



# Supervisor & Manager Training

## Kronos Approver System Training



# Topics Covered in this Training

- Expectations and Responsibilities
- Kronos System Overview
- Reviewing and Approving Timecards



# Expectations for reporting hours

- Record hours worked accurately on the Kronos Timecard.
  - **DO NOT PRE-RECORD (PRE-POPULATE) HOURS WORKED!**
- Record hours at the **beginning** and **end** of each shift.
- Record benefit time, including holidays, vacation, and personal time. and/or comments on the timecard as needed.
- Review the timecard for accuracy before the end of the pay period.
  - Correct timecard errors by 12-Noon Monday following the pay period.
- Submit the timecard **no later than 11:59 PM Saturday** on the last day of the pay period.



# Expectations for reporting hours

An employee must not falsify or incorrectly report time worked.

These actions are grounds for **corrective action**, up to and including **termination** and possible **legal prosecution**




# Expectations for Supervisors

- Establish expectations for Time Reporting with employees, including request personal and vacation time.
- Biweekly Time Detail reports will be generated to supervisors at 7:00AM.
- All biweekly employee time must be reviewed and approved **no later than noon on the Monday following the pay period\***.
  - ***\*9:00AM Monday for Union Supervisors***
- For supervisors with **Kronos Supervisor Web Access**, it is recommended that supervisors review timecards **prior** to the end of the pay period.

*It is recommended a weekly review of biweekly timecards be conducted by all supervisors.*
- Review all timecards for all direct report employees.



# System Approver Best Practices

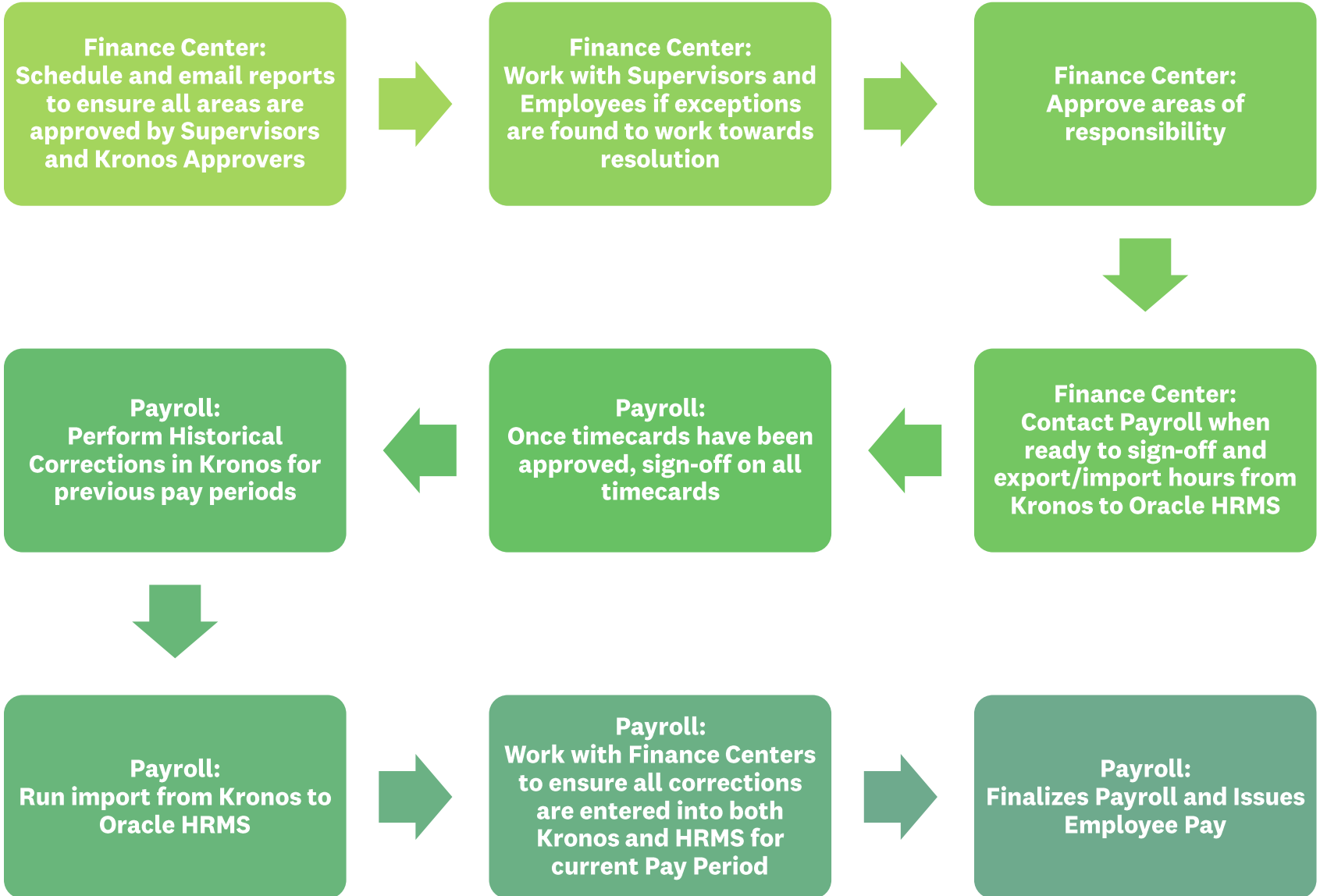
- Leverage Hyperfind queries for easy retrieval of employee groups
  - Set expectations with non-system approving supervisors on confirming hours
  - Coordinate for secondary approver when primary approver is unavailable – This may be your Finance Center
  - Review timecard Monday AM following the end of a pay period
  - Maintain awareness of early payroll deadlines
  - Always click the  **Save** button when editing the timecard
- Note: All unsaved data entered will be lost, if Save is not clicked

