

Kronos 7.0 Upgrade – Timecard Edits

1. From Employee Main Navigator page
 - a. Select the correct Time Period
 - b. Click Maximize

The screenshot displays the Kronos 7.0 Employee Main Navigator interface. At the top, the 'KRONOS' logo and 'IT DAY Sign Out' are visible. The main navigation bar includes 'Employee', 'Workspaces', and a search icon. The central area is divided into several panels:

- ESS Calendar:** Shows a calendar for November 2014 with the 24th selected.
- ESS Timecard:** The primary panel, showing a table of timecard entries for the 'Current Pay Period'. A red arrow points to the 'Time Period' dropdown menu above this panel.
- My Reports:** A panel on the left with a link to 'My Reports' in the 'Workforce Timekeeper' application.
- My Information:** A panel on the right showing 'Employee Home Page' and 'ESS Timecard' options. A red arrow points to the maximize button in the top right corner of this panel.

The ESS Timecard table contains the following data:

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Daily	Period
Sun 11/23								
Mon 11/24		10-R...	8.0	8:00			8.0	8.0
Tue 11/25		10-R...	8.0	8:00			8.0	16.0
Wed 11/26		10-R...	8.0	8:00			8.0	24.0
Thu 11/27		10-R...	8.0	8:00			8.0	32.0
Fri 11/28		10-R...	8.0	8:00			8.0	40.0
Sat 11/29								40.0
Sun 11/30								40.0
Mon 12/01		10-R...	8.0	8:00			8.0	48.0
Tue 12/02		10-R...	8.0	8:00			8.0	56.0

Below the table, there is a summary section with 'Totals' and 'Accrual' tabs. The 'Accrual' tab shows a table with the following data:

Location	Job	Account	Pay Code	Amount
Org/HMNMH/ADMIN	SRDIR	10/86100/0348/10.86100.0078/0/0/0	10-Regular	80.0

On the right side, the 'My Information' panel shows an 'As of' date of 12/06/2014 and a table of accrual codes and balances:

Accrual Code 1	Available Balance
ESL	255.54
PTO	147.7

2. Select the box for the corresponding date and time you would like to add.
 - a. Left click
 - b. Add time

ESS Timecard


Current Pay Period [v] [icon] Refresh Save Cancel More [v]

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Daily	Period
Sun 11/23								
Mon 11/24	7:00-19:30			800				
Tue 11/25	7:00-19:30							
Wed 11/26	7:00-19:30							
Thu 11/27	7:00-19:30							
Fri 11/28	7:00-19:30							
Sat 11/29								
Sun 11/30								
Mon 12/01	7:00-19:30							
Tue 12/02	7:00-19:30							
Wed 12/03	7:00-19:30							
Thu 12/04	7:00-19:30							

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Location	Job	Account	Pay Code	Amount
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Totals Accrual



3. Click away from the box
4. Click on Comments link
5. Select the type of comment

The screenshot shows a web browser window displaying the ESS Timecard application. The browser address bar shows the URL: <http://krios.henrymayo.net/wfc/applications/navigator/Navigator.do>. The application interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with buttons for Refresh, Save, Cancel, and More. The main area displays a table of timecard entries for the current pay period.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Daily	Period
Sun 11/23								
Mon 11/24	7:00-19:30			800				
Tue 11/25	7:00-19:30							
Wed 11/26	7:00-19:30							
Thu 11/27	7:00-19:30							
Fri 11/28	7:00-19:30							
Sat 11/29								
Sun 11/30								
Mon 12/01	7:00-19:30							
Tue 12/02	7:00-19:30							
Wed 12/03	7:00-19:30							
Thu 12/04	7:00-19:30							

An 'Add Comment' dialog box is open, showing a list of comment types with checkboxes:

- Double Punch
- Early In
- Extra Work-Reason
- Missed Punch

Two red arrows point to the 'Comments' link in the 'In' column of the table and the 'Add Comment' dialog box. The dialog box also has 'OK' and 'Cancel' buttons at the bottom.

