

Managing My Employee's Timecards

Effective 7/27/2017

TABLE OF CONTENTS

Access Kronos.....3

My Genies.....4

Timecard Exceptions.....5

Approving Missed Punch.....8

Timecards.....9

Transfer Edits.....16

Accrual Balances.....18

Manager Delegation.....19

Reports.....23

Access Kronos

Access the SVMC Intranet by using Google Chrome. Do not use Internet Explorer. In the Intranet, click on “Quick links”, then click on “Kronos”.

SIERRA VIEW MEDICAL CENTER
Your Health Partner for Life.

Home Clinical Physicians Employee Resources Search

MANAGER

- Absence Manager Module
- Basic Scheduling
- Manager Self Service
- Timekeeping Manager
- Timekeeping Manager Delegation

If you have any questions concerning pay codes or timekeeping, please contact the payroll department at ext. 6370 or ext. 6050

Engineering Service Request

Human Resources

IT Help Desk Request

Kronos

Type in your Username and Password.

KRONOS®

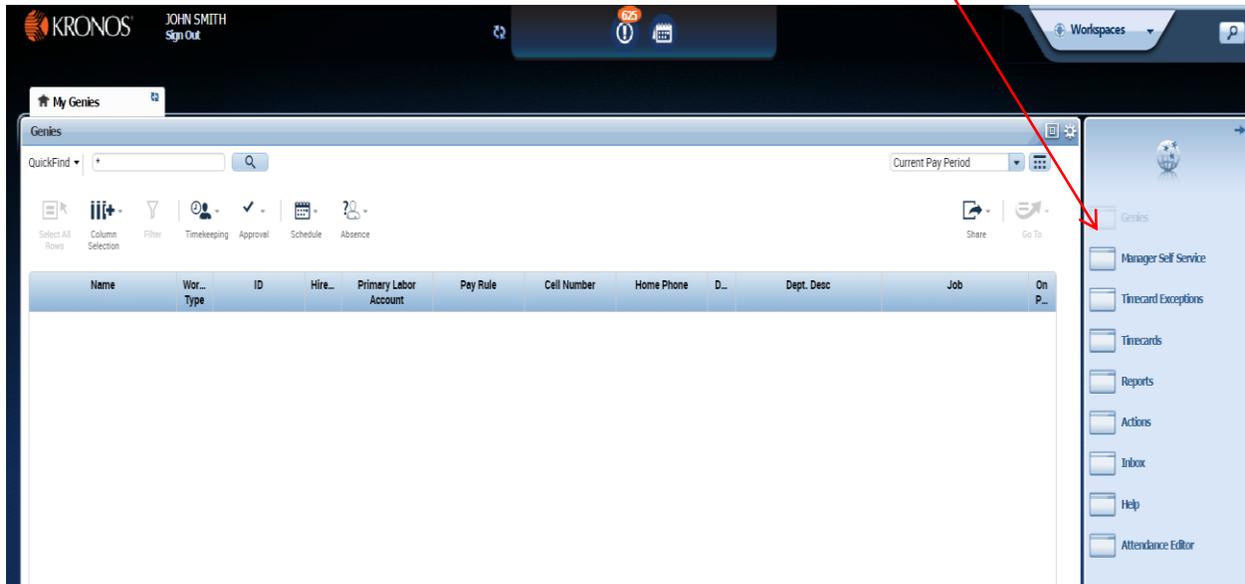
Workforce Central® Version 8.0.13

User Name
solia1

Password
.....

My Genies

My Genies is the home page. Over to the right you can access different widgets (Reports, Timecards, Manager Self Service, Timecard Exceptions, etc).



The screenshot displays the Kronos My Genies home page. At the top left, the Kronos logo is visible, along with the user name "JOHN SMITH" and a "Sign Out" link. A notification badge shows "625". The top right corner features a "Workspaces" dropdown menu and a search icon. The main content area is titled "My Genies" and includes a "QuickFind" search bar and a "Current Pay Period" dropdown. Below these are several action icons: "Select All Rows", "Column Selection", "Filter", "Timekeeping", "Approval", "Schedule", and "Absence". On the right side, there is a vertical navigation menu with the following items: "Genies", "Manager Self Service", "Timecard Exceptions", "Timecards", "Reports", "Actions", "Inbox", "Help", and "Attendance Editor". A red arrow points from the text above to the "Genies" item in this menu. Below the navigation menu is a table with the following columns: "Name", "Wor... Type", "ID", "Hire...", "Primary Labor Account", "Pay Rule", "Cell Number", "Home Phone", "D...", "Dept. Desc", "Job", and "On P...". The table body is currently empty.

Timecard Exceptions

Timecard Exceptions is a quick way to address any exceptions on an employee's timecard. At My Genies home page, select Timecard Exceptions. While in this view managers can see if an employee is missing a punch, meal break exceptions, as well as absences. All exceptions must be addressed prior to approving timecards.

