

KRONOS REPORT BANK TIME EARNED – AFSCME EMPLOYEE

Report bank time worked at beginning or end of shift:

Change In or Out time to reflect actual hours worked

Click Save

MY TIMECARD
Loaded: 12:36PM

Name & ID: Test, Employee 999999
Time Period: 5/31/2009 - 6/06/2009, Range of Dates

Save	Actions	Punch	Amount	Comment	Approvals	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
						8:00AM		4:00PM				8.5	8.5	8.5
						7:00AM		4:00PM				8.5	8.5	17.0
						8:00AM		4:00PM				7.5	7.5	24.5
						8:00AM		4:00PM				7.5	7.5	32.0
						8:00AM		4:00PM				7.5	7.5	39.5
														39.5

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				

Account	Pay Code	Amount
-1103100/6001000/2575689/-/-	Reg 01	37.5
-1103100/6001000/2575689/-/-	OT Prem	2.0
-1103100/6001000/2575689/-/-	Leave Accral Earni...	37.5

Click on Transfer field on day when BT was worked

Click on appropriate BT plan if displayed

If BT plan is not displayed, click search

The screenshot displays the Kronos WORKFORCE CENTRAL interface in Microsoft Internet Explorer. The browser address bar shows <http://kronos.fc/applications/suitenav/navigation.do>. The page title is "Kronos WORKFORCE CENTRAL(R)". The navigation menu includes "GENERAL", "MY GENESIS", "TIMEKEEPING", and "SCHEDULING". The "TIMECARD" section is active, showing "Last Saved: 3:50PM" and "Name & ID: 01 Test Employee | 111111". The "Time Period" is set to "8/29/2010 - 9/04/2010, Range of Dates".

The main table displays timecard data with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The data rows are as follows:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 8/28											
Sun 8/29											
Mon 8/30			8:00AM		4:00PM				8.5	8.5	8.5
Tue 8/31			8:00AM	:::01-AFSCME Unit I BT	4:00PM				7.5	7.5	16.0
Wed 9/01			8:00AM	:::01-AFSCME Unit I Comp	4:00PM				7.5	7.5	23.5
Thu 9/02			8:00AM	:::01-AFSCME Unit I FLX	4:00PM				7.5	7.5	31.0
Fri 9/03			8:00AM	GCC/103300-Information	4:00PM				7.5	7.5	38.5
Sat 9/04				:::01-AFSCME Unit II-Non	4:00PM				7.5	7.5	38.5
Sun 9/05											38.5

The "Transfer" field for Mon 8/30 is highlighted, and a dropdown menu is open, showing the following options:

- :::01-AFSCME Unit I BT
- :::01-AFSCME Unit I Comp
- :::01-AFSCME Unit I FLX
- GCC/103300-Information
- :::01-AFSCME Unit II-Non
- Search...
- All-S

The "TOTALS & SCHEDULE" section is visible below the main table, showing a summary of the timecard data. The "TOTALS & SCHEDULE" table has columns: Date, Start Time, End Time, Pay Code, and Amount. The data rows are as follows:

Date	Start Time	End Time	Pay Code	Amount
Sun 8/29				
Mon 8/30	8:00AM	4:00PM		
Tue 8/31	8:00AM	4:00PM		
Wed 9/01	8:00AM	4:00PM		
Thu 9/02	8:00AM	4:00PM		
Fri 9/03	8:00AM	4:00PM		
Sat 9/04				

The Windows taskbar at the bottom shows the system tray with the date and time: "3:50 PM 8/31/2010".

Click on dropdown arrow under Work Rule

Click on appropriate BT plan

The screenshot shows the Kronos WORKFORCE CENTRAL interface. The main window is titled "Select Transfer" and contains the following elements:

- Job:** A dropdown menu set to "As of date: 8/30/2010".
- Job List:** A list of job titles with their effective dates and "Forever" status, including:
 - QCC 10/27/2009 - Forever
 - 101000-VP Academic Affairs 11/04/2009 - Forever
 - 101100-Ctr for Cont Education 11/05/2009 - Forever
 - 101150-Distance Education 11/05/2009 - Forever
 - 101200-Academic Support Services 11/05/2009 - Forever
 - 101210-Library Services 11/05/2009 - Forever
 - 101220-Library Automation 11/05/2009 - Forever
 - 101230-Instructional Technology 11/05/2009 - Forever
 - 101250-EDE-Career Placement Services 11/05/2009 - Forever
 - 101300-Children's School 11/05/2009 - Forever
 - 101500-Health Care and Human Services 11/05/2009 - Forever
 - 101610-Automotive Technology 11/05/2009 - Forever
- Labor Account:** A search field with "Name or Description:" and a "Clear Account" button.
- Available Entries:** A list containing "001.Blank".
- Work Rule:** A dropdown menu with a list of options:
 - <None>
 - 01-AFSCME Unit I
 - 01-AFSCME Unit I BT
 - 01-AFSCME Unit I Comp
 - 01-AFSCME Unit I FLX
 - 01-AFSCME Unit I-Non Police
 - 01-AFSCME Unit I-Non Police 2nd
 - 01-AFSCME Unit I-NonPolice BT
- Radio Buttons:** A column of radio buttons for selecting a BT plan, with "TBD1" selected.

