



Kronos Workforce Central Job Aid Ferry Vessel Masters

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Managers

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OVERVIEW INSTRUCTIONS FOR VESSEL MASTERS

- Review and Approve Deckhand Kronos Timecards on a daily basis. Add comments with your initials and notes.
- Edit Timecards. Add comments with your initials and notes.
- Pay Codes
 - Acting Pay, Lead Pay – when shift is NOT a full day
 - Bike, Sanitary Premiums – when shift is NOT a full day
 - Overtime, Double time - **IMPORTANT: OVERTIME MUST BE APPROVED WITH COMMENTS AND INITIALS.**
- Transfers
 - Lead Pay – when it is for entire shift
 - Bike, Sanitary Premiums – when it is for entire shift
 - Casuals to Maintenance
 - Terminal Agent to Deckhand
- Bidded crew is populated in the SHIFT search. Any Casuals are searched by Employee Name. Please be sure that Casuals are noted in the Vessel log, so that you can use to verify Casual in Kronos Timecard
- **Important:** Please make sure to click **SAVE** in KRONOS when you make changes, so that you don't lose your work
- Approve Deckhand final Kronos Timecard before end of each pay period
- While in testing after each pay period, you will see a comparison analysis of Timetool vs. Kronos dev TimeCard for review. If any anomalies, further action may be required.

For questions or issues with Kronos testing, please contact

- **Payroll HelpDesk inbox - (payroll@goldengate.org) or**
- **Payroll - ANA ARAYA (aaraya@goldengate.org) or**
- **Kronos support - SAI MATTAM (smattam@goldengate.org)**

LOGIN

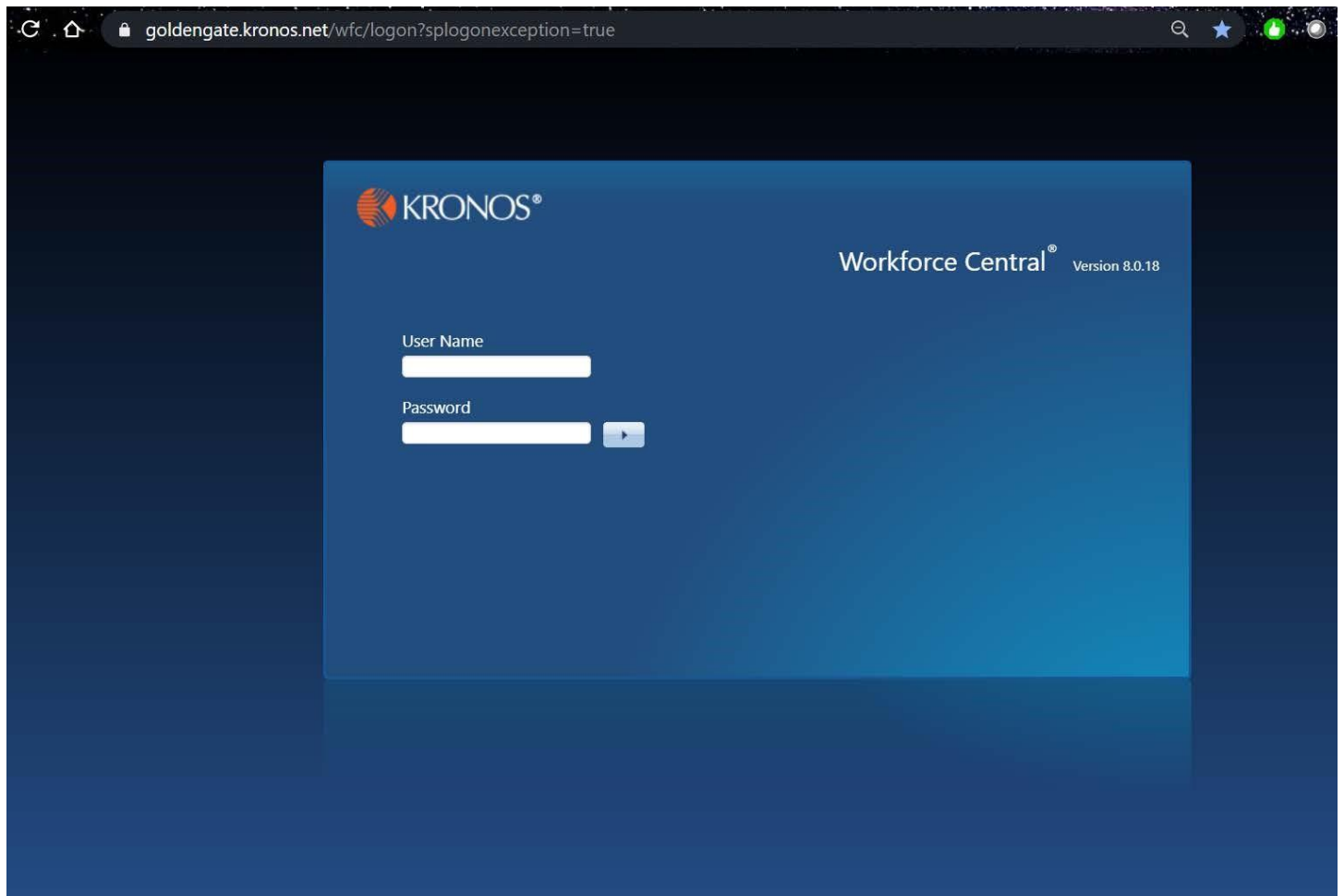
- 1) Login to Kronos using the url link <https://goldengate.kronos.net> or click on the Kronos icon on your desktop to access the Kronos Production environment.

Kronos Workforce Central

Managers



2) Enter in **User Name** and **Password** in WFC 8.1.6 version.



