



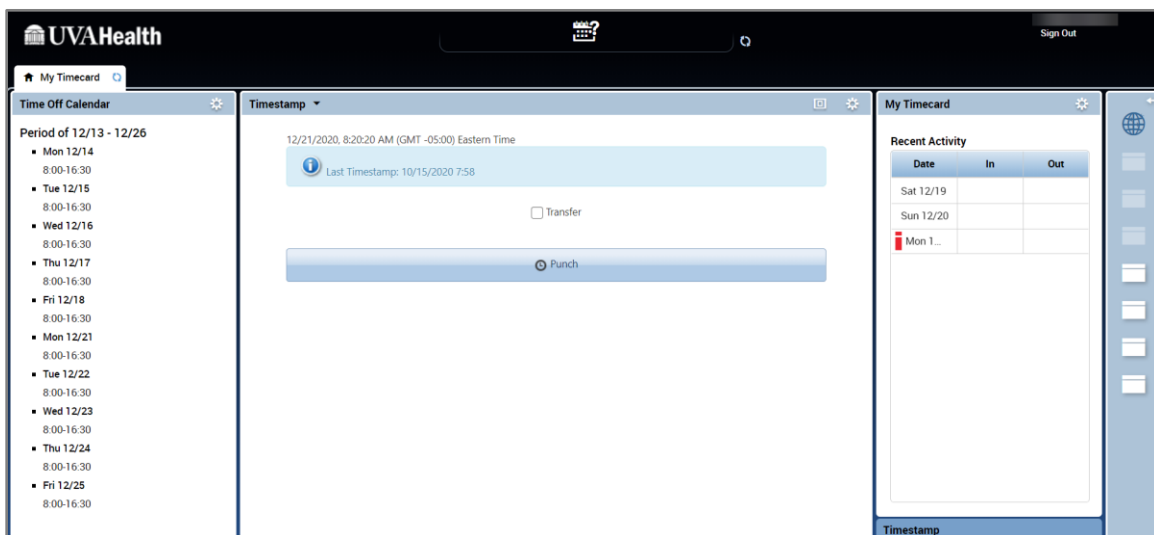
# Kronos for Team Member Scheduled by Manager

Topics covered in this job aid:

- [My Calendar](#)
- [Visibility Filter](#)
- [Request Time Off](#)
- [Timestamp](#)
- [Viewing the Timecard](#)
- [Related Items Pane](#)
- [Help Icon](#)

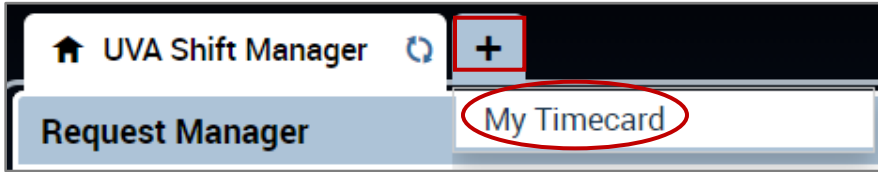
Team members should access Kronos through KNOWLEDGELINK using their network user name and password. Kronos will display the following homepage:

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



**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*

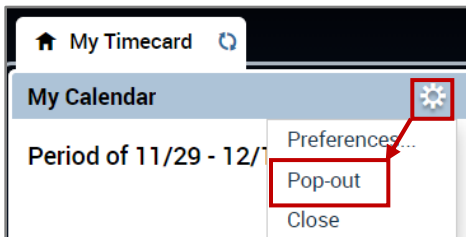


The following pages walk team members through *My Timecard* functionality.

