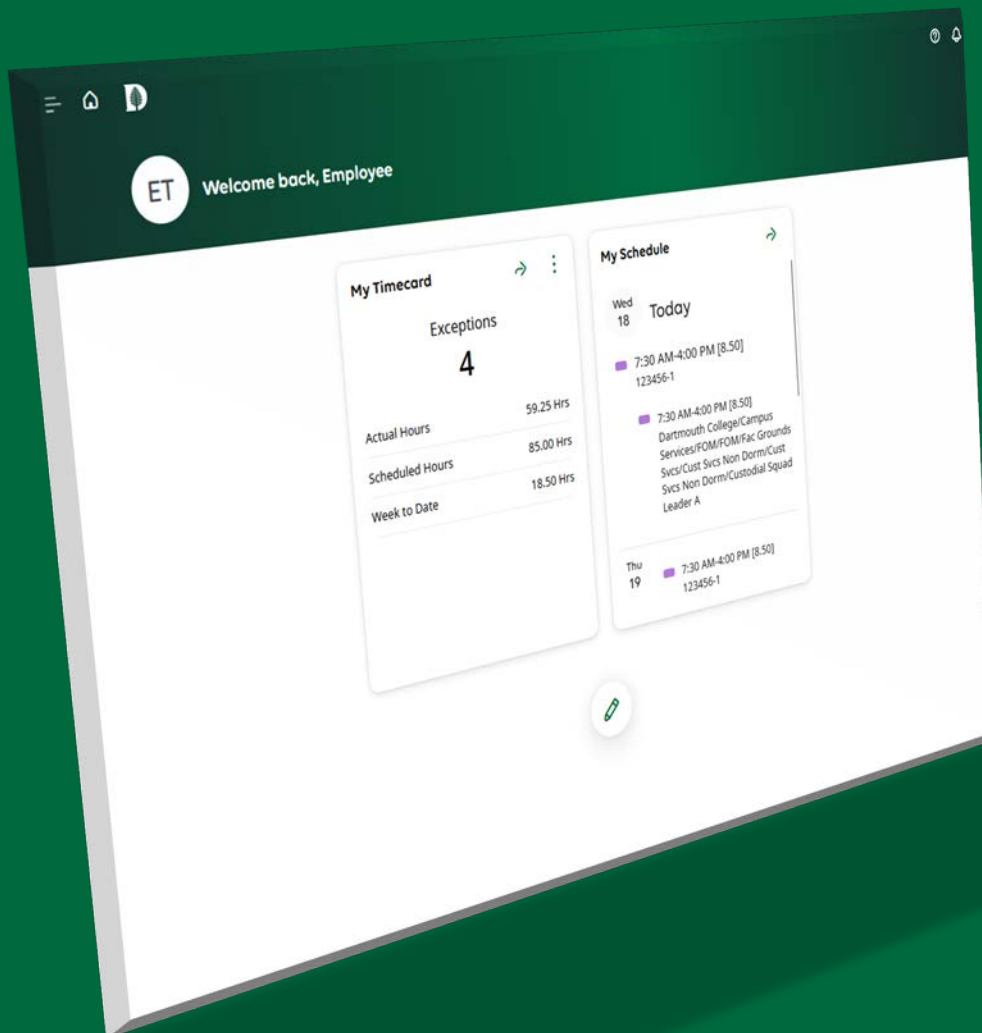






Kronos in the Cloud Manager & Supervisor Training



Lisa Wallace

Sr. Mgr, Communication &
Organizational Effectiveness



What you need to know!

Go-Live – Sunday, October 6th

- **Kronos.Dartmouth.EDU – Not Changing!**
 - We will redirect the cloud environment to same URL
 - All time for October 6th – future in cloud environment
- **Kronos-Hist.Dartmouth.EDU – new URL for “old” Kronos**
 - All time prior to October 5th in “old” environment
 - Do not report time for October 6th in “old” system – it will not carry forward
- **Accruals - PTO (Paid-Time Off) will not display until October 11th**
 - Need to close out the prior period before importing PTO hours
 - You can still report PTO before they display



What is Changing??

