THE CENTER FOR DISCOVERY
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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.

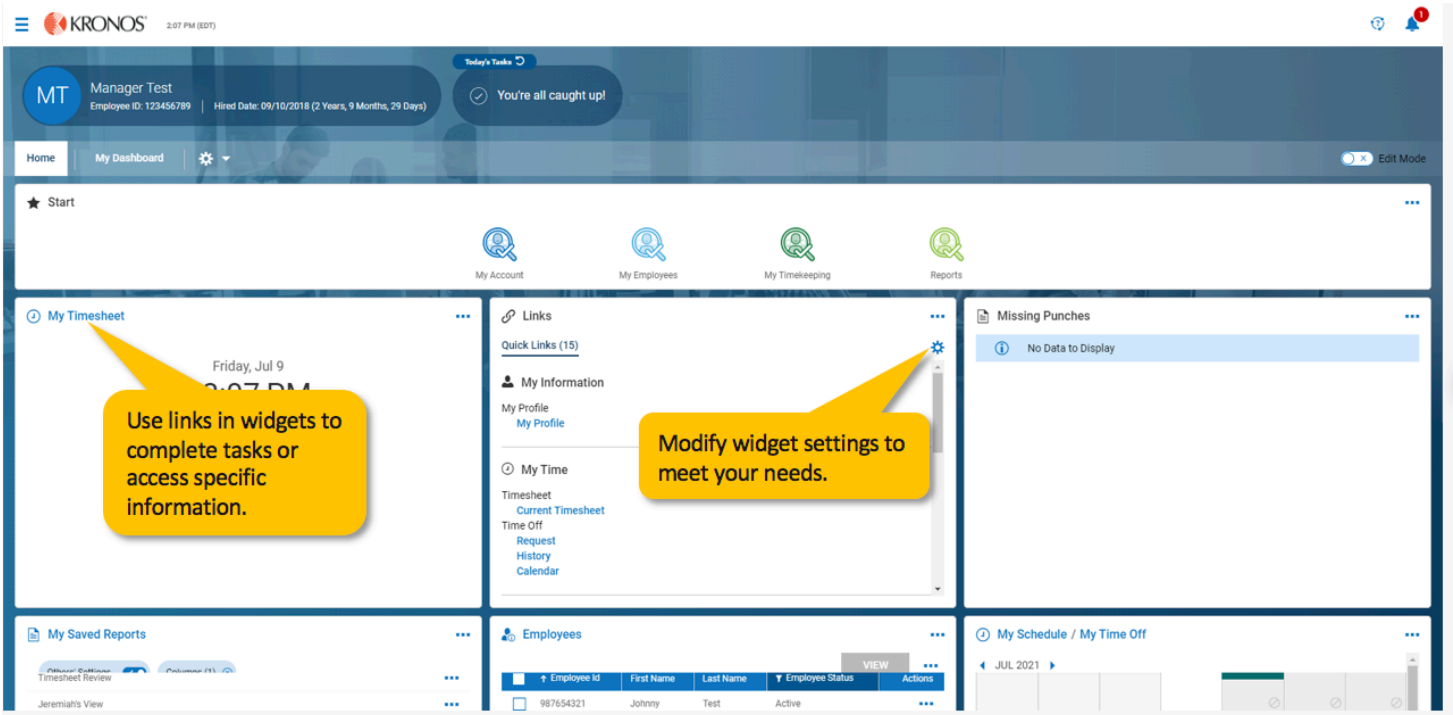
To get to the Dashboard, open your menu and click Dashboard at the bottom of the menu panel.

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.

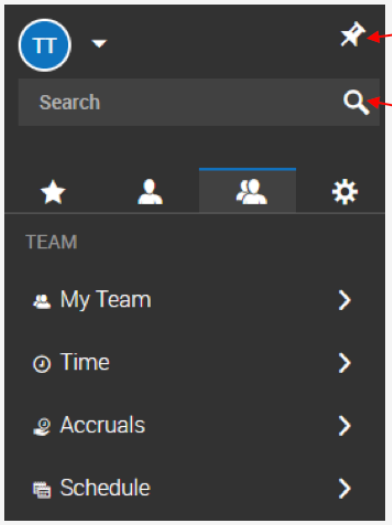
To Do Items: Click this icon to access your current tasks.

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



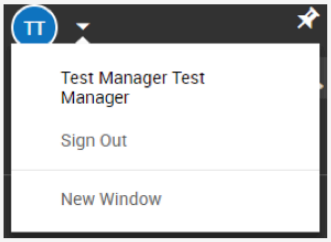
Workforce Ready

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.



