



## Kronos Workforce Central Job Aid Ferry Supervisor

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### 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

# Kronos Workforce Central

## Managers



Manage My Department

Time Period Current Pay Period Show LFT2AM

Genies

QuickFind BRA\* [Search Icon]

Select All Rows Column Selection Filter Approval

Name	ID	Primary Labor Account	Pay Rule
BRAZIS, CURTIS S	E06875	IBDK/410/1/17/0/Y/E02171	IBDK SatSun

Loaded 1:28PM Current Pay Period

Share Go To

- 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

Manage My Department Employee Timecards

Time Period Current Pay Period Show All Home

Genies

QuickFind bra\* [Search Icon]

Loaded 2:56PM Current Pay Period

Select All Rows Column Selection Filter Approval

Share Go To

1 Selected

Current Pay Period

Go to widget

My Audits

My Timecard

Reports

Schedules

Employee Timecards

Exceptions

Go to workspace

Name	ID	Primary Labor Account
BRAZIS, CURTIS S	E06875	IBDK/451/4/17/0/Y/E02171

Administration Schedules

Schedules

Loaded: 2:49PM 6/15/2020 - 6/28/2020 1 Employee(s) Selected Edit

Quick Actions View Column Selection Visibility Filter Select all Gantt View Sorting Tools Refresh View Comments Share Save Go To

By Employee	6/14 - 6/20			6/21 - 6/27		6/28 - 7/04	
	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21
BRAZIS, CURTIS S	6:05AM - 2:05PM (x)	6:05AM - 2:05PM (x)	6:05AM - 2:05PM (x)	6:05AM - 2:05PM (x)	3735 - UNPD EXC [8:00] 6:05AM - 2:05PM (x)		6:05AM - 2:05PM (x)



### 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

The screenshot shows the 'Schedules' interface in Kronos Workforce Central. A modal dialog box titled 'Schedule Pattern' is open, showing details for a schedule assigned to 'BRAZIS, CURTIS S'. The dialog includes a table with the following data:



Start Date	End Date	Duration	Rotation
3/23/2020	Forever	1 week	1 Week: 605a - 205p(x)(Mon,Tue,Wed,Thu,Fri)

Buttons for 'Add Pattern' and 'OK' are visible at the bottom of the dialog. The background interface shows a list of schedules by employee, with the selected employee's name and schedule pattern visible.




## Managers

### Schedule Pattern

Assigned to  
**BRAZIS, CURTIS S** Primary job None



	Start Date	End Date	Duration	Rotation
 	3/23/2020	Forever	1 week	1 Week:605a - 205p(x)(Mon,Tue,Wed,Thu,Fri)

**Edit Pattern**

Anchor Date:\*   Start Date:\*   End Date:\*   Clear

Define Pattern for: \*   Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template  Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
  1		605a-205p					

Search...

Name	Description
ADMN 730a - ...	ADMN 730a - 4p
ADMN 7a - 3...	ADMN 7a - 330p
ADMN 830a - ...	ADMN 830a - 500p
ADMN 8a - 4...	ADMN 8a - 430p
ADMN 9a - 5...	ADMN 9a - 530p
ADMN-PT M-...	ADMN PT 7.5 hr M-Th

Displayed 100 of 316. Please narrow down your search.

**Annotations:**

- Anchor should be earlier than start (points to Anchor Date)
- enter Pattern name (points to Pattern Template dropdown)
- Forever (points to Forever radio button)

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

## Managers

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

Insert Template      Shift Label:      Repeat this shift for: 1 days

Search...      Shift name

Name	Description	Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
ADMN 8a - 4...	ADMN 8a - 430p	0am	6/27/2020	1:00			
ADMN-PT 83...	Part Time ADMN 7.5 hr work day						
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.

## Managers

Quick Actions | View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting | Tools | Refresh | View Comment

By Employee	6/14 - 6/20			6/21 - 6/27		6/28 -
Name	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27
BRAZIS, CURTIS S	6:05AM - 2:05PM (x)	6:05AM - 2:05PM (x)	6:05AM - 2:05PM (x)	6:05AM - 2:05PM (x)	6:05AM - 2:05PM (x)	
BUTLER, MARLON R	12:30PM - 8:30PM (x);IBDK Lead F	12:30PM - 8:30PM (x);IBDK Lead F	12:30PM - 8:30PM (x);IBDK Lead F	12:30PM - 8:30PM (x);IBDK Lead F	12:30PM - 8:30PM (x);IBDK Lead F	12:30PM - 8:30PM (x);IBDK Lead F

- Edit
- Add Pay Code
- Enter Time Off
- Delete
- Lock
- Unlock
- Cut
- Copy**
- Paste
- Edit Accrual Amounts
- Add shift

Copy shift and paste on the day for relief EE.

