

# KRONOS

Tenue du temps et programmation



# POLITIQUE



Tous les salariés, qu'ils soient ou non exonérés, doivent pointer personnellement à l'aide de Kronos pendant leur période de travail, y compris pendant les pauses repas (les poinçons pour les pauses repas ne concernent que les salariés non exonérés).



Toutes les heures travaillées doivent être enregistrées, le travail en dehors des heures de travail n'est pas autorisé ; cela concerne les employés exonérés et non exonérés.

**Les responsables ou les collègues ne sont pas autorisés à pointer pour un autre employé.**



En cas d'erreur dans la feuille de temps d'un employé, ce dernier doit en informer son responsable afin que les modifications appropriées soient apportées dans Kronos, ou une demande de pointage manqué doit être soumise à l'approbation du responsable.

# PROCÉDURES TEAMVISION

**Les directeurs de cabinet et les directeurs adjoints de cabinet sont chargés de fixer les perforations des membres de l'équipe avant la fin de la semaine fiscale.**

Ni le GP ni l'APM ne peuvent éditer leurs propres fiches de temps et devront travailler avec leur responsable régional, leur responsable de marché ou leur HR Business Partners (HRBP) pour les poinçons manquants ou les corrections.

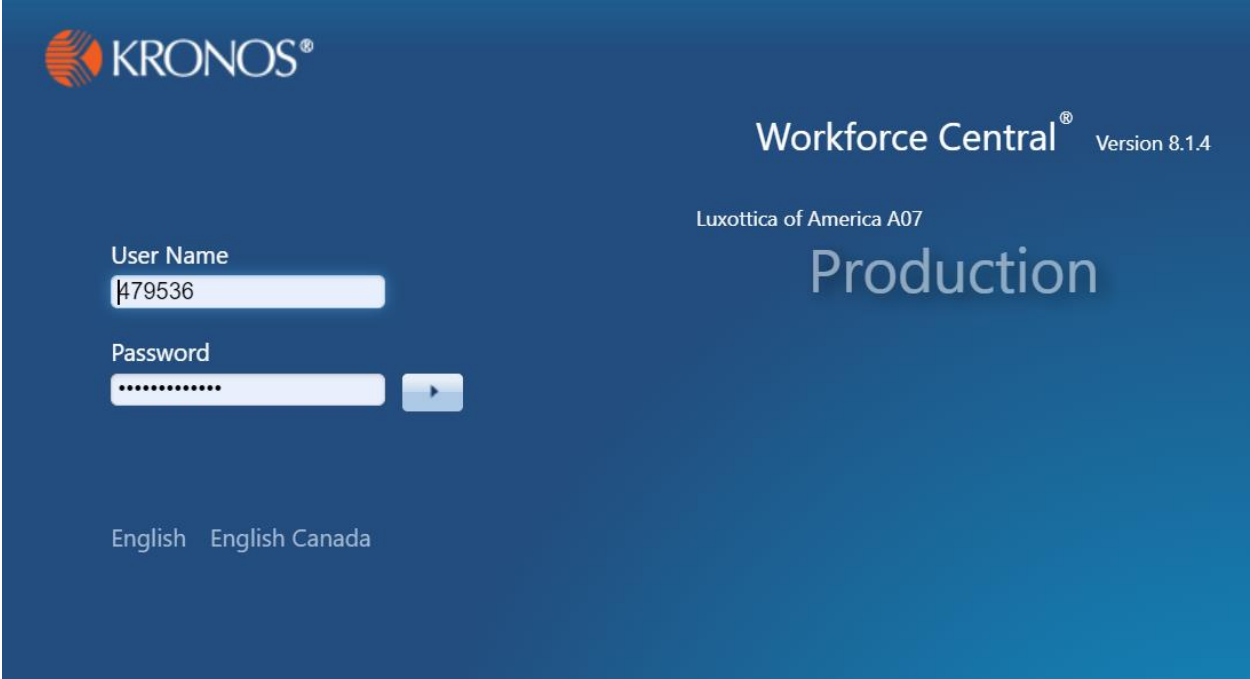
## **Attentes des responsables de terrain :**

- Les calendriers sont dus **30 jours à l'avance** et le **16<sup>th</sup> de chaque mois**.
- Les demandes de PTO doivent être soumises au moins **45 jours à l'avance**.

