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Accessing Kronos
To access Kronos, use the following URL: https://kronos.dartmouth.edu

Log-in to Kronos
To log-in you will use your Dartmouth NetID and password

When you are ready to logoff of Kronos click on the Sign Out link at the top of the Navigation Bar located on the left side of your screen.

After logging out of Kronos, you will see the screen below. If you are using a shared computer, you should also log-out of the Dartmouth Web Authentication system.
After you log-out of the Dartmouth Web Authentication system, you will see the screen below.

How to save the Kronos URL as a favorite

Saving the Kronos link as a favorite does not work automatically since it uses an incorrect address. These instructions will show you how to reassign the URL address to the correct location.

1. Click on URL: https://kronos.dartmouth.edu
2. Click on Add to Favorites.
3. ‘Right-click’ on the new saved Favorite link.
4. Select Properties.
5. Copy the above URL address into the URL section and then click on Apply.
Dartmouth College Procedures and Expectations of Time Reporting for Hourly Staff and Student Employees

Employee Responsibilities
All hourly employees are responsible for the following:

- An employee is required to accurately record all time worked through the approved timekeeping system.
- An employee acknowledges that by swiping a clock or entering time using the web entry form, he or she is attesting that the entry is accurate and correct and that any false entry or omission is grounds for corrective action, up to and including termination of employment.
- An employee is required to follow his or her assigned work schedule unless changes are approved in advance by his or her supervisor or unless there is an employment-related emergency that requires the employee to work outside of that schedule. If an employment-related emergency necessitates that an employee work prior to signing in or after signing out, the employee using a time clock must report the time worked to his or her supervisor and approver (if they are not the same individual) within twenty-four (24) hours or in all cases before the end of the workweek so that he or she can be paid for the time worked. An employee using the web entry form must update their time record prior to the end of the pay period.
- All employees who work more than 5 consecutive hours are expected to take a 30-minute meal break. For non-exempt employees, the meal break will be unpaid. Non-exempt employees who wish to work through their meal break must obtain advance authorization to do so from their supervisor. Employees will be paid for all hours worked.
- An employee must not request or permit an unauthorized employee to report his or her time worked and must not report time worked for another employee unless authorized to do so.
- An employee must not falsify or incorrectly report the time worked of another employee or instruct or advise another employee to falsify or incorrectly report time. Any of these actions are grounds for corrective action, up to and including termination.
- An employee who has knowledge of another employee’s falsification, incorrect, or improper recording of time worked must report this information immediately to a supervisor, Human Resources or Payroll. This call can be anonymous and the reporting employee will be protected from any retaliation.
- An employee who has good faith knowledge that a supervisor or approver is violating any part of this Policy must report it to the Compliance and Ethics Hotline by calling 888-497-0516 or filling out a report on the Hotline website: https://secure.ethicspoint.com/domain/media/en/gui/35378/index.html. This call can be anonymous and the reporting employee will be protected from any retaliation.
- An employee must review any changes made to their recorded time and sign or initial each change.

Supervisor Responsibilities
All supervisors are responsible for the following:

- Supervisors must ensure that employees are paid for all time worked.
- Supervisors may not falsify, alter, or incorrectly report time worked by an employee, or instruct or advise an employee to do the same. Any of these actions are grounds for corrective action, up to and including termination.
- Supervisors must encourage that an employee who has worked 5 consecutive hours has a meal period free from any work responsibilities.
- Supervisors must ensure that an employee who misses a meal period or whose meal period is interrupted is paid for the meal period.

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1 This information is adapted from its original source.

Document last updated: 4/30/2015
• Supervisors must ensure that they review all timekeeping records and submit corrections for any errors or omissions before they are submitted for payment or after payment, if necessary.
• Supervisors must discuss and document any changes to the timekeeping record created by an employee and have the employee record their consent to the change. If the employee disputes the accuracy of any time adjustments, for wage payment purposes the dispute must be resolved in favor of the employee absent indisputable evidence that the adjusted time is correct. Under no circumstances may an employee be paid for less time than he or she actually worked. Supervisors should report disputes that are not resolved to Human Resources.
• Supervisors must complete Employee Time Management training upon hire or promotion into a management role and on a periodic basis thereafter, as required by Human Resources and Payroll.

Approver Responsibilities

All approvers are responsible for the following:
• Approvers are expected to follow the standard reporting protocols to notify supervisors of recorded employee time in advance of approving that time.
• At least bi-weekly, approvers are expected to send reports of employee time to the appropriate supervisor(s) for each employee in the approver’s area.
• Approvers may not alter time worked by an employee without written authorization from the employee's supervisor.
• Approvers must ensure that they make any authorized adjustments to timekeeping records to correct any errors or omissions before they are submitted for payment or after payment, if necessary.
• Approvers may not falsify or incorrectly report times worked by an employee, or instruct or advise an employee to do the same. Any of these actions are grounds for corrective action, up to and including termination.
• Approvers must follow up with Supervisors to ensure that proper documentation exists for any changes to the timekeeping record created by an employee. In the absence of proper documentation, Approvers should process the payment based on the record created by the employee.
• Approvers, who are not the supervisor, are not expected to use their role to address concerns about the irregularities and/or errors in another employee's time records. Approvers should report those concerns to management and process payments based on the records available to the Approver.
• Approvers must complete Employee Time Management training upon hire or promotion into an approver role and on a periodic basis thereafter, as required by Human Resources and Payroll.

