Kronos Guide

Kronos is the timekeeping application for all EssilorLuxottica team members in your practice. This guide is your primary resource for training and knowledge.

KRONOS ACTIONS

- About Kronos
- Clocking In and Out
- Missing Punch Requests
- Fixing Missed Punches
- Enter Pay Codes (PTO, holidays)
- Daily Timecard Approval
- Weekly Timecard Approval
- Edit Timecard
- Payroll Sign-off
- Time Off Requests
- Daily Total Hours and Audits
- Reports
- Transferring Hours
- Adding Minimum Pay

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.

About Kronos
Clocking In and Out
Missing Punch Requests
Fixing Missed Punches
Enter Pay Codes (PTO, holidays)
Daily Timecard Approval
Weekly Timecard Approval
Edit Timecard
Payroll Sign-off
Time Off Requests
Daily Total Hours and Audits
Reports
Transferring Hours
Adding Minimum Pay

About Kronos

Before you call for support, try this:

1. Use this reference guide! Most of the answers you need are right here.
2. Still having a problem? Email TVOps@teamvisionteam.com for help
3. Call Store Systems Support (SSS) for issues with technology or system issues: 1 (833) 467-4243

Procedure:

- Clock in and out for every shift and meal break (when applicable) so your time is recorded accurately!
- It's important to ensure you have no missed or inaccurate punches as this could impact your pay if not resolved prior to payroll closing. Team Members are responsible for their own timekeeping.
- **Associates must approve their timecards daily.** If an associate has a missed punch or needs a manager to add a Pay Code, the associate should not approve the punch day.
- **Managers should only approve weekly timecards on Saturday evening (after all associates have clocked out for the day) using the IGEL/desktop, not the tablet/mobile device. If your practice is not open on Saturdays, weekly timecards should be approved on Friday evening.**
- Make sure all managers (Practice Manager (PM), Assistant Manager (AM), Lab Manager (LM), if applicable, Team Lead (TL)) know not to select "Approve" on the tablet/mobile device.

Pay Code accruals in Kronos Timekeeping:

- If you have any questions regarding the pay code accrual amounts, please contact HR Service Center at 866-431-8484. This includes accruals for PTO, Diversity Days, Holidays, and applicable states/provinces for Vacation and Sick pay.

Q: What happens if the manager approves an associate's time on the tablet/mobile device?

A: The associate is removed from tablet/mobile device roster for any edits until next pay period. The manager will need to remove the approval through the IGEL using the time period of "Current Pay Period." On the initial manager home screen (Reconcile Timecard), click **Select All Rows** then **Approvals, Remove Timecard Approval**. Associates will remain missing from the Tablet until the pay period is complete, even after removing approvals.

Q: Why are terminated associates appearing in Kronos Timekeeping?

A: Terminated associates may be appearing in KRONOS Timekeeping due to a system issue. Ensure the associate is successfully terminated in Associate Management. You can also confirm by logging into HR Central to make sure they are terminated. If the terminated associate is not showing in your 'My Team' roster in HR Central, no action is required. If they still appear in KRONOS® and you successfully terminated them in Associate Management, call System Support to report the issue.

Q: If the manager accidentally approves an associate's time but needs to edit, what should they do?

A: The same manager who approved the time should log onto the IGEL/desktop, pulling up the associate's timecard and select: **Approvals, Remove Timecard Approval.**

Clocking In and Out

1. Associates (For PM, AM, LM, and TL - move to step 3) immediately click one of the following:
   Clock In, **Meal Clock In/Out**, or **Clock Out**

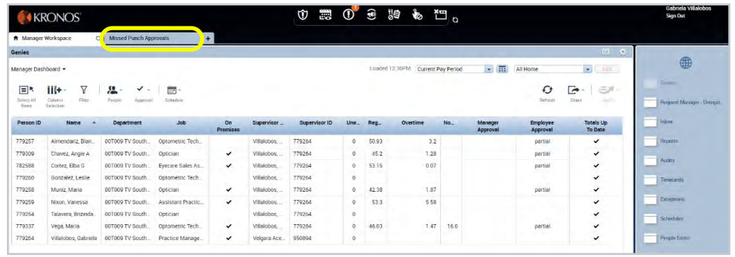
2. **PM, AM, LM, and TL only,** click **Workspaces** button at the top right of the screen**.**

3. Click **My Information**, then click one of the following:
   Clock In, **Meal Clock In/Out**, or **Clock Out**.

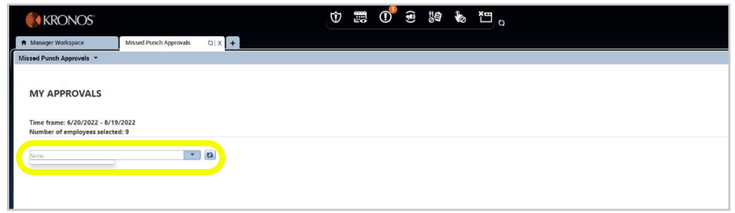
4. Click **Sign Out**.

