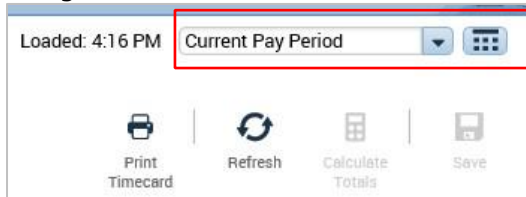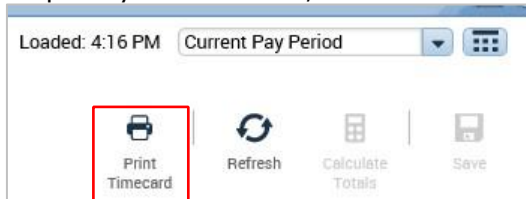# Kronos Workforce Central

REVIEWING YOUR TIMECARD

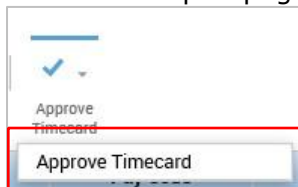1) To view a specific date range, choose from the **drop down** or enter a range of dates using the **calendar icon**.
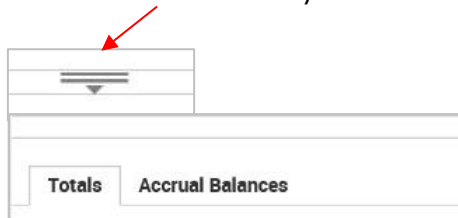

2) To print your timecard, click on the **Print Timecard** icon.

3) To Approve your timecard, click on drop down arrow next to the **Approve Timecard** icon at the top of page and select **Approve Timecard**

4) To view your period **Totals**, or **Accrual Balances**, click on the 2 gray bars with the arrow at the bottom of your timecard. Click it again to hide it.

**Accruals are updated by payroll the Thursday of the first week of a payroll cycle and will be effective Monday of the Current Pay Period.*

ENTERING TIME

Your timecard will be prepopulated with 8 hour each day, Monday through Friday.
Timecards need to be completed by the end of the last Friday in a payroll cycle.

Transferring Hours to Projects

There may be time you need to transfer hours in your timecard to one or many projects throughout the day
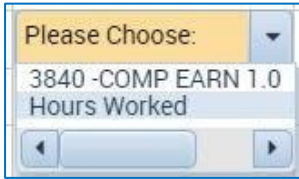
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1) To transfer all your hours worked for the day, click on the **<Enter Pay Code>** cell under the **Pay Code** column. A dropdown will appear.
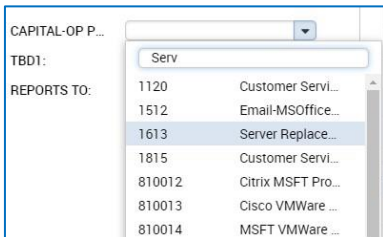

2) Scroll down and highlight **Hours Worked**

3) Under the **Transfe**r column click the drop down and click on **Search**

4) In the **Transfer** screen click the **Labor Account** section, then click the drop down under the **CAPITAL-OP P** field and scroll to the project you would like to transfer to, or type the first few letters of the project you would like to transfer hours to in the **Smart Search** box.

5) Click **Apply**

6) Click in the day and enter the number of hours that were worked in the transferred project.

7) Click on **Save**.

8) To transfer to multiple projects throughout the day, click on the **<Enter Pay Code>** cell under the **Pay Code** column. In the dropdown scroll down or type an "H" and highlight **Hours Worked** (see step 2)

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9) Under the **Transfe**r column click the drop down and click on **Search**

Pay Code	Transfer
Hours Worked	
Hours Worked	▼
Schedule	Search...

10) In the **Transfer** screen click the drop down under the **CAPITAL-OP P** field and scroll to the project you would like to transfer part of the hours to.

11) Click **Apply**

CAPITAL-OP P...	1526 - Suicide Deterrent-Co ▼	X
TBD1:	Smart search...	
REPORTS TO:	0503 Gangways Pier...	
	1431 D1 Resurface E...	
	1525 Toll System Up...	
	1526 Suicide Deterre...	

12) Click in the day and enter the number of hours that were worked in the transferred project.

	Pay Code	Transfer	Mon 10/23	Tue 10/24	Wed 10/25
✖	Hours Worked		8:00		
✖	Hours Worked	////0503//		8:00	
✖	Hours Worked	////1526//			2:00

13) Click on **Save**

14) To transfer hours to another project, **follow steps 8-13** and click on **Save** each time. Notice there are many projects transfers throughout the day on Wednesday.

