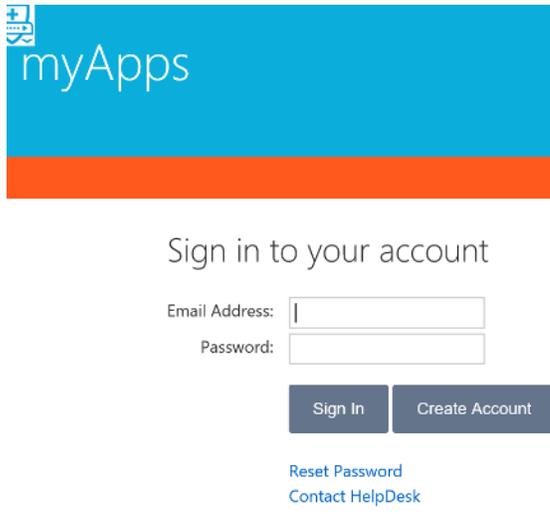


KRONOS QUESTIONS:

1. How and where do I access the system?

Go to www.wvsao.gov, log onto myApps and click on the orange KRONOS icon.



myApps

Sign in to your account

Email Address:

Password:

Sign In Create Account

[Reset Password](#)
[Contact HelpDesk](#)



UKG
Formerly KRONOS
Time and Leave

2. How do I request time off?

See pages 10-12

3. How do I cancel my time off?

See page 13

4. Where do I find my accrual balances?

See page 7

5. Who do I call if I have a question about my timecard?

Payroll Department: Stephanie Mills x8115

6. How do I approve my timecard?

See pages 14-15

7. How often do I have to approve my timecard and what do I do if there is an error?

See page 13

Kronos Time & Leave Overview

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- Kronos is the Time & Leave system for State of WV
- Provides system-wide accountability in time and leave management statewide
- Provides supervisors/timekeepers with effective tools to schedule employees, and track time and leave
- Provides employees direct access to their time, attendance and accrual information
- Time can be entered using the Kronos App or clock

- Time can be entered by a timekeeper, supervisor, employee (if Departments chooses) or time clock
- Time is entered using in and out punches for hours worked
- Kronos automatically calculates hours worked including Overtime (OT) or Compensatory (Comp) time earned based on punches entered, pay rules and accrual policies assigned 
- Kronos automatically grants accrued leave to an employee's balance on the first day of each pay period
- The software is configured to be totally Fair Labor Standards Act (FLSA) compliant

West Liberty University no longer tracks Compensatory (COMP) time on KRONOS.

Supervisor or Timekeeper Roles and Responsibilities

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Supervisor or Timekeeper Tasks

On a daily basis, the supervisor/timekeeper performs the following tasks:

- Check for missing punches and other exceptions.
- Handle unexpected leave and missed time.
- Enter non-worked time for employees.
- Approve time off requests.
- Monitor overtime.

On a pay-period or as needed basis, the supervisor/timekeeper performs the following tasks:

- Review timecards for completeness and approval.
- Approve timecards for payroll processing.
- Supervisors and timekeepers can submit a leave request on behalf of an employee, or an employee may contact the Payroll Administrator directly to request leave.

Employee Responsibilities

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- Verify that time on timecard is correct
- Enter leave requests as needed
- Approve timecard at the end of the pay period
- Monitor leave balances for accuracy

Pay by Schedule (E Pay Rule)

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Pay by Schedule

- Timecards are prepopulated based on assigned work schedule
- Only exceptions are entered
 - Hours worked that are different than your prepopulated schedule
 - Leave (with approved leave request)

Key Data Elements in HRM:

- Pay Rule = 1st character is a “E”
- Pay Class = SAL*.* or HRL*.*

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 10/28									
Mon 10/29	8:30AM-2:30PM	8:30AM	2:30PM				5.5	5.5	5.5
Tue 10/30	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	13.5
Wed 10/31	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	21.5
Thu 11/01	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	29.5
Fri 11/02	8:30AM-5:00PM	8:30AM	5:00PM				8.0	8.0	37.5
Sat 11/03									37.5

Pay by Punch (P Pay Rule)

