



Kronos Time & Attendance System

Kronos

- What is Kronos
- Kronos Benefits & Features
- Meet the Project Team
- Who will use the system?
- How to access Kronos

What is Kronos?

- Kronos is an automated workforce management system that accurately tracks employee time, streamlines the payroll process, and gives employees a view of their time and leave information.

Kronos Benefits & Features

- Accuracy
 - Payroll hours
 - Accrual Balances
- Consistency
 - City-wide work policies are automatic

Meet the Project Team

- Jurea Berger – Human Resources
- Candy Broughman – Finance
- Linda Long – Information Technology
- Anna Savage – Human Resources
- Beth Wyatt – Information Technology

How to access Kronos

- Time clocks
 - Current Locations:
 - Public Safety Building, Ft. Monroe Field House, Pinewood Field Office, Firing Range
 - Melrose Building (YEFS), Social Services
 - City Hall (3rd, 4th, 5th, 8th, and 9th floors)
 - Courthouses (Circuit, General District, and JDR)
 - Sargent Building
 - Coliseum
 - Public Works Operations
 - Libraries

How to access Kronos (continued)

- Computers / Android Tablet
 - Uses network sign on

- Smart phones / Ipad
 - Must have the Kronos mobile application

Who will use the system?

- All City employees will use the Kronos system, but not all in the same way.
 - Only non-exempt employees will clock in & out.

Timeline for Implementation

- Now – May 26th Getting used to the system
- May 27th Begin using Kronos for payroll information

Agenda

- Employee Session:
 - Clocking in/out (including transfers)
 - Approving Your Timecard
 - Requesting Leave (including Banked Holiday leave)
 - E911 Extras
- Break
- Supervisor Session:
 - Approving Leave
 - Resolving Exceptions
 - Approving Timecards
 - Scheduling
 - Delegation
 - Other

More information / Updates

- Kronos Webpage
 - www.hampton.gov – Employee Connection – Kronos
 - Links, Videos, Powerpoint presentations, etc.
- Police Help Desk / Kronos Help Desk
 - By e-mail or phone

Accessing Kronos

Browser address bar: <https://kronos.hampton.gov/wfc/navigator/logon>

Browser tabs: User List, IT360, Kronos Workforce Cent...

Browser menu: File Edit View Favorites Tools Help

Browser toolbar: Home, Back, Forward, Print, Page, Safety, Tools

Browser bookmarks: Kronos Workforce Central..., IT360 MSP Edition Central..., Wageworks, Inc, ADP, NWS



Workforce Central[®] Version 7.0.7

User Name

Password

This is the initial screen for non-supervisory employees:

Employee Workspace

My Timecard

Loaded: 4:20PM Current Pay Period

Approve Timecard
 Print Timecard
 Refresh
 Calculate Totals
 Save

		Date	Schedule	In	Out	Transfer	Pay Code	Amount
<input type="checkbox"/>	<input type="checkbox"/>	Sat 4/15						
<input type="checkbox"/>	<input type="checkbox"/>	Sun 4/16						
<input type="checkbox"/>	<input type="checkbox"/>	Mon 4/17	9:00A...	9:00AM	12:00PM			
				12:30PM	5:30PM			
<input type="checkbox"/>	<input type="checkbox"/>	Tue 4/18	9:00A...	9:00AM	12:00PM			
				12:30PM	5:30PM			
<input type="checkbox"/>	<input type="checkbox"/>	Wed 4/19	9:00A...	9:00AM	12:00PM			
				12:30PM	5:30PM			
<input type="checkbox"/>	<input type="checkbox"/>	Thu 4/20	9:00A...	9:00AM	12:00PM			

ESS Accruals

As of 4/25/2017

Type	Current Bal
Birthday	0:00
MISC	0:00
Personal	0:00
Sick	791:00

ESS Calendar

April 2017

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						

- ESS Accruals
- ESS Calendar
- My Timecard
- Inbox
- My Reports
- My Audits

My Timecard

This is the initial screen for supervisors:

The screenshot displays the Kronos Manager Workspace interface. At the top left is the Kronos logo and a user profile for 'Tweety Bird' with a 'Sign Out' button. A notification bar shows 42 alerts and 101 messages. A 'Workspaces' dropdown menu is visible on the right. The main area is divided into two primary panels: 'Schedules' and 'Request Manager'. The 'Schedules' panel shows a calendar view for the week of 4/23-4/29, with a table of employee schedules. The 'Request Manager' panel shows a table of submitted requests, with details for a 'TOR- Hours' request. A vertical sidebar on the right contains navigation links for various functions, with a blue arrow pointing to 'Genies'.

