

# 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



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

The screenshot shows a table of work hours for the week of November 19-25. The table includes columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. A blue box highlights the 'This Pay Period Approval...' field at the bottom right of the table.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 11/19									
Mon 11/20	11:00AM-7:30PM	11:00AM	5:00PM						
		3:30PM	7:30PM						
	3:45PM-4:45PM							8.0	8.0
Tue 11/21	11:00AM-7:30PM								
Wed 11/22	11:00AM-7:30PM								
Thu 11/23	11:00AM-7:30PM								
Fri 11/24	11:00AM-7:30PM								
Sat 11/25									

3

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

The screenshot shows a table of available balances for different accrual types. The table includes columns for Accrual Code, Accrual Units, and Accrual Available Balance. A blue box highlights the 'Accruals' tab at the top left.

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

# TIME OFF REQUESTS

## Submission



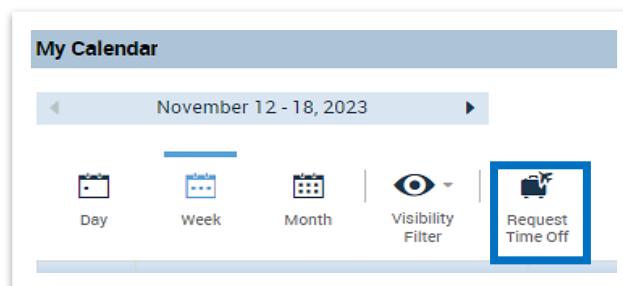
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Planned Time Off Requests must be placed **45 days in advance**. Your Field Leader has the right to deny your requests and will be approved/denied based on office needs. If the request is not approved/denied within 5 days, it will automatically be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

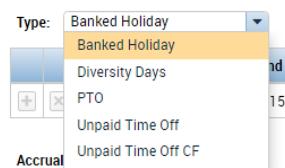
- 1 From the navigation bar on the right-hand side select **My Calendar**
  - PM/Field: Click the **+** and select **My Information** to access your **My Calendar**



- 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:	Start date	End date	Time Unit	Start time	Daily Amount
PTO	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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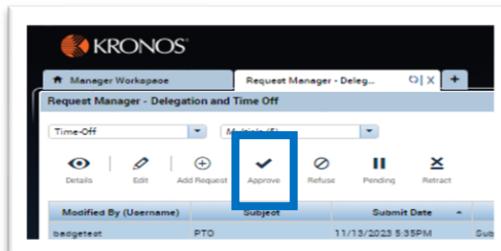
Once receiving the submission, you have **5 days** to **Approve** or **Reject** any requests. On the 6<sup>th</sup> day the request will automatically be approved.

- 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**

- 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**

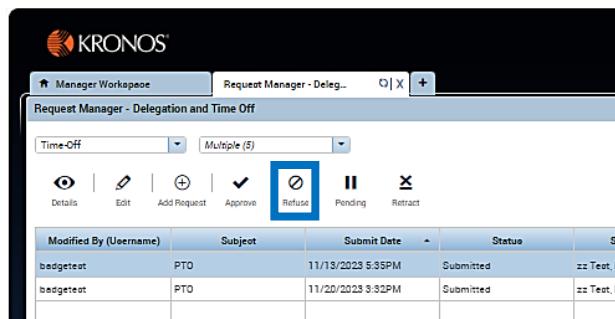


2

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

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	Hours	8:00AM	8.0
Approval on: 1/01/2024				
Acrual		Balance		
Banked Holiday	16.0 Hour			
Diversity Days	24.0 Hour			
PTO	33.23 Hour			
Status History				
Submitted: 11/20/2023 8:32:54PM badgetest				
Comments (1) Add Comment				
REQUEST Swap Shifts We do not have coverage to grant this request. See if someone can swap shifts with you!				
<input type="button" value="Cancel"/> <input type="button" value="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**



