

KRONOS 8.1 Navigator Guide

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CP payroll is due on Mondays at 2pm
LMH Payroll is due on Mondays at 12 noon
NY/WD/LH Payroll is due on Mondays at 12 noon
If the Holiday falls on a Monday the payroll is due on Tuesday at 10am
DO NOT SHARE YOUR PASSWORDS!!

Overall Training Structure

To support the implementation of KRONOS, also known as KRONOS Navigator, training will be provided for users for each unit. For NYP Hospital, training will be a 2 hour instructor-led training with a hands-on workshop on the following components:

1. KRONOS: An introduction to Workforce Scheduler and Timekeeper
2. KRONOS: Importance of Scheduling: Setting Patterns and Modifying Shifts
3. KRONOS: Updating Schedules Using Pay Codes
4. KRONOS: Timekeeping Principles – Monitoring Punch Activity
5. KRONOS: Signing Off on Timecards for Payroll
6. KRONOS: Missed Punch, Additional Pay Request, and eSAF Forms

KRONOS 8.1 Navigator Guide

Overview

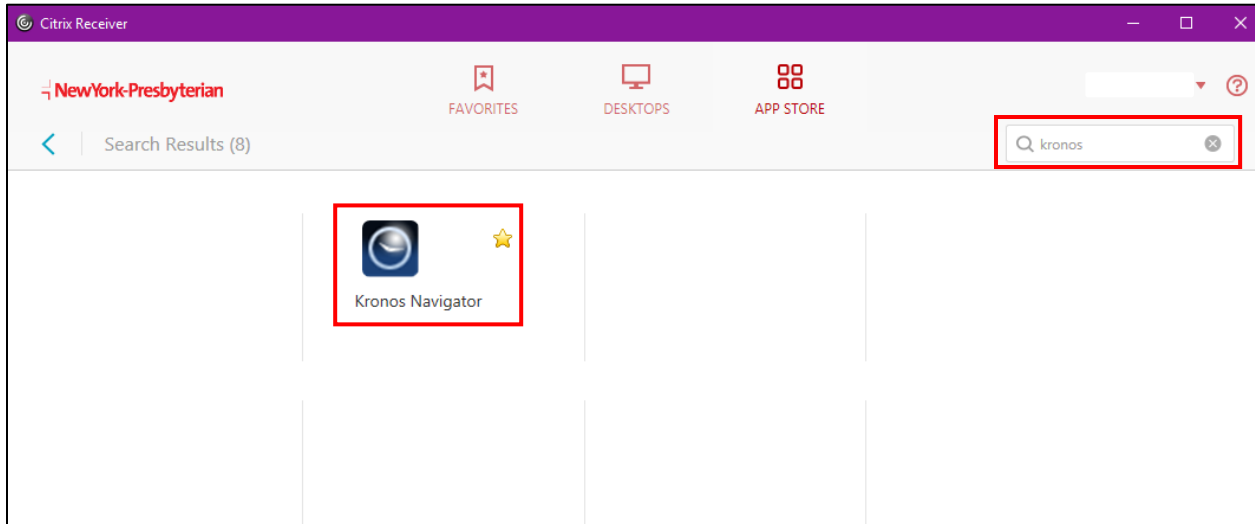
The KRONOS Navigator Guide course is a 2-hour, hands-on workshop that addresses the following objectives:

- Users will be able to access KRONOS from the NYP Citrix server.
- Users will be able to log into KRONOS and use basic functionality, including but not limited to viewing schedules, editing shifts, and identifying staffing needs using the Schedule Planner.
- Users will be able to use various Genies to reconcile timecards for payroll.
- Users will understand the basic process of scheduling, including an understanding of:
 - Using the Schedule Planner to ensure employees shifts total appropriately.
 - Setting schedule patterns; modifying and editing shift to include paid time off.
 - Using various Genies to identify exceptions, paid hours, and employee information.
 - Attendance and Time Off tracking.
 - The importance of pay periods and how to sign-off.

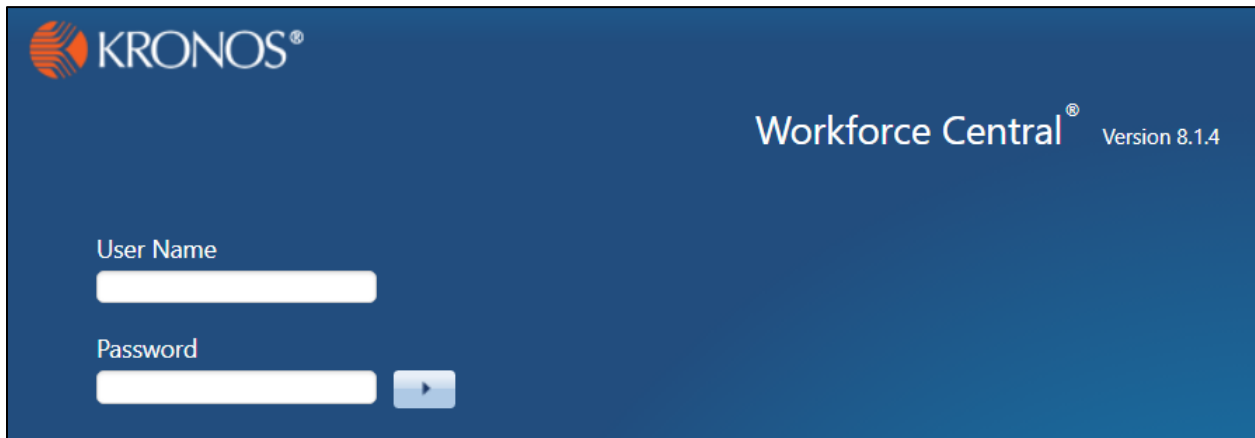
Logistics

ACCESS TO KRONOS IS CONTROLLED VIA THE NYP CITRIX SERVER.

In the search bar, type in "Kronos" to quickly bring up the Kronos app. Double click to open Kronos.









Users will log in with their CWID and password.




*If you get locked out after three failed attempts, reach out to the NYP Help Desk for password assistance.




Scheduling Information

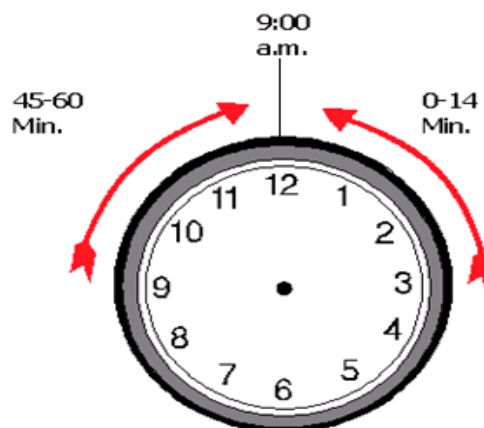
 All employees must have updated schedules in KRONOS prior to their shift.

-  Scheduled start and end times must always be on the quarter hour.
-  Accurate schedules prevent employees from clocking in prior to their schedule shift start time.
-  Pre-scheduled benefit time can be entered on the schedule.
-  Exempt employees must have schedules or the system will not flag for potential absences.
 - Exempt employees should punch in at the start of their shift.
-  Schedule download times: 5:30 am, 12:00 pm, 2:00 pm, 6:00 pm & 10:00 pm.


