KRONOS

Guide

TeamVision
Eye care, together.

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TeamVision
Eye care, together.

Click the links below to navigate through the Kronos Guide**:**

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.**

PROCESS OVERVIEW

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Kronos

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

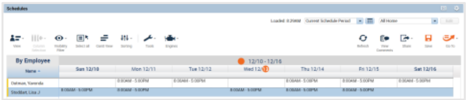
Managers will approve* or reject requests based on coverage & other prior requests or business needs.

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

Kronos Time Off (PM/Field)

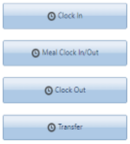
3

In Kronos, Managers will create a schedule and post by the 16th 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

My Timecard

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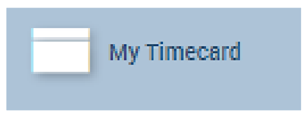
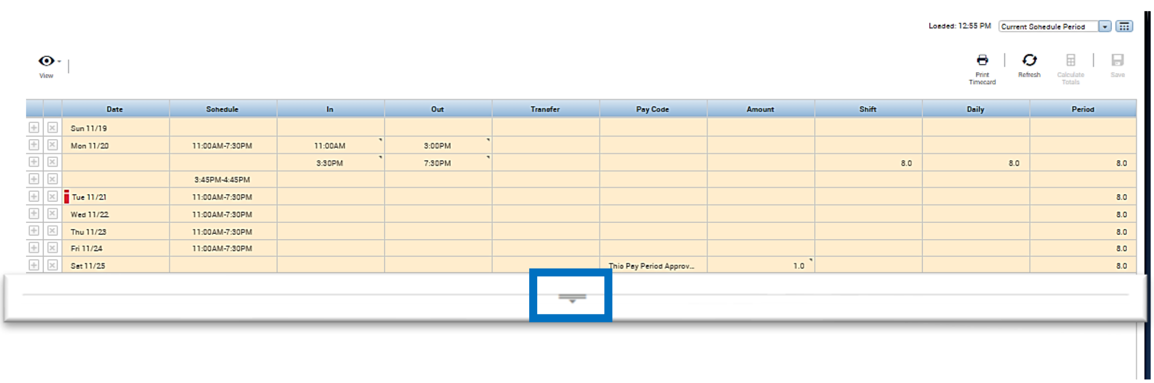
You may view your **Accruals** for Banked Holidays, Diversity Days, and PTO. Please see your Practice Manager, Field Leader, or reference My Personal Desk for Accrual Rates and more.

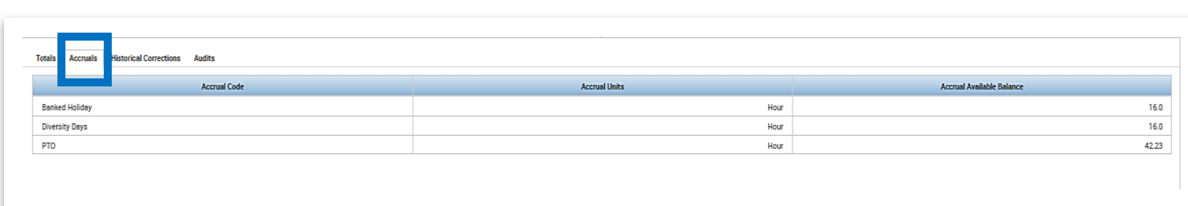
1. From the landing page, click on **My Timecard**
   - PM/Field: Click the **+** and select **My Information** to access your **My Timecard**



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



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



TIME OFF REQUESTS
Submission

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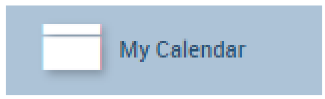
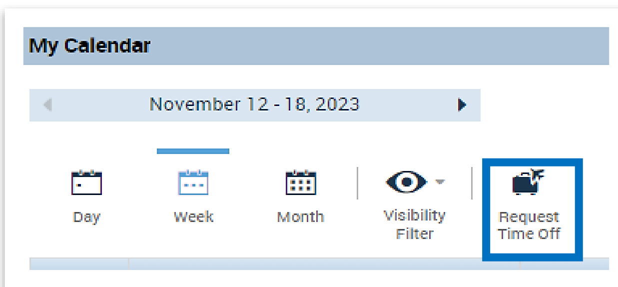
Planned **Time Off Requests** must be placed **45 days in advance. Your Field Leader has the right to deny your requests and will be approved/denied based on office needs.** If the request is not approved/denied within 5 days, it will automatically be approved.

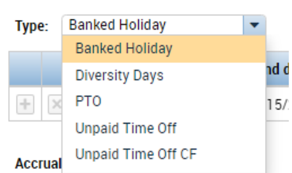
1. From the navigation bar on the right-hand side select **My Calendar**
   - PM/Field: Click the **+** and select **My Information** to access your **My Calendar**



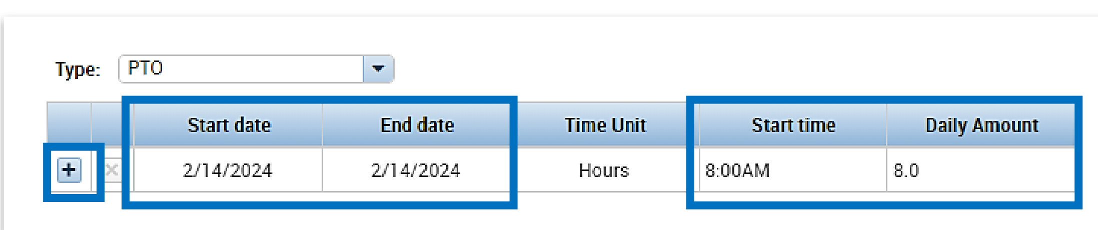
2. Select **Request Time Off**



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



5. **Click Submit** once completed

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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^{th}) 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^{th}.

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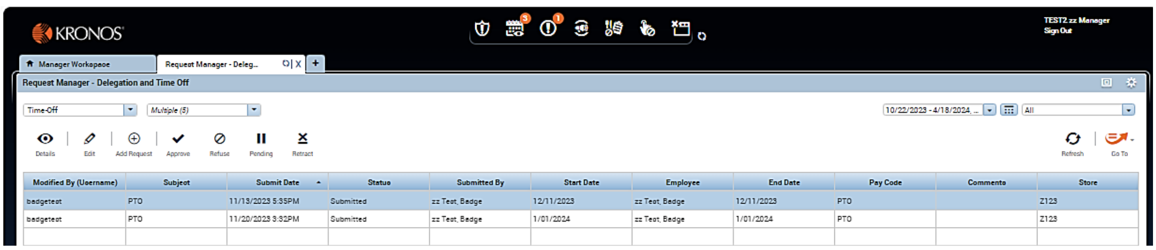
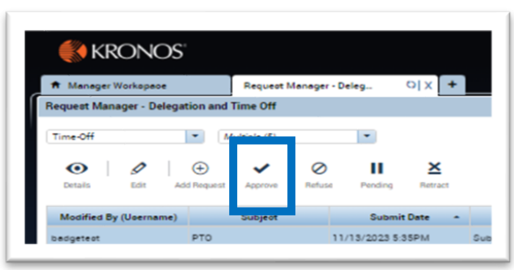
Once receiving the submission, you have **5 days** to **Approve** or **Reject** any requests. On the 6th day the request will automatically be approved.

