Shepherd University

KRONOS LEAVE MANAGEMENT SYSTEM MANUAL FOR EMPLOYEES AND SUPERVISORS

Revised June 28, 2016

Introduction

What is Kronos?
The State of West Virginia has implemented an Enterprise Resource Planning (ERP) system called wvOASIS which, among other things, replaces the old EPICS payroll system. One component of the ERP is Kronos, which is a leave management system and a time keeping system. Shepherd University is required by the State to adopt this system. The Human Resources staff and Payroll staff are committed to making this system work as smoothly as possible for Shepherd employees.

Timely Monitoring Required
The new Kronos leave management and time keeping system requires careful monitoring by supervisors. It is recommended that supervisors develop a habit of checking Kronos every day. The consequences of inaction are severe: Employees will not be paid!

Pay periods consist of two-week periods beginning on Saturday and ending on Friday. Leave and time must be submitted by employees and approved by supervisors within the current pay period.   **If leave is submitted by an employee but not approved by the supervisor within the current pay period, then the employee will not be paid for that time** if the employee is on the hourly payroll ("positive paid"). If "exception paid" employees' leave requests are not approved within the current pay period, then their leave balances will be incorrect. If leave and time are not submitted and approved within the current pay period, several steps are required by the supervisor and by the Human Resources staff and Payroll staff to retroactively correct that error.

myApps Accounts
In order to use the Kronos leave management system and time keeping system, employees and supervisors must have myApps accounts. Instructions for creating a myApps account can be found on the Employee Benefits page of the Human Resources website.

Who will use Kronos?
Kronos will be used by all staff and faculty who accrue leave as well as all hourly employees (including student employees), plus the people who supervise the employees in those categories. Adjunct faculty members and full-time faculty members who do not supervise leave-earning or hourly employees will not be using Kronos.

Changes from Current Leave System to New System

Leave	
With Old Replicon System	**With New Kronos System**
• Leave is accrued semi-monthly. • Leave is entered and approved in Replicon. • Leave is prorated over 24 pay periods. • Leave is reported in days.	• Leave is accrued bi-weekly. • Leave is entered and approved in Kronos. • Leave is prorated over 26 pay periods. • For Positive Paid employees, leave is reported in hours, not days. • Leave requests must be entered and approved prior to the end of the current pay period.

Leave will be reported in hours rather than days for Positive Paid (non-exempt, hourly) employees. Accruals and balances also will be measured in hours, not days. Below is a chart showing the equivalent number of days to hours. (Please remember that lunch hours are *unpaid* time.)

Annual Leave Accrual Per Month
1.25 days (Less than 5 years of service)
1.50 days (5 but less than 10 years of service)
1.75 days (10 but less than 15 years of service)
2.00 days (15 or more years of service)

Annual Leave Accrual Per Pay Period
4.33 hours (Less than 5 years of service)
5.20 hours (5 but less than 10 years of service)
6.07 hours (10 but less than 15 years of service)
6.93 hours (15 or more years of service)

Maximum Annual Leave Accrual Per Year
30 days = 225 hours (Less than 5 years of service)
36 days = 270 hours (5 but less than 10 years of service)
42 days = 315 hours (10 but less than 15 years of service)
48 days = 360 hours (15 or more years of service)

Number of Hours Per Work Day (Use these numbers when submitting leave requests.)
7.5 hours for most full-time employees
9.5 hours for some full-time employees (for example, Wellness Center)

