

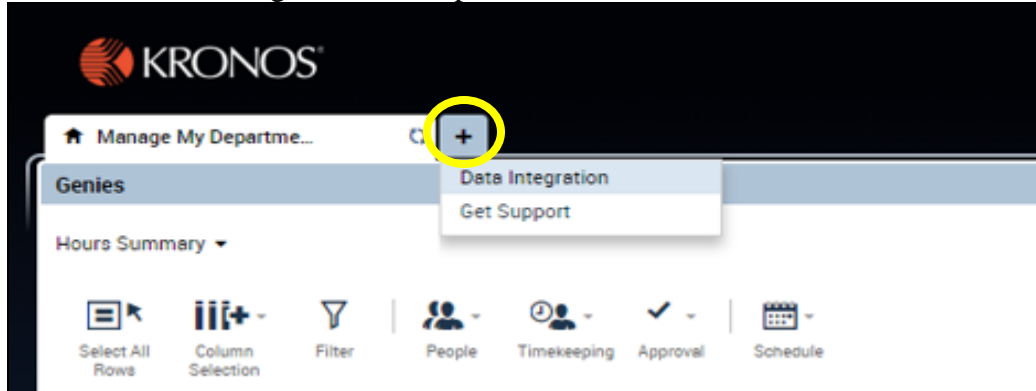


Time Reporting Helpful Tips

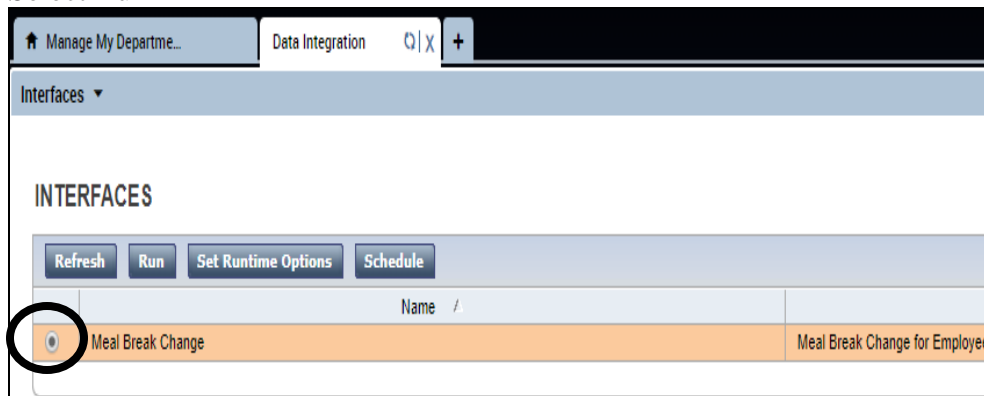


Updating Employees Meal Break Kronos 8

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

test.timekeeper8.gwu.edu says

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



6. Enter in employee Gwid
7. Select Continue
8. 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



- c.

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

The screenshot shows a web interface titled 'Interfaces' with a dropdown arrow. Below it is a section titled 'ENTER DATA'. On the right side, there are three fields: 'Interface' with the value 'Meal Break Change for Employee', 'Description' with 'Meal Break Change for Employee', and 'Last Deployed' with '1/15/2019 15:52'. Below these fields are two buttons: 'Return' and 'Continue'. At the bottom, there is a section labeled 'STEP 1: MEAL BREAK ASSIGNMENT WITH EFFECTIVE DATE AND CURRENT MEAL SETTING.KNX'. It contains a label 'Enter Employee Number' followed by a text input field containing the value 'G99990002'.

12. Validate the Employee and Select Continue

This screenshot is similar to the previous one but shows the next step in the process. The 'Enter Employee Number' field now contains 'G99990002'. Below it, a new field appears: '* Validate Employee Name' followed by a dropdown menu showing 'Jefferson, Martha' with a downward arrow. The 'Return' and 'Continue' buttons remain visible above this field.

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

This screenshot shows the 'ENTER DATA' interface with a dropdown menu open. The dropdown is titled 'EmailNotifications-DONOTASSIGN' and contains a list of options: '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' (which is highlighted in blue), 'TP11 45MIN LUNCH', 'TP12', and 'TP13'. The 'Return' and 'Continue' buttons are visible above the dropdown. The 'Enter Employee Number' field contains 'G88880001' and the '* Validate Employee Name' field contains 'Washington, George'.

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

The screenshot shows a window titled 'Data Integration' with a sub-tab 'Manage My Departme...'. Below the title bar is a dropdown menu for 'Interfaces'. The main content area is titled 'INTERFACE MONITOR' and contains several sections:

- Buttons: 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
- Section: CURRENT STEP STATISTICS
 - Name: 1 - Meal Break Assignment with Effective Date.KN
 - Progress: 100% Complete
 - Disqualified: 0
 - Errors: 0
- Section: INTERFACE STATISTICS
 - Total Disqualified: 0
 - Total Errors: 0

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

The screenshot shows a timecard interface with a table of employees. A context menu is open over the name 'Jefferson, Martha', which is circled in red. The menu displays 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' (clock icon), 'Add Pay Code' (building icon), and 'Approve Timecard' (checkmark icon).

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