Kronos System Approver Instruction Manual

Document last updated: 10/6/2024

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Kronos Overview

Kronos is a time and attendance system used to:

- Capture time in/out for work, apply pay rules and send information to Payroll for calculating employees' pay
- Track Paid time Off (PTO) balances (vacation, personal, holiday, winter break, etc.)
- Reduce payroll errors and paper flow, increase data accuracy
- Help with compliance, and save time through payroll process improvements

Note:

- Kronos is the system of record for employee's worked hours.
- HRMS is the system of record for employee pay. This includes an employee's earnings, Short-term Disability (STD), Worker's Compensation, PTO, etc.

Recommended Browsers:

Google Chrome Mozilla Firefox

Time-Out Warning

Kronos will time-out 30 minutes after logging in. The user will see a prompt, asking whether they wish to continue or log out.

Technical Support & Troubleshooting

The Dartmouth College Technical Support Document for Kronos is available online. It contains details regarding possible Problems when Logging into Kronos, including:

- Security Errors
- Compatibility Mode
- Kronos Support

Link to Technical Support Documents – https://dartgo.org/kronos2cloud (scroll down to Kronos Training Materials)

Employees with questions on how to use Kronos should contact either their Kronos approver or Finance Center for guidance on how to proceed.

Technical support is available at Kronos.Admin@Dartmouth.edu

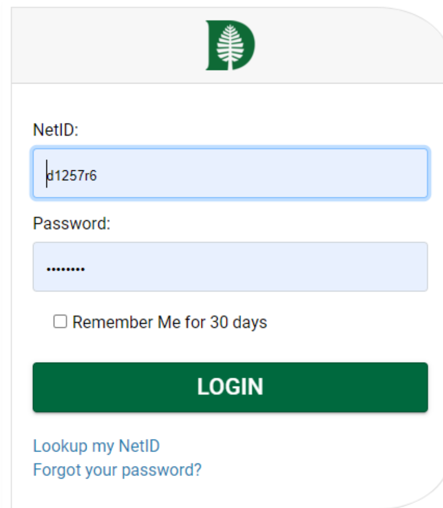
Accessing Kronos

To access Kronos, use the following URL: https://kronos.dartmouth.edu

Log-in to Kronos

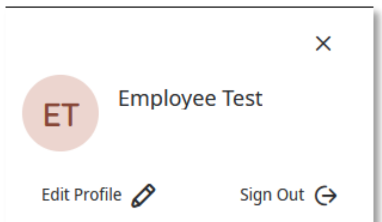
To log-in you must enter your Dartmouth NetID and password, then click 'Continue'.

When you are logging onto Kronos from a public computer, be sure to check the username displayed. If the computer had been used by someone else who didn't log out completely, their credentials may still be in the computer's cache.

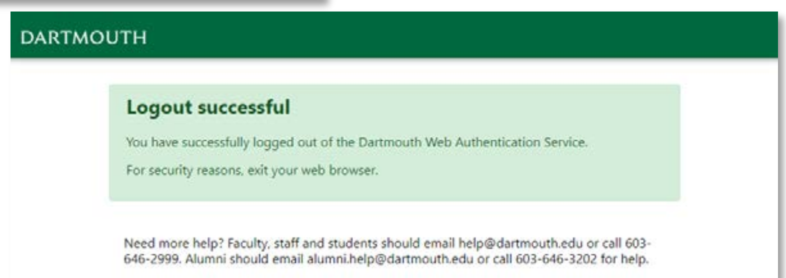


Log-out of Kronos

When you are ready to log-out of Kronos, navigate to the menu in the upper-left corner of the screen, click on the Sign Out link.



After logging out of Kronos, the Logout successful screen will come up. If you are using a shared computer, For security reasons, close out of the web browser completely.

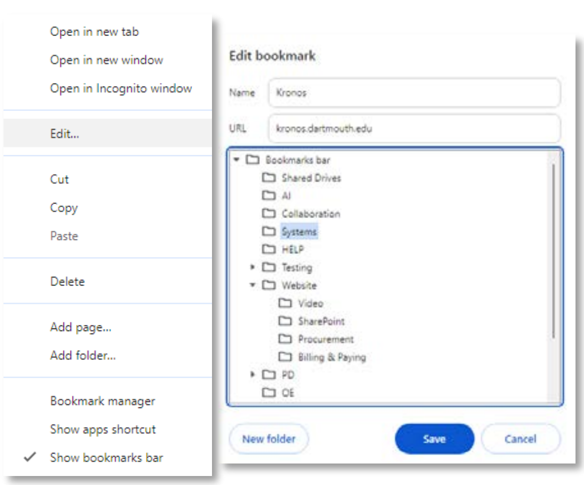


How to Bookmark Kronos

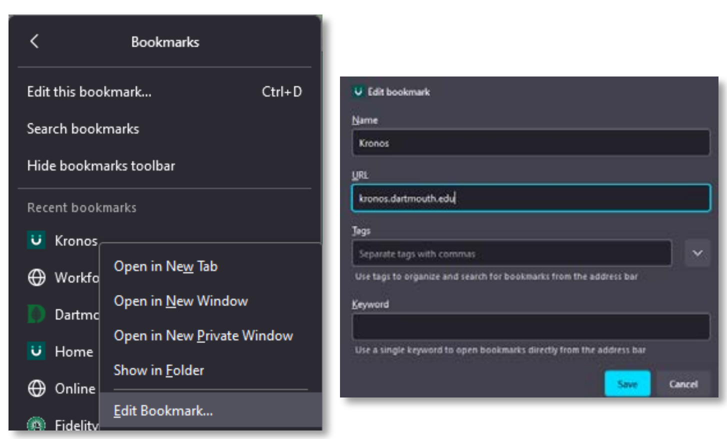
Saving the Kronos link as a bookmark does not work automatically since it redirects. To bookmark follow these instructions:

1. Click on URL: https://kronos.dartmouth.edu and sign-in through SSO.
2. Once in Kronos click on star in the end of address bar to save the bookmark
3. Navigate to the browser menu in the upper-right corner of the browser and select Bookmarks and locate the newly created bookmark
4. 'Right-click' on the newly saved Bookmark link and click Edit Bookmark.
5. Replace the URL with https://kronos.dartmouth.edu and click Save.

Edit in Chrome



Edit in Firefox



Dartmouth College Procedures and Expectations of Time Reporting for Hourly Staff

Employee Responsibilities

All hourly employees are responsible for the following:

- An employee is required to accurately record all time worked through the approved timekeeping system.
- An employee acknowledges that by swiping a clock or entering time using the web entry form, they are attesting that the entry is accurate and correct and that any false entry or omission is grounds for corrective action, up to and including termination of employment.
- An employee is required to follow their assigned work schedule unless changes are approved in advance by their supervisor or unless there is an employment-related emergency that requires the employee to work outside of that schedule. If an employment-related emergency necessitates that an employee work prior to signing in or after signing out, the employee using a time clock must report the time worked to their supervisor and approver (if they are not the same individual) within twenty-four (24) hours or in all cases before the end of the workweek so that they can be paid for the time worked. An employee using the web entry form must update their time record prior to the end of the pay period.
- All employees who work more than 5 consecutive hours are expected to take a 30-minute meal break. For non-exempt employees, the meal break will be unpaid. Non-exempt employees who wish to work through their meal break must obtain advance authorization to do so from their supervisor. Employees will be paid for all hours worked.
- An employee must not request or permit an unauthorized employee to report their time worked and must not report time worked for another employee unless authorized to do so.
- An employee must not falsify or incorrectly report the time worked of another employee or instruct or advise another employee to falsify or incorrectly report time. Any of these actions are grounds for corrective action, up to and including termination.
- An employee who has knowledge of another employee’s falsification, incorrect, or improper recording
- of time worked must report this information immediately to a supervisor, Human Resources or Payroll. This call can be anonymous, and the reporting employee will be protected from any retaliation.
- An employee who has good faith knowledge that a supervisor or approver is violating any part of this Policy must report it to the Compliance and Ethics Helpline by calling 888-497-0516 or filling out a report on the Helpline website: https://dartgo.org/helpline. This call can be anonymous, and the reporting employee will be protected from any retaliation.
- An employee must review any changes made to their recorded time in Kronos or on paper timesheets. Paper timesheet must be signed by both the employee and the supervisor.
- An employee must notify the supervisor or the Department when they discover that an error has been made on a timecard that has been approved and/or signed off on. The employee and supervisor must sign the completed correction form/paper time sheet, which is then submitted to the Payroll Office for processing.

Employee Best Practices

- Each day, enter the exact time worked or Paid Time Off (PTO) used. If you do not enter daily, you must ensure time is entered and saved before leaving work at the end of your scheduled hours at the end of the pay period. All time worked must be entered by the end of the pay period (11:59pm Saturday).
- If your scheduled time off coincides with the end of a pay period, enter your PTO time in advance.
- Be sure to always click the Save Button when you’ve completed entering your time. If you forget to click the ‘save’ button, all the data entered will be lost. When a change has been made that needs to be saved, the Save button will be magenta, otherwise it will be greyed out.

Supervisor Responsibilities

All supervisors are responsible for the following:

- Supervisors must ensure that employees are paid for all time worked.
- Supervisors may not falsify, alter, or incorrectly report time worked by an employee, or instruct, or advise an employee to do the same. Any of these actions are grounds for corrective action, up to and including termination.
- Supervisors must encourage that an employee who has worked 5 consecutive hours has a meal period free from any work responsibilities.
- Supervisors must ensure that an employee who misses a meal period or whose meal period is interrupted is paid for the meal period.
- Supervisors must ensure that they review all timekeeping records and submit corrections for any errors or omissions before they are submitted for payment or after payment, if necessary.
- When an error is discovered that has been made on a timecard that has been approved. The employee and supervisor must sign the completed correction form/paper time sheet, which is then submitted to Finance Center. The Finance Center corrects the Kronos timecard. If the pay period has been signed off by Payroll, the Finance Center will work with Payroll to correct the pay period.
- Supervisors must discuss and document any changes to the timekeeping record created by an employee and have the employee record their consent to the change. If the employee disputes the accuracy of any time adjustments, for wage payment purposes the dispute must be resolved in favor of the employee absent indisputable evidence that the adjusted time is correct. Under no circumstances may an employee be paid for less time than they actually worked. Supervisors should report disputes that are not resolved to Human Resources.
- Supervisors must complete Employee Time Management training upon hire or promotion into a management role and on a periodic basis thereafter, as required by Human Resources and Payroll.

