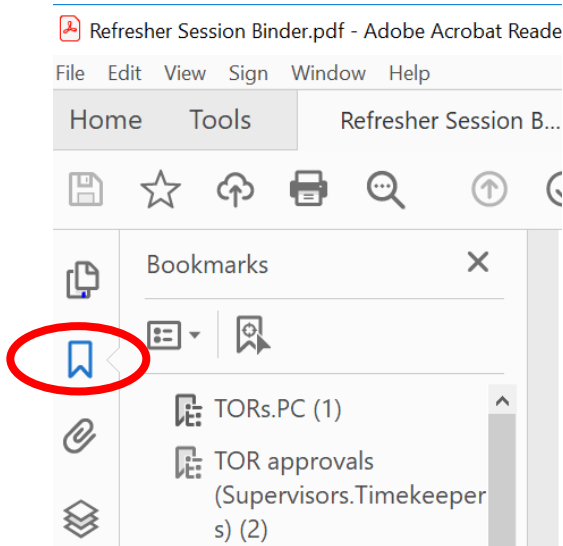


# HCG Time Refresher Session Binder

This is an electronic binder. Click the **Bookmark** icon to release/open the entire list of topics. Click on a subtitle to go directly to that section:



## HCG Time Submitting a time off request, using a PC:

1. Login > **My Information** > **My Calendar**

My Timecard

Loaded: 1:57 PM Current Pay Per

View Approve Timecard Sign Off Accruals Actions Print Timecard Refresh

	Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily
+	Sun 8/...											
+	Mon 8/...	8:00A...	8:00AM		12:00PM	1:00PM		5:00PM			8.0	8.0
+	Tue 8/04	8:00A...	8:00AM		12:00PM	1:00PM		5:00PM			8.0	16.0
+	Wed 8/...	8:00A...	8:00AM		12:00PM	1:00PM		5:00PM			8.0	24.0
+	Thu 8/...	8:00A...	8:00AM		12:00PM	1:00PM		5:00PM			8.0	32.0
+	Fri 8/07	8:00A...	8:00AM		12:00PM	1:00PM		5:00PM			8.0	40.0
+	Sat 8/08											40.0

Change My Password

My Calendar

**Please Note:** For employees who have a PFS pay rule, TOR's will not populate if the timecard has been edited in any way (i.e punch edits or telework assignments). You can confirm if the timecard has been edited by checking the audit tab.

2. Select > **Request Time Off** > Choose the start and end date of the request > Select the appropriate pay code from the drop-down menu > **Enter the applicable start time** > Enter the number of hours > Click **Submit**.

Request Time Off

Type: 1-Time Off Request-Scheduled

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	8/04/2020	8/04/2020	Please Select	Hours	8:00AM	8.0

Accruals on: 8/04/2020

Accrual	Balance
Comp Time	
Personal	
Sick	

Note (optional)

Type a note (optional)

Cancel Submit

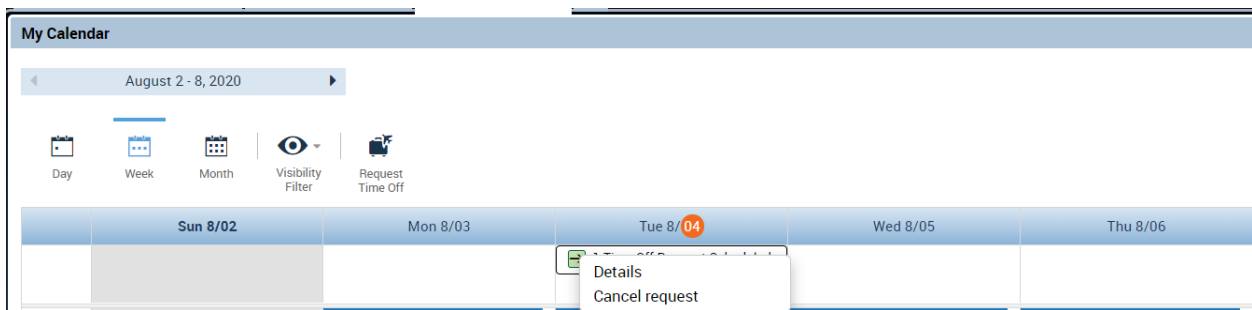
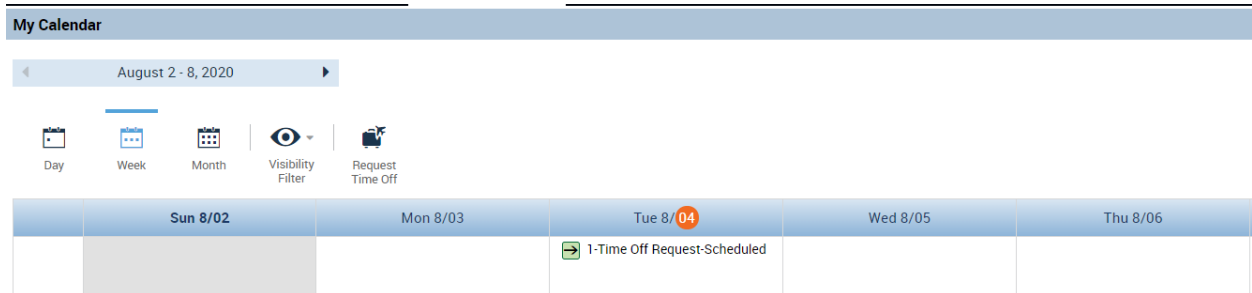
### Examples of What to Enter When Submitting Time Off Requests

(Schedule: 8:30- 5pm, Mon – Fri / Time Period: 4/13- 26, 2014))

Scenario	# of Requests	Time Period	Start Date	End Date	Start Time	Length
<b>2 Consecutive Days Off</b> Monday (4/21) & Tuesday (4/22)	1	Current	4/21/2014	4/22/2014	830a	8
<b>Non-Consecutive Days Off</b> Friday (4/18) & Monday (4/21)	2	Current	4/18/2014	4/18/2014	830a	8
		Current	4/21/2014	4/21/2014	830a	8
<b>2 Hour Doctor Appointment:</b> 9:30-11:30am on Thursday (4/24)	1	Current	4/24/2014	4/24/2014	930a	2
<b>Christmas Week 2014</b> Monday – Friday (12/22-12/26) Note: 12/25 is an observed Holiday.	2	12/21/2014-01/03/2015	12/22/2014	12/24/2014	830a	8
		12/21/2014-01/03/2015	12/26/2014	12/26/2014	830a	8

# HCG Time How to retract or cancel a time off request, using a PC:

1. Right click > applicable TOR > choose **Cancel Request**



My Calendar

August 2 - 8, 2020

Day Week Month Visibility Filter Request Time Off

Sun 8/02

8:00AM  
9:00AM  
10:00AM  
11:00AM  
12:00PM  
1:00PM  
2:00PM  
3:00PM  
4:00PM  
5:00PM  
6:00PM  
7:00PM  
8:00PM

### Cancel Time-Off Request

Submitted: 8/04/2020 - 3:06:43PM  
Modified by: 016438

Employee: DeManincor, Jennifer R      Type: 1-Time Off Request-Scheduled

Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
8/04/2020	8/04/2020	V-VacationLv	Hours	8:00AM	8.0

Accruals on: 8/04/2020

Accrual	Balance
Comp Time	70.0 Hour
Comp Time 1.5	0.0 Hour
Personal	5.98 Hour

Status History

Submitted: 8/04/2020 - 3:06:43PM  
016438

Request  
test

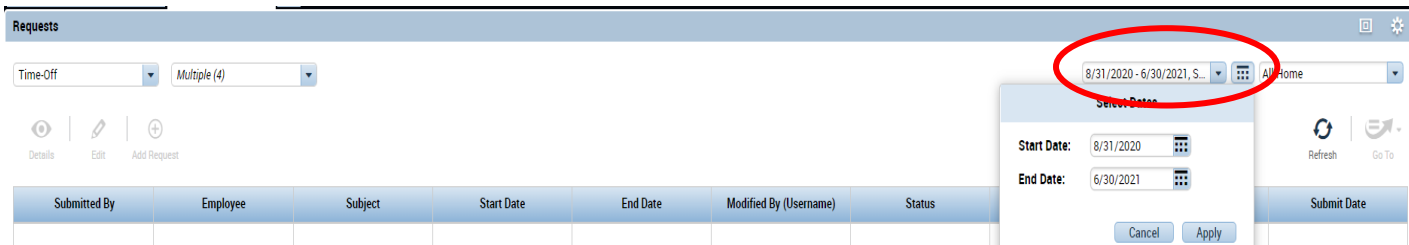
Note (optional)  
Type a note (optional)

Cancel      Cancel Request

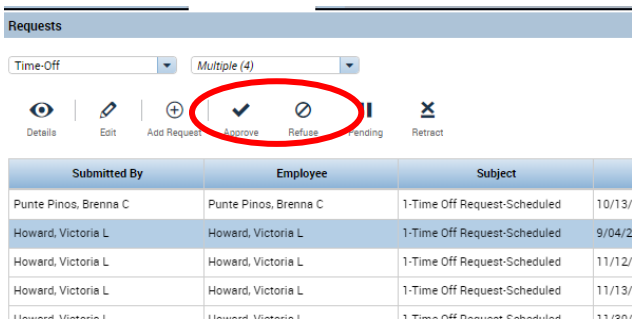
2. The manager/supervisor then should approve cancelled request.

