

# UNC General Administration HR Facilitator Handbook



# HR Division

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Human Resources  
962-4647 (main)  
843-8327 (fax)

Benefits  
962-4530 (main)  
843-8945 (fax)

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# Human Resources Facilitators – March 2010

## **Human Resources and Legal Affairs**

Debbie Robertson

## **Academic Affairs**

Lisa Adamson  
Assistants to Academic & Student Affairs (Karrie Dixon's group) and any Admin  
VPs/AVPs in Academic Affairs

Daphne Dow Institutional Research and Analysis

Cody Thompson All Academic Planning Offices (except IRA)

Betsy Rich Research and Sponsored Programs

Angie Eaton GEAR Up and CFNC Pathways

Joe Wescott  
K. Nicholson (Secondary) NC State Approving Agency

Sharon Grubb &  
Joan Evans-Austin NC State Education Assistance Authority

Meredith Henderson NC Center for International Understanding

Terry Roberts National Paideia Center

Shirley Arrington NC Model Teacher Consortium

Melissa Lankford NC TEACH and Principal Fellows Program

Verna Holoman MSEN

Cindy Sykes-Walker CSLD Business Office

## **President, Secretary and Chief of Staff Offices**

Jan Kook President's Offices, Office of the Secretary, Chief of Staff, Government  
Relations, University Advancement, Economic Dev. Research Policy &  
Development and Communications

## **Finance**

Ann Doty Purchasing and Accounting

Angelisa King Facilities and all other Finance (VP, Assistant VPs, Associate VPs and  
Admin Assistants)

## **Information Resources**

Lisane Razack Networking & Media Services and Online Services (Paul Hudy and Steven  
Hopper's group)

Lauren Connolly Shared Services Alliance (Susan Schwab 's group)

## **UNC Television**

Melanie Holden & Margaret White

Tab 1

**ON-BOARDING**

**When a new employee is hired, he/she will receive the following letter from the Employee Services manager, introducing him/her to you, the HR Facilitator, for the work unit.**

Current Month, Day, Year

Mr./Ms. New Hire,

I am very pleased to extend a warm welcome to you as you begin your employment with the University of North Carolina General Administration!

The key to success for any individual commencing new employment is appropriate support during the first months, so I wanted to take this opportunity to introduce the different resources available to you.

Each department has a Human Resources (HR) Facilitator available to helping make your transition into the UNC General Administration community as pleasant as possible. Your HR Facilitator is:

HR Facilitator Name  
HR Facilitator Phone Number  
HR Facilitator Email Address

Your HR Facilitator is available to assist you with the New Employee Online Orientation program, the Time Information Management system, and other general employment questions you may have over the next few months.

In addition, the Human Resources staff is always available to provide support. Feel free to contact us at any time for questions, comments, concerns, etc. A directory of all HR staff members can be found on the main Human Resources Webpage ([www.northcarolina.edu/content.php/hr/index.htm](http://www.northcarolina.edu/content.php/hr/index.htm)) by clicking the Contact Us link on the left side of the page.

Lastly, I ask that you stop by my office at your earliest convenience to pick up **your Welcome Gift!** My office is located on the second floor of the General Administration Annex at 910 Raleigh Road in Chapel Hill. For more specific directions, please call me at 919-843-5479.

I would like to wish you every success and I hope that you will enjoy a happy and fulfilling career with us.

Sincerely,

Bethany Alsobrook  
Employee Services Manager

# Each new hire also receives a similar letter as below from the benefits office instructing him/her to log onto the online orientation program, which includes important policy information and benefit information for benefit eligible new hires.

March 1, 2010

MEMORANDUM

TO:

FROM:

SUBJECT: **New Employee Online Orientation**

Welcome to the University of North Carolina General Administration! The purpose of this memorandum is to assist you in enrolling in the various employee benefits plans and programs available to you as a permanent full-time employee. Please visit our online orientation program website to learn more about the University and to complete the necessary payroll and benefit forms.

Enclosed you will find certain orientation materials that you may wish to review in advance of completing the online orientation program. You will find that these materials are also available online.

- "Your Retirement Benefits"
- "Health Plan Benefit Summaries"
- "Your NCFlex Benefits Overview"

The online orientation is optional--a way for you to access new employment and benefit information at your leisure. However, if you wish to speak to someone in person, rather than utilizing the online orientation, please contact Human Resources at 843-5673 to schedule an appointment. If you decide to utilize online orientation, please continue . . .

Once you access the site, it will take approximately 90 minutes to complete the orientation. Please follow these three easy steps:

**Step 1:**

Access the New Employee Online Orientation Program via the web at:

[orientation.northcarolina.edu](http://orientation.northcarolina.edu)

Once you access the web site, the first part of the program lasts approximately two minutes and automatically provides you with a brief overview of the University of North Carolina. At the end of this section . . .

## Page 2

**Step 2:**

Select **General Administration** either by clicking on the map or selecting it on the menu. This will take you to information about General Administration's history, location and key facts. Use the **arrow at the bottom right to scroll through this information which should take only a few seconds**. When you finish reading about General Administration . . .

**Step 3:**

Select **Continue** at the bottom left of the screen. You will now need to enter the password **SPA** to access the orientation program.

Please make sure that you select each section option at the top of each page and read each page carefully. At the bottom of the page you can see how many pages are in each section. Selecting **Next** at the bottom of each page takes you to the next page in the section or you can select **Previous** to go back to the previous page. You may also use the arrows located at the top right corner of the page to navigate your way through each section. Also, selecting the **Table of Contents** allows you to see the topics covered within each section and go to any page within the section.

You will be able to access enrollment forms as you go along. You should print each of these forms and complete them per the instructions. There is an Orientation Checklist that you may print to ensure that you sign and submit all required forms.

If you are unable to complete the entire orientation program at one time, you may return to it at a later date, but be sure and note the section and page number where you stopped so that you can find where to begin again. You must go through every page in each section. **NOTE: Unlike the other sections in the online orientation program, at the end of the NCFlex section, you will be directed to a website to enroll in these benefit plans online.**

It is important to complete and submit the payroll and benefit forms timely as instructed in the orientation program. In order to meet our payroll deadlines, enrollment forms must be completed according to the following deadlines:

- **Employment Eligibility Verification (I-9), Tax Forms (W-4 and NC-4), and Direct Deposit Payroll Authorization Form must be received within 3 days of your hire date.**
- **Medical and other insurance election forms must be received within 30 days of your hire date.**
- **Retirement plan application must be received within 30 days of your hire date.**

## Page 3

Please return these forms to this office as follows:

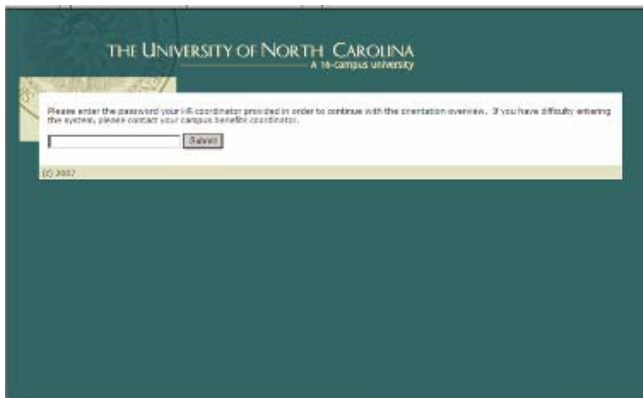
**Diane Watts  
Human Resources Division  
UNC General Administration  
910 Raleigh Road  
Chapel Hill, NC 27514**

If you need help navigating the site, please call us at (919) 962-4530 and we will be happy to assist you.

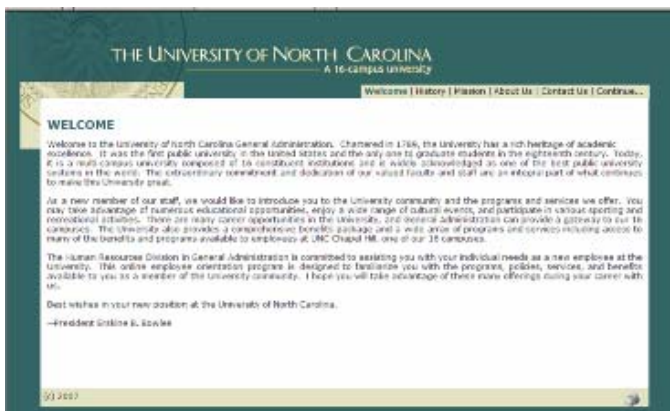
Should your new hire need assistance with the online orientation, here is a brief run through of what the program looks like and the contents contained therein.

