

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

Time Period Current Pay Pe et * Accruals * Comment * Approvals * Ov Pay Code Amount					
	vtime * Reports * Leave *				
Pay Code Amount					
	In Transfer	Out In	Tranafar	Out Shift	Delty Cumulative
•					
•	•		-		
*			•		
•			•		
•	•		•		
UDITS					
	Date	Start Time	End Time	Pay Code	Amount
	Mon 2/06				
Pay Code Amount Wates	Tue 2/09				
Pay Code Amount Wages	Tue 209 Wed 2/10				
Pay Code Amount Wages	Tue 209 Wed 2/10 Thu 2/11				
Pay Code Amount Wages	Tue 209 Wed 2/10				
WOITS			End Time	Pay Code	Ţ.,

Timecard version 8.0

limeca	rds													1
dams.	A L	▼ < 1 of 265 🕨 6							Loade	d: 10:25 AM Currer	t Pay Period	• =	All Home	
O View		C√ ~ E≞ ~ Ngn Dff Accounts Acctions									e Print Timeound	O Referen	Calculate Totals	tere Bollo
	Date	Schedule	in the	Out	Imater	Pay Code	Amount	SMIT	Doily	Period				
ŧ 🗵	Sun 5/08													
+ ×	Mon 5/09	9:00AM-5:00Pf	MADD:0	5:00PM				7.5	7.5	7.5				
+ ×	Tue 5/10	9:00AM-5:00Pf	MADD: 9:00AM	5:00PM				7.5	7.5	15.0				
* ×	Wed 5/11	9:00AM-5:00Pf	4 9:00AM	5:00PM				7.5	7.5	22.5				
• ×	Thu 5/12									22.5				
	Fri 5/13									22.5				
• 🗵	Sat 5/14									22.5				
ŧ 🗵	Sun 5/15	6:00PM-11:00P	v							22.5				
• 🗵	Mon 5/16													
Tota	is Accruais	Debit-Credit					-							
All		▼ All	*											
	Loc	ntion	Job		M	count	Pay	Code		Amount			Wages	
					101/201/301/401/5	1/601/701	All Regular				22.5			\$168.75
					101/201/301/401/5	1/501/701	Regular				22.5			9168.75

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

Refresh	Share	Go To
L 1 Selected		
Current Pay Period		
▼ Go to widget		
Schedule Planner		
People Editor		
Exceptions		
Reports		
Timecards		
Go to workspace		

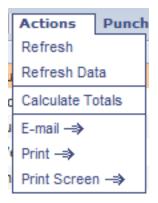


What happened to the menus?

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 ${m O}$.
- 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

Punch Amount *						
Edit —⇒						
Resolve Exception						
Mark as Reviewed						
Unmark as Reviewed						
Justify Exception -⇒						

Version 8.0

• Right-click a cell.

Punch Actions	
Date:	2/03/2016
Time:	8:00AM
Rounded Time:	2/03/2016 8:00AM GMT-05:00
Override:	Out Punch
Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
Last Edit Date:	2/08/2016
Edit Made By:	SUPERUSER
Ø 🗩	☆
Edit Comments	Justify Exception

• 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 Select



Comment menu

Version 7.0

Comment	Approv				
Add Comment	-⇒				
Delete Comment –⇒					
Add Note →					
Delete Note -=	*				

Version 8.0

• Right-click a cell.

Punch Actions	
Date:	2/03/2016
Time:	8:00AM
Rounded Time:	2/03/2016 8:00AM GMT-05:00
Override:	Out Punch
Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)
Last Edit Date:	2/08/2016
Edit Made By:	SUPERUSER
Edit Comments	Justify Exception

Click Comments



Reports menu

Version 7.0

Reports	Leave			
<u>Time Detail</u> –⇒				
Rule Analys	is –⇒			

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 Select Sele

Reports 👻
REPORTS
SELECT REPORTS CHECK REPORT STATUS
Run Report Refresh Email Print Schedule Report Validate Template Edit Template
Create Favorite Save Favorite Duplicate Favorite Delete Favorite
+ Favorites
+ All
+ Accruals
+ Activities
+ Attendance
+ Biometrics
+ Configuration
+ Data Collection
+ Detail Genie
+ Forecaster
+ Import
+ Leave



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		
		Date
All		Sun 3/20
Account Pay Code Amount W	ages	Mon 3/21
	-3	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	Tot	als Debit-Ci	redit		
All	-	All	•		
All		All	Devidente		
Shift	Job	Account	Pay Code	Amount	Wages
Daily		Location and Job	(acation	8:00	\$60.00
Period to Date		Pay Code			
Time sp:	ans	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.

chedule Planner										(0)	*
							Load	ed: 11:53 Current Schedule Period	• 📰 3 Emplo	yee(s) Selected	
View Column Selectio	n Vieit		Select		Tools Engines				Refreah Liew Commenta		н - Эо То
By En	nploye	e			0 7/31 ·	8/06			8/07 - 8/13		
Name	Sch_	L	J_	Mon 8/03	Tue 8/00	Wed 8/05	Thu 8/06	Fri 8/07	Sat 8/08	Sun 8/09	
Test Employee	80.00	-		8:30 - 17:00	8:30 - 17:00	8:30 - 17:00	8:30 - 17:00	8:30 - 17:00			8
Test Employee 2				8:00 - 16:00	8:00 - 16:00	8:00 - 16:00	8:00 - 16:00	8:00 - 16:00			8
Test Employee 4				7:00 - 14:00	7:00 - 14:00	9:00 - 15:00					

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.

