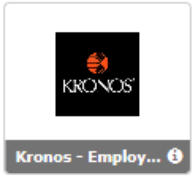
Kronos Workforce Central Attestation Instructions

Version 8.12

1. Log In

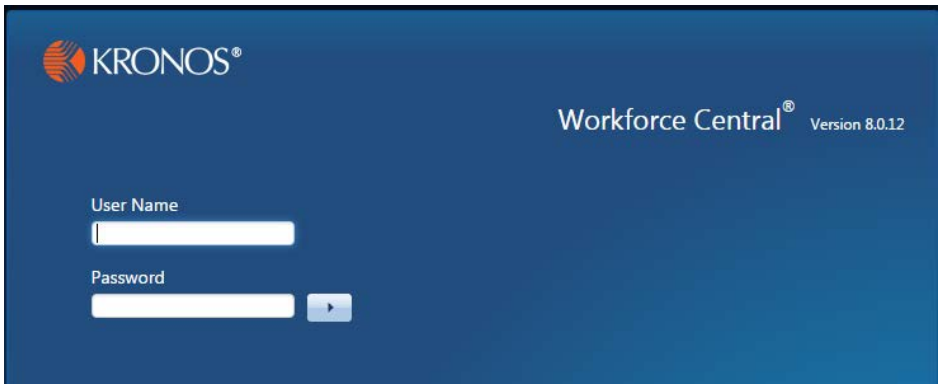
a. The new link for Kronos is http://noc-kronosapp.d300.org/wfc/logon
   i. The site is on Rapid Identity:



   ii. It can also be found on D300 > Staff links > Kronos Workforce Central

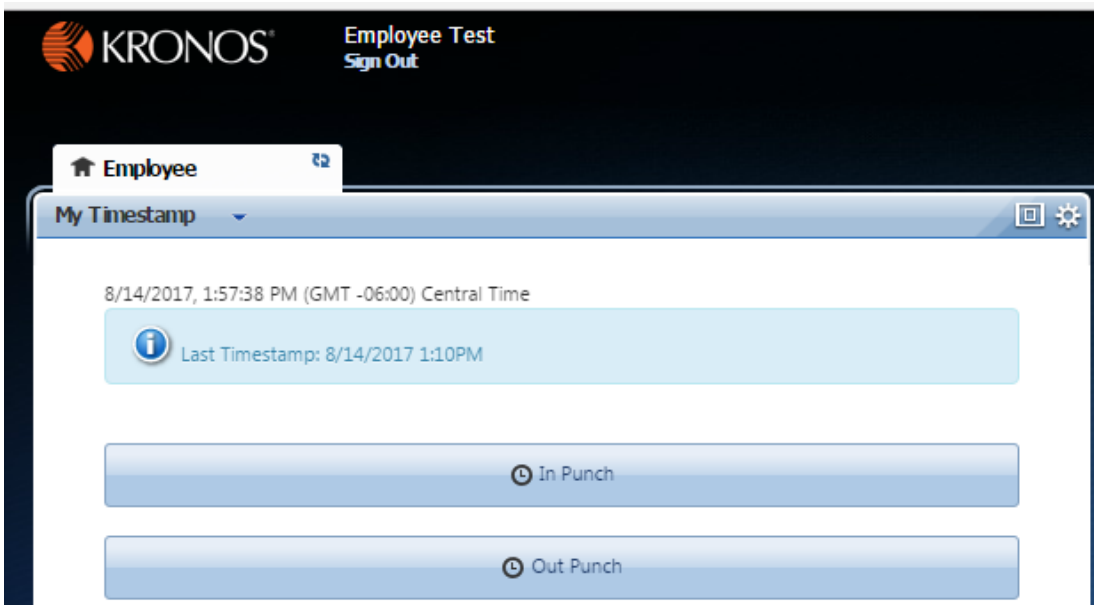
b. Kronos is now a part of the single sign on system. Your user name and password are now the same as your RapidIdentity login.
   i. User name format is firstname.lastname
   ii. Password is the same as your RapidID/Lawson password

c. If you need your password reset, please contact the Help Desk. Note: this will also reset your password for all related single sign on systems.



