



# Kronos System Approver Training

# Agenda

- Expectations, Responsibilities, and Best Practices
- Workflow
- Kronos System View
- Comments and Transfers
- Visual Indicators
- Reports: Running and Review


# Time Reporting Best Practices

## **Expectations and Best Practices for All**

- Time-Entry Accuracy
- Employees are paid for hours worked
- All time reported by 11:59 PM, Saturday PPE
- Established expectation for hours worked, breaks, overtime, and paid time off
- Timecard reviewed by Supervisor Monday morning after PPE
- Corrections entered by 12:00 PM on Monday after PPE

# Time Reporting Best Practices

## System Approver Best Practices

- Leverage HyperFind queries for easy retrieval of employee groups
- Set expectations with non-system approving supervisors on confirming hours
- Coordinate for secondary approver when primary approver is unavailable – This can be your Finance Center
- Review timecard Monday AM following the end of a pay period
- Maintain awareness of early payroll deadlines
- Always click the  Save button when editing the timecard
  - All data entered will be lost, if Save is not clicked

 **Orange when changes need to be Saved**

 **Grey when no changes to be Saved**

# Time Reporting Expectations

## Finance Center

- Works with Approver, Supervisors, and Employees if exceptions are found to work towards resolution
- Schedule, review, and email reports to ensure all areas are approved by Supervisors, and Approvers and contact areas that are not completed
- Submit all paper timesheets to Payroll
- Approve areas of responsibility
- Contact Payroll when ready to export/import hours from Kronos to Oracle HRMS

## Payroll

- Receive notification that timecards have been approved
- Sign-off on all timecards
- Perform Historical Corrections in Kronos for previous pay periods
- Run import from Kronos to Oracle HRMS
- Work with Finance Centers to ensure all corrections are entered into both Kronos and HRMS for current Pay Period

# Kronos System View

## DC Reconcile Timecard

The screenshot displays the 'DC Reconcile Timecard' interface within the 'Dartmouth Approver' application. The interface includes a top navigation bar, a toolbar, a main data table, and a right-hand sidebar with various widgets.

**Available Genies:** A callout points to the 'My Genies' dropdown menu, which currently shows 'DC Reconcile Timecard'.

**Toolbar:** A callout points to the toolbar containing icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', and 'Schedule'.

**Timecard Exceptions:** A callout points to the 'Early In' column header, which includes a small upward arrow icon.

**HyperFind Query:** A callout points to the 'HyperFind Query' text in the right sidebar.

**Widgets:** A callout points to the sidebar area containing various widgets like 'People Editor', 'Audits', 'Dartmouth Timecards', 'Employees Handbook', 'Kronos Online Training', 'Union Employees Handbook', 'Reports', and 'Timekeeping Genies'.

**Table Data:**

Name	Unexcused Absence	Missed In-Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	2nd Shift	3rd Shift	Total Hours	Manager Approval	Signed Off	Totals Up To Date	Managers Who Approved Timecard
[Redacted]										81.25			✓	
C [Redacted] L						✓				80.25			✓	
F [Redacted] C							✓			84.0				
F [Redacted] G					✓					88.5				
N [Redacted] L					✓					80.0				
F [Redacted] H					✓		✓			81.0			✓	
F [Redacted] G	✓									72.0			✓	
L [Redacted] M										80.0			✓	
F [Redacted] K										80.0			✓	

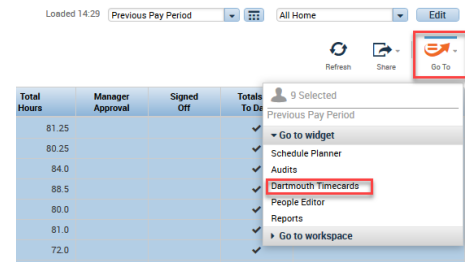
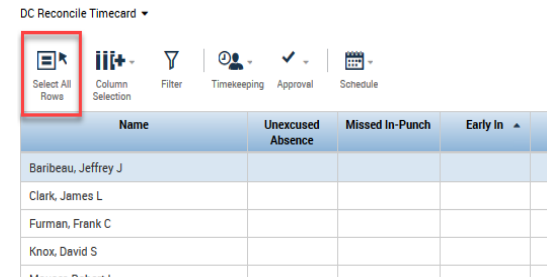
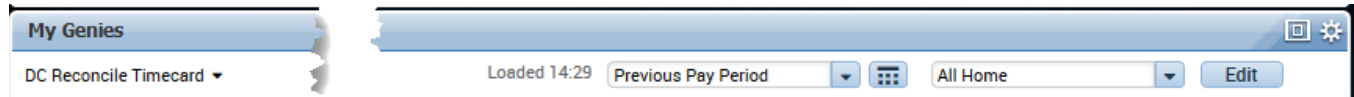
**Click a column heading to sort the list either ascending or descending by that column**

