Kronos Workforce Central Job Aid
Ferry Supervisor

Table of Contents

OVERVIEW INSTRUCTIONS FOR FERRY SUPERVISORS

FIND AN INDIVIDUAL EMPLOYEE

Search or Find Employee

1) On the Home page in the **QuickFind** field, Type in Partial or Full Last name of employee with asterisk*

2) Click on the **magnify glass** icon to search for employee

3) Find employee Name in results displayed on the screen
4) Double click on the employee name and it will take you directly to the Employee Timecard or select the employee name, then click **Go To** icon, and then select **Schedules** in drop down menu

SCHEDULES

Assign Scheduled Pattern at Start of Bid

Click to find Employee
Go icon and choose schedule
Click on their name
Right click Schedule pattern, go to Pattern template drop down, and Choose pattern name, apply and save

Managers

Note: The default is forever

Assign Shift for Relief

Click to find the Employee
Goto icon and choose Schedules
Goto date/box and right click choose add shift, choose insert template, select shift from drop down, apply and save

GOLDEN GATE BRIDGE
HIGHWAY & TRANSPORTATION DISTRICT

Comments

6/28 - 7/04	
Sat 6/27	Sun 6/28

± Add shift ←

+🏛 Add Pay Code

📄 Insert shift template

📇 Enter Time Off

↩ Restore

📋 Paste

🕐 Edit Accrual Amounts

Add Shift

Assigned to

BRAZIS, CURTIS S ▼

Insert Template ▼   *Shift name*

Shift Details 12:00am-1:00am(1:00h)   Primary Job None

Shift Label [   ]   Repeat this shift for [1] days

Search...

Name	Description	Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
ADMN 8a - 4...	ADMN 8a - 430p						
ADMN-PT 83...	Part Time ADMN 7.5 hr work day	0am	6/27/2020	1:00			
BRMC Day 6...	Bridge Mechanics Day 630a - 3p						
BRMC Day 6...	Bridge Mechanics Day 6a - 230p						
BRMC Day 7...	Bridge Mechanics Day 7a - 330p						
BSMC Day 10...	Bus Mechanics Day 1030a-7p						

Displayed 100 of 317. Please narrow down your search.

Comments (0) Add Comment

[Cancel] [Apply]

Make sure Start and end date, Duration of shift are accurate.

If schedule is not available in drop down, Choose both employees who is out and covering the shift, copy and paste it in schedules.

Modify Work Rule in Shift

Add Work Rule

When schedule assigned
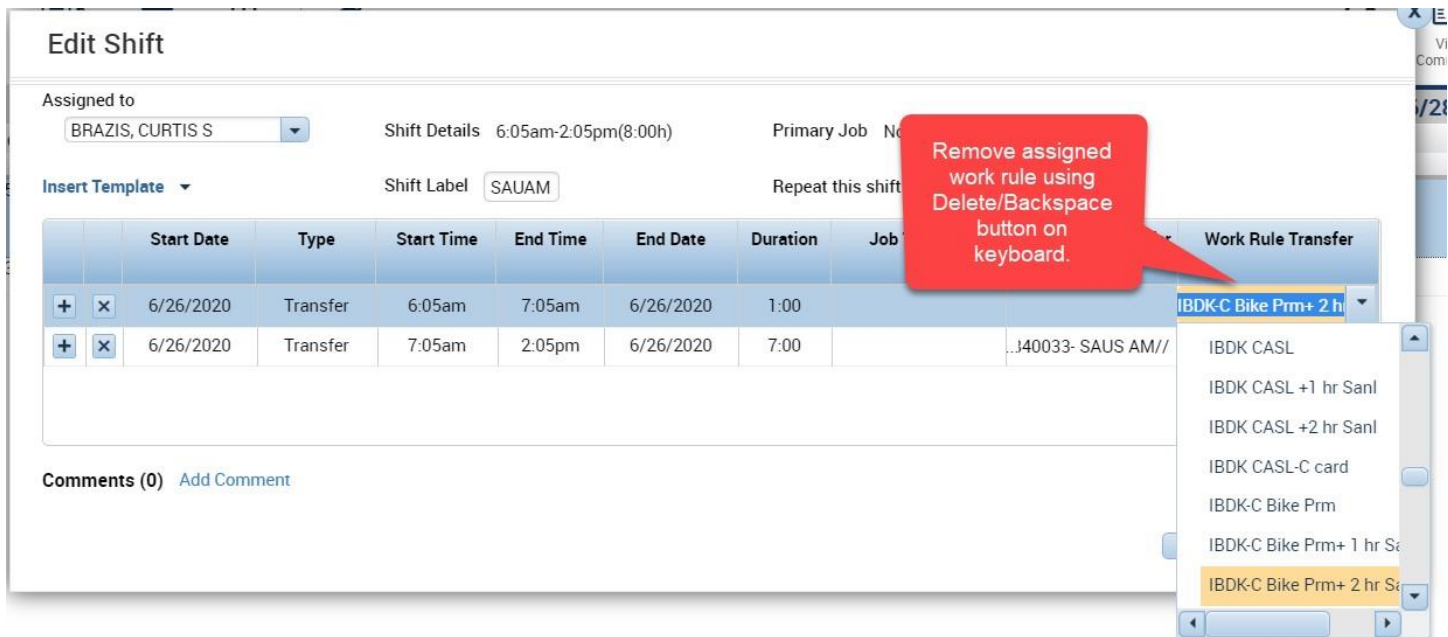
Choose drop down in work rule transfer, and select