 • **Magenta when changes need to be Saved**

 • **Grey when no changes to be Saved**



# Finance Center and Payroll Processing





# Supervisor & Manager Training

Navigation

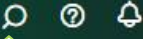
Timecards Review, Edit, Approve







# Supervisor/Manager Dashboard



Menu


Welcome back, Lisa  
Acting as I want to be a manager

Search for Employee and  
access their timecard

Go to Timecards

**My Timecard** → ⋮


Exceptions  
**0**



No data to display.

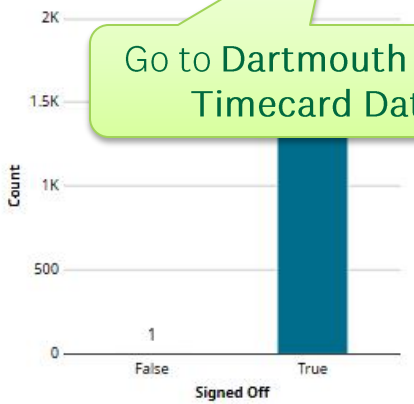
**Manage Timecards** → ⋮

Previous Pay Period ▾



WTK-181523 Number of employees in request (1211) exceeds allowed limit (1000).

**Dartmouth Reconcile Timecard** → ⋮



Signed Off	Count
False	1
True	2000

Go to Dartmouth Reconcile  
Timecard Dataview

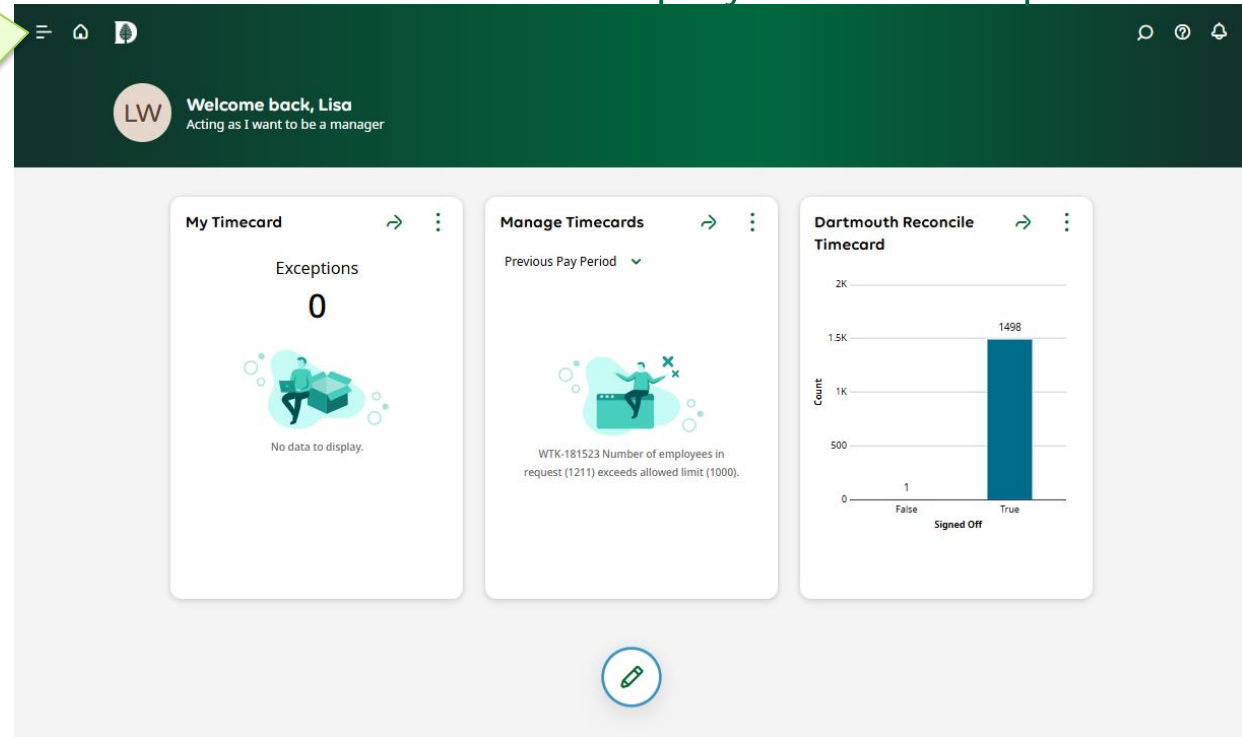
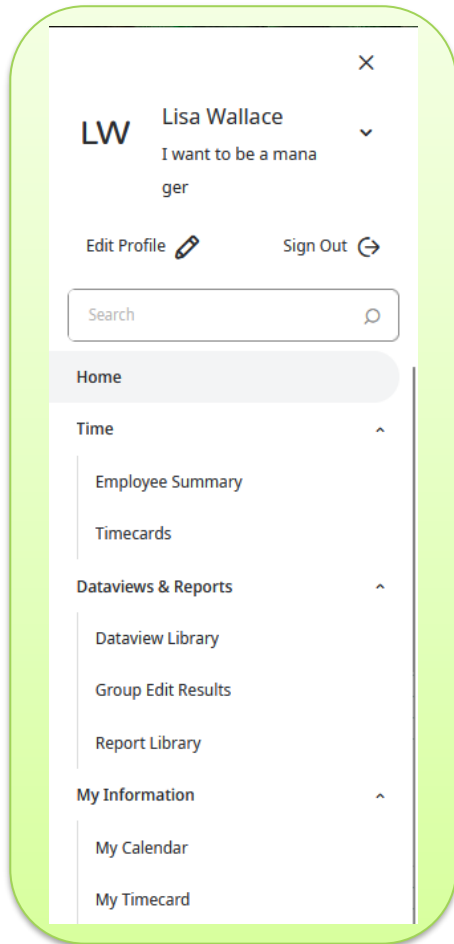
Customize your Dashboard!