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

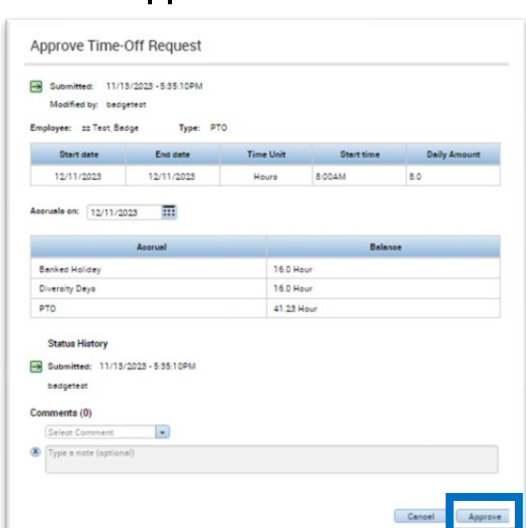
2. A list of requests will populate, **Select** the request(employee) you'd like to View/**Approve**



3. Click the **Approval Checkmark**



4. Review request and Click **Approve**



TIME OFF REQUESTS
PM/Field: Refusal

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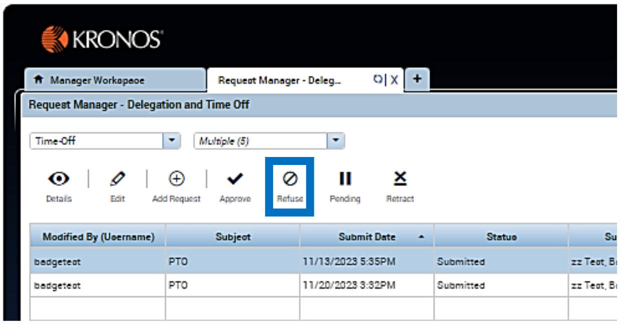
1. View submitted time off requests via the **Manager Alert Calander**

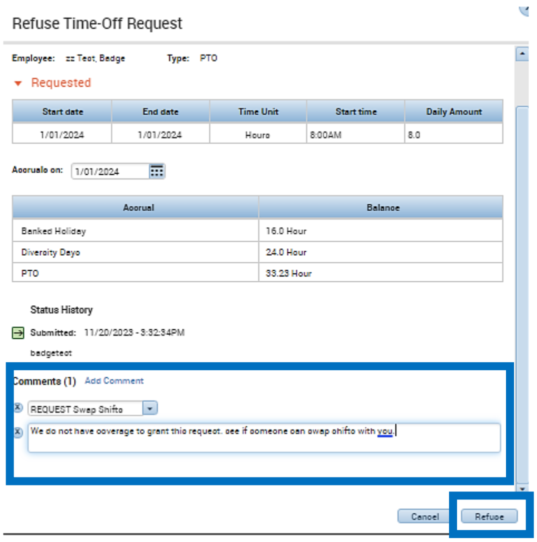
2. A list of requests will populate, **Select** the request(employee) you'd like to View/**Refuse**

3. Click the **Refusal** icon



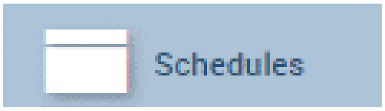
4. From the **Comments** pull down bar, you can indication **Actions** and leave a **Note**

5. **Click Refuse** to notify Team Member

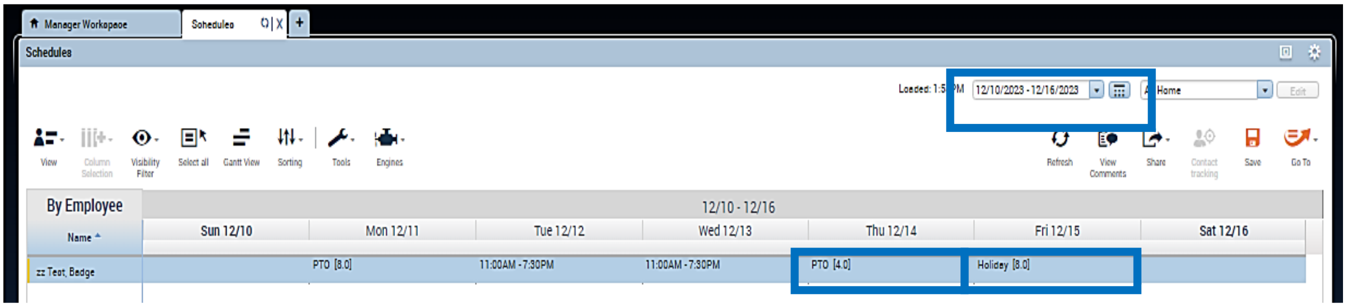


All **Approved Time Off Requests** will pre-populate on your schedule template. All Employees can also view their time off from **My Calendar.**

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



2. Select timeframe you'd like to view



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TIME OFF REQUESTS
Cancelation

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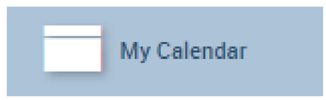
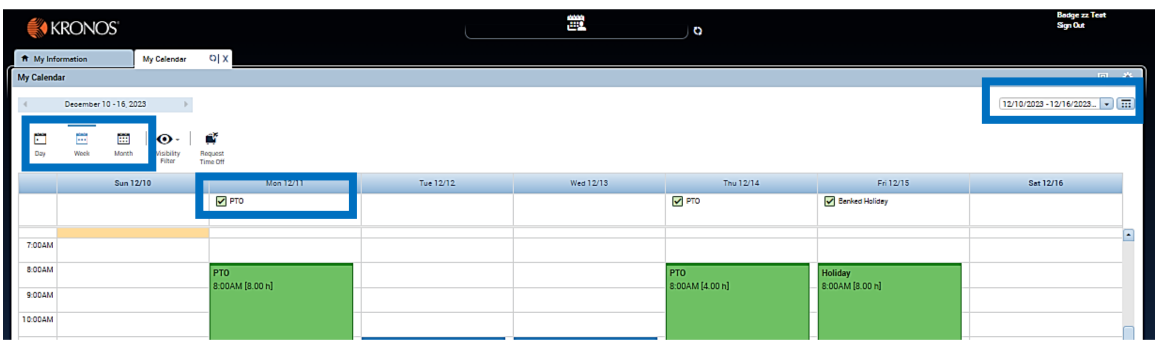
You may cancel your request at any time. If you wish to modify your PTO request, you will need to **Cancel** it and **Resubmit** a new one.

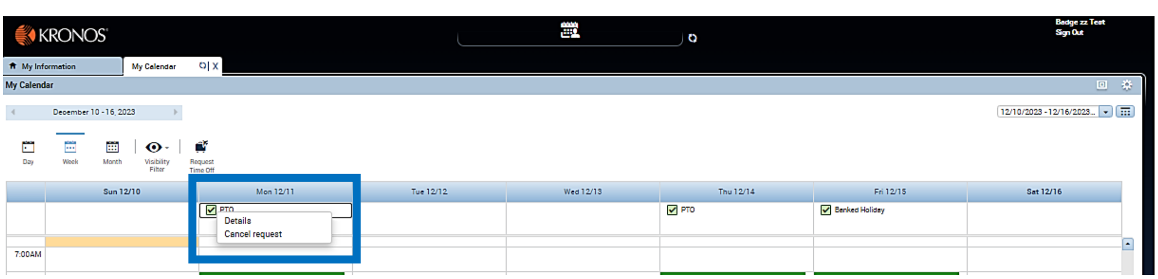
1. From the navigation bar on the right-hand side select **My Calendar**
   - Practice Managers & Field Leaders, Click the **+** and select **My Information** to access your **My Calendar**



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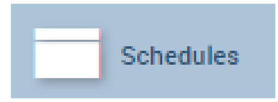
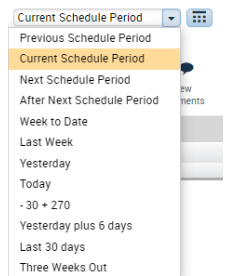
All schedules are due on the 16th of each month and must be posted for the entire month (I.E; August 15th publish fiscal September's schedule.)

