

TRS Upgrade Manual

Kronos 8 Overview

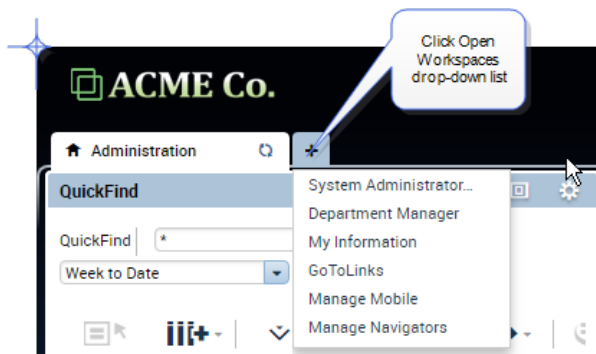
Kronos Updates

- Kronos Version 8.1.3 HTML Java free Flash Free (Horizon Client no longer required)
- Ability to send email from Timecard is no longer available
- Ability to retrieve historical data 10 years back
- HTML Delegation Widget is unavailable at this time. It is set to release by the end of 2019
 - Until Delegation for timekeeping is released Timekeepers will need to have their Finance Director email the System Administrator for any additional access needed for back up timekeeping.

Navigation Updates

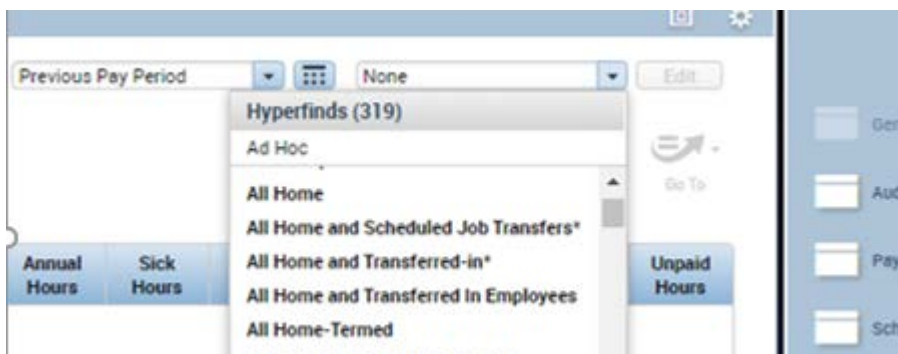
Although navigator continues to be the Workforce Central user interface with the same functionality as earlier releases, the v8.1.3 HTML navigator has been modified with improvements to the user interface

The carousel has been replaced with the **Open Workspaces** drop-down, which is located on the right of the last tab in the action bar.



HyperFind selection

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





Kronos 8 Overview

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.

Colors

The timecard uses background colors to designate the following:

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

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

- **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.

In addition, you can:

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





What happened to the menus?

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

Kronos 8 Overview

Version 8.0 Actions menu

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

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

Version 8.0 Approvals menu

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

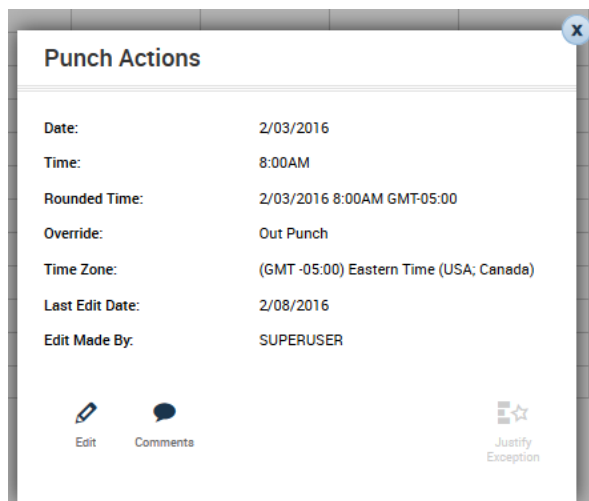
Select **Approve Timecard**, **Remove Timecard Approval**, or **Remove All Timecard Approve**

Version 8.0 Employee Properties


To view employee properties such as Payrule(s) / primary labor level, right-click the person's name

Version 8.0 Punch Actions menu

- 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**.

Kronos 8 Overview

Version 8.0 Comment Menu

Right-click a cell.

Click **Comments** .


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.

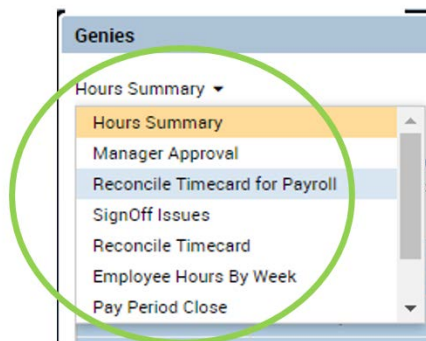
Select GoTo  > **Reports**.

Version 8.0 What happened to the tabs along the bottom?

- If the tabs are not visible, click the double arrows at the bottom of the time card .
- Select the **Totals** tab.

Version 8.0 Genies

Genies can now be found under the drop down box under your main Hours Summary Genie



GoTo Function



Use the GoTo function in the Genie and the Timecard to get individualized employee information such as reports, audits, exceptions or schedule information.