# Kronos System View

## Go to: Timecard

1. DC Reconcile Timecard
2. Change the Time Period to 'Previous Pay Period',
3. Change the 'Show' menu to find your HyperFind query
4. Select individual employees or use the "Select All Rows"
5. Click "Go To" and the Dartmouth Timecards

An additional tab will open with the selected Timecards



# Kronos System View

## Dartmouth Timecard

Dartmouth Approver Audits Dartmouth Timecards

Dartmouth Timecards

1 of 1

Approve Timecard

	Date	Pay Code	Amount	In	Out	Transfer	Schedule
+	Sun 5/29						
+	Mon 5/30			7:23	16:00		7:30-16:00
+	Tue 5/31			7:23	16:00		7:30-16:00
+	Wed 5/01			7:23	16:00		7:30-16:00

Chart String Override [charge hours to: 20.708.368.340038.0000]

1. Review each employee's timecard to ensure completeness and accuracy
  - a. Total hours are accurate for the time period being approved
    - To view "Totals" – Click the 'Show or Hide More Content' button located at the bottom center of the timecard
  - b. Ensure 'Hol' Pay Code if there was a holiday in the pay period
  - c. Missing in/out times or time worked (no time reported)
  - d. Time recorded should be correct for hours charged to multiple jobs
  - e. Review all Comments for any action needed
2. If corrections need to be made contact the employee and/or supervisor
3. If all is correct, select **Approve Timecard**



Approval Schedule

Approve Timecard

Remove Timecard Approval

Note: multiple timecards may be approved at once from the 'DC Time Reconcile' Genie



# Kronos System View

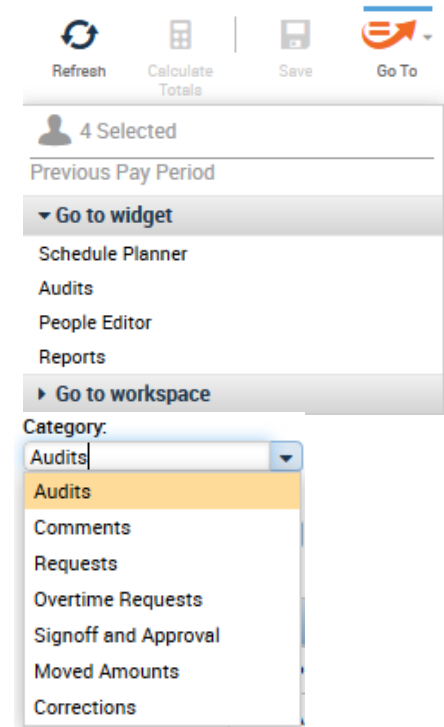
## Audits



Date	Time	Type	User	Comment	Note
Mon 5/30	16:00	Punch	b	Chart String Override	charge hours to: 20.708.368.340038.0000 [d10000b; Mon 6/27 9:38]

To view Audits, Comments, and Corrections . . “Go To”

1. Go to widget “Audits”
2. This will bring you to the Employee Audits widget where you can view:
  - Audit: Timecard edits, in addition to when and by whom
  - Comments: Provides a list of comments
  - Signoff and Approval: Displays whom and when the timecard was Approved and Signed off
  - Moved Amounts: Displays what time was moved and by whom
  - Corrections: Will display any historical corrections made during the Pay Period



Refresh Calculate Totals Save Go To

4 Selected

Previous Pay Period

Go to widget

- Schedule Planner
- Audits
- People Editor
- Reports

Go to workspace

Category:

- Audits
- Audits
- Comments
- Requests
- Overtime Requests
- Signoff and Approval
- Moved Amounts
- Corrections

# Kronos System View

## Accrual and Personal Time

To access Accruals and Personal Time

1. Click on the 'Show or Hide More Content' button at the bottom center of the timecard
2. Click on the 'Accruals' tab next to the Totals tab
3. This will provide a breakdown of used and unused time for the pay period



Totals

Accruals

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Personal	44.0	Hour	Fri 7/01 - Fri 6/30	64.0	44.0
Vacation	44.0	Hour	Fri 7/01 - Fri 6/30	44.0	24.0
Winter Break	0.0	Hour	Fri 1/01 - Sat 12/31	-16.0	0.0

Note: New Hired Employee will not see Personal Time until the Thursday after their first payroll

# Kronos System View

## Training Website

From the widget bar – System approvers and employees can access the Kronos Online Training