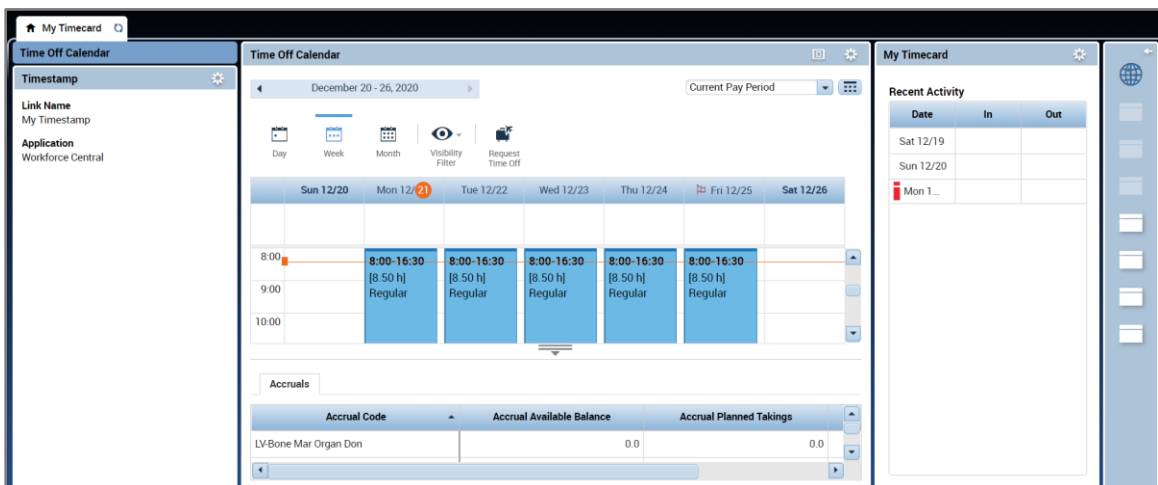
## My Calendar

*My Calendar* can be used by all team members.

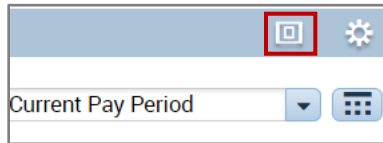
- To access *My Calendar*, click the gear icon and select pop out



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

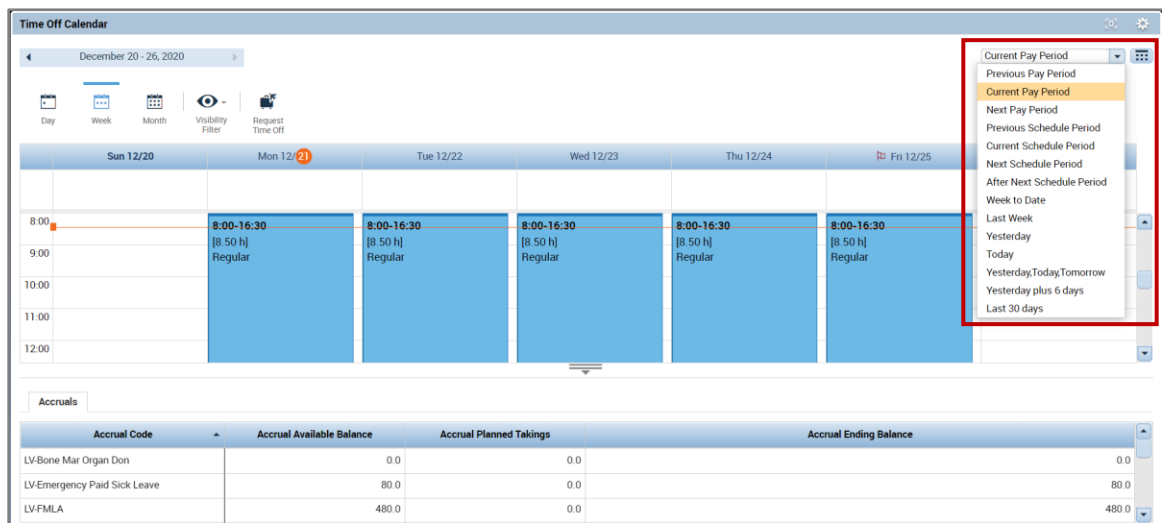


- Use the *Maximize/Minimize* Icon  to enlarge the screen or restore the screen to its original size



## My Calendar

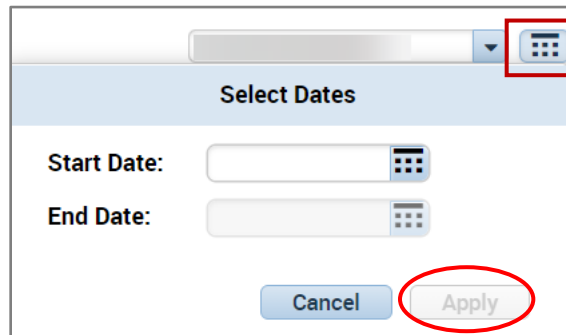
- Viewing *My Calendar*
  - Team members can utilize the *My Calendar* option to view their current weekly, monthly or next schedule options to assist in planning their time off.
  - The time period can be selected. The dropdown includes a list of the most frequently used options. There also is an option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



