

Workforce Absence Manager Manager's User Guide



Table of Contents

Purpose of using Absence Manager for Attendance	
What is our Attendance and Punctuality Policy?3	
Current Guidelines for Corrective Action3	
No Call No Show4	
Repetitive Written Warnings and Final Warnings5	
How does Kronos track these occurrences?5	
What triggers an occurrence in Kronos?6	,
How to access the Attendance Workspace7-8	3
How to access an employee's attendance editor to view occurrences)
About the Attendance Editor11	I
To edit or excuse an occurrence after Payroll has Signed Off	3
To add an occurrence after Payroll has Signed Off14-16	;
Action Details to view Notifications for Disciplinary Actions	
Manually Applying the Attendance Policy Rules	5



Purpose of using Absence Manager for Attendance

The workforce Absence Manager solution is an advanced employee absent tracker to track attendance occurrences. It automates and streamlines our attendance policies so that you as the Manager can enforce organizations' rules consistently and control the costs, risks, and lost productivity associated with your employees' absenteeism. Absence Manager notifies you as the Manager when employees approach or reach designated attendance thresholds with appropriate documents via your email inbox.

What is our Attendance and Punctuality Policy?

Absence Occurrence is a failure to report to work on a scheduled day and time due to personal reasons, illness and/or family matter.

Absences related to leave of absence, Intermittent FMLA, PSL, or worker's compensation will NOT be counted as an absence occurrence.

Partial Absence Occurrence – is arriving at work late or leaving work early without written or verbal supervisory approval. Arriving at work late is defined as clocking in any time after the employee's scheduled start of shift. This also includes coming back late from a meal period.

Current Guidelines for Corrective Action

The following guidelines are to be followed for absence occurrences

5 occurrences	Verbal, Documented
6 occurrences	Written Warning
7 occurrences	Final Written Warning
8 occurrences	Termination

To be considered for disciplinary action, the absence occurrence must have occurred during the last **rolling 12-month period.** Any occurrences prior to this time frame will not be considered.



No Call No Show

When an employee does not show up to work on a scheduled shift AND does not call in, Director or Manager will add the following paycode (with zero hours) to the employee's timecard for the day that the employee did not show nor called:

Example:

Timecard Schedule	e People Reports More	•
TIMECARD Last Saved: 12:44		Name & ID Time Peric
Save Action	s▼ Punch▼ Amount▼ /	Accruals Comment
Date	Pay Code	Amount
🗙 去 Sat 3/21		▼
🗙 🔄 Sun 3/22		•
🗙 🔄 Mon 3/23	This Day Approved	▼ 1.0
🗙 🛓 Mon 3/23	DAVOODE	•
🗙 🛓 Tue 3/24	PAYCODE	-ZERO HOURS
🗙 去 Wed 3/25		V V
🗙 去 Thu 3/26	NO CALL NO SHOW) (+ 0.0)
X 🔄 Fri 3/27		•

The following guidelines are to be followed for a "No Call No Show"

1 NCNS Occurrence	Final Written
2 NCNS Occurrences	Termination



Repetitive Written Warnings and Final Warnings

Upon **receiving the third corrective action** for EITHER a "Written Warning" for 6 occurrences OR a "Final Written Warning" for 7 occurrences <u>within a rolling twelve (12)</u> <u>month period</u>, the employee will be subject to **termination** of employment.

Example:

An employee who received the following within a rolling twelve (12) month period:

Written Warning for 6 occurrences Final Written Warning for 7 occurrences Final Written Warning for 7 occurrences

3 corrective actions with either a written or final written warning within a rolling twelve (12) month period = TERMINATION

How does Kronos track these occurrences?





What triggers an occurrence in Kronos?

