

KRONOS FOR SUPERVISORS

Go to

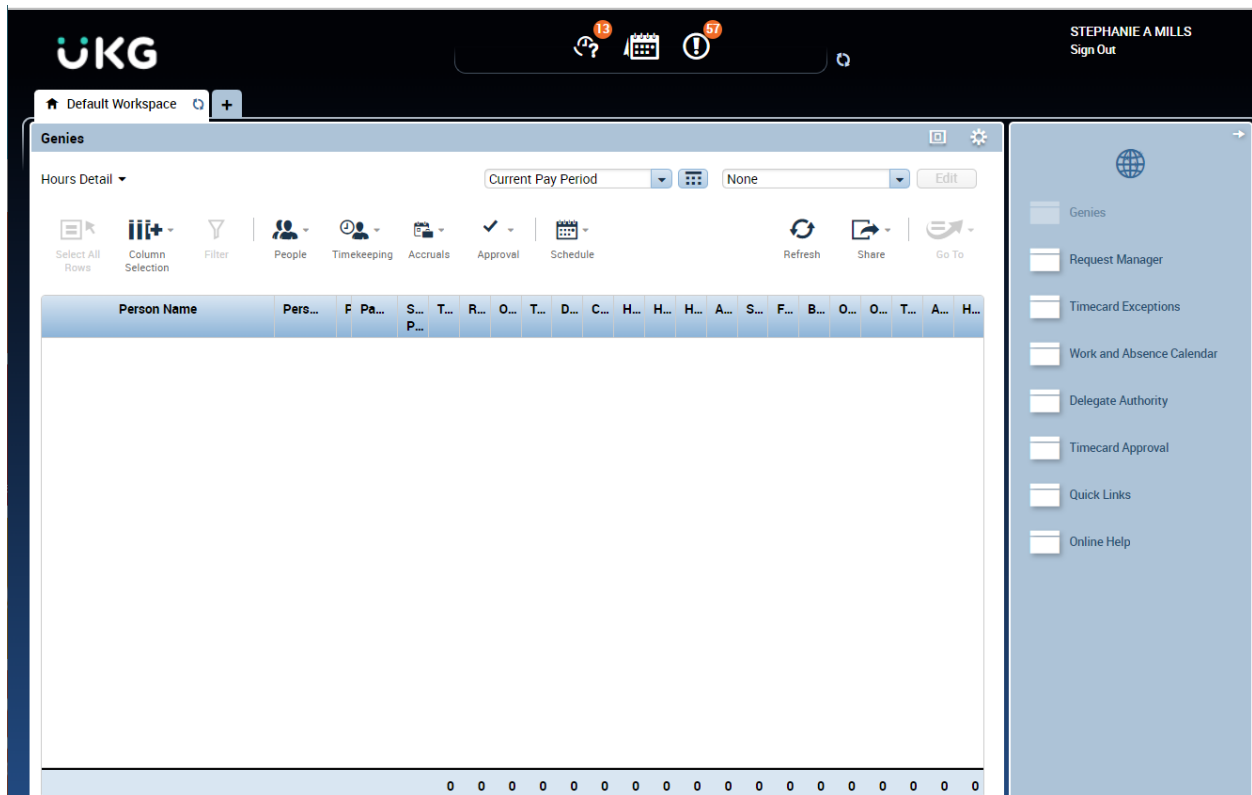
WWW.WVSAO.GOV

Choose UKG Formerly KRONOS app



Make sure your browser allows pop ups.

Your first screen will look like this.



To view your employee's timecard, choose the pay period that you would like to view in the upper right corner.

In the drop down menu next to that, choose "All Home"



Once it loads, your employees will show on this screen. To view their timecard double click on the line with the name of the employee you would like to view.

VIEWING AND APPROVING TIME OFF REQUESTS

On the top of the screen in the center, choose the icon that looks like a clock with a question mark.



Then choose "Time off"

A new tab will appear.

This is where you will find requests.

In the upper right corner, you can choose the pay period that you would like to view. The second drop down should already show "All Home".

To take action on the request click on the line you are viewing, then in the upper left you will see icons such as "Details", "Approve", "Deny", "Retract".



When you click the icon, a new box should appear with the details of the request as well as the employee's accrued time.


At the bottom right of the box, you will have the option to approve (or deny).

