

# KRONOS ENTER LEAVE - 01 EMPLOYEE

Report use of leave time

Click on plus sign on date of leave

On added row, click on drop down arrow under Pay Code column

Click on leave type to be used

**MY TIMECARD**  
Approval Removed: 2:19PM  
Name & ID: Test, Employee 999999  
Time Period: 5/31/2009 - 6/06/2009, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31					4:00PM				7.5	7.5	7.5
Mon 6/01			8:00AM		4:00PM				7.5	7.5	15.0
Tue 6/02	Sick										
Wed 6/03	Personal		8:00AM		4:00PM				7.5	7.5	22.5
Thu 6/04	Prof Dev		8:00AM		4:00PM				7.5	7.5	30.0
Fri 6/05	Reg 01		8:00AM		4:00PM				7.5	7.5	37.5
Sat 6/06	Sick										37.5

**TOTALS & SCHEDULE**   ACCRUALS   AUDITS

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
-103100/6001000/257569/...	Reg 01	37.5	Sun 5/31				
-103100/6001000/257569/...	Leave Accrual Earn...	37.5	Mon 6/01	8:00AM	4:00PM		
			Tue 6/02	8:00AM	4:00PM		
			Wed 6/03	8:00AM	4:00PM		
			Thu 6/04	8:00AM	4:00PM		

Type in number of leave hours used on that day

**MY TIMECARD**  
Loaded: 2:34PM  
Name & ID: Test, Employee 999999  
Time Period: 5/31/2009 - 6/06/2009, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31					4:00PM				7.5	7.5	7.5
Mon 6/01			8:00AM		4:00PM				7.5	7.5	15.0
Tue 6/02	Sick	7.5									
Wed 6/03	Personal		8:00AM		4:00PM				7.5	7.5	22.5
Thu 6/04	Prof Dev		8:00AM		4:00PM				7.5	7.5	30.0
Fri 6/05	Reg 01		8:00AM		4:00PM				7.5	7.5	37.5
Sat 6/06	Sick										37.5

**TOTALS & SCHEDULE**   ACCRUALS   AUDITS

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
-103100/6001000/257569/...	Reg 01	37.5	Sun 5/31				
-103100/6001000/257569/...	Leave Accrual Earn...	37.5	Mon 6/01	8:00AM	4:00PM		
			Tue 6/02	8:00AM	4:00PM		
			Wed 6/03	8:00AM	4:00PM		
			Thu 6/04	8:00AM	4:00PM		

If using the entire day - Click on X in first row of date

Click on Yes

Click Save

The screenshot shows the Kronos Workforce Central interface. At the top, there's a navigation bar with 'MY INFORMATION' and 'MY TIMECARD' tabs. The 'MY TIMECARD' section displays a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A dialog box titled 'Workforce Central' is open, asking 'Erase data for the entire row?' with 'Yes' and 'No' buttons. Below the main table, there's a 'TOTALS & SCHEDULE' section with a table showing dates, start times, end times, pay codes, and amounts.

Click on Totals & Schedule

Click on Actions, then Refresh

The screenshot shows the Kronos Workforce Central interface. At the top, there's a navigation bar with 'GENERAL' and 'MY INFORMATION' tabs. The 'MY TIMECARD' section displays a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The 'Actions' menu is open, showing options like 'Refresh Data', 'E-mail', 'Print', and 'Print Screen'. Below the main table, there's a 'TOTALS & SCHEDULE' section with a table showing dates, start times, end times, pay codes, and amounts.

