Managing My Employee's Timecards

Effective 7/27/2017

TABLE OF CONTENTS

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".

Type in your Usename and Passord.

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).

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.

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

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) *	12:37
Rounded Time:	6/16/2017 12:30 GMT-07:00
Override:	Interrupted Paid Meal ▼
Time Zone:	(GMT -08:00) Pacific Time... ▼
Cancel Deduction:	▼
Exceptions:	Short Break
Comments:	

Cancel   OK

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.

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.

To approve the missed punch you will go to My Approvals while in My Genies.
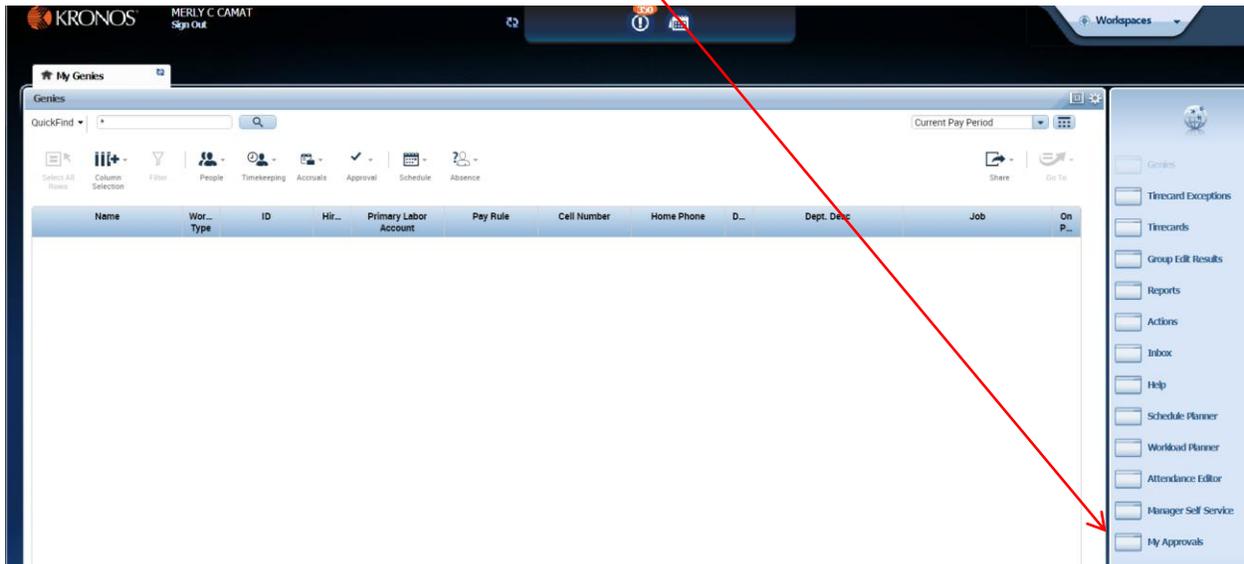
The following window will open up. Click on the drop down arrow to select the employee that you are approving time for.

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.

