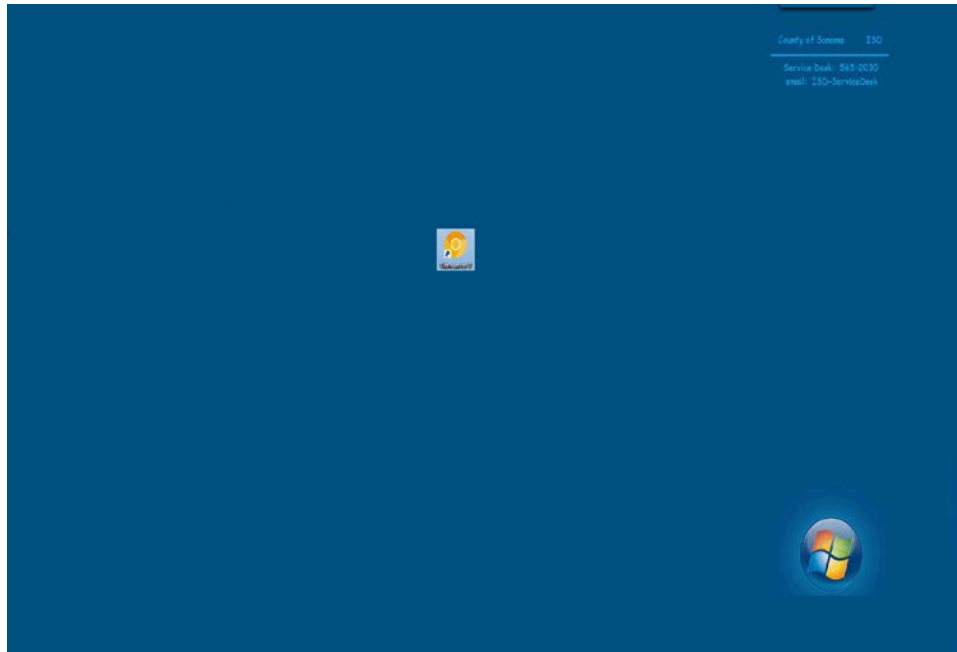
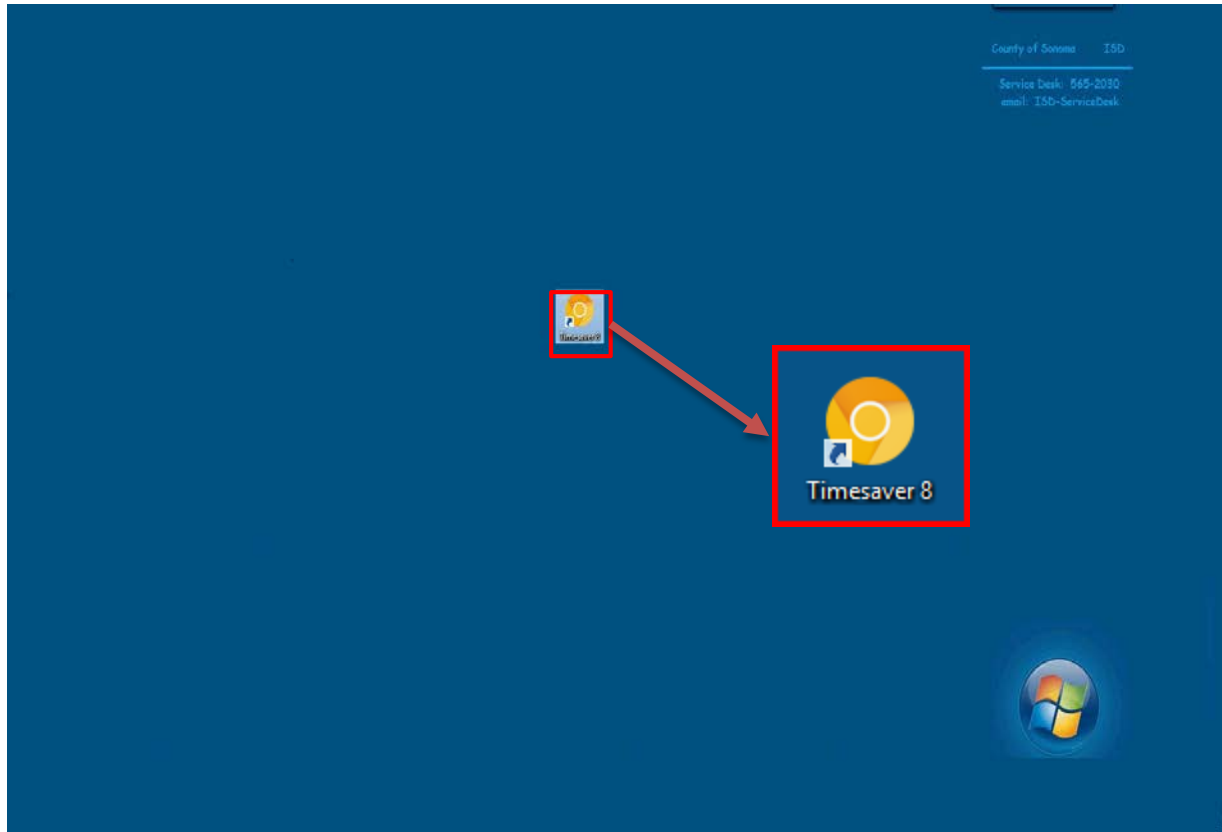


TimeSaver Training - Managers and Supervisors



Good day. Welcome to TimeSaver Training for Managers. This video is intended to provide Managers and Supervisors with the required review and approval process of your employees' timecards at the end of a pay period. It is assumed that you have viewed the separate video for "TimeSaver Training for an Employee".

Managers and Supervisors are required to perform timecard audits in order to reduce errors that impact not only the employee, but the department, budget systems, benefits, taxes, and retirement. Please understand that corrections performed to a time card *after* a pay period closes creates an additional workload for payroll staff and multiple County departments. Mistakes happen, but performing audits will reduce errors.



To begin, open TimeSaver 8 from the icon on your desktop.

KRONOS®

TimeSaver W2 Version 8.0.13

Employee ID:
17033

Password
.....

Forgot Your Password?

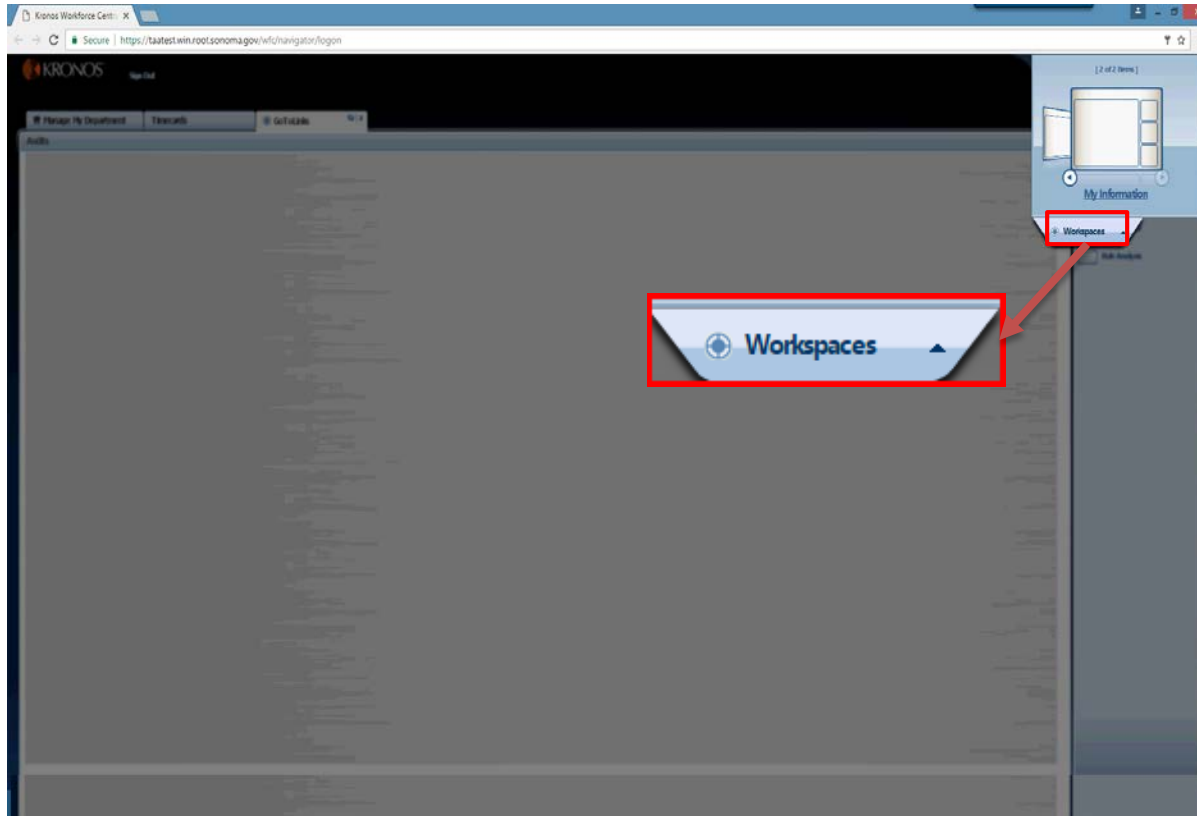
Enter your **employee ID** and your **password**. Hit **enter** or the **right arrow key** to log on.

