



KnightTime Update

November 2019

KnightTime/Kronos Support

- **Erica Sadler & Keith Denton –**
Staff Payroll
- **Abbie Raum & Tracy Rucker –**
Student Payroll
- **Kim Sprain - ITS**



Overview:

- Technical Issues:
 - Browser Compatibility & Functionality
 - System Upgrade
 - Site Access
 - Timeclock User Errors
- Best Practices:
 - Purple Punches
 - Transfer Sets
 - Leave Requests
- Delegations
- Policies
 - Timecard Approval Deadlines
 - Meal Deduction Cancellations



Browser Compatibility & Functionality

- Multiple Supported Browsers
 - Chrome
 - Internet Explorer (version 11+)
 - Safari
 - Firefox
 - Microsoft Edge
- No Tablet or Mobile Device Functionality
- Adobe Flash Player Required (for now...)



System Upgrade

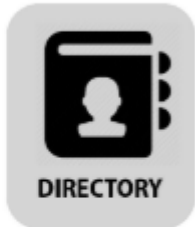
- Adobe Flash Player will become unavailable in December 2020.
- Wartburg upgrading KnightTime/Kronos to HTML5 in early 2020.
- Anticipated changes in KnightTime/Kronos layout and format.



KnightTime/Kronos Access



Popular Links



- Access KnightTime/Kronos by using the link on InfoCenter homepage. Do not bookmark link.

The login page for Kronos Workforce Central, Version 8.1.4. It has a dark blue background. At the top left is the Kronos logo. On the right, it says "Workforce Central® Version 8.1.4". Below this, it states "This login page is for FACULTY AND STAFF ONLY" and "Student employees may review their work hours using the KnightTime Timecard Application". There are two input fields: "User Name" and "Password", each with a white text box. A blue arrow points from the "Password" field to the right. A green arrow points from the "KNIGHT TIME" link in the InfoCenter Popular Links section to the "Student employees" text on this page.

- Students and part-time W & dining employees use different link to view timecards.

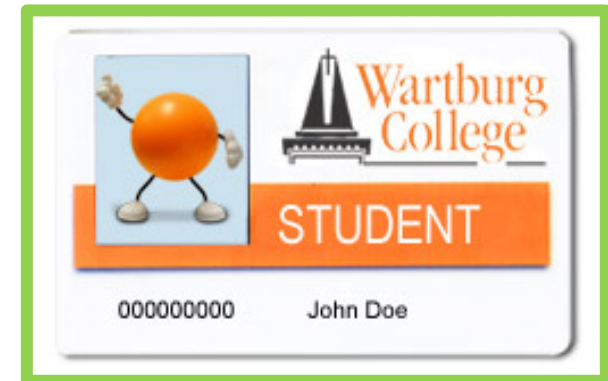
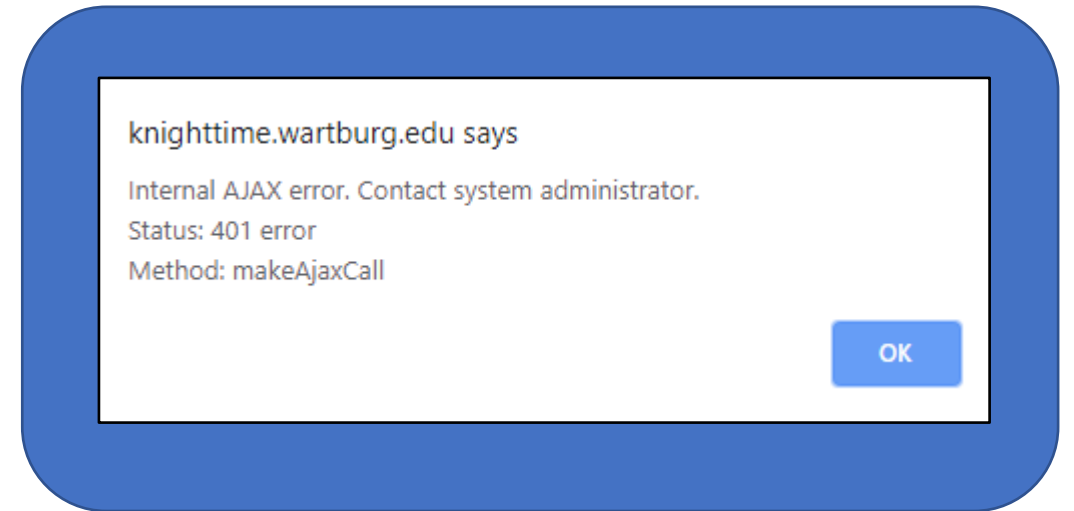
Technical Issues

