

KRONOS REPORT OVERTIME - EMPLOYEE

Report Overtime worked at beginning or end of shift:

Change In or Out time to reflect actual hours worked

Click Save

The screenshot shows the Kronos Workforce Central interface in a Microsoft Internet Explorer browser. The browser title is "Kronos WORKFORCE CENTRAL (R) Microsoft Internet Explorer provided by Quinsigamond Community College". The address bar shows "http://kronos/wl". The page has a blue header with the Kronos logo and "MY INFORMATION" dropdown. Below the header is the "MY TIMECARD" section, loaded at 12:36PM. It shows the user "Test, Employee" with ID "999999" and a time period of "5/31/2009 - 6/06/2009, Range of Dates".

The main timecard table has columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, Cumulative. The data rows are:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31											
Mon 6/01			8:00AM		4:00PM				8.5	8.5	8.5
Tue 6/02			8:00AM		4:00PM				8.5	8.5	17.0
Wed 6/03			8:00AM		4:00PM				7.5	7.5	24.5
Thu 6/04			8:00AM		4:00PM				7.5	7.5	32.0
Fri 6/05			8:00AM		4:00PM				7.5	7.5	39.5
Sat 6/06											39.5

Below the timecard is the "TOTALS & SCHEDULE" section, which includes a table with columns: Date, Start Time, End Time, Pay Code, Amount. The data rows are:

Date	Start Time	End Time	Pay Code	Amount
Sun 5/31				
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		
Fri 6/05	8:00AM	4:00PM		
Sat 6/06				

At the bottom of the "TOTALS & SCHEDULE" section, there is a table with columns: Account, Pay Code, Amount. The data rows are:

Account	Pay Code	Amount
-/103100/6001/000/257569/-/-/	Reg 01	37.5
-/103100/6001/000/257569/-/-/	OT Prem	2.0
-/103100/6001/000/257569/-/-/	Leave Accral Earni...	37.5

The browser taskbar shows several open windows: "start", "Inbox - Microsoft OU...", "Remote Support - Pr...", "Kronos WORKFORC...", "Kronos Training Doc...", and "Kronos Training Ente...". The system clock shows "12:37 PM".

Click on Totals & Schedule to verify OT hours

Report Overtime worked not at beginning or end of shift:

Click on plus sign on date OT worked

On added row, enter In or Out time of OT hours worked

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' and 'MY INFORMATION'. The main content area is titled 'MY TIMECARD' and shows a timecard for 'Test Employee' with ID '999999' for the period '5/31/2009 - 6/06/2009'. The timecard table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A new row for Tuesday 6/02 has been added with an 'In' time of 8:00PM. Below the timecard are tabs for 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'. The 'TOTALS & SCHEDULE' tab is active, showing a table with columns for Date, Start Time, End Time, Pay Code, and Amount. The table lists entries for Sun 5/31, Mon 6/01, Tue 6/02, Wed 6/03, Thu 6/04, Fri 6/05, and Sat 6/06. The 'TOTALS & SCHEDULE' table shows an entry for Tue 6/02 with a Start Time of 8:00AM, End Time of 4:00PM, Pay Code of 'OT Prem', and Amount of 4.0. The browser taskbar at the bottom shows several open applications, including 'Inbox - Microsoft Ou...', 'Remote Support - Pr...', 'Kronos WORKFORC...', 'Kronos Training Doc...', and 'Kronos Training Rep...'. The system clock shows '12:54 PM'.

Click on Totals & Schedule to verify OT hours

Report Overtime worked on off day:

Enter In and Out times for OT hours worked on off day

Click Save

The screenshot shows the Kronos WORKFORCE CENTRAL interface in a Microsoft Internet Explorer browser. The browser title is "Kronos WORKFORCE CENTRAL(R) - Microsoft Internet Explorer provided by Quinsigamond Community College". The address bar shows "http://kronos/wl". The page header includes "KRONOS" and "MY INFORMATION".

The main section is titled "MY TIMECARD" and shows "Loaded: 2:14PM". The user's name and ID are "Test, Employee 999999". The time period is "5/31/2009 - 6/06/2009, Range of Dates".

The timecard table has columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, Cumulative. The data rows are:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31			8:00AM		12:00PM				4.0	4.0	4.0
Mon 6/01			8:00AM		4:00PM				7.5	7.5	11.5
Tue 6/02			8:00AM		4:00PM				7.5	7.5	19.0
Wed 6/03			8:00AM		4:00PM				7.5	7.5	26.5
Thu 6/04			8:00AM		4:00PM				7.5	7.5	34.0
Fri 6/05			8:00AM		4:00PM				7.5	7.5	41.5
Sat 6/06											41.5

Annotations include:

- A box labeled "Enter In and Out times for OT hours worked on off day" with arrows pointing to the "In" and "Out" columns for the Sunday 5/31 row.
- A box labeled "Click Save" with an arrow pointing to the "Save" button in the top left of the timecard section.

