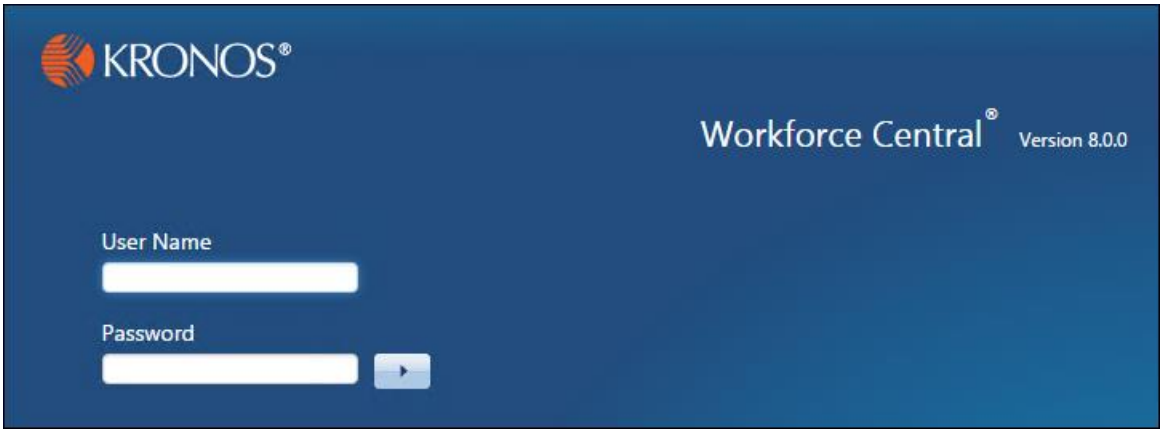
Using the Workforce Timekeeper Interface

Basic Navigation

Logging On

The Workforce Central logon page provides access to all features in the Workforce Timekeeper application to which you have been given access.

To access Workforce Timekeeper, enter your organization's unique Workforce Central Uniform Resource Locator (URL) in a standard browser. Then enter a user name and password on the logon page.



Note

Check with your Workforce Timekeeper application administrator for your organization's specific Workforce Central URL.

Password requirements, such as required characters and case-sensitivity, vary according to organizational needs. Check with your Workforce Timekeeper Application Administrator for your Workforce Central user name and password, and to identify your application's password requirements.

Logging on to Workforce Timekeeper

1. Access the **Navigator** log on page.
2. Enter your **user name** and **password** in their designated fields.
3. Click the right-facing arrow or press the **Enter** key on the keyboard.

   Your navigator appears.

Signing Out

Signing Out of Workforce Timekeeper

Signing Out of Workforce Timekeeper:

- Closes your session
- Signals to the application that you no longer require access to any of its components
- Prevents other people from accessing your information

To log off Workforce Timekeeper, click the **Sign Out** link.

Recommended Practice

Kronos recommends that you always end your work session by clicking the Sign Out link, located in the top-left corner.

Clicking Close (x) without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.

Tip

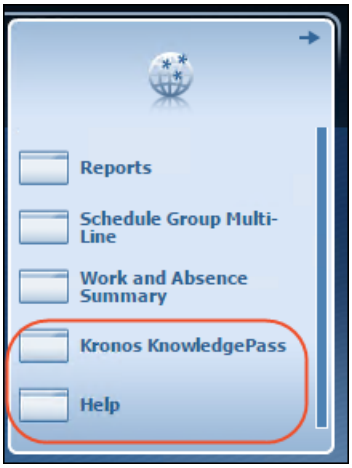
Save the Workforce Central URL as a “favorite” in your web browser for quick access.

Accessing Support in the Application

Workforce Central offers the following support resources:

- KnowledgePass
- Online Help

If you have access to KnowledgePass and Online Help, you can access these links in the Related Items pane.



Using KnowledgePass

KnowledgePass provides just-in-time training—or refresher training—for tasks specific to your job role. KnowledgePass content covers a range of topics and tasks and includes tutorials, job aids, and practice simulations. It is available to organizations that subscribe to KnowledgePass.

If configured, KnowledgePass opens in a new tab and brings you to your My Learning page. This page provides access to all of the courses that have been assigned to you in the My Learning block.

Using Online Help:

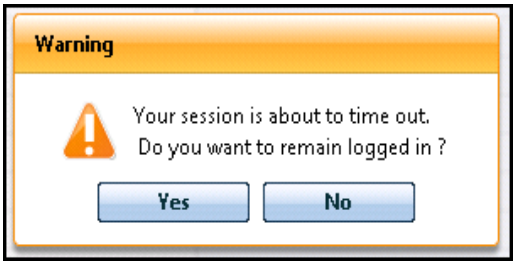
Online Help is your tool for on-the-job support.

- Use the **Contents** tab to scan through the table of contents for the applications(s) in the suite that you are using.
- Use the **Search** tab to search for a specific topic of interest.
- If desired, click **Maximize** to gain more space on the screen. Click **Restore Down** to return the widget to its original size.

Using the Inactivity Timeout

The inactivity timeout screen appears if there is no user activity, such as saving or searching, for a set length of time.

When the timeout warning appears, click **Yes** to continue. If you are finished with your session, click **No**.



Note

Your organization's application administrator can configure the inactivity timeout by adjusting the Session Timeout parameter.

Recommended Practice

Be sure to click **Yes** if you want to remain logged in.

