

Kronos Faculty Approver Guide

Overview

Page

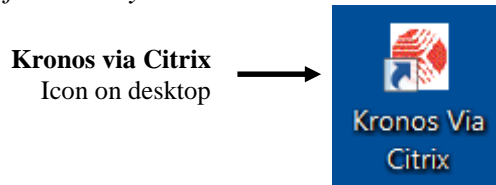
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- Recording My Time – ***Time approvers*** will need to click on the “My Information” tab on the Navigation Bar and then click “My Timecard” to access the My Timecard screen. For instruction on how to record your time, please refer to the following link on the Payroll website:
http://employ.uchc.edu/payroll/docs/kronos/Kronos_Instructions_v7_Faculty.pdf

Note: Some of the functions described below only apply to approvers who approve both staff and faculty timecards.

ACCESSING KRONOS® TIME AND ATTENDANCE SYSTEM

UCHC Domain Users - Please use this method if you have the “Kronos Via Citrix” icon on your desktop.

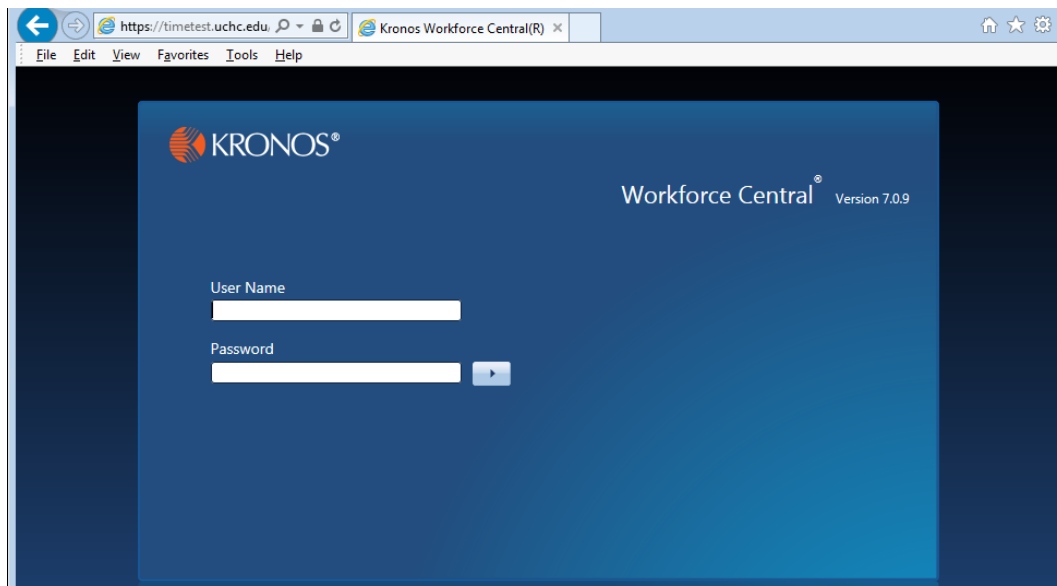
- Double Click on the **KRONOS via Citrix** icon on your desktop (see below).
Please note the first time you use the KRONOS via Citrix icon it may take some time to create your profile.



Non-UCHC Domain Users

- Go to the following link: <https://timereport.uchc.edu> .
The Kronos link above requires Java JRE 1.7 update 80 or greater, in which you may be prompted to install upon logging in below.

LOGGING ON

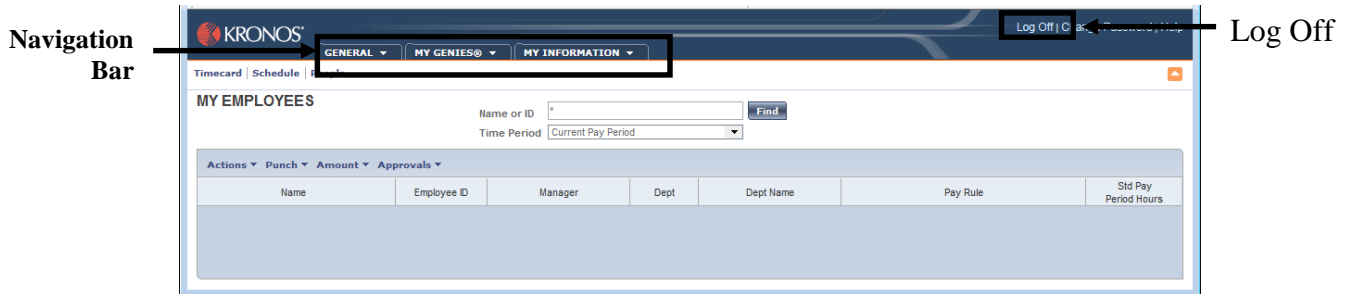


- Type in **Username and Password:**
- Your KRONOS username and password are the same as your UConn Health **network** username and password.
- Click **Log On** button on the right of the Password text box

