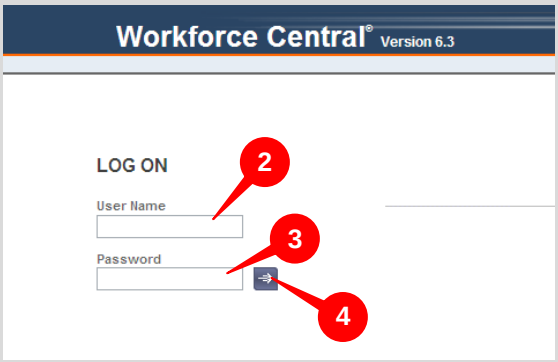
City & County of Denver Supervisor

Kronos Timekeeper 6.3 New Supervisor Reference

Log On

1. Click on the Kronos icon on your desktop.

2. Type your City network user name in the **User Name** field (use lower case letters).
3. Type your network password in the **Password** field (case sensitive).
4. Click the Log On button or press Enter on your keyboard.



Home Screen Overview

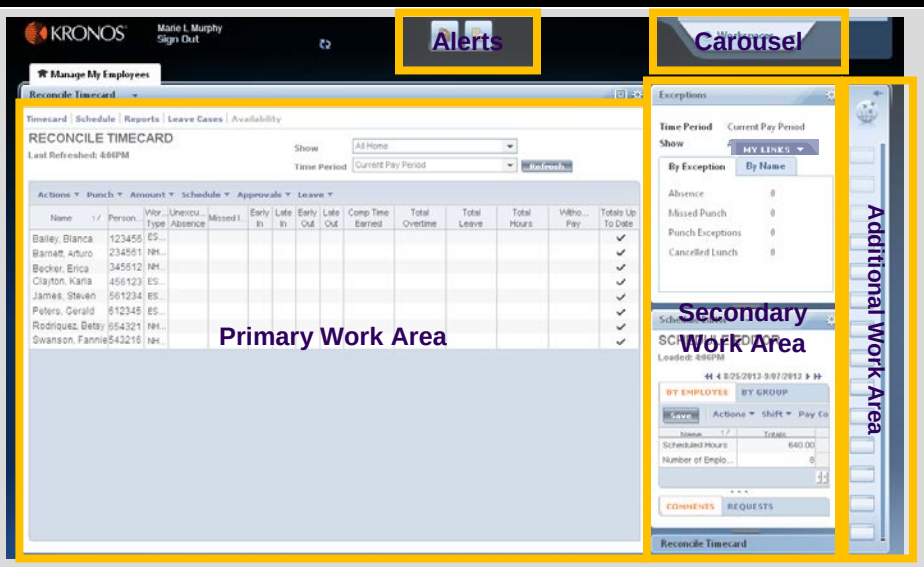
Primary Work Area: When you log on this area will default to Reconcile Timecard with All Home selected in the Show menu.

Secondary Work Area: There are two items in this area: Exceptions where you can review a tally of exceptions, and Schedule Editor where you can modify and delete paid leave that your employees have requested off, or access to time off requests.

Additional Work Area: More queries and tools to help you manage your employees' time.

Alerts: Signal you to pending time off requests and exceptions on employees' timecards.

Carousel: Takes you to your timecard to enter your own time, review your own accruals, and request time off.



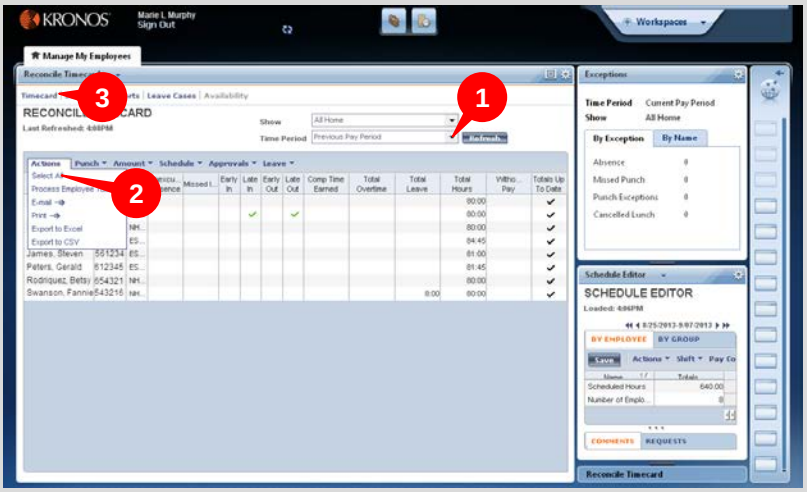
Note: Always use the **Sign Out** button to exit the system. Never just "X" out of the internet page without logging off.

