CITY OF HAMPTON

Employee Training

KRONOS®

Employee Training Sessions

- **Session I: Clocking In & Out**
  - Time Clock
  - Quick Punch (Computer)
  - Mobile
  - Transfers of alternate assignment
- **Session II: Approving Your Timecard**
  - Time Clock
  - Navigator
  - Mobile
- **Session III: Time off Requests (TOR)**
  - Time Clock
  - Navigator
  - Mobile

Session I: Overview of Clocking In and Out

- Welcome to the Clocking In & Clocking Out training session! You will learn about the following topics:
  - Overview of the Time Clock
  - Overview of Quick Punch
  - Overview of Mobile

What is the Kronos Time Clock?

- The Time clock is like an Automated Teller Machine (ATM). It helps you:
  - Get the information that you need, when you need it.
  - View and manage your own information, including:
    - Request time off
    - View and approve timecard
    - View accrual balances
    - View current and future schedules
    - Read Messages

How to use the Time Clock?

Indicator Lights

Green indicates that the terminal successfully read a badge

Red indicates that the terminal did not successfully read a badge

Yellow indicates that the terminal is receiving power

Badge Slot

The bar code on your badge.

Soft Keys

Press soft keys to perform transactions such as labor transfers

Navigation Keys

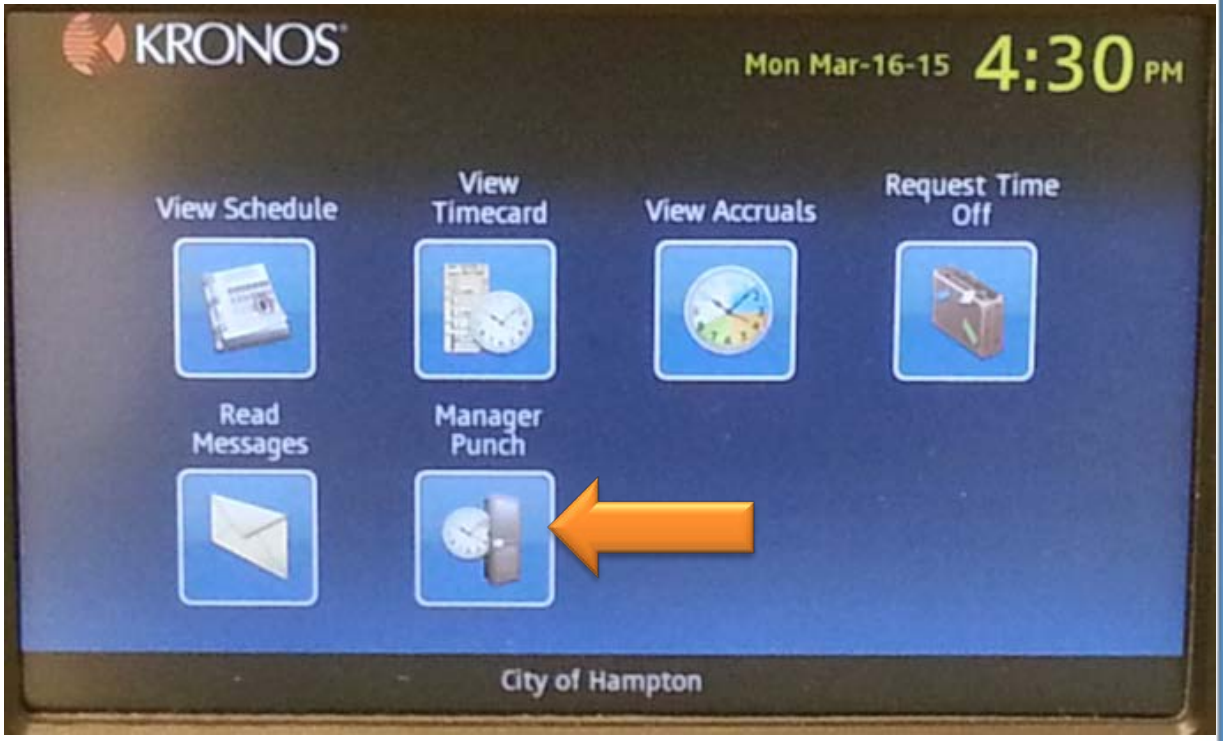
Use these like cursor keys to move within fields and menus on the display

How to swipe a badge?

- Your time clock uses badges with a bar code:
  - Hold the badge so that the bar code is facing the badge reader
  - Swipe the badge through the reader from top to bottom
  - If the punch is successful, the terminal emits a tone and the indicator light flashes green
  - Rejected Punches: swipe badge too fast, employee is not in the system yet or badge error

How Supervisors swipe their badge?

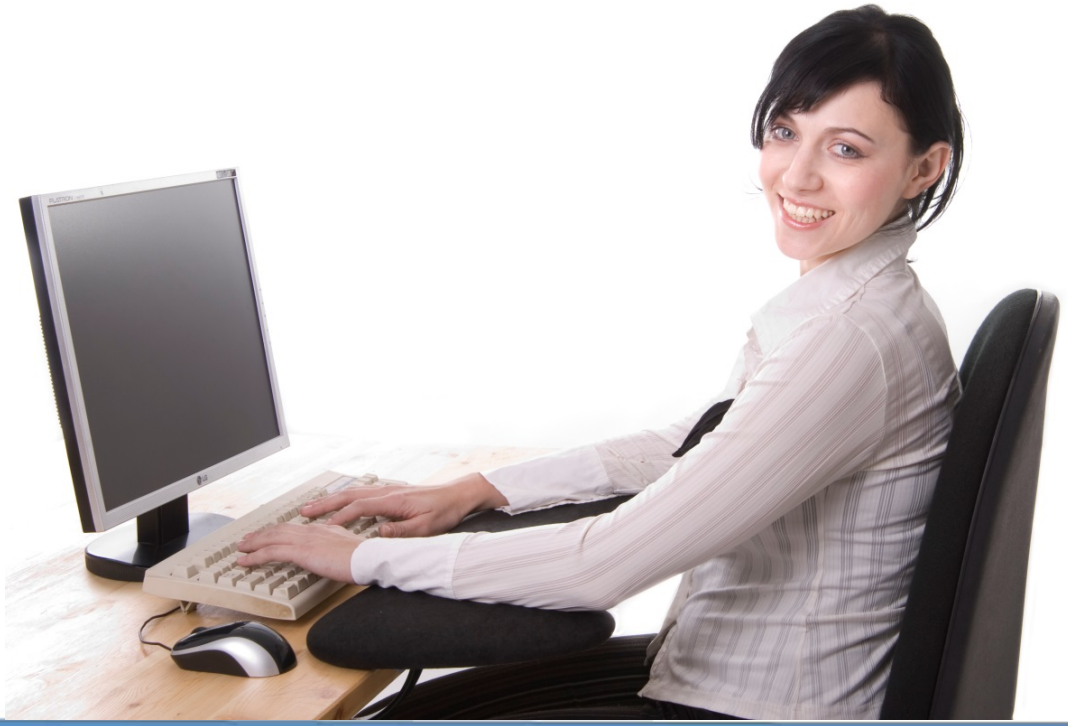
- Non-exempt supervisors that have to clock in and clock out will have to utilize the “Manager Punch” soft key
- Press the “Manager Punch” soft key, then swipe your badge



Time Clock Usage - Questions?

Employee Quick Punch Training

- Quick punch allows employees stationed at their workstation's computers, to punch in and out for their shifts from their desktop computer; instead of using a badge at the time clock.



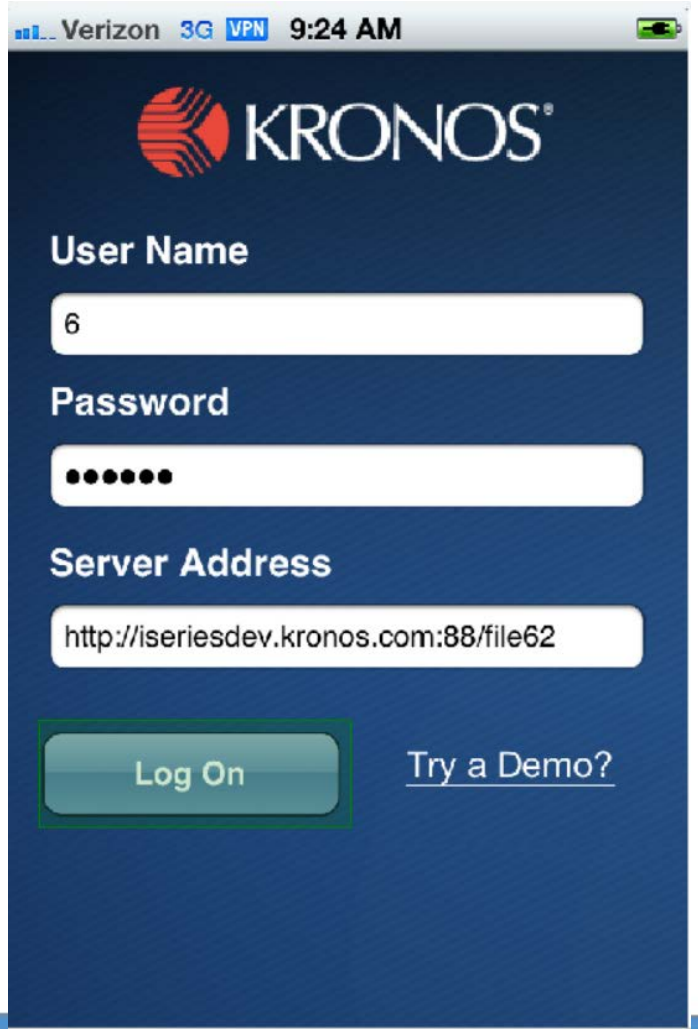
Quick Punch - Questions?

Employee Training Mobile Usage – Clocking In/Out

Employees who will be assigned access to Mobile usage will be able to use their mobile device to clock in and out for their shift.

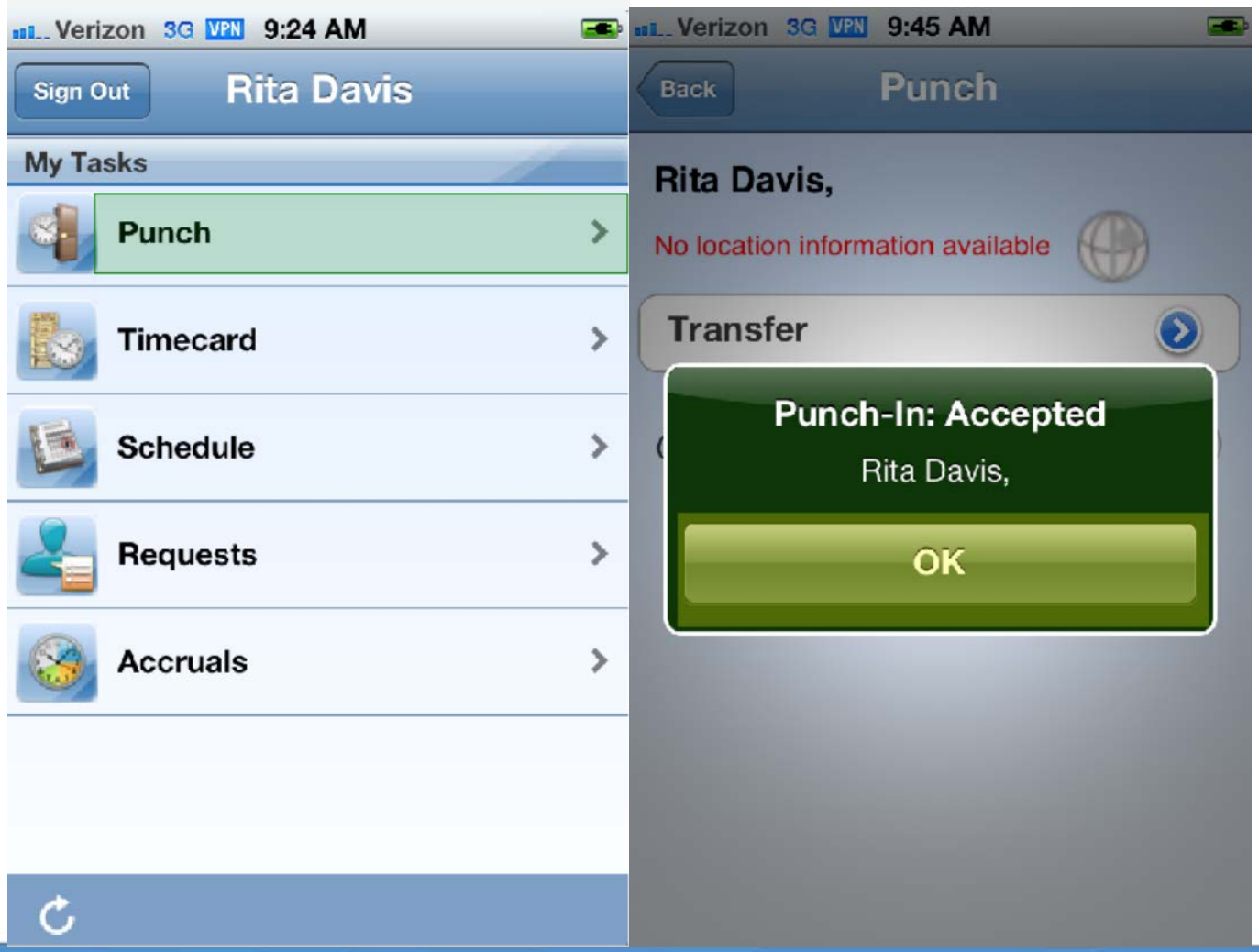
Mobile Usage – Clocking In/Out (continued)

When you tap on your KRONOS app, the login page will display – type in your User Name, Password and then press Log On.