- This training is also available at the Finance site within the Employee Services section on the Payroll Staff & Student TimeCard page: [https://www.dartmouth.edu/finance/employee-services/payroll/staff\\_student\\_timecards/](https://www.dartmouth.edu/finance/employee-services/payroll/staff_student_timecards/)

The screenshot shows the Dartmouth Finance website. The header includes the Dartmouth logo and a navigation bar with links: ABOUT, EMPLOYEE SERVICES, FORMS, POLICIES & SYSTEMS, TUITION & PAYMENTS TO DARTMOUTH, PURCHASING & PAYMENTS FROM DARTMOUTH, and FINANCIAL MANAGEMENT. The main content area is titled "Staff and Student TimeCards" and features a section for "KRONOS ELECTRONIC TIMECARD". Below this, there is a list of training materials and resources, including links to various guides, manuals, and videos. A photo of students sitting on a lawn is also visible.

**DARTMOUTH** EXPLORE DARTMOUTH

**Finance**

Home ABOUT EMPLOYEE SERVICES FORMS, POLICIES & SYSTEMS TUITION & PAYMENTS TO DARTMOUTH PURCHASING & PAYMENTS FROM DARTMOUTH FINANCIAL MANAGEMENT

Payroll  
› **Staff and Student TimeCards**  
Timesheet Revisions  
Policies & Forms  
Other Services  
Employee Lifecycle

**Staff and Student TimeCards**

**KRONOS ELECTRONIC TIMECARD**

All hourly-paid employees must use the Kronos Electronic Timecard system to record their work hours. Employees with web-access should login in to [Kronos](#) to track hours worked.

Training Materials and Resources are below:

- [Kronos Quick-Start Guide](#)
- [Kronos Bi-Weekly Employee Web-Entry Instruction Manual](#)
- [Kronos System Approver Instruction Manual](#)
- [Hourly-Paid Student Employee Kronos Training Video](#)
- [Dartmouth Bi-Weekly Employee Instruction Video](#)
- [How to enter time for a second position video](#)
- [How to create a Kronos Bookmark in your browser video](#)
- Kronos Technical Support Documents for: [PC](#) (pdf) | [Mac](#) (pdf)

STUDENTS, PARENTS, AUTHORIZED USERS

The screenshot shows a widget bar with a blue background and a globe icon. It contains four links: "Scheduled Work Calendar", "Employees Handbook", "Union Employees Handbook", and "Kronos Online Training". The "Kronos Online Training" link is highlighted with a yellow border.

Scheduled Work Calendar

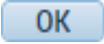

Employees Handbook

Union Employees Handbook

**Kronos Online Training**

# Comments and Transfers

## Creating a Comment

- Right-click in the cell of the shift
- Choose the correct comment (contact approver if you have questions)
- Enter the appropriate free text into the 'Note' section, as instructed by your Supervisor, Approver or Finance Center
- After entering the free text (this is an example of an account chart string override), click 
- Be sure to always click the Save Button 

	Date	Pay Code	Amount	In	Out	Transfer	Schedule	Shift	Daily	Period
				1:00PM	3:30PM					
	Wed 3/23			7:00AM	12:00PM					
				1:00PM	3:30PM			7.5	7.5	22.5
	Thu 3/24			7:00AM	12:00PM					
				1:00PM	3:30PM			7.5	7.5	30.0
	Fri 3/25									30.0
	Sat 3/26									30.0
	Sun 3/27									30.0
	Mon 3/28			7:00AM	12:00PM					
				1:00PM	3:30PM			7.5	7.5	37.5
	Tue 3/29			7:00AM	12:00PM					
				1:00PM	3:30PM			7.5	7.5	45.0
	Wed 3/30			7:00AM	12:00PM					
				1:00PM	3:30PM			7.5	7.5	52.5
	Thu 3/31			7:00AM	12:00PM					
				1:00PM	3:30PM			7.5		60.0
	Fri 4/01									60.0
	Sat 4/02									60.0

Totals

Accruals

All

Account

Account

PROV/HOPAD/-/VGL-20-655-368000-629600-0000/6163/-

PROV/HOPAD/-/VGL-20-655-368000-629600-0000/6163/-

Punch Actions

Date: 3/31/2016

Time: 3:30PM

Rounded Time: 3/31/2016 3:30PM GMT-04:00

Override: Out Punch

Time Zone: (GMT-05:00) Eastern Time (USA; Canada)

Last Edit Date: 3/28/2016

Edit Made By: Adams, Kate E

Edit

Comments

Justify Exception

Comment

Comments (0)

Select Comment

Search

Campus Emergency

Carrying Pager

Chart String Override

Correction

Correction for dollars ow...