# APPROVING/REFUSING TIME OFF REQUEST

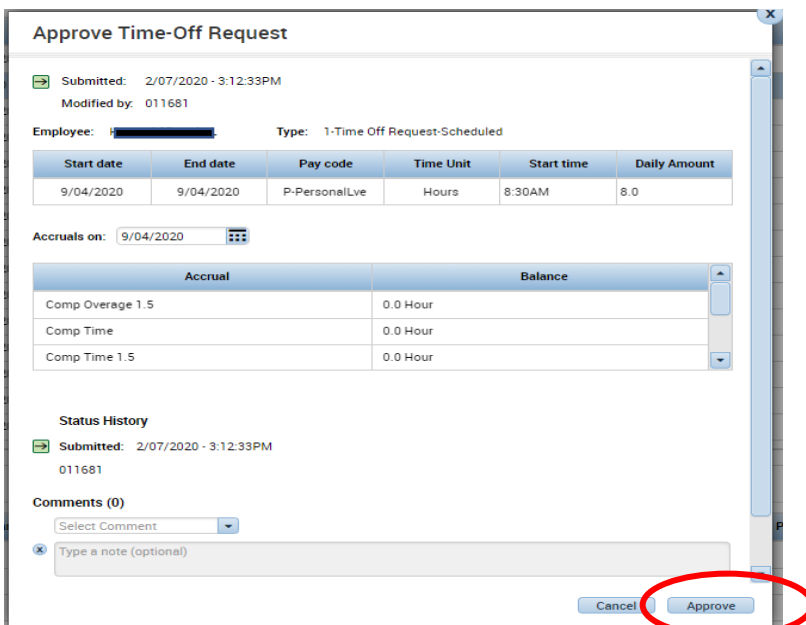
1. Select the **Requests** workspace (far right blue section)
2. Select **All Home** from the **Show** drop-down menu and a specific time period from the **Time Period** menu; or use the calendar icon to specify a date range



3. Highlight the request you want to approve/refuse, and click the **Approve or Refuse** icon.

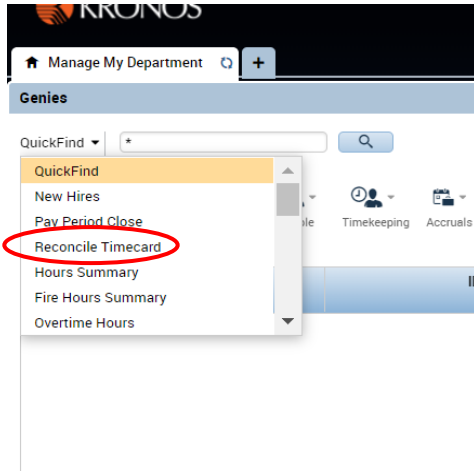


4. Review the details of the request, click **Approve** to save & close. (Click **Refuse** from the **Refuse Time-off Request** page, in the alternative case)

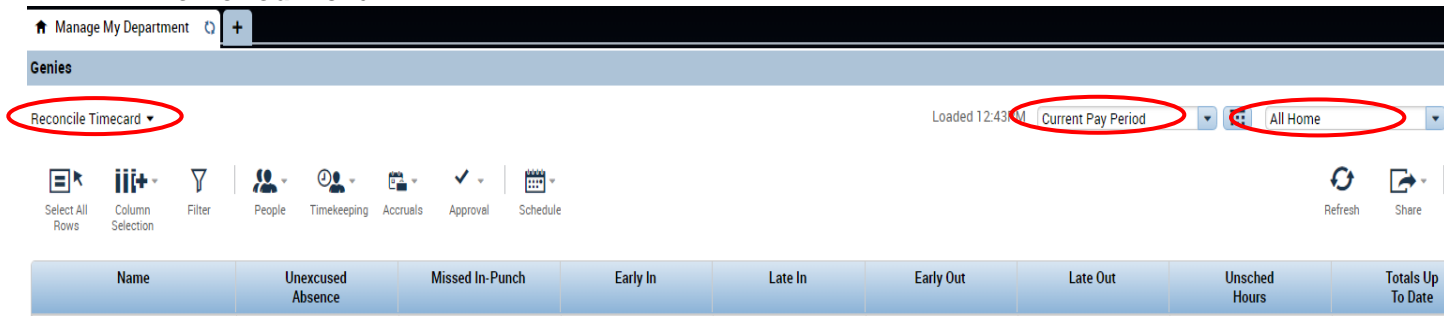


## ADDING PUNCHES TO A HOURLY EMPLOYEE TIMECARD

1. From **Manage My Department** > Select **Reconcile Timecard** from **Genies** dropdown.



2. Select **All Home** from the **Show** drop-down menu and a specific time period from the **Time Period** menu.



3. Double click on Employee to access Timecard
4. Enter all in and out times using the acceptable format **(hr:mn am/pm)**

		Date	Schedule	In	Transfer	Out	In	Transfer	Out
+	×	Mon 8/03							
+	×	Tue 8/04							
+	×	Wed 8/05							
+	×	Thu 8/06							
+	×	Fri 8/07							
+	×	Sat 8/08							
+	×	Sun 8/09							
+	×	Mon 8/10							
+	×	Tue 8/11							
+	×	Wed 8/12							

5. Click **Save**.

# Entering a Telework Transfer in Kronos

## Hourly Timecard View

Click in the Transfer field. From the drop-down menu, select "Search"

	Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily
+	Mon 3/16	8:00AM-5:00PM	8:00AM	;/;;;Telework/	12:00PM	1:00PM		5:00PM			8.0	8.0
+	Tue 3/17	8:00AM-5:00PM	8:00AM		12:00PM	1:00PM		5:00PM			8.0	8.0
+	Wed 3/18	8:00AM-5:00PM	8:00AM		12:00PM	1:00PM		5:00PM			8.0	8.0
+	Thu 3/19	8:00AM-5:00PM	8:00AM		12:00PM	1:00PM		5:00PM			8.0	8.0

Click the drop-down for **DS-Func and Course**, in the search field, type and select **Telework**. Click **Apply** to close.

**Transfer**

Job  
Labor Account    /;;;Telework/  
Work Rule

Job Transfer | Labor Account | Work Rule

**Add Labor Account** Clear All

Department:     DS-Rates:

Source Value:     DS-Func and ...: Telework - Telework

Manager:     DS-Job:

TBD4:

Click Apply. Then on your timecard, click "Calculate Totals", then "Save" You should now see the transfer to Telework on your totals tab at the bottom of your timecard.