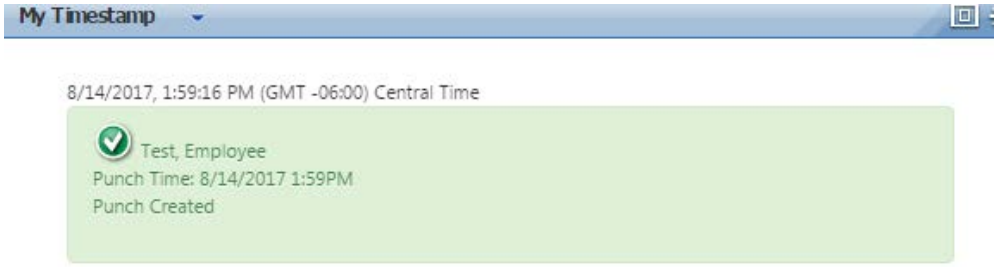
2. Timestamp

a. To punch in/out on the website, look for the Timestamp window on the left side of the screen:



b. Select In or Out Punch as applicable.

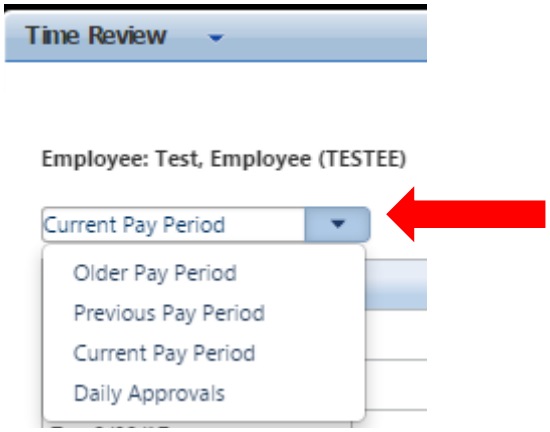
c. When your punch is accepted, you will see a message at the top of the screen:



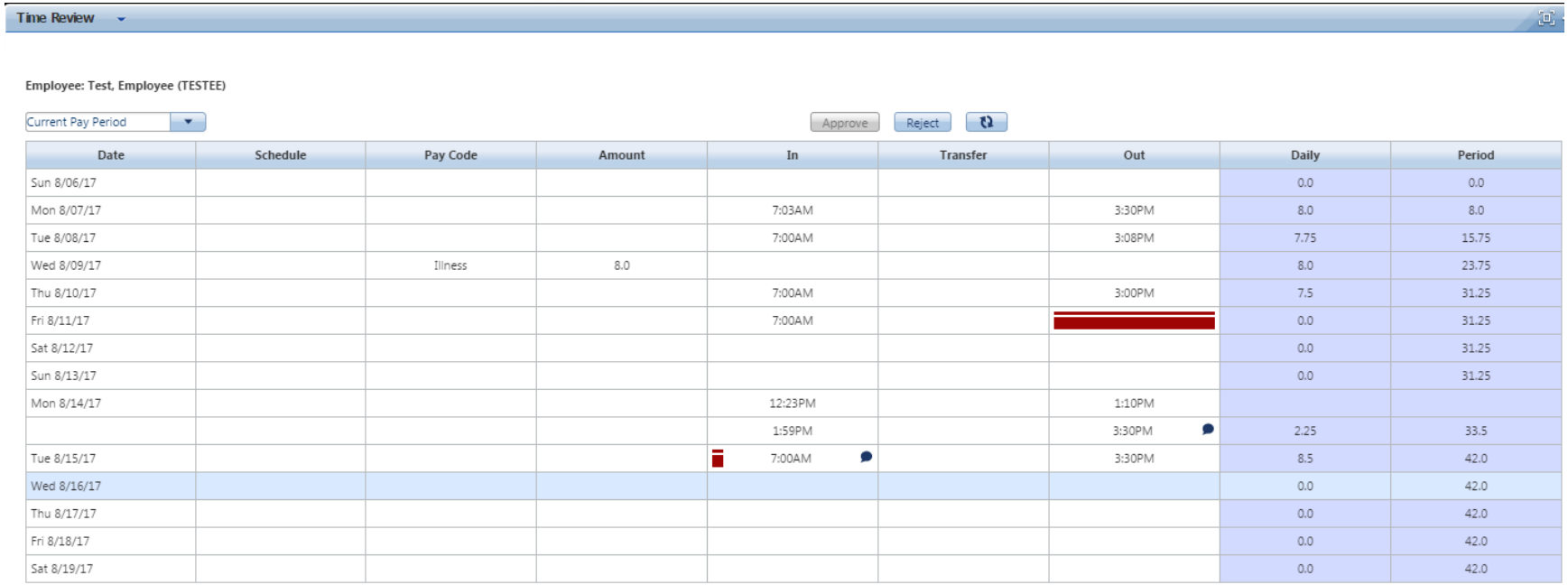
3. Reviewing your Timecard

a. In the Time Review window on the right, you will see your timecard. To see your full timecard, click on the square Maximize icon to the right of the Time Review header.

b. You will have the option to change your Time Review view to different periods:



If you select Older Pay Period, you will be prompted to enter dates. Note: you will not see dates prior to the upgrade (July 23, 2017).



Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 8/06/17							0.0	0.0
Mon 8/07/17				7:03AM		3:30PM	8.0	8.0
Tue 8/08/17				7:00AM		3:08PM	7.75	15.75
Wed 8/09/17		Illness	8.0				8.0	23.75
Thu 8/10/17				7:00AM		3:00PM	7.5	31.25
Fri 8/11/17				7:00AM			0.0	31.25
Sat 8/12/17							0.0	31.25
Sun 8/13/17							0.0	31.25
Mon 8/14/17				12:23PM		1:10PM		
				1:59PM		3:30PM	2.25	33.5
Tue 8/15/17				7:00AM		3:30PM	8.5	42.0
Wed 8/16/17							0.0	42.0
Thu 8/17/17							0.0	42.0
Fri 8/18/17							0.0	42.0
Sat 8/19/17							0.0	42.0

Timecard Key:

Red box = missing punch

Blue comment bubble = your time was edited and the timekeeper/supervisor entered a comment. Hover your mouse over the bubble to see the comment.

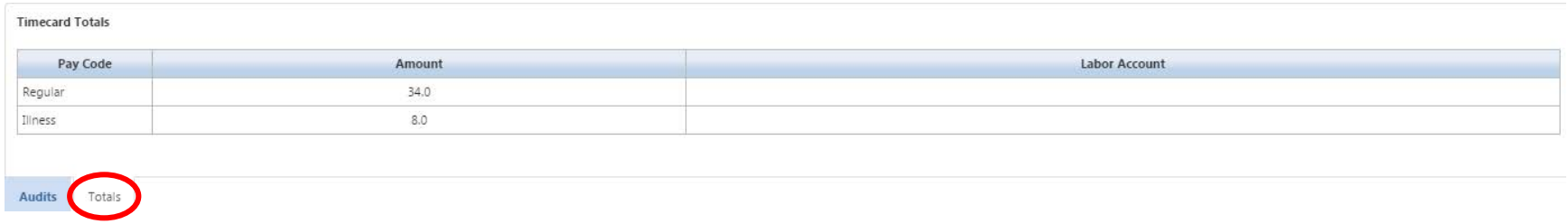
Red rectangles = a timecard exception. Hover your mouse over the icon for details. Example: CANCELED_DEDUCT indicates your lunch deduct was cancelled.

Daily column = total daily hours

Period column = running total of the pay period's hours

Timecard Totals:

At the bottom of the Time Review screen you will see two tabs: Audits and Totals. When the Totals tab is selected, you can see your Timecard Totals broken down by pay code. It will not display totals when “Daily Approvals” is selected.



