
Kronos Time Keeping System



Substitute Employees

Medford School District 549C
August 16, 2014


Help Contacts:


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This manual was created by *Michelle Scaffin* using *ComponentOne Doc-To-Help.™*

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All employees access timecard information, review/approve timecard, and request time off (enter leave requests) using Kronos.

District Access

To access Kronos from any District computer:

- Click the Kronos shortcut on your Desktop.



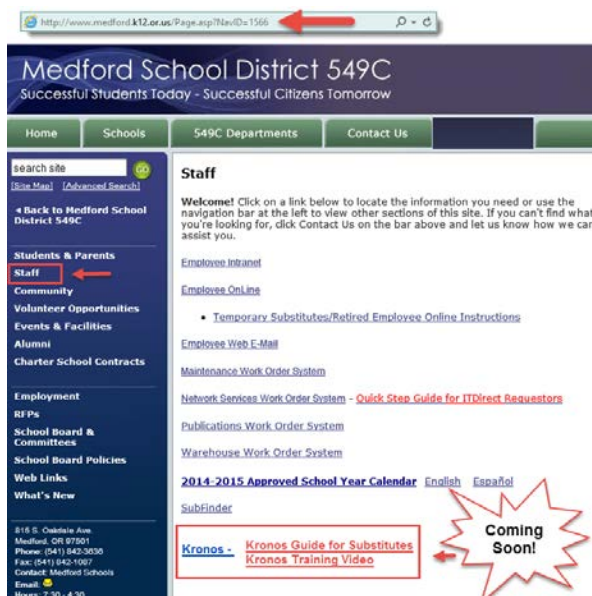
- You may also access the Kronos web address from Internet Explorer (while on a district computer that is on the network) by entering the following in the address bar:

<http://msdwc3.medford.k12.or.us/wfc/navigator/logon>



Home Access

Coming Soon! Kronos access from home will be available from the Medford School District **Staff** link page.





Log On

Your district network login (firstname.lastname and password) is your Kronos login.

Do not include your email extension (@medford.k12.or.us).

Passwords are case sensitive.


If you do not remember your network username or password, please contact your supervisor.

<p>User Name <input type="text" value="michelle.scaffin"/></p> <p>Password <input type="password" value="....."/></p> <p> Unsupported browser.</p>	<p>User Name <input type="text"/></p> <p>Password <input type="password"/></p> <p> An incorrect user name or password was entered. Please try again.</p>
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Lock Out

After three failed login attempts, there is a 15 minute lock out of your Kronos account.

After 15 minutes, your account will be unlocked.

 **User Account Lockout Page**
You have exceeded the maximum number of attempts to log on. Your user account is now disabled.
Please contact your system administrator to enable your logon.

After successfully logging on to Kronos, you'll be directed to the Employee Workspace screen.



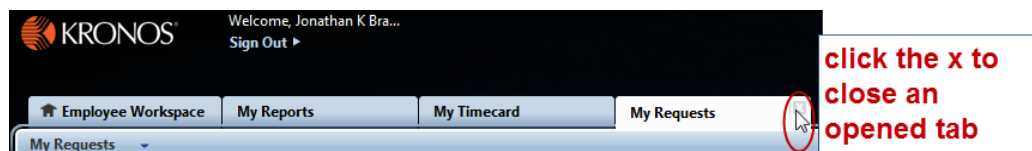
In addition to the Timestamp screen, there are 3 other links available through the Employee Workspace.

1. **My Timecard** – Displays all information about your time card. Punches, leave, comments, balances, overrides, etc.
2. **My Reports** – There are currently three (3) reports available:
 - a. Accrual Balances
 - b. Schedule
 - c. Time Detail
3. **Timestamp** – Punch in and out from your computer login.



Clicking a link opens a tab for that screen. You can leave tabs open and toggle between screens.