Kronos Leave
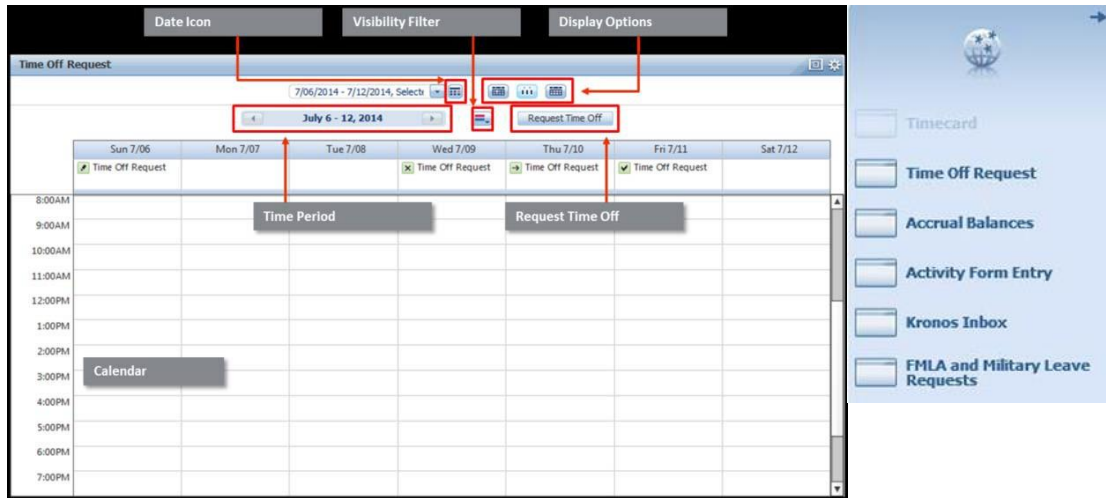
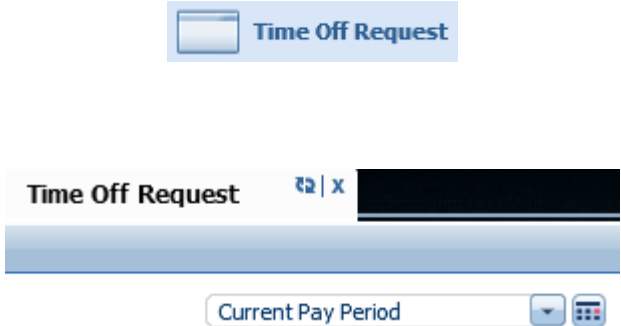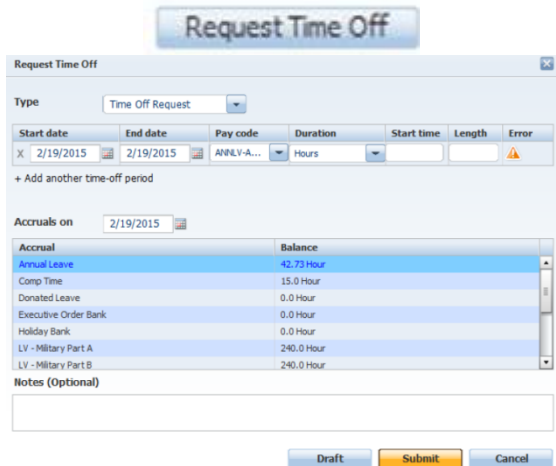| Leave Request Overview	
Tool:	**Definition:**
Calendar View	Displays submitted, approved, and rejected requests within the selected time period.
Display Options	Enables the calendar to display by day, week, or month.
Request Time Off	Displays the Request Time Off form.
Time Period	Displays the time period. Click the drop-down to select another time period or select a range of dates.
Visibility Filter	Filters the request status within the calendar view.
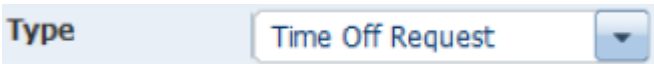
Kronos Accruals Tab
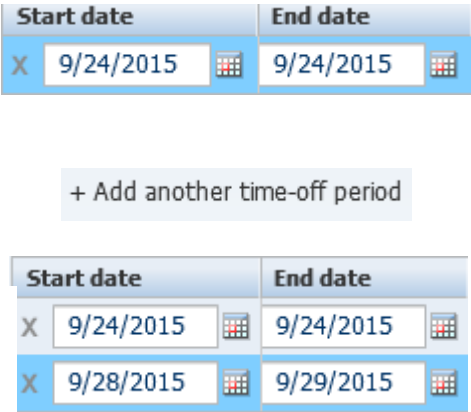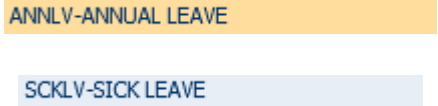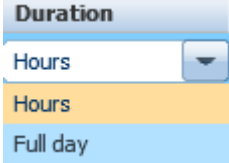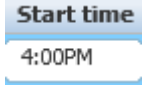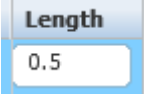
Type	Reporting Period	Units	Taken to Date	Accrual Vested Balance
Annual Leave	1/01/2015 – 12/31/2015	Hour	0.0	92.95
Annual Leave Hidden	1/01/2015 – 12/31/2015	Hour	0.0	4.32
Comp Expiration	1/01/2015 – 12/31/2015	Hour	0.0	0.0
Comp Time	1/01/2015 – 12/31/2015	Hour	0.0	9.02
Donated Leave	1/01/2015 – 12/31/2015	Hour	0.0	0.0
Executive Order Bank	1/01/2015 – 12/31/2015	Hour	0.0	0.0
Holiday Bank	1/01/2015 – 12/31/2015	Hour	0.0	0.0
LV-FMLA	1/01/2015 – 12/31/2015	Hour	0.0	0.0
LV-FMLAMIL	1/01/2015 – 12/31/2015	Hour	0.0	0.0
LV - Military Part A	1/01/2015 – 12/31/2015	Hour	0.0	240.0
LV - Military Part B	1/01/2015 – 12/31/2015	Hour	0.0	240.0
LV-Parental	1/01/2015 – 12/31/2015	Hour	0.0	0.0
LV-Tracking	1/01/2015 – 12/31/2015	Hour	0.0	0.0
Sick Leave	1/01/2015 – 12/31/2015	Hour	6.12	84.19
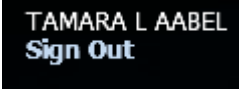
The accruals reporting tab on the timecard contains employees' leave balances. Accruals can also be viewed when creating a leave request.

