

# Kronos

God of Time



KRONOS 8

# Secure log into Kronos using GoWMU and your BroncoNet ID & Password.



## Central Authentication Service

Enter your Bronco NetID to continue

Bronco NetID:

Warn me before logging me into other sites.

**ENTER**

[Change your password?](#)  
[Forgot password?](#)  
[Forgot Bronco NetID?](#)

## Getting Started

[First Time Logging in?](#)

You will need your temporary password  
[Set Your Password](#)

It is the user's responsibility to utilize these services appropriately. Inappropriate use will be subject to disciplinary action as defined by University policy.

## Don't Fall For Phishing!

Phishing is an online scam involving email messages that appear to be from a trusted source. WMU will **never** send you an email requesting your password. [See phishing for more information.](#)

## Service Alerts

Current outages

*Services operating normally*

Planned outages

*There are no scheduled outages*

## New To WMU?

Use your temporary password to [set a new password.](#)

Setting up an Authorized User:  
[Academic & Financial Aid Information](#)  
[Payment & Account Information](#)

[Parents/Authorized Users](#)

For additional help, see [Help Desk.](#)

Click on:  
All Links,  
Administrative  
Applications,  
Administrative  
Resources,  
Payroll,  
then Kronos

Faculty/Staff Home Library WMU Life Sites

My Work ? ☰ + ✕

MOST VISITED ▼

**ALL LINKS ▲**

Faculty Menu ▼

Textbook Requisition

Advisor Menu

Degree Works

Search Course Offerings

Student Information Menu

Transfer Credit Equivalency

Course/Instructor Evaluation System (ICES Online)

WMU Employee Security Re-authorization Form

WMU Supervisor Security Re-authorization Form

Event Registration

**Administrative Applications ▲**

PeopleSoft Administrative Systems ▼

**Administrative Resources ▲**

Accounting Services ▼

Budget ▼

Human Resources ▼

Grants and Contracts

**Payroll ▲**

Kronos

# Kronos Timekeeper Log On Screen.

The screenshot displays the Kronos Timekeeper interface. At the top left, the Kronos logo is visible next to the text "Timekeeper Sign Out". A navigation bar includes "Workspaces" and a search icon. Below this, a "Manage My Department" tab is active. The main content area is divided into two sections: "Timecards" and "Genies".

**Timecards Section:**

- Employee 1 | 1 of 8 | 123456
- Loaded: 8:19AM | Current Pay Period | All Home and Transferred...
- Buttons: Print Timecard, Refresh, Calculate Totals, Save, Go To

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Mon 6/06									
+ X	Tue 6/07									
+ X	Wed 6/08									
+ X	Thu 6/09									
+ X	Fri 6/10									
+ X	Sat 6/11									
+ X	Sun 6/12									
+ X	Mon 6/13									
+ X	Tue 6/14									

**Genies Section:**

- QuickFind | Search | Current Pay Period
- Buttons: Select All Rows, Column Selection, Filter, Timekeeping, Schedule, Share, Go To

Name	ID	Primary Labor Account
------	----	-----------------------

**Right Sidebar:**

- Timecards
- Genies
- Reports
- Requests
- Schedules
- My Calendar
- Help
- Exceptions

# Kronos Supervisor Log On Screen

KRONOS Supervisor Sign Out
Workspaces

Manage My Department

Timecard Approval

Select Pay Period for Approvals | Punch Issues | Approve Timecards

### Select Pay Period for Approvals

Time Period: Previous Pay Period

HyperFind: AFSCME- Cust,LS, Maint

Save

### Genies

Pay Period Close | Loaded 12:57PM | Current Pay Period | All Home and Transferred... | Edit

Select All Rows | Column Selection | Filter | Timekeeping | Approval | Schedule | Refresh | Share | Go To

Person Name	Worked Hours	Sick	Vacation	Retro Hours	Holiday	Overtime	Commission
Employee 1							
Employee 2							
Employee 3	40.0	16.0	24.0				
Employee 4	16.0			24.0	8.0	20.0	
Employee 5							
Student Worker	5.5						
Supervisor							
Timekeeper							
8	61.50	16.00	24.00	24.00	8.00	20.00	0

- Timecard Approval
- Genies
- Group Edit Results
- Inbox
- My Calendar
- Reports
- Requests
- Help
- Timecards
- QuickFind
- Exceptions

Payroll suggests that both the timekeeper and supervisor review the entire PowerPoint training so that both have knowledge of the entire process.

Supervisors-your roll calls for you to be the back up for your department's timekeeper. It is important for you to know the timekeeper portion of this training.

# **KRONOS TIMEKEEPER**



# The screen is made up of 3 parts.

The Timecard

The screenshot shows the Kronos Timecard interface. At the top, there is a navigation bar with the Kronos logo, 'Timekeeper Sign Out', and a 'Workspaces' dropdown. Below this is a 'Manage My Department' tab. The main area is titled 'Timecards' and shows a list of employees (currently 'Employee 1') and a date range (1 of 8, 400077). A toolbar includes 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main table has the following columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The data rows show dates from Mon 6/06 to Tue 6/14.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ x	Mon 6/06									
+ x	Tue 6/07									
+ x	Wed 6/08									
+ x	Thu 6/09									
+ x	Fri 6/10									
+ x	Sat 6/11									
+ x	Sun 6/12									
+ x	Mon 6/13									
+ x	Tue 6/14									

Genies

The screenshot shows the Kronos Genies interface. It features a 'QuickFind' search bar and a toolbar with 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule' options. The main table has the following columns: Name, ID, and Primary Labor Account. The table is currently empty.

Name	ID	Primary Labor Account
------	----	-----------------------

Go To Links

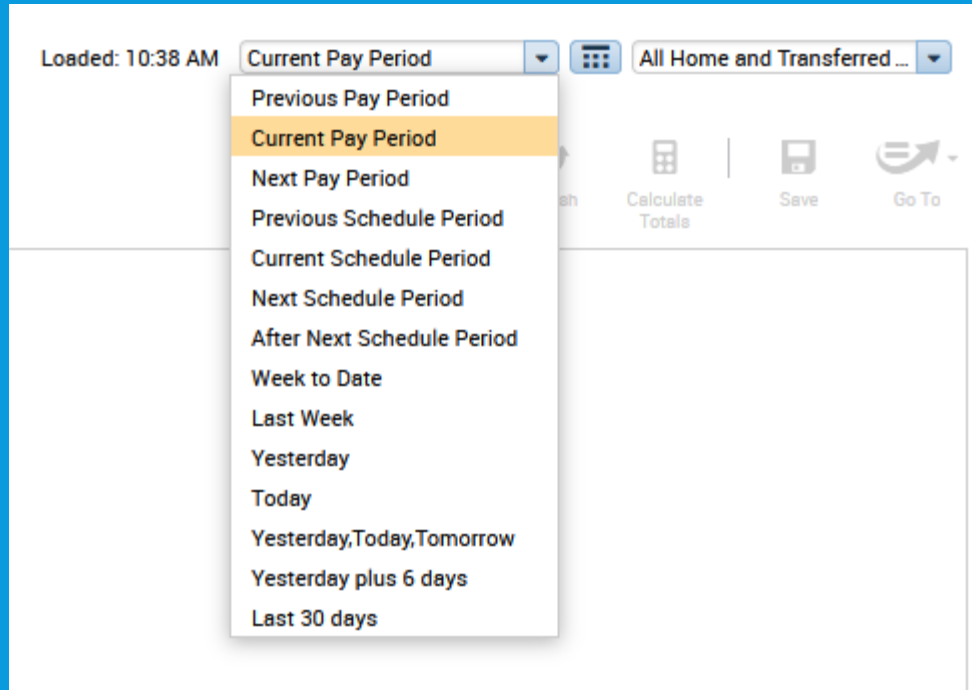
The screenshot shows the Kronos navigation sidebar. It includes a search icon and a list of links: Timecards, Genies, Reports, Requests, Schedules, My Calendar, Help, and Exceptions.

- Timecards
- Genies
- Reports
- Requests
- Schedules
- My Calendar
- Help
- Exceptions



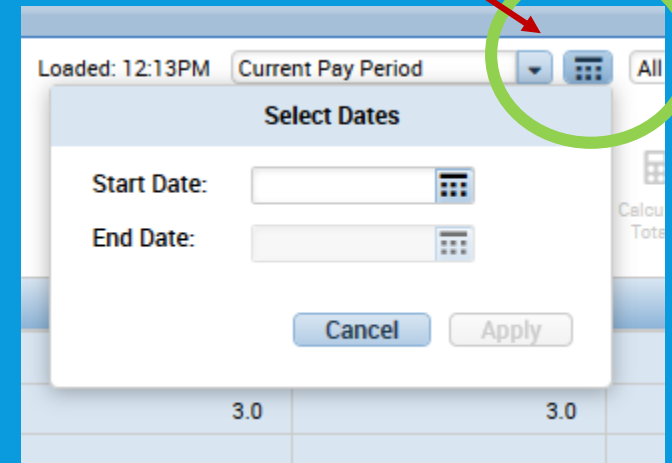




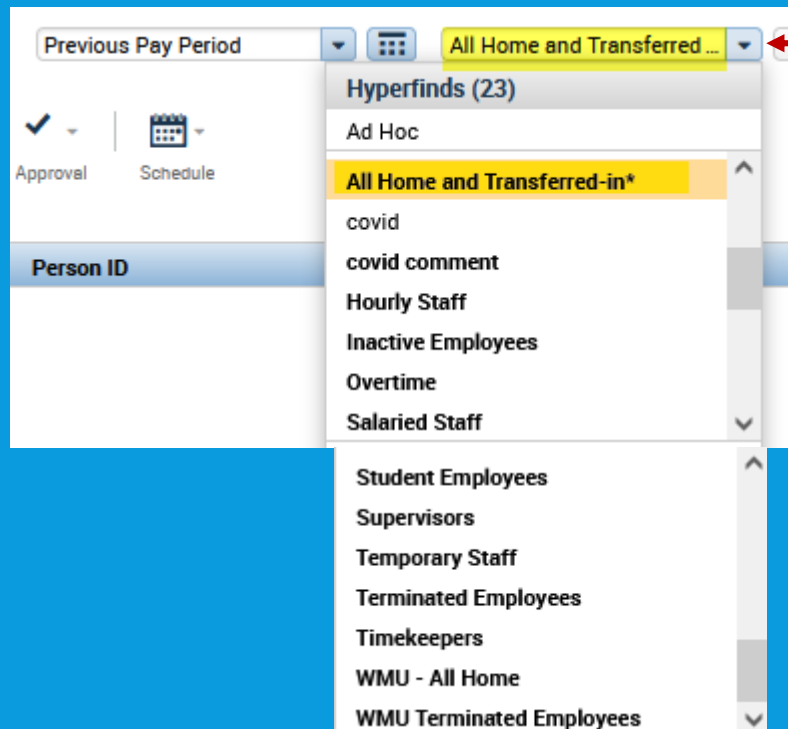


**Pay Period Choices-click the drop down arrow. (KR due Friday and weekend KR approval would be current pay period. Monday morning KR approval would be previous pay period)**

**Range of dates choice.**



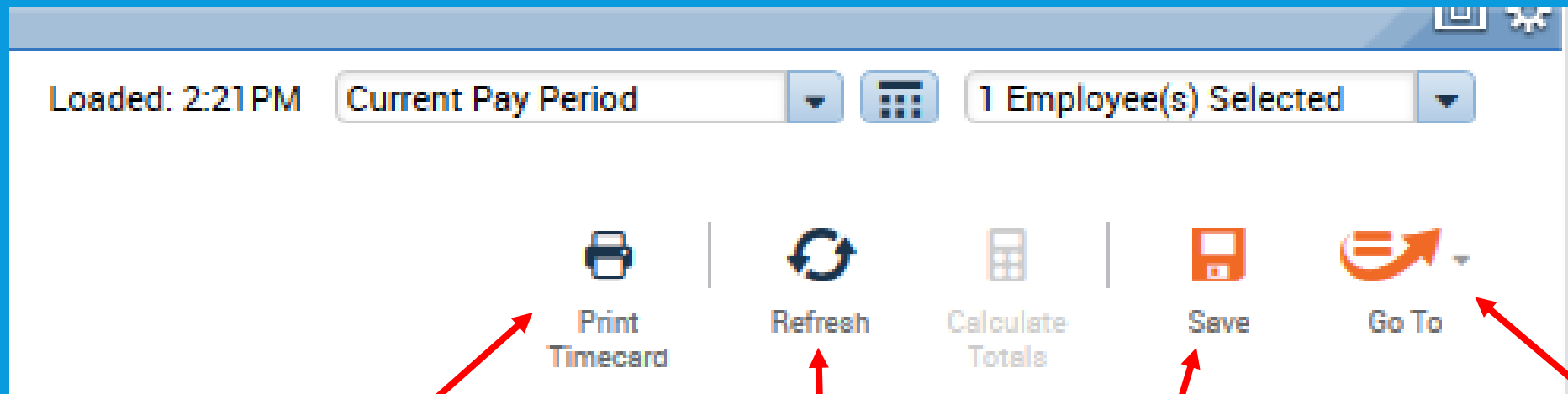
**Departments should always use “All Home and Transferred In\*” (which includes the asterisk \*) as their employee group choice when entering/editing/approving time.**



**If you click the drop down, different categories will appear. You are able to look at specific groups of employees such as student employees, inactive, terminated employees, etc. Be sure to change back to All Home and Transferred In\*.**

**When an employee terminates mid pay period they move into the Terminated Employees group. When an employee goes on a Leave of Absence mid pay period, they move into the Inactive Employee group.**

# Timecard buttons include: Print Timecard, Refresh, Save (when orange), Go To



# Timecard Totals will appear at the bottom of the timecard.

Timecards

1 of 1

Loaded: 11:47 AM Current Pay Period 1 Employee(s) Selected

View Approve Timecard Sign Off Accruals Actions

Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	Pay Code	Amount	Transfer	In	Out	Shift	Daily	Period
+ X	Sun 6/27									
+ X	Mon 6/28		Regular	8.0					8.0	8.0
+ X	Tue 6/29		Regular	8.0					8.0	16.0
+ X	Wed 6/30		Regular	8.0					8.0	24.0
+ X	Thu 7/01		Sick Usage - Hourly	8.0					8.0	32.0
+ X	Fri 7/02		Vacation - Hourly	8.0					8.0	40.0
+ X	Sat 7/03									40.0
+ X	Sun 7/04									40.0
+ X	Mon 7/05								20.0	60.0
+ X	Tue 7/06									60.0
+ X	Wed 7/07									60.0
+ X	Thu 7/08									60.0
+ X	Fri 7/09									60.0
+ X	Sat 7/10									60.0

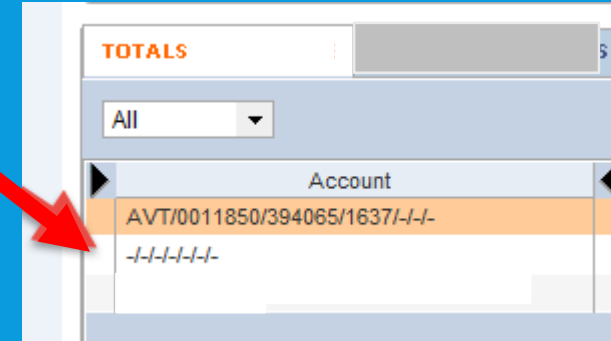
Totals Accruals Historical Corrections Audits

All All

Location	Job	Account	Pay Code	Amount	Wages
Organization/zzEmployees/400077	None	PAY/6411240/400081/2185/-/-	Regular	24.0	\$0.00
Organization/zzEmployees/400077	None	PAY/6411240/400081/2185/-/-	Retro Hours	20.0	\$0.00
Organization/zzEmployees/400077	None	PAY/6411240/400081/2185/-/-	Sick Usage - Hourly	8.0	\$0.00
Organization/zzEmployees/400077	None	PAY/6411240/400081/2185/-/-	Vacation - Hourly	8.0	\$0.00

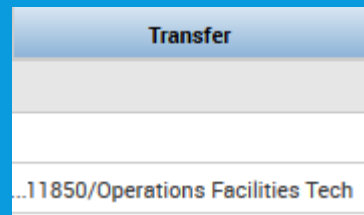


**When you see these slashes in your employee timecard totals, it means that KR does NOT know where to charge these hours. You must act.**

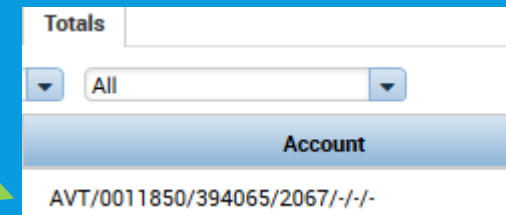


**First verify that the date is not prior to the employee's hire date or after their term date. Move hours to another day if needed. If the hours are in an active employment period you must complete a transfer so the hours get charged to the appropriate department.**

**Transfer**

A screenshot of a "Transfer" form. The form has a header with the word "Transfer" and a dropdown menu. Below the header, there is a text field containing the text "...11850/Operations Facilities Tech".