Manage My Department

Pay Period Close-Manager

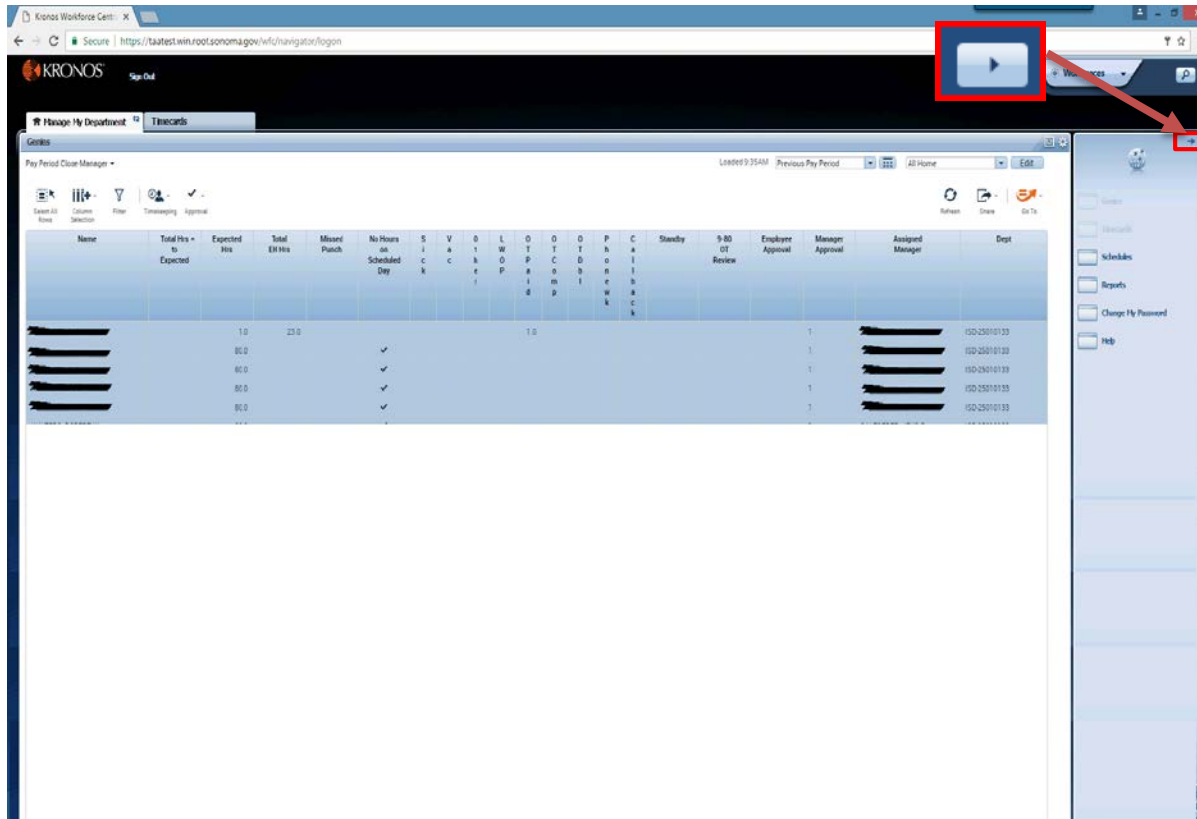
Name	Total Hrs - Expected	Expected Hrs	Total Dr/Hrs	Missed Punch	No Hours	S	V	D	L	O	D	O	P	C	Standby	9-80	OT	Review	Employee Approval	Manager Approval	Assigned Manager	Dept
		80.0			✓																	ISS-25010133
		80.0			✓										112.0							ISS-25010133
		1.0	8.0																			ISS-25010133
		80.0			✓																	ISS-25010133
		80.0			✓																	ISS-25010133
	16.0	80.0			✓																	ISS-25010133
	16.0	80.0			✓	8.0			20						7.0							ISS-25010133
17	654.50		8.00			40.00	16.00	8.00	0	10.00	0	0	8.00	0	210.00							

If you have been assigned a Manager's license, the system opens with the **Manage My Department** workspace in the **Pay Period Close - Manager** Genie.



The **Workspaces Carousel** in the upper right corner includes **GoTo Links** and **My Information** where you find your personal timecard.

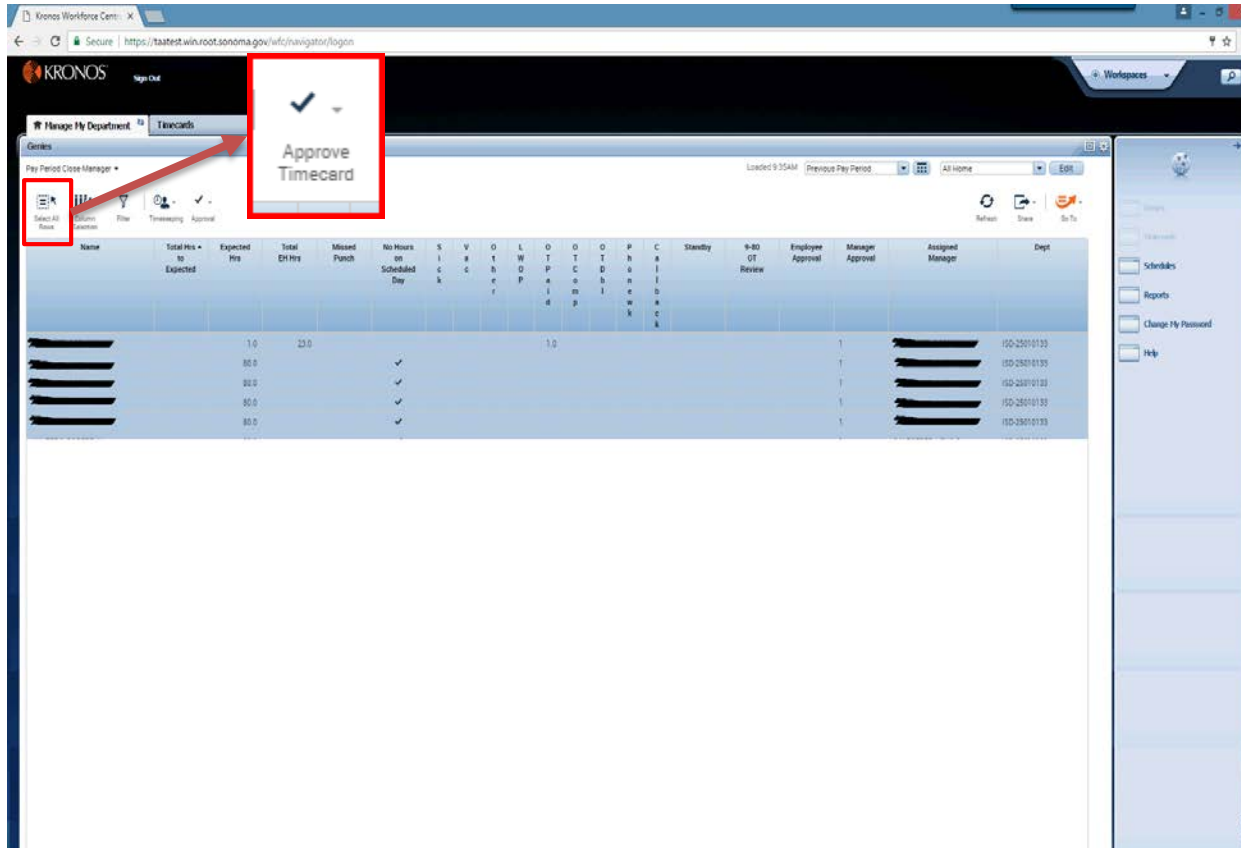
Use the **Employee TimeSaver Training Instructions** to complete your own timecard.



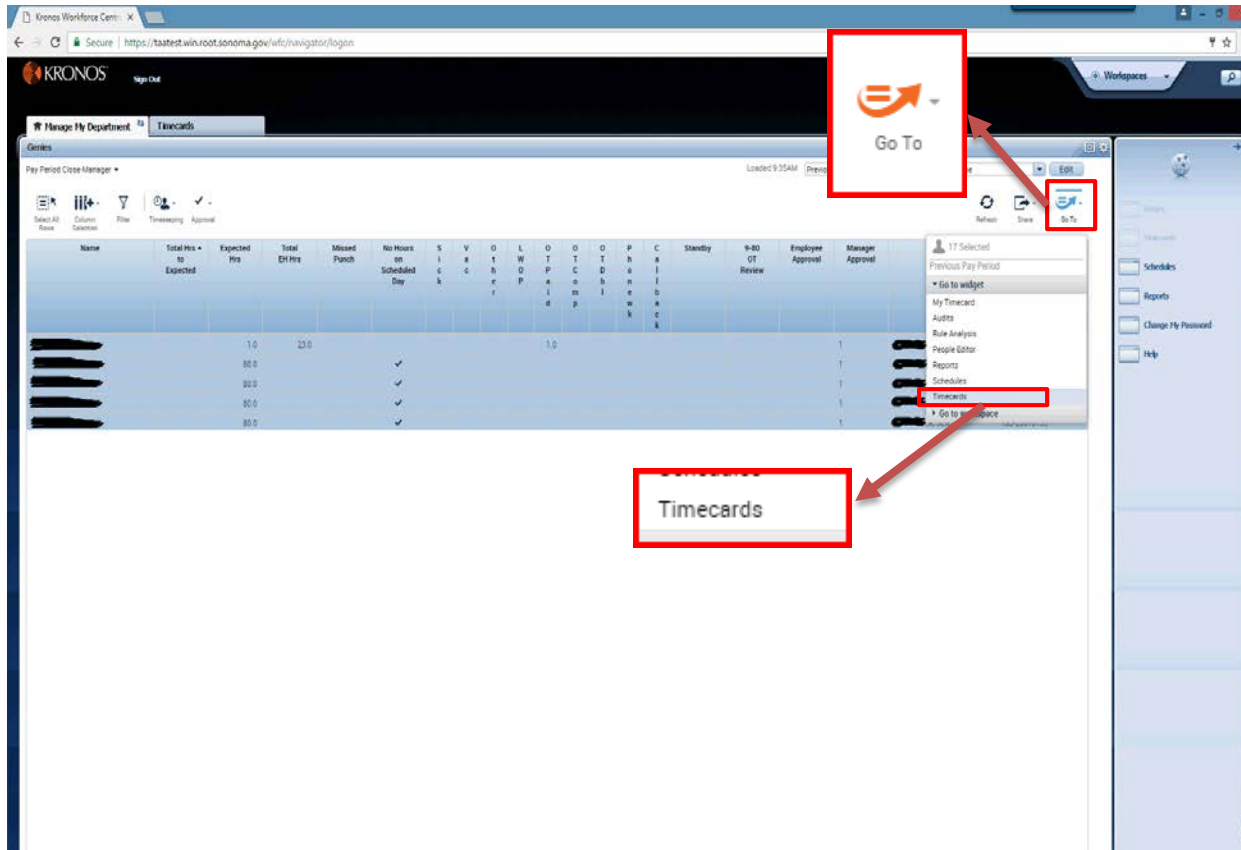
The **Related Items** pane shows additional widgets such as **Timecards**, **Schedules**, **Reports**, **Change My Password** and **Help**. The pane may be **minimized** and **maximized** by clicking the arrow.

