



Kronos | Workforce Ready Training Guide

Kronos Workforce Ready is one unified platform to help you manage your *entire* workforce from pre-hire to retire — whether they're salaried, hourly, full time, or part time. Use this guide to help navigate the basics of using the Workforce Ready system.

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Managing Employee Data

02

Recruiting

03

Onboarding a New Employee

04

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05

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06

Managing Time

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Payroll

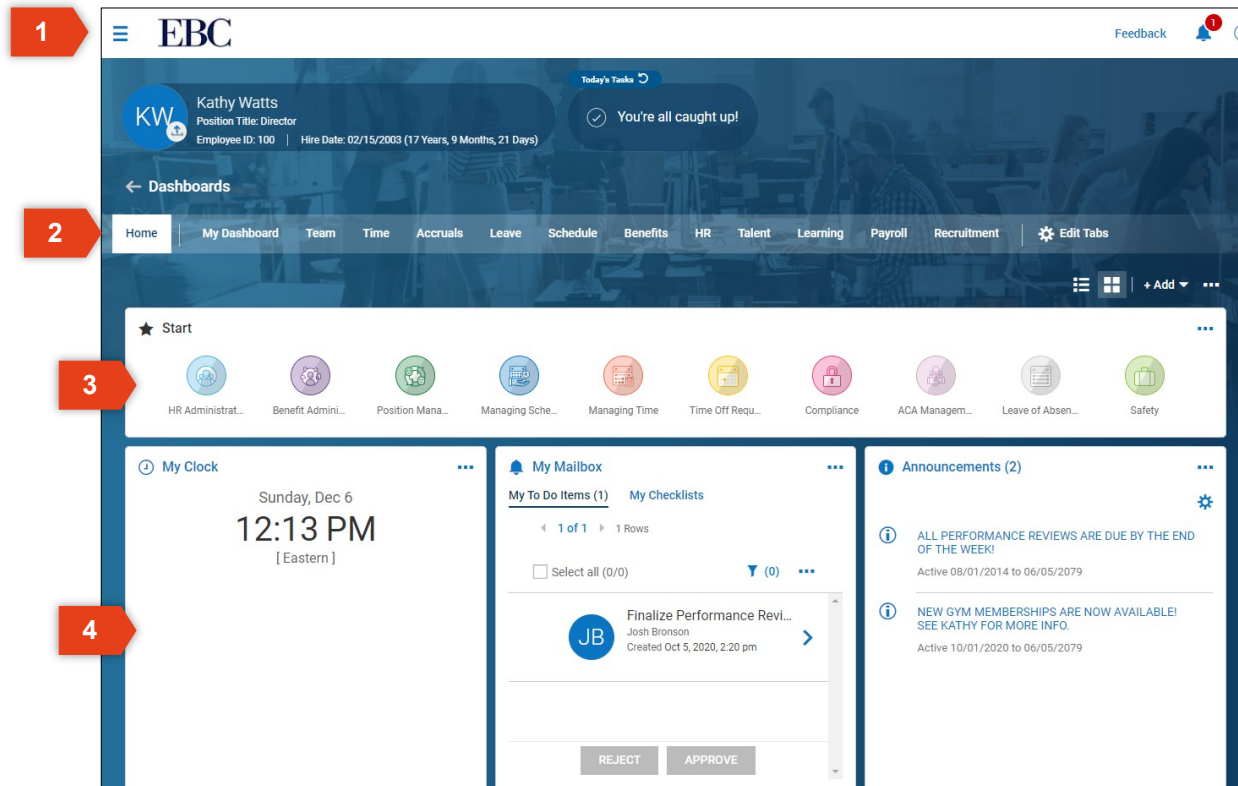
08

Reports

Dashboard Overview

From the Dashboard, you can navigate using any of the following features:

1. Main Menu
2. Quick Access Tabs
3. Favorites
4. Widgets



A person wearing a red and blue plaid shirt is seated at a wooden desk, gesturing with their hands. On the desk, there is a laptop displaying a software interface, a smartphone, and some papers. The background is slightly blurred, showing another person in a white shirt. The entire image has a blue overlay.

Kronos | Workforce Ready

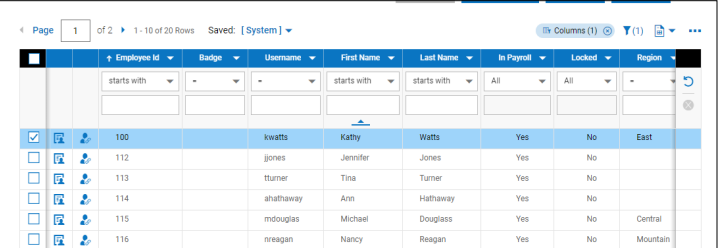
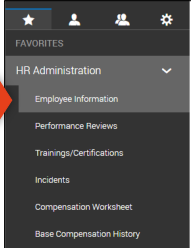
Managing Employee Data

This section will review the basics of reviewing and updating employee information.

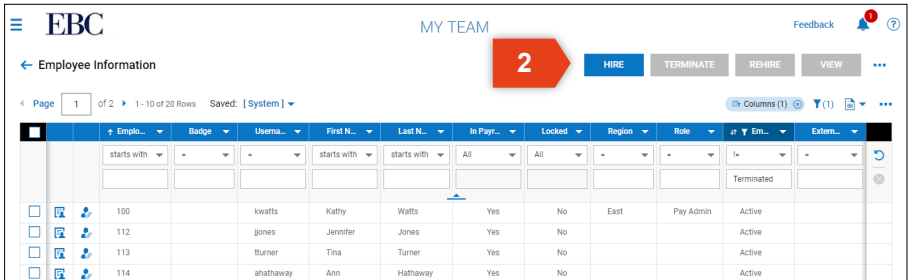
Entering a New Employee

To manually hire a new employee,

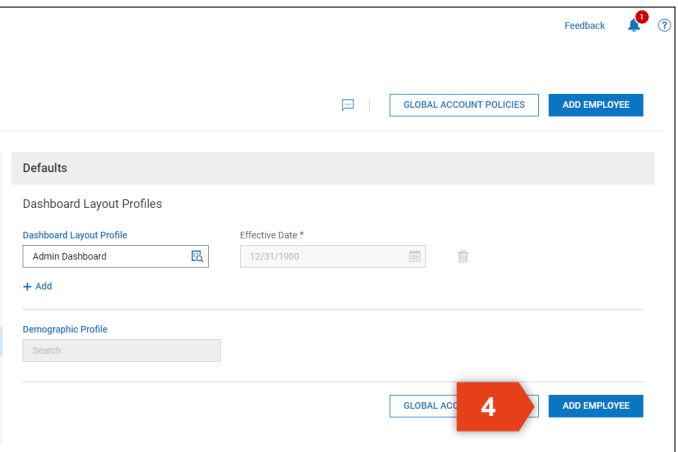
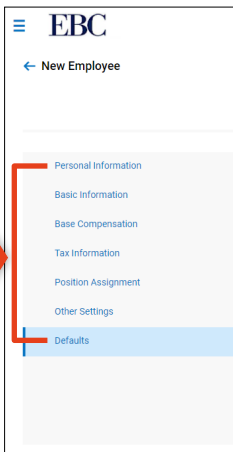
1. Open the Main Menu, click HR Administration, then click Employee Information.
2. Click on HIRE at the top.
3. Enter employee information for each of the sections in the New Employee Menu.
4. Click ADD EMPLOYEE once you are complete.



	Employee Id	Badge	Username	First Name	Last Name	In Payroll	Locked	Region
	starts with	-	-	starts with	starts with	All	All	-
<input checked="" type="checkbox"/>	100		kwatts	Kathy	Watts	Yes	No	East
<input type="checkbox"/>	112		jones	Jennifer	Jones	Yes	No	
<input type="checkbox"/>	113		tturner	Tina	Turner	Yes	No	
<input type="checkbox"/>	114		ahathaway	Ann	Hathaway	Yes	No	
<input type="checkbox"/>	115		mdouglas	Michael	Douglas	Yes	No	Central
<input type="checkbox"/>	116		mreagan	Nancy	Reagan	Yes	No	Mountain



	Empl...	Badge	Usena...	First N...	Last N...	In Payr...	Locked	Region	Role	Em...	Extern...
	starts with	-	-	starts with	starts with	All	All	-	-	-	-
<input type="checkbox"/>	100		kwatts	Kathy	Watts	Yes	No	East	Pay Admin	Active	
<input type="checkbox"/>	112		jones	Jennifer	Jones	Yes	No			Active	
<input type="checkbox"/>	113		tturner	Tina	Turner	Yes	No			Active	
<input type="checkbox"/>	114		ahathaway	Ann	Hathaway	Yes	No			Active	



Defaults

Dashboard Layout Profiles

Dashboard Layout Profile: Admin Dashboard

Effective Date: 12/31/1900

Demographic Profile

Search

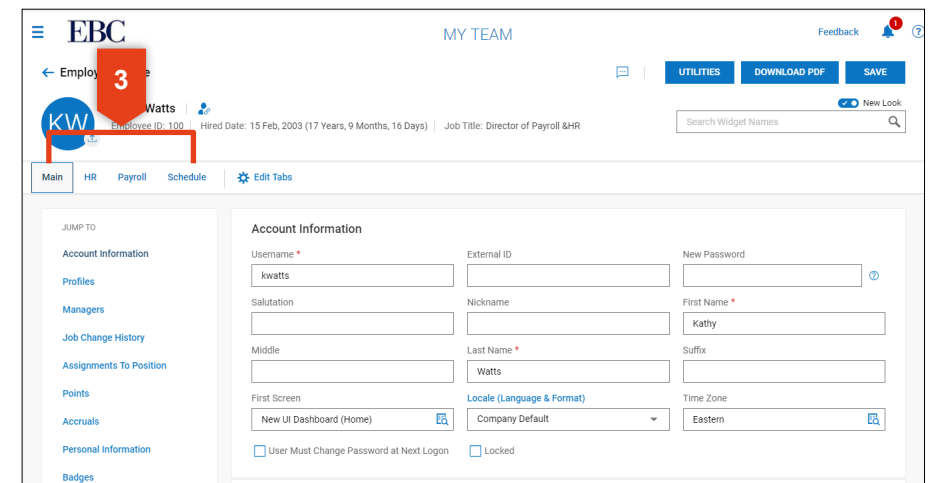
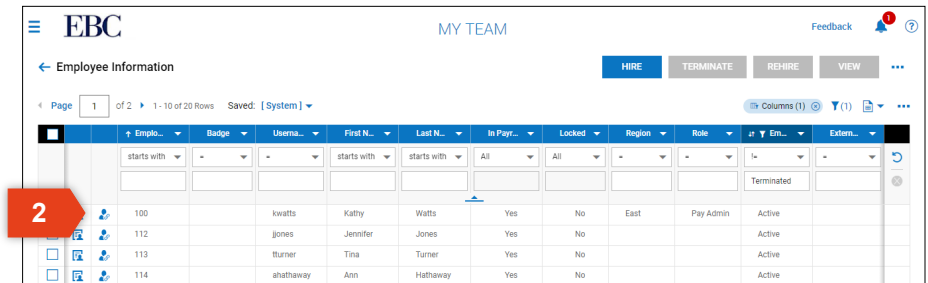
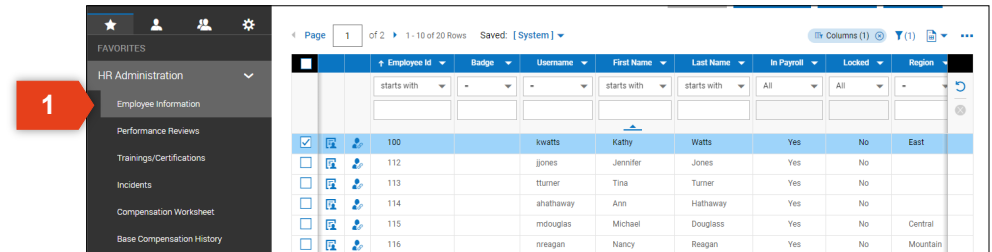
GLOBAL ACCOUNT POLICIES