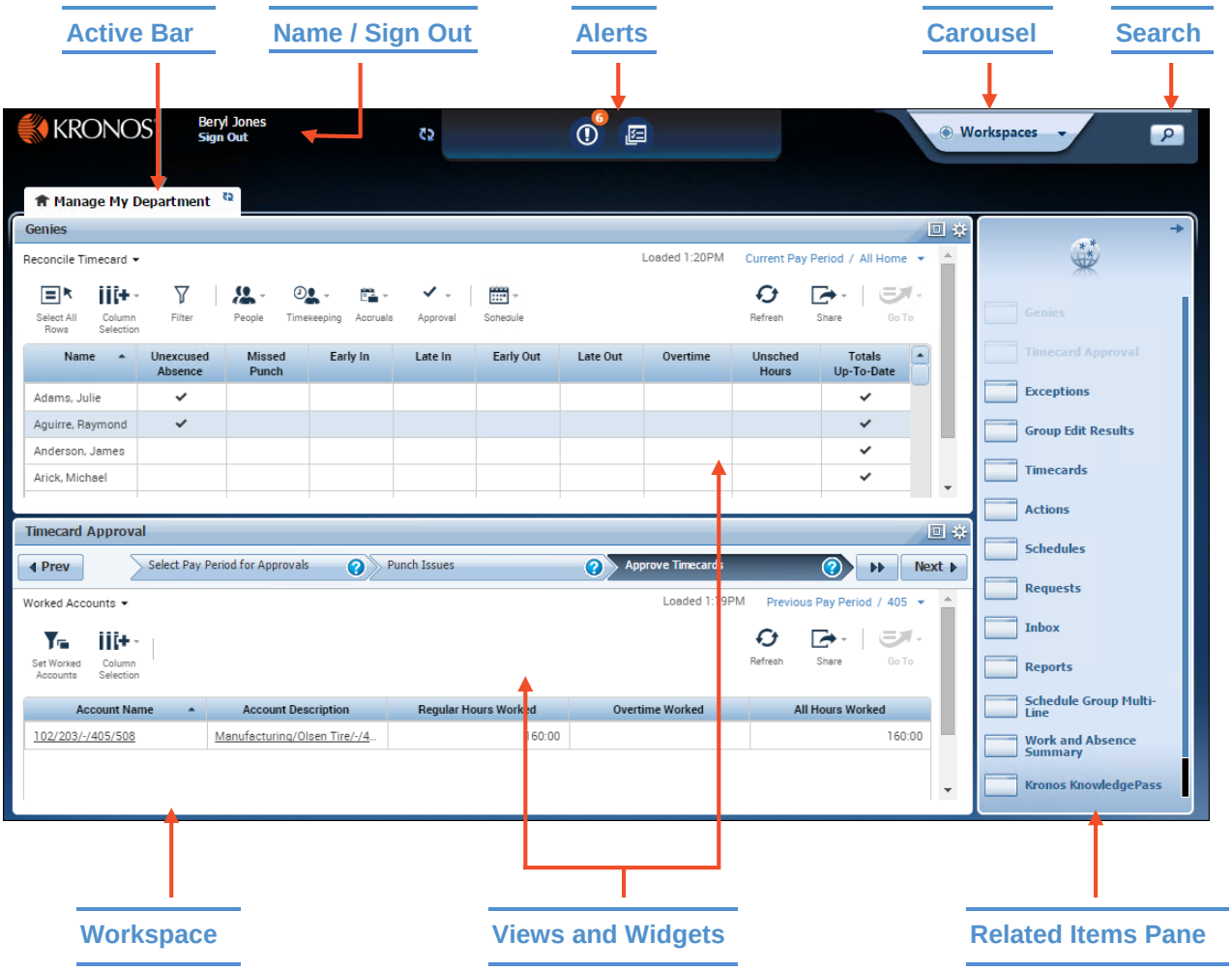
If you do not click **Yes** after receiving the inactivity timeout message, you will be logged out of the application and will lose all unsaved edits.

Using Your Navigator

After you log on to the application, your Navigator appears. Navigators are customized views of the information that is important to completing daily work tasks in the application. All navigators include a home workspace that is displayed when you first log on. Workforce Central includes Navigator templates that are assigned based on user licenses. There are templates for employees, managers, managers who are also employees, and administrators. The templates can be used as is, or copied and modified as necessary.

Parts of a Navigator

Navigators have many different parts. Each part of a navigator either provides you with information or helps you to perform a task.



Screen Area	Description
Active Bar	A horizontal area at the top of the navigator that displays the currently opened workspaces as tabs. Click a tab to bring a workspace into focus. Click the Refresh icon next to the title to reload the workspace with its default information.
Name/Sign Out	Identifies the user and provides a link to log out of navigator. Your photo may also appear here.

