



Kronos

Workforce Central

Time and Attendance

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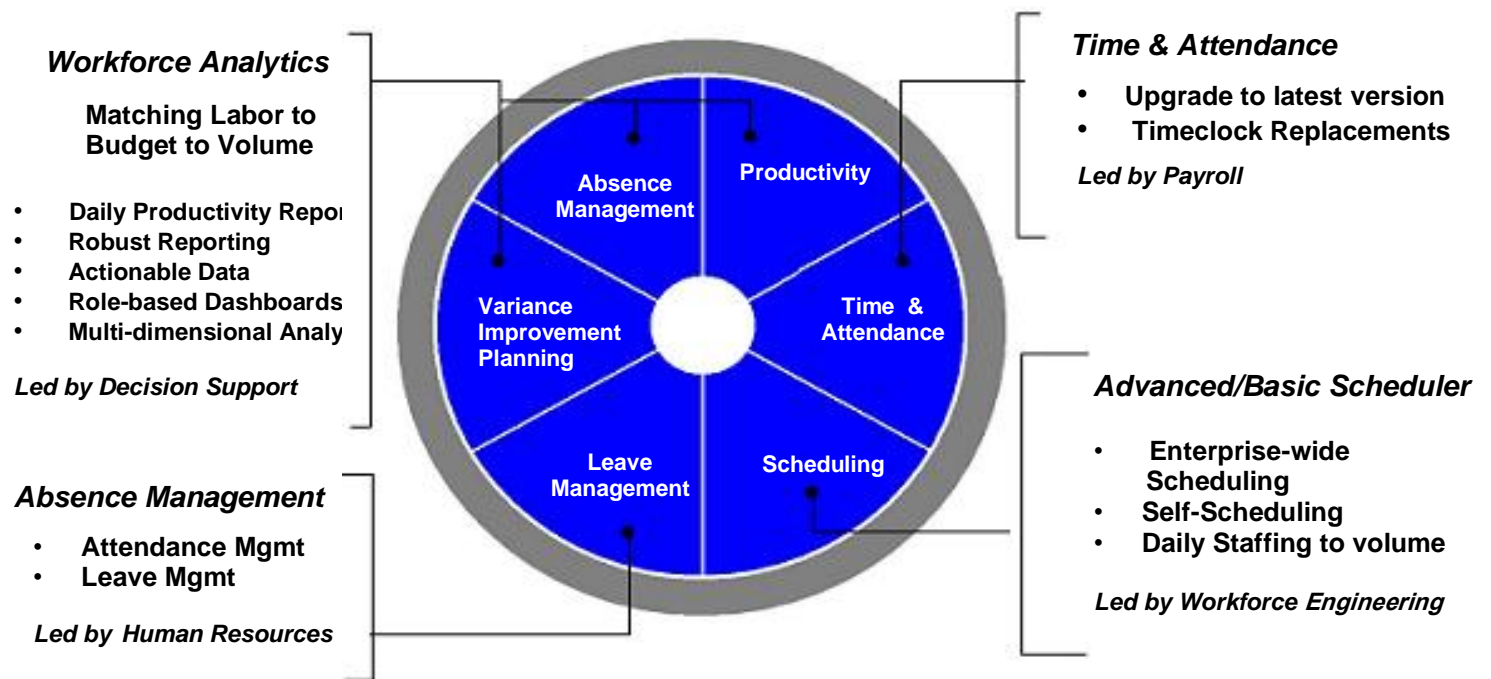
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Kronos Workforce Overview

Wellstar has used Kronos for Time and Attendance and Payroll at some facilities since 1992. There are now some new tools being implemented as part of two overall workforce management solutions – Kronos Workforce Central, which includes Timekeeper, Advanced & Basic Scheduler and Absence Management components, and Analytics for Healthcare (see diagram below). This guide will introduce you to the basics of the Time and Attendance portion of Kronos WFC such as reviewing, editing, and approving employee’s information to insure they are paid correctly.

The Timekeeper role

The three main responsibilities of the Timekeeper include reviewing employee time on a daily basis (see HR Policy #5023), editing employee time as needed, and approving employee time at the end of each pay period, no later than noon on Monday following the end of the pay period.



Contacts for the other areas of Workforce Central:

Smart Square and Basic Scheduler – Work Force Engineering Team (worksmart@wellstar.org)

Workforce Analytics – Productivity and Metrics Team (WFE-Productivity@wellstar.org)

Absence Management – Your local HR Benefits Representative or 470-644-0380

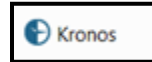
**Read HR Policy 5023 –
“Time Reporting”
for important information
regarding responsibilities
and time frames**

INSTRUCTIONS FOR ACCESSING KRONOS

From Desktop choose WellStar Web Links



All applications are in alphabetical order, scroll down and click on Kronos (do not search)



* If you do not see Kronos in your Web Links list, contact the WellStar Service Desk 470-956-6000

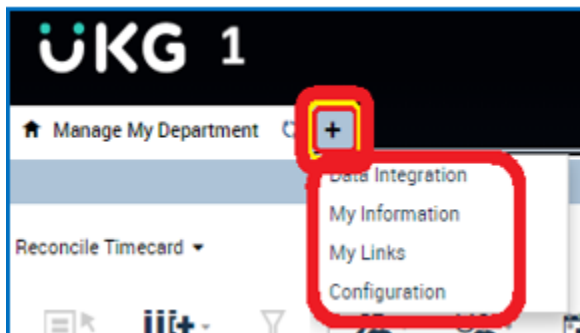
Now you will be prompted to log into Kronos:

A screenshot of the Kronos login page. It features a dark blue background with the Kronos logo at the top left. Below the logo is a white rectangular box containing two input fields: "User Name" and "Password". A blue button with a white right-pointing arrow is positioned to the right of the password field. At the bottom of the page, there is a link that says "Forgot Your Password?".

Enter Your Employee # as your User Name.

Your Password is the same as your Network Login

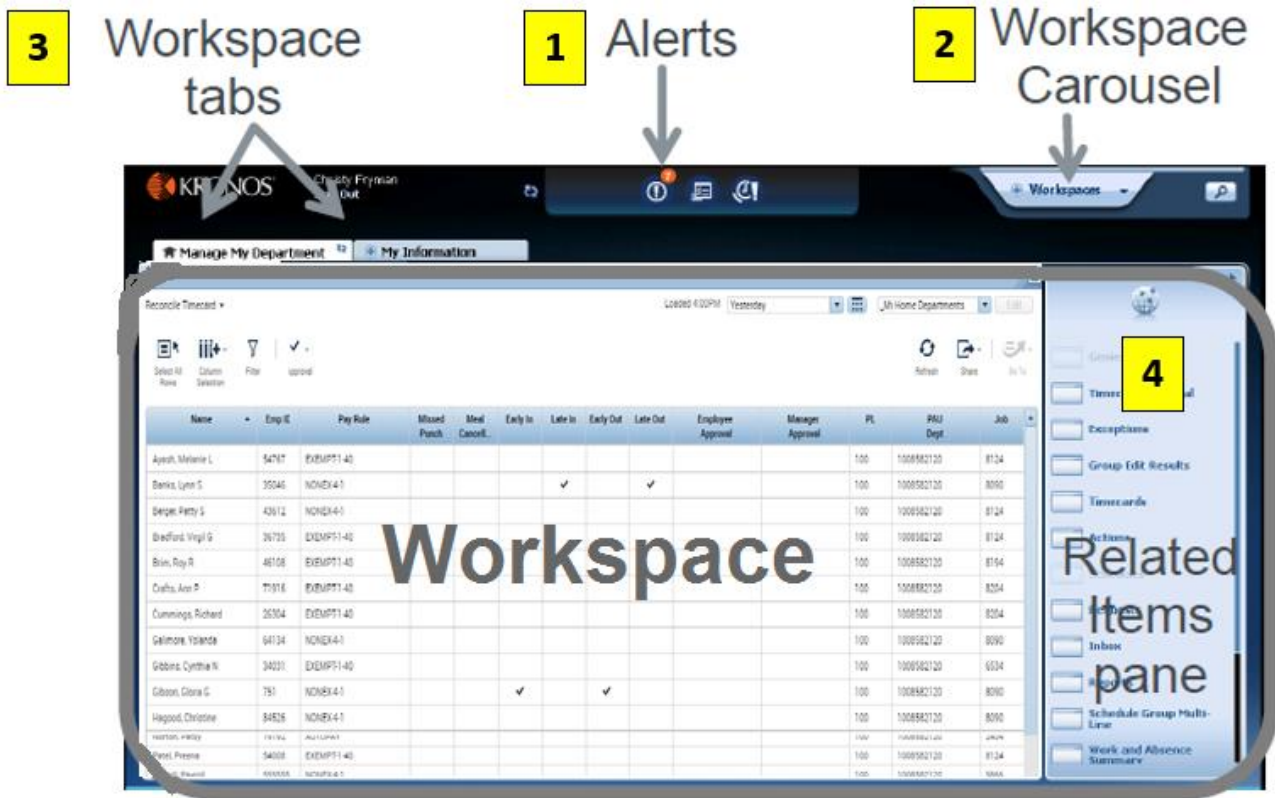
Once logged in, to access Kronos Analytics, Remote TimeStamp, and/or your personal timecard, you will need to click the "+" tab located beside your default tab (usually "Manage My Department") to select from the drop-down list.



Navigating in Kronos Workforce Timekeeper

Main areas of the initial Workforce Timekeeper window

After you log on to Workforce Timekeeper, your *Navigator* page appears. Navigators are views of information that is important to completing daily work tasks in the application. There are many parts to the navigator, each provides you with information or helps you to perform a task. The 4 main areas of a Navigator: Alerts, Workspace Carousel, Workspace tabs and Related Items Pane are illustrated below:



Screen Area	Description
Workspace Tab	A horizontal area at the top of the navigator that displays the currently opened workspaces as tabs. Click a tab to bring a workspace into focus. Click the Refresh icon next to the title to reload the workspace with its default information.
Name/Sign Out	Identifies the user and provides a link to log out of navigator.
Alerts	Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that require your immediate attention.
Workspace Carousel	Container for one or more workspaces such as My Information or Analytics
Search	Click to open the Search widget, to locate employees and their information.
Workspaces	A work area made up of one or more views and the Related Items pane.
Views and Widgets	A workspace can have one or more pre-sized views. Views are holding areas for widgets, which are the task-oriented tools you use to review data and perform actions. In this example, there are two views, and each one currently holds a widget. When you need to work with a different widget, you can swap it into either view, replacing the current occupant.
Related Items Pane	Includes one or more additional widgets that are part of the workspace; the Related Items pane contains different widgets for each workspace.

“GENIES”

A Workforce Genie is your starting point for viewing time information in Kronos Workforce Timekeeper.

Genies display employee information in a summarized, easy-to-read format.

Using a Workforce Genie, you can perform the following functions:

- Locate employees and access their timecards
- Select specific employees and generate reports
- Review summarized information “at-a-glance” for analysis of employee data

When you use a Workforce Genie, you can filter the data that appears so that it answers the following questions: who, when, and what. Your login takes you directly to the Reconcile Timecard Genie; the following illustration shows a sample “Reconcile Timecard” Genie with the Workforce Genie components that answer these questions:

Select your team members

Select your Genie

Select Time Period

Range of Dates
separate icon from other periods in drop down

Select your HyperFind group

Name	Emp ID	Pay Rule	Missed Punch	Meal Cancell...	Early In	Late In	Early Out	Late Out	Employee approval	Manager Approval	PL	PAU Dept	Job
Brown, Lucy	12345	EXEMPT-1-40									100	1008582120	24
Odie, Tama	85079	NONEX-4-1		✓		✓		✓			100	1008582120	8:30
Phillips, Aurora	23456	NONEX-4-1							✓		100	1008582120	8:34

Component	Question Answered	Description
HyperFind Group	Who	Click the down arrow in this box and use your personal HyperFind (refer to Index to locate more info.) to access your employees.
Time Period	When	The Time Period field lets you choose from a list of time intervals to populate the workspace with information for Previous Pay Period, Current Pay Period, Range of Dates, or a Specific Date.
Workspace	What	The workspace contains a pre-defined set of columns specific to the Workforce Genie selected (i.e. Reconcile Timecard, Pay Period Close, Overtime, ATK Genie). The information that appears in the workspace is filtered by the values selected in the Show and Time Period fields.

Sorting, Grouping, and Refreshing Data in a Genie

You can access the most up to date data within a Genie by clicking the refresh icon. You can also manage the look of the Genie by using the sort and filtering features within the Genie.

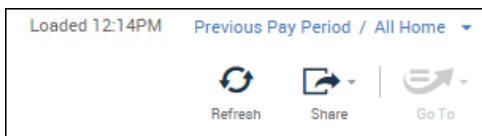
Within Workforce Genies, you can sort columns of information by clicking the small arrow that appears when you hover over a column header to see your options for how to sort or group the data within the column.

Pay Period Close ▾ Loaded 11:26AM [Previous Pay Period / All Home](#) ▾

Select All Rows | Column Selection | Filter | People | Timekeeping | Accruals | Approval | Schedule | Refresh | Share | Go To

Name	Employee Approval	Manager Approval	Approved Manager Names	Signed Off	Missed Punch	Unexcused Absence	Worked Hours	Leave Taken	Total Hours	Ex PP
Adams, Julie		1	Fryman, Christy		✓	✓	7:30	4:00	11:30	
Smith, Jack C		1	Fryman, Christy		✓		40:00		40:00	
Carpenter, Jill		1	Fryman, Christy		✓		30:30		30:30	
Ryan, Kayla		1	Fryman, Christy							
Tedder, Owen		1	Fryman, Christy				40:00		40:00	

Click **Refresh** to display the most current information.



Filtering within Genies

Use the filter function to narrow down the number of employees you are viewing within the Genie.

After clicking the Filter icon, filter fields appear at the top of any columns that can be filtered. As you type in any of these filter fields, only rows containing the characters you type will remain in the workspace.

Loaded 12:14PM [Previous Pay Period / All Home](#) ▾

Select All Rows | Column Selection | Filter | People | Timekeeping | Accruals | Approval | Schedule | Refresh | Share | Go To

Name	Employee Approval	Manager Approval	Approved Manager Names	Signed Off	Missed Punch	Unexcused Absence	Worked Hours	Leave Taken	Total Hours	Expect PP Ho
johnson										
Johnson, Jean		1	Fryman, Christy	✓			12:00	8:00	20:00	4
Johnson, Emily		1	Fryman, Christy							4

Types of Genies and information each contains

There are several options available to select employees through the Workforce Genies for Time and Attendance, the most frequently used are listed below with a list of information each contains.

The QuickFind Genie allows you to search for one or more people based on their name and ID. You may also use wildcards with this option (* % ?). To use, enter employee name or ID with or without wildcards, click Find. When the system returns the requested info, double-click the employee name to open the employee's timecard or right click and select from drop down box.

The Reconcile Timecard Genie lets you see at a glance Employee Name and ID Number as well as what Pay Rule each employee is setup with (hourly/exempt/exalt), if an employee has Missed Punches, Meal Cancellations, In or Out times that are outside of their scheduled time, if the timesheet has been Approved by the Employee and/or by Manager/Timekeeper, and what department/job class an employee is assigned to (PL / PAU / Job).

The Pay Period Close Genie lets you see at a glance Employee Name and ID Number, Badge Number, if there are Missed Punches, Meal Cancellations, Hire Date, PTO and EIB balance, and if the timesheet has been Signed Off by the Payroll Department, Approved by the Employee and/or Manager/Timekeeper.


The Overtime Genie lets you see at a glance Employee Name and ID Number, the department and job class an employee is assigned to, Overtime, Sitter Overtime, Orientation Overtime and Education Overtime Hours for the Time Period chosen as well as the Pay Rule the employee is setup with.

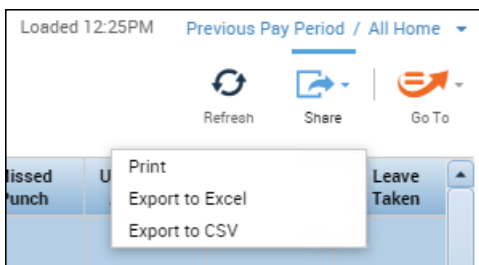
The ATK Genie gives you Employee Attestation information at a glance (see more about this Genie following the Attestation information later in this booklet).

