

# Time Approver Guide for Editing Hourly Timecards

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## Kronos Manager Approval Checklist

- Verify schedule is correct** – There should be a regular schedule populated in the schedule column within the Timecard for all hourly employees. The schedule is required for Holidays to be paid correctly.
- Verify in and out punches are recorded** – The In and Out punch cell will be highlighted in **RED** if there is a missing punch.
- Verify correct number of hours are recorded to meet their fte/standard hours** – Tally the number of regular hours worked including: Base Hours, Holiday Credit Hours (150\*), Accruals Used, Orientation, Worker’s Comp, Jury Duty, Military Leave, Unpaid Leave and LTD partial pay...
- Verify Holidays are compensated correctly** – Ensure Holiday time is being compensated properly. Change the Totals view to Daily at the bottom left corner of the Timecard to assist. Then click on the appropriate date.
- Verify Shift Differential (if eligible)** – Verify your staff is correctly earning Shift Diff, if eligible.
- Verify or enter accruals** – Confirm Accrual time is entered onto the timecard where appropriate.
- Verify earned accrual hours** - Confirm that staff have sufficient Accrual time in their bank to cover the hours used. If there are not enough accrual hours to cover the time taken, enter Unpaid Leave time to cover the gap.
- Add comments where appropriate** – Enter a comment to punches and amounts for tracking purposes such as FMLA if necessary.
- Approve the employee’s timecard** – Manager approval is required to confirm an employee’s timecard is accurate, reviewed, and ready for Payroll processing.

### Punch Rounding

UConn Health has implemented a 15-7 round rule for punching. Punches are rounded to the nearest quarter hour interval (15-minute mark).

**For example:** If an employee’s shift starts at 7am and punches anytime between 6:53am and 7:07am, then their time will round to 7am.

**Note:** Exception time, such as leave time, should also be entered into the timecard in quarter hour intervals.

## Entering Missing Punches

Hourly employees must swipe at the Kronos badge readers to record their time. If there are any missing punches, the time approver will need to manually enter the missing punches into the timecard.

For example, if your staff member worked 7:00am to 3:30pm:

On the appropriate date:

-In-Punch column enter 7a

-Out-Punch column enter 330p

(You do not need to enter the colon : when entering the time.)

7:00am can be entered as 7a

3:30pm can be entered as 330p

**Note:** Generally, employees are setup with an automatic 30 min meal deduction that occurs after an employee works 6 hours or more.

For example, an *In punch* of 7a and *Out punch* of 1pm or later, will automatically deduct 0.50 hours for a meal break.

## Adding a Pay Code

Pay Codes are used to add leave time (exception time) such as vacation, sick, personal, etc., into the timecard. In some instances, a Time Approver may be instructed to add a Transfer between punches instead of using pay codes to add leave time for unions such as NP-2.

- On the appropriate date, add a row by selecting the **+** to the far left
- Click in the **Pay Code** cell next to the appropriate date
- Using the drop down, select the appropriate Pay Code
- In the **Amount** column, enter the number of hours
- Click **Calculate Totals** (*updates the hours and totals without saving*)
- Click **Save** (*verify hours are correct prior to saving*)

**\*\*Note: Amounts (Hours) should be entered in decimal format in quarter hour increments - 0.25, 0.50, 0.75, 1.00, 1.25 etc.**







	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
+	Fri 9/23		170 - VACATION	1.75								
+	Fri 9/23	8:00AM-4:30...			:57A...		2:16PM				6.25	8.0
+	Sat 9/...											
+	Sun 9...											
+	Mon 9...	8:00AM-4:30...			:58A...		4:30PM				8.0	8.0
+	Tue 9...	8:00AM-4:30...			:56A...		4:30PM				8.0	8.0

## Adding a Transfer (Work Rule)

Transfers are used to change an employee's work rule. For example, at the badge readers hourly staff (in certain unions) can select to earn comp time in lieu of pay on a holiday. If staff forget to choose comp time when swiping, the manager will need to add in the correct transfer rule to the timecard upon request.

- Click in the **Transfer** column between the "in" and "out" punches.
- If the correct transfer does not appear, then click **Search...**, else click the appropriate transfer listed.