•**Updated Kronos Cloud Environment**

- New Home Dashboard for accessing timecard
- New Employee Attestation and Approval
- New Assignment column for employees with more than one job
- Slight change in creating comments
- Dataviews & Reports
- New Time Detail Report for Supervisors



What's Not Changing??

- How hours are reported
- General timecard functionality is the same
- **Expectations for reporting hours**
 - Record hours worked accurately on the Kronos Timecard.
 - Record hours at the beginning and end of each shift.
 - Record benefit time and/or comments on the timecard if needed.
 - Review the timecard for accuracy before the end of the pay period.
 - Submit the timecard **no later than Saturday at midnight** on the last day of the pay period.



Also Not Changing!

- **Expectations for supervising and managing employee 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.



How to get help?

- **[Dartgo.org/Kronos2Cloud](https://dartgo.org/Kronos2Cloud)**

- Training Resources
- Project Updates

- **Payroll**

- Questions about Paycheck

- **Finance Center**

- Navigating the system
- Reporting time
- Corrections

- **Kronos Admin** kronos.admin@dartmouth.edu

- Unable to log in
- Not able to see what you should see
- System doesn't seem to be working correctly
- All other

Dartmouth Integrity Helpline

[Dartgo.org/Helpline](https://dartgo.org/Helpline)

888-497-0515

Drop-in Sessions

Monday - Friday:

10/7 - 10/22

9:00 - 10:00 and 2:00 - 3:00

[Dartgo.org/KronosHelp](https://dartgo.org/KronosHelp)

(Subject to change based on need)