Reconciling Your Employees' Timecards

Every supervisor/manager shall review, reconcile, and approve each employee's timecard by 10:00 AM on the Monday following the end of the pay period.

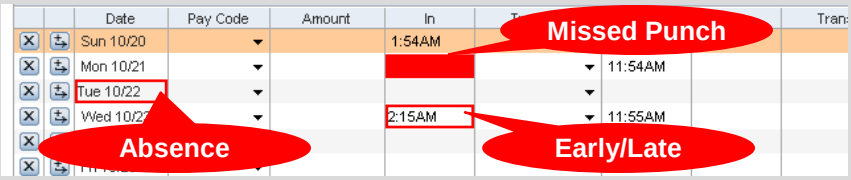
Reconcile Timecard is within the **Manage My Employees** work area.

1. If it is the Monday morning following the end of the pay period, you will need to change the **Time Period** to Previous Pay Period.
2. Choose Select All under Actions
3. Click Timecard



The first employee's timecard appears.

Review and reconcile the employee's timecard. The next few pages shows how to reconcile some of the most common issues: missed punch, unexcused absence, and early/late in/out.



Missed Punch:

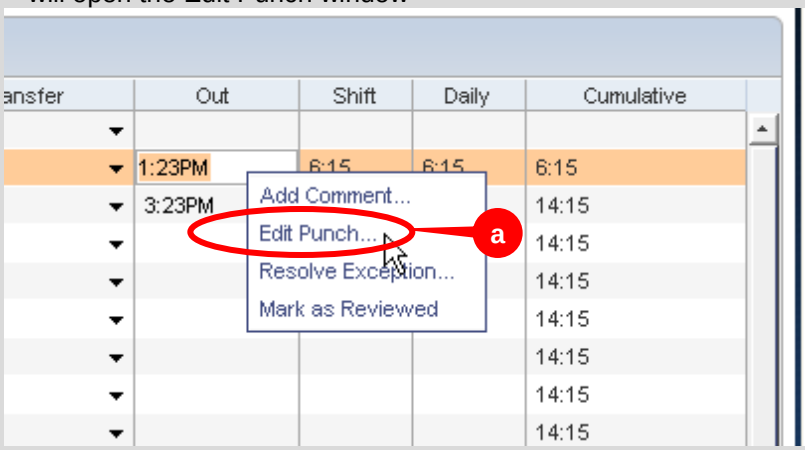
A missed punch will be indicated by a red box in the in or out punch cell.

1. Determine the punch issue
2. Correct using the Manager Action Item
3. Add a comment (page 5)
4. Click Save

Missed Punch:

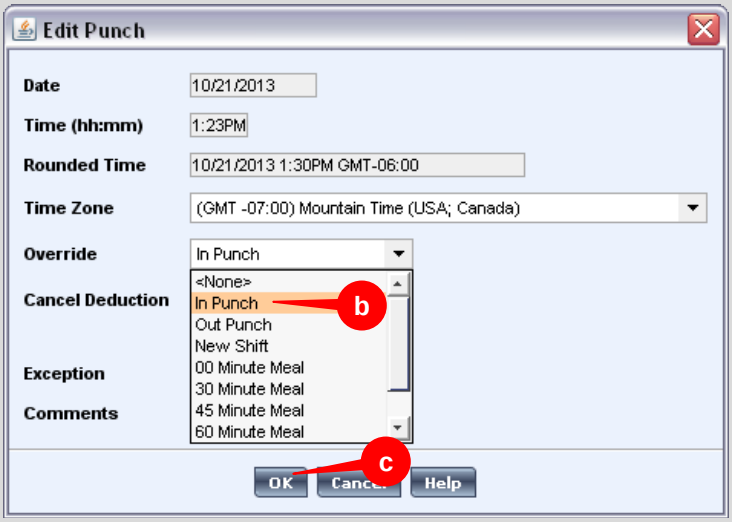
Issue	Manager Action Item
Employee "double punched" (punch duration of less than 8 minutes)	Click on one of the double puches and delete using the backspace on your keyboard.
Employee failed to punch in or out	Click on the red box and enter the appropriate punch time (specify AM or PM)
Employee did punch; however, the punch is showing as an in/out punch instead of an out/in punch	Edit the punch type following the directions below.