- 2 Select timeframe you'd like to view

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

# TIME OFF REQUESTS

## Cancelation

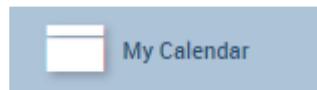


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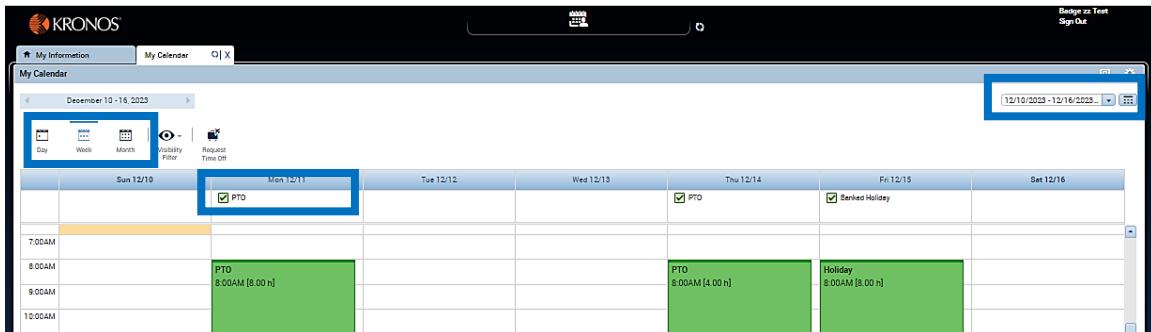
You may cancel your request at any time. If you wish to modify your PTO request, you will need to **Cancel** it and **Resubmit** a new one.

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

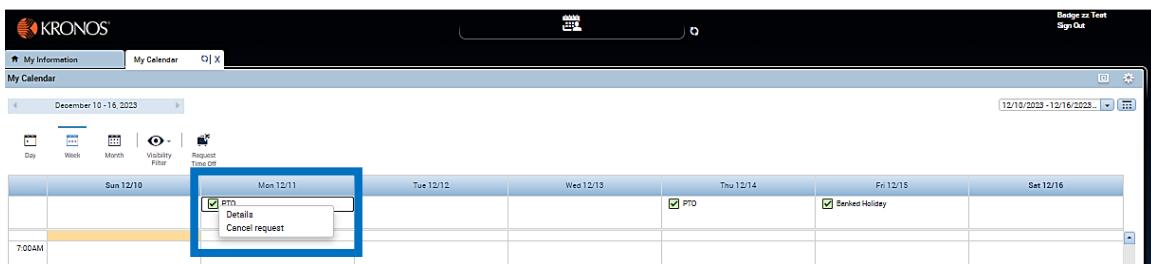
- Practice Managers & Field Leaders, Click the **+** and select **My Information** to access your **My Calendar**



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

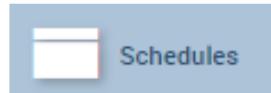
## Creating A Schedule



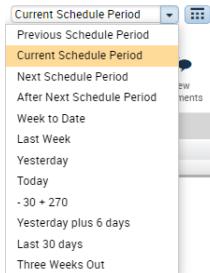
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All schedules are due on the 16<sup>th</sup> of each month and must be posted for the entire month (I.E; August 15<sup>th</sup> publish fiscal September's schedule.)

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



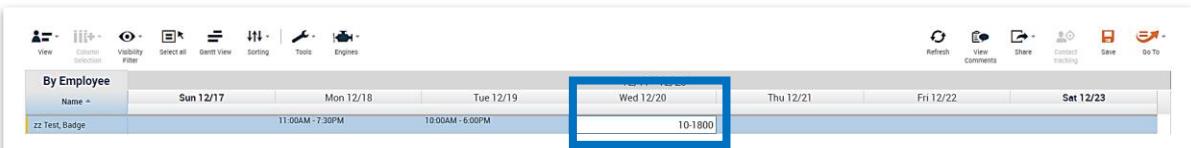
- 2 Use the **Calendar** or the **Pull-Down Bar** to select the schedule period you need to create or edit



- 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

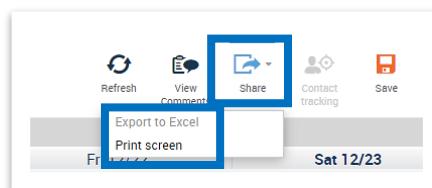


- 5 Complete your schedule and click **Save**



- 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**

Person ID	Name	Department	Job
TEST99999...	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