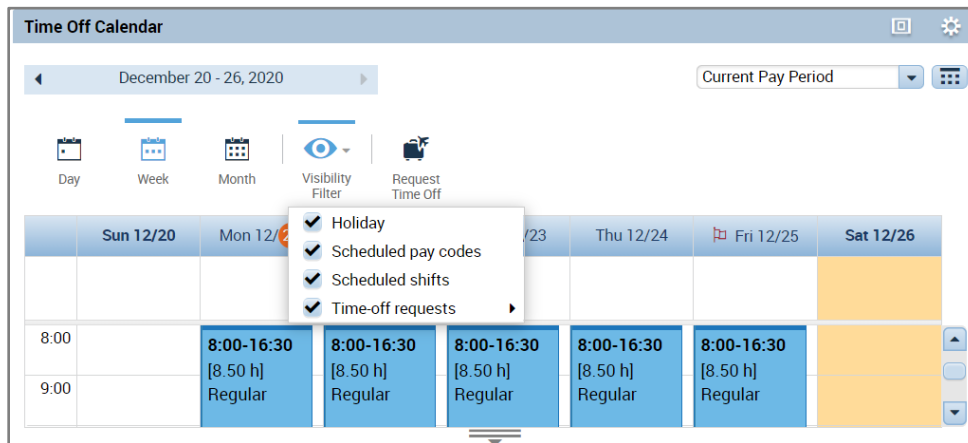
The screenshot shows the 'Time Off Calendar' interface. At the top, there is a date selector for 'December 20 - 26, 2020'. Below this are navigation icons for Day, Week, Month, Visibility Filter, and Request Time Off. The main calendar grid shows days from Sun 12/20 to Fri 12/25. Time slots are shown from 8:00 to 12:00. A dropdown menu is open on the right side, listing various options for the 'Current Pay Period', including 'Previous Pay Period', 'Current Pay Period', 'Next Pay Period', 'Previous Schedule Period', 'Current Schedule Period', 'Next Schedule Period', 'After Next Schedule Period', 'Week to Date', 'Last Week', 'Yesterday', 'Today', 'Yesterday, Today, Tomorrow', 'Yesterday plus 6 days', and 'Last 30 days'.

Accrual Code	Accrual Available Balance	Accrual Planned Takings	Accrual Ending Balance
LV-Bone Mar Organ Don	0.0	0.0	0.0
LV-Emergency Paid Sick Leave	80.0	0.0	80.0
LV-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



## Visibility Filter



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

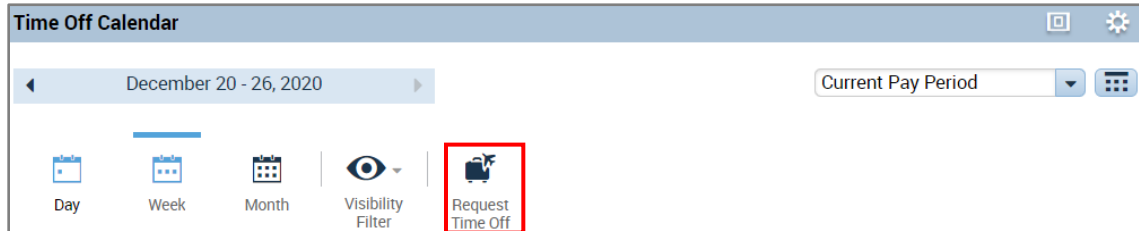
- Take time to review the functionality
  - If it is unchecked, it is not include in the view
  - If checked, it is include in the view

## Request Time Off

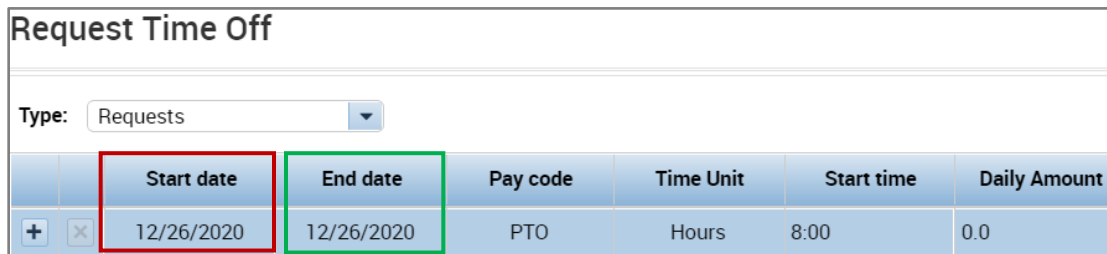
- *Request Time Off* allows team members to request time off
  - The following Pay Codes are available to be requested
    - *PTO* (request up to 365 days in the future)
    - *PTO Future* (Team member does not have enough in the balance to cover the time off request but will accrue the time prior to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



