



THE CLAREMONT COLLEGES

---

**SERVICES**

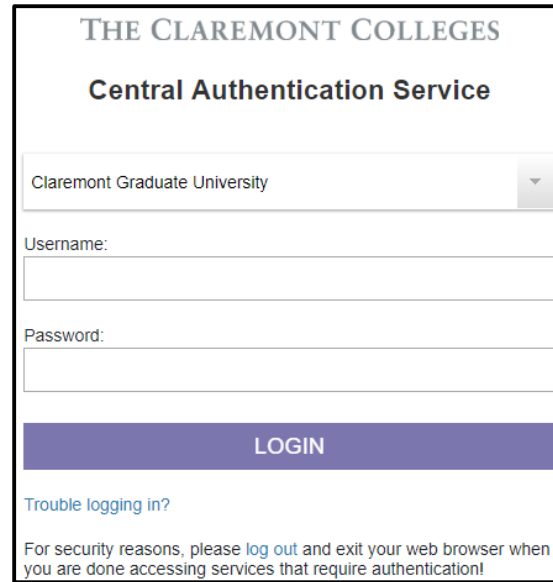
**Kronos Time & Attendance**

**Manager Timesheet Review and Approval Guide**

1. Login Instructions
2. Reviewing Timesheet Exceptions
3. Reviewing Alerts & Notifications
4. Selecting a Job when Multiple Jobs Exist
5. Approve Timesheets
6. Approving Time off Requests

## Logging in

- 1 Access the login page.  
<https://timekeeping.claremont.edu>
- 2 Select **Claremont Graduate University** in the Company drop-down
- 3 Enter your CGU Username and Password credentials.
- 4 Click **Login** or press the **Enter** key on the keyboard. You are brought to your default home page.



If you experience login issues, please contact:

## Signing out

- 1 Click **Sign Out** in the upper right side side of the Kronos webpage. You are brought to the CAS login page.



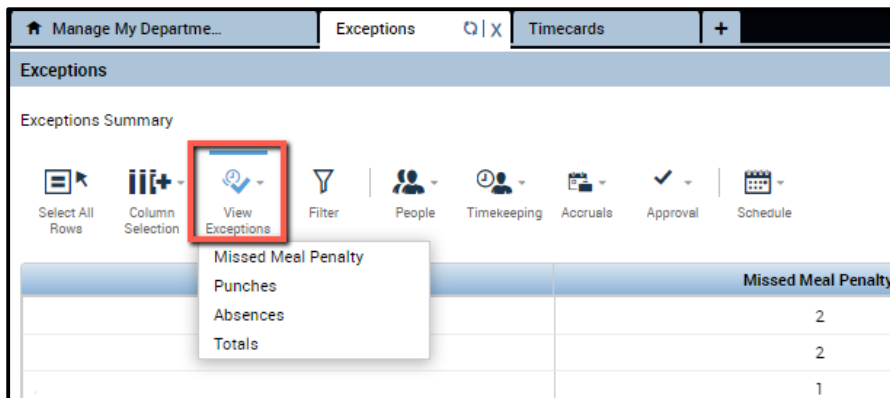
It is recommended that you always end your work session by clicking **Sign Out**. Closing the browser window without signing-out might leave your connection to the application open, allowing unauthorized people to view and edit information.

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

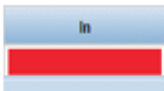
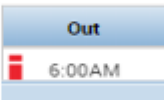
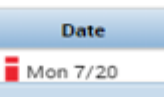
The exceptions widget provides an at-a-glance summary of timesheet issues that should be reviewed and resolved.

- 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.



## Correct the Exception

Within the timesheet, further information on the exception is given. These exceptions must be addressed to ensure that payroll data is accurate.

