Shepherd University

KRONOS TIME KEEPING MANUAL FOR EMPLOYEES AND SUPERVISORS

Revised June 28, 2016

Introduction

What is Kronos?

The State of West Virginia has implemented an Enterprise Resource Planning (ERP) system called wvOASIS which, among other things, replaces the old EPICS payroll system. One component of the ERP is Kronos, which is a leave management system and a time keeping system. Shepherd University is required by the State to adopt this system. The Human Resources staff and Payroll staff are committed to making this system work as smoothly as possible for Shepherd employees.

Timely Monitoring Required

The new Kronos leave management and time keeping system requires careful monitoring by supervisors. It is recommended that supervisors develop a habit of checking Kronos every day. The consequences of inaction are severe: Employees will not be paid!

Pay periods consist of two-week periods beginning on Saturday and ending on Friday. Leave and time must be submitted by employees and approved by supervisors within the current pay period. **If leave is submitted by an employee but not approved by the supervisor within the current pay period, then the employee will not be paid for that time if the employee is on the hourly payroll ("positive paid").** If "exception paid" employees' leave requests are not approved within the current pay period, then their leave balances will be incorrect. If leave and time are not submitted and approved within the current pay period, several steps are required by the supervisor and by the Human Resources staff and Payroll staff to retroactively correct that error.

myApps Accounts

In order to use the Kronos leave management system and time keeping system, employees and supervisors must have myApps accounts. Instructions for creating a myApps account can be found on the Employee Benefits page of the Human Resources website.

Accounting for Work Time

All non-exempt employees must account for their time on a daily basis. They are required to clock out (either via Timeclock or ESS Timestamp) every day for their unpaid lunch break. Exempt employees will not track their time daily but they will need to sign off on their Timecards every other Friday at the end of each pay period.

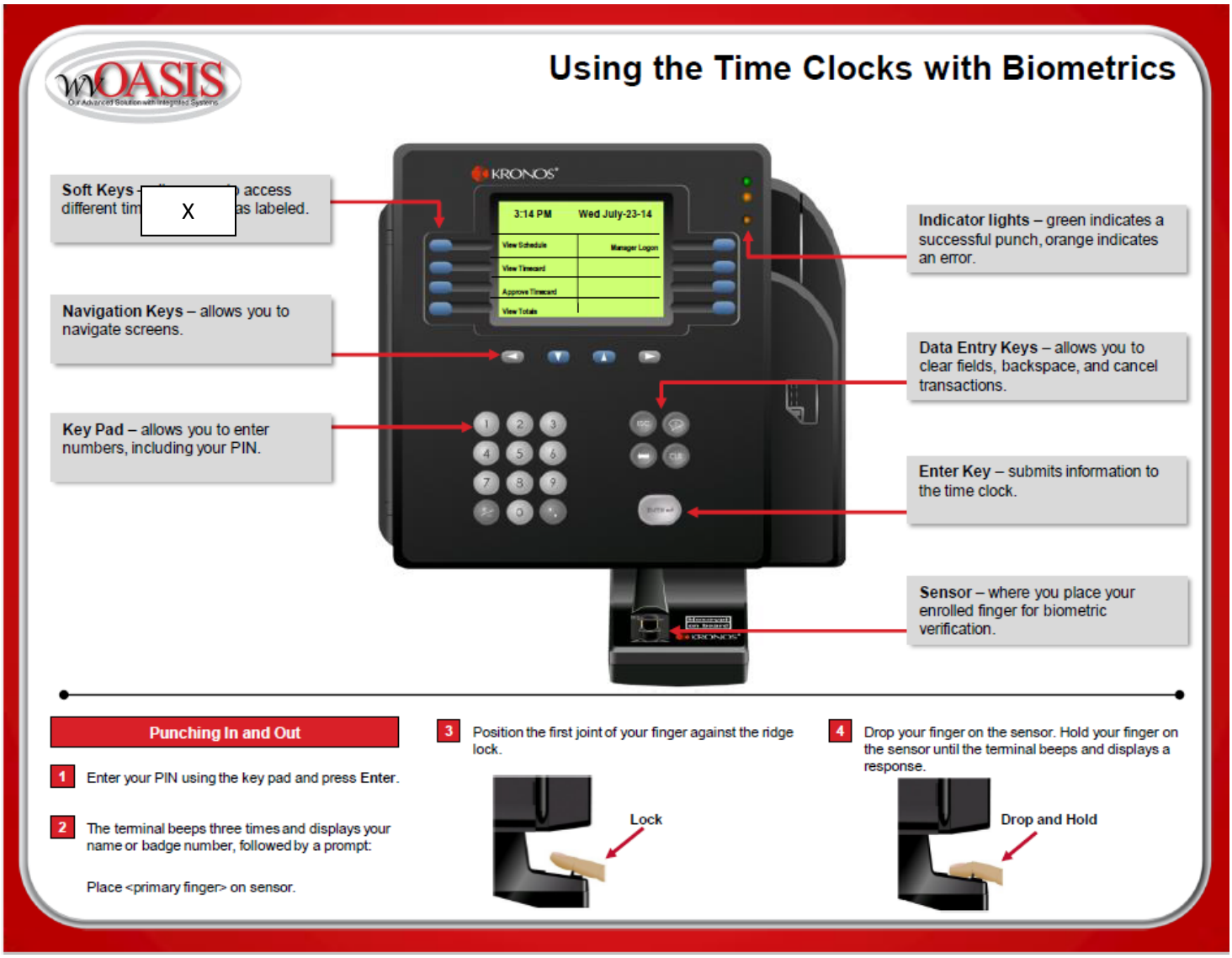
Clock-ins and clock-outs must be done within seven minutes of the employee's start or end time. The time will be rounded to 15 minute increments.

Who will use Kronos?

Kronos will be used by all staff and faculty who accrue leave as well as all hourly employees (including student employees), plus the people who supervise the employees in those categories. Adjunct faculty members and full-time faculty members who do not supervise leave-earning or hourly employees will not be using Kronos.

Kronos Timeclock Instructions

(Positive Paid Employees Only)

