System for Time and Attendance Recording

Medical University of South Carolina

and

Medical University Hospital Authority

KRONOS Workforce Timekeeper Version 5
Training Manual
How to Log On to KRONOS Workforce Timekeeper (WTK):

1. Open a web browser and enter the following web address:
   [https://starv6.musc.edu/wfc/logon](https://starv6.musc.edu/wfc/logon)
   Note: For faster access, save as a “Favorite” or “Bookmark” in your web browser or create a shortcut icon on your desktop.

2. For **User Name**, enter your regular network login name in lower case.

3. For **Password**, enter your current KRONOS password. (New users will be set to the word **password** initially, but users converted from Version 3.4 of KRONOS will maintain the same password.)

4. Click the **Log On** button or press the Enter key on your keyboard.
To end your session in WTK:

1. Select **Log Off** from the navigation bar.*

2. You will return to the Log On Screen, and you will see the message “You are now logged off” under the Log On button.

* Always click **Log Off** on the navigation bar to close WTK before closing your browser. If you click the “X” in the upper right corner of your browser without logging off, your connection to the application might remain open, which might allow another person to view and edit your information.
Chapter 2- Timecard Editor

Workforce Genies

Workforce Genies provide employee information in a summarized, easy-to-read format. You will use Workforce Genies to view and edit timecards for your employees. You can also use Genies as a way to select employees for whom you would like to print reports.

1. **Show Box** – determines the set of employees displayed in the Genie. By default, the Department Manager Genie will be set to All Home, which will show. Use the drop-down to select a different group of employees.

2. **Time Period** – determines the time period for which to display employee data

3. **Refresh button** – used to display the most current database information

4. **Navigation Bar** – you can minimize the navigation bar with the | button or adjust its size by dragging the border.

5. **Data Listing** – the detail Genie above lists employee names, along with various data associated with that employee’s time.

6. **Column header** – click the column header to sort in ascending or descending order. Can sort up to two columns.

7. **Select All Action** – on the menu bar, click Action > Select All to highlight all employees.

8. **Timecard Editor button** – click to highlight one or more employees in the Genie and click the Timecard button to launch the timecard for those employees.

9. **Reports button** - highlight one or more employees in the Genie and click the Reports button to launch a report for those employees
Department Manager Genie

The Department Manager Genie is the default Genie. When you log on to Workforce Timekeeper, you will see all of your employees listed in the Department Manager Genie.

1. **Name** – Employee’s Name
2. **Employee ID** – Employee identification number
3. **Home Unit** – Employee’s home unit (department) number
4. **Pay Rule** – Pay rule determines how an employee’s pay is calculated, such as whether or not the employee has an automatic meal deduction and whether or not the employee is eligible for shift differential
5. **Standard Hours** – the standard number of hours that an employee works per pay period, as listed in the HR/Payroll system
6. **Missed Punch** – if an employee has a missed punch for the timeframe selected, a check mark will appear in this column
7. **Shift Group** – determines the rate of pay an employee receives for shift differential
8. **OnCall Group** – determines eligibility and rate of pay for on-call hours
9. **Home Department** – home labor account, including unit, project, year, and class
Use the Total Hours Genie to compare an employee’s standard hours with his/her total paid hours to help determine if someone is missing time in KRONOS.

1. **Name** – Employee’s Name

2. **Home Unit** – Employee’s home unit (department) number

3. **Pay Rule** – Pay rule determines how an employee’s pay is calculated, such as whether or not the employee has an automatic meal deduction and whether or not the employee is eligible for shift differential.

4. **Standard Hours** – the standard number of hours that an employee works per pay period, as listed in the HR/Payroll system.

5. **Total Paid Hours** – the total number of hours for which the employee will be paid during the timeframe specified. This includes work time as well as paid leave time.
The QuickFind Genie is an employee search tool that displays information based on an employee name or ID.

