

Kronos for Team Member Scheduled by Manager

Topics covered in this job aid:

<u>My Calendar</u> <u>Visibility Filter</u> <u>Request Time Off</u> <u>Timestamp</u> <u>Viewing the Timecard</u> <u>Related Items Pane</u> <u>Help Icon</u>

Team members should access Kronos through KNOWLEDGELINK using their network user name and password. Kronos will display the following homepage:

• My Timecard is the opening page for Kronos for team members unless they are in a manager/timekeeper role

â UVA Health	° c	Sign Out	
🕈 My Timecard 🔉			
Time Off Calendar 🔅	Timestamp 🔹 🗈 🔅	My Timecard 🔅	-
Period of 12/13 - 12/26	12/21/2020, 8:20:20 AM (GMT -05:00) Eastern Time		
 Mon 12/14 		Recent Activity	
8:00-16:30	Last Timestamp: 10/15/2020 7:58	Date In Out	
 Tue 12/15 		Sat 12/19	_
8:00-16:30	☐ Transfer	Sun 12/20	
 Wed 12/16 			_
8:00-16:30		Mon 1	
 Thu 12/17 	O Punch		
8:00-16:30			
 Fri 12/18 			
8:00-16:30			
 Mon 12/21 			
8:00-16:30			
 Tue 12/22 			
8:00-16:30			
 Wed 12/23 			
8:00-16:30			
 Thu 12/24 			
8:00-16:30			
 Fri 12/25 			
8:00-16:30			
		Timestamp	1

Note: If the team member is a timekeeper or scheduler, access to *My Timecard* can be found by selecting the *Plus* Icon

• Click the Plus Icon and select *My Timecard*



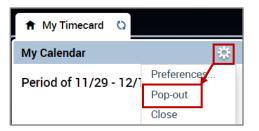


The following pages walk team members through *My Timecard* functionality.

My Calendar

My Calendar can be used by all team members.

• To access My Calendar, click the gear icon and select pop out



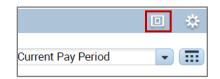
• After selecting Pop-out, My Calendar displays in the center of the screen

Time Off Calendar	Time Off Calendar							*	My Timecard		*
Timestamp 🔅	December	20 - 26, 2020	Þ			Current Pay Perio	od 💌		Recent Activi	tv.	
Link Name My Timestamp								_	Date	In	Out
blication	i		•						Sat 12/19		
kforce Central	Day Week	Month Vis	sibility Request Filter Time Off						Sun 12/20		
	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26		-		
	Sun 12/20	Mon 12/20	Tue 12/22	wed 12/23	Thu 12/24	PFI 12/25	Sat 12/20		Mon 1		
	8:00										
	0.00	8:00-16:30 [8.50 h]	8:00-16:30 [8.50 h]	8:00-16:30 [8.50 h]	8:00-16:30 [8.50 h]	8:00-16:30 [8.50 h]					
	9:00		Regular	Regular	Regular	Regular					
	10:00					-					
								-			
				v							
	Accruals										
	Accrual	Code	 Accru 	al Available Balan	ce	Accrual Planned Ta	akings	8			
	LV-Bone Mar Organ Dor	1			0.0		0.0	-			
	•		1				•				





• Use the *Maximize/Minimize* Icon 💷 to enlarge the screen or restore the screen to its original size



My Calendar

- Viewing *My* Calendar
 - Team members can utilize the *My Calendar* option to view their current weekly, monthly or next schedule options to assist in planning their time off.
 - The time period can be selected. The dropdown includes a list of the most frequently used options. There also is an option to select a range of dates by clicking the calendar icon.

ime Off C	Calendar						0
• Day		Visibility Filter Time Off					Current Pay Period Previous Pay Period Current Pay Period Next Pay Period Previous Schedule Period
	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	D Fri 12/25	Current Schedule Period Next Schedule Period
8:00 9:00 10:00 11:00 12:00		8:00-16:30 [8:50 h] Regular	8:00-16:30 [8:50 h] Regular	8:00-16:30 (8 50 h) Regular	8:00-16:30 [8:50 h] Regular	8:00-16:30 [8:50 h] Regular	After Next Schedule Period Week to Date Last Week Yesterday Today Yesterday,Today,Tomorrow Yesterday,Dus 6 days Last 30 days
Accrua	ls			Ť			
	Accrual Code	Accrual Available I	Balance Accrual Plann	ed Takings		Accrual Ending Balance	
LV-Bone M	lar Organ Don		0.0	0.0			0.0
.V-Emerge	ency Paid Sick Leave		80.0	0.0			80.0
V-FMLA			480.0	0.0			480.0

