



Kronos Workforce Timekeeper

BC-Shift Start

BC-Shift Start is a detail Genie that provides information pertaining to the start of an employee's daily shift. This Genie is used by managers to view daily exceptions for employees with a schedule. Similar to BC-Quickfind, BC-Shift Start can be used to 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 Start

The screenshot shows the Kronos interface with the 'BC-SHIFT START' genie selected. A dropdown menu is open, showing options like 'BC-QuickFind', 'BC-Reconcile Timecard', 'BC-Pay Period Close', 'BC-Shift Start', 'BC-Shift Close', and 'BC-Schedule Editor'. The 'BC-Shift Start' option is highlighted. Below the menu, there are filters for 'All Home' and 'Today', and buttons for 'Edit' and 'Refresh'. The main table displays employee data with the 'On Premises' column header highlighted in red.

Dept ID	Name	Empl ID	On Premises	Unexcused Absence	Excused Absence	Early In	Late In	Unscheduled Hours	Totals Up-To-Date
060401	Aaron, David J								✓
060401	Achilke, Preston O								✓
060021	Alavi, Asher								✓
060021	Alvarez, Jessica								✓
060401	Amarucci, Scott M								✓
060401	Ambrose, Kelley A								✓

BC-Shift Start

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
Dept ID	Displays the Department number the employee works in.
Name	Displays the employee name.
Empl ID	Corresponding employee ID will be displayed.
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.
Early In	Displays a checkmark if the employee has punched in earlier than the start of the shift.
Late In	Displays a checkmark if the employee has punched in later than the start of the shift.
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.

http://www.bc.edu/bc_org/hvp/hrsc/kronos_shiftstart.htm

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When directing comments and questions about this page to hr@bc.edu please include the URL above.

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