

# Kronos(UKG) Faculty Approver Guide

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• Recording My Time – <i><b>Time approvers</b> will need to click on “My Timecard” on the Related Items Bar (blue bar located on the right side) to report their own time. For instructions on how to record your time, please refer to the <b>Faculty Users Guide</b> located under the Kronos(UKG) Time and Attendance section of the UConn Health Payroll website:</i>	
<a href="https://health.uconn.edu/human-resources/services/payroll/">https://health.uconn.edu/human-resources/services/payroll/</a>	

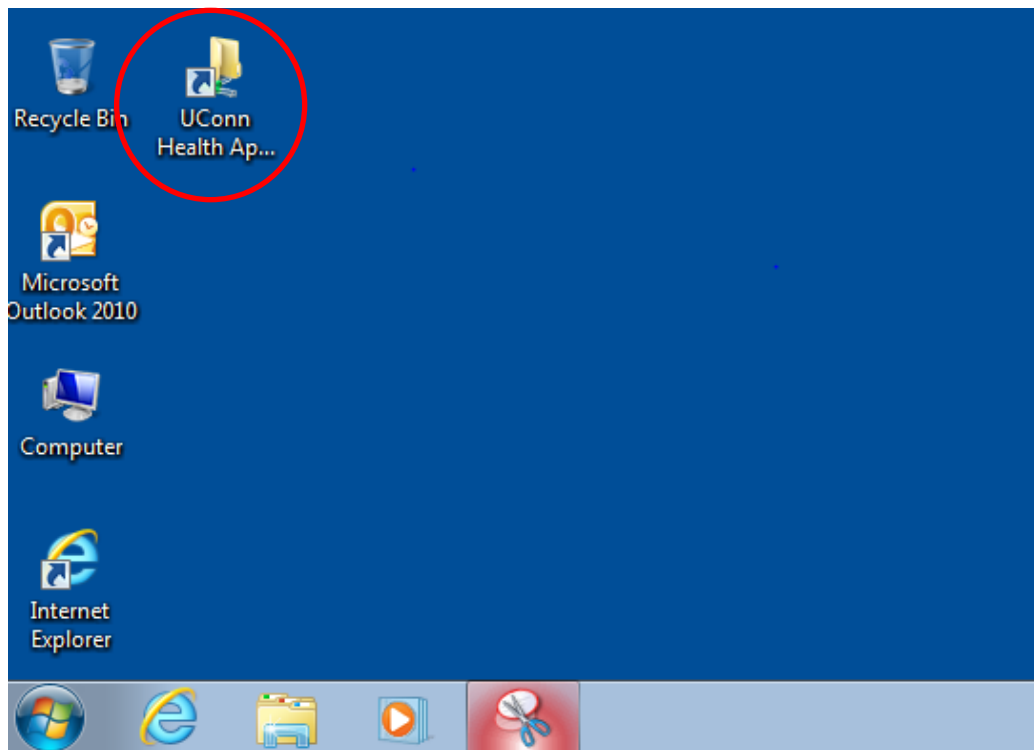
**Note:** Some of the functions described below only apply to approvers who approve both staff and faculty timecards.

