

KRONOS REPORT FLEX TIME – SUMMER ONLY

No Leave time used:

Change In or Out time to reflect actual hours worked on each day

Click Save

The screenshot displays the Kronos WORKFORCE CENTRAL interface. At the top, the browser address bar shows the URL: <http://kronos/wfc/applications/suite/nav/navigation.do>. The navigation menu includes: GENERAL, MY CARRIES, TIMEKEEPING, SCHEDULING, MY INFORMATION. The main content area is titled "TIMECARD" and shows the employee name "Test NUP Employee" with ID "88888". The time period is set to "6/05/2011 - 6/11/2011".

The "TIMECARD" table lists the following data:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 6/04											
Sun 6/05											
Mon 6/06			8:00AM		5:00PM				8.5	8.5	8.5
Tue 6/07			8:00AM		5:00PM				8.5	8.5	17.0
Wed 6/08			8:00AM		5:00PM				8.5	8.5	25.5
Thu 6/09			8:00AM		4:30PM				8.0	8.0	33.5
Fri 6/10			8:00AM		12:00PM				4.0	4.0	37.5
Sat 6/11											37.5
Sun 6/12											

The "TOTALS & SCHEDULE" section includes an "ACCRUALS" table:

Account	Pay Code	Amount	Wages
-1112000/6001000/200376/1-1-	Reg 01	37.5	
-1112000/6001000/200376/1-1-	Leave Accral E...	37.5	

The interface also features a "Save" button and a "Click Save" callout box. The system tray at the bottom shows the date and time: 1:41 PM, 5/16/2011.

Check Totals to be sure they = 37.50 hrs.

Leave time used:

Change In or Out time to reflect actual hours worked on each day

Remove In and Out time on Friday and enter leave type in Pay Code column and hours to be used in Amount column

Timecard | Schedule | People | Reports | Reports - Advanced

TIMECARD
Last Saved: 1:51PM

Name & ID: Test NUP Employee 888888
Time Period: 6/05/2011 - 6/11/2011

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 6/04											
Sun 6/05											
Mon 6/06			8:00AM		5:00PM				8.5	8.5	8.5
Tue 6/07			8:00AM		5:00PM				8.5	8.5	17.0
Wed 6/08			8:00AM		5:00PM				8.5	8.5	25.5
Thu 6/09			8:00AM		4:30PM				8.0	8.0	33.5
Fri 6/10	Vacation	4.0								4.0	37.5
Sat 6/11											37.5
Sun 6/12											

Click Save

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount	Wages
-/112000/6001000/200376/1-1-	Reg 01	33.5	
-/112000/6001000/200376/1-1-	Vacation	4.0	
-/112000/6001000/200376/1-1-	Leave Accral E...	37.5	

Date	Start Time	End Time	Pay Code	Amount
Sun 6/05				
Mon 6/06	8:00AM	4:00PM		
Tue 6/07	8:00AM	4:00PM		
Wed 6/08	8:00AM	4:00PM		
Thu 6/09	8:00AM	4:00PM		
Fri 6/10	8:00AM	4:00PM		
Sat 6/11				

Check Totals to be sure they = 37.50 hrs.