Kronos Workforce Timekeeper
Staff Reference Guide
From Internet Explorer, type the URL kronicos/wfc/logon in the Address field. Press Enter.

**NOTE:** The Workforce Timekeeper URL address can be saved as a Favorite.

![Workforce Central®
Version 5.1](image)

**User Name:** kdfrost  
**Password:** *****  

[Log On]

1. Type your user name in the User Name field. Your user name is your HS/Citrix user name.

   *Note: The default user name in the Kronos database is your first initial and last name. If this is different from your HS/Citrix user name, please contact your payroll representative and have them change it to match your HS/Citrix user name.*

2. Type your password in the Password field. Passwords are case sensitive.  
   Please contact the help desk@ 734-HELP for any password issues.

3. Click Log On.

   *The Workforce Timekeeper Inbox screen appears. Click on the My Information link to expand the menu.*
**Timestamp Entry**

Employees may enter their time via the Time Stamp web interface. You use the Time Stamp to record the start times and end times of your shifts.

1. Click on the Time Stamp link on the Navigation bar.

2. Click the Record Time Stamp button in the center of the screen. A confirmation message appears, indicating that the punch was successful. The time of your punch displays.
View your Timecard

Click on My Timecard.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 11/20</td>
<td></td>
<td>7:45</td>
<td>10:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 11/21</td>
<td></td>
<td>7:45</td>
<td>10:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 11/22</td>
<td></td>
<td>7:45</td>
<td>10:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 11/23</td>
<td></td>
<td>7:45</td>
<td>10:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 11/24</td>
<td></td>
<td>7:45</td>
<td>10:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 11/25</td>
<td></td>
<td>7:45</td>
<td>10:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 11/26</td>
<td></td>
<td>7:45</td>
<td>10:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 11/27</td>
<td></td>
<td>6:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 11/28</td>
<td></td>
<td>6:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 11/29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select a Time Period in your Timecard

1. Click the drop-down arrow in the Time Period field.
   A drop-down list appears.

2. Click the appropriate time period.
   The name of the new time period appears in the Time Period field.
Approve your Timecard

1. From your timecard, click the drop-down arrow in the Time Period field. A list of time options display.

2. Click the appropriate time period to approve. The selected timeframe displays in the Time Period field.

3. Click the Approvals menu. The Approvals menu appears.

4. Click Approve. The timecard is approved for the selected timeframe. A Sign-offs & Approvals tab is added to the bottom of the workspace.

NOTE: Selecting the correct time period is key. Workforce Timekeeper approves all time records for the displayed time period.

Check Accruals

1. Click the Accruals tab located at the bottom of top of the navigation bar.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Balance as of Selected Date</th>
<th>Units</th>
<th>Furthest Taking Date</th>
<th>Projected Takings</th>
<th>Projected Credits</th>
<th>Projected Balance</th>
<th>Balance without Projected Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP TI...</td>
<td>0.0</td>
<td>Hour</td>
<td>12/03/2005</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>SICK LEA...</td>
<td>314.47</td>
<td>Hour</td>
<td>12/03/2005</td>
<td>0.0</td>
<td>0.0</td>
<td>314.47</td>
<td>314.47</td>
</tr>
<tr>
<td>VACATIO...</td>
<td>298.62</td>
<td>Hour</td>
<td>12/03/2005</td>
<td>0.0</td>
<td>0.0</td>
<td>298.62</td>
<td>298.62</td>
</tr>
</tbody>
</table>
Run a Report

1. Click the **Reports** link on the navigation bar.

![My Information]

- My Information
- My Timecard
- My Reports

2. The Reports application appears.

Highlight one of the available reports and select a time frame. Click on view report.

![My Reports]

- Available Reports:
  - Accrual Balances and Projections
  - Schedule
  - Time Detail

![As of:]

- Current Pay Period

View Report
Log Off Workforce Timekeeper

1. Click the Log Off link located at the top of the navigation bar. 
The system returns to the log on screen.

2. Click the X at the top, right corner of the screen. 
The Workforce Timekeeper system closes.

Note: 
Using the Log Off link is the correct method of logging off Workforce Timekeeper. Logging off incorrectly maintains the network connection to the database and could jeopardize security.