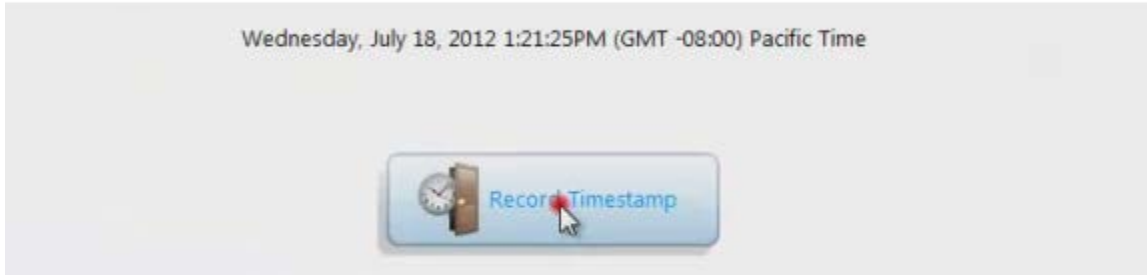
To close a tab, click the x



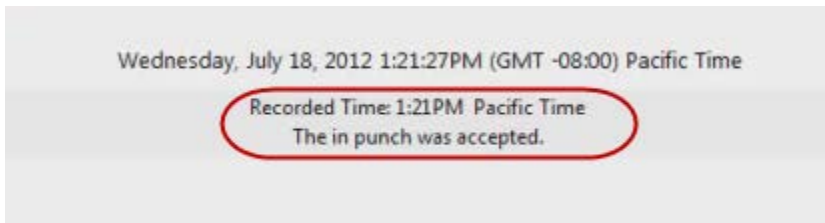
Timestamp

To enter a time card punch through your computer (as opposed to the time terminal):

1. Click on the **Timestamp** link.
2. Click the **Record Time Stamp** button.



3. Your time is recorded:



My Time Card

Below is a sample of the **MY TIMECARD** screen. There is a lot of information available on this screen. Most of it is read only, but you can make comments.

The various sections consist of:

1. Time Punches (with Time Punch Color Codes and comment icons)
2. Summary of hours for the week (Totals & Schedule tab)
3. Schedule – *Does not pertain to most Substitutes*
4. Various Commands
 - a. Actions (refresh, print)
 - b. Accruals – *Does not pertain to Substitutes*
 - c. Comment: Add/delete Comment, delete Note
 - d. Approvals: Add/Remove approval
 - e. Reports
5. Other Tabs:
 - a. Accruals (Leave balances) – *Does not pertain to Substitutes*
 - b. Audits (see all changes to data)
 - c. Comments (will only appear if there are comments)

MY TIMECARD
Loaded: 8:49AM

Name & ID: [Employee Name] [ID]
Time Period: Previous Pay Period

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	Date	In	Out	In	Out	Shift	Daily	Cumulative
X	Sat 3/05							
X	Sun 3/06							
X	Mon 3/07						8:00	8:00
X	Tue 3/08	7:30AM	5:08PM			8:45	8:45	16:45
X	Wed 3/09	7:48AM	3:30PM	4:00PM	5:28PM	9:15	9:15	26:00
X	Thu 3/10	7:49AM	12:13PM	1:14PM	5:23PM	8:45	8:45	34:45
X	Fri 3/11	7:49AM	2:00PM			6:15	6:15	41:00

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TOTALS & SCHEDULE ACCRUALS AUDITS COMMENTS

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Account	Pay Code	Amount	Wages
100/2661/00/112000/88/A/1/4173	Comp Time Earned	1.00	
100/2661/00/112000/88/A/1/4173	Reg	32.00	
100/2661/00/112000/88/A/1/4173	Vacation	8.00	