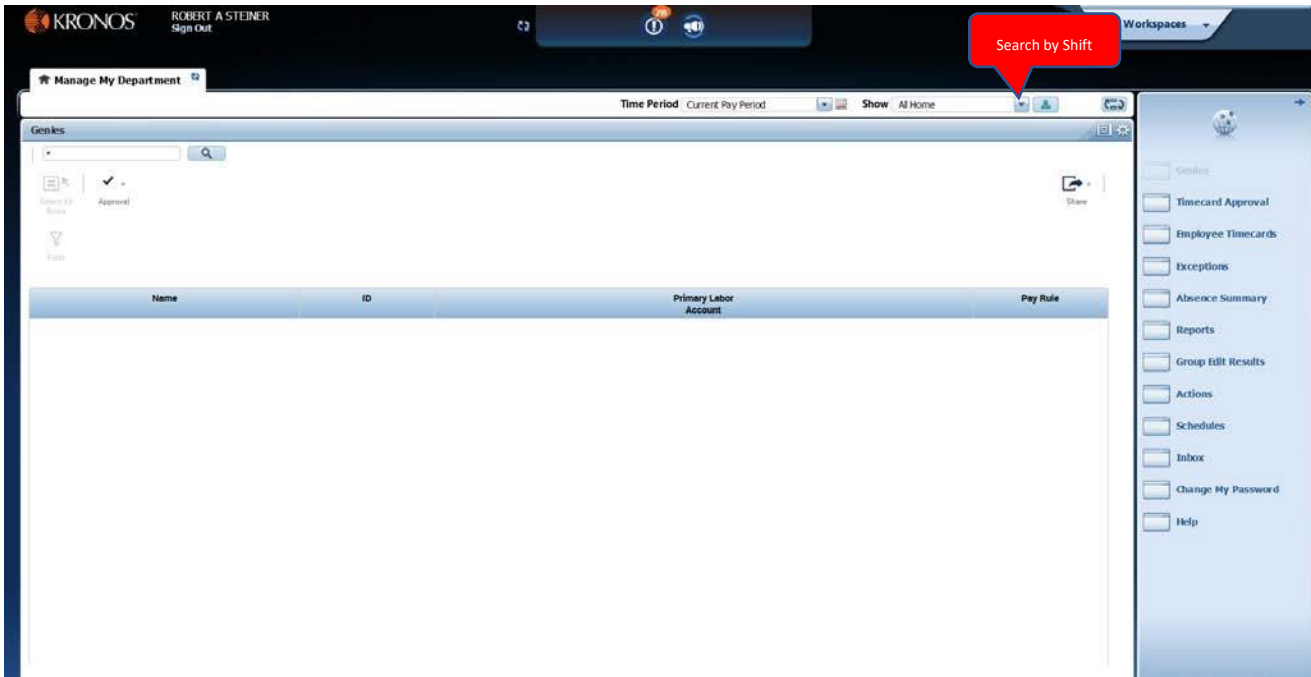
MANAGE MY SHIFT

Find the Crew on My Shift and Load Employee Timecards

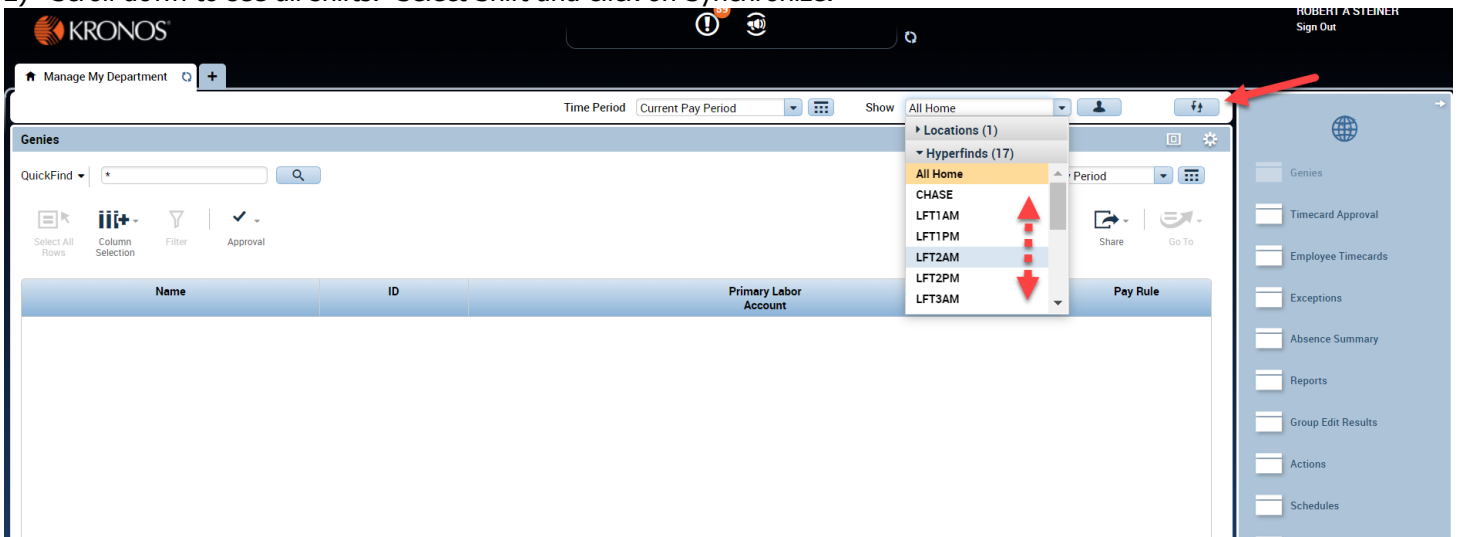
1) Click on the drop down arrow in the **Show-All Home** field located on top of the screen

Kronos Workforce Central

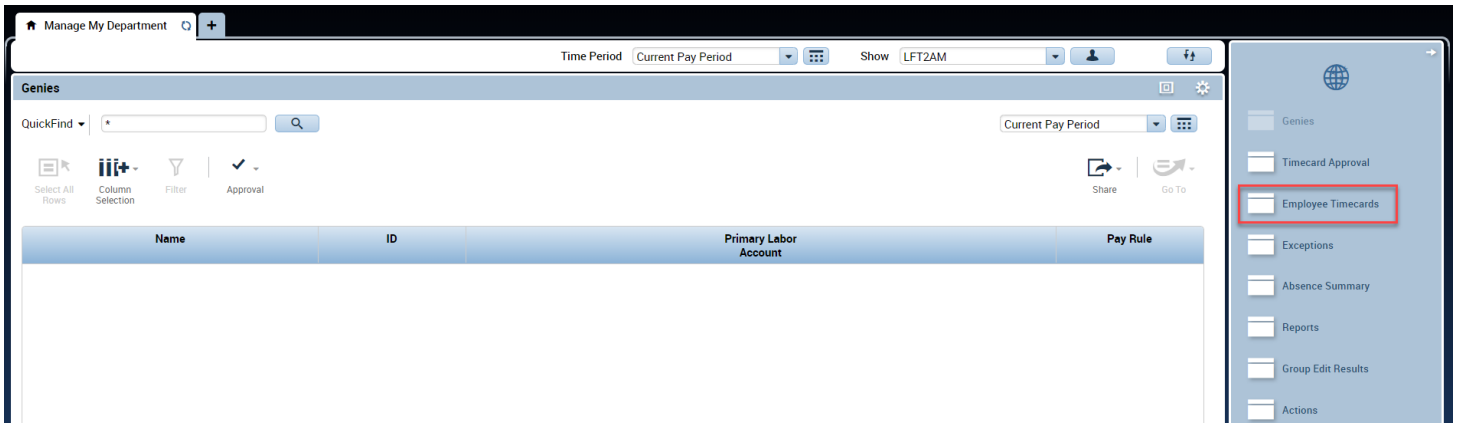
Managers



2) Scroll down to see all shifts. Select Shift and click on Synchronize.

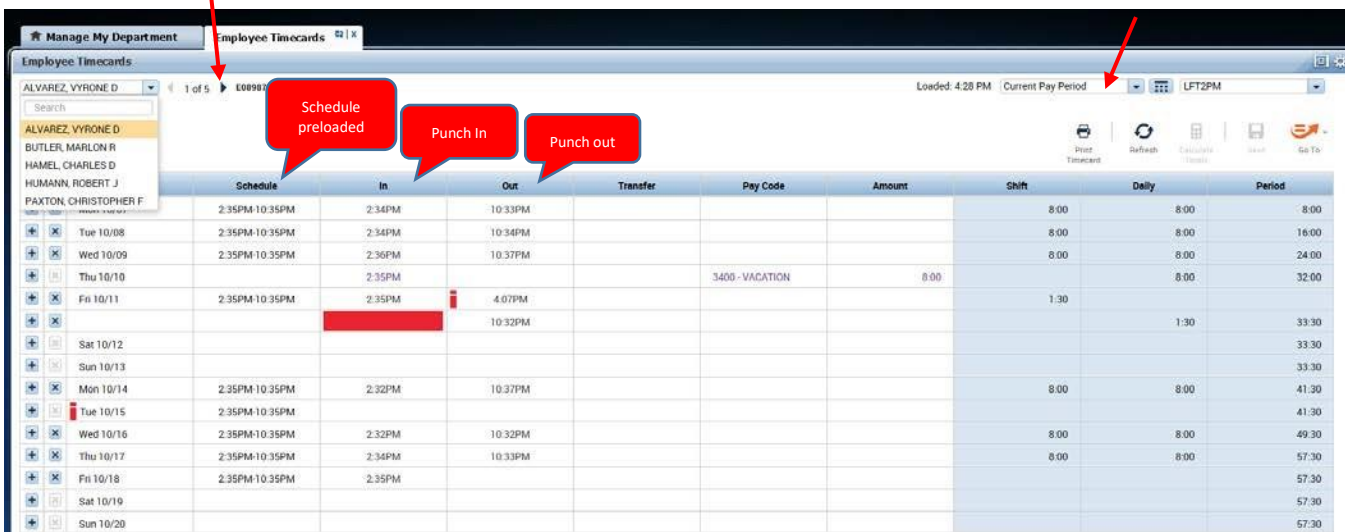


3) Select **Employee Timecards** in the right hand side of the screen



- 4) Employee's Timecard for the selected Shift will load for the Current Pay Period
- 5) Click on arrow in upper left hand corner to navigate to each Employee's Timecard

Example 1 of 5 loaded
Click on arrow to navigate to each Employee's Timecard



TIMECARD DAILY PUNCH APPROVAL

Review and Approve Daily On-Time Punches

- 1) Check punch **In** and punch **Out** time against the **Schedule**. If okay, proceed to Step 2 to approve daily punch.
- 2) Add **Comments** in order approve the daily punch (refer to Add Comments on Employee Timecards screen shots)
 - a. Hover mouse on punch **Out** cell and right click
 - b. Punch Actions dialog box will appear. Click on **Comments**.
 - c. In the **Select Comment field**, click on the down arrow. Choose **Approved** from the drop down d.
 - d. Type in your **Initials** in the Type a note field
 - e. Click **OK**

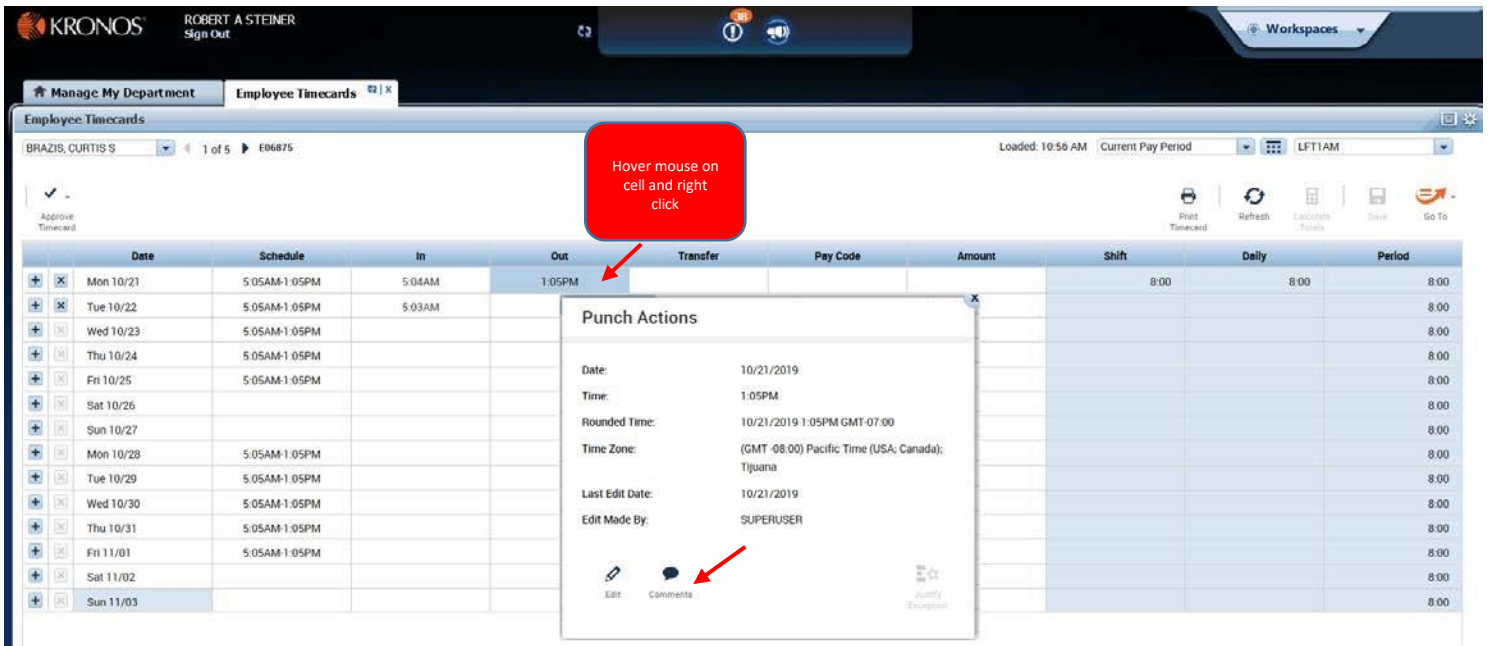
Managers

- 3) Click **Save** icon
- 4) Click **Refresh** (you may need to click Refresh multiple times)

TIMECARD COMMENTS

Add Comments on Employee Timecards

- 1) Hover mouse on punch **In** or **Out** cell and right click 2) Punch Actions dialog box will appear. Click on **Comments**.