## ACCESSING KRONOS(UKG) TIME AND ATTENDANCE SYSTEM

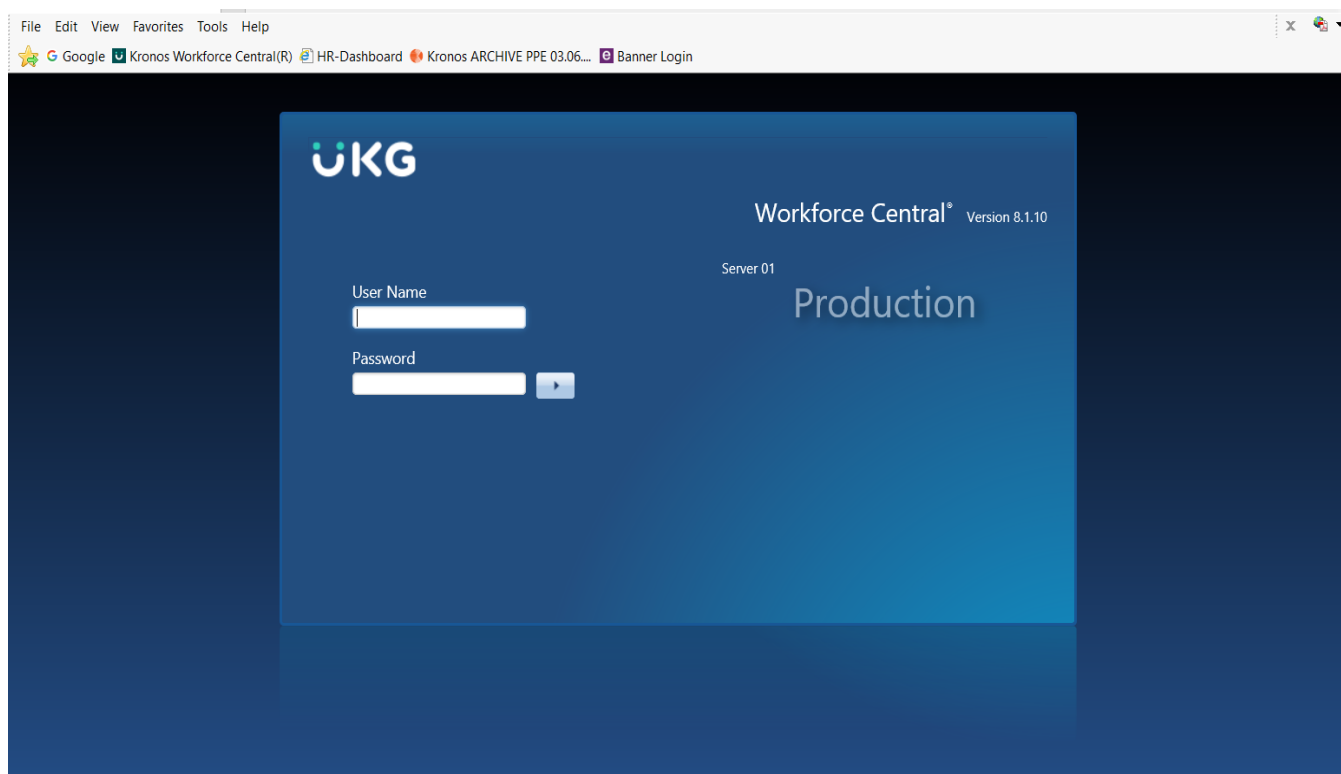
In order to access the Kronos(UKG) system, open Google Chrome (*preferred*), Internet Explorer, or Firefox and type the following URL:


<https://timereport.uchc.edu/>

A Kronos(UKG) icon is also located within the UConn Health Applications folder located on your computer's desktop.