By Employee					- 7/31 - 8/			
Name	Sch	L	J	Mon 8/03	Tue 8/04	Wed 8/05	Thu 8/06	Fri 8/07
Test Employee	80.00			8:30 - 17:00	8:30 - 17:00	8:30 - 17:00	8:30 - 17:00	8:30 - 17:00
Test Employee 2	75.00			8:00 - 16:00	8:00 - 16:00	8:00 - 16:00	8:00 - 16:00	8:00 - 16:00
Test Employee 4	25.50			7:00 - 14:00	7:00 - 14:00	9:00 - 15:00	0830-1600	



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.

Assigne Test		oyee 2	Primary jo	ob Non	e					
	9	Start Da	te	End D	ate	Duration	Rotation			
0	×	7/17/20	20	Forev	er	2 weeks	2 Weeks:8 - 16	(Fri,Mon,Tue,We	d,Thu,Fri,Mon,Tue,	,Wed,Thu)
Edit Pa	attern									
Anchor	Date:	7/17	/2020		Start Date:*	7/17/2020	End Date:*		Clear	
							End Date:*	Forever		
Anchor Define					Start Date:* s) () Day(s)		End Date:*	Forever		ride Other Patterns
Define	Patteri	n for.*	2	Week(s) 🔿 Day(s)			Forever 8-16		ride Other Patterns
Define	Patteri	n for.*	2) Week(Shift Te	s) 🔿 Day(s)					
Define	Patteri	n for:* Add Pa	2 Code I) Week(Shift Te	s) ◯ Day(s) mplate ▾ ⊨ P	attern Template		8-16	Over	▼ Find
Define Add Sh	Patteri	n for:* Add Pa No.	2 Code I) Week(Shift Te	s) ◯ Day(s) mplate ▾ ⊨ P	attern Template		8-16	Overr Friday	▼ Find

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.



Ste	ps	
1 2	Access Schedule Planner Select the employee whom you	
2	will schedule using a pattern template. To select multiple employees, hold the Ctrl key and click each employee's name.	View Column Selection Visibility Filter Select all Gantt View Sorting Tools Engines By Employee 7/31 - 8/ Name Sch J Mon 8/03 Tue 8/04
3	Access the Schedule Pattern editor by right clicking on an employee(s)	Test Employee 80 Right Click 8:30 - 17:00 8:30 - 17:00 Test Employee 75:00 8:00 - 16:00 8:00 - 16:00 Test Employee 75:00 8:00 - 16:00 8:00 - 16:00
4	Select Schedule Pattern	Test Emplement Schedule Pattern D - 14:00 7:00 - 14:00
5	Enter the anchor date, start date, and select an end date or choose Forever radio button.	Schedule Pattern Assigned to 2 - 3 selected employees Start Date End Date Add Pattern Anchor Date:* 7/31/2020 Start Date:* 7/31/2020 End Date:* Forever
6	Define the pattern frequency, this varies based on if the pattern should repeat every week or if the employee is working alternate schedule.	Define Pattern for.* 1 @ Week(s) O Day(s) Override Other Patterns
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.	Add Shift Add Pay Code Shift Template Pattern Template Items in rotation Find No. Sunday Monday Tuesday Wednesday Thursday Friday Saturday Image: State of the state o
8	Shift Templates are typically based on a single shift for the entire workweek	Shift Template Pattern Template Search Description 0300-1000 0300-1000 0330-0930 0330-0930
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.	Add Shift Add Pay Code Shift Template Pattern Template Patte



Ste	Steps										
10	Once the pattern is displayed, validate all other information is accurate. To replace all other assigned schedule patterns wi the new schedule pattern, sele the Override other patterns check box.	th	Schedule Pattern ▲ Warning Selecting Override may delete shifts or unavailable days, except for locked days or shifts. Assigned to Massigned to Mark - 3 selected employees Start Date End Date Duration Add Pattern Anchor Date* 11/01/2002 Start Date* 7/31/2020 End Date* Forever Define Pattern foc* 2 @ Week(s) Day(s) Ø Override Other Patter Add Shift Add Pay Code I Shift Template + I Pattern Template + 830-17 End No. Sunday Monday Tuesday Wednesday Thursday Friday Saturday Image: Pattern 1 3 830-17 830-17 830-17 830-17 Image: Pattern 2 830-17 830-17 830-17 830-17 830								
11	Click Apply and confirm you v to override the schedule patter by selecting Yes		Confirm Selecting Override may delete shifts or unavailable days, except for locked days or shifts. Do you want to continue? Cancel Yes								
12	System will allow you to review the schedule pattern information one more time, once satisfied OK	on	Schedule Pat	nployees late End Date	Duration 2 weeks	Rotation 2 Weeks:830 - 17(Fri.)	Mon,Tue,Wed,Thu,Fri,M	ton,Tue,Wed,Thu)			
13	Click Save to save the schedu pattern.	le	Refresh View Share Save Go To								
Timecards Test Employ	imecards () () () () () () () () () () () () ()										
● ~ View	Approve Sign Off					Print	Refresh Calculate	Save Go To			
•	Date Schedule In Fri 7/31 8:30-17:00 Sat 8/01 Sat 8/01 Sat 8/01 Sat 8/02 Sat 8/02 </td <td>Out</td> <td>Transfer</td> <td>Pay Code</td> <td>Amount</td> <td>Timecard Shift</td> <td>Totale Daily</td> <td>Period</td>	Out	Transfer	Pay Code	Amount	Timecard Shift	Totale Daily	Period			
	Mon 8/03 8:30-17:00 8:30 Tue 8/04 8:30-17:00 8:30	17:00	;CT Holiday Only	TIMEOFF-1SHIFTCT	8.0	8.5	8.5	8.5			

12 | P a g e