a. Right click on the first incorrect punch and choose Edit Punch, this will open the Edit Punch window



b. In the Override dropdown menu, choose the punch type that the entry *should be*

c. Click OK



d. It may be necessary to perform this process for multiple punches.

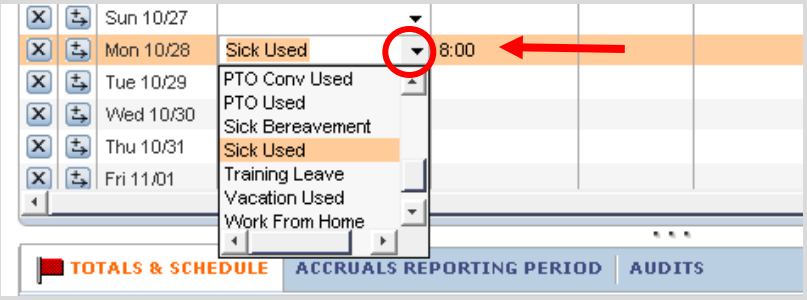
Unexcused absence:

Employees who have a permanent schedule programmed on their timecards will show a red box around the date if the employee has not recorded any time on a scheduled day. If the employee does not have a schedule, the day will not have any hours recorded, but will not alert you to missing time.

1. Determine the absence issue
2. Correct using the Action Item
3. Add a comment (page 5)
4. Click Save

Unexcused absence:

Issue	Action Item
Employee calls in sick	Use the drop down menu under Pay Code to choose Sick used or PTO used. Enter how many hours of sick/PTO in the amount cell. If the employee does not have any leave time available, enter Authorized or Unauthorized Absence, and the total amount of hours.
Employee calls in for personal reasons	Use the drop down menu under Pay Code to choose Personal Holiday, Vacation Used, PTO Used or Authorized or Unauthorized Absence.
Employee worked a different unscheduled day.	No action required; however it is best practice to put a comment on the other worked day as a shift trade (page 5).

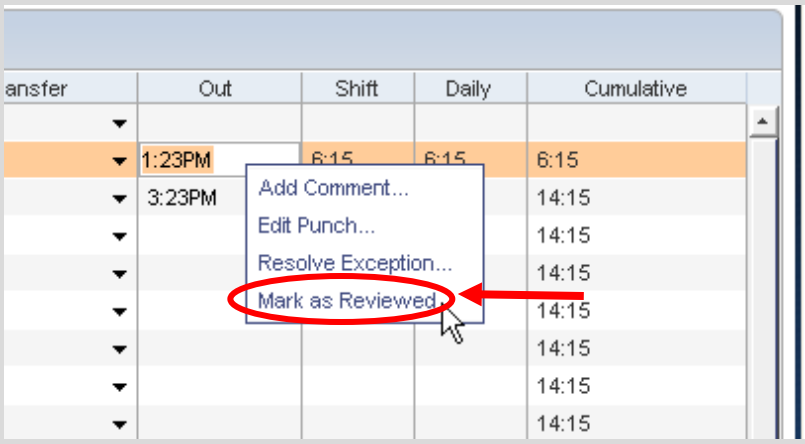


Early/Late In/Out

The early/late in/out flags are informational and help you recognize potential problems. Do not change an employee's punch to avoid these flags as they are based on the actual time that the employee reported for work.

To help manage your timecards and clear exception alerts, after you have reviewed the early/late in/out punch, you can change red box to green.