What is changing for Biweekly Employees

Navigation

Assignment Column

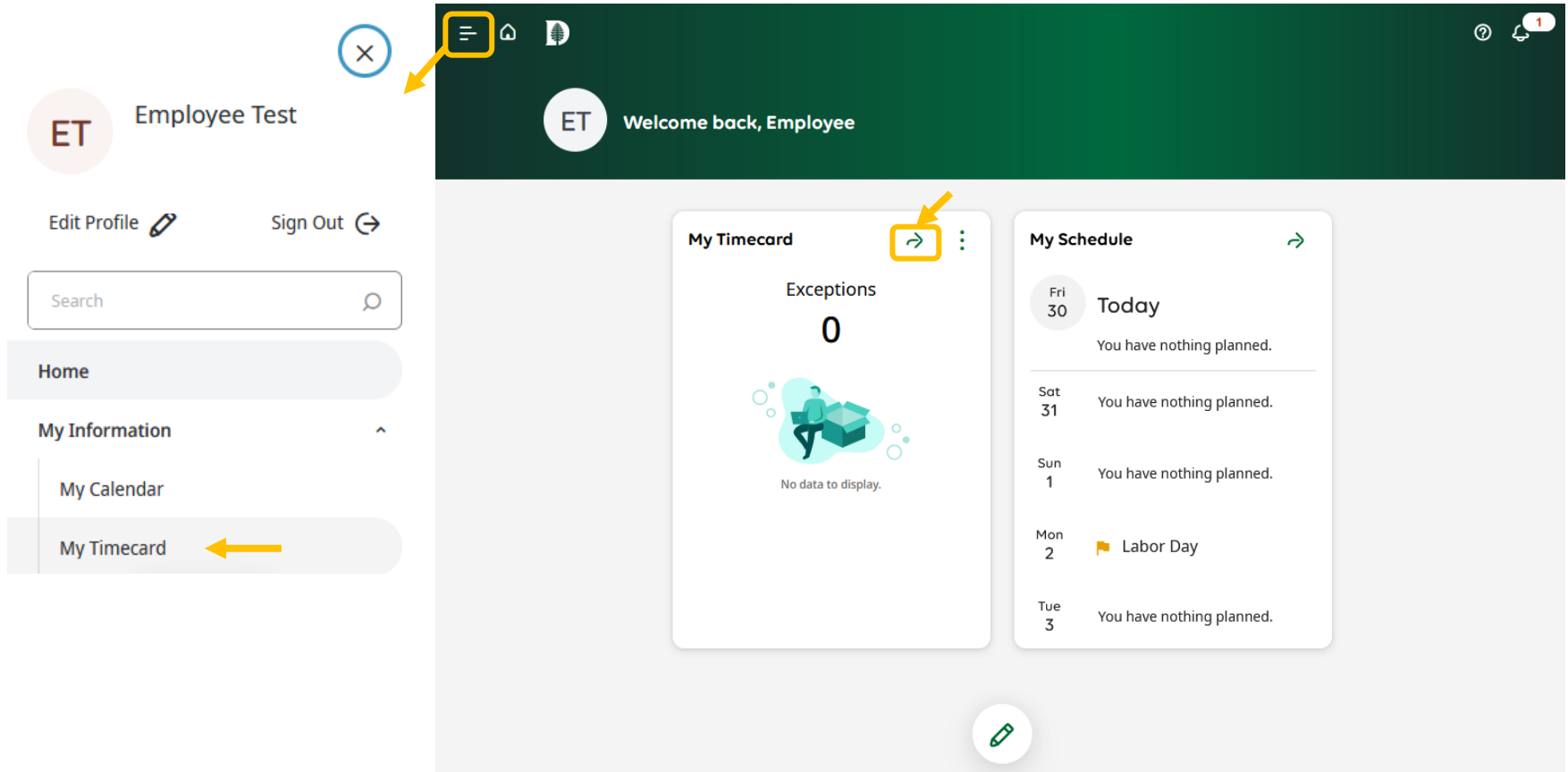
Approval & Attestation





Timecard Access

You may access your timecard using the **My Timecard** tile, or navigate to the menu, clicking **My Information** and clicking **My Timecard**



- Fresh look
- Same functionality
- Assignment Column for employees with more than one job

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

My Timecard

Current Pay Period | Loaded 11 AM

List View | Approve | Remove Approval | View Moved...

Share | Calculate Totals | Save

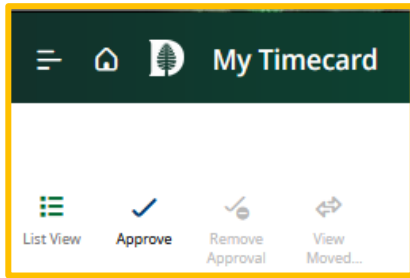
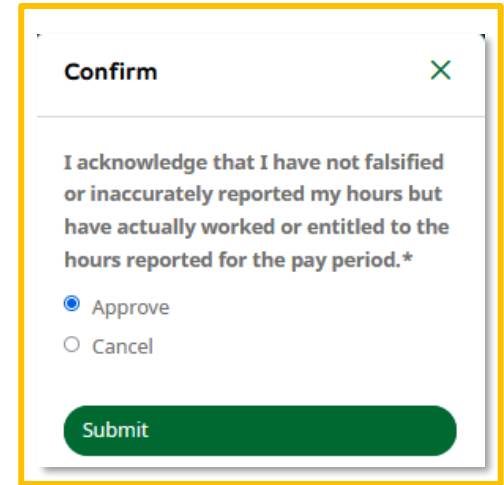
		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule	Shift	Daily	Period
+	⊖	Sun 8/25														
+	⊕	Mon 8/26	123456-10			7:59 AM	12:02 PM		12:34 PM	3:57 PM				7.50	7.50	7.50
+	⊖	Tue 8/27	123456-10			7:57 AM	11:56 AM		12:25 PM	4:01 PM				7.50	7.50	15.00
+	⊖	Wed 8/28	123456-12													15.00
+	⊖	Thu 8/29														15.00
+	⊖	Fri 8/30														15.00
+	⊖	Sat 8/31														15.00
+	⊖	Sun 9/01														15.00
+	⊖	Mon 9/02														15.00
+	⊖	Tue 9/03														15.00
+	⊖	Wed 9/04														15.00
+	⊖	Thu 9/05														15.00
+	⊖	Fri 9/06														15.00
+	⊖	Sat 9/07														15.00

Totals | Accruals | Historical Corrections | Audits



Timecard Approval & Attestation

- When reporting your final hours for the pay period, click Save, then click **Approve** on the ribbon.
- An attestation window will appear, for you to confirm that all hours are accurate and have not be falsified.
- Click **Confirm** and **Submit**



My Timecard

List View Approve Remove Approval View Moved...

		Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Absence	Schedule
+	⊖	Sun 9/08										
+	⊖	Mon 9/09			7:56 AM	11:58 AM		12:25 PM	4:02 PM			8:00 AM - 4:00 PM
+	⊖	Tue 9/10			7:28 AM	11:31 AM		12:02 PM	3:56 PM			8:00 AM - 4:00 PM
+	⊖	Wed 9/11			7:30 AM	11:45 AM		12:00 PM	4:00 PM			8:00 AM - 4:00 PM
+	⊖	Thu 9/12			7:30 AM	11:45 AM		12:00 PM	4:05 PM			8:00 AM - 4:00 PM
+	⊖	Fri 9/13			7:30 AM	12:00 PM		12:30 PM	4:45 PM			8:00 AM - 4:00 PM
+	⊖	Sat 9/14										
+	⊖	Sun 9/15										
+	⊖	Mon 9/16										8:00 AM - 4:00 PM
+	⊕		Vac	8.00								
+	⊕	Tue 9/17	Vac	8.00								
+	⊖	Wed 9/18										
+	⊖	Thu 9/19										
+	⊖	Fri 9/20										
+	⊖	Sat 9/21										

Totals Accruals Historical Corrections

Confirm [X]

I acknowledge that I have not falsified or inaccurately reported my hours but have actually worked or entitled to the hours reported for the pay period.*

Approve
 Cancel

Submit

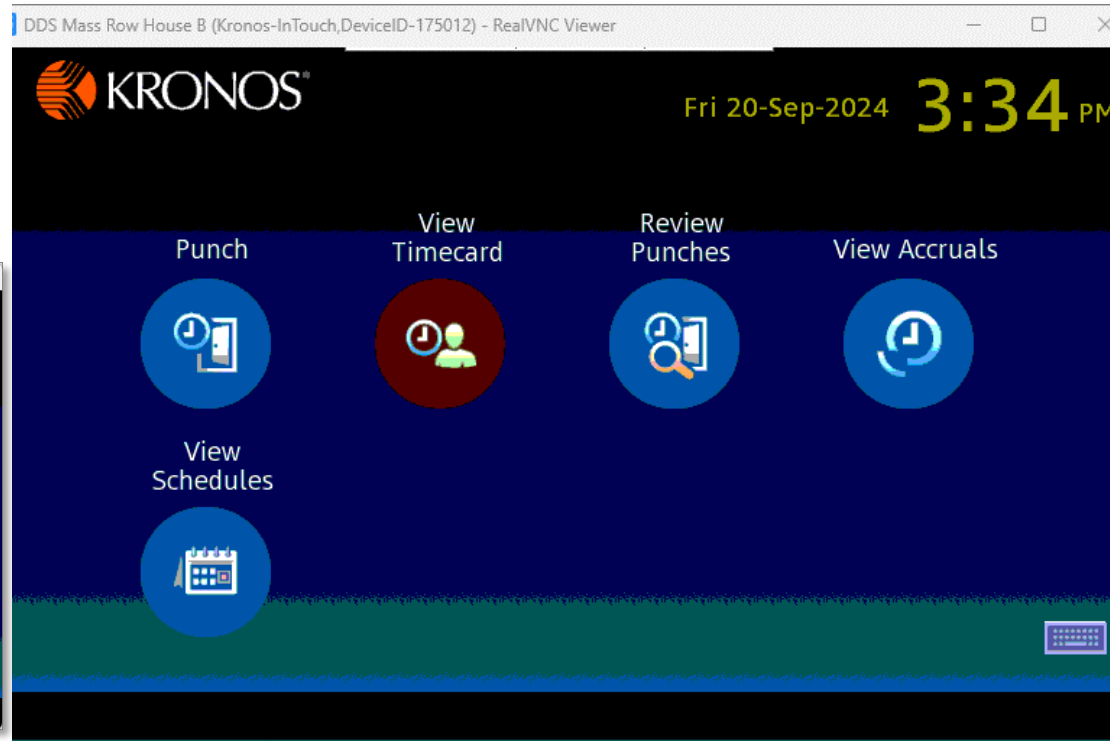
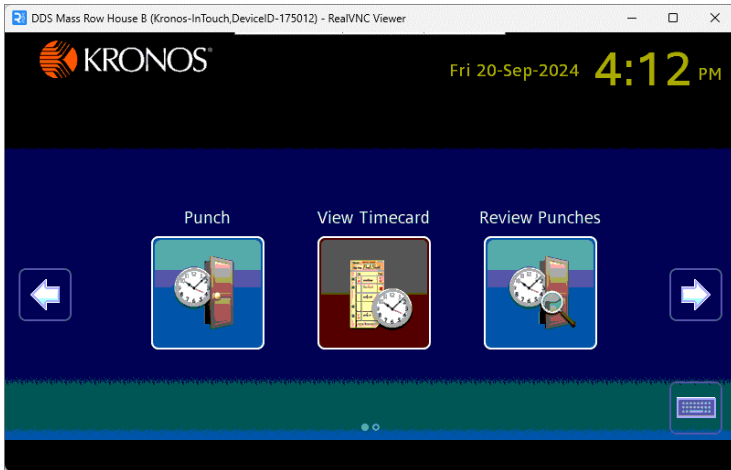