Type	The code that defines the type of leave. Shepherd University employees are eligible only for Annual or Sick Leave. Other leave types, even if listed, may not be used.
Reporting Period	The accrual reporting period
Units	Defaults to hours
Taken to Date	The amount of leave taken for the reporting period
Accrual Vested Balance	Leave balance based on the "Balance as of date" defined

Creating and Submitting a Leave Request

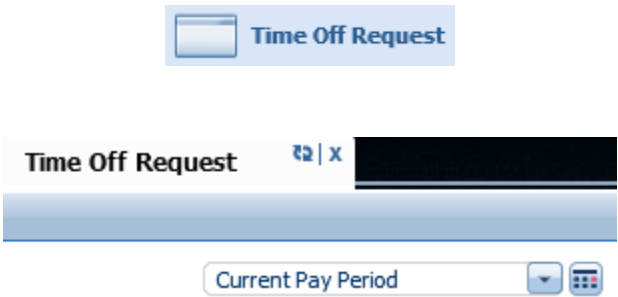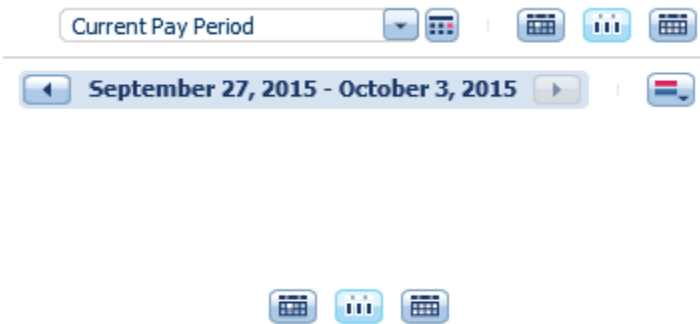|		
1	**Sign onto MyApps v2** **https://www.wvsao.gov**	myApps v2
2	**Click on the Kronos Time and Leave icon.** **Go to Workspaces/My Information and there you will see your name and wvOASIS ID number.** **If you experience problems with Java or with Banner compatibility, please contact User Support.**	KRONOS Time and Leave
3	**Click on Time Off Request link in the related items pane on the right side of the screen.** **The Time Off Request screen opens in a new tab to the current week.**	Time Off Request Time Off Request Current Pay Period
4	**Click on Request Time Off.** **The Time Off Request box appears.**	Request Time Off
5	**Select Type: Time Off Request.**	Type Time Off Request

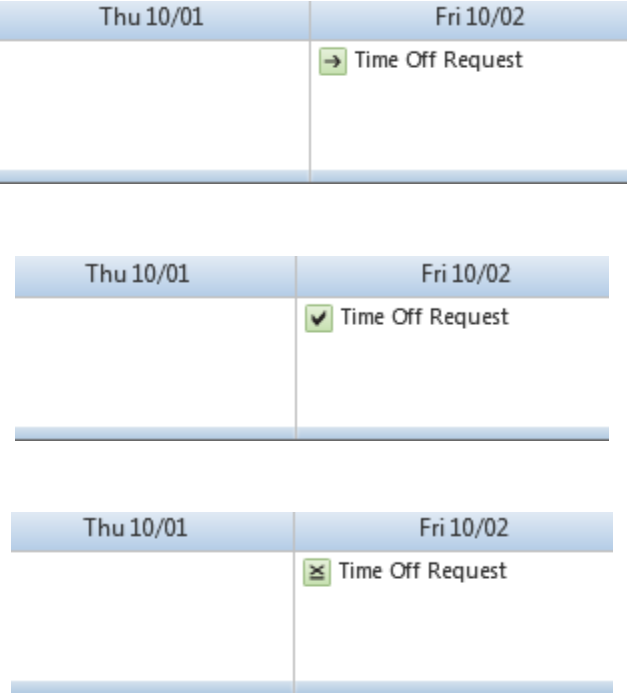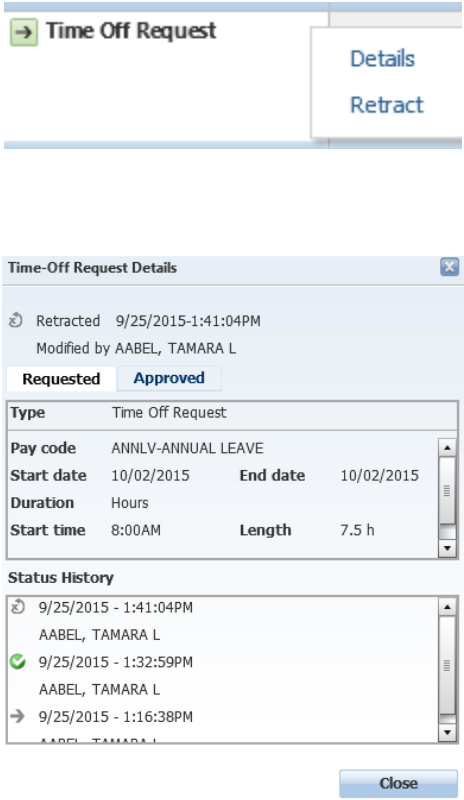|		
6	Enter Start Date of leave request. Enter End Date of leave request. To submit more than one leave request, click on the <u>+ Add another time-off period</u>. An additional row will be added for a leave request. An additional leave request <u>must</u> be used when submitting leave on continuous days! In other words, each day must have its own leave request.	**Start date** **End date** X 9/24/2015 9/24/2015 + Add another time-off period Do : **Start date** **End date** X 9/24/2015 9/24/2015 Don't: X 9/28/2015 9/29/2015
7	**Select Pay Code from the drop down: <u>Annual Leave or Sick Leave</u>. Pay codes are equivalent to leave types in Kronos.** You may see other pay codes available but <u>do not use any of them other than Annual Leave or Sick Leave.</u>	ANNLV-ANNUAL LEAVE SCKLV-SICK LEAVE
8	**Select Duration from the drop down.** All leave requests for Positive Paid employees must be submitted using HOURS. If you submit entire days, then too much leave will be deducted from your leave balance. Exception Paid employees should enter days. **Be sure that you know the length of your work day. Do not include your one-hour unpaid lunch break.**	**Duration** Hours ▼ Hours Full day
9	**Enter Start Time. Time can be entered using an A for a.m. or a P for p.m. (i.e., 3p = 3:00 p.m., 10a = 10:00 a.m.)**	**Start time** 4:00PM

