Kronos(UKG) Version 8 Navigation Instructions

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ACCESSING KRONOS(UKG) TIME AND ATTENDANCE SYSTEM

In order to access the Kronos(UKG) system, open Google Chrome (*preferred*), Internet Explorer, or Firefox and type the following URL:

https://timereport.uchc.edu/

A Kronos(UKG) icon is also located within the UConn Health Applications folder located on your computer's desktop.



LOGGING ON



- Type in Username and Password:
- Your Kronos(UKG) username and password are the same as your UConn Health **network** username and password.
- Click **Log On** button on the right of the Password text box.

Salaried Employee Navigation

	Log Off/ Sign Out		Timecard Actions: Print, Refresh, Calc Tot, & Save			Click down arrow to change Time Period View				Click calendar icon to specify range of dates			
		1									- I		
		KRONOS	CARLOS Sign Out	ZUMBRANO8									
	ŧ	My Information	2 5										
	My	Timecard									· [1] ;	÷ 🔶	
	Loaded: 12:22 PM Current Pay Period 🔍 🛄											**	
Approve/Remove		 . 							•	Ð			
Approval		pprove mecard							Prin Timeo		Celculate Save Totals		
		Pay Code	Transfer	Fri 1/05	Sat 1/06	Sun 1/07	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Total		
	×	Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0		
Add Pay Code:		<enter code="" pay=""></enter>											
<enter code="" pay=""></enter>	×	Daily Total		8.0			8.0	8.0	8.0	8.0	40.0		
		Pay Code	Transfer	Fri 1/12	Sat 1/13	Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Total		
Delete Row:		Hours Worked		8.0			8.0	8.0	8.0	8.0	40.0		
X icon	×	<enter code="" pay=""></enter>											
	×	Daily Total		8.0			8.0	8.0	8.0	8.0	40.0		
							-						
	Totals Accruals Audits												
		All	▼ All	•									
	Account Pay Code Amount												
	006/31010/A/P/X/X/X				010 - B	010 - BASE EARNINGS				80.0			

Click & drag bar up or down to make Timecard area wider/narrower

- <u>Add an Additional Pay Code</u> click on <Enter Pay Code> on the appropriate row. Note: in order to add multiple pay codes, you must either click Calculate Totals or Save for a new row to be inserted.
- <u>Delete a Row</u> click on the X icon on the row you wish to delete.
- <u>Calculate Totals</u> click Calculate Totals to update the hours entered and totals without saving.
- <u>Save</u> click Save to update the hours entered and totals at the bottom of the timecard.
- <u>Approve Timecard / Remove Approval</u> click Approve Timecard button and Approve Timecard or Remove Timecard Approval. Approve Timecard will change the timecard color and the options to add pay codes and delete rows is no longer available.

ATTENTION: If you approve/edit other employee timecards proceed with the rest of the document, otherwise if you are <u>not</u> a time approver/editor stop here.

Manager Navigation



- <u>Manage My Department tab</u> home navigation tab to access various Genies and Related Items bar. Note: when clicking Timecards, Schedules, Reports etc..., new tabs open to the right of the Manage My Department tab. Hover over the tab and click X to close or refresh icon.
- <u>Genies drop down list</u> (old My Genies tab) select the appropriate genie to view: My Employees, Employees Data, Reconcile Timecard, Pay Period Close etc...
- <u>Go To drop down</u> select employees and then click Go To to go to *Selected* employee(s) Timecard, Schedule, People record or to run a Report on the *selected* employee(s). Selected employee(s) specific.
- <u>**Related Items bar**</u> click to go to *All* your active employees (All Home) Timecards, Schedules, People record or to run Reports on All Home/Group of employees.
- <u>Alerts</u> click to see employees with timecard exceptions for the *current* pay period such as Missed Punch, Unexcused Absence, Very Early In, Very Late Out, Unscheduled, and Invalid Duration.
- <u>Columns drop down</u> hover over any column heading, click the down arrow, and select sort or group by.
- <u>My Timecard</u> Salaried Employees Only (located on the Related Items bar on right) click to enter, edit, view, and approve your own time report. (*refer to prior page on salaried timecard navigation*)