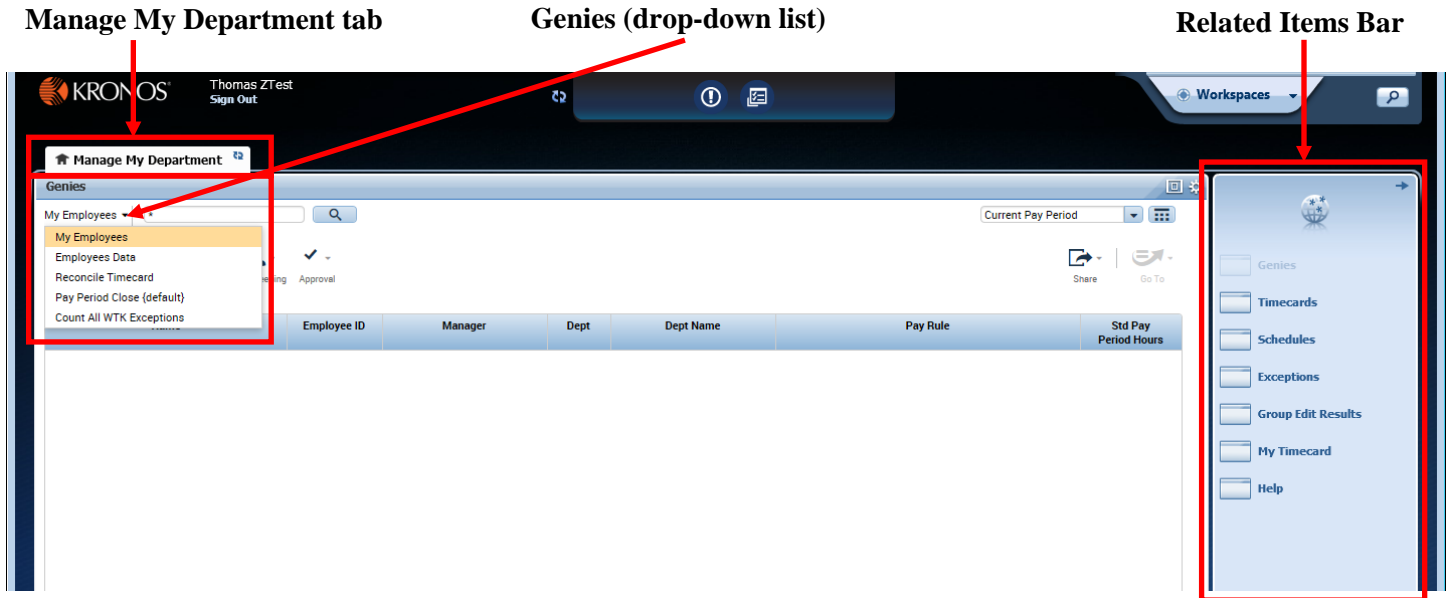
# LOGGING ON



- Type in **Username and Password:**
- Your Kronos(UKG) 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, GENIES, & MY TIMECARD

- For Time Approvers, the screen below is the starting point for all Kronos(UKG) activities once you log on.



**Manage My Department tab** – home navigation tab to access various Genies and Related Items bar.

**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.

**Employees Data** – Shows all active employees as of today. Shows Name, Id, Job Class, Title, Dept#, Dept Name, Manager, FTE, Standard Hours, Pay rule, UHP Tier1 Comp Time Status, On Premises.

**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.

**Timecards** – (located on Related Items bar on right) Shows timecards for all active employees as of today (One timecard viewable at a time, but can click through each employee's timecard).

**Schedules** – (located on Related Items bar on right) Shows schedules for all active employees as of today.

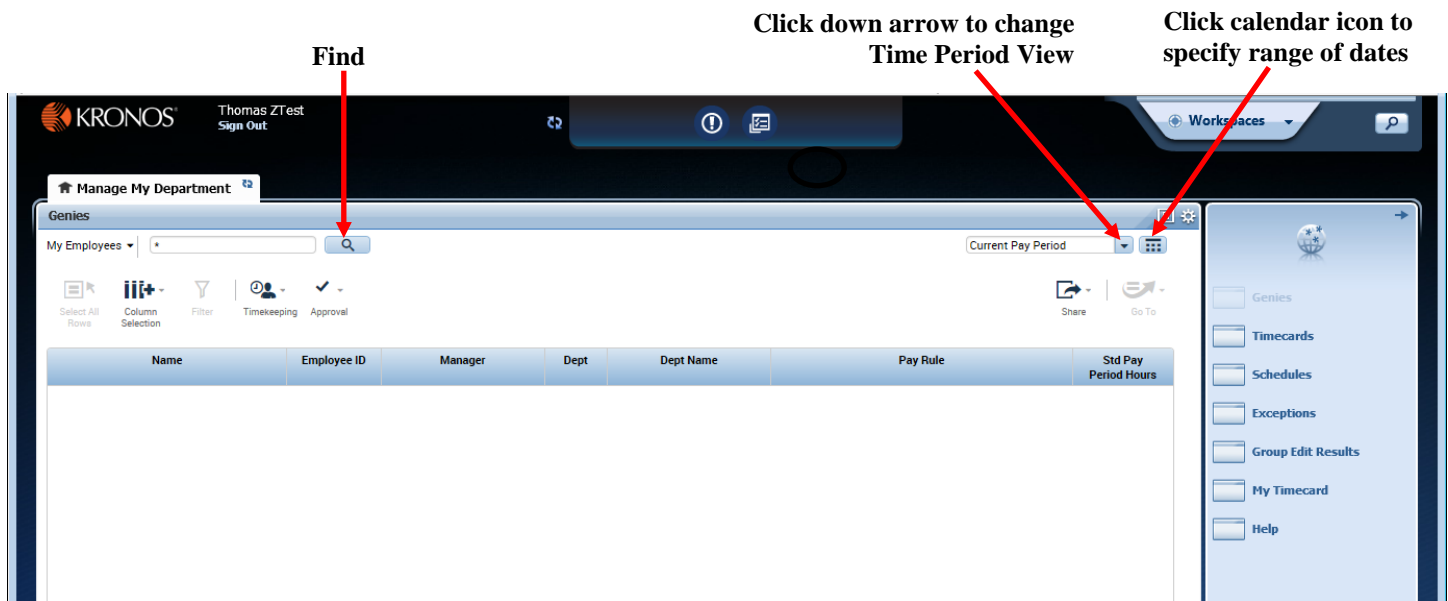
**My Timecard** – (located on Related Items bar on right) where you enter, edit, view, and approve your own vacation time.

