KRONOS®

Navigator ~ Version 8.1.4

Manager/Supervisor

Training Manual

Vincennes University – Payroll Office

2019

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Deadlines

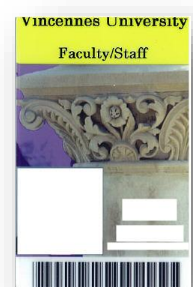
All KRONOS edits and approvals must be complete by 4:00PM on Wednesday following the last day of pay period.

Blue Payroll Notifications & New Hire Packets are due to Human Resources by the <u>first day that the employee works</u>.

Until an employee is processed by HR, they will not be accessible in the KRONOS system. If we do not have paperwork by the first day of work, you will need to physically track the employee's time until they are available on the KRONOS system for input. Supervisors will then have to input the employee's time manually onto their timecard for the time prior to receipt of paperwork.

<u>TIMECLOCK EMPLOYEES</u>

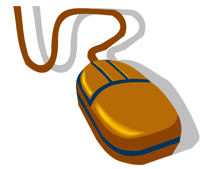
Full-Time and Part-Time Employees will need to obtain an ID on their first day of work so that they may swipe the timeclock on that day.



Thank you for your cooperation!

Logging In

1. Click on the **KRONOS** icon on the computer desktop that you are using to timestamp at or use this web address in an internet browser: https://kronos.vinu.edu/wfc/logon.



2. Type your **User Name** in this field (screen shown below). This should be your MyVU username.

3. Type your **Password** in this field (screen shown below). This should be your MyVU password.

4. Click the **Log-In**  button.

Sign Out

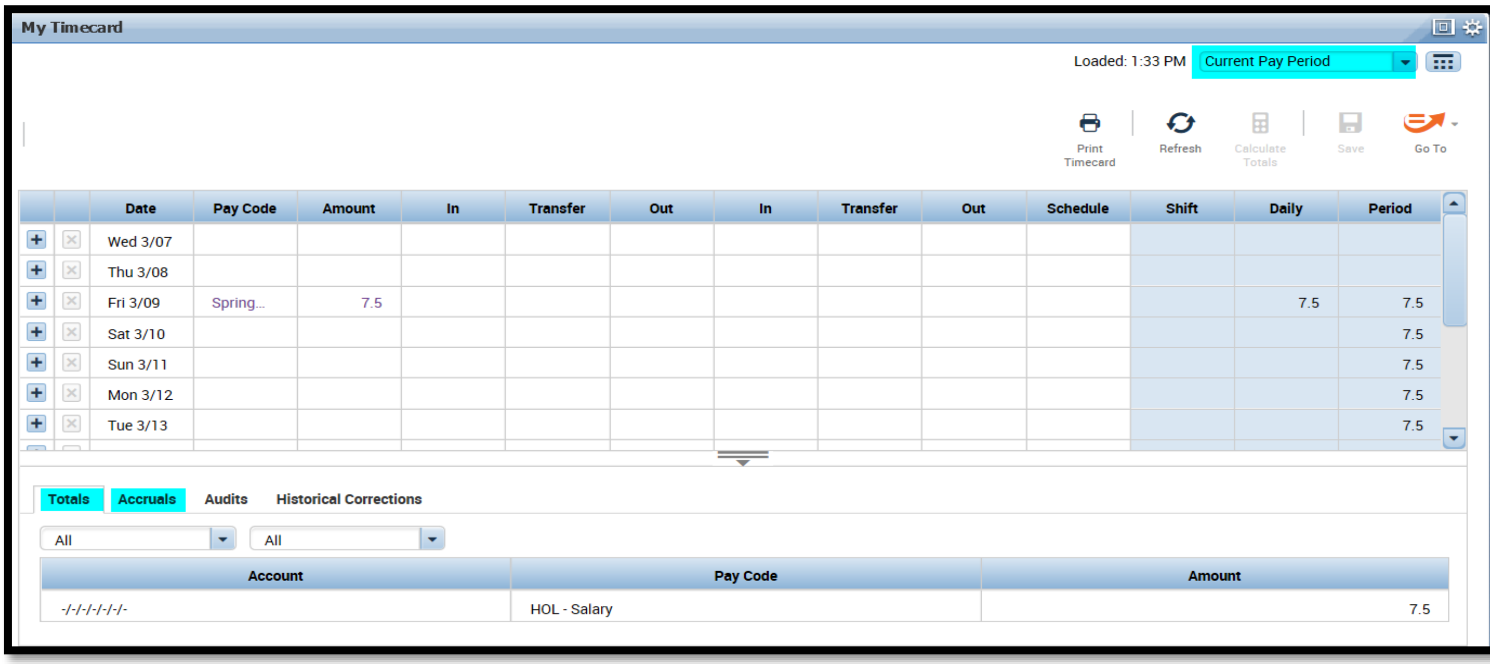
1. Click on the **Sign Out** area shown below in the upper right hand section of the screen.