Exporting data in a Workforce Genie

Workforce Genies display critical information in an easy-to-read format. You can print this information or export the data to other applications such as Microsoft Excel, where you can reformat the data for your needs. For example, you can save labor information in the Overtime Genie as an Excel file extension and then access this file with Microsoft Excel to add a total summary for data in each column. (NOTE: adding minutes instead of 100ths of an hour will result in incorrect totals)

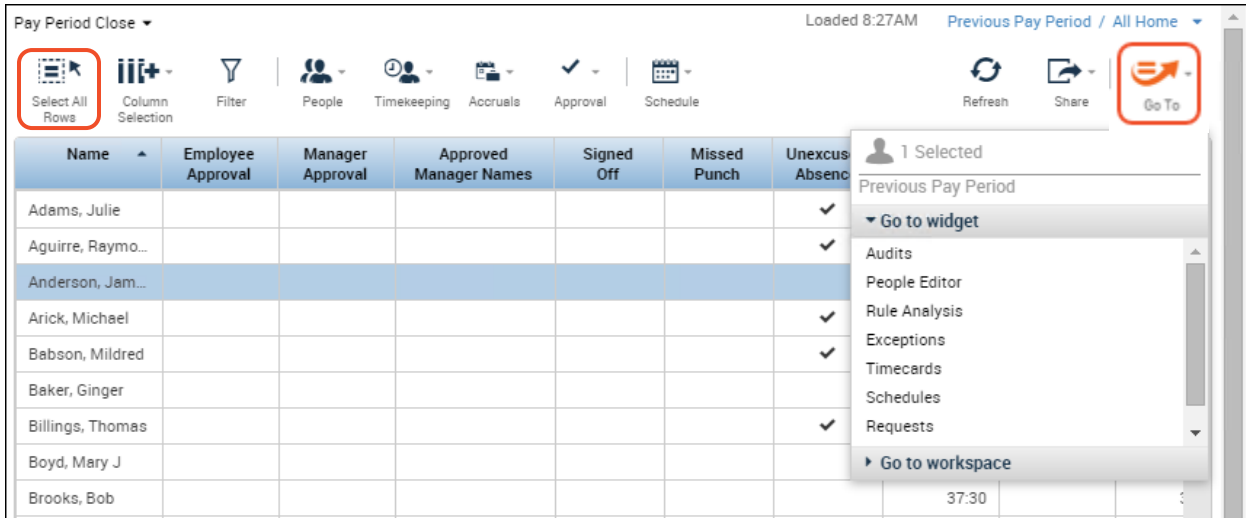
Using any of the Genies (except QuickFind), after you have chosen the group you want to Show and the Time Period you wish to see, when all the information is returned on the screen, choose Actions, Export to Excel, a File Download box will appear and you may choose to Save or Open. If you choose Open, Excel will open a spreadsheet with all the information from the Genie on it.

Click the down arrow of the Share icon  then select: Print, Export to Excel or Export to CSV



Choosing Employees to Review

After you have chosen your HyperFind Group and Time Period, and the information has populated your Genie, you may select which employees to view by either choosing **Select All Rows** or you may select only certain employees by holding down the Ctrl or Shift key and using the mouse to select employee names.



The screenshot shows a software interface with a table of employees. The table has columns for Name, Employee Approval, Manager Approval, Approved Manager Names, Signed Off, Missed Punch, and Unexcused Absence. The 'Select All Rows' icon is highlighted with a red box. A 'Go To' icon is also highlighted with a red box, and its dropdown menu is open, showing options like Audits, People Editor, Rule Analysis, Exceptions, Timecards, Schedules, and Requests. The 'Timecards' option is selected.

Name	Employee Approval	Manager Approval	Approved Manager Names	Signed Off	Missed Punch	Unexcused Absence
Adams, Julie						✓
Aguirre, Raymo...						✓
Anderson, Jam...						
Arick, Michael						✓
Babson, Mildred						✓
Baker, Ginger						
Billings, Thomas						✓
Boyd, Mary J						
Brooks, Bob						

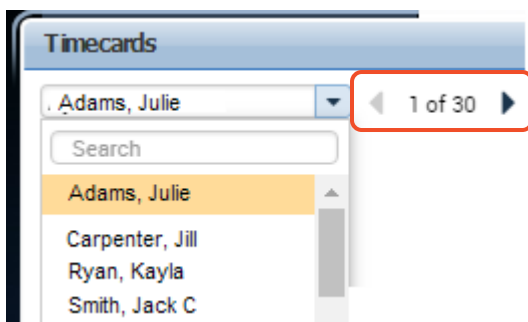
After employees are selected, click the “Go To” icon and select Timecards from the drop-down list.

To view your own timecard see “My Information” section of this booklet.

Navigating thru Time Cards

The above process will give you access to an entire group of timecards without having to go out and back in each time you want to view another employee’s timecard. There are two ways to navigate through timecards. One way is to use the left and right arrows located at the top left of the timecard screen.

A second way is to use the down arrow in the name field and pick the next employee whose timecard you would like to go directly to.

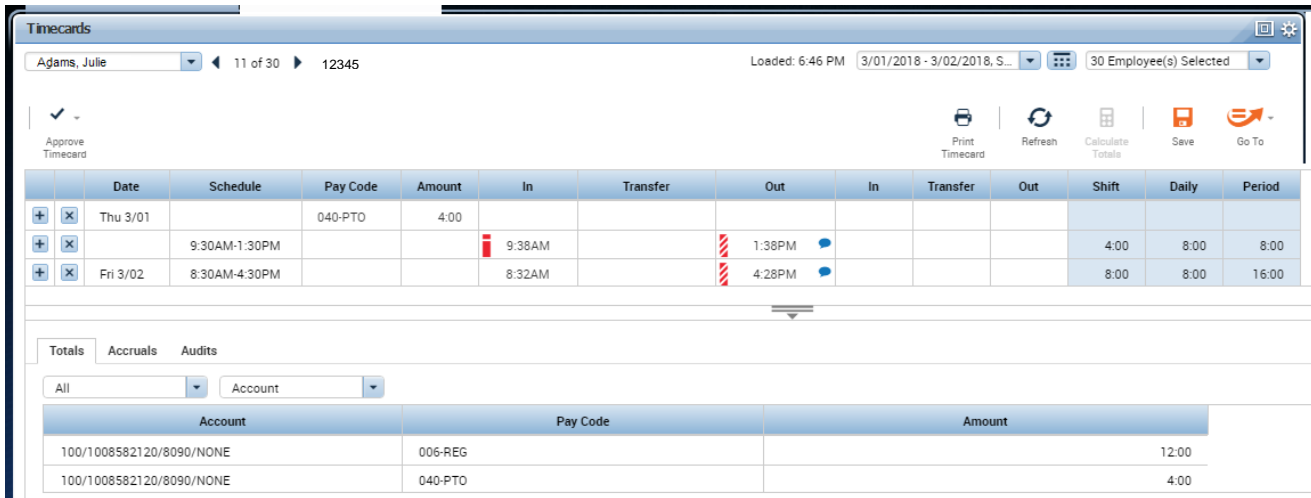


The screenshot shows a 'Timecards' window with a search bar and a list of employees. The 'Adams, Julie' entry is selected. Navigation arrows are visible at the top of the list, and the text '1 of 30' is displayed between them.

Timecards

Hourly timecard areas

The following illustration shows the three main areas in a timecard (page header, timecard grid, and timecard tabs) :






The following table describes the timecard's three main areas:

Timecard area	Description
Page header	<p>Located beneath the banner, the timecard header displays the following information:</p> <ul style="list-style-type: none"> -Employee's name whose timecard you are reviewing -Employee's identification number -Period of Time chosen to view (can be changed by clicking down arrow) - Approve Timecard icon - Print Timecard icon - Refresh Timecard icon - Calculate Totals icon (will turn orange when there is something to calculate) - Save icon (will turn orange when there has been a change made to timecard) - Go To icon (allowing you to navigate to other areas such as schedules)
Timecard grid	<p>Located in the middle of the page beneath the page header, the timecard workspace displays the following information:</p> <ul style="list-style-type: none"> -Grid containing dates for the selected timeframe -Schedule view, Pay Code, Amount, In, Transfer, Out, and Total columns -Time entry totals, including shift, daily, and cumulative amounts <p>Use the timecard grid to review details about employee time, and perform edits, including adding missing punches, adding pay codes such as PTO or EIB, adding comments, transferring time to a different department, applying a Work Rule to code type of pay, cancelling a meal deduction.</p>
Timecard tabs	<p>Located at the bottom of the page are the following tabs:</p> <ul style="list-style-type: none"> -Totals (the information on this tab is the used to pay the employee) -Accruals (to view PTO and EIB available hours if employed > 6 months) -Audits (refer to Index to locate more information) -Comments (you must select comments from the Audit tab using drop-down)

Timecard indicators and colors


The appearance of the timecard cells change to indicate different conditions.

- **Orange** highlighted row indicates the Employee has approved their time for the day.
- **Yellow** highlighted row indicates a Manager/Timekeeper has approved the day.
- **Green** highlighted row indicates the Employee and Manager/Timekeeper have approved the day.
- **Gray** highlighted rows indicate timecard has been signed off. No more edits can be made.
- A solid **red** cell indicates a missed in-punch or out-punch. This must be corrected before Approving the TimeCard.
- A cell with red bar broken at top  indicates an exception, such as a late punch, early punch, or long interval. Hover over the cell for more information.
- A cell with red/white striped bar  indicates a cancelled meal deduction, also could have another exception as well such as early, late or long interval. Hover over the cell for more information.
- A blue bubble in a cell  indicates a comment has been added to the cell. Hover over the cell or choose the Audits tab at bottom of timecard and select Comments from the drop-down list.
- A transaction shown in purple indicates that it was added to the database by the system. This includes information entered through the Scheduling feature or Smart Square.
- A red flag in the Totals & Schedule tab indicates that edits have not yet been totaled and stored in the database.
- An (X) before an account in the Totals section at the bottom of the timecard indicates that the account is not the primary labor account. (i.e. time charged to non-home department)

Right click the employee name at top of page to display the employee's pay rule, primary account information, Manager (or supervisor) and standard working hours.

Common timecard tasks

Some of the tasks that you may perform on an employee timecard include:

<u>Task</u>	<u>Procedure</u>
Add a comment to a timecard	Click the appropriate punch, or amount. Right click choose Comments. The Comment dialog box opens. Select a comment to apply to the punch, or amount. You may also add a free form Note.
Add a row	Select the Add Row icon  to left of date.
Calculate timecard total	From top right of timecard select Calculate Totals icon to synchronize the totals and data displayed without saving. If information is correct, you must click Save icon before leaving the timecard.
Cancel edits	From top right of timecard select Refresh icon. The system returns information as it appears in the database. Any edits that you made but did not save are lost. If you already saved your edits, you cannot cancel them.
Delete a comment	Right click cell with comment. Select Comments. Click 'x' to left of comment. Click OK. Deleting a comment will also delete a note.
Delete a row	You should not delete a row containing any system generated punches. Select the X button on the day that is being deleted.
Edit a punch	Right click the punch you wish to edit, select the Edit (pencil) icon. This is used to change an "in" punch to an "out" punch or vice versa. "New Shift" a punch, or cancel a meal (cancel deduction: ALL, 30 MIN 506, 30 MIN 1506) Note: System generated punches should not be changed or deleted.
Save a timecard after editing	To save your edits, click the Save icon on upper right. After saving your edits, the system refreshes the screen with totalized information.
Approve Timecard	After assuring you have only selected day/days you wish to approve, click the Approve Timecard icon on upper left, then click Approve Timecard. Note: you must Remove Timecard Approval to make any edits.

The following terms are frequently used in timecard management tasks:

Pay Code - A category used to pay PTO, EIB, Jury Duty, Bereavement, On-Call, and possible other types of pay where no time punches are applicable. Pay Code field is also used to record occurrences of absence and tardy for tracking purposes; when used for either of these purposes, amount should be recorded as 1 to reflect one occurrence.

Shift - A span of time that has a start and end time, usually in one 24-hour period.
For example, 7 AM to 3:30 PM

Transfer - Hours transferred to a different job, work rule, or labor account/department.

Work Rule - A combination of parameters that apply to a shift and determine how hours should be recorded and/or paid. Examples: Call-in, Education, Orientation, Charge Pay, Critical Staffing.

To enter time off, such as PTO or EIB, enter a pay code and the amount of time off either in decimal format (8.50) or hours and minutes (8:30). You **must** insert a decimal point between hours and fractions of hours, and a colon between hours and minutes.

Entering and Editing Employee Time

Employees who are paid on an hourly basis use an hourly timecard to indicate the start and end times of their shifts. The following illustration shows a sample timecard for an hourly employee. Notice that the timecard contains a time entry in the cells under the In and Out columns. These entries are called punches because they reflect the time an employee started a shift (punched in) and ended a shift (punched out). An in-punch and out-punch need to be entered for each day the employee worked in the selected time period.

Workforce Timekeeper requires an in-punch and out-punch to indicate a valid shift for hourly employees. The illustration below shows a missing punch in the Out column for Friday:

The screenshot shows the 'Timecards' application interface. At the top, it displays the employee name 'Adams, Julie', page navigation '11 of 30', and a unique identifier '12345'. The date is '3/01/2018'. Below this is a table with columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, and T. The table contains three rows:

- Row 1: Thu 3/01, Schedule blank, Pay Code 040-PTO, Amount 4:00, In blank, Out blank.
- Row 2: Date blank, Schedule 9:30AM-1:30PM, Pay Code blank, Amount blank, In 9:38AM, Out 1:38PM.
- Row 3: Fri 3/02, Schedule 8:30AM-4:30PM, Pay Code blank, Amount blank, In 8:32AM, Out blank. The Out cell is highlighted with a red box.

 Below the table are tabs for 'Totals', 'Accruals', and 'Audits'. There are also dropdown menus for 'All' and 'Account'. At the bottom, there is a summary table with columns 'Account' and 'Pay Code':

Account	Pay Code
100/1008582120/8090/NONE	006-REG
100/1008582120/8090/NONE	040-PTO

Steps to Add a punch (Changes should not be made to existing punches)

Step	Action
1	Click an In or Out cell in the timecard grid.
2	Type the appropriate time. You may enter time in any of the following ways: <ul style="list-style-type: none"> - A 12 or 24 hour format is acceptable (1:00 P.M. or 13:00) - Leading zeros are optional (0700 is converted to 7:00) - Trailing zeros are optional (7 is converted to 7:00) - Colons are optional (730 is converted to 7:30) - A.M. is assumed for all hours except for 12:00 – 12:59, when PM is assumed. - If you do not use the 24-hour format, end each AM entry with either AM, A.M., A, am, a.m. or a so that the correct time is recorded. - If you do not use the 24-hour format, end each PM entry with either PM, P.M., P, pm, p.m. or p so that the correct time is recorded. - Enter time in hours and minutes (HH:MM), for example 8:30

Editing a Punch that is in the wrong cell

Sometimes punches are on the timecard but are in the wrong cell (i.e. an “out” punch in an “in” cell). When this happens, you will need to Edit the punch located in the wrong cell.

Step	Action
1	Right click on the punch to be edited.
2	Click Edit . The Edit Punch box will appear.

The screenshot shows a 'Punch' dialog box with the following fields and values:

- Date: 3/01/2018
- Time (h:mma) *: 1:48PM
- Rounded Time: 3/01/2018 1:48PM GMT-05:00
- Override: Out Punch (indicated by a red arrow pointing to the dropdown arrow)
- Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
- Cancel Deduction: All
- Exceptions: Late Out; Cancel Deduction; Cancel Deduction
- Comments: NO MEAL TAKEN

Buttons for 'Cancel' and 'OK' are located at the bottom right of the dialog box.

- 3 Click the down arrow in the **Override** box.
- 4 Choose what type of punch the punch should be (i.e. “Out Punch”)
- 5 Click **OK**
- 6 Click in a different cell on the grid or choose **Calculate Totals** icon. this will automatically move the edited punch to the column you chose (in/out).

Do not Delete a system generated punch and then re-enter in a different cell, you should always Edit the Punch to move it to the appropriate cell.

You should never change the time of an existing system generated punch (from a Time Clock, TeleTime or Time Stamp). If the employee clocked and worked, they must be paid.