# ACCÈS À KRONOS

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

- Ajouter au bureau sous forme de lien rapide
- Connectez-vous à l'aide de votre identifiant Luxottica et de votre mot de passe réseau



The screenshot shows the Kronos Workforce Central login interface. At the top left is the Kronos logo. At the top right, it says 'Workforce Central® Version 8.1.4'. Below this, on the right side, it says 'Luxottica of America A07' and 'Production' in a large, light blue font. On the left side, there are two input fields: 'User Name' with the value '179536' and 'Password' with masked characters. A blue arrow button is next to the password field. At the bottom left, there are links for 'English' and 'English Canada'.

KRONOS®

Workforce Central® Version 8.1.4

Luxottica of America A07

Production

User Name  
179536

Password  
.....

English English Canada

# L'ENREGISTREMENT DE VOTRE TEMPS

**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

# APPROBATION DES FICHES DE TEMPS





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

# DEMANDE DE CONGÉ

**Calendrier principal tenu à jour par le directeur de cabinet**

Les approbations sont basées sur :

- Premier arrivé
- Total des régularisations
- Nombre de demandes soumises (par jour et par membre de l'équipe)

**Les demandes de congés planifiés doivent être présentées 6 semaines à l'avance.**



# SOUMETTRE LE TEMPS LIBRE

Saisissez vos demandes de congé pour approbation par le gestionnaire

- Les demandes des directeurs de cabinet sont envoyées à leurs directeurs régionaux
- Les demandes des membres de l'équipe sont envoyées au responsable de la pratique du magasin à domicile.

Sélectionnez le type de demande

- Jour férié - Disponible le jour férié et jusqu'à 60 jours après le jour férié
- Journées de la diversité - Chargées le 1er janvier<sup>st</sup>\*
- PTO - accumulé en fonction des années de service et des heures payées
- Temps libre non rémunéré - Peut être utilisé pour distinguer un jour de congé

Saisir les dates et la quantité journalière (heures par jour)

- Les semaines vont du dimanche au samedi
- Séparer les demandes pour les semaines fiscales
- Soumettre séparément les types de demandes de congé (PTO, vacances, etc.)

## Request Time Off

Type: PTO

	Start date	End date	Time Unit	Start time	Daily Amount
<span>+</span> <span>×</span>	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

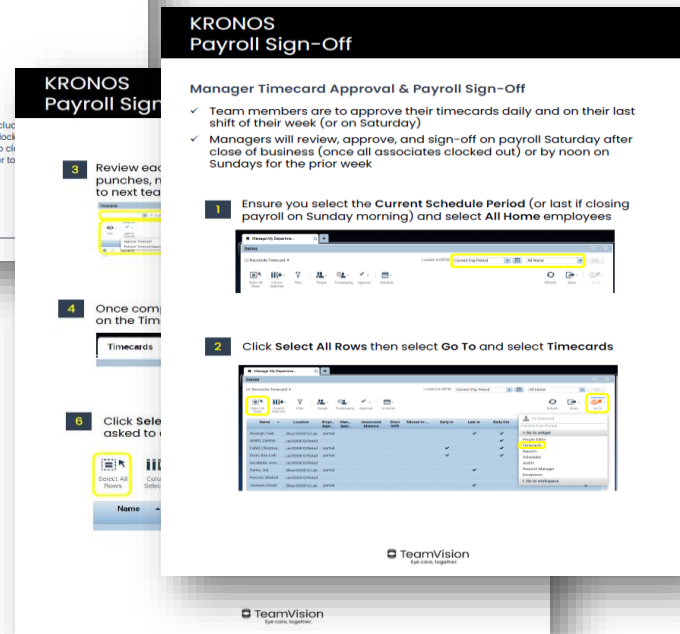
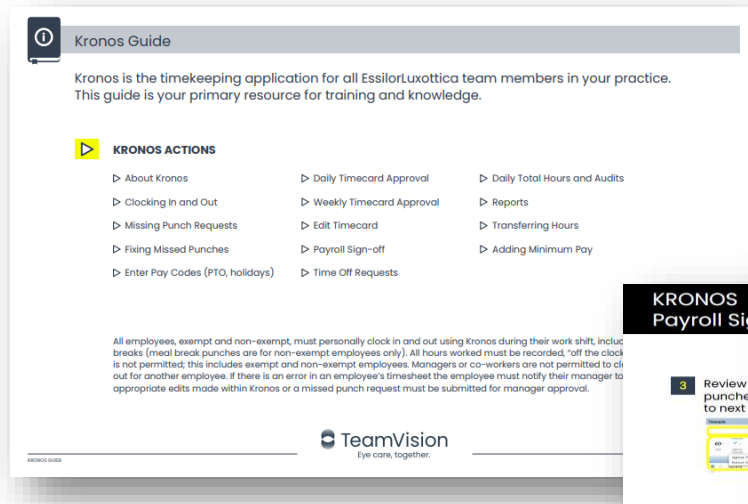
Cancel Submit