Time Card Transactions	Attendance Event	Absence Value (Occurrence)
"Late In" infraction with comment "Unexcused".	Late In - (only applies if the employee clocks in 8 minutes or later after start of scheduled shift.)	0.5
"Early Out" infraction with comment "Unexcused".	Early Out - (only applies if the employee clocks out 8 minutes or earlier before end of scheduled shift.)	0.5
"Long Break" infraction with comment "Unexcused".	Long Break <i>(when meal period is 38 minutes or greater)</i>	0.5
Pay Code "VAC-HOL - Absent" with a schedule for that day.	Absence (A <u>full</u> shift missed, employee calls in sick for self or for an unexpected event)	1.0
Pay Code "PD PT Absent" with a schedule for that day.	Part time or Per Diem Absence (A <u>full</u> shift missed, employee calls in sick for self or for an unexpected event)	1.0
Pay Code "EXEMPT FULL OCC".	Absence (A full shift missed, employee calls in sick for self or for an unexpected event). Used for Exempt employees.	1.0
Pay Code "HALF OCC"	This paycode will trigger half (0.5) of an occurrence. Used in the event that the employee does not have enough PSL hours to cover the entire full shift that was missed.	0.5



How to access the Attendance Workspace

From "Workspaces", click on "Attendance":

C Kronos WORKFORCE CENTRAL(R) - Windows I	nternet Explorer	
COO - E http://svi-kroncs63-test.sierraview.com	/wfc/applications/navigator/Navigator.do	🖌 🗲 🔀 Google
File Edit View Favorites Tools Help	🗙 📆Cunvert 🔻 🚮 Select	
🖕 Favuriles 🛛 🚔 😇 Suggested Sites 🔻 🔊 Web Slice	Gallery 🔻	
Kronos WORKFORCE CENTRAL(?)		🦄 🔻 🔊 🕐 🖃 👘 👻 Page 👻 Safety 👻 Tools 👻
KRONOS SUPELSER Sign Dut	. 🦉 🔛 😣	[1 of 10 Items]
The Genies		Attendance • Workspaces

Next, the following screen should appear:

This is the Attendance Workspace

🕈 My Genies	• A	ttendance								
Attendance 👻										1
Back to Attend	lance									
ATTENDANCE Last Refreshed: 13:49	9		Show	All Home Previous Pay Period	▼ E	lit efresh				
Actions * Punch *	• Amount •	Accruals * Schedule	▼ Approvals ▼ P	ayroll Prep 🔻 Perso	on 🔻 Attendance 🔻	Leave 🔻				
Name	14	ID	Hire Date	Last Apply Rules Date	Occurrences	Attendance Action	Action Date	Action Recognized Date	Action Status	Action Completed Date



The following table explains the types of information in the Attendance Workspace.

Field Name	Description
Last Applied Rule Date	The date up to which attendance policy rules were last applied.
Occurrences	The current total of the occurrences balance within the last 12 months.
Attendance Action	An activity performed by the organization to discipline or reward an employee. Example: Suspension
Action Date	The date on which the employee incurred the behavior that launched the action.
Action Recognize Date	The date on which the action was processed and recognized by the system. Example: An employee incurs PTO-Absent on 3/1/2014 which triggers the action Written Warning. The Attendance rules are applied on 3/3/2014. The Action Date is 3/1/2014 and the Action Recognize Date is 3/3/2014.
Action Status	Displays the current status of the action. This is especially important if you are responsible for monitoring disciplinary actions. Example: Initiated or Completed
Action Completed Date	The date on which the action was carried out, such as delivering a verbal warning to an employee. This is especially important if you are responsible for documenting the date on which the disciplinary action was carried out.



How to access an employee's attendance editor to view occurrences

Select the employee's name in the Attendance Workspace, and click on "Go To", then select and click on "Attendance Editor":

		@ At	tendance	C2 X									
Attenda	ance												E
ttendanc	ce							Lo	aded 8:04 Previo	us Pay Period	•	All Home	• Edit
Select All Rows	Column Filter	2	a Oga -	Accruais Approv	al Schedule	? - Absence			Select the e "Go To" and Editor"	mployee, the d click on "Att	n click on endance	Refresh	Go To
	Name	W Тур	ID	Hire Date	Last Apply Rules Date	Occurren*	Attendance Action	Action Date	Action Recognized Date	Action Status	Action Complet Date	Previous Pay Period	
LOPEZ,	FABIAN	P_	0006833	8/14/2017	2.715							✓ Go to widget	
GONZAL	LEZ, MODESTO	F	0006819	8/14/2017								Timecards	^
STROME	ENGER, CAROLYN		91164	1/24/2017			n/a	n/a	n/a	n/a	n/a	Timecard Exceptions	
EALA, LI	ILIBETH	F	0006812	8/07/2017								My Timecard	
DURAN-	HERNANDEZ, SILVIA	P_	0006832	8/14/2017							\rightarrow (Attendance Editor	
LOPEZ,	ASHLYN	F	0006813	8/07/2017								Rule Analysis	~
DANIELS	S, GENIE	P_	0006808	8/07/2017								+ Go to workspace	
TRUBILL	LA, KATRINA	F	0006817	8/07/2017									
COX, JA	NA.	P_	0006831	8/15/2017									
CORPLIZ	7 AH FEN	F	0006814	8/07/2017									

