

# KRONOS

## Guide

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For Policy and Procedure or Human Resource related questions, ask your direct supervisor or from the **Toolkit**, log into **My Personal Desk > HR Solutions or HR Self Service Portal**.



**Kronos** is web based, access using your EssilorLuxottica credentials.  
Connect through Ciao! Toolkit or <https://luxottica.kronos.net/wfc/logon>

1



## Request Time Off

All employees will enter their time-off\* requests 45 days prior when possible.

\*PTO, Diversity Days, Bereavement Leave and banked holidays (if applicable)

[Request Time Off \(Employee\)](#)  
[Request Time Off \(PM/Field\)](#)

2



Managers will approve\* or reject requests based on coverage & other prior requests or business needs.

\*Requests will be auto approved by the system after 5 days if no action is taken

[Kronos Time Off \(PM/Field\)](#)

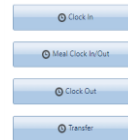
3

In Kronos, Managers will create a schedule and post by the 16<sup>th</sup> of the month prior.



[Kronos Scheduling](#)

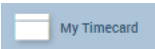
4



All employees will record their daily time punches including meal breaks. And at the end of the day, approve their timecard or request a punch correction.

[Kronos Timekeeping \(Daily\)](#)

5



After the last punch out for the week, all employees will review approve their weekly timecard.

6

Managers will review and complete any missing punches or employee requests and process/approve payroll.

[Edit Timecard \(PM/Field\)](#)  
[Entering Pay Codes \(PM/Field\)](#)  
[Payroll Sign-Off \(PM/Field\)](#)

## Kronos Timekeeping Journey:

[General Overview of Key Kronos Functions](#)

[Kronos Basics for Managers](#)



## General Information:

- All employees, exempt and non-exempt, must personally **Clock In** and **Clock Out** using **Kronos** during their work shift, including **Meal Breaks** (meal break punches are for non-exempt employees only)
- You can not **Edit** your own timecard, so you will need to partner with another Leader for corrections (Field Leaders, Practice Manager, Assistant Practice Manager, Team Leads, or Lab Managers)
- Off-the-clock work is never permitted
- The **Timecard Approval** process is entirely electronic, printing timecards is not required
- Although not required, it is recommended to **Print and Post your Schedule**
- When using the iPad to **Approve** your daily time, make sure the iPad is turned horizontal
- When **Signing Off** on payroll weekly it is best to use a desktop PC

## Timecards:

- All employees must **Approve** their timecards **Daily**
- All **Missed Punches** must be resolved and **Pay Codes** (Holiday, PTO, etc.) must be entered before **Daily Approval**
- Employees should ensure time is 100% accurate before **Approving**
- Once **Approved**, no further edits can be made to the timecard (you can **Remove Timecard Approval** if needed)
- Once **Approved**, the **Timecard** is displayed in different colors (each color represents where the timecard is within the approval process)

Orange	Timecard has been approved by the employee only
Yellow	Timecard has been approved by the manager only
Green	Timecard has been approved by both employee and manager
Grey	Timecard has been signed off by either the employee, manager, or both

# KRONOS ALERTS

## Manager View



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You will receive **Alerts** for various functions via the **Icons** running across the top of the landing page.



1

**Covid Response Alerts:** Currently not active

2

**Time Off Alerts:** You will be notified as **Submissions/Retractions** occur

- You must manually approve or reject all requests
- If no action is taken within five days, it will auto-approve

3

**Timecard Exceptions:** A listing by employee of **Unexcused Absences** or **Punch Exceptions**

4

**Overtime Reached:** Notification sent when employees have reached 40 hours per week

5

**Meal Not Taken:** Notification sent based upon **Meal Punches** logged in compliance with state-specific labor laws

6

**Missed Punch:** Notification sent when **Missing Punches** occur

- Must have a minimum of 1 punch on the timecard to flag other missing punches

7

**Rejected Timecard:** Notifications occur as employees reject their timecards

# TIME OFF REQUESTS

## View Accruals



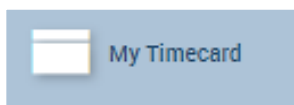
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You may view your **Accruals** for Banked Holidays, Diversity Days, and PTO. Please see your Practice Manager, Field Leader, or reference My Personal Desk for Accrual Rates and more.

1

From the landing page, click on **My Timecard**

- PM/Field: Click the **+** and select **My Information** to access your **My Timecard**



2

Click the downward **Arrow** to expand additional details

Loaded: 12:55 PM Current Schedule Period

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 11/19										
Mon 11/20		11:00AM-7:30PM	11:00AM	3:00PM						
			3:30PM	7:30PM				8.0	8.0	8.0
		3:45PM-4:45PM								
Tue 11/21		11:00AM-7:30PM								8.0
Wed 11/22		11:00AM-7:30PM								8.0
Thu 11/23		11:00AM-7:30PM								8.0
Fri 11/24		11:00AM-7:30PM								8.0
Sat 11/25						This Pay Period Approv...	1.0			8.0

View

3

Select the **Accruals Tab** to view all earned time off

Totals	Accruals	Historical Corrections	Audits
Accrual Code	Accrual Units	Hour	Accrual Available Balance
Banked Holiday		Hour	16.0
Diversity Days		Hour	16.0
PTO		Hour	42.23

# TIME OFF REQUESTS

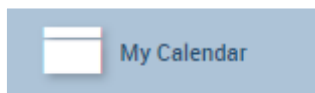
## Submission



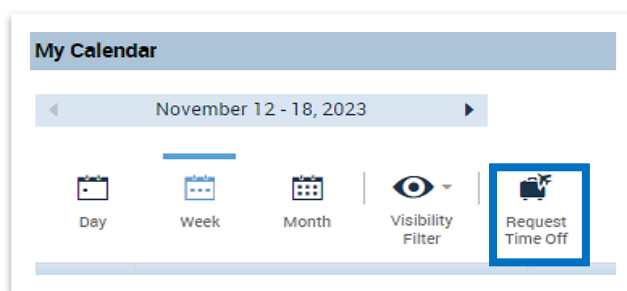
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Planned **Time Off Requests** must be placed **45 days in advance**. Your **Field Leader** has the **right to deny your requests** and will be **approved/denied based on office needs**. If the request is not approved/denied within 5 days, it will automatically be approved.

