



COLLEGE OF THE HOLY CROSS

UKG/KRONOS COMPLETE USER GUIDE

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

Table of Contents

1. About This Document
2. Employee: Recording and The Management of Time
 - a. Entry Methods
 - b. Using the Desktop Version
 - i. Time Stamp/Punch
 - ii. Transfer Feature - Primary/Home Department
 - iii. View My Timecard and Accruals
 - c. Timecard Shading – Color Representations
 - d. Using A Mobile Device to Access the Application
 - e. Using The Clock/Device
3. Frequent Reviews of Your Timecard
4. Time Off Requests
 - i. Submitting Time Off Requests
 1. Full Days
 2. Partial Days
 - ii. Reviewing and Processing Time Off Requests
 1. Reviewing and Taking Action on Requests – Details and Status –
 2. Notifications Control Center
 3. Take Action and Process a Request – Approve, Add Comments, Edit, Refuse, Cancel
5. Schedules and Weekly Scheduled Hours
 1. The Importance of Schedules and Role in Determining Pay
 2. Viewing Schedules
6. Student Recording of Time
 - i. System of Record and Access
 - ii. Primary/Home Department and the Other Departments I Have Been Hired In
 - iii. Recording Time
 - iv. Viewing Your Timecard
7. Managing Time: A Guide for Managers, Supervisors, and Time Management Personnel
 - a. Importance of Managing Time:
8. Schedules and Weekly Scheduled Hours
 1. The Importance of Schedules and Role in Determining Pay
 2. Viewing Schedules and Scheduled Weekly Hours
 - b. Navigating UKG/Kronos
 - i. UKG/Kronos Main Menu
 - ii. Navigating by Employee
 1. To use Employee Search:
 - iii. Hyperfinds and Date Ranges – Viewing Timecards
 1. Hyperfinds
 2. Date Feature
 3. Unable to See a Student in UKG/Kronos
 - iv. Managing Timecards

1. Must Fix
 2. Needs Review
 3. Clean Timecards
 - v. Transferred/Charged Time–*For Students and Hourly Employees Who Work in More than One Department*
 1. Where to Find Primary/Home Job and Department
 - vi. Time Entry Methods
 - vii. Editing Time – Timecard Management
 - Add, Edit, and Delete Punches
 - To add or edit punches
 - To delete punches:
 - Adding A Pay Code and Hours, Example – Auto Deduction of Lunch
 - About Pay Code Additions
 - Reviewing Timecards
 - Approve Employee Timecards
 - Remove approval from a timecard:
 - c. Reports and Dataviews
 - d. Accruals
 - e. Timecard Shading – What Does Each Represent
9. FAQ's and Tips

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 employees 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 The Management of Time

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

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

- Using A Mobile Device
- Device/Clock
- Desktop Application

The way time is logged depends on which access method the user chooses and your security profile. There are two major types of time entry”

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

TIME STAMP/PUNCH – VIA DESKTOP APPLICATION

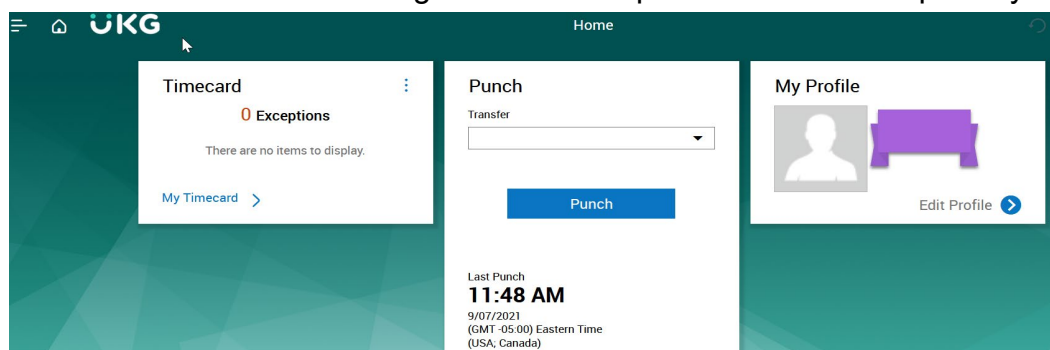
- Go to https://www.holycross.edu/faculty-staff*
- From the “Employee Resources” section, select [Kronos - Time Entry](#)
- This will open the window displaying the new UKG (Kronos) Dashboard.

*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

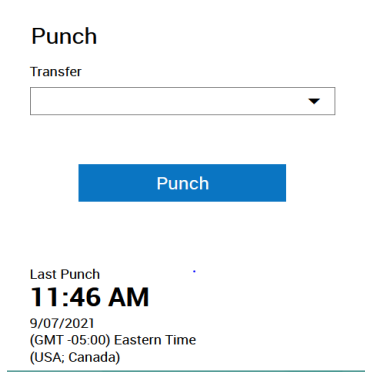
The Punch tile can be used to:

- Record in and Out Punches
- Transfer – When Working in Another Department than 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**



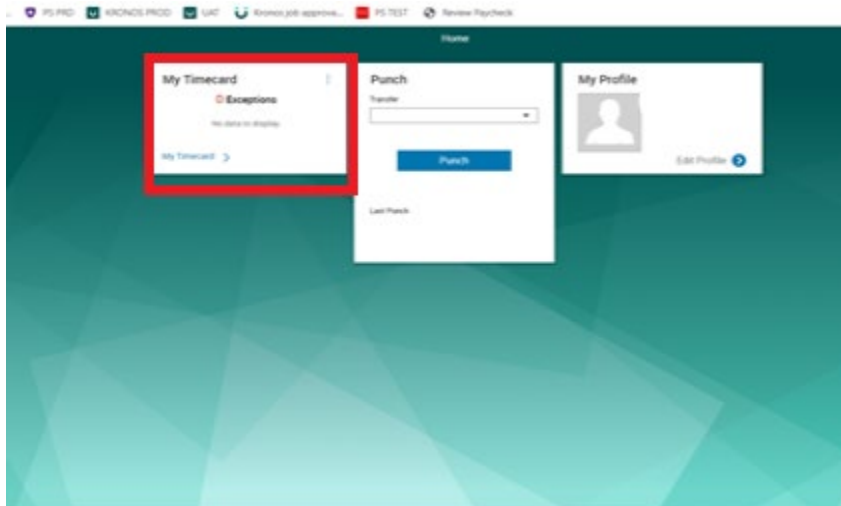
A green success message appears at the top, along with the time of the punch updated at the bottom. If you receive an error message, please send an email to Kronos@holycross.edu.

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

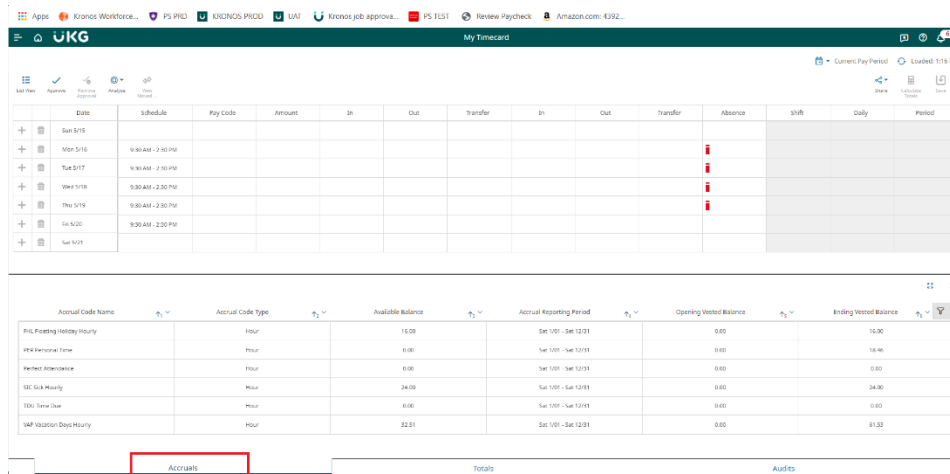
Benefit eligible employees accrue time for various types of time off. This time is stored and managed in UKG/Kronos. Accrual time outside of Sick time is available to take after your 90-day probationary period. Please review the Holy Cross handbook on the details regarding accruing time.

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



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.

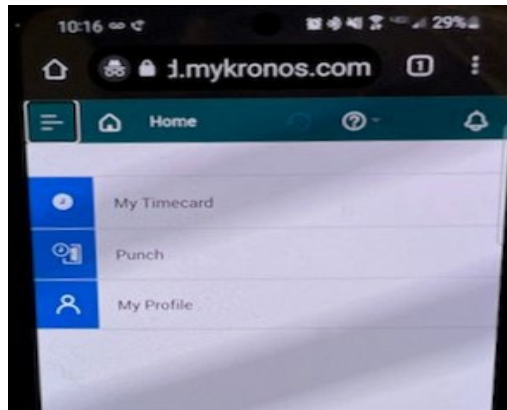
- Light Purple background - Timecard approved by manager but not by employee.
- Green Background - Timecard approved by both employee and manager.
- Grey Crosshatch - Timecard has been signed off.
- Blue Background - Totals. Totals cannot be edited.

| | |
|-------------------------|---|
| 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 YOUR MOBILE TO ACCESS THE APPLICATION

You are able to complete the following transactions when using your mobile device to access the application. 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.

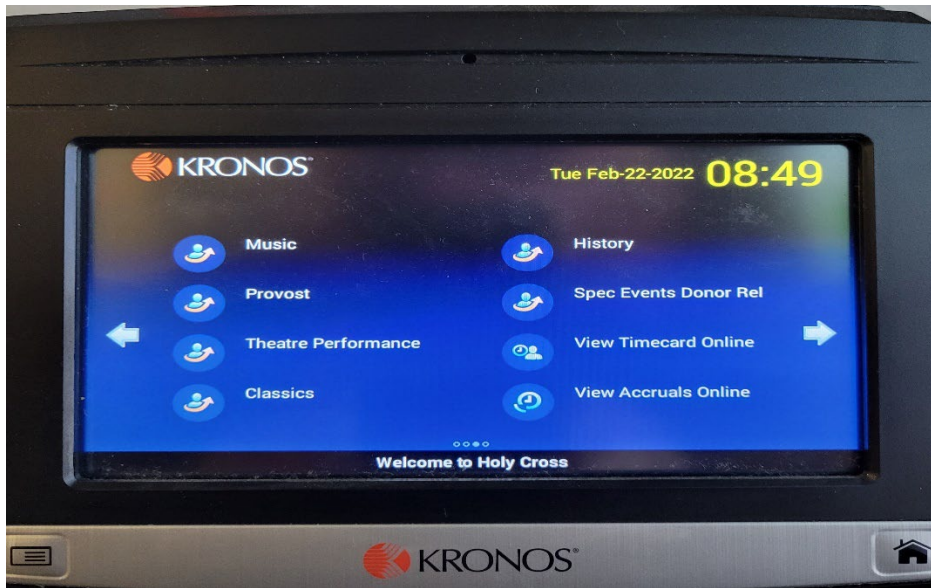
- Swipe your badge on the right hand side of the clock/device

Transfer Feature –

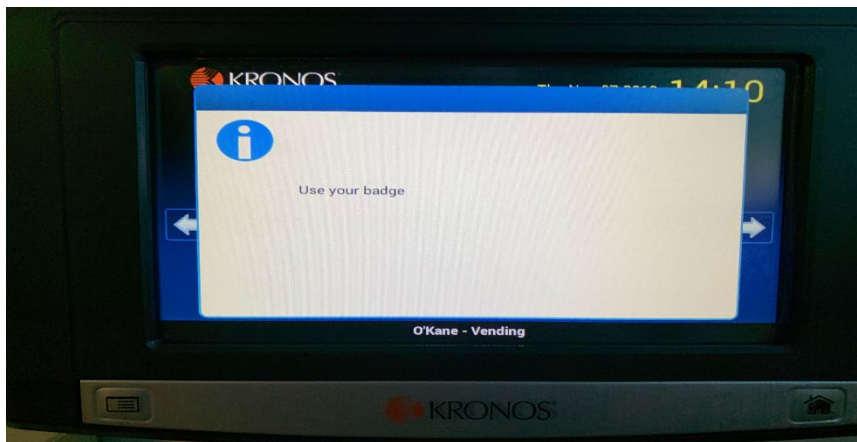
When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. To identify your primary/home department and other departments you have been hired into, please see the FAQ section at the end of this document. Any time not transferred,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