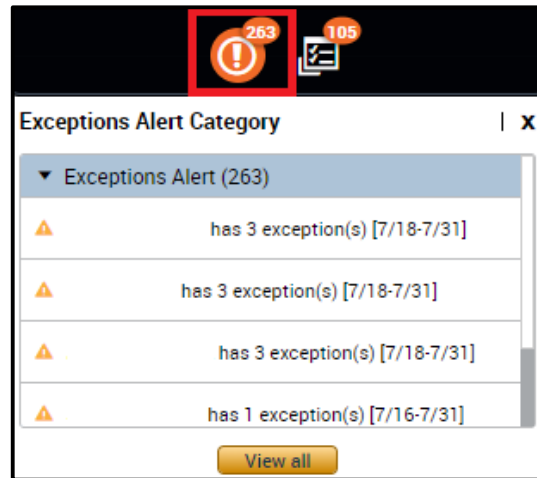
Exception Type	Visual Indicator	Correction Details
<b>Missed Punch</b> Solid red block of time		Click in the cell to enter missed hours
<b>Missed Meal Penalty</b> Red indicator on In or Out time		Right click cell to Mark As Reviewed
<b>Absences</b> Red indicator on date		Add missed time worked and/or accruals

## Review Alerts

In addition to the Exceptions widget, timesheet issues can also be seen in the Alerts notification

If a timesheet triggers an Alert, the Alert icon displays a number which corresponds to the number of employees with an exception.

- Click the **Alert** icon to display a list of employees with an exception alert.
- Select an employee to open the Exceptions Widget *or* click View All to open the Alerts and Notifications widget.
  - Refer to page 3 for instructions how to correct an exception.



# Selecting a Job when Multiple Jobs Exist

If an employee has more than one job, a job transfer must be entered to ensure that hours are processed on the position worked.

1 Enter the In and Out time, then press **Tab** or **Enter**.

**Note:**

Manager's have access to all positions. It's recommended that the employee complete the transfer section.

2 From the transfer set for each time block, select the position for the In and Out hours worked.

Date	Schedule	In	Out	Transfer	In	Out	Transfer
Mon 7/20		8:00AM	10:00AM		2:00PM	3:30PM	
Tue 7/21							

3 Select Search in the **Transfer** cell to enter the Labor Account.

Date	Schedule	In	Out	Transfer	In	Out	Transfer
Mon 7/20		8:00AM	10:00AM		2:00PM	3:30PM	
Tue 7/21				Search...			
Wed 7/22							
Thu 7/23							

### Transfer

Name

Labor Account      //

Work Rule

Labor Account | Work Rule

---

**Add Labor Account**

Title:

Supervisor - Ti...

Position ID:

Cost Center:

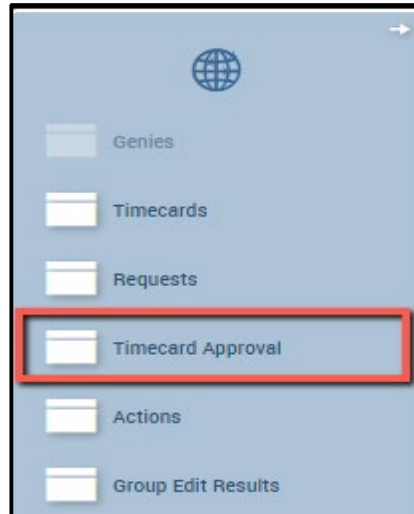
POS-13022      CGU-Student - RA

**Note:**

Transfer is viewed as: Position Title / Manager ID / Timesheet Supervisor ID / Employee Position ID

## Access the Timecard Approval widget

1. Click the Timecard Approval link on the right side of the Kronos webpage. This will open the timesheet review and approval process.