Rounding Rules


 All employees are mandated to use KRONOS timeclocks to record their time.

-  An employee may only clock in within 15 minutes prior to or after their scheduled start time.
 - Start times will be rounded to the shift start for payroll purposes.
-  All employees must be paid for any time the employee performs any work during the 15 minutes prior to their scheduled start time or the 15 minutes after.
-  If the employee clocks one minute after the scheduled start time, the system will generate a **"Late-In"** exception.

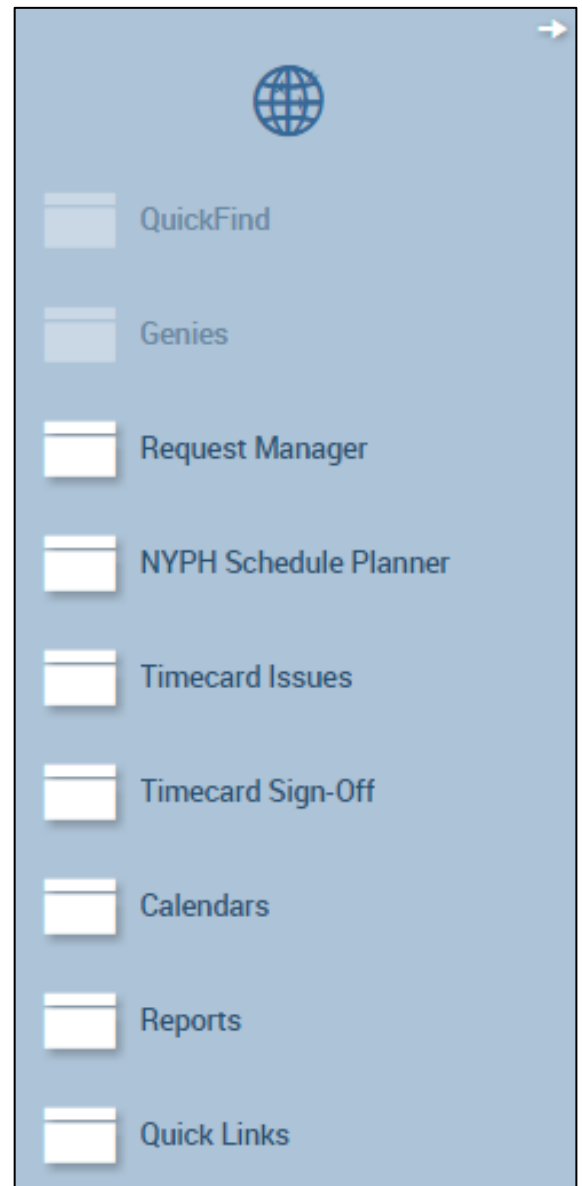


Widgets!

 *KRONOS provides information in the form of widgets. Widgets are customized windows that provide specific information related to scheduling, timekeeping, and payroll.**


 Widgets are located in the related panel window with QuickFind and Schedule Planner as the default view.

- **Quickfind** is a searchable tool to quickly look up individual employees by their last name or id number.
- **My Genies** displays additional widgets such as employee information via NYPH People.
- **Request Manager** is used by the ESS employees where they are able to electronically request time off, open shifts, or submit shift swaps.
- **Schedule Planner** displays all schedules where they can be updated and monitored.
- **Timecard Issues** provides a list of timecard exceptions by category and employee.
- **Timecard Signoff** allows users to review and sign off on timecards.
- **Calendars** provides quick access to the Absence and Exception Calendars.
- **Reports** maintains a list of printable reports such as the schedule or timecard detail.
- **Quick Links** displays links to external resources.



*Widget selections are based on system access.

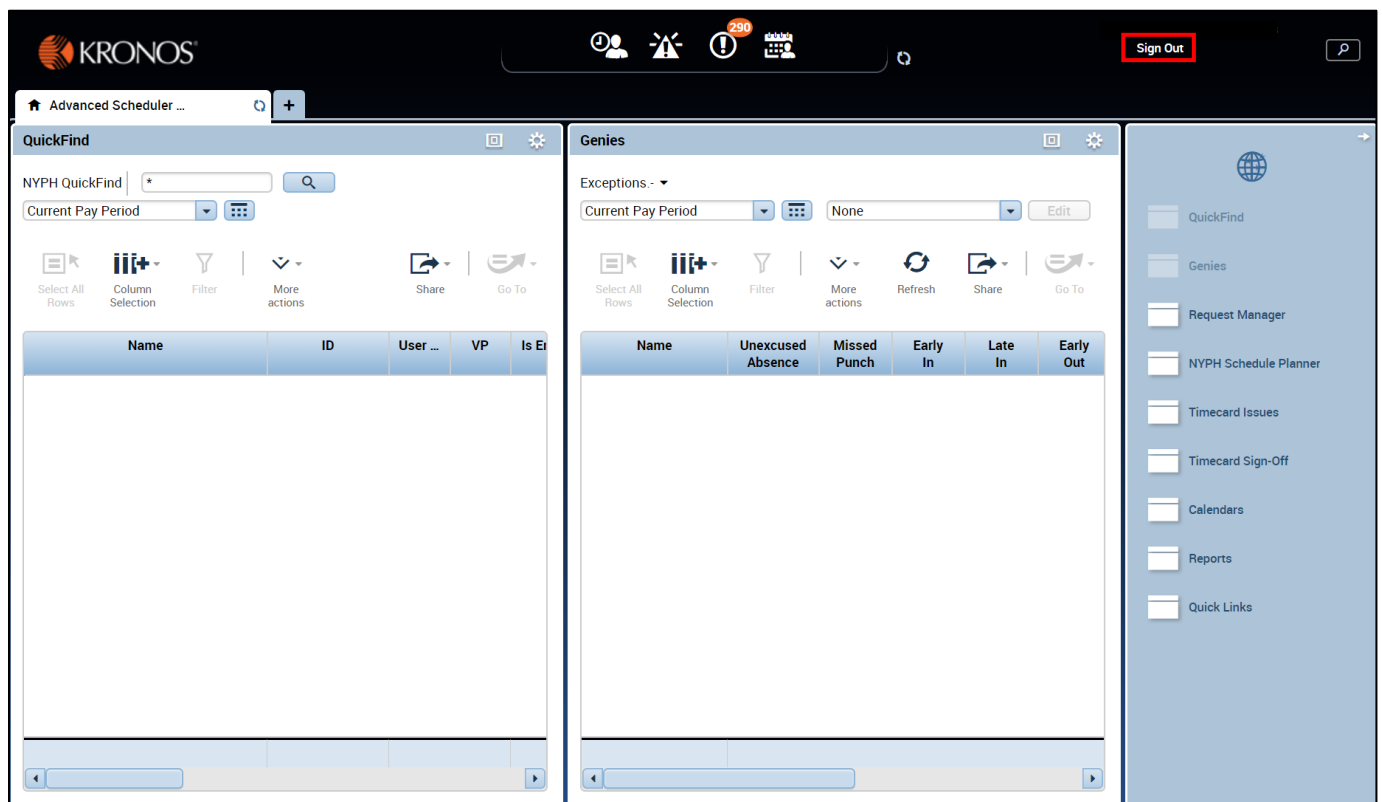
Using Quickfind to Search for Employees

 All changes to an employee's schedule must be done in the Schedule Planner **or** Schedule Editor.