The screenshot shows the Kronos Workforce Central interface. At the top left, there is a 'Manage My Department' tab and a 'Timecards' tab. Below these, a 'Genies' dropdown menu is open, showing options like 'Pay Period Close-Manager', 'QuickFind', 'Holiday Times', 'Sick Leave Audit', 'Daily Review - Shift Close', and 'Employee Directory'. A red box highlights the down arrow in the 'Genies' menu, and a red arrow points from this box to the 'Pay Period Close-Manager' option. The main area of the screen displays a table with columns for 'Total Hrs - Expected', 'Total EH Hrs', 'Missed Punch', 'No Hours on Scheduled Day', and various day abbreviations (S, V, O, L, D, O, O, P, C, Standby, 9-80 OT Review, Employee Approval, Manager Approval, Assigned Manager, Dept). The table contains several rows of data, with some cells containing checkmarks or redacted information.

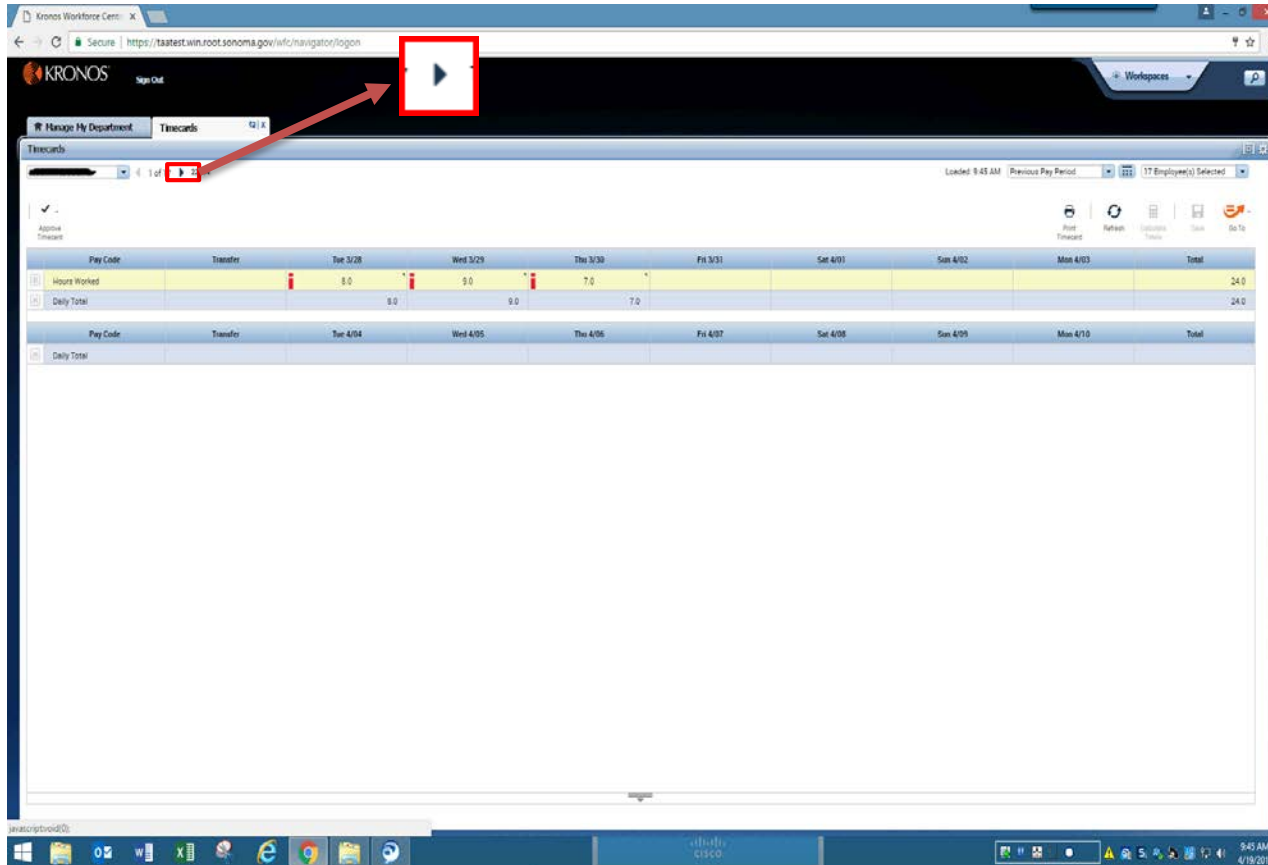
Other **Genies** may be found by clicking the down arrow in the upper left corner.



To review all timecards, return to the **Manage My Department** tab, then click the **Select All Rows** icon. All rows should be highlighted.



Click the **Go To** icon, then scroll to **Timecards**. The employees' timecards will open in a new window.

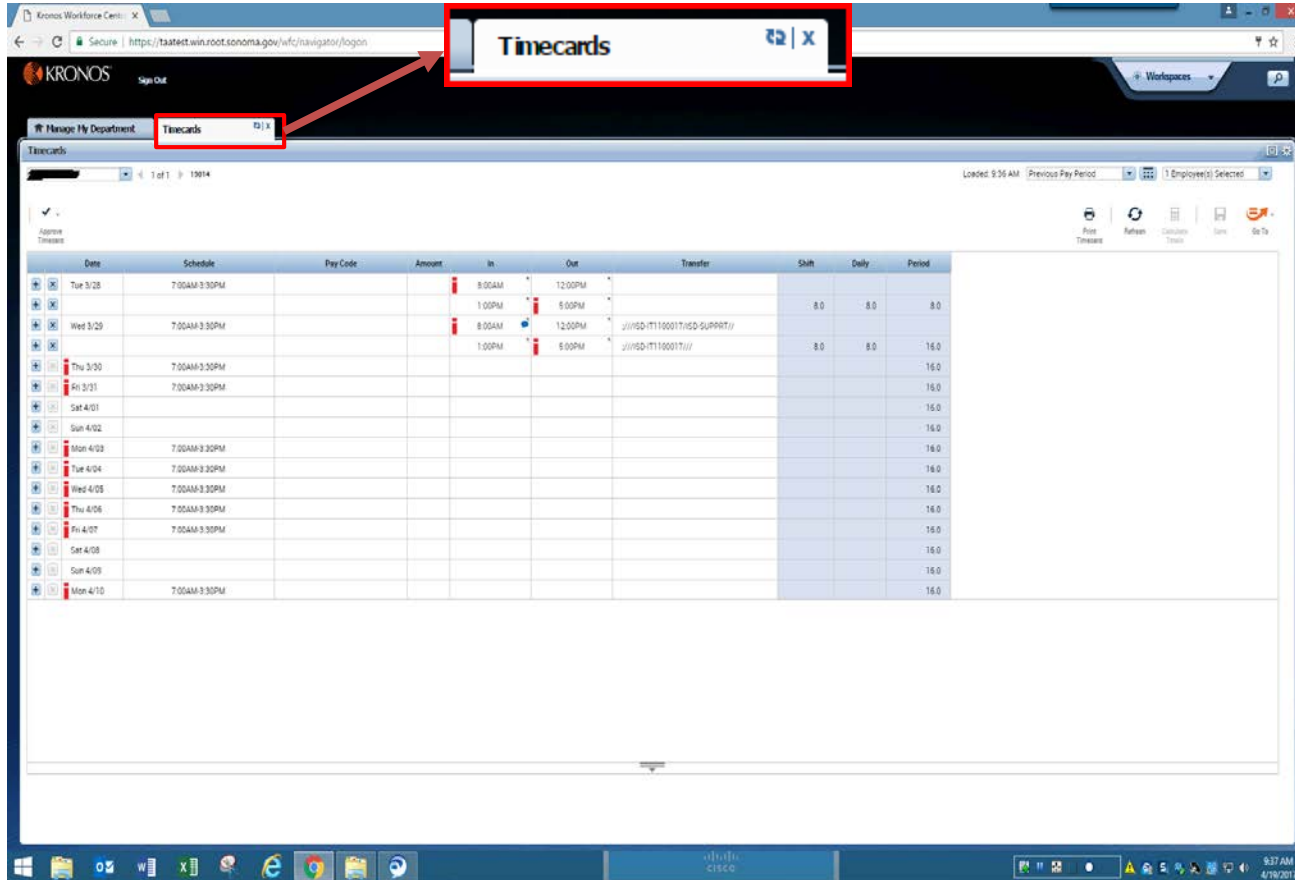


Click right and left on the **Arrows** to move through timecards individually.

The screenshot shows the Kronos Workforce Central interface. The browser address bar displays "https://taatest.win.root.sonoma.gov/wfc/navigator/login". The application header includes "KRONOS" and "Sign Out". The main navigation bar shows "Manage My Department" and "Timecards". Below this, there's a "Grids" section with "Pay Period Close Manager" and "Loaded 10:36AM". The main area contains a table with columns for Name, Total Hrs, Expected Hrs, Total Ent Hrs, Missed Punch, No Hours on Scheduled Day, and various day abbreviations (S, V, O, L, O, O, P, C, S, T, A, B, I, L, I, T, Y). The table lists several rows of employee data. A red box highlights the second row from the bottom of the visible data, which has a total of 80.0 hours and a checked box in the "No Hours on Scheduled Day" column.

Name	Total Hrs	Expected Hrs	Total Ent Hrs	Missed Punch	No Hours on Scheduled Day	S	V	O	L	O	O	P	C	S	T	A	B	I	L	I	T	Y	Stability	9-80 DE Review	Employee Approval	Manager Approval	Assigned Manager	Dept
[REDACTED]	80.0				✓																		112.0				[REDACTED]	ISS-25010133
[REDACTED]	80.0				✓																						[REDACTED]	ISS-25010133
[REDACTED]	1.0		8.0																								[REDACTED]	ISS-25010133
[REDACTED]	80.0				✓																						[REDACTED]	ISS-25010133
[REDACTED]	80.0				✓																						[REDACTED]	ISS-25010133

On the **Manage My Department** tab, open a single timecard by double clicking on a row.



The timecard will open in a new window.