Add

Cancel

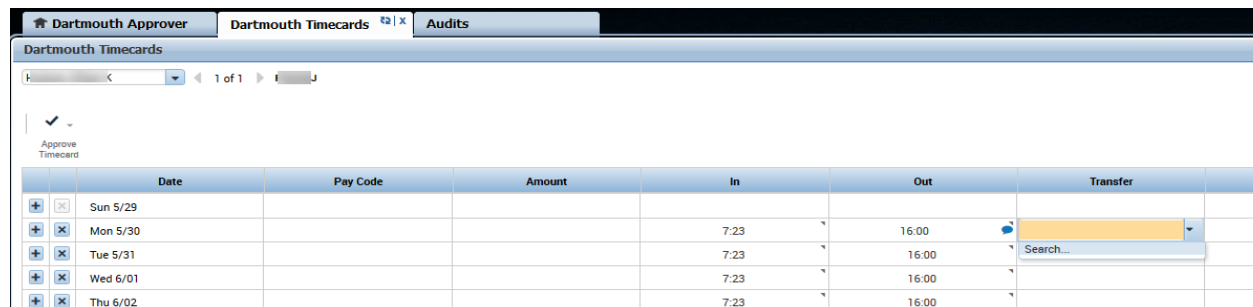
OK

# Comments and Transfers

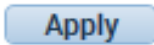

## Creating a Transfer

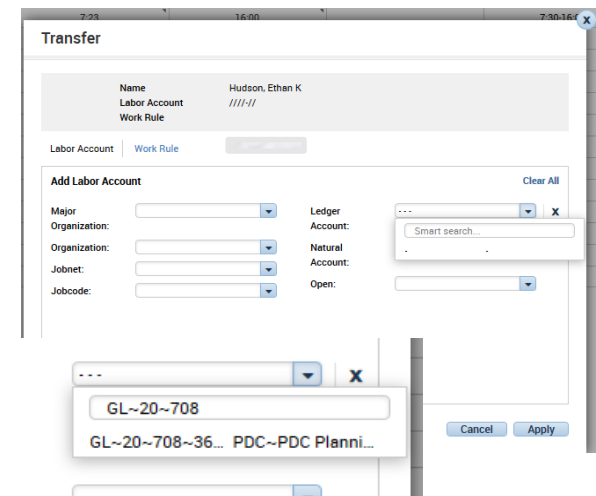
Process a Chart string override:

- 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



	Date	Pay Code	Amount	In	Out	Transfer
	Sun 5/29					
	Mon 5/30			7:23	16:00	
	Tue 5/31			7:23	16:00	
	Wed 6/01			7:23	16:00	
	Thu 6/02			7:23	16:00	

- Click on Search and the 'Transfer' box will open
- Click on the dropdown list for 'Ledger Account'
- Start typing the chart string into the Smart Search... box
  - use a wildcard character (asterisk \*) to search a section of the chart string
- Once the chart string you are looking for is displayed, **select it and click**
- Click  and the 'Transfer' box will close
- Click  the Save Button



Transfer

Name: Hudson, Ethan K  
Labor Account: 1111-1  
Work Rule:

Labor Account: Work Rule:

Add Labor Account

Major Organization: Organization: Jobnet: Jobcode:

Ledger Account: Natural Account: Open:

Smart search...

GL~20~708

GL~20~708~36... PDC~PDC Planni...

Cancel Apply

# Visual Indicators on Timecard

- Save:



Unsaved content on Timecard – changes need to be saved



No changes made to Timecard

- Comment:



Comment made on Punch – hover to view comment



Indicator someone other than employee modified punch:

8:00AM



Missed punch



Unapproved variation to schedule



Excused variation to schedule



Approved change to schedule



Transfer to shift



Historical Correction in cell that has been changed

- Historical Correction



Historical Correction made to a previous pay period

Viewing: All Totals

All Totals

Corrections

No Corrections

# Visual Indicators of Approval

		Date	Schedule	In	Out
11	11	Mon 11/09	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Tue 11/10	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Wed 11/11	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Thu 11/12	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Fri 11/13	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Sat 11/14			
11	11	Sun 11/15			

**Manager approval only**

		Date	Schedule	In	Out
11	11	Mon 11/09	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Tue 11/10	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Wed 11/11	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Thu 11/12	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Fri 11/13	7:00AM-3:30PM	7:00AM	3:30PM
11	11	Sat 11/14			
11	11	Sun 11/15			