Anchor Date:  Start Date:  End Date:

Define Pattern for:  Week(s)  Day(s)

Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template

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

Cancel

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

**Schedule Pattern**

Assigned to  
zz Test, Badge Primary job None

Start Date	End Date	Duration	Rotation
<input type="text" value="12/17/2023"/>	<input type="text" value="Forever"/>	10 weeks	10 Weeks:10a - 6p(Mon,Tue,Wed),11a - 7p(Thu,Fri)

Add Pattern

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



# SCHEDULING

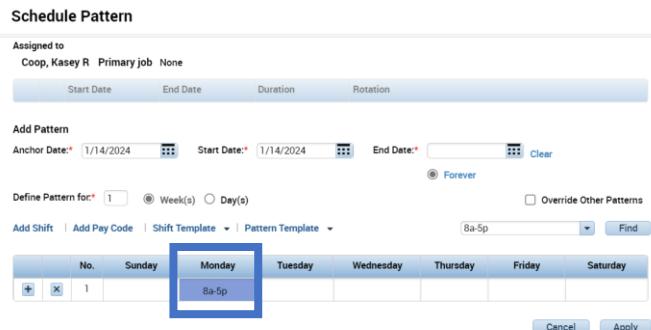
## Patterns At Alternating Sites



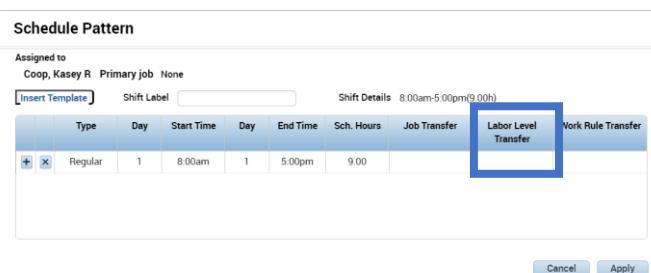
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For employees working in multiple locations, when creating a pattern, you can assign those shifts to an alternate location within the pattern

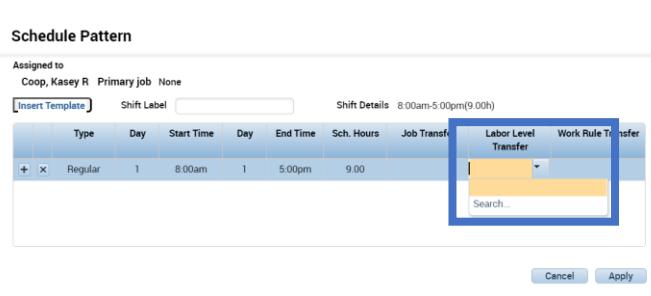
- 1 When entering your pattern, **Double click the Pattern Shift** you'd like to transfer to alternate location



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



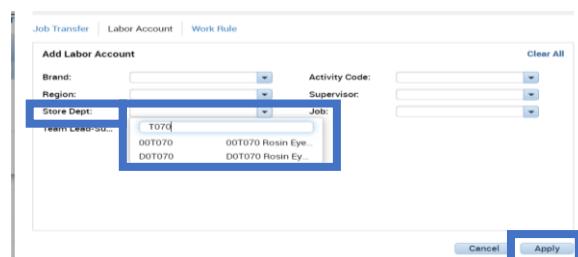
- 3 Click the word **Search** to pull up the alternate location