The screenshot shows the Kronos Timecard interface. The main table displays timecard entries for 12 employees. The columns include Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. A red box highlights a scroll bar on the right side of the table, and a red arrow points to a larger view of the scroll bar, indicating how to adjust the window to show more content.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 3/28	7:00AM-3:30PM			8:00AM	12:00PM				
Wed 3/29	7:00AM-3:30PM			8:00AM	12:00PM	///USD-IT1100017/USD-SUPPRT/			
Thu 3/30	7:00AM-3:30PM			8:00AM	12:00PM	///USD-IT1100017/			
Fri 3/31	7:00AM-3:30PM			8:00AM	12:00PM	///USD-IT1100017/			
Sat 4/01									
Sun 4/02									
Mon 4/03	7:00AM-3:30PM								
Tue 4/04	7:00AM-3:30PM								
Wed 4/05	7:00AM-3:30PM								
Thu 4/06	7:00AM-3:30PM								
Fri 4/07	7:00AM-3:30PM								
Sat 4/08									
Sun 4/09									

Totals Accruals

Account	Pay Code	Amount
USD-25010133/USD-05-0152-0005/USD-IT1100006/USD-XMSSD/	Regular Hrs	8.0
USD-25010133/USD-05-0152-0005/USD-IT1100017/USD-SUPPRT/	Regular Hrs	8.0
USD-25010133/USD-05-0152-0005/USD-IT1100006/USD-XMSSD/	Total hrs balance to expected hr	8.0
USD-25010133/USD-05-0152-0005/USD-IT1100017/USD-SUPPRT/	Total hrs balance to expected hr	8.0

Now let's look at **Totals** and **Accruals** of an employee's timecard.

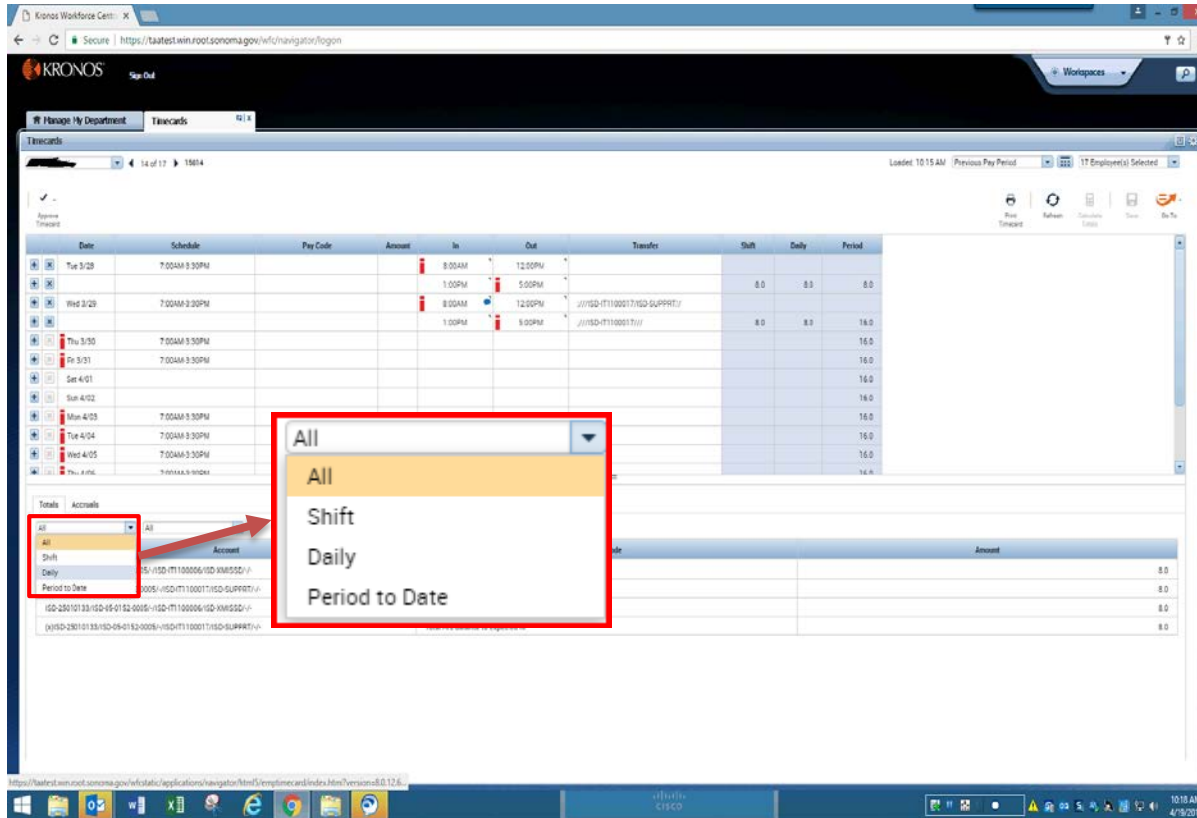
Click on the down arrow to show more content. You can adjust the window by grabbing the cursor and sliding the bar up and down.

The screenshot displays the Kronos Timecard interface. At the top, there's a navigation bar with 'Manage My Department' and 'Timecards' tabs. Below this is a grid of timecard entries with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. A red box highlights the 'Totals' tab in the grid, with an arrow pointing to a larger 'Totals' box. Below the grid is a summary table with columns for Account, Pay Code, and Amount.

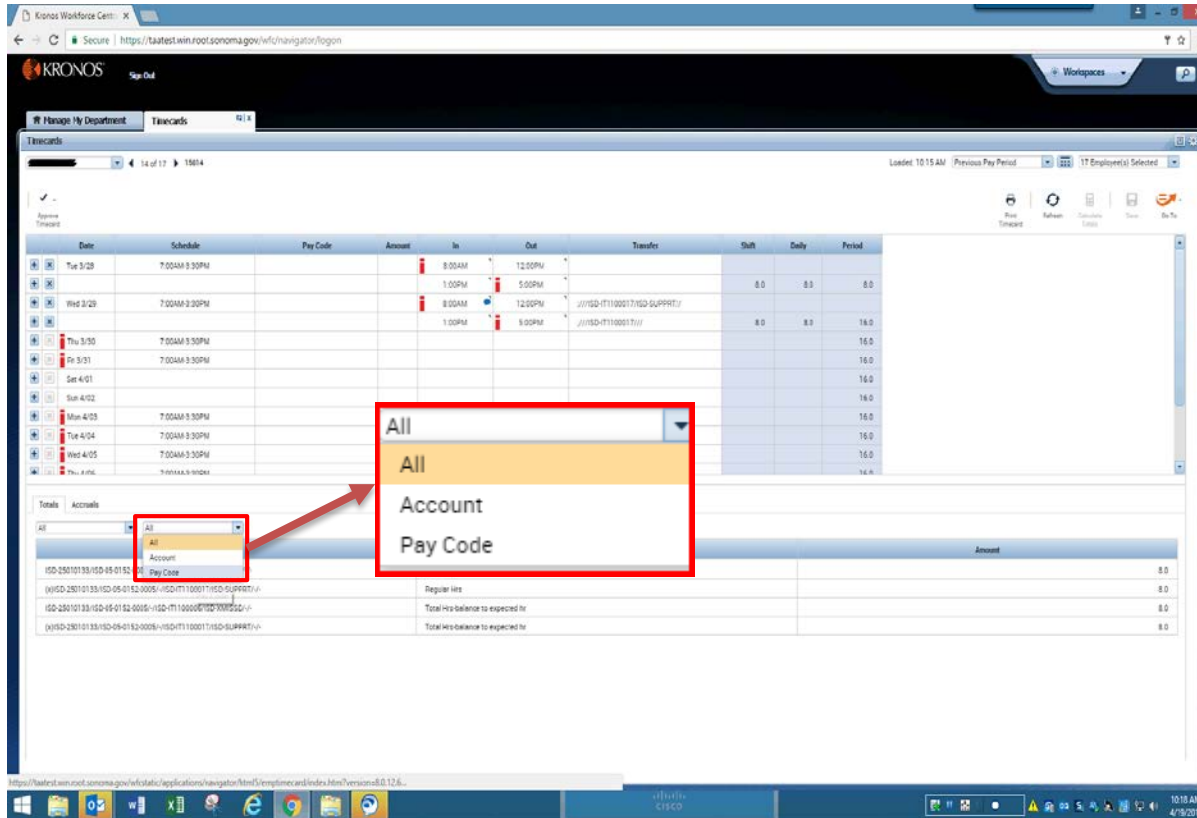
Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 3/28	7:00AM-3:30PM			8:00AM	12:00PM				
Wed 3/29	7:00AM-3:30PM			1:00PM	5:00PM	///USD-IT1100017/USD-SUPPRT/	8.0	8.0	8.0
Thu 3/30	7:00AM-3:30PM			8:00AM	12:00PM	///USD-IT1100017/	8.0	8.0	16.0
Fri 3/31	7:00AM-3:30PM			1:00PM	5:00PM	///USD-IT1100017/			16.0
Sat 4/01									16.0
Sun 4/02									16.0
Mon 4/03	7:00AM-3:30PM								16.0
Tue 4/04	7:00AM-3:30PM								16.0
Wed 4/05	7:00AM-3:30PM								16.0
Thu 4/06	7:00AM-3:30PM								16.0

Account	Pay Code	Amount
USD-25010133/USD-05-01-S2-0055/USD-IT1100006/USD-XM552/	Regular Hrs	8.0
0/USD-25010133/USD-05-01-S2-0055/USD-IT1100017/USD-SUPPRT/	Regular Hrs	8.0
USD-25010135/USD-05-01-S2-0055/USD-IT1100006/USD-XM552/	Total Hrs balance to expected fr	8.0
0/USD-25010135/USD-05-01-S2-0055/USD-IT1100017/USD-SUPPRT/	Total Hrs balance to expected fr	8.0

To find timecard **Totals**, click the **Totals** tab.