**Slashes are gone**

A screenshot of a software interface showing a table of timecard entries. The table has a header with the word "Totals" in grey. Below the header, there is a dropdown menu set to "All". The table has two columns: "Account" and "Hours". The "Account" column contains the text "AVT/0011850/394065/2067/-/-". The "Hours" column contains the text "-/-/-/-/-".

**To view leave balances-click on the Accruals tab at the bottom of the timecard.**



The screenshot shows a navigation bar with four tabs: 'Totals', 'Accruals', 'Historical Corrections', and 'Audits'. The 'Accruals' tab is highlighted with a green circle. Below the navigation bar is a table with two columns: 'Accrual Code' and 'Accrual Available Balance'. The table contains four rows of data. A large green oval highlights the right side of the table, specifically the 'Accrual Available Balance' column and its values.

Accrual Code	Accrual Available Balance
2021 Allowance	40.0
Allowance	0.0
Sick	390.75
Vacation	128.0

**The Audits Tab-tells who is touching the employee's timecard, what they are adding/editing and the dates and details of their actions.**

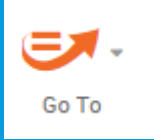
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
7/06/2...		Edit Pay Code		Vacation - Hourly	8.0 [0.0]				7/09/2021	12:17PM (GMT ...	chr9725:itent-kwc8p2.w...	Timecard Editor
7/01/2...		Edit Pay Code		Vacation - Hourly	8.0 [0.0]				7/09/2021	12:17PM (GMT ...	chr9725:itent-kwc8p2.w...	Timecard Editor
7/02/2...		Edit Pay Code		Vacation - Hourly	8.0 [0.0]				7/09/2021	12:17PM (GMT ...	chr9725:itent-kwc8p2.w...	Timecard Editor
7/11/2...		Sign-off							7/12/2021	10:23AM (GMT ...	payadmin1:itent-kwc8p2...	Group Edits
6/28/2...		Timecard Ap...							7/12/2021	9:12AM (GMT -...	mkp6944:itent-kwc8p2...	Group Edits

Loaded: 2:16PM Current Pay Period All Home and Transferred ...

Print Timecard Refresh Calculate Totals Save Go To

8 Selected  
Current Pay Period  
Go to widget  
Audits  
People Editor  
Exceptions  
Schedules  
Requests  
Reports  
Go to workspace

Out	Shift	Daily
		8.0 48.0
		8.0 56.0
		8.0 64.0
		8.0 72.0
		8.0 80.0
		8.0 80.0
		8.0 80.0

Use the  Go To function in the employee timecard if you want specific, individualized employee information such as a report for this specific employee, audits, exceptions, or the schedule for this specific employee.

People Editor

Employee 3 1 of 1 123456

History Licenses

Person Job Assignment

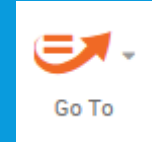
Job Assignment Summary

**Primary Account**

Primary Job:	Organization/zzEmployees/13877/None
Primary Labor Account:	PAY/6411240/390389/1360/-/-/
Time Zone:	(GMT -05:00) Eastern Time

**Timekeeper**

Base Wage:	0.00
Pay Rule:	Regular 8 Hrs
Wage Profile:	None
Device Group:	WMU OIT CLKS
Brazil Device Group:	None
Current Badge Number(s):	28220824758224020



**Go To: People Editor-gives information about individual employees such as Primary Labor Account (Home Account), Pay Rule, etc.**



# Exceptions

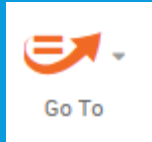
Manage My Department | GoToLinks | Exceptions

Exceptions

Current Pay Period: [dropdown] | 1 Employee(s) Select: [dropdown]

Name	Signoff	Punches	Breaks	Core Hours	Excused Absence	Total
Student Worker	1					1

This will mainly be used by departments whose employees swipe in and out using the Kronos Timeclocks.



# Employee Schedules

Administration Schedules

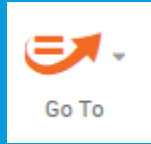
Schedules

Loaded: 3:05PM 6/06/2016 - 6/19/2016 1 Employee(s) Selected Edit

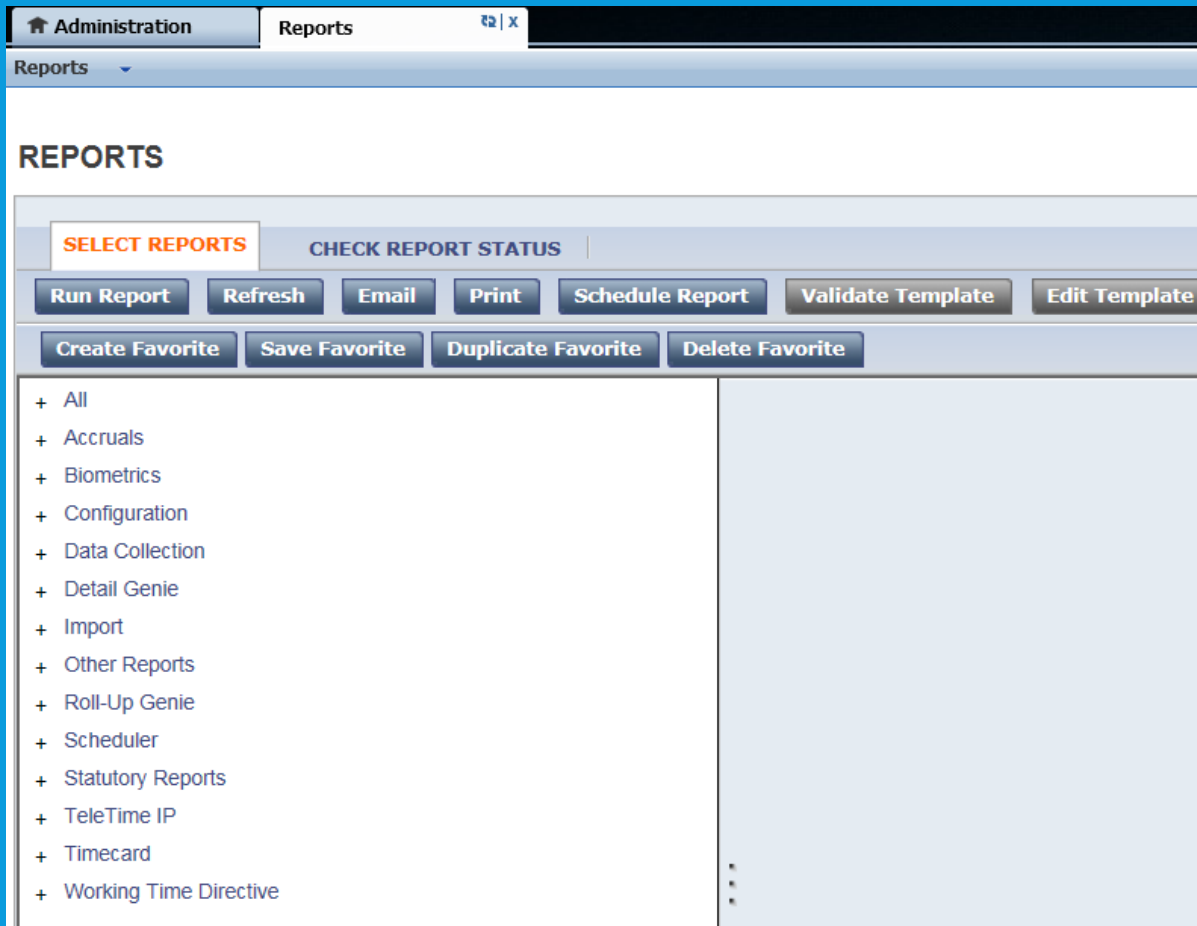
Quick Actions View Column Selection Visibility Filter Select all Gantt View Sorting Tools Refresh View Comments Share Save Go To

By Employee Name	6/05 - 6/11			6/12 - 6/18		6/19 - 6/25	
	Mon 6/06	Tue 6/07	Wed 6/08	Thu 6/09	Fri 6/10	Sat 6/11	Sun 6/12
Employee 5	6:00AM - 2:30PM	6:00AM - 2:30PM	6:00AM - 2:30PM	6:00AM - 2:30PM	6:00AM - 2:30PM		6:00AM - 2:30PM

This will be used by departments whose employees punch in and out.



**Reports- this location will create reports specific to the employee whose timecard you navigated through.**

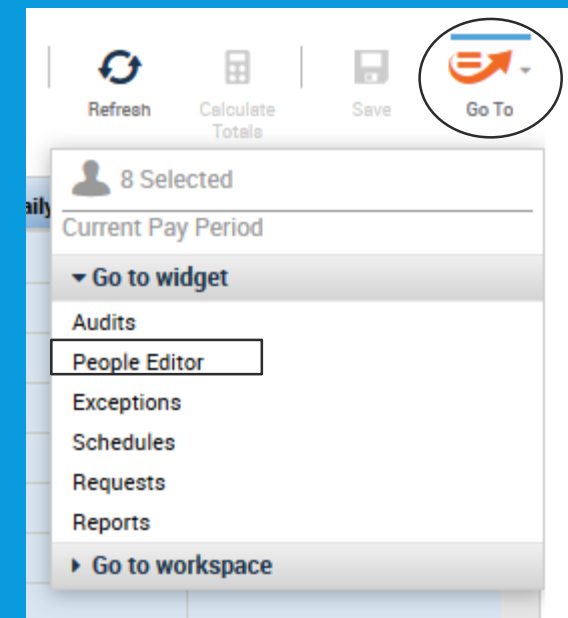
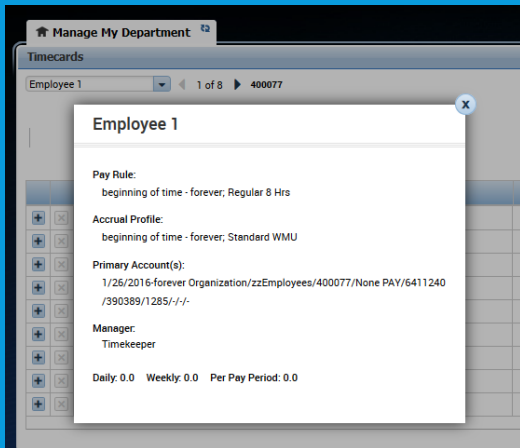


**Instructions to create reports later in the presentation.**

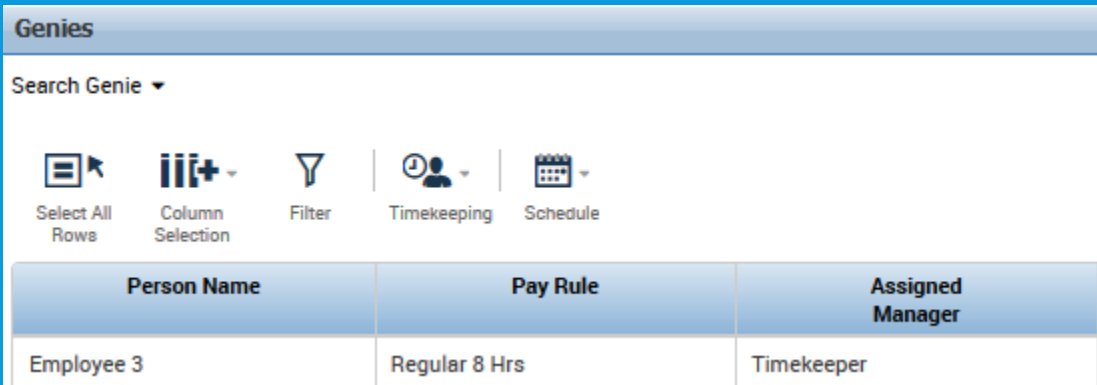
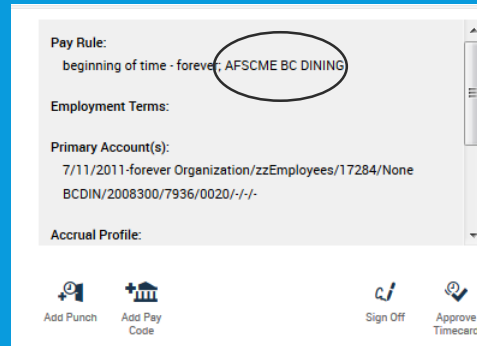
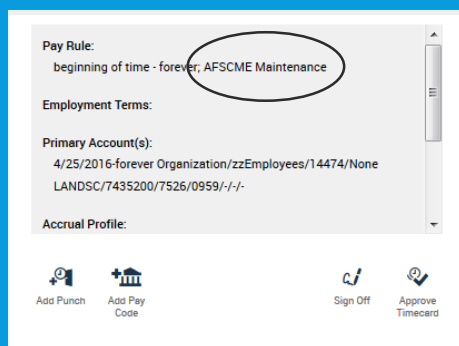
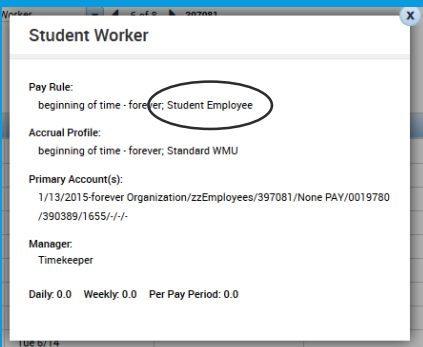


# 3 ways to get employee information.

## Right click on the employee name.



## Use Go To People Editor from employee timecard.



## Click on the Search Genie.

# ADDING HOURS TO A TIMECARD



Timecards

1 of 1 376810

View Approve Timecard Sign Off Accruals Actions

		Date	Schedule	Pay Code	Amount	Transfer
+	x	Sun 7/11				
+	x	Mon 7/12				
+	x	Tue 7/13		Regular	5.0	
+	x	Wed 7/14		Overtime	1.0	
+	x	Thu 7/15		Retro Hours	5.0	
+	x	Fri 7/16		Sick Usage - Hourly	5.0	
+	x	Sat 7/17		Vacation - Hourly	5.0	
+	x	Sun 7/18				
+	x	Mon 7/19		Please Choose:		
+	x	Tue 7/20				
+	x	Wed 7/21				
+	x	Thu 7/22				
+	x	Fri 7/23				
+	x	Sat 7/24				

Please Choose:  
Search  
Regular  
Overtime AFSCME  
Overtime MSEA  
Overtime  
Sick Usage - Hourly  
Sick Usage - Salary  
Vacation - Hourly  
Vacation - Salary

To enter hours log into the employee’s timecard. Go to the Pay Code Column, choose the appropriate pay code for the hours you are entering.

Departments will use Regular Hours the most. You might also use Sick Usage-Hourly and/or Vacation-Hourly for your benefits eligible employees.

After the pay code enter the number of hours in the Amount column.

If you owe an employee hours from a previous pay period add them on any day in one lump sum using the Retro Hours pay code.

Click on the plus (+) to add another row for a day. Click the x to delete the row.