*The New Shift option in the Override box is used when a Team Member is working two separate shifts on the same day and the second shift starts less than an hour and a half from when the first shift ended. The In punch for the second shift would need to be edited choosing “New Shift” so that the system recognizes this shift is not related in any way to the previous shift worked.

Using Pay Codes

Pay codes facilitate payroll processing by grouping specific types of worked and non-worked hours to accurately track time data. Employees who use hourly timecards use pay codes to track non-worked hours such as vacation or sick time.

NOTE: Any department with SmartSquare or Base Scheduler should perform this task in the scheduling system used.

You add a pay code amount to a timecard by selecting a predefined category from the Pay Code list and specifying the number of hours that apply. You cannot add a pay code to a row that contains punches; you must insert a row.

The following illustration shows a sample hourly timecard with a pay code edit for non-worked hours:

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ x	Wed 2/28		040-PTO	8:00								8:00	8:00
+ x	Thu 3/01	9:30AM-1:30PM			9:38AM		1:38PM					4:00	4:00 12:00
+ x	Fri 3/02	8:30AM-4:30PM			8:32AM		4:28PM					8:00	8:00 20:00

Totals		
Account	Pay Code	Amount
100/1008582120/8090/NONE	006-REG	12:00
100/1008582120/8090/NONE	040-PTO	8:00

The following table lists the pay codes that a Timekeeper can edit:

Pay Codes Kronos	Description
006-REG	Regular (“in” and “out” punches should be used for Hourly employees)
007-EDUC	Education Regular (“in” and “out” punches should be used for Hourly Employees)
008-EX	Excused Time – Best of Best recognition program ONLY (this Pay Code MUST have a Comment attached to the Amount)
009-ZEROPAY	ONLY USED FOR Transcriptionists (Also see “950-Unpaid Time” below)
015-MATERNITY/PATERNITY	Paid Maternity/Paternity for eligible employees
020-DECADES OF SERVICE	Decades of Service for eligible employees
035-EIB	Extended Illness Bank (full time with > 6 months of service)
037-EIBPARCARE	Extended Illness Bank usage for Parent care (full time w/ 3 or more years of service)
040-PTO	Paid Time Off (full or part time with >6 months of service unless designated holiday)
045-BERV	Bereavement Pay (3 days for relative listed in policy 4008)
046-JURY	Jury Duty Pay (serving on Jury Duty on scheduled work day)
050-CALL	Call Pay (being scheduled ‘on call’ - policy 5048)
360-UABS	Unscheduled Absences (this code will not pay) use “1” as Amount
370-TARDY-SHORT TIME	Tardies and Leave Earlyies (this code will not pay) use “1” as Amount
802-CHG	Charge Pay
950-UNPAID TIME	Unpaid Time (this code will not pay)
Any Code not listed above	Should not be used without specific knowledge of its purpose

Steps to add a pay code and amount in an hourly timecard

Step	Action
1	Are punches associated with the day for which you want to add a pay code? If one or more punches are associated with the day for which you want to add a pay code, continue to step 2. If no punches are associated with the day for which you want to add a pay code, continue to step 3.
2	Click the Insert Row icon to add a line to the timecard grid.
3	Click the Pay Code cell for the day you want to add a pay code amount. Click the down arrow to display available pay codes and select a pay code from the list.
4	Click the Amount cell that corresponds to the pay code you selected. Enter the number of hours.
5	Click Save icon.

Pay Code 040-PTO and 035-EIB

Accruals for PTO and EIB are based on Employee Type, Length of Service and Hours Paid each pay period. When using either of these codes, first make sure to follow policy for eligibility (#4010 & 4012) then check the Accruals tab at the bottom of the timecard to assure the employee has available time.

Using Pay Codes 360 & 370 to track Unscheduled Absences and Tardies

Using Pay Code 360 to track Unscheduled (whether excused or not) absences is a very helpful tool. This can be used along with "Range of Dates" on an individual timecard or can be pulled in a report to show any employee coded with this code. You must also insert another row to use Pay Code 040-PTO or 035-EIB to pay the employee for the absence. While each PTO or EIB entry must have the appropriate hours in the Amount cell, Code 360 should have "1" in the Amount cell representing one occurrence of an absence. Example: an 8 hour per day, 40 hour per week employee is out for a week with the flu. The timecard should have 2 days of PTO and 3 days of EIB with Amount "8" for each day along with one entry of Pay Code 360 and amount of "1". This will pay the employee the required 16 consecutive hours of PTO (see HR Policy# 4012) with the remaining 24 hours of EIB and code an occurrence of the absence. You may Comment any of these entries (see next section for instructions).

Using Pay Code 370 to track Tardies or Short Time assists with compliance of HR Policy # 3026. For each day an employee is Tardy, insert a row and use Pay Code 370 with Amount "1" to represent an occurrence of the Tardy. This same code can be used when an employee leaves early (not to be used for Management approved "Flex Off" time).

Autopay and Exempt Employees

Autopay

- Employees at **Director level and above**. They do not clock in or out. Kronos automatically populates their timecard **from the schedule** and pays them their Standard Hours per payperiod. They have a specific policy to address Time Off (HR Policy # 4032). Time off in excess of policy is unpaid and must be entered as such by their Timekeeper (see below for details and Example 1 on opposite page). Their Total hours on Totals & Schedule tab of timecard must equal their Standard Hours assigned by HR.

There are three different categories of Exempt Employee Pay Rules, each with its' own distinct process:

Exempt-1-40, Exempt-2-40, Exempt-3-40 (the 1,2,3 representing the shift they are assigned to)
(see Example 1 on opposite page)

- These are Full Time (1 FTE) Team Members and they do not clock in or out. Kronos automatically populates their timecard **from the schedule** and pays them 40 hours per week/ 80 hours per pay period.
 - At **Manager and Assistant Manager** level, these Team Members have a specific policy to address Paid Time Off (PTO and EIB – see HR Policy # 4032). They do not have accruals as other Team Members do. When they exceed the allowed time off and wish to take time that is unpaid, the Timekeeper must delete the row of purple punches (generated from scheduling module, not true clock punches) and insert the Pay Code “950-Unpaid” and the daily equivalent scheduled hours in the corresponding Amount column. Their Total hours on Totals & Schedule tab of timecard must equal 80.
 - For Team Members in the Exempt-1-40, Exempt-2-40, Exempt-3-40 category who are **not** in management, they will have PTO and EIB accruals (based on eligibility – see specific policy) and should be paid PTO/EIB/Excused when time off is taken. You would need to delete the row of purple punches (generated from scheduling module, not true clock punches) and insert the appropriate Pay Code with appropriate hours in Amount column. When they are out of available time, under the guidelines and in accordance with Policy 4010/4012, you must delete the row of purple punches and insert the Pay Code “950-Unpaid” and the daily equivalent scheduled hours in the corresponding Amount column. Their Total hours on Totals & Schedule tab of timecard must equal 80.

Exempt-1, Exempt-2, Exempt-3 (the 1,2,3 representing the shift they are assigned to)
(see Example 2 on opposite page)

- These are less than 1 FTE Team Members that should clock once daily and Kronos will automatically assign them 8 hours for the shift. When these Team Members are scheduled for greater than or less than 8-hour shifts to make their appropriate FTE, Timecard maintenance must be administered by the Timekeeper in order for them to be paid correctly. Adjustments are not allowed on a day that contains punches even if you add an additional row. These Team Members should only punch In, not Out. The “Totals & Schedule” tab at the bottom of the timecard will reflect the hours that will be paid regardless of Daily or Cumulative hours calculated in the body of the timecard. Please contact your Payroll Representative for further assistance with this type of Team Member.

****ALL Exempt employees REQUIRE a Schedule to be built in Smart Square or Kronos Scheduler****

Example 1: Exempt-1-40 Timecard

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 7/19											
X	Mon 7/20			8:00AM		4:30PM				8:00	8:00	8:00
X	Tue 7/21			8:00AM		4:30PM				8:00	8:00	16:00
X	Wed 7/22			8:00AM		4:30PM				8:00	8:00	24:00
X	Thu 7/23	950-UNPAID TIME	8:00								8:00	32:00
X	Fri 7/24	950-UNPAID TIME	8:00	8:00AM							8:00	40:00
												40:00
				8:00AM		4:30PM				8:00	8:00	48:00
				8:00AM		4:30PM				8:00	8:00	56:00
				8:00AM		4:30PM				8:00	8:00	64:00
				8:00AM		4:30PM				8:00	8:00	72:00
				8:00AM		4:30PM				8:00	8:00	80:00
X	Sat 8/01											80:00

Unpaid Time will look like either one of these entries (depending on if they were entered via the scheduling module or directly onto the timecard)

TOTALS & SCHEDULE	ACCRUALS	AUDITS
All		
	Pay Code	Amount
	006-REG	64:00
	950-UNPAID TIME	16:00

Example 2: Exempt-1 Timecard

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 7/19											
X	Mon 7/20			8:00AM						8:00	8:00	8:00
X	Tue 7/21			2:00PM						8:00	8:00	16:00
X	Wed 7/22			11:30PM						8:00	8:00	24:00
X	Thu 7/23											24:00
X	Fri 7/24											24:00
X	Sat 7/25											24:00

TOTALS & SCHEDULE	ACCRUALS	AUDITS	
All			
Account	Pay Code	Amount	Wages
100/1008582120/5866/NONE	006-REG	24:00	

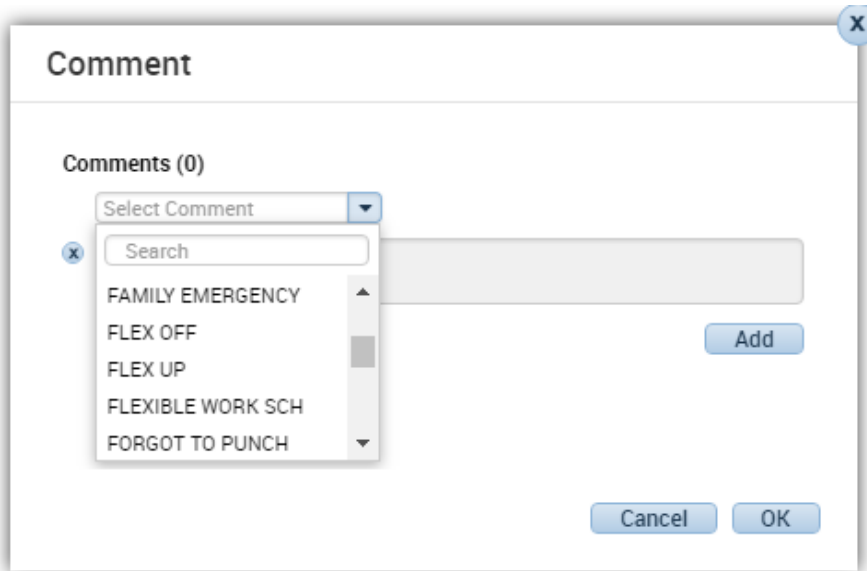
Note: Regardless of "Scheduled Time" and/or Punches, Kronos assigns 8 hours for the day (even if there were Out punches representing greater than or less than 8 hours). Also, this Pay Rule should show a "Missed Punch" box (solid red) which is acceptable for this Pay Rule only.

Entering comments

Comments are predefined descriptions you attach to a punch or an amount to provide additional information about that transaction. For example, you might add the “Late Due to Automobile Trouble” comment to a late in-punch to explain why the employee did not report to work as scheduled. You can add as many comments as needed to explain the punch or amount. You can also add free-text notes to comments for clarification if needed, keeping HIPPA regulations in mind. Comments let you document specific details of worked and non-worked hours to help you with future analysis, however, they do NOT change how time is paid.

NOTE: Comments can be used in Smart Square however, they will not update timecard in Kronos.

The following illustration shows a sample **Add Comment** dialog box with a list of predefined comments:



Steps

Steps to add a comment to a punch or an amount

Step	Action
1	Right click the cell that contains the punch or amount to which you want to add a comment.
2	Select Comments at bottom of Punch Actions box.
3	Select a comment from the drop-down list.
4	Optionally, type a note in the Note field. Note: you must click “Add” before “OK” if you type a note.
5	Click OK .
6	View the comment, and note if applicable, by hovering over the cell containing the comment or by selecting Comments from the first drop-down box on the Audits tab at bottom of timecard.

Transfer Expenses to Non-Home Dept/Cost Center

Employees should use the functions available on the timeclock or via TimeStamp or TeleTime system when clocking in to code hours worked at a Job 2 or a Non-Home department, however, if this was not done properly, timekeepers may either change or add this information to an employee's timesheet by using the drop-down box in the **Transfer** grid.

NOTE: Any department with SmartSquare or Base Scheduler should perform this task in the scheduling system used.

Step	Action
------	--------

- 1 In the timecard grid, click in **Transfer** cell located between **in** and **out** punch.
- 2 Click **Search** and the **Transfer** box opens.

Transfer

Name	Adams, Julie		
Labor Account			
Work Rule			

Labor Account | Work Rule

Add Labor Account Clear All

PROCESS LEV...	<input type="text"/>	JOB CODE:	<input type="text"/>
POSTING ACC...	<input type="text"/>	GRANTS ACTI...	<input type="text"/>

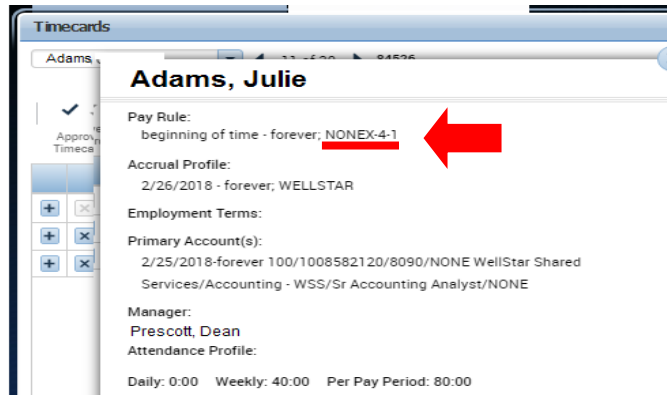
- 3 Click down arrow in **PROCESS LEVEL** box, select appropriate Process Level (location). (100,210,220,230,240,250,260,265,270,280,291,300,400,500,580)
- 4 Click down arrow in **POSTING ACCOUNTING UNIT** box
- 5 In the Smart Search box type the 10-digit department number that the time should be charged to, then click result line (after confirming name).
- 6 Click down arrow in **JOB CODE** box (right side of screen) **IF** employee has a Job2 setup in the HR system and the time should be charged to the Job2 (this would mean there is a different pay rate applied). The Employee should know this 4-digit number.
 Special Note about Job1 vs Job2: any time worked regardless of location that is the employee's primary job function and pay rate is considered a Job1. An employee would need a Job2 setup if they were performing an entirely different job and/or are to be paid on a different pay scale. It is the responsibility of the Job2 Manager to submit appropriate paperwork to HR to assure the employee has the Job2 setup and available. HR can supply the employee with the Job2 Job Code if they do not know what it is.
- 7 Click **Apply**

NOTE: If an employee works in a non-home department and ends up with overtime during that week, the overtime is charged to the non-home department. If there needs to be an exception, please contact your Payroll Representative for assistance.

Entering Work Rules

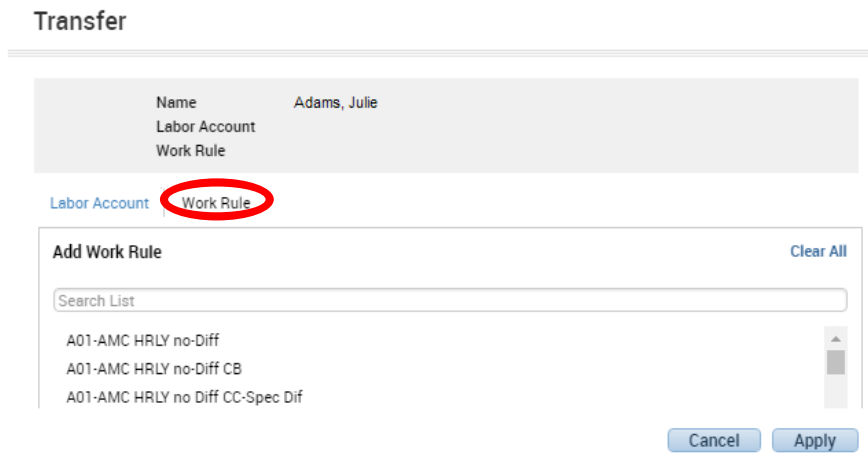
Work Rules are used to charge time to Education, Orientation, Sitter, and to assure pay differences for Late Case, Call-In, Critical Staffing and Charge Pay. You must know the employee's Pay Rule before you can enter a Work Rule. The Pay Rule is important because it controls how the employee's information is processed. To find or verify the Pay Rule, right click the employee's name at the top of the timecard.