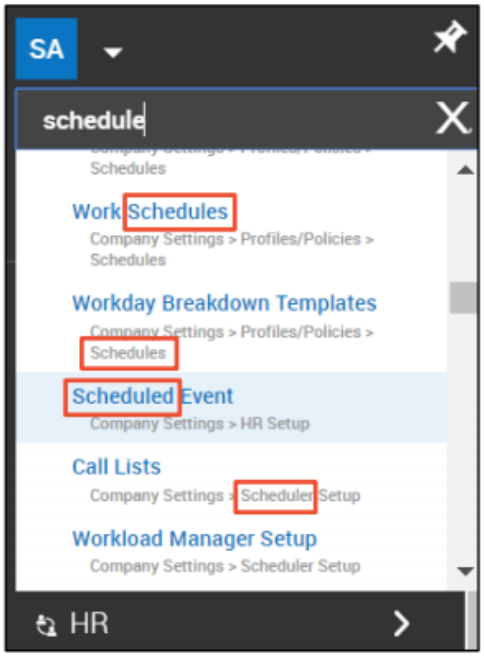
User Options: Click these options to open a second browser window or log out.

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.



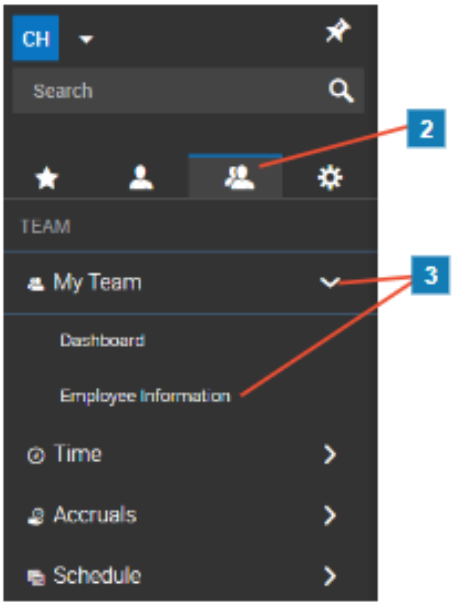
Accessing Your My Team Pages

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.

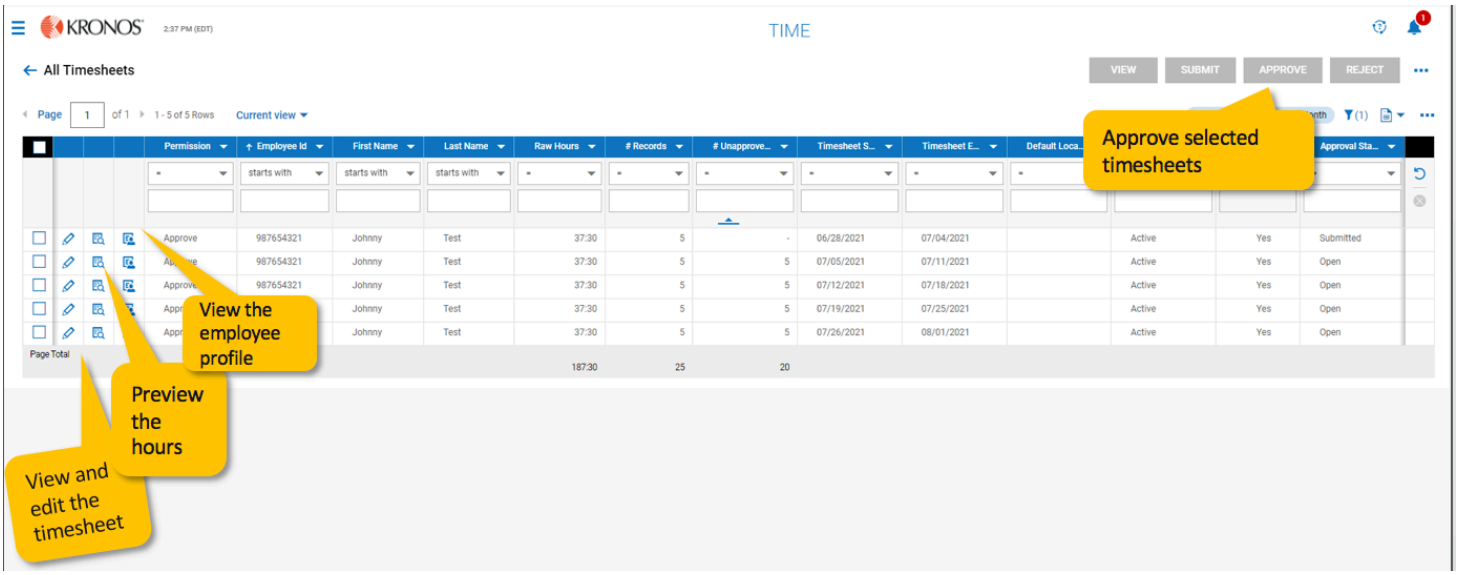


Viewing Timesheets of Your Team

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.