Approver Responsibilities

All approvers are responsible for the following:

- Approvers are expected to follow the standard reporting protocols to notify supervisors of recorded employee time in advance of approving that time.
- At least bi-weekly, approvers are expected to send reports of employee time to the appropriate supervisor(s) for each employee in the approver's area.
- Approvers may not alter time worked by an employee without written authorization from the employee's supervisor.
- Approvers must ensure that they make any authorized adjustments to timekeeping records to correct any errors or omissions before they are submitted for payment or after payment, if necessary.
- Approvers may not falsify or incorrectly report times worked by an employee or instruct, or advise an employee to do the same. Any of these actions are grounds for corrective action, up to and including termination.
- Approvers must follow up with Supervisors to ensure that proper documentation exists for any changes to the timekeeping record created by an employee. In the absence of proper documentation, Approvers should process the payment based on the record created by the employee.
- Approvers, who are not the supervisor, are not expected to use their role to address concerns about the irregularities and/or errors in another employee's time records. Approvers should report those concerns to management and process payments based on the records available to the Approver.
- Approvers must complete Employee Time Management training upon hire or promotion into an approver role and on a periodic basis, thereafter, as required by Human Resources and Payroll.

Approver Best Practices

- Leverage Hyperfind queries for easy retrieval of employee groups.
- Set expectations with each non-approving supervisor regarding:
  - When (day of week and time) the supervisor wants their employee reports scheduled
  - How supervisor will confirm that hours worked for each employee are accurate
- Create and schedule reports to automatically send to all non-approving supervisors at least every pay period.
- Coordinate with secondary approver to alert them when you (as the primary approver) will be unavailable and need the secondary approver to take on your role.
- Review each employee timecard on the Monday morning following the end of a pay period. Facilitate any changes needed and approve timecards by 12:00pm.
- Maintain awareness of early payroll deadlines and communicate these expectations to employees and supervisors.
- Be sure to always click the Save Button when you've completed entering your time. If you forget to
  click the 'save' button, all the data entered will be lost.

Finance Center Responsibilities

The Finance Center staff will serve as a first point of contact for providing general assistance to employees and Kronos system approvers.

As a unit, Finance Centers are responsible for the following:

- Periodically run reports (Weekly, Daily, Bi-Weekly) to audit exceptions in the areas of your responsibility.
- Contact Approvers if exceptions are found to work towards resolution.
- Run, review and email reports to ensure all areas are approved by employees and approvers; contact areas that are not completed.
- Assist departments with paper time sheets as needed.
- Submit all paper time sheets to Payroll.
- Ensure that all electronic timecards are approved prior to the payroll cutoff.
- Contact Payroll to alert them when electronic timecards have been approved by the Finance Center.

Payroll Responsibilities

As a unit, the Payroll Office is responsible for the following:

- Receive notification that timesheets have been approved.
- Sign off on areas of responsibility.
- Perform Historical Corrections in Kronos to correct previous signed off pay periods.
- Run import from Kronos to Oracle HRMS.
- If a correction is needed after the import from Kronos to Oracle HRMS but before Payroll has finalized, Payroll will work with the Finance Center to be sure all corrections are entered into both Kronos and HRMS.
- Run reports to ensure all hours have been imported from Kronos to Oracle HRMS.
- Run other reports and send appropriate reports to Finance Center.
- Complete payroll so checks run on time.

Navigation for Approvers

Home Page Overview for Supervisors & Managers

The Home Dashboard page is composed of tiles, which are containers that display a record of various timecard data. You can navigate to application-specific components, and take actions on your employees' schedules, timecards, and other items that you may use regularly.

Home Page Actions

Select the Main Menu to open the main menu and access your employees' timecards, schedules, and Dataviews & Reports within the application.

Select the Home icon to return to the Home Dashboard from any view in Kronos

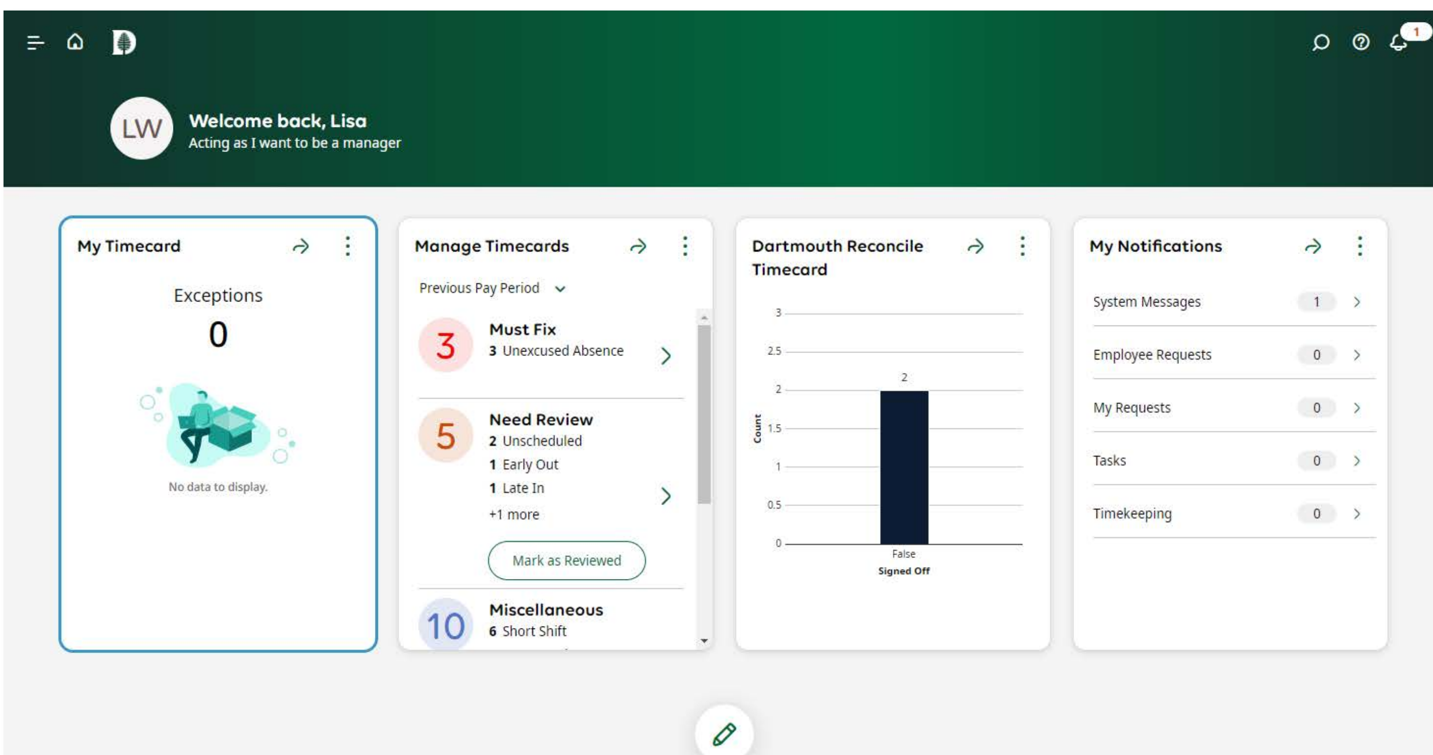
Select the magnifying glass to search for employees by full or partial name or NetID

Select the question mark at the top right of the screen to get online help.

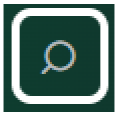
Select Alert at the top right of the screen to see alerts and notifications in the application.

The dashboard will have two or three tiles by default.

- **My Timecard** - Hourly-paid Managers will have the My Timecard tile for accessing their timecard. Exempt Managers will not have this tile.
- **Manage Timecards** – Quickly navigate to all timecards you have access to.
- **Dartmouth Reconcile Timecard** – Dataview that allows you to manage employees by exception.
- **My Notifications** – Quickly view system messages, employee requests, and tasks within the control panel.

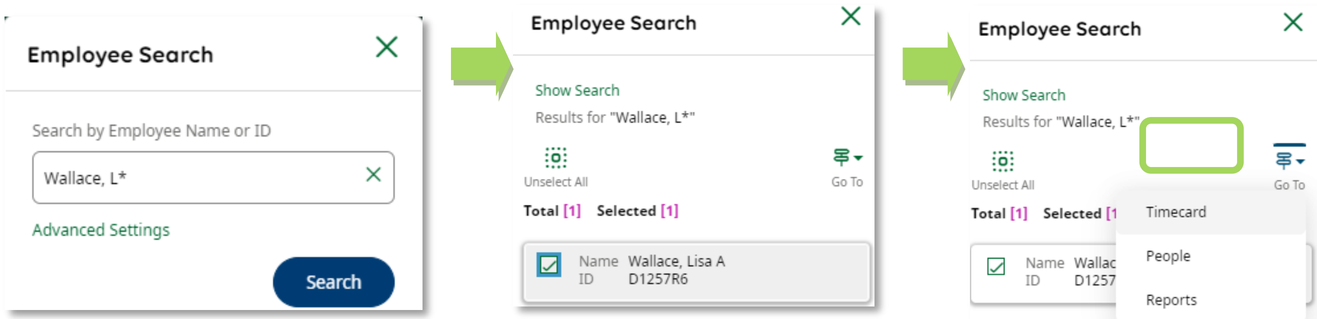


Employee Search



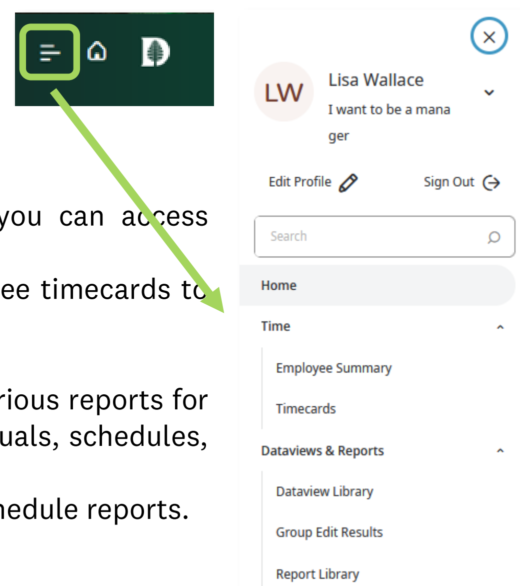
The Employee Search, located in the upper-right corner of the window, is the quickest way to navigate to an individual employee timecard if you manage more than one employee. The search allows for searching by employee name (last name, first) or NetID. To search:

- Click on the magnifying glass and an Employee Search window will pull in on the right side of the screen.
- Enter the employee's last name or NetID and click Search. *Note if you are entering last name and first name (e.g. Wallace, Lisa) add an asterisk (*) as the wild card (e.g. Wallace, L*)*
- Next, click the checkbox next to your employee
- Click **Go To** Go To, and select **Timecard**.