## Online Orientation

1. Log on to <http://orientation.northcarolina.edu>
2. Employees will be guided through the introduction, then to a map of the 16-campus University. Click “General Administration”.
3. Enter password provided in Welcome Letter



## I. Welcome (Welcome Letter from President Bowles)





## IV. About Us

- Provides a list and web page links to all General Administration divisions
- Provides a brief description of all GA's affiliated organizations as well as links to their respective web pages.

**ABOUT US**

The University of North Carolina General Administration consists of nine divisions and six affiliate organizations guided by the strategic priorities of Access, Excellence, Global Awareness, Public Advancement, Finance, Transfer and Application of Knowledge, Internationalization and Transformation and Change.

You can read more about each of the nine divisions comprising General Administration by clicking on the links listed below:

- Academic Affairs
- Finance
- Human Resources
- Information Resources
- Legal Affairs
- Institutional Research and Analysis
- University Affairs
- University Secretary
- University-School Programs

In addition to these nine divisions, the University of North Carolina General Administration's affiliate organizations and programs extend the knowledge and expertise of UNC faculty and employees throughout North Carolina and provide social and economic benefits for the state and its people. You can read more about each of UNC's affiliates below, as well as, link to their respective web pages:

- **UNC Center for Public Television:** UNC Center for Public Television (UNC-TV) is an 11-station network licensed to the University of North Carolina that provides statewide analog and digital television service. UNC-TV's unique programs and services provide people of all ages with exciting, life-changing television.
- **North Carolina State Education Assistance Authority:** the mission of the North Carolina State Education Assistance Authority (NCSEA) is to promote higher education by administering financial aid and savings programs, informing students and families about paying for college, teaching educators about financial aid administration, and advocating for resources to support students. The NCSEA is a political

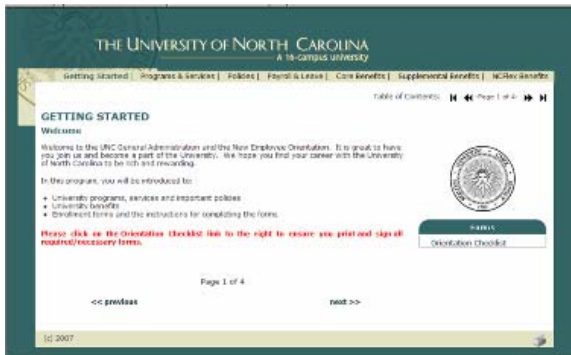
## V. Contact Us (Numbers of HR Staff)

**CONTACT US**

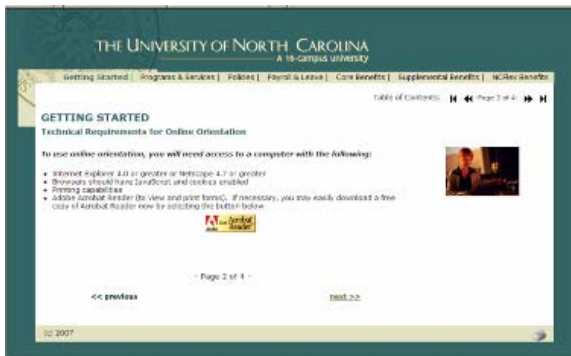
	General Administration	UNC-TV	NCSEA
<b>Orientation and Benefit Questions:</b>	Diana Watts (919) 940-5873 dwatts@northcarolina.edu	Diana Watts (919) 940-5873 dwatts@northcarolina.edu	Diana Watts (919) 940-8873 dwatts@northcarolina.edu
<b>Training and Development Questions:</b>	Beth Hubbard (919) 913-5477 bhubb@northcarolina.edu	Helen Holden (919) 549-7377 hholden@uncitv.org	Shawn Grubb (919) 246-8572 sgrubb@ncsea.edu
<b>Classification and Compensation Questions:</b>	Cayle Davis (919) 940-8872 cdavis@northcarolina.edu	Helen Holden (919) 549-7377 hholden@uncitv.org	Shawn Grubb (919) 246-8572 sgrubb@ncsea.edu

## VI. Getting Started

### A. Outlines this portion of the orientation (programs/services, policies, and benefits)



### B. Technical Requirements



### C. Completion time, deadlines, etc.



## D. General HR forms to be printed and completed:

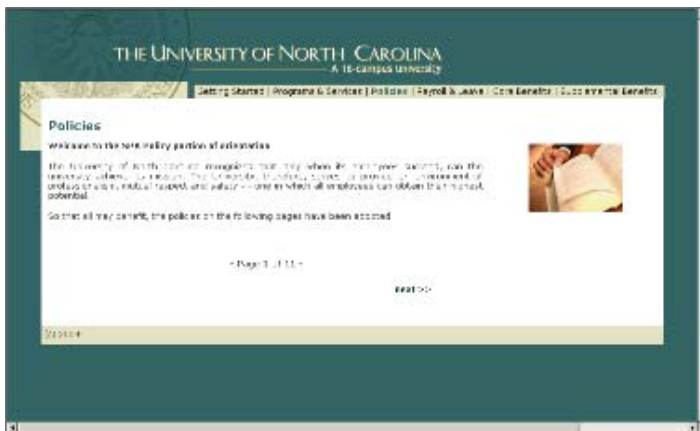
The screenshot shows the 'GETTING STARTED' section of the University of North Carolina HR portal. It includes a navigation menu at the top with links for 'Getting started', 'Programs & Services', 'Policies', 'Parent & Leave', 'Core benefits', 'Supplemental benefits', and 'HR benefits'. The main content area is titled 'GETTING STARTED' and 'General Employment Forms'. It contains several sections: 'All forms listed below need to be completed and returned to Human Resources by the date stated in your welcome letter.', 'Campus Directory' with a link to the directory, 'Creditable Service Years: UNC or State Employment' with instructions on how to complete the form, and 'Educative Credentials Verification' with instructions on how to complete the form. A 'Table of contents' is visible on the right side of the page.

- Creditable State Service
- Education Credentials
- EEO Profile
- Photocopy of Driver's License
- Campus Directory Form

## VII. Programs and Services (Information on UNC and State Employee Programs and Services; Provides new employee with links to web pages.)

The screenshot shows the 'PROGRAMS AND SERVICES' section of the University of North Carolina HR portal. It includes a navigation menu at the top with links for 'Getting started', 'Programs & Services', 'Policies', 'Parent & Leave', 'Core benefits', 'Supplemental benefits', and 'HR benefits'. The main content area is titled 'PROGRAMS AND SERVICES' and contains a description of the section's purpose: 'This portion of the orientation focuses on providing you information on UNC and State Employee programs and services relative to the following categories:'. A list of categories is provided: Cultural/Entertainment, Education, Financial, Health, Miscellaneous Programs/Services, Recognition, Recreation, Transportation/Marketing, Work/Life, and Welfare/Discount Program. A 'Table of contents' is visible on the right side of the page. The page number '- Page 1 of 11 -' and a 'next >>' button are also present.