10	**Enter Length in hours. Leave must be entered in increments of no less than 15 minutes (.25 hours).**
	Leave less than an hour must be entered in decimals:
	    0.25 = 15 minutes
	    0.5 = 30 minutes
	    0.75 = 45 minutes
		Length
		0.5

11	**Click Submit for supervisor approval.** **Click Draft if you want to submit the request at a later time.** **Click Cancel to exit screen without saving or submitting.**	Draft Submit Cancel
12	**To exit Kronos, click Sign Out under your name on the top left hand side of the screen.**	TAMARA L AABEL **Sign Out**

PLEASE NOTE: When you enter 7.5 hours of leave for one work day with an 8:00 a.m. start time, what you will see is 8:00 a.m. – 3:30 p.m. even though your normal work day is 8:00 a.m. – 4:30 p.m. That is okay. It just means that the system has accounted for your one hour unpaid lunch break. If it shows 8:00 a.m. – 4:30 p.m. then it is deducting 8.5 hours of leave rather than 7.5 hours of leave and that would be incorrect.

If Exception Paid employees enter hours of leave rather than days, an extra line will appear on their timecards adding an hour to the day. Supervisors need to delete that line prior to approving the employee's timecard.

Viewing or Canceling a Leave Request

1	**Sign onto MyApps v2 https://www.wvsao.gov**	myApps v2
2	**Click on the Kronos time and leave icon.** **Go to Workspaces/My Information and there you will see your name and wvOASIS ID number.**	KRONOS Time and Leave
3	**Click on <u>Time Off Request</u> in the related items pane on the right side of the screen.** **The Time Off Request screen opens in a new tab to the current week.**	Time Off Request Time Off Request ↻ | X Current Pay Period
4	**The page will display leave requests for the current week. Use the drop down arrow to change pay periods or click on the calendar button to select dates.** **The icons to the right will allow you to change the view by day, week or month. Hovering over the icon with your mouse will show the view type.**	Current Pay Period ◄ September 27, 2015 - October 3, 2015 ►

5	**Time off requests <u>pending</u> will display an arrow.** **Time off requests <u>approved</u> will display a check mark.** **Time off requests <u>retracted</u> will display an X.**	
6	**To view a leave request, hover over the request on the calendar with your mouse. Click on the circle with an arrow and select Details.** **The Time off Request details will display, including status history.**	

