

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.

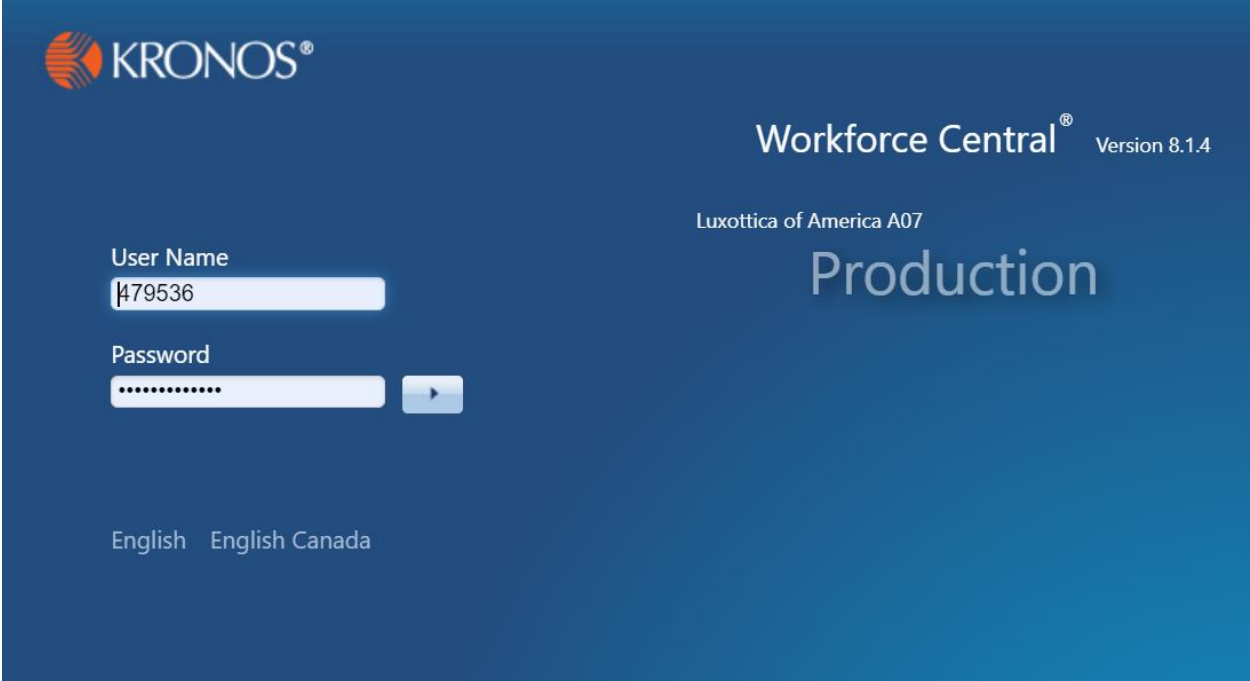
Field Leader Expectations:

- 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



The image shows the login interface for KRONOS Workforce Central. The background is a solid blue color. In the top left corner is the KRONOS logo, which consists of an orange stylized 'K' followed by the word 'KRONOS' in white. In the top right corner, the text 'Workforce Central®' is displayed in white, with 'Version 8.1.4' in a smaller font to its right. Below this, the text 'Luxottica of America A07' is visible. The word 'Production' is displayed in a large, light blue, sans-serif font. On the left side, there are two white input fields. The first is labeled 'User Name' and contains the text '479536'. The second is labeled 'Password' and contains a series of dots. To the right of the password field is a blue button with a white right-pointing arrow. At the bottom left, the text 'English English Canada' is displayed in a small, light blue font.

KRONOS®

Workforce Central® Version 8.1.4

Luxottica of America A07

Production

User Name
479536

Password
.....

English English Canada

RECORDING YOUR TIME

KRONOS

Karen Baumeister
Sign Out

My Information

My Time Stamp

11/18/2022, 11:55:38 AM (GMT -06:00) Central Time

✓ Baumeister, Karen
Punch Time: 11/18/2022 11:55AM
Punch Created

Tested Positive: No
Symptom Check: No
Contact Check: No
Finished.

