

CGU Kronos Transition Supervisors



Why Kronos Time Stamp?

- Better experience for end user
- Kronos® simplifies the tasks involved with time and attendance.
- Allows electronic approvals
- Eliminate paper in the process
- Fewer payroll errors
- Improved compliance





Process

- Select the correct Job (if more than one)
- All hourly employees punch in and out when:
 - They start to work
 - Out for lunch/back from lunch
 - Log off

Important to remember!

All employees need to have a lunch break by the **fifth** hour, or the system automatically creates a penalty for CA meal.



Missing a punch

If you miss a punch you will not be able to enter the information manually only your supervisor can make edits to your timecard.

IMPORTANT

There needs to be a record (ex, e-mail) to supervisor so he/she can add the missing punch in the system, use
For all edits HR needs to be copied in the communication.

Kronos Time Card Correction Form

Kronos Time Card correction Form

Employee's Name: alejandra gaytan

Missing Punch Date/Time Punch wasn't recorded 08/06/2020 5:00PM

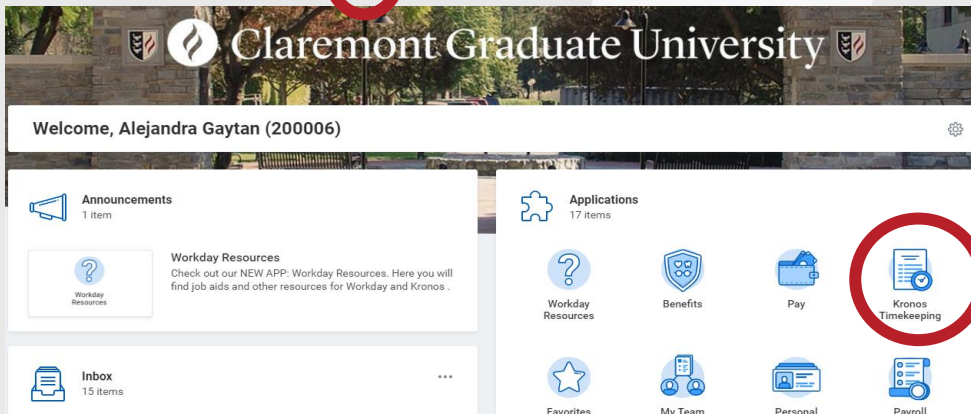
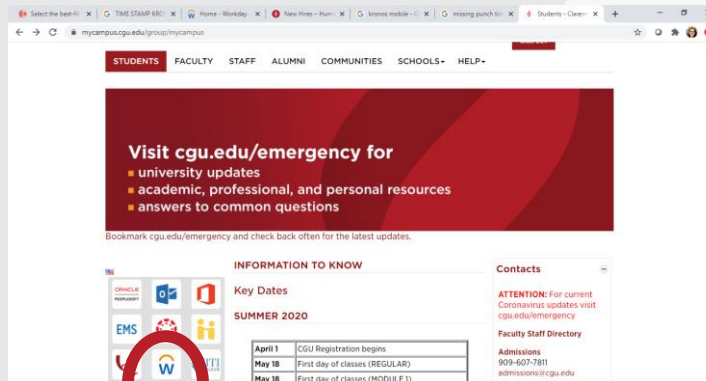
Punch recorded in the incorrect Department Date/Time _____

Correct Department Human Resources

Reason Forgot to punch/ Kronos access error

Employee Signature	<u>Alejandra Gaytan</u> <small>Digitally signed by Alejandra Gaytan Date: 2020.08.08 13:28:35 -0700</small>	Date	_____
Supervisor Approval	_____	Date	_____
Human Resources	_____	Date	_____