Choose from the left filter box whether you want to see **All, Shift, Daily, or Period to Date.**



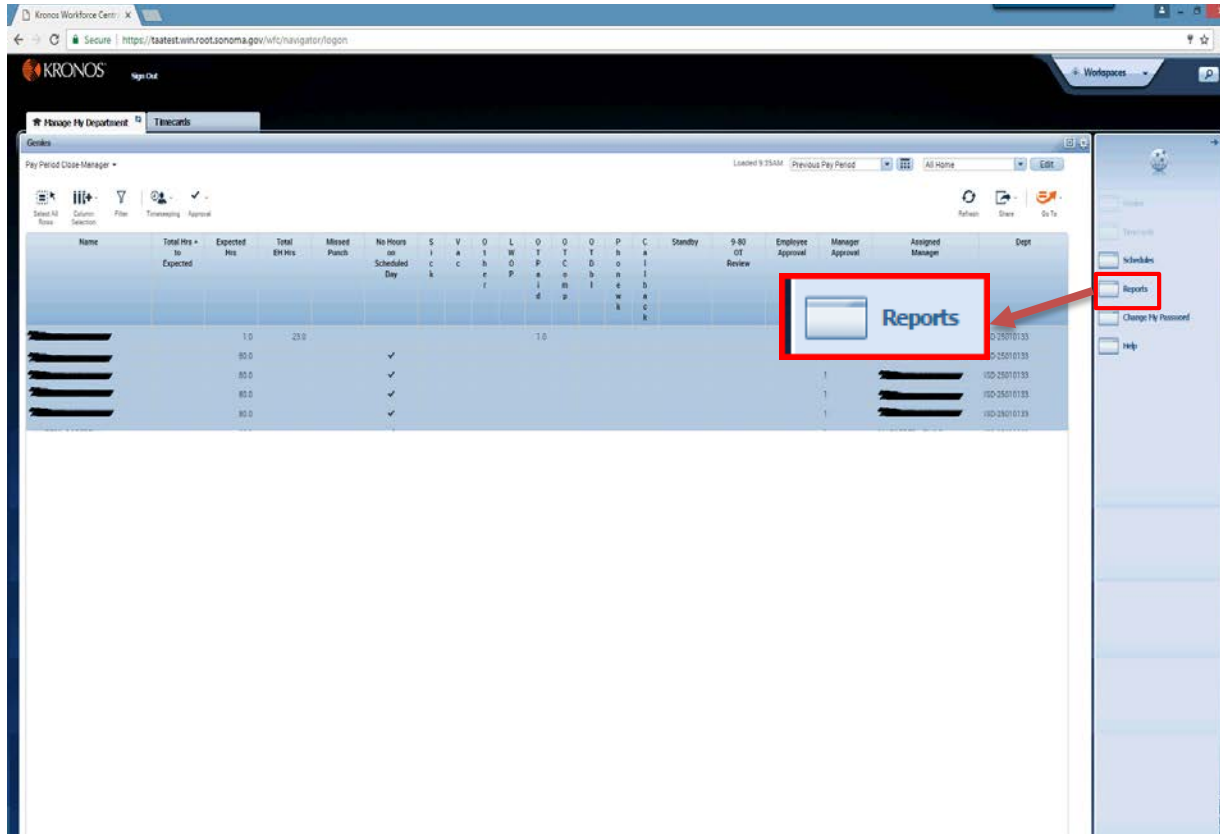
On the right filter box, choose **All**, **Account** or **Pay Code**.

The screenshot displays the Kronos Workforce Central interface. At the top, there's a navigation bar with 'KRONOS' and 'Sign Out'. Below it, a 'Timecards' tab is active, showing a grid of timecard entries for various dates from Tue 3/28 to Thu 4/06. The grid columns include Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. Below the grid, there's a section for 'Accruals' with a table showing various accrual codes and their balances.

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
CFRA Leave	480.0	Hour	Sun 1/01 - Sun 12/31	427.0	480.0
CPOL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp Time Holiday	16.0	Hour	Sun 1/01 - Sun 12/31	16.0	16.0
Comp time Non-Statutory	83.2	Hour	Sun 1/01 - Sun 12/31	83.2	83.2
Comp time Statutory	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
FMLA	480.0	Hour	Sun 1/01 - Sun 12/31	427.0	480.0
FMLA Leave MIL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
MTO-LFP Accum to Date	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
MTO-LFP Taken to Date	40.0	Hour	Sun 1/01 - Sun 12/31	40.0	40.0
MTO-LFP Total Available	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0

Now click on the **Accruals** tab.

Best practice suggests that you click in the last day of the timecard pay period to see accurate accruals.



Another way to audit your employees' labor is using the **Reports** widget.

Please reference the **Reports** video for instructions.

The screenshot shows the Kronos Timecards application interface. At the top, there's a navigation bar with 'Manage My Department' and 'Timecards' tabs. Below that, a table lists timecard entries with columns for Date, Schedule, Pay Code, Amount, In, Out, and Transfer. A red box highlights the 'In' time '8:30AM' for the entry on Wednesday, 9/29. A context menu is open over this cell, showing options like 'Edit', 'Delete', and 'Add Comment'. Below the table, there's a 'Totals' section with a table showing account balances for 'Regular Hrs' and 'Total Hrs balance to expected hr'.

Date	Schedule	Pay Code	Amount	In	Out	Transfer
Tue 9/28	7:00AM-3:30PM				12:00PM	
Wed 9/29	7:00AM-3:30PM			8:30AM	12:00PM	(((ISD-HT1100017/ISD-SUPPRT))
Thu 9/30	7:00AM-3:30PM					
Fri 9/31	7:00AM-5:30PM				8:00AM	
Sat 10/1						
Sun 10/2						
Mon 10/3	7:00AM-3:30PM					
Tue 10/4	7:00AM-3:30PM					
Wed 10/5	7:00AM-3:30PM					
Thu 10/6	7:00AM-3:30PM					
Fri 10/7	7:00AM-3:30PM					
Sat 10/8						
Sun 10/9						
Mon 10/10	7:00AM-3:30PM					

Account	Pay Code	Amount
ISD-25010133/ISD-05-0152-0005/ISD-HT1100006/ISD-MMISD/	Regular Hrs	8.0
(/ISD-25010133/ISD-05-0152-0005/ISD-HT1100017/ISD-SUPPRT/	Regular Hrs	8.0
ISD-25010133/ISD-05-0152-0005/ISD-HT1100006/ISD-MMISD/	Total Hrs balance to expected hr	8.0
(/ISD-25010133/ISD-05-0152-0005/ISD-HT1100017/ISD-SUPPRT/	Total Hrs balance to expected hr	8.0

Let's add a **Comment**.
Right click in a cell.
Hours must already be
entered to add a
comment.

The screenshot displays the Kronos Workforce Central interface. At the top, there's a navigation bar with 'Manage My Department' and 'Timecards' tabs. The main area shows a timecard grid with columns for Date, Schedule, Pay Code, Amount, In, Out, and Transfer. A 'Punch Actions' dialog box is open over the grid, showing details for a punch on 3/28/2017 at 8:00AM. The dialog has a 'Comments' button at the bottom left, which is highlighted with a red box. A red arrow points from this button to a larger 'Comments' button also highlighted with a red box. Below the timecard grid, there are sections for 'Totals' and 'Accruals' with a table of account balances.

Account	Pay Code	Amount
ISO-25010133-ISO-05-0152-0005-ISO-T1100006-ISO-AMISDD-/-	Regular His	0.0
(V)ISO-25010133-ISO-05-0152-0005-ISO-T1100017-ISO-SUPPRT-/-	Regular His	0.0
ISO-25010133-ISO-05-0152-0005-ISO-T1100006-ISO-VARIGDD-/-	Total His balance to expected fr	0.0
(V)ISO-25010133-ISO-05-0152-0005-ISO-T1100017-ISO-SUPPRT-/-	Total His balance to expected fr	0.0

Click the **Comment** icon.

The screenshot displays the Kronos Workforce Central interface. At the top, there is a navigation bar with 'KRONOS' and 'Sign Out' buttons. Below this is a 'Timecards' section with a grid showing dates, schedules, and amounts. A 'Comment' dialog box is open in the center, listing various comment types. A red box highlights the 'Additional Comment' option in the list, and a red arrow points from this box to a larger 'Additional Comment' dialog box on the right. This larger dialog box also has a red border and contains a search field, the selected '9-80 Work Week Overlap' comment, and another 'Additional Comment' option.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period
Tue 3/28	7:00AM-3:30PM			8:00AM	12:00PM		1:00PM	8:00PM		8.0	8.0	8.0
Wed 3/29	7:00AM-3:30PM			8:00AM	12:00PM	(((USD-IT1100017/USD-SUPPRT))	1:00PM	8:00PM	(((USD-IT1100017))	8.0	8.0	18.0
Thu 3/30	7:00AM-3:30PM											18.0
Fri 3/31	7:00AM-3:30PM											18.0
Sat 4/01												
Sun 4/02												
Mon 4/03	7:00AM-3:30PM											
Tue 4/04	7:00AM-3:30PM											
Wed 4/05	7:00AM-3:30PM											
Thu 4/06	7:00AM-3:30PM											
Fri 4/07	7:00AM-3:30PM											
Sat 4/08												
Sun 4/09												
Mon 4/10	7:00AM-3:30PM											

Select type of comment from the drop down list.

The screenshot shows the Kronos Workforce Central interface. A timecard is displayed with columns for Date, Schedule, Pay Code, Amount, In, Out, and Transfer. A 'Comment' dialog box is open over the timecard, containing a 'Comments (1)' section with a dropdown menu, a text input field, and an 'Add' button. The 'Add' button in the dialog and the 'OK' button at the bottom right of the dialog are highlighted with red boxes. The 'OK' button is also highlighted with a larger red box.

Date	Schedule	Pay Code	Amount	In	Out	Transfer
Tue 3/28	7:00AM-3:30PM			8:00AM	12:00PM	
Wed 3/29	7:00AM-3:30PM			8:00AM	12:00PM	///ISD-IT1100017/ISD-SUPPRT/-
Thu 3/30	7:00AM-3:30PM					
Fri 3/31	7:00AM-5:30PM					
Sat 4/01						
Sun 4/02						
Mon 4/03	7:00AM-3:30PM					
Tue 4/04	7:00AM-3:30PM					
Wed 4/05	7:00AM-3:30PM					
Thu 4/06	7:00AM-3:30PM					
Fri 4/07	7:00AM-3:30PM					
Sat 4/08						
Sun 4/09						
Mon 4/10	7:00AM-3:30PM					

Add a clarifying note.
Click **Add**. Click **OK**.

