

KRONOS

Time Keeping & Scheduling



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

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.

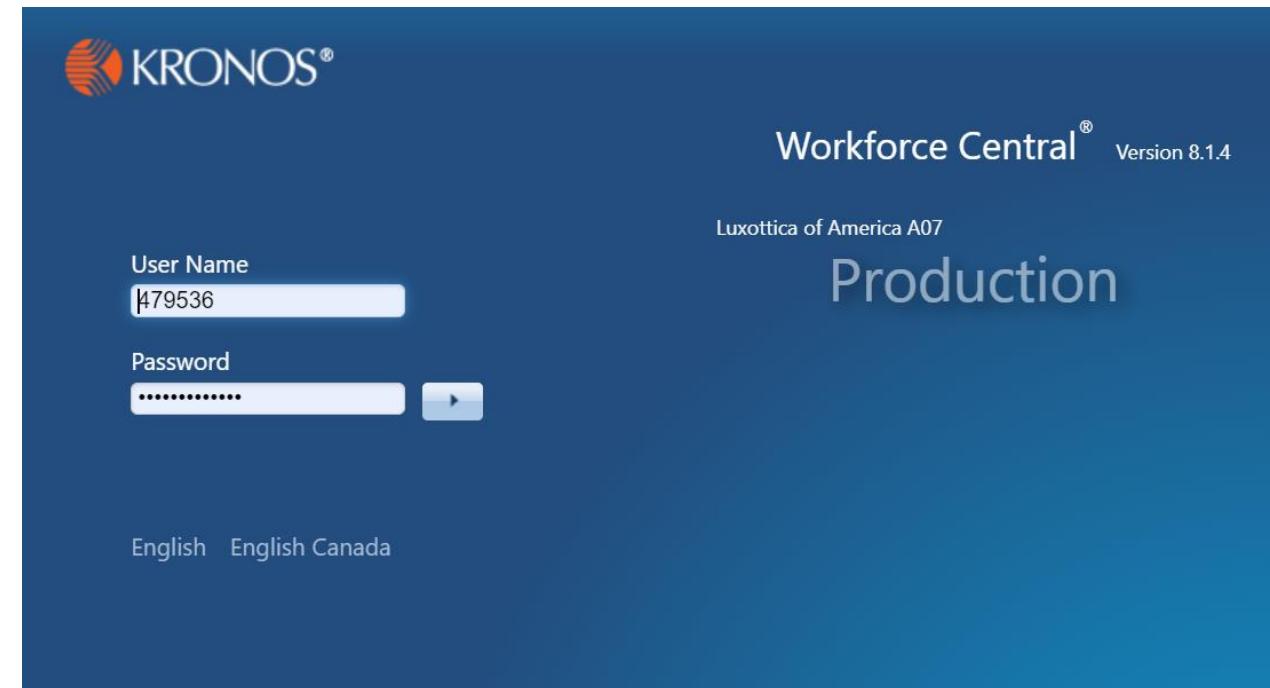
Field Leader Expectations:

- 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

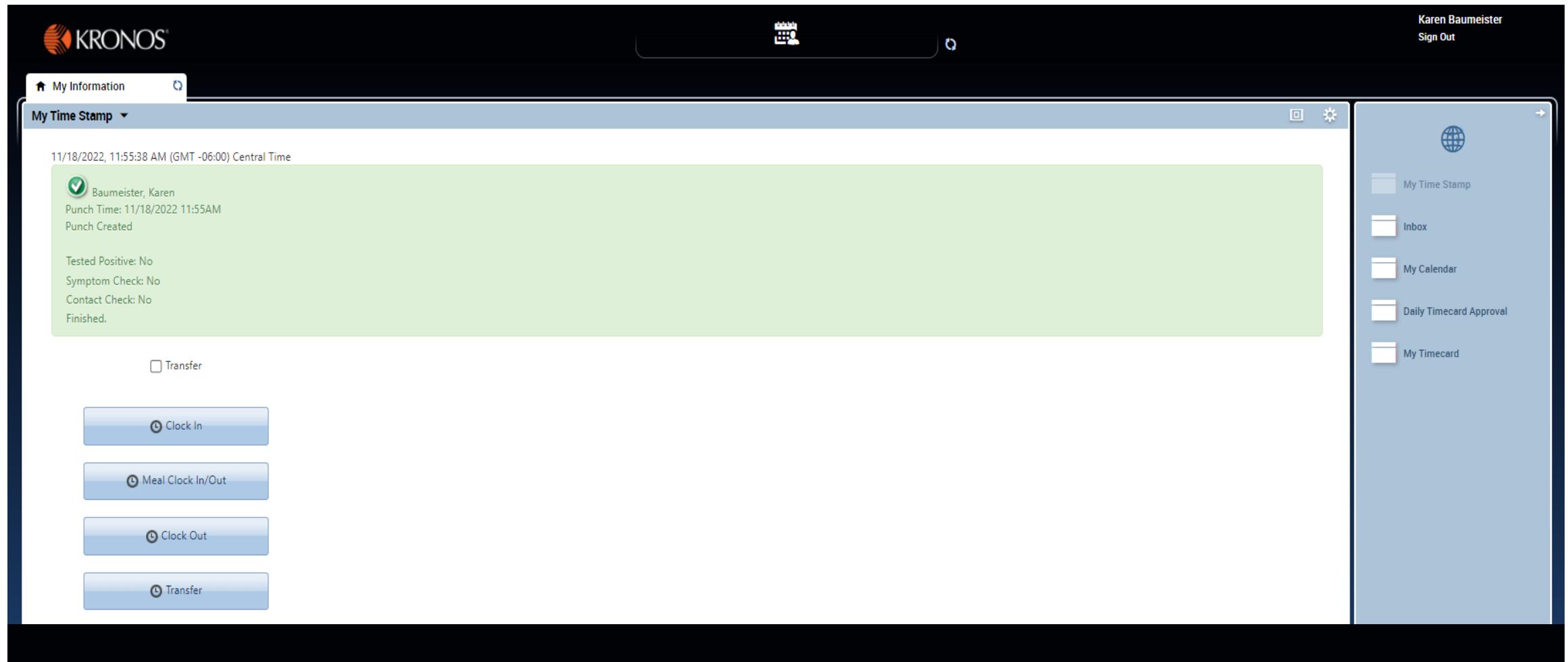
ACCESS TO KRONOS

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

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



RECORDING YOUR TIME



The screenshot shows the Kronos Time Stamp interface. At the top, the Kronos logo is on the left, and the user's name, Karen Baumeister, with 'Sign Out' options, is on the right. The main content area is titled 'My Time Stamp' and shows a green summary box with the following information:

- 11/18/2022, 11:55:38 AM (GMT -06:00) Central Time
- Baumeister, Karen (checked)
- Punch Time: 11/18/2022 11:55AM
- Punch Created
- Tested Positive: No
- Symptom Check: No
- Contact Check: No
- Finished.

