

Shepherd University wvOASIS/Kronos Training:

Leave Management and Time Keeping

Agenda: To Learn...

1. General information about Kronos.
2. How to submit and approve leave requests.
3. How to record and approve work time.

Shepherd University has adopted **Kronos** for leave management and time keeping.

Kronos is part of the State of West Virginia's Enterprise Resource Planning (ERP) system, which is called wvOASIS.

wvOASIS replaced the State's old EPICS payroll system.

All employees must have a **myApps account** in order to use Kronos.

You may want to create a myApps shortcut on your desktop since you will use it often.

Employees who ARE NOT in Kronos:

- Full-time faculty who do not approve leave or time
- Adjunct faculty

Employees who ARE in Kronos:

- Leave earning staff
- Leave earning (12-month) faculty
- Faculty and staff who approve leave and time for others
- All hourly employees

Regular activity is required by ALL employees who are in Kronos!

Employees are encouraged to pay close attention to their pay stubs every pay period to ensure that their pay is accurate.

If you see discrepancies please immediately report them to the Payroll Office.

Employees, including student employees, must be in wvOASIS/Kronos before they begin working or else they will not be paid!

Supervisors must NOT allow employees to begin working before receiving an email approval notice from Human Resources.

(HR sends these notices as soon as we hear from Payroll that the employees have been approved through the State's approval process.)

All State of West Virginia
employees are paid on a
bi-weekly basis.

The State's pay cycle changed
from semi-monthly to bi-weekly in
June 2016.

Kronos leave/time activities must be completed *within the current pay period* or employees may not be paid!

- Both employees and supervisors are responsible for these actions.
- It is highly recommended that supervisors frequently monitor Kronos rather than waiting until the end of the pay period.

Separate user manuals have been created for Leave Management and Time Keeping.

- The manuals are posted on the Human Resources website.
- They each include a section for all employees as well as a section for supervisors.

There are different Kronos requirements for positions that are Exempt and Non-Exempt from the FLSA.

- Exempt/Non-Exempt status is not correlated with Classified and Non-Classified categories.
- Classified staff may be Exempt or Non-Exempt.
- It is rare for a NC employee to be Non-Exempt.
- Exempt/Non-Exempt status is not precisely correlated with classified staff pay grades.
- Contact HR if the employee's status is unclear.

Positive Paid = Hourly Employees

All Non-Exempt employees are Positive Paid so that all of their time will be accounted for.

Exception Paid = Salaried Employees

All Exempt employees are Exception Paid.

Leave Management

Kronos is now Shepherd University's official leave management system.

For Positive Paid employees (Hourly; Non-Exempt), leave must be reported in HOURS not DAYS.

Exception Paid employees (Salaried; Exempt) may report leave in days.

Shepherd University employees may use only Annual Leave or Sick Leave.

ANNLV-ANNUAL LEAVE

SCKLV-SICK LEAVE

- All other types of leave (which Kronos refers to as pay codes) should be ignored!
- If an employee submits the wrong type of leave, the supervisor needs to refuse it.

Please log in now to your myApps account by clicking on the myApps icon on the State Auditor's website.

<https://www.wvsao.gov>

After that, click on Kronos and then click on **My Information** under **Workspaces** (top right).



(Mozilla Firefox is recommended for Kronos.)

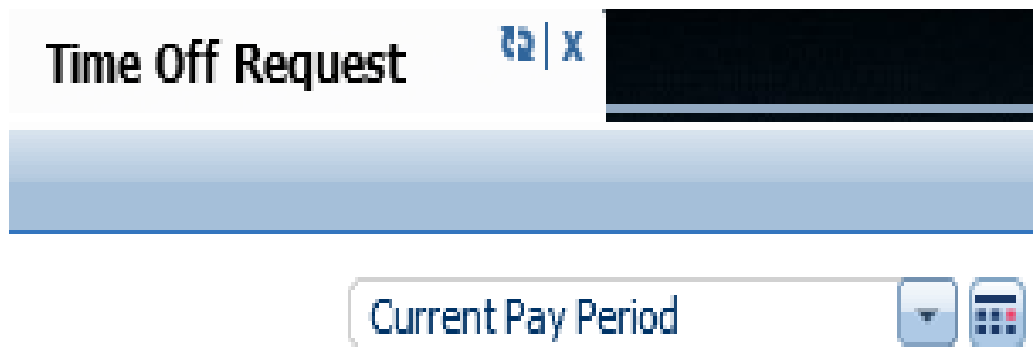
When you are logging into Kronos using the computer at your desk, if you encounter problems with Java please contact IT Service's User Support for assistance.

If you are a Banner user, you may need to ask IT Services to configure your computer so that your Banner access is not compromised.