Repeat above step until empty row is removed and Unprocessed Time is gone

If using only part of the day (leaving early or coming in late) – change either the in or out time to reflect actual hours worked

Click Save

**MY TIMECARD**  
Loaded: 6:25:44PM  
Name & ID: Test, Employee 999999  
Time Period: 5/31/2009 - 6/06/2009, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31											
Mon 6/01			8:00AM		4:00PM				7.5	7.5	7.5
Tue 6/02	Sick	2.5	8:00AM		1:00PM				5.0	7.5	15.0
Wed 6/03			8:00AM		4:00PM				7.5	7.5	22.5
Thu 6/04			8:00AM		4:00PM				7.5	7.5	30.0
Fri 6/05			8:00AM		4:00PM				7.5	7.5	37.5
Sat 6/06											37.5

**TOTALS & SCHEDULE**

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
-1103100/6001000/257569/...	Reg 01	35.0	Mon 6/01	8:00AM	4:00PM		
-1103100/6001000/257569/...	Sick	2.5	Tue 6/02	8:00AM	4:00PM		
-1103100/6001000/257569/...	Leave Accrual Ear...	37.5	Wed 6/03	8:00AM	4:00PM		
			Thu 6/04	8:00AM	4:00PM		

If using leave time in middle of day – change OUT time to time left and add another IN time on same row for the time you returned. Add OUT time for end of day

Click Save

**MY TIMECARD**  
Loaded: 10:55AM  
Name & ID: 01 Test Employee 111111  
Time Period: Last Week

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 1/24											
Mon 1/25			8:00AM		4:00PM				7.5	7.5	7.5
Tue 1/26	Personal	2.0	8:00AM		11:00AM	1:00PM		4:00PM	5.5	7.5	15.0
Wed 1/27			8:00AM		4:00PM				7.5	7.5	22.5
Thu 1/28			8:00AM		4:00PM				7.5	7.5	30.0
Fri 1/29			8:00AM		4:00PM				7.5	7.5	37.5
Sat 1/30											37.5

**TOTALS & SCHEDULE**

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
-113600/6001000/202533/...	Leave Accrual Ear...	37.5	Mon 1/25	8:00AM	4:00PM		
-113600/6001000/202533/...	Reg 01	35.5	Tue 1/26	8:00AM	4:00PM		
-113600/6001000/202533/...	Personal	2.0	Wed 1/27	8:00AM	4:00PM		
			Thu 1/28	8:00AM	4:00PM		
			Fri 1/29	8:00AM	4:00PM		

Click on Totals & Schedule

Click on Actions, then Refresh

The screenshot shows the Kronos WORKFORCE CENTRAL (R) interface in Microsoft Internet Explorer. The browser title is "Kronos WORKFORCE CENTRAL (R) - Microsoft Internet Explorer provided by Quinsigamond Community College". The address bar shows "http://kronos/wfc/applications/suitenav/navigation.do". The page header includes "KRONOS" and "Log Off | Change Password | Help".

The main content area is titled "MY TIMECARD" and shows "Last Saved: 4:10PM". The "Name & ID" field contains "01 Test Employee" and "111111". The "Time Period" is set to "1/24/2010 - 1/30/2010, Range of Dates".

The timecard table has columns for "Save", "Action", "Pay Code", "Amount", "Comment", "Approvals", "In", "Transfer", "Out", "In", "Transfer", "Out", "Shift", "Daily", and "Cumulative". The "Action" menu is open, showing options like "Refresh Data", "E-mail", "Print", and "Print Screen".

Below the timecard is the "TOTALS & SCHEDULE" section, which includes a table with columns for "Date", "Start Time", "End Time", "Pay Code", and "Amount". The table shows data for dates from Sun 1/24 to Thu 1/28.

Repeat above step until empty row is removed and Unprocessed Time is gone

Leave Pay Codes		
Pay Code	Description	Comment Required
Brvmt Lv	Bereavement Leave	Relationship of Deceased
BT Used	Bank Time Used	
CT Used	Comp Time Used	
FLH Used	Floating Holiday Used	Date of Holiday
FLX Used	Flex Time Used	
Ill no pay	Illness without pay	
Jury D	Jury Duty	
Lv no pay	Leave without Pay	
Personal	Personal Leave	
Prof Dev	Professional Development	Description of Function Attended
Sick	Sick Leave	Relationship to Employee if family member
Snow	College closed due to inclement weather	
Vacation	Vacation Leave	