

Kronos 8.1

Staff Quick Reference Guide

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How to Log in to Kronos

1. You can access Kronos via [Alfred Health Connect](#) or by clicking the icon on your PC desktop.
2. A new log in screen will appear, enter your username and password and sign in.

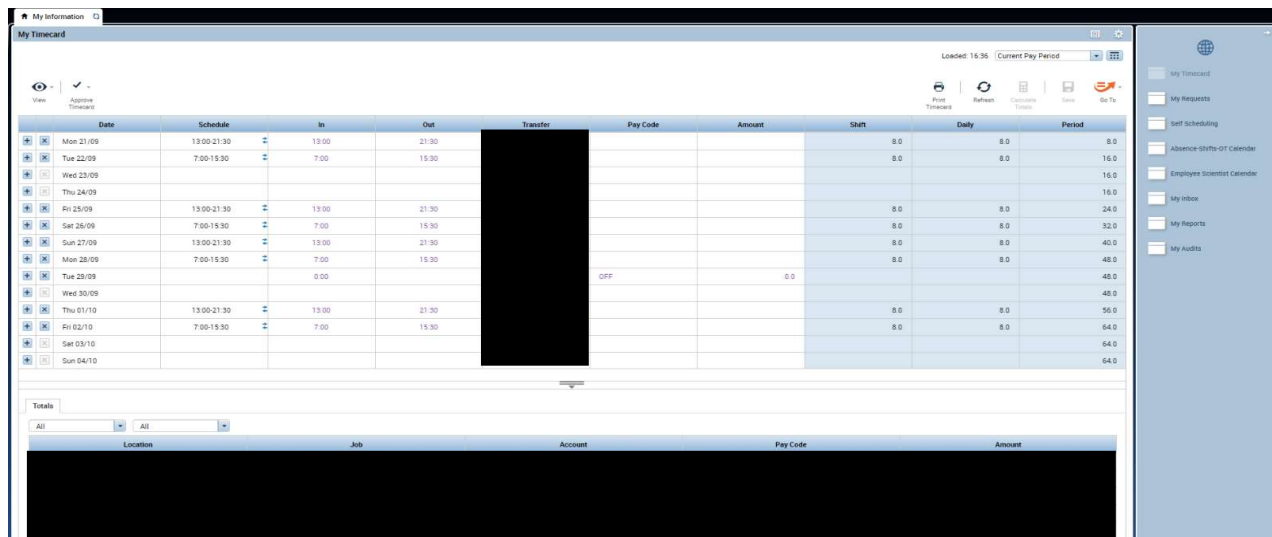


Timecard

Timecard Access

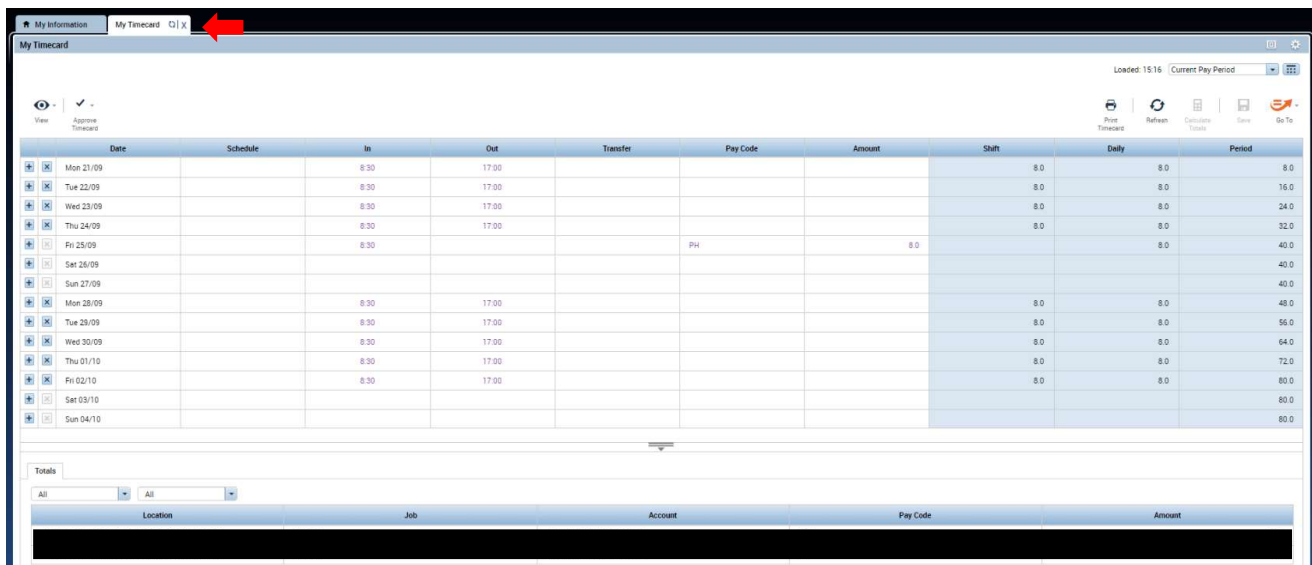
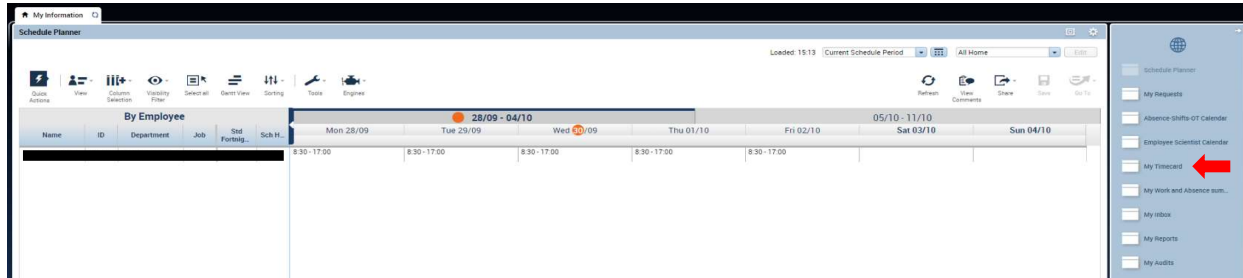
Employee

My Timecard loads automatically as your landing page under the **My Information** workspace for all employees with a general profile



Employee with Schedule Access

Your landing page is your **Schedule Planner** under the **My Information** workspace. To see your timecard, go to the widget toolbar on the right-hand side and click **My Timecard**. Your timecard will open as a new tab.



Staff are able to enter three types of information onto their **Timecard**;

- **Overtime hours**
- **Recall hours**
- **Travel Km's**

All changes to Staff Timecards must be approved by their Manager.

How to enter Overtime in the Timecard

If you have worked past your scheduled hours, please follow your unit processes.

