KRONOS

Time Keeping & Scheduling

TeamVision
Eye care, together.

POLICY

All employees, exempt and non-exempt, must personally clock in and out using Kronos during their work shift, including meal breaks (meal break punches are for non-exempt employees only)

All hours worked must be recorded, "off the clock" work is not permitted; this includes exempt and non-exempt employees

Managers or co-workers are not permitted to clock in/ out for another employee

If there is an error in an employee's timesheet the employee must notify their manager to have the appropriate edits made within Kronos or a missed punch request must be submitted for manager approval

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TEAMVISION PROCEDURES

Practice Managers and Assistant Practice Managers are responsible for fixing team member punches prior to the end of the fiscal week.

Neither the PM or APM, can edit their own timecards and will need to work with their Regional, Market Manager or HR Business Partners (HRBP) for missing punches or corrections.
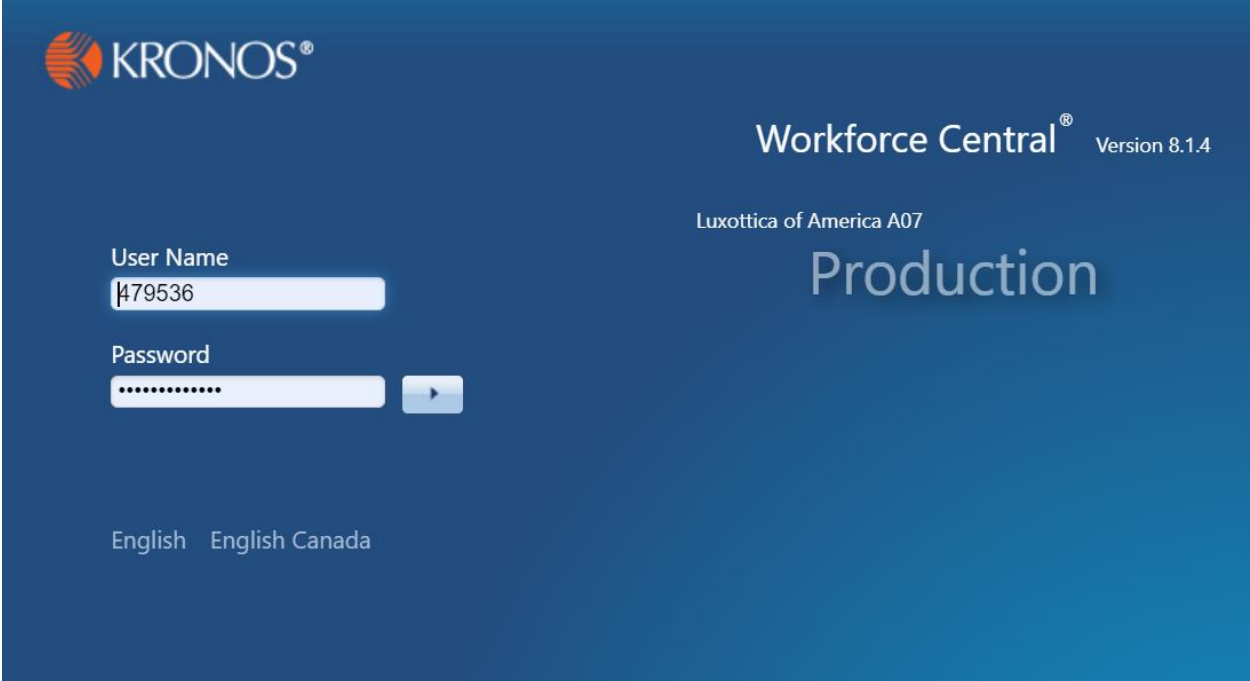
Field Leader Expectations:

- Schedules are due **30 days in advance** and due on the **16th of every month**
- PTO requests should be submitted a minimum of **45 days** in advance

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ACCESS TO KRONOS

https://luxottica.kronos.net/wfc/logon

- Add to Desktop as a Quick Link
- Log In Using your Luxottica ID and Network Password

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RECORDING YOUR TIME

TIMECARD APPROVAL

REQUESTING TIME OFF

Master Calendar maintained by the Practice Manager

Approvals are based on:

- First come

- Accrual totals

- Number of requests submitted (for day and by team member)