Name	Missed Punch	Punches	Breaks	Unexcused Absence	Excused Absence	Total
AVENDANO, MARIA D		3				3
GUTIERREZ, BEATRICE						0
BATES, DENICE						0
ASUNCION, LALAIN	1					1
DHILLON, RADEEP						0
GEMMELL, WENDY		6				6
CLUPEK-LANGFORD, PATRICIA						0
LOPEZ, ALEJANDRA						0
GARZA, DAN J						0
WINKLER, KYLE						0
SIMMONS, AMANDA		7				7
HERNANDEZ, ERIC			1			1
ASUNCION, ANNIE MARTINA						0
GONZALO, TONY		1			1	2
TAPIA, MARIA					1	1
LANFORD, JANICE L		16			2	18
WATKINS, ALVIN						0
CAMPBELL, PAULETTE	2					2
SANDOVAL, CASSANDRA						0
INGOLDSBY, MADELINE			1		1	2
NAVARRO, JOSE		3				3
NUÑEZ, SANTIAGO						0
ROMANS, VICKI		1				1
GONZALEZ, DIANA						0
Total	0	2426	416	0	435	3277

When you double click on an employee you get to the screen below.

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Mon 6/12							
Tue 6/13			5:58				
Wed 6/14							
Thu 6/15							
Fri 6/16	CALL-BACK	8.0					8.0
Mon 6/19							8.0
Tue 6/20							8.0
Wed 6/21							8.0
Thu 6/22							8.0
Fri 6/23							8.0

However if you need to override punch due to a short meal. You will need to go to View Timecard.

Once in the employee's timecard you will right click in cell where the employee had a short meal which will allow you to "Override" punch. Once the Punch Actions screen opens you can click Edit select from the drop down select Interrupted Paid Meal then click Ok. Right click on Comments to add note.

Punch Actions

Date:	6/16/2017
Time:	12:37
Rounded Time:	6/16/2017 12:30 GMT-07:00
Override:	In Punch
Time Zone:	(GMT -08:00) Pacific Time (USA; Canada); Tijuana
Exceptions:	Short Break
Last Edit Date:	6/16/2017
Edit Made By:	WILLIAMS, KAWANA



Mark As
Reviewed



Edit



Comments



Justify
Exception

Punch

Date: 6/16/2017

Time (H:mm) *

Rounded Time: 6/16/2017 12:30 GMT-07:00

Override: ▼

Time Zone: ▼

Cancel Deduction: ▼

Exceptions: Short Break

Comments:

Approving Missed Punch

Missed punch, should be addressed through your Inbox widget. If there is no notification for you to approve or deny, double click in the cell and this will allow you to enter the missing punch.

The screenshot shows the Kronos Timecard Exceptions interface. A red arrow points to a red square in the 'Out' column for the date 6/13, indicating a missed punch. A yellow tooltip box is visible over this square with the text: "Missed Out-Punch (Double-click the cell to enter the punch, or if the out punch is the end of the shift, enter the schedule time by clicking Change to Schedule.)".

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Mon 6/12							
Tue 6/13			5:58				
Wed 6/14							
Thu 6/15							
Fri 6/16	CALL-BACK	8.0					8.0
Mon 6/19							8.0
Tue 6/20							8.0
Wed 6/21							8.0
Thu 6/22							8.0
Fri 6/23							8.0

Addressing "Missed Punch Notifications"

While in the My Genies you are going to go to Inbox. Double click on the message and you will have the option to Reply, Delete or Print.

The screenshot shows the Kronos My Genies interface. A red arrow points to the 'Inbox' option in the right-hand navigation menu. The menu items include: Genies, Timecard Exceptions, Timecards, Group Edit Results, Reports, Actions, Inbox, Help, Schedule Planner, Workload Planner, Attendance Editor, Manager Self Service, and My Approvals.

KRONOS MERLY C. CAMAT Sign Out

My Genies | **Inbox**

INBOX
Last Refreshed: 2:24 PM

TASKS | **MESSAGES**

New Open Reply Delete Refresh

As of Date:

From	Subject	Received
SOLIS, ARTEMISA	Missed Punch Request	6/20/2017 14:18 (GMT -08:00) Pacific Time