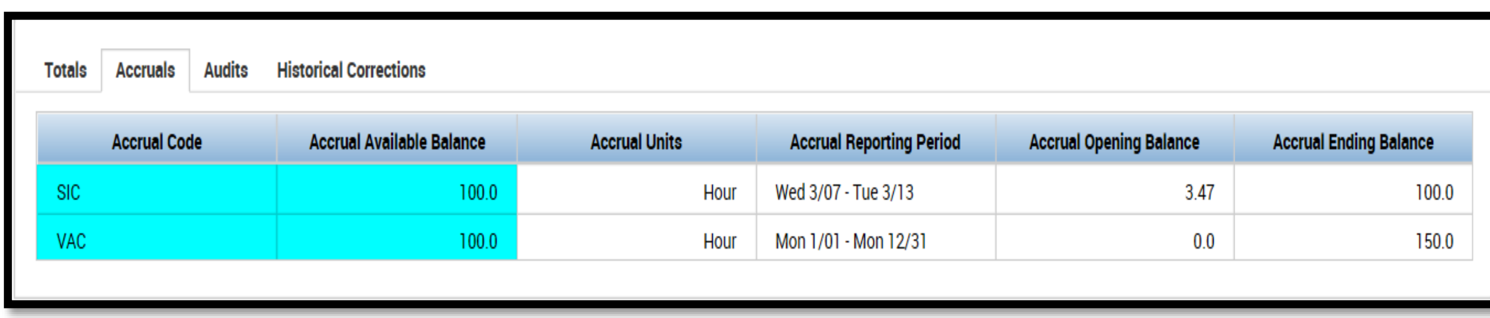
*****Do not use the  in the upper right corner. *****
This will close the application and possibly not save your work.

Manager: Accessing My Timecard

After logging into KRONOS, you will see the Manage My Department workspace.
To access **YOUR** timecard, click the **+** tab directly next to the Manage My Department tab and select **My Information**. Your timecard as an employee will now be displayed.

This is the screen that you will input your own time. For example:
Vacation Time (VAC taken), Sick Time (SIC taken), Professional Staff hired prior to 07/01/2016 (SIC Prof Taken), Overtime, Funeral leave (BER), Jury Duty (JD), or Unpaid (UNP). You can also view total hours for the time period selected in the bottom left section and available leave balances as of the date selected/highlighted on your timecard by clicking on the Accruals tab in the lower section also.





****NOTE* If an overtime (OT) account override (charged to another account than normal salary/wages) is required, please email twillis@vinu.edu or jgreen@vinu.edu ****

Time Input

To input Vacation/Sick Time Taken, Overtime, Funeral Leave, Jury Duty, or Unpaid Hours; you will take the following steps:

1. Locate the **Date** on timecard that you wish to add hours the hours on.
   If the date does not appear, you may need to change the Time Period shown in the upper right corner of the screen.