Click on Workspaces > My Information > Time Off Request on the right.



The Time Off Request screen opens in a new tab to the current week.



Click on Request Time Off.



The Time Off Request box appears.

Request Time Off [X]

Type: Time Off Request

Start date	End date	Pay code	Duration	Start time	Length	Error
X 2/19/2015	2/19/2015	ANNLV-A...	Hours			!

+ Add another time-off period

Accruals on: 2/19/2015

Accrual	Balance
Annual Leave	42.73 Hour
Comp Time	15.0 Hour
Donated Leave	0.0 Hour
Executive Order Bank	0.0 Hour
Holiday Bank	0.0 Hour
LV - Military Part A	240.0 Hour
LV - Military Part B	240.0 Hour

Notes (Optional)

[Empty text box]

Draft Submit Cancel

Select Type: Time Off Request.

Type	Time Off Request	▼
------	------------------	---

Enter Start Date and End Date of leave request.

Start date	End date
X 9/24/2015 	9/24/2015 

To submit more than one leave request, click on + Add another time-off period. An additional row will be added for a leave request.

+ Add another time-off period

An additional leave request must be used when submitting leave on continuous days! In other words, each day must have its own leave request.

Do this:

Start date		End date	
X	9/24/2015	9/24/2015	
X	9/28/2015	9/29/2015	

Not this:

Select Pay Code Annual Leave or Sick Leave.

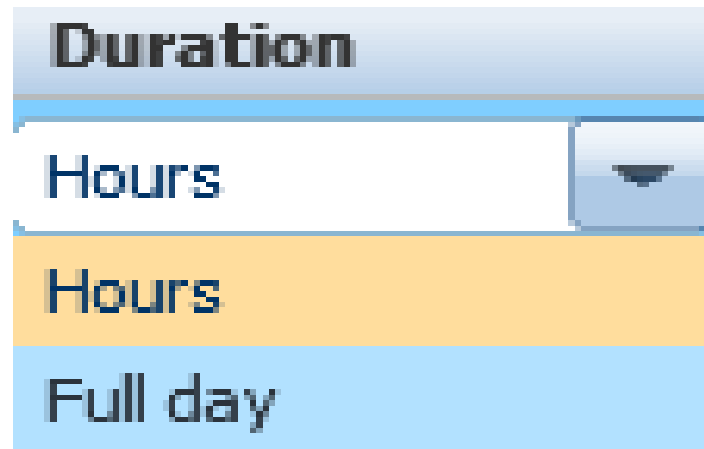
You may see other pay codes available but please do not use any of them other than Annual Leave or Sick Leave!

ANNLV-ANNUAL LEAVE

SCKLV-SICK LEAVE

Select Duration.

For Positive Paid (Hourly; Non-Exempt) employees, all leave requests must be submitted using HOURS.

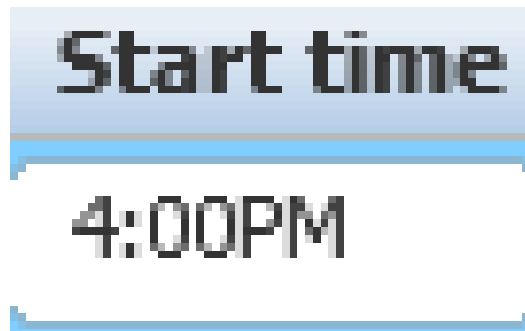


A screenshot of a web form with a dropdown menu titled "Duration". The menu is open, showing three options: "Hours" (highlighted in orange), "Hours" (highlighted in light blue), and "Full day" (highlighted in light blue). The first "Hours" option is the selected one.

Enter Start Time.

Enter a for a.m. or p for p.m.

(i.e., 3p = 3:00 p.m., 10a = 10:00 a.m.)

A screenshot of a web form. It features a light blue rectangular box with a thin blue border. Inside the box, the text "Start time" is displayed in a bold, black, sans-serif font. Below this text, the value "4:00PM" is entered in a smaller, black, sans-serif font. The box has a slight 3D effect with a darker blue shadow on the right side.

Enter Length of hours. Leave must be entered in increments of no less than 15 minutes (.25 hours).

Length
0.5

Use decimals for less than one hour:

0.25 = 15 minutes

0.5 = 30 minutes

0.75 = 45 minutes

- Click Submit for supervisor approval.
- Click Draft if you want to submit the request at a later time.
- Click Cancel to exit without saving or submitting.



Leave will be shown on your Timecard in “My Information” only after the supervisor has approved it.

If you were going to exit Kronos, you would click Sign Out under your name on the top left hand side of the screen.

