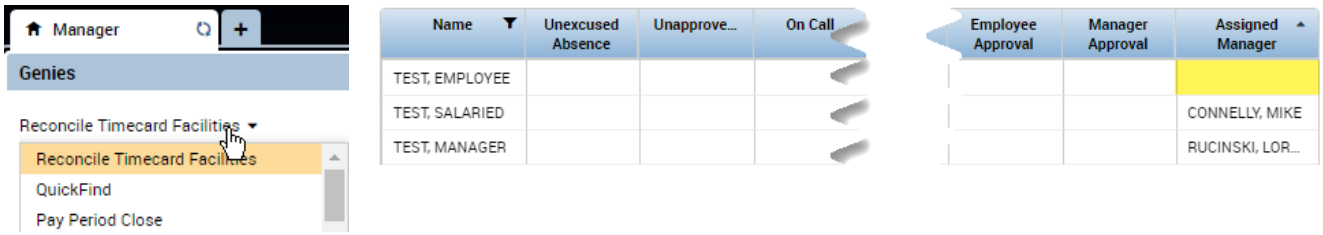
KRONOS MANAGERS – NEW EMPLOYEE CHECKLIST

Quick Summary

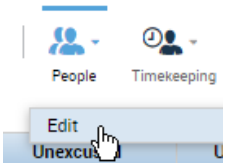
1) Confirm Manager sees the employee in their **Reconcile Timecard** list. If not contact Payroll.
2) Set **Assigned Manager** (**Reports To)** (People > Job Assignment > Primary Account): Who gets Time Off request.
3) Verify **Schedule** (Right pane > Schedules): Controls pay period and exceptions.
4) Adjust **Hyperfinds** (Hyperfind drop-down > Edit, then re-Assign to managers): Pre-made filters for employees.
5) **Biometric Finger Enrollment**: Timeclock users only.

Detailed Steps

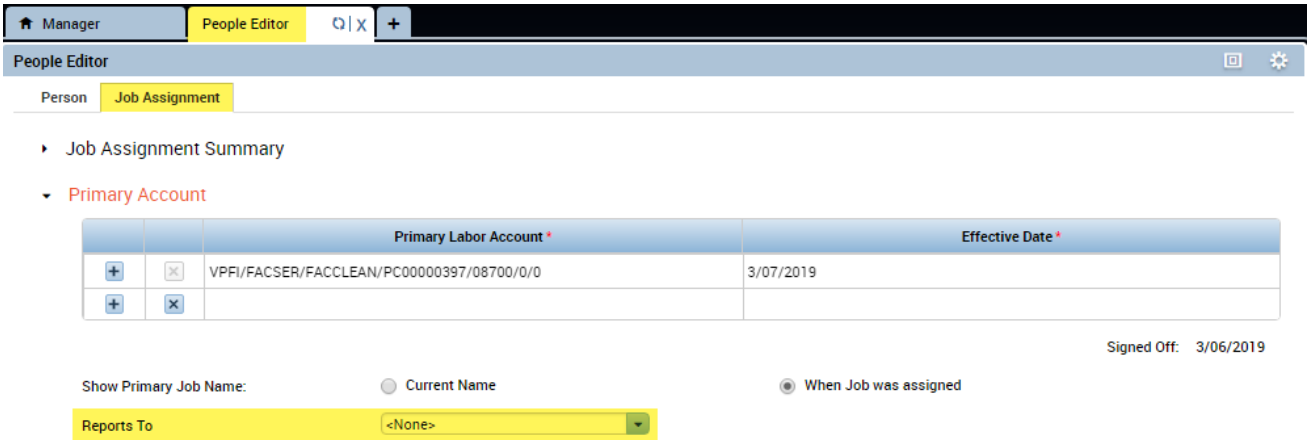
1) Confirm Manager sees the employee in their **Reconcile Timecard** list. If not contact Payroll. A manager generally see everyone in a certain Division, so please confirm the correct Division they should have.
2) Set **Assigned Manager** (**Reports To)** Controls who gets Time Off notification
   a. Find the Employee in the **Reconcile Timecard** genie without an Assigned Manager



   b. Click **People** button > **Edit**

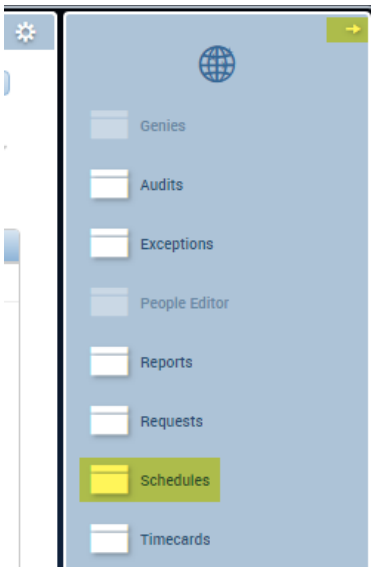


   c. Switch to the **Job Assignment** tab, **Primary Account** section, then choose the manager from the **Reports To** list

