George Washington University
Kronos Quick Reference Guide

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Basic Steps to Approve Payroll
1. Log-in to Virtual Browser or timekeeper.gwu.edu
2. Go to Hours Summary
3. Select Previous Pay Period
4. Verify Employees
5. Fix missed punches
6. Enter pay codes if needed
7. Make sure transfer codes are added for anyone with a job 2
8. Double check time on Totals & Schedule tab
9. Approve Timecards

Navigating in Kronos
After you log on to Kronos, the first screen you will see is the Reconcile Timecard screen. The following illustration describes the main areas of the workspace:

Show:
Use to choose from a list of data filters to select specific set of employees to appear in the workspace. Typically, the default for this list is set to All Home and Transferred In Employees.

Time Period:
Use to select from a list of time intervals to populate the workspace with information for a specific date, range of dates, or pay period. Most commonly used are Previous Pay Period, Date Range and Current Pay Period.

Employee List:
This work area contains a listing of your employees. Click on the name of the employee to view their timecard for the selected time period.

Banner Area:
This work area contains pull down menus to access other Kronos features. The most commonly used tabs are General and My Genies.

Workspace:
This work area contains detailed information about the employees and time period, as well as the action bar, which contains selections for modifying data.

Note: If all of your employees are not showing please contact the payroll administrator.
Accessing Other Workspaces

Kronos has a number of different workspaces available to assist with different tasks. It uses tabs to organize these workspaces. Click on a tab to display each menu. The most frequently used tab is My Genies.

You can use the My Genies to access other workspaces such as Hours Summary.

The following illustration shows some of the features of the Hours Summary screen:

**Manager Approval:**
This column will show a 1 or higher if the timecard has been approved by a manager.

**Leave Hours:**
These columns show the number of Annual, Sick, Holiday and Other Paid Leave hours for the employee.

**Worked Hours:**
This column shows the number of hours that an employee actually worked excluding any type of leave.

**Sorting Columns:**
You can sort the listing by column by clicking on the column header.

**Missed Punch:**
This column shows a check mark if the employee is missing an in or out punch.

**Total Paid Hours:**
This column shows the total number of hours the employee will get paid including any type of leave.

**Hours Summary:**
The Hours Summary screen is helpful because it gives hour totals for each of the employees.
Reviewing the Employee Timecard

Hourly employees are typically paid an hourly wage and are usually required to track start and end times to identify their worked shifts. The hourly timecard view supports the entry of start and end times for hourly employees. In addition, this view tracks transfers to different departments or jobs, automatic meal deductions and cancellations, and non-worked time.

Pay Code and Amount:
All types of leave and the number of hours are entered in this area.

Punch In and Out:
The Employees’ in and out punches entered through the phone or computer will appear in the In & Out columns.

The following table describes each of the Common Pay Codes in more detail:

<table>
<thead>
<tr>
<th>Common Pay Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANL</td>
<td>Annual</td>
</tr>
<tr>
<td>SIC</td>
<td>Sick</td>
</tr>
<tr>
<td>BRV</td>
<td>Bereavement</td>
</tr>
<tr>
<td>JRY</td>
<td>Jury</td>
</tr>
<tr>
<td>BDY</td>
<td>Birthday (After 10 years)</td>
</tr>
<tr>
<td>LWP</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>UCL</td>
<td>University Closed</td>
</tr>
</tbody>
</table>

Transfer:
Secondary jobs need a transfer code in the timecard to see employee’s time. Punches without a transfer code defaults to primary job. See section on Transfer Codes.

Shift, Daily, and Cumulative:
Shift shows the hours worked for that line. Daily shows the total hours for the day. Cumulative shows all hours for the pay period.
Adjusting Punches in a Timecard

An employee might forget to punch in or out for a shift. When this happens, a solid red box appears in the missed In or Out cell.

**Comments:**
The yellow sheet of paper indicates a comment. To add a comment right click on the desired cell and select Add Comment or click on Comment > Add Comment.

**Missed Punch:**
To add that punch, you click the cell and type the missed time. Many formats will work: 1800 or 6p or 600p.

**Deleting a Punch:**
It is not recommended that you delete punches. If you must delete a punch first add explain the reason by adding a comment (see Adding Comments below) to the punch. Then highlight the punch and press Delete.

**Tracking:**
Any changes that are made to the timecard are tracked in the Audits tab (see Timecard Tabs below). Please make sure that you have written or email documentation for any changes.

**Adding Comments**

Comments are predefined descriptive phrases that you attach to a punch or amount to provide additional, useful information about that transaction.

The following illustration shows the Add Comment dialog box:

**Note:**
You can also add free-text notes to comments for additional clarification.
Canceling a Meal Deduction for a Single Shift

There may be times when an employee works through his or her meal break, so you will need to cancel the automatic meal deduction to add the time worked to the timecard.

The following illustration shows a sample Edit Punch dialog box with the Cancel Deduction dropdown list highlighted:

Making a Permanent Meal Deduction Change

Occasionally you may need to change an employee’s automatic meal break. To make a permanent change, use the following steps starting from the Hours Summary screen:
Visual indicators

When you edit a timecard, the page name turns orange and an asterisk appears next to it to let you know that your data is not yet saved. A red flag also appears next to the Totals & Schedule tab to show that the totals are not up to date. The following illustration shows a sample hourly timecard with **TIMECARD** in orange and a red flag to indicate unsaved data.

