



COLLEGE OF THE HOLY CROSS

UKG/KRONOS COMPLETE USER GUIDE

From the Office of HR - HRIS
Kronos@holycross.edu

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ABOUT THIS DOCUMENT

This document is the user's guide for the College of the Holy Cross's implementation of the UKG/Kronos Time Management solution. The application is used to calculate an employee's pay and accruals. The contents of this document are organized **by role** in the following order:

- Employee: Recording and Management of Time
- Student Recording of Time
- Managing Time: Managers, Supervisors, Time Management Personnel

Employee: Recording and Management of Time

Employee: Recording and Management of Time

As an hourly nonexempt employee, daily time entry is required and necessary to process your pay. Recording your time daily is the recommended best practice and policy here at Holy Cross.

Depending on your access, there are 3 ways to access and use UKG/Kronos:

- Mobile Application
- Device/Clock
- Desktop Application

The way time is logged depends on which of these 3 access methods the user chooses and your user access. There are two major types of time entry:

- Time Stamp – also referred to as Punch
- Hourly – Timecard Entry

TIME STAMP/PUNCH – VIA DESKTOP APPLICATION

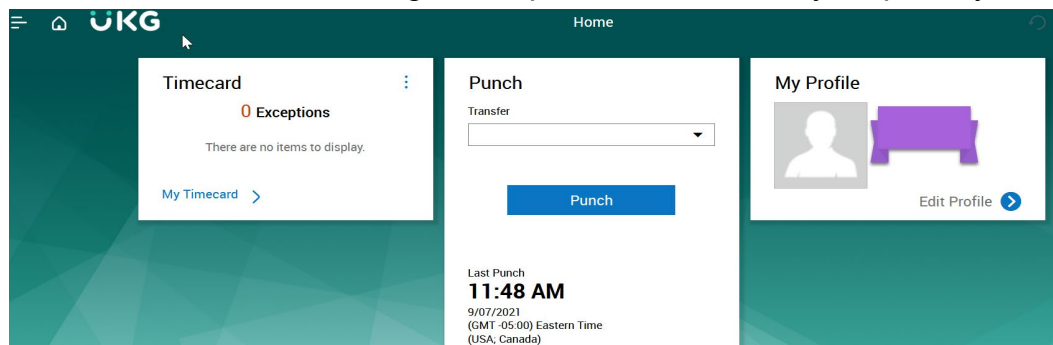
- Go to https://www.holycross.edu/faculty-staff*
- From the “Employee Resources” section, select [Kronos - Time Entry](#)
- This will open the window displaying the new UKG (Kronos) Dashboard.

**The UKG/KRONOS application will open automatically if you are logged into your HC Gmail account. If your Gmail is not open, sign in with your full email address and passphrase.*

Use the Punch Tile

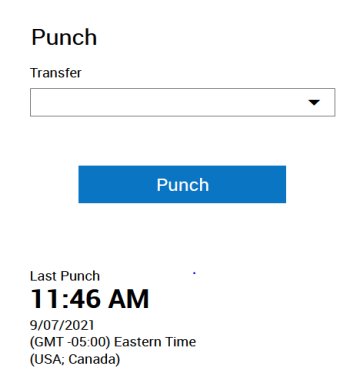
The Punch tile can be used to:

- Record in and out punches
- Transfer – When working in a department that is not your primary/home department



Record In and Out Punches

When working for in your primary/home department and want to record the start and end times for the time you are working, please select **Punch**



Punch

Transfer

Punch

Last Punch
11:46 AM
9/07/2021
(GMT -05:00) Eastern Time
(USA, Canada)

A green success message appears at the top, along with the time of the punch updated at the bottom. If you receive an error message, please send an email to Kronos@holycross.edu.

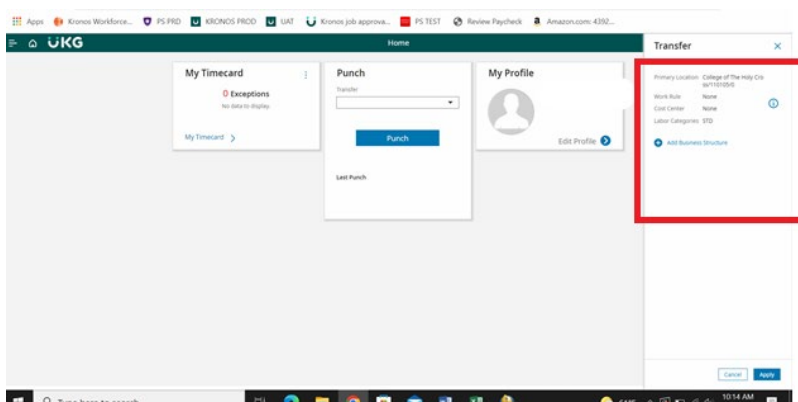
Transfer Feature –

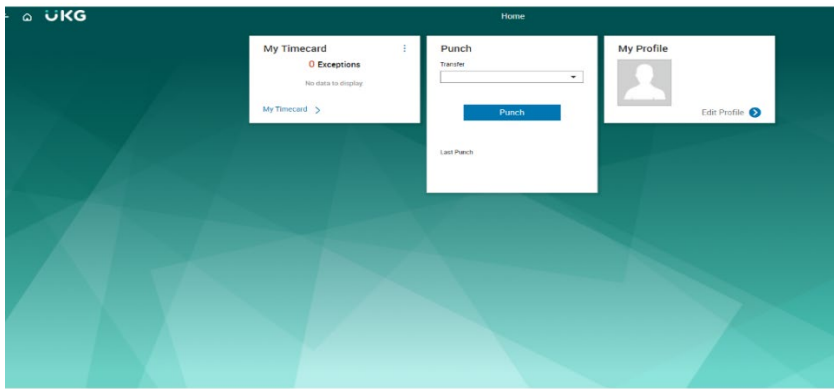
When working outside of your primary/home job department, it is **imperative** that you select the Transfer feature in the Punch tile. *Any time that is not transferred defaults to your primary/home department.*

IMPORTANT – You only have to select the Transfer feature **ONCE** at the start of work for that department.

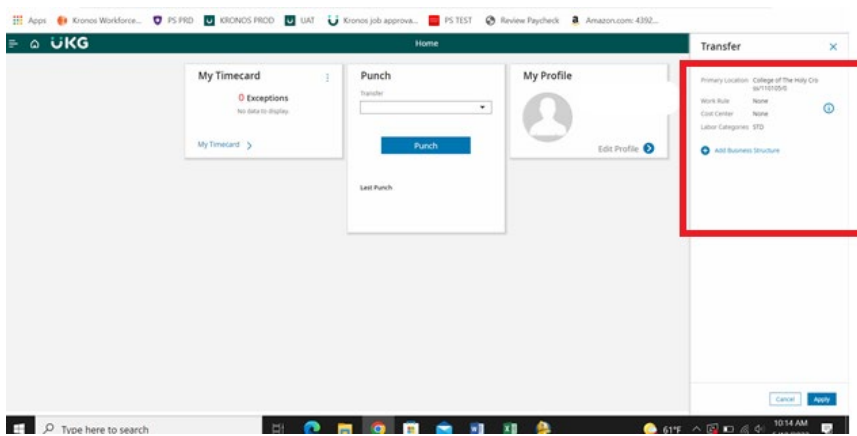
There are two ways to confirm your primary/home department as well as other departments you have been hired into:

1. When hired, an email is sent to your Holycross.edu account, that lists your primary/home department and any other jobs or departments you have been hired into.
2. Following the Transfer instructions in the above section, Employee: Recording and Management of Time Section, in the Transfer window, the primary/home department is listed.

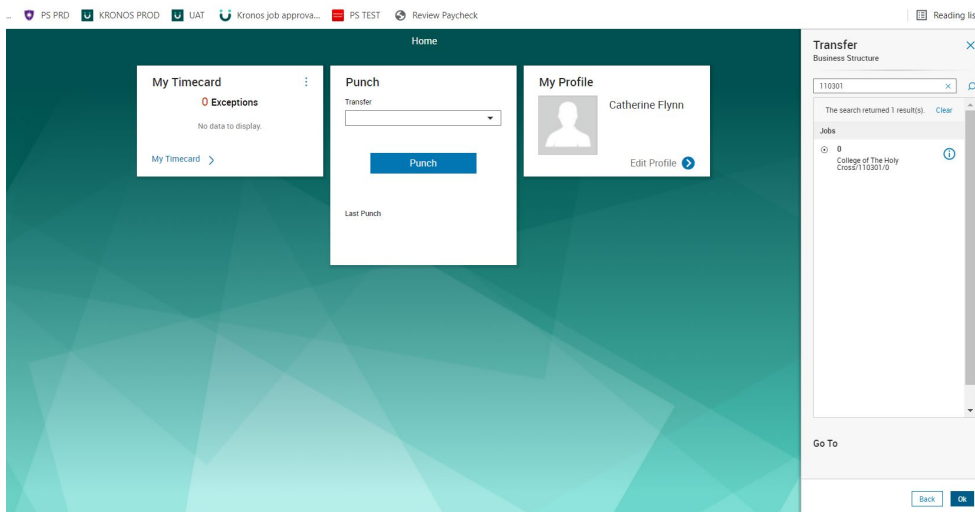




- Click Transfer
- Select More
- Expand the + Add Business Structure in the Transfer window



- Expand the + Add Business Structure in the Transfer window
- Type the department number you are working for
- Select the 0 record that appears
- Click OK



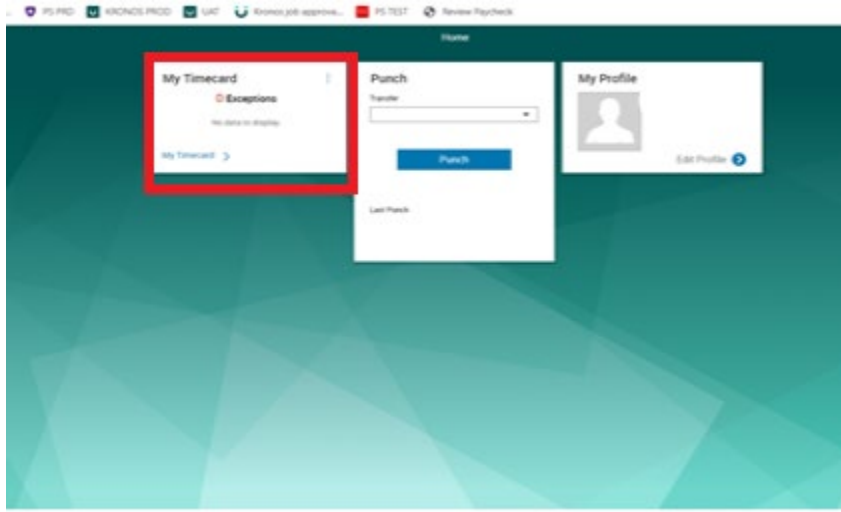
- Click Apply

Viewing Your Timecard

It is important to make sure all of the information in your timecard is correct. You should review and confirm that all of the time worked is recorded correctly, and that any hours worked outside of your primary/home department have the department noted in the Transfer filed on the timecard.

To View My Timecard.

- Click My Timecard. *Please Note – The default timeframe is the Current Pay Period. To view a different time frame, click the down arrow at top right where it says Current Pay Period and select a different time frame.*



Viewing Your Accruals

Benefit eligible employees accrue time for various types of time off. This time is stored and managed in UKG/Kronos. Accrual time outside of Sick time is available to take after your 90 day probationary period. Please review the Holy Cross handbook on the details regarding accruing time.