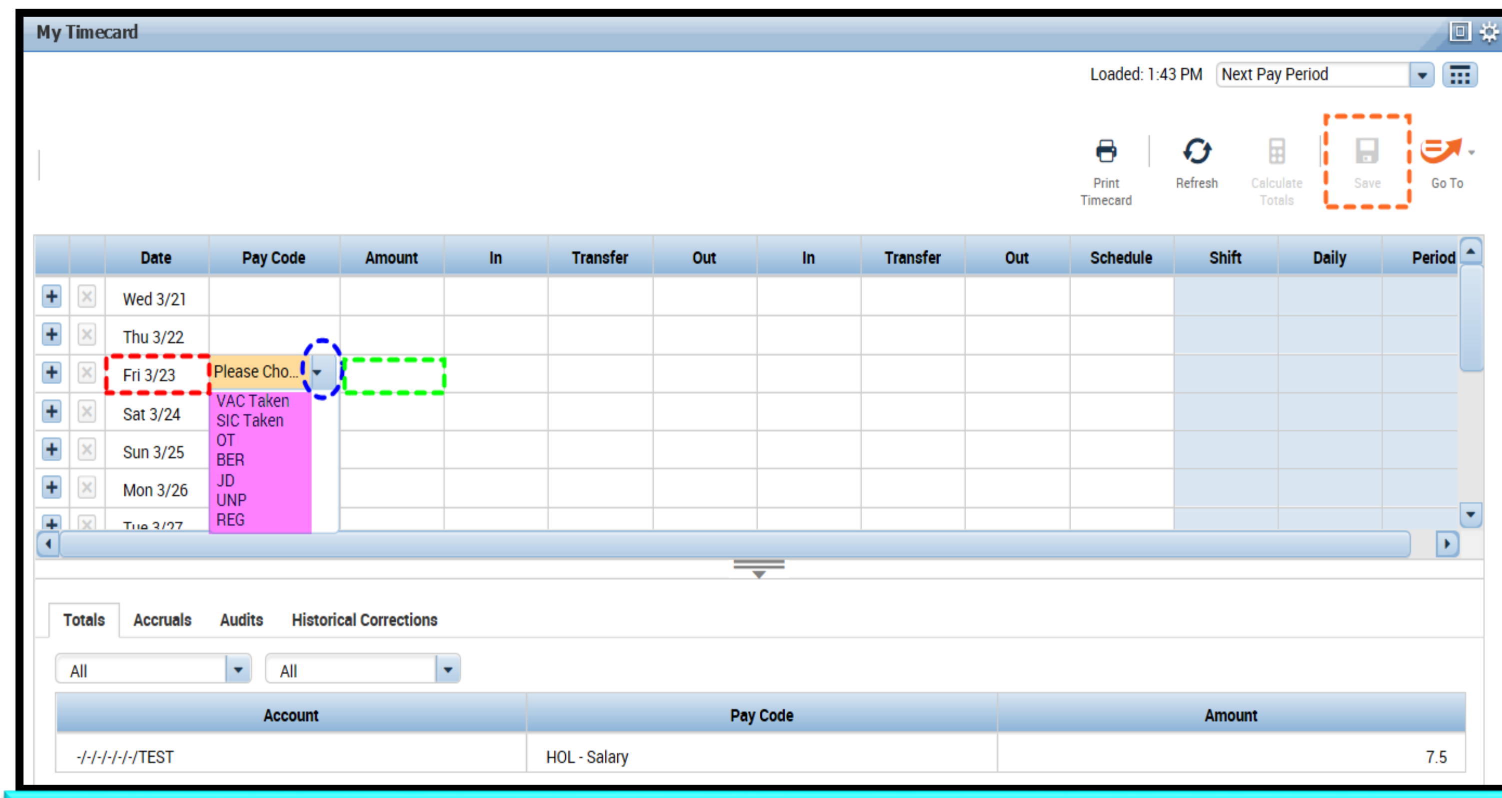
2. **Click** in the pay code column beside the date and a **Drop-down Box** will appear for selection.

3. **Select** which **Pay Code** applies to that day.

4. **Click** in the **Amount** column and type amount of hours to apply.
   *****Amount entered must not be less than one (1) hour for exception time*****
   Always apply an amount of hours. The predefined options listed are not valid for use.

5. Click **Save** Save. Once you click the Save icon in the upper right hand corner, it will turn from orange to black. This is a double check to ensure that your changes have been saved.

*****If you are entering more than one type of leave for the same date, you will need to click on + beside the date to insert a row for the other type of leave*****



You will also use the same process when editing a timecard for staff in your area.