Common Scheduling Tasks

- Update shifts and schedule patterns.
- Enter paid time off – vacation, personal holidays, sick time and more.
- Monitor leave cases and update schedules with intermittent leave.

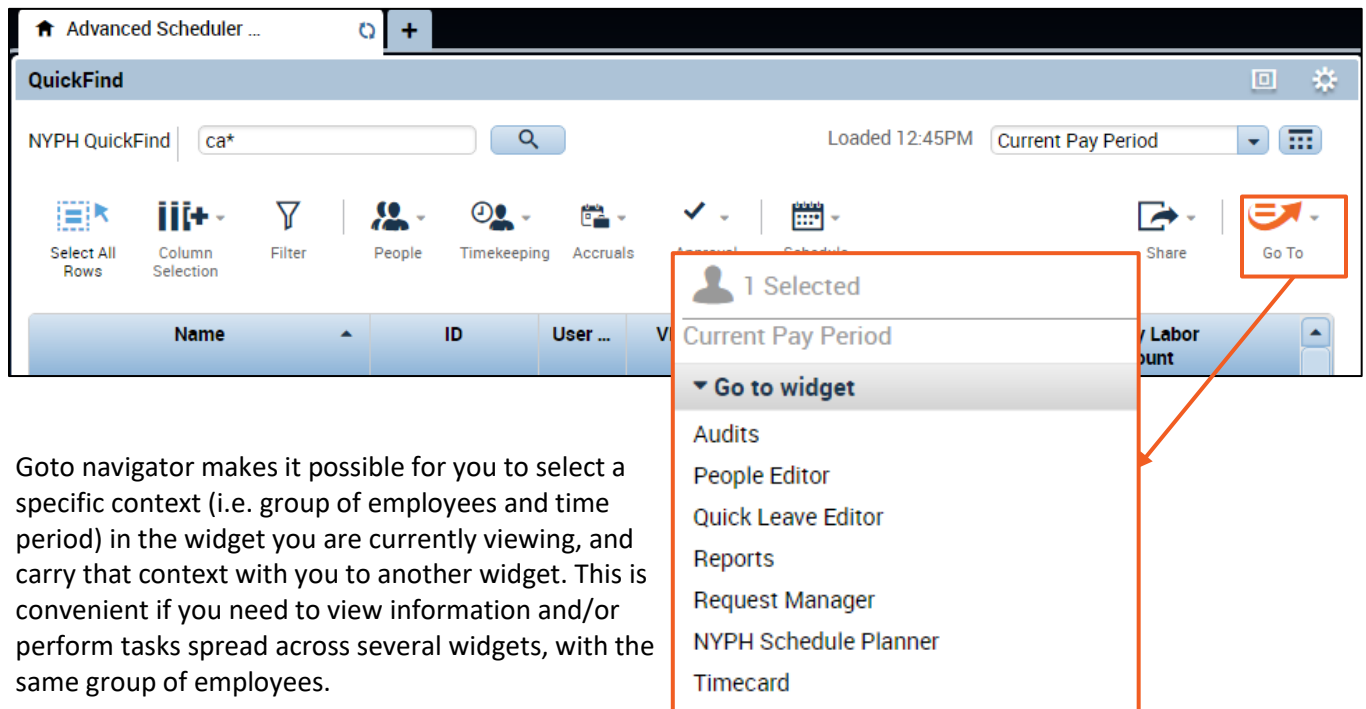
The QUICKFIND genie is a searchable tool to quickly look up individual employees by their last name or id number. The asterisk must remain at the end of your search.



The screenshot displays the Kronos Advanced Scheduler interface. At the top, the Kronos logo is on the left, and a 'Sign Out' button is on the right. Below the header, there are two main search panels: 'QuickFind' and 'Genies'. The 'QuickFind' panel has a search bar with an asterisk, a 'Current Pay Period' dropdown, and a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'More actions', 'Share', and 'Go To'. The 'Genies' panel has an 'Exceptions' dropdown, a 'Current Pay Period' dropdown, and a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'More actions', 'Refresh', 'Share', and 'Go To'. Both panels have empty tables with columns for 'Name', 'ID', 'User ...', 'VP', 'Is E', 'Unexcused Absence', 'Missed Punch', 'Early In', 'Late In', and 'Early Out'. A sidebar on the right contains a navigation menu with items like 'QuickFind', 'Genies', 'Request Manager', 'NYPH Schedule Planner', 'Timecard Issues', 'Timecard Sign-Off', 'Calendars', 'Reports', and 'Quick Links'.

Log off Kronos when you are finished using by selecting **Sign Out**.

Using GoTo Navigator



Goto navigator makes it possible for you to select a specific context (i.e. group of employees and time period) in the widget you are currently viewing, and carry that context with you to another widget. This is convenient if you need to view information and/or perform tasks spread across several widgets, with the same group of employees.

- In a Genie (or the Search widget) select the group of employees you want to carry over to a new widget, using the same selection approach as you would when making a group edit.

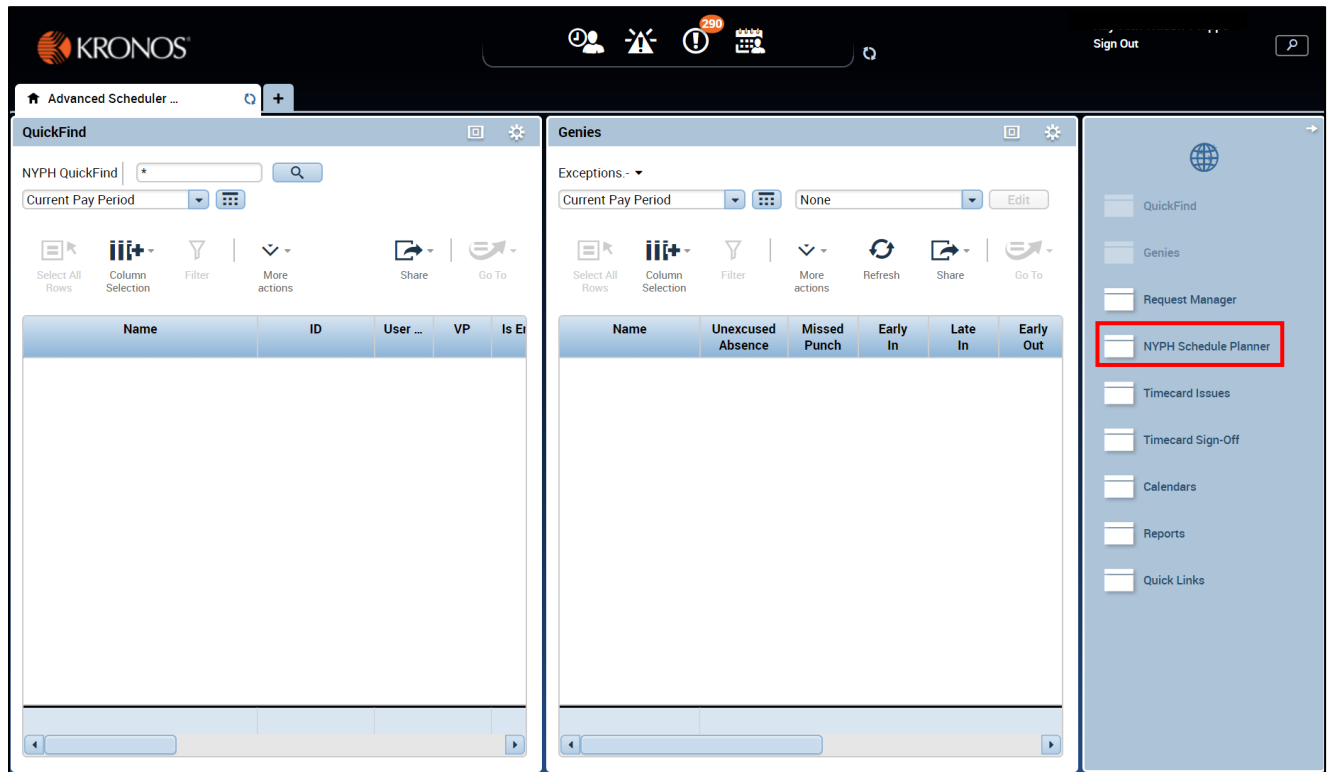
Note: If you are in a widget that only shows one employee's information at a time (such as the Timecards widget), the context will show that you have a certain number of employees selected. These employees will be carried over.