- 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



# SCHEDULING

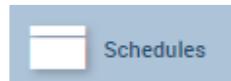
## Modifications



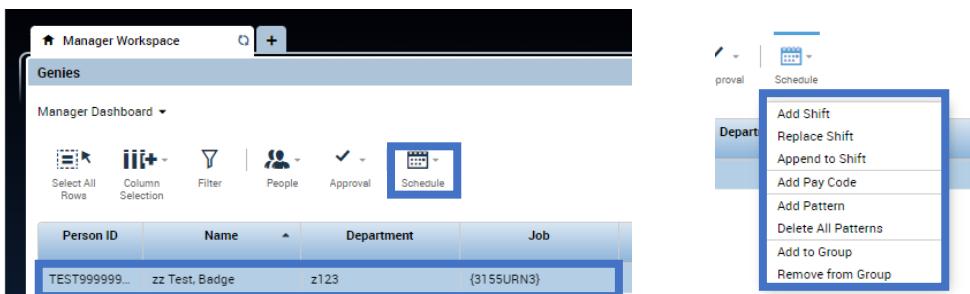
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You can **Add**, **Modify**, or **Remove** shifts. In addition, you can add **Pay Codes** to the schedule when needed.

- 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



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**

The screenshot shows the 'Edit Shift' window. The 'Assigned to' dropdown is set to 'zz Test, Badge'. The 'Shift Details' are '10:00am-6:00pm(8.00h)'. The 'Primary Job' is 'None'. The 'Job Transfer' dropdown is open, showing a list of brands. 'TeamVision' is selected, and the 'Search...' button is visible. The 'Comments (0)' and 'Add Comment' buttons are at the bottom.

- 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**

The screenshot shows the 'Transfer' window. The 'Labor Account' tab is selected. The 'Brand' dropdown is set to 'TeamVision - TeamVision'. The 'Store Dept' dropdown is set to 'Team Lead-Su... T083'. The 'Apply' button is highlighted.

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

The screenshot shows the 'Edit Shift' window again. The 'Job Transfer' dropdown now shows 'TeamVision' listed under 'Labor Level Transfer'. The 'Comments (0)' and 'Apply' buttons are at the bottom.

# PUNCHES

## Clock In/Out

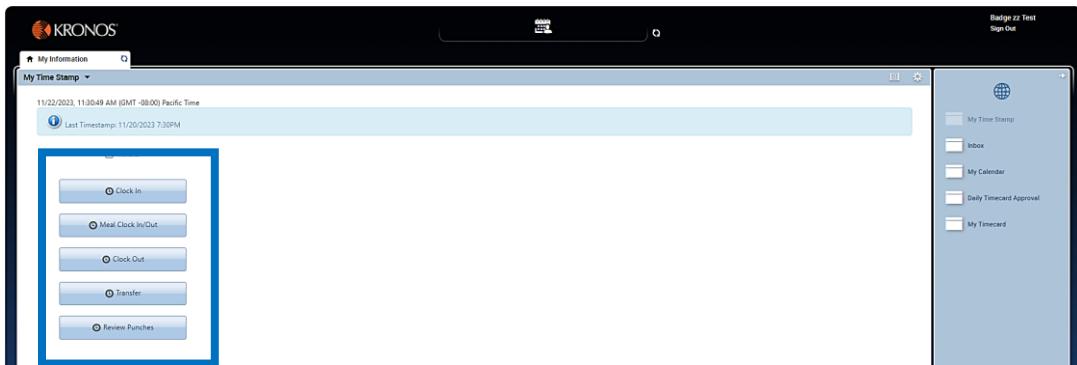


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You are expected to correctly **Punch In/Out** at your scheduled time. Please follow all state guidelines for lunch periods.

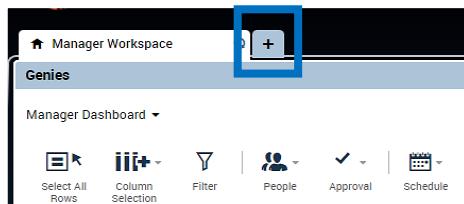
### Employee:

- 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

Thu 11/16 (E)	8:00AM-5:00PM				3:47PM		0.0	16.1
Fri 11/17 (M)	11:20AM-7:30PM				3:50PM		0.0	16.1

- 3 Select **Fix Missing Punch**



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

- 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**

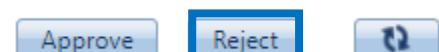


- 2 If your punches are correct, select the day you are approving click the **Approval** button



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:\*

Notes:

Forgot to punch in. Please correct time to 10am



# 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**.

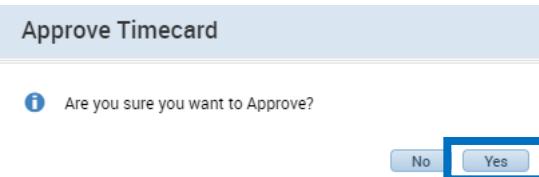
### To Approve A Single Timecard:

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

The screenshot shows the Manager Dashboard with a list of employees. The employee 'zz Test, Badge' is selected. A context menu is open over the 'Approval' button, with the 'Approve Timecard' option highlighted.