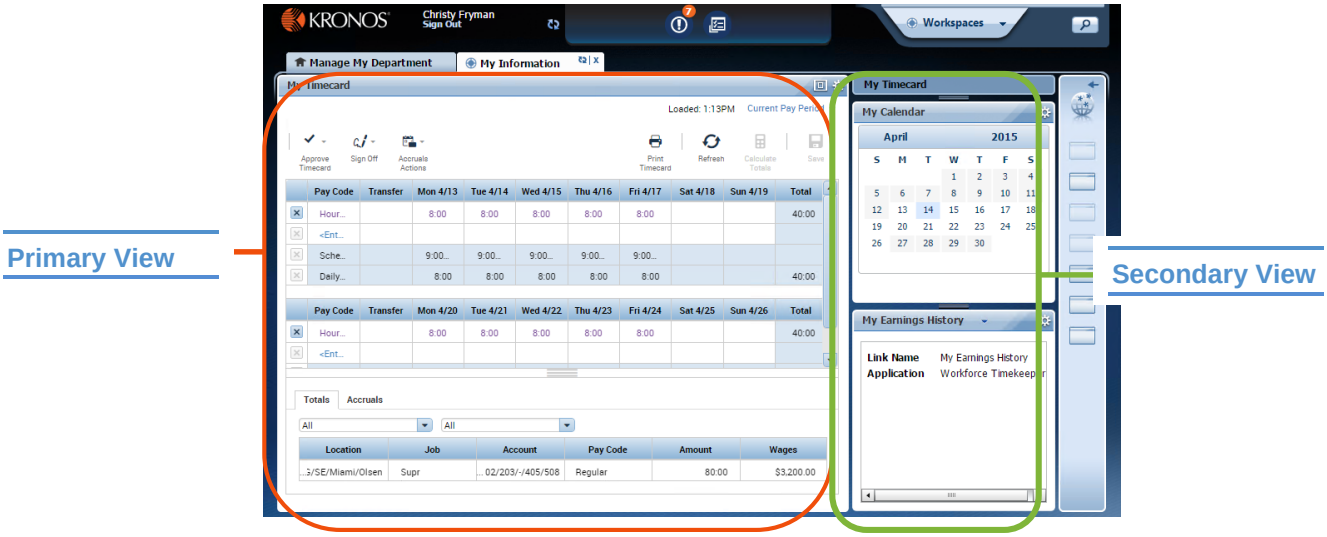
Screen Area	Description
Alerts	Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that require your immediate attention. (Note: Alerts are optional)
Carousel	Container for one or more workspaces (Note: Carousel appears only if you have been assigned another workspace in addition to your home workspace.)
Search	Click to open the Search widget, to locate employees and their information.
Workspaces	A work area made up of one or more views and the Related Items pane.
Views and Widgets	A workspace can have one or more pre-sized views. Views are holding areas for widgets, which are the task-oriented tools you use to review data and perform actions. In this example, there are two views, and each one currently holds a widget. When you need to work with a different widget, you can swap it into either view, replacing the current occupant.
Related Items Pane	Includes one or more additional widgets that are part of the workspace; the Related Items pane contains different widgets for each workspace.

Managing the Active Workspace

You can change your view of the information in the workspace or associated widgets.

Primary and Secondary Widgets

All workspaces have at least one primary view, and some also have one or more secondary views. Normally, to work in a widget you must move it into a primary view. Widgets occupying secondary views often provide useful information, but are not fully functional until moved into a primary view.



Multiple Primary Views

Some workspaces feature two equally-sized views in a side-by-side or top-and-bottom layout. In this case, both views act as primary views, and widgets in those views are fully functional.

Repositioning Widgets

Move a secondary widget into a primary position by clicking the title bar, dragging it over the primary widget, and releasing.

Hovering for Details

Hover the mouse to see a tool tip containing details, where applicable.

Contextual Callouts

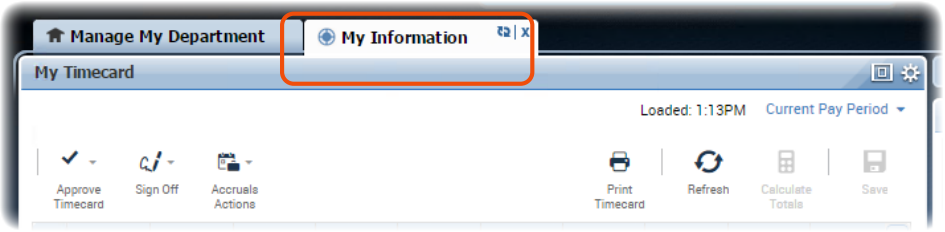
Right-click a cell within a widget; in many cases, this opens a callout with detailed information and icons for any actions you are allowed to perform on that cell.

Using the GoTo Control

Depending on how your navigator is configured, you may be able to perform further actions on the entries in a widget. If your navigator has a GoTo control configured, you may be able to select one or more employees, click the GoTo control, and then access the employees' timecards, the Schedule Planner, or another Workforce Central page where you can perform an action.

Workspace Tabs

Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view. You must always have at least one workspace open, but you can close any additional workspaces by hovering over its tab and clicking the Close (X) button.



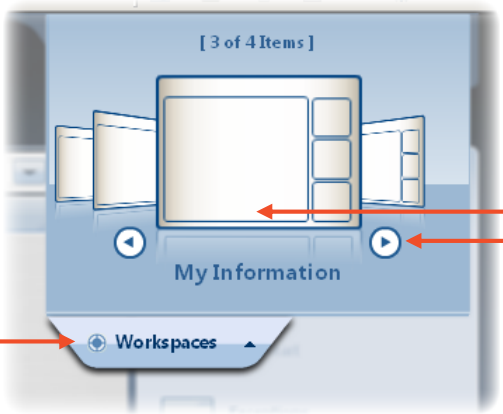
Opening Workspaces and Widgets

Opening different workspaces provides access to different sets of widgets.

Opening Workspaces

If you have been assigned more than one workspace, you can:

- Access all available workspaces by clicking the carousel.
- Use the arrows to toggle between available workspaces.
- Click a workspace to make it active.
- Click the X in the workspace tab to close the workspace (other than your default workspace).



Additional Workspaces

Click an item in the carousel to open an additional workspace. To close that workspace later, hover over its tab and click the Close (X) button.