There are several ways to view your accruals:

- Accrual Tile on The Main Dashboard
- Accrual Link on The Timecard
- Contact Your Manager/Supervisor or Time Management Personnel Requesting the Accrual Detail Report with Running Balance

From the Timecard:

- Click the Accrual tab at the bottom of the timecard

The screenshot shows the UKG My Timecard interface. The top part is a weekly grid with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, In, Out, Transfer, Absence, Shift, Daily, and Period. The bottom part is an accruals table with columns for Accrual Code Name, Accrual Code Type, Available Balance, Accrual Reporting Period, Opening Vested Balance, and Ending Vested Balance.

| Accrual Code Name | Accrual Code Type | Available Balance | Accrual Reporting Period | Opening Vested Balance | Ending Vested Balance |
|-----------------------------|-------------------|-------------------|--------------------------|------------------------|-----------------------|
| PL Filtering Holiday Hourly | Hour | 15.00 | Sat 1/01 - Sat 1/20/19 | 0.00 | 15.00 |
| PS Personal Time | Hour | 0.00 | Sat 1/01 - Sat 1/20/19 | 0.00 | 0.00 |
| Perked Attendance | Hour | 0.00 | Sat 1/01 - Sat 1/20/19 | 0.00 | 0.00 |
| SIC Sick Hourly | Hour | 24.00 | Sat 1/01 - Sat 1/20/19 | 0.00 | 24.00 |
| TDR Time Due | Hour | 0.00 | Sat 1/01 - Sat 1/20/19 | 0.00 | 0.00 |
| VMP Vacation Days Hourly | Hour | 32.01 | Sat 1/01 - Sat 1/20/19 | 0.00 | 32.01 |

Shading/Colors on Timecard

At times, you may see a timecard shaded in various colors. The colors that appear and what they represent are as follows:

- Yellow background - Timecard approved by employee but not by manager.
- Light Purple background - Timecard approved by manager but not by employee.
- Green Background - Timecard approved by both employee and manager.
- Grey Crosshatch - Timecard has been signed off.
- Blue Background - Totals. Totals cannot be edited.

Yellow background

Timecard approved by employee but not by manager.

Light purple background

Timecard approved by manager but not by employee.

Green background

Timecard approved by both employee and manager.

Gray crosshatch

Timecard has been signed off.

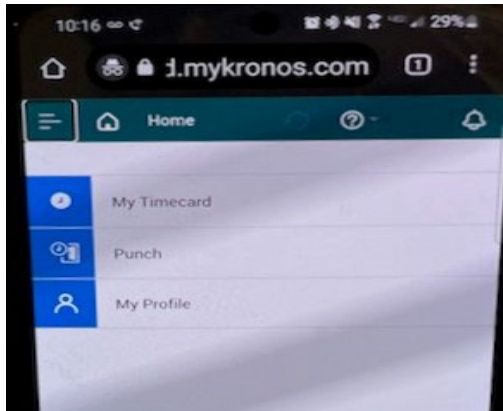
Blue background

Totals. Totals cannot be edited.

USING THE MOBILE APP

You are able to complete the following transactions when using the mobile app. Please follow the same steps as outlined above for the corresponding features:

- Punch Feature - Record In and Out Punches and To Complete a Transfer
 - View Your Timecard and Accruals
- From Your Mobile Device Go to <https://www.holycross.edu/faculty-staff>
 - From the “Employee Resources” section, select **Kronos Time Entry**
 - The following menu will appear



VIA THE CLOCK/DEVICE

The UKG/Kronos devices are touchscreen and located throughout campus. If you require assistance locating a device, please follow up with the hiring supervisor/manager.

You are able to complete the following transactions at the clock/device:

- Swipe - Record In and Out Punches and Completing a Transfer
- View Your Timecard and Accruals

Swipe – Recording Time

To record the start and end times for the time you are working, you need to swipe in and out. If working for your primary/home department, you should swipe at the start and again at the end of work.

- Swipe your badge on the right hand side of the clock/device

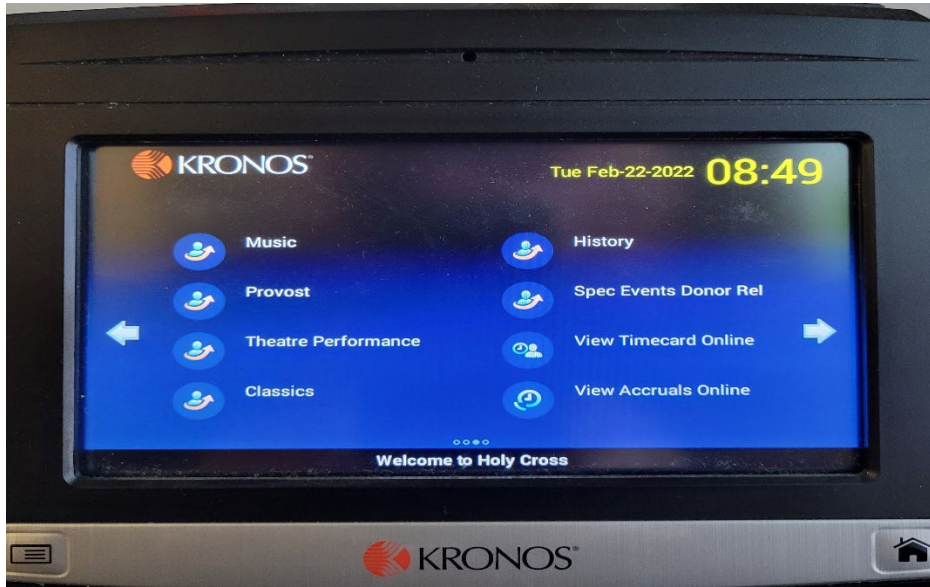
Transfer Feature

When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. To identify your primary/home department and other departments you have been hired into, please see the FAQ section at the end of this document. *Any time not transferred defaults to your primary/home department.*

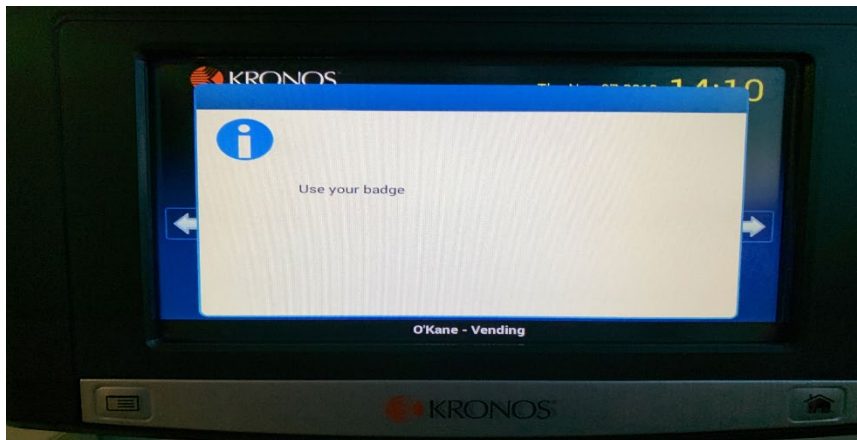
IMPORTANT – You only have to select the Transfer feature **ONCE** at the start/in of work for that department.

- Using the touchscreen, use the left and right arrows at the bottom of the screen to locate the department you are working in

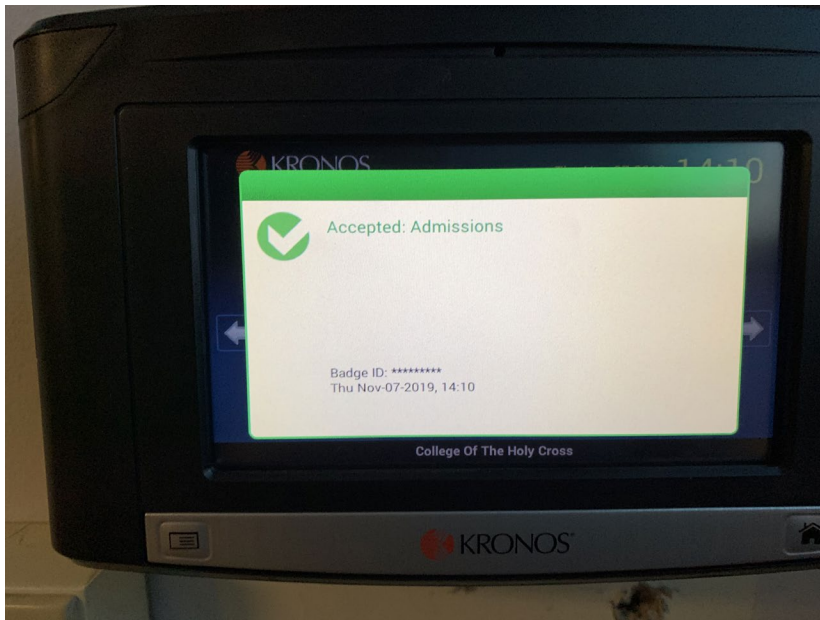
- Press the icon for the department you are working in



- A message to swipe will appear
- Swipe your badge



You will receive an Accepted message



Viewing Your Timecard

It is important to make sure all of the information in your timecard is correct. You should review and confirm that all of the time worked is recorded correctly, and that any hours worked outside of your primary/home department have the department noted in the Transfer filed on the timecard.

To review the time recorded on your timecard using the touchscreen, right arrow to the **My Timecard** option.

Viewing Your Accruals

Benefit eligible employees accrue time for various types of time off. This time is stored and managed in UKG/Kronos. Accrual time outside of Sick time is available to take after your 90 day probationary period. Please review the Holy Cross handbook on the details regarding accruing time.

There are several ways to view your accruals

- My Accruals Current Balance
- My Accruals Available Balance
- Contact Your Manager/Supervisor or Time Management Personnel Requesting the Accrual Detail Report with Running Balance

NEW IN 2022 - Pilot Summer Hours and Compressed Work Week Time Management

The College is instituting a pilot Summer Hours and Compressed Workweek Policy for the summer of 2022 for benefits eligible full-time administrative and hourly staff (i.e., staff who work at least 27.5 hours a week/40 weeks per year) for the period from July 11th to August 19th, 2022. Please see the detailed policy and FAQ <https://www.holycross.edu/human-resources/benefits-and-services/time-time-away>.

Hourly/Nonexempt employees should review their schedules for the above defined timeframe to ensure that their schedule supports the policy. In addition, you must review your timecard totals each week, ensuring the total matches your regularly scheduled weekly number of hours to avoid missing pay.

Please see your Supervisor, Manager or Time Management Personnel to make the update to your timecard.

TIME OFF REQUESTS – HOURLY/NONEXEMPT AND SALARY/EXEMPT EMPLOYEES

The UKG/Kronos system allows certain users the ability to submit and manage requests for time off. Time Off Requests can only be created for time within the current pay period and/or future dates. The Request for Time Off can be completed using all 3 input methods previously covered in this document.