NOTE: Any department with SmartSquare or Base Scheduler should perform this task in the scheduling system used.



Step	Action
------	--------

- 1 In the timecard grid, click in **Transfer** cell located between **in** and **out** punch.
- 2 Click **Search** and the **Transfer** box opens.



- 3 Click **Work Rule** to access the Work Rule portion of the transfer box.
- 4 Begin typing the name of the Pay Rule in the Search List box until you get a list of Work Rules for that Pay Rule, then select the appropriate Work Rule. (Note: NONEX-4 vs NONEX-W directly affects weekend differentials)
- 5 Click **Apply**

See next page for a list of Work Rules and brief descriptions.

WORK RULES/ACTIVITY CODES

EXEMPT -1, EXEMPT-2 or EXEMPT-3 - salary/exempt employees working less than 40 hours weekly.
Example: Salary employees with standard weekly hours of 36 hours / bi-weekly 72. (Less than 1. FTE)

EXEMPT-# EDUCATION - Exempt/Salary (where # represents assigned shift) Education
EXEMPT-# ORIENTATION - Exempt/Salary (where # represents assigned shift) Orientation

EXEMPT-1-40, EXEMPT-2-40, EXEMPT-3-40 – salary/exempt employees working 40 hours weekly.

EXEMPT-#-40 EDUCATION - Exempt/Salary 40 hr/wk (where # represents assigned shift) Education
EXEMPT-#-40 ORIENTATION - Exempt/Salary 40 hr/wk (where # represents assigned shift) Orientation

Hourly staff Non-Weekend Option – used only for non-weekend option employees. If used for weekend option employees, weekend differential hours would not be paid correctly.

NONEX-4 BASIC - Hourly staff* used to return employee to home department or out of a work rule they have been transferred to on same day.
NONEX-4 CALL IN - Hourly staff* Call In pay (1½ times base pay) must be approved.
NONEX-4 CHARGE PAY - Hourly staff* Charge Pay
NONEX-4 EDUCATION - Hourly staff* Education
NONEX-4 LATE CASE - Hourly staff* Late Case (1½ times base pay) must be approved.
NONEX-4 ORIENTATION - Hourly staff* Orientation
NONEX-4 RN CSB - Hourly staff* RN Critical Staffing Bonus must be approved (refer to HR Policy #5057)
NONEX-4 SITTER - Hourly staff* Sitter
NONEX-4 SPECIALTY DIFF - Hourly staff* for designated departments - Differential
NONEX-4 ST CSB - Hourly staff* Short Term Critical Staffing Bonus must be approved (refer to HR Policy #5060)

* for all above * refers to Non-Weekend Option

Weekend Option Hourly Staff – used only for Weekend Option employees. If used for non-weekend option employees, weekend differentials would be over paid.

NONEX-W-BASIC - Weekend Option hourly staff used to return employee to home department or out of a work rule
NONEX-W-CALL IN - Weekend Option hourly staff Call In pay (1 ½ base pay)
NONEX-W-CHARGE PAY - Weekend Option hourly staff Charge Pay
NONEX-W-EDUCATION - Weekend Option hourly staff Education
NONEX-W-ORIENTATION - Weekend Option hourly staff Orientation
NONEX-W-RN CSB - Hourly staff* RN Critical Staffing Bonus must be approved (refer to HR Policy #5057)
NONEX-W-SITTER - Weekend Option hourly staff Sitter
NONEX-W-SPECIALTY DIFF - Weekend Option hourly (designated department) Differential
NONEX-W-ST CSB - Hourly staff* Short Term Critical Staffing Bonus must be approved (refer to HR Policy #5060)

Directions to Correctly Transfer Time to a Work Rule or Department

Work Rule Example: Timecard looks like this to begin with (employee clocked IN and OUT for the day)

In	Transfer	Out	In	Transfer	Out	Shift
6:33AM		5:28PM				10.4

Step 1

Timekeeper adds an **In Punch** just to the right of the original Out Punch and a **Work Rule or department**.

This specifies the END of regular time & beginning of the new Work Rule. (Work Rules are specific to Pay Rules so you must know and apply the appropriate Work Rule based on each team members Pay Rule)

In	Transfer	Out	In	Transfer	Out	Shift
6:33AM		5:28PM	3:33PM	;;NONEX-4-LATE CASE		10.4

Step 2

Click on another day on the timecard and Kronos creates a purple Out Punch that equals the In Punch to transfer the time to the new Work Rule or Department.

In	Transfer	Out	In	Transfer	Out	Shift
6:33AM		3:33PM	3:33PM	;;NONEX-4-LATE CASE	5:28PM	10.4



Department Transfer Example: Employee worked for another dept from 12:30 pm to the end of their shift.

In	Transfer	Out	In	Transfer	Out	Shift
6:33AM		3:28PM				8.4

Enter the IN Punch and Department Info as shown below

In	Transfer	Out	In	Transfer	Out	Shift
6:33AM		3:28PM	12:30PM	;;230/2306060060//		8.4

Click on another day to see the result.

In	Transfer	Out	In	Transfer	Out	Shift
6:33AM		12:30PM	12:30PM	;;230/2306060060//	3:28PM	8.4



NOTE: *Either of these actions will remain in place (Work Rule and/or Transfer) until a new Work Rule and/or Transfer is applied.*

Example: team member clocked in as Education for a morning meeting, the timekeeper would need to follow the method above to put the employee back to the proper "BASIC" work rule once the meeting is completed. If team member enters another IN punch at the clock when the meeting is over, the timekeeper still needs to apply the proper BASIC work rule for the next segment of time.

** NONEX-4-LATE CASE is only one example of a Work Rule and should only be used as described in HR Policy 5048 with appropriate approvals. Other Work Rules may also require special approval before use.*

Meal Deduction Cancellation Based on End of Shift Question Response

Occasionally an employee is unable to take a Meal Break; when this situation occurs they should respond to the End of Shift question at the time clock “No” they were not able to take an uninterrupted meal break during their shift. If the End of Shift question is answered “Yes” and the employee works a shift exceeding 5 hours 6 minutes the Kronos system deducts 30 minutes for a meal, unless the employee punches out and back in for the meal and the time off the clock exceeds 30 minutes, then the actual time taken is the time deducted for the meal break. If the shift worked exceeds 15 hours 6 minutes a second 30-minute meal break is deducted.

If the End of Shift question is answered incorrectly, the timekeeper should receive documentation from the employee stating that the question was answered incorrectly and the timekeeper will need to edit the out punch to reflect the correct response.

Step	Action
------	--------

- 1 Right click on the **out** punch for the day the question was answered incorrectly.
- 2 Choose **Edit** at bottom of Punch Actions box.

The screenshot shows a 'Punch' dialog box with the following fields and values:

- Date: 3/04/2018
- Time (h:mma) *: 5:41 PM
- Rounded Time: 3/04/2018 5:36PM GMT-05:00
- Override: Out Punch
- Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
- Cancel Deduction: (dropdown menu)
- Exceptions: (dropdown menu)
- Comments: (text area)

The 'Cancel Deduction' dropdown menu is open, showing the following options:

- <None>
- 30 MIN 1506
- 30 MIN 506
- All

- 3 Click the down arrow in the **Cancel Deduction** box.
 - 4
 - For shifts worked that exceeded 5hrs 6mins but did not exceed 15hrs 6mins, and no meal was taken, Choose **30 MIN 506**.
 - For shifts worked that exceeded 5hrs 6mins but did not exceed 15hrs 6mins, and a meal was taken, Choose **<None>**.
 - For shifts worked that exceeded 15hrs 6mins, where only one meal was taken, Choose **30 MIN 1506**.
 - For shifts worked that exceeded 15hrs 6mins, where NO meals were taken, Choose **All**.
 - For shifts worked that exceeded 15hrs 6mins where two meals were taken, Choose **<None>**.
 - 5 Click **Apply**
 - 6 Daily total will update based on your selection
- (NOTE: Your response is not based on whether a meal was taken, but rather if a cancellation of the automatic deduction of 30 minutes should be applied.)**

End of Shift Question for Meal Attestation

As part of Wellstar’s continued effort to ensure accurate time records, thus accurate pay, the following question has been added as part of the clocking out procedure. **“Did you take an uninterrupted meal break during your shift?”** Team Members must respond by choosing either “No” which will automatically add back the 30 minutes deducted for a meal break, or “Yes” which will keep the 30-minute meal break deduction intact. Failure to respond to the question will result in a “Missed Punch” (punch not recorded) and thus considered a performance deficiency in accordance with HR Policy 3024 Employee Discipline.

If the question is answered incorrectly, the Team Member should notify their Manager immediately and the Manager or Timekeeper should correct the error (see Meal Deduction Cancellations discussed on prior page).

Also please refer to HR Policy 5054 - Rest and Meal Periods

When there are punches for Meals (or other reasons for leaving campus) between the In and Out punches for the shift, the following scenarios discussed in Timekeeping Class need to be considered:

- Punches representing less than 30-minute span of time

In	Transfer	Out	In	Transfer	Out	Shift
8:00AM		12:00PM	12:07PM		4:30PM	8:00

The “In” punch will be rounded to 30 minutes from the “Out” punch (in above example, the 12:07pm “In” punch is rounded to 12:30pm thus regardless of response to question when punching out, 30 minutes will be deducted for the shift if punches remain on timecard).

- Punches representing more than 1½ hour span of time

In	Transfer	Out	In	Transfer	Out	Shift
7:00AM		1:00PM			2:45PM	7:12
		7:27PM				00

There are 2 separate issues that will need to be addressed. First, you must Edit the 2nd “Out” punch to be an “In” punch (refer to page 13 for assistance). This will resolve the (red) missed punch boxes.

In	Transfer	Out	In	Transfer	Out	Shift
7:00AM		1:00PM				5:30
2:45AM		7:27PM				4:36

Now you must determine if either row exceeds the 5:06 minimum established for a meal deduction to be taken and if the answer given by the team member was appropriate for each segment of time if it exceeded 5:06.

Viewing Audit Information

Audit information is valuable in determining where punches were actually made. You can see if the punch was made at a time clock and the location of that clock or if the punch was added by a timekeeper.

Below is an example of what information can be found on the Audit tab of the Timecard.

Type of Edit		Data Sources											
All		All											
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source	
4/11/2011		Add Pay Code		040-PTO	6:24				4/11/2011	4:37PM ...	43905:wfc.ad.wellstar.org:10.11.58.249	Timecard I...	
4/08/2011	9:42AM	Add Punch							4/08/2011	9:43AM ...	SuperUser:WS1-WHS-KROAPP2::Device 000087 WAB-Mailr...	Workforce	
4/08/2011	11:47AM	Add Punch							4/08/2011	11:48A...	SuperUser:WS1-WHS-KROAPP2::Device 000087 WAB-Mailr...	Workforce	
4/08/2011	12:13PM	Add Punch							4/08/2011	12:14P...	SuperUser:ws1-whs-kroapp1::Device 000087 WAB-Mailroo...	Workforce	
4/08/2011	5:55PM	Add Punch							4/08/2011	5:56PM ...	SuperUser:WS1-WHS-KRORM::Device 000087 WAB-Mailroo...	Workforce	

The “User” column contains information regarding where the clock was located or the employee number of the Timekeeper entering a manual punch or Pay Code. (note: the User information will often begin with the employee’s name, stretching the column will reveal the clock used and its location)

Step	Action
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- 1 Click the **Audits** tab located at the bottom of the Time Card.
- 2 Select **All** from the **Type of Edit** list.
You will need to adjust the column width which can be done by using your mouse to drag the dividing lines.

- OR -

You may also open Audits on a separate tab by choosing **Go To** then selecting Audits from the drop-down.

Deleting punches

The deletion of system generated punches should only occur due to special circumstances. For example, an employee might punch twice when starting or ending a shift. If this occurs, you can delete the extraneous punch using the below instructions. Otherwise, **any system generated punch (made from a Time Clock, TeleTime or Time Stamp) should never be deleted.** If you find what you consider to be another valid reason for deleting a punch, **before** you delete, contact your payroll representative for further instructions and clarification. If an employee clocked and worked, they must be paid. All edits to a timecard including deleted punches are tracked in the Audits tab of the employee's timecard, therefore you should comment before deleting a punch.

The following illustration shows a sample employee timecard with two out-punches for the same day:

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 1/13											
X	Mon 1/14			7:16AM		5:22PM				9:36	9:36	9:36
X	Tue 1/15			8:28AM		6:45AM	6:45AM	60/858212/1//	8:32AM	2:06		
X	Tue 1/15			4:07PM	60/858212/1//	7:07PM				3:00	5:06	14:42
X	Wed 1/16			7:13AM		11:56AM	12:08PM		4:15PM	9:30	8:30	23:12
X	Thu 1/17			7:20AM		4:30PM	4:31PM			9:12	9:12	32:24
X	Fri 1/18			7:30AM		4:43PM				8:42	8:42	41:06
X	Sat 1/19											41:06
X	Sun 1/20											41:06
X	Mon 1/21			7:45AM		5:30PM				9:18	9:18	50:24
X	Tue 1/22			7:30AM		4:45PM				8:42	8:42	59:06
X	Wed 1/23			7:30AM		5:15PM				9:12	9:12	68:18
X	Thu 1/24			7:45AM		6:15PM				10:00	10:00	78:18

Steps to delete a punch

Step	Action
------	--------

- 1 Right click the cell that contains the punch you want to delete.
 - 2 Select **Comments** from Punch Actions box.
 - 3 Select comment: Double Punch from the list (do not add a Note)
 - 4 Click **OK**.
 - 5 Click **Save** icon. (very important step)
 - 6 Verify that the cursor is in the cell that contains the punch you want to delete. Press **Delete**.
 - 7 Select **Save** icon.
- If you wish, you may review the **Audits** to review the deleted punch and comment.
 If you feel it is important to write a note, you will need to add a Comment with Note to the punch that remained on the timecard. "Notes" on a deleted punch do not save in the Audit information.

Approving Employee Time

Daily and per pay period timecard approval is required. You should be familiar with HR Policy 5023. The following is an excerpt of the "Responsibility" portion of this policy:

Responsibilities

It is the responsibility of the employee and management to review time worked *daily*, verifying all time recorded by type and total is accurate and complete. Specific responsibilities are outlined as follows:

Employee Responsibility

1. Employees are required to record time on a daily basis by using time clock and I.D. Badge, telephones, or other approved devices.
2. **Employees are required to attest via the time reporting system on a daily basis that the time reported is an accurate, true and complete record** (see Attestation section of this book for more detailed information of this procedure). **If the employee rejects time as reported, he/she must notify the manager of reason for rejection.**
3. When a miss-punch or other error occurs, the employee should report this immediately to be authorized and corrected by management. Failure to respond to the end of shift question, related to a meal break, will be considered a missed punch which is considered a Group I violation in accordance with Policy 3024 Employee Discipline.
4. Employees are expected to request and receive appropriate approval for time away from work in accordance with the appropriate policies, such as PTO, EIB and Leave of Absence.
5. Employees may be subject to disciplinary action for repeated failure to follow this policy.

Management Responsibility

1. Management is responsible for ensuring that employees are properly instructed in correct use of time clocks, telephones, or other approved devices.
2. **Mandatory Time and Attendance Review** - Management must review and make appropriate changes to time reports at the end of the day or before 9 a.m. on the day following, certifying the type and total of hours shown are a true and complete record of the day's work. Managers should also verify that all employees who requested PTO, EIB or other approved time are correctly paid for the hours. Daily productivity reporting relies on accurate daily time records, therefore the manager's daily review should be a priority.
3. Approval of time reports must be completed by 12 p.m. (noon) each payroll Monday, the Monday immediately after the pay period ends.
4. Management should contact the Payroll Department when an employee's access to the time clock or other approved device is not accepted.
5. Management is responsible for ensuring and/or making any needed adjustments to time and attendance for hourly, non-exempt employees whose meal period was interrupted or not taken and therefore the meal deduction was cancelled.
6. Meeting time used for education or orientation should be reclassified/recoded to reflect the appropriate productivity category.

