



Kronos Desk Aid

Posting the Telework Work Rule

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 occurs.

	Date	Pay Code	Amount	In	Transfer	Out
X	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
X	Wed 3/18			7:00AM		4:00PM
X	Thu 3/19			7:00AM		4:00PM
X	Fri 3/20			7:00AM		4:00PM
X	Sat 3/21					
3. **Search in the Transfer field.**
Select the dropdown in the **Transfer field** and click search.

Date	Pay Code	Amount	In	Transfer	Out
Fri 3/13			7:00AM		4:00PM
Sat 3/14				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



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4. **The Select Transfer window appears.**

Under the Work Rule section, click on <None> and then type "TEL".

The list will display based on the first 3-characters. Or click on dropdown arrow to scroll to the TELECOMMUTE work rules. Select the appropriate work rule from the dropdown.

5. To return to the timecard click **OK**

6. The TELECOMMUTE work rule will populate in the Transfer column.

Save Actions Punch Amount Accruals Comment Approvals Reports						
	Date	Pay Code	Amount	In	Transfer	Out
X	Fri 3/13			7:00AM	;TELECOMMUTE-NO-C	4:00PM
X	Sat 3/14					
X	Sun 3/15					

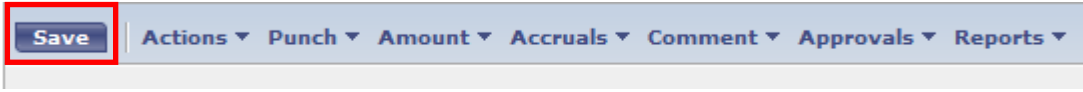
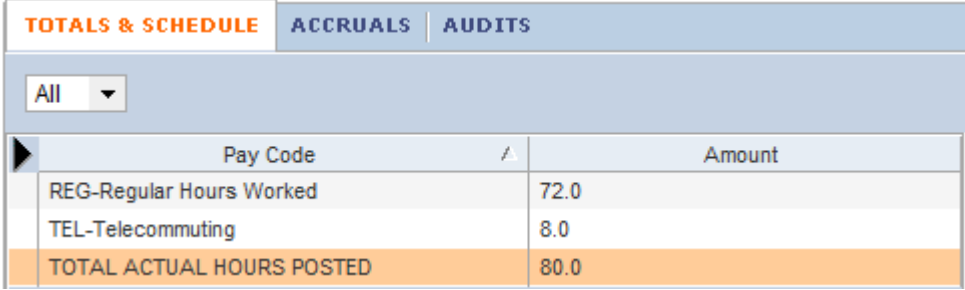
7. Click Actions > Calculate Totals.

Save Actions Punch Amount Accruals Comment Approvals Reports						
	Date	Pay Code	Amount	In	Transfer	Out
X	Fri			7:00AM	...NO-OT-NO-NT-M00	4:00PM
X	Sa					
X	Su					
X	Mo			7:00AM		4:00PM



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8.	Click Save. 								
9.	<i>Totals & Schedule reflects the TEL for 8 hours.</i>  <table border="1"><thead><tr><th>Pay Code</th><th>Amount</th></tr></thead><tbody><tr><td>REG-Regular Hours Worked</td><td>72.0</td></tr><tr><td>TEL-Telecommuting</td><td>8.0</td></tr><tr><td>TOTAL ACTUAL HOURS POSTED</td><td>80.0</td></tr></tbody></table>	Pay Code	Amount	REG-Regular Hours Worked	72.0	TEL-Telecommuting	8.0	TOTAL ACTUAL HOURS POSTED	80.0
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