1. To open the QuickFind Genie, click the **QuickFind** link under My Genies on the Navigation Bar on the Left.

2. **Name or ID** - To search, enter the employee’s name or ID for whom you are searching. If you are unsure of an employee’s name, you can use one or more wildcards to expand your search. If the employee’s name starts with “A”, enter “A*” to search for all employees whose last name begins with the letter “A”. Use the question mark (?) or underline character (_) to indicate that a single character occupies a position in the search string. (ex. Enter “07???” to search for four-digit numbers starting with 07.) Use the asterisk character (*) or the percent symbol (%) to indicate that multiple characters can occupy a position in the search string (ex. Enter “*H” to search for all employees whose last name ends with the letter “H”).

3. Click the **Find** button.

4. Click on the employee’s record to highlight the employee’s name.

5. Click the **Timecard** button to launch the timecard for this employee or the **Reports** button to launch a report for this employee.
The following are two ways to access the timecard editor for an employee:
- Double-click the employee name within a Genie
- Highlight the employee by clicking on the name and then click the Timecard button on the top right of the screen

Navigate around the cells by using the arrow keys, the tab key, or the mouse.

1. **Employee Name and ID** – displays the name and ID of the employee
2. **Navigation Arrows** – allows you to navigate to other employees’ timecards that you have retrieved
3. **Time Period** – displays the time period that you are viewing on the timecard. Use the drop-down to change the time period.
4. **Navigation Bar** – use the links on the Navigation Bar on the left side of the screen to go back to the Workforce Genies, to Log Off, or to change your password.
5. **Menu Bar** – use the menu bar to perform various actions on the timecard
6. **Leave Time** – the pay code and amount columns display an employee’s leave time
7. **In and Out Punches** – employee’s start and stop times
8. **Running Totals** – shift, daily, and cumulative totals for the employee
9. **Delete a row** – Use the eraser button to delete a row
10. **Add a new row** – Use the green arrow button to add a new row
11. **Totals Box** – corresponding tabs display totals, accruals, audits, and comments
12. **Leave Balances** – employee leave balances as of selected date in timecard
13. **Missed Punch** - if an employee has a missed punch, the cell will be solid red.
**Punches**

**Adding a Punch**
1. Click an In cell or Out cell.
2. Enter the time using an appropriate format
   - 12-hour (1:00p) or 24-hour (13:00) entries are acceptable.
   - Leading zeros are optional; 0700 is converted to 7:00.
   - Trailing zeros are optional; 7 is converted to 7:00.
   - A colon is optional when specifying time: 730 is converted to 7:30.
   - For a 12-hour time format configuration, AM is assumed for all times entered from 00:00 to 11:59. The system assumes PM for 12:00 to 12:59.
3. Press Tab or the Enter key.
4. Notice the gold bar at the top of the header. This indicator alerts you that you have unsaved data.
5. Select **Save** from the menu bar to save your edits.
6. Notice that the gold bar disappears.

**Missed Punches**
1. If an employee has a missed punch, the cell will be solid red.
2. Click in the cell and enter the appropriate time to fill in the missed punch.
3. Notice that the cell will still be red even after you fill in the time.
4. To clear the red cell, you need to either Save the record or click Actions > Calculate Totals.

**Deleting a Punch**
1. Click the cell that contains the punch you want to delete.
2. Press the Delete key on your keyboard.

**To delete an entire line of punches:**
1. Click the eraser button on the far left column of the timecard.
The Edit Punch Dialog box contains the following fields:

1. **Date of punch**
2. **Time of punch**
3. **Rounded Time** – the time to which the punch is rounded (nearest quarter hour)
4. **Time Zone**
5. **Override** – Allows you to designate a punch as an in punch, out punch, new shift, or break
6. **Cancel Deduction** – Allows you to cancel an employee’s meal deduction
7. **Exception** – If there is an exception associated with the punch (such as Cancel Deduction), it will be listed here.
8. **Comments** – If there is a comment associated with the punch, you will see a notation here that the punch has comments. See the Comments Tab below the timecard to see which comment is associated with the punch.
Cancel and Restore Meal Deductions

To cancel an automatic meal deduction:
1. Double-click the cell that contains the punch you want to edit
2. Select *All* from the Cancel Deduction list to cancel all meal deductions for that day, and click OK.
3. When you return to the timecard and save your data, you will see a red border around the cell which contains the punch you edited. If you hover your mouse over this cell, you will see the exception of *Cancel Deduction, Cancel Deduction*, which indicates that all meal deductions for the day were cancelled.

