

Kronos Employee Basics – U.S.

Introduction

This quick reference card is for all U.S. employees who enter their time in Kronos.

Where to Go for Help

U.S. Payroll Helpline email: payhelp@nxp.com

Using Kronos for the First Time

1. Log in to Kronos - *User Name* (in lower-case letters) and *password*.
2. Enter or click on the Arrow button.

Java Runtime Environment Installation

3. If a Java plug-in needs to install on first log-in, allow the installation.
4. Do not allow future auto-updates of Java if not needed by other applications. Updates can cause issues with Kronos.

Entering Worked Time in Kronos (Hourly employees)

5. Hourly (non-exempt) employees must enter all worked time in Kronos to be paid.
6. Ensure that your schedule is entered in Kronos by reviewing the schedule box in the bottom right corner of your timecard. If your schedule is not there, request your manager or admin to add your schedule into your Kronos profile.
7. Enter your in and out times each day that you work onto your timecard. (30-minute lunch breaks are built in to all default schedules. If your schedule includes a one-hour lunch break, ensure that your manager or admin has entered a one-hour Pay Rule in your Kronos profile.)

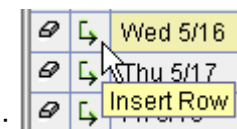
A number of time entry shortcuts are available to reduce user keystrokes. Here are some examples:

For 8:00am, simply enter “8” (system assumes “a.m.”).
 For 8:00pm, enter “8p.”
 For 7:30am, enter “730.”
 For 7:30pm, enter “730p.”

Entering Non-Worked (Exception) Time in Kronos (Hourly and Salaried employees)

8. For any day that you do not work, choose the correct code from the Pay Code drop-down list and enter the number of hours in the Amount column.

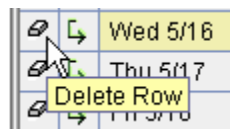
Entering more than one code/entry on a Day



9. Click on the Insert Row icon:
10. Enter the additional code/time entry for that day.

Deleting a Row or Entry

11. To delete extra rows or to clear entire rows of data click on the “Delete Row” icon on the left.



Canceling the Lunch Break Deduction (Hourly)

12. Employees that work through their scheduled breaks can cancel the deduction for any given day by right-clicking on the Out punch, selecting **Edit Punch** and then **Cancel Deduction = All**.

Saving the Timecard

13. As you enter hours into your timecard for a given day you may notice that the word 'Timecard' in the upper left corner of the screen turns orange. This indicates that the changes to the timecard have not yet been saved.
14. Click on **Save** to save the changes. The word 'Timecard' will change from Orange to Black.

Checking Totals

15. Timecard totals for the selected time period can be viewed using the **Totals & Schedule** tab near the bottom of the screen. These totals may include historical amounts if the **Historical Amounts** tab is displayed.

Entering Historical Amounts

16. Modifications to dates prior to the current 2-week pay cycle will need to be made using historical edits.
17. When edits are needed that will alter other totals in the timecard, the 'Add Historical with Retroactive Pay Calculation' method should be used.
18. When additions are needed because pay was missing from an employee's paycheck, the 'Add Historical' method should be used.
19. When a code 'swap' is needed, the 'Move Historical' method should be used.

Tracking Accruals

20. PTO, FLEX/Holiday, FMLA, Community Service and Remaining Annual PTO balances are tracked in Kronos under the Accruals tab at the bottom of the timecard. Balances are accurate as of the day highlighted on the timecard.



Inputting Kronos Historical Time – U.S.

Historical edits are necessary in Kronos whenever an adjustment is required to employee hours in a period that has already been signed off or locked. The U.S. operates on a bi-weekly pay cycle and each 2 week cycle is locked shortly after the completion of the two weeks and just prior to the transmittal of time card data to the payroll system. Therefore, modifications to dates prior to the current pay cycle will need to be made using historical edits. (These changes will not be reflected in the past, but only reference the past when making the adjustment entries in the current period.) **Note:** ALWAYS look at historical week first to CONFIRM that historical is needed.