Click OK

Click Save

The screenshot displays the Kronos WORKFORCE CENTRAL(R) application in a Microsoft Internet Explorer browser. The page title is "Kronos WORKFORCE CENTRAL(R) - Microsoft Internet Explorer provided by Quinsigamond Community College". The browser address bar shows "http://kronos/wfc/applications/suitenav/navigation.do". The application interface includes a navigation menu with options like "GENERAL", "MY GENIES", "TIMEKEEPING", and "SCHEDULING". The main content area is titled "TIMECARD" and shows a summary for "01 Test Employee" with ID "111111". The "Last Saved" time is "3:53PM" and the "Time Period" is "8/29/2010 - 9/04/2010, Range of Dates".

Below the summary, there is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The data rows are as follows:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 8/28											
Sun 8/29											
Mon 8/30			8:00AM	...AFSCME Unit I BT	5:00PM				8.5	8.5	8.5
Tue 8/31			8:00AM		4:00PM				7.5	7.5	16.0
Wed 9/01			8:00AM		4:00PM				7.5	7.5	23.5
Thu 9/02			8:00AM		4:00PM				7.5	7.5	31.0
Fri 9/03			8:00AM		4:00PM				7.5	7.5	38.5
Sat 9/04											38.5
Sun 9/05											

Below the timecard table, there is a "TOTALS & SCHEDULE" section with a sub-table:

Account	Pay Code	Amount	Wages
-1110006001000205445-/-	Reg 01	37.5	
-1110006001000205445-/-	Leave Accral E...	37.5	
-1110006001000205445-/-	BT Earned	1.0	

Next to the "TOTALS & SCHEDULE" section, there is another 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 8/29				
Mon 8/30	8:00AM	4:00PM		
Tue 8/31	8:00AM	4:00PM		
Wed 9/01	8:00AM	4:00PM		
Thu 9/02	8:00AM	4:00PM		
Fri 9/03	8:00AM	4:00PM		
Sat 9/04				

The browser's taskbar at the bottom shows the system tray with the date "8/31/2010" and time "3:54 PM".

Click on Totals & Schedule to verify BT hours

Report BT worked not at beginning or end of shift:

Click on plus sign on date BT worked

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

The screenshot displays the Kronos WORKFORCE CENTRAL (R) interface in Microsoft Internet Explorer. The browser address bar shows 'http://kronos/wf'. The page title is 'KRONOS MY INFORMATION'. The user is logged in as 'Tess, Employee' with ID '999999'. The time period is set to '5/31/2009 - 6/06/2009, Range of Dates'. The main table shows the following data:

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			8:00AM		10:00PM				4.0	11.5	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

Below the main table, there are tabs for 'TOTALS & SCHEDULE', 'ACCRUALS', and 'AUDITS'. The 'TOTALS & SCHEDULE' tab is active, showing a summary table with columns for Date, Start Time, End Time, Pay Code, and Amount.

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, including 'start', 'Inbox - Microsoft Ou...', 'Remote Support - Pr...', 'Kronos WORKFORC...', 'Kronos Training Doc...', and 'Kronos Training Rep...'. The system clock shows '12:54 PM'.

Click Save

Click on Transfer field between time when BT was worked

Click on appropriate BT plan if displayed

If BT plan is not displayed, click search

The screenshot displays the Kronos WORKFORCE CENTRAL(R) interface in Microsoft Internet Explorer. The main section is the 'TIMECARD' for employee '01 Test Employee' (ID 111111) for the period 8/29/2010 - 9/04/2010. The interface includes a navigation bar with 'GENERAL', 'MY GENIES', 'TIMEKEEPING', and 'SCHEDULING'. Below the navigation bar, there 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 data is as follows:

Date	Start Time	End Time	Pay Code	Amount
Sun 8/29				
Mon 8/30	8:00AM	4:00PM		
Tue 8/31	8:00AM	4:00PM		
Wed 9/01	8:00AM	4:00PM		
Thu 9/02	8:00AM	4:00PM		
Fri 9/03	8:00AM	4:00PM		
Sat 9/04				

The 'TIMECARD' table below it has columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, Cumulative. The data for the timecard is as follows:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 8/28											
Sun 8/29											
Mon 8/30			8:00AM	...-AFSCME Unit 1 BT	5:00PM				8.5	8.5	8.5
Tue 8/31			8:00AM		4:00PM	6:00PM		10:00PM	11.5	11.5	20.0
Wed 9/01			8:00AM		4:00PM				7.5	7.5	27.5
Thu 9/02			8:00AM		4:00PM				7.5	7.5	35.0
Fri 9/03			8:00AM		4:00PM				7.5	7.5	42.5
Sat 9/04											42.5
Sun 9/05											