Message - Google Chrome

Secure | <https://svi-kronos.sierraview.com/wfc/applications/ems/html/EMSO>

From: SOLIS, ARTEMISA

Subject: Missed Punch Request

Received: 6/20/2017 14:18 (GMT -08:00) Pacific Time

Dear CAMAT, MERLY C,

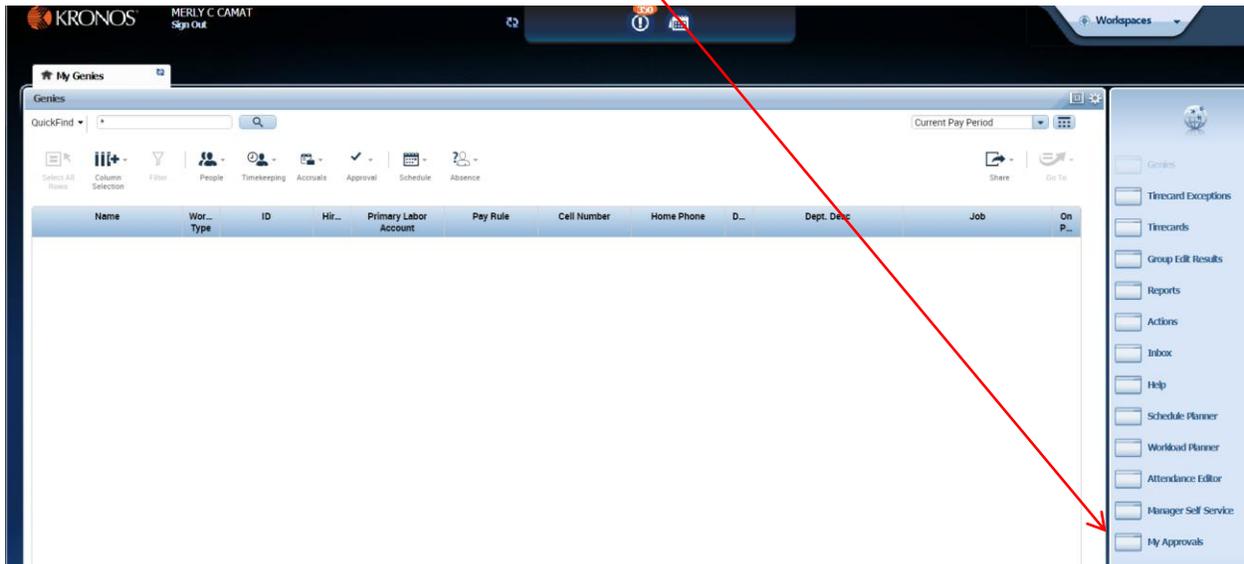
The employee named below has submitted one or more missed punches.

Employee SOLIS, ARTEMISA

Punch submitted: 6/20/2017 13:30

Close Reply Delete Print Help

To approve the missed punch you will go to My Approvals while in My Genies.



The following window will open up. Click on the drop down arrow to select the employee that you are approving time for.



Once you select the employee the following screen will open up. You will now have the option to Approve or Reject your employee's request.

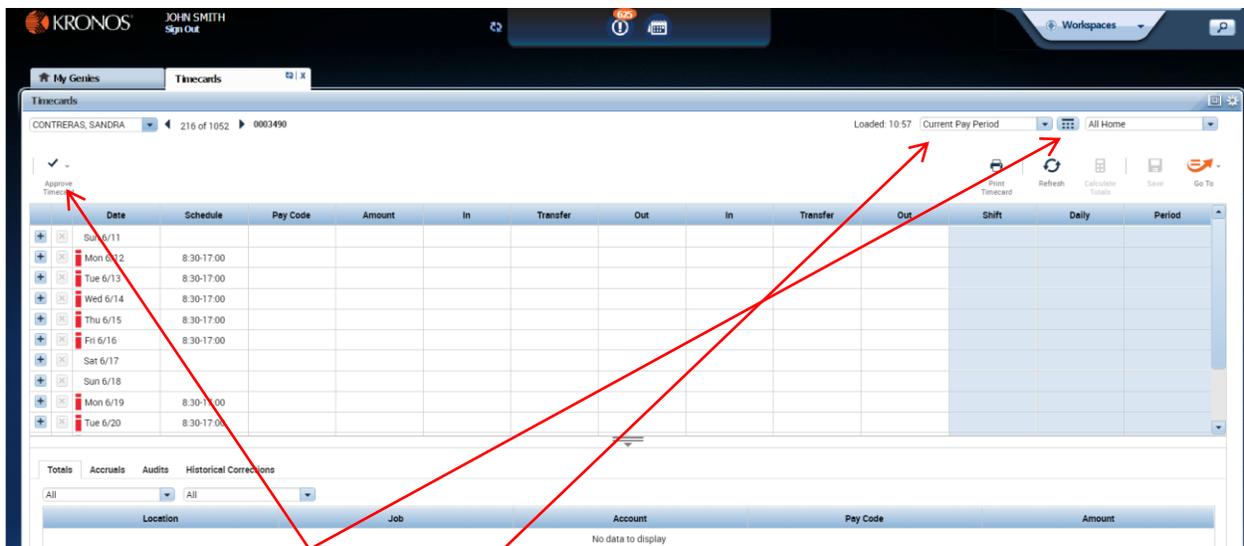
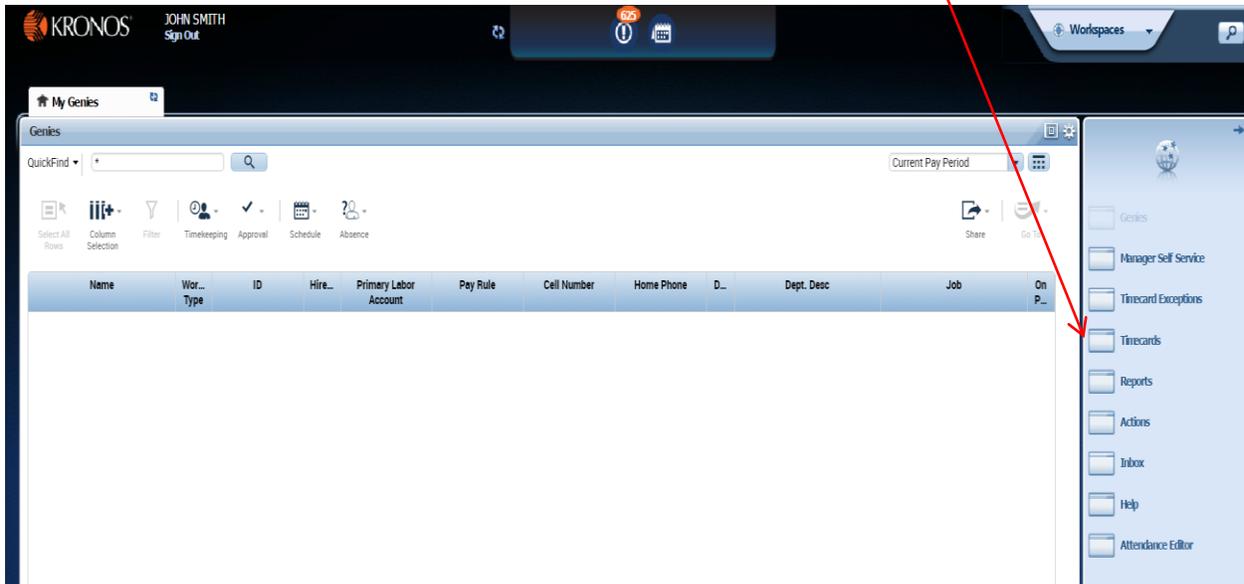
The screenshot displays the Kronos user interface for 'My Approvals'. At the top, the Kronos logo is on the left, and the user's name 'MERLY C CAMAT' with a 'Sign Out' link is on the right. Below the header, there are two tabs: 'My Genies' and 'My Approvals'. The 'My Approvals' tab is active, showing a 'Back to My Approvals' button with a left arrow. The main heading is 'MY APPROVALS'. Below this, the time frame is '5/29/2017 - 7/28/2017' and the number of employees selected is '1052'. There are two buttons: 'Approve' and 'Reject'. A search bar contains the text 'SOLIS, ARTEMISA - 6/20/2017 Missed Punch Exception' with a dropdown arrow and a refresh icon. Below the search bar is a table with the following data:

Approval Type:	Missed Punch Exception
Employee Number:	0006511
Submitted punch:	6/20/2017 13:30
Employee comment:	
Employee note:	
Existing Punches:	11:18, 11:20, 12:56

Timecards

To access your employee's timecards from My Genies you will click on Timecards.

Timecard view will allow you to review employee's punches for the pay period.



Always be sure to be in correct pay period. Use the drop down button to view correct pay period or click on the calendar icon to select date range.

If employee's punches look good and the employee has approved their pay timecard you will need to do manager approval by clicking on Approve Timecard. When the employee has approved their timecard the shade will be orange. Once the manager approves timecard the shade will turn to green. When timecards have been signed-off the shade will be gray.

At the bottom of the timecard you can view Totals, Accruals, Audits, and Historical Corrections.



Symbols to look for on a timecard:

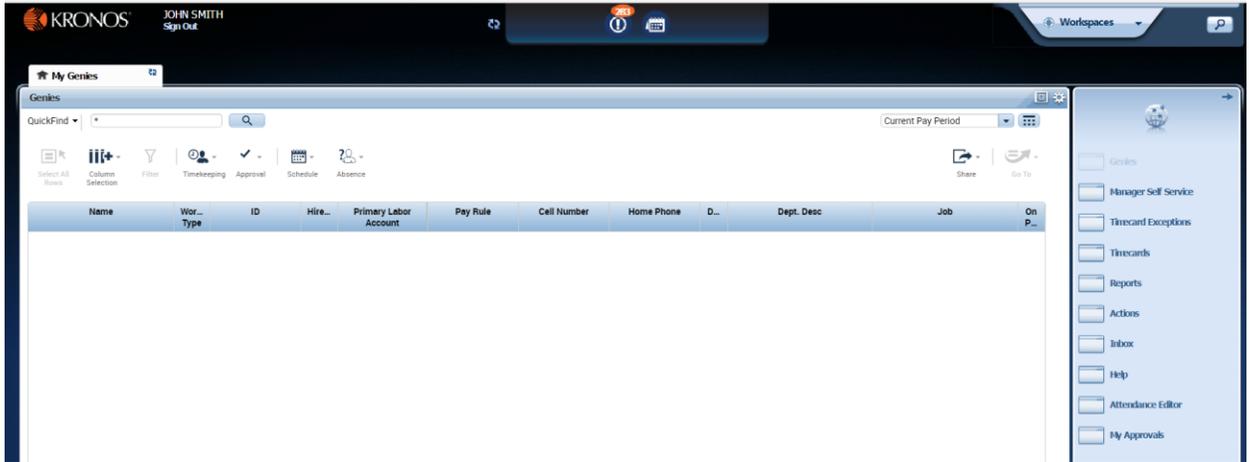


This symbol indicates a comment. You will need to hover over it to view the comment.