- To select the range of dates,
 - Enter the desired Start Date
 - Enter the desired End Date
 - Select Apply





	Select Dates
Start Date: End Date:	
	Cancel Apply

Visibility Filter

December 2	20 - 26, 2020						Current Pay Per	iod 💌	
			_						
Week	Month		lity Reques						
Sun 12/20	Mon 12/2	✓ :✓ :	Scheduled pay Scheduled shif	ts	/23	Thu 12/24	Þ Fri 12/25	Sat 12/26	
						8:00-16:30	8:00-16:30		
	Regular			Regular		Regular	Regular		
		un 12/20 Mon 12/2 8:00-16:30 [8.50 h]	un 12/20 Mon 12/2 ✓ 1 ✓ 1 ✓ 2 ✓ 2 ✓ 2 8:00-16:30 [8.50 h]	Itter Time of un 12/20 Mon 12/€ ✓ Holiday ✓ Scheduled pay ✓ Scheduled shif ✓ Time-off request 8:00-16:30 8:00-16:30 [8.50 h] [8.50 h] [8.50 h] 100-16:30	Filter Time Off un 12/20 Mon 12/2 ✓ Holiday ✓ Holiday ✓ Scheduled pay codes ✓ Scheduled shifts ✓ Time-off requests 8:00-16:30 8:00-16:30 8:00-16:30 8:00-16:30 [8:50 h] Regular Regular Regular	Filter Time Off un 12/20 Mon 12/€ ✓ Holiday /23 ✓ Scheduled pay codes ✓ Scheduled shifts ✓ Time-off requests ✓ Time-off requests 8:00-16:30 8:00-16:30 8:00-16:30 [8.50 h]	Filter Time Off un 12/20 Mon 12/2 Holiday /23 Thu 12/24 Scheduled pay codes Scheduled shifts Time-off requests Time-off requests 8:00-16:30 [8:50 h] Regular 8:00-16:30 [8:50 h] Regular	Filter Time Off un 12/20 Mon 12/€ Holiday (23 Thu 12/24 ▷ Fri 12/25 Scheduled pay codes Scheduled pay codes Scheduled shifts 1	Filter Time off un 12/20 Mon 12/2 Holiday /23 Thu 12/24 Pri 12/25 Sat 12/26 Won 12/2 Scheduled pay codes Scheduled shifts /23 Thu 12/24 Pri 12/25 Sat 12/26 Scheduled shifts Time-off requests Time-off requests 8:00-16:30<

Visibility Filter allows the team member to choose the time they want to include when viewing the calendar:

- Take time to review the functionality
 - If it is unchecked, it is not include in the view
 - o If checked, it is include in the view

Request Time Off

- Request Time Off allows team members to request time off
 - o The following Pay Codes are available to be requested
 - PTO (request up to 365 days in the future)
 - PTO Future (Team member does not have enough in the balance to cover the time off request but will accrue the time prior to the requested time off)
 - Public Service Leave



The following walks a team member on how to request time off
 Click the Request Time Off Icon

December 20 - 26, 2020	alendar		
	December 20 - 26, 2020) }	Current Pay Period
	····		

• Pick the Start Date and End Date for the request

Request Time Off							
Type:	Requests	•					
	Start date	End date	Pay code	Time Unit	Start time	Daily Amount	
+ ×	12/26/2020	12/26/2020	PTO	Hours	8:00	0.0	

• Select the type of time off, PTO in this case

Туре:	Requests	•				
	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ ×	12/26/2020	12/26/2020	PTO	Hours	8:00	0.0
Accruals	on: 12/26/2020		LAS-Public Servi PTO PTO Future Req			
	Ad	crual			Balance	

- *Time Unit* utilized is hours, verify the *Start time* for the request and enter the number of hours being requested in the *Daily Amount field*
 - Leaving the daily amount as 0.0 hours will not reduce your PTO balance resulting in not receiving payment from your time off.
- Request each day separately
 - o If the team member wants to take Friday and Monday off
 - Submit a request for Friday and a separate request for Monday

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Reque	Request Time Off							
Type:	Requests	-						
	Start date	End date	Pay code	Time Unit	Start time	Daily Amount		
+ ×	12/26/2020	12/26/2020	PTO	Hours	8:00	8.0		
Accruals	on: 12/26/2020							