- **AJAX Error**

- Sign out of KnightTime/Kronos instead exiting program by closing browser window.

- **ID Card Not Working**

- Was a hire request submitted?
- Was employment paperwork completed?
- Was a new ID card acquired?



User Error Issues



- **Missed Punches**

- Select keys at the timeclock slowly. Selecting the keys too quickly can result in the transaction not being completed.
- Select “Review Punches” key to verify punches after clocking in.

- **Purple Punches**

- Must wait one minute between punching out and then back in to another job.
- Forgetting to punch out of a job and then punching into another job can result in purple punches too.

- **No Transfer Sets**

- Must use “Punch In” button to be prompted to select a position.

Best Practices: Purple Punches

- Purple Punch: An employee's punch is being used as both an "in punch" and "out punch."

| | | | | | | | | | |
|----------|--|--|---------|--|--|--------|--------|----------------------------|--------|
| Tue 6/20 | | | 12:30PM | | | 1:07PM | 1:07PM | ...J 0000/984277/1219927/- | 2:10PM |
|----------|--|--|---------|--|--|--------|--------|----------------------------|--------|

- Add a line for the date by selecting the "+" on the left side of the screen.

| | | | | | | |
|---|---|----------|--|--|---------|--|
| + | x | Tue 6/20 | | | 12:30PM | |
|---|---|----------|--|--|---------|--|

- On new line, add the correct in and out punches for the first position in the sequence. DO NOT SAVE YET.

| | | | | | | | | |
|---|----------|--|---------|--|--|---------|--------|-----------------|
| x | Tue 6/20 | | 12:30PM | | | 1:07PM | 1:07PM | ...J 0000/9842' |
| x | | | 12:30PM | | | 12:45PM | | |

Best Practices: Purple Punches

- On previous line, delete the first black in punch and transfer set. Click “Save.”

| | | | | | | |
|----------|--|--|---------|---------|--------|---------------------|
| Tue 6/20 | | | | 1:07PM | 1:07PM | ...J 0000/984277/12 |
| | | | 12:30PM | 12:45PM | | |

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

- Note how the purple punch disappeared and the respective hours per position moved to their own individual lines. Don't forget to add the transfer set to the first set of work hours.

| | | | | | | |
|--------------------------|----------|--|--|---------|---|---------|
| <input type="checkbox"/> | Tue 6/20 | | | 12:30PM | | 12:45PM |
| <input type="checkbox"/> | | | | 1:07PM | ...S/-/1 00 810 700 0000/984277/1219927/- | 2:10PM |

Best Practices: Transfer Sets

- When entering a transfer set, utilize the “Search” function:

| | | Date | Pa... | A... | In | Transfer | Out |
|---|---|----------|-------|------|---------|--|---------|
| + | x | Mon 6/05 | | | 5:56AM | DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/- | 7:40AM |
| + | x | | | | 8:00AM | | 12:54PM |
| + | x | | | | 1:18PM | DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/- | 2:33PM |
| + | x | Tue 6/06 | | | 5:52AM | DIN/DIN000ASTSDINING-AST CES/-/1 00 810 700 0000/984277/1215288/- | 11:36AM |
| + | x | | | | 12:06PM | DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1214015/- | 2:04PM |
| + | x | Wed 6/07 | | | | DIN/DINHPM USDWHS Dining Worker/-/1 00 810 614 0000/984277/1219334/- | |
| | | | | | | Search... | |

