Logging in

You can log into Kronos through MYDCC. Select the Working @ DCC tab and then click on the Kronos link located in the upper left hand corner of the screen. If you use the MYDCC portal, you will not be prompted to enter your User ID and Password.
If you access Kronos using another method, you will see the welcome screen and be prompted for your User ID and Password. Your User ID and Password is the same as your network ID and Password.
Menus and Dialog Boxes

Workforce Central menus are located in the Header and look like a series of tabs. The menu tabs you see are determined by the access profile linked to your logon account. Beneath each menu tab are functions that pertain to that menu.

In the example below, the My Genies menu includes links to the web pages that you have been granted access to when you log into Workforce Timekeeper.

Launch Buttons

Depending on the rights granted to you in your access profile, up to four launch buttons appear in the upper left corner of each screen. In the picture above, the launch buttons are located above the QUICKFIND label. These buttons are the primary way to access Timecards, Schedules, People records and Reports. They also allow you to easily navigate from one component to another.

Note: Before clicking one of the Launch Buttons, you must first select employee(s) from a Workforce Genie.
Refresh

The Refresh button or tab in each WFC component allows you to refresh the screen you are working in with the last saved information from the database. For example, if you have made edits to an employee’s timecard, but have not saved them, clicking Actions->Refresh will restore the timecard to its state prior to the edits. The Refresh button in WFC is similar to the Undo button in most Windows-based applications.

Entering Hours in an Hourly View Timecard

1. Click the Pay Code Column for the appropriate day
2. Select the correct pay code from the list ex: Vacation
3. Press the Tab key, the cursor will move to Amount
4. Enter the number of hours to be added ex: 8.0
5. Save

Tips for entering hours in the timecard

1. You may enter the time in hours-minutes or hours-decimals. Ex: Seven and a half hours = 7:30 or 7.5
2. You cannot enter hours on a line that contains punches. To add hours on a day that contains punches, click the Insert Row icon on the left side of the timecard for the date you’re working on and enter the hours on the blank line.
**Entering Hours in a Project View Timecard**

Because Project View timecards do not contain punches, hours are entered as durations.

1. Click the Pay Code column and select the appropriate pay code. The default pay code for the Project View timecard is *Hours Worked*.
2. Click the cell under each day on the pay code line and enter the appropriate hours for each day.
3. To add different pay codes or assign hours to a different labor level, click the Insert Row icon on the left side of the timecard and select the appropriate pay code and /or Labor Account.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Transfer</th>
<th>Sun 12/02</th>
<th>Mon 12/03</th>
<th>Tue 12/04</th>
<th>Wed 12/05</th>
<th>Thu 12/06</th>
<th>Fri 12/07</th>
<th>Sat 12/08</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td></td>
<td>8.0</td>
<td>8.0</td>
<td>8.0</td>
<td>8.0</td>
<td>0.0</td>
<td>0.0</td>
<td></td>
<td>32.0</td>
</tr>
<tr>
<td>VACATION</td>
<td></td>
<td>8.0</td>
<td>8.0</td>
<td>8.0</td>
<td>5.0</td>
<td>0.0</td>
<td></td>
<td></td>
<td>40.0</td>
</tr>
</tbody>
</table>

**Note:** Both the Hourly and Project View timecards can be pre-populated for certain employees such as Salaried or Professional. This is known as exception editing; the timecard is edited only when the employee works something other than his/her normal schedule; such as vacation days.
Transferring Hours in a Timecard

If an employee works in more than one department or job, his/her hours can be allocated to his non-home department in Kronos by performing the transfer at the time clock or through the browser. The system will remember the last five transfers performed so the correct labor level can be easily selected from the transfer pick list.

To transfer **all hours** in a shift to another labor level

1. Click the Transfer column between the In and Out punches for the day on which the transfer occurred
2. Click the down arrow
3. Select the correct labor account from the displayed pick list –OR- click **Search** and select the appropriate labor level(s) and entry(s) in the Select Transfer window.
4. Click OK
5. Click Save or Calculate Totals to see the result of the transfer

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 12/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 12/03</td>
<td></td>
<td></td>
<td>3:00PM</td>
<td>08025230</td>
<td>11:00PM</td>
<td></td>
</tr>
<tr>
<td>Tue 12/04</td>
<td></td>
<td></td>
<td>3:00PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 12/05</td>
<td></td>
<td></td>
<td>3:00PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 12/06</td>
<td></td>
<td></td>
<td>3:00PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To transfer **a portion** of a shift to another labor level, insert a punch at the point where the transfer occurred:

1. Click on a blank In or Out punch cell on the appropriate day
2. Enter the time the employee started work in the other labor level
3. Press the Tab key
4. Click the down arrow in the Transfer column
5. Select the correct labor account from the displayed pick list –OR- click **Search** and select the appropriate labor level(s) and entry(s) in the Select Transfer window
6. Click OK
7. Click Save or Calculate Totals to see the result of the transfer
If there are no blank In or Out cells on the day in question, click the ‘Insert Row’ icon to create another line for that day.