Missing Punch Requests

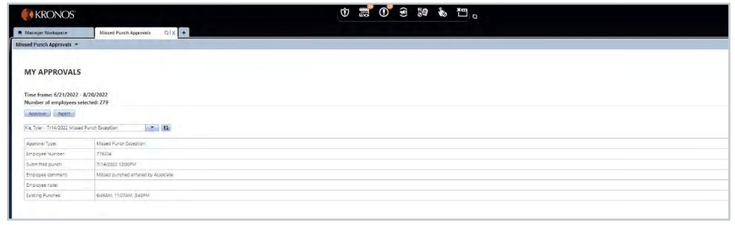
1. Click **Missed Punch Approvals** from the menu on the right side of the screen.



2. Expand the **My Approvals** dropdown list and select **desired associate** to see their timecard summary. Only associates with **Fix Missing Punch** requests will be displayed.

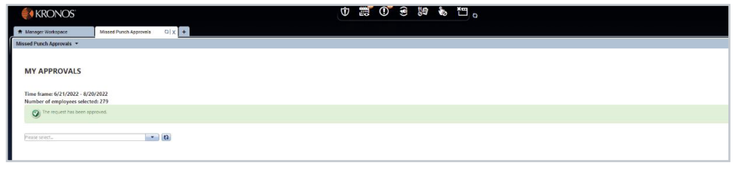


3. **Review request details** (Submitted punch).



4. Click **Approve** or **Reject**, acknowledgment will display and route back to the **My Approvals** screen.

   Tip: *By selecting Reject you will need to have a conversation with the associate for reason of rejection.*



5. Click **Sign Out**.

Fixing Mixed Punches

- Associates can't edit their own time, but can submit to Fix a Missed Punch.
- This is only for associates who miss a punch, not punch incorrectly. Incorrect punches must be edited by a manager.
- When using the tablet, make sure it is turned horizontally to fix a missed punch.

1. Select **Daily Timecard Approval** from the menu on the right side of the screen. You will see your timecard. Missed punches have an icon.
2. Click the **missed punch** once.
3. Click Fix Missing Punch
4. Enter the correct **Date, Missed Time,** & **Comment.**
5. Click **Submit**.
6. Click **Sign Out**.

Tip: *Your submission will be acknowledged. All submissions are then sent for management approval. One approved, the fixed time will appear in your timecard.*

Enter Pay Codes

Holiday hours & Diversity days are separate Pay Codes that can only be added by PM, AM, LM, TL.
To add a Pay Code to a day with punches (IGEL), select the **+** icon to add an additional row.

1. Select **Manager Timecards** button at top of the screen.
2. Select **Associate**.
3. Press and hold on a desired date.
4. Select **Pay Code** from the two pop-up options. The **Pay Code Editor** appears.
   Select **Pay Code** menu option.
5. Select **desired Pay Code** (e.g., PTO, Jury Duty, Holiday, etc.).
6. Select the **Duration** menu option.
7. Click **Add Duration**. Scroll to desired hours.
8. Click the **checkmark** to complete (rerouted back to Pay Code Editor).
9. Click the **checkmark** again to save. Hours are now entered for the associate.
10. Click **Home icon** on the upper left side of the screen to return to the **Kronos landing page.**
11. Click **Log Out**.

Tip: Pay Code accruals in Kronos Timekeeping: *If you have any questions regarding the pay code accrual amounts, please contact the HR Service Center at: 866-431-8484. This includes accruals for PTO, Diversity Days, Holidays, and applicable states/provinces for Vacation and Sick pay.*

Daily Timecard Approval

- All associates (including salary managers) must approve their time daily. All missed punches must be resolved and Pay Codes must be entered prior to daily approval. The timecard approval process is entirely electronic; timesheets do not need to be printed.
- Make sure the time is 100% accurate before approving.
- Approved time can only be edited by a manager.
- When using the tablet, make sure it is turned horizontally to approve daily time.