Managing Timecards Navigation (Hourly Employee Displayed)

avigation Tabs Opened: Ianage My Department (home), imecards	Arrows to To Selected Emp			eriod dr ime perio	o p down: od	Calenda Specify	ates	Query View Selection		
KRONOS Manage My Departme Timecards	Thomas ZTest Sign Out	52) ¹ (2)				/orkspaces		
Approve/ Remove	1 of 1 🕨 MP18				Losded	10:03 AM Previous Pe	Period	1 Employ	yee(s) Selected Seve Go To	
Approval	Schedule Pay Code	Amount	in Transfer	Out	In Trar	sfer Out	Shift	Daily	Period	
🛨 💌 Fri 1/05	7:00AM-3:30PM	6:5	9AM	3:30PM			8.0	8.0	8.0	
🛨 🗵 Sat 1/06									8.0	
🛨 📧 Sun 1/07									8.0	
	7:00AM-3:30PM		3AM	3:29PM			8.0	8.0	16.0	
	7:00AM-3:30PM		1AM	3:30PM			8.0	8.0	24.0	
	7:00AM-3:30PM		5AM	3:29PM			8.0	8.0	32.0	
+ X Thu 1/11	300 - PERSONAL LE 7:00AM-3:30PM	0.5	DAM	3:00PM			7.5	8.0	40.0	
	7:00AM-3:30PM 7:00AM-3:30PM	7:0	UAM	3:00PM			1.5	0.0	40.0	
• Sat 1/13	7.00AW-3.30FW								40.0	
									40.0	
	7:00AM-3:30PM	6:5	BAM	3:29PM			8.0	8.0	48.0	
	7:00AM-3:30PM		DAM	3:30PM			8.0	8.0	56.0	
+ 🗙 Wed 1/17	7:00AM-3:30PM	7:0	DAM	3:30PM			8.0	8.0	64.0	
Thu 3/30	7-00414 9-20D14	7.0		2,21014					73.0	
Totals Accruals Aud				Pay Code			Amount			
006/310 0/ZT0001/J/X/X		010 - BASE							71.5	
006/3101 (ZT0001/J/X/X		300 - PERSC							0.5	
Add Dele	te Schedule	Click ð	k drag ba	r up or d	lown to	Ti	mecard A	ction	s: Print.	

- <u>**Right Click on Employee's Name**</u> view the employee's pay rule and home account.
- <u>Right Click on Punch</u>
 - **Edit** cancel meal deduction, Override Punch (new shift, in-punch, out-punch)
 - **Comments** add comment to punch
 - Mark as Reviewed mark the exception (late/early punch etc...) as reviewed. Changes color from red to green. Also, removes the alert.
- <u>Add a Row</u> click on the + icon to create a blank row below.
- <u>Delete a Row</u> click on the X icon on the row you wish to delete.
- <u>Calculate Totals</u> click Calculate Totals to update the hours and totals without saving.
- <u>Save</u> click Save to update the hours and totals at the bottom of the timecard and save changes.
- <u>Approve Timecard / Remove Approval</u> click Approve Timecard button and Approve Timecard or Remove Timecard Approval. Approve Timecard will change the timecard color and the options to add pay codes and delete rows is no longer available.
- <u>Query View</u> select employee list from available query list (*All Home*-active emps, *All*-inactive & active emps).

Managing Timecard Alerts

Alerts identify possible required actions for the time approver. If any employees have a timecard exception (such as missed punch, unexcused absence, very early in, very late out, unscheduled, and invalid duration) in the *current* pay period a number displays in the top-right corner of the alerts ! icon (See graphic A). The number corresponds to the number of employees with exceptions, not the number of exceptions per employee.

- <u>Click Alerts (!)</u> if you have an alert a number will appear next to the alert ! icon.
- <u>Click on Employee's Name</u> –brings you to the Exceptions Summary for the selected employee to resolve the alert. To resolve the exception, open the employee's timecard by double clicking on the Employee's name or Click the Go To button and then click Timecards.