Next, click in the "Time Period" field and select "Range of Dates":

-

Back to Attendance

Person & Id

SUMMARY	CALENDAR	INCIDENTS	ACTION DE	TAILS DOCUM	ENTS	AUDITS	
Refresh	Add Event → A	Add Manual Ac	justment →	Edit ⇒ Delet	e Ap	ply Rules Vie	w
Processed th	rough 3/07/2015						
Time Period	Previous Pay Period	3/0	8/2015 – 3/21/2015	Apply			
Day	Next Pay Period		Actual Amount	Balance Change	Total	Balance Type	Shift Start Tir
This table curre	Previous Schedule Perio Current Schedule Perio Next Schedule Period	bd					
	Today Yesterday Week To Date						
(Last Week Specific Date Range of Dates						

Enter the "Range of Dates" (normally, it is practical to see the last 12 months since we are on a "*rolling*" 12 month policy), then click on "Apply". This will allow you to see all of the occurrences for the last 12 months:



	Attendance
Attendance 👻	
Back to Attendance	
ATTENDANCE EDIT	OR Person & Id
	T O O O O O O
SUMMARY CALENE	DAR INCIDENTS ACTION DETAILS DOCUMENTS AUDITS
Refresh Add Event	-⇒ Add Manual Adjustment -⇒ Edit -⇒ Delete Apply Rules View
Processed through 3/07/2	/015
Time Period Range of Date	es 🗸 3/28/2014 🗰 3/28/2015 🗰 🗛 Apply

Next, you will see in detail, all of the occurrences within the "Range of Dates" that you have selected:

ATTE	NDAN	CE EDITOR	र	Person & I	d									
SUM	SUMMARY CALENDAR INCIDENTS ACTION DETAILS DOCUMENTS AUDITS Potents Add Honoral Adjunctorents Edit 63 Doclates Apply Palace Normal													
Refre	Refresh Add Event → Add Manual Adjustment → Edit → Delete Apply Rules View													
Proces	Processed through 3/07/2015 Time Period Range of Dates													
	Day	Date	Eveni/Fallen/Action	Amount	Change	Total	balance rype	Shint Start Time	Source Policy	Fei				
	Thu	4/24/2014	Absent											
	Thu	4/24/2014	Absent Counted		1.0	1.0	Occurrences		Historical-Occurrences- Calendar Days					
	Sun	8/10/2014	'Ignore Timecard Data' Marker											
	Thu	12/18/2014	Absent											
	Thu	12/18/2014	Absent Counted		1.0	2.0	Occurrences		Occurrences-Scheduled Days					



About the Attendance Editor

The following table explains the types of information in the Attendance Editor.

Field Name	Description
Date	The date on which the employee incurred the event, pattern or action
Event/Pattern/Action	The attendance event, attendance pattern or attendance action that the employee incurred.
	Example: No Call No Show
Actual Amount	The amount of time that the employee was early or tardy.
	Example: 0:50 (30 mins) or 0.0833 (5 mins)
Balance Change	The number of points, occurrences that the employee incurred as a result of the attendance event, pattern or action
	Example: 0.5 or 1.0
Total	The total balance of occurrences within the last 12 months.
	Example: 6.0
Balance Type	The type of units that represent what the balance is tracking. Balances is based on occurrences.
	Example: Occurrences
Shift Start Time	The employee's scheduled shift start time.
	Example: 730
Source Policy	Link that provides information on the attendance policy rule that generated the attendance event, pattern or action when attendance rules were applied.