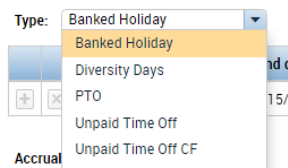
- 1 From the navigation bar on the right-hand side select **My Calendar**
  - PM/Field: Click the **+** and select **My Information** to access your **My Calendar**



- 2 Select **Request Time Off**



- 3 On the **Type Pulldown Bar**, select the type of time off request



- 4 **Complete** the following fields:
  - A. Start & End Dates (keep dates within one fiscal week)
  - B. Start Time (8am)
  - C. Daily Amount (ie- 1-8 hours)
  - D. Click the + sign to add additional requests of the same type

Type:	PTO				
	Start date	End date	Time Unit	Start time	Daily Amount
<b>+</b>	2/14/2024	2/14/2024	Hours	8:00AM	8.0

- 5 Click **Submit** once completed

# TIME OFF REQUESTS

## Details



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When **Requesting Time Off**, follow these guidelines:

### **Multiple Days Per Time Off Request:**

- Requests must be for the same type of time off (PTO, Holiday, Bereavement, etc.)
- Use the + button to enter multiple days in a one-time off request
  - EX: Wednesday-Friday and Monday-Tuesday
- If you need to cancel/modify any time off dates within the request, you must cancel all dates in that request and resubmit the new dates in a new request

### **Start/End Times:**

- Do not include weekends in your PTO submission if you are not scheduled over the weekend
  - EX: If PTO runs Wednesday to Tuesday, enter a request for Wednesday-Friday, and then add a second date range for Monday-Tuesday using the + button
- Do not include banked Holidays in your PTO submission. If you are using banked Holidays, you will need to enter your holiday as a separate request
  - EX: If U.S. Independence Day (July 4<sup>th</sup>) falls on a Wednesday, and you want to take off the entire week, enter a PTO request for Monday-Tuesday, and select the + sign to add a second date range for Thursday-Friday. Submit the request and then enter a second request for the Banked Holiday for July 4<sup>th</sup>.

### **Daily Amount:**

- Enter the number of hours you wish to apply for each of the date ranges in the time off request
  - Enter 8 hours if your request contains full day(s)
  - Enter 4 hours for a half day
  - If your request contains both full and half days, enter a new date range for each daily amount (If you are taking a half day on Thursday, enter 4 under daily amount, then add another day for Friday using the + button, and enter 8 for daily amount)

### **Note:**

- Your accruals will show based on the date you have selected. This allows you to see future accruals based on time off requests and hours earned up to that date.
- Hourly employees earn time off based on hours worked



# TIME OFF REQUESTS

## PM/Field: Approval



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Once receiving the submission, you have **5 days** to **Approve** or **Reject** any requests. On the 6<sup>th</sup> day the request will automatically be approved.

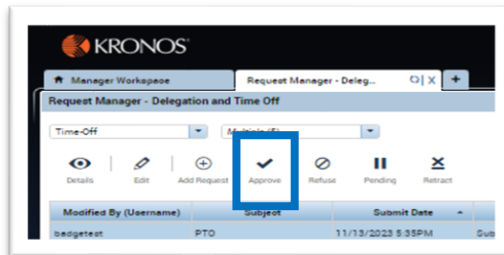
- 1 View submitted Time Off requests via the **Manager Alert Calander**



- 2 A list of requests will populate, **Select** the request(employee) you'd like to View/**Approve**

Modified By (Username)	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments	Store
budgetest	PTO	11/13/2023 5:35PM	Submitted	zz Test, Bedge	12/11/2023	zz Test, Bedge	12/11/2023	PTO		2123
budgetest	PTO	11/20/2023 5:35PM	Submitted	zz Test, Bedge	1/01/2024	zz Test, Bedge	1/01/2024	PTO		2123

- 3 Click the **Approval Checkmark**



- 4 Review request and Click **Approve**

Approve Time-Off Request

Submitted: 11/13/2023 - 5:35:10PM  
Modified by: budgetest

Employee: zz Test, Bedge    Type: PTO

Start date	End date	Time Unit	Start time	Daily Amount
12/11/2023	12/11/2023	Hours	8:00AM	8.0

Accruals on: 12/11/2023

Accrual	Balance
Banked Holiday	16.0 Hour
Diversity Days	16.0 Hour
PTO	41.23 Hour

Status History

Submitted: 11/13/2023 - 5:35:10PM  
budgetest

Comments (0)

Select Comment

Type a note (optional)

Cancel Approve

# TIME OFF REQUESTS

## PM/Field: Refusal



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1

View submitted time off requests via the **Manager Alert Calander**

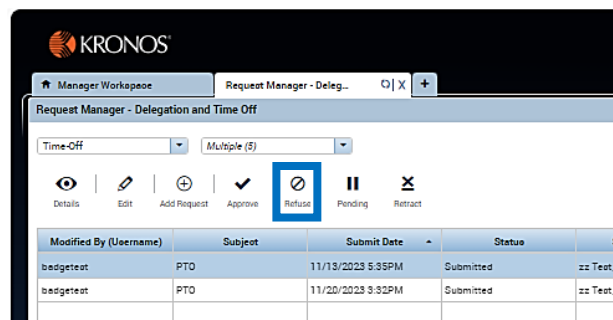


2

A list of requests will populate, **Select** the request(employee) you'd like to View/**Refuse**

3

Click the **Refusal** icon



4

From the **Comments** pull down bar, you can indication **Actions** and leave a **Note**

5

**Click Refuse** to notify Team Member

Refuse Time-Off Request

Employee: zz Test, Badge    Type: PTO

Requested

Start date	End date	Time Unit	Start time	Daily Amount
1/01/2024	1/01/2024	Hour	8:00AM	8.0

Accrual on: 1/01/2024

Accrual	Balance
Banked Holiday	16.0 Hour
Diversity Days	24.0 Hour
PTO	33.33 Hour

Status History

Submitted: 11/20/2023 - 3:32:34PM  
budgetest

Comments (1) Add Comment

REQUEST Swap Shifts

We do not have coverage to grant this request. see if someone can swap shifts with you

Cancel Refuse

# TIME OFF REQUESTS

## View in Scheduler



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All **Approved Time Off Requests** will pre-populate on your schedule template. All Employees can also view their time off from **My Calendar**.