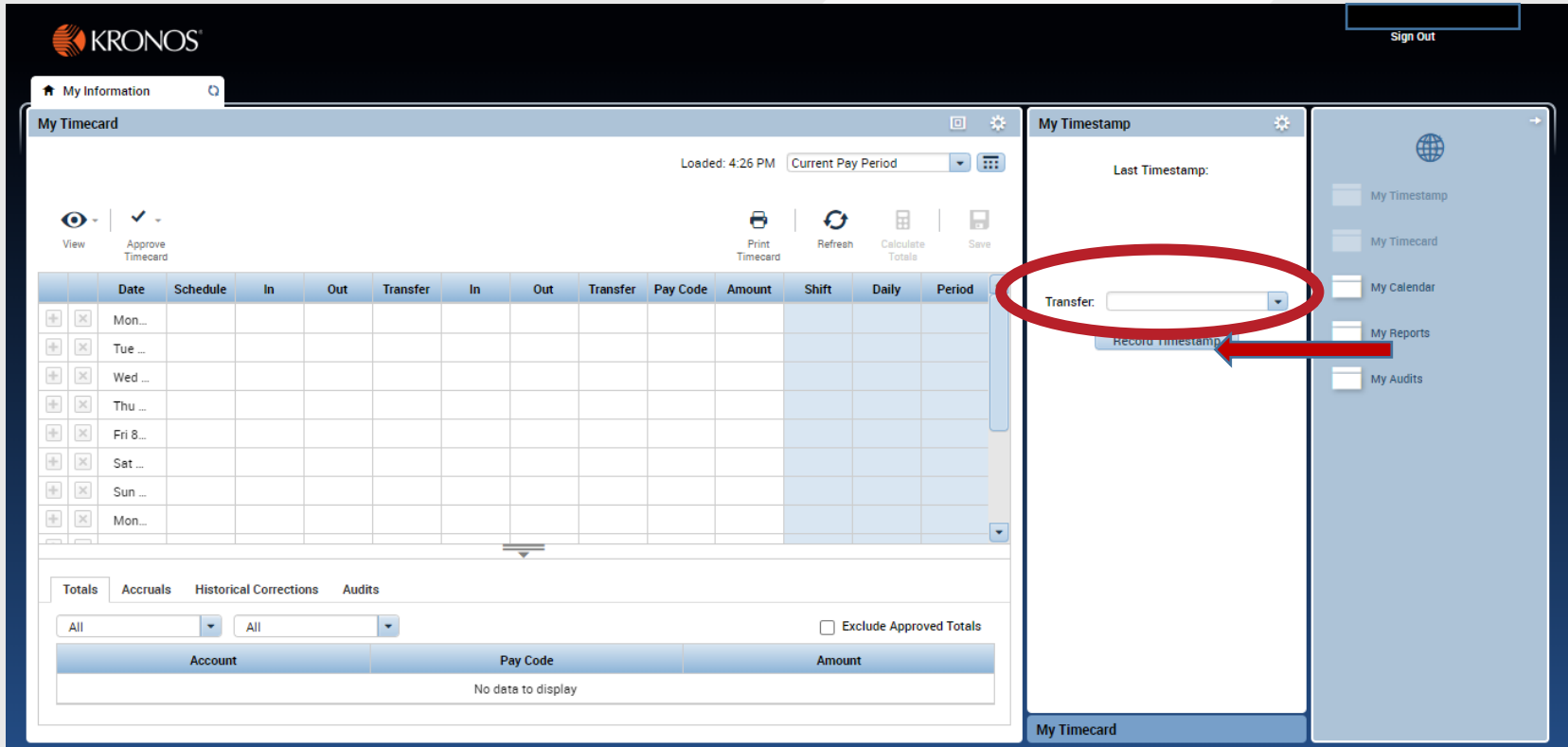
How to access Kronos



KRONOS
MOBILE

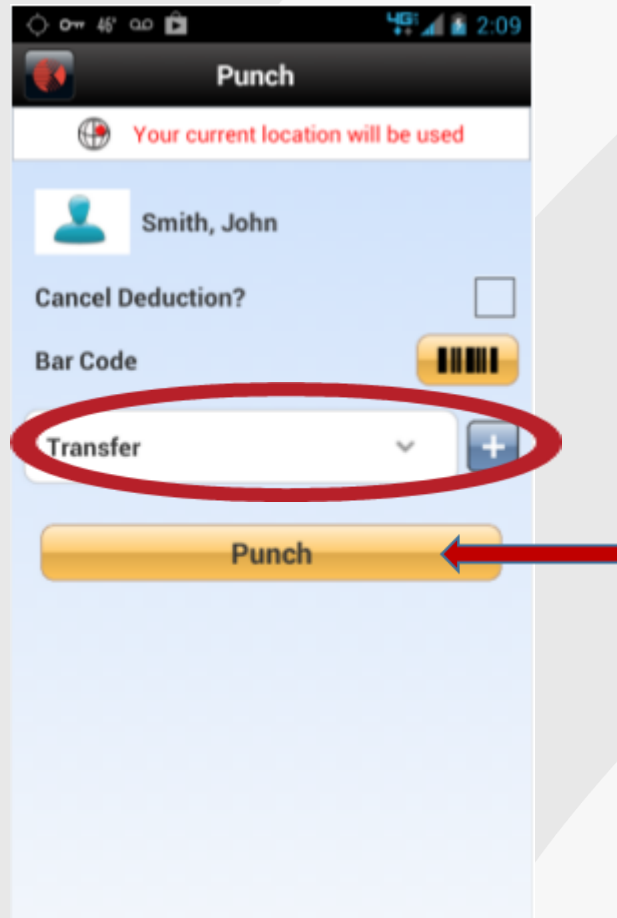


Punching in (desktop)



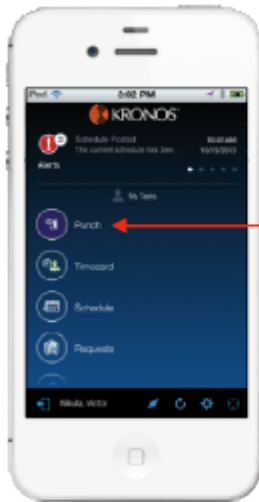
The screenshot shows the KRONOS desktop application interface. The main window is titled "My Timecard" and displays a table with columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. Below the table are tabs for Totals, Accruals, Historical Corrections, and Audits. To the right, there is a "My Timestamp" panel with a "Last Timestamp:" field and