Person ID	Name
TEST999999...	zz Test, Badge
2123	{3155UHN3}

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



### To Approve A Group Of Timecards:

- 1 Select All Rows > Approval > Approve Timecard > Confirm when prompted

The screenshot shows the Manager Dashboard with a list of employees. The 'Select All Rows' button is highlighted. A context menu is open over the 'Approval' button, with the 'Approve Timecard' option highlighted.

Person ID	Name
TEST999999...	zz Test, Badge
2123	{3155UHN3}

# REMOVE TIMECARD APPROVAL PM/Field



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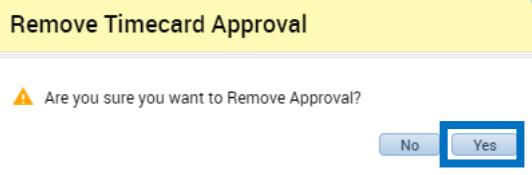
If a Timecard has been **Approved**, you can **Remove** the Approval and make any **Punch Corrections**. You must then **Re-Approve** the Timecard.

## To Remove Approval On A Single Timecard:

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

The screenshot shows the Manager Dashboard interface. In the top right, there is a 'Manager Dashboard' dropdown menu. Below it, there are several icons: 'Select All Rows' (highlighted with a blue box), 'Column Selection', 'Filter', 'People', 'Approval' (highlighted with a blue box), and 'Schedule'. The 'Approval' icon has a dropdown menu open, showing options: 'Approve Timecard', 'Remove Timecard Approval' (highlighted with a blue box), and 'Remove All Timecard Approvals'. Below this is a table with columns 'Person ID', 'Name', and 'Dept'. A row is selected, showing 'TEST999999...' in the Person ID column and 'zz Test, Badge' in the Name column. The 'Dept' column shows 'z123' and '(3155UHN3)'.

- 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

The screenshot shows the Manager Dashboard interface, similar to the previous one but with a different table. The 'Select All Rows' icon (highlighted with a blue box) is selected. The 'Approval' icon has a dropdown menu open, showing options: 'Approve Timecard', 'Remove Timecard Approval', and 'Remove All Timecard Approvals' (highlighted with a blue box). Below this is a table with columns 'Person ID', 'Name', and 'Dept'. A row is selected, showing 'TEST999999...' in the Person ID column and 'zz Test, Badge' in the Name column. The 'Dept' column shows 'z123' and '(3155UHN3)'.

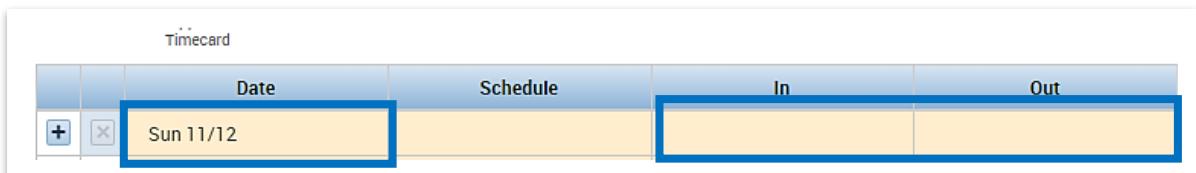
# TIMECARD EDITS



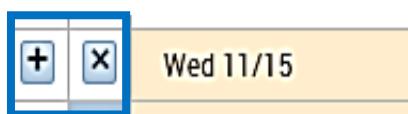
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**You are not permitted to edit your own punches.** PM's will have **Other Leaders** within their location edit their **Timecards**.

