

---

 **KRONOS® User Guide**

Last Updated: January 14, 2019



Table of contents

- Introduction.....5**
  - Typographical convention .....5
  - Training Delivery Strategy .....5
  - Training Material Walkthrough .....5
- Topic 1 – Kronos Overview and Basics Concepts .....6**
  - 1.1 Kronos Access & Workspace Overview ..... 6
    - Access to Kronos.....6
    - Log off from Kronos .....6
    - Web browser navigation tools.....6
    - Supervisor Workspace Overview .....7
  - 1.2 Time Management Process Overview ..... 8
  - 1.3 Widgets Overview..... 9
    - 1.3.1. Action Icons .....9
    - 1.3.2. Schedules .....10
    - 1.3.3. Schedule Planner .....11
    - 1.3.4. Timecard Details .....11
    - 1.3.5. Change My Password.....12
    - 1.3.6. Reports .....13
  - 1.4. Genies ..... 13
    - 1.4.1. Quick Find .....14
      - Wild card characters ..... 14
  - 1.5 Hyperfind Overview ..... 14
- Topic 2 – Manage Schedule..... 15**
  - 2.0 Supervisor Tasks ..... 15
    - Access Schedule ..... 16
    - Specify Pay Period ..... 16
  - 2.1 Manage Absence ..... 17
    - 2.1.1. Create, enter, remove, Absence (Pay code/Category) .....17
    - Replicate an Absence ..... 19
    - Edit an Absence ..... 19
    - Delete an Absence ..... 19
    - Add a comment..... 19
    - Delete a comment..... 20
    - View All Comments ..... 21

2.1.2. Review and edit Absence.....21

2.1.3. Assign Temporary Resources to Schedule or Shift Pattern .....22

2.1.4. Charge to proper Account .....23

2.1.5 Review and print schedule .....24

2.3 Review and Approve Time Cards..... 25

2.2.1 Specify Pay Period. ....25

2.2.2. Choose an Hyperfind .....25

    Create an Hyperfind ..... 25

    Edit personal Hyperfind ..... 26

    Copy and create a Public Hyperfind..... 26

2.2.3. Approve Timesheets.....26

    Access to Time Card Widget ..... 27

    Review Timecards ..... 27

    Move Amounts (Overtime) ..... 28

    Approved Timecard..... 28

    Signed Off..... 28

**Topic 3 Reports .....28**

3.1 Kronos Reports ..... 28

3.1.1 Reports Overview .....28

3.1.2. Print Reports.....29

    Run Reports..... 29

    Send Reports to Email..... 29

    Print Schedule Report ..... 29

    Review Report Status..... 29

**Topic 4 – Manage Overtime /Assign Resources to Work Order ..... 30**

Step 1 - Create a Work Order ..... 30

Step 2 – Create Fictitious Employee..... 31

    People Editor Tab ..... 31

    Job Assignment tab ..... 32

Step 3 - Create an Event Shift and assign it to a Work Order ..... 32

Step 4 - Attribute Event Shift to Employee(s) ..... 34

Step 5 - Remove Overtime/Event Shift from Employee..... 35

    Change the Work Rule transfer to Overtime Refused ..... 35

    Bring back the shift event as available..... 35

    Add a Notice in the Employee Profile ..... 35



**Topic 5 McGill Custom Reports and Interfaces .....36**

- 5.1. Overtime Assignment Genies (Report).....36
- 5.2. Quick Links (Interfaces).....37
  - Interfaces ..... 37
  - Results ..... 37
  - Group Edit Results (Signed Off detail + Overtime refusal)..... 38









## Introduction

This document will be used to train all supervisors. General Kronos guidelines have been identified as well as a step-by-step process on how to manage your employees' time using the newly implemented Kronos system V8.

This User Guide provides detailed descriptions and guidance on how to use the **Kronos Time Managing, Scheduler** system and **McGill Interfaces** that has been configured for McGill.

### Typographical convention

The following table describes the icons used in this manual. Icons identify the policies and practices of McGill, tips, awareness, scenarios/examples and notices.

Icons	Description
	More information, comment, note.
	Alert recommending awareness when doing the task.
	Sample task scenario/example
	Supervisor
	Supervisor – Super User
	Payroll
<b>Bold</b>	Field names, tabs, views, button menus, scroll menus.

### Training Delivery Strategy

- Training on Time Management including demonstrations

### Training Material Walkthrough

- Kronos for Supervisor User Guide
- Exercises based on test scripts




## Topic 1 – Kronos Overview and Basics Concepts

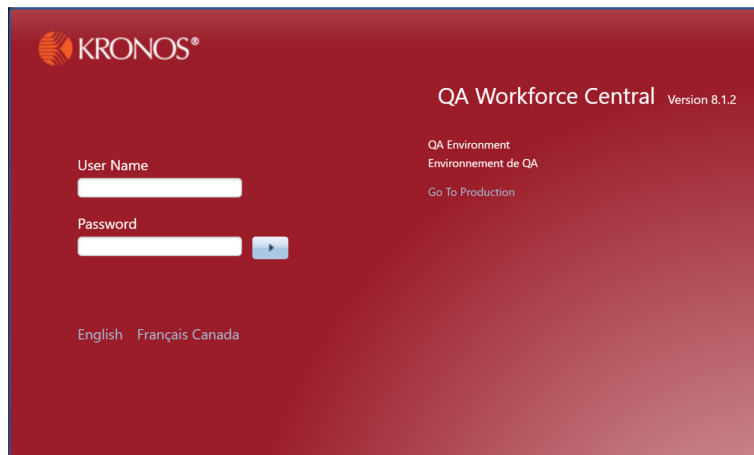
### 1.1 Kronos Access & Workspace Overview

#### Access to Kronos

From the Web Browser, enter the following Kronos hyperlink: <http://qkronos.campus.mcgill.ca/wfc/logon>

- The Kronos logon page will appear.
- Enter your **DNet User Name** in the User Name field.
- Enter your **DNet Password** in the Password field.
- Click on the arrow  beside the password field.

The Supervisor Workspace will appear.



#### Log off from Kronos

- Click **Sign Out** to log out located on top left corner of the supervisor.



Tip

We recommend that you always end your work session by clicking the **Sign Out link**, located in the top left corner. Do not click **Close (X)** without first logging off because it might leave your connection to the application open, allowing unauthorized people to view and edit information.

#### Web browser navigation tools



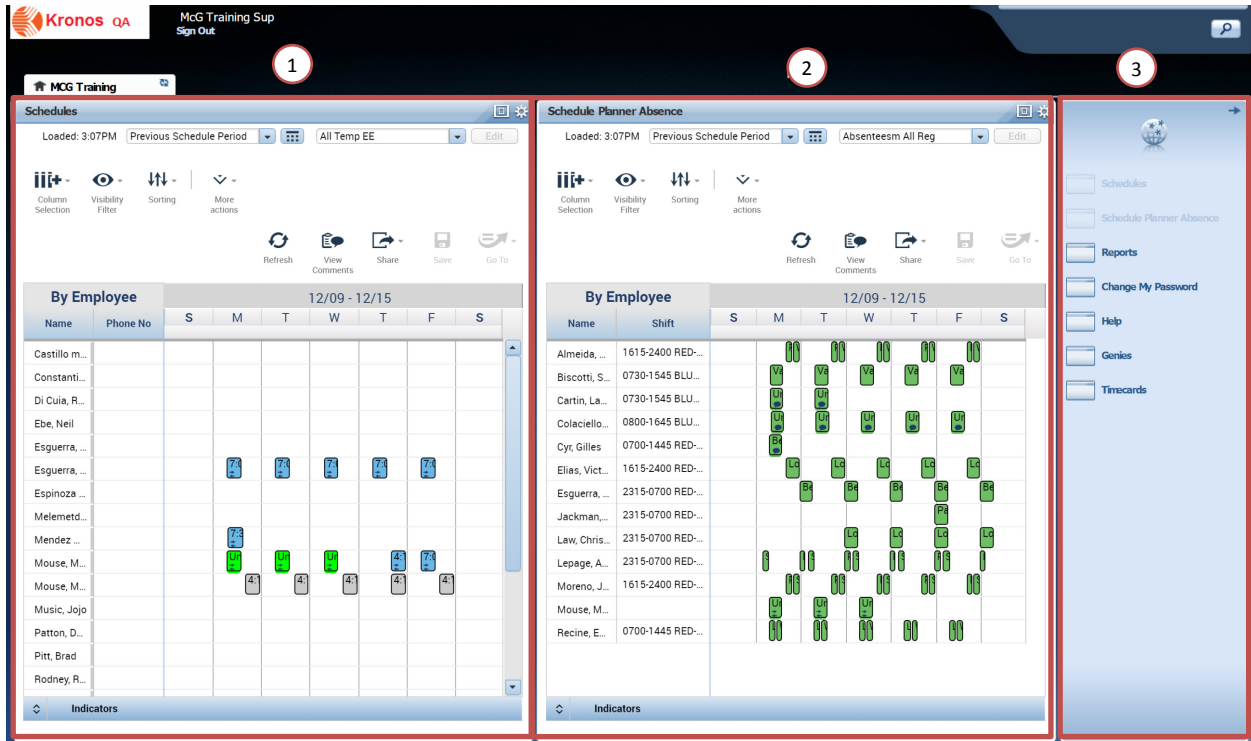
Tip

We recommend to never use your Web browser navigation tool as per they are not supported by your Kronos system. Using these tools can corrupt your session and you may lose all your unsaved changes.



## Supervisor Workspace Overview

The Supervisor Workspace shows 3 main areas: Schedules, Schedule Planner Absence, Widgets.

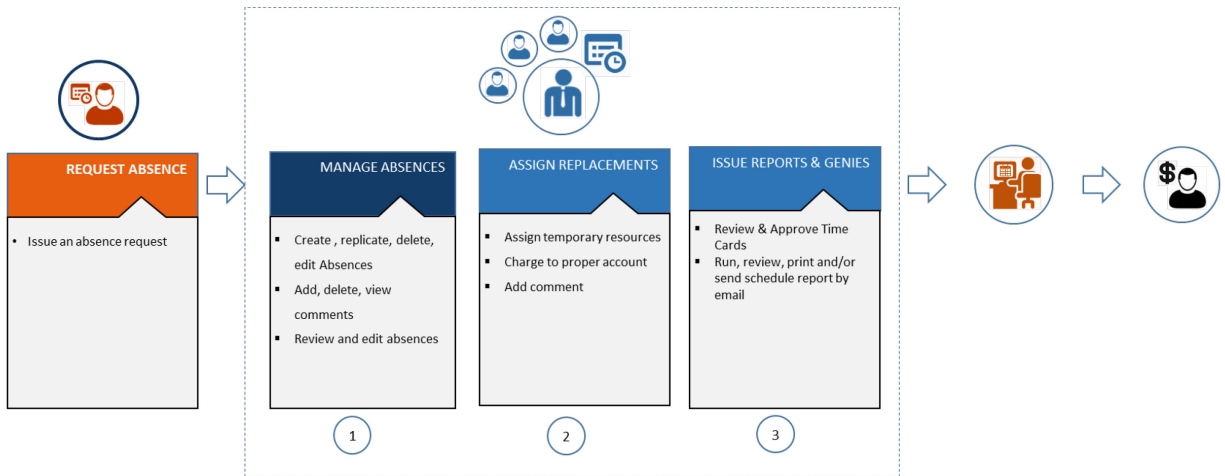


OBJECT	DEFINITION/FUNCTION
1. SCHEDULES	Allows to add absence and to add shift to temporary employees.
2. SCHEDULE PLANNER	Shows the schedules per employee.
3. WIDGETS	Widgets are the task engines in a navigator workspace and enable users to perform job-related tasks.



## 1.2 Time Management Process Overview

The following shows the Time Management Process at McGill within Kronos.