Please do not exit Kronos during this training session. We will continue to navigate within the system.

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 may see when you hover your mouse over the time off request 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.

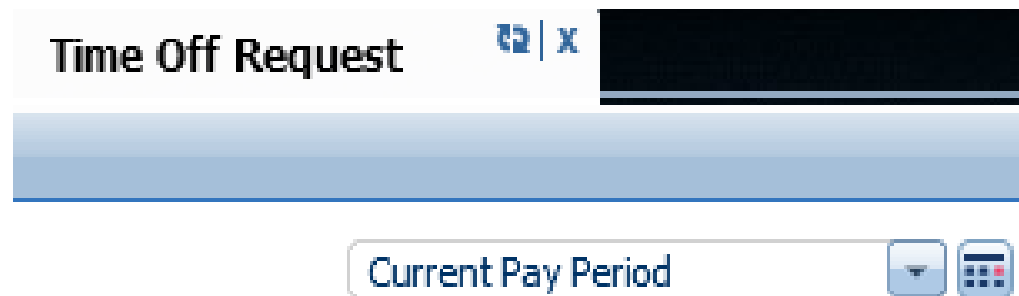
How to View and Cancel Leave Requests

- Only supervisors can cancel leave after it has been approved by the supervisor.
- Instructions for canceling leave after it has been approved are in the Supervisors' Section of the Leave Manual.
- The following instructions show employees how to view and cancel leave requests that have not yet been approved.

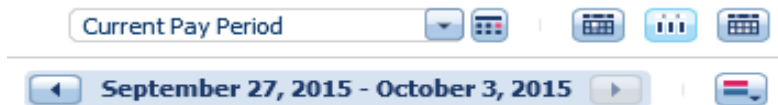
Click on Workspaces > My Information > Time Off Request on the right.



The Time Off Request screen opens in a new tab to the current week.



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.



Time off requests pending will display an arrow.

Thu 10/01	Fri 10/02
	→ Time Off Request

Time off requests approved will display a check mark.

Thu 10/01	Fri 10/02
	✓ Time Off Request

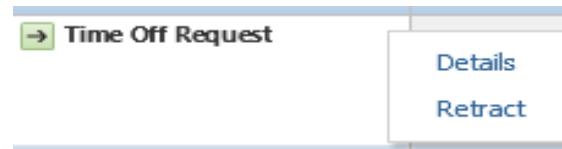
Time off requests retracted will display an X.

Thu 10/01	Fri 10/02
	✗ Time Off Request

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.
- No action is required by supervisors when employees retract their leave.

To cancel (retract) 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.



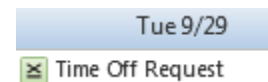
The Retract Time Off Request box will appear. Review the request and click Submit to retract the leave request or click Cancel to exit the request.

A screenshot of a 'Retract Time-Off Request' dialog box. At the top, it says 'Submitted 9/25/2015-1:14:48PM' and 'Modified by AABEL, TAMARA L'. Below this is a 'Requested' tab. Under the tab is a table with the following data:

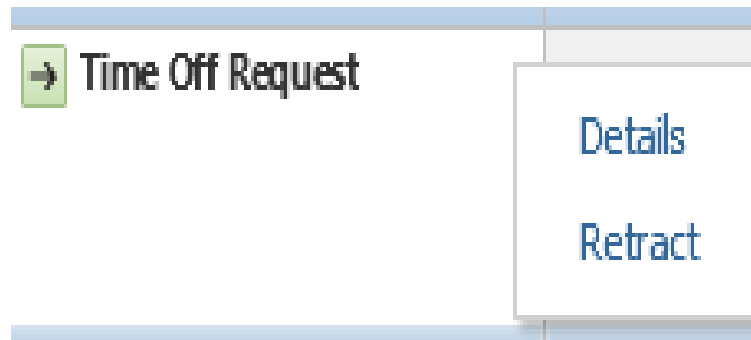
Type	Time Off Request		
Pay code	ANNLV-ANNUAL LEAVE		
Start date	9/29/2015	End date	9/29/2015
Duration	Hours		
Start time	8:00AM	Length	7.5 h

Below the table is a 'Notes (Optional)' section with a text input field. At the bottom of the dialog are two buttons: 'Submit' and 'Cancel'.

The retracted time off request will now display an X.



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.