NameAagesen, Jack C

Labor AccountWEL/WELFACDSKMWELL-FRONT DESK CS/-/1 00 870 700 0000/70698/876533/-

Labor Account

Add Labor AccountClear All

Department:WEL - Wellness CenterX

Position Title ...WELFACDSKMWELL-FRO...X

Position Sequ...- - -X

Pay Sequence...1 00 870 700 0000 - Pa...X

Supervisor:70698 - Walker, Steve R.S...X

Empl ID:876533 - Aagesen Jack C...X

Open7:- - -X

- Make sure all 7 fields are completed, including fields 3 and 7 which are dashes.

Best Practices: Transfer Sets

- Verify the 7 correct fields of an employee's transfer set by logging into the InfoCenter and using the "Supervisor Transfer Set" application on the Student Employment webpage.

| Employees | | Aagesen, Jack C. (STUDENT) | |
|---------------------|---------------------|---|------------------|
| Name | Department Name | Position(s) | |
| Aagesen, Jack C. | Wellness Center | Title: WELL-FRONT DESK CS | Pay Sequence: 1 |
| Addoh, Braxton J. | Athletic Department | Department: WEL | Description: We |
| Adebayo, Ayo F. | Wellness Center | Position Title and Code: WELFACDSKMWELL-FRONT DESK CS | Description: WE |
| Askren, John F. | Athletic Department | Position Sequence: - | Description: Pos |
| Barrett, Riley S. | Athletic Department | Pay Sequence GL Acct: 1 00 870 700 0000 | Description: Pay |
| Beard, Christian T. | Athletic Department | Supervisor: 70698 | Description: Wa |
| Beckert, Haley M. | Athletic Department | Empl ID: 876533 | Description: Aag |
| Beebe, Matthew A. | Wellness Center | Open7: - | Description: |

Best Practices: Transfer Sets

- Multiple lines for one position in the totals section indicates an issue with a transfer set:

TotalsAccrualsAuditsHistorical Corrections

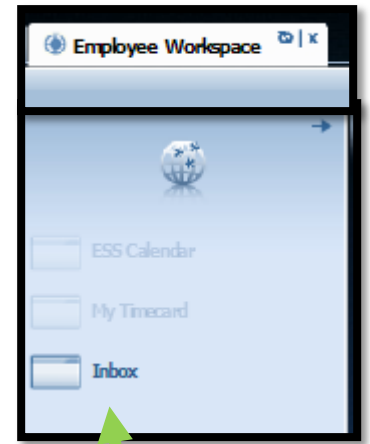
All

| Account | |
|--|---------|
| (x)KVN/KVNSPCASTCKNIGHTVISION CE/-/1 00 078 700 0000/89387/1078652/- | Regular |
| (x)WEL/WELFACWALCWELL-CLIMB WALL CE/-/1 00 870 700 0000/70698/1078652/- | Regular |
| (x)WEL/WELFACWALSWELL-CLIMB WALL CES/-/1 00 870 700 0000/70698/1078652/- | Regular |

- Inconsistencies in transfer sets causes errors when the data is exported for payroll.

Best Practices: Leave Requests

- Once a leave request is submitted, a manager should receive an email via Outlook AND in their K-Mail inbox.
- Employees will also receive a confirmation email via Outlook AND in their K-Mail inbox once their supervisor has addressed their leave request.
- In KnightTime/Kronos, supervisors can review leave requests in Request Manager. Select appropriate time period and select “All Status.”