ADD EMPLOYEE

Updating Employee Information

To edit employee information,

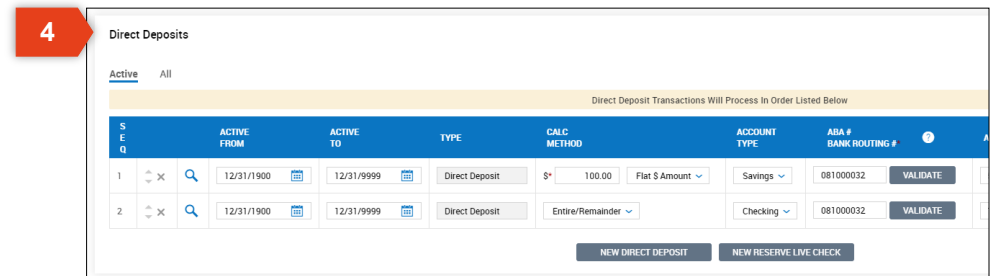
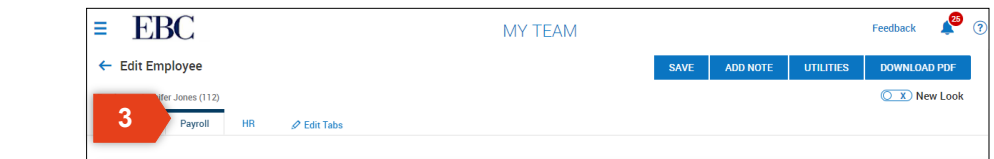
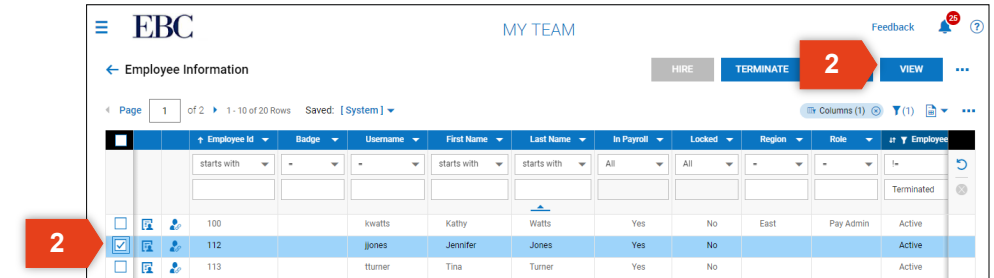
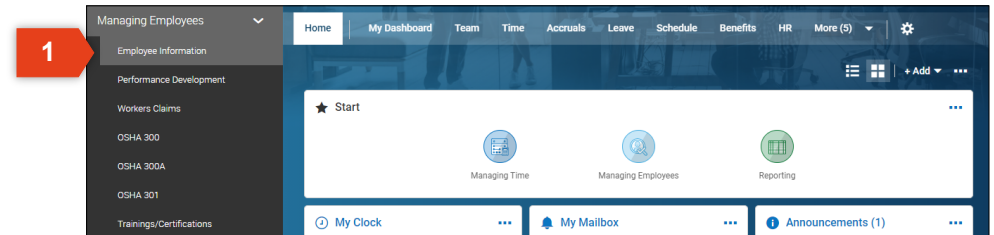
1. Open the Main Menu, click HR Administration, then click Employee Information.
2. Locate the employee, then click the Employee Information icon.
3. Click on the four tabs to access and edit the employee information within that category:
 - Main
 - HR
 - Payroll
 - Schedule



Direct Deposit Setup

To set up a direct deposit for an employee,

1. Open the Main Menu, click Managing Employees, then Employee Information.
2. Select the employee, then click VIEW.
3. Click on the payroll tab.
4. Scroll down to Direct Deposits.



Direct Deposit Setup

5. To add a direct deposit, click NEW DIRECT DEPOSIT.
6. Enter the banking information.
7. Click VALIDATE.

Direct Deposits

Active All

Direct Deposit Transactions Will Process In Order Listed Below

S E Q	ACTIVE FROM	ACTIVE TO	TYPE	CALC METHOD	ACCOUNT TYPE	ABA # BANK ROUTING #	VALIDATE
1	12/31/1900	12/31/9999	Direct Deposit	\$* 100.00 Flat \$ Amount	Savings		VALIDATE
2	12/31/1900	12/31/9999	Direct Deposit	Entire/Remainder	Checking		VALIDATE

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NEW DIRECT DEPOSIT NEW RESERVE LIVE CHECK

Direct Deposits

Active All

Direct Deposit Transactions Will Process In Order Listed Below

S E Q	ACTIVE FROM	ACTIVE TO	TYPE	CALC METHOD	ACCOUNT TYPE	ABA # BANK ROUTING #	ACCOUNT #	PRE-NOTE STATUS	LAST PR	MTD	QTD	YTD
1	12/31/1900	12/31/9999	Direct Deposit	\$* 100.00 Flat \$ Amount	Savings			Ready To Send Cancel	-	-	-	-
2	12/31/1900	12/31/9999	Direct Deposit	Entire/Remainder	Checking			Ready To Send Cancel	-	-	-	-
3	12/31/1900	12/31/9999	Direct Deposit	% Of Net Pay	Checking			Ready To Send Cancel	-	-	-	-

6

NEW DIRECT DEPOSIT NEW RESERVE LIVE CHECK

7

Earnings and Deduction Setup

To set up an earning or deduction for an employee,

1. Open the Main Menu, click Managing Employees, then Employee Information.
2. Select the employee, then click VIEW.
3. Click on the Payroll tab to access payroll options.
4. Scroll to view Earnings and Deductions.

The screenshot shows the EBC system interface with four numbered steps indicating the process:

- Step 1:** The 'Managing Employees' menu is open, and 'Employee Information' is selected.
- Step 2:** The 'Employee Information' page is shown, and the 'VIEW' button is highlighted.
- Step 3:** The 'Edit Employee' page is shown, and the 'Payroll' tab is selected.
- Step 4:** The 'Earnings' and 'Deductions' sections are shown, with the 'Currently Scheduled' tab selected.

Employee Information Table:

Employee Id	Badge	Username	First Name	Last Name	In Payroll	Locked	Region	Role	Employee
100		kwatts	Kathy	Watts	Yes	No	East	Pay Admin	Active
112		jones	Jennifer	Jones	Yes	No			Active
113		tturner	Tina	Turner	Yes	No			Active

Edit Employee Page (Jennifer Jones (112))

Earnings Section:

S E Q	EARNING	BEGIN DATE	END DATE	CALCS	LAS
1	Base Comp. (Jennifer Jones: Regular from 2013/01/01)	01/01/2013	-	\$1,680.00	\$1,680.00

Deductions Section:

S E Q	DEDUCTION	BEGIN DATE	END DATE	AMOUNTS	LAST PR
1	401k	12/31/1900	12/31/9999	\$100.00	\$100.00 \$75.20
2	Medical	11/02/2011	12/31/9999	\$46.15 \$138.46	\$46.15 \$138.46
3	Standard	01/01/2012	12/31/9999	\$6.92	\$6.92 \$0.00

Earnings and Deduction Setup

5. To add an earning, click NEW EARNING.
6. Choose an earning type from the drop down.
7. Click OK.
8. Enter earning information on the Scheduled Earning page.
9. Click SAVE once you have completed this entry.

The screenshot shows the 'Edit Employee' page for Jennifer Jones (112). The 'Earnings' section is active, displaying a table with columns: S, E, Q, EARNING, BEGIN DATE, END DATE, CALCS, and LAS. A red arrow labeled '5' points to the 'NEW EARNING' button at the bottom right of the table.

The 'Question' dialog box asks: 'Please select earning type to use for new earning.' A red arrow labeled '6' points to the 'Earning' dropdown menu, and a red arrow labeled '7' points to the 'OK' button.

The screenshot shows the 'Scheduled Earning' page for Jennifer Jones (112). A red arrow labeled '8' points to the 'Scheduled Earning' section, which includes fields for Earning type (Overtime), Begin Date (12/02/2020), End Date, Priority Sequence (1), Annual Max \$, Annualized Target Compensation \$, and Pay Statement Types To Apply To (All Pay Statement Types). A red arrow labeled '9' points to the 'SAVE' button in the top right corner.

Earnings and Deduction Setup

10. To add a deduction, click NEW DEDUCTION.
11. Choose an deduction type from the drop down.
12. Click OK.
13. Enter deduction information on the Scheduled Deduction page.
14. Click SAVE once you have completed this entry.

Deductions

Currently Scheduled All Scheduled YTD

Deductions Will Process In Order Listed Below

S E Q	DEDUCTION	BEGIN DATE	END DATE	AMOUNTS	LAST PR
1	<input type="checkbox"/> EE ER <input type="button" value="X"/> <input type="button" value="Q"/> 401k	12/31/1900	12/31/9999	\$100.00	\$100.00 \$75.20
2	<input type="checkbox"/> EE ER <input type="button" value="X"/> <input type="button" value="Q"/> Medical	11/02/2011	12/31/9999	\$46.15 \$138.46	\$46.15 \$138.46
3	<input type="checkbox"/> EE ER <input type="button" value="X"/> <input type="button" value="Q"/> Standard	01/01/2012	12/31/9999	\$6.92	\$6.92 \$0.00

NEW DEDUCTION DEDUCTION WIZARD

Question

Please select deduction type to use for new deduction.

Deduction

OK

EBC

Scheduled Deduction

Employee: Jennifer Jones (112) 401k (401k)

Scheduled Deduction

Deduction: 401k

Begin Date*: 12/02/2020 End Date:

Priority Sequence: 4

Annual Max \$:

Annual Max ER \$:

Memo:

Vendor*: Principle Financial Group

Pay Statement Types To Apply To: All Pay Statement Types

Settings

Additional Info:

EMPLOYEE

Amount: 0.0000 % Of Earnings List

Earnings*:

Minimum: N/A

Maximum: N/A

Frequency*: Every Scheduled Pay ☐ Block Last (3rd or 5th)

Goal

☐ ENABLED

Cost Center Defaults

Departments:

Jobs (HR):

SAVE

Employee Self Service

From the dashboard, employees can access,

1. My Payroll: Access benefit and pay statements.
2. My Timekeeping: Access timesheets, accruals, schedules, and request time off.
3. My HR: Access performance reviews and goals, company documents, and make updates to tax withholdings, and benefits.

The screenshot displays the Employee Self Service dashboard. At the top, there's a 'Dashboards' header with 'Home' and 'Edit Tabs' options. Below this is a 'Start' section with three main icons: 'My Payroll' (labeled 1), 'My Timekeeping' (labeled 2), and 'My HR' (labeled 3). Red arrows point from these icons to detailed callout boxes. The 'My Payroll' callout lists: My Benefits Statement, My Pay Statements, My W2s, My 1095-C, and My Paycheck Simulator. The 'My Timekeeping' callout lists: My Current Timesheet, My Time Off Request, My Time Off Balances, Time Off Calendar, and My Schedule View. The 'My HR' callout lists: Withholding Review/Select Benefits, My Performance Reviews My Goals, My Training/Certifications My Checklists, and My HR Actions Company Documents. The dashboard also features a 'My Clock' section showing 'Wednesday, Dec 2', a 'My Mailbox' section with 'My To Do Items (0)' and 'My Checklists', and an 'Announcements (2)' section with two messages: 'WELCOME TO THE TEAM!' and 'NEW GYM MEMBERSHIPS ARE NOW AVAILABLE! SEE KATHY FOR MORE INFO.'.

A person wearing a red and blue plaid shirt is seated at a wooden desk, gesturing with both hands as if in a presentation or meeting. On the desk in front of them is a silver laptop displaying a website with blue and white elements, and a black smartphone resting on a white notepad. In the background, another person is partially visible, also seated at a desk. The entire scene is overlaid with a semi-transparent dark blue filter.

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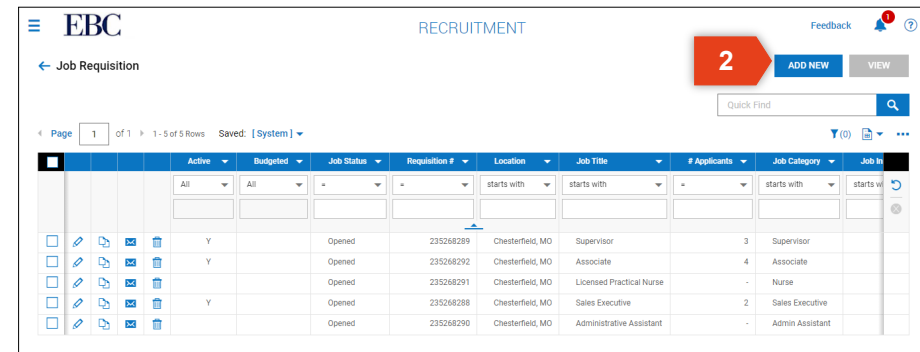
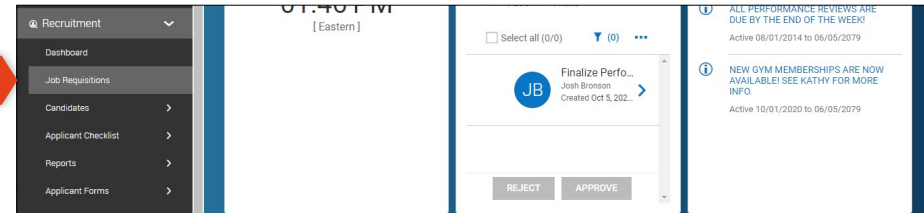
Recruiting

This section will review the basics of creating and updating information for jobs postings.