The screenshot shows the Kronos Workforce Central interface for an employee named BRAZIS, CURTIS S. The 'Employee Timecards' section is active, displaying a table with columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. A red callout box points to the 'Out' cell for Monday, 10/21/2019 at 1:05PM, with the text 'Hover mouse on cell and right click'. A 'Punch Actions' dialog box is open, showing details for the selected punch: Date: 10/21/2019, Time: 1:05PM, Rounded Time: 10/21/2019 1:05PM GMT-07:00, Time Zone: (GMT -08:00) Pacific Time (USA; Canada); Tijuana, Last Edit Date: 10/21/2019, Edit Made By: SUPERUSER. The 'Comments' option is highlighted with a red arrow.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 10/21	5:05AM-1:05PM	5:04AM	1:05PM				8:00	8:00	8:00
Tue 10/22	5:05AM-1:05PM	5:03AM							8:00
Wed 10/23	5:05AM-1:05PM								8:00
Thu 10/24	5:05AM-1:05PM								8:00
Fri 10/25	5:05AM-1:05PM								8:00
Sat 10/26									8:00
Sun 10/27									8:00
Mon 10/28	5:05AM-1:05PM								8:00
Tue 10/29	5:05AM-1:05PM								8:00
Wed 10/30	5:05AM-1:05PM								8:00
Thu 10/31	5:05AM-1:05PM								8:00
Fri 11/01	5:05AM-1:05PM								8:00
Sat 11/02									8:00
Sun 11/03									8:00

- 3) In the Select Comment field, click on the down arrow. Choose **Comment Type** from the drop down

Example List of comments

Approved; Boat Moves; Drills; Excused – Early punch out; Excused – Late; Excused – late punch in; Fueling; Late Arrival; Meetings; Missed Punch; No meal break; Training; Unexcused - Late

Managers

- 4) Type in your **Initials** and **Notes** in the Type a note field
- 5) Click **OK**

- 6) Click **Save** icon

Employee Timecards										
Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period	
Mon 10/21	5:10AM-1:10PM	5:21AM	1:03PM				7.45	7.45	7.45	
Tue 10/22	5:10AM-1:10PM	5:16AM	1:06PM				8.00	8.00	15.45	
Wed 10/23	5:10AM-1:10PM	5:13AM	1:11PM				8.00	8.00	23.45	
Thu 10/24					3400 - VACATION	3.00				
Fri 10/25	5:10AM-1:10PM	5:17AM	10:12AM		3400 - VACATION	8.00	5.00	8.00	31.45	
Sat 10/26								8.00	39.45	
Sun 10/27									39.45	
Mon 10/28	5:10AM-1:10PM	5:14AM	1:04PM				8.00	8.00	47.45	
Tue 10/29	5:10AM-1:10PM	5:07AM	1:06PM				8.00	8.00	55.45	
Wed 10/30	5:10AM-1:10PM	5:10AM	1:05PM				8.00	8.00	63.45	
Thu 10/31	5:10AM-1:10PM	5:08AM	1:10PM				8.00	8.00	71.45	
Fri 11/01	5:10AM-1:10PM	5:12AM	1:06PM				8.00	8.00	79.45	
Sat 11/02									79.45	
Sun 11/03									79.45	

Managers

View Comments on Employee Timecards

- 1) A blue message bubble on the right of the punch In or Out indicates there is a comment
- 2) Hover your mouse over the **blue bubble message** to view Comments



Manage My Department Employee Timecards

Employee Timecards

BRAZIS, CURTIS S 1 of 5 E06875

Approve Timecard

	Date	Schedule	In	Out	Transfer
+ X	Mon 10/21	5:05AM-1:05PM	5:04AM	1:05PM	
+ X	Tue 10/22	5:05AM-1:05PM	5:03AM		
+ X	Wed 10/23	5:05AM-1:05PM			
+ X	Thu 10/24	5:05AM-1:05PM			
+ X	Fri 10/25	5:05AM-1:05PM			
+ X	Sat 10/26				
+ X	Sun 10/27				
+ X	Mon 10/28	5:05AM-1:05PM			



Manage My Department Employee Timecards

Employee Timecards

BRAZIS, CURTIS S 1 of 5 E06875

Approve Timecard

	Date	Schedule	In	Out	Transfer
+ X	Mon 10/21	5:05AM-1:05PM	5:04AM	1:05PM	Approved [BW]
+ X	Tue 10/22	5:05AM-1:05PM	5:03AM		
+ X	Wed 10/23	5:05AM-1:05PM			
+ X	Thu 10/24	5:05AM-1:05PM			
+ X	Fri 10/25	5:05AM-1:05PM			
+ X	Sat 10/26				
+ X	Sun 10/27				
+ X	Mon 10/28	5:05AM-1:05PM			

TIMECARD EXCEPTIONS

Hint: Look for RED Exclamation or RED cell on Timecards

Missed Punch

- 1) Type in the missed punch **In** or **Out** time
- 2) Add **Comments** (see screen shots above)
 - a. Hover mouse on punch **In** or **Out** and right click.
 - b. Punch Actions dialog box will appear. Click on **Comments**.
 - c. In the **Select Comment field**, click on the down arrow. Choose **Missed Punch** from the drop down

Managers

- d. Type in your **initials** and **notes** in the Type a note field
- e. Click **OK** 3) Click **SAVE** icon

4) Click **Refresh** (you may need to click Refresh multiple times) you should now see Shift hours and Daily hours.

	Date	Schedule	In	Out	Transfer	Pay Code
+	Mon 10/07	6:25AM-6:25PM	5:40AM	5:28PM		
+	Tue 10/08	6:25AM-6:25PM	6:22AM			
+	Wed 10/09	7:15AM-2:15PM	5:46AM	1:57PM		
+	Thu 10/10					
+	Fri 10/11					
+	Sat 10/12					
+	Sun 10/13	8:30AM-7:30PM	6:53AM	6:50PM		
+	Mon 10/14	6:25AM-6:25PM	5:52AM	6:11PM		
+	Tue 10/15	6:25AM-6:25PM	5:56AM	4:48PM		
+	Wed 10/16	7:15AM-2:15PM	5:36AM	2:16PM		
+	Thu 10/17					
+	Fri 10/18					
+	Sat 10/19					
+	Sun 10/20	8:30AM-7:30PM				

Step 4: Click Refresh
Step 3: Click Save

Step 1: Enter missed punch

Step 2: Add comments

Approve Timecard

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 10/07	6:25AM-6:25PM	5:40AM	5:28PM				11:00	11:00	11:00
Tue 10/08	6:25AM-6:25PM	6:22AM	6:25PM				7:45	7:45	11:00
Wed 10/09	7:15AM-2:15PM	5:46AM	1:57PM				7:45	7:45	18:45
Thu 10/10									18:45
Fri 10/11									18:45
Sat 10/12									18:45
Sun 10/13	8:30AM-7:30PM	6:53AM	6:50PM				11:15	11:15	30:00
Mon 10/14	6:25AM-6:25PM	5:52AM	6:11PM				11:45	11:45	41:45
Tue 10/15	6:25AM-6:25PM	5:56AM	4:48PM				10:30	10:30	52:15
Wed 10/16	7:15AM-2:15PM	5:36AM	2:16PM				8:00	8:00	60:15
Thu 10/17									60:15
Fri 10/18									60:15
Sat 10/19									60:15
Sun 10/20	8:30AM-7:30PM								60:15

Print Timecard Refresh Cancel Work Save Go To

Managers

Schedule Missing

- 1) Look in **Schedule** column. If schedule is blank, and employee punched In and Out, please contact Ferry Admin 2) A schedule will need to be assigned in order for Employee's Timecard pay to be calculated correctly.

Manage My Department | Employee Timecards

Employee Timecards

PRITZOS, ALETA M | 5 of 5 | E02343 | Loaded: 3

Approve Timecard

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Wed 9/04		1:25PM	9:19PM			

Punch In/Out Time Differs from Scheduled Time

- 1) Check Punch **In** and/or **Out** against the **Schedule**, and also check the **Daily worked hours** a. If okay, proceed to Step 2 b. If NOT okay, proceed to Step 6 to Edit punch **In** and/or **Out** time to match schedule
- 2) Hover mouse on punch **In** or **Out** and right click 3) Punch Actions dialog box will appear.
 - a. If Punch In/Out is okay, click **Mark As Reviewed**. (Note: Red Exclamation will change color to Green).
 - b. If NOT okay, proceed to add Comments for follow-up. For example, if an employee leaves early and it is an excused early, make sure that employee submits a time off request through the clock before you approve the time card for the day.

