

KRONOS ENTER COMMENTS

1. Click on hours cell in Amount column

Kronos WORKFORCE CENTRAL(R) - Microsoft Internet Explorer provided by Quinsigamond Community College

http://kronos/wfc/applications/suite/nav/navigation.do

Kronos WORKFORCE CENTRAL(R)

Log Off | Change Password | Help

MY TIMECARD
Loaded: 11:02AM

Name & ID: 01 Test Employee | 111111
Time Period: 5/02/2010 - 5/08/2010, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/02											
Mon 5/03			8:00AM		4:00PM				7.5	7.5	7.5
Tue 5/04	Development	7.5							7.5	15.0	15.0
Wed 5/05			8:00AM		4:00PM				7.5	22.5	22.5
Thu 5/06			8:00AM		4:00PM				7.5	30.0	30.0
Fri 5/07			8:00AM		4:00PM				7.5	37.5	37.5
Sat 5/08											37.5

TOTALS & SCHEDULE ACCRUALS AUDITS COMMENTS SIGN-OFFS & APPROVALS

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
-/114000/6001000/210214/LL	Development	7.5	Sun 5/02	8:00AM	4:00PM		
-/114000/6001000/210214/LL	Leave Accrual Earm...	37.5	Mon 5/03	8:00AM	4:00PM		
-/114000/6001000/210214/LL	Reg 01	30.0	Tue 5/04	8:00AM	4:00PM		

Done Local intranet | Protected Mode: On 11:04 AM 5/5/2010

2. Click on Comments

3. Click on Add Comments

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Done Local intranet | Protected Mode: On 11:08 AM 5/5/2010

4. Scroll down to find

5. Click on comment

6. To add text click on Notes cell and type text

7. Click OK

The screenshot shows the Kronos WORKFORCE CENTRAL interface. A timecard grid is visible with columns for Date, Pay Code, Amount, In, and Out. A dialog box titled 'Add Comment' is open, showing a list of comment options: MCCC Professional Development, NOP-No Accrual, Off Campus Meeting, Paternity, SIC-Dentist Appt, SIC-Dr. Appt, SIF-Anyone in Immediate Household..., SIF-Child, and SIF-Parent. Below the list is a text input field labeled 'Note'. The 'OK' button is highlighted.

8. Click Save

9. Comment icon appears

The screenshot shows the Kronos WORKFORCE CENTRAL interface. The timecard grid is visible. A comment icon (a small speech bubble) has appeared in the 'Comments' column for the selected date, Tue 5/04. The 'Comments' tab is selected at the bottom of the screen.

10. To view, click on Comments tab on bottom of screen