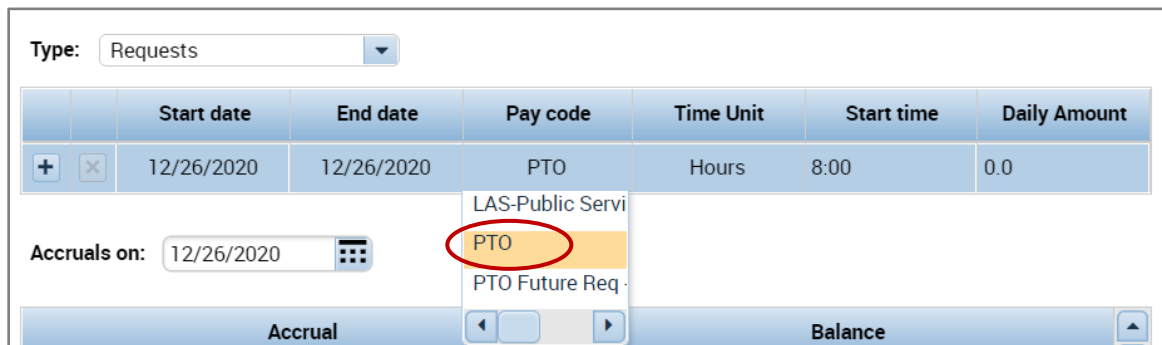
- The following walks a team member on how to request time off
  - Click the *Request Time Off* Icon



- Pick the *Start Date* and *End Date* for the request



- Select the type of time off, *PTO* in this case



- *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
  - If the team member wants to take Friday and Monday off
    - Submit a request for Friday and a separate request for Monday



### Request Time Off

Type:

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="button" value="+"/> <input type="button" value="x"/>	12/26/2020	12/26/2020	PTO	Hours	8:00	8.0

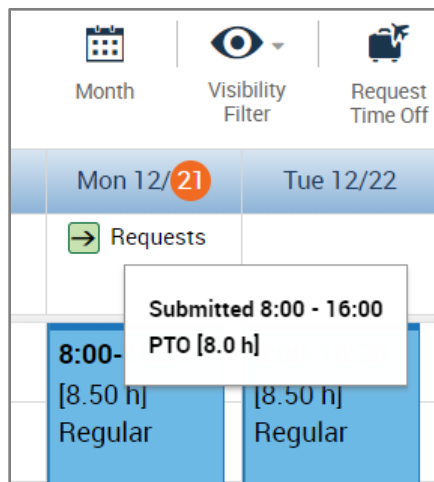
Accruals on:

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

**Note (optional)**

My Birthday

- 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



Month | Visibility Filter | Request Time Off

Mon 12/21 | Tue 12/22

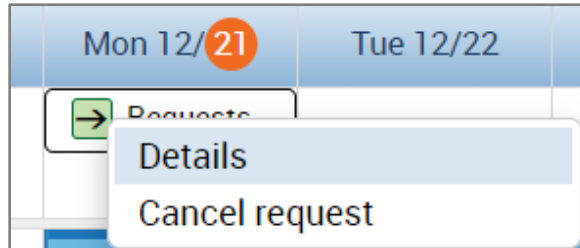
→ Requests

Submitted 8:00 - 16:00  
PTO [8.0 h]

8:00- [8.50 h] Regular



- Right Click on Request to bring up *Details* or *Cancel request*



- Click *Details* to view the details of the request

**Time-Off Request Details**

Submitted: 12/21/2020 - 14:57:11  
 Modified by: [redacted]

Employee: [redacted]      Type: Requests

▼ Requested

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: 12/21/2020

Accrual	Balance
LV-Emergency Paid Sick Leave	80.0 Hour
LV-FMLA	480.0 Hour
LV-FMLAMIL	560.0 Hour

Status History

Submitted: 12/21/2020 - 14:57:11

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 Leave	0.0 Hour
Family Sick Cat Leave	0.0 Hour
LV-Emergency Paid Sick Leave	80.0 Hour