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Mon 10/07	5:05AM-1:05PM	5:03AM	1:03PM	.JBDK Lead Pay		
Tue 10/08					3325 - LEAD PAY	
Wed 10/09	5:05AM-1:05PM	5:05AM	1:05PM	.JBDK Lead Pay		
Thu 10/10	5:05AM-1:05PM	5:01AM	12:26PM	.JBDK Lead Pay		
Fri 10/11	5:05AM-1:05PM	4:59AM				
Sat 10/12						
Sun 10/13						
Mon 10/14	5:05AM-1:05PM	5:02AM				
Tue 10/15	5:05AM-1:05PM	5:02AM				
Wed 10/16	5:05AM-1:05PM	5:03AM				
Thu 10/17	5:05AM-1:05PM	5:01AM				
Fri 10/18	5:05AM-1:05PM	5:01AM				
Sat 10/19						
Sun 10/20						

Punch Actions

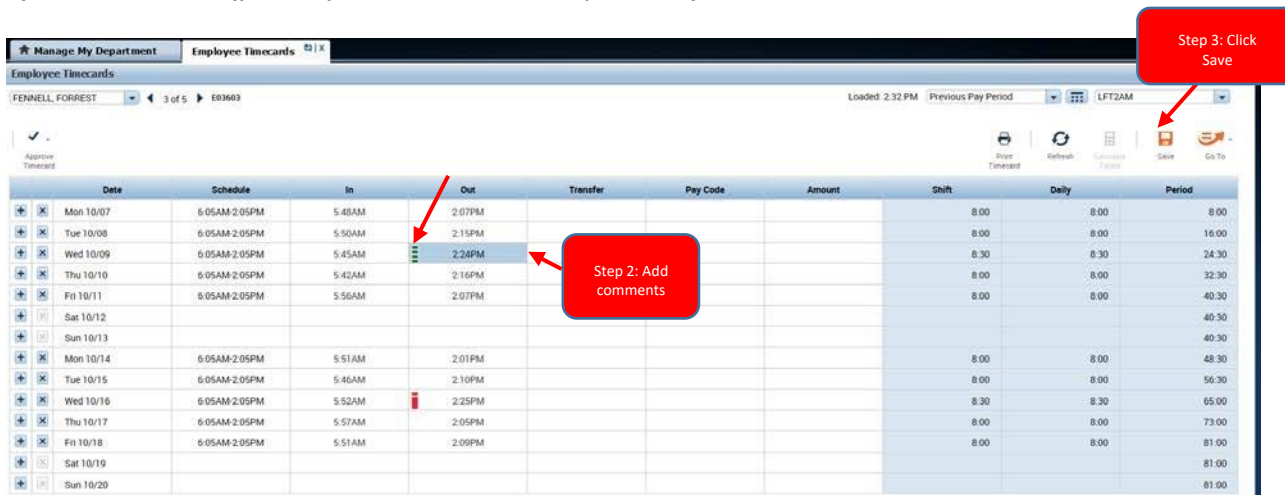
Date: 10/10/2019
 Time: 12:26PM
 Rounded Time: 10/10/2019 12:20PM GMT-07:00
 Time Zone: (GMT -08:00) Pacific Time (USA; Canada); Tijuana
 Exceptions: Early Out
 Last Edit Date: 10/10/2019
 Edit Made By: SUPERUSER

Mark As Reviewed
 Edit
 Comments
 Justify Enterprise

Step 1: Mark As Reviewed

Managers

- 4) Add **Comments** (see screen shots above)
 - a. Hover mouse on punch **In** or **Out** and right click
 - b. Punch Actions dialog box will appear. Click on **Comments**
 - c. In the **Select Comment field**, click on the down arrow. If Punch is okay and you clicked Mark As Reviewed previously, then choose **Approved** from the drop down. If Punch NOT okay, add Comments for follow-up.
 - d. Type in your **initials** and **notes** in the Type a note field
 - e. Click **OK**
- 5) Click **SAVE**
- 6) Click **Refresh** (you may need to click it multiple times)



Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 10/07	6:05AM-2:05PM	5:48AM	2:07PM				8:00	8:00	8:00
Tue 10/08	6:05AM-2:05PM	5:50AM	2:15PM				8:00	8:00	16:00
Wed 10/09	6:05AM-2:05PM	5:45AM	2:24PM				8:30	8:30	24:30
Thu 10/10	6:05AM-2:05PM	5:42AM	2:16PM				8:00	8:00	32:30
Fri 10/11	6:05AM-2:05PM	5:56AM	2:07PM				8:00	8:00	40:30
Sat 10/12									40:30
Sun 10/13									40:30
Mon 10/14	6:05AM-2:05PM	5:51AM	2:01PM				8:00	8:00	48:30
Tue 10/15	6:05AM-2:05PM	5:46AM	2:10PM				8:00	8:00	56:30
Wed 10/16	6:05AM-2:05PM	5:52AM	2:25PM				8:30	8:30	65:00
Thu 10/17	6:05AM-2:05PM	5:57AM	2:05PM				8:00	8:00	73:00
Fri 10/18	6:05AM-2:05PM	5:51AM	2:09PM				8:00	8:00	81:00
Sat 10/19									81:00
Sun 10/20									81:00

Punch with Overtime

- 1) Check punch **In** and/or **Out** against the **Schedule**, and also check the **Daily worked hours**.
- 2) Put your cursor on the punch **Out**
- 3) Click horizontal bar to expand bottom tray to show pay code details
- 4) In the far left bottom tray, in the **All** field, Choose **Daily** from the drop down.
- 5) Then put your cursor on the date you want to view.
- 6) Review **OT SCHED** amount
 - a. If okay, proceed to Step 6
 - b. If not okay, Edit punch **In** and/or **Out** time to match schedule, and then proceed to Step 10 to put in comments
- 7) Hover mouse on punch **Out** and right click
- 8) Punch Actions dialog box will appear. Click **Mark As Reviewed**. (Note: Red Exclamation changes color to Green) 9) Click **SAVE**
- 10) Click **Refresh**
- 11) Add **Comments** (see screen shots above)
 - a. Hover mouse on punch **In** or **Out** and right click
 - b. Punch Actions dialog box will appear. Click on **Comments**
 - c. In the **Select Comment field**, click on the down arrow. Choose **Approved** from the drop down. Type in your **initials** and **notes** in the field. **IMPORTANT: APPROVED OVERTIME MUST INCLUDE COMMENTS AND INITIALS.**
 - d. Click **OK**
 - e. Click **SAVE**

Managers



f. Click **Refresh** (you may need to click it multiple times)

Employee Timecards

MCMURRAY, FRANKLIN of 5 E02221

Loaded: 5:48 PM 9/08/2019 - 9/15/2019, S... LFT2AM

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 9/08									
Mon 9/09	6:05AM-2:05PM								
Tue 9/10	6:05AM-2:05PM								
Wed 9/11	6:05AM-2:05PM	6:02AM	6:39PM				12:00	12:00	12:00
Thu 9/12	6:05AM-2:05PM	6:02AM	2:04PM				8:00	8:00	20:00
Fri 9/13	6:05AM-2:05PM	6:02AM	2:19PM				8:00	8:00	28:00
Sat 9/14									28:00
Sun 9/15									28:00

1. Click on double line to expand bottom tray to show pay code details

Employee Timecards

MCMURRAY, FRANKLIN of 5 E02221

Loaded: 5:48 PM 9/08/2019 - 9/15/2019, S... LFT2AM

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 9/08									
Mon 9/09	6:05AM-2:05PM								
Tue 9/10	6:05AM-2:05PM								
Wed 9/11	6:05AM-2:05PM	6:02AM	6:39PM				12:00	12:00	12:00
Thu 9/12	6:05AM-2:05PM	6:02AM	2:05PM				8:00	8:00	20:00
Fri 9/13	6:05AM-2:05PM	6:02AM	2:19PM				8:00	8:00	28:00
Sat 9/14									28:00
Sun 9/15									28:00

3. Put mouse cursor on the date you want to see pay code details

2. Select Daily

Account	Pay Code	Amount
Shift	3102 - REG EARN	24.00
Daily	3200 - OT SCHED	4.00

Manage My Department Employee Timecards

Employee Timecards

MCMURRAY_FRANKLIN 5 of 5 E02221 Loaded: 5:48 PM 9/08/2019 - 9/15/2019, S... LFT2AM

Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 9/08									
Mon 9/09	6:05AM-2:05PM								
Tue 9/10	6:05AM-2:05PM								
Wed 9/11	6:05AM-2:05PM	6:02AM	6:39PM				12:00	12:00	12:00
Thu 9/12	6:05AM-2:05PM	6:02AM	2:05PM				8:00	8:00	20:00
Fri 9/13	6:05AM-2:05PM	6:02AM	2:19PM				8:00	8:00	28:00
Sat 9/14									28:00
Sun 9/15									28:00

Totals Accrual Balances

Daily All

Totals for 9/11/2019

Account	Pay Code	Amount
IBDK/451/4/17/0/Y/E02171	3102 - REG EARN	8.00
IBDK/451/4/17/0/Y/E02171	3200 - OT SCHED	4.00

