Kronos for Supervisors – Using HTML Log On

(When using a Mac, or an incompatible version of Java on a PC)

1. Log on to Kronos

https://www.kronos.cornell.edu/

- DO NOT Click on the gray LOGON button!
- Instead click on LOG ON – HTML link
- NOTE – you must Log Off when finished in Kronos (upper right corner). If you don’t Log Off, and instead click the X in the top right corner, the connection will remain open.
- Logging Off does not return to the initial Kronos Logon Screen. You must click the link above to Log back in.

2. My Genies (online reports to efficiently look at your people)

- Genies can be used to select a group of people to review by dragging over several lines of people in the list to select a contiguous group, or by using the control key to pick employees who are not in sequence in the list.
- Genies can be exported to Excel.
- Genies may all be sorted by clicking the desired column heading
• Default **Show All Home** presents the view of all Non-Exempt employees in your security.

**Use Genie’s to review timecards** (the name of the Genie appears in the upper left corner)

• **RECONCILE TIMECARD DAILY Genie** (use frequently during pay period)

  o Review timecards for exceptions like missed time punches, and no time worked. Use sort column feature to review your employees/students timecards for a Missed Punch, Worked Time (if none is recorded), Overtime, Leave Time, etc.
  o Select one person (single click) or several people (shift + click), then click **Timecard** to review detailed timecards for each person.
  o You may opt to email the person from within their timecard. When doing this a copy of the sent email remains in your Sent Items.

Select one or several names, *(Select an Action, Email).*

  o To return to the Home menu screen (to choose a new Genie) click the **<Home Link** (upper right)
• **ACCRUAL - BIWEEKLY BALANCE Genie** *(use toward the end of the pay period)*

To view only *benefits eligible staff*, in the *Show* field, select the down arrow •. Change the selection to display *Accruals BiWeekly* (instead of *All Home*). This is useful for review of leave balances at the end of the pay period to quickly see if an employee is overdrawn.

  o Sort Leave column(s) to easily locate negative balances

• **PAY PERIOD CLOSE Genie** *(use at the end of the pay period)*

  o Useful to quickly locate employees who have not approved.
  o Send email reminders directly from the Genie
    - Select the employee by clicking on a name (or select multiples with shift + click)
    - Click *Select an Action* menu, select *Email*
• **QUICKFIND Genie** *(use to search for individual employees)*
  
  o Search for individuals, or by specific pay period.
  o To search for an individual, type in partial name, followed by *, click **Find**.
    *(note:* is a wildcard)*
  
  *To search by “type” of employee, instead use either the RECONCILE TIMECARD DAILY or PAY PERIOD CLOSE Genie’s.*

3. **Approving Timecards**

   **Timecard approval takes place every other week.**

   *Note - The names in this list are for students and staff whom you directly supervise and those for whom you are the backup supervisor.*

   o Click on first name, then Shift + Click for contiguous selection of names (green highlight). Select **Timecard** for those who have approved on the student/staff level.

   o **Supervisors must approve from within the individual Timecard.**
Click the **Timecard** link to review the multiple timecards selected.

- Review each timecard for: missing punches, meal break, *transfers to another timecard* (more on this later), time displayed in purple font, adequate leave balance (if leave taken).

- The **Earnings Code** and **Amount** fields are used only when recording paid time off (benefits eligible staff only). Unless recording paid time off, these fields should be left blank.
- Approve the Timecard – (**Approve** button). Then toggle to the next timecard in the series.

- The **Approve** button toggles to **Remove Approval** if your approval has already been made.
The recommended practice is that employee punches should not be overwritten by a supervisor. However, in the event a supervisor needs to edit an employee’s timecard, add a comment to explain why you are making the change. Save the comment and it will be visible in the audit trail. Any changes made to a timecard after it is approved by the student/staff will result in an automatic email generated from Kronos to the student/staff member.

Note – If you (or an employee) need to make a change after you have approved the timecard, remove your approval, then re-approve after the change is made. **There is no longer a way for the Payroll Rep to “remove” a premature supervisor approval. Payroll Rep’s can remove only their approval.**

You may remove your own approval, if no higher level approval(s) have been made.

Click on **Remove Approval**. The timecard will again be available for editing.

After the “sign-off” takes place on Thursday mornings, no further changes can be entered into the “Current Pay Period”. You must use the **Historical Edit** feature to make changes.

**And remember ... Be sure to LOG OFF (upper right hand side) when complete.**

4. **Edit Time (in the current Pay Period)**

   When you edit an employee’s timecard, they will receive an email generated automatically from the Kronos system. You should add a comment explaining why you are making a change. (read more below)
Recording missing time (in the Current Pay Period – this is an exception, not a normal practice)

Add a comment and/or note every time you make a change to a timecard. These comments/notes are added to the audit trail to provide documentation of all changes.

