

Kronos User's Guide

Specifically For



Timekeepers and Supervisors

in

Kronos Workforce Timekeeper 8.1.3

May 2019

Table of Contents

Table of Contents.....	2-3
Introduction.....	4
Timekeeper and Supervisor Roles.....	5
Timekeeper and Supervisor Responsibilities.....	5-6
Payroll Processing Information.....	7
Using Kronos Workforce Timekeeper	
• Navigation Basics	
○ Log On Information.....	8
○ Log On Instructions.....	9
○ Default Home Screen Information.....	10
○ Log Off Instructions.....	11
• Genie Basics	
○ Purpose of a Genie - Accessing Employee Data.....	12
○ QuickFind Genie Instructions.....	13-14
○ Genie (Not QuickFind) Instructions.....	15-16
○ “Ad Hoc” Hyperfind Query Instructions.....	17-19
• People Basics	
○ Purpose of the People Record.....	20
○ Information about Labor Accounts.....	20
• Timecard Basics	
○ Purpose of the Timecard.....	21
○ Timecard Indicators and Colors.....	22

○ Definition of an Exception in Kronos.....	<u>23</u>
○ Timecard Tabs and Go To.....	<u>23</u>
● Timekeeping Basics	
○ Types of Timecards.....	<u>24</u>
○ Punch Information & Tips.....	<u>24-25</u>
○ Add Punch Instructions.....	<u>26-27</u>
○ Edit Punch Instructions.....	<u>28-30</u>
○ Delete Punch Instructions.....	<u>31-34</u>
○ Comments & Notes Instructions.....	<u>35-38</u>
○ Add Pay Code Instructions.....	<u>39-40</u>
○ Edit Pay Code Instructions.....	<u>41-43</u>
○ Add Job or Labor Transfer Instructions.....	<u>44-46</u>
○ Edit Job or Labor Account Transfer Instructions.....	<u>47-49</u>
● Report Basics	
○ Report Instructions.....	<u>50-52</u>
● Pay Period Close Basics.....	<u>53</u>
○ Pay Period Close – BSU Genie Instructions	<u>54-56</u>
○ Timecard Approval Process Instructions.....	<u>57-58</u>

Appendix Information

● Appendix A - Kronos Vocabulary.....	<u>59</u>
● Appendix B - Kronos Available Resources.....	<u>60</u>
● Appendix C - Kronos List of Comments.....	<u>61</u>
● Appendix D - Kronos Timekeeping Do's & Don'ts.....	<u>62</u>
● Appendix E - Using the Kronos InTouch Clocks.....	<u>63-70</u>
● Appendix F – Supervisor/Timekeeper Required Actions....	<u>71-76</u>
○ Move Earned Comp Time to Overtime	
○ Holidays on Scheduled Day Off	
○ Enter Time Off	
● Appendix G – Leave Balances and Accrual Loads.....	<u>77</u>

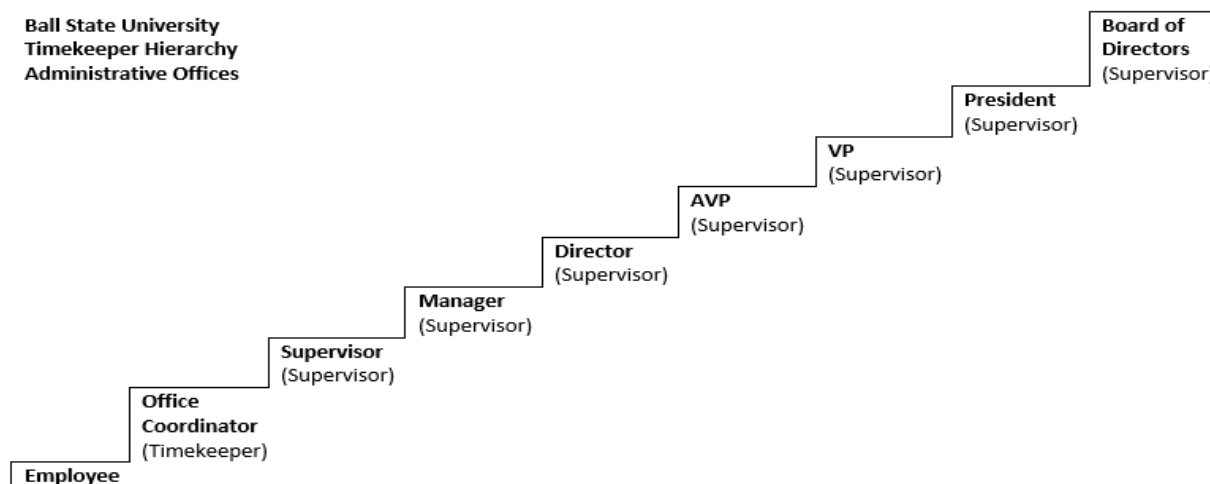
Introduction

Timekeeping is a critical function, which may be performed by the individual employee, a timekeeper, a supervisor, or a combination of these individuals. The timekeeping function requires accurate and timely recording of time and attendance. Timekeeping must be done in accordance with federal and state guidelines as well as University policies. Specifically, Indiana Code IC 35-44-2 “Perjury, False Reporting, Impersonation, and Ghost Employment” makes it a criminal and civil law offence to employ and pay an employee when the employee is not performing duties related to the operation of the employer thus emphasizing the critical role of the timekeeping function.

Timekeeping System

Ball State University’s official timekeeping system is Kronos Workforce Central. Kronos is used to report hours worked and time off. Every pay period, an employee’s timecard should be reviewed for accuracy, edited as necessary, and signed off on by an employee’s supervisor before being sent to payroll for processing.

By giving every supervisor Kronos access, a hierarchy structure is created thus providing a “back up” supervisor or next level approver to assist with coverage for vacations or illness. See example below:



Timekeeping Roles

Employee Role – Each employee is given access to their timecard to view, make limited edits (add a pay code, add a comment, etc.) and approve it.

Auditor Role - View only access given to an employee (or non-employee like State Board of Accounts) to be able to view all timecards of the Ball State employees as part of their job responsibilities.

- Examples include Benefit Manager for PPACA tracking, Human Resources for hours/shift/job information, Employee Relations for discrepancies/complaints/grievances, and internal/external auditors.

Timekeeper Role - View, Edit, and Approve access given to a non-managerial employee who is assigned the timekeeping functions for other employees in their department. A timekeeper is not required in every department; however, some larger departments may opt to enlist the help of a timekeeper. This role does not have the final sign off authorization.

- Examples include an Admin Coordinator, Office Coordinator, Specialist, Assistants, etc.

Supervisor Role - View, Edit, Approve, and Sign Off access given to a supervisor who is assigned the timekeeping functions and/or final sign off authorization for employees that they supervise in their department and/or organization. A supervisor is responsible for the accuracy of their employee's timecards as well as ensuring the timecard sign offs are complete by the assigned deadlines.

- Examples include Supervisors, Managers, Deans, Chairs, AVPs, VPs, etc.

Timekeeping Responsibilities

Employee Responsibilities:

- Non-exempt employees are required to:
 - Record time via timestamp or time clock
 - Report time off

- Record time worked against the proper job, contract, or grant fund
- Review and approve their timecard by the approval deadline.
- Exempt employees are required to:
 - Record exceptions (sick, vacation, or leaves)
 - Review and approve their timecard by the approval deadline.

Timekeeper Responsibilities:

- Review timecards to ensure the employee's time is accurately recorded and complete
- Work with employees to resolve errors like missing punches and job corrections
- Approve the timecard by the approval deadline effectively locking the timecard from any further employee edits and notifying the employee's supervisor that you have completed your timekeeping responsibilities.
- For corrections after the payroll has processed: complete a Kronos Adjustment Form, obtain the employee and supervisor signature, and email the form to the Payroll department.

Supervisor Responsibilities:

- Review direct report timecards to ensure the time is accurate and complete
- Assist the Timekeepers and employees with edits or questions
- Work with employees to resolve errors like missing punches and job corrections
- Sign off on the timecard by the sign off deadline effectively locking the timecard from any further edits and notifying the Payroll department that you have completed your supervisor responsibilities.
- For corrections after the payroll has processed: complete and sign a Kronos Adjustment Form, obtain the employee signature, and email to the Payroll department

The Kronos system offers basic scheduling, time reporting, exceptions reporting, and absence tracking online and in real time which provides timely and accurate information to timekeepers and supervisors. All of these items are covered in this document.

Payroll Processing Information

Biweekly Payroll:

Ball State University pays all employees on a biweekly pay cycle.

- A pay week runs from Sunday 12:00 AM to Saturday 11:59PM.
- A pay period runs for two consecutive weeks starting on Sunday and ending on a Saturday.
- Employees will be paid every other Friday, the Friday after the pay period ends.

In order to ensure the payroll is completed in a timely manner, the following schedule has been established:

- The employee's Supervisor will need to sign off on their employee's timecards by 2:00 PM on Monday (unless a holiday schedule applies) after the pay period ends. (aka "Kronos Monday")
- Payroll recommends that the Supervisor set a biweekly reminder on their calendar.
- If the Supervisor fails to complete the sign-off by 2:00 PM, Payroll will apply the sign off for you. Payroll will then notify you and your supervisor of the failed sign-off. Please note, that multiple failed sign-off notifications may result in your access being removed from Kronos and/or disciplinary action being taken.

As a Timekeeper or Supervisor, you have access to Kronos at any time during the pay period to view or make changes/corrections. The more frequently the timecards are reviewed, the less time it will take on "Kronos Monday" before submitting the information to the Office of Payroll and Employee Benefits. Therefore, reviewing the information on a daily basis is strongly recommended.

Log On Information

Important Information:

- Kronos is JAVA and FLASH free which means you can use any type of computer (MAC or Window's PC) and any internet browser (Internet Explorer, Google Chrome, Mozilla Firefox) to log on.
- Kronos 8.1.3 utilizes single sign on (SSO) which allows you direct access without logging on if you are already logged onto the BSU network.
- Kronos Username and Password are the same as your BSU network account.

Log On Options:

- BSU website/PEB webpage

<https://cms.bsu.edu/about/administrativeoffices/payrolleb/payroll/kronos>

- BSU website/My.BSU under "Additional Tools"

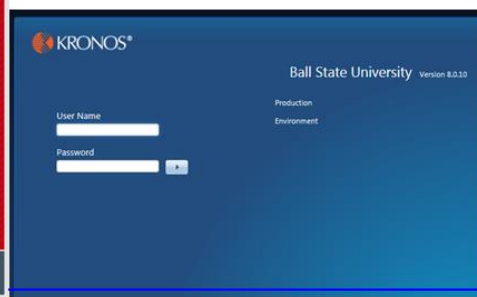
<https://my.bsu.edu/>

Please contact the PEB@bsu.edu if you need special accommodations for Kronos or assistance logging on.

Log On Instructions

Log On Instructions:

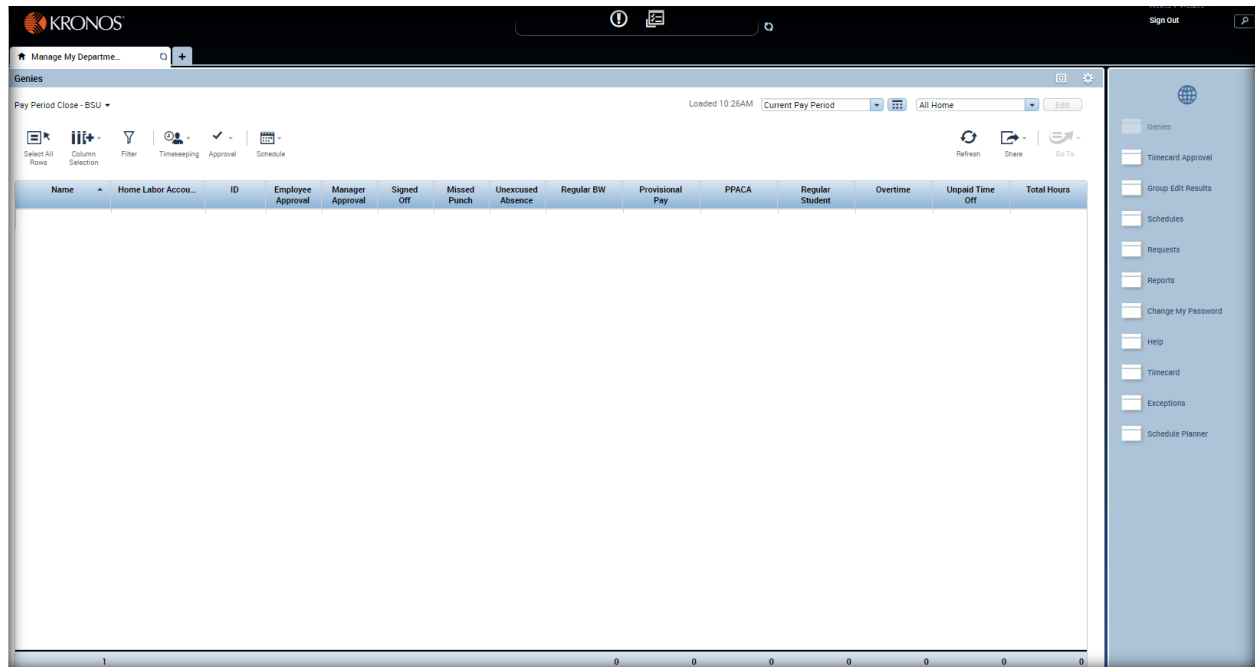
- **Log On Step 1** - Click on one of the links provided above under “Log On Options.”
 - **Log on Step 2** - If you are not already logged onto the BSU secure network, you will be taken to the “MY BSU LOGIN” screen and required to enter your BSU username and password.



- If you are already logged onto the BSU secure network, you will be given direct access into Kronos without being required to enter your BSU username and password. This log on feature is called “single sign on” or SSO, it will open Kronos automatically to your default home screen (see example below).