# Accessing Timecards

1. Go to the Main menu select Time -> **Timecards**
2. Go to Main menu select Time -> Use **Employee Summary** dataview to see list of employees and totals
3. From the Dashboard, use the **Manage Timecards** tile on the Dashboard by clicking the arrow at the top
4. From the Dashboard, use the **Dartmouth Reconcile Timecard** tile to see list of employees and exceptions





# Employee Summary Dataview

- View all employees within your area
- Select to review timecard
- Right-click to access other controls
- Adjust timeframe
- Select, access, create Hyperfinds
- Add/remove filters and columns

The screenshot shows the 'Employee Summary' interface. At the top, there is a dark green header with a hamburger menu, a home icon, and the title 'Employee Summary'. To the right of the header are two callout boxes: 'Change Pay Period' and 'Change Hyperfind'. Below the header is a toolbar with icons for 'Select All', 'Open Selected', 'Refine', 'Zoom', 'Approve', 'Remove Approval', 'Add Punch', and 'Add Paycode'. A 'Go To' button is also present. The main area is a table with columns: 'Employee Full Name', 'Employee ID', 'Actual Hours', 'Scheduled Hours', and 'Projected Hours'. The first row shows 'Test, Employee' with ID 'TESTEMPLOYEE'. A context menu is open over the first row, showing options: 'Test, Employee', 'General Information', 'Timekeeping', 'Scheduling', 'Accruals', 'Add Punch', 'Add Paycode', 'Go To Timecard', 'Go To People', and 'Go To Reports'. A 'Go To Timecard' callout is also visible at the bottom of the context menu.



# Dartmouth Reconcile Timecard Dataview

- View all employees within your area
- Select to review timecard
- Right-click to access other controls
- Adjust timeframe
- Select, access, create Hyperfinds
- Add/remove filters and columns

The screenshot shows the 'Dartmouth Reconcile Timecard' interface. At the top, there is a dark green header with navigation icons and the title. Below the header is a toolbar with various icons for actions like 'Unselect All', 'Refine', 'Zoom', 'Track Time', 'Approval', and 'Create Notice'. A callout box labeled 'Approve timecards' points to the 'Approval' icon. Another callout labeled 'Change Pay Period' points to a calendar icon, and a third labeled 'Change Hyperfind' points to a group icon. The main area displays a table with columns: Employee Full Name, Employee ID, Employee Pay R..., Total Hours, Employee Appro..., Manager Appro..., Signed Off, and Approving Managers. The first row shows 'Test, Employee' with an ID of 'TESTEMPLOYEE', pay rate 'Custodian Thur6 Fri7', and total hours of 8.00. A right-click context menu is open over the first row, showing options: 'Test, Employee', 'General Information', 'Timekeeping', 'Scheduling', and 'Accruals'. At the bottom of the menu are icons for 'Add Punch', 'Add Paycode', 'Go To', 'Create Notice', and 'Approve Timecard'. A sub-menu is open under 'Approve Timecard', listing 'Timecard', 'People', and 'Reports'. The bottom of the table shows a summary row with a count of 1 and a total of 8.00 hours.

Employee Full Name	Employee ID	Employee Pay R...	Total Hours	Employee Appro...	Manager Appro...	Signed Off	Approving Managers
Test, Employee	TESTEMPLOYEE	Custodian Thur6 Fri7	8.00				
			Sum	8.00	Count	1	

Click **Save** anytime you make a change to the timecard.  
Changes will be lost if you do not click **Save**

Don't forget to click **Save** to save changes

Employee Timecards
2

Test, Employee TESTEMPLOYEE 1 of 1
Current Pay Period \*Test Team Load 1:33 PM

List View Zoom Approve Remove Approval Remove All Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To
Share View Pending Calculate Totals Save