View | Approve Timecard | Sign Off | Accruals Actions | Print Timecard | Refresh | Calculate Totals | Save

Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift
Mon 8/17	7:30AM-4:00PM	7:30AM	;/////Telework/	11:30AM	12:00PM		4:00PM			8.0
Tue 8/18	7:30AM-4:00PM	7:30AM	;/////Telework/	11:30AM	12:00PM	;/////Telework/	4:00PM			8.0
Wed 8/19	7:30AM-4:00PM	7:30AM	;/////Telework/	11:30AM	12:00PM		4:00PM			8.0
Thu 8/20	7:30AM-4:00PM	7:30AM		11:30AM	12:00PM		4:00PM			8.0
Fri 8/21	7:30AM-4:00PM	7:30AM		11:30AM	12:00PM		4:00PM			8.0

Totals | Accruals | Audits | Historical Corrections

All | All

Location	Job	Account	Pay Code	Amount	Wages
		(x)FIN/FINDIR/012049/-/-/Telework/-	RG-RegularPay	24.0	
		FIN/FINDIR/012049/-/-/-	RG-RegularPay	56.0	

### Project View Timecards

Click in the Transfer field. From the drop-down menu, select "Search"

My Timecard | Loaded: 11:52 AM | Current Pay Period

Approve Timecard | Sign Off | Accruals Actions | Print Timecard | Refresh | Calculate Totals | Save

Pay Code	Transfer	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Total
Hours Worked	;/////Telework/	8.0	8.0	8.0	8.0	8.0			40.0
<Enter Pay Co...									
Schedule		8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM			
Daily Total		8.0	8.0	8.0	8.0	8.0			40.0

Hours Worked | Search...



## Project View Timecards – Partial Days/Partial Week

Telework for individual days or hours: Click on the “Enter Pay Code” field

Pay Code	Transfer	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Total
Hours Worked		8.0	8.0	8.0	8.0	8.0			40.0
<Enter Pay Code>									
Schedule		7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM			
Daily Total		8.0	8.0	8.0	8.0	8.0			40.0

In the search box from the drop-down menu, type “hours” and select the “Hours Worked option”

Pay Code	Transfer	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Total
hour		7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM			
Hours Worked		8.0	8.0	8.0	8.0	8.0			40.0
Hours Worked with Over									
<Enter Pay Code>									
Schedule		7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM	7:30AM-4:00PM			
Daily Total		8.0	8.0	8.0	8.0	8.0			40.0

Split your time between regular hours worked and telework as show below. Then proceed to complete the remainder of the instructions below.

Pay Code	Transfer	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Total
Hours Worked		8.0	4.0	8.0	8.0	8.0			32.0
Hours Worked	.../016438/-/-/Telework/-		4.0						4.0
<Enter Pay Code>									

Click the drop-down for **DS-Func and Course**, in the search field, type and select **Telework**. Click **Apply** to close.

### Transfer

Job  
Labor Account: //Telework/  
Work Rule

Job Transfer | Labor Account | Work Rule

**Add Labor Account** Clear All

Department:

Source Value:

Manager:

TBD4:

DS-Rates:

DS-Func and ...: Telework - Telework

DS-Job:

Telework      Telework

Cancel    Apply

Click Apply. Then on your timecard, click “Calculate Totals”, then “Save” You should now see the transfer to Telework on your totals tab at the bottom of your timecard.

## Hourly View Timecards – Partial Days/Partial Week

Entering a telework transfer for the first half of the day will default to 8 hours (full day) of telework:

View | Approve Timecard | Sign Off | Accruals Actions | Print Timecard

Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code
Mon 10/12								Indigenous People's Day
	8:00AM-5:00PM							
Tue 10/13	8:00AM-5:00PM	8:00AM		12:00PM	1:00PM		5:00PM	
Wed 10/14	8:00AM-5:00PM	8:00AM	://://Telework/	12:00PM	1:00PM		5:00PM	

Totals | Accruals | Audits | Historical Corrections

Daily | All | Totals for 10/14/2020

Location	Job	Account	Pay Code	Amount
		(x)CAD/CADHRT/021092/-/-/Telework/-	RG-RegularPay	8.0
		(x)CAD/CADHRT/021092/-/-/Telework/-	X-Total Worked Hours	8.0

To enter a half day of telework, you must enter the telework transfer on the second half of the day:

View | Approve Timecard | Sign Off | Accruals Actions | Print Timecard

Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code
	8:00AM-5:00PM							
Tue 10/13	8:00AM-5:00PM	8:00AM		12:00PM	1:00PM	://://Telework/	5:00PM	
Wed 10/14	8:00AM-5:00PM	8:00AM		12:00PM	1:00PM		5:00PM	
Thu 10/15	8:00AM-5:00PM	8:00AM		12:00PM	1:00PM		5:00PM	

Totals | Accruals | Audits | Historical Corrections

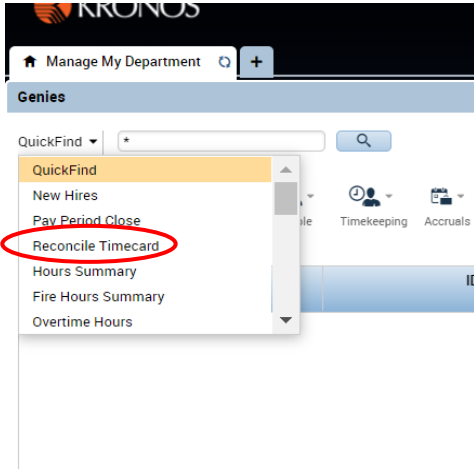
Daily | All | Totals for 10/13/2020

Location	Job	Account	Pay Code	Amount
		CAD/CADHRT/021092/-/-/	RG-RegularPay	4.0
		(x)CAD/CADHRT/021092/-/-/Telework/-	RG-RegularPay	4.0

## ADDING PAY CODE AMOUNTS TO TIMECARDS

Pay codes keep track of the type of worked and non-worked time that is entered in the timecard such as Sick, Vacation, Jury Duty, etc.

1. From **Manage My Department** > Select **Reconcile Timecard** from **Genies** drop-down.



2. Select **All Home** from the **Show** drop-down and a specific time period from **Time Period**.
3. Select the employee, double click to access the **Timecard**.
4. Determine if the day for which you want to add a pay code already has punches.  
If no, enter the pay code amount on the row for that day.  
If yes, click the **Insert Row** icon to create a new row where you can enter the pay code amount.  
Select the pay code from the Pay Code drop-down

		Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code
+ x		Mon 8/03		8:00AM		12:00PM	12:30PM		4:30AM	
+ x		Tue 8/04								Please Choose:
+ x		Wed 8/05								Search
+ x		Thu 8/06								10-Shift2-2.5pct
+ x		Fri 8/07								11-Shift3-5pct
+ x		Sat 8/08								12-Shift4-7.5pct
+ x		Sun 8/09								13-Shift9-9.3pct
+ x										14-Shift5-3pct
+ x										23-Shift6-6pct
+ x										27-PoliceSickBnk
+ x										27-PoliceShiftPay

5. Select the pay code from the **Pay Code** drop-down.
6. Enter the number of hours in the **Amount** field/column.
7. Delete the row with the punches if the number of hours is for the full day.  
Otherwise, if the amount is for partial hours then modify it.
8. Click **Save**

# Howard County, MD - Move Amount and Work Rule Transfers

A "Work Rule" transfer is used when an employee's work hours are defined differently than the default assignment.

Work Rule Transfers need to be done the following situations:

- \*Moving/Changing a Holiday to Vacation Earned
- \*Moving/Changing Overtime to Comp Time Earned
- \*Adding hours for Call-in
- \*Adding hours for Acting Pay
- \*Adding hours for Union Pay
- \*Adding Telework assignment

## Scenario 1:

Overtime to Comp – using 'Move Amount' for employees who **do not** use **Activities**

1. Navigate to an employee who has OT calculated in their timecard. Select the 'Totals' tab in the timecard. Right click on the pay code 'OT-Overtime', this will open up a pop up window. Select 'Move Amount'

The screenshot displays a timecard interface for an employee named Joel E. Price. The main table shows work days from Sat 1/25 to Sun 2/02, with columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. A 'Totals' tab is selected, showing a summary table with columns for Location, Job, Account, and Pay Code. A 'Totals Actions' pop-up window is open, showing details for the selected pay code 'OT-Overtime' on 1/26/2020, with an amount of 2.5. The 'Move Amount' option is highlighted in the pop-up.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sat 1/25									
Sun 1/26									
Mon 1/27	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	8.0
Tue 1/28	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	16.0
Wed 1/29	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	24.0
Thu 1/30	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	32.0
Fri 1/31	7:00AM-3:30PM	7:00AM	6:00PM				10.5	10.5	42.5
Sat 2/01									42.5
Sun 2/02									

Location	Job	Account	Pay Code
		DPW/DPWCIS/012549/-/-/-	OT-Overtime
		DPW/DPWCIS/012549/-/-/-	RG-RegularPay

**Totals Actions**

Date: 1/26/2020

Pay Code: OT-Overtime \$123.30

Account: DPW/DPWCIS/012549/-/-/- \$1,315.20

Amount: 2.5

Move Amount

2. This will open up another pop up window. Enter the required information and click on 'OK'. Then click 'Save' on the timecard

### Move Amount

---

**From**

Paycode : OT-Overtime  
 Amount (HH.hh): 2.5  
 Transfer : ;DPW/DPWCIS/012549/-/-/-

---

**To**

Effective Date : \* 1/26/2020  
 Paycode : \* Comp Time Earned 1.5  
 Amount (HH.hh): 1.0  
 Transfer :  
 Comments (0) [Add Comment](#)


The timecard now reflects the move you have made. A new icon is shown (# 2 below) that denotes a move has been made. You can click on this icon to delete the move that you have made, which will revert the totals back to the original totals.


