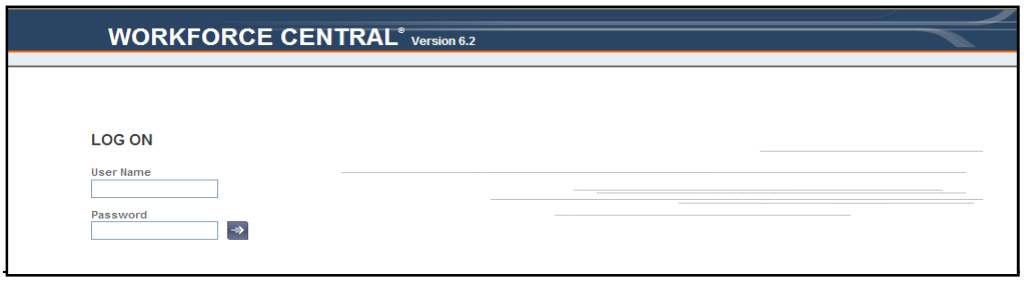
OBJECTIVE

This document is intended to provide an overview of the functions and processes LCISD Supervisors will perform as part of the KRONOS Timekeeping System.

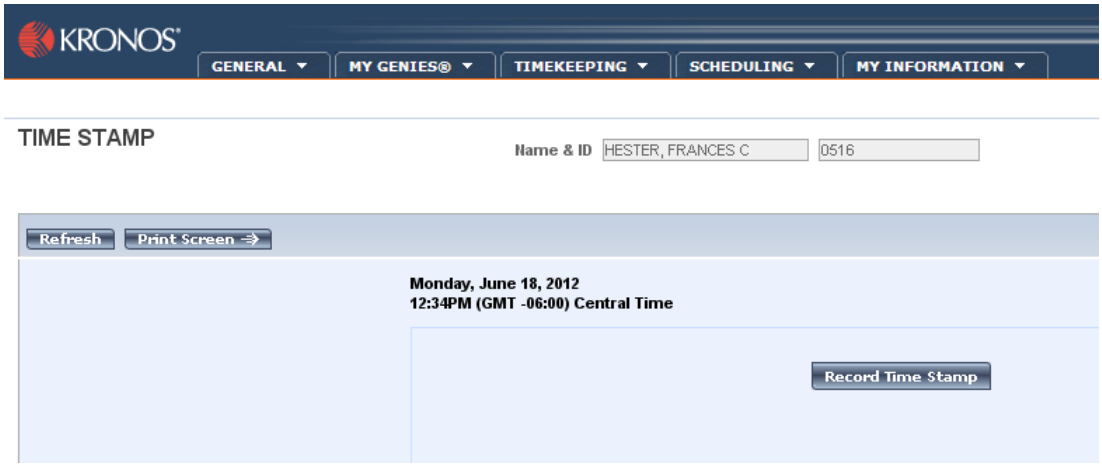
LOGGING INTO KRONOS

1. **Navigate to the Lamar KRONOS website:**
   kronos.lcisd.org



2. **Enter User Name and Password (LCISD Userid/Password) and hit enter.**
   Note: If you do not have a LCISD Userid, use your MUNIS Employee ID as the User Name and password of kronos. The system will prompt you to change your password.

3. **The Kronos Time Stamp screen will display.**
   Note: This is the screen you will use to clock in and out each day by clicking on the "Record Time Stamp" button.



NAVIGATION OVERVIEW

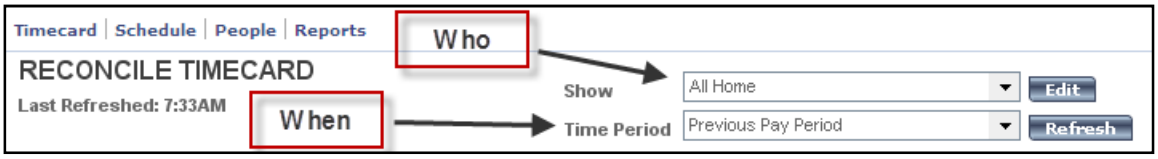
3.1 SCREEN AREAS

The following provides an overview of the basic screen areas/components.