Always Save.

Whenever possible enter hours on the actual day worked.

Do not enter KR hours for an employee prior to their hire date or after their termination date.

If your department is NOT the employee’s home account you must complete a transfer on each entry you make. See the next few slides for completing transfers. To know if your department is the employee’s home account, hold your cursor over the employee’s name and do a right click. If your department’s information is not in the primary job information box, you must transfer the hours you enter.

Timecards

1 of 1

View Approve Timecard Accruals Actions

		Date	Schedule	Pay Code	Amount	Transfer
+ X		Mon 7/12				
+ X		Tue 7/13				
+ X		Wed 7/14		Regular	4.0	
+ X		Thu 7/15		Regular	4.0	
+ X		Fri 7/16				
+ X		Sat 7/17				
+ X		Sun 7/18				
+ X		Mon 7/19				
+ X		Tue 7/20				
+ X		Wed 7/21				
+ X		Thu 7/22				
+ X		Fri 7/23				
+ X		Sat 7/24				
+ X		Sun 7/25				

Totals Accruals Historical Corrections Audits

**Pay Code Actions**

Date: 7/14/2021

Pay Code: Regular

Amount: 4.0

Last Edit Date: 7/20/2021

**Edit Made By: Bettis-Cooper, Lisa**

Edit Justify Exception

To find out who entered hours in a Kronos timecard, put your cursor on the paycode and do a right click. The Pay Code Actions box will open letting you know who made the edit. If necessary, you can reach out to that person directly.



**Transfer**

Name Vargas, Ana  
Job CEGRNTS/7016890/Temporary Non-Exempt  
Labor Account

Job Transfer | Labor Account

- CEGRNTS Beginning Of Time - Forever
  - + 7015180 3/10/2015 - Forever
  - + 7015480 3/10/2015 - Forever
  - + Organization Beginning Of Time - Forever
- Addl Fac Appt-Non Instruction
- Temporary Non-Exempt
  - + 7016910 3/10/2015 - Forever
  - + 7017070 3/10/2015 - Forever
  - + 7019030 3/10/2015 - Forever
  - + 7019110 3/10/2015 - Forever
  - + 7019280 3/10/2015 - Forever

Cancel Apply

**Click the plus (+) in front of the Orgid Beginning of Time to open cost center selection. Click the plus (+) in front of the appropriate cost center to open job selection. Click the radio button on the employee's job. Apply.**

**\*\*It is important for Timekeepers/Supervisors to know the Orgid, cost center, and job code for each employee.**

# The information appears in the transfer box. This will not appear in the totals box until you hit Save.

Timecards

Vargas, Ana 32 of 40 123456

Loaded: 3:55PM Current Pay Period All Home and Transferred...

Print Timecard Refresh Calculate Totals **Save** Go To

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 6/06									
Tue 6/07		Regular	8.0		.../7016890/Temporary Non-Exempt				
Wed 6/08									
Thu 6/09									
Fri 6/10									
Sat 6/11									
Sun 6/12									
Mon 6/13									
Tue 6/14									
Wed 6/15									
Thu 6/16									
Fri 6/17									
Sat 6/18									
Sun 6/19									

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount
No data to display				

Timecards

Vargas, Ana 32 of 40 123456

Loaded: 4:03PM Current Pay Period All Home and Transferred...

Print Timecard Refresh Calculate Totals Save Go To

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 6/06									
Tue 6/07		Regular	8.0		.../7016890/Temporary Non-Exempt			8.0	8.0
Wed 6/08									8.0
Thu 6/09									8.0
Fri 6/10									8.0
Sat 6/11									8.0
Sun 6/12									8.0
Mon 6/13									8.0
Tue 6/14									8.0
Wed 6/15									8.0
Thu 6/16									8.0
Fri 6/17									8.0
Sat 6/18									8.0
Sun 6/19									8.0

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount
(x)CEGRNTS/7016890	(x)Temporary Non-Exempt	(x)CEGRNTS/7016890/394679/1538/-/-	Regular	8.0

After being saved, the transfer data will appear in the timecard totals.



# Timecards turn yellow when approved.

Timecards

Loaded: 3:06 PM Current Pay Period

View Approve Timecard Sign Off Accruals Actions Print Timecard Refresh

	Date	Schedule	Pay Code	Amount	Transfer	In	Out	Shift	Daily	Period
+ X	Sun 7/25									
+ X	Mon 7/26		Regular	4.0					4.0	4.0
+ X	Tue 7/27		Regular	4.0					4.0	8.0
+ X	Wed 7/28		Regular	8.0					8.0	16.0
+ X	Thu 7/29		Regular	8.0					8.0	24.0
+ X	Fri 7/30		Regular	4.0					4.0	28.0
+ X	Sat 7/31									28.0
+ X	Sun 8/01									28.0
+ X	Mon 8/02		Regular	4.0						
+ X	Mon 8/02		Sick Usage - Hourly	4.0					8.0	36.0
+ X	Tue 8/03		Regular	4.0					4.0	40.0
+ X	Wed 8/04		Regular	5.0					5.0	45.0
+ X	Thu 8/05		Regular	7.0					7.0	52.0
+ X	Fri 8/06		Regular	4.0					4.0	56.0

Totals Accruals Historical Corrections Audits

All All

Location	Job	Account	Pay Code	Amount	Wages
Organization/zzEmployees/411386	None	AFWSTUD/1251620/411386/1084/-/-	Regular	52.0	\$0.00
Organization/zzEmployees/411386	None	AFWSTUD/1251620/411386/1084/-/-	Sick Usage - Hourly	4.0	\$0.00

**This employee's timecard is missing a swipe-also known as an Exception. This usually applies to departments whose employees punch in and out via the timeclocks.**

Timecards

Student Worker 6 of: 123456

Loaded: 9:31 AM Current Pay Period All Home and Transferred...

Print Timecard Refresh Calculate Totals Save Go To

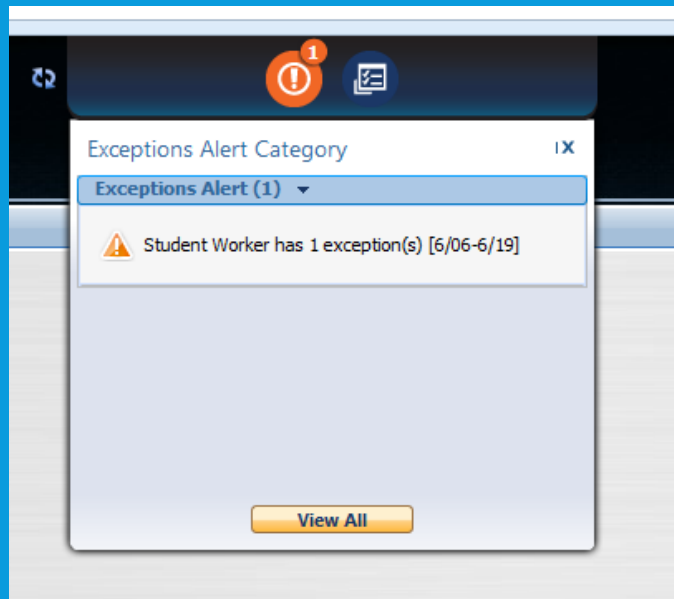
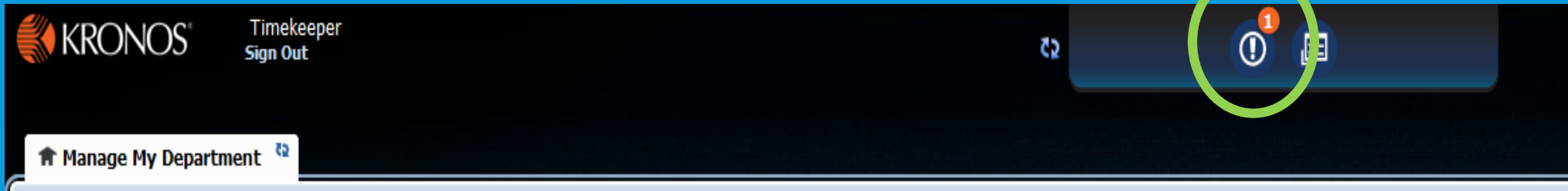
Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 6/06				9:15AM					
Tue 6/07				2:01PM		5:00PM	3.0	3.0	3.0
Wed 6/08									3.0
Thu 6/09				9:00AM		11:30AM	2.5	2.5	5.5
Fri 6/10									5.5
Sat 6/11									5.5
Sun 6/12									5.5
Mon 6/13									5.5
Tue 6/14									5.5
Wed 6/15									5.5
Thu 6/16									5.5
Fri 6/17									5.5
Sat 6/18									5.5
Sun 6/19									5.5

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount
Organization/zzEmployees/397081	None	PAY/0019780/390389/1655/-/-	Regular	5.5

# Exceptions-timecard issues such as missing in or out swipes, tardiness, etc.



**Click on the symbol to get the explanation. Make corrections to timecards as needed.**

# Fix the exception by double clicking in the appropriate box and adding the correct time.

Manage My Department

Timecard Approval

◀ Prev Select Pay Period for Approvals ? Punch Issues ? Approve Timecards ? ▶▶ Next ▶

Time Period Current Pay Period Save Cancel

Show

Summary

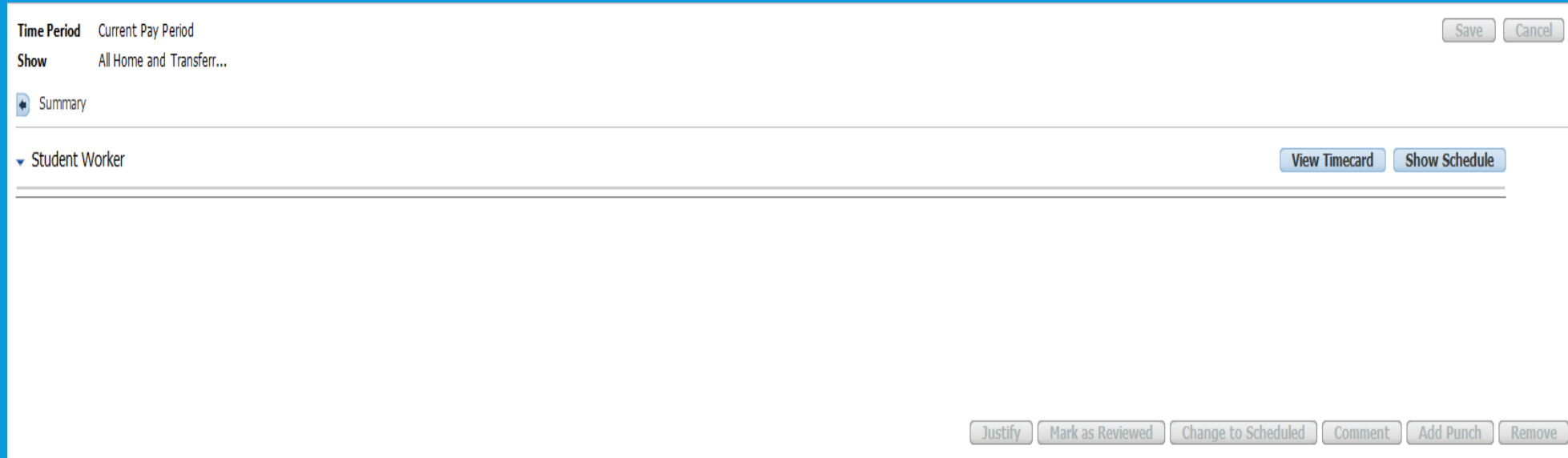
Student Worker View Timecard Show Schedule

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Mon 6/06			9:15am				

Justify Mark as Reviewed Change to Scheduled Comment Add Punch Remove

You can also make the correction by going directly to the employee's timecard

**The punch issue will no longer appear once corrected.**



**Refresh the alert widget for your exceptions to clear.**



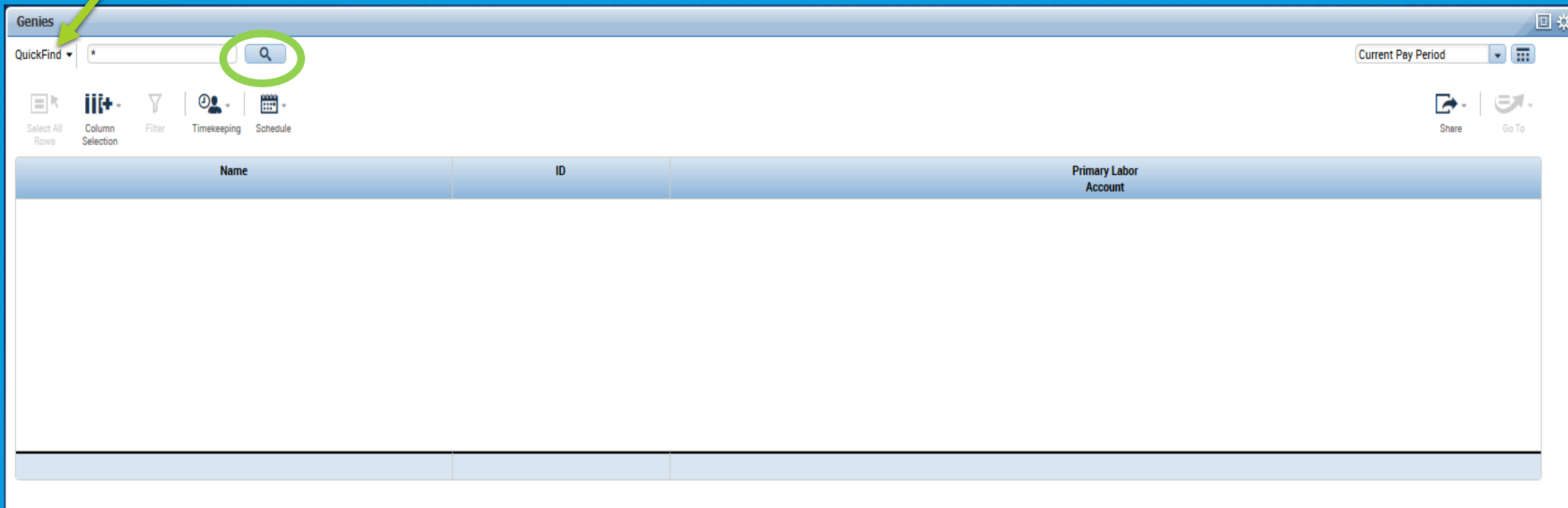
# GENIES

The screenshot displays the Kronos Timekeeper software interface. At the top, the 'KRONOS' logo is visible on the left, and 'Timekeeper Sign Out' is on the right. A navigation bar includes a 'Workspaces' dropdown and a search icon. Below this, a 'Manage My Department' tab is active, showing a 'Timecards' window. The timecard window displays a list of dates from Mon 6/06 to Tue 6/14, with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. A toolbar above the table includes icons for Print Timecard, Refresh, Calculate Totals, Save, and Go To. A sidebar on the right contains navigation links for Timecards, Genies, Reports, Requests, Schedules, My Calendar, Help, and Exceptions. A 'Genies' search window is overlaid on the bottom half of the screen, featuring a 'QuickFind' search bar, a 'Current Pay Period' dropdown, and a toolbar with icons for Select All Rows, Column Selection, Filter, Timekeeping, and Schedule. The table below the toolbar has columns for Name, ID, and Primary Labor Account.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Mon 6/06									
Tue 6/07									
Wed 6/08									
Thu 6/09									
Fri 6/10									
Sat 6/11									
Sun 6/12									
Mon 6/13									
Tue 6/14									