Closing the Carousel

Click the Workspaces tab to close the carousel

Cycling the Carousel

If there is more than one workspace in the carousel, use the arrows to cycle through the additional workspaces

Opening Widgets

Within any workspace, you can access widgets and activate them by bringing them into your active workspace. To open a widget:

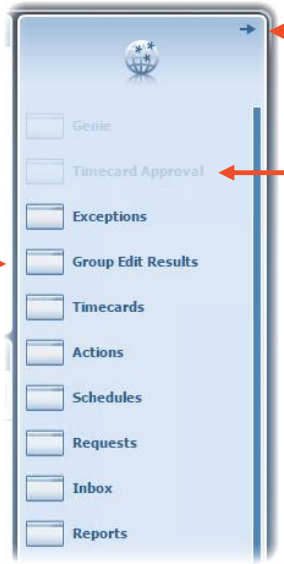
- From the Related Items pane, select a widget OR click a widget and drag it into your active workspace.
- To remove the widget, click the gear icon and click Close.

Activating a Widget

There are two ways to activate a widget in the Related Items pane

To add it to the current workspace, drag it out of the pane and release it over a widget in the workspace.

To work with the widget in a temporary workspace, click the widget while it is still in the pane. To close that workspace later, hover over its tab and click the Close (X) button.



Closing the Related Items Pane

Click the right arrow to close the Related Items pane. When closed, click the left arrow to open it.

Active Widgets

Widgets already in an open workspace appear grayed out in widget list.

Widget View Options

There are several ways to adjust the view or preferences of a widget to better suit your needs while you work though tasks.

Gear Icon

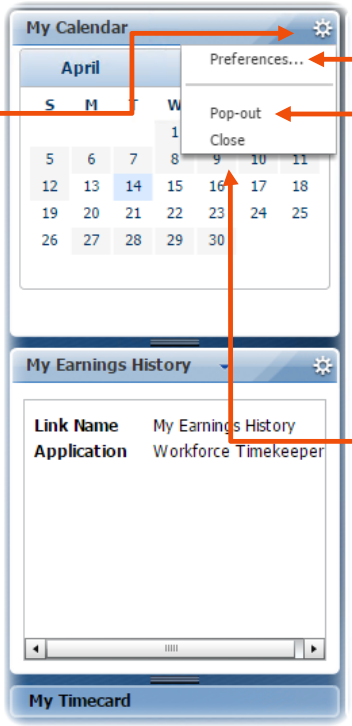
Click to view options for moving the widget. Unavailable options will be grayed out. (For example, widgets in the primary view cannot use Close or Pop-out.)

Resize Bar

Click and drag the resize bar to reveal more of a particular secondary view.

Title Bar

Click and drag a widget's title bar to swap it with another widget or return it to the Related Items pane.



Preferences Option

Select Preferences to edit settings for a widget, such as time period, and permanently save the changes. Preferences, if enabled, are saved only for your use in your own widget.

Pop-out Option

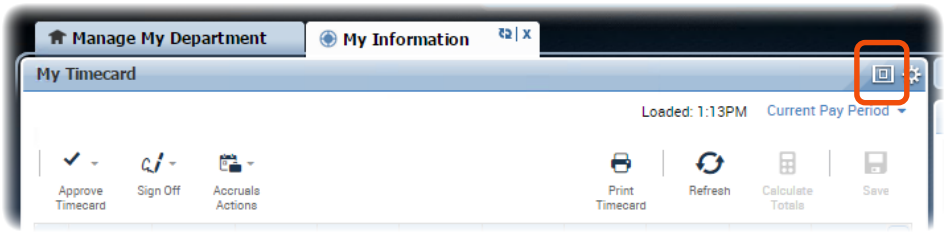
Select Pop-out to promote a secondary widget to a primary position.

Close Option

Select Close to send a widget in a secondary view back to Related Items.

Maximize/Restore Icons

Click to expand a widget in a primary view to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size.



Using the Search Widget

Employee search allows you to quickly locate information about employees, locations, and jobs in Workforce Central. In addition, Employee Search evaluates your search text and offers suggestions that are possible matches for the information you are searching. When you find the employee or other information you are seeking, you can frequently drill down to a deeper level of information.

If a Search widget has been configured for you, it will appear in the upper-right corner of the navigator.

Enter part of an employee's name and Search offers potential results that fit your criteria. For example, when you enter "jo", your search returns:

- A list called People. These are the employees who have those letters at the beginning of either their first or last name.
- A list called Who have. This category contains a list of people who have an assigned manager with the search letters in either their first or last name.
- A list called Were you looking for. This category contains possible items you may have been looking for that contain the letters entered in search.

Performing Actions on the Items in the Results Pane

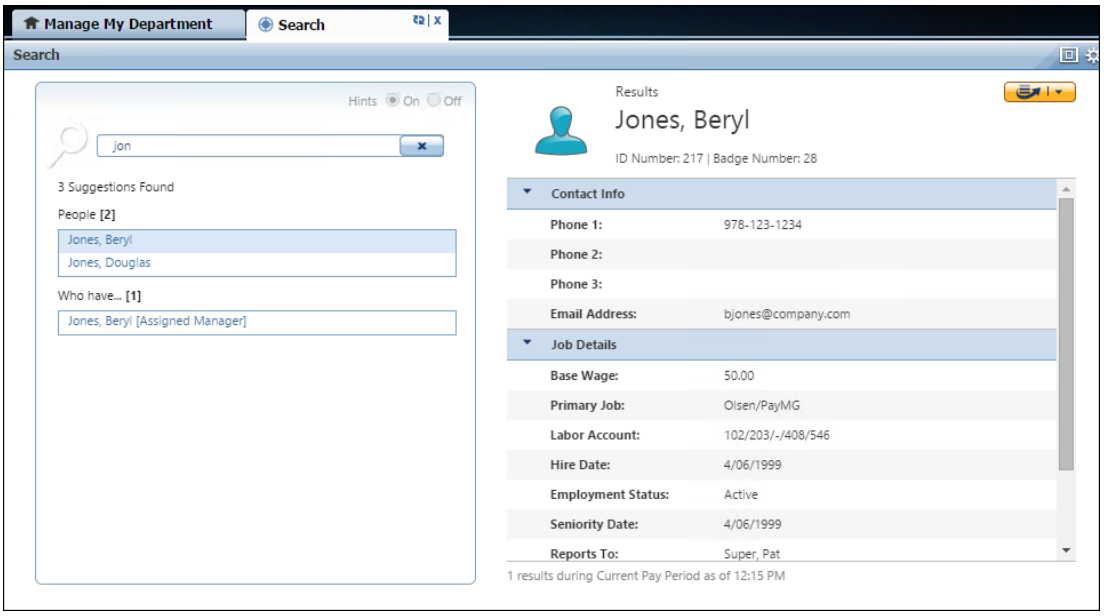
Depending on how your navigator is configured, you may have several options for performing further actions on the entries in the Results pane. If your navigator has a GoTo control configured, you may be able to select one or more employees, click the GoTo control, and then access the employees' timecards, the Schedule Planner, or another location where you can perform an action.