Default Home Screen Information

Default Homepage for Kronos Timekeeper or Supervisor:



Key Areas of your Default Homepage:

- In the middle of the screen is your primary “workspace.”
- In the upper left-hand corner identifies the system and the employee signed on.
- The top center section of the screen allows you to refresh and alerts you to timecard exceptions.
- Next to Manage My Department is a “+” which allows you to change your workspace from “Manage My Department” to “My Information.”
- Along the right hand side of the screen are your “Related Items” which allows you to navigate to other related areas in Kronos.

Log Off Instructions

Log Off Instructions:

- **Log Off Step 1** - When you are ready to log off of Kronos, simply click on “Sign Out” just below your name in the upper left hand corner of the screen.

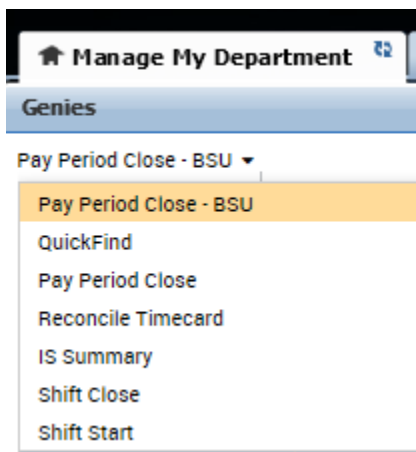


Genie Basics

Purpose of a Genie:

A Genie is your starting point for viewing time and labor information in Kronos. Genies appear as selections on a dropdown menu along the upper left-hand side of the screen and once selected will display employee information in a summarized, easy to read format.

The “Pay Period Close – BSU” is your default Genie upon log on.



By using a Genie, you can perform the following functions:

- Locate employees and access their timecards.
- Select specific employees and generate reports.
- Review summarized information “at-a-glance” for analysis of data.
- Perform group edits.

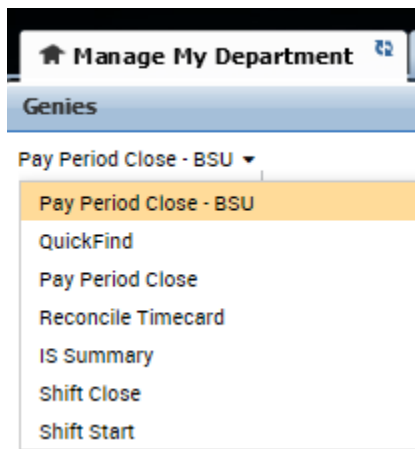
When you use a Genie, you can filter the data that appears so that it answers the following questions:

- Who – which employee or group of employees.
- When – which time period or pay period.
- What – what information.

QuickFind Genie Instructions

How to use “QuickFind” Genie:

- **QuickFind Step 1** - From the list of Genies, click on “QuickFind.”



- Once the QuickFind genie appears, enter your search parameters (the “who” and the “when”) in the top section of your workspace and click the “magnifying glass”/search button.

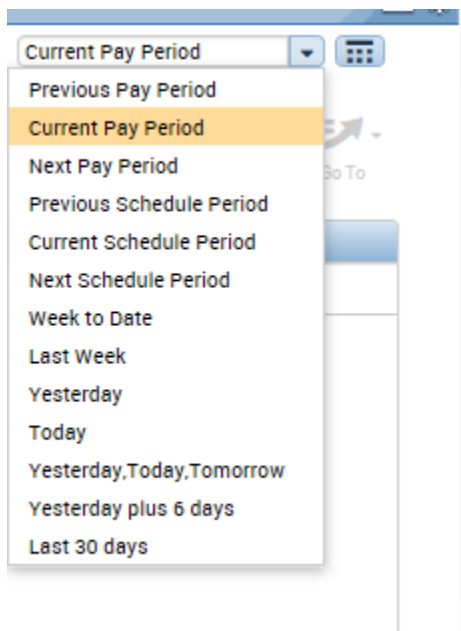


- **QuickFind Step 2** - Use the search box to the right of the Genie menu to find your employees (the “who”).

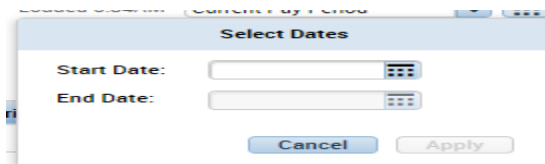


- To find all the employees you have access to type: *
- To find last name of the employee with the last name type: Last name*

- To find first name of the employee with the first name type:
, (space) first name
- To find first name of the employee with only the first initial type:
, (space) first initial
- To find the employee with BSU ID type:
BSU ID number*
- **QuickFind Step 3** - Use the search box on the right-hand side of the workspace to find the time period (the “when”).



- Click on the drop down menu to select a predetermined time frame.
- Click on the calendar to the right of the menu to enter a specific date or date range.



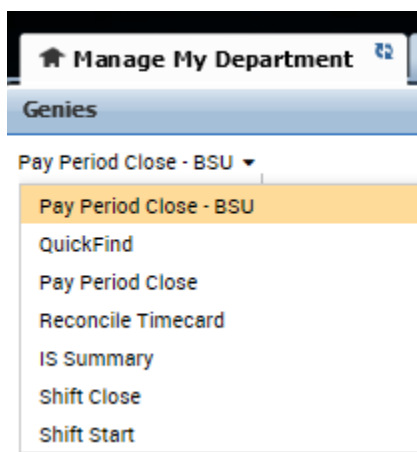
- **QuickFind Step 4** - Once the “who” and “when” have been selected, click on the “magnifying glass”/search button to obtain search results.



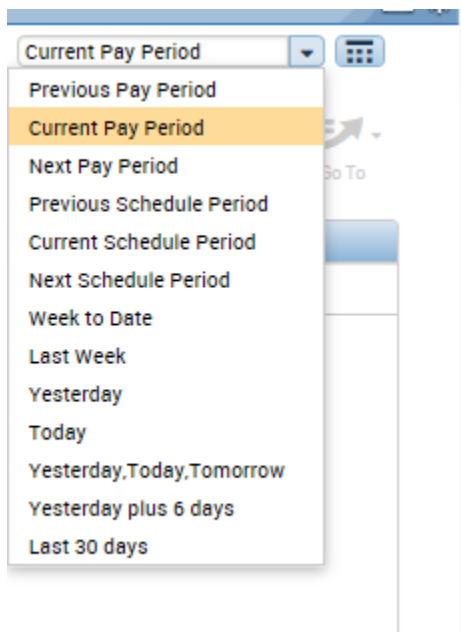
Genie Instructions

How to use the other Genies (not QuickFind):

- **Genie Step 1** - From the list of available Genies, click on the Genie you wish to use.



- **Genie Step 2** - Use the search box on the right-hand side of the workspace to find the time period (the “when”).



- Click on the drop down menu to select a predetermined time frame.
- Click on the calendar to the right of the menu to enter a specific date or date range.

- **Genie Step 3** - Use the search box on the right-hand side of the workspace to find your employees (the “who”) using a hyperfind query.

- **Genie Step 4** - Once the genie, the time period, and the hyperfind query have been selected (Genie Steps 1-3), Kronos will automatically populate your workspace with the search results.

Name	Home Labor Ac...	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Regular BW	Regular Grad	PPACA	Regular Student	Overtime	Unpaid Time Off	Total Hours
Ad Hoc	110150/101957...											
Ad Hoc	110100/999526...											
Ad Hoc	110100/101399...											
Ad Hoc	110010/999211...											
Ad Hoc	110010/101937...											
Ad Hoc	110010/102109...					40:00				2:00		42:00
Ad Hoc	110190/798770...											
Ad Hoc	110100/999526...											

- **Genie Step 5 (Optional)** - Once your selected genie has populated your workspace, you can narrow or adjust your hyperfind query (search results) by using the “edit” button in the upper right-hand corner of the workspace. Follow the Hyperfind Query steps below.

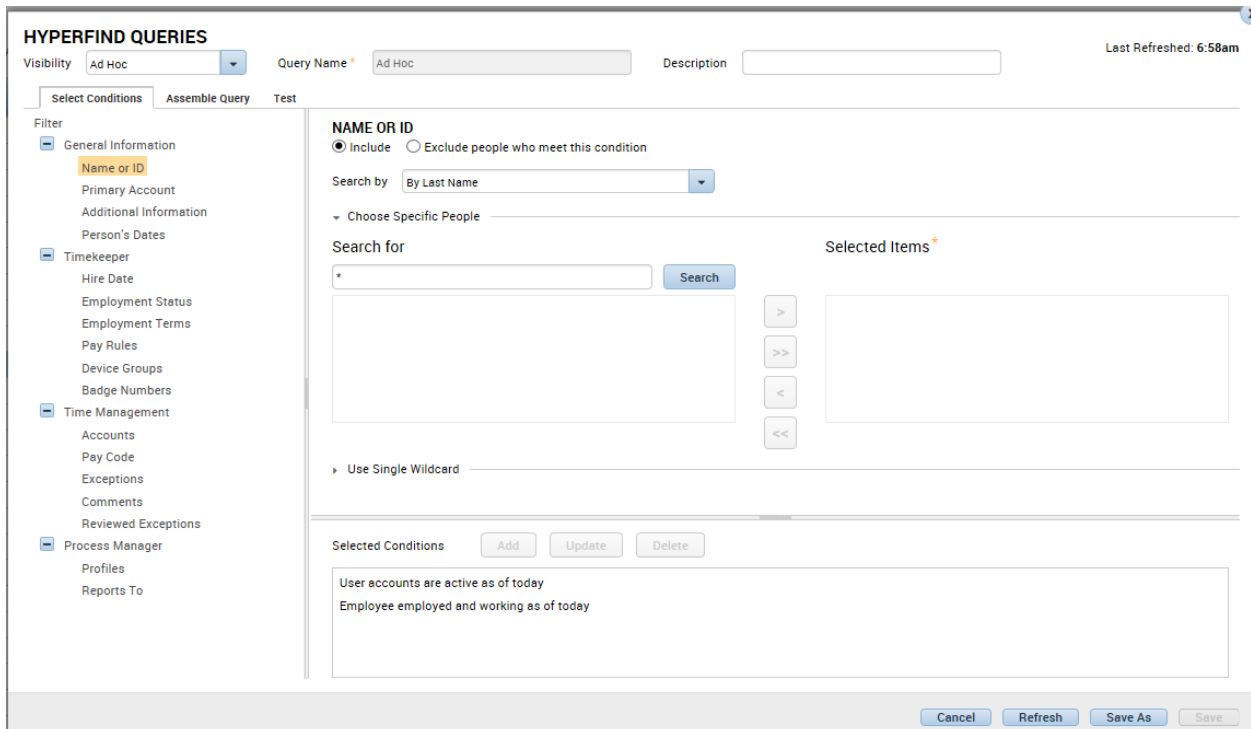
Ad Hoc Hyperfind Query Instructions

How to edit the “Ad Hoc” Hyperfind Query:

- **Ad Hoc Step 1** – Be sure the “Edit Ad Hoc” hyperfind query is selected.

Edit Ad Hoc...

- The “Hyperfind Queries” window will appear with “Ad Hoc” pre-selected.



- **Ad Hoc Step 2** – Determine which “condition” along the left-hand side of the window that you want to utilize to narrow your search and then click on it. Once a condition is selected, it will give you options on the right-hand side of the window to narrow search.
 - For example, I only want to see employees with last name of “Bryant,” select the “Name or ID” filter.

- **Ad Hoc Step 3** – Update the selection criteria and add it to the “selected conditions.”
 - Select the radio button to “Include” or “Exclude people who meet this condition.”
 - In the “Search for,” type “Bryant*” and click “Search.”

NAME OR ID
☒ Include ☐ Exclude people who meet this condition
 Search by By Last Name
 Choose Specific People
 Search for
 Bryant* Search

NAME OR ID
☒ Include ☐ Exclude people who meet this condition
 Search by By Last Name
 Choose Specific People
 Search for
 Bryant* Search
 Bryant, Christopher, 000666895
 Bryant, Jeremy, 000656489
 Bryant, Kelsea, 000548516
 Bryant, Kendall, 900917101
 Selected Items*

- In my example, I want all employees with last name of “Bryant” so I will click “>>” to move them all.

NAME OR ID
☒ Include ☐ Exclude people who meet this condition
 Search by By Last Name
 Choose Specific People
 Search for
 Bryant* Search
 Bryant, Christopher, 000666895
 Bryant, Jeremy, 000656489
 Bryant, Kelsea, 000548516
 Bryant, Kendall, 900917101
 Selected Items*
 Bryant
 Use Single Wildcard
 Selected Conditions Add Update Delete

- Once the data is moved to my “Selected Items” box, you are ready to “Add” the new condition by clicking the “Add” button.

Selected Conditions **Add** **Update** **Delete**

User accounts are active as of today
 Employee employed and working as of today
 Last name is Bryant

- **Ad Hoc Step 4** - Once the new condition has been added, you are ready to test your new hyperfind query, click on “Test.”

HYPERFIND QUERIES *

Visibility **Ad Hoc** **Quer**

Select Conditions **Assemble Query** **Test**

- Once the new condition has been added, you are ready to test your new hyperfind query, click on “Test.”

HYPERFIND QUERIES *

Visibility **Ad Hoc** Query Name **Ad Hoc** Description Last Refreshed: 7:22am

Select Conditions **Assemble Query** **Test**

Time Period **Current Pay Period**

Name	ID
Bryant, Kasee J	548516
Bryant, Jeremy C	655489
Bryant, Kendall P	900917101

Cancel **Refresh** **Save As** **Save**

- **Ad Hoc Step 5** - Once the test is complete and you agree with the test results, click “Save” to override your “Ad Hoc” query or “Save As” to save your new query with a different name.

Cancel **Refresh** **Save As** **Save**

- **Ad Hoc Step 6** - Once the query is saved, you will need to refresh the Genie to implement the changes on your screen.

Loaded 7:31 AM **Previous Pay Period** **Ad Hoc** **Edit**

Refresh **Share** **Go To**

People Basics

Kronos Workforce Timekeeper tracks hours that each employee works for a defined period of time, and then places those hours into specific categories. These categories contain explicit pay policies that determine how Workforce Timekeeper calculates employee hours.

Purpose of the People Record:

The People Record stores each employee's pay policy rules, as well as personal information. This record contains employee name, badge, and ID number, as well as job-related attributes, such as holiday pay rules and labor account information, which ensures the employee is paid correctly for worked and non-worked hours. Payroll along with Financial Information and Technology Systems maintains this information behind the scenes.