Create a Job Posting

To create a job posting,

1. Open the Main Menu, click Recruitment, then click Job Requisition.
2. Click on ADD NEW to start a new job posting.
3. Enter position details for each of the sections in the Job Requisition Menu.
4. Click PREVIEW to review the posting before saving.
5. Click SAVE to save the posting.



Requisition Details

Job Requisition Template: Choose...

☐ Resume Required ☐ Allow Quick Apply

Job Title: Status: Default Position: Choose...

Default Job: Departments:

☒ Status & Visibility

Visibility Date From: Visibility Date To:

☐ Evergreen

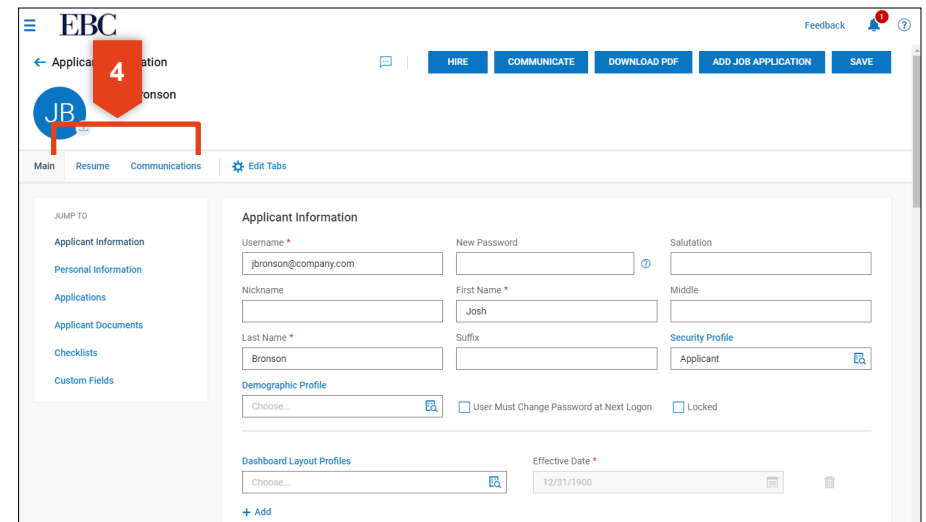
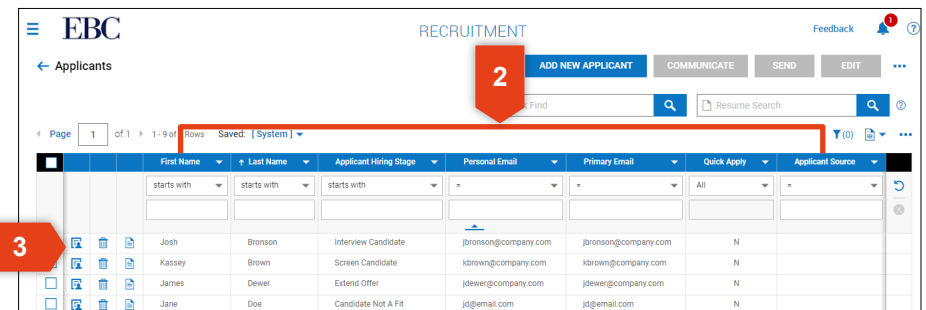
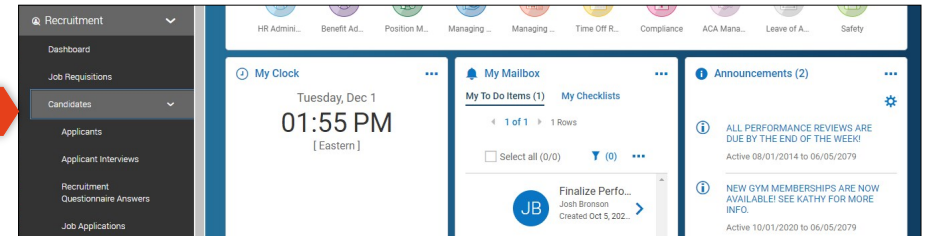
Number Of Openings: Hired Applicants Count: ☐ Auto Change Status To Closed And Filled When Filled

Total FTE:

Review and Update Candidates

To review and update candidates,

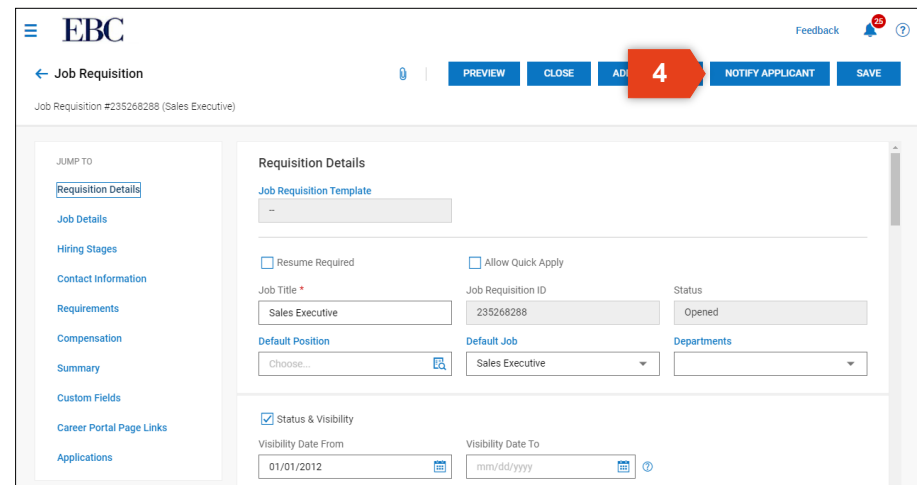
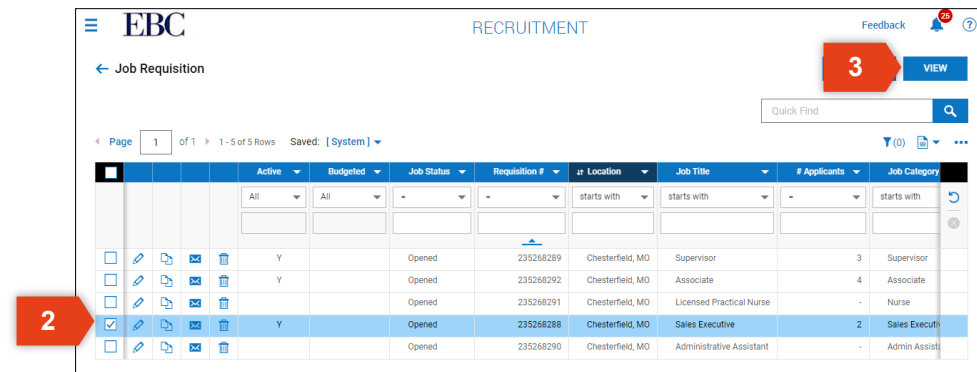
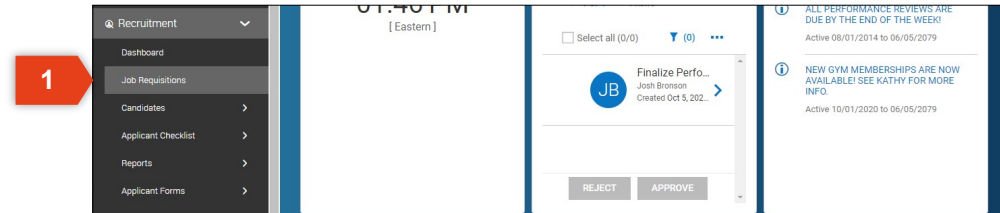
1. Open the Main Menu, click Recruitment, Candidates, then click Applicants.
2. Locate the candidate you want to review by scrolling through the list or using the filter and search options.
3. Once you have located the candidate, click on the View Applicant icon.
4. Click on the three tabs to access and edit the candidate information within that category:
 - Main
 - Resume
 - Communication



Make an Offer

To make an offer,

1. Open the Main Menu, click Recruitment, then Job Requisitions.
2. Select the job for which you want to make an offer.
3. Click VIEW.
4. Click NOTIFY APPLICANT.



Make an Offer

5. Select the applicant to whom you want to make an offer.
6. Click OK.
7. Create communication using the Extend Offer template.
8. Click SEND.

EBC

Job Requisition: Browse and Select Applicants

Quick Find

Page 1 of 1 | 1 - 9 of 9 Rows | Saved: [System]

	First Name	Last Name	Primary Email	Applicant Hiring Stage
<input type="checkbox"/>	Josh	Bronson	jbronson@company.com	Interview Candidate
<input type="checkbox"/>	Kassey	Brown		
<input checked="" type="checkbox"/>	James	Dewer		
<input type="checkbox"/>	Jane	Doe		
<input type="checkbox"/>	John	Doherty		
<input type="checkbox"/>	Susan	Jones		
<input type="checkbox"/>	Kevin	Matos		
<input type="checkbox"/>	Deborah	Ray		
<input type="checkbox"/>	Xena	Wall		

Select Applicants

Applicant(s) *

James Dewer

6 OK

7 Communicate: 1 Applicant(s)

Email

Template To Use

Select Template

From *

Please Enter E-Mail

Subject *

Subject

Message

B I U | Text formatting icons | Roboto Light 14px

Apply For This Job

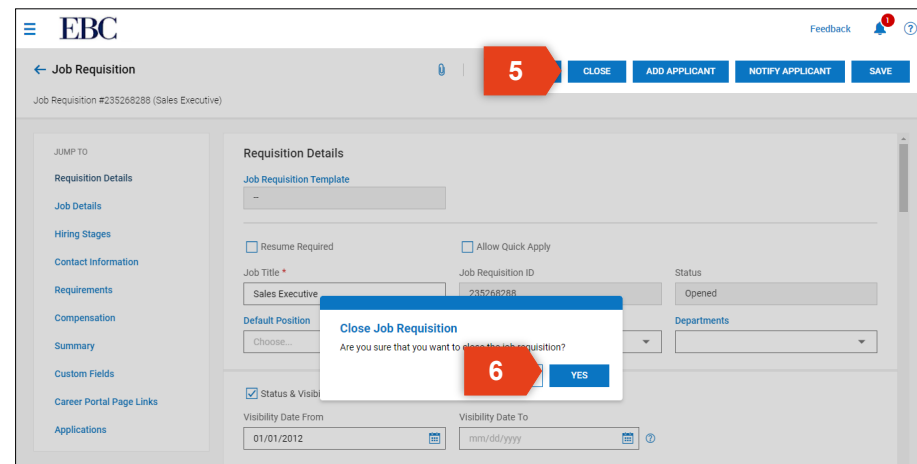
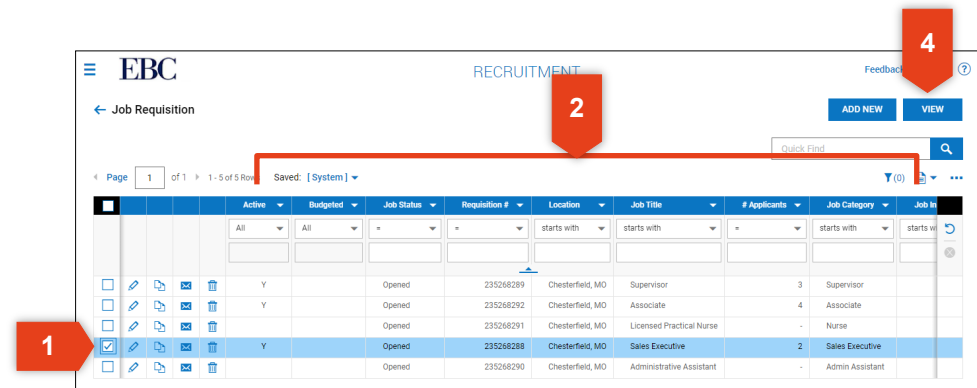
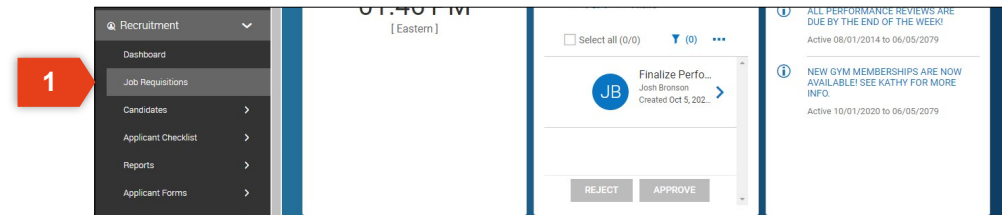
ADD TAGS

8 SEND

Close a Job Posting

To close a job posting,

1. Open the Main Menu, click Recruitment, then click Job Requisition.
2. Locate the job posting by scrolling through the list or using the filter and search options.
3. Check the box to the left of the job posting to select.
4. Click VIEW.
5. Click CLOSE.
6. A confirmation message will ask if you want to close this job—click YES.