If your manager has asked you to update your **Timecard** with additional hours, open your **Timecard** to the correct **Time Period**. To update your start or stop time, change the **In** and **Out** time for time worked before or after your shift. To add an additional shift on a Day, click the **+** and adjust the **In** and **Out** time for the extra day.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount
+	21/09		8:30			Accrued Day Off	8.0
+ X	Tue 22/09		8:30	18:30			
+ X	Wed 23/09		8:30	17:00			

A **red clock with a tick** will appear next to the **Punch** after it has been edited.

To add a **Comment** to your additional hours;

1. Right click on the relevant **Punch** and select **Comments** to open the **Punch Action Window**.
2. Click **Comments**. Add the reason for your overtime. Click **OK**, then click **Save**

Punch Actions

Date: 16/09/2020
 Time: 17:00
 Rounded Time: 16/09/2020 17:00 GMT+10:00
 Override: Out Punch
 Time Zone: (GMT +10:00) Canberra; Melbourne; Sydney
 Exceptions: Very Late Out
 Comments: Extra Hours
 Last Edit Date: 15/09/2020
 Edit Made By: [Redacted]

Buttons: Edit, Comments, Justify Exception

Note

A small blue speech bubble will indicate a comment. To check your comment, hover your cursor over the speech bubble.



In **Totals** you will notice **Unapproved Hours**; this is the Overtime you are claiming. Unapproved hours need to be reviewed by your Manager for payment to occur.