Deleting Time Input

To delete time for a date on your timecard, take the following steps:

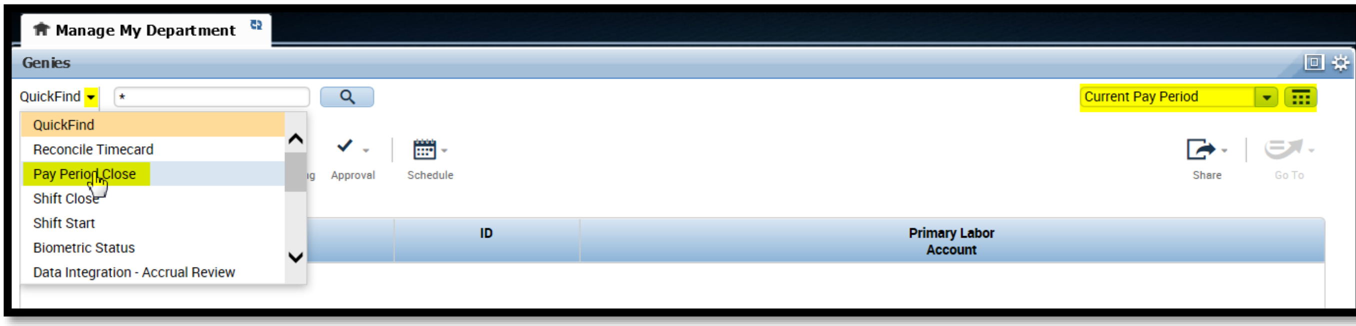
1. **Click** the next to the date of the entry that you wish to remove.

+	✕	Fri 3/23	VAC Taken	7.5	
+	✕		VAC	7.5	12:00AM

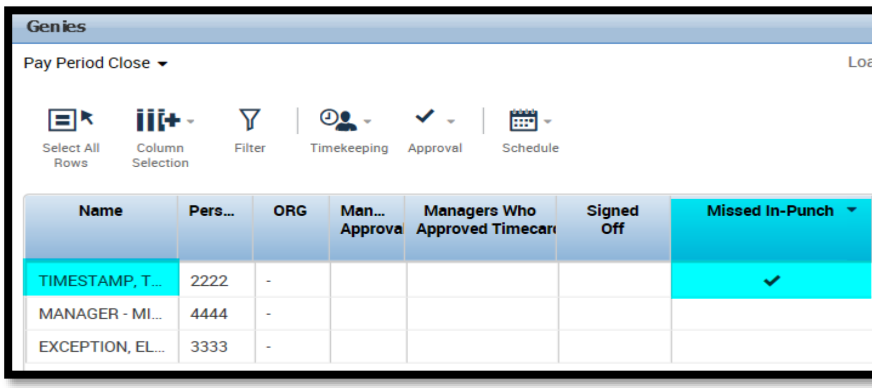
2. Click **Save** in the upper right hand corner of the timecard. Once you click the Save icon in the upper right hand corner, it will turn from orange to black. This is a double check to ensure that your changes have been saved.

Viewing Missed Punches

1. **Click the Genies drop-down arrow** and select **Pay Period Close**. Depending on which pay period you are editing/viewing for, you may need to change the **Time Period** in the upper right section.



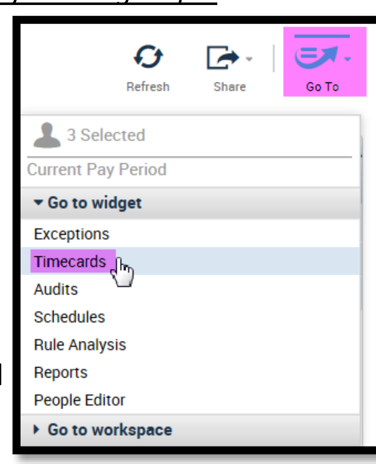
2. Sort Employees by exception by **double clicking** on the **missed punch column** heading. Employees with a missed punch for the time period selected will move to the top of your list with a **check mark**.



3. **Double Click** on the **employee's name** with the missed punch that you need to edit and this will **display the timecard** for that employee so that edits may then be made.