Workforce Central®
Version 5.1

User Name:
Password:

Log On

You are now logged off.

Log Off Confirmation
Record an Administrative Leave or Paid Time Off Request

Purpose
Record Administrative Leave or Paid Time Off to a day in the past on an employee's timecard.

Scenario
A Manager wants to record eight hours of Vacation time for last week.

Steps

1. Click the Actions link in the navigation bar.
   The Actions screen appears in the workspace.

2. Click the Paid Time Off Request form from the Actions List.
   The employee selection screen appears.

3. Click the employee selection screen drop-down arrow and click the appropriate employee.
   The Paid Time Off Request form appears.
Record an Administrative Leave or Paid Time Off Request (cont.)

Purpose
Record Administrative Leave or Paid Time Off to a day in the past on an employee's timecard.

Scenario
A Manager wants to record eight hours of Vacation time for last week.

Steps (cont.)

4. Click the calendar button next to the Date field. Type the date of the requested time off. The date displays.

5. Click the Save & Close button at the bottom of the form. The second screen of the form appears.
Record an Administrative Leave or Paid Time Off Request (cont.)

**Purpose**
Record Administrative Leave or Paid Time Off to a day in the past on an employee’s timecard.

**Scenario**
A Manager wants to record eight hours of Vacation time for last week.

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**Steps (cont.)**

6. Click the **Save & Close** button at the bottom of the form.  
   *The second screen of the form appears.*

7a. If there are no punches on the date selected, click the **Leave Type** field drop-down arrow and select appropriate pay code.  
   *The Leave Type field is populated.*

8a. If there are no punches for the date of the request, type the number of hours for the request in the **PTO Hours Taken** field.  
   *The PTO Hours Taken field is populated.*

**NOTE:** The list of available PTO hours in the **PTO Hours Taken** field is varies depending on the type of employee.
Record an Administrative Leave or Paid Time Off Request (cont.)

Purpose: Record Administrative Leave or Paid Time Off to a day in the past on an employee’s timecard.

Scenario: A Manager wants to record eight hours of Vacation time for last week.

Steps (cont.)

9a. If there are no punches for the date of the request, type the start time of the shift the employee would normally work on the date of the request in the PTO Start Time field. *The start time appears in the PTO Start Time field.*

NOTE: It is important to capture the correct start time so that Workforce Timekeeper can apply any shift differential the employee may be eligible for.

10a. If necessary, click the Do you want to bank any resulting overtime? checkbox. The checkbox is selected.

NOTE: If the employee is required to bank overtime by contract, then the Workforce Timekeeper application will bank the overtime automatically, regardless of the selection made here.
### Record an Administrative Leave or Paid Time Off Request (cont.)

<table>
<thead>
<tr>
<th>Employee ID:</th>
<th>0000000013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td>Davis, Lonnie</td>
</tr>
<tr>
<td>PTO Taken Date:</td>
<td>5/29/2005</td>
</tr>
<tr>
<td>* Choose Punch to Modify:</td>
<td>7:56, 12:00</td>
</tr>
<tr>
<td>* PTO Leave Type:</td>
<td>SKL - Sick Leave Taken</td>
</tr>
<tr>
<td>* PTO Hours Taken:</td>
<td>4.0</td>
</tr>
<tr>
<td>Do you want to bank any resulting overtime?</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Steps (cont.)**

7b. If the punches are recorded for the date of the request, they appear on the second screen with radio buttons next to each punch in the *Choose Punch to Modify* area. Click the radio button next to the in punch if the requested time off should be added BEFORE the shift. Click the radio button next to the out punch if the requested time off should be added AFTER the end of the shift. The radio button is selected.

8b. Click the *PTO Hours Taken* field drop-down arrow and select the appropriated pay code. The *PTO Hours Taken* field is populated.

