



Workforce Timekeeper™ v8.1.6

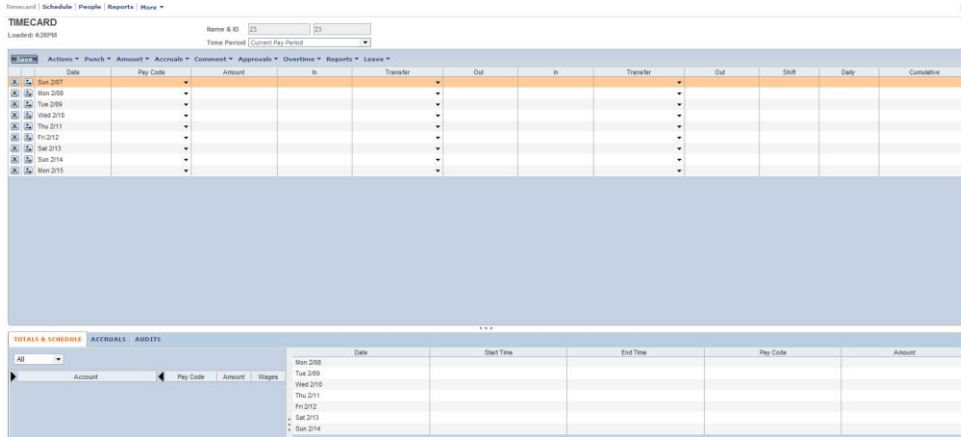
Kronos Upgrade Guide for Managers and Timekeepers

What's new in Kronos Version 8?

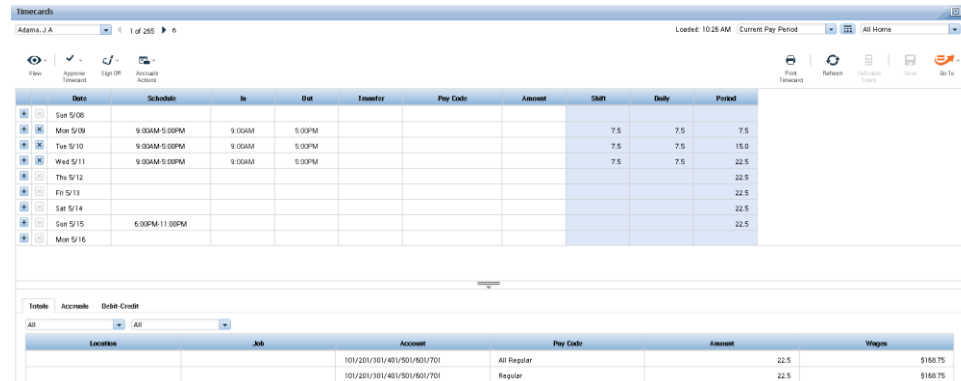
The Workforce Timekeeper version 8 timecard has been enhanced to improve your experience and give you greater control. But with change comes ... changes. How you access many features and functions is different. This document shows those changes.

New design

Timecard version 7.0



Timecard version 8.0



The timecard is configured a little bit differently.

- Now you can see the employee's scheduled time for each day in the timecard.
- The Shift totals, Daily totals and Period totals are still available in the blue shaded area.

Note

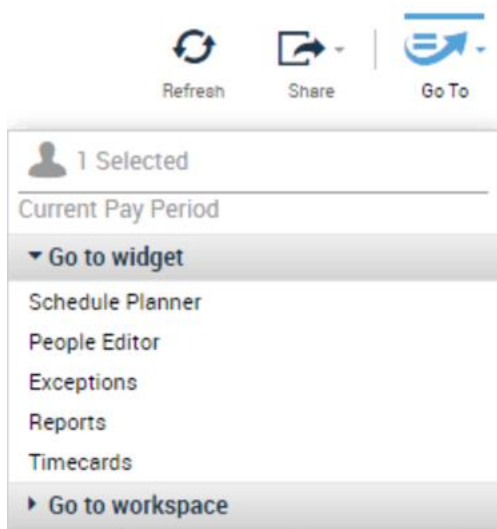
The Time Period box and the Show box are now located on the right side of your screen.

GoTo Navigation

GoTo navigation enables you to select an employee or employees and “go to” their schedule, timecard or run a report on that specific employee or group of employees.

