Scheduling
In Schedule Editor, right click an employee’s name and select Add Pattern -> Shift or Pay Code.

Complete Work Start Date, Pattern Start Date, and End Date (optional).

Type the shift in the box corresponding to the correct day of the week.
Format example: 730a-430p.

Assign the position to the shift by right clicking on the shift; selecting Edit Shift and using the Transfer search option in the Transfer drop down menu.

Repeat until all shifts are added.
Click Ok.

Touchpad Assistance
If experiencing touchpad issues, email timeadmin@purdue.edu

Additional Resources
http://www.purdue.edu/business/payroll/Time_Management/kronos.html
Reconcile Timecard Genie
Summarizes timecard status for each employee: missed punches, overtime, and early or late punches.

Quick Tips:
- Double Click the column headers to sort timecards to exceptions (check marks) to the top of the list.
- Utilize this genie to review exceptions to make approving timecards easier.

Pay Period Close Genie
Summarizes pay cycle status for each employee: names of managers who have approved, exceptions affecting pay, total absence hours, and total attendance hours.

Quick Tips:
- Use Pay Rule column to see the employee group and lunch deduction.
- Use Total Absence Hours to see how many hours an employee missed.
- Use Total Attendance Hours to see how many hours an employee worked.

Approving Leave Requests
In Schedule Editor, expand the bottom section using the three dots.
- Click the Requests tab.
- Request for: Request for Absence.
- Select a status if desired.
- Click Reload.

Right click on each request for the following options:
- Edit (view details)
- Retract
- Approve
- Mark as Pending
- Mark as Refused