Finance Center Responsibilities

The Finance Center staff will serve as a first point of contact for providing general assistance to employees and Kronos system approvers.

As a unit, Finance Centers are responsible for the following:
• Periodically run reports (Weekly, Daily, Bi-Weekly) to audit exceptions in the areas of your responsibility.
• Contact Approvers if exceptions are found to work towards resolution.
• Run, review and email reports to ensure all areas are approved by employees and approvers; contact areas that are not completed.
• Sign off on areas of responsibility.
• Contact Payroll to alert them when ready to export/import hours from Kronos to Oracle HRMS.
Payroll Responsibilities
As a unit, the Payroll Office is responsible for the following:
- Receive notification that timesheets have been approved and signed off on.
- Run import from Kronos to Oracle HRMS.
- Run reports to ensure all hours have been imported from Kronos to Oracle HRMS.
- Run other reports and send appropriate reports to Finance Center.
- Complete payroll so checks run on time.

Employee Best Practices
- Each day, enter exact time worked or Paid Time Off (PTO) used. If you do not enter daily, you must ensure time is entered and saved before leaving work at the end of your scheduled hours at the end of the pay period. **All time worked must be entered by the end of the pay period (11:59pm Saturday).**
- If your scheduled time off coincides with the end of a pay period, enter your PTO time in advance.
- Be sure to always click the Save Button when you’ve completed entering your time. If you forget to click the ‘save’ button, all the data entered will be lost.

Approver Best Practices
- Leverage hyperfind queries for easy retrieval of employee groups.
- Set expectations with each non-approving supervisor regarding:
  - When (day of week and time) the supervisor wants their employee reports scheduled
  - How supervisor will confirm that hours worked for each employee are accurate
- Create and schedule reports to automatically send to all non-approving supervisors at least every pay period.
- Coordinate with secondary approver to alert him/her when you (as the primary approver) will be unavailable and need the secondary approver to take on your role.
- Review each employee timecard on the Monday morning following the end of a pay period. Facilitate any changes needed and approve timecards by 12:00pm.
- Maintain awareness of early payroll deadlines and communicate these expectations to employees and supervisors.
- Be sure to always click the Save Button when you’ve completed entering your time. If you forget to click the ‘save’ button, all the data entered will be lost.
Navigation for Approvers

Navigation does not change significantly from page to page. On any page you may see the following elements:

- **Tab menus**: Contain drop-down lists of related components. Click the tab menu to view the options. Selecting an option opens the workspace, such as the Timecard workspace. Use the navigational arrows to rotate through the complete list of tab menus. Arrows open the first, last, previous, or next tab menu. Selecting an item may complete a task, open a dialog box, or display a message that assists you with the work.

- **Quick Links**: Underlined text on a workspace that open another component or page, such as the Timecard, Schedule, or Reports. Depending on a manager’s responsibilities, other links may be displayed as well.

- **Widgets**: Workspaces are made up of widgets, which open as new tabs in which you can run specific tasks. For example, you can open the ‘Reports’ widget in a new tab to run reports on the data you’ve selected. Depending on the layout of the workspace, between one and seven widgets can be displayed as New Tabs in your view.

- **HyperFind Query**: This drop-down menu allows the approver to choose from pre-selected groups of employees for whom s/he is the approver. Each approver can create their own groups. (See ‘Creating a HyperFind Query’ for instructions.) Some may choose to group employees by supervisor, work-schedule (all 40-hour employees, all 37.5 hour employees, etc.), permanent employees, temporary employees, student employees- whatever makes the most sense to the approver.

Note: Dartmouth College Kronos Time Approvers are called ‘Managers’ in the Kronos Time System. This does not necessarily mean that the approver supervises the employees for whom s/he approves time.
Approving Employee Timecards

Approving a timecard is an indication that the timecard is acceptable for payroll processing. Approvers may have access to view and approve timecards for employees where they are not the primary approver. (Others in your area may be designated as your 'back-up' approver).

Deadlines:
- All hourly-paid employees are expected to enter and save their own time before leaving work at the end of their scheduled hours at the end of the pay period.
- Supervisors must notify the employee and the approver as early as possible, but no later than 10:30am if there are corrections that must be made to the employee’s timecard. Supervisors need to give the system approver enough time to have the updates approved in Kronos prior to 12 pm.
- All Approvers will have reviewed, contacted employees & their supervisors for revisions, and approved all employees’ time by 12pm on Monday for the now closed prior pay period.

Primary Approvers will approve all time in the system for all of their employee’s assignments (primary, secondary, tertiary, etc.).