Employees who use Clocks *New look!*

- Round buttons all on one screen
- *No Scroll*

Beginning October 6th

Current





Supervisor & Manager Training

Navigation

Timecards Review, Edit, Approve





New Look

- New Customizable Dashboard
- New functionality for managing employee time

The screenshot shows a dashboard with a dark green header. On the left, there is a user profile for 'Lisa' with the initials 'LW' and the text 'Welcome back, Lisa' and 'Acting as I want to be a manager'. On the right, there is a search bar with a callout bubble that says 'Search for Employees and access their timecard!!'. Below the header are three main content cards: 'My Timecard' showing 0 exceptions, 'Manage Timecards' showing a warning about employee limits, and 'My Notifications' showing a list of notifications with counts. At the bottom, there is a 'Customize your Dashboard!' button with a pencil icon.

My Timecard → ⋮

Exceptions
0

No data to display.

Manage Timecards → ⋮

Previous Pay Period ▾

WTK-181523 Number of employees in request (2489) exceeds allowed limit (1000).

My Notifications → ⋮

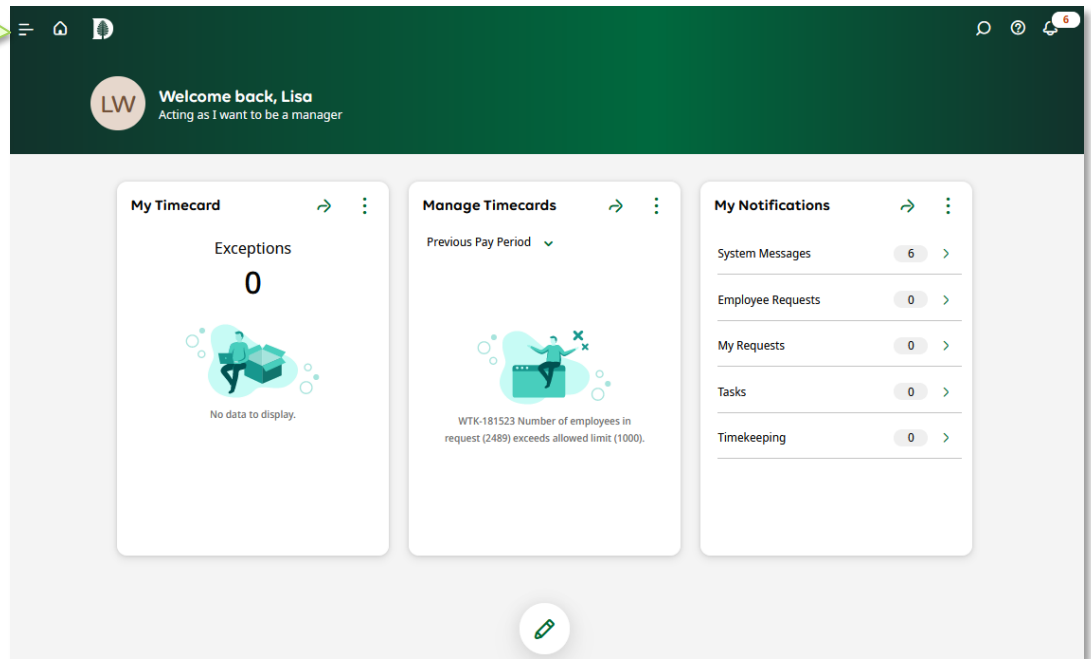
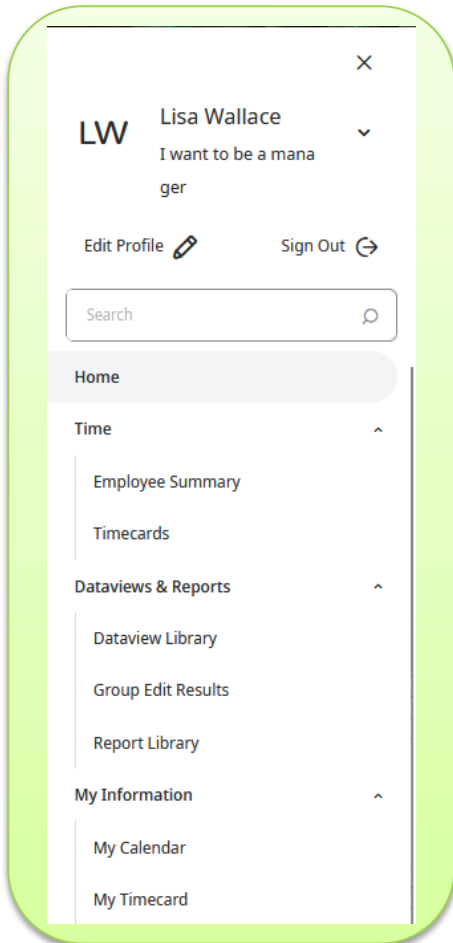
System Messages	6	>
Employee Requests	0	>
My Requests	0	>
Tasks	0	>
Timekeeping	0	>

Customize your Dashboard! ✎



Accessing Timecards

- Go to the Main menu select Time -> Timecards
- Go to Main menu select Time -> Use Employee Summary to see list of employees
- Use the Manage Timecards tile on the Dashboard by clicking the arrow at the top





Employee Summary Screen

- 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 displays the 'Employee Summary' interface. At the top, there is a dark green header with navigation icons and the text 'Employee Summary'. Below the header, a toolbar contains various action icons such as 'Select All', 'Open Selected', 'Refine', 'Zoom', 'Approve', 'Remove Approval', 'Add Punch', and 'Add Paycode'. The main area features a table with the following columns: 'Employee Full Name', 'Employee ID', 'Actual Hours', 'Scheduled Hours', and 'Projected Hours'. The first row of the table is for 'Test, Employee' with ID 'TESTEMPLOYEE'. A context menu is open over this row, showing a detailed view of the employee's information, including 'General Information' (Primary Job, Dartmouth College/Campus Services/FOM, etc.), 'Timekeeping', 'Scheduling', and 'Accruals'. At the bottom of the context menu, there is a 'Go To' section with options for 'Timecard', 'People', and 'Reports'. The 'Timecard' option is currently selected.