OBJECT	MAIN TASKS PER ROLE
EMPLOYEE	Issue an absence request
1. SUPERVISOR - MANAGE ABSENCES	Create, replicate, delete, edit Absences Add, delete, view comments Review and edit absences
2. SUPERVISOR - ASSIGN REPLACEMENTS	Assign Temporary resources Charge to proper account
3. SUPERVISOR – ISSUE REPORTS AND GENIES	Review and Print the schedule Review Time Cards Run, review, print and/or send schedule report by email
SUPERVISOR	Refer to McGill Processes
PAYROLL	Refer to McGill Processes





## 1.3 Widgets Overview

### 1.3.1. Action Icons

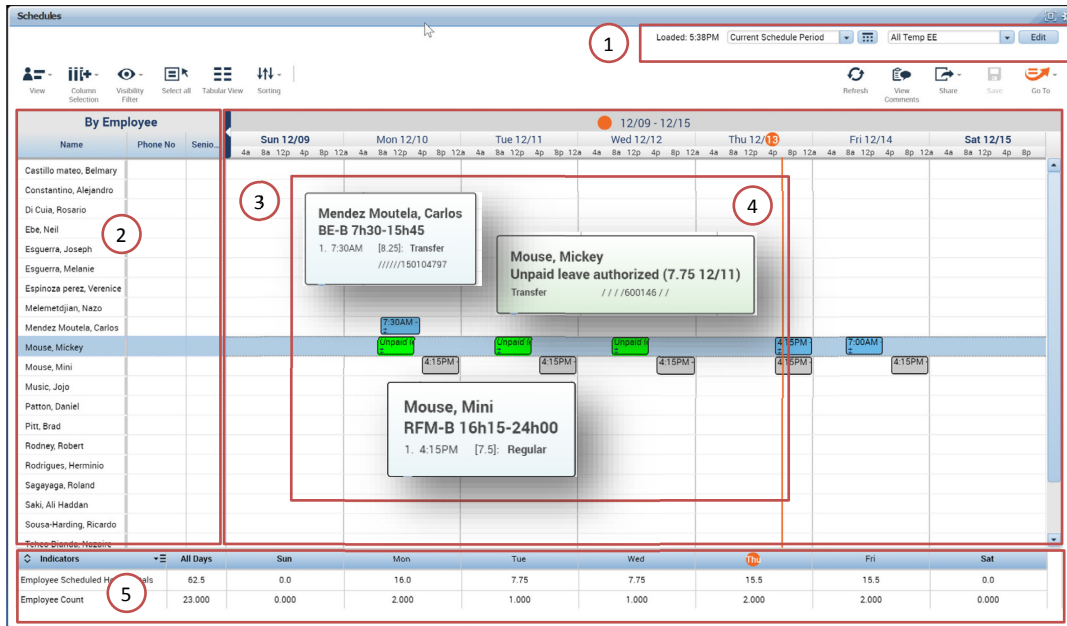
The following icons allow to personalize the information and belongs to almost every widget.

OBJECT	DEFINITION/FUNCTION
COLUMN SELECTION	Allows to check and choose the columns to view on the screen such as (Phone No, Scheduled Hours, Shift, Seniority).
VISIBILITY FILTER	Allows to pick and choose the type of intervals to view on the screen such as Daily, Shift Time, Pay code name, Assigned Shifts, Pay Codes, Scheduled Accrual Amounts, Holiday)
SORTING	Allows to create basic sorting by Name, Scheduled, Hours, Shift, Seniority, Phone No
MORE ACTIONS	Allows to View (By Employee, By Schedule Group). Select All the employees. Change from Tabular View to Gantt View. Load Group from a list.
REFRESH	Retrieves information from the database, hence cancelling any unsaved changes. Can be useful when a change has been applied and you want to see it in already opened window (example: Timecard is already opened, but Schedule information has just changed and you want the Timecard to reflect those changes).
VIEW COMMENTS	Allows to view all the comments.
SHARE	Allows you to print the screen and export to an Excel or .csv file.
SAVE	Allows you to record any changes.
GO TO	Allows to go to another widget.



## 1.3.2. Schedules

Allows to view schedules for a selected group of employees. This screen allows to execute most of the supervisor's tasks such as enter an absence and assign the shift to a temporary employee.



OBJECT	DEFINITION/FUNCTION
1. EMPLOYEES & TIME PERIOD	Specifies which employee's Schedule and time period you are displaying.
2. GRID	Displays the selected list of employees with their attendance information.
3. EMPLOYEE SCHEDULE	Provides a Gantt type view of the employee's schedule. The schedule contains regular shifts, pay codes (absences) and transfers shift cells.
4. SHIFT	Represents the different shifts cells detail in pop-up screens. The shift cell's colors represent: <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">7:30AM</div> <span>Shift containing a Transfer (ex: to ans Event or to Temporary Employee)</span> </div> <div style="display: flex; align-items: center;"> <div style="background-color: #90EE90; border: 1px solid black; padding: 2px; margin-right: 5px;">Unpaid</div> <span>Schedule Absence Pay Code</span> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">4:15PM</div> <span>Regular shift.</span> </div> </div>
5. INDICATORS	Presents Employee Scheduled Hours Totals and the Employee Count per days & All Days.



## 1.3.3. Schedule Planner

Allows to view schedules absences and transfers for a selected group of employees.

OBJECT	DEFINITION/FUNCTION
1. TABULAR VIEW ICON	Allows to switch from the Tabular view to the Gantt View
1.1 GANTT VIEW	Displays the shifts in color.
1.2 TABULAR VIEW	Displays the detailed shifts

## 1.3.4. Timecard Details

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 12/09									
Mon 12/10		7:30AM			Vacation	7.75		7.75	7.75
Tue 12/11		7:30AM			Vacation	7.75		7.75	15.5
Wed 12/12		7:30AM				7.75		7.75	23.25
Thu 12/13		7:30AM				7.75		7.75	31.0
Fri 12/14		7:30AM			Vacation	7.75		7.75	38.75
Sat 12/15									38.75

Location	Job	Account	Pay Code	Amount	Wages
		---/Driver/---	Vacation	38.75	\$921.86



# USING KRONOS FOR SUPERVISOR

Totals Audits **3.2** Accruals Historical Corrections

Audits All

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Include in Totals	Effective Date	Comment	Edit Date	Edit Time	User	Data Source
12/13/20...	7:30AM	Add Pay ...		Vacation	full sche...						12/06/20...	3:27PM (...)	Sarmient...	Scheduli...
12/14/20...	7:30AM	Add Pay ...		Vacation	full sche...						12/06/20...	3:27PM (...)	Sarmient...	Scheduli...
12/10/20...	7:30AM	Add Pay ...		Vacation	full sche...						12/06/20...	3:27PM (...)	Sarmient...	Scheduli...




Totals Audits **3.3** Accruals Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
ACCUMULATED BORROWED TIME	0.0	Hour	Fri 6/01 - Fri 5/31	0.0	0.0
ADOPTION LEAVE DAYS 7H45	0.0	Day	Fri 6/01 - Fri 5/31	0.0	0.0
Employee Ratio	0.00	Money	Fri 6/01 - Fri 5/31	0.00	0.00
MARRIAGE DAYS 7H45	0.0	Day	Fri 6/01 - Fri 5/31	0.0	0.0

Totals Audits Accruals **3.4** Historical Corrections

Detail View Summary View Untotalized Correction

Pending	Historical Date	Type of Edit	Pay Code	Amount	Wages	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals
No data to display												

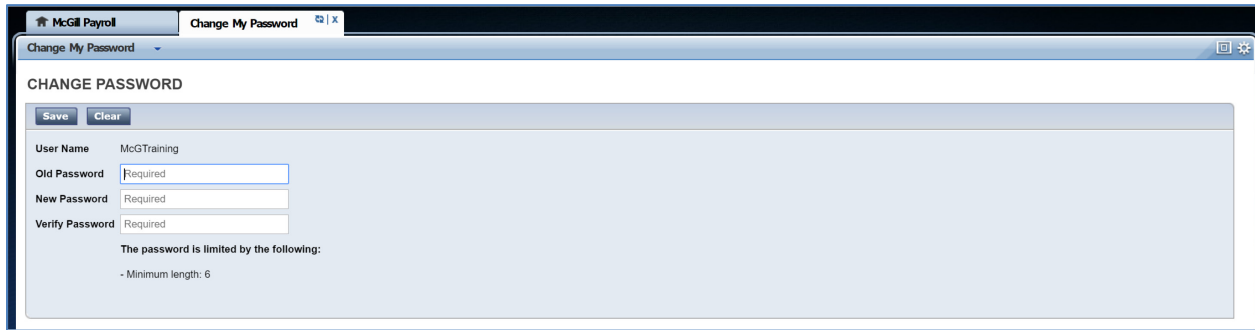
OBJECT	DEFINITION/FUNCTION
1. NAME ID & TIME PERIOD	Specifies which employee's timecard and time period you are displaying.   Make sure you are selecting the correct Time Period.
2. TIMECARD GRID	Provides date rows and columns to record IN/OUT time punches, pay code duration, transfers, and comments.
3. SUPPORTING TABS:	Displays information related to specific actions applied to the timecard. Following are the available tabs:
3.1 TOTALS	Displays total hours recorded for each earnings code on the timecard for the selected range of dates.   By default, all the options will be selected. Use the Drop-down Menu to display by shifts, by day or for the pay period.
3.2 ACCRUALS	Displays leave balances for the employee such as vacation.
3.3 AUDITS	List including the timestamp and resources of all actions applied to a timecard.   By default, the option All will be selected. Use the Drop-down Menu to display by Pay code, Hours worked, Duration, Approvals/Sign-offs, justifications.
3.4 HISTORICAL CORRECTIONS	Displays the corrections by Detail and Summary view.
SIGN OFF	This tab only appears when a Timecard has been signed off. Related information such as the status and the effective date and user of the Sign-offs is displays.
PRINT TIMECARD	

## 1.3.5. Change My Password

Allows the user to change password.



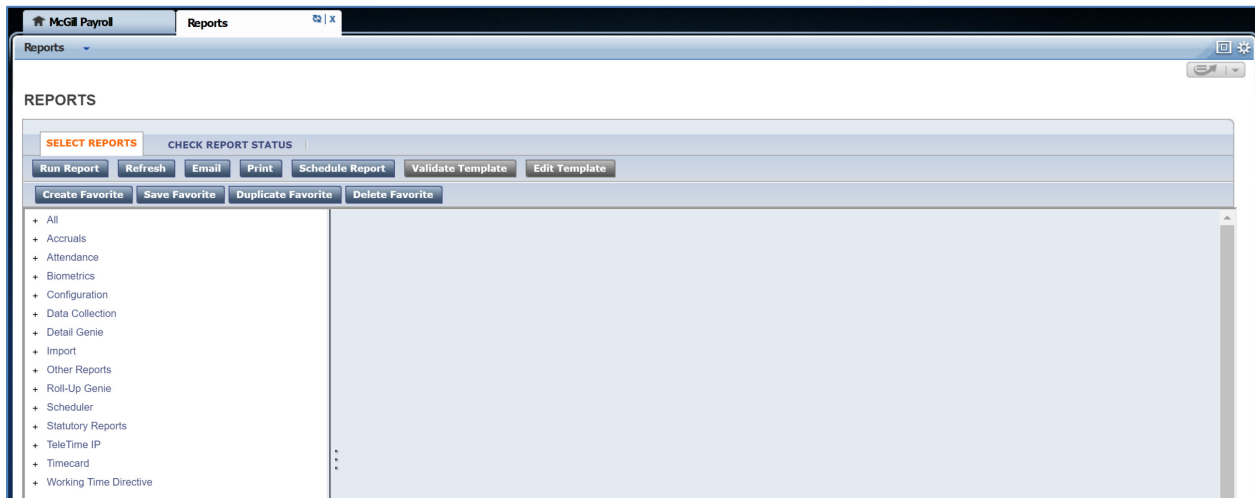
# USING KRONOS FOR SUPERVISOR



OBJECT	DEFINITION/FUNCTION
SAVE	Allows to save the password.
CLEAR	Allows to erase all entered characters in the screen in one click.