- Open the Goto menu and select the widget or workspace you would like to move to.

You can continue to move to new widgets with the selected employees (or a subset of those employees, if you choose). To "reset" your selection when you are done working with those employees, click the workspace's Refresh icon.

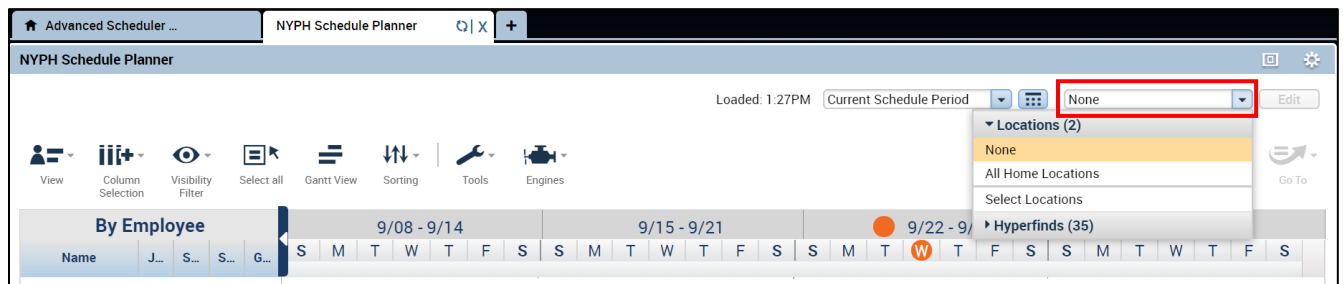
Accessing the Schedule Planner

The Schedule Planner workspace represents a timeline view of employee schedules for a defined time period. Locate the Schedule Planner in the related items pane of your Workspace and click the restore button to maximize the window.



Click on the **Show** dropdown menu to gain access to your unit.

- Use Select Locations to find a nursing unit or access the Hyperfind menu to find cost center.



👓 Expand the organization map to find a specific unit. Move desired unit(s) from **Available** to **Selected** area using the center blue arrows to move units. Click Ok.

👓 From the **Calendar** dropdown menu enter range of dates by clicking the icons or manually enter dates. Enter the desired range of dates in the pop up box.

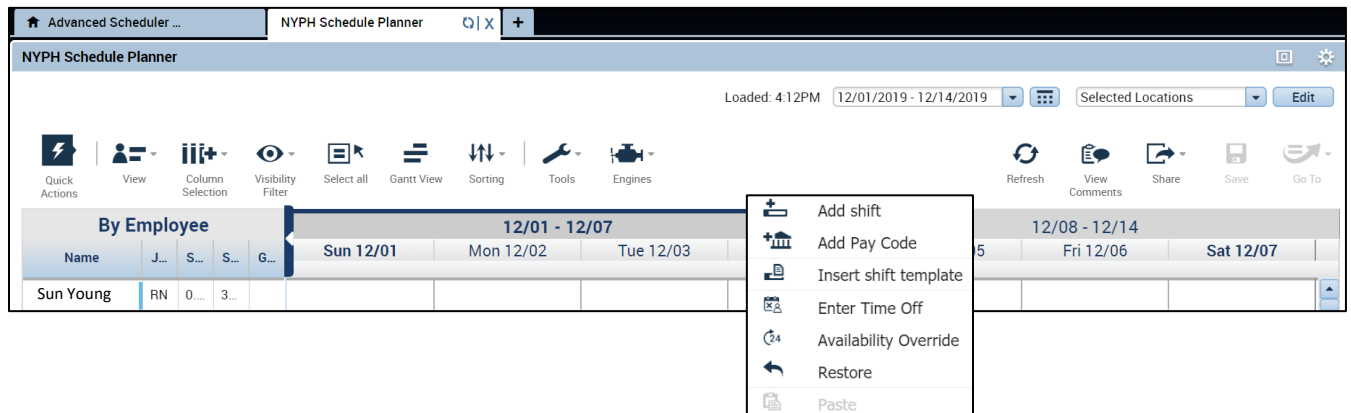
Managing Your Unit Schedule

Schedules are an important component of KRONOS. They are used to track employee time and assist in planning for the future. NYP requires each unit to maintain accurate schedules for all employees. Assigning employees to schedules lets you identify discrepancies in scheduled versus worked hours.

- Schedule Benefits
 - Reduce time required to perform weekly timekeeping duties.
 - Track exceptions such as lateness, missed punches, and unexcused absences.
 - Ensure employees are paid correctly for the work they are schedule to do.
 - Allow benefit time (vacation and holiday) to be scheduled in advance.

Adding a Shift

To add a shift, right-click the cell and select **Add shift** from the menu selection.



In the Add Shift screen, enter the shift start and end times. Select OK. **Save.**

Add Shift

Assigned to: Sun Young Shift Details: 12:00am-1:00am(1.00h) Primary Job


Insert Template: ▼ Shift Label: Repeat this shift for: days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	12/03/2019	Regular	8:00am	4:00pm	12/03/2019	8.00			

Comments (0) [Add Comment](#)

Cancel Apply

Adding a Schedule Pattern

 Schedule patterns let you quickly apply a set of shifts to employees who work the same shifts on a regular basis.

- Right click an employee's name and select Schedule Pattern → Add Pattern

Step	Action
1	In the Anchor Date box, specify the effective date on which the employee starts working the pattern.
2	In the Start Date box, specify the same date as reflected in the Anchor Date field.
3	In the End Date box, specify the last date the pattern is effective. To have the assignment in effect with no end date, select Forever .
4	Input the shifts by entering the start and time for each day.
5	Click OK and then Save .

Schedule Pattern

Assigned to
Sun Young

	Start Date	End Date	Duration	Rotation

Add Pattern

Anchor Date:* Start Date:* End Date:*

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
<input type="button" value="+"/> <input type="button" value="x"/>	1							

- Select OK

Schedule Pattern

Assigned to
Sun Young

	Start Date	End Date	Duration	Rotation
<input type="button" value="edit"/> <input type="button" value="x"/>	12/01/2019	Forever	1 week	1 Week:730a - 4p(Mon,Tue,Wed,Thu,Fri)

Entering a Job Transfer Using the Org Map (Nursing) or Transferring Hours Using Cost Center Transfer under Labor Account

When an employee works in another unit, those hours need to be charged to that unit. Applying a Job Transfer Set ensures the hours are counted and charged correctly.

