

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.

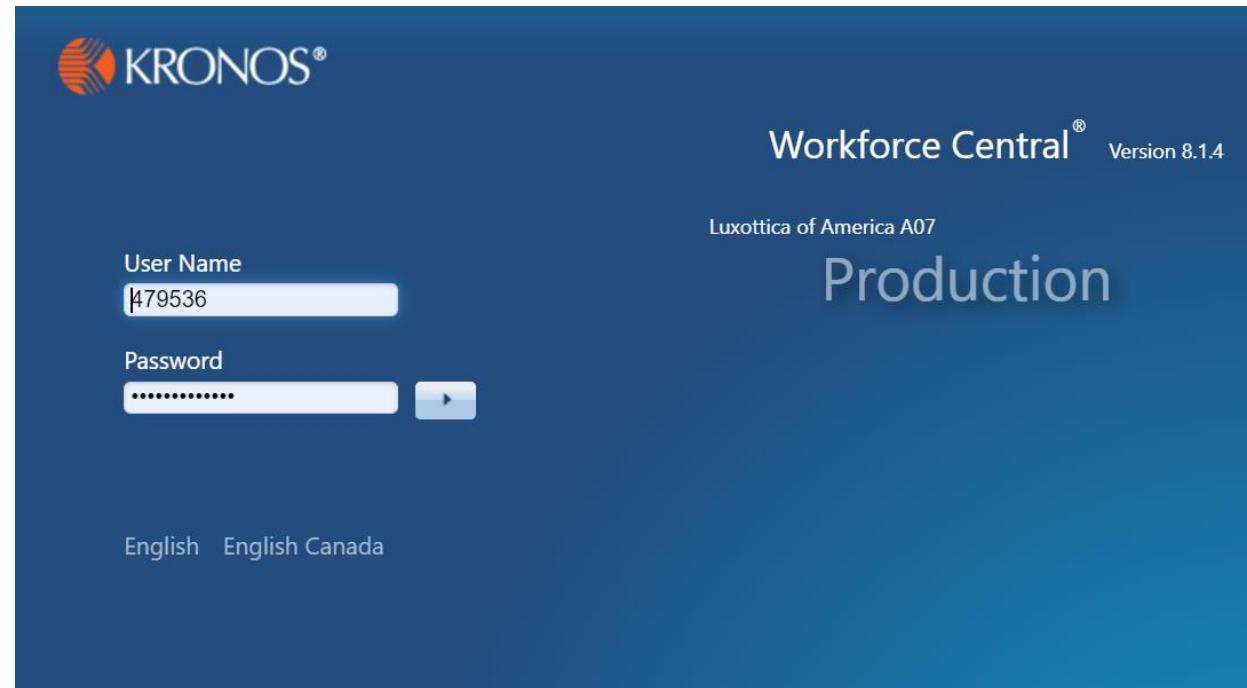
Attentes des responsables de terrain :

- Les calendriers sont dus **30 jours à l'avance** et le **16th 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



L'ENREGISTREMENT DE VOTRE TEMPS

The screenshot shows the Kronos Time Stamp application interface. At the top, the KRONOS logo is on the left, and the user's name, Karen Baumeister, along with 'Sign Out' options, are on the right. The main content area has a title bar 'My Time Stamp'. Below it, a message box displays the date and time: '11/18/2022, 11:55:38 AM (GMT -06:00) Central Time'. It also shows a green checkmark icon next to 'Baumeister, Karen' and the text 'Punch Time: 11/18/2022 11:55AM' and 'Punch Created'. Below this, status indicators show 'Tested Positive: No', 'Symptom Check: No', 'Contact Check: No', and 'Finished.' A checkbox labeled 'Transfer' is present. On the right side, there is a sidebar with a globe icon and a list of links: 'My Time Stamp', 'Inbox', 'My Calendar', 'Daily Timecard Approval', and 'My Timecard'. The bottom of the screen features a solid black bar.