Kronos 8 Overview

Time Card Updates

- **Add Missing Punch** – Allows you to add a missing scheduled punch to the timecard. If the missing punch is for a scheduled start or end time, the scheduled time is added to the timecard cell.
 - Is limited to days with one row in the timecard.
 - Does not include breaks

Can only be used for punches that match the employee's scheduled start and end times of the shift. If you want to enter missing punches that do not match the start and end times of a shift, you must manually enter the punches.

Timecard Totals

Click on the double arrows at the bottom of the time card to display the **Totals & Leave Balances** tab



Configuration options for the Timecard widget

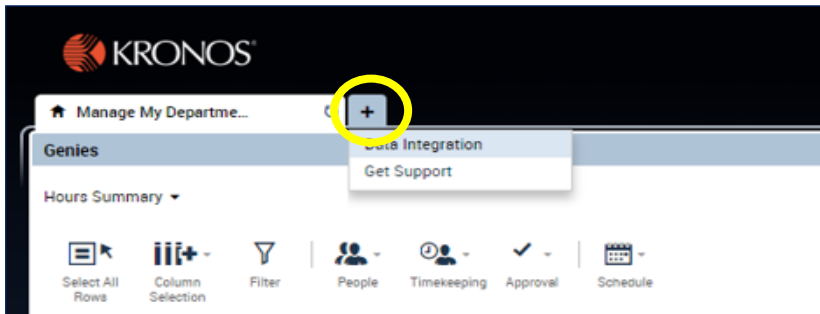
The following configuration options allow you to designate whether these options appear in the timecard widget.

- **Hourly - Allow Only Days with Exceptions**, which enables the user to toggle the timecard view between only showing days with exceptions and showing all days in a selected time period. If you do not select this option, the **Allow Only Days with Exceptions** option does not appear in the View menu.
- **Hourly - Show Quick Actions**, which allows the Quick Actions slide-out menu to appear in the timecard. The **Quick Actions** menu allows managers to mark punches as reviewed and add missing punches.

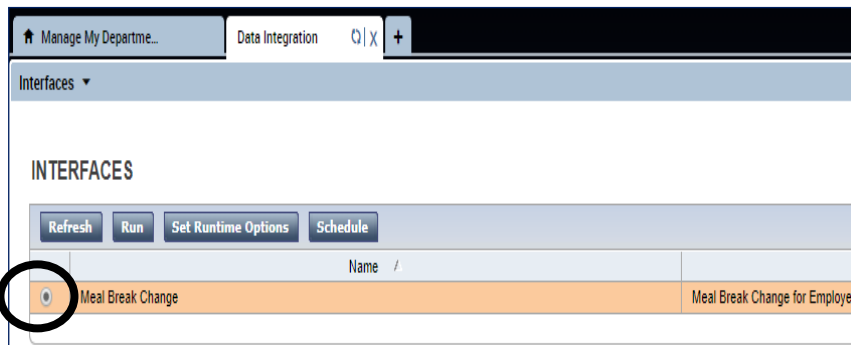
Kronos 8 Overview

Meal Break Change Update

1. Select **+** plus sign next to main tab to open up additional work space
2. Select Data Intergration Workspace



3. Select Meal Break Change
4. Select Run



5. Select **OK** if you really want to run the interface or select cancel
6. Wait for the Step 1 to Display

test.timekeeper8.gwu.edu says

Do you really want to run the interface Meal Break Change?

OK

Cancel

7. Enter in employee GWid
8. Select Continue
9. Wait to validate name to display
 - a. **Tip:** If you enter in the GWid wrong it will come up with a blank box.
 - b. Select Return and try again

Return Continue

STEP 1: MEAL BREAK ASSIGNMENT WITH EFFECTIVE DATE AND CURRENT MEAL SETTING.KNX

Enter Employee Number G9999002

* Validate Employee Name

c.

Kronos 8 Overview

10. Enter in employee Gwid
11. Select Continue
12. Wait to validate name to display

Interfaces ▾

ENTER DATA

Interface Meal Break Change for Employee
Description Meal Break Change for Employee
Last Deployed 1/15/2019 15:52

Return **Continue**

STEP 1: MEAL BREAK ASSIGNMENT WITH EFFECTIVE DATE AND CURRENT MEAL SETTING.KNX
Enter Employee Number G99990002

13. Validate the Employee and Select Continue

Manage My Departme... **Data Integration** **+**

Interfaces ▾

ENTER DATA

Interface Meal Break Change for Employee
Description Meal Break Change for Employee
Last Deployed 1/15/2019 15:52

Return **Continue**

STEP 1: MEAL BREAK ASSIGNMENT WITH EFFECTIVE DATE AND CURRENT MEAL SETTING.KNX
Enter Employee Number G99990002
*** Validate Employee Name** Jefferson, Martha ▾

14. Validate Current Meal Break Setting and Select Continue

Manage My Departme... **Data Integration** **+**

Interfaces ▾

ENTER DATA

Interface Meal Break Change for Employee
Description Meal Break Change for Employee
Last Deployed 1/15/2019 15:52