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



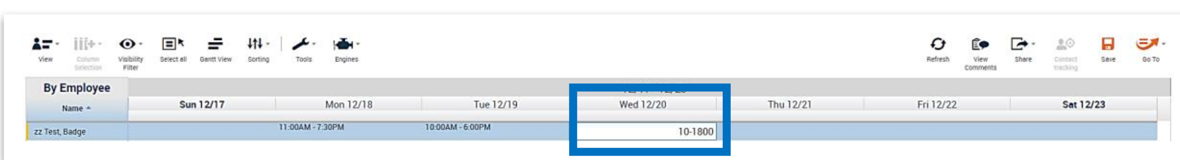
2 Use the **Calendar** or the **Pull-Down Bar** to select the schedule period you need to create or edit



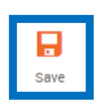
3 Select the **Employee** and **Day** to which you'd like to add a shift

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

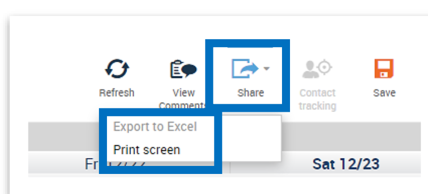


5 Complete your schedule and click **Save**



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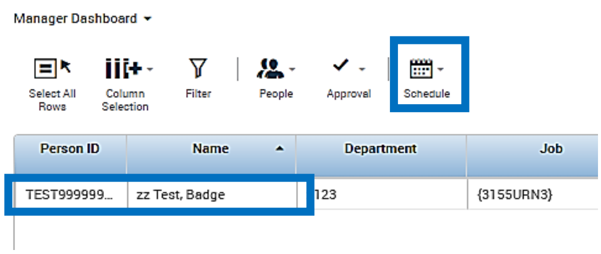
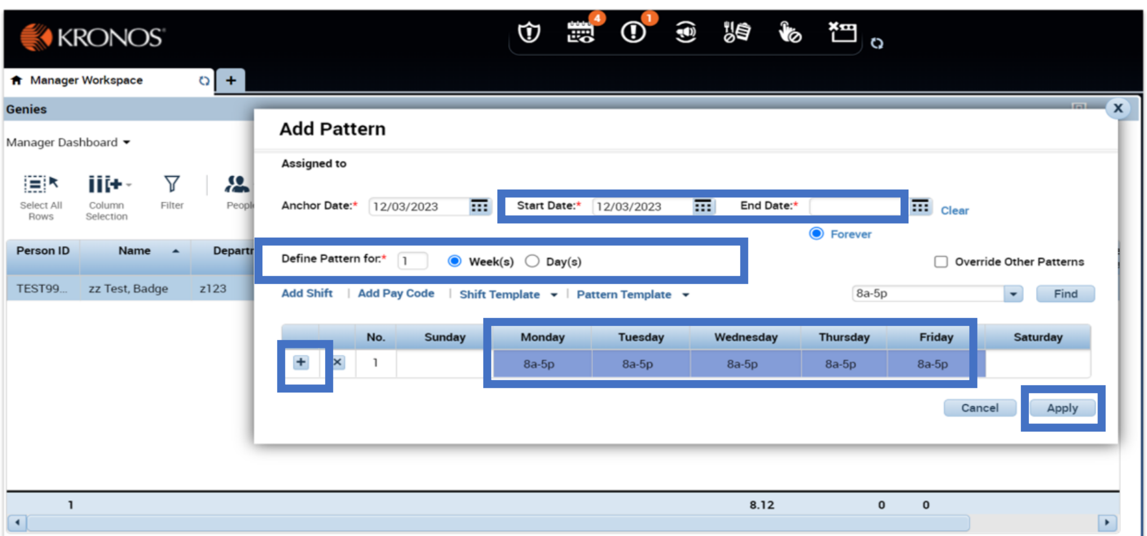
If your office has a set schedule, you can **Create a Pattern** to duplicate the schedule for a specific time frame or indefinitely.

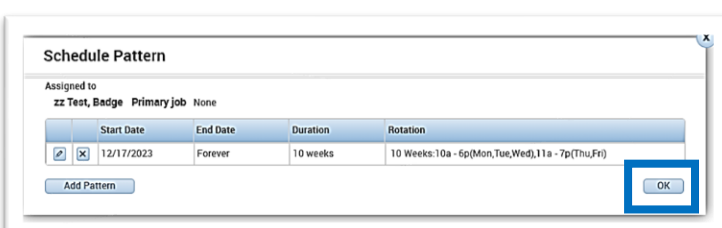
1. **Highlight** the employee and select **Schedule** > **Create a Pattern**



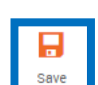
2. **Enter** the **Start/End** dates, **Number of Weeks**, and **Pattern Details** for the number of weeks you've selected
   - Your Start/End dates should be the beginning/end of the fiscal week
   - You can copy and paste the scheduled times
   - Hit the + sign to add additional rows (alternating weekly schedule, etc.)



3. **Confirm** the pattern details and select OK



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



SCHEDULING
Patterns At Alternating Sites

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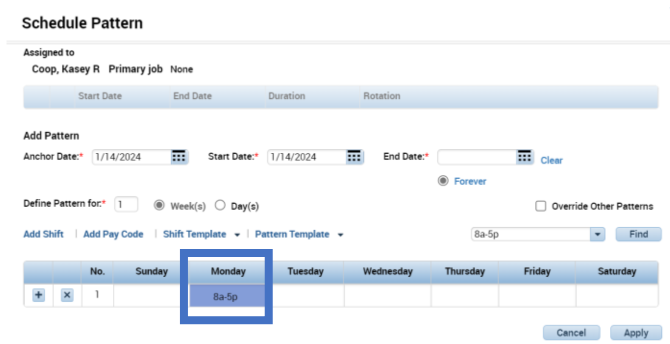
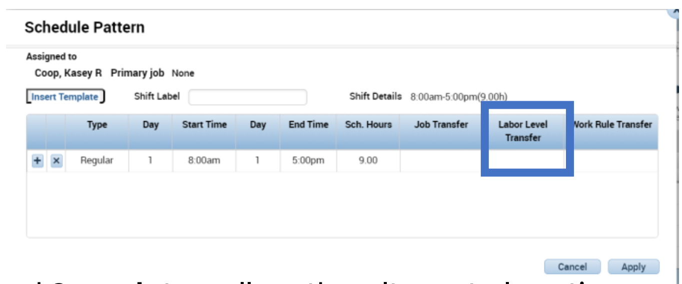
For employees working in multiple locations, when creating a pattern, you can assign those shifts to an alternate location within the pattern

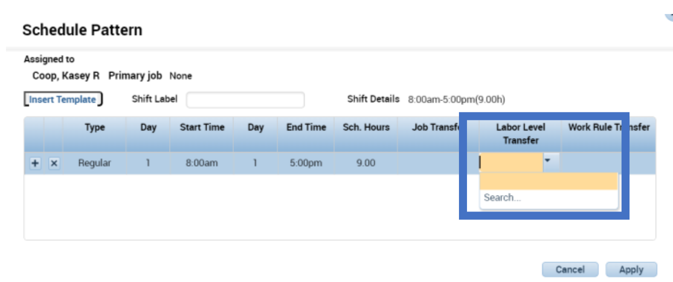
1. When entering your pattern, **Double click** the **Pattern Shift** you'd like to transfer to alternate location