Mobile Usage – Clocking In/Out (continued)

After signing in you will be welcomed to your home screen. Click “Punch” to clock in for your shift.



Mobile Clock In/Out - Questions?

Transferring to an Alternate Assignment

Transferring of an assignment are hours worked to alternate assignments other than your primary assignments. Transfers last until you clock out:

- Employees will have access to assigning themselves to various assignments through the time clock, navigator or mobile.

Transferring to Alternate Assignments - Questions?

Session II: Employee - Approving Your Time Card

After completing this session, you should be able to:

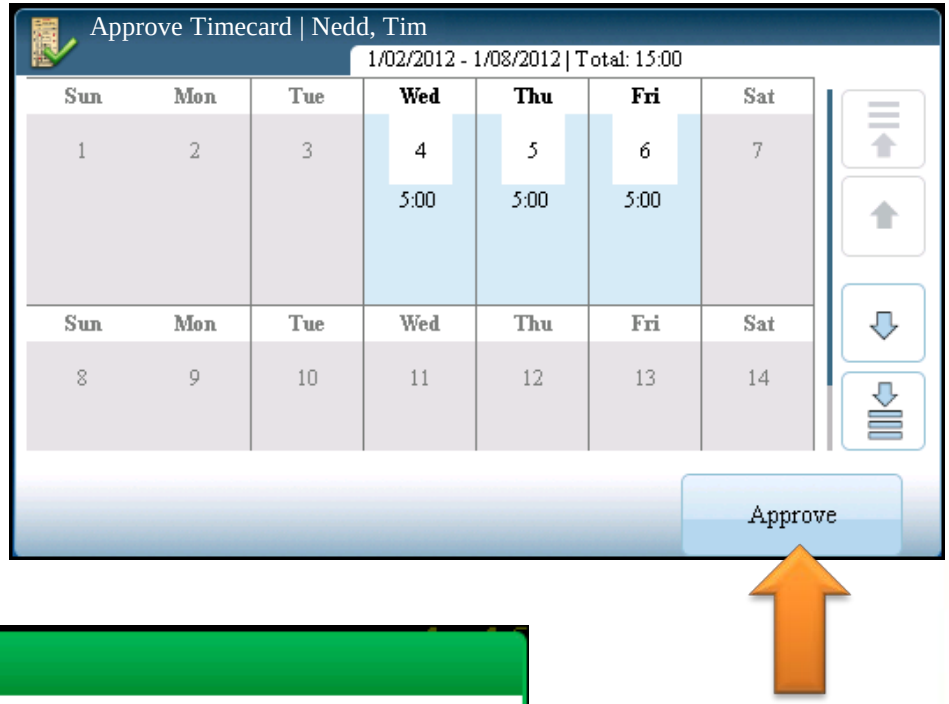
- Approve your time card through the time clock
- Approve your time card through navigator
- Approve your time card through a mobile device

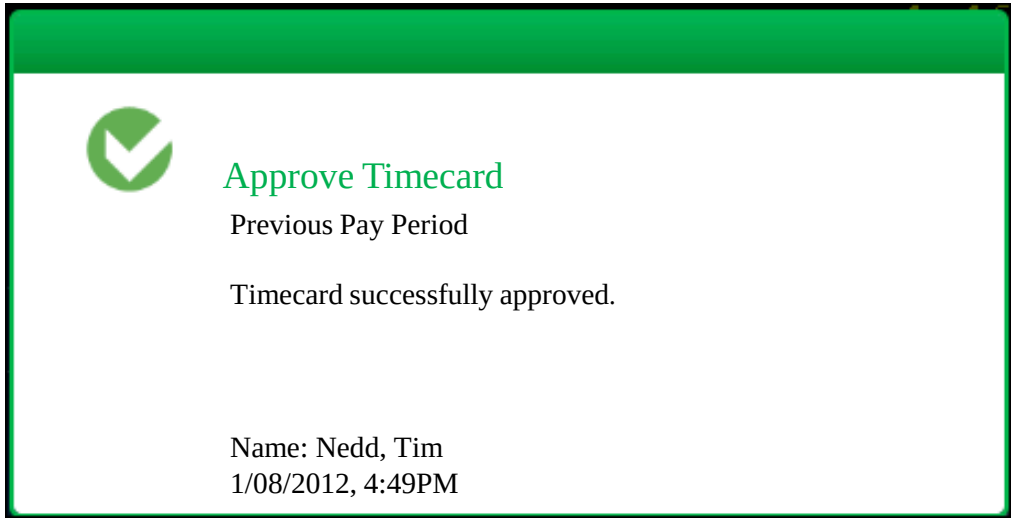
Approve Timecard at the Time Clock

1) Press the Approve Timecard soft key.
2) Swipe your badge.
3) Press the soft key that corresponds to the period of time you want to approve.

Approve Timecard at the Time Clock

4) If there is no information to show, a message tells you this. Otherwise, the timecard appears.
5) If you have not yet approved the timecard, the **Approve** option appears. To approve the timecard, press Approve.
   - The message **Timecard successfully approved** appears.





Approve Time Card with the Time Clock - Questions?

Approve Your Time Card with Navigator

After logging in, you will be welcomed with your home page:

- Select the correct pay period by utilizing the drop down box.

KRONOS

ANJELICA A CASTILLO
Sign Out

Workspaces

Employee Workspace

ESS Hourly Timecard

Current Pay Period | Refresh | Save | Cancel | More

- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- Week to Date
- Last Week
- Yesterday
- Today
- Yesterday,Today,Tomorrow
- Yesterday plus 6 days
- Last 30 days

Date	Schedu			In	Out	Transfer		Shift	Daily	Period
Sat 2/21										
Sun 2...										
Mon 2...	8:00AM-4:0			8:00AM	4:00PM			8:00	8:00	8:00
Tue 2...	8:00AM-4:0			8:00AM	4:00PM			8:00	8:00	16:0
Wed ...	8:00AM-4:0			8:00AM	4:00PM			8:00	8:00	24:0
Thu 2...	8:00AM-4:0			8:00AM	4:00PM			8:00	8:00	32:0
Fri 2/27	8:00AM-4:0			8:00AM	4:00PM			8:00	8:00	40:0
Sat 2/28										40:0
Sun 3...										40:0
Mon 3...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	48:0
Tue 3...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	56:0
Wed ...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	64:0

All | Account

Location	Job	Account	Pay Code	Amount	Wages
		01/310/CTYHL/00000/000/21423/0	Hourly	80:00	$0.00

Totals | Accruals

ESS Accruals

As of 3/02/2015

Type	Current Bal
Comp	0:00
COMP Pay out	0:00
MISC	0:00
Personal	0:00
Sick	16:00
Vacation	16:00

ESS Calendar

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

ESS Timestamp

Transfer

Last Timestamp: Monday, March 02, 2015 11:30AM Eastern Time

Record Timestamp

ESS Hourly Timecard

ESS Accruals
ESS Calendar
ESS Timestamp
ESS Hourly Timecard

Approve Your Time Card with Navigator

After selecting your pay period, use your mouse to click “more.”:

- Then select “Approve.”

KRONOS
ANJELICA A CASTILLO
Sign Out
Workspaces
Employee Workspace

ESS Hourly Timecard

Current Pay Period | Refresh | Save | More

Approve
Remove Approval
Add Row

Date	Schedule	Pay Code	Amount	In	Out	Transfer		Shift		od
Sat 2/21										
Sun 2...										
Mon 2...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	8:00
Tue 2...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	16:0
Wed ...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	24:0
Thu 2...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	32:0
Fri 2/27	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	40:0
Sat 2/28										40:0
Sun 3...										40:0
Mon 3...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	48:0
Tue 3...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	56:0
Wed ...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	64:0

All | Account

Location	Job	Account	Pay Code	Amount	Wages
		01/310/CTYHL/00000/000/21423/0	Hourly	80:00	$0.00

Totals | Accruals

ESS Accruals

As of 3/02/2015

Type	Current Bal
Comp	0:00
COMP Pay out	0:00
MISC	0:00
Personal	0:00
Sick	16:00
Vacation	16:00

ESS Calendar

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

ESS Timestamp

Transfer

Last Timestamp: Monday, March 02, 2015 11:30AM Eastern Time

Record Timestamp

ESS Hourly Timecard

ESS Accruals
ESS Calendar
ESS Timestamp
ESS Hourly Timecard

Approve Your Time Card with Navigator

After clicking on “Approved” an approval notification will generate on your time card

KRONOS

ANJELICA A CASTILLO
Sign Out

Workspaces

Employee Workspace

ESS Hourly Timecard

Timecard is Approved

Current Pay Period | Refresh | Save | Cancel | More

Approved by POLICEACASTILLO 3/02/2015 11:39AM

Date	Schedule	Pay Code	Amount	In	Out	Transfer		Shift	Daily	P...
Sat 2/21										
Sun 2...										
Mon 2...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	8
Tue 2...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	1
Wed ...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	2
Thu 2...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	3
Fri 2/27	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	4
Sat 2/28										4
Sun 3...										4
Mon 3...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	4
Tue 3...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	5
Wed ...	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	6

All | Account

Location	Job	Account	Pay Code	Amount	Wages
		01/310/CTYHL/00000/000/21423/0	Hourly	80:00	$0.00

Totals | Accruals

ESS Accruals

As of 3/02/2015

Type	Current Bal
Comp	0:00
COMP Pay out	0:00
MISC	0:00
Personal	0:00
Sick	16:00
Vacation	16:00

ESS Calendar

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

ESS Timestamp

Transfer

Last Timestamp: Monday, March 02, 2015 11:30AM Eastern Time

Record Timestamp

ESS Hourly Timecard

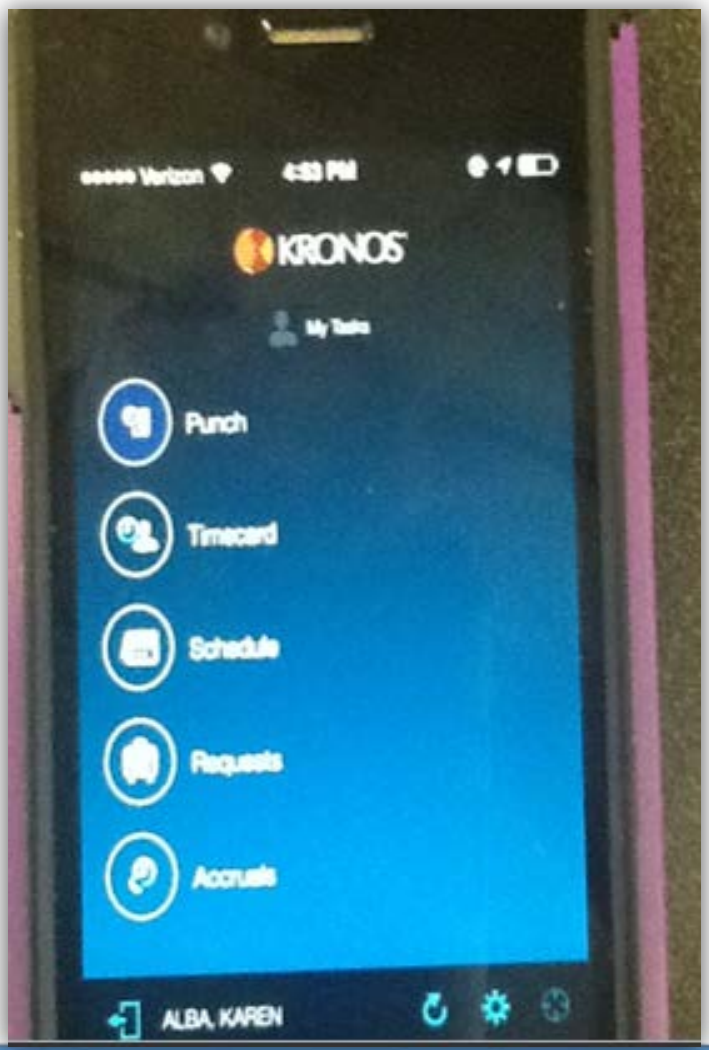
ESS Accruals
ESS Calendar
ESS Timestamp
ESS Hourly Timecard

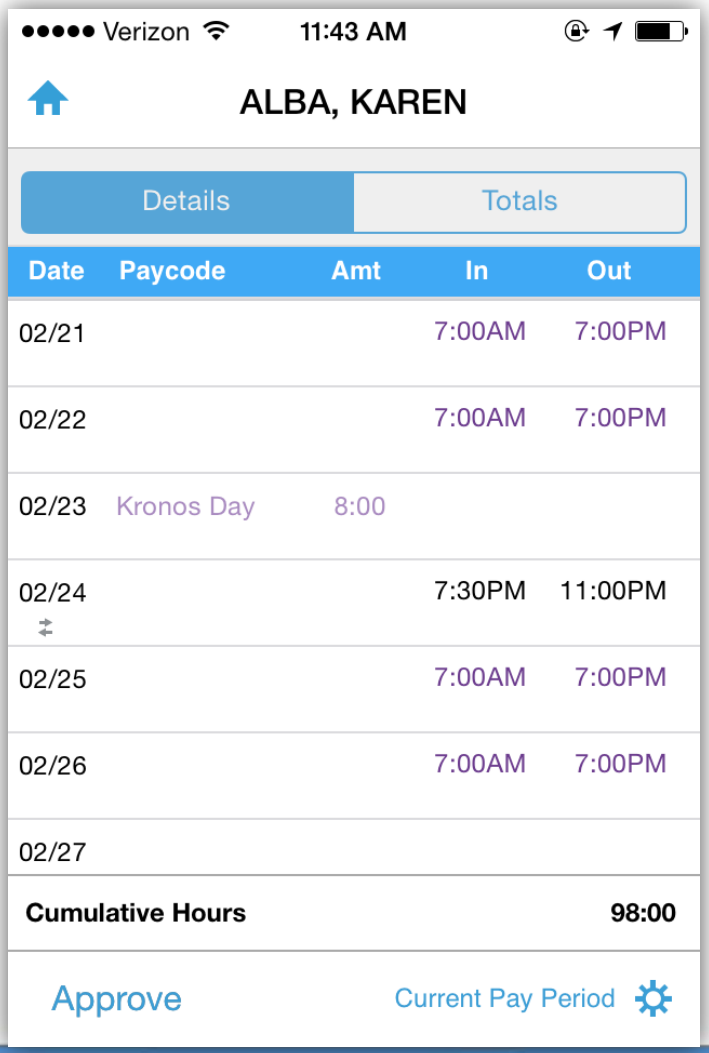
Approve Timecards through Navigator - Questions?

