# Reviewing / Editing Timecards (web access) | | KRONOS



Employees: To review your own timecard, access the My Timecard widget in self-service

Managers: To review employee timecards, open the Reconcile Timecard widget. Select an individual timecard by double-clicking on the employee's name. Select multiple timecards by holding down the Shift or Ctrl key, selecting the desired employees and then clicking the timecard link above Reconcile Timecard. This allows you to scroll through a stack of timecards without returning to the employee list.

#### Correcting a missed punch

For each shift, there should be a pair of punches; and in punch and an out punch. When one of these punches is missing within a timecard, the cell that is missing the punch will turn red. Also, managers will see an exception alert for a missed punch

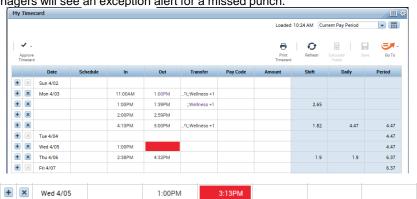
- Locate the missed punch within the timecard
- Click inside the cell
- Enter the missing time detail, then press Tab or click to another cell.

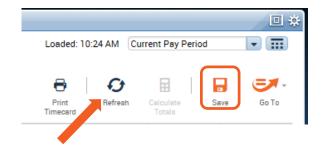
Tip: Kronos assumes the time entered is AM unless you specify otherwise. When entering a PM punch, you must put 'p' (e.g., 7p, 730p, etc)

Tip: After the time detail is entered into the missed punch cell, the cell stays red until you save your changes.

4 Click Save

Tip: You may need to click **Refresh** to see the changes applied to the timecard.





#### **Adding rows**

Sometimes multiple in/out punches are needed on the same day. To add a row to accommodate this, use the 🛨 icon



#### Adding job transfers and work rules

If an employee works a secondary job and/or is eligible for a work rule on a shift, but does not select it when punching in, it must be manually corrected by the employee or their manager on the timecard.

- 1 Click the **Transfer** cell for the applicable shift
- 2 From the drop-down list, select Search Tip: Recently used items will appear without searching!



# Reviewing / Editing Timecards (continued)



Work Rule

# 3 To Add a Transfer Code

Opens to - "Job Transfers"

Expand the + next to Center, then Department, then click one of the Jobs available

Employees will only see the positions they hold in a Center/Dept.

## To Add a Work Rule

Click on "Work Rules"

Select one of the Work Rules listed

Tip: Job transfers and work rules can be combined if appropriate. Note: Use of work rules other than "Training" requires special qualifications and preapproval from your supervisor.

#### 5 Click Apply

Tip: To see Total hours by codes click the \_\_\_\_ icon at the bottom of the timecard. In addition to seeing the transfer on the shift, you will also see it totaled at the bottom. Transfers are indicated with an (x) and work rules are listed separately with the applicable pay code.



Job

YMCA 2/09/2015 - Forever MADDOX 2/09/2015 - Forever 920 2/09/2015 - Forever DHRC 2/09/2015 - Forever NORTHWEST 2/09/2015 - Forever

Job Transfer

5:00A 7:15A Work Rule

Work Rule

#### **Ending a Work Rule**

- Click the Transfer cell for the applicable next shift
- Follow the steps above to add the Position and then click "Work Rule"
- From the "Work Rule" options select either Part Time Staff or Full Time Staff (depending on your status) This will return the position to its base rate

Click Save!

	Regular	5.1
	Wellness +1	3.48
	Jo	b Transfer   Work Rule  Add Work Rule  Search List  Critical Pay Full Time Staff off Chife Training Part Time Staff PT Special  Wellness +1 Wellness +5
ΔM	7:00AM	CLARKSVILLE/030/GFI;Critical Pay
ΔM	8:00AM	CLARKSVILLE/030/GFI; Part Time Staff



Job Transfer

Add Work Rule

Search List

Critical Pay Full Time Staff

Off Shift Training

Part Time Staff

PT Special

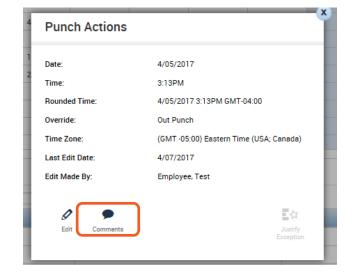
Wellness +1 Wellness +5



## **Adding Comments**

Whenever a change is made to a timecard, a comment should ALWAYS be added to explain the change.

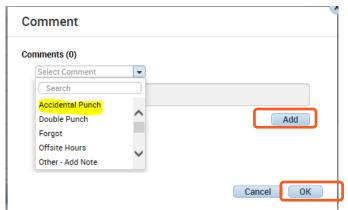
- Right click on the applicable **In** or **Out** punch; this opens the **Punch Action** box
- 2 Click the Comments icon... opens the Comment box



- 3 Select the applicable comment.
- 4 Click **Add**...you will have the option of adding another Comment or just Click **OK**.

Tip: The Comment icon will now appear on that shift, you can hover your cursor over it to read the Comment.

Remember to click the **Save** button on the timecard when you are finished with all changes.



## **Approve Timecards**

After your last shift of the pay period or on the last day of the pay period (every other Saturday), you must approve your timecard

Go to Self Service, and on the Timecard screen select the "Approve Timecard" drop down and click **Approve Timecard.** 

If you need to make a change, click Remove Timecard Approval, make your change...remember to hit "Save" and then click Approve Timecard again.