APPROBATION DES FICHES DE TEMPS

The screenshot shows the Kronos web application interface for Daily Timecard Approval. The top navigation bar includes links for 'My Information', 'Daily Timecard Approval', and a sign-out option for 'Badge zz Test'. The main content area displays an employee's timecard for the current pay period, which is marked as '(Rejected)'. A modal dialog box titled 'Reject Timecard' is open, prompting the user to select a 'Rejection Reason' (set to 'Time not correct') and enter a note ('Please correct my punch to 11am'). The timecard table lists daily entries from Sunday to Saturday, showing scheduled times and actual punch times. The total daily and period amounts are displayed at the bottom.

Date	Schedule	Pay Code	Out	Daily	Period
Sun 11/12				0.0	0.0
Mon 11/13	11:00AM-7:30PM			0.0	0.0
Tue 11/14	11:00AM-7:30PM		1:10PM	0.0	0.2
Wed 11/15	11:00AM-7:30PM		1:47PM	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
Total 11/13	11:00AM-7:30PM			0.0	0.2

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 janvierst*
- 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
[+]	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

The image shows two screenshots of the Kronos software interface. The left screenshot is titled 'Kronos Guide' and contains a 'KRONOS ACTIONS' menu with items like 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, Reports, Transferring Hours, Adding Minimum Pay, and Time Off Requests. Below the menu is a note about employee clocking in and out, and at the bottom is the 'TeamVision Eye care, together.' logo. The right screenshot is titled 'KRONOS Payroll Sign-Off' and shows a 'Manager Timecard Approval & Payroll Sign-Off' section with instructions and two screenshots of the Kronos web interface. The first screenshot shows a search bar and filter options for selecting employees. The second screenshot shows a grid of timecards for various employees, with checkboxes for approval and sign-off.

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 ▾ i 👤

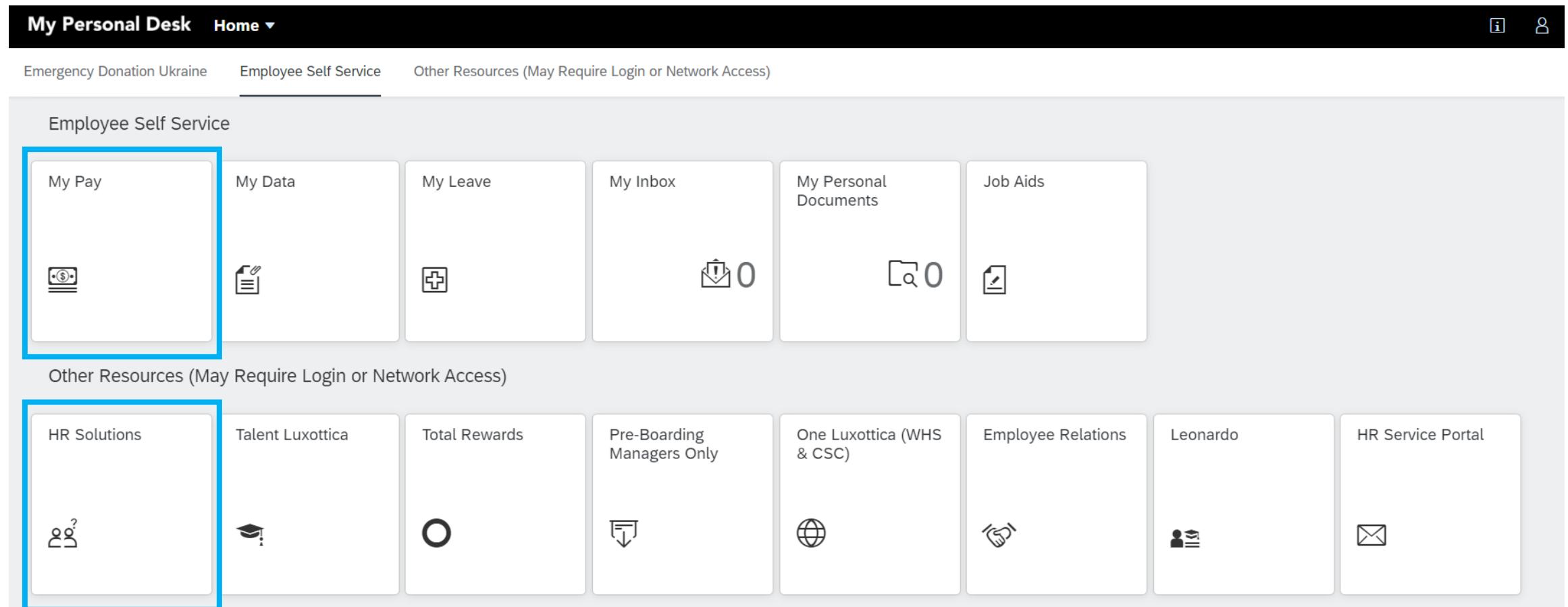
Emergency Donation Ukraine Employee Self Service Other Resources (May Require Login or Network Access)