Approving Your Time Card with Mobile

After logging in, you will be welcomed with your home page:

- Select the correct pay period by utilizing the drop down box.





Approving Timecards through Mobile - Questions?

Session III: Employee - Requesting Leave

After completing this session, you should be able to:

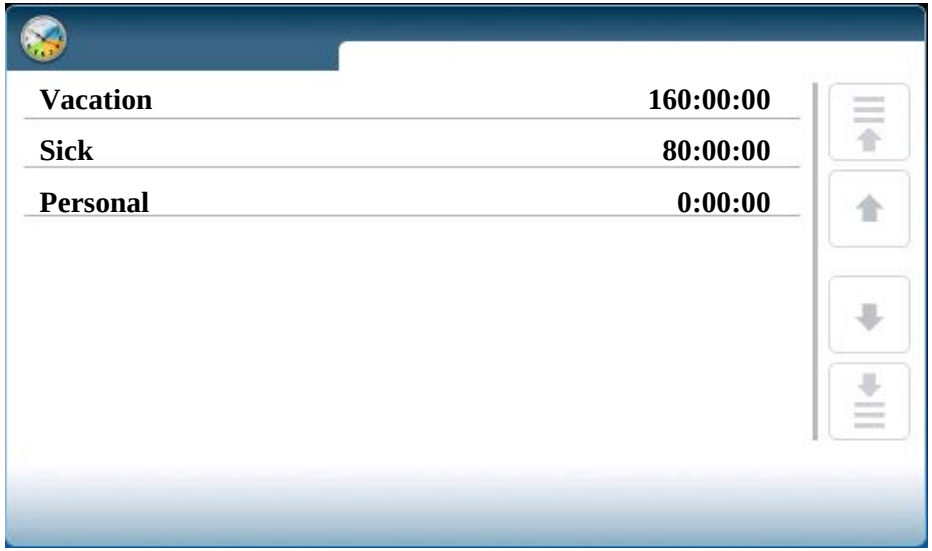
- Submit a request for leave through the Time Clock, Navigator or a Mobile device
- Access and view your leave balances
- Access your managers response to your leave request
- Cancel or modify an existing leave request

Employee self-service for requesting leave

- What is employee self-service for requesting leave?
  - The process by which employees access and use Leave Requests to submit and monitor their leave requests, through the Time Clock, Navigator or a Mobile device.

View Accruals at the Time Clock

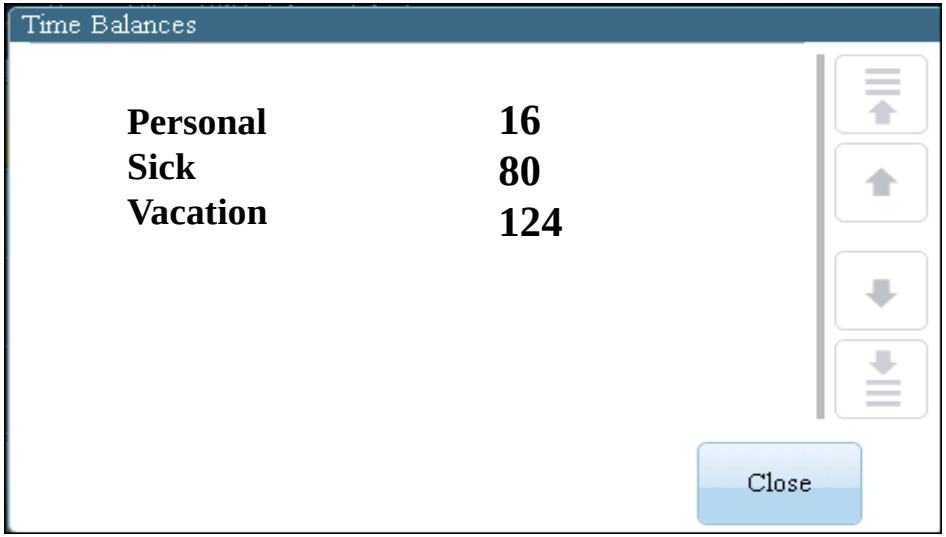
1) Press the View Accruals soft key.
2) Swipe your badge.
3) Accruals information appears. If necessary, use the up and down arrow keys to scroll through the data.



Vacation	160:00:00
Sick	80:00:00
Personal	0:00:00

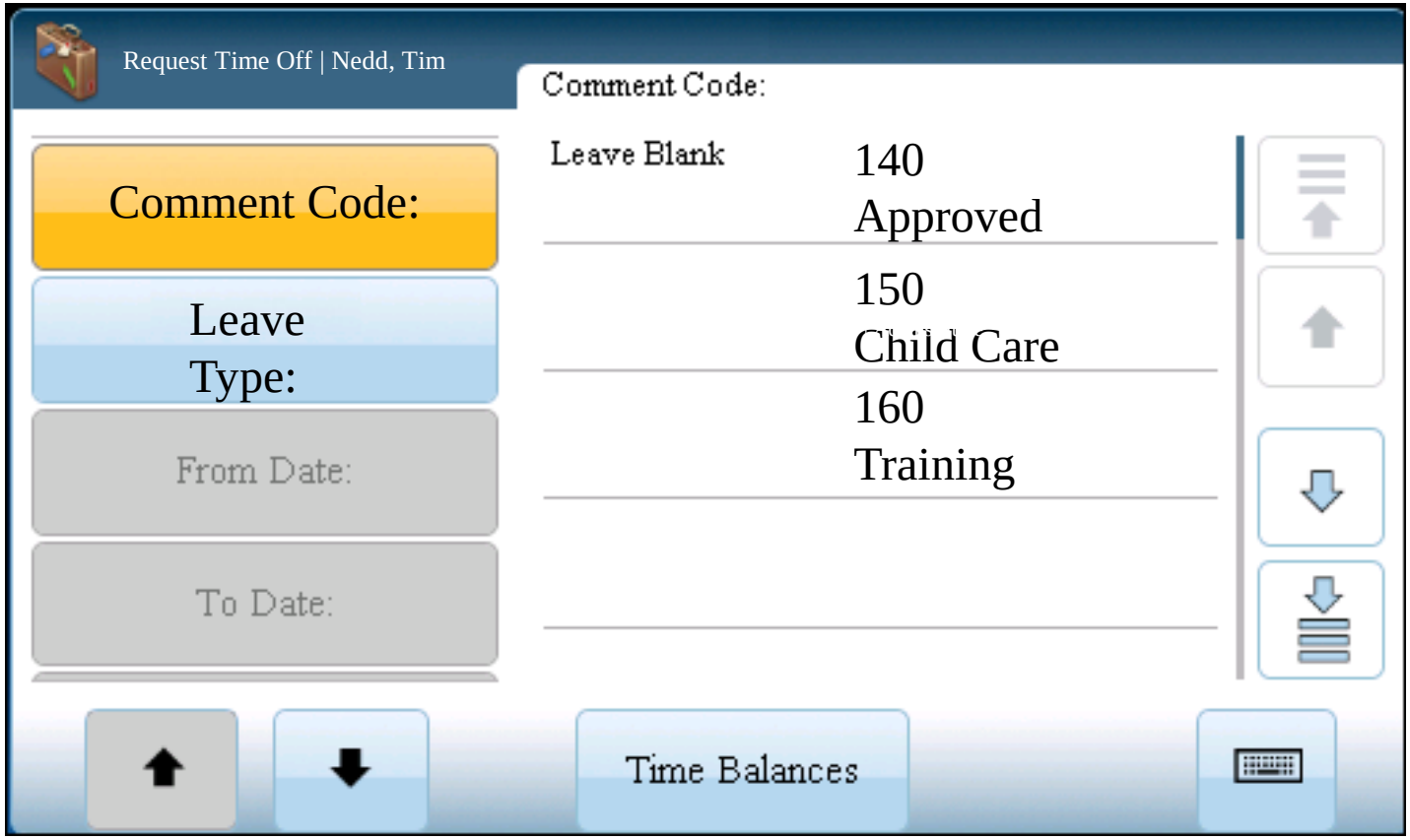
Request Time Off at the Time Clock

1) Press the Request Time Off soft key.
2) Swipe your badge



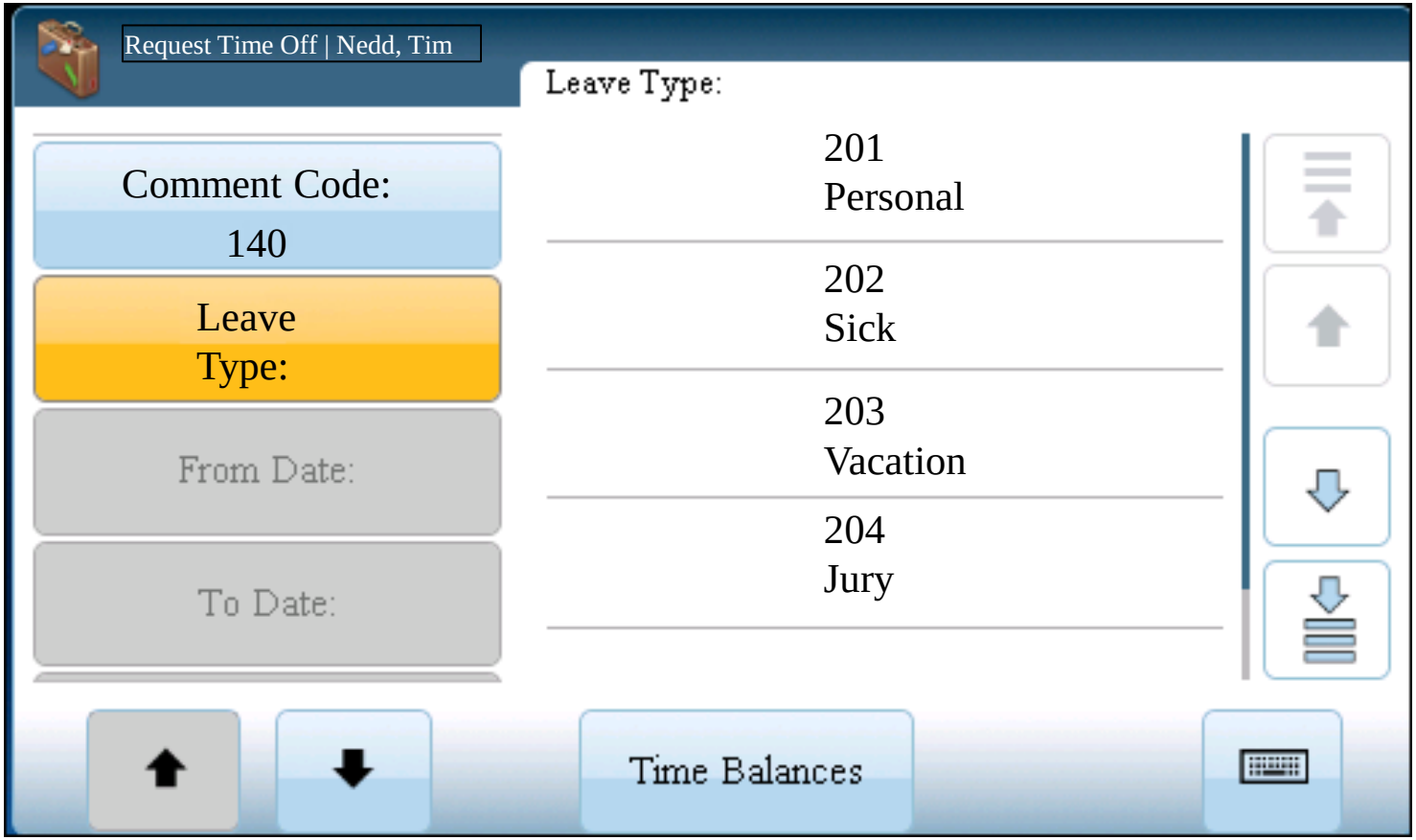
Request Time Off at the Time Clock *(Continued)*

3) Optionally, press the comment code. Use the arrows on the right to scroll through comments.