Daily Timecard Approval

Each employee's timecard should be approved on a daily basis (prior to 9am the following morning). All timecards must be approved whether they have time worked or not, this process is certification that **all information on the employee's timecard has been verified and is accurate**. After an approval is made, no edits can be made to a timecard without first removing the approval (the person approving is the only person who can remove an existing approval). Any punch made at a clock, TimeStamp or TeleTime will update the timecard regardless of approval status.

Steps to Review and Apply an Approval

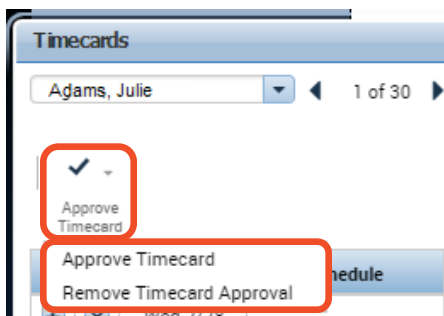
Step	Action
1	Reconcile Timecard is the default Genie upon login. You may elect a different Genie via drop-down
2	My Home Departments is default Hyperfind selected however you may change if you have a special Hyperfind built.
3	Yesterday is default time period to assist you with your Daily Approval process. You may select a different time period from the drop-down list. Be aware, you are approving the time period you select.
4	Click Select All Rows icon, then Go To > Timecards
4	After determining the information for the day is correct, click Approve Timecard icon then select Approve Timecard from list. The row color will change to yellow or if the row was previously orange , it will change to green .
5	Continue to next Time Card by clicking right arrow at top of page to the right of Employee Name. Repeat step 4 until all time cards have been approved.

To verify that all timecards have been approved, refresh the Reconcile Timecard Genie, the "Manager Approval" column should contain "1" for all employees listed.

Steps to remove an approval

If you made an approval in error and need to remove so that the time can be corrected, follow the below steps. Remember, once you have completed your edit, you must approve again.

Step	Action
1	From an Employee's Timecard select Date, Pay Period or Range of Dates
2	Click Approve Timecard, then Remove Timecard Approval



Per Pay Period Timecard Approval

Although you are required to **Approve** your employees time data on a **daily basis**, at the end of the pay period you must make sure the time data for each employee accurately identifies his or her worked and non-worked hours for the entire pay period. All timecards must be approved whether they have time worked or not, this process is certification that **all information on the employee's timecard has been verified and is accurate**. You should perform a final review, assure pay period totals are accurate and all days have been approved. (All rows should be either yellow or green).

This must be completed by Noon on Monday following the last day of the pay period.

You should review each employee's timecard for the following discrepancies:

- Punch issues
- Worked hour issues (pay type (work rule) and differentials are accurate)
- Non-worked hour issues (PTO, EIB, etc.)
- Transfer request issues
- Totals on Total tab at bottom of timecard are accurate

Using the Reconcile Timecard Genie for the entire Pay Period.

The Reconcile Timecard Genie helps you identify timecard discrepancies at the end of a pay period so you can perform final edits as necessary and then prepare the time records for payroll processing. This Genie displays information by employee, including exceptions, approvals, and name of timekeeper approving.

If there are checks in the missed punch column, this should alert you that your hourly employees are missing either the IN or OUT punch for a day or days during the period. Using this Genie, you can sort information by the Missed Punch column, and then select the employees whose timecards contain these discrepancies to display their timecards and reconcile the discrepancies.

Steps to access the entire Pay Period on the Reconcile Timecard Genie

Step	Action
1	The Reconcile Timecard Genie is the default Genie upon login.
2	Choose Previous Pay Period or Current Pay Period (depending on the day you are pulling information)
2	Click the Missed Punch column two times to sort.
3	Select the Employees showing Missed Punch , choose Timecards from Go To icon.
4	Make appropriate entries on each timecard and save.

To verify that all timecards have been approved, from the Reconcile Timecard Genie, select Previous or Current Pay Period, the "Manager Approval" column should contain "1" for all employees listed.

(Note: you should no longer see "Partial" unless the employee was not employed for the entire time period.)

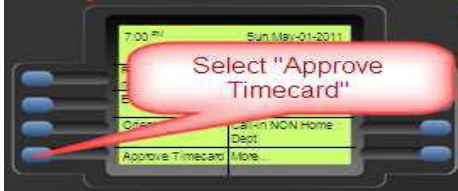
ATTESTATION

The certification of time reported to confirm that the information is accurate and a complete record of the day's work. Per Wellstar HR Policy 5023, employees are required to attest via the time reporting system on a daily basis that the time reported is an accurate, true and complete record. If the employee rejects time as reported, he/she must notify the manager of reason for rejection. The Attestation process may be performed at any Wellstar computer or any clocking device.

Attesting to Time using the Time Clock

Team Members will approach the time clock with their badge ready.

On the time clock screen, select Approve Timecard using the blue button



At the Enter Badge ID Screen, swipe the identification badge



At the next screen, team members will select Daily Approvals by pressing the blue button.



At the Missed and Edited Punches screen, team members will see the dates of time recorded for scheduled days.

1. Date with "Missed" notation – this shows a date the team member missed a punch.
2. Date with "Rejected" notation – this shows a date that has been reviewed by the team member, yet rejected by the team member through the attestation process
3. Date with no notations – this shows a date for which an approval or rejection is needed.

The team member should select the date to review by using arrows then press **ENTER** or **↵**



At the Single Day Approval Screen, the team member should review his or her in punch, out punch and total hours for the day. The total hours for the day will reflect the automatic meal deduction of 30-minutes if the team member has worked more than 5 hours.

Using the blue up and down arrows, the team member should review all the content on the screen.



The team member should also read the statement at the bottom of the screen, attesting to the time displayed.

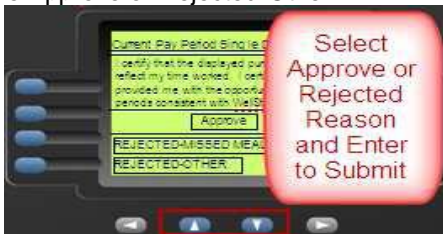
Message: "I certify the display time recorded accurately reflects my time worked for the time period specified. I certify that Wellstar provided me with the opportunity to take meal periods consistent with Wellstar policy."


The team member will have the option to approve or reject the information displayed.

If approving, the team member is indicating that the time displayed is correct and that if a meal period was provided, it was according to Wellstar policy.

If rejecting, the team member is indicating that the time displayed is inaccurate. There is one option for rejection:
Rejected – Other: indicates there is another reason the time displayed is not accurate. This selection requires a specific follow up with the manager or designee.

Select the Approve or Rejected-Other



Click the Enter button to submit the final selection. **ENTER** or 

The time clock will return to the main screen within a few moments or the team member may select the escape key. **ESC**.

Attesting to Time using a Computer with Workforce Central

Team members with access to a Wellstar computer may review their time using the Kronos WFC timekeeping application. Users must have a Wellstar Network Login.

Access Kronos WFC Timekeeper via WellStar Weblinks



then click



Log In to Software

Start by logging into Workforce Central.

A screenshot of the Workforce Central login page. The page has a dark blue header with "WORKFORCE CENTRAL" and "Version 6.2". Below the header is a "LOG ON" section with two input fields: "User Name" and "Password". A blue arrow button is to the right of the password field.

User Name = Employee ID number (located on badge "E")

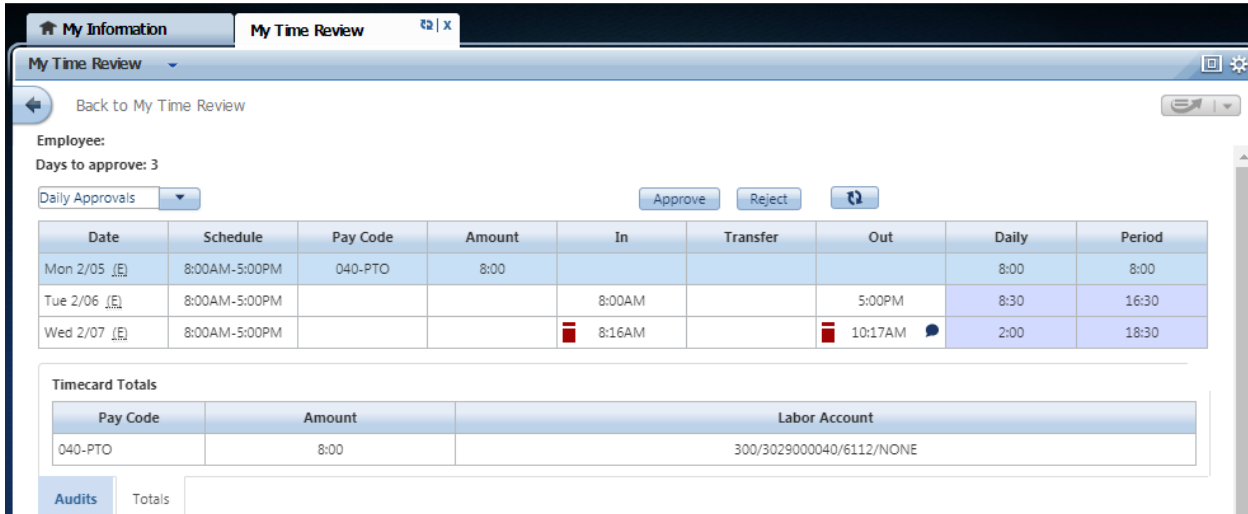
Password = the team member's Network Login password

The first page to appear will be the include employee's timecard view (Time Stamp if applicable) and selections to the right that include "My Time Review"


A screenshot of the Kronos WFC interface. The main area shows a timecard with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Transfer, Out, Shift, Daily, and Period. Below the timecard is a "Totals" section with a table of account information. On the right side, there is a navigation menu with several options: My TimeStamp, My Timecard, My Calendar, My Links, My Reports, and My Time Review. The "My Time Review" option is circled in red, and a red arrow points to it from below.

Click on the "My Time Review" folder, this will open another tab.

Select a row by clicking on it, this will give you options “Approve” and “Reject” as well as calculated totals for the day at the bottom of screen. After you review all punches and totals, click “Approve” if you agree with the information, read the approval statement then click “Submit”. If there is a problem with any of the information, click “Reject”

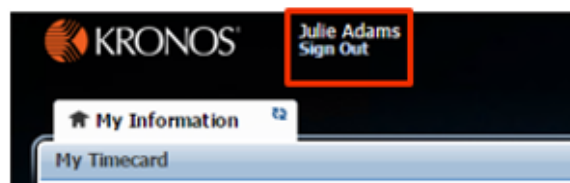


If you choose “Reject”, you will receive a Reject Timecard box; you must select a Rejection Reason, and you may type a Note (not required but helpful to your timekeeper to resolve the issue). Then click Submit.

Clicking the refresh icon  will remove any lines already approved.

IT IS VERY IMPORTANT TO SIGN OUT WHEN YOU ARE FINISHED IN KRONOS WFC

- When you are done, be sure to **Sign Out** before closing your browser!
- Signing Out of WFC Timekeeper
 - Closes your session
 - Signals to the application that you no longer require access to any of it's components
 - Prevents other people from accessing your or your team's information
- To log off WFC Timekeeper, click the **Sign Out** link below your name.



Printing the timecard

You can print the timecard in the following ways:

- Print the timecard, which includes all rows and columns, including those that can only be viewed by scrolling.
- Print the timecard workspace, which includes only those areas that are visible.
- Run a Time Detail Report

To print the time card:

1. Select **Actions>Print**.
2. In the print dialog box, click Print. The system prints the timecard grid as well as the chosen section at the bottom of the workspace, for example, Totals, Accruals, Comments, or Audits. The system uses your default printer unless you change the printer setting in the Print dialog box. The default page layout is landscape which may be changed in the Print dialog box, however it must be changed each time you wish to print in portrait layout.

To print the timecard workspace:

1. Use the **Print Screen** key from your keyboard.
2. This method prints only the areas that are visible on your screen.

To print via Report:

1. From the Related Items Pane at the right, select **Reports**.
2. Under **Categories**, click the **+** to the left of **Timecard**.
3. Select **Time Detail** or **Time Detail Portrait with Page Breaks**.
4. Select your Hyperfind Group in “People” box and the Time Period.
5. If you selected Time Detail Portrait with Page Breaks, select Yes or Not to determine if you would like a separate page printed for each team member.
6. Click **Run Report**
7. Click **Refresh Status**.
8. When report status column states “Complete”, double click report (or highlight and click View Report) to open in Adobe and click printer icon to print

Other Miscellaneous Information

Shift Differentials

Shift Differentials were created to pay an extra incentive for time worked outside of certain parameters. Below is a list of differentials by Pay Rule that Kronos Workforce Central uses to calculate differentials. Although differentials are calculated, they are paid based on the employee's Job Class setup in the HR system. Not all Job Classes pay all differentials however based on the parameters established within Workforce Central, Kronos will calculate and show the differentials. For example, because most Physician's offices are not open 24 hours a day, their employees are not setup in a Job Class that would pay evening premiums/differentials.

NONEX-4 Non Exempt Employee, 40 hour standard week

Most Hourly employees are setup with this Pay Rule

- ❖ Shift 2 begins at 3pm and goes till 11:30pm
- ❖ Shift 3 begins at 11pm and goes till 7:30am
- ❖ Weekend Differentials begin Friday at 11pm, end Sunday 11pm

NONEX-W Non Exempt Employee, Weekend Option

Remaining Hourly employees with contract for working weekends

- ❖ Shift 2 begins at 3pm and goes till 11:30pm
- ❖ Shift 3 begins at 11pm and goes till 7:30am
- ❖ Weekend Differentials begin Friday at 6:30pm, end Monday 7:30am

An employee must work at least 4 hours in a shift to be eligible for the differential.

Rounding

Rounding is based on an employee's scheduled Start and Stop time. If an employee punches 5 minutes before or 5 minutes after their scheduled start/stop time, their timecard will show the actual time punched however the time used to calculate pay will be their scheduled start/stop time. If an employee punches outside of these 5-minute windows then regular rounding occurs back to the previous 10th of an hour. To see what the system used for the rounded time, open the Edit Punch box (dbl click the punch) the 2nd line shows actual punch time and the 3rd line shows Rounded Time.

Rounding rules for schedules that are on a 6th minute
(Examples: 6:00,6:12,6:18,6:30 etc.)

Clock in between 5 minutes before schedule start time or 4 minutes after –no early or late exception **(no red box)** – starts paying at schedule start time.

Clock in 5 minutes after schedule start time –late exception **Red box** starts paying at schedule start time.

Clock out between 5 minutes before schedule end time or 4 minutes after – no early or late exception **(no red box)** – stops paying at schedule end time.

Clock out 5 minutes after schedule end time - late exception **Red box** stops paying at schedule end time.

All punches outside of the above pay on the 6th minute or previous 6th minute – early or late exceptions **Red box**

Example: Schedule start at 6:00am ends at 2:30pm.

For clock in between 5:55am & 6:04am - no early or late exception **(no red box)** - starts paying at 6:00am.

For clock in at 6:05am - late exception **Red box** starts paying at 6:00am.

For clock in at or before 5:54am - early exception **Red box** pays on the 6th minute or previous 6th minute.

For clock in after 6:05am - late exception **Red box** pays on the 6th minute or previous 6th minute.

For clock out between 2:25pm & 2:34pm - no early or late exception **(no red box)** - stops paying at 2:30pm.

For clock out at 2:35pm - late exception **Red box** stops paying at 2:30pm.

For clock out at or before 2:24pm - early exception **Red box** pays on the 6th minute or previous 6th minute.

For clock out after 2:35pm - late exception **Red box** pays on the 6th minute or previous 6th minute.

