

KRONOS GUIDE –SALARIED EMPLOYEES (ADMINISTRATORS)

Kronos site: <https://workforce-ext.union.edu/wfc/logon>

Login: Use your Union College username and password

What is Kronos?

Kronos is a website where employees can record hours worked for their job. As an Administrator it is only necessary for you to use Kronos to submit Time Off Requests.

When do I enter Time Off Requests?

Kronos can be used to request time off in advance, which is encouraged. Each employee has an approver for their requests. Once approved the requests will stay in Kronos until the pay period comes when it is exported.

If time off needs to be reported for a prior pay period it can still be entered through Kronos before the end of the calendar year. All time taken is due to Payroll before the end of the year.

Do I need to report Sick time?

As of 2021, to comply with New York State law we are required to document Sick time taken as proof that we are affording employees this benefit when needed. Most Administrators have unlimited Sick time, so there is no accrual bucket showing a balance in these cases. Please refer to HR handbooks for up to date policy guidance for this.

NOTE: If you are ALSO a Manager, first click the Plus Sign at the top to switch to the Employee workspace. This guide focuses only on using Kronos as an employee.

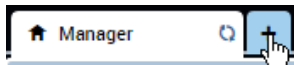


The screenshot shows the Kronos interface. At the top, there are tabs for 'SuperUser' and 'Employee'. Below the tabs is the 'My Calendar' section, which includes a date range selector (April 26, 2020 - May 2, 2020) and a 'Next Pay Period' dropdown. The calendar view shows days from Sun 4/26 to Sat 5/02. A red callout box labeled 'Request Time Off' points to the 'Request Time Off' icon in the calendar toolbar. Below the calendar is the 'Accruals Widget Part' section, which contains a table with columns for Type, Available Balance, Pending Grants, Planned Takings, Ending Balance, and Units. A red callout box labeled 'View Vacation Balance' points to the 'VACATION' row in the table.

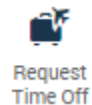
Type	Available Balance	Pending Grants	Planned Takings	Ending Balance	Units
DISCRETIONARY DAY BANKED	0.00	0.00	0.00	0.00	Hour
HOLIDAY BANKED	0.00	0.00	0.00	0.00	Hour
VACATION	55.33	110.00	0.00	165.33	Hour
WINTER RECESS BANKED	0.00	0.00	0.00	0.00	Hour

Submitting a Time Off Request

1. **Managers only:** First click the Plus Sign at the top to switch to the Employee workspace, **My Calendar** screen.



2. Click **Request Time Off** button.



3. Choose the **Pay Code** (i.e. Vacation, Sick, etc)
4. Choose **Dates, Start Time, and Daily Amount** (amount of hours taken each day, NOT total hours). Type a Note to give additional information (optional). Click **Submit**.

TIP: Change the Accruals On date to match your requested date. Then you can verify how much time you have to use by that date. It even factors in existing requests.

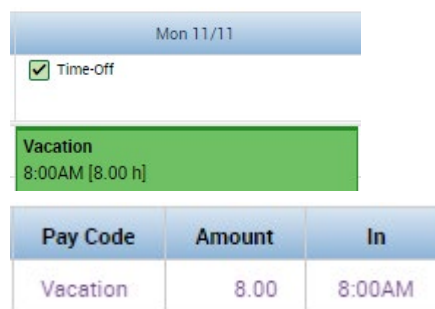
5. An email is sent to the Assigned Manager. Meanwhile the request displays in the Calendar next to the dates.
6. You will receive an email if your time off is approved and the time will show on your Calendar and Timecard.

Email



*****NOTE: Requests with a Start and End date that span weekends will INCLUDE Sat and Sun. Use the Plus sign to add multiple non-consecutive days within the same request.*****

Calendar and Timecard



Request Time Off

Type: Time-Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>	1/14/2020	1/14/2020	Vacation	Hours	8:00AM	8.0

Accruals on: 1/14/2020

Accrual	Balance
DISCRETIONARY DAY BANKED	0.00 Hour
HOLIDAY BANKED	0.00 Hour
VACATION	55.33 Hour

Note (optional)
Type a note (optional)

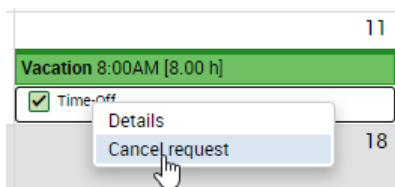
Adjusting a Submitted Request

An employee can retract a request if not yet approved, or cancel a request (which requires approval). For example, if the employee wants to take one less day of vacation, but their original request is already approved, they could cancel the original request and submit a new one instead.

