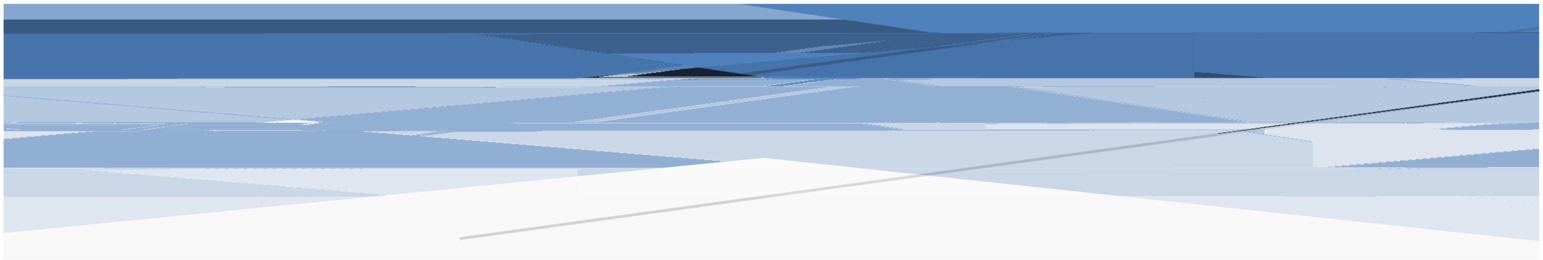


COLLEGE OF THE HOLY CROSS

UKG/KRONOS COMPLETE USER GUIDE

From the Office of HR- HRIS
Kronos@holycross.edu

Table of Contents

        1. Must Fix
        2. Needs Review
        3. Clean Timecards

    v.

ABOUT THIS DOCUMENT

This document is the user's guide for the College of the Holy Cross's implementation of the UKG/Kronos Time Management solution. The application is used to calculate an employees pay and accruals. The contents of this document are organized by role in the following order:

Employee: Recording and Management of Time
Student Recording of Time
Managing Time: Managers, Supervisors, Time Management Personnel

Employee: Recording and The Management of Time

As an hourly nonexempt employee daily time entry is required and necessary to process your pay. Recording your time daily is best practice and the policy here at Holy Cross.

Depending on your access there are 3 ways to access and use the UKG/Kronos application:

- Using A Mobile Device
- Device/Clock
- Desktop Application

The way time is logged depends on which access method the user chooses and your security profile. There are two major types of time entry”

- Swipe or Time Stamp also referred to as Punch
- Hourly – Timecard Entry

TIME STAMP/PUNCH – VIA DESKTOP APPLICATION

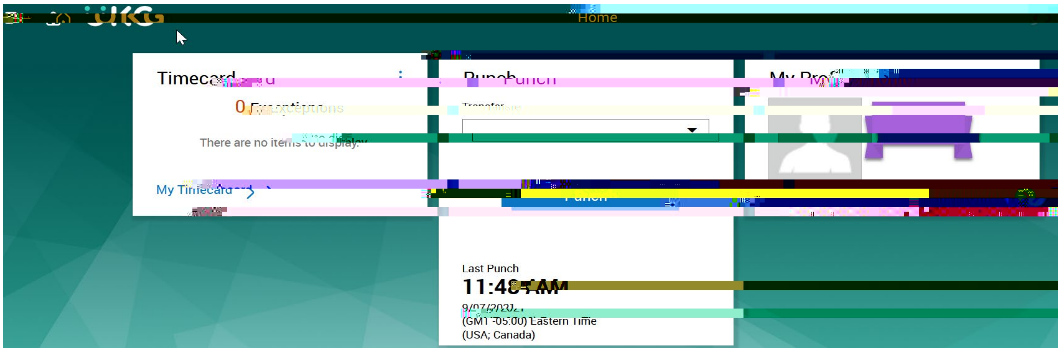
Go to https://www.holycross.edu/faculty-staff*
From the “Employee Resources” section, select Kronos - Time Entry
This will open the window displaying the new UKG (Kronos) Dashboard.

*The UKG/KRONOS application will open automatically if you are logged into your HC Gmail account. If your Gmail is not open, sign in with your full email address and passphrase.

Use the Punch Tile
The Punch tile can be used to:

Record in and Out Punches

Transfer – When Working in Another Department than Your primary/home department.

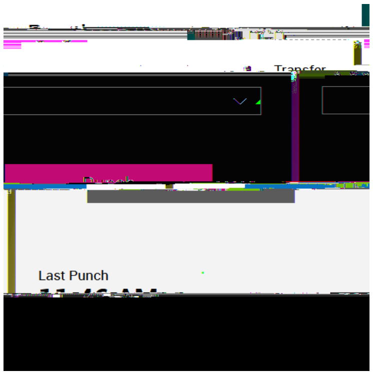


There are no items to display.

Last Punch
11:48 AM
9/07/2021
(GMT -05:00) Eastern Time
(USA; Canada)

Record in and Out Punches

When working for in your primary/home department and want to record the start and end times for the time you are working, please select Punch


Transfer
Punch
Last Punch

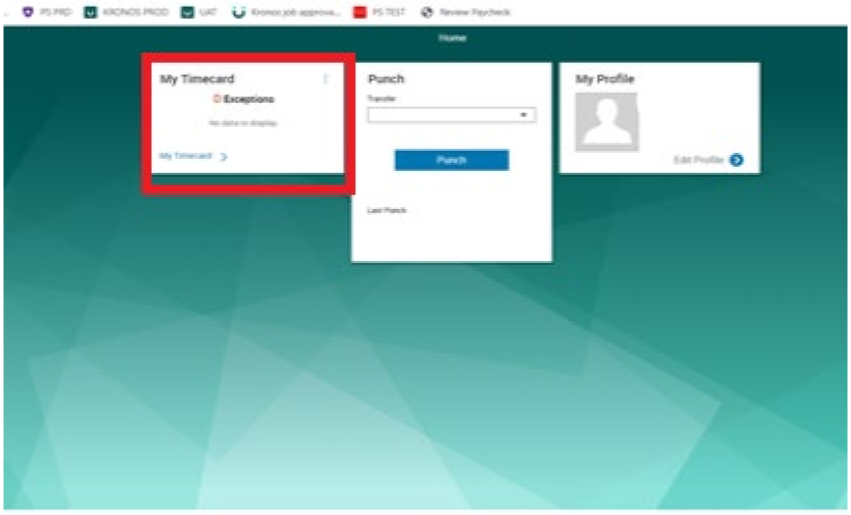
A green success message appears at the top, along with the time of the punch updated at the bottom. If you receive an error message, please send an email to Kronos@holycross.edu.

Viewing Your Timecard

It is important to make sure all of the information in your timecard is correct. You should review and confirm that all of the time worked is recorded correctly and that any hours worked outside of your primary/home department have the department noted in the Transfer filed on the timecard.

To View My Timecard .

Click My Timecard. Please Note – The default timeframe is the Current Pay Period. To view a different time frame, click the down arrow at top right where it says Current Pay Period and select a different time frame.


Home
My Timecard
Exceptions
My Timecard
Punch
Transfer
Punch
Last Punch
My Profile
Edit Profile

Viewing Your Accruals

Benefit eligible employees accrue time for various types of time off. This time is stored and managed in UKG/Kronos. Accrual time outside of Sick time is available to take after your 90-day probationary period. Please review the Holy Cross handbook on the details regarding accruing time.