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

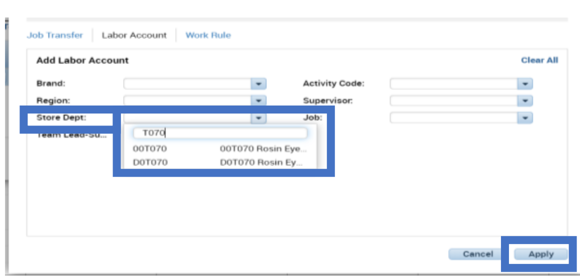


3. Click the word **Search** to pull up the alternate location



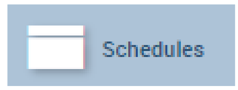
4. Under **Store Dept** type the **Location Number** and select the location from the listing

5. Click Apply to Save
   - This process will need to be completed for each individual shift within the pattern

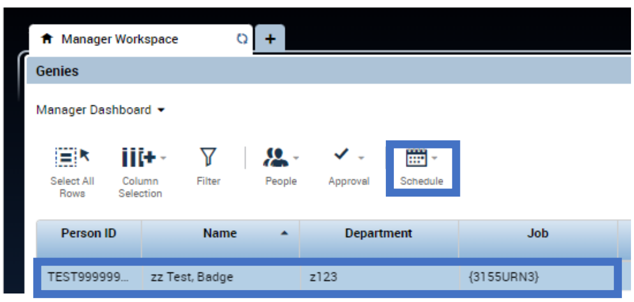


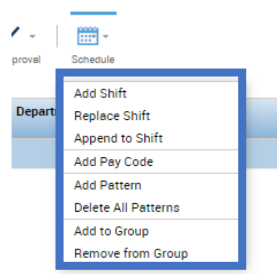
You can **Add**, **Modify**, or **Remove** shifts. In addition, you can add **Pay Codes** to the schedule when needed.

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

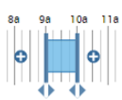


2. From the **Pulldown bar,** indicate the schedule function you'd like to perform





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

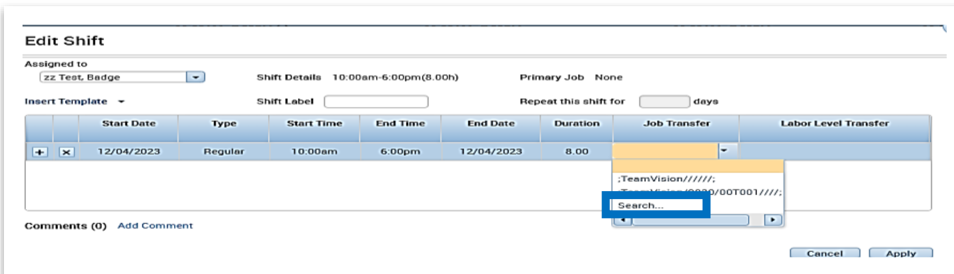
-  sign will add additional rows to edit multiple days and times
- 

function can expand shift times

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

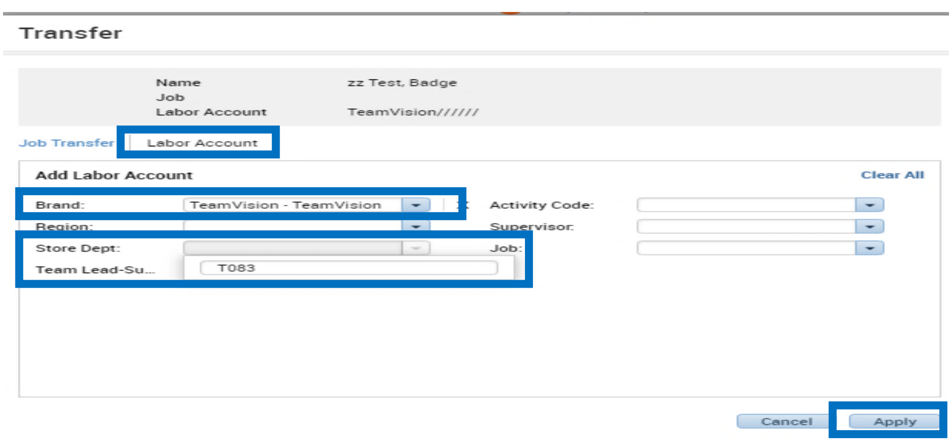
1. From within the **Scheduler**, double click the shift you would like to assign to the alternate location

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

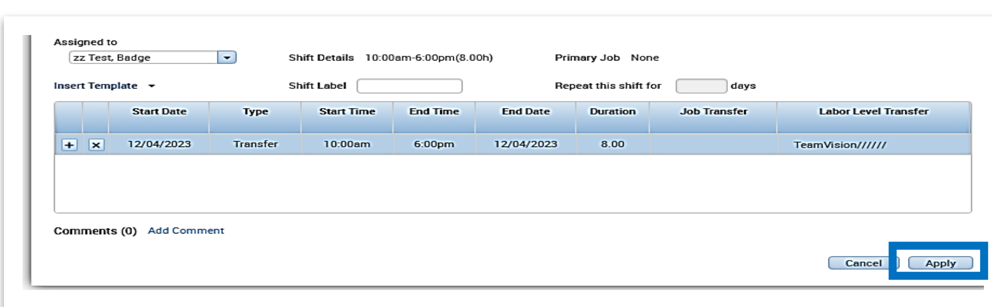


3. Select **Labor Account** and under Brand **Search** and **Select** TeamVision

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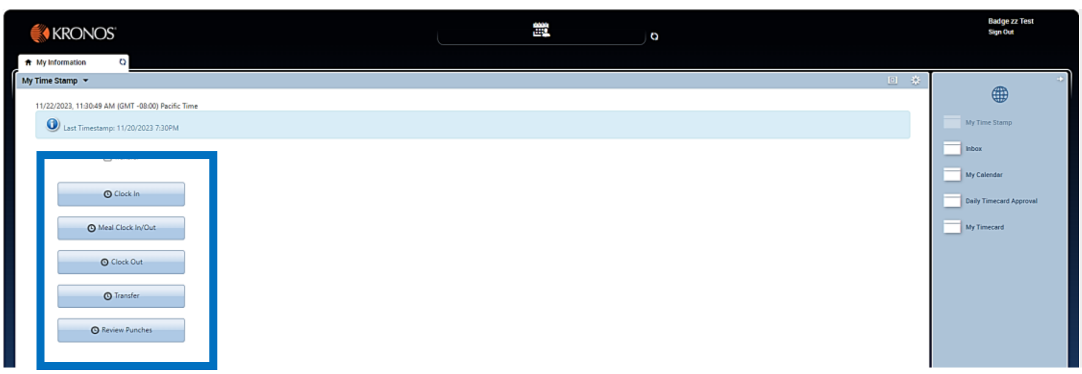
You are expected to correctly **Punch In/Out** at your scheduled time. Please follow all state guidelines for lunch periods.