1. Right click on the early/late punch.
2. Choose Mark as Reviewed
3. Add a comment (page 5)
4. Click Save



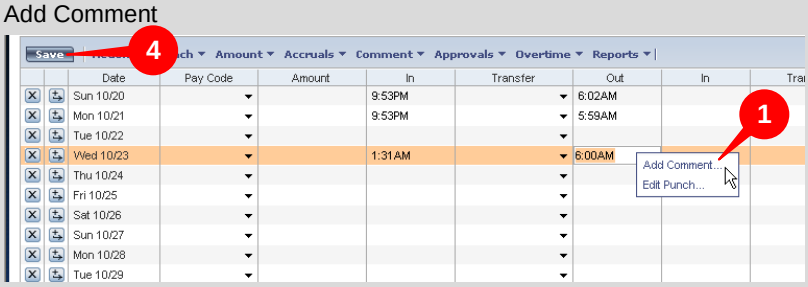
Add a comment

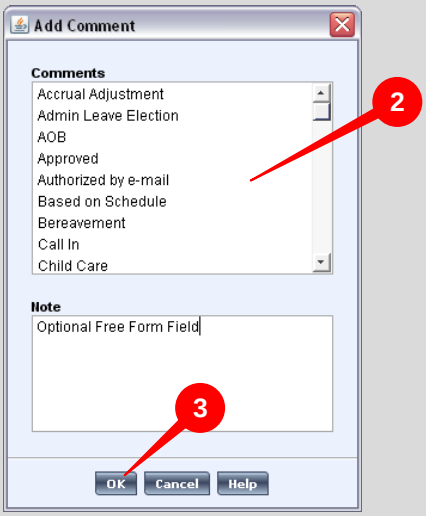
1. Right click on the entry to be commented and choose Add Comment
2. Using the scroll bar to the right of the comment list, scroll down and highlight the appropriate comment. If there is not a canned comment for your needs, use the Approved comment and add a note to the information

OPTIONAL: The note field is a free-form field, click in the box to add text.

3. Click OK
4. Click Save on the timecard

Add Comment



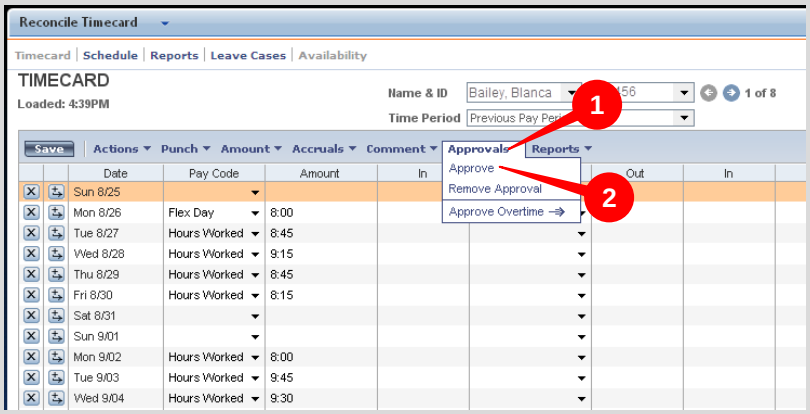


Approving Your Employees' Timecards

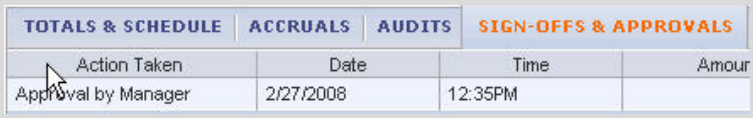
By approving the timecard the supervisor/manager is attesting to the best of his/her knowledge that the timecard is complete and accurate.

You have reconciled the timecard and are ready to approve.

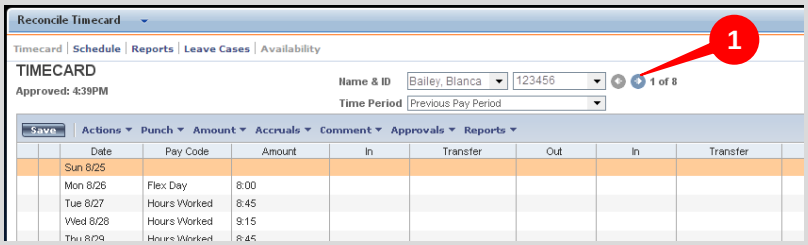
1. Click **Approvals** in the menu bar.
2. Click **Approve**.