Schedules Panel:

Loaded: Current Schedule Period | All Home | Edit

Refresh | View Comments | Share | Save | Go To

By Employee | 4/23 - 4/29

N...	Sun 4/23	Mon 4/24	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29
AB...		6:30PM - 6:30PM	COMP Re		6:30PM - 6:30PM		
BA...		3:30PM - 3:30PM	3:30PM - 3:30PM	3:30PM - 3:30PM	3:30PM - 3:30PM		
BA...							
BA...		6:30AM - 6:30AM	COMP Re		6:30AM - 6:30AM		
Bir...	6:30AM - 6:30AM		6:30AM - 6:30AM	6:30AM - 6:30AM			
BO...	6:30PM - 6:30PM		Personal	Banked H			
no		6:30PM - 6:30PM	COMP Re		6:30PM - 6:30PM		

Indicators

Request Manager Panel:

Period: All Home | Time-Off | Submitted

Details | Edit | Approve | Refuse | More

Modi...	Subject	Sub...	Status	Sub...	Start...	Empl...	End ...	Pay ...	Co
POLI...	TOR...	1/13...	Sub...	WRI...	4/24...	WRI...	4/25...	Vaca...	
POLI...	TOR...	4/07...	Sub...	DAV...	4/26...	DAV...	4/26...	Vaca...	
POLI...	TOR...	4/07...	Sub...	DAV...	4/27...	DAV...	4/27...	Vaca...	
POLI...	TOR...	4/11...	Sub...	SMI...	4/23...	SMI...	4/23...	Misc ...	
POLI...	TOR...	4/11...	Sub...	SMI...	4/29...	SMI...	4/29...	Misc ...	
POLI...	TOR...	4/11...	Sub...	HEN...	4/24...	HEN...	4/24...	COM...	
POLI...	TOR...	4/12...	Sub...	DAV...	4/23...	DAV...	4/23...	Vaca...	

TOR- Hours | Submitted 1/13/2017 12:...

Modified By: POLICE\CWRIGHT

Subject: TOR- Hours

Request Detail | Employee Accrual Detail

Navigation Sidebar:

- Schedules
- Request Manager
- Delegate Authority
- Reports
- Timecards
- People Editor
- Rule Analysis
- Exceptions
- Genies



Manager Workspace

Genies

Approve Timecards

Loaded 4:21PM

Previous Pay Period

All Home



Select All Rows



Column Selection



Filter



Schedule



Refresh



Share



Go To

Name	Employee Approval	Manager Approval	Unreviewed Exceptions	Unexcused Absence	Totals Up To Date	Pay Rule
ARMSTRONG, SHERR...		✓	0		✓	Fulltime-Nexe...
BALLARD, ELLSWORT...		✓	0		✓	Fulltime-Nexe...
BRYLEWSKI, TRACI K	✓	✓	0		✓	Police Admin S...
CAISON, RODNEY D	✓	✓	0		✓	Exempt NL
CLAY, CYNTHIA L	✓	✓	0		✓	Part timeNL
COVINGTON, BRIAN K		✓	0		✓	Exempt NL
DEDMON, FELICIA L	✓		0		✓	Part timeNL
DEVINE, SHELIA R		✓	0		✓	Part timeNL
FELDER, PELHAM L	✓	✓	0		✓	Police Admin S...
FREDERICK, ZACHARI...	✓		1		✓	Police Admin S...
GALLISHAW, HERBERT			0		✓	Police Admin S...
GEORGE, LINDA M		✓	0		✓	Part timeNL
GIBSON, FRANCES N		✓	0		✓	Part timeNL
HARRISON, JOHN T	✓	✓	0		✓	Exempt NL
HILL, ROBIN A		✓	0		✓	Fulltime-Nexe...
JOHNSON, BRIAN W	✓	✓	0	✓	✓	Police Admin S...
MARTIN, JANEL L		✓	0		✓	Fulltime-Nexe...
MATTHIAE, CHRISTO...	✓		0		✓	Police Admin S...
ORTIZ, MIRIAM	✓	✓	0		✓	Fulltime-Nexe...
PRICE, JASON K	✓	✓	0		✓	Exempt NL
RAUSCH, KANDICE D		✓	0		✓	Part timeNL
25						

Request Manager

Last Refreshed 4:21PM
Time Period Current Schedule Pe
Time-Off 3

Exceptions

Time Period Current Pay Period
Show All Home

By Exception By Name

Signoff	3
Punches	6
Breaks	0
Excused Absen...	1

Schedules

Today
9/27/2016 4:21
Incoming Employees 0
Outgoing Employees 0

- Request Manager
- Exceptions
- Schedules
- Genies
- Delegate Authority
- Reports
- Timecards
- People Editor