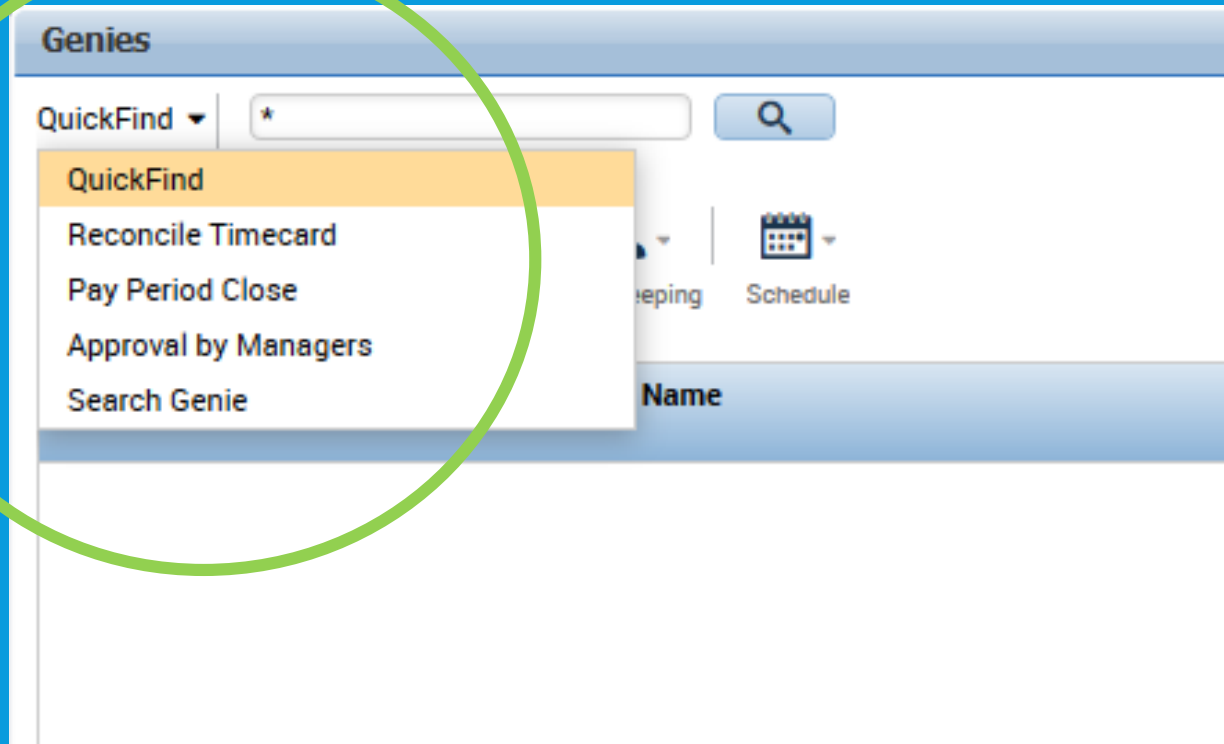
Name	ID	Primary Labor Account

**Genies—Timekeeper defaults to QuickFind.  
If you need to look at one employee's  
information. Enter their last name or  
employee id number to the left of the  
asterisk (\*), then “search”.**



The screenshot displays the Genies software interface. At the top left, the window title is "Genies". Below it, the "QuickFind" search bar is visible, containing an asterisk (\*) and a search icon (magnifying glass) which is circled in green. To the right of the search bar is a "Current Pay Period" dropdown menu. Below the search bar is a row of navigation icons: "Select All Rows", "Column Selection", "Filter", "Timekeeping", and "Schedule". On the far right of this row are "Share" and "Go To" icons. Below the navigation icons is a table with three columns: "Name", "ID", and "Primary Labor Account". The table is currently empty.

# Other Genies Available







# Pay Period Close-gives employee timecard totals for the selected pay period.

Genies

Pay Period Close ▾

Loaded 4:30PM Current Pay Period ▾ All Home and Transferred... ▾ Edit

QuickFind  
Reconcile Timecard  
**Pay Period Close**  
Approval by Managers  
Search Genie

Keeping Schedule

Refresh Share Go To

	Worked Hours	Sick	Vacation	Retro Hours	Holiday	Overtime	Commission
Employee 1							
Employee 2							
Employee 3	40.0	16.0	24.0				
Employee 4	16.0			24.0	8.0	20.0	
Employee 5							
Student Worker	5.5						
Supervisor							
Timekeeper							
	8	61.50	16.00	24.00	8.00	20.00	0

# Approval by Managers-shows timecards that have been approved and those that have not.

Genies

Approval by Managers ▾

QuickFind  
Reconcile Timecard  
Pay Period Close  
Approval by Managers  
Search Genie

Loaded 4:31PM Previous Pay Period ▾ All Home and Transferred ... ▾ Edit

Refresh Share Go To

	Name	Manager Approval	Managers Who Approved Timecard	Totals Up To Date
123456	Employee 1	1	Employee 2	✓
78910	Employee 2	1	Employee 2	✓
01287	Employee 3	1	Employee 2	✓
654321	Employee 4	1	Employee 2	✓
288963	Employee 5			✓
852274	Student Worker	1	Employee 2	✓
741852	Supervisor	1	Employee 2	✓
452136	Timekeeper	1	Employee 2	✓

# Search Genie-details employee information

Genies

Search Genie ▾

Loaded 11:49AM Current Pay Period ▾ [Grid Icon] All Home and Transferred ... ▾ Edit

QuickFind  
 Reconcile Timecard  
 Pay Period Close  
 Approval by Managers  
**Search Genie**  
 Count All WTK Exceptions

Calendar Icon  
 Keeping Schedule

Refresh Share Go To

	Pay Rule	Assigned Manager	Hire Date	Primary Job Name - Full	Transferred-in Employee	Active Badge Number	Totals Up To Date	Manager Approval
Supervisor	Salaried Employee	Timekeeper	3/30/2015	...stion/zzEmployees/397500/None		811064309	✓	
Employee 3	Regular 8 Hrs	Timekeeper	6/18/1979	...zation/zzEmployees/13877/None		28220824758224020	✓	1
Employee 4	Regular 8 Hrs	Timekeeper	10/17/1996	...zation/zzEmployees/16882/None		5762144164559511	✓	1
Employee 5	Regular 8 Hrs	Timekeeper	10/26/1981	...ization/zzEmployees/4188/None		269659054142472888	✓	1
Timekeeper	Salaried Employee	Timekeeper	9/10/2012	...stion/zzEmployees/390389/None		194554634	✓	1
Student Worker	Student Employee	Timekeeper	1/12/2015	...stion/zzEmployees/397081/None		927209247972657601	✓	1
Employee 1	Regular 8 Hrs	Timekeeper	1/25/2016	...stion/zzEmployees/400077/None		988619103346212713	✓	1
Employee 2	Regular 8 Hrs	Timekeeper	2/01/2016	...stion/zzEmployees/400081/None		977169935420729250	✓	1

# GO TO LINKS

The screenshot displays the Kronos Timekeeper web application interface. At the top left, the Kronos logo and 'Timekeeper Sign Out' are visible. The main content area is divided into two sections: 'Timecards' and 'Genies'. The 'Timecards' section shows a grid for employee 123456, with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The 'Genies' section includes a search bar and a table with columns for Name, ID, and Primary Labor Account. On the right side, a vertical navigation menu contains links for Timecards, Genies, Reports, Requests, Schedules, My Calendar, Help, and Exceptions. A green circle highlights the 'Go To' link in the top right corner of the interface, which is part of the navigation menu.

Timekeeper Sign Out

Workspaces

Manage My Department

Timecards

Employee 1 1 of 8 123456

Loaded: 8:19AM Current Pay Period

All Home and Transferred...

Print Timecard Refresh Calculate Totals Share Go To

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Mon 6/06									
+ X	Tue 6/07									
+ X	Wed 6/08									
+ X	Thu 6/09									
+ X	Fri 6/10									
+ X	Sat 6/11									
+ X	Sun 6/12									
+ X	Mon 6/13									
+ X	Tue 6/14									

Genies

QuickFind

Current Pay Period

Select All Rows Column Selection Filter Timekeeping Schedule Share Go To

Name	ID	Primary Labor Account
------	----	-----------------------

Timecards

Genies

Reports

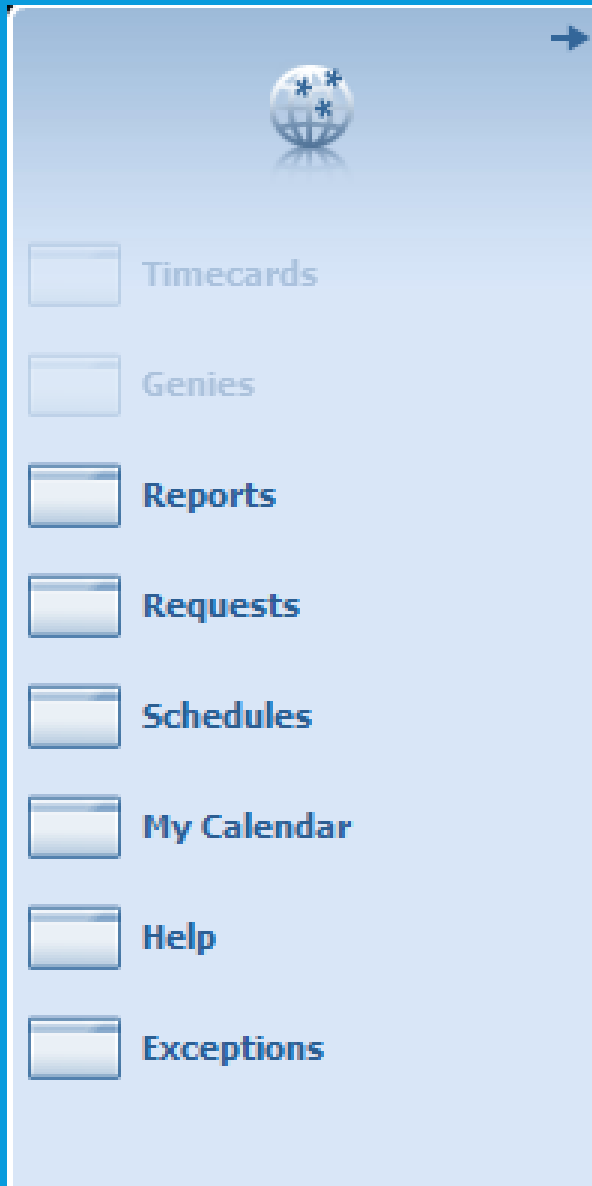
Requests

Schedules

My Calendar

Help

Exceptions



**Go to Links-takes you to all separate link choices. You can run department reports, department exceptions, go to department schedules, etc. All reports are available for departments to use. Experiment to see which ones work best for your department.**

# **KRONOS SUPERVISOR**

# Kronos Supervisor Log On Screen

**KRONOS**

Workspaces

Manage My Department

Timecard Approval

Select Pay Period for Approvals | Punch Issues | Timecards | ...2 More | Next

**Select Pay Period for Approvals**

HyperFind: All Home and Transferred ...

Time Period: Current Pay Period

Save

Genies

Pay Period Close | Loaded 12:57PM | Current Pay Period | All Home and Transferred... | Edit

Select All Rows | Column Selection | Filter | Timekeeping | Approval | Schedule | Refresh | Share | Go To

Person Name	Worked Hours	Sick	Vacation	Retro Hours	Holiday	Overtime	Commission
Employee 1							
Employee 2							
Employee 3	40.0	16.0	24.0				
Employee 4	16.0			24.0	8.0	20.0	
Employee 5							
Student Worker	5.5						
Supervisor							
Timekeeper							
<b>8</b>	<b>61.50</b>	<b>16.00</b>	<b>24.00</b>	<b>24.00</b>	<b>8.00</b>	<b>20.00</b>	<b>0</b>

- Timecard Approval
- Genies
- Group Edit Results
- Inbox
- My Calendar
- Reports
- Requests
- Help
- Timecards
- QuickFind
- Exceptions



# The screen is made up of 3 parts.

The Approval Wizard

The screenshot shows the 'Select Pay Period for Approvals' wizard in the Kronos system. It features a breadcrumb trail: 'Select Pay Period for Approvals' > 'Punch Issues' > 'Approve Timecards'. The main content area has two dropdown menus: 'Time Period' set to 'Previous Pay Period' and 'Hyperfind' set to 'AFSCME- Cust,LS, Maint'. A 'Save' button is located below these options.

Go To Links

The screenshot shows the navigation sidebar on the right side of the interface. It contains a list of menu items: 'Timecard Approval', 'Genies', 'Group Edit Results', 'Inbox', 'My Calendar', 'Reports', 'Requests', 'Help', 'Timecards', 'QuickFind', and 'Exceptions'. Each item is accompanied by a small icon.

Genies

The screenshot shows the 'Genies' timecard summary table. The table has columns for 'Person Name', 'Worked Hours', 'Sick', 'Vacation', 'Retro Hours', 'Holiday', 'Overtime', and 'Commission'. The data is as follows:

Person Name	Worked Hours	Sick	Vacation	Retro Hours	Holiday	Overtime	Commission
Employee 1							
Employee 2							
Employee 3	40.0	16.0	24.0				
Employee 4	16.0			24.0	8.0	20.0	
Employee 5							
Student Worker	5.5						
Supervisor							
Timekeeper							
	8	61.50	16.00	24.00	24.00	8.00	20.00

# APPROVING YOUR KRONOS TIME

There is an easy way to approve your department's time. Using the Approval Wizard, Kronos will walk you through the approval process every pay period.

# APPROVAL WIZARD-SUPERVISOR ONLY FUNCTION.

The screenshot displays the Kronos Supervisor interface for the 'Approve Timecards' function. The interface is divided into two main sections: 'Approval by Managers' and 'Pay Period Close'.

**Approval by Managers Section:**

- Navigation: Prev, Select Pay Period for Approvals, Punch Issues, Approve Timecards, Next.
- Metadata: Loaded 1:37PM, Previous Pay Period, All Home and Transferred..., Edit.
- Tools: Select All Rows, Column Selection, Filter, Timekeeping, Approval, Schedule, Refresh, Share, Go To.
- Table:

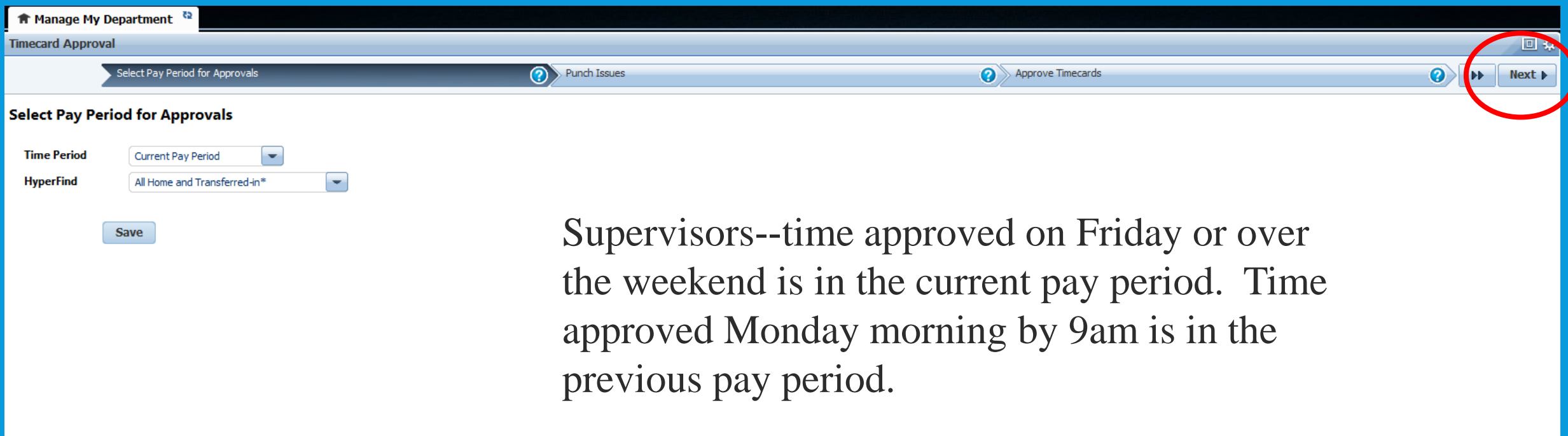
ID	Name	Manager Approval	Managers... Approved Tim	Totals Up To Date
4000...	Employee 1			✓
4000...	Employee 2			✓
13877	Employee 3			✓
16882	Employee 4			✓
8				

**Pay Period Close Section:**

- Navigation: Pay Period Close, Current Pay Period, All Home and Transferred..., Edit.
- Metadata: Loaded 1:37PM, Current Pay Period, All Home and Transferred..., Edit.
- Tools: Select All Rows, Column Selection, Filter, Timekeeping, Approval, Schedule, Refresh, Share, Go To.
- Table:

Person Name	Worked Hours	Sick	Vacation	Retro Hours	Holiday	Overtime	Commission
Employee 1							
Employee 2							
Employee 3	40.0	16.0	24.0				
Employee 4	16.0			24.0	8.0	20.0	
Employee 5							
Student Worker	5.5						
8	61.50	16.00	24.00	24.00	8.00	20.00	0

**Approval Wizard-First, assign the proper pay period and All Home and Transferred-in\*. In the right corner click Next to get to the remaining screens. Click Prev button in left corner to go back.**



Manage My Department

Timecard Approval

Select Pay Period for Approvals

Punch Issues

Approve Timecards

Next

**Select Pay Period for Approvals**

Time Period: Current Pay Period

HyperFind: All Home and Transferred-in\*

Save

Supervisors--time approved on Friday or over the weekend is in the current pay period. Time approved Monday morning by 9am is in the previous pay period.