A **SIGN-OFFS & APPROVALS** tab appears at the bottom of the **TIMECARD** page. The time and date of the approval is listed.



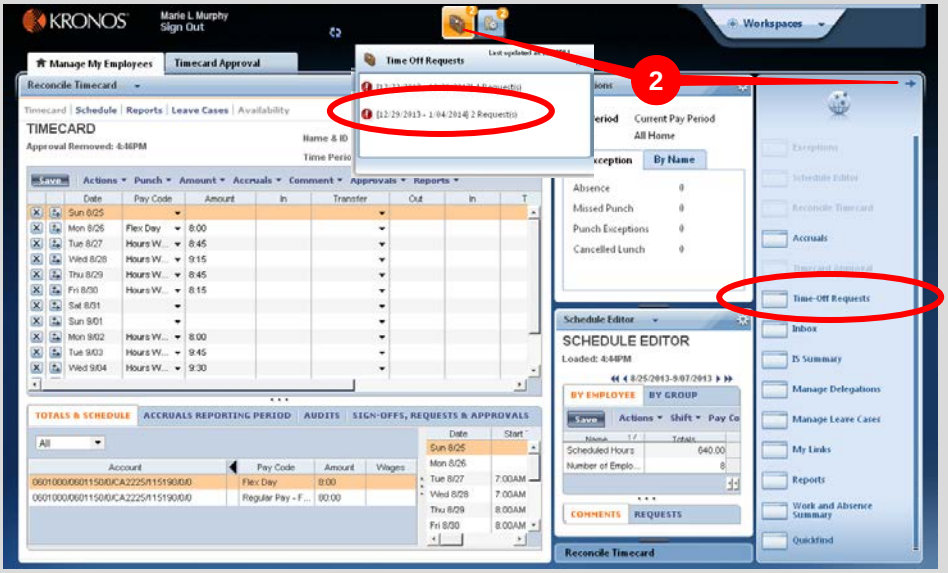
1. Scroll to the next employee's timecard.



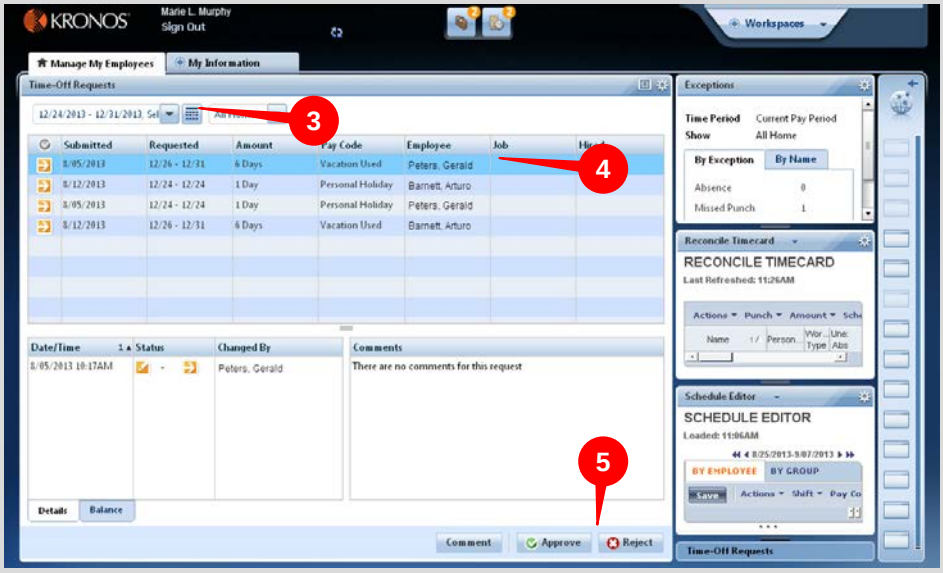
Approving/Rejecting a Time Off Request

You will receive an email notification that the employee has submitted a time off request.

1. Log on to Kronos to process a time off request.
2. Click the suitcase icon or expand the **Additional Work Area** and choose Time-Off Requests.