Price, Joel E | 1 of 1 | 000040 | Loaded: 8:33 AM | 1/26/2020 - 2/01/2020, S... | 1 Employee(s) Selected

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sat 1/25									
Sun 1/26									
Mon 1/27	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	8.0
Tue 1/28	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	16.0
Wed 1/29	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	24.0
Thu 1/30	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	32.0
Fri 1/31	7:00AM-3:30PM	7:00AM	6:00PM				10.5	10.5	42.5
Sat 2/01									42.5
Sun 2/02									

---

Accruals | Debit-Credit | Totals | Audits | Historical Corrections

All | All |  2

Location	Job	Account	Pay Code	Amount	Wages
		DPW/DPWCIS/012549/-/-/-	Comp Time Earned 1.5  1	1.0	\$49.32
		DPW/DPWCIS/012549/-/-/-	OT-Overtime	1.5	\$73.98
		DPW/DPWCIS/012549/-/-/-	RG-RegularPay	40.0	\$1,315.20

Scenario 2:

Overtime to Comp – using ‘Work Rule Transfers’ for employees that **use Activities**

1. Navigate to an employee who has OT calculated in their timecard. Right click on the ‘Employee ID’ in the timecard, this will give you the pay rule that the employee is assigned to. Please make a note of this pay rule name

The screenshot shows a web application interface for 'Timecards'. At the top, there is a header 'Timecards' and a search bar containing 'Price, Joel E'. Below the search bar, there are navigation icons for 'View', 'Approve Timecard', 'Sign Off', 'Activity Status', and 'Accruals Actions'. A table displays the timecard data with columns for 'Date' and 'Schedule'. A context menu is open over the table, showing details for 'Price, Joel E'. The menu items include 'Pay Rule', 'Accrual Profile', 'Employment Terms', and 'Primary Account(s)'. A red circle with the number '1' is placed over the 'Employee ID' in the table, and another red circle with the number '2' is placed over the 'Pay Rule' text in the context menu.

		Date	Schedule
+	x	Sat 1/25	
+	x	Sun 1/26	
+	x	Mon 1/27	7:00AM-3:30P
+	x	Tue 1/28	7:00AM-3:30P
+	x	Wed 1/29	7:00AM-3:30P
+	x	Thu 1/30	7:00AM-3:30P
+	x	Fri 1/31	7:00AM-3:30P
+	x		

**Price, Joel E**

**Pay Rule:**  
beginning of time - forever; 1810-30m Deduct-FS-PFS

**Accrual Profile:**  
beginning of time - forever; G2

**Employment Terms:**

**Primary Account(s):**  
7/29/2019-forever DPW/DPWCIS/012549/-/-/- DPW/DPWCIS/Koelsch-Donald/-/-/-

Daily: 0.0 Weekly: 40.0 Per Pay Period: 0.0

2. In the day on which the OT was calculated, if all available 'In' and 'Out' columns have not been used – Then enter the in time for the amount of desired COMP conversion. In this example – Employee worked beyond the scheduled end time of 3:30p till 6p. This calculated 2.5 hrs. of OT. If the employee requested 1 hour of COMP, and the rest as OT – you would need to enter an out time of 5p, and then an in time of 5:01. Then for the middle column named 'Transfer', click on the field which will open a drop down, then click 'Search'

Timecards

Price, Joel E | 1 of 1 | 008040 | Loaded: 1:29 PM | Current Pay Period | 1 Employee(s) Selected

View | Approve Timecard | Print Timecard | Refresh | Calculate Totals | Save | Go To

Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
Mon 1/20	7:00AM-3:30PM							MLK Day	8.0		8.0	8.0
Tue 1/21	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	16.0
Wed 1/22	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	24.0
Thu 1/23	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	32.0
Fri 1/24	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	40.0
Sat 1/25												40.0
Sun 1/26												40.0
Mon 1/27	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	48.0
Tue 1/28	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	56.0
Wed 1/29	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	64.0
Thu 1/30	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	72.0
Fri 1/31	7:00AM-3:30PM	7:00AM		5:00PM	5:00PM					10.5	10.5	82.5
Sat 2/01												82.5
Sun 2/02												82.5

Totals | Accruals | Audits | Activity Summary | Historical Corrections

Then click on the 'Work Rule' tab. In here, enter the name of the pay rule from step 1. You will need to select the corresponding 'Comp Pay' work rule from here. Click 'Apply'. Then click on 'Save' on the timecard.

### Transfer

Name: Price, Joel E

Labor Account: 1810-30m Deduct-FS-Comp Pay

Work Rule: 1810-30m Deduct-FS-Comp Pay

Labor Account | Work Rule

Add Work Rule Clear All

Search List

- 1810-30m Deduct-FS
- 1810-30m Deduct-FS-Comp Pay
- 1810-30m Deduct-FS-Comp Pay-G4
- 1810-30m Deduct-FS WRP
- 1810-30m Deduct-RS
- 1810-30m Deduct-RS Comp Pay
- 1810-30m No Deduct-FS
- 1810-30m No Deduct-FS-Comp Pay
- 1810-30m No Deduct-RS
- 1810-30m No Deduct-RS Comp Pay

Cancel Apply

This will create the out punch at 6p and also calculate the COMP in pay totals

**Timecards** Loaded: 1:36 PM Current Pay Period 1 Employee(s) Selected

Price, Joel E 1 of 1 008040

View Approve Timecard Print Timecard Refresh Calculate Totals Print Go To

	Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
	Mon 1/20								MLK Day	8.0		8.0	8.0
	Tue 1/21	7:00AM-3:30PM									8.0	8.0	16.0
	Wed 1/22	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	24.0
	Thu 1/23	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	32.0
	Fri 1/24	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	40.0
	Sat 1/25												40.0
	Sun 1/26												40.0
	Mon 1/27	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	48.0
	Tue 1/28	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	56.0
	Wed 1/29	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	64.0
	Thu 1/30	7:00AM-3:30PM	7:00AM		3:30PM						8.0	8.0	72.0
	Fri 1/31	7:00AM-3:30PM	7:00AM		5:00PM	5:00PM		:1810-30m Deduct-FS-Comp Pay	6:00PM		10.5	10.5	82.5
	Sat 2/01												82.5
	Sun 2/02												82.5

Totals Accruals Audits Activity Summary Historical Corrections

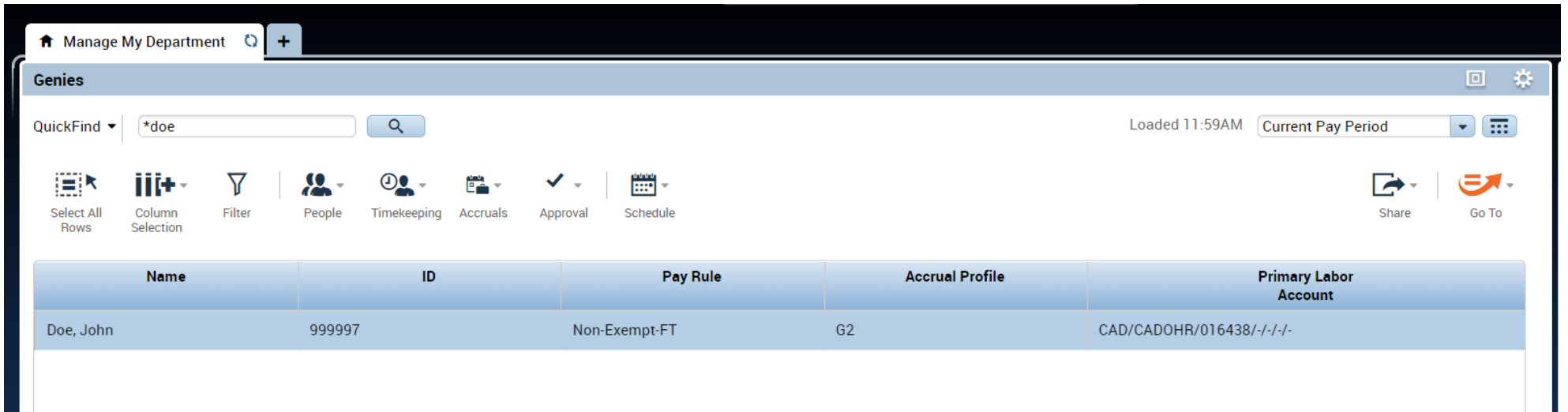
All All

Account	Pay Code	Amount
DPW/DPWCIS/012549/-/-/-	Comp Time Earned 1.5	1.0
DPW/DPWCIS/012549/-/-/-	H-Holiday	8.0
DPW/DPWCIS/012549/-/-/-	OT-Overtime	1.5
DPW/DPWCIS/012549/-/-/-	RG-RegularPay	72.0