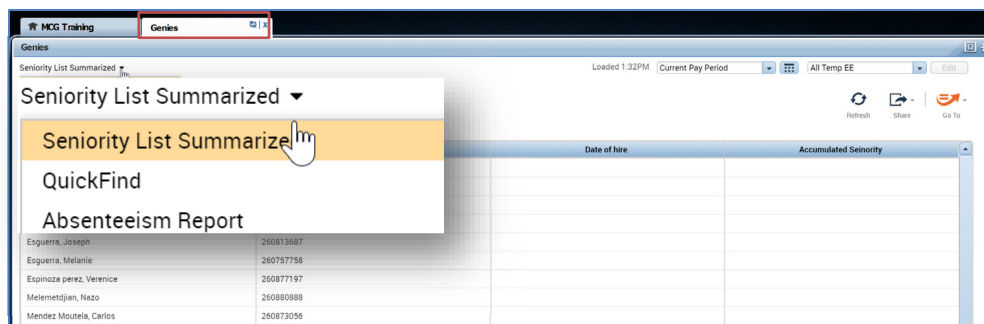
## 1.3.6. Reports

This widget allows to issue Kronos generic reports. (Refer to the Issue Report section).



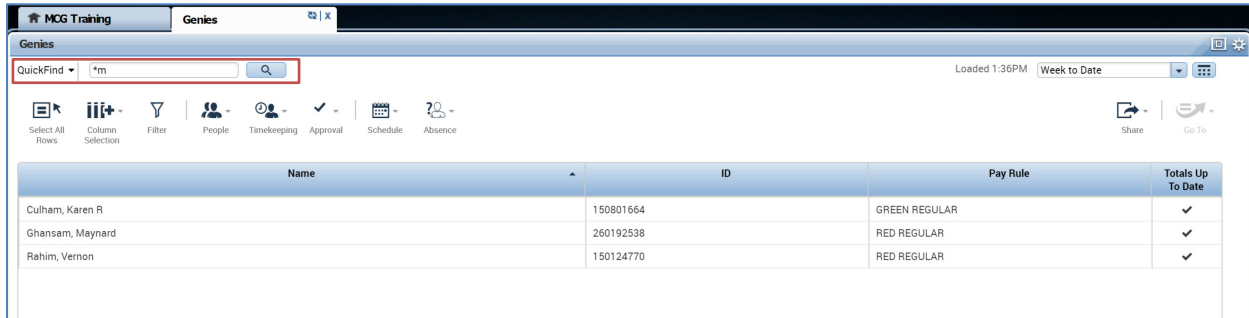
## 1.4. Genies

Genies allow to generate McGill custom reports to review employee information such as their seniority. For example, Seniority List Summarized, Quick Find, Absenteeism Report.



## 1.4.1. Quick Find

The Quick Find allows you to search for a specific person or a set of employees and then go to their timecard, employee profile, schedule or reports in a quick matter.



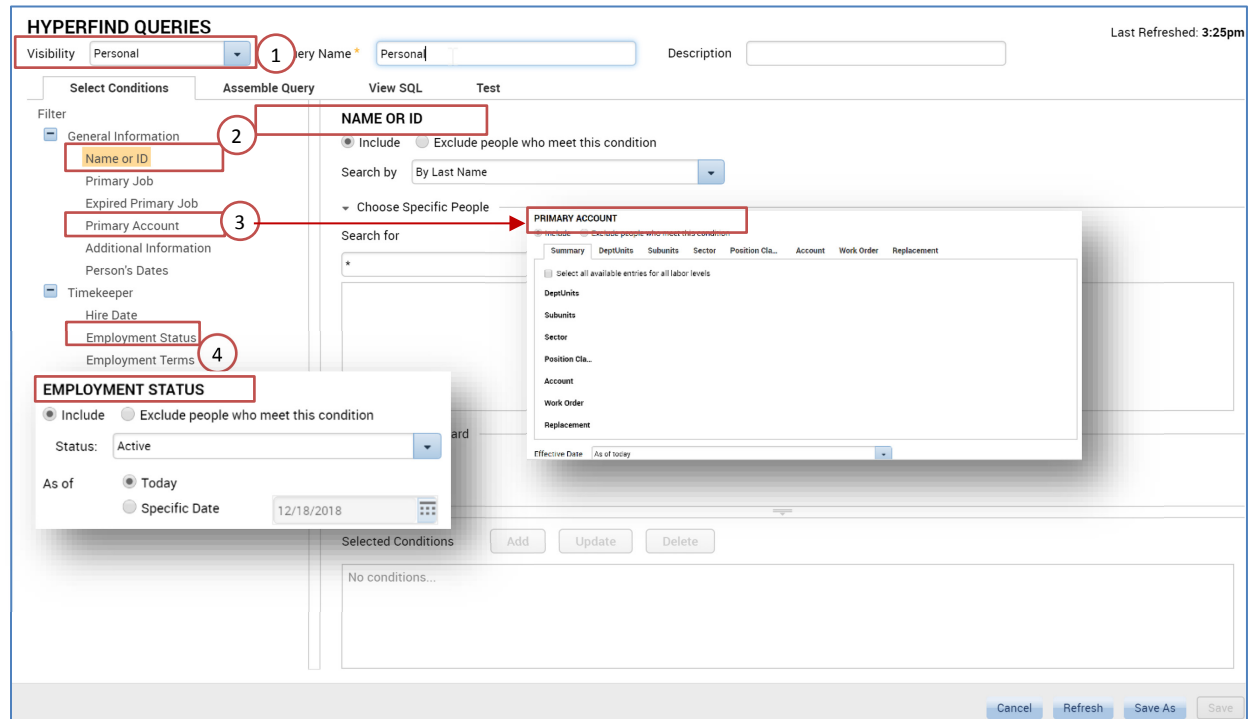
## Wild card characters

Use the following wild card as a substitute for one or more characters:

- Asterisk (\*) by itself to indicate all entries.  
 For example: \*00 selects any number that ends in 00 such as 100, 200 or 1500.
- Question mark (?) to substitute more than one character.  
 For example: ?00 selects any 3-digit number that ends with 00 such as 100, 200 or 500.

## 1.5 Hyperfind Overview

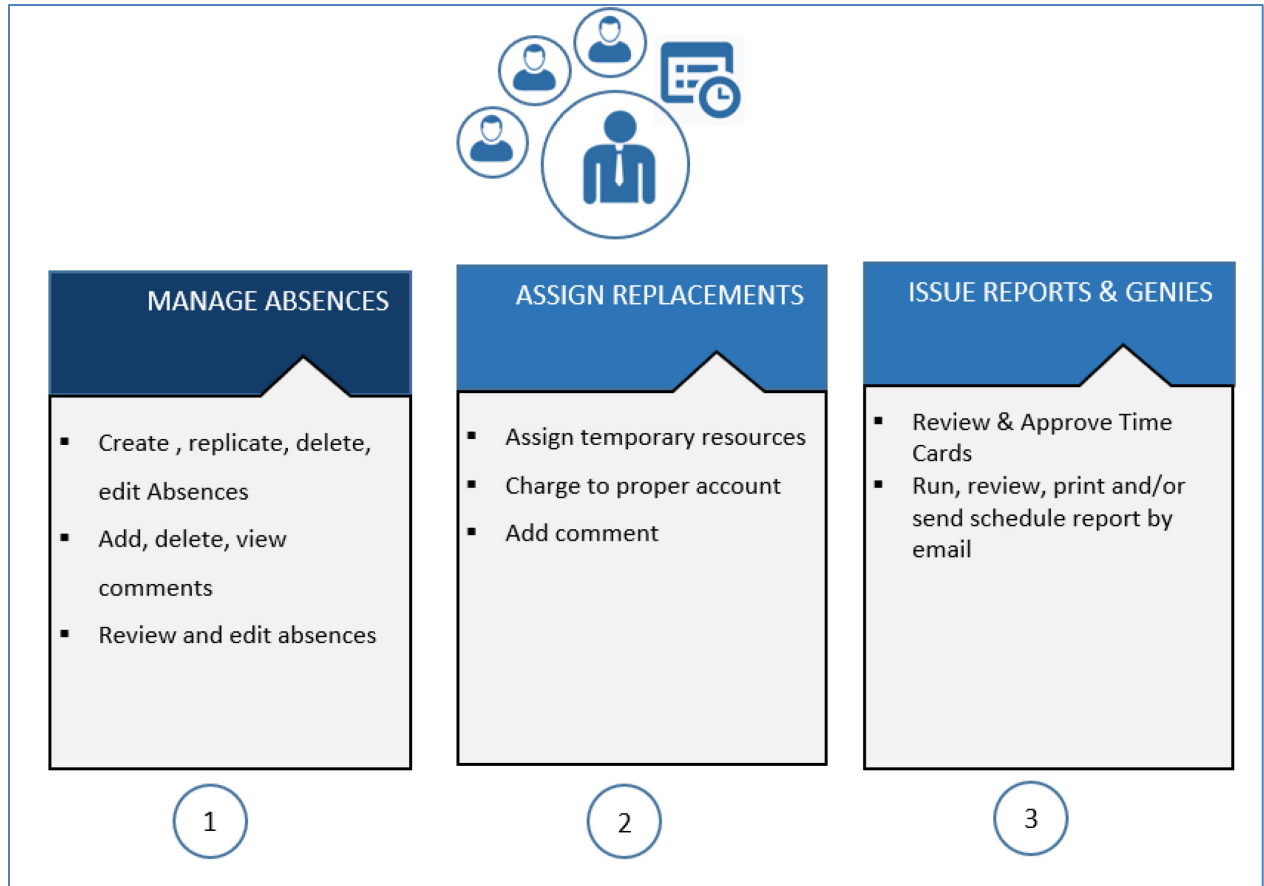
Hyperfind queries are quick links to reach different criteria.



