



Kronos Support

Excusing Attendance Events (From the Attendance Editor)

• Open Attendance from the (+) tab and select Attendance

to UVA Health									
🕈 Manager Workspace C	+								
Quick Links	My Timecard								
Inbox	Attendance								
Reports	Leave Cases								
Work & Absence Summary	Setup								
Applet Replacement		* = -	iii(+ -	•	= *	-	111 -	<u> </u>	
		View	Column	Visibility	Select all	Gantt View	Sorting	Tools	Engines

- The UVA Attendance Genie will open
 - Select the team member

A Manape Workspace Attend	*** 0 X +															
UNR Attendence																•
UNR Attentance Genie													and of 20.20 Previous Pay Per	ind 💌 🧮 Teat NO	s ar S fai	a
Select all Colorers Table 1	network interior	E -													O Der Orl	
Name	ID	Rales Processed In Through Program Esta	Processed Through Time	Tanly Polets	Occurrence Points	BCR3 Poets	Patiest Attendance	Circulatione Level	Level Stat. Date	Level tad Date	Altendance Active	Action Tripper Dates	Action Instanted Date	Action Status	Auton Completed Bates	8
Test, Kranes201	435370540	3/11/2021	0.00	80	1.0		ř	Normal	1/01/0815		tardy Perfect Atlandance Occurrences Perfect Atlandance	2/19/2021	3/03/2021	Initiated		
Test, Kranas202	688962658	8/11/2021	0.03	8.0	1.0		Ý	Normal	7/24/2818		tardy Perfect Attendance Occurrences Perfect Attendance	2/14/2021 2/15/2021	3/03/2021 3/03/2021	Initiated Initiated		
Test, Krames203	\$10(3454)	3/11/2021	0.00	8.0	8.0	0.0	Ť	Normal	11/23/2015		tardy Perfect Atlandance Occurrences Perfect Atlandance	2/19/2821 2/19/2821	3/03/2021 3/03/2021	Initiated		
Test, Ioanas264	139343631	8/11/2021	0.00	8.0	1.0		*	Normal	12/20/2016		Tarity Perfect Altendance Occurrences Perfect Altendance	2/19/2021	3/03/2021	Initiated		
Test, Kranes205	895344187	3/11/2021	0.03	8.0	10		~	Normal	8110815		Tardy Perfect Attendance Occurrences Perfect Attendance	2/19/2821 2/19/2821	3/09/2021 3/09/2021	Initiated		
Test, Kronas208	\$72304519	3/11/2021	0.00	80	8.0	0.0	*	Nomal	18/08/2018		tardy Perfect Atlendance Occurrences Perfect Atlendance	2/16/2021 2/16/2021	3/03/2021 3/03/2021	initiand Initiand		
Test, Kranes210	463079632	3/11/2021	0.93	80	1.1		ř	Normal	7/16/2817		tardy Perfect Atlandance Occurrences Perfect Atlandance	2/19/2021	3/09/2020	Initiated		
Test, Kranes212	886267356	3/11/2021	0.00	80	10		~	Normal	1/01/0816		Occarminate Perfect Attendance	2/15/2621	3.69.2021	initiated		
Test, Kranas214	508080503	3/11/2021	0.00	80	1.0		*	Normal	4/24/2016		tardy Perfect Atlandance Occurrences Perfect Atlandance	2/19/2021 2/15/2021	3/03/2021	initiated Initiated		
Test, Kraneszte	505480972	3/11/2021	0.03	80	10		~	Normal	11/09/2018		tardy Petlect Attendance Occurrences Perfect Attendance	2/19/2021 2/19/2021	3/09/2021	Initialed Initialed		
Test, Kronas217	452877095	3/11/2021	0.93	80	8.0	0.0	*	Normal	11/19/2018		tardy Perfect Atlendance Occurrences Perfect Atlendance	2/19/2021 2/19/2021	3/03/2021 3/03/2021	initiand initiand		
Test, Kranas218	230556323	3/11/2021	0.03	8.0	10		*	Normal	2122019		tardy Perfect Attendance Occurrences Perfect Attendance	2/10/2021 2/19/2021	7-09-5151	initiated initiated		
Test, Kranes219	472395759	3/11/2021	0.00	0.0	1.0		ř	Normal	6/13/2818		tardy Perfect Atlandance Occurrences Perfect Atlandance	2/19/2021 2/19/2021	3/00/2021 3/00/2021	Initiated		
Test, Koanas230	228914961	3/11/2021	0.03	8.0	8.0		ř	Nomel	1/21/2016		tardy Petiet Altendance Occurrences Petiet Attendance	2/19/2021	3/03/2021 3/05/2021	initiated Initiated		
Test, Krones222	200141900	3/11/2021	0.93	80	8.0	4.8	ř	Normal	6/14/2017		tardy Perfect Atlandience Occurrences Perfect Atlandiance	2/19/2021 2/19/2021	3403/2021	Initiated		