Retract is used to withdraw leave requests *that have not yet been approved by the supervisor*. Retracting a leave request will cause it to be canceled. When this occurs, the leave request status will change to Retracted on the supervisor's screen.
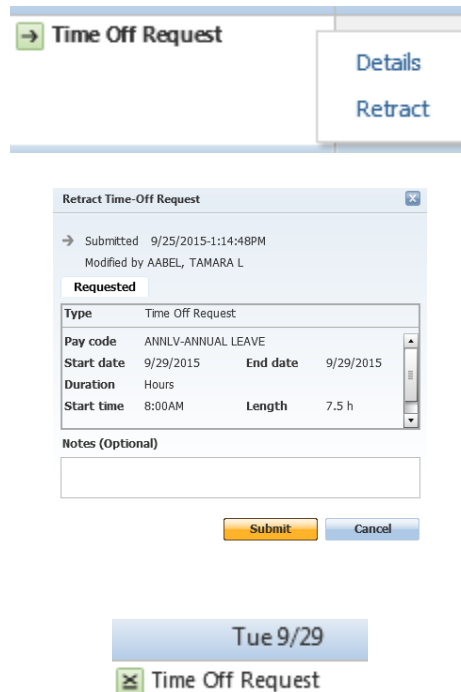
|		
7	**To cancel a submitted leave request, hover over the leave request on the calendar with your mouse. Click on the circle with an arrow and select Retract.** **The Retract Time Off Request box will appear. Review the details of the request in the pop-up.** **Click Submit to retract the leave request or else click Cancel to exit the request.** **The retracted time off request will now display an X. Retracted leave will remain on the request calendar but it does not affect your leave balance.**	 **Time Off Request** Details Retract **Retract Time-Off Request** → Submitted 9/25/2015-1:14:48PM Modified by AABEL, TAMARA L Requested | Type	Time Off Request
Pay code	ANNLV-ANNUAL LEAVE
Start date	9/29/2015 End date 9/29/2015
Duration	Hours
Start time	8:00AM Length 7.5 h	 Notes (Optional) Submit Cancel Tue 9/29 Time Off Request

If you want to cancel a leave request that already has been approved by your supervisor, you will need to ask your supervisor to cancel it.

8	**To exit Kronos, click Sign Out under your name on the top left hand side of the screen.**	TAMARA L AABEL **Sign Out**
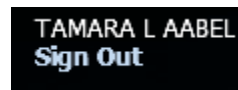
Leave Approved on a Timecard

Before:

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	⬇	Sat 9/19	▼			▼			▼				
X	⬇	Sun 9/20	▼			▼			▼				
X	⬇	Mon 9/21	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	7.5
X	⬇	Tue 9/22	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	15.0
X	⬇	Wed 9/23	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	22.5
X	⬇	Thu 9/24	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	30.0
X	⬇	Fri 9/25	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	37.5
X	⬇	Sat 9/26	▼			▼			▼				37.5
X	⬇	Sun 9/27	▼			▼			▼				37.5
X	⬇	Mon 9/28	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	45.0
X	⬇	Tue 9/29	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	52.5
X	⬇	Wed 9/30	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	60.0
X	⬇	Thu 10/01	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	67.5
X	⬇	Fri 10/02	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	75.0

Type	Time Off Request		
Pay code	SCKLV-SICK LEAVE		
Start date	9/28/2015	End date	9/28/2015
Duration	Hours		
Start time	8:00AM	Length	2.0 h

After:

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	⬇	Sat 9/19	▼			▼			▼				
X	⬇	Sun 9/20	▼			▼			▼				
X	⬇	Mon 9/21	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	7.5
X	⬇	Tue 9/22	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	15.0
X	⬇	Wed 9/23	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	22.5
X	⬇	Thu 9/24	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	30.0
X	⬇	Fri 9/25	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	37.5
X	⬇	Sat 9/26	▼			▼			▼				37.5
X	⬇	Sun 9/27	▼			▼			▼				37.5
X	⬇	Mon 9/28	SCKLV-SI... ▼	2.0	8:00AM				▼				
X	⬇	Mon 9/28	▼		10:00AM	▼	4:30PM		▼		5.5	7.5	45.0
X	⬇	Tue 9/29	ANNLV-A... ▼	7.5	8:00AM				▼			7.5	52.5
X	⬇	Wed 9/30	ANNLV-A... ▼	7.5	8:00AM				▼			7.5	60.0
X	⬇	Thu 10/01	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	67.5
X	⬇	Fri 10/02	▼		8:00AM	▼	4:30PM		▼		7.5	7.5	75.0

Please make sure that the start time of your leave request is correct if you enter leave in hours. Otherwise, your timecard will be incorrect.

Kronos Leave Balance Tab

The accruals reporting tab on the timecard contains employees' leave balances. Employees' balances can also be viewed when creating a leave request.

Type	Employees are eligible for Annual and Sick Leave only. If other types of leave are listed, they must NOT be used.
Reporting Period	The accrual reporting period
Units	Defaults to hours
Taken to Date	The amount of leave taken for the reporting period
Accrual Vested Balance	Leave balance based on the "Balance as of" date defined Balance as of 9/19/2015 ▼ Apply

HELPFUL HINT

Click on the ▪▪▪ above the timecards tabs and drag up to increase or decrease the space for easier viewing.