Click **Save** when you are satisfied with your changes. If you close the employee’s timecard or navigate to another workspace before you save the information, your changes are not saved.
Timecard Tabs

Located at the bottom of the page, the timecard tabs display additional information about employee hours. The following tabs always appear in the Timecard Tab section:

- Totals & Schedule
- Audits

The following additional tabs might appear if they apply to that employee’s timecard:

- Comments
- Sign-offs & Approvals

**Comments:**
The Comments tab shows a table with all of the comments and notes from the pay period.

**Audits:**
The Audits tab shows all of the punches and edits that have been made to the timecard during the pay period.

**Sign-offs & Approvals:**
The Sign-offs & Approvals tab shows who has approved the timecard and if it has been signed off by payroll.

**Totals & Schedule:**
- **Shift** - Select day in timecard, shows you total breakdown by shift.
- **Daily** - Select day in timecard, shows you total breakdown by Day.
- **Cumulative** - Select day in timecard, shows you total cumulative up to that point.
- **All** – Shows you totals for bi-weekly.

**Check your Totals & Schedule Tab:** This tab is split into three sections: Account, Pay Code, and Amount. You can use this tab to confirm that your department is being charged correctly.
Approving Employee Time

After you finish editing your employees’ timecards, you need to approve them to indicate to payroll that they are ready for processing. After you approve a timecard, you cannot make any edits to it for the approved time period unless you remove your approval. A manager’s approval at the end of the pay period lets Payroll know that the timecards are ready for processing.

Step 1: Selecting Employees
To approve timecards for all employees who appear in the Genie, select Actions > Select All.
To approve timecards for specific employees, press the Ctrl key (Command key on Mac) and select those employees.

Step 2: Approvals
To approve the highlighted timecards select Approvals > Approve. Confirm your approval by clicking Yes when prompted “Are you sure you want to approve?”

Step 3: Confirm Approval
To check approval in the Hours Summary screen, click Refresh and you should see a 1 or higher in the Manager Approval column. You can also go to the General tab and click on Group Edit Results.

Making Changes:
If you need to make changes to a timecard after approval, you must unapprove by selecting Approvals > Unapprove. Once your edits are complete you must approve the timecard again.

Removing your approval
After you approve one or more employees’ timecards, the timecards are no longer editable for that time period. If the need arises and you have the appropriate permissions, you can remove your approval using the Approvals menu from a timecard or from the Hours Summary screen.
After you remove your approval, you can make the necessary timecard edits and then reapprove the timecards.
Running reports

Accessing Reports Workspace

In the Reports workspace you can generate reports to review your employees' time and attendance information. You can print reports or view them on the screen. The following screen shows how to access the Reports workspace:

Step 1: Settings

From the Hours Summary screen, make sure that the correct group and the correct time period are selected.

Step 2: Selecting Employees

To approve timecards for all employees who appear in the Genie, Select Actions > Select All.

To approve timecards for specific employees, press the Ctrl key (Command key on Mac) and select those employees.

Using the Reports Workspace

Kronos has a wide variety of reports. The Reports workspace organizes the reports by categories. Here are the steps to run a report:

Step 1:

Click the Select Report tab, expand a category and select a report.

Step 2:

Click Run Report. You will automatically be taken to the Check Run Status Tab.

Other Tabs:

Options Tab: Allows you to select desired options.
Check Run Status: Allows you to see previously run reports.

Categories:

Click on the main category to view associated reports.

Selecting Reports:

When you click on the name of a report, a description will appear on the right side of the workspace.
Using the Check Run Status Tab
The Check Run Status tab shows recently run reports. The report name is listed along with the status of the report.

View Report:
Double-click the report name to view the report or highlight the report and click View Report.

Status:
This column shows the status of the report. This column must show as complete in order for the report to be viewed, if it is not showing as complete click Refresh Status.
Other Features

Understanding Transfer Codes

The Transfer field in Kronos indicates the Department and Position number to which hours are charged. When the employee is a **Job 1** for a department there does not need to be an entry in the transfer column. Kronos will always charge the time to the primary account. When an employee is a **Job 2** there needs to be an entry in the transfer field to indicate where the time worked should be charged. One way to enter in the transfer code is to have the employee clock in using the phone, do a clock code five, and enter in the transfer code. The Time Keeper can also enter the Department and Position number into the Transfer column for an employee by following the instructions below.

**Step 1:**
Click on the black arrow in the **Transfer** field.

**Step 2:**
Click on **Search**.

**Step 3:**
Click on the circle next to Department. Then in the **Name and Description** box type in the Department number and select **Search**.

**Step 4:**
Click on the entry under Available Entries. The Department Number will now appear in the box to the right.

**Step 5:**
Do the same for position. Make sure you put 2 zeros after the 6 digit position number.

**Step 6:**
Click **OK** when you are done and the Labor Account numbers will appear in the Transfer field.