****To edit several employees at once instead of individually, take the following steps:*

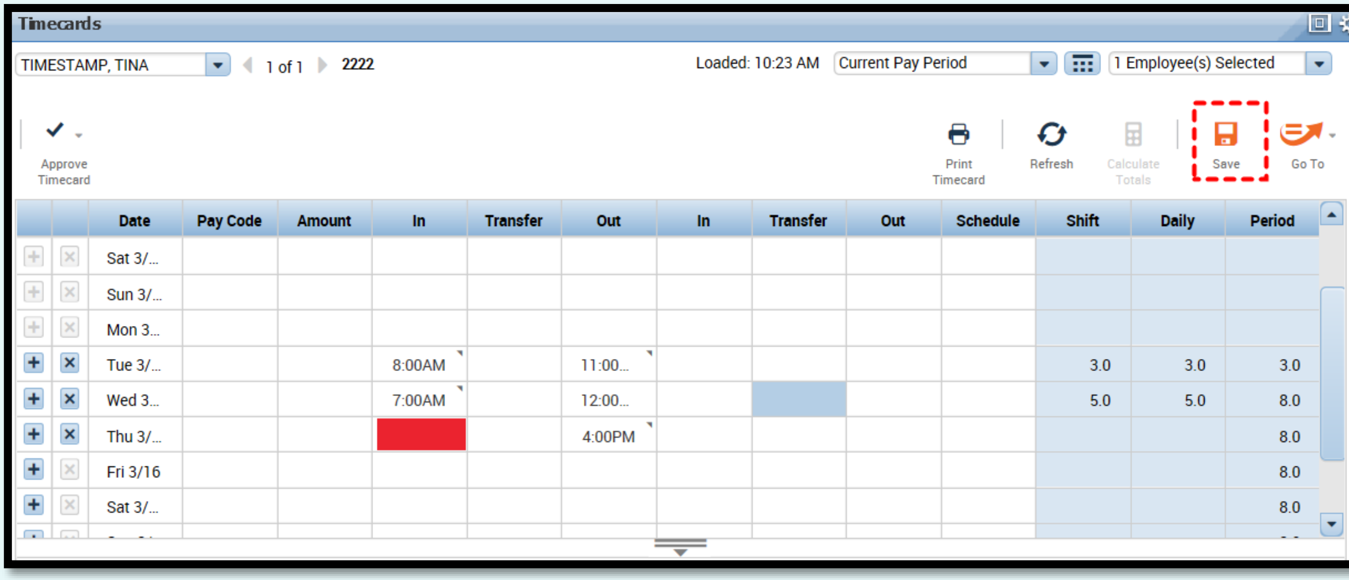
- Click **Pay Period Close Genie** and verify correct **Time Period**.
- **Double click** the **Missed Punch Column**.
- Select all employees that you will need to edit by **holding the shift button** and **choosing the first record and the last record to edit**.
- Click the **Go To drop-down arrow** and select **Timecards**.
- You will then be able to toggle/move through each timecard using the **right/left arrows**. Make the changes necessary and then **save each timecard** before you move to the next one.



Correcting Punches

Missed punches are indicated by a **RED BOX** as shown below.
Click in the **RED BOX** to add the punch that is missing.
Make sure when adding the time to specify **am** or **pm**. If you do not specify, it will default to am.

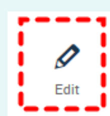
For example, if the out punch should be 8:00am– You should input 8a and hit ENTER. Click ***SAVE****.*



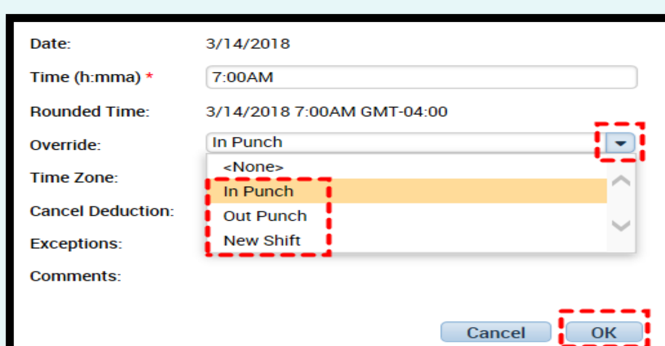
- **Missed Punch – Supervisors MUST research and correct this exception.**
- **Hours for the day will be miscalculated and can result in without pay or overpayment, if not corrected.**

Punch Overrides may also need to be done on the timecard.
This happens when the punch shown is an out punch appearing in the in-punch and vice versa.
To correct, use the following instructions:

- **Right-click** on the **punch** that needs edited and select **Edit.**



- Click the Drop-down box next to Override.
- Select Type of Override that needs to occur.
- Click OK.