Information about Labor Accounts:

Kronos Workforce Timekeeper uses a "labor account" to track payroll expense. There are seven available levels in the labor account; Ball State University currently uses 5 of the 7 available levels.

- Level #1 TS-ORGN-CODE (Timesheet Organization Number)
- Level #2 EE-POS-SUFF (Employee Position including Suffix)
- Level #3 ECLS-CODE (Employee Classification Number)
- Level #4 SUPV-POSN-SUFF (Supervisor Position incl Suffix)
- Level #5 LABOR-TRANSFER (Fund-Org-Program-Activity)
- Level #6 Blank, not currently used
- Level #7 Blank, not currently used

These levels are important when performing a job or labor account transfer in Kronos.

Timecard Basics

Kronos Workforce Timekeeper utilizes an employee timecard to track and calculate hours worked/hours paid for a defined period of time. A timecard can be viewed by an employee, a Timekeeper and/or a Supervisor because they have been given the required licensure to access the Kronos System.

Purpose of a Timecard View:

The timecard view offers the ability to:

- Review the timecard for exceptions
- Monitor the employee's total hours
- Verify transfers
- Access accrual balances
- Perform pay code and punch edits
- Record comments/notes
- Review the audit trail details
- Generate reports
- Approve/sign off of the timecard

Timecard

1 of 1

Loaded: 11:53AM Previous Pay Period 1 Employee(s) Selected

Approve Timecard

Sign Off

Approve Actions

Print Timecard

Refresh

Calculate Totals

Save

Go To

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Mon 6/06	Vacation	8:00					8:00	8:00	
Tue 6/07	Vacation	8:00					8:00	16:00	
Wed 6/08	Vacation	8:00					8:00	24:00	
Thu 6/09	Vacation	8:00					8:00	32:00	
Fri 6/10	Vacation	8:00					8:00	40:00	
Sat 6/11								40:00	
Sun 6/12			9:59AM	2011/03/10130-134300-2009-	4:00PM	6:00	6:00	48:00	
Mon 6/13			7:35AM		12:00PM	4:30			
			12:37PM		4:05PM	3:30	8:00	54:00	
Tue 6/14			7:30AM		11:25AM	4:00			
			11:59AM		4:03PM	4:00	8:00	62:00	
Wed 6/15			7:26AM		3:30PM	8:00	8:00	70:00	
Thu 6/16			7:30AM		11:45AM	4:15			
			12:20PM		4:00PM	3:45	8:00	78:00	
Fri 6/17			7:25AM		12:45PM	5:15			
			1:10PM		4:07PM	2:45	8:00	86:00	
Sat 6/18								86:00	

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount	Wages
		133010/102716-00/N1/100104-00/	Earned - Compensatory Time	6.00	\$0.00
		00/102716-00/N1/100104-00/310130-134300-2009-	Regular BW Hourly	6.00	\$0.00
		133010/102716-00/N1/100104-00/	Regular BW Hourly	34.00	\$0.00
		133010/102716-00/N1/100104-00/	Vacation	40.00	\$0.00

Timecard Indicators and Colors:

The appearance of the timecard cells changes to indicate different conditions.

- A blue speech bubble icon after a punch or amount indicates a comment about the cell's contents. Point to the icon or navigate to the audits widget to view the comment.
- A solid red cell indicates a missed in-punch or out-punch. Point to the red box for more information.
- A red line with one white bar indicates an exception, such as a late punch, early punch, or long interval. Point to the cell for more information.
- A cell with a red line with one white bar and a blue speech bubble icon indicates that a punch or amount has a comment and an exception.
- A cell with a green line with four white bars indicated an exception that has been reviewed by a Timekeeper or Supervisor.
- A date cell with a red line with one white bar indicates an unexcused absence day.
- A date cell with a blue line with four white bars indicates an excused absence day.
- A yellow cell indicated a Timekeeper or Supervisor has approved the hours before the employee's approval.
- A green cell indicated an employee and a Timekeeper or Supervisor have approved the hours.
- A gray cell indicates that you cannot edit the contents.
- A transaction shown in purple indicates that it was added to the database by the system.

Definition of an Exception in Kronos:

Timecard exceptions (or alerts) are intended to identify discrepancies, just in case they need to be fixed before the timecard information is sent to Payroll for processing. Some exceptions, like a missing punch, are required to be fixed before the timecard can be approved.

Timecard exceptions appear as blue or red highlights on the timecard and as abbreviated codes in reports based on your business rules. Exceptions can also appear as the subject of one or more columns in a Genie. Examples of timecard exceptions are missing punches, short or long shifts, early or late punches, unexcused absences, and unscheduled shifts.

Timecard Tabs and Go To:

In Kronos v8.1.3, Workforce Timekeeper, there are four tabs available at the bottom of the timecard:

- **Totals & Schedule** – Displays a summary of the employee's worked hours, categorized by labor account, jobs, and pay code amounts. The Schedule section of the tab displays the employee's schedule assignment for the selected time period.
- **Accruals** – Displays the employee's accrued time, such as vacation or PTO, as of the date selected in the time period. Check out [Appendix G](#) – Leave Balances and Accrual Loads.
- **Historical Edits** – Displays nothing as it is not currently in use.
- **Audits** – Displays a complete audit trail of employee's timecard including who and when information was added/edited on the timecard as well as where the information came from (time clock location, timestamp/PC IP Address, timekeeper/supervisor ID attached to edits).

In Kronos v8.1.3, Workforce Timekeeper, there is a “**Go To**” widget that gives you access to the following information from the timecard:

- Audits
- Rules Analysis
- Exceptions
- Scheduled
- Requests
- Reports

Timekeeping Basics

As a Timekeeper or Supervisor, it is your responsibility to review, edit, and sign off on the employee timecards you manage. You can make changes in one timecard or perform one edit to multiple timecards. Workforce Timekeeper tracks all changes to a timecard in the audit trail.

Types of Timecards:

There are two timecard views in Kronos Workforce Timekeeper that Ball State University utilizes:

- **Project View** is used for exempt employees to report absences; includes the following employee classifications:
 - Exempt Staff (E1, E2)
 - Faculty (F1, F2, F3, F4, F5, F6, TF)
 - Professional (P1, P2, P3, P4, P5, TM)
- **Hourly View** is used for nonexempt employees to record their time stamp (aka **punch**); includes the following employee classifications:
 - Affiliated Service (A1)
 - Bargaining Unit (B1, B2)
 - Nonexempt Staff (N1, N2)
 - Students and Grad Assistants (S1, S2, S3, S4)
 - Temporary Biweekly (TB)

Punch Information & Tips:

The nonexempt employees have an hourly view timecard because they are required to timestamp (aka punch) via a computer or at a time clock. Punches will appear in the timecard grid as an in-punch or out-punch.

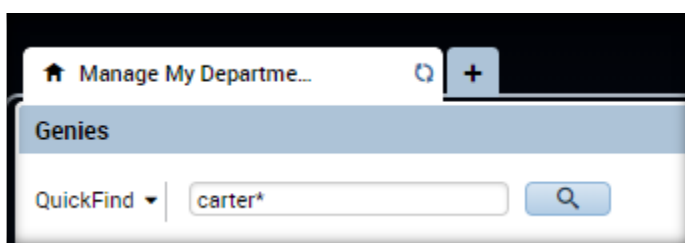
- Punch Tips:
 - When entering a punch, Kronos automatically assumes A.M. hours.
 - If you key “730” and hit tab or save, it will display 7:30 AM.
 - If you key “730p” and hit tab or save, it will display 7:30 PM.
You must use the “p” for PM.
 - You may need to REFRESH the page to update the date on the page.
 - If the SAVE icon is highlighted in red, the work has not been saved yet.

A Timekeeper or Supervisor can add, edit, and delete punches on an employee timecard.

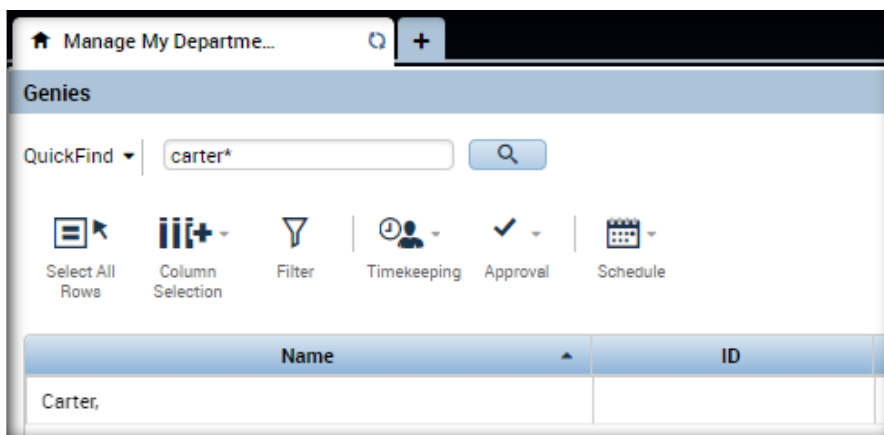
Add Punch Instructions

How to add a punch on a timecard:

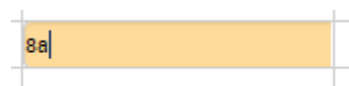
- **Add Punch Step 1** – Access the employee’s timecard via [QuickFind](#) or other [Genie](#).

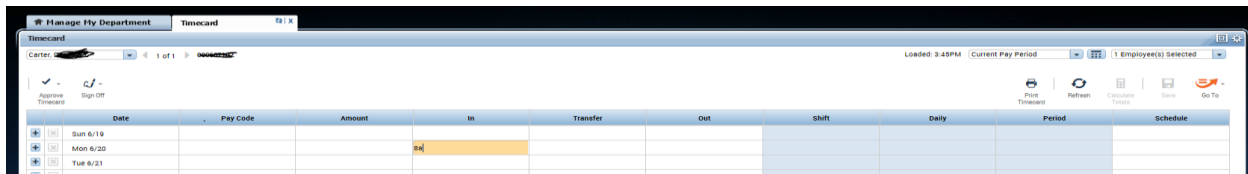


- **Add Punch Step 2** – From the workspace, double click on the employee’s name to open a new tab containing the employee’s timecard.

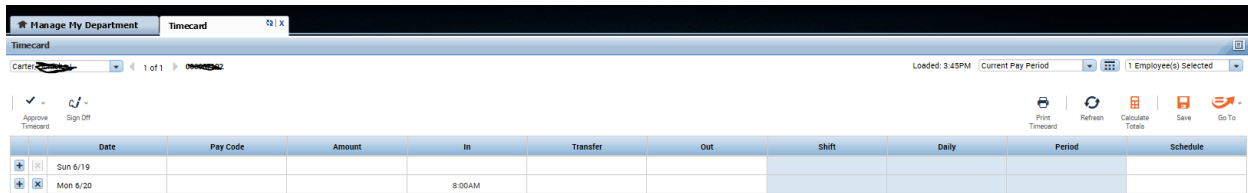
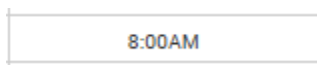


- **Add Punch Step 3** – On the employee’s timecard, left click in the cell you want to add the punch, then manually key in the time of the punch.

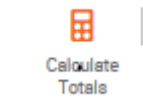




- **Add Punch Step 4** - Once the punch has been entered, hit the “tab” button or left click in a different cell to record the punch in the cell and gain access to the “Calculate Totals” and “Save” icons.
 - Notice when keying the desired punch, the “calculate totals” icon and the “save” icon are gray (or not accessible), however once the punch is recorded in the cell both icons becomes orange (and available for use).



- **Add Punch Step 4 (Optional)** - Click the “Calculate Totals” icon to review the calculated timecard data before saving to ensure desired results.



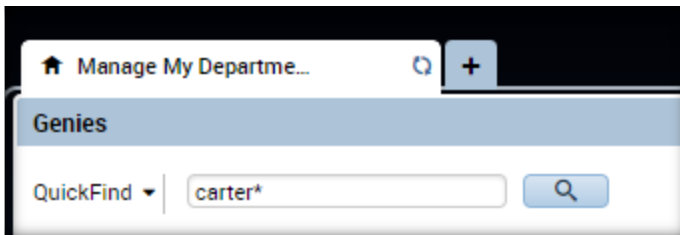
- **Add Punch Step 5** – Don’t forget to save your newly added punch, click the “Save” icon.



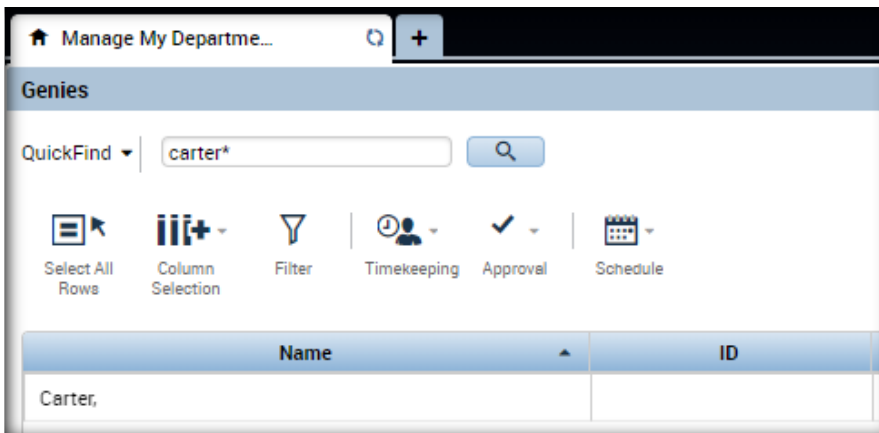
Edit Punch Instructions

How to edit a punch on a timecard:

- **Edit Punch Step 1** – Access the employee’s timecard via [QuickFind](#) or other [Genie](#).



- **Edit Punch Step 2** – From the workspace, double click on the employee’s name to open a new tab containing the employee’s timecard.