Menu Navigation

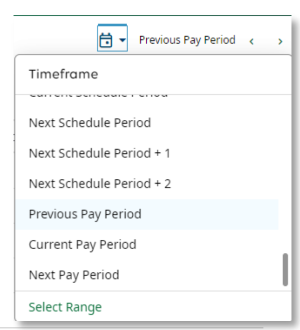
From the menu located in the upper left corner of the screen Managers will have two sections for managing time,



- Time
  - o Employee Summary – from the Employee Summary you can access timecards and review and approve all employee time
  - o Timecards – Timecards will take you to all your employee timecards to review and approve individually.
- Dataviews & Reports
  - o Dataview Library – like Employee Summary, provides various reports for reviewing and approving employee time, reviewing, accruals, schedules, and more.
  - o Reports Library – provides the ability run reports and schedule reports.

Employee Summary

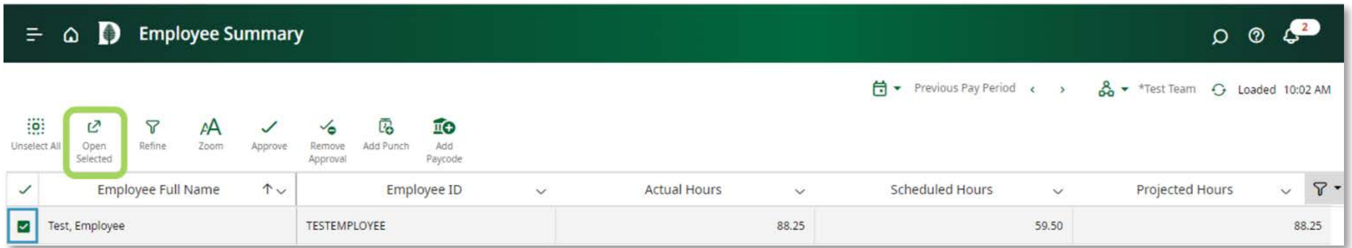
The Employee Summary page is a Dataview that enables you to review the Actual Hours, Scheduled Hours, and Project Hours of your employees' timecards.



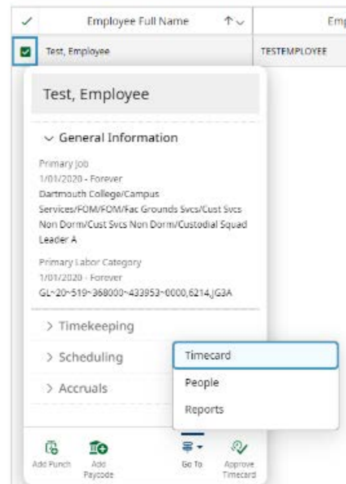
- From the **Main Menu** select **Time** > **Employee Summary**. You are directed to the Employee Summary Dataview.
- The Employee Summary will default to the Previous Pay Period. Click the **Timeframe** to select a relative time period or choose a range of dates.
- Select the **Hyperfind** you wish to view. The default will be **All Home**.

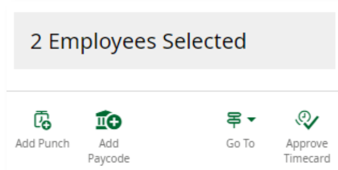
The Employee Summary will display

- To view timecards, click the check box next to the name of the employee(s) whose timecard you want to access.
- Choose **Open Selected**.



- Or click on an employees name to and click **Go To** and select **Timecard**
    - o If you have selected multiple timecards, it will indicate the number of employees selected.

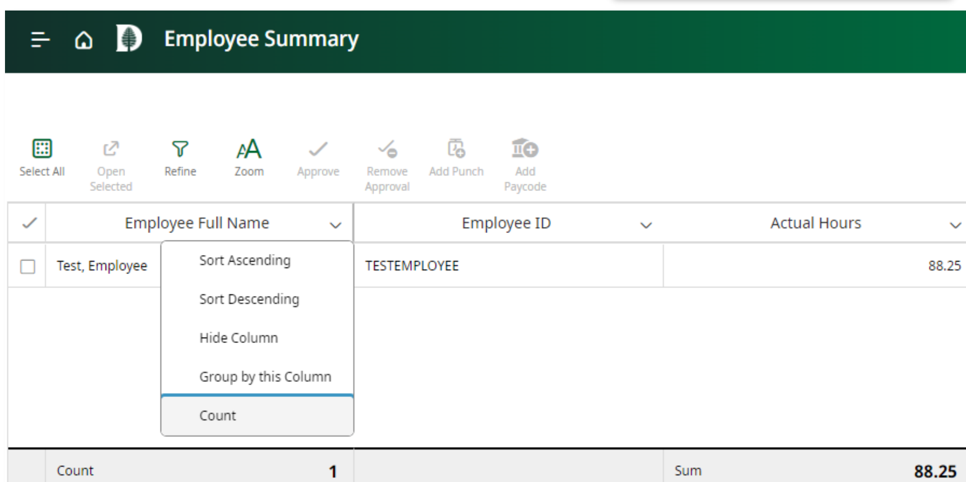




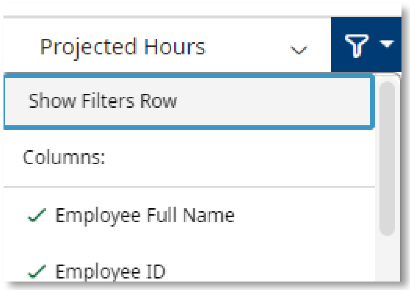
To Approve timecards from Employee Summary:

- select the employees you want to approve and click the **Approve** button from the ribbon
- Or right-click on an employees name to and click **Approve Timecard** button.

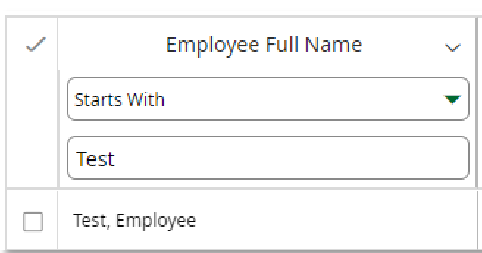
The Employee Summary also allows supervisors to sort, hide, group and sum columns through the dropdown arrow next to the column header.



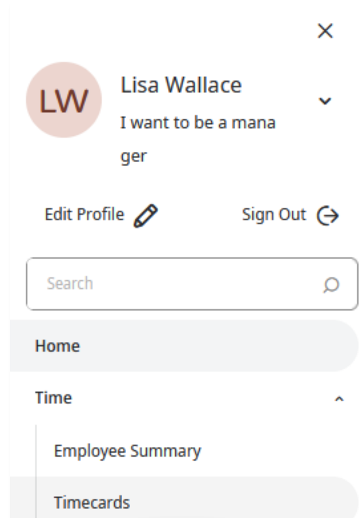
The Filter icon at the end of the column headers allows you to show Filters below column headers and add or remove columns from the view.



Filters allow you to search and further refine the employees that are displayed in the dataview.



