

Kronos Timekeeper Guide

Revised October 2024

Hourly employees, including you as a timekeeper:

- Submit timesheet change requests, using Kronos, to:
 - Add a missed punch
 - Add a time entry
 - With this request type, an employee may submit one request for both a punch in and a punch out for the same day. On the same request, an employee may note the type of work, if applicable, such as staff development or remote work.
 - \circ Cancel their lunch deduction
 - \circ $\,$ Convert overtime to comp time 1.5 and convert time worked on a Calamity Day to comp 1.0 $\,$
- Check their Kronos timesheets near the end of a pay period
- Hourly employees in departments report time off using Kronos
- Hourly employees in schools report time off using Red Rover
 - o Time off requests in Red Rover automatically come over into Kronos timesheets
 - o If/when an employee in a school can't use Red Rover, they use Kronos to request time off

Kronos approvers:

- Approve Kronos time off requests
- Approve Kronos timesheet change requests
- Approve timesheets

Throughout the remainder of this document a Kronos approver will be referred to simply as an approver.

As a timekeeper, you MUST NOT:

- Add or change punches for your own timesheet
- Cancel or change a lunch deduction for your own timesheet
- Add time worked, such as remote work or staff development, for your own timesheet
- Add time off to your own timesheet, except for time off entries which are added for all staff for a particular day (pages 12 13), or Red Rover entries which failed to come over into Kronos or came over with incorrect amounts (pages 10 11)
- Fail to follow directions in this document for how to edit other employees' timesheets
- Use 'Excused Paid' time off in timesheets for any reason other than early release days or as directed by the Kronos area (page 12)

The rest of this document shows what you as a timekeeper do in Kronos¹. As a timekeeper, you:

- 1. Regularly review employee timesheets for exceptions and take follow-up steps (pages 3–7)
- Edit timesheets to correct mistaken punch interpretations, double-punches and other errors (pages 8 9)
- 3. {For timekeepers in schools} > Correct time off entries which came over into Kronos incorrectly from Red Rover or enter time off entries which failed to come over into Kronos from Red Rover (pages 10 11)
- 4. Enter "Excused Paid" for district early closure days for staff working such days who are excused from working the last hour or ½ hour of their regular schedules (page 12)
 - Kronos staff do not add these entries. <u>Timekeepers or approvers</u> must enter these time entries.

¹ Information in this guide regarding Red Rover and school calamity days applies to school timekeepers, not generally to departmental timekeepers. This is because generally only school employees use Red Rover. Accordingly, departmental timekeepers may feel free to disregard Red Rover information in this document, unless they have employees who are using Red Rover to report absences because these employees need substitute coverage.

- {For timekeepers in schools} > Enter a school Calamity Day [District-wide Calamity Day entries are added by the Kronos staff] (page 13)
- 6. Review employee timesheets at the end of the pay period. Account for employees' scheduled hours per week. Inform approver that the timecards are ready for their review and approval (pages 14 16).
- Check employees' profiles in Kronos to ensure they have schedules listed, and that the schedules are correct (page 17). Add or adjust an employee's schedule (pages 18 – 22) and/or lunch length (pages 23 – 24).
 - New employees are added to Kronos with default schedules for their job class or no schedules at all. It
 is necessary for you to add or adjust their schedules and/or lunch break length. Existing employees
 transferred to your school or department may need their schedules adjusted. Please check their
 schedules in Kronos and adjust as necessary.
- 8. Answer basic questions from employees about using Kronos (page 25)

Listed below is an overview of the significant changes from the previous version of the Kronos Timekeeper Guide.

- A list of edits timekeepers must not make (page 1)
- Kronos self-service should be used to correct missed punches. However, if a timekeeper enters a missed punch on an employee's behalf, they must upload to Kronos the approver's approval of the missed punch (pages 5 6).
- If an absence was unexcused, with the approver's approval, enter the absence in Kronos as AWOL. Attach the approver's approval for use of AWOL to the timesheet (page 7).
- Account for employees' scheduled hours per week and take steps to address any shortfalls (pages 14 16).
- Regularly check employees' profiles in Kronos to ensure they have schedules listed and that these schedules are correct. Add or edit schedules as needed (page 17).
- Per the request of an employee's approver, Kronos staff grants the employee permissions as a timekeeper in Kronos. However, if a timekeeper doesn't follow the directions noted in this guide and any accompanying training, their Kronos timekeeper permissions may be restricted or removed by the Kronos staff.
- Kronos clock not working? Email kronos@columbus.k12.oh.us

If you're reading this guide on a computer, tablet, or phone, you can click on the video clips located throughout this guide to watch step-by-step instructions. These video clips are excerpts from the full-length video, listed below.



1. Regularly review employee timesheets for exceptions and take follow-up steps

As a timekeeper, regularly review (daily if possible) employee timesheets for missed punch exceptions and missed day exceptions. These exceptions are listed on your main dashboard as shown below.

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Step 1 for a Missed Punch or a Missed Day exception: Check <u>Pending Timesheet Change Requests</u> and <u>All Open</u> (Time Off Requests for Approval) to see if the employee has submitted a request which, when approved, will clear the exception. <u>Pending Timesheet Change Requests</u> consist of unapproved timesheet change requests submitted to approvers. <u>All Open</u> (Time Off Requests for Approval) consist of unapproved time off requests submitted by employees to approvers. <u>Pending Timesheet Change Requests</u> and <u>All Open</u> (Time Off Requests for Approval) are listed below Exceptions on the **Manager Self Service** tab. To open each report in Kronos, click on the words <u>Pending Timesheet Change Requests</u> or <u>All Open</u>.

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Pending Timesheet Change Requests

✓ Page 1 of 1 → 1 - 163 of 163 Rows Saved: Pending Timesheet Change Requests ▼

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Ø					12/27/2022	Modify Cost Center	Please cancel my lunch I did n't take one due to reduced building scheduleThank yo	Cost Center	OP- STUDENT ACTIVITY; 0000; 30; 001-0100	-; -; 0; -	12/27/2022 02:34p

All Open 7

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Approvers can approve these requests. Classified supervisors who are timekeepers and who supervise employees may approve these requests. All other timekeepers (the majority of timekeepers) cannot approve these requests. However, timekeepers can see all the unapproved timesheet change requests and time off requests. As a timekeeper you are checking to see if the employee with an exception has already submitted a request which would, when approved, clear the exception. Then:

- If the employee has made a request to clear an exception, **remind the approver to approve the request**. When the approver approves the request, the employee's timesheet will be updated, their exception will disappear from your list, and their request will disappear from your Pending Timesheet Change Requests.
- If the employee has not made a timesheet change request to clear the exception, go to Step #2.