There are several ways to view your accruals

- Accrual Tile on The Main Dashboard
- Accrual Link on The Timecard
- Contact Your Manager/Supervisor or Time Management Personnel Requesting the Accrual Detail Report with Running Balance

From the Timecard

Click the Accrual tab at the bottom of the timecard

- Punch Feature - Record in and Out Punches and to Complete a Transfer
- View Your Timecard and Accruals

From Your Mobile Device Go to https://www.holycross.edu/faculty-staff
From the “Employee Resources” section, select Kronos Time Entry
The following menu will appear

VIA THE CLOCK/DEVICE

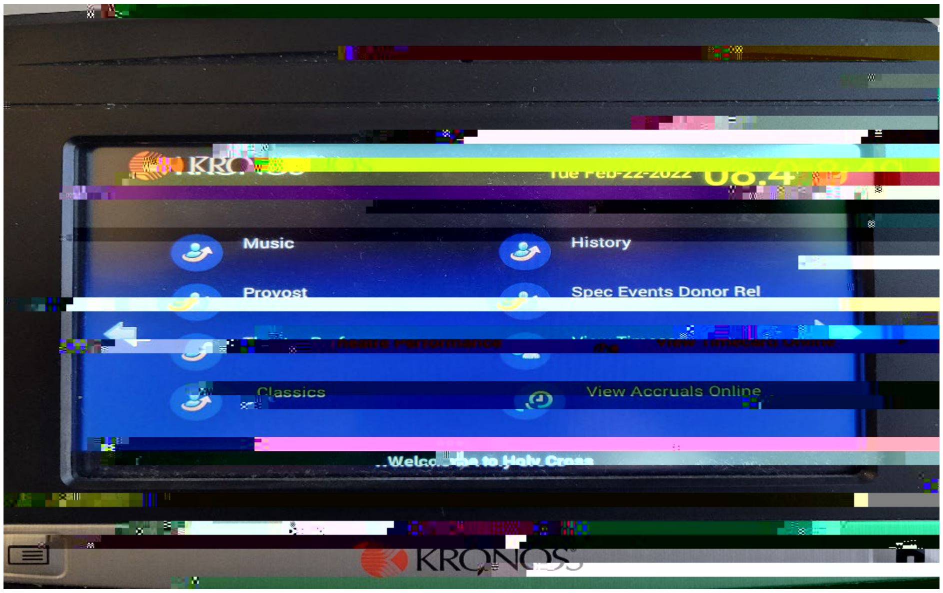
The UKG/Kronos devices are touchscreen and located throughout campus. If you require assistance locating a device, please follow up with the hiring supervisor/manager.

You are able to complete the following transactions at the clock/device:

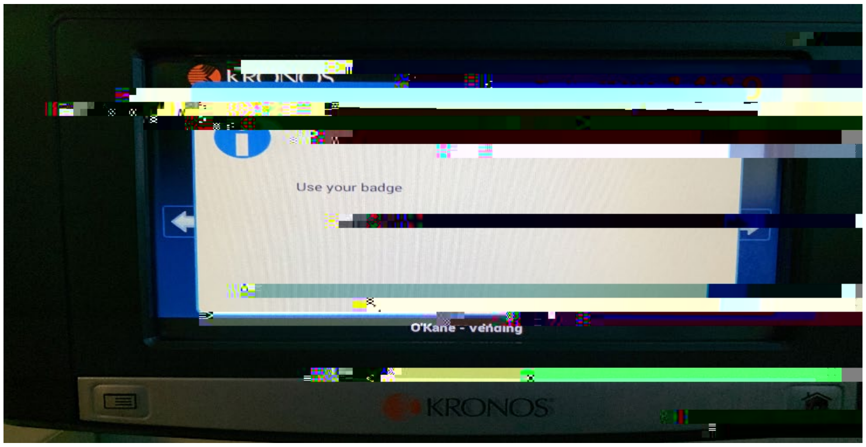
Swipe - Record in and Out Punches and Completing a Transfer
View Your Timecard and Accruals

Swipe – Recording Time

To record the start and end times for the time you are working you need to swipe in and out. If

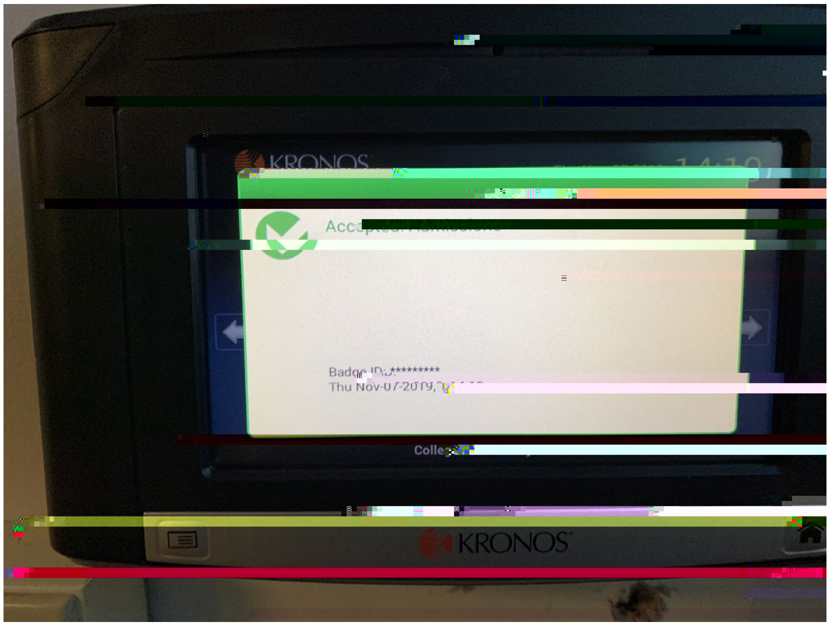

KRONOS
Tue Feb-22-2022
Music
History
Provost
Spec Events Donor Rel
Classics
View Accruals Online
Welcome to Holy Cross
KRONOS

A message to swipe will appear
Swipe your badge


KRONOS
O'Kane - vending
KRONOS

Use your badge

You will receive an Accepted message


KRONOS
KRONOS

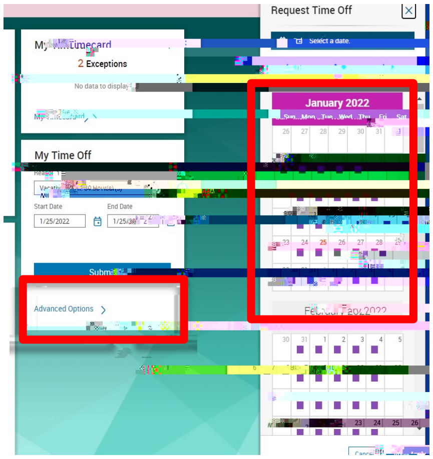
Badge ID:*********
Thu Nov-07-2019

TIME OFF REQUESTS – HOURLY/NONEXEMPT AND SALARY/EXEMPT EMPLOYEES

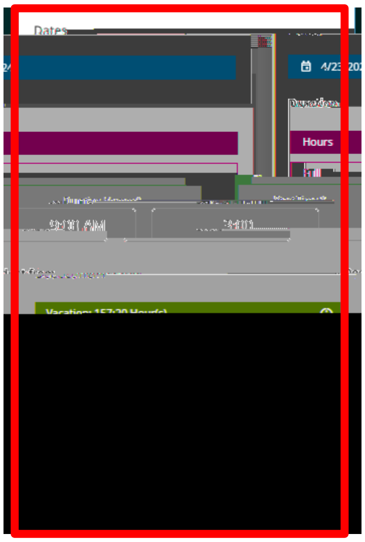
Requesting Time Off – A Number of Hours/Duration

If you should need to request less than the number of hours you are scheduled to work per day/a specific duration, you have the option to identify the specific number of hours you are requesting to take.

From the main UKG/Kronos landing page and the My Time Off tile:
Select the Advanced Options
Select the date you are requesting to take time off and click Apply
Enter the start time of when you are requesting to be off and the total number of hours you want to take
Click Submit. This will send the request to whomever your immediate supervisor/manager is assigned to you in UKG/Kronos.



FOR EMPLOYEES WHOSE LUNCH IS AUTO DEDUCTED
If the number of hours is less than your normally scheduled daily hours and you are requesting the number of hours to be over 6, the auto deduct for lunch will apply.



PLEASE NOTE – for all hourly/nonexempt employees a schedule must be assigned to the employee. If not, the number of hours for the time request will be 0. If your schedule is incorrect the number of hours processed will be wrong and your pay could be impacted. To confirm your schedule is correct, view your schedule by accessing My Timecard or the Schedules section located further in this document. Please see your immediate supervisor/manager and or admin to correct your schedule.

Reviewing and Taking Action on Requests – Details and Status –

There are two ways to view your Requests for Time Off. For Employees you can do so by accessing the Notifications-Control Center or the My Calendar option which is covered in the Schedules section later in this document.

Notifications Control Center

The Notifications Control Center provides you the ability to view the details and status of requests. In addition, once you have a request selected, you have the ability to complete various actions to process the request.