A person wearing a red and blue plaid shirt is seated at a wooden desk, gesturing with both hands as if explaining something. On the desk in front of them is a silver laptop displaying a website with blue and white elements. A black smartphone lies on a white notepad next to the laptop. In the background, another person is partially visible, looking towards the left. The entire scene is overlaid with a semi-transparent dark blue filter.

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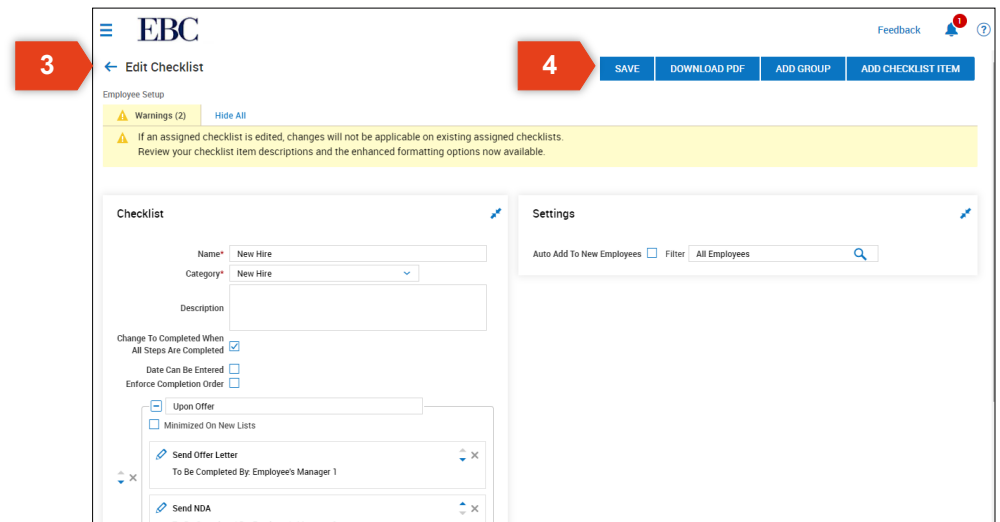
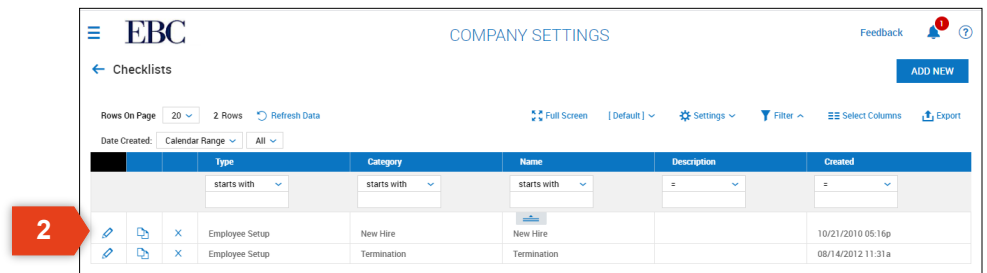
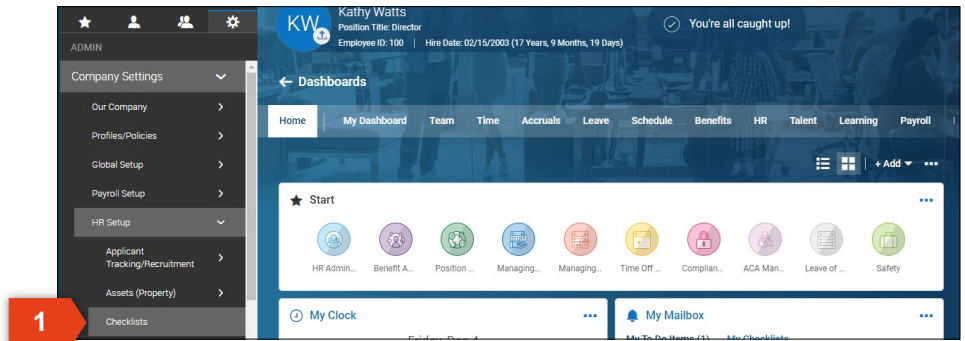
Onboarding a New Employee

This section will review the basics of onboarding a new employee using a New Hire checklist.

Manage New Hire Checklist

To manage a New Hire checklist,

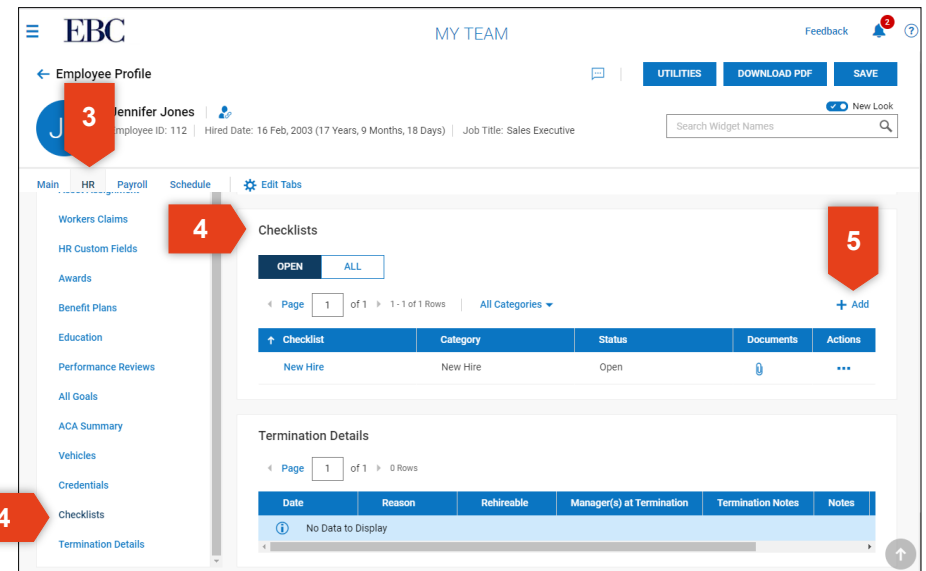
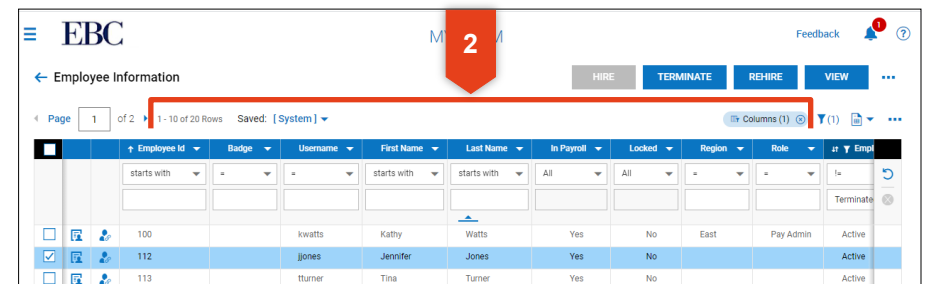
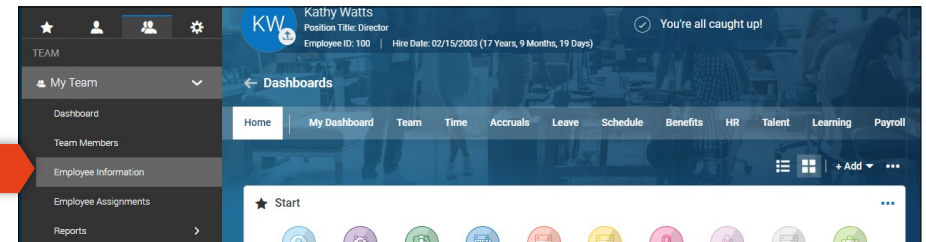
1. Open the Main Menu, Click Company Settings, HR Setup, then Checklists.
2. Click the edit icon to edit an existing checklist.
3. Here you can edit current checklist items or you may click ADD CHECKLIST ITEM.
4. Click SAVE if any changes have been made.



Issue New Hire Checklist

To issue a New Hire checklist,

1. Open the Main Menu, click My Team, then Employee Information.
2. Use the filter and sort options to locate the employee for whom you will be managing documents.
3. Click on the HR tab.
4. Click on Checklists from the navigation panel or scroll down to Checklists.
5. Click +Add to start a new checklist.



Issue New Hire Checklist

6. Choose the New Hire checklist.
7. Click SAVE.
8. The checklist will be displayed.

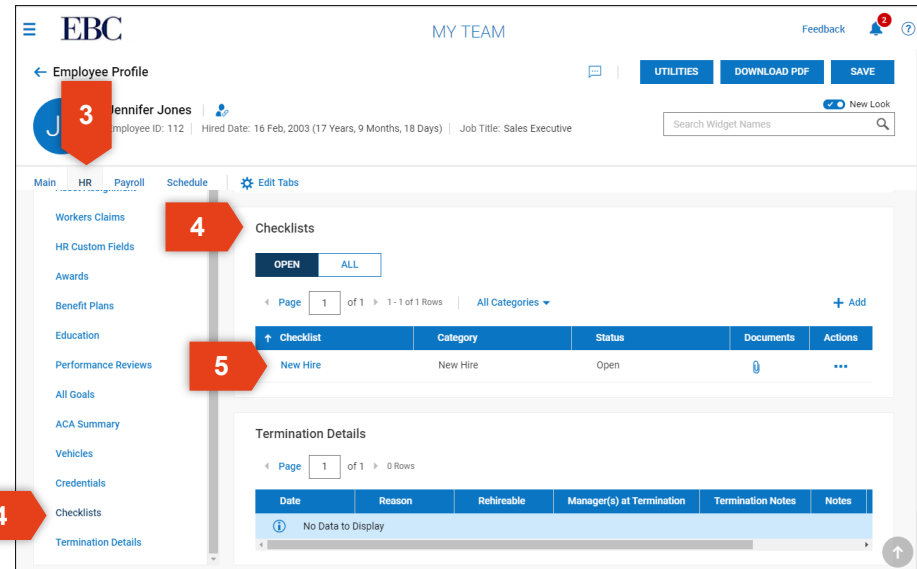
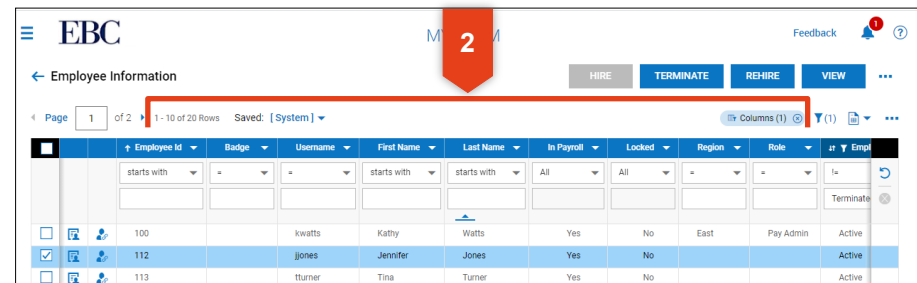
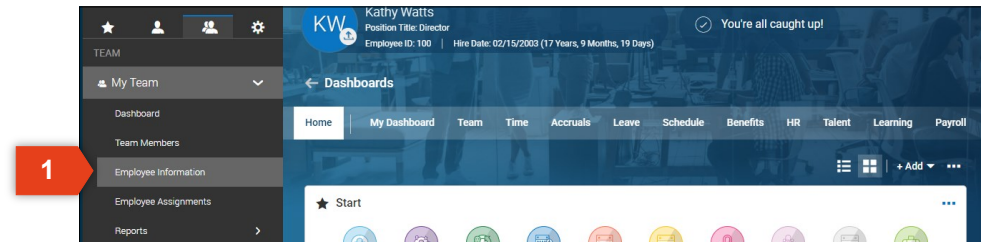
The screenshot shows the EBC MY TEAM interface. On the left is a sidebar menu with various HR-related options. The main area displays a table with columns: Document #, External ID, Issued, Expires, Schedulable, and Notes. A modal dialog titled 'Assign New Checklist' is open in the center. It contains a dropdown for 'Employee' with 'Jennifer Jones' selected, and another dropdown for 'Checklist' with 'New Hire' selected. Red arrows labeled '6' and '7' point to these dropdowns respectively. At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons.