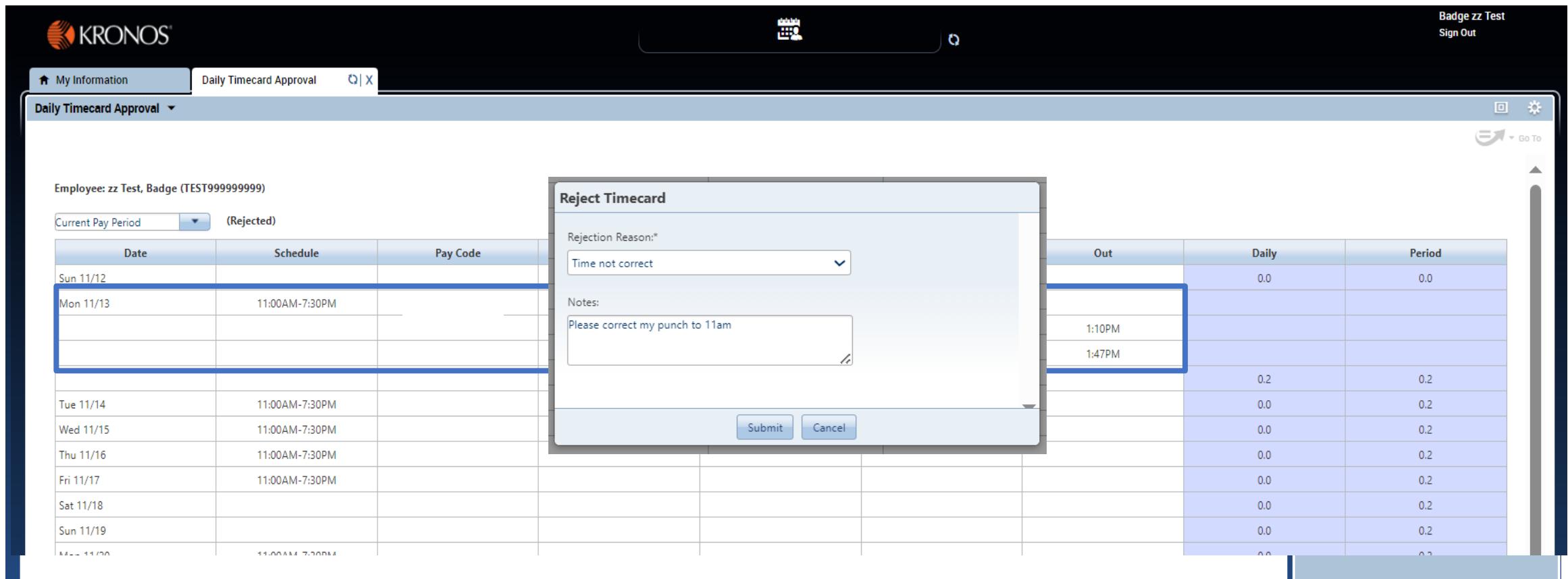
Below this box are four blue buttons with white icons and text:

- Transfer
-
-
-

On the right side, a sidebar lists navigation options:

- My Time Stamp
- Inbox
- My Calendar
- Daily Timecard Approval
- My Timecard

TIMECARD APPROVAL



The screenshot shows the Kronos Daily Timecard Approval interface. The top navigation bar includes 'My Information', 'Daily Timecard Approval', and a search bar. On the right, there are links for 'Badge zz Test' and 'Sign Out'. The main content area displays an employee's timecard for the pay period. The employee is 'zz Test, Badge (TEST999999999)'. The current pay period is marked as '(Rejected)'. A table lists daily schedule details from Sunday to Saturday. A modal dialog box titled 'Reject Timecard' is open, showing a dropdown for 'Rejection Reason' (set to 'Time not correct') and a text area for 'Notes' (containing 'Please correct my punch to 11am'). Below the notes are 'Submit' and 'Cancel' buttons. To the right of the dialog is a table showing timecard data with columns for 'Out', 'Daily', and 'Period'. The data includes entries for Monday, Tuesday, and Wednesday, with specific times like 1:10PM and 1:47PM and daily totals of 0.2.

Date	Schedule	Pay Code
Sun 11/12		
Mon 11/13	11:00AM-7:30PM	
Tue 11/14	11:00AM-7:30PM	
Wed 11/15	11:00AM-7:30PM	
Thu 11/16	11:00AM-7:30PM	
Fri 11/17	11:00AM-7:30PM	
Sat 11/18		
Sun 11/19		
Mon 11/20	11:00AM-7:30PM	

Out	Daily	Period
	0.0	0.0
1:10PM		
1:47PM		
	0.2	0.2
	0.0	0.2
	0.0	0.2
	0.0	0.2
	0.0	0.2
	0.0	0.2
	0.0	0.2
	0.0	0.2

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**



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
<input type="button" value="+"/> <input type="button" value="X"/>	12/15/2022	12/16/2022	Hours	8:00AM	8.0

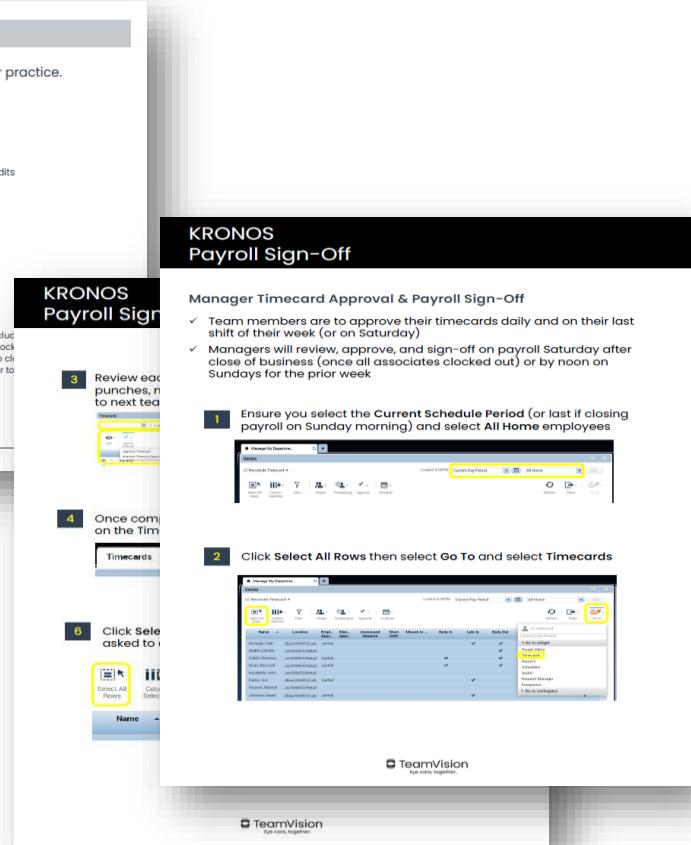
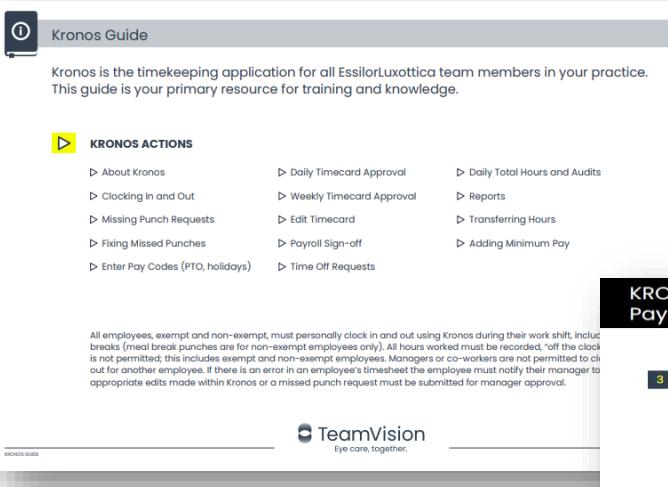
Accruals on: 11/18/2022