To apply a job transfer, right click on the shift and then select **Edit**.

Add Shift

Assigned to: Sun Young | Shift Details: 12:00am-1:00am(1.00h) | Primary Job

Insert Template: | Shift Label: | Repeat this shift for: 1 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	9/25/2019	Regular	7:30am	8:00pm	9/25/2019	12.50			

Comments (0) Add Comment

Search... OR Search... [Cancel] [Apply]

Use the **Org Map** under **Job Transfer** to find the appropriate job

Transfer

Name
Job
Labor Account
Work Rule

Job Transfer | Labor Account | Work Rule

- PCD 5/07/2009 - Forever
- COORD 5/06/2009 - Forever
- RN 5/07/2009 - Forever**
- ICUT 5/07/2009 - Forever
- UA 5/07/2009 - Forever
- INDIR 5/07/2009 - Forever

[Cancel] [Apply]

Use the **Cost Center** under **Labor Account** to charge the hours

Transfer

Name
Job
Labor Account
Work Rule

Job Transfer | Labor Account | Work Rule

Add Labor Account [Clear All]


Company Code: | VP: |
Business Unit: | Cost Center: |
Salary Plan: | Job Code: |
Department: |

[Smart search...]

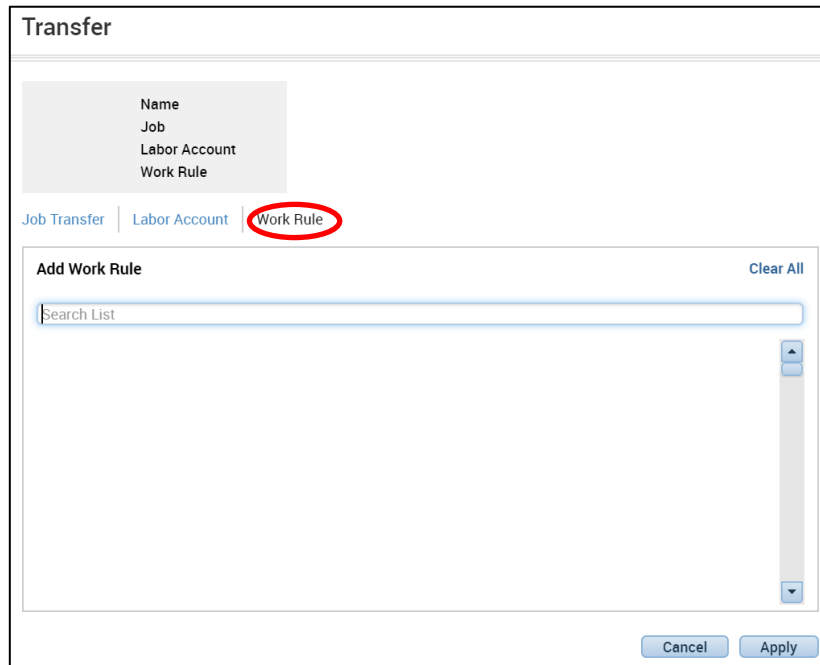
[Cancel] [Apply]

Click Apply

Applying a Work Rule Transfer

 *Work rules determine how employee hours accrue. For example, work rules help define meal deductions, overtime and shift differentials. A work rule transfer is needed to override an employee's default pay rule.*

To apply a **Work Rule Transfer**, go to the **Transfer** field in the Add/Edit Shift screens.



Use the scroll bar or the search field to find appropriate work rule. Click Apply.

Notes: Shifts with work rule transfers appear with the work rule name in parenthesis.

Adding Pay Codes

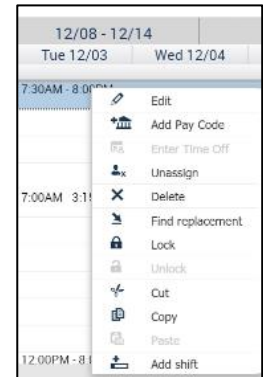
Although employees are scheduled to work specific hours each week, events occur that cause employees to miss time. Once employees communicate missed time to their Timekeepers, the system allows the Timekeeper to make appropriate changes to the schedule using pay codes.

Pay codes hold hours accrued by employees throughout their careers and can be easily visualized as “buckets” containing different types of hours.

Pay codes are used to track non-worked hours such as vacation time or sick time. Pay codes are added to the schedule by selecting one from a predefined list and specifying the number of hours to allocate to the pay code.

To add a pay code:

1. Right-click on the employee shift or empty date cell and **Add -> Pay Code**
 2. Confirm the **Effective Date** to apply the pay code
 3. Select the **Pay Code**
 4. Enter **Amount***
 5. Enter **Start Time**
 6. Click OK. **Save**
- If the pay code should be applied to **consecutive days**, enter the number of days in the **Repeat for** field
 - If the pay code edit replaces a shift, select **Override Shift**
 - Select **Whole Shift** if the edit replaces the entire shift
 - Select **Partial Shift** if the edit replaces a portion of the shift
 - If the edit is an addition to a shift, leave the field blank



Add Pay Code

Assigned to: Sun Young

Effective Date: 12/03/2019

Pay Code: Named Holiday

Amount (HH:hh): Full sched day

Create Open Shift

Override Shift

Whole Shift Partial Shift

Start Time: 7:30AM

Repeat for: 1 days

Transfer Job: [Dropdown]

Transfer Labor Level: [Dropdown]

Comments (0) [Add Comment](#)

Unavailable Start Time: 7:30AM

Unavailable Amount (HH:hh): 24.0

Cancel Apply

***All amounts of time must be in increments of 15 minutes.**

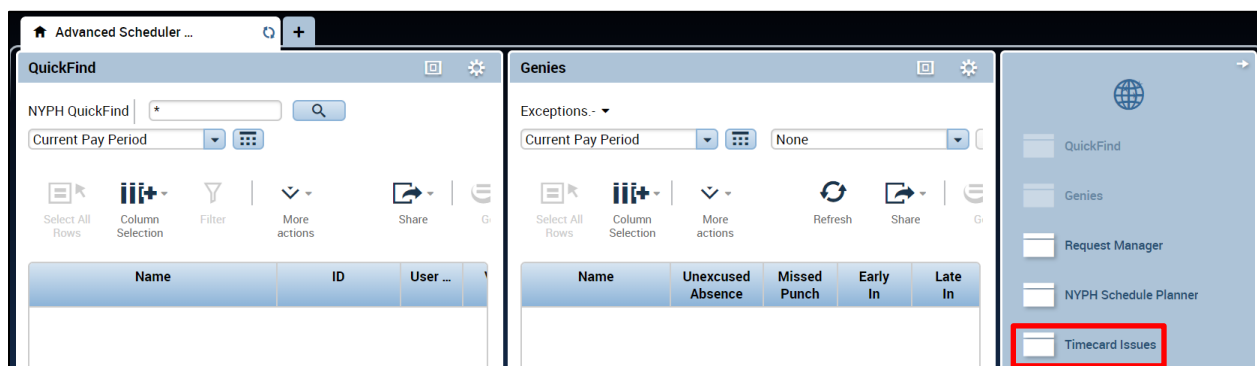
Monitoring Exceptions Genie

Employees deviate from their workload schedules for various reasons. Deviations in an employee's worked time need to be monitored so corrections can be made. KRONOS provides tools to help you monitor and review time and attendance data.