6. If Missed Punch, Click to check the box

The screenshot shows the ESS Timecard application interface. At the top, there is a browser window with the URL <http://krios.henrymayo.net/wfc/applications/navigator/Navigator.do>. Below the browser, the application has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with buttons for Refresh, Save, Cancel, and More. The main area is a table with columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Daily, and Period. The table shows data for dates from Sun 11/23 to Thu 12/04. A modal window titled "Add Comment" is overlaid on the table. It contains a list of checkboxes: "Double Punch", "Early In", "Extra Work-Reason", and "Missed Punch". The "Missed Punch" checkbox is checked, and a red arrow points to it. There are also small green plus and red minus icons next to the "Missed Punch" checkbox. At the bottom of the modal are "OK" and "Cancel" buttons. Below the table, there are dropdown menus for "Location" and "Job", and a "Totals" section with an "Accrual" button.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Daily	Period
Sun 11/23								
Mon 11/24	7:00-19:30			800				
Tue 11/25	7:00-19:30							
Wed 11/26	7:00-19:30							
Thu 11/27	7:00-19:30							
Fri 11/28	7:00-19:30							
Sat 11/29								
Sun 11/30								
Mon 12/01	7:00-19:30							
Tue 12/02	7:00-19:30							
Wed 12/03	7:00-19:30							
Thu 12/04	7:00-19:30							

7. Click the green plus

8. Click in the notes section and begin typing note

http://krios.henrymayo.net/wfc/applications/navigator/Navigator.do

File Edit View Favorites Tools Help



Convert Select


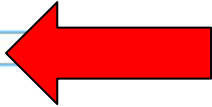
ESS Timecard

Current Pay Period [] Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Daily	Period
Sun 11/23								
Mon 11/24	7:00-19:30			800				
Tue 11/25	7:00-19:30							
Wed 11/26	7:00-19:30							
Thu 11/27	7:00-19:30							
Fri 11/28	7:00-19:30							
Sat 11/29								
Sun 11/30								
Mon 12/01	7:00-19:30							
Tue 12/02	7:00-19:30							
Wed 12/03	7:00-19:30							
Thu 12/04	7:00-19:30							

Add Comment

- Double Punch
- Early In
- Extra Work-Reason
- Missed Punch  

 I forgot my badge 

OK Cancel

Location	Job	Pay Code	Amount
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Totals Accrual

9. You can tell there is a comment and or note by the icon next to the time entered

10. Save!

ESS Timecard

Current Pay Period [dropdown] [calendar icon] Refresh Save

Date	Schedule	Pay Code	Amount	In	Out
Sun 11/23					
Mon 11/24	7:00-19:30			800	
Tue 11/25	7:00-19:30				
Wed 11/26	7:00-19:30				
Thu 11/27	7:00-19:30				
Fri 11/28	7:00-19:30				
Sat 11/29					

11. Hover over the comment icon to view the notes text

ESS Timecard

Current Pay Period [dropdown] [calendar icon] Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out
Sun 11/23					
Mon 11/24	7:00-19:30			800	
Tue 11/25	7:00-19:30				
Wed 11/26	7:00-19:30				
Thu 11/27	7:00-19:30				
Fri 11/28	7:00-19:30				
Sat 11/29					
Sun 11/30					
Mon 12/01	7:00-19:30				
Tue 12/02	7:00-19:30				
Wed 12/03	7:00-19:30				
Thu 12/04	7:00-19:30				

Missed Punch [I forgot my badge]

To add a timekeeping line

1. Select the day you need to add a line for – below in blue
2. Click more

ESS Timecard

Current Pay Period [v] Refresh Save Cancel More [v]

Date	Schedule	Pay Code	Amount	In	Transfer	Daily	Period
Sun 11/23							
Mon 11/24	7:00-19:30			800			
Tue 11/25	7:00-19:30						
Wed 11/26	7:00-19:30						
Thu 11/27	7:00-19:30						
Fri 11/28	7:00-19:30						
Sat 11/29							
Sun 11/30							
Mon 12/01	7:00-19:30						
Tue 12/02	7:00-19:30						
Wed 12/03	7:00-19:30						
Thu 12/04	7:00-19:30						

Approve
Remove Approval
Sign Off
Remove Sign-Off
Add Row

Location [All] Job [All]

Location	Job	Account	Pay Code	Amount
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Totals Accrual

3. Once line is added, proceed to adding time in/out

ESS Timecard

Current Pay Period [dropdown] Refresh Save Cancel More [dropdown]

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Daily	Period
Sun 11/23								
Mon 11/24	7:00-19:30			8:00	12:00			
				13:00	17:00			
Tue 11/25	7:00-19:30							
Wed 11/26	7:00-19:30							
Thu 11/27	7:00-19:30							
Fri 11/28	7:00-19:30							
Sat 11/29								
Sun 11/30								
Mon 12/01	7:00-19:30							
Tue 12/02	7:00-19:30							
Wed 12/03	7:00-19:30							

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All [dropdown] All [dropdown]

Location	Job	Account	Pay Code	Amount
Org/HMNMH/DOU	CLN MGR RN	10/61500/0091/10.60100.0080/0/0/0	10-Regular	8.0
Org/HMNMH/DOU	CLN MGR RN	10/61500/0091/10.60100.0080/0/0/0	91-Shift 2	2.0

Totals Accrual