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

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

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](#)

KNOWLEDGE CHECK

In Kronos Timekeeping, each team member is responsible 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



MY PERSONAL DESK

My Personal Desk [Home ▾](#)

Emergency Donation Ukraine [Employee Self Service](#) [Other Resources \(May Require Login or Network Access\)](#)

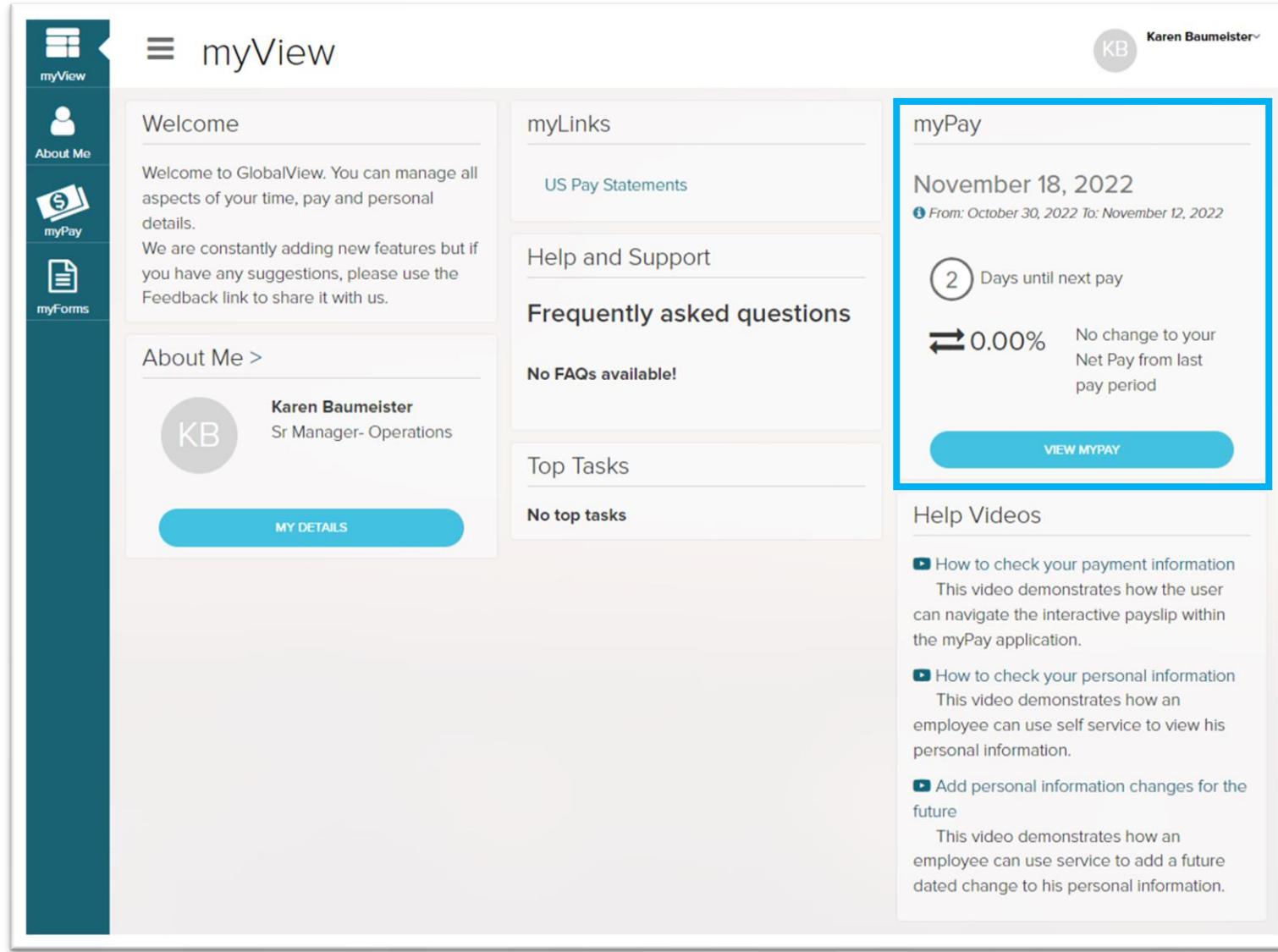
Employee Self Service

[My Pay](#) [My Data](#) [My Leave](#) [My Inbox](#) [My Personal Documents](#) [Job Aids](#)

Other Resources (May Require Login or Network Access)

[HR Solutions](#) [Talent Luxottica](#) [Total Rewards](#) [Pre-Boarding Managers Only](#) [One Luxottica \(WHS & CSC\)](#) [Employee Relations](#) [Leonardo](#) [HR Service Portal](#)

MY PAY



The screenshot shows the myView application interface. On the left, a vertical sidebar contains icons for myView, About Me, myPay (highlighted with a blue border), and myForms. The main content area has a header "myView" with a menu icon. The "Welcome" section includes a message about managing time, pay, and personal details, and a "Feedback" link. The "About Me" section shows a profile for "Karen Baumeister, Sr Manager- Operations" with a "MY DETAILS" button. The "myLinks" section has a link to "US Pay Statements". The "Help and Support" section includes a "Frequently asked questions" section with a note "No FAQs available!". The "Top Tasks" section shows "No top tasks". The "myPay" section, highlighted with a blue border, displays the following information:

- November 18, 2022** (From: October 30, 2022 To: November 12, 2022)
- 2 Days until next pay**
- 0.00%** No change to your Net Pay from last pay period

A "VIEW MYPAY" button is located below this section. The "Help Videos" section lists three video links:

- How to check your payment information: This video demonstrates how the user can navigate the interactive payslip within the myPay application.
- How to check your personal information: This video demonstrates how an employee can use self service to view his personal information.
- Add personal information changes for the future: This video demonstrates how an employee can use service to add a future dated change to his personal information.