How to enter Recall or Telephone Recall hours in the Timecard

For **Recall** or Telephone **Recall** your Manager will need to add the relevant **On Call** period to your **Schedule**.

1. Open your **Timecard** to the appropriate **Time Period**.
2. Add a line by clicking **+** on the relevant day
3. Enter in the hour that you were called in to work or received a phone call in the **In Punch Column**
4. Enter in hour that you finished work in the **Out Punch Column**, you will see the **On Call Recall** or **Telephone On Call Recall** message will flash up in the Transfer Column.
5. Click **Save**

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
	Sun 13/09							
	Mon 14/09	6:30-14:30	6:30	14:30				7.5
	Tue 15/09	6:30-14:30	6:30	14:30				7.5
	Wed 16/09	6:30-18:30	6:30	18:30				11.5
	Thu 17/09	7:30-8:00	7:30	13:30		On Call	1.0	5.5
			13:30					
			15:00	17:00	;.59-ONCALL RECALL 16 HOURS			3.0
	Fri 18/09							

Remember

You can only enter Recall or Telephone Recall on the Current Period in the Timecard. Recall or Telephone Recall requests need to be approved by your Manager.















How to enter Travel Payment in the Timecard

Remember

- You can only enter a **Travel Payment** for the **Current Pay Period** in the *Timecard*.
- Travel Payment **must be** approved by your Manager before payment is received.
- Always check your award to see your relevant travel allowance.

To manage kilometres on a *Timecard*;

1. Open your *Timecard* on the correct **Current Pay Period**.
2. Add a line by clicking **+** on the day of travel
3. Use the **Paycode** column drop down to select the travel allowance for your award.
4. In the **Amount** column enter the kilometres travelled, then click **Save**

	Date	Schedule	In	Out	Transfer	Pay Code	Amount
 	Sun 20/09						
 	Mon 21/09	6:30-14:30	6:30	14:30			
 	Tue 22/09					TRAV>35PMU	17.0
 	Wed 23/09	6:30-14:30	6:30	14:30			
 	Thu 24/09	7:30-13:30	7:30	13:30			
 	Fri 25/09						
 	Sat 26/09						

How to approve your Timecard at the end of the Pay Fortnight

1. In your **Timecard**, Check the **Time Period** is for the **Current Pay Period**
2. Review your **Timecard** to ensure your shifts, overtime and leave allocations are correct.
3. Click the **Approve** Timecard button, then select **Approve Timecard**

The screenshot shows the 'My Timecard' interface. At the top right, there is a dropdown menu for 'Current Pay Period' with a red arrow pointing to it. On the left side, there is a 'View' button with a red arrow pointing to it. Below the 'View' button is a dropdown menu with 'Approve Timecard' selected, also indicated by a red arrow. The main part of the interface is a table with the following columns: Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The table contains data for the period from Mon 14/09 to Sat 19/09.

	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 14/09		7:30	16:00				8.0	8.0	8.0
Tue 15/09		7:30	16:00				8.0	8.0	16.0
Wed 16/09		7:30	16:00				8.0	8.0	24.0
Thu 17/09		7:30	16:00				8.0	8.0	32.0
Fri 18/09		7:30	16:00				8.0	8.0	40.0
Sat 19/09									40.0

Remember

You cannot edit your timecard after you have approved it. To update your **Timecard**, you will need to remove your approval first. You will also not be able to edit your timecard if your manager has approved your timecard.

Self Scheduling

Employees with Schedule Access Profile

The **Schedule Planner** is where your schedule is displayed and maintained. In most cases, your Manager or work area may already populate this schedule. The **Schedule Planner** is linked to your **Timecard**. All edits should be entered in the **Schedule Planner**, except for Overtime, Recall and Travel. These must be entered in your **Timecard**.