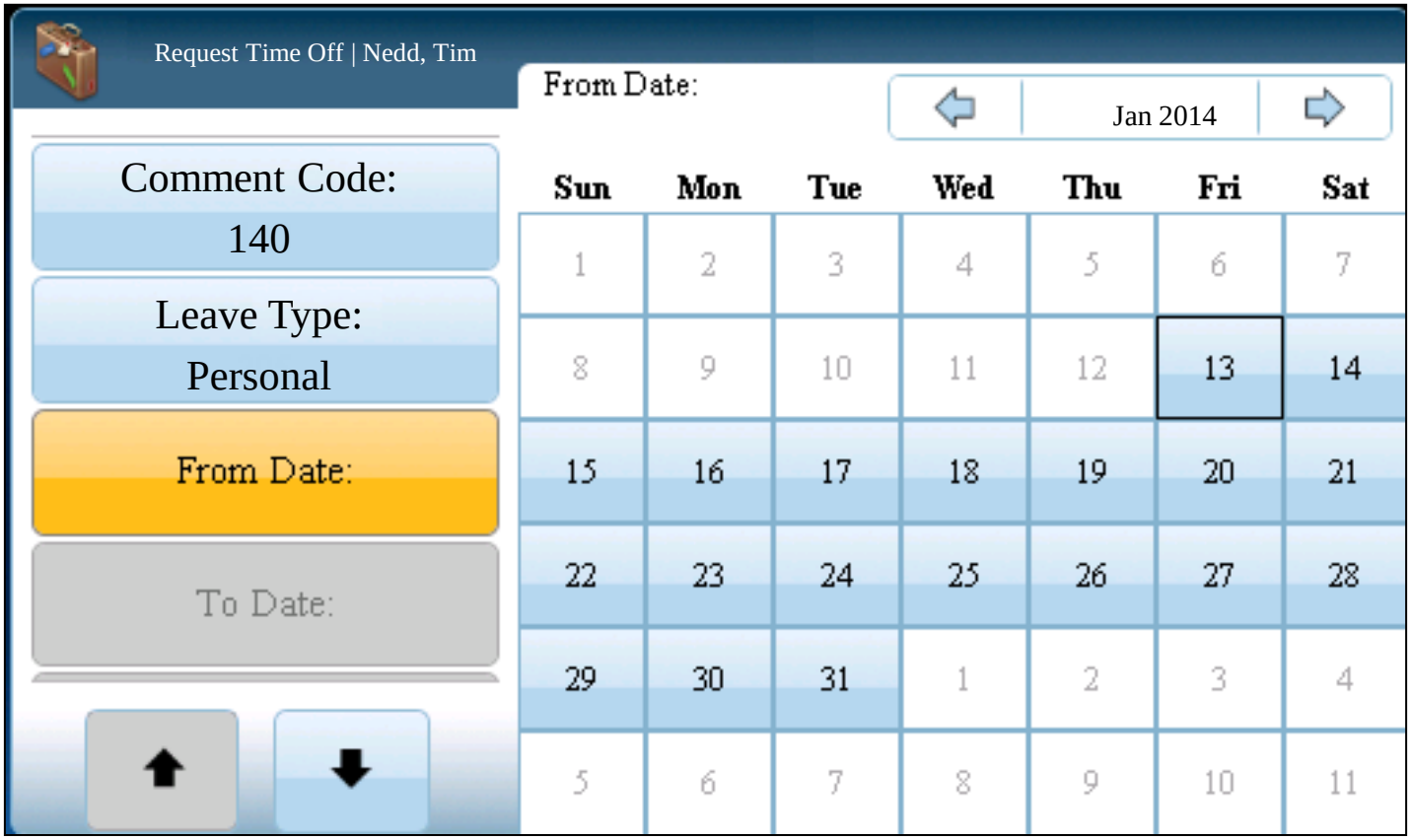
Request Time Off at the Time Clock *(Continued)*

4) Press the Leave Type code. Use the arrows on the right to scroll through the codes.



Request Time Off at the Time Clock *(Continued)*

5) Select the From and To dates.

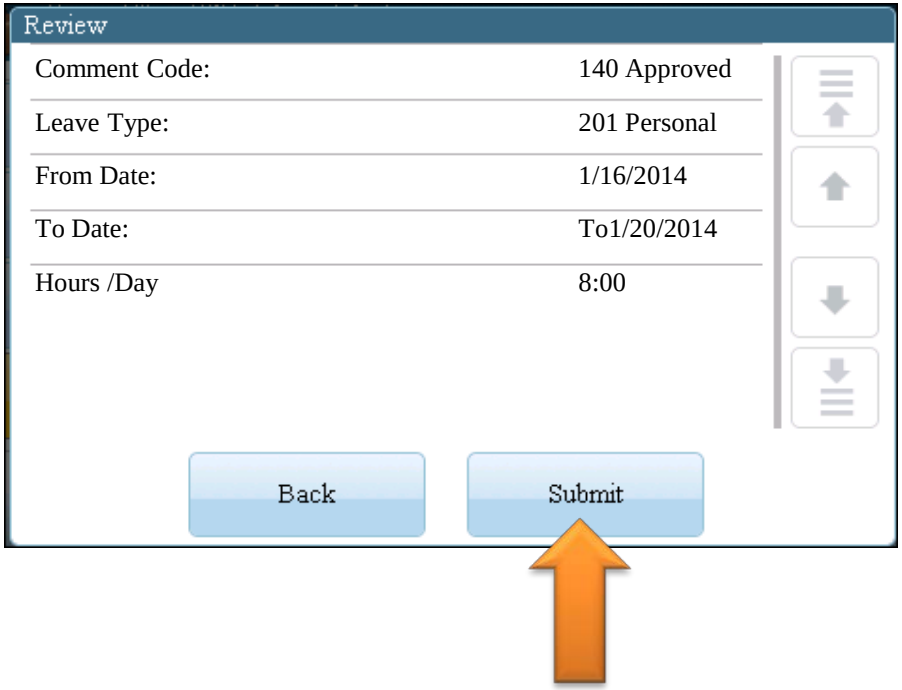


Request Time Off at the Time Clock *(Continued)*

6) Enter the Hours using the keypad.

7) When finished, press Enter.

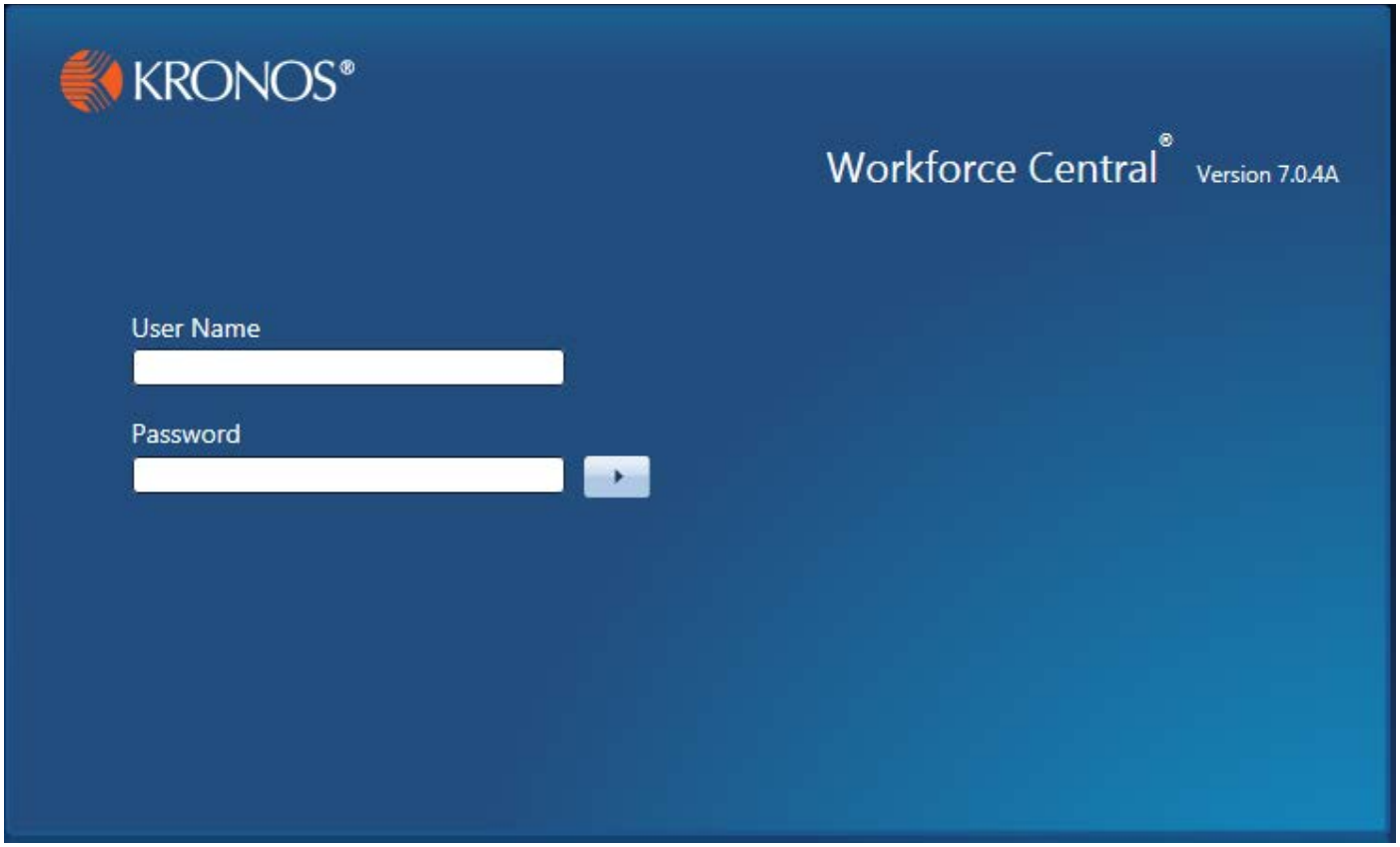
8) Review the information. When finished, press Submit.



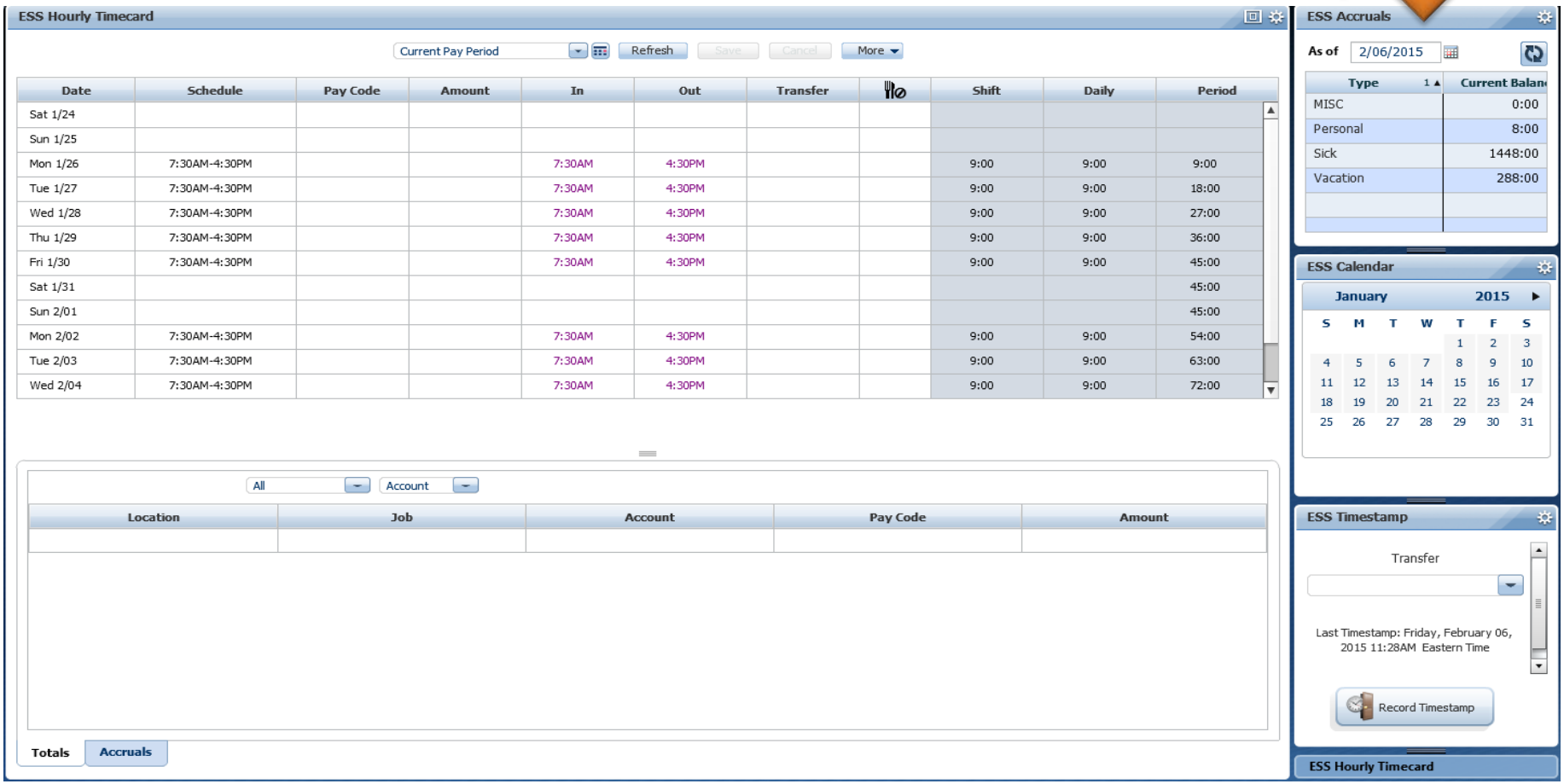
Requesting Time Off at the Time Clock - Questions?

Viewing your Accruals through Navigator

- Prior of submitting your TOR, you will want to check your accruals and balances through navigator.



Employee Workspace – Viewing your Accruals



- View your accruals.
- You can use your mouse to click and drag the Accruals pane to the center of your Employee Workspace to make it an active display.