The following instructions can be used to either:

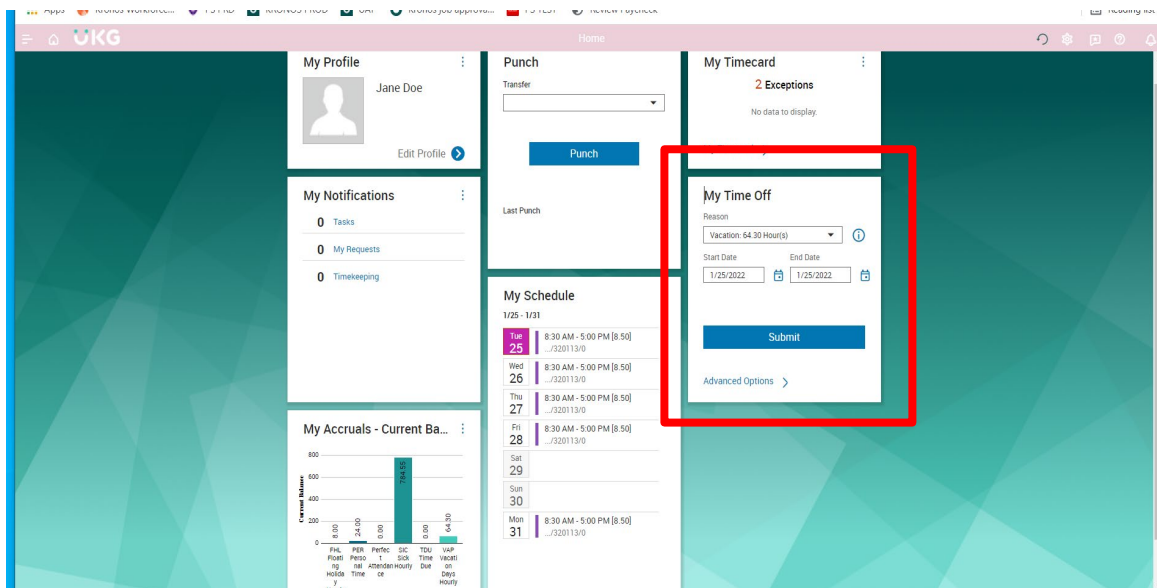
- Request a full day – according to your schedule* if non-exempt and if exempt 8 hours*
- Request a number of hours/duration – if you are looking to take less than your scheduled/normal daily hours

PLEASE NOTE – ONLY APPROVED TIME OFF REQUESTS WILL APPEAR ON AN EMPLOYEES TIMECARD AND NOTED IN PURPLE. Employees and Managers should review requests frequently and in advance to the date of the request to make sure they have been processed, i.e. approved, refused, cancelled, etc. Please see the section below titled **Reviewing and Taking Action on Requests – Details and Status - Notifications-Control Center** on instructions to access and view requests.

Requesting Time Off - Full Day(s)

If you would like to request a time off for a full day, please follow the steps below.

- From the main UKG/Kronos landing page and the My Time Off tile:



- Select the drop down for Reason and choose the type of time off you want to take.
- Select the start and end dates
- Click Submit

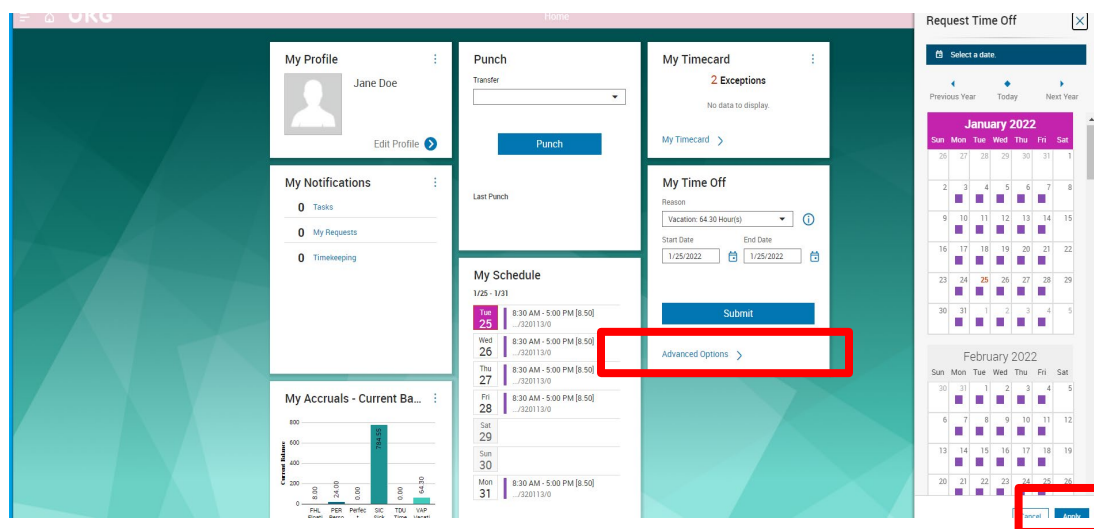
*Please note: for those who are hourly and have a work schedule, the number of hours will default to the number of scheduled daily hours. For salaried employees, the hours will default to 8. If you are salaried and your hours per day are different than 8, you need to submit a duration time off request

as noted below. The request will flow to whichever immediate supervisor/manager is assigned to you in UKG/Kronos. Please see the **Reviewing and Taking Action on Requests – Details and Status - Notifications-Control Center** section below to learn about reviewing your requests details and status.

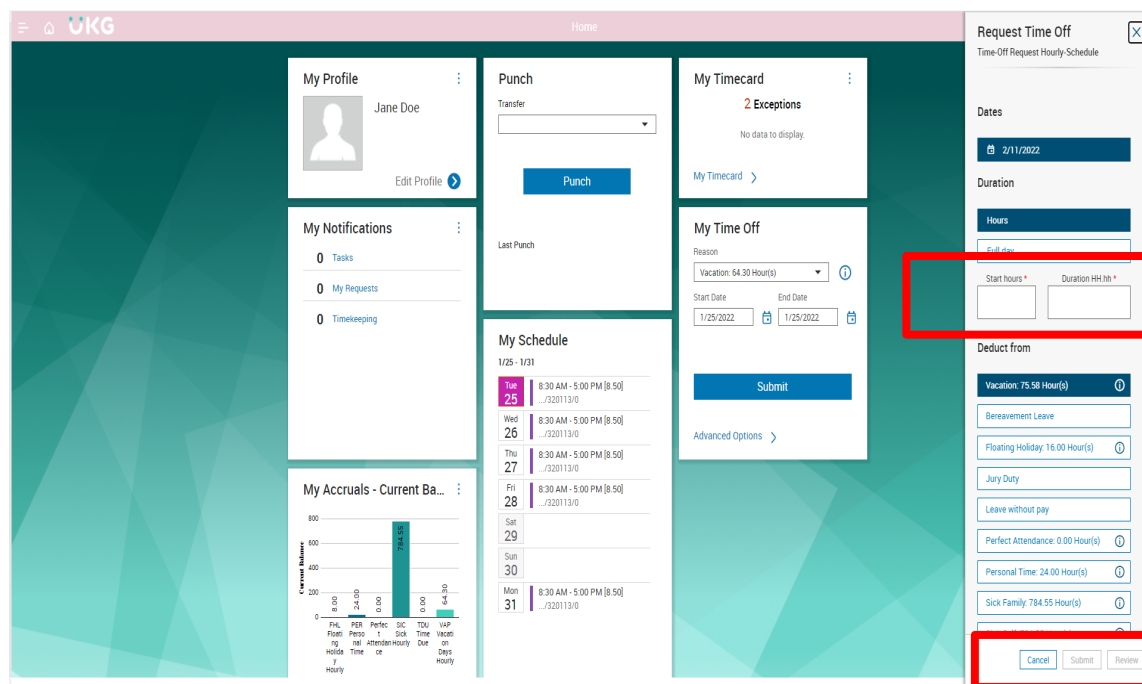
Requesting Time Off – A Number of Hours/Duration

If you should need to request less than the number of hours you are scheduled to work per day/a specific duration of time, you have the option to identify the specific number of hours you are requesting to take.

- From the main UKG/Kronos landing page and the My Time Off tile:
- Select the Advanced Options



- Select the date you are requesting to take time off and click Apply



- Enter the start time of when you are requesting to be off and the total number of hours you want to take

- Click Submit. This will send the request to whichever immediate supervisor/manager is assigned to you in UKG/Kronos.

FOR EMPLOYEES WHOSE LUNCH IS AUTO DEDUCTED

If the number of hours is less than your normally scheduled daily hours and you are requesting the number of hours to be over 6, the auto deduct for lunch will apply.

PLEASE NOTE – for all hourly/nonexempt employees, a schedule must be assigned to the employee. If not, the number of hours for the time request will be 0. If your schedule is incorrect, the number of hours processed will be wrong and your pay could be impacted. To confirm your schedule is correct, view your schedule by accessing My Timecard or the Schedules section located further down in this document. Please see your immediate supervisor/manager and or admin to correct your schedule.

Reviewing and Taking Action on Requests – Details and Status

There are two ways to view your Requests for Time Off. For Employees you can do so by accessing the Notifications-Control Center or the My Calendar option, which is covered in the Schedules section later in this document.

Notifications Control Center

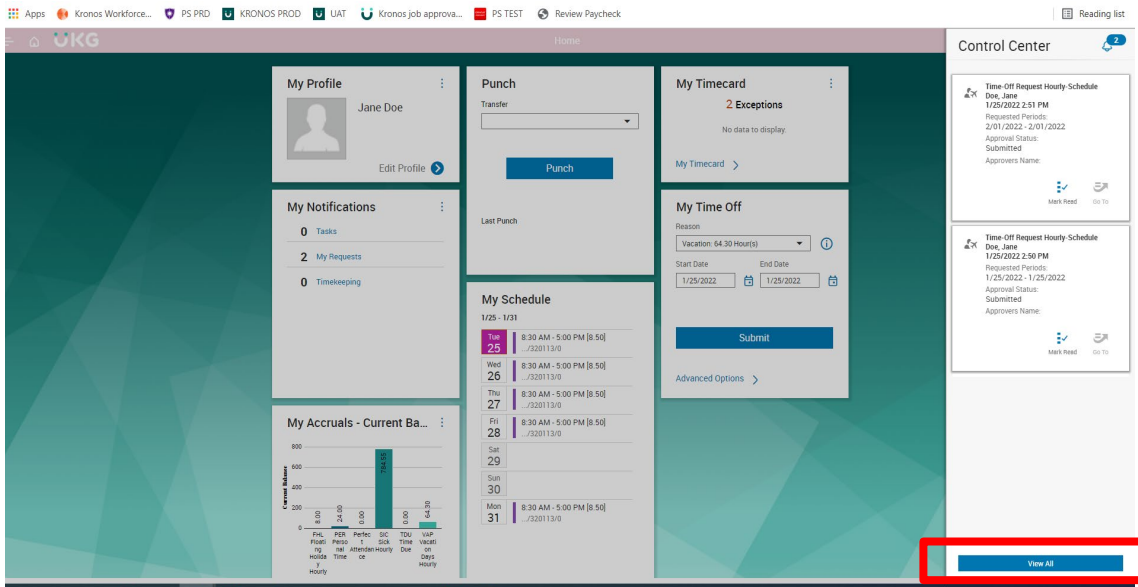
The Notifications Control Center provides you the ability to view the details and status of requests. In addition, once you have a request selected, you have the ability to complete various actions to process the request.

- Click the Bell Icon in the top right hand corner

The screenshot shows the UKG Kronos user interface. In the top right corner, a bell icon is highlighted with a red box, indicating where to click for notifications. The main dashboard includes several sections: 'My Profile' for Jane Doe, 'My Notifications' showing zero tasks, requests, and timekeeping items, 'My Accruals - Current Balance' with a bar chart, 'My Schedule' for the week of 1/25-1/31, a 'Punch' section, 'My Timecard' showing two exceptions, and an information popup that states 'Information: Your time-off request has been submitted' with details for a 64.30-hour vacation request from 1/25/2022 to 1/25/2022.