How to enter a shift on the Schedule Planner

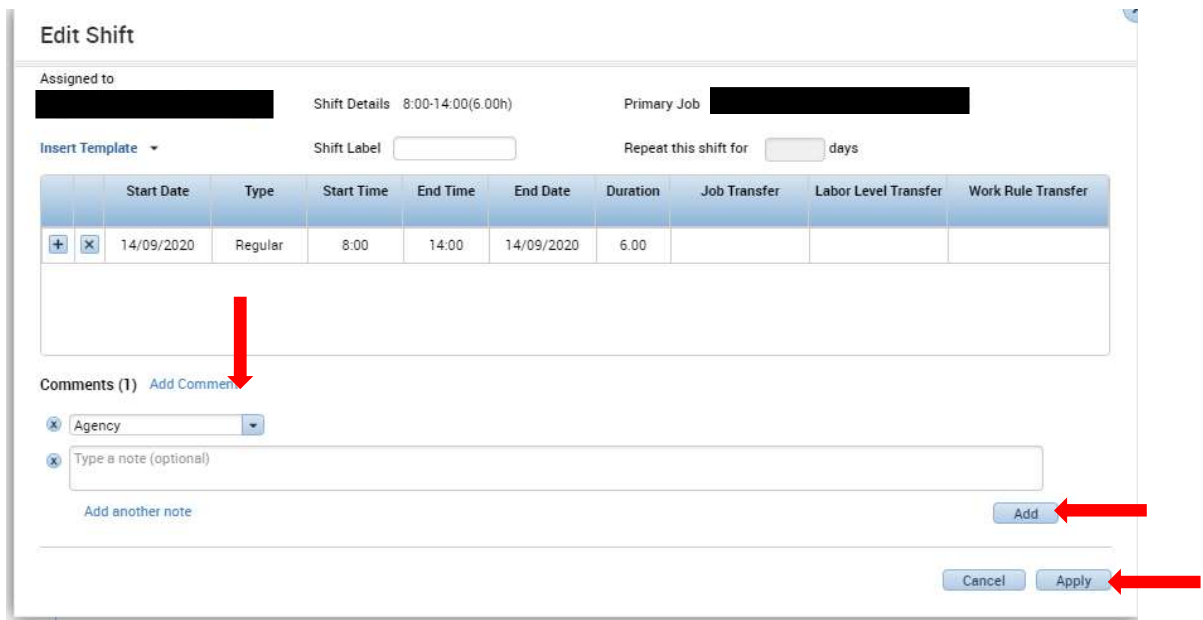
To enter shifts on the **Schedule Planner**;

1. Right click on appropriate day and select **Add Shift**
2. Enter a **Start Time** and **End Time**
3. Select **OK**

Comments and Notes

You can add a comment by selecting the appropriate comment from the drop-down box. Once an option is selected, the **Notes** window becomes available for free text entry.

Click **Add** and then **Apply** to add Comments and Notes to shifts.



Alternate ways of entering a shift on the Schedule Planner

1. Click on the appropriate day within the schedule planner. Type in hours e.g. 0800-1630 (no decimal points) to use free text entry.
2. Right Click on appropriate Day, click **Insert Shift Template** and add a template from the list.
3. **Copy** an existing shift and **Paste** it into a vacant cell.

Remember to click **Save** to keep any changes to the *Schedule Planner*.

Delete shifts

You can delete shifts by clicking on the Shift

1. Right click
2. Select **Delete**
3. Click **Save**

When entering in your own Schedule it will appear in BOLD indicating that you have entered in your own shifts in the *Schedule Planner*.

Made a mistake

If you make a mistake you can click the Refresh button to undo any unsaved changes and it will go back to the original shifts that were saved prior.

Transfers

If you work a shift in a different Cost Centre you will need to ask your Manager to enter in a “**Transfer**” to the Other Cost Centre for appropriate payment.

Using My Requests for Availabilities and Off Requests

Kronos 8.1 offers staff an easy to navigate widget for entering Availabilities and Off Requests. This user guide will explore the functionality of the **My Requests** widget and the associated requesting buttons. Please note, the requesting buttons will differ between departments based on Open Shift availability and Schedule/Roster Posting processes. This section does not encompass Self Scheduling.

Click **My Requests** from the widget toolbar to open the workspace. This will open a new tab with the **My Requests** calendar.