Time-Off Request Details

⌂ Retracted 9/25/2015-1:41:04PM
Modified by AABEL, TAMARA L

Requested

Approved

Type	Time Off Request		
Pay code	ANNLV-ANNUAL LEAVE		
Start date	10/02/2015	End date	10/02/2015
Duration	Hours		
Start time	8:00AM	Length	7.5 h

Status History

⌂ 9/25/2015 - 1:41:04PM
AABEL, TAMARA L

✓ 9/25/2015 - 1:32:59PM
AABEL, TAMARA L

→ 9/25/2015 - 1:16:38PM
AABEL, TAMARA L

Close

Positive Paid (Hourly; Non-Exempt)
employees may not request leave in the distant future unless they have enough leave in their account at the time of the submission of the request to cover it.

Exception Paid (Salaried; Exempt)
employees may request leave in the distant future. Kronos will project what their leave balance should be at the time the leave will be taken.

Supervisors: Leave Management

Supervisors' Work Space

Request
Manager Alert

Exceptions
Alert

Workspace
Carousel

KRONOS TAMARA L AABEL Sign Out

Default Workspace

Hours Detail

Back to Hours Detail

Timecard | Schedule | People | Reports | More

HOURS DETAIL

Last Refreshed: 12:56PM

Show None Edit Time Period Current Pay Period Refresh

Person Name	Person ID	Primary L	Pay Rule	Sld Pay Period H	Total	Reg	OT	Temp	Comp	Holiday	Holiday	Annual	Sick L e	Fam Sic	Bereav	Other-P	Other-U

Workspace Carousel

- Hours Detail
- Request Manager
- Accrual Detail
- Timecard Exceptions
- Schedule Editor
- Pay Period Close
- Work and Absence Calendar
- Quick Find
- Quick Links
- Kronos Help
- Sign Off Timecards
- Delegate Authority

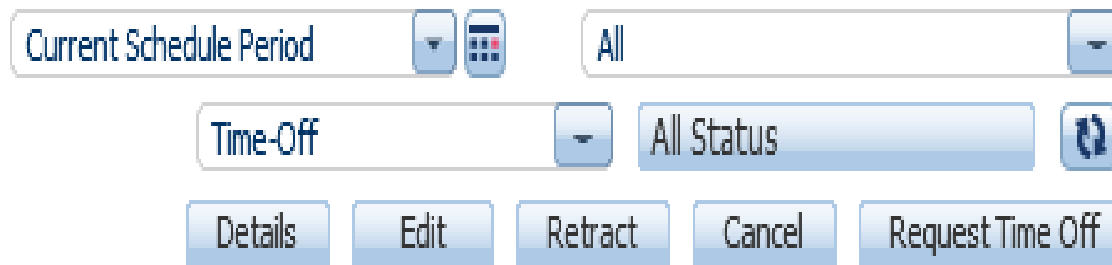
Related
Items Pane

How Supervisors Manage Leave Requests

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.

A screenshot of the Request Manager interface. It features a "Current Schedule Period" dropdown menu with a calendar icon, a search bar containing "All", a "Time-Off" dropdown menu, and a status filter dropdown menu containing "All Status" with a refresh icon. At the bottom, there are five buttons: "Details", "Edit", "Retract", "Cancel", and "Request Time Off".

The page will default to the current pay period. Use the drop down menu to change to a different pay period.

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

Use the All Status drop down to change search criteria.



Leave will display below for your employees based on the criteria selected.

AABEL, TAMARA L	Time Off Request
-----------------	------------------

Double click on the request to view.
Click Close.

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.



The Edit key is not functional.

Supervisors should not use Retract; that is for employees' use only.

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 Refuse.



Review the request and again click Refuse.



Canceling a Leave Request

Canceling a leave request is used for ***leave that already has been approved.***

Please remember that after a supervisor has approved a leave request, the supervisor is the only one who can cancel that request.

Once the leave has been canceled, the leave request status will change to Cancel Approved.

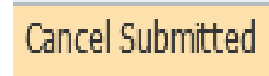
Select the leave request and click on Cancel.



Review request and click on Submit.



The request status will change to Cancel Submitted.



Select Cancel Submitted leave and click on Cancel Approved.



Click Approve.



The leave status will change to Approved.

1. If Positive Paid (Hourly; Non-Exempt) employees have submitted leave requests and their supervisor has not approved the leave requests by the end of the current pay period, then those employees will not be paid for that time!
2. Similarly, if employees have asked their supervisor to cancel a leave request and their supervisor has not approved the cancelation, the employees' time will be deducted from their leave total.