# VIEWING & SELECTING MY EMPLOYEES TO REVIEW TIMECARDS

## Viewing My Employees

- On the **My Employees** genie (Manage My Department tab), click the “**Magnifying Glass**” button and then select the appropriate “**Time Period**” by clicking the **down arrow**. *See screenshot below.*

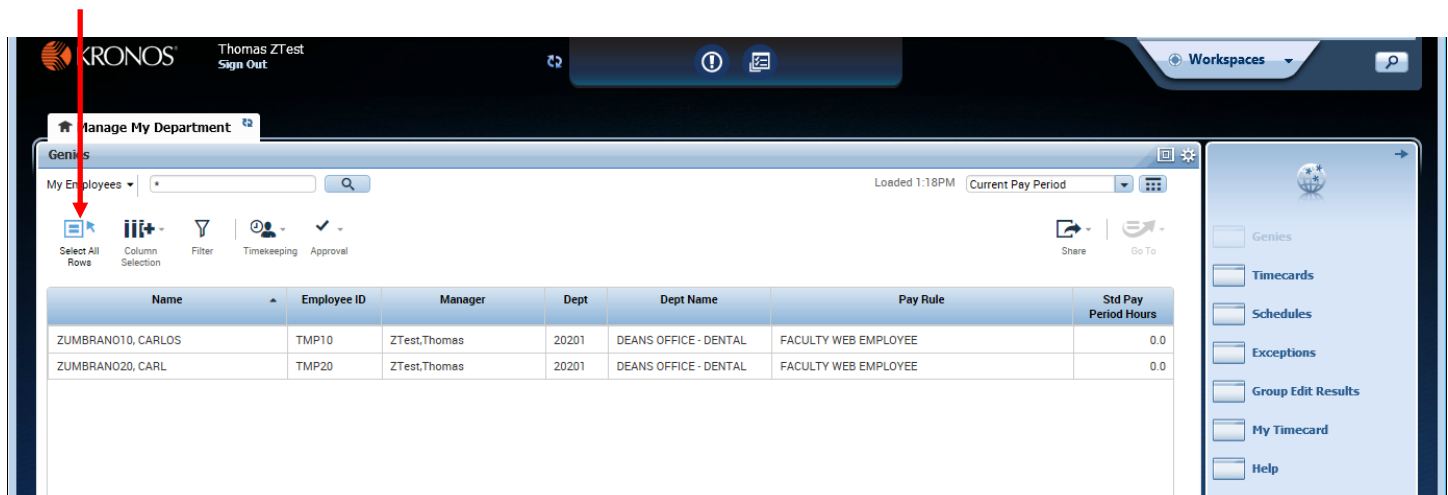
*Note: the \* character is the wildcard character in the Name or ID field. If removed, employees will NOT appear.*



