

KRONOS ENTER & APPROVE HOURS- 03 EMPLOYEE

MY TIMECARD
Loaded: 2:32PM

Name & ID: 03 Test Employee 333333

Time Period: 11/5/2009 - 11/21/2009, Range of Dates

Date	Pay Code	Amount	In	T	Transfer	Out	Shift	Daily	Cumulative
Sun 11/15									
Mon 11/16									
Tue 11/17									
Wed 11/18									
Thu 11/19									
Fri 11/20									
Sat 11/21									

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 11/15				
Mon 11/16				
Tue 11/17				
Wed 11/18				
Thu 11/19				

MY TIMECARD
Loaded: 10:44AM

Name & ID: Test_Employee 999999

Time Period: 10/02/2009 - 10/02/2009, Range of Dates

Select Range of Dates

*Start Date: 10/02/2009

*End Date: 10/02/2009

OK Cancel

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

Enter start and end times for each day worked

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GENERAL MY INFORMATION

*MY TIMECARD
Loaded: 2:42PM

Name & ID 103 Test Employee 333333
Time Period 11/08/2009 - 11/14/2009, Range of Dates

Save	Actions	Punch	Amount	Comment	Approvals	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X						8:00AM		2:00PM						
X														
X														
X														
X														
X														
X														

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 11/08				
Mon 11/09				
Tue 11/10				
Wed 11/11				
Thu 11/12				

Applet com/kronos/wfc/timekeeping/timesheet/applet/TimesheetViewApplet started

start Inbox - Microsoft Ou... Kronos Training Docu... Document1 - Microso... Kronos Training Enter... Kronos WORKFORCE... Local intranet 2:46 PM

If break is taken, click on + at beginning of date row

Enter start time and stop time before break on 1st row.

Enter start time and stop time after break on 2nd row.

Kronos WORKFORCE CENTRAL (R) - Microsoft Internet Explorer provided by Quinsigamond Community College

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GENERAL MY INFORMATION

*MY TIMECARD
Loaded: 2:49PM

Name & ID 103 Test Employee 333333
Time Period 11/08/2009 - 11/14/2009, Range of Dates

Save	Actions	Punch	Amount	Comment	Approvals	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X														
X						8:00AM		2:00PM				6.0	6.0	6.0
X														
X						8:00AM		12:00PM						6.0
X						12:30PM		3:00PM						6.0
X														6.0
X														6.0
X														6.0

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 11/08				
Mon 11/09				
Tue 11/10				
Wed 11/11				
Thu 11/12				

Applet com/kronos/wfc/timekeeping/timesheet/applet/TimesheetViewApplet started

start Inbox - Microsoft Ou... Kronos Training Docu... Document1 - Microso... Kronos Training Enter... Kronos WORKFORCE... Local intranet 2:50 PM

Click Save

Click Totals & Schedule Tab

MY TIMECARD
Last Saved: 2:57PM

Name & ID 03 Test Employee 333333
Time Period 11/08/2009 - 11/14/2009, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 11/08											
Mon 11/09			8:00AM		2:00PM				6.0	6.0	6.0
Tue 11/10											6.0
Wed 11/11			8:00AM		12:00PM						6.0
Wed 11/11			12:30PM		3:00PM						6.0
Thu 11/12											6.0
Fri 11/13											6.0
Sat 11/14											6.0

TOTALS & SCHEDULE ACCRUALS AUDITS UNPROCESSED TIME

There is untotaled data in the selected time period.

Click Actions

Click Refresh

Repeat until Unprocessed Time is removed and Total hours appear

MY TIMECARD
Loaded: 3:11PM

Name & ID 03 Test Employee 333333
Time Period 11/08/2009 - 11/14/2009, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Su											
Mo			8:00AM		2:00PM				6.0	6.0	6.0
Tu											6.0
We			8:00AM		12:00PM				4.0		10.0
Wed 11/11			12:30PM		3:00PM				2.5	6.5	12.5
Thu 11/12											12.5
Fri 11/13											12.5
Sat 11/14											12.5

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 11/08				
Mon 11/09				
Tue 11/10				
Wed 11/11				
Thu 11/12				

Approve Time

Click on Approvals

Click on Approve

MY TIMECARD
Loaded: 3:11PM

Name & ID: 03 Test Employee 333333
Time Period: 11/08/2009 - 11/14/2009, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 11/08											
Mon 11/09			8:00AM		2:00PM				6.0	6.0	6.0
Tue 11/10											6.0
Wed 11/11			8:00AM		12:00PM				4.0	6.5	12.5
Thu 11/12			12:30PM		3:00PM				2.5	6.5	12.5
Fri 11/13											12.5
Sat 11/14											12.5

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 11/08				
Mon 11/09				
Tue 11/10				
Wed 11/11				
Thu 11/12				

Verify Approval

Click on Sign-Offs & Approvals

MY TIMECARD
Approved: 3:18PM

Name & ID: 03 Test Employee 333333
Time Period: 11/08/2009 - 11/14/2009, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 11/08											
Mon 11/09			8:00AM		2:00PM				6.0	6.0	6.0
Tue 11/10											6.0
Wed 11/11			8:00AM		12:00PM				4.0	6.5	12.5
Thu 11/12			12:30PM		3:00PM				2.5	6.5	12.5
Fri 11/13											12.5
Sat 11/14											12.5

TOTALS & SCHEDULE | ACCRUALS | AUDITS | **SIGN-OFFS & APPROVALS**

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Employee	11/17/2009	3:18PM		333333	11/08/2009	11/14/2009	

P:\Kronos Training Documents\Kronos Training Enter & Approve Hours -03 Employee.doc Last Updated May 10, 2011