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



# VOS RESSOURCES KRONOS

## Guide Kronos



## Kronos Videos :

[Vidéo de demande de congé Kronos](#)

[Vidéo des membres de l'équipe Kronos Basics](#)

[Approbation/refus de la carte de pointage journalière des membres de l'équipe](#)

[Modifier/Ajouter des perforations à la carte de pointage](#)

[Signature de la paie](#)

# CONTRÔLE DES CONNAISSANCES

**Dans Kronos Timekeeping, chaque membre de l'équipe est responsable de.. :**

A. Soumission des demandes de congé par voie électronique

B. Approuver quotidiennement leur carte de pointage

C. Enregistrement des pointages pour les déjeuners et le début/la fin du service

D. Toutes ces réponses





# MON BUREAU PERSONNEL


**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  
 0


My Personal Documents  
 0


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  


 TeamVision

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# MON PAIEMENT

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 status '0.00% No change to your Net Pay from last pay period', and a 'VIEW MYPAY' button. Below this is a 'Help Videos' section 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.

# SOLUTIONS RH

## Politique et procédure

- COVID-19
- Guide de l'employé Luxottica
- Calendrier des vacances
- Liste de contacts
- Réductions pour les employés
- Politiques et procédures

## Welcome to HR Solutions!

by Luxottica Employee Relations



COVID-19 +

Accommodation Requests +

Attendance & Scheduling Guidelines +

Benefits, PTO & Holidays +

Compensation, Payroll, Wage & Hour +

Hiring Practices +

HR Emergencies +

Leave of Absence +

Open Doors, Conduct & Behavior Concerns +

Organizational Effectiveness +

Performance Management +

Policies & Procedures +

Talent Management & People Development +

Termination, Resignation & Job Abandonment +