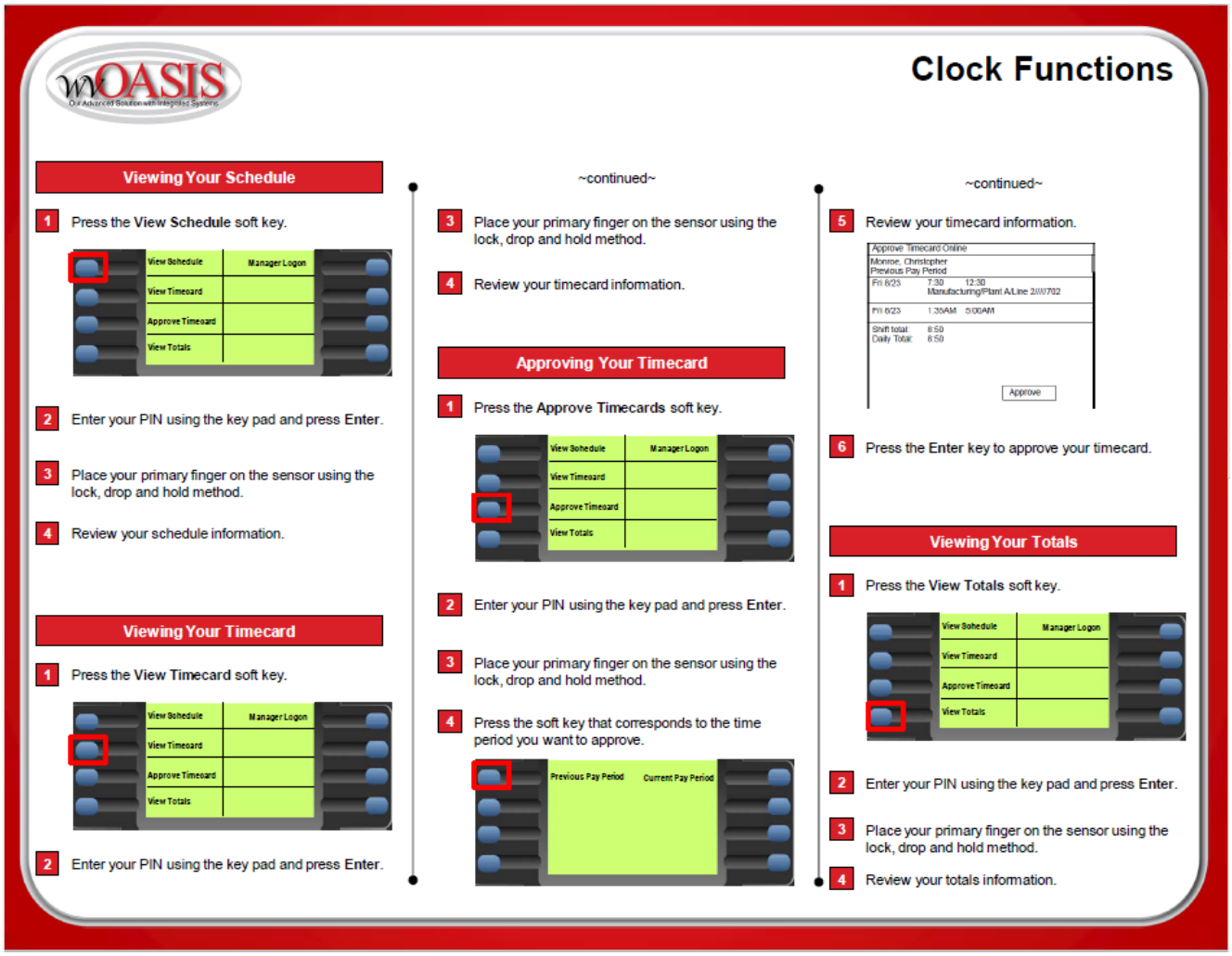


Positive paid employees (hourly; non-exempt) must be programmed into the timeclocks in order to use them. Employees will be given their wvOASIS number at the time they are programmed into the timeclock.

Supervisors are encouraged to keep a list of their employees' wvOASIS numbers. Employees will need their wvOASIS numbers in order to use timeclocks. It is possible that there may be times when they have forgotten or misplaced those numbers and if the supervisors have them they can provide them to their employees. wvOASIS numbers are not needed in order to use the ESS Timestamp feature (computer).

Kronos Timeclock Instructions (continued)

(Positive Paid Employees Only)



When employees have been programmed into timeclocks they can use either a timeclock or ESS timestamp in order to clock in and out. If they have not been programmed into the timeclock then they must use the timestamp. All Positive Paid employees are encouraged to get programmed into the timeclock so that they will have a choice.

Clock-ins and clock-outs must be done within seven minutes of the employee's start or end time. The time will be rounded to 15 minute increments.

If Positive Paid employees forget to clock in and out at the beginning and end of their work day, or at the beginning and end of their unpaid lunch period, then the employee's supervisor will have to correct the employee's Timecard.

Timeclock Locations

Timeclocks are located in the following buildings on campus. Positive paid employees (hourly; non-exempt) can use any timeclock on campus.

1. Bookstore – front office 1, left wall inside of door
2. Butcher Center – Room 116 (Central Issue), wall behind the door
3. CCA II – wall between Rooms 117 and 118
4. Dining Hall – area near old time clock
5. Erma Ora Byrd Hall – first floor kitchenette
6. Facilities Management – area near old time clock
7. Frank Center – slate lobby, wall closest to the brick wall, near the picture
8. Gardiner Hall – hallway near Room G24
9. Grounds Trailer – area near old time clock
10. Human Resources - hallway
11. Ikenberry Hall – lower level hallway, near elevator
12. Knutti Hall – hallway near Room 114A
13. Library – second floor lounge
14. Library – wall outside of Room 102
15. Martinsburg Center
16. Miller Hall – entryway into Residence Life offices
17. Moler Hall – suite occupied by University Police Department
18. Snyder Hall – hallway outside of Rooms 110 and 111
19. Student Center – hallway closet on first floor (area near old time clock)
20. Wellness Center – area near old time clock
21. White Hall – Room 203

How to Log Into Kronos

Sign onto MyApps v2 https://www.wvsao.gov	myApps v2
Click on the Kronos Time and Leave icon. **Go to Workspaces/My Information and there you will see your name and wvOASIS ID number.**	KRONOS Time and Leave

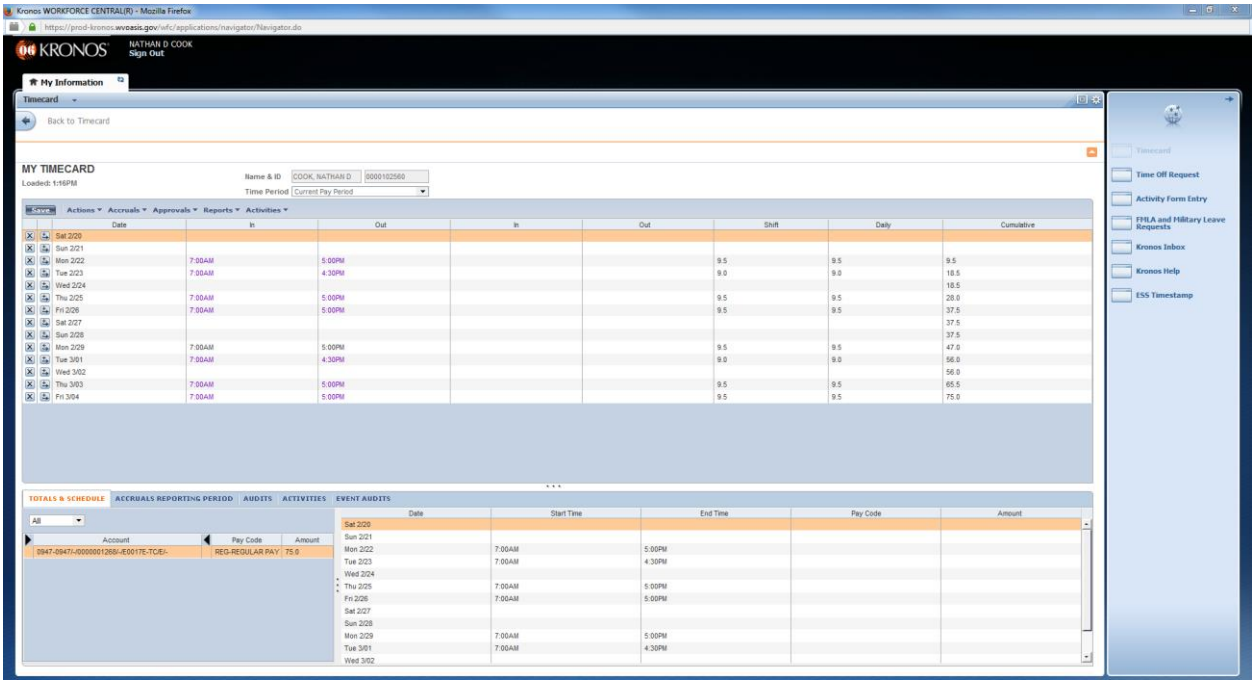
Employee Self Service (ESS) Timestamp Instructions

(Positive Paid Employees Only)

Employees must clock in and out using computers on campus unless they have special permission from their supervisors to use an off-campus computer.

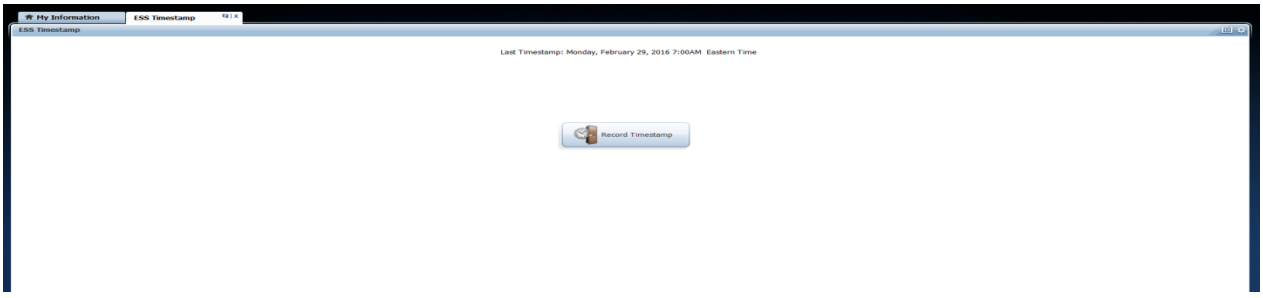
Log into your myApps account with your email address and password and click Sign In. After signing into your myApps account, click the orange Kronos app.

Your Timecard should then be displayed. On the right-hand side of the window you will see a menu. In this menu you should click **ESS Timestamp**.



