

## 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)

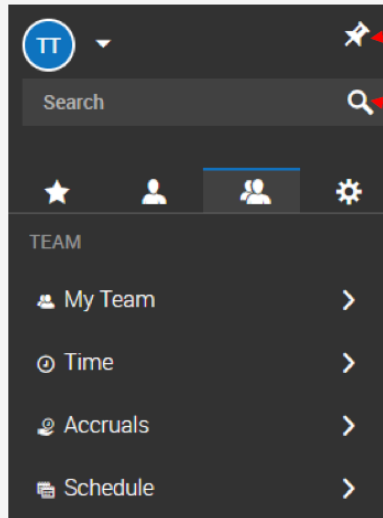
**Kronos Home Screen:** Click the Kronos logo in the top left corner of the screen to navigate to the home screen.

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

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

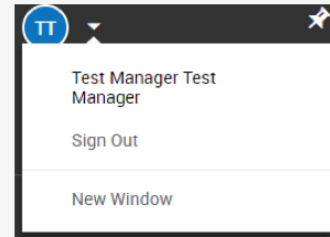
The screenshot shows the Kronos Manager Test dashboard. At the top, there's a header with the Kronos logo, user information for 'Manager Test' (Employee ID: 123456789, Hired Date: 09/10/2018), and a 'Today's Tasks' section with a 'You're all caught up!' message. Below the header is a navigation bar with 'Home', 'My Dashboard', and a settings icon. The main dashboard area contains several widgets: 'My Timesheet' (showing Friday, Jul 9, 2:07 PM), 'Links' (with a list of quick links like My Profile, My Time, Timesheet, etc.), 'Missing Punches' (showing 'No Data to Display'), 'My Saved Reports' (showing 'Jeremiah's View'), 'Employees' (a table with columns for Employee ID, First Name, Last Name, Employee Status, and Actions), and 'My Schedule / My Time Off' (showing a calendar for JUL 2021). Two yellow callout boxes are present: one pointing to the 'Links' widget with the text 'Use links in widgets to complete tasks or access specific information.', and another pointing to the settings icon in the 'Links' widget with the text 'Modify widget settings to meet your needs.'

**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.



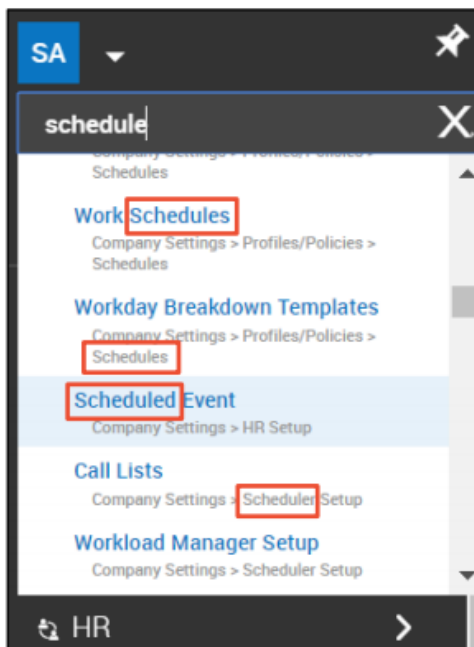
**User Options:** Click these options to open a second browser window or log out.

## 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.



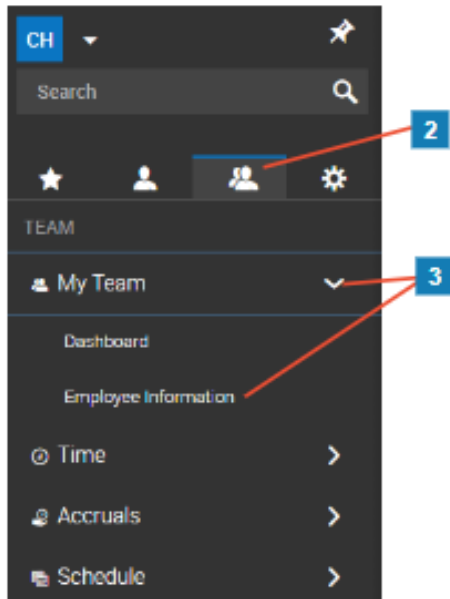
## Accessing Your My Team Pages

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.

**KRONOS** 2:37 PM (EDT) **TIME**

← All Timesheets

Page 1 of 1 1 - 5 of 5 Rows Current view

VIEW SUBMIT APPROVE REJECT

Approve selected timesheets

View the employee profile

Preview the hours

View and edit the timesheet

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		Active Yes Submitted
Approve	987654321	Johnny	Test	37:30	5	5	07/05/2021	07/11/2021		Active Yes Open
Approve	987654321	Johnny	Test	37:30	5	5	07/12/2021	07/18/2021		Active Yes Open
Approve	Johnny	Test	37:30	5	5	07/19/2021	07/25/2021		Active Yes Open	
Approve	Johnny	Test	37:30	5	5	07/26/2021	08/01/2021		Active Yes 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:

**UKG** 01:01 PM (Eastern) **MY TIME** Search

My Time > Timesheet > Current Timesheet

← Timesheet Edit

SAVE SUBMIT CHANGE REQUEST

December 20, 2021 - December 26, 2021 Open

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

30:00 hrs  
Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	STP	Secondary Job	Activities	Notes
MON Dec 20 8:30a-5p	8:25 am	5:00 pm	08:35	07:30	MON Dec 20		Choose...	Base job	Choose...	
TUE Dec 21 8:30a-5p	8:30 am	5:00 pm	08:30	07:30	TUE Dec 21		Choose...	Base job	Choose...	
WED Dec 22 8:30a-5p	8:32 am	5:00 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	07:30	00:00	07:30	00:00	FRI Dec 24	Holiday	Choose...	Base job	Choose...	
SAT Dec 25	00:00	00:00	00:00	00:00						
SUN Dec 26	00:00	00:00	00:00	00:00						

## 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 displays the UKG dashboard interface. On the left, the 'My To Do Items' widget lists three tasks: 'Approve/Reject Timesheet' (Nov 2, 2020 - Nov 8, 2020, Ben Edwards), 'Approve/Reject Timesheet' (Nov 2, 2020 - Nov 8, 2020, Alan Edwards), and 'Approve/Reject Time Off Request' (Paid Time Off, Nov 2, 2020 - Nov 8, 2020, Alan Edwards). The third task is highlighted. On the right, the 'Approve/Reject Time Off Request' widget shows details for a request by Alan Edwards (1003), including managers Carlos Hudson and Max Blackburn, and a table with columns for Created, Date, Time Off, and Paid Time Off. A yellow callout bubble points to the bell icon in the top right corner of the dashboard, indicating that clicking it provides a complete list of To Do tasks.

## 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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