## Topic 2 – Manage Schedule

### 2.0 Supervisor Tasks

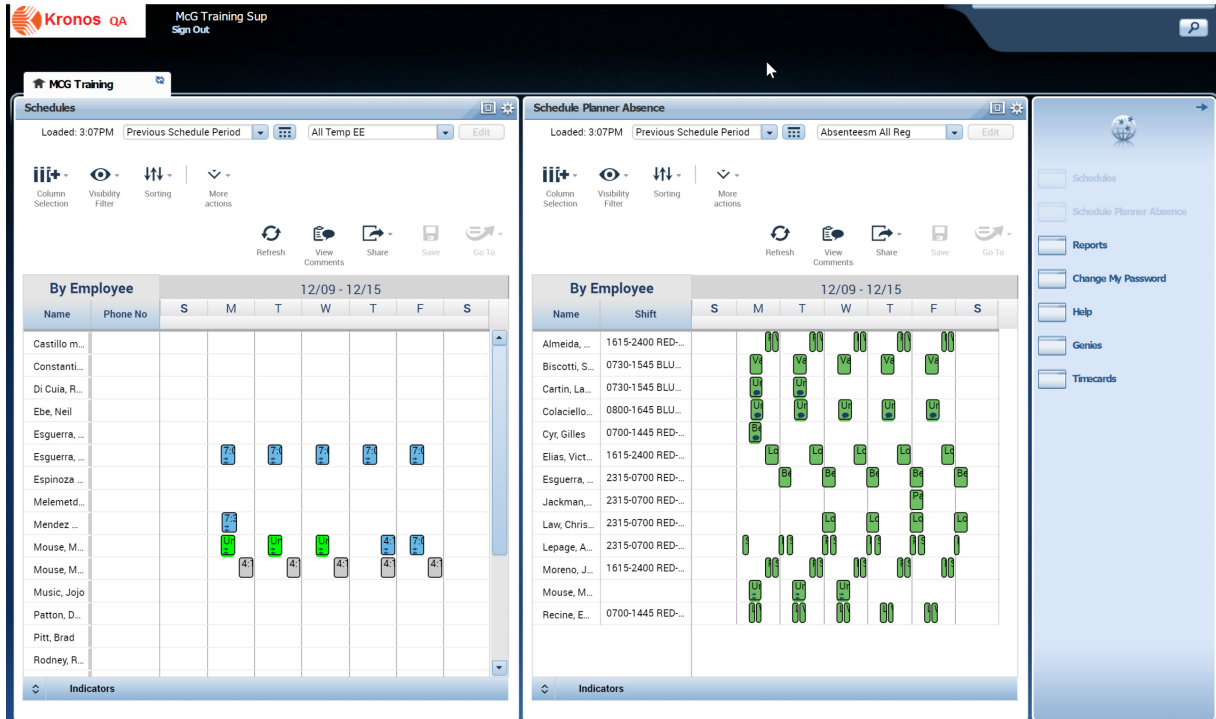
As a Supervisor your role will be to:



## Access Schedule

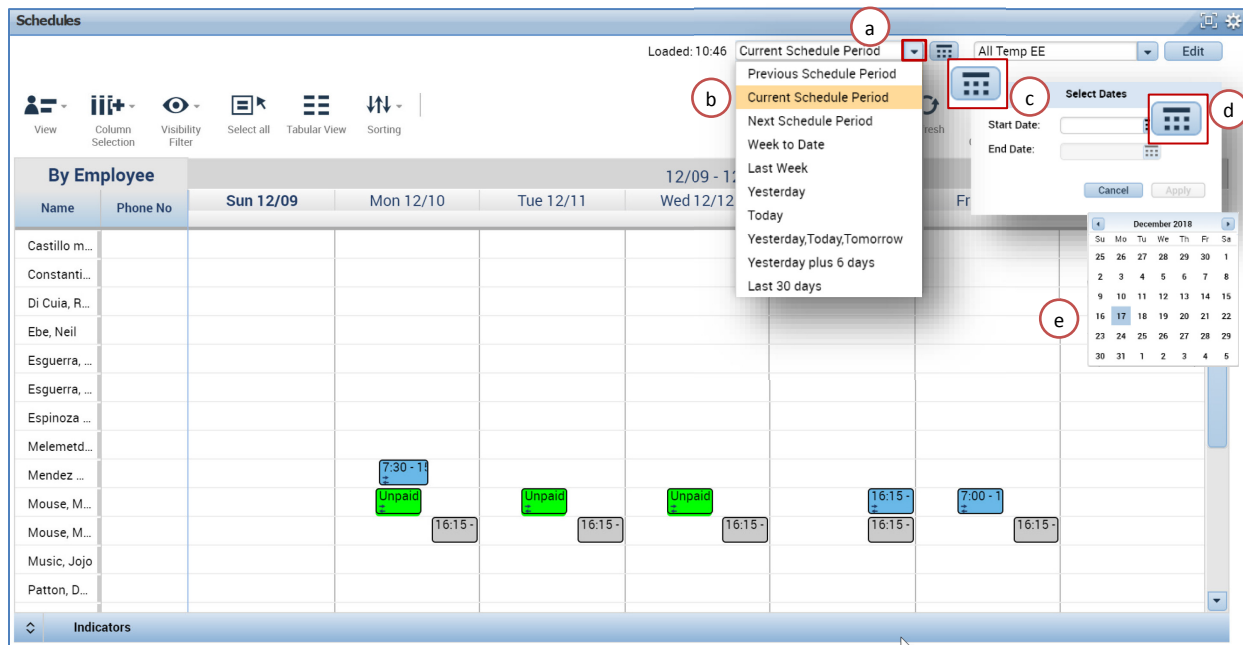
To manage absences, the supervisor needs to access to the proper schedules and pay code period.

By default, the supervisor workspace overview displays show most useful widgets screens to manage the schedules: Schedule Planner and the Schedules.




## Specify Pay Period

The following steps are common to the Schedules, Schedule Planner and the Timcards widgets.





- a. Click on the **Pay Period** drop-down arrow.
- b. Select **Current Schedule Period**.
- c. Or -

From the **Calendar**  icon, enter the **Start Date** and **End Date**.

- d. Or -

Click on the **Start Date Calendar**  icon and select the date.

- e. Click on the **End Date Calendar**  icon and select the date.

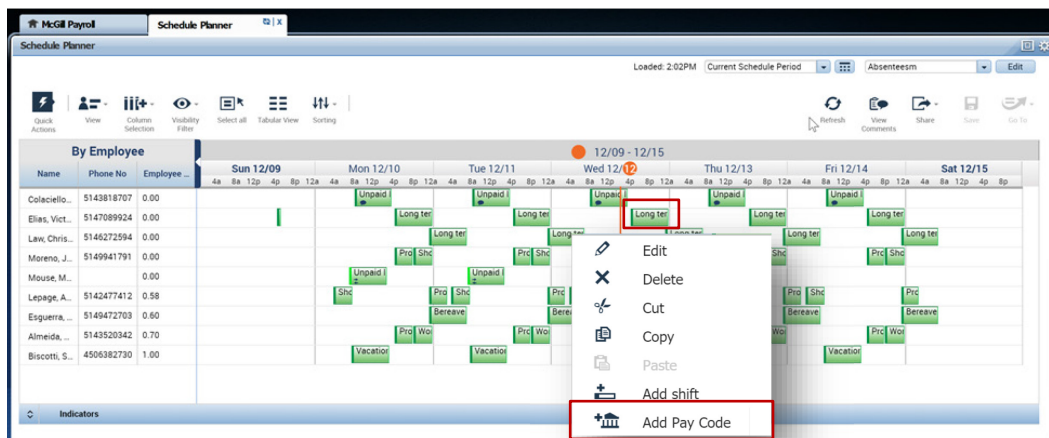
- Select hyperfind (group) (Regular per sector, Temporary per sector, Absenteeism per sector)

## 2.1 Manage Absence

The following section explains how to add unplanned absences for days or hours and attached a detail comment from the Schedule Planner Widget.

### 2.1.1. Create, enter, remove, Absence (Pay code/Category)

- a) Right-Click on a Shift cell and select Add Pay Code.



- b) Enter the corresponding information (refer to list below) then click on the **Apply** button.

## USING KRONOS FOR SUPERVISOR

### Add Pay Code

Assigned to  
**Law, Christopher**

**Effective Date:\***  1

**Pay Code:\***  2

**Amount (HH.hh):\***  3

**Override Shift** 4

Whole Shift  Partial Shift

**Start Time:\***  5

**Repeat for:**  days 6 **Transfer Labor Level:**  7

**Comments (0)** [Add Comment](#)

Comments (0)

Select Comment

Type a note (optional)

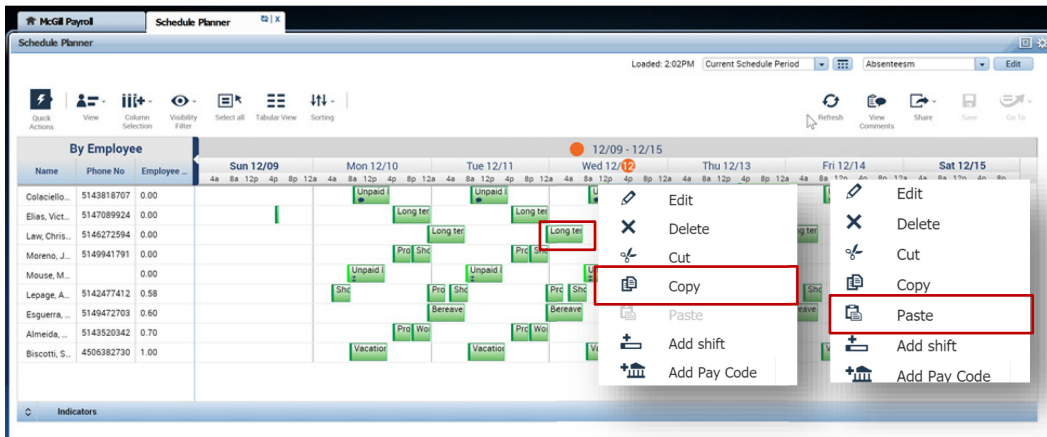
8

OBJECT	DEFINITION/FUNCTION
1. EFFECTIVE DATE	Enter or select the absence starting date by clicking on the calendar.
2. PAY CODE	Select a Pay Code from the drop-down list.
3. AMOUNT (HH, hh) FULL SCHEDULE DAY HALF SCHED DAY	Select Full Schedule Day if the absence cover a full day. Select Hall Schedule Day if the absence cover half of a day.
4. OVERRIDE SHIFT	Check the Whole or Partial Shift corresponding to the regular shift replacement.
5. START TIME	This radio button shows up only for if Override Shift – Partial Shift is checked.
6. REPEAT FOR	Insert the number of days that this shift must be applied.
7. TRANSFER LABOR LEVEL	If required, select the corresponding Supervisor Transfer Labor Level if this temporary employee shift belongs to another supervisor group.
8. COMMENTS	Refer to comment section.



## Replicate an Absence

- Right-Click on a Shift cell then select **Copy**.
- Right-Click on a destination Shift cell then select **Paste**.



## Edit an Absence

Right-Click on a Shift cell then select **Edit**.

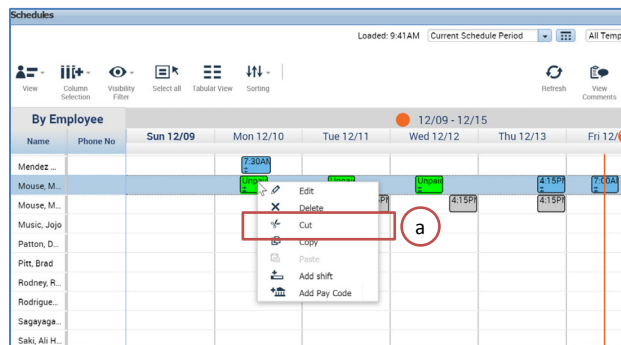
## Delete an Absence


Right-Click on a Shift cell then select **Delete**.

## Add a comment

Comments can be added from different editors such as the Shift Editor or the Pay code editor when adding shifts and pay codes. The following steps applies to the Schedule Editor. It can also be added directly in the schedule.

- Right-Click on a Shift cell and select **Edit**.



- Select Add Comment.
- Scroll to select the correct comment type.
- Choose Note for a custom comment.
- Enter comment detail then click Add. Your comment is now displayed in the schedule and in the Comment tab.
- The comment will then be shown with a  Comment Icon.



# USING KRONOS FOR SUPERVISOR

**Edit Shift**

Assigned to: Mendez Moutela, Carlos    Shift Details: 7:30am-3:45pm(8.25h)    Primary Job: None

Insert Template:    Shift Label: BE-B 7h30-15h45    Repeat this shift for: 0 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	12/10/2018	Transfer	7:30am	3:45pm	12/10/2018	8.25			////////50104797

Comments (0) [Add Comment](#)

**c** Select Comment

**b** Add note

**d** Note

**e** Type a note (optional)

**f** Comment

**Schedule Planner**

Loaded: 11:55AM    Current Schedule Period:    Absenteeism:    Edit

View: Column Selection    Visibility Filter    Select all    Tabular View    Sorting

By Employee	Name	Shift	Sun 12/09	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15
Almeida, ...	1615-2400 RED...			Pro Wor					
Biscotti, S.	0730-1545 BLU...			Vacation					
Cartin, La.	0730-1545 BLU...			Unpaid le					
Colaciello,	0800-1645 BLU...			Unpaid le					
Elias, Vict.	1615-2400 RED...			Long terr					

## Delete a comment

- Right-Click on a Shift cell and select **Edit**.
- Click on the **x** beside the comment to be deleting.