# View Details gives exact punch issue and allows you to correct the problem.

Manage My Department

Timecard Approval

← Prev Select Pay Period for Approvals Punch Issues Approve Timecards Next →

Time Period Current Pay Period Save Cancel

Show

Summary

Student Worker View Timecard Show Schedule

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Mon 6/06			9:15am				

Justify Mark as Reviewed Change to Scheduled Comment Add Punch Remove

You can enter the actual time for the missing out swipe or you can click on the add punch button to get the pop up screen when more information such as transfer, is needed.

The screenshot shows the 'Approve Timecards' window. At the top, there are navigation buttons: a question mark, a double right arrow, and a 'Next' button. Below that are 'Save' and 'Cancel' buttons. The main area contains a table with columns: In, Out, Transfer, Daily, and Sum. The 'In' column has the value '9:15am'. The 'Out' column has a red square, which is circled in green. Above the table are 'View Timecard' and 'Show Schedule' buttons. At the bottom, there is a row of buttons: 'Justify', 'Mark as Reviewed', 'Change to Scheduled', 'Comment', 'Add Punch' (circled in green), and 'Remove'.

In	Out	Transfer	Daily	Sum
9:15am				

The 'Add Punch' dialog box contains the following fields and sections:

- Date: 6/06/2016
- Insert: Transfer
- In: [Empty field]
- Tra...: Search ...
- Add Labor Level**
  - Organization Identification: [Dropdown]
  - Department Number: [Dropdown]
  - Reports to ID Number: [Dropdown]
  - Job Code Description: [Dropdown]
  - Reserved 5: [Dropdown]
  - Reserved 6: [Dropdown]
  - Reserved 7: [Dropdown]
- Clear All
- Advanced >
- Add
- Cancel

**Once corrected, the punch issue (exception) no longer appears in the issue log. Click next.**

The screenshot displays the 'Timecard Approval' interface. At the top, a breadcrumb navigation bar shows the following steps: 'Select Pay Period for Approvals', 'Punch Issues' (the current step, highlighted with a question mark icon), and 'Approve Timecards'. Navigation buttons include 'Prev', 'Next', and a double arrow button. Below the navigation bar, the 'Time Period' is set to 'Current Pay Period' and the 'Show' filter is set to 'All Home and Transferr...'. There are 'Save' and 'Cancel' buttons on the right. A 'Summary' section is visible with a left-pointing arrow. Below that, a 'Student Worker' section is expanded, showing 'View Timecard' and 'Show Schedule' buttons. At the bottom of the interface, a row of action buttons includes 'Justify', 'Mark as Reviewed', 'Change to Scheduled', 'Comment', 'Add Punch', and 'Remove'.



# Approval Wizard-Approve Timecards

Manage My Department

Timecard Approval

← Prev Select Pay Period for Approvals Punch Issues Approve Timecards Next ▶

Approval by Managers Loaded 2:34PM Current Pay Period All Home and Transferred... Edit

Select All Rows Column Selection Filter Timekeeping Approval Schedule Refresh Share Go To

ID	Name	Manager Approval	Managers Who Approved Timecard	Totals Up To Date
123456	Employee 1			✓
741321	Employee 2			✓
852321	Employee 3			✓
987654	Employee 4			✓
654321	Employee 5			✓
963852	Student Worker			✓
258369	Supervisor			✓
8				

**Select All Rows. Click Approval, then Approve Timecard (Are you sure? Yes). Click Next.**

**You are able to select individual employees to approve rather than Select all Rows. In the Approve Timecard step, hold down the control button and select the appropriate employees. Click Approval, then Approve Timecard. Are you sure? Yes. Click Next. \*\*If you have a lot of employees you will want to maximize your screen to see them all.**

The screenshot shows the 'Timecard Approval' interface. At the top, there is a navigation bar with 'Manage My Department' and 'Timecard Approval'. Below this is a breadcrumb trail: 'Prev' > 'Select Pay Period for Approvals' > 'Punch Issues' > 'Approve Timecards'. The main content area is titled 'Approval by Managers' and includes a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', and 'Schedule'. There are also 'Refresh', 'Share', and 'Go To' buttons. A table displays the following data:

ID	Name	Manager Approval	Managers Who Approved Timecard	Totals Up To Date
123	Employee 1	1	Employee 2	✓
456	Employee 2	1	Employee 2	✓
13877	Employee 3	1	Employee 2	✓
16882	Employee 4	1	Employee 2	✓
4188	Employee 5			✓
397081	Student Worker	1	Employee 2	✓
397500	Supervisor	1	Employee 2	✓
8				

**Approval Wizard-Group Edit Results allows you to monitor the approval process to completion. Click on the refresh button if necessary until you see the completed status.**

Manage My Department

Timecard Approval

← Prev   ← Punch Issues   ? Approve Timecards   ? Group Edit Results for Approvals   ? Clear

**GROUP EDIT RESULTS**  
Last Refreshed: 6/08/2016 2:39PM

[Refresh](#)

Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Current Pay Period	6/08/2016	2:38PM	l4bettis	COMPLETED	Success: 7 Failure: 1 Details Total: 8

**In the Results box, if your Success number does not match your Total number, click on Details.**

**If the error belongs to the Supervisor and states “You cannot apply this action to yourself.”, nothing further is needed. Any other errors must be corrected and that employee’s timecard reapproved**

Timecard Approval

◀ Prev 11 Punch Issues ? Approve Timecards ? Group Edit Results for Approvals ? Clear

### GROUP EDIT ERROR LOG

Last Refreshed: 6/08/2016 2:44PM

Refresh Return

Group Edit	Date	Time	User Name	Status	Results
Approval Removed Time Period: Current Pay Period	6/08/2016	12:06PM	l4bettis	COMPLETED	Success: 7 Failure: 1 Total: 8

Employee Name	Error Description
Supervisor	You cannot apply this action to yourself.

Row Number 1 of 1

**Timecard Approval**

◀ Prev    ▶ Punch Issues

Approval by Managers

Select All Rows    Column Selection    Filter    Timekeeping    **Approval**    Schedule

ID	Name
123456	Employee 1
456789	Employee 2
1234	Employee 3
4567	Employee 4
7654	Employee 5
987654	Student Worker
654321	Supervisor

Context menu for Employee 2:

- Approve Timecard
- Remove Timecard Approval**
- Approve Overtime

The same process can be used to remove the approval. Rather than click Approve Timecard the Supervisor selects Remove Timecard Approval. Again, this process can be for all employees or an individual employee.

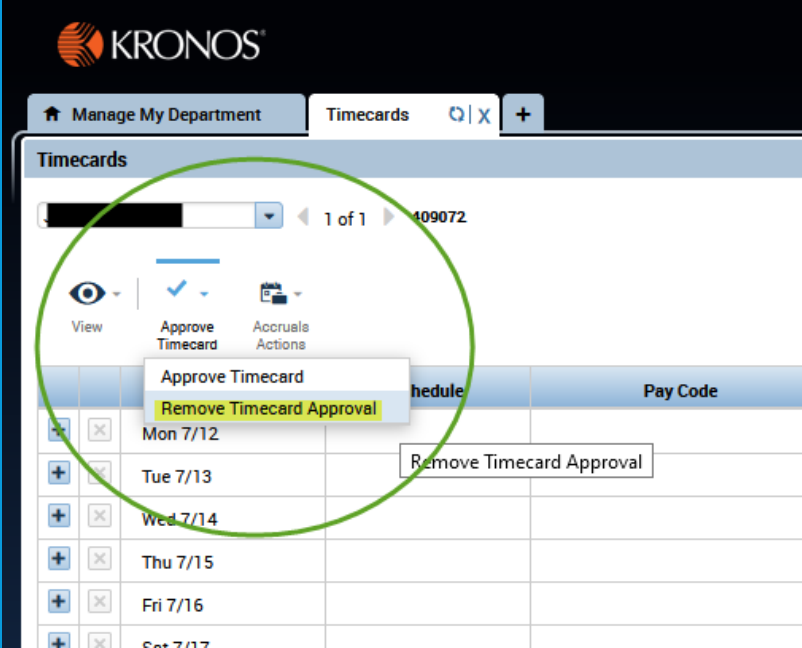
**GROUP EDIT RESULTS**

Last Refreshed: 6/08/2016 3:02PM

Refresh

Group Edit	Date	Time	User Name	Status	Results
Approval Removed Time Period: Current Pay Period	6/08/2016	2:59PM	l4bettis	COMPLETED	Success:7 Failure: 1 Details Total: 8

**You can also approve or remove the approval of an individual timecard by going to the specific employee's timecard, click on Approve Timecard and choose to either Approve or Remove Timecard Approval.**



# GENIES

**KRONOS** Supervisor Sign Out Workspaces

Manage My Department Timecard Approval

← Prev Select Pay Period for Approvals Punch Issues Approve Timecards Next →

Approval by Managers Loaded 1:37PM Previous Pay Period All Home and Transferred... Edit

Select All Rows Column Selection Filter Timekeeping Approval Schedule Refresh Share Go To

ID	Name	Manager Approval	Managers... Approved Tim	Totals Up To Date
4000...	Employee 1			✓
4000...	Employee 2			✓
13877	Employee 3			✓
16882	Employee 4			✓
8				

Genies Loaded 1:37PM Current Pay Period All Home and Transferred... Edit

Pay Period Close ▾ Refresh Share Go To

Select All Rows Column Selection Filter Timekeeping Approval Schedule

Person Name	Worked Hours	Sick	Vacation	Retro Hours	Holiday	Overtime	Commission
Employee 1							
Employee 2							
Employee 3	40.0	16.0	24.0				
Employee 4	16.0			24.0	8.0	20.0	
Employee 5							
Student Worker	5.5						
8	61.50	16.00	24.00	24.00	8.00	20.00	0

Timecard Approval  
 Genies  
 Group Edit Results  
 Inbox  
 My Calendar  
 Reports  
 Requests  
 Help  
 Timecards  
 QuickFind  
 Exceptions  
 Schedules

# Genies—Supervisors default to Pay Period Close. All Genies listed here are the same genies as the timekeeper has just in a different order.

The screenshot shows a software interface titled 'Genies'. At the top left, there is a 'Pay Period Close' dropdown menu with a list of options: 'Pay Period Close' (highlighted), 'Reconcile Timecard', 'QuickFind', 'Approval by Managers', and 'Search Genie'. Below the menu are icons for 'Keeping', 'Approval', and 'Schedule'. On the right side of the header, it says 'Loaded 4:48PM', 'Current Pay Period' with a dropdown arrow, a grid icon, 'All Home and Transferred...' with a dropdown arrow, and an 'Edit' button. Further right are 'Refresh', 'Share', and 'Go To' icons.

	Worked Hours	Sick	Vacation	Retro Hours	Holiday	Overtime	Commission	
Employee 1								
Employee 2								
Employee 3	40.0	16.0	24.0					
Employee 4	16.0			24.0	8.0	20.0		
Employee 5								
Student Worker	5.5							
Supervisor								
Timekeeper								
	8	61.50	16.00	24.00	24.00	8.00	20.00	0



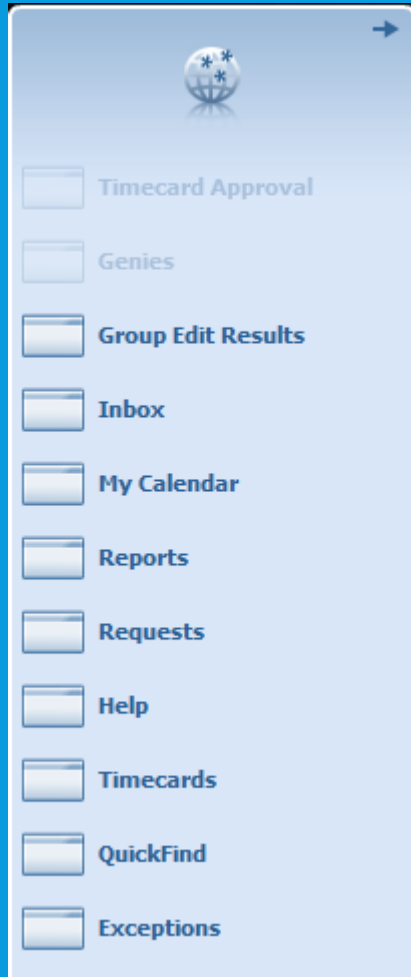
# GO TO LINKS

The screenshot displays the Kronos Supervisor interface. At the top left, the 'KRONOS' logo is visible, along with a 'Supervisor Sign Out' link. The main navigation bar includes 'Manage My Department' and 'Workspaces'. Below this, the 'Timecard Approval' section is active, showing a 'Punch Issues' tab and an 'Approve Timecards' button. A table lists employees with columns for ID, Name, Manager Approval, Managers... Approved Tim, and Totals Up To Date. Below this is the 'Genies' section, which includes a 'Pay Period Close' button and another table with columns for Person Name, Worked Hours, Sick, Vacation, Retro Hours, Holiday, Overtime, and Commission. On the right side, a sidebar contains a list of 'Go To' links: Timecard Approval, Genies, Group Edit Results, Inbox, My Calendar, Reports, Requests, Help, Timecards, QuickFind, Exceptions, and Schedules. A green oval highlights this sidebar.