A new tab will appear and you will be on the **ESS Timestamp** page. You will notice the date and time of your last timestamp at the top center of the page. Below your last timestamp information you will see a button with a clock and door image that says Record Timestamp. You will need to click this button in order to record your timestamp.

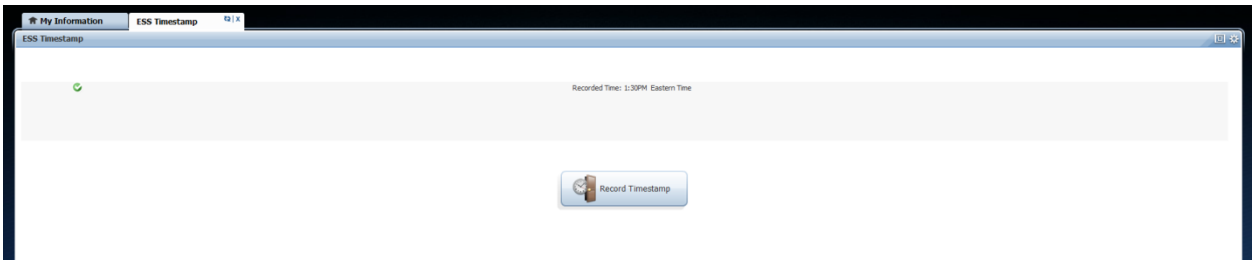
NOTE: please, do not click the Record Timestamp button multiple times, because it will record a punch each time you click. Please, click ONLY once for each punch.



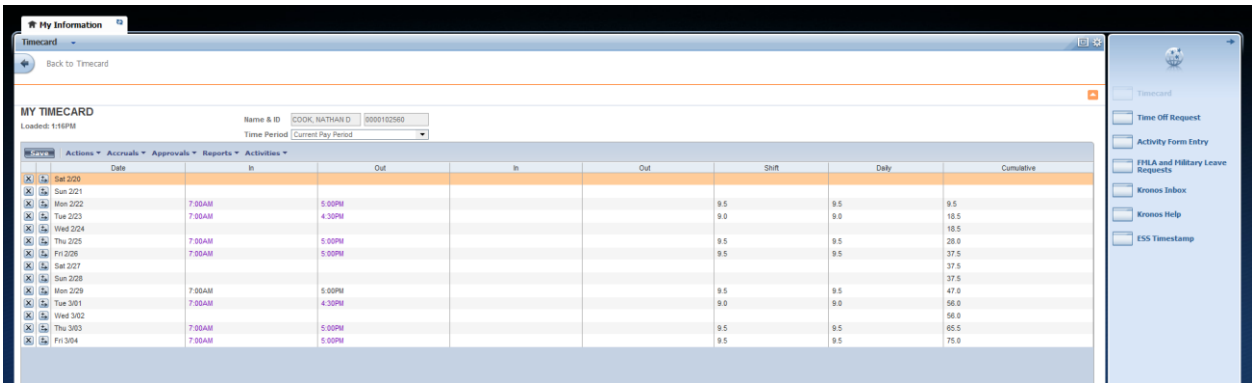
ESS Timestamp Instructions (continued)

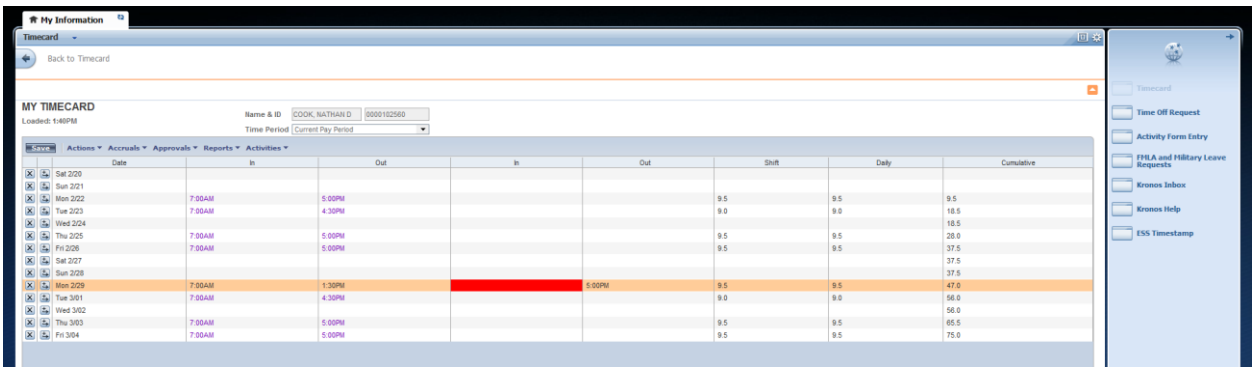
(Positive Paid Employees Only)

After clicking the Record Timestamp button, the last timestamp information should be replaced by the Recorded Time information which tells you the time of the timestamp you just recorded. You should also see a green circle with a white checkmark inside of it indicating that the Timestamp was recorded successfully. You will then need to close the ESS Timestamp tab by clicking the small x in the right-hand corner of the tab itself.



After closing the ESS Timestamp tab, you will be brought back to your Timecard.
PLEASE NOTE: the Timecard will **NOT** apply any changes that you made by the Record Timestamp button until you have clicked the refresh button (two curved arrows going in a circle) in the right-hand corner of the My Information tab at the top left of your Timecard.



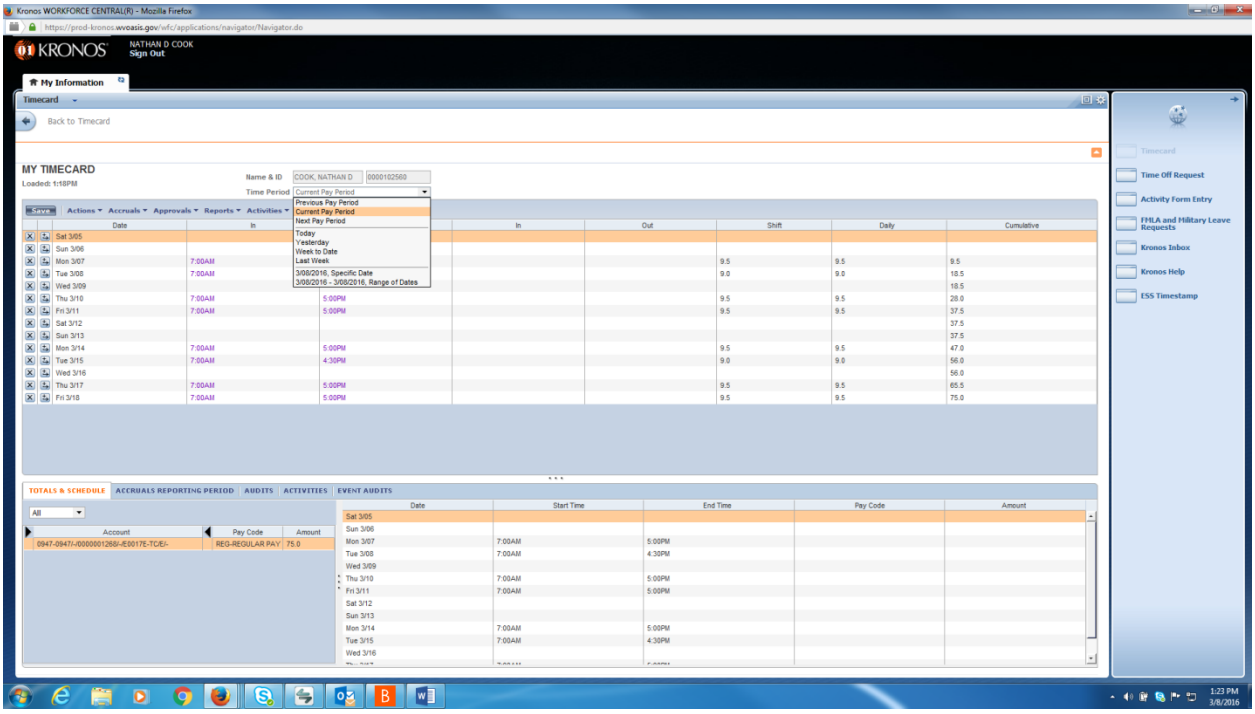


ESS Timestamp Instructions (continued)

(Positive Paid Employees Only)

As you can see in the previous screen shot, the timestamp recorded was applied to the Timecard after clicking the refresh button.

If the refresh function does not populate the time card do **NOT** record another timestamp. Simply click the drop down menu beside the **Time Period** and select **Previous Pay Period** and once that Timecard loads reselect **Current Pay Period** by clicking the drop down menu again. This should populate the Timecard with the recently recorded timestamp.