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



MON PAIEMENT

The screenshot displays the myView application interface. On the left, a vertical sidebar lists navigation options: myView (selected), About Me, myPay (highlighted with a blue border), and myForms. The main content area features a header "myView" with a menu icon. Below it is a "Welcome" section with a message about managing time, pay, and personal details, and a "Feedback" link. An "About Me" section shows a profile picture of Karen Baumeister, Sr Manager- Operations, with a "MY DETAILS" button. To the right, there are several panels: "myLinks" (US Pay Statements), "Help and Support" (Frequently asked questions, No FAQs available!), "Top Tasks" (No top tasks), and a large "myPay" panel. The "myPay" panel is highlighted with a blue border and contains the following information:

- Date: 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 at the bottom of this panel. At the bottom right, there is a "Help Videos" section with three video thumbnails:

- 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	+	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	+	Concerns	
Open Doors, Conduct & Behavior	+		

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

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 Luxottica HR Service Portal. At the top, the Luxottica logo and "HR Service Portal" are displayed. Below this, there are three main sections: "Kronos Timecard" (with a "No VPN Required" note and a "Click Here to access Timecard" button), "HR Central" (with a "Payroll/Data/Leave of Absence Requests" note and a "To My Personal Desk" button), and "Pension FAQs" (with a "Click Here for the Pension FAQs" button). To the right, a sidebar titled "What can we do for you?" lists various topics such as 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. A "Chat or Email Us" button and a note about business hours (9 AM to 5:30 PM EST) are also present.