## VIII. Policies



### A. SPA Policies

- Employee Mediation and Grievance
- Employment of Relatives (Anti-Nepotism)
- EEO
- Illegal Drugs and Abuse of Alcohol
- NC Workplace Laws
- Occupational Safety and Health
- Performance Management
- Probationary Periods
- Secondary Employment
- Unlawful Workplace Harassment
- Workplace Violence

### B. EPA/SAAO Policies

- SAAO policy or EPA policy
- Employment or Related Persons (Anti-Nepotism)
- EEO
- Illegal Drugs and Abuse of Alcohol
- NC Workplace Laws
- Occupational Safety and Health
- Political Activities of Employees
- Conflict of Interest and Commitment

## IX. Payroll and Leave

- Direct Deposit
- I-9 Form
- W-4 Form
- NC-4 Form
- Holiday Schedule
- Leave Entitlement
  - Leave Summary for SPA
  - Leave Entitlement Policy for SAAO
  - Leave Entitlement Policy for EPA
- Time Information Management
- Pay Schedule (Biweekly and Monthly)
- Tax Rate Schedule (NC Federal)

The screenshot shows the 'PAYROLL AND LEAVE' section of the University of North Carolina's HR website. The page header includes the university's name and a navigation menu with links for 'Getting started', 'Programs & Services', 'Policies', 'Payroll & Leave', 'Core Benefits', 'Supplemental Benefits', and 'NCRec Benefits'. The main content area is titled 'PAYROLL AND LEAVE' and contains several informational paragraphs and a table of contents. The 'Direct Payroll Deposit Authorization' section explains that paychecks are deposited into a financial institution. The 'Employment Eligibility Verification (I-9)' section states that all U.S. employers are responsible for completion and retention of Form I-9. The 'Holiday Schedule' section notes that permanent employees will receive 11 paid holidays in 2007. The 'Pay Schedule' section states that staff are paid every other Friday. The 'Social Security Card' section notes that a copy is required for payroll and tax purposes. The 'Texas' section notes that earnings are subject to withholding for FICA, FICA Medicare, Federal and State taxes. A 'Table of Contents' on the right side of the page lists links to 'Holiday Schedule', 'NC Income Tax Rate Schedule', 'Pay Schedule', 'US Income Tax Rate Schedule', 'UNC Org Card', and 'Vacation and Sick Leave Summary'. Below this, a 'Forms' section lists links to 'Direct Deposit Form', 'Employment Eligibility (I-9)', and 'Tax Form: Federal W-4'.

THE UNIVERSITY OF NORTH CAROLINA  
A 10-campus university

Getting started | Programs & Services | Policies | Payroll & Leave | Core Benefits | Supplemental Benefits | NCRec Benefits

### PAYROLL AND LEAVE

**Direct Payroll Deposit Authorization\*** - Each payday, your paycheck will be directly deposited into a financial institution (bank, credit union, savings and loan) of your choice. On payday, you will receive an earnings statement indicating the gross pay, deductions, and net pay separated. Click on the Direct Deposit link to your right for the employee form. Complete the form and return it to the Human Resources Division. **Note: You will receive your paycheck already until the your bank can arrange direct deposit of your paycheck.**

**Employment Eligibility Verification (I-9)\*** - All U.S. employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the document information on the I-9 form. **This form must be completed with acceptable copies of Identification and turned in to Human Resources by the third day of employment.**

**Holiday Schedule** - In calendar year 2007, permanent employees will receive 11 paid holidays and 12 paid holidays in calendar year 2007. Click on the links to the right to view both Holiday Schedules.

**Pay Schedule** - Staff are paid every other Friday. You can link to the bi-weekly pay schedule to the right.

**Social Security Card** - A copy of your social security card is required for payroll and tax purposes.

**Texas\*** - Your earnings from the University of North Carolina are probable subject to withholding for FICA, FICA Medicare, Federal and State taxes. The Federal W-4 form and the North Carolina NC-4 must be completed and returned to the Human Resources Division. Federal and State Tax Form links are located to the right.

Table of Contents Page 1 of 3

**Links**

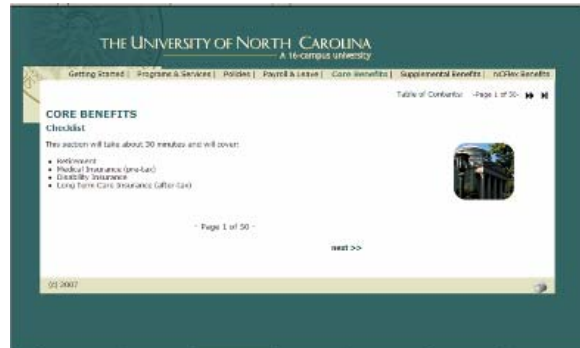
- Holiday Schedule
- NC Income Tax Rate Schedule
- Pay Schedule
- US Income Tax Rate Schedule
- UNC Org Card
- Vacation and Sick Leave Summary

**Forms**

- Direct Deposit Form
- Employment Eligibility (I-9)
- Tax Form: Federal W-4

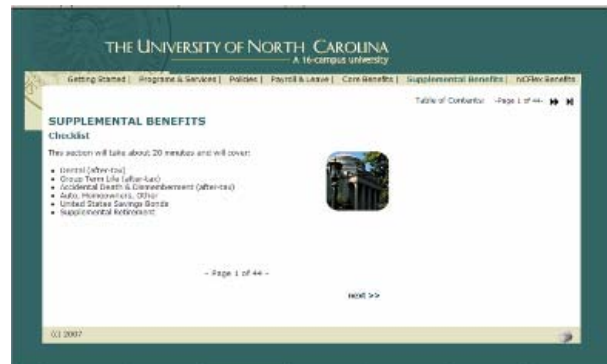
## X. Core Benefits

- Retirement (pre-tax)
- Medical Insurance (pre-tax)
- Disability Insurance
- State-Provided Disability Insurance
- Supplemental Disability Insurance
- Long Term Care Insurance



## XI. Supplemental Benefits

- Dental
- Group Term Life Insurance
- Accidental Death & Dismemberment
- Auto, Homeowners, Other
- United States Savings Bonds
- Supplemental Retirement



## XII. NC Flex Benefits

- Dental
- Vision Care
- Supplemental Medical
- Cancer
- Accidental Death & Dismemberment
- Group Term Life
- Health Care Flexible Spending Account
- Dependent Day Care Flexible Spending Account



# Online Orientation Passwords

<b>Staff Type</b>	<b>Password</b>
EPA Senior Officer	SAAO
SPA Staff	SPA

\*passwords are not case sensitive

# Websites and Numbers to Remember

## ❖ **UNC GA websites and numbers of interest**

- Administrative and Campus Directories  
<http://www.northcarolina.edu/directories/index.htm>
- Review of Divisional Staff pages  
<http://www.northcarolina.edu/leadership/ga.htm>
- Website for videoconferencing information  
<http://www.northcarolina.edu/helpdesk/index.php>
- Website for email use and questions  
<http://www.northcarolina.edu/helpdesk/index.php>
- To request Information Resources assistance (962-HELP or  
<https://www.unc.edu/ar-bin/websub/index.pl>)
- Website for telephone conferences  
<http://www.telecom.unc.edu/services/teleconference.php>
- For help with telephone dial 962-6245 or voicemail dial 962-6200 (<http://www.telecom.unc.edu>). This website provides instructions on how to record your name into your voicemail, how to access the voicemail system from home, and how to set up an extended-absence greeting.
- To set up an “**Out of Office**” email message, follow these steps (<http://www.northcarolina.edu/helpdesk/index.php>):
  - 1) Log in to webmail at <https://webmail.northcarolina.edu>
  - 2) Enter your username and password
  - 3) Click On the options menu on the left sidebar.
  - 4) Click "Filters"
  - 5) On the top of the screen click "Vacation"
  - 6) Set the day you are leaving and the day before you return. The dates set are inclusive, meaning the message will send starting at 12:01am on the start date and ending at 11:59pm on the end date. This means that if you set it for the day you return, people will continue getting messages that day.
  - 7) Enter your Vacation subject and Vacation Message. These are what people emailing you will receive in response to their emails to you.
  - 8) Click "Save and Activate"That's it. The message will auto-disable upon your return, so you don't have to worry about turning it off.
- For Facilities problems or special cleaning needs: John Neville, 962-4561.