4. Details on pay code for the date

12) Edit punch **In** and/or **Out** to match **Schedule**

13) Click **SAVE**

14) Add **Comments** (see screen shots above)

- Hover mouse on punch **In** or **Out** and right click
- Punch Actions dialog box will appear. Click on **Comments**
- In the **Select Comment field**, click on the down arrow. Choose **Approved** from the drop down
- Type in your **initials** and **notes** in the Type a note field
- Click **OK**

15) Click **SAVE** icon

16) Click **Refresh** (you may need to click Refresh multiple times)

TIMECARD PAY CODE EDIT

Pay Code Edit (Acting & Lead Pay, Premiums, Overtime) Use when NOT a full shift, couple of hours

Acting Pay (3300 – ACTING)
Lead Pay (3325-Lead Pay) Bike
Premium (3233- BIKE PRM)
Sanitary Premium (3315-SANPRMDH)



Managers

Regular (3102-REG EARN)
Overtime (3210-OT UNSCD)
Double time (3255-DT UNSCH)

- 1) In the far left hand column, click on the + sign to add new row
- 2) In the new row, click on the **Pay Code** column and select pay code, example **3325-Lead Pay** or **3315SANPRMDH** from the drop down
- 3) In the **Amount** column, type in the number of hours.
 - a. For quarter hour increments, use 0.25 which is equal to 15 mins. Example: Enter 1.25 in the Amount column and this will add 1 hour and 15 minutes for the day.
 - b. To remove hours, use the minus (-). Example: Enter -1.25 in the Amount column and this will deduct 1 hour and 15 minutes for the day.
- 4) Click **Save**
- 5) Click **Refresh** (you may need to click it multiple times)

Manage My Department Employee Timecards

Employee Timecards

ALBERT, OLIVER 1 of 1 E02873 Loaded: 11:59 AM Current Pay Period 1 Employ

Approve Timecard Print Timecard Refresh Calculate Totals

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+ X	Mon 10/21	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00
+ X	Tue 10/22	4:15AM-12:15PM	4:10AM	12:15PM				8:00	8:00
+ X	Wed 10/23	4:15AM-12:15PM	4:15AM	12:11PM				8:00	8:00
+ X	Thu 10/24	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00
+ X	Fri 10/25	4:15AM-12:15PM	4:13AM	12:07PM				7:45	7:45
+ X	Sat 10/26								
+ X	Sun 10/27								
+ X	Mon 10/28	4:15AM-12:15PM	4:14AM	12:08PM				8:00	8:00
+ X	Tue 10/29	4:15AM-12:15PM	4:13AM	12:08PM				8:00	8:00
+ X	Wed 10/30	4:15AM-12:15PM	4:17AM	12:09PM				8:00	8:00
+ X	Thu 10/31	4:15AM-12:15PM	4:17AM						
+ X	Fri 11/01	4:15AM-12:15PM							
+ X	Sat 11/02								
+ X	Sun 11/03								

Step 1: Click on + to add new row



Manage My Department Employee Timecards

Employee Timecards

ALBERT, OLIVER 1 of 1 E02873 Loaded: 11:59 AM Current Pay Period 1 Employee(s) Selected

Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 10/21	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	8:00
Tue 10/22	4:15AM-12:15PM	4:10AM	12:15PM				8:00	8:00	16:00
Wed 10/23	4:15AM-12:15PM	4:15AM	12:11PM				8:00	8:00	24:00
Thu 10/24	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	32:00
Fri 10/25	4:15AM-12:15PM	4:13AM	12:07PM				7:45	7:45	39:45
Sat 10/26									39:45
Sun 10/27									39:45
Mon 10/28	4:15AM-12:15PM	4:14AM	12:08PM				8:00	8:00	47:45
Tue 10/29	4:15AM-12:15PM	4:13AM	12:08PM				8:00	8:00	55:45
Wed 10/30	4:15AM-12:15PM	4:17AM	12:09PM				8:00	8:00	63:45
Thu 10/31	4:15AM-12:15PM	4:17AM							63:45
Fri 11/01	4:15AM-12:15PM								63:45
Sat 11/02									63:45
Sun 11/03									63:45

Step 2: Select 3225-Lead Pay in Pay Code drop down

Please Choose:
 3300 - ACTING
 3315 - SANPRMDH
 3325 - LEAD PAY
 3400 - VACATION
 3410 - SICK HRS
 3416 - FMLY SCK
 3419 - LEAVE CATASTF
 3421 - RFRFAV H

Example of Sanitary Premium selection in Pay Code

Manage My Department Employee Timecards

Employee Timecards

ALBERT, OLIVER 1 of 1 E02873 Loaded: 11:59 AM Current Pay Period 1 Employee(s) Selected

Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 10/21	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	8:00
Tue 10/22	4:15AM-12:15PM	4:10AM	12:15PM				8:00	8:00	16:00
Wed 10/23	4:15AM-12:15PM	4:15AM	12:11PM				8:00	8:00	24:00
Thu 10/24	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	32:00
Fri 10/25	4:15AM-12:15PM	4:13AM	12:07PM				7:45	7:45	39:45
Sat 10/26									39:45
Sun 10/27									39:45
Mon 10/28	4:15AM-12:15PM	4:14AM	12:08PM				8:00	8:00	47:45
Tue 10/29	4:15AM-12:15PM	4:13AM	12:08PM				8:00	8:00	55:45
Wed 10/30	4:15AM-12:15PM	4:17AM	12:09PM				8:00	8:00	63:45
Thu 10/31	4:15AM-12:15PM	4:17AM							63:45
Fri 11/01	4:15AM-12:15PM								63:45
Sat 11/02									63:45
Sun 11/03									63:45

Step 2: Select 3315-SANPRMDH in Pay Code drop down

Please Choose:
 3255 - DT UNSCH
 3300 - ACTING
 3315 - SANPRMDH
 3325 - LEAD PAY
 3400 - VACATION
 3410 - SICK HRS
 3416 - FMLY SCK
 3419 - LEAVE CATASTF
 3421 - RFRFAV H



Manage My Department Employee Timecards

Employee Timecards

ALBERT, OLIVER 1 of 1 E02873 Loaded: 11:59 AM Current Pay Period 1 Employee(s) Selected

Approve Timecard Post Timecard Refresh Calculate Totals Save Go To

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 10/21	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	8:00
Tue 10/22	4:15AM-12:15PM	4:10AM	12:15PM				8:00	8:00	16:00
Wed 10/23	4:15AM-12:15PM	4:15AM	12:11PM				8:00	8:00	24:00
Thu 10/24	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	32:00
Fri 10/25	4:15AM-12:15PM	4:13AM	12:07PM				7:45	7:45	39:45
Sat 10/26									39:45
Sun 10/27									39:45
Mon 10/28	4:15AM-12:15PM	4:14AM	12:08PM				8:00	8:00	47:45
Tue 10/29	4:15AM-12:15PM	4:13AM	12:08PM		3325 - LEAD PAY	1.15	8:00	8:00	55:45
Wed 10/30	4:15AM-12:15PM	4:17AM	12:09PM				8:00	8:00	63:45
Thu 10/31	4:15AM-12:15PM	4:17AM							63:45
Fri 11/01	4:15AM-12:15PM								63:45
Sat 11/02									63:45
Sun 11/03									63:45

Step 4: Click Save

Step 3: Enter in amount of hours. Note for quarter hour increments use 0.25 = 15 mins

6) Add **Comments** in the **Amount**

- Hover mouse on **Amount** and right click.
- Punch Actions dialog box will appear. Click on **Comments**.
- In the **Select Comment field**, click on the down arrow. Choose **Approved** from the drop down
- Type in your **initials** and **notes** in the Type a note field
- Click **OK**

7) Click **SAVE**

8) Click **Refresh** (you may need to click Refresh multiple times)

Manage My Department Employee Timecards

Employee Timecards

FRIBERG, ERIC M 3 of 10 E05003 Loaded: 11:00 AM Previous Pay Period LFT3PM

Approve Timecard Post Timecard Refresh Calculate Totals Save Go To

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 10/21					3233 - BIKE PRM	2.00			
Tue 10/22	7:30AM-7:00PM	7:13AM	7:04PM				11:30	13:30	13:30
Wed 10/23	6:25AM-6:25PM	6:27AM	6:41PM		3102 - REG EARN	0.30	12:30	12:30	26:00
Thu 10/24	6:25AM-12:25PM	6:24AM	12:00PM		MEBA-2hr Bonus		5:30	6:00	32:00

Totals Accrual Balances

Daily All

Totals for 10/21/2019

Account	Pay Code	Amount
MEBA/412/4/17/0/Y/E02171	3102 - REG EARN	11.30
MEBA/412/4/17/0/Y/E02171	3233 - BIKE PRM	2.00

Employee Timecards

ALBERT, OLIVER 1 of 1 E02873

Loaded: 11:

✓
Approve
Timecard

	Date	Schedule	In	Out	Transfer	Pay Code	Amount
+ X	Mon 10/21	4:15AM-12:15PM	4:13AM	12:09PM			
+ X	Tue 10/22	4:15AM-12:15PM	4:10AM	12:15PM			
+ X	Wed 10/23	4:15AM-12:15PM	4:15AM	12:11PM			
+ X	Thu 10/24	4:15AM-12:15PM	4:13AM	12:09PM			
+ X	Fri 10/25	4:15AM-12:15PM	4:13AM	12:07PM			
+ X	Sat 10/26						
+ X	Sun 10/27						
+ X	Mon 10/28	4:15AM-12:15PM	4:14AM				1:15
+ X	Tue 10/29	4:15AM-12:15PM	4:13AM				
+ X	Wed 10/30	4:15AM-12:15PM	4:17AM				
+ X	Thu 10/31	4:15AM-12:15PM	4:17AM				
+ X	Fri 11/01	4:15AM-12:15PM					
+ X	Sat 11/02						
+ X	Sun 11/03						