- Fresh look
- Same Functionality

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

Employee Timecards
2

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

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

Share to Print timecard

Approve 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

		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						7:30 AM - 4:00 PM	
+	⊖	Wed 9/04	123456-1	8.50	7:30 AM		12:36 PM	4:02 PM			7:30 AM - 4:00 PM	7.75

Totals Accruals Historical Corrections Audits



Timecard Exceptions

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

☰ 🏠 🌿 **My Timecard** 🔍 1

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

		Date	Assignment	Pay Code	Amount	In	Out	Transfer	In				
+	⊖	Sun 8/25											
+	⊖	Mon 8/26	🌿 123456-1			7:29 AM	12:02 PM			12:34 PM			
+	⊖	Tue 8/27	🌿 123456-1			7:27 AM	11:58 AM			12:32 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			32.25
+	⊖	Fri 8/30	🌿 123456-1			7:15 AM	11:45 AM			12:30 PM			40.25
+	⊖	Sat 8/31											40.25
+	⊖	Sun 9/01											40.25
+	⊖	Mon 9/02	🌿 123456-1										40.25
+	⊖		🌿 123456-1	🌿 Hol	8.50	7:30 AM							48.75
+	⊖	Tue 9/03	🌿 123456-1							7:30 AM - 4:00 PM			57.25
+	⊖		🌿 123456-1	🌿 Vac	8.50	7:30 AM							57.25
+	⊖	Wed 9/04	🌿 123456-1							7:30 AM - 4:00 PM			57.25
+	⊖	Thu 9/05	🌿 123456-1							7:30 AM - 4:00 PM			57.25
+	⊖	Fri 9/06	🌿 123456-1							7:30 AM - 4:00 PM			57.25
+	⊖	Sat 9/07											57.25

📅 Current Pay Period
🔄 Loaded: 9:34 AM

🔗 Share
📊 Calculate Totals
💾 Save

Schedule	Shift	Daily	Period
7:30 AM - 4:00 PM	8.00	8.00	8.00
7:30 AM - 4:00 PM	8.00	8.00	16.00
7:30 AM - 4:00 PM	8.25	8.25	24.25
			32.25
			40.25
			40.25
			40.25
			48.75
			57.25
			57.25
			57.25
			57.25
			57.25

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	■ 12:15 PM	3:59 PM
12:01 PM	Short Break; 12:15 PM	4:02 PM



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

Edit Comments

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 Type
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 Loaded 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



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]

Current Pay Period [Calendar Icon] [Share Icon]

Test, Employee

Assignment 123456-1

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

Work Rule None [i]

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 [i]

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 [Edit Icon] [Close Icon]

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 ↑₁	Accrual Code Type ↑₂	Accrual Reporting Per... ↑₃	Opening Vested Balan... ↑₄	Available Balance ↑₅	Taken to Date ↑₆	Planned ↑₇	Ending Vested ... ↑₈
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