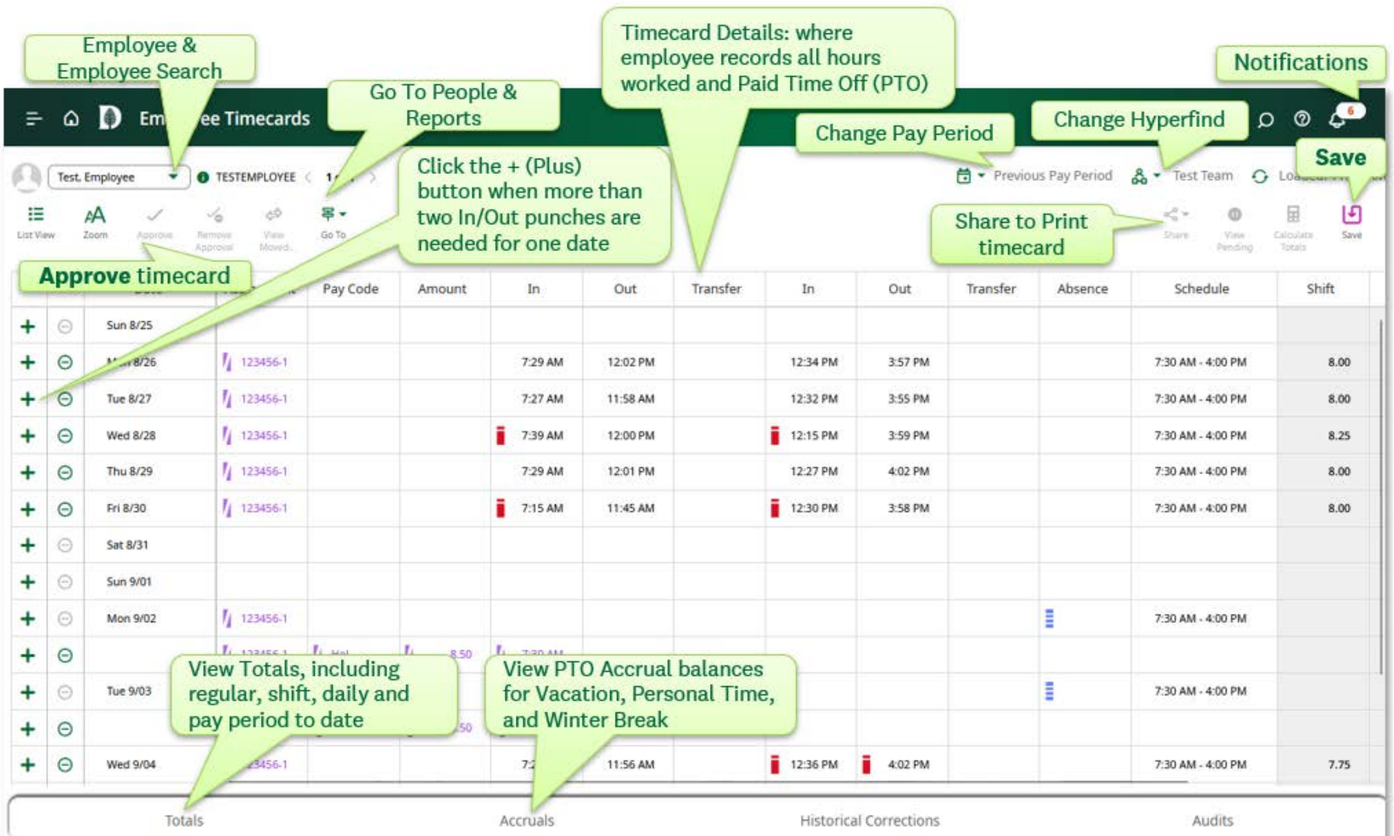
Managing Timecards



To access your timecard, either:

- Click the → arrow on the **Manage Timecards** tile on the Dashboard
  or
- Click on the **Main Menu** in the upper left corner
  - o Click **Time** and then
  - o Select **Timecards**
- You will be directed to your employees' Timecards for the Previous Pay Period.

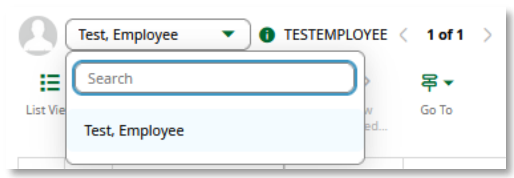
Employee Timecard



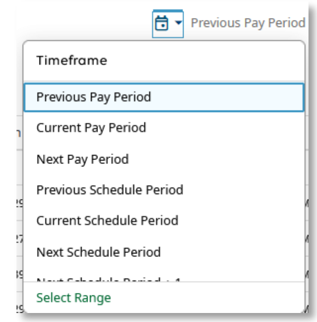
Timecard Header

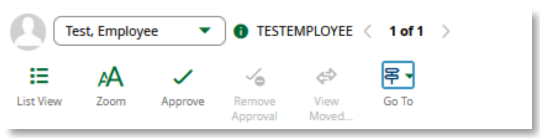
On each timecard you will see the employees name, pay period, hyperfind if applicable. Below the timecard header you will have a Toolbar.

- **Employees Name field**: If you have access to multiple employees, you can use the dropdown on the employee name field to search or scroll to a specific employee or you can use the arrows to the right of the employee name field to move between timecards.

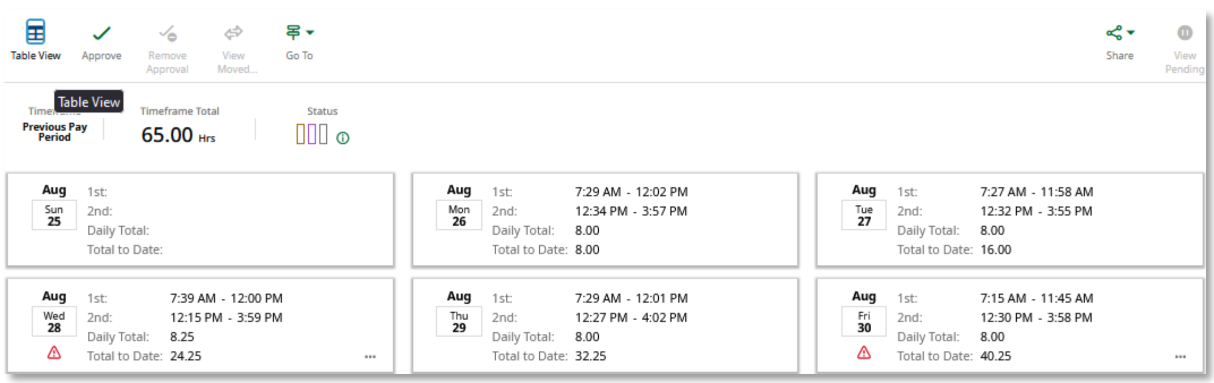


- **Pay Periods**: To change the Pay Period you are viewing, use the drop down by the calendar icon, to change the pay period you are view or use **Select Range** to choose a specific date range.
- **Toolbar:** Each button has an action or a selection of actions. Click the buttons with the dropdown indicator to view the actions available for that button. Selecting an action opens the workspace, such as the Timecard workspace.





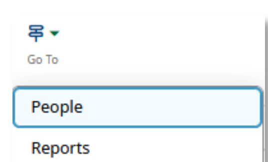
  - **List View/Table View –** The List View provides each day as a summary tile instead of the standard timecard view. To return to the timecard view, click on Table View



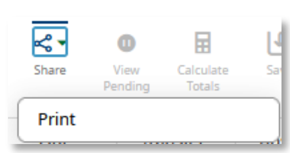
  - **Approve/Remove Approval –** To approve a single timecard at a time, click **Approve button** 

once you have reviewed the employee's timecard for accuracy. Once approved, if the employee needs to edit the timecard, click **Remove Approval** 

.
  - **Go To** – Will allow you to change your work view. From the timecard you can go to People, which provides employee information or Reports



  - **Share** – The share action allows you to print a timecard either to PDF or to your printer.



  - **Save Button**  **-** Click **Save** if you made any edits to the employee timecard.

Editing Recorded Hours Worked

Whenever possible, employees should add and edit their own timecard, with the exception of transferring a shift to a different chart string or work rule.

1. Select the row with the date you need to enter worked time.
2. Click on the 'In' cell and enter the time that you started working.
3. Enter the time that they stop working, (typically a lunch break) into the 'Out' cell on the same row for that same date.
4. When returning from lunch, enter the return time in the 'In' cell.
5. When leaving for the day, enter the end time in the 'Out' cell, on the same line as the corresponding 'In' time.

Pay Code	Amount	In	Out	Transfer	In	Out
		7:20 AM	12:05 PM		1:05 PM	4:30 PM
		7:28 AM	11:55 AM		12:30 PM	3:55 PM
Vac	8.00					

Recording Time for more than one hourly-paid position

Employees who have more than one position (also called an assignment) must attribute their hours worked to the corresponding position. *The Kronos time system automatically attributes all time entered as if it were being paid from the position considered one's 'default' or primary assignment.*

To attribute time to a position that is <u>not</u> your primary assignment:

1. Click the 'down arrow' <u>inside</u> the cell in the 'Assignment' column and choose the appropriate job. *Employees who do not have multiple Assignments will not have the Assignment column on their timecard.*
2. If the assignment is not displayed in the Assignment column, contact Kronos.Admin@dartmouth.edu.

		Date	Assignment	Pay Code	Amount	In	Out	Transfer
+	⊖	Sun 8/25						
+	⊖	Mon 8/26	123456-1			7:20 AM	12:05 PM	
+	⊖	Tue 8/27	123456-1			7:28 AM	11:55 AM	
+	⊖	Wed 8/28	123456-1	Vac	8.00			
+	⊖	Thu 8/29	123456-1 123456-4 123456-3					
+	⊖					7:30 AM	12:00 PM	

Inserting Additional Lines on a Timecard

Employees must add a line if they work more than two in and out punches for one date, use Paid Time Off (PTO) hours for a portion of a day, or work in more than one assignment on a single day.

To add a line, simply click the + button to the left of the date for which you need to add an additional data entry line. A second line will appear below the date for which the line was added.

All PTO time must be entered on its own line, separate from the record of hours worked. The order does not matter.

The image below shows an employee using vacation during the work week, still resulting in 8 hours for the day. When a line has data entered on it and needs to be removed, you can click ⊖ button to remove that row if necessary.

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+	⊖	Sun 8/25														
+	⊖	Mon 8/26	123456-1	Vac	3.25											
+	⊖		123456-1			7:20 AM	12:05 PM							4.75	8.00	8.00

Record Paid Time Off (PTO)

If the employee is using available personal or vacation hours on a day they did not work, the hours must record in Kronos. To change the pay code, follow these instructions:

1. Click the drop-down arrow in the ‘Pay Code’ section of the date of the day you used PTO.
2. Select the ‘appropriate code for the PTO (see PTO Pay Codes chart for correlation of codes).
3. Enter the number of hours in the ‘Amount’ column to the right. Note: The employee must have PTO hours available to them to use.