- Click the In box and enter the time the employee started work (Acceptable time formats: 2pm, 2p, 2:00p, 2:00pm, 1400. If you don’t enter AM or PM, Kronos enters the time as AM.) For regular time worked, do not enter an earnings code. Leave the Earnings Code and Amount boxes blank.
- Click the Out box and enter the time the employee finished work.
- If the employee took a meal break, enter the time they left for the break, then use the second set of In and Out boxes to record the time they began and ended work after the break.
- To add an extra row for the same day, click on the icon next to the appropriate date.

Add a comment:
Place your Cursor in either the Amount box, the In punch or Out punch box. Click the Comments button.
- Select Comment from Available Comment choices in the left box, then choose right arrow to Selected Comments box. Click OK to save.
- A yellow memo pad icon appears in the cell.

Enter paid time off (vacation, sick, personal, etc.) by selecting the appropriate Earnings Code in the Earnings Code drop down box. In the Amount column, record the number of hours used as paid time off. (i.e. 2.8, 3.9, etc.)
- Most common codes are: FHC – Family Health Care, PDL – Paid Leave, PER – Personal, SIC – Sick, VAC - Vacation.

Click Save.
5. **Historical Edit (previously known as “Prior Period Correction”)**

- This feature is used to correct a timecard in the past. **This feature *is not* available in the HTML Kronos version.** Your only option:
  - Access Kronos on a Java compatible machine (not a Macintosh) and follow the Historical Edit steps in the Student/Staff instructions located on the Human Ecology website: http://www.human.cornell.edu/administration/hr/working/index.cfm.

6. **Transfers (in the current Pay Period) –** This applies when students have multiple jobs in the SAME department.

**Note –**There are two different processes to follow to record time worked for students that have more than one job at Cornell. To determine which process applies, determine whether or not the jobs are located in the SAME department.

Students working multiple jobs within the same department, must “transfer hours” from their “home” job to their secondary job within that department** (see below)

Multiple jobs in different departments are accessed by using the netid and password for the “home” student job, and a different logon/password for any subsequent jobs (assigned by the Payroll Office).

**Transferring time from one job to another *within the same department***

You will have a single timecard but can transfer hours worked to the appropriate job and supervisor within that timecard. These changes affect where hours are charged. You will be paid at the correct rate for that job based on the rate in the central HR/Payroll system.

- You may do timecard transfers to a **different job number** and a **different supervisor**.
  - Enter your In punch and your Out punch in the normal manner.
  - To “Transfer” these hours to another Job or Supervisor, click the Search Icon in the Transfer column,
On the TRANSFER SELECTION screen; click the drop down arrow for Supervisor, select the supervisor for the secondary job.

Click the drop down arrow for Job Number arrow to select the appropriate Job Number (you must be certain of this and not guess).

Click OK to save and return to the “home” timecard.

Subsequent Transfers will be easier, because Kronos remembers your previous Transfer Choices (i.e. you won’t have to search for Job Number and Supervisor each time)

This action of Transferring Time will ensure that the hours recorded as transfer will be paid at the hourly rate for the transfer job, and also will ensure that these hours will now appear in the second supervisor’s queue of hours to review and approve.

Meal Break Policy Reminder: All students and staff MUST adhere to the Meal Break Policy.

Policy (6.7.10) is as follows:

Meal Periods

a) When a non-exempt employee works more than four hours which includes the period 11:00 a.m. to 2:00 p.m., the department must provide (and the employee must take) at least 30 minutes for the meal period.

b) If a non-exempt employee is scheduled to work a shift which begins before noon and continues later than 7:00 p.m., the employee must take an additional meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m.

c) When a non-exempt employee is scheduled to work a shift of more than six hours which begins between 1:00 p.m. and 6:00 a.m., the employee must take a meal period of at least 30 minutes at a time approximately halfway between beginning and the end of the shift.

Time Collection Policy Reminder: All students and staff MUST adhere to the Time Collection Policy.

Policy (6.7.11) Time Collection-Ensuring Accuracy

Person(s) responsible for time collection must take steps to ensure the accuracy of the data collected. When a person(s) (e.g. employee, supervisor and /or responsible designee) submits/approves time collection data, he/she is attesting to the accuracy of that data. Knowingly approving inaccurate time collection data is in violation of university policy and illegal under the Fair Labor Standards Act, and may subject the person(s) to disciplinary/legal action (up to and including discharge).

Contact CHE-HR Office with questions.
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