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



COVID-19		+		
Accommodation Requests	+	Organizational Effectiveness	+	
Attendance & Scheduling Guidelines	+	Performance Management	+	
Benefits, PTO & Holidays	+	Policies & Procedures	+	
Compensation, Payroll, Wage & Hour	+	Talent Management & People	+	
Hiring Practices	+	Development		
HR Emergencies	+	Termination, Resignation & Job	+	
Leave of Absence	+	Abandonment		
Open Doors, Conduct & Behavior	+	Transfers & Status Changes	+	
Concerns				
Environmental Health & Safety (EH&S) - Retail				+
When to Involve Employee Relations				+

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](#)

HR SERVICE PORTAL

Team Member Self Service

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

The screenshot shows the Luxottica HR Service Portal. The top navigation bar features the Luxottica logo and the text "HR Service Portal". The main content area is divided into three main sections: "Kronos Timecard", "HR Central", and "Pension FAQs".

- Kronos Timecard:** Contains the message "No VPN Required" and a button "Click Here to access Timecard".
- HR Central:** Contains the message "Payroll/Data/Leave of Absence Requests" and a button "To My Personal Desk".
- Pension FAQs:** Contains the message "Click Here for the Pension FAQs".

On the right side, there is a sidebar titled "What can we do for you?" which lists various HR-related topics:

- 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

At the bottom of the sidebar, there is a button "Chat or Email Us" and a note: "Business hours are 9 AM to 5:30 PM EST. You can submit an email to us 24/7."

QUESTIONS

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



MANAGER VIEW & NAVIGATION

Pay Period Selection

- Calendar
- Quick View

Select All Rows

Approval

- Approve Timecard
- Remove Approval
- Remove All Approvals

Go To

- Widget
- Workspace

The screenshot shows the KRONOS Manager Workspace. At the top, there is a navigation bar with icons for Covid Response Alert (bell with 3), Request Off Manager Alerts, Timecard Exceptions, Overtime Reached, Meal Not Taken, Missed Punch, and Rejected Timecard. Below the navigation bar is a toolbar with buttons for Select All Rows, Column Selection, Filter, People, Approval (highlighted with a blue box), and Schedule. The main area contains a table of employee data with columns for Person ID, Name, Department (00T001), On Premises, Supervisor, and Supervisor. A context menu is open over the Approval button in the table header, showing options: Approve Timecard, Remove Timecard Approval, and Remove All Timecard Approvals. To the right of the table is a dropdown menu for 'Current Pay Period' with options like Previous Pay Period, Next Pay Period, and Overtime. A 'Go To' button is also present. On the far right, a sidebar lists various workspace options: Genies, Request Manager - Delegat..., Inbox, Reports, Audits, Timecards, Exceptions, Schedules, People Editor, Missed Punch Approvals, Weekly Timecard Approval, and My Actions. The sidebar also shows a list of selected items: Current Pay Period, Go to widget, Go to workspace, Manager Workspace, and My Information.

1 2 3 4 5 6 7

- 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



The screenshot shows a software interface for managing timecards. The top navigation bar includes 'Manager Workspace', 'Timecards', a search bar, and a '+' button. The main title is 'Timecards' with a subtitle 'Saferstein, Laura K' and a page indicator '9 of 9'. The timecard number '773454' is also displayed. The status bar at the bottom shows 'Loaded: 1:05 PM 12/04/2022 - 12/10/2022...' and 'All Home'. The interface features a toolbar with icons for 'View' (eye), 'Approve Timecard' (checkmark), 'Print Timecard' (printer), 'Refresh' (refresh), 'Calculate Totals' (calculator), 'Save' (disk), and 'Go To' (arrow).

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
[+]	Sun 12/04									
[+]	Mon 12/05		8:00AM	12:00PM						
[+]			1:00PM	6:00PM				9.0	9.0	9.0
[+]	Tue 12/06		9:00AM	1:00PM						
[+]			1:30PM	6:00PM				8.5	8.5	17.5
[+]	Wed 12/07		8:30AM	12:30PM						
[+]			1:30PM	6:30PM				9.0	9.0	26.5
[+]	Thu 12/08					PTO	8.0		8.0	34.5
[+]	Fri 12/09					PTO	8.0		8.0	42.5
[+]	Sat 12/10									42.5

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

KRONOS
Payroll Sign-Off

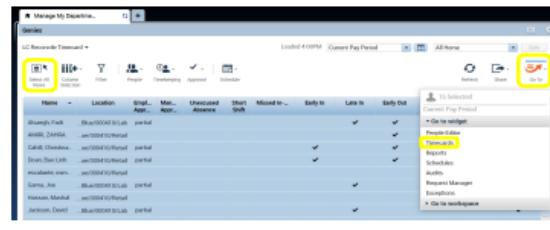
Manager Timecard Approval & Payroll Sign-Off

✓ Team members are to approve their timecards daily and on their 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

