Introductions

Payroll Services
Finance Division

• Glenna Bennet
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Information Technology

• Claire Mooney
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Contact us at payroll@gwu.edu
Contact us at training@gwu.edu
Training Site

• Log In URL
  go.gwu.edu/trsupgrade

• User Name:
  <your NetID>

• Password:
  E-Mail Password (LDAP)
KRONOS TIMEKEEPER
Timekeeper Workspace - 2 Areas

Genies—Timekeeper defaults to Hours Summary.
More Genies
Go to Links

Quickly go to separate link choices such as:

- Department reports
- Exceptions
- Schedules & more
THE TIMECARD

- New Schedule Row
  - If employee has a schedule the Scheduled field will show the scheduled time being paid
  - If the scheduled time has been removed it will show or will reference that
Timecard includes an Employee List
Click the square button to maximize or minimize the screens.
- Select Calendar for Range of dates
Timecard buttons include: Print Timecard, Refresh, Save (when orange), Go To
Timecard buttons include: Select All Rows, Column Selection, Filter, People Info, Timekeeping, Approval, Scheduling.

New Column Selection Button

New Filter button allows you to search for GWid and Name in the Genie.
GoTo function from the Genie if you want individualized employee information such as timecards, reports, audits, exceptions, schedules.
**Timecard Totals** - drag on the button at the bottom of the timecard to display for totals & leave balances.
GoTo function in the employee timecard if you want individualized employee information such as reports, audits, exceptions or schedule.
Go To: Audits-tells who is touching the employee’s timecard and what they are adding/editing.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Work Rule</th>
<th>Override</th>
<th>Include in Totals</th>
<th>Effective Date</th>
<th>Comment</th>
<th>Edit Date</th>
<th>Edit Time</th>
<th>User</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/22/2019</td>
<td>9:00</td>
<td>Add Pay Code</td>
<td>AIL</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
<td>10:00</td>
<td>10:00</td>
<td>04030608090909008</td>
</tr>
<tr>
<td>1/15/2019</td>
<td>9:00</td>
<td>Add Pay Code</td>
<td>AIL</td>
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<td></td>
<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
<td>10:15</td>
<td>10:15</td>
<td>04030608090909008</td>
</tr>
<tr>
<td>1/17/2019</td>
<td>17:00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
<td>19:15</td>
<td>19:15</td>
<td>04030608090909008</td>
</tr>
<tr>
<td>1/18/2019</td>
<td>8:00</td>
<td>In Punch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
<td>09:00</td>
<td>09:00</td>
<td>04030608090909008</td>
</tr>
<tr>
<td>1/19/2019</td>
<td>17:00</td>
<td>In Punch</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
<td>19:00</td>
<td>19:00</td>
<td>04030608090909008</td>
</tr>
<tr>
<td>1/20/2019</td>
<td>7:01</td>
<td>In Punch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
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<td>07:00</td>
<td>04030608090909008</td>
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<tr>
<td>1/21/2019</td>
<td>6:57</td>
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<td></td>
<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
<td>06:57</td>
<td>06:57</td>
<td>04030608090909008</td>
</tr>
<tr>
<td>1/22/2019</td>
<td>17:32</td>
<td>Out Punch</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
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<td>19:32</td>
<td>04030608090909008</td>
</tr>
<tr>
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<td></td>
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<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
<td>08:01</td>
<td>08:01</td>
<td>04030608090909008</td>
</tr>
<tr>
<td>1/24/2019</td>
<td>17:01</td>
<td>In Punch</td>
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<td></td>
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<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
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<tr>
<td>1/25/2019</td>
<td>16:58</td>
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<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
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<td>17:58</td>
<td>04030608090909008</td>
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<tr>
<td>1/26/2019</td>
<td>7:55</td>
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<td></td>
<td></td>
<td>1/23/2019</td>
<td>9:16 (GMT -08:00)</td>
<td>Punching start time</td>
<td>07:55</td>
<td>07:55</td>
<td>04030608090909008</td>
</tr>
</tbody>
</table>
## Exceptions

<table>
<thead>
<tr>
<th>Name</th>
<th>Missing Punch</th>
<th>Late In 5min/Late Out 5min</th>
<th>Early In 30min/Early Out 30min</th>
<th>Cancelled Meal Break</th>
<th>Long Interval/Break</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roosevelt, Franklin</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Roosevelt, Theodore</td>
<td>1</td>
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<td>1</td>
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<td>1</td>
</tr>
<tr>
<td>Lincoln, Abraham</td>
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<td></td>
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<td>0</td>
</tr>
<tr>
<td>Jefferson, Thomas</td>
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<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
Exceptions - timecard issues such as missing in or out swipes, tardiness, etc.

Click on the symbol to get the explanation. Make corrections to timecard as needed.
DELEGATION

(HTML version of Delegation is unavailable at this time)

What is it?
DELEGATION is unavailable

• Scheduled for end of 2019

• Until Delegation released, Finance Directors can email the System Administrator for any additional access needed for backup timekeepers.
Tablet ready?
KRONOS 8

“Go Live“

March 18, 2019
(Monday)
We are here to help!

Call us at 571-553-4407.

Email us at timerep@gwu.edu
Training Site

- Log In URL: go.gwu.edu/trsupgrade
- User Name: <your NetID>
- Password: kronos13