Viewing Your Employees' Leave

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

LEAVE HOURS DETAIL

Last Refreshed: 12:40PM

Show Time Period

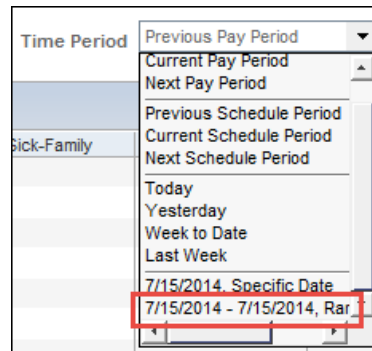
Person Name	1 /	Person ID	Annual Leave	Sick	Sick-Family	Sick-Death in Family	Comp	LWOP
Andrews, Isabelle		000001100						
Bromback, Norma		000001101						
Coates, Craig		000001102	16.0					
Edwards, Carl		000001103						
Elden, Harry		000001104						
Hershberger, Daniel		000001105						
Jacobson, Louis		000001106						
Moorehead, Connie		000001107						
Mroz, Emma		000001108	8.0					
Reynolds, Sandra		000001109						
Thomas, Martin		000001110						
Walker, Beatrice		000001111						

- From the Related Items pane, select Quick Links > Leave Hours Detail.
- Select a group of employees from the Show list.

Show

Viewing Your Employees' Leave - Continued

- Select Range of Dates from the Time Period drop-down list.



- Enter the Start and End date in the designated fields.
- Review the totals in the Sick or Annual Leave column.

Delegating Authority

Supervisors may delegate authority to another supervisor when they are unavailable for some period of time.

Please see the Leave Management System Manual or the Time Keeping Manual for details.

Time Keeping

All Positive Paid (Hourly; Non-Exempt) employees must account for their time every day either by using a timeclock or by using the ESS timestamp feature on a computer.

If they do not record their time then they will not be paid!

Clock-ins and clock-outs must be done within 7 minutes of the employee's start or end time.

The time will be rounded to 15 minute increments.

Positive Paid (Hourly; Non-Exempt)
employees must clock in and out for
lunch every day.

In order to clock in and out via timeclock, Positive Paid employees must be programmed into the timeclocks, which uses biometrics (fingerprints).

Employees will be given their wvOASIS numbers, which they will need each time they clock in or out using a timeclock.

- When someone has been programmed into the timeclock then they can use either a timeclock or timestamp in order to clock in and out.
- If they have not been programmed into the timeclock then they must use the computer timestamp.
- All Positive Paid employees are encouraged to get programmed into the timeclock so that they will have a choice.

If Positive Paid employees forget to clock in and out at the beginning and end of their work day, or at the beginning and end of their lunch period, then the employee's supervisor will have to correct the employee's Timecard.

Timeclock Instructions

(Positive Paid Employees Only)



Using the Time Clocks with Biometrics



Soft Keys – allow you to access different time clock tasks as labeled.

Navigation Keys – allows you to navigate screens.

Key Pad – allows you to enter numbers, including your PIN.

Indicator lights – green indicates a successful punch, orange indicates an error.

Data Entry Keys – allows you to clear fields, backspace, and cancel transactions.

Enter Key – submits information to the time clock.

Sensor – where you place your enrolled finger for biometric verification.

Punching In and Out

- Enter your PIN using the key pad and press Enter.
- The terminal beeps three times and displays your name or badge number, followed by a prompt:
Place <primary finger> on sensor.

- Position the first joint of your finger against the ridge lock.
- Drop your finger on the sensor. Hold your finger on the sensor until the terminal beeps and displays a response.



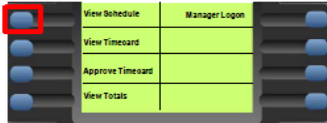

Timeclock Instructions - continued

(Positive Paid Employees Only)



Viewing Your Schedule

- Press the View Schedule soft key.



- Enter your PIN using the key pad and press Enter.
- Place your primary finger on the sensor using the lock, drop and hold method.
- Review your schedule information.

Viewing Your Timecard

- Press the View Timecard soft key.



- Enter your PIN using the key pad and press Enter.

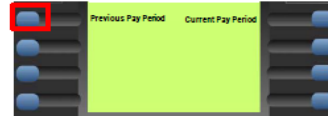
~continued~

Approving Your Timecard

- Press the Approve Timecards soft key.



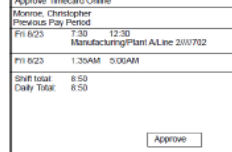
- Enter your PIN using the key pad and press Enter.
- Place your primary finger on the sensor using the lock, drop and hold method.
- Press the soft key that corresponds to the time period you want to approve.



Clock Functions

~continued~

- Place your primary finger on the sensor using the lock, drop and hold method.
- Review your timecard information.



- Review your timecard information.

Approve Timecard Online	
Monroe, Christopher	
Previous Pay Period	
PIN 8023	12:30
Manufacturing Plant A Line 2010/702	
PIN 8023	1:25AM 5:00AM
Shift total	8:50
Daily Total	8:50

- Press the Enter key to approve your timecard.