## ❖ **UNC CH websites of interest**

- To Obtain a One Card:** Call the UNC One Card office at 962-1385 after receiving your first paycheck to confirm that your PID (Personal Identification Number) has been activated, then go to the One Card office (located in the basement of the Daniels Building, UNC Student Stores, on UNC Chapel Hill's campus) to obtain a card. You should take with you some form of employment verification (e.g., employment acceptance letter)  
<http://www.onecard.unc.edu>
- Create an UNC Chapel Hill ONYEN (Only Name You'll Ever Need) Account
    - These email accounts allow UNC GA employees to register for training classes at UNC-CH. (<https://onyen.unc.edu/>)
    - Once you have been assigned a PID, you can log onto the above website to obtain your email account.
  - Website for training opportunities with UNC Chapel Hill's Information Technology Services. (<http://learnit.unc.edu/>)

Copier Password \_\_\_\_\_

Email

Username \_\_\_\_\_

Voicemail Password \_\_\_\_\_

Password \_\_\_\_\_

Computer

Meeting Maker

Username \_\_\_\_\_

Username \_\_\_\_\_

Password \_\_\_\_\_

Password \_\_\_\_\_

**Please make sure that hiring managers in your work unit are completing the below linked form on all new hires. Depending on the dynamics of the work unit, you may be asked to assist in some of these activities.**

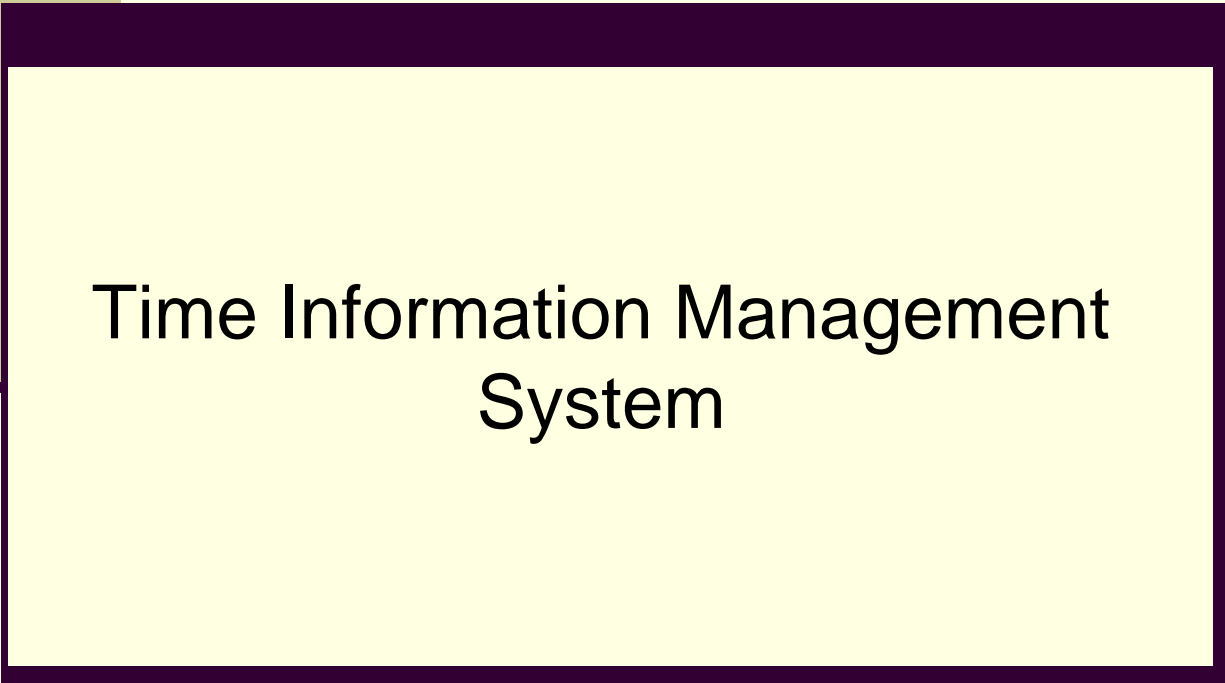
**[Manager/Supervisor:  
New Employee Checklist](#)**

Tab 2

**TIME INFORMATION  
MANAGEMENT**



# TIM



Time Information Management  
System

# Important Names & Numbers

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- **Merry Silver**

Payroll and Leave Administrator,

Ph#: 843-5674, Email:

[mksilver@northcarolina.edu](mailto:mksilver@northcarolina.edu)

- **Vacant**

Benefits Manager

Ph#: 962-4530, Email:

- **Beth Alsobrook**

Employee Services Manager,

Ph#: 843-5479, Email:

[alsobrok@northcarolina.edu](mailto:alsobrok@northcarolina.edu)

# Training Overview

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- ✓ TIM Functionality
- ✓ Old vs. New
- ✓ Accessing TIM
- ✓ Logging On & Off
- ✓ Routing Flow
- ✓ Navigating TIM
- ✓ Time Card Examples
- ✓ Timecard Tabs (Menu)
- ✓ Test Your Knowledge

# TIM Functionality

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- Record Hours Worked
  - Manual Time Entry (Web Time Card)
  - Automated Time Capture (Time Stamp – temporary employees/students)
- Leave Usage
- Track Accrual & Leave Balances
- Reporting Tool\*

\* **Leave Statements will no longer be distributed**

# Old vs. New

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- Paper Time Sheet/Leave Reports
- Record Total Hours Worked
- Paper Copy Approval
- Inconsistent Reporting of Civil Leave, Community Service Leave, etc.
- Paper Leave Statements
- Limited Access to Time Records
- Electronic Entry
- Accrual IN/OUT Time
- Electronically Routed for Signature/Approval
- More Detailed Reporting of Types of Leave (Pay Codes)
- Leave Information Always Available Online
- Online Access to Previous Time Records

# Old vs. **New** (cont.)

- 
- Monthly submittal of Leave Report for SPA Exempt
  - **Bi-weekly** submittal of electronic Leave Report for **SPA Exempt ONLY**
  - Loosely Defined *Bi-weekly* Time Sheet Deadlines
  - System Requires Finalized Manager/Supervisor's and Employee Approvals by Noon on **Monday** Following the End of a Pay Period
  - Loosely Defined *Monthly* Leave Report Deadlines
  - System Requires Finalized Manager/Supervisor's and Employee Approvals by:
    - the **5<sup>th</sup>** of each month for **EPA** Employees
    - by noon on the Monday following the end of a Pay Period for **SPA** Employees

# Have you gotten your Onyen yet?

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It's very important for new hires as well as any employee to get their **Onyen ID** and **Password** established as soon as possible. Otherwise, you will not be able to enter your time in the new TIM System.

Onyen website address:

<https://onyen.unc.edu>

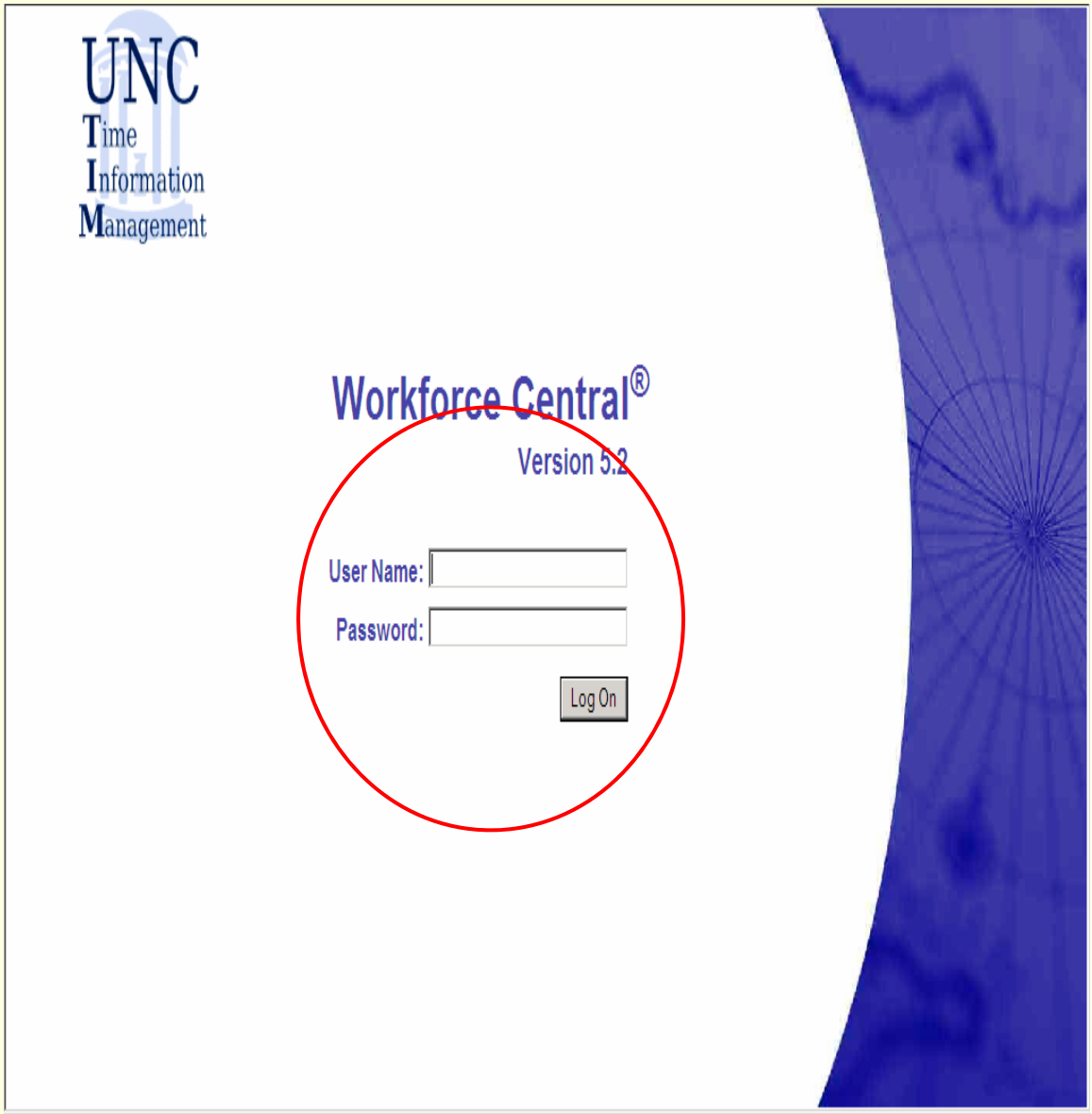
# Accessing TIM

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- The following link should be bookmarked to access the TIM system:

**<https://unctim.unc.edu>**

# Logging On



UNC  
Time  
Information  
Management

Workforce Central®  
Version 5.2

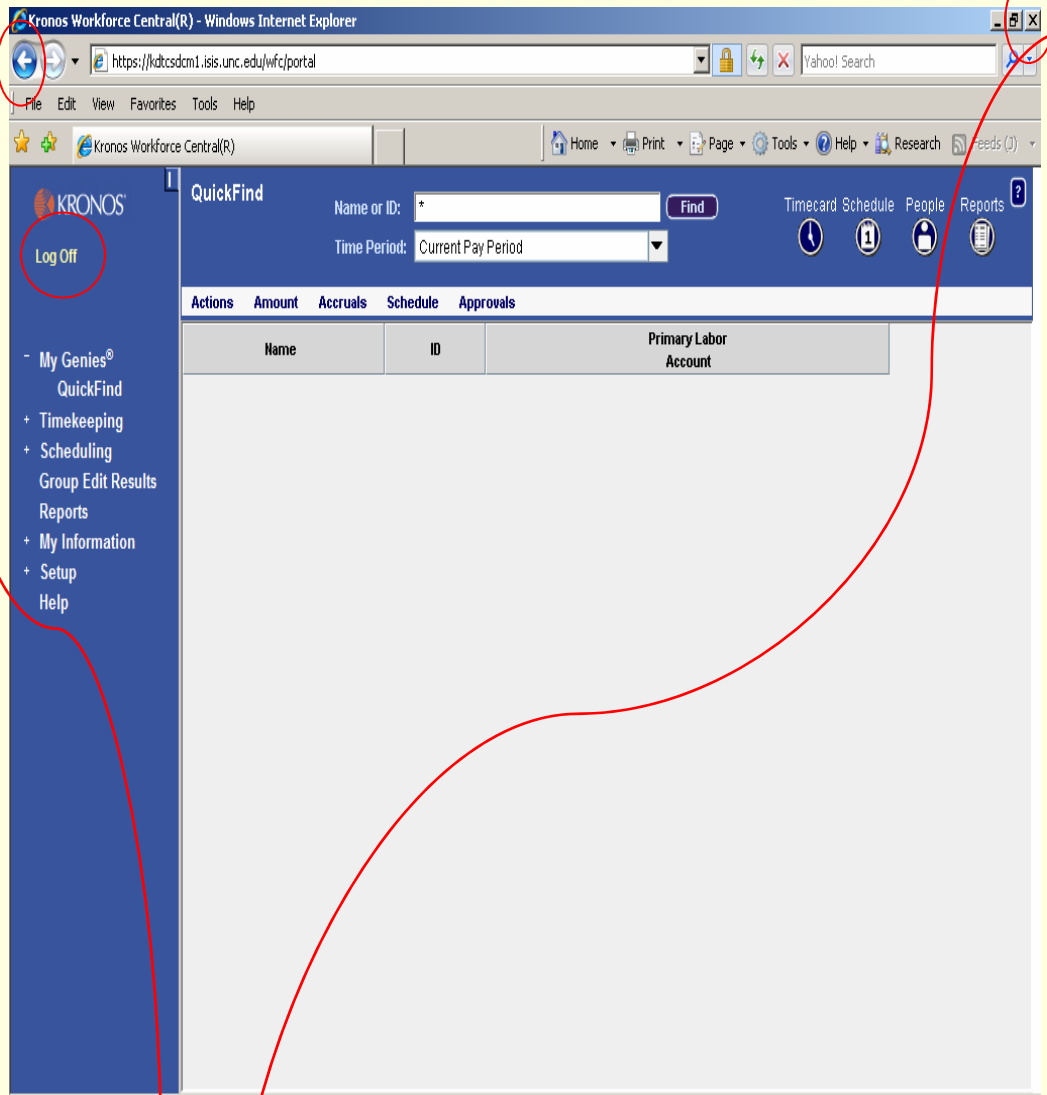
User Name:

Password:

Log On

- Enter your Onyen ID and Password (case sensitive)