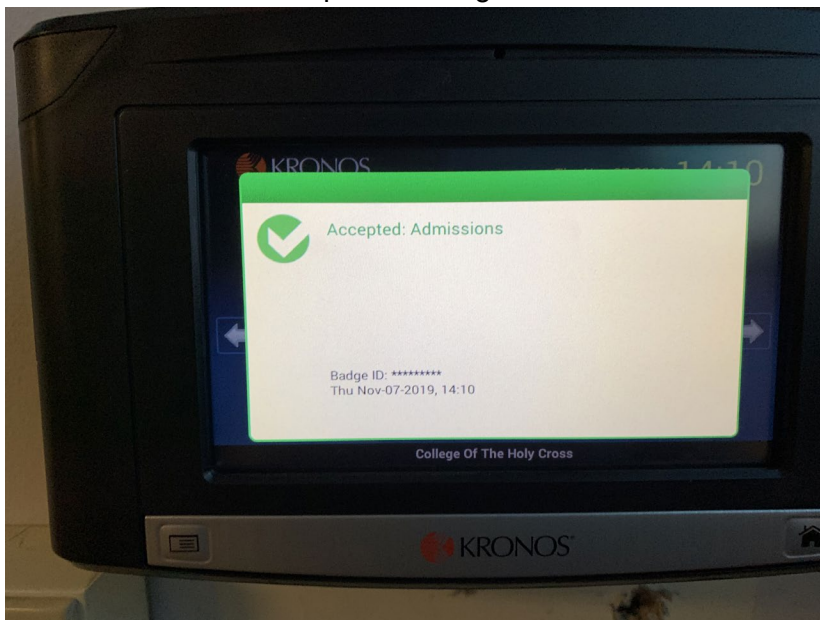
- Using the touchscreen using the left and right arrows at the bottom of the screen, locate the department you are working in
- Press the icon for the department you are working in



- A message to swipe will appear
- Swipe your badge



You will receive an Accepted message



Frequent Reviews of 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 on a frequent basis and that any hours worked outside of your primary/home department have the department noted in the Transfer filed on the timecard. If you have worked your regular weekly schedule, your total hours should be validated against your scheduled weekly hours.

All time must be correct and approved by 12 pm Est every Monday for Hourly Employees and for Salary Employees by 12 pm Est

Viewing Your 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

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

The UKG/Kronos system allows certain users the ability to submit and manage request for time off. Time Off Requests can only be created for time in the current pay period and 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:

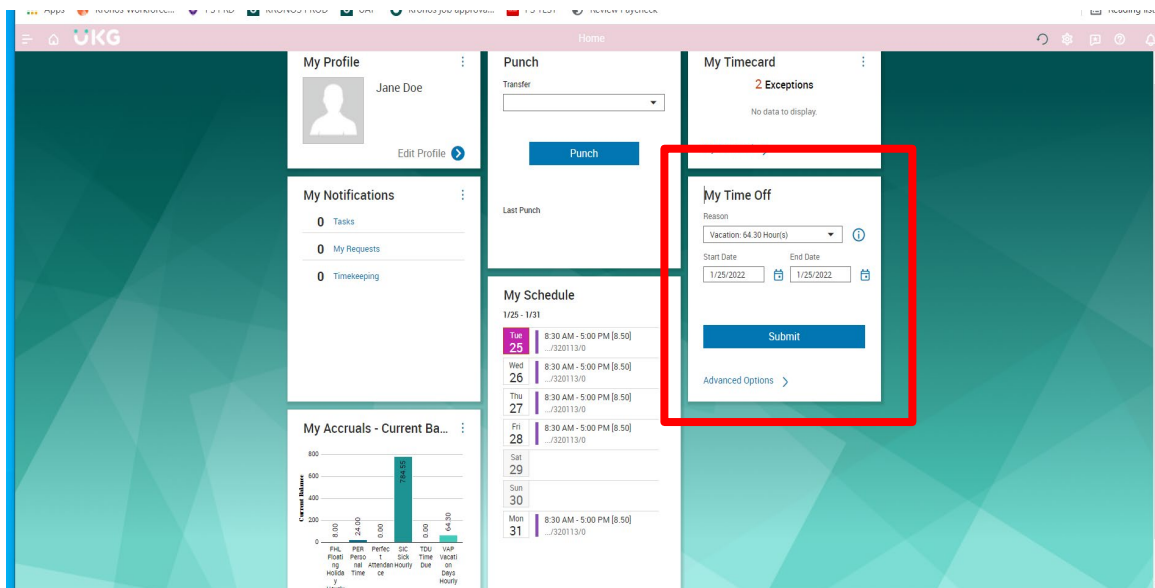
- Request a full day – according to your schedule* if non-exempt and if exempt 8 hours*
- Request a number of hours/duration – if you are looking to take less than your scheduled/normal daily hours

PLEASE NOTE – ONLY APPROVED TIME OFF REQUESTS WILL APPEAR 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:



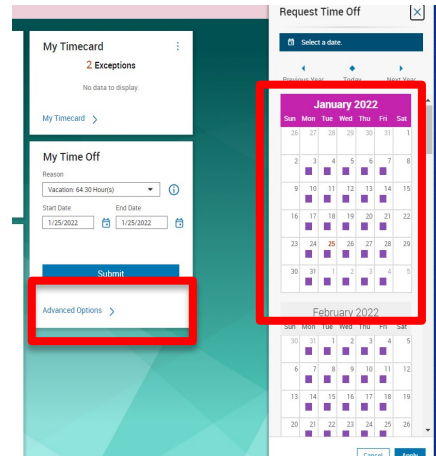
- Select the drop down for Reason and choose the type of time off you want to take.
- Select the start and end dates
- Click Submit

* 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 is different than 8, you need to submit a duration time off request as noted below. The request will flow to whomever your 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, you have the option to identify the specific number of hours you are requesting to take.

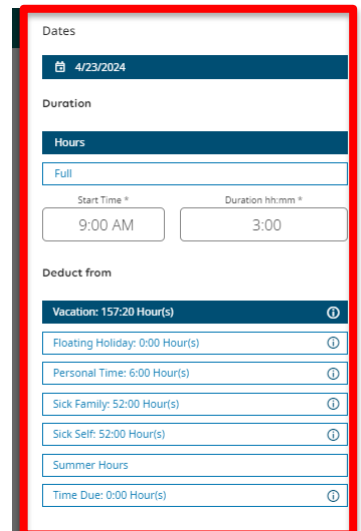
- From the main UKG/Kronos landing page and the My Time Off tile:
- Select the Advanced Options
- Select the date you are requesting to take time off and click Apply
- Enter the start time of when you are requesting to be off and the total number of hours you want to take
- Click Submit. This will send the request to whomever your 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 in this document. Please see your immediate supervisor/manager and or admin to correct your schedule.



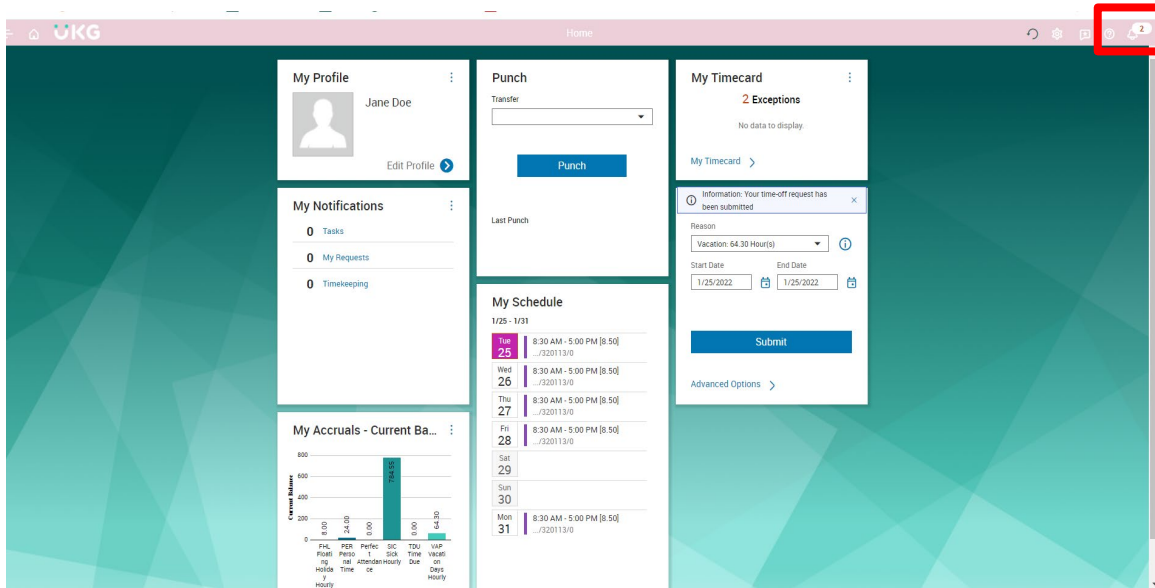
Reviewing and Taking Action on Requests – Details and Status –

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

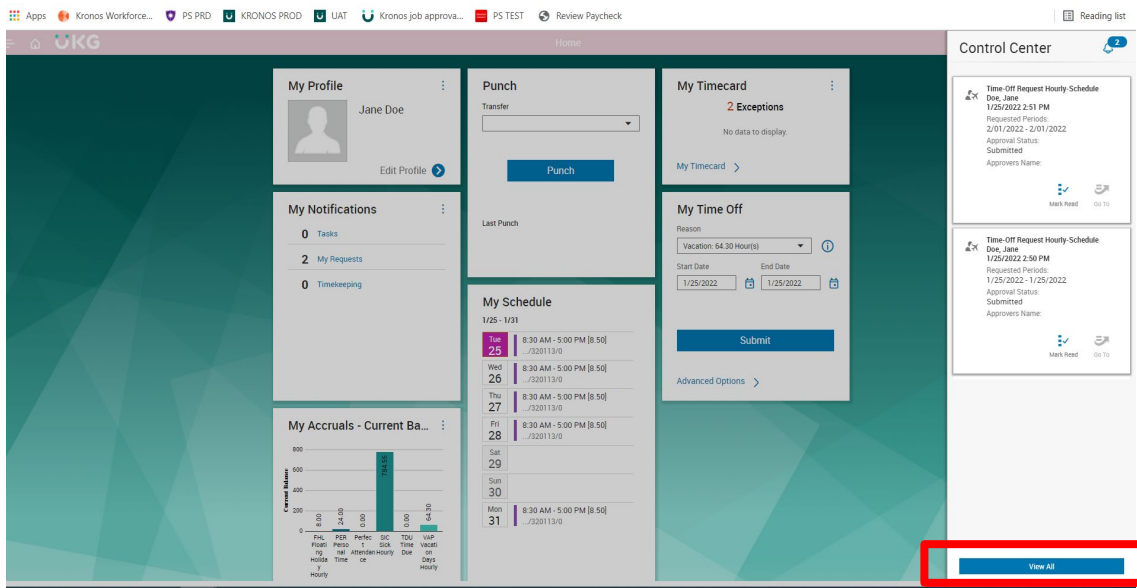
The Notifications Control Center provides you the ability to view the details and status of requests. In addition, once you have a request selected, you have the ability to complete various actions to process the request.