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+	⊖	Sun 9/08														
+	⊖	Mon 9/09	123456-4			7:26 AM	11:58 AM	...-286073-626402-0000,;	12:25 PM	4:02 PM				8.00		
+	⊖		123456-1										7:30 AM - 4:00 PM		8.00	8.00
+	⊖	Tue 9/10	123456-1			7:28 AM	11:31 AM		12:02 PM	3:58 PM			7:30 AM - 4:00 PM	8.00	8.00	16.00
+	⊖	Wed 9/11	123456-1			7:30 AM	11:32 AM		12:02 PM	4:01 PM			7:30 AM - 4:00 PM	8.00	8.00	24.00
+	⊖	Thu 9/12	123456-1			7:31 AM	11:45 AM		12:06 PM	4:05 PM			7:30 AM - 4:00 PM	8.25	8.25	32.25
+	⊖	Fri 9/13	123456-1			7:29 AM	11:42 AM		12:01 PM	3:59 PM			7:30 AM - 4:00 PM	8.50	8.50	40.75
+	⊖	Sat 9/14														40.75
+	⊖	Sun 9/15														40.75
+	⊖	Mon 9/16	123456-1										7:30 AM - 4:00 PM			40.75
+	⊖		123456-1	Vac	8.00										8.00	48.75
+	⊖	Tue 9/17	123456-1										7:30 AM - 4:00 PM			48.75
+	⊖		123456-1	Per	5.50											54.25
+	⊖		123456-1			1:30 PM	4:02 PM								2.50	56.75
+	⊖	Wed 9/18	123456-1			7:30 AM	11:30 AM						7:30 AM - 4:00 PM	4.00		60.75
+	⊖		123456-4			12:00 PM	4:08 PM							4.25	8.25	65.00
+	⊖	Thu 9/19	123456-1										7:30 AM - 4:00 PM			65.00
+	⊖	Fri 9/20	123456-1										7:30 AM - 4:00 PM			65.00

Totals Accruals Historical Corrections Audits

Employee Search

Go To People & Reports

Timecard Details: where employee records all hours worked and Paid Time Off (PTO)

Notifications

Change Pay Period

Change Hyperfind

Save

Approve timecard

Share to Print timecard

Click the + (Plus) button when more than two In/Out punches are needed for one date

View Totals, including regular, shift, daily and pay period to date

View PTO Accrual balances for Vacation, Personal Time, and Winter Break

Totals

Accruals

Historical Corrections










Audits

		Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift
+	⊖	Sun 8/25											
+	⊖	Mon 8/26	123456-1		7:29 AM	12:02 PM		12:34 PM	3:57 PM			7:30 AM - 4:00 PM	8.00
+	⊖	Tue 8/27	123456-1		7:27 AM	11:58 AM		12:32 PM	3:55 PM			7:30 AM - 4:00 PM	8.00
+	⊖	Wed 8/28	123456-1		7:39 AM	12:00 PM		12:15 PM	3:59 PM			7:30 AM - 4:00 PM	8.25
+	⊖	Thu 8/29	123456-1		7:29 AM	12:01 PM		12:27 PM	4:02 PM			7:30 AM - 4:00 PM	8.00
+	⊖	Fri 8/30	123456-1		7:15 AM	11:45 AM		12:30 PM	3:58 PM			7:30 AM - 4:00 PM	8.00
+	⊖	Sat 8/31											
+	⊖	Sun 9/01											
+	⊖	Mon 9/02	123456-1									7:30 AM - 4:00 PM	
+	⊖	Tue 9/03	123456-1	8.50								7:30 AM - 4:00 PM	
+	⊖	Wed 9/04	123456-1	8.50								7:30 AM - 4:00 PM	
+	⊖	Wed 9/04	123456-1		7:30 AM	11:56 AM		12:36 PM	4:02 PM			7:30 AM - 4:00 PM	7.75



# Timecard Indicators

## Exception Indicators

-  The cell is solid red when there is a missed in or out punch.
-  Action is required for an exception on this day.
-  When the system generates an exception, the icon is red with a white line near the top.
-  When a manager marks an exception as reviewed or justifies a missing time exception, the icon color changes to green.
-  When an employee justifies a missing time exception, the icon color changes to red (with two white lines).
-  If there is more than one exception, the color reflects the most severe state of all the exceptions, and the white lines are diagonal.
-  If an absence has been excused, icon is blue with three horizontal lines.
-  When an exception or punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple.
-  Holiday exceptions



# Timecard Exceptions

- Hover over Exceptions to view details
- Right-click to review punch and add comments

☰ 🏠 📅 My Timecard

☰ ✓ ↩ ↔  
List View   Approve   Remove Approval   View Moved...

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence
+	⊖	Sun 8/25										
+	⊖	Mon 8/26	123456-1			7:29 AM	12:02 PM		12:34 PM	3:57 PM		
+	⊖	Tue 8/27	123456-1			7:27 AM	11:58 AM		12:32 PM	3:55 PM		
+	⊖	Wed 8/28	123456-1			7:39 AM	12:00 PM		12:15 PM	3:59 PM		
+	⊖	Thu 8/29	123456-1			7:29 AM	12:01 PM		12:27 PM	4:02 PM		
+	⊖	Fri 8/30	123456-1			7:15 AM	11:45 AM		12:30 PM			
+	⊖	Sat 8/31										
+	⊖	Sun 9/01										
+	⊖	Mon 9/02	123456-1									
+	⊖		123456-1	Hol	8.50	7:30 AM						
+	⊖	Tue 9/03	123456-1						7:30 AM - 4:00 PM			
+	⊖		123456-1	Vac	8.50	7:30 AM						
+	⊖	Wed 9/04	123456-1						7:30 AM - 4:00 PM			
+	⊖	Thu 9/05	123456-1						7:30 AM - 4:00 PM			
+	⊖	Fri 9/06	123456-1						7:30 AM - 4:00 PM			
+	⊖	Sat 9/07										

