Kronos Workforce Dimensions:

A 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 – for Time Approvers

After completing this session, you should have an understanding on how to:

- Manage shifts & schedule patterns (Schedule)
- Respond to notifications (Control Center)
- Approve time off requests (Control Center)
- Add, edit and remove punches (Timecard)
- Respond to exceptions (Timecard)
- Add, edit and remove time off / premium time (Schedule)
- Approve Employee Timecards
- Use Dataviews for utilization and compliance review
View Schedules/Shifts

The employee **Schedule** view shows you ALL your direct reports and their regular work schedules & shifts:

- Weekly work schedules are initially loaded based on how a position is coded in Banner HR
- Schedules are necessary for status employees to process holiday pay & types of time off requests in Kronos
- For Hourly paid employees, exceptions (*early in, late out punches, etc.*) are based on shifts within the schedule
Edit a Schedule Pattern

Should only be used for employees who have a non-standard work schedule that does not already exist in Banner HR.

IMPORTANT: Prior to making any edits contact your HR office, as changes to any standard schedules need to be updated in Banner HR or employees will have duplicate schedules.

To create or edit a non-standard work schedule, right click on the employee name and select “Schedule Pattern”

- Create from scratch, or add a schedule using a Pattern Template or add each day using a Shift Template
- Set the time parameter for the pattern to repeat and override the existing schedule pattern
- Notify HR office of any initial creation of non-standard schedule for benefitted hourly staff.

Job Aid: Edit a Schedule Pattern
Review Notifications in Control Center

As a time approver, unique notifications will appear in your **Control Center**: such as **Timekeeping** and **Time Off Requests**.

- These require your direct action – usually before the close of the current pay period.
- You will also see notifications that relate to your own requests.
Approving Time Off Requests

Review your employee’s accrued balances, and your team’s work schedule for any staffing conflicts with other planned absences, then

Approve

OR set the request to

Pending

Job Aid: Approve Time Off Requests
Adding Punches and Comments to Timecards

Timekeeping notifications may be employee edits you need to approve or may require your direct action in a **Timecard**.

- **Timecard** is specifically used to *Add, Edit or Delete* punches
- Adjusting Time Off and Premium Pay issues are addressed in the **Schedule**
- Always add a comment whenever you add, edit or delete an employee’s punch on a **Timecard**

**Job Aid: Add, Edit and Delete Punches**

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- Delete a row of punches
- Edit a punch
- Add a missing punch
Reviewing Exceptions on Hourly Timecards

Sometimes a **Timecard** will have exceptions noted that aren’t necessarily errors, but alerts to something that occurred outside of the normal shift.

- Right click on the cell with an exception to review it
- If it doesn’t require a correction, you can **Mark as Reviewed** and add a comment if necessary

**Job Aid:** *Resolve Timecard Exceptions*
Add, Edit and Delete Time Off

Editing Time Off occurs in the Schedule view

- **Best practice** is for the employee to cancel and resubmit Time Off request
- However, you may have to submit a Time Off request or edit one for an employee who is unable to do so before the end of a pay period.
- The steps are similar to submitting a Time Off request for yourself.

**Job Aid: Add, Edit or Delete Time Off on Schedules**
Add, Delete and Edit Premium Pay

Editing **Premium Pay** also occurs in the Schedule View

- Right click on a shift to **Add Paycode** or edit an existing paycode

- Examples of common premium pay would be:
  - Overtime, stand-by, on-call or curtailed operations

**Job Aid:** Add, Edit or Delete Paycodes on Schedules
Approve Timecards

Deadline is Monday morning, following the end of the pay period

Hourly paid timecards **MUST BE** reviewed and approved. Best practice is to also view Salary paid timecards for time off requests

- Open employee’s timecard
- View the correct pay period
- Resolve outstanding requests, errors or exceptions before approving
- Use **Totals Add-on** to verify hours to be paid are correct

Once a Timecard is approved, employees can no longer Punch IN/OUT or make edits

**Job Aid:** Approve Employee Timecards
Dataviews give you deeper insight into the performance of your direct reports

- Some useful Dataviews include:
  - Accrual Details
  - OT Use
  - Absenteeism and
  - Worked vs Scheduled hours

- Within a Dataview you can sort & filter data

- Like other views, select the specific time period to view (usually Current or Previous pay period.)

Job Aid: Sort and Personalize Dataviews
Create a Desktop Chart from a Dataview

Taking Dataviews a step further, you can create and save a Chart.

• Employee time off balance chart - for yourself or your direct reports

• You can also create multiple charts from Dataviews to choose for access on your Kronos homepage screen

Job Aids: Create Accrual Balance Chart
Taking a Deeper Dive

*Kronos Workforce Dimensions – Timekeeping and Basic Scheduling* tasks is available to explore and learn more about actions that may be required by you as a **Time Approver**:

- Kronos workbook and captured exercises are available on USNH HR Kronos resources site *(URL on next slide)*
- Workbook shows all **Time Approver** functionality
- This presentation focused on the core “*need to know*” items to get you started as a **Time Approver**
Time Approver Job Aids are online

Easiest way to get started is by visiting the USNH Kronos webpage under Kronos:

https://www.usnh.edu/human-resources/kronos-information-and-resources