Hints

The Hints feature displays a drop-down list that contains categories that employees are assigned to. For example, to obtain a list of employees who have unexcused absences in the current pay period, from the drop-down list select Absence Unexcused > True. Then review the data in the Results pane.

Searching for an Employee Using Search

1. Click the **Search** icon.
2. Select an option to turn the Hints feature on or off.
3. In the **Search** field, enter at least the first three letters of the employee's first or last name. For example, **jon**.
4. Click an entry to display more information in the **Results** pane. The information shown for the employee includes the employee name, badge number, contact information, job details, pay rules, and profiles assigned to that employee.
5. While viewing an employee's information in the **Results** pane, you can select GoTo Control to move to a different Workforce Central location.



KnowledgePass

For additional information on Navigating Workforce Central, access KnowledgePass and view the following job aids:

- Manager Navigator Job Aid
- Employee Navigator Job Aid

Time Data Basics

Viewing Exceptions and Comments

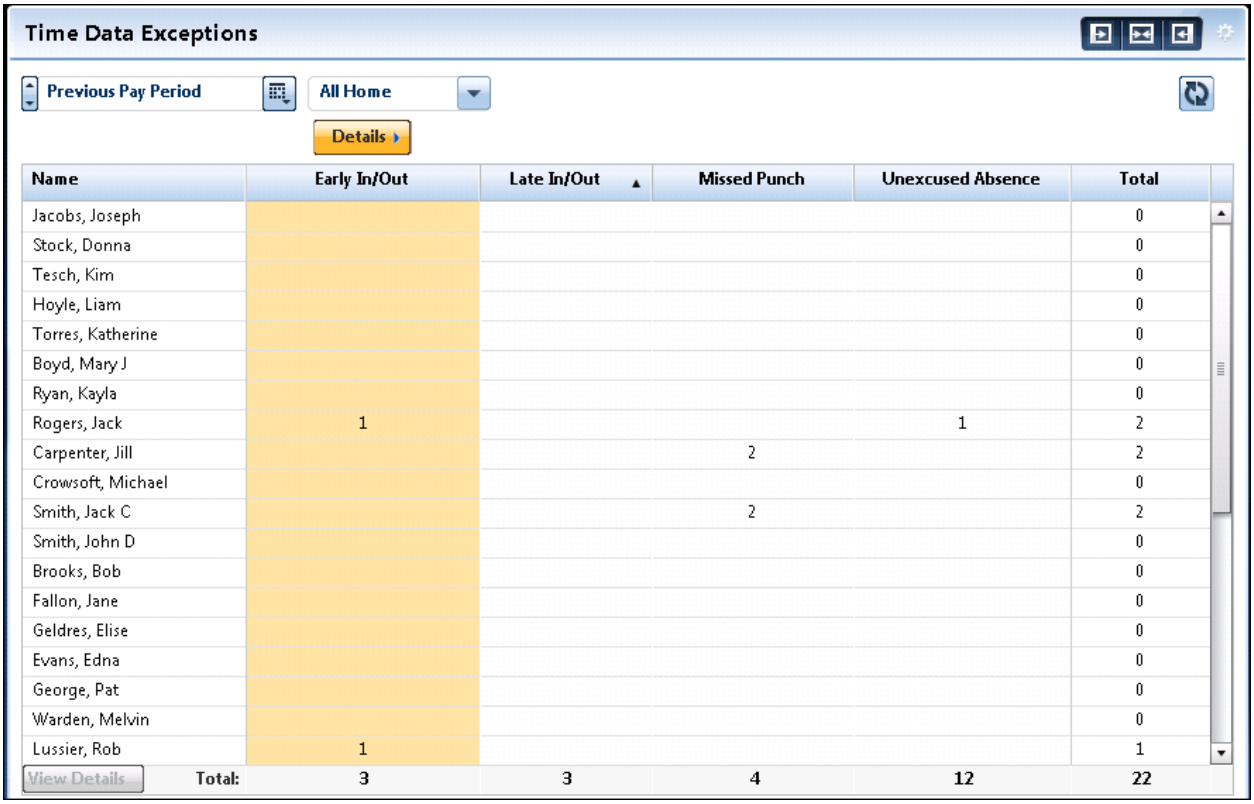
Reviewing Exceptions in the Exceptions Widget

The Exceptions widget is a specialized widget that displays exception data for hourly employees, or employees who punch in and out to track their worked time. There are two views in the widget:

- Summary
- Details

Exceptions Summary View

Each column is an exception; a number in the column identifies an exception for the employee. The columns can be configured to meet the needs of your organization. This is a view-only mode. No tasks can be performed in this view.