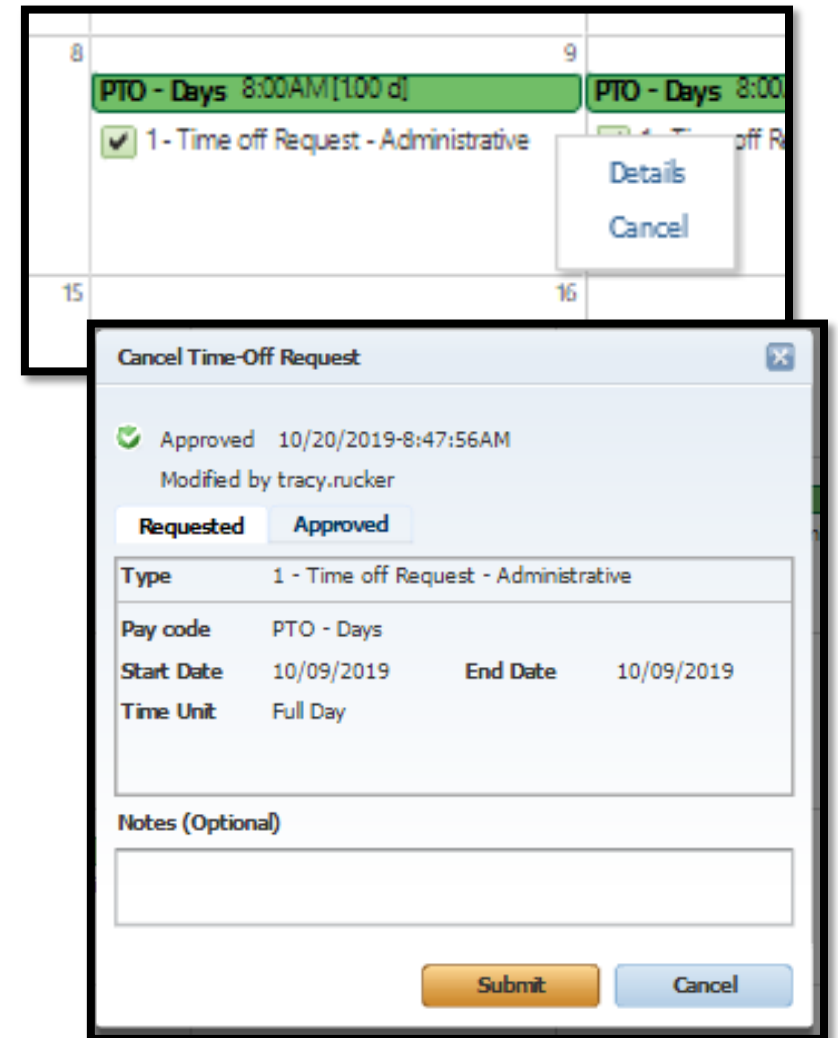


K-Mail Inbox



Canceling Leave Requests

- After a supervisor has approved a leave request, an employee will need to bring up the approved request on their ESS Calendar and click on the arrow so that “cancel” appears.
- Click on “cancel.” A box will pop up where you need to submit the cancellation to your supervisor for approval.
- Once the cancellation is approved, your calendar and PTO balance will update. You can then submit a revised leave request.



The image shows a screenshot of an ESS Calendar interface and a 'Cancel Time-Off Request' dialog box. The calendar displays a date range from 8 to 16, with a green bar indicating a PTO request for 8:00AM on 10/09/2019. A dropdown menu is visible next to the request, showing 'Details' and 'Cancel' options. The 'Cancel Time-Off Request' dialog box is open, showing the request details and a 'Submit' button.

Cancel Time-Off Request

✓ Approved 10/20/2019-8:47:56AM
Modified by tracy.rucker

Requested **Approved**

| | | | |
|------------|---------------------------------------|----------|------------|
| Type | 1 - Time off Request - Administrative | | |
| Pay code | PTO - Days | | |
| Start Date | 10/09/2019 | End Date | 10/09/2019 |
| Time Unit | Full Day | | |

Notes (Optional)