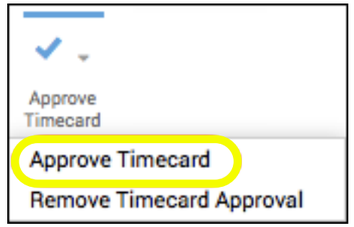
1. Select **Daily Timecard Approval** option on the right.
2. Highlight the **desired day** (row).
3. Click **Approve**.
4. Timecard Approval disclaimer appears, click **Submit**.
5. Select the **Refresh** button to refresh the screen, showing the day is approved.

Weekly Timecard Approval

Individual Timecard

Approving your timecard is required every pay period. Doing so, indicates you have reviewed and approved your timecard for accuracy.

1. Confirm that all exceptions are corrected.
2. Click **Approve Timecard**
3. Select **Approve Timecard**



Note:

- Once approved, the timecard displays in different colors. Each color represents where the timecard is within the approval process.
- Once approved, no further edits can be made to the timecard.
- To remove an approval, select **Approve Timecard** > **Remove Timecard Approval**.

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

About Kronos

Clocking In and Out

Missing Punch Requests

Fixing Missed Punches

Enter Pay Codes (PTO, holidays)

Daily Timecard Approval

Weekly Timecard Approval

Individual

Multiple

Edit Timecard

Payroll Sign-off

Time Off Requests

Daily Total Hours and Audits

Reports

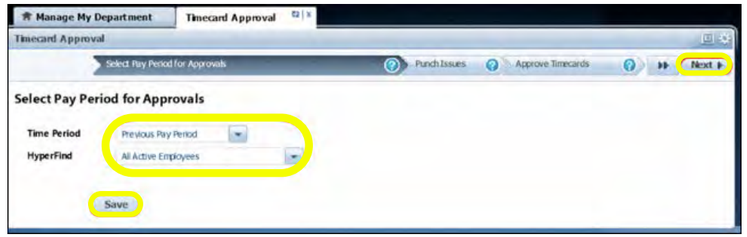
Transferring Hours

Adding Minimum Pay

Multiple Timecards

Approving your timecard is required every pay period. Doing so, indicates you have reviewed and approved your timecard for accuracy.

1. From the **Related Items** pane, select **Timecard Approval**.
2. Select the **Time Period** and the **HyperFind**
3. Click **Save**.
4. Click **Next**.



5. Resolve any **Punch Issues**.
6. After resolving any punch issues, click **Refresh**.
7. Click **Next**.
8. Click **Select All Rows**.
9. Click the **Approve Timecard icon**.
10. Click **Approve Timecard**.

11. Click **Next**.
12. View the results in **Group Edits Results**.
13. Click **Clear**.
14. Click **OK**.

Note:

- Once approved, the timecard displays in different colors. Each color represents where the timecard is within the approval process.
- Once a manager approves, no further edits can be made to the timecard.
- To remove an approval, select **Approve Timecard** > **Remove Timecard Approval**.
- When having multiple manager approvals, the Approving Manager can only remove the timecard approval.

Edit Associate's Timecard

Ignore associate time highlighted in red. This will be used with Advanced Labor Scheduling.

1. On the default **TV Reconcile Timecard screen**, select the **desired associate**.
2. Select **Go To** in the top right corner, then **Timecards**.
3. Enter **appropriate time**, including AM/PM, then press Enter.
4. Click **Save**. Wait 5-10 seconds for system to update.
5. Select **Actions, Refresh** to update totals.
6. Navigate back to **LC Reconcile Timecard** screen.
7. Click **Sign Out**.

Edit Approved Timecard Within Same Week

1. Pull up the associate's timecard.
2. Select **Approvals**, and then **Remove Timecard Approval**.
3. Make the change as necessary to punch edits/pay codes.
4. **Save** the Timecard.
5. Select **Approval** and Approve Timecard.

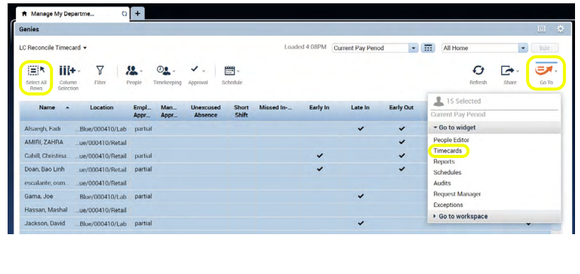
Note: Managers should never edit their own timecards.