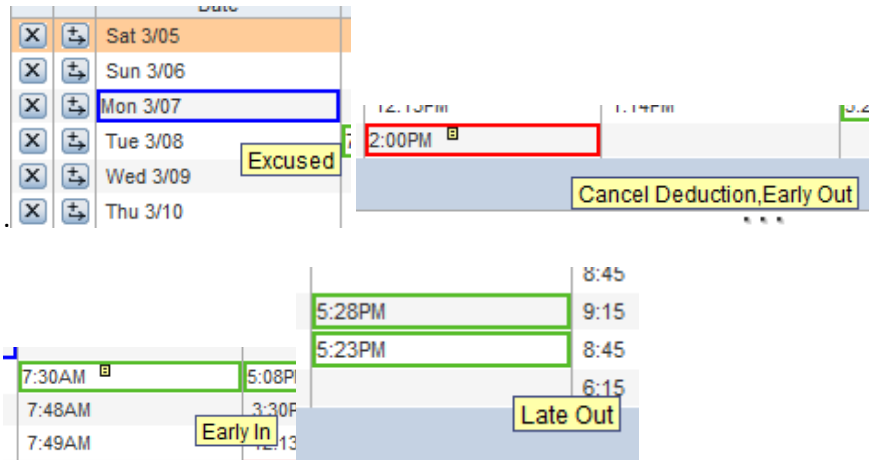
Date	Start Time	End Time	Pay Code	Amount
Sat 3/05				
Sun 3/06				
Mon 3/07	7:45AM	4:45PM		
Tue 3/08	7:45AM	4:45PM		
Wed 3/09	7:45AM	4:45PM		
Thu 3/10	7:45AM	4:45PM		
Fri 3/11	7:45AM	4:45PM		

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Time Punch Color Codes

Time punch overrides are outlined by specific color codes as defined below.

- **Blue** – Excused absence
- **Red** – Outstanding exception or Mealtime Deduction Override
- **Green** – Reviewed punch
- The symbol next to the 7:30 am designates a comment that was added.



HELPFUL

HINT

Hover your cursor next to a time stamp to get a tool-tip help display (as shown in yellow above).

Approvals (Approve Timecard)

Weekly 'Pay Period' processing

- a. In Kronos a **pay period** is one week, from **Saturday to Friday**.
- b. Each employee will need to review the **Previous Pay Period** (or prior week) time card and mark it approved.
 - i. On Monday, managers review time cards and make adjustments for leave, overtime and comp-time.
 - ii. On Tuesday, at approximately 11:00 AM, employees who have not approved their time card will get an e-mail reminding them to do it.

Approve TIMECARD from Kronos TimeCard Login

To approve your timecard from a computer:

1. Log into Kronos.
2. Click the My Timecard link.
3. From the **My Timecard** screen, set the time period to '**Previous Pay Period**'.
4. Once you have reviewed your timecard and it looks correct, you can approve it by clicking Approvals/Approve.

Employees will need to notify their office manager and/or supervisor *before* approving their timecard if adjustments need to be made.

The screenshot shows the 'MY TIMECARD' interface. At the top, there is a 'Name & ID' field and a 'Time Period' dropdown menu set to 'Previous Pay Period'. Below this is a navigation bar with 'Save', 'Actions', 'Accruals', 'Comment', 'Approvals', and 'Reports'. The 'Approvals' menu is open, showing 'Approve' and 'Remove Approval' options. A table below displays the time card for the week of 7/14 to 7/20. The table has columns for Date, Pay Code, In, Transfer, Out, and In. The 'In' and 'Out' times for Thu 7/19 and Fri 7/20 are highlighted in green. A red arrow points to the 'Approve' option in the 'Approvals' menu.

Date	Pay Code	In	Transfer	Out	In
Sat 7/14					
Sun 7/15					
Mon 7/16		6:46AM		4:00PM	
Tue 7/17		7:00AM		4:05PM	
Wed 7/18		6:59AM		4:01PM	
Thu 7/19		6:44AM		4:15PM	
Fri 7/20		7:02AM		4:02PM	

5. The approval time displays on the left.

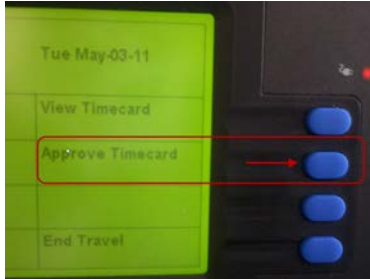
MY TIMECARD

Approved: 10:41AM

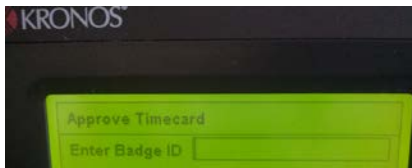
Approve TIMECARD from Kronos Time Terminal

