

Manager Tasks for Hourly Employees

Your Dashboard

The Dashboard provides a variety of widgets that give you quick reference or insights into information related to your employees' timesheets, attendance, and more. You can also quickly run reports, and complete approval tasks from some of the widgets.

To get to the Dashboard, open your menu and click Dashboard at the bottom of the menu panel.

Global Navigation Menu / Show Menu: Click this icon to open the menu drawer. (Hamburger – top left)

Kronos Home Screen: Click the Kronos logo in the top left corner of the screen to navigate to the home screen.

To Do Items: Click this icon to access your current tasks.

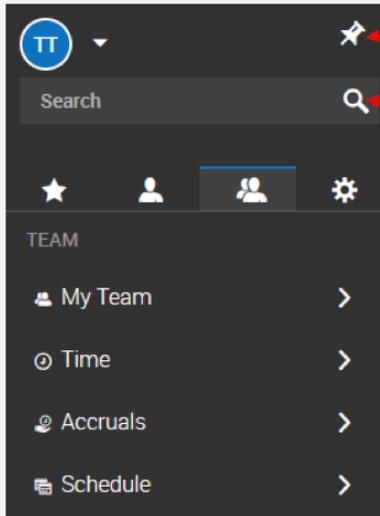
Help: Click this icon to access the searchable user guides.

The screenshot shows the Kronos Manager Dashboard for a user named 'Manager Test' (Employee ID: 123456789). The dashboard is organized into several sections:

- Header:** Includes the Kronos logo, user profile, and navigation icons.
- Start Section:** Features four main navigation icons: My Account, My Employees, My Timekeeping, and Reports.
- My Timesheet Widget:** Displays a calendar view for Friday, Jul 9, with a callout: "Use links in widgets to complete tasks or access specific information." A yellow callout points to a gear icon in the top right corner of the widget, with the text: "Modify widget settings to meet your needs."
- Links Widget:** Lists various links such as My Information, My Profile, My Time, Timesheet, and Time Off.
- Missing Punches Widget:** Shows a message: "No Data to Display".
- My Saved Reports Widget:** Lists saved reports like Timesheet Review.
- Employees Widget:** Displays a table of employee information.

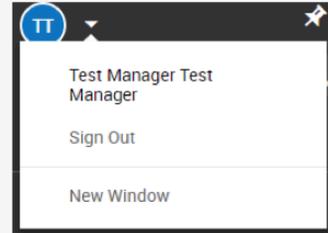
Employee ID	First Name	Last Name	Employee Status	Actions
987654321	Johnny	Test	Active	
- My Schedule / My Time Off Widget:** Shows a calendar view for July 2021.

Menu Drawer: Use the menu drawer to navigate to a new area of the system.



Pin Menu Drawer: Click this icon to keep the menu drawer visible.

Quick Search: Click this icon and enter text to search for what you are looking to do.



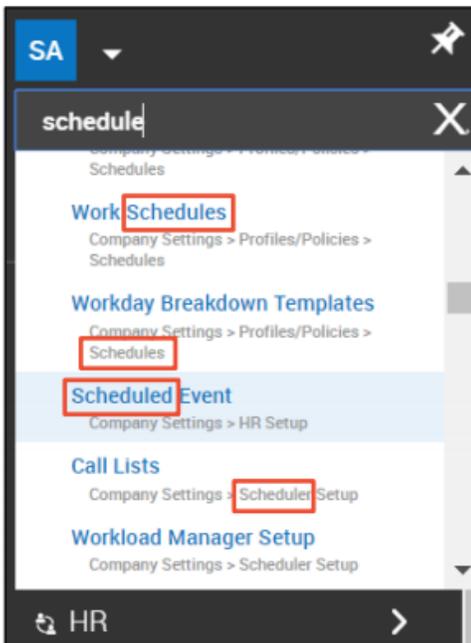
User Options: Click these options to open a second browser window or log out.

Search by Menu Item Path

Search results account for the menu item's path in addition to the menu item itself.

For example, a search of "schedule" returns items with "schedule" in the title such as Work Schedules and Scheduled Event.

In addition, the search returns items with "schedule" in the navigation path such as Workday Breakdown Templates and Call Lists.



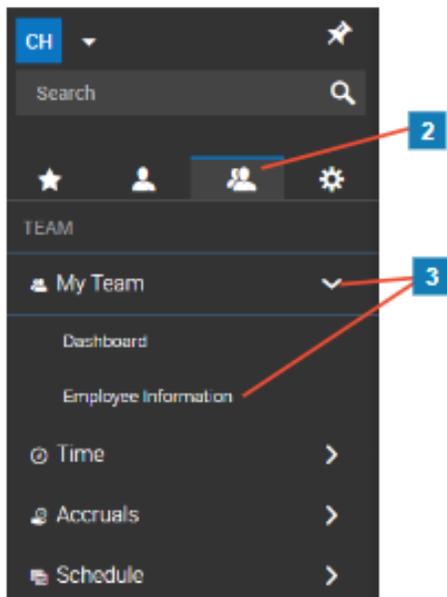
Accessing Your My Team Pages

Most pages within the application that relate to manager tasks can be found under the My Team menu tab. Use these steps to locate your My Team menus.

Click Show Menu.

Click the My Team tab icon.

Click the menu to expand the menu tree or navigate to a page.



Viewing Timesheets of Your Team

Before approving your employees' timesheets, you will want to review the hours and information submitted by each employee. You can access an individual's timesheet from the All Timesheets list screen or from your dashboard widget.

From the All Timesheets screen, you can click the icons to view and edit the timesheet or simply preview the hours. You can also use the report columns to check the approval status and hours information at a higher level.

When can I start viewing my employee's timesheets?