Step #2 for a Missed <u>*Punch*</u> **Exception**: If an employee has a missed punch exception and has not yet submitted a request for a missed punch, remind the employee to submit a timesheet change request for the missed punch.

• After the request is submitted the approver will need to approve the request for the missed punch to be added to the timesheet and to clear the exception.

Question: Is it ever acceptable for a timekeeper or approver to enter a missed punch directly in an employee's timesheet?

Answer: Kronos self-service should be used whenever possible. **A timekeeper should never enter a missed punch for their own timesheet.** If an employee has already submitted a timesheet change request for the missed punch, the timekeeper or approver must not enter the missed punch in Kronos. In such a case the approver simply needs to approve the request.

However, except for what's noted above, there may be times when a timekeeper or approver decide they need to enter a missed punch on an employee's behalf. If they choose to enter a missed punch directly in an employee's timesheet they must adhere to the following guidance:

- The employee must note in writing, by email or on paper, the date and time of the missed punch. If on paper, the employee must sign the note.
 - The approver must approve the missed punch, whether by email or by signing the employee's missed punch note.
 - If the approval was an email, the timekeeper or approver must save the email as a pdf to an electronic folder.
 - If the approval was on paper, the timekeeper or approver must
 - Scan it and save the scanned file to an electronic folder OR take a picture of the signed paper and save the picture file.
- The timekeeper or approver must upload to Kronos, at the time of the entry of the missed punch, the approver's approval of the missed punch, whether that's a saved email, scanned paper form, or a picture of a paper form. The following 2 pages will show how to upload such a document to an employee's Kronos timesheet.

How to upload a document to Kronos: In the employee's timesheet, click the paperclip icon.



Then navigate to the folder location of the document showing approval of the punch. Double-click the file to select it. Or click it once and then click Open.



The Supporting Documents screen will open. Click the down arrow to scroll down.

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Click the checkbox next to "Can Employee View". Then click "Upload".

Supporting Documents	×
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After the document successfully uploads click Close.

Step #2 for a Missed <u>Day</u> Exception: If an employee has a Missed Day exception, try to determine the reason for the missed day exception. If the reason is because:

- The employee worked but didn't clock in/out that day:
 - Then ask them to submit a timesheet change request for an 'Add Time Entry'; the approver will then need to approve the request.
- The employee didn't enter a time off request in Kronos (or Red Rover for schools):
 - If the absence was excused, then request the employee submit a time off request in Kronos. If the employee has submitted a time off request in Kronos and it's unapproved, remind the approver to approve it.
 - Note: Employees in schools use Red Rover to report absences. However, if they fail to report their absence prior to the start of their absence, Red Rover will prevent the employee from entering their absence. In such a case, the employee should submit a time off request in Kronos for the absence.
 - If the absence is for a time off type that's not available through Kronos self-service (for example, LWOP or Religious Leave) then enter the absence in Kronos and attach the absence approval (from the approver and/or HR) to the timesheet (see previous pages for directions on attaching documents).
 - If the absence was unexcused, with the approver's approval, enter time off as AWOL. Attach the approver's approval for use of AWOL to the timesheet.
- {For school timekeepers} The absence record from Red Rover didn't come over to the employee's Kronos timesheet (this is uncommon but it does happen occasionally).
 - \circ $\;$ Then enter the time off in Kronos as it's listed in Red Rover.

As noted above, sometimes you may need to add time off to an employee's timesheet, such as for time off types not available through Kronos Self-Service or for Red Rover absence records which failed to come over into Kronos. To select time off in Kronos, click the down arrow in the Time Off field and click Browse. (If there is a time entry for the day, click the + icon below the time entry record to add a blank record, and then add the time off to the new record.)



There is more than one page to Browse. If you don't see the Time Off you need to enter, click the right-facing arrow to go to the next page of options. Click the button next to the Time Off you wish to choose.

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Then enter the amount of time off in the Raw Total column and then Save the timesheet. (When entering time off, **don't** enter time in the From or To columns.) Then Save the timesheet changes.

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8HR 7:30A - 4:00P :30L													

2. Edit a timesheet to correct

- mistaken punch interpretations
- double-punches
- clear and obvious punch-in / punch-out errors made by employees

Fixing a mistaken punch interpretation

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 Image: Substrain A substrain A

VIDEO: Editing timesheets to correct errors

Below is an example of a mistaken punch interpretation. The in punch, 8am, is listed in the "To" column when it should be in the "From" column. This is also causing the out punch, 12pm, to mistakenly be listed in the "From" column. In this example, to correct this error, click the clock icon.

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After you click the icon, the punches are reordered correctly. Then click Save.

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Fixing a double-punch. Below is an example of a double-punch. The employee punched in at 8am, then punched in again at 8:15am, and then punched out for the day at 12pm. This results in a missed punch exception.

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¢,		▲ From am	Q:	12:00	pm	œ,	00:00	03:45	MON Oct 31 💌	•	SCHOOL PROGRAM ASSISTANT
	+						00:15 hrs	04:00 hrs			

A double-punch most often happens because an employee forgets they clocked in for the day and so they clock in again. Verify with the employee what they think happened and then edit their timesheet accordingly. In this example, the employee clocked in again because they didn't remember if they had clocked in for the day. In this example, to correct this, select the out punch.



And right-click your mouse and select Cut

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Then select the second in punch (the bogus double-punch)



Then right-click your mouse and select Paste

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Then click the trash can icon next to the now empty record. Then Save the timesheet.

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22	¥							04:00 hrs	04:00 hrs	

Correcting clear and obvious punch-in / punch-out errors made by employees. Example: an employee punches in for the day at 7:30am and forgets to punch out. They submit a timesheet change request for the missed punch which is approved by the approver. However, the employee's request for a punch out is for 4am instead of 4pm. Since the intent of the employee is clear (pm not am) you can simply correct the mistake on the timesheet, changing am to pm, and then note in the comments the reason for the change. Then click Save.

3. {For timekeepers in schools} > Correct or enter any time off entries which came into Kronos incorrectly from Red Rover or which failed to come into Kronos from Red Rover.