➤ Click the Bell Icon in the top right hand corner



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

➤ Select View All



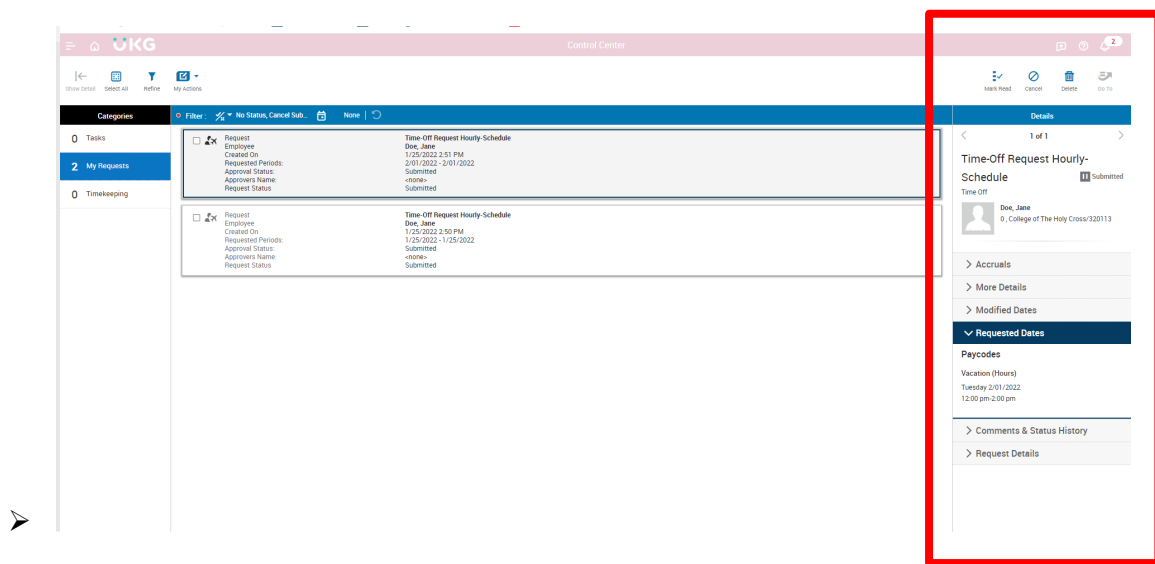
- Please select the appropriate menu item:
 - My Requests for your own requests
 - Employee Requests for requests from your employees.

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 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.

SCHEDULES AND WEEKLY SCHEDULED HOURS

For hourly/nonexempt employees, Schedules play a **major role** in how exceptions are determined and in certain situations **if an employee will be paid and paid correctly**.

Please note the schedule on your timecard should total the total number of weekly hours you are regularly scheduled to work.

Employee schedules can be viewed in several places:

- The Main UKG/Kronos Page – Schedule Tile
- From the Main Menu, My Information, then Calendar
- In The Employee Timecard
- For Managers - Using the Employee Magnifying Icon- Enter the Employee Information – Click Go to and then Schedule

Each employee's schedule must be correct, including the number of hours scheduled each day. These play a major role in determining the number of hours to be paid under various circumstances such as holidays and certain Holy Cross approved time off, such as Inclement Weather Closures. In addition, in accordance with Holy Cross pay policies Schedules are used to determine pay status.

All schedules should be reviewed and confirmed to be accurate. If an employee's schedule is incorrect please contact your supervisor/manager.

SCHEDULES AND TIME OFF REQUEST BEHAVIOR

- When an employee has a time off request and it is approved the employee schedule is removed from the timecard
- If there is a missing in or out punch on a scheduled day, and a Time Off Request is approved for the next day, the system will end the day with the missing punch at 12 am. In order for the system to process the approved Time Off Request the previous day must end

Viewing My Schedule – via My Timecard

Employees can view their schedules in their timecard via My Timecard. The schedule will appear under the Schedule column.

The screenshot shows the UKG Employee Timecards interface. At the top, there are navigation tabs for 'Current Pay Period' and '1 Employee(s) Selected'. Below the navigation is a toolbar with icons for 'Sign Off', 'View My Schedule', 'View My Accruals', and 'Go To'. The main area is a table with columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and P. A red box highlights the 'Schedule' and 'Absence' columns for the dates from Sun 2/27 to Sat 3/05. The 'Absence' column shows 'Vacation' for Mon 2/28 and '7:30 AM - 4:30 PM' for the other days. The 'In' and 'Out' columns show '7:30 AM' and '4:30 PM' respectively. The 'Amount' column shows '8:00' for Mon 2/28. The 'Shift' column is empty. The 'Daily' column shows '8:00' for Mon 2/28. The 'P' column is empty.

| Date | Schedule | Absence | In | Out | Transfer | Pay Code | Amount | Shift | Daily | P |
|----------|-------------------|----------|---------|---------|----------|----------|--------|-------|-------|---|
| Sun 2/27 | | | | | | | | | | |
| Mon 2/28 | | Vacation | 7:30 AM | 4:30 PM | | Vacation | 8:00 | | 8:00 | |
| Tue 3/01 | 7:30 AM - 4:30 PM | | 7:30 AM | 4:30 PM | | | | | | |
| Wed 3/02 | 7:30 AM - 4:30 PM | | 7:30 AM | 4:30 PM | | | | | | |
| Thu 3/03 | 7:30 AM - 4:30 PM | | 7:30 AM | 4:30 PM | | | | | | |
| Fri 3/04 | 7:30 AM - 4:30 PM | | 7:30 AM | 4:30 PM | | | | | | |
| Sat 3/05 | | | | | | | | | | |

At the bottom of the table, there are tabs for 'Accruals', 'Totals', 'Historical Corrections', 'Audits', and 'Target Hours'.

Viewing My Schedule – via My Calendar

From the Main UKG/Kronos Page

- Select My Information and Calendar

The screenshot shows the UKG Home dashboard. The left sidebar contains navigation options: 'Home', 'Dataviews & Reports', 'My Information', 'My Calendar' (highlighted with a blue box), and 'My Timecard'. The main content area is divided into several sections: 'My Profile' with a profile picture and 'Edit Profile' button; 'My Notifications' with 'Tasks', 'My Requests', and 'Timekeeping' sections; 'My Accruals - Current Balance' with a bar chart; 'Punch' section with a 'Transfer' dropdown and a 'Punch' button; 'My Schedule' section showing a calendar view for 3/10-3/16 with a highlighted date 10; and 'My Time Off' section with a 'Reason' dropdown (set to 'Vacation: 80.26 Hours'), 'Start Date' (3/10/2022), and 'End Date' (3/10/2022) fields, and a 'Submit' button. The URL at the bottom is <https://collegeofholycross-uat.mykronos.com/wws/3000002?pageId=765>.

collegeofholycross-uat.npr.mykronos.com/ess#/3000002?pagelid=765

UKG My Calendar

Mar 2022

Events Requests

10 Thursday
3:00 PM - 11:30 PM [8.50]

13 Sunday
3:00 PM - 11:30 PM [8.50]

14 Monday
3:00 PM - 11:30 PM [8.50]

15 Tuesday
3:00 PM - 11:30 PM [8.50]

16 Wednesday
3:00 PM - 11:30 PM [8.50]

17 Thursday
3:00 PM - 11:30 PM [8.50]

12:56 PM 3/10/2022

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

collegeofholycross-uat.npr.mykronos.com/ess#/3000002

UKG My Calendar

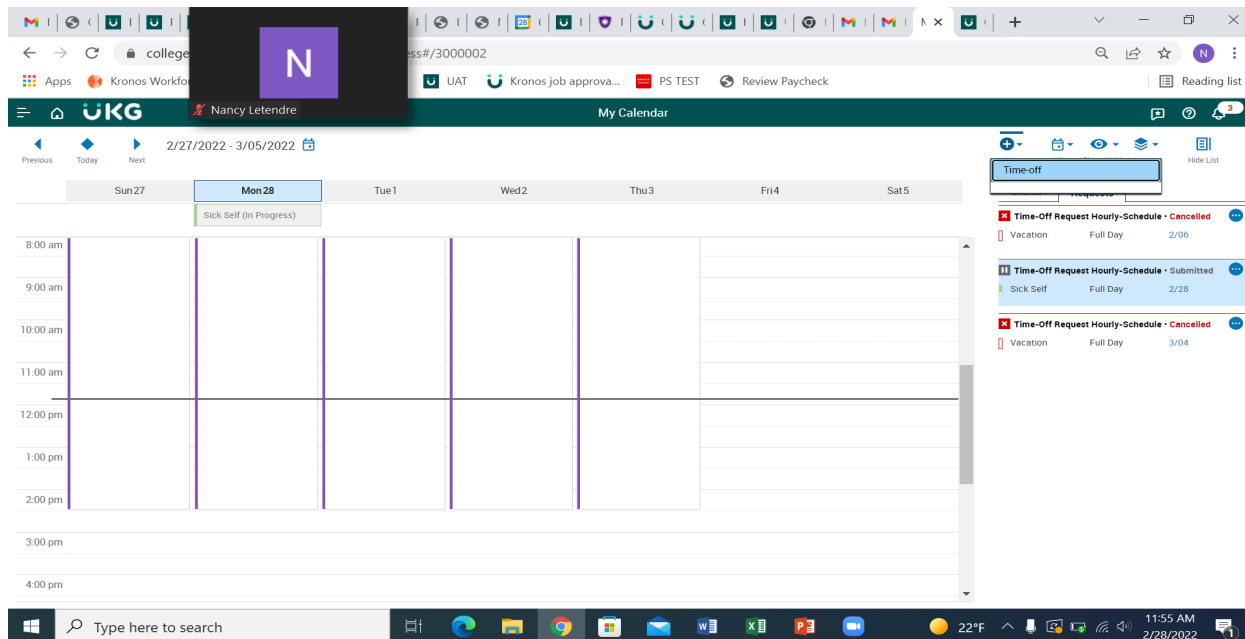
2/27/2022 - 3/05/2022

Monday, 2/28/2022
Sick Self (In Progress)

Show / Hide

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

11:54 AM 2/28/2022



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. |
| Blue background | Totals. Totals cannot be edited. |

STUDENTS RECORDING OF TIME



HAVE YOU COMPLETED YOUR I9 FORM?

YOU ARE **NOT PERMITTED** TO WORK UNLESS YOU HAVE COMPLETED THE US DEPT OF CITIZENSHIP *IMMIGRATION I9 FORM BY VISITING HUMAN RESOURCES WITH YOUR REQUIRED PROOF OF CITIZENSHIP DOCUMENTATION. PLEASE CONTACT HUMAN RESOURCES LOCATED IN SMITH HALL OR VIA 508-793-3391

HAVE YOU RECEIVED AN ERROR MESSAGE WHEN SWIPING OR CAN NOT ACCESS THE UKG/KRONOS SYSTEM?

IF YOU RECEIVE A **X WHEN SWIPING** AT A DEVICE/CLOCK OR ARE **UNABLE TO ACCESS** THE UKG/KRONOS SYSTEM TO RECORD YOUR TIME/HOUR, YOU ARE NOT ACTIVE IN THE SYSTEM.
IMMEDIATELY CONTACT YOUR MANAGER/SUPERVISOR

ARE YOU WORKING OUTSIDE OF YOUR HOME/PRIMARY DEPARTMENT?

PLEASE REMEMBER TO PERFORM **A TRANSFER** BY SELECTING THE TRANSFER FEATURE ONE TIME, ON THE START/IN PUNCH OF WORK

REQUIRE FURTHER ASSISTANCE?

FOR DETAILED INSTRUCTIONS ON HOW TO RECORD YOUR TIME/HOURS OR ADDITIONAL SUPPORT. GO TO: WWW.HOLYCROSS.EDU AND SEARCH FOR **STUDENT USER GUIDE - HOW TO RECORD TIME** OR EMAIL KRONOS@HOLYCROSS.EDU

STUDENTS: RECORDING TIME

As a student employee you are required to record your hours each time you start and finish work. Student employees can be hired to work in many jobs and departments at any time.

However, all Students have one home/primary department and job. All hours recorded will be charged to the student's home/primary department unless the student completes a transfer to identify they are working for another department/job. The transfer is **used only once** at the start of work for any department/job that is not your home/primary department.

Please note, you are **not permitted** to work unless you have completed the US Department of Citizenship and Immigration Services i9 form by visiting human resources with your required proof of citizenship documentation. Please contact human resources located in smith hall or via 508-793-3391 if you have any questions.

Importance of Reconciling Timecards Frequently

You must reconcile your schedule and hours worked for each department in your timecard daily.

This is critical to ensure:

- Time is recorded correctly and accurately
- There is ample time to correct the timecard well in advance to the payroll deadline, every Monday at 12 pm est.

Any time that is missing and or if there is anything incorrectly recorded in your timecard you must immediately report it to the manager/supervisor of the job where the hours were worked so that they can make the correction.

System of Record and Access

The UKG/Kronos system is the system of record and 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.