Viewing Your Totals

- Press the View Totals soft key.



- Enter your PIN using the key pad and press Enter.
- Place your primary finger on the sensor using the lock, drop and hold method.
- Review your totals information.

Timeclock Locations

Bookstore
Butcher Center
CCA
Dining Hall
Erma Ora Byrd
Hall
Facilities
Management
Frank Center
Gardiner Hall
Grounds Trailer
Human Resources

Ikenberry Hall
Knutti Hall
Library (2)
Martinsburg
Center
Miller Hall
Moler Hall
Snyder Hall
Student Center
Wellness Center
White Hall

Employee Self Serve (ESS) Timestamp (Positive Paid Employees Only)

Click **ESS Timestamp** in the menu to the right.

MY TIMECARD

Name & ID: COOK, NATHAN D. 0000100568
Time Period: Current Pay Period

Date	In	Out	Shift	Daily	Cumulative
Sat 2/20					
Sun 2/21					
Mon 2/22	7:05AM	5:00PM		9.5	9.5
Tue 2/23	7:05AM	4:30PM		9.0	18.5
Wed 2/24					18.5
Thu 2/25	7:05AM	5:00PM		9.5	28.0
Fri 2/26	7:05AM	5:00PM		9.5	37.5
Sat 2/27					37.5
Sun 2/28					37.5
Mon 2/29	7:05AM	5:00PM		9.5	47.0
Tue 3/01	7:05AM	4:30PM		9.0	56.0
Wed 3/02					56.0
Thu 3/03	7:05AM	5:00PM		9.5	65.5
Fri 3/04	7:05AM	5:00PM		9.5	75.0

TOTALS & SCHEDULE

Date	Start Time	End Time	Pay Code	Amount
Sat 2/20				
Sun 2/21				
Mon 2/22	7:05AM	5:00PM		
Tue 2/23	7:05AM	4:30PM		
Wed 2/24				
Thu 2/25	7:05AM	5:00PM		
Fri 2/26	7:05AM	5:00PM		
Sat 2/27				
Sun 2/28				
Mon 2/29	7:05AM	5:00PM		
Tue 3/01	7:05AM	4:30PM		
Wed 3/02				

ESS Timestamp Entry - continued

- Click Record Timestamp. Click only once!
- The green circle with a white checkmark inside indicates success.
- Close the ESS Timestamp tab.

ESS Timestamp Entry - continued

- Click Refresh on the My Information tab.
- The Timecard will not apply changes until you have clicked Refresh.

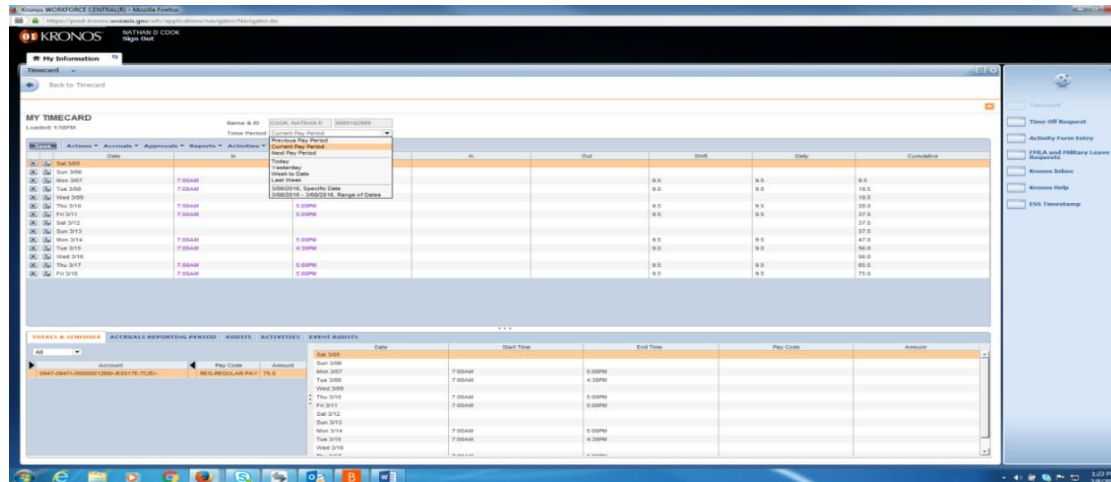
The screenshot displays the 'My Information' tab in the ESS system. The 'Timecard' section is active, showing a 'MY TIMECARD' for user 'COOK, NATHAN D' with ID '0000102560'. The timecard is loaded at 1:40 PM and shows the current pay period. The interface includes a table with columns for Date, In, Out, Shift, Daily, and Cumulative. The table shows entries for dates from Sat 2/20 to Fri 3/04. The entry for Mon 2/29 is highlighted in orange, showing an In time of 7:00 AM and an Out time of 1:30 PM, with a Shift of 9.5 and a Daily total of 9.5. The Cumulative total for that date is 47.0. The entry for Tue 3/01 is highlighted in red, showing an In time of 7:00 AM and an Out time of 4:30 PM, with a Shift of 9.0 and a Daily total of 9.0. The Cumulative total for that date is 56.0. The entry for Wed 3/02 is highlighted in orange, showing an In time of 7:00 AM and an Out time of 5:00 PM, with a Shift of 9.5 and a Daily total of 9.5. The Cumulative total for that date is 56.0. The entry for Thu 3/03 is highlighted in orange, showing an In time of 7:00 AM and an Out time of 5:00 PM, with a Shift of 9.5 and a Daily total of 9.5. The Cumulative total for that date is 65.5. The entry for Fri 3/04 is highlighted in orange, showing an In time of 7:00 AM and an Out time of 5:00 PM, with a Shift of 9.5 and a Daily total of 9.5. The Cumulative total for that date is 75.0. The interface also includes a 'Back to Timecard' button and a 'Save' button. The right sidebar contains links to 'Timecard', 'Time Off Request', 'Activity Form Entry', 'FMLA and Military Leave Requests', 'Kronos Inbox', 'Kronos Help', and 'ESS Timestamp'.