## Modify Work Rule in Shift

### Add Work Rule

When schedule assigned

Choose drop down in work rule transfer, and select

**Edit Shift**

Assigned to: BRAZIS, CURTIS S | Shift Details: 6:05am-2:05pm(8:00h) | Primary Job: None

Insert Template: | Shift Label: SAUAM | Repeat this shift for: days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	6/26/2020	Regular	6:05am	7:05am	6/26/2020	1:00			[Dropdown]
+ x	6/26/2020	Transfer	7:05am	2:05pm	6/26/2020	7:00		..140033- SAUS AM//	[Dropdown]

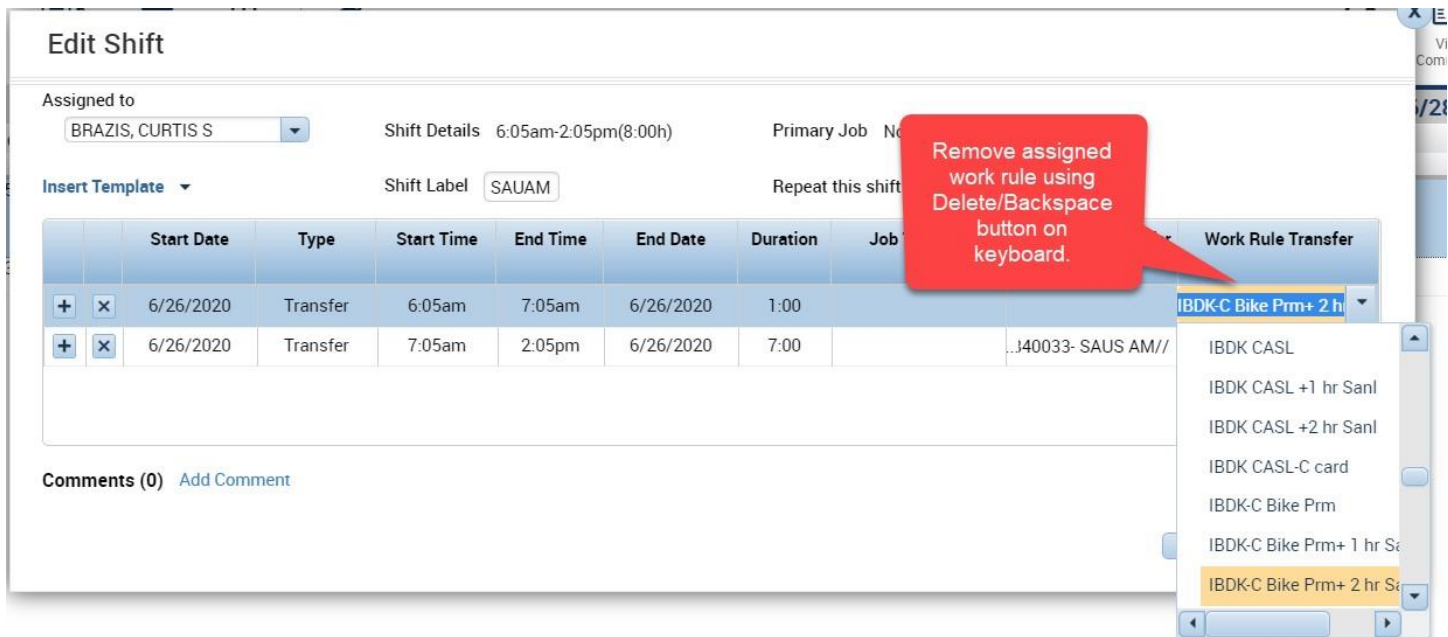
Comments (0) [Add Comment](#)

- 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.