Employee:

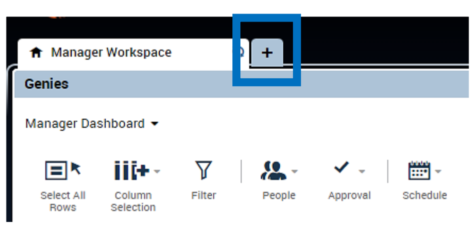
1. Locate Kronos Timekeeping from the Ciao Toolkit and **Log In/Out** using your EssilorLuxottica network credentials

2. From the home page, **Click** the applicable punch

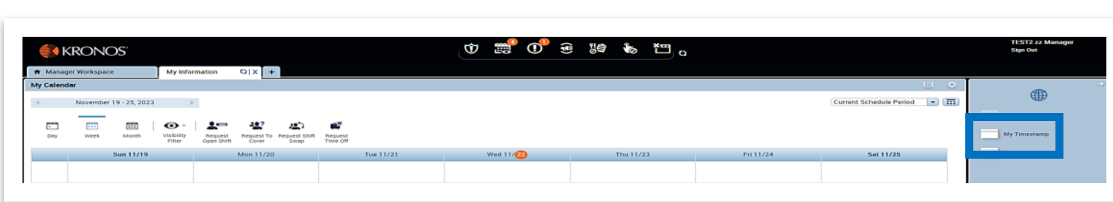


Practice Manager, Assistant Practice Manager, Team Lead, Lab Manager, and Field Leaders:

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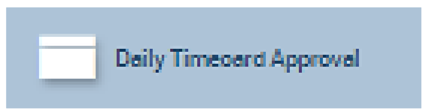
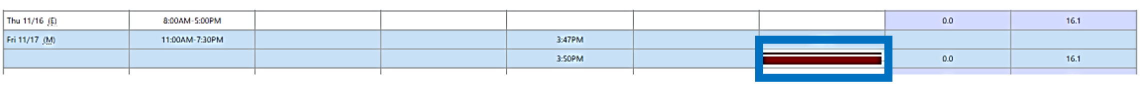
Employees cannot edit their own time but can submit a request to **Fix a Missed Punch**. This is only for employees who miss a punch, not for an incorrect punch. Incorrect punches must be edited by a supervisor.

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

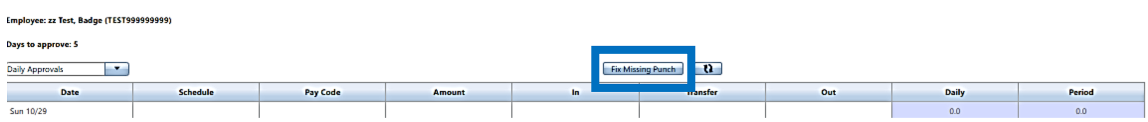
1. From the Navigation bar, select **Daily Timecard Approval**



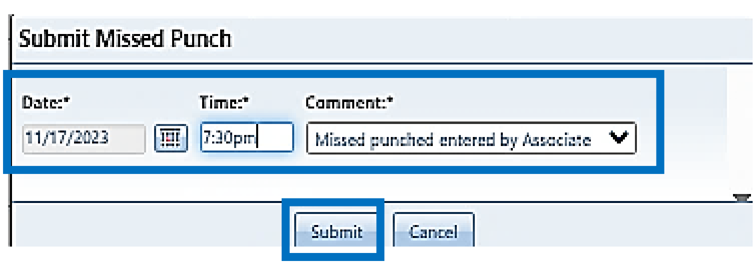
2. Click the red box, your missed punch



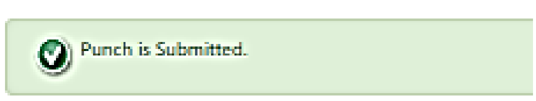
3. Select **Fix Missing Punch**



4. **Enter** the correct Date, Missed Time, & Comment



5. You will receive confirmation of the submission



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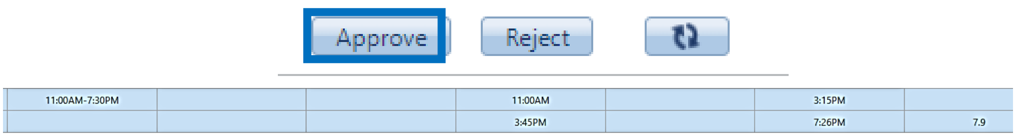
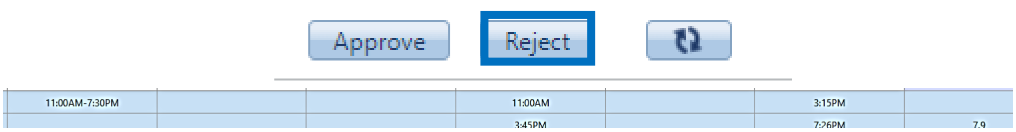
All employees (including salary individuals) are expected to approve their timecards daily. Doing so, indicates you have reviewed and approve your punches for accuracy.

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

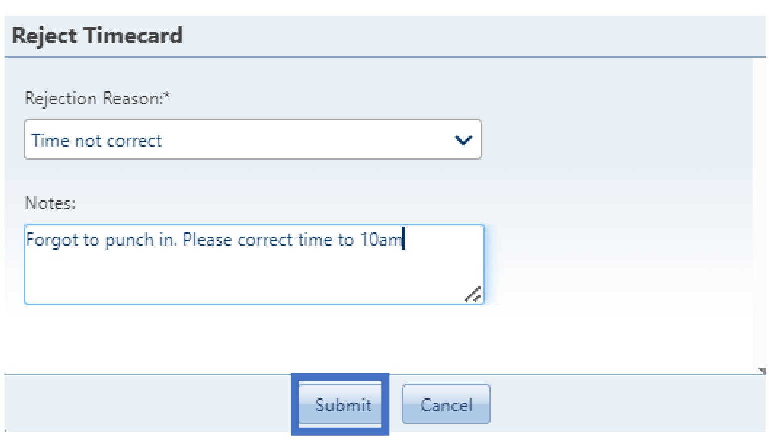


3. If your punches are incorrect**, Reject** the day



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

5. Click Submit



TIMECARD APPROVAL
PM/Field

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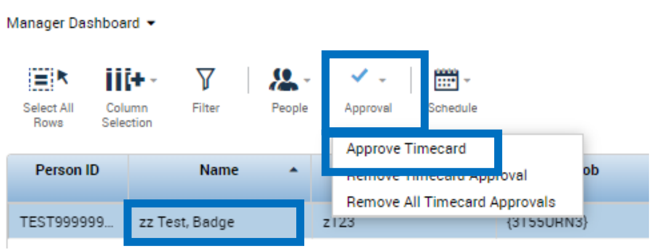
All timecards must be Approved prior to Payroll Sign Off. It is the employee's responsibility to **Approve Daily** and review upon completion of their **Last Shift** of the week.

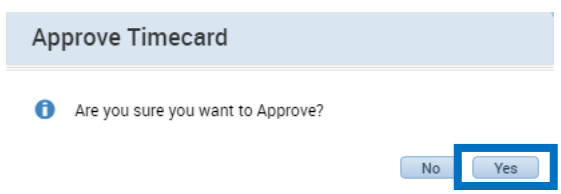
A supervisor must also **Approve** the timecard. When having multiple supervisor approvals, the approving supervisor can only **Remove** the **Timecard Approval**.