Pay Code Actions

Date: 10/28/2019
 Pay Code: 3325 - LEAD PAY
 Amount: 1:15

Comment

Comments (0)

Select Comment

Type a note (optional)

Add another note

Comment

Comments (0)

Select Comment

- Approved
- Boat Moves
- Drills
- Excused - Late
- Fueling

Comment

Comments (1)

- Approved
- Lead arrive late. BW

Add another note

Kronos Workforce Central

Managers



Manage My Department Employee Timecards

Employee Timecards

ALBERT, OLIVER 1 of 1 E02873 Loaded: 11:59 AM Current Pay Period 1 Employee(s) selected

Approve Timecard Print Timecard Refresh Calculator Tools Save Go To

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 10/21	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	8:00
Tue 10/22	4:15AM-12:15PM	4:10AM	12:15PM				8:00	8:00	16:00
Wed 10/23	4:15AM-12:15PM	4:15AM	12:11PM				8:00	8:00	24:00
Thu 10/24	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	32:00
Fri 10/25	4:15AM-12:15PM	4:13AM	12:07PM				7:45	7:45	39:45
Sat 10/26									39:45
Sun 10/27									39:45
Mon 10/28	4:15AM-12:15PM	4:14AM	12:08PM				8:00	8:00	47:45
Tue 10/29	4:15AM-12:15PM	4:13AM	12:08PM		3325 - LEAD PAY	1:15	8:00	8:00	55:45
Wed 10/30	4:15AM-12:15PM	4:17AM	12:09PM				8:00	8:00	63:45
Thu 10/31	4:15AM-12:15PM	4:17AM							63:45
Fri 11/01	4:15AM-12:15PM								63:45
Sat 11/02									63:45
Sun 11/03									63:45

Click Save

Blue note indicates comment

Employee Timecards

ALBERT, OLIVER 1 of 1 E02873 Loaded: 11:59 AM Current Pay Period 1 Employee(s) Selected

Approve Timecard Print Timecard Refresh Calculator Tools Save Go To

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 10/21	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	8:00
Tue 10/22	4:15AM-12:15PM	4:10AM	12:15PM				8:00	8:00	16:00
Wed 10/23	4:15AM-12:15PM	4:15AM	12:11PM				8:00	8:00	24:00
Thu 10/24	4:15AM-12:15PM	4:13AM	12:09PM				8:00	8:00	32:00
Fri 10/25	4:15AM-12:15PM	4:13AM	12:07PM				7:45	7:45	39:45
Sat 10/26									39:45
Sun 10/27									39:45
Mon 10/28	4:15AM-12:15PM	4:14AM	12:08PM				8:00	8:00	47:45
Tue 10/29	4:15AM-12:15PM	4:13AM	12:08PM		3200 - OT SCHED	1:30	8:00	8:00	55:45
Wed 10/30	4:15AM-12:15PM	4:17AM	12:09PM				8:00	8:00	63:45
Thu 10/31	4:15AM-12:15PM	4:17AM							63:45
Fri 11/01	4:15AM-12:15PM								63:45
Sat 11/02									63:45
Sun 11/03									63:45

IMPORTANT: APPROVED OVERTIME MUST INCLUDE COMMENTS AND INITIALS.

TIMECARD TRANSFER

Transfer for Lead Pay, Premiums, Role Transfer
Use when it is for entire shift

- IBDK Lead Pay
- IBDK Bike PRM
- IBDK Sanitary PRM IBDK to MDH 3104 (Deckhand to Maintenance)



IBDK to IBTS 3105 (Deckhand to Terminal Agent) IBTS to IBDK 3107 (Terminal Agent to Deckhand) IBDK to Mate 3109 (Deckhand to Mate)

- 1) In the **Transfer** column, left click your mouse. Choose **Search** in the drop down. In the **Work Rules**, select Transfer code, for example select **IBDK Lead Pay** or click on the down arrow and choose **IBDK Lead Pay**. Then click anywhere on the screen.
- 2) Click **Save**
- 3) Click **Refresh**
- 4) Add **Comments on the Out punch** (see screen shots above)
 - a. Hover mouse on punch **Out** punch and right click.
 - b. Punch Actions dialog box will appear. Click on **Comments**.
 - c. In the **Select Comment field**, click on the down arrow. Choose **Approved** from the drop down
 - d. Type in your **initials** and **notes** in the Type a note field
 - e. Click **OK**
 - f. Click **SAVE**
 - g. Click **Refresh**

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Mon 10/07	5:05AM-1:05PM	4:54AM	1:03PM				8:00	8:00	8:00
+	Tue 10/08	5:05AM-1:05PM	4:59AM	1:06PM				8:00	8:00	16:00
+	Wed 10/09	5:05AM-1:05PM	4:56AM	1:06PM				8:00	8:00	24:00
+	Thu 10/10	5:05AM-1:05PM	4:57AM	1:05PM	<div style="border: 1px solid black; padding: 2px;"> IBDK Lead Pay IBDK SS Lead Pay Search... </div>			8:00	8:00	32:00
+	Fri 10/11	5:05AM-1:05PM	5:02AM	1:06PM				8:00	8:00	40:00
+	Sat 10/12									40:00

Managers



Transfer

Name: BRAZIS, CURTIS S
 Labor Account: [blank]
 Work Rule: IBDK Lead Pay

Labor Account: [blank] **Work Rule**

Add Work Rule Clear All

Search List

- IBDK Casual Bike PRM
- IBDK Casual Lead Pay
- IBDK casuals -> Maintenance 3104
- IBDK Casual Sanitary PRM
- IBDK Dummy
- IBDK IBTS Trnl 3105 RGCD
- IBDK Lead Pay**
- IBDK March-Nov Bike prm
- IBDK March-Nov Bike prm Casuals
- IBDK MonTue

Cancel Apply

Manage My Department Employee Timecards

HACKWORTH, BARTON 2 of 5 E04731 Loaded: 5:38 PM Current Pay Period LFT1AM

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Mon 10/21	5:05AM-1:05PM	5:09AM	1:02PM				8:00	8:00	8:00
	Tue 10/22	5:05AM-1:05PM	5:08AM	1:05PM	IBDK Lead Pay IBDK SS Lead Pay Search			8:00	8:00	16:00
	Wed 10/23	5:05AM-1:05PM	5:07AM	1:06PM				8:00	8:00	24:00
	Thu 10/24	5:05AM-1:05PM	5:02AM	1:07PM				8:00	8:00	32:00
	Fri 10/25	5:05AM-1:05PM	5:06AM	1:04PM				8:00	8:00	40:00
	Sat 10/26									40:00
	Sun 10/27									40:00
	Mon 10/28	5:05AM-1:05PM	5:00AM	1:03PM				8:00	8:00	48:00
	Tue 10/29	5:05AM-1:05PM	5:05AM	1:06PM				8:00	8:00	56:00
	Wed 10/30	5:05AM-1:05PM	5:07AM	1:03PM				8:00	8:00	64:00
	Thu 10/31	5:05AM-1:05PM								64:00
	Fri 11/01	5:05AM-1:05PM								64:00
	Sat 11/02									64:00
	Sun 11/03									64:00

Manage My Department Employee Timecards

HACKWORTH, BARTON 2 of 5 E04731 Loaded: 5:38 PM Current Pay Period LFT1AM

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Mon 10/21	5:05AM-1:05PM	5:09AM	1:02PM				8:00	8:00	8:00
	Tue 10/22	5:05AM-1:05PM	5:08AM	1:05PM				8:00	8:00	16:00
	Wed 10/23	5:05AM-1:05PM	5:07AM	1:06PM	IBDK Lead Pay			8:00	8:00	24:00
	Thu 10/24	5:05AM-1:05PM	5:02AM	1:07PM				8:00	8:00	32:00
	Fri 10/25	5:05AM-1:05PM	5:06AM	1:04PM				8:00	8:00	40:00
	Sat 10/26									40:00
	Sun 10/27									40:00
	Mon 10/28	5:05AM-1:05PM	5:00AM	1:03PM				8:00	8:00	48:00
	Tue 10/29	5:05AM-1:05PM	5:05AM	1:06PM				8:00	8:00	56:00
	Wed 10/30	5:05AM-1:05PM	5:07AM	1:03PM				8:00	8:00	64:00
	Thu 10/31	5:05AM-1:05PM								64:00
	Fri 11/01	5:05AM-1:05PM								64:00
	Sat 11/02									64:00
	Sun 11/03									64:00

Step 1: Select Lead Pay in Transfer column

Step 2: Click Save

Managers

If user worked only partial day related to COVID-19.

1) Add a new row by clicking '+' on the same day, add applicable start and end time for COVID-19. Follow below steps.