Lead

No Lead

Sanitary

No Sanitary

Lead plus sanitary

Lead plus C card (misc premium)

Delete Work Rule

Use the Delete Work Rule process when you are removing Lead or Sanitary from that shift

1) Click on the drop down arrow in the **Show-All Home** field located on top of the screen (see above Manage My Shift screen shots)
2) Place cursor on **More** to see all shifts. Select Shift.
3) Click on **Schedule** on the right hand of the screen

4) In schedules, choose the shift on respective date, edit it.

5) In work rule transfer, remove transfer by using backspace or delete button. And save.

Add or remove Project number for shift

1) Select the employee from Quickfind, GoTo schedules and edit the shift. click on Labor Level Transfer and search.

2) In Transfer tab, choose labor accounts →CAPITAL-OP PROJECT , click on it and type Project number in smart search, click apply and save in schedules.
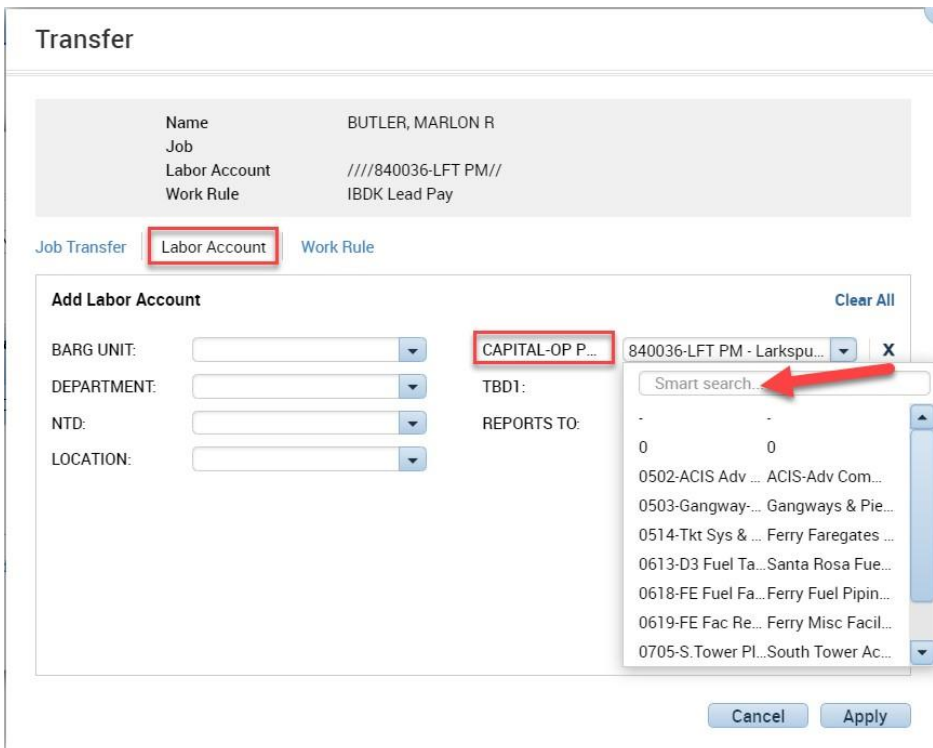
To add multiple project number for a split shift.

 Divide the total hours based on how many hours they are working on each project. Example Deckhands works 1 hour on COVID and rest on their boats, so we split hours by start and end time then add project numbers.

1) Select the employee, Go to schedules and edit the shift.
2) Split the shift into 2 different rows with start and end time
   (**Note** – Both lines start time should be within **6 hours from schedule start time**, greater than 6 hours will cause discrepancies and pay overtime)

3) Click on labor level transfer and choose search, choose project number in Labor transfer in Transfer pop up window.

4) Add project number on both rows, apply and save changes in schedules.