You will need to repeat this process every time you want to record a timestamp.

PLEASE NOTE: If you have a timestamp that needs to be updated or corrected you will need to contact your supervisor.

Summary: How to Clock In and Out with ESS Timestamp

1. Log in to myApps (https://www.wvsao.gov).

2. Click on the orange box labeled Kronos Time and Leave.

3. You may get a message saying "Activate Java". If so, click on it; then in the pop-up box, select Show All, then Java: Allow Now, and then OK. Then you probably will get another pop-up asking whether you want to run this application. Select Run. If you continue to experience problems with this, please contact IT Service's User Support.

4. Your Timecard should be displayed.

5. On the right-hand side of the window you will see a menu, which is the Related Items Pane.

6. Click on ESS Timestamp, which is one of the items in the Related Items Pane.

7. A new tab will appear and you will be on the ESS Timestamp page. The date and time of your last timestamp will be shown at the top center of the page.

8. Click the Record Timestamp button. Do not click Record Timestamp more than once!

9. The green circle with a while checkmark inside indicates success.

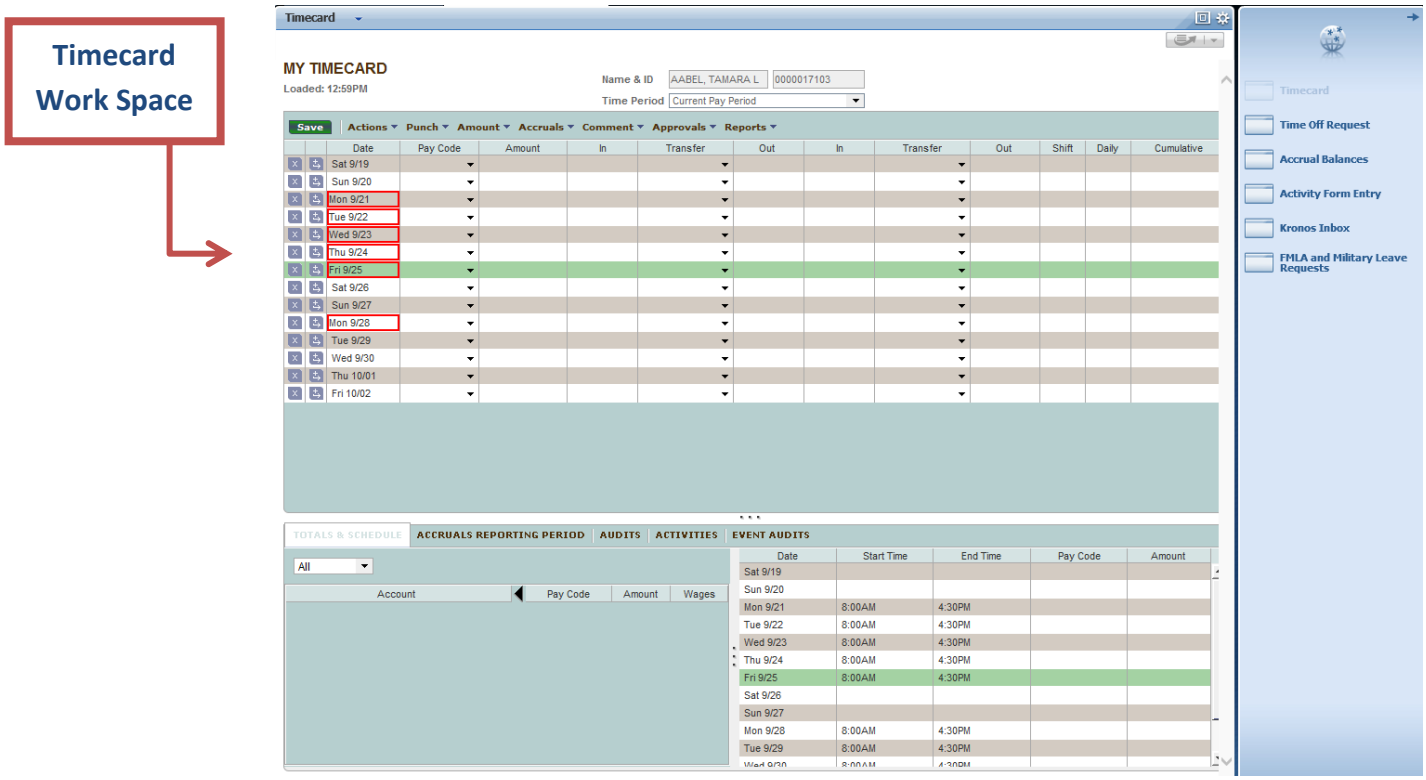
10. Close the ESS Timestamp tab.

11. Click Refresh on the My Information tab. The Timecard will not apply changes until you have clicked Refresh.

12. If refreshing does not populate the Timecard, do not record another timestamp. Instead, click Time Period and select Previous Pay Period; then re-select Current Pay Period.

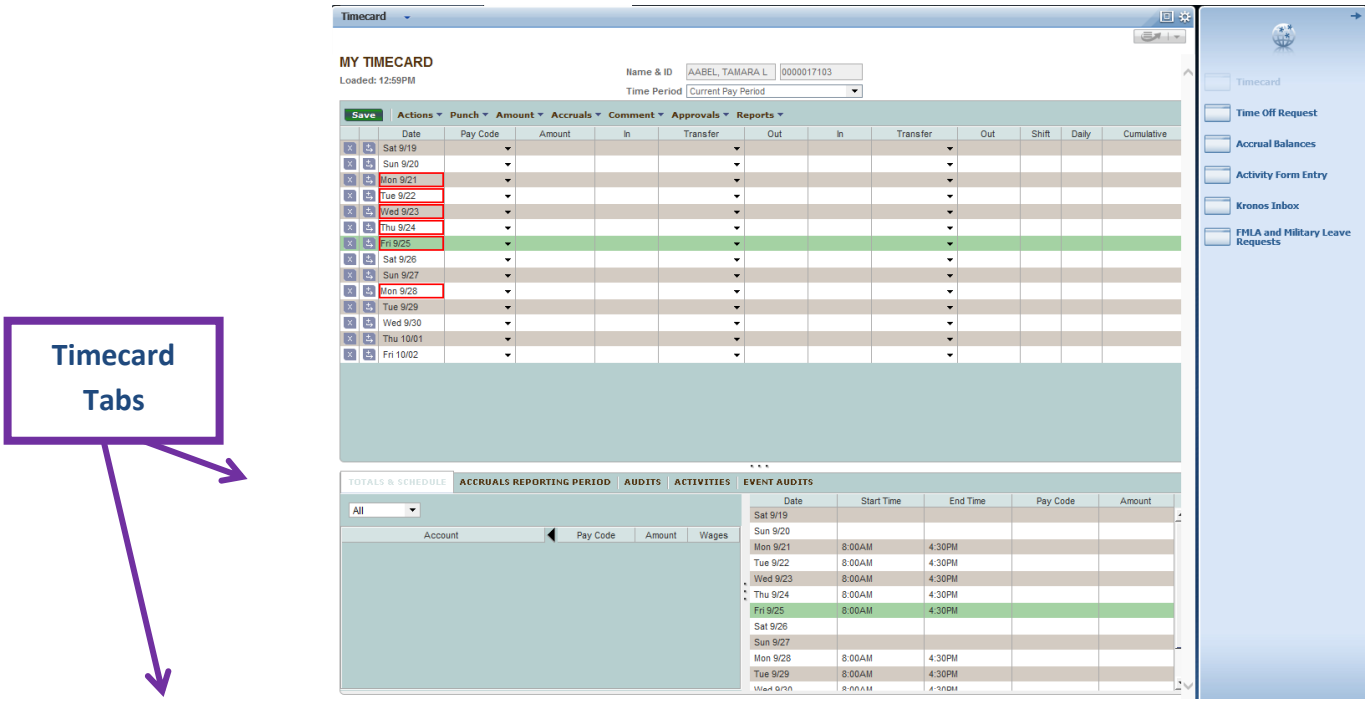
13. If you have a timestamp that needs to be updated or corrected you will need to contact your supervisor.