After you select your employee(s) and the time period use the Go To icon  to access:

- Schedule Planner
- Timecards
- Exceptions
- Reports

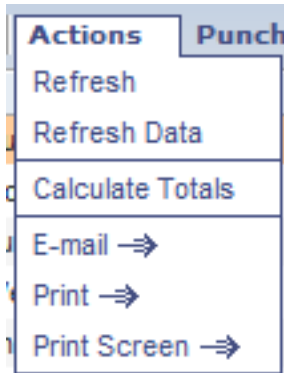


What happened to the menus?

In general, the version 8 Timecard replaces menu selections with buttons in the tool bar along the top, and options when you right-click cells.





Actions menu

Version 7.0



Version 8.0

The Actions menu is replaced by buttons in the tool bar:

- Refresh the data and the view: Click **Refresh** .
- Click **Calculate Totals** .
- Email: not available
- Print the timecard: Click **Print Timecard** .
- Print the screen: not available
- Save changes: Click **Save** .

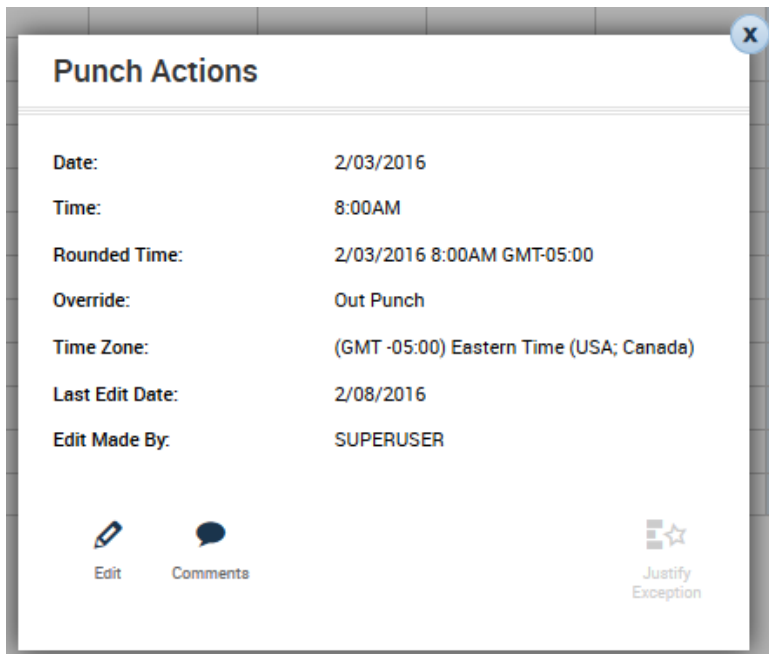
Punch Menu

Version 7.0



Version 8.0

- Right-click a cell.



- Click **Edit**, **Comments**, or **Justify Exception**.

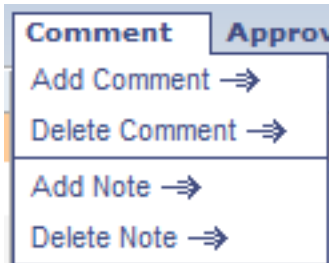
- **Version 8.0: Exceptions genie**

Use the Exceptions genie to resolve exceptions and mark or unmark exceptions as reviewed.