TOTALS & SCHEDULE   ACCRUALS REPORTING PERIOD   AUDITS   SIGN-OFFS, REQUESTS & APPROVALS   ACTIVITIES   EVENT AUDITS

Kronos Leave Management System Manual
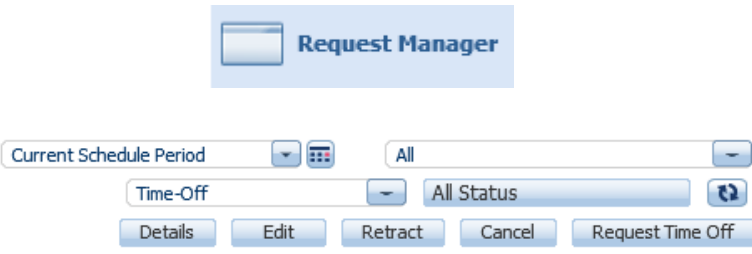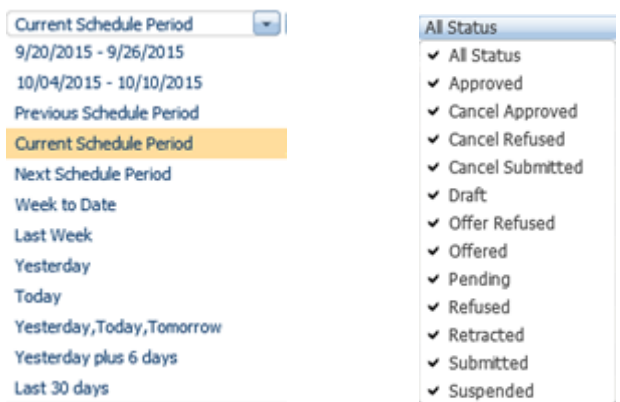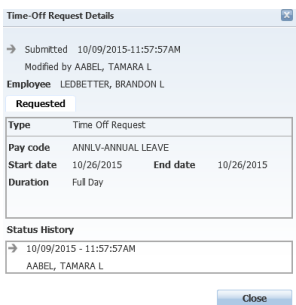
SUPERVISORS' SECTION

Kronos Supervisor Workspace
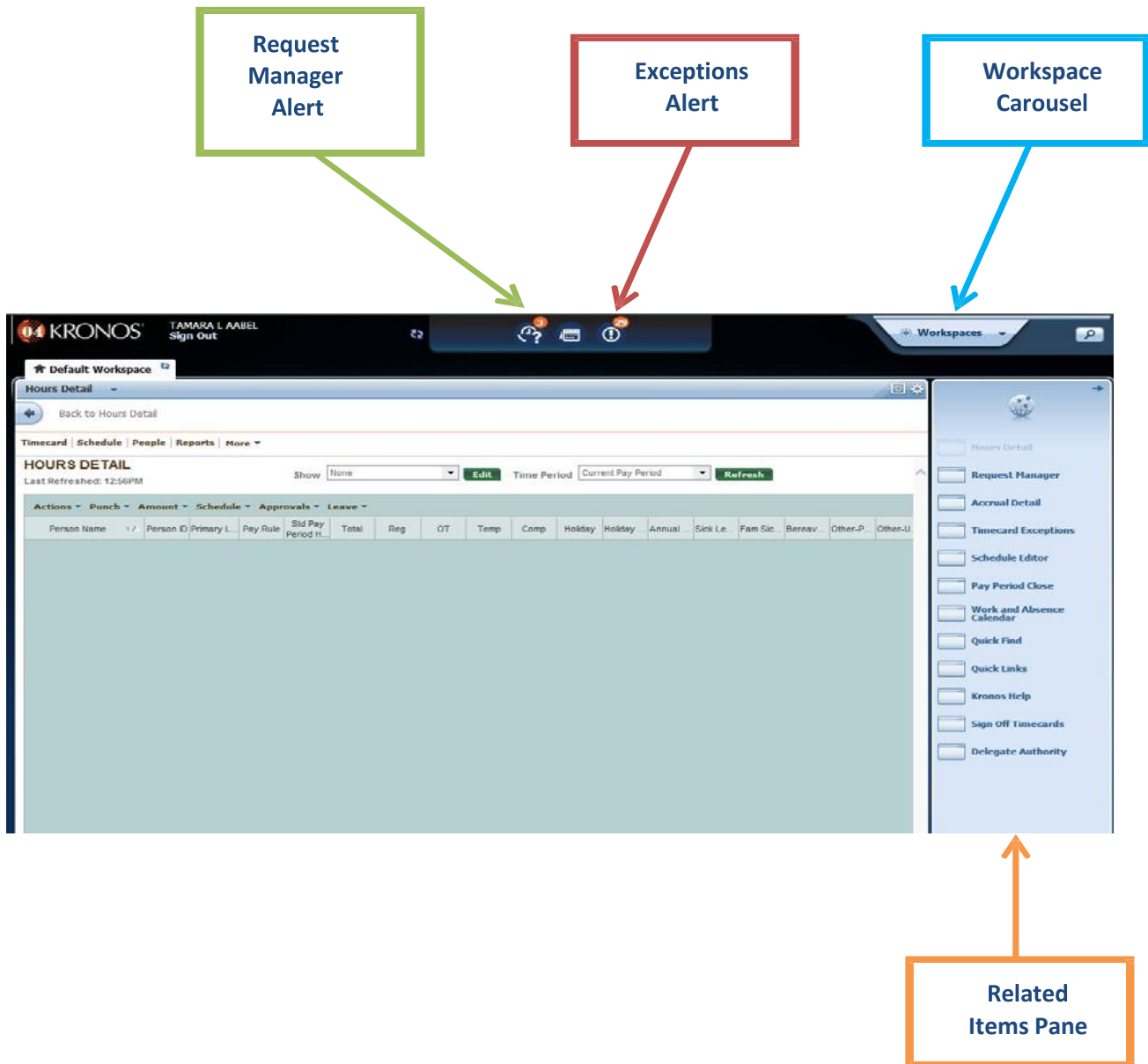
When employees submit leave requests, email messages are sent to supervisors notifying them of the request. When supervisors act on the leave requests, email messages are sent to the employees notifying them that an action has occurred.