Click the Bell Icon in the top right hand corner

The Control Center Summary will appear providing you a brief summary of your requests. To see further details

Select View All

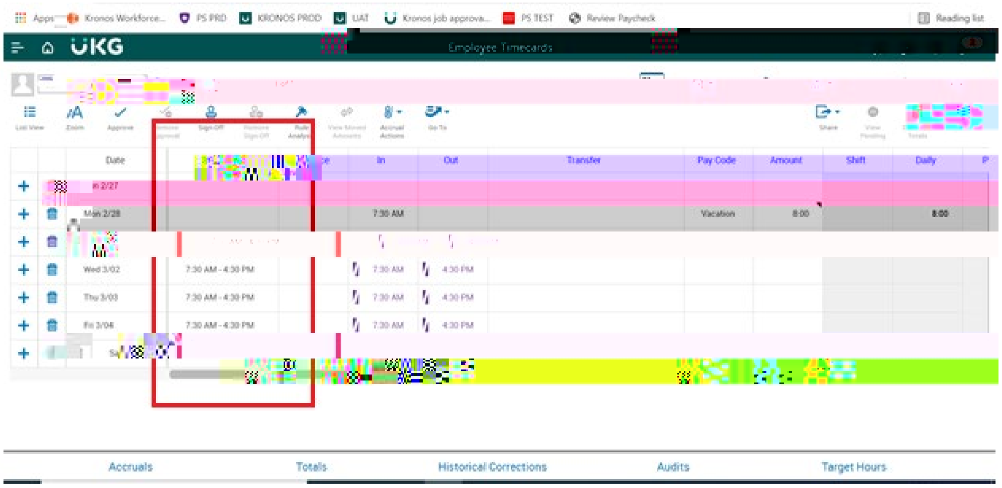
Please select the appropriate menu item:
  - My Requests for your own requests
  - Employee Requests for requests from your employees.

Note –the name of the approver will be blank and remain blank until the request is approved.

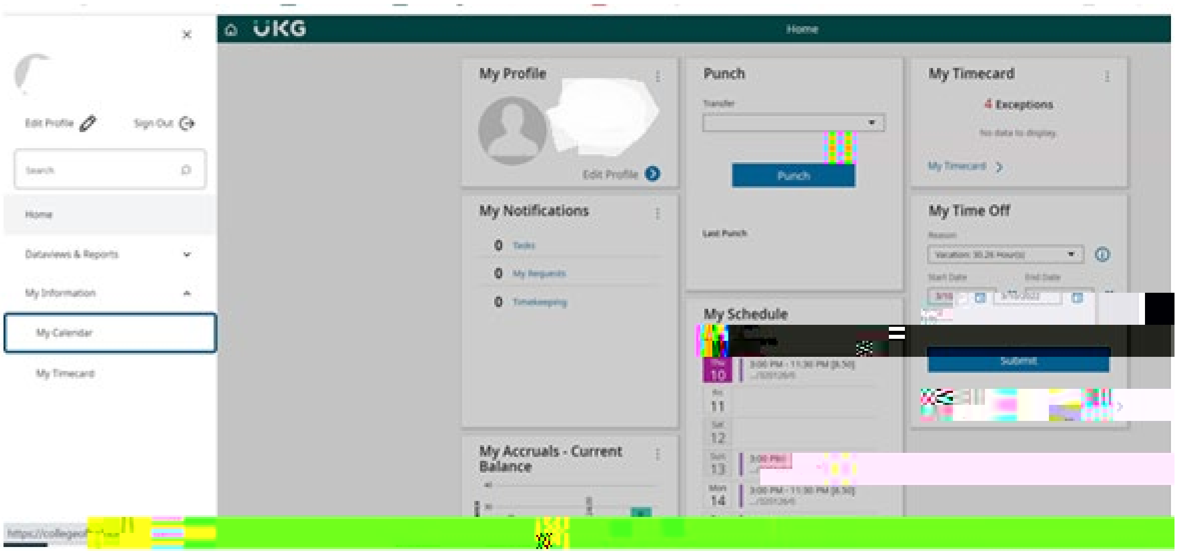
they have received the notification and or can see your request for time off in the control center as noted here in this document.

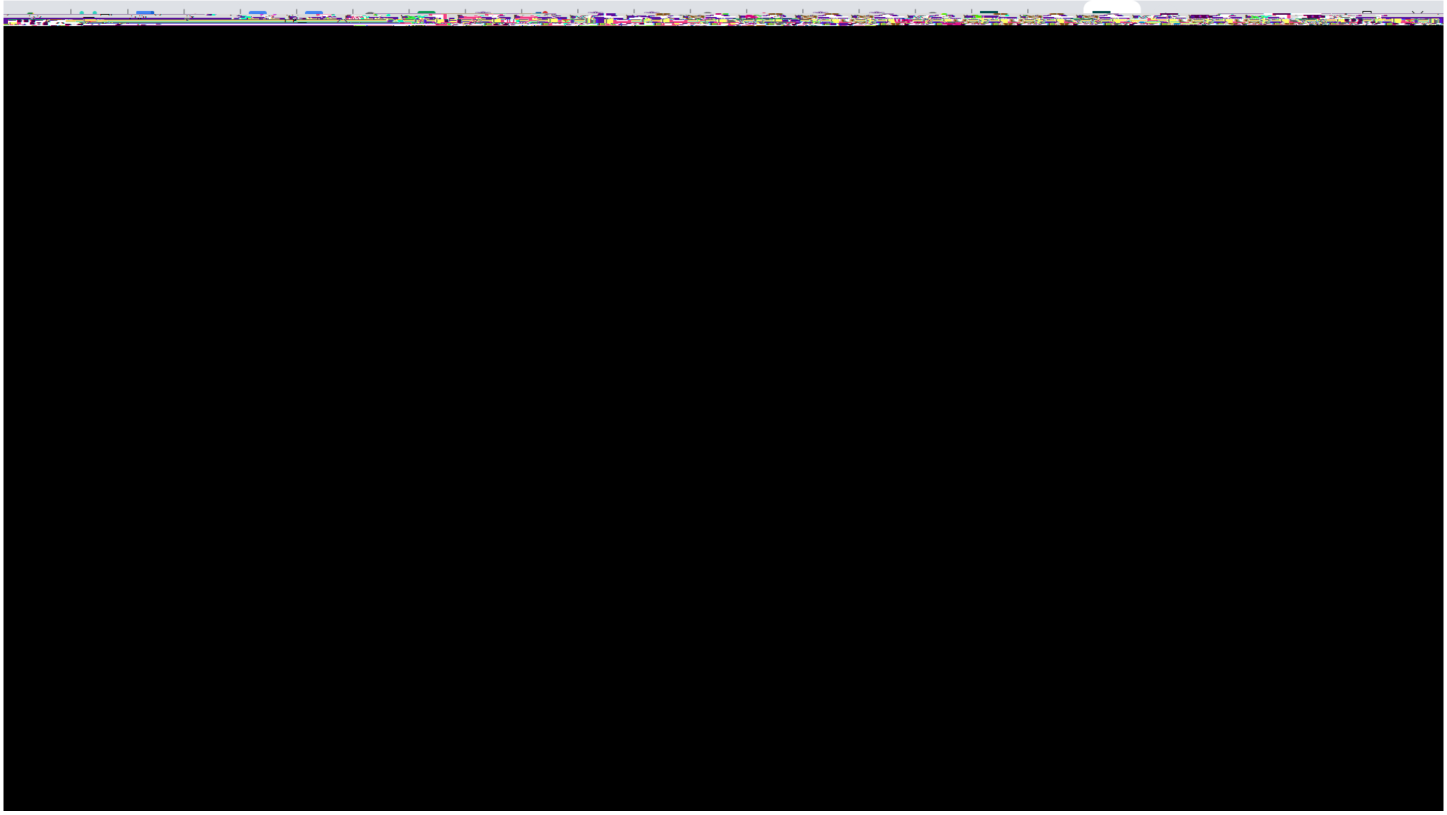
Note: Employee Requests will only appear as a menu option if your profile in UKG/Kronos is set to a Manager.

Click the box for the specific request you want to view or take action on. This will provide you the detailed view pane, allowing you to see further details of the request.