The Control Center Summary will appear, providing you a brief summary of your requests. To see further details:

- Select View All

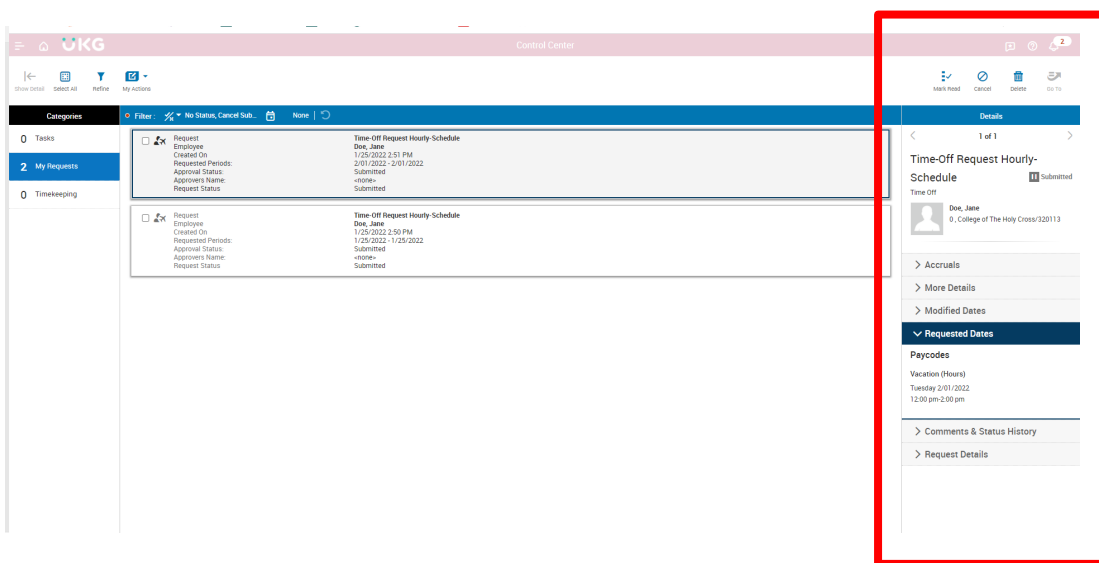


- Please select the appropriate menu item:
 - My Requests for your own requests
 - Employee Requests for requests from your employees.

Note –the name of the **approver will be blank and remain blank until the request is approved.**

The system is set to route time off requests to the employee’s immediate supervisor/manager whom they report in the UKG/Kronos system. Please follow up with who you report to in order to make sure they have received the notification and/or can see your request for time off in the control center as noted here in this document.

Note: Employee Requests will **only** appear as a menu option if your profile in UKG/Kronos is set to a Manager.



- Click the box for the specific request you want to view or take action on. This will provide you the detailed view pane, allowing you to see further details of the request.

Take Action and Process a Request – Approve, Add Comments, Edit, Refuse, Cancel

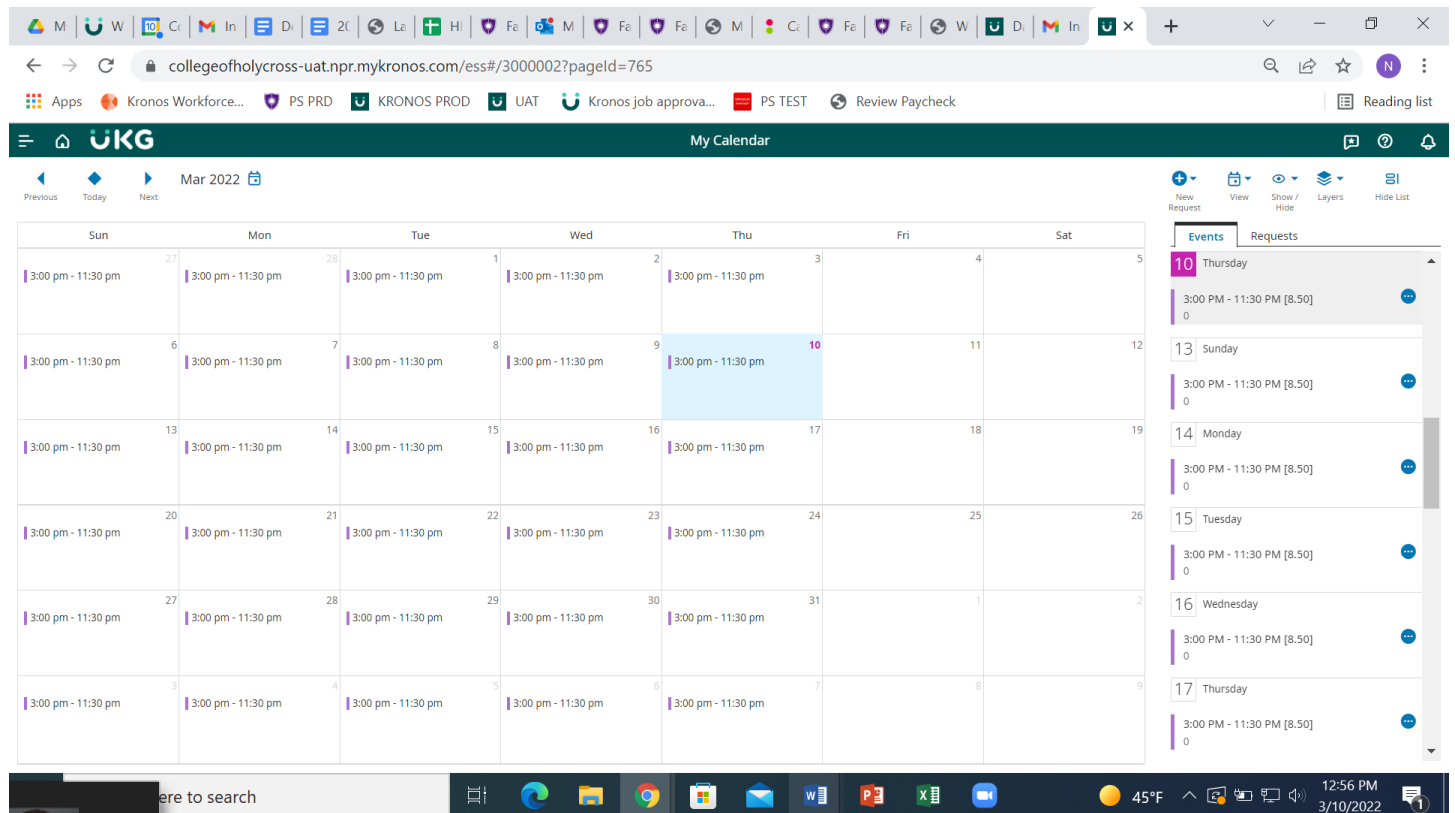
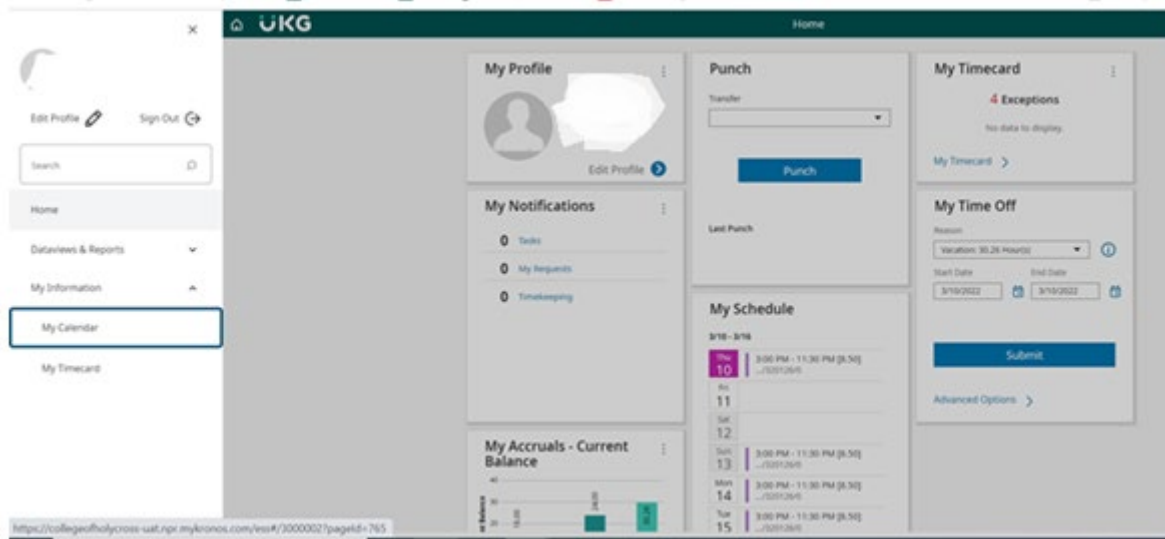
The functions above will appear based on your UKG/Kronos profile and the status of the request. By clicking the box next to the request, the available actions will appear. Here is a breakdown of all of the action functions available depending on the status of the request and your profile settings:

- Mark as Read – will remove the notice in the notification center and it will no longer appear.
- Approve – will approve the request. Note: only approved requests appear in the employee's timecard and will be noted in purple.
- Refuse – will refuse the request.
- Add Comments – will allow comments to be made to the request.
- Edit – will allow edits to be made to the request.
- Cancel – will cancel the request and replenish the hours if the request was approved and the date has not passed.
- Delete – this will **ONLY** delete the notification.

Viewing My Schedule – via My Calendar

From the Main UKG/Kronos Page

- Select My Information and Calendar



You are also able to view your Time Off Requests through your calendar.

- Click the Request tab
- Click the Eye icon to see requests based on status
- Icons for the valid actions you can take will appear

1000002

UAT Kronos job approva... PS TEST Review Paycheck Reading list

UKG My Calendar

Previous Today Next 2.

Sun27 Mon28 Tue1 Wed2 Thu3 Sat5

Sick Self (In Progress)

8:00 am
9:00 am
10:00 am
11:00 am
12:00 pm
1:00 pm
2:00 pm
3:00 pm
4:00 pm

Show / Hide

- Holiday
- In Progress Time-Off Requests
- Paycodes
- Shifts
- Schedule Tags
- Transfers
- Approved Time-Off Requests

My Calendar

Wed2 Thu3 Fri4 Sat5

Time-off

Time-Off Request Hourly-Schedule - Cancelled

Vacation Full Day 2/06

Time-Off Request Hourly-Schedule - Submitted

Sick Self Full Day 2/28

Time-Off Request Hourly-Schedule - Cancelled

Vacation Full Day 3/04

Timecard Color Shading

At times you may see a timecard shaded in various colors. The colors that appear and what they represent are as follows:

- Yellow background - Timecard approved by employee but not by manager.
- Light Purple background - Timecard approved by manager but not by employee.
- Green Background - Timecard approved by both employee and manager.
- Grey Crosshatch - Timecard has been signed off.
- Blue Background - Totals cannot be edited.

| | |
|-------------------------|---|
| Yellow background | Timecard approved by employee but not by manager. |
| Light purple background | Timecard approved by manager but not by employee. |
| Green background | Timecard approved by both employee and manager. |
| Gray crosshatch | Timecard has been signed off. |
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**STUDENTS
RECORDING OF TIME**

STUDENTS: RECORDING TIME

As a student employee, you are required to record your hours each time you start and finish working here at Holy Cross. You are also required to perform a Transfer at the start of any work that is outside of your primary/home department.