Planned time off requests are due 6 weeks in advance

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SUBMITTING TIME OFF

Enter Your Time Off Requests for Manager Approval
- Practice Manager requests sent to their Regional Managers
- Team Member requests sent to the Home Store Practice Manager

Select Type of Request
- Holiday - Available on and up to 60 days after Holiday
- Diversity Days – Loaded on January 1st*
- PTO – Accrued by years of service and Hours Paid
- Unpaid Time Off – Can be used for distinguishing a day off

Enter the Dates and Daily Amount (Hours per day)
- Weeks are Sunday – Saturday
- Keep requests for fiscal weeks separate
- Submit Time Off Request Types (PTO, Holiday, etc.) separately

Request Time Off

Type: PTO

		Start date	End date	Time Unit	Start time	Daily Amount
+	✕	12/15/2022	12/16/2022	Hours	8:00AM	8.0

Accruals on: 11/18/2022

Accrual	Balance
Banked Holiday	0.0 Hour
Diversity Days	0.0 Hour
PTO	22.62 Hour

Cancel   Submit

Vested Balance   Probationary Bal...   Earned to Date   Taken to Date   Pending Grants   Planned Takings   Prior Ending B

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YOUR KRONOS RESOURCES

Kronos Guide
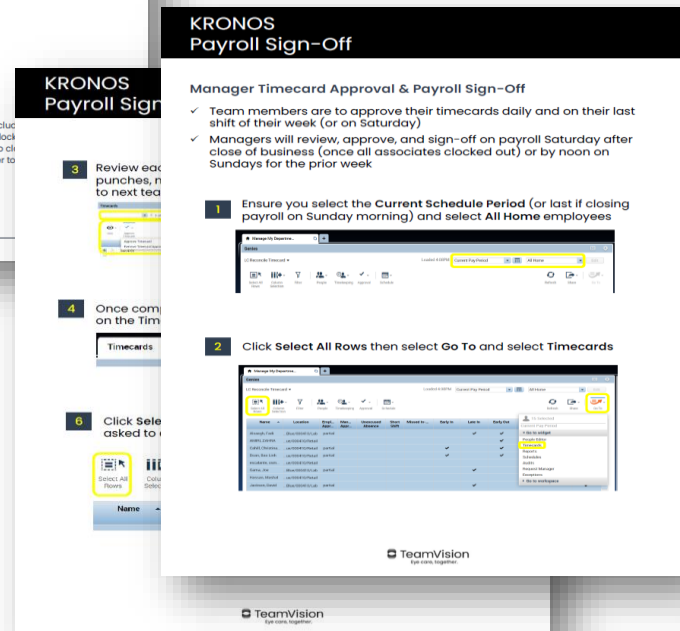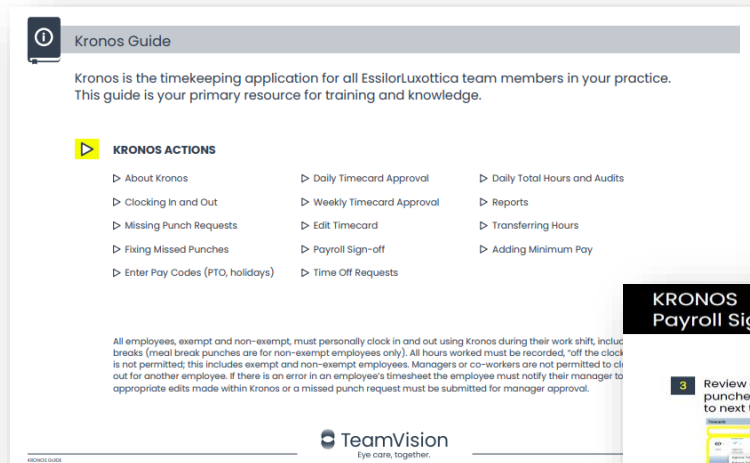
Kronos Videos:

[Kronos Time Off Request Video](#)

[Kronos Basics Team Member Video](#)

[Team Member Daily Timecard Approval/Rejection](#)

[Edit/Add Punches to Timecard](#)

[Payroll Sign-Off](#)

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KNOWLEDGE CHECK

In Kronos Timekeeping, each team member is resposible for:

A. Submitting Time Off requests electronically

B. Approving their timecard daily

C. Recording time punches for both lunches and begining/end of shift

D. All of the above

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MY PERSONAL DESK

MY PAY

HR SOLUTIONS

Policy & Procedure

- COVID-19

- Luxottica Employee Guide

- Holiday Schedules

- Contact List

- Employee Discounts

- Policies & Procedures

Welcome to HR Solutions!