Steps used for Approvers to review employee timecards:
1. On Monday morning, sign into Kronos.
2. If needed, change the Time Period to ‘Previous Pay Period’, which will show records of the two-week Sunday through Saturday pay period and change the ‘Show’ menu to your approval group (typically a hyperfind query you previously created) in the DC Reconcile Timecard screen. You may need to click ‘Refresh’ to update your listed employees.
3. Click on Actions> Select All to highlight all the employees in your approval group.
4. With the employees selected, click on ‘Timecard’ to open the timecards for each employee.
5. Approvers must review each employee’s timecard to ensure completeness and accuracy.

Approver Timecard Review Expectations:
1. Ensure that reports have been sent to every non-approving supervisor, showing all hours recorded per employee for the previous pay period. The reports to be sent include the ‘Time Detail’ report, the ‘Accruals Summary’ report, and if they have any student employees, the ‘Employee Hours by Job’ report. (See ‘Schedule Reports’ for detailed instructions on how to create and send reports.)
2. Review each employee’s timecard to ensure completeness and accuracy. Specifically, what the approver should look for are these details:
   a. **Total hours** are accurate for the time period being approved. Supervisors should alert Approvers in cases where overtime hours are allowed or expected. Verify that all pay codes are applied correctly.
   b. If a **holiday** was in the pay period being approved, the approver should review the timecard for each employee who is benefits-eligible to verify that ‘Hol’ Pay Code was used and the number of hours recorded (e.g., 7.5 or 8).
      i. Note: If the employee also worked the holiday, they will need to have both:
         1. Pay code ‘Hol’ and the number of hours in the ‘amount’ column and
         2. Pay code ‘HolWrked’ (rather than Reg or OT) applied to the hours worked (entered in the in/out time.)
   c. **Missing in/out times** (for ‘in’ time recorded, there should also be an ‘out’ time recorded)
   d. **Missing records of time worked** (no time reported) (i.e. if normal schedule is Monday – Friday, be sure there is work or PTO time recorded for each of the five days.)
   e. Time recorded should be correct for hours charged to **multiple assignments**
   f. **Review all Comments** for any action needed.
      i. Hours needing to be charged to an **override account** must be completed by the approver.
   g. **Overnight hours on the last date of the pay period** must end at 11:59pm.
   h. Use of Schedules is **optional**. If scheduling feature is chosen, approver will be encouraged to make changes to employee’s schedules as necessary; this can also be completed by the Finance Center as agreed upon by both departmental leaders and Finance Center representative.

3. **Respond to supervisors when alerted to a question or concern** about an employee’s recorded time. If notified of a correction that is needed, the approver should:
   a. Ensure that employee makes appropriate change and
   b. Resend updated/revised timecard to supervisor

6. If you have questions about a particular timecard, simply double-click that employee’s name and it will open their timecard for the specified timeframe. You should **follow-up with the employee and their supervisor** with any questions as quickly as possible to allow time for resolution of any issues.

7. Once all corrections have been made, simply return to the DC Reconcile Timecard screen by clicking the back arrow.

8. Now **select all employees whose timecards you wish to approve** by either:
   a. Highlight individually by holding the ‘Ctrl’ key and clicking on each name you wish to approve or
   b. Click on Actions>Select All if you wish to approve all the employees visible on your screen (all at once).

9. After the employees are highlighted, **click on Approvals>Approve**

   Where the ‘Approve’ action is located

   Use this (after you have verified the time worked by each employee) when you are ready to approve all employees visible on your screen.
10. To verify that your approval has been recorded, click the `Refresh` button near the top center of the screen. It will refresh your view on the screen and you will see a ‘1’ recorded in the column under ‘Manager Approval’.

NOTE: ‘Total Hours’ is the reported total hours for which employees will be paid. It does not detail hours worked, vacation or personal leave and all other paid hours reported (holiday, winter break, bereavement, etc.) Approvers should look at the individual employee’s Timecard for details or use either the ‘Employee Transactions & Totals’ report or the ‘Time Detail’ report.

Viewing Approvals

Click on the ‘Sign-Offs, Requests & Approvals’ tab. In this instance, only the approver (written as manager in this screen) has approved the employee’s timecard for the previous pay period.

In the example below, the time has been fully approved and will be sent to Payroll for processing.

General Information:

- After timecards are signed-off, only Payroll or Finance Centers should contact employees to make additional edits. These edits or changes will be addressed on a case-by-case basis. Payroll will determine if there is sufficient time to make the adjustment in the pay period being processed.
- Approvals and sign-offs are recorded in the Audits tab and Sign-offs & Approvals section of the timecard.
- If you previously approved some, but not all of the days in a specified timeframe, and you run the approval process again, the remaining days will be approved.
Changing the chart string (chart string override) used to pay employee’s time

Each position held by an employee is automatically charged to chart string(s) according to their Labor Schedule. (Questions regarding one’s Labor Schedule should be directed to the Finance Center.) In very rare occasions, an employee’s time may need to be charged to a different chart string. If this occurs, the employee must leave a ‘Comment’ for their approver to request an ‘override’ of the chart string and give the approver the exact chart string to which that shift should be charged.

Process a Chart string override:
1. Review ‘Comments’ Tab to get the details on what hours to charge to which chart string.

<table>
<thead>
<tr>
<th>Date</th>
<th>Comment</th>
<th>Note</th>
</tr>
</thead>
</table>

2. Click on the drop-down arrow within the Transfer column for the exact date and time (shift) for which you need to change a chart string.