6 Minute Table

Punches between	Round/Pay	Decimal format
:00 - :05	:00	.0
:06 - :11	:06	.1
:12 - :17	:12	.2
:18 - :23	:18	.3
:24 - :29	:24	.4
:30 - :35	:30	.5
:36 - :41	:36	.6
:42 - :47	:42	.7
:48 - :53	:48	.8
:54 - :59	:54	.9

Rounding rules for schedules that are NOT on a 6th minute

Examples Start times 6:15,6:45,7:15,2:45 etc. End times 6:45,7:15,7:45,11:15 etc. (AM or PM)

Schedule 6:45 – 7:15

For clock in between 6:40 & 6:49 - no early or late exception (**no red box**) - starts paying at 6:45

For clock at 6:39 early exception **Red box** pay starts at 6:45

For clock at 6:50 late exception **Red box** pay starts at 6:45

If clock in is one of the following:

Early In

6:33 - 6:38 - rounds to 6:33 & pay starts at 6:33

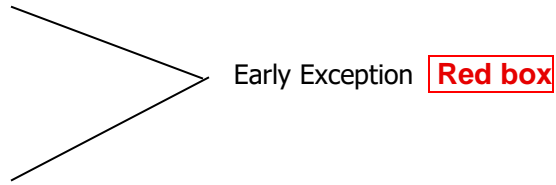
6:27 - 6:32 - rounds to 6:27 & pay starts at 6:27

6:21 - 6:26 - rounds to 6:21 & pay starts at 6:21

6:15 - 6:20 - rounds to 6:15 & pay starts at 6:15

6:09 - 6:14 - rounds to 6:09 & pay starts at 6:09

6:03 - 6:08 - rounds to 6:03 & pay starts at 6:03



If clock is one of the following:

Late In

6:51 – 6:56 – rounds to 6:51 & pay starts at 6:51

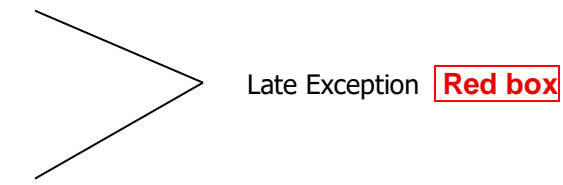
6:57 – 7:02 – rounds to 6:57 & pay starts at 6:57

7:03 – 7:08 – rounds to 7:03 & pay starts at 7:03

7:09 – 7:14 – rounds to 7:09 & pay starts at 7:09

7:15 – 7:20 – rounds to 7:15 & pay starts at 7:15

7:21 – 7:26 – rounds to 7:21 & pay starts at 7:21



For clock out between 7:10 – 7:19 - no early or late exception (**no red box**) - stops paying at 7:15

For clock out at 7:09 early exception **Red box** pay stops at 7:15

For clock out at 7:20 late exception **Red box** pay stops at 7:15

If clock out is one of the following:

Early Out

6:33 – 6:38 – rounds to 6:33 & pay stops at 6:33

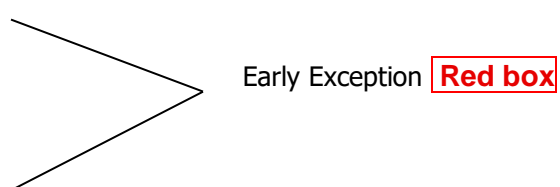
6:39 – 6:44 – rounds to 6:39 & pay stops at 6:39

6:45 – 6:50 – rounds to 6:45 & pay stops at 6:45

6:51 – 6:56 – rounds to 6:51 & pay stops at 6:51

6:57 – 7:02 – rounds to 6:57 & pay stops at 6:57

7:03 – 7:08 – rounds to 7:03 & pay stops at 7:03



If clock out is one of the following:

Late out

7:21 – 7:26 – rounds to 7:21 & pay stops at 7:21

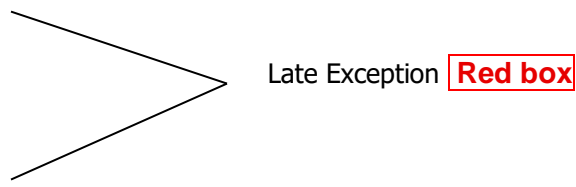
7:27 – 7:32 – rounds to 7:27 & pay stops at 7:27

7:33 – 7:38 – rounds to 7:33 & pay stops at 7:33

7:39 – 7:44 – rounds to 7:39 & pay stops at 7:39

7:45 – 7:50 – rounds to 7:45 & pay stops at 7:45

7:51 – 7:56 – rounds to 7:51 & pay stops at 7:51



Designated Holidays (from Policy # 4010)

Below is a list of observed calendar holidays that are recognized by Wellstar for approved PTO usage. Hours for Worked time that pay differentials are noted in brackets [] :

New Year's Day (January 1)	[3pm 12/31 – 11pm 1/1]
Martin Luther King Day (3rd Monday in Jan)	[11pm Sun – 11pm Mon]
Memorial Day (last Monday in May)	[11pm Sun – 11pm Mon]
Independence Day (July 4)	[11pm 7/3 – 11pm 7/4]
Labor Day (first Monday in September)	[11pm Sun – 11pm Mon]
Thanksgiving Day (4th Thursday in November)	[11pm Wed – 7am Fri]
Christmas Day (December 25)	[3pm 12/24 – 7am 12/26]

When a regularly scheduled workday falls on an observed holiday and an employee is scheduled to be off, PTO hours will be used and paid at their base rate. In planning PTO, a department may close or reduce staff on holidays. For an employee to be paid PTO under such circumstances, an employee must have sufficient PTO hours accrued.

In the event a designated holiday falls on Saturday, those offices, programs and services normally closed on Saturday may close on Friday, as determined by the department and/or operational needs. In the event the holiday falls on Sunday, those offices, programs and services may close on Monday, again, based on the department and/or operational needs. In either case holiday differential pay, if applicable, will be paid only for hours worked during the designated hours as defined by Wellstar (see ***Holiday Differential Policy 5026***).

Departments and services that do not normally close on weekends will observe the holiday on the day it actually occurs.

Employees who work extra shifts for operational convenience during the week of an observed holiday will have the option of not using some or all of their holiday PTO hours as long as the total hours for that week – both worked and PTO hours used - equal their budgeted hours.

Special Conditions Related to Observed Calendar Holidays

If an employee is scheduled to work on an observed calendar holiday and he or she does not report for duty, either with or without notice, this absence will be considered unauthorized and therefore unpaid. If an employee is absent from work without proper authorization from a supervisor on a scheduled workday, either before or after an observed calendar holiday, the employee will not be paid PTO leave for the scheduled workday. The employee may also be subject to disciplinary action, up to and including termination.

From Policy # 5026

In closed departments, employees who are off on a holiday and have a positive PTO balance will be charged PTO time for those off-hours.

If an employee works a partial schedule on a holiday, s/he is required to take the number of PTO hours that equal the rest of his/her normal, daily schedule.

In either of the above cases, Timekeepers must make the entry for PTO hours.

Bereavement (Pay Code 045) (see HR Policy #4008 for more details)

Up to 3 consecutive days of paid absence for regularly scheduled work days may be authorized for full and eligible part-time employees following a death in the immediate or extended family:

- Spouse
- Children
- Stepchildren
- Parents
- Stepparents
- Sibling
- Half Sibling
- Step Sibling
- Parents-in-law
- Brother-in-law
- Sister-in-law
- Grandparents
- Great grandparents
- Grandchildren
- Great grandchildren
- Daughter-in-law
- Son-in-law
- Stepparents-in-law
- Aunt (only employee's Aunt, not Great-Aunt, not spouses Aunt)
- Uncle (only employee's Uncle, not Great-Uncle, not spouses Uncle)

Additional time off may be supplemented with available PTO (if employee is qualified). This time is available regardless of length of service.

To key in Kronos, choose Pay Code "045- Berv", then enter number of hours scheduled for the day in "Amount" column (i.e. 6.00, 8.00 or 12.00), and add a "Comment" for "Bereavement" (a "Note" with relation would be helpful).

Parental EIB (Pay Code 037) (see HR Policy #4012 for more details)

Effective April 1, 2008, full-time employees with 3 or more years of service will be able to use EIB hours to care for parents. (Policy update 05/20/2019)

<u>Years of Service</u>	<u>Number of Eligible Days</u>
3 - 7	3 days per year
8 - 12	5 days per year
13 - 17	7 days per year
18+	10 days per year

THE SAME RULES OF USAGE APPLY AS THOSE FOR AN EMPLOYEE'S USE OF EIB FOR THEMSELVES/SPOUSE/DEPENDENT. (i.e. must be absent 16 consecutive (scheduled) hours before using EIB, unless Surgery or Hospitalization.) Pay Code 037 should be used.

For further information, please contact the HR Benefits Department 470-644-0380

Military Leave (Pay Code 042) (see HR Policy #4018 for details)

Full-time or eligible part-time employees (temporary employees may not be eligible), established to be on leave of absence by Wellstar Human Resources due to uniformed military service are eligible for compensation pursuant to Policy 4018 once a minimum of 2 weeks of uniform service occurs. Those employees eligible for military leave compensation should have time entered on their timecard by timekeeper based on three-month period increments.

Month One: hours entered as Pay Code 042 equivalent to regular scheduled, budgeted FTE.

Month Two: hours entered as Pay Code 042 equivalent to half (50%) of regular scheduled, budgeted FTE.

Month Three: hours entered as Pay Code 042 equivalent to quarter (25%) of regular scheduled, budgeted FTE.

The period of compensation will not exceed three months in a calendar year.

On request, employees will have the option of using accrued PTO to supplement any reduction in pay or time without pay while called for uniformed service. Wellstar military leave compensation will not apply for any hours the employee elects to use PTO during military leave. Managers should verify with the employee how he/she would like to apply his/her PTO accrued benefit during a uniformed service period. Employees are Not required to use PTO.

Special Paid Leave for Birth or Adoption of a Child

Wellstar is offering a special gift to help team members celebrate the arrival of a new baby. Beginning July 2012, **full-time employees will receive an additional 160 hours** of maternity/paternity paid leave and **benefits eligible part-time employees will receive an additional 80 hours** of maternity/paternity paid leave for the birth or adoption of a child. This paid leave will be applied before Extended Illness Bank (EIB), if applicable, and Paid Time Off (PTO) hours.

To receive this new paid leave, team members must be employed by Wellstar for six months and should be in a benefits eligible part-time or full-time position at the time that leave is requested. Leave for birth or adoption of a child will not be granted on an intermittent basis.

In addition to these new hours of leave, the following options are included:

For eligible employees requesting maternity leave due to the delivery of a child

- EIB must be used during the period of incapacity. After the period of incapacity ends, the employee may use accrued EIB for up to six more weeks (or less if EIB is exhausted sooner).
- Once EIB is exhausted, PTO hours must be used for the remainder of time until the PTO bank is exhausted. The remainder of the leave, if any, will be unpaid, up to 36 weeks.
- Employees who are enrolled in short-term disability may have additional benefits.

For eligible employees requesting leave for paternity or upon placement of a child for adoption:

- Any accrued EIB must be used for the first six weeks and PTO must be used for the remainder of time until the PTO bank is exhausted. The remainder of the leave, if any, will be unpaid, up to 36 weeks.

In Kronos, timekeepers will be responsible for entering this new paid leave for all benefits eligible part-time and full-time team members. They will need to select Pay Code **015-Paid Maternity-Paternity** and enter the appropriate hours then select the comment "**Paid Maternity/Paternity Leave**" from the list of comments. Timekeepers are responsible for not entering time above the maximum allowed hours of 160 for Full-Time and 80 for Part-Time benefits eligible Team Members.

Please contact your HR benefits representative with any questions.

Policies and Pay Codes

All Policies are located on *eSource* - **POLICYTECH icon** (left margin), after selecting, click **Documents**. You may choose “Search” and enter a policy number **or** choose “Browse”. If you select “Browse”, click “+” next to “WHS Administrative”, then “+” next to “Human Resources”, then click “HR-Benefits” for the below policies. Any questions pertaining to these policies should be directed to your Human Resources Benefits Representative.

You should be familiar with the following policies and how they relate to Pay Codes in Kronos:

- Time Reporting – Policy# 5023
- PTO (Pay Code 040) – Policy# 4010 - This Pay Code is entered on each day it applies to (no combining days or weeks and making a single entry). Do Not add PTO for terminated employees.
- EIB (Pay Code 035) – Policy# 4012 – This Pay Code is entered on each day it applies to (no combining days or weeks and making a single entry). You should know the rules before using this Pay Code; a *Comment* is highly recommended but not mandatory at this time. Parental EIB is a sub-policy within the EIB policy and is used/available annually based on length of service tiers, with the same rules applying for usage. For Parental EIB, a day is equivalent to 8 hours not the number of hours employee may work per shift.
- Bereavement (Pay Code 045) – Policy# 4008 – This Pay Code is entered on each day it applies to (no combining days or weeks and making a single entry). Please read policy for details.
- Jury Duty (Pay Code 046) – Policy# 4020 – This Pay Code is entered on each day it applies to (no combining days or weeks and making a single entry). Please read policy for details.
- Military Leave (Pay Code 042) – Policy# 4018 – This Pay Code is entered on each day it applies and is decreased based on timeframe (refer to policy for details).
- Call Pay (Pay Code 050) – (a/k/a On Call) - Policy # 5048 - Must be entered on day of occurrence and stops when employee is called in. Daily total may not exceed 24 hours.
- Tardy & Unscheduled Absences – There are 2 Pay Codes in Kronos which do not pay dollars but are used for tracking purposes.

Pay Code 360-UABS is used to track Un-Scheduled Absences. To Pay for the time off, you must still use Pay Code 040 and/or 035.

Pay Code 370-Tardy/Short Time used to track when an employee comes in late or leaves earlier than their scheduled time to work.

When using either of these Pay Codes, you enter “1” in the Amount column to record an incident or occurrence. For example, if an employee is out a week with the flu, you would enter the appropriate PTO and EIB time for the days to which they apply so that the employee is paid, and in addition you would enter only ONE code 360 to reflect 1 occurrence of an Unscheduled Absence.

If you chose to use these codes, you must use them consistently for everyone for each occurrence.

- DO NOT ADD TIME IN KRONOS FOR PREVIOUS PAY PERIODS - instead please submit appropriate form to the Payroll Department.
- Do not use Pay Code 006-Reg to add missing time for hourly EE’s; add appropriate punches

Decades of Service – Program Guidelines

The **Decades of Service** program is a special recognition program for long term, full-time Wellstar team members with 10 or more years of service.

1. Only team members in **full-time** status at time annual report is run in November are eligible for following calendar year.
2. Employees must remain in a **full-time** status to be eligible for and to continue using extra time off. One day off is equal to one regular shift at the employee's base rate of pay and must be approved by a manager/supervisor. This extra time off may not be cashed in, paid out, transferred or rolled over to the following year.
 1. Recognized benchmark years are as follows...10, 20, 30, 40, etc...
 - **10-year** employees receive **1** extra day off that can be used every year after the year of recognition.
 - **20-year** employees receive **2** extra days off that can be used every year after the year of recognition.
 - **30+ year** employees receive **3** extra days off that can be used every year after the year of recognition.
 - **40+ year** employees receive **4** extra days off that can be used every year after the year of recognition.
4. Extra days off can be used **every year following** the employee's year of recognition.
5. **Days must be used from January 1st through December 15th** the year following notification from HR (sent in December to managers). Any time not requested and approved or not used is forfeited.
6. **In Kronos, when entering time for the extra days, use Pay Code 020-Decades of Service. Questions about entering in Kronos should be directed to the Payroll dept.**
7. The years of **full-time** service that are recognized by **Decades of Service** are not related to any other plan including pension. Pension plan inquiries should be directed to (844) 814-6515.
8. It is the responsibility of the employee to request a Decades of Service day and it is the responsibility of the manager/employee to track eligibility and/or usage of extra day(s). If day(s) are not requested to be used within the year earned, they are forfeited.

To Determine if Decades of Service have been used:

In Kronos, pull up the employee's Timecard. Using Range of Dates, select January 1 of current year through current date. Click Apply. At bottom of timecard on Totals tab, if there is any time coded as 020-Decades of Service then the hours listed have been taken. Depending on how many hours are coded, you will know if the employee has used all of their available time for Decades of Service or if they have more days to use.

If you have any questions regarding Decades of Service or Service Awards programs, please contact the HR Consultant at your facility.

Creating a Hyperfind Query for your Dept.