Transfers & Status Changes +

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

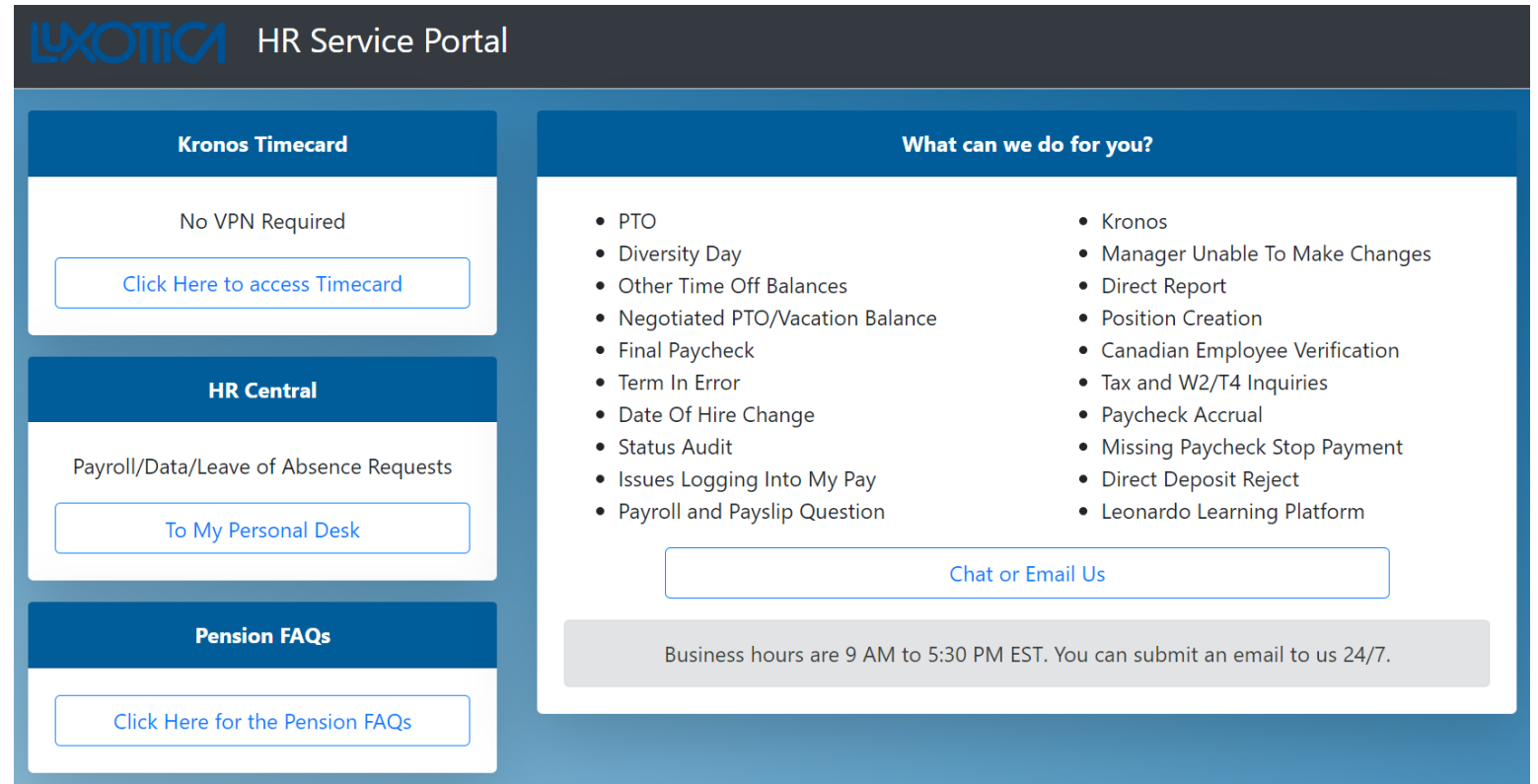
Field Managers and HRBPs: HR Helpdesk Advanced (HDA)

Performance Management Resource Library

# PORTAIL DE SERVICES RH

Libre-service pour les membres de l'équipe

- Questions sur les congés
- Questions sur la fiche de paie
- Demandes de renseignements sur les impôts et le W2
- Chèque de paie manquant



The screenshot shows the LUXOTICA HR Service Portal. The header includes the LUXOTICA logo and the text "HR Service Portal". The main content is divided into two columns. The left column has 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 12 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."

**LUXOTICA** 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 ET DÉMONSTRATION





# VUE DU GESTIONNAIRE ET NAVIGATION

1 2 3 4 5 6 7

Sélection de la période de paie

- Calendrier
- Vue rapide

Sélectionner toutes les lignes

Approbation

- Approuver la carte de pointage
- Supprimer l'approbation
- Supprimer toutes les approbations

Aller à

- Widget
- Espace de travail

The screenshot shows the Kronos Manager Workspace interface. At the top, there's a navigation bar with icons for various functions. Below it, a 'Manager Dashboard' menu is visible. The main area displays a table of employee data with columns for Person ID, Name, Department, Supervisor, and Timecard. A dropdown menu is open over the 'Approval' column, showing options like 'Approve Timecard', 'Remove Timecard Approval', and 'Remove All Timecard Approvals'. Another dropdown menu is open over the 'Current Pay Period' column, showing options like 'Current Pay Period', 'Previous Pay Period', 'Next Pay Period', etc. A third dropdown menu is open over the 'Go To' button, showing options like 'Go to widget', 'Go to workspace', 'Manager Workspace', and 'My Information'.