QUESTIONS ET DÉMONSTRATION



VUE DU GESTIONNAIRE ET NAVIGATION

1 2 3 4 5 6 7

Sélection de la période de paie

- Calendrier
- Vue rapide

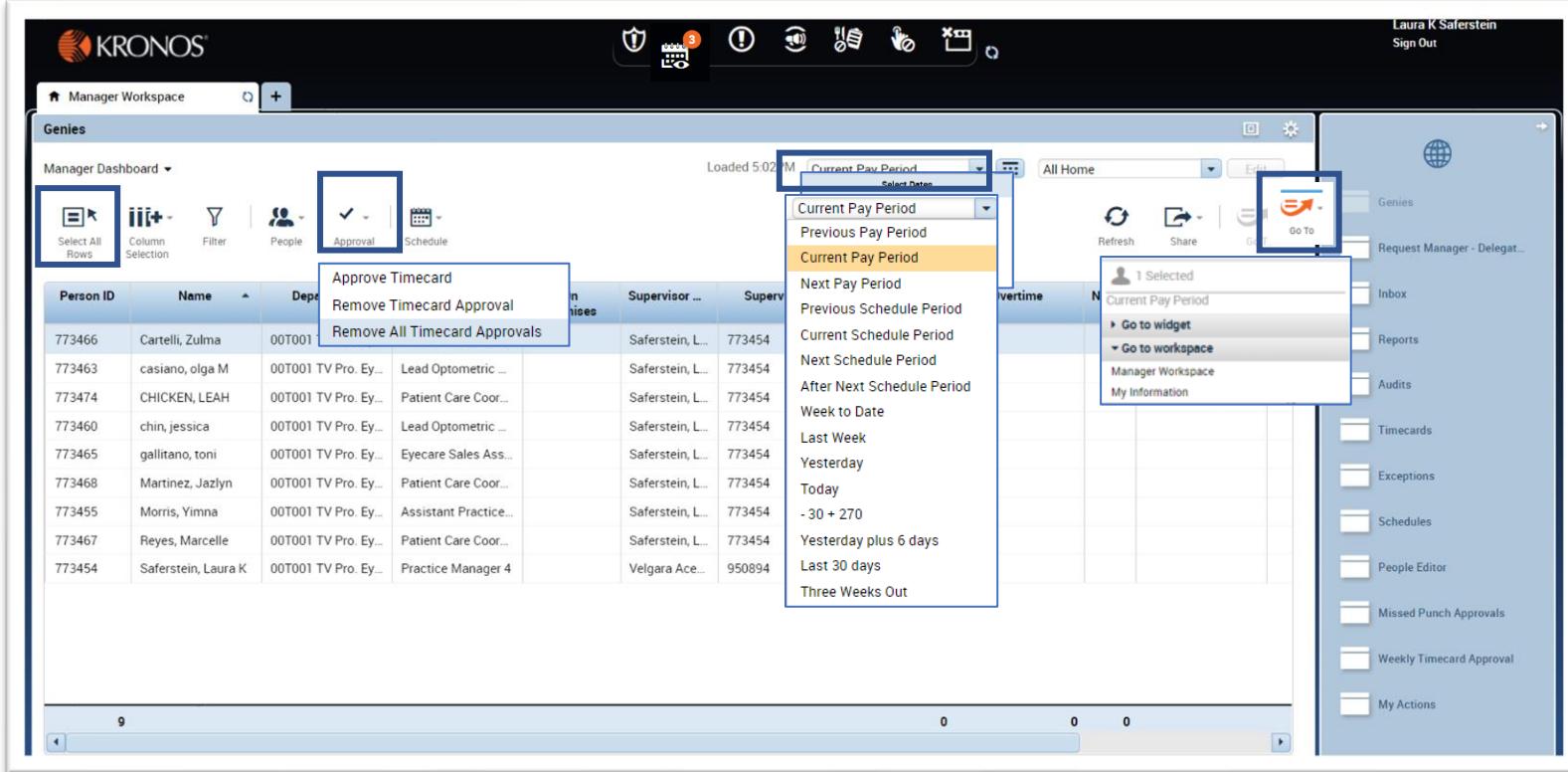
Sélectionner toutes les lignes

Approbation

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

Aller à

- Widget
- Espace de travail



- 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

Screenshot of a software interface for managing timecards. The interface is titled "Timecards" and shows a grid of time entries for an employee named Saferstein, Laura K. The grid has columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The rows show daily entries from Sunday to Saturday, with some entries having PTO marked. Buttons for View, Approve Timecard, Print Timecard, Refresh, Calculate Totals, Save, and Go To are visible at the top.

	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

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

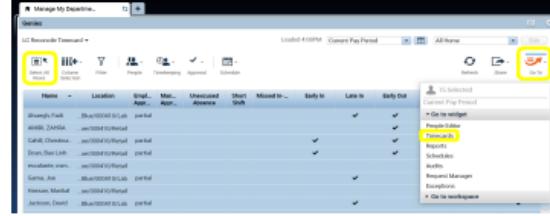
Manager Timecard Approval & Payroll Sign-Off

