What is Kronos Workforce Dimensions?

**Kronos Workforce Dimensions** is the new time management system that will be used by ALL USNH employees under **UTime**.

- Kronos is replacing 5 different USNH timekeeping systems
- Kronos links with USNH Banner Finance/HR system used to process payroll
- Employees will access Kronos via Desktop / Mobile application process or a Timeclock
Within Kronos, there are system generated communications and notifications to alert you to action that may require your attention

- Email communications will only be sent to an *employee’s CAMPUS email address* – such as your Time Off request’s approval.

- Notifications that require action will be displayed - such as a **missed Punch** in your Control Center when using Desktop or Mobile application or through a clock display for Timeclock users.
What is Changing for YOU?

For current WTE users transitioning to Desktop:

- You will **Punch IN** and **OUT** at the start and end of each day in your desktop / mobile application to document hours worked vs. entering hours worked in WTE at the end of the day or week.

For current WTE users transitioning to Time clocks:

- You will **Punch IN** and **OUT** at the start and end of each day at a Timeclock located near your work location vs. entering hours worked in WTE at the end of the day or week.
Submitting a Time Off Request

Continue to follow your existing practice of dialoging with your supervisor or manager about plans for scheduled time off:

- **Desktop / Mobile application users** - submit Time Off requests at a work or home via the computer or mobile application

- **Time clock users** – submit Time Off requests at an auxiliary clock available at your work location or via a desktop / mobile application at work or home
Language Preferences?

• **For Timeclock users**: Set the language (*at auxiliary clocks*) while you navigate in Kronos to review balances, submit time off requests and review & respond to notifications

• **For Desktop or Mobile users**: Notify your supervisor and they can set the default language for you to use every time you login to Kronos WFD
Kronos Learning Resources:

• **Job Aids** - for **Punching In** and **Out**, and job transfers *(if applicable)* will be posted at every Time clock

• **Supplemental Job Aids** *(step by step instructions and screens shots)* for every action you can make in Kronos WFD are posted online

• **Narrated Overview Presentations** – for **Desktop / Mobile** and **Timeclock** users are posted online for access and review at anytime

• **Follow up training sessions** - support will be available for all employees as needed **AFTER Go-Live!**
Course Objectives

After completing this session, you should have an understanding of how to do the following:

• Access and navigate your home page in Kronos Workforce Dimensions (desktop or mobile)
• Enter IN and OUT Punch times
• View My Schedule and My Calendar
• Submit Time off Requests
• Navigate My Timecard and perform a few common tasks in Kronos
Navigating your Home Page
Access Workforce Dimensions - Desktop

- Login to Workforce Dimensions via USNH Single Sign-On (SSO)
  
  https://usnh-sso.prd.mykronos.com
  
  - **Tip:** bookmark the login page for future use

- Takes you directly to your Kronos home page, where you can:
  
  - Access, view and modify your data using tiles
  
  - Configured to reflect your role
  
  - Adjust your home page with tasks you use most often

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**Job Aid: Getting Started - Employee Desktop**
Download the "WF Dimensions" application for use on your mobile device

- Full functionality, in a mobile-enhanced view.
- Download from the Apple app store or android app store (such as Google Play.)
- When asked, use the same URL as the desktop:
  https://usnh-sso.prd.mykronos.com

Job Aid: Getting Started – Mobile Application
Navigating the Home Page

- **Home page icon**: Click the icon to access main menu.
- **Alert icon**: Click for notifications.
- **Punch icon**: Click to view Punch In-Out and Punch Transfer.
- **My Schedule**: View daily schedule.
- **My Profile**: Edit profile.
- **My Notifications**: View system messages, requests, leave, and timekeeping.
- **Timecard**: View exceptions and timekeeping requests.

**Take actions directly in this tile**

**Click tile background to view source**
Viewing alerts and accessing the Control Center

To view your alerts:

- Click the Bell icon to view a summary of alert(s)
- Click View All to view the Control Center
- Click a category in the My Notifications tile

Quick actions:
- Click to open Control Center
- Click anywhere to close Control Center panel
Job Aid: Review Control Center Notifications
Signing Out

When you are done:

• Access the **Main Menu**
• Select **Sign Out** to exit

**NOTE:** Kronos Workforce Dimensions will automatically log you out after 10 minutes of inactivity on desktop or mobile screen.
2 Time Entry via Desktop
Punching In and Out

- Time is recorded via **Punch** tile and is added to your **MY Timecard**
  - Provides accurate, timely documentation of hours worked
- **Punch Locations**
  - You should only be punching in at your designated work locations
- **Employees with multiple jobs**
  - Required to use the **Transfer** function to select the correct job you are punching in for

**Job Aid: Using the Punch Tile**
Punching In and Out (cont.)

Track hours worked by **Punching IN** and **OUT** according to your schedule

- Multiple Punches are interpreted as alternating **IN** and **OUT** punches:
  - **1st punch** of the day is a **IN** punch
  - **2nd punch** is assumed to be an **OUT** punch

- If Punches don’t align with work schedule, this is an exception and you will be prompted at your next punch – alerting you of a **Missed Punch**
  - Fix immediately or access timecard later to make correction, **but prior to the end of that pay period**
  - **Supervisors Approve** corrected punches on a timecard
¼ Hour Rounding Rules - for Punching IN and OUT

**Rounding Rules** calculate an employee’s IN or OUT Punch time to the nearest 1/4 hour

- Chart shows example of how a Punch anytime during **7:53 to 8:07** would round to an 8:00am Start Time

- Keep an eye on your punching each day, because if you **Punch IN Early** or **Punch OUT Late** outside of the quarter round you could trigger overtime for that day/week

**Examples:**

**Punch IN** at 7:52am would round back to a start time of 7:45am

**Punch OUT** at 4:38pm would round up to an end time of 4:45pm
Requesting Time Off
Viewing My Schedule

From My Schedule tile, you can:

- View your schedule for the next seven days
- Access My Calendar to view additional dates.