3. The ‘Select Transfer’ box will open.

4. Click on the radio button to the left of ‘Ledger Account’.
5. **Enter the chart string** given by the employee into the search box. Use the ‘~’ sign in place of each period in the chart string, as shown below. You may also choose to use the [*] wildcard, as shown in the example. Click **OK**.

6. **Select the correct chart string** from the available entries window. This will appear in the ‘Ledger Account’ to the right. Click **OK**.

7. The ‘Select Transfer’ box will close. Click **Save** in the employee’s timecard.

8. **Verify that the chart string has been updated** by selecting ‘Daily’ in the Totals & Schedule. The new chart string will be visible in the Account column.

<table>
<thead>
<tr>
<th>TOTALS &amp; SCHEDULE</th>
<th>ACCRUALS</th>
<th>AUDITS</th>
<th>COMMENTS</th>
<th>MOVED AMOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td><strong>Pay Code</strong></td>
<td><strong>Amount</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>...-7FCC-ADMIN\20-708-368000-340035-00008153-</td>
<td>Total Hours</td>
<td>5.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>...-7FCC-ADMIN\20-708-368000-340035-00008153-</td>
<td>Reg</td>
<td>5.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Note: If the chart string provided by the employee is not in your view, contact your Finance Center for assistance.

   Note: If overriding OT, please notify your finance center or payroll to ensure that it gets applied correctly.
PTO Pay Codes (an abbreviated listing):

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement</td>
<td>Bereav</td>
<td>Bereavement time</td>
</tr>
<tr>
<td>Civil Duty</td>
<td>Civil</td>
<td>Volunteer Fire Fighters, Volunteer EMTs, National Guard, Air Guard, etc.</td>
</tr>
<tr>
<td>Holiday</td>
<td>Hol</td>
<td>Holiday pay (when not worked)</td>
</tr>
<tr>
<td>Holiday Worked</td>
<td>HolWrked</td>
<td>Used when working on a Holiday to receive holiday pay</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Jury</td>
<td>Jury Duty time</td>
</tr>
<tr>
<td>Military Leave</td>
<td>Mil</td>
<td>Military Leave for Reserves Active Duty or for deployment</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
<td>To be used by instruction from the College (i.e. college closures, etc.)</td>
</tr>
<tr>
<td>Overtime</td>
<td>OT</td>
<td>Overtime (hours worked over 40/week)</td>
</tr>
<tr>
<td>Personal Time</td>
<td>Per</td>
<td>Personal Leave for both fiscal and calendar year PTO accruals</td>
</tr>
<tr>
<td>Vacation</td>
<td>Vac</td>
<td>Vacation for both fiscal and calendar year PTO accruals</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Winter Brk</td>
<td>Winter break taken</td>
</tr>
</tbody>
</table>

If an employee is not at work at the end of the pay period:
Employees who are unexpectedly out of the office at the end of the pay period can log-in to Kronos from any computer with internet access and enter their hours prior to the end of the pay period (11:59pm Saturday).

If an employee is unable to log-in to Kronos:
1. Employee must contact their supervisor to let them know which hours need to be recorded in Kronos for the previous pay period prior to the timecard deadline.
2. Supervisor will send an email to the time approver (cc'ing the employee).
3. Approver will enter the hours into Kronos and fill out an Exception Log for entries related to hours worked only. This exception log must be signed by the employee upon their return to work.

Note: Changes after the pay period has ended must follow the appropriate Timecard Correction Process.
**Timecard Corrections**

**Timecard Corrections within the pay period**
Corrections must be made in Kronos by the employee. If the timecard has not yet been approved by the Approver, Finance Center or Payroll, the employee need only correct the information by either deleting the incorrect row of data or by clicking in each incorrect cell and making the correction.

To delete a row of data, simply click the button [X] on the left of the date for which you wish to remove the data. This will not remove the date, simply the data previously entered on that line. Be sure to always click the Save Button when you’ve completed entering data.

**Timecard Corrections after the pay period has ended, but prior to the time being submitted to Payroll for payment**
There is a very limited period of time between when the employee’s pay period ends (11:59pm Saturday) and when the Payroll Office uses that data to create paychecks (typically Tuesday mornings). If a mistake is noticed during that time, it may be possible to have it corrected prior to the employee’s paycheck being run. The steps below must take place quickly.

1. If employee’s timecard has not yet been approved in this limited period of time, then employee should make the change in their timecard and notify supervisor.
2. If a change is needed, but the employee cannot edit the timecard (due to approvals), the employee should contact both their supervisor and approver to request the removal of the timecard approval(s).
   a. Once the approvals have been removed, the employee must open their timecard for the previous pay period and make the correction.
   b. After the correction has been made and saved, the employee must contact the supervisor and approver to let them know the correction is completed, so the timecard can be submitted to the Payroll Office for payment of wages.

Note: If the approver or finance center allows an employee to change his or her timecard after the supervisor’s report was sent, then the approver or finance center should alert the supervisor of the change via email.