**Punch Actions**

Date: 8/28/2024  
 Assignment: 123456-1  
 Time: 12:15 PM  
 Rounded Time: 12:00 PM  
 Override: In Punch  
 Time Zone: (GMT -05:00) Eastern Time (USA; Canada)  
 Exceptions: ■ Short Break  
 Last Edit Date: 8/30/2024  
 Edit Made By: Test, Employee

✎ Edit   💬 Comments

12:00 PM	<span style="color: red;">■</span> 12:15 PM	3:59 PM
12:01 PM	Short Break; 12:15 PM	4:02 PM

🔄 Loaded: 9:34 AM  
📊 Calculate Totals   💾 Save





# Timecard – Adding Comments

**My Timecard**

n	Out	Transfer	In
30 AM	12:00 PM	...230500~0000;;	12:30 PM
30 AM	12:00 PM		12:18 PM
30 AM	12:02 PM		12:32 PM
30 AM	11:59 AM		12:45 PM
15 AM	12:45 PM		1:15 PM
30 AM			

**Punch Actions**

Date: 3/12/2024  
Time: 12:18 PM  
Rounded Time: 12:00 PM  
Override: In Punch  
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)  
Exceptions: Short Break  
Last Edit Date: 3/19/2024  
Edit Made By: TestWallace, Lisa A

Comments and Notes

Comments (1)  
Short Break

Comment On: Short Break

Add Comment

0-ST Other

Received call back to address concern

Add Another Note




Add

Cancel Apply

1. Right-click on time
2. Click **Comments**
3. Select **Comment On** Category
4. Enter comment
5. Click **Apply**



# Timecard – View Comments

Amount	In	Out	
	 7:26 AM	11:58 AM	...~2
	7:28 AM	11:31 AM	
	7:30 AM	11:32 AM	
	 7:31 AM 	11:45 AM	
	7:29 AM	11:42 AM	

### Punch Actions

Date:  
9/12/2024


Assignment:  
123456-1

Time:  
7:31 AM

Rounded Time:  
7:30 AM

Override:  
In Punch

Time Zone:  
(GMT -05:00) Eastern Time (USA; Canada)

Exceptions:  
 Late In





Comments and Notes:  
Late  

Caught Traffic

Last Edit Date:  
9/18/2024

Edit Made By:  
Text Employee

---

 Mark as Reviewed    Edit    Comments    Justify Exception

Right-click on time to view new comment

Click **Comment** to edit comment

# Timecard - Saving

 --> indicates the card has changes that have not been saved

 --> indicates timecard has been saved or no changes

Don't forget to click **Save** to save changes

Employee Timecards

Test, Employee TESTEMPLOYEE < 1 of 1 >

Current Pay Period \*Test Team Load 2:33 PM

List View Zoom Approve Remove Approval Remove All Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To Share View Pending Calculate Totals Save

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+	⊖	Sun 9/08														
+	⊖	Mon 9/09	123456-4			7:26 AM	11:58 AM	...-286073-626402-0000,,	12:25 PM	4:02 PM				8.00		
+	⊖		123456-1										7:30 AM - 4:00 PM		8.00	8.00
+	⊖	Tue 9/10	123456-1			7:28 AM	11:31 AM		12:02 PM	3:58 PM			7:30 AM - 4:00 PM	8.00	8.00	16.00
+	⊖	Wed 9/11	123456-1			7:30 AM	11:32 AM		12:02 PM	4:01 PM			7:30 AM - 4:00 PM	8.00	8.00	24.00
+	⊖	Thu 9/12	123456-1			7:31 AM	11:45 AM		12:06 PM	4:05 PM			7:30 AM - 4:00 PM	8.25	8.25	32.25
+	⊖	Fri 9/13	123456-1			7:29 AM	11:42 AM		12:01 PM	3:59 PM			7:30 AM - 4:00 PM	8.50	8.50	40.75
+	⊖	Sat 9/14														40.75
+	⊖	Sun 9/15														40.75
+	⊖	Mon 9/16	123456-1										7:30 AM - 4:00 PM			
+	⊖		123456-1	Vac	8.00										8.00	48.75
+	⊖	Tue 9/17	123456-1										7:30 AM - 4:00 PM			
+	⊖		123456-1	Per	5.50											
+	⊖		123456-1			1:30 PM	4:02 PM							2.50	8.00	56.75
+	⊖	Wed 9/18	123456-1			7:30 AM	11:30 AM						7:30 AM - 4:00 PM	4.00		
+	⊖		123456-4			12:00 PM	4:08 PM							4.25	8.25	65.00
+	⊖	Thu 9/19	123456-1										7:30 AM - 4:00 PM			65.00
+	⊖	Fri 9/20	123456-1										7:30 AM - 4:00 PM			65.00

Totals Accruals Historical Corrections Audits



# Transfers

Test, Employee TESTEMPLOYEE < 1 of 1 > Current Pay Period

List View Zoom Approve Remove Approval Remove All Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer
+	-	Mon 9/09	123456-4			7:26 AM	11:58 AM		12:25 PM	4:02 PM	
+	-		123456-1								
+	-	Tue 9/10	123456-1			7:28 AM	11:31 AM		12:02 PM	3:58 PM	
+	-	Wed 9/11	123456-1			7:30 AM	11:32 AM	Choose:	12:02 PM	4:01 PM	
+	-	Thu 9/12	123456-1			7:31 AM	11:45 AM				
+	-	Fri 9/13	123456-1			7:29 AM	11:42 AM				
+	-	Sat 9/14									
+	-	Sun 9/15									
+	-	Mon 9/16	123456-1								

Choose:

- ;;GL-20~723~286073~626402~0000,;
- ;;GL-21~347~360500~165211~0000,;
- ;S S Call In Shift 3\_Min 3hr,;

Search...