To restore a meal deduction:
1. Double-click the cell that contains the punch you want to edit
2. Select *<None>* from the Cancel Deduction list, and click OK.
3. When you return to the timecard and save your data, you will no longer see a red border around the cell which contains the punch.
Transfer to Another Department (Authority Only)

To transfer hours to another department:

1. Click the Transfer cell next to the In punch of the time that you would like to transfer to another department.
2. Click the drop-down arrow in the right corner of the cell.
3. If you have never transferred hours before, there will be no entries in the drop-down list. If you have ever transferred hours to another department or to another work rule, you will see those entries listed here. This is a shortcut so that if you transfer hours to a particular department or work rule often, you can simply choose the value from the drop-down list. For example, this sample manager has already transferred hours to unit 9317000. Therefore, 9317000 appears in the drop-down list. If you would like to transfer hours to 9317000, simply choose this value from the list, and your transfer is complete. If, however, you would like to transfer hours to a unit which is not in the drop-down list, choose Search…
4. If you know the unit to which you would like to transfer the hours, simply click the box next to the **Unit** radio button, type the unit number, and press **Tab**. The description for the unit will appear in the next column.

5. Click **OK** to complete the transfer.

If you are not sure of the unit number, you can scan the list of entries in the **Available Entries** box. Use the scroll bar to view more entries. Click once on the unit number in the Available Entries box to fill in this entry on the right part of the screen, and Click **OK** to complete the transfer.

You may also narrow the search by typing part of the unit number. In the above example, the value 94* in the **Search** box indicates that we are searching only for unit numbers which begin with 94.

**To remove a department transfer:**
1. Click in the **Transfer** cell that you would like to delete.

2. Press the **Delete** key on your keyboard.
Transfer Hours to Work Rule (Authority Only)

1. First, determine the employee’s normal **Pay Rule** by hovering the mouse over the employee name. The Employee Details box will appear, and you will see the employee’s Pay Rule (such as L30 DIF MC).

2. Click the **Transfer** cell next to the In punch of the time that you would like to transfer.

3. Click the drop-down arrow in the right corner of the cell.

4. If you have never transferred hours before, there will be no entries in the drop-down list. If you have ever transferred hours to another department or to another work rule, you will see those entries listed here. This is a shortcut so that if you transfer hours to a particular department or work rule often, you can simply choose the value from the drop-down list. For example, this sample manager has already transferred hours to work rule L30 DIF MC EDUCATION (Use the scroll bar to view the entire name). Therefore, L30 DIF MC EDUCATION appears in the drop-down list. If you would like to transfer hours to L30 DIF MC EDUCATION, simply choose this value from the list, and your transfer is complete. If, however, you would like to transfer hours to a work rule which is not in the drop-down list, choose **Search**…
5. Click the drop-down arrow in the Work Rule box. Scroll to the appropriate work rule. When transferring, the work rule should always begin with the employee’s pay rule (such as L30 DIF MC). Then look for Callback, Education, or Orientation at the end of the name. Employees should transfer time to work rules at the clock so that you will not have to make the transfer in the timecard. If an employee transfers to another work rule at the clock, you will see the transfer in the timecard when you open it.

6. Click OK to complete the transfer.

To remove a work rule transfer:

1. Click in the Transfer cell that you would like to delete.

2. Press the Delete key on your keyboard.
1. Click the **Pay Code** cell for the day that you would like to add leave time.
2. Click the drop-down arrow to display a list of pay codes.
3. Choose the appropriate pay code.
4. Click the **Amount** cell next to the pay code.
5. Enter the number of hours in the appropriate format.
   - Leading zeros are optional; 07 will be converted to 7:00.
   - Do not use trailing zeros; 700 will be converted to 700 hours.
   - Colons are necessary; 730 will not be converted to 7:30 but instead will be interpreted as 730 hours.
   - Time can be entered in the hours and minutes (HH:MM) format or as a decimal number (HH.MM). (ex. 8 ½ hours can be entered as 8:30 or 8.5)

Note: If the employee already has time for the day that you need to add leave time, you will not be able to add a pay code amount on the same line. To add pay code amounts for a day that already has In and Out punches, you must first add an additional line to the timecard for that day. Click the green arrow button to the left of the date column to add a new line for that day. Then proceed with steps 1-5 above.