*NOTE:* The list of available *PTO hours* in the *PTO Hours Taken* field is varies depending on the type of employee.
Record an Administrative Leave or Paid Time Off Request
(cont.)

Steps (cont.)

9b. Type the number of hours requested in the PTO Hours Taken field.
The amount of the request appears in the field.

10b. If necessary, click the Do you want to bank any resulting overtime? checkbox.
The checkbox is selected.

NOTE: If the employee is required to bank overtime by contract, then the Workforce Timekeeper application will bank the overtime automatically, regardless of the selection made here.

11. Click the Save & Close button.
The request for time off is validated and posted in the Workforce Timekeeper application.
Record a Holiday Pay Request

Purpose
To record holiday pay for an employee

Scenario
A Timekeeper must record a holiday pay request for an employee who wants to use holiday pay for a day last week.

Steps

1. Click the Actions link in the navigation bar. 
   The Actions screen appears in the workspace.

2. Click the Holiday Pay Request form from the Actions List. 
   The employee selection screen appears.

3. Click the drop-down arrow in the employee selection screen and click the desired employee. 
   The application opens the requested form for the desired employee.

4. Click the calendar button next to the Date field. 
   The calendar appears.

5. Select the desired date for the request. 
   The Date field is populated.

6. Click the Save & Close button. 
   The second screen of the form appears.

7a. If no punches are present on the date of the holiday pay request, type the amount of holiday hours requested in the Amount field. 
   The Amount field is populated.

8a. Type the start time of the shift the employee would normally work in the Start Time field. 
   The start time appears in the field.

   NOTE: It is important to capture the correct start time so that Workforce Timekeeper can apply any shift differential the employee may be eligible for.
Steps (cont.)

7b. If punches are present on the requested date the punches appear in the screen. Record the number of hours requested in the Amount field. The Amount field is populated.

8b. Type the start time of the shift the employee would normally work in the Start Time field. The start time appears in the field.

The Workforce Timekeeper application compares the requested time off with the punches for the date. If the requested time off matches the amount of time from the punched shift, the shift is paid at holiday.

If the requested holiday hours are less than the amount of hours worked for the day, the holiday hours are paid, and the remainder of the shift is paid according to the employee’s default work rule.

If the requested holiday hours total more than the shift worked, the employee receives holiday worked pay for the shift, and holiday pay for the remaining hours greater than the shift.

NOTE: It is important to capture the correct start time so that Workforce Timekeeper can apply any shift differential the employee may be eligible for.

9. If necessary, click the Bank Resulting Overtime checkbox. The checkbox is selected.

NOTE: If the employee is required to bank overtime by contract, then the Workforce Timekeeper application will bank the overtime automatically, regardless of the checkbox.

10. Click the Save & Close button. The request is validated and posted to the employee’s timesheet. The employee selection screen appears.

NOTE: If a validation error occurs, cancel the request, correct the errors, and process the request a second time.
Schedule a Time Off Request

Purpose
To schedule a time off request for an employee

Scenario
An employee would like to schedule some vacation time.

Steps

1. Click the Actions link in the navigation bar.
   The Actions screen appears.

2. From the Actions List, click the Scheduled Time Off Request form.
   The employee selection screen appears.

3. Click the drop-down arrow in the employee selection screen and click the desired employee.
   The Schedule Time Off Request form appears.

4. Click the calendar button next to the Date field. Type the date of the requested time off.
   The date displays in the Start Date field.

5. Click the calendar button next to the End Date field and choose the end date of the time off request.
   The date appears in the End Date field.

6. Click the Save & Close button.
   The second request form appears.
Schedule a Time Off Request (cont.)

Steps (cont.)