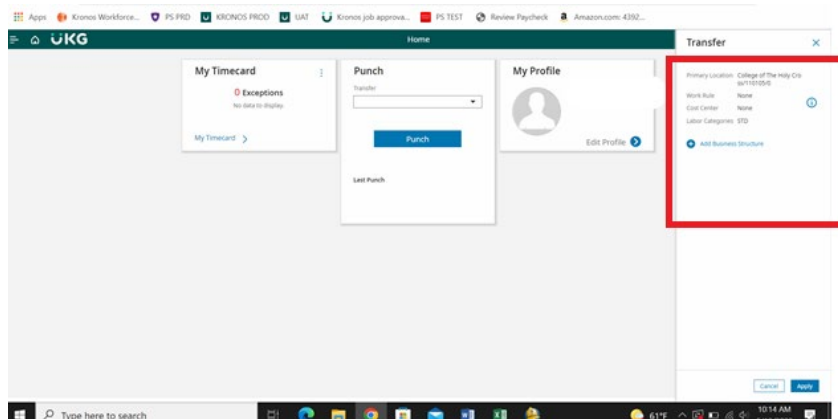
- From the Holycross.edu site, select Audience, Faculty and Staff or click <https://www.holycross.edu/faculty-staff>
- From the “Employee Resources” section, select Kronos Time Entry

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

Student at Holy Cross can be hired to work in many jobs and departments at any time. The systems used to process your hours and pay are set up to support that business requirement. They also depend on the correct recording of the hours for each job and department, to that budget and financial data is accurate.

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

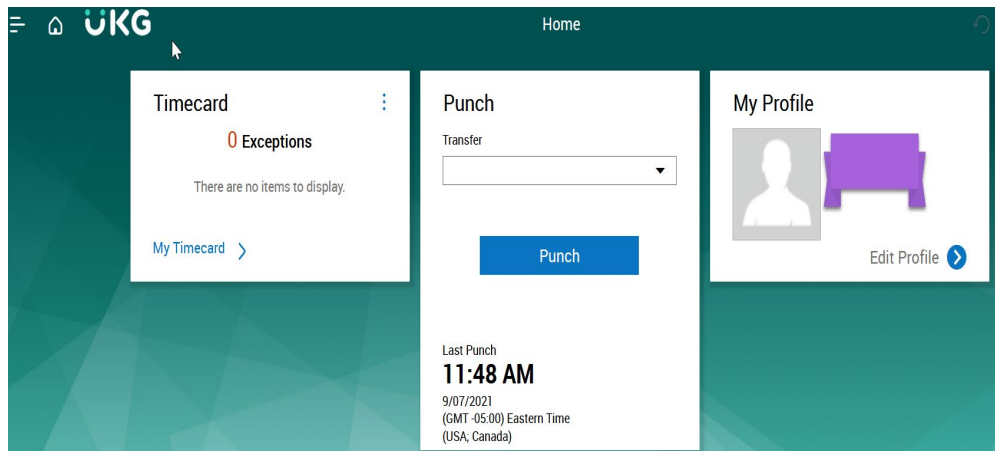
1. Each time you are hired for a job, an email is sent to your Holycross.edu account, that lists your primary/home department as well as any other jobs and departments you have been hired in.
2. When using UKG/Kronos to log your time and perform a transfer, the primary/home department is listed in the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

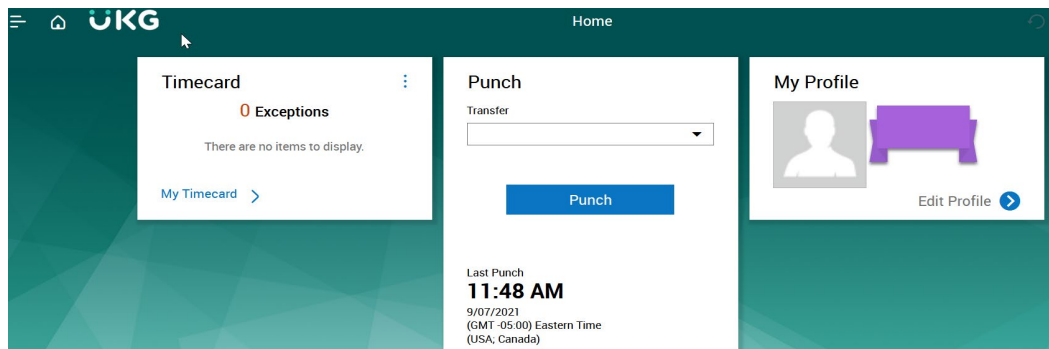
When accessing the UKG/Kronos system using the desktop version of the application, the first page you will see is as follows.



Use the Punch Tile

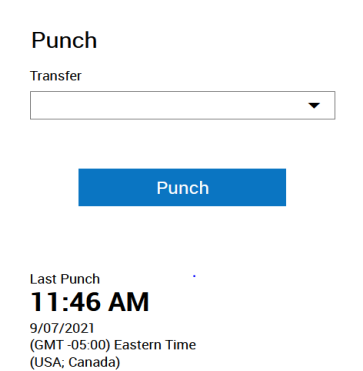
The Punch tile can be used to:

- Record in and Out Punches
- Transfer – When Working in Another Department than Your primary/home department.



Record in and Out Punches

When 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**

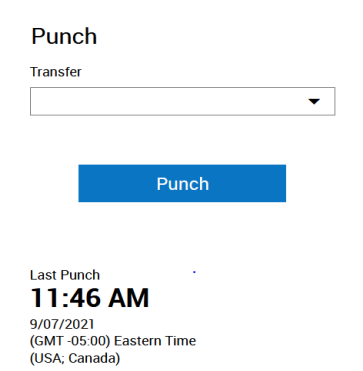


A green success message appears at the top, along with the time of the punch updated at the bottom. If you receive an error message, please send an email to Kronos@holycross.edu.

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.



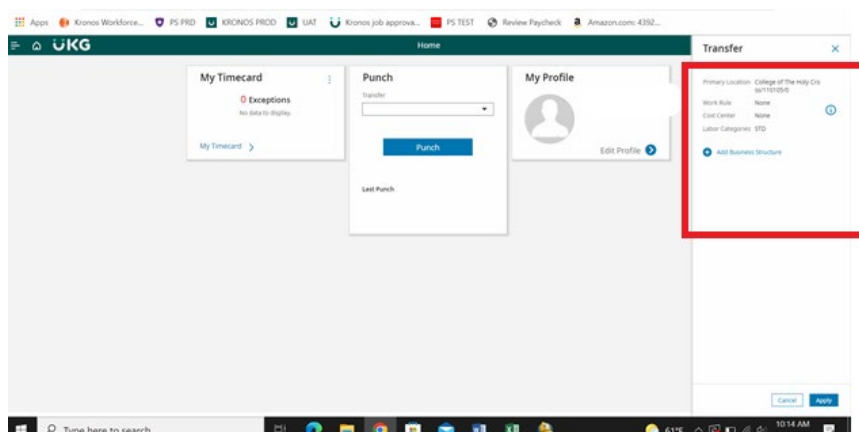
Punch

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

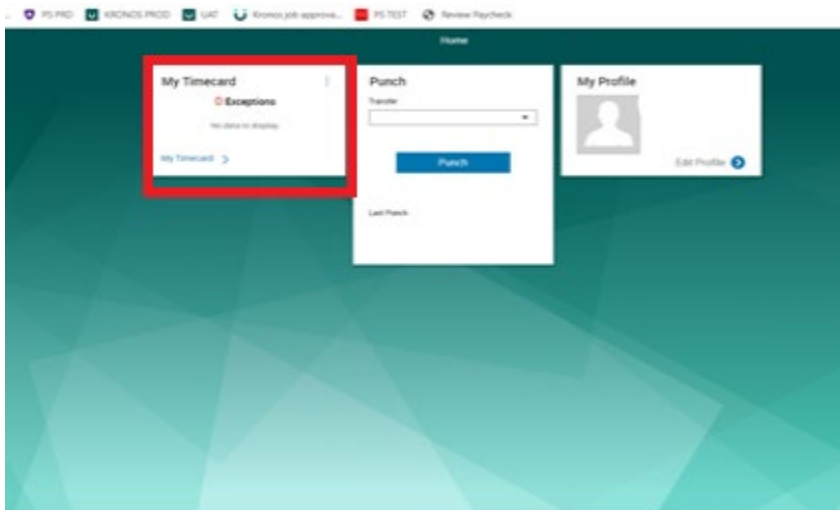


- Type the department number you are working for
- Select the 0 record that appears
- Click OK

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.

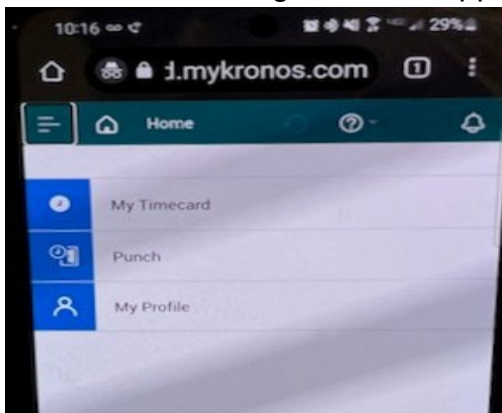


- To view a different time frame, click the down arrow at top right where it says Current Pay Period and select a different time frame.

USING YOUR MOBILE DEVICE

You are able to complete the following transactions when using a mobile device. 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.

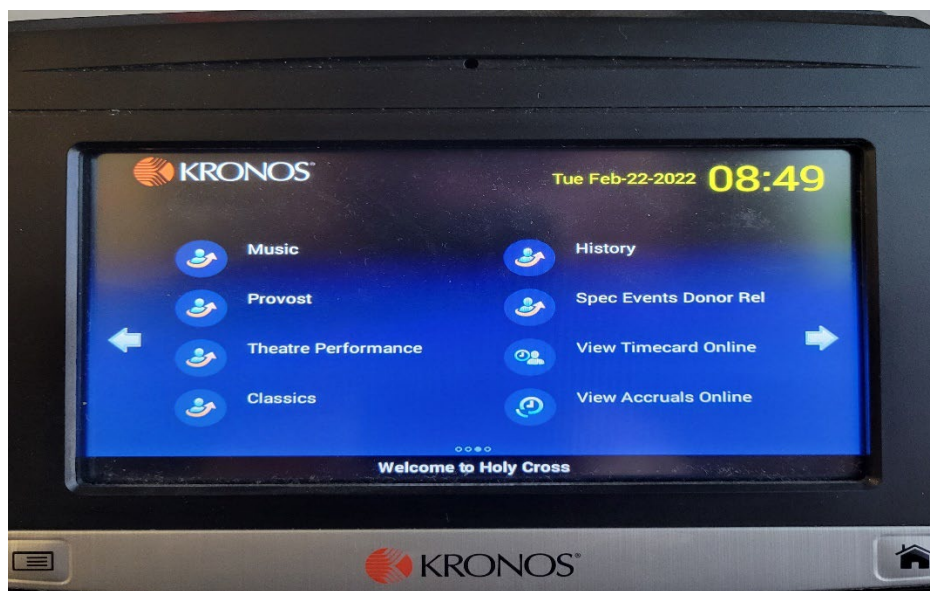
- Swipe your badge on the right hand side of the clock/device

Transfer Feature –

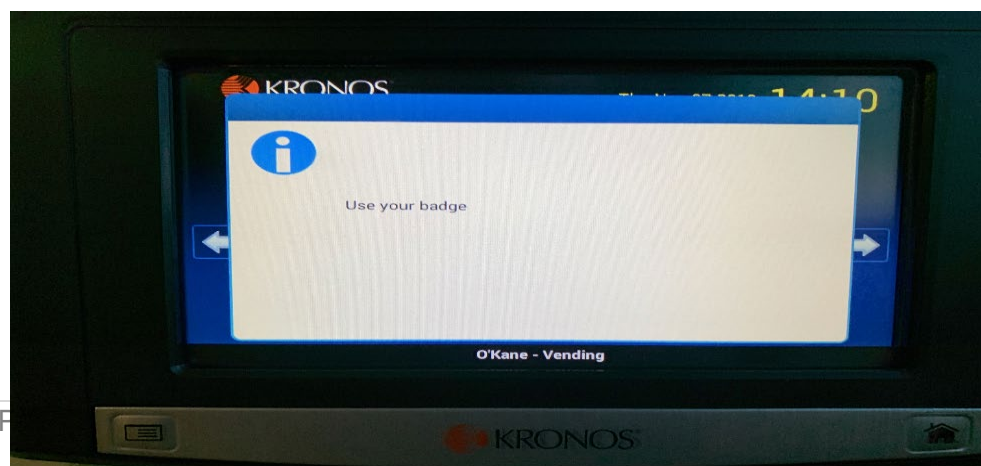
When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. To identify your primary/home department and other departments you have been hired into, please see the previous sections in this document on how to locate your home/primary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

IMPORTANT – You only have to select the Transfer feature **ONCE** at the start/in punch of work for the department that is not your home/primary department.