The screenshot displays the Kronos Timecards application. The main area contains a table with the following columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The table lists timecard entries for dates from Tue 3/28 to Mon 4/10. A toolbar at the top right includes icons for Print Timecard, Refresh, Calculate Totals, Save, and Go To. A red box highlights the Save icon in the toolbar. A larger red box highlights a 'Save' button on the right side of the table.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 3/28	7:00AM-3:30PM			8:00AM	12:00PM				
Wed 3/29	7:00AM-3:30PM			1:00PM	5:00PM	///USD-IT1100017/USD-SUPRRIT//	8.0	8.0	8.0
Thu 3/30	7:00AM-3:30PM			1:00PM	5:00PM	///USD-IT1100017//	8.0	8.0	16.0
Fri 3/31	7:00AM-3:30PM								16.0
Sat 4/01									16.0
Sun 4/02									16.0
Mon 4/03	7:00AM-3:30PM								16.0
Tue 4/04	7:00AM-3:30PM								16.0
Wed 4/05	7:00AM-3:30PM								16.0
Thu 4/06	7:00AM-3:30PM								16.0
Fri 4/07	7:00AM-3:30PM								16.0
Sat 4/08									16.0
Sun 4/09									16.0
Mon 4/10	7:00AM-3:30PM								16.0

Remember to **save** by clicking on the **Save** icon.

The screenshot shows the Kronos Timecards application interface. At the top, there is a navigation bar with 'Manage My Department' and 'Timecards' tabs. Below this is a table of timecards with columns for Date, Schedule, Pay Code, Amount, In, Out, and Transfer. A red box highlights a comment bubble icon in the 'In' column for the entry on Wednesday, 3/29. A red arrow points from this bubble to a larger view of the comment: 'Additional Comment [Supervisor approved]'. Below the table is a 'Totals' section with a table showing account balances and expected hours.

Date	Schedule	Pay Code	Amount	In	Out	Transfer
Tue 3/28	7:00AM-3:30PM			8:00AM	12:00PM	
Wed 3/29	7:00AM-3:30PM			8:00AM	12:00PM	///ISD-IT1100017/ISD-SUPPRT/
Thu 3/30	7:00AM-3:30PM					
Fri 3/31	7:00AM-3:30PM					
Sat 4/01						
Sun 4/02						
Mon 4/03	7:00AM-3:30PM					
Tue 4/04	7:00AM-3:30PM					
Wed 4/05	7:00AM-3:30PM					
Thu 4/06	7:00AM-3:30PM					
Fri 4/07	7:00AM-3:30PM					
Sat 4/08						
Sun 4/09						
Mon 4/10	7:00AM-3:30PM					

Account	Pay Code	Amount
ISD-25010133/ISD-05-0152-0005-/ISD-IT1100006/ISD-XM/ISSD/-/	Regular Hrs	8.0
(/ISD-25010133/ISD-05-0152-0005-/ISD-IT1100017/ISD-SUPPRT/-/	Regular Hrs	8.0
ISD-25010133/ISD-05-0152-0005-/ISD-IT1100006/ISD-XM/ISSD/-/	Total Hrs balance to expected Hrs	8.0
(/ISD-25010133/ISD-05-0152-0005-/ISD-IT1100017/ISD-SUPPRT/-/	Total Hrs balance to expected Hrs	8.0

To see the comment, hover the cursor over **Comment** bubble.

The screenshot shows the Kronos Workforce Center interface. At the top, there's a navigation bar with 'KRONOS' and 'Sign Out'. Below that, there's a 'Message My Department' and 'Timecards' tab. The main area is titled 'Genius' and 'Pay Period Clear Manager'. It shows a table with columns for 'Name', 'Total Hrs - to Expected', 'Expected Hrs', 'Total EH Hrs', 'Missed Patch', 'No Hours on Scheduled Day', and various day abbreviations (S, V, O, L, O, D, D, P, C, S, T, W, T, T, h, a, k, c, h, O, P, C, D, o, l, i, a, s, e, b, i, m, t, W, a, k, k). A dropdown menu is open over the table, showing options: 'Previous Pay Period', 'Current Pay Period', 'Next Pay Period', 'Previous Schedule Period', 'Current Schedule Period', 'Next Schedule Period', 'Week to Date', 'Last Week', 'Yesterday', 'Today', 'Yesterday/Today/Tonorrow', 'Yesterday plus 6 days', and 'Last 30 days'. A red box highlights the dropdown arrow in the upper right corner of the table area, and a red arrow points to it from the text on the right.

To find another **time period**, in the upper right corner, click the down arrow in the **Previous Pay Period** hyperfind. Select from the drop down.

The screenshot shows the Kronos Workforce Center interface. A red box highlights a calendar icon in the top navigation bar. A red arrow points from this icon to a date selection dropdown menu in the 'Pay Period Close Manager' section, which is also highlighted with a red box. The dropdown menu is currently set to 'All Home' and has a 'Select Dates' button next to it. Below the dropdown is a table with columns for Name, Total Pts, Expected Pts, Total Eh hrs, Missed Punch, No Hours on Scheduled Day, and various day abbreviations (S, V, O, L, D, O, P, C, Standby, 9-80, Employer, Manager, Assigned, Dept).

Name	Total Pts Expected	Expected Pts	Total Eh hrs	Missed Punch	No Hours on Scheduled Day	S	V	O	L	D	O	P	C	Standby	9-80 OE Review	Employer Approval	Manager Approval	Assigned Manager	Dept
[Redacted]		80.0			✓												1	[Redacted]	150-25010133
[Redacted]		80.0			✓												1	[Redacted]	150-25010133
[Redacted]		80.0			✓												1	[Redacted]	150-25010133
[Redacted]		80.0			✓												1	[Redacted]	150-25010133

To find a **range of dates**, click the **Calendar** and select dates.

Pay Period Close Activities for Managers

Pay Period Close-Manager

1. Total Hrs to Expected & Expected Hrs

Total hours for all employees should not exceed 80 per pay period.

Total Hrs Expected should match Expected Hrs for the pay period.

Part Time employees can exceed expected hours, not to exceed 80.

2. Total EH Hours

Extra Help employees always show 1.0 in Expected Hrs. Ensure hours are appropriate.

3. Missed Punch & No Hours on Scheduled Day

Check mark in the No Hours on Scheduled Day indicates error on timecard that needs to be resolved.

Missed Punch is a shift missing either an "In" or "Out" punch.)

4. Sick, Vac, Other (Paid Leaves), LWOP, OT Paid, OT Comp, OT Dbl, Phonework, Callback, Standby

Ensure hours are appropriate.

5. 9-80 OT Review

Check mark indicates error on timecard that needs to be resolved. Is the short day of the schedule split correctly? Is Employee following the schedule?

6. Employee Approval

Check mark is required to indicate an employee approval.

7. Manager Approval

Check mark is required to indicate a Managers approval.

Other Genies/Audits

Review as needed.

- o Holiday Taken
- o Sick Leave Audit
- o Employee Directory

Let's begin the **Manager Pay Period Close** approval process.

Use the **Managers' TimeSaver Cheat Sheet for Pay Period Close** as a step by step guide for approving your employees' timecards.

Name	Total Hrs to Expected	Expected Hrs	Total (Hrs)	Missed Punch	No Hours on Scheduled Day	S	V	O	L	O	D	O	P	C	Standby	9-80 OT Review	Employee Approval	Manager Approval	Assigned Manager	Start Date	End Date		
[Redacted]	110	80	110																		03-25-09	03-25-09	
[Redacted]	80	80	80		✓																	03-25-09	03-25-09
[Redacted]	80	80	80		✓																	03-25-09	03-25-09
[Redacted]	80	80	80		✓																	03-25-09	03-25-09

The **Pay Period Close Manager** genie consolidates all the attributes needed for a manager or supervisor to approve an employee's timecard.

Step 1. Review the **Total Hrs To Expected** column. This view sorts in ascending order. This column should match the **Expected Hours** column. If there are no hours or hours are less than expected, the employee has not completed his or her timecard.

Part time employees may exceed the **Expected Hrs** column, but may not exceed 80 hours.

Total hours worked should not exceed 80 hours per pay period for any employee.

The screenshot shows the Kronos Workforce Central interface. At the top, there are two callout boxes: 'Expected Hrs' and 'Total EH Hrs', both outlined in red. Red arrows point from these boxes to the corresponding columns in the main table below. The table has several columns, including 'Name', 'Total Hrs - to Expected', 'Expected Hrs', 'Total EH Hrs', 'Missed Punch', 'No Hours on Scheduled Day', and various day abbreviations (S, V, O, L, O, O, P, C, Standby, 9-89 OT Review, Employee Approval, Manager Approval, Assigned Manager). The first row of data shows values of 1.0 for 'Expected Hrs' and 23.0 for 'Total EH Hrs'. There are also some redacted rows with black bars.

Name	Total Hrs - to Expected	Expected Hrs	Total EH Hrs	Missed Punch	No Hours on Scheduled Day	S	V	O	L	O	O	P	C	Standby	9-89 OT Review	Employee Approval	Manager Approval	Assigned Manager	
[Redacted]		1.0	23.0																
[Redacted]		80.0			✓														
[Redacted]		80.0			✓														
[Redacted]		80.0			✓														

Step 2. For extra help employees, the **Expected Hrs** column will have the number 1.0.

Review the **Total Extra Help Hours** column to confirm hours worked are appropriate.

Name	Total Hrs to Expect	Expected Hrs	Total Est Hrs	Missed Punch	No Hours on Scheduled Day	S	M	T	W	T	F	S	S	L	O	O	O	P	C	Standby	9-85 OT Review	Employee Approval	Manager Approval	Assign Manager	De
[REDACTED]	80.0	80.0																							ESD-2510113
[REDACTED]	16.0	80.0																							ESD-2510113
[REDACTED]	16.0	80.0																							ESD-2510113
[REDACTED]	16.0	80.0																							ESD-2510113

Step 3. If there is a check mark in the **Missed Punch** column, the employee is missing either an "In" or "Out" punch.

A check mark will be present in the **No Hours on Scheduled Day** column if there are no hours entered on a scheduled work day.

Investigate any discrepancies with your employee.

The screenshot shows the Kronos Workforce Central interface. The main table displays employee timecard data. A red box highlights a grid of 10 columns: Sick, Vacation, Other, LWOP, Overtime Paid, Overtime Double, Phone Work, Call Back, and Standby. An arrow points from a smaller red box above to the 'Sick' column.