1

From the navigation bar on the right-hand side select **Schedules**



Schedules

2

Select timeframe you'd like to view

Manager Workspace Schedules

Schedules

Loaded: 1:5 PM 12/10/2023 - 12/16/2023 Home Edit

View Column Selection Visibility Filter Select all Gantt View Sorting Tools Engines

Refresh View Comments Share Contact Tracking Save Go To

By Employee	12/10 - 12/16						
Name	Sun 12/10	Mon 12/11	Tue 12/12	Wed 12/13	Thu 12/14	Fri 12/15	Sat 12/16
zz Test, Bedge		PTO [8.0]	11:00AM - 7:30PM	11:00AM - 7:30PM	PTO [4.0]	Holiday [8.0]	

# TIME OFF REQUESTS

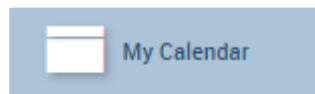
## Cancellation



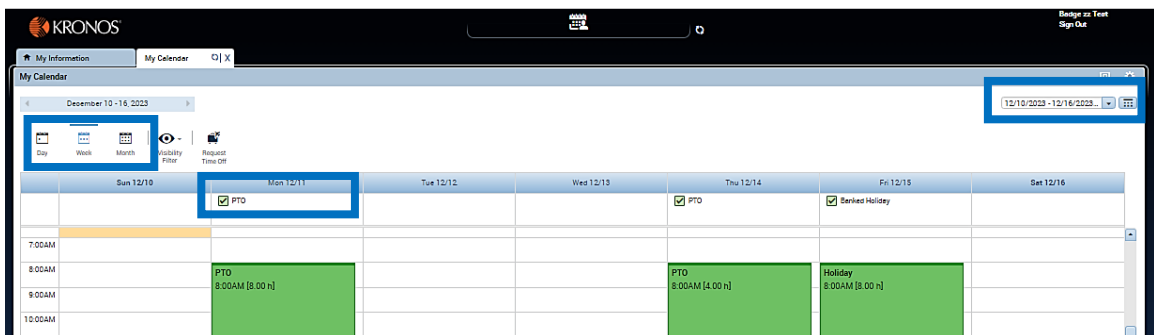
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You may cancel your request at any time. If you wish to modify your PTO request, you will need to **Cancel** it and **Resubmit** a new one.

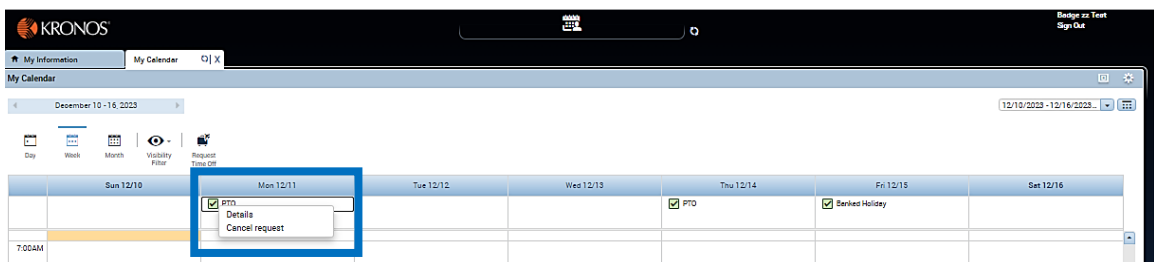
- 1 From the navigation bar on the right-hand side select **My Calendar**
  - Practice Managers & Field Leaders, Click the **+** and select **My Information** to access your **My Calendar**



- 2 Utilize the **Calendar** or manually enter the dates you would like to view on the right-hand side (or use the **Day, Week, Month** filters on the top left side)



- 3 Right **Click** on the **PTO Logo** underneath the date



- 4 Select **Cancel Request** again the dialog box to confirm your cancellation

# SCHEDULING

## Creating A Schedule



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All schedules are due on the 16<sup>th</sup> of each month and must be posted for the entire month (I.E; August 15<sup>th</sup> publish fiscal September's schedule.)

1

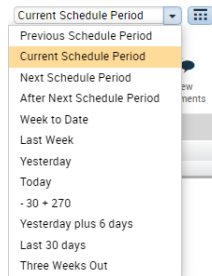
Select **Scheduler** from the navigation bar on the right



Schedules

2

Use the **Calendar** or the **Pull-Down Bar** to select the schedule period you need to create or edit



3

Select the **Employee** and **Day** to which you'd like to add a shift

4

Click on the cell for which you'd like to enter a shift and **Add** the **Start** and **Finish Time**

- For 10-6pm you must type 10am-6pm or 10-18:00
- Once you have the time in the cell, you can copy/paste the shift to another day or employee

By Employee	Sun 12/17	Mon 12/18	Tue 12/19	Wed 12/20	Thu 12/21	Fri 12/22	Sat 12/23
zz Test, Badge		11:00AM - 7:30PM	10:00AM - 6:00PM	10-1800			

5

Complete your schedule and click **Save**

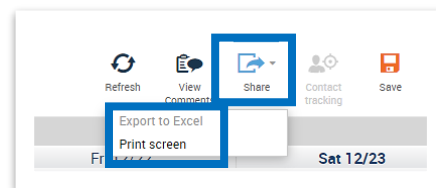


Save

6

Click **Share** to:

- Print Screen
- Convert to Excel document



Once the schedule is published, you can click on the time cell to edit the team member's shift. **Remember to notify all team members of schedule changes once posted.** You will view your schedule via your **My Calendar** or **Schedule** navigations.

**Tip-** Employees can download the Kronos App to view schedule at anytime

# SCHEDULING

## Creating A Pattern



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If your office has a set schedule, you can **Create a Pattern** to duplicate the schedule for a specific time frame or indefinitely.

1

**Highlight** the employee and select **Schedule > Create a Pattern**

Manager Dashboard ▾



Person ID	Name	Department	Job
TEST999999...	zz Test, Badge	123	{3155URN3}

2

**Enter the Start/End dates, Number of Weeks, and Pattern Details** for the number of weeks you've selected

- Your Start/End dates should be the beginning/end of the fiscal week
- You can copy and paste the scheduled times
- Hit the + sign to add additional rows (alternating weekly schedule, etc.)