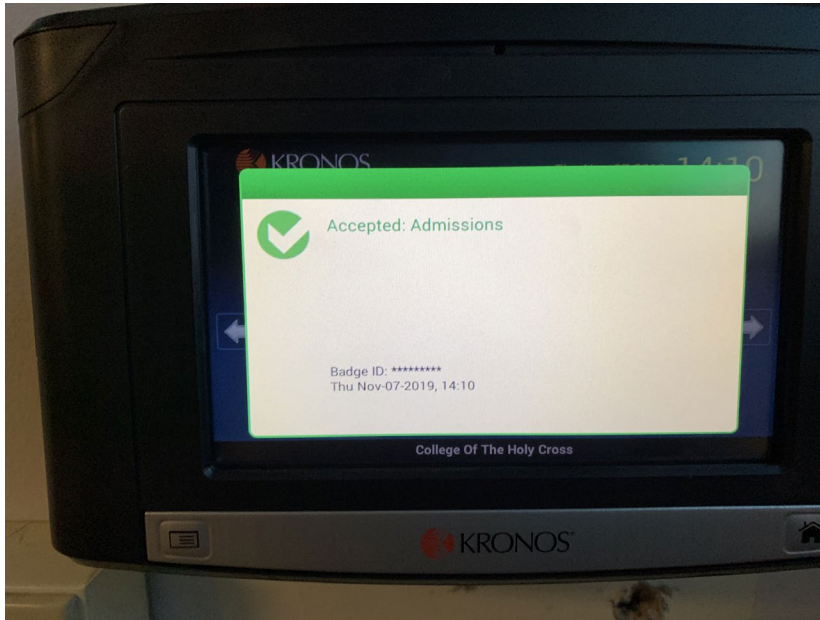
- Using the touchscreen using the left and right arrows at the bottom of the screen, locate the department you are working in
- Press the icon for the department you are working in



- 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 using the touchscreen right arrow over to 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 manage/supervise employees or those that have been designated as Time Management Personnel are responsible for the accurate and timely management of:

- ❖ Employee Time/Hours including the Correct Recording of Transfers, The Department Assigned to the Hours in The Timecard
- ❖ Time Off Requests
- ❖ Employee Schedules

Employee Handbook – Policy and Regulatory Requirements

All time recorded must be reviewed to confirm that it is in adherence to the policies and regulatory specifications outlined in the employee handbook. As a result, a comprehensive review and understanding of the handbook is required for managers/supervisors and time management personnel to effectively and accurately manage time. The application is configured to these policies and regulatory specifications. This document contains references to those and how to manage exceptions if necessary.

Here are several key points to keep in mind in terms of managing time:

- All hourly nonexempt employees are hired with a set number of weekly hours the employee is scheduled to work. Each employee should have a schedule assigned to them that appears in their timecard that equates to the total weekly hours
- All hourly nonexempt employees total time recorded in their weekly timecard, should be reconciled to their total weekly scheduled hours
- Schedules are required for hourly nonexempt employees and **used to determine** if various hours are to be paid such as holiday and or college closures in accordance to Holy Cross policies
- The system will auto deduct a 30 min break once an employee has worked 6 hours according to state law. If the employee meets the 6-hour mark and works the 30 min break, the timecard must be edited to account for the 30 mins of time worked.
- For non-accrued time off such as Jury Duty, Bereavement, etc., time must be processed & recorded in accordance with policy by managers/supervisors or timekeeping personnel as a pay code edit with comment. Please refer to How to Add a Pay Code in this guide.
- In accordance with applicable law, if a nonexempt employee is scheduled to work for 3 hours or more and is sent home, the employee must be paid for at least 3 hours. The timecard must be reviewed to confirm the number of hours under this scenario and if necessary the timecard edited to meet this requirement.

- For Students, your department student schedules should be used to reconcile each of your student employee timecards frequently during the week, to confirm all time is recorded correctly and the appropriate hours are charged (transferred) to your department.

Importance of Reconciling Timecards Frequently

All employees including Students are instructed to reconcile their schedules, hours worked and transfers/department recorded in their timecards daily. As a manager/supervisor or timekeeper it is your responsibility to do so as well.

This process is critical to ensure:

- Time is recorded correctly and accurately
- There is ample time to correct the timecard well in advance to the payroll deadline, every Monday at 12 pm est.

Navigating UKG/Kronos for Employee Information

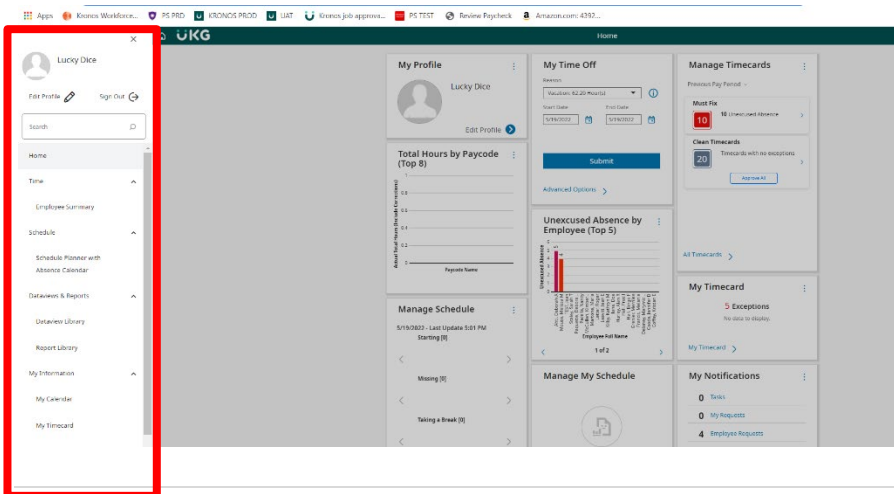
Navigation in Kronos is designed by topic. You have the option to choose menu options from the main menu on the first landing page when accessing UKG/Kronos that focus on the specific topic or area you are working on or you have the ability to navigate and work on any aspect at an employee level.

Kronos Main Menu

From the first landing page, the main menu located in the upper left hand corner 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 specific 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.

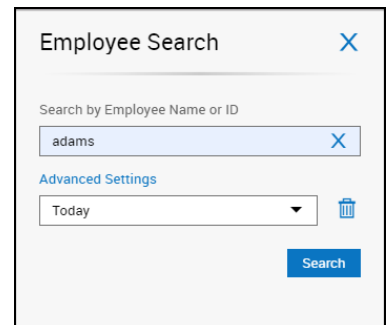
To use Employee Search:

1. In the toolbar at the top 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.

A screenshot of the 'Employee Search' dialog box. It has a title bar with 'Employee Search' and a close button (X). Below the title bar is a search field with the text 'adams' and a clear button (X). Underneath is a section for 'Advanced Settings' with a dropdown menu set to 'Today' and a trash icon. At the bottom right is a blue 'Search' button.

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** navigate to the following pages:
 - Timecard
 - Schedule
 - Reports

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


Hyperfinds and Date Ranges – Filters When Viewing Data

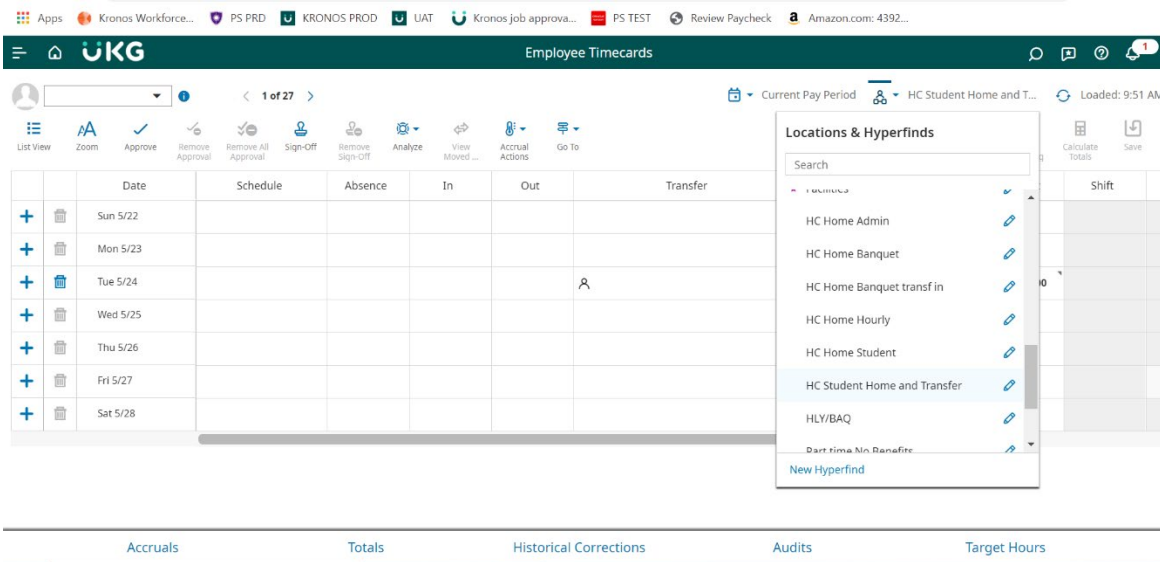
Many times a user has the need to look up data for specific employees on specific dates/timeframes. The Hyperfind and Date Range options when viewing data in the application, for example timecards, allows the user the ability to filter the data they see. For example, many users can see or have time management 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 the department(s) employees are in that you have access to. 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 filter 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.



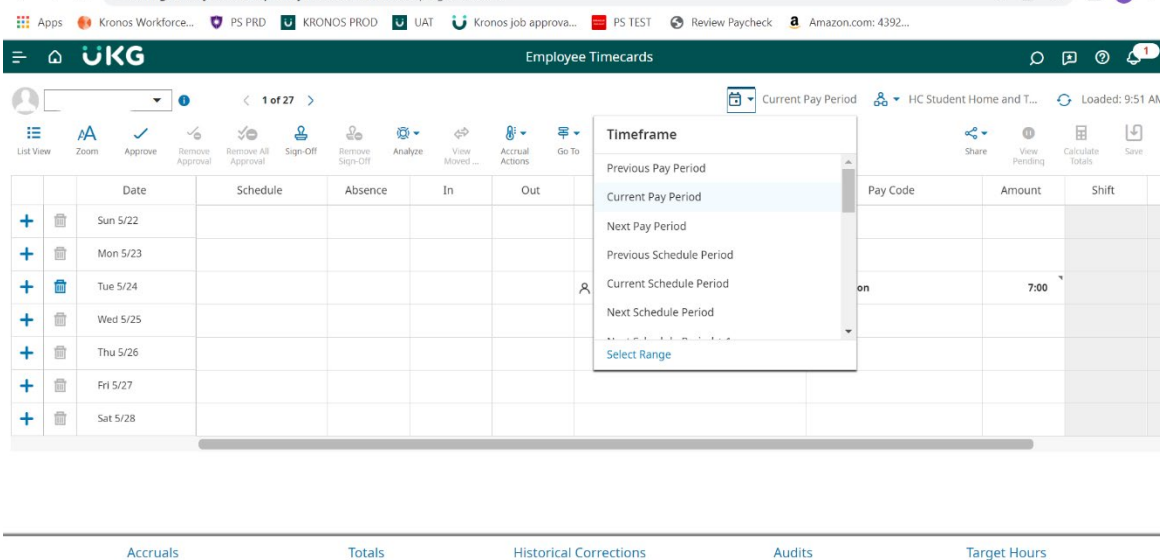
The screenshot shows the UKG Employee Timecards interface. At the top, there are navigation tabs for 'Accruals', 'Totals', 'Historical Corrections', 'Audits', and 'Target Hours'. The main area displays a calendar grid for the week of May 22nd to 28th. A dropdown menu titled 'Locations & Hyperfinds' is open, showing a list of employee groups with edit icons. The groups listed are: HC Home Admin, HC Home Banquet, HC Home Banquet transf in, HC Home Hourly, HC Home Student, HC Student Home and Transfer (highlighted), HLY/BAQ, and Part Time M. Benefit. A 'New Hyperfind' option is at the bottom of the menu.

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



The screenshot shows the UKG Employee Timecards interface with the 'Timeframe' dropdown menu open. The menu options are: Previous Pay Period, Current Pay Period, Next Pay Period, Previous Schedule Period, Current Schedule Period, Next Schedule Period, and Select Range. The 'Current Pay Period' option is highlighted. The background shows the same calendar grid as the previous screenshot.

