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 Timecards
- Use Dataviews for utilization and compliance review
The employee **Schedule** view shows you ALL your direct reports and their regular shifts:

- Shifts are built around an ongoing schedule – initially loaded based on how a position is coded in Banner HR.
- Shifts are necessary for status employees to process holiday pay and types of time off requests in Kronos.
- For Hourly paid employees, exceptions (early in, late out punches, etc.) are based on their shifts.
Add or Edit Individual Shifts

• From the **Schedule** choose Edit from the Quick Actions and choose a Shift Template, or right click on the actual shift and select “edit”.

• You can then use the slider or text entry to create the new shift

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**Job Aid: Add or Edit a Shift**
Edit a Schedule Pattern

You may find it necessary to change the entire schedule pattern, instead of a given shift.

• 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

Job Aid: Edit a Schedule Pattern
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

Check your employee’s accrued balance, 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 edit a Timecard or Schedule

**Job Aid:** Add, Edit and Delete Punches
Reviewing Exceptions - 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.

• You can right click on an exception to review it.

• If it doesn’t require a correction, you can mark it as read and add a comment.

Job Aid: Resolve Timecard Exceptions – Hourly Timecard
Editing **Time Off** occurs in the **Schedule** view

- **Best practice** is for the employee to cancel and resubmit Time Off request
- However, you can also edit time off from the **Schedule**
- **Remember**: You may need to add a shift back after changing time off increments.

**Job Aid:** *Add, Edit or Delete Time Off or Paycodes on Schedules*
Editing **Premium Pay** also occurs in the Schedule View

- Right click on a shift to Add **Paycode** or on an existing paycode to edit
- Examples of common premium pay would be stand-by/call-in or curtailed operations
- **Remember:** you may need to add a shift back after changing premium pay increments

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

• …by the Monday deadline after the end of the pay period

• Hourly paid timecards **MUST BE** reviewed and approved. Best practice is to also to view Salary paid timecards.

• Open your employee’s timecard.

• Verify you are viewing correct pay period

• Resolve any outstanding requests, errors or exceptions before approving

• Use the **Totals Add-on** to verify hours to be paid are correct

• Once a Timecard is approved, the employee can no longer make edits – however, they can still punch in/out

Job Aid: Approve Employee Timecards
Working with Dataviews

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 your 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 for your Home Page
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