Name	Early In/Out	Late In/Out	Missed Punch	Unexcused Absence	Total
Jacobs, Joseph					0
Stock, Donna					0
Tesch, Kim					0
Hoyle, Liam					0
Torres, Katherine					0
Boyd, Mary J					0
Ryan, Kayla					0
Rogers, Jack	1			1	2
Carpenter, Jill			2		2
Crowsoft, Michael					0
Smith, Jack C			2		2
Smith, John D					0
Brooks, Bob					0
Fallon, Jane					0
Geldres, Elise					0
Evans, Edna					0
George, Pat					0
Warden, Melvin					0
Lussier, Rob	1				1
View Details Total:	3	3	4	12	22

Details View

Accessed from the Summary view, the Details view provides access to In and Out punches, schedule data, and more details about the exceptions. In this view, you can also resolve exceptions and enter comments.

Visual Indicators in the Details View

The Details view provides several visual indicators to help you quickly interpret the data on the screen.

Exception Type	Details View Visual Indicator
Unexcused Absence	Date displayed in red text

Exception Type	Details View Visual Indicator
Early In/Out or Late In/Out	In or Out time text displayed in red text
Missed punch	In or Out time cell filled with solid red
Reviewed exception	In or Out time text displays in green

When a comment is added to a punch in Details view of the Exceptions widget, a blue message balloon icon appears to the right of the punch.

Reviewing Exceptions in Hourly and Project Timecards

In Workforce Timekeeper, managers can access employee timecards in a central location, using the Manager Timecard widget. Managers can review and address exceptions in both hourly and project timecards from the widget.

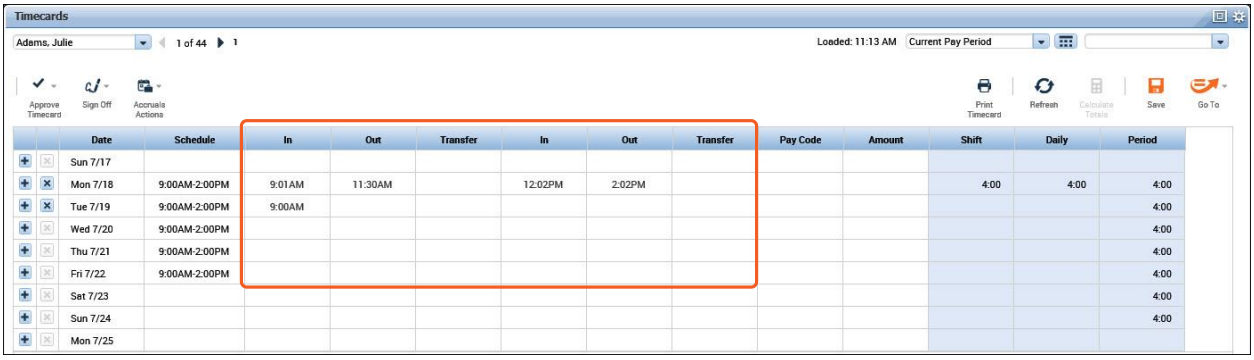
Hourly Timecard View

The hourly timecard is another tool for managing employee time data for hourly employees, or employees who punch in and out to track worked time. Similar to the Details view of the exceptions widget, there are visual indicators that identify time data discrepancies. There is also a visual indicator for a comment that has been attached to a punch.

Exceptions can also be resolved in this tool, and comments can be added here as well.

Note

Depending on how your organization decides to configure timecards, employees may see one or two sets of In, Out, and Transfer punches. Below is a view of an hourly timecard with the Timecard widget configured to display four punches per shift.



Project Timecard View

The project timecard is a tool for managing employee time data for project or salaried employees: employees who track their in durations, and do not punch in and out. The visual indicators in this view are similar to those in an hourly timecard. Exceptions can also be resolved in this tool, and comments can be added here as well.

Visual Indicators in Hourly and Project Timecards

The timecard views provide several visual indicators to help you quickly interpret the data on the screen.

Exception Type	Hourly View Visual Indicator	Project View Visual Indicator
Unexcused Absence	Red icon with white line near top in Date cell	Same
Excused Absence	Blue icon with three white lines in date cell	Same
Early In/Out or Late In/Out	Red icon with white line near top in the impacted punch cell	NA
Missed punch	In or Out time cell filled with solid red	NA

Exception Type	Hourly View Visual Indicator	Project View Visual Indicator
Reviewed exception	Green icon with three white lines in the impacted punch cell	NA

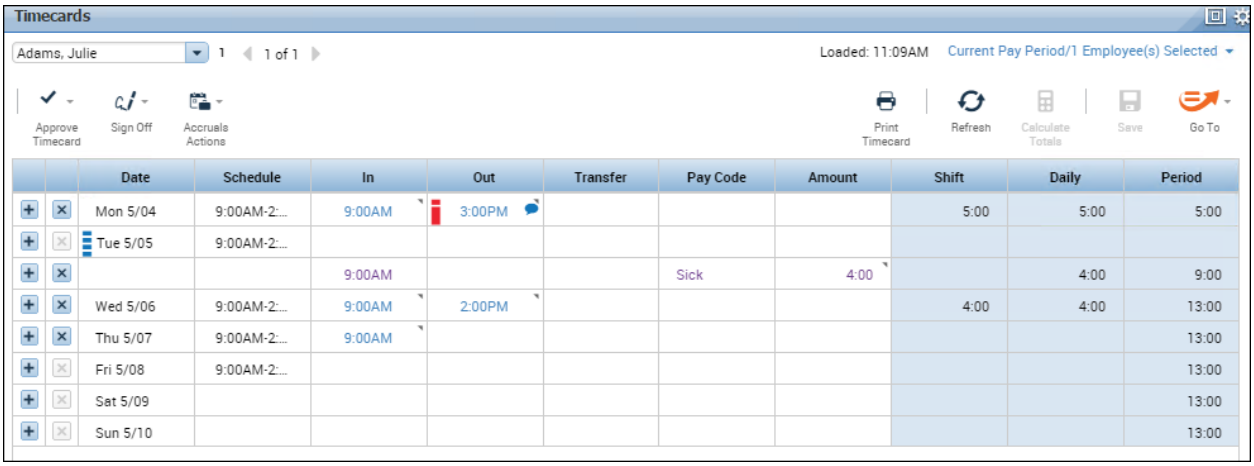
When a comment is added in a timecard, a blue comment bubble appears to the right of the punch.