by Luxottica Employee Relations

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COVID-19	+

Accommodation Requests	+	Organizational Effectiveness	+
Attendance & Scheduling Guidelines	+	Performance Management	+
Benefits, PTO & Holidays	+	Policies & Procedures	+
Compensation, Payroll, Wage & Hour	+	Talent Management & People Development	+
Hiring Practices	+	Termination, Resignation & Job Abandonment	+
HR Emergencies	+	Transfers & Status Changes	+
Leave of Absence	+		
Open Doors, Conduct & Behavior Concerns	+		

Environmental Health & Safety (EH&S) - Retail	+

When to Involve Employee Relations	+

Search

Additional Resources
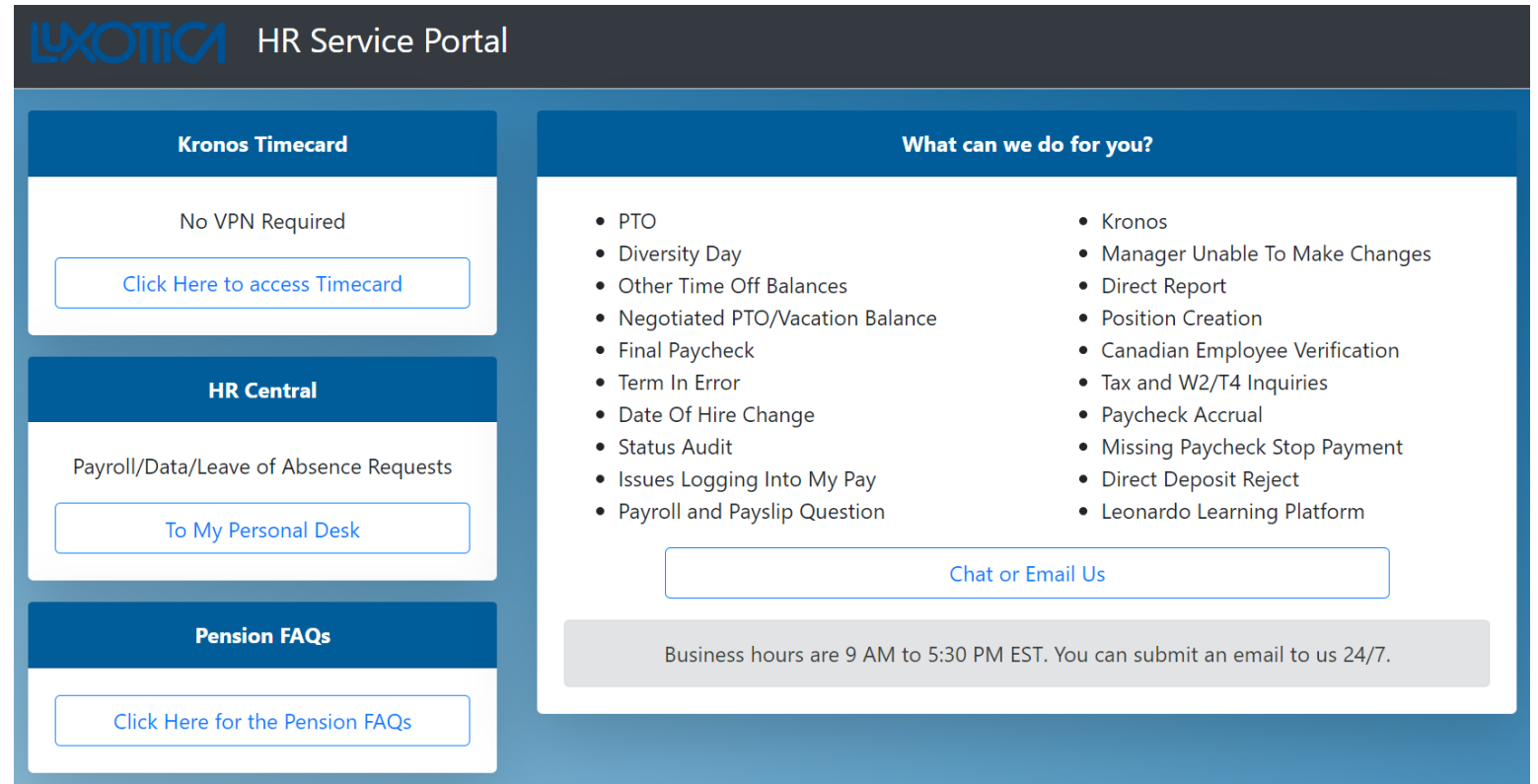
Luxottica Employee Guide
EssilorLuxottica Code of Ethics
2022 Holiday Schedules
Contact List
Employee Discount Updates 3/2022
New Vendor 8/15/2022 – Employment and Wage Verification