# Assigning Employee Schedules

## Assignment using a schedule pattern

From the Management My Department work space, enter the employee last name in the quick find genie:



The screenshot shows the 'Genies' interface within the 'Manage My Department' workspace. At the top, there is a navigation bar with a home icon, the text 'Manage My Department', a refresh icon, and a plus sign. Below this is the 'Genies' header with a search icon and a settings gear. The main area features a 'QuickFind' search bar containing '\*doe' and a search button. To the right of the search bar, it displays 'Loaded 11:59AM' and a 'Current Pay Period' dropdown menu. Below the search bar is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', and 'Schedule'. On the far right of the toolbar are 'Share' and 'Go To' icons. Below the toolbar is a table with the following data:

Name	ID	Pay Rule	Accrual Profile	Primary Labor Account
Doe, John	999997	Non-Exempt-FT	G2	CAD/CADOHR/016438/-/-/-

With the employee highlighted, select Go To and chose schedules from the drop-down menu. This will open the schedules widget:

The screenshot displays the 'Genies' HR system interface. At the top, there is a navigation bar with 'Manage My Department' and a refresh icon. Below this is a search bar labeled 'QuickFind' containing '\*doe'. The interface includes a toolbar with various icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', and 'Schedule'. A 'Go To' button is also present. The main area features a table with the following data:

Name	ID	Pay Rule	Accrual Profile	
Doe, John	999997	Non-Exempt-FT	G2	CAD/CADOH


A 'Go To' dropdown menu is open, showing a list of options: '1 Selected', 'Current Pay Period', 'Go to widget', 'Exceptions', 'My Audits', 'People Editor', 'Reports', 'Rule Analysis', 'Schedules', 'My Timecard', 'Requests', and 'Go to workspace'.





Enter the Anchor date and the start date for the schedule. The dates must be the same and must be the first day of a pay period. Select the "Forever" button for the end date. Define the pattern for 1 week. Select the Pattern template drop down and select the schedule that applies to the employee:


Manage My Department
Schedules 🔄 +

**Schedules**

  
Quick Actions

  
View

  
Column Selection

  
Visibility Filter

**By Employee**

Name	Mon 8/17
Doe, John	

### Schedule Pattern

**Assigned to**  
Doe, John Primary job None

Start Date	End Date	Duration	Rotation

**Add Pattern**

Anchor Date:\*  📅 Start Date:\*  📅 End Date:\*  📅 Clear

Forever

Define Pattern for:\*   Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▼ | Pattern Template ▼
Items in rotation ▼ Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	x	1					
+	x	2					

Name	Description
730a-430p M...	730a-430p M-F 60m Lunch
730a-4p M-F ...	730a-4p M-F 30m Lunch
730a-5p M-F ...	730a-5p M-F 30m Lunch
7a-330p M-F ...	7a-330p M-F 30m Lunch
7a-330p Sa...	7a-330p Sa-W 30m Lunch

Cancel Apply

Click apply:

Manage My Department | Schedules

### Schedules

Quick Actions | View | Column Selection | Visibility Filter

#### By Employee

Name	
Doe, John	Mon 8/17

### Schedule Pattern

Assigned to  
Doe, John Primary job None

Start Date	End Date	Duration	Rotation
------------	----------	----------	----------

Add Pattern

Anchor Date: 8/11/2019 Start Date: 8/17/2020 End Date:  Clear

Forever

Define Pattern for: 1  Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template

730a-4p Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+		730a-4p	730a-4p	730a-4p	730a-4p	730a-4p	

Cancel Apply

A window will open showing the schedule pattern that will be assigned. Click OK:

Manage My Department | Schedules | X | +

Schedules

Loaded: 12:06PM 8/17/2020 - 8/30/2020

Quick Actions | View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting | Tools | Refresh | X

### By Employee

Name	Mon 8/17
Doe, John	

### Schedule Pattern

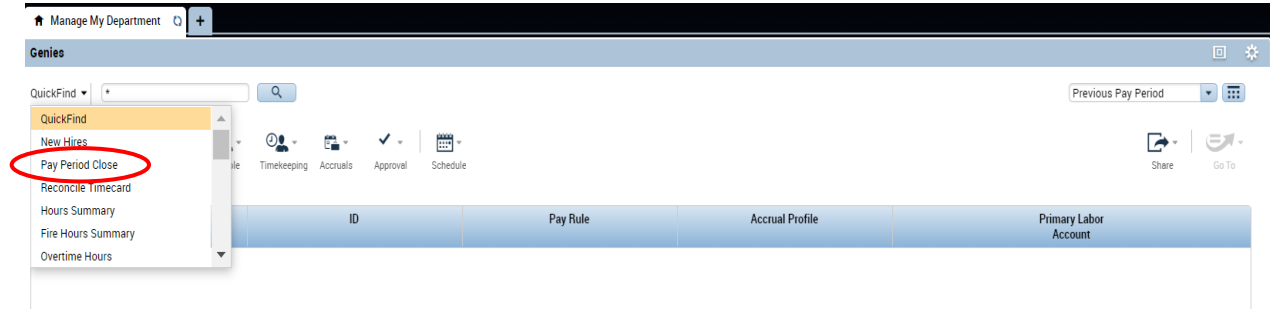
Assigned to  
Doe, John Primary job None

	Start Date	End Date	Duration	Rotation
<input type="checkbox"/>	8/17/2020	Forever	1 week	1 Week:730a - 4p(Mon,Tue,Wed,Thu,Fri)

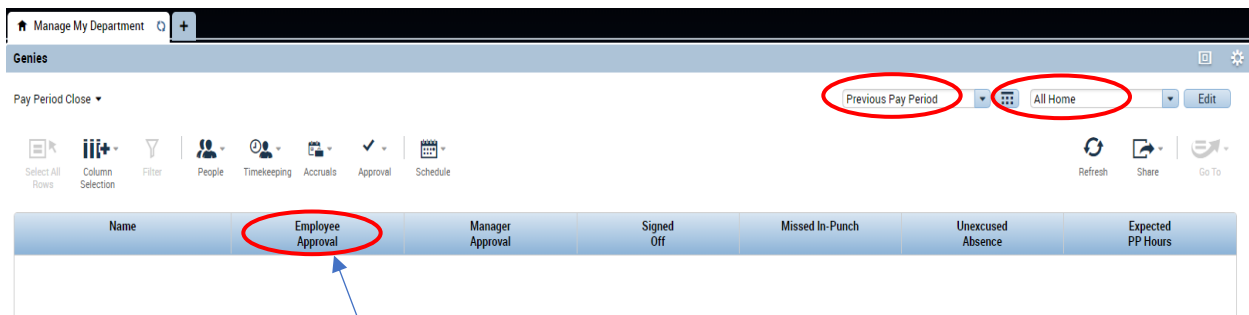


## APPROVING INDIVIDUAL TIMECARDS

1. From the **Management My Department** tab > Select the **Pay Period Close Genie** from the dropdown



2. Select **All Home** from the **Show** drop-down menu and **Previous Pay Period** from the **Time Period** drop-down.

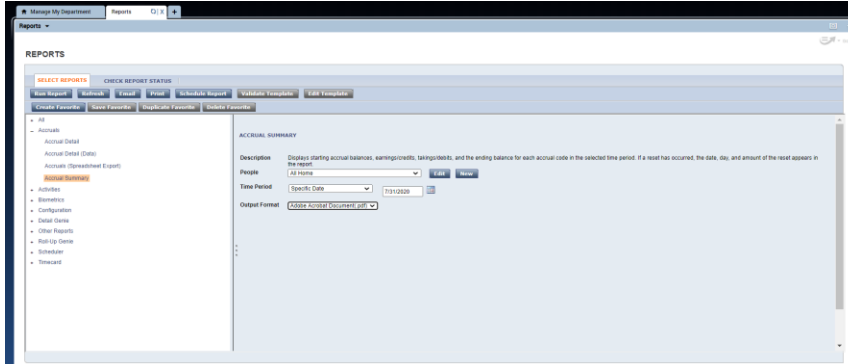


- a. Review the **Employee Approval** column first to ensure all employees have approved their individual timecards.
  - b. Resolve any missed punches and/or review any exceptions and mark as reviewed.
3. Double click on an employee to access their timecard, review, select > **Approve Timecard**
  4. Select **Approve**