**To edit a pay code entry:**
Simply click the cell that you would like to edit and make changes as appropriate.

**To delete a pay code edit:**
1. Click the **Amount** cell for the pay code to be deleted.
2. Press the **Delete** key on your keyboard. (When you save, the pay code name will disappear.)
Adding comments to a pay code edit:

1. Right click the amount for which you would like to add a comment.

2. Select *Add Comment*.

3. Using the scroll bar, find the comment that you would like to add.

4. Highlight the comment(s). (You may hold down the ctrl button and click multiple comments to highlight them and add them all at once.)

5. Click *OK*.

6. You will now see a small yellow note icon next to the amount for which you have added a comment.

7. You may add additional comments to the same punch or pay code edit by following steps 1-6 above for each additional comment.
To view a comment associated with a pay code edit or a punch:
1. In the Timecard Tabs box on the bottom left of the timecard, choose the Comments tab.
2. Click the yellow note icon next to the pay code or punch.
3. You will see the associated comment(s) highlighted in yellow in the Comments box.

Deleting Comments
There are two ways to delete a comment:
1. Click the cell which contains the comment that you would like to delete.
2. Choose Comment from the menu bar, and choose Delete.

OR
1. On the Comments tab at the bottom left of the screen, highlight the comment that you would like to delete.
2. Right-click, and choose Delete.
**Timecard Actions**

**Calculate Timecard Total** – Select *Actions > Calculate Totals* to see how your unsaved edits will affect the employee’s totals. This option does NOT save changes to the database, so if you need to back out your unsaved edits, you can then select *Actions > Refresh*.

**Cancel Edits** – Select *Actions > Refresh*. The system returns information as it appears in the database. Any edits that you made but did not save are lost. If you already saved your edits, you cannot cancel them.

**Save a timecard** – Click Save from the menu bar

**Send e-mail about a timecard** – Select *Actions > E-mail*. If this employee has an e-mail address stored in KRONOS, your e-mail client will open with a message addressed to the person whose timecard you are viewing. You may then type an e-mail message and send it to this employee.

**Sign Off a timecard** – Select *Approvals > Sign Off*

**Employee Details** - Hover your mouse over the employee’s name to reveal the following details about the employee: Pay Rule, Labor Account, and Standard Work Hours

**Gold bar** – a gold bar across the top of the timecard indicates that edits have not been saved in the database.

**NOTE: the REFRESH button retrieves the latest information from the database!**
1. From the **Totals** view, you can display a breakdown of the employee’s totals in four different ways using the drop-down list. By default, you will view *All* totals, which will display totals for the entire time period selected. You may use the drop-down to change the totals view to display the following:
   - **Shift** - displays totals by shift; click on various days in the timecard to display shift totals for that day
   - **Daily** - displays totals by day; click on various days in the timecard to display totals for that day
   - **Cumulative** - displays totals for a set of days from the beginning of the time period selected; click on various days to see cumulative totals up to that point

2. A red flag in the Totals and Schedules tab indicates that employee totals have not yet been calculated. Shortly after you save the record, the totals should recalculate.

3. An (x) before a labor account indicates that the account is not the primary account. Since you will only be transferring to a specific unit number, pay no attention to the project listed for transfer time. By default, KRONOS will insert the employee’s home project number. However, our payroll system will automatically transfer time to the appropriate project associated with the transferred unit. The sample employee is assigned to a home unit of 1000000 and a home project of 10237. The second line in the totals box indicates that 8 HOURS WORKED will be charged to (x) 99/0/9317000/10237/0/0. In reality, this employee’s transferred hours will be charged to unit 9317000 and project 93170, even though we only enter the unit as the transfer value in KRONOS.