# Logging Off



Do **not** use



- the browser back arrow

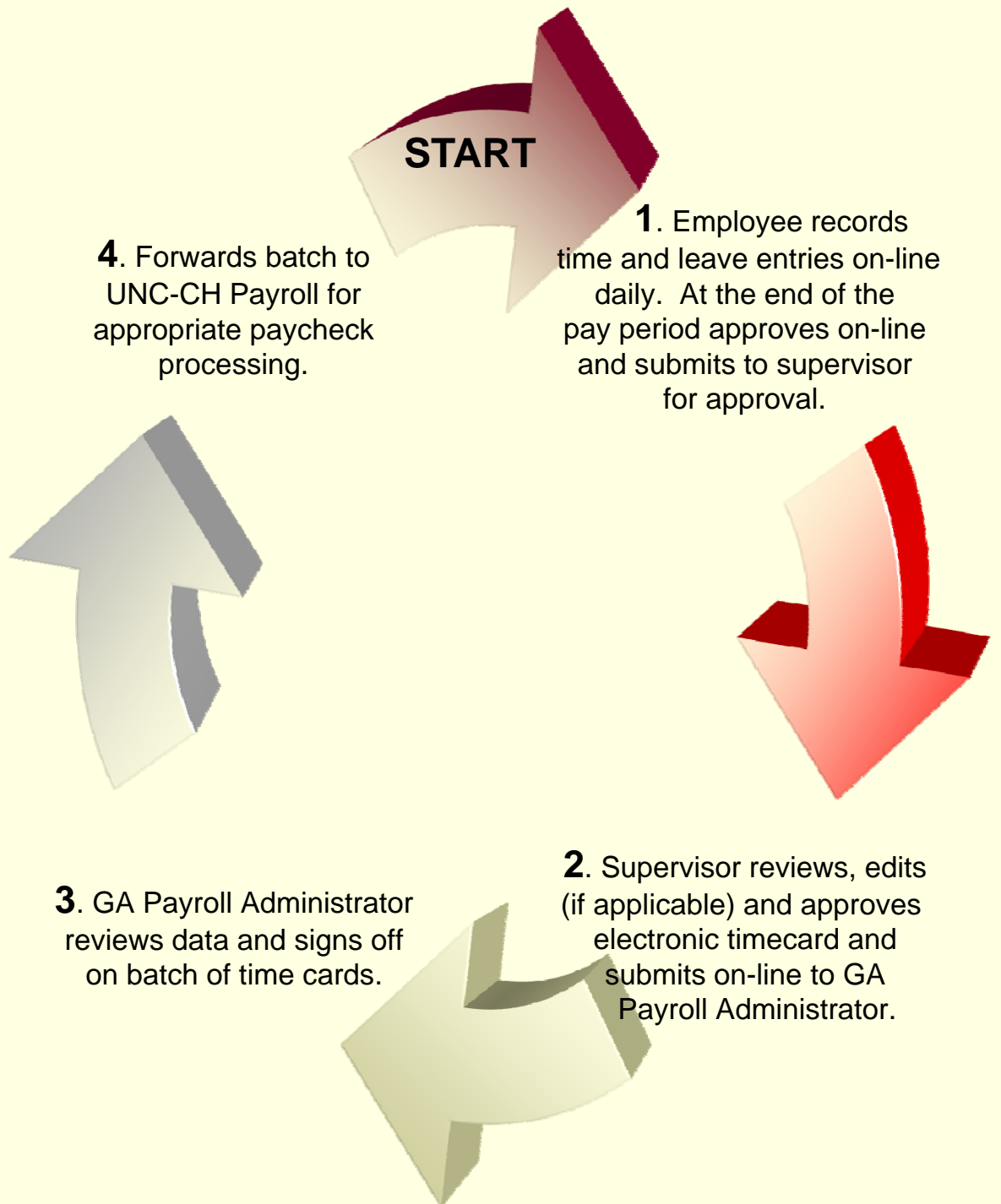
Do **not** use



- the close window button to close TIM's window

# Routing Flow

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# Exploring the Initial Window

Navigation Bar

Header

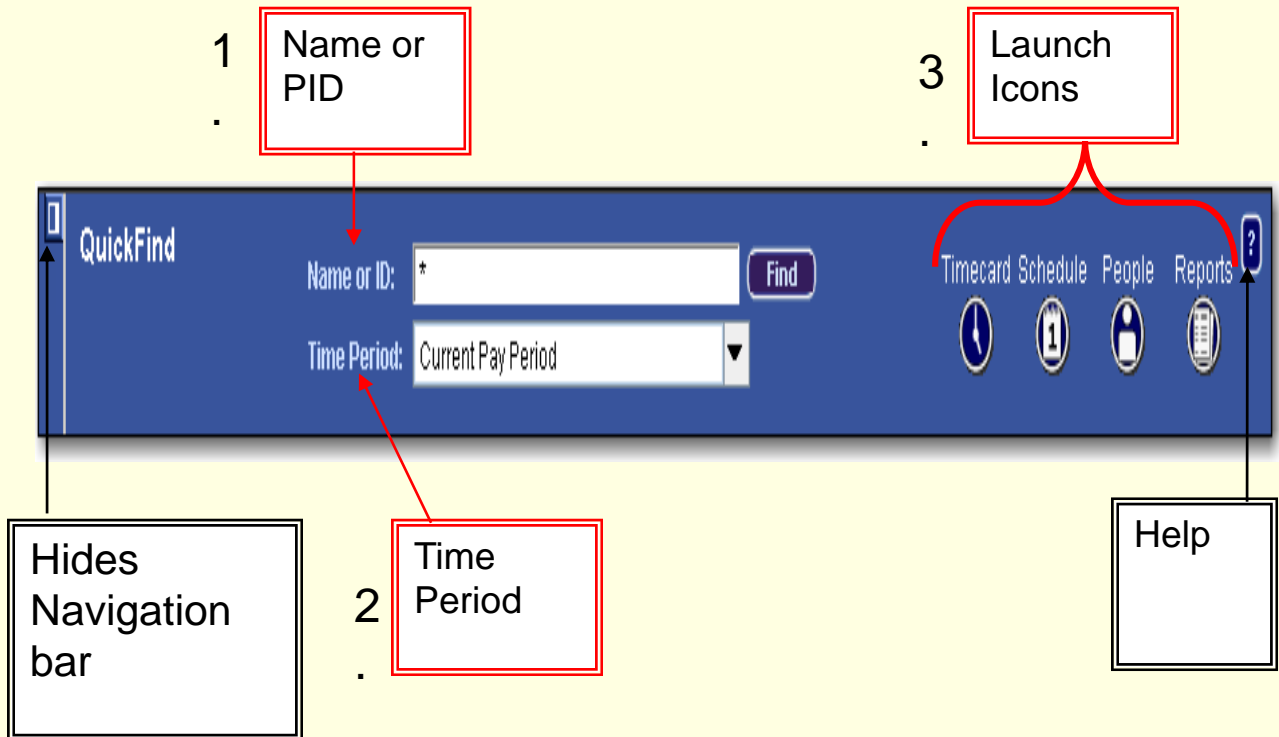
Pay Period Selection Menu

Workspace

The screenshot shows the Kronos QuickFind application interface. The interface is divided into several sections:

- Navigation Bar:** Located on the left side, it contains a "Log Off" button and a list of menu items: "My Genies®", "QuickFind", "Timekeeping", "Scheduling", "Group Edit Results", "Reports", "My Information", "Setup", and "Help".
- Header:** Located at the top, it includes the "KRONOS" logo, the "QuickFind" title, a search field for "Name or ID:" with a "Find" button, and a "Time Period:" dropdown menu. To the right of the header are icons for "Timecard", "Schedule", "People", and "Reports".
- Pay Period Selection Menu:** A dropdown menu is open from the "Time Period:" dropdown, showing options: "Current Pay Period" (highlighted), "Previous Pay Period", "Next Pay Period", "Previous Schedule Period", "Current Schedule Period", "Next Schedule Period", "Today", "Yesterday", "Week to Date", "Last Week", "7/10/2007, Specific Date", and "7/10/2007 - 7/10/2007, Range of Dates".
- Workspace:** The main area of the application, currently displaying a table with columns "Actions", "Amount", "Accruals", and "Schedule". The table has a header row with "Name" and "Primary Labor Account".