At times Red Rover may send over an incorrect amount. This may happen, for example, if Red Rover is using the bell schedule for the school (which is usually 7 hours) instead of the employee's Kronos schedule (which is almost always 8 hours, except for half-day employees). How to correct? Note the following example.

In the example below, for Wed Oct 19, Red Rover sent over 7 hours of sick leave, even though the employee is an 8 hours/day employee and selected a full-day absence in Red Rover. To correct this in Kronos, click in the field with the incorrect amount (in the example below, it's circled).



VIDEO: Red Rover Corrections and Additions

🚺 JOAN VALENCE (177440) 🧞 📔 📹 🗸 October 15, 2022 - October 28, 2022 🕨 Open 🖬

						39:30 hrs Raw Total	38:00 hrs Calculated Total	00:00 hrs Overtime	
> Date		From	То	Raw Total	Calc. Total	In Date	Time Off		Job Class
> SAT Oct 15	+			00:00 hrs	00:00 hrs				
SUN Oct 16	+			00:00 hrs	00:00 hrs				
MON Oct 17		07:15 am 🕰	03:45 pm 🔍	08:30	08:00	MON Oct 17 🔻		•	IA - GENERAL
8HR 7:15A - 3:45P :30L	+			08:30 hrs	08:00 hrs				
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8HR 7:15A - 3:45P :30L	+			08:30 hrs	08:00 hrs				
V WED Oct 19		From am	To am 🕰	07:00	07:00	WED Oct 19 💌	Sick Leave/Pe	ersonal Illness 🔻	Choose
8HR 7:15A - 3:45P :30L	+			07:00 hrs	07:00 hrs				

Then change the amount to the correct absence length; in this example to 8.



In the Comment field in Kronos for that record note: "Correction to Red Rover".

Then click Save.

Occasionally, Red Rover may not send over a time off record to Kronos.

How to fix

Enter the appropriate time off in Kronos. Use the same time off type and amount listed in Red Rover if there is sufficient balance in the employee's accruals. However, if there isn't sufficient balance, and there are no other appropriate paid accrual balances available to use, then select the appropriate unpaid time off type. For example:

- If the leave was entered in Red Rover as "FMLA Personal (or Family) Illness", and the sick leave has run out and so the absence didn't come across from Red Rover to Kronos, generally you would want to use "FMLA – Unpaid."
- If the leave was entered in Red Rover as "Approved LOA Sick", and the sick leave has run out and so the absence didn't come across from Red Rover to Kronos, generally you would want to use "Approved LOA – Unpaid."

To select time off in Kronos, click the down arrow in the Time Off field and click Browse. (If there is a time entry for the day, click the + icon below the time entry record to add a blank record, and then add the time off to the new record.)

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8HR 7:00A - 3:30P :30L	+						06:30 hrs	06:00 hrs		Sick Leave/Personal Illness					

There is more than one page to Browse, so if you don't see the Time Off you need to enter, click the right-facing arrow to go to the next page of options. Click the button next to the Time Off you wish to choose.

Brow	vse and Select			×
< Pag	e 1 of 2 1 - 20 of 32 Rows		Search	٩
	Name	Full Path		
0	AWOL	Other Paid & Other Unpaid/AW	DL	
0	Calamity Pay	Other Paid & Other Unpaid/Cala	mity Pay	

Then enter the amount of time off in the Raw Total column. (When entering time off, **don't** enter time in the From or To columns.) Then note "Red Rover absence" in the Comment field. Then Save the timesheet.

~	\rm MON Jan 10		MISSED DAY		-	\leftarrow	2							
	8HR 7:00A - 3:30P :30L		From am @	То	am @	8	00:00	MON Jan 10 🔻	Family Illness 🔻	ACCOUNT CLERK	30	Eð	Choose	Ea
		+				00:00 brs	00:00 brs							

4. Enter "Excused – Paid" for:

- ½ hour early dismissal on the last school day before winter break and the last school day before spring break for building substitutes and CSEA bargaining unit employees in school buildings <u>working</u> such days, except for custodians.
- 1 hour early dismissal on the days before Thanksgiving break, Christmas break, New Year's break and Fourth of July break for employees at all district sites working such days.

In the example below, Fri Oct 21, is a district early release day [not an actual early release date – just used as an example], and employees who work that day are permitted to leave 1 hour earlier than their standard work day. The employee clocked in at their normal time, 7:15 am, and ended work at 2:45pm, totaling 7 hours of worked time (7 ½ hours from start time to end time less an ½ hour unpaid lunch break).

			82:15 hrs	78:45 hrs Calculated final	00:00	brs			
Date		from	10	Raw Total	Calc. Total	In Date	Time Off	Lunch Break	Activity
SAT Dec 21	+			60.00 hrs	00:00 hrs				
SUN Dec 22	+			00:00 hrs	00:00 hrs				
MON Dec 23		07:30 am 🔍	03:00 pm	@ 07:30	07.00	MON Dec 23 💌	•	30 0 6	
8 Hour Bulk		From an B	To am	01.00	00:00	MON Dec 23 💌		30 0 55	
	+			08:30 hrs	07:00 hrs				
TUE Dec 24	e	from am	To am	08:00	08:00	TUE Dec 24	Browse	ar I locald flammad -	Paid I
	+			08:00 hrs	08:00 hrs		Other Paid & Oth	er Unpaid/Calamity I	Pay
	e	From an G	To an	08:00	08:00	WED Dec 25	Other Paid & Oth	er Unpaid/KilVOL	

To add the "Excused – Paid" time click the plus icon.

~	FRI Oct 21		07:15 am 😋	02:45 pm 🕰	07:30	07:00	FRI Oct 21 🔻	•	IA - GENERAL 🖪	30	EQ.
	8HR 7:15A - 3:45P :30L	+	>		07:30 hrs	3 07:00 hrs					

In the added row enter the amount of "Excused – Paid" time (such as "1" or "0.5") in the Raw Total field. In this example, 1 hour is added.

✓ FRI Oct 21	••••	07:15	am	Q.	02:45	pm	Q.	07:30	07:00	FRI Oct 21	•		IA - GENERAL	B	30	EQ.	Choose	Eà
8HR 7:15A - 3:45P :30L		From	am	Q.	То	am	27	01:00	00:00	FRI Oct 21	•	•	IA - GENERAL	Ea	30	Ea	Choose	Eà
	+							08:30 hrs	07:00 hrs				Da					

Click the down arrow in the Time Off column for that row.