Employee Assistance Program/EAP
Field Managers and HRBPs: HR
Helpdesk Advanced (HDA)
Performance Management Resource
Library

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HR SERVICE PORTAL

Team Member Self Service

- Time Off Questions
- Paycheck Questions
- Tax & W2 Inquiries
- Missing Paycheck

LUXOTTICA — HR Service Portal

Kronos Timecard

No VPN Required

Click Here to access Timecard

HR Central

Payroll/Data/Leave of Absence Requests

To My Personal Desk

Pension FAQs

Click Here for the Pension FAQs

What can we do for you?

- PTO
- Diversity Day
- Other Time Off Balances
- Negotiated PTO/Vacation Balance
- Final Paycheck
- Term In Error
- Date Of Hire Change
- Status Audit
- Issues Logging Into My Pay
- Payroll and Payslip Question

- Kronos
- Manager Unable To Make Changes
- Direct Report
- Position Creation
- Canadian Employee Verification
- Tax and W2/T4 Inquiries
- Paycheck Accrual
- Missing Paycheck Stop Payment
- Direct Deposit Reject
- Leonardo Learning Platform

Chat or Email Us

Business hours are 9 AM to 5:30 PM EST. You can submit an email to us 24/7.

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QUESTIONS

Practice Managers & Field Leaders please stay on the call for the Supervisor Portion!

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MANAGER VIEW & NAVIGATION

Pay Period Selection
- Calendar
- Quick View

Select All Rows

Approval
- Approve Timecard
- Remove Approval
- Remove All Approvals

Go To
- Widget
- Workspace

1. Covid Response Alert
2. Request Off Manager Alerts
3. Timecard Exceptions
4. Overtime Reached
5. Meal Not Taken
6. Missed Punch
7. Rejected Timecard

TIMECARD APPROVAL

PAYROLL MANAGER SIGN OFF

Team members are to **approve their timecards** daily and on the last shift of their week (or on Saturday).

Managers will review, approve, and sign off on payroll Saturday after close of business (once all associates clocked out) or by noon on Sundays for the prior week.

Manager Actions

- Final review of team member timecards
- Submit at COB last day of the week but no later than noon Sunday
- All PTO and timecodes recorded

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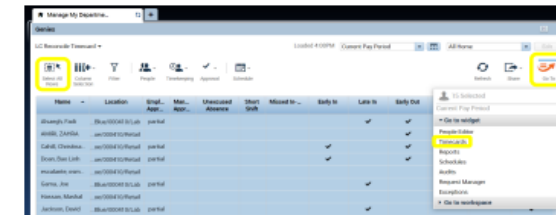
NAVIGATE TO MY INFORMATION

MY INFORMATION NAVIGATION

Approve or Deny Your Team Time Off Requests (5 days)

Switch Your View

Enter Your Time Off Requests for Manager Approval

View Your Submitted PTO Requests

See Your Accruals by Type

Clock In/Out & Your Timecard Review

TIME OFF REQUESTS MANAGER VIEW

TRANSFER HOURS

MANAGER DELEGATION

QUESTIONS

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KRONOS SCHEDULER

- Schedules are owned and maintained by the Practice Manager

- All schedules must be posted in Kronos for visibility

- Schedules are due 30 days in advance and due on the 15th of every month for the following fiscal month

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CONSIDER

- Doctors schedule
- Weekly activities (to-do's)
- Days/times of eyeglass delivery
- Skill set

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ADDING SHIFTS

ADDING SHIFTS

ASSIGNING SHIFT TO ALTERNATE SITE

ASSIGNING SHIFT TO ALTERNATE SITE

ASSIGNING SHIFT TO ALTERNATE SITE

CREATING A PATTERN

CREATING A PATTERN

VIEWING SCHEDULES

QUESTIONS

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