1 Alerte à la réponse de Covid

2 Demande d'alertes du gestionnaire de l'arrêt

3 Exceptions à la carte de pointage

4 Heures supplémentaires atteintes

5 Repas non pris

6 Coup de poing manqué

7 Carte de pointage rejetée



# APPROBATION DES FICHES DE TEMPS

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

# SIGNATURE DU GESTIONNAIRE DE PAIE

Les membres de l'équipe doivent **approuver leurs fiches de présence** quotidiennement et lors de la dernière équipe de leur semaine (ou le samedi).

Les responsables examinent, approuvent et signent les feuilles de paie le samedi après la fermeture des bureaux (une fois que tous les associés ont pointé) ou le dimanche avant midi pour la semaine précédente.

## Actions du gestionnaire


- Examen final des fiches de présence des membres de l'équipe
- Soumettre à la COB le dernier jour de la semaine et au plus tard le dimanche à midi
- Tous les PTO et codes temporels sont enregistrés

### KRONOS Payroll Sign-Off

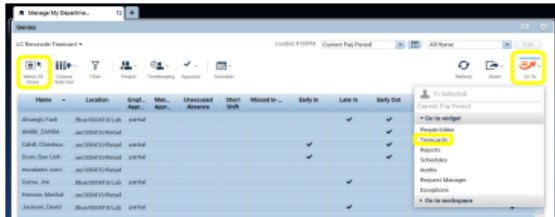
#### Manager Timecard Approval & Payroll Sign-Off

- ✓ 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  
We work together.

# NAVIGUER VERS MES INFORMATIONS





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

# MA NAVIGATION D'INFORMATION

Approuver ou refuser les demandes de congé de votre équipe (5 jours)

Changez de point de vue

Saisissez vos demandes de congé pour approbation par le gestionnaire

Consultez les demandes de PTO que vous avez déposées

Voir vos régularisations par type

Clock In/Out & Your Timecard Review (en anglais)

**KRONOS**

Manager Workspace | My Information

**My Calendar**

November 13 - 19, 2022 | Current Pay Period

Day | Week | Month | Visibility Filter | Request Time Off

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		

# DEMANDES DE CONGÉ VUE DU GESTIONNAIRE

**KRONOS**

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

# HEURES DE TRANSFERT

**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

# DÉLÉGATION DU GESTIONNAIRE

The screenshot displays the Kronos Manager Workspace interface. The top navigation bar includes the Kronos logo, a home icon, and a user profile for Laura K Saferstein with a 'Sign Out' link. A toolbar with various icons is also present. The main content area is divided into a left sidebar and a central workspace. The sidebar shows 'Manager Workspace' and 'My Actions' tabs. The 'My Actions' tab is active, displaying a list of actions under the heading 'ACTIONS' (Last Refreshed: 2:23 PM). The list includes a 'Refresh' button, a 'Categories' dropdown set to 'Request Manager', and an 'Actions' section with a link to 'Mgr\_Delegation'. Below this is a table with three columns: ID, Name, and Project. The table contains two rows: one for Reyes, Marcelle (ID 773467) and one for Saferstein, Laura K (ID 773454). The 'Mgr\_Delegation' link is highlighted. A modal window titled 'Existing Delegations' is open, showing a list of existing delegations (currently empty) and a 'New Delegation' form. The 'New Delegation' form includes fields for 'Delegate' (set to 'Hammer, Keeta L'), 'Start Date', 'End Date', and 'Role' (set to 'Corporate/Field Manager'). There are 'Save & Close' and 'Cancel' buttons at the bottom of the modal. A right sidebar contains a list of navigation links: Schedules, People Editor, Missed Punch Approvals, Weekly Timecard Approval, and My Actions (which is highlighted with a blue box).

**Existing Delegations**

None

**New Delegation**

\* **Delegate:** Hammer, Keeta L

\* **Start Date:**

\* **End Date:**

\* **Role:** Corporate/Field Manager

Save & Close Cancel

**ACTIONS**  
Last Refreshed: 2:23 PM

Refresh

Categories Request Manager

Actions

Mgr\_Delegation

ID	Name	Project
773467	Reyes, Marcelle	00T001 TV Pro.
773454	Saferstein, Laura K	00T001 TV Pro.