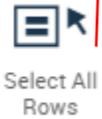
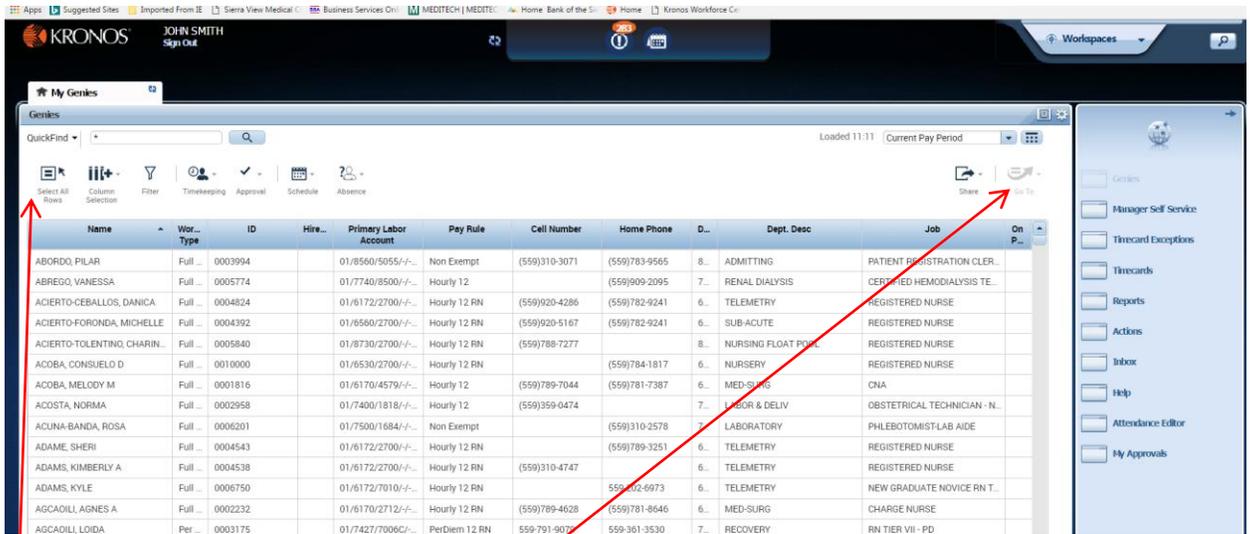


This symbol indicates an exception on the timecard such as a short meal, early in, early out. If the exception is due to a short meal always override punch to "Interrupted Paid Meal" by right clicking then click on edit then "Override" use the drop down arrow to make your selection





To get a list of employees on this page click on



This symbol will allow you to select all employees at once and then you can navigate to



Go To

Timecards by using

or you can make a selection from the list on the right.



Column
Selection

This allows you to use column selection.



Filter

This allows you to use a filter selection in the Name, ID, and Pay Rule columns.



Schedule

This will take to the schedule you can choose one employee at a time or click on select all and then this Icon to get to Schedule.

Transfer Edits

How to process a transfer edit:

The screenshot shows the Kronos Timecards interface for user JOHN SMITH. The interface includes a navigation bar with 'My Genies' and 'Timecards' tabs. Below the tabs, there is a dropdown menu for 'SOLIS, ARTEMISA' and a page indicator '1 of 1' with a search icon. A 'Timecards' window is open, displaying a table of timecard entries. The table has columns for Date, Schedule, Pay Code, Amount, In, Transfer, and Out. A search dropdown is visible in the Transfer column for the entry on Fri 6/16.

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X		Sun 6/11						
+ X		Mon 6/12	8:00-17:00					
+ X		Tue 6/13	8:00-17:00					
+ X		Wed 6/14	8:00-17:00					
+ X		Thu 6/15	8:00-17:00					
+ X		Fri 6/16	8:00-17:00			14:27		16:26
+ X		Sat 6/17						
+ X		Sun 6/18						
+ X		Mon 6/19	8:00-17:00					

Click on the transfer column next to the punch that needs to be transferred to a different department or job code click on Search. The following window will pop open given you the option to select department and job code as well as a work rule if applicable.

Transfer

Name	SOLIS, ARTEMISA
Job	
Labor Account	
Work Rule	

Job Transfer | [Labor Account](#) | [Work Rule](#)

[Cancel](#) [Apply](#)

Labor Account will allow you to select the department/job code that you will be transferring time to. **Note:** change the job code if employee is performing a secondary job on file.

Work Rule will allow you to select the transfer specific to a work rule of Education, In Service, Orientation, etc. If this applies, work rule **must** correspond to the employee type. Example: Employee is Hourly 12 RN, work rule should only be changed to Hourly 12 RN work rules.

Once you have made the selections necessary, click on Apply. This will take you back to the timecard view where you will save changes.