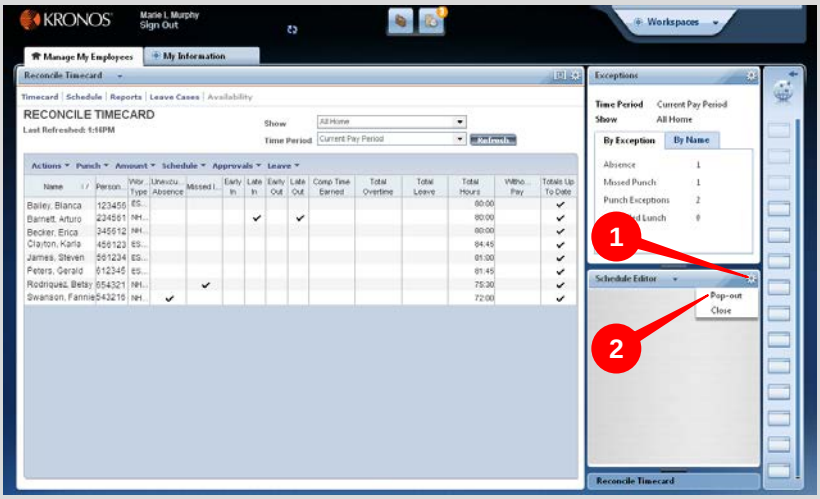
3. Change the date range to include the dates of the time off request
4. Click on the row of the time off request.
5. Click Approve or Reject.



Removing or Modifying a Time Off Request

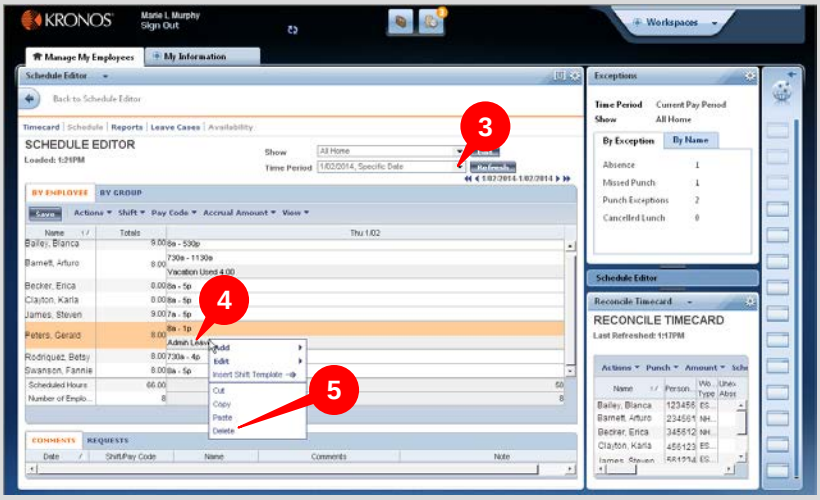
Employees will notify you if they would like to change or remove an approved time off request. Speak with your employees about how you would prefer to be notified.

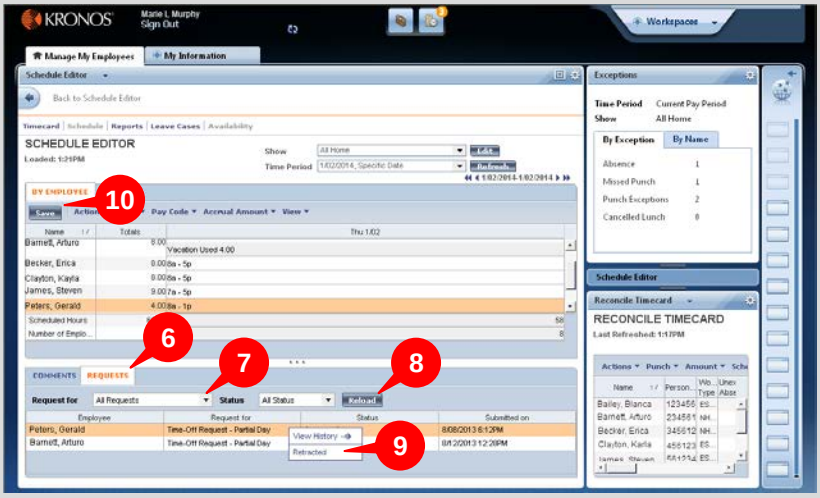
1. From the Manage My Employees work area, select the gear icon in the Schedule Editor.
2. Click pop-out.