Pay by Punch:

Timecard is not prepopulated except for:

- Approved leave
- Holidays

All other time MUST be entered on the timecard including:

- Regular Hours (Time In and Time Out)
- Additional Hours Worked
- Leave (without approved leave request)

Key Data Elements in HRM:

Pay Rule = 1st character is a "P" or "T"

Pay Class = HRL*.*

Date	Schedule	In	Out	Tran...	Pay Code	Amount	Shift	Daily	Period
Fri 11/09									
Sat 11/10									
Sun 11/11									
Mon 11/12					VETERANS DAY OBSERVED	0.0			
Tue 11/13									
Wed 11/14									
Thu 11/15									
Fri 11/16									

Timecard Area Descriptions

Timecard Area	Description
Timecard header	<p>Displays the following information:</p> <ul style="list-style-type: none"> Employee's name whose information appears in the timecard workspace and timecard tabs Employee's identification number Time Period
Timecard workspace	<p>Displays the following information:</p> <ul style="list-style-type: none"> Menu bar that contains selections for performing timekeeping tasks Grid containing dates for the selected time period Time entry totals, including shift, daily, and cumulative amounts <p>Shift Total — Calculated total hours of all shifts worked on the selected day (excluding totals for non-shift items such as pay codes)</p> <p>Daily Total — Calculated total hours of the selected day, including pay codes</p> <p>Cumulative — Cumulative total up to and including the selected day</p> <p>All — Calculated total hours for the entire visible time period</p>
<p>Timecard tabs</p> <p>Note: Additional tabs will appear based on actions you perform. For example, the Approvals & Sign Offs tab appears when you approve an employee's timecard.</p>	<p>Display additional information about how Timekeeper tracks employee hours. Three default tabs appear:</p> <ul style="list-style-type: none"> Totals & Schedules — The first tab at the bottom of the timecard workspace. The area on the left displays the timecard totals. The area on the right displays the Schedule for the selected time period. Accruals Reporting Period — Displays accrual codes and available balances based on the date selected in the timecard workspace. Audits — Lists all time punch or amount corrections made to an employee's timecard and approvals made by supervisor.

Totals

Totals				
Totals Accruals Audits Historical Corrections				
All		All		
Location	Job	Account	Pay Code	Amount
		1200-4305-/0000059689//A0175E-MJ/P/-	ANNLV-ANNUAL LEAVE	8.5
		1200-4305-/0000059689//A0175E-MJ/P/-	HOLLY-HOLIDAY LEAVE	7.5
		1200-4305-/0000059689//A0175E-MJ/P/-	NP - Excess over 37.5	2.0
		1200-4305-/0000059689//A0175E-MJ/P/-	REG-REGULAR PAY-SAL	35.5

Accruals

Totals Accruals Audits Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Taken to Date	Accrual Planned Takings
Annual Leave	17.95	Hour	Mon 1/01 - Mon 12/31	59.0	29.0
Comp Time	2.5	Hour	Mon 1/01 - Mon 12/31	8.0	0.0
Donated Leave	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Executive Order Bank	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Holiday Bank	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Sick Leave	15.35	Hour	Mon 1/01 - Mon 12/31	67.0	0.0

Audits

Totals Accruals Audits Historical Corrections

Audits

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Include in Totals	Effective Date	Comment	Edit Date	Edit Time	User	Data Source
11/19/20...	8:00AM	Add Pay...		ANNLVA...	full sched...						2/21/2018	9:33AM (...)	bredleyml...	Scheduling

Totals Accruals Audits H

Moved Amounts

- Audits
- Comments
- Overtime Requests
- Signoff and Approval

Note: More items are housed under the Audits tab. You will need to use the drop down box to see comments, moved amounts, signoffs, etc.