The screenshot shows the EBC Checklist interface for Jennifer Jones. A red arrow labeled '8' points to the 'Checklist' header. Below the header, there's a progress bar indicating 'Incomplete (0 out of 11)' at 0% completion, with a 'CONTINUE' button. The checklist is organized into sections: 'Upon Offer (2)' with 'Send Offer Letter' (0% complete) and 'Send NDA'; 'One Week Before Start (3)' with 'Setup Workstation', 'Setup Email Account', and 'Configure Phone Extension'; and 'New Hire (6)' with 'Onboarding Training Videos', 'Review Handbook', 'My Form I9s', 'My Form Withholding', 'Direct Deposit', and 'Benefit Enrollment'. The 'Send Offer Letter' section is currently active, showing a 'Waiting On' status for 'Paul Peterson' and a 'Mark as Complete' button.

Monitor Checklist Completion

To monitor a New Hire checklist,

1. Open the Main Menu, click My Team, then Employee Information.
2. Use the filter and sort options to locate the employee for whom you will be managing documents.
3. Click on the HR tab.
4. Click on Checklists from the navigation panel or scroll down to Checklists.
5. Click on the New Hire checklist.



Monitor Checklist Completion

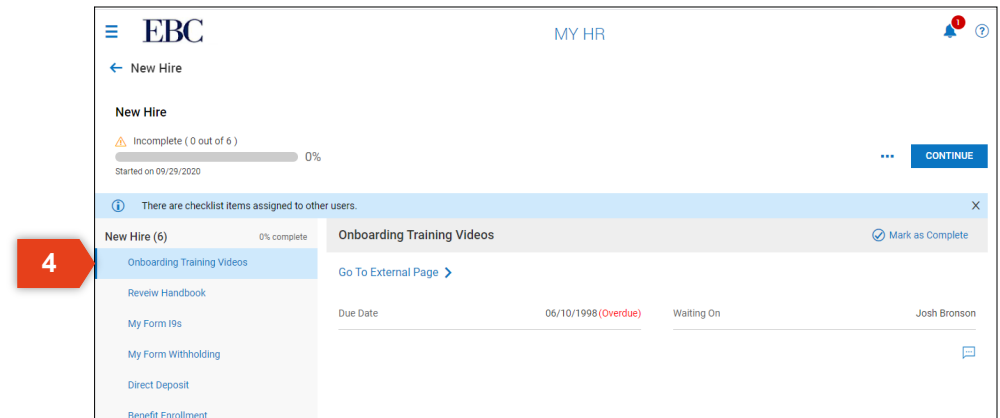
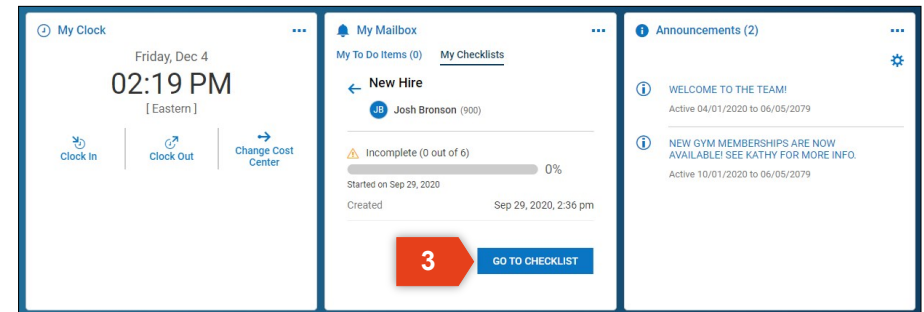
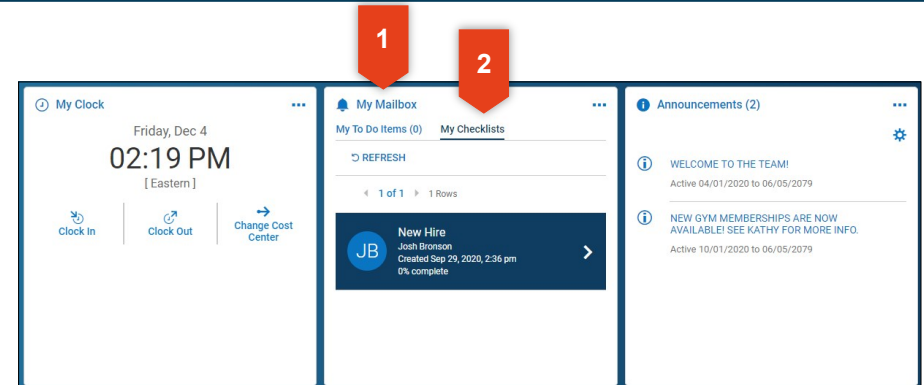
6. An overview of completion is listed at the top of the page.
7. Click on each item in the navigation panel to review completion details.

The screenshot displays the EBC Checklist interface for a new hire. At the top, the EBC logo is visible. Below it, the checklist is titled 'Checklist' and shows the user 'Jennifer Jones (112)' with a 'Checklist: New Hire (New Hire)' label. A progress bar indicates 'Incomplete (0 out of 11)' with a 0% completion rate. A 'CONTINUE' button is located in the top right corner. The checklist is organized into sections: 'Upon Offer (2)' with tasks 'Send Offer Letter' and 'Send NDA'; 'One Week Before Start (3)' with tasks 'Setup Workstation', 'Setup Email Account', and 'Configure Phone Extension'; and 'New Hire (6)' with tasks 'Onboarding Training Videos', 'Review Handbook', 'My Form 19s', 'My Form Withholding', 'Direct Deposit', and 'Benefit Enrollment'. A red arrow labeled '6' points to the progress bar area, and another red arrow labeled '7' points to the 'Send Offer Letter' task in the 'Upon Offer' section. The 'Send Offer Letter' task is currently selected, showing a status of 'Waiting On' and assigned to 'Paul Peterson'. A 'Mark as Complete' button is visible next to the task.

Complete a Checklist

To complete a checklist,

1. Locate the My Mailbox widget on the dashboard.
2. Click on My Checklists.
3. Click on the Checklist you want to complete (if there are more than one) then click GO TO CHECKLIST.
4. Complete each item in the checklist by clicking CONTINUE or by clicking through the navigation panel.



A person wearing a red and blue plaid shirt is seated at a wooden desk, gesturing with both hands as if explaining something. On the desk, there is a laptop displaying a dashboard with various charts and graphs, and a smartphone resting on a notebook. In the background, another person is partially visible, also working at a desk. The entire scene is overlaid with a semi-transparent blue filter.

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Managing Performance Reviews

This section will review the basics of creating and issuing a performance review.

Assign Goals

To assign personal and professional goals,

1. Open the Main Menu, click Talent, Performance, then click Performance Development.
2. To create a professional goal, click ASSIGN COMPANY GOAL.
 - a. The Assign Company Goal window will display. Enter the details for the professional goal.
 - b. Click SAVE.
3. To create a personal goal, click ASSIGN PERSONAL GOAL.
 - a. The Assign Personal Goal window will display. Enter the details for the personal goal.
 - b. Click SAVE.

1 Open the Main Menu, click Talent, Performance, then click Performance Development.

2 To create a professional goal, click ASSIGN COMPANY GOAL.

2a The Assign Company Goal window will display. Enter the details for the professional goal.

2b Click SAVE.

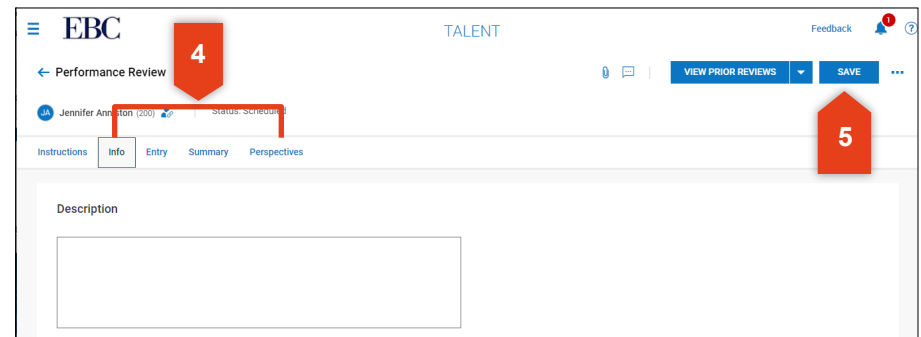
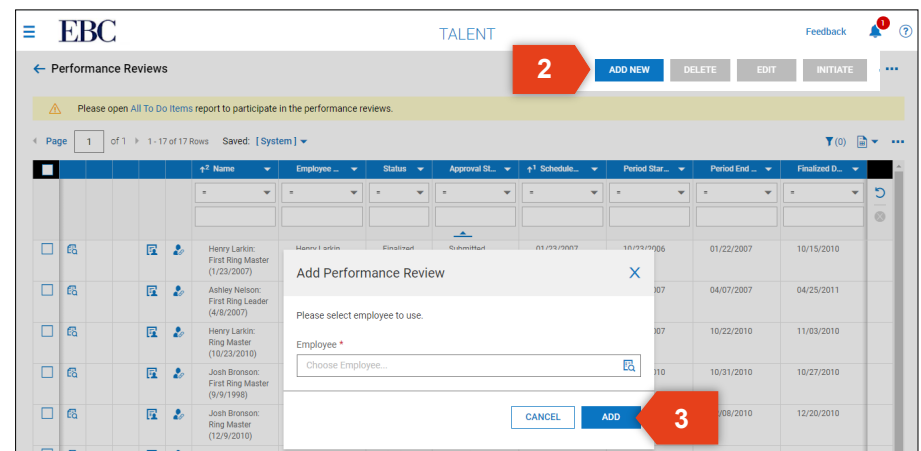
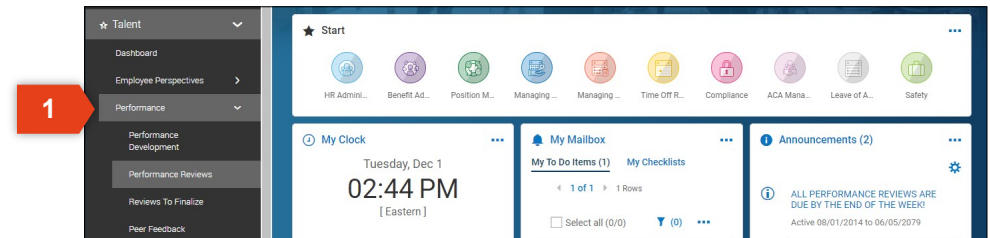
3a The Assign Personal Goal window will display. Enter the details for the personal goal.

3b Click SAVE.