Employee Timecards
Date
In
Out
Transfer
Pay Code
Amount
Shift
Daily
Mon 2/28
7:30 AM
Vacation
8:00
Wed 3/02
Thu 3/03
Fri 3/04
7:30 AM - 4:30 PM
4:30 PM
Accruals
Totals
Historical Corrections
Audits
Target Hours

Viewing My Schedule – via My Calendar
From the Main UKG/Kronos Page
Select My Information and Calendar


Home
Edit Profile
Sign Out
Search
Home
Dataviews & Reports
My Information
My Calendar
My Timecard
My Profile
Punch
My Timecard
4 Exceptions
My Notifications
My Time Off
My Schedule
My Accruals - Current Balance
Submit

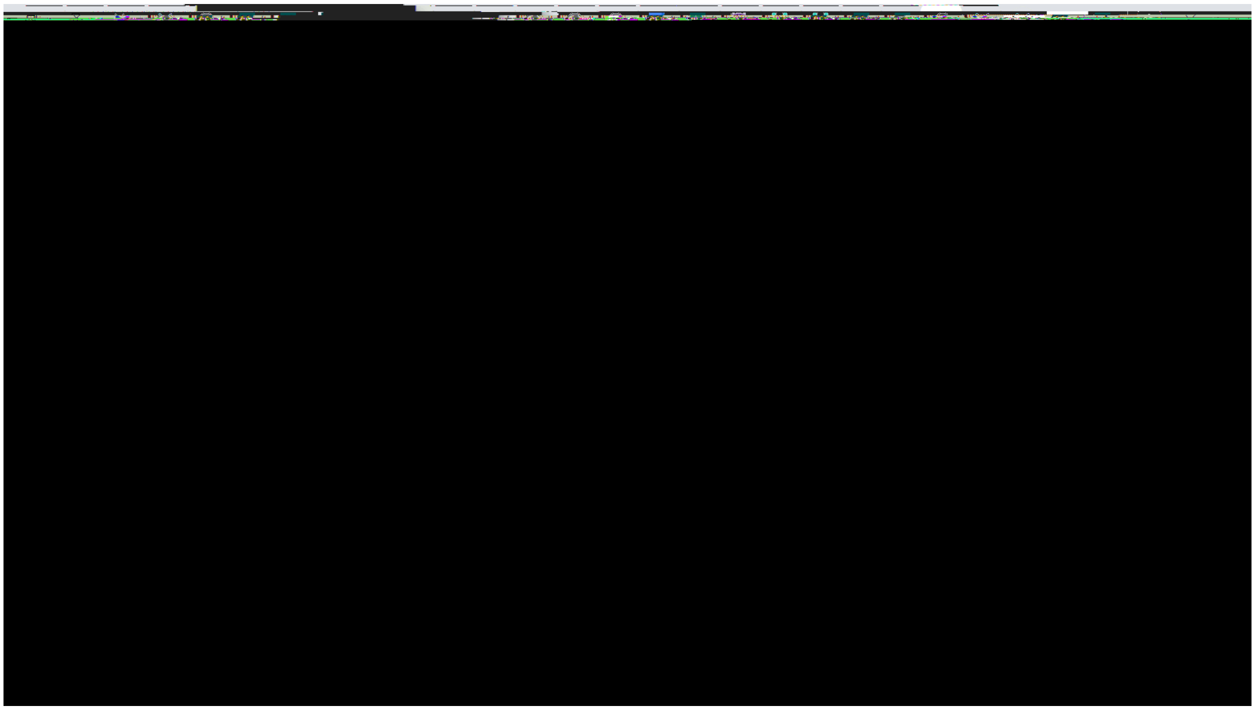


You are also able to view your Time Off Requests through your calendar.

Click the Request tab

Click the Eye icon to see requests based on status

Icons for the valid actions you can take will appear



Timecard Color Shading

At times you may see a timecard shaded in various colors. The colors that appear and what they represent are as follows: Yellow background - Timecard approved by employee but not by manager.

- Light Purple background - Timecard approved by manager but not by employee.
- Green Background - Timecard approved by both employee and manager.
- Grey Crosshatch - -

STUDENTS
RECORDING OF TIME

- From the Holycross.edu site, select Audience, Faculty and Staff or click https://www.holycross.edu/faculty-staff
- From the “Employee Resources” section, select Kronos Time Entry

Tc 0 Tw6.05 0 Td ( )Tj EMC /P <</MCID341 >>BDC -6.05 -1.15 Td ( )Tj EMC /P <</MCID325 >>BDC /TT1 01 fJ

Primary/Home Department and the Other Departments I Have Been Hired In

Student at Holy Cross can be hired to work in many jobs and departments at any time. The systems used to process your hours and pay are set up to support that business requirement. They also depend on the correct recording of the hours for each job and department, to that budget and financial data is accurate.

There are two ways to determine what your Primary/Home department is.

1. Each time you are hired for a job, an email is sent to your Holycross.edu account, that lists your primary/home department as well as any other jobs and departments you have been hired in.
2. When using UKG/Kronos to log your time and perform a transfer, the primary/home department is listed in the TransfWind

Use the Punch Tile

The Punch tile can be used to:

- Record in and Out Punches
- Transfer – When Working in Another Department than Your primary/home department.

Record in and Out Punches

When working for in your primary/home department and want to record the start and end times for the time you are working, please select Punch

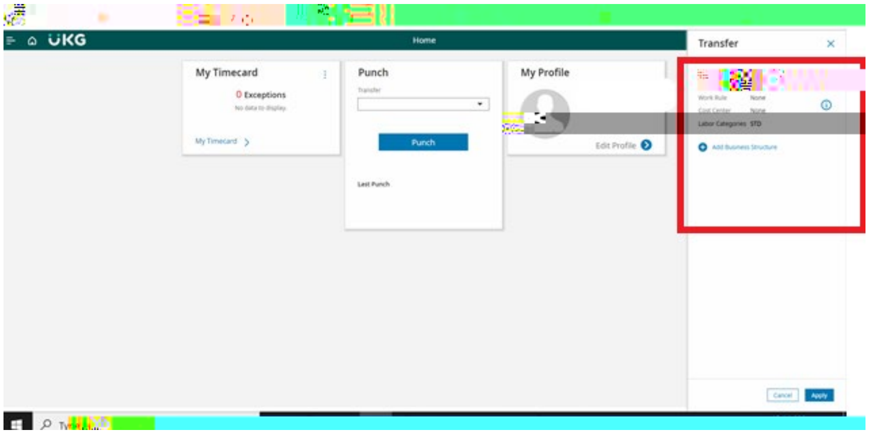
Transfer Feature –

When working outside of your primary/home job department it is imperative that you select the Transfer feature in the Punch tile. Any time not transferred, defaults to your primary/home department.

IMPORTANT – You only have to select the Transfer feature ONCE at the start/in of work for that department.

Transfer
Last Punch

Click Transfer
Select More
Expand the + Add Business Structure in the Transfer window


UKG
Home
My Timecard
0 Exceptions
No data to display
My Timecard
Punch
Transfer
Punch
Last Punch
My Profile
Edit Profile
Transfer
Add Business Structure
Cancel
Apply

Work Rule None
Cost Center None
Labor Categories STD

Type the department number you are working for
Select the 0 record that appears
Click OK

View Timecard
To make sure you have all of your time recorded and have transferred your time correctly, you should review your Timecard for the days you want to validate.

Click My Timecard. It will default to the Current Pay Period.

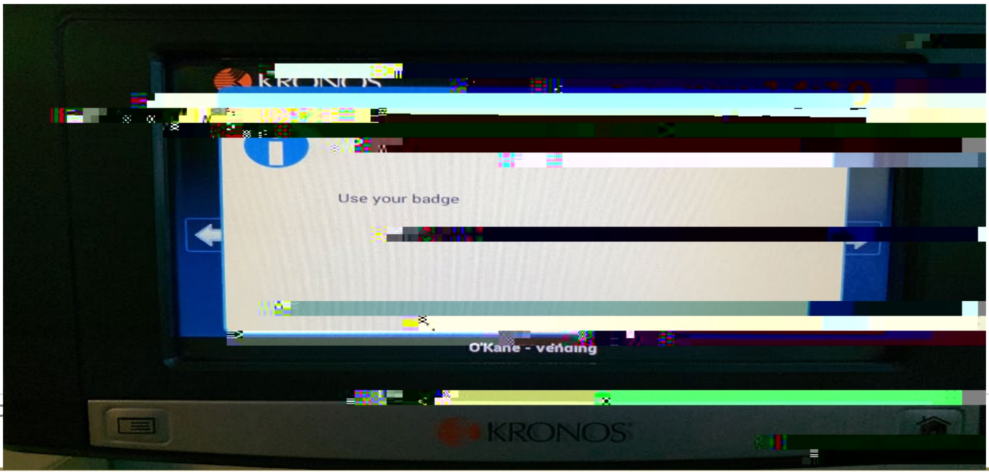
To view a different time frame, click the down arrow at top right where it says Current Pay Period and select a different time frame.