You will need your badge with you to approve your timecard from one of the Kronos Time Terminals. To approve your timecard from the Time Terminal:

1. Press the '**Approve Timecard**' button (2nd button down on the Right)



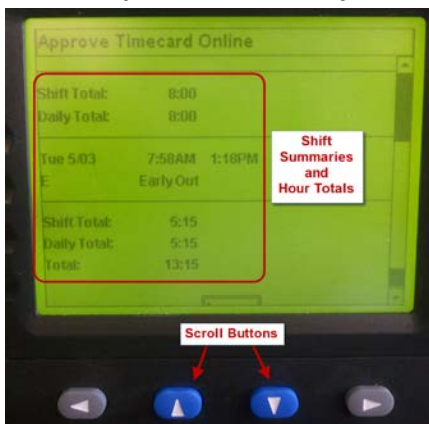
2. At the 'Enter Badge ID' prompt, **punch in using your badge** as you would normally do when clocking in.



3. Select the time period you wish to approve by **pressing the appropriate button**. The **Previous Pay Period** is the top left button.



4. Use the **Up/Down arrow keys** to scroll through and view your timecard hours.



5. To **approve** your timecard, **press the Enter** button.



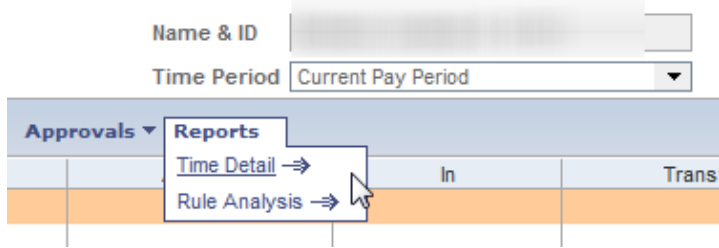
6. The **display** should read, "**Timecard Successfully Approved.**"

7. Press the 'Escape' button to **reset the Terminal**.



Contact your supervisor if you see an error or have any trouble approving your timecard through the time terminal.

Reports



The **Rule Analysis** report shows how your hours were calculated. It includes adjustments for the rounding rules, Overtime and any meal deductions changes.

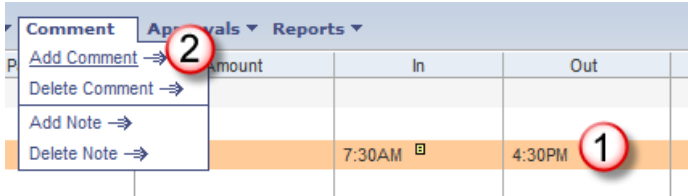
Time Period	3/05/2011	3/11/2011	Apply
1	3/05/2011 Saturday		Pay Period Start
2	3/06/2011 Sunday		
3	3/07/2011 Monday		
4	Pay Code Edits		
5	☐ Edit 1	Vacation 8:00	
10			
11	3/08/2011 Tuesday		
12	Shifts		
13	Shift 1	7:30AM - 5:15PM	
14	☐ Span 35	7:30AM [punch] - 1:30PM	[paid span]
25	☐ Span 36	1:30PM - 2:30PM	[unpaid span]
34	☐ Span 37	2:30PM - 5:15PM [5:08PM punch]	[paid span]
44			
45	3/09/2011 Wednesday		
46	Shifts		
47	Shift 1	7:45AM - 5:30PM	
48	☐ Span 38	7:45AM [7:48AM punch] - 3:30PM [punch]	[paid span]
59	☐ Span 39	3:30PM - 4:00PM	[unpaid span]
67	☐ Span 40	4:00PM [punch] - 5:30PM [5:28PM punch]	[paid span]
76			

You can click on the plus signs (+) to get more detailed information.