Y FRI Oct 21		07:15	am	Q;	02:45	pm	e.	07:30	07:00	FRI Oct 21	*	•	IA - GEN	IERAL 🖪	30	EQ	Choose	Eà
8HR 7:15A - 3:45P :30L	Î	From	am	9	То	am	0.	01:00	00:00	FRI Oct 21	•	$\overline{\mathbf{r}}$	IA - GEN	IERAL 🖪	30	Ea	Choose	Eð
	+							08:30 hrs	07:00 hrs			_		L3				

Select "Excused – Paid" as the Time Off type and then Save the timesheet

					02.45	pin	62	07:30	07:00	FRI OCT 21	•	*	IA - GENERAL LO	30	EQ
8HR 7:15A - 3:45P :30L	[From an	n	0	То	am	Q	01:00	00:00	FRI Oct 21	•	Other Paid & Other Unpaid/Excused - Paid 👻	IA - GENERAL	30	E

- Kronos staff do not add these entries. <u>Timekeepers or approvers</u> must enter these time entries, as appropriate.
- Don't use "Excused Paid" for employees who were absent on early closure days.
- The amount of "Excused Paid" entered shouldn't exceed ½ hour for school early dismissals or 1 hour for district early dismissals.
- The amount of "Excused Paid" entered plus time worked for a day shouldn't exceed an employee's standard hours per day.
 - Example: If an employee worked 7.25 hours for a day which has a 1-hour early release, the timekeeper should enter 0.75 hours of "Excused Paid", not 1 hour.
- Don't use "Excused Paid" for any days other than early closure days or as directed by the Kronos area of the Treasurer's Office.

5. {For timekeepers in schools} > Enter a school Calamity Day. (District-wide Calamity

Day entries are added by Kronos staff.) A school Calamity Day occurs when the Board determines that one or more individual schools (not all schools such as with a district-wide Calamity Day) must be closed owing to damage to a school building, utility failure, or other public calamity.

MON Oct 24

¥

Enter the employee's standard work day hours total in the Raw total field for the date of the Calamity Day. In the example below, the Calamity Day was on Monday, October 24, and the employee is an 8-hour a day employee. Enter 8 hours in the Raw Total field.

am

KRONOS' >> UKG WORKFORCE READY

Calamity Days

District-wide calamity days
 Kronos staff add the calamity day entries to employees' timesheets.

 One or more schools are closed due to a calamity, such as a utility failure, but there is no district-wide calamity day
 imployees' timesheets.

VIDEO: School Calamity Day Entries

Click the down arrow in the Time Off field and click Browse.

V TUE Oct 18		07:15	am	67	03:45	pm	67	08:30	08:00	TUE Oct 18	•	· · · · · · · · · · · · · · · · · · ·	IA - GEN
8HR 7:15A - 3:45P :30L	+							08:30 hrs	08:00 hrs			Browse	
V WED Oct 19		From	am	0	То	am		08:00	08:00	WED Oct 19	•	Other Pard & Other Unpaid/Strike - Unpaid Sick Leave/Approved LOA - Sick	Choose
8HR 7:15A - 3:45P :30L	+							08:00 hrs	08:00 hrs			Other Paid & Other Unpaid/Excused - Unpaid	
Y THU Oct 20	•••	From	am	@	То	am	(h	08:00	08:00	THU Oct 20	•	Other Paid & Other Unpaid/Calamity Pay	Choose
8HR 7:15A - 3:45P :30L	+							08:00 hrs	08:00 hrs			Non Scheduled Day	
Y FRI Oct 21		From	am	() ()	То	am	Q	01:00	01:00	FRI Oct 21	•	Other Paid & Other Unpaid/LWOP Other Paid & Other Unpaid/OAPSE Day	IA - GEN
8HR 7:15A - 3:45P :30L		07:15	am	•	02:45	pm	•	07:30	07:00	FRI Oct 21	•	Sick Leave/Family Illness Sick Leave/Personal Illness	IA - GEN
	+							08:30 hrs	08:00 hrs			Personal Leave/Personal Leave	
> SAT Oct 22	+							00:00 hrs	00:00 hrs			Holidays	
> SUN Oct 23	+							00:00 hrs	00:00 hrs			Other Paid & Other Unpaid/AWOL Other Paid & Other Unpaid/Excused - Paid	
V MON Oct 24		From	am	Qs	То	am	Q	08:00	00:00	MON Oct 24	•	\bigcirc	IA - GEN

00:00

00:00 hrs

08:00

08:00 hrs

Then select "Calamity Pay"

MON Oct 24

8HR 7:15A - 3:45P :30L

...

+

From am

< Pag	1 of 3 ▶ 1] 20 of 45 Rows	Search	٩
	Name	Full Path	*
0	AWOL	Other Paid & Other Unpaid/AWOL	
0	Approved LOA - Personal Leave	Personal Leave/Approved LOA - Personal Leave	
0	Approved LOA - Sick	Sick Leave/Approved LOA - Sick	
0	Approved LOA - Unpaid	Other Paid & Other Unpaid/Approved LOA - Unpaid	
0	Approved LOA - Vacation	Vacation/Approved LOA - Vacation	
0	Assault Leave	Other Paid & Other Unpaid/Assault Leave	
0	Calamity Pay	Other Paid & Other Unpaid/Calamity Pay	
0	Comp Earned 1.0	Comp/Comp Earned 1.0	
~	C F	P IP P d A P	*

Close

After clicking Calamity Pay, it looks like below. Then Save the timesheet.

 ✓ MON Oct 24
 •••
 From am
 General
 08:00
 00:00
 MON Oct 24
 Other Paid & Other Unpaid/Calamity Pay
 IA - GENERAL
 G
 30
 G

+

6. Review each employee's timesheet at the end of each pay period. Account for each employee's scheduled hours per week.

Approvers must review and approve timecards by 11:59 pm of the Monday following a pay date. Your final review of timesheets needs to occur after the end of the pay period but prior to when the approver approves the timesheets. **Most timekeepers complete their final review on the Monday morning** following a pay date. You and your approver can determine by what time your review of the employees' timesheets needs to occur, but it should be completed with sufficient work time left on Monday so that the approver has time to approve the timesheets.



VIDEO: Reviewing timesheets at the end of a pay period

First, click the Approval Checklist tab.