USING YOUR MOBILE DEVICE

You are able to complete the following transactions when using a mobile device. Please follow the same steps as outlined above for the corresponding features:

- Punch Feature - Record in

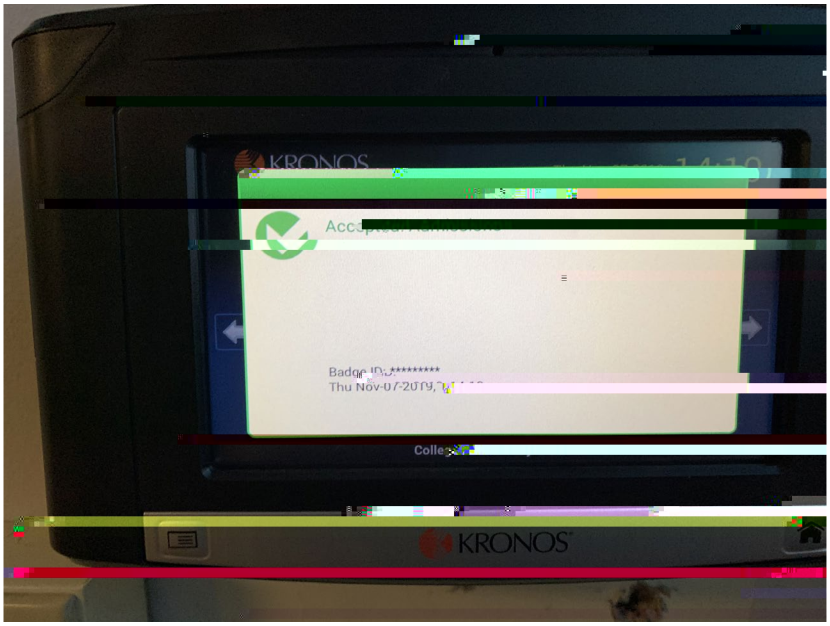
Swipe – Recording Time



Use your badge

KRONOS
O'Kane - Vending
KRONOS

You will receive an Accepted messTpe



Badge ID:*********
Thu Nov-07-2019,

To View Your Timecard

If you want to see the time recorded on your timecard including the departments you transfer to using the touchscreen right arrow over to the My Timecard option.

MANAGING TIME: A GUIDE FOR MANAGERS, SUPERVISORS, TIME MANAGEMENT PERSONNEL

For Students, your department student schedules should be used to reconcile each of your student employee timecards frequently during the week, to confirm all time is recorded correctly

Navigating by Employee

The Employee Search is a global search feature that lets a manager quickly find specific employee records by entering their name or ID. This provides the ability to find the specific employee and then navigate to their timecard, or schedule to review or edit information.

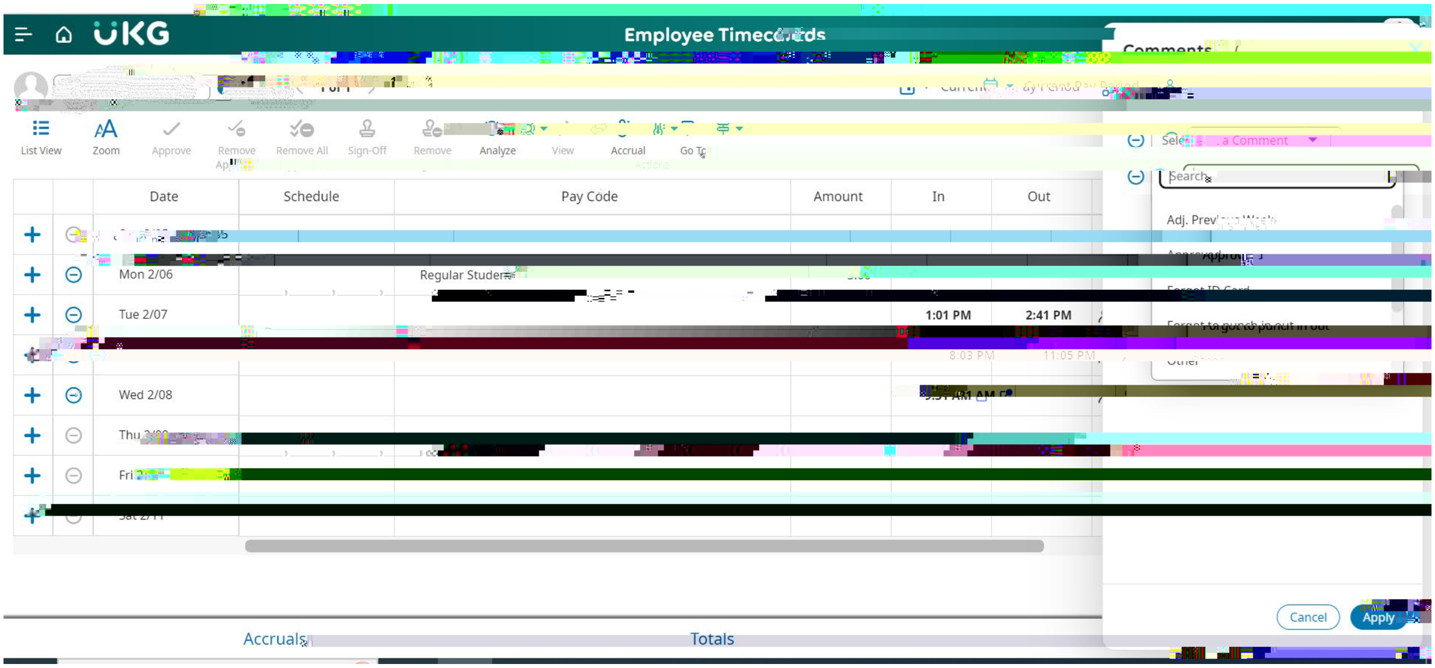
To use Employee Search:

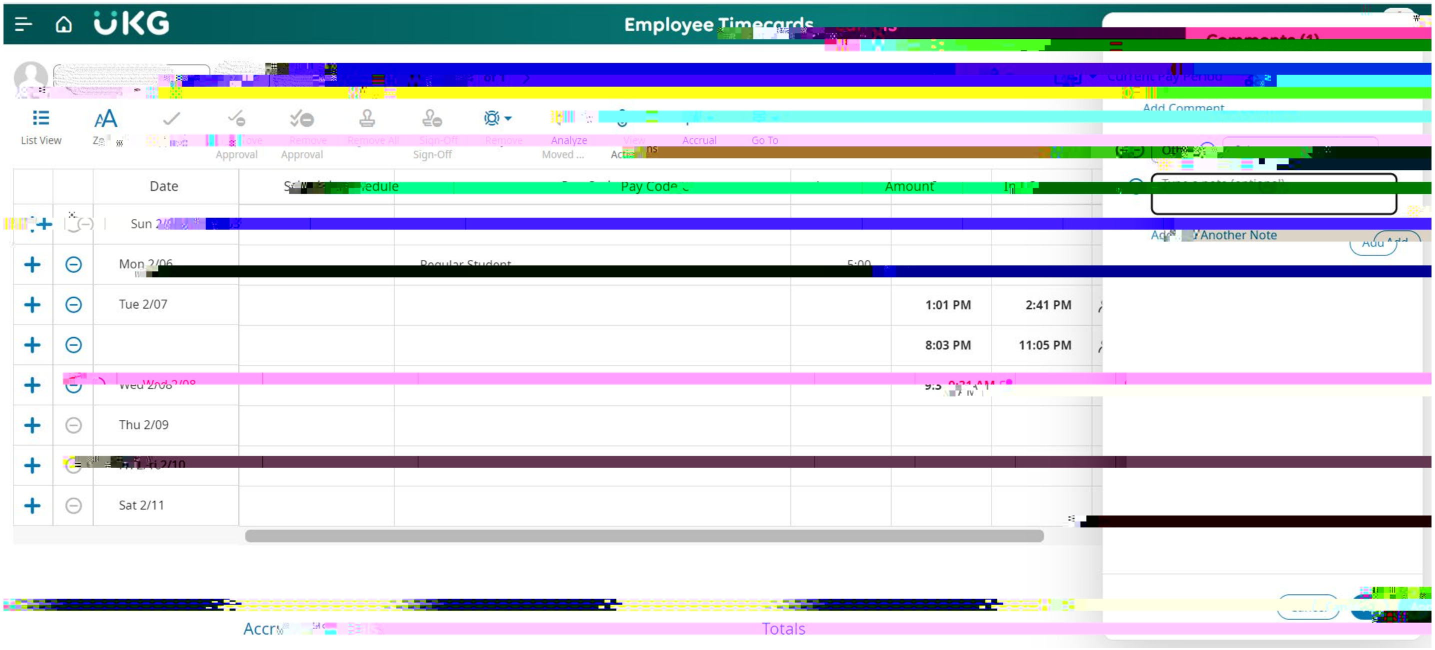
Un

there is ample time to correct the timecard well in advance to the payroll deadline, every Monday at 12 pm est.

worked the hours incorrectly charged to department. You can also run a dataview which is an online

in overtime that is inaccurate as the hours were worked in a previous timeframe. If this occurs please send an email to kronos@holycross.edu immediately so that overtime pay is not incorrectly paid.


Employee Timecards
Comments
List View
Zoom
Approve
Remove Approval
Remove All
Sign-Off
Remove
Analyze
View
Accrual
Go To
Select a Comment
Search
Adj. Previous Week
Forgot ID Card
Forgot to punch in/out
Other
Date
Schedule
Pay Code
Amount
In
Out
Mon 2/06
Regular Student
Tue 2/07
1:01 PM
2:41 PM
8:03 PM
11:05 PM
Wed 2/08
Thu 2/09
Fri 2/10
Sat 2/11
Cancel
Apply
Accruals
Totals

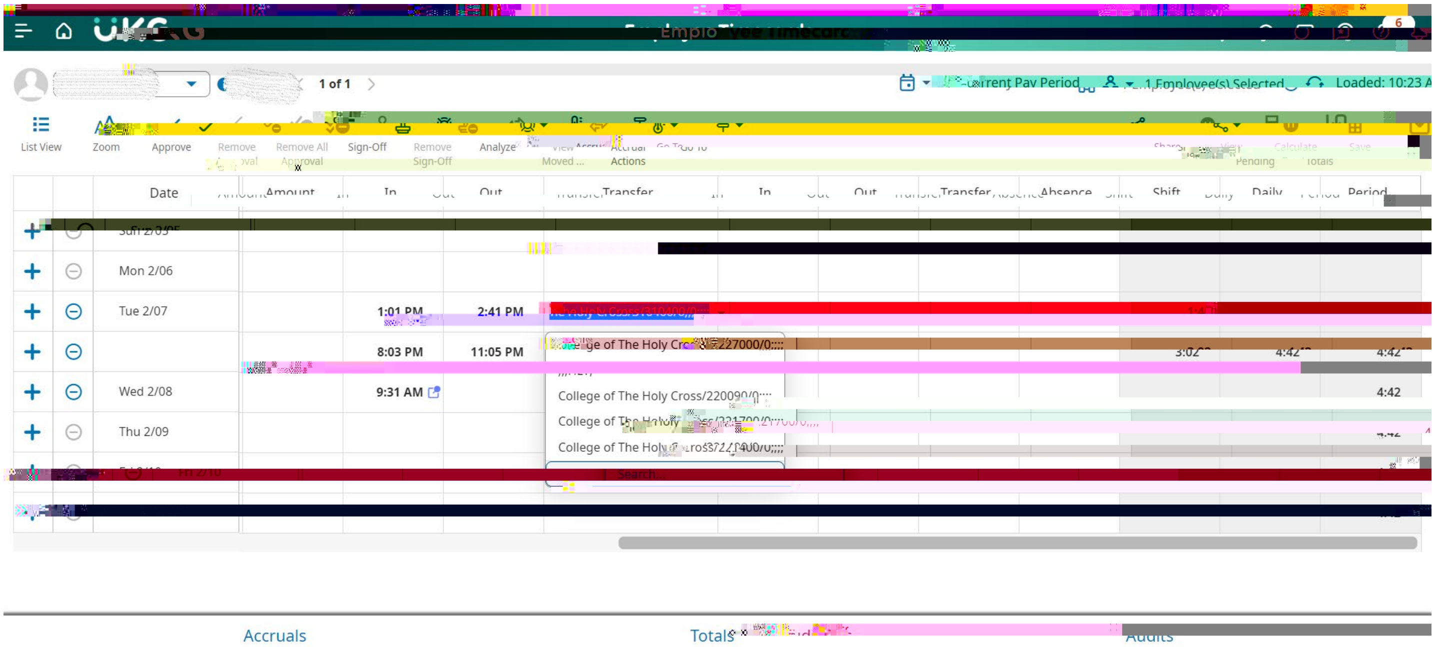

Employee Timecards
Comments (1)
Add Comment
Type a note (optional)
Add Another Note
Add
List View
Zoom
Approval
Remove Approval
Sign-Off
Analyze
Moved
Accrual
Go To
Date
Schedule
Pay Code
Amount
In
Sun 2/05
Mon 2/06
Regular Student
5:00
Tue 2/07
1:01 PM
2:41 PM
8:03 PM
11:05 PM
Wed 2/08
Thu 2/09
Fri 2/10
Sat 2/11
Accruals
Totals

Transfers

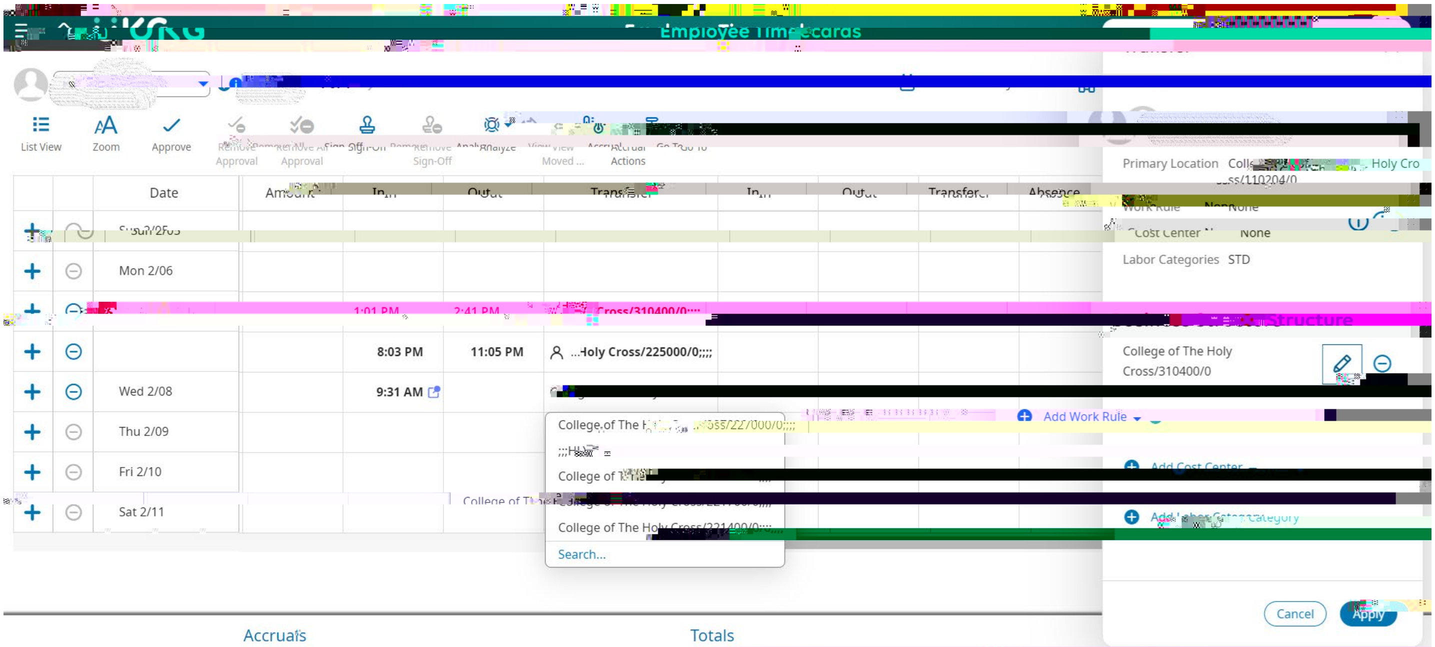
Transfers are done when an employee such as a Student works in more than one department than their home / primary department. This is how the financial data is properly recorded for budget reasons. It is essential that all Students and Managers/Supervisors and Timekeepers reconcile time daily to schedules so that accurate data has been recorded.

Students select the transfer only once at the start of work for any department other than their home / primary. To add or change data in the transfer column in the timecard please follow the steps below. Note any time that is in a signed off pay period incorrectly recorded to the incorrect department cannot be edited and will require a journal entry that must be done by Finance.