Create a Performance Review

To create a performance review,

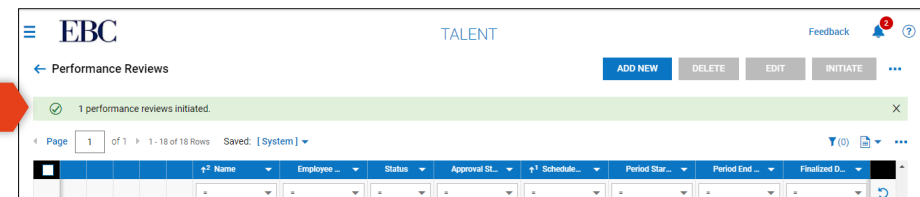
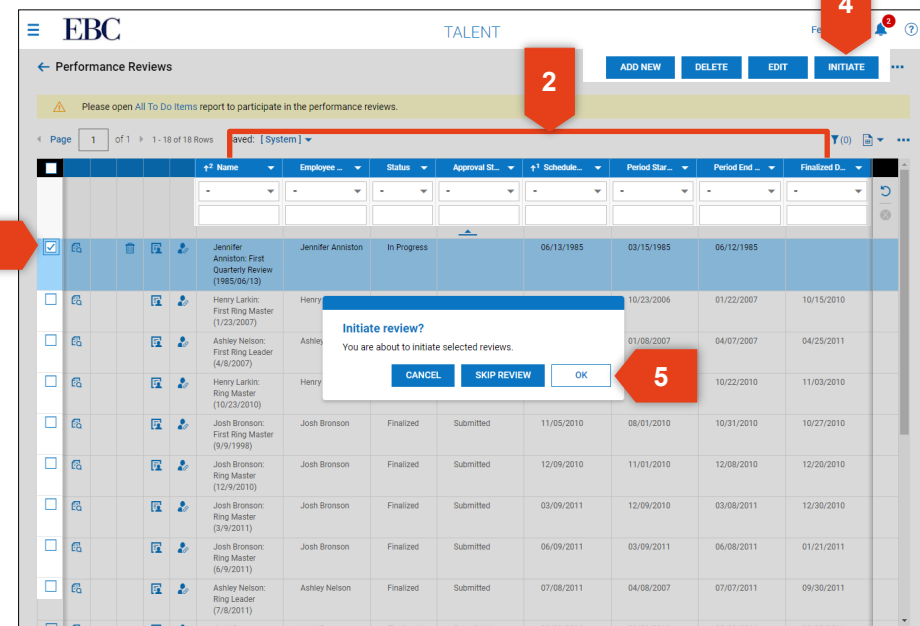
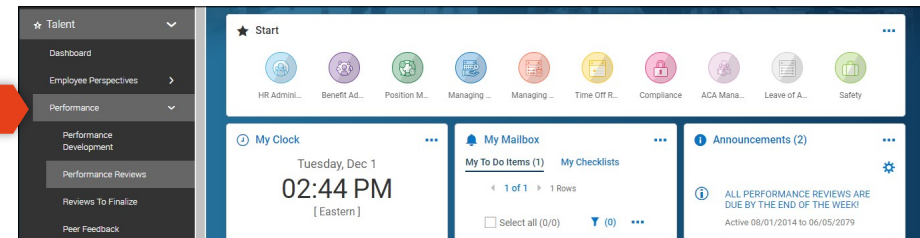
1. Open the Main Menu, click Talent, Performance, then click Performance Reviews.
2. Click ADD NEW.
3. The Add Performance Review window will open. Choose an employee, then click ADD.
4. Click on the four tabs to access and edit the performance information within that category:
 - Info
 - Entry
 - Summary
 - Perspectives.
5. Click SAVE once you have completed entering in the performance review details.



Issue a Performance Review

To issue a performance review,

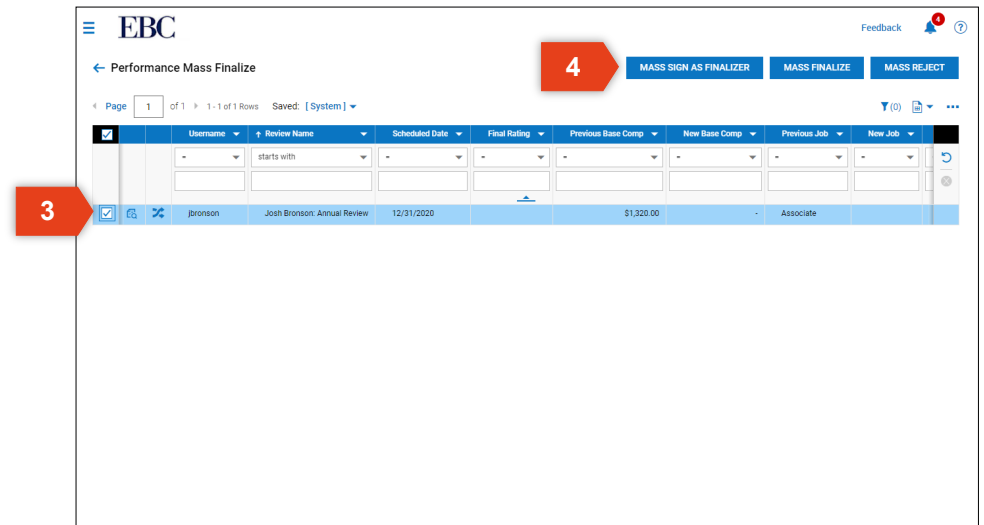
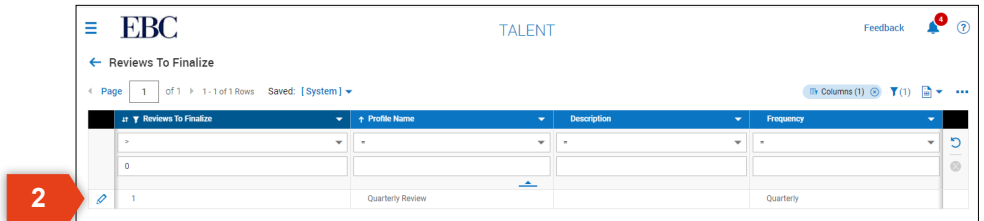
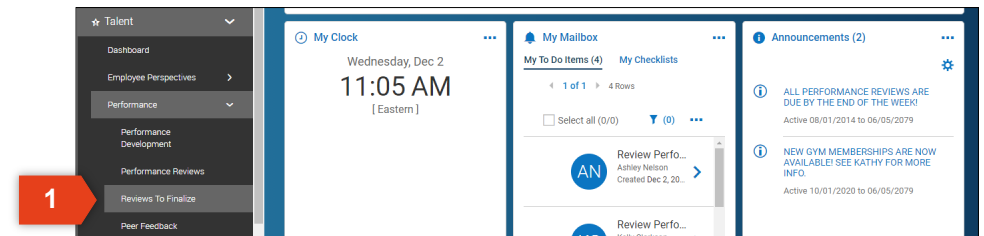
1. Open the Main Menu and click Talent, Performance, then click Performance Reviews.
2. Locate the performance reviews by scrolling through the list or using the filter and search options.
3. Check the box next to one or more employee reviews that you want to issue.
4. Click INITIATE.
5. A confirmation message will display asking if you want to initiate the selected review(s) - click OK.
6. You will see a success message at the top once complete.



Finalize a Performance Review

To finalize a performance review,

1. Open the Main Menu, click Talent, Performance, then Reviews to Finalize.
2. If there are any reviews to finalize, they will be listed on this page. Click on the View Reviews to Finalize icon.
3. Check the box next to each employee review that you want to finalize.
4. Check a button to finalize as needed.



A person wearing a red and blue plaid shirt is seated at a wooden desk, gesturing with both hands as if explaining something. On the desk in front of them is a silver laptop displaying a software interface with various charts and data. A black smartphone lies on a white notepad in front of the laptop. In the background, another person is partially visible, looking towards the left. The entire scene is overlaid with a semi-transparent dark blue filter.

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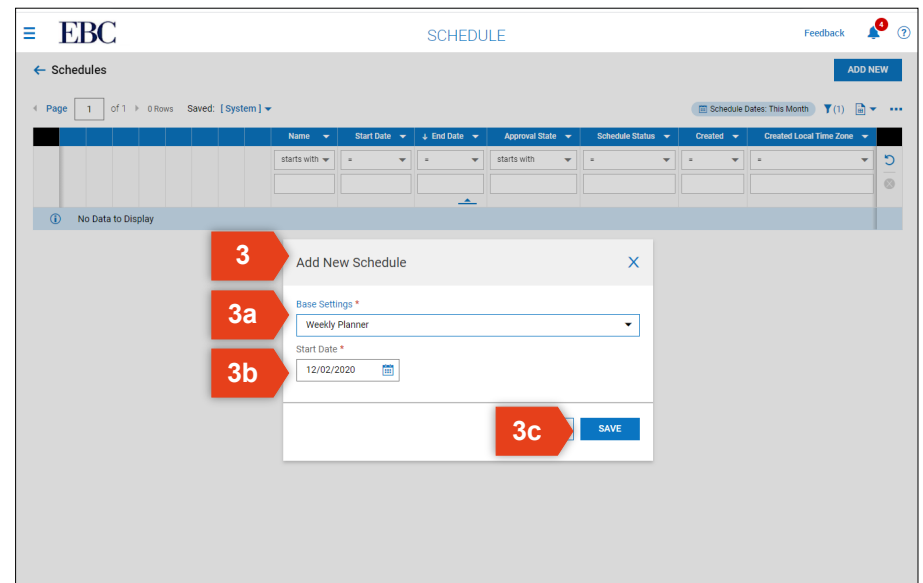
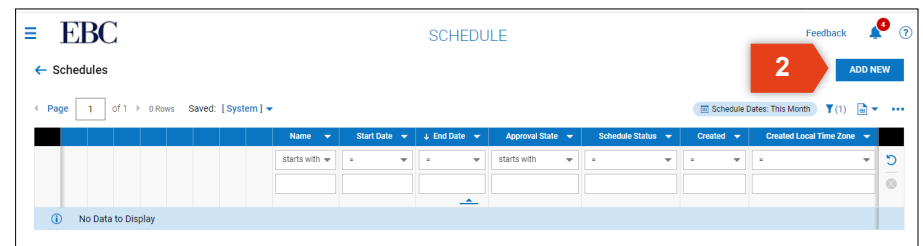
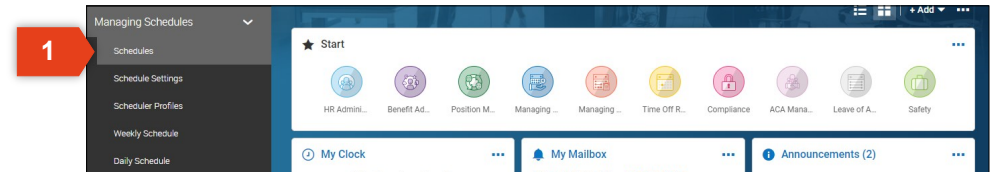
Basic Scheduling

This section will review the basics of creating and maintaining a schedule.

Create a Schedule

To create a schedule,

1. Open the Main Menu, click Managing Schedules, then click Schedules.
2. Click ADD NEW.
3. In the Add New Schedule window,
 - a. Choose a Base Settings option,
 - b. Select a Start Date,
 - c. Click SAVE,



Create a Schedule

4. Select Schedule options.
5. Click RECALCULATE COVERAGE to review coverage based on you schedule options.
6. Click GENERATE SHIFTS FOR OPEN COVERAGE to view open shifts.
7. Click ASSIGN SHIFTS to allow the system to assign employees to open shifts.

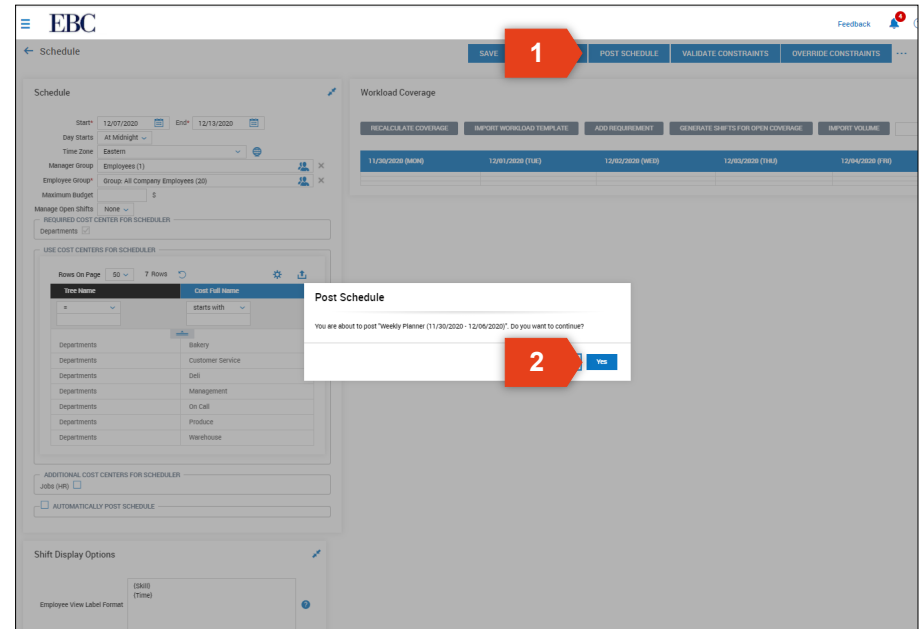
The screenshot displays the EBC Scheduling System interface. On the left, the 'Schedule' sidebar contains various configuration options. A red arrow labeled '4' points to the 'Schedule' section header. The main area shows a calendar view for December 2020. A red arrow labeled '5' points to the 'RECALCULATE COVERAGE' button. A red arrow labeled '6' points to the 'GENERATE SHIFTS FOR OPEN COVERAGE' button. A red arrow labeled '7' points to the 'ASSIGN SHIFTS' button in the top navigation bar. The interface also includes a 'Shift Display Options' section at the bottom left and a 'Workload' table at the top right.