- **Edit Punch Step 3** – On the employee’s timecard, right click in the cell with the punch you want to edit and the “Punch Actions” window will appear.
 - In the example below, the employee forgot to clock back in from lunch so their timecard is showing a missing punch. However, the 4:02 PM punch needs to be edited to an out punch before adding the missing punch.

In	Transfer	Out
8:00AM		11:55AM
4:02PM		

- **Edit Punch Step 4** – From the “Punch Actions” window, click “edit” and the “Punch” window appears.

Punch Actions

Date: 6/21/2016

Time: 4:02PM




Rounded Time: 6/21/2016 4:00PM GMT-04:00

Override: In Punch

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)

Last Edit Date: 6/27/2016

Edit Made By: Carter, Robin L

 Edit
  Comments
  Justify Exception

- **Edit Punch Step 5** – From the “Punch” window, change the “Override” field to reflect “Out Punch” and click “OK.”

Punch

Date:

6/21/2016

Time (hh:mm): *

4:02PM

Rounded Time:

6/21/2016 4:00PM GMT-04:00

Override:

Out Punch

Time Zone:

(GMT -05:00) Eastern Tim...

Cancel Deduction:

Exceptions:

Comments:

Cancel

OK

- Edit Punch Step 6** – The “Punch” window will disappear and take you back to the updated employee timecard to review and save the changes.

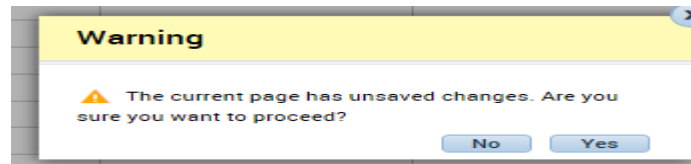
In	Transfer	Out
8:00AM		11:55AM
		4:02PM

- If you agree with the changes on timecard, click “Save.” Then you can follow the steps to add the missing in punch.



- If you disagree with the changes on the timecard, click “Refresh” and “Yes” to proceed without saving the changes.

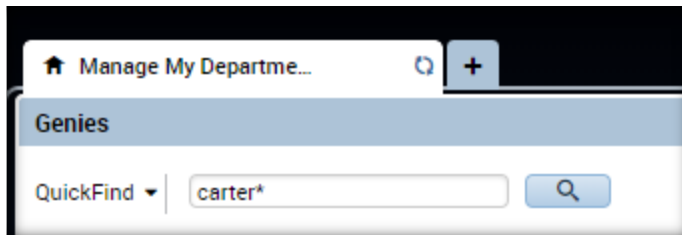




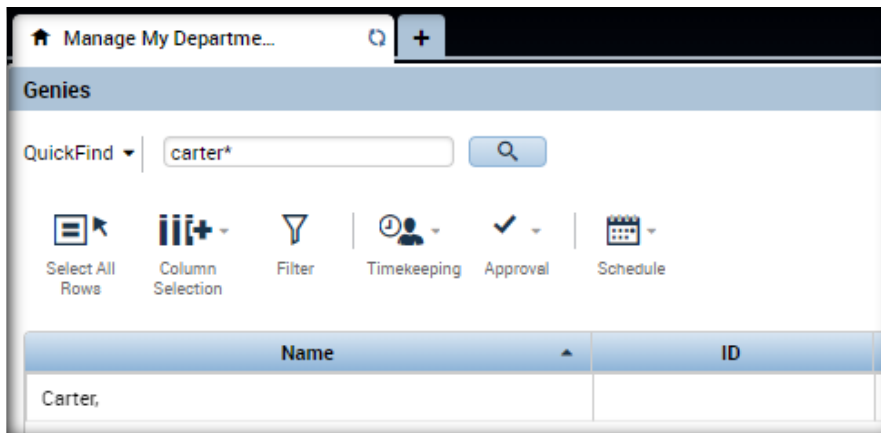
Delete Punch Instructions

How to delete a punch on a timecard:

- **Delete Punch Step 1** – Access the employee's timecard via [QuickFind](#) or other [Genie](#).



- **Delete Punch Step 2** – From the workspace, double click on the employee's name to open a new tab containing the employee's timecard.



- **Delete Punch Step 3** – On the employee's timecard, right click in the cell with the punch you want to delete and the “Punch Actions” window will appear.
 - In the example below, the employee accidentally clocked out twice at the end of their shift making it appear as if there is a missing punch when in fact there is a duplicate punch. The 4:05

PM punch needs to be deleted which will eliminate the missing punch exception.

In	Transfer	Out
8:00AM		11:55AM
12:30PM		4:02PM
4:05PM		

Punch Actions

Date:

6/20/2016

Time:

8:00AM

Rounded Time:

6/20/2016 8:00AM GMT-04:00

Override:

In Punch


Time Zone:


(GMT -05:00) Eastern Time (USA; Canada)


Last Edit Date:


6/27/2016

Edit Made By:



 Edit

 Comments

 Justify Exception

- **Delete Punch Step 4** – From the “Punch Actions” window, click “comment” and the “Comment” window appears.

Comment

Comments (0)

Select Comment ▼

✕ Type a note (optional)

Add another note

Add

Cancel OK

- Using the drop down menu, select the comment.

Comment

Comments (1) [Add Comment](#)

Duplicate Punch ▼

✕ Employee error

Add another note

Add

Cancel OK

- **Delete Punch Step 5** – From the “Comment” window, select a predefined comment, enter a note, and click “Add.”

- **Delete Punch Step 6** – From the “Comment” window, review the comment and note information, then click “OK.”
 - At this point, it also gives you the option to add another comment and/or note if you desire.

- **Delete Punch Step 7** – After the “Comment” window disappears, you are taken back to the employee timecard where you should save your comments and notes on the punch before deleting it, click “Save.”



Save

- **Delete Punch Step 8** – Once your comments and notes are saved on the punch, you will see a blue speech bubble appear in the cell with the punch.

- You are now ready to delete the punch. Left click in the cell with the punch you want to delete, then backspace to delete punch time and click “Save” twice.

8:00AM		11:55AM
12:30PM		4:02PM

- Notice the 4:05 PM is deleted and your missing punch exception is now gone from the timecard.

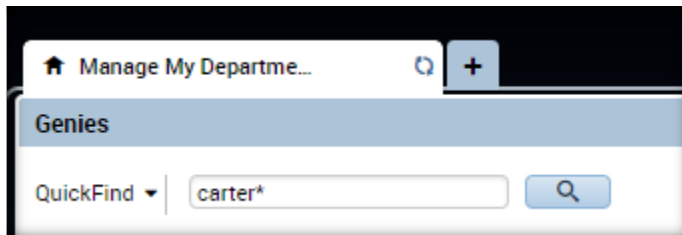
In	Transfer	Out
8:00AM		11:55AM
12:30PM		4:02PM

Comments & Notes Instructions

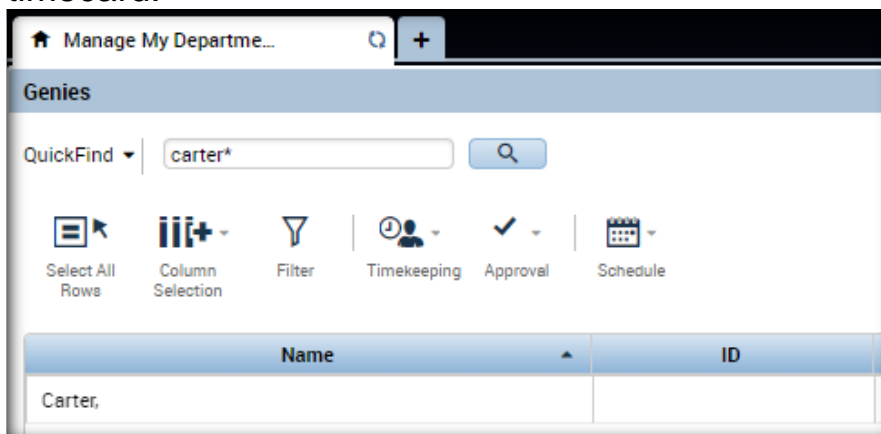
Comments and notes are available to Timekeepers and Supervisors; they can be used to track various information or attach a reminder to a punch or pay code amount. Kronos Workforce Timekeeper allows you to select from a predefined comment list and add a free form note. In order to add a note, you must first select a comment. You can have a comment without a note, but you cannot have a note without a comment. Please use discretion when enter a note, this information will be visible on reports. Also note that you cannot delete a comment once it has been saved, so enter your comments and notes cautiously.

How to add a comment and a note on a timecard:

- **Add Comment Step 1** – Access the employee's timecard via [QuickFind](#) or other [Genie](#).



- **Add Comment Step 2** – From the workspace, double click on the employee's name to open a new tab containing the employee's timecard.






- **Add Comment Step 3** – On the employee’s timecard, right click in the cell with the punch or pay code amount you want to attach a comment to and the “Punch Actions” or “Pay Code Actions” window will appear.
 - In the example below, the employee entered 8 hours of vacation on 6/22. As the Timekeeper or Supervisor, I want to add a comment and a note to this pay code amount.

		Date	Pay Code	Amount
+	×	Sun 6/19		
+	×	Mon 6/20		
+	×	Tue 6/21		
+	×	Wed 6/22	Vacation	8:00

Pay Code Actions

Date: 6/22/2016
 Pay Code: Vacation
 Amount: 8:00
 Last Edit Date: 6/28/2016
 Edit Made By: ~~Christina Rodriguez~~

 Edit
  Comments
  Justify Exception

- **Add Comment Step 4** – From the “Pay Code Actions” window, click “comment” and the “Comment” window appears.

Comment

Comments (0)

Select Comment

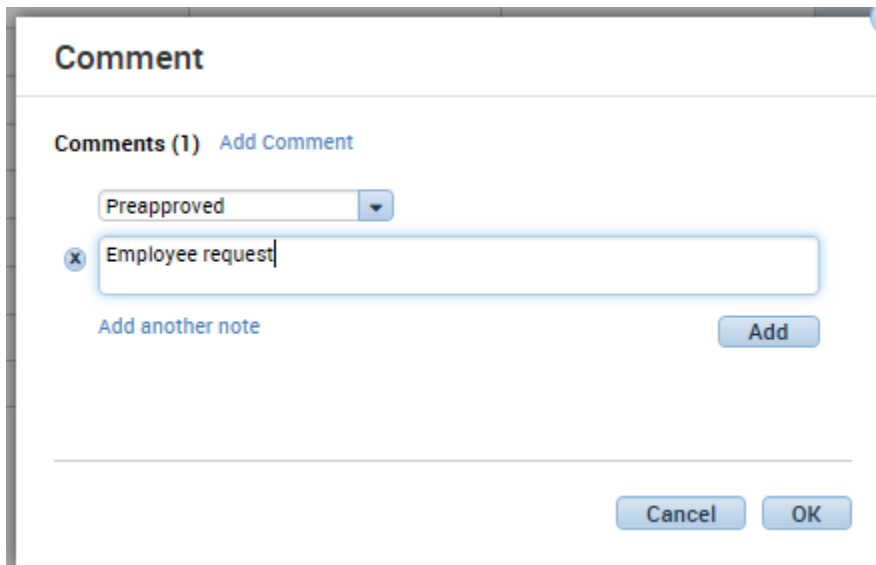
✕ Type a note (optional)

Add another note

Add

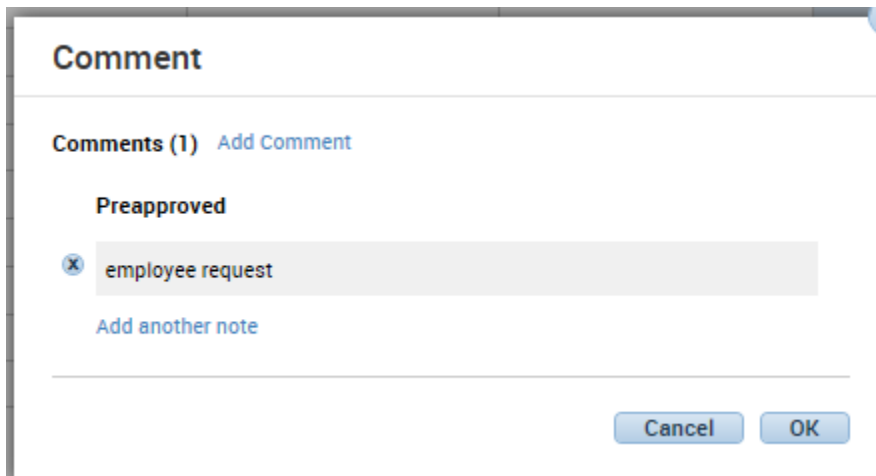
Cancel OK

- Using the drop down menu, select the comment.



The screenshot shows a window titled "Comment". Below the title bar, there is a section labeled "Comments (1)" with a link "Add Comment". A dropdown menu is open, showing "Preapproved" as the selected option. Below the dropdown, there is a text input field containing "Employee request" with a small "x" icon to its left. Below the input field, there is a link "Add another note" and a button "Add". At the bottom of the window, there are two buttons: "Cancel" and "OK".

- **Add Comment Step 5** – From the “Comment” window, select a predefined comment, enter a note, and click “Add.”



The screenshot shows the same "Comment" window. The dropdown menu is now closed, and "Preapproved" is displayed as the selected option. The text input field still contains "Employee request". The "Add" button is now visible, and the "Add another note" link is still present. The "Cancel" and "OK" buttons are at the bottom.

- **Add Comment Step 6** – From the “Comment” window, review the comment and note information, then click “OK.”
 - At this point, it also gives you the option to add another comment and/or note if you desire. Click either “Add Comment” or “Add another note.”

Comment

Comments (1) [Add Comment](#)

Preapproved

- ✕ employee request

[Add another note](#)

[Cancel](#) [OK](#)

- **Add Comment Step 7** – After the “Comment” window disappears, you are taken back to the employee timecard where you should save your comments and notes on the pay code amount, click “Save.”



- **Add Comment Step 8** – Once your comments and notes are saved on the pay code amount, you will see a blue speech bubble appear in the cell with the amount.