Select the employee
Go to – Select the timecard
Select the appropriate date range or pay period
On the date you are looking to modify the transfer and hours, click in the Transfer field in the row of the timecard with the in and out time
Click the down arrow, if adding or changing the departments and it appears in the list, click the department, then click save

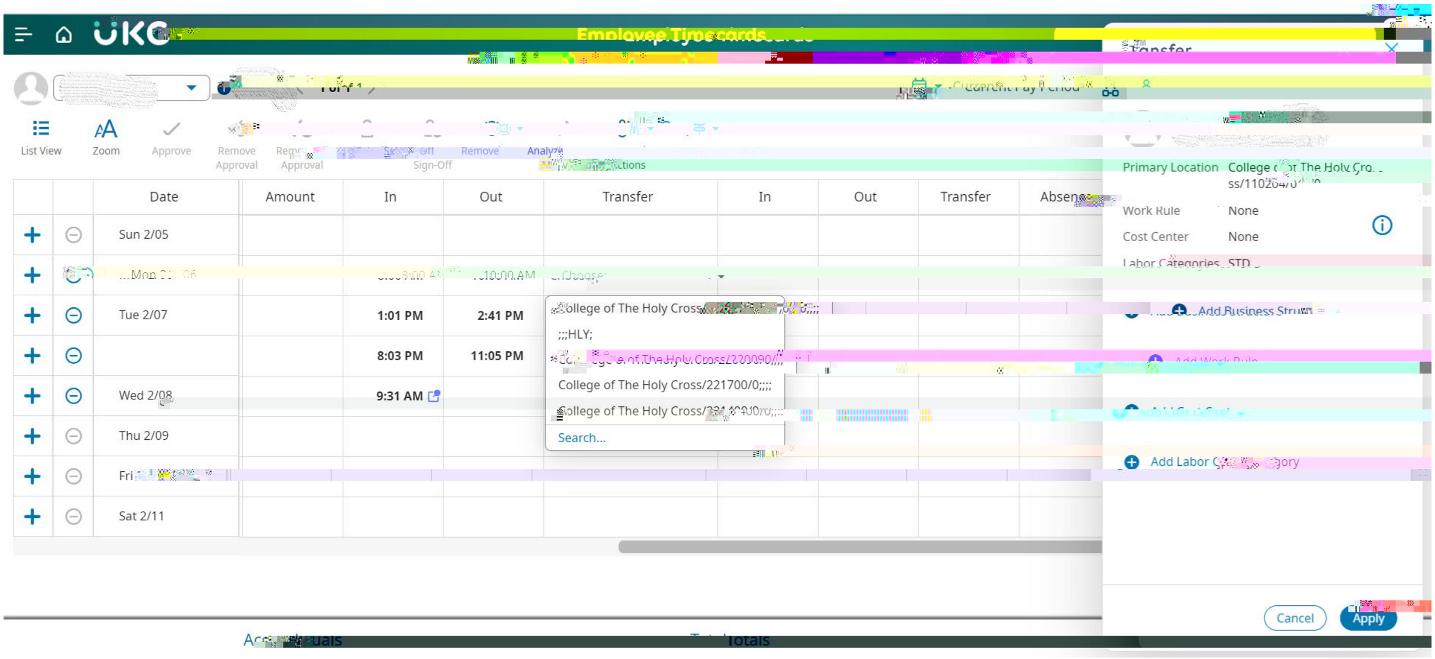

Employee Timecards
1 of 1
Current Pay Period
1 Employee(s) Selected
Loaded: 10:23 A
List View
Zoom
Approve
Remove Approval
Remove All Approval
Sign-Off
Remove Sign-Off
Analyze
View Moved ...
Accrual Actions
Go To
Pending
Calculate Totals
Save
Date
Amount
In
Out
Transfer
In
Out
Transfer
Absence
Shift
Daily
Period
Sun 2/05
Mon 2/06
Tue 2/07
1:01 PM
2:41 PM
8:03 PM
11:05 PM
College of The Holy Cross/227000/0;;;;
3:02
4:42
4:42
Wed 2/08
9:31 AM
College of The Holy Cross/220090/0;;;;
College of The Holy Cross/221700/0;;;;
College of The Holy Cross/227400/0;;;;
4:42
Thu 2/09
Search...
Accruals
Totals
Audits

If you want to delete the department, click in the transfer column on the department and hit your space bar, then click save
If the department does not show up in the list of departments, you must search and select the correct department
Click in the transfer column and then the down arrow, then click Search


Employee Timecards
List View
Zoom
Approve
Remove Approval
Remove All Approval
Sign-Off
Remove Sign-Off
Analyze
View Moved ...
Accrual Actions
Go To
Date
Amount
In
Out
Transfer
In
Out
Transfer
Absence
Sun 2/05
Mon 2/06
1:01 PM
2:41 PM
Cross/310400/0;;;;
8:03 PM
11:05 PM
...Holy Cross/225000/0;;;;
Wed 2/08
9:31 AM
Thu 2/09
Fri 2/10
Sat 2/11
College of The Holy Cross/227000/0;;;;
College of The Holy Cross/221400/0;;;;
Search...
Primary Location
College of The Holy Cross/110204/0
Work Rule
None
Cost Center
None
Labor Categories
STD
Structure
College of The Holy Cross/310400/0
Add Work Rule
Add Cost Center
Add Labor Category
Cancel
Apply
Accruals
Totals

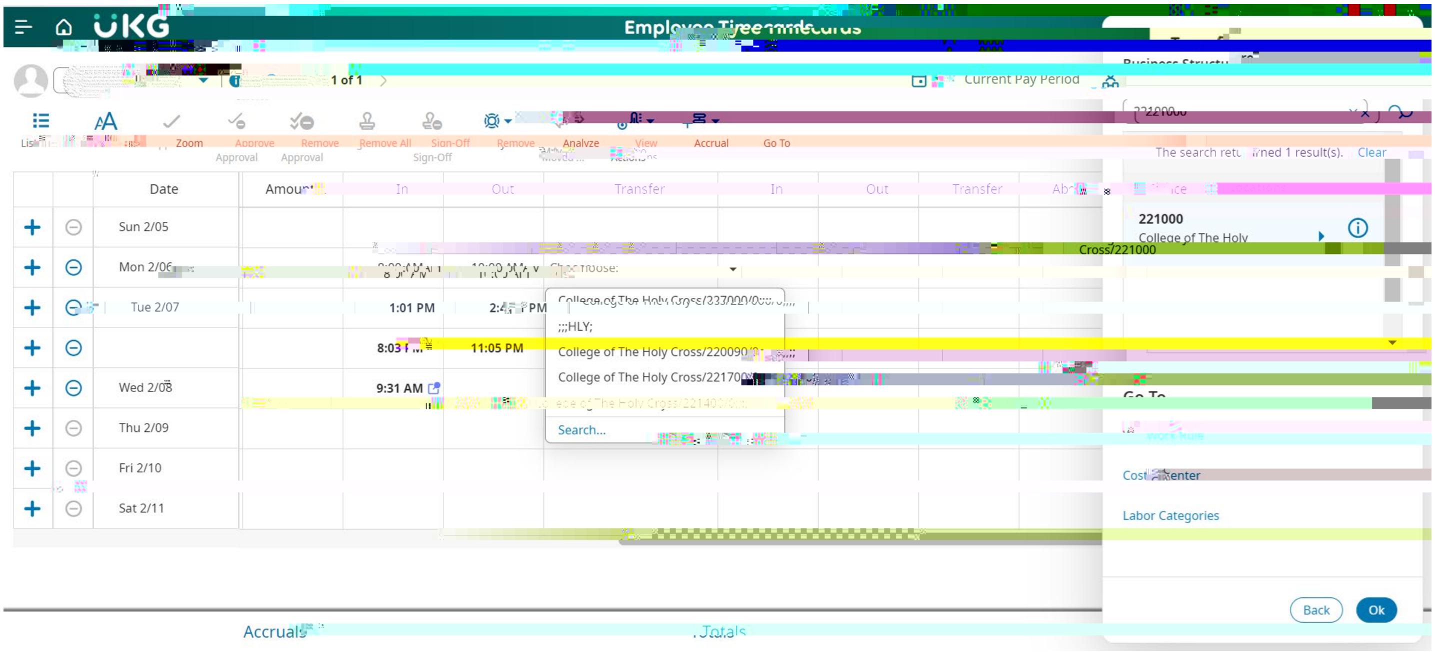
If there is already a department in the transfer column after clicking search, a window will appear and you need to click the pencil icon to edit the entry.
If there is not, you will need to add a business structure by

- Expanding the business structure by clicking the plus icon


UKG
Employee Timecards
Transfer
List View
Zoom
Approve
Remove Approval
Sign-Off
Remove Sign-Off
Analyze
Date
Amount
In
Out
Transfer
Absence
Sun 2/05
Mon 2/06
Tue 2/07
Wed 2/08
Thu 2/09
Sat 2/11
1:01 PM
2:41 PM
8:03 PM
11:05 PM
9:31 AM
College of The Holy Cross
;;;HLY;
College of The Holy Cross/221700/0;;;;
Search...
Primary Location
Work Rule
None
Cost Center
None
Labor Categories
Add Business Structure
Add Work Rule
Add Cost Center
Add Labor Category
Cancel
Apply
Accruals
Totals

Once either clicking the pencil icon or the plus icon you must key in the department number you want to assign the hours to

- In the search box, type in the department number and click the magnifying glass to search
- Once the department appears, click the right arrow icon
- This will open the job view, click the circle next to the 0 Job value
- Click Ok and then Apply
- Then click Save to save the timecard


UKG
Employee Timecards
1 of 1
Current Pay Period
Business Structure
221000
The search returned 1 result(s).
Clear
221000
College of The Holy Cross/221000
Go To
Cost Center
Labor Categories
Back
Ok
Zoom
Approve
Remove Approval
Remove All
Sign-Off
Remove Sign-Off
Analyze
View
Accrual
Go To
Date
Amount
In
Out
Transfer
Sun 2/05
Mon 2/06
Tue 2/07
Wed 2/08
Thu 2/09
Fri 2/10
Sat 2/11
1:01 PM
8:03 PM
11:05 PM
9:31 AM
Choose
;;;HLY;
College of The Holy Cross/220090/0;;;;
College of The Holy Cross/221700/0;;;;
Search...
Accruals
Totals

Approving Employee Timecards

Click the Check All box
Or You Can Select an Employee and Open their Timecard
Click Approve

Once approve the background color of the timecard is gray. For the explanation of what each color that appears in the timecard represents, please see Timecard Shading in this document.

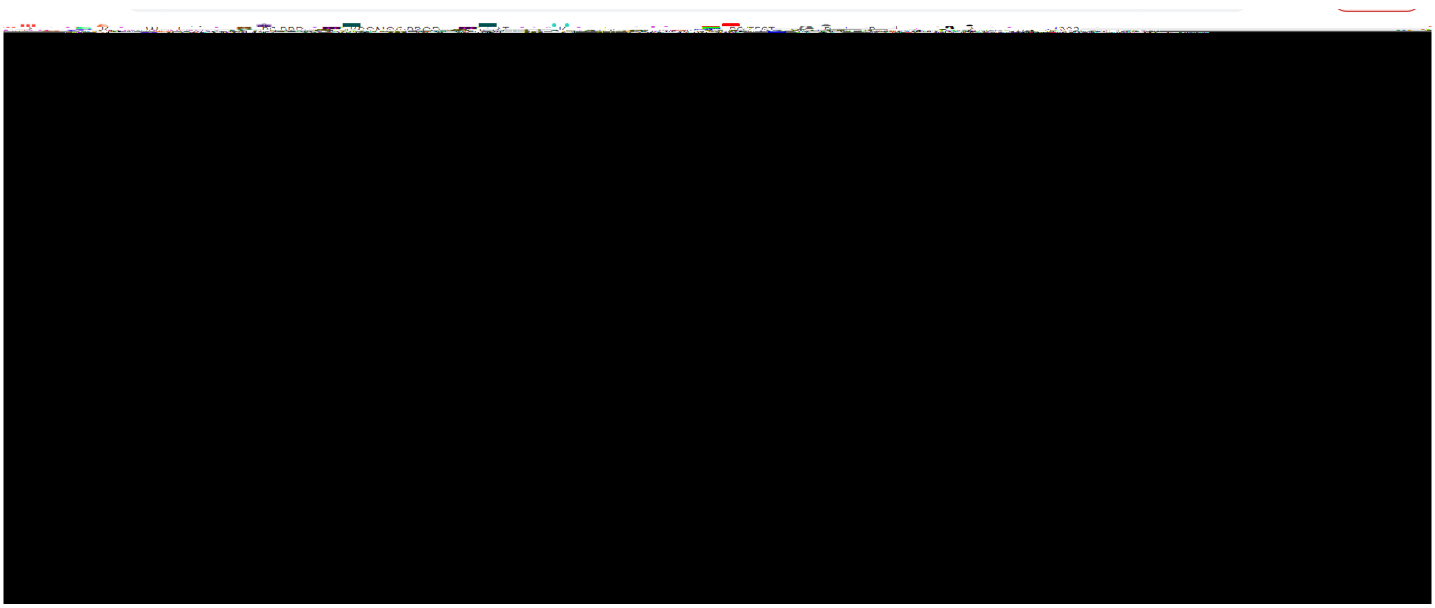
To remove approval from a timecard:
There may be times you need to edit timecard you have approved, if so you need to remove the approval.

Access the employee’s timecard that you wish to remove sign-off.
From the Actions bar, click Remove Approval . In the confirmation box, click Yes.

Reports and Dataviews

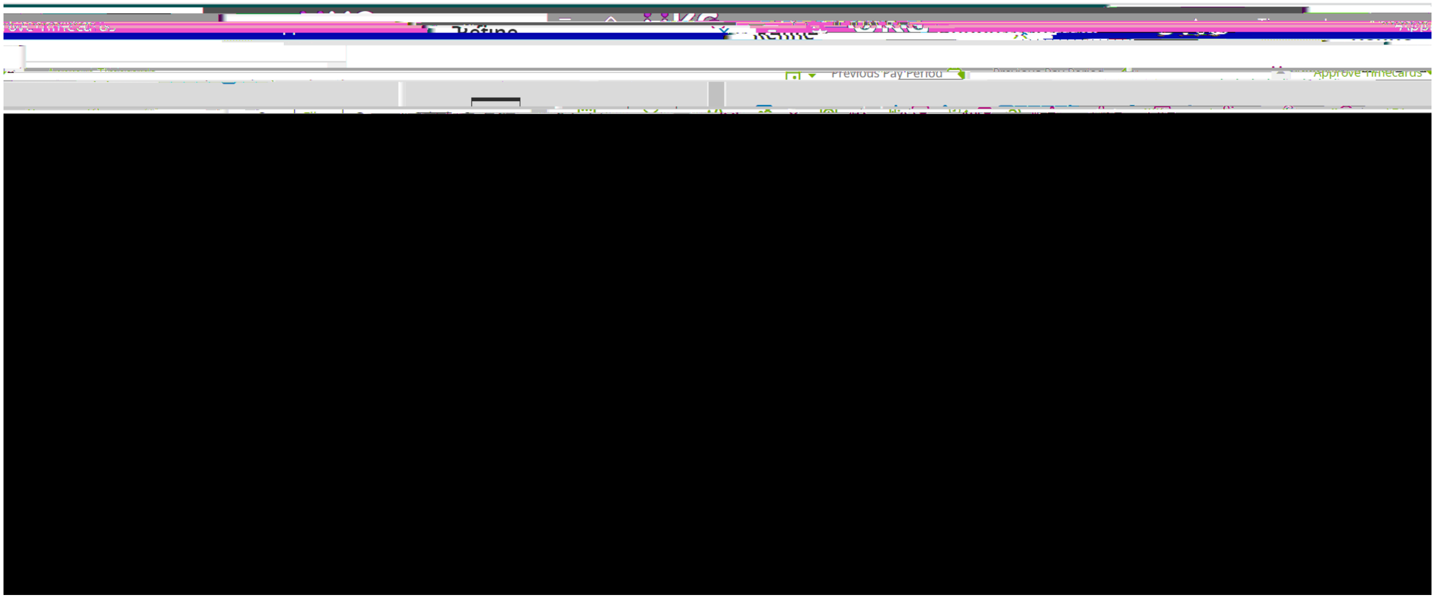
After selecting the dataview you want to run the

Click Open Dataview



You can also filter the data you are looking at even further by selecting the Refine icon located in the upper right hand corner of the page. For example, if you want to see a specific employee in the list you are looking at, you can click Refine.

Click Refine
Expand Employee Full Name
Key in the entire name or partial last name
Click Apply



Report Library

The reports you have access to depend on your user access. When running a report from an employee, by using the Go to menu, the report automatically is run for the specific employee you have pulled up. If you are looking to run the report for a group of employees, you have access to you will need to navigate to the Reports Library from the main menu on the first landing page of UKG/Kronos.

Running a Report

Click the Run Report Icon

- Accrual Code – Vacation, Personal Time, Floating Holiday, etc.

FAQ's and Tips

Question	Why	Resolutions

Student has not been paid for hours logged in timecard?	The Student is not hired in the department.	if the Student is in PeopleSoft and not marked complete send an email to HRStudentemployement@holycross.edu
Student has time that hasn't been paid and it is not in the timecard	Only time recorded in the timecard can be processed.	An edit can be made in this current weeks' timecard for the time not paid. Add the time in the first day of the pay period, Sunday, by inputting the number of hours and adding a comment. Note – pay close attention to not cause overtime
Time is incorrectly charged to my department or there is a transfer in a timecard to my department that is incorrect	Time was not transferred correctly by the student and or the manager/supervisor of the department did not make a correction to the timecard	If in the current pay period and or time is not signed off, change or add the department in the transfer column. If time has been signed off, an email should be sent to payroll@ (ol)2.6 (um)-5.9 (n)10.5@no