7. In the first row, click the desired pay code.
   *The pay code appears in the Pay Code field.*

8. In the first row, select the time the employee normally starts their shift in the Start Time field.
   *The time appears in the field.*

9. Type the number of hours for the pay code edit in the Amount field.
   *The amount appears in the field.*

10. Continue to populate rows for all additional days.
    *The rows are populated.*

11. Click the Save & Close button.
    *The scheduled time off request is validated and processed in the employee’s schedule.*

   **NOTE:** If a validation error occurs, cancel the request, correct the errors, and process the request a second time.
Manager Approval of Time Off Requests

**Purpose**  A manager must approve a time off request submitted in Workforce Timekeeper by an employee.

**Scenario**  An employee requested using eight hours of sick pay for last week. The request was sent to the manager for approval in Workforce Timekeeper.

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**Steps**

1. Click the **Inbox** link on the navigation bar.  
   *The Inbox appears in the workspace.*

2. Click the desired request in the **Inbox**.  
   *A summary of the time off request appears.*

3. Review the request. Click **Approve**.  
   *The system records the time off request for the employee in their schedule or in their timecard.*  
   *The screen returns to the Inbox.*
Additional Documentation Required

**Timecard Adjustments**
If adjustments to the timecard are needed and cannot be made personally by the employee, a Kronos Timecard Adjustment (KTAR) form is required. The form must be signed by the employee and maintained in the department for a minimum of 5 years. The form SHOULD NOT be sent to payroll. Timecard adjustments include missing badge reads, late badge reads, absences, reporting time off, working overtime or floating to another account (cost center.) A copy of a sample KTAR form is included.

**Comments**
In some instances, comments are required by payroll. The table on the next page outlines these required comments.

**Where Comments are Required**

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Comment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM – Administrative Leave</td>
<td>CME</td>
<td>Continuing Medical Education</td>
</tr>
<tr>
<td></td>
<td>INV</td>
<td>Investigatory Leave</td>
</tr>
<tr>
<td></td>
<td>JURY</td>
<td>Jury Duty</td>
</tr>
<tr>
<td></td>
<td>MIL</td>
<td>Military Leave</td>
</tr>
<tr>
<td>SKL/PTOS/ESL – Sick Leave Taken</td>
<td>BRV</td>
<td>Bereavement</td>
</tr>
<tr>
<td>VAC/PTOP</td>
<td>BRV</td>
<td>Bereavement</td>
</tr>
</tbody>
</table>
### Additional Documentation Required (cont.)

#### Additional Comments for Tracking Purposes

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Comment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM – Administrative Leave</td>
<td>ORIENT</td>
<td>Orientation</td>
</tr>
<tr>
<td>PROF</td>
<td></td>
<td>Professional Leave</td>
</tr>
<tr>
<td>TRAIN</td>
<td></td>
<td>Training Time</td>
</tr>
<tr>
<td>SKL/PTOS/ESL – Sick Leave Taken</td>
<td>KIN</td>
<td>Kincare</td>
</tr>
<tr>
<td>VAC/PTOP</td>
<td>CAT LV</td>
<td>Catastrophic Leave</td>
</tr>
<tr>
<td></td>
<td>FSPAL</td>
<td>Fam-School Partnership Act</td>
</tr>
<tr>
<td></td>
<td>KIN</td>
<td>Kincare</td>
</tr>
</tbody>
</table>

**NOTE:** If the following situations occur, documentation is required by the payroll office in addition to the comment – Jury Duty, Military Leave, Catastrophic Leave.
**Kronos Timecard Adjustment Form – An Example**

**KRONOS TIMECARD ADJUSTMENT REQUEST:** DEPARTMENT

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Pay Period ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time stamp outside schedule</th>
<th>Reason Adjustment Requested</th>
<th>Approving Supervisor OT need prior OK (Signature Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td></td>
<td></td>
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<tr>
<td>WED</td>
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<td></td>
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<tr>
<td>THUR</td>
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<td>FRI</td>
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<td>SAT</td>
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<td></td>
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<tr>
<td>SAT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SAMPLE REASONS:**
- Missed Clinic In & Out
- Late Punch In/Opt
- Extensions in schedule
- Staff Meeting Outside Schedule
- Other:

**Notes:**

- All details from above to be investigator approved.

**Employee Signature:**