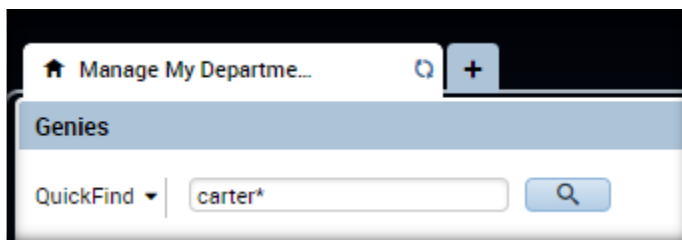
8:00

Add Pay Code Instructions

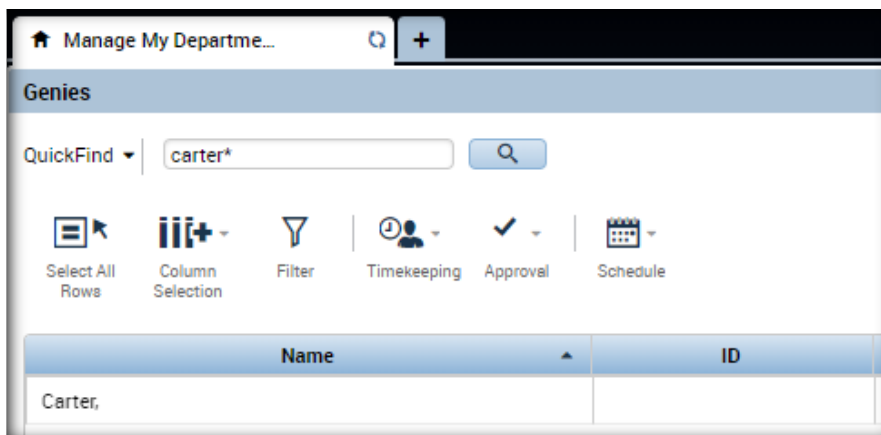
Pay codes facilitate payroll processing by grouping specific types of worked and non-worked hours to accurately track time data. Ball State University uses pay codes to track various types of leaves as well as paid versus unpaid time off work.

How to enter a Pay Code on a timecard:

- **Add Pay Code Step 1** – Access the employee's timecard via [QuickFind](#) or other [Genie](#).



- **Add Pay Code Step 2** – From the workspace, double click on the employee's name to open a new tab containing the employee's timecard.



- **Add Pay Code Step 3** – On the employee’s timecard, left click in the “Pay Code” cell next to the date you wish to add the pay code. A drop down list of available pay codes will appear.
 - In the example below, the employee requested to use 8 hours of vacation on 6/20. As the Timekeeper or Supervisor, you need to enter this requested time off in Kronos Workforce Timekeeper.

		Date	Pay Code	Amount
		Sat 6/18		
		Sun 6/19		
		Mon 6/20	Please Choose:	

- **Add Pay Code Step 4** – Once the pay code is selected, click “tab” to navigate to the “Amount” cell to the right of the pay code field and enter “8” to represent the number of hours used.

		Date	Pay Code	Amount
		Sat 6/18		
		Sun 6/19		
		Mon 6/20	Vacation	8:00

- Acceptable formats when entering a pay code amount:
 - 8, 08, 8:00 = 8:00 hours
 - 8.5, 8:30 = 8:30 hours
- **Add Pay Code Step 5 (Optional)** – Once the pay code amount is entered, click “Calculate Totals” icon to review the calculated timecard data before saving to ensure desired results.



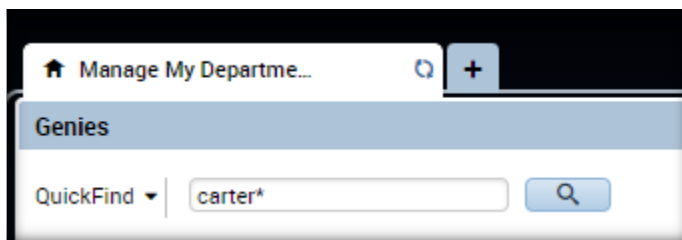
- **Add Pay Code Step 6** – Once the pay code amount is entered, click “Save” to save it to the timecard.



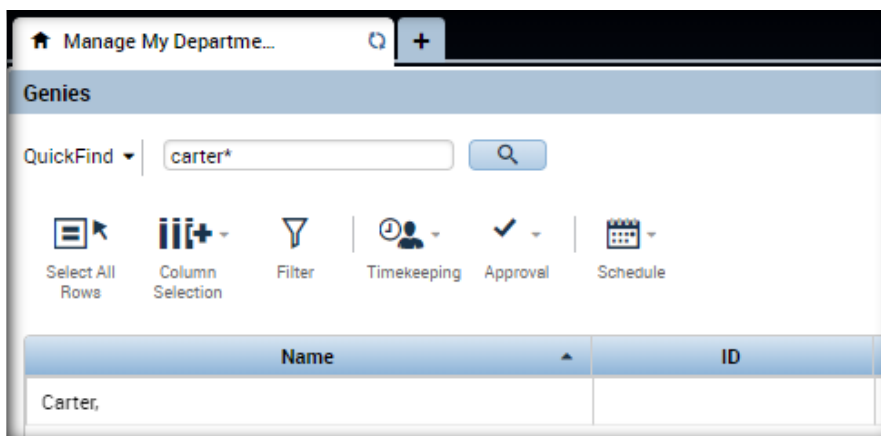
Edit Pay Code Instructions

How to edit a Pay Code on a timecard:

- **Edit Pay Code Step 1** – Access the employee’s timecard via [QuickFind](#) or other [Genie](#).



- **Edit Pay Code Step 2** – From the workspace, double click on the employee’s name to open a new tab containing the employee’s timecard.



- **Edit Pay Code Step 3** – On the employee’s timecard, you can edit the pay code or the amount by right clicking in the “Amount” cell next to the

date you wish to edit the pay code and the “Pay Code Actions” window will appear.

- In the example below, the employee had originally requested 8 hours of vacation on 6/24. The employee wishes to change their vacation request to only 4 hours on 6/24.

Date	Pay Code	Amount
Sun 6/19		
Mon 6/20		
Tue 6/21		
Wed 6/22		
Thu 6/23		
Fri 6/24	Vacation	8:00

Pay Code Actions

Date: 7/01/2016
Pay Code: Vacation
Amount: 8:00
Last Edit Date: 6/28/2016
Edit Made By: Carter, Robin L



Edit



Comments



Justify
Exception

- **Edit Pay Code Step 4** – Once the “Pay Code Actions” window appears, click the “Edit” icon and the “Amount” window will appear.

Amount

Pay Code: * Vacation

Amount (hh:mm): * 8:00

Effective Date: 6/24/2016

Cancel OK

- **Edit Pay Code Step 5** – Once the “Amount” window appears, you can change either the “Pay Code” or the “Amount” fields. In this example, you will change the 8 hours to 4 hours and click “OK.”

Amount

Pay Code: * Vacation

Amount (hh:mm): * 4:00

Effective Date: 6/24/2016

Cancel OK

- **Edit Pay Code Step 6** – After the “Amount” window disappears, you are taken back to the employee timecard where you should review and save your changes to the pay code amount field, click “Save

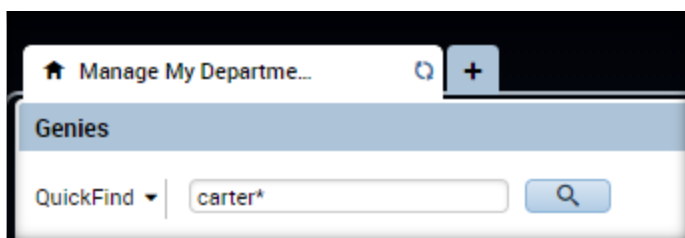
		Date	Pay Code	Amount
		Sun 6/19		
		Mon 6/20		
		Tue 6/21		
		Wed 6/22		
		Thu 6/23		
		Fri 6/24	Vacation	4:00



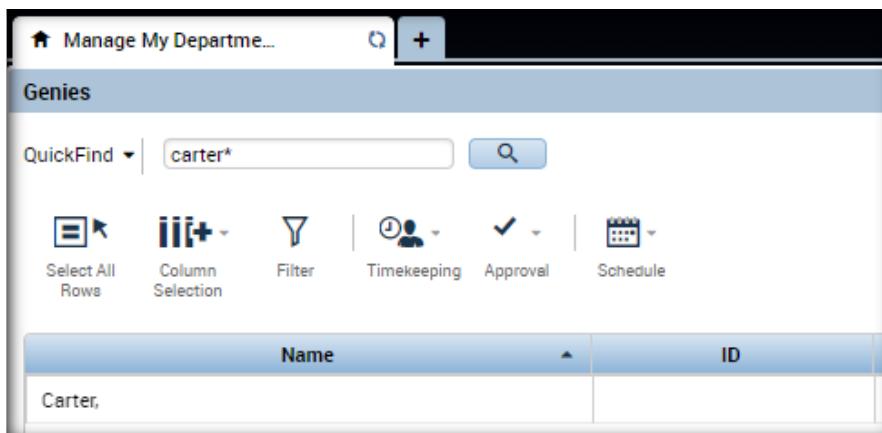
Add Job or Labor Account Transfer Instructions

How to add a Job or Labor Account Transfer on a timecard:

- **Add Transfer Step 1** – Access the employee’s timecard via [QuickFind](#) or other [Genie](#).




- **Add Transfer Step 2** – From the workspace, double click on the employee’s name to open a new tab containing the employee’s timecard.



- **Add Transfer Step 3** – On the employee’s timecard, you can add a job or labor transfer by left clicking in the “Transfer” column next to the “in punch” on the date you wish to add the transfer and click “search.” The “Transfer” window will appear.

In	Transfer	Out
8:00AM		11:55AM

Transfer


NameCarter, 
Job
Labor Account
Work Rule

Job Transfer | Labor Account | Work Rule

CancelApply

- **Add Transfer Step 4** – The “Transfer” window defaults to a job transfer, however you perform both the job transfer and the labor transfer from the “Labor Account” tab, click “Labor Account.”

Transfer

NameCarter, 
Job
Labor Account
Work Rule

Job Transfer | Labor Account | Work Rule

Add Labor Account

TS-ORGN-CODE:

EE-POSN-SUFF:

ECLS-CODE:

SUPV-POSN-SUFF:

LABOR-TRANSFER:

Clear All

CancelApply

Labor Account Levels:

Updated 6/11/19 JC

Page 47 of 79

- Level #1 TS-ORGN-CODE (Timesheet Organization Number)
- Level #2 EE-POS-SUFF (Employee Position including Suffix)
- Level #3 ECLS-CODE (Employee Classification Number)
- Level #4 SUPV-POSN-SUFF (Supervisor Position incl Suffix)
- Level #5 LABOR-TRANSFER (Fund-Org-Program-Activity)

In order to complete a job transfer, you will need to populate labor account levels #1-4.

In order to complete a labor transfer, you will need to populate labor account level #5.

- **Add Transfer Step 5** – Once the appropriate fields are populated for a job or labor transfer, click “Apply” to add it to the employee’s timecard.

Transfer

Name: Carter, D.
 Job:
 Labor Account: ///310080-134270-2009-
 Work Rule:

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

TS-ORGN-CODE:
 EE-POSN-SUFF:
 ECLS-CODE:
 SUPV-POSN-SUFF:
 LABOR-TRANSFER: 310080-134270-2009- - T... X

Cancel Apply

- **Add Transfer Step 6** – The “Transfer” window will disappear and take you back to the employee timecard to review the transfer and save it to the time card, click “Save.”

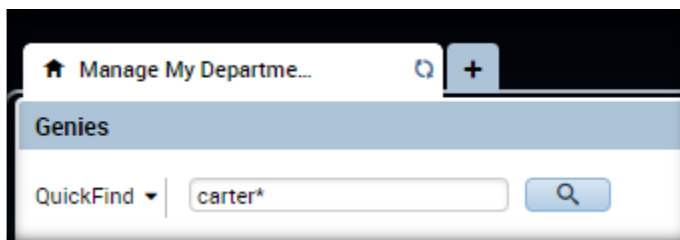
In	Transfer	Out
8:00AM	:/310130-134300-2009-	11:55AM



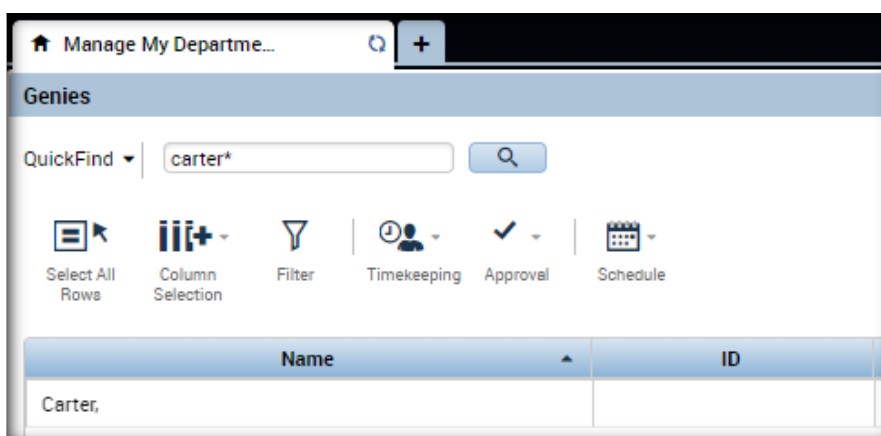
Edit Job or Labor Account Transfer Instructions

How to edit a Job or Labor Account Transfer on a timecard:

- **Edit Transfer Step 1** – Access the employee’s timecard via [QuickFind](#) or other [Genie](#).



- **Edit Transfer Step 2** – From the workspace, double click on the employee’s name to open a new tab containing the employee’s timecard.



- **Edit Transfer Step 3** – On the employee’s timecard, you can edit a job or labor transfer by left clicking in the “Transfer” column next to the “in punch” on the date you wish to edit the transfer and click “search.” The “Transfer” window will appear.

In	Transfer	Out
6:55AM	151120/999522-00/-//	12:59PM

Transfer

Name ~~Jeffrey~~
Job
Labor Account 151120/999522-00/-//
Work Rule

Job Transfer | Labor Account | Work Rule

Add Labor Account

Clear All

TS-ORGN- 151120 - Student Ctr Gue... X SUPV-POSN-
CODE: SUFF:
EE-POSN-SUFF: 999522-00 - Student Hrly ... X LABOR-
ECLS-CODE: ... X TRANSFER:

Cancel

Apply

- **Edit Transfer Step 4** – Once the “Transfer” window appears, you can update the appropriate fields (1-4 for a job transfer or 5 for a labor transfer) to make the necessary changes, then click “Apply.”