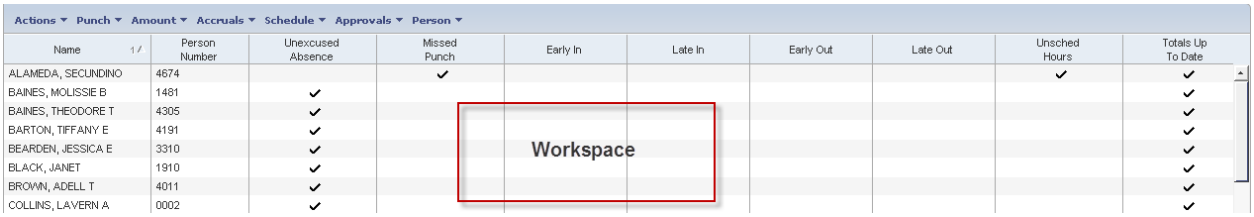
1. **Navigation Bar** – Use this area to launch Kronos related functions and processes. Area also used to logoff.

2. **Show Field** – This field allows for the selection of a group of employees or an employee for viewing/processing in the workspace area.

3. **Time Period Field** – This field allows for the selection of a pay period (when).



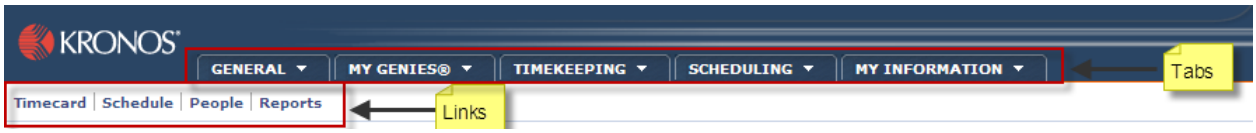
4. **Workspace Area** – This is where the selections made for records will be displayed and available for further processing.



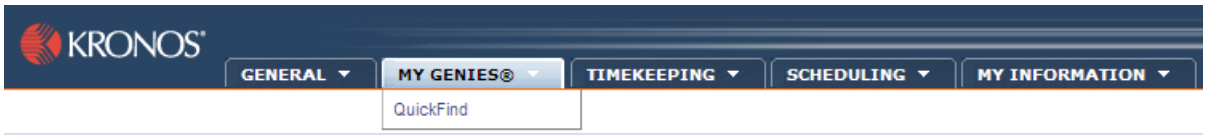
3.2 SYSTEM TABS AND LINKS

System functions and processes are displayed via tabs and links on the screen.

- Tabs across the top of the main Kronos screen contain menus and functions.
- Links provide quick access to Timecards, Schedules, People Records (employees that report to you), and any Reports for an employee or group of employees.



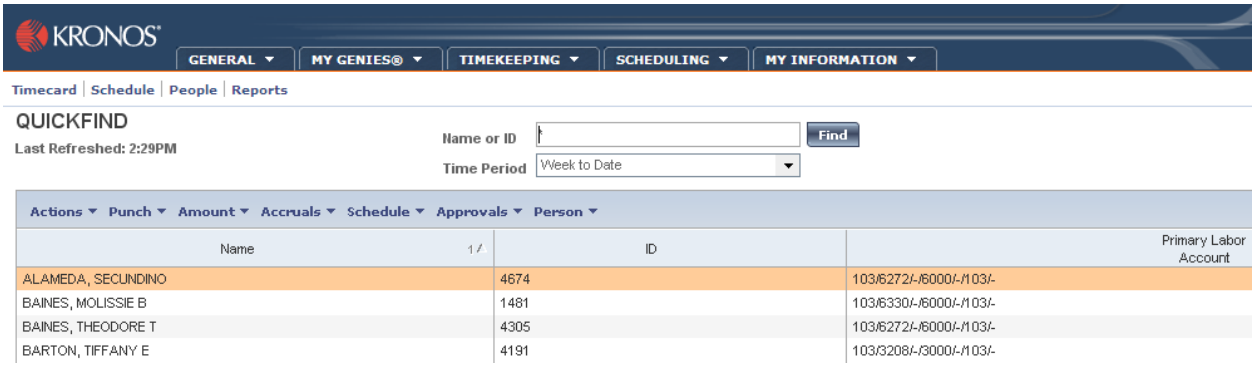
- Using the pull down arrow for each of the Tabs will provide a listing of additional functions available in the system.



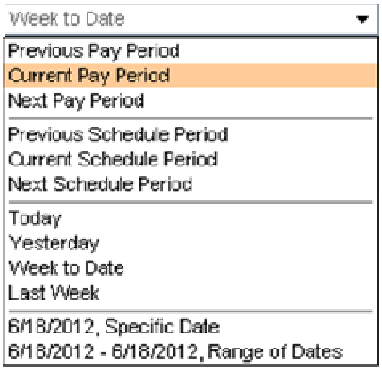
3.3 Access/View Employee Records

The supervisor can generate an on-line listing of employees that report to him or her by following the steps.