Return **Continue**

STEP 1: MEAL BREAK ASSIGNMENT WITH EFFECTIVE DATE AND CURRENT MEAL SETTING.KNX
Enter Employee Number G99990002
*** Validate Employee Name** Jefferson, Martha
*** Current Meal Break Setting** TP11 ▾

Kronos 8 Overview

15. Select new Meal Break from the same category.
 - a. Example: George Washington was TP11 and he was updated to TP11 30Min Lunch
16. Select Meal Break
17. Select Continue

Interfaces ▾

ENTER DATA

Interface Meal Break Change
Description Meal Break Change for Employee
Last Deployed 12/19/2018 12:14

Return Continue

STEP 1: MEAL BREAK ASSIGNMENT WITH EFFECTIVE DATE.KNX

Enter Employee Number G88880001
* Validate Employee Name Washington, George
* Select new Meal Break from same category

EmailNotifications-DONOTASSIGN ▾
NE16 30MIN LUNCH
NE17
NE17 30MIN LUNCH
NE18
NE18 1HR LUNCH
NE18 30MIN LUNCH
NE19
NE19 1HR LUNCH
NE19 30MIN LUNCH
NOTIFICATIONS_DO_NOT_USE
TP11
TP11 1HR LUNCH
TP11 30MIN LUNCH
TP11 45MIN LUNCH
TP12
TP13

18. After Selecting Continue the process will run
19. You can click **Refresh** to monitor the Status
20. Once complete the **Status** will say '**Completed successfully**'
21. Select the X to close the Data Integration Widget.

Manage My Departme... Data Integration [X] +

Interfaces ▾

INTERFACE MONITOR

Return Cancel Refresh

Interface Meal Break Change
Status Completed successfully

Interface Start Time 1/08/2019 16:45 GMT-05:00
Interface End Time 1/08/2019 16:45 GMT-05:00

Number of Interface Steps 1

CURRENT STEP STATISTICS

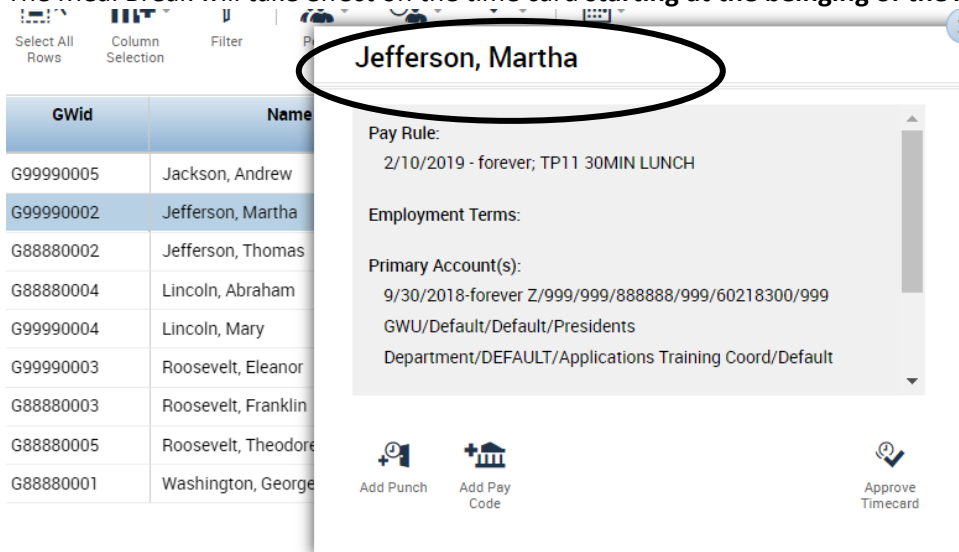
Name 1 - Meal Break Assignment with Effective Date.KNX
Progress 100% Complete
Disqualified 0
Errors 0

INTERFACE STATISTICS

Total Disqualified 0
Total Errors 0

Kronos 8 Overview

- When you go back to the timecard and **right click** on the employees name you will see the updated payrule
- The Meal Break will take effect on the time card **starting at the beginning of the Active Pay Period**



The screenshot displays a table of employees with columns for 'Gwid' and 'Name'. A context menu is open over the entry for 'Jefferson, Martha', which is circled in red. The menu shows the following information:

- Pay Rule:** 2/10/2019 - forever; TP11 30MIN LUNCH
- Employment Terms:**
- Primary Account(s):** 9/30/2018-forever Z/999/999/888888/999/60218300/999
GWU/Default/Default/Presidents
Department/DEFAULT/Applications Training Coord/Default

At the bottom of the menu are three icons: 'Add Punch', 'Add Pay Code', and 'Approve Timecard'.

Gwid	Name
G99990005	Jackson, Andrew
G99990002	Jefferson, Martha
G88880002	Jefferson, Thomas
G88880004	Lincoln, Abraham
G99990004	Lincoln, Mary
G99990003	Roosevelt, Eleanor
G88880003	Roosevelt, Franklin
G88880005	Roosevelt, Theodore
G88880001	Washington, George