**Add Pattern**

Assigned to: zz Test, Badge

Anchor Date: 12/03/2023 Start Date: 12/03/2023 End Date: [blank] Clear

Define Pattern for: 1 Week(s) Day(s) Forever Override Other Patterns

Add Shift Add Pay Code Shift Template Pattern Template 8a-5p Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	1	8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	

Cancel Apply

3

**Confirm** the pattern details and select OK

**Schedule Pattern**

Assigned to: zz Test, Badge Primary job: None

Start Date	End Date	Duration	Rotation
12/17/2023	Forever	10 weeks	10 Weeks: 10a - 6p (Mon, Tue, Wed, 11a - 7p (Thu, Fri)

Add Pattern OK

4

Select the **Save** button to save the pattern on your schedule



# SCHEDULING

## Patterns At Alternating Sites



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For employees working in multiple locations, when creating a pattern, you can assign those shifts to an alternate location within the pattern

1

When entering your pattern, **Double click** the **Pattern Shift** you'd like to transfer to alternate location

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	x	1					
		8a-5p					

2

Once the shifts pulls up, select **Labor Level Transfer**

Type	Day	Start Time	Day	End Time	Sch. Hours	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	x	Regular	1	8:00am	1	5:00pm	9.00	

3

Click the word **Search** to pull up the alternate location

Type	Day	Start Time	Day	End Time	Sch. Hours	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	x	Regular	1	8:00am	1	5:00pm	9.00	Search...

4

Under **Store Dept** type the **Location Number** and select the location from the listing

5

Click Apply to Save

- This process will need to be completed for each individual shift within the pattern

Store Dept: T070, 00T070, 00T070 Resin Eye, 00T070 Resin Ey...

# SCHEDULING

## Modifications

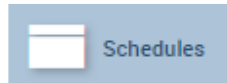


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You can **Add**, **Modify**, or **Remove** shifts. In addition, you can add **Pay Codes** to the schedule when needed.

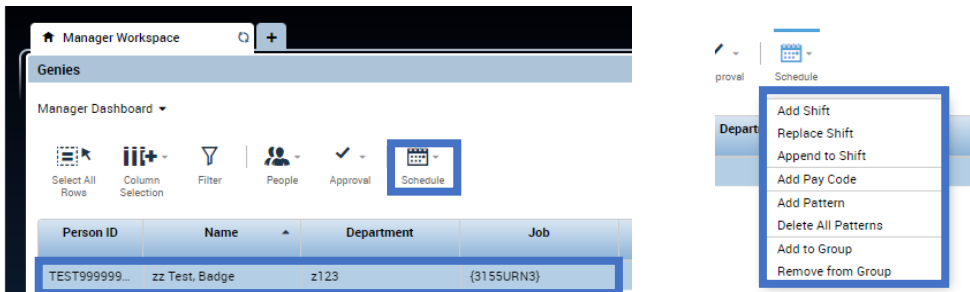
1

From the managers workplace, **Highlight** the employee and select **Schedules**



2

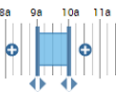
From the **Pulldown bar**, indicate the schedule function you'd like to perform



3

Based on action selected, **Enter** the employee details:

- **+** sign will add additional rows to edit multiple days and times

-  function can expand shift times



# SCHEDULING

## Assigning Shift To Alternate Site



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If you have employees who will be working at an alternate office, you can **Assign** those shifts/hours to that location.

1

From within the **Scheduler**, double click the shift you would like to assign to the alternate location

2

In the **Job Transfer** box, select **Search**

3

Select **Labor Account** and under Brand **Search** and **Select** TeamVision

4

In-Store Department search, type T\_ \_ \_ (the site you want to transfer hours/shift to) and click **Apply**

5

Confirm the new site is listed under **Labor Level Transfer** and click **Apply**

# PUNCHES

## Clock In/Out

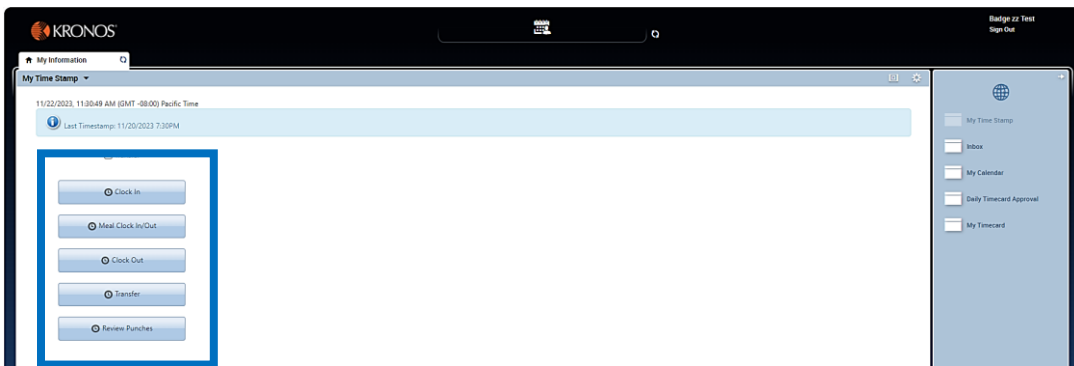


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You are expected to correctly **Punch In/Out** at your scheduled time. Please follow all state guidelines for lunch periods.

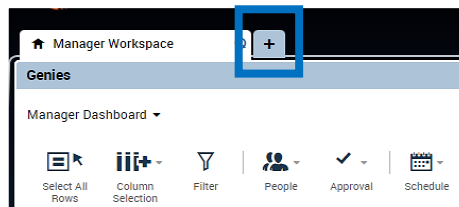
### Employee:

- 1 Locate Kronos Timekeeping from the Ciao Toolkit and **Log In/Out** using your EssilorLuxottica network credentials
- 2 From the home page, **Click** the applicable punch

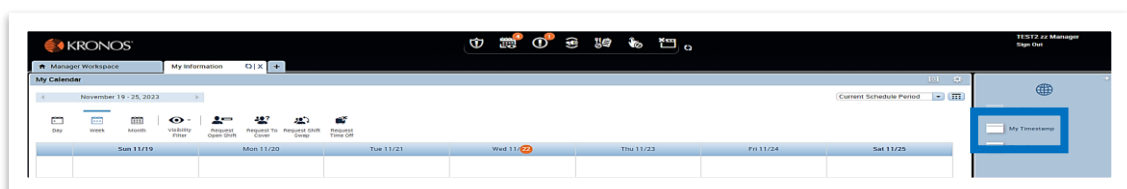


### Practice Manager, Assistant Practice Manager, Team Lead, Lab Manager, and Field Leaders:

- 1 Select the + sign and select **My information**



- 2 Click **My Time Stamp** from the navigation bar to record punches



# REQUEST PUNCH CORRECTION

## Employee



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Employees cannot edit their own time but can submit a request to **Fix a Missed Punch**. This is only for employees who miss a punch, not for an incorrect punch. Incorrect punches must be edited by a supervisor.