Select GoTo  > **Exceptions**

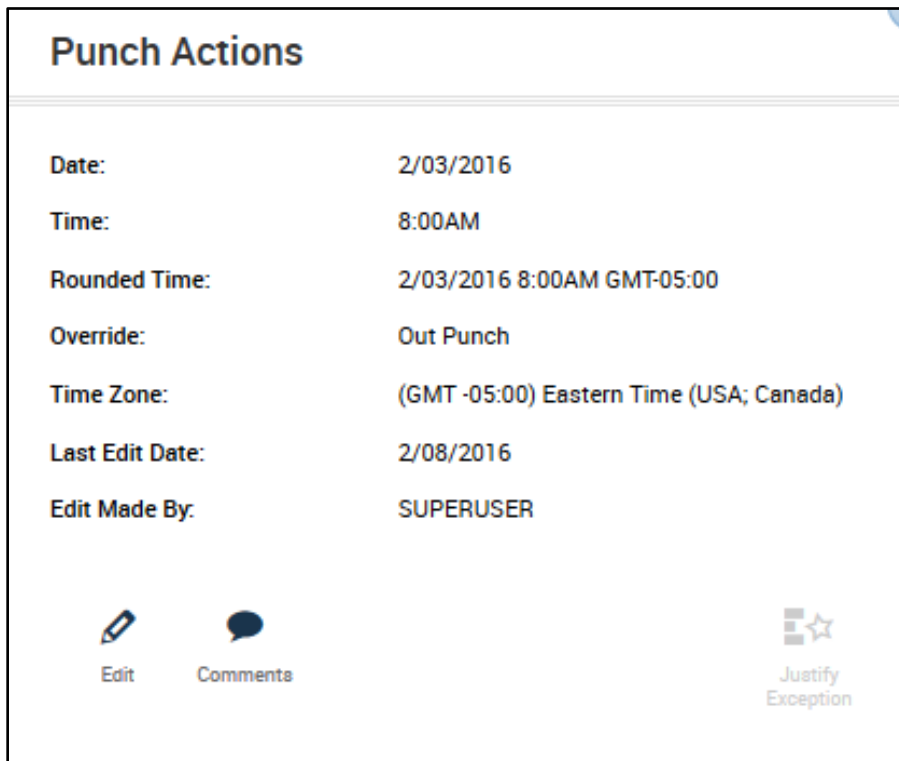
Comment menu

Version 7.0



Version 8.0

- Right-click a cell.



- Click **Comments** .

Reports menu

Version 7.0

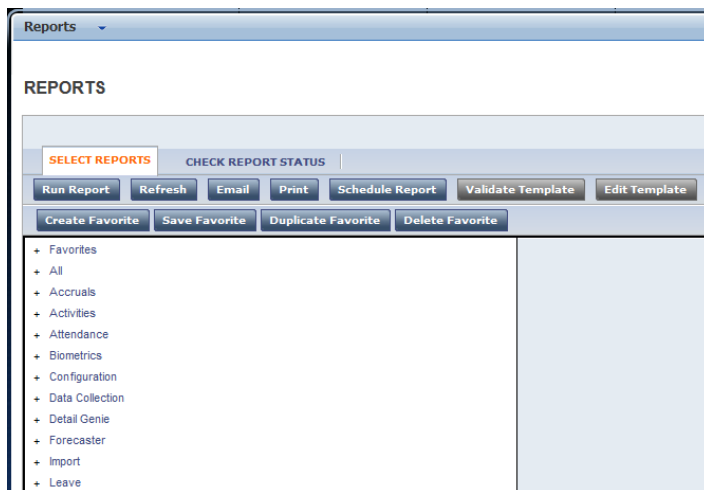


Version 8.0: Reports genie


The Reports genie replaces the Time Detail menu item.

Use the Reports genie to view reports that show timecard details, as well as to run standard or custom reports.

Select GoTo  > **Reports**.

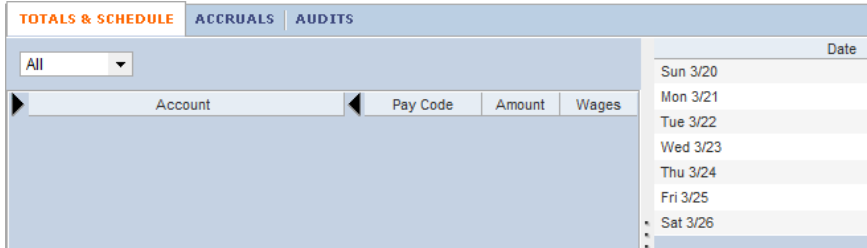


What happened to the tabs along the bottom?

The tabs are still there but are hidden by default. Click  to show the tabs.