Viewing accruals through Navigator

KRONOS

ESS Accruals

As of 3/04/2015

Accrual Profile: Full Time Nexempt 8

Type 1	Reporting Period	Current Balance	Taken To Date	Pending Accruals	Planned Takings	Ending Balance
Vacation	1/01/2015 - 12/31/2015	16:00	0:00	72:00	0:00	88:00
Sick	1/01/2015 - 12/31/2015	16:00	0:00	72:00	0:00	88:00
Personal	1/01/2015 - 12/31/2015	0:00	0:00	24:00	0:00	8:00
MISC	1/01/2015 - 12/31/2015	0:00	0:00	0:00	0:00	0:00
COMP Pay out	1/01/2015 - 12/31/2015	0:00	0:00	0:00	0:00	0:00
Comp	1/01/2015 - 12/31/2015	0:00	0:00	0:00	0:00	0:00

- Viewing your accruals
- You can use your mouse to click and drag the calendar pane to the center space to make it the active display.

Employee Workspace – Time Off Request

ESS Hourly Timecard

Current Pay Period | Refresh | Save | Cancel | More

Date	Schedule	Pay Code	Amount	In	Out	Transfer		Shift	Daily	Period
Sat 1/24										
Sun 1/25										
Mon 1/26	7:30AM-4:30PM			7:30AM	4:30PM			9:00	9:00	9:00
Tue 1/27	7:30AM-4:30PM			7:30AM	4:30PM			9:00	9:00	18:00
Wed 1/28	7:30AM-4:30PM			7:30AM	4:30PM			9:00	9:00	27:00
Thu 1/29	7:30AM-4:30PM			7:30AM	4:30PM			9:00	9:00	36:00
Fri 1/30	7:30AM-4:30PM			7:30AM	4:30PM			9:00	9:00	45:00
Sat 1/31										45:00
Sun 2/01										45:00
Mon 2/02	7:30AM-4:30PM			7:30AM	4:30PM			9:00	9:00	54:00
Tue 2/03	7:30AM-4:30PM			7:30AM	4:30PM			9:00	9:00	63:00
Wed 2/04	7:30AM-4:30PM			7:30AM	4:30PM			9:00	9:00	72:00

All | Account

Location	Job	Account	Pay Code	Amount

Totals | Accruals

ESS Accruals

As of 2/06/2015

Type	Current Balan
MISC	0:00
Personal	8:00
Sick	1448:00
Vacation	288:00

ESS Calendar

January 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

ESS Timestamp

Transfer

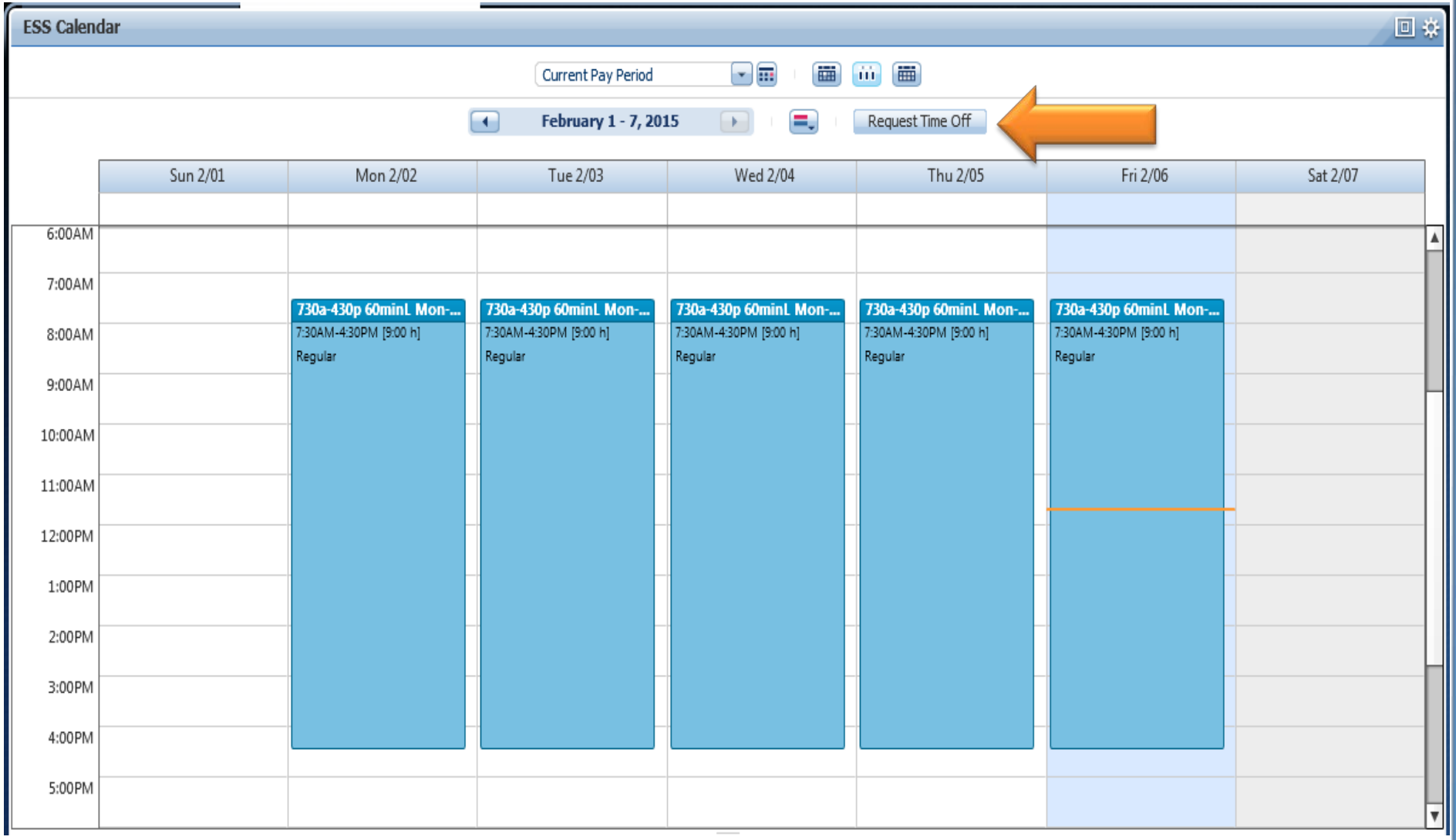
Last Timestamp: Friday, February 06, 2015 11:28AM Eastern Time

Record Timestamp

ESS Hourly Timecard

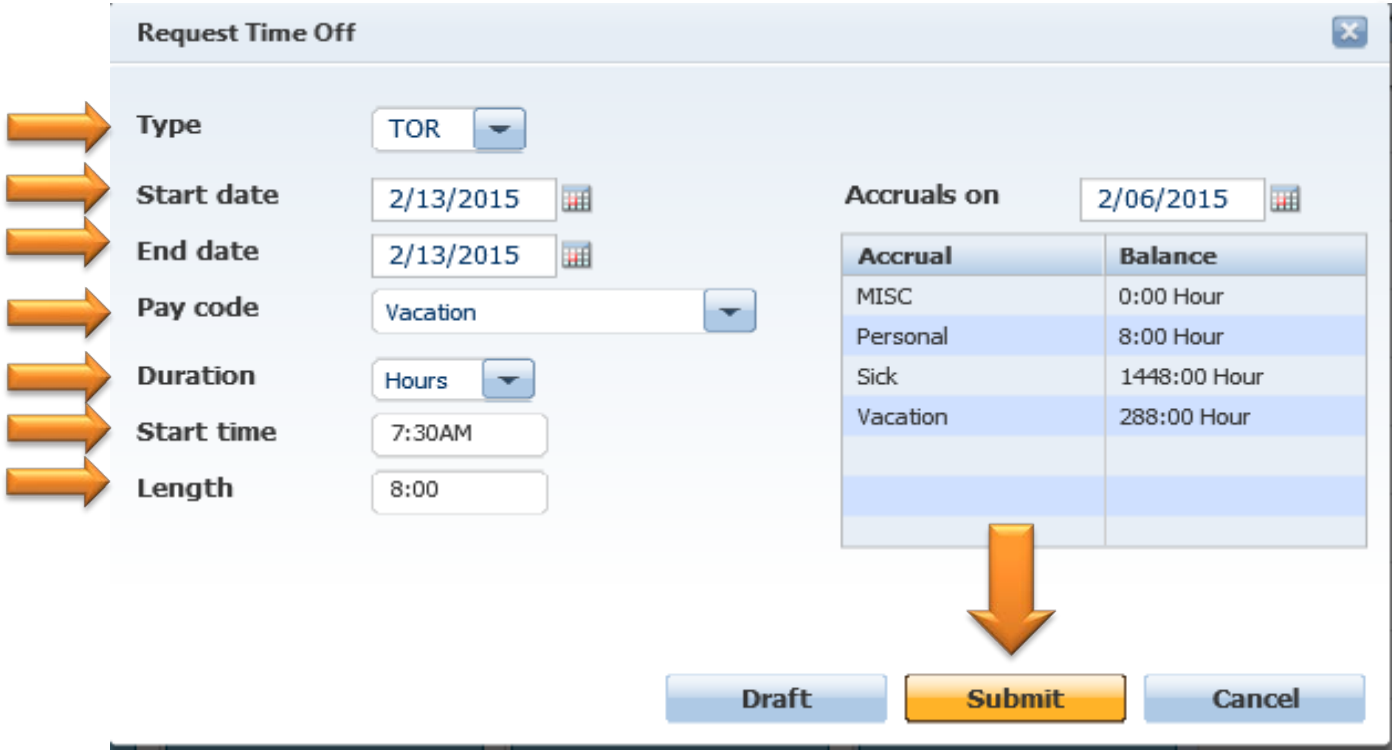
- Viewing your calendar.
- You can use your mouse to click and drag the calendar pane to the center space to make it the active display.

Access Your Calendar



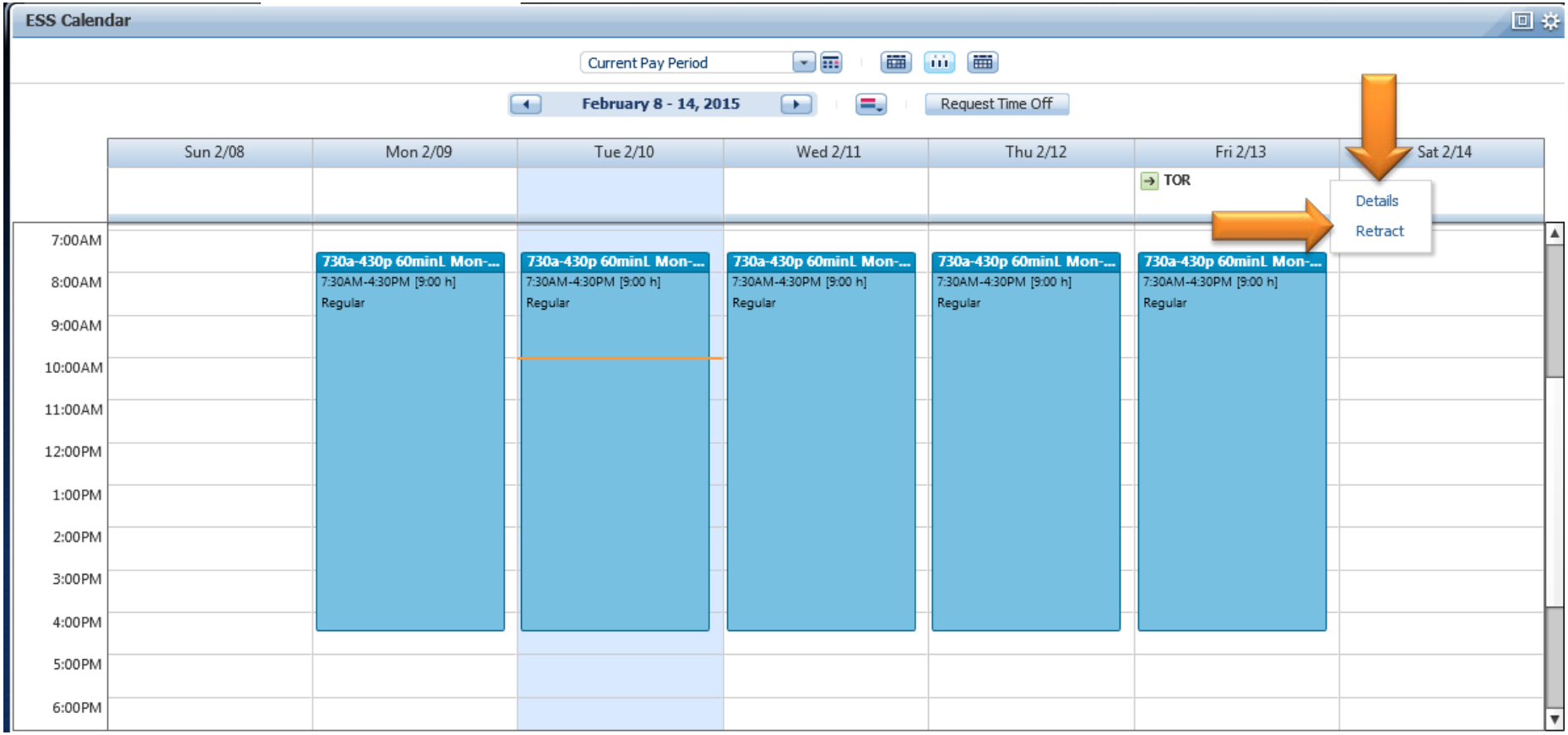
- After expanding your calendar, click on the Request Time Off button.