**Edit Pay Code Unpaid leave authorized**

Assigned to: Colaciello, Giuseppe

Effective Date: 12/12/2018

Pay Code: Unpaid leave authorized

Amount (HH.hh): 7.75

Override Shift

Whole Shift     Partial Shift

Start Time: 8:00AM

Repeat for: 1 days    Transfer Labor Level:   

Comments (1) [Add Comment](#)

**x** Unpaid leave

**x** Authorize unpaid until January 2019

[Add another note](#)

[Cancel](#)    [Apply](#)



## View All Comments

a) Click on a **View Comments** action button.

Date	Shift/Pay Code	Name	Comments	Note
12/14/2018	Unpaid leave autho...	Colaciello, Giuseppe	Unpaid leave	Authorize unpaid until January 20.
12/13/2018	Unpaid leave autho...	Colaciello, Giuseppe	Unpaid leave	Authorize unpaid until January 20.
12/12/2018	Unpaid leave autho...	Colaciello, Giuseppe	Unpaid leave	Authorize unpaid until January 20.
12/11/2018	Unpaid leave autho...	Colaciello, Giuseppe	Unpaid leave	Authorize unpaid until January 20.
12/10/2018	Unpaid leave autho...	Cartin, Laurent	Note	
12/10/2018	Unpaid leave autho...	Colaciello, Giuseppe	Unpaid leave	Authorize unpaid until January 20.
12/10/2018	Unpaid leave autho...	Cartin, Laurent	Note	
12/08/2018	11:45 PM - 7:00 AM	Law, Christopher	4 Instructions	UN, LOCK, LOCK, CLEAN [NDarveau]
12/08/2018	11:45 PM - 7:00 AM	Law, Christopher	3 Key Ring Ho	108-10 [NDarveau]
12/08/2018	11:45 PM - 7:00 AM	Law, Christopher	2 Building Paper	555-555-5555 [NDarveau]

## 2.1.2. Review and edit Absence

a) From the Schedule Planner, select the **Absenteism All Reg** hyperfind to review all the absences.

By Employee	Name	Phone No	Sun 12/09	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15
Almeida, ...	5143520342								
Biscotti, S...	4506382730			Vacation	Vacation	Vacation	Vacation	Vacation	
Cartin, La...	5145880863			Unpaid le	Unpaid le	Unpaid le	Unpaid le	Unpaid le	
Colaciello...	5143818707			Unpaid le	Unpaid le	Unpaid le	Unpaid le	Unpaid le	
Cy, Gilles	5145296957			Bereavem	7:00AM -	7:00AM -	7:00AM -	7:00AM -	
Elias, Vict...	5147089924			Long term	Long term	Long term	Long term	Long term	
Esguerra, ...	5149472703			Bereavem	Bereavem	Bereavem	Bereavem	Bereavem	
Jackman, ...	5149844174		11:45PM	11:15PM					11:15PM
Law, Chris...	5146272594		11:45PM						
Lepage, A...	5142477412			Pro Sho	Pro Sho	Pro Sho	Pro Sho	Pro Sho	Pro Sho
Moreno, J...	5149941791			Pro Sho	Pro Sho	Pro Sho	Pro Sho	Pro Sho	Pro Sho
Mouse, M...	5147259055			Unpaid le	Unpaid le	Unpaid le	Unpaid le	Unpaid le	
Recine, E...	5147259055			Light Won	Light Won	Light Won	Light Won	Light Won	

b) From the Schedules Widget Screen, select the Employee Absence Shift. Right-Click and select Edit.



c) From the Edit Pay Code Unpaid leave authorized screen, Enter the adjustments and click on Apply.

**Edit Pay Code Unpaid leave authorized**

Assigned to  
**Mouse, Mickey**

Effective Date: 12/11/2018

Pay Code: Unpaid leave authorized

Amount (HH:hh): 7.75

Override Shift

Whole Shift  Partial Shift

Start Time: 7:00AM

Repeat for: 1 days      Transfer Labor Level: //600146//

Comments (0) [Add Comment](#)



d) Click on Refresh to display the changes in the Schedule Planner Absence Widget.

**Schedules**

Loaded: 4:45PM    Previous Schedule Period    Absenteem All Reg

Column Selection    Visibility Filter    Sorting    More actions

Refresh    View Comments    Share    Save    Go To

By Employee		12/09 - 12/15						
Name	Phone No	S	M	T	W	T	F	S
Almeida, ...	5143520342							
Biscotti, S.	4506382730							
Cartin, La.	5145880863							
Colaciello...	5143818707							
Cyr, Gilles	5145296957							
Elias, Vict...	5147089924							
Esguerra, ...	5149472703							
Jackman...	5149844174							
Law, Chris...	5146272594							
Lepage, A...	5142477412							
Moreno, J...	5149941791							
Mouse, M...	5147259055							
Recine, E...	5147259055							

Indicators

**Schedule Planner Absence**

Loaded: 4:44PM    Previous Schedule Period    Absenteem All Reg

Column Selection    Visibility Filter    Sorting    More actions

Refresh    View Comments    Share    Save    Go To

By Employee		12/09 - 12/15						
Name	Shift	S	M	T	W	T	F	S
Almeida, ...	1615-2400 RED...							
Biscotti, S.	0730-1545 BLU...							
Cartin, La.	0730-1545 BLU...							
Colaciello...	0800-1645 BLU...							
Cyr, Gilles	0700-1445 RED...							
Elias, Vict...	1615-2400 RED...							
Esguerra, ...	2315-0700 RED...							
Jackman...	2315-0700 RED...							
Law, Chris...	2315-0700 RED...							
Lepage, A...	2315-0700 RED...							
Moreno, J...	1615-2400 RED...							
Mouse, M...	0700-1445 RED...							
Recine, E...	0700-1445 RED...							

Indicators

### 2.1.3. Assign Temporary Resources to Schedule or Shift Pattern

- From the **Schedule Planner Absence** Widget, select the **Absenteeism All Reg** Hyperfind to view the regular employee's in absence then select the period.
- From the **Schedule** Widget, select the **All Temp EE** Hyperfind to view the temporary employee's schedules then select the period.

It is possible to choose the corresponding Hyperfind per sector.

- Locate the corresponding Shift cell and select **Add shift**.
- Insert the corresponding **Template** to the employee in absence.
- From the **Labor Level Transfer** drop-down list, click on **Search...** then click on **Apply**.



### Add Shift

Assigned to: Music, Jojo    Shift Details: 9:30am-10:30am(1.00h)    Primary Job: None

Insert Template    Shift Label:     Repeat this shift for:  days

Name	Description	Time	End Date	Duration	Job Transfer	<span style="border: 1px solid red; padding: 2px;">Labor Level Transfer</span>	Work Rule Transfer
RFM-A 14h4...	RED-Fac Mang Evening shif A 14h4...					Labor Level Transfer	
RFM-B 16h1...	RED-Fac Mang Evening shif B 16h1...	30am	12/12/2018	1.00			
RFM-WE1 7h...	RED- Fac Mang WE Day shift1 7h00...						
RFM-WE2 7h...	RED- Fac Mang WE Day shift2 7h00...						
RM-1 7h00-1...	RED- Mailroom Day shift1 7h00-14h...						
RM-2 9h15-1...	RED- Mailroom Day shift2 9h15-16h...						

Comments (0) [Add Comment](#)

Cancel Apply

## 2.1.4. Charge to proper Account

- a) From the **Labor Account** tab, choose the corresponding **replacement**, then the proper **Account** and if needed, the **Work Order**.

### Transfer

Name: Melemetdjian, Nazo  
Job:  
Labor Account: /////W0333333/TBD  
Work Rule:

Job Transfer    Labor Account    Work Rule

**Add Labor Account** Clear All

DeptUnits:

Subunits:

Sector:

Position Class...:

Account:

Work Order: W0333333 - Event 333333

Replacement: TBD - Mickey Mouse

Cancel Apply

- b) The **Labor Level Transfer** is now displayed. Click on **Apply**.

A transfer is not a permanent change, it only affects the shift which the transfer is applied to.

- c) Click on **Add a Comment**, then choose the corresponding **Comment Pay Code** from the drop-down absence list. Click on **Apply**.



**Add Shift**



Assigned to: Melemedjian, Nazo    Shift Details: 7:00am-7:00pm(12.00h)    Primary Job: None

Insert Template: ▼    Shift Label: RFM-WE1 7h00-19    Repeat this shift for: 1 days


	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	12/11/2018	Transfer	7:00am	7:00pm	12/11/2018	12.00			...//W0333333/TBD

Comments (0) [Add Comment](#)

Cancel Apply

d) Right-Click on the shift cell  to view the Events (Transfer)  look up information.

## 2.1.5 Review and print schedule

- a) From the **Schedule Planner Absence** Widget, select the **All Temp EE** Hyperfind to view the temporary employee's schedules.
- b) Select the period.
- c) From the Schedule Widget, select the **All Temp EE** Hyperfind to view the temporary employee's schedules.
- d) Select the period.
- e) Review Schedule.
- f) Click on Share  to print schedule. Refer to Topic 3 – Reports for more information.




## 2.3 Review and Approve Time Cards

The timecards may be accessed from multiple widgets such as: Schedule, Quick Find and the Timecards.


### 2.2.1 Specify Pay Period.

- a. Click on the **Pay Period** drop-down arrow.
- b. From the Supervisor Workspace, select the **Timecards** Widget.
- c. Select **Current Schedule Period**.
- d. Or -

From the **Calendar**  icon, enter the **Start Date** and **End Date**.

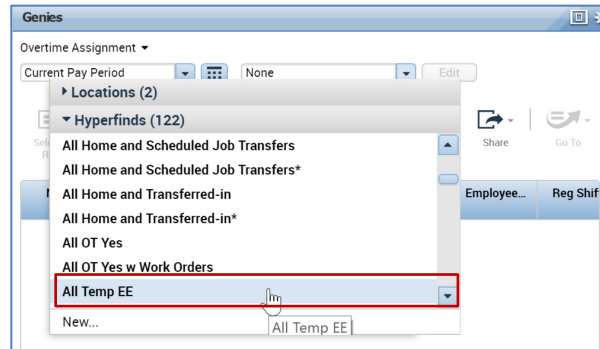
- e. Or -

Click on the **Start Date Calendar**  icon and select the date.

- f. Click on the **End Date Calendar**  icon and select the date.
  - Select hyperfind (group) (Regular per sector, Temporary per sector, Absenteeism per sector)

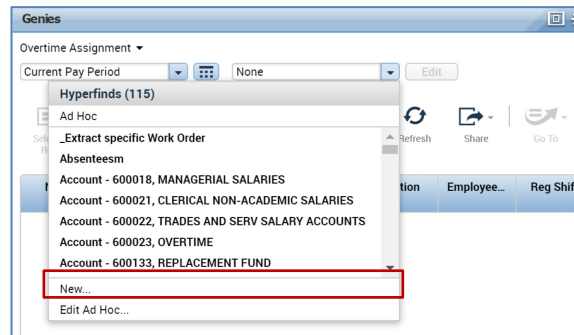
### 2.2.2. Choose an Hyperfind

- a) From the Show field, select the Hyperfind in the drop-down menu to display the corresponding information such as All temp EE Schedules.



