USING WORKFORCE TIMEKEEPER

KRONOS

Workforce Timekeeper "Kronos" is a system that is utilized to enter, edit, generate schedules and approve time that is spent in job related activities.

Supervisors/Area Heads are accountable for reviewing and making any adjustments in employees' time.

Contact Human Resources, Employee Services Assistant Denise Mayers at x3128, mayers@essex.edu or Employee Services Assistant Doris Colon at x3083, colon@essex.edu for any assistance regarding Kronos accessibility or steps.

Step I. To get started double-click on the Kronos icon on your desk top

Kronos login box (Workforce Central) will appear on screen indicating

> User Name – Enter Last name

> Password – Input password (If you do not have a password Human Resources will generate one).

> Click Log In

Step II.   Kronos Menu will display on screen

1. Click Timekeeping
2. Click ECC Pay Period Summary (Summary will display employees in your org. group)

Step III.   Double click on specific employee's name and timecard will appear

Step IV.   Timecard edit

Editing punches pay code options

> Click on insert row where editing is to be made

> Click on Pay Code column in that cell **(utilize drop down key)**

> > From the drop down box select earning pay code that applies:

BEV	Bereavement
BIR	Birthday
CLO	College Closing
CMP	Comp Time
FHD	Floating Holiday
FML	Family Medical Leave **(utilize only if no pay)**
HOL	Holiday Pay

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HSL	Hourly Sick Leave (**temporary employees only**)
JUR	Jury duty
MIL	Military Leave
NPR	No Pay Requested
OVT	Overtime
PER	Personal
PRL	Professional Leave
REG	Regular Pay (**Support Staff and Public Safety)**
SALARIED	Professional Pay
SBL	Sick Bank Leave
SIC	Sick Pay
TR1	Temporary Pay
VAC	Vacation Pay
WCP	Workers Compensation
WHO	Worked Holiday

In the Amount Column enter number of hours to be inserted – Click Save

V.   Editing punches

Click on employee selection

Display the employee's timecard

Click on the cell of the punch that you want to change and type the new time of the punch

To specify am or pm, type a or p after the time – Click Save

VI.   Editing a punch in a red cell

Double click in the red cell of the missing punch

Enter the time of punch and then specify a or p after the time. Click save

VII.   Editing a double punch

Click on punch hit delete

VIII.   Adding Hours

Select the employee's timecard

Click on insert row

Insert pay code option and amount of hours –Click Save

IX.   Add or changing a schedule

Click on the employee's name

Once highlighted

Click the "**Schedule**" icon (**next to Timecard, Schedule, People, Report**)

Select "**Shift**" bar

Scroll to "**Delete Pattern**" (highlighted existing schedule should automatically appear)

Click on the "**Delete**" button in top right hand corner above highlighted column and hit ok

To add new schedule

Go to "**Shift**"

Scroll to the "**Add Pattern**" (Input work start date (typically the start of the pay cycle or pay week in the "Type in Work Start Date" section)

"**Insert Pattern**" – (Select applicable schedule "**Select Pattern**" Note: "M2F means Monday – Friday and the respective hours along with the respective hours)

Select "**OK**" to input shift

Select "**OK**" to confirm shift

Then "**Save**"

To customize a shift to your departmental need (go to the cell of the respective date and input time, e.g. 10a-6p)

Click the override button and ok

Note: There are no restrictions re: frequency of shift changes. The same sequence of changes also applies for inputting overtime/compensatory time etc. Follow steps as above and select the respective date accordingly.

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