## Selecting My Employees

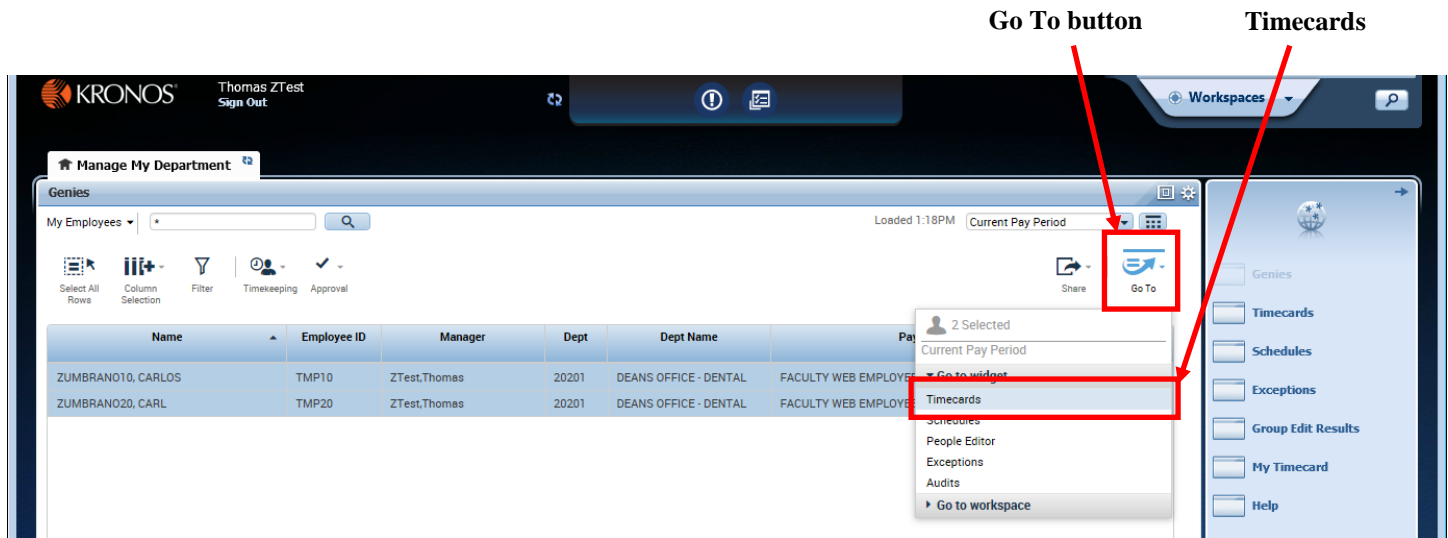
- To select **one** employee, just click on the employee's name.
- To select **all** employees, click “**Select All Rows**” button. *See screenshot below.*

### Select All Rows

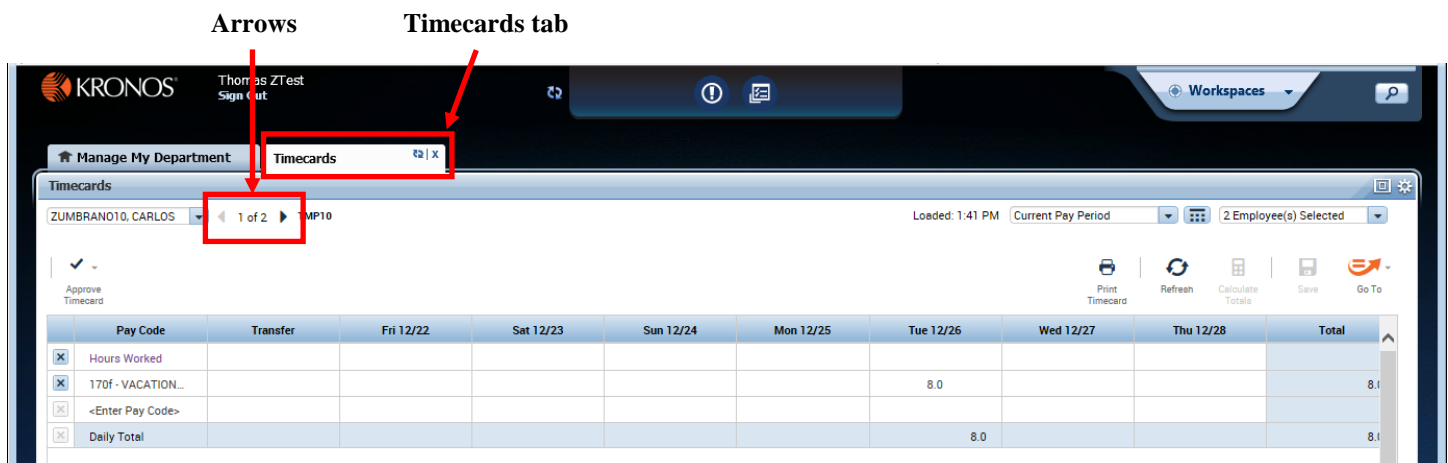


## Reviewing Timecards

- Once employee(s) are selected in step above, click the **“Go To”** button and then click **“Timecards”**.  
*See screenshot below.*