**Corrections to an employee’s time after a paycheck has been processed (Revised Timesheet)**
Corrections to an employee’s time and/or PTO time must be made in Kronos. If the pay period has passed, the following steps must be followed:

1. An employee should contact their supervisor if a revision is necessary to a prior pay period.
2. The supervisor will coordinate with the Finance Center to have adjustments made. The Finance Center will prepare the Payroll Revised Timecard form and email it to the employee to print, review, sign, and date.
3. The employee must then send the signed form back to Finance Center.
4. Finance Center routes the form to Payroll. Payroll makes the adjustment and the change is included in next pay period.
HyperFind Queries

HyperFind Queries are sets of employees that are saved as a group to be used when reporting or viewing employee groups. HyperFind queries can be created using different parameters. You may choose whichever is most appropriate for you. Some of the most commonly created hyperfind queries might group employees by department, supervisor, approver, employee status (full-time, part-time, temporary or student) or chart string/funding source.

Each approver is able to create, edit or delete personal hyperfind queries that are visible only to him or herself. There are also ‘public’ hyperfind queries, which are created, edited or deleted by the Dartmouth College Kronos Administrator. Public hyperfind queries are not edit-able by anyone other than the Kronos Administrator and not all ‘public’ hyperfind queries are used by all approvers.

Create a HyperFind Query

From the DC Reconcile Timecard screen, click on ‘Setup’ from the Widget Pane (on far right).

This will open the ‘Setup’ tab.

Click on ‘HyperFind Queries’.
This will open the ‘HyperFind Queries’ screen, which lists all of the HyperFind Queries that you have access to, including public and personal queries.

- Click on **New**.

You will now be at the ‘HyperFind Query’ Setup screen below.
As a best practice, each hyperfind query should be created using parameters. By using parameters rather than individual names or IDs, an approver’s list will pre-populate new employees as they are added (into those parameters) as these individuals are hired or terminated in the Dartmouth College system. If you choose to create a hyperfind query using individual employees, you must remember to continually update your group (manually) as employees are hired or terminated.

An approver will only have access to view employees in their approval area, but s/he can filter to exact details they wish.

The most common parameters to use when building a hyperfind query are located in the white pane on the left of the screen under Filters>General Information. The most frequently used will be:

- **Name or ID**: search by Name or ID
- **Primary Account**: search using Division, department, jobnet or employee assignment number, union crew, chartstring or natural class

To prevent seeing employees that have been terminated, make sure to also add the condition of “Employee employed and working as of today”. This option is found under the "Timekeeper" and then "Employment Status" section of the filters on the left hand part of the screen.
Create a HyperFind Query using Division, Department, Jobnet, Employee Assignment, Union Crew, or Chart string

In the example below, the approver is responsible for approving the employee’s timecards in the Advancement division. The approver wants to build a hyperfind query that shows only the regular hourly employees in a particular department within advancement (excluding any union or temporary employees).

1. The approver first filters to the Primary account in the white pane on the left of the screen (Filters>General Information>Primary Account).
2. From the Primary Account Screen, the approver selects the ‘Major Organization’ radio button on the far right, then clicks on the division ‘ADV, Advancement’ and the ‘Add’ button to populate the HR Org Advancement into the parameters.

3. Next, click the radio button next to ‘Organization’. There are many organizations this approver has to select from, so she has chosen to do search for those with ‘adv’ in them.

The Search feature requires the use of a Wildcard when searching partial name or partial IDs.
*In Kronos, the wildcard is the asterisk sign [*] and it should be entered in place of the details of the word.*

To search, type *adv* into the search box and click Search, making certain to include an asterisk at the start and the end, allowing for all possible options to be listed in the white box above.

4. The approver only wishes to see those employees in the ‘Advancement Administration’ department. Click on ‘ADVAD, Advancement Administration’ to highlight the selection, then click Add to add this parameter to the hyperfind query.
5. The approver now wishes to select the employees who are paid hourly (non-union, non-temporary). Click the radio button to the right of ‘Natural Account’, then select the natural class ‘6163, SAL NONEXMPT STFF Non Union’ and click Add. (shown below)

6. Since this is the last parameter needed to limit the hyperfind query to all non-temporary, non-union employees who work in Advancement Administration, click the ‘Add Condition’ button at the bottom (center) of the screen.

The hyperfind query parameters now appear in the white box at the bottom of the screen.
Testing HyperFind Queries (before saving)
Before saving any newly-created hyperfind query, be sure to test the parameters. To test, simply **click the 'Test' button.**

This will open a new window, showing the approver all employees who fit the parameters that were selected.

Save a newly created HyperFind Query (after creating and testing)
After you've verified your employee group is complete, **click**. This will open a new window called 'Save Query As', allowing you to name this new hyperfind query. **Click the radio button next to ‘Personal – visible only to me’**, then **enter a name and a description** (clearing the ‘Ad Hoc’ Name and allowing you to enter the name you want).

Descriptions should be as clear as possible, so you can more easily know what parameters were used in creating this group.

**TIP**: The HyperFind Query list is always alphabetized. If you wish your Personal Groups to appear above the Kronos Default Group Names (All Home, Kronos Managers, etc.), you may wish to begin your group’s name with an asterisk [*], then the hyperfind query name as illustrated in this example.