Transfer

Name	J...		
Job			
Labor Account	151120/999522-00/S1/102002-00/		
Work Rule			

Job Transfer | Labor Account | Work Rule

Add Labor Account
Clear All

TS-ORGN-CODE:
151120 - Student Ctr Gue...
X

EE-POSN-SUFF:
999522-00 - Student Hrly ...
X

ECLS-CODE:
S1 - S1
X

SUPV-POSN-SUFF:
102002-00 - Landscape S...
X

LABOR-TRANSFER:

Cancel Apply

- **Edit Transfer Step 5** – The “Transfer” window will disappear and take you back to the employee timecard to review the transfer and save it to the time card, click “Save.”

In	Transfer	Out
6:55AM	;151120/999522-00/S1/102002-00/	12:59PM

Totals		Accruals			
All	All				
Location	Job	Account	Pay Code	Amount	Wages
		(X)151120/999522-00/S1/102002-00/	Regular Student Pay	6.00	\$0.00
		151120/999522-00/S1/102245-00/	Regular Student Pay	6.00	\$0.00



Save

Report Instructions

All information about an employee's time and labor account is stored in the Workforce Central database. Reports help you extract the information in views that provide you with meaningful data. Reports can provide data that helps you make timely business decisions, such as managing tardiness in your department or providing information to help you investigate an incorrect pay check.

How to generate a report in Kronos:

- **Reports Step 1** – You can access reports by clicking “Reports” from the “Related Items” section on the right hand side of your workspace.



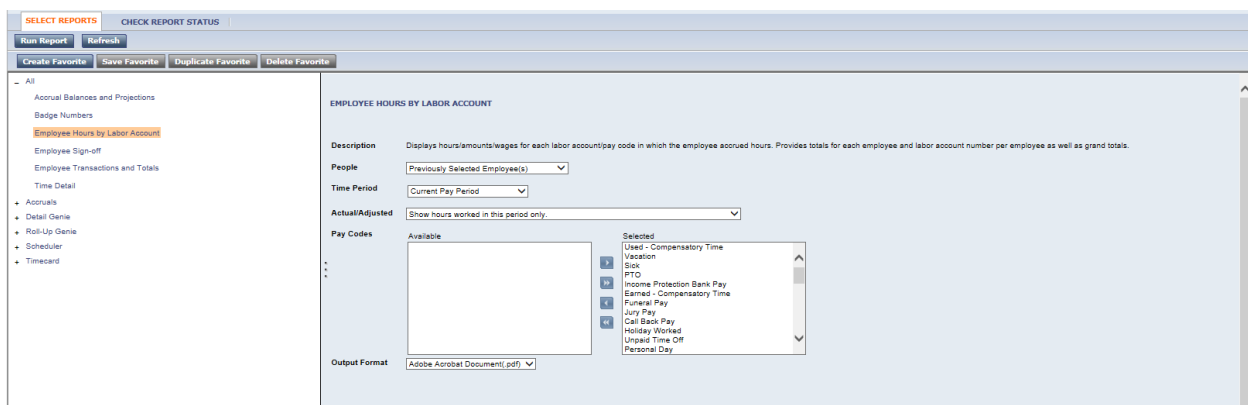
- **Reports Step 2** – Reports will open as a new tab in your workspace. It contains all the standard reports you can access.



- **Reports Step 3** – Reports will open as a new tab in your workspace. It contains all the standard reports you can access. If you are unsure which reports you can access, expand the “All” category by clicking on the “+” next to “All” to display all reports you can access.



- **Reports Step 4** – Select a report from the list of available reports, by left clicking on the report name. Once a report is selected, a list of report option appears on the right hand side of the workspace.



- **Reports Step 5** – Once you have completed selecting your report options, click the “Run Report” button.

REPORTS

SELECT REPORTS		CHECK REPORT STATUS	
Name	Search	View Report	Refresh Status
Employee Hours by Labor Account		pdf	6/22/2016 1:11PM

- **Reports Step 6** – While the report is running, you can click the “Refresh Status” button to check the report status.

REPORTS

SELECT REPORTS

CHECK REPORT STATUS

View Report

Refresh Status

Delete

Name

Search

Report Name	Format	Date In	Date Done	Status	Output	User
Employee Hours by Labor Account	pdf	6/29/2015 1:11PM		Waiting	Screen	ncarter

- **Reports Step 7** – When the status changes from “Running” to “Completed” you can access your report by double clicking on the report name or clicking on the “View Report” button.

SELECT REPORTS	CHECK REPORT STATUS
View Report	Refresh Status
	Delete



Pay Period Close Basics

At the end of a pay period, you must ensure that all the time information is accurate and complete. Timecards will not process when they contain missing or incomplete information. Even though you might have edited employee timecards on a daily basis, you need to perform a final check on employee timecards to ensure the employees are paid correctly for their worked and non-worked hours.

Once the pay period ends, you should review each employee's timecard for the following discrepancies:

- Punch issues
- Worked hour issues
- Non-worked hour issues
- Transfer issue

The ***Pay Period Close – BSU*** Genie helps you identify timecard discrepancies at the end of a pay period so you can perform final edits as necessary and prepare the time records for payroll processing. This Genie displays an analysis of time and labor information by employee, including exceptions, approvals, and expected pay period hours.

The Missed Punch column will alert you to any missed punches that remain in employee timecards. Using this Genie, you can sort information by the “Missed Punch” column and then select the employees whose timecards contain these discrepancies to display their timecards and reconcile the discrepancies.

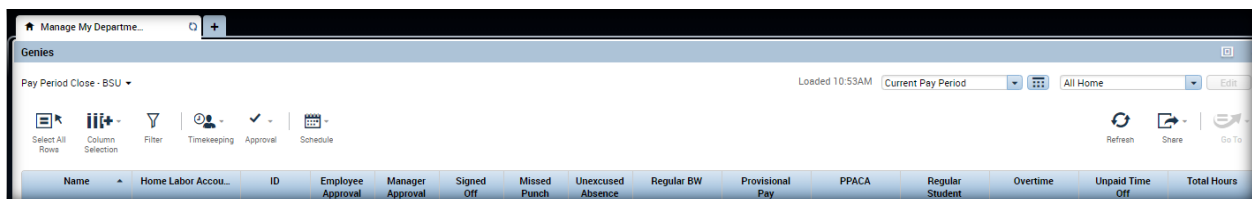
Ball State University promotes the practice of employees, who have access in Kronos, to review and approve their own timecards. Ball State University requires the Supervisor to “sign off” as an indication that they have reviewed and edited employee timecards in preparation for submitting the timecards to Payroll for processing.

Please note once an approval is applied to a timecard, that time data is unavailable for further edits.


Pay Period Close - BSU Instructions

How to utilize Pay Period Close – BSU at the end of a pay period:

- **Pay Period Close Step 1** – On your designated “sign off” day, access the Pay Period Close – BSU Genie by logging onto Kronos or navigate to your Genies to return to the Pay Period Close – BSU Genie.
 1. As a Timekeeper or Supervisor, your Kronos default homepage is “Manage My Department” with the Pay Period Close – BSU Genie populated.

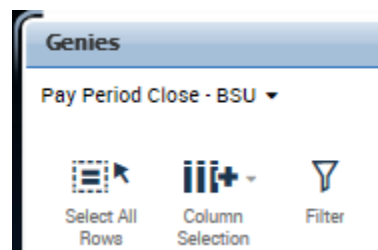


- **Pay Period Close Step 2** – Review each column for exceptions and/or completeness.
 1. Missed Punch Column – This column will populate with a checkmark if the employee has a missing punch that needs to be corrected before sign off can happen.


 2. Unexcused Absence – This column will only populate if the employee has a schedule loaded and is not here on a day they are scheduled to be at work.
 3. Regular BW – This column will show a total of “regular” hours for regular biweekly employees. All full time employees should have

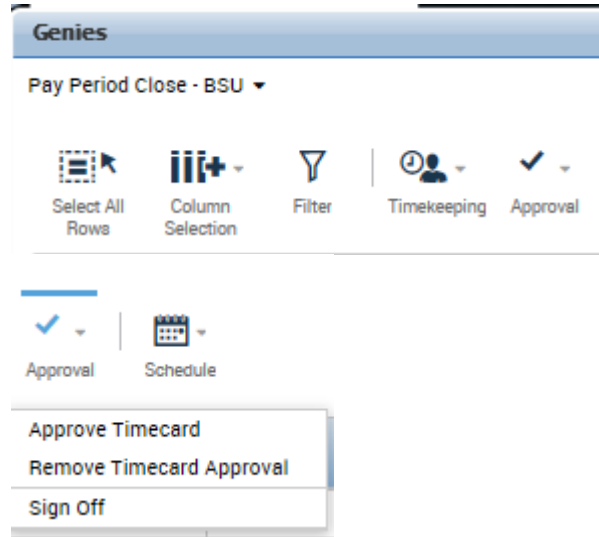
80 hours listed, if not, they may need a pay code like vacation or sick added to their timecard.

4. Regular Grad – This column is currently not being used.
 5. PPACA – This column is for Graduate Assistants to record their PPACA hours. All Grads should have PPACA hours listed if they have worked during the pay period.
 6. Regular Student – This column will show a total of “regular” hours for student employees. Student employees should not work more than 20 hours per pay week therefore their biweekly totals should not be more than 40 hours per the pay period.
 7. Overtime – This column will show the total number of overtime hours per pay period.
 8. Total Hours – This column will show the total hours (paid hours plus nonpaid hours except PPACA) reported in the pay period.
- **Pay Period Close Step 3** – After reviewing the various columns for exceptions and completeness, you may need to navigate to an individual employee timecard to correct or finish their timecard.
 - **Pay Period Close Step 4** – After you have finished reviewing and correcting all timecards, you will need to “approve” or “sign off” on the timecards depending on your current department structure and responsibilities.
 1. From the Pay Period Close – BSU Genie, click the “Select All Rows” icon in the upper left-hand corner just below the genie name.



2. Once all rows have been selected (highlighted in blue), click the “Approval” icon to select “Approve Timecard” or “Sign Off” depending on your current department process.

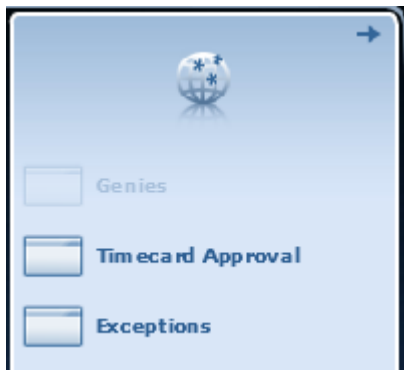
- Remember you have the ability to remove an approval but not a sign off on a timecard.



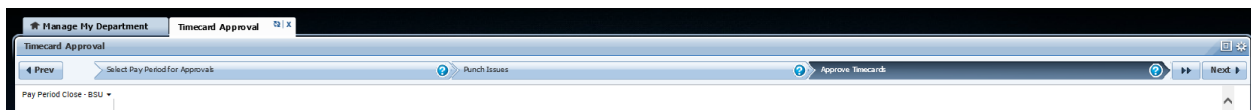
Timecard Approval Process Instructions

How to utilize the Kronos “Timecard Approval” process:

- **Timecard Approval Step 1** – From anywhere within Kronos, click on the “Timecard Approval” process in the “Related Items” along the right-hand side of the screen.



- **Timecard Approval Step 3** – The “Timecard Approval” workspace will open in another tab at the top of your workspace and bring you back to the Pay Period Close – BSU Genie.



- **Timecard Approval Step 3** – To follow the “Timecard Approval” process, simply follow the arrows across the top of the workspace by clicking on each arrow.



1. Select Pay Period for Approval – Shows the time period (should be prior pay period) and hyperfind query (should be All Home) being used.

Select Pay Period for Approvals

Time Period Previous Pay Period

HyperFind All Home

Save

2. Punch Issues – Lists employees with punch issues and allows you to navigate to their timecard.

Previous Pay Period

Test Employees

Details

Name						Total

3. Approve Timecards – Click “Select All Rows” and then click “Approval.”

Genies

Pay Period Close - BSU

Select All Rows
Column Selection
Filter
Timekeeping
Approval

Approval
Schedule

Approve Timecard
 Remove Timecard Approval
 Sign Off

4. Group Edit Results – Lists the “group edit” results. If there are any failures, click on the “details” button to view errors.

Timecard Approval						
Prev	Punch Issues	Approve Timecards	Group Edit Results for Approvals		Clear	
GROUP EDIT RESULTS						
Last Refreshed: 7/05/2016 10:50AM						
Refresh	Group Edit	Date	Time	User Name	Status	Results
Approved	Time Period: Previous Pay Period	6/30/2016	12:18PM		COMPLETED	Success: 243 Failure: 1 Details Total: 244

Appendix A - Vocabulary

Accrual	An amount of leave an employee earns over time, based on BSU's employment policies. Examples include vacation time and sick time.
Combined Pay Code	A single pay code that represents a selected group of pay codes.
Labor Account	Each employee is assigned a home labor account to which hours accrue, unless a shift is an account transfer. Labor accounts consist of valid combinations of labor level entries, such as account and job.
Pay Code	A category that is used to organize time or money, such as vacation or sick time.
Pay Period	The period of time for which employees are regularly paid.
Shift	A span of time that has a start and end times, usually in one 24-hour period. For example - 7AM to 3:30 PM
Transfer	Hours or pay code amounts transferred to a different job or labor account.