- Notice a new tab has appeared, **“Timecards”**. After completing your timecards review you can get back to your main screen by clicking on **“Manage My Department”** tab or click the **“x”** on the **“Timecards”** tab to close Timecards window. *See screenshot below.*
- Use the arrows to toggle between the selected employees. *See screenshot below.*



# TIMECARD NAVIGATION

## Faculty Timecard Example

**Approval Timecard/ Remove Approval**      **Toggle between Selected Employees**      **Timecard Actions**      **Time Period**      **Range of Dates**

The screenshot shows the Kronos timecard interface for a faculty member. Red arrows point to the following elements:

- Approval Timecard/ Remove Approval:** Points to the 'Approve Timecard' button in the left sidebar.
- Toggle between Selected Employees:** Points to the '1 of 2' toggle button at the top of the timecard grid.
- Timecard Actions:** Points to the 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save' buttons in the top right of the grid.
- Time Period:** Points to the 'Current Pay Period' dropdown menu.
- Range of Dates:** Points to the '2 Employee(s) Selected' dropdown menu.
- Timecard Tabs:** Points to the 'Totals', 'Accruals', and 'Audits' tabs at the bottom of the interface.
- Click & drag bar up or down to make tabs area wider/narrower:** Points to the vertical bar between the 'Totals' and 'Accruals' tabs.
- Scroll bar:** Points to the vertical scroll bar on the right side of the timecard grid.

Transfer	Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Total
170f - VACATION...					8.0			8.0
<Enter Pay Code>								
Daily Total					8.0			8.0

Transfer	Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/01	Tue 1/02	Wed 1/03	Thu 1/04	Total
<Enter Pay Code>								
Daily Total								

Transfer	Fri 1/05	Sat 1/06	Sun 1/07	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Total
170f - VACATION...							8.0	8.0
<Enter Pay Code>								
Daily Total							8.0	8.0

Transfer	Fri 1/12	Sat 1/13	Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Total
170f - VACATION...	8.0							8.0
<Enter Pay Code>								
Daily Total	8.0							8.0

**Totals   Accruals   Audits**

Account	Pay Code	Amount
200/2001/ZT0001/Q/X/X/X	170f - VACATION FACULTY	24.0

**Time Period** – choose the appropriate Time Period at the top of the employee’s 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* – 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 pay code value shown or <Enter Pay Code> and then record/edit the number of vacation hours taken in the appropriately dated cell. (See example below.)
2. Click **Save**.
3. Review the totals at the bottom of the time report for accuracy.
4. If no additional changes are necessary you are ready to approve the timecard (page 10).

**170f-Vacation Faculty/  
Pay Code Selected**

**<Enter Pay Code> to choose  
appropriate Pay Code**

**Recorded Vacation Time**

**Save**

Loaded: 10:04 AM Current Pay Period

Print Timecard Refresh Calculate Totals Save

Pay Code	Transfer	Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Total
170f - VACATION FACULTY						8.0			8.0
<Enter Pay Code>									
Daily Total						8.0			8.0

Pay Code	Transfer	Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/01	Tue 1/02	Wed 1/03	Thu 1/04	Total
170f - VACATION FACULTY									
<Enter Pay Code>									
Daily Total									

Pay Code	Transfer	Fri 1/05	Sat 1/06	Sun 1/07	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Total
170f - VACATION FACULTY								8.0	8.0
<Enter Pay Code>									
Daily Total								8.0	8.0

Pay Code	Transfer	Fri 1/12	Sat 1/13	Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Total
170f - VACATION FACULTY		8.0							8.0
<Enter Pay Code>									
Daily Total		8.0							8.0