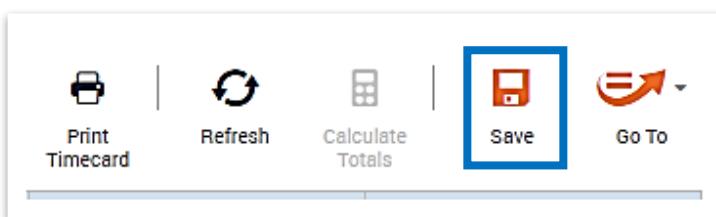
- 1 From the landing page, **Select** the **Employee** you need to edit and **Double-Clicking** their **Name**
- 2 In the timecard, **Enter** the **Correct Punches** for the day(s) and time(s) by **Clicking** on the the corresponding cell
  - For 10-6pm type 10am-6pm or 10-18:00



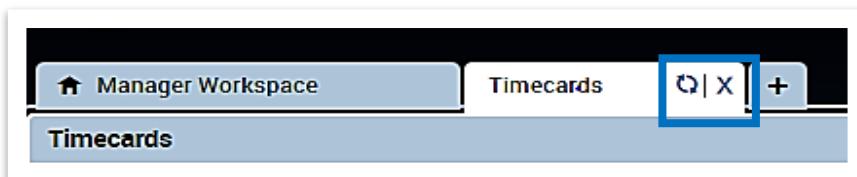
- 3 You can **Add** or **Remove** additional **Rows** by selecting the plus sign or the X on the left-hand side of the **Timecard**



- 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



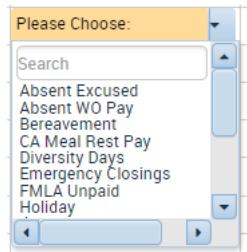
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Employees may request various **Pay Codes** to be entered on their Timesheets. This could include **Holiday** hours, **Diversity** hours, and more. These pay codes can be added by the PM, APM, LM, TL.

- 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

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.)



- 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

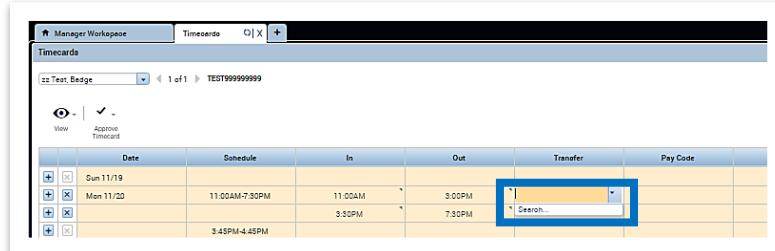
## Allocate To An Alternate Site



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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**

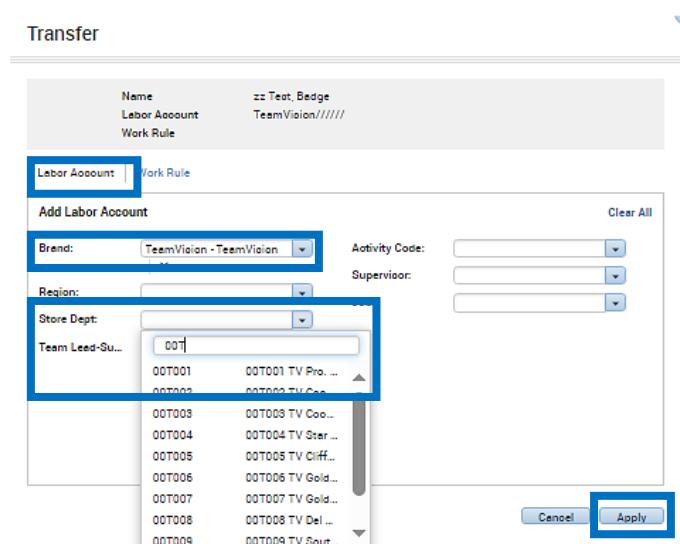


- 2 In the middle of the screen, select **Labor Account**

- 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)