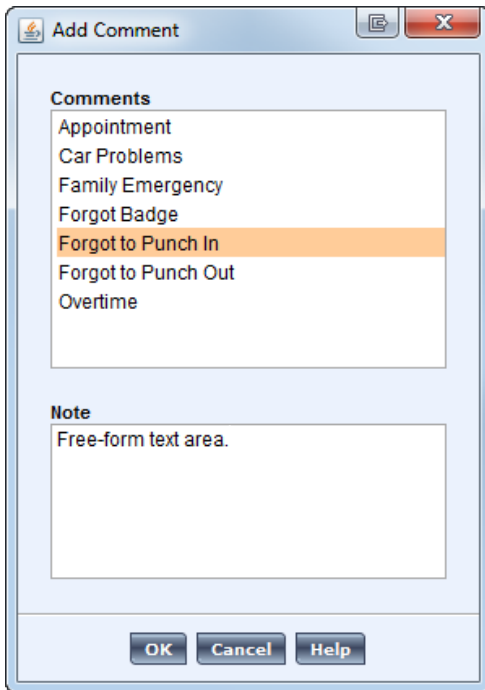
Comment

You can add a comment to any punch that doesn't already have one.

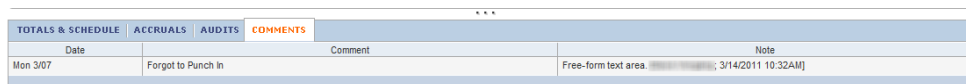
1. Click on the punch, and then select Comment/Add Comment:



2. An Add Comment dialogue box displays.
3. Select a pre-defined Comment (make suggestions about comments to your supervisor) and optionally enter a Note. Please Note, you cannot add a note at a later date.



