Kronos Workforce Dimensions: Timekeeping for Hourly Employees
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 WFD is replacing 5 different USNH timekeeping systems
- Kronos WFD links with USNH Banner Finance/HR system used to process payroll
- Employees will access Kronos WFD 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 an approval for a Time Off request

- Notifications that require action such as a Missed Punch, will be displayed 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

**IMPORTANT:** 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 work or home via a desktop computer or mobile application

- **Time clock users** – submit *Time Off* requests at an auxiliary clock available at your work location or via a desktop computer / 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)* are posted at every Timeclock

- **Supplemental Job Aids** *(step by step instructions with screen 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!**
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
1

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

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
Navigating the Home Page

Access Main Menu

Take actions directly in this tile

Home page icon

Click tile background to view source

Alert icon

My Schedule

Punch

Timecard

6 Exceptions

There are no items to display

My Profile

My Notifications

0 System Messages

0 My Requests

0 Leave of Absence Requests

0 Timekeeping

0 Timekeeping Requests
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
Control Center

Categories

Notification list

Filters

Available actions

Details panel

Job Aid: Review Control Center Notifications
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
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 end of that pay period**
  - Supervisors must Approve corrected punches on a timecard
Rounding Rules calculate an employee’s **IN** or **OUT** Punch time to the nearest 1/4 hour

- Chart shows example of how a **Punch IN** 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
Punching OUT & Meal Attestation – (After 5 or more hours worked)

If you worked 5 or more hours, CONFIRM whether you took your unpaid meal break:

YES  OR  NO  AND  WHY?

Confirm

I certify I took an unpaid meal break within 5 consecutive hours of my workday and in compliance with NH Department of Labor law RSA 275:30-a ("An employer may not require an employee to work more than 5 consecutive hours without granting him a 1/2 hour lunch or eating period, except if it is feasible for the employee to eat during the performance of his work, and the employer permits him to do so.")

YES

Submit

Cancel

Confirm

I certify I took an unpaid meal break within 5 consecutive hours of my workday and in compliance with NH Department of Labor law RSA 275:30-a ("An employer may not require an employee to work more than 5 consecutive hours without granting him a 1/2 hour lunch or eating period, except if it is feasible for the employee to eat during the performance of his work, and the employer permits him to do so.")

NO

Submit

Cancel

Confirm

Why did you miss your owed meal break today?

Mutual agreement with supervisor to work

Mutual agreement with supervisor to work

worked through my meal break without s...

Meal break was not provided
3 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’**

![My Schedule and Calendar Image]
Request 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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</thead>
<tbody>
<tr>
<td>Sat 2/22</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mon 2/24</td>
<td>4:00 PM - 4:30 PM</td>
<td></td>
<td>8:00 AM</td>
<td></td>
<td>... Resource Assistant;...</td>
<td>Sick</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 2/25</td>
<td>8:00 AM - 4:30 PM</td>
<td></td>
<td>7:55 AM</td>
<td>4:30 PM</td>
<td></td>
<td></td>
<td>8.00</td>
<td></td>
<td>8.00</td>
</tr>
<tr>
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<td>8:00 AM - 4:30 PM</td>
<td></td>
<td>7:55 AM</td>
<td>4:30 PM</td>
<td></td>
<td></td>
<td>8.00</td>
<td></td>
<td>8.00</td>
</tr>
<tr>
<td>Thu 2/27</td>
<td>8:00 AM - 4:30 PM</td>
<td></td>
<td>7:51 AM</td>
<td>4:33 PM</td>
<td></td>
<td></td>
<td>8.15</td>
<td>8.15</td>
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</tr>
<tr>
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<td></td>
<td>8:00 AM</td>
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<td>... Resource Assistant;...</td>
<td>Personal</td>
<td>8.00</td>
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**Job Aid: Timecard Add-ons**
## Accruals

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<th>In</th>
<th>Out</th>
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<th>Pay Code</th>
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<tr>
<td>Mon 2/24</td>
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<td>8:00 AM</td>
<td></td>
<td>Resource Assistant</td>
<td></td>
<td>8:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 2/25</td>
<td></td>
<td></td>
<td>7:55 AM</td>
<td>4:30 PM</td>
<td></td>
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<td>8:00</td>
<td>8:00</td>
<td></td>
</tr>
</tbody>
</table>

- **Accruals**
- **Timecard Add-ons**

**Job Aid:** View My Balances
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