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

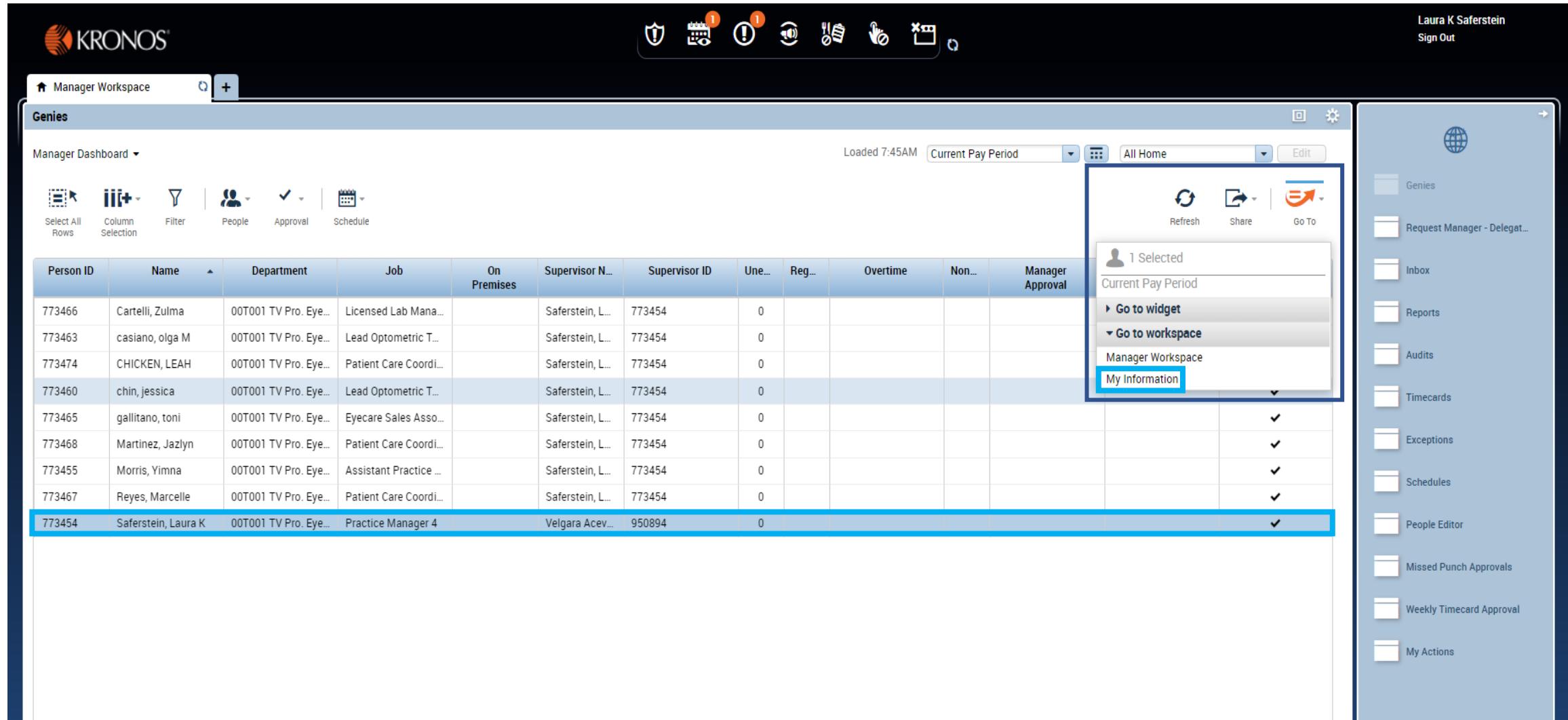


2 Click **Select All Rows** then select **Go To** and select **Timecards**



TeamVision
Eye care, together.

NAVIGATE TO MY INFORMATION



The screenshot shows the Kronos Manager Workspace interface. At the top, there is a navigation bar with icons for shield, calendar, info, audio, and file operations. On the right, the user is logged in as "Laura K Saferstein" with a "Sign Out" option. The main area is titled "Genies" and displays a "Manager Dashboard". A table lists employees with columns for Person ID, Name, Department, Job, On Premises, Supervisor Name, Supervisor ID, and Manager Approval. The row for "Saferstein, Laura K" is highlighted with a blue border. A context menu is open over this row, showing options: "Go to widget", "Go to workspace", "Manager Workspace", and "My Information". The "My Information" option is highlighted with a blue box. The right side of the screen features a sidebar with a tree view of workspace categories: Genies, Request Manager - Delegat..., Inbox, Reports, Audits, Timecards, Exceptions, Schedules, People Editor, Missed Punch Approvals, Weekly Timecard Approval, and My Actions.

Person ID	Name	Department	Job	On Premises	Supervisor Name	Supervisor ID	Une...	Reg...	Overtime	Non...	Manager Approval
773466	Cartelli, Zulma	00T001 TV Pro. Eye...	Licensed Lab Mana...		Saferstein, L...	773454	0				
773463	casiano, olga M	00T001 TV Pro. Eye...	Lead Optometric T...		Saferstein, L...	773454	0				
773474	CHICKEN, LEAH	00T001 TV Pro. Eye...	Patient Care Coordi...		Saferstein, L...	773454	0				
773460	chin, jessica	00T001 TV Pro. Eye...	Lead Optometric T...		Saferstein, L...	773454	0				
773465	gallitano, toni	00T001 TV Pro. Eye...	Eyecare Sales Asso...		Saferstein, L...	773454	0				✓
773468	Martinez, Jazlyn	00T001 TV Pro. Eye...	Patient Care Coordi...		Saferstein, L...	773454	0				✓
773455	Morris, Yimna	00T001 TV Pro. Eye...	Assistant Practice ...		Saferstein, L...	773454	0				✓
773467	Reyes, Marcelle	00T001 TV Pro. Eye...	Patient Care Coordi...		Saferstein, L...	773454	0				✓
773454	Saferstein, Laura K	00T001 TV Pro. Eye...	Practice Manager 4		Velgara Acev...	950894	0				✓

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

The screenshot shows the Kronos Manager Workspace interface. At the top, there is a navigation bar with icons for shield, calendar, exclamation, and other system functions. The main area is divided into sections: 'My Calendar' and 'Accruals Widget Part'. The 'My Calendar' section displays a weekly view from November 13 to 19, 2022. It shows several PTO requests for the week, with the Friday entry (Nov 18) having a red circle with the number '18' indicating a pending action. The 'Accruals Widget Part' section below shows a table of accrual data for three categories: Banked Holiday, Diversity Days, and PTO. The PTO row shows an available balance of 78.5 hours. On the right side of the screen, there is a sidebar with links for 'My Calendar', 'My Timestamp', and 'Time Review'.

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal...	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending Bal...	Prior End Vested	Prior End Probati...	Op
Banked Holiday	1/01/2022 - 12/31/2022	Hour	0.0	0.0		32.0	0.0	8.0	0.0	-8.0	-8.0		
Diversity Days	1/01/2022 - 12/31/2022	Hour	8.0	8.0		24.0	16.0	0.0	0.0	24.0	24.0		
PTO	1/01/2022 - 12/31/2022	Hour	78.5	78.5		177.1	68.0	23.1	0.0	46.2	46.2		

TIME OFF REQUESTS MANAGER VIEW

KRONOS®

Manager Workspace Alerts and Notifications ... Requests

Request Manager - Delegation and Time Off

Time-Off Multiple (5)

Details Edit Add Request Approve Refuse Pending Retract

Modified By (Username)	Subject	Submit Date	Actions
770517	PTO	10/13/2022 9:20AM	Submit
770483	PTO	10/13/2022 1:34PM	Submit
785310	PTO	10/13/2022 1:46PM	Submit
770485	PTO	11/14/2022 7:26PM	Submit

Approve Time-Off Request

Submitted: 10/13/2022 - 1:46:03PM
Modified by: 785310

Employee: Cira, Blerime Type: PTO

Start date	End date	Time Unit	Start time	Daily Amount
11/25/2022	11/25/2022	Hours	8:00AM	8.0

Accruals on: 11/25/2022

Accrual	Balance
Banked Holiday	0.0 Hour
Diversity Days	0.0 Hour
PTO	19.03 Hour

Status History

Submitted: 10/13/2022 - 1:46:03PM
785310

Comments (0)

Select Comment

Type a note (optional)

Cancel **Approve**

Evamarie D'Onofrio-Englebert
Sign Out

10/20/2022 - 4/17/2023, ...

