# Kronos Instructions for Employees

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Kronos Instructions for Employees

Log on to Kronos using your network user name and password (do not check the box for it to save your password, it will cause issues when it is time for you to change your password)

http://kronos/wfc/logon

Click on the MY Information tab

Select My Timecard
Click the drop down Arrow for the Time Period.

If you NEVER work the weekend, you may use Last Week.

If you ever may work the weekend, **DO NOT** use Last Week.

WTCSB work week is Monday – Sunday. The system default for a week is Saturday – Sunday. To get a clear picture of your worked time you must enter the date for the work week (Monday – Sunday) you wish to view by selecting the Range of Dates from the drop down calendar.
**Totals & Schedule** located in the lower left corner of the timecard reveals several things.

Account = Company/Division/Program/Position/Reports To
If transfers appear in the timecard, for each transfer their hours will appear on a separate account line.

Pay Code = All pay codes that appear in the timecard for the Time Period being viewed.

- **AllHourlyCodes** = hours worked (salary, leave, early release, regular and holiday. When viewing a work week, should always be at least 40 for full time employees.
- **Note**: if you have transfers, each budget will have an AllHourlyCodes line that must be added together to reach 40.

- If leave without pay appears, you must add AllhourlyCodes and LWOP together to reach 40.

- **AllHourlyCodes + LWOP** should never equal more than 40.

- Any hours appearing in AllHourlyCodes above 40 will be paid at straight time rate for non-exempt staff. Exempt staff will not be paid for any hours above 40.

- **PRNCodes** = Total number of PRN hours worked

- **Unapproved OT** = This will not be paid unless approved*

- **OT ST S** = Straight time portion of the overtime paid at Salary rate

- **OT ST H** = Straight time portion of the overtime paid at Hourly rate
• OT Prem = Half of the Salary or Hourly rate (the ½ of the time and a half)
Note: if both (OT ST H) and (OT ST S) appear a weighted average overtime will be calculated when processing payroll for the premium rate

Every salaried employee is paid 1/24 of their salary according the Payroll Period Work Weeks on the payroll schedule. (10th – 24th and 25th-9th)
Salary + Annual Leave + Sick Leave + Personal Leave + Holiday + Early Release = 86.67 on your check stub.
*You will never see 86.67 in your timecard. Pay period hours will vary depending on how many actual work days are in that pay period and your work schedule. Work Weeks should either be 80 or 120 depending on whether it is a 2 or 3 week period.

If you earn overtime or straight time, to match your paycheck stub with your hours in your timecard, change the time period to match the OT/ST Weeks column on the pay schedule.

However, on some occasions, these totals will not match. When the payroll period ends toward the end of a work week, (Usually Thursday or later) and you have already accumulated over 40 hours, the overtime will be split between the two pay periods. You will receive the OT ST S/H portion of the overtime immediately on the current pay check. The system will not pay the premium portion of the overtime until after the work week ends on Sunday to ensure that it should actually be paid at overtime rate.
If you are a full time employee but also hold an hourly PRN contract, you will be paid for all hourly hours according to the payroll period. Your overtime premium will be paid by the work week and will be calculated as a weighted average between your full time rate and hourly rate.

• Exceptions (red boxes) occur when you punch more than 15 minutes before or after your schedule, when you do not punch at all or when you are not scheduled.

• Reconciled timecards are due to payroll by the managers on Mondays by noon for the previous work week and by 10 am on the 10th and the 25th.

• Employees are required to approve their timecards at least once a week, after they have been reconciled by the manager.

If you still have exceptions in your timecard or you do not agree with your time, send the manager an email and copy payroll. bcordero@wtcsb.org and lmatthews@wtcsb.org

If you agree with the time, Approve your timecard for that work week. To do this,

From the timecard

Click on Approvals, select Approve
When viewing Accruals (Leave Balances), look at “Balance on Selected Date” column. This is the balance for the date highlighted in the timecard. If you select Today or Yesterday from the Time Period drop down box, then it is the balance for that day.
REQUESTING LEAVE FROM A COMPUTER OR PC

Please remember that just because you have requested leave does not mean it has been authorized. **Never just assume your leave has been approved.** You will receive an email that you have submitted leave. You will receive another email when that leave has been approved or rejected. **If you have not received an approval email, always check with your supervisor before you take the leave.**

Employees are encouraged to schedule appointments either at the beginning of their shifts or at the end of their shifts. When this can not be avoided and you must miss time in the middle of your shift, you must punch in/out when you leave and if you take a lunch plus use leave, you must also punch out/in for lunch. To request leave:

Click the My Information Tab

Select My Actions

Select Time Off Request for WTK
Click the drop down arrow next to Request Type and select the kind of leave you wish to request.

Click the drop down arrow for the calendar next to the start date and choose the day your leave will begin. Then choose the end date for your leave.

NOTE: You may select a range of dates as long as you do not have scheduled days off in between. Ex. You are scheduled to work Monday – Friday and wish to request Friday and Monday off. If you put Fridays date as the begin date and Mondays date as the end date, you will be charged leave for Saturday and Sunday even though you are not scheduled to work those days.
Also if you do not work the same number of hours for each shift, you must do separate leave requests for each day. Ex. You work 10 hours on Monday but 8 hours on Tuesday. If you request them together both days will either be charged 8 hours of leave or 10 hours of leave.