To Approve A Single Timecard:

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

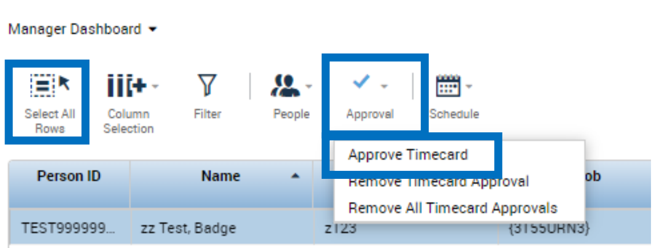


2. When prompted, **Confirm** the **Approval**



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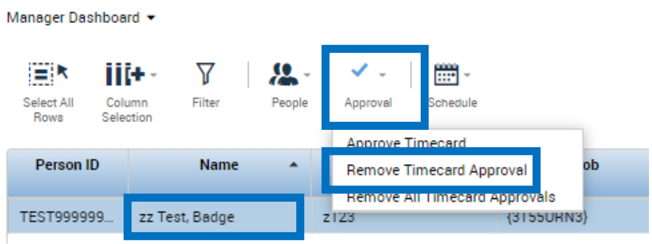
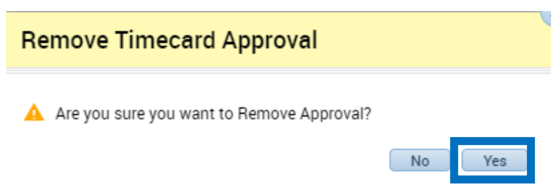
If a **Timecard** has been **Approved**, you can **Remove** the **Approval** and make any **Punch Corrections**. You must then **Re-Approve** the **Timecard**.

To Remove Approval On A Single Timecard:

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



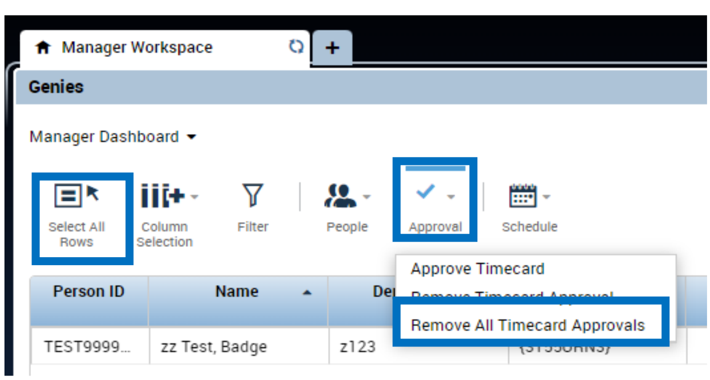
2. When prompted, **Confirm** the **Removal**



To Remove Timecard Approval For A Group Of Timecards:

1. Click Select All Rows

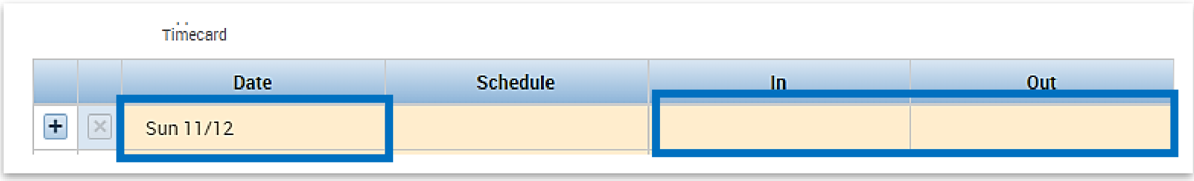
2. Then click **Approval > Remove All Approvals** > **Confirm** when prompted



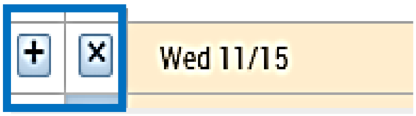
You are not permitted to edit your own punches. PM's will have **Other Leaders** within their location edit their **Timecards**.

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

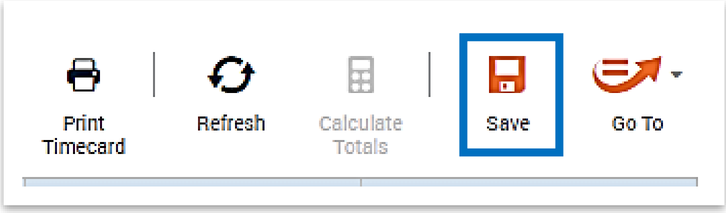
2. In the timecard, **Enter** the **Correct Punches** for the day(s) and time(s) by **Clicking** on the the corresponding cell
   - For 10-6pm type 10am-6pm or 10-18:00



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



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



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

ENTERING PAY CODES

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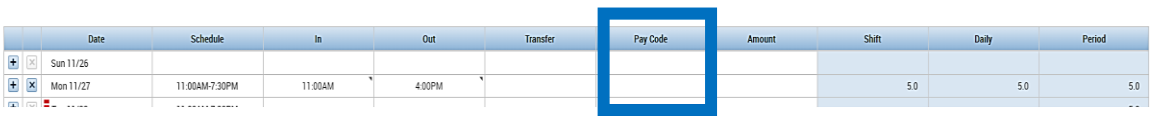
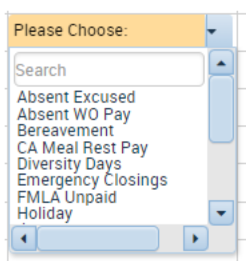
Employees may request various **Pay Codes** to be entered on their Timesheets. This could include **Holiday** hours, **Diversity** hours, and more. These pay codes can be added by the PM, APM, LM, TL.

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

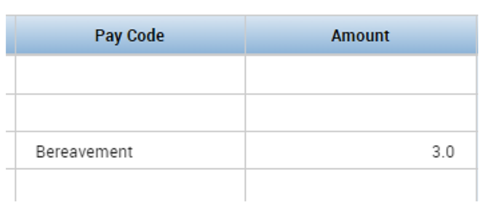
2. Select the day you would like to add the hours, and click on the **Pay Code** cell

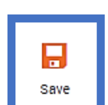


3. From the pulldown bar, **Select** the type of pay the employee is requesting (Jury Duty, PTO, Diversity Day, Holiday, Bereavement, etc.)



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



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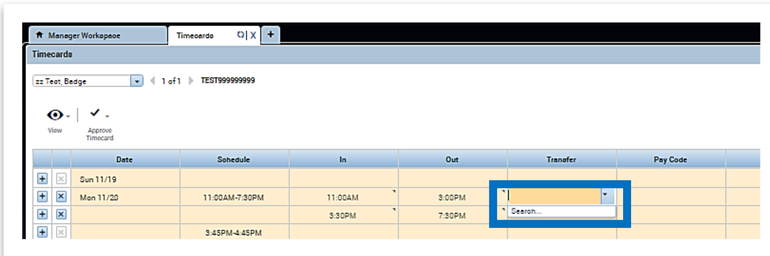
If employees work at alternate offices, you can **Transfer** the hours from practice to practice. This process must be done twice for one shift (For example is a team member punches in from 10am-2pm and 2:30-6:30pm, you will transfer the morning shift and afternoon)

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

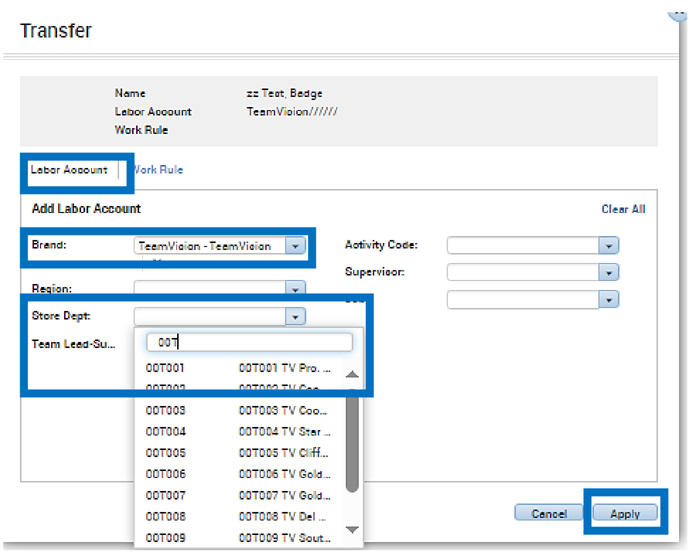


2. In the middle of the screen, select **Labor Account**

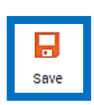
3. Under **Brand**, select **TeamVision**