**Edit Shift**

Assigned to: BRAZIS, CURTIS S

Shift Details: 6:05am-2:05pm(8:00h)

Primary Job: No

Insert Template: [v]

Shift Label: SAUAM

Repeat this shift: [v]

	Start Date	Type	Start Time	End Time	End Date	Duration	Job	Work Rule Transfer
+ x	6/26/2020	Transfer	6:05am	7:05am	6/26/2020	1:00		IBDK-C Bike Prm+ 2 h
+ x	6/26/2020	Transfer	7:05am	2:05pm	6/26/2020	7:00	...J40033- SAUS AM//	IBDK CASL

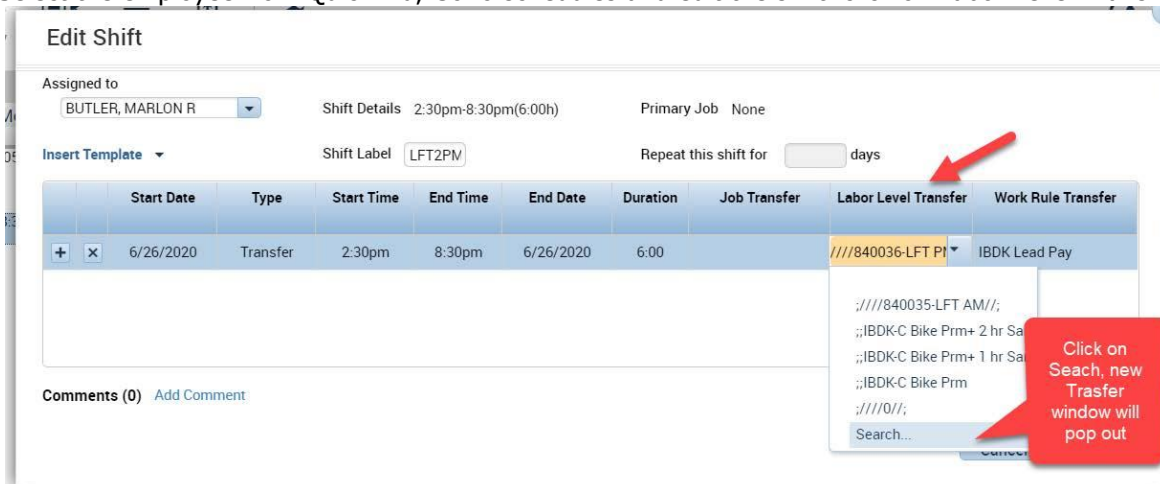
Comments (0) [Add Comment](#)

Remove assigned work rule using Delete/Backspace button on keyboard.



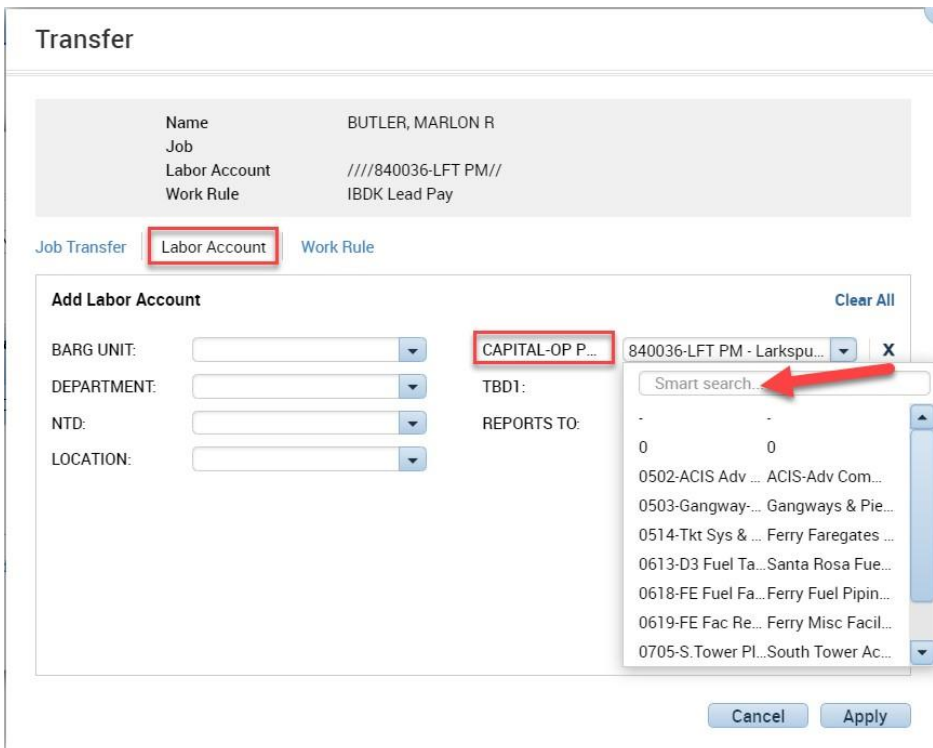
### Add or remove Project number for shift

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



	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	6/26/2020	Transfer	2:30pm	8:30pm	6/26/2020	6:00		////840036-LFT PM	IBDK Lead Pay

- 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.