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

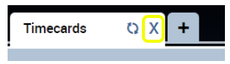
1. Ensure you select the **Current Schedule Period** (or last if closing payroll on Sunday morning) and select **All Home** employees

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

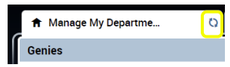


3. Review each team members timecard, looking for missed punches, missing hours, etc. Select **Approve Timecard** then arrow to next team member (or select from dropdown) and repeat

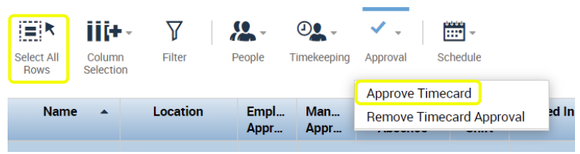
4. Once completed, Select **X** on the Timecard tab to close



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

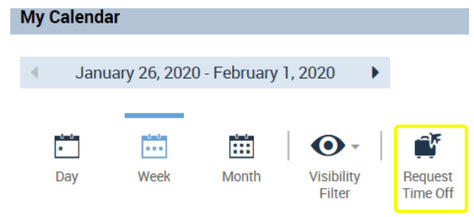


About Kronos
Clocking In and Out
Missing Punch Requests
Fixing Missed Punches
Enter Pay Codes (PTO, holidays)
Daily Timecard Approval
Weekly Timecard Approval
Edit Timecard
Payroll Sign-off
Time Off Requests
Submitting
Cancel or Modify
View
Approving
Proxy Approver Setup
View PTO
Daily Total Hours and Audits
Reports
Transferring Hours
Adding Minimum Pay

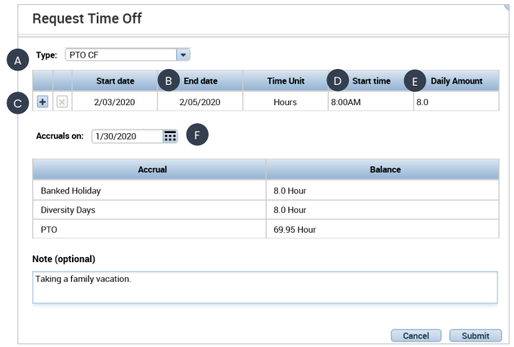
Submitting Time Off Requests

1. Select **My Calendar** at right of screen
   Managers of people: Click **+**, then **My Information** to locate **My Calendar** at right of screen.

2. Select **Request Time Off** near top left of screen.



3. Select each cell to enter time off details, then click “Submit”.



For a calendar view of your time off request, select **My Calendar**. Then select the applicable time period for your time off request.

A **Type of Time Off:** Select type of time off request from list (e.g., PTO, Vacation, Diversity Day, Banked Holiday).

B **Start/End Dates:** Select start/end dates for time off using the following guidelines:
- 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 your position/brand uses banked holidays. If you use banked holidays, you will need to enter your holiday as a separate request. (Ex. If U.S. Independence Day (July 4th) falls on a Wednesday, and you want to take off the entire week, enter a PTO request for Monday - Tuesday, and then add a second date range for Thursday – Friday using the **+** button. Then enter a new Banked Holiday request for Wednesday, July 4th).

C **Multiple Days Per Time Off Request:** Use the **+** button to enter multiple days in one time off request (Ex. Wednesday - Friday and Monday - Tuesday). Requests must be for same type of time off only (PTO). Note: 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

D **Start Time:** Leave as 8:00am, unless you want to specify a specific start time of your request.