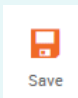


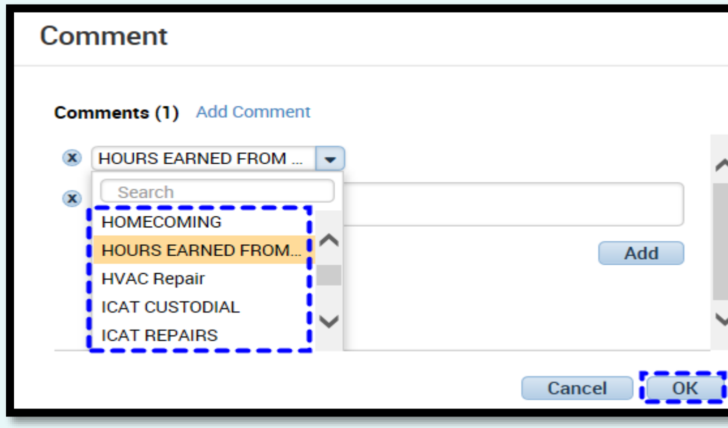
Comments

- To **add** a **comment** to a **punch or pay code edit**, **right click** on actual **punch time** or **amount of hours** and select **<u>Comments</u>**.

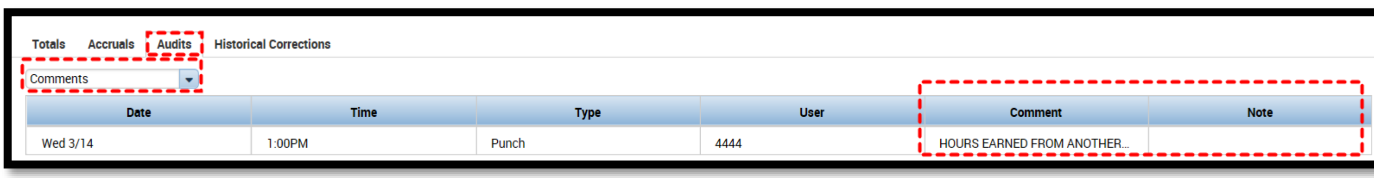
- A listing of available comments will then appear when you click the drop-down arrow. **Select one from list and click OK.**
  If you feel a note is necessary in addition to the comment, please insert under note.
  A NOTE IS NOT REQUIRED!!!

- ***Click Save***





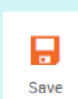
- To **view the comment** that has been added. **Hover over the comment icon** on the timecard.
  OR
  Click Audits in the lower left hand corner and change the drop-down to be Comments.

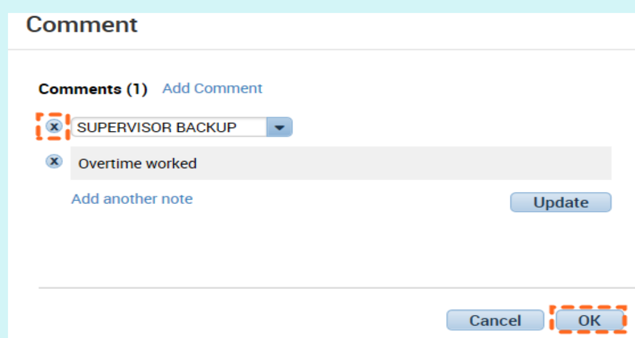


- *To **<u>DELETE</u>** the comment, right click on the punch or amount of hours and select Comments.*

- Click the **X** beside the comment and **click OK**.

- **Click Save**

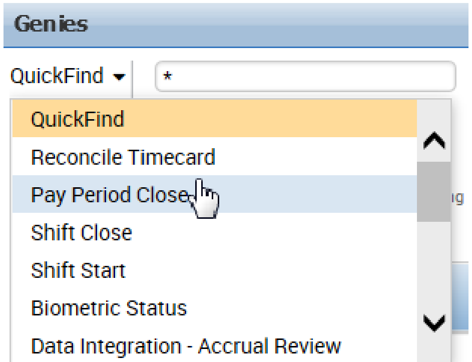




Steps to Approve Payroll

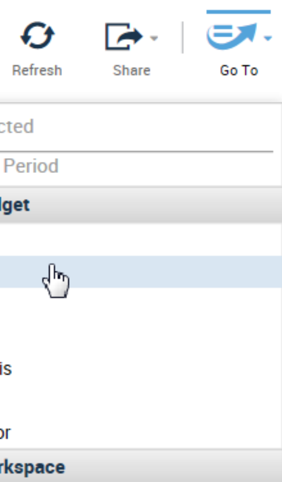
Step 1: View all timecards and verify accuracy by using the following steps:

- Select **<u>Pay Period Close</u>** Genie from the list.