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

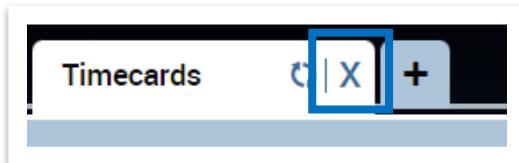
- 2 Click **Select All Rows** then select **Go To** and select **Timecards**

- 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



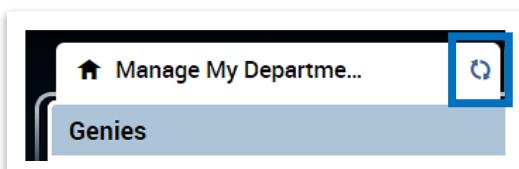
4

Once completed, Select X on the Timecard tab to close



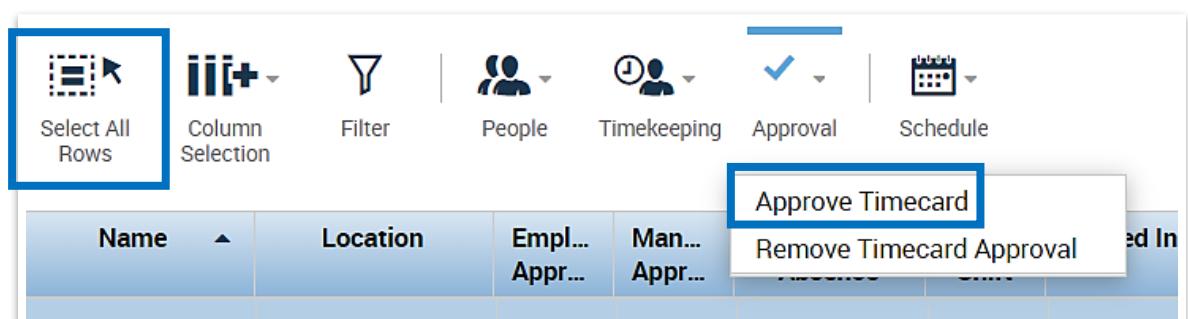
5

Select Refresh on the Manage My Department tab



6

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



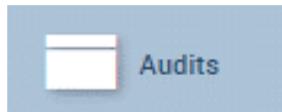
An **Alternate Method** to approving your payroll is to follow the prompts via the **Weekly Timecard Approval Folder** on the right-hand side and follow the prompts.



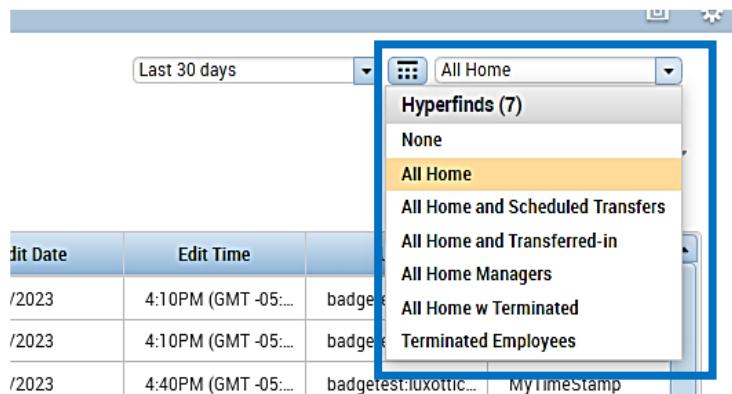


**Daily Total Hours** will provide total Employee and Practice hours at any time in the week/pay period. **Audits** allow Practice Managers to verify Employee Approvals, Edits, and Punch History.

