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Viewing Your Timecard in Kronos Limited (All Employees)

In the regular version of Kronos (Java client), your timecard opens as soon as you enter your credentials.

In Kronos Limited (HTML client), you are taken to the Home page after you logon. To view your timecard, you have to click on the My Timecard link. See below:
Entering Time in Kronos Limited (Non-exempt Employees)

In the regular version of Kronos (Java client), a non-exempt employee needs only one line to report a full shift of work.

In Kronos Limited (HTML client), two lines are needed to enter the same information. The employee enters the first half of the shift on one line and adds a new line to enter the next half of the shift. The employee clicks on the Add Row icon to enter the new line.

Note: Each line has only one column for In punches and one column for Out punches.
Entering Exception Time in Kronos Limited (Exempt Employees)

Exempt employees only enter their leave exception time (vacation, jury duty, sick employee, sick family, etc.) into Kronos. This is the same in Kronos Limited.

In the example below, the exempt employee enters one day of sick time and one day of vacation time.

![Test Instance](image)

NOTE: In Kronos Limited, the tabs for totals and accruals are not displayed. To see accruals, the exempt employee needs to return to the Home page and run the Accrual Balances and Projections Report.
Reviewing Accrual Balances (All Employees)

In the regular version of Kronos (Java client), the employee can review his/her accrual balances in a tab at the bottom of the timecard.

In Kronos Limited (HTML client), the employee views accrual balances by going to the Home page and clicking on My Reports.

In the REPORTS screen, the employee selects Accrual Balances and Projections and enters a date into the As Of field. Then, he/she clicks on View Report to see the accrual information.
NOTE: In both versions of Kronos, the Accrual Balances and Projections Report is meant for viewing only. It cannot be downloaded or printed from the application.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Accrual Type</th>
<th>Period Ending Balance</th>
<th>Furthest Projected Taking Date</th>
<th>Projected Takings</th>
<th>Projected Credits</th>
<th>Projected Balance</th>
<th>Balance w/o Proj. Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Holiday</td>
<td>Hour</td>
<td>0.0</td>
<td>7/17/2012</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Sick</td>
<td>Hour</td>
<td>15.23</td>
<td>7/17/2012</td>
<td>0.0</td>
<td>0.0</td>
<td>15.23</td>
<td>15.23</td>
</tr>
<tr>
<td>Vacation</td>
<td>Hour</td>
<td>293.23</td>
<td>7/17/2012</td>
<td>0.0</td>
<td>0.0</td>
<td>293.23</td>
<td>293.23</td>
</tr>
</tbody>
</table>
Viewing Employee Timecards (Managers)

In the regular version of Kronos (Java client), the Manager double-clicks on an employee’s name to view his/her timecard.

In Kronos Limited (HTML client), the Manager highlights the employee’s name first and then single-clicks on the Timecard link to view his/her timecard.

NOTE: This procedure is followed for any genie including QuickFind, Period Close, and Reconcile Timecard. In the example below, we use “Reconcile Timecard.”

![Image of Kronos interface showing Timecard page]

To view all timecards, the Manager picks “Select All” from the Select an Action dropdown menu and clicks on the Timecard link.

![Image of Kronos interface showing multiple timecards]
In both versions of Kronos, arrows at the top of the screen allow the Manager to move back and forth between timecards.

NOTE: In Kronos Limited, the employee returns to the Home page by selecting the **Home** link in the upper right hand corner of the TIMECARD screen.
Appendix 1: Limitations of Kronos Limited

- Users cannot make historical edits—i.e. corrections to previous pay periods (affects PAMs).
- The Audit function, which displays an employee’s time reporting history, is not available (affects Managers).
- Users cannot create or update work schedules (affects PAMs).