To edit or excuse an Occurrence after Payroll has Signed-Off

Check the box next to the Occurrence that you want to edit, and then click on "Edit":

TTE	NDAN	CE EDITO	र	Person & le	d							
SUM	IMARY	CALENDA	R INCIDENTS	ACTION DETAIL	S DOCUM	IENTS	AUDITS					
Refr	esh	Add Event ⇒	Add Manual Adjust	tment 🔿 🛛 Edi	t ⇒) Delei	te 🛛 🗛	pply Rules	View				
Processed through 3/07/2015												
Processed through 3/07/2015												
Time Period Range of Dates V 3/28/2014 IIII 3/28/2015 IIII Apply												
	Day	Date 🛆	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy			
•)	Thu	4/24/2014	Absent									
	Thu	4/24/2014	Absent Counted		1.0	1.0	Occurrences		Historical-Occurrences- Calendar Days			
	Sun	8/10/2014	'Ignore Timecard Data' Marker									
	Thu	12/18/2014	Absent									
_	Thu	12/18/2014	Absent Counted		1.0	2.0	Occurrences		Occurrences-Scheduled			



Go to the "Event" field, and change this field to the proper event (i.e., "Absent No Occurrence" or "Late In Excused", etc.):

Click on "Save & Return":

My Genies	Attendance	
tendance 👻		
Back to Attendanc	e	
DIT ATTENDANC	EEVENT	Person & Id
Refresh Save (Save & Return Retur	n
becaused through 28	7/2045	-
rocessed unough 5/	///2015	
	*Date	*Event
'hu 4/24/2014		Absent
		Adjust +0.5 Event Adjust +0.5 Event Adjust +1.0 Event Adjust -1.0 Event Early Out Excused History-Final Written History-Verbal History-Written Late In Late In Excused Long Break Long Break Excused

Next, click on "Apply Rules"

ttend	ance •								
	Back to At	ttendance							
TTE	NDAN	CE EDITO	R	Person & I	d			/	
SU	MMARY	CALENDA	R INCIDENTS A	CTION DETAIL	S DOCUM	MENTS	AUDITS		
Ref	resh	Add Event →	Add Manual Adjustme	ent ⇒ Edi	t ⇒ Dele	te 🚺	pply Rules	View	
							\sim		
Proce	essed three	ough 4/23/201	4						
Proce Time	Period F	ough 4/23/201 Range of Dates	4	3/2	8/2015		рріу		
Proce Time	Period F Day	ough 4/23/201 Range of Dates Date /	4 3/28/2014 Event/Pattern/Action	Actual Amount	8/2015 Balance Change	Total	pply Balance Type	Shift Start Time	Source Policy
Proce Time	Period F Day Thu	Dugh 4/23/201 Range of Dates Date / 4/24/2014	4 3/28/2014 Event/Pattern/Action Absent No Occurrence	Actual Amount	8/2015 Balance Change	Total	pply Balance Type	Shift Start Time	Source Policy
Proce Time	Period F Day Thu Thu	Date / 4/24/2014 4/24/2014	4 Syzek 2014 Event/Pattern/Action Absent No Occurrence Absent Counted	Actual Amount	8/2015 Balance Change 1.0	Total	Balance Type Occurrences	Shift Start Time	Source Policy Historical-Occurrences Calendar Days
Proce Time	Period F Day Thu Thu Sun	Date / 4/23/201 / Date / 4/24/2014 / 4/24/2014 / 8/10/2014 /	4 Event/Pattern/Action Absent No Occurrence Absent Counted 'Ignore Timecard Data' Marker	Actual Amount	8/2015 Balance Change	Total	Balance Type Occurrences	Shift Start Time	Source Policy Historical-Occurrences Calendar Days
	Period F Day Thu Thu Sun Thu	bugh 4/23/201 Range of Dates Date Date / 4/24/2014 4/24/2014 8/10/2014 8/10/2014 12/18/2014 12/18/2014	4 Event/Pattern/Action Absent No Occurrence Absent Counted 'Ignore Timecard Data' Marker Absent	Actual Amount	8/2015 Ealance Change	Total	Balance Type Occurrences	Shift Start Time	Source Policy Historical-Occurrences Calendar Days



Click "OK"