Name	Total Hrs - To Expected	Expected Hrs	Total Eff Hrs	Missed Punch	No Hours on Scheduled Day	S	V	O	L	O	O	P	C	Standby	9:30 OT Review	Employee Approval	Manager Approval	Assigned Manager	Dept	
BAUOH, MICHAEL J		80.0			✓															
FRHA, MOHAMMAD W		80.0			✓															
GUARRACINO, J																				
SHERARD, JAMES						S	V	O	L	O	O	P	C	Standby						
VELASQUEZ, J						i	a	c	k											
VICTORINO, J						h	v	o	w	o	p	c	o							
WILSON, SCOTT						k	a	t	h											
MCCANTS, C																				
RUPPIN, JULIA																				
BLACKBURN, J																				
WALTERS, ROBERT																				
FELDIANO, M																				
MEMMURRAY, J																				
WALTERS, ROBERT																				
NI, MADEL V																				
SUNEVGOHL, J																				
PENA, MARTIN D	34.0	80.0			✓															
	17	56.50	0			0	48.00	0	0	0	0	0	0	0	0					

Step 4. The following ten columns should be reviewed for **Sick, Vacation, Other** (such as catastrophic, education or jury duty), **LWOP, Overtime Paid, Overtime Comp, Overtime Double, Phone Work, Call Back, and Standby**.

Ensure these hours are appropriate. If not, investigate by reviewing the employee's schedule and/or contact the employee to clear any discrepancies.

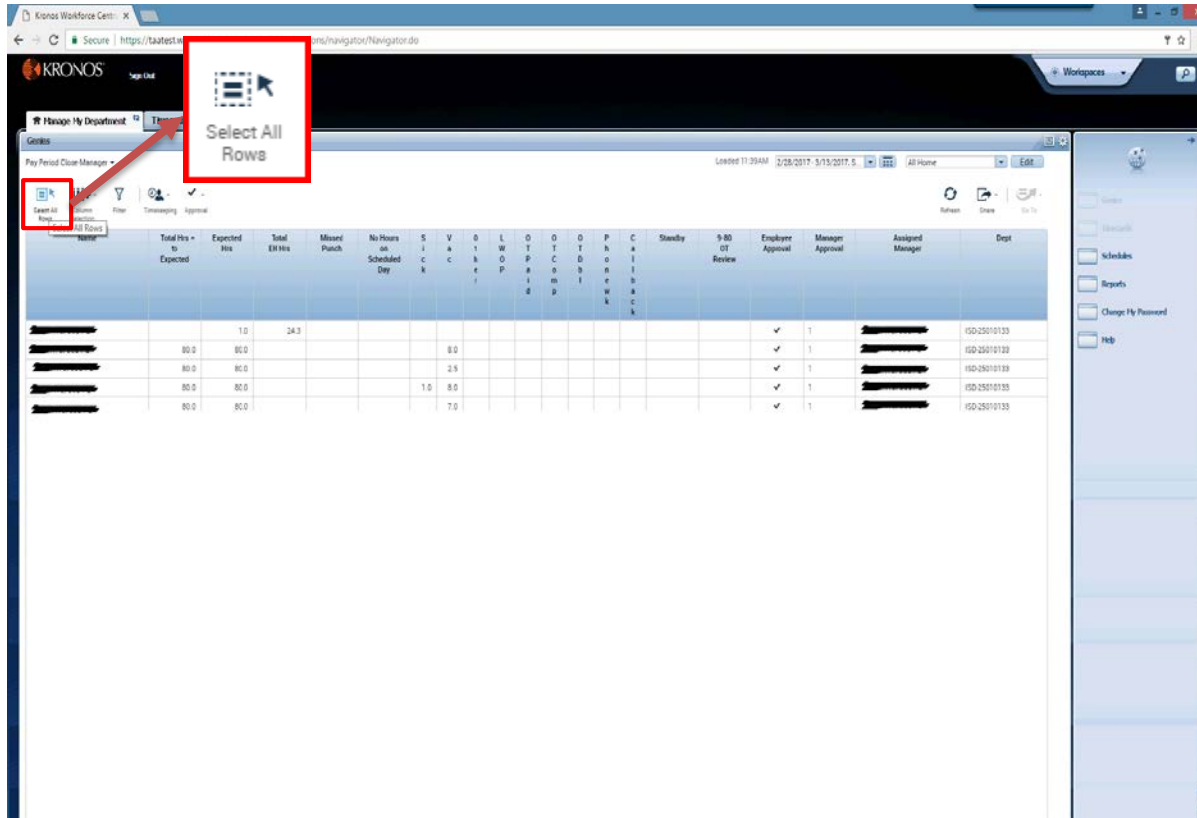
Name	Total Hrs to Expected	Expected Hrs	Total EH Hrs	Mixed Punch	No Hours on Scheduled Day	S	V	O	L	O	O	P	C	Standby	9-80 OT Review	Employee Approval	Manager Approval	Assigned Manager	Dept
[REDACTED]	7.5	80.0			✓											1		[REDACTED]	ISD-25010133
[REDACTED]		1.0	23.0							1.0								[REDACTED]	ISD-25010133
[REDACTED]		80.0			✓											1		[REDACTED]	ISD-25010133
[REDACTED]		80.0			✓											1		[REDACTED]	ISD-25010133
[REDACTED]		80.0			✓											1		[REDACTED]	ISD-25010133

Step 5. If an employee works a 9-80 schedule and a check mark is present in the **9-80 OT Review** column, confirm if the short day of the schedule is split correctly and the employee is following the schedule. Contact the employee to clear any discrepancies.

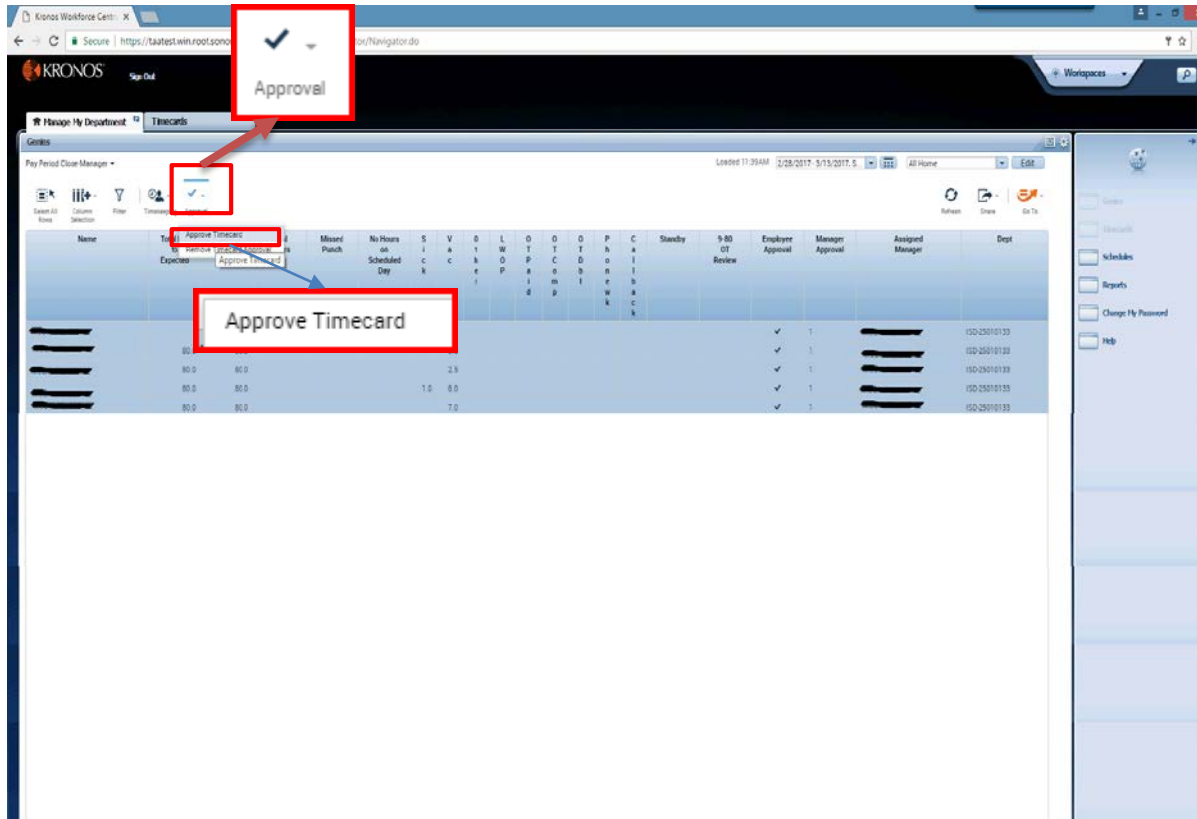
The screenshot shows the Kronos Workforce Center interface. A red box highlights the 'Employee Approval' column header, with an arrow pointing to the 'Employee Approval' column in the table below. The table has columns for Name, Total Hrs to Expected, Expected Hrs, Total EH Hrs, Missed Punch, No Hours on Scheduled Day, and various day-of-week indicators (S, V, O, L, O, O, O, P, C, Standby, 9-90 ST Review, Employee Approval, Manager Approval, Assigned Manager, Dept).

Name	Total Hrs to Expected	Expected Hrs	Total EH Hrs	Missed Punch	No Hours on Scheduled Day	S	V	O	L	O	O	O	P	C	Standby	9-90 ST Review	Employee Approval	Manager Approval	Assigned Manager	Dept
[REDACTED]	80.0	80.0						32.0										1	[REDACTED]	ISD-25010139
[REDACTED]	16.0	80.0			✓			1.0		1.0								1	[REDACTED]	ISD-25010139
[REDACTED]	16.0	80.0			✓													1	[REDACTED]	ISD-25010139
[REDACTED]	16.0	80.0			✓													1	[REDACTED]	ISD-25010139
[REDACTED]	8.0	80.0			✓					18.0		14.0						1	[REDACTED]	ISD-25010139

Step 6. Now for the approval process. Ensure there is a check mark in the **Employee Approval** column for all of your employees. If not, contact the employee to approve his or her timecard.