Kronos Timecard Work Space



Name and ID **Time Period**	Name & ID AABEL, TAMARA L 0000017103 Time Period Current Pay Period
Date	The day or range of days that you are viewing.
Pay Code	The category of time such as annual or sick leave. This field should not be modified. It is a view only field.
Amount	The amount of time or leave used, if applicable.
In	The time the employee starts their work shift. The second **In** column is used when a meal break or other break in the day has been taken.
Transfer	This field is not used.
Out	The time the employee ends their shift or has a break in their work day such as a meal break.
Shift	The total number of hours the employee worked that day.
Daily	The total number of hours for the employee on that day.
Cumulative	A running total of hours for the employee during that time period.

Kronos Timecard Tabs



TOTALS & SCHEDULE	This is the default tab. The Timecard totals are displayed for that timesheet period. It includes the account code, pay code and amount (hours).
ACCRUALS REPORTING PERIOD	This is where you will find your leave balances. You can use the Balance As Of date field to determine leave balances in the future.
AUDITS	Displays an activity such as time entry or corrections made to your Timecard and approved by your supervisor. Use the Type of Edit dropdown and select all to view Timecard adjustments.
SIGN-OFFS, REQUESTS & APPROVALS	Displays Timecard approvals and sign-offs.

HELPFUL HINT

Click on the ... above the Timecards tabs and drag up to increase or decrease the space for easier viewing.

How to Approve Your Timecard

All full-time staff and (12-month) faculty who earn leave must approve their Timecards every other Friday on the last day of the pay period. Part-time, casual, and student employees do NOT need to approve their Timecards.

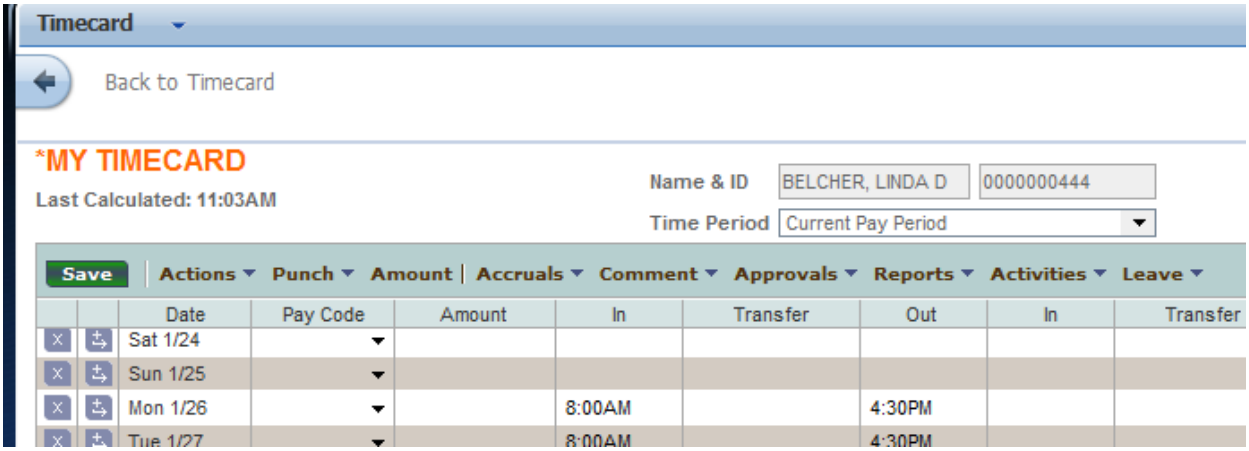
When approving your timecard, be sure the **Time Period** dropdown box shows Current Pay Period. On the last day you are scheduled to work or take leave in a pay period, you need to approve your timecard. After you approve your timecard and your pay period ends, changes cannot be made. If you notice a problem, contact your Timekeeper or Supervisor.

Both Positive Paid (Hourly) and Exception Paid (Salaried) employees will follow the same steps in approving their timecard.

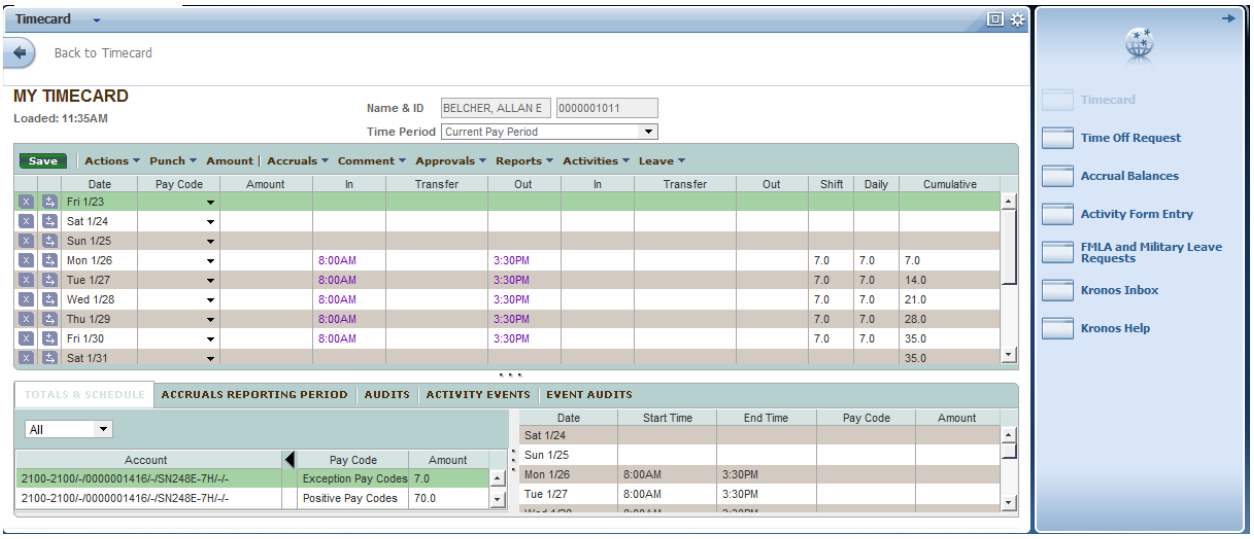
- Step 1: Select the Approvals drop-down arrow.
- Step 2: Select Approve.

Below are examples of what the Positive Paid and Exception Paid employee's timecard should look like at the end of the pay period.

Positive Paid Employees Timecard



Exception Paid Employees Timecard



Please Note: All requests for modifications to your Timecard should be submitted by email to your supervisor.

You are responsible for the accuracy of your own Timecard.

Confirm Approval of Timecard

Employees may confirm that their timecard has been approved by themselves and their supervisor by clicking on the Sign-offs, Requests, & Approvals tab on the Timecard. Timecard Approval by Employee and Timecard Approval by Manager are shown under the Action Taken column.

Paper Timesheets

Employees who have second jobs will have to complete paper timesheets for their second job. This mostly applies to student employees.

Paper timesheets must be submitted (preferably by the employee's supervisor) by Noon every Monday for the prior week. Paper timesheets are being collected on a weekly basis because the work hours from paper timesheets must be manually typed into wvOASIS and the turnaround time is short.

Submit paper timesheets to the Payroll Office (for regular employees) or to the Human Resources Office or Business Office (for student employees).

Paper timesheets may be scanned and emailed. If you do that, please make sure that the person you are emailing them to is in the office that day. Then follow up by sending a copy of the original timesheet through campus mail.

How to See Your Pay Stub

In the past, the State of West Virginia Auditor's Office provided an electronic version of employees' pay stubs through myApps/eNODS. With the advent of wvOASIS, pay stubs will no longer be viewable there. Instead, they will be available through ESS (Employee Self Service). To access your pay stub, follow the instructions below.

14. Log in to myApps (https://www.wvsao.gov).

15. Click on the green box labeled ESS (Employee Self Service).

16. On the left side of the screen, select the My Info tab.

17. At the top of the screen, click on My Compensation.

18. Again at the top of the screen, this time on the second line, select Issued Checks/Advices.

19. About a third of the way down the page, to the left, you will see Attachments. Click on the Attachments link.

20. This leads you to a screen with a link labeled Download.

21. When you click Download, you can then open your pay stub with Adobe Acrobat or you can save the file to your computer.