Date	In	Out	Shift	Daily	Cumulative
Sat 2/20					
Sun 2/21					
Mon 2/22	7:00AM	5:00PM	9.5	9.5	9.5
Tue 2/23	7:00AM	4:30PM	9.0	9.0	18.5
Wed 2/24					18.5
Thu 2/25	7:00AM	5:00PM	9.5	9.5	28.0
Fri 2/26	7:00AM	5:00PM	9.5	9.5	37.5
Sat 2/27					37.5
Sun 2/28					37.5
Mon 2/29	7:00AM	1:30PM	9.5	9.5	47.0
Tue 3/01	7:00AM	4:30PM	9.0	9.0	56.0
Wed 3/02					56.0
Thu 3/03	7:00AM	5:00PM	9.5	9.5	65.5
Fri 3/04	7:00AM	5:00PM	9.5	9.5	75.0

ESS Timestamp Entry - continued

If refreshing does not populate the Timecard, do not record another timestamp.

- Instead, click Time Period and select Previous Pay Period; then
- Reselect Current Pay Period.



ESS Timestamp Entry - continued

Please Note: If you have a timestamp that needs to be updated or corrected you will need to contact your supervisor.

Paper Timesheets

Employees who have second jobs will have to complete paper timesheets for their second job. This mostly applies to student employees.

Paper Timesheets - continued

- Paper timesheets must be submitted (preferably by the employee's supervisor) by Noon every Monday for the prior week.
- Paper timesheets are being collected every week because work hours on timesheets must be manually typed into wvOASIS and the turnaround time is short.

Paper Timesheets - continued

- Submit paper timesheets to the Payroll Office (for regular employees) or to the HR Office or Business Office (for student employees).
- Paper timesheets can be scanned and emailed. If you do that, please send the original through campus mail.

Approval of Timecards by Employees

All full-time staff and (12-month) faculty who earn leave must approve their Timecards every other Friday on the last day of the pay period.

Part-time, casual and student employees do NOT need to approve their Timecards

Approval of Timecards (continued)

When approving your Timecard, be sure the Time Period dropdown box shows Current Pay Period.

Step 1: Select the Approvals drop-down arrow.

Step 2: Select Approve.

After employees approve their Timecard and the pay period ends, changes cannot be made.

If you notice a problem, contact your supervisor.

Example of what a **Positive Paid Timecard** should look like at the end of the pay period:

Timecard

[Back to Timecard](#)

***MY TIMECARD**

Last Calculated: 11:03AM

Name & ID

BELCHER, LINDA D

0000000444

Time Period

Current Pay Period

Save

Actions

Punch

Amount

Accruals

Comment

Approvals

Reports

Activities

Leave

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
☐	☐	Sat 1/24							
☐	☐	Sun 1/25							
☐	☐	Mon 1/26			8:00AM		4:30PM		
☐	☐	Tue 1/27			8:00AM		4:30PM		

Example of what an **Exception Paid Timecard** should look like at the end of the pay period:

Timecard

Back to Timecard

MY TIMECARD

Loaded: 11:35AM

Name & ID: BELCHER, ALLAN E 0000001011
Time Period: Current Pay Period

Save

Actions

Punch

Amount

Accruals

Comment

Approvals

Reports

Activities

Leave

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Fri 1/23											
X	Sat 1/24											
X	Sun 1/25											
X	Mon 1/26			8:00AM		3:30PM				7.0	7.0	7.0
X	Tue 1/27			8:00AM		3:30PM				7.0	7.0	14.0
X	Wed 1/28			8:00AM		3:30PM				7.0	7.0	21.0
X	Thu 1/29			8:00AM		3:30PM				7.0	7.0	28.0
X	Fri 1/30			8:00AM		3:30PM				7.0	7.0	35.0
X	Sat 1/31											35.0

TOTALS & SCHEDULE

ACCRAALS REPORTING PERIOD

AUDITS

ACTIVITY EVENTS

EVENT AUDITS

All

Account	Pay Code	Amount
2100-2100/-/0000001416/-/SN248E-7H/-/	Exception Pay Codes	7.0
2100-2100/-/0000001416/-/SN248E-7H/-/	Positive Pay Codes	70.0

Date

Start Time

End Time

Pay Code

Amount

Sat 1/24				
Sun 1/25				
Mon 1/26	8:00AM	3:30PM		
Tue 1/27	8:00AM	3:30PM		
Wed 1/28	8:00AM	3:30PM		

Timecard

Time Off Request

Accrual Balances

Activity Form Entry

FMLA and Military Leave Requests

Kronos Inbox

Kronos Help

Employees may confirm that their timecard has been approved by themselves and their supervisor by clicking on the Sign-offs, Requests, & Approvals tab on the Timecard.

TOTALS & SCHEDULE

ACCRUALS REPORTING PERIOD

AUDITS

SIGN-OFFS, REQUESTS & APPROVALS

Action Taken

Select an action

Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date
Timecard Approval b...	4/18/2014						dhershberger	4/24/2014
Timecard Approval b...	4/18/2014						landrews	4/24/2014

Timecard Approval by Employee and Timecard Approval by Manager are shown under the Action Taken column.

Supervisors: Time Keeping

Supervisors: Timecard Exception Edits

A Timecard Exception is a notification on an employee's Timecard (highlighted in red) that alerts employees and supervisors to possible discrepancies on the Timecard that may need attention. However, not all exceptions require adjustments.

Supervisors: Timecard Exception Edits (continued)

Lunch Time and End of Shift Punches always will show as exceptions. If the times are correct, then no edits are needed.

8:00AM	▼	11:45AM
12:39PM	▼	4:32PM

Missed Punches

- If time is missing from a full day, the date displays in a solid red box.
- To add time worked, click in the cells of the missed punches and enter the correct times; click Save.

Save

Supervisors: Timecard Exception Edits (continued)

Adding Pay Code (Leave) to a Timecard

Supervisors should add leave to an employee's Timecard only if leave is needed on a Timecard at the end of a pay period and the employee has not submitted a leave request for approval.

		Date	Pay Code	Amount
X	↕	Sat 10/03	▼	
X	↕	Sun 10/04	▼	
X	↕	Mon 10/05	ANNLV-AN... ▼	7.5
X	↕	Tue 10/06	▼	

Correcting a Punch

Click in the cell of the incorrect punch, hit the backspace to delete the incorrect time and enter the amended time. Save.

5:30AM		11:32AM
		11:32AM
8:00AM		11:32AM

Save

When supervisors make changes to employee's Timecards, they should print before and after screen shots and file those for audits.

Supervisors must approve Timecards by no later than Noon on the Monday following the close of each pay period.

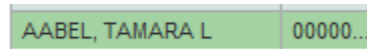
If you approve Timecards on the last Friday of the pay period, select Current Pay Period. If you approve Timecards on the following Monday, select Previous Pay Period.

Supervisor Timecard Approval

On the Hours Detail page, select All Home from the Show drop down list.



To open a Timecard, double-click on the employee's name.



Review the Timecard, click on Approvals near the top of the page and select Approve.



How Supervisors View Employees' Timecards

To confirm approval of their employees, supervisors may click on Pay Period Close in the right column. If you approved the Timecard, your name will show under Managers Who Approved Timecard.

PAY PERIOD CLOSE		
Last Refreshed: 11:10AM		Show All Home
Actions ▾ Punch ▾ Amount ▾ Schedule ▾ Approvals ▾ Person ▾ Lea		
Name 1 ▲	Employee Approval	Managers Who Approved Timecard
Andrews, Isabelle		
Bromback, Norma	✓	
Coates, Craig		
Edwards, Carl		
Elden, Harry		
Hershberger, Daniel	✓	Andrews, Isabelle
Jacobson, Louis	✓	

Any questions?

Please remember to access user manuals and other wvOASIS/Kronos materials on the HR website!