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
7/15/2022	7/22/2022	ANNLV-ANNUAL L...	Full day		


Accruals on: 


Accrual	Balance
Annual Leave	219.25 Hour
Donated Leave	0.0 Hour
Executive Order Bank	0.0 Hour

Status History

 **Submitted:** 6/21/2022 - 3:13:10PM
estlackth1

Comments (0)

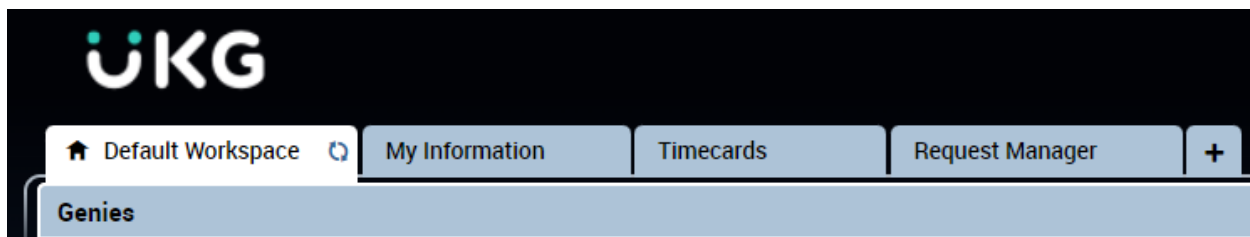




TIME CARD APPROVALS

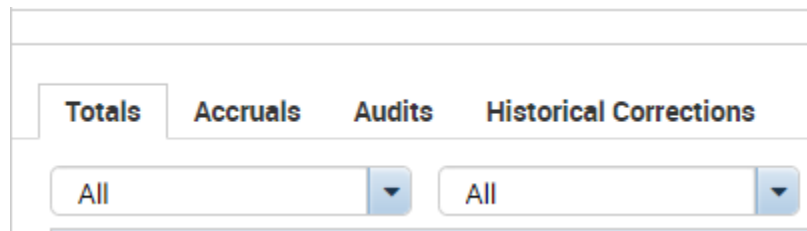
At the end of the pay period, each leave request and timecard will need to be reviewed and approved.

After reviewing and approving/ denying leave requests go back to the “Default Workspace” tab and refresh. Choose the pay period you are approving and “All Home” if it is not already selected.



Double click the employee line and their timecard will appear in a new tab. Review that the time is correct and all approved leave is showing in the timecard. To approve the timecard choose the “Approve Timecard” icon to the left. Then choose “Approve Timecard”.

At the bottom of the timecard, there are tabs to show totals, accruals, audits and historical corrections. Choose “Audits” to view all edits made to the timecard. Here you can see if the employee approved the timecard, and if your approval was successful.



TIME CARD EDITS

If the employee has a missed punch or a correction needs to be made click on the box to enter the time.

If necessary, you can manually enter time off here as well. To the right of the date there will be + and x signs. Choose the +, in the new line click the box under “Pay Code” and choose the code needed (ex. ANNLV is annual leave, and SCKLV is sick leave).

In the Amount box, enter the amount of leave needed.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount
+ x		Thu 7/07	8:00AM-4:00PM					
+ x		Fri 7/08	8:00AM-4:00PM					
+ x		Sat 7/09						
+ x		Sun 7/10						
+ x		Mon 7/11	8:00AM-4:00PM					
+ x								
+ x		Tue 7/12	8:00AM-4:00PM					
+ x		Wed 7/13	8:00AM-4:00PM					
+ x		Thu 7/14	8:00AM-4:00PM					
+ x		Fri 7/15	8:00AM-4:00PM					

Please Choose:

- ANNLV-ANNUAL LEAVE
- COMPT-COMP TIME
- DPTCL-DEPT CLOSURE
- HOLIDAY BANK TAKEN
- JURYD-JURY DUTY
- SCKLV-SICK LEAVE
- Training
- COVID-19 VACANCE PREPARATION

Totals Accruals Audits Historical Corrections

+ x		Sun 7/10						
+ x		Mon 7/11	8:00AM-4:00PM					
+ x						ANNLV-ANNUAL LEAVE	7.5	
+ x		Tue 7/12	8:00AM-4:00PM					

In the upper right corner, click "Save" if any edits are made to the timecard.

Loaded: 1:42 PM Current Pay Period ▼

Print
Timecard

Refresh

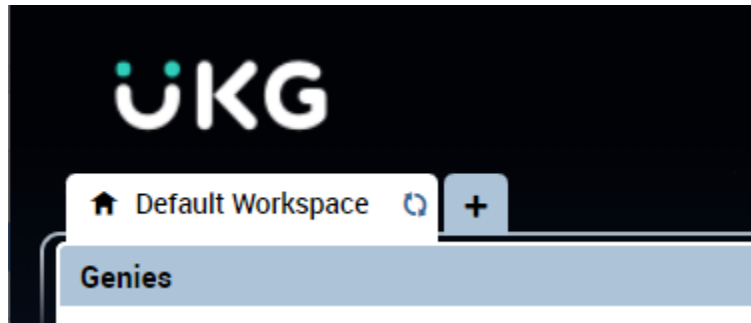
Calculate
Totals

Save

HOW TO VIEW YOUR OWN TIMECARD

Click on the tab with a + sign at the top of the screen

Then choose "My Information"



If you have any questions please contact payroll at 304-336-8115