Parameters to select within the ‘Primary Account’ Filter:
- **Major Organization**: list of Organization Names from the Human Resources System (HRMS), which may also be called a ‘division’.
- **Organization**: list of Department Names from the Human Resources System (HRMS)
- **Jobnet**: Job Assignment number (non student employees) or Jobnet number (student employees)
- **Jobcode**: ‘crew code’, which is only used for Union employees
- **Ledger Account**: chartstring account numbers (GL and/or PTAE0)
- **Natural Account**: natural class numbers
- **Open**: unused at this time
Create a HyperFind Query using Chartstring Accounts

Follow the steps for 'Create a HyperFind Query' to get to the HyperFind Query Setup screen, then follow the instructions below:

1. **Filter to the Primary account** in the white pane on the left of the screen (Filters>General Information>Primary Account).
2. From the Primary Account Screen, select the ‘Ledger Account’ radio button on the far right.
3. The approver can choose to scroll thru all the options, search by keyword, or search for the account number using an asterisk sign [*] entered in place of the details of the word or number. In the example below, the approver searched using the Human Resources chartstring org of [~*~567~*].

4. **Select your parameters** (in this case, a particular chartstring) and click ‘Add Condition’ to add this parameter to your personalized hyperfind query.
5. After you’ve included all the employees you wish to have in this hyperfind query, it should be tested and saved.
6. Once a Hyperfind query has been created, use the back arrow in Kronos to return to Reconcile Time Card.
Create a HyperFind Query using Name or ID

NOTE: If you choose to create a hyperfind query using individual employees, you must remember to continually update your group (manually) as employees are hired or terminated. This approach is not encouraged, but there are circumstances where it could be useful.

Follow the steps for ‘Create a HyperFind Query’ to get to the HyperFind Query Setup screen, then follow the instructions below:

1. To create a new hyperfind query using specific employees in your approval area, **click on Filters>General Information>Name or ID**, located in the white pane on the left of the screen.
The best options to choose are ‘By Full Name’ or ‘By ID’.

The Search feature requires the use of a Wildcard when searching partial name or partial IDs. In Kronos, the wildcard is the asterisk sign [*] and it should be entered in place of the details of the name. For example, if the employee’s last name Johnson, you can enter: Johns* to see all names in your approval area that start with ‘Johns’. You can then select the name you’d like by clicking on it.

2. Once the correct employee name and ID is highlighted, then click on the ‘Add Condition’ button to the right.

This will add the employee to your ‘Selected Conditions’ list in the text box at the bottom of the screen, in addition to the default conditions.

3. After you’ve included all the employees you wish to have in this hyperfind query, it should be tested and saved.

4. Once a Hyperfind query has been created, you can exit the Setup tab. Click on the [X] in the upper right corner of the Setup tab to Reconcile Time Card.

Edit, Share or Delete a Personal HyperFind Query

From the DC Reconcile Timecard screen, click on ‘Setup’ from the Widget Pane (on far right).

This will open the ‘Setup’ tab. Click on ‘HyperFind Queries’.
Edit a Personal HyperFind Query

From the HyperFind Queries screen:

1. **Select** (click on) the personal hyperfind query that you'd like to edit.
2. **Click** [Edit].
3. This will open the HyperFind Query Setup screen, where you can now make any changes you wish. (Refer to section ‘Create a HyperFind Query’ for how to build a query)
4. **Make all changes, then Save** your newly edited personal hyperfind query.
   - **Note:** If you click [Save], then you will be saving over the previous hyperfind query. If you click on [Save As], you will be prompted to enter a new hyperfind query name and create a New personal hyperfind query.
5. Once a hyperfind query has been edited, you can **exit the Setup tab**. Click on the [x] in the upper right corner of the Setup tab to Reconcile Time Card.

Delete a Personal HyperFind Query

From the same HyperFind Queries setup screen above:

1. **Select** (click on) the personal hyperfind query that you'd like to delete.
2. **Click** [Delete].
3. This will open a Workforce Central warning window.
4. **Click 'Yes'.
5. Once a Hyperfind query has been deleted, you can **exit the Setup tab**. Click on the [x] in the upper right corner of the Setup tab to Reconcile Time Card.

Share a Personal HyperFind Query

You can share personal HyperFinds that you have created. Kronos Admin is responsible for sharing any HyperFinds with other Approvers. Please email Kronos.Admin@Dartmouth.edu with the names of the HyperFinds and the people you would like to have access to them.
Using HyperFind Queries
You can change the Employee Group being viewed from the DC Reconcile Timecard screen, **click the dropdown arrow on the right side of the ‘Show’ field.**

- **‘All Home’** – This includes every employee for which you have access to see and approve.
  - There are several Public defaults groups which may include employees outside of your approval area. It is a best practice to create your own personal hyperfind query using the instructions in ‘Create a HyperFind Query’.
- **Ad Hoc** – This group shows the most recently used group of employees that you have selected. It changes with each function as you move throughout the system and can be useful when using a selected group that you want to view only once and don’t wish to save.