Totals Accruals

All

Account	Pay Code	Amount
001/31010/C41399/Q/X/X/X	170f - VACATION FACULTY	24.0

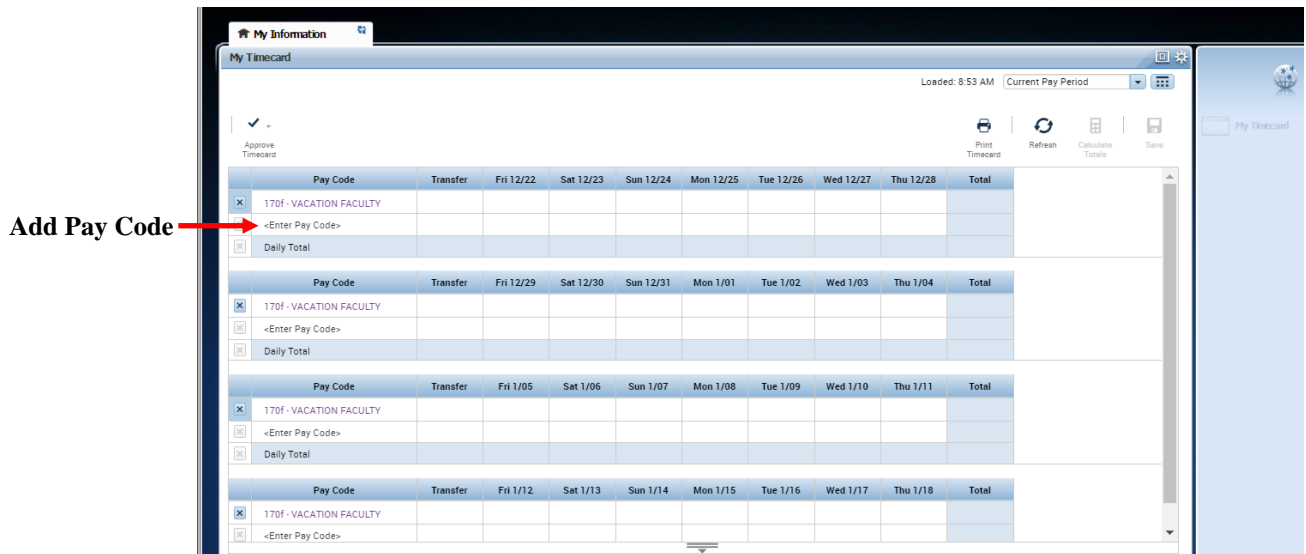
**Time Period Totals**



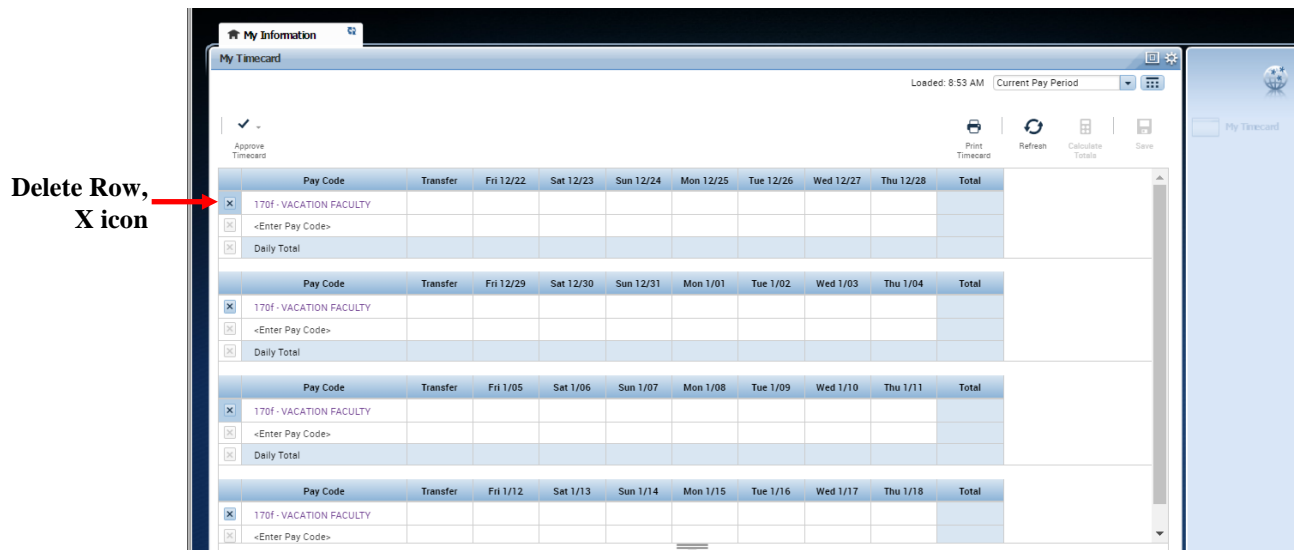
## Adding/Deleting a Row

In some cases it may be necessary to add or delete a row in My Timecard such as when performing pay code edits or work rule transfers. There are icons to the left of each date that enable you to add or delete a row.

- To **add** an additional pay code, click on <Enter Pay Code> on the appropriate row.  
*Note: in order to add multiple pay codes, you must either click Calculate Totals or Save for a new row to be inserted.*



- 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.)



## 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 **Approve Timecard**.
  - Click **Approve Timecard** on the drop-down menu.
- (Note: You can remove your approval by clicking on **Remove Timecard Approval** on the drop-down menu.)

**Time Period Drop-Down**

**Approve/Remove Approval**

Pay Code	Transfer	Fri 12/22	Sat 12/23	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Total
170F - VACATION FACULTY						8.0			8.0
<Enter Pay Code>									
Daily Total						8.0			8.0

Pay Code	Transfer	Fri 12/29	Sat 12/30	Sun 12/31	Mon 1/01	Tue 1/02	Wed 1/03	Thu 1/04	Total
170F - VACATION FACULTY									
<Enter Pay Code>									
Daily Total									

Pay Code	Transfer	Fri 1/05	Sat 1/06	Sun 1/07	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Total
170F - VACATION FACULTY								8.0	8.0
<Enter Pay Code>									
Daily Total								8.0	8.0

Pay Code	Transfer	Fri 1/12	Sat 1/13	Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Total
170F - VACATION FACULTY		8.0							8.0
<Enter Pay Code>									

Totals Accruals