Accrual Balances

How to view accrual balances for your employee. You will need to be in Timecards. At the bottom of the timecard you will click on Accruals and you will see employee's current balances for Vac-Hol, PSL, etc

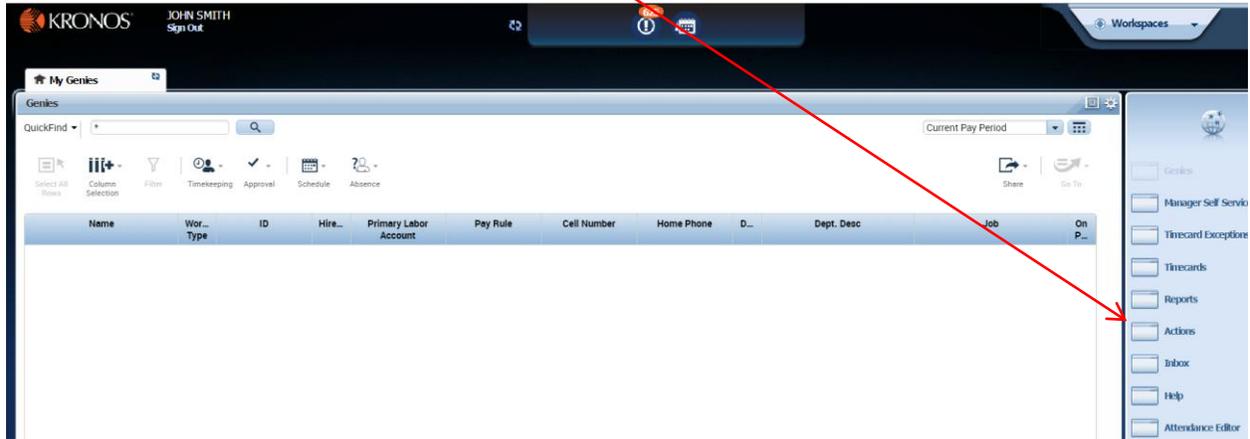
The screenshot shows the Kronos Timecards interface for user MERLY C CAMAT. The main area displays a timecard grid with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The dates range from Sat 6/24 to Mon 7/03. At the bottom, a navigation bar contains 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. The 'Accruals' tab is highlighted with a red box, and a red arrow points from the text above to it. Below the navigation bar, a table displays accrual data for ACCOM, CFRA, and FMLA.

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
ACCOM	9999.0	Hour	Sun 1/01 - Sun 12/31	9999.0	9999.0
CFRA	480.0	Hour	Sun 1/01 - Sun 12/31	480.0 (0.0p)	480.0
FMLA	480.0	Hour	Sun 1/01 - Sun 12/31	480.0 (0.0p)	480.0

While in the Timecard you can also view Totals for the Pay Period/Audits and Historical Corrections.

Manager Delegation

Log into Kronos in My Genies go to “ Actions”



Click on “Mgr Delegation”

The following window will open up you will select the Manager you are going to Delegate your timecards to and fill in Start Date and End Date then Save & Close.

Create Delegation - Google Chrome

Secure | <https://svi-kronos.sierraview.com/wfc/KDWEFormServlet?initForm=true&id=832136>

Existing Delegations

None

New Delegation

* Delegate: LEYPON, AUTUM D

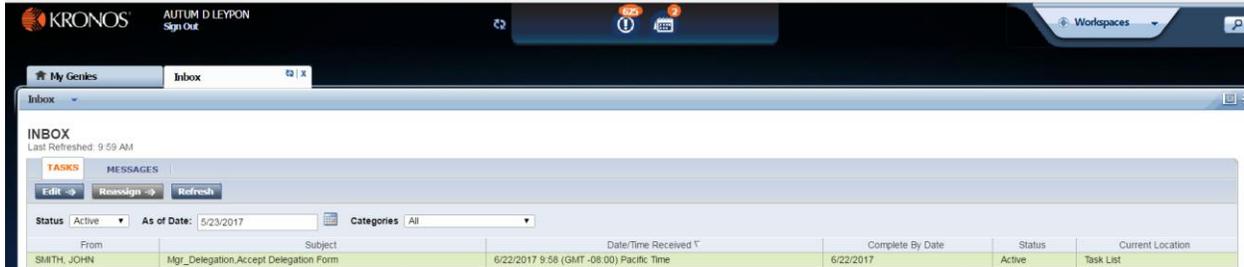
* Start Date: 06/22/2017

* End Date: 06/25/2017

* Role: Manager Role

Save & Close Cancel

The Delegated Manager will receive a task in Kronos.



The Delegated Manager will need to accept the delegation then Save & Close.