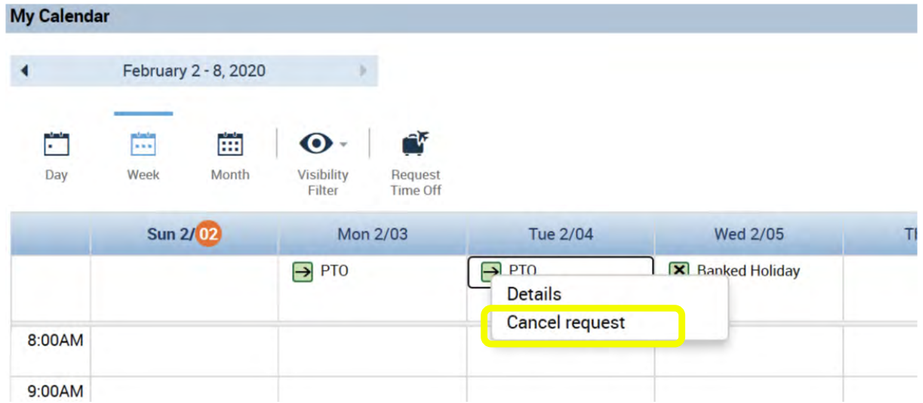
E **Daily Amount:** Enter the number of hours you wish to apply for each day of the date range in the time off request. Enter “8” hours if your request contains full day(s); Enter “4” hours for a half day request. If your request contains both full and half days, enter a new date range for each daily amount. (Ex. If you are taking a half day on Thursday, enter “4” under daily amount, and then add another day for Friday using the **+** button, and enter “8” for daily amount).

F **Accruals On:** Do not change date for your request. Salaried employees can change date to review future accrual amounts. However, hourly employee accruals will not change until additional hours are worked.

About Kronos
Clocking In and Out
Missing Punch Requests
Fixing Missed Punches
Enter Pay Codes (PTO, holidays)
Daily Timecard Approval
Weekly Timecard Approval
Edit Timecard
Payroll Sign-off
Time Off Requests
Submitting
Cancel or Modify
View
Approving
Proxy Approver Setup
View PTO
Daily Total Hours and Audits
Reports
Transferring Hours
Adding Minimum Pay

Cancel or Modify a Time Off Request

Right click on the PTO request and select **Cancel Request**. Select **Cancel Request** again in the dialog box to confirm your cancellation. You will need to submit a new request if you wish to modify or resubmit your request.

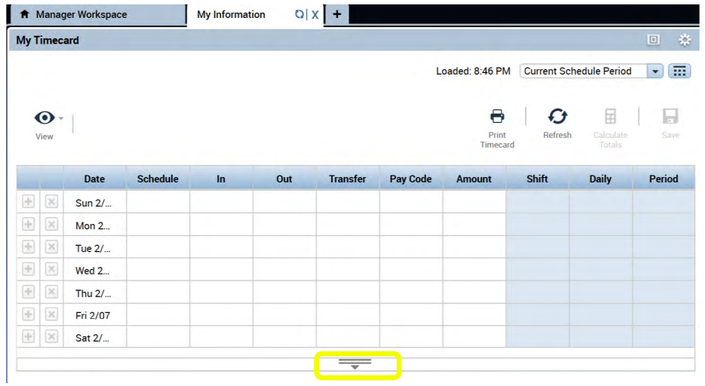


About Kronos
Clocking In and Out
Missing Punch Requests
Fixing Missed Punches
Enter Pay Codes (PTO, holidays)
Daily Timecard Approval
Weekly Timecard Approval
Edit Timecard
Payroll Sign-off
Time Off Requests
Submitting
Cancel or Modify
View
Approving
Proxy Approver Setup
View PTO
Daily Total Hours and Audits
Reports
Transferring Hours
Adding Minimum Pay

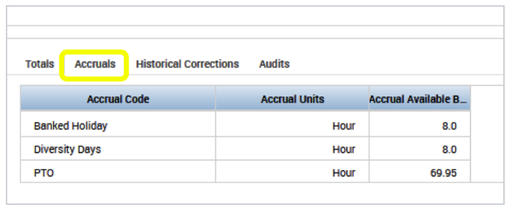
View Time Off Balances

1. Follow instructions based on whether you are a manager of people or non-manager employee.

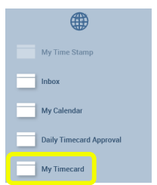
   Managers of people: Click **+**, **My Information**, then scroll down and click on the arrow icon at the bottom of the screen to expand the screen view

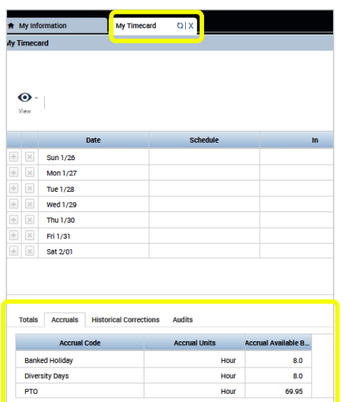


2. Click on **Accruals** tab to view your time off balances.



Non-manager employees: Select **My Timecard** at right side of screen, then scroll down to view time off balances.