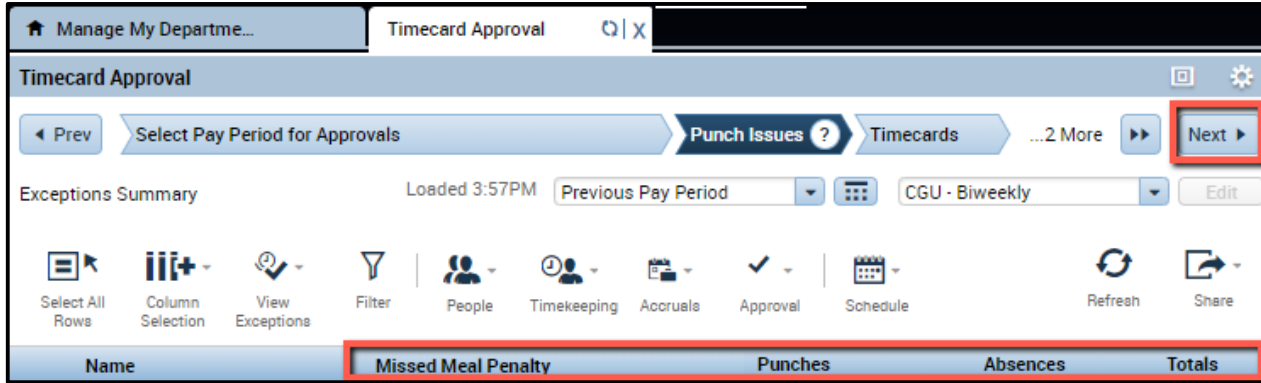
## Select the Pay Period to Approve

1. Verify the Time Period is correct.
  - Choose **Current Pay Period** if approving timesheets prior to the pay period end date.
  - If the pay period has ended, choose **Previous Pay Period**.
2. Verify the Hyperfind includes the group of employees for which you are approving timesheets. Options include, but not limited to:
  - Employees – Biweekly
  - Employees – Monthly
3. Click **Save** then select **Next**.



## Review Timesheet Issues

1. Review and correct any remaining **Punch Issues** (refer to page 3).
  - To review timesheets individually, click Next.
2. After the issues are addressed, click **Next** to the Approve Timecards page.



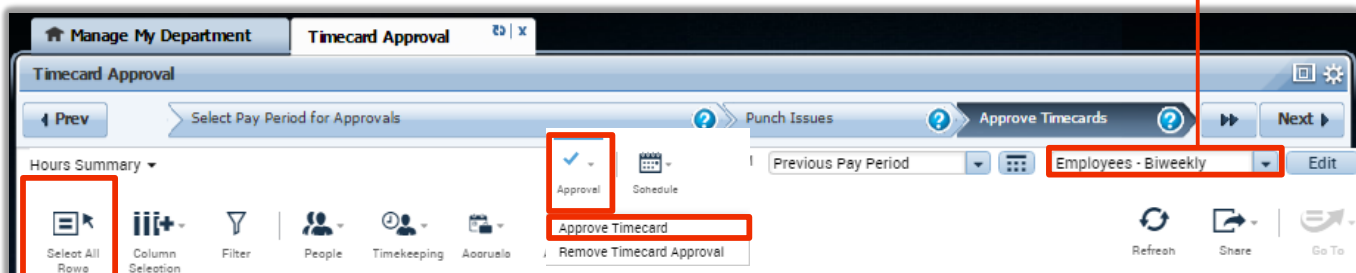
## Approve Timecards

1. Review the hours worked and time off in the grid for accuracy.
  - To review further detail on a employee timesheet, double click their name to open their timecard.

Person Name	ID	Regular	Holiday	Overtime	Double Time	Meal Penalty	Sick	Vacation	CA Sick
		64.0	16.0						
		64.0	16.0						
		61.5							

2. Once hours are reviewed, either **Select All Rows** or select the individual employees you want to approve.
  - To select only certain employees: Hold down the Ctrl key on the keyboard, then left click the employee name.
  - If selecting the entire group, click the **Select All Rows** icon.
3. Click the **Approval** drop-down and select **Approve Timecard**.
4. A pop-up will open to confirm approval, select **Yes**.