4. If you don’t need totals broken down by labor account, click the arrow that points to the left, and you will see grand totals for each pay code. To break down by labor account again, click the arrow that points to the right.
The **accretals** tab displays accrued leave time. The balances appear based on the selected date in the timecard. You can also see leave balances in the box on the bottom right of the screen. See section in this manual entitled *Accrual Balance on Selected Date*.

Pay no attention to the last six columns of this tab. Since MUSC and MUHA accrue leave in the payroll system and not in KRONOS, we cannot utilize any projected leave balances in KRONOS.
The audits tab lists all edits made to an employee’s timecard.

When you first click on the Audits tab, you will not see any entries listed. The **Filter rows by Type** box will display **Specify**. In order to view rows, you must click the drop-down arrow and specify which audits you would like to see. Choose All to display all edits to the employee’s timecard. Following is a list and description of the other choices on the drop-down menu:

1. **Add Duration** – MUSC and MUHA will not use durations
2. **Edit Duration** – MUSC and MUHA will not use durations
3. **Delete Duration** – MUSC and MUHA will not use durations
4. **Add Punch** – displays all punches which were added manually
5. **Edit Punch** – displays all punches which were edited
6. **Delete Punch** – displays all deleted punches
7. **Add Pay Code** – displays all pay codes which were added
8. **Edit Pay Code** – displays all pay codes which were edited
9. **Delete Pay Code** – displays all deleted pay codes
10. **Duration (Add, Edit, Delete)** – MUSC and MUHA will not use durations
11. **Punch (Add, Edit, Delete)** – displays all types of punch changes
12. **Pay Code (Add, Edit, Delete)** – displays all types of pay code changes
13. **Approvals/Signoffs** – displays all approvals and sign-offs.
To change the width of the columns in order to be able to read the column header or see the data contained in the column, click and drag the border in the column header.

The Audits tab contains the following columns:

1. **Date** – the effective date of the pay code or punch

2. **Time** – the effective time of the punch (will be blank for pay codes)

3. **Type** – type of edit

4. **Account** – labor account (department) for transfers only (blank for home)

5. **Pay Code** – lists the pay code name for pay code edits (blank for punches)

6. **Amount** – lists the number of hours and minutes for pay codes (blank for punches)

7. **Work Rule** – lists the work rule for work rule transfers only (blank for others)

8. **Override** – lists any punch overrides such as In punch, Out punch, New Shift, Break, etc. Note: any time you manually add a punch, it will contain an override value of In punch or Out punch, depending on which column you used when adding the punch. If a punch comes in from the clock, this value will be blank.

9. **Comment** – If a comment was added, the comment will be listed here

10. **Edit Date** – the date that the edit was performed

11. **Edit Time** – the time that the edit was performed

12. **User** – the user who performed the edit; for clock punches, this field will also contain a 6-digit device number which represents the clock that collected the punch. Example: a user of DCMSUser:STAR23::MUSC:Device 195160 means that the punch came from device number 195160. The clock number translation spreadsheet would indicate that this is clock number 162 01 01, which is in Parking Garage 1. Payroll can provide a clock number translation list if you need one.

13. **Data Source** – the data source (such as Timecard Editor)
Accrual Balances on Selected Date

When the Totals tab is visible on the left, you will also see a box on the right which displays Accrual Balances on Selected Date. For each leave category which applies to this employee, you will see the code that represents the type of leave, the balance as of the date selected on the timecard, and the unit of measurement, which will always be hours.

Note: Keep in mind that this reflects the balance as of the day that you have selected in the timecard. If you wish to see the balances as of the beginning of the pay period, click in one of the cells of the first day on the timecard. If you wish to see the balances as of the end of the pay period, click in one of the cells on the last day on the timecard.

To change the width of the columns, click and drag the border in the column header.
**Sign Off (University Only)**

**Sign Off All Employees from a Genie**

After completing all edits for the previous pay period for all employees, complete the Sign Off to indicate to Payroll that your edits are complete. Once you perform a sign off, you will no longer be able to make changes to employee records unless you request that Payroll remove the Sign Off.

