



Kronos Workforce Timekeeper

BC-Reconcile Timecard

BC-Reconcile Timecard is a detail Genie that provides information such as Name, Total Paid Hours, Missed Punch, Early/Late In and Out Punch, Unexcused Absence and Totals for those employees to whom you have access. Group edits can be made from here for all employees or a selected group. Detailed employee information can be viewed or edited from here by highlighting the employee and selecting the Timecard icon.

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-Reconcile Timecard

Dept ID	Name	Empl ID	Total Paid Hours	Missed Punch	Early In	Late In	Early Out	Late Out	Unexcused Absence	Totals Up-To-Date
023000	Russell, Ryan W								✓	✓
023000	Mudge, Dayna K								✓	✓
023000	Tonkovich, Daniel J								✓	✓
023000	Koller, Michael M								✓	✓
023000	Garvey, Sade N								✓	✓
023000	McNeil, Brian P								✓	✓

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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

	employees within the department. To create a new query, select "Ad Hoc" and click Edit. This will open HyperFind.
Time Period	The default is the Current Pay Period. The pull down arrow key provides a drop down menu of time period options to select from when necessary.
Edit	Allows you to create an Ad Hoc query.
Refresh	Click to update information in the drop-down lists with the most current information from the database server.

Field	Description
Dept ID	Lists the department ID of the employee.
Name	Lists the employee name. Sort defaults to last name in alphabetical order.
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.
Total Paid Hours	Lists number of hours paid for pay period shown.
Missed Punch	Indicates the employee did not swipe in or out.
Early In	Indicates the employee swiped in earlier than the pay rule allows.
Late In	Indicates the employee swiped in later than the pay rule allows.
Early Out	Indicates the employee swiped out earlier than the pay rule allows.
Late Out	Indicates the employee swiped out later than the pay rule allows.
Unexcused Absence	Indicates an employee did not swipe in or out.
Totals Up-To-Date	Displays a checkmark to indicate the information is current.

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URL:

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

Last Updated: November 18, 2010

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