Tip

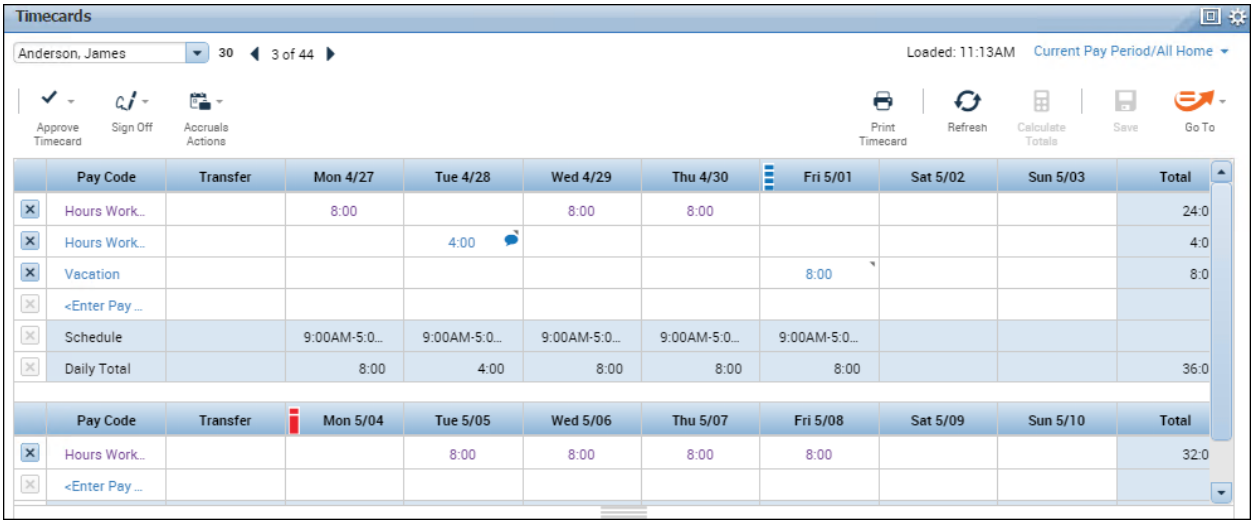
To learn more about visual indicators in the different time data views, review the following topics in Online Help:

- From Contents, access: **Timekeeping** > **Timecard** > **Icons in the timecard** and **Colors in the timecard**
- From Contents, access: **Timekeeping** > **Exceptions widget**

The following illustration shows a manager's view of an hourly timecard with several time data exceptions and a comments indicator.



The following illustration shows a manager's view of a project timecard with time data exceptions.



Accessing Employee Data Using Workforce Genies

Using Workforce Genies

Genies are highly customizable for users to ensure that they see only the data that is applicable to their business needs. Depending on your navigator configuration, you can select available Genies from either the Related Items pane or the Genies widget.

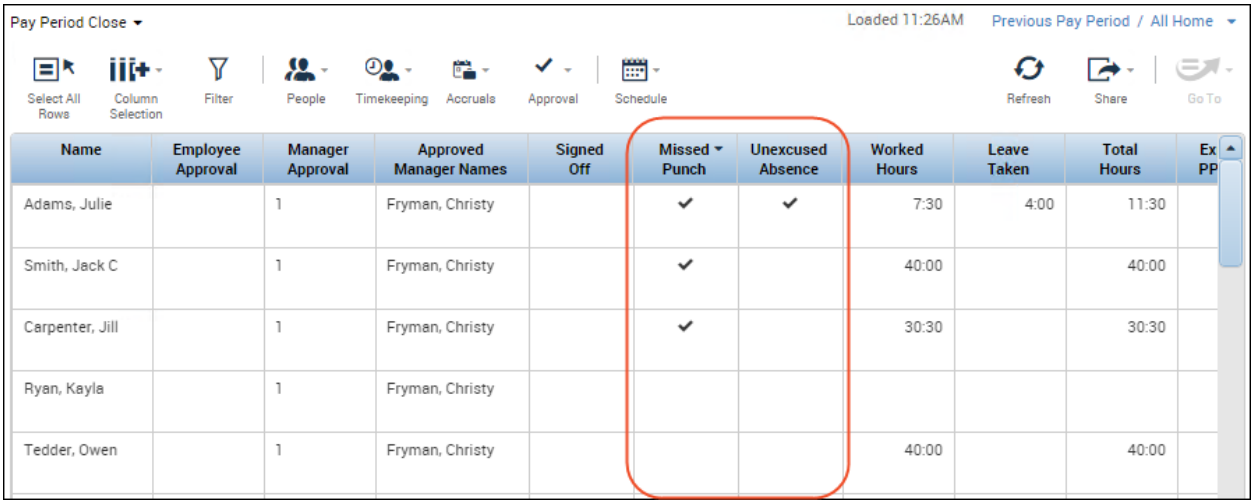
The Genies Widget

The Genies widget provides convenient access to Genies within your workspace. If configured, all of the widgets that you have access to can be found in the Genies widget.