MY APPROVALS

Time frame: 5/29/2017 - 7/28/2017
Number of employees selected: 1052

Approve   Reject

SOLIS, ARTEMISA - 6/20/2017 Missed Punch Exception

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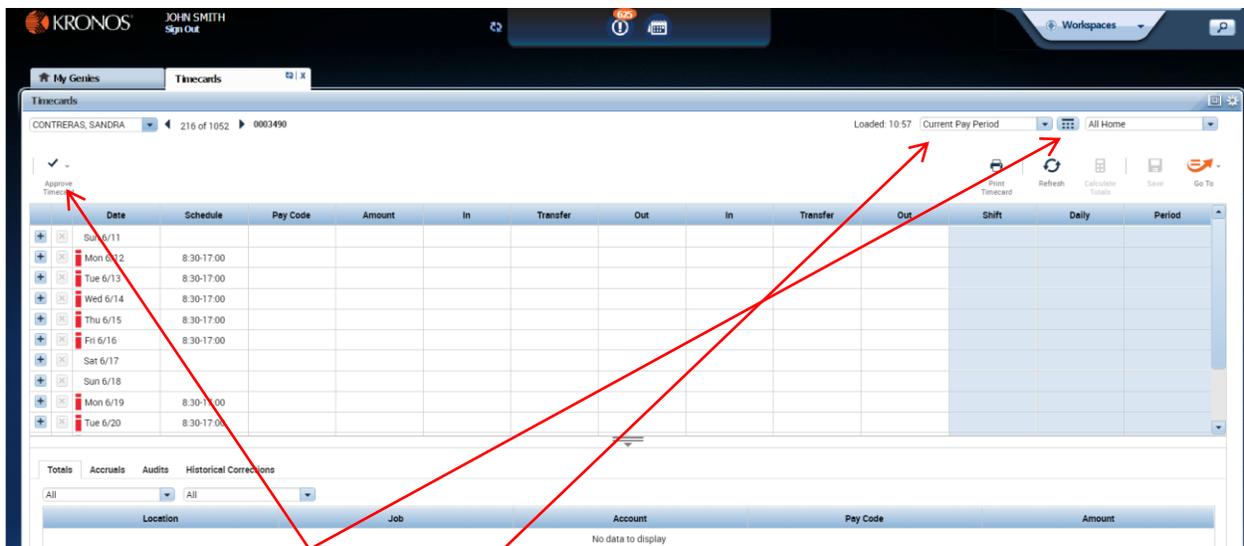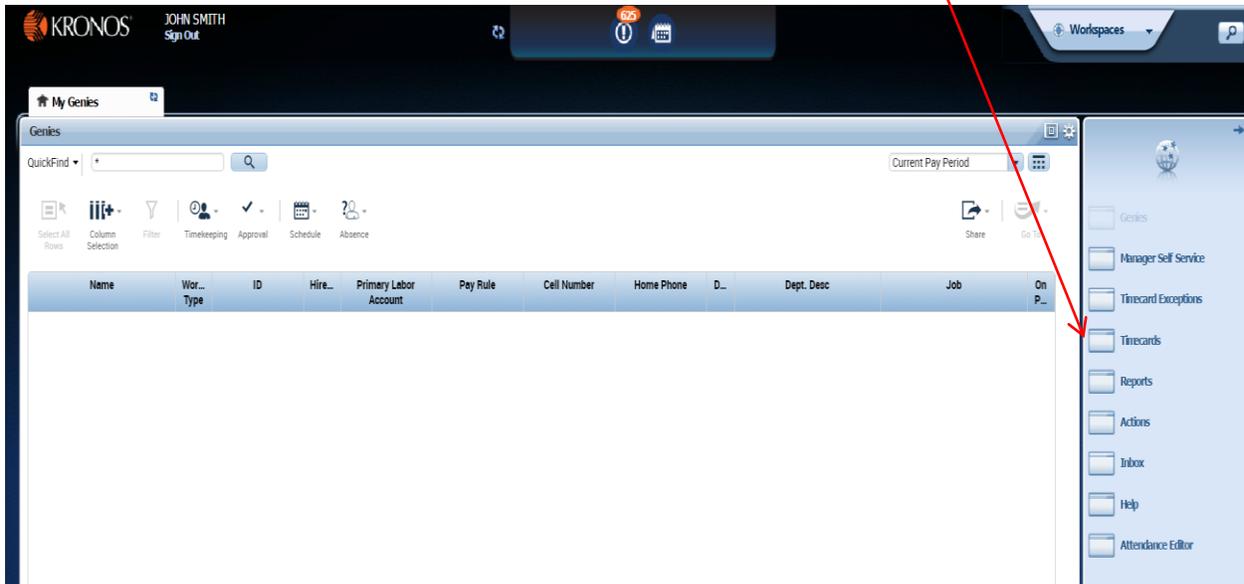
Always be sure to be in correct pay period. Use the drop down button to view correct pay period or click on the calendar icon to select date range.