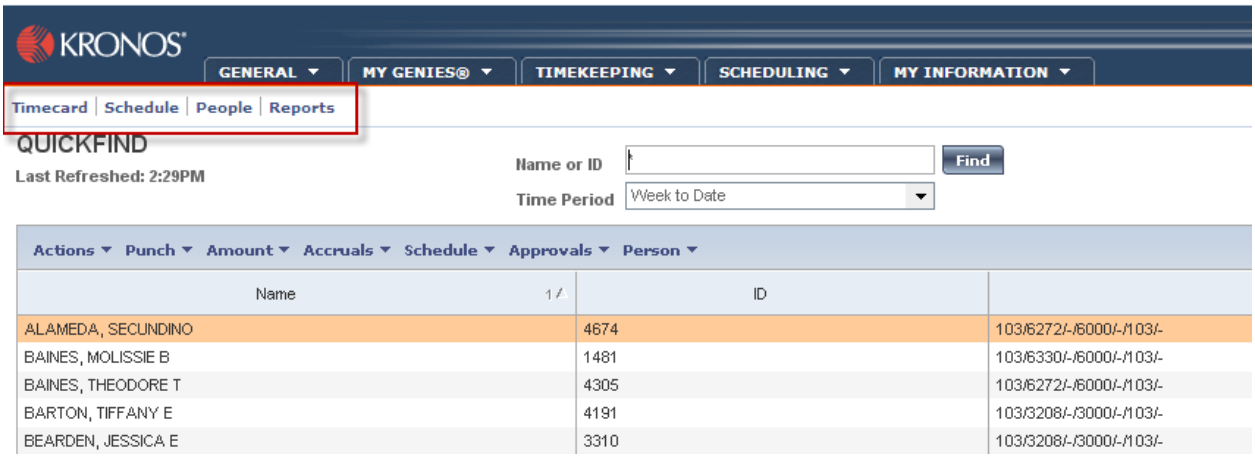
1. From the main KRONOS menu, click on MY GENIES® and select QuickFind. A listing of employees that report to the Supervisor will display. **NOTE:** Records can be sorted by clicking on the column header (e.g. sort by Name click on the Name header



2. From the Time Period field, click on the pull down arrow to select the period corresponding to the timecard that is being reviewed. This is primarily used to view a timecard from a specific period but not needed to review an employee's main demographic record.



3. From the QuickFind screen, click on (this will highlight the employee record) the employee and select the type of records for review from the menu listing.



- The Timecard option will display the employee's timecard for the period select.
- The Schedule option will display the employee's current work schedule.
- The People option will display the employee's demographic record.
- The Reports option will provide a series of reports that can be run against the employee group.

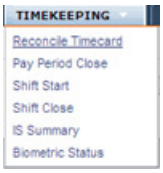
TIMECARD OVERVIEW

This section will provide a general overview of the timecard related functions and processes.

4.1 VIEW TIMECARD SUMMARY FOR ALL EMPLOYEES

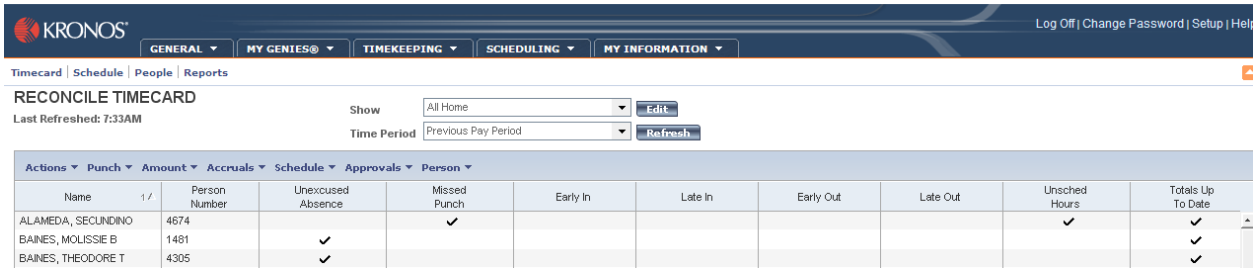
Supervisors can easily review a summary of employee timecards to identify any potential issues or edits that may be required, such as missing punches, unexcused absences, etc. Follow these steps to produce the Timecard Summary.

