workspace

Click the dropdowns (outlined) to open up a section to review the information.

KronosTestManager

1 of 1

KRONOS2

History

Person

Job Assignment

Person Summary

Employee

Employment Status:	Active
Hire Date:	2/08/2018
Accruals Profile:	EXEMPT

User

User Name:	kronostest
User Account Status:	Active
Last Password Change:	2/08/2018 3:38PM
User Account is locked:	No

E-mail:	None
Actual Termination Date:	None

General Information

Biometrics

Accruals & Leave

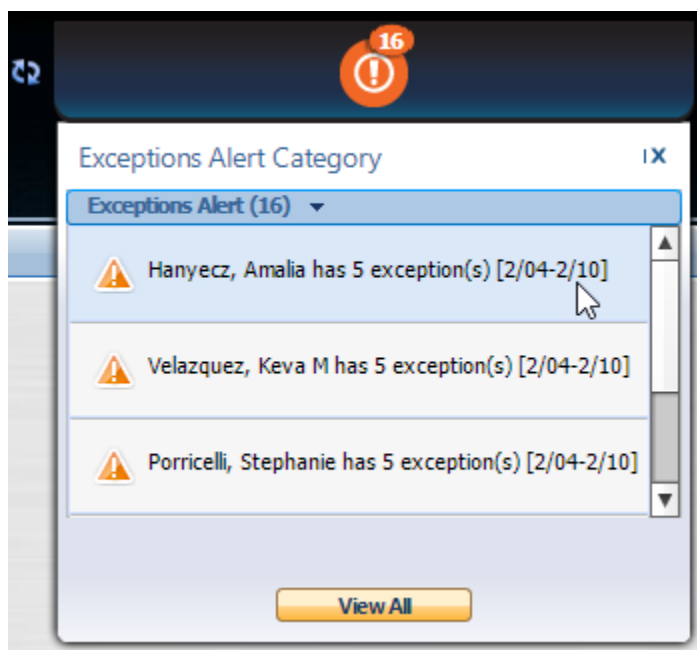
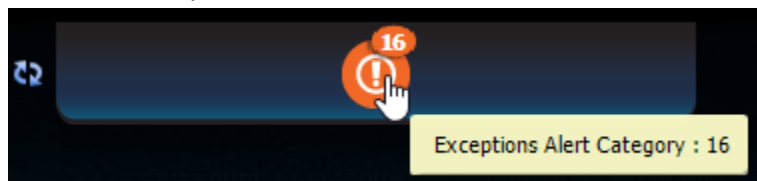
User Information

Contacts

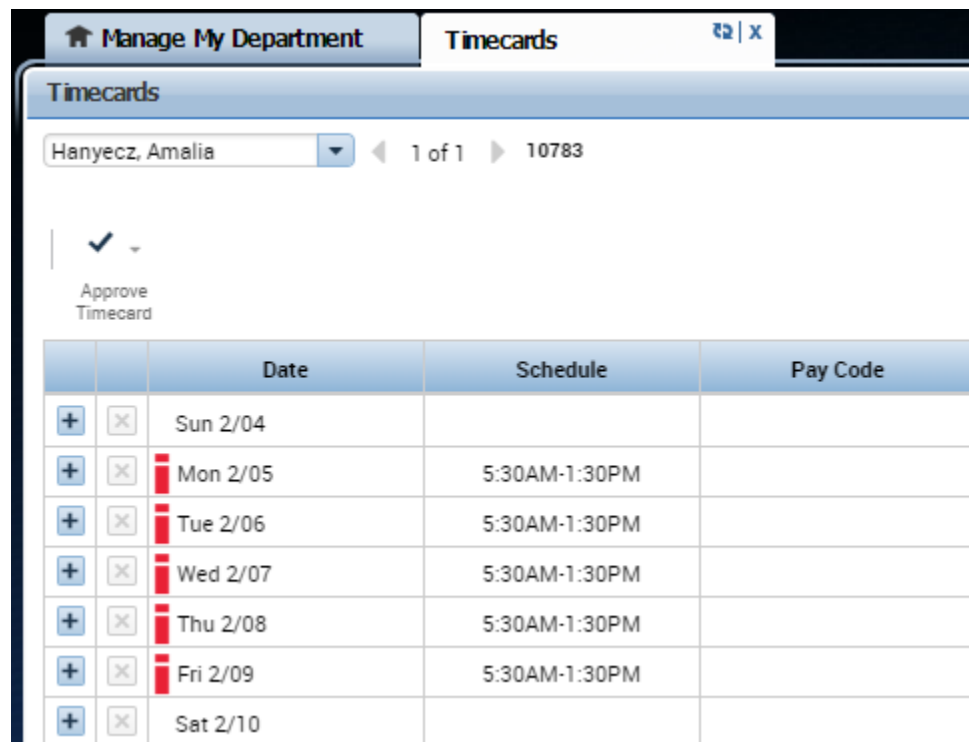
Additional Information

Exception Alerts

When exceptions are triggered on a Timecard, an alert will be generated. Alerts only look at the Current Pay Period, so they will be reset at the start of the next pay period. Alerts allow a manager to have a quick glance into employee Timecards they need to review. Alerts are found in the middle top of the screen. Click on the exclamation mark icon and the list of exceptions will be shown. Click on an exception and the employee's Timecard will open.



The first exception alert shows an employee has five exceptions. Upon opening the timecard, we see five unexcused absences.

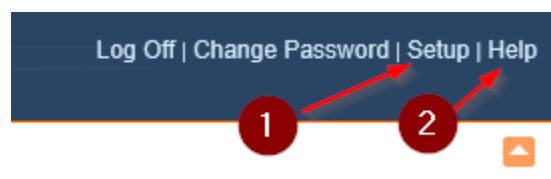


	Date	Schedule	Pay Code
	Sun 2/04		
	Mon 2/05	5:30AM-1:30PM	
	Tue 2/06	5:30AM-1:30PM	
	Wed 2/07	5:30AM-1:30PM	
	Thu 2/08	5:30AM-1:30PM	
	Fri 2/09	5:30AM-1:30PM	
	Sat 2/10		

Setup and Help

Managers have access to Help and Setup screens Event Manager and Shift Templates in Version 7. In Version 8, individual widgets are available to access these sections.

Setup and Help – Version 7



SETUP

Expand All | Collapse All

Common Setup

→ Event Manager

Scheduler Setup

→ Shift Templates

Setup and Help – Version 8

These widgets are available in the Related Items Pane.