☐ Transfer

Clock In

Meal Clock In/Out

Clock Out

Transfer

My Time Stamp


Inbox



My Calendar

Daily Timecard Approval

My Timecard

TIMECARD APPROVAL





Badge zz Test
Sign Out

My Information

Daily Timecard Approval

Daily Timecard Approval

Employee: zz Test, Badge (TEST999999999)

Current Pay Period (Rejected)

Date	Schedule	Pay Code	Out	Daily	Period
Sun 11/12				0.0	0.0
Mon 11/13	11:00AM-7:30PM		1:10PM		
			1:47PM		
				0.2	0.2
Tue 11/14	11:00AM-7:30PM			0.0	0.2
Wed 11/15	11:00AM-7:30PM			0.0	0.2
Thu 11/16	11:00AM-7:30PM			0.0	0.2
Fri 11/17	11:00AM-7:30PM			0.0	0.2
Sat 11/18				0.0	0.2
Sun 11/19				0.0	0.2
Mon 11/20	11:00AM-7:30PM			0.0	0.2

Reject Timecard

Rejection Reason:*
Time not correct

Notes:
Please correct my punch to 11am

Submit Cancel

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:

		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

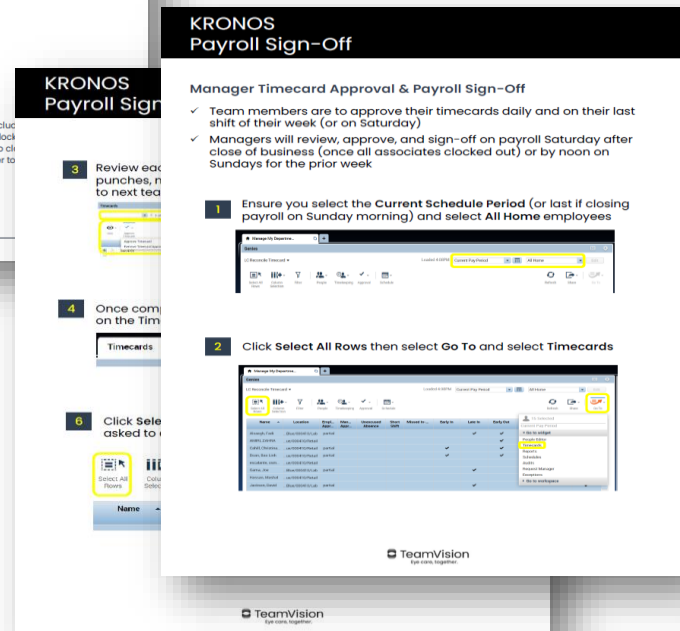
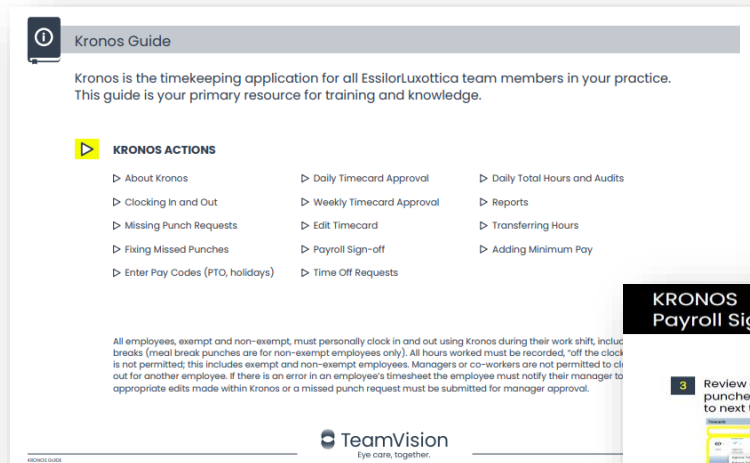
Accruals on:

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 B

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 beginning/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 displays the 'myView' application interface. On the left is a dark teal sidebar with icons and labels for 'myView', 'About Me', 'myPay', and 'myForms'. The main content area is titled 'myView' and includes a 'Welcome' message, an 'About Me' profile for Karen Baumeister (Sr Manager- Operations), and a 'myDetails' button. To the right of the profile are sections for 'myLinks' (US Pay Statements), 'Help and Support' (Frequently asked questions, No FAQs available!), and 'Top Tasks' (No top tasks). The 'myPay' section, highlighted with a blue border, shows the date 'November 18, 2022', a date range 'From: October 30, 2022 To: November 12, 2022', a countdown '2 Days until next pay', a change indicator '0.00%' with a double-headed arrow, and the text 'No change to your Net Pay from last pay period'. A 'VIEW MYPAY' button is at the bottom of this section. Below the myPay section is a 'Help Videos' area with three video links: 'How to check your payment information', 'How to check your personal information', and 'Add personal information changes for the future'.

myView

Welcome

Welcome to GlobalView. You can manage all aspects of your time, pay and personal details.

We are constantly adding new features but if you have any suggestions, please use the Feedback link to share it with us.

About Me >

Karen Baumeister
Sr Manager- Operations

MY DETAILS

myLinks

[US Pay Statements](#)

Help and Support

Frequently asked questions

No FAQs available!

Top Tasks

No top tasks

myPay

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

VIEW MYPAY

Help Videos

- ▶ **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 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				+

Additional Resources

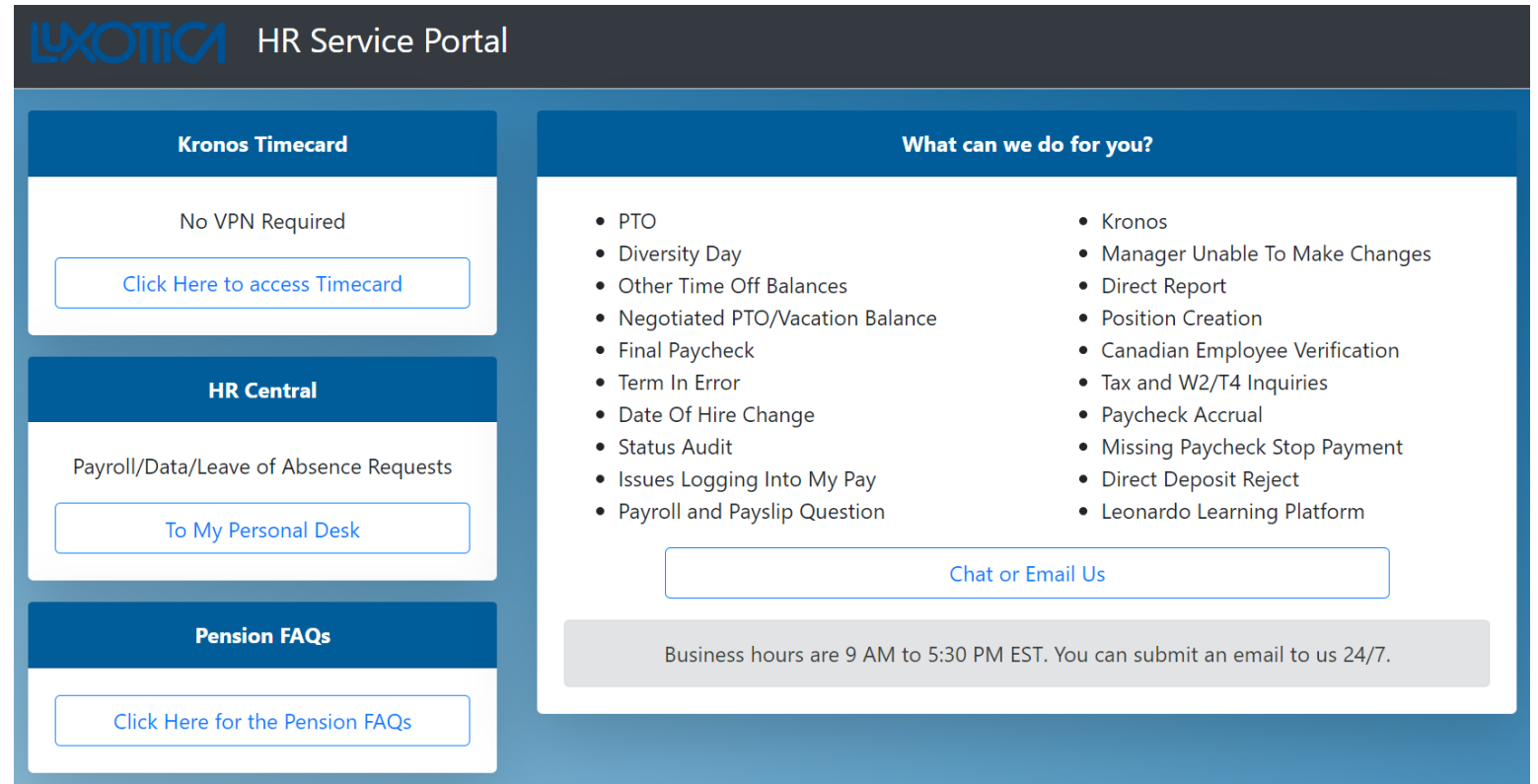
[Luxottica Employee Guide](#)
[EssilorLuxottica Code of Ethics](#)
[2022 Holiday Schedules](#)
[Contact List](#)
[Employee Discount Updates 3/2022](#)
[New Vendor 8/15/2022 – Employment and Wage Verification](#)