**When using the tablet, make sure it is turned horizontally to fix a missing punch.**

- 1 From the Navigation bar, select **Daily Timecard Approval**



Daily Timecard Approval

- 2 Click the red box, your missed punch

Thu 11/16 (E)	8:00AM-5:00PM						0.0	16.1
Fri 11/17 (M)	11:00AM-7:30PM			3:47PM			0.0	16.1
				3:50PM				

- 3 Select **Fix Missing Punch**

Employee: zz Test, Badge (TEST999999999)

Days to approve: 5

Daily Approvals

Fix Missing Punch

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 10/29							0.0	0.0

- 4 Enter the correct Date, Missed Time, & Comment

### Submit Missed Punch

Date:*	Time:*	Comment:*
11/17/2023	7:30pm	Missed punched entered by Associate
Submit		Cancel

- 5 You will receive confirmation of the submission



Punch is Submitted.

All submissions are then sent for approval. Once approved, the fixed time will appear in your timecard.

# DAILY TIMECARD APPROVAL

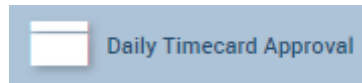
## Employee



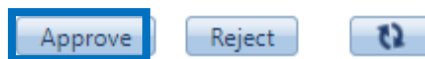
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All employees (including salary individuals) are expected to approve their timecards daily. Doing so, indicates you have reviewed and approve your punches for accuracy.

- 1 After you have **Punched Out** for the day, from navigation bar select **Daily Timecard Approval**

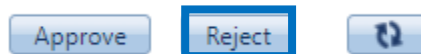


- 2 If your punches are correct, select the day you are approving click the **Approval** button



11:00AM-7:30PM			11:00AM		3:15PM	
			3:45PM		7:26PM	7.9

- 3 If your punches are incorrect, **Reject** the day



11:00AM-7:30PM			11:00AM		3:15PM	
			3:45PM		7:26PM	7.9

- 4 On the pulldown bar, select **Time Not Correct** update the **Notes** section

- 5 Click Submit

**Reject Timecard**

Rejection Reason:\*  

Time not correct

Notes:  

Forgot to punch in. Please correct time to 10am

Submit

Cancel

# TIMECARD APPROVAL

## PM/Field



RETURN TO TABLE  
OF CONTENTS

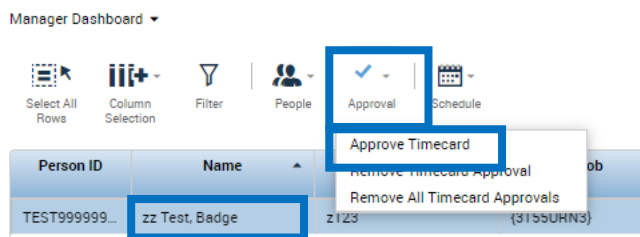
**All timecards must be Approved prior to Payroll Sign Off.** It is the employee's responsibility to **Approve Daily** and review upon completion of their **Last Shift** of the week.

A supervisor must also **Approve** the timecard. When having multiple supervisor approvals, the approving supervisor can only **Remove** the **Timecard Approval**.

### To Approve A Single Timecard:

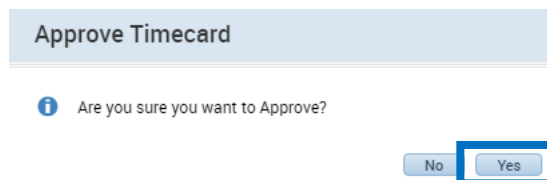
1

Select the employee and click **Approval** > **Approve Timecard**



2

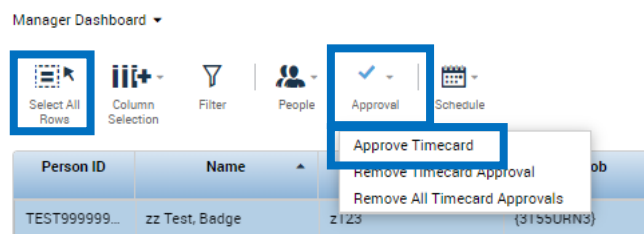
When prompted, **Confirm** the **Approval**



### To Approve A Group Of Timecards:

1

Select All Rows > **Approval** > **Approve Timecard** > **Confirm** when prompted



# REMOVE TIMECARD APPROVAL PM/Field

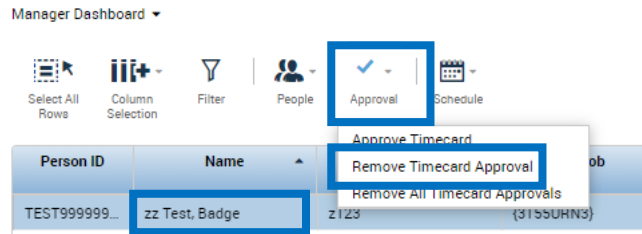


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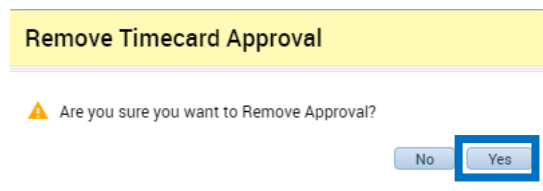
If a **Timecard** has been **Approved**, you can **Remove** the **Approval** and make any **Punch Corrections**. You must then **Re-Approve** the **Timecard**.

## To Remove Approval On A Single Timecard:

- 1 Select the employee and click **Approval** > **Remove Timecard Approval**

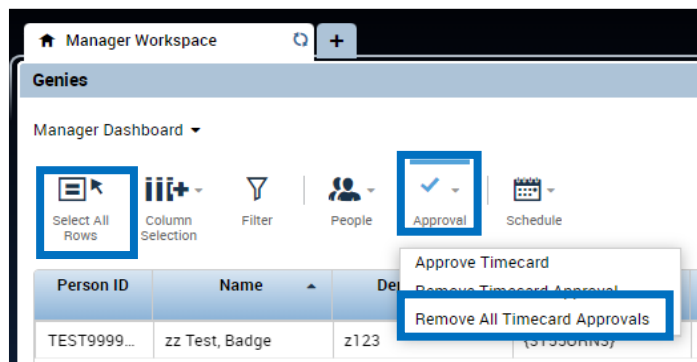


- 2 When prompted, **Confirm** the **Removal**



## To Remove Timecard Approval For A Group Of Timecards:

- 1 Click **Select All Rows**
- 2 Then click **Approval** > **Remove All Approvals** > **Confirm** when prompted



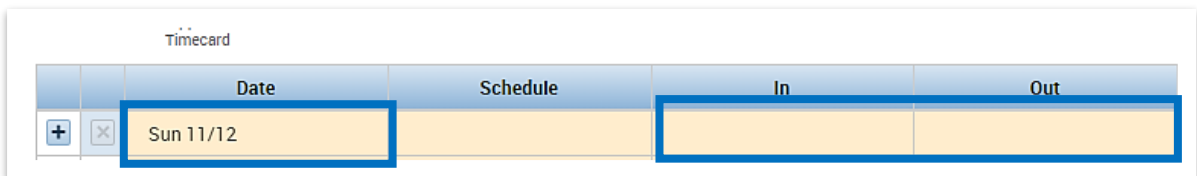


**You are not permitted to edit your own punches.** PM's will have **Other Leaders** within their location edit their **Timecards**.