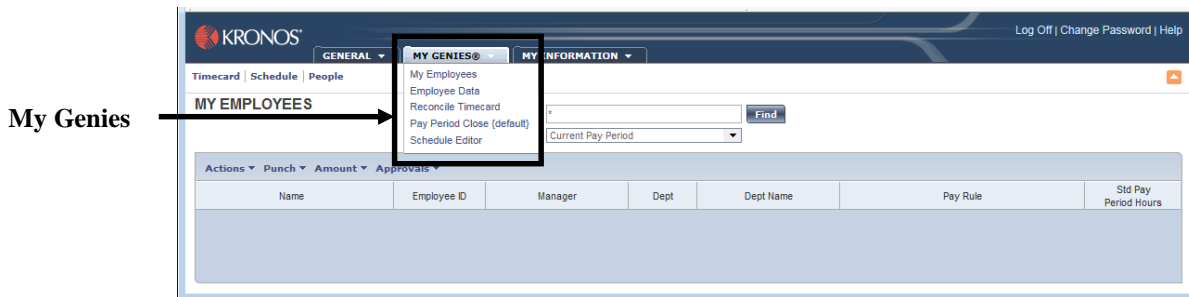
NAVIGATION, MY GENIES, & MY INFORMATION

- For Time Approvers, the screen below is the starting point for all KRONOS® activities once you log on.

Navigation Bar



My Genies



My Employees – Default login screen. Shows employees within the time period specified. You can pull up individual employees with this genie. Shows Name, Employee ID, Manager, Dept, Pay Rule. Example: * and click Find pulls all employees, Smi* and click Find, pulls all employees whose last name begins with Smi.

Employee Data – Shows all active employees as of today. Shows Name, Username, Email, On Premise, BadgeNumber, HomeAccount, Payrule

Reconcile Timecard – Shows pay period punch information for all active employees as of today. Shows Name, Unexcused Absence, Missed Punch, Early In, Late In, Early Out, Late Out.

Pay Period Close – Shows punch information and approval status of all active employees as of today. Shows Name, Employee Approval, Manager Approval, Signed Off, Missed Punch, Unexcused Absence, Expected PP Hours.

Schedule Editor – Shows schedules for all active employees as of today.

My Information

My
Information

The screenshot shows the KRONOS application interface. The top navigation bar includes 'GENERAL', 'MY GENIES', and 'MY INFORMATION'. The 'MY INFORMATION' tab is selected and highlighted with a black box. Below the navigation bar, there are tabs for 'Timecard', 'Schedule', and 'People'. The 'Timecard' tab is active. Under the 'Timecard' tab, there is a section titled 'MY EMPLOYEES'. It contains a search area with a 'Name or ID' field (containing an asterisk '*') and a 'Time Period' dropdown menu (set to 'Current Pay Period'). A 'Find' button is located to the right of these fields. Below the search area is a table with columns: Name, Employee ID, Manager, Dept, Dept Name, Pay Rule, and Std Pay Period Hours. The table is currently empty.

My Timecard – where you enter, edit, view, and approve your vacation time.

VIEWING & SELECTING MY EMPLOYEES TO REVIEW TIMECARDS

Viewing My Employees

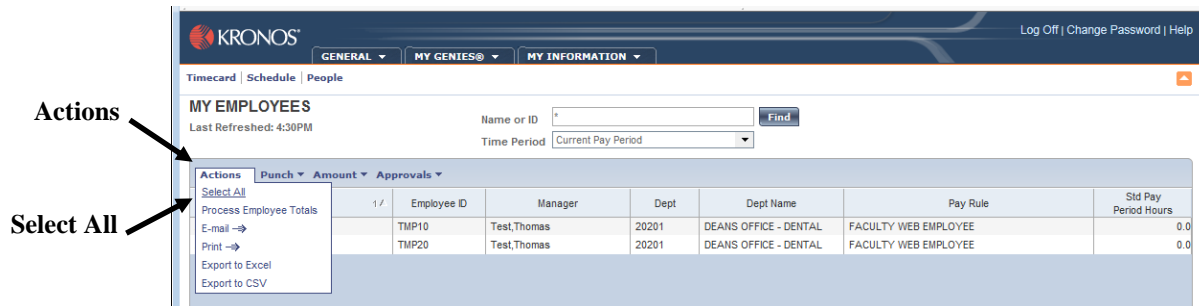
- On the **My Employees** screen, click the “**Find**” button and then select the appropriate “**Time Period**” by clicking the **down arrow**. See screenshot below.