The screenshot displays the Kronos 8.1 'My Timecard' interface. The main content area is a table with the following columns: Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The data rows show dates from Mon 21/09 to Sun 04/10. A large black redaction box covers the 'Transfer' column. Below the table is a 'Totals' section with a dropdown menu set to 'All'. On the right side, there is a vertical sidebar menu with several options: My Timecard, My Requests (highlighted with a red arrow), Self Scheduling, Absence/Shifts OT Calendar, Employee Scientist Calendar, My Inbox, My Reports, and My Audits. The top of the interface includes the Kronos logo, a user profile icon, and a toolbar with buttons for View, Approve Timecard, Print Timecard, Refresh, Calculate Totals, Save, and Go To.

Indicating your Availability

Nurse Bank Staff can add their availability to work shifts or indicate the times they are unavailable to work.

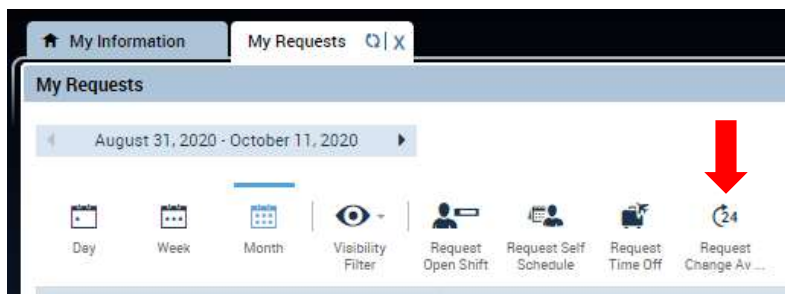
Ward staff can indicate their availability to work extra shifts.

The default setting is 'unknown'.

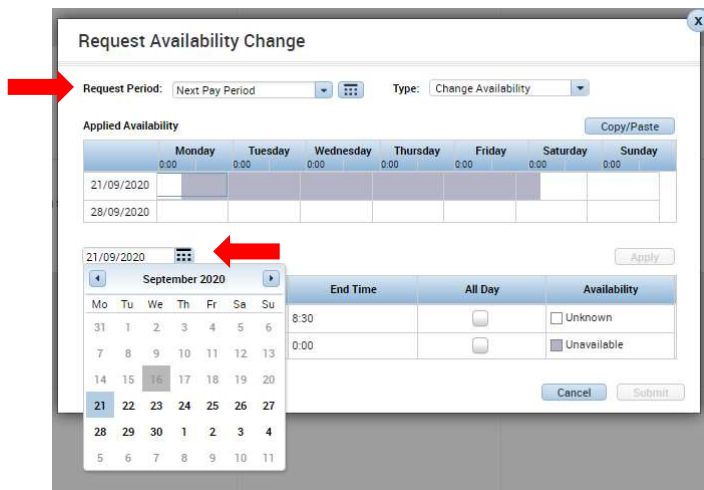
There are three types of availability options:

- Unavailable: Not available to work
- Preferred: You can work if required. This is your preferred shift time.
- Available: You can work if required.

1. Click the **Request Change Availability** button.



2. Select the required **Request Period** from the calendar option. Click the calendar icon and select a specific date to enter your availability.



3. Enter the **Start** and **End** time, then drop down the **Availability** box and select your preferred option.

Request Availability Change

Request Period: Type:

Applied Availability Copy/Paste

	Monday 0:00	Tuesday 0:00	Wednesday 0:00	Thursday 0:00	Friday 0:00	Saturday 0:00	Sunday 0:00
21/09/2020							
28/09/2020							

29/09/2020 Apply

	Start Time	End Time	All Day	Availability
1	7:00	21:00	<input type="checkbox"/>	<input type="checkbox"/> Unknown <input type="checkbox"/> Available <input checked="" type="checkbox"/> Preferred <input type="checkbox"/> Unavailable

4. To **repeat** current availability, click the **Copy/Paste** button and select the availability you would like to copy. Then click in each cell to paste that availability into. Then click **Submit**.