Record Holiday Time (when not worked)

Employees without schedules must indicate a Dartmouth-recognized paid Holiday Day by entering the pay code and number of hours for which they should be paid according to their regularly scheduled work hours. To change the pay code, follow these instructions:

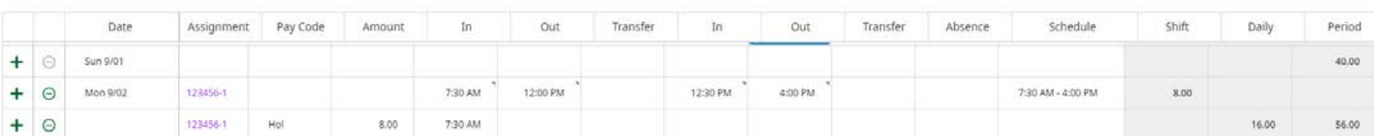
1. Click the drop-down arrow in the ‘Pay Code’ section of the date of the Dartmouth holiday
2. Select the ‘Hol’ pay code.
3. Enter the number of hours in the ‘Amount’ column to the right.

Record Holiday Hours Worked (worked)

Employees without schedules must indicate a Dartmouth-recognized paid Holiday day by entering the pay code and number of hours for which they should be paid as Holiday (as instructed in the ‘Record Holiday Time (when not worked)’ instructions above. In addition, the employee must add a new line and enter the actual hours worked on that date in the same manner they would on any other day.

Adding ‘Holiday Worked’ to your Timecard:

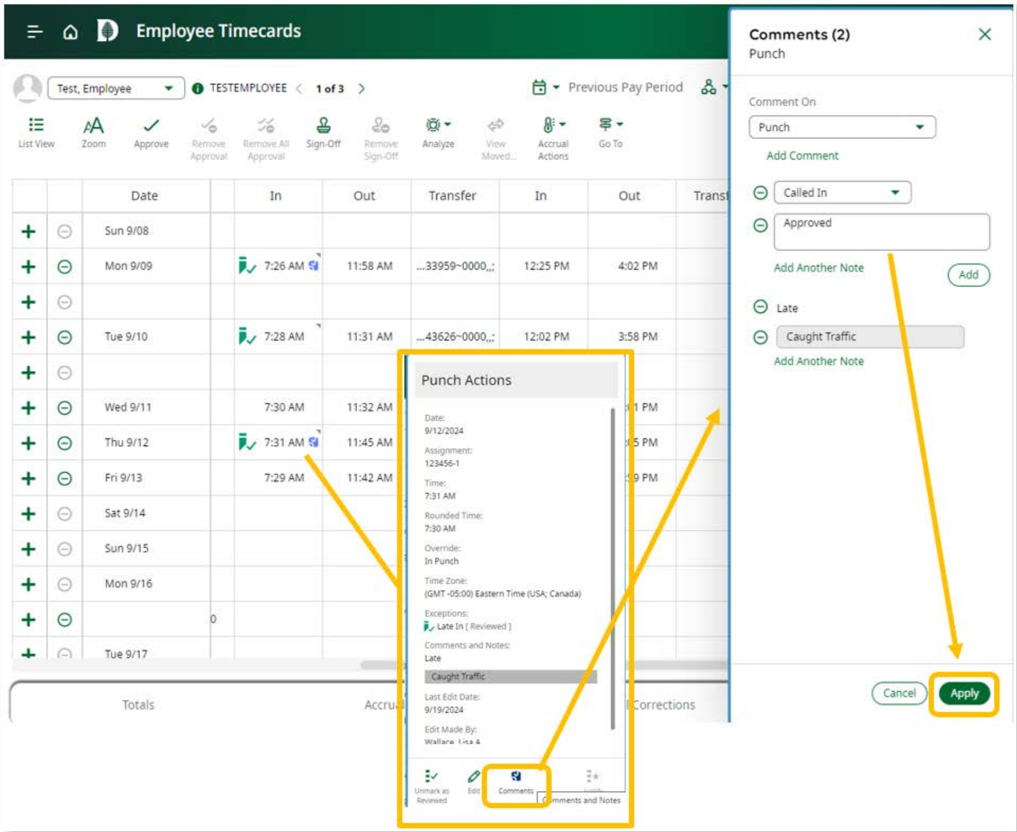
1. Select the “Hol” pay code and enter number of hours in the Amount column on the date of the recognized college holiday.
2. Insert a line for that same date. Click the + button to the left of the date for which you need to add an additional data entry line. A second line under that day’s date will appear.
3. Enter the time worked in the ‘In’ and ‘Out’ cells.



4. Click the Save Button.
5. In the Totals section select the ‘Daily’ total view from the drop-down menu (in this example, Monday 09/02).
6. Verify that the daily pay code shows the correct number of hours for both HolWrkd and Hol.

Adding Comments

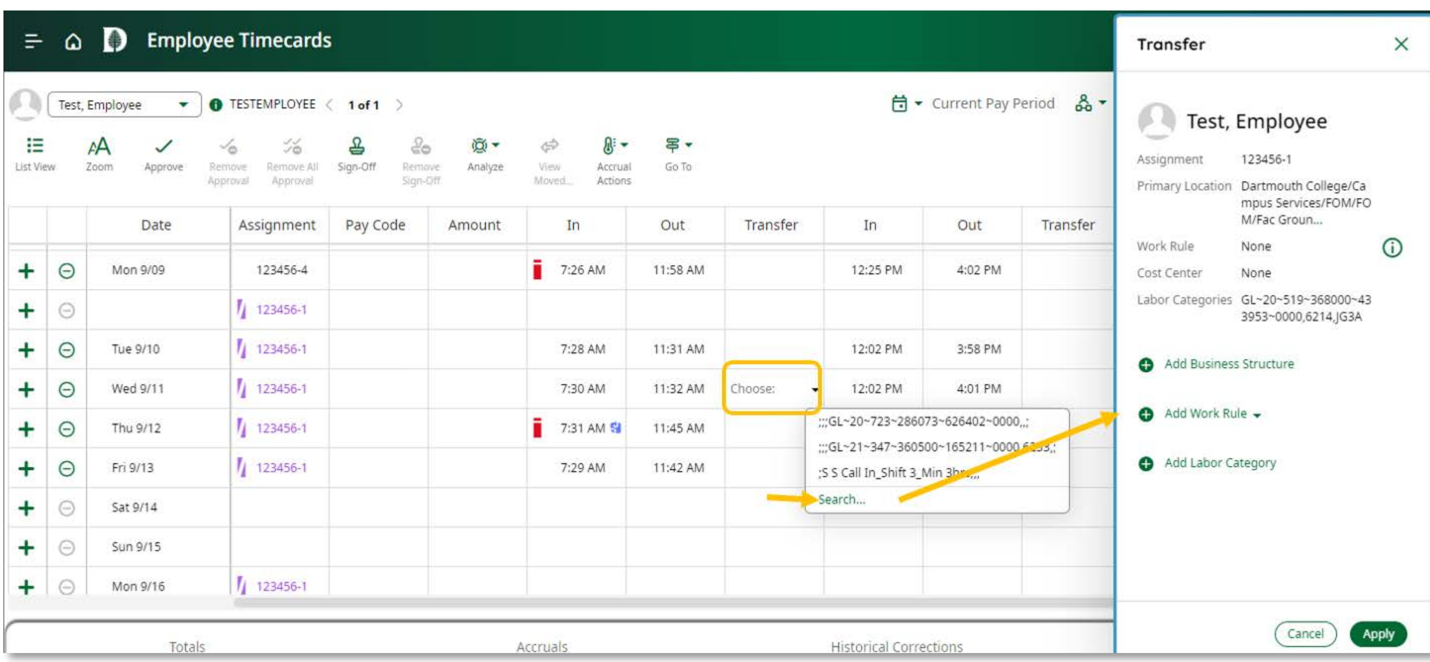
1. Right-click on the In or Out punch cell
2. Select **Comments**. A panel will display on the right.
3. Change the **Comment On** field to '**Punch**'
4. Select a **Comment Type**
5. Add your comments in the cell below and click **Apply.** A blue note pad will display in the cell, indicating a note has been made



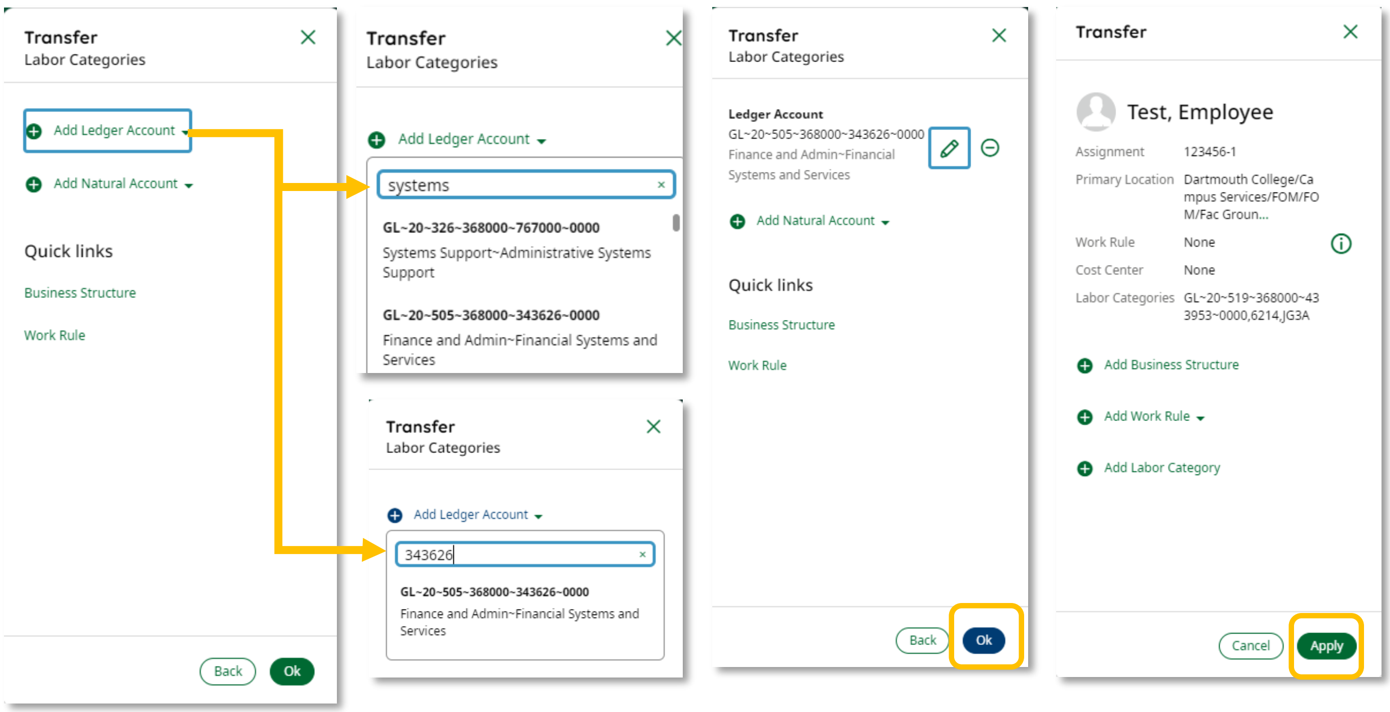
Transferring Hours

To transfer hours to an alternative chart string

1. Click on the **Transfer** cell to the right of the shift to be transferred and click **Search**. A panel will display on the right.