**Timecard signed off**

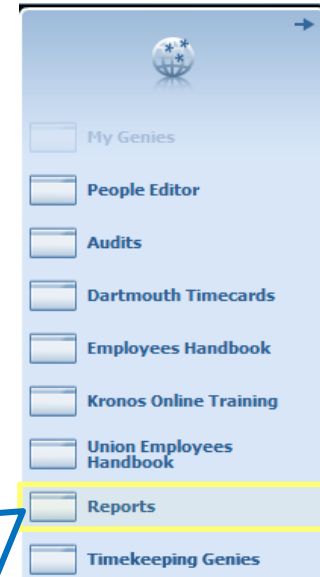
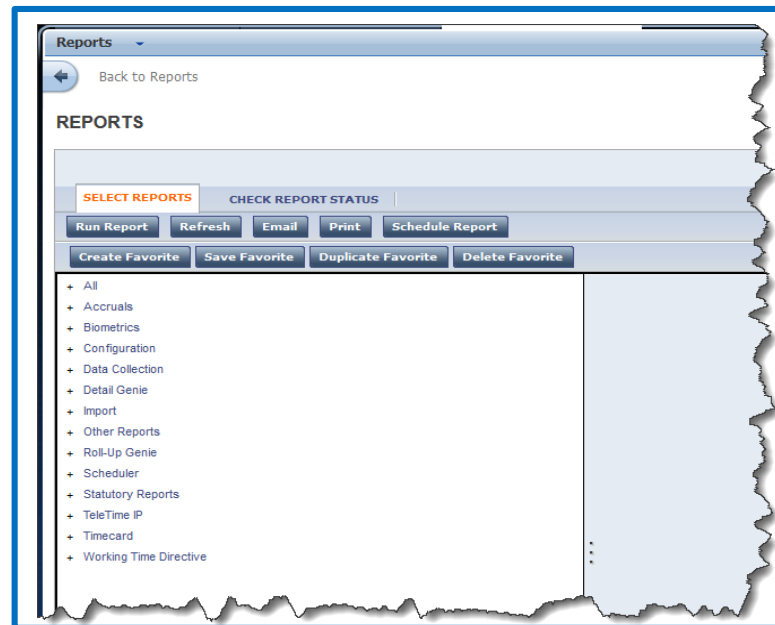
Timecard color	Status of timecard
Yellow	Timecard has been approved by the Manager and/or Finance Center
Grey	Timecard has been signed off by Payroll

# Reports

## Running and Viewing Reports

Go to the Reports Genie on the Widget Bar

1. Select pre-defined employee groups from the HyperFind dropdown list (if you plan to use a pre-defined employee group)
2. Click 'Reports' on the light blue Side Navigation Pane.
3. The 'Reports' will open





# Reports

## Running and Viewing Reports

### Selecting Reports

- To view reports listed in each category, click on the '+' sign next to the category name
- To get a description of a report, highlight the report name
  - The criteria used in the report is displayed to the right
- Refine the report criteria by using the drop-downs shown
  - The report may be run multiple times until the desired results are achieved

**Dartmouth Finance Center** | **Dartmouth Timecards** | Reports

Reports

### REPORTS

**SELECT REPORTS** | **CHECK REPORT STATUS**

**Run Report** | **Refresh** | **Email** | **Print** | **Schedule Report**

**Create Favorite** | **Save Favorite** | **Duplicate Favorite** | **Delete Favorite**

- All
- Absent Employees
- Account Accrual
- Accrual Balances and Projections
- Accrual Detail
- Accrual Summary
- Actual vs. Schedule by Job
- Actual vs. Schedule by Labor Account

**DARTMOUTH TIME DETAIL (EXCEL)**

**Description** Similar to seeded Time Detail (Excel) report but in and out punch columns were added and some summary sections were hidden.

**People** Previously Selected Employee(s)

**Time Period** Current Pay Period

**Actual/Adjusted** Show hours worked in this period plus historic edits and corrections made for this period.

**Output Format** Microsoft Excel Document(.xls)

### REPORTS

**SELECT REPORTS** | **CHECK REPORT STATUS**

**Run Report** | **Refresh** | **Email** | **Print** | **Schedule Report**

**Create Favorite** | **Save Favorite** | **Duplicate Favorite** | **Delete Favorite**

- All
- Absent Employees
- Account Accrual
- Accrual Balances and Projections
- Accrual Detail
- Accrual Summary
- Actual vs. Schedule by Job
- Actual vs. Schedule by Labor Account

# Reports

## Running and Viewing Reports

### Recommended Reports

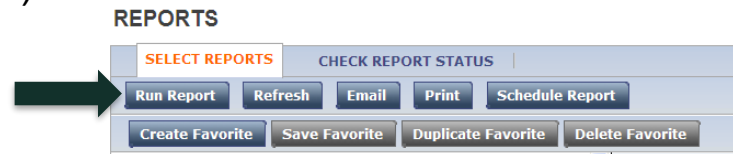
- Time Detail Report
  - Note: If this report is blank – employee did not report hours
- Employee Transaction and Totals
- Timecard Audit Trail Report