- Optional: A note may be typed into the request to provide additional information
- o Click Submit to enter the request or Cancel to delete the request

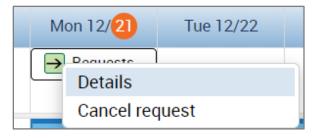
Note (optional)		
My Birthday		
	Cancel	Submit

- To view the status of a time off request, the request is viewable from *My Calendar*. Below are the instructions on how to view the status of the request.
 - Navigate to the date of the request in *My Calendar*
 - Hover over the *Requests* note submitted

Mont		● • sibility Filter	Request Time Off
Mon	12/21	Tu	e 12/22
→ R	equests		
8:00-	PTO [8.	ted 8:00 0 h]	- 16:00
[8.50 Regu	-	[8.50 Regu	-



o Right Click on Request to bring up Details or Cancel request



o Click Details to view the details of the request

Time-Off Request Details									
Submitted: 12/21/2020 - 14:57:11 Modified by:									
Employee: Type: Requests									
 Requeste 	d								
Start date	End date	Pay code	Time Unit	Start time	Daily Amount				
12/21/2020	12/21/2020	PTO	Hours	8:00	8.0				
Accruals on: 12	Accruals on: 12/21/2020								
	Accrual			Balance					
LV-Emergency F	Paid Sick Leave		80.0 Hour						
LV-FMLA			480.0 Hour						
LV-FMLAMIL			560.0 Hour						
Status Histo → Submitted:	ry 12/21/2020 - 14:5	57:11			Close				

• If the team member no longer needs this day off and the time off request has not been approved, the *Cancel Request can be selected*



Modified by:								
Employee:		Type: Requests						
 Requested 								
Start date	End date	Pay code	Time Unit	Start time	Daily Amount			
1/08/2021	1/08/2021	PTO	Hours	8:00	8.0			
Accruals on: 1/08/2021								
	Accrual		Balance					
Catastrophic Leav	e		0.0 Hour					
Family Sick Cat Le	ave		0.0 Hour					
LV-Emergency Paid	d Sick Leave		80.0 Hour					
Status History → Submitted: 1/0	Status History → Submitted: 1/06/2021 - 14:06:21							
Note (optional)								
Type a note (optiona	al)							
				Cancel	Cancel Request			

• After canceling the request, My Calendar displays the date as retracted

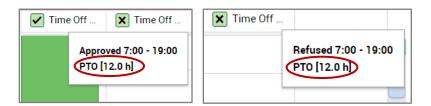


 \circ $\,$ The team member can also view the details of the request



Time-Off Request Details								
Retracted: 1/06/2021 - 14:13:25 Modified by:								
Employee: Type: Requests								
▼ Requested								
Start date	End date	Pay code	Time Unit	Start time	Daily Amount			
1/08/2021	1/08/2021	PTO	Hours	8:00	8.0			
	Accrual			Balance				
Catastrophic Le			0.0 Hour					
Family Sick Cat			0.0 Hour					
			80.0 Hour					
LV-Emergency Paid Sick Leave 80.0 Hour Status History ➤ Retracted: 1/06/2021 - 14:13:25 → Submitted: 1/06/2021 - 14:06:21								

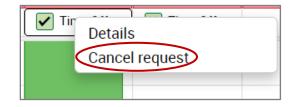
• Time off request *Approved* and *Refused* (can follow same steps to review details)



- If the team member no longer needs the request, the team member can submit a cancel request for the manager or designee to approve.
 - \circ $\,$ The manager will have to enter the team member's schedule again for the day.







Timestamp

Timestamp is located under My Timecard

• *Timestamp* is utilized to punch in and out of work in locations where a Kronos Time clock is not available

🕈 My Timecard 🔇						
My Calendar 🔅	Timestamp 🔻	*	My Timecard		*	+
Period of 12/13 - 12/26	12/20/2020, 11:23:10 AM (GMT -05:00) Eastern Time		Recent Activity			
	(1) Last Timestamp: 10/14/2020 19:45		Date	In	Out	
			Fri 12/18			
	🗌 Transfer		Sat 12/19			
			Sun 12/20			
	O Punch					