ID	Name	Manager Approval	Managers... Approved Tim	Totals Up To Date
4000...	Employee 1			✓
4000...	Employee 2			✓
13877	Employee 3			✓
16882	Employee 4			✓
8				

Person Name	Worked Hours	Sick	Vacation	Retro Hours	Holiday	Overtime	Commission
Employee 1							
Employee 2							
Employee 3	40.0	16.0	24.0				
Employee 4	16.0			24.0	8.0	20.0	
Employee 5							
Student Worker	5.5						
8	61.50	16.00	24.00	24.00	8.00	20.00	0



**Go to Links—takes you to all individual links such as department timecards, reports, exceptions, group edit results, etc.**

# KRONOS REPORTS

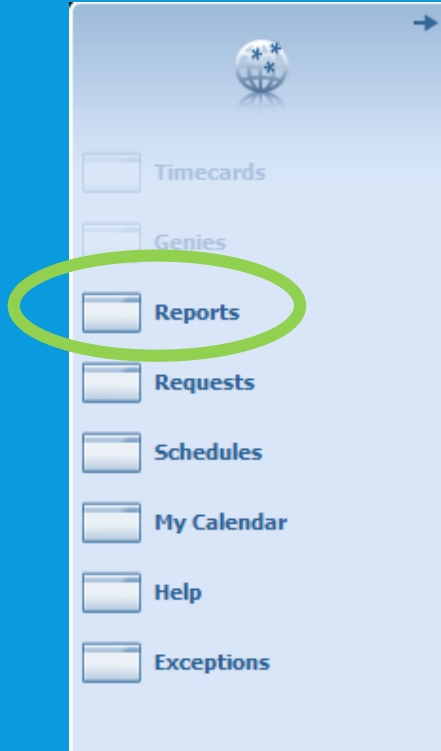
**The four recommended Kronos reports are:**

**\*Employee transactions and Totals**

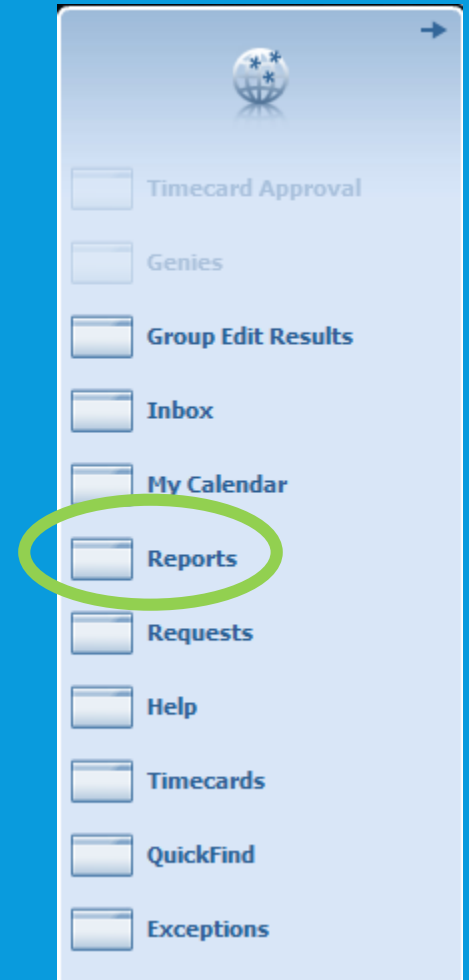
**\*Time Detail**

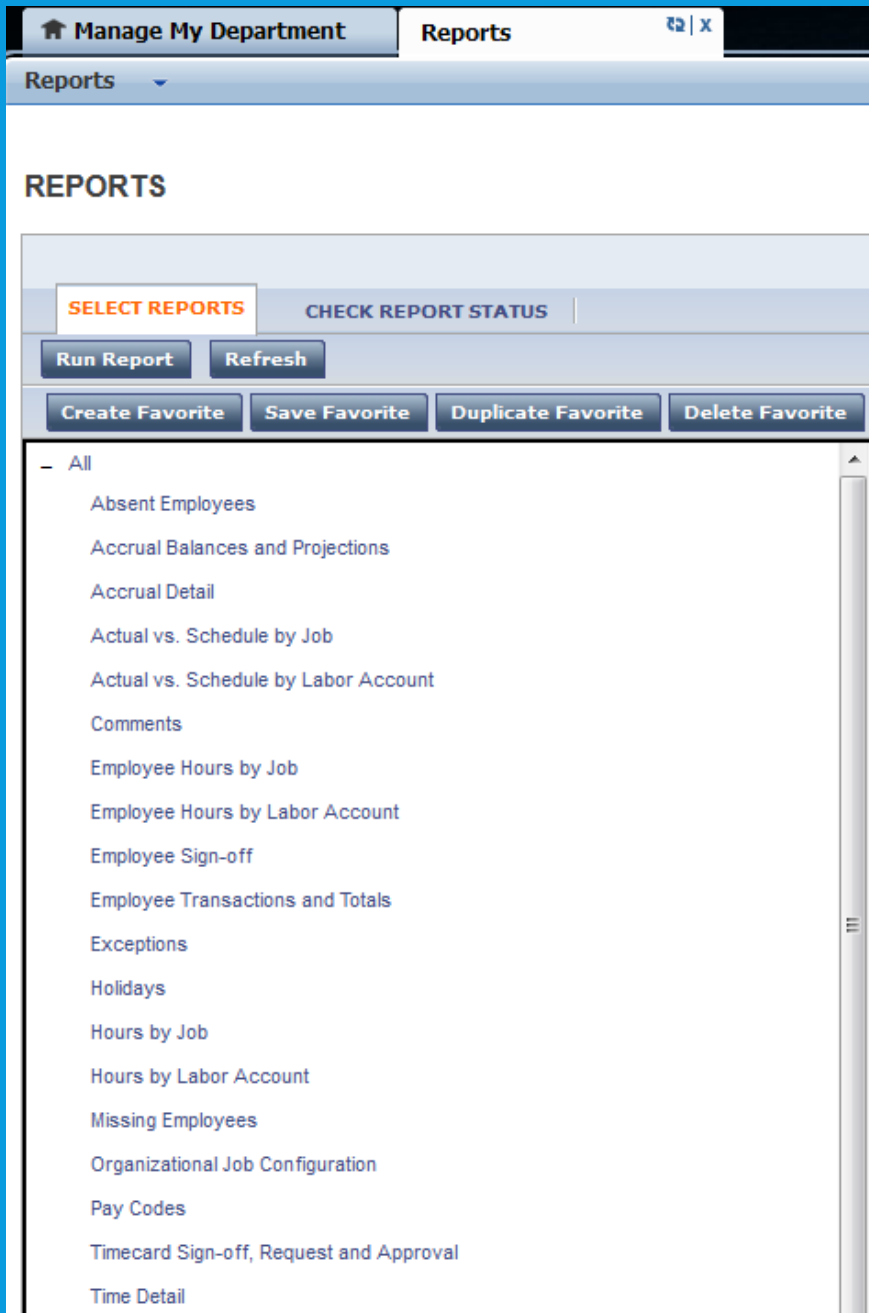
**\*Hours by Labor Account**

**\*Timecard Sign-Off, Request and Approval**



**Whether timekeeper or supervisor, reports are accessed the same way. Use the Go to Link. (Remember that individual employee reports are accessed through the employee's timecard Go to Link.)**





**Select the report.**

**All reports are available for your use. Feel free to experiment to see which reports are most useful for retrieving the information you need. Click the + in front of All.**

# The Employee Transactions and Totals Report provides individual employee pay code totals as well as a grand total. This report allows you to pick and choose which Pay Codes to include in your report.

The screenshot shows a web-based interface for configuring reports. At the top, there is a 'Reports' dropdown menu. Below it, the 'REPORTS' section contains two tabs: 'SELECT REPORTS' (active) and 'CHECK REPORT STATUS'. Under the 'SELECT REPORTS' tab, there are several buttons: 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A sidebar on the left lists various report categories, with 'Employee Transactions and Totals' highlighted in orange. The main content area is titled 'EMPLOYEE TRANSACTIONS AND TOTALS' and contains the following configuration options:

- Description:** Displays pay code transaction data and totals by employee as well as a grand total. Pay codes, their respective time or money amount totals, and wages are included in the display. Combined pay codes display separately with their respective time or money amount totals.
- People:** A dropdown menu currently set to 'Previously Selected Employee(s)'.
- Time Period:** A dropdown menu currently set to 'Current Pay Period'.
- Actual/Adjusted:** A dropdown menu currently set to 'Show hours worked in this period only.'.
- Pay Codes:** A selection interface with two columns: 'Available' (empty) and 'Selected'. The 'Selected' column contains the following items:
  - Regular
  - Overtime
  - Sick Usage - Hourly
  - Sick Usage - Salary
  - Vacation - Hourly
  - Vacation - Salary
  - 2nd Shift
  - 2nd Shift OT
  - 3rd Shift
  - 3rd Shift OT
  - Comment Only
  - Funeral Leave-Hourly
- Display Empty Totals:** A dropdown menu currently set to 'No'.
- Output Format:** A dropdown menu currently set to 'Adobe Acrobat Document(.pdf)'.

EMPLOYEE TRANSACTIONS AND TOTALS

Description Displays pay code transaction data and totals by employee as well as a grand total. Pay codes, their respective time or money amount or money amount totals.

People Previously Selected Employee(s)

Time Period Current Pay Period

Actual/Adjusted Show hours worked in this period only.

Pay Codes

Available	Selected
Regular	
Overtime	
Sick Usage - Hourly	
Sick Usage - Salary	
Vacation - Hourly	
Vacation - Salary	
2nd Shift	
2nd Shift OT	
3rd Shift	
3rd Shift OT	
Comment Only	
Funeral Leave-Hourly	

Display Empty Totals No

Output Format Adobe Acrobat Document(.pdf)

Use the arrow buttons <, <<, >, >>, to move the Pay Codes from selected to available and available to selected boxes.

Available	Selected
Regular	
Overtime	
Sick Usage - Hourly	
Sick Usage - Salary	
Vacation - Hourly	
Vacation - Salary	
2nd Shift	
2nd Shift OT	
3rd Shift	
3rd Shift OT	
Comment Only	
Funeral Leave-Hourly	

Available	Selected
Overtime	Regular
Sick Usage - Hourly	
Sick Usage - Salary	
Vacation - Hourly	
Vacation - Salary	
2nd Shift	
2nd Shift OT	
3rd Shift	
3rd Shift OT	
Comment Only	
Funeral Leave-Hourly	
Funeral Leave-Salary	



# Once you have chosen the appropriate Pay Codes, select the People and Time Period.

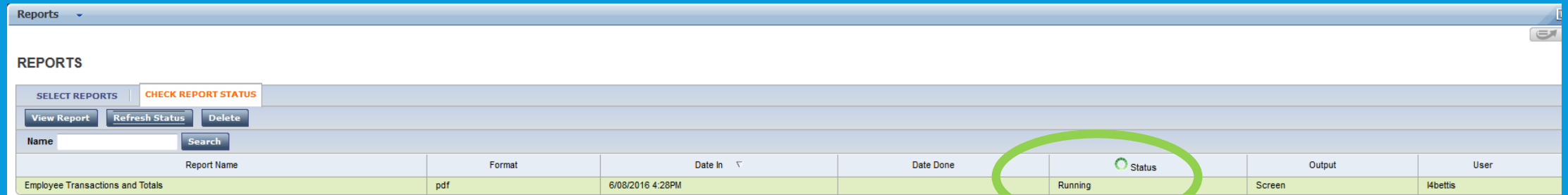
The screenshot shows the 'REPORTS' section of a software interface. At the top, there are buttons for 'SELECT REPORTS', 'CHECK REPORT STATUS', 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. Below these is a list of report categories on the left, with 'Employee Transactions and Totals' highlighted. The main area displays the 'EMPLOYEE TRANSACTIONS AND TOTALS' form, which includes fields for 'Description', 'People', 'Time Period', 'Actual/Adjusted', and 'Pay Codes'. A green arrow points from the 'Run Report' button to the 'People' dropdown menu in the form.

This is a close-up of the 'People' dropdown menu. It lists various employee categories such as 'AFSCME- Cust,LS, Maint', 'AFSCME Dining', 'All Home', and 'WVU Terminated Employees'. The 'Previously Selected Employee(s)' option is highlighted at the bottom of the list. A green arrow points from the 'Run Report' button in the main interface to this dropdown menu.

## Click Run Report.

This is a close-up of the 'Time Period' dropdown menu. It shows options like 'Current Pay Period', 'Previous Pay Period', 'Next Pay Period', 'Today', 'Yesterday', 'Week to Date', and 'Range of Dates'. The 'Week to Date' option is highlighted. A green arrow points from the 'Time Period' dropdown in the main interface to this menu.

# Check Report Status-if needed, click on Refresh Status to update panel.



Reports

REPORTS

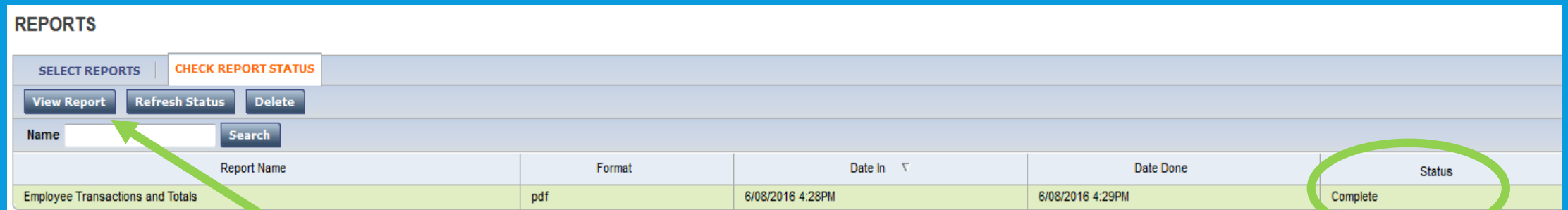
SELECT REPORTS | CHECK REPORT STATUS

View Report Refresh Status Delete

Name  Search

Report Name	Format	Date In	Date Done	Status	Output	User
Employee Transactions and Totals	pdf	6/08/2016 4:28PM		Running	Screen	I4betis

## Running



REPORTS

SELECT REPORTS | CHECK REPORT STATUS

View Report Refresh Status Delete

Name  Search

Report Name	Format	Date In	Date Done	Status
Employee Transactions and Totals	pdf	6/08/2016 4:28PM	6/08/2016 4:29PM	Complete

## Complete

## Click on View Report

# Example: Employee Transactions & Totals Report.

## Employee Transactions & Totals

Data Up to Date: 6/8/2016 4:28 PM  
 Executed on: 6/08/2016 4:28PM GMT-04:00  
 Printed for: I4bettis

Time Period: Current Pay Period  
 Query: All Home and Transferred-in  
 Pay Codes: (1): [Regular]  
 Actual/Adjusted: Show hours worked in this period only.

Employee:		Employee 3			ID:				
Transactions:	Day	Date	Pay Code	Hours	Money	Days	Entered By	Datasource	
	Mon	6/6/2016	Regular	8.00	\$0.00			Timecard Editor	
	Tue	6/7/2016	Regular	8.00	\$0.00			Timecard Editor	
	Fri	6/10/2016	Regular	8.00	\$0.00			Timecard Editor	
	Mon	6/13/2016	Regular	8.00	\$0.00			Timecard Editor	
	Tue	6/14/2016	Regular	8.00	\$0.00			Timecard Editor	
Totals:	Pay Code			Hours	Money	Days			
	Regular			40.00	\$0.00	0.00			
Totals:				40.00	\$0.00	0.00			

Employee:		Employee 4			ID:				
Transactions:	Day	Date	Pay Code	Hours	Money	Days	Entered By	Datasource	
	Tue	6/7/2016	Regular	8.00	\$0.00			Timecard Editor	
	Thu	6/9/2016	Regular	8.00	\$0.00			Timecard Editor	
Totals:	Pay Code			Hours	Money	Days			
	Regular			16.00	\$0.00	0.00			
Totals:				16.00	\$0.00	0.00			

Employee:		Student Worker			ID:				
Totals:	Pay Code			Hours	Money	Days			
	Regular			5.50	\$0.00	0.00			
Totals:				5.50	\$0.00	0.00			

# The Time Detail Report shows detailed data about each employees time.

The screenshot shows a web application interface for managing reports. At the top, there are navigation tabs for "Manage My Department" and "Reports". Below this is a "REPORTS" section with a search bar and several action buttons: "SELECT REPORTS", "CHECK REPORT STATUS", "Run Report", "Refresh", "Create Favorite", "Save Favorite", "Duplicate Favorite", and "Delete Favorite".

The main content area is divided into two columns. The left column is a list of report categories, including "Accrual Balances and Projections", "Accrual Detail", "Actual vs. Schedule by Job", "Actual vs. Schedule by Labor Account", "Comments", "Employee Hours by Job", "Employee Hours by Labor Account", "Employee Sign-off", "Employee Transactions and Totals", "Exceptions", "Holidays", "Hours by Job", "Hours by Labor Account", "Missing Employees", "Organizational Job Configuration", "Pay Codes", and "Timecard Sign-off, Request and Approval". The "Time Detail" report is highlighted in orange.

