

KRONOS REPORT COMP TIME EARNED – MCP EMPLOYEE

Report Comp 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

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

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
-/103100/6001000/257569/-/-/	Reg 01	37.5
-/103100/6001000/257569/-/-/	OT Prem	2.0
-/103100/6001000/257569/-/-/	Leave Accral Earni...	37.5

STEP 2

Click on Transfer field on day when CT was worked

Click on appropriate Comp plan if displayed

If Comp plan is not displayed, click search

The screenshot shows the Kronos WORKFORCE CENTRAL (R) interface in a Microsoft Internet Explorer browser. The browser address bar shows "http://kronos/wf". The page title is "MY TIMECARD" and it is loaded at 2:14 PM. The user is identified as "Test, Employee 999999" for the time period "5/31/2009 - 6/06/2009, Range of 999999".

The main table displays the timecard data:

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	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											41.5

The "Transfer" field for Monday 6/01 is open, showing a dropdown menu with "AFSCME Unit I Comp" selected and a "Search... Alt+S" option. A red box highlights the "8:00AM" in the "In" column for Monday 6/01.

Below the timecard is the "TOTALS & SCHEDULE" section, which includes a table of accruals and a summary table:

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

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		
Fri 6/05	8:00AM	4:00PM		
Sat 6/06				

The browser taskbar at the bottom shows the start button and several open applications, including "Inbox - Microsoft Ou...", "Remote Support - Pr...", "Kronos WORKFORC...", "Kronos Training Doc...", and "Kronos Training Rep...". 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

Cost Center

Job Title

Supervisor

TBD5

TBD6

TBD7

Work Rule

<None>

01-AFSCME Unit I

01-AFSCME Unit I Comp

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

Save	Actions	Punch	Amount	Comment	Approvals	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
						8:00AM	...E Unit I Comp	12:00PM				4.0	4.0	4.0
						8:00AM		4:00PM				7.5	7.5	11.5
						8:00AM		4:00PM				7.5	7.5	19.0
						8:00AM		4:00PM				7.5	7.5	26.5
						8:00AM		4:00PM				7.5	7.5	34.0
						8:00AM		4:00PM				7.5	7.5	41.5
						8:00AM		4:00PM				7.5	7.5	41.5

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount
-1103100/6001000/2575694-/-	Reg 01	37.5
-1103100/6001000/2575694-/-	Leave Accr Earni...	37.5
-1103100/6001000/2575694-/-	CT Earn	4.0

Click on Totals & Schedule to verify Comp hours

Report Comp time worked not at beginning or end of shift:

Report Comp time worked not at beginning or end of shift:

Click on plus sign on date CT worked

On added row, enter In or Out time of CT 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 there are links for 'Log Off | Change Password | Help'. The main content area is titled 'MY TIMECARD' and shows a timecard for the period '5/31/2009 - 6/06/2009, Range of Dates'. The timecard table has columns for Date, Punch, Amount, Comment, Approvals, Transfer, In, Out, Shift, Daily, and Cumulative. The row for 'Tue 6/02' is highlighted, and a plus sign is visible in the 'Date' column. Below the timecard table is a 'TOTALS & SCHEDULE' section with tabs for 'ACCUALS' and 'AUDITS'. The 'ACCUALS' tab is selected, showing a table with columns for Date, Start Time, End Time, Pay Code, and Amount. The table shows 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' section also includes a table with columns for Account, Pay Code, and Amount.

Date	Punch	Amount	Comment	Approvals	Transfer	In	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				4:00PM	7.5		
Tue 6/02			8:00PM				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

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
-1103100/6001000/257569/-/-	Reg 01	37.5
-1103100/6001000/257569/-/-	OT Prem	4.0
-1103100/6001000/257569/-/-	Leave Accral Earni...	37.5

SEE STEP 2

Report Comp time worked on off day:

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

Click Save

The screenshot shows the Kronos WORKFORCE CENTRAL interface in Microsoft Internet Explorer. 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 displays the "MY TIMECARD" section for employee "Test, Employee" with ID "999999". The time period is set to "5/31/2009 - 6/06/2009, Range of Dates".

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

Below the timecard table, there is a "TOTALS & SCHEDULE" section with tabs for "ACCUALS" and "AUDITS". The "All" dropdown is selected. The table below shows account details:

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
-/103100/6001000/257569/-/-/	Reg 01	37.5	Sun 5/31				
-/103100/6001000/257569/-/-/	OT Prem	4.0	Mon 6/01	8:00AM	4:00PM		
-/103100/6001000/257569/-/-/	Leave Accral Ear...	37.5	Tue 6/02	8:00AM	4:00PM		
			Wed 6/03	8:00AM	4:00PM		
			Thu 6/04	8:00AM	4:00PM		

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

SEE STEP 2

P:\Kronos Training Documents\Kronos Training Report Comp Time Worked-MCP Employee.doc
Last Updated 11/30/2010