Schedules

People Editor

Missed Punch Approvals

Weekly Timecard Approval

My Actions

# QUESTIONS ET DÉMONSTRATION





# PLANIFICATEUR KRONOS

- Les horaires sont détenus et tenus à jour par le responsable du cabinet.
- Tous les horaires doivent être affichés dans Kronos pour plus de visibilité.
- Les calendriers sont dus 30 jours à l'avance et le 15 de chaque mois pour le mois fiscal suivant.



# CONSIDERER

- Horaire des médecins
- Activités hebdomadaires (à faire)
- Jours/heures de livraison des lunettes
- Compétences



# AJOUTER DES CHANGEMENTS

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, with a 'Schedules' sub-tab. The main area is titled 'Genies' and includes a 'Manager Dashboard' dropdown. A toolbar shows icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Approval', and 'Schedule'. To the right of the toolbar are 'Refresh', 'Share', and 'Go To' buttons. A table lists schedule data with columns: Person ID, Name, Department, Supervisor ID, Un..., Re..., Overtime, No..., Manager Approval, and Employee Approval. A context menu is open over the 'Schedule' icon, listing options: Add Shift, Replace Shift, Append to Shift, Add Pay Code, Add Pattern, Delete All Patterns, Add to Group, and Remove from Group. The bottom of the screen shows a summary bar with the number '1' and values '8.12', '0', and '0'.

**KRONOS**

Manager Workspace Schedules +

Genies

Manager Dashboard ▾

Loaded 10:33AM 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				

- 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

# AJOUTER DES CHANGEMENTS



Manager Workspace

Genies

Manager Dashboard ▾

Select All Rows Column Selection Filter

Person ID	Name
TEST99...	zz Test, Badge

1

## Add Shift

Assigned to

Insert Template ▾ Shift Label  Repeat this shift for  days

Wed 13 Thu 14

!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

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


Comments (0)









Select Comment ▾

Add



# L'AFFECTATION D'UNE ÉQUIPE À UN SITE ALTERNATIF










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

# L'AFFECTATION D'UNE ÉQUIPE À UN SITE ALTERNATIF

TEST2 zz Manager  
Sign Out

Manager Workspace

Timecards

Timecards

zz Test, Badge

1 of 1

TEST999999

View

Approve Timecard

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

Transfer

Name  
Labor Account  
Work Rule

zz Test, Badge

Labor Account

Work Rule

Add Labor Account

Clear All

Brand:

Activity Code:

Region:

Team

TeamVision

TeamVision

Store Dept:

Team Lead-Su...

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

# L'AFFECTATION D'UNE ÉQUIPE À UN SITE ALTERNATIF

The screenshot displays the Kronos Manager Workspace interface. A 'Transfer' modal is open, allowing the user to assign a team to an alternative site. The modal contains the following information:

- Name:** zz Test, Badge
- Labor Account:** TeamVision/////
- Work Rule:**

The modal also features tabs for 'Labor Account' and 'Work Rule'. Under the 'Labor Account' tab, there is a section titled 'Add Labor Account' with a 'Clear All' button. This section includes dropdown menus for 'Brand' (TeamVision - TeamVision), 'Region', 'Store Dept', and 'Team Lead-Su...'. A search dropdown is currently open, showing a list of team leads with codes and names, such as '00T107 Daynes ...' and '00T108 TVO Car...'. To the right of these dropdowns are input fields for 'Activity Code', 'Supervisor', and 'Job'.

In the background, the 'Timecards' section of the Manager Workspace is visible. It shows a table with columns for 'Date' and 'Schedule'. The table lists dates from Sun 11/26 to Mon 12/04, with corresponding schedules. The 'Mon 12/04' entry shows a schedule of 8:00AM-5:00PM.

At the bottom left, the TeamVision logo is displayed. At the bottom right, the page number 31 is shown.

# CRÉATION D'UN MODÈLE

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 toolbar with 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



# CRÉATION D'UN MODÈLE

**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
+   x	1		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	

Cancel Apply

1 8.12 0 0

# HORAIRES DE VISIONNAGE





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