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 see if you are able to access the Students 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 their select the hyperfind – **HC Student Home & Transfer**
- Click the calendar icon
- Then range
- Choose a date 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

Importance of Reconciling Timecards Frequently

All employees including Students are instructed to reconcile their schedules and hours worked in their timecards daily. As a manager/supervisor and or timekeeper it is your responsibility to do so as well. This also includes validating all hours worked for your department if you have employees such as Students that work across the campus in more than one job by reviewing each timecard and the department in the transfer column.

All hourly employees require a schedule on their timecard. That schedule should equal the total hours the employee is regularly scheduled to work.

Timecards should be validated for all hours worked and for the total hours recorded. If the employee worked their regularly scheduled weekly hours their total hours should equal and or be greater if they worked additional time to their weekly scheduled hours. If it is not, this may be an indicator of an issue with time that will impact the employees pay such as missed in and out punches.

If you need to confirm the amount of hours the employee is regularly scheduled to work, please see,

Again, frequent reviews of your employee's timecard is critical to ensure:

- time is recorded correctly and accurately to avoid missing or inaccurate pay issues


- there is ample time to correct the timecard well in advance to the payroll deadline, every Monday at 12 pm est.

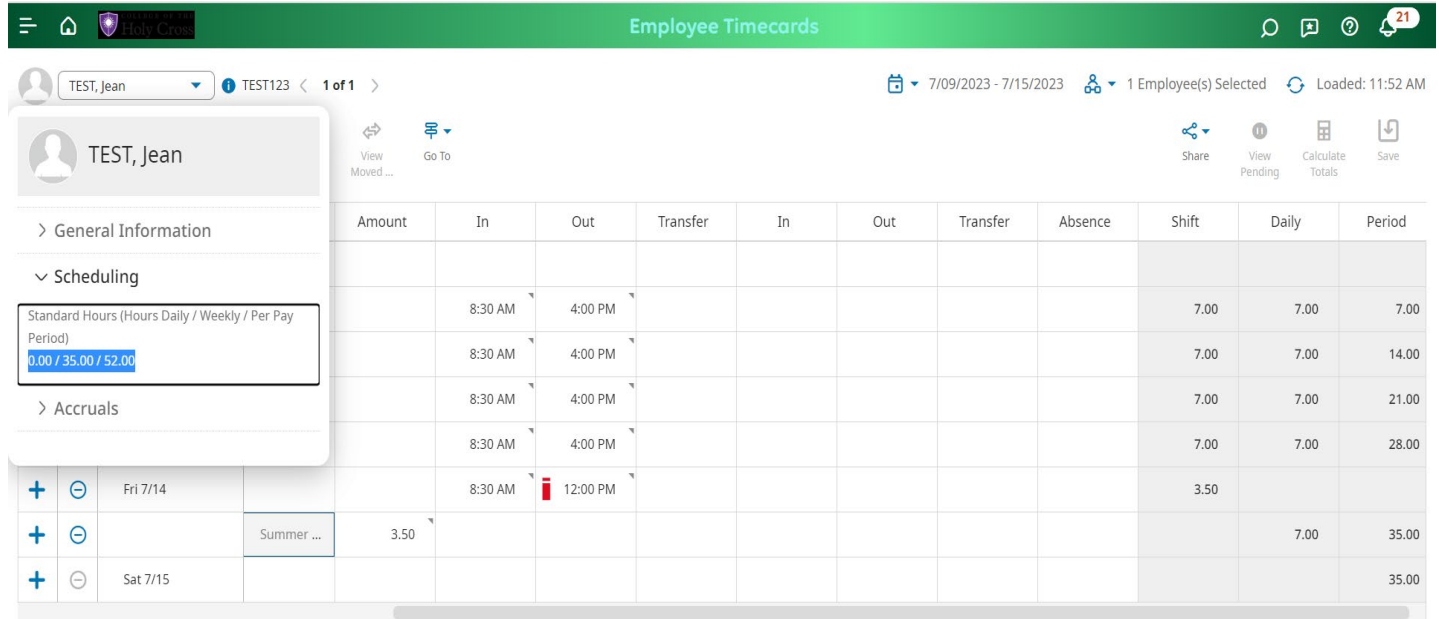
Schedules and Regular Weekly Schedule Hours

For hourly/nonexempt employees, Schedules play **a major role** in how exceptions are determined and in certain situations **if an employee will be paid and paid correctly**.

Please note the schedule on your employee’s timecard must total the total number of weekly hours the employee is regularly scheduled to work. If the schedule on the timecard is incorrect please send an email to Kronos@holycross.edu.

If you need to confirm the employees regular weekly scheduled hours, please follow these steps:

- Open the employees Timecard
- Hover over the person icon in the upper left hand corner and right click 
- Expand the Scheduling menu



| Amount | In | Out | Transfer | In | Out | Transfer | Absence | Shift | Daily | Period |
|--------|---------|----------|----------|----|-----|----------|---------|-------|-------|--------|
| | 8:30 AM | 4:00 PM | | | | | | 7.00 | 7.00 | 7.00 |
| | 8:30 AM | 4:00 PM | | | | | | 7.00 | 7.00 | 14.00 |
| | 8:30 AM | 4:00 PM | | | | | | 7.00 | 7.00 | 21.00 |
| | 8:30 AM | 4:00 PM | | | | | | 7.00 | 7.00 | 28.00 |
| | 8:30 AM | 12:00 PM | | | | | | 3.50 | | |
| 3.50 | | | | | | | | | 7.00 | 35.00 |
| | | | | | | | | | | 35.00 |


Accurate Management of Timecards

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

Prior to approving timecards, you must confirm that all:

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

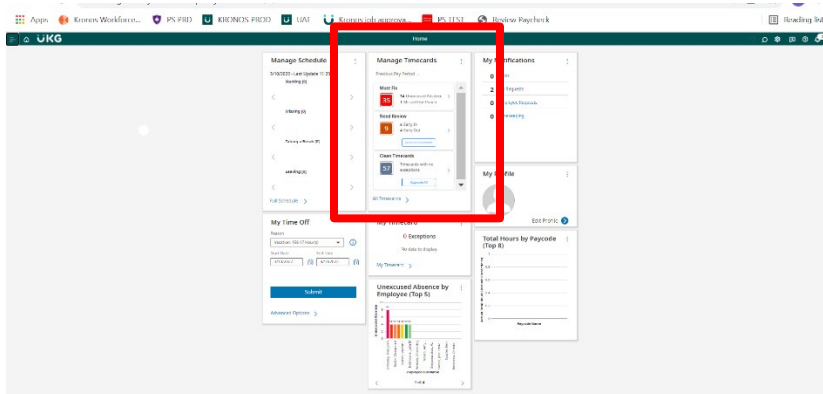
To view all timecards

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

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. 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 in an amount of hours. Please see the section on How to Add Pay Codes.

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 your department, you must confirm the employee worked the hours recorded and are being charged to/transferred to your department are 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, this will ensure 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.

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 must notify the student immediately and instruct them to follow up with the manager/supervisor of the department they

worked the hours incorrectly charged to department. You can also 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:

- At a Device/Clock
- Using a Mobile Device
- 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

There are times an employee's timecard requires a correction. For example:

- The employee was out of the office and sick time needs to be recorded
- The employee worked during the 30 min auto deduction – break, so the time must be added to the timecard accordingly
- A student did not select the transfer function when working outside of their home department or the transfer department recorded is in correct
- You forgot to enter time for a student who did not record their hours

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 or Hours

Please note all edits to timecards must have a comment noted representing the reason for the edit.

If you are not able to make the edit please email Kronos@holycross.edu with the employees HC ID and all details of what needs to be changed.

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**.

| | Date | Amount | In | Out | Transfer | In | Out | Transfer | Absence | Shift | Daily | Period |
|-----|----------|--------|---------|----------|---------------------------|----|-----|----------|---------|-------|-------|--------|
| + - | Sun 2/05 | | | | | | | | | | | |
| + - | Mon 2/06 | | | | | | | | | | | |
| + - | Tue 2/07 | | 1:01 PM | 2:41 PM | ...Holy Cross/310400/0;;; | | | | | 1:40 | | |
| + - | | | 8:03 PM | 11:05 PM | ...Holy Cross/225000/0;;; | | | | | 3:02 | 4:42 | 4:42 |
| + - | Wed 2/08 | | 9:31 AM | | ...Holy Cross/310400/0;;; | | | | | | | 4:42 |
| + - | Thu 2/09 | | | | | | | | | | | 4:42 |
| + - | Fri 2/10 | | | | | | | | | | | 4:42 |
| + - | Sat 2/11 | | | | | | | | | | | 4:42 |

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 or Hours

This section explains how to add a pay code and or hours, in the event you need to modify a timecard to:

- Correct time entries i.e. missing time, input time worked during auto break deduction
- Input time that was not previously recorded
- For time off such as Sick, Bereavement, etc.,

The time can be entered by inputting an in and out punch or the amount of time.

Please note ALL EDITS to a timecard must include a comment that describes the reason for the edit.

Examples:

- If an employee worked during the auto deduct 30 min break, you would enter .30 of time in the amount column (note depending on your profile settings, the 30 mins may be converted using 1 hour/60 min time increments.). The pay is regular pay so only the amount is needed.
- If the employee forgot to swipe in and out, you can enter the times and the system will calculate the hours.
- Make sure to then add comments, by right clicking on the row of the time entry you have made and follow the prompts to add the comment. See detailed instructions below.

IMPORTANT –Please pay close attention if you make an edit to a timecard for hours worked from a previous week. If you do add time that is time worked **OUTSIDE OF THE** pay period, it could result

in overtime that is inaccurate as the hours were worked in a previous timeframe. If this occurs please send an email to kronos@holycross.edu immediately so that overtime pay is not incorrectly paid.

About Pay Code Additions

Pay code additions for time from the previous or current pay period not recorded in a timecard can be processed following the steps below. If the previous pay period is signed off, the time can be added to the current timecard. You must pay close attention to the total time and that the hours added do not result in overtime. If so, an email should be sent to 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 – note – for student hours, please select the hourly student pay code

The screenshot displays the UKG Employee Timecards application. At the top, there is a navigation bar with the UKG logo and the title 'Employee Timecards'. Below this, there is a toolbar with various icons for actions like List View, Zoom, Approve, Remove Approval, Sign-Off, Analyze, View Moved, Accrual Actions, and Go To. A search bar and a status bar are also present. The main area is a table with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, In, and Out. A dropdown menu is open over the Pay Code field for the date Tue 2/07, showing a list of pay codes including Regular-Hourly, Regular OT, Regular Student, Sick Family, Sick Self, Summer Hours, Suspension, Time Due, Time Due Carryover, Time Due Grant, Vacation, Vacation Carryover, WC, and Hours Worked. The interface also includes a status bar at the bottom with 'Accruals', 'Totals', and 'Audits' sections.

- Click in the hour's field and enter the number of hours, hit enter
- Right click in the hour's field and select the correct comments for the edit, if a predefined comment is not present for the reason of the edit, click other and then type the reason for the edit in the comment box
- Click Save

The screenshot shows the UKG Employee Timecards interface. At the top, there is a navigation bar with the UKG logo and the title "Employee Timecards". Below this, there is a user profile section and a "Current Pay Period" dropdown. A toolbar contains various icons for actions like List View, Zoom, Approve, Remove Approval, Remove All Approval, Sign-Off, Remove Sign-Off, Analyze, View Moved..., Accrual Actions, and Go To. The main area is a table with columns for Date, Schedule, Pay Code, Amount, In, and Out. The table shows data for dates from Sun 2/05 to Sat 2/11. A "Comments (0)" modal is open on the right, showing a search bar and a list of comment options: "Adj. Previous Week", "Approved", "Forgot ID Card", "Forgot to punch in out", and "Other". At the bottom of the modal are "Cancel" and "Apply" buttons.

| | | Date | Schedule | Pay Code | Amount | In | Out |
|---|---|----------|----------|-----------------|--------|---------|----------|
| + | - | Sun 2/05 | | | | | |
| + | - | Mon 2/06 | | Regular Student | 5:00 | | |
| + | - | Tue 2/07 | | | | 1:01 PM | 2:41 PM |
| + | - | | | | | 8:03 PM | 11:05 PM |
| + | - | Wed 2/08 | | | | 9:31 AM | |
| + | - | Thu 2/09 | | | | | |
| + | - | Fri 2/10 | | | | | |
| + | - | Sat 2/11 | | | | | |

This screenshot is similar to the one above, but the "Comments (1)" modal is open. It shows the "Add Comment" section with a dropdown menu set to "Other" and a text input field containing "Type a note (optional)". There is an "Add" button next to the input field and an "Add Another Note" link. The "Cancel" and "Apply" buttons are at the bottom of the modal.