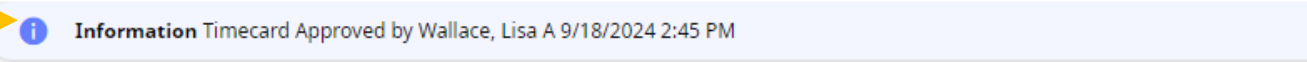
Totals

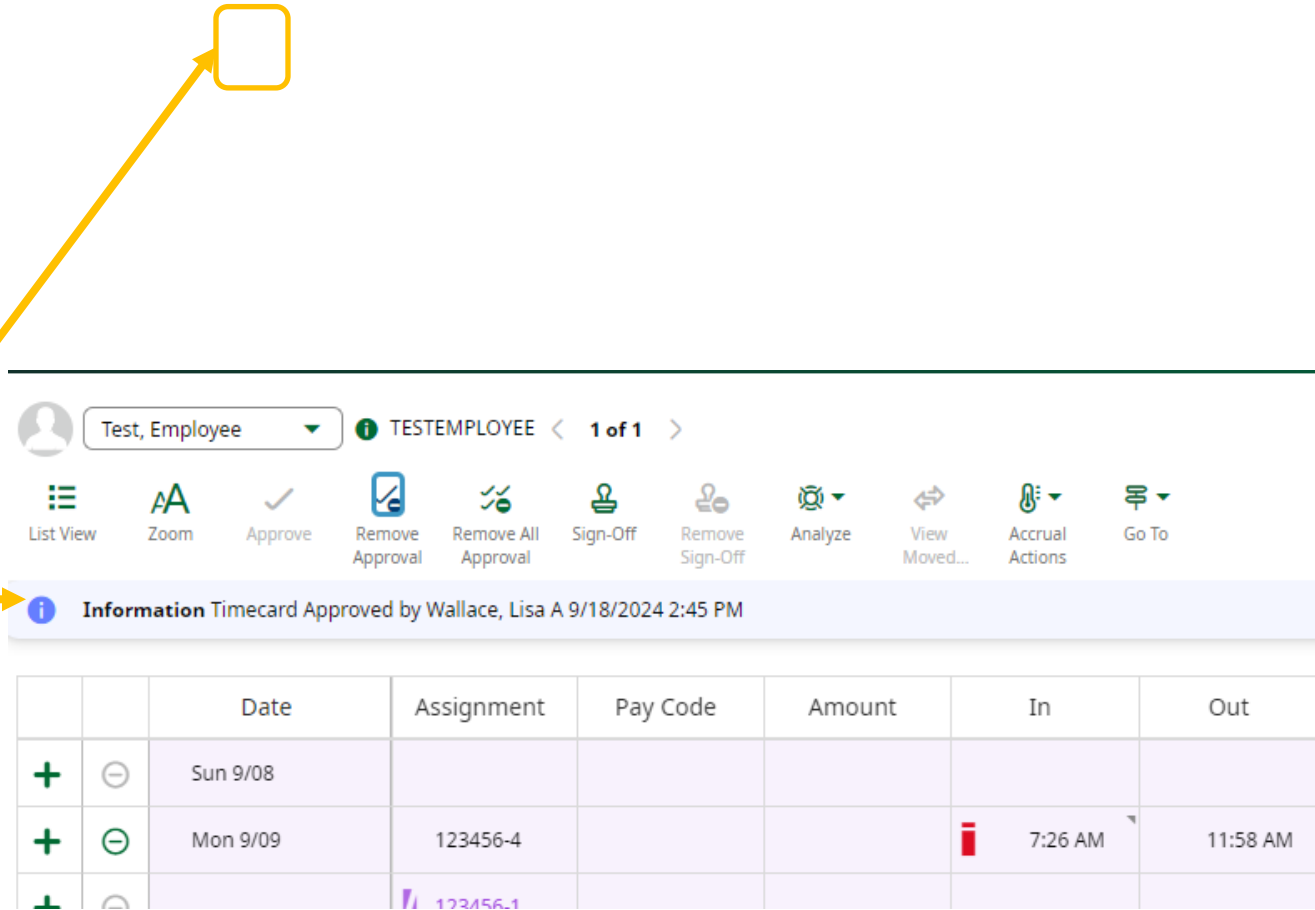
Accruals

Historical Corrections
Audits



Approval

- Employees are now 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.
- 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**.



The screenshot shows a software interface for managing timecards. At the top, there's a user profile section for 'Test, Employee' and 'TESTEMPLOYEE'. Below this is a ribbon with various action buttons: List View, Zoom, Approve, Remove Approval, Remove All Approval, Sign-Off, Remove Sign-Off, Analyze, View Moved..., Accrual Actions, and Go To. A yellow box highlights the 'Approve' button, with a yellow arrow pointing to it from the text. Below the ribbon, a confirmation message bar is shown: 'Information Timecard Approved by Wallace, Lisa A 9/18/2024 2:45 PM'. At the bottom, a table displays timecard entries with columns for Date, Assignment, Pay Code, Amount, In, and Out.

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



Time Detail Report

- Updated 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: 9/19/2024 3:06 PM
Query:	*Test Team									Printed for: Wallace, Lisa

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

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