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
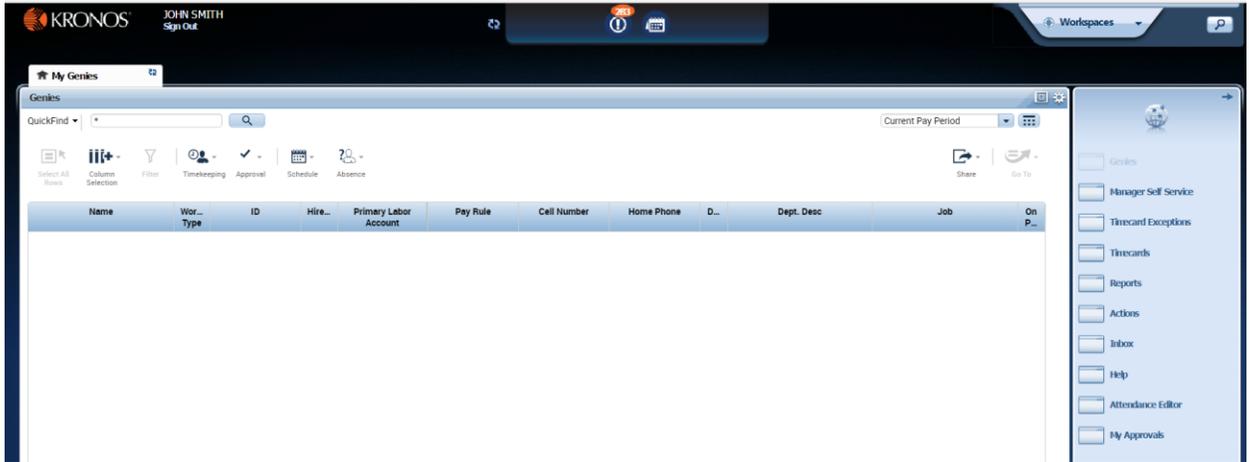
To get a list of employees on this page click on .
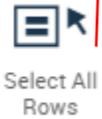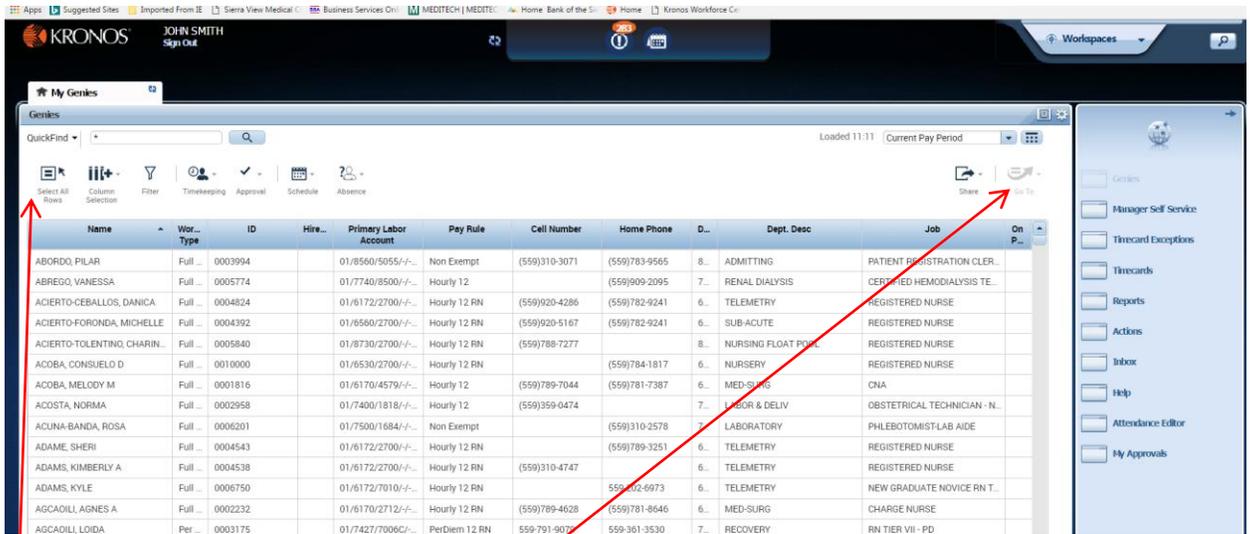
Select All Rows