- ✓ 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

NAVIGUER VERS MES INFORMATIONS

The screenshot shows the Kronos Manager Workspace interface. At the top, there is a navigation bar with icons for shield, calendar, info, volume, and others. On the right, it shows the user "Laura K Saferstein" and "Sign Out". Below the navigation bar is a search bar and a "+" button. The main area is titled "Genies" and contains a "Manager Dashboard". The dashboard includes filters for "Select All Rows", "Column Selection", "Filter", "People", "Approval", and "Schedule". A table lists employees with columns for Person ID, Name, Department, Job, On Premises, Supervisor N..., Supervisor ID, Une..., Reg..., Overtime, Non..., and Manager Approval. The row for Laura K Saferstein is highlighted with a blue border. A context menu is open over her row, showing options: Refresh, Share, Go To, Go to widget, Go to workspace, Manager Workspace, and My Information. The "My Information" option is highlighted with a blue box. To the right of the dashboard is a sidebar with a globe icon and a list of links: 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 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				✓

MA NAVIGATION D'INFORMATION

The screenshot shows the Kronos Manager Workspace interface. On the left, there are five blue-bordered boxes with text labels:

- 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)

The main interface features a top navigation bar with icons for shield, calendar, info, search, and exit. Below it is a "My Calendar" section showing a grid for November 13-19, 2022. The calendar highlights three days of PTO (Wednesday, Friday, Saturday) with green icons. The bottom part of the interface displays an "Accruals Widget Part" table:

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	-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	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	46.2	

DEMANDES DE CONGÉ VUE DU GESTIONNAIRE

The screenshot shows the Kronos Manager Workspace interface. On the left, a list of pending time-off requests is visible. In the center, a modal dialog titled "Approve Time-Off Request" is open, detailing a specific request from Cira, Blerime. The request is for PTO, starting and ending on 11/25/2022 at 8:00AM, with a daily amount of 8.0 hours. The "Accruals on" date is also 11/25/2022. Below this, an "Accrual" table shows Banked Holiday, Diversity Days, and PTO balances. The PTO balance is listed as 19.03 Hour. The "Comments (0)" section includes a dropdown for selecting a comment and a text input field for optional notes. At the bottom of the dialog are "Cancel" and "Approve" buttons, with "Approve" being highlighted with a blue border. To the right of the dialog, a partial view of another Kronos screen shows a list of pay codes and store numbers.

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

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
00T003		00T003

HEURES DE TRANSFERT

The screenshot displays the Kronos Manager Workspace interface. On the left, a sidebar shows 'Manager Workspace' and 'Timecards'. Under 'Timecards', it lists 'Cartelli, Zulma' with '1 of 9' entries, including the current one (773466). Below this is a table with columns 'Date', 'Schedule', and 'In', showing dates from Sun 11/27 to Sat 12/03. In the center, a modal dialog titled 'Transfer' is open, showing details for 'Cartelli, Zulma' with 'Labor Account' RLB Optical//T003/// and 'Work Rule' RLB Optical//T003///. The 'Add Labor Account' section contains fields for 'Brand' (RLB Optical - RLB Optical), 'Region' (dropdown), 'Store Dept' (T003 - T003), 'Team Lead-Su...' (dropdown), 'Activity Code' (dropdown), 'Supervisor' (dropdown), and 'Job' (dropdown). At the bottom of the dialog are 'Cancel' and 'Apply' buttons. To the right, a portion of another window is visible, showing a user profile for 'Laura K Saferstein' and navigation buttons for 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'.

DÉLÉGATION DU GESTIONNAIRE

The screenshot shows the Kronos Manager Workspace interface. At the top, there is a navigation bar with icons for shield, calendar, exclamation, speaker, and others. On the right, it displays the user's name, "Laura K Saferstein", and a "Sign Out" button.

The main area has a title "Existing Delegations" with a note "None". Below this, a "New Delegation" form is displayed:

- * Delegate: Hammer, Keeta L
- * Start Date: (empty input field)
- * End Date: (empty input field)
- * Role: Corporate/Field Manager

At the bottom of the form are "Save & Close" and "Cancel" buttons.