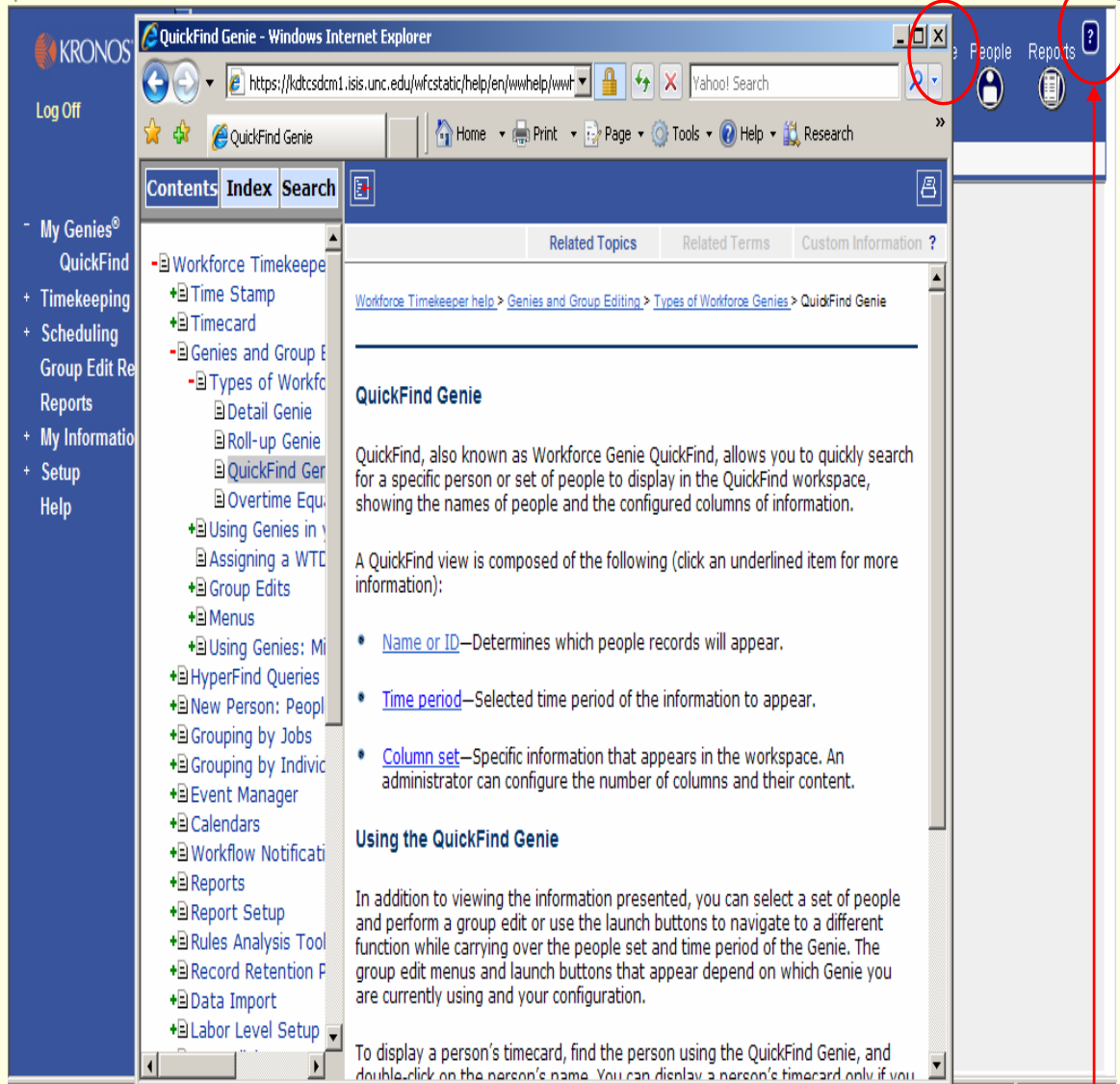
# Using the Tools in the Header




1. Employee's name or PID number
2. Time Period text field with a drop down list that will allow you to view pre-set time periods or a selected range of dates
3. Launch icons for access to other TIM Timekeeper functions

# Accessing HELP

Use to EXIT Help

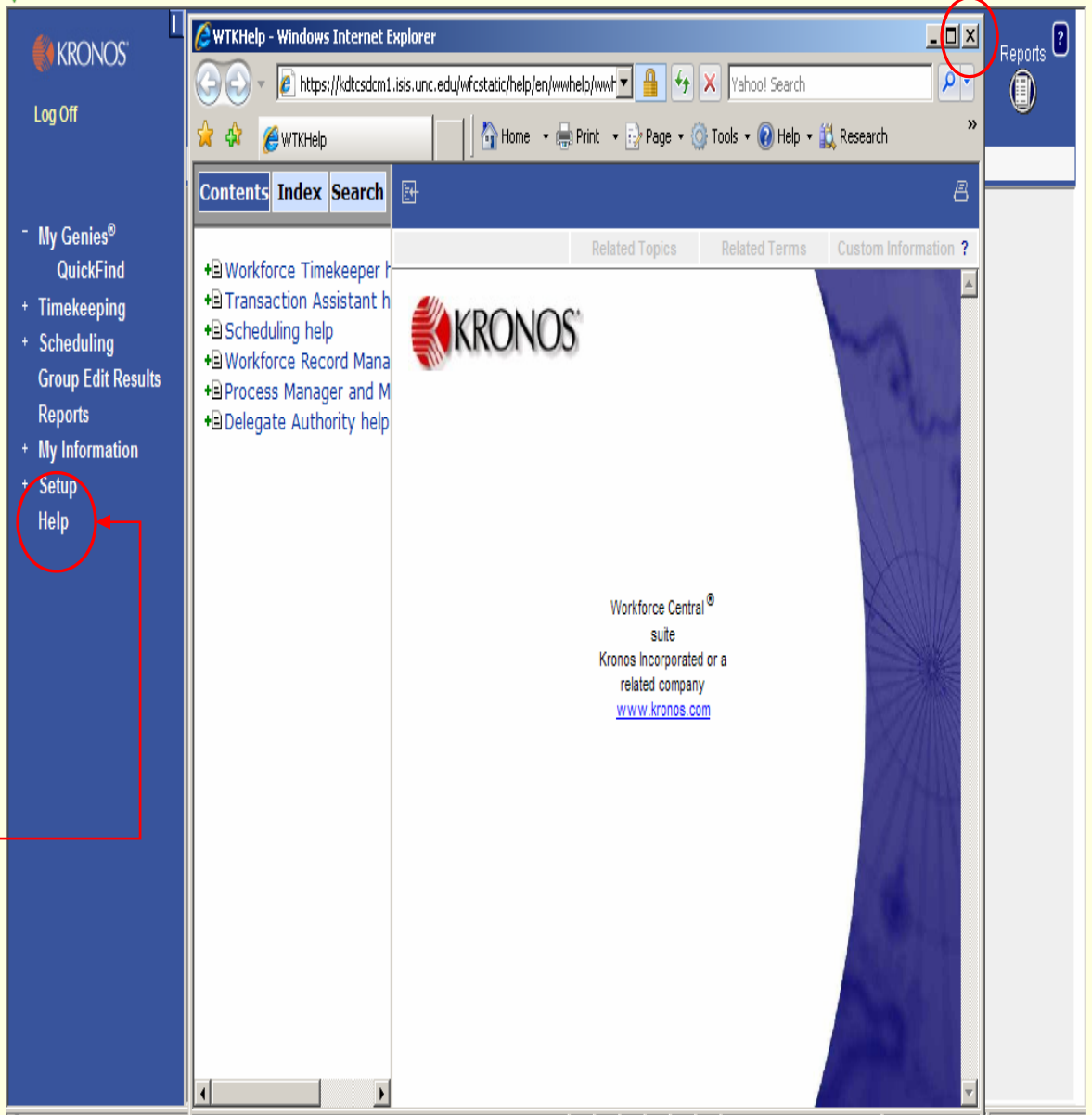


The screenshot shows the Kronos QuickFind Genie help page. The browser window title is "QuickFind Genie - Windows Internet Explorer". The address bar shows the URL "https://kdtcdsmt1.isis.unc.edu/wfcstatic/help/en/wwhelp/wwh...". The page content includes a navigation menu on the left, a main content area with "QuickFind Genie" heading, and a "People Reports ?" button in the top right corner. A red box highlights this button, and a red arrow points from it to a larger red box at the bottom of the page containing a question mark icon. Another red arrow points from the question mark icon to the text below.

Click the  in the upper right hand corner to display help topics relevant to the TIM window visible on your PC screen.

# Accessing HELP (cont.)

Use to EXIT Help




Click the word **Help** in the Navigation Bar to access help for the *entire site*.

# Using the QuickFind Genie

The screenshot shows the Kronos QuickFind interface. On the left is a navigation bar with 'QuickFind' circled in red. The main window has a search field with an asterisk and a 'Find' button circled in red. Below the search field is a table of employee data.

Name	ID	Primary Labor Account
Employee Name	PID #	000000002/002111705081263/000/000000/0-00000/GA02354
Employee Name	PID #	000000001/002101713380473/000/000000/00000000/NF10000
Employee Name	PID #	000000001/002112703692542/000/000000/00000000/NF10000
Employee Name	PID #	000000002/002111708449480/000/000000/0-00000/GA18607
Employee Name	PID #	000000001/002101702143340/000/000000/0-00000/GA03029
Employee Name	PID #	000000001/002101704474327/000/000000/00000000/NF10000
Employee Name	PID #	000000002/002111705081263/000/000000/0-00000/GA02337
Employee Name	PID #	000000002/002112704253407/000/000000/0-00000/GA18801
Employee Name	PID #	000000001/002101700861521/000/000000/0-00000/GA01142
Employee Name	PID #	000000002/002101700861521/000/000000/0-00000/GA01142
Employee Name	PID #	000000002/002115704256222/000/000000/0-00000/GA02257
Employee Name	PID #	000000002/002101702198357/000/000000/0-00000/GA03030
Employee Name	PID #	000000001/002101702835540/000/000000/00000000/NFSOT02
Employee Name	PID #	000000002/002101704248441/000/000000/0-00000/GA00000
Employee Name	PID #	000000002/002111704237047/000/000000/0-00000/GA18702
Employee Name	PID #	000000002/002115713385380/000/000000/0-00000/GA02336
Employee Name	PID #	000000001/002101711833223/000/000000/00000000/NFSOT02
Employee Name	PID #	000000001/002101703528731/000/000000/00000000/NF10000
Employee Name	PID #	000000002/002101704278235/000/000000/0-00000/GA20031
Employee Name	PID #	000000001/002110704210068/000/000000/00000000/NF10000
Employee Name	PID #	000000002/002112704227594/000/000000/0-00000/GA02273
Employee Name	PID #	000000002/002101704226294/000/000000/0-00000/GA01069

