Kronos Workforce Dimensions: Time Approver’s “Need to Know” Overview
The Role of the Time Approver

Some typical Scheduling and Timekeeping manager tasks

**Scheduling**
- Build future schedules
- Manage requests for time off in the future
- Maintain future schedules
- Manage daily staffing

**Timekeeping**
- Monitor employee hours
- Review alerts when employees deviate
- Edit timecards to address changes
- Approve employees' time for payroll processing
Course Objectives

After completing this session, you should be able to:

• Respond to Notifications in Control Center
• Add, edit and remove punches
• Approve time off requests
• Respond to exceptions by editing timecards
• Approve Timecards
Getting Started

• We will be utilizing Kronos Captured Exercises to explore the primary concepts that you must know to get started as a Time Approver with Kronos Workforce Dimensions:
  - A handout of the full suite of exercises has been made available to you.
  - If you brought a laptop, you can also log in now to do the exercises with the instructor: https://edweb1.kronos.com/education/WFD_UA/Tools_Templates/Captured_Exercises/Published/MTO_timekeeping_Exercise_Page/index.html
  - Today, we are only focusing on the “need to know” items to get you started.

• This is your ultimate guide to the Time Approver functionality within Kronos Workforce Dimensions
  - It is highly recommended that you explore all the guided exercises within the workbook to gain a full understanding.
Review Notifications in Control Center (page 20)
Adding Punches and Comments to Timecards (page 46)

<table>
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<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
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<td>7:30 AM - 4:00 PM</td>
<td>7:30 AM</td>
<td>11:30 AM</td>
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<td>9:00</td>
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- **Delete a row of punches**
- **Delete a punch**
- **Edit a punch**
- **Add a missing punch**
To resolve an exception, you can:

Mark the exception as reviewed and add a comment.

Edit the punch and add a comment.

Add or delete a pay code

Short Shift exception
### Approve Individual Timecards (page 56)

#### Employee Timecards

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<th>In</th>
<th>Out</th>
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Starting October 19, 2019 you can log in to the Kronos Workforce Dimensions site:

https://usnh.prd.mykronos.com

Job Aids are located online. Easiest way to get started is by visiting the USNH UTime webpage under Kronos:

http://www.usnh.edu/human-resources/utime