Use your cursor to click the group you wish to view. The program will respond to your requested change and show only those employees who are in this hyperfind query.

**Change the Date Range being Viewed**
1. From the DC Reconcile Timecard screen, **click the dropdown arrow on the right side of the ‘Time Period’ field.**
2. **Click on any of the pre-set time periods** to select that time period.

You can create also limit your view to a range of dates of your choice.

1. **Select ‘Range of Dates’.**
2. A pop-up calendar box will prompt you to enter the exact range you are looking for and click **OK**.
3. This specified date range will now be what you see until you change it.
4. If for some reason, that requested change in dates did not work correctly, click the **Refresh** button, to the right of the ‘Time Period’ drop-down.
Finding and Acting on Employee Data

Approvers work from a list of their employees to review time. For Approvers that are responsible for approving more than one employee group, the employee list can be viewed two ways that are listed below.

From either of these views, managers can:
- Choose a task to perform on employee data.
- Navigate to other components, such as Timecards or Reports.

Option One: Use QuickFind

QuickFind is a search tool used to find specific employees by name or ID.
1. Click on arrow to expand the light blue vertical widget navigation pane on the right side of the screen.
2. Click on ‘QuickFind’ to open a search box.
3. Enter the employee’s name or ID.
4. Click Find.
5. Select the employee you wish to see from the results by double-clicking the name.
6. That employee’s timecard will then be displayed within the ‘QuickFind’ tab on the screen.

Option Two: Use HyperFind Query

Use ‘All Home’ to see all of your authorized areas, or select one of your created groups (see ‘Create a HyperFind Query’) from the drop-down list (using the ‘Show’ drop-down field). You will be able to select an individual employee or several individual employees using this approach.

1. Select the hyperfind query you’d like to use from the drop-down list in the ‘Show’ field.
2. Select the employee(s).
   a. **To select one employee**, click on the employee row. You can use the Ctrl key to select additional individual rows to create a selective group.

   ![Only the first and third employee lines are selected](image)

   b. **To select multiple adjacent employees**, select the top row by holding down the Shift key. Then select the bottom row to select those rows and all the rows in-between.

   ![Two adjacent employee lines are selected](image)

   c. **To select the full employee list**, choose Select All from the Actions drop-down list or simply click on the first name and drag your cursor to the last name.

3. **Select a time frame** or specific date from the Time Period drop-down in the top center of the screen. Click 'Refresh' to update the period of time you wish to see.

4. **Click on 'Timecard' Quick-link** to view or edit the time cards of selected employees. This will display the Timecard Detail.

   If your data selections don’t appear, click **Refresh**.

   If you selected multiple records, you may scroll person to person using the back or forward buttons appearing next to Name & ID on the Timecard Menu Bar.
Reports
All information about an employee’s recorded time is stored in Kronos.

Running & Viewing Reports
You first need to access the Reports workspace. This can be done in using either the Reports Genie (where you can select from previously created hyperlink employee groups) or the Reports QuickLinks (where you can individually select employees). Instructions for both options are below.

Using the Reports Genie to select from previously created employee groups:

**Option #1:** Starting from DC Reconcile Timecard:
1. **Select pre-defined employee groups** from your ‘Show’ menu in the top center of the page (if you plan to use a pre-defined employee group)
2. **Click ‘Reports’** on the light blue Side Navigation Pane

Or

**Option #2:**
1. **Click ‘Reports’** on the Side Navigation Bar.
2. **Use the ‘People’ drop-down menu** on the page that pops open to **select your hyperfind query** on the Reports page.

Using Reports QuickLinks (allows you to individually select employees):

From the DC Reconcile Timecard screen:
1. **Click on the particular employees you wish to use when creating your report.**
   a. To select more than one individual employee at a time, hold down the ‘Ctrl’ button and use your mouse to select individual employees
2. **Click on the Reports Launch icon in the Header Bar.**

Once selected, individually employee names are highlighted yellow.
Whether you use the *Reports Genie* or the *Reports QuickLinks*, your screen will look like this after entering the Reports workspace:

### Selecting a Report

Each report appears in one or more of the report categories.

1. Expand one of the report categories by clicking on the plus sign next to the category you want.
   a. To view reports listed in each category, click on the ‘+’ sign next to the category name.
b. To get a description of a report, highlight the report name. The criteria used in the report is displayed to the right.

c. Refine your report criteria by using the drop-downs shown. You may run a report as many times as you like until your criteria is just as you want it.

Generating Reports

Run a Report

After you have selected your criteria, you are ready to generate your report. Click Run Report.

You will immediately be taken to the Check Report Status menu, where you will see the status of your report.

Periodically click Refresh Status to update the status so you know when it changes from ‘waiting’ → ‘updating’ → ‘running’ → ‘complete’.

Note: if your report status changes to ‘failed’ and you are unable to resolve the error, please contact your finance center for additional support.
To View a Report

When the report finishes processing, either Double-Click on the name of the report you wish to see or click once to highlight the report, then click View Report.

- **If you are trying to see a pdf report**, it will open in a new tab of your browser. You can now review, save or print the report. (You must have Adobe Acrobat Reader installed on your computer. Adobe Acrobat Reader is free software that can be downloaded from www.adobe.com).