**Transferred Hours Displayed in Totals section**

Transferred hours are denoted in the Totals section of the timecard with (x) preceding the labor account.
Moving Hours

Sometimes it may necessary to move hours from one pay code to another or from one labor account to another. The Move Hours function may be used in situations like this.

To Move hours

1. Double click the pay code in the **Totals** section that you want to move hours **from**
2. In the Move Hours window, select the pay code that you are moving hours **to**
3. Enter the number of hours to be moved in the Amount box
4. Select the correct Effective Date
5. If applicable, select the Labor Account the hours are being charged to
6. Click OK

**Note:** The hours being moved must be associated with the correct Effective Date otherwise you may wind up with negative hours being displayed in the Totals section.
Viewing Hours for Specific Days

To view hours calculated for a specific day or days, click the arrow in the box just below the Totals & Schedule tab: 

Select **Daily** then click on a date in the timecard so the line is highlighted. The totals in the Totals section will reflect only the hours for the selected day. If you click on **Cumulative**, the totals in the Totals section will be cumulative through the day that is highlighted. To return to the pay period totals, click **All**.

**Approvals**

There are two levels of approval in Workforce Central; Employee Approval and Manager Approval. Approvals serve as a documentation and communication device for indicating that a timecard has been reviewed by the employee or manager.

Here are some important facts about Approvals:

1. Approvals can be done anytime before the timecard is Signed Off by the Payroll Office. This means Approvals can be done while still in the Current Pay Period.
2. An **Employee Approval** locks the timecard from any further edits by the employee. Supervisors and/or managers may still edit the employee’s timecard.
3. A **Manager Approval** locks the timecard from any further edits by the employee. Supervisors/managers may still edit timecards after a Manager Approval has been applied.
4. When a timecard has been approved by an employee or a manager, a **Signoffs and Approvals** tab will appear just below the timecard. Clicking the tab will show you who and when the approval or Signoff was performed.
5. An Approval can be removed if you have been given this privilege in your access profile. Approvals can only be removed by the person who originally performed the Approval.
6. Approval can be applied to a single day by choosing **Yesterday, Today** or **Specific Date** in the Time Period window, then performing the Approve function as described above.
Performing an Approval while viewing the timecard

1. Click the Approvals menu tab in the Header
2. Click the Approve option under the Approvals menu tab.
3. Click the Sign-off and Approvals tab directly beneath the timecard to see who performed the approval and when.

Printing a Timecard

You can print the entire timecard or the timecard as it appears on your screen.

1. Select Actions > Print -or- Actions > Print Screen
2. Click Print in the Print dialog box.
3. Click Yes when the following message appears: “An applet would like to print. Do you want to proceed?”

Selecting Actions > Print and following the above steps will print the timecard grid and the table that is currently visible at the bottom of the timecard (Totals & Schedules, Accruals, Audits, etc). All rows are printed including those that may be hidden by scrolling. Selecting Actions > Print Screen prints only the portion of the timecard that appears on your screen.

You can also view and/or print employee timecards in HTML format by clicking the Reports tab in the timecard and selecting Time Detail. Use the browser’s print button to print the timecard.
Viewing Accruals Information

Accruals are amounts of time that employees earn as benefits such as vacation, sick or personal time. You can view an employee’s accrual balances by clicking the Accruals tab directly beneath the timecard grid.

The following information is displayed when the Accruals tab is clicked:

**Accrual Code** – the code that identifies and holds the type of accrual balance, such as vacation, sick or personal time

**Accrual Code Type** – The unit associated with an accrual code; either hours, days or money.

**Period Ending Balance** – The current pay period ending balance for the accrual code.

**Furthest Projected Taking Date** – The furthest date in the future where time or money has been assigned for this accrual code. For example, if an employee has requested vacation six months in advance and the manager enters the time in the employee’s timesheet or schedule, the furthest projected date will be the last date in the future that the employee is taking vacation time.

**Projected Debits** – The total amount of time or money scheduled to be used between the end of the visible pay period and the Furthest Projected Taking Date.

**Projected Credits** – The total amount of time or money scheduled to be granted between the end of the visible pay period and the Furthest Projected Taking Date. **Note:** Only applies to companies where Workforce Central is calculating the accrual balances. If the payroll system is calculating accruals, this field will be zero.

**Projected Balance** – The balance for the accrual code on the Furthest Projected Taking Date, including projected credits and debits.
Other important information about Accruals:

Projected Credits only apply to companies where Workforce Central is calculating the accrual balances. If the payroll system is calculating accruals, this field will be zero.

Projected credits are based on fixed grants not earned grants. A fixed grant defines periodic accrual increases in preset amounts. An earned grant uses one or more pay codes to calculate the amount of accrual credit an employee earns during a pay period or other interval of time.

Workforce Central calculates accrual balances from the last day in the selected time period (ex: Current Pay Period). Accrual balances are updated when the timecard is totaled.