To Remove:

3. Change the Time Period to include the range of date that the employee originally requested off.
4. Right click on the pay code you would like to remove or modify.
5. Choose Delete to remove the pay code.
6. Click the Requests tab at the bottom of the screen.
7. Choose All Requests in the Request for drop down menu.
8. Click Reload.
9. Right click on the request that you deleted from schedule editor and choose Retracted.
10. Click Save.





To Edit:

3 Change the Time Period to include the range of date that the employee originally requested off.

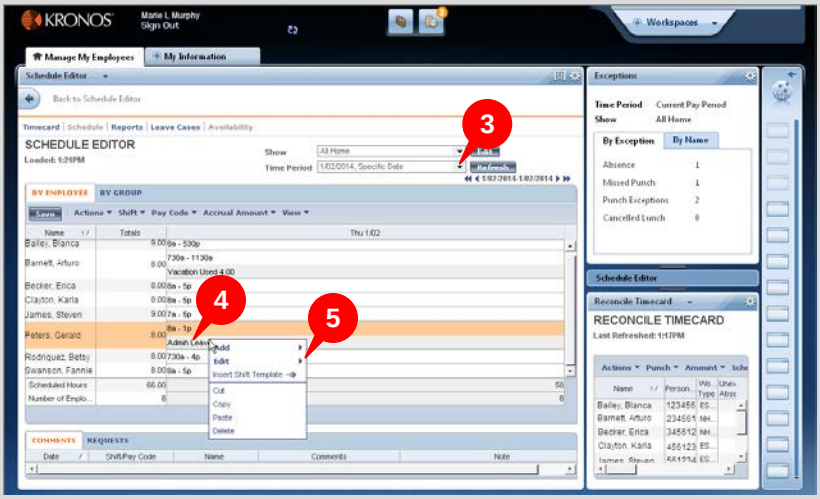
4 Right click on the pay code you would like to remove or modify.

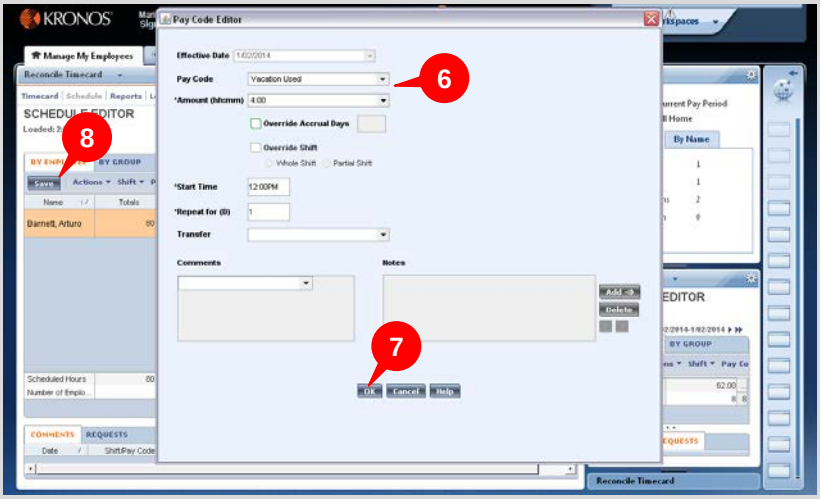
5 Choose Edit

6 Change the Pay Code, Amount or start time as needed.

7 Click OK

8 Click Save





Request that Payroll makes a Timecard Entry

The Time & Attendance Change Form can be found in the My Links or the Payroll Forms page at our Web Site.

Email the following requests to PayrollDivision@denvergov.org

- Exemplary Performance Grants
- Permanent Schedule Changes
- Adjustments to pay periods past
- Comp time to be paid as overtime or overtime to be earned as comp time
- Overtime/Comp Time Earned for ***exempt*** employees
- FMLA, Military Leave, Workers' Compensation and/or Short Term Disability Cases