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.

iii+ ▾

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:

     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

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"
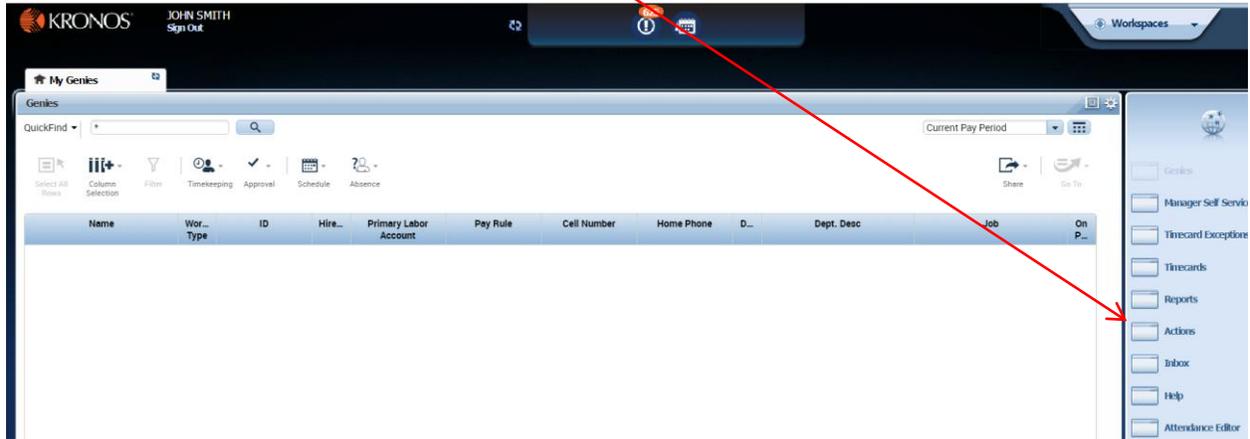
Click on "Mgr Delegation"

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.

The Delegated Manager will receive a task in Kronos.
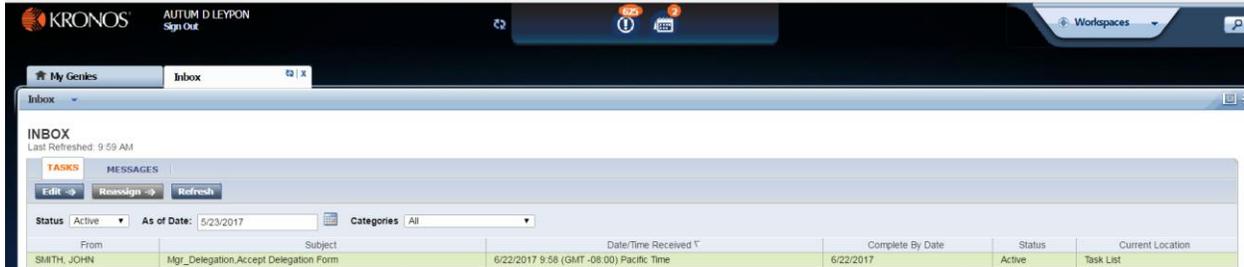
The Delegated Manager will need to accept the delegation then Save & Close.