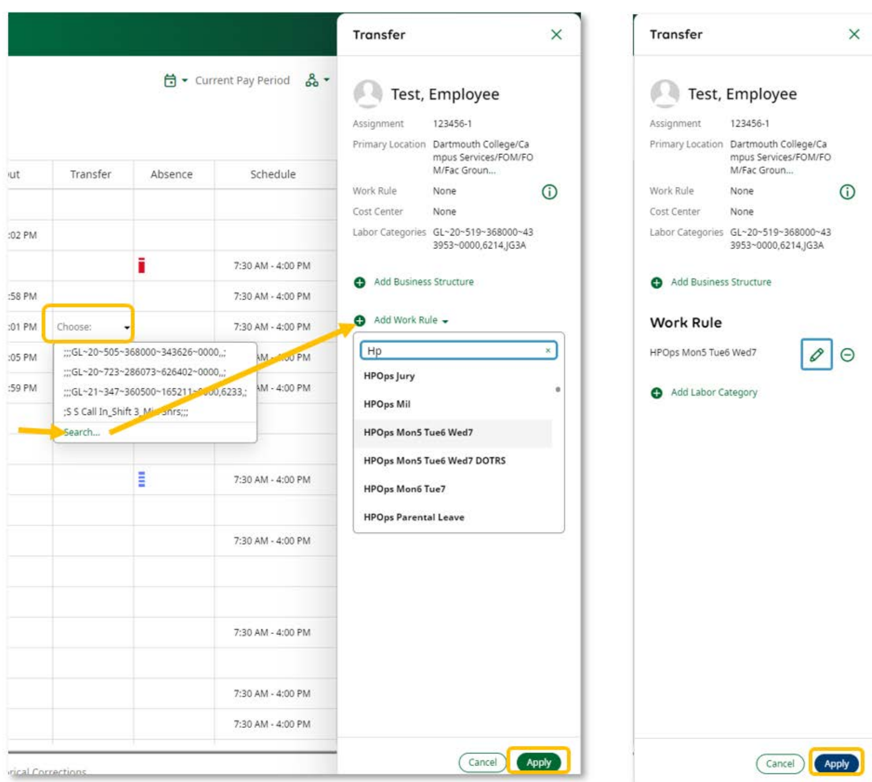


2. Click **Add Labor Account** to select a GL or OGA chart string.
3. In the search field, search by either the name or a segment of the chart string.
4. Select the string and click OK
5. Click Apply



To transfer hours to a Work Rule

1. click on the **Transfer** cell to the right of the shift to be transferred and click **Search**. A panel will display on the right.
2. Click **Add Work Rule**.
3. Select from the dropdown list of values or use the search to search for the Work Rule.
4. Select the Work Rule and click OK
5. Click Apply



Approving Employee Timecards

Approving a timecard is an indication that the timecard is acceptable for payroll processing. Approvers may have access to view and approve timecards for employees where they are not the primary approver. (Others in your area may be designated as your 'back-up' approver).

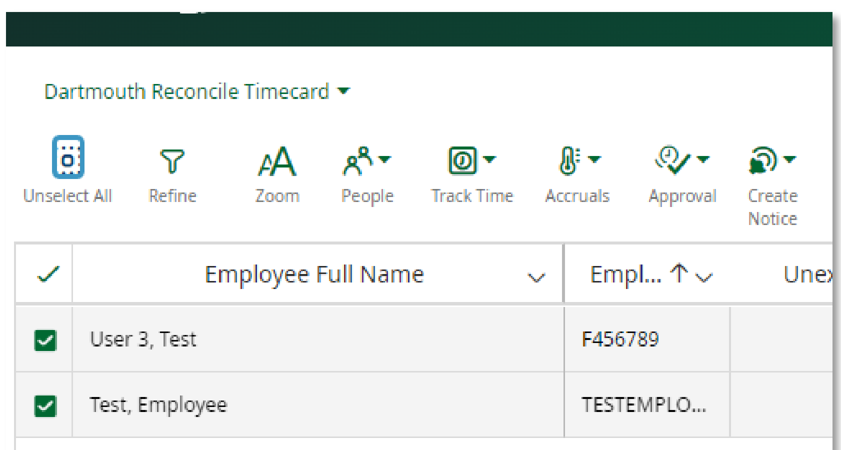
Deadlines:

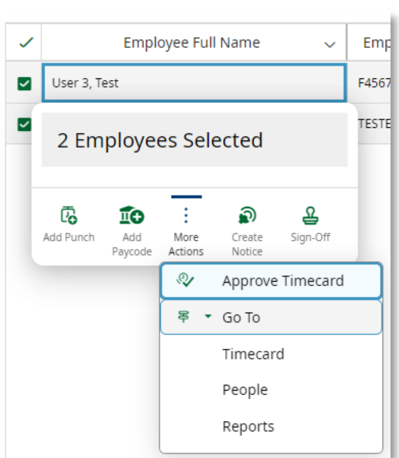
- All hourly-paid employees are expected to enter and save their own time before leaving work at the end of their scheduled hours at the end of the pay period.
- Supervisors must notify the employee and the approver as early as possible, but **no later than 10:30am** if there are corrections that must be made to the employee's timecard. Supervisors need to give the system approver enough time to have the updates approved in Kronos prior to **12pm**.
- All Approvers will have reviewed, contacted employees and their supervisors for revisions, and approved all employees' time by **12pm** on Monday for the now closed prior pay period.

Steps used for Approvers to review employee timecards:

1. On Monday morning, sign into Kronos.
2. Go to the **DC Reconcile Timecard**.
3. If needed, change the Time Period to 'Previous Pay Period', which will show records of the two-week Sunday through Saturday pay period and change the 'Show' menu to your approval group (typically a Hyperfind query you previously created) in the DC Reconcile Timecard screen. You may need to click 'Refresh' to update your listed employees.
4. Click on the Select All 

button to select all the employees in your approval group.
5. Once timecards have been reviewed and are acceptable click the Approval button.
6. To review timecards, with the employees selected, right click, select **More Actions** and **Go To** and select Timecard to open the timecards for each employee.





Viewing Paid Time Off (PTO) Balances

Employees can view their PTO Accrual Balances on the Accruals tab on the bottom half of the Employee Timecard screen shows the summary of accrual codes and balances as of the date highlighted in the timecard.

PTO Pay Codes (an abbreviated listing):

Pay Code	Abbreviatio	Description
Bereavement	Bereav	Bereavement time
Civil Duty	Civil	Volunteer Fire Fighters, Volunteer EMTs, National Guard, Air Guard,
Floating	Hol-Floating	Floating Holiday pay
Holiday	Hol	Holiday pay (when not worked)
Holiday Worked	HolWrked	Used when working on a Holiday to receive holiday pay
Jury Duty	Jury	Jury Duty time
Military Leave	Mil	Military Leave for Reserves Active Duty or for deployment
Other	Other	To be used by instruction from the College (i.e. college closures, etc.)
Overtime	OT	Overtime (hours worked over 40/week)
Personal Time	Per	Personal Leave for both fiscal and calendar year PTO accruals
Vacation	Vac	Vacation for both fiscal and calendar year PTO accruals
Winter Break	Winter Brk	Winter break taken

If an employee is not at work at the end of the pay period:

Employees who are unexpectedly out of the office at the end of the pay period can log-in to Kronos from any computer with internet access and enter their hours prior to the end of the pay period (11:59pm Saturday).

If an employee is unable to log-in to Kronos:

1. Employee must contact their supervisor to let them know which hours need to be recorded in Kronos for the previous pay period prior to the timecard deadline.
2. Supervisor will send an email to the time approver (cc'ing the employee).
3. Approver will enter the hours into Kronos and fill out an Exception Log for entries related to hours worked only. This exception log must be signed by the employee upon their return to work

Note: Changes after the pay period has ended must follow the appropriate Timecard Correction Process.

Timecard Corrections

Timecard Corrections within the pay period

Corrections must be made in Kronos by the employee. If the timecard has not yet been approved by the Approver, Finance Center or Payroll, the employee need only correct the information by either deleting the incorrect row of data or by clicking in each incorrect cell and making the correction.

To delete a row of data, simply click the button on the left of the date for which you wish to remove the data. This will not remove the date, simply the data previously entered on that line. Be sure to always click the Save Button when you've completed entering/changing data.

Timecard Corrections after the pay period has ended, but prior to the time being submitted to Payroll for payment

There is a very limited period of time between when the employee's pay period ends (11:59pm Saturday) and when the Payroll Office uses that data to create paychecks (typically Tuesday mornings). If a mistake is noticed during that time, it may be possible to have it corrected prior to the employee's paycheck being run. The steps below must take place quickly.

1. If employee's timecard has not yet been approved in this limited period of time, then employee should make the change in their timecard and notify supervisor.
2. If a change is needed, but the employee cannot edit the timecard (due to approvals), the employee should contact both their supervisor and approver to request the removal of the timecard approval(s).

a. Once the approvals have been removed, the employee must open their timecard for the previous pay period and make the correction.

b. After the correction has been made and saved, the employee must contact the supervisor and approver to let them know the correction is completed, so the timecard can be submitted to the Payroll Office for payment of wages.