1 From the landing page, **Select the Employee** you need to edit and **Double-Clicking** their **Name**

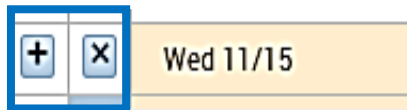
2 In the timecard, **Enter the Correct Punches** for the day(s) and time(s) by **Clicking** on the the corresponding cell

- For 10-6pm type 10am-6pm or 10-18:00



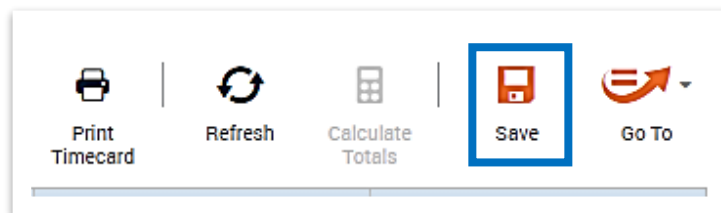
Date	Schedule	In	Out
Sun 11/12			

3 You can **Add** or **Remove** additional **Rows** by selecting the plus sign or the X on the left-hand side of the **Timecard**



+	X	Wed 11/15
---	---	-----------

4 Click **Save** on the top right-hand side of the screen



Print Timecard

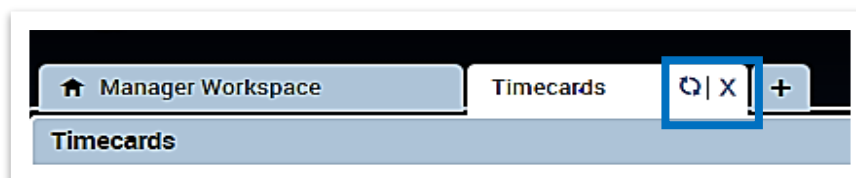
Refresh

Calculate Totals

Save

Go To

5 On the **Timecard Tab**, you can **Refresh** the **Timecard** by selecting the refresh icon or close the timecard by clicking on the X



Manager Workspace

Timecards

+

Timecards



Employees may request various **Pay Codes** to be entered on their Timesheets. This could include **Holiday** hours, **Diversity** hours, and more. These pay codes can be added by the PM, APM, LM, TL.

**1** From the landing page, **Select** the **Employee** you need to edit and **Double-Clicking** their **Name** to open their Timecard

**2** Select the day you would like to add the hours, and click on the **Pay Code** cell

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Sun 11/26									
+	Mon 11/27	11:00AM-7:30PM	11:00AM	4:00PM				5.0	5.0	5.0

**3** From the pulldown bar, **Select** the type of pay the employee is requesting (Jury Duty, PTO, Diversity Day, Holiday, Bereavement, etc.)

Please Choose:

Search

Absent Excused  
Absent WO Pay  
Bereavement  
CA Meal Rest Pay  
Diversity Days  
Emergency Closings  
FMLA Unpaid  
Holiday

**4** **Enter** the number of hours the employee would like you use (1-8 hours)

Pay Code	Amount
Bereavement	3.0

**5** **Save** the Timecard by clicking the Save icon



To add a pay code to a day with punches, add the + icon to add an additional row.



# TRANSFER HOURS

## Allocate To An Alternate Site



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If employees work at alternate offices, you can **Transfer** the hours from practice to practice. This process must be done twice for one shift (For example is a team member punches in from 10am-2pm and 2:30-6:30pm, you will transfer the morning shift and afternoon)

- 1 In the Team Members timecard, click **Transfer**, then **Search**

	Date	Schedule	In	Out	Transfer	Pay Code
	Sun 11/19					
	Mon 11/20	11:00AM-7:30PM	11:00AM	9:00PM	Search...	
		3:45PM-4:45PM	3:30PM	7:30PM		

- 2 In the middle of the screen, select **Labor Account**

- 3 Under **Brand**, select **TeamVision**

- 4 Select Store Department and in the **Smart Search**, type the **Site Number** of the visited location **Using 6 Digits, 00TXXX**
  - Once the site pops up, select from the list

- 5 Select **Apply**

Transfer

Name: zz Test, Badge: TeamVision/XXXX

Labor Account: Work Rule

Add Labor Account

Brand: TeamVision - TeamVision

Activity Code:

Supervisor:

Region:

Store Dept:

Team Lead-Su...

00T001 00T001 TV Pro...

00T002 00T002 TV Co...

00T003 00T003 TV Co...

00T004 00T004 TV Ster...

00T005 00T005 TV Cliff...

00T006 00T006 TV Gold...

00T007 00T007 TV Gold...

00T008 00T008 TV Del...

00T009 00T009 TV Sout...

Cancel Apply

- 6 **Save** the Timecard (top right-hand side)



# PAYROLL SIGN-OFF



[RETURN TO TABLE OF CONTENTS](#)

Managers will **Review, Approve, and Sign Off on Payroll** on the last business day of the fiscal week. This can vary based on weekend hours/holidays. Kronos will allow you to complete on **Sunday before 12 pm EST**, however, it is recommended to complete prior to the close of business Saturday.