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+	x	Mon 9/26	8:00AM-4:30...			7:54AM		4:31PM
+	x	Tue 9/27	8:00AM-4:30...			7:56AM		4:31PM
+	x	Wed 9/28	8:00AM-4:30...			7:57AM		4:31PM
+	x	Thu 9/29	8:00AM-4:30...			7:56AM		4:31PM
+	x	Fri 9/30	8:00AM-4:30...			7:56AM		4:31PM

Pop-up menu content:  
 /81034/////UHP 8Hr USA  
 /81033/////UHP 8Hr ESV  
 ;NP-3 FT 192  
 ;1199 12-hr 192  
 ;///J///UHP 8Hr 192  
 Search...

- In the Pop-Up (below) Select **Work Rule** tab
- If needed, within the **Search** field type and search for specific text within the transfer. For example: 192, the Union code (UHP, NP-3), ESV, USA etc.
- Scroll down and select to the appropriate Work Rule
- Select **Apply**
- Click **Calculate Totals** (*updates the hours and totals without saving*)
- Click **Save** (*verify hours are correct prior to saving*)

Labor Account  
Work Rule NP-3 FT 192

Job Transfer | Labor Account | **Work Rule**

Add Work Rule Clear All

NP-3

- NP-3 FT
- NP-3 FT (1HR MEAL)
- NP-3 FT (45 min meal)
- NP-3 FT (NO MEAL)
- NP-3 FT 192**
- NP-3 FT 192 (1HR MEAL)
- NP-3 FT 192 (45 min meal)
- NP-3 FT 24-7
- NP-3 FT 24-7 (1HR MEAL)+
- NP-3 FT 24-7 (NO MEAL)+

Cancel **Apply**

## Adding a Comment

### Adding a Comment to a Punch:

- Right click** on the punch
- Click **Comments**
- Scroll through the available comments and click on the appropriate comment.
  - If needed*, within the **Search** field - type and search for specific text within the comment.
- Click **Ok**
- Click **Save**

The screenshot shows a timecard interface with a table of punches. The 'Out' time for a punch on 9/29/2022 is 4:28PM, which is circled in red. A 'Punch Actions' modal is open, displaying details for the selected punch: Date: 9/29/2022, Time: 4:28PM, Rounded Time: 9/29/2022 4:30PM GMT-04:00, Time Zone: (GMT -05:00) Eastern Time (USA, Canada), Exceptions: Early Out, Last Edit Date: 9/29/2022, and Edit Made By: SUPERUSER. At the bottom of the modal, the 'Comments' icon is circled in red.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Wed 9/28	8:00AM-5:00...			7:55AM		4:28PM
+ X	Thu 9/29	8:00AM-5:00...			7:54AM		4:28PM
+ X	Fri 9/30	8:00AM-5:00...			7:56AM		5:00PM
+ X	Sat 10/01						
+ X	Sun 10/02						

### Adding a Comment to a Pay Code:

- Right click** on the amount (see below)
- Click **Comments**
- Scroll through the available comments and click on the appropriate comment.
  - *If needed*, within the **Search** field - type and search for specific text within the comment.
- Click **Ok**
- Click **Save**

The screenshot shows a timecard interface with a table of pay codes. The amount for a pay code on 10/07/2022 is 8.0, which is circled in red. A 'Pay Code Actions' modal is open, displaying details for the selected pay code: Date: 10/07/2022, Pay Code: 180 - SICK LEAVE, and Amount: 8.0. At the bottom of the modal, the 'Comments' icon is circled in red.

	Date	Schedule	Pay Code	Amount	In
+ X	Thu 10/06				
+ X	Fri 10/07	8:00AM-4:30PM	180 - SICK LEAVE	8.0	
+ X	Sat 10/08				
+ X	Sun 10/09				
+ X	Mon 10/10				
+ X	Mon 10/10	8:00AM-4:30PM			
+ X	Tue 10/11	8:00AM-4:30PM			
+ X	Wed 10/12	8:00AM-4:30PM			
+ X	Thu 10/13	8:00AM-4:30PM			
+ X	Fri 10/14	8:00AM-4:30PM			
+ X	Sat 10/15				

## Canceling a Meal Deduction

In order to cancel a Meal Deduction/Break:

- Right click on the in-punch
- Click **Edit Punch...**
- Click **down arrow** next to **Cancel Deduction**
- Choose the following:
  - If the standard Meal cancellation (30 minutes) choose:  
**!<1<sup>ST</sup> 30 Min MEAL DEDUCT{@ 6hrs}**
  - If standard deduction is 1hr then choose:  
**!<1<sup>ST</sup> 60 Min MEAL DEDUCT{@ 6hrs}**
- Click **OK**
- Click **Calculate Totals** in the upper right of timecard to confirm the meal was cancelled.
  - To confirm the meal cancellation:
    - on the **"Totals"** tab at bottom of timecard, click the drop-down arrow - next to **"All"** (on left) and choose **"Daily"**,
    - then click on the date in Timecard grid of the cancelled meal to confirm the Total hours for the day at bottom of the screen is reflecting the meal cancellation.
- If result is correct, then select **Save**

See screen shot below...

The screenshot displays a timecard application interface. A 'Punch' dialog box is open, allowing for the modification of a punch record. The dialog includes fields for Date (7/24/2018), Time (8:25AM), Rounded Time (7/24/2018 8:30AM GMT04:00), and Time Zone ((GMT-05:00) Eastern Time (USA, Canada)). The 'Cancel Deduction' dropdown menu is expanded, showing several options, with '1st 30min MEAL DEDUCT (@ 6hrs)' selected. The background shows a timecard grid with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. A 'Totals' section at the bottom shows account information and amounts.

Account	Pay Code	Amount
700/70028/N0008Z/J/K/K/X	010 - BASE EARNINGS	16.0
700/70028/N0008Z/J/K/K/X	131 - OVERTIME 1.5	1.25
700/70028/N0008Z/J/K/K/X	190 - COMP TIME TAKEN	8.0

## Updating a Schedule

The regular **schedule** entered into Kronos(UKG) determines how hourly staff are compensated for possible overtime, shift differential or holiday hours. When an hourly employee works a different regular schedule for a short time period, (for example one day or one week) the schedule should be updated to reflect the correct regular shift worked.

**NOTE: If there is a permanent change to a staff member's schedule, please email Lisa Bartis or the Payroll team to update the schedule pattern change.**

### Manually Add/Edit/Delete Regularly Scheduled Shifts:

From any view (My Employees, Employees Data...)

Select the appropriate employee(s)

-Click **Go To** button and select **Schedules**

-For the appropriate employee, **Right Click** on an empty or populated cell and the following options are available:

-Edit

-Delete

-Add Shift

-Others: Copy, Cut, Paste etc.

**-Adding/Editing a shift**

-Enter the appropriate **Start Time** and **End Time** rounded to the nearest 15-minute interval (ex - 8a, 815a, 830a, 845a etc.)

Example-830a for 8:30am and 5p for 5:00pm.

-click **Apply**

-click **Save**

**See screen shot below...**

The screenshot shows the Kronos Schedules interface. At the top, there's a navigation bar with 'Manage My Department' and 'Schedules'. Below that, a toolbar contains various icons, including a 'Go To' button circled in red. The main area displays a grid of employee schedules. An 'Add Shift' dialog box is open, showing details for a shift assigned to 'Harrison, Emily' with a duration of 8.50 hours. The dialog includes a table for 'Insert Template' with columns for Start Date, Type, Start Time, End Time, End Date, Duration, Job Transfer, and Work Note. A red circle highlights the 'Apply' button at the bottom right of the dialog box. Another red circle highlights the 'Add Shift' button in the top right of the dialog box.

## Approving Employee Timecards

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 you remove your approval.

- Notes:**
- Faculty timecards need to be approved every 4 weeks and staff timecards need to be approved every 2 weeks.
  - Timecards need to be approved by noon on Payroll Fridays and Timecards will be locked (signed off) by Payroll in the afternoon. If a correction is needed after Payroll has completed the sign off, you will need to submit a detailed correction via email to [DL-Payroll@uchc.edu](mailto:DL-Payroll@uchc.edu) no later than Tuesday morning.



## Payroll Close View

The Payroll Close view allows you to see which employee's timecards are approved, as well as who is missing punches for the time period.

From the **Manage My Department** tab:

- click the **down arrow** next to **My Employees**
- Click **Pay Period Close** from the drop down.
- Select the appropriate **Time Period** from the drop down (Current Pay Period or Previous Pay Period).

**Manager Approval column** - a number 1 means an approver has approved the timecard. If you see a number 2 or higher then multiple approvers have approved the timecard.

**Employee Approval column** – if a salaried employee, a number 1 means the employee approved