1. Top right side of your screen, click down arrow where you see “_My Home Departments”
2. Click **New ...** (bottom of drop down)
3. In section on the left, under **Filters**, if you see a to the left of **General Information**, click it, otherwise if click to select **Primary Account**
4. Select the **PROCESS LEVEL** tab, click “Search” (this populates the box below with available PL’s. Click to select the Location/PL, then click right arrow to move selection to box on right.
5. Click **POSTING ACCOUNTING UNIT** tab, click “Search”.
6. From the list that populated, select department(s) you want to include in this Hyperfind, then click right arrow to move selection to box on right.
7. Do not select JOB CODE or GRANTS ACTIVITY

HYPERFIND QUERIES

Visibility: Query Name: Description:

Select Conditions Assemble Query Test

Filter General Information
 Name or ID
 Primary Account
 Additional Information
 Person's Dates
 Timekeeper
 Time Management

PRIMARY ACCOUNT
 Include Exclude people who meet this condition
 Summary **PROCESS LEVEL** **POSTING ACCOUNTING UNIT** JOB CODE GRANTS AC...

Wild Card Selection

Available Items

Selected Items

Effective Date:

Selected Conditions

8. Click on **Add** button below selections.
9. In the Filters section on left click the to the left of **Timekeeper**, click **Employment Status**.
10. Click **Exclude people who meet this condition**. Click down arrow in “Status” box and select **Terminated**. Click **Add**.
11. At top of screen select “**Personal**” from the Visibility drop down box (where you see Ad Hoc).
12. Name your Query.
13. Click “**Save**” (bottom right of screen)

You are now ready to go to any Genie and use this Hyperfind.


Setting up a Hyperfind Query to pull Individual Employees

1. Top right side of your screen, click down arrow where you see “_My Home Departments”
2. Click **New ...** (bottom of drop down)
3. In section on the left, under **Filters**, if you see a **+** to the left of **General Information**, click it, otherwise if **-** click to select **Name or ID**
4. In the “**Search by**” box (you should see ‘By Last Name’) click the down arrow **▼** and choose “By ID”.
5. In the “**Search for**” box, type Employee Number of an employee you want included in your Hyperfind and click **Search** (or you may use your enter key). This should populate the box below with the employee’s number and name.



The screenshot shows the 'HYPERFIND QUERIES' interface. At the top, there are fields for 'Visibility' (set to 'Personal'), 'Query Name' (with a placeholder 'what you want to name your Group'), and 'Description'. Below these are three tabs: 'Select Conditions', 'Assemble Query', and 'Test'. The 'Select Conditions' tab is active, showing a 'Filter' section with 'General Information' expanded to 'Name or ID'. Other filters include 'Primary Account', 'Additional Information', 'Person's Dates', 'Timekeeper', and 'Time Management'. The 'Assemble Query' section is titled 'NAME OR ID' and has radio buttons for 'Include' (selected) and 'Exclude people who meet this condition'. A 'Search by' dropdown menu is highlighted with a red circle and set to 'By ID'. Below this is a 'Choose Specific People' section with a 'Search for' input field containing '21396' and a 'Search' button. A list of search results shows '21396 Minnie Mouse'. To the right is a 'Selected Items' box containing '11489' and '20274'. Navigation arrows (>, >>, <, <<) are between the search results and selected items. At the bottom of the 'Assemble Query' section are 'Add', 'Update', and 'Delete' buttons. At the very bottom of the interface are 'Cancel', 'Refresh', 'Save As', and 'Save' buttons.

6. Click on employee name to select, then click right arrow **>** to move selection to box on right.
7. For each additional employee you want to add, repeat steps 5 & 6.
8. After all employees have been added to box on right, click **Add** button below selections
9. In the Filters section on left click the **+** to the left of **Timekeeper**, click **Employment Status**.
10. Click **Exclude people who meet this condition**. Click down arrow in “Status” box and select **Terminated**. Click **Add**.
11. At top of screen select “**Personal**” from the Visibility drop down box (where you see Ad Hoc).
12. Name your Query (this Group)
13. Click “**Save**” (bottom right of screen)





Editing Individual EE Hyperfind

1. Top right side of your screen select your **Hyperfind**
2. Click  to the right of where you selected Hyperfind

To Delete an Employee:

3. Click to highlight row of ID numbers at bottom under “Selected Conditions”
4. This populated box on right above with all numbers. Select number(s) to delete and click left arrow  to move item(s) to box on left.
5. Click 
6. Click “**Save**” (bottom right of screen)

To Add an Employee:

3. Click to highlight row of ID numbers at bottom under “Selected Conditions”. This will populate the box on right above with all numbers.
4. Type ID number to be added in the “**Search for**” box then click .
5. Click on employee name to select, then click right arrow  to move selection to box on right.
6. For each additional employee you want to add, repeat steps 4 & 5.
7. After all employees have been added to box on right, click  below selections.
8. Click “**Save**” (bottom right of screen)
9. This returns you to Genies screen, you may need to click Refresh .

Using Wellstar Lawson Employee Self Service

[QUICK STEPS TO ACCESS YOUR PAY INFORMATION](#)



1. From eSource select the Lawson link
OR
Log into <https://mywellstar.wellstar.org> from any computer with internet access.

2. Log into Lawson using your Novell network User Name and Password (if you do not know your Novell information call the IT Service Desk at 470-956-6000).

3. Click on **Pay Checks**.

4. Select **date** of Pay Check you wish to view.

5. If you wish to print your pay information click on **Printable Pay Stub** under the Summary section.

[Updating Your Tax Withholdings](#)

1. Login to the Lawson Employee Self-Service Portal. <https://mywellstar.wellstar.org>

2. Click "Pay" menu option. Click Adjust Tax Withholding. Select the "Federal Tax" or "State Tax" link.



3a. For Federal tax withholding changes, update section 3 with your marital status and section 5 with your desired number of exemptions. Section 6 is for additional withholdings. Section 6 is optional.

LAWSON Tax Withholding Welcome, [Name]

W-4 Form

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0010
 Department of the Treasury Internal Revenue Service **2012**
 For [Privacy Act and Paperwork Reduction Act Notice](#), see page 2 of paper form.

1 Type or print your first name, middle initial and last name _____ 2 Your social security number _____

Home address (number and street or rural route) _____ 3 Single Married Married, but withhold at higher Single rate
 Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

City or town, state, and ZIP code _____ 4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

5 Total number of allowances you are claiming 5 3

6 Additional amount, if any, you want withheld from each paycheck 6

7 I claim exemption from withholding for 2012, and I certify that I meet BOTH of the following conditions for exemption:

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, enter "EXEMPT" here. (Contact your Payroll department to claim EXEMPT).

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature _____ Date _____

8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS) _____ 9 Office code (optional) _____ 10 Employer identification number _____

[Continue](#) [Model](#) [Back](#) [Print](#) [W-4 Instructions](#)

3b. For State tax withholding changes, update "Status" and "Exemptions" as desired. Update the "Additional Amount" field with any additional withholdings you would like withheld from your pay check. This is optional.

LAWSON Tax Withholding

State Tax

Residency

Status *

Exemptions

Additional Amount

[Continue](#) [Back](#)

* Required

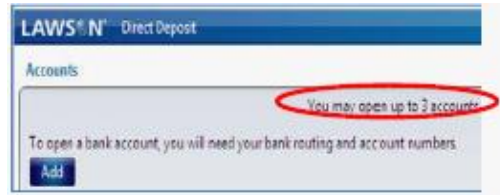
4. Click the "Continue" button to move to the verification page.

5. Click the "Update" button to apply the changes to your profile.

LAWSON EMPLOYEE SELF SERVICE DIRECT DEPOSIT TIP SHEET

How do I add a new Direct Deposit account?

- You can have a maximum of four (4) direct deposits. Click on the Add button to add new direct deposit account(s).

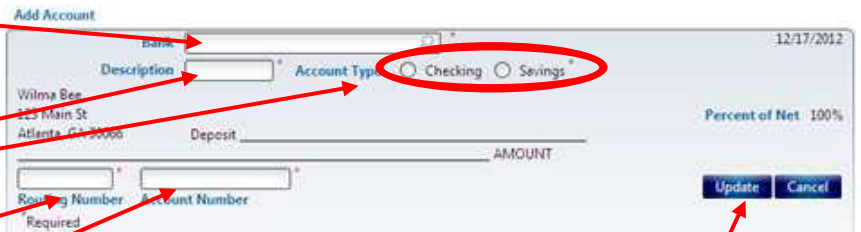


- Specify the number of accounts you want to add, then click Continue.



- Type in your Bank Name.

- You are required to enter a description to identify a direct deposit distribution account e.g. "Joint", "Vac Acct", "Credit Union", "Main", "Mine"...



- Select whether it is a Checking or Savings account.

- Enter your bank's Routing Number and Account Number found on your personal check (not deposit slip) or supplied to you by your banking institution. (THIS IS VERY IMPORTANT, if this information is incorrect, your paycheck could be delayed as much as a week).

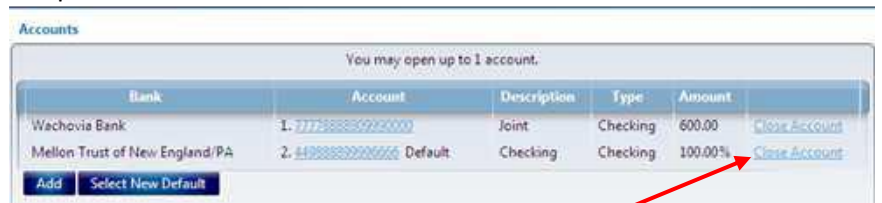
- Click "Update"

- You will receive a message stating that the change may take several pay periods to go into effect. Depending on the timing in relation to payroll processing, your change will take place immediately or on the following pay period (no more than one payperiod).

How do I update/change my Direct Deposit?

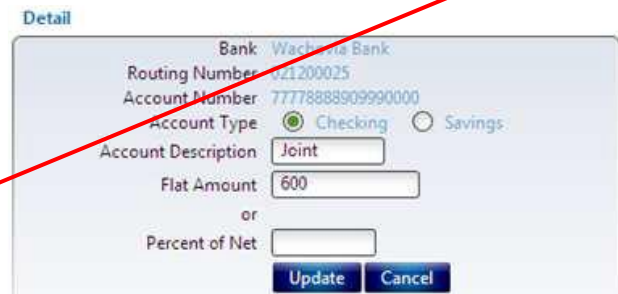
- Click on the account number of Account you want to update.

- You can change the account type, account description and whether you want a flat amount of Percent of Net distributed to this account.



- Click Update after you have made your changes.

- Please note: You must always have a default account which receives 100% of the money after any other deposits. You can change the Default account by clicking on the "Select New Default" button.



How do I stop/close my Direct Deposit?

- Click on 'Close Account', located to the right of the account you want to close. You will be prompted to verify if you want to close the account. Click OK. Your direct deposit account is now closed.

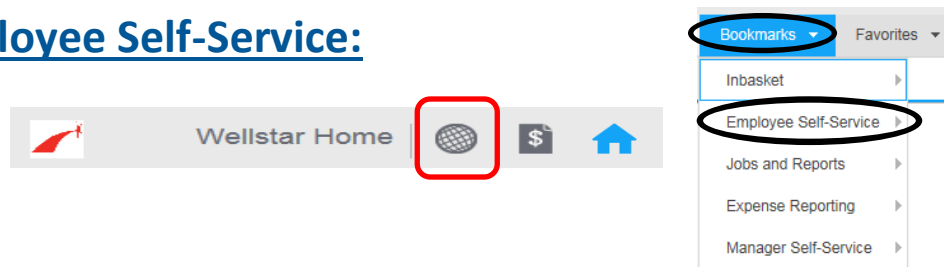
(Continued on Next Page)

Direct Deposit Information Continued

- If you close all your accounts you **WILL** receive a paper check.
- All direct deposit changes will be effective on the next pay check if you make your changes by noon on Sunday before payday.
- **Enter your account number carefully. If you save the wrong number, you will have to delete the incorrect account and reenter the direct deposit account with the correct information. Wrong Routing Number or Account Number will cause your money to not be deposited into your account. It is critical that the information you enter is 100% accurate.**
- If you need to close an account due to an emergency, please stop the direct deposit in ESS then call your Payroll Representative to alert them of the change.

Other options in Employee Self-Service:

Click the globe icon at top of screen



For Address Changes:

Click down arrow beside “Bookmarks” hover over Employee Self-Service, Life Events, click Move

For PTO/EIB/DOS information:

Click down arrow beside “Bookmarks” hover over Employee Self-Service, Personal Information, click Leave Balances.

There is a tab for Paid Time Off, Extended Illness Bank, and Decades of Service (if applicable for the team member).

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GTL/ Imputed Income - (Wellstar provided Life Insurance)

Full-time and eligible part-time employees are eligible for enrollment in the basic and accidental death and disability benefits program after being employed for one year, i.e., one year after each employee’s anniversary date. When the life insurance will begin is governed by the life insurance policy. The insurance for each employee provided by Wellstar at its cost equals one and one-half times your base annual salary to maximum of \$500,000 in coverage.

You are eligible to enroll in optional life and dependent life insurance programs at group rates upon your hire or transfer to a full-time or eligible part-time position. The Employee Benefits Office is available to explain the details of the program and furnish you with plan booklets. You are responsible for designating a beneficiary and getting the current plan information.

The value of coverage up to \$50,000 is excluded from an employee’s income. Although Wellstar pays for the coverage, the IRS requires the “cost” of the coverage amount over \$50,000 to be taxable. This amount is listed on the employee’s paycheck as “GTL” (Group Term Life). It is a requirement of the IRS to tax employees on free life insurance over \$50,000. Wellstar gives to employees free life insurance based on 1½ times base pay. Example: you make \$40,000 x 1.5 = \$60,000 less \$50,000 = \$10,000. Wellstar must tax you on what the premium would be if you paid for the \$10,000 of coverage based on an IRS tax table.

Effective 2008, Group Term Life is being recognized on Optional and Dependent Life Insurance as well as the Basic Coverage for Wellstar Life Insurance Coverage. You will need to add the coverage amount for all 3 coverages and then subtract \$50,000 allowance before applying the tax table rates. After you apply the tax table rates, you subtract the premiums you currently pay yourself and the balance is the amount of imputed income that is recognized by the IRS to be taxed.

Questions regarding Imputed Income may be addressed to your HR Benefits Representative.

EmpCheck employment verification

Wellstar Health System is pleased to offer the Healthcare Employment Verification Network, an automated employment verification service that allows you to have your employment and income verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications and apartment leases – anything you need that requires proof of employment or income. There is no cost to you or Wellstar Health System. It is quick and accurate – and best of all, it's easy!

Here is all you need to do:

1. Provide the verifier with our Employer Code – **3115** and your Social Security Number to verify only title and dates of employment.
2. A Salary Key is required to verify your salary history. To get a Salary Key, call customer service at 888-279-4504 to setup your PIN and Salary Key; then give the Salary Key to the verifier. (After establishing your PIN, you may obtain as many Salary Keys as you need at any time by visiting www.EmpCheck.com)
3. Refer the verifier to the Healthcare Employment Verification Network:
On the web – www.EmpCheck.com
Fax – 888-705-4605
Phone – 888-279-4504
(Verifications can be completed either online or by fax)

To receive additional information, please call the toll-free number 888-279-4504 (press 4 for Spanish). A representative will assist you with the information you need. As an alternative, you may simply tell your verifier to call the toll-free number on your behalf to get the information.

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Frequent Contacts

Accounts Payable Customer Service – 470-956-5046

Benefits/Insurance/403b – 844-948-0484 or 888-926-2992

Pension – 844-814-6515

Compliance Hotline – 888-800-5094

HR Service Center – 470-267-1234

Wellstar Foundation – 470-956-6670

Health Place – 770-793-7300

I.T. Service Desk – 470-956-6000

Payroll Department – 470-956-5090

Payroll Dept. Fax – 770-999-2764

Purchasing Power – 800-537-3134

Work Life Services – 470-644-0360

GUIDELINES FOR REQUESTING MANUAL SUPPLEMENTAL PAYROLL CHECKS

Manual supplemental payroll checks are for employees that were short their normal work hours and cannot wait until the next check. They should be for emergency situations only. Retro payments and bonuses are always processed with the next pay period.