Step-1 Click '+' to add new row

2- Break day into 2 rows, one for regular work and other for COVID-19

3- Punches should be at least 1 min apart

4- Add labor Account, see below image

5- make sure amount of hours accounts to COVID-19

Schedule	In	Out	Amount	Shift	Daily
Sun 3/22					
Mon 3/23	12:30PM	5:30PM		5:00	
Tue 3/24	12:30PM	10:30PM		5:00	10:00
Wed 3/25	12:30PM	10:30PM			

Location	Account	Pay Code	Amount
	(x)FRSP/420/1/08/8C0006-COVID-19/Y/E06806	3102 - REG EARN	5:00
	(x)FRSP/420/1/08/-/Y/E06806	3102 - REG EARN	5:00

Step-1 Choose Labor account

Step-2 Click on CAPITAL-OP project

3) Type number to search and select

4) Click apply

Name: test2

Job: [empty]

Labor Account: [empty]

Work Rule: [empty]

Job Transfer | Labor Account | Work Rule

Add Labor Account

BARG UNIT: [dropdown]

DEPARTMENT: [dropdown]

NTD: [dropdown]

LOCATION: [dropdown]

CAPITAL-OP P... [dropdown]

TBD1: [dropdown]

REPORTS TO: [dropdown]

8c00

8C0000-Combo A... Combo Activities ...

8C0001-State Ope... State Oper Asst

8C0002-FTA Oper ... FTA Oper Asst

8C0003-RM2 Fun... RM2 Funding

8C0004-Clipper Clipper formerly T...

8C0005-Bay BRG ... Bay Bridge Closure

8C0006-COVID-19 Coronavirus Expe...

Cancel Apply

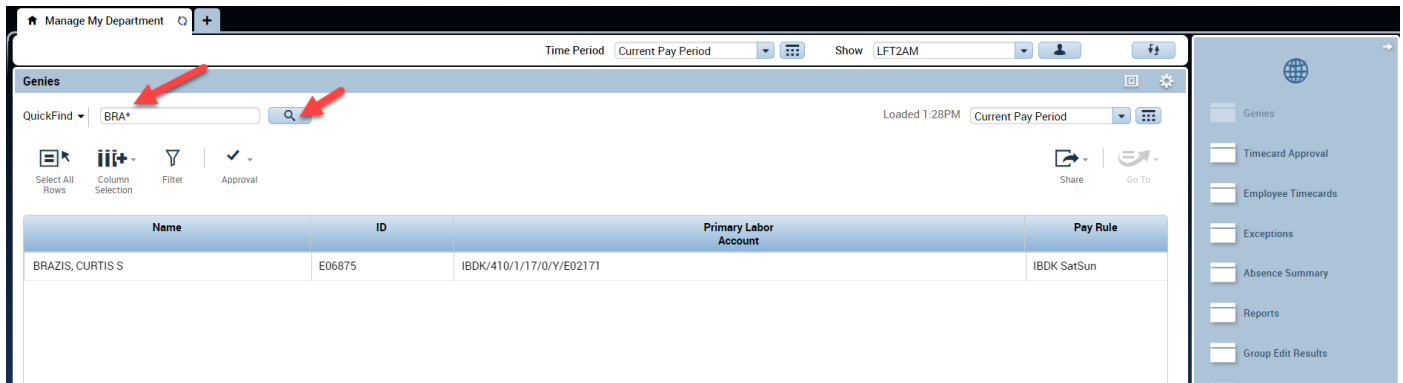
Make sure the totals at the bottom accounts to respective JL codes.

FIND AN INDIVIDUAL EMPLOYEE

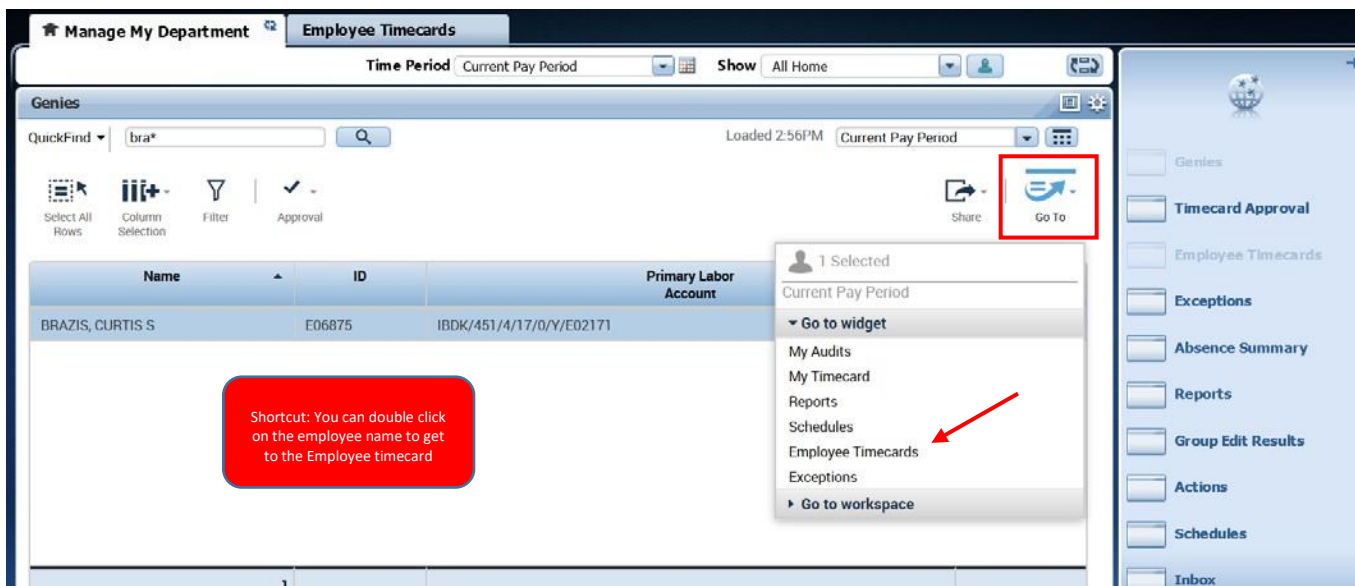
Managers

Search Casual Relief and load Employee Timecard

- 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



- 2) Find employee Name in results displayed on the screen
- 3) 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 **Employee Timecards** in drop down menu



SCHEDULES

View Crew Schedule on MY 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. (see above Manage My Shift screen shots)
- 3) Click on **Schedule** on the right hand of the screen



Manage My Department

Time Period Current Pay Period Show All Home

Genies

QuickFind

Select All Rows Column Selection Filter Approval

Name ID Primary Labor Account Pay Rule

Share Go To

Genies

Timecard Approval

Employee Timecards

Exceptions

Absence Summary

Reports

Group Edit Results

Actions

Schedules

Requests

Inbox

4) Click down arrow on **Visibility filter**. Choose **Shift label**.

Manage My Department Schedules

Schedules

Loaded: 6:45PM 10/07/2019 - 10/20/2019 LFT1AM

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

Refresh View Comments Share Save Go To

By Employee	10/06 - 10/12		10/13 - 10/19			10/20 - 10/26	
	Mon 10/07	Tue 10/08	Wed 10/09	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13
BRAZIS, CURTI...	5:05AM - 1:05PM	5:05AM - 1:05PM	5:05AM - 1:05PM	5:05AM - 1:05PM	5:05AM - 1:05PM		341
HACKWORTH...	5:05AM - 1:05PM	5:05AM - 1:05PM	5:05AM - 1:05PM	5:05AM - 1:05PM	5:05AM - 1:05PM		5.0
HURLEY, COR...	5:05AM - 1:05PM (x:IBDK Lead Pay)	5:05AM - 1:05PM (x:IBDK Lead Pay)	5:05AM - 1:05PM (x:IBDK Lead Pay)	5:05AM - 1:05PM (x:IBDK Lead Pay)	5:05AM - 1:05PM (x:IBDK Lead Pay)		5.0
NELLIGAN, TO...	5:10AM - 1:10PM	5:10AM - 1:10PM	5:10AM - 1:10PM	5:10AM - 1:10PM	5:10AM - 1:10PM		5.1
SHORTT, ERIC B	3410 - SICK HRS [8:00]	5:05AM - 1:05PM	5:05AM - 1:05PM	5:05AM - 1:05PM	5:05AM - 1:05PM		5.0