Appendix B – List of Available Kronos Resources

- Check out the Kronos page on the Payroll and Employee Benefits website for access to a variety of Kronos resources:

[Kronos - Payroll and Employee Benefits - Ball State University](#)

1. Link to Kronos 8.1.3
 2. Kronos v8.1.3 User's Guide
 3. Kronos Pay Codes
 4. Kronos Punch Rounding Rules
 5. Kronos Time Clock Instructions
 6. Kronos Time Stamp Instructions
 7. Kronos for Non-Exempt Employees
 8. Kronos for Exempt Employees
 9. Kronos for Students and Grads
- Kronos Help Desk phone number is 765-285-6452.
 - Kronos Help Desk email is KronosHelpDesk@bsu.edu

Appendix C – Comments

🏠 Manage My Department
⚙️ Administration 🔗 | ✕

Setup ▾

← [Back to Setup](#)

Search

Setup > Common Setup

COMMENTS

New ➡
Duplicate ➡
Edit ➡
Delete
Refresh

Select an Action...
▾

Category All Categories ▾

Status Active ▾

Search

<input type="checkbox"/>	Number	Text
<input type="checkbox"/>	2	Approved
<input type="checkbox"/>	11	Challenged
<input type="checkbox"/>	21	Duplicate Punch
<input type="checkbox"/>	14	Early Out
<input type="checkbox"/>	1	Emergency
<input type="checkbox"/>	40	FMLA
<input type="checkbox"/>	4	Funeral Unpaid
<input type="checkbox"/>	31	Historical Edit Made
<input type="checkbox"/>	17	Jury Unpaid
<input type="checkbox"/>	9	Kronos Adjustment Form
<input type="checkbox"/>	30	Late In
<input type="checkbox"/>	5	Lost Time Excused
<input type="checkbox"/>	18	Lost Time Unexcused
<input type="checkbox"/>	6	Missing Punch Exception
<input type="checkbox"/>	7	Preapproved
<input type="checkbox"/>	19	Scheduled
<input type="checkbox"/>	20	Suspension
<input type="checkbox"/>	3	Unapproved
<input type="checkbox"/>	10	Unchallenged
<input type="checkbox"/>	12	Union Paid
<input type="checkbox"/>	13	Union Unpaid
<input type="checkbox"/>	8	Unscheduled

Appendix D – Timekeeping Dos & Don'ts

Do:

- Check your time/employee time throughout the pay period. It is easier to correct a missed punch when it happens then at the end of the payroll period.
- Continue to meet both department and Payroll Kronos deadlines.
- Understand the difference between ALL HOME and ALL WORKED.
 - Everyone working in your department will show up under ALL WORKED. Only those employees whose primary position is with your department will show up in ALL HOME.
- Keep Payroll records, including Kronos Adjustment Forms, for three years.
- Ensure employees are compensated for all hours worked.
- Document all changes, deletions, and additions to timecards and who made the change.
- Use a Kronos Adjustment form to correct clocking errors.
- Refresh your screen if you can't see your changes.
- Move compensatory time to overtime as needed. All hours over 40 in a pay week default to compensatory time, which is earned at 1.5 hours for every hour worked.
- Use the Audit tab to look at original punches that you have changed.
- Use the "Rules Analysis" report to see how our rounding rules affect a punch.
- Contact the Kronos Help Desk with any questions: 285-6452, KronosHelpDesk@bsu.edu.

Don't:

- Delete punches, right click and edit them instead.
- Edit punches to prevent overtime, the timesheet is a legal document.
- Make changes without documentation, such as a Kronos Adjustment Form.

Appendix E - Using Kronos InTouch Clocks



• How to Clock-In (In-Punch)

○ Regular (non-student) employees:

- Do not select any options from the clock.
- Swipe your Cardinal Card (BSU ID) through the card reader slot ¹.
 - The new clocks uses the **magnetic stripe** of your Cardinal Card, not a barcode.
 - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
- If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
 - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
 - You are not allowed to swipe more than once within a two minutes period. If you accidentally swipe a second time within the two minute period, you will receive the error "**Punch rejected...You are attempting to punch too soon after your previous punch...**". This error can be ignored, since your first punch was already accepted.
 - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.



○ **Regular (non-student) employees with a “Labor Transfer”:**

- Press the “Empl Lbr Transfer” option on the clock ³.
- Swipe your Cardinal Card (BSU ID) through the card reader slot ¹.
 - The new clocks uses the **magnetic stripe** of your Cardinal Card, not a barcode.
 - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- A list of valid labor accounts (starts with “LT-”) will be displayed.

(Note: If no list is shown, or an error message is display, then you are not setup to transfer to a different labor account.)

 - Select the labor account from the list.
 - Verify the labor account is correct then press on **submit** to complete the clock-in process.
 - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
 - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
 - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
 - You are not allowed to swipe more than once within a two minutes period. If you accidentally swipe a second time within the two minute period, you will receive the error “Punch rejected...You are attempting to punch too soon after your previous punch...”. This error can be ignored, since your first punch was already accepted.
 - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

○ **Student employees:**

- Press the “Student In-Punch” option on the clock ².
- Swipe your Cardinal Card (BSU ID) through the card reader slot ¹.
 - The new clocks uses the **magnetic stripe** of your Cardinal Card, not a barcode.
 - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- A list of active jobs will be displayed.
 - Select the job you are clocking into from the list presented.
 - Verify the job is correct then press on **submit** to complete the clock-in process.
 - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
 - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
 - Read the error message that is displayed. Most cases, re-swiping will correct the issue.
 - You are not allowed to swipe more than once within a two minutes period. If you accidentally swipe a second time within the two minute period, you will receive the error “Punch rejected...You are attempting to punch too soon after

your previous punch...". This error can be ignored, since your first punch was already accepted.

- Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

- **How to Clock-Out (Out-Punch) – ALL EMPLOYEES:**

- Do not select any options from the clock.
- Swipe your BSU ID through the card reader slot ¹.
- Did you see the indicator light blink **GREEN** and/or hear a successful chime?

- **The InTouch Clocks are touch-screen enabled devices that allows employees to perform various time-keeping functions:**

- ² **"Student In-Punch"**

- Students should **ALWAYS** select this option for when clocking-in (In-Punch).
- Only used for In-Punches. **Do not** select this option for clocking-out (Out-Punch).
- Once selected, student will swipe their ID, and a list of active jobs for that student will be displayed.
- Below the list of active jobs is a list of Labor transfers "LT-*"
 - Only available for student employees with a **Primary job** assignment in Dining, Housing and Rec Services.
 - Labor transfer allows a student employee to work their **Primary job**, but charge the labor to a different account (FOAPAL).
 - Only works with student's Primary job assignment.
 - Will not be available for Federal Work Study jobs.
 - The list of Labor transfer will start with "LT-*"
 - Once selected, the time will be charged to that FOAPAL until the student clocks-out.

3

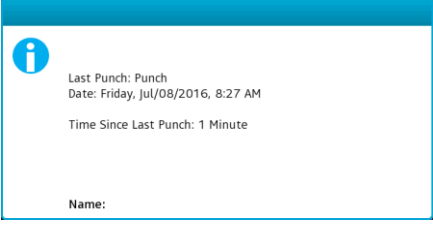
Employee Labor Transfer (Empl Lbr Transfer)

- Currently used only for Dining, Housing and Rec Services.
- Labor transfer allows an employee to work their **Primary job**, but charge the labor to a different account (FOAPAL).
- Only works with employee's Primary job assignment.
- The list of Labor transfer will start with "LT-*"
- Once selected, the time will be charged to that FOAPAL until the Employee clocks-out.
- Once selected, an employee will swipe their ID, and a list of valid labor transfer options "LT-*" will be displayed.
 - This list is specific to an employee, based on the employee type, and their time-sheet organization.
 - Only available for employees with a **Primary job** assignment in Dining, Housing and Rec Services.
- Only used for In-Punches. **Do not** select this option for clocking-out (Out-Punches).

4

Punch Status

- To use – Press "Punch Status" ⁴ and swipe your ID Card.
- Will show last date and time of a punch on this specific clock.



The screenshot shows a digital display with a blue header bar. Below the header, there is a white box with a blue border. Inside the box, on the left, is a blue circle with a white lowercase 'i'. To the right of the circle, the text reads: "Last Punch: Punch", "Date: Friday, Jul/08/2016, 8:27 AM", and "Time Since Last Punch: 1 Minute". At the bottom of the box, the text "Name:" is displayed.

- Will only show punches made on the same clock.

5

View Punch Details

- Shows your timecard details.
- Will show time entered from all sources.
- Allows you to select a Time Period.
- This function is only available during non-busy hours:
 - Monday thru Friday between
 - 8:10am and 3:20pm
 - After 5:10pm
 - All day Saturday and Sunday
- To use:
 - Press “Punch Status” 5 and swipe your ID Card.
 - Select the “Time Period”

The screenshot shows a mobile application interface titled "View Punch Details -". Below the title bar is a button labeled "SELECT TIME PERIOD". Below this button is a list of time periods: "Previous Pay Period", "Current Pay Period", "Next Pay Period", "Today", "Yesterday", "Week to Date", and "Last Week". Each item is followed by a horizontal line for selection.

- After selecting a time Period, you will see a calendar with daily totals. The ⚠️ symbols indicates possible issues with your existing timecard (refer to Thu (6/30 and Fri (7/1) below).

The screenshot shows a mobile application interface titled "View Punch Details -". Below the title bar is a date range "6/19/2016 - 7/02/2016" and a total time "Total: 79:00". Below this is a calendar grid with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for dates. The calendar shows daily totals for each day. On Thursday (6/30) and Friday (7/1), there are warning symbols (⚠️) indicating possible issues with the existing timecard. The calendar also shows the dates 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20 8:15	21 8:00	22 10:00	23 8:00	24 8:00	25
26	27 8:00	28 8:00	29 8:00	30 8:30 ⚠️	1 4:15 ⚠️	2

- To see the details of a particular day, and to view a description of the issues (⚠️), select the day from the clock), then scroll down the list to the day in question.

6/19/2016 - 7/02/2016 | Total: 79:00

Thu 6/30	PTO 6:00
	6:57AM 9:28AM
	E Short Shift
	Shift Total: 2:30
	Daily Total: 8:30
Fri 7/01	6:53AM 11:10AM
	11:37AM
	E Missed Out-Punch
	Shift Total: 4:15
	Daily Total: 4:15

Close

- Once you are done viewing your Time Card details, press the “Home” button located on the bottom right of the clock.
- The screen will automatically log you out after about 30 seconds of inactivity.

6

View Hour Totals

- Shows hours totals by position/labor levels.
- Will show time entered from all sources.
- Allows you to select a Time Period.
- This function is only available during non-busy hours:
 - Monday thru Friday between
 - 8:10am and 3:20pm
 - After 5:10pm
 - All day Saturday and Sunday
- To use:
 - Press “View Hour Totals” and swipe your ID Card.
 - Select the “Time Period”

View Punch Details -

SELECT TIME PERIOD

Previous Pay Period

Current Pay Period

Next Pay Period

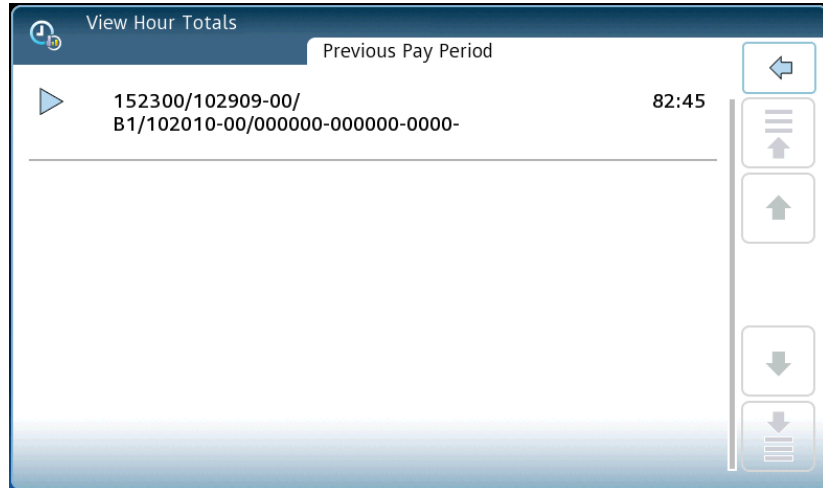
Today


Yesterday

Week to Date


Last Week

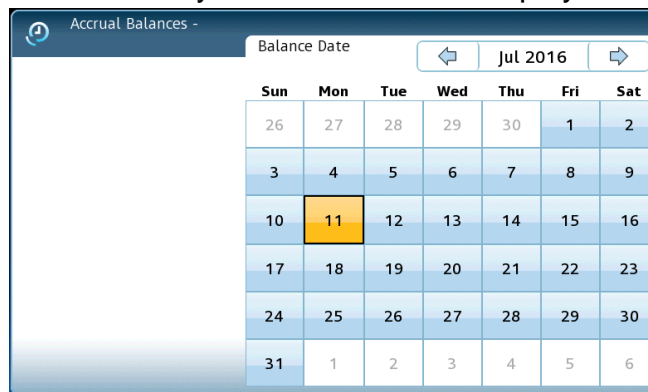
- After selecting a time period, a list by labor levels showing totals hours will be displayed.



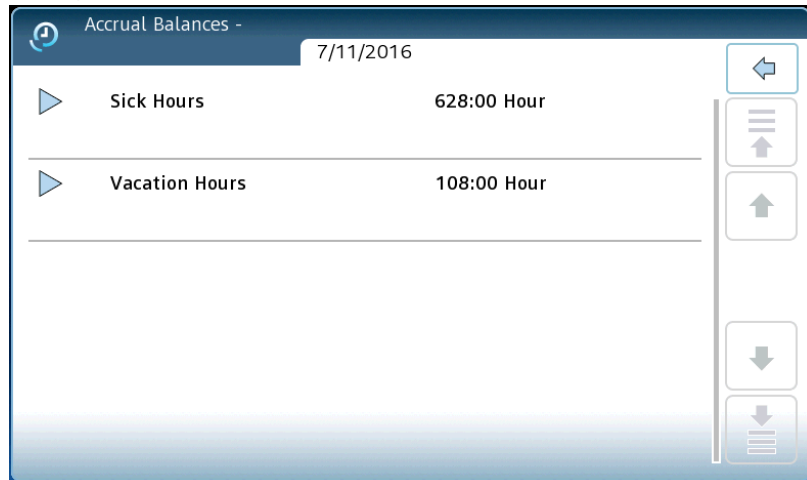
- Once you are done viewing your hour totals, press the “Home”  button located on the bottom right of the clock.
- The screen will automatically log you out after about 30 seconds of inactivity.

