

## Kronos Workforce Timekeeper

### BC Shift-Close

BC-Shift Close is a detail Genie that provides information such as On Premises, Unexcused Absence, Excused Absence, etc. for employees currently working. This Genie is used by managers to view daily exceptions for employees with a schedule. Similar to BC-QuickFind, it can be used to quickly access an employee's timecard.

Kronos allows you to sort the data by the listed fields within each Genie. Simply click on the column heading and the data will be sorted by that field. For example, if you want to view all employees with an unexcused absence, click on the unexcused absence heading and all employees with an unexcused absence will appear at the top of the list.

#### My Genies BC-Shift Close

Dept ID	Name	Empl ID	On Premises	Unexcused Absence	Excused Absence	Missed Punch	Early Out	Late Out	Unscheduled Hours	Total Up-To-D
023000	Russell, Ryan W			✓						✓
023000	Mudge, Dayna K			✓						✓
023000	Tonkovich, Daniel J			✓						✓
023000	Koller, Michael M			✓						✓
023000	Garvey, Sade N			✓						✓
023000	McNeil, Brian P			✓						✓
023000	Bohne, Michael E			✓						✓

BC-Shift Close	
Field	Description
Show	This is a hyperfind query tool used to identify a select set of people. Use the pull down arrow key to access a drop down list of existing hyperfinds to select certain groups of employees. This defaults to "All Home" which lists all

	<p>employees within the department.</p> <p>To create a new query, select "Ad Hoc" and click Edit. This will open HyperFind.</p>
Time Period	This defaults to "Today". Always use this as the selected Time Period although a drop down menu is provided to view other time period options when necessary.
Edit	Allows you to create an Ad Hoc query.
Refresh	Click to update information on the workspace with the most current information from the database server.

Field	Description
Department ID	Displays the department number the employee works in.
Name	Lists the employee name.
Empl ID	Corresponding employee ID will be displayed. Job Record number is now displayed as part of the Empl ID in Kronos to match job record in PeopleSoft.
On Premises	A checkmark indicates whether an employee is currently working.
Unexcused Absence	Displays a checkmark if an employee did not swipe in or out.
Excused Absence	The manager has indicated on the schedule that the absence is excused.
Missed Punch	Displays a checkmark if the employee did not swipe in or out.
Early Out	Displays a checkmark if the employee swiped out earlier than the shift ends.
Late Out	Displays a checkmark if the employee swiped out later than the shift ends.
Unscheduled Hours	Displays a checkmark if the employee's timecard contains hours other than the daily schedule.
Totals Up-To-Date	Displays a checkmark to indicate the information is current.

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[http://www.bc.edu/bc\\_org/hvp/hrsc/kronos\\_shiftclose.htm](http://www.bc.edu/bc_org/hvp/hrsc/kronos_shiftclose.htm)

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