**Transfer** [X]

Test, Employee

Assignment 123456-1

Primary Location Dartmouth College/Campus Services/FOM/FOM/Fac Groun...

Work Rule None

Cost Center None

Labor Categories GL~20~519~368000~433953~0000,6214,JG3A

+ Add Business Structure

+ Add Work Rule

+ Add Labor Category

Cancel Apply



# Ledger Account Transfers

Click the Transfer cell and select **Search...**

M	Choose:	12:02 PM
M	;;;GL~20~723~286073~626402~0000,;;	
M	;;;GL~21~347~360500~165211~0000,6233,;;	
M	;S S Call In_Shift 3_Min 3hrs,;;	
M	Search...	

Search either by name or chart segment and select

**Transfer**  
Labor Categories

+ Add Ledger Account

systems

GL~20~326~368000~767000~0000  
Systems Support-Administrative Systems Support

GL~20~505~368000~343626~0000  
Finance and Admin-Financial Systems and Services

**Transfer**  
Labor Categories

+ Add Ledger Account

343626

GL~20~505~368000~343626~0000  
Finance and Admin-Financial Systems and Services

**Transfer**  
Labor Categories

+ Add Ledger Account

+ Add Natural Account

Quick links

Business Structure

Work Rule

Back Ok

Select **Add Labor Categories**

Click OK and Apply

**Transfer**  
Labor Categories

**Ledger Account**  
GL~20~505~368000~343626~0000  
Finance and Admin-Financial Systems and Services

+ Add Natural Account

Quick links

Business Structure

Work Rule

Back Ok

**Transfer**

Test, Employee

Assignment 123456-1

Primary Location Dartmouth College/Campus Services/FOM/FO M/Fac Groun...

Work Rule None

Cost Center None

Labor Categories GL~20~519~368000~43 3953~0000,6214,JG3A

+ Add Business Structure

+ Add Work Rule

+ Add Labor Category

Cancel Apply

Verify information populates in Transfer column

Out	Transfer	In
11:58 AM		12:25 PM
11:31 AM		12:02 PM
11:32 AM	;;;GL~20~505~368000~343626~0000,;;	12:02 PM



# Work Rule Transfers (less common)

**Transfer** [X]

Test, Employee  
 Assignment 123456-1  
 Primary Location Dartmouth College/Campus Services/FOM/FO M/Fac Groun...  
 Work Rule None ⓘ  
 Cost Center None  
 Labor Categories GL-20-519-368000-43 3953-0000,6214,JG3A

+ Add Business Structure  
 + Add Work Rule ▾

Hp [X]  
 HPOps Jury  
 HPOps Mil  
 HPOps Mon5 Tue6 Wed7  
 HPOps Mon5 Tue6 Wed7 DOTRS  
 HPOps Mon6 Tue7  
 HPOps Parental Leave

Cancel Apply

**Transfer** [X]

Test, Employee  
 Assignment 123456-1  
 Primary Location Dartmouth College/Campus Services/FOM/FO M/Fac Groun...  
 Work Rule None ⓘ  
 Cost Center None  
 Labor Categories GL-20-519-368000-43 3953-0000,6214,JG3A

+ Add Business Structure  
 + Add Labor Category

**Work Rule**  
 HPOps Mon5 Tue6 Wed7 [✎] ⓘ

Cancel Apply

- Click the Transfer cell and select **Search...**
- Select **Add Work Rule** and select the appropriate work rule
- Click **Apply** and Click **Apply** again.

# Timecard - Totals

📅 Current Pay Period 🔄 Loaded: 5:59 AM

- List View
- Approve
- Remove Approval
- View Moved...

- Share
- Calculate Totals
- Save

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	P
+	⊖	Sun 9/08														
+	⊖	Mon 9/09	123456-1			7:26 AM	11:58 AM		12:25 PM	4:02 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Tue 9/10	123456-1			7:28 AM	11:31 AM		12:02 PM	3:58 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Wed 9/11	123456-1			7:30 AM	11:32 AM		12:02 PM	4:01 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Thu 9/12	123456-1			7:31 AM	11:45 AM		12:06 PM	4:05 PM			7:30 AM - 4:00 PM	8.25	8.25	
+	⊖	Fri 9/13	123456-1			7:29 AM	11:42 AM		12:01 PM	3:59 PM			7:30 AM - 4:00 PM	8.50	8.50	

All
All
 Assignment Grouping
≡ 🗨️ ✕

Assignment	Location	Job	Labor Category	Pay Code	Amount
	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL-20-519-368000-433953-0000,6214...	Total Hours	56.75
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL-20-519-368000-433953-0000,6214...	2nd Shift	2.50
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL-20-519-368000-433953-0000,6214...	DT	8.50
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL-20-519-368000-433953-0000,6214...	OT	0.25
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL-20-519-368000-433953-0000,6214...	Per	5.50
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A	GL-20-519-368000-433953-0000,6214...	Reg	34.50

Totals

Accruals

Historical Corrections

Audits

# Timecard - Accruals

☰ 🏠 🌲 My Timecard ⓘ 🔔

📅 Current Pay Period ↻ Loaded: 5:59 AM

☰ List View ✓ Approve ✖ Remove Approval ↔ View Moved...