The Approver Checklist displays the steps **approvers** need to take in order to approve all their employees' Kronos timesheets. These steps include approving or rejecting **each** time off request and timesheet change request. An employee's timesheet cannot be approved if an employee has any outstanding Kronos requests for the pay period.

As you scroll down the Approver Checklist, if you see any time off requests, All Open 7

< - I	Page 1 of 12 ▶ 1 - 20 of 235 Rows Current: Time Off Requests Previous Pay Period ▼											 Requested Dates: 09) 			
					Last, First Name	1	•	Employee Id	•	Date Requested 1 ² •	Time 🔻	Time Off 🔹	Com.	•	Date Request Su
		F0.	×	B						09/30/2024 (397)	3:00	Sick Leave/Personal Illness			10/01/2024 12:43p

or timesheet change requests,

Pending Timesheet Change Requests 7

Page 1 of 3 ▶ 1-200 of 515 Rows Current: Previous Pay Period ▼						📋 🐧 Time E			
			Last, First Name 1 🔹	Employee Id 🔹	Time Entry Date 12 🔹	Request Type 🔹	Action Type 🔹	Request Comment	New Value
	Ø	20			10/02/2024	Add Punch Out	Add Punch	Missed punch	03:30p

please remind the approver to follow the steps in their Kronos guide for approving each and every such request.

After checking for outstanding time off requests and timesheet change requests, start your review of timesheets by scrolling to the very <u>bottom</u> of the Approver Checklist page. Then click "All Timesheets".



This report will show timesheets for the previous pay period for all employees for whom you are listed as timekeeper, whose timesheets have not yet been approved, and who have total paid/unpaid hours greater than zero, excluding

unpaid unscheduled hours. To look at each employee timesheet, one by one, click the select all box icon, select "All on Page", and then click the **View** button.

Time >	Times	heets	> Timesheet Views >	All Timesheets											र	ŀ			
← AI	All Timesheets VIEW SUBMIT APPROVE REJECT																		
← Pag	Page 1 of 1 > 1 - 2 of 2 Rows Current view -																		
			Employ 🔻	🕈 Last, Fi 🔻	4t 🍸 App 💌	Job Class(1)	•	Total Paid 🔻	Regular/R 🔻	Extra Serv 🔻	Overtime 🔻	Sick/Pers/ 🔻	Misc 🔻	Comp Ear 🔻	Unpaid 🔻	Approver Name	-	4t 🍸 Emp 💌	
	Ø	Ø	110000	AINSWORTH, JUDITH	Submitted	ACCOUNT CLERK		80.00	64.00	0.00	0.00	0.00	16.00	0.00	0.00	HANSLE PARCHMENT		Active	
	Ø	E	102000	SHARPE, LORNA	Submitted	SECRETARY II		80.00	56.00	0.00	0.00	8.00	16.00	0.00	0.00	HANSLE PARCHMENT		Active	
Page T	otal							160.00	120.00	0.00	0.00	8.00	32.00	0.00	0.00				

Click the **Summary By Day** tab. Look at the **Summary by Day** tab for each employee. **Timesheet Edit**



Check the **Weekly Totals for** <u>each</u> employee. Determine if each week's Calc Totals are less than the employee's standard hours per day multiplied by 5 (standard hours per week). For most employees, this is 40 hours. For building substitute teachers, it is 35 hours. In the example below, for the 40/hr week employee, the amount in the Calc Total column / Weekly Totals row for the first week is 38:15; for the second week it's 39:45. There is a shortfall for each week which needs addressed.

 11 of 20 Time Entry 	Exceptions Calc Detail	ummary By Day Historical Timesheets	October 27, 2023 🕨 Open 🗬		
	81:23 hrs Raw Total	78:00 hrs Calculated Total Overtime			
Date	Calc Total	Extra Service	LWOP	OAPSE Day	Regular
		(Counter)	(Counter)	(Counter)	(Counter)
SAT Oct 14	-	-	-	-	-
SUN Oct 15	-	-	-	-	-
MON Oct 16	8:00	-	-	-	8:00
TUE Oct 17	6:00	-	-	-	6:00
WED Oct 18	8:15	-	-	-	8:15
THU Oct 19	8:00	-	-	-	8:00
FRI Oct 20	8:00	-1:45	-	8:00	-
Veekly Totals	38:15	-1:45	0:00	8:00	30:15
SAT Oct 21			-		-
SUN Oct 22		-	-	-	-
MON Oct 23	8:00	-	-	-	8:00
TUE Oct 24	7:45	-	-	-	7:45
WED Oct 25	8:00	-	8:00	-	-
THU Oct 26	8:00	-	-	-	8:00
FRI Oct 27	8:00	-12:15	4:00	-	4:00
/eekly Totals	39:45	-12:15	12:00	0:00	27:45
ay Period Totals	, <u> </u>				1

Steps for addressing shortfalls: If a Weekly Total in the Calc Total column is less than the standard hours per week, then take the following steps:

- Follow-up with the employee regarding any Missed Punch or Missed Day exceptions for which they have not yet submitted Kronos requests. Follow-up with the approver regarding any Timesheet Change Requests or Time Off Requests which still need approved (see pages 3 – 7)
- Double-check Red Rover to ensure all absences entered into Red Rover came over into Kronos and for the correct amounts. If an absence didn't come over from Red Rover into Kronos, then enter the time off in Kronos as it's listed in Red Rover (see pages 10 11)
- Ensure you've entered "Excused-Paid", as appropriate, for any early release days (see <u>page 12</u>). Ensure you've entered "Calamity Pay" for any school Calamity Days (see <u>page 13</u>)
- Ensure that any mistaken punch interpretations, double-punches, or other errors have been addressed (see pages 8 – 9)

If, after taking all these steps, the Calculated Total is still less than the standard hours per week, and the shortfall is <u>not</u> due to submitted but unapproved Timesheet Change Requests or Time Off Requests, then what?

- With the approver's approval, enter the shortfall amount for each week as AWOL. Attach the approver's approval for use of AWOL to the timesheet (see pages 5 6 for directions on attaching documents in Kronos).
 - Enter AWOL for the day or days the employee was short of their standard hours per day; however, ensure that the amount of AWOL entered doesn't cause the Weekly Calc Total to exceed the employee's standard hours per week.
 - If an employee is on an unpaid leave, though, enter the appropriate unpaid leave type, instead of AWOL, in the employee's timesheet.