Status History

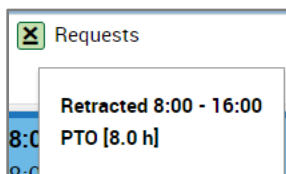
→ Submitted: 1/06/2021 - 14:06:21

Note (optional)

Type a note (optional)

Cancel      **Cancel Request**

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



- The team member can also view the details of the request





### Time-Off Request Details

**[X] 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

**Accruals on:** 1/08/2021

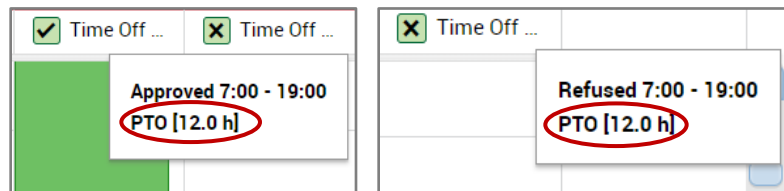
Accrual	Balance
Catastrophic Leave	0.0 Hour
Family Sick Cat Leave	0.0 Hour
LV-Emergency Paid Sick Leave	80.0 Hour

**Status History**

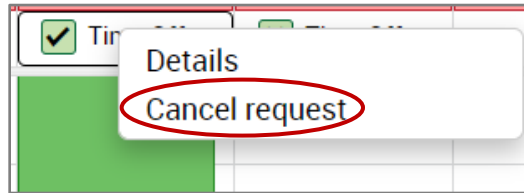
**[X] Retracted:** 1/06/2021 - 14:13:25

**[→] Submitted:** 1/06/2021 - 14:06:21

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



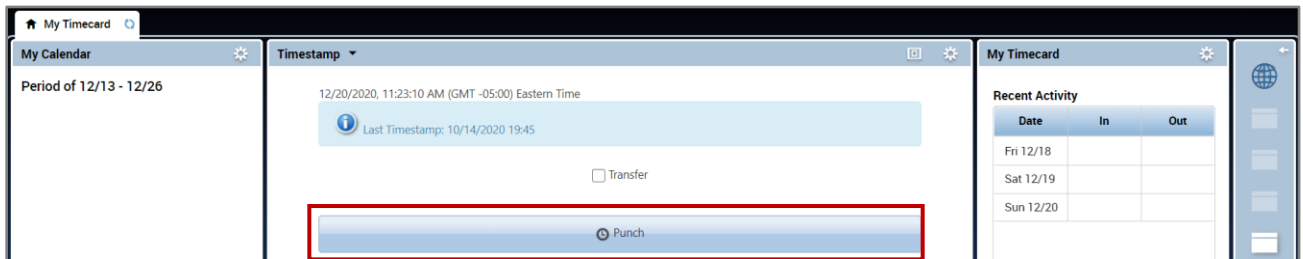
- If the team member no longer needs the request, the team member can submit a cancel request for the manager or designee to approve.
  - The manager will have to enter the team member’s schedule again for the day.



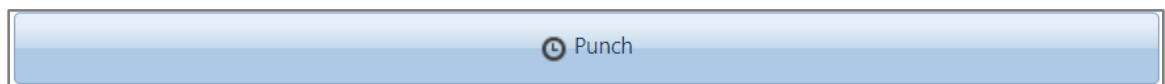
## Timestamp

Timestamp is located under *My Timecard*

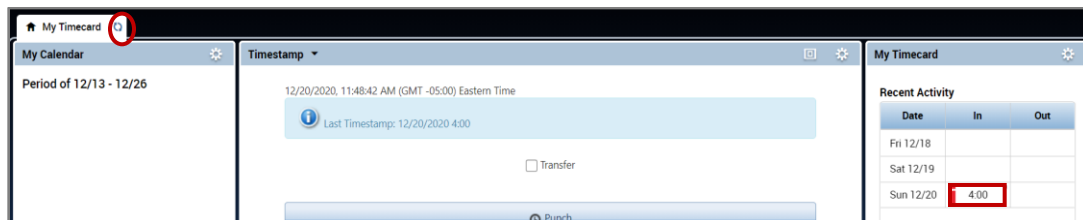
- *Timestamp* is utilized to punch in and out of work in locations where a Kronos Time clock is not available



- When using the computer to clock in, click punch



- Refresh *My Timecard* “” and the punch is viewable in *My Timecard* view



- If using the computer to clock out, select *Punch*





Transfer

Punch

**Meal Breaks**

Did you take your meal break during your shift today?