## HCG Time Accessing Employee Accrual Balances

### Option 1: Access “Accrual Summary” by Department from Reports genie:

- Select “Accrual Summary” from the Reports genie



- Under People, enter all home or a specific group that is available to you in the dropdown box. For the Time period, enter the specific date and at the next tab enter the pay date (in this example 7/31/20 was added). Click Run Report.
- Below is an example of the report.

<b>Accrual Summary</b>	Data Up to Date:	7/29/2020 1:51:00 PM
	Executed on:	7/29/2020 1:50PM GMT-04:00
	Printed for:	021229
Time Period:	7/31/2020	
Query:	Central Service - Fleet	

---

Accrual Code	Starting Date (*Reset)	Starting Balance	Earnings and Credits	Takings and Debits	Ending Balance
--------------	---------------------------	---------------------	-------------------------	-----------------------	----------------

### Option 2: Access accrual balances from individual employee timecards:

- From an employee timecard, click on the pay date to verify totals. Example, if the paycheck is dated 07/31/20, make sure you have the 31<sup>st</sup> highlighted and then click on the accrual tab. The accrual tab should show the same balances as the ADP Leave Report.

Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift
Fri 7/24	7:00AM-4:00PM	7:00AM		11:00AM	12:00		4:00PM			8.0
Sat 7/25										
Sun 7/26										
Mon 7/27	7:00AM-4:00PM	7:00AM		11:00AM	12:00		4:00PM			8.0
Tue 7/28	7:00AM-4:00PM	7:00AM		11:00AM	12:00		4:00PM			8.0
Wed 7/29	7:00AM-4:00PM	7:00AM		11:00AM	12:00		4:00PM			8.0
Thu 7/30	7:00AM-4:00PM	7:00AM		11:00AM	12:00		4:00PM			8.0
Fri 7/31	7:00AM-4:00PM	7:00AM		11:00AM	12:00		4:00PM			8.0
Sat 8/01										
Sun 8/02										

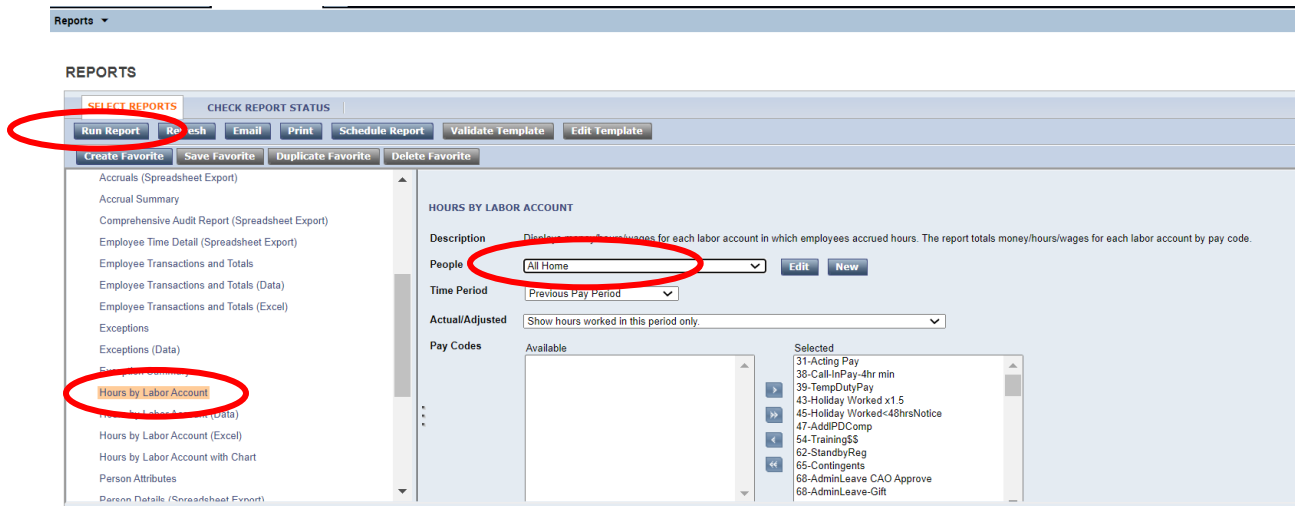
Totals Accruals Audits Historical Corrections

Accrual Code	Accrual Units	Accrual Available Balance
Comp Time	Hour	0.0
Comp Time 1.5	Hour	0.0
Personal	Hour	32.0
Sick	Hour	268.0
Vacation	Hour	270.87

# EMPLOYEE HOURS BY LABOR ACCOUNT

\*Useful for payroll approval review. On the last page of this report, there is a pay code allocation summary (see sample below)

1. Select the **Reports** workspace (far right blue section)
2. Expanding the **All**; select **Employee Hours by Labor Account**
3. Select **All Home** from the **People** drop-down menu and a specific time period from the **Time Period** menu; Expand **All**. Scroll the report list and select **Employee Hours by Labor Account**. Make sure to select **"Show hours worked in this pay period plus historic edits and corrections made for this period"** under the **Actual/Adjusted** drop down menu. The report default is to include all pay codes. Pay codes can be included/excluded using the left and right arrows in the center selection windows.



4. Click **Run Report**
5. CLICK on **Check Report Status**, once report has completed running, double click on the report to view PDF. PDF can be saved and emailed for distribution.

Employee Hours by Labor Account		Date Up to Date:	12/2/2020 12:03 PM		
Time Period:	Previous Pay Period	Executed on:	12/02/2020 12:03PM GMT-		
Query:	COR - Corrections	Printed for:	[REDACTED]		
Pay Codes:	(164): [23-PoliceSickBnk][27-PoliceShiftPay][27-PoliceShiftPay OT][30-ShiftS-6.04pct][31-Acting Pay][31-Acting Pay HOL]...				
Actual/Adjusted:	Show hours worked in this period only.				
Name	ID	Status/Date	Money	Hours	Days
Home Account					
		Active: 9/17/2000			
COR/CORCOR/003198/---/---					
COR/CORCOR/003198/---/---			\$0.00	88.40	0.00
13-ShiftS-3pct			\$0.00	8.20	0.00
68-AdminLeave CAO Approve			\$0.00	72.00	0.00
OT-Overtime			\$0.00	0.20	0.00
RG-RegularPay			\$0.00	8.00	0.00
Employee Totals:			\$0.00	88.40	0.00

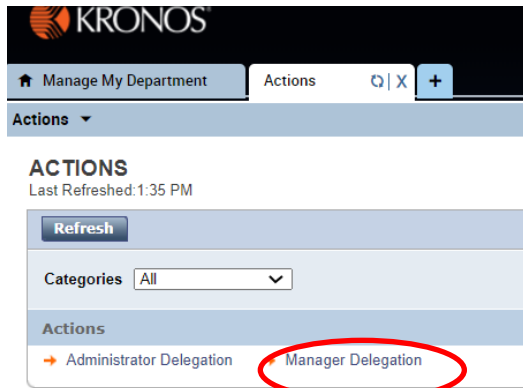
Pay Code Summary	Money	Hours
65-Contingents	\$0.00	80.00
68-AdminLeave CAO Approve	\$0.00	10.00
Comp Time Earned 1.0	\$0.00	3.00
F-Funeral	\$0.00	16.00
H-Holiday	\$0.00	896.00
P-PersonalLve	\$0.00	151.75
RG-RegularPay	\$0.00	3,088.00
S-SickLeave	\$0.00	4.00
V-VacationLv	\$0.00	194.00
<b>Grand Totals:</b>	<b>\$0.00</b>	<b>4,442.75</b>