System of Record and Access

The UKG/Kronos system is the system of record that is used for time management. This is the source that collects and processes your hours that are then sent to payroll for processing. There are 3 ways to use the UKG/Kronos system:

- Mobile Application
- Device/Clock
- Desktop Application

Access to the system is controlled via single sign on and authenticated via your Holy Cross Google account. Please make sure that you are logged in to Google/Gmail before accessing the UKG/Kronos system. If not, you will need to sign in with your full email address and passphrase.

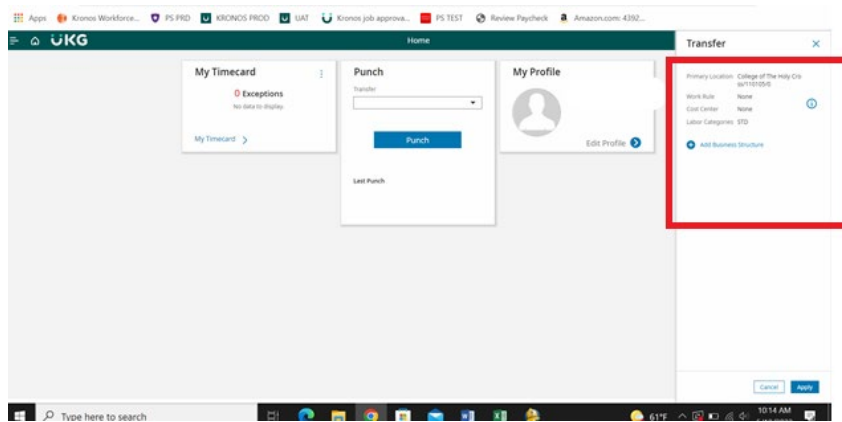
- From the Holycross.edu site, select Audience, Faculty and Staff or click <https://www.holycross.edu/faculty-staff>
- From the “Employee Resources” section, select **Kronos Time Entry**

Primary/Home Department and the Other Departments I Have Been Hired In

Student employees at Holy Cross can be hired to work in a multitude of jobs and departments across multiple semesters. The system used to process your hours and pay are set up to support that business requirement, and ensures hours are billed to the correct departments from a Finance perspective.

There are two ways to determine what your Primary/Home department is.

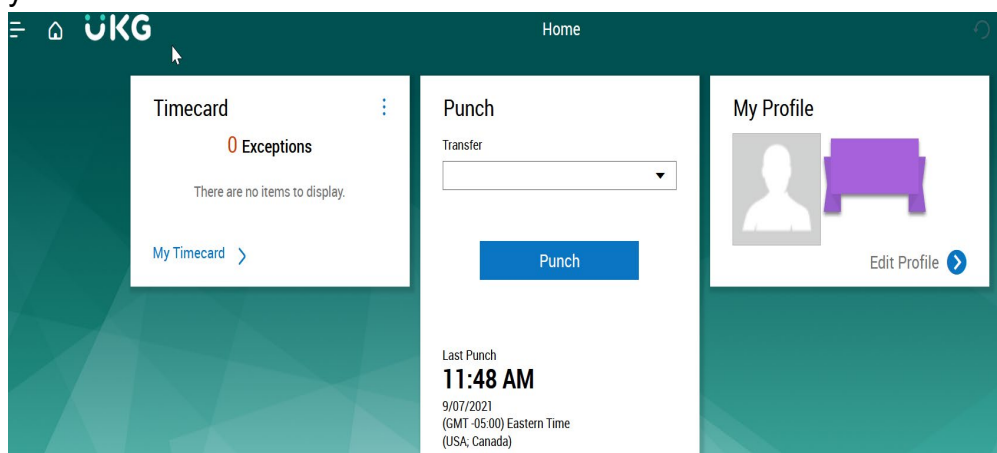
1. Each time you are hired for a job, an email is sent to your Holycross.edu account that lists your primary/home department as well as any other jobs and departments you have been hired in.
2. When using UKG/Kronos to log your time and perform a transfer, the primary/home department is listed in the Transfer Window.



If you have forgotten to perform a Transfer at the start of working for a department outside of your primary/home department, please contact that job's hiring supervisor/manager. You can also view your Timecard and the Transfer column for that day. Instructions on how to do so are described later in this document.

Recording Time – Using the Desktop Application

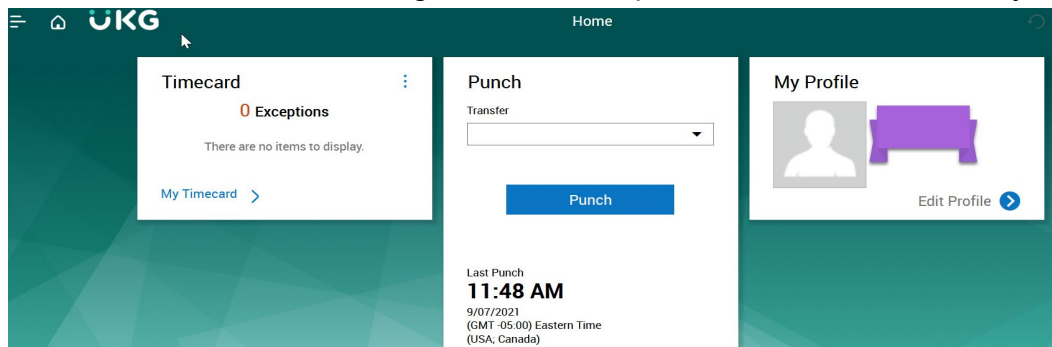
When accessing the UKG/Kronos system using the desktop version of the application, the first page you will see is as follows:



Use the Punch Tile

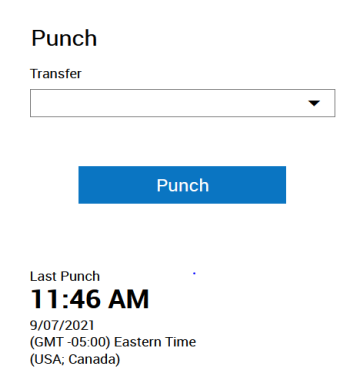
The Punch tile can be used to:

- Record In and Out Punches
- Transfer – When Working in Another Department than Your Primary/Home Department.



Record In and Out Punches

When you are working for your primary/home department and want to record the start and end times for the time you are working, please select **Punch**



Punch

Transfer

Punch

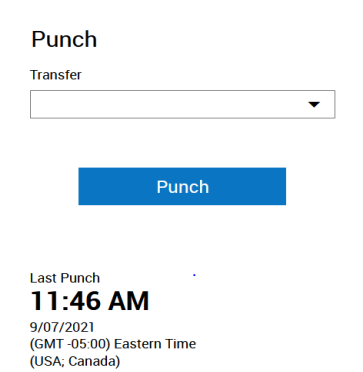
Last Punch
11:46 AM
9/07/2021
(GMT -05:00) Eastern Time
(USA, Canada)

A green success message appears at the top, along with the time of the punch updated at the bottom. If you receive an error message, please send an email to Kronos@holycross.edu.

Transfer Feature –

When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. *Any time not transferred defaults to your primary/home department.*

IMPORTANT – You only have to select the Transfer feature **ONCE** at the start/in of work for that department.



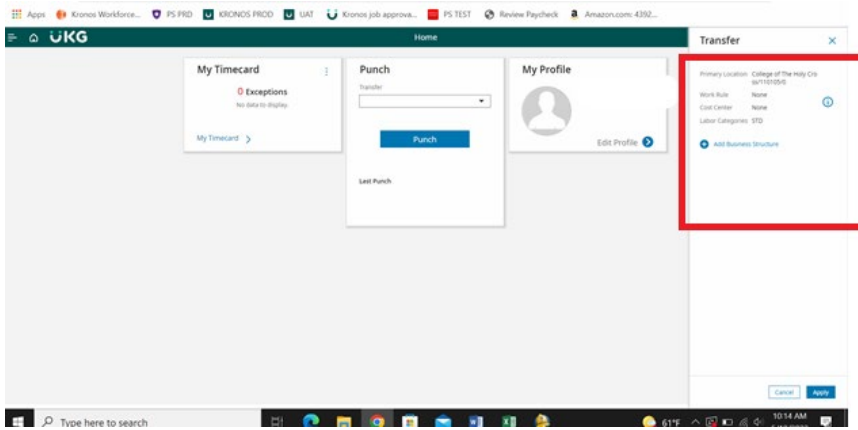
Punch

Transfer

Punch

Last Punch
11:46 AM
9/07/2021
(GMT -05:00) Eastern Time
(USA, Canada)

- Click Transfer
- Select More
- Expand the + Add Business Structure in the Transfer window

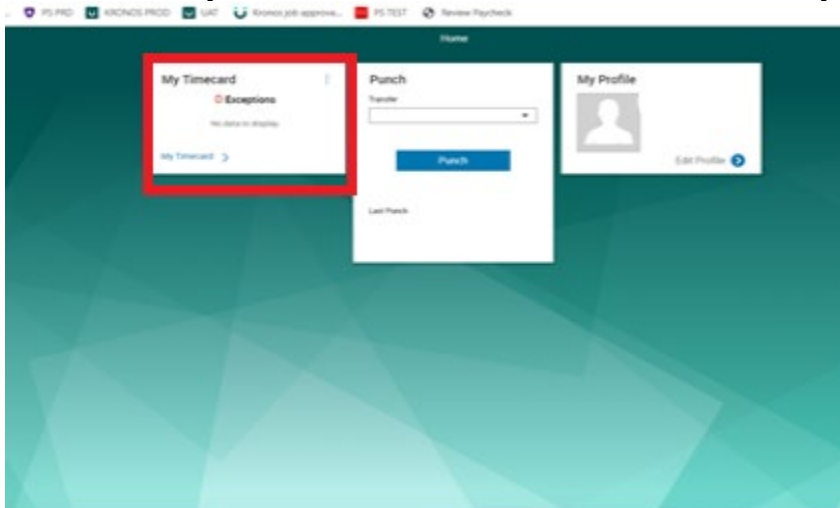


- Type the department number you are working for
- Select the 0 record that appears
- Click OK

View Timecard

To make sure you have all of your time recorded and have transferred your time correctly, you should review your Timecard for the days you want to validate.

- Click My Timecard. It will default to the Current Pay Period.



- To view a different time frame, click the down arrow at top right where it says Current Pay Period and select a different time frame.

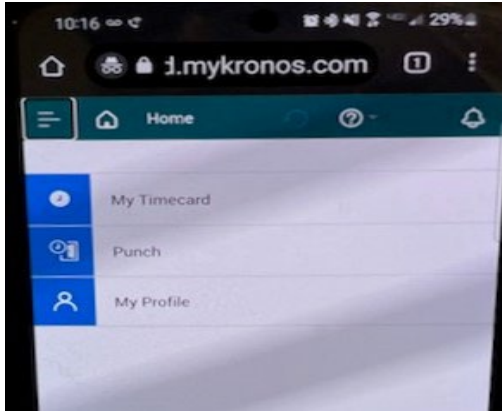
USING THE MOBILE APP

You are able to complete the following transactions when using the mobile app. Please follow the same steps as outlined above for the corresponding features:

- Punch Feature - Record In and Out Punches and To Complete a Transfer
- View Your Timecard

- From Your Mobile Device Go to <https://www.holycross.edu/faculty-staff>

- From the “Employee Resources” section, select **Kronos Time Entry**
- The following menu will appear



VIA THE CLOCK/DEVICE

The UKG/Kronos devices are touchscreen and located throughout campus. If you require assistance locating a device, please follow up with the hiring supervisor/manager.

You are able to complete the following transactions at the clock/device:

- Swipe - Record In and Out Punches and Completing a Transfer
- View Your Timecard

Swipe – Recording Time

To record the start and end times for the time you are working, you need to swipe in and out. If working for your primary/home department, you should swipe at the start and again at the end of work.