Annotations in the image include:

- An arrow pointing to the 'Transfer' field between 6:00PM and 10:00PM on Tue 8/31.
- An arrow pointing to the dropdown menu for the BT plan on Tue 8/31, which lists options like '01-AFSCME Unit 1 BT', '01-AFSCME Unit 1 Comp', '01-AFSCME Unit 1 FLX', 'QCC103300-Information', and '01-AFSCME Unit 1-Non'. A search box is also visible below the dropdown.
- An arrow pointing to the search box in the dropdown menu.

The bottom of the screenshot shows the Windows taskbar with the system clock at 8:21 AM on 9/1/2010.

Click on dropdown arrow under Work Rule

Click on appropriate BT plan

The screenshot shows the Kronos WORKFORCE CENTRAL interface. The main window is titled "Select Transfer" and contains the following sections:

- Job:** A list of jobs with columns for Job ID, Description, and Effective Date. The list includes:
 - 00C 10/27/2009 - Forever
 - 101000-VP Academic Affairs 11/04/2009 - Forever
 - 101100-Ctr for Cont Education 11/05/2009 - Forever
 - 101150-Distance Education 11/05/2009 - Forever
 - 101200-Academic Support Services 11/05/2009 - Forever
 - 101210-Library Services 11/05/2009 - Forever
 - 101220-Library Automation 11/05/2009 - Forever
 - 101230-Instructional Technology 11/05/2009 - Forever
 - 101250-E&E-Career Placement Services 11/05/2009 - Forever
 - 101300-Children's School 11/05/2009 - Forever
 - 101400-Health Care and Human Services 11/05/2009 - Forever
 - 101410-Automotive Technology 11/05/2009 - Forever
- Labor Account:** A section with a search bar and a list of available entries, including "001.Blank".
- Work Rule:** A dropdown menu with the following options:
 - <None>
 - 01-AFSCME Unit I
 - 01-AFSCME Unit I BT
 - 01-AFSCME Unit I Comp
 - 01-AFSCME Unit I FLX
 - 01-AFSCME Unit I-Non Police
 - 01-AFSCME Unit I-Non Police 2nd
 - 01-AFSCME Unit I-NonPolice BT

Arrows from the text boxes point to the dropdown arrow under "Work Rule" and the "01-AFSCME Unit I BT" option in the dropdown menu.

Click OK

Click Save

The screenshot shows the Kronos WORKFORCE CENTRAL interface in Microsoft Internet Explorer. The browser address bar shows the URL: <http://kronos/wfc/applications/suitenav/navigation.do>. The page title is "Kronos WORKFORCE CENTRAL(R)". The navigation menu includes "GENERAL", "MY GENIES", "TIMEKEEPING", and "SCHEDULING". The "TIMECARD" section is active, showing "Last Saved: 8:31AM", "Name & ID: 01 Test Employee | 111111", and "Time Period: 8/29/2010 - 9/04/2010, Range of Dates".

The main table displays timecard data with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The data rows are as follows:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 8/28											
Sun 8/29											
Mon 8/30			8:00AM	...-AFSCME Unit BT	5:00PM					8.5	8.5
Tue 8/31			8:00AM		4:00PM	8:00PM	...-AFSCME Unit BT	10:00PM		11.5	20.0
Wed 9/01			8:00AM		4:00PM					7.5	27.5
Thu 9/02			8:00AM		4:00PM					7.5	35.0
Fri 9/03			8:00AM		4:00PM					7.5	42.5
Sat 9/04											42.5
Sun 9/05											

The "TOTALS & SCHEDULE" section is also visible, with a sub-table showing:

Date	Start Time	End Time	Pay Code	Amount
Sun 8/29				
Mon 8/30	8:00AM	4:00PM		
Tue 8/31	8:00AM	4:00PM		
Wed 9/01	8:00AM	4:00PM		
Thu 9/02	8:00AM	4:00PM		
Fri 9/03	8:00AM	4:00PM		
Sat 9/04				

The interface also shows a "Done" bar at the bottom with the text "Local intranet | Protected Mode: On" and a system tray showing the time "8:31 AM" and date "9/1/2010".

Click on Totals & Schedule to verify BT hours

Report BT worked on off day:

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

Click Save

MY TIMECARD
Loaded: 2:14PM
Name & ID: Test, Employee 999999
Time Period: 5/31/2009 - 6/06/2009, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31			8:00AM		4:00PM	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

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		

Click on Transfer field and follow same procedure as above

P:\Kronos Training Documents\Kronos Training Report BT Earn AFSCME-01 Employee.doc
Last Updated 9/1/10