### Selecting Criteria

- People – Select Hyperfind
- Time Period – Current or Previous Pay Period typically
- Actual/Adjusted – Reported hours vs. Historical Corrections
- Other Criteria – If applicable
- Output format – Excel (.xls) vs Adobe (.pdf)

### Run Report

- Run Report will run report one-time
- Check Report Status to access report
- Refresh Status: waiting → updating → running → complete



SELECT REPORTS		CHECK REPORT STATUS					
View Report		Refresh Status		Delete			
Report Name		Format	Date In	Date Done	Status	Output	User
Employee Transactions and Totals (Excel)		pdf	9/29/2013 21:03		Waiting	Screen	User010

# Reports

## Scheduling Reports

1. Select Report
2. Select Criteria
3. Click Schedule Report

a. Schedule  
open

4. Name Report
5. Schedule Report

1. Schedule
2. Frequency
3. Day
4. Start Date
5. Time

6. Email to send report

### REPORTS

SELECT REPORTS | CHECK REPORT STATUS

Run Report Refresh Email Print Schedule Report

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

### SCHEDULE REPORT

timesheet.last\_saved 12: 12

New Duplicate Save Reload Properties → Run Enable Disable Delete Print Screen →

Name	User	Status	Schedule
Time Detail (PDF) for FOM Employee Supervisors	User0010, Joe	Enabled	Weekly; Begin:10/03/2013 8:55; Forever

\*\*\*

Event Details

\*Name Time Detail (PDF) for FOM Employee Supervisors

Description Reports time detail for FOM Employees in last week (Sun-Sat). Output in PDF

Event Output

☐ Printer No Printers Available

☒ E-Mail Robert.M.Jones@dartmouth.edu; Joe.A.User@dartmouth.edu  
Example: person1@company.com; person2@company.com

Event Schedule

Schedule Type Weekly

\*Number of weeks between runs 1

\*Day(s) ☒ Monday ☐ Saturday  
☐ Tuesday ☐ Sunday  
☐ Wednesday  
☐ Thursday  
☐ Friday

\*Start Date 10/03/2013

\*End Date

☒ Forever

\*Time 8:55

\*Time

Do not use  
printers

The 'Time' box

# Reports

## Viewing Reports: Time Detail

Header:

- Time Period
- Query Name

Account

Summary

- Summary by Person by:
  - Account
  - Pay Code
  - Hours

Details:

- Itemization by Person by:
  - Account
  - Transfer
  - In Punch
  - Out Punch
  - Pay Code
  - Hours
  - Total Amount Worked

### Time Detail (Excel)

Time Period: 7/31/2016 - 8/13/2016  
 Query: \*ROGER BILCO  
 Actual/Adjusted: Show hours worked in this period plus historic edits and corrections made for this period.  
 Data Up to Date: 12/5/2016 4:56:30 AM  
 Executed on: 12/5/2016 4:56:31 AM  
 Printed for: d1257r6

### Account Summary

Name	ID	Account	Pay Code	Money	Hours
Coxen, William W	3243RT	F+AND+A/DOSS/-/-	OT		2.00
Coxen, William W	3243RT	F+AND+A/DOSS/-/-	Per		10.00
Coxen, William W	3243RT	F+AND+A/DOSS/-/-	Reg		50.00
Coxen, William W	3243RT	F+AND+A/DOSS/-/-	Total Hours		82.00
Coxen, William W	3243RT	F+AND+A/DOSS/-/-	Vac		20.00
Bean, Kirstyn	F03464K	(X)SCI/BIOL/14482/-	Student Reg		12.25
Bean, Kirstyn	F03464K	(X)SCI/BIOL/14482/-	Total Hours		12.25
Bean, Kirstyn	F03464K	(X)SOCSI/PSYC/14816/-	Student Reg		30.00
Bean, Kirstyn	F03464K	(X)SOCSI/PSYC/14816/-	Total Hours		30.00