Totals & Schedule

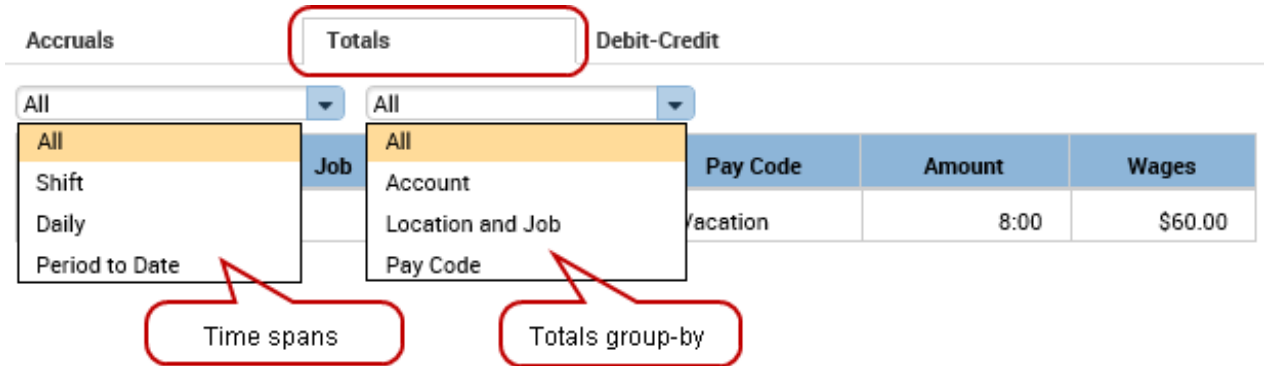
Version 7.0



TOTALS & SCHEDULE				ACCRUALS	AUDITS
All					Date
	Account	Pay Code	Amount	Wages	Sun 3/20
					Mon 3/21
					Tue 3/22
					Wed 3/23
					Thu 3/24
					Fri 3/25
					Sat 3/26

Version 8.0

- If the tabs are not visible, click. 



Accruals		Totals	Debit-Credit		
All	All				
All	Job	Pay Code	Amount	Wages	
Shift		Vacation	8:00	\$60.00	
Daily					
Period to Date					

Time spans

Totals group-by

- Select **Totals** tab

Scheduling Employees

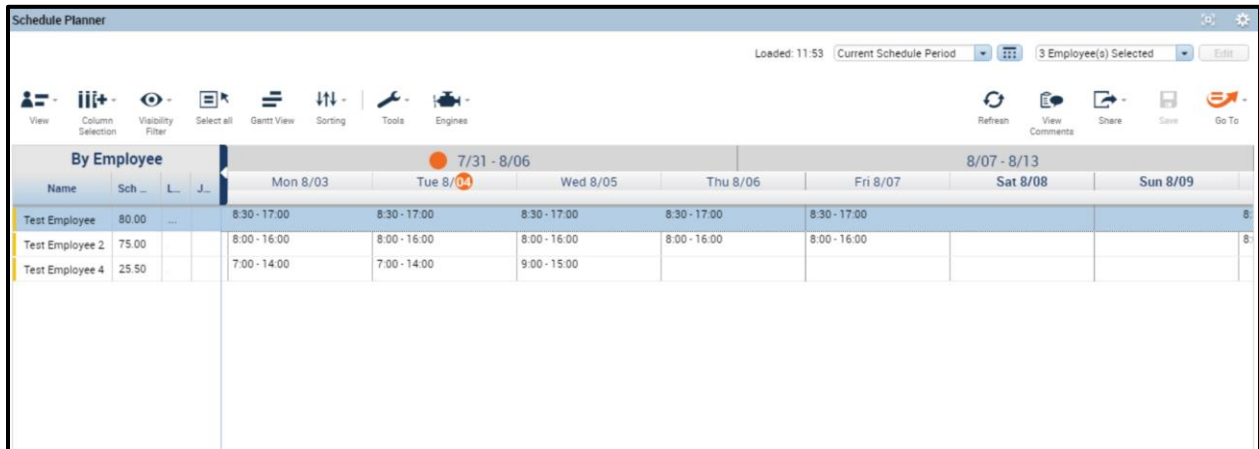
Using Schedule Planner

The Schedule Planner genie is new functionality released with Kronos Version 8. It allows greater ability to manipulate employee schedules and makes it easier for managers and timekeepers to manage employee schedules. It presents a view of employee(s) schedules for a defined time period. Use the Schedule Planner genie to schedule worked and non-worked hours for employees.