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**



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



PAYROLL SIGN-OFF

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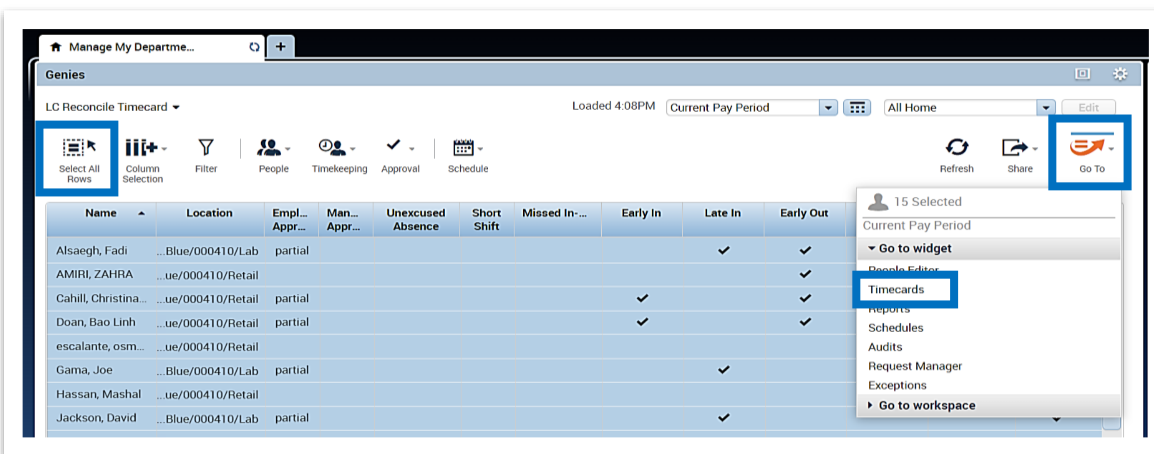
Managers will **Review, Approve, and Sign Off on Payroll** on the last business day of the fiscal week. This can vary based on weekend hours/holidays. Kronos will allow you to complete on **Sunday before 12 pm EST**, however, it is recommended to complete prior to the close of business Saturday.

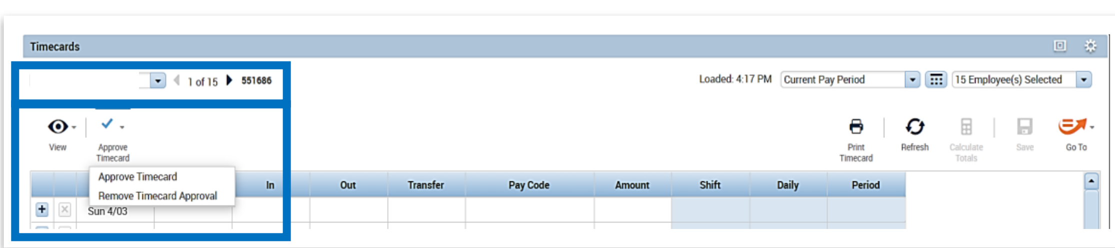
To Approve Payroll:

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

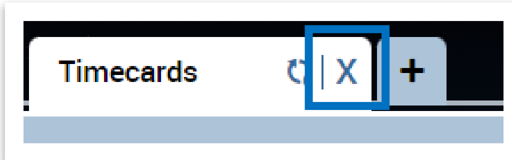
2. Click **Select All Rows** then select **Go To** and select **Timecards**



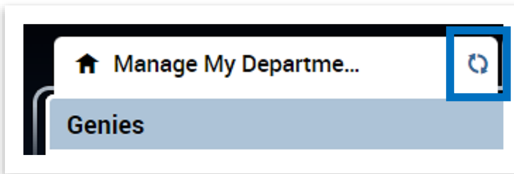
3. Review each team members timecard, looking for missed punches, missing hours, etc. Select **Approve Timecard** then arrow to next team member (or select from dropdown) and repeat



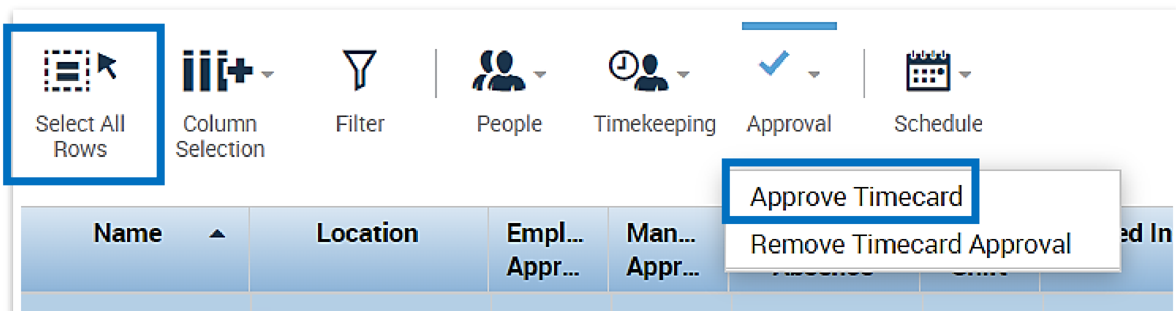
4 Once completed, Select **X** on the Timecard tab to close



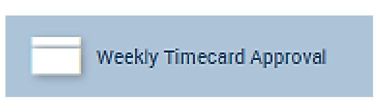
5 Select **Refresh** on the Manage My Department tab



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 AND AUDITS

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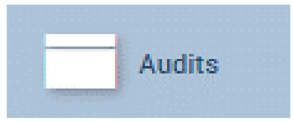
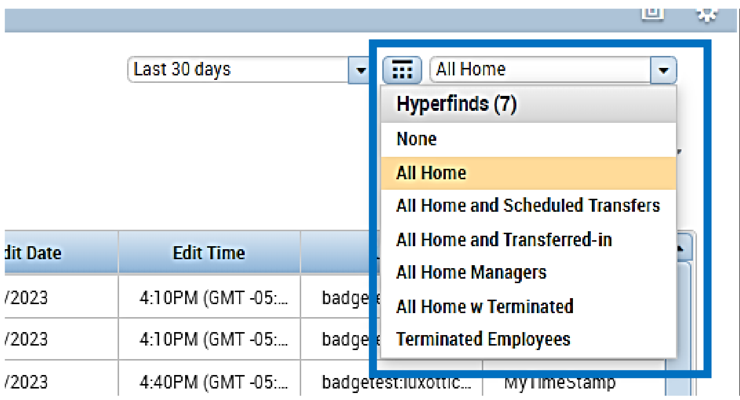
Daily Total Hours will provide total Employee and Practice hours at any time in the week/pay period. **Audits** allow Practice Managers to verify Employee Approvals, Edits, and Punch History.