🔗 Share 📊 Calculate Totals 📄 Save

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	P
+	⊖	Sun 9/08														
+	⊖	Mon 9/09	🌲 123456-1			7:26 AM	11:58 AM		12:25 PM	4:02 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Tue 9/10	🌲 123456-1			7:28 AM	11:31 AM		12:02 PM	3:58 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Wed 9/11	🌲 123456-1			7:30 AM	11:32 AM		12:02 PM	4:01 PM			7:30 AM - 4:00 PM	8.00	8.00	
+	⊖	Thu 9/12	🌲 123456-1			7:31 AM	11:45 AM		12:06 PM	4:05 PM			7:30 AM - 4:00 PM	8.25	8.25	
+	⊖	Fri 9/13	🌲 123456-1			7:29 AM	11:42 AM		12:01 PM	3:59 PM			7:30 AM - 4:00 PM	8.50	8.50	

☰ 🗖 ✕

Accrual Code Name ↑<sub>1</sub> ↓
 Accrual Code Type ↑<sub>2</sub> ↓
 Accrual Reporting Per... ↑<sub>3</sub> ↓
 Opening Vested Balan... ↑<sub>4</sub> ↓
 Available Balance ↑<sub>5</sub> ↓
 Taken to Date ↑<sub>6</sub> ↓
 Planned ↑<sub>7</sub> ↓
 Ending Vested ... ↑<sub>8</sub> ↓
🔍

Accrual Code Name	Accrual Code Type	Accrual Reporting Per...	Opening Vested Balan...	Available Balance	Taken to Date	Planned	Ending Vested ...
Personal	Hour	Mon 7/01 - Mon 6/30	0.00	50.50	0.00	5.50	50.50
Vacation	Hour	Mon 7/01 - Mon 6/30	0.00	33.50	24.00	8.00	33.50
Winter Break	Hour	Mon 1/01 - Tue 12/31	0.00	0.00	0.00	0.00	0.00

Totals

Accruals

Historical Corrections
Audits





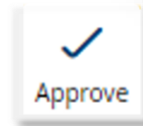
# Timecard review prior to Approval

1. Review each employee's timecard to ensure completeness and accuracy
  - a. Total hours are accurate for the time period being approved
    - Click the Totals Tab at the bottom of the timecard to review
  - b. Ensure 'Hol' Pay Code if there was a holiday in the pay period
  - c. Missing in/out times or time worked (or no time reported)
  - d. Time recorded should be correct for hours charged to multiple jobs (assignments)
  - e. Review all Comments for any action needed
2. If corrections need to be made contact the employee and/or supervisor. Corrections should be complete by noon on Monday following the pay period.
3. If all is correct, select **Approve** at the top of the timecard

Assignment	Location	Job
	Dartmouth College/Campus Services/F...	Custodial Squad Leader A
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A
123456-1	Dartmouth College/Campus Services/F...	Custodial Squad Leader A
Totals		Accruals



	7:30 AM	11:32 AM
	7:31 AM	11:45 AM
	7:29 AM	11:42 AM



**Punch Actions**

Date: 9/12/2024  
Assignment: 123456-1  
Time: 7:31 AM  
Rounded Time: 7:30 AM  
Override: In Punch  
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)  
Exceptions: Late In  
Comments and Notes: Caught Traffic  
Last Edit Date: 9/18/2024  
Edit Made By: Text Fmnlvuaa

Mark as Reviewed Edit Comments Justify Exception

Note: multiple timecards may be approved at once from the DC Time Reconcile or Employee Summary Report



# Approval

- Employees are required to approve and attest by Saturday, 11:59PM at the end of the pay period to that their hour are accurate and have not been falsified.
- By noon\* Monday, following the close of the pay period, all timecards must be approved.  
\*9:00AM for Union Supervisors
- To approve, click the approve action button on the ribbon.
- Once approved, the timesheet will provide a confirmation and change color.
- To remove your approval, click **Remove Approval**.
- To remove your and your employee's approval, click **Remove All Approval**.

Employee Timecards

Test, Employee TESTEMPLOYEE 1 of 1

List View Zoom **Approve** Remove Approval Remove All Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To

		Date	Assignment	Pay Code	Amount	In	Out
+	-	Sun 9/08					
+	-	Mon 9/09	123456-4			7:26 AM	11:58 AM
+	-		123456-1				

Test, Employee TESTEMPLOYEE 1 of 1

List View Zoom **Approve** Remove Approval Remove All Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To

**Information** Timecard Approved by Wallace, Lisa A 9/18/2024 2:45 PM

		Date	Assignment	Pay Code	Amount	In	Out
+	-	Sun 9/08					
+	-	Mon 9/09	123456-4			7:26 AM	11:58 AM
+	-		123456-1				



# Timecard Indicators

## Timecard Background Table View

### Yellow background

Timecard approved by employee but not by manager.

### Light purple background

Timecard approved by manager but not by employee.

**Note:** If a timecard has multiple job approvers and your timecard settings are configured to only show shading for approved jobs, then only the jobs that have been approved are shaded. Jobs that have not yet been approved are not shaded.

### Green background

Timecard approved by both employee and manager.