### Details

Name	ID	Date	Account	Xfr	InPunch	OutPunch	Pay Code	Money	Hours	Total Amount
Coxen, William W	3243RT	8/3/2016	F+AND+A/DOSS/-/-				Per		10.00	
Coxen, William W	3243RT	8/4/2016	F+AND+A/DOSS/-/-		3:59 PM	2:07 AM				10.00
Coxen, William W	3243RT	8/5/2016	F+AND+A/DOSS/-/-		4:00 PM	1:58 AM				10.00
Coxen, William W	3243RT	8/6/2016	F+AND+A/DOSS/-/-		3:56 PM	2:06 AM				10.00
Coxen, William W	3243RT	8/10/2016	F+AND+A/DOSS/-/-		3:56 PM	4:05 AM				12.00
Coxen, William W	3243RT	8/11/2016	F+AND+A/DOSS/-/-		3:56 PM	1:57 AM				10.00
Coxen, William W	3243RT	8/12/2016	F+AND+A/DOSS/-/-				Vac		10.00	
Coxen, William W	3243RT	8/13/2016	F+AND+A/DOSS/-/-				Vac		10.00	
Bean, Kirstyn	F03464K	8/1/2016	SOCSI/PSYC/14816/-	X	12:00 PM	5:00 PM				5.00
Bean, Kirstyn	F03464K	8/2/2016	SOCSI/PSYC/14816/-	X	8:00 AM	1:00 PM				5.00
Bean, Kirstyn	F03464K	8/2/2016	SCI/BIOL/14482/-/GL~20~466~368000~130156~0000/6262	X	1:15 PM	3:45 PM				2.50
Bean, Kirstyn	F03464K	8/2/2016	SCI/BIOL/14482/-/GL~20~466~368000~130156~0000/6262	X	5:45 PM	8:30 PM				2.75
Bean, Kirstyn	F03464K	8/9/2016	SOCSI/PSYC/14816/-	X	7:00 AM	1:00 PM				6.00
Bean, Kirstyn	F03464K	8/9/2016	SCI/BIOL/14482/-/GL~20~466~368000~130156~0000/6262	X	1:15 PM	5:00 PM				3.75
Bean, Kirstyn	F03464K	8/9/2016	SCI/BIOL/14482/-/GL~20~466~368000~130156~0000/6262	X	5:45 PM	9:00 PM				3.25

# Reports

## Viewing Reports: Employee Transactions and Totals

Header:

- Time Period
- Query Name

Transactions:

- Itemization of Special Pay Codes

Totals:

- Provide per person Totals by Pay Code

Summary Totals:

- Provide summary of various Pay Codes

### Employee Transactions and Totals (Excel)

Time Period: 7/31/2016 - 8/13/2016

Query: \*ROGER BILCO

Pay Codes: (77): [2nd DT Shift|2nd OT Shift|2nd Shift HolWrkd|3rd DT Shift|3rd OT Shift|3rd Shift HolWrkd|Bereav]...

Actual/Adjusted: Show hours worked in this period only.

Data Up to Date:

Executed on: 12/05/2016 4:57AM GMT-05:00

Printed for: d1257r6

#### Transactions:

Employee:	ID:	Day	Date	Pay Code	Hours	Money	Days	Entered By	Datasource
Coxen, William W	3243RT	Sun	7/31/2016	Other	3.00	\$0.00		d24877v	Timecard Editor
Coxen, William W	3243RT	Mon	8/1/2016	Other	10.00	\$0.00		d24877v	Timecard Editor
Coxen, William W	3243RT	Tue	8/2/2016	Other	10.00	\$0.00		d24877v	Timecard Editor
Coxen, William W	3243RT	Wed	8/3/2016	Other	10.00	\$0.00		d24877v	Timecard Editor
Bean, Kirstyn	F03464K	Tue	8/2/2016	Per	10.00	\$0.00		d24877v	Timecard Editor
Bean, Kirstyn	F03464K	Mon	8/8/2016	Per	10.00	\$0.00		d24877v	Timecard Editor
Bean, Kirstyn	F03464K	Sat	8/6/2016	Vac	10.00	\$0.00		d24877v	Timecard Editor
Bean, Kirstyn	F03464K	Sun	8/7/2016	Vac	10.00	\$0.00		d24877v	Timecard Editor

#### Totals:

Employee:	ID:	Pay Code	Hours	Money	Days	Wages
Coxen, William W	3243RT	Other	33.00	\$0.00	0.00	0.00
Coxen, William W	3243RT	Reg	47.00	\$0.00	0.00	0.00
Coxen, William W	3243RT	Total Hours	80.00	\$0.00	0.00	0.00
Bean, Kirstyn	F03464K	Per	20.00	\$0.00	0.00	0.00
Bean, Kirstyn	F03464K	Reg	40.00	\$0.00	0.00	0.00
Bean, Kirstyn	F03464K	Total Hours	80.00	\$0.00	0.00	0.00
Bean, Kirstyn	F03464K	Vac	20.00	\$0.00	0.00	0.00

#### Summary Totals:

Pay Code	Hours	Money	Days	Wages
Other	33.00	\$0.00	0.00	\$0.00
Per	20.00	\$0.00	0.00	\$0.00
Reg	87.00	\$0.00	0.00	\$0.00
Total Hours	160.00	\$0.00	0.00	\$0.00
Vac	20.00	\$0.00	0.00	\$0.00

# Reports

## Viewing Reports: Timecard Audit Trail

Headers:

- Time Period
- Query Name

Timecard Audit  
Itemization by  
Person:

- Each edit to timecard
  - Date/Time Work
  - Type
  - Paycode
  - Edited by NetID
  - Edit Date/Time

### Timecard Audit Trail

Executed on: 12/05/2016 4:56AM GMT-05:00  
Printed for: d1257r6

Time Period: 7/31/2016 - 8/13/2016

Query: VPSA

Audit Type: (18) (Add Duration|Edit Duration|Delete Duration|Duration (Add/Edit/Delete))|Add Punch|Edit Punch|Delete Punch|Punch (Add/Edit/Delete)|Add Pay Code|Edit Pay Code|...