The screenshot shows a web browser window titled 'Accept Delegation - Google Chrome'. The address bar shows the URL: <https://svi-kronos.sierraview.com/wfc/KDWEFormServlet?id=>. The main content area is titled 'New Delegation' and contains the following information:

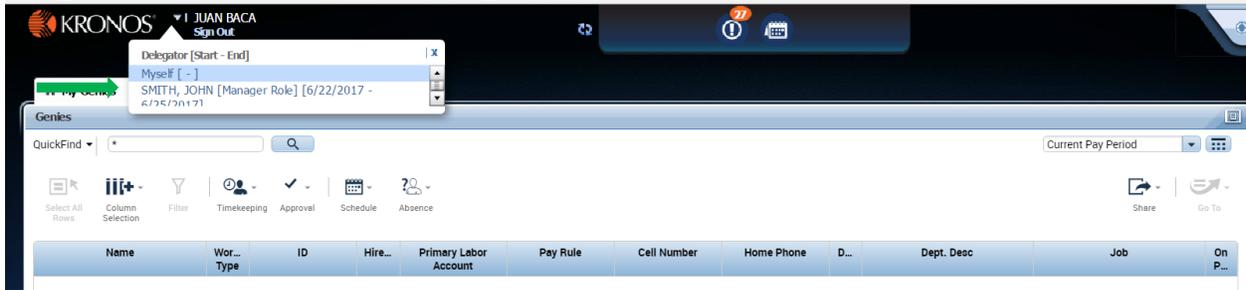
Delegator: SMITH, JOHN
Start Date: 6/23/2017
End Date: 6/26/2017
Role: Manager Role

Action
Select Action: Accept Delegation
 Decline Delegation

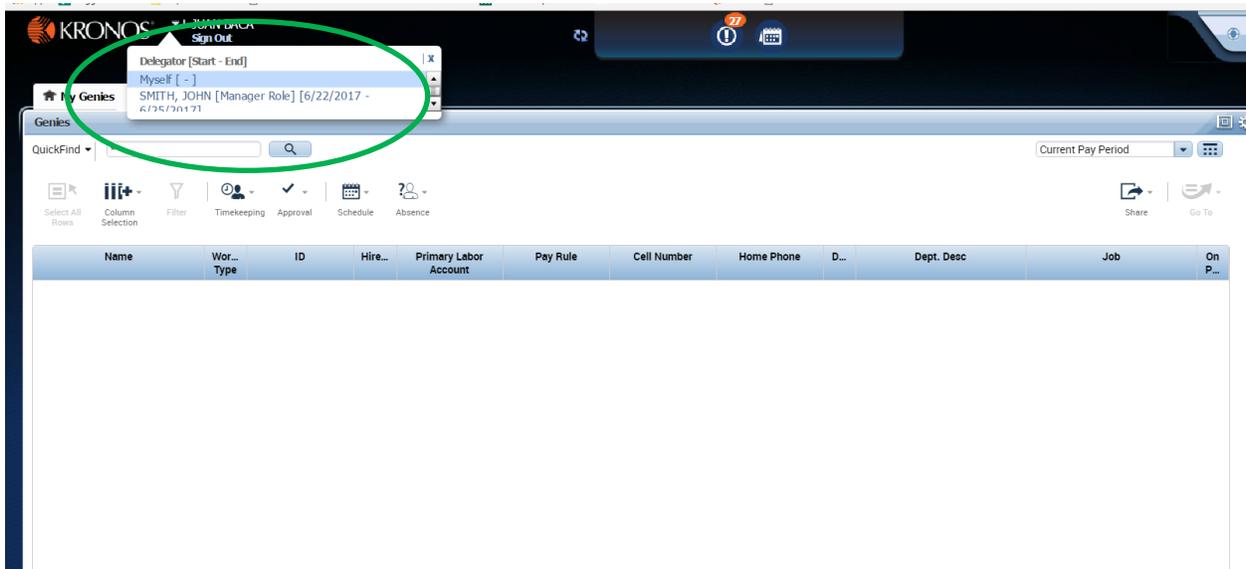
Comment: [Empty text box]

At the bottom of the form are two buttons: 'Save & Close' and 'Cancel'. The 'Accept Delegation' radio button is circled in green.

When the delegated manager logs into Kronos they will now have to option “Switch Role”

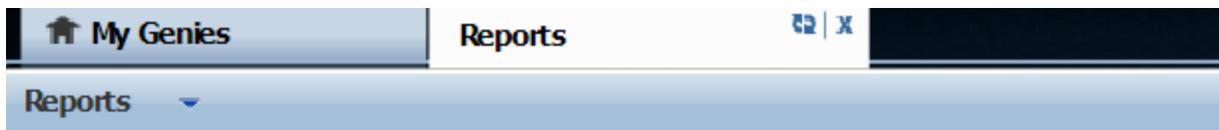
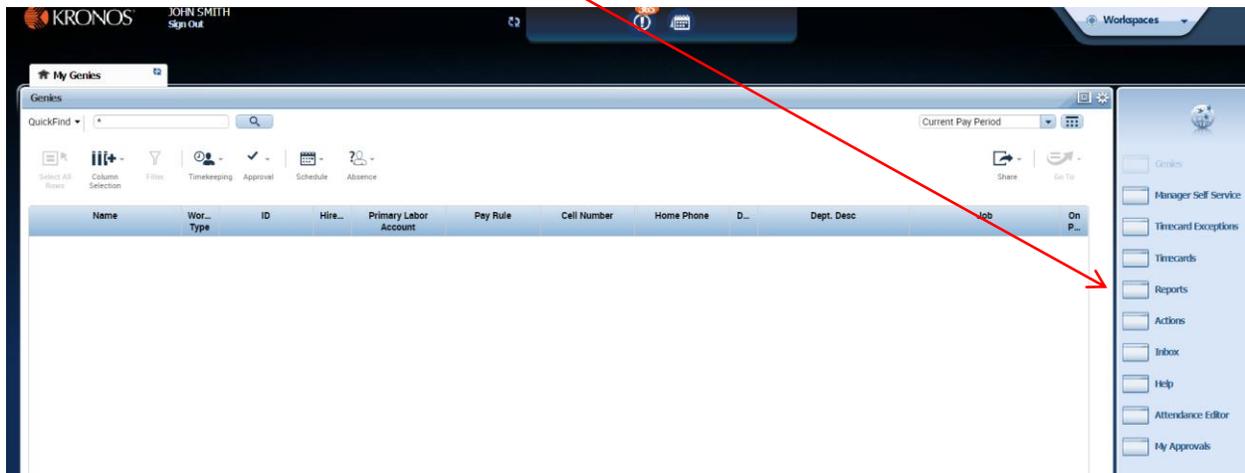