The right column is titled "TIME DETAIL" and contains configuration options for the report:

- Description:** Displays detailed data about each employee's punches, duration, and pay code edits. Summary code only (separately listing combined pay codes).
- People:** A dropdown menu set to "All Home and Transferred-in\*" with a "New" button.
- Time Period:** A dropdown menu set to "Current Pay Period".
- Page Break between Employees:** A dropdown menu set to "No".
- Actual/Adjusted:** A dropdown menu set to "Show hours worked in this period only".
- Sort by:** A dropdown menu set to "Default".
- Output Format:** A dropdown menu set to "Adobe Acrobat Document(.pdf)".

# When report status shows Complete, click on View Report.

The screenshot shows a web application interface for managing reports. At the top, there is a navigation bar with 'Manage My Department' and 'Reports'. Below this, there is a 'REPORTS' section with a 'CHECK REPORT STATUS' button. A table of reports is displayed with columns for Report Name, Format, Date In, Date Done, Status, Output, and User. The 'View Report' button is circled in green, and the 'Complete' status in the table is also circled in green.

Report Name	Format	Date In	Date Done	Status	Output	User
Time Detail	pdf	6/13/2016 1:05PM	6/13/2016 1:06PM	Complete	Screen	Supervisor

# Example: Time Detail Report

## Time Detail

Time Period: Current Pay Period  
 Query: Previously Selected Employee(s)  
 Actual/Adjusted: Show hours worked in this period only.

Data Up to Date: 6/13/2016 1:05:58 PM  
 Executed on: 6/13/2016 1:05PM GMT-04:00  
 Printed for:  
 Insert Page Break After Each Employee: No

<b>Employee:</b>	Employee 3	<b>ID:</b>		<b>Time Zone:</b>	Eastern
<b>Status:</b>	Active	<b>Status Date:</b>	6/18/2007	<b>Pay Rule:</b>	Regular 8 Hrs
<b>Primary Account</b>		<b>Start</b>	<b>End</b>		
PAY/6411240/390389/1360/--		7/1/2015	Forever	Organization/zzEmployees/13877/None	

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
<i>Xfr/Move: Account</i>		<i>Comment</i>				<i>Xfr: Work Rule</i>					
6/6/2016	12:00 AM	Regular					8.00				8.00
6/7/2016	12:00 AM	Regular					8.00				16.00
6/8/2016	12:00 AM	Sick Usage - Hourly					8.00				24.00
6/9/2016	12:00 AM	Sick Usage - Hourly					8.00				32.00
6/10/2016	12:00 AM	Regular					8.00				40.00
6/13/2016	12:00 AM	Regular					8.00				48.00
6/14/2016	12:00 AM	Regular					8.00				56.00
6/15/2016	12:00 AM	Vacation - Hourly					8.00				64.00
6/16/2016	12:00 AM	Vacation - Hourly					8.00				72.00
6/17/2016	12:00 AM	Vacation - Hourly					8.00				80.00

Job Summary	Pay Code	Hours	Money	Days
None	Organization/zzEmployees/13877			
	Regular	40.00		
	Sick Usage - Hourly	16.00		
	Vacation - Hourly	24.00		

Labor Account Summary	Pay Code	Hours	Money	Days
PAY/6411240/390389/1360/--				
	Regular	40.00		
	Sick Usage - Hourly	16.00		
	Vacation - Hourly	24.00		

Pay Code Summary	Pay Code	Hours	Money	Days
	Regular	40.00		
	Sick Usage - Hourly	16.00		
	Vacation - Hourly	24.00		

<b>Totals:</b>				80.00		\$0.00	0.00
----------------	--	--	--	-------	--	--------	------

<b>Employee:</b>	Employee 4	<b>ID:</b>		<b>Time Zone:</b>	Eastern
<b>Status:</b>	Active	<b>Status Date:</b>	6/18/2007	<b>Pay Rule:</b>	Regular 8 Hrs
<b>Primary Account</b>		<b>Start</b>	<b>End</b>		
PAY/6411240/390389/1088/--		1/7/2013	Forever	Organization/zzEmployees/16882/None	

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
<i>Xfr/Move: Account</i>		<i>Comment</i>				<i>Xfr: Work Rule</i>					
6/7/2016	12:00 AM	Regular					8.00				8.00

# Hours By Labor Account-displays hours for each cost center. This report also allows you to choose the paycodes you want included. Click Run Report.

The screenshot shows a web application interface for generating reports. At the top, there is a navigation bar with 'Manage My Department' and 'Reports'. Below this is a 'REPORTS' section with a 'SELECT REPORTS' button and a 'CHECK REPORT STATUS' link. A toolbar contains buttons for 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. On the left, a sidebar lists various report categories, with 'Hours by Labor Account' highlighted. The main content area is titled 'HOURS BY LABOR ACCOUNT' and includes a description: 'Displays money/hours/wages for each labor account in which employees accrued hours. The report totals money/hours/wages for each labor account by pay code.' Below the description are configuration options: 'People' (set to 'All Home and Transferred-in'), 'Time Period' (set to 'Current Pay Period'), and 'Actual/Adjusted' (set to 'Show hours worked in this period only.'). The 'Pay Codes' section features two lists: 'Available' and 'Selected'. The 'Available' list includes codes like 'Sick Usage - Salary', 'Vacation - Salary', and '2nd Shift'. The 'Selected' list includes 'Regular', 'Overtime', 'Sick Usage - Hourly', and 'Vacation - Hourly'. At the bottom, the 'Output Format' is set to 'Adobe Acrobat Document(.pdf)'.

**Manage My Department** | **Reports**

Reports

### REPORTS

**SELECT REPORTS** | **CHECK REPORT STATUS**

**Run Report** | **Refresh**

**Create Favorite** | **Save Favorite** | **Duplicate Favorite** | **Delete Favorite**

- Favorites
  - My Employees
- All
  - Absent Employees
  - Accrual Balances and Projections
  - Accrual Detail
  - Actual vs. Schedule by Job
  - Actual vs. Schedule by Labor Account
  - Comments
  - Employee Hours by Job
  - Employee Hours by Labor Account
  - Employee Sign-off
  - Employee Transactions and Totals
  - Exceptions
  - Holidays
  - Hours by Job
  - Hours by Labor Account**
  - Missing Employees

#### HOURS BY LABOR ACCOUNT

**Description** Displays money/hours/wages for each labor account in which employees accrued hours. The report totals money/hours/wages for each labor account by pay code.

**People** All Home and Transferred-in **Edit** **New**

**Time Period** Current Pay Period

**Actual/Adjusted** Show hours worked in this period only.

**Pay Codes**

Available	Selected
Sick Usage - Salary	Regular
Vacation - Salary	Overtime
2nd Shift	Sick Usage - Hourly
2nd Shift OT	Vacation - Hourly
3rd Shift	
3rd Shift OT	
Comment Only	
Funeral Leave-Hourly	
Funeral Leave-Salary	
Holiday - Hourly	
Holiday - Salary	
Holiday Worked Regular	

**Output Format** Adobe Acrobat Document(.pdf)

# When report status shows complete, click on View Report.

The screenshot shows a web application interface for managing reports. At the top, there are navigation tabs for 'Manage My Department' and 'Reports'. Below this, a 'REPORTS' section contains a toolbar with buttons for 'SELECT REPORTS', 'CHECK REPORT STATUS', 'View Report', 'Refresh Status', and 'Delete'. A search bar is also present. The main content is a table with the following columns: Report Name, Format, Date In, Date Done, and Status. Two rows are visible: 'Hours by Labor Account' and 'Time Detail'. The 'Status' column for both rows shows 'Complete', with the word 'Complete' circled in green. The 'View Report' button in the toolbar is also circled in green.

Report Name	Format	Date In	Date Done	Status
Hours by Labor Account	pdf	6/13/2016 1:41PM	6/13/2016 1:42PM	Complete
Time Detail	pdf	6/13/2016 1:05PM	6/13/2016 1:06PM	Complete



# Example: Hours by Labor Account Report.

## Hours by Labor Account

Data Up to Date: 6/13/2016 1:42:05 PM  
 Executed on: 6/13/2016 1:41PM GMT-04:00  
 Printed for: Supervisor

Time Period: Current Pay Period  
 Query: All Home and Transferred-in  
 Pay Codes: (4): [Regular]Overtime[Sick Usage - Hourly]Vacation - Hourly  
 Actual/Adjusted: Show hours worked in this period only.

	Money	Hours	Days
PAY/0019780/390389/1655/-/-/-			
Regular	\$0.00	5.50	0.00
Totals:	\$0.00	5.50	0.00
PAY/6411240/390389/1088/-/-/-			
Overtime	\$0.00	20.00	0.00
Regular	\$0.00	16.00	0.00
Totals:	\$0.00	36.00	0.00
PAY/6411240/390389/1360/-/-/-			
Regular	\$0.00	40.00	0.00
Sick Usage - Hourly	\$0.00	16.00	0.00
Vacation - Hourly	\$0.00	24.00	0.00
Totals:	\$0.00	80.00	0.00
Totals for PAY:	\$0.00	121.50	0.00
Grand Totals:	\$0.00	121.50	0.00

Pay Code Summary	Money	Hours	Days
Overtime	\$0.00	20.00	0.00
Regular	\$0.00	61.50	0.00
Sick Usage - Hourly	\$0.00	16.00	0.00
Vacation - Hourly	\$0.00	24.00	0.00
Grand Totals:	\$0.00	121.50	0.00

**Timecard Sign-Off , Request and Approval Report-**  
displays audit information related to timecard  
approvals. Select the appropriate people & pay  
period.  
**Run Report.**

The screenshot shows a web application interface for managing reports. At the top, there are navigation tabs for 'Manage My Department' and 'Reports'. Below this is a 'REPORTS' section with a search bar and several action buttons: 'SELECT REPORTS', 'CHECK REPORT STATUS', 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A sidebar on the left lists various report categories, with 'Timecard Sign-off, Request and Approval' selected and highlighted. The main content area displays the configuration for this specific report, including a description, a 'People' dropdown menu set to 'All Home and Transferred-in', a 'Time Period' dropdown set to 'Current Pay Period', and an 'Output Format' dropdown set to 'Adobe Acrobat Document(.pdf)'. There are also 'Edit' and 'New' buttons next to the 'People' dropdown.

Manage My Department Reports

REPORTS

SELECT REPORTS CHECK REPORT STATUS

Run Report Refresh

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

+ Favorites  
- All

- Absent Employees
- Accrual Balances and Projections
- Accrual Detail
- Actual vs. Schedule by Job
- Actual vs. Schedule by Labor Account
- Comments
- Employee Hours by Job
- Employee Hours by Labor Account
- Employee Sign-off
- Employee Transactions and Totals
- Exceptions
- Holidays
- Hours by Job
- Hours by Labor Account
- Missing Employees
- Organizational Job Configuration
- Pay Codes
- Timecard Sign-off, Request and Approval**

TIMECARD SIGN-OFF, REQUEST AND APPROVAL

Description Displays audit information related to Timecard Sign-off, Timecard Approvals, and Overtime Requests and Approvals. time frame. The information includes the date and time, and the user who performed the action.

People All Home and Transferred-in Edit New

Time Period Current Pay Period

Output Format Adobe Acrobat Document(.pdf)

# When report status shows complete, click on View Report.

Manage My Department | Reports

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

View Report Refresh Status Delete

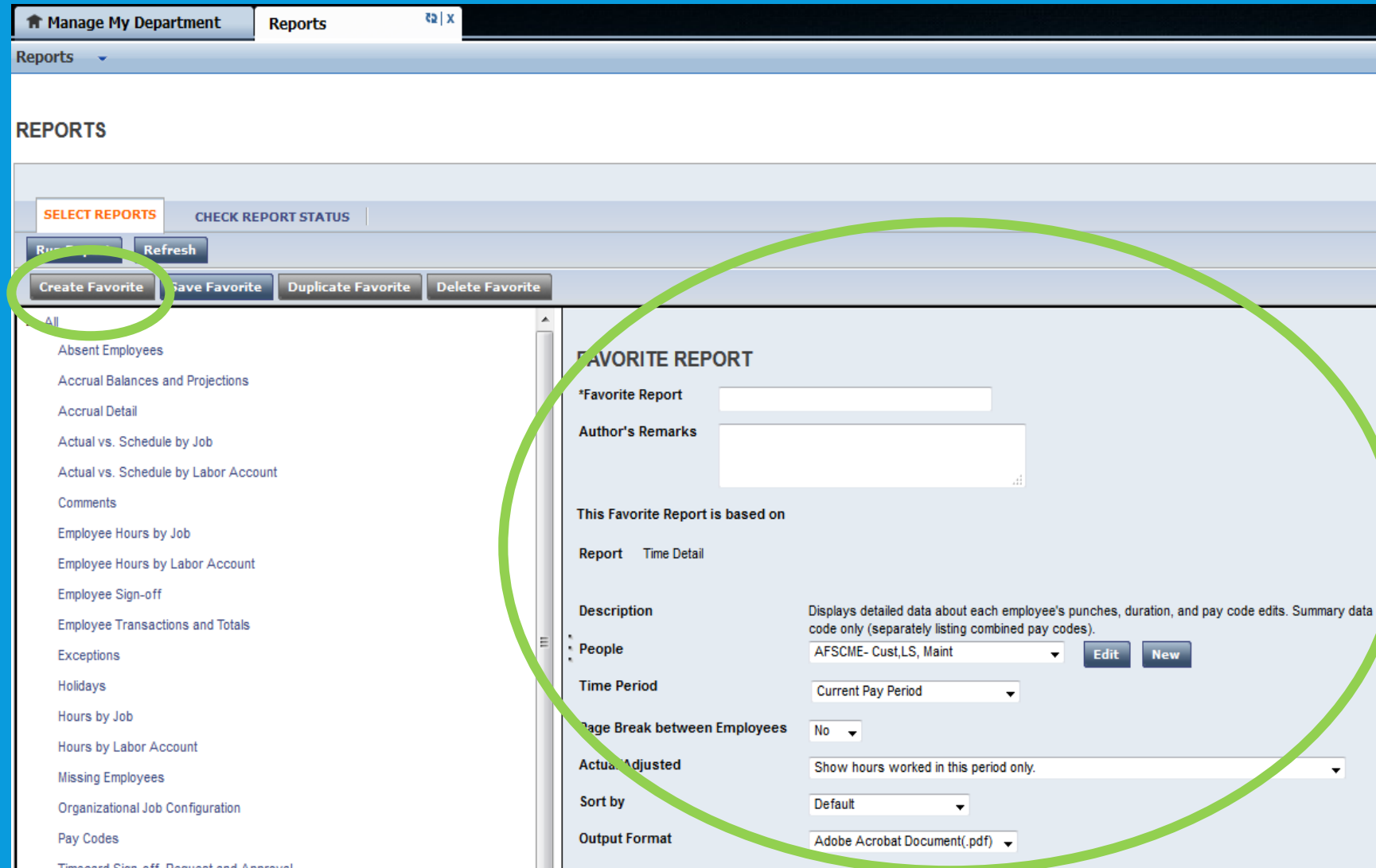
Name Search

Report Name	Format	Date In	Date Done	Status
Timecard Sign-off, Request and Approval	pdf	6/13/2016 2:13PM	6/13/2016 2:15PM	Complete
Hours by Labor Account	pdf	6/13/2016 1:41PM	6/13/2016 1:42PM	Complete
Time Detail	pdf	6/13/2016 1:05PM	6/13/2016 1:06PM	Complete

# Example of Timecard Signoff, Request and Approval Audit Trail.

Timecard Signoff, Request and Approval Audit Trail							Executed on:	6/13/2016 2:13PM GMT-04:00	
							Printed for:	Supervisor	
Time Period:	Current Pay Period								
Query:	All Home and Transferred-in								
Database Time Zone: (GMT -05:00) Eastern Time (Applies to data in Edit Date/Time column)									
Action Taken	Effective Date	Reason	Start Time	Amount	Edit Date/Time	User	Server	Client	Data Source
		<i>Comments</i>							
Name: Employee 1			ID: 400077						
Approval by Manager	6/19/2016		6/8/2016 11:45 AM		Supervisor	itent-kwc8t1.wade.wmi ch.edu	141.218.177.242	Group Editor	
Approval Removed by Manager	6/19/2016		6/8/2016 12:06 PM		Supervisor	itent-kwc8t1.wade.wmi ch.edu	141.218.177.242	Group Editor	
Approval by Manager	6/19/2016		6/8/2016 2:39 PM		Supervisor	itent-kwc8t1.wade.wmi ch.edu	141.218.177.242	Group Editor	
Approval Removed by Manager	6/19/2016		6/8/2016 3:00 PM		Supervisor	itent-kwc8t1.wade.wmi ch.edu	141.218.177.242	Group Editor	
Name: Employee 2			ID: 400081						
Approval by Manager	6/19/2016		6/8/2016 11:45 AM		Supervisor	itent-kwc8t1.wade.wmi ch.edu	141.218.177.242	Group Editor	
Approval Removed by Manager	6/19/2016		6/8/2016 12:06 PM		Supervisor	itent-kwc8t1.wade.wmi ch.edu	141.218.177.242	Group Editor	
Approval by Manager	6/19/2016		6/8/2016 2:39 PM		Supervisor	itent-kwc8t1.wade.wmi ch.edu	141.218.177.242	Group Editor	
Approval Removed by Manager	6/19/2016		6/8/2016 3:00 PM		Supervisor	itent-kwc8t1.wade.wmi ch.edu	141.218.177.242	Group Editor	

# You are able to create your own favorite report list.



Fill in  
appropriate  
information.