At the bottom, there is a "TOTALS & SCHEDULE" section with a table:

Date	Start Time	End Time	Pay Code	Amount
Sun 5/31				
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		

Below this table is a summary table with columns: Account, Pay Code, Amount:

Account	Pay Code	Amount
-/103100/6001000/257569/-/-	Reg 01	37.5
-/103100/6001000/257569/-/-	OT Prem	4.0
-/103100/6001000/257569/-/-	Leave Accral Ear...	37.5

Annotations include:

- A box labeled "Click on Totals & Schedule to verify OT hours" with an arrow pointing to the "TOTALS & SCHEDULE" tab.
- Another arrow points from the same box to the "Amount" column in the summary table.

The browser taskbar shows the start button and several open applications: "Inbox - Microsoft Ou...", "Remote Support - Pr...", "Kronos WORKFORC...", "Kronos Training Doc...", "Kronos Training Rep...". The system clock shows "2:15 PM".

Click on Totals & Schedule to verify OT hours

Request Comp Time for Overtime worked:

Click on Transfer field on day when OT was worked

Click on appropriate Comp plan if displayed

If Comp plan is not displayed, click search

The screenshot shows the Kronos WORKFORCE CENTRAL interface in a Microsoft Internet Explorer browser. The page title is "Kronos WORKFORCE CENTRAL (R) - Microsoft Internet Explorer provided by Quinsigamon... Community College". The browser address bar shows "http://kronos/wf...".

The main content area is titled "MY TIMECARD" and "Loaded: 2:14PM". It displays a timecard for the period "5/31/2009 - 6/06/2009, Range of 999999". The user's name and ID are "Test, Employee 999999".

The timecard table has columns: Date, Pay Code, Amount, Comment, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The data rows are:

Date	Pay Code	Amount	Comment	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31			8:00AM			12:00PM				4.0	4.0	4.0
Mon 6/01			8:00AM		AFSCME Unit I Comp	4:00PM				7.5	7.5	11.5
Tue 6/02			8:00AM			4:00PM				7.5	7.5	19.0
Wed 6/03			8:00AM			4:00PM				7.5	7.5	26.5
Thu 6/04			8:00AM			4:00PM				7.5	7.5	34.0
Fri 6/05			8:00AM			4:00PM				7.5	7.5	41.5
Sat 6/06			8:00AM			4:00PM				7.5	7.5	41.5

Annotations from the text boxes point to the "Transfer" field on Sun 5/31, the "AFSCME Unit I Comp" dropdown on Mon 6/01, and the "Search..." field on Wed 6/03.

Below the timecard is a "TOTALS & SCHEDULE" section with tabs for "ACCRUALS" and "AUDITS". The "ACCRUALS" tab is selected, showing a table with columns: Date, Start Time, End Time, Pay Code, and Amount. The data rows are:

Date	Start Time	End Time	Pay Code	Amount
Sun 5/31				
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		
Fri 6/05	8:00AM	4:00PM		
Sat 6/06				

The browser taskbar at the bottom shows several open applications: "start", "Inbox - Microsoft OU...", "Remote Support - Pr...", "Kronos WORKFORC...", "Kronos Training Doc...", "Kronos Training Rep...", and "Local intranet". The system clock shows "2:26 PM".

Click on dropdown arrow under Work Rule

Click on appropriate Comp plan

Click OK

Job: As of date: 5/31/2009 Go To: Show

Labor Account: Name or Description: Search Clear Account

Available Entries: TBD1, Cost Center, Job Title, Supervisor, TBD5, TBD6, TBD7

Work Rule: 01-AFSCME Unit I Comp

Buttons: OK, Cancel, Refresh, Help

Click Save

MY TIMECARD Loaded: 3:12PM

Name & ID: Test, Employee 999999

Time Period: 5/31/2009 - 6/06/2009, Range of Dates

Date	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31	8:00AM	..E Unit I Comp	12:00PM				4.0	4.0	4.0
Mon 6/01	8:00AM		4:00PM				7.5	7.5	11.5
Tue 6/02	8:00AM		4:00PM				7.5	7.5	19.0
Wed 6/03	8:00AM		4:00PM				7.5	7.5	26.5
Thu 6/04	8:00AM		4:00PM				7.5	7.5	34.0
Fri 6/05	8:00AM		4:00PM				7.5	7.5	41.5
Sat 6/06	8:00AM		4:00PM				7.5	7.5	41.5

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 5/31				
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		
Fri 6/05	8:00AM	4:00PM		
Sat 6/06				

Click on Totals & Schedule to verify Comp hours

P:\Kronos Training Documents\Kronos Training Report Overtime-Employee.doc
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