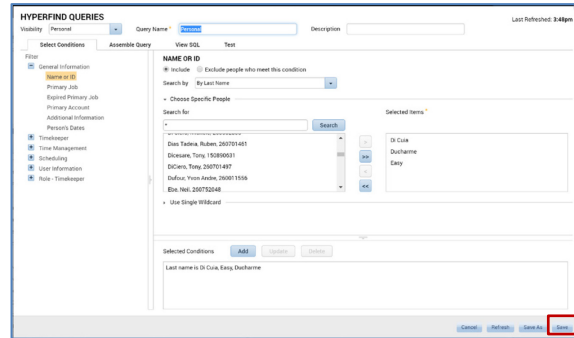
### Create an Hyperfind

- a) From the Show field, select **New** in the drop-down menu.



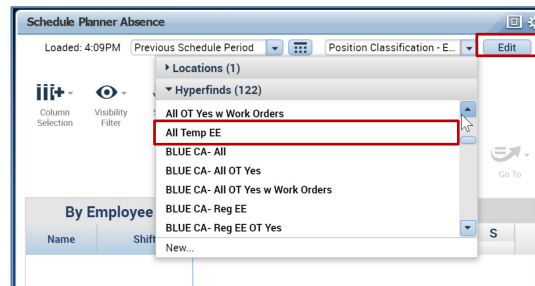
## USING KRONOS FOR SUPERVISOR

- From the **Visibility** drop-down list, choose Personal if not showing by default.
- Rename Personal from the **Query Name** field.
- Proceed to all selections.
- Click on **Save**.



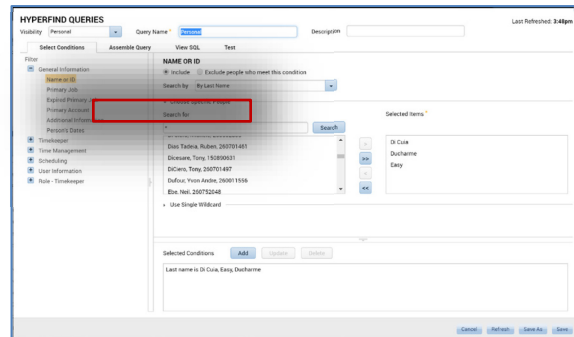
### Edit personal Hyperfind

- Select and click an Hyperfind to be edited then click on Edit.
- Apply the different conditions then click **Add**.
- Click on **Save**.



### Copy and create a Public Hyperfind

- From the **Visibility** drop-down list, choose **Personal** if not showing by default.
- Rename Personal from the **Query Name** field.
- Proceed to all selections.
- Click on **Save as**.

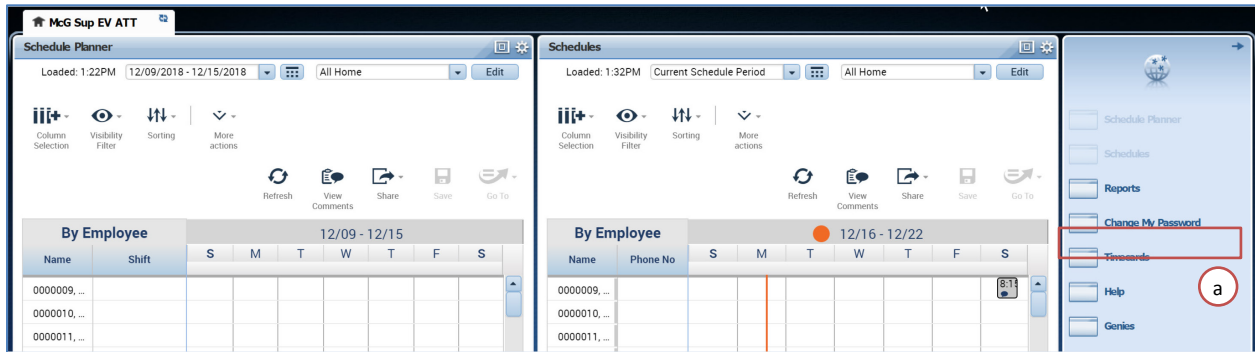


## 2.2.3. Approve Timesheets

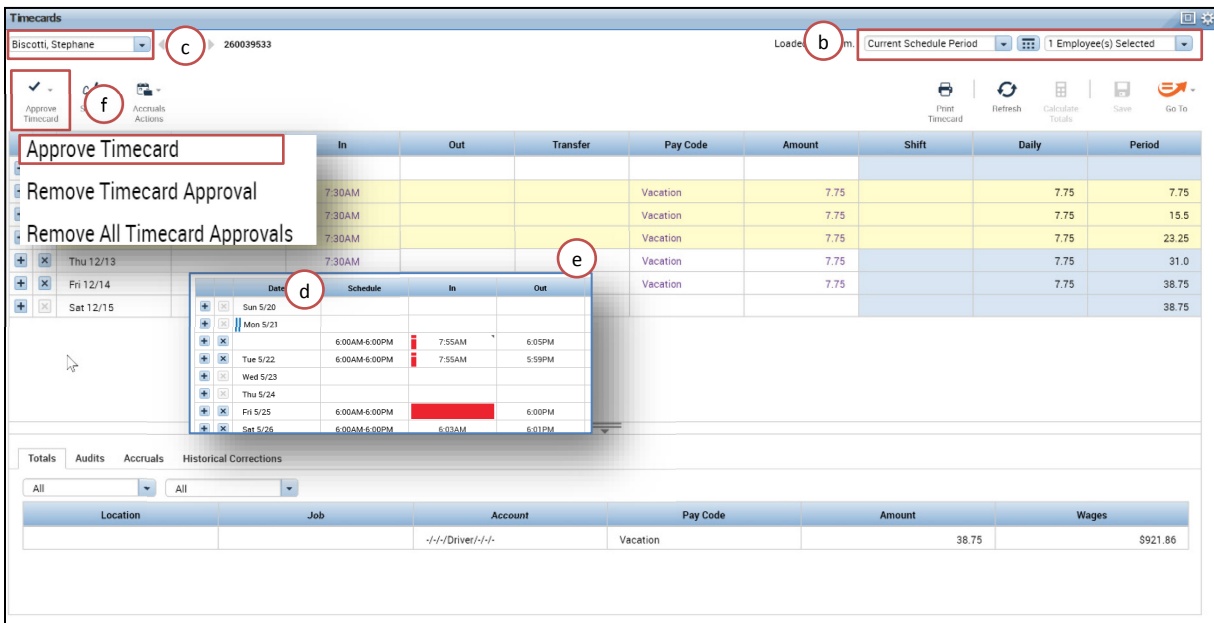
This notion applies to the different shift events (absences, Overtime, etc.)



## Access to Time Card Widget



- a. From the **Show** drop-down, select the corresponding group of employees' Hyperlinks.
- b. From the **employee** drop-down list, select the employee name.



## Review Timecards

This step allows Timekeeper to review exceptions: Unexcused Absence, Unscheduled Hours, Vacation. Exceptions are **flags** or **markers** used to alert operators when employees work outside their assigned shifts.

- c. Identify the exceptions flags or markers:
  - All items coming from the schedule are Purple.
  - If not coming from the schedule, all items are Black.
  - The Red Outline on the day means there is an Exception that day.
- d. Modify the Timecards Shift and issue the corresponding actions:

ACTIONS	DEFINITION/FUNCTION
ADD A LINE	Click on  to add one or more line(s) to insert the pay code per day.
COMMENT	Add or delete a comment or a note.



ACTIONS	DEFINITION/FUNCTION
UNEXCUSED ABSENCE	Add an unplanned absence code.
UNSCHEDULED HOURS	Add an unplanned UNSCHEDULED HOURS code.
WORK RULE TRANSFER	Click a Transfer cell to access the drop-down Transfer screen then select the appropriate work rule.

### Move Amounts (Overtime)

- Right-Click on **Amount**, then select the icon Move Amount.
- Select the Date, the number of overtime hours to be moved and click **OK**.

### Approved Timecard

- Click on the **Approved Timecard** icon and choose Approved.

### Signed Off



It is important to signed off a Timecard. It prevents that another approver edits(delete, modify) the time card after approval.

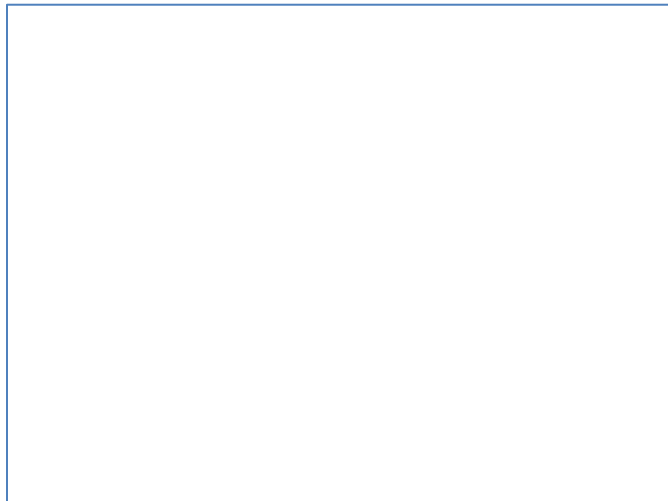
- Access to Genies then select Time Card.
- Select Approve icon then click on Signed Off.

## Topic 3 Reports

### 3.1 Kronos Reports

#### 3.1.1 Reports Overview

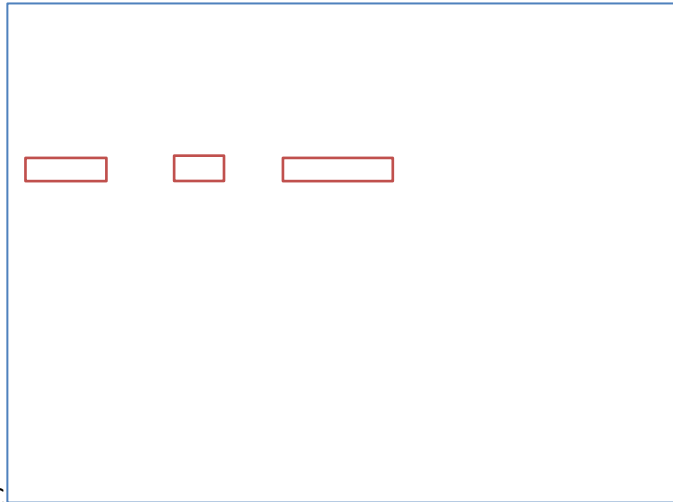
Reports allows the user to issue many types of reports corresponding to the supervisor tasks such as run a report, send a report per email and print a schedule report.



## 3.1.2. Print Reports

### Run Reports

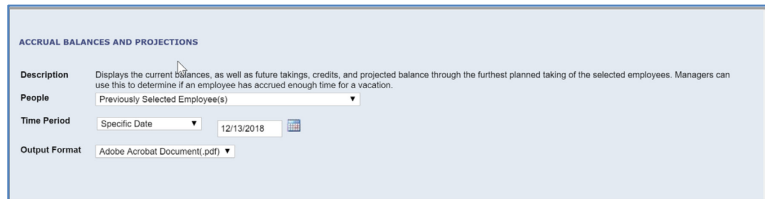
- Click on **Select Report** tab.
- Click on the  signs to view the list of available Reports.
- Select a report and the report criteria will appear on the right side.
- Add your report criteria using the drop-down lists.



- Click on the type of reports required such as **Run Report, Email or Schedule Report**.

### Send Reports to Email

- Click on **email** and send the email as your organization process.



### Print Schedule Report

- Click on **Schedule Report** and process as your organization process.

### Review Report Status

- Click on **Check Report Status** tab to view the Report status.