Request Availability Change

Copy/Paste Select a day to paste availability. X

Request Period: Type:

Applied Availability Copy/Paste

	Monday 0:00	Tuesday 0:00	Wednesday 0:00	Thursday 0:00	Friday 0:00	Saturday 0:00	Sunday 0:00
28/09/2020							
05/10/2020							

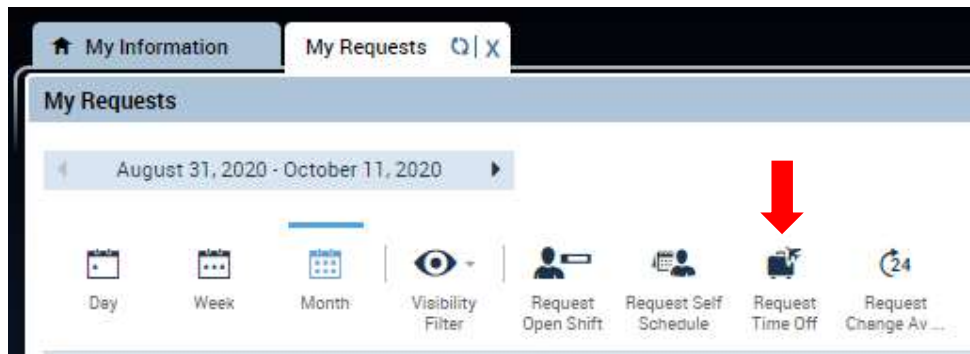
30/09/2020 Apply

	Start Time	End Time	All Day	Availability
1	0:00	0:00	<input type="checkbox"/>	<input checked="" type="checkbox"/> Available

Cancel Submit

Requesting a Day or Night Off

1. In **My Requests**, select the **Request Time Off** button.



2. In the **Request Time Off** box, enter **Start** and **End** date. Only full days can be entered. Leave a note for your Manager in the Note box as appropriate.
3. Click **Submit** to finalise the request.

The screenshot shows the 'Request Time Off' form. At the top, there is a dropdown menu for 'Type' set to 'OFF'. Below this is a table with columns for 'Start date', 'End date', 'Time Unit', 'Start time', and 'Daily Amount'. The table contains one row with the following values: Start date: 02/09/2020, End date: 02/09/2020, Time Unit: Full day, Start time: (empty), and Daily Amount: (empty). Below the table is a text input field for 'Note (optional)' with the placeholder text 'Type a note (optional)'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red arrow pointing down to it.

	Start date	End date	Time Unit	Start time	Daily Amount
	02/09/2020	02/09/2020	Full day		

Non-consecutive days/nights need to be requested individually via the above process.

A message **System approval awaiting manager confirmation** will appear. This means your request has been sent to your Manager for approval and will be finalised when the schedule is posted.

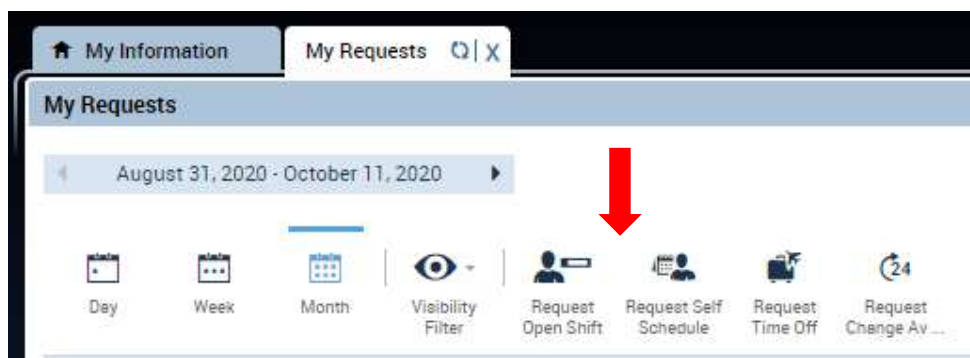
Requesting an Open Shift

Open Shifts are the gaps in the roster that need to be filled by staff working extra hours/pool/bank or overtime shifts. Requesting Open Shifts can only be completed after the Schedule/Roster has been Posted.