Refresh Go To

Pay Code	Comments	Store
0		00T003

TRANSFER HOURS

The screenshot displays the Kronos Manager Workspace interface. On the left, the 'Timecards' tab is active, showing a list of timecards for 'Cartelli, Zulma' with 9 entries. The main area is a 'Transfer' dialog box for 'Cartelli, Zulma' with 'RLB Optical//T003///' as the Labor Account and Work Rule. The dialog contains an 'Add Labor Account' section with dropdowns for Brand (RLB Optical - RLB Optical), Region, Store Dept (T003 - T003), and Team Lead. It also includes fields for Activity Code, Supervisor, and Job. Buttons for 'Cancel' and 'Apply' are at the bottom. The top right corner shows a user profile for 'Laura K Saferstein'.

Transfer

Name: Cartelli, Zulma
Labor Account: RLB Optical//T003///
Work Rule:

Labor Account | Work Rule

Add Labor Account

Brand: RLB Optical - RLB Optical | X Activity Code:
Region: Supervisor:
Store Dept: T003 - T003 | X Job:
Team Lead-Su...

Cancel | Apply

Timecards

Cartelli, Zulma 1 of 9 773466

View Approve Timecard

	Date	Schedule	In
[+]	Sun 11/27		
[+]	Mon 11/28		8:30AM
[+]	Tue 11/29		1:30PM
[+]	Wed 11/30		
[+]	Thu 12/01		
[+]	Fri 12/02		
[+]	Sat 12/03		
[+]	Sat 12/03		

Manager Workspace | Timecards | X

Laura K Saferstein
Sign Out

Next Schedule Period | All Home | Print Timecard | Refresh | Calculate Totals | Save | Go To

MANAGER DELEGATION

The screenshot shows the Kronos Manager Delegation interface. The main title is "New Delegation". The "Delegate" field is populated with "Hammer, Keeta L". The "Start Date" and "End Date" fields are empty. The "Role" field is set to "Corporate/Field Manager". At the bottom are "Save & Close" and "Cancel" buttons. The background shows a "My Actions" sidebar with "My Actions" selected, and a list of delegations: 773467 (Reyes, Marcella) and 773454 (Saferstein, Laura K).

Existing Delegations

None

New Delegation

* Delegate: Hammer, Keeta L

* Start Date:

* End Date:

* Role: Corporate/Field Manager

Save & Close Cancel

1

Schedules

People Editor

Missed Punch Approvals

Weekly Timecard Approval

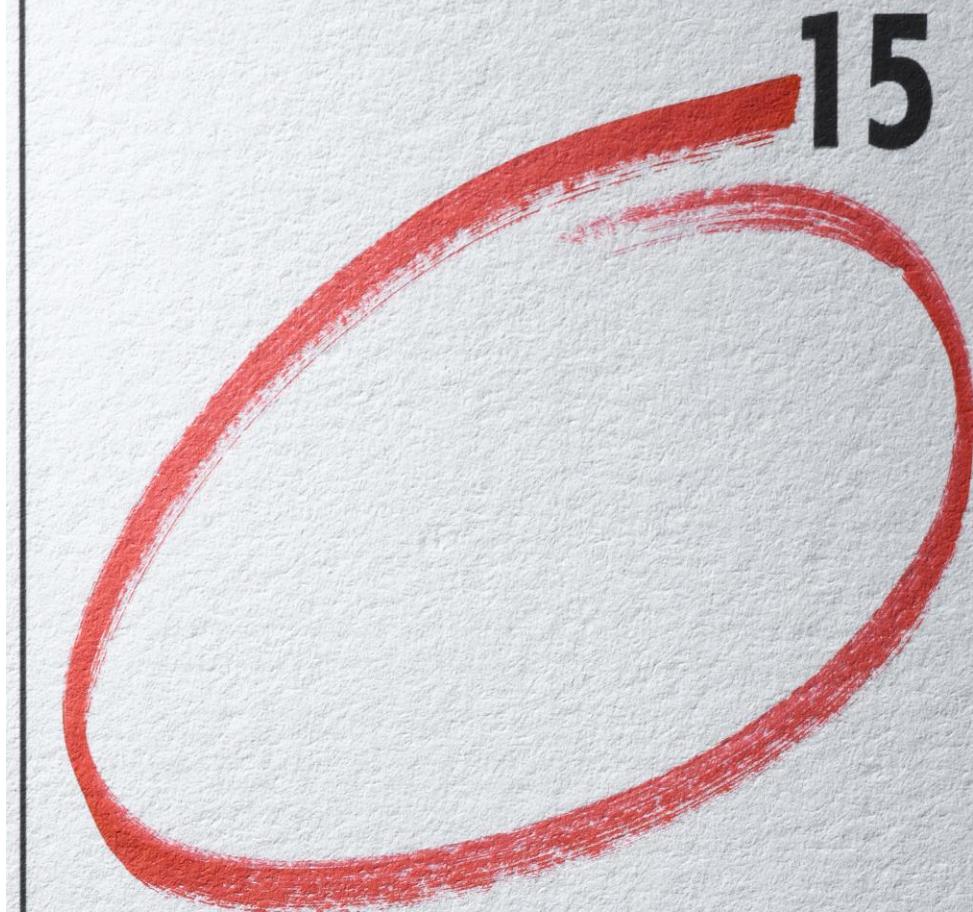
My Actions

QUESTIONS



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

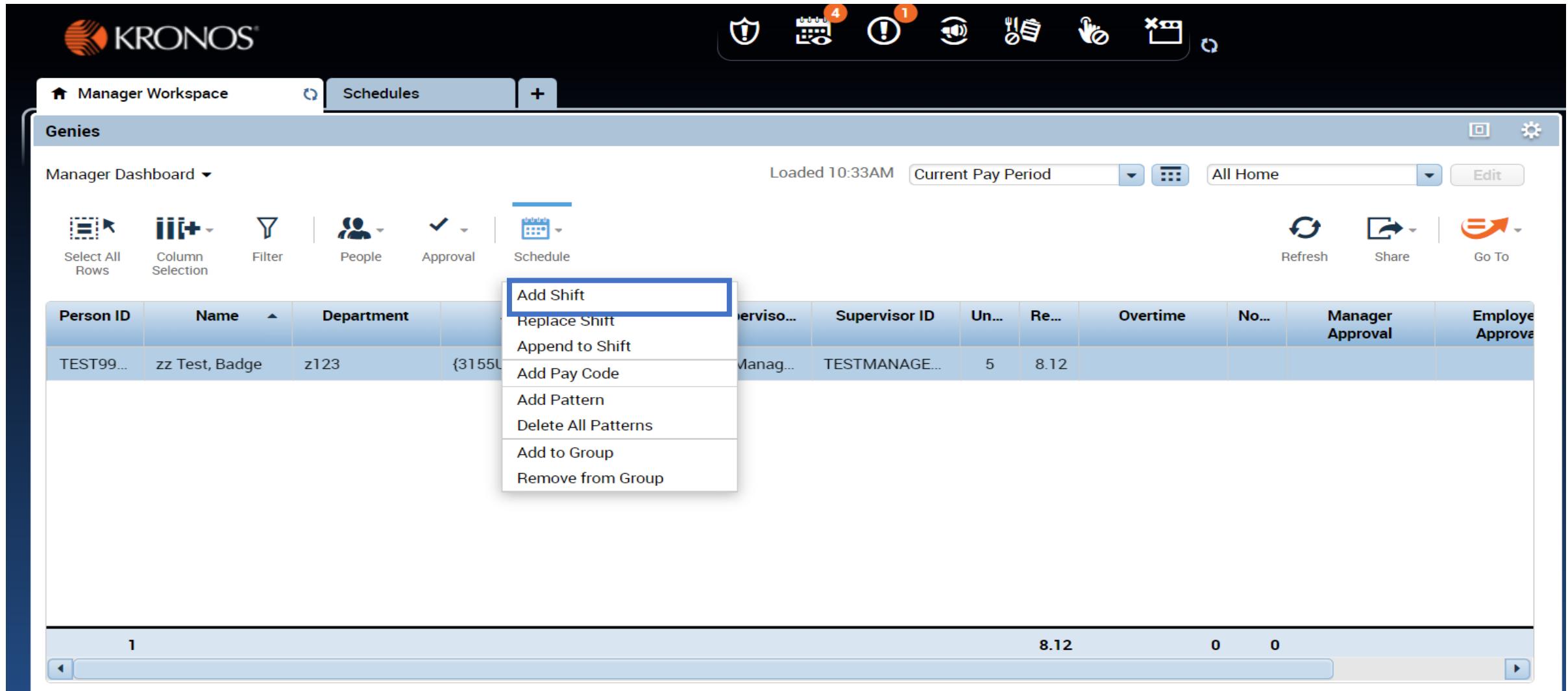


CONSIDER

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



ADDING SHIFTS



The screenshot shows the Kronos Manager Workspace interface. The top navigation bar includes the Kronos logo, a navigation menu with 'Manager Workspace' and 'Schedules' (selected), and a toolbar with various icons. The main area is titled 'Genies' and displays a 'Manager Dashboard' with a timestamp of 'Loaded 10:33AM' and a 'Current Pay Period'. The dashboard includes sections for 'Approval' and 'Schedule'. A context menu is open over a table row, with the 'Add Shift' option highlighted. The table rows show employee details like Person ID, Name, Department, Supervisor ID, and Manager Approval status.

Person ID	Name	Department	Supervisor ID	Manager Approval	Employee Approval					
TEST99...	zz Test, Badge	z123	Manager...	TESTMANAGE...	5	8.12	Overtime	No...	Manager Approval	Employee Approval

- Add Shift
- Replace Shift
- Append to Shift
- Add Pay Code
- Add Pattern
- Delete All Patterns
- Add to Group
- Remove from Group

ADDING SHIFTS

KRONOS

Manager Workspace

Genies

Manager Dashboard ▾

Select All Rows Column Selection Filter

Person ID	Name
TEST99...	zz Test, Badge

1

Add Shift

Assigned to

Shift Label:

Repeat this shift for 1 days

Insert Template ▾

Shift Grid: Wed 13 (8:00am-5:00pm) to Thu 14 (8:00am-5:00pm)

	Start Date	Type	Start Time	End Time	End Date	Duration
<input type="button" value="+"/>	12/11/2023	Regular	8:00am	5:00pm	12/11/2023	9.00
<input type="button" value="+"/>	12/12/2023	Regular	8:00am	5:00pm	12/12/2023	9.00
<input type="button" value="+"/>	12/14/2023	Regular	8:00am	5:00pm	12/14/2023	9.00
<input type="button" value="+"/>	12/15/2023	Regular	8:00am	5:00pm	12/15/2023	9.00

Comments (0)

Select Comment ▾

Add

ASSIGNING SHIFT TO ALTERNATE SITE

KRONOS® Manager Workspace Timecards Q | X +

TEST12 zz Manager Sign Out

Timecards

zz Test, Badge 1 of 1 TEST999999999999 Loaded: 10:41 AM Current Pay Period 1 Employee(s) Selected

View Approve Timecard Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 11/26									
+ X	Mon 11/27	11:00AM-7:30PM	11:00AM	4:00PM				5.0	5.0	5.0
+ X	Tue 11/28	11:00AM-7:30PM								5.0
+ X	Wed 11/29	11:00AM-7:30PM								5.0
+ X	Thu 11/30	11:00AM-7:30PM								5.0
+ X	Fri 12/01	11:00AM-7:30PM								5.0
+ X	Sat 12/02									5.0
+ X	Sun 12/03									5.0
+ X	Mon 12/04	8:00AM-5:00PM	6:28AM	8:24AM						
+ X			9:53AM	11:08AM				3.12	3.12	8.12

ASSIGNING SHIFT TO ALTERNATE SITE

The screenshot displays the Kronos Manager Workspace interface. The main window is titled "Transfer" and shows a dialog for assigning a shift to an alternate site. The dialog fields include "Name" (zz Test, Badge), "Labor Account" (zz Test, Badge), and "Work Rule" (zz Test, Badge). Below these are tabs for "Labor Account" and "Work Rule". A sub-dialog titled "Add Labor Account" is open, showing fields for "Brand" (dropdown), "Region" (dropdown, currently "Team"), "Supervisor" (dropdown), "Activity Code" (dropdown), "Store Dept" (dropdown, "TeamVision"), and "Team Lead-Su..." (dropdown). Buttons for "Clear All", "Cancel", and "Apply" are at the bottom. The background shows a "Timecards" grid with columns "Date" and "Schedule". The grid lists shifts for various days from November 26 to December 4, 2012, with some shifts marked as "8.00AM-5:00PM". The top right corner shows the user "TEST2 zz Manager" and "Sign Out".

ASSIGNING SHIFT TO ALTERNATE SITE

The screenshot shows the Kronos Manager Workspace interface. The top navigation bar includes the Kronos logo, Manager Workspace, Timecards, and a sign-out link for 'TEST2 zz Manager'. The main content area is titled 'Transfer' and displays an employee record for 'zz Test, Badge' with 'TeamVision/////' as the Labor Account. The 'Work Rule' tab is selected. Below this, a 'Labor Account' section shows 'TeamVision - TeamVision' as the Brand and a dropdown menu for 'Team Lead-Su...'. A search input field contains 'T1'. A list of activity codes is displayed, including:

Activity Code	Description
00T107	00T107 Daynes ...
00T108	00T108 TVO Car...
00T109	00T109 TVO Ch...
00T110	00T110 TVO Ha...
00T111	00T111 TVO Ker...
00T112	00T112 DiNapol...
00T113	00T113 DiNapol...
00T114	00T114 DiNapol...
00T115	00T115 DiNapol...

At the bottom of the search dropdown are 'Cancel' and 'Apply' buttons. The right side of the screen shows a summary table with columns for 'Daily' and 'Period', showing values 5.0, 5.0, 5.0, 3.12, 3.12, and 8.12. The bottom right corner of the summary table has a blue scroll bar.