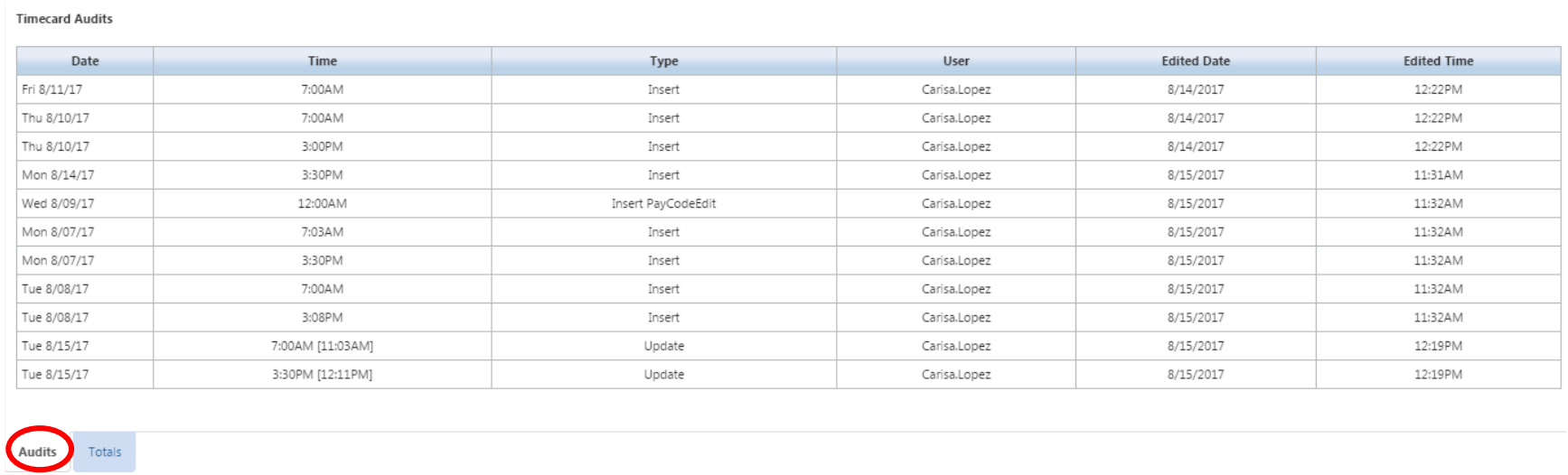
Timecard Totals

Pay Code	Amount	Labor Account
Regular	34.0	
Illness	8.0	

Audits Totals

Timecard Audits:

When the Audits tab is selected, you can see who has edited your timecard and when.



Timecard Audits

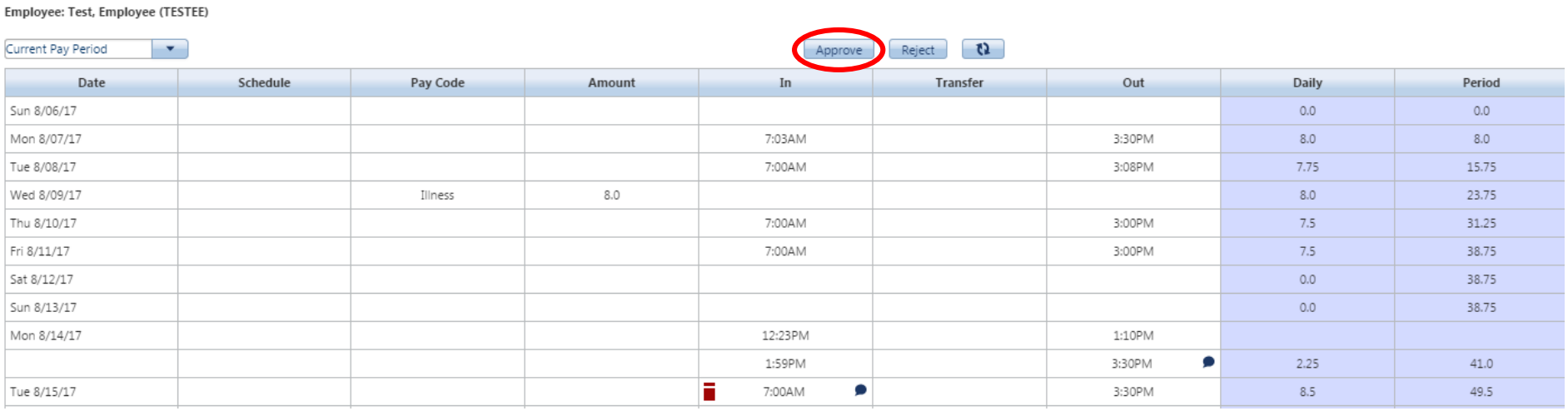
Date	Time	Type	User	Edited Date	Edited Time
Fri 8/11/17	7:00AM	Insert	Carisa.Lopez	8/14/2017	12:22PM
Thu 8/10/17	7:00AM	Insert	Carisa.Lopez	8/14/2017	12:22PM
Thu 8/10/17	3:00PM	Insert	Carisa.Lopez	8/14/2017	12:22PM
Mon 8/14/17	3:30PM	Insert	Carisa.Lopez	8/15/2017	11:31AM
Wed 8/09/17	12:00AM	Insert PayCodeEdit	Carisa.Lopez	8/15/2017	11:32AM
Mon 8/07/17	7:03AM	Insert	Carisa.Lopez	8/15/2017	11:32AM
Mon 8/07/17	3:30PM	Insert	Carisa.Lopez	8/15/2017	11:32AM
Tue 8/08/17	7:00AM	Insert	Carisa.Lopez	8/15/2017	11:32AM
Tue 8/08/17	3:08PM	Insert	Carisa.Lopez	8/15/2017	11:32AM
Tue 8/15/17	7:00AM [11:03AM]	Update	Carisa.Lopez	8/15/2017	12:19PM
Tue 8/15/17	3:30PM [12:11PM]	Update	Carisa.Lopez	8/15/2017	12:19PM