*Note: the * character is the wildcard character in the Name or ID field. If removed, employees will NOT appear.*

The screenshot shows the KRONOS application interface, specifically the 'MY EMPLOYEES' section. The 'Find' button is circled in red, and a red arrow points to it from the label 'Find'. The 'Time Period' dropdown menu is also circled in red, and a red arrow points to it from the label 'Time Period'. The table below the search area is empty.

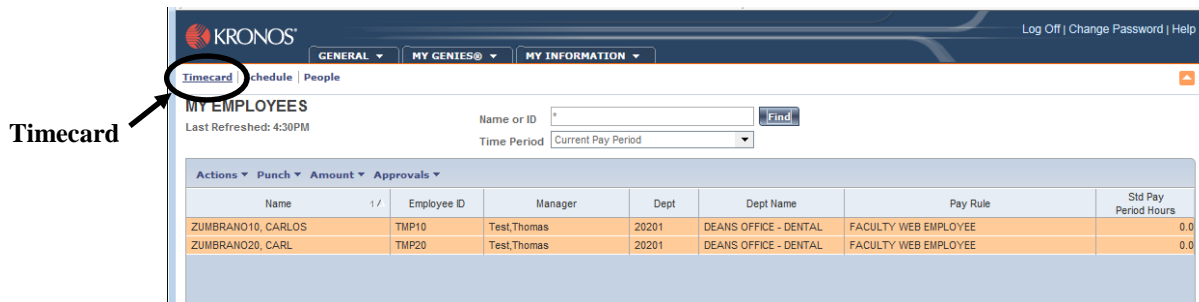
Selecting My Employees

- To select **one** employee, just click on the employee's name.
- To select **all** employees, click "**Actions**" and then "**Select All**". *See screenshot below.*

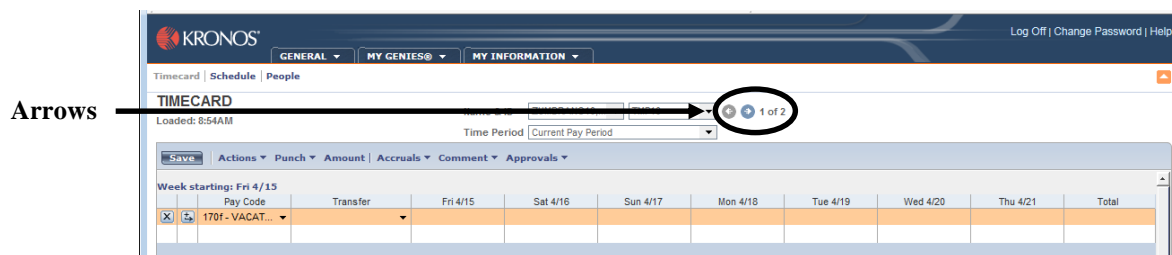


Reviewing Timecards

- Once employee(s) are selected in step above, click "**Timecard**". *See screenshot below.*



- Use the arrows to toggle between the selected employees. *See screenshot below.*



TIMECARD NAVIGATION

Faculty Timecard Example

Annotations:

- Save**: Points to the 'Save' button.
- Approval**: Points to the 'Approvals' tab.
- Timecard Tabs**: Points to the 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS' tabs.
- Toggle b/n Selected Employees**: Points to the '2 of 2' indicator.
- Time Period**: Points to the 'Time Period' dropdown menu.

Time Period – choose the appropriate Time Period at the top of the employees timecard. You can choose Current Pay Period, Previous Pay Period, Range of Dates, etc...

Timecard Tabs – located at the bottom of the employees timecard.

Totals and Schedule – shows hours by Pay Code and Account for pay period.

Accruals – shows the employees accrual balance as of date you click on in the timecard.

Audits – you must choose a *Filter by Type* to view any changes in the Timecard. This tab could be used to see who made edits to the employee's timecard.

EDITING MY EMPLOYEES' TIMECARDS

Below is a listing of the variations of reporting/editing time in employees' timecards:

- **Reporting/Editing Vacation Time**
- **Deleting A Row**
- **Approving Employee's Timecard**
- **Group Approval**

Reporting/Editing Vacation Time

1. In the Pay Code column, choose the **170f - Vacation Faculty** (if not already selected) by clicking the **down arrow** next to the pay code shown and then record/edit the number of vacation hours taken in the appropriately dated cell. (See example below.)
2. Click **Save**.
3. Click **Actions** and then click **Refresh** to view the current totals.
4. If no reporting changes are necessary you are ready to approve the timecard (page 9).

