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.
Employee’s Name: alejandra gaytan

☑ Punch recorded in the incorrect Department

Correct Department: Human Resources

Reason: Forgot to punch/ Kronos access error

Employee Signature: Alejandra Gaytan

Date: 08/06/2020 5:00PM

Supervisor Approval

Date

Human Resources

Date
How to access Kronos
Punching in (desktop)

<table>
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<tr>
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**Transfer:**

- Select transfer options from the drop-down menu.

**Last Timestamp:**

- Display the last timestamp for your timecard.

**My Timecard:**

- View and approve timecards.

**My Timestamp:**

- Display and manage timestamps.

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Punching in (mobile)
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.

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.

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.
Workforce Mobile (iPhone)

Home Screen 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 punch in.

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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.
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!!!