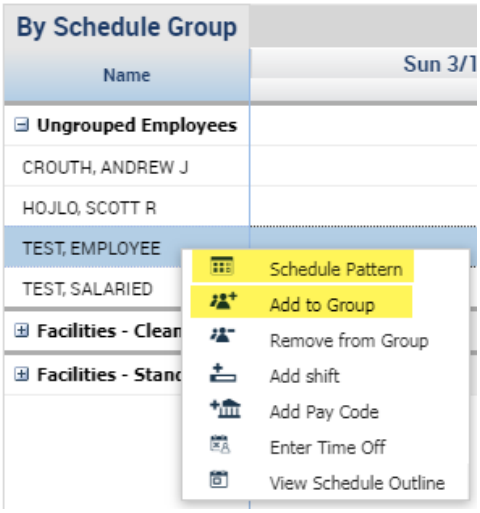


3) **Schedule** Some employees are automatically added to a schedule group and others need to be set manually

a. Go to the Schedule drawer, by expanding the rightmost tab



b. Find the employee. Right-click to assign a new Schedule Pattern or Add to existing Group



NOTE: If a new Schedule Group is needed. First go to Setup on the right > Schedule Groups to create the Group

4) Adjust **Hyperfinds** (**Pre-made Filters**) (Hyperfind drop-down > Edit, then re-Assign to managers)

Hyperfinds are most typically used by managers with access to more employees than only their direct reports. A hyperfind can be configured to quickly filter for the employees relevant to them. Some employees may come into hyperfinds automatically but it depends on how it is built so a check is needed.

After a Hyperfind is adjusted it needs to be pushed out (assigned) to managers

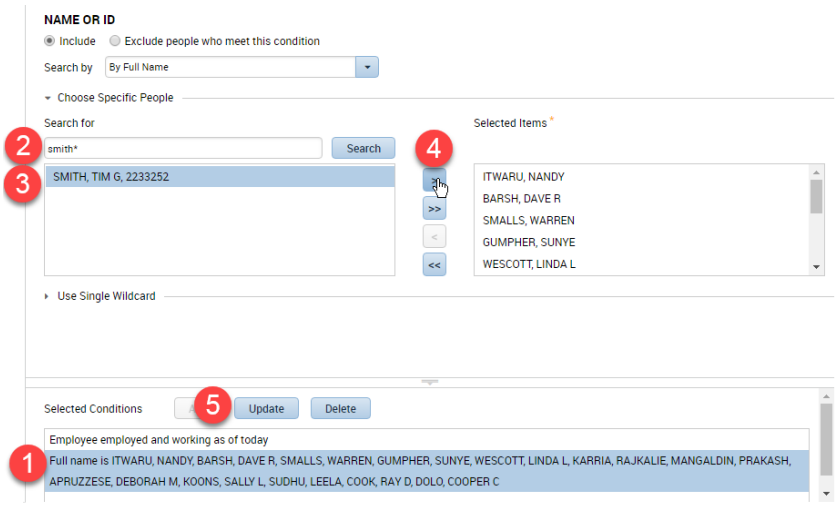
<u>To add a new employee to a hyperfind:</u>

a. Choose the Hyperfind from the top-right dropdown

b. If adjustments are needed, click the **Edit** button

c. Follow the steps in the screenshot below

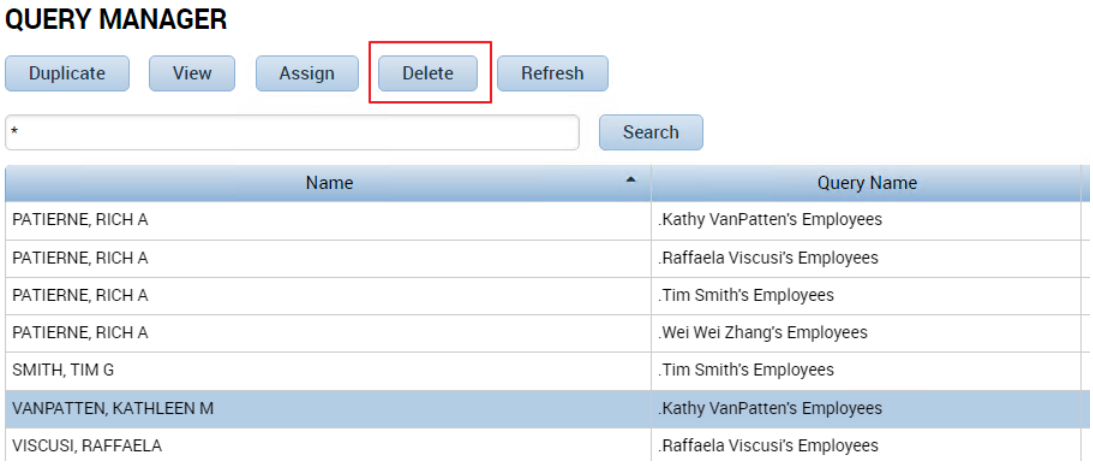
1. Click the condition to adjust below
2. Type in the name of the employee to add to the hyperfind
3. Highlight the employee in the results list
4. Click the arrow to add them to the query
5. Click **Update** and **Save** the result
6. Follow the next steps to Push Changes to others if this hyperfind is used by more than one person



Push changes to a Hyperfind to existing managers OR To give a new manager access to a Hyperfind:

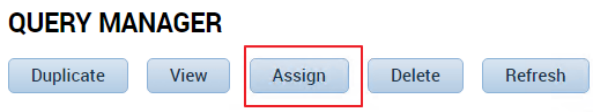
a. Go to Setup from the right pane then **Query Manager**

b. Find the Hyperfind that you just modified and delete it from the other user(s).
For our example, we need to delete the Hyperfind called '.Kathy VanPatten's Employees' from VANPETTEN, KATHLEEN M. Click on this Hyperfind, and then click Delete



c. Click the HyperFind query that you just updated or created for yourself. Verify that the value in the Name column is **your** name

d. With that Hyperfind now selected, click the Assign button:



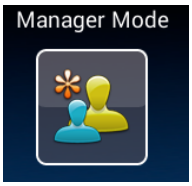
e. In the screen that appears, search for the Name of the Manager(s) that you want to assign this new or modified Hyperfind to. Click their name, and then click **Save**

5) **Biometric Finger Enrollment**: Timeclock users only

A Manager must be present to start the enrollment process for an employee.

REMINDER: Union College is NOT collecting or storing a person's fingerprint by completing this process. A fingerprint cannot be recreated from an employee's finger scan.

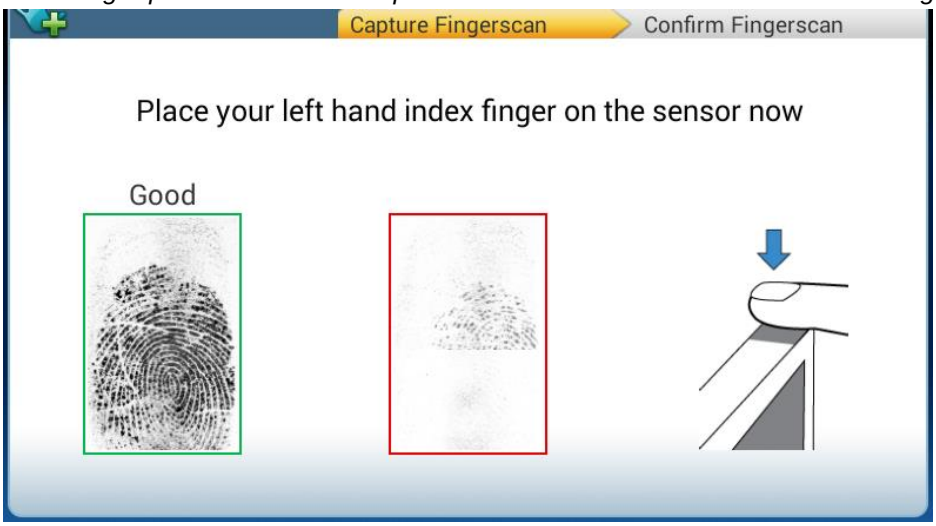
a. Manager goes to the clock, press Manager Mode (on second page)

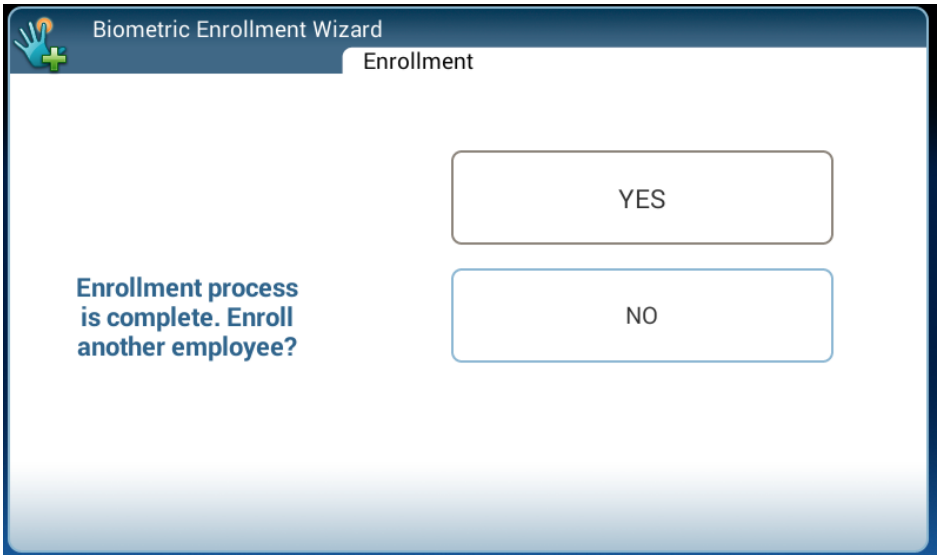


b. Manager enters their Employee ID OR places their finger (if already enrolled)
c. Manger enters the password "1795"
d. Press **Enroll Employee**
e. Enter the Employee's ID number (from their ID card)

f. Have the employee Scan their Finger - 3 times

Index finger preferred. Once complete it is recommended to scan the index finger from the other hand as well.



g. Press Yes to enroll another finger, repeat process.

h. When complete, click Yes to Enroll another Employee or No to exit.