4. Click, OK, then Save.
5. Your comment appears in the Comments tab.

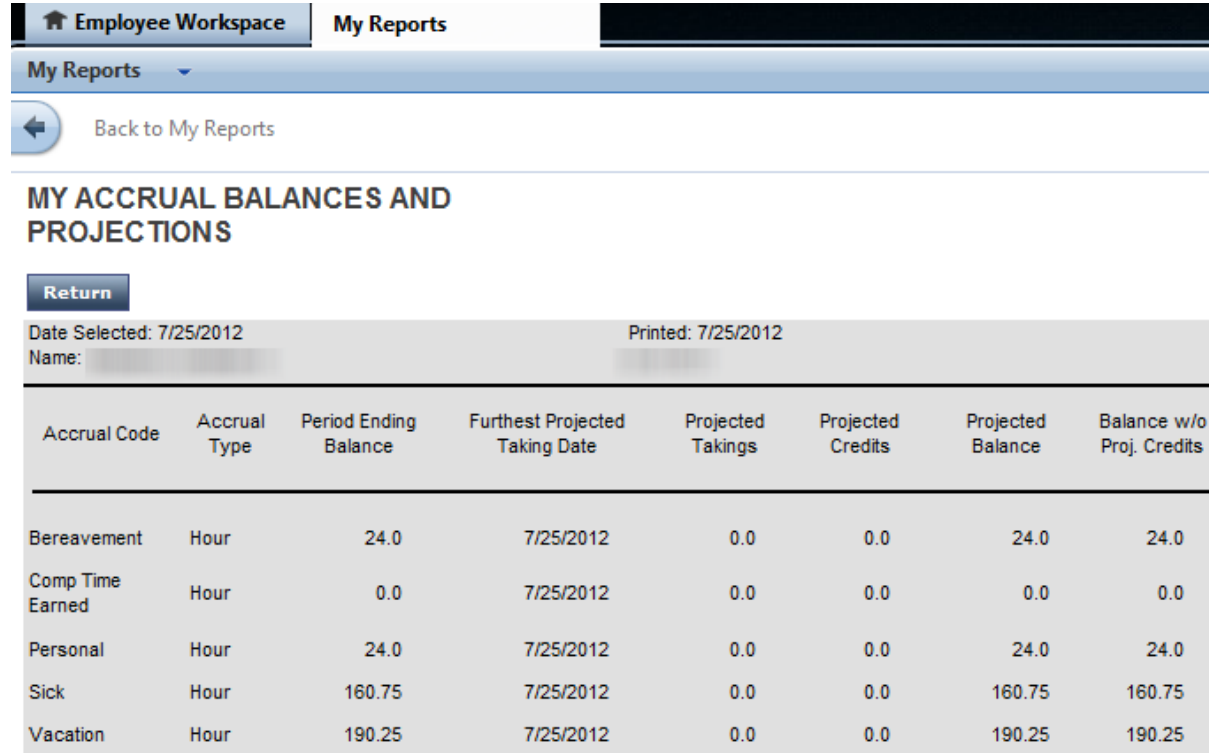


My Reports

Click My Reports from the Employee Workspace menu to view the reports available to you.

- My Accrual Balances and Projections
- Schedule
- Time Detail

The **MY ACCRUAL BALANCES AND PROJECTIONS** report shows a summary your accrual balances and projections for a specific date.



Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Bereavement	Hour	24.0	7/25/2012	0.0	0.0	24.0	24.0
Comp Time Earned	Hour	0.0	7/25/2012	0.0	0.0	0.0	0.0
Personal	Hour	24.0	7/25/2012	0.0	0.0	24.0	24.0
Sick	Hour	160.75	7/25/2012	0.0	0.0	160.75	160.75
Vacation	Hour	190.25	7/25/2012	0.0	0.0	190.25	190.25

The **SCHEDULE** report shows a summary of the week's schedule.

🏠 Employee Workspace
My Reports

My Reports ▾

←
Back to My Reports

SCHEDULE

Return

Time Period: Previous Pay Period Printed: 7/25/2012
 Dates: 7/14/2012 - 7/20/2012

Name:
 Primary Account(s): 7/07/2012 - forever GL2669/-/86/112/ELT1/-/None

Standard Hours:
 Daily: 0.0 Weekly: 0.0 Per Pay Period: 0.0

Day Date	In	Out	Shift Label	Shift Type	Pay Code	Amount	Transfer Work Rule	Shift Total
Comments					Transfer Account			
Mon 7/16	7:00AM	4:00PM	7:00 - 4:00	Regular				8.0
Tue 7/17	7:00AM	4:00PM	7:00 - 4:00	Regular				8.0
Wed 7/18	7:00AM	4:00PM	7:00 - 4:00	Regular				8.0
Thu 7/19	7:00AM	4:00PM	7:00 - 4:00	Regular				8.0
Fri 7/20	7:00AM	4:00PM	7:00 - 4:00	Regular				8.0
Totals:						0.0		40.0

Total Hours: 40.0

The **Time Detail** report shows a summary of the week's punches, along with comments.

Employee Workspace		My Reports								
My Reports										
← Back to My Reports										
TIME DETAIL										
Return										
Time Period: Previous Pay Period										Printed: 7/25/2012
Dates: 7/14/2012 - 7/20/2012										
Name					Pay Rule: Classified - Regular - 60 Min					
Primary Account(s):					7/07/2012 - forever GL2669/-/86/112/ELT1/-/None					
Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sat 7/14									0.0	
Sun 7/15									0.0	
Mon 7/16		6:46AM		4:00PM				8.0	8.0	
Tue 7/17		7:00AM		4:05PM				8.0	16.0	
Wed 7/18		6:59AM		4:01PM				8.0	24.0	
Thu 7/19		6:44AM	EV	4:15PM	LV			8.5	32.5	
Fri 7/20		7:02AM		4:02PM				8.0	40.5	
Totals						0.00	0.0	40.5	40.5	
Account Summary										
Account	Pay Code						Money		Hours	
GL2669/-/86/112/ELT1/-/None										
	Comp Time Earned								0.5	
	Overtime								0.0	
	Regular								40.0	
Pay Code Summary										
	Pay Code						Money		Hours	
	Comp Time Earned								0.5	
	Overtime								0.0	
	Regular								40.0	
Totals						0.00		40.5		

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