Using the Schedule Planner, you can:

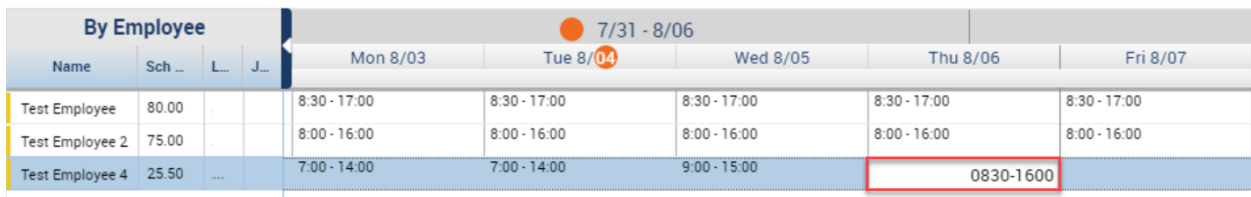
- Add, edit, cut, copy, paste, and delete shifts
- Add pay codes
- Apply schedule patterns

The following illustration shows the Schedule Planner genie.



Assigning an Ad-Hoc Shift

When trying to assign or edit a shift for a single day, you can click inside the cell of the day that you want to add/edit. Then you can enter a shift directly in the cell or remove/edit by deleting the shift currently assigned.



Using Schedule Patterns

When employees work the same shifts over a set number of days, for example 7:00 A.M. to 5:00 P.M. Monday through Friday, you can quickly create their schedules using a schedule pattern.

Using the Schedule Pattern Editor

You can use the Schedule Pattern Editor to add, modify, and delete assigned schedule patterns.

The following illustration shows a sample Pattern Editor. Notice that the employee is scheduled to work from 0800 to 1600, Monday through Friday with Friday off every 2 weeks. In the end date field, **Forever** is selected, which means there is no end date for this schedule pattern.

Schedule Pattern

Assigned to
Test Employee 2 Primary job None

	Start Date	End Date	Duration	Rotation
	7/17/2020	Forever	2 weeks	2 Weeks: 8 - 16(Fri, Mon, Tue, Wed, Thu, Fri, Mon, Tue, Wed, Thu)

Edit Pattern

Anchor Date:* Start Date:* End Date:*

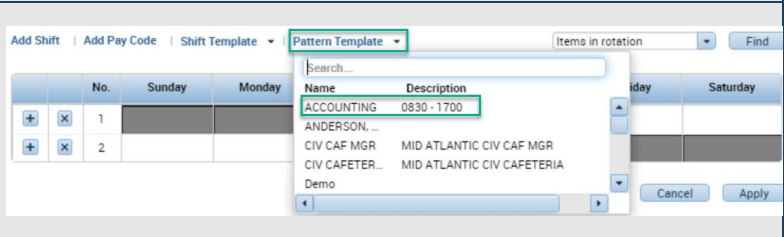
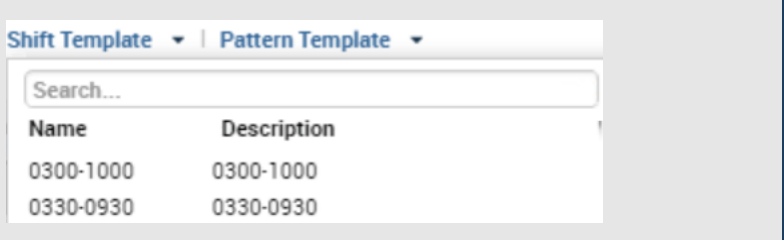
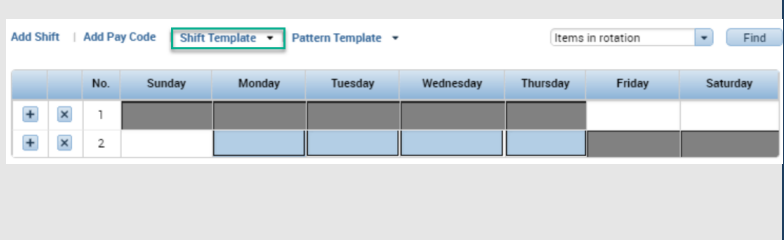
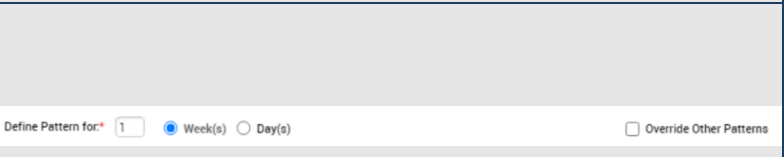
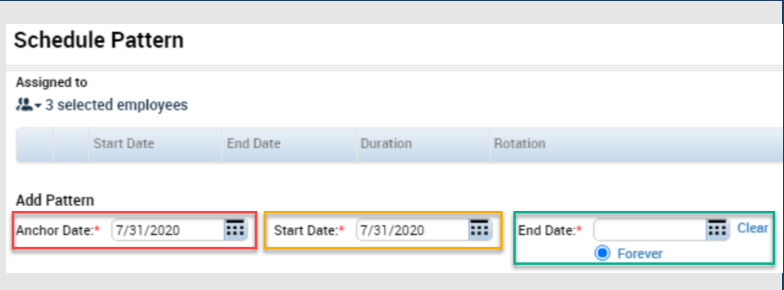
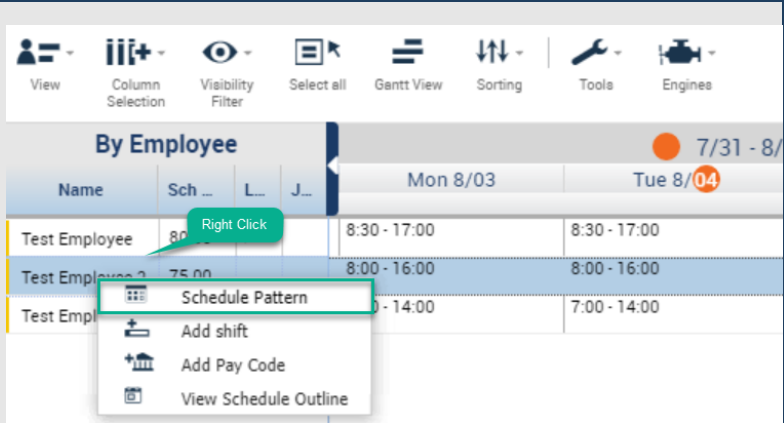
Define Pattern for:* Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1						8-16	
	2		8-16	8-16	8-16	8-16	8-16	
	3		8-16	8-16	8-16	8-16		