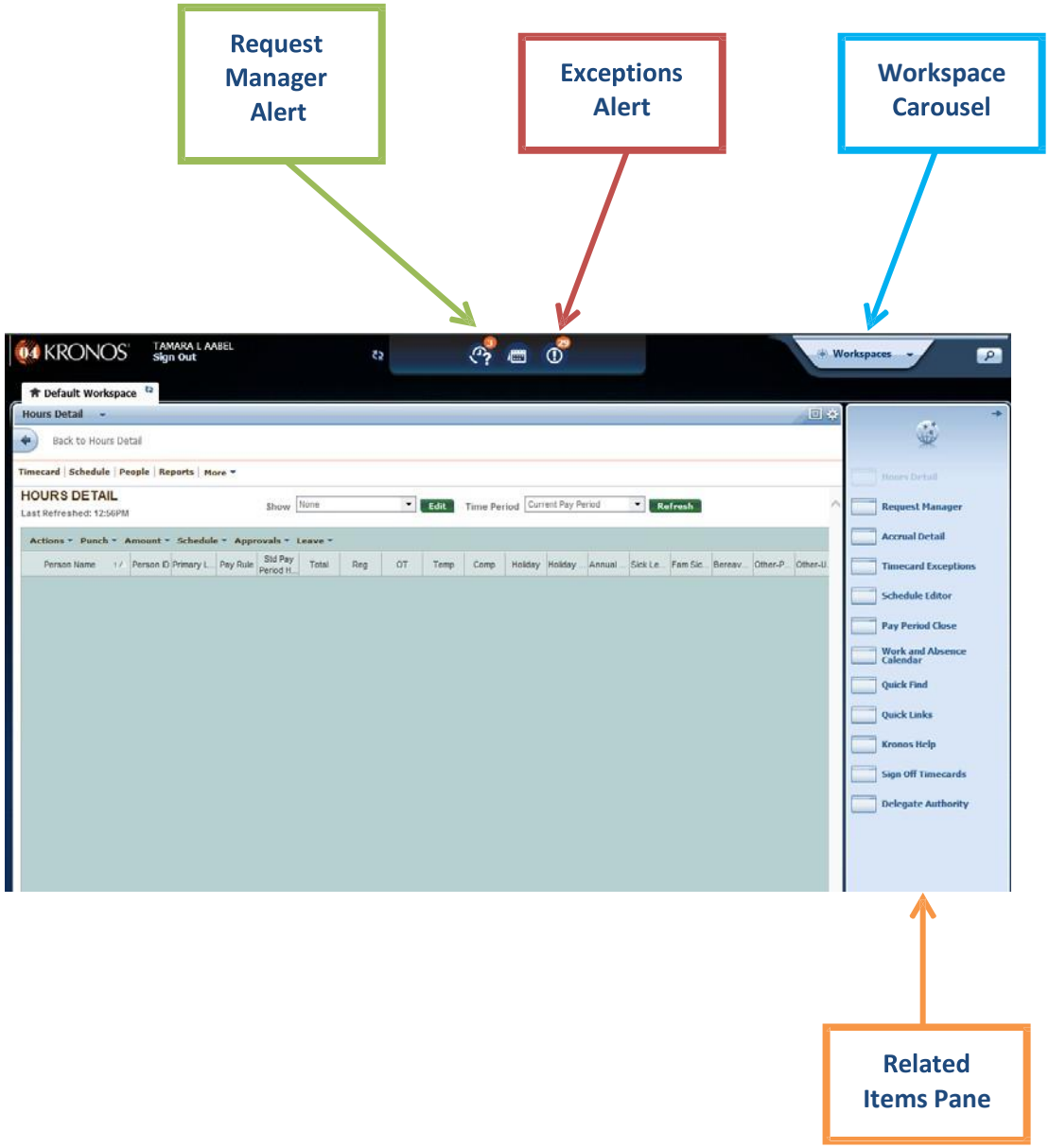
22. If desired, you can print your pay stub.

23. Please remember to log out, especially if you are using a public computer. The logout button is at the top right-hand side of the page.

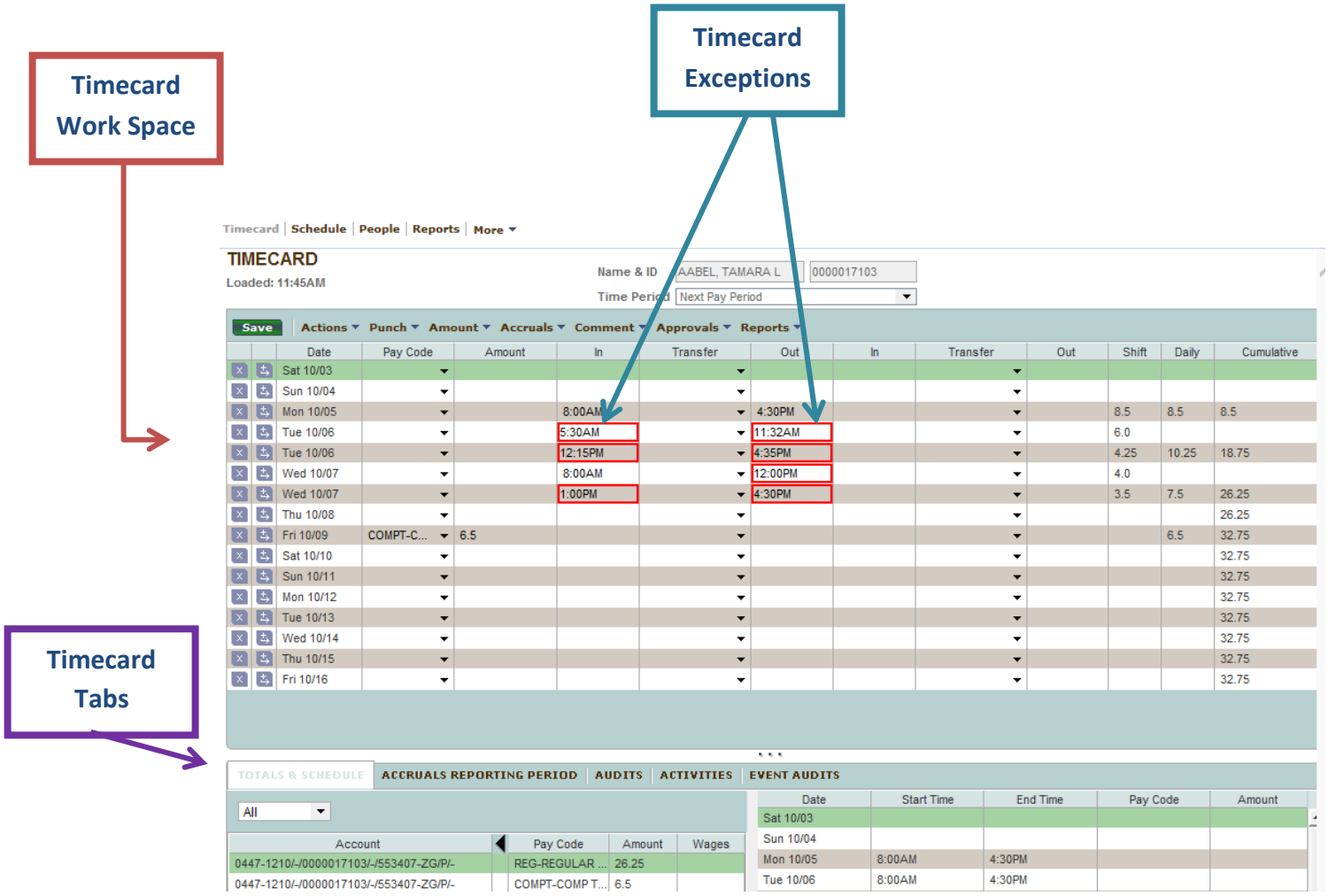
Kronos Time Keeping Manual

SUPERVISORS' SECTION

Kronos Supervisor Workspace



Kronos Supervisor Timecard View



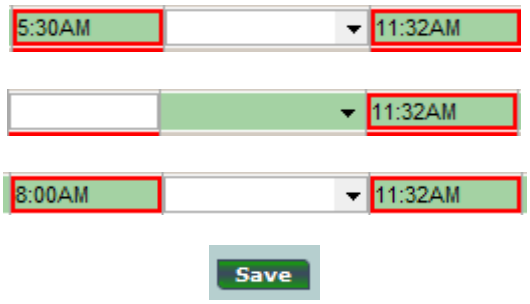
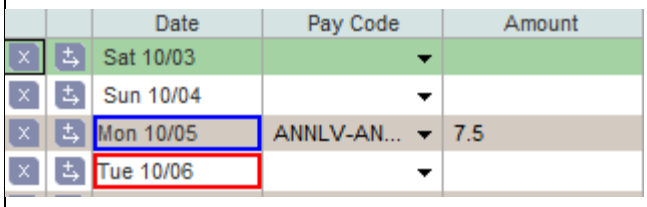
Timecards must be approved by supervisors by no later than Noon on the Monday following the close of each pay period!