Yes

No

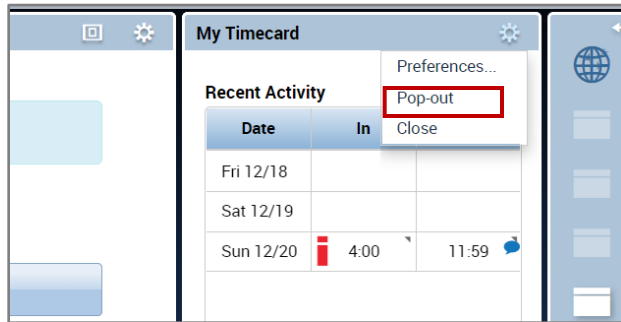
Submit

- 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?”
  - The team member will answer the question and then hit Submit
  - If the question is not answered, the clock out punch will not register in Kronos showing a missed punch

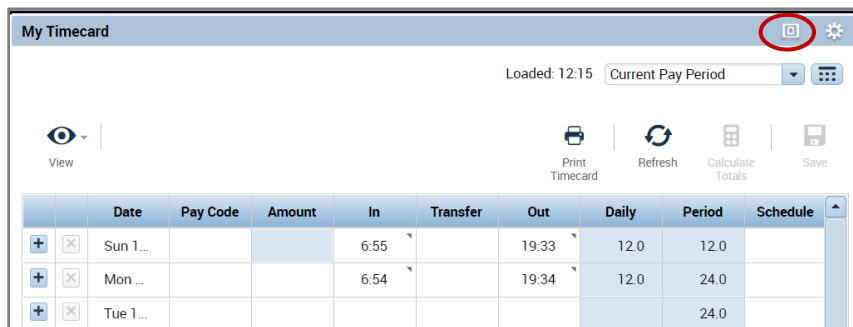
		Date	Pay Code	Amount	In	Transfer	Out	In
+	x	Sun 12/27			22:55		7:31	
+	x	Mon 12/28						
+	x	Tue 12/29			22:57		7:32	
+	x	Wed 12/30			22:56			
+	x	Thu 12/31			22:58		7:33	
+	x	Fri 1/01			22:59		7:34	

## Viewing the Timecard in Kronos

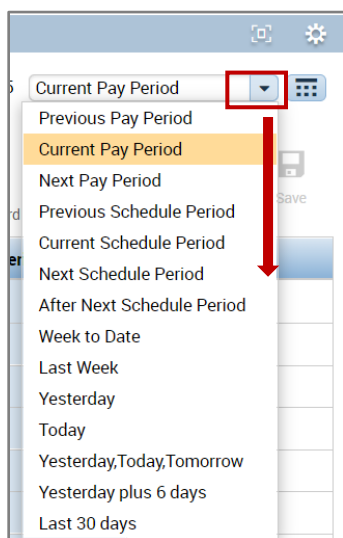
- From the *My Timecard View Pop-out* the timecard