Timecards are reviewed daily for exceptions and missed punches by the department. Exceptions are generated when the timecard information does not match the schedule.

Review employee schedule deviations using the Timecard Issues genie.

- Access the Timecard Issues genie by selecting "Timecard Issues" in the related items.



The screenshot shows the 'Timecard Issues' interface. At the top, it says 'Exceptions Summary' and 'Loaded 10:34AM'. Below this is a table with the following data:

Name	Missed Punches	Unexcused Absences	Unscheduled Hours	Punch Issues	Canceled Meal	Totals
Sun Young		6				6

- Exceptions will be listed with a numerical value.
- Review **Unexcused Absences** in case the schedule needs to be updated. For example, a non-working day changed from Wednesday to Friday.
- Identify **Missed Punches** and take action via the **Electronic Missed Punch** form or troubleshoot any employee issues.
- Monitor employee punch activity by way of **Punch Issues**.
- Exceptions can be sorted in ascending or descending order by clicking the column headings.

Calendars

The **Exception Calendar** represents a timeline view of all schedule deviations for a given time period.

Advanced Scheduler ... Calendars

Calendars

Back to Calendars

EXCEPTION CALENDAR

Show: 901234

Name & ID: Sun Young 123456

Refresh Day Detail Legend

Time Period: Range of Dates 12/01/2018 12/01/2019 Apply

View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
December							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

The **Absence Calendar** represents a timeline view of all employee time off for a given time period.

Advanced Scheduler ... Calendars

Calendars

Back to Calendars

ABSENCE CALENDAR

Show: 901234

Name & ID: Sun Young 123456

Refresh Day Detail Legend

Time Period: Range of Dates 7/01/2019 7/30/2019 Apply

View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
July		1	2	3	4	5	6	7	8	9	10	11	12 P	13	14	15	16	17	18	19	20	21	22	23	24				

*Additional calendars can be found within the calendar widget.

Accessing Employee Timecards

Employees' timecards must be reviewed and monitored to make any corrections. Discrepancies that are not corrected may result in the employee being paid incorrectly.

The timecard window contains detailed information about an employee's worked and non-worked time for a specific time period.


The following illustration shows Jane Doe's punches for the current pay period with exceptions.

The screenshot displays the Kronos Timecard interface for employee Sun Young. The interface includes a header with navigation options (Quick Actions, View, Approve Timecard, Sign Off, Accruals Actions) and a toolbar (Print Timecard, Refresh, Calculate Totals, Save, Go To). The main data table shows punches for dates from Sat 11/02 to Fri 11/08. Callouts highlight specific features: 'Employee and time period information' points to the header area; 'Employee punches. Exceptions listed in red.' points to the punch times on Tue 11/05 (8:03AM and 4:09PM) and Wed 11/06 (4:53PM); 'Employee's schedule. Note: You cannot make edits here.' points to the schedule column; and 'Total Hours, Accruals, Audits, and Comments are viewed here.' points to the summary table at the bottom.


Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift
Sat 11/02										
Sun 11/03										
Mon 11/04			8:00AM		4:00PM				8:00AM-4:00...	7.0
Tue 11/05			8:03AM		4:09PM				8:00AM-4:00...	7.0
Wed 11/06					4:53PM				8:00AM-4:00...	
Thu 11/07									8:00AM-4:00...	
Fri 11/08									8:00AM-4:00...	

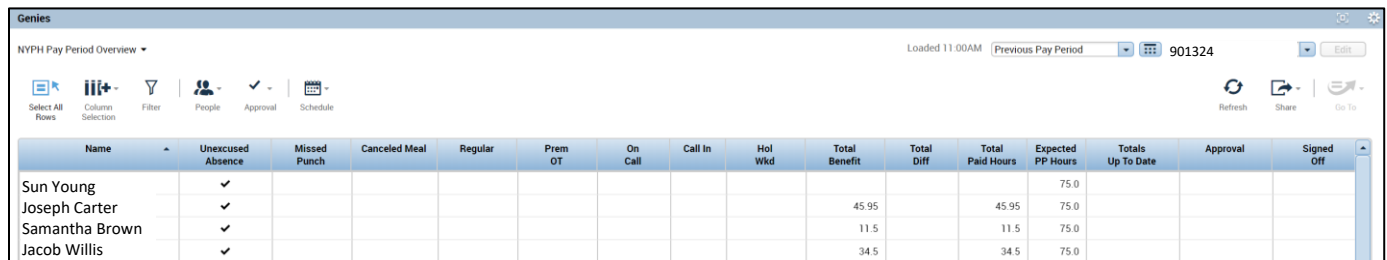
Account	Pay Code	Amount
Regular		14.0

Sign Off via Pay Period Overview

 It is the department's responsibility to review hours for each employee and sign off on those hours.

Directions:

1. Select the **Pay Period Overview** Widget.
2. In the Show field select **All Home** to display all costs centers or select your specific cost center number or group. You can also select **All Home and Transferred in Employees** to view all employees who worked in your cost centers. (Ensure that Time Period is set to **Previous**.)
3. Verify totals (if totals are not correct, please make necessary corrections.) ***Note: All exceptions should be resolved prior to sign-off ***
4. If totals are correct, from the actions tab, **select all**,  or hold down the CTRL key and select only those employees for whom you are responsible.



Name	Unexcused Absence	Missed Punch	Canceled Meal	Regular	Prem OT	On Call	Call In	Hol Wkd	Total Benefit	Total Diff	Total Paid Hours	Expected PP Hours	Totals Up To Date	Approval	Signed Off
Sun Young	✓											75.0			
Joseph Carter	✓								45.95		45.95	75.0			
Samantha Brown	✓								11.5		11.5	75.0			
Jacob Willis	✓								34.5		34.5	75.0			

5. Select **Approvals** tab then choose **Sign-Off**.
6. Sign-off is complete when you see a check mark under the sign-off column.

You will receive this e-mail message: successfully signed off.	You will receive this e-mail message: (Self) can't sign off self as part of a group	You will receive this e-mail message: if timecards were already signed off
Group edit completed Signed Off for Group Edit Details not applicable. Performed by: Sandy Beach Date: 12/01/2015 8:18AM Status: COMPLETED Successful:422 Failed: 1	Group edit completed Signed Off for Group Edit Details not applicable. Performed by: Sandy Beach Date: 12/01/2015 8:18AM Status: COMPLETED Successful:422 Failed: 1	Group edit completed Signed Off for Group Edit Details not applicable. Performed by: Sandy Beach Date: 12/01/2015 8:14AM Status: COMPLETED Successful:0 Failed: 422

- If your department is unable to sign-off for any reason please contact the Kronos Team via email, by the Friday prior to the payroll deadline to make alternate arrangements.
- The designated centralized team sends the department a sign-off status email (usually on Monday mornings). This email is sent once all submitted forms have been processed. It also highlights any employee with exceptions that could affect pay.