## To Approve Payroll:

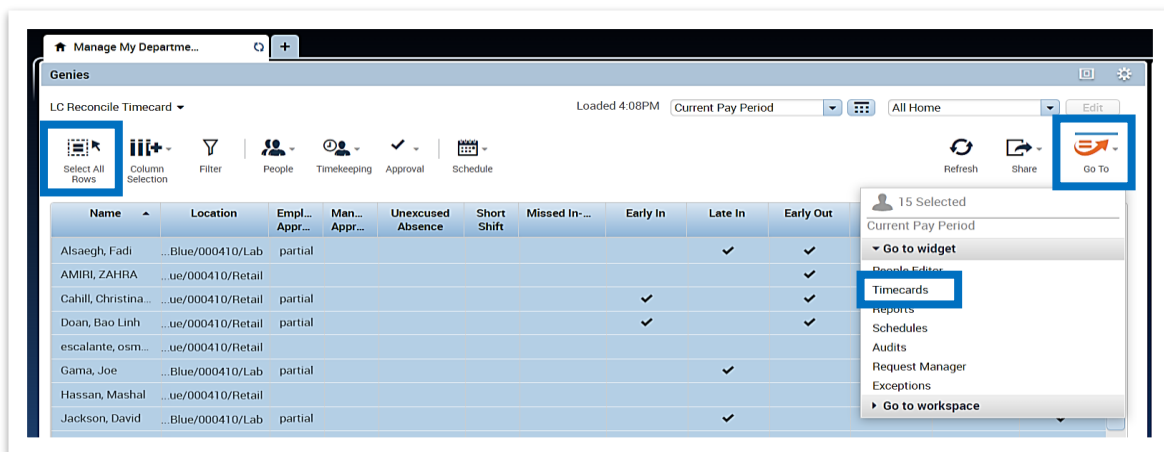
1

Ensure you select the **Current Schedule Period** (or last if closing payroll on Sunday morning) and select **All Home** employees



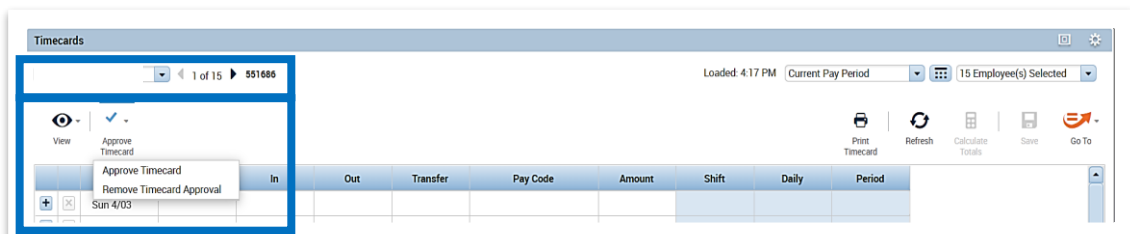
2

Click **Select All Rows** then select **Go To** and select **Timecards**



3

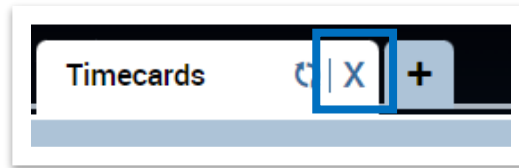
Review each team members timecard, looking for missed punches, missing hours, etc. Select **Approve Timecard** then arrow to next team member (or select from dropdown) and repeat





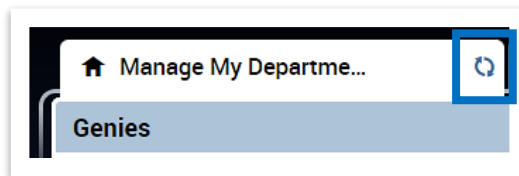
4

Once completed, Select **X** on the Timecard tab to close



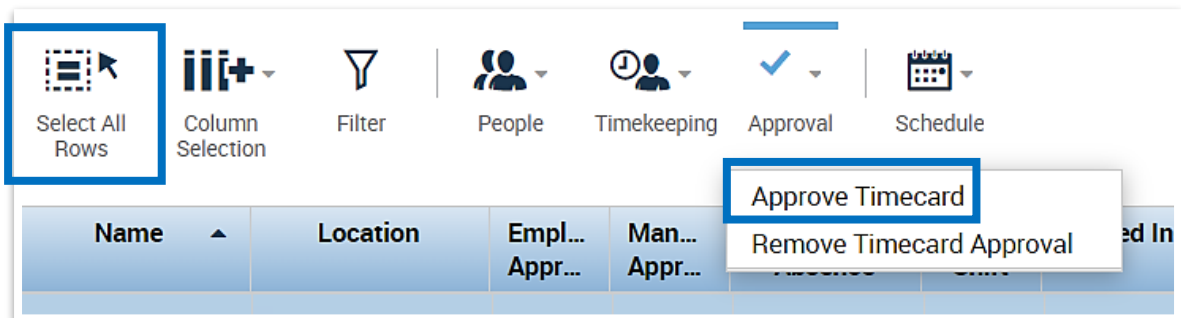
5

Select **Refresh** on the Manage My Department tab

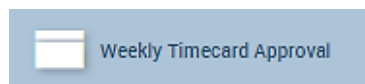


6

Click **Select All Rows**, Select **Approve Timecard**, Select **Yes** when asked to approve all timecards



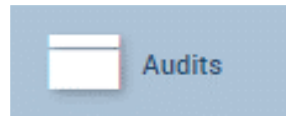
An **Alternate Method** to approving your payroll is to follow the prompts via the **Weekly Timecard Approval Folder** on the right-hand side and follow the prompts.



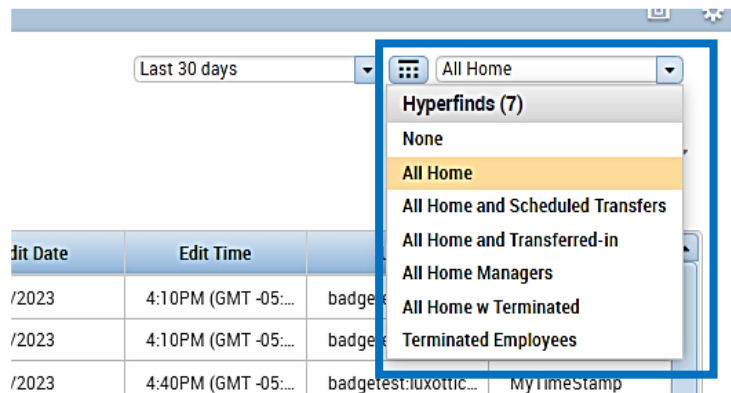


**Daily Total Hours** will provide total Employee and Practice hours at any time in the week/pay period. **Audits** allow Practice Managers to verify Employee Approvals, Edits, and Punch History.