Account	Pay Code	Amount
001/31010/C41399/Q/X/X/X	170F - VACATION FACULTY	24.0

After clicking **Approve**, your timecard will change color and the options to add pay codes and delete rows is no longer available.

## 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.

- First, your current view must be “**Manage My Department**”.  
*-If your current view is not, then click on the “Manage My Department” tab located below the Kronos(UKG) Logo in the upper left.*
- From the Genies drop down arrow, click any one of the Genies: **My Employees, Employees Data, Reconcile Timecard, Pay Period Close**. (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 “**Select All Rows**”.
- Click “**Approval**” and “**Approve Timecard**”.
- Click the Genies drop down arrow and then click the “**Pay Period Close**” genie. Choose the appropriate pay period and you will notice a 1 under the “**Manager Approval**” Column, meaning you have approved the employee’s timecard.

The screenshot shows the Kronos UKG 'Manage My Department' interface. Red arrows point to specific elements: 'Manage My Department' (top left tab), 'Genies drop down arrow' (top left dropdown menu), 'Time Period drop-down' (top right dropdown menu), 'Select All Rows' (bottom left button), and 'Approval' (bottom center button). The main table displays employee data with columns: Name, Employee ID, Manager, Dept, Dept Name, Pay Rule, and Std Pay Period Hours. The table contains two rows of data for employees ZU1BRANO10, CARLOS and ZU1BRANO20, CARL.

Name	Employee ID	Manager	Dept	Dept Name	Pay Rule	Std Pay Period Hours
ZU1BRANO10, CARLOS	TMP10	ZTest,Thomas	20201	DEANS OFFICE - DENTAL	FACULTY WEB EMPLOYEE	0.0
ZU1BRANO20, CARL	TMP20	ZTest,Thomas	20201	DEANS OFFICE - DENTAL	FACULTY WEB EMPLOYEE	0.0