Name: BUTLER, MARLON R  
Job:  
Labor Account: ////840036-LFT PM//  
Work Rule: IBDK Lead Pay

Job Transfer | **Labor Account** | Work Rule

Add Labor Account Clear All

BARG UNIT: [ ]  
DEPARTMENT: [ ]  
NTD: [ ]  
LOCATION: [ ]

TBD1: [ ]  
REPORTS TO: [ ]

840036-LFT PM - Larkspu... [X]

Smart search...

- 0 0
- 0502-ACIS Adv ... ACIS-Adv Com...
- 0503-Gangway... Gangways & Pie...
- 0514-Tkt Sys & ... Ferry Faregates ...
- 0613-D3 Fuel Ta... Santa Rosa Fue...
- 0618-FE Fuel Fa... Ferry Fuel Pipin...
- 0619-FE Fac Re... Ferry Misc Facil...
- 0705-S.Tower Pl... South Tower Ac...

Cancel Apply





**Edit Shift**

Assigned to: BUTLER, MARLON R    Shift Details: 12:30pm-8:30pm(8:00h)    Primary Job: None

Insert Template:    Shift Label: LFT2PM    Repeat this shift for:  days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	6/26/2020	Transfer	2:30pm	8:30pm	6/26/2020	6:00		.../840036-LFT PM//	IBDK Lead Pay

Comments (0) [Add Comment](#)

### 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)

**Edit Shift**

Assigned to: BRAZIS, CURTIS S    Shift Details: 6:05am-2:05pm(8:00h)    Primary Job: None

Insert Template:    Shift Label: SAUAM    Repeat this shift for:  days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	6/26/2020	Regular	6:05am	7:05am	6/26/2020	1:00			
+ x	6/26/2020	Transfer	7:05am	2:05pm	6/26/2020	7:00		...J40033- SAUS AM//	

Comments (0) [Add Comment](#)

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




**Transfer**

Name: BUTLER, MARLON R  
 Job:  
 Labor Account: ///840036-LFT PM//  
 Work Rule: IBDK Lead Pay

Job Transfer: Labor Account Work Rule

**Add Labor Account** Clear All

BARG UNIT:  CAPITAL-OP P... 840036-LFT PM - Larkspu... X  
 DEPARTMENT:  TBD1: Smart search:   
 NTD:  REPORTS TO:  
 LOCATION:

0  
0  
0502-ACIS Adv ... ACIS-Adv Com...  
0503-Gangway... Gangways & Pie...  
0514-Tkt Sys & ... Ferry Faregates ...  
0613-D3 Fuel Ta... Santa Rosa Fue...  
0618-FE Fuel Fa... Ferry Fuel Pipin...  
0619-FE Fac Re... Ferry Misc Facil...  
0705-S.Tower Pl... South Tower Ac...

Cancel Apply

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

**Edit Shift**

Assigned to: BRAZIS, CURTIS S Shift Details: 6:05am-2:05pm(8:00h) Primary Job: None

Insert Template Shift Label: SAUAM Repeat this shift for: days

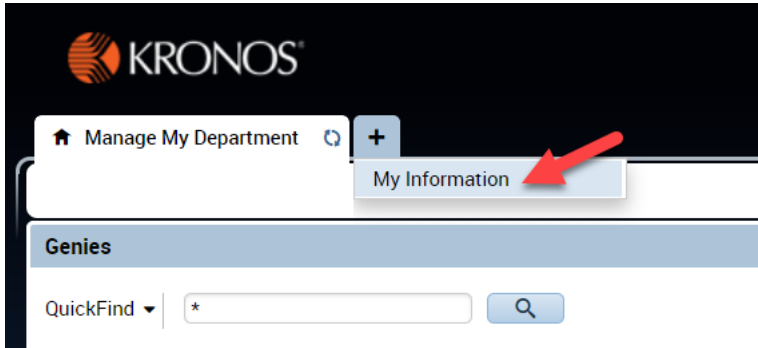
	Start Date	Type	Start Time	End Time	End Date	Duration	Job Tra...	Labor Level Transfer	Work Rule Transf
+ x	6/26/2020	Transfer	6:05am	7:05am	6/26/2020	1:00		IBDK/410/1///8C0006-COVID-19//	
+ x	6/26/2020	Transfer	7:05am	2:05pm	6/26/2020	7:00		///840033- SAUS AM//	