🕈 My	Genies		Attendance						
Attenda	nce	-							
в	ack to A	ttendance							
ATTE	NDAN	CE EDITO	R	Person & Id					
SUM	MARY	CALENDA		Apply Attendance Rule:	s - Window	vs Interr	net Explorer		×
Refre	esh	Add Event →	Add Manual (Use default start date					
Proces	sed thr	ough 4/23/201	4 (
Time P	eriod	Range of Dates		i Date 3/25/2015					
	Day	Date /	Event/Pattern/A	K Cancel Hel	P				Policy
	Thu	4/24/2014	Absent No Occur						
	Thu	4/24/2014	Absent Counted						rrences-
	Sun	8/10/2014	'Ignore Timecard Marker		_	_			
	Thu	12/18/2014	Absent						
	Thu	12/18/2014	Absent Counted		1.0	2.0	Occurrences	Occurr Days	ences-Scheduled

The event will change and the number of occurrence will fall off the attendance editor:

										_
SUI	IMARY	CALENDA	R INCIDENTS AC	TION DETAILS	DOCUME	NTS	AUDITS			
Refr	esh	Add Event →	Add Manual Adjustmer	nt → Edit	⇒ Delete	Арр	ly Rules Vi	ew		
Proce	ssea thi	rougn 3/25/201	·			8				
Time	Period	Range of Dates	✓ 3/28/2014	3/28/	/2015	App	v			
	Day	Date	Evont/Pettern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy	1
_<	Dav Thu	Dato	EvontPottern/Action Absent No Occurrence	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy	
_ <	Day Thu Sun	Date 4/24/2014 8/10/2014	Eront/Pattern/Action Absent No Occurrence 'Ignore Timecard Data' Marker	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy	
	Day Thu Sun Thu	Date - / 4/24/2014 8/10/2014 12/18/2014	Eront/Pattern/Action Absent No Occurrence 'Ignore Timecard Data' Marker Absent	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy	



To add an Occurrence after Payroll has Signed-Off

In the employee's attendance editor, click on "Add Event":

ATTENDANCE EDITOR	Per	son & Id									
SUMMARY CALENDAR	INCIDENTS ACTION	DETAILS DOCUM	ENTS AUDITS								
Refresh Add Event → Add Manual Adjustment → Edit → Delete Apply Rules View											
Processed through 2/06/2016											
Time Period Previous Pay Period	Time Period Previous Pay Period V 1/24/2016 – 2/06/2016 Apply										
Day Date 🛆 Event/Patte	ern/Action Actual Amount	Balance Change	Total Balance Type	Shift Start Time	Source P						
This table currently contains no data.											

Next, enter the date of the occurrence, choose the Event Type (Adjust + 1.0 Event) or (Adjust + 0.5 Event) and enter the amount of the occurrence in the Event field (i.e., 1.0 or 0.5):

ADD ATTENDANCE EVENT	Person & Id	
Refresh Save Save & Return Return		
Processed through 2/06/2016		
*Date	*Event	*Amount
😫 🗶 Sat (2/06/2016) 🏢	Adjust +1.0 Event	1.0 ×

Click on Save & Return:



Next, you should see the event that you have added:

Click on "Apply Rules": Back to Attendance ATTENDANCE EDITOR Person & Id INCIDENTS CALENDAR ACTION DETAILS DOCUMENTS SUMMARY AUDITS Add Manual Adjustment 🔿 Delete Refresh Add Event → Edit → Apply Rules View Processed through 2/05/2016 Time Period Previous Pay Period ✓ 1/24/2016 - 2/06/2016 Apply Day Event/Pattern/Action Actual Amount Balance Change Total Shift Start Time Date 🛆 Balance Type 2/06/2016 Sat Adjust +1.0 Event 1.0

Click on "OK":



The event/occurrence will be added to the employee's attendance editor (see under the "Total" Column):

ATTE			R	Persor	n & Id				
SU	MMARY	CALEND	AR INCIDENTS	ACTION DET	TAILS DO	CUMENTS	AUDITS		
Ref	resh	Add Event -=	Add Manual Adj	justment →	Edit ⇒ D	elete	Apply Rules	View	
Proce	essed thi	rough 2/12/20	16						
Time	Period	Previous Pay Pe	eriod 💙 1/24	/2016 – 2/06/2016	Apply				
	Day	Date 🛆	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy
	Sat	2/06/2016	Adjust +1.0 Event	1.0	1.0	1.0	Occurrences		Occurrences-Schedule Days
	•	•	·				M: be	ake sure the occ en added to the	urrence has "Total Column"



Action Details to View Notifications for Disciplinary Actions

Click on "Action Details" to view notifications for disciplinary actions

Please note: Disciplinary notifications will also be sent to the Manager's Kronos inbox as well.