If you approve Timecards on the last Friday of the pay period, select Current Pay Period. If you approve Timecards on the following Monday, select Previous Pay Period.

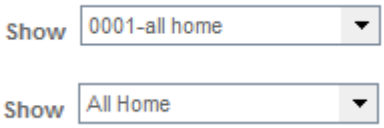
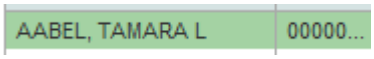
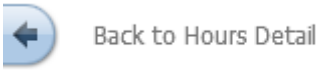
Kronos Supervisor Timecard Exception Edits

A Timecard Exception is a notification on an employee's Timecard (highlighted in red) that alerts employees and supervisors to possible discrepancies on the Timecard that may need attention. However, not all exceptions require adjustments.

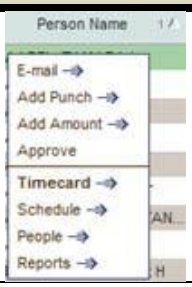
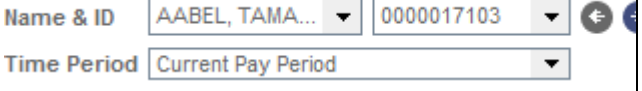
<table>
<tr><td>Lunch time and end of shift punches</td><td>These punches will always show as an exception. If the times are correct, no further action is required.</td><td>
</td></tr>
<tr><td>Missed Punch</td><td colspan="2">If time is missing from a full day, the date displays in red box.

To add time worked, click in the cells of the missed punches, enter the correct punch times and click SAVE. The outline of the box turns green after you click on it.
</td></tr>
<tr><td>Correcting a Punch</td><td>Click in the cell of the incorrect punch, hit the backspace to delete incorrect time and enter the amended time. Click the Save button.</td><td> 
</td></tr>
<tr><td>Adding a Pay Code/Leave to a Timecard</td><td>Leave should only be added to a Timecard if leave is needed on a Timecard at the end of a pay period and the employee has not submitted a leave request for approval.</td><td> 
</td></tr>
</table>

Kronos Supervisor Approving a Timecard

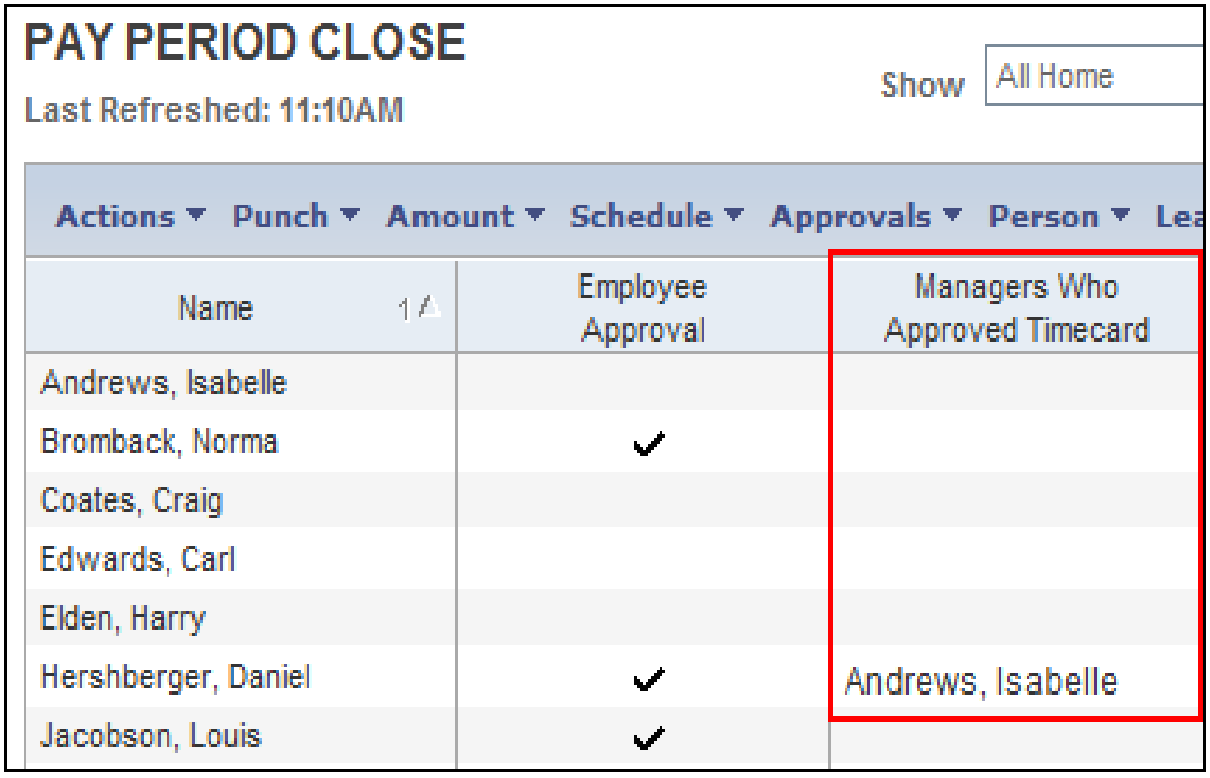
1	**Sign onto MyApps v2 https://www.wvsao.gov/login.aspx**	
2	**Click on the KRONOS time and leave icon**	
3	**On the Hours Detail page, select "All Home" from the Show drop down list.**	
4	**To open a Timecard, double-click on the employee's name.**	
5	**Review the Timecard, click on Approvals and select Approve.**	
6	**Click Back to Hours Detail to return to the previous screen or click on sign out in the upper left hand corner of the screen.**	

HELPFUL HINTS

Right click on the employee's name and a menu appears, select Timecard. Timecards can also be approved this way; however, all Timecards should be reviewed prior to approval.	
To view multiple Timecards, holding down the CTRL key, select all the employee's and click on Timecard above the HOURS DETAIL or right click and select Timecard. An arrow will appear next to the Name and ID. Click the arrow to scroll though and review and approve the Timecards	

How Supervisors View Timecard Approvals

To confirm approval of their employees, supervisors may click on Pay Period Close. If you approved the Timecard, your name will show under Managers Who Approved Timecard.



Paper Timesheets

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Paper timesheets must be submitted, preferably by the employee's supervisor, by Noon every Monday for the prior week.

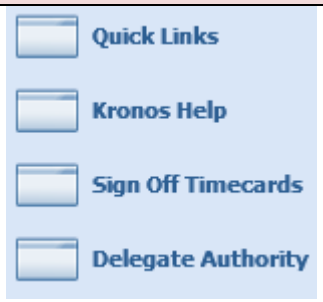
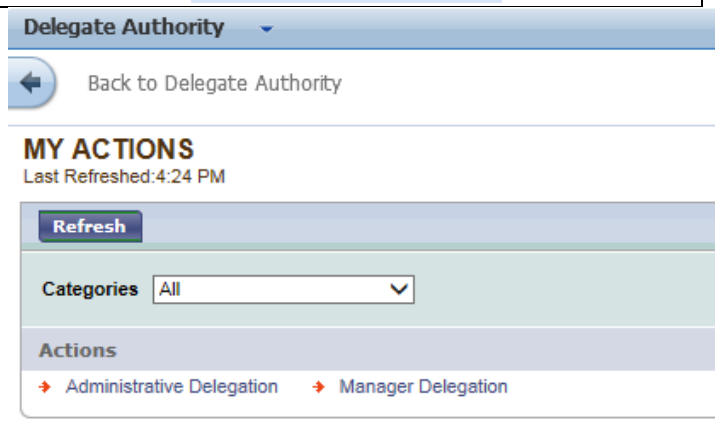
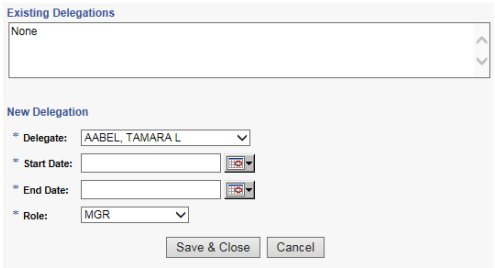
Paper timesheets are being collected every week because employees' work hours on timesheets must be manually typed into wvOASIS and the turnaround time is short.

Submit paper timesheets to the Payroll Office (for regular employees) or to the HR Office or Business Office (for student employees).