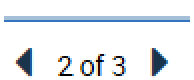


- Click **<u>Select All Rows</u>** icon.

- Click the **<u>Go To</u>** icon and select **<u>Timecards</u>**.



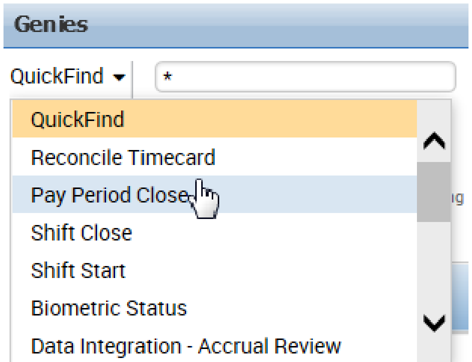
- **<u>Toggle</u>** through your timecards using the **<u>arrows</u>** to ensure that all employee time is correct.



- Once all time is verified, **<u>proceed to Step 2</u>**.

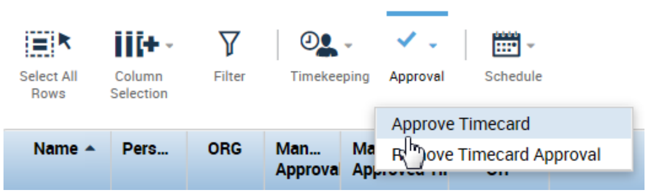
Step 2: Approve all timecards by using the following steps:

- Select **Pay Period Close** Genie from the list.

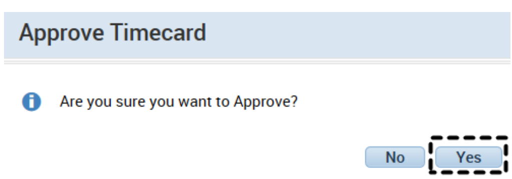


- Click **Select All Rows** icon.

- Click **Approval** – **Approve Timecard**.



- Click **Yes** to complete approval.



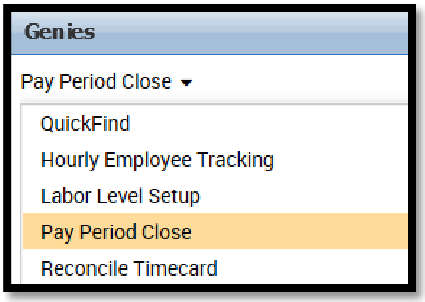
- Click **Refresh**.

- When the manager column is completely populated with your name, the approval process is done.

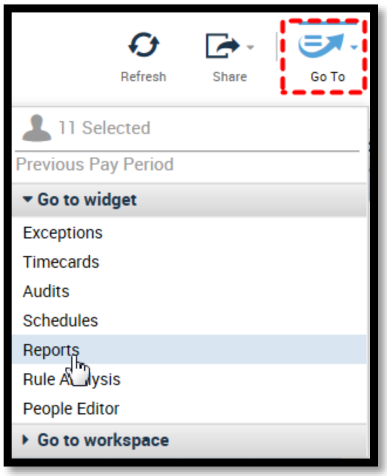
Name	Pers...	ORG	Man... Approva	Managers Who Approved Timecard
EXCEPTI...	3333	-	1	MANAGER - MIKE,...
MANAGE...	4444	-	1 (Pa...	MANAGER - MIKE,...
TIMESTA...	2222	-	1 (Pa...	MANAGER - MIKE,...

Reports

- Select Genie.



- Highlight the population that you wish to report on, Select All Rows or you may even choose to select a single record.
- Click **Go To** – Reports (the reports screen is the same as in previous versions)



- Select desired report type to run. Click the **+** sign to expand the menu.

- Click Run Report.

- Click **Refresh Status** until Status = **Completed**.

- With the report selected on the Check Report Status tab, Click **View Report**.