Click Visibility Filter. Choose Shift label

Manage My Department Schedules

Schedules

Loaded: 6:49PM 10/07/2019 - 10/20/2019 LFT1AM

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

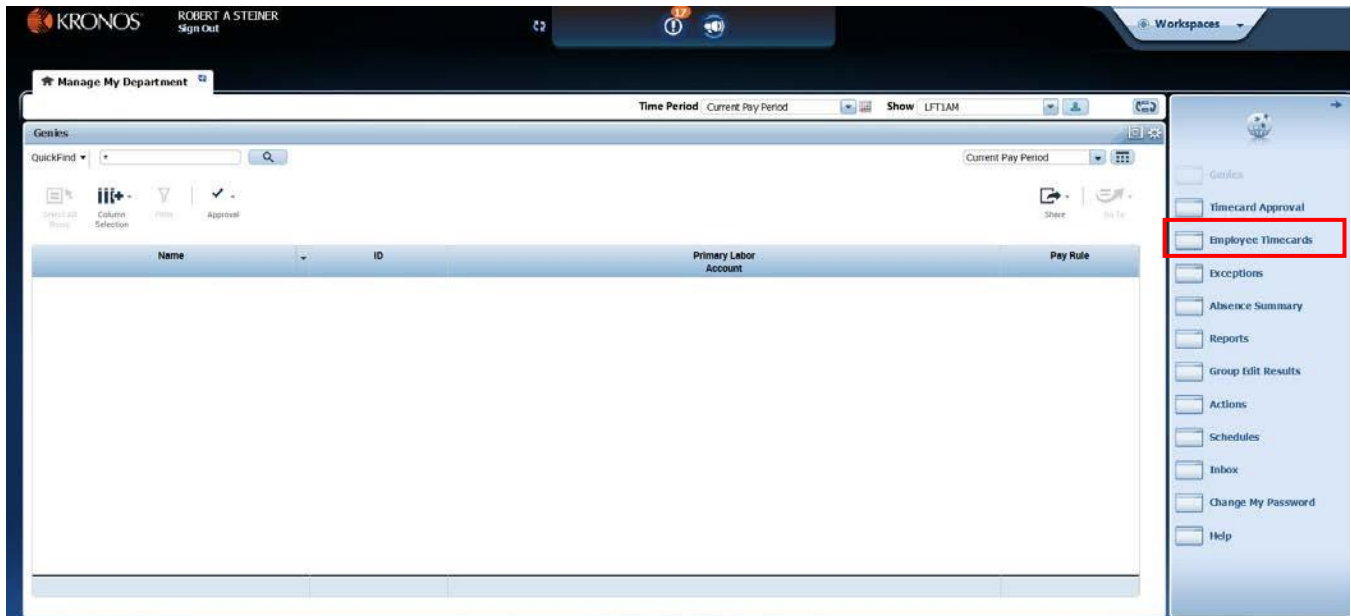
Refresh View Comments Share Save Go To

By Employee	10/06 - 10/12		10/13 - 10/19			10/20 - 10/26	
	Mon 10/07	Tue 10/08	Wed 10/09	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13
BRAZIS, CURTI...	LFT1AM DH2.3	LFT1AM DH2.3	LFT1AM DH2.3	LFT1AM DH2.3	LFT1AM DH2.3		341
HACKWORTH...	LFT1AM VM1	LFT1AM VM1	LFT1AM VM1	LFT1AM VM1	LFT1AM VM1		LF1
HURLEY, COR...	LFT1AM DHL1 (x:IBDK Lead Pay)	LFT1AM DHL1 (x:IBDK Lead Pay)	LFT1AM DHL1 (x:IBDK Lead Pay)	LFT1AM DHL1 (x:IBDK Lead Pay)	LFT1AM DHL1 (x:IBDK Lead Pay)		LF1
NELLIGAN, TO...	LFT1AM VM2	LFT1AM VM2	LFT1AM VM2	LFT1AM VM2	LFT1AM VM2		LF1
SHORTT, ERIC B	3410 - SICK HRS [8:00]	LFT1AM DH2.3	LFT1AM DH2.3	LFT1AM DH2.3	LFT1AM DH2.3		LF1

Note: Casual Reliefs will NOT appear in the Schedules shift view as this is for bidded. Please refer to Ferry Admin dispatched email notification on List of Absences and corresponding Reliefs.

TIMECARD APPROVAL

- 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. (see above Manage My Shift screen shots)
- 3) Click on **Employee Timecards** on the right hand of the screen

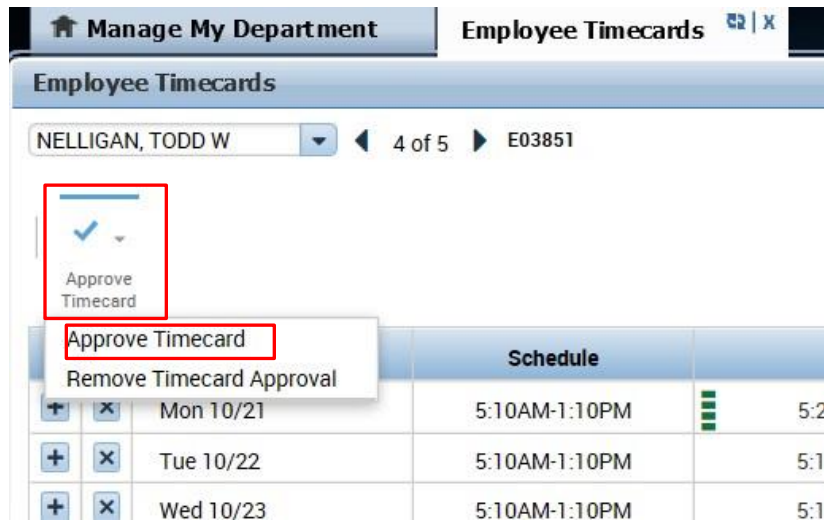


- 4) Select the individual employees
- 5) In the employee's timecard, select the **Previous Pay Period** or **Current Pay Period (depending on when you Approve the Timecard)**, and then click on the **Approve Timecard** check box. Click on the **Approve** button. The timecard will turn a different color
- 6) Click on the arrows to move to the next employee and repeat.



Imp: Make sure to select the right pay period before you click Approve Timecard

Managers

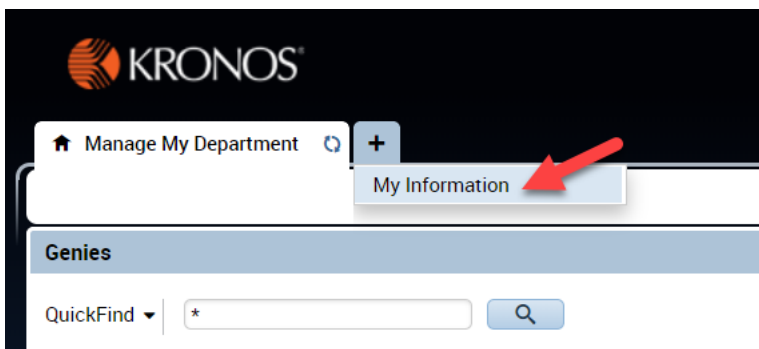


		Schedule	
+ X	Mon 10/21	5:10AM-1:10PM	5:2
+ X	Tue 10/22	5:10AM-1:10PM	5:1
+ X	Wed 10/23	5:10AM-1:10PM	5:1

IMPORTANT: When you click 'Approve Timecard', the timecard for the pay period will be locked and no more edits can be made to it. However, you can go back into the timecard to make edits by clicking on the 'Remove Timecard Approval'.

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.



Code	Reporting Period	Balance On Selected Date
Family Sick	1/01/2020 - 12/31/2020	0.00
Floating Holiday	1/01/2020 - 12/31/2020	0.00
Sick	1/01/2020 - 12/31/2020	29.13
Vacation Bank 2	1/01/2020 - 12/31/2020	27.30

Click on My Timecard, to view your timecard.

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

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Balance	
79:45	Hour
48:00	Hour
16:00	Hour

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	
Family Sick	
Floating Holiday	

3163 - WCIN.
3400 - VACA
3410 - SICK P
3416 - FMLY
3421 - BERE
3425 - COMP 5 Hour
3430 - FL HO 0 Hour
3466 - FMLA 0 Hour
3471 - JURY

Cancel Submit

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

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 Pay C...	Hours		

Accruals on: 8/03/2020

Hours
Hours
Full day

- 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: 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

Accruals on: 8/03/2020

- 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

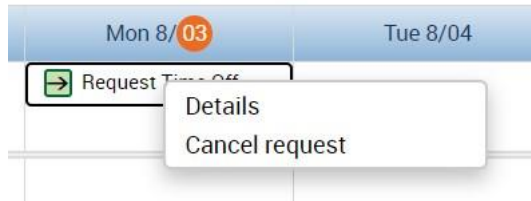
Cancel Submit

- 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

Mon 8/03	Tue 8/04
Request Time Off	

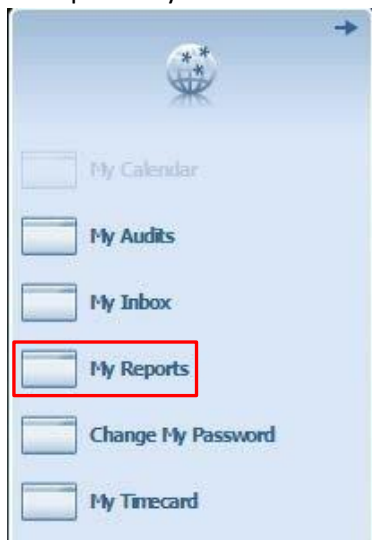
Submitted 8:00AM - 12:00PM
~ ~ Pick a Pay Code !!! [4:00 h]

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

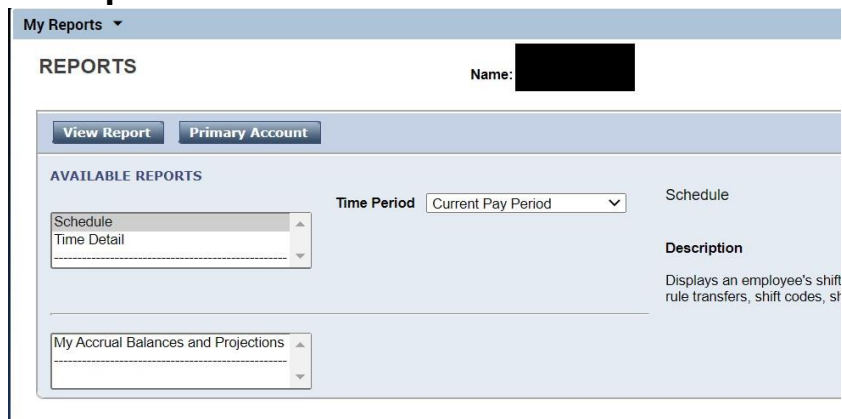


MY REPORTS

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



- 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**



Kronos Workforce Central

Managers