Comments (0) [Add Comment](#)

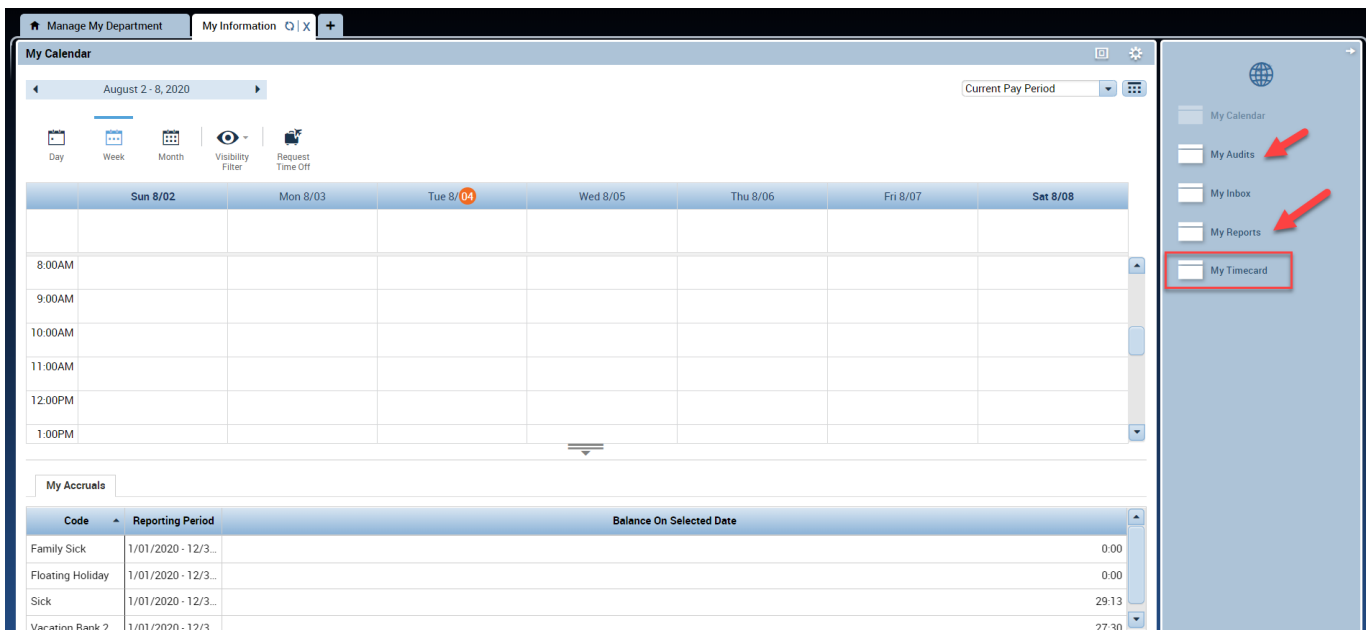
Cancel Apply

### 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.



The screenshot shows the 'My Information' workspace. The top navigation bar includes 'Manage My Department', 'My Information', and a '+' sign. The main content area is divided into two sections: 'My Calendar' and 'My Accruals'. The 'My Calendar' section shows a calendar for August 2-8, 2020, with a 'Current Pay Period' dropdown. The 'My Accruals' section shows a table with columns for Code, Reporting Period, and Balance On Selected Date. The right sidebar contains a list of widgets: My Calendar, My Audits, My Inbox, My Reports, and My Timecard. Red arrows point to My Audits, My Reports, and My Timecard, and a red box highlights the My Timecard widget.

Code	Reporting Period	Balance On Selected Date
Family Sick	1/01/2020 - 12/3...	0.00
Floating Holiday	1/01/2020 - 12/3...	0.00
Sick	1/01/2020 - 12/3...	29.13
Vacation Bank 2	1/01/2020 - 12/3...	27.30

Click on My Timecard, to view your timecard.