Using the example from the last page, the employee worked 38:15 the first week. On Tuesday, the employee worked 6 hours, which is 2 hours less than their standard hours per day. However, since AWOL is entered based on *weekly* totals, not daily, you'd enter 1:45 of AWOL for Tuesday, not 2 hours. This gives the employee 40 hours in the Weekly Total / Calc Totals area.

Date	Calc Total	AWOL	Extra Service	LWOP	OAPSE Day	Regular
		(Counter)	(Counter)	(Counter)	(Counter)	(Counter)
SAT Oct 14	-	-	-	-	-	-
SUN Oct 15	-	-	-	-	-	-
MON Oct 16	8:00	-	-	-	-	8:00
TUE Oct 17	7:45 🗸	1:45	-	-	-	6:00
WED Oct 18	8:15 🗸	-	-	-	-	8:15
THU Oct 19	8:00	-	-	-	-	8:00
FRI Oct 20	8:00	-	-1:45	-	8:00	-
Weekly Totals	40:00	1:45	-1:45	0:00	8:00	30:15

Once the review is complete, inform the approver that the timesheets are ready for their review and approval. As a reminder, a timesheet cannot be approved if there are any missed punch exceptions or outstanding time off requests or outstanding timesheet change requests for the timesheet pay period.

7. As needed, adding or adjusting an employee's schedule and/or lunch length

Regularly check employees' profiles in Kronos to ensure they have schedules listed and that the schedules listed appear correct. Add schedules for any employees with no schedules listed (except for the groups noted in the next paragraph). This is important because if an employee doesn't have a schedule listed in Kronos it may lead to their pay not being calculated correctly.

Most employees listed in Kronos need schedules. However, the following groups
don't need schedules and so the direction in the previous paragraph doesn't
apply to them:

- Substitute employees who are not building sub teachers [building sub teachers need schedules]
- Part-time employees who are not on stretch pay

To check employees' schedules, and to check whether each employee has a schedule listed, click the Manager Self Service tab



Scroll down towards the bottom of the page until you see "Attendance board". Check to see if each employee has a work schedule listed and, if applicable, a lunch break length. Also check to see if each employee's schedule and lunch break length appears correct. For directions on adding or changing an employee's schedule or lunch break length, see the following pages.



JA Employee 12: 1100	SWORTH Conte: 27 Aug. 2001 (20 Years, 5 Mont)	hs, 1 Days	Search Widget Names	Q.
ain Schedules 🗘 Los	Tabs			
✓ Account Information				
Username*	Nickname	First Name *	Middle	
jainsworth		JUOTH .	M	
Last Name*	Suffix	Locale (Language & Format)	Time Zone	
ANSWORTH		Company Default	Eastern	
V Two Encloy Authentia	ation			
Authentication	0			
al Code Authent	ication			

Changing an employee's schedule for the current day and going forward

Click the \equiv icon near the top left



A box will pop out. Enter the employee ID. When the name appears, click on the name (don't press Enter to select).



The Employee Profile will appear. Then click "Profiles" on the right side of the screen.

My Team > Employee Information

← Employee Profile		UTILITIES	DOWNLOAD PDF	SAVE
JUDITH M. AINSWORTH Employee ID: 110000 Hired	Date: 27 Aug, 2001 (20 Years, 4 Months, 18 Days)	Sea	Singl	e-Column View
Main Schedules 🔆 Edit Tabs				
 Account Information Username * 	Nickname	First Name		
iainsworth		IUDITH		

The Profiles box will pop out. In that area click the down arrow ...

First Name *			×	ofiles
JUDITH	 Simple Profiles 		Î	50
Locale (Language & Format	Access	Accruals		191
Company Default	Mobile Punch Acces s	240 HR Comp Limi	t	
	Holiday	Pay Period		
	300 OTHER CLASSIFI ED (260)	BiWeekly		
	Points	Security		
	Default	Employee		
	Timesheet	TS Auto Population		
	Classified Hourly			
	 Pay Calculation Pay Calculation 			
	Classified Hourly			
	Effective Date *			
	12/31/1900			
	+ Add	8	edback	
	✓ Pay Prep		Ŷ	Ĩ
	Pay Prep		÷	

Vork Schedule	
8HR 7:00A - 3:30P :30L	EQ
Start Schedule On	
Start Schedule On	

To change the schedule, click the [□] icon in the Work Schedule field. **Work Schedule**

Work Schedule

8HR 7:00	A - 3:30P	:30L
----------	-----------	------

A box will pop up from which you can select the schedule.

Brows	se and Select Work Schedule Profile	X	
Page	e 1 of 8 📥 1 - 20 of 151 Rows	Search Q	
	Name	Description	
0	Personal Work Schedule		
0	10HR 5:30a - 4:00p :30L		
0	10HR 5:45a - 4:15p :30L		
0	10HR 6:00a - 4:30p :30L		
0	191 Day - Bus Driver		
0	3 Hour Bulk		
0	3.5HR 10:00A - 1:30P :00L		
0	3.5HR 10:30A - 2:00P :00L		
0	3.5HR 12:15P - 3:45P :00L		
~			
		CLOSE	
		12011100	
		+ Add	1
	Limit Location		
	*	V Work Schedule	
		Work Schedule	
		8HR 7:00A - 3:30P :30L	E
	Limit Job Class	Start Schedule On	

Most employees have schedules which contain the elements: Hrs per day, start time, end time, and lunch length.



Some employee groups, primarily bus drivers and classified supervisors, have schedules which only contain hours per

day. For example, nearly all classified supervisors have the schedule of

8 Hour Bulk

			nos Time	keeper Guide
In this example, the schedule of	0	8HR 7:30A ·	- 4:30P :60	L is chosen.
Vork Schedule				
Work Schedule				
8HR 7:30A - 4:30P :60L		EQ		
Start Schedule On				
Day 🔻	1	•		

After making the selection, scroll to the top of the screen and click Save

SAVE
X
1
EQ
- I 1

As noted previously, this will change the employee's schedule from the current day going forward. In this example, the change was made on Friday.

