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TIME TASKS

1. Meditech sends employee data to Kronos.
2. Employee time is collected and sent to Workforce Timekeeper. Punches are evaluated against schedules for exceptions.
3. Employees review and approve timecards.
4. Managers approve timecards.
5. Payroll signs off timecards.
6. Workforce timekeeper sends employee hours to the payroll system.
7. Payroll is processed by Meditech payroll.
## TIMECARD INDICATORS

<table>
<thead>
<tr>
<th>Indicator and Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange on the workspace title, followed by an asterisk (*), or on a tab title indicates that data has changed but has not been saved.</td>
<td></td>
</tr>
<tr>
<td>A yellow note icon after a punch or amount indicates a comment about the cell’s contents. Point to the icon or select the Comments tab at the bottom of the timecard workspace to view the comment.</td>
<td></td>
</tr>
<tr>
<td>A solid red cell indicates a missed in-punch or out-punch. Point to the red box for more information.</td>
<td></td>
</tr>
<tr>
<td>A cell bordered in red indicates an exception, such as a late punch, early punch, or long interval. Point to the cell for more information.</td>
<td></td>
</tr>
<tr>
<td>A cell bordered in red and containing a yellow note icon indicates that a punch or amount has a comment and an exception.</td>
<td></td>
</tr>
<tr>
<td>A date cell bordered in red indicates an unexcused absence day.</td>
<td></td>
</tr>
<tr>
<td>A transaction shown in purple indicates that it was added to the database by the system.</td>
<td></td>
</tr>
<tr>
<td>An x before an account in the Totals section at the bottom of the timecard indicates that the account is not the primary labor account.</td>
<td></td>
</tr>
</tbody>
</table>
FINDING AND ACTING ON EMPLOYEE DATA

Managers work from a list of their employees to apply time and scheduling tasks.

You can populate the employee list in several ways:

- Use QUICKFIND, a rapid response search tool that is ideal for finding specific employees by name or ID.

![QUICKFIND](image)

Work in a Genie, where you can display a summary of employee data.

From either of these views, managers can:

- Select tasks from the menu to bar perform tasks on employee data.
- Navigate to other components, such as Timecards or Reports.

SAVING DATA

The system uses the color orange and an asterisk (*) following the title to identify data that has been changed but not saved.
FINDING EMPLOYEES USING QUICK FIND

Use QUICKFIND to search for employees by either name or ID. Then use the Action menu to select an action that applies to the selected employees. To search using QUICKFIND:

1. In the Name or ID field, enter a search option. For example:
   a. Enter B to display employees whose surnames begin with B.
   b. Enter an ID number or range to display employees by employee ID, such as 012* for employees whose IDs begin with 012.

2. Select the Time Period to identify the time period you want to work with.

3. When the system returns the requested information, select the employees for whom the task is being performed.
   a. To select one employee, click on the employee row.
   b. To select multiple employees, hold down the Ctrl or Shift key and select multiple employee names using the mouse.
   c. To select the full list, use Select All from the Actions.

4. Select the Quick Link - Timecard. The Timecard appears.
UNDERSTANDING THE TIMECARD

**Action Bar**
List of actions that can be displayed on the data being displayed.

**Workspace**
The data you can display actions on is displayed in the workspace.

**Totals & Schedule**
Displays total by Account and Pay Code. Can select to display Totals by All, Daily or Cumulative. To view Daily totals click on the day once the view option is updated.

**Accruals**
Displays accruals and totals based on your profile.

**Schedule**
Displays the schedule for the data being displayed. Use the scroll button to see additional days. The workspace can also be increased by dragging on the ‘...’ and pulling up the screen area.
ADD/EDIT A PUNCH

1. Click in the cell containing the punch error and enter the correct punch time.

   Kronos will accept time in several formats:
   
   - 4A or 4P
   - 24 Hour Format (1525)
   - Full AM/PM format (3:25p)
   - AM/PM format without the colon (325p)

2. Optional, you can add a comment by clicking Comment > Add Comment. The Add Comment window appears.

3. Select the appropriate comment.

4. Select Ok.

5. The red indicator will disappear and the comment will be indicated next to the corrected punch.

6. To view a comment in a timecard, click the cell containing the comment, and then click the Comments tab. The selected comment will display in the Comment tab and be highlighted for easy locating.
NOTE: Once the time is entered and saved, the system will adjust and recalculate time based on the added punch.
ADD/EDIT A PAY CODE

1. Enter the employee’s last name or ID in the QUICKFIND menu.

2. Click the Time Period drop-down menu to select a date or date range.

Note: If you select Specific Date or Range of Dates, you will need to enter or select start and end dates from the Select Dates window.

3. Click Find. All matching results for the entered Name or ID and optional Time Period return in the Results Table.

   NOTE: If you click Find without entering search criteria, the entire list of employees you have access to will be returned in the Results table.