In Kronos, supervisors have the capacity to enter leave for the employees who report to them. This may be necessary in rare circumstances but generally should be avoided since doing so would preclude the record from showing that the employee has requested that leave.

Kronos Supervisor Managing Leave Requests

1	**Sign onto MyApps v2** **https://www.wvsao.gov**	myApps v2
2	**Click on the Kronos Time and Leave icon.**	KRONOS Time and Leave
3	**Click on Request Manager in the Related Items pane.** **A new window will appear. The page will default to time-off and include all of the employees that you supervise who have requested time off.**	Request Manager Current Schedule Period · All Time-Off · All Status Details · Edit · Retract · Cancel · Request Time Off
4	**The page will default to the current pay period. Use the drop down menu to change to a different pay period.** **Use the All Status drop down to change search criteria.**	Current Schedule Period 9/20/2015 - 9/26/2015 10/04/2015 - 10/10/2015 Previous Schedule Period Current Schedule Period Next Schedule Period Week to Date Last Week Yesterday Today Yesterday,Today,Tomorrow Yesterday plus 6 days Last 30 days All Status ✓ All Status ✓ Approved ✓ Cancel Approved ✓ Cancel Refused ✓ Cancel Submitted ✓ Draft ✓ Offer Refused ✓ Offered ✓ Pending ✓ Refused ✓ Retracted ✓ Submitted ✓ Suspended

5	**Leave will display below for your employees based on the criteria selected.**
	
	Double click on the request to view.
	Click Close.
		AABEL, TAMARA L Time Off Request
		
		Time-Off Request Details
		→ Submitted 10/09/2015-11:57:57AM
		   Modified by AABEL, TAMARA L
		Employee LEDBETTER, BRANDON L
		Requested
		Type Time Off Request
		Pay code ANNLV-ANNUAL LEAVE
		Start date 10/26/2015 End date 10/26/2015
		Duration Full Day
		
		Status History
		→ 10/09/2015 - 11:57:57AM
		   AABEL, TAMARA L
		Close

Approving a Leave Request

Select the leave request and click on Approve. **Review the request and click on Approve.**	Details ☐ X ☐ Approve Refuse Pending ☐ X ☐ **Approve**

Refusing a Leave Request

Refusing a leave request is used for leave that is still in Submit status and **has not yet been approved**. This leave request will not appear on the employee's timecard; however, it will display as "refused" on the employee's time-off request screen.

Select the submitted leave request and click on the Refuse button. **Review the request and click Refuse.** **The leave status will change to Refused.**	Refuse **Refuse** Refused

Canceling a Leave Request

Canceling a leave request is used for **leave that already has been approved**. Once the leave has been canceled, the leave request status will change to Cancel Approved. Only the supervisor can cancel leave after it has been approved by the supervisor. Supervisors should NOT **retract** an employee's leave request.

Select the leave request and click on Cancel. **Review request and click on Submit.** **The request status will change to Cancel Submitted.** **Select Cancel Submitted leave and click on Cancel Approved.** **Click the Approve button. The leave status will change to Cancel Approved.**	Cancel **Submit** Cancel Submitted Cancel Approved **Approve**

Editing a Leave Request

Supervisors may edit employees' leave requests by following the steps below.

Go to Schedule, which is the tab beside Timecard.

Right click on the box for the date in question. It will turn white.

A pop-up window will open with Add, Edit, Insert Shift Template. Click on Edit and in the next window that opens click on Pay Code. A new box will open.

Enter the correct time, then click OK.

Click Save then return to the Timecard, click on Actions, then click Refresh. The edited leave will change to update on the Timecard.

Supervisors should not <u>Retract</u> leave requests. That action is for employees' use only.

Viewing Employees' Leave

Supervisors can view their employees' leave records through the Leave Hours Detail.

From the Related Items pane, select Quick Links > Leave Hours Detail.

Select a group of employees from the Show list.