>	Date		From	То	Raw Total	Calc. Total	In Date	Time Off	Job Class	Lunch Break
>	SAT Jan 8	+			00:00 hrs	00:00 hrs				
>	SUN Jan 9	+			00:00 hrs	00:00 hrs				
~	MON Jan 10		07:30 am 🕾	04:30 pm 🕾	09:00	08:30	MON Jan 10 🔻	-		30 Ed
	8HR 7:00A - 3:30P :30L	+			09:00 hrs	08:30 hrs				
~	TUE Jan 11		07:30 am 😋	04:31 pm 🕲	09:01	08:30	TUE Jan 11 💌	•		30 E&
	8HR 7:00A - 3:30P :30L	+			09:01 hrs	08:30 hrs				
~	WED Jan 12		07:30 am 🕾	04:31 pm 🕾	09:01	08:30	WED Jan 12 👻	•		30 Eð
	8HR 7:00A - 3:30P :30L	+			09:01 hrs	08:30 hrs				
~	THU Jan 13		07:30 am 🔍	04:30 pm 🕾	09:00	08:30	THU Jan 13 💌	•		30 Ed
	8HR 7:00A - 3:30P :30L	+			09:00 hrs	08:30 hrs				
~	FRI Jan 14	,								
	8HR 7:30A - 4:30P :60L		07:30 am @	04:31 pm @	09:01	08:00	FRI Jan 14 💌	•	ACCOUNT CLERK	60 EQ
		+			09:01 hrs	08:00 hrs				

If needed, you can also change an employee's schedule listed on their timesheet for a particular day or days. In the example above, the employee's schedule was changed in their profile to 7:30a-4:30p :60L. The profile change occurred on Fri, Jan 14. The profile change affected the schedule for the date of the change, Friday, Jan 14, and all *future* days. But not days prior to the profile change on Fri, Jan 14.

Changing the schedule listed in an employee's timesheet for a particular day or days

Click on the day's schedule.



A box will pop up. Click the down arrow next to Shift Type and then select the correct schedule.

JUDITH M. AINSWORTH (110000)

Availability/Preferences

Available:			- Pr	efer:
Shift(s)				
SHIFT 1	SHIFT 2			
Shift Type 8HR 7:00A	- 3:30P :30L		(-)	Start D. Mon
From *		To *	\sim	Standa
07:00	am ()	03:30	pm ④	08:00
HasLunch				

Then click Save.

Jan 10, 2022 JUDITH M. AINSWC)RTH (110000)		×
Availability/Prefer	ences		
Available:		Prefer:	
Shift(s)			
SHIFT 1 SHIFT 2]		
Shift Type		Start Date *	
8HR 7:30A - 4:30P :60L	•	Mon	
From *	To *	Standard Total Hours	
07:30 am 🕗	04:30 pm 🕗	08:00	٢
Has Lunch • Yes No Lunch (Min Time)* 01:00]	Lunch Start * After	Lunch Time * 04:00
Location		Job Class	
	•		•
Responsibility Code		Lunch Break	
	*	60	•
Activities		Stretch	
	•		•
Bus Driver Span OT		Fund/SCC	
	*		•
Overrides		Day Type	
	•		•
IS Scheduled Off		Breakdown	
INU	· · ·		*
			CANCEL SAVE

Notice the Monday schedule changed. However, Tues–Thurs also need changed to reflect the changed schedule.

>	Date		From	То	Raw Total	Calc. Total
>	SAT Jan 8	+			00:00 hrs	00:00 hrs
>	SUN Jan 9	+			00:00 hrs	00:00 hrs
~	MON Jan 10	<u>,</u>	07:30 am 🕾	04:30 pm 🚱	09:00	08:30
	8HR 7:30A - 4:30P :60L	+			09:00 hrs	08:30 hrs
~	TUE Jan 11		07:30 am 🕰	04:31 pm 🕾	09:01	08:30
	8HR 7:00A - 3:30P :30L	+			09:01 hrs	08:30 hrs
~	WED Jan 12		07:30 am 🕰	04:31 pm 🕾	09:01	08:30
	8HR 7:00A - 3:30P :30L	+			09:01 hrs	08:30 hrs
~	THU Jan 13		07:30 am 🕾	04:30 pm 🕾	09:00	08:30
	8HR 7:00A - 3:30P :30L	+			09:00 hrs	08:30 hrs
~	FRI Jan 14					
	8HR 7:30A - 4:30P :60L		07:30 am 🕾	04:31 pm 🚱	09:01	08:00
		+			09:01 hrs	08:00 hrs

This is what the timesheet looks like after those schedules are changed. Also, in this example, the lunch break lengths for Mon-Thursday had to be adjusted to 60 minutes.

>	Date		From	То	Raw Total	Calc. Total	In Date	Time Off	Job Class	Lunch Break
>	SAT Jan 8	+			00:00 hrs	00:00 hrs				
>	SUN Jan 9	+			00:00 hrs	00:00 hrs				
~	MON Jan 10		07:30 am 😋	04:30 pm 😋	09:00	08:00	MON Jan 10 🔻	•	ACCOUNT CLERK	60 🗸 🖸
	8HR 7:30A - 4:30P :60L	+			09:00 hrs	08:00 hrs				
~	TUE Jan 11		07:30 am 🕾	04:31 pm 🕾	09:01	08:00	TUE Jan 11 🔻	-	ACCOUNT CLERK	60 EQ
	8HR 7:30A - 4:30P :60L	+			09:01 hrs	08:00 hrs				
~	WED Jan 12		07:30 am 🕾	04:31 pm 🕾	09:01	08:00	WED Jan 12 🔻	-	ACCOUNT CLERK	60 EQ
	8HR 7:30A - 4:30P :60L	+			09:01 hrs	08:00 hrs				
~	THU Jan 13		07:30 am 🕾	04:30 pm 🕾	09:00	08:00	THU Jan 13 🔻	•	ACCOUNT CLERK	60 E
	8HR 7:30A - 4:30P :60L	+			09:00 hrs	08:00 hrs				
~	FRI Jan 14		07:30 am 🕰	04:31 pm 🕾	09:01	08:00	FRI Jan 14 💌	•	ACCOUNT CLERK	60 Eq.
	8HR 7:30A - 4:30P :60L	+			09:01 hrs	08:00 hrs				

Changing an Employee's Lunch Break Length for the Current Day and Going Forward

Employees should use Kronos self-service to request lunch break cancellations for the current day or past days. However, if an employee is requesting a permanent change in their lunch length, this page and the next show you how to make that permanent change. For employees who have a lunch break length in their schedule, such as the example below,



there are 2 steps you must follow to change the lunch length for the current day and going forward. The 1^{st} step is to follow the directions in pages 18 - 22 for selecting a schedule for the employee with the correct lunch break length.