Click Save  
Favorite.

# REPORTS

SELECT REPORTS

CHECK REPORT STATUS

Run Report

Refresh

Create Favorite

Save Favorite

Duplicate Favorite

Delete Favorite

- Favorites

My Employees

- + All
- + Accruals
- + Configuration
- + Detail
- + Roll-Up Genie
- + Scheduler
- + Timecard
- + Working Time Directive

## FAVORITE REPORT

\*Favorite Report

Author's Remarks

Data Link [https://tent-kwc8t1.wade.wmich.edu/wfc/ReportServlet?fav\\_id=-543331788961537722328318617965191211642](https://tent-kwc8t1.wade.wmich.edu/wfc/ReportServlet?fav_id=-543331788961537722328318617965191211642)

Report Link <https://tent-kwc8t1.wade.wmich.edu/wfc/applications/wcb/reportRunner.do?formAction=REPORTING.action.doView>

This Favorite Report is based on

Report

Description

People

Time Period

Page Break between Employees

Actual/Adjusted

Sort by

Output Format

# KRONOS TIMECLOCKS

**Kronos  
timeclocks are  
available for  
departments to  
engage for their  
hourly student  
employees to  
report time.**





**It can be as  
easy as this to  
use.  
If you would  
like more  
information  
about Kronos  
Timeclocks  
contact Payroll.**





**PAYROLL IS HERE TO HELP.**

**Call us at 269-387-2935.**

**Email us at [payroll-dept@wmich.edu](mailto:payroll-dept@wmich.edu)**

**Salaried employees are paid automatically. This includes both salaried students (Graduate Assistants) and other salaried employees. While salaried students are included in KR the other regular salaried employees are not.**

**If there comes a time when a salaried employee needs to have reduced pay or not be paid, please contact Payroll directly at 269-387-2935 so we can work together to make sure your employee is not paid, or paid the correct amount for that pay period.**

**Sick and annual leave for salaried employees is reported in Peoplesoft in the SM Leave Used Panel.**

# SM LEAVE USED ENTRY

**To log into the Semimonthly Leave Usage Panel first log into GoWMU, My Self Service, All Links, Employee Self-Service. PeopleSoft should load**

**Up in the right hand corner click on the diamond  in a circle, then click on Navigator, Benefits, Manage leave Accruals, WMU-SM Leave Entry.**

## WMU - SM Leave Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### ▼ Search Criteria

Company begins with

Pay Group begins with

First Name begins with

Last Name begins with

Empl ID begins with

Organization Code begins with

Pay Period End Date =  07/31/2021

Search

Clear

Basic Search



Save Search Criteria

**Your page should look like this. Make sure you have the correct Pay Period End Date and then click on Search.**

**Your employees should appear in a list. You can change the order by clicking on the appropriate column.**

**Sometimes you have enough employees to have more than one page so if you do not see every name on your list check for more pages.**

**Click on the person that you need to enter leave used. If there is no leave used for an employee then nothing needs to be done for that employee. If none of your salaried employees used leave in the current pay period then you do have any leave used to enter for that pay period. Nothing needs to be done.**

Company	Pay Group	First Name	Last Name	Empl ID	Organization Code	Organization Name	Pay Period End Date	Approved
WMU	SM1	LISA	DETHSCOPER	337500	PAY	Payroll & Disbursement Office	07/31/2021	N
WMU	SM1	ANN	MCNEEC	10777	PAY	Payroll & Disbursement Office	07/31/2021	N

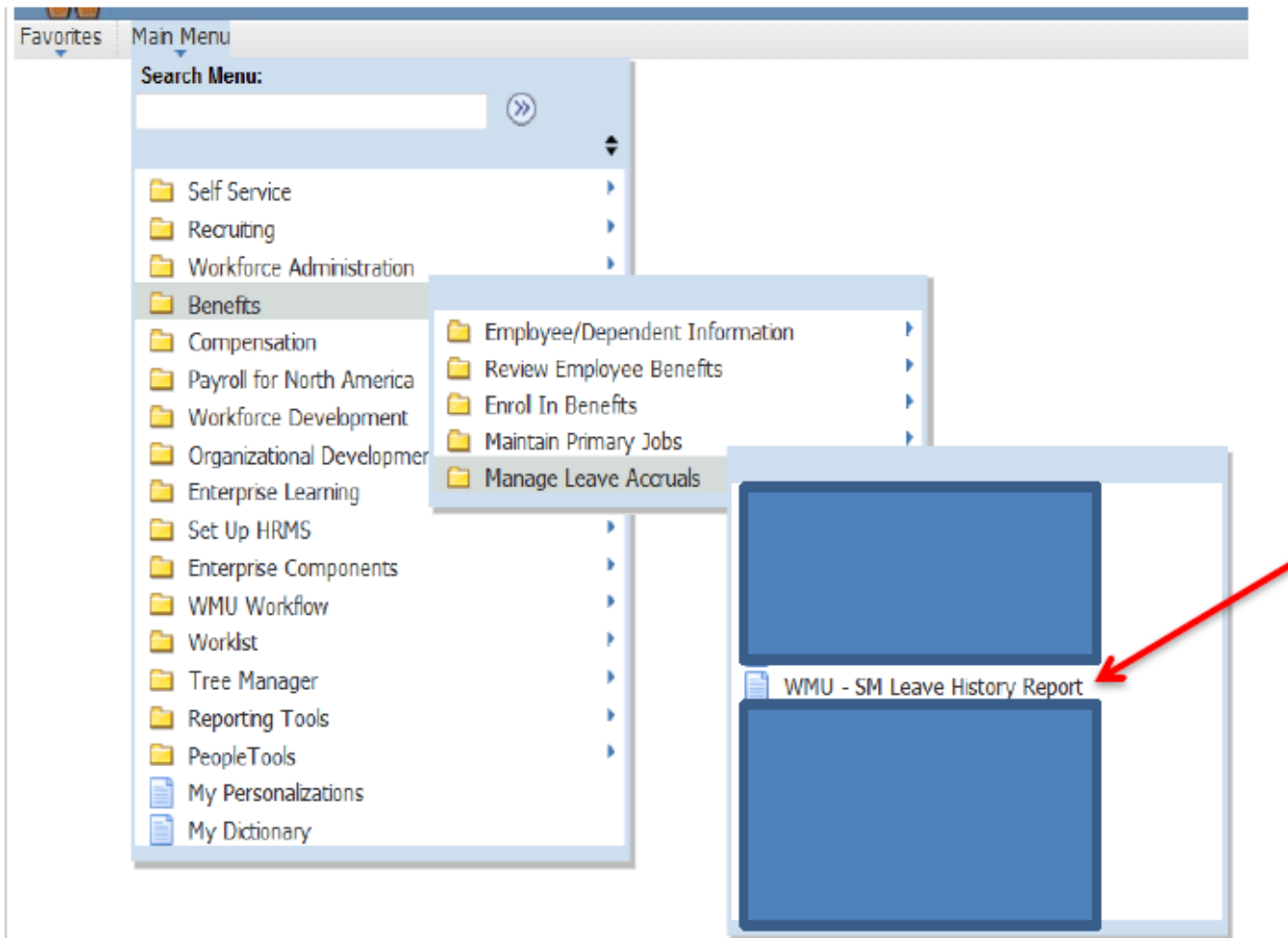
# WMU SEMIMONTHLY LEAVE USAGE

## Leave History Report

The Leave History Report may be used by Timekeepers or Administrators to list a historical view of leave time used for semimonthly employees

# Semimonthly Leave Usage

**Log into PeopleSoft then go into SM Leave History Report:**





# Semimonthly Leave Usage

**\*\*\*If this is your first time creating a history report you will need to create a Run Control ID (unique job identifier) that can be reused each time you run a report. Follow the log in procedure above. Click on “Add a New Value”:**

## WMU - SM Leave History Report

Find an Existing Value

Add a New Value

Limit the number of results to (up to 300):

Run Control ID:

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

# Semimonthly Leave Usage

You should see this screen:

**WMU - SM Leave History Report**

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

Create a Run Control ID (unique job identifier) that identifies what process you are doing.

We would suggest SM\_History (no blank spaces are allowed). Then click "add". This run control can be used each time you run the report.

**If you have multiple run controls select your run control from the search results or you will go directly to WMU Run PR111.**

## Search Results

View All First ◀ 1-3 of 3 ▶ Last

<a href="#">Run Control ID</a>	<a href="#">Language Code</a>
<a href="#">SM_Audits</a>	<a href="#">English</a>
<a href="#">SM_Dir_Dep</a>	<a href="#">English</a>
<a href="#">SM_Hist</a>	<a href="#">English</a>

**Once you have created a Run Control ID it can be reused. Type it, or any part of it into the box, click “search”:**

Favorites | Main Menu > Benefits > Manage Leave Accruals > WMU - SM Leave History Report

### WMU - SM Leave History Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Limit the number of results to (up to 300):

Run Control ID:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

## The WMU Run PR111 report will appear:

WMU Run PR111

Run Control ID: SM\_Hist

[Report Manager](#) [Process Monitor](#) [Run](#)

**Filter**

Leave Blank for All

Empl ID:

Company:

Organization Code:

**Timeframe**

Begin/End Dates:

\*Begin: 06/08/2015 \*End: 06/14/2015

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

**Enter the appropriate information, including beginning and ending dates for the report you want to create, click on “Run”. You can run this report for one person by entering their EmplId number or leave blank for all.**

The next screen you will see is the Process Scheduler Request. The first time you go here you might need to change the Server Name to “PSUNX”, check the select box and make sure your “Type” is web and “Format” is PDF. Click ok.

### Process Scheduler Request

User ID: harveyp

Run Control ID: SM\_Hist

Server Name: PSUNX

Run Date: 06/24/2015

Recurrence:

Run Time: 4:43:29PM

Reset to Current Date/Time

Time Zone:

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Semimonthly Leave History Rpt	WMUPR111	SQR Report	Web	PDF	Distribution

OK

Cancel

# Click on the Process Monitor

Favorites | Main Menu > Benefits > Manage Leave Accruals > WMU - SM Leave History Report

WMU Run PR111

Run Control ID: SM\_Hist

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:921606

## Filter

Leave Blank for All

Empl ID:

555555

Company:



Organization Code:

ACKSCH 

## Timeframe

Begin/End Dates:

\*Begin:

06/08/2015



\*End:

06/14/2015







## “Success” means your report is ready so click on Details:

Process List

Server List

### View Process Request For

User ID:   Type:   Days

Server:    Instance:  to

Run Status:  Distribution Status:   Save On Refresh

### Process List

Customize | Find | View 100 |   First  Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	914670		SQR Report	WMUPR111	harveyp	06/24/2015 4:43:29PM EDT	Success	Posted	Details

# Click on View Log/Trace:

## Process Detail

### Process

**Instance:** 921606

**Type:** SQR Report

**Name:** WMUPR111

**Description:** Semimonthly Leave History Rpt

**Run Status:** Success

**Distribution Status:** Posted

### Run

**Run Control ID:** SM\_Hist

**Location:** Server

**Server:** PSUNX

**Recurrence:**

### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

### Date/Time

**Request Created On:** 07/14/2015 12:50:02PM EDT

**Run Anytime After:** 07/14/2015 12:49:57PM EDT

**Began Process At:** 07/14/2015 12:50:12PM EDT

**Ended Process At:** 07/14/2015 12:50:17PM EDT

### Actions

[Parameters](#)

Transfer

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

OK

Cancel



Click on the PDF file:

## View Log/Trace

### Report

**Report ID:** 650901      **Process Instance:** 921606      [Message Log](#)  
**Name:** WMUPR111      **Process Type:** SQR Report  
**Run Status:** Success

Semimonthly Leave History Rpt

### Distribution Details

**Distribution Node:** RPT\_DISTNODE1      **Expiration Date:**

### File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
<a href="#">SQR_WMUPR111_921606.log</a>	1,887	07/14/2015 12:50:17.245077PM EDT
<a href="#">wmupr111_921606.PDF</a>	1,982	07/14/2015 12:50:17.245077PM EDT
<a href="#">wmupr111_921606.out</a>	1,053	07/14/2015 12:50:17.245077PM EDT

### Distribute To

<u>Distribution ID Type</u>	<u>*Distribution ID</u>
User	harveyp

# Sample Semimonthly Leave Usage History Report

Report ID: WMUPR111

WESTERN MICHIGAN UNIVERSITY  
SEMIMONTHLY LEAVE USAGE HISTORY REPORT

Page No. 1

Run Date 07/14/2015

From 08-JUN-2015 through 14-JUN-2015

Run Time 12:50:13

COMPANY	PAYGROUP	RUN ID	ORG CD	EMPLID	NAME	SICK BALANCE	SICK TAKEN	VACATION BALANCE	VACATION TAKEN	HOLIDAY TAKEN	FUNERAL TAKEN	NECESSITY TAKEN
WMU	SM1	SM1512	PAY		Bronco, Buster	22	0.000	11.89	0.000	0.000	0.000	0.000
ORG TOTAL							0.000		0.000	0.000	0.000	0.000
GRAND TOTAL							0.000		0.000	0.000	0.000	0.000

Instructions for running the SM Leave History Report can be found at: [www.wmich.edu/payroll](http://www.wmich.edu/payroll) Under Payroll, Forms, Timekeeping, Create Leave History Report Instructions.

HOME

ACCOUNTS PAYABLE DISBURSEMENTS

PAYROLL

FORMS

MY PAY

PAYROLL CHOICES

PAY SCHEDULE

SEMIMONTHLY PAY CONVERSION FOR SALARIED EMPLOYEES

TIMEKEEPING

DIRECTORY

CONTACT US

#### Payroll and Disbursements

Western Michigan University  
Kalamazoo MI 49008-5250 USA  
(269) 387-2935  
(269) 387-2937 Fax

## Forms

PAYROLL AND DISBURSEMENT FORMS

### Taxes

- [8233 exemption from withholding](#)
- [FICA and retirement withholding waiver](#)
- [W4 Battle Creek](#)
- [W4 Detroit](#)
- [W4 Grand Rapids](#)
- [W4 Lansing](#)
- [W4 Muskegon](#)
- [W4 withholding certificate for Michigan](#)

### Timekeeping

- [Approval delegation form](#)
- [Create Leave History Report Instructions](#)
- [Kronos correction form](#)
- [Kronos java set up guide](#)
- [Kronos user guide](#)
- [Reporting Resources at WMU Presentation Slides](#)
- [Semi-monthly correction form](#)

QUESTIONS?



# THANK YOU FOR COMING

**Remember that Payroll is here to help.  
Let us assist you with time solutions.**

**Call with questions at 269-387-2935.  
Email us at [payroll-dept@wmich.edu](mailto:payroll-dept@wmich.edu)**