• When using the computer to clock in, click punch



• Refresh My Timecard "o" and the punch is viewable in My Timecard view

A My Timecard										
My Calendar	\$	Timestamp 💌	₽ ‡	My Timecard		*				
Period of 12/13 - 12/26		12/20/2020, 11:48:42 AM (GMT -05:00) Eastern Time		Recent Activity	,					
		Last Timestamp: 12/20/2020 4:00		Date	In	Out				
				Fri 12/18						
		Transfer		Sat 12/19						
		O Punch								

o If using the computer to clock out, select Punch

O Punch



	Transfer	
	Punch	
Meal Breaks		
Did you take your	meal break during your shift today?	
Yes		
No		
NO		
	Submit	

- If the team member worked longer than 6.5 hours, Kronos will ask the team member "Did you take your meal break during your shift today?"
 - \circ $\,$ The team member will answer the question and then hit Submit
 - $\circ~$ If the question is not answered, the clock out punch will not register in Kronos showing a missed punch

		Date	Pay Code	Amount	In	Transfer	Out	In
+	×	Sun 12/27			22:55		7:31	
+	×	Mon 12/28						
+	×	Tue 12/29			22:57		7:32	
+	×	Wed 12/30			22:56			
+	×	Thu 12/31			22:58		7:33	
4	V	Fr: 1 /01			00.E0 N		7.00	

Viewing the Timecard in Kronos

• From the My Timecard View Pop-out the timecard

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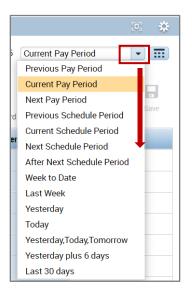


• •	My Timecard			\$	+
			Preferences		
	Recent Activit	y	Pop-out		
	Date	In	Close		
	Fri 12/18				
	Sat 12/19				
	Sun 12/20	4:00	11:59	>	

• The timecard will open, *Maximize* the view

My Time	card								*
						Loaded: 12:1	5 Current	Pay Period	•
•	•					0	e e	÷ 🖬	
View						Print Timeca		esh Calcula Total	
	Date	Pay Code	Amount	In	Transfer	Out	Daily	Period	Schedule
+ ×	Sun 1			6:55		19:33	12.0	12.0	
+ ×	Mon			6:54		19:34	12.0	24.0	
+ ×	Tue 1							24.0	

• Select the time period/date range to view from the dropdown or Calendar Icon





• The timecard contains the in and out punches in addition to any *Pay Codes* or *Work Rules* that were entered during the time period selected

My T	imec	ard										0
	● • /iew										I	2:15 Current Pay Period
		Date	Pay Code	Amount	In	Transfer	Out		Daily	Period	Schedule	necard Totals
+	×	Sun 12/13			6:55		19:33	٦	12.0	12.0		
+	\times	Mon 12/14			6:54		19:34	1	12.0	24.0		
ł	\times	Tue 12/15								24.0		
ł	\times	Wed 12/16			6:59		19:31	`	12.0	36.0		
ł	\times	Thu 12/17								36.0		
+	\times	Fri 12/18								36.0		
+	\times	Sat 12/19								36.0		
+	\times	Sun 12/20			4:00		11:59	•	7.5	43.5		
+	×		PTO	4.5								

• Accruals tab located at the bottom of the timecard is informational as HCM (Workforce/Manager) the related items pane as informational.

Time	card					
				Loaded: 12:43	Current Pay Pe	eriod 💌
•	-			0	Ð	
View				Print Timecard	Refresh	Calculate Sav Totals
	Date	Pay Code Am	ount	In	Transfer	Out
• ×	Wed 12/16			6:59	۲	19:31
• ×	Thu 12/17					
• x	Fri 12/18					
		=	V			_
Totals	s Accruals					
	Accrual Code	Accrual Available Balance	Accrual Pl	lanned Takings	Accrual E	nding Balance
LV-1	Fracking	9999.0		0.0		9999.0
PTC)	79.08		4.5		74.58
		8.0		0.0		8.0
Pub	olic Service Leave	0.0				

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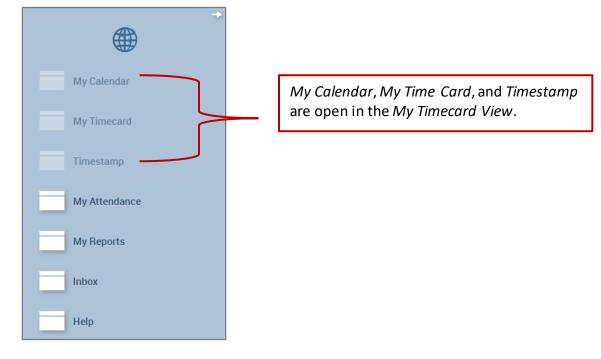


Related Items Pane

The *Related Items Pane* is located to the far right in the *My Timecard* View. It defaults closed. To open, Click on the *Arrow* icon above the globe.