4. Double-click the employee name to open the timecard and view the selected dates.
5. Click the **Pay Code drop-down menu** and select the applicable pay code.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 2004+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 2005+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 2006+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thu 2007</strong></td>
<td>MSC PAY</td>
<td></td>
</tr>
<tr>
<td>Fri 2008</td>
<td>NO BREAK</td>
<td></td>
</tr>
<tr>
<td>Fri 2008+</td>
<td>PTO</td>
<td></td>
</tr>
<tr>
<td>Sat 2009+</td>
<td>PTO1 3KCO</td>
<td>0:30</td>
</tr>
<tr>
<td>Sun 2010</td>
<td>PTO 120T</td>
<td></td>
</tr>
<tr>
<td>Mon 2011</td>
<td>PTO 1KNC</td>
<td></td>
</tr>
<tr>
<td>Mon 2011+</td>
<td>PTO U120T</td>
<td></td>
</tr>
<tr>
<td>Tue 2012</td>
<td>PTO UNSCH</td>
<td></td>
</tr>
</tbody>
</table>

6. Enter the number of hours in the **Amount** field.

7. Note: If there are punches on the day you will be adding a Pay Code you will need to insert a line first. Click on the + sign to the left of the date to add the line.

8. Optional, to add a Comment click in the Amount field. Click **Comment > Add Comment**. The Add Comment window opens.

7. Select the appropriate comment.

8. Select Ok. The comment displays next to the added or edited Pay code Amount.

9. To view a comment in a timecard, click the cell containing the comment, and then click the **Comment Tab**. The selected comment will display in the Comment tab and be highlighted for easy locating.
RESOLVING EXCEPTIONS

Types of Exceptions:

- Missed punch
- Late In
- Early In
- Late Out
- Early Out
- Bonus Applied
- Unexcused Absence

1. Hover your mouse over punch or fields marked in Red. The cause of the exception will display in a pop-up.

2. For missing or errored punches double click on the cell and enter the correct time. (See Edit/Add punch process for full details.)

3. For Early In/Late In/ Late Out/Early Out punches compare to the Schedule in the lower window. Add comments to justify the exception punches or update the Schedule with the actual time the employee worked. Flexdown should be added on the Schedule not the Timecard.

4. For Bonus Applied if the employee forgot to punch for lunch add the punches in the In/Out field. The Schedule Out time will also need to be moved. If the employee was not able to take their lunch the CA Meal Premium and applicable Shift Premiums will be automatically added to the timecard and display in the Totals & Schedule section of the Timecard.

5. For Unexcused Absence if the employee worked add the punches following the Edit/Add punch process. If the employee was absent update the employee’s Schedule with the applicable Pay Code and the timecard will be updated with the pay code and the exception will be removed.
ACTING ON EMPLOYEE DATA IN GENIES

Genies present information organized by employee name. Only employees in your employee group appear in these views. The view can be expanded to include employees who transfer in temporarily. The Genie is the starting point for editing timecards, generating reports, adjusting schedules, or proceeding to more complex tasks.

1. **Reconcile Timecard**—Lists unexcused absences, missed punches, overtime, and other time irregularities for the employees.

2. **Pay Code Summary**—Organizes the total amount of time charged to various pay codes by the employees.

3. **Shift Start**—Shows who is currently working, based on the shift start times.

4. **Shift Close**—Shows who is currently working, based on the shift close times.

5. **Pay Period Close**—Shows the status of employee timecard approvals, time irregularities, and total hours for your employees.

6. **IS Summary**—Lists employee information such as home account, user name, email address, badge number, and manager name.

WORKING FROM GENIES

To find employees and perform a task:

1. Search for the employees using a query from the Show drop-down list:
   
   a. All Home displays the manager’s own employee group.
   
   b. All Home and Transferred In also displays other employees who worked in the manager’s area. The transferred employee and does not report to the manager, but works in the manager’s area temporarily.
   
   c. All Home and Scheduled In also display employees who were scheduled into a job that is overseen by the manager; the scheduled-in employee does not report to the manager.

2. Select the employee(s).
   
   a. To select one employee, click on the employee row.
   
   b. To select multiple employees, hold down the Ctrl or Shift key and use the mouse to select multiple employee names.

   c. To select the full list, choose Select All from the Actions drop-down list.

3. Select a time frame or specific date from the **Time Period** drop-down, for example, Current Pay Period, Today, or a specific date.
RECONCILE TIMECARD GENIE

1. Access the Reconcile Timecard Genie from the Timekeeping menu option. **Timekeeping > Reconcile Timecard**

2. The **Reconcile Timecard** genie allows you to quickly identify individual timecard issues. To address any exceptions, **double click** on the employee name in the Name column. The Timecard will appear.

3. Address exceptions as described above in **Resolving Exceptions** outlined earlier in the manual.

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**Addressing exceptions in a timely manner will reduce time needed at the end of the pay period to approve timecards.**
PAY PERIOD CLOSE GENIE

1. At the end of the pay period access the Pay Period Close genie from the Timekeeping menu option to address outstanding exceptions and approve your employee’s timecards. Timekeeping > Pay Period Close

2. The Pay Period Close genie will identify any issues that need to be addressed prior to approving the timecard.

3. Double click on the employee name to bring up the timecard and address the issues.

4. Once all issues are addressed and the Employee has approved the timecard approve your timecards.

5. Select employee(s) timecard that you would like to approve.

6. Select Approvals > Approve

7. The Manager Approval column will have a number (1, 2, etc.) once the timecard is approved.

REFRESHING DATA ON THE GENIE

After updating an employee’s data clicking on the Refresh button by the Time Period option will update the data in the genie to reflect any updates you make to an employee’s timecard or schedule.
EXPORTING DATA

You can export Workforce Genie information to other applications such as Excel where you can reformat the data for your business needs. When the file is opened with a compatible application each line of data displays in a separate row.