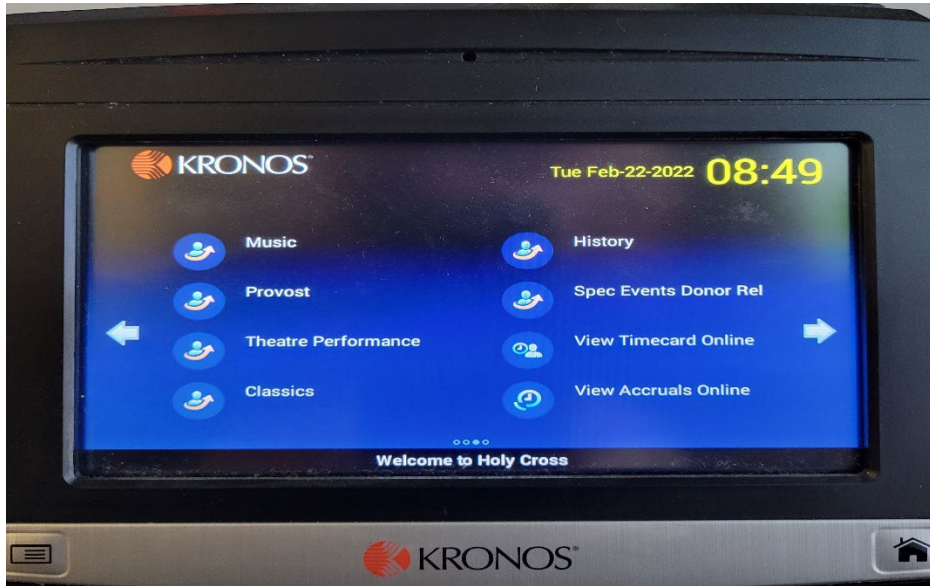
- Swipe your badge on the right hand side of the clock/device

Transfer Feature –

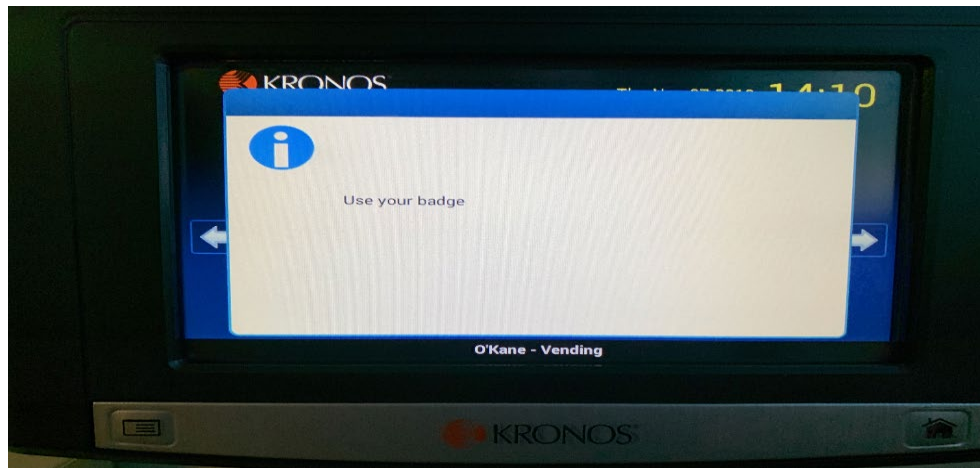
When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. To identify your primary/home department and other departments you have been hired into, please see the FAQ section at the end of this document. *Any time not transferred defaults to your primary/home department.*

IMPORTANT – You only have to select the Transfer feature **ONCE** at the start of work for that department.

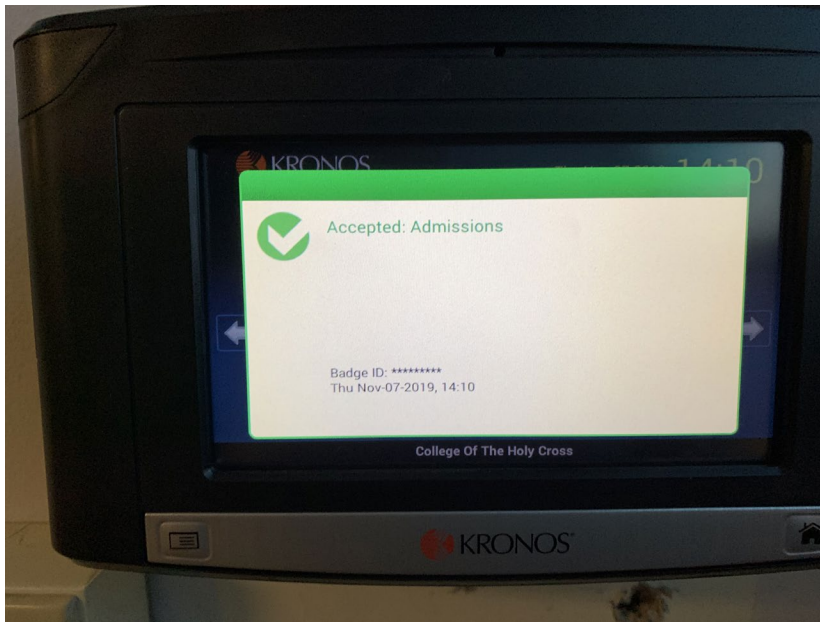
- Using the touchscreen using the left and right arrows at the bottom of the screen, locate the department you are working in
- Press the icon for the department you are working in



- A message to swipe will appear
- Swipe your badge



You will receive an Accepted message



To View Your Timecard

If you want to see the time recorded on your timecard including the departments you transfer to, use the touchscreen's right arrow to find and select the **My Timecard** option.

**MANAGING TIME: A GUIDE FOR MANAGERS,
SUPERVISORS, TIME MANAGEMENT PERSONNEL**

Managing Time: Managers, Supervisors, Time Management Personnel

Managing time is critical in ensuring employees are:

- Paid Correctly
- Paid On Time
- Hours are Correctly Allocated/Charged to the Appropriate Department/Cost Center

All employees who supervise employees or those that have been designated as Time Management Personnel are responsible for the accurate and timely management of:

- ❖ Employee Time/Hours
- ❖ Time Off Requests
- ❖ Employee Schedules

It is best practice and the policy at Holy Cross that employees record their time daily. ***All timecards for the previous week need to be addressed and approved every Monday by 12pm EST for correct payroll processing.***

Navigating UKG/Kronos for Employee Information

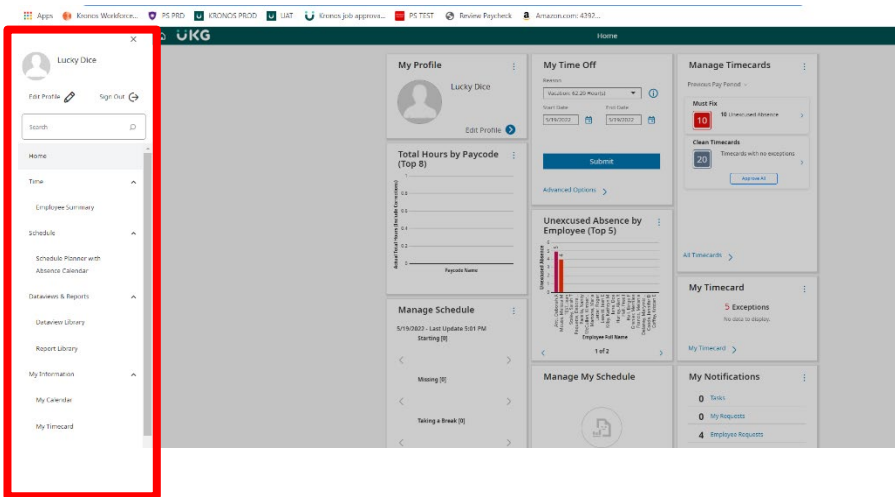
Navigation in Kronos is designed by topic. You have the option to choose menu options from the main menu on the first landing page when accessing UKG/Kronos that focus on the specific topic or area you are working on, or you have the ability to navigate and work on any aspect at an employee level.

Kronos Main Menu

From the first landing page, the main menu is located in the upper left-hand corner, designated by a symbol with three horizontal lines/ellipses. By clicking here, you are able to access employees and data by:

- Time – Employee Summary - Timecards
- Schedule – Employee Schedules
- Dataviews & Reports
- My Information – Your Timecard and Calendar

➤ Click the main menu



Navigating by Employee

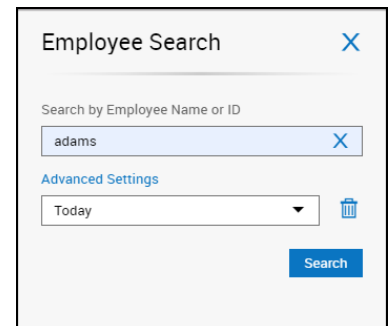
The Employee Search is a global search feature that lets a manager quickly find individual employee records by entering their name or ID. This provides the ability to find the specific employee and then navigate to their timecard or schedule to review or edit information.

To use Employee Search:

1. In the toolbar in the top right of any page, click **Employee Search** to open the **Employee Search** pane



2. Enter the name or ID of the employee you want to find in the **Search by Employee Name or ID** field. You can use the following wild card characters in your search:
 - * - use for a multiple character substitution, such as J* for all names that begin with J.
 - ? - Use for a single character substitution, such as J??n to search for names that begin with J, contain two unknown letters, and end with n.



3. Click **Search**.
4. The results appear in a list. Select the checkboxes of the records that you want to view or edit and click **Go To** to then navigate to the following pages:
 - Timecard
 - Schedule
 - Reports

Note: The Go To navigation option is available throughout the entire application.


Hyperfinds and Date Ranges – Viewing Timecards

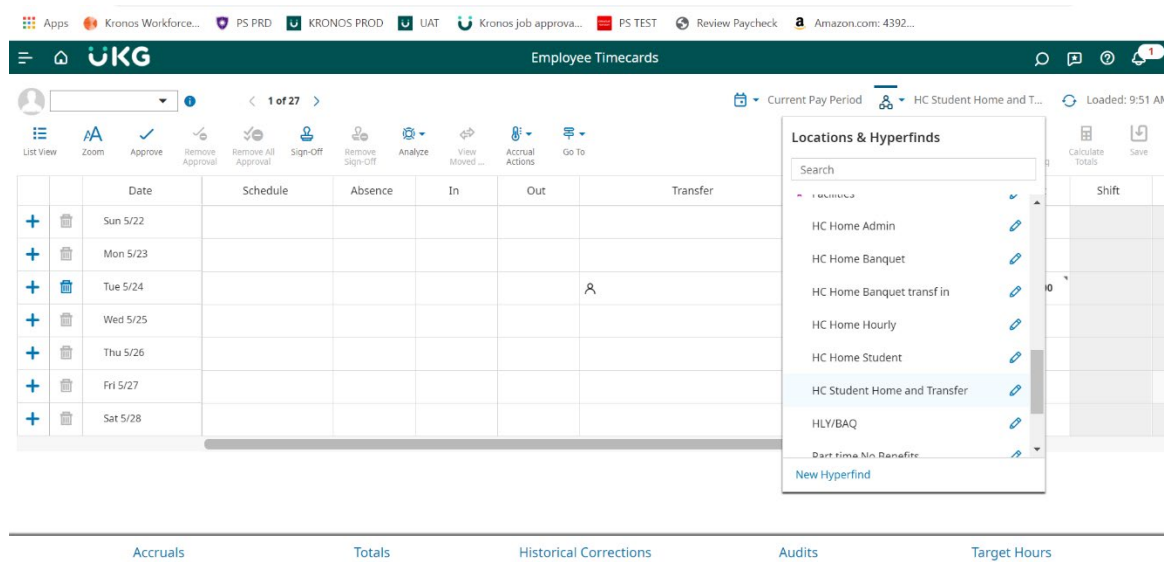
Often, a user has the need to look up data for specific employees on specific dates or within certain timeframes. The Hyperfind and Date Range options when viewing timecards allows the user the ability to filter the data they see. For example, many users can see or have time management responsibilities for more than one **group** of employees beside their direct reports, for example Students. On your profile sits a field called **Employee Group** which identifies which departments you have access to employees in. These two features provide the additional filtering capabilities to select what you need to look at and when.