a "Transfer:" dropdown menu. A red circle highlights the "Transfer:" dropdown menu, and a red arrow points to the "Record Timestamp" button below it. The sidebar on the right contains navigation options: My Timestamp, My Timecard, My Calendar, My Reports, and My Audits. The top right corner has a "Sign Out" button.

Punching in (mobile)

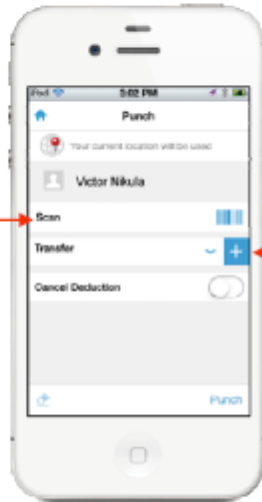


Punch in or Out

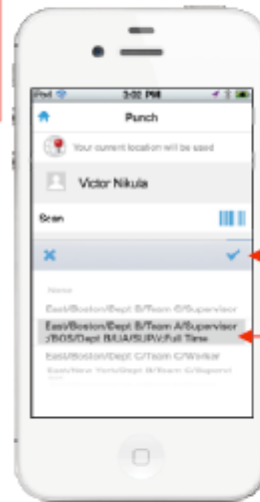
Punch In or Out



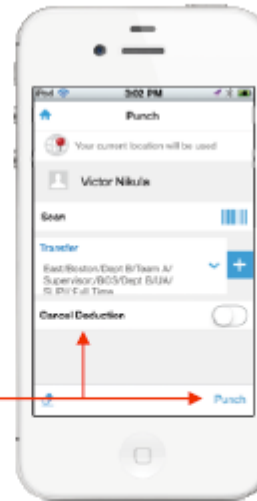
1 On the home screen, select Punch.