The delegated manager can now choose the manager they are doing approvals for.

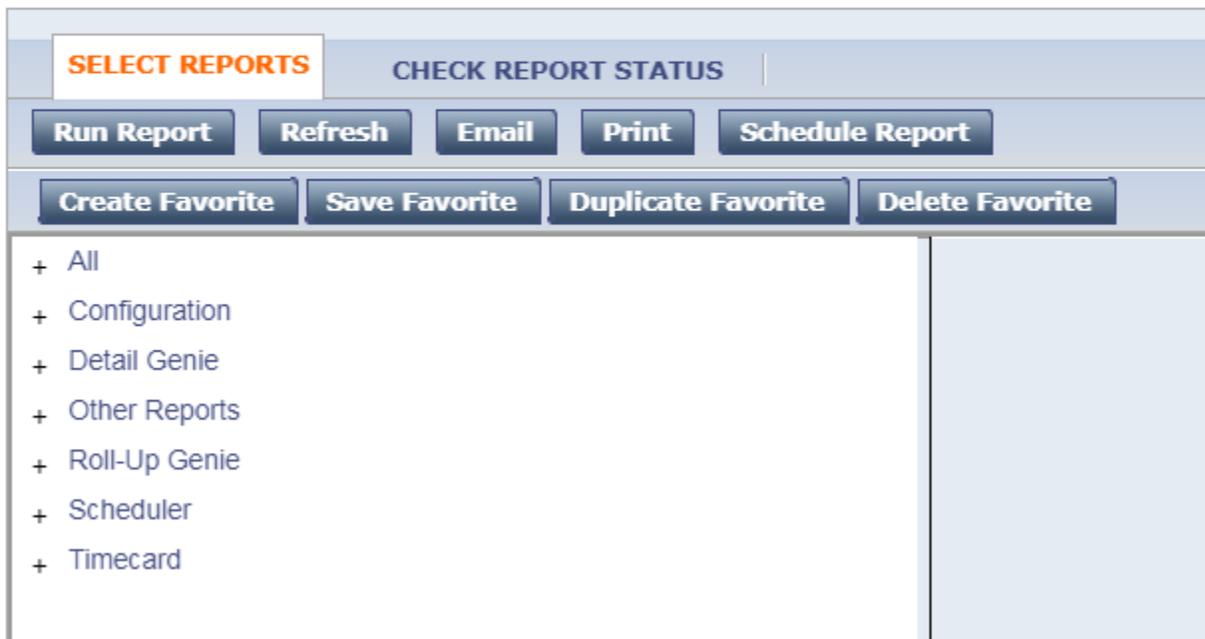


Reports

To run a timecard detail report click on Reports.



REPORTS



Click on "All" to view all available reports then choose Time Detail Report.

Click on "Time Period" to view a specific period of time. Once you have filled in your dates hit Run Report.

The screenshot shows the 'Reports' interface. At the top, there are tabs for 'My Genies' and 'Reports'. Below this is a 'REPORTS' section with a 'SELECT REPORTS' button and a 'CHECK REPORT STATUS' button. A row of buttons includes 'Run Report', 'Refresh', 'Email', 'Print', and 'Schedule Report'. Below this is another row of buttons: 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. On the left, a list of report types is shown, including 'Hours by Labor Account', 'Punch Origin', 'Schedule by Labor Account - Monthly', 'Timecard Audit Trail', and 'Time Detail'. On the right, the 'TIME DETAIL' configuration panel is visible. It includes a 'Description' field, a 'People' dropdown set to 'Previously Selected Employee(s)', a 'Time Period' dropdown set to 'Current Pay Period', a 'Page Break between Employees' dropdown set to 'No', a 'Sort by' dropdown set to 'Default', an 'Actual/Adjusted' dropdown set to 'Show hours worked in this period only.', and an 'Output Format' dropdown set to 'Adobe Acrobat Document(.pdf)'. A red arrow points from the text above to the 'Time Period' dropdown menu, which is circled in green. The 'Run Report' button is also circled in green.