- The timecard will open, *Maximize* the view

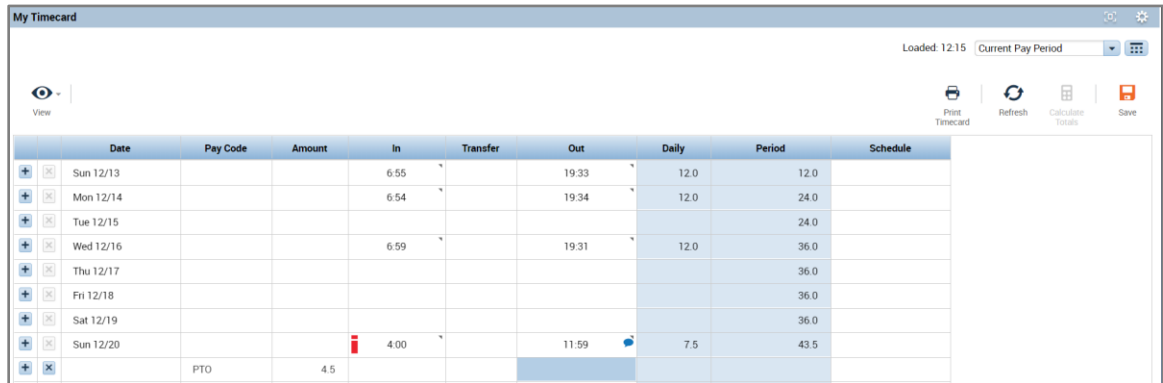


- Select the time period/date range to view from the dropdown or *Calendar* Icon



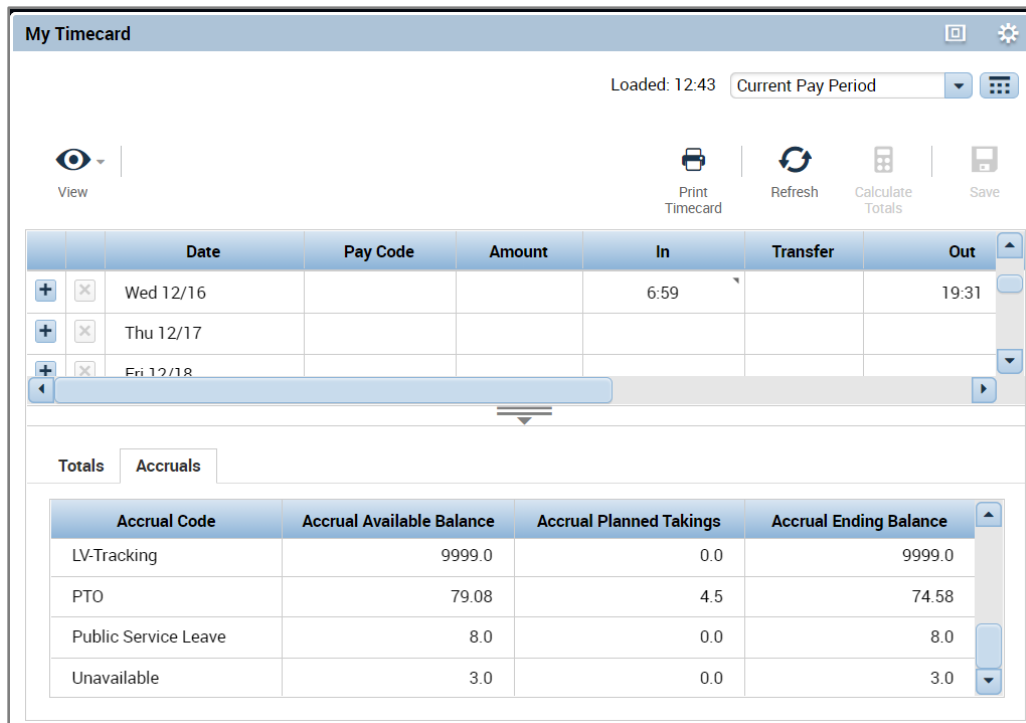


- The timecard contains the in and out punches in addition to any *Pay Codes* or *Work Rules* that were entered during the time period selected



	Date	Pay Code	Amount	In	Transfer	Out	Daily	Period	Schedule
	Sun 12/13			6:55		19:33	12.0	12.0	
	Mon 12/14			6:54		19:34	12.0	24.0	
	Tue 12/15							24.0	
	Wed 12/16			6:59		19:31	12.0	36.0	
	Thu 12/17							36.0	
	Fri 12/18							36.0	
	Sat 12/19							36.0	
	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.



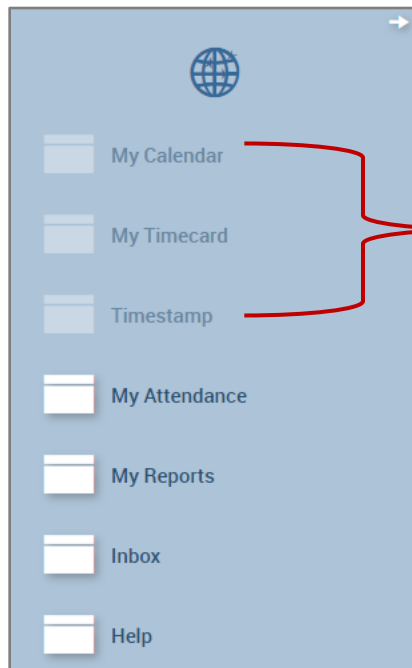
Accrual Code	Accrual Available Balance	Accrual Planned Takings	Accrual Ending Balance
LV-Tracking	9999.0	0.0	9999.0
PTO	79.08	4.5	74.58
Public Service Leave	8.0	0.0	8.0
Unavailable	3.0	0.0	3.0

## 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



*My Calendar, My Time Card, and Timestamp are open in the My Timecard View.*

- *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 ▾

ATTENDANCE EDITOR Person & Id [redacted]