Time Off Request



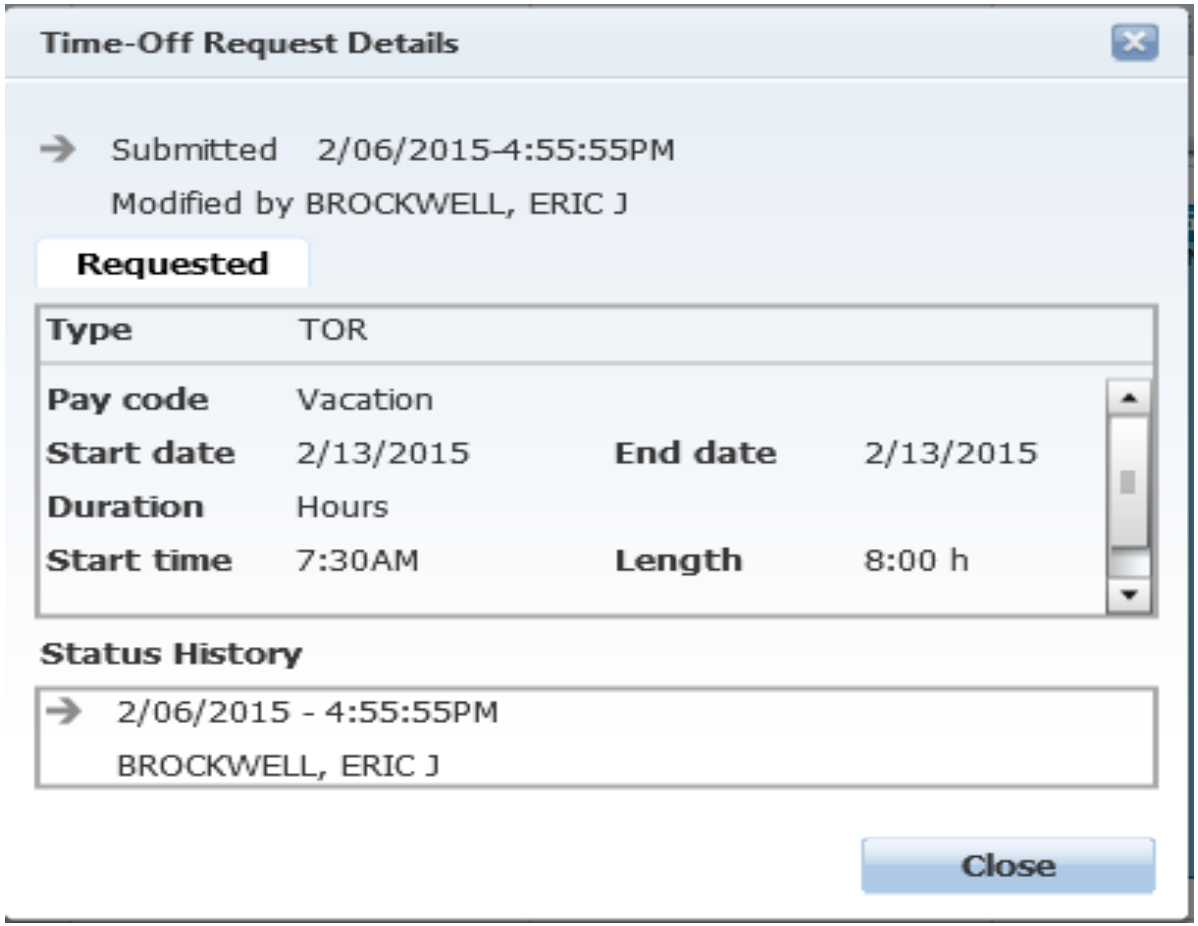
- Enter the date of your request
- Enter the type of leave you are requesting
- Enter the start time of your leave
- Enter the number of hours you are requesting
- Click Submit

Accessing the My Leave Requests



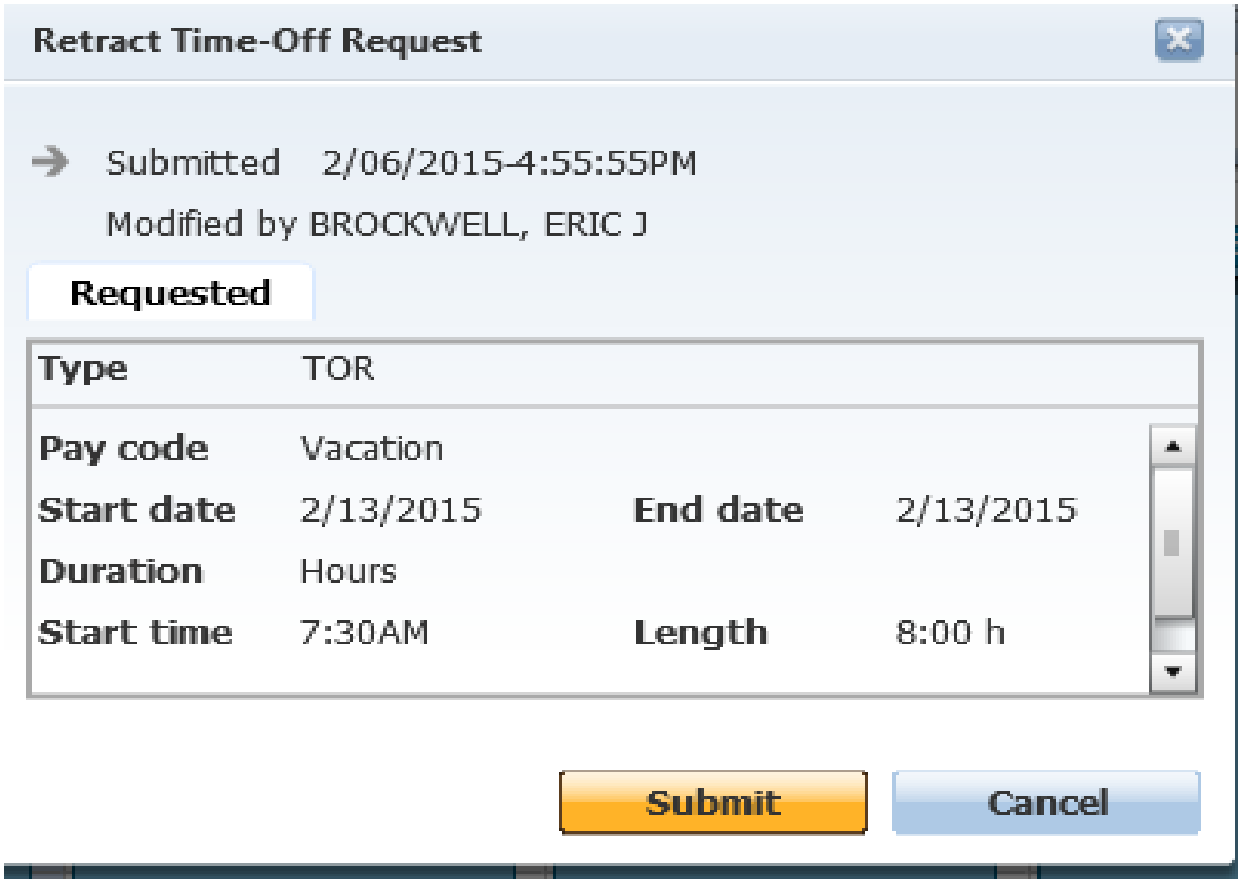
- From your calendar you can review the details of your Time off Request (TOR) or retract it.
  - Located on top of the day that you have initially requested, click on Details or Retract.

Details of the Time off Request



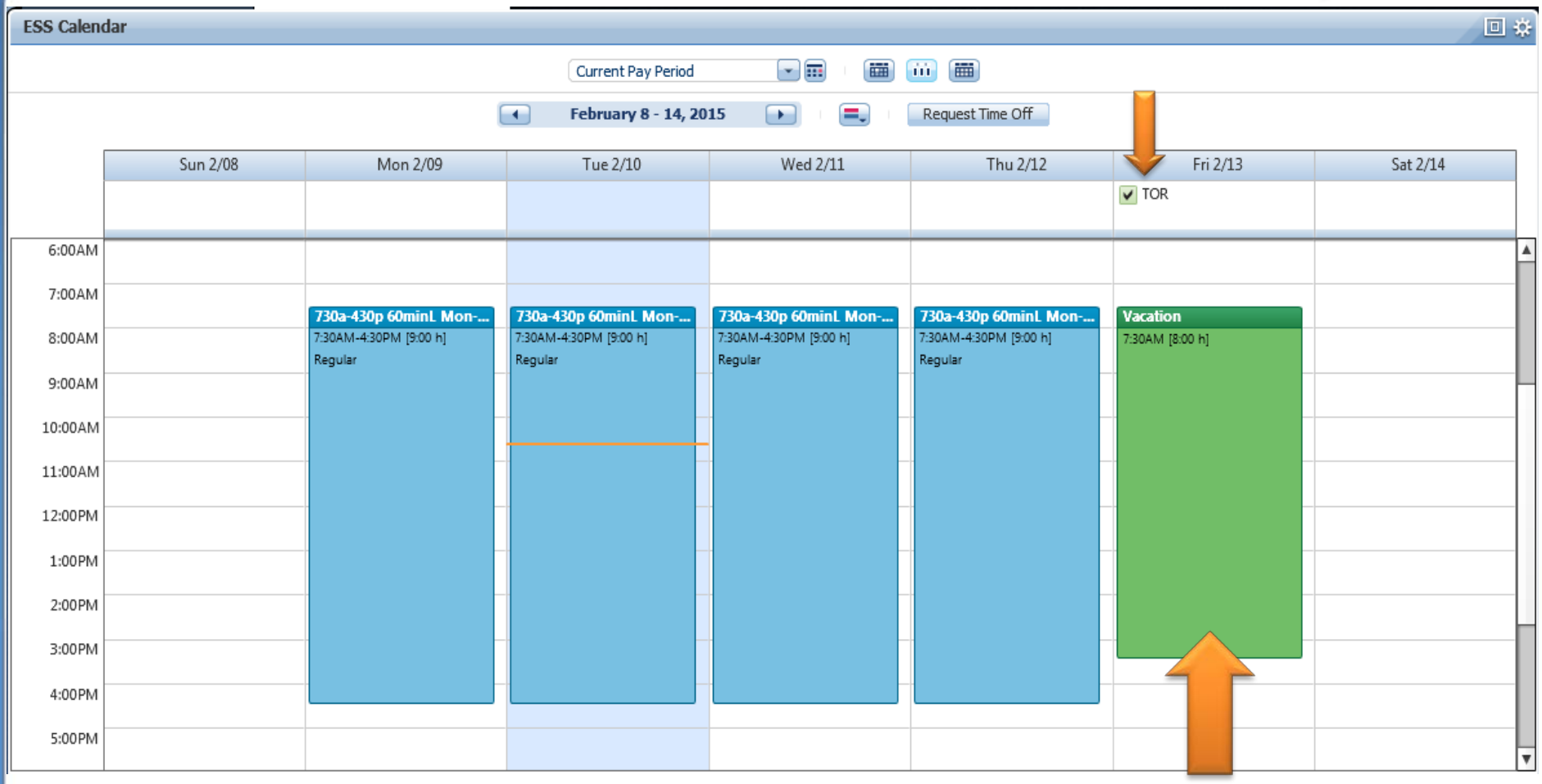
- When you click on the details of your request – this display box will open.

Retracting the Leave Request



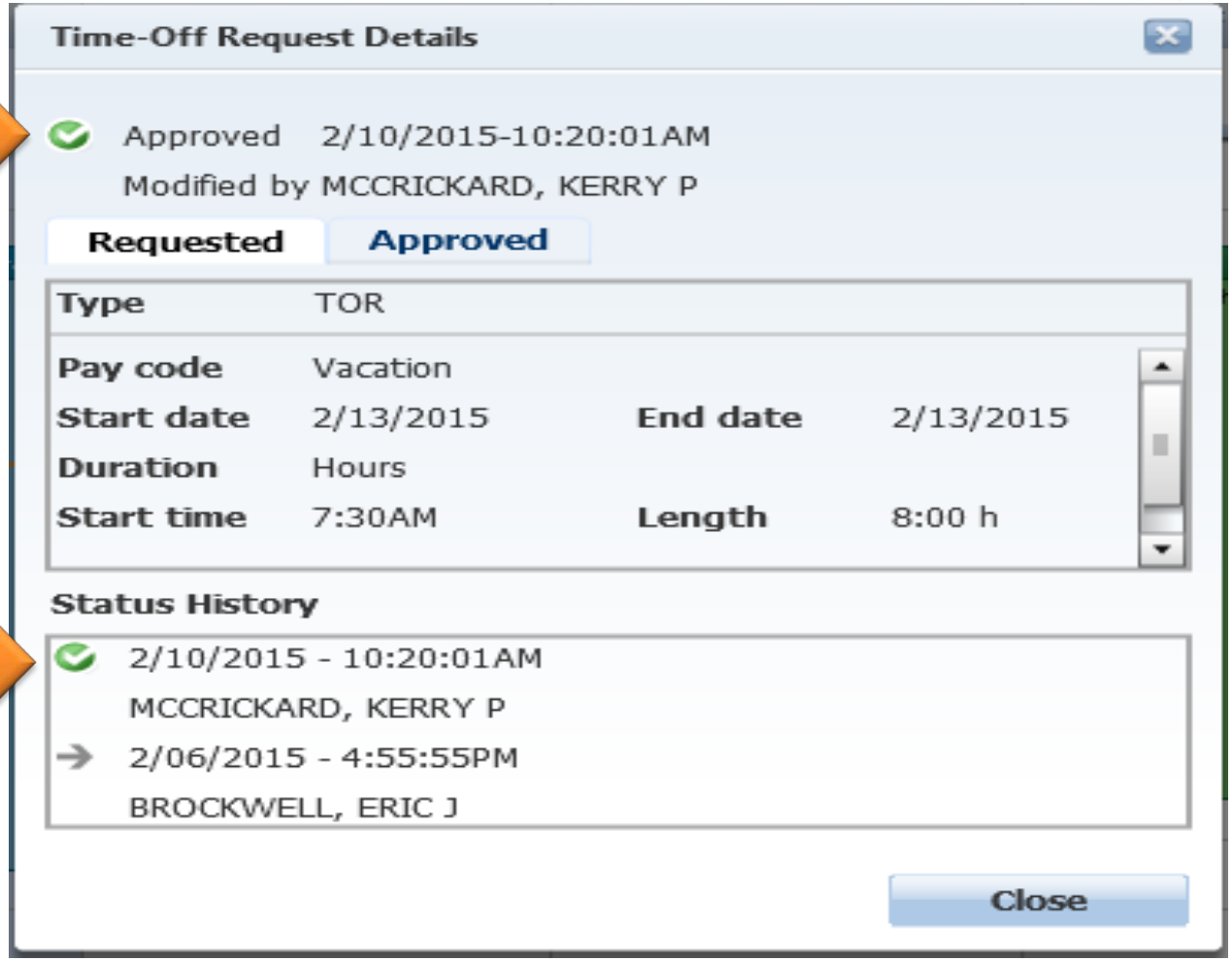
- If you decided to retract your leave request, this display will generate and then you will click on submit.