Delegate and Accept or Decline
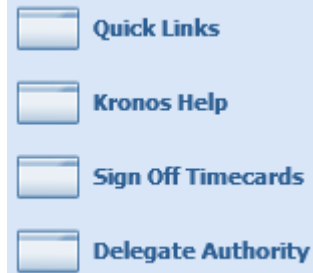# Kronos Supervisor Authority

Delegate Authority	
As a supervisor, you have the ability to delegate your supervisory functions in Kronos to another supervisor. Delegating authority in Kronos should be used when a supervisor is unavailable, for example, due to travel or long term leave. Once you have delegated authority to another supervisor, they have the access to perform those tasks using their own username and password. The delegation must be to someone with the same security level.	
From the Related Items pane, click on Delegate Authority.	
A new tab will display.	
Click on Manager Delegation and a window will pop up, which is labeled Existing Delegations.	

Enter as Delegate the name of the supervisor to whom you want to delegate your Kronos functions.

Select the Start Date and End Date showing when you want to delegate your tasks.

Select MGR as the Role.

Click Save & Close.

New Delegation

* Delegate: AABEL, TAMARA L

* Start Date:

* End Date:

* Role: MGR

Save & Close | Cancel

Accept or Decline Authority: When another supervisor sends you a request to cover his or her Kronos supervisor role you will receive an email message. You must take action by either accepting or declining the request. Go to Quick Links, then Inbox, and then follow the directions below.

Accepting a Delegation Request

When you are acting as the Delegated Manager you will be able to do everything the Delegation Manager would be able to do.

1. When a Delegation Manager has requested you as a delegate you will see a Task in your inbox when you login to Kronos.
2. Double-click on the Task to open it.
3. Choose **Accept** or **Decline**, you may enter an optional comment.
4. Click **Save & Close**.

New Delegation

Delegator:	Adams0001, Jane
Start Date:	5/27/2012
End Date:	6/02/2012
Role:	Manager

Action

Select Action: ● Accept Delegation
○ Decline Delegation

Comment: I would be happy to be your delegate while you are away.

Save & Close | Cancel

INBOX
Last Refreshed: 3:48 PM

TASKS | MESSAGES

Edit → | Reassign → | Refresh

Status: Active | As of Date: 4/02/2012 | Categories: All

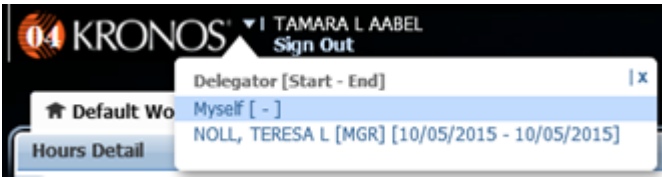| From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Adams0001, Jane	Mgr_Delegation,Accept Delegation Form	5/02/2012 3:48PM (GMT -05:00) Eastern Time	5/02/2012	Active	Task List

The Delegation Manager will receive a message in Outlook and their Kronos Inbox letting them know you have accepted.

<table>
<tr>
<td>

Double click on the request to view the request details.

Select either Accept Delegation or Decline Delegation.

Click on Save & Close or click Cancel to exit without taking action.

An email notification will be sent to the delegating supervisor.

</td>
<td>

New Delegation

Delegator:	AABEL, TAMARA L
Start Date:	10/05/2015
End Date:	10/07/2015
Role:	MGR

Action

Select Action: ⦿ Accept Delegation
⦾ Decline Delegation

Comment: [text box]

[Save & Close]

</td>
</tr>
</table>

Switching to a Delegated Role:

After you accept a delegate request, the system will automatically provide you access to the delegated role on the start date. A Switch Role link appears as a quick link to access the delegated role. Access to the delegated role will expire the day after the end date and the arrow next to your name will no longer be displayed.

<table>
<tr>
<td>

Click on the arrow next to your name on the upper left hand side of the screen.

Select the supervisor whose tasks you will perform as the delegate.

</td>
<td>

04 KRONOS ▾| TAMARA L AABEL
Sign Out

Delegator [Start - End] | x
Myself [-]
🏠 Default Wo   NOLL, TERESA L [MGR] [10/05/2015 - 10/05/2015]
Hours Detail

</td>
</tr>
<tr>
<td>

Once the page has refreshed, you will see your name and the name of the person who has delegated authority to you.

To return to your own role in Kronos, click on the arrow next to your name and select Myself.

</td>
<td>

04 KRONOS ▾| TAMARA L AABEL
As NOLL, TERESA L
Sign Out

</td>
</tr>
</table>

Canceling a Delegated Role:

Once the end date of the delegation occurs, the system automatically removes the access to that supervisor. If you return prior to the end date you can cancel the delegation.

<table>
<tr>
<td>

From the Related Items pane, click on Delegate Authority.

</td>
<td>

📄 Delegate Authority

</td>
</tr>
</table>

Click on Manager Delegation and select Remove Existing Delegation. **Click on Next.**	**Action** Select Action: ⦿ Create New Delegation 　　　　　　　　◯ Remove Existing Delegation 　　　　　　　[Next] [Cancel]
Select name and click on Delete.	**Existing Delegations** AABEL, TAMARA L: 10/05/2015 - 10/05/2015, MGR 　　　　　　　　[Delete] [Cancel]