Name	Report Name	Format	Date In	Date Done	Status	Output	User
Accrual Policies		pdf	12/13/2018 11:45AM	12/13/2018 11:45AM	Complete	screen	LBethancie
Accrual Codes		pdf	12/13/2018 11:44AM	12/13/2018 11:45AM	Complete	screen	LBethancie
Accrual Policies		pdf	12/13/2018 3:07PM	12/13/2018 3:08PM	Complete	screen	Jtoroso
Accrual Policies		pdf	12/13/2018 3:07PM	12/13/2018 3:07PM	Complete	screen	Jtoroso
Schedule by Labor Account - Weekly		pdf	12/13/2018 2:27PM	12/13/2018 2:28PM	Complete	screen	Jtoroso

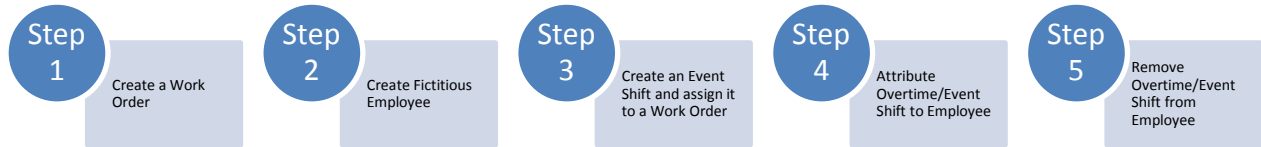
- When ready a **Completed** status will appear in the status column.

Output Report format may vary from PDF, Excel or CSV



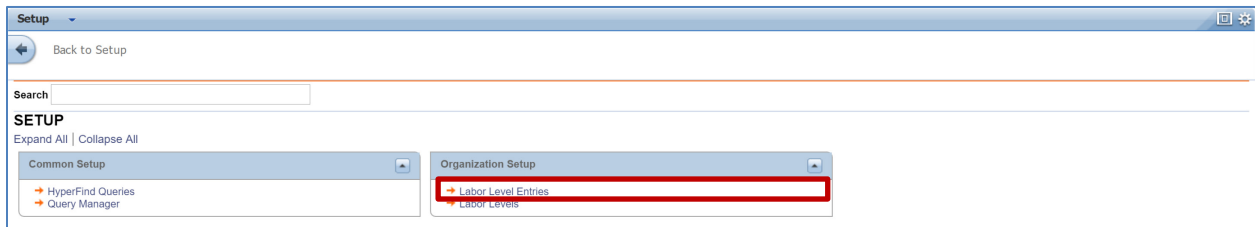
## Topic 4 – Manage Overtime /Assign Resources to Work Order

This topic detailed the different **Overtime assignment** tasks in Kronos for McGill.

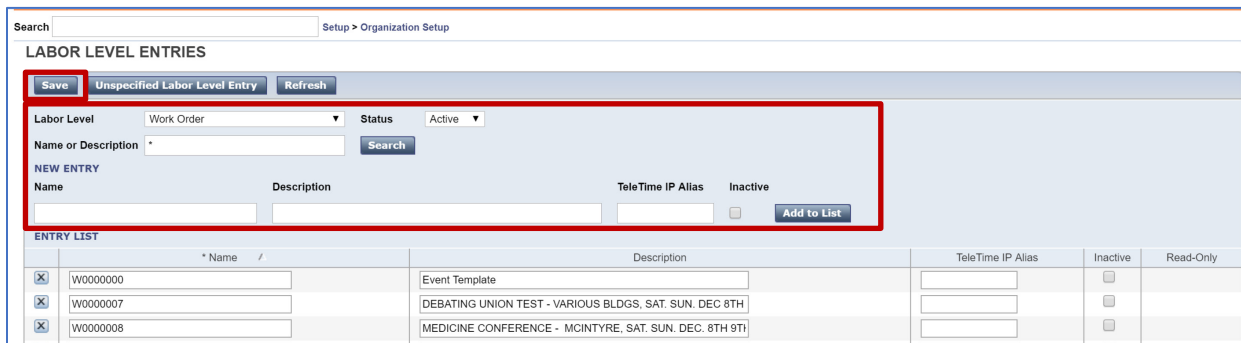


### Step 1 - Create a Work Order

- a. Access to the **Setup** Widget.
- b. Select **Labor Level Entries** from the **Organization Setup** drop-down menu.



- c. Select **Labor Level Entries** from the **Organization Setup** drop-down menu.
- d. Choose **Work Order** from the **Labor Level** drop-down list.
- e. Choose **Active** from the **Status** drop-down list then click on **Search** to view the active entry list by Name and Description.



- f. Enter the new Work Order **Name** starting by a **W** and followed by **8 numbers**. Per example W00000009.
- g. Enter the Work Order **Description**. **Per example:** REGULAR BUILDING HOURS SAT. FY18-19.
- h. Click on **Add to list** then **Save**.

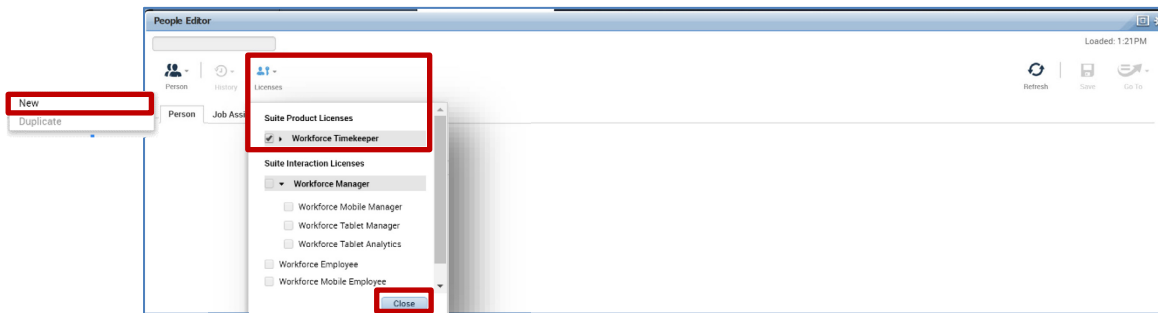


## Step 2 – Create Fictitious Employee

- a. Access to **Genies**.
- b. Click on **People** Icon and choose **Add**.



- c. Right-click on the **Person** icon and choose **Add**.
- d. Click on **Licenses** icon, check **Workforce Timekeeper** and then **Close**.



### People Editor Tab

- e. From the **People Editor** tab, complete the following **General** information section fields:

OBJECT	DEFINITION/FUNCTION
LAST NAME	Work Order number WITHOUT the 'W' Ex: 0000000
FIRST NAME	work order name or description
ID	Work Order with the 'W' Ex: W0000000
Hire/Active Date	Start date of the event (beginning date of a period)
Employment status section	Click on the '+' to add a row, click on the row to choose active or inactive. <ul style="list-style-type: none"> <li>▪ Active - same date as the hire date</li> <li>▪ Inactive - end date of the event (has to be a Sunday)</li> </ul>

- f. Complete the following **Contacts** information section fields:

OBJECT	DEFINITION/FUNCTION
Address	Add a description of the event

- g. complete the following **Additional Information** section fields:

OBJECT	DEFINITION/FUNCTION
Event Start Date Time:	YYYY-MM-DD HH:MM
<div style="border: 1px solid black; padding: 5px; display: inline-block;">  It is mandatory to respect the format of date and hours                 </div>	



<b>Event End Date Time</b>	YYYY-MM-DD HH:MM
<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;">             It is mandatory to respect the format of date and hours           </div> </div>	

## Job Assignment tab

h. Select the the Job Assignment tab

i. From the **Primary Account**, select **Search** from the Drop-Down list and complete the following section fields:

OBJECT	DEFINITION/FUNCTION
<b>Dep Units, Subunits, Sector, Position Class, Replacement</b>	Select the Dash – from the drop-down list.
<b>Account</b>	Select the corresponding Account number such as 600023 - Overtime.
<b>Work Order</b>	Select the corresponding new Work Order.

- j. Click on **Apply**.
- k. From the **Effective Date** field, choose the same date then the hire or active date (refer to step e).

l. Click on Save .


## Step 3 - Create an Event Shift and assign it to a Work Order

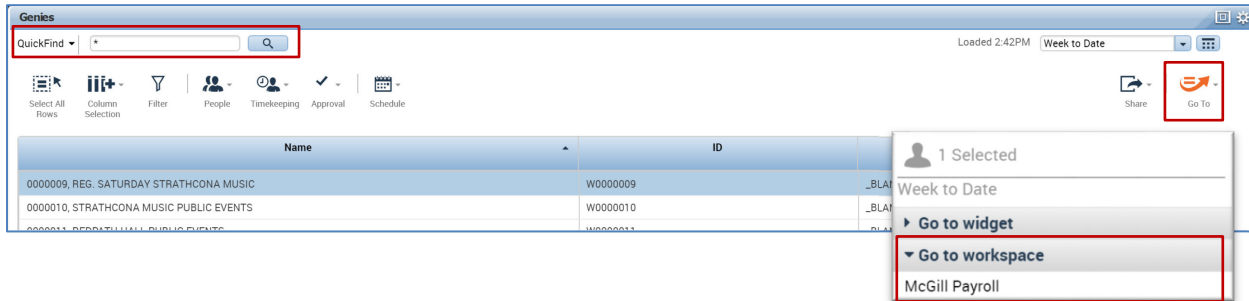
- a. Access to **Genies**.
- b. Select the **Quick Find Genies** from the drop-down list.
- c. Insert a \* then click on **Search**  to locate the Fictitius Employee/Event created in step 1.





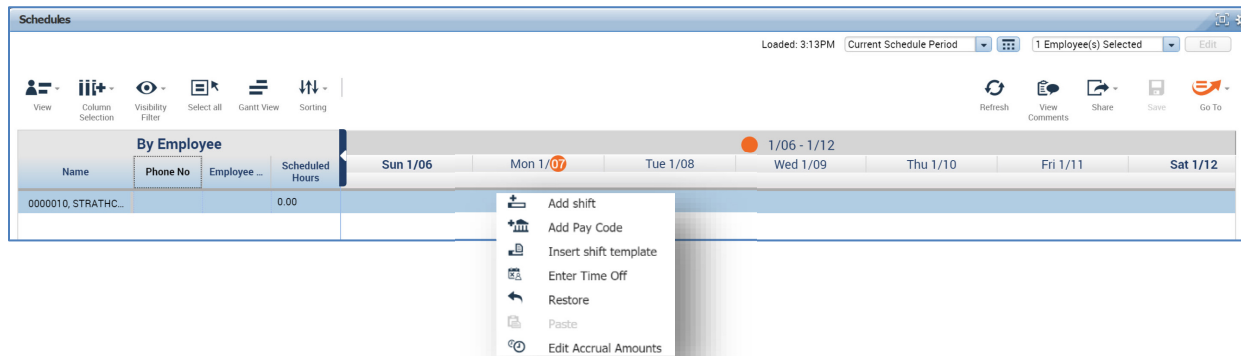
# USING KRONOS FOR SUPERVISOR

d. Select the employee then click on  .



e. Select **Go to Workspace** then select **McGill Payroll** from the drop-down list to view the **Schedules Widget**.

f. Select the corresponding period/date.



g. Locate the corresponding Shift cell and select **Add shift**.

**Add Shift**

Assigned to:  Shift Details: 12:00am-1:00am(97.00h) Primary Job: None

Insert Template:  Shift Label:  Repeat this shift for:  days


	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
<input type="checkbox"/>	1/07/2019	Regular	12:00am	1:00am	1/11/2019	97.00			

Comments (0)

Select Comment:

- 3 Key Ring No
- 4 Instructions
- Adoption Leave

h. Enter the number of days to apply this shift.

 When creating the shift, the number of repetition (days) allows to edit the selected shifts in one time.