- Click on the Go to widget
 - From the dropdown select Attendance Editor

UVAHealth



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Manar	0	Failes In Progress	Processed Threagh Date	Processed Through Term	Tandy Paints	Occumence Points	NOVS Poem	Particit Attendance	discipline Level	Lavel Stat Date	Land End Date	Attendance Action	Action Stapper Date	Action Initiated Date	A15 556 Press	Selected		_
Test, Konnis281	435370940		3/11/2823	8.08	0.0	8.0	**	~	Romal	1/01/2019		Laidy Pefect Attendance Occurrences Pefect Attendance	2/15/2021	3.05/2821	Initiated After	Carros Editor	—	
Test, Koress282	688962659		3/11/2825	0.00	0.0	0.0		*	Normal	7/29/2019		tardy Perfect Attendance Occurrences Perfect intendance	2/16/2021 2/16/2021	3-00-2020 3-00-2020	Initiated Rep.	est Manager N		
Test, Kones283	\$10(3454)		3/11/2829	0.08	0.0	0.0		*	Normal	11/25/2019		Sardy Perfect Attendance Occurrences Perfect Attendance	2/19/2821 2/19/2821	3×03/2323 3×03/2323	Instanted Schell Instanted Terme	tales cert		
Test, kisensi264	134063631		1/11/0825	8.08	0.0	4.0		~	Normal	12/20/2015		Lady Perfect attendance Occurrences Perfect attendance	2/14/2021 2/15/2021	8-00-2028 8-00-2028	initiated + 64	to vorkspace		
Test, Konos285	10024-017		3/11/2821	0.08	0.0	0.0		~	Normal	8/17/2019		Sardy Perfect Attendance Occurrences Perfect Attendance	2175/2621 2175/2621	3.409.2021	Initiated Initiated			
Test, Kosessi208	\$7236x51 ¥		2/11/2821	8.08	0.0	8.0	**	*	Normal	10/06/2018		tardy Perfect Attendance Occurrences Perfect attendance	2/16/2021 2/15/2021	3.403/2020 3.403/2020	initiated			
Test, Homes210	453070632		3/11/2821	0.08	0.0	8.0		~	Normal	7/10/2017		tanty Perfect Attendance Occurrences Perfect Attendance	2/19/2021 2/15/2021	3.403/2828 3.403/2828	Initiated Initiated			
Test, Kosewi212	888267356		8/11/2821	0.08	0.0	0.0	0.0	~	Normal	1/01/2015		Documences Prefect attendance	215/2021	7409-5251	mittated			
Text, Hosessill 4	Sommation		1/11/0821	0.00	0.0	8.0		~	Normal	4/34/3016		tanty Perfect Attendance Occurrences Perfect Attendance	2/14/2021	3-03-2020 3-03-2020	Initiated Initiated			
Test, Kores276	53540312		3/11/2829	0.08	0.0	0.0	0.0	~	Normal	11/05/2018		tardy Perfect Attendance Occurrences Perfect Attendance	2/19/2021 2/19/2021	3-03-2221 3-03-2221	Initiated Initiated			
Test, Kosnas217	452877095		3/11/0801	0.08	0.0	4.0		~	Normal	11/16/2818		Lasty Perfect Attendance	2/16/2021	1406/2020	initiated			

- The Attendance Editor opens to the Incidents tab
 - o The Incidents Tab displays tracked attendance events
 - Select the event to excuse under the Events/Pattern/Action column (the example is a Tardy)
 - Click on Edit

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	AT TERUDANGE EDITOR Person & Id Test, X00003205 (55524187)												
	SU	MMARY	CALENDAR	INCIDENTS ACTION DETAILS DOCUMENTS	AUDITS								
	Ref	wsh Ad	ld Event ->	Add Hanual Adjustment -> Edit -> Delete App	ly Rules View								
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		Day	Date /	Event/PatterniAction	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy	Perfect Attendance Disgualification	Perfect Attendance Definition	
		Set	12/15/2018	Tardy 1m-8h Excused	3.6				7				
		Tue	12/25/2018	Perfect Attendance Occurrences		-1.00	0.00(ADJ)	Occurrences		Perfect Attendance- Occurrences			
		Tue	12/25/2018	Occurrences Perfect Attendance						Perfect Attendance- Occurrences			_
		Thu	12/27/2018	Tardy 5m-8h	0.08	1.00	7.00	Tardies	7	Normal Tardy GT 5 Min	~	Perfect Allendance	
•	0	THU .	12/2112010	Formal Performance improvement Courseiing						NOTITIAL TATOY Datance			
		Fri	2/01/2019	Missed Punch					7				
		Wed	2/20/2019	Tardy 1m-8h Excused	0.83				7				
		Thu	2/21/2019	Missed Punch					7				_
		Mon	3/25/2019	Perfect Attendance Occurrences		-1.00	0.00(ADJ)	Occurrences		Perfect Attendance- Occurrences			
		Mon	3/25/2019	Occurrences Perfect Attendance						Perfect Attendance- Occurrences			_
		Wed	3/27/2019	Perfect Attendance		-1.00	6.00	Tardies		Perfect Attendance Tardy GT5m			
		Wed	3/27/2019	tardy Perfect Attendance						Perfect Attendance Tardy GT5m			
		Wed	5/22/2019	Tardy 1m-8h Excused	0.17				7				
		Wed	5/22/2019	Tardy 1m-8h Excused	0.17				7				
		Thu	5/23/2019	Tardy 5m-8h	0.5	1.00	7.00	Tardies	7	Normal Tardy GT 5 Min	~	Perfect Attendance	