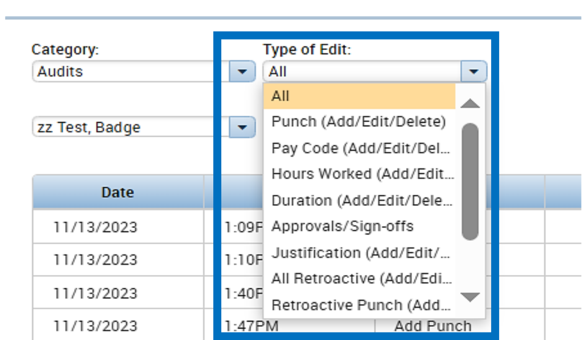
1. Select the **Audi**t button from the landing page



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



REPORTING

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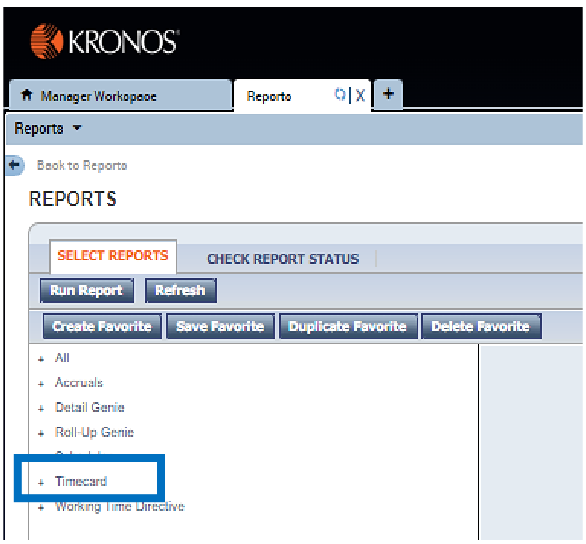
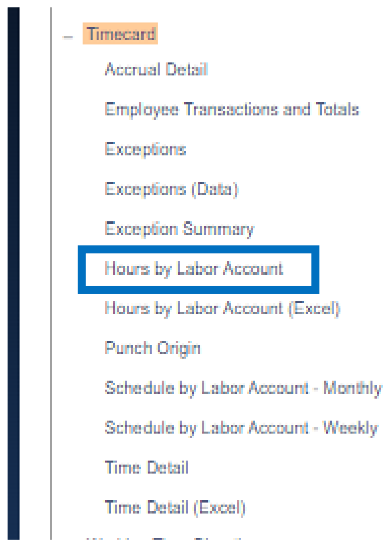
Various **Reports** can be access to help you review your offices timekeeping. Examples of this is the clock in/out details and **Hours By Labor Account**.

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



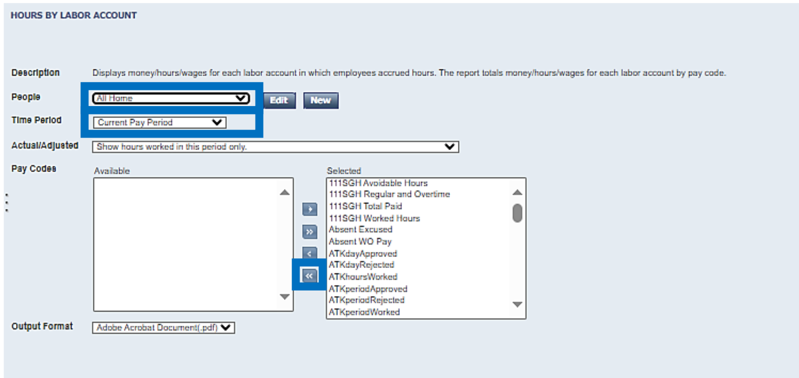


3. Next you will need to adjust the information that populates in the report

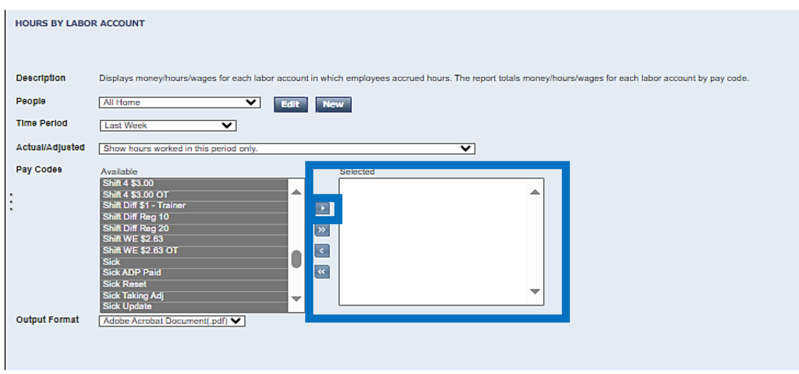
4. If sharing employees, change People to **All Home And Transferred In**

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

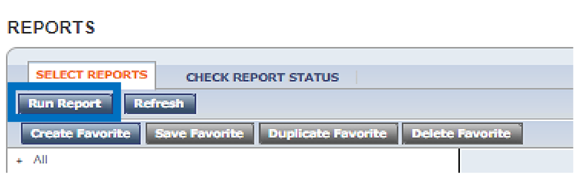
6. Click the **Left-facing Double Arrow** to move all the **Pay Code** options to the left side of the screen



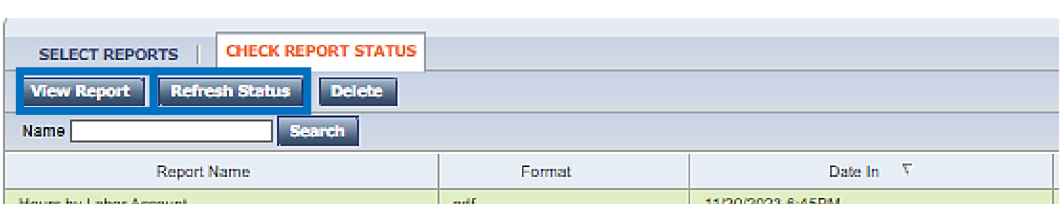
7. Add the **Pay Codes** you'd like to view:
   - Choose the following pay codes from the left side, then click the **Single-facing Right Arrow To Add** them to the right side
   - The right side is what will populate within the report
   - Choose the applicable pay codes (i.e.,**Overtime, Regular, LC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



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



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)



TIME OFF REQUESTS
Manager Delegation

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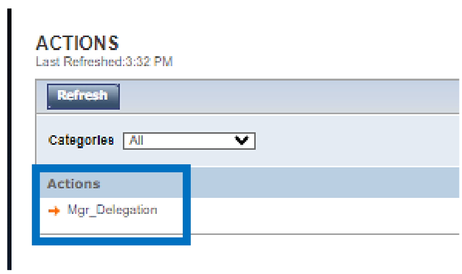
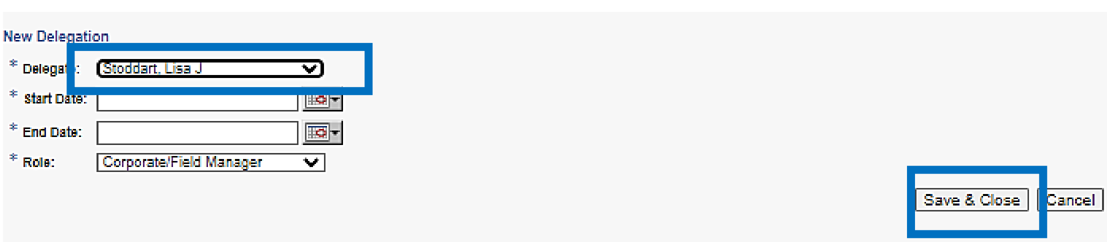
If you know you will be out of the office or unable to respond to employees' time off requests, you can set up others as a "proxy" to approve/reject time off requests on your behalf. This is called **Manager Delegation**.

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