Supervisor/Timekeeper Tasks

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Review Hours Detail Genie

Hours Detail_

Loaded 11:21 AM Current Pay Period 0947

Select All Rows Column Selection Filter People Timekeeping Absence Activity Forms Approval Schedules Absence

Refresh Share

Person Name	Person ID	Primary La..	Pay Rule	St.. Period	Total	Reg	OT	Te..	Co..	Holiday	Ho.. Balance	HO..	An..	Sic..	Fa..	Be..	Ot..	Tot..	An..	Ho..	
ANKNER, STEPHANIE L	0000001262	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
CARPER, DAVID S	0000001265	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
CARROLL, JR, RANDY L	0000002107	0947-0947/...	EU3D2-...	75.0	37.5	30.0				7.5	0.0										
COMER, LISA A	0000001261	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
DOLIN, NORA A	0000001421	0947-0947/...	EU3B2-...	75.0	36.0	28.5				7.5	0.0										
DOLIN, RICHARD M	0000001382	0947-0947/...	EU3B2-...	75.0	45.0	37.5				7.5	0.0										
DYE, ERIC S	0000001273	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0										
ELLISON, MATTHEW H	0000001268	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
HARVEY, JAMES A	0000000856	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0										
HILL, CASEY A	0000001299	0947-0947/...	EU3B2-...	75.0	37.5	30.0				7.5	0.0										
HODGE, GREGORY E	0000001266	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
HOFFMAN, BRYAN M	0000029595	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
HUMPHREY, LORIE A	0000001279	0947-0947/...	EU3N2-...	75.0							0.0										
LORE, DEBRA S	0000001301	0947-0947/...	EU3N2-...	75.0	35.5	28.0				7.5	0.0										
MILLER, DANIEL E	0000001267	0947-0947/...	EU3N2-...	75.0	37.5	30.0				7.5	0.0										
NEWELL, DOUGLAS P	0000113149	0947-0947/...	EU3B2-...	75.0	35.5	28.0				7.5	0.0										
29				1013.50	811.00	0	0	0	0	202.50	0.00	0	0	0	0	0	0	0	0	0	0

Supervisors/Timekeepers are responsible to ensure the correct amount of hours are in an employee's timecard.

For example: A 1 FTE employees will have 75 hours in their timecard for the pay period which will consist of worked hours, annual/sick leave or holiday hours.

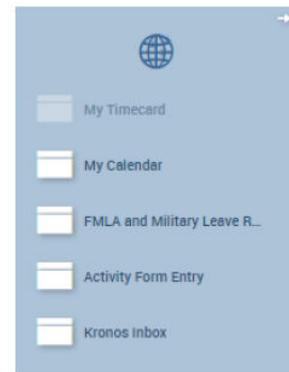
Reviewing Time and Attendance

		Date	Schedule	In	Out
+	×	Fri 11/09			
+	×	Sat 11/10			
+	×	Sun 11/11			
+	×	Mon 11/12			
+	×	Tue 11/13		9:00AM	5:00PM
+	×	Wed 11/14		9:00AM	
+	×	Thu 11/15		9:00AM	5:00PM

The red upside-down exclamation points indicate the employee is not following their schedule. The solid red box indicates a punch as been missed.

Requesting Time Off

From your own timecard, you can select My Calendar from the right-hand side.



Time Off Request

Select Request Time Off

Note: schedules will be displayed as well as any requested/approved leave



Time Off Request

mOASIS

Select the date, type of leave, and hours or full day

Request Time Off

Type:

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="button" value="+"/> <input type="button" value="x"/>	11/05/2020	11/05/2020	ANNLV-ANNUAL...	Full day		

Accruals on:

Accrual	Balance
Annual Leave	89.4 Hour
Comp Time	0.0 Hour
Donated Leave	0.0 Hour

Note (optional)

Viewing Request for Employees mOASIS

The screenshot shows the 'Genies' application interface. At the top, it says 'Hours Detail' and 'Loaded 12:12PM'. Below this is a toolbar with various icons for actions like 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Activity Forms', 'Approval', 'Schedule', and 'Absence'. On the right, there are 'Refresh', 'Share', and 'Go To' buttons. The main area is a table with columns: Person Name, P., Primary La., Pay Rule, St. Period, Tot., Reg, OT, Te., Co., Ho., Ho. Balanc, HO., An., Sic., Fa., B. The table lists several employees, including ANKNER, STEPHANIE L., CARPER, DAVID S., CARROLL JR, RANDY L., COMER, LISA A., DOLIN, NORA A., DOLIN, RICHARD M., and DYE, ERIC S. A context menu is open over the table, showing options like 'Go to widget', 'Rule Analysis', 'Timecard Exceptions', 'Timecards', 'Quick Leave Editor', 'New Leave Case', 'Leave Case List', 'Request Manager' (highlighted in yellow), and 'Go to workspace'.