- **If you are trying to see an excel report**, you will be prompted to allow the report to open in Microsoft Excel (see below). You can choose to select either ‘Open’ or ‘Save’.
  - If you click ‘Open’, your computer will launch Microsoft Excel and the report will automatically open.
  - If you click ‘Save’, you will be prompted to select where you want the file to be saved on your computer.

If you choose to ‘delete’ a report from the list in Check Report Status, it does not delete the actual report. It simply removes the report from the history in that screen. Any scheduled reports will continue to run until you disable or delete them in the Schedule Reports View.
Create Favorite

If there is a report that you intend to run (using a particular set of criteria) on a frequent but unscheduled basis, you may want to use the ‘Create Favorite’ option. First, navigate to the Reports screen by selecting ‘Back to Reports’ or ‘Select Reports’.

To ‘Create a Favorite’ Report:

1. **Click on** Create Favorite
2. **Select the criteria** you wish to use. Be sure to provide a detailed description in the ‘Author’s Remarks’ so you know the parameters and purpose of the report. An example is below.

3. After you’ve detailed what criteria you want in this favorite, **Click** Save Favorite
   a. The newly created Favorite will appear in the left pane, under the ‘Favorites’ category.

4. You can now highlight the report, then **click** Run Report anytime you’d like to run it.

Name your report something you’ll remember and provide details for reference

This is the newly-created ‘Favorite’
Scheduling a Report

Any report can be scheduled so that it is automatically generated on a regular basis by using the ‘Schedule Report’ option. Scheduled reports MUST be created using a HyperFind in order to run correctly.

1. Select your report criteria.
2. Click Schedule Report
   a. You will be prompted to provide details (name of report, description, how often the report should be generated and to whom it should go).
   b. Provide as much detail as possible in the ‘Event Details’ so you remember the parameters and purpose of the report.

A few notes about Schedule Report ‘Event Output’:

- **Do not use the ‘Printer’ option.** Kronos is not set up to run to Dartmouth College networked printers. (To print a report, you must print it from the pdf or excel document you downloaded.)
- **Email addresses must be entered correctly.** As a best practice, use someone’s full email address rather than nicknames. (ie. Use Robert.X.Jones@dartmouth.edu instead of Bob.Jones@dartmouth.edu). An invalid email address will result in a ‘failed’ report.
- **A report can be scheduled to be sent to more than one email address.** Simply use a semicolon (;) with a space after it before typing the next email address.
- **When scheduling the start date and time, be sure to use only dates in the future and remember that the time is assumed to be ‘a.m.’ unless indicated otherwise.** For example, if you’d like to schedule a report for 4:30pm, type 1630 or 430pm into the ‘Time’ box. For 8:55am, type 855 or 855a into the ‘Time’ box.
- **If you edit a previously scheduled report (add a recipient, change the name, etc.) you must change the start date again to a date in the future.**
If you wish to see a list of all your Scheduled Reports:

1. **Click on Reports> Schedule Report.** They will all be listed.
2. If you cannot recall the details or criteria used in a report, **highlight the report in question**, then **click ‘Properties’**. The pop-up box will give you the details for this report.

**Edit, Disable or Delete a Scheduled Report**

You may choose to edit, disable or delete a scheduled report whenever you need.

1. **Highlight the correct report**, make any changes you like, then **click ‘Save’**.
2. To disable or delete a scheduled report, simply highlight the correct report, then click either **Disable** or **Delete**.
3. You can ‘run’ a scheduled report ‘on-demand’ by highlighting the correct report, then **click Run**.

**Note:** Standard reports are optimized for PDF format. If you choose to display in Microsoft Excel, the data may not be properly formatted.

**Check the status of a Scheduled Report**

From the DC Reconcile Timecard screen, click ‘Reports’, located on the right-side navigation pane. This will open the Reports tab. Click the **Check Report Status** tab to monitor the status of any report you’ve run. You will see its status on the line. There are five possible statuses:

- **Waiting** The report is queued for processing.
- **Updating** The report is waiting for up-to-date totals.
- **Running** The report is generating.
- **Complete** The report generation has finished.
- **Failed** An error occurred during report generation.

Periodically click **Refresh Status** to update the status. Any reports that have ‘failed’ should be investigated to search for the reason.

**NOTE:** A scheduled report will fail if the email address is not a valid email address.
**Reports to Run & Properties of each:**

The reports to be sent to each non-approving supervisor include:

- **‘Time Detail’ report**: One page per employee, has in-punch/out-punch information by date, with hour totals; PTO pay codes are included, as well as administrative comments.

- **‘Accruals Summary’ report**: Displays starting PTO balances, earned/credits, and used/debits, the ending balance for each pay code in the selected timeframe. If a reset of the employee’s PTO time has occurred, the date, day, and amount of the reset displays.

- **‘Employee Hours by Job’ report**: sent only if the non-approving supervisor has any student employees. Reports hours/amounts/wages for each organizational job/pay code in which the employee accrued hours. Provides totals for each employee and organization job per employee as well as grand totals.