

Start Stop View

1.	Log into Kronos and navigate to timecard.										
2.	Timecard appears. Click in the Transfer column for the in- and out-punch day for when the Telework occur										
		Date	Pay Code	Amount	In	Transfer	Out				
	Xt	Fri 3/13		•	7:00AM		4:00PM				
	X ±	Sat 3/14		•		•	•				
	X 🕹	Sun 3/15		•		-					
	X ±	Mon 3/16		•	7:00AM	-	4:00PM				
	X 🕹	Tue 3/17		-	7:00AM	-	4:00PM				
	Xt	Wed 3/18		-	7:00AM	-	4:00PM				
	X 🗄	Thu 3/19		•	7:00AM	-	4:00PM				
	X 🗄	Fri 3/20		-	7:00AM	-	4:00PM				
	Xt	Sat 3/21		•		-					
3.	3. Search in the Transfer field. Select the dropdown in the Transfer field and click search.										
		Date	Pay Code	Amount	In	Transfer	Out				
	Fri 3/1	3	-		7:00AM		4:00PM				
	Sat 3/1	14	-			Search Alt-S					
	Sun 3/	15	-								
	Mon 3/	/16	-		7:00AM	•	4:00PM				
	Tue 3/	17	•		7:00AM	•	4:00PM				
	Wed 3	/18	-		7:00AM	-	4:00PM				
	Thu 3/	19	-		7:00AM	-	4:00PM				



4.	4. The Select Transfer window appears.									
	Under the Work Rule section, click on <none> and then type "TEL".</none>									
	Labor Account									
	Available Entries:	sription: Search								
			O Department							
			O Jobcode							
			O Reason Codes-Edit							
			Approvers Location							
		:								
	<pre>Vork Rule </pre>									
	Selected Transfer									
			OK Cancel	Refresh Help						
	The list will display ba	ased on the fir	st 3-charac	ters. Or click c	on dropdown arro	w to scroll				
	to the TELECOMMUT	F work rules	Select the a	nnronriate wo	rk rule from the o	drondown				
		E Work rules.								
	Work Rule									
	TELECOMMUTE-NO-O	F-NO-NT-M00	-							
	TELECOMMUTE-NO-OT	F-NO-NT-M00	<u> </u>							
	TELECOMMUTE-NO-OT	F-NO-NT-M30								
	TOP-TRNG OFCR PRFI	1-NO-NT-M60 / \$1.12-REG.HR9								
	Tor Hard Or Git Haz	01.12-1201110								
5.	To return to the time	card click 🛄	к							
6		work rule will	nonulate in	the Transfer c	olumn					
0.		work rule will	populate in		ordinin.					
	Save Actions Punch	Amount Accr	uals 🔻 Commen	t 🔻 Approvals 🔻 R	eports ▼					
	Date	Pay Code	Amount	In	Transfer	Out				
	X E Fri 3/13	-		7:00AM	TELECOMMUTE-NO-C -	4:00PM				
	X ± Sun 3/15	-			•					
7.	Click Actions > Calcul	ate Totals.								
	Course Actions Durach			at with the second second	Deserts ¥					
	Refresh	Pay Cada	Amount	Approvais +	Transfer	Out				
	🗙 🗄 Fri Refresh Data	Pay Code	Amount	7:00AM	NO-OT-NO-NT-M00 -	4:00PM				
	X S Calculate Totals	•			-					
	🗙 🔄 Su Print →⇒	•			-					
	🗶 🛓 Mc Print Screen →	•		7:00AM	-	4:00PM				



Kronos Desk Aid

Posting the Telework Work Rule

8.	Click Save.									
	Save Actions Punch Amount Accruals Comment Approvals Reports									
9.	Totals & Schedule reflects the TEL for 8 hours.									
	TOTALS & SCHEDULE ACCRUALS AUDITS									
	All 💌									
	Pay Code 🛆 Amount									
	REG-Regular Hours Worked 72.0									
	TEL-Telecommuting 8.0									
	TOTAL ACTUAL HOURS POSTED 80.0									