### Gray crosshatch

Timecard has been signed off.



# Time Detail Report

- Employee Summary by Pay Code

- Employee Name
- NetID
- Assignment
- Chart String
- Pay Code
- Hours Reported

- Employee Time Detail

- Employee Name
- Net ID
- Date
- Assignment
- Account
- Xter (transfer)
- Work Rule Transfer
- In & Out Punch
- Pay Code
- Comments
- Hours Reported

Time Detail										
Time Period:	Current Pay Period									Executed on: 9/18/2024 3:08 PM
Query:	*Test Team									Printed for: Wallace, Lisa

Employee Summary by Pay Code										
Name	ID	Assignment	Account					Pay Code	Money	Hours (Decimal)
Test Employee	TESTEMPLOYEE E	123456-1	GL-20-519-368000-433953-0000,6214,JG3A					2nd Shift		2:30 2.50
Test Employee	TESTEMPLOYEE E	123456-1	GL-20-519-368000-433953-0000,6214,JG3A					OT		8:30 8.50
Test Employee	TESTEMPLOYEE E	123456-1	GL-20-519-368000-433953-0000,6214,JG3A					OT		0:15 0.25
Test Employee	TESTEMPLOYEE E	123456-1	GL-20-519-368000-433953-0000,6214,JG3A					Per		5:30 5.50
Test Employee	TESTEMPLOYEE E	123456-1	GL-20-519-368000-433953-0000,6214,JG3A					Reg		30:30 30.50
Test Employee	TESTEMPLOYEE E		GL-20-519-368000-433953-0000,6214,JG3A					Total Hours		52:45 52.75
Test Employee	TESTEMPLOYEE E	123456-1	GL-20-519-368000-433953-0000,6214,JG3A					Vac		8:00 8.00
Test Employee	TESTEMPLOYEE E		GL-20-519-368000-433953-0000,6214,JG3A					Vacation Total		8:00 8.00
Test Employee	TESTEMPLOYEE E	123456-4	GL-20-250-368000-691511-0000,6163,					2nd OT Shift		0:15 0.25
Test Employee	TESTEMPLOYEE E	123456-4	GL-20-250-368000-691511-0000,6163,					2nd Shift		4:00 4.00
Test Employee	TESTEMPLOYEE E	123456-4	GL-20-250-368000-691511-0000,6163,					OT		0:15 0.25
Test Employee	TESTEMPLOYEE E	123456-4	GL-20-250-368000-691511-0000,6163,					Reg		4:00 4.00
Test Employee	TESTEMPLOYEE E		GL-20-250-368000-691511-0000,6163,					Total Hours		4:15 4.25
Test Employee	TESTEMPLOYEE E	123456-4	GL-20-723-286073-626402-0000,6163,					Reg		8:00 8.00
Test Employee	TESTEMPLOYEE E		GL-20-723-286073-626402-0000,6163,					Total Hours		8:00 8.00
<b>Test Employee</b>	<b>TESTEMPLOYEE</b>								<b>Total:</b>	<b>79:45 79.75</b>

Employee Time Detail													
Name	ID	Date	Assignment	Account	Xfer	Work Rule Transfer	In Punch	Out Punch	Pay Code	Comments/Notes	Override Amount	Money	Hours (Decimal)
Test Employee	TESTEMPLOYEE E	09/09/2024	123456-4	GL-20-250-368000-691511-0000,6163,			12:25 PM	04:02 PM					3:30 3.50
Test Employee	TESTEMPLOYEE E	09/09/2024	123456-4	GL-20-723-286073-626402-0000,			07:26 AM	11:58 AM					4:30 4.50
Test Employee	TESTEMPLOYEE E	09/10/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			07:28 AM	11:31 AM					4:00 4.00
Test Employee	TESTEMPLOYEE E	09/10/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			12:02 PM	03:58 PM					4:00 4.00
Test Employee	TESTEMPLOYEE E	09/11/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			07:30 AM	11:32 AM					4:00 4.00
Test Employee	TESTEMPLOYEE E	09/11/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			12:02 PM	04:01 PM					4:00 4.00
Test Employee	TESTEMPLOYEE E	09/12/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			07:31 AM	11:45 AM		In: Late ~ Caught Traffic			4:15 4.25
Test Employee	TESTEMPLOYEE E	09/12/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			12:06 PM	04:05 PM					4:00 4.00
Test Employee	TESTEMPLOYEE E	09/13/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			07:29 AM	11:42 AM					4:15 4.25
Test Employee	TESTEMPLOYEE E	09/13/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			12:01 PM	03:59 PM					4:15 4.25
Test Employee	TESTEMPLOYEE E	09/16/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A				12:00 AM	Vac				8:00 8.00
Test Employee	TESTEMPLOYEE E	09/17/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A				12:00 AM	Per				5:30 5.50
Test Employee	TESTEMPLOYEE E	09/17/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			01:30 PM	04:02 PM					2:30 2.50
Test Employee	TESTEMPLOYEE E	09/18/2024	123456-4	GL-20-250-368000-691511-0000,6163,			12:00 PM	04:08 PM					4:15 4.25
Test Employee	TESTEMPLOYEE E	09/18/2024	123456-1	GL-20-519-368000-433953-0000,6214,JG3A			07:30 AM	11:30 AM					4:00 4.00



# Your ready to get started!

Log-in to:

<https://kronos.dartmouth.edu/>