You can type a message for your manager if you wish. If you are requesting less than a whole day off, please put the time you will be coming in and/or leaving in the message. The email that the manager receives only states the date and the number of hours you are requesting. It is helpful for them to know at first glance that you are leaving early or coming in late.
Complete the Start Time your leave will begin. If taking the whole date, whatever time your shift should begin. If you are coming in late, leave begins at the beginning of your shift. If you are leaving early, the start time is whatever time you are leaving for the day.

Complete the hours per day. This is asking how many hours per day of leave you are requesting. If you are requesting a whole week, do not put 40 here. It will charge you 40 hours of leave for each day you have requested in your date range. For most employees, this will be 8. If you are coming in late or leaving early, put however many hours you will be gone from work.

Click Next

Click Save and Close

You will receive an email in your Outlook box and in your Kronos Inbox indicating that you have submitted a leave request. Your supervisor will also receive emails in both inboxes. **DO NOT assume the leave has been granted until you receive an approval in your inboxes.**
RECORDING YOUR TIME

There are terminals at each facility to record your time. You may use your staff ID to punch in/out from the terminals. The terminals are proximity readers, they can read your badge up to 6 inches from the terminal. Simply pass your badge in front of the terminal near the badge symbol. A beep will sound and your name and punch time should appear indicating a successful punch. If you hear a series of beeps and an error message appears, your punch time was not recorded. Wait 1 minute and try again. It can take up to 10 minutes for your punches to appear on your timecard either at the terminal or on the PC.

You may also record your time via Time Stamp from an agency computer with internet connection.

Log into Kronos

Select the My Information Tab

Select Time Stamp

Select Record Time Stamp
TRANSFERING USING THE PC

Any time you are asked to work outside your primary budget, you must transfer your time so that the proper budget pays for that time.

This is most common in Residential but can happen with other departments as well.

Transfers must occur whenever you have a full time position and also have PRN Contract position.

Log into Kronos

Select Time Stamp

Select the drop down arrow in the Transfers box and select Search

If you are only working for another budget but under the same supervisor, you only need to transfer your program.

Select the dial next to Program – A list will appear to the left with “Available Entries”

Click on the program you will be transferring into

Click OK

Select Record Time Stamp – This will clock you in under that program

If you are working all day in that program, simply clock out as normal. If you are going directly from that program back to your original program, you must transfer back to your normal budget using the same steps.
If you are transferring to a program that has a different supervisor, you will need to transfer the program and the Report to Position.

Follow the instructions above for Program, but before your click OK

Click on the dial next to Reports To Position – A list will appear to the left with “Available Entries” for the Reports To Position. You may need to ask the supervisor or payroll to determine the Reports To Position as these are listed by Program Number/ Kronos Position Title.

Select the appropriate Reports To Position

Click OK

Select Record Time Stamp

If you are a full time employee with a PRN contract, you MUST TRANSFER YOUR WORK RULE. If you do not, it will affect your pay.

Follow the step above to transfer the program and reports to. You may need to also transfer your position. For most residential contracts this will be 4175 Program Tech. Your supervisor or payroll will let you know which position you should be transferring into if needed.

After transferring your Program, Position and Reports To Position before you click OK, you MUST transfer your Work Rule. Most like to Hourly NExempt No Lunch. If this is different for any reason your supervisor or payroll will let you know.

Select the drop down arrow under Work Rule in the bottom left hand corner of the transfer pop up box.

Scroll down until you find Hourly NExempt No Lunch and select it

Click OK
On some rare occasions, you may also need to transfer your division. If you work for a mental health department for your full-time position and have a residential contract, you may need to transfer your division from MH to ID following the same steps as transferring your program.
TERMINAL INSTRUCTIONS

Most tasks that can be done using the PC can also be accomplished at the terminal.

The terminals are proximity readers. Your ID Badge will be used to clock in/out. The terminals can read badges up to six inches away. Hold or pass your ID Badge near the badge icon on the terminal. A beep will sound and your name and punch time should appear. If you hear a series of beeps and an error message appears, you punch time did not register. Wait 1 minute and try again. The clocks will not accept more than one punch per minute. Please keep in mind that it can take up to 10 minutes for your punches to be recorded and show up when you view your timecard.

View Your Schedule - press the blue button next to View Current Schedule. Hold or pass your badge near the badge icon. You will be able to view your schedule for the next 14 days using the blue arrow buttons.

View Your Timecard – press the blue button next to View Your Timecard. Hold or pass your badge near the badge icon. Select a Time Period by pressing the blue button next to the time period you wish to view. Use the blue arrow buttons to scroll through the timecard.

Read Messages – press the blue button next to Read Messages. Hold or pass your badge near the badge icon. Use the blue arrow keys to scroll through your messages. You can delete each one after you have read it when the Delete box is highlights and pressing down the gray return key at the bottom.