2 If you are starting a shift requiring a transfer, select Transfer. Otherwise, skip to Step 4.



3 Select a transfer and tap the check mark.



4 If you are working without a break, switch Cancel Deduction to ON. To enter the punch, tap Punch.

When to Make a Transfer
Normally, you should only enter a transfer when your manager is aware that you will be making one.
Select the transfer only when punching In for the transfer, do not select the transfer again when punching Out.
Your device may recognize your geographical location and limit your transfer options based on that location.

Scan
If you are working at a location with a barcode for starting and stopping jobs, you can punch by tapping here and scanning the code.

When to Cancel a Deduction
Normally, you should only cancel a deduction when your manager has given you approval to do so.
Only cancel the deduction when punching Out at the end of your shift, unless your manager has instructed you to do otherwise.

Workforce Mobile (iPhone)

HomeScreen Overview

Logging On

When you start the Kronos Mobile app, your device connects to your organization's Workforce Central server, using an IP address you supply. You can then log on using your existing Workforce Central credentials.

Alerts

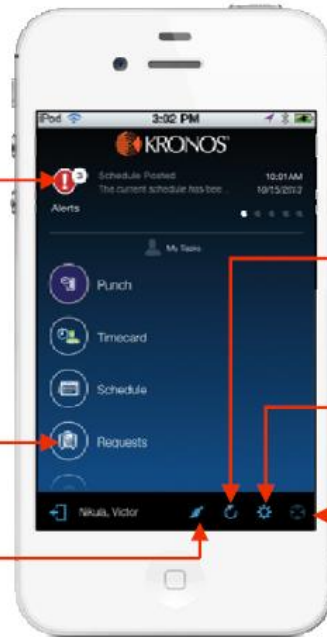
If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

Tasks

Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.

Offline Mode

If you cannot connect to your server, tap here to enter Offline mode. Any edits you make will upload the next time you are online.



GET THE APP

Anyone can download and try out the Kronos Mobile app – check your device's app store to get it. To log on to your organization's server, however, you must be granted access.

Refresh

Tap to update the screen with the latest data from the server. It's a good idea to refresh after making edits.

Context

Tap to change the Time Period you are viewing. All information you view will be in this context until you change it.

Location

Tap to view your current geographical location. If it is recognized by your organization, the app will use it for punches.

CGU Resources

+ WORKDAY JOB AIDS

- KRONOS JOB AIDS

- Kronos Exempt Time Off Requests
- Kronos Mobile-Employee-Job-Aid

+ HR STAFF

+ BENEFITS

+ STUDENT HIRE PROCESS

+ MAIL, DUPLICATING AND OTHER STAFF SERVICES

+ SAFETY

+ CAMPUS SAFETY

+ RIDESHARE

+ DISCOUNTS

Contact

Human Resources
150 E. 10th St.
Claremont, CA 91711
Direct: 909-607-7816
Fax: 909-621-8861



Kronos Manager Guide



Applications
17 Items

Workday Resources	Benefits	Pay	Kronos Timekeeping
Favorites	My Team	Personal Information	Payroll
Reports	CGU - My Reports	Birthdays	Anniversaries
Recruiting	Career	Directory	Performance



Exceptions Review

Exceptions Review



It's recommended for managers to review their employee timesheets on a daily basis, to ensure time worked is accurately identified for the pay period.

Review the Exceptions Widget

The exceptions widget provides an at-a-glance summary of timesheet issues that should be reviewed and resolved.

- Click the **Exceptions** link on the right side of the Kronos webpage.
- To see a more detailed view of the exception:
 - Double-click an employee name, to open the timesheet in order to review and correct the exception.
 - For multiple employees, hold down the Ctrl or Shift key on the keyboard, then click the View Exceptions drop-down to review by exception type.

Missed Meal Penalty	
Punches	
Absences	2
Totals	2

Missed Meal Penalty	
	1

Key Takeaways for Supervisors/Approvers

- Remind all hourly staff including student workers to punch in and out.
- Please respond as soon as possible to current audit questions from payroll department
- Take a moment to review information before launch August 17th
- Meal breaks by the 5th hour
- No punch in necessary for other breaks
- If punch is missed please fill out Kronos time card correction form.

Thank You!!!



THANK
YOU!