

KRONOS ENTER HOLIDAY & SNOW TIME

03 EMPLOYEE

1. Click on Pay Code drop down on date of Holiday or Snow

2. Choose appropriate Pay Code

3. Enter number of hours. Do not enter in or out times

MY TIMECARD
Loaded: 3:28PM

Name & ID: 03 Test Employee 333333
Time Period: Current Pay Period

Date	Pay Code	Amount	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	Hol 03	4.0						6.0
Thu 11/12	All Purp LV							6.0
Fri 11/13	Hol 03							6.0
Sat 11/14	Snow 03							6.0
Sun 11/15	Hours Worked							6.0
Mon 11/16			8:00AM		2:00PM	6.0	6.0	12.0
Tue 11/17								12.0
Wed 11/18								12.0
Thu 11/19								12.0
Fri 11/20								12.0

TOTALS & SCHEDULE

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

4. Click Save

TIMECARD
Last Saved: 3:42PM

Name & ID: 03 Test Employee 333333
Time Period: Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Cumulative
Sat 11/07								
Sun 11/08								
Mon 11/09			8:00AM		2:00PM	6.0	6.0	6.0
Tue 11/10								6.0
Wed 11/11	Hol 03	4.0					4.0	10.0
Thu 11/12								10.0
Fri 11/13								10.0
Sat 11/14								10.0
Sun 11/15								10.0
Mon 11/16			8:00AM		2:00PM	6.0	6.0	16.0
Tue 11/17								16.0
Wed 11/18								16.0
Thu 11/19								16.0

TOTALS & SCHEDULE

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

To Check Holiday Balance

5. Click on date row

6. Click on Accruals Tab

7. Check Balance on Selected Date

The screenshot shows the Kronos WORKFORCE CENTRAL interface in Microsoft Internet Explorer. The browser address bar shows 'http://kronos/wl'. The interface includes a navigation menu with options like GENERAL, MY GENIES, TIMEKEEPING, SCHEDULING, MY INFORMATION, and MY CALENDARS. The main content area is titled 'TIMECARD' and shows a timecard for '03 Test Employee' (ID 337333) for the 'Current Pay Period'. The timecard table has columns for Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Cumulative. The 'Accruals' tab is selected, showing a table with columns for Accrual Code, Balance on Selected Date, Units, Balance Projected Through, Projected Debits, Projected Credits, Projected Balance, and Balance without Projected Credits. The 'Accruals' table shows two rows: 'All Purpose Leave ...' with a balance of 0.0 and 'Holiday Pay - Part ti...' with a balance of 8.0. The 'Totals & Schedule' tab is also visible, showing a summary of the timecard data.

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
All Purpose Leave ...	0.0	Hour	11/22/2009	0.0	0.0	0.0	0.0
Holiday Pay - Part ti...	8.0	Hour	7/01/2010	0.0	0.0	0.0	4.0

P:\Kronos Training Documents\Kronos Training Holidays & Snow Time-03-Employee.doc Last Updated January 5, 2011