1. Log in to Kronos - *User Name* (in lower-case letters) and *password*
2. Within *My Timecard*, select one of the following from the Amount menu (immediately above the time card and to the right of the *Punch* button): **Add Historical** (used for non-exempt employees ONLY, when pay needs to be adjusted), **Move Historical** (used to change a previous entry from one code to another) or **Add Historical with Retroactive Pay Calculation** (used to make a change that will have an effect on other totals for that week (overtime, etc.) – Kronos calculates all changes.
- 3a. Complete the Add Historical Amount dialog box with the following required information (used for non-exempt employees ONLY, when pay needs to be adjusted):
 - **Historical Date** is the date in the past to which you want to add or remove hours.
 - **Pay Code** (usually RG, OT, DT and 1, 4 or 5 depending on the appropriate shift premium).
 - **Amount** (in hours) can be either a positive or a negative number depending on whether pay is to be added or removed from the employee's check.
 - **Effective Date** is the date in the current period on which the edit will become effective. Always leave today's date in this box.
 - **Include in totals for effective date** check box should **ALWAYS** be checked.
 - **Impact Accruals** check box should **ALWAYS** be checked.
 - **Click OK button**
 - **Save** the edit by clicking on the Save button in the timecard.



3b. Complete the Move Historical Amount dialog box with the following required information (used to change a previous entry from one code to another):

- **From Pay Code**, the pay code that the hours should be moving out of.
- **To Pay Code**, the pay code that the hours should be moving into.
- **Amount** (in hours) should always be a positive number.
- **Effective Date** is the date in the current period on which the edit will become effective. Always leave current date in this box.
- **Historical Date** is the date in the past on which you want to move (change) the day.
- **Include in totals for effective date** check box should **ALWAYS** be checked.
- **Impact Accruals** check box should **ALWAYS** be checked.
- **Click OK button**
- **Save** the edit by clicking on the Save button in the timecard.

3c. Complete the Add Historical with Retroactive Pay Calculation dialog box with the following required information (used to make a change that will have an effect on other totals for that week (overtime, etc.) – Kronos calculates all changes:

- Access your timecard and select the time period in which you want to make the historical edit.
- Select **Amount > Add Historical with Retroactive Pay Calculation**.
- Edit the timecard grid in the dialog box to reflect the historical changes.
- Do **NOT** enter any codes in the Pay Code field below the timecard.
- Change the **Effective Date**, if necessary.
- Click **Calculate Differences**.
- Validate that the calculation results appear.
- If appropriate, add a comment by clicking the arrow next to the **Comments** column and select a comment from the drop-down list. Enter text in the **Note** box.
- **Save** the edit by clicking on the Save button in the timecard.
- Confirm that the edit was successful by refreshing the timecard. May need to click Refresh more than once.

4. **Oops** – Need to Remove an Historical Edit you just made?

Go to the Current Week's timecard. Click on the Historical Amounts Tab that appeared after your entered the Historical Edit. Right Click on the line that you need to Delete and Click "Delete".

You must be in the current week to delete an Historical Edit.

TOTALS & SCHEDULE	ACCRUALS	AUDITS	HISTORICAL AMOUNTS	SIGN-OFFS, REQUESTS & APPROVALS					
Effective Date	Historical Date	Type of Edit	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
2/24/2014	2/21/2014	Historical Pay C...				13 - P - P...	8.0 (impacts accru...		
2/24/2014	2/20/2014	Historical Pay C...				13 - P - P...	8.0 (impacts accru...		
2/24/2014	2/19/2014	Historical Pay C...				13 - P - P...	8.0 (impacts accru...		
3/20/2014	2/20/2014	Historical Pay C...				P - P - P...	8.0 (impacts accru...		

5. Always confirm that historicals were completed successfully by viewing historical entries under Historical Amounts tab at bottom of timecard AND by confirming that historical amounts are included in totals for Current Pay Period when historical is effective. You can also view historical edits in historical week – historical entries will be highlighted in gray.

6. Log off Kronos when actions complete.