To the left, there is a sidebar titled "Actions" with a "Last Refreshed: 2:23 PM" message. It includes a "Refresh" button, a "Categories" dropdown set to "Request Manager", and a "Actions" section with a "Mgr_Delegation" link. A table below lists delegation details:

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

To the right, there is a vertical sidebar with links: "Schedules", "People Editor", "Missed Punch Approvals", "Weekly Timecard Approval", and "My Actions". The "My Actions" link is highlighted with a blue border.

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 shows the Kronos Manager Workspace interface. At the top, there is a navigation bar with icons for Home, Manager Workspace, Schedules, and a plus sign. Below the navigation bar, the title "Genies" is displayed. The main area is titled "Manager Dashboard" and shows the time "Loaded 10:33AM" and the "Current Pay Period". There are buttons for Refresh, Share, and Go To. On the left, there are filters for Select All Rows, Column Selection, Filter, People, Approval, and Schedule. A context menu is open over a row in a table, with the option "Add Shift" highlighted. The table columns include Person ID, Name, Department, Supervisor ID, Un..., Re..., Overtime, No..., Manager Approval, and Employee Approval. The data in the table includes rows for TEST99... and another row partially visible.

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

AJOUTER DES CHANGEMENTS

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 (1a to 12p) and Thu 14 (1a to 12a)

		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

L'AFFECTION D'UNE ÉQUIPE À UN SITE ALTERNATIF

The screenshot shows the Kronos Manager Workspace interface. The top navigation bar includes the KRONOS logo, a toolbar with various icons (shield, calendar, exclamation, megaphone, etc.), and user information (TEST12zz Manager, Sign Out). Below the toolbar, the Manager Workspace tab is selected, followed by Timecards, a search field, and a '+' button.

The main area is titled "Timecards" and displays a timecard for "zz Test, Badge". The timecard details are as follows:

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				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	6:28AM	8:24AM						
		9:53AM	11:08AM				3.12	3.12	8.12

A search dropdown menu is open over the "Transfer" column for the row of 12/04, with the placeholder "Search...".

At the bottom of the screen, there are buttons for View, Approve Timecard, Print Timecard, Refresh, Calculate Totals, Save, and Go To.

L'AFFECTION D'UNE ÉQUIPE À UN SITE ALTERNATIF

The screenshot displays the Kronos Manager Workspace interface. On the left, there's a sidebar titled "Manager Workspace" with a "Timecards" tab selected. The main area shows a "Transfer" dialog box. Inside the dialog, the "Name" field is set to "zz Test, Badge". Below it, under "Labor Account", the "Region" dropdown is set to "Team". Other fields include "Activity Code", "Supervisor", and "Store Dept". A "Work Rule" tab is also visible. At the bottom of the dialog are "Cancel" and "Apply" buttons. The background shows a grid of timecards for various dates from November 26 to December 4, 2012. On the right, there's a summary table for "TEST2 zz Manager" showing daily and period totals for employees.

KRONOS®

Manager Workspace 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
[+]		10:00AM-6:00PM

Transfer

Name: zz Test, Badge

Labor Account

Work Rule

Add Labor Account

Brand:

Region: Team

Supervisor:

Activity Code:

Store Dept: TeamVision TeamVision

Clear All

Cancel Apply

Print Refresh Calculate Totals Save Go To

Period 1 Employee(s) Selected

Daily	Period	
5.0	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'AFFECTION D'UNE ÉQUIPE À UN SITE ALTERNATIF

The screenshot shows the Kronos Manager Workspace interface. The top navigation bar includes icons for shield, calendar (with 4 notifications), exclamation mark (with 1 notification), megaphone, clock, and close. The top right corner shows "TEST2 zz Manager" and "Sign Out".

The main area is titled "Transfer" and displays employee information: Name (zz Test, Badge), Labor Account (TeamVision////), and Work Rule. Below this, there are tabs for "Labor Account" and "Work Rule".

A modal window titled "Add Labor Account" is open, showing fields for Brand (TeamVision - TeamVision), Activity Code (dropdown), Region (dropdown), Supervisor (dropdown), Store Dept (dropdown), Job (dropdown), and Team Lead-Su... (dropdown). A search input field contains "T1". A dropdown menu lists several options starting with "00T107" and "00T108". At the bottom of the modal are "Cancel" and "Apply" buttons.