Submit Cancel

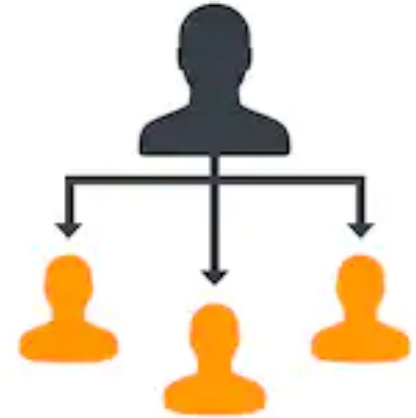
Reporting Errors

- If you receive an error indicating that you cannot save a transfer set you entered or a technical error, take a screen shot and email it to the Student Employment Office or Human Resources Office.
- To take a screen shot:
 - Alt key + Print Screen key (PrtScn) and paste (Ctrl key + V) into the body of the email.
 - OR utilize the Snipping Tool.



Delegations

- **Delegation:** Allows another manager to view your employees on KnightTime/Kronos and act on your behalf by correcting timecard errors and approving timecards as well as leave requests.
- Contact Human Resources Office or Student Employment Office to set up delegations if you will be:
 - On leave for an extended period of time OR
 - Gone during timecard approval deadlines

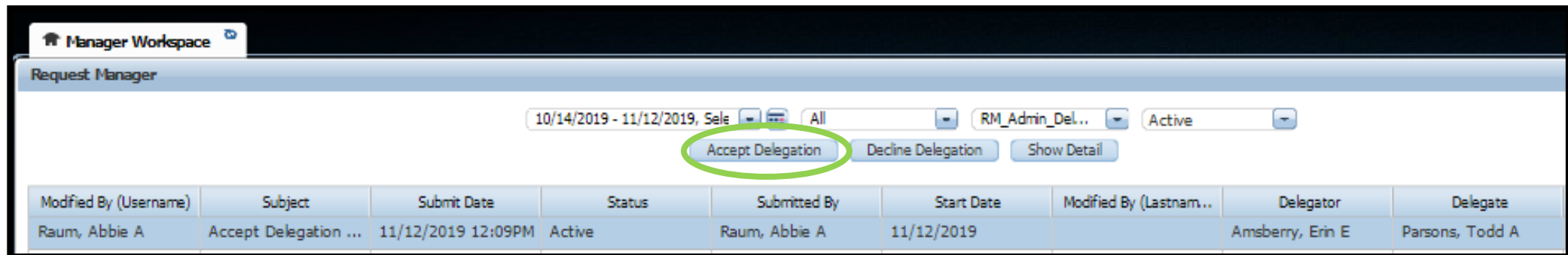
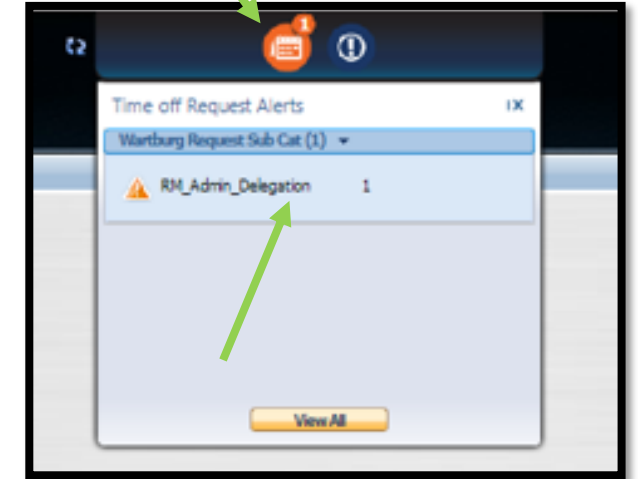


Benefits of Delegations:

- Temporary Coverage
- Cross-Trained Managers

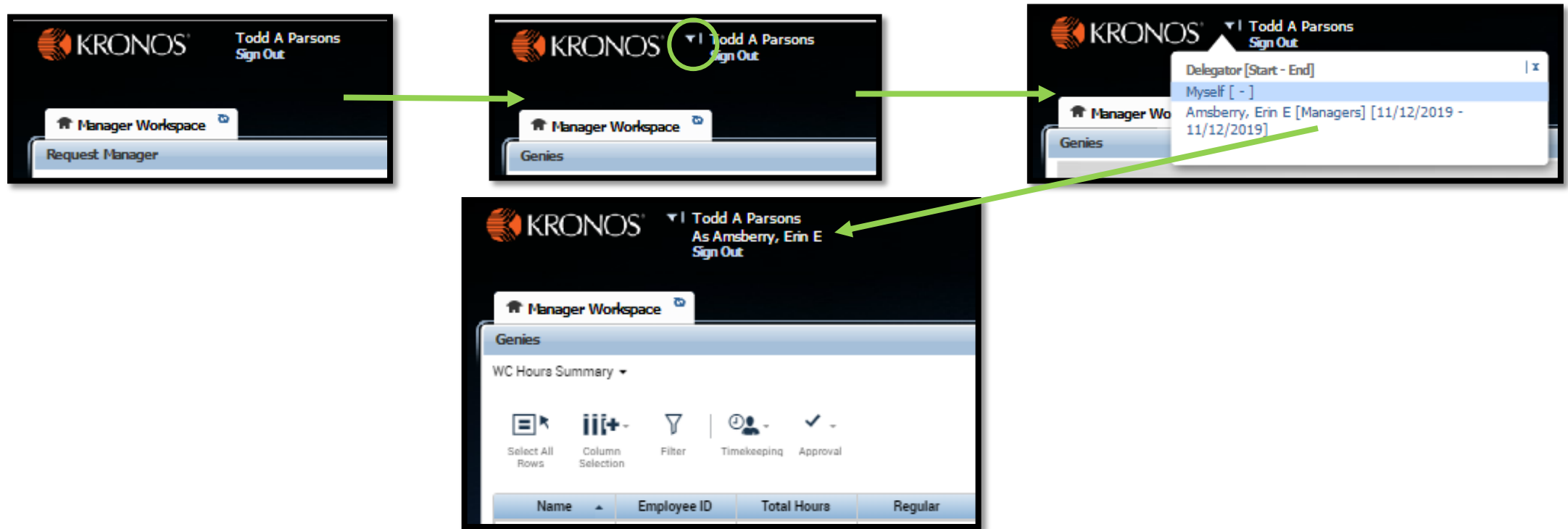
Accepting a Delegation

- Upon receiving notification that a delegation has been set up, the delegate would login to KnightTime/Kronos and see an alert at the top of their screen.
- After clicking on the alert, the delegate would select “Accept Delegation.”



Accessing a Delegation

- The delegate would then need to log out of KnightTime/Kronos and then log back in. An arrow will appear by the delegate's name in the upper left hand corner of the screen.



Timecard Approval Deadlines

- **Student timecard approvals** are due **by noon** on the **1st business day** of each month.
- **Staff timecard approvals** are due the **3rd business day** of each month.
- Verify approvals by looking on individual employees' timecards under the "Audit" tab.

| Totals | Accruals | Audits | Historical Corrections | | | | | | | | |
|-------------------------|----------|-----------------------------|------------------------|-------|-------|------|---------|---------|------------|------------------|---------------------------------------|
| Audits | | | | | | | | | | | |
| Approvals/Sign-offs | | | | | | | | | | | |
| Date | Time | Type | Account | Pa... | Am... | W... | Over... | Comm... | Edit Date | Edit Time | User |
| 10/01/2019 - 10/31/2019 | | Account Approval by Manager | | | | | | | 10/28/2019 | 10:46AM (GMT ... | trent.jackson:knighttime.wartburg.... |
| 10/01/2019 - 10/31/2019 | | Account Approval by Manager | | | | | | | 10/31/2019 | 11:57AM (GMT ... | jason.steege:knighttime.wartburg.... |

Meal Deduction Cancellation Policy

- Employees working at least six hours are expected to take an unpaid lunch break.
- Rest periods and lunch periods are available for the welfare of employees.
- Exceptions require approval from a supervisor and should be infrequent.