Pay Code	Transfer	Mon 10/23	Tue 10/24	Wed 10/25
Hours Worked		8:00		
Hours Worked	////0503//		8:00	
Hours Worked	////1526//			2:00
Hours Worked	////1722//			3:00
Hours Worked	////8N0002//			1:30
Hours Worked	////8N0012//			2:00
Hours Worked	////8N9001//			0:30

Comp Time

Any work performed in excess of 40 hours in a work week is eligible to receive compensatory time off (based on your MOU or HR Guide). Your timecard will be prepopulated, so you will only need to add hours worked in excess of 40 in a week. To receive Comp Time, you will enter 3840 Comp Earned 1.0 on your timecard.

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	Pay Code	Transfer	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/01	Fri 3/02	Sat 3/03	Sun 3/04	Total
☒	Hours Worked		8:00	8:00	8:00	8:00	8:00			40:00
☒	3840 -COMP EARN 1.0		2:00	2:00	2:00	2:00	2:00			10:00
☒	Enter Pay Code									

Totals Accrual Balances

All	▼	All	▼

Account	Pay Code	Amount
NBEP/390/3/17/0/Y/E12068	3100 - REG EARN	80.00
NBEP/390/3/17/0/Y/E12068	3840 -COMP EARN 1.0	10.00

REQUESTING TIME OFF

1) Your default Workspace is My Calendar, choose request time off.

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

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

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 ... ▼	Hours		

Drop-down list:
- 3163 - WCIN.
- 3400 - VACAT
- 3410 - SICK F
- 3416 - FMLY
- 3421 - BEREA
- 3425 - COMP
- 3430 - FL HO
- 3466 - FMLA
- 3471 - JURY

Accruals on: 8/03/2020

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

Cancel   Submit

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 ▼		

Drop-down:
- 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

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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	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
+	×	8/03/2020	8/03/2020	~ ~ Pick a Pay C...	Hours	8:00AM	4:00

Accruals on: 8/03/2020

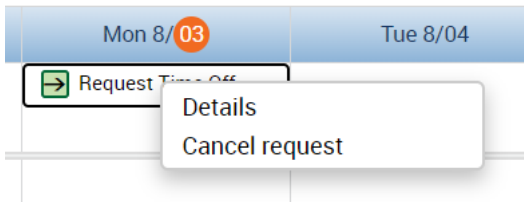| Accrual	Balance
Comp Time	79:45 Hour
Family Sick	48:00 Hour
Floating Holiday	16:00 Hour

Cancel   Submit

8) You should see a **green box with an arrow** on the day(s) you submitted the request. 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**
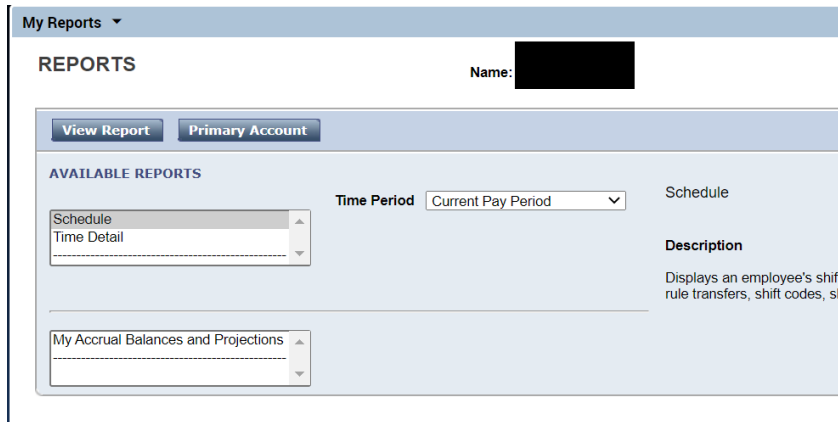
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MY REPORTS

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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**

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CHANGING YOUR PASSWORD

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

2) Enter your current password in the **Old Password** field. Enter your new password in the **New Password** field repeat this in the **Verify Password** field.

3) Click on **Save**

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CHANGE PASSWORD

[Save] [Clear]

User Name	E00792
Old Password	Required
New Password	Required
Verify Password	Required

The password must not contain any of the following:

- User name

The password must contain all of the following:

- Uppercase letters

- Lowercase letters

- Numbers

The password is limited by the following:

- Minimum length: 6