- Determine what day the employee is short hours.
- Determine what kind of hours are short (regular, OT, etc.)
- Normally anything less than 8 hours, differential hours, and call pay should be added to next paycheck.
- Ask the employee if hours can be added to next paycheck.
- If hours can be added to next check submit an “Add To Next Check” request form.
- If a supplemental check is necessary, complete the “Payroll Manual Check Request Form”.
- Always make sure all information is included.
- Give a brief description of why hours were not in Kronos including the date and times for missed punches.
- Print copy of timecard.
- Fax completed form and copy of timecard to Payroll 470-999-2764.
- Properly completed forms received in Payroll by 2pm on Thursday of payroll week will be processed and sent via FedEx for overnight delivery on Friday; those received after 2pm pay week Thursday through 2pm Tuesday of non-payroll week will be processed and sent via FedEx for overnight delivery on Wednesday.

Please refer all questions to your Payroll Representative or email payroll@wellstar.org.

Payroll Manual Check Request Form

Manual checks are only for emergency cases. Missing time should be submitted on "Add to Next Pay Period" form.
Do not enter previous pay period hours in Kronos.

This form must be COMPLETELY filled out and back up documents attached, otherwise it will NOT be processed.
Fields with asterisk (*) have a drop-down list available.

PL / Location * _____ 10-digit Dept # _____

Employee ID # _____ Employee Name: _____

Reason for Request (include date(s) and punch times)

Reason Time was not properly reviewed and attested by Employee:

Reason Time was not properly reviewed and approved by Manager/Timekeeper:

Prevention Plan: (what procedures have been put in place to prevent future occurrences)

Pay Code - Type of Hours *	Number of Hours Not Paid	"Charge To" If Not Home Dept
Other*	*(enter description of hours/dollars here)	

This will be a paper check (NOT Direct Deposit) and will be available as follows:

All check requests received in Payroll by 2:00PM on any business day Thursday of payroll week through Wed. of non-payroll week will be processed and mailed via US Postal service on the following business day. For possible other delivery alternatives, consult your Payroll Representative. Check requests received after 2:00pm will take an additional business day. Forms must be complete including Manager signature and Director name.

Form Prepared By: _____
Printed Name

Contact # : _____

Manager's Approval: _____
Printed Name

Manager Signature

Print Director's Name: _____

Fax completed form and backup documentation (copy of timecard) to Payroll at :

Fax# 770-999-2764

It is also possible to email this request directly to your Payroll Representative with electronic signature.

ADD TO NEXT PAY PERIOD

Missing time from a payroll period that has already been processed should NOT be added in Kronos. Instead, this is the form that should be completed, signed by a manager and submitted to your Payroll Representative.

Fields with asterisk (*) have a drop-down list available.

PL / Location * 10-digit Dept # _____

Employee ID # _____ Employee Name: _____

Reason for Request (include date(s) and punch times) _____

Reason Time was not properly reviewed and attested by Employee: _____

Reason Time was not properly reviewed and approved by Manager/Timekeeper:

Prevention Plan: (what procedures have been put in place to prevent future occurrences)

Pay Code - Type of Hours *	Number of Hours Not Paid	"Charge To" If Not Home Dept
Other**	** (enter description of hours/dollars here)	* hours/dollars here

Missing information due to * :

Form Prepared By: _____ Contact # : _____
Printed Name

Manager's Approval: _____ Manager Signature _____
Printed Name

Print Director's Name: _____

Fax completed form and backup documentation (copy of timecard) to Payroll at:
 Fax# 770-999-2764

It is also possible to email this request directly to your Payroll Representative with electronic signature.

CHANGE ACCESS REQUEST FOR KRONOS TIMEKEEPER

PLEASE FILL OUT EACH LINE OF THIS FORM.
Fax completed form to 770-999-2764

To be completed by Manager of department that this request is being submitted for

Timekeeper's Name: _____

Timekeeper's Employee Number: _____

Timekeeper's Home PL/PAU #: _____ **(3-digit PL / 10-digit PAU #)**

Timekeeper's Home Dept Name: _____

Facility Timekeeper is Located at : _____

Department(s) Timekeeper Currently Has Access to: _____

Department(s) you are requesting to be changed:

****Please select only one of the below options****

PLEASE ENTER ALL DEPARTMENT NUMBERS IN FORMAT ###-##### (3-digit PL – 10-digit PAU#)
(PL = Process Level, PAU = Posting Accounting Unit) (Example:100-1008582120 Accounting)

Add Department(s) to Current Access (keeping access to all existing departments): _____

Change Current Access to (replace existing access with this access): _____

Delete Access to Department(s): _____

Manager's Name: _____

Manager's Phone Number: _____ Date: _____

Manager's (requestor) Signature: _____

2023 Payroll Calendar

<u>SCHEDULE NUMBER</u>	<u>PAY PERIOD STARTS</u>	<u>PAY PERIOD ENDS</u>	<u>CHECK DATE</u>	<u>Payroll Monday</u>
2301	12/25/2022	01/07/2023	01/12/2023	01/09/2023
2302	01/08/2023	01/21/2023	01/26/2023	01/23/2023
2303	01/22/2023	02/04/2023	02/09/2023	02/06/2023
2304	02/05/2023	02/18/2023	02/23/2023	02/20/2023
2305	02/19/2023	03/04/2023	03/09/2023	03/06/2023
2306	03/05/2023	03/18/2023	03/23/2023	03/20/2023
2307	03/19/2023	04/01/2023	04/06/2023	04/03/2023
2308	04/02/2023	04/15/2023	04/20/2023	04/17/2023
2309	04/16/2023	04/29/2023	05/04/2023	05/01/2023
2310	04/30/2023	05/13/2023	05/18/2023	05/15/2023
2311	05/14/2023	05/27/2023	06/01/2023	05/30/2023
2312	05/28/2023	06/10/2023	06/15/2023	06/12/2023
2313	06/11/2023	06/24/2023	06/29/2023	06/26/2023
2314	06/25/2023	07/08/2023	07/13/2023	07/10/2023
2315	07/09/2023	07/22/2023	07/27/2023	07/24/2023
2316	07/23/2023	08/05/2023	08/10/2023	08/07/2023
2317	08/06/2023	08/19/2023	08/24/2023	08/21/2023
2318	08/20/2023	09/02/2023	09/07/2023	09/05/2023
2319	09/03/2023	09/16/2023	09/21/2023	09/18/2023
2320	09/17/2023	09/30/2023	10/05/2023	10/02/2023
2321	10/01/2023	10/14/2023	10/19/2023	10/16/2023
2322	10/15/2023	10/28/2023	11/02/2023	10/30/2023
2323	10/29/2023	11/11/2023	11/16/2023	11/13/2023
2324	11/12/2023	11/25/2023	11/30/2023	11/27/2023
2325	11/26/2023	12/09/2023	12/14/2023	12/11/2023
2326	12/10/2023	12/23/2023	12/28/2023	12/26/2023

Highlighted dates represent a change to normal processing

2024 Payroll Calendar

<u>SCHEDULE NUMBER</u>	<u>PAY PERIOD STARTS</u>	<u>PAY PERIOD ENDS</u>	<u>CHECK DATE</u>	<u>Payroll Monday</u>
2401	12/24/2023	01/06/2024	01/11/2024	01/08/2024
2402	01/07/2024	01/20/2024	01/25/2024	01/22/2024
2403	01/21/2024	02/03/2024	02/08/2024	02/05/2024
2404	02/04/2024	02/17/2024	02/22/2024	02/19/2024
2405	02/18/2024	03/02/2024	03/07/2024	03/04/2024
2406	03/03/2024	03/16/2024	03/21/2024	03/18/2024
2407	03/17/2024	03/30/2024	04/04/2024	04/01/2024
2408	03/31/2024	04/13/2024	04/18/2024	04/15/2024
2409	04/14/2024	04/27/2024	05/02/2024	04/29/2024
2410	04/28/2024	05/11/2024	05/16/2024	05/13/2024
2411	05/12/2024	05/25/2024	05/30/2024	05/28/2024
2412	05/26/2024	06/08/2024	06/13/2024	06/10/2024
2413	06/09/2024	06/22/2024	06/27/2024	06/24/2024
2414	06/23/2024	07/06/2024	07/11/2024	07/08/2024
2415	07/07/2024	07/20/2024	07/25/2024	07/22/2024
2416	07/21/2024	08/03/2024	08/08/2024	08/05/2024
2417	08/04/2024	08/17/2024	08/22/2024	08/19/2024
2418	08/18/2024	08/31/2024	09/05/2024	09/03/2024
2419	09/01/2024	09/14/2024	09/19/2024	09/16/2024
2420	09/15/2024	09/28/2024	10/03/2024	09/30/2024
2421	09/29/2024	10/12/2024	10/17/2024	10/14/2024
2422	10/13/2024	10/26/2024	10/31/2024	10/28/2024
2424	10/27/2024	11/09/2024	11/14/2024	11/11/2024
2424	11/10/2024	11/23/2024	11/27/2024	11/25/2024
2425	11/24/2024	12/07/2024	12/12/2024	12/09/2024
2426	12/08/2024	12/21/2024	12/26/2024	12/23/2024

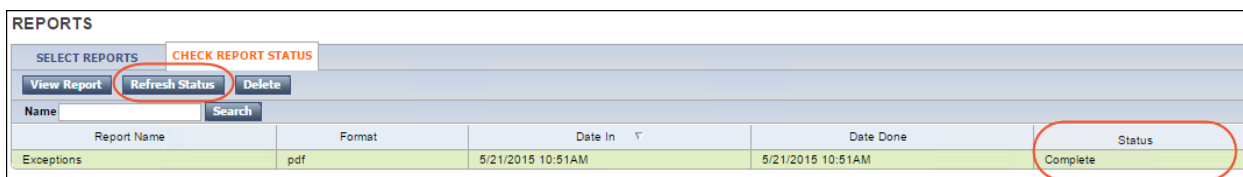
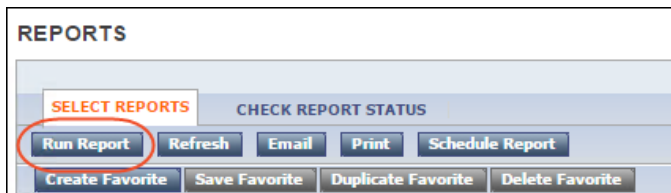
Highlighted dates represent a change to normal processing

Running and Viewing Reports

Workforce Central reports provide you with access to information stored in the database. All reports that you can access appear in one or more report categories.

Running a Report

1. From the **Related Items** pane, click the **Reports** widget.
2. On the **Select Reports** tab, expand the **All** category and select the report you need to run.
3. Select your **report criteria**.
4. Click **Run Report** and then click **Refresh Status**.



5. When the status is **Complete**, click **View Report**. Note that the report opens in a separate window or tab, depending on your internet browser options.
6. Access the tab or window and review the report.

Steps to generate a Time Detail report.

Step	Action
1	From Related Items pane at the right, select Reports .
2	On the Select Report tab, under Categories , expand the Timecard category by clicking the “+”
3	Click to select either the Time Detail or Time Detail Portrait with Page Breaks report.
4	Select your group of employees (your Hyperfind) in the “ People ” box.
5	From the Time Period list, select or define a time span.
6	Select Yes for the Employee Page Break option if you wish to have individual pages for each employee.
7	Click Run Report button at top of page.
8	On the Check Run Status tab, click Refresh Status .
9	When Status is listed as “Complete”, double-click the report name to view the report. This report is viewed in Adobe Acrobat Reader.

Another popular and informative report is **Employee Hours by Labor Account**. You will notice there are multiple listings, each with a different format however, they would all contain the same information.

Steps to generate an Employee Hours by Labor Account report.

Step	Action
1	From Related Items pane at the right, select Reports .
2	On the Select Report tab, under Categories , expand the Detail Genie category by clicking the “+”
3	Click to select either the Employee Hours by Labor Account (Excel) report (or another format if you prefer)
4	Select your group of employees (your Hyperfind) in the “ People ” box.
5	From the Time Period list, select or define a time span.
6	If you want specific Pay Codes only, click << to move all codes from Selected to Available box. Then click each code you wish to add (i.e. 010-OVT, 040-PTO, 360-UABS (unscheduled absence), or 370-Tardy-ShortTime) and click > to move code to Selected box. Once you have chosen all the codes you want to include in your report....
7	Choose Output Format (pdf or xls for an Excel spreadsheet)
8	Click Run Report button (top left).
9	On the Check Run Status tab, click Refresh Status
10	When Status is listed as “Complete”, double-click the report name to view the report.

- Do not use Totals at bottom of report unless EVERY total at employee level is for the department number you are pulling report for.

- If you chose Excel as your report output, be aware that when adding hours and minutes, regular formula calculations do not give accurate totals. (example: 1:30 + 1:30 = 3 hours but a formula may result in 2.60)

- NOTE: Depending on the Hyperfind used, an employee from a different home department may or may not be included in your report even though the time would have been charged to your department.

You may create and save your own reports by clicking “Create Favorites” after you have selected the report and parameters you want. Type the name you would like to give the report in the box “Favorite Report” and add any notes in “Author’s Remarks”, then click “Save Favorite”. Each time you open the Reports module, you will be able to select your favorite report(s) by clicking the + next to Favorites at the top of the list, then clicking on your report name. You may change the parameters without re-saving the report.

Exception Codes

In the Time Detail and My Time Detail reports, the exceptions associated with in and out punches are abbreviated using exception codes. These are standard codes in Kronos and are informational only and do not automatically code for Tardy or Short Time occurrences or unscheduled absences. The definitions for each of the exception codes that may appear are:

CD	Canceled Deduction
EV	Early
HS	Holiday Schedule Violation
LV	Late
LE	Long
MO	Missed Out Punch
MP	Missed Punch
SE	Short
US	Unscheduled
VE	Very Early
VL	Very Late
LT	Long Total Break
ST	Short Total Break
SQ	Break Out of Sequence

Glossary

Banner	The banner contains tabbed menus with links to all Workforce Timekeeper features you can access. It also contains a set of utility links (such as Change Password and Help).
Differential	Additional incentive paid for working evenings and/or weekends. Although this is an automatic calculation performed in Kronos WFC, it is only paid if the employee's Job Class setup in the HR system allows for it.
EIB	Extended Illness Bank – Used after 16 consecutive hours of PTO (or no pay if PTO not available) or used immediately for surgery or hospitalization. Paid via Pay Code. Accrued by Full-Time employees based on length of service and eligible for use after 6 months of employment. The paying of EIB is not considered in Overtime calculation.
Genie	Used to display employee information in a summarized, easy to read format allowing the filtering of information and the ability to select specific employees to access timecards and generate reports.
Hyperfind	Tool to allow the creation of a group of individuals or departments which when setup and saved can be used with a Genie to quickly and easily access the group.
Labor Account	Process Level (3 digit) and Posting Accounting Unit (10 digit) numbers used to charge hours.
Overtime	Any time worked over 40 hours in any week Sunday thru Saturday.
Pay Code	A category used to pay PTO, EIB, Jury Duty, Bereavement, On-Call, Surge, and possible other types of pay where no time punches are applicable. Pay Codes are also used to record occurrences of absence and tardy for tracking purposes (amount for these should be 1, to reflect one occurrence).
Pay Rule	Controls how the employee's information is processed (NonEx-4, Exempt, Exalt)
PTO	Paid Time Off – Any time taken off scheduled in advance or not. Paid via Pay Code, accrued by Full-Time and Part-Time employees based on length of service and eligible for use after 6 months of employment. The paying of PTO is not considered in Overtime calculation.
Shift	A span of time that has a start and end time, usually in one 24-hour period. Example: 7am to 3:30pm
Shift Diff	Additional incentive paid for working evenings and/or weekends. Although this is an automatic calculation performed in Kronos WFC, it is only paid if the employee's Job Class setup in the HR system allows for it.
Transfer	Hours transferred to a different Job, Work Rule or Labor Account.
Work Rule	A combination of parameters that apply to a shift and determine how employee hours should be recorded and/or paid. Examples: Call-in, Education, Orientation, Charge Pay.
Workspace	The workspace, located under the banner, is comprised of the quick links bar, which provides quick access to other areas of the application, the page header, and the work area. The work area contains detailed information about the employees and time period you are currently viewing as well as the action bar (Actions, Punch, etc...) which allows you to modify data.

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