From the Hours Detail, highlight the employee you want to see and click GoTo. From there, you can select Request Manager to view all TORs for this employee.

Directions to cancel an approved Time Off Request:

1. Select “My Calendar” widget from the right side of your time card.



2. Right click on the leave request and click cancel. The cancel request will go to your supervisor for approval.

My Calendar

October 30, 2022 - November 5, 2022

- Day
- Week
- Month
- Visibility Filter
- Request Time Off

	Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02
		<input checked="" type="checkbox"/> Time Off Request		
		Details Cancel request		
8:00AM		8:00AM-12:00PM [4.00 h] Regular	8:00AM-4:00PM [8.00 h] Regular	8:00AM-4:00PM [8.00 h] Regular
9:00AM				
10:00AM				
11:00AM				
12:00PM		ANNLV-ANNUAL LEAVE 12:00PM [3.50 h]		
1:00PM				
2:00PM				
3:00PM				
4:00PM		3:30PM-4:00PM		



Finalizing Timecards

Purpose

After you finish reviewing and editing your employees' Timecards, you need to approve them to indicate that they are ready for sign-off, which will simultaneously approve their activities. No further changes can be made to activity entries once Timecards are signed-off. All other changes after sign-off require historical edit.



The timecard approval process is performed at the end of day on payday Friday in the current pay period, the latest by noon the following Monday of payroll week by selecting previous pay period. A reminder is sent prior to the approval deadline by the Payroll Department.

The best practice is for the employee to review their timecard and approve. Once the employee's timecard is approved, then the supervisor/timekeeper will review and approve.

The final step is for the Payroll Department to sign off on the timecards Tuesday morning of payroll week and then no further changes can be made to the entries unless a historical edit is processed.

Any questions regarding the timecard can be directed to the Payroll Department.

*****Both employees and supervisors/timekeepers must approve timecards****

Approving Individual Timecards mOASIS

The screenshot shows a navigation bar with four icons: 'Approve Timecard' (circled in red), 'Sign Off', 'Activity Status', and 'Accruals Actions'. Below the navigation bar is a table with the following data:

		Schedule	In	Out
+ X	Fri 10/26			
+ X	Sat 10/27			
+ X	Sun 10/28			
+ X	Mon 10/29	8:00AM-4:00PM	8:00AM	4:00PM
+ X	Tue 10/30	8:00AM-4:00PM	8:00AM	4:00PM
+ X	Wed 10/31	8:00AM-4:00PM	8:00AM	4:00PM
+ X	Thu 11/01	8:00AM-4:00PM	8:00AM	4:00PM
+ X	Fri 11/02	8:00AM-4:00PM	8:00AM	4:00PM

This approval is done from within the employee's timecard.

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Helpful Hints/Lessons Learned

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- The pay week runs from Saturday 12:00am through Friday 11:59pm
- Earned accruals for the current pay period are granted on the first day of the next pay period (always a Saturday)
- Accruals will only be earned for Pay Codes which grant accruals i.e. Reg, Sick, Annual earn leave. However, any LV Pay Codes do not earn leave
- Overtime hours are based on hours worked (Reg Time) in a pay week (Saturday-Friday)
- Exception pay employees will be paid for their full bi-weekly salary unless an exception is entered to reduce their pay (LWOP, etc.). Deleting the in and out punches for a shift will not automatically reduce their pay
- Exception pay employees who have less than expected hours in their timecard will not receive full accruals unless the proper exception is entered.
- A lunch period is granted for shifts that have 6 or more consecutive hours. Shifts less than 6 hours will require additional entry for lunch periods.
- Timecards should only be approved or signed off at the end of the pay period. If applied prior to the end of the pay period, the timecard will be locked from further entry.

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