1. From the main Kronos menu, click on TIMEKEEPING and select Reconcile Timecard.



2. The system will generate a listing of all employees reporting to the supervisor to include an overview regarding their timecard. From this screen the supervisor can double click on any of the records to access and edit the employee's timecard as needed. In this example the first employee in

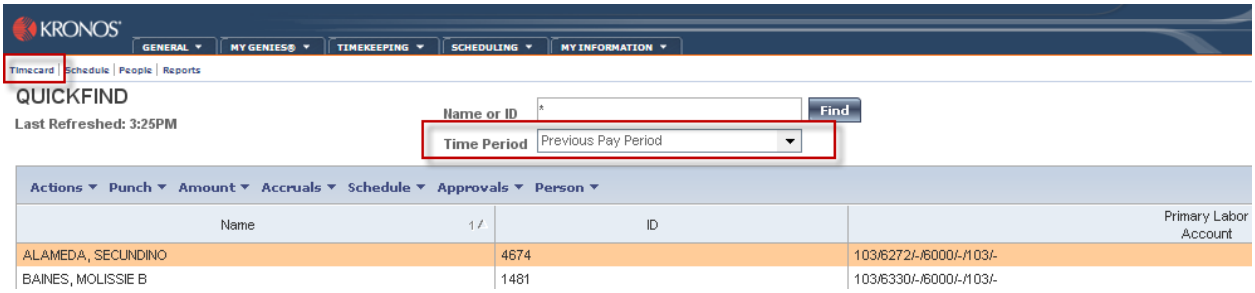
the listing has a missing punch. The records in the screen can be sorted by clicking on any of the header columns.



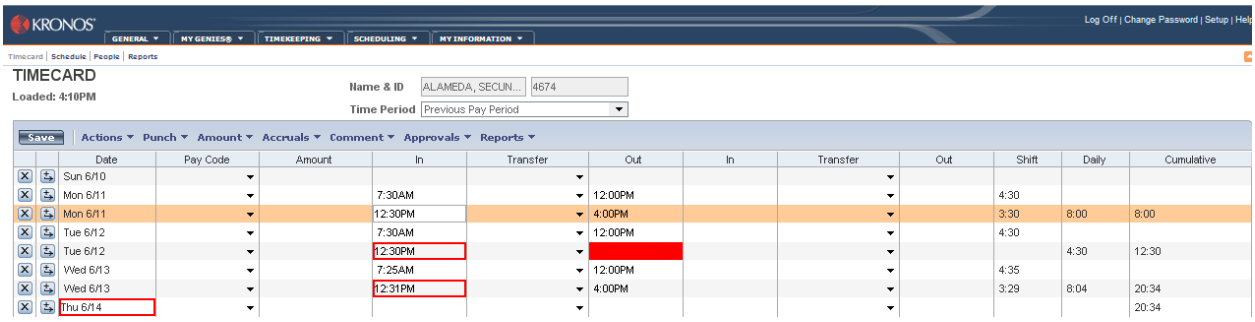
4.2 VIEW AN EMPLOYEE'S TIMECARD

To view a specific do the following.

1. From the From the QuickFind screen, click on (this will highlight the employee record) the employee and select Timecard from the menu listing **OR** just double click on the employee name.

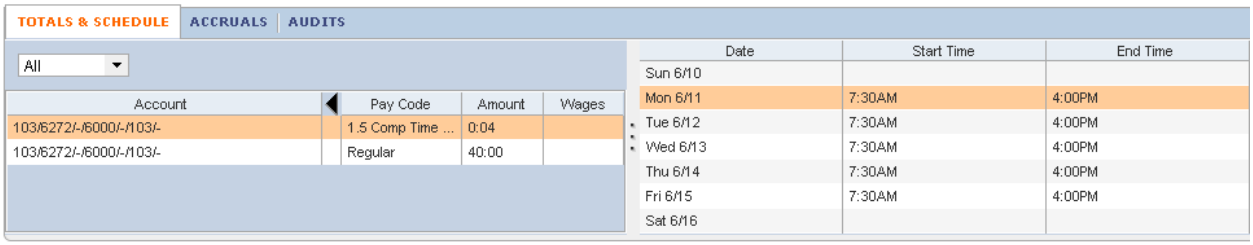


2. The employee's timecard for the period selected will display.



3. A red box or outline on any of the timecard records indicates there's a problem with the timecard. To get an explanation for the timecard problems, place the cursor over the highlighted field. The system will display the record problem.

4. The bottom of the Timecard screen provides information regarding timecard totals, accruals and an audit of any changes made to the timecard. In addition, the employee's schedule is displayed. **Note:** Under Accruals Tab the time available for Exempt employees will be listed in Days and for Non-Exempt employees will be Hours.