Anchor Date	The date from which Kronos determines when to start the pattern for the selected employee. Anchor date should be the first day in the workweek when the pattern is supposed to begin.
Start Date	The date when the schedule pattern is supposed to start for the selected employee. The schedule pattern will start appearing on the timecard based on the selected Start Date.
End Date	The date when the schedule pattern is no longer valid for the selected employee
Override Other Patterns	It's very important to check this box to ensure you don't have more than one active pattern for your employee.

Steps	
1	Access Schedule Planner
2	Select the employee whom you will schedule using a pattern template. To select multiple employees, hold the Ctrl key and click each employee's name.
3	Access the Schedule Pattern editor by right clicking on an employee(s)
4	Select Schedule Pattern
5	Enter the anchor date, start date, and select an end date or choose Forever radio button.
6	Define the pattern frequency, this varies based on if the pattern should repeat every week or if the employee is working alternate schedule.
7	To enter a shift template, select the cells for days when the shift should be applicable and click the Shift Template drop down Click the cell of each day that applies to the schedule pattern. To select multiple days, hold the Ctrl key and click the appropriate cells.
8	Shift Templates are typically based on a single shift for the entire workweek
9	To assign a pattern template, select the Pattern Template dropdown and choose a schedule pattern which is applicable for the employee(s). You can also search for a specific template by typing the pattern name or schedule start/end time.



Steps

<p>10 Once the pattern is displayed, validate all other information is accurate. To replace all other assigned schedule patterns with the new schedule pattern, select the Override other patterns check box.</p>	
<p>11 Click Apply and confirm you want to override the schedule pattern by selecting Yes</p>	
<p>12 System will allow you to review the schedule pattern information one more time, once satisfied click OK</p>	
<p>13 Click Save to save the schedule pattern.</p>	

Timecards

Test Employee | 1 of 1 | TEST E | Loaded: 13:22 | Current Pay Period | 1 Employee(s) Selected

View | Approve Timecard | Sign Off | Print Timecard | Refresh | Calculate Totals | Save | Go To

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Fri 7/31	8:30-17:00								
	Sat 8/01									
	Sun 8/02									
	Mon 8/03	8:30-17:00	8:30	17:00	.CT Holiday Only			8.5	8.5	8.5
	Tue 8/04	8:30-17:00	8:30			TIMEOFF-1SHIFTCT	8.0		8.0	16.5