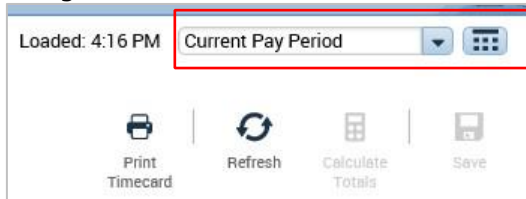


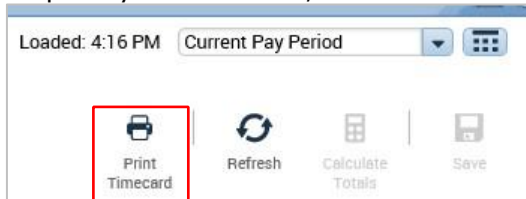
## Kronos Workforce Central

### REVIEWING YOUR TIMECARD

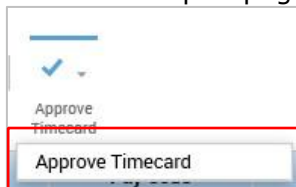
- 1) To view a specific date range, choose from the **drop down** or enter a range of dates using the **calendar icon**.



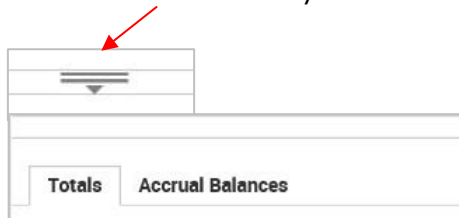
- 2) To print your timecard, click on the **Print Timecard** icon.



- 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

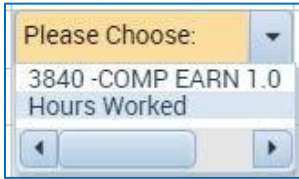


## Kronos Workforce Central

- 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**

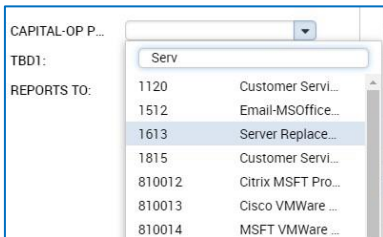


- 3) Under the **Transfer** column click the drop down and click on **Search**



- 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**.

| Pay Code     | Transfer   | Mon 1/15 | Tue 1/16 | Wed 1/17 |
|--------------|------------|----------|----------|----------|
| Hours Worked | ////1526// |          |          | 3:00     |

- 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)





## Kronos Workforce Central

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

| Pay Code     | Transfer                               |
|--------------|--|
| Hours Worked |  |
| Hours Worked | <input type="text" value="Search..."/> |
| Schedule     |  |

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 |
|--|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> Hours Worked |           | 8:00      |           |           |
| <input checked="" type="checkbox"/> Hours Worked | ///0503// |           | 8:00      |           |
| <input checked="" type="checkbox"/> 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      |

### REQUESTING TIME OFF



## Kronos Workforce Central

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

| Code             | Reporting Period    | Balance On Selected Date |
|------------------|---------------------|--------------------------|
| Comp Time        | 1/01/2020 - 12/3... | 79.45                    |
| Family Sick      | 1/01/2020 - 12/3... | 48.00                    |
| Floating Holiday | 1/01/2020 - 12/3... | 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



## Kronos Workforce Central

**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  
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: 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  
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

## Kronos Workforce Central

### 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

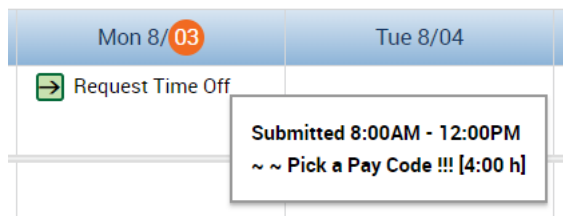
|     | Start date | End date  | Pay code            | Time Unit | Start time | Daily Amount |
|-----|------------|-----------|---------------------|-----------|------------|--------------|
| + x | 8/03/2020  | 8/03/2020 | ~ ~ Pick a Pay C... | Hours     | 8:00AM     | 4:00         |

Accruals on: 8/03/2020

| Accrual          | Balance    |
|------------------|------------|
| Comp Time        | 79.45 Hour |
| Family Sick      | 48.00 Hour |
| Floating Holiday | 16.00 Hour |

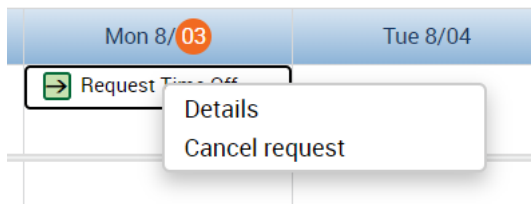
Cancel Submit

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



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

## Kronos Workforce Central



### 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**

## Kronos Workforce Central

My Reports ▾

REPORTS Name: [REDACTED]

AVAILABLE REPORTS

| Time Period          | Schedule                              | Description  |
|----------------------|---------------------------------------|--|
| Current Pay Period ▾ | Schedule<br>Time Detail ▾             | Displays an employee's shift rule transfers, shift codes, st |
|                      | My Accrual Balances and Projections ▾ |  |

### 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**





## Kronos Workforce Central

**CHANGE PASSWORD**

**User Name** E00792

**Old Password**

**New Password**

**Verify Password**

**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