Delegate and Accept or Decline Kronos Supervisor Authority

Delegate Authority

As a supervisor, you have the ability to delegate your supervisory functions in Kronos to another supervisor. Delegating authority in Kronos should be used when a supervisor is unavailable, for example, due to travel or long term leave. Once you have delegated authority to another supervisor, they have the access to perform those tasks using their own username and password. The delegation must be to someone with the same security level.

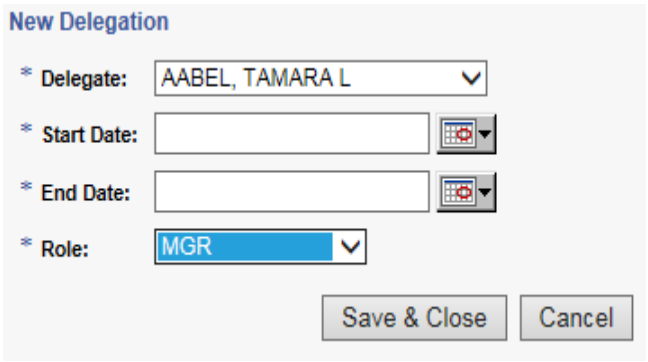
From the Related Items pane, click on Delegate Authority.	
A new tab will display.	
Click on Manager Delegation and a window will pop up, which is labeled Existing Delegations.	

Enter as Delegate the name of the supervisor to whom you want to delegate your Kronos functions.

Select the Start Date and End Date showing when you want to delegate your tasks.

Select MGR as the Role.

Click save and Close.

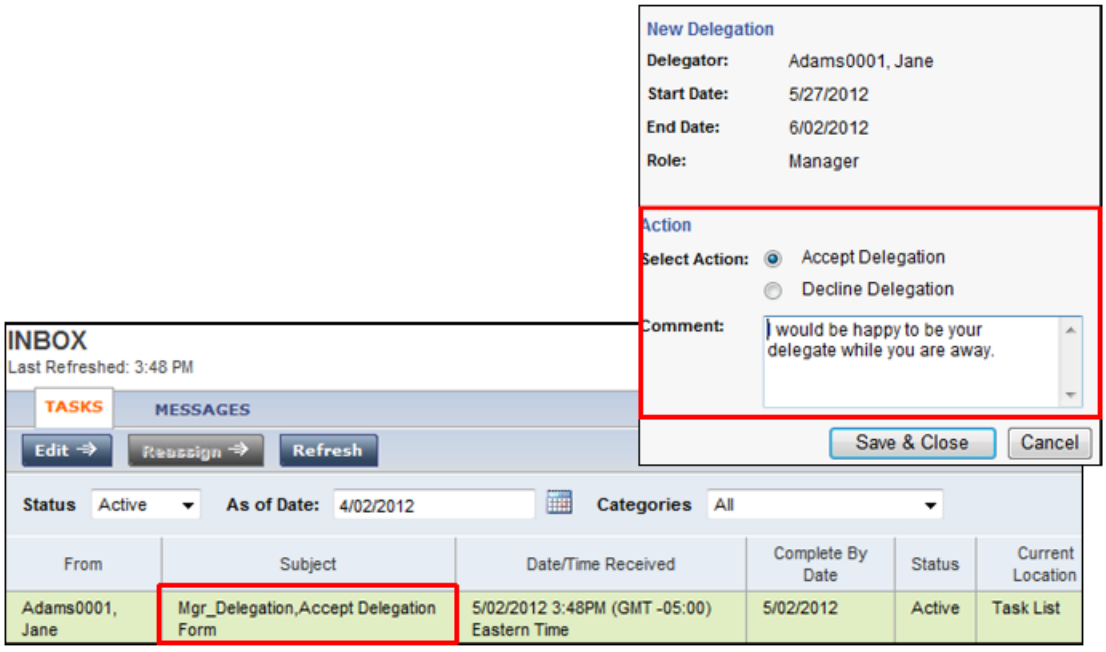


Accept or Decline Authority: When another supervisor sends you a request to cover his or her Kronos supervisor role you will receive an email message. You must take action by either accepting or declining the request. Go to Quick Links, then Inbox, and then follow the directions below.

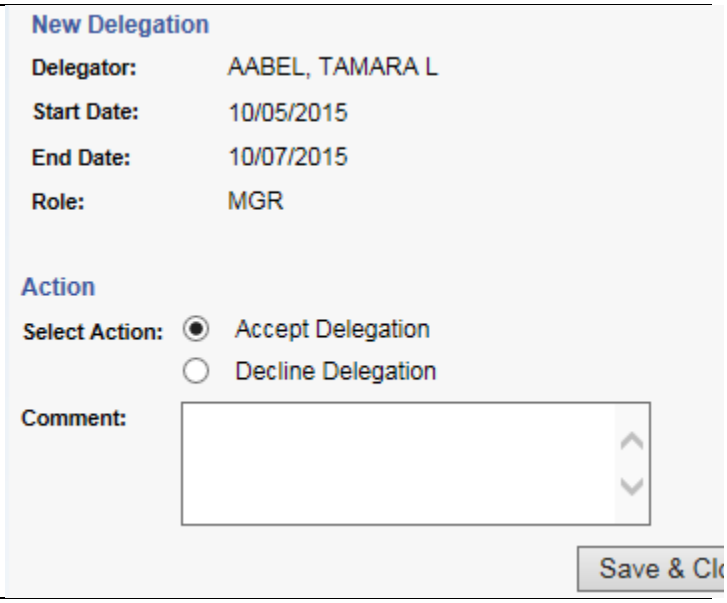
Accepting a Delegation Request

When you are acting as the Delegated Manager you will be able to do everything the Delegation Manager would be able to do.

1. When a Delegation Manager has requested you as a delegate you will see a Task in your inbox when you login to Kronos.
2. Double-click on the Task to open it.
3. Choose **Accept** or **Decline**, you may enter an optional comment.
4. Click **Save** & **Close**.

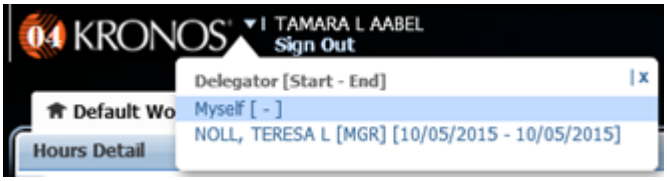


The Delegation Manager will receive a message in Outlook and their Kronos Inbox letting them know you have accepted.

Double click on the request to view the request details. **Select either Accept Delegation or Decline Delegation.** **Click on Save & Close or click Cancel to exit without taking action.** **An email notification will be sent to the delegating supervisor.**	

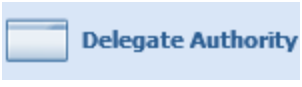
Switching to a Delegated Role:

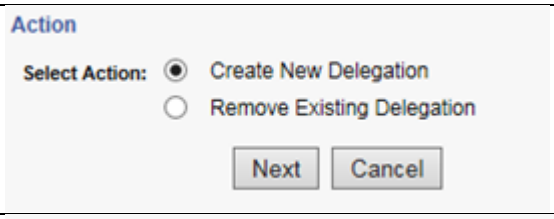
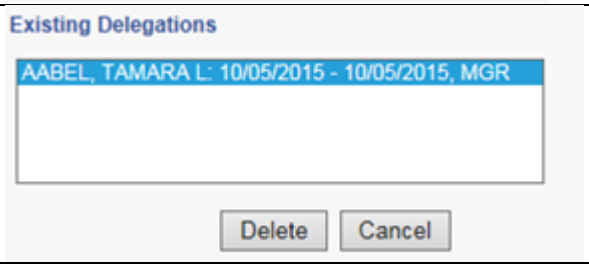
After you accept a delegate request, the system will automatically provide you access to the delegated role on the start date. A switch role link appears as a quick link to access the delegated role. Access to the delegated role will expire the day after the end date and the arrow next to your name will no longer be displayed.

Click on the arrow next to your name on the upper left hand side of the screen. **Select the supervisor whose tasks you will perform as the delegate.**	
Once the page has refreshed, you will see your name and the name of the person who has delegated authority to you. **To return to your own role in Kronos, click on the arrow next to your name and select "myself".**	

Canceling a Delegated Role:

Once the end date of the delegation occurs, the system automatically removes the access to that supervisor. If you return prior to the end date you can cancel the delegation.

From the Related Items pane, click on Delegate Authority.	

Click on Manager Delegation and select Remove Existing Delegation. **Click on Next.**	
Select name and click on Delete.