Reports

Information such as time card activity, PTO usage, and accruals can be generated via reports. Access the reports widget on the right side panel to begin.

Directions:

1. Scenario: "I would like to know how many times my staff were late in the first half of year."
 - a. Find the Exception report and modify the criteria and time period.

The screenshot shows the 'EXCEPTIONS' report configuration. The 'Time Period' is set to 'Range of Dates' from 1/1/2019 to 6/30/2019. The 'Absences' dropdown is set to 'Unexcused Only'. The 'Exceptions' list includes 'Late In', which is currently selected in the 'Selected' list.

Double-click the report to open.

The screenshot shows the 'EXCEPTIONS' report in a table view. The table has columns for Report Name, Format, Date In, Date Done, Status, Output, and User. The 'EXCEPTIONS' report is listed with a status of 'Complete' and output of 'Screen'.

Report Name	Format	Date In	Date Done	Status	Output	User
Exceptions	pdf	10/11/2019 12:27PM	10/11/2019 12:27PM	Complete	Screen	

Exceptions

Time Period: 1/01/2019 - 6/30/2019
 Query: 123456
 Exceptions: (1): [Late In]
 Absences: Unexcused Only

Data Up to Date:
 Executed on:
 Printed for:

Exception Day/Date	Exception	Scheduled	Actual or Pay Code	Amount	Amount Over Exception
<i>Comment</i>					
Young, Sun		ID: 999999			
Thu 4/4/2019	Late In	4/4/2019 7:00:00 PM	4/4/2019 7:04:00 PM	0.07	0.05
Fri 4/26/2019	Late In	4/26/2019 7:00:00 PM	4/26/2019 7:01:00 PM	0.02	
Sun 5/19/2019	Late In	5/19/2019 7:00:00 PM	5/19/2019 7:20:00 PM	0.33	0.32
Wed 6/12/2019	Late In	6/12/2019 7:00:00 PM	6/12/2019 7:02:00 PM	0.03	0.02
Thu 6/20/2019	Late In	6/20/2019 7:00:00 PM	6/20/2019 7:02:00 PM	0.03	0.02
Exception		Total	Total Amount Over Exception		
Late In:		5	0.40		

2. Scenario #2: "I would like to see Sick PTO usage from 1/1/2019 – 6/30/2019."

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

Run Report | Refresh | Email | Print | Schedule Report

Create Favorite | Save Favorite | Duplicate Favorite | Delete Favorite

EMPLOYEE TRANSACTIONS AND TOTALS

Description: Displays pay code transaction data and totals by employee as well as a grand total. Pay codes, their respective time or money amount totals, and wages are included in the display. Combined pay codes display separately with their respective time or money amount totals.

People: 123456 [Edit] [New]

Time Period: Range of Dates | 1/1/2019 | 6/30/2019

Actual/Adjusted: Show hours worked in this period only.

Display Empty Totals: No

Pay Codes:

Available	Selected
Personal H Unsched	Sick-ESTA
Unsched Named Holiday	Sick
Personal Sched	Sick-ESTA PTO
Personal Unsched	Sick PTO
Perfect Attendance	1199 Sick
Perfect Attendance 2	SNA Sick

Employee Transactions & Totals

Time Period: 1/01/2019 - 6/30/2019
 Query: 123456
 Pay Codes: (6): [Sick-ESTA][Sick][Sick-ESTA PTO][Sick PTO][1199 Sick][SNA Sick]
 Actual/Adjusted: Show hours credited to this period only.

Data Up to Date:
 Executed on:
 Printed for:

Employee:	Day	Date	Pay Code	Hours	Money	Days	Entered By	Datasource
Young, Sun	Tue	1/29/2019	SNA Sick	11.50	\$0.00			Schedule Editor
	Fri	2/1/2019	SNA Sick	11.50	\$0.00			Schedule Editor
	Sat	2/2/2019	SNA Sick	7.00	\$0.00			Schedule Editor
Totals:								
			SNA Sick	30.00	\$0.00	0.00		
Totals:				30.00	\$0.00	0.00		

Request for Additional Paid Time

Request for Additional Paid Time forms are used for meal cancellations and additional hours worked.

Forms are authorized by the manager and is then processed by the timekeeper.

Forms are filed electronically for each employee request.

Sample form:

NewYork-Presbyterian
The University Hospital of Columbia and Cornell

Employee Request For Additional Paid Time

Purpose: This form must be completed when an employee requests payment for unscheduled time worked, including any time worked within 15 minutes prior to Start of a Scheduled Shift, or within 15 minutes after the End of a Scheduled Shift, or for working through their Scheduled Lunch Break. Employees will always be paid for all additional time worked, including all overtime. **Note:** It is Hospital policy that all hours worked must be approved in advance by the employee's supervisor.

Instructions (for Employees):

- Box #1 :** Fill in the Employee Name, Cost Center Number, Department Name, Employee ID Number, Title, Date of the Requested Time Worked, Actual Scheduled Hours.
- Box #2 :** Fill in the From and To Time worked, Cost Center where the time was worked, Verification Signature (e.g. charge nurse, supervisor, etc.) and the Reason for Working.
- Box #3 :** Sign in the space titled 'Employee Name' and fill in Today's Date.
- Submit this completed form to your Timekeeper, who will obtain the Manager's signature (**Box #4**), and update your hours worked in Kronos as appropriate. **NOTE: The form must be signed by the Department Manager who completes Sign Off in Kronos.**

To be completed by the EMPLOYEE only (Boxes 1, 2 and 3 Below)

Employee Name: John Smith Cost Center Number: 999999
 Department Name: Sandy Beach Title: RN
 Employee ID Number: 1 2 3 4 5 6 Date Worked: 11/09/15
 (NOT your social security number)
 Actual Scheduled Hours: 7 : 00 am/pm TO 7 : 30 am/pm

	From	To	Cost Center Worked-in	Verification Signature	Reason for Working
Meal Time	<u>12a</u>	<u>1a</u>			No meal taken
15 Mins Prior to or After Shift					
Other Additional Hours					

Employee Signature: John Smith Today's Date: 11/09/15

Note to Employee: Please do not write below this line.

To be completed by the TIMEKEEPER and MANAGER only (Box 4 Below)

Manager Signature: [Signature] Date: 11/10/15

Timekeeper Initials: _____ Date entered online on Kronos: _____
Timekeeper: This is a legal payroll record, and must be kept on file.

Completing an Electronic Missed Punch Form

Missed Punch forms are now DIGITAL!

In the upcoming weeks we will be rolling out a Digital Process for missed punch forms.

Staff Members

You will now receive an email if you need to fill out a missed punch form. Simply complete and sign the missed punch form. It will then be forwarded to your Supervisor/Manager.

- Step 1. Click Link in Email (EchoSign@EchoSign.com)
- Step 2. Select Your Time
- Step 3. Select Your Reason
- Step 4. Sign the Form
- Step 5. Click to Sign

Reach out to your Supervisor/Manager to complete their steps

Supervisors/Managers

You will now be notified by email about your employee's missed punch. After your employee has completed and signed their missed punch form, you will then receive the missed punch form by email to open and sign. **No further action is required and Kronos will be updated behind the scenes.**

- Step 1. Click Link in Email (EchoSign@EchoSign.com)
- Step 2. Sign the Form
- Step 3. Click to Sign

Reach out to the Staff Member if they don't complete their steps

The image displays the digital missed punch form process. It includes an Adobe Sign email notification, a staff member's form with reasons for missing punch, and a supervisor's form with a checklist of reasons. Numbered stars (1-5) indicate key steps in the process.