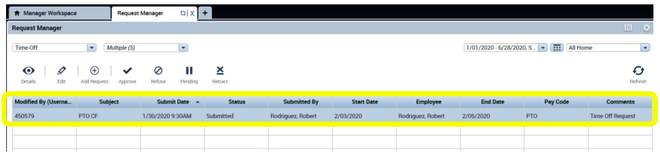


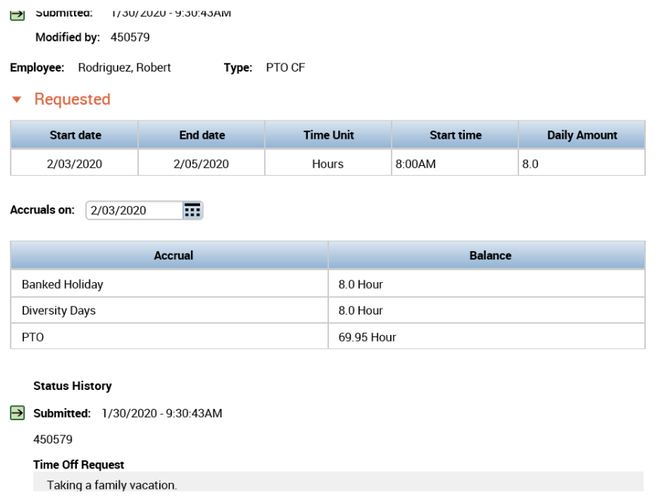
About Kronos
Clocking In and Out
Missing Punch Requests
Fixing Missed Punches
Enter Pay Codes (PTO, holidays)
Daily Timecard Approval
Weekly Timecard Approval
Edit Timecard
Payroll Sign-off
Time Off Requests
Submitting
Cancel or Modify
View
Approving
Proxy Approver Setup
View PTO
Daily Total Hours and Audits
Reports
Transferring Hours
Adding Minimum Pay

Approving a Time Off Request

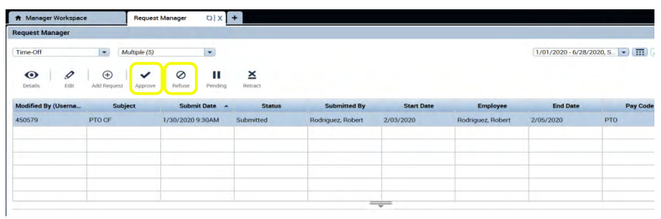
1. Click on the **Manager Alerts Icon** at top of screen and then **Time Off Requests**, then **Time Off** from the drop down lists (if a time off request has been submitted for your approval, you will see a number).

   Time off requests pending your approval will display. If you wish to review full request details, such as the employee's time off balances, double click the line item.





2. To proceed with approval/rejection of the time off request, click **Approve** or **Refuse** at the bottom of the screen.

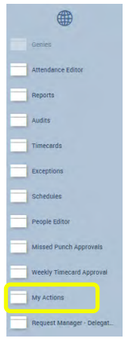


About Kronos
Clocking In and Out
Missing Punch Requests
Fixing Missed Punches
Enter Pay Codes (PTO, holidays)
Daily Timecard Approval
Weekly Timecard Approval
Edit Timecard
Payroll Sign-off
Time Off Requests
Submitting
Cancel or Modify
View
Approving
Proxy Approver Setup
View PTO
Daily Total Hours and Audits
Reports
Transferring Hours
Adding Minimum Pay

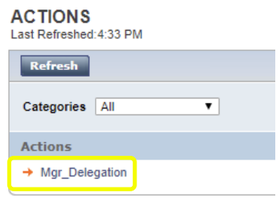
Proxy Approver Setup

1. If you know that you will be out of the office or unable to respond to your team members' time off requests, you can set up others as a "proxy" to approve/reject time off requests on your behalf.

   1. Select **My Actions** at right side of screen.



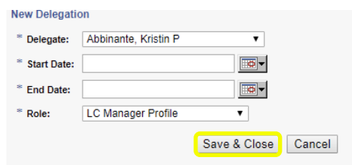
2. Click **Mgr_Delegation**.



3. Select individual you wish to designate as a proxy to approve/reject time off requests on your behalf, and indicate the applicable time period. Then click **Save and Close**.

   NOTE: Proxy will receive an e-mail notification of the delegation request, and will need to log into Kronos to accept the request.