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

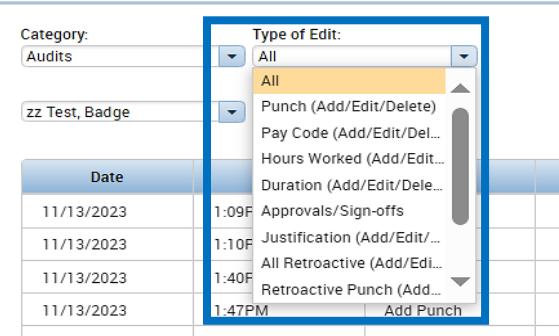


- 2 If you have Employees working in the practice from another location, and those hours have been transferred to your site, change **All Home** (top right-hand side) to **All Home and Transferred-In**



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

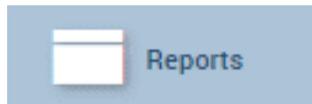
- Punches
- Pay Codes
- Approvals/Sign-off's
- Hours Worked





Various **Reports** can be accessed to help you review your office's timekeeping. Examples of this include 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

The screenshot shows the Kronos Manager Workspace interface. On the left, there's a navigation bar with 'Manager Workspace', 'Reports', and a search bar. Below that is a 'Reports' dropdown menu with 'Book to Reports' and 'REPORTS' selected. The 'REPORTS' section has two tabs: 'SELECT REPORTS' (which is active) and 'CHECK REPORT STATUS'. Under 'SELECT REPORTS', there are buttons for 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A list of report types is shown, with 'Timecard' highlighted by a blue box. On the right, a sidebar titled 'Timecard' lists several report options: 'Accrual Detail', 'Employee Transactions and Totals', 'Exceptions', 'Exceptions (Data)', 'Exception Summary', 'Hours by Labor Account' (which is also highlighted by a blue box), 'Hours by Labor Account (Excel)', 'Punch Origin', 'Schedule by Labor Account - Monthly', 'Schedule by Labor Account - Weekly', 'Time Detail', and 'Time Detail (Excel)'. There are also 'More' and 'Less' buttons at the bottom of the sidebar.

- 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: All Home

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Pay Codes:

Available: Shift A \$3.00, Shift B \$3.00, 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 Rest, Sick Taking Adj, Sick Update

Selected: 111SGH Available Hours, 111SGH Regular and Overtime, 111SGH Total Paid, 111GWH Worked Hours, Actual/Adjusted, Assess WO Pay, ATKdayApproved, ATKdayRejected, ATKhoursWorked, ATKperiodApproved, ATKperiodRejected, ATKperiodWorked

Output Format: Adobe Acrobat Document.pdf

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: All Home

Time Period: Last Week

Actual/Adjusted: Show hours worked in this period only.

Pay Codes:

Available: Shift A \$3.00, Shift B \$3.00, 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 Rest, Sick Taking Adj, Sick Update

Selected: 111SGH Available Hours, 111SGH Regular and Overtime, 111SGH Total Paid, 111GWH Worked Hours, Actual/Adjusted, Assess WO Pay, ATKdayApproved, ATKdayRejected, ATKhoursWorked, ATKperiodApproved, ATKperiodRejected, ATKperiodWorked

Output Format: Adobe Acrobat Document.pdf

8

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

**REPORTS**

SELECT REPORTS | CHECK REPORT STATUS

Run Report | Refresh | Create Favorite | Save Favorite | Duplicate Favorite | Delete Favorite

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

View Report | Refresh Status | Delete

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

# TIME OFF REQUESTS

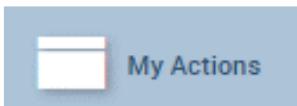
## Manager Delegation



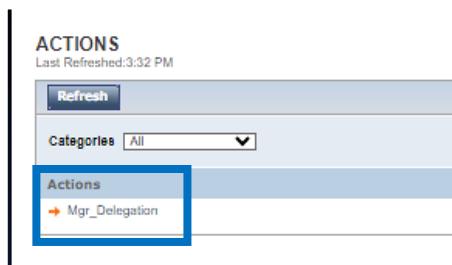
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If you know you will be out of the office or unable to respond to employees' time off requests, you can set up others as a "proxy" to approve/reject time off requests on your behalf. This is called **Manager Delegation**.

- 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

The form is titled "New Delegation". It contains the following fields:

- \* Delegator: A dropdown menu showing "Stoddart, Lisa J".
- \* Start Date: A date input field.
- \* End Date: A date input field.
- \* Role: A dropdown menu showing "Corporate/Field Manager".

At the bottom right are "Save & Close" and "Cancel" buttons, with "Save & Close" highlighted by a blue box.

**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