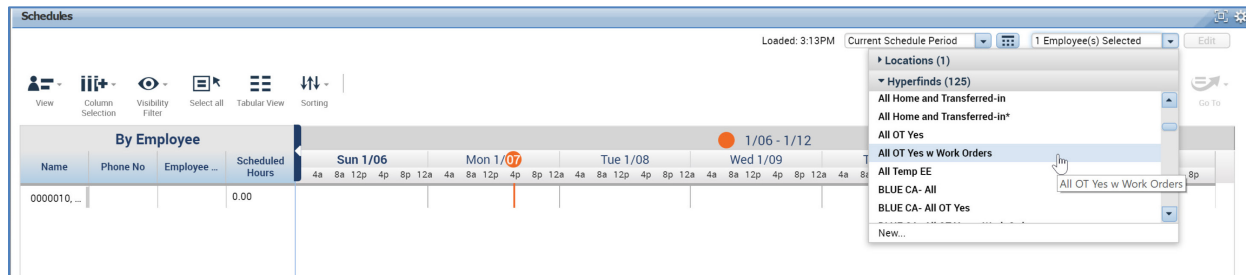
# USING KRONOS FOR SUPERVISOR

- i. Enter the Start Date and the Start Time then the End Date.
- j. Enter the following 4 comments as per followed:

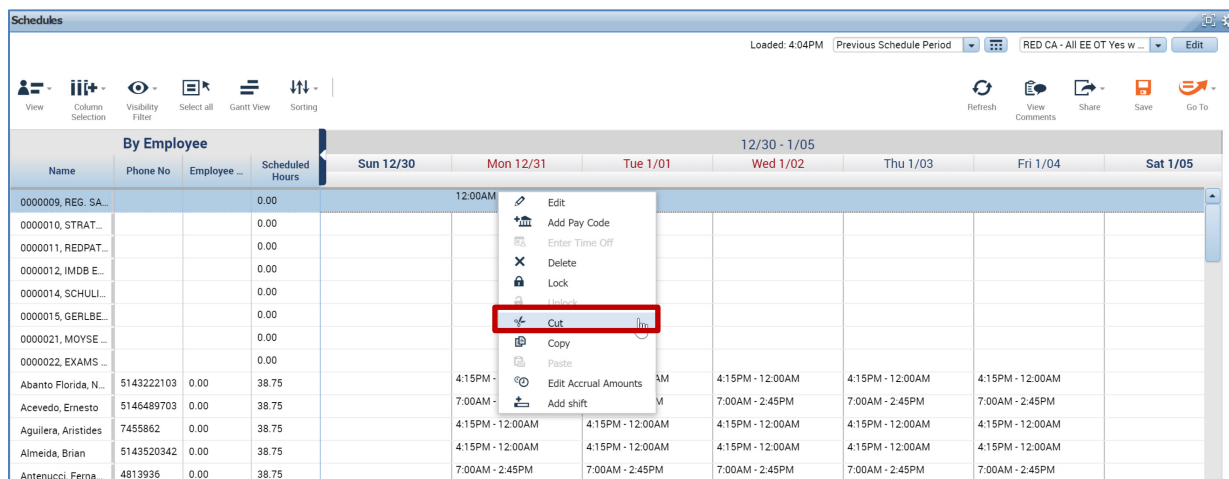
COMMENT	SELECT COMMENT
<b>Comment 4 instructions</b>	From the <b>Select Comment</b> , select <b>4 instructions</b> . Type a note (the instructions details) in note then click on <b>Add</b> .
<b>Comment 3 Key Ring No</b>	Click on <b>Add Comment</b> . From the <b>Select Comment</b> , select <b>3 Key Ring No</b> . Type a note (the Key Ring No description) then click on <b>Add</b> .
<b>Comment 2 Building Pager</b>	Click on <b>Add Comment</b> . From the <b>Select Comment</b> , select <b>2 Building Pager</b> . Type a note (the Building Pager number) then click on <b>Add</b> .
<b>Comment 1 Building and Room</b>	Click on <b>Add Comment</b> . From the <b>Select Comment</b> , select <b>1 Building and Room</b> . Type a note (the Building and Room).

## Step 4 - Attribute Event Shift to Employee(s)

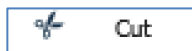
- a. Access to **Schedule widget**.
- b. Select the corresponding Hyperfind such All OT Yes W Work Orders.





- c. Click on the **Gantt View** icon.



- d. Right click on the Event shift and select




- e. Locate and right-click on the corresponding employee shift then choose  Paste .
- f. Right Click on the pasted shift and click on  Edit .
- g. Select the corresponding **Work Rule Transfer**:





WORK RULE TRANSFER	DESCRIPTION
OVERTIME PENDING/OVERTIME	Overtime cannot be reached.
OVERTIME REFUSED, OR OVERTIME REFUSED LEGIT REASON	Overtime is refused.
BLUE OVT APPROVED, BLUE OVT SF-SAT APPROVED, GREEN OVT APPROVED, RED OVT APPROVED, BLUE BEFORE SHIFT APPROVED	Overtime is approved.

### Step 5 - Remove Overtime/Event Shift from Employee

#### Change the Work Rule transfer to Overtime Refused


- a. Locate and right-click on the corresponding employee shift
- b. Right-click on the pasted shift and click on  Edit .
- c. Change the **Work Rule Transfer** for **Overtime Refused**.

#### Bring back the shift event as available

- d. Right-click on the **Refused Shift** and click on  Copy
- e. Locate and right click on the original event shift then click on  Paste to bring back the shift event for a further assignment.
- f. Right-click on the pasted shift then click on  Edit and remove the Work Rule Transfer.
- g. Click on Apply and Save .

#### Add a Notice in the Employee Profile

- a. Select the employee then click on .
- b. Select the Employee, then select the **People Editor**.
- c. In the **Person** tab, click on **Additional information** section and enter the date of the refusal.

 After 4 refusals change the Performs Overtime Yes to No.

## Topic 5 McGill Custom Reports and Interfaces

McGill custom Genies allows to generated specific information related to the Overtime, payroll or Accounting.

### 5.1. Overtime Assignment Genies (Report)

- a. Access to **Genies**.
- b. Select the **Overtime Pending greater than 0** or **Overtime Refused greater than 0**.

The screenshot shows the Genies interface with a table of employee data. A dropdown menu is open, showing filter options. Two options are highlighted with a red box: 'Overtime Pending greater than 0' and 'Overtime Refused greater than 0'.

Name	Cell Phone	Home Phone	Sector	Position	Employee	Reg Shift	Overtime Dollars	Overtime Worked
Komaroff, ...		43840907...	CAMPUS	Groundsp...	0.00	0730-1545 BLUE-Gro...	0.00	0.0
Colaciello, ...		51438187...	CAMPUS	Events At...	0.00	0800-1645 BLUE-Eve...	0.00	0.0
Lefebvre, ...		8431840	CAMPUS	Groundsp...	0.00	0730-1545 BLUE-Gro...	16.00	0.0
Groulx, St...		51491902...	CAMPUS	Groundsp...	0.00	0730-1545 BLUE-Gro...	332.10	57.5
Whitfield, ...		45069272...	CAMPUS	Driver	0.00	0730-1545 BLUE-Eve...	170.08	211.0
Cartin, La...		51458808...	CAMPUS	Driver	0.00	0730-1545 BLUE-Eve...	0.00	0.0

- c. Review the Overtime Assignments.

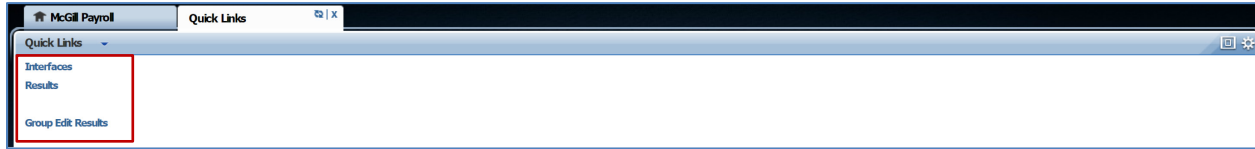
The screenshot shows the Genies interface with a table of overtime assignments. The 'Overtime Refused' column for the employee 'Culham, K...' is highlighted with a red box.

Name	Cell Phone	Home Phone	Sector	Position	Employee	Reg Shift	Overtime Dollars	Overtime Worked	Overtime Offered	Overtime Pending	Overtime Accepted	Overtime Refused	1st Refus...	2nd Refus...	3rd Refusal
Culham, K...		51481589...	PRINTING	General Pr...	0.00	0830-1630 GREEN-P...	0.00	0.0	4.0			4.0	2019-01-06		



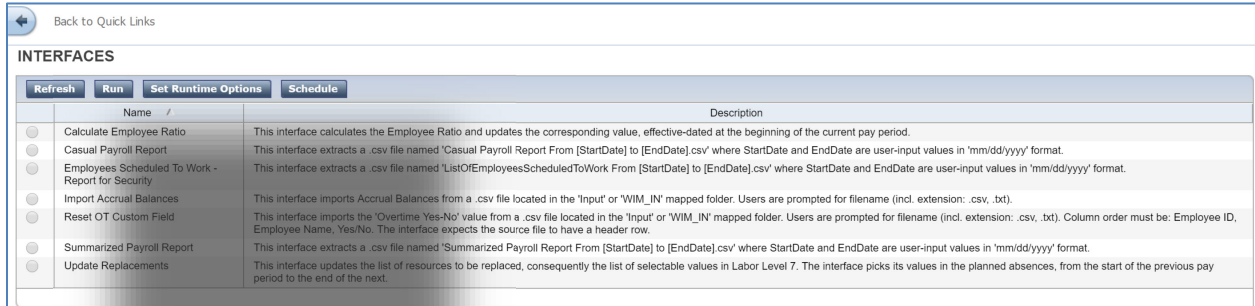
## 5.2. Quick Links (Interfaces)

Provides a quick access to tools organized by categories. All of them have been reviewed in this section.



### Interfaces

Provides a quick access to McGill payroll and accounting custom reports.



INTERFACE	DEFINITION/FUNCTION
<b>Calculate Employee Ratio</b>	This interface calculates the Employee Ratio and updates the corresponding value, effective-dated at the beginning of the current pay period.
<b>Casual Payroll Report</b>	This interface extracts a .csv file named 'Casual Payroll Report From [StartDate] to [EndDate].csv' where StartDate and EndDate are user-input values in 'mm/dd/yyyy' format.
<b>Employees Scheduled To Work - Report for Security</b>	This interface extracts a .csv file named 'ListOfEmployeesScheduledToWork From [StartDate] to [EndDate].csv' where StartDate and EndDate are user-input values in 'mm/dd/yyyy' format.
<b>Import Accrual Balances</b>	This interface imports Accruals Balances from a .csv file located in the 'Input' or 'WIM_IN' mapped folder. Users are prompted for filename (incl. extension: .csv, .txt).
<b>Summarized Payroll Report</b>	This interface extracts a .csv file named 'Summarized Payroll Report From [StartDate] to [EndDate].csv' where StartDate and EndDate are user-input values in 'mm/dd/yyyy' format.
<b>Update Replacements</b>	This interface updates the list of resources to be replaced, consequently the list of selectable values in Labor Level 7. The interface picks its values in the planned absences, from the start of the previous pay period to the end of the next.

### Results

Allows to view the interfaces result (status) per Start Date/Time and End Date/Time.



## USING KRONOS FOR SUPERVISOR

**RESULTS**

Start Date: 1/04/2019 Start Time: 12:19PM End Date: 1/07/2019 End Time: 11:59PM

Date and Time	User Name	Interface	Locale Policy	Status
1/07/2019 12:18PM	McGTraining	Calculate Employee Ratio	<None>	Running

### Group Edit Results (Signed Off detail + Overtime refusal)

Allows to view the different events edited such as Overtime refused by employees.

**GROUP EDIT RESULTS**  
Last Refreshed: 12/11/2018 1:33PM

Group Edit	Date	Time	User Name	Status	Results
This table currently contains no data.					