A: You can view your employees' timesheets at any time, even if the employees have not yet submitted them. This includes viewing past and future timesheets. We recommend that you start reviewing timesheets for the current pay period before the approval deadline to make the approval process less time consuming.

The screenshot shows the KRONOS TIME interface. At the top, there are navigation buttons: VIEW, SUBMIT, APPROVE, and REJECT. Below the navigation is a table of timesheets. The table has columns for Permission, Employee Id, First Name, Last Name, Raw Hours, # Records, # Unapprove..., Timesheet S..., Timesheet E..., Default Loc..., and Approval Sta... There are four callout boxes: 'View the employee profile' pointing to the Employee Id column, 'Preview the hours' pointing to the Raw Hours column, 'View and edit the timesheet' pointing to the first column, and 'Approve selected timesheets' pointing to the Approval Sta... column.

Permission	Employee Id	First Name	Last Name	Raw Hours	# Records	# Unapprove...	Timesheet S...	Timesheet E...	Default Loc...	Approval Sta...	
Approve	987654321	Johnny	Test	37:30	5	-	06/28/2021	07/04/2021		Submitted	
Approve	987654321	Johnny	Test	37:30	5	5	07/05/2021	07/11/2021		Open	
Approve	987654321	Johnny	Test	37:30	5	5	07/12/2021	07/18/2021		Open	
Approve	987654321	Johnny	Test	37:30	5	5	07/19/2021	07/25/2021		Open	
Approve	987654321	Johnny	Test	37:30	5	5	07/26/2021	08/01/2021		Open	
Page Total				187:30	25	20					

Viewing and Editing Time of an Employee

You can make edits to employees' timesheets if needed to ensure that the time submitted is correct. Examples of typical changes are correcting exceptions. You should check for time off requests and timesheet change requests prior to editing. These are found in the "To-Do" items notification bell in the upper right hand corner of every screen.

Before approving the timesheet, use the report tabs to review the results of any changes you made either manually or by approving any timesheet or time off requests. For example, see the Summary by Day tab.

This is an example of a timesheet of an hourly employee:

The screenshot shows the UKG MY TIME interface. At the top, there are navigation buttons: SAVE, SUBMIT, and CHANGE REQUEST. Below the navigation is a timesheet for December 20, 2021 - December 26, 2021. The timesheet has columns for Date, From, To, Raw Total, Calc. Total, In Date, Time Off, STP, Secondary Job, Activities, and Notes. There are six callout boxes: 'Time Entry', 'Exceptions', 'Calc Detail', 'Calc Summary', 'Counters', and 'Summary By Day' pointing to the corresponding tabs at the top of the timesheet.

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	STP	Secondary Job	Activities	Notes
MON Dec 20 8:30a-5p	e 08:25 am	e 05:00 pm	08:35	07:30	MON Dec 20		Choose...	Base job	Choose...	
TUE Dec 21 8:30a-5p	e 08:30 am	e 05:00 pm	08:30	07:30	TUE Dec 21		Choose...	Base job	Choose...	
WED Dec 22 8:30a-5p	e 08:32 am	e 05:00 pm	08:28	07:30	WED Dec 22		Choose...	Base job	Choose...	
THU Dec 23 8:30a-5p	NO PUNCHES		07:30	07:30	THU Dec 23		Choose...	Base job	Choose...	
FRI Dec 24 8:30a-5p	From am	To am	07:30	00:00	FRI Dec 24	Holiday	Choose...	Base job	Choose...	
SAT Dec 25			00:00 hrs	00:00 hrs						
SUN Dec 26			00:00 hrs	00:00 hrs						

Approving Employee Requests and To Do Items

All your approval tasks can be completed from the dashboard using the "My To Do" widget Or from your My To Do screen.

Time off requests:

Can be completed using your My To Do widget or screen. Time Off Request To Do items have links for you to use to evaluate the request before you approve it.

You can view the timesheet, review the employee's time off balances and look to see if other members of your team have already been approved for time off.

After evaluating the request, you can use the Approve and Reject action buttons to complete the approval task.

After the To Do item disappears, if you need to review the request again, you can go to the Time Off History report.

Are there any other ways to approve time off requests other than using To Do items?

A: Yes. There is a dashboard widget named "Time Off Awaiting My Approval" that you can use to approve or reject requests. You can also approve or reject requests from the Time > Time Off > All Open report screen.

Complete your approval tasks by clicking the To Do bell or using the widgets on your dashboard:

The screenshot shows a dashboard interface. On the left, there is a 'My To Do Items' section with a list of three items. The third item, 'Approve/Reject Time Off Request' by Alan Edwards, is highlighted in blue. A yellow callout bubble points to this item with the text: 'Complete approval tasks from your dashboard.' On the right, there is a detailed view of the selected item, 'Approve/Reject Time Off Request Paid Time Off' for Alan Edwards. It shows details like 'Created: Aug 26, 2020, 9:24 pm', 'Time Off: Sep 9, 2020', and 'Paid Time Off: 8.00'. At the bottom of this view are 'REJECT' and 'APPROVE' buttons. In the top right corner of the dashboard, there is a bell icon with a red notification badge. A yellow callout bubble points to the bell icon with the text: 'Click the bell icon to see a complete list of To Do tasks at any time.'

Delegating Approval Tasks

If you are planning to be out of the office when requests or timesheets need to be approved, you can delegate tasks to other managers or designated staff. When delegating your approval tasks, both you and the person you are delegating to will receive the To Do item for the approval and can complete the task. Regardless of which of you completes the task, the To Do item will disappear for both of you. After the time elapses, any remaining To Do tasks will disappear from the delegate's To Do list.

If you will be unavailable to complete approval tasks due to PTO or Leave, you must delegate your approval responsibilities.

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