Note: If the approver or finance center allows an employee to change their timecard after the supervisor's report was sent, then the approver or finance center should alert the supervisor of the change via email.

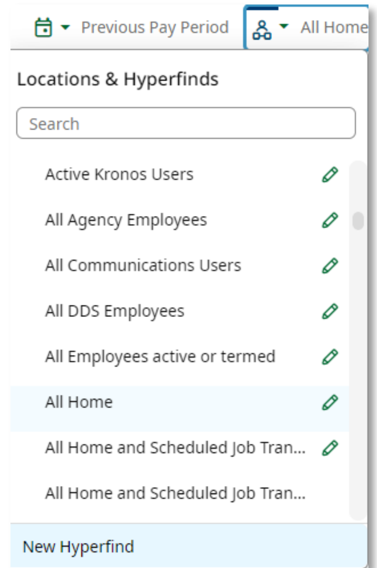
Corrections to an employee's time after a paycheck has been processed

Corrections to an employee's time and/or PTO time must be made in Kronos. If the pay period has passed, the following steps must be followed:

1. An employee should contact their supervisor if a revision is necessary to a prior pay period.
2. The supervisor will coordinate with the Finance Center and the Payroll Dept. to have adjustments made. The Finance Center or Department will prepare the Payroll Revised Timecard form and email it to the employee to print, review, sign, and date.
3. The employee must then send the signed form back to Finance Center or directly to Payroll.
4. Finance Center routes the form to Payroll or Payroll receives the form directly from the Department.
5. Payroll makes the adjustment and the change is included in next pay period.
   a) Prior to Kronos import to HRMS, Payroll will input the Historical Correction into Kronos, and this input will be included in the Kronos import into HRMS.
   b) If this occurs after the Kronos import into HRMS, Payroll will correct Kronos, and then Payroll will manually make the correction in HRMS.

Hyperfind Queries

Hyperfind is a search function that managers use to find employees who match specified search criteria. For example, in the **Employee Summary** page, you click **Select Timeframe** and **Select Hyperfind** to display the appropriate employees as of the selected date. The results of the query depend on the manager's access rights as well as the employees the manager can access. For example, managers with the appropriate access rights can also click **Create Hyperfind** within the Hyperfind dropdown box to modify or create Hyperfind queries in the Hyperfind Editor.



To select a Hyperfind Query click on the dropdown list that generally defaults to **All Home**. The window will refresh with a new list of employees based on the newly selected Hyperfind Query.

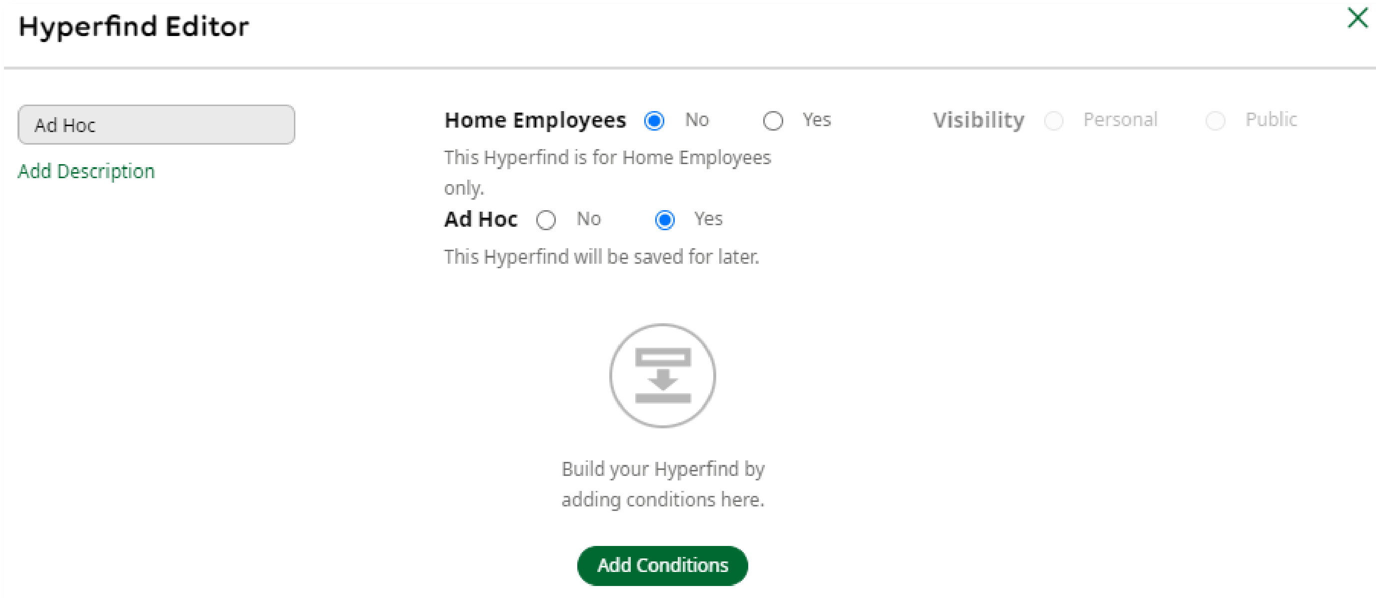
You can create the following types of Hyperfinds:

- **Home Employees** — A Hyperfind that is used to define additional criteria for the home employees in a manager's employee group. Home Employees Hyperfinds can be assigned to managers in People Information (**Manager Role-General** or **Manager Role-Assignments**) when assigning the manager's employee group.
- **Ad hoc** — A temporary Hyperfind that only you can use. When you log off, the Hyperfind is deleted.
- **Personal** — The Hyperfind is saved and available for reuse, but only you can access it. To assign a personal Hyperfind to other people, see Query Manager.
- **Public** — The Hyperfind is saved and available for reuse and others can access it.

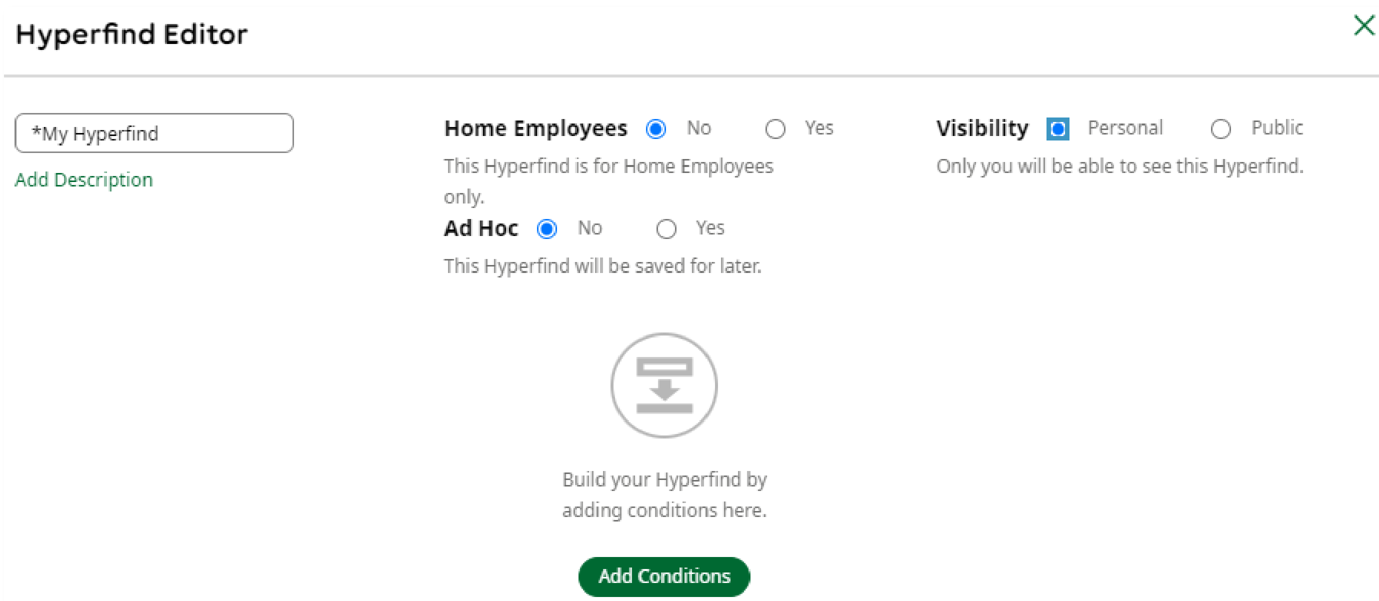
Hyperfind Type	Permanent	Visibility
Home Employees	Yes	Everyone
Ad hoc *(one-time use)*	No	You only
Personal	Yes	You only
Public	Yes	Everyone

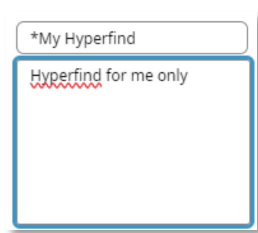
Create a Hyperfind query

1. From the dropdown Hyperfind menu select **New Hyperfind** located at the bottom of the list of values.
2. **If Ad Hoc** *(one-time use)* — leave the **Ad Hoc** field defaulted to **Yes and proceed to step 8 – Add Condition.** The **Home Employee** field is automatically set to **No** and all other options on the page are unavailable.