- 1 Select the **Audit** button from the landing page

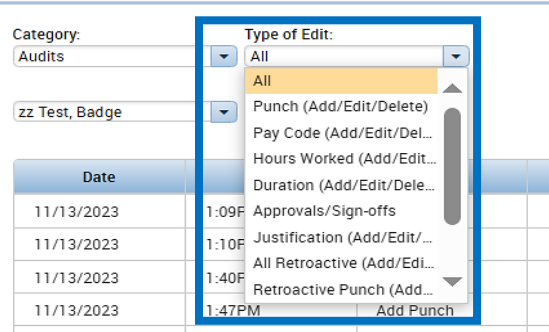


- 2 If you have Employees working in the practice from another location, and those hours have been transferred to your site, change **All Home** (top right-hand side) to **All Home and Transferred-In**



- 3 Under Type of Edit (Left-hand side), click the dropdown to view specific **Audits**:

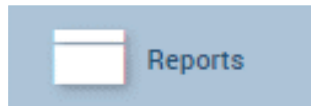
- Punches
- Pay Codes
- Approvals/Sign-off's
- Hours Worked



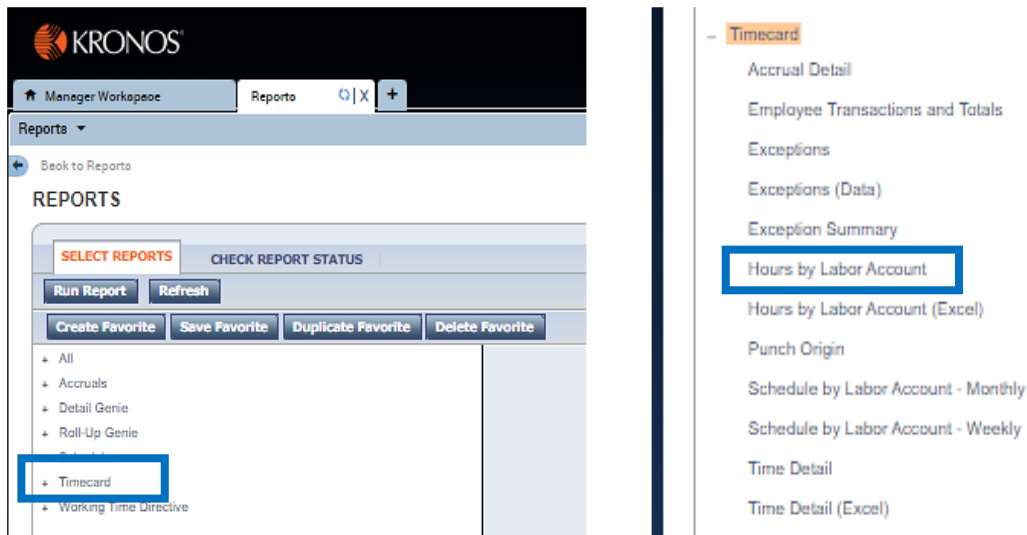


Various **Reports** can be access to help you review your offices timekeeping. Examples of this is the clock in/out details and **Hours By Labor Account**.

- 1 Select the **Reports** folder from the landing page



- 2 Choose the **+ Timecard** option and select the **Type of Report** you'd like to run



- 3 Next you will need to adjust the information that populates in the report

- 4 If sharing employees, change People to **All Home And Transferred In**

- 5 Select the **Time Period** you would like to view

- 6 Click the **Left-facing Double Arrow** to move all the **Pay Code** options to the left side of the screen



**HOURS BY LABOR ACCOUNT**

Description: Displays money/hours/wages for each labor account in which employees accrued hours. The report totals money/hours/wages for each labor account by pay code.

People:

Time Period:

Actual/Adjusted:

Pay Codes:

Available

Selected

1115GH Available Hours

1115GH Regular and Overtime

1115GH Total Paid

1115GH Worked Hours

Absent Excused

Absent WD Pay

ATKdayApproved

ATKdayRejected

ATKhoursWorked

ATKperiodApproved

ATKperiodRejected

ATKperiodWorked

Output Format:

7

Add the **Pay Codes** you'd like to view:

- Choose the following pay codes from the left side, then click the **Single-facing Right Arrow To Add** them to the right side
- The right side is what will populate within the report
- Choose the applicable pay codes (i.e., **Overtime, Regular, LC Total Hours**)

**HOURS BY LABOR ACCOUNT**

Description: Displays money/hours/wages for each labor account in which employees accrued hours. The report totals money/hours/wages for each labor account by pay code.

People:

Time Period:

Actual/Adjusted:

Pay Codes:

Available

Selected

Shift EE \$3.00

Shift EE \$3.00 OT

Shift Diff \$1 - Trainer

Shift Diff Reg 10

Shift Diff Reg 20

Shift WE \$2.63

Shift WE \$2.63 OT

Sick

Sick ADP Paid

Sick Reset

Sick Taking Adj

Sick Update

Output Format:

8

Click **Run Report** (top-left hand side)

## REPORTS

**SELECT REPORTS** **CHECK REPORT STATUS**

+ All

9

Click **Refresh Status** to check the status of the report. When the status says Complete, click **View Report**

- The first page will show hours by Department (lab vs. retail)
- The next page will show total hours for the Office (all hours)

**SELECT REPORTS** **CHECK REPORT STATUS**

Name

Report Name	Format	Date In
Hours by Labor Account	pdf	11/20/2023 6:45PM

# TIME OFF REQUESTS

## Manager Delegation

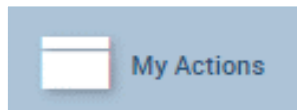


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If you know you will be out of the office or unable to respond to employees' time off requests, you can set up others as a "proxy" to approve/reject time off requests on your behalf. This is called **Manager Delegation**.

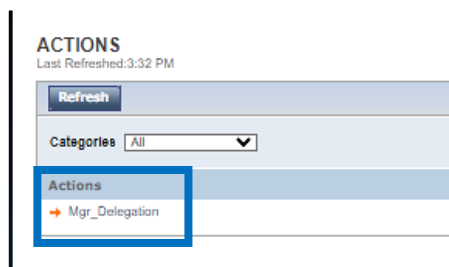
1

From the navigation bar on the right-hand side select **My Actions**



2

Click Manager Delegation (**Mgr\_Delegation**)



3

Select the person you wish to designate as proxy

**Note:** The proxy will receive email notification of the delegation request and will need to log into Kronos and **Accept** the request via these steps:

- Click the Request Manager Alerts icon (top of the home page)
- Select Delegation Request and select the line item
- Click Accept (no logo visible)
- Log Out & Log In and you can choose the alternate location under your name

Lisa J Stoddart			
As Weir, Wendy			
Delegator	Role Profile	Start - End	X
Myself			
Weir, Wendy	Corporate/Field Manager	12/18/2023 - 12/23/20...	