**SUMMARY**

Refresh

Last Process Start 10/04/2020 Processed Through 12/20/2020

Time Period Range of Dates ▾ 1/01/2020 [calendar icon] 10/02/2021 [calendar icon] 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
  - *Schedule*
  - *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)
  - *Schedule* is selected below

REPORTS Name: [redacted]

View Report Primary Account

AVAILABLE REPORTS

Time Period Current Pay Period ▾ Schedule

**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 ▾

- The following report shows the schedule





My Timecard | My Reports [X]

My Reports

Back to My Reports

### SCHEDULE

[Return](#)

Time Period: Range of Dates  
 Dates: 9/20/2020 - 10/03/2020 Printed: 12/20/2020

---

Name: [REDACTED] ID: [REDACTED]  
 Primary Account(s): 8/11/2019 - forever NEURO/6C/RN  
 MC01/-/-/2026000/-/ [REDACTED]

Standard Hours:  
 Daily: 0.0      Weekly: 36.0      Per Pay Period: 72.0

Day Date	In	Out	Shift Label	Shift Type	Pay Code	Amount	Transfer Work Rule	Shift Total
	<b>Comments</b>				<b>Transfer Account</b>			
Sun 9/20	7:00	19:30		Regular				12.0
Mon 9/21	7:00	19:30		Regular				12.0
Wed 9/23	7:00	19:30		Regular				12.0
Wed 9/30	7:00	19:30		Regular				12.0
Thu 10/01	7:00	19:30		Regular				12.0
Fri 10/02	7:00	19:30		Regular				12.0
Sat 10/03	7:00			PCE	PTO NEURO/6C/RN	0.0		
<b>Totals:</b>						0.0		72.0

Total Hours: 72.0

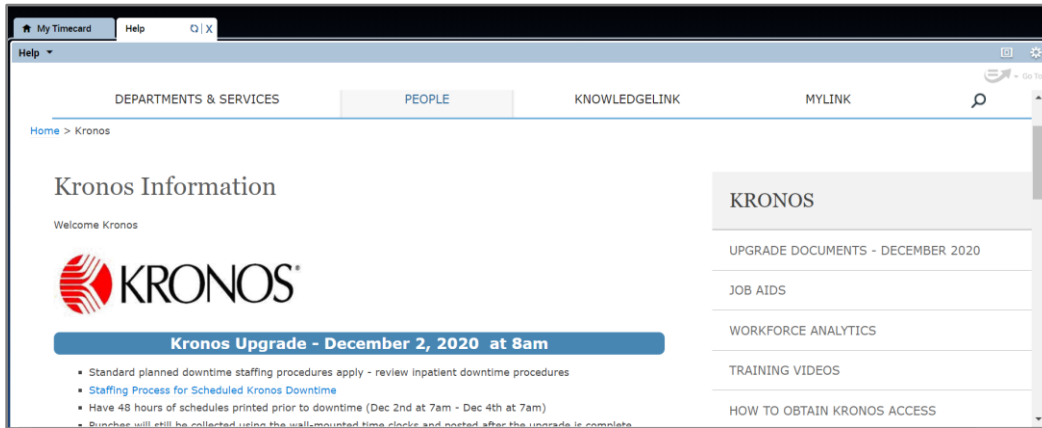
- Use the x to close the *My Reports* tab

## Help Icon

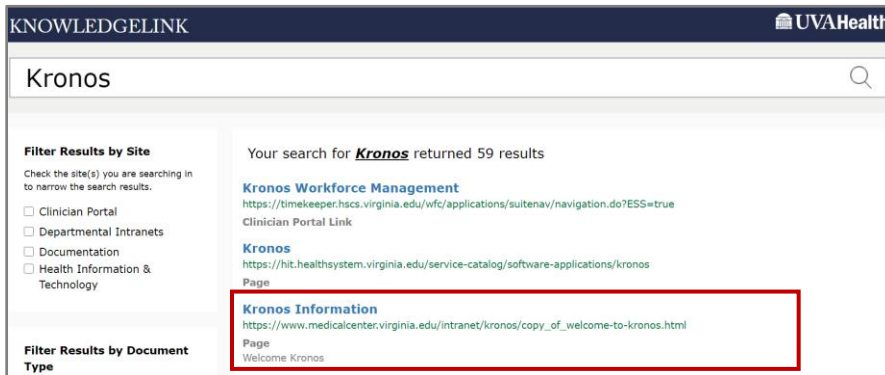
The *Help* Icon in Kronos is a link to the Kronos Website.

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.



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