Datasource: (1): |All|

Edits by Manager: (1): |All|

Database Time Zone: (GMT -05:00) Eastern Time (Applies to data in Edit Date/Time column)

Date/Time	Type	Pay Code	Amount	Override	Edit Date/Time
				Cancel Deduction	
Account	Comments	Work Rule	User	Server	Client
					Data Source
Name:			ID:		
8/9/2016 5:45 PM	Add Punch			In Punch	8/11/2016 9:44 PM
SCI/BIOL/14482/-/GL~20~466~368000~130156~0000/6262/-				kronos.dartmouth.edu	129.170.204.5 Timecard Editor
8/9/2016 9:00 PM	Add Punch			Out Punch	8/11/2016 9:44 PM
				kronos.dartmouth.edu	129.170.204.5 Timecard Editor
8/11/2016 8:00 PM	Add Punch			In Punch	8/11/2016 10:52 PM
SOCSI/PSYC/14816/-/GL~20~487~210245~239566~1367/6262/-				kronos.dartmouth.edu	129.170.204.5 Timecard Editor
8/11/2016 10:00 PM	Add Punch			Out Punch	8/11/2016 10:52 PM
				kronos.dartmouth.edu	129.170.204.5 Timecard Editor
8/12/2016 5:00 PM	Add Punch			In Punch	8/13/2016 3:15 PM
SOCSI/PSYC/14816/-/GL~20~487~210245~239566~1367/6262/-				kronos.dartmouth.edu	129.170.204.5 Timecard Editor
8/12/2016 8:00 PM	Add Punch			Out Punch	8/13/2016 3:15 PM
				kronos.dartmouth.edu	129.170.204.5 Timecard Editor

# Reports

## Zero-Hour Report

With the Employee Transactions and Totals Report, it is possible to report on Students that have not yet report hours

In the Criteria:

- Select your Hyperfind in the People field
- Select Time Period
- Select “Yes” to Display Empty Totals

The screenshot shows the configuration interface for the 'EMPLOYEE TRANSACTIONS AND TOTALS (EXCEL)' report. On the left is a sidebar with a list of report categories, including 'Absent Employees', 'Accrual Balances and Projections', 'Accrual Codes', 'Accrual Detail', 'Accrual Policies', 'Accrual Profiles', 'Accruals (Spreadsheet Export)', 'Accrual Summary', 'Actual vs. Schedule by Job', 'Actual vs. Schedule by Labor Account', 'Actual vs. Schedule Summary by Labor Ac', 'Auto-Resolved Exceptions', 'Badge Numbers', 'Bad Pay Rates Report', 'Biometric Enrollment Activity', 'Biometric Enrollment Detail', and 'Biometric Enrollment Summary'. The main area is titled 'EMPLOYEE TRANSACTIONS AND TOTALS (EXCEL)' and contains the following fields:

- Description:** Displays pay code transaction data by employee. Pay codes, their respective time or money amount, and wages are included in the display. Combined pay codes display separately. Format is optimized for Excel export.
- People:** A dropdown menu set to '\*STUDENT-PROV-DICKEY-ALL', with 'Edit' and 'New' buttons.
- Time Period:** A 'Range of Dates' dropdown, with date pickers for '10/02/2016' and '10/15/2016'.
- Display Empty Totals:** A dropdown menu set to 'Yes'.
- Actual/Adjusted:** A dropdown menu set to 'Show hours worked in this period plus historic edits and corrections made for this period.'.
- Pay Codes:** Two columns of pay codes. The 'Available' column lists: Shift, Sick, Student Prem 1, Student Prem 2, Student Tips, Sunday, Sun No OT Trigger, Tips, Union, Unpaid, Vac, and Vac - HPOps. The 'Selected' column lists: Student OT, Student Reg, and Total Hours. Arrows between the columns allow for moving items.
- Output Format:** A dropdown menu set to 'Microsoft Excel Document(.xls)'.

Your ready to get started!

**Log-in to:**

**<https://kronos.dartmouth.edu/>**