候 KI	KRONOS VI TERESA SHAW Sign Dut											
🟦 Sch	eduling		Attendance									
					Time Peri	iod 🕻	urrent Pay Period	I 💽 🖬	Show All I			
Attenda	Attendance 👻											
ф в	ack to A	ttendance										
ATTE	NDAN	CE EDITO	R	P	erson & Id							
SUM	MARY	CALENDA	R INCIDENTS	ACTIO	N DETAILS			ITS				
Refr	esh	Add Event →	Add Manual Adj	ustment 1	> Edit	3	Delete 📕 App	ly Rules Viev	-			
Proces	sed the	ough 6/10/201	4									
Proces		ough onoizon	•		_	_						
Time P	eriod	Previous Pay Pe	nod 🗡 5/18	2014 - 5/31	/2014	ply						
	Day	Date 🗠	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy			
	Mon	5/19/2014	Late in	0.08	0.5	0.5	Occurrences	8	Occurrences- Scheduled Days			
	Tue	5/20/2014	Absent									
	Tue	5/20/2014	Absent Counted		1.0	1.5	Occurrences		Occurrences- Scheduled Days			
	Wed	5/21/2014	Late In	0.08	0.5	2.0	Occurrences	8	Occurrences-			



Click on the paperclip to open the document										
KRONOS VI TERESA SHAW Sign Out										
★ Scheduling										
			Time	Period Current	Pay Period	Show	All Home L	ocations 💌 🚺		
Attendar	nce 👻							E		
4 Ba	ack to Attendance									
ATTEN	NDANCE EDITOR		Person	§ Ic						
SUM Refre	MARY CALENDAR IN Sh Edit → Delete sed through 6/10/2014	Apply Rules	ACTION DETA	ILS DOCUT	ients AUDITS					
Time P	eriod Previous Pay Period	5/18/2	014 - 5/31/2014	Apply						
	Attendance Action	0	Triggered Date	Initiated Date	Current Status	Completed Date	Details	Source Policy		
	Approaching Discipline	() 5	26/2014	6/10/2014	Initiated			Balance		
	Verbal Documented	(i) 5	27/2014	6/10/2014	Initiated			Balance		
Г	Repetitive Action Counter	5	28/2014	6/10/2014	Initiated			Balance		
	Written Warning	() S	28/2014	6/10/2014	Initiated			Balance		
	-	1			-	-				



Notice of Corrective Action will open in Word



÷

Notice of **Corrective Action**

Employee Name: 	Date Action Issued: 5/28/2014 Department:
Department Director/Manager:	

Nature of Performance Concern:

Policy/Procedure Violation: List specific policy/procedure violated:
 Unsatisfactory Job Performance:
 Behavior/Conduct Concern
 Absenteeism/Tardiness

Attendance/Punctual	lity Disciplinary Level	No-Call/No-Show	w Disciplinary Level
Verbal Warning Written Warning Final Written Termination	(5 occurrences) (6 occurrences) (7 occurrences) (8 occurrences)	Final Written	(1 st No-Call/No-Show) (2 nd No-Call/No-Show)

- 5/26/2014 Approaching Discipline 5/27/2014 Verbal Documented 5/28/2014 Repetitive Action Counter 5/28/2014 Written Warning

Occurrences Leading to Corrective Action:

5/19/2014	Late In	0.5	Occurrences
5/20/2014	Absent	1.0	Occurrences
5/21/2014	Late In	0.5	Occurrences
5/22/2014	Absent	1.0	Occurrences
5/23/2014	Late In	0.5	Occurrences
5/26/2014	Absent	1.0	Occurrences
5/27/2014	Late In	0.5	Occurrences

Notice of Corrective Action Revised: 9/13

5/28/2014	Absent	1.0	Occu

urrences



Once action has been completed, click on the action and click on "Edit"