To the right of the transfer window, a sidebar shows "1 Employee(s) Selected" and various actions: Print Timecard, Refresh, Calculate Totals, Save, and Go To. Below this is a table with columns "Daily" and "Period", showing values like 5.0, 5.0, 5.0, etc.

The left side of the screen shows the "Timecards" section with a table of timecard entries for "zz Test, Badge" from November 26 to December 4, 2018. The table has columns for Date, Schedule, and Duration (e.g., Sun 11/26, 11:00AM-7:30PM).

CRÉATION D'UN MODÈLE

The screenshot shows the Kronos Manager Workspace interface. At the top, there is a navigation bar with the KRONOS logo, a search bar, and various icons for notifications and system status. Below the navigation bar is a header titled "Manager Workspace" with a "+" button for creating new items. The main area is titled "Genies" and contains a "Manager Dashboard". The dashboard includes a timestamp ("Loaded 11:30AM"), a pay period selector ("Current Pay Period"), and filters for "All Home". Below the dashboard are several functional buttons: "Select All Rows", "Column Selection", "Filter", "People", "Approval", "Schedule", "Refresh", "Share", and "Go To". A data grid table is displayed, showing columns for Person ID, Name, Department, Supervisor ID, Unpaid, Re... (partially visible), Overtime, No..., Manager Approval, and Employee Approval. A specific row in the table is selected, showing values: TEST99..., zz Test, Badge, z123, {3155U, Manager..., TESTMANAGE..., 5, 8.12, etc. A context menu is open over this row, listing 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.

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

CRÉATION D'UN MODÈLE

The screenshot shows the Kronos Manager Workspace interface. At the top, there is a navigation bar with icons for Home, Manager Workspace, and a search bar. Below the navigation bar is a toolbar with various icons, some with numerical notifications (4, 1). The main area is titled "Genies" and "Manager Dashboard". A modal window titled "Add Pattern" is open in the center. The "Assigned to" section includes fields for "Anchor Date" (12/03/2023), "Start Date" (12/03/2023), "End Date" (empty), and a "Clear" button. A radio button for "Forever" is selected. The "Define Pattern for" section has a dropdown set to "1" and radio buttons for "Week(s)" (selected) and "Day(s)". An unchecked checkbox "Override Other Patterns" is present. Below these are buttons for "Add Shift", "Add Pay Code", "Shift Template", "Pattern Template", and a dropdown menu showing "8a-5p". At the bottom of the modal are "Cancel" and "Apply" buttons. The background shows a table with columns "Person ID", "Name", and "Department", containing one row for "TEST99..." and "zz Test, Badge". The bottom of the screen displays summary statistics: 1, 8.12, 0, 0.

Manager Workspace

Genies

Manager Dashboard

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

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

HORAIRES DE VISIONNAGE

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 header titled 'Genies' with a gear icon. The main area is a 'Manager Dashboard' showing a schedule grid. The grid has columns for Person ID, Name, Department, Job, On Premises, Supervisor, Supervisor ID, Un..., Re..., and Overtime. A single row is selected, showing 'TEST99...' in the Person ID column and 'zz Test, Badge' in the Name column. The 'On Premises' column contains a checked checkbox. The 'Supervisor' column shows 'zz Manag...'. The 'Supervisor ID' column shows 'TESTMANAGE...'. The 'Un...' and 'Re...' columns show '5' and '8.12' respectively. The 'Overtime' column is partially visible. To the right of the grid, a context menu is open, showing options like 'Current Pay Period', 'Go to widget', 'Request Manager - Delegation and Time Off', 'Exceptions', 'People Editor', 'Schedules' (which is highlighted with a blue border), 'Reports', 'Audits', and 'Timecards'. At the bottom of the screen, there are summary statistics: '1', '8.12', '0', and '0'.

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