	Date	In	Out	Transfer	Pay Code	Amount	Schedule	Shift	Daily	Period
+ X	Mon 7/27									
+ X	Tue 7/28									
+ X	Wed 7/29									
+ X	Thu 7/30									
+ X	Fri 7/31									
+ X	Sat 8/01									
+ X	Sun 8/02									
+ X	Mon 8/03									

### REQUESTING TIME OFF

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

Code	Reporting Period	Balance On Selected Date
Comp Time	1/01/2020 - 12/31/2020	79.45
Family Sick	1/01/2020 - 12/31/2020	48.00
Floating Holiday	1/01/2020 - 12/31/2020	16.00

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

### Request Time Off

Type: Request Time Off

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
08/03/2020	8/03/2020	~~ Pick a Pay C...	Hours		

Accruals on: 08/03/2020

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

Cancel Submit

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

### Request Time Off

Type: Request Time Off

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
8/03/2020	8/03/2020	~~ Pick a ...	Hours		

Accruals on: 8/03/2020

Accrual	Balance
Comp Time	5 Hour
Family Sick	0 Hour
Floating Holiday	0 Hour

3163 - WCIN.  
3400 - VACA  
3410 - SICK P  
3416 - FMLY  
3421 - BERE  
3425 - COMP  
3430 - FL HO  
3466 - FMLA  
3471 - JURY

Cancel Submit

- 4) Choose the appropriate **Duration**.  
Choose **Full Day** to request the entire scheduled day



### Request Time Off

Type:

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>	8/03/2020	8/03/2020	~ ~ Pick a Pay C...	<input type="text" value="Hours"/>		

Accruals on:

- 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

Type:

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>	8/03/2020	8/03/2020	~ ~ Pick a Pay C...	Hours	8:00AM	4

Accruals on:

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

### Request Time Off

Type: Request Time Off

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

Accruals on: 8/03/2020

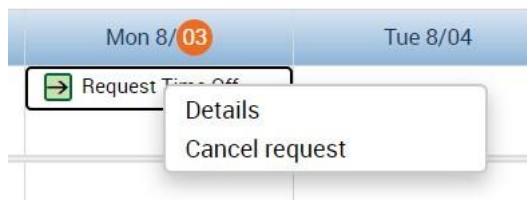
Accrual	Balance
Comp Time	79:45 Hour
Family Sick	48:00 Hour
Floating Holiday	16:00 Hour

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



- 9) To Cancel a Time Off Request, click the right arrow and choose **Retract**. If your Manager has already approved the request, choose **Cancel**



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## MY REPORTS

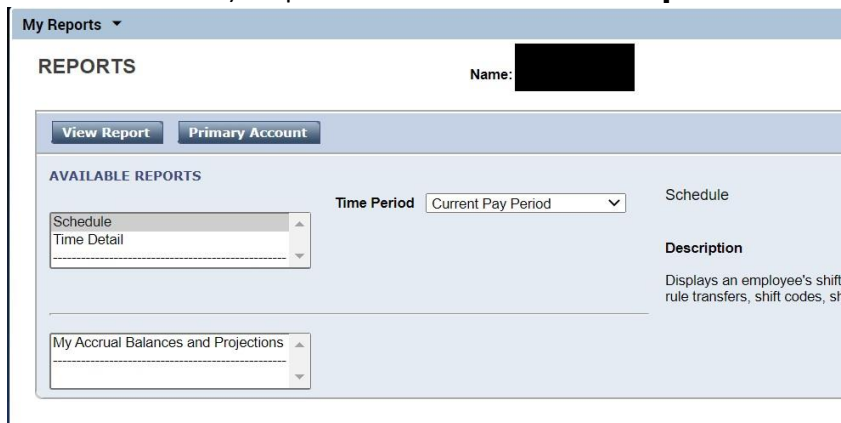
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- 1) Select **My Reports** from the related items pane by clicking to open a new tab, or dragging the workspace to your home screen.





- 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**



A screenshot of the 'My Reports' page in Kronos Workforce Central. The page title is 'My Reports' with a dropdown arrow. Below the title, the word 'REPORTS' is displayed, followed by a 'Name:' field with a blacked-out value. There are two buttons: 'View Report' and 'Primary Account'. The main content area is titled 'AVAILABLE REPORTS' and contains a table with the following structure:

	Time Period	Schedule	Description
Schedule	Current Pay Period	Schedule	
Time Detail			Displays an employee's shift rule transfers, shift codes, st
My Accrual Balances and Projections			