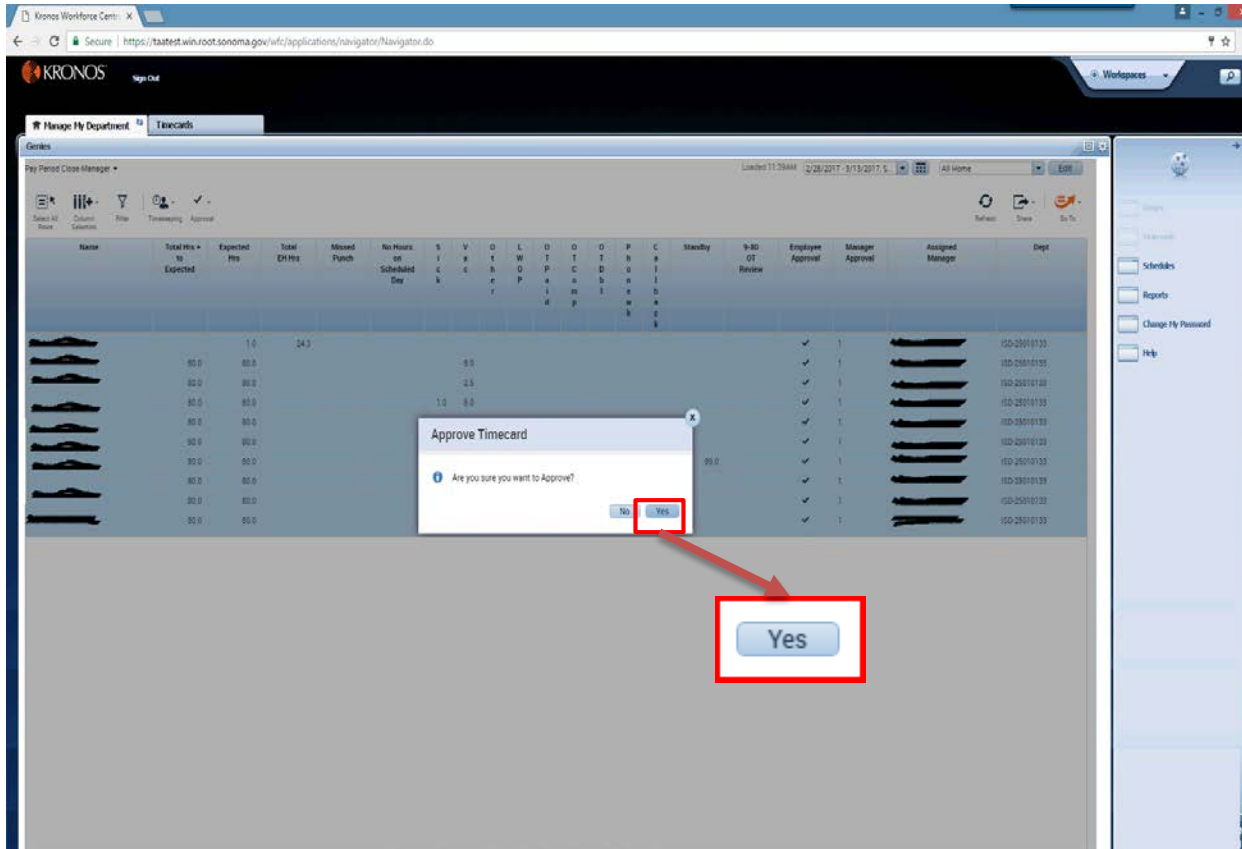


Once your employees' timecards have been completed, reviewed, and approved, you may approve the timecards individually. **However, the most efficient way to approve them is to Select All Rows.**



Click the **Approval** icon, and select **Approve Timecard**.

The option to remove approvals is also available.



Click Yes.

Your approval certifies timecard(s) have been reviewed by you and timecard(s) are accurate.

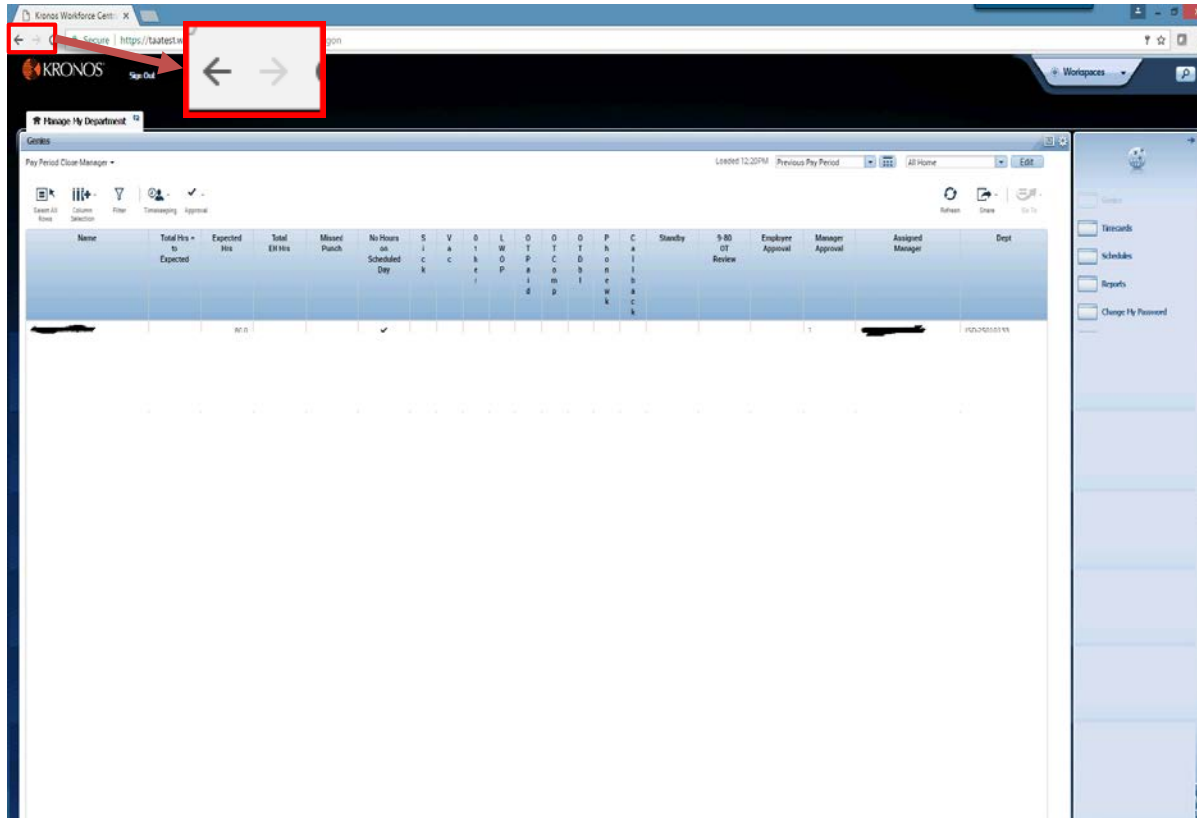
The screenshot shows the Kronos Workforce Central interface. The main area displays a table of timecard entries for a pay period from 2/28/2017 to 3/13/2017. The table includes columns for employee information, hours worked, and approval status. A red box highlights the 'Manager Approval' column, which contains the number '1' for several rows, indicating approval.

Name	Total Hrs to Expected	Expected Hrs	Total EM Hrs	Mixed Punch	No Hours on Scheduled Day	S	V	O	L	O	O	P	C	Standby	9-80 OT Review	Employee Approval	Manager Approval	Assigned Manager	Dept
[REDACTED]			1.0	-24.3												✓	1	[REDACTED]	ISO-25010133
[REDACTED]	80.0	80.0						8.0								✓	1	[REDACTED]	ISO-25010133
[REDACTED]	80.0	80.0					2.5									✓	1	[REDACTED]	ISO-25010133
[REDACTED]	80.0	80.0			1.0	8.0										✓	1	[REDACTED]	ISO-25010133
[REDACTED]	80.0	80.0				7.0										✓	1	[REDACTED]	ISO-25010133

A manager's approval will be indicated by the number **1** or **2** in the **Manager Approval** column.

The screenshot shows the Kronos Workforce Central web application. At the top left, there is a 'KRONOS' logo and a 'Sign Out' button. A red box highlights this button, and a red arrow points from it to a larger 'Sign Out' button located in the top right corner of the application header. Below the header, there is a navigation menu with 'Manage My Department', 'Timecards', and 'My Information'. The main content area displays a 'Pay Period Close Manager' table with columns for Name, Total Hrs to Expected, Expected Hrs, Total Edt Hrs, Missed Punch, No Hours on Scheduled Day, and various approval columns. The table contains several rows of data, some of which are redacted with black bars.

Click **Sign Out** to log off.



Please be alerted that using the browser arrows will erroneously log you off TimeSaver.

Please log off by clicking **Sign Out**.

Manage My Department

Pay Period Close Manager

LOADED 12:20PM Previous Pay Period All Home EDR

Name	Total Hrs to Expect	Expected Hrs	Total EM Hrs	Missed Punch	No Hours on Scheduled Day	S	V	O	L	O	O	P	C	S	9-10 OF Review	Employee Approval	Manager Approval	Assigned Manager	Dept
SAUEH MICHAEL J		80.0			✓												1	SALZGEBER, JENG P	100-20010130
RIGHA MOHAMMAD W		80.0			✓												1	SALZGEBER, JENG P	100-20010130
SUARRACONG JOHN J		80.0			✓												1	SALZGEBER, JENG P	100-20010130
SHERARO JASON A		80.0			✓												1	SALZGEBER, JENG P	100-20010130
VILASQUEZ-HECTOR		80.0			✓												1	SALZGEBER, JENG P	100-20010130
VICTORINO JOE		80.0			✓												1	SALZGEBER, JENG P	100-20010130
WILSON SCOTT C		80.0			✓												1	SALZGEBER, JENG P	100-20010130
MCCANTS CODY L	1.0																1	SALZGEBER, JENG P	100-20010130
RAMPON JULIA A		80.0			✓												1	SALZGEBER, JENG P	100-20010130
SLACKBURN JAY S		80.0			✓												1	SALZGEBER, JENG P	100-20010130
WALTERS ROBERT W		80.0			✓												1	SALZGEBER, JENG P	100-20010130
FELICIANO MARCO A		80.0			✓												1	SALZGEBER, JENG P	100-20010130
MCMURRAY BRIAN J		80.0			✓												1	HOMI, DANAL	100-20010131
WALTERS ROSS A		80.0			✓												1	SALZGEBER, JENG P	100-20010130
NG NAREL K	8.0	80.0			✓												1	SALZGEBER, JENG P	100-20010130
SLAYEGISH ANITAT	24.0	80.0			✓			24.0									1	SALZGEBER, JENG P	100-20010130
PENA MARTIN D	24.5	80.0			✓			24.0		0.5						✓	1	SALZGEBER, JENG P	100-20010130
17 36.50 0 0 48.00 0 0 0.50 0 0 0 0 0 0 0 0																			

This concludes the employee training for a project view timecard.

End of Procedure.