Save **Actions** **170f-Vacation Faculty/
Pay Code Selected** **Down Arrow to choose
appropriate Pay Code** **Recorded Vacation Time**

Week starting: Fri 4/13	Fri 4/15	Sat 4/16	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Total
Pay Code				8.0				8.0
				8.0				8.0

Week starting: Fri 4/22	Fri 4/22	Sat 4/23	Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Total
Pay Code								

Week starting: Fri 4/29	Fri 4/29	Sat 4/30	Sun 5/01	Mon 5/02	Tue 5/03	Wed 5/04	Thu 5/05	Total
Pay Code					8.0			8.0
					8.0			8.0

Week starting: Fri 5/06	Fri 5/06	Sat 5/07	Sun 5/08	Mon 5/09	Tue 5/10	Wed 5/11	Thu 5/12	Total
Pay Code								8.0
	8.0							8.0

TOTALS & SCHEDULE	ACCOUNT	PAY CODE	AMOUNT
001/31010/000/XX		170f - VACATION FACULTY	24.0

Deleting a Row

In some cases it may be necessary to delete a row in the employee's timecard.

- To **delete** a row, click on the **X** icon on the row you wish to delete. (See example below.)
- Click **Save**. (This will finalize the row removal.)

X icon to

MY TIMECARD
Loaded: 1:40PM
Name & ID: ZUMBRANO10, CA... TMP10
Time Period: Current Pay Period

Week starting: Fri 4/15

Pay Code	Fri 4/15	Sat 4/16	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Total
1701 - VACA...				8.0				8.0
				8.0				8.0

Week starting: Fri 4/22

Pay Code	Fri 4/22	Sat 4/23	Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Total
1701 - VACA...								

Week starting: Fri 4/29

Pay Code	Fri 4/29	Sat 4/30	Sun 5/01	Mon 5/02	Tue 5/03	Wed 5/04	Thu 5/05	Total
1701 - VACA...					8.0			8.0
					8.0			8.0

Week starting: Fri 5/06

Pay Code	Fri 5/06	Sat 5/07	Sun 5/08	Mon 5/09	Tue 5/10	Wed 5/11	Thu 5/12	Total
1701 - VACA...	8.0							8.0
	8.0							8.0

TOTALS & SCHEDULE **ACCRUALS**

Account	Pay Code	Amount
001/31010-I/Q/X/X/X	1701 - VACATION FACULTY	24.0

Approving My Employee's Timecard

You must approve your employee's timecard when it is complete and accurate. Once you have approved, you will be unable to make further edits, unless the approval is removed

Note: Faculty timecards need to be approved every 4 weeks and staff timecards need to be approved every 2 weeks. If Faculty timecards are approved prior to the end of 4 week recording period, then Faculty will be unable to add/edit vacation time until the approval is removed.

In order to **approve** the timecard:

- Select the pay period you wish to approve by clicking on the down arrow in the **Time Period** field. (Note: The time period defaults to the Current Pay Period.) See example.
- Click **Approvals** on the task bar.
- Click **Approve** on the drop-down menu. (Note: You can remove your approval by clicking on **Remove Approval** on the drop-down menu.)

The screenshot shows the 'MY TIMECARD' page in the Kronos system. The 'Time Period' dropdown is set to 'Current Pay Period'. The 'Approvals' tab is selected, showing a list of weeks with their respective pay codes and amounts. An arrow points to the 'Approvals' tab, and another arrow points to the 'Time Period' dropdown. A third arrow points to the 'Approve' option in the dropdown menu.

Approve/Remove Approval

Time Period Drop-Down

After clicking **Approve**, a Sign-off and Approvals tab will appear at the bottom half of the time sheet. See example below.

The screenshot shows the 'TIMECARD' page in the Kronos system. The 'Sign-off & Approvals' tab is selected, showing a table of actions taken. An arrow points to the 'Sign-off & Approvals' tab.

Sign-off & Approval Tab

Group Approval

Instead of approving employees one at a time in the timecard editor, you have the ability to do a group approval.

Note: Faculty timecards need to be approved every 4 weeks and staff timecards need to be approved every 2 weeks. If Faculty timecards are approved prior to the end of 4 week recording period, then Faculty will be unable to add/edit vacation time until the approval is removed.

- Click the “**My Genies**” tab and then click one of the Genies (If you choose the *My Employees* genie you must click “Find” at the top).
- Click on the appropriate **time period** on the drop-down menu and the selected time period will appear.
- Click “**Actions**” (at top) and then “**Select All**”.
- Click “**Approvals**” and “**Approve**”.
- Click the “**My Genies**” tab and then click the “**Pay Period Close**” genie and you will notice a 1 under the “**Manager Approval**” Column, meaning you have approved the employee’s timecard.