Total Number of Employees: 61

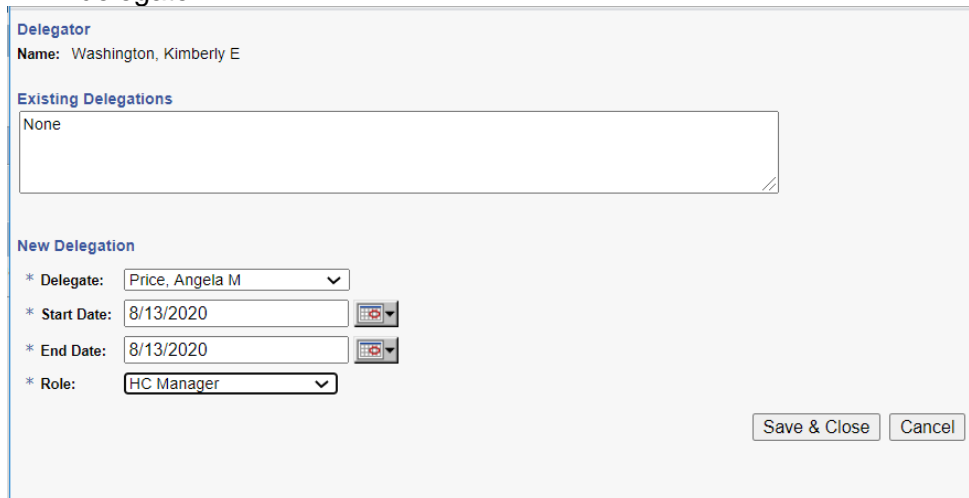
## REQUESTING BACKUP COVERAGE/ MANAGER DELEGATION

When a supervisor is unavailable to reconcile their employee timecards or approve/deny leave requests, they have the ability to delegate temporarily their authority to another supervisor within their department.

1. Select **Actions** from Workspaces (far right blue section)
2. From the list of Actions, select **Manager Delegation**



3. Your name should appear as the **Delegator**, click **Next >** from the **Delegate** drop-down, select the supervisor to whom you want to delegate your tasks.
4. Selection the **Start Date** and **End Date** to indicate when you want to delegate your tasks.
5. From the **Role** drop-down list, select the profile that identifies the tasks that you want to delegate.

A screenshot of the 'New Delegation' form in the KRONOS system. The form is titled 'Delegator' and shows the name 'Washington, Kimberly E'. Below this is a section for 'Existing Delegations' which is currently empty. The 'New Delegation' section contains the following fields: '\* Delegate:' with a dropdown menu showing 'Price, Angela M'; '\* Start Date:' with a date field set to '8/13/2020' and a calendar icon; '\* End Date:' with a date field set to '8/13/2020' and a calendar icon; and '\* Role:' with a dropdown menu showing 'HC Manager'. At the bottom right of the form are two buttons: 'Save & Close' and 'Cancel'.

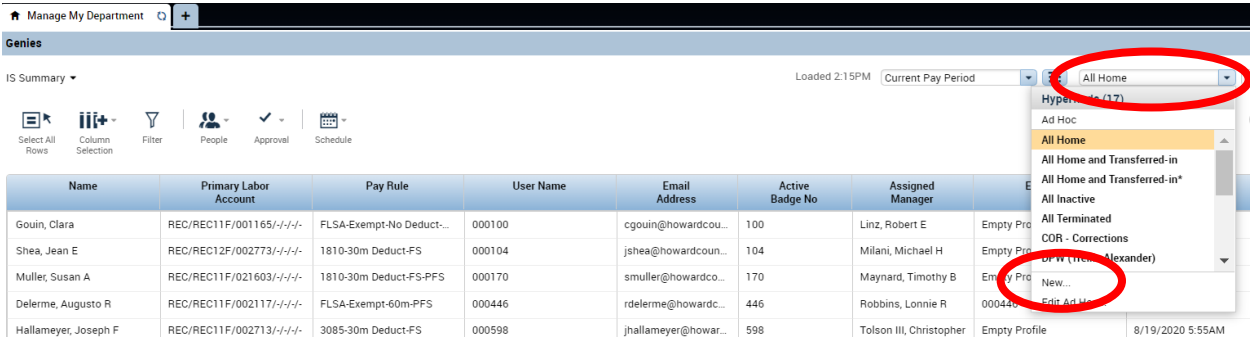
6. Click **Save & Close**.  
**Note:** Contact the HCG Time team if the role profile you require does not appear in the list.

# Building Hyperfind Queries

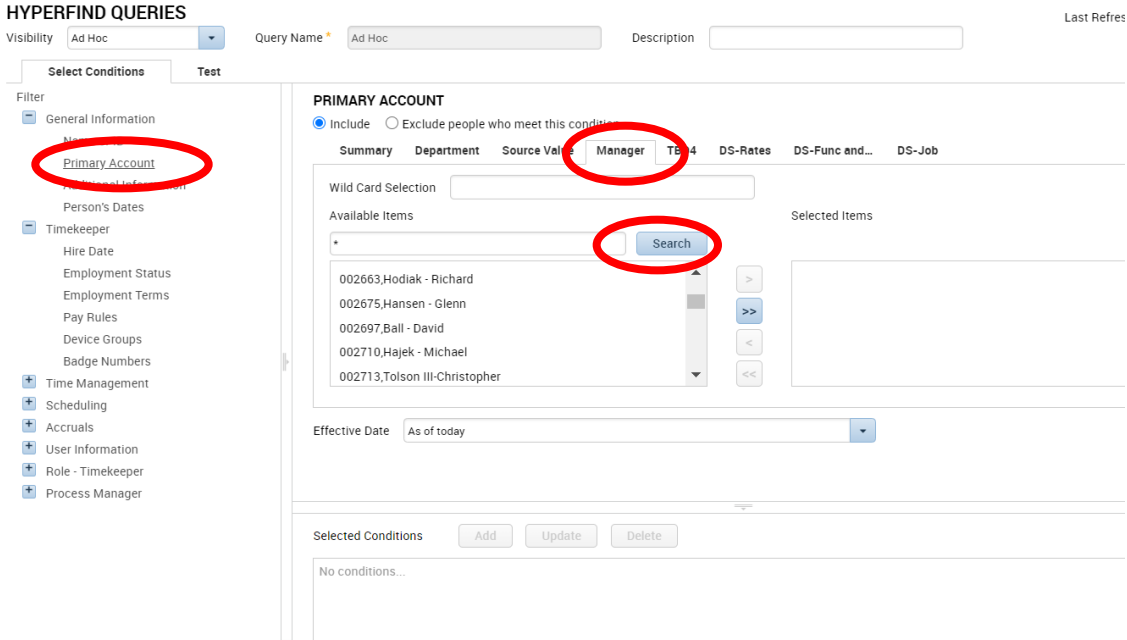
A HyperFind Query is a way within **HCGTime** that allows you to find or group people who match certain criteria chosen by you. You may only find/group people you already have access to. A HyperFind Query can be configured to bring back a list of employees based on criteria from one limiting factor or many.

## CREATE A NEW QUERY

1. Click on **any Show** drop-down menu. Click on **New**



2. Select one of the Filters you would like to use. For example, click on **Primary Account**. Click the **Manager** tab at the top to include a condition. Click the **Search** button to find the available managers to select. In this example, the query will group by manager.



- 3.

4. Select the applicable manager, use the arrows in the center to add the manager to the **Selected Items** field. Next to **Selected Conditions**, click **Add**.

**HYPERFIND QUERIES** Last Refreshed: 2:32pm

Visibility: Ad Hoc Query Name: Ad Hoc Description:

**Select Conditions** | Test

Filter

- General Information
  - Name or ID
    - Primary Account**
  - Additional Information
  - Person's Dates
- Timekeeper
- Time Management
- Scheduling
- Accruals
- User Information
- Role - Timekeeper
- Process Manager

**PRIMARY ACCOUNT**

Include  Exclude people who meet this condition

Summary | Department | Source Value | **Manager** | TBD4 | DS-Rates | DS-Func and... | DS-Job

Wild Card Selection:

Available Items:

Selected Items:

007621,Kirk- Bryan >  
012562,Moody-Bryan >>  
013733,Bryan- Philip <

Effective Date: As of today

Selected Conditions:

No conditions...