Transfers

Transfers are done when an employee such as a Student works in more than one department than their home / primary department. This is how the financial data is properly recorded for budget reasons. It is essential that all Students and Managers/Supervisors and Timekeepers reconcile time daily to schedules so that accurate data has been recorded.

Students select the transfer **only once at the start of work** for any department other than their home / primary. To add or change data in the transfer column in the timecard please follow the steps below. Note any time that is in a signed off pay period incorrectly recorded to the incorrect department cannot be edited and will require a journal entry that must be done by Finance.

- Select the employee
- Go to – Select the timecard
- Select the appropriate date range or pay period
- On the date you are looking to modify the transfer and hours, click in the Transfer field in the row of the timecard with the in and out time
- Click the down arrow, if adding or changing the departments and it appears in the list, click the department, then click save

The screenshot shows the UKG Employee Timecards interface. At the top, there's a navigation bar with the UKG logo and 'Employee Timecards' title. Below it, there's a user profile dropdown and '1 of 1' indicator. 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 is a table with columns: Date, Amount, In, Out, Transfer, In, Out, Transfer, Absence, Shift, Daily, and Period. The table shows data for dates from Sun 2/05 to Sat 2/11. On Tue 2/07, the Transfer field is selected, and a dropdown menu is open, listing several department options like 'College of The Holy Cross/310400/0;...', ';;:HLY;', 'College of The Holy Cross/227000/0;...', 'College of The Holy Cross/220090/0;...', 'College of The Holy Cross/221700/0;...', and 'College of The Holy Cross/221400/0;...', along with a 'Search...' option.

Accruals

Totals

Audits

- If you want to delete the department, click in the transfer column on the department and hit your space bar, then click save
- If the department does not show up in the list of departments, you must search and select the correct department
- Click in the transfer column and then the down arrow, then click Search

This screenshot shows the same UKG Employee Timecards interface as the previous one, but with a 'Transfer' modal window open on the right side. The modal window has a close button (X) in the top right corner. It displays the following information:

- Primary Location:** College of The Holy Cross/110204/0
- Work Rule:** None
- Cost Center:** None
- Labor Categories:** STD
- Business Structure:** College of The Holy Cross/310400/0

 At the bottom of the modal, there are three buttons: 'Add Work Rule', 'Add Cost Center', and 'Add Labor Category'. At the very bottom of the modal, there are 'Cancel' and 'Apply' buttons. In the background, the timecard grid is visible, and the dropdown menu for the Transfer field on Tue 2/07 is still open, showing the same list of department options as in the first screenshot.

Accruals

Totals

- If there is already a department in the transfer column after clicking search, a window will appear and you need to click the pencil icon to edit the entry.
- If there is not, you will need to add a business structure by
 - Expanding the business structure by clicking the plus icon

The screenshot shows the UKG Employee Timecards interface. A timecard entry for Tuesday, 2/7, is selected, and the 'Transfer' dropdown menu is open. The dropdown lists several department codes from 'College of The Holy Cross'.

| Date | Amount | In | Out | Transfer | In | Out | Transfer | Absence |
|----------|--------|---------|----------|---|----|-----|----------|---------|
| Sun 2/05 | | | | | | | | |
| Mon 2/06 | | 8:00 AM | 10:00 AM | Choose: | | | | |
| Tue 2/07 | | 1:01 PM | 2:41 PM | College of The Holy Cross/227000/0;;; ;;:HLY; | | | | |
| | | 8:03 PM | 11:05 PM | College of The Holy Cross/220090/0;;; College of The Holy Cross/221700/0;;; College of The Holy Cross/221400/0;;; | | | | |
| Wed 2/08 | | 9:31 AM | | Search... | | | | |
| Thu 2/09 | | | | | | | | |
| Fri 2/10 | | | | | | | | |
| Sat 2/11 | | | | | | | | |

- Once either clicking the pencil icon or the plus icon you must key in the department number you want to assign the hours to
 - In the search box, type in the department number and click the magnifying glass to search
 - Once the department appears, click the right arrow icon
 - This will open the job view, click the circle next to the 0 Job value
 - Click Ok and then Apply
 - Then click Save to save the timecard

The screenshot shows the UKG Employee Timecards interface with the 'Transfer Business Structure' dialog box open. The search box contains '221000' and the search results show 'College of The Holy Cross/221000'.

| Date | Amount | In | Out | Transfer | In | Out | Transfer | Absence |
|----------|--------|---------|----------|---|----|-----|----------|---------|
| Sun 2/05 | | | | | | | | |
| Mon 2/06 | | 8:00 AM | 10:00 AM | Choose: | | | | |
| Tue 2/07 | | 1:01 PM | 2:41 PM | College of The Holy Cross/227000/0;;; ;;:HLY; | | | | |
| | | 8:03 PM | 11:05 PM | College of The Holy Cross/220090/0;;; College of The Holy Cross/221700/0;;; College of The Holy Cross/221400/0;;; | | | | |
| Wed 2/08 | | 9:31 AM | | Search... | | | | |
| Thu 2/09 | | | | | | | | |
| Fri 2/10 | | | | | | | | |
| Sat 2/11 | | | | | | | | |

The screenshot displays the UKG Employee Timecards interface. At the top, there is a navigation bar with the UKG logo and the title 'Employee Timecards'. Below this is a toolbar with various icons for actions like 'List View', 'Zoom', 'Approve', 'Remove Approval', 'Sign-Off', 'Analyze', 'View Moved...', 'Accrual Actions', and 'Go To'. The main area contains a table with the following columns: Date, Schedule, Pay Code, Amount, In, and Out. The table lists dates from Sun 1/29 to Sat 2/04. A 'Transfer' dialog box is open on the right, showing a search for '221200' and a list of jobs, including 'College of The Holy Cross/221200/0'. The dialog also has fields for 'Go To', 'Work Rule', 'Cost Center', and 'Labor Categories'.

| | Date | Schedule | Pay Code | Amount | In | Out |
|---|----------|----------|----------|--------|---------|----------|
| + | Sun 1/29 | | | | | |
| + | Mon 1/30 | | | | 6:57 PM | 9:00 PM |
| + | Tue 1/31 | | | | 7:50 AM | 11:19 AM |
| + | Wed 2/01 | | | | | |
| + | Thu 2/02 | | | | | |
| + | Fri 2/03 | | | | | |
| + | Sat 2/04 | | | | | |

Approving Employee Timecards

All hours must be validated and correct before approving timecards. Timecards need to be approved by Monday 12 pm Est, the weekly payroll deadline.

You must validate all hours worked for your department if you have employees such as Students that work across the campus in more than one job by confirming your department is present in the transfer column for the hours the employee worked in your department.

Timecards should be validated for all hours worked and for the total hours recorded. If the employee worked their regularly scheduled weekly hours their total hours should equal and or be greater if they worked additional time to their weekly scheduled hours. If it is not, this may be an indicator of an issue with time that will impact the employees pay such as missed in and out punches.

Please do not approve timecards before the pay period has ended. This will lock the timecard from any time being recorded and result in missing pay.

If the timecard is prematurely approved in error, it will lock the timecard from time being recorded, for example when the employee swipes in for work it cannot add the time to the timecard because its approved. Please pay special attention to the timeframe when you approve the timecard. If this occurs you must remove the approval and if other managers have approved the timecard, they will also need to remove their approval in order for time to be recorded.

Please be sure to only approve time for hours worked for your department. You must only approve time the employee has worked for you/your department by selecting the correct date/timeframe. For example, if you have a student who worked one day of the week/pay period, set the timeframe to that day/dates and then select approve.

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 approve the background color of the timecard is gray. For the explanation of what each

| | | 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 |

color that appears in the timecard represents, please see Timecard Shading in this document.

To remove approval from a timecard:

There may be times you need to edit timecard you have 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**.

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.

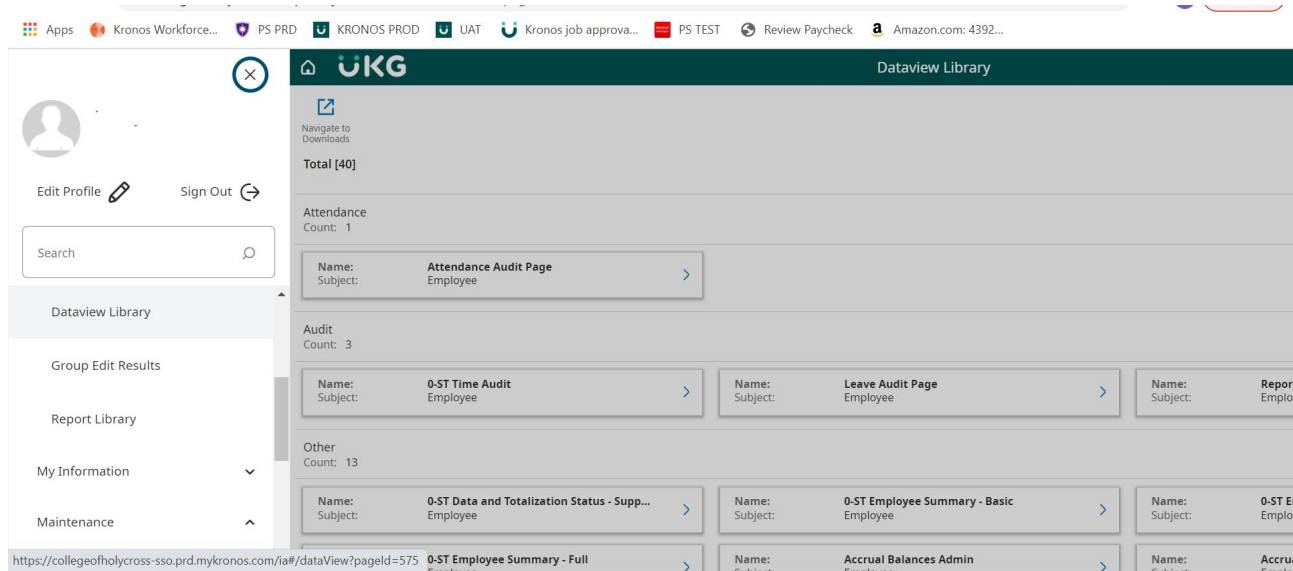
Dataviews

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

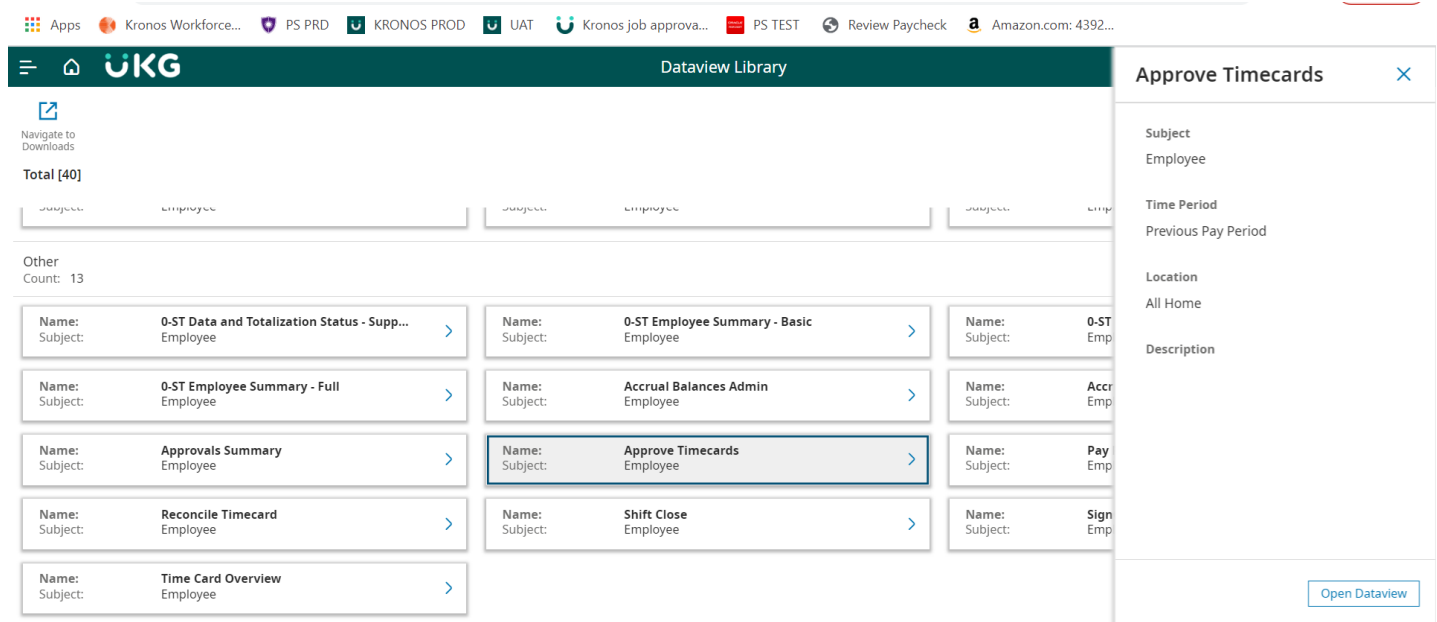
Using the Approve Time Dataview allows you to see who approved time charged to your department as mentioned in the previous section regarding **Seeing Students Who Charged/Transferred Time to Your Department That Should Not Have? – Identifying Who Approved That Time** here are the navigation steps:

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



After selecting the dataview you want to run the
 ➤ Click Open Dataview



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

UKG Approve Timecards

Previous Pay Period | All Home | Loaded 1:53 PM

Select All Refine Zoom People Track Time Accruals Approval Create Notice

| Employee Full Name | Employee Approval Status | Manager Approval Status | Approving Managers | Unexcused Absence Ind... | Totals Up To Date Indica... | Employee Pay Rule |
|--------------------|--------------------------|-------------------------|--------------------|--------------------------|-----------------------------|----------------------------------|
| Carter | | | | | ✓ | Student Regular |
| Elton | | | | | ✓ | 0 Std Hours w30 min lunch |
| Ginmeng | | | | | ✓ | Student Regular |
| Patrick | NONE | FULL | Barbara A | | ✓ | REG40 30 Min |
| Martin | | | | | ✓ | Admin |
| Brandon | NONE | FULL | Cynthia E | | ✓ | Public Safety Officers-No Lun... |

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

UKG Approve Timecards

Previous Pay Period

Select All Refine Zoom People Track Time Accruals Approval Create Notice

| Employee Full Name | Employee Approval Status | Manager Approval Status | Approving Managers | Unexcused Absence Ind... | Totals Up To |
|--------------------|--------------------------|-------------------------|--------------------|--------------------------|--------------|
| Carter J | | | | | |
| Elton S | | | | | |
| Ginmeng | | | | | |
| Patrick F | NONE | FULL | Barbara A | | |
| Martin J | | | | | |
| Brandon J | NONE | FULL | Cynthia E | | |

Refine ✕

Sort **Filter** Group Calculate

Search

> Approving Managers

> Employee Approval Status

▼ **Employee Full Name**

Starts With

doe

Done

> Employee Pay Rule

> Manager Approval Status

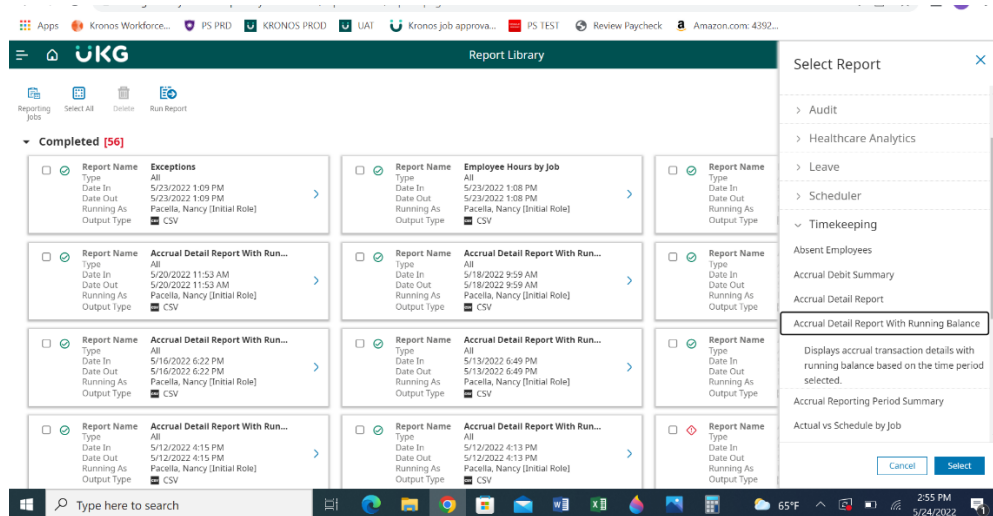
Cancel Apply

Report Library

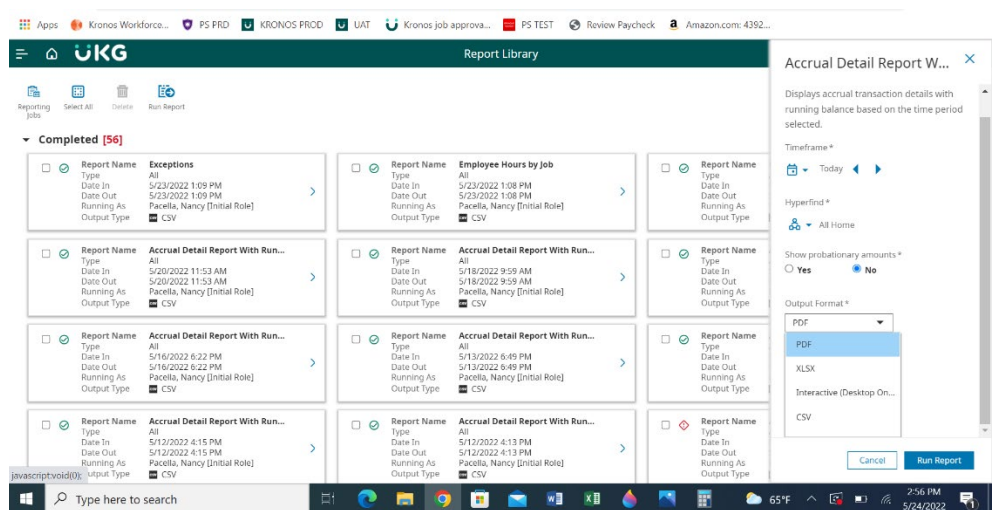
The reports you have access to depend on your user access. When running a report from an employee, by using the Go to menu, the report automatically is run for the specific employee you have pulled up. If you are looking to run the report for a group of employees, you have access to you will need to 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.



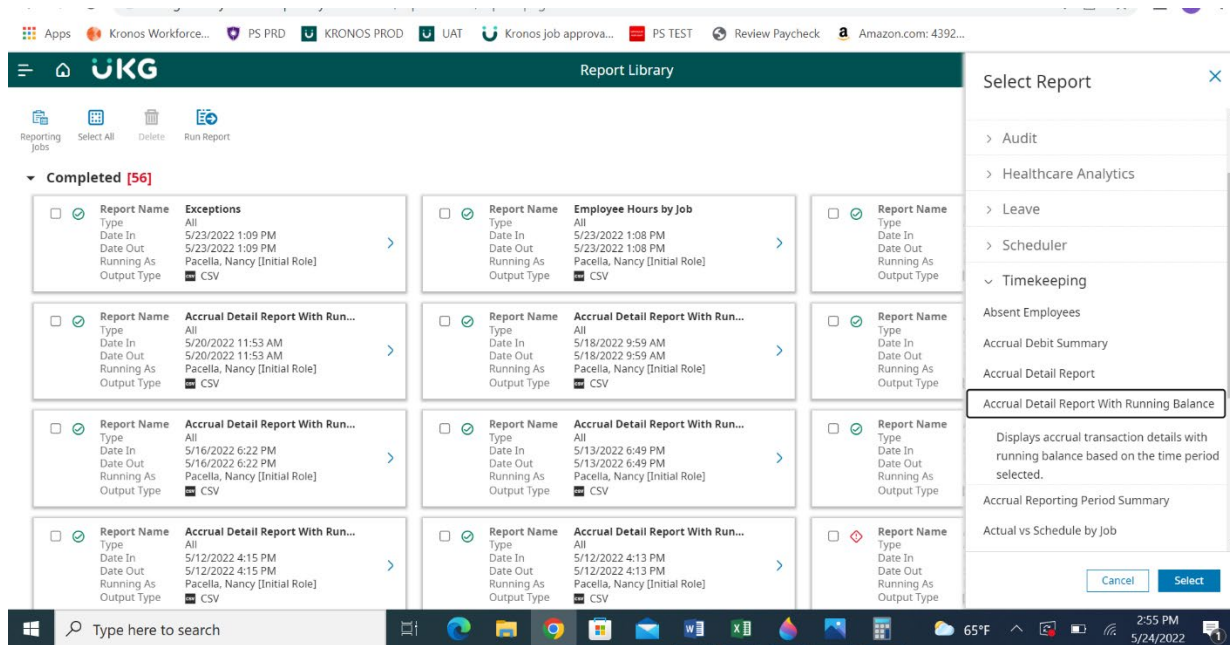
- Select the Timeframe by clicking the calendar icon
- Select the Hyperfind for the group of employees you want to run the report for
- Select the desired Output Format
- Click Run Report

Accruals

Employee accruals can be viewed by following the previous 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 Balances. 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

The 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.



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. |

FAQ's and Tips

| Question | Why | Resolutions |
|--|--|---|
| Timecard has a 30 min deduction but the employee worked. | The system is configured according to applicable laws. As such nonexempt employees who met the 6-hour mark for hours' work are deducted the 30 min break. | Employee should contact their manager/supervisor immediately letting them know. The 30 mins of time worked, needs to be added to the timecard. The manager/supervisor or timekeeper needs to edit the timecard, by adding a row on the day worked, inputting 30 mins in the amount column, add a the comment, worked auto deduct break and save |
| A punch is missing from the timecard | Employee forgot to swipe/or timestamp | Manager/supervisor and or timekeeper should be notified immediately to correct the punch. The timecard is edited and the correct time is entered. |
| I don't see holiday hours in the timecard. | The system is configured according to Holy Cross policies and as such for certain hours to be paid, certain criteria must be met. If not scheduled and or you the schedule is missing the holiday hours are not applied in the timecard. | Employee should contact their manager as soon as possible. They should review the timecard and in accordance to Holy Cross policy determine If there is an issue and email Kronos@holycross.edu . |
| Employee is sent home who is scheduled for the day before 3 hours of total time for the day | According to applicable laws a nonexempt employee who is scheduled for the day but sent home before 3 hours, is required to be paid for 3 hours. | The timecard must be edited to reflect the minimum amount of hours and a comment added. |
| I can't see a student | The root cause is either: The Student hire status in PeopleSoft is not marked as completed or The Student is not selecting the transfer function (only required once at start of work) and picking the correct department | if the Student is in PeopleSoft and not marked complete send an email to HRStudentemployment@holycross.edu . If you were previously able to see the Student, you need to change the dates and select the hyperfind HC Student Home and Transfer to have the student appear in the list of timecards you can access. |

| | | |
|---|---|--|
| Student has not been paid for hours logged in timecard? | The Student is not hired in the department. | if the Student is in PeopleSoft and not marked complete send an email to HRStudentemployment@holycross.edu |
| Student has time that hasn't been paid and it is not in the timecard | Only time recorded in the timecard can be processed. | An edit can be made in this current weeks' timecard for the time not paid. Add the time in the first day of the pay period, Sunday, by inputting the number of hours and adding a comment. Note – pay close attention to not cause overtime |
| Time is incorrectly charged to my department or there is a transfer in a timecard to my department that is incorrect | Time was not transferred correctly by the student and or the manager/supervisor of the department did not make a correction to the timecard | If in the current pay period and or time is not signed off, change or add the department in the transfer column. If time has been signed off, an email should be sent to payroll@holycross.edu so a journal entry can be made to correct the issue |
| I encountered an error when trying to swipe/time stamp that says time can't be recorded? | The timecard was approved prematurely – the system cannot insert time in a timecard that has been approved. | The approval needs to be removed by the managers who approved it and the students time needs to manually inputted |