Verifying your Approved Leave Request



- Your request for leave will generate an alert to your supervisor for approval or denial.
- Once approved, the requested date(s) will be highlighted in green.

Time Off Request Approved Details

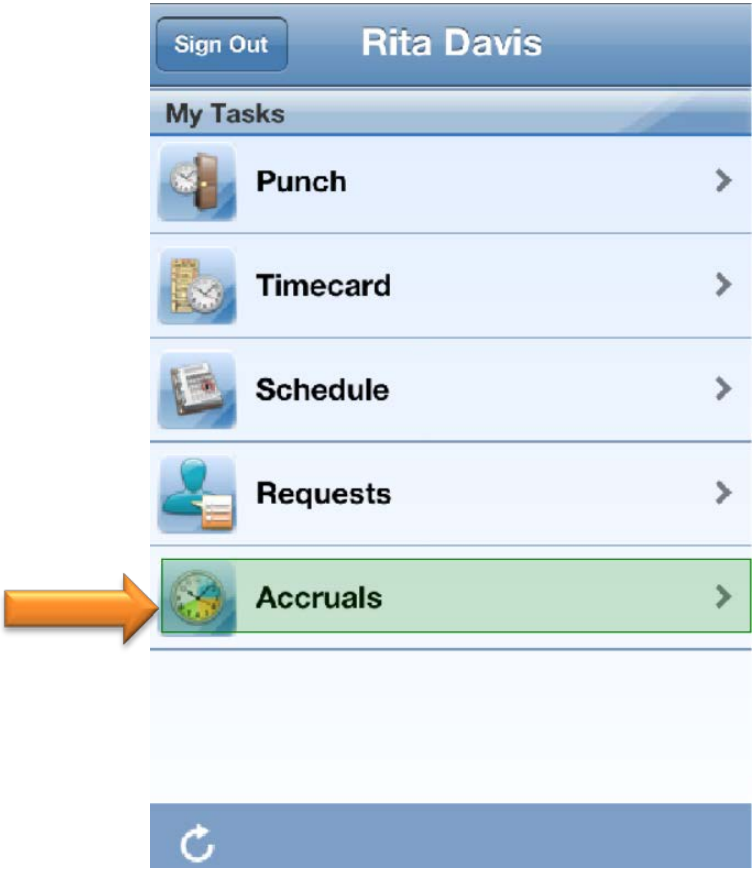


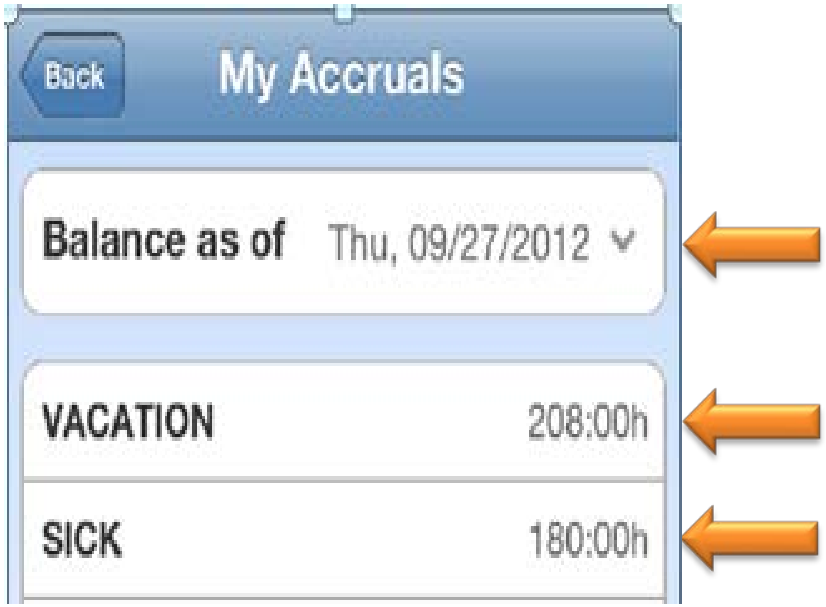
- You will be able to view the details of your approved request by clicking on the TOR tab highlighted above your requested/approved date.

Requesting Time Off with Navigator - Questions?

Viewing accruals with Mobile

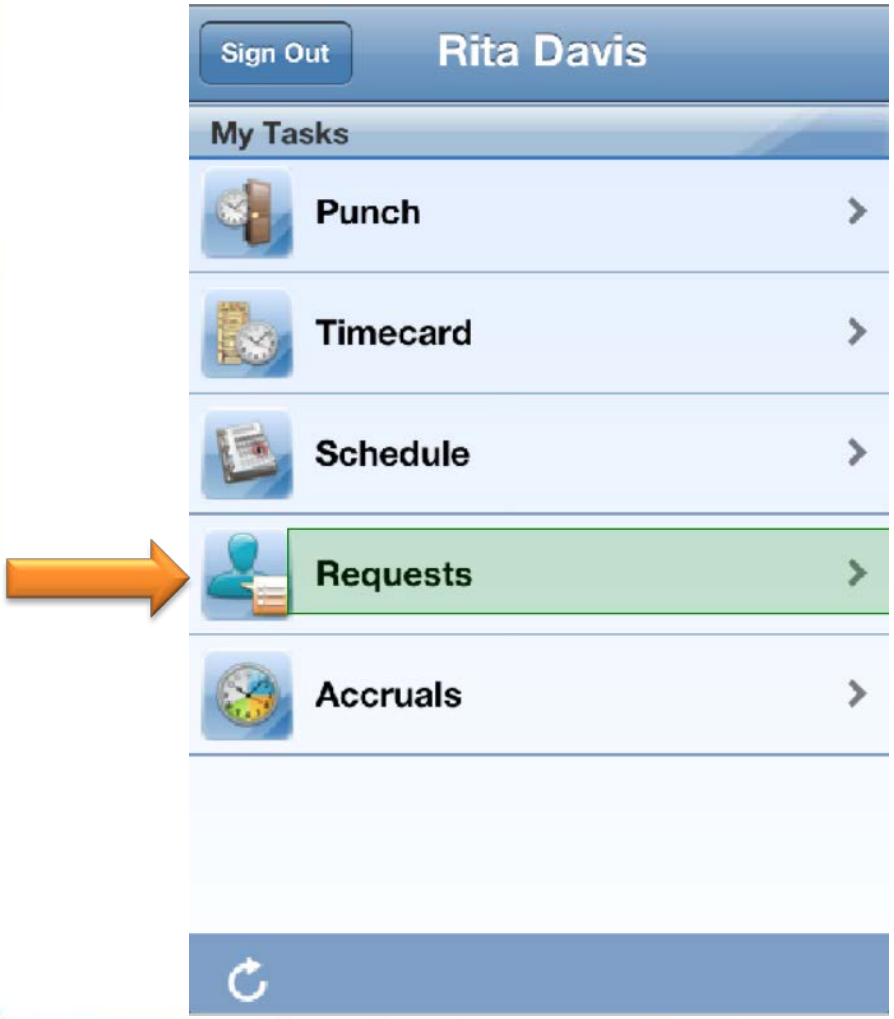
- In this session, you will be able to view your accruals by using your mobile device.
- Log in to KRONOS with your mobile device:

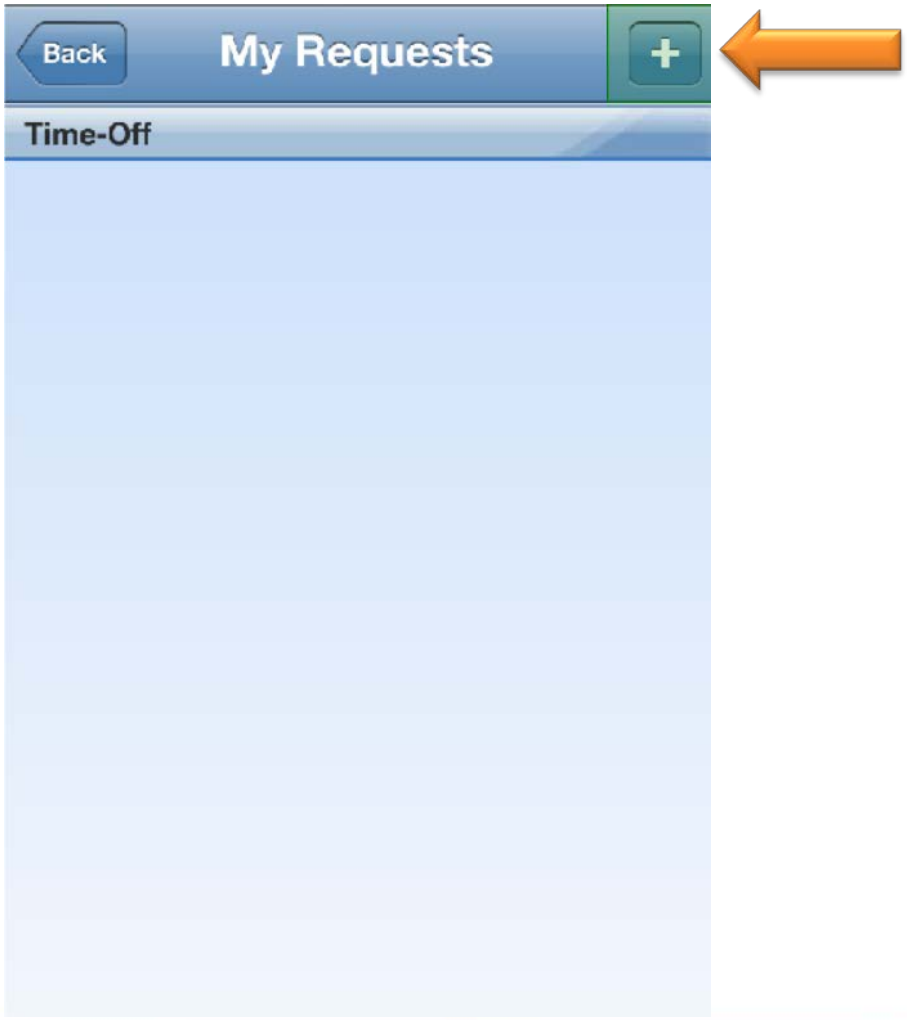




Time Off Request with Mobile

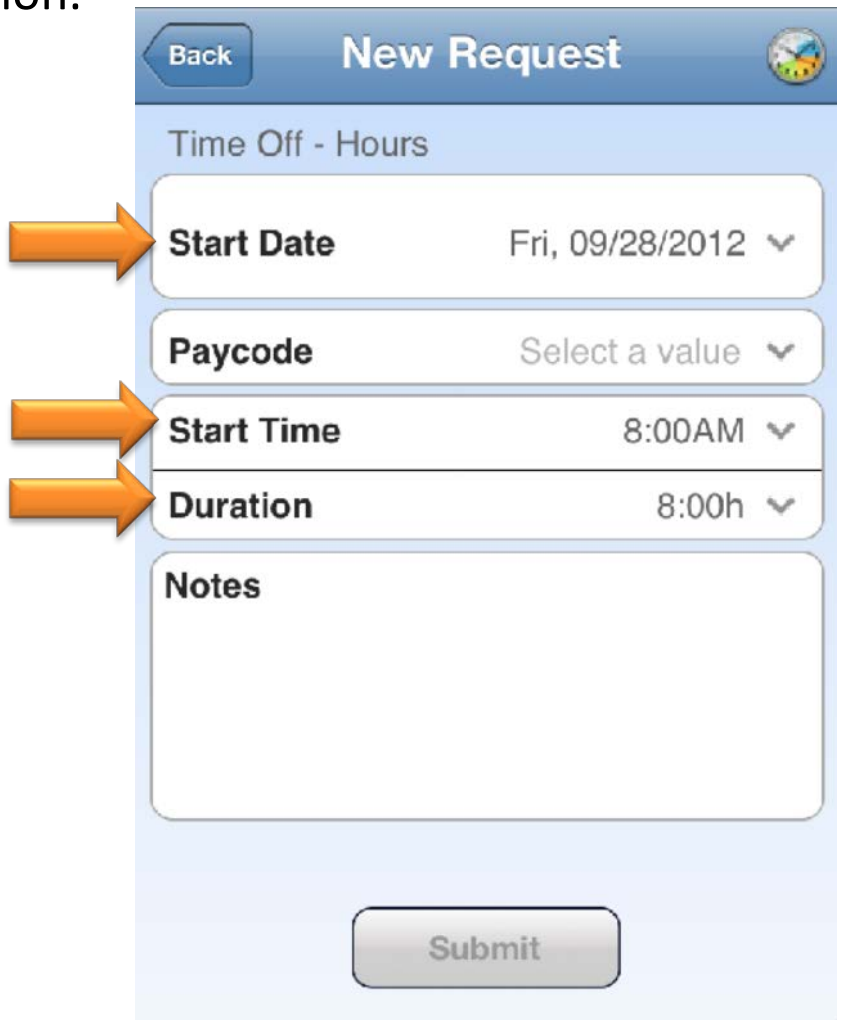
- When you log in to your KRONOS mobile application, press “Request.”
- To add a request, press the + icon.