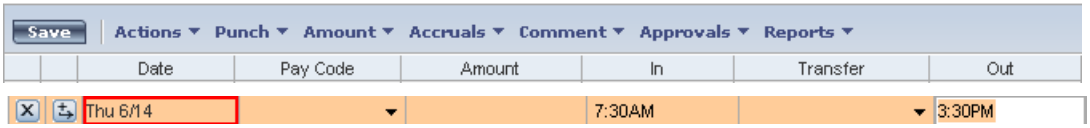
4.3 EDITING AN EMPLOYEE'S TIMECARD

Both the employee and supervisor will be responsible for approving the timecard. As part of the supervisor edit/approval process there will be a need to modify the employee's timecard (e.g. the employee did not clock in correctly or is out of the office during the approval process).

4.3.1 ENTERING TIME WORKED

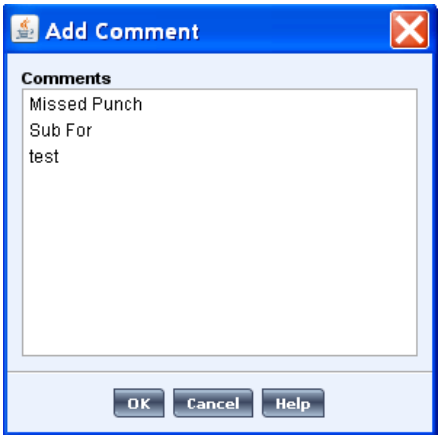
To enter time worked on an employee's timecard, take the following steps.

1. Open the Employee's timecard for the review/approval time period.
2. Click on the time record (punch) requiring entry this will highlight the record. For this example we are entering punches for the day (6/14) where the employee was at work but didn't punch in or out for the day.
3. From the record selected, enter the Time in and Time out.

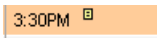


4. From the record selected, enter the Time in and Time out. **NOTE:** Be sure to use the AM or PM when recording the punches.
5. When editing an employee's timecard a comment documenting the edit will be needed. This will also provide the employee with an explanation for the edit. To apply a comment to the timecard edit, right click on the field being edited. The system will display next to the field an option for Adding a Comment or Edit Punch. Select Add Comment.

6. The system will display a list of valid comments. Select the comments and click OK.



7. The system will place a comment icon in the field indicating that a comment was added.



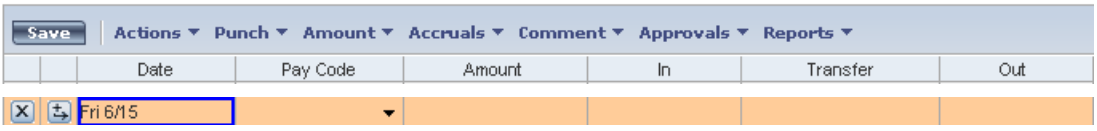
8. Click on

, this will save the timecard edit/change.

4.3.2 ENTERING AN ABSENCE

Similar to entering a time worked record for an employee, there may be occasions when a supervisor will need to enter an employee absence record. Take the following steps to add an absence to an employee's record.

1. Open the Employee's timecard for the review/approval time period.
2. Click on the time record (punch) requiring entry this will highlight the record. For this example we are entering punches for the day (6/15) where the employee was at work but didn't punch in or out for the day.



3. From the drop down arrow in the Pay Code field, select the absence type.

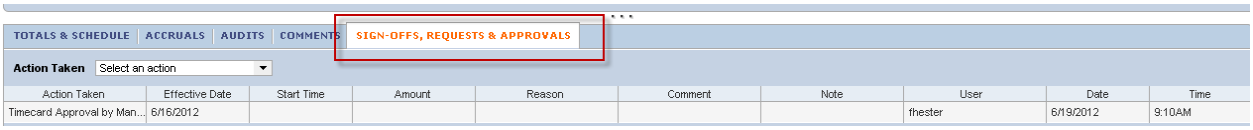
4. Tab to the Amount field and enter amount of time absent.
5. Click on Save to save the record.

4.4 Approving an Employee's Timecard

Employees and Supervisors both approve timecards. Once a timecard approval has been entered, it can only be removed by the person that entered it. Supervisors can edit timecards that have been approved by the employee, if edited; the employee will receive a notification regarding the edit. To approve an employee's timecard following these steps.

1. Open the Employee's timecard for the review/approval time period.
2. From the Timecard screen, click on Approvals and select Approve.

3. The system will generate a tab at the bottom of the screen indicating the timecard was approved.



4. **NOTE:** If for some reason an edit is needed after the timecard is approved but prior to payroll processing, the approval MUST be removed. This can be done by clicking on Approvals and selecting Remove Approval.