• Click the event drop down to select Tardy Excused



• Select Save and Return



• (Repeat steps for each date an event should be excused)

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★ Manager Workspace Attendance Editor © X +								
Attendance Editor 👻								• *
 Back to Attendance Editor 							6	37 - Go To
* EDIT ATTENDANCE EVENT Person & Id. Test, K	ronos205 (855244187)							
Refresh Seve & Return Return Last Process Start 3/10/2019 Processed Through 2/15/2021								
*Date	"Event		*Amount	"Event	Time	"Shift Star	t Time	
Thu 12/27/2018	Tardy Excused V	0.08333		7:05	7:00	DAM		

- Apply the rules using a start date prior to the first date of all events that were excused
 - o Click Ok

danc	ce Editor 👻	·							
Back to	Attendance Edit	x							
ATTE	NDANCE E	DITOR	Person & Id Test, Kronos204 (139043031)						
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Refe	resh Add to	ent 🗇 🛛 Add Manual Adju	stment 🚸 Edit 🚸 Delete Apply Rules View						
Last P	Process Start 3/	0/2019 Processed Through 3	/11/2021						
Time #	Pariod Range of	Dates V 1/01/202	0 🗃 4/17/2021 🔠 Apply						
_	Day	Data /	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy
	Fri	2/21/2020	Perfect Atlendance Occurrences		-1.00	0.00(ADJ)	Occurrences		Perfect Atlendance- Occurrences
	Fri	2/21/2020	Occurrences Perfect Attendance						Perfect Atlendance- Occurrences
	Tue	2/25/2020	Perfect Attendance		-1.00	0.00(ADJ)	Tardies		Perfect Attendance Tardy GT5m
	Tue	2/25/2020	tardy Perfect Attendance						Perfect Attendance Tardy GT5m
	Thu	5/21/2020	Perfect Attendance Occurrences		-1.00	0.00(ADJ)	Occurrences		Perfect Atlendance- Occurrences
	Thu	5/21/2020	Occurrences Perfect Attendance						Perfect Attendance- Occurrences
	Mon	5/25/2020	Perfect Attendance		-1.00	0.00(ADJ)	Tardies		Perfect Attendance Tardy GT5m
	Mon	5/25/2020	tardy Perfect Attendance						Perfect Atlendance Tardy GT5m
	Wed	8/19/2020	Perfect Attendance Occurrences		-1.00	0.00(ADJ)	Occurrences		Perfect Atlendance- Occurrences
	Wed	8/19/2020	Occurrences Perfect Attendance						Perfect Atlendance- Occurrences
	Sun	8/23/2020	Perfect Attendance		-1.00	0.00(ADJ)	Tardies		Perfect Atlendance Tardy GT5m
0	Sun	8/23/2020	tardy Perfect Attendance						Perfect Atlendance Tardy GT5m
	Tue	11/17/2020	Perfect Attendance Occurrences		-1.00	0.00(ADJ)	Occurrences		Perfect Atlendance- Occurrences
	Tue	11/17/2020	Occurrences Perfect Attendance						Perfect Atlendance- Occurrences
	Sat	11/21/2020	Perfect Attendance		-1.00	0.00(ADJ)	Tardies		Perfect Attendance Tardy GT5m
	Sat	11/21/2020	tardy Perfect Attendance						Perfect Attendance Tardy GT5m
	Mon	2/15/2021	Perfect Attendance Occurrences		-1.00	0.00(ADJ)	Occurrences		Perfect Atlandance- Occurrences
	Mon	2/15/2021	Occurrences Perfect Attendance						Perfect Atlandance- Occurrences
	Fri	2/19/2021	Perfect Attendance		-1.00	0.00(ADJ)	Tardies		Perfect Attendance Tardy GT5m
			And the second sec						Ended Allowings Tools O'Ven

• After applying the attendance rules, the balances will update

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🕈 Man	ager Works	pace Attend	Sance Attendance Editor Q X +								
Attenda	nce Editor	•									
Back	to Attender	toe Editor									=#
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5	UMMARY	CALENDAR	INCIDENTS ACTION DETAILS DOCUMENTS	AUDITS							
Re	fresh	Add Event ->	Add Hanual Adjustment -> Edit -> Delete Apply	Rules View							
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Time	Period R	tange of Dates	 \$/19/2019 \$/19/2019 \$/19/2019 	¥							
Time	Period R	Date /		Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy	Perfect Attendance Disgualification	Perfect Attendance Definition
	Day Wed	Date / 5/22/2019		Actual Amount 0.17	Balance Change	Total	Balance Type	Shift Start Time	Source Policy	Perfect Attendance Disqualification	Perfect Attendance Definition
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Additional Questions?

- Call the Help Desk at 434-924-5334 OR
- Go to KNOWLEDGELINK and enter a ticket online





See job aid located on the Kronos Welcome Page titled: Submit a Help Desk Ticket On-line