7 Accrual Balances

- Shows accrual balances for a specific selected date.
- Only available for employees that have accruals.
- This function is only available during non-busy hours:
 - Monday thru Friday between
 - 8:10am and 3:20pm
 - After 5:10pm
 - All day Saturday and Sunday
- To use:
 - Press “Accrual Balances”  and swipe your ID Card.
 - Select the day from the calendar displayed.




- After selecting the as of the date, a listing of all your accruals along with the balance will be displayed.



The screenshot shows a mobile application interface titled "Accrual Balances -" with a date selector set to "7/11/2016". The main content area displays two rows of accrual data, each preceded by a right-pointing triangle icon. The first row is "Sick Hours" with a balance of "628:00 Hour". The second row is "Vacation Hours" with a balance of "108:00 Hour". On the right side of the screen, there is a vertical toolbar with five buttons: a back arrow, a menu icon (three horizontal lines), an up arrow, a down arrow, and a download icon (a downward arrow with a document symbol).

Accrual Balances -		7/11/2016
▶	Sick Hours	628:00 Hour
▶	Vacation Hours	108:00 Hour

- Once you are done viewing your accrual balances, press the “Home”  button located on the bottom right of the clock.
- The screen will automatically log you out after about 30 seconds of inactivity.

Appendix F – Supervisor/Timekeeper Required Actions

Move Earned Compensatory Time to Overtime:

- Non-Exempt employees that are in pay status over 40 hours in a work-week will earn compensatory time, in lieu of overtime, at a rate of 1 ½ hours for each hour over 40.
- It is at the departments discretion if they would like the hours to be paid out as overtime rather than compensatory time.
- To move compensatory time to overtime:
 - In the Totals section at the bottom of the timecard, right click on the Earned Comp Time.

Loaded: 12:03 PM Current Pay Period 1 of 1

Approve Timecard Sign Off Accruals Actions Print Timecard Refresh Calculate Totals

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
+	Sat 1/12								
+	Sun 1/13								
+	Mon 1/14			7:34AM		4:48PM			
+	Tue 1/15			7:29AM		12:56PM	1:50PM		4:39PM
+	Wed 1/16			7:42AM		1:14PM	2:03PM		4:45PM
+	Thu 1/17			7:36AM		1:14PM	2:27PM		5:42PM
+	Fri 1/18			7:21AM		2:16PM	3:07PM		5:00PM
+	Sat 1/19								

Totals Accruals Historical Corrections Audits

All All

Location	Job	Account	Pay Code	Amount	Wages
		...000000-0000-	Earned - Compensatory Time	4.00	\$0.00
		...000000-0000-	Holiday Pay	8.00	\$0.00
		...000000-0000-	Regular BW Hourly	52.45	\$0.00

- A Totals Actions box will populate, select Move Amount

Totals Actions

Date: 1/13/2019

Pay Code: Earned - Compensatory Time

Account: 400030/102611-00/N1/100604-00/000000-000000-0000-

Amount: 4:00

Move Amount

- A Move Amount box will populate. In the To section enter the **Effective Date**, the first day of the pay week in which the comp time was earned (this will always be a Sunday as the pay week begins on Sunday and ends on Saturday). This field will automatically default to the first day of the new pay period not the new week within the pay period.

Move Amount

From

Paycode : Earned - Compensatory Time

Amount (HH:mm): 4:00

Transfer : 400030/102611-00/N1/100604-00/000000-000000-0000-

To

Effective Date : 1/13/2019

Paycode : *

Amount (HH:mm):

Transfer :

Comments (0) [Add Comment](#)

Cancel OK

- In **Paycode** select Overtime

Move Amount

From

Paycode : Earned - Compensatory Time

Amount (HH:mm): 4:00

Transfer : ;400030/102611-00/N1/100604-00/000000-00000 0-0000-

To

Effective Date : * 1/13/2019

Paycode : * Overtime

Amount (HH:mm):

Transfer :

Comments (0) [Add Comment](#)

[Cancel](#) [OK](#)

- In **Amount** select the number of hours you would like to move. You can refer to the **Amount field in the From section** of the Move Amount box for totals. The full amount does not have to be moved.

Move Amount

From

Paycode : Earned - Compensatory Time

Amount (HH:mm): 4:00

Transfer : ;400030/102611-00/N1/100604-00/000000-00000 0-0000-

To

Effective Date : * 1/13/2019

Paycode : * Overtime

Amount (HH:mm): 4

Transfer :

Comments (0) [Add Comment](#)

[Cancel](#) [OK](#)

- Select **OK**. A **Transfer** code does not need to be entered as it will default to the employee's home labor.

Move Amount

From

Paycode : Earned - Compensatory Time

Amount (HH:mm): 4:00

Transfer : ;400030/102611-00/N1/100604-00/000000-00000 0-0000-

To

Effective Date : * 1/13/2019

Paycode : * Overtime

Amount (HH:mm): 4

Transfer :

Comments (0) [Add Comment](#)

[Cancel](#) [OK](#)

- Select **Save**. In the **Totals** section of the timecard the Earned Comp Time no longer appears and is replaced with Overtime.

The screenshot shows the Kronos Timecard interface. The top section displays the timecard for an employee, with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, and Shift. The dates range from Sat 1/12 to Sat 1/19. The bottom section shows the Totals tab, which includes a table with columns for Location, Job, Account, Pay Code, Amount, and Wages. The table shows three entries: Regular BW Hourly (Amount: 52.45, Wages: \$0.00), Overtime (Amount: 4.00, Wages: \$0.00), and Holiday Pay (Amount: 8.00, Wages: \$0.00).

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Sat 1/12									
Sun 1/13									
Mon 1/14			7:34AM		4:48PM				9:15
Tue 1/15			7:29AM		12:56PM	1:50PM		4:39PM	8:30
Wed 1/16			7:42AM		1:14PM	2:03PM		4:45PM	8:15
Thu 1/17			7:36AM		1:14PM	2:27PM		5:42PM	9:00
Fri 1/18			7:21AM		2:16PM	3:07PM		5:00PM	9:00
Sat 1/19									

Location	Job	Account	Pay Code	Amount	Wages
		J-000000-0000-	Regular BW Hourly	52.45	\$0.00
		J-000000-0000-	Overtime	4.00	\$0.00
		J-000000-0000-	Holiday Pay	8.00	\$0.00

Holiday Pay That Falls on Scheduled Day Off:

- If a recognized university holiday falls on an employee's regular day off, the employee will be given one day's pay at their regular straight time rate. The unworked holiday is not included as hours worked for the purpose of computing overtime or earned comp time.
- Since Kronos does not employee schedules, holiday pay is automatically populated on all employee timecards the day of the university designated holiday.
- It is the responsibility of the Kronos Manger to adjust the employee's timecard appropriately.
 - On the day of the holiday pay add (+) a row

The screenshot shows the Kronos Timecard interface. The top section displays the timecard for an employee, with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, and Shift. The dates range from Sun 1/20 to Wed 1/23. The bottom section shows the Totals tab, which includes a table with columns for Location, Job, Account, Pay Code, Amount, and Wages. The table shows three entries: Regular BW Hourly (Amount: 52.45, Wages: \$0.00), Overtime (Amount: 4.00, Wages: \$0.00), and Holiday Pay (Amount: 8.00, Wages: \$0.00).

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Sun 1/20									
Mon 1/21	Martin Luther King	8.00							
Tue 1/22			7:53AM		1:08PM	2:10P...		5:00P...	
Wed 1/23			7:53AM		12:57PM	2:00P...			

- In **Pay Code** select Holiday Pay and enter the amount of holiday pay as a negative (-8).

			✓	✍	📅
			Approve Timecard	Sign Off	Accruals Actions
		Date	Pay Code	Amount	In Tra... Out
+	✕	Sun 1/20			
+	✕	Mon 1/21	Holiday Pay	-8:00	
+	✕		Martin Luther King	8:00	
+	✕				
+	✕	Tue 1/22			8:41 AM 1:02 PM

- On the day of the holiday pay add (+) another row. In the **Pay Code** select Holiday Sched Day Off and enter the amount of holiday pay (8).

			✓	✍	📅
			Approve Timecard	Sign Off	Accruals Actions
		Date	Pay Code	Amount	In Tra... Out
+	✕	Sun 1/20			
+	✕	Mon 1/21	Holiday Pay	-8:00	
+	✕		Holiday Sched Day Off	8:00	
+	✕		Martin Luther King	8:00	
+	✕				

- **Save** the timesheet.

			✓	✍	📅					🖨	🔄	📊	💾	➡
			Approve Timecard	Sign Off	Accruals Actions					Print Timecard	Refresh	Calculate Totals	Save	Go To
		Date	Pay Code	Amount	In	Tra...	Out	In	Transfer	Out	Shift	Daily	Period	Schedule
+	✕	Sun 1/20											40:15	
+	✕	Mon 1/21	Holiday Pay	-8:00										
+	✕		Holiday Sched Day Off	8:00										
+	✕		Martin Luther King	8:00								8:00	48:15	
+	✕													8:00AM-5:00PM

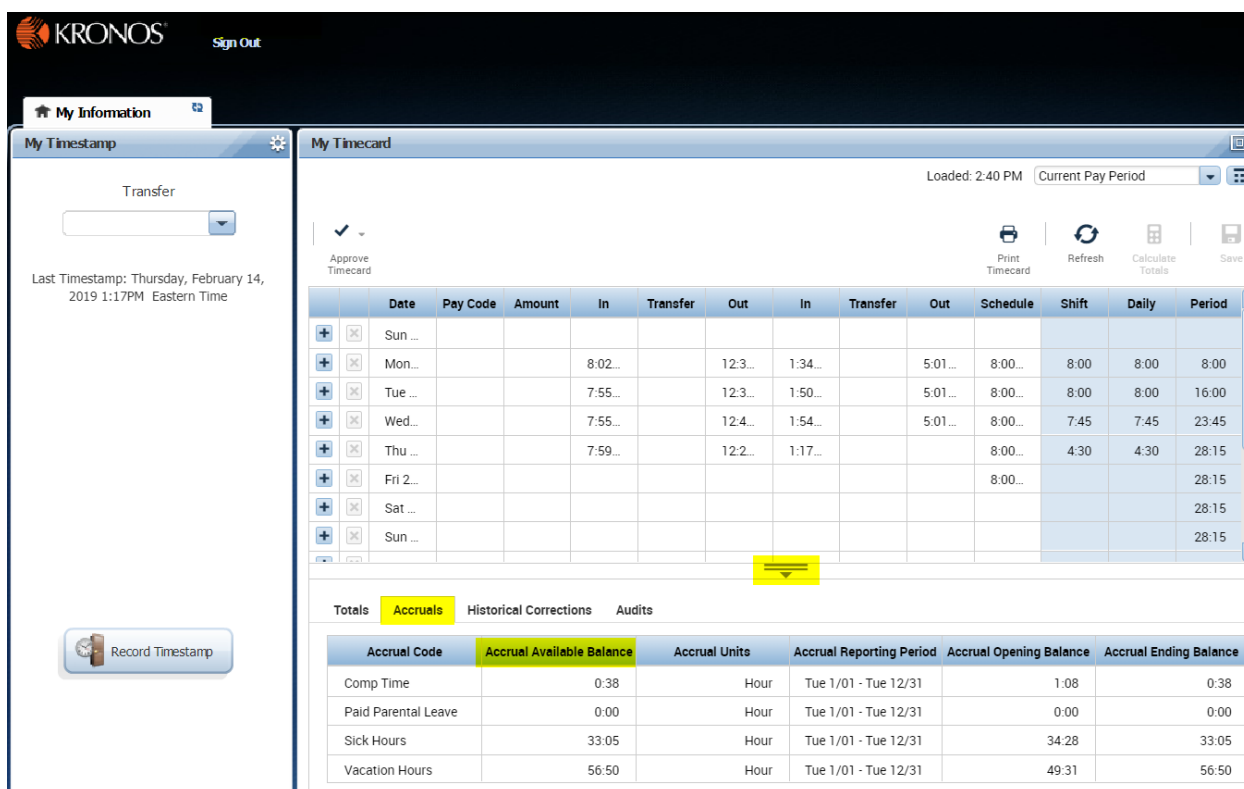
Enter Time Off/Absences:

- Employees should be recording time off on their individual Kronos timecard with the exception of service staff: ie; vacation, personal days, sick, used comp time.
- Kronos Managers are required to record on individual employee timesheets all other time off/absences since these codes may require additional information before being entered: ie; call back, all FML codes, funeral, jury, military leave, parental leave, personal leave, extended leave, unpaid time.

Appendix G – Leave Balances and Accrual Loads

Where to find leave accruals in Kronos:

- On **My Timecard** click on double gray bars with arrow down at bottom of timecard.
- Click on **Accruals** tab.
- **Accrual Available Balance** will show your available balance as of the date you have selected on your timesheet. If you do not select a date, then it defaults to the beginning of the pay period.
- Taken and earned accruals update once every 2 weeks.
 - For **Biweekly Staff/Service** accruals update on pay day.
 - For **Professional, Exempt & Faculty** accruals update on Friday of the off pay week.



The screenshot displays the Kronos My Timecard interface. On the left, the 'My Information' sidebar shows the user's last timestamp as Thursday, February 14, 2019 1:17PM Eastern Time. The main 'My Timecard' area shows a weekly timesheet grid with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. Below the timesheet, the 'Totals' section is active, showing the 'Accruals' tab. This tab displays a table with columns for Accrual Code, Accrual Available Balance, Accrual Units, Accrual Reporting Period, Accrual Opening Balance, and Accrual Ending Balance.

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Comp Time	0:38	Hour	Tue 1/01 - Tue 12/31	1:08	0:38
Paid Parental Leave	0:00	Hour	Tue 1/01 - Tue 12/31	0:00	0:00
Sick Hours	33:05	Hour	Tue 1/01 - Tue 12/31	34:28	33:05
Vacation Hours	56:50	Hour	Tue 1/01 - Tue 12/31	49:31	56:50