[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 displays the Luxottica HR Service Portal. The header features the Luxottica logo and the text "HR Service Portal". The main content area is divided into two columns. The left column contains three sections: "Kronos Timecard" with a "No VPN Required" message and a "Click Here to access Timecard" button; "HR Central" with a "Payroll/Data/Leave of Absence Requests" message and a "To My Personal Desk" button; and "Pension FAQs" with a "Click Here for the Pension FAQs" button. The right column is titled "What can we do for you?" and lists 15 service items in two columns: 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, and Leonardo Learning Platform. Below the list is a "Chat or Email Us" button. At the bottom, a grey box states: "Business hours are 9 AM to 5:30 PM EST. You can submit an email to us 24/7."

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.

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 interface. At the top, there is a navigation bar with icons for various functions. Below this is a 'Manager Dashboard' section with a table of employee data. The table has columns for Person ID, Name, Department, Supervisor, and Overtime. A dropdown menu is open over the 'Current Pay Period' column, showing options like 'Current Pay Period', 'Previous Pay Period', 'Next Pay Period', etc. A 'Go To' button is also visible. The interface is annotated with numbered callouts 1 through 7, corresponding to the legend on the right.

Person ID	Name	Dep	On Premises	Supervisor	Supervisor ID
773466	Cartelli, Zulma	00T001		Saferstein, L.	773454
773463	casiano, olga M	00T001 TV Pro. Ey...		Saferstein, L.	773454
773474	CHICKEN, LEAH	00T001 TV Pro. Ey...		Saferstein, L.	773454
773460	chin, jessica	00T001 TV Pro. Ey...		Saferstein, L.	773454
773465	gallitano, toni	00T001 TV Pro. Ey...		Saferstein, L.	773454
773468	Martinez, Jazlyn	00T001 TV Pro. Ey...		Saferstein, L.	773454
773455	Morris, Yimna	00T001 TV Pro. Ey...		Saferstein, L.	773454
773467	Reyes, Marcelle	00T001 TV Pro. Ey...		Saferstein, L.	773454
773454	Saferstein, Laura K	00T001 TV Pro. Ey...		Velgara Ace...	950894

- 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

Manager Workspace

Timecards

Timecards

Saferstein, Laura K 9 of 9 773454

Loaded: 1:05 PM 12/04/2022 - 12/10/2022 All Home

View

Approve Timecard

Print Timecard

Refresh

Calculate Totals

Save

Go To

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

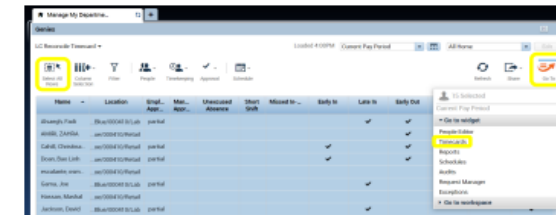
Manager Timecard Approval & Payroll Sign-Off