11/29/2020 (MON)	12/01/2020 (TUE)	12/02/2020 (WED)	12/03/2020 (THU)	12/04/2020 (FRI)	12/05/2020 (SAT)	12/06/2020 (SUN)

Post a Schedule

To post a schedule,

1. Click POST.
2. On the Post Schedule window, click YES to confirm.
3. A success message will appear at the top of the page.



Maintain a Schedule

To maintain a schedule,

1. Open the Main Menu, click Managing Time, then click Weekly Schedule.
2. Click the three dots next to access edit options.
3. Click Create New Daily Schedules then,
 - a. Enter the daily schedule rule details
4. Click Edit Daily Schedules then,
 - a. Edit the existing schedule rules.

The screenshot shows the EBC Managing Time dashboard. On the left, the 'Managing Time' menu is expanded, showing options like 'Timesheet Approval', 'Weekly Schedule', and 'Time Entries Audit Trail'. A red callout box '1' points to the 'Managing Time' menu. The main area shows the 'Weekly Schedule' section with a table of schedule rules. A red callout box '2' points to the 'Weekly Schedule' link. A red callout box '3' points to the 'Create New Daily Schedules' button. A red callout box '4' points to the 'Edit Daily Schedules' button.

The screenshot shows the 'Edit Schedule Daily Rules' form. A red callout box '3a' points to the 'Edit Schedule Daily Rules' link. The form contains fields for 'Name*', 'Description', 'Active' (checkbox), 'Schedule Type' (radio buttons for 'Fixed' and 'Previous Day'), 'Start Time*', 'End Time*', 'LUNCH SETTINGS' (Have Lunch dropdown), 'SETTINGS' (Departments and Jobs (HR) dropdowns), and 'DEFAULT EXCEPTIONS' (Tardy, Left Early, Absent dropdowns).

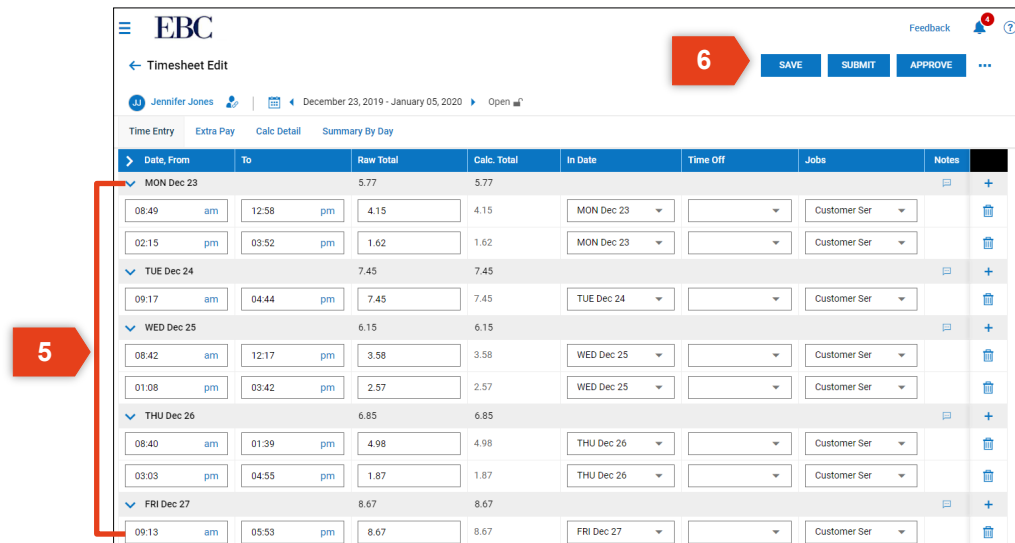
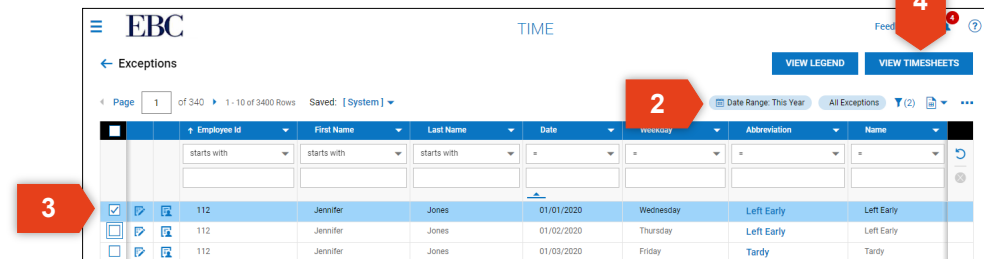
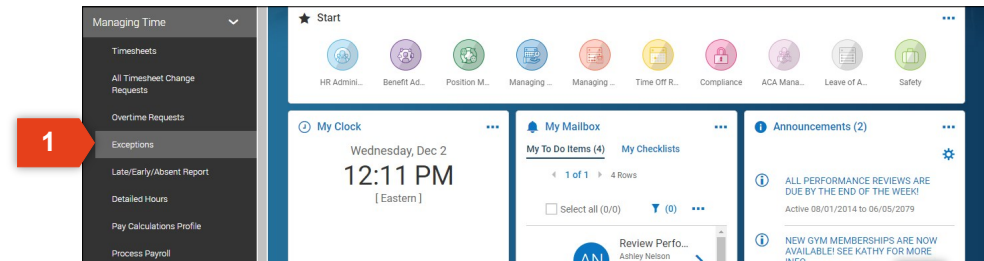
The screenshot shows the 'Company Daily Work Schedules' table. A red callout box '4a' points to the table. The table has columns: Name, #Schedule Profiles, Description, Department Full Path, Departments Full Path, Cost Center 3 Full Path, Cost Center 4 Full Path, and Cost Center 5 Full Path. The table contains four rows of schedule data.

Name	#Schedule Profiles	Description	Department Full Path	Departments Full Path	Cost Center 3 Full Path	Cost Center 4 Full Path	Cost Center 5 Full Path
6AM - 1PM	1						
8AM - 4PM	1						
9AM - 5PM	1						
Salaried 8 Hour	1						

View and Manage Exceptions

To view and manage exceptions,

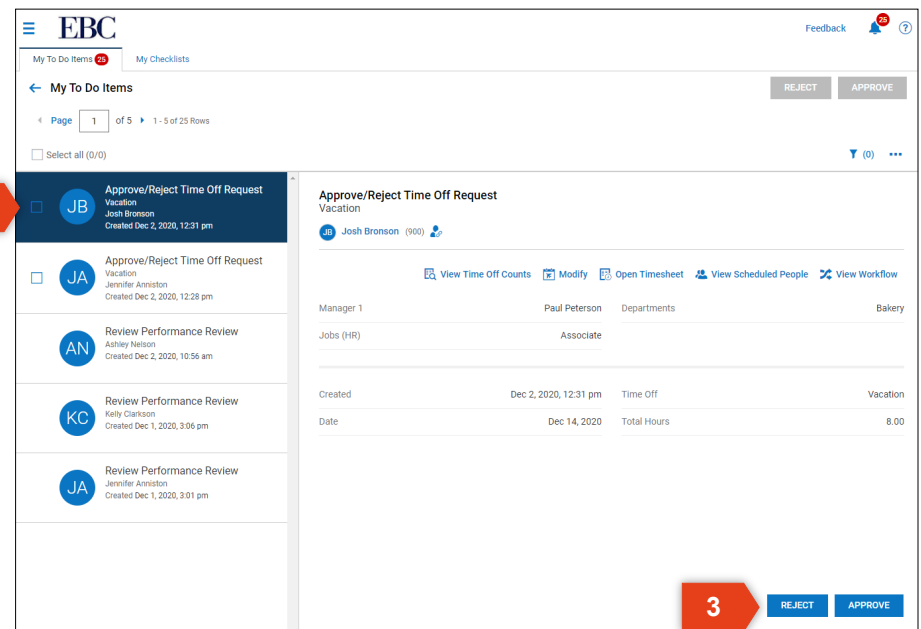
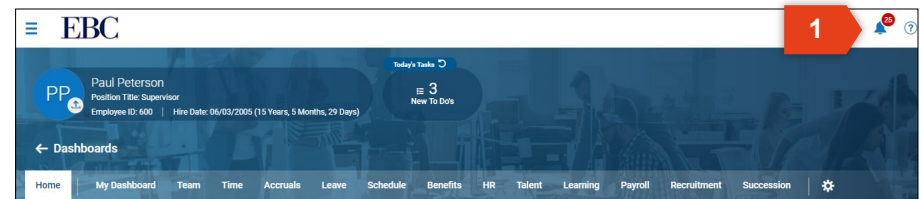
1. Open the Main Menu, click Managing Time, then click Exceptions.
2. Use the filter option to determine the date range and employee type for the exceptions you want to view.
3. Check the box next to one or more exceptions that you want to review.
4. Click VIEW TIMESHEETS.
5. Make edits to the time as needed.
6. Click SAVE, SUBMIT, or APPROVE.



Manage Time Off Requests

To view and respond to time off requests,

1. From the Dashboard, click on the notification icon.
2. Click on the time off notification to review the request.
3. Click REJECT or APPROVE.



A person wearing a red and blue plaid shirt is seated at a wooden desk, gesturing with both hands as if explaining something. On the desk in front of them is a silver laptop displaying a software interface with various charts and data points. Next to the laptop is a black smartphone resting on a white notepad. In the background, another person is partially visible, looking towards the left. The entire scene is overlaid with a semi-transparent dark blue filter.

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Managing Time

This section will review the basics of entering and approving time.