When the delegated manager logs into Kronos they will now have to option "Switch Role"
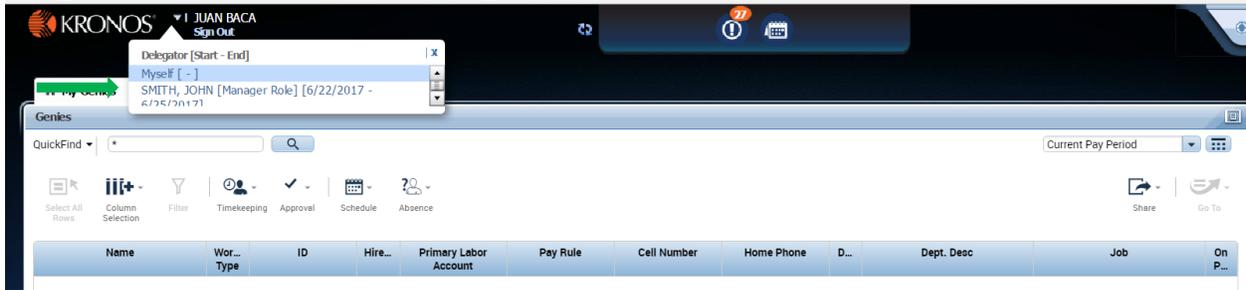
The delegated manager can now choose the manager they are doing approvals for.
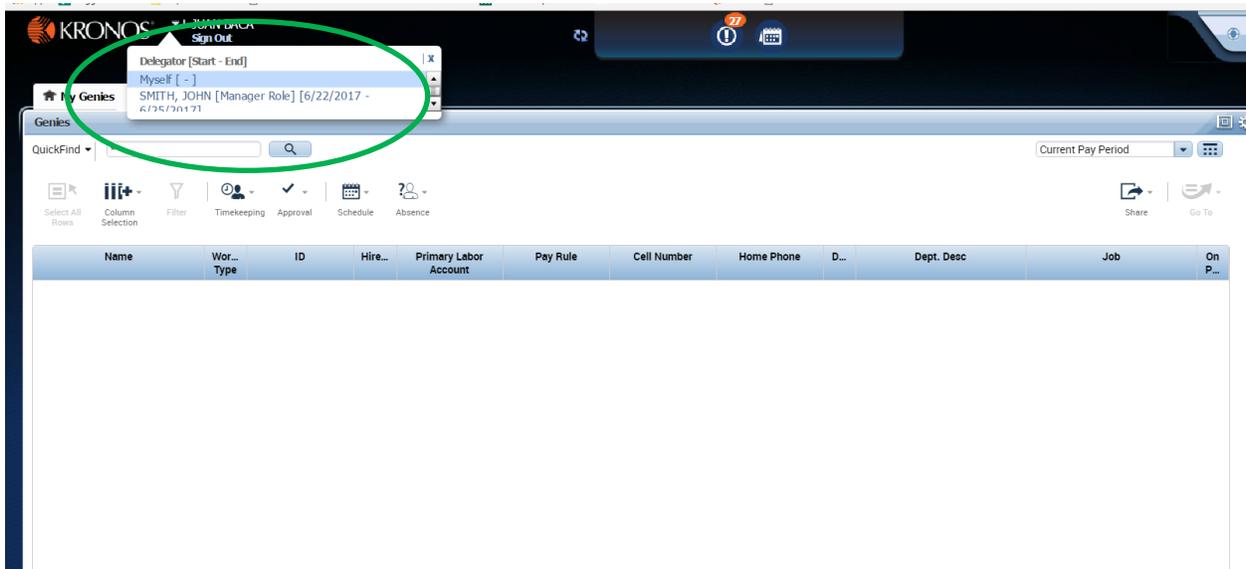
Reports