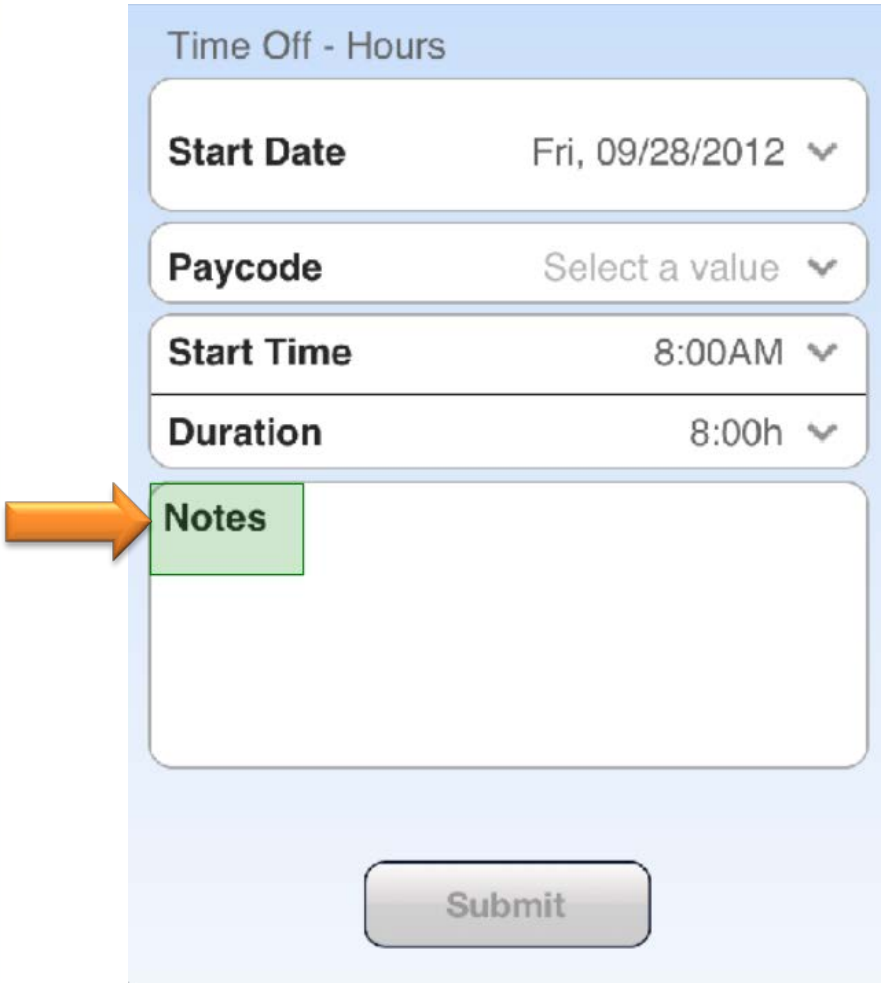
Time Off Request with Mobile (Continued)

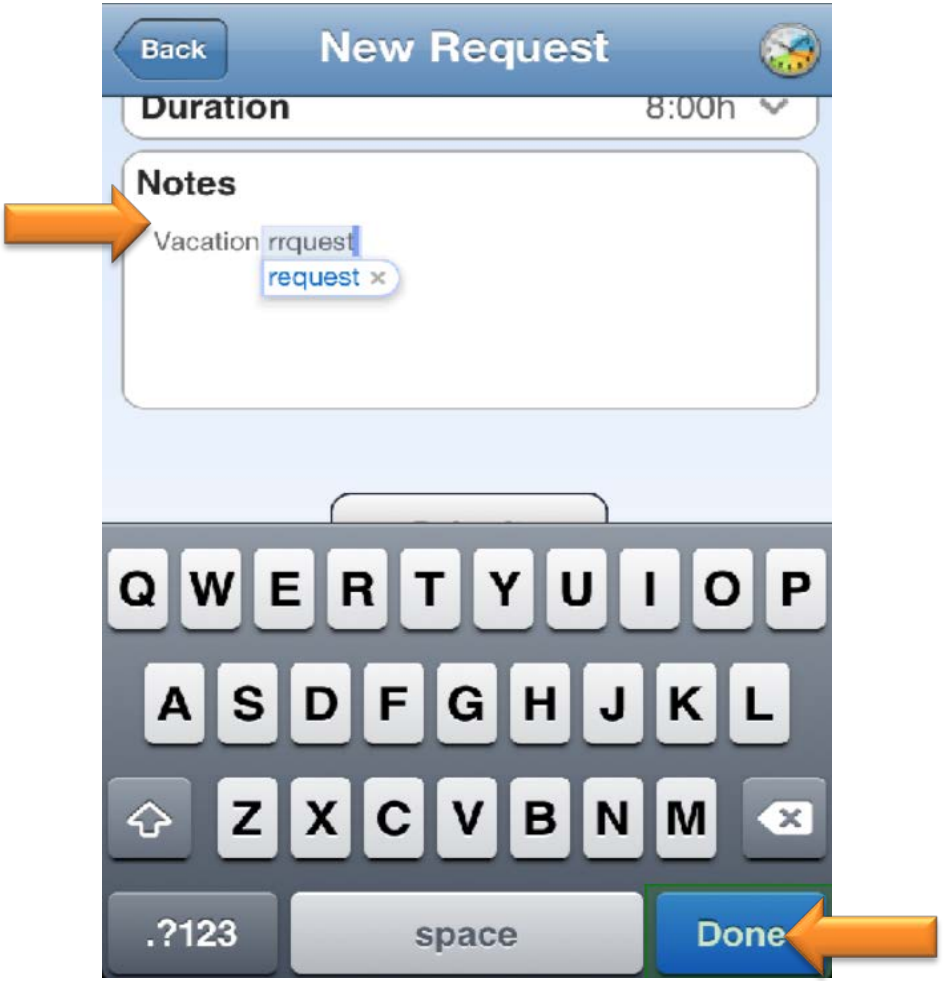
- The Time Off Request page will appear: Input the “Start date,” “Start time” & “Duration.”



Time Off Request with Mobile (Continued)

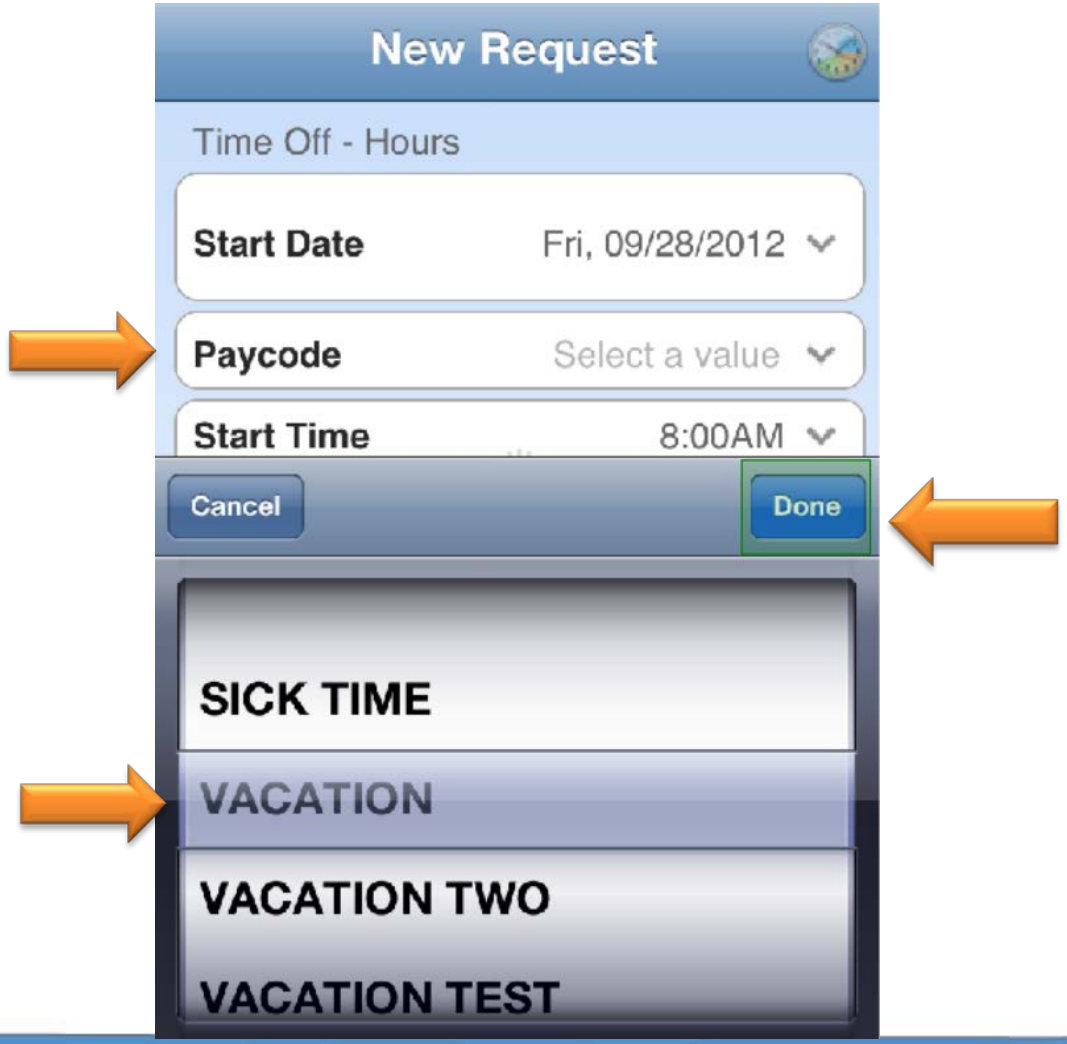
- To enter a note for your manager to view, tap “Notes.”
- After entering your note, tap “Done.”





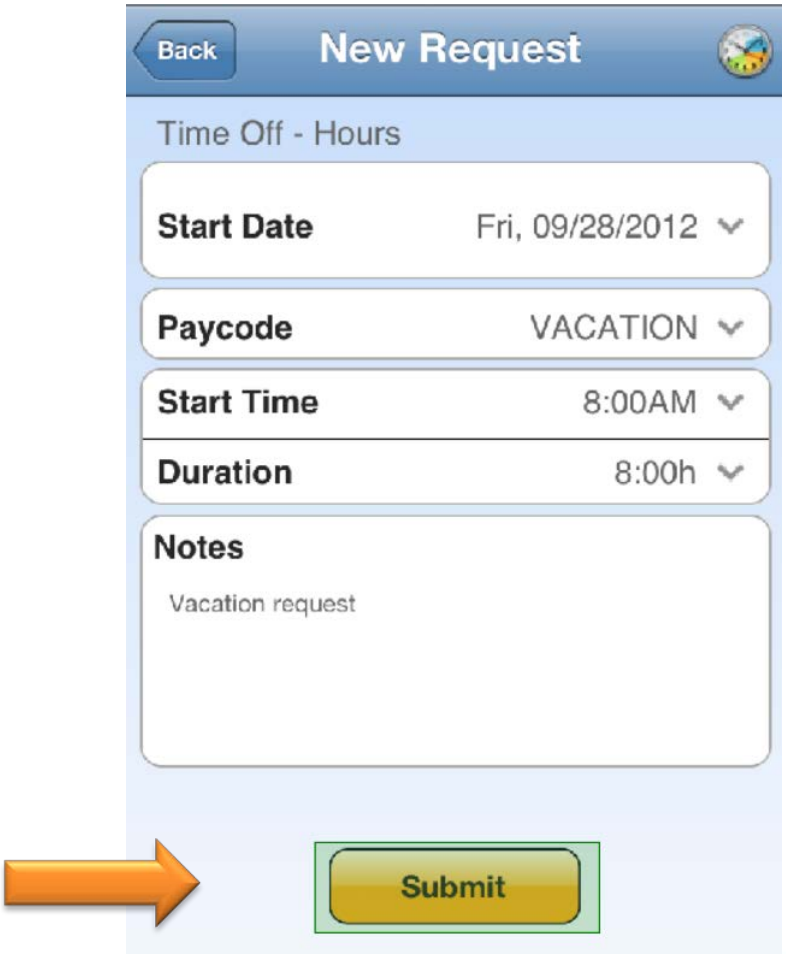
Time Off Request with Mobile (Continued)

- You will be directed back to the Time off request page and you will now have to select the appropriate pay code and then tap “done.”



Time Off Request with Mobile (Continued)

- Now, tap submit.
- Your immediate supervisor will receive an alert, letting them know that you have submitted a TOR.



Requesting Time Off with Mobile - Questions?

Conclusion of Employee Training – KRONOS