Hyperfinds

The hyperfind feature located at the top right-hand corner of the Timecard view has several options for you to filter the employees you see. A portion of the hyperfinds you may have access to for filtering the employees you are allowed to access are.

- HC Home Admin – Salaried Exempt Employees
- HC Home Hourly – Hourly Non Exempt Employees
- HC Home Student – Students Whose Primary/Home Job is Equal to Your Employee Group
- HC Student Home and Transfer – All Students Whose Primary/Home Job is Equal to Your Employee Group and Those Who Have Transferred/Charged Hours to Your Employee Group

To access the list of hyperfinds, click the  Hyperfind icon.



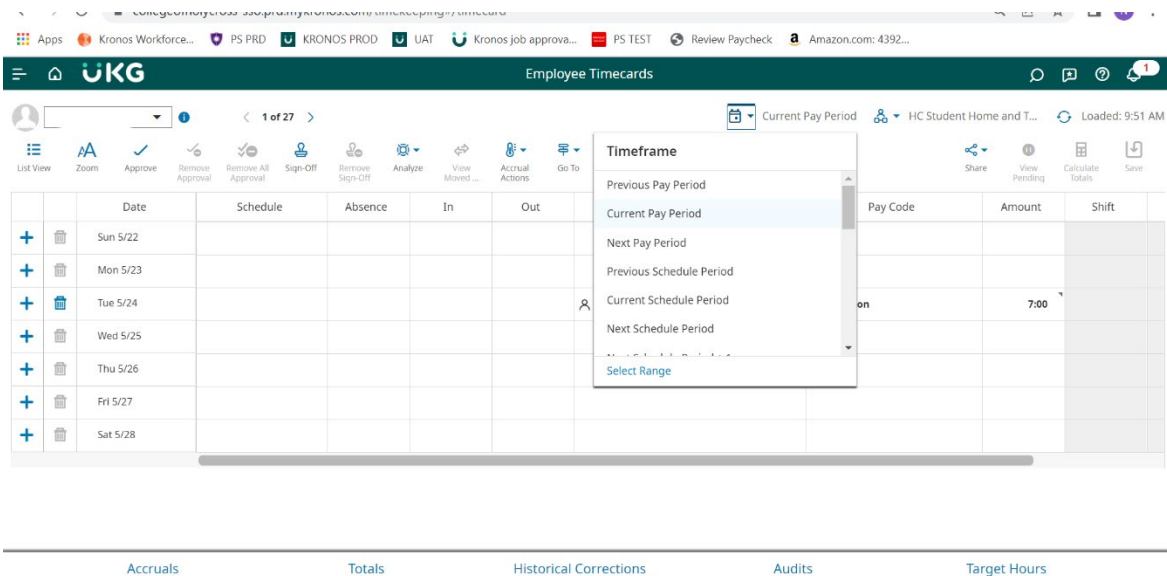
The screenshot displays the UKG Employee Timecards interface. At the top, there's a navigation bar with the UKG logo and the text 'Employee Timecards'. Below this, a toolbar contains various icons for actions like 'List View', 'Zoom', 'Approve', 'Remove Approval', 'Sign-Off', 'Analyze', 'View Moved...', 'Accrual Actions', and 'Go To'. The main area shows a table with columns for 'Date', 'Schedule', 'Absence', 'In', 'Out', and 'Transfer'. A 'Locations & Hyperfinds' dropdown menu is open, listing various filter options such as 'HC Home Admin', 'HC Home Banquet', 'HC Home Student', and 'HC Student Home and Transfer'. The 'HC Student Home and Transfer' option is currently selected. At the bottom of the interface, there are tabs for 'Accruals', 'Totals', 'Historical Corrections', 'Audits', and 'Target Hours'.

Date Feature

The date feature in the Timecard view allows an additional option to filter what you are looking at or need to find.

To change the date or timeframe you are looking at:

- Select the Calendar icon
- Choose a pre-defined timeframe
- Or Select range for a range of dates



Unable to See A Student in UKG/Kronos

Our Student employees have the ability to work and be hired across many of the departments at the College. As a result, our systems are set up to support this business requirement. Often when a Student is new to a job/department, an administrator and/or supervisor/manager is not able to see that Student's timecard and manage their time. If this occurs, we ask that you follow the steps below to determine if you are able to access the Student's timecard. If not, please do not hesitate to send an email to kronos@holycross.edu for immediate assistance.

- From the main Kronos page, click the 3 ellipse menu icon in the upper right hand corner
- Time
- Employee summary.

This will bring up the timecard view

- From there, select the hyperfind - **All Students & Transferred In**
- Click the calendar icon
- Then click on range
- Choose a range of dates close to a semester the Student worked in your department, i.e. 9/1/2021 to the current date
- Scroll down to the current timeframe or date that you need to log time for or see the employee

Managing Timecards

The Kronos/UKG system is designed to provide managers, supervisors, and personnel who manage employee hours the information they need in the most efficient manner possible. That design is based on exceptions, which are issues with an employee's timecard that need to be reviewed and addressed.

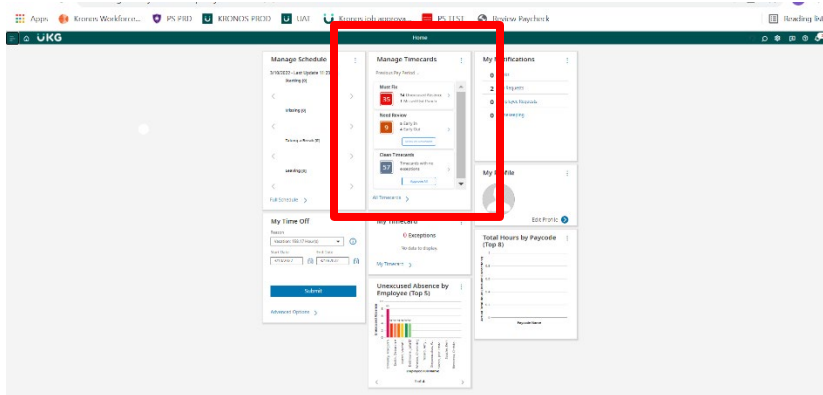
Prior to approving timecards, you must confirm that:

- All Hours Have Been Recorded
- There Are No Missing Punches
- Hours Are Being Correctly Charged/Transferred to Your Department

Manage Timecards Tile

This tile is designed to present you with a summary of the following categories for all of the timecards you manage:

- Must Fix
- Needs Review
- Clean Timecards



Must Fix

These timecards require your review and must be corrected. These will impact an employees pay if not addressed in a timely manner. They contain timecards that:

- Have a Missing Punch
 - To correct the exception, a time entry for the missing punch needs to be made. If not, this will result in the employee being paid incorrectly, which will require a correction to be made through a payroll adjustment.
- Unexcused Absence
 - All hourly employees require a schedule to be paid correctly. Whenever there is no time entered for a scheduled day and there is no other time entry made for that day such as Sick, Vacation, etc. the system records that as an Unexcused Absence, which will result in the employee being paid incorrectly. This is corrected by adding the appropriate in and out punches or entering an amount of hours.

Needs Review

These timecards require your attention to validate the exception encountered. These include early in or late out time entries based on the employee's schedule. *For more information on Schedules, please see the section titled Schedules.* Once you have determined if the timecard requires a

correction and it is made or no action is needed, you can mark the notification as reviewed so it no longer appears in your Needs Review list.

Clean Timecards

These are the timecards with no exceptions. However, you must confirm prior to approving timecards that all employees you are approving have worked in your department. If you oversee Students or manage hourly employees who work in more than just your department, you must confirm the employee worked the hours recorded and are being charged to/transferred to your department correctly. Keep in mind that this data is also used for financial/budgeting reporting.

Transferred/Charged Time—For *Students and Hourly Employees Who Work in More than One Department*

If you manage time for Students or Hourly employees who can be hired and work in multiple departments, the hours must be charged/transferred correctly. This only applies to work **outside** of their primary job/department, and adhering to these guidelines ensures proper budget allocation when the data is processed in payroll and finance.

Where To Find The Primary Job and Department

The primary job of an employee can be located by clicking the transfer option on a row in the timecard that has a time entry. Please see Transferring Time in the Employee Recording and Management of Time or Student Recording Time sections in this document for more information.

Seeing Students Who Charged/Transferred Time To Your Department That Should Not Have? – Identifying Who Approved That Time

If you do see time being charged/transferred to your department in error, you can run a dataview which is an online report to view who approved the time. See Dataviews in the Report and Dataview section below.

Time Entry Methods

There are several ways an employee can enter time, perform transfers, review accruals, and submit time off requests. Depending on the access granted to the employee, time can be recorded by using:

- A Device/Clock
- Mobile Application
- Desktop Application: Computer, Laptop, Tablet

For more information on time entry methods, please see the Employee Recording Time section in this document.

Editing Time – Timecard Management

Oftentimes, an employee's timecard requires a correction. Depending on your security level, you are able to perform the following edits:

- Add, Edit and Delete Punches
- Add/Edit A Transfer
- Add/Edit Pay Codes and Hours

Add, Edit, and Delete Punches

To add or edit punches:

1. Click in a cell under the **In** column to enter a start time for the employee's shift, or **Out** column to enter an end time for the shift.
2. Type in the time using your keyboard. Enter times in the standard time format of AM/PM or 24-hour format.
3. Click **Save**.

To delete punches:

1. Select the punch, then press **Delete** on your keyboard.
2. Or click the Trash can icon on the row of time you want to delete.
3. Click **Save**.

Adding A Pay Code and Hours

This job aid explains how to add a pay code and hours.

About Pay Code Additions

Paycode additions can be done for the current and or previous pay period if that pay period has not been signed off of yet.


For paycode additions outside of the current and signed off pay period, please contact HR by email at Kronos@holycross.edu.

- Select the employee
- Go To – Select the timecard
- Select the appropriate date range or pay period
- On the date you are looking to add the pay code and hours, click in the pay code field and the drop down
- Select the appropriate pay code
- Click in the hours field and enter the number of hours
- Click Save

Reviewing Timecards

It is critical that you review timecards for accuracy and correct time management. You can manage this process by using the previously mentioned steps in Managing Timecards as well as reviewing Totals.

To view all timecards

- Either Select All Timecards from the Manage Timecards tile or
- go to upper left corner of screen and select the  >Time, Employee Summary.

Approve Employee Timecards

When your employee timecards are ready for payroll processing, you approve their timecards.