Adobe Sign Email Notification:

Central Timekeeping Has Sent You Missed Punch Form - Missing Punch - 17388443010 - 10/4/2017 to Sign

Central Timekeeping (New York-Presbyterian Hospital) says:

"Our records indicate that you have not used these punch. In order to ensure timely allocation of your next paycheck, please fill out the missed punch form attached. The form will be automatically sent to your manager for review and signature approval. For any questions about this process, please refer to this email or to centraltime@ny-p.org."

Click here to review and Sign Missed Punch Form - Missing Punch - 17388443010 - 10/4/2017

After you sign Missed Punch Form - Missing Punch - 17388443010 - 10/4/2017, all parties will find PDF copy to work.

If you need to re-sign this document to an authorized party for signature, please do not forward this email. Instead, click here to Re-sign.

To ensure that you receive nothing on email, please visit centraltime@ny-p.org to view and/or have a job file.

Staff Member Form:

Missed Punch Form - Missing Punch - 17388443010 - 10/4/2017

Adobe that this document represents a transaction on the employee and may be retained for record keeping purposes for a minimum of 60 days.

Employee Name: Harry Wang
Department: IT Information - OPRC
Today's Date: 10/4/2017
Employee ID: 28895
Cost Center: 89944

Date and Time of Missed Punch to:

Date	Event to Sign	Event Reason
10/4/2017	Missed Punch	Missed Punch

Comments/Reasons (required, check one only):

- Forgot To Punch In/Out
- Early Arrived/Inspected At Terminal
- Employee Forgot/Left Badge
- Terminal Did Not Accept Finger
- Employee Not Assigned To Terminal
- Working Offsite (Within NY/NJ)
- Working Offsite (Outside NY/NJ)
- Power Outage/Server Terminal
- Non-employee - No Badge, No Terminal Not Enabled, Not Assigned To Terminal

Signature: [Click here to sign](#)

Employee Signature: [Click here to sign](#)

Manager Signature: [Click here to sign](#)

IT Contact: [Click here to sign](#)

Click to Sign

Supervisor/Manager Form:

Missed Punch Form - Missing Punch - 17388443010 - 10/4/2017

Employee Name: Harry Wang
Department: IT Information
Today's Date: 10/4/2017
Employee ID: 28895
Cost Center: 89944

Date and Time of Missed Punch to:

Date	Punch In Time	Punch Out Time
10/4/2017	8:50 AM	

Comments/Reasons (required, check one only):

- Forgot To Punch In/Out
- Early In/Punch Accepted At Terminal
- Employee Forgot/Left Badge
- Terminal Did Not Accept Finger
- Employee Not Assigned To Terminal
- Working Offsite (Within NY/NJ)
- Working Offsite (Outside NY/NJ)
- Power Outage/Server Terminal
- Non-employee - No Badge, No Terminal Not Enabled, Not Assigned To Terminal

Signature: [Click here to sign](#)

Employee Signature: [Click here to sign](#)

Manager Signature: [Click here to sign](#)

IT Contact: [Click here to sign](#)

Click to Sign

Electronic Missed Punch Form – Frequently Asked Questions



Q: What is an Electronic Missed Punch Form?

A: An Electronic Missed Punch form is a missed punch form that is pre-populated with important fields; sent to an employee via email from Central Timekeeping. The digital process provides a faster and easier way for employees to account for missed punches. *There is no need to print or scan the missed punch form.*

Q: Who receives the email notification about a missed punch form?

A: The employee's reports-to in Workday will receive notification about employee's missed punch. In the event the employee reports directly to a VP, the employee will receive the notification first.

Q: When will an employee receive an electronic missed punch form?

A: All non-exempt employees will receive an electronic missed punch form the day following the missed punch.

Q: Do exempt employees receive electronic missed punch forms?

A: For exempt employees with an unexcused absence, an email is submitted to the reports-to every Monday, Wednesday Friday and Sunday. Managers will have the option to request a missed punch form for the employee.

Q: When will the electronic missed punch form be processed?

A: Once the employee completes the missed punch form, the employee's reports-to will have to approve and sign the form. After the form has been approved and submitted, no further action is needed and the employee's punch will be added automatically in Kronos and the form will be archived.

Q: Is there a deadline for the electronic missed punch forms?

A: The missed punch forms must be completed and submitted in a timely manner. If the missed punch form is submitted after the payroll sign-off deadline, the missed punch form will not be processed. The department must then submit a historical adjustment request.

Q: Why am I receiving several emails?

A: An exceptions email will be sent out to the Manager on Monday. If the exceptions are not resolved, follow up reminder emails will be sent out Wednesday, Friday and Sunday.

All employees are required to have a current up-to-date schedule entered for them in Kronos. Having an accurate schedule is very important as it can help to avoid missed punches due to Early-In rejections. Schedules and schedule changes now download to the terminals daily at 5:30am, Noon, 2pm, 6pm and 10pm.


For more information and instructions for both staff and managers, please use the following link
<https://infonet.nyp.org/Attach/MissedPunchJobAid.pdf>

Completing an Electronic System Access Form (eSAF)

Access to Kronos or access updates are done via the Electronic System Access Form.

- Anyone who needs access or updated access must complete an eSAF form
- eSAF forms can only be completed on behalf of users.

Sample form:



Completing an Electronic System Access Form (ESAF) Quick Reference Guide

Please Print Out the Instructions Prior to Logging on to ESAF

Requirements/Information

- 1) **Training required** for all (**New users**) that need to edit or sign off and **Inactive users** (6 months of non-use).
- 2) **Cost center numbers** Please indicate all cost center numbers (current and additional).
- 3) **No Exceptions** All incorrect or incomplete forms will need to be re-submitted.
- 4) **Approval** All ESAF forms must be approved by VP or Director in order to be processed.

Completing an ESAF Form

* You Cannot Request a Form for Yourself *

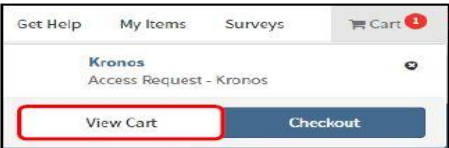
- 1) Go to the Infonet
- 2) Select the Technology Tab
- 3) Select Request System Access ESAF
- 4) Log in with your username and password.
- 5) Type Kronos in the search field, select **Kronos**.
- 6) Fill in information as needed.
- 7) See **3. Additional Information** – Add current **AND** additional cost center numbers.


3. Additional Information

* Include ALL Cost Center numbers (For Kronos include Current and Additional).

- 8) For **Employee Status**, select **Current** status.

- 9) Fill in information as needed.
- 10) Once ESAF has been completed, click **Add to Cart**.
- 11) Scroll to the top right on the page and select **Cart – View Cart** and then proceed to **Checkout**.





FYI

In order for all requests to be processed they must be approved by a Director VP or above

If you need further assistance on filling out this form please do not hesitate to call us.

Revised 02/13/2018
For Support, Call: 212-585-6711/6550
or Email: kronos@nyp.org

Updated: 10/14/2019