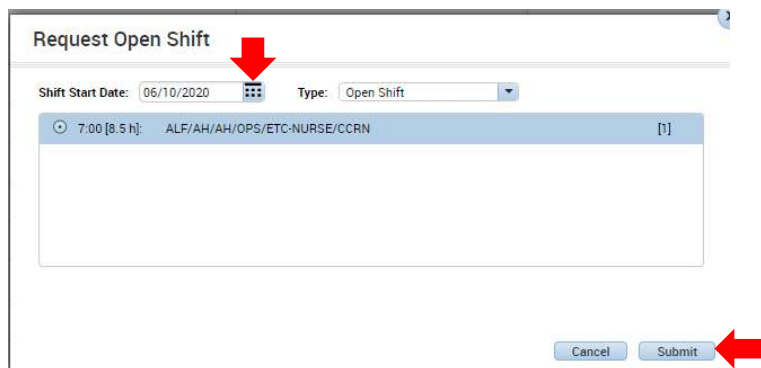
Staff that work for a particular cost centre can only apply for open shifts that are applicable to their job transfer set. This will then be sent to the Manager to be approved.

You can apply for Open Shifts that apply to your role and job transfer set.

1. Open **My Requests**. Adjust the **Time Period** as required and then select **Request Open Shift**.



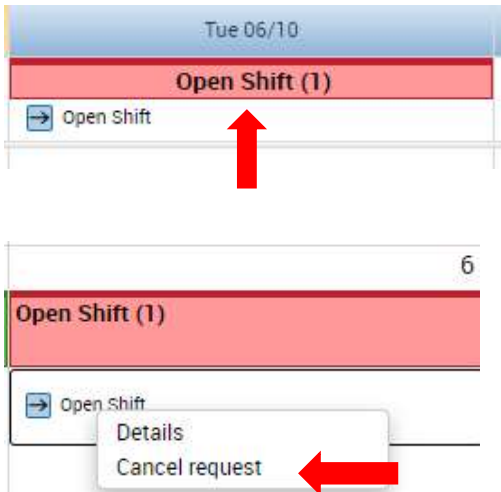
2. In the **Request Open Shift** window, select the **Date** of the Open Shift and click the row of information to highlight it.



3. Click **Submit**. You can now see your request for an Open Shift beneath the date.

To Retract a Shift

You can retract this shift by right clicking on the open shift request and select **Cancel Request**.

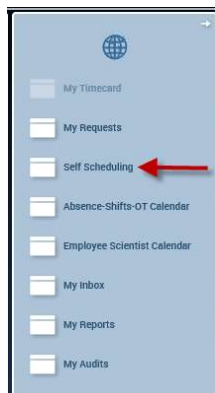


Requesting your preferred shifts

You can only request shifts that you would like to work within your home location, job and transfer set. You will receive an automated email to advise the Schedule is open to request shift preferences. The **Time Period** is the date range that is open for schedule sign up for your unit or work area.

To request your preferred shifts

1. Go to **Self Scheduling**.



2. Select the appropriate **Time Period** that has been opened by your Manager.
3. Select preferred shifts by ticking the shift box below the appropriate dates

Self Scheduling

Back to Self Scheduling

SCHEDULING Name & Id: [REDACTED]

Save View Location Schedule → Mark Complete Refresh Printable View → Request Schedule Change ▾

Job: [REDACTED] Shift Labels Shift Times

Time Period: 30/11/2020 - 21/02/2021

MY SCHEDULE Move the mouse pointer over job transfers (x) for details.

	Mon 30/11	Tue 01/12	Wed 02/12	Thu 03/12	Fri 04/12	Sat 05/12	Sun 06/12	Mon 07/12	Tue 08/12	Wed 09/12	Thu 10/12	Fri 11/12	Sat 12/12	Sun 13/12

AVAILABLE SHIFTS

Shift	Mon 30/11	Tue 01/12	Wed 02/12	Thu 03/12	Fri 04/12	Sat 05/12	Sun 06/12	Mon 07/12	Tue 08/12	Wed 09/12	Thu 10/12	Fri 11/12	Sat 12/12	Sun 13/12
7:00 - 15:30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:00 - 21:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21:00 - 7:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Click **Save**

Remember

Requests can be updated only when the schedule sign up period is open.

Your unit or work area may have guidelines for how many shifts you can request on your unit per fortnight. If you receive an error message when you request shifts, see your Manager or Roster expert.

Need help with Kronos 8.1?

If you have any questions and need help at 'Go Live' email **Kronos Upgrade Project Team** at kronos.updates@alfred.org.au.

For general enquires contact **Payroll Enquiries** on ext 66667 email payrollenquiries@alfred.org.au