

KRONOS - HOLIDAYS - EMPLOYEE

Holiday not worked when college is closed (non floater):

1. Click on X in first row of Date of holiday that shows in and out times.

2. Click on Yes

3. Click Save

The screenshot displays the Kronos Workforce Central interface. At the top, there is a navigation bar with tabs for GENERAL, MY INFORMATION, and RECORD RETENTION. Below this is the 'MY TIMECARD' section, which includes fields for Name & ID (Test, Employee 999999) and Time Period (Next Pay Period). The main area is a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A row for Wednesday, 11/11, is highlighted in green and marked with a checkmark in the first column. A dialog box titled 'Workforce Central' is open, asking 'Erase data for the entire row?' with 'Yes' and 'No' buttons. Below the table is a 'TOTALS & SCHEDULE' section with tabs for ACCRUALS and AUDITS. The ACCRUALS tab is active, showing a table with columns for Date, Start Time, End Time, Pay Code, and Amount. The table lists accruals for Sun 11/08, Mon 11/09, Tue 11/10, Wed 11/11, and Thu 11/12. The bottom of the screen shows a taskbar with various application icons and a system clock showing 12:25 PM.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 11/07											
Sun 11/08											
Mon 11/09			8:00AM		4:00PM				7.5	7.5	7.5
Tue 11/10			8:00AM		4:00PM				7.5	7.5	15.0
Wed 11/11			8:00AM		4:00PM				7.5		
Wed 11/11	Veteran's Day	7.5								15.0	30.0
Thu 11/12			8:00AM						7.5	7.5	37.5
Fri 11/13			8:00AM						7.5	7.5	45.0
Sat 11/14											45.0
Sun 11/15											45.0
Mon 11/16											45.0
Tue 11/17											45.0
Wed 11/18											45.0

Date	Start Time	End Time	Pay Code	Amount
Sun 11/08				
Mon 11/09	8:00AM	4:00PM		
Tue 11/10	8:00AM	4:00PM		
Wed 11/11	8:00AM	4:00PM		
Thu 11/12	8:00AM	4:00PM		

Holiday worked when college is closed (non floater):

1. Click on X in first row of Date of holiday that shows in and out times.

2. Click on Yes

3. Click Save

The screenshot shows the Kronos Workforce Central interface in a Microsoft Internet Explorer browser. The browser address bar shows 'http://kronos/wf'. The page title is 'KRONOS'. The user is logged in as 'Test, Employee' with ID '999999'. The page is titled 'MY TIMECARD' and shows a timecard for 'Next Pay Period'.

The timecard table has columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, Cumulative. The rows show dates from Sat 11/07 to Wed 11/18. A row for Wed 11/11 is highlighted in green, indicating a holiday. A dialog box titled 'Workforce Central' is open over the table, asking 'Erase data for the entire row?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted.

Below the timecard is a 'TOTALS & SCHEDULE' section with tabs for 'ALL', 'ACCRUALS', and 'AUDITS'. The 'ALL' tab is selected, showing a table with columns: Date, Start Time, End Time, Pay Code, Amount. The rows show dates from Sun 11/08 to Thu 11/12.

The bottom of the screenshot shows the Windows taskbar with the start button and several open applications: 'Inbox - Micro...', 'Employee Hour...', 'Kronos WORK...', '125726501171...', 'Kronos Training ...', and 'Kronos Training ...'. The system clock shows '12:25 PM'.

4. Click on + of holiday row

5. Choose Hol Wrkd P or S from drop down menu

6. Enter # of hours worked up to scheduled hours

7. Click Save

The screenshot shows the Kronos WORKFORCE CENTRAL interface in Microsoft Internet Explorer. The browser address bar shows 'http://kronos/wl'. The page title is 'Kronos WORKFORCE CENTRAL(R) - Microsoft Internet Explorer provided by O'nealsigmond Community College'. The interface includes a navigation menu with options like 'GENERAL', 'MY GENIES', 'TIMEKEEPING', 'SCHEDULING', 'MY INFORMATION', and 'MY CALENDARS'. The main content area is titled 'TIMECARD' and shows a timecard for 'Test, Employee' with ID '999999'. The timecard table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The table shows entries for dates from Sat 11/07 to Wed 11/18. The entry for Wed 11/11 is highlighted in green, and a dropdown menu is open for the 'Pay Code' column, showing options like 'Veteran's Pay', 'Hol Wrkd P', 'Holiday', 'Hol Wrkd S', 'Ill no pay', 'JDP03', 'Jury D', 'Lv no pay', and 'Lv w pay'. The 'Amount' column for Wed 11/11 is set to 7.5. Below the table, there are sections for 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'. The 'TOTALS & SCHEDULE' section shows a summary of the timecard entries. The 'ACCRUALS' section shows a table with columns for Date, Start Time, End Time, Pay Code, and Amount. The 'AUDITS' section shows a table with columns for Account, Pay Code, Amount, and Wages. The Windows taskbar at the bottom shows the start button and several open applications, including 'Inbox - Micro...', 'Employee Hour...', 'Kronos WORKF...', '125726501171...', 'Kronos Training ...', and 'Kronos Training ...'. The system clock shows '12:46 PM'.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 11/07											
Sun 11/08											
Mon 11/09			8:00AM		4:00PM					7.5	7.5
Tue 11/10			8:00AM		4:00PM					7.5	15.0
Wed 11/11	Veteran's Pay	7.5								7.5	22.5
Wed 11/11	Hol Wrkd P	7.5									
Thu 11/12	Holiday		8:00AM		4:00PM					7.5	30.0
Fri 11/13	Hol Wrkd S		8:00AM		4:00PM					7.5	37.5
Sat 11/14	Ill no pay										37.5
Sun 11/15	JDP03										37.5
Mon 11/16	Jury D										37.5
Mon 11/16	Lv no pay										37.5
Tue 11/17	Lv w pay										37.5
Wed 11/18											37.5

Account	Pay Code	Amount	Wages
-/103100/6001000/257569/-/-	Reg 01	30.0	
-/103100/6001000/257569/-/-	Holiday	7.5	
-/103100/6001000/257569/-/-	Leave Accrual	37.5	

Date	Start Time	End Time	Pay Code	Amount
Sun 11/08				
Mon 11/09	8:00AM	4:00PM		
Tue 11/10	8:00AM	4:00PM		
Wed 11/11	8:00AM	4:00PM		
Thu 11/12	8:00AM	4:00PM		