• When the *Related Items Pane* is open it is easier to view the options



- o My Attendance gives the user a way to monitor their attendance balance
 - If the team member notes a discrepancy, follow up with their manager
 - Scroll down for additional information
 - To close use the *X* beside the *My* Attendance





My Attendance 👻	My Attendance 👻								
ATTENDANCE EDITOR	Person & Id		9						
	reisuli a lu								
SUMMARY									
Refresh	Refresh								
Last Process Start 10/04/2020 Processed Through	12/20/2020								
Time Period Range of Dates	10/02/2021 III Apply								
BALANCES									
Balance Type	Starting Balance	Change	Ending Balance						
Tardies	1.00	-1.00	0.00						
NCNS	0.00	0.00	0.00						
Occurrences	3.00	-3.00	0.00						

- Under *My Reports* the team member can view various reports
 - o Schedule
 - o Time Detail
 - My Accrual Balances and Projections (HCM [Workday/Oracle] is where the team member should review balances, Kronos should be used as a guide only)
 - o Schedule is selected below

REPORTS	Name:	
View Report Primary Account		
AVAILABLE REPORTS	Time Period Current Pay Period V	Schedule Description Displays an employee's shift start and end times, scheduled pay code transactions, scheduled transfers to non-primary labor accounts, work rule transfers, shift codes, shift totals, and comments where available for each day in the selected period.
My Accrual Balances and Projections		

o The following report shows the schedule

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🔒 My Timeo	ard	My Rep	orts 🗘	X					
My Reports	•								
Back to M	y Report	S							
SCHED	ULE								
Return									
Time Period Dates: 9/20								Printed:	12/20/2020
Dates. 9/20	/2020 - 1	0/03/2020							
Name: Primary Acc	count(s):	ID 8/11/2019	- forever	NEURO/6C/RN MC01/-/-/20260					
Standard H Daily: 0.0	ours:	Weel	kly: 36.0	Per F	Pay Period: 72	2.0			
Day	Date Cor	In nments	Out	Shift Label	Shift Type	Pay Code Transfer Acco	Amount unt	Transfer Work Rule	Shift Total
	9/20	7:00	19:30		Regular				12.0
	9/21 9/23	7:00 7:00	19:30 19:30		Regular				12.0 12.0
	9/23	7:00	19:30		Regular Regular				12.0
Thu 1		7:00	19:30		Regular				12.0
	10/02	7:00	19:30		Regular				12.0
Sat 1	10/03	7:00			PCE	PTO NEURO/6C/RN	0.C)	
Totals:							0.0)	72.0
Total Hours	: 72.0								

• Use the x to close the *My Reports* tab

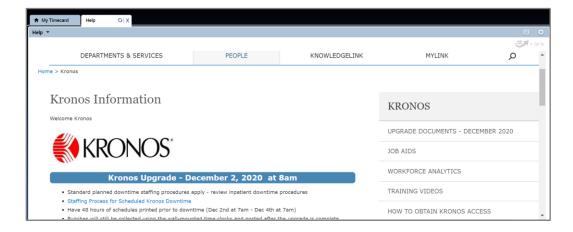
Help Icon

The *Help* Icon in Kronos is a link to the Kronos Website. The Website contains:

- Links to job aids and training videos
- A link to the Dates of Action Calendar
- Information on how to obtain Kronos Access
- Workforce Analytics information
- Time Clock information, etc.

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• The same Kronos Website can be accessed from the KNOWLEDGELINK Homepage by searching Kronos

NOWLEDGELINK		📾 UVA Health
Kronos		Q
Filter Results by Site Check the state(s) you are searching in to narrow the search results. Clinician Portal Departmental Intranets Decumentation Health Information & Technology	Your search for <u>Kronos</u> returned 59 results Kronos Workforce Management https://timekeeper.hscs.virginia.edu/wfc/applications/suitenav/navigation.do?ESS=true Clinician Portal Link Kronos https://hit.healthsystem.virginia.edu/service-catalog/software-applications/kronos Page	
Filter Results by Document Type	Kronos Information https://www.medicalcenter.virginia.edu/intranet/kronos/copy_of_welcome-to-kronos.html Page Welcome Kronos	

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