Manually Enter Time

To manually enter time for an employee,

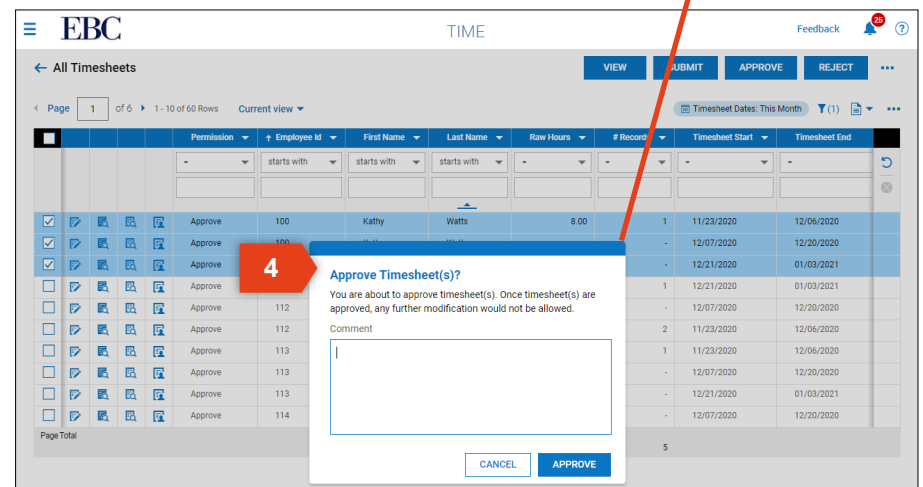
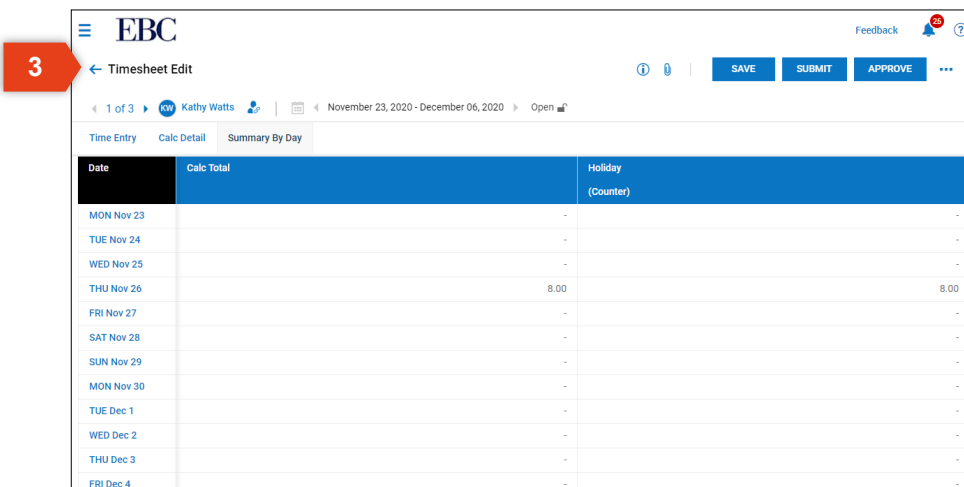
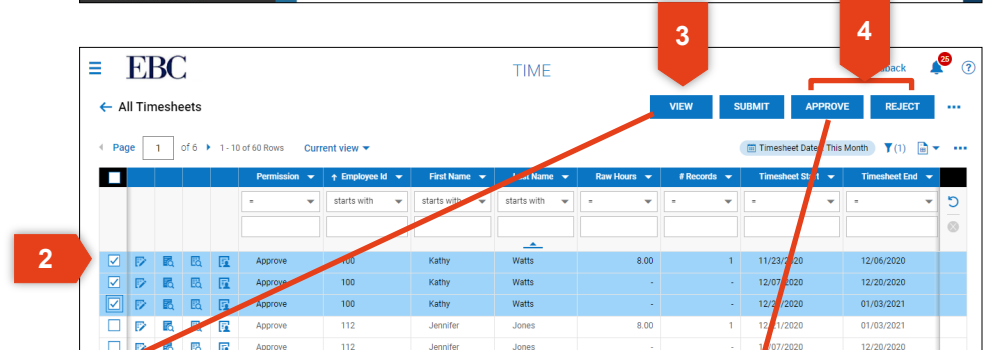
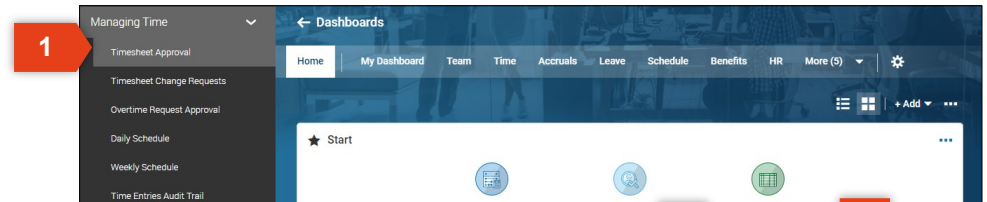
1. Open the Main Menu, click Managing Time, then click Timesheet Approval.
2. Use the filter option to select the date range of timesheets you need to see.
3. Use the sort options to locate the employee's timesheet.
4. Click the edit timesheet icon to view and edit.
5. Find the day that you need to edit and click the arrow icon to expand.
6. Edit the existing times by typing into the cell.
7. Click the delete icon to remove a time entry completely.
8. Click the plus sign to add a new time entry on a specific day.
9. Press SAVE when you have completed your edits/

The screenshot displays the Kronos Workforce Ready interface. The 'Managing Time' sidebar on the left contains options like 'Timesheet Approval', 'Timesheet Change Requests', and 'Overtime Request Approval'. The main area shows a 'Dashboards' section with a 'Start' button and a table of timesheets. The table has columns for 'Permission', 'Employee Id', 'First Name', 'Last Name', 'Raw Hours', '# Records', 'Timesheet Start', and 'Timesheet End'. A red arrow points to the 'Edit' icon in the table. Below the table, the 'Timesheet Edit' view for Jennifer Jones is shown, with tabs for 'Time Entry', 'Extra Pay', 'Calc Detail', and 'Summary By Day'. The 'Time Entry' tab is active, showing a list of dates from Monday, November 23 to Sunday, December 6. Each date row has columns for 'Date, From', 'To', 'Raw Total', 'Calc. Total', 'In Date', 'Time Off', 'Jobs', and 'Notes'. A red arrow points to the 'From' field in the 'THU Nov 26' row. Another red arrow points to the 'Delete' icon in the same row. A third red arrow points to the 'Plus' icon in the 'THU Dec 3' row. A fourth red arrow points to the 'Save' button at the top right of the 'Timesheet Edit' view.

Review and Approve Time

To review and approve time,

1. Open the Main Menu, click Managing Time, then click Timesheet Approval.
2. Check the box next to one or more employee timesheets to view or respond.
3. Click VIEW to review the timesheet.
4. Click APPROVE or REJECT, then confirm the response.



A person wearing a red and blue plaid shirt is seated at a wooden desk, gesturing with both hands as if explaining something. On the desk, there is a laptop displaying a software interface with various charts and data, and a smartphone resting on a notebook. In the background, another person is partially visible, looking towards the left. The entire scene is overlaid with a semi-transparent blue filter.

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Payroll

This section will review the basics of processing payroll.

Process Timesheets

To process timesheets,

1. Open the Main Menu, click Payroll, then Process Timesheets.
2. Select the Pay Period you need to process.
3. Click the Pay Period Functions icon to review the Time Prep page for he select pay week.
4. Click MASS PROCESS SELECTED PERIODS to process the timesheets listed for that pay period.

The screenshot displays the EBC Payroll system interface with four numbered steps indicating the process flow:

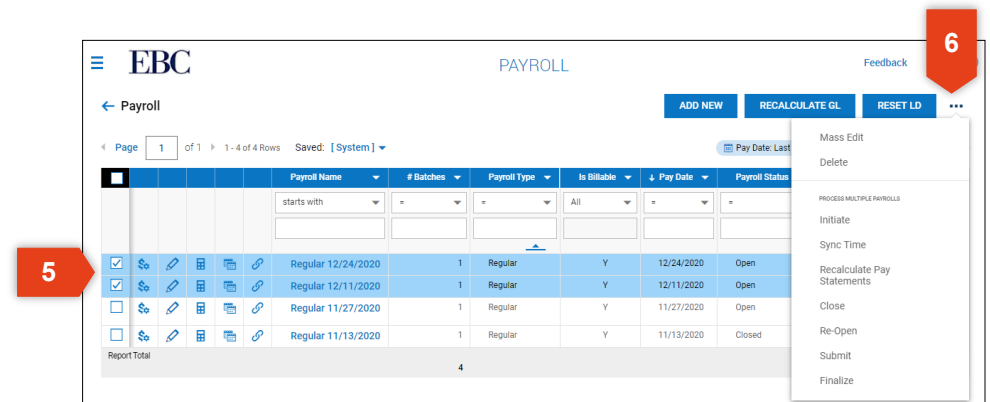
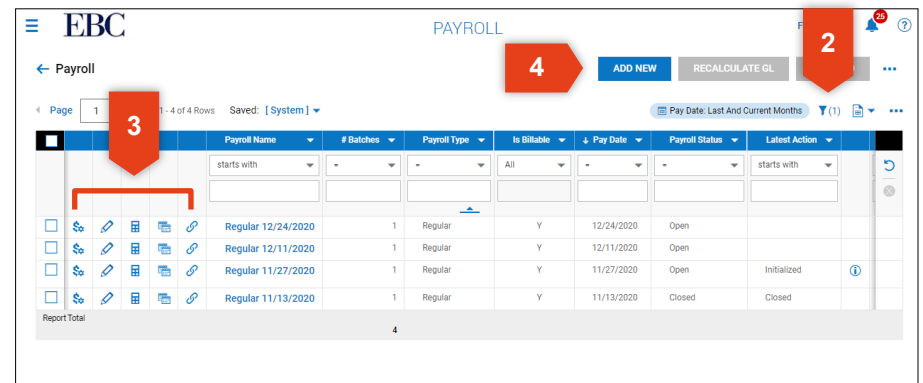
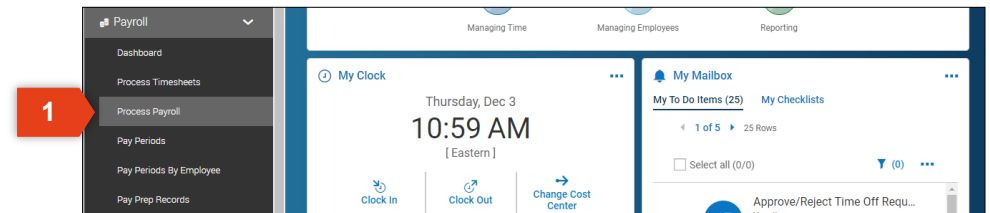
- Step 1:** The main menu on the left shows 'Payroll' selected, with 'Process Timesheets' highlighted in the sub-menu.
- Step 2:** The 'Process Timesheets' screen shows a table of pay periods. The 'MASS PROCESS SELECTED PAY PERIODS' button is highlighted.
- Step 3:** The 'Time Prep' screen is shown, displaying various status checks like 'Pending Time Off Requests', 'Review Timesheet Status', 'Reapply Pay Calculations', 'Process Records', 'Review Results', 'Lock Pay Period', and 'Go To Payroll Prep'. The 'Process Records' section indicates that 20 employees need to be processed.
- Step 4:** The 'Time Prep' screen shows the 'Process Records' section with a red warning icon and the text '20 employees need to be processed.'

# Employees	Pay Period Profile	Start Date	End Date	Pay Date	Locked	Is Current	Last Run
0					Open	No	
20(0)	Bi-Weekly	10/26/2020	11/06/2020	11/13/2020	Open	No	
20(0)	Bi-Weekly	11/09/2020	11/22/2020	11/27/2020	Open	No	

Process Payroll

To process payroll,

1. Open the Main Menu, click Payroll, then Process Payroll.
2. Use the filter option to select the date range of timesheets you need to see.
3. Use the action icons to access any of the following:
 - Payroll Prep Process
 - View/Edit Payroll
 - View/Edit Employee Statements
 - View/Edit Batches
 - Payroll Quick Links
4. Click ADD NEW to start a new payroll.
5. Check the boxes to select the payroll weeks you want to process.
6. Click the three dots at the top of the page to open processing options.



A person wearing a red and blue plaid shirt is seated at a wooden desk, gesturing with both hands as if explaining something. On the desk in front of them is a silver laptop displaying a dashboard with various charts and graphs. A black smartphone lies on a white notepad next to the laptop. In the background, another person is partially visible, looking towards the left. The entire scene is overlaid with a semi-transparent blue filter.

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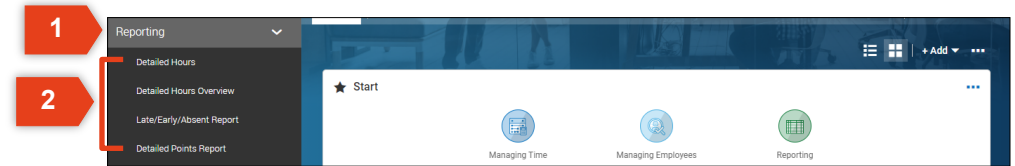
Reporting

This section will review the basics of generating a report.

Review Reports

To review reports,

1. Open the Main Menu, click Reporting. This section has several defined reports you may choose from.
2. Select the report you want to run.
3. Click the filter option to choose a date range for the selected report.
4. Click the three dots at the top to open more options. From here, you can:
 - Print
 - Export
 - Save



	Employee Id	First Name	Last Name	Region	Role	Date	Start	End	Hours
	starts with	starts with	starts with	-	-	-	-	-	-
	112	Jennifer	Jones			12/25/2020	-	-	8.0
	800	Kelly	Clarkson	Mountain		12/25/2020	-	-	8.0
	122	Ashley	Nelson	East	Employee	12/25/2020	-	-	8.0
	114	Ann	Hathaway			12/25/2020	-	-	8.0
	114	Ann	Hathaway			11/27/2020	-	-	8.0
	122	Ashley	Nelson	East	Employee	11/27/2020	-	-	8.0
	800	Kelly	Clarkson	Mountain		11/27/2020	-	-	8.0
	112	Jennifer	Jones			11/27/2020	-	-	8.0
	121	Peter	Jones	Mountain		11/26/2020	-	-	8.0
	190	Jennifer	Johnson			11/26/2020	-	-	8.0
Page Total									800
Report Total									32634.7

Review Reports

Most of the categories in the Main Menu also includes a reporting option to generate and export reports specific to that category. Here is a overview of the reports within each category:

