

KRONOS MANAGERS – NEW EMPLOYEE CHECKLIST

Quick Summary

- 1) Confirm Manager sees the employee in their employee list. If not contact Payroll.
- 2) Set **Assigned Manager (Reports To)**: 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. Dept Super User only.
- 5) **Biometric Finger Enrollment**: Timeclock users only.

Detailed Steps

- 1) Confirm Manager sees the employee in their 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 your starting genie without an Assigned Manager

Name	Unexcused Absence	Unapprove...	On Call	Employee Approval	Manager Approval	Assigned Manager
TEST, EMPLOYEE						CONNELLY, MIKE
TEST, SALARIED						RUCINSKI, LOR...
TEST, 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

Manager People Editor

People Editor Person Job Assignment

Job Assignment Summary

Primary Account

Primary Labor Account *	Effective Date *
+ <input type="button" value="X"/>	VPFI/FACSER/FACCLEAN/PC00000397/08700/0/0
+ <input type="button" value="X"/>	3/07/2019

Signed Off: 3/06/2019

Show Primary Job Name: Current Name When Job was assigned

Reports To: <None>

3) **Schedule** Some employees do not have schedules, some are automatically added to a schedule group, and others need to be set manually. To add or change someone's schedule follow the steps below (also in the Manager's Guide).

- 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

The screenshot shows the Oracle HCM interface. On the left, there is a vertical navigation bar with several tabs: Genies, Audits, Exceptions, People Editor, Reports, Requests, Schedules (which is highlighted in yellow), and Timecards. The main area is titled "By Schedule Group" and shows a table with columns "Name" and "Sun 3/1". The table lists "Ungrouped Employees" (CROUTH, ANDREW J and HOJLO, SCOTT R), and then groups like TEST, EMPLOYEE, TEST, SALARIED, Facilities - Clean, and Facilities - Stand. A context menu is open over the "TEST, EMPLOYEE" group, with the "Add to Group" option highlighted in yellow. Other options in the menu include Schedule Pattern, Remove from Group, Add shift, Add Pay Code, Enter Time Off, and View Schedule Outline.

If a new Schedule Group is needed, follow the steps below to **Create a new Schedule Group**

- a. Create group (under Setup > Scheduler Setup > Schedule Groups) by clicking "New"
- b. Add to a Schedule Group Profile (Setup > Access Profiles > Schedule Groups) – this allows only certain dept managers to see the new group
- c. Go back to the Schedules screen and remove employees from existing group
- d. Right-click employees and add to group
- e. Right click on the Group (bold name) and do Schedule Pattern to set the schedule for the group

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

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

To add a new employee to a hyperfind:

- a. Choose the Hyperfind from the top-right dropdown
- b. If adjustments are needed, click the **Edit** button

The screenshot shows a dropdown menu titled "Hyperfinds (13)". The menu has a "Go To" button at the bottom. The list includes "Ad Hoc" and two entries: ".Kathy VanPatten's Employees" (which is highlighted in orange) and ".Raffaela Viscusi's Employees". Above the list, there is a small "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

The screenshot shows the Oracle Hyperfind interface. At the top, there is a search bar with 'Search by' set to 'By Full Name'. Below it, a search results list displays 'SMITH, TIM G, 2233252'. A red circle with '2' is over the search bar, and a red circle with '3' is over the search results list. To the right, a 'Selected Items' pane lists several names. A red circle with '4' is over the right-pointing arrow icon in the 'Selected Items' pane. At the bottom, a 'Selected Conditions' section contains the query 'Employee employed and working as of today' and its details. A red circle with '5' is over the 'Update' button in this section.

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

QUERY MANAGER

Name		Query Name
PATIERNE, RICH A		.Kathy VanPatten's Employees
PATIERNE, RICH A		.Raffaela Viscusi's Employees
PATIERNE, RICH A		.Tim Smith's Employees
PATIERNE, RICH A		.Wei Wei Zhang's Employees
SMITH, TIM G		.Tim Smith's Employees
VANPATTEN, KATHLEEN M		.Kathy VanPatten's Employees
VISCUSI, RAFFAELA		.Raffaela Viscusi's Employees

- 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:

QUERY MANAGER

Duplicate	View	Assign	Delete	Refresh

- 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.

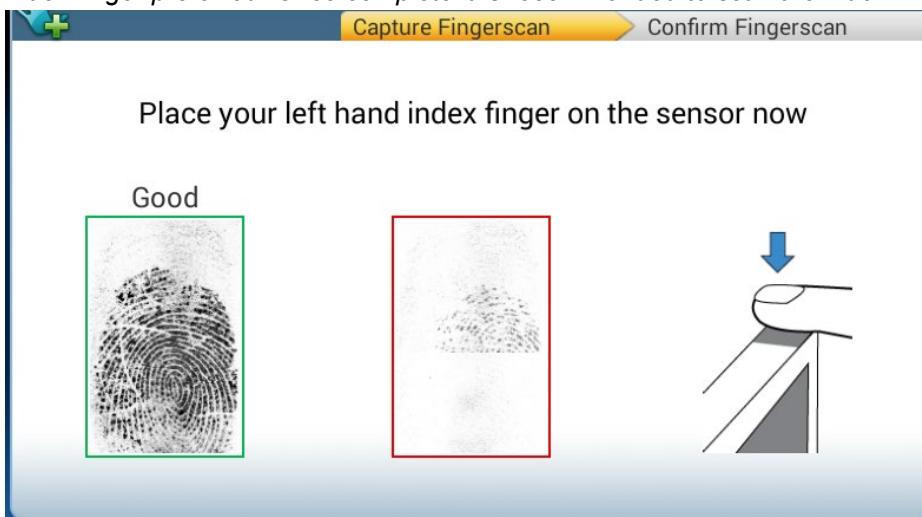
REMINDER: Union College is NOT collecting or storing a person's fingerprint by completing this process. A fingerprint cannot be recreated from an employee's finger scan.

- 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. Manager 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.

Check Who has Been Enrolled

- a. In Kronos, on your Home screen, click the down arrow in the Upper Right under the Genies heading.
- b. Choose the Biometric Status genie to see a list of employees who have been enrolled.