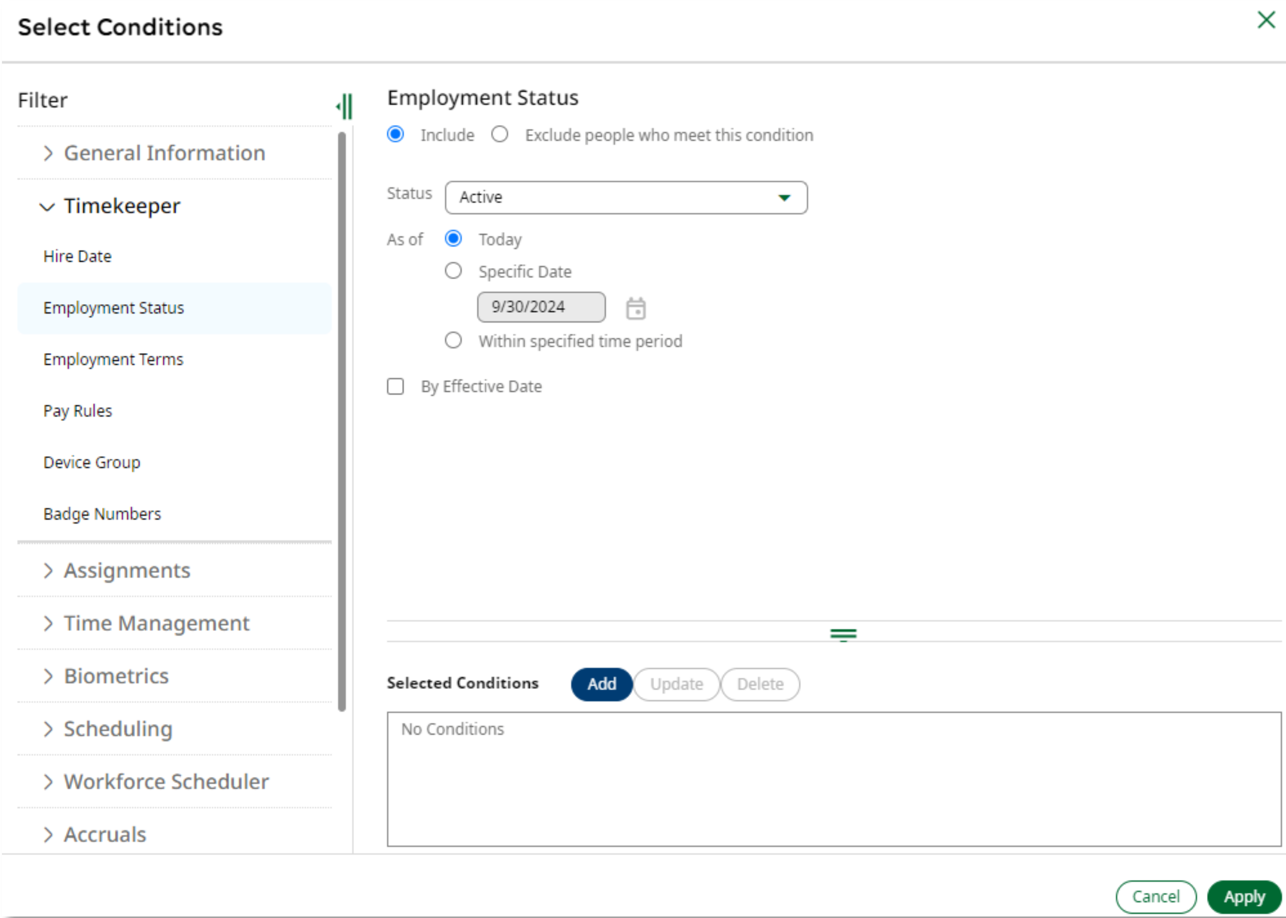
3. If creating a ***permeant*** Hyperfind, select the **No** radio button in the **Ad Hoc** field.



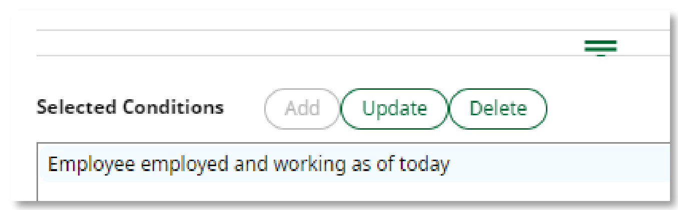


4. Enter the name. This is the label that users see in the **Select Hyperfind** dropdown list.
   Click **Add description** if you would like and then enter a description in the text box.
5. Select the type of Hyperfind that you are creating:
   - **Home Employees** — Select **Yes** in the **Home Employees** field to search for a specific group of employees. When you add conditions, the filter options available are **Additional Information** and **Reports To** (in **General Information**).
6. **Personal** or **Public** — Select **No** in the **Home Employees** and **Ad Hoc** fields, then select your choice in the **Visibility** field.
7. Click **Add Conditions**. The **Select Conditions** workspace displays the available filters on the left while the rest of the workspace provides the fields applicable to the selected filter. The **Selected Conditions** area at the bottom of the workspace displays the filters that have been selected.

8. **Add a condition**— When the filter seems suitable to be included in the Hyperfind query, click **Add** to move it to the **Selected Conditions** area.

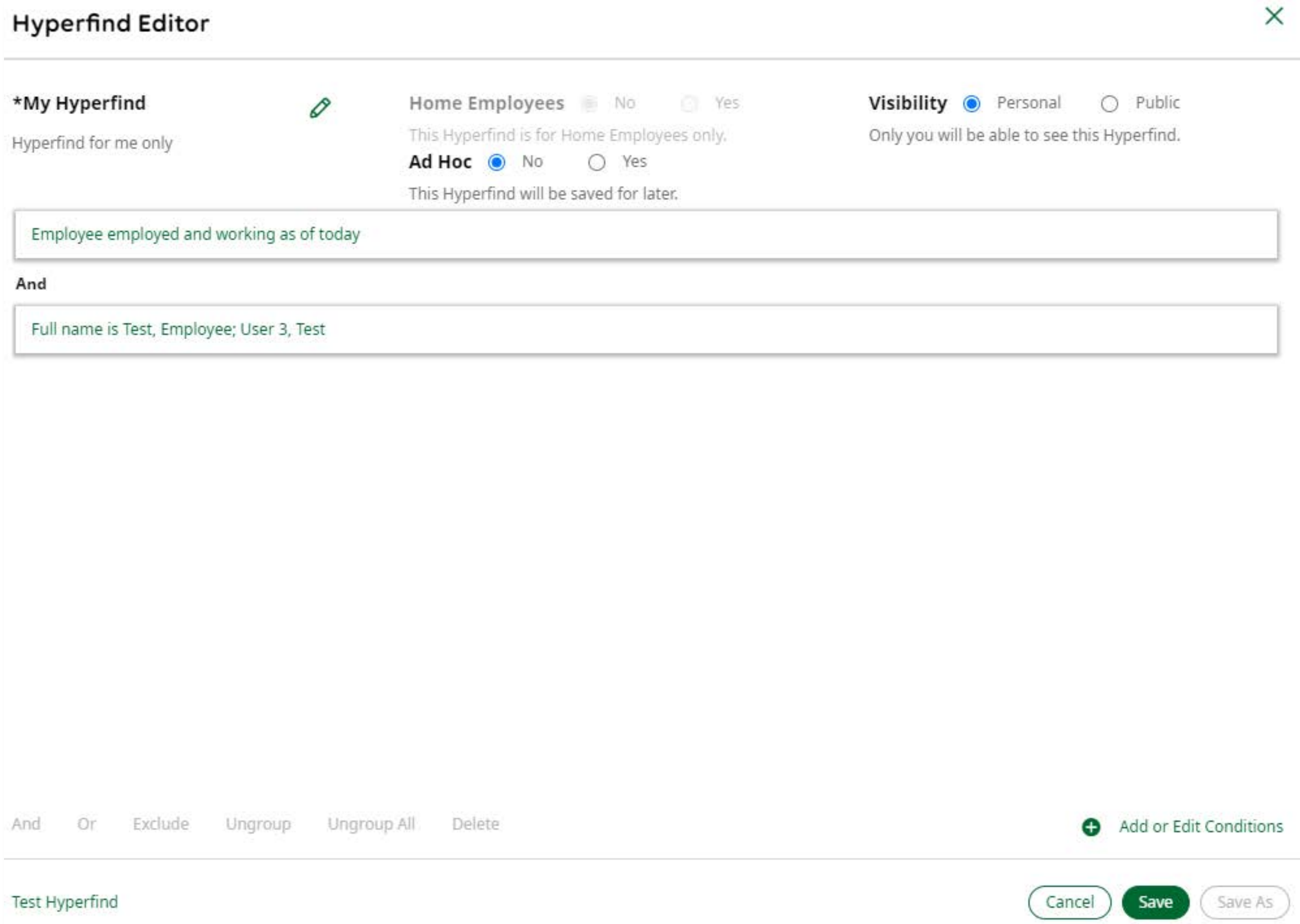


9. **Delete a condition** — Highlight an already selected condition and press **Delete** to remove the condition.
10. **Modify a condition** — Highlight the condition, make the modification, and click **Update**.
11. See Hyperfind conditions for more information.



12. After the required conditions are selected, click **Apply** to add the conditions to the Hyperfind query. The newly added conditions are now displayed on the Hyperfind Editor. From here you can:
13. Apply Boolean logic to the selected filters to make for complex filtering. The options can be combined and applied to multiple filters and grouped together for complex conditions.
    - **AND** — The condition will be marked as true if all filters apply to the employee.
    - **OR** — The condition will be marked as true if at least one filter applies to the employee.
    - **EXCLUDE** — The condition will be marked as true if the filter does not apply to the employee.

14. **Group or Ungroup All** or **Delete**
15. When finished, click **Test Hyperfind**. The Test panel opens so you can see a preview of how the filters are applied and what employees are returned. After reviewing the results, click **Done**. Continue to fine-tune the query or click **Save** or **Save As**.


Hyperfind Editor
*My Hyperfind
Hyperfind for me only
Home Employees No Yes
This Hyperfind is for Home Employees only.
Ad Hoc No Yes
This Hyperfind will be saved for later.
Visibility Personal Public
Only you will be able to see this Hyperfind.
Employee employed and working as of today
And
Full name is Test, Employee; User 3, Test
And Or Exclude Ungroup Ungroup All Delete
Add or Edit Conditions
Test Hyperfind
Cancel
Save
Save As