Kronos for Supervisors

1. Log on to Kronos

On a DAILY basis, go to the Kronos link on the Cornell website: https://www.kronos.cornell.edu/
- Click on the gray LOG ON button and use your Net ID and Password.
- 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.

2. 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)
  - 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, Holiday Time, etc.
  - Double click on the individual timecard to review detailed information.
  - You may opt to email the person from within their timecard – useful and efficient, plus a copy of the sent email remains in your Sent Items.

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Sending an E-mail can be done both from the Genie level, and from the individual Timecard level. Select (Actions, Email).

- **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 Bi-Weekly (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)
- Useful to quickly locate employees have not approved.
- Send email reminder directly from the genie
  - Select the employee
  - Click the Actions menu, select Email

QuickFind Genie (use to search for individual employees)
- Search for individuals, or by specific pay period.
- To search for an individual, type in partial name, followed by *, click Find. (note that * 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 (the process)

Timecard approval takes place every other week. The current schedule is:

**Tuesday 12 noon** - deadline for **students and staff** to approve their timecard. This requires a prediction for hours worked Tuesday afternoon and Wednesday (the end of the pay period).

**Wednesday 9am** – deadline for **supervisors** to approve time cards.

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

- **My Genies, RECONCILE TIMECARD DAILY** - Select one or several employees from the list.

- Click and drag for contiguous selection of names, or Ctrl + Click to select non-contiguous names (green highlight). Select **Timecard** for those who have approved on the student/staff level.
- **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 recorded in purple font, adequate leave balance (if leave taken).

Approve the Timecard – (Approvals, Approve). Then toggle to the next timecard in the series.

Email from the Timecard if action is required by the employee/student (Actions, Email)
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 approvals have been made.

Click on Approvals, select 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”. Refer to Historical Edits 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*

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.

- **Recording missing time (in the Current Pay Period)**
  
  *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, 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.

  ![Timecard Example](image)

  **Add a comment:** right-click in the **In/Out** or **Earnings Code** cell, select **Add Comment**.

  - Select Comment from standard choices in the top section. Then type free form, professional text in the **Note** field.
  - Click **OK** to save comment.
  - A **yellow memo pad** icon appears in the cell.
  - Click **Save** to record the changes made to the timecard.
• Enter Leave Time using Earnings Codes (this section only applies to benefits eligible staff).

  o To record Leave Time, click the down arrow in the Earnings Code Column.
  o Select the appropriate Earnings Code from the List.
    Common codes are:
    - FHC – Family Health Care
    - PDL – Paid Leave
    - PER – Personal
    - SIC – Sick
    - VAC – Vacation
  o In the Amount column, TYPE the amount of leave time in hours (using tenths if needed- i.e. 1.3 or 1.8, etc.)
  o To add an extra row for the same day, click on the icon next to the appropriate date.

  o Add a comment: right-click in the In/Out or Earnings Code cell, select Add Comment.

    o Select a comment from standard choices in the top section. Then type free-form, professional text in the Note field.
    o Click OK to save comment.
    o A yellow memo pad icon appears in the cell.
    o Click Save to record the changes made to the timecard.
- **Historical Edit (edit in a Prior Pay Period that has been “signed off”)**
  (Formerly known in COLTS as “Prior Period Correction”)

  *Historical Edits can only be done on a pay period that is already closed and that has been “signed off” by the Payroll Rep.*

  - In the **Time Period** box, choose **Previous Pay Period**, or enter a specific date or range of dates.

    - Click on the **AMOUNT** link

    - Always choose **Add Historical Edit with Retroactive Pay Calculation**

    A window will open displaying a duplicate timecard.

    - Add the missing hours or pay code on the appropriate day in the timecard box that opens up

    - Click the **Calculate Differences** button.

    - Click to place a √ check in the **Impact Accruals** column.

    - A confirmation screen opens up. You can **Add a Comment** (click next to Comments Field)

      - From the **Add Comment Box**, Select a comment from standard choices in the top section. Then type free form, professional text in the **Note** field.

      - Click **OK**.

      - **SAVE** this change.
5. **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***

There will be a single student timecard from which hours worked can/should be transferred to the appropriate job and supervisor. Hours that are transferred to another job affect where hours are charged. The student will be paid at the correct rate for that job based on the rate in the central HR/Payroll system.

- Transfer hours to a **different job number** and a **different supervisor**.
  - Enter the **In** time and the **Out** time in the regular manner.
  - To “Transfer” these hours to another Job or Supervisor, click the down arrow ▼ in the **Transfer** column,
  - Click **Search**
  - Click the **radio button** next to **Job Number**; then select the desired job to Transfer the hours to another job found on the list of available entries.
Click the radio button for **Supervisor**, choose from the list of available Supervisor names.

Click **OK** to record the transfer, and return to your home Kronos 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) is as follows:

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).

For full Training guide: https://confluence.cornell.edu/display/kronosuser/Training+Documents

Contact CHE-HR Office with questions.

Kathy Carpenter   Dawn Carlyle
kc242@cornell.edu   dmc76@cornell.edu
255-2610           255-3113