1. Choose *Actions > Select All* from the menu bar to highlight all employee names.

2. Choose *Approvals > Sign Off* to sign off all highlighted employees.
Sign Off One Employee From a Timecard

After completing all edits for the previous pay period, complete the Sign Off to indicate to Payroll that your edits are complete. Once you perform a sign off, you will no longer be able to make changes to the employee record unless you request that Payroll remove the Sign Off.

1. Choose **Approvals > Sign Off** from an employee’s timecard to sign off that employee’s timecard.
Chapter 3 – Viewing Employee Information

Hover over Employee Name

To display basic information about an employee, hover your mouse over the employee’s name in the timecard. The following data will display in the pop-up box:

1. **Pay Rule** – formerly known as Class Profile; determines how employee in and out times will be translated into pay codes. For example, a pay rule determines the length of a meal deduction and whether or not an employee is eligible to receive shift differential.

2. **Primary Account** – employee’s home department

3. **Daily, Weekly, and Per Pay Period Hours** – these hours represent the standard hours for which an employee is designated in the HR/payroll system
People Icon

1. Click the **People** icon to display more information about the employee. You can access the People icon from a genie or from a timecard.

2. Click to highlight the **Additional Information** section.

3. **Shift Group** – determines an employee’s rate of pay for shift differential hours

4. **OnCall Group** – determines an employee’s rate of pay for on-call hours

5. **Title** – employee’s job title
6. Click the **Job Assignment** tab.

7. Click to highlight the **Timekeeper** section.

8. **Standard Hours** – the daily, weekly, and per pay period hours represent the standard hours for which an employee is designated in the HR/payroll system.

9. **Pay Rule** – formerly known as Class Profile; determines how employee in and out times will be translated into pay codes. For example, a pay rule determines the length of a meal deduction and whether or not an employee is eligible to receive shift differential.

10. **Device Group** – employee’s home clock number

11. **Badge Number** – employee’s badge number
Chapter 4 – Printing and Reporting

Print from Timecard

- Choose Actions > Print from the Menu Bar in the timecard to print the timecard, totals box, and leave balances for an employee.

Print Screen from a Timecard

- Choose Actions > Print Screen from the Menu Bar to print the timecard and the Timecard tabs as they are currently displayed on your screen. For example, if you would like to print the timecard and the comments box, make sure this is what is displayed on your screen when you choose Actions > Print Screen.

Print from a Genie

- If you would like to print the contents displayed on your Genie (the summary screen), choose Actions > Print while on the Genie screen.
Run a Report

There are two ways to launch the reporting tool: by using the Reports link on the Navigation bar on the left or by using the Reports icon at the top right of the Genie or timecard.

Run a Report from the Navigation Bar

1. Select Reports from the Navigation Bar on the left
2. The tab *Select Report* should already be selected.

3. Click the + sign next to *All* to expand the All category and display all reports.

4. Click on the report that you would like to run to highlight the name.

5. By Default, the *Show* box will display All Home. This will run the report for all employees to which you have security privileges. If you would like to choose a different Hyperfind Query, you may do so by using the drop-down list. (You must select a report before you can change the Show box.)

6. If you would like to change the *Time Period* for the report, do so by using the drop-down list. (You must select a report before you can change the Time Period.)

7. Click *Set Options* to configure additional options for the report.
8. The first option for the Time Detail report is *Actual/Adjusted*. By default, the report will run for Actual Only. Since MUSC and MUHA will not be making historical changes in KRONOS, you will not need to change this option.
9. Click on the Employee Page Break option if you wish to have a page break after each employee. This option is useful if you would like to print the report and distribute it to the employees.

10. Click the Yes radio button to force a page break after each employee. If you do not need to have a page break after each employee, you do not need to select this option.

11. Choose Run Report to run the report
12. Continue to click **Refresh Status** until you see a status of **Complete** in the **Status** column for the most recent report in the list.

- The status values are
  - **Waiting** – the report is queued for processing
  - **Updating** – the report is waiting for up-to-date totals
  - **Running** – the report is generating
  - **Complete** – the report has finished generating
  - **Failed** – an error occurred during report generation

- You can only view or distribute completed reports. The report runs on the server, not on your PC. Therefore, if you would like to work on other programs while the report is running, you may do so. You may even log out of Workforce Timekeeper, and the report will still run.