Job Aid: ‘View My Schedule/My Calendar - Hourly’
Requesting Time Off

From **My Calendar**, you can:

- View your schedule
- View existing **Requests**
- Cancel a **Request**
- Make a **New Request**

**Job Aid: Request Time Off - Hourly**
New Request for Time Off

From **My Calendar**
1. Select a start date on your calendar
2. Select **New Request**

From the **Request Time Off** panel:
1. Select a **Type of Time Off**
2. Select **Apply**
3. Select any additional dates, if needed
4. Enter a **Start** time
5. Enter a **Duration** (hh:mm)
6. Select **Review** to add a comment
7. Select **Submit**

*ALL Time Off requests must be made prior to the close of the pay period in which the time will be taken.*
Navigating My Timecard
Viewing My Timecard

From Main Menu:

- Select My Information
- Select My Timecard

OR use your Timecard tile which contains:

- Total number of exceptions in your timecard
- Name & day that someone other than you edited your timecard
- Click tile to My Timecard

Job Aid: View My Timecard
## Hourly Timecards

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>Absence</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
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<tbody>
<tr>
<td>Sat 2/22</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Sun 2/23</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Mon 2/24</td>
<td>4:00 PM - 4:30 PM</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 2/25</td>
<td>8:00 AM - 4:30 PM</td>
<td>7:55 AM</td>
<td>4:30 PM</td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
<td></td>
<td>8.00</td>
</tr>
<tr>
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<td>4:30 PM</td>
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<td></td>
<td></td>
<td>8.00</td>
<td></td>
<td>8.00</td>
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<td>4:33 PM</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Mon 3/02</td>
<td>8:00 AM - 4:30 PM</td>
<td>7:51 AM</td>
<td>4:30 PM</td>
<td></td>
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<td>8.00</td>
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**Job Aid: Timecard Add-ons**
### Accruals

**Job Aid:** View My Balances

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<tr>
<th>Date</th>
<th>Schedule</th>
<th>Absence</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 2/24</td>
<td>4:00 PM - 4:30 PM</td>
<td></td>
<td></td>
<td>8:00 AM</td>
<td>Resource Assistant</td>
<td>Sick</td>
<td>8:00</td>
<td></td>
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<tr>
<td>Tue 2/25</td>
<td>8:00 AM - 4:30 PM</td>
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<td>7:55 AM</td>
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<td></td>
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**Accrual Code**

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<tr>
<th>Code</th>
<th>Accrual Units</th>
<th>Accrual Available Balance</th>
<th>Accrual Reporting Period</th>
<th>Accrual Opening Vested</th>
<th>Accrual Ending Vested</th>
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</thead>
<tbody>
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<td>SICK</td>
<td>Hour</td>
<td>00:00</td>
<td>Mon 7/01 - Tue 6/30</td>
<td>00:00</td>
<td>00:00</td>
</tr>
<tr>
<td>CINV</td>
<td>Hour</td>
<td>08:00</td>
<td>Mon 7/01 - Tue 6/30</td>
<td>00:00</td>
<td>08:00</td>
</tr>
<tr>
<td>CIMP</td>
<td>Hour</td>
<td>00:00</td>
<td>Mon 7/01 - Tue 6/30</td>
<td>00:00</td>
<td>00:00</td>
</tr>
<tr>
<td>CIMP</td>
<td>Hour</td>
<td>00:00</td>
<td>Mon 7/01 - Tue 6/30</td>
<td>00:00</td>
<td>00:00</td>
</tr>
</tbody>
</table>

**Timecard Add-ons**
Performing Timecard Tasks
Add, Edit & Delete Punches

- Correct errors and provide details on exceptions in My Timecard
  - Missed punches are called out by a **solid red block** in the missing field
- If punches don’t align with your schedule, an indicator appears in the cell containing the issue

**IMPORTANT:**
- Edits don’t appear on your timecard *until they have been approved*
- You can view your unapproved edits by selecting **View Pending**

**Job Aid: Add, Edit & Delete Punches**
Adding Comments

• Add comments on your Timecard to explain a punch, exceptions or add a pay code

• Choose from list of available comments
  - **Do ENTER** comments that explain a missed punch, a late in/out punch or an early in/out punch.
  - **Do NOT disclose personal, private information in your comments.**

• You can add more than one comment

• View comment details in **My Timecard**, by hovering over the *comments bubble* icon

**NOTE:** You may be able to type additional notes to accompany the comment(s).
Approving Your Timecard

- You are required to approve your timecard at the close of each pay period.
- On My Timecard – be sure you are reviewing the Current Pay Period display & APPROVE.
- Once your manager approves your Timecard, you will not be able to make additional edits.

Job Aid: Approve Your Timecard
Resources

USNH/Kronos Workforce Dimensions site:

https://usnh-sso.prd.mykronos.com/

Visit the UTime/Kronos webpage to find:

- Announcements
- Training presentations
- Job Aids
- Contact info for Campus System Admins

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