Approving The Timecard

Employees are required to approve their timecards at least once a week, after they have been reconciled by the manager.

If you still have exceptions in your timecard or you do not agree with your time, send the manager an email and copy payroll. bcordeo@wtcsb.org and lmatthews@wtcsb.org

If you agree with the time, Approve your timecard for that work week.

Press the blue button next to MORE….
Press the blue button next to Approve My Timecard
Hold or pass your badge near the badge icon.
Press the blue button next to Last Week
Use the blue arrow keys to view the timecard
When you reach the bottom, Approve will be highlighted. If you agree with the time
Press the gray return button at the bottom with the arrow pointing left on it.
REQUESTING LEAVE AT THE TERMINAL

Please remember that just because you have requested leave does not mean it has been authorized. Never just assume your leave has been approved. You will receive an email that you have submitted leave. You will receive another email when that leave has been approved or rejected. If you have not received an approval email, always check with your supervisor before you take the leave.

Employees are encouraged to schedule appointments either at the beginning of their shifts or at the end of their shifts. When this can not be avoided and you must miss time in the middle of your shift, you must punch out/in when you leave and if you take a lunch plus use leave, you must also punch out/in for lunch.

Press the blue button next to Time Off

Hold or pass your ID Badge near the badge icon

Use the blue down arrow to arrow past Comment Code (we are not using that at this time)

Leave Type – enter the code for the type of leave you wish to request.

111 = Annual Leave
112 = Personal Leave
113 = Sick Leave

Arrow down to From Date - enter the date your leave is to begin (you must enter the date in the correct format or you will receive an error message and have to begin all over again. MM.DD.YYYY

NOTE: You may select a range of dates as long as you do not have scheduled days off in between. Ex. You are scheduled to work Monday – Friday and wish to request Friday and Monday off. If you put Fridays date as the begin date and Mondays date as the end date, you will be charged leave for Saturday and Sunday even though you are not scheduled to work those days.
Also if you do not work the same number of hours for each shift, you must do separate leave requests for each day. Ex. You work 10 hours on Monday but 8 hours on Tuesday. If you request them together both days will either be charged 8 hours of leave or 10 hours of leave.

Arrow down to the To Date – enter the date your leave will end (if selecting less 1 shift or less, the To Date will be the same as the From date)

Arrow down to Hours Per Day (must be entered in 00.00 format or will be rejected and you will need to begin all over) this means the hours per day you are requesting. If you
are requesting all week and put 40 here, you will be charged 40 hours for each day requested.

Arrow down until Submit is highlighted and press the gray enter button.

Note: You may choose Add Another if you are requesting more than 1 day but it is not recommended. If you choose to use Add Another and you receive an error message, you will have to begin again from the beginning and re-enter each day you have requested prior to hitting Submit.

See Picture of Requesting Time Off
**TRANSFERS AT THE TERMINAL**

**Full time employees with an active PRN Contract**

Press the blue button next to MORE… (bottom right corner)

Press the blue button next to Hourly Non Exempt No Lunch

Press the blue button next to Reports To Position

Press the blue button next to List (bottom right corner)

Use the blue arrow key to scroll down to the supervisor you will be reporting to
Andrea Lane = 847PrgMgrChase    Spencer Slade = 846PrgMrgResFAR
Wanda Bates = 844PrgMgrResTNP   Fred Potter = 906ClSvMgrResWilk
Sherry Joyner = 845PrgMgrGab

If you are not transferring to Residential, your supervisor and/or payroll will tell you the title you should be transferring to.

Press the gray return button (arrow pointing left)

Use the blue arrow key to scroll down to Position

Press the blue button next to List

Use the blue arrow buttons to scroll down to 4175 Program Tech (If you are not transferring to Residential, your supervisor and/or payroll will tell you what position to transfer to.

Press the gray return button

Use the blue arrow key to scroll down to Program

Press the blue button next to List

Use the blue arrow key to scroll down to the Program you will be transferring to

Press the gray return button

Use the blue arrow key to scroll down to Enter Badge ID
Hold or Pass your badge near the badge icon. This punches you into the transferred program.

Simply hold/pass your badge near the badge icon to punch out.

If you are going straight from that program to another with no break in time or back to your primary program, you must transfer either before you leave the one program or when you arrive at the other.

**Transferring between programs only**

PRN staff must transfer programs every time they punch in.

If you work for a program that is not your primary, you must transfer your Program and may also need to transfer your Reports To Position if you will be working for a different supervisor.

Press the blue button next to Labor Transfer

Press the blue button next to Reports to Position
(If you do not need to transfer this, use the blue arrow key to scroll down to Program)

Press the blue button next to List

Use the blue arrow key to scroll to the Reports To Position you will be transferring to

Press the gray return key

Use the blue arrow key to scroll to Program

Press the blue button next to List

Use the blue arrow key to scroll to the Program you will be transferring into

Press the gray return key

Use the blue arrow key to scroll to Enter Badge ID

Hold or pass your badge near the badge icon. This punches you in.

Hold or pass your badge near the badge icon to punch out.
If you are going straight from one program to another you will need to transfer again either before you leave the first program or after you arrive at the next.