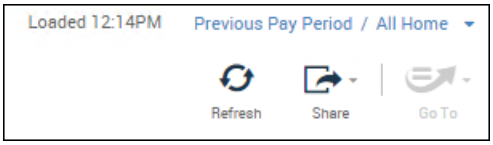
Sorting, Grouping, and Refreshing Data in a Genie

You can access the most up to date data within a Genie by clicking the refresh icon. You can also manage the look of the Genie by using the sort and filtering features within the Genie.

Within Workforce Genies, you can sort columns of information by clicking the small arrow that appears when you hover over a column header to see your options for how to sort or group the data within the column.



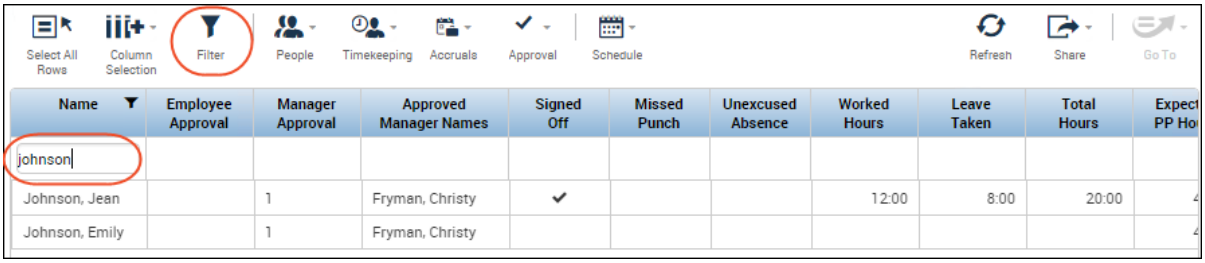
Click **Refresh** to display the most current information.



Filtering within Genies

Use the filter function to narrow down the number of employees you are viewing within the Genie.

After clicking the Filter icon, filter fields appear at the top of any columns that can be filtered. As you type in any of these filter fields, only rows containing the characters you type will remain in the workspace.

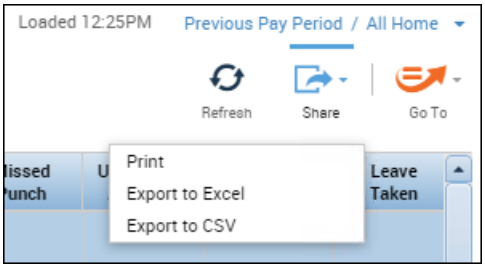


Note

- You must click Refresh to ensure that you are viewing the most recent changes made to employee and application data.
- The Last Refreshed time in the upper left corner of the page identifies the most recent time you clicked Refresh.

Sharing Data in a Workforce Genie

Workforce Genies display critical information in an easy-to-read format. You can print this information or export the data to other applications, such as Microsoft Excel, where you can reformat the data for your business needs.



Note

When the exported file is opened with a compatible application, each row appears on a separate line or row.

Locating Employees Using the QuickFind Genie

You can use the QuickFind Genie to search for a specific person or set of people. In QuickFind you can use the Name or ID field to change the list of employees that is displayed. You can also use the Time Period drop-down list to change the time frame of the records you want to view.

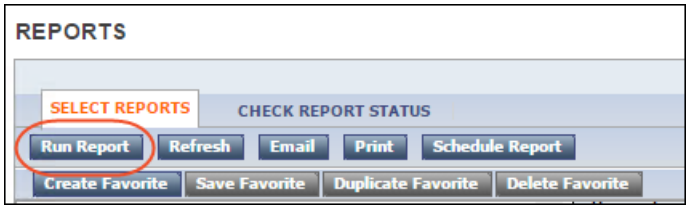
1. Navigate to the **QuickFind Genie**.
1. With the ***** in the **Name or ID** field, click the **magnifying glass** to display all employees that you have access to.
2. In the **Name or ID** field, enter the last name or first 3 letters or a last name with the ***** after your entry.
3. Click the **magnifying glass** or press **Enter**.
4. If applicable, from the **Time Period** drop-down list, select the applicable timeframe.
5. Click **Filter**.
6. In the filter field of the applicable column, enter a value to further narrow down your returned results.
7. Click within a column header to sort the column values in descending order.
8. Select the employee or employees from the list and perform the applicable action.

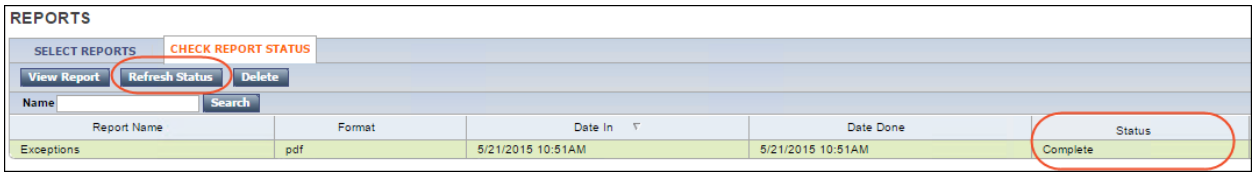
Using Reports

Running and Viewing Reports

Running a Report

1. From the **Related Items** pane, click the **Reports** widget.
2. On the **Select Reports** tab, expand the **All** category and select the report you need to run.
3. Select your **report criteria**.
4. Click **Run Report** and then click **Refresh Status**.





5. When the status is **Complete**, click **View Report**. Note that the report opens in a separate window or tab, depending on your internet browser options.
6. Access the tab or window and review the report.