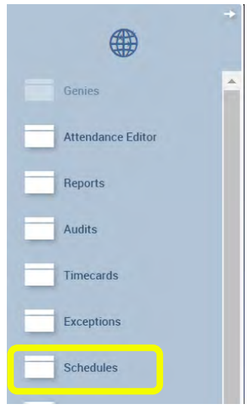
   To accept a delegation request on Kronos PC, click the Request Manager Alerts icon at the top of the home page, Delegation Request, select the request line item, then Accept. The requester will receive an e-mail confirmation that you accepted the delegation request.



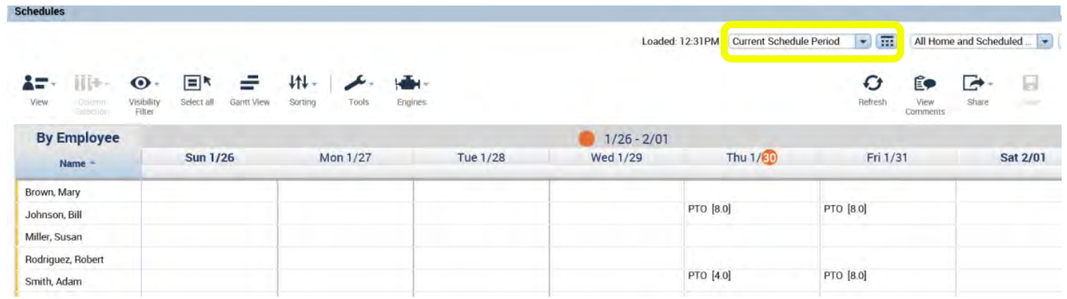
About Kronos
Clocking In and Out
Missing Punch Requests
Fixing Missed Punches
Enter Pay Codes (PTO, holidays)
Daily Timecard Approval
Weekly Timecard Approval
Edit Timecard
Payroll Sign-off
Time Off Requests
Submitting
Cancel or Modify
View
Approving
Proxy Approver Setup
View PTO
Daily Total Hours and Audits
Reports
Transferring Hours
Adding Minimum Pay

View PTO on Schedule

1. Click **Schedules** at right side of screen.



2. Change date selection by selecting new dates from the drop down menu.



About Kronos
Clocking In and Out
Missing Punch Requests
Fixing Missed Punches
Enter Pay Codes (PTO, holidays)
Daily Timecard Approval
Weekly Timecard Approval
Edit Timecard
Payroll Sign-off
Time Off Requests
Daily Total Hours and Audits
Reports
Transferring Hours
Adding Minimum Pay

Daily Total Hours and Audits

Daily Total Hours:
This will provide total associate & practice hours at any time period in the week/pay period.

Audits:
Verifying Associate/Manager Approvals & Edits, and punch edit history

1. Select the **Audits** button from the menu on the right side of the screen.

2. Under **Type Of Edit**, click the dropdown to view specific audits:
   - Punches
   - Pay Codes
   - Approvals/Sign-offs

Reports

This will provide clock in/out details and associate totals.

1. Select **Reports** from the menu on the right side of the screen.

2. Choose **+Timecard** then **Hours by Labor Account**.

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

4. Change People to **All Home and Transferred In**.
   Adjust the Time Period to the dates you want to view.

5. Click the left-facing double arrow to move all the pay code options to the left side of the screen.

6. Add the following pay codes you want 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 in the report, choose only the 2 following:
   - TV Total Hours
   - TV Total OT

   NOTE: Adding pay codes not listed will result in inaccurate totals

7. Click **Run Report** at the top left of the screen.

8. 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**.
   The next page will show total hours for the **Store**.

Transferring Hours

Use this to transfer hours from practice to practice.

1. In the associate's timecard, click **Transfer**, then **Search**.
2. In the middle of the screen, select **Labor Account**.
3. Under **Brand**, select **TeamVision**.
4. Select **Store Dept**.
5. In **Smart Search**, select the store # of the visited location using 6 digits (example: 000512)
6. Select **Apply**.
7. **Save** the timecard.

Adding Minimum Pay

1. Select **Manage Timecards.**
2. Select **Associate**.
3. Press and hold **IN time**.
4. Select **Edit**.
5. Press **Transfer**.
6. Select the **Plus button** in **Transfer**.
7. Select **Work Rule**.
8. Choose appropriate **State and Minimum Pay**.
9. Select the **Blue Checkmark** to confirm (four times)

For any question related to Minimum pay within States, refer to HR Central or your HRBP.