- ✓ 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**



NAVIGATE TO MY INFORMATION





Laura K Saferstein
Sign Out

Manager Workspace

Genies

Manager Dashboard

Loaded 7:45AM

Current Pay Period

All Home

Edit

Select All Rows

Column Selection

Filter

People

Approval

Schedule

Person ID	Name	Department	Job	On Premises	Supervisor N...	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				✓

Refresh

Share

Go To

1 Selected

Current Pay Period

Go to widget

Go to workspace

Manager Workspace

My Information

Genies

Request Manager - Delegat...

Inbox

Reports

Audits

Timecards

Exceptions

Schedules

People Editor

Missed Punch Approvals

Weekly Timecard Approval

My Actions

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

Accruals Widget Part

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal...	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending Bala...	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



Manager Workspace


Alerts and Notifications ...


Request Manager


Request Manager - Delegation and Time Off


Time-Off


Multiple (5)


 Details


 Edit

 Add Request

 Approve

 Refuse

 Pending

 Retract

Modified By (Username)	Subject	Submit Date	
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, ...

All

 Refresh

 Go To

Pay Code	Comments	Store
TO		00T003
TO		00T003
TO		00T003
TO		00T003

TRANSFER HOURS

KRONOS

Manager Workspace Timecards

Timecards

Cartelli, Zulma 1 of 9 773466

View Approve Timecard

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

Transfer

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

Labor Account | **Work Rule**

Add Labor Account

Clear All

Brand: RLB Optical - RLB Optical X Activity Code:

Region: Supervisor:

Store Dept: T003 - T003 X Job:

Team Lead-Su...

Cancel Apply

Laura K Saferstein
Laura K Saferstein
Sign Out

Next Schedule Period All Home

Print Timecard Refresh Calculate Totals Save Go To

MANAGER DELEGATION

The screenshot displays the Kronos Manager Workspace interface. At the top, the Kronos logo is on the left, and the user's name 'Laura K Saferstein' with a 'Sign Out' link is on the right. A navigation bar below the header contains 'Manager Workspace' and 'My Actions'. The 'My Actions' section is active, showing a list of actions with a 'Mgr_Delegation' link highlighted. A modal window titled 'Existing Delegations' is open, showing 'None'. Below this, the 'New Delegation' section contains fields for 'Delegate' (set to 'Hammer, Keeta L'), 'Start Date', 'End Date', and 'Role' (set to 'Corporate/Field Manager'). 'Save & Close' and 'Cancel' buttons are at the bottom of the modal. On the right side of the interface, a sidebar menu includes 'Schedules', 'People Editor', 'Missed Punch Approvals', 'Weekly Timecard Approval', and 'My Actions' (which is highlighted with a blue box).

KRONOS

Manager Workspace

Genies

KRONOS

Manager Workspace My Actions

My Actions

ACTIONS
Last Refreshed: 2:23 PM

Refresh

Categories Request Manager

Actions

Mgr_Delegation

Existing Delegations

None

New Delegation

* Delegate: Hammer, Keeta L

* Start Date:

* End Date:

* Role: Corporate/Field Manager

Save & Close Cancel

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 displays the Kronos Manager Workspace interface. At the top, the Kronos logo is on the left, and a navigation bar contains several icons: a shield, a calendar with a red '4', an exclamation mark with a red '1', a megaphone, a fork and knife, a hand, a calendar with an 'x', and a refresh icon. Below this, the 'Manager Workspace' tab is active, and the 'Schedules' sub-tab is selected. The main content area is titled 'Genies' and includes a 'Manager Dashboard' dropdown. A toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Approval', and 'Schedule' is visible. The 'Schedule' icon is highlighted, and a context menu is open over it, listing the following options: 'Add Shift', 'Replace Shift', 'Append to Shift', 'Add Pay Code', 'Add Pattern', 'Delete All Patterns', 'Add to Group', and 'Remove from Group'. The 'Add Shift' option is highlighted with a blue border. Below the menu, a table displays schedule data. The table has columns for 'Person ID', 'Name', 'Department', 'Supervisor ID', 'Un...', 'Re...', 'Overtime', 'No...', 'Manager Approval', and 'Employee Approval'. The first row shows 'TEST99...' as the Person ID, 'zz Test, Badge' as the Name, 'z123' as the Department, and '3155U' as the Supervisor ID. The 'Un...' column contains the value '5', and the 'Re...' column contains '8.12'. The 'Overtime' and 'No...' columns are empty. The 'Manager Approval' and 'Employee Approval' columns are also empty. At the bottom of the table, a summary row shows the values '1', '8.12', '0', and '0'.

Person ID	Name	Department	Supervisor ID	Un...	Re...	Overtime	No...	Manager Approval	Employee Approval
TEST99...	zz Test, Badge	z123	{3155U	5	8.12				
				1	8.12	0	0		

ADDING SHIFTS

Manager Workspace

Genies

Manager Dashboard

Select All Rows

Column Selection

Filter

Person ID	Name
TEST99...	zz Test, Badge

Add Shift

Assigned to

Insert Template

Shift Label

Repeat this shift for 1 days

Wed 13

!a 1a 2a 3a 4a 5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p 10p 11p 12a 1

Thu 14


		Start Date	Type	Start Time	End Time	End Date	Duration
+	x	12/11/2023	Regular	8:00am	5:00pm	12/11/2023	9.00
+	x	12/12/2023	Regular	8:00am	5:00pm	12/12/2023	9.00
+	x	12/14/2023	Regular	8:00am	5:00pm	12/14/2023	9.00
+	x	12/15/2023	Regular	8:00am	5:00pm	12/15/2023	9.00









Comments (0)

Select Comment

Add

ASSIGNING SHIFT TO ALTERNATE SITE










TEST2 zz Manager
Sign Out

Manager Workspace

Timecards



Timecards



zz Test, Badge


1 of 1

TEST999999999


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
		Sun 11/26									
		Mon 11/27	11:00AM-7:30PM	11:00AM	4:00PM	<div><div></div><div>Search...</div></div>			5.0	5.0	5.0
		Tue 11/28	11:00AM-7:30PM								5.0
		Wed 11/29	11:00AM-7:30PM								5.0
		Thu 11/30	11:00AM-7:30PM								5.0
		Fri 12/01	11:00AM-7:30PM								5.0
		Sat 12/02									5.0
		Sun 12/03									5.0
		Mon 12/04	8:00AM-5:00PM	<div></div> 6:28AM	<div></div> 8:24AM						
				<div></div> 9:53AM	<div></div> 11:08AM				3.12	3.12	8.12

ASSIGNING SHIFT TO ALTERNATE SITE

TEST2 zz Manager
Sign Out

Manager Workspace

Timecards

Timecards

zz Test, Badge

1 of 1

TEST999999

View

Approve Timecard

		Date	Schedule
+	x	Sun 11/26	
+	x	Mon 11/27	11:00AM-7:30PM
+	x	Tue 11/28	11:00AM-7:30PM
+	x	Wed 11/29	11:00AM-7:30PM
+	x	Thu 11/30	11:00AM-7:30PM
+	x	Fri 12/01	11:00AM-7:30PM
+	x	Sat 12/02	
+	x	Sun 12/03	
+	x	Mon 12/04	8:00AM-5:00PM
+	x		
+	x		

Transfer

Name
Labor Account
Work Rule

zz Test, Badge

Labor Account

Work Rule

Add Labor Account

Clear All

Brand:

Region:

Store Dept:

Team Lead-Su...