13. Once the status is complete, highlight the report that you would like to view. The last one that you ran will be at the top of the list.

14. Select **View Report**
15. The report will open in PDF format in a new browser window.

16. To print the report in the appropriate format, use the *Adobe print button* directly above the report preview. **DO NOT** use your browser’s print button or File > Print. Using the browser print function can cause the report formatting to be incorrect.

17. Use the X button in the top right of the browser to close the report when you finish printing. This will not close Workforce Timekeeper. Don’t forget to use the Log Off button to exit Workforce Timekeeper when you are ready.

**Viewing Reports at a Later Time**

Once you run a report in KRONOS, you will be able to access the PDF image of that report in KRONOS for 72 hours. If you wish to do so, you may delete the PDF reports before the 72 hour period is complete. Any time you log in to Workforce Timekeeper, you can click on the **Reports** link on the Navigation bar, and click the **Check Run Status** tab. You will see a list of all report requests that you have submitted (along with the current status) in the last 72 hours. The reports will be in reverse chronological order, with the most recent report being first on the list. If you wish to delete reports that you no longer need, click the the report to highlight it, and click Delete on the menu bar. If you do not delete the report, it will be automatically deleted after 72 hours.

**Saving Reports**

If you wish to keep a report longer than 72 hours, you can save the report on to your home drive. To save the report from the print preview screen, click the Adobe save icon. The Save a Copy box will appear. Use the drop-down to navigate to the directory in which you would like to save the report, and click Save. The report will be saved in PDF format, so you (or anyone to whom you would like to send the report) will be able to open it using Adobe Reader without having to log in to KRONOS.
Run a Report from the Reports Icon

Instead of using the Reports link on the Navigation Bar, you can launch a report for a specific employee from within that employee’s timecard or from a Genie to print the report for employees that you specify within the Genie.

1. From the Genie, click once to highlight one or more employees for whom you would like to run a report.
   - To select all employees in the Genie, click Actions>Selected All.
   - To select multiple employees in a row, highlight the first employee in the list, then hold the Shift button while you click the last employee in the list. This will highlight all employees in the list.
   - To select various employees who are not listed together on the Genie, hold the CTRL button while you click each employee. This will allow you to highlight multiple employee names.

2. Click the Reports icon.
3. Workforce Timekeeper will launch the Select Report tab, with the Detail Genie reports category open.

4. Highlight the report that you would like to run.

5. The Show box will say Previously Selected Employee(s), which indicates that the employee group you chose in the Genie will be the same group you will see in the report. If you wish to change the employees for whom you would like to run the report, you can do so using the drop-down list after you select a report name.

6. The Time Period box will be the same time period that you had selected on your Genie. You cannot change this value here. If you change your mind about which employees you need, click on the Department Manager Genie link to start over.

7. Follow steps 7 – 16 from the Run a Report from the Navigation Bar section of this manual to run, view, save, and/or print the report.
Chapter 4 - Hyperfind Queries

In Genies, Reports, and Timecards, your employee selection is determined by the Show box. In the Show box, you can click the drop-down arrow to choose from various saved Hyperfind Queries. Once you click on the hyperfind query in the drop-down list, Workforce Timekeeper will search the database and retrieve the employees who meet the criteria. Some common saved queries that you may like to use are as follows:

**All Home** – this is the default query; all active employees whose home department is one of the departments assigned to your KRONOS logon.

**All Home and Transferred-In** - all active employees whose home department is one of the departments assigned to your KRONOS logon, as well as any employees who have transferred in to any of the departments which are assigned to your KRONOS logon.

**FMLA** – all active employees who have an FMLA, FMLA-Self, or FMLA-Family comment associated with punches or pay codes in the specified time frame.

**Inactive and Terminated** – all employees whose last home department was one of the departments assigned to your KRONOS logon but who are inactive or terminated as of the current date

**Missed Punches** – all active employees whose home department is one of the departments assigned to your KRONOS logon and who have missed punches for the specified time period.