CREATING A PATTERN

KRONOS

Manager Workspace  

Genies

Manager Dashboard  Loaded 11:30AM Current Pay Period  All Home  Edit

      Select All Rows Column Selection Filter People Approval Schedule

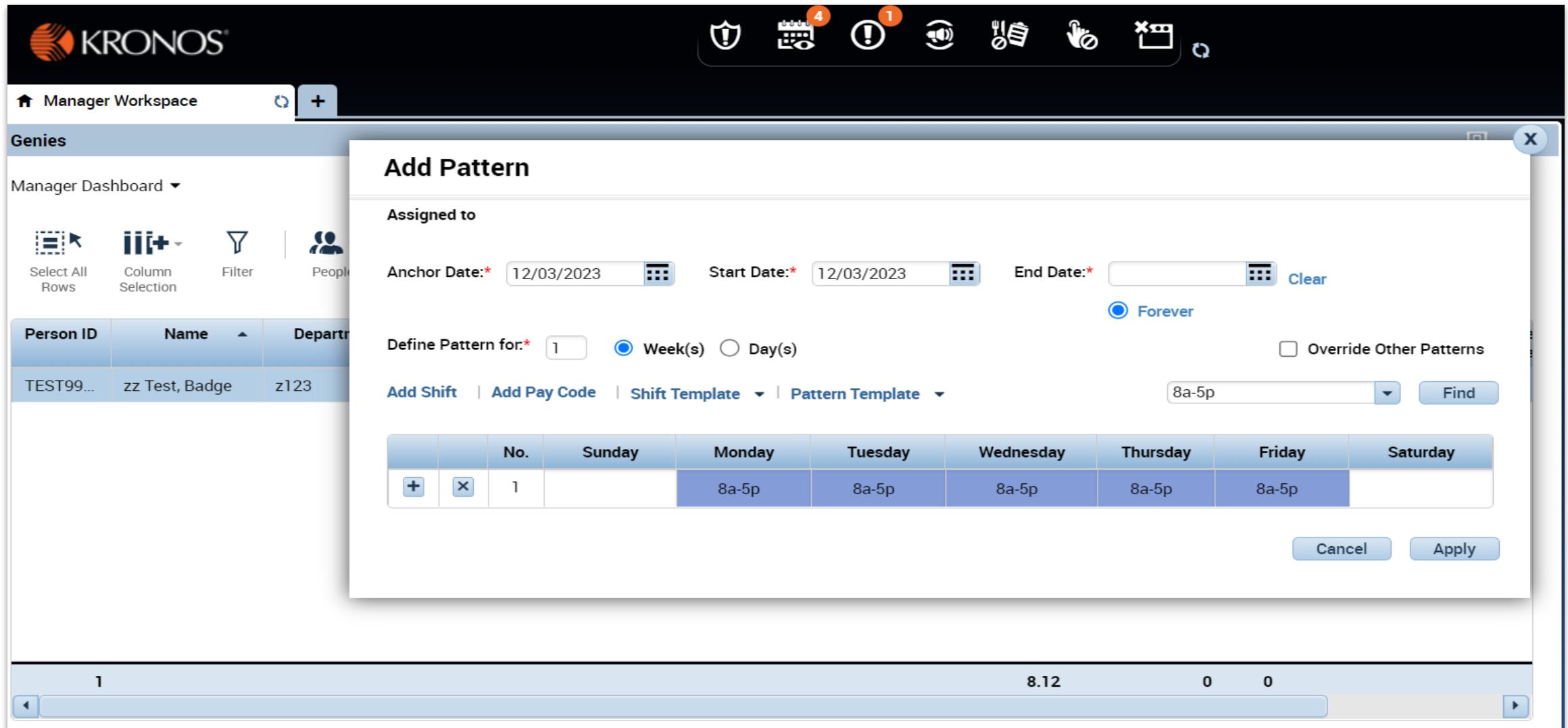
   Refresh Share Go To

Person ID	Name	Department	Shift	Supervisor	Supervisor ID	Un...	Re...	Overtime	No...	Manager Approval	Employee Approval
TEST99...	zz Test, Badge	z123	{3155U}	Manager...	TESTMANAGE...	5	8.12				

 Add Shift
Replace Shift
Append to Shift
Add Pay Code
Add Pattern
Delete All Patterns
Add to Group
Remove from Group

1 8.12 0 0

CREATING A PATTERN



The screenshot shows the Kronos Manager Workspace interface. At the top, there is a navigation bar with the KRONOS logo, a 'Manager Workspace' link, and a '+' button. Below the navigation bar is a 'Genies' section with a 'Manager Dashboard' dropdown and various filter and selection tools. A large 'Add Pattern' dialog box is open in the center. The dialog has the following fields:

- Assigned to:** This section includes 'Anchor Date:' (12/03/2023), 'Start Date:' (12/03/2023), 'End Date:' (empty), and a 'Clear' button. A radio button for 'Forever' is selected.
- Define Pattern for:** A dropdown set to '1' and a radio button for 'Week(s)' are selected. An 'Override Other Patterns' checkbox is unchecked.
- Shift Configuration:** A table showing shift assignments for each day of the week. The table has columns for 'No.' (1), 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. The 'Monday' through 'Saturday' cells contain the shift '8a-5p'. There are '+' and '-' buttons in the first two columns.
- Buttons:** 'Cancel' and 'Apply' buttons at the bottom right of the dialog.

At the bottom of the screen, there is a summary bar with the number '1', the total hours '8.12', and two zero values '0 0'.

VIEWING SCHEDULES

The screenshot shows the Kronos Manager Workspace interface. At the top, there is a navigation bar with the Kronos logo, a 'Manager Workspace' link, and a search bar. Below the navigation bar is a toolbar with various icons, some of which have red notification bubbles (4, 1, 0). The main area is titled 'Genies' and contains a 'Manager Dashboard' with a 'Loaded 11:30AM' message. The dashboard includes a 'Current Pay Period' dropdown, a 'All Home' dropdown, and an 'Edit' button. Below the dashboard are several filter and action buttons: 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Approval', 'Schedule', 'Refresh', 'Share', and 'Go To'. A context menu is open over a row in a table, showing the following options: '1 Selected', 'Current Pay Period', 'Go to widget' (highlighted in blue), 'Request Manager - Delegation and Time Off', 'Exceptions', 'People Editor', 'Schedules' (highlighted in blue), 'Reports', 'Audits', and 'Timecards'. At the bottom of the screen, there is a footer with navigation icons and a page number '34'.

Person ID	Name	Department	Job	On Premises	Superviso...	Supervisor ID	Un...	Re...	Overtur...
TEST99...	zz Test, Badge	z123	{3155URN3}	✓	zz Manag...	TESTMANAGE...	5	8.12	

1 8.12 0 0

QUESTIONS