Activity Code:

Supervisor:

Team

TeamVision

TeamVision

Cancel

Apply

period

1 Employee(s) Selected

Print Timecard

Refresh

Calculate Totals

Save

Go To

	Daily	Period
5.0	5.0	5.0
		5.0
		5.0
		5.0
		5.0
		5.0
		5.0
3.12	3.12	8.12

ASSIGNING SHIFT TO ALTERNATE SITE

The screenshot displays the Kronos Manager Workspace interface. The main window shows the 'Timecards' section for 'zz Test, Badge'. A 'Transfer' dialog box is open, allowing the user to assign a shift to an alternate site. The dialog box has tabs for 'Labor Account' and 'Work Rule'. The 'Add Labor Account' section includes fields for Brand, Region, Store Dept, and Team Lead-Su... (Team Lead-Supervisor). A dropdown menu is open for the Team Lead-Su... field, showing a list of team leads with their IDs and names. The background shows a calendar view of the employee's schedule.

Transfer

Name: zz Test, Badge
Labor Account: TeamVision/////

Labor Account | **Work Rule**

Add Labor Account Clear All

Brand: TeamVision - TeamVision X Activity Code:
Region: Supervisor:
Store Dept: Job:
Team Lead-Su...

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...

Cancel Apply

Manager Workspace | Timecards

Timecards

zz Test, Badge 1 of 1 TEST999999

View Approve Timecard

		Date	Schedule
+	x	Sun 11/26	
+	x	Mon 11/27	11:00AM-7:30PM
+	x	Tue 11/28	11:00AM-7:30PM
+	x	Wed 11/29	11:00AM-7:30PM
+	x	Thu 11/30	11:00AM-7:30PM
+	x	Fri 12/01	11:00AM-7:30PM
+	x	Sat 12/02	
+	x	Sun 12/03	
+	x	Mon 12/04	8:00AM-5:00PM
+	x		
+	x		

TEST2 zz Manager
Sign Out

1 Employee(s) Selected

Print Timecard Refresh Calculate Totals Save Go To

	Daily	Period
5.0	5.0	5.0
		5.0
		5.0
		5.0
		5.0
		5.0
		5.0
3.12	3.12	8.12

CREATING A PATTERN

The screenshot displays the Kronos Manager Workspace interface. At the top, the Kronos logo is on the left, and a series of icons (shield, calendar with '4', exclamation mark with '1', megaphone, fork and knife, hand with 'X', and a refresh icon) are on the right. Below the header, the 'Manager Workspace' tab is active. The main area is titled 'Genies' and contains a 'Manager Dashboard' section. This section includes a row of icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Approval', and 'Schedule'. The 'Schedule' icon is highlighted, and a dropdown menu is open, showing options: 'Add Shift', 'Replace Shift', 'Append to Shift', 'Add Pay Code', 'Add Pattern' (which is highlighted with a blue border), 'Delete All Patterns', 'Add to Group', and 'Remove from Group'. Below the menu, a table is visible with columns: 'Person ID', 'Name', 'Department', 'Supervisor ID', 'Un...', 'Re...', 'Overtime', 'No...', 'Manager Approval', and 'Employee Approval'. The first row of data shows 'TEST99...', 'zz Test, Badge', 'z123', and '8.12'. At the bottom, a pagination bar shows '1' and '8.12'.

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	Supervisor ID	Un...	Re...	Overtime	No...	Manager Approval	Employee Approval
TEST99...	zz Test, Badge	z123	TESTMANAGE...	5	8.12				

1 8.12 0 0

CREATING A PATTERN

KRONOS

Manager Workspace

Genies

Manager Dashboard

Select All Rows | Column Selection | Filter | People

Person ID | Name | Department

TEST99... | zz Test, Badge | z123

Add Pattern

Assigned to

Anchor Date:* 12/03/2023 | Start Date:* 12/03/2023 | End Date:* | Clear

☒ Forever

Define Pattern for:* 1 ☒ Week(s) ☐ Day(s) ☐ Override Other Patterns


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








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

Cancel | Apply

1 | 8.12 | 0 | 0

VIEWING SCHEDULES





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

1 Selected

Current Pay Period

Go to widget

Request Manager - Delegation and Time Off

Exceptions

People Editor

Schedules

Reports

Audits

Timecards

Go to workspace

1

8.12

0

0

QUESTIONS