KR	KRONOS *1 TERESA SHAW Sign Out									
† Sche	eduling 💿 A	ttendance								
			Time	Period Current	Pay Period	Show	All Home L	ocations 🖃		
Attendan	ice 👻									
🔶 Ba	ick to Attendance									
ATTEN	DANCE EDITOR		Person	& Id						
SUM	SUMMARY CALENDAR INCIDENTS ACTION OFTALLS DOCUMENTS AUDITS Edit Delete Apply Rules View Regenerate Forward Processed through 5:10:014									
Time Po	eriod Previous Pay Period	⊻ 5	/18/2014 - 5/31/2014	Apply						
	Attendance Action	0	Triggered Date	Initiated Date	Current Status	Completed Date	Details	Source Policy		
Г	Approaching Discipline	0	5/26/2014	6/10/2014	Initiated			Balance		
	Verbal Documented	0	5/27/2014	6/10/2014	Initiated			Balance		
Γ	Repetitive Action Counter	1	5/28/2014	6/10/2014	Initiated			Balance		
R	Written Warning	0	5/28/2014	6/10/2014	Initiated			Balance		
1										



Type in the completed date, add any additional comments under "Details", and click on "Save & Return"

KRONOS	▼I TERESA S Sign Out	3HAW				•	Workspace	: • ·	1
1 Scheduling	Attend	ance							
			Time Period	Current Pay Period	💽 🗐 🛛 Si	how All Home	e Locations	-	Č
Attendance 👻									0
e Back to Attend	ance								
'EDIT ATTENDA			Person & Id						
Refresh Save	Save & Retu	rn Beturn							
Processed through	6/10/2014	/							
Attendance Action	Triggered Date	Initiated Date	Current Status	Completed Date		Details	Source	ce Policy	
Written Warning	5/28/2014	6/10/2014	Initiated	6/02/2014	Commer	nt goes here	Balanc	ce	
				\bigcirc					



Manually Applying the Attendance Policy Rules

You can apply the attendance rules without waiting for the regularly scheduled time (Payroll Thursday).

For example, you might want to manually apply the attendance rules if you made a change to an employee's timecard and need to see attendance results/notifications right away.

(K	RON	IOS: •	reresa shaw Sign Out							
🕈 Sci	heduling		Attendance							
					Time Peri	iod 🖸	urrent Pay Period		Show	AILH
Attenda	ance	-								
(Back to A	ttendance								
ATTE	NDAN	ICE EDITO	R	F	Person & Id					
SUM	MMARY	CALENDA	R INCLOENTS	ACTIO	N DETAILS	D	OCUMENTS	AUDITS		
Refr	ush 🛛	Add Event 🔿	Add Manual Adj	ustment =	Edit	• [Delete App	ly Rules View	-	
Proce	ssed thr	ough 6/10/201	4				~			
Time	Period	Previous Pay Pe	riod 💌 5/18	2014 - 5/31	/2014	ply		Г		
	Day	Date 🛆	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Pol	icy
	Mon	5/19/2014	Late In	0.08	0.5	0.5	Occurrences	8	Occurrence Scheduled Days	es-
	Tue	5/20/2014	Absent							
	Tue	5/20/2014	Absent Counted		1.0	1.5	Occurrences		Occurrence Scheduled Days	es-
	Wed	5/21/2014	Late in	0.08	0.5	2.0	Occurrences	8	Occurrenc	es-



Click on "OK" Then attendance results will appear

(NK	RON	IOS 📲	TERESA SHAW Sign Out							Workspace
🕈 Sch	veduling		Attendance							
					Time Perio	d [Current Pay Period	-	Show A	II Home Locations
Attendance 👻										
* B	lack to A	ttendance		C Apply At	tendance R	lules	· Windows Inte	rnet Explorer	(
ATTE	NDAN	ICE EDITO	R	 Use de 	fault start date					
SUM	IMARY esh	CALENDA	Add Manual	End Date 6	/10/2014					
Proces	ssed thr	ough 6/10/201	14	OK G	incel He	lp				
Time P	Period	Previous Pay Pe	riod 💌 s	\smile						
	Day	Date 🗠	Event/Pattern/Actio							tendano
	Mon	5/19/2014	Late in	0.08	0.5	0.5	Occurrences	8	Occurrences- Scheduled Days	
	Tue	5/20/2014	Absent							
	Tue	5/20/2014	Absent Counted		1.0	1.5	Occurrences		Occurrences-	