Only the manager can make a direct adjustment to the request.

To cancel a request:

1. Open the My Calendar widget.
2. Find the day the request is on, right-click it and choose **Cancel Request**



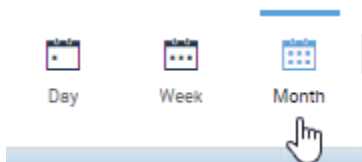
3. Type in a Note (optional) and click **Cancel Request**.

Reviewing Time Off Taken

Employees can review their My Calendar screen, days in green are days with time off requests. Switching to the Month view is recommended.

1. At the top next to Current Pay Period click the calendar button and type in a date range to review. Click Apply.

2. Click on the Month view



3. Use the arrows in the top left to cycle through months. Requests show in green.

Sunday	Monday	Tuesday	Wednesday
September 1	2	3	4
Vacation 8:00AM [0.00 h]	Vacation 8:00AM [8.00 h]		
<input checked="" type="checkbox"/> Time-Off	<input checked="" type="checkbox"/> Time-Off		
8	9	10	11

Viewing Vacation Balance

You can use the the My Calendar or Request Time Off screens to view Vacation balances

Available Balance

The Available Balance is your Vacation accrued as of a specific date. It increases on the first day of each new pay period when an employee accrues more vacation time. It decreases when vacation is taken for any prior date.

Available Balance at bottom of **My Calendar**

Accrual Code	Available Balance
VACATION	124.67

Is as of the first day in the range selected in the upper right

Available Balance in the **Request Time Off** screen

Accrual	Balance
VACATION	124.67 Hour

Is as of the date specified in Accruals on field

Ending Balance

The Ending Balance is always *as of the last day in the calendar year 12/31*. This balance accounts for accruing additional vacation each pay period and deducting any current and future requests already entered into the system. The Ending Balance should never be negative.

Ending Balance at bottom of **My Calendar**

Ending Balance
146.67

As of the last day in the calendar year 12/31

Other Request Types

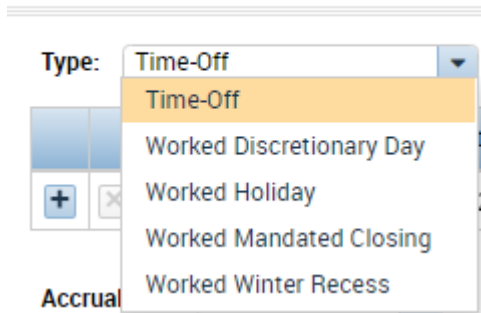
On occasion a salaried employee needs or wants to work on a designated **Discretionary Day, Holiday, Mandated Closing, or Winter Recess** day. If they do so they can bank that time worked to be used like vacation on a future date. Kronos will track the banked time in the Accruals area.

To do this an employee should send a **request to work** on the designated day. If that request is then approved the time will be banked.

To request to work a Discretionary Day, Holiday, Mandated Closing, or Winter Recess day:

1. Managers only: First click the Plus Sign at the top to switch to the Employee workspace, My Calendar screen
2. Click Request Time Off button
3. At the top of the window, click the drop down next to **Type** to change to request a Worked Discretionary Day, Holiday, Mandated Closing, or Winter Recess day

Request Time Off



4. Fill the request out as normal, indicating the Date Range, Start Time, and Daily Amt.
5. Click Submit. An email will be sent to your assigned manager for approval.

Like Vacation requests, the request will be viewable on your Calendar for reference and under Accruals as Pending Grants if upcoming or Available Balance once the day has past.

Tuesday	Wednesday	Thursday
December 22	23	24
		<div style="background-color: #4CAF50; color: white; padding: 2px;">DISCRETIONARY DAY WORKED</div> <input checked="" type="checkbox"/> Worked Discretionary Day

Accruals Widget Part

Type	Available Balance	Pending Grants
DISCRETIONARY DAY BANKED	0.00	8.00
ECA	0.00	0.00
HOLIDAY BANKED	0.00	0.00
VACATION	66.00	7.33