MY Information

In your home page click on '+' sign for more workspaces and choose **My Information.**
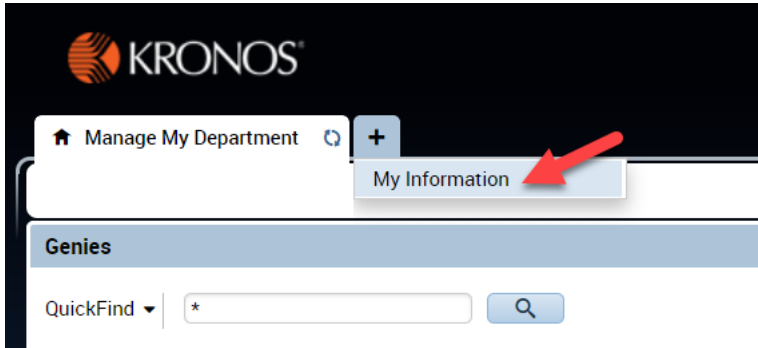
My Information workspace displays Accruals available, on right side panel widgets such as My Audits, My reports, My Timecard.

Click on My Timecard, to view your timecard.

REQUESTING TIME OFF

1)   In My Information Workspace is My Calendar, choose request time off.

2)   Choose the **Start Date** and **End Date** you would like to request.

3)   Select the appropriate **Pay Code** from the drop-down list

4)   Choose the appropriate **Duration**.

Choose **Full Day** to request the entire scheduled day

Request Time Off

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
Type:	Request Time Off ▼						
+ ×		8/03/2020	8/03/2020	~ ~ Pick a Pay C...	Hours ▼		
					Hours		
					Full day		

Accruals on: 8/03/2020

5)   Choose **Hours** to request a specific number of hours.

When entering **Hours**

6)   Enter the **Start time** you would like your time off to begin and the **Length** of time you would like to take

Request Time Off

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
Type:	Request Time Off ▼						
+ ×		8/03/2020	8/03/2020	~ ~ Pick a Pay C...	Hours	8:00AM	4

Accruals on: 8/03/2020

7)   Click **Submit**. A message is sent to your Manager for approval.

Request Time Off

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	✕	8/03/2020	8/03/2020	~ ~ Pick a Pay C...	Hours	8:00AM	4:00

Type: Request Time Off ▾

Accruals on: 8/03/2020 ▦

Accrual	Balance
Comp Time	79:45 Hour
Family Sick	48:00 Hour
Floating Holiday	16:00 Hour

Cancel Submit

8) You should see a **green box with an arrow** on the day(s) you submitted the request for. If you hover your mouse over the right arrow you will be able to see the details

Mon 8/03	Tue 8/04
⭢ Request Time Off	

Submitted 8:00AM - 12:00PM
~ ~ Pick a Pay Code !!! [4:00 h]

9) To Cancel a Time Off Request, click the right arrow and choose **Retract**. If your Manager has already approved the request, choose **Cancel**
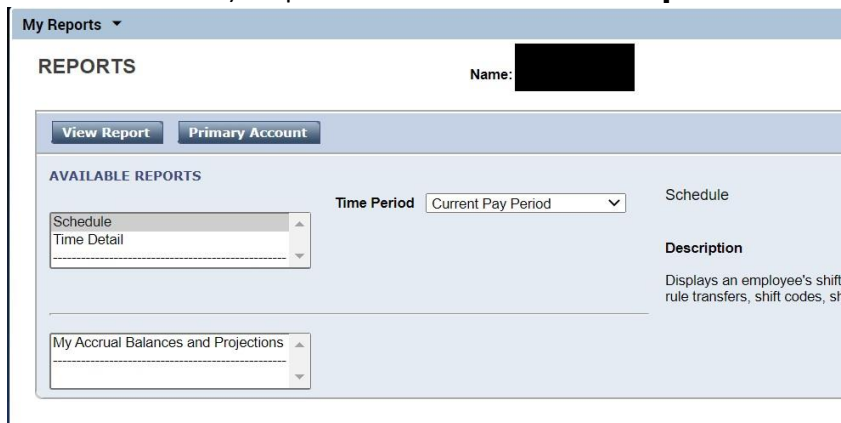
Mon 8/03	Tue 8/04
⭢ Request Time Off	

Details
Cancel request
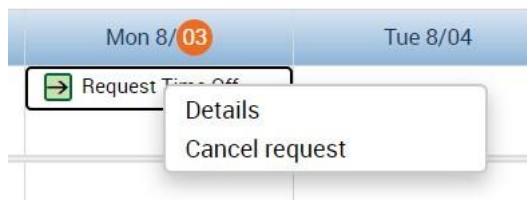
MY REPORTS

1) Select **My Reports** from the related items pane by clicking to open a new tab, or dragging the workspace to your home screen.

Managers

2) To view a report that shows your **Schedule**, **Time Detail** or **My Accrual Balances and Projections**, highlight the applicable option under **Available Reports**. Select the date range in the **Time Period** (or a specific date in the **As Of** for Accruals) drop down and click on **View Report**