If you know of other Hyperfind Queries that would be of use to many managers, contact Payroll and ask them about creating a new public Hyperfind Query that will be available to all users.

If you would like to create your own hyperfind queries, you may create ad hoc queries which will be available for your current session only or your own personal saved queries which will be available to you any time that you log in to Workforce Timekeeper.

Public Hyperfind Queries appear in bolded text on the Show drop-down list; personal Hyperfind Queries are in normal text.

If you have created a personal Hyperfind Query that you would like to share with another user, contact the Payroll office and ask them to set up sharing for you.
**Personal Hyperfind Queries**

Specifying Certain Unit Numbers

1. Choose *New* from the *Show* drop-down menu.
2. In the **Filters** list on the left, click the + sign beside **General Information** to expand the list.

3. Highlight **Primary Account** (employee’s home department).

4. If you know the unit number that you would like to include, click in the box beside **UNIT** and type the unit numbers that you would like to include, separated by semicolons for multiple numbers. If you type the unit number directly, skip to Step 7.

5. If you do not know the unit numbers, you can search using the **Name or Description** box and the **Search** button. Enter part of the unit number or description, using an asterisk to represent wildcard characters. Click the Search button. All units which match this criteria will display. Use the scroll bars to view all units and descriptions. Double-click on all units that you would like to include. When you double-click, you will see the unit number displayed in the UNIT box.

6. Click the **Add Condition** button.
7. In the **Filters** list on the left, click the + sign beside **Timekeeper** to expand the list.

8. Highlight the **Employment Status** category.

9. Since you only want to include active employees in your hyperfind, the default values of Active for **Status** and Today for **As Of** are fine. Click the **Add Condition** button to add the condition which includes only active employees.
10. Click the *View Query* tab.

11. Make sure you have two lines in your query. The first line specifies the unit number, and the second line specifies that the employee is employed and working as of today.

12. Click *Save* on the menu bar.

13. In the Visibility box, click the *Personal* radio button.

14. In the *New Name* field, type the name that you would like to give this query.

15. Click *OK*

16. Click the *Department Manager* link on the Navigation Bar to return to your Genie.
17. In the *Show* Box, click the drop-down arrow and choose the query that you created. In this example, the query had a name of 9608000. Workforce Timekeeper will retrieve the employees who meet the criteria that you specified.

18. This hyperfind will now be available to you in your drop-down each time you log in to Workforce Timekeeper.
Employees with PTO Time

1. Choose New from the Show drop-down menu.
2. Click the + sign beside the *Time Management* category to expand the list.

3. Click *Worked Pay Code*.

4. Click on the pay code for which you would like to search to highlight it.

5. To view employees who have PTO time for the specified time period, enter a 0 in the *Amount* box.

6. Since the *Worked* box says “more than,” the query will retrieve employees who had more than 0 hours of AU PTO. You could also use the drop-down if you were searching for people who had less than a certain amount of hours in a category.

7. Click *Add Condition*.

8. Click the *Test* button in the top right corner of the screen to view the employees who meet the criteria. You may need to change the time period using the drop-down in the Test box to make sure your criteria is defined correctly.

9. Close the Test box using the *X* in the top right corner.

10. Click *Save* on the menu bar.
11. Click the **Personal** radio button.

12. In the **New Name** box, enter a name for your query. This is the name that will appear in the **Show** drop-down list.

13. Type a description in the **Description** box.

14. Click **OK**.

15. Click the **Department Manager** link on the Navigation Bar to return to your Genie.
16. Choose your new Hyperfind Query from the **Show** drop-down list. In the sample above, the query was named PTO Time. Workforce Timekeeper will display the employees who meet the criteria you specified.
Delete a Personal Hyperfind Query

1. Click the + sign beside **Common Setup** to expand the category.

2. Click the **Hyperfind Queries** link.

3. Highlight the Personal Query that you would like to delete.

4. Click **Delete** on the menu bar.

Note: From this screen, you can view public Hyperfind Query conditions and use them as a starting point for your own personal queries if you would like to do so.