**HYPERFIND QUERIES** Last Refreshed: 2:29pm

Visibility: Ad Hoc Query Name: Ad Hoc Description:

**Select Conditions** | Test

Filter

- General Information
  - Name or ID
    - Primary Account**
  - Additional Information
  - Person's Dates
- Timekeeper
- Time Management
- Scheduling
- Accruals
- User Information
- Role - Timekeeper
- Process Manager

**PRIMARY ACCOUNT**

Include  Exclude people who meet this condition

Summary | Department | Source Value | **Manager** | TBD4 | DS-Rates | DS-Func and... | DS-Job

Wild Card Selection:

Available Items:

Selected Items:

Effective Date: As of today

Selected Conditions:

Primary labor account matches \*/\*/013733/\*/\*/\*/\* as of today

- Use the **Test** tab, to run your query to ensure it works properly. If so, return to the Selected Conditions tab to assign visibility, name & save the query. Click **Save As**.

### HYPERFIND QUERIES

Visibility **Ad Hoc** Query Name **Ad Hoc** Description

Select Condition **Test**

Time Period **Current Pay Period**

Name	Id
Bassett, Danielle E	012847
Berry, Shawnte L	012972
Kemp, Kathleen P	013548
Madera, Matthew C	010769
Sajauskas, Julija L	012667
Simon, Stephanie K	012876
Wienckowski, Adam P	007891

### HYPERFIND QUERIES

Visibility **Personal** Query Name **B. Philips Employees** Description **Group by Manager**

Select Conditions **Test**

- Return to any Show drop-drop to see the newly created hyperfind query listed.

Loaded 2:15PM Current Pay Period **All Home** Edit

Hyperfinds (18)

- Ad Hoc
- All Home**
- All Home and Transferred-in
- All Home and Transferred-in\*
- All Inactive
- Terminated
- B. Philips Employees**
- Continuations
- New...
- Edit Ad Hoc...

Active Badge No	Assigned Manager	E	
85	Berry, Shawnte L	REC 11P	
10	Blevins, Michael S	REC 11P	
63	Blevins, Michael S	REC 11P	
39	Blevins, Michael S	REC 11P	
9	Bowen, Scott E	Empty Profile	8/19/2020 1:07AM

## Storm Event

### Providing guidance on properly coding Storm events

Employee has a regular shift of 6:30a-3:30p. On December 16th, a snow emergency is “called” and the employee will need to begin snow removal immediately, at 2pm, and does not complete snow removal until 8pm. The employee punches out at 8pm.

**For the hours 2pm-3:30pm**, no entry is needed. Regularly scheduled work hours are charged accordingly to home source value/department.

#### For the hours 3:31pm-8pm:

- Hours worked outside of the employee’s regular schedule must be coded to appropriate storm event source value.
- In this example, enter 3:31p, next to the 8pm out punch, select the transfer column search option. On the **Labor Account tab**, add Department “**DPW-DPW**”; and add Source value for the applicable storm. On the **Work Rule tab**, add **STORM** work rule, and click **Apply**. Click **Calculate totals** and review before clicking **Save**. An example of the saved timecard is below.

The screenshot displays a timecard management interface. At the top, there are navigation tabs for 'Manage My Department' and 'Timecards'. Below this, a user selection dropdown shows 'Paris, Ian R' and a page indicator '1 of 1' with the ID '006086'. A toolbar includes icons for 'View', 'Approve Timecard', 'Sign Off', and 'Accruals Actions'. The main area is a grid with columns for 'Date', 'Schedule', 'In', and 'Transfer'. The 'Transfer' column is highlighted in blue. A modal dialog box titled 'Transfer' is open, showing details for the selected entry: Name (Paris, Ian R), Job, Labor Account (DPW/STM001/////), and Work Rule (STORM). The dialog has three tabs: 'Job Transfer', 'Labor Account', and 'Work Rule'. The 'Labor Account' tab is active, showing fields for Department (DPW - DPW), Source Value (STM001 - STM001), Manager, and TB04. There are also checkboxes for 'DS-Rates' and 'DS-Func and ...'. A 'Clear All' button is in the top right of the dialog. At the bottom of the dialog are 'Cancel' and 'Apply' buttons. A red arrow points from the 'Transfer' column header in the grid to the 'Transfer' dialog box.

Date	Schedule	In	Transfer
Mon 12/21		6:00AM	
Tue 12/22			
Wed 12/23			
Thu 12/24			
Fri 12/25			
Sat 12/26			
Sun 12/27			
Mon 12/28			
Tue 12/29			
Wed 12/30			

**Timecards**

Paris, Ian R | 1 of 1 | 006086

View | Approve Timecard | Sign Off | Accruals Actions

Date	Schedule	In	Transfer
Mon 12/21		6:00AM	
Tue 12/22			
Wed 12/23			
Thu 12/24			
Fri 12/25			
Sat 12/26			
Sun 12/27			
Mon 12/28			
Tue 12/29			
Wed 12/30			

Totals | Accruals | Audits | Historical Corrections

All | All

Location | Job

**Transfer**

Name: Paris, Ian R  
 Labor Account: /STM001/1111  
 Work Rule: STORM

Job Transfer | Labor Account | Work Rule

Add Work Rule Clear All

sto

**STORM**

Cancel | Apply

View | Approve Timecard | Sign Off | Accruals Actions Print Timecard

Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Pe
Mon 12/21		6:00AM		3:31 PM	3:31 PM	...D1/1111;STORM	8:00PM			14.0	14.0	
Tue 12/22												
Wed 12/23												
Thu 12/24												
Fri 12/25												
Sat 12/26												
Sun 12/27												
Mon 12/28												
Tue 12/29												
Wed 12/30												

Totals | Accruals | Audits | Historical Corrections

All | All

Location	Job	Account	Pay Code	Amount
		(x)DPW/STM001/018292/-/-/-/-	OT-Overtime	4.5
		CAD/CADOHR/018292/-/-/-/-/-	X-Total Worked Hours	9.5

## Adding Telework to a Schedule

**NOTE:** BEFORE EDITING THE SCHEDULE, MAKE SURE THE ANCHOR DATE IS THE FIRST DAY OF THE CURRENT PAY PERIOD!

Only timekeepers and managers can perform this function.

1. Access the Employee timecard – Go to **Schedules**
2. **Right click** on the employee name and select **Schedule Pattern**.

**Schedule Pattern**

Assigned to  
[Redacted]

	Start Date	End Date	Duration	Rotation
[Edit] [X]	11/24/2019	Forever	1 week	1 Week: 8a - 5p(Mon,Tue,Wed,Thu,Fri)

[Add Pattern] [OK]

3. **Click on the Edit Pencil**
4. Double click on the Schedule Pattern for the first scheduled day

**Schedule Pattern**

Assigned to  
[Redacted]

	Start Date	End Date	Duration	Rotation
[Edit] [X]	11/24/2019	Forever	1 week	1 Week: 8a - 5p(Mon,Tue,Wed,Thu,Fri)

**Edit Pattern**

Anchor Date:\* 11/24/2019 Start Date:\* 11/24/2019 End Date:\* [Clear]  Forever

Define Pattern for:\* 1  Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template | 8a-5p [Find]

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
[+]	[X]	1	8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	

[Cancel] [Apply]

- In the **Labor Level** field, select **Telework** from the drop-down. Click **Apply**

**Schedule Pattern**

Assigned to  
 [Redacted Name]

Insert Template ▾ Shift Label  Shift Details 8:00am-5:00pm(9.00h)

	Type	Day	Start Time	Day	End Time	Sch. Hours	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	Transfer	1	8:00am	1	12:00pm	4.00		////Telework/	
+ x	Break	1	12:00pm	1	1:00pm	1.00			
+ x	Regular	1	1:00pm	1	5:00pm	4.00			

- Repeat steps for applicable telework scheduled days and delete the original schedule for that day (by right clicking and selecting Delete). Click **Apply**.

**Schedule Pattern**

Assigned to  
 [Redacted Name]

	Start Date	End Date	Duration	Rotation
+ x	11/24/2019	Forever	1 week	1 Week:8a - 5p(Mon,Tue,Wed,Thu,Fri)

**Edit Pattern**

Anchor Date:\*  Start Date:\*  End Date:\*  Clear

Forever

Define Pattern for:\*   Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ x	1		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	