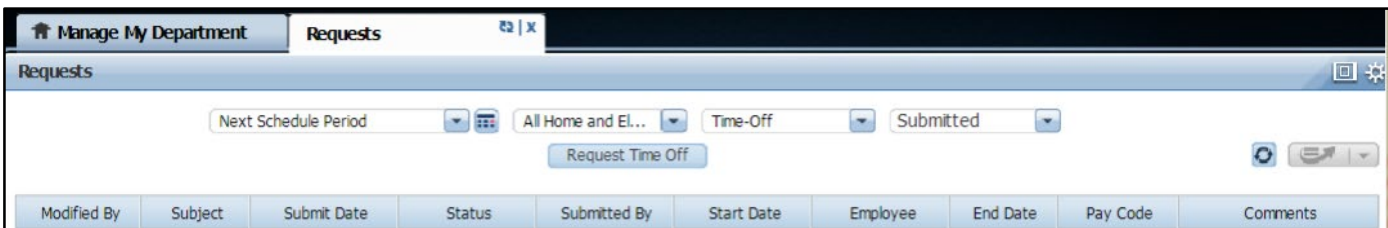
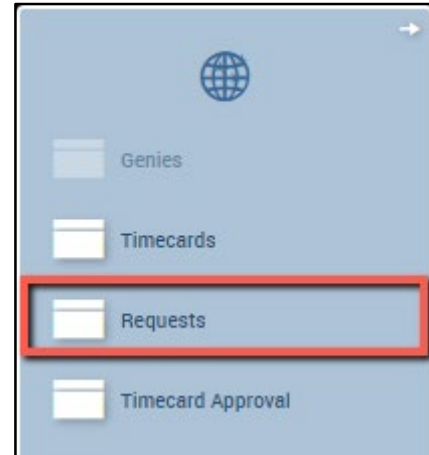
Hyperfind Query Group



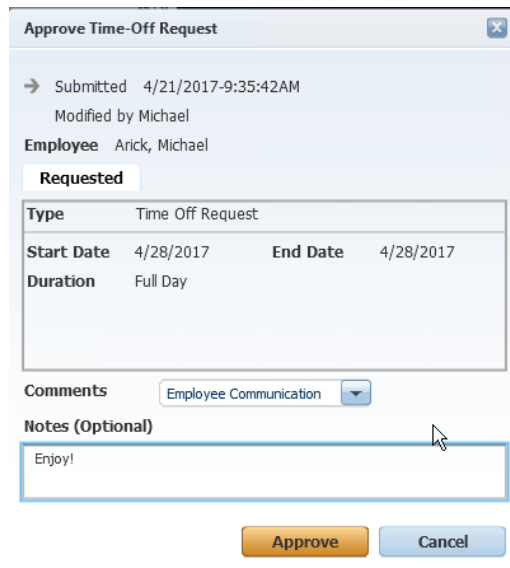
## Approving a time-off request

After an employee submits a time-off request, you will receive an email notification regarding the request. You will need to login to Kronos to review the request. The request can be approved as submitted, or edit the request to suit your staffing requirements. After approving the request, the application updates the employee's timecard to reflect the request details.

- 1 Access the Requests widget.
- 2 Enter or select the applicable time-frame for which you want to view requests.
- 3 Highlight the applicable employee's name within the grid and double-click to open the request details



- 4 Click **Approve**.



A screenshot of the 'Approve Time-Off Request' dialog box. It shows the following information: Submitted 4/21/2017-9:35:42AM, Modified by Michael, Employee Arick, Michael, Requested, Type Time Off Request, Start Date 4/28/2017, End Date 4/28/2017, Duration Full Day, Comments Employee Communication, and Notes (Optional) Enjoy!. There are 'Approve' and 'Cancel' buttons at the bottom.

**Note:**  
Comments and Notes can be entered on the request.