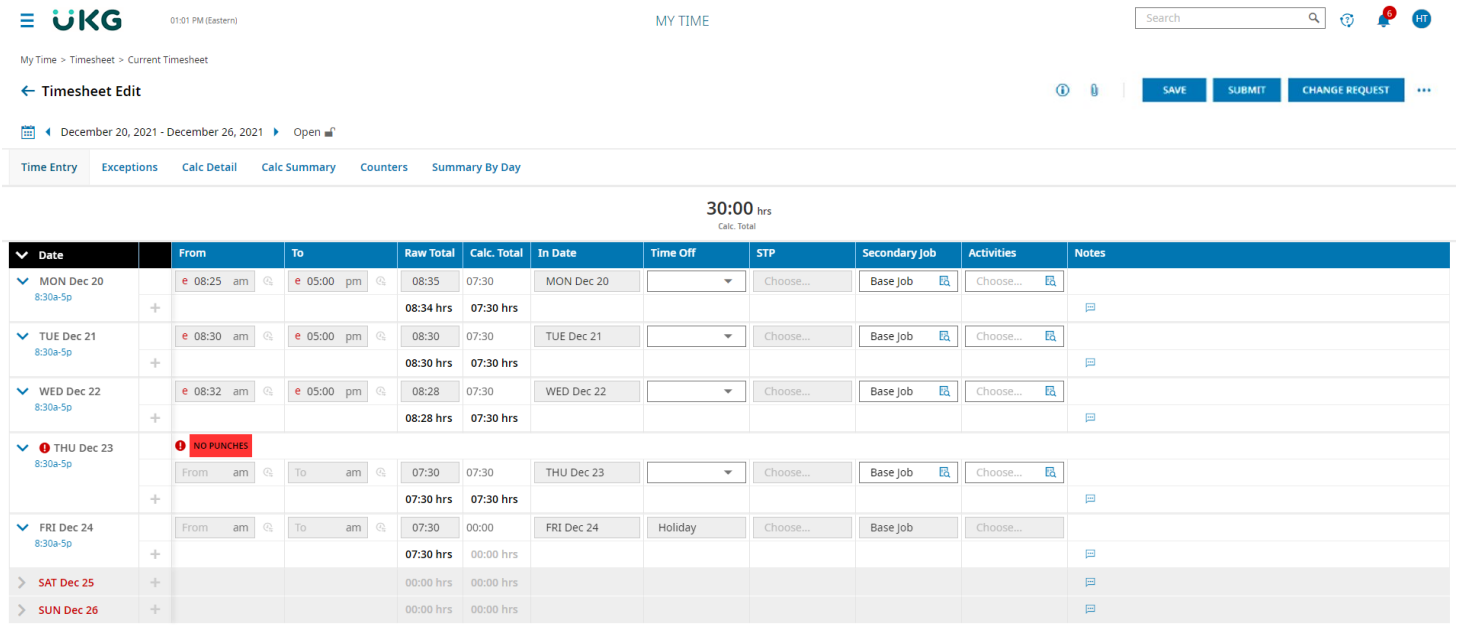


Viewing and Editing Time of an Employee

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:



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.

<u>Time off requests</u>:

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.

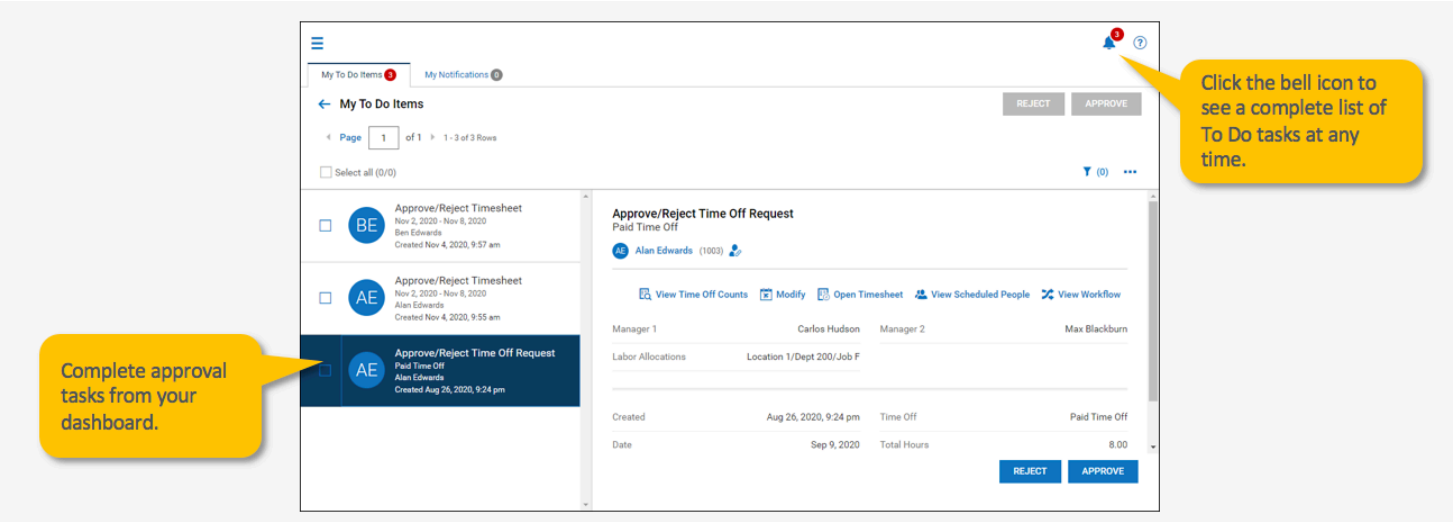
You can view the timesheet, review the employee's time off balances and look to see if other members of your team have already been approved for time off.

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:



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.