To run a timecard detail report click on Reports.
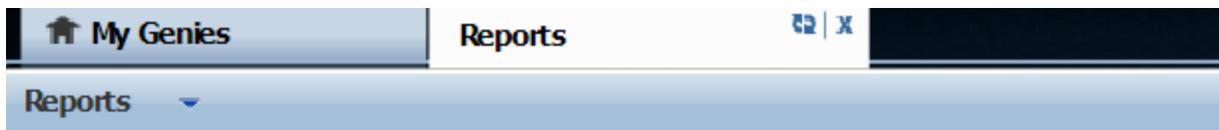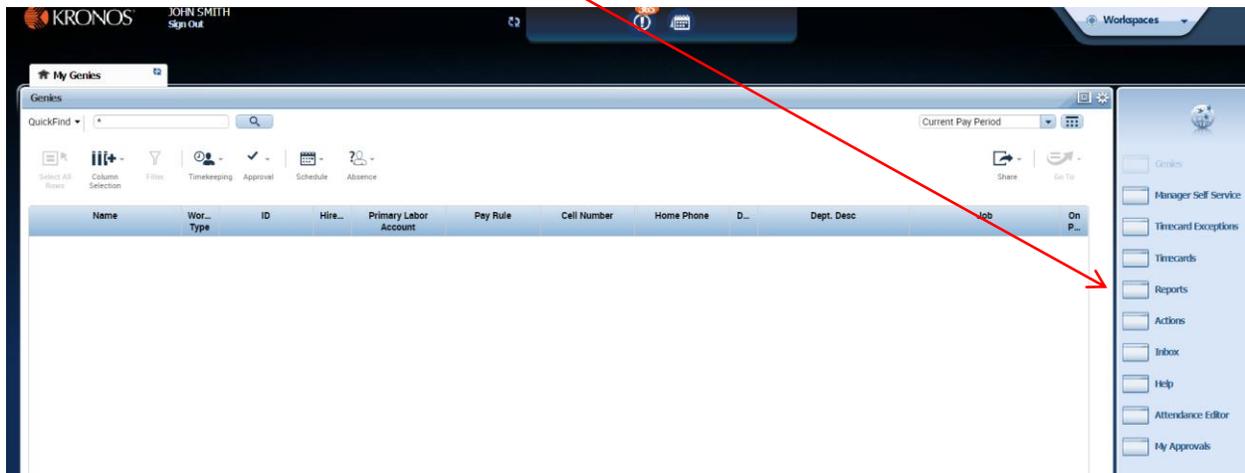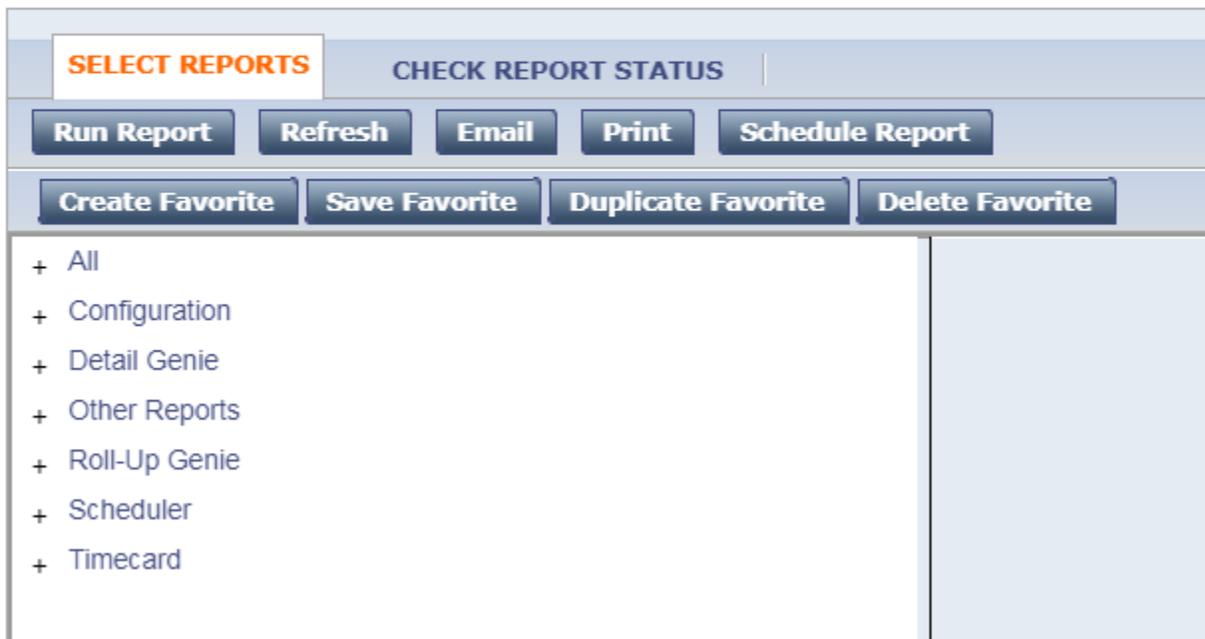
Click on "All" to view all available reports then choose Time Detail Report.

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