The 2nd step (or for employees, such as classified supervisors, with a lunch break and a bulk schedule

O 8 Hour Bulk, the only step) to change an employee's lunch break length for the current day going forward, is,

from the dashboard, to click the \equiv icon near the top left.



A box will pop out. In the Search area enter the employee ID and then when the name appears **click** on the name (don't press Enter to select).



This will take you to the Employee Profile. Scroll down to the Cost Centers area just above the Accruals area.

		INIY TEAMI	Search	~ V	÷ •
y Team > Employee Information					
- Employee Profile			UTILITIES	DOWNLOAD PDF	SAVE
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A Employee ID: 1	0000 Hired Date: 27 Aug. 2001 (20 Yea	rs. 4 Months. 21 Days)	Search Widget Name	25	٩
	2001 (2010a	,	_		
	, ,	-,	_		
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in Schedules *	Edit Tabs ion	First Name*	Middle		<u>ه</u>
in Schedules ✓ Account Informat Username* jainsworth	Edit Tabs Ion Nickname	First Name *	Middle		→ brothes
ain Schedules Account Informat Username* jainsworth Last Name*	Edit Tabs ion Nickname Suffix	First Name * JUDITH Locale (Language & Format)	Middle M Time Zone		다. Profiles 카이

Then click the down arrow in the Default Lunch Break field. Click Browse and then select the lunch break length.

	~ -			
Limit Fund/SCC				
Туре	Limit Fund/SCC			
Root				
A Please save changes mad	de to profile prior to applying cost center d	efaults.		
Default Location	Default Job Class	Default Responsibility Code	Default Lunch Break	
Default Location TO-TREAS OFF-SYSTEMS	Default Job Class ACCOUNT CLERK	Default Responsibility Code TREASURER	Default Lunch Break	4
Default Location TO-TREAS OFF-SYSTEMS Default Activities	Default Job Class ACCOUNT CLERK Default Stretch	Default Responsibility Code TREASURER Default Fund/SCC	Default Lunch Break	(
Default Location TO-TREAS OFF-SYSTEMS Default Activities 	Default Job Class ACCOUNT CLERK Default Stretch	Default Responsibility Code TREASURER Default Fund/SCC 001-0100	Default Lunch Break	¢

In this example, 30 is what the lunch has been; however, 60 is selected for the current day and going forward.



Then click Save



In this example, the lunch break for the current day, Jan 18, and going forward has been changed to 60 minutes.

🗸 ті	JE Jan 18		07:30	am	œ	04:30	pm	œ	09:00	08:00	TUE Jan 18	•	-	ACCOUNT CLERK	60	EQ
8H	R 7:30A - 4:30P :60L	+							09:00 hrs	08:00 hrs						
✓ w	/ED Jan 19	Ē	From	am	(i)	То	am	$\bigcirc_{\frac{1}{2}}$	00:00	00:00	WED Jan 19	•	-	ACCOUNT CLERK	60	Eq
8HI	R 7:30A - 4:30P :60L	+							00:00 hrs	00:00 hrs						
✓ Tł	HU Jan 20	Ē	From	am	(\underline{e}_{ij})	То	am	(<u>1</u>	00:00	00:00	THU Jan 20	•	-	ACCOUNT CLERK	60	Eq
8HI	R 7:30A - 4:30P :60L	+							00:00 hrs	00:00 hrs						
✓ FF	RI Jan 21	Ē	From	am	(i)	То	am	0.	00:00	00:00	FRI Jan 21	•	•	ACCOUNT CLERK	60	EQ
8HI	R 7:30A - 4:30P :60L	+							00:00 hrs	00:00 hrs						

8. Answer basic questions from employees about Kronos

Timekeepers have a higher level of access to Kronos and generally have a greater level of knowledge of Kronos than other employees. We appreciate your efforts in being a Kronos resource for other employees at your school or department. Much Kronos information is available to you in the Training tab in Kronos. Additionally, below is a listing of replies to common employee and approver statements or questions.

Employee: My badge doesn't work.

What to do: Clarify with the employee whether the badge is not working at the Kronos clocks or for building access, or both. Please note that Kronos cannot assist employees with building access issues.

If the badge is not working at the Kronos clocks, ask the employee to email <u>kronos@columbus.k12.oh.us</u> and include the following information:

- Employee ID#
- The 6-digit number on the back of their new employee badge (in the upper right-hand corner)
- Whether or not they're receiving a red error message on the time clock when trying to clock in/out

Please note that new hires should wait at least 2 business days after picking up their badge or 2 days after their hire date, whichever is the later date, before emailing. Existing employees picking up replacement badges should wait at least 2 business days after picking up their new badge before emailing.

Employee: I can't log into Kronos.

What to do: Remind the employee that Kronos uses the same email and password that is used for logging into the CCS network and email. Refer them to pages 2 and 3 of the *Employee Kronos Guide* for more information. What if the employee is entering the correct username and password? If the employee was hired within a week of noting the issue, it's likely a timing issue that will be resolved in a few more days. However, if the employee has been hired for more than a week and they're still experiencing the issue, inform them to contact the CCS helpdesk.

Employee: What are the rounding rules?

Answer: If punched in 1 to 5 minutes before or after a scheduled start time **as listed in Kronos**, an in-punch will round to the scheduled start time. Except for an in-punch within 5 minutes of a scheduled start time listed in Kronos, a day's total swiped time is rounded to the nearest 5-minute interval.

Employee: How do I know whether the approver has approved my Kronos request?

Answer: An employee receives an email notification whenever one of their requests is approved (or rejected). Additionally, an employee can click the 3 horizontal lines next to the UKG logo and then select My Time > Timesheet > Change Requests and then change the "Time Entry Date" to the correct time period. This will let them see all the requests which have been made and their statuses. (Email reply is the easiest explanation)

Additional info

Kronos timesheets for a pay period are locked for editing or approving on the Wednesday following the end of a pay period. **Prior to** the Wednesday following the end of the pay period, an approver can correct a timesheet they've approved. Directions for how they can do that are listed in the *Kronos Approver Guide*. If an employee's timesheet needs corrected **after** a pay period has been locked in Kronos, the **approver**, not you as the timekeeper, must email the corrections to the appropriate payroll clerk.

Finally, feel free to contact Phil Watson or Erin Schehl for Kronos help by emailing <u>kronos@columbus.k12.oh.us</u>. Your payroll clerks are also good resources. Thanks for your work!