Audits Totals

4. Approving your Timecard

a. Select a timeframe you would like to approve in the drop down menu.
   i. If you select Daily Approvals, you will need to select the day(s) you wish to approve in the timecard by clicking each date. Selected dates will turn blue.
   ii. If you select Current Pay Period, you do not need to select any dates. This view will approve all dates shown on the timecard.

b. Once you select the dates to approve, the Approve button will no longer be grayed out and will become available to select. If the Approve button is grayed out in the Current Pay Period view, or will not allow you to select a date in the Daily Approval view, you have an exception on your timecard that needs to be corrected (example: missing punch). Please submit a correction form to your timekeeper to resolve the exception, or contact them if you have a question on why you show a timecard exception.

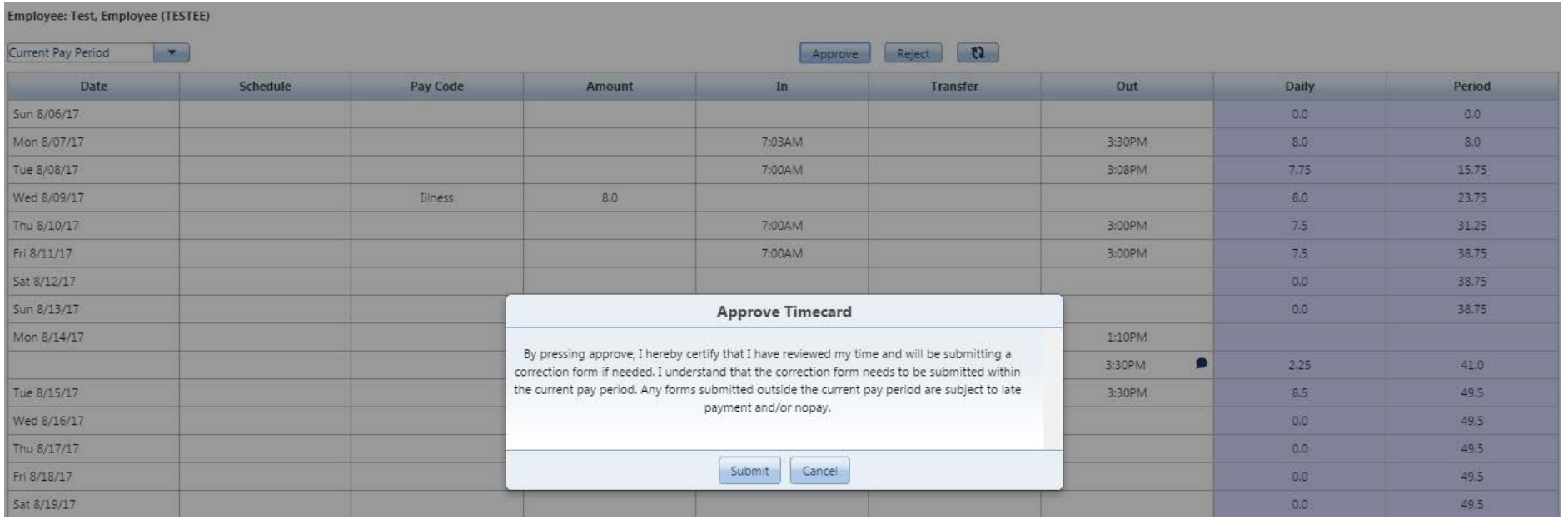


Employee: Test, Employee (TESTEE)

Current Pay Period | Approve | Reject

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 8/06/17							0.0	0.0
Mon 8/07/17				7:03AM		3:30PM	8.0	8.0
Tue 8/08/17				7:00AM		3:08PM	7.75	15.75
Wed 8/09/17		Illness	8.0				8.0	23.75
Thu 8/10/17				7:00AM		3:00PM	7.5	31.25
Fri 8/11/17				7:00AM		3:00PM	7.5	38.75
Sat 8/12/17							0.0	38.75
Sun 8/13/17							0.0	38.75
Mon 8/14/17				12:23PM		1:10PM		
				1:59PM		3:30PM	2.25	41.0
Tue 8/15/17				7:00AM		3:30PM	8.5	49.5

c. After you click Approve, you will see the following pop-up window:



Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 8/06/17							0.0	0.0
Mon 8/07/17				7:03AM		3:30PM	8.0	8.0
Tue 8/08/17				7:00AM		3:08PM	7.75	15.75
Wed 8/09/17		Illness	8.0				8.0	23.75
Thu 8/10/17				7:00AM		3:00PM	7.5	31.25
Fri 8/11/17				7:00AM		3:00PM	7.5	38.75
Sat 8/12/17							0.0	38.75
Sun 8/13/17							0.0	38.75
Mon 8/14/17						1:10PM		
						3:30PM	2.25	41.0
Tue 8/15/17						3:30PM	8.5	49.5
Wed 8/16/17							0.0	49.5
Thu 8/17/17							0.0	49.5
Fri 8/18/17							0.0	49.5
Sat 8/19/17							0.0	49.5

d. Click Submit to continue, or Cancel if you do not want to approve.

e. If you selected Current Pay Period to approve, you will see this on the last day of the pay period in your timecard:

Fri 8/18/17							0.0	49.5
Sat 8/19/17		This Pay Period Approved	1.0				0.0	49.5

f. If you selected Daily Approval, you will see this on each day you selected to approve:

Employee: Test, Employee (TESTEE)

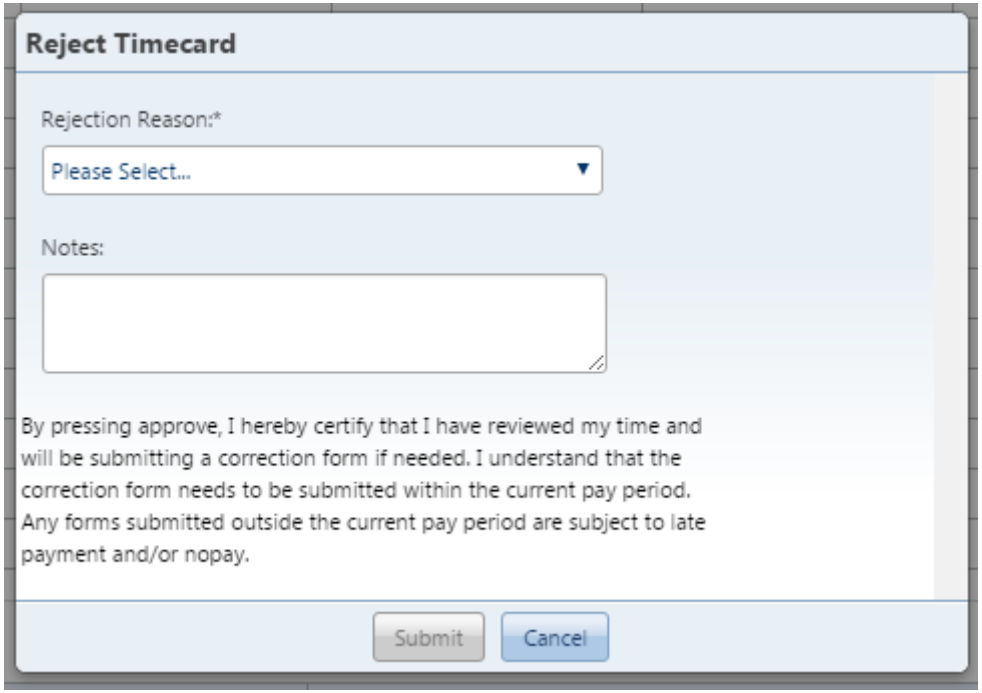
Days to approve: 2

Daily Approvals ▾ Approve Reject

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 8/06/17							0.0	0.0
Mon 8/07/17 (A)		This Day Approved	1.0					
				7:03AM		3:30PM	8.0	8.0
Tue 8/08/17 (A)		This Day Approved	1.0					
				7:00AM		3:08PM	7.75	15.75
Wed 8/09/17 (A)		This Day Approved	1.0					
		Illness	8.0				8.0	23.75
Thu 8/10/17 (A)		This Day Approved	1.0					
				7:00AM		3:00PM	7.5	31.25
Fri 8/11/17 (A)		This Day Approved	1.0					
				7:00AM		3:00PM	7.5	38.75

5. Rejecting your Timecard

a. To reject your timecard, you follow the same steps as to approve, but you will select the Reject button instead.
b. When you click Reject, you will get the following window:



c. Select a Rejection Reason, enter notes as needed, and click on Submit. You will then see the rejection on your timecard:

Fri 8/18/17							0.0	49.5
Sat 8/19/17		This Pay Period Rejected	1.0				0.0	49.5