To approve from the timecard summary page:

- Access the Main Menu
- Time
- Employee Summary.
- Click the Check All box
- **Or:** You can Select An Employee and Open their Timecard
- Click Approve

Once approved, the background color of the timecard is gray.

| | | Date | Schedule | Absence | In | Out | Transfer | Pay Code | Amount | Shift | Daily | Period |
|---|--|----------|-------------------|---------|---------|---------|----------|----------|--------|-------|-------|--------|
| + | | Mon 1/01 | | | | | | | | | | |
| + | | Tue 1/02 | | | | | | | | | | |
| + | | Wed 1/03 | | | | | | | | | | |
| + | | Thu 1/04 | | | | | | | | | | |
| + | | Fri 1/05 | | | | | | | | | | |
| + | | Sat 1/06 | | | | | | | | | | |
| + | | Sun 1/07 | | | | | | | | | | |
| + | | Mon 1/08 | 7:00 AM - 3:30 PM | | 7:00 AM | 3:30 PM | | | | 8:30 | 8:30 | 8:30 |
| + | | Tue 1/09 | 7:00 AM - 3:30 PM | | 7:00 AM | 3:30 PM | | | | 8:30 | 8:30 | 17:00 |
| + | | Wed 1/10 | 7:00 AM - 3:30 PM | | 7:00 AM | 3:30 PM | | | | 8:30 | 8:30 | 25:30 |
| + | | Thu 1/11 | 7:00 AM - 3:30 PM | | 7:00 AM | 3:30 PM | | | | 8:30 | 8:30 | 34:00 |
| + | | Fri 1/12 | 7:00 AM - 3:30 PM | | 7:00 AM | 3:30 PM | | | | 8:30 | 8:30 | 42:30 |
| + | | Sat 1/13 | | | | | | | | | | 42:30 |
| + | | Sun 1/14 | | | | | | | | | | 42:30 |

To remove approval from a timecard:

There may be times where you need to edit a timecard you have previously approved, if so you need to remove the approval:

- Access the employee's timecard that you wish to remove sign-off.
- From the Actions bar, click **Remove Approval**. In the confirmation box, click **Yes**.

Note:

You cannot remove approval after payroll has been signed-off by Payroll.

Reports and Dataviews

As a manager, supervisor or personnel who manage time for employees, you have access to Reports and Dataviews. These can be run from any employee view by accessing the Go To menu, and clicking Reports, or by accessing the Reports and Dataviews menu from the main menu located on the first landing page of UKG/Kronos.

Dataviews

Dataviews are online reports that can be run for a variety of reasons. They can be run for any timeframe and for different groups of employees via selecting hyperfinds, as well as for a specific employee by filtering the view. There are several actions you can perform on the data in the dataview. You can also download the data to a file or print it.

In order to use the Approve Time Dataview (which allows you to see who approved time charged to your department as mentioned in the previous section regarding **Seeing Students Who Charged/Transferred Time To Your Department That Should Not Have? – Identifying Who Approved That Time**) here are the navigation steps:

Running a Dataview

- Click the Main Menu – in the upper left hand corner, the 3 ellipse icon
- Expand the Dataviews & Reports Menu
- Click Dataviews
- Select the Dataview you want to run, by scrolling

The screenshot shows the UKG Dataview Library interface. The top navigation bar includes the UKG logo and the text 'Dataview Library'. On the left, there is a user profile section with a search bar and a navigation menu. The main content area is divided into sections: 'Attendance' (Count: 1), 'Audit' (Count: 3), and 'Other' (Count: 13). Each section contains a list of dataview items with their names and subjects. The 'Attendance' section has one item: 'Attendance Audit Page' with subject 'Employee'. The 'Audit' section has three items: '0-ST Time Audit' (Employee), 'Leave Audit Page' (Employee), and 'Report' (Employee). The 'Other' section has 13 items, including '0-ST Data and Totalization Status - Supp...' (Employee), '0-ST Employee Summary - Basic' (Employee), and '0-ST E' (Employee). The URL at the bottom of the browser is <https://collegeofholycross-ss0.prd.mykronos.com/ia#/dataView?pagelId=575>.

After selecting the dataview you want to run, click Open Dataview

The dataview will open and you can select any timeframe or hyperfind you want in order to filter the data given by the dataview.

You can also filter the data you are looking at even further by selecting the Refine icon located in the upper right hand corner of the page. For example, if you want to see a specific employee in the list you are looking at, you can click Refine.

- Click Refine
- Expand Employee Full Name
- Key in the entire name or partial last name
- Click Apply

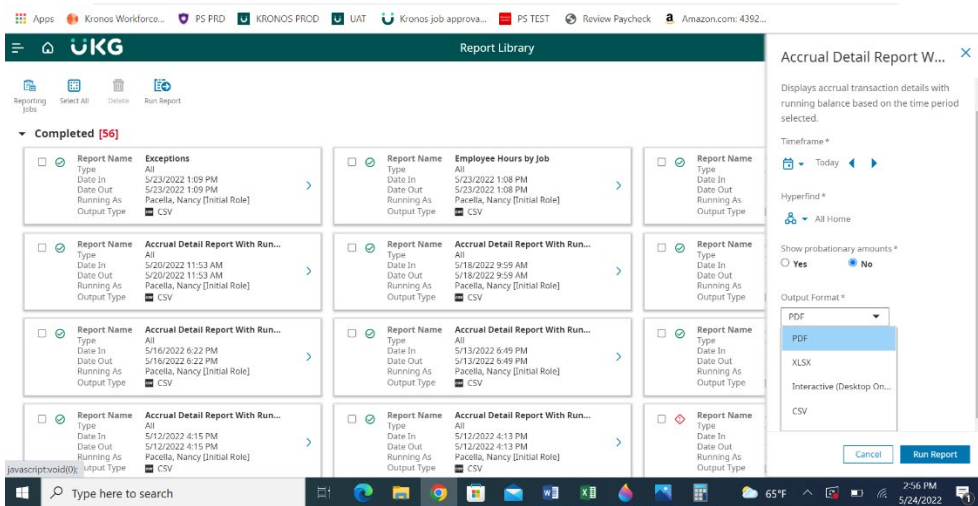
Report Library

The reports you have access to depend on your user access. When running a report from an employee by using the Go To menu, the report automatically is run for the specific employee you have pulled up. If you are looking to run the report for a group of employees you have access to, you will need to navigate to the Reports Library from the main menu on the first landing page of UKG/Kronos.

Running a Report

- Click the Run Report Icon
- Expand the Reports Menu for the Topic You Want to Run a Report for
- Click the Report You Want to Run
- Click Select

The report options will appear.



- Select the Timeframe by clicking the calendar icon
- Select the Hyperfind for the group of employees you want to run the report for
- Select the desired Output Format
- Click Run Report

Accruals

Employee accruals can be viewed by following the previously described steps in the Employee Managing Time section. In addition, as a manager/supervisor or personnel who manages time for employees, you have the option of running the **Accrual Detail Report with Running Balance**. This report is an all-encompassing source of accrual data providing:

- Accrual Code – Vacation, Personal Time, Floating Holiday, etc.
- Amount - Hours
- Action – Taken, Granted, etc.
- Running Balance – Accumulating Balances Over the Date Range Selected
- Credit Amount – Amount of Time Taken
- Debit Amount – Amount of Time Granted/Added To Accrual
- Pay Code – Type of Accrual Pay Code

This report can be run from the Go To menu when you are on an employee Timecard or by accessing the Report Library as noted above, and expanding the All option and the **Accrual Detail with Running Balance Report**.

JKG Report Library

Reporting Jobs Select All Delete Run Report

Completed [56]

| | | | | | |
|--|--|--|--|--|--|
| <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Exceptions Type All Date In 5/23/2022 1:09 PM Date Out 5/23/2022 1:09 PM Running As Pacella, Nancy [Initial Role] Output Type CSV | <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Employee Hours by Job Type All Date In 5/23/2022 1:08 PM Date Out 5/23/2022 1:08 PM Running As Pacella, Nancy [Initial Role] Output Type CSV | <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Type Date In Date Out Running As Output Type |
| <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Accrual Detail Report With Run... Type All Date In 5/20/2022 11:53 AM Date Out 5/20/2022 11:53 AM Running As Pacella, Nancy [Initial Role] Output Type CSV | <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Accrual Detail Report With Run... Type All Date In 5/18/2022 9:59 AM Date Out 5/18/2022 9:59 AM Running As Pacella, Nancy [Initial Role] Output Type CSV | <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Type Date In Date Out Running As Output Type |
| <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Accrual Detail Report With Run... Type All Date In 5/16/2022 6:22 PM Date Out 5/16/2022 6:22 PM Running As Pacella, Nancy [Initial Role] Output Type CSV | <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Accrual Detail Report With Run... Type All Date In 5/13/2022 6:49 PM Date Out 5/13/2022 6:49 PM Running As Pacella, Nancy [Initial Role] Output Type CSV | <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Type Date In Date Out Running As Output Type |
| <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Accrual Detail Report With Run... Type All Date In 5/12/2022 4:15 PM Date Out 5/12/2022 4:15 PM Running As Pacella, Nancy [Initial Role] Output Type CSV | <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Accrual Detail Report With Run... Type All Date In 5/12/2022 4:13 PM Date Out 5/12/2022 4:13 PM Running As Pacella, Nancy [Initial Role] Output Type CSV | <input type="checkbox"/> <input checked="" type="checkbox"/> | Report Name Type Date In Date Out Running As Output Type |

Select Report

- > Audit
- > Healthcare Analytics
- > Leave
- > Scheduler
- ▼ Timekeeping
 - Absent Employees
 - Accrual Debit Summary
 - Accrual Detail Report
 - Accrual Detail Report With Running Balance**
 - Displays accrual transaction details with running balance based on the time period selected.
 - Accrual Reporting Period Summary
 - Actual vs Schedule by Job

Cancel Select

NEW 2022 - Pilot Summer Hours and Compressed Work Week Time Management

The College is instituting a pilot Summer Hours and Compressed Workweek Policy for the summer of 2022 for benefits eligible full-time administrative and hourly staff (i.e., staff who work at least 27.5 hours a week/40 weeks per year) for the period from July 11 to August 19, 2022. Please see the detailed policy and FAQ <https://www.holycross.edu/human-resources/benefits-and-services/time-time-away>.

Employees who are hourly are directed to review their schedules for the above defined timeframe ensuring their schedule supports the policy. In addition, at the end of each week, you need to confirm you have the correct total amount of hours that you are scheduled to be paid for.

For all supervisors, managers and Time Management Personnel it is **critical** that when reviewing the timecards prior to approval for payroll processing that the total hours for each employee equals their weekly scheduled hours. If not, the employee's pay will be incorrect. A timecard edit for the appropriate time and pay code as noted in the above section regarding editing a timecard must be made.

Step 1

The employee's schedule needs to reflect the agreed upon Summer/Compressed Work Week. Based on the schedule changes submitted to HR on or before June 16, 2022, the summer/compressed work week hours will be automatically applied to the schedule.

Step 2

If a change to that predefined schedule and/or identified summer/compressed work week hours is needed, please see the section above on editing timecards.

Step 3

Before approving your employee timecards each week (by the payroll deadline of Monday 12 pm EST) you must confirm that the total hours for each employee are equal to the total hours that they are normally scheduled to work and are paid for.

Timecard Shading

Shading of a timecard represents various conditions/state of the timecard. They are as follows:

- Yellow background - Timecard approved by employee but not by manager.
- Light Purple background - Timecard approved by manager but not by employee.
- Green background - Timecard approved by both employee and manager.
- Grey Crosshatch - Timecard has been signed off.
- Blue background - Totals cannot be edited.

Yellow background

Timecard approved by employee but not by manager.

Light purple background

Timecard approved by manager but not by employee.

Green background

Timecard approved by both employee and manager.

Gray crosshatch

Timecard has been signed off.

Blue background

Totals. Totals cannot be edited.