1. Select **QuickFind** from the Navigation bar
2. Click  . All of your employees will appear in the QuickFind window
3. The asterisk (\*) in the Name or ID text field indicates all employees

# Searching Employee Records

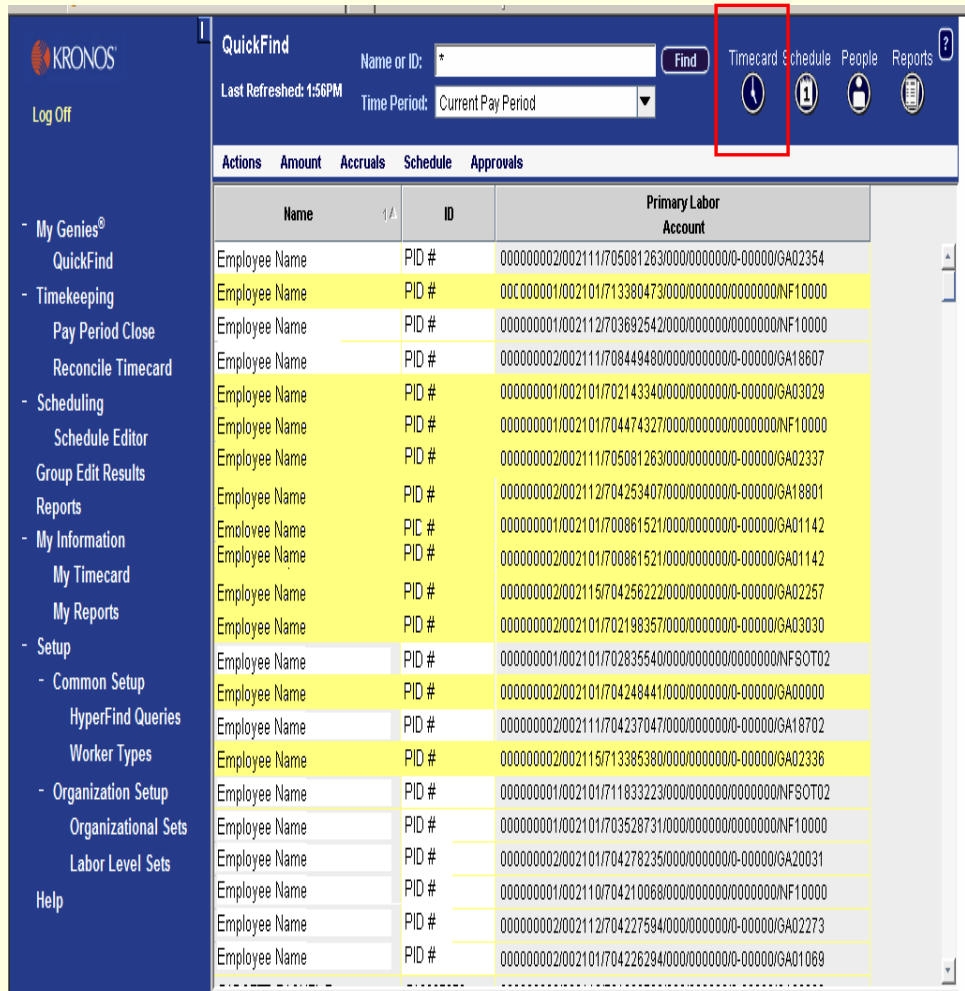
The screenshot shows the Kronos QuickFind interface. The search bar is highlighted with a red circle and contains the text "E\*". The "Name or ID" label is also visible. The "Time Period" dropdown is set to "Current Pay Period". The "Find" button is to the right of the search bar. Below the search bar, there are tabs for "Actions", "Amount", "Accruals", "Schedule", and "Approvals". The main table displays a list of employee records with columns for "Name", "ID", and "Primary Labor Account".

Name	ID	Primary Labor Account
Employee Name	PID #	00000002/002111/705081263/000/000000/0-0000/GA02354
Employee Name	PID #	00000001/002101/713380473/000/000000/000000/NF10000
Employee Name	PID #	00000001/002112/703692542/000/000000/000000/NF10000
Employee Name	PID #	00000002/002111/708449480/000/000000/0-0000/GA18607
Employee Name	PID #	00000001/002101/702143340/000/000000/0-0000/GA03029
Employee Name	PID #	00000001/002101/704474327/000/000000/000000/NF10000
Employee Name	PID #	00000002/002111/705081263/000/000000/0-0000/GA02337
Employee Name	PID #	00000002/002112/704253407/000/000000/0-0000/GA18801
Employee Name	PID #	00000001/002101/700861521/000/000000/0-0000/GA01142
Employee Name	PID #	00000002/002101/700861521/000/000000/0-0000/GA01142
Employee Name	PID #	00000002/002115/704256222/000/000000/0-0000/GA02257
Employee Name	PID #	00000002/002101/702198357/000/000000/0-0000/GA03030
Employee Name	PID #	00000001/002101/702835540/000/000000/000000/NFSOT02
Employee Name	PID #	00000002/002101/704248441/000/000000/0-0000/GA00000
Employee Name	PID #	00000002/002111/704237047/000/000000/0-0000/GA18702
Employee Name	PID #	00000002/002115/713385380/000/000000/0-0000/GA02336
Employee Name	PID #	00000001/002101/711833223/000/000000/000000/NFSOT02
Employee Name	PID #	00000001/002101/703528731/000/000000/000000/NF10000
Employee Name	PID #	00000002/002101/704278235/000/000000/0-0000/GA20031
Employee Name	PID #	00000001/002110/704210068/000/000000/000000/NF10000
Employee Name	PID #	00000002/002112/704227584/000/000000/0-0000/GA02273
Employee Name	PID #	00000002/002101/704226294/000/000000/0-0000/GA01069

To search for an employee whose last name starts with a particular letter

- Enter the letter plus an asterisk(\*) in the **Name or ID** bar

# Selecting More than One Employee



The screenshot shows the Kronos QuickFind interface. The top navigation bar includes icons for Timecard, Schedule, People, and Reports. A red box highlights the Timecard icon. Below the navigation bar is a table with columns for Name, ID, and Primary Labor Account. The table contains multiple rows of employee data, with several rows highlighted in yellow.

Name	ID	Primary Labor Account
Employee Name	PID #	00000002/002111/705081263/000/000000/0-0000/GA02354
Employee Name	PID #	00C00001/002101/713380473/000/000000/000000/NF10000
Employee Name	PID #	00000001/002112/703882542/000/000000/000000/NF10000
Employee Name	PID #	00000002/002111/708449480/000/000000/0-0000/GA18607
Employee Name	PID #	00000001/002101/702143340/000/000000/0-0000/GA03029
Employee Name	PID #	00000001/002101/704474327/000/000000/000000/NF10000
Employee Name	PID #	00000002/002111/705081263/000/000000/0-0000/GA02337
Employee Name	PID #	00000002/002112/704253407/000/000000/0-0000/GA18801
Employee Name	PID #	00000001/002101/700861521/000/000000/0-0000/GA01142
Employee Name	PID #	00000002/002101/700861521/000/000000/0-0000/GA01142
Employee Name	PID #	00000002/002115/704256222/000/000000/0-0000/GA02257
Employee Name	PID #	00000002/002101/702198357/000/000000/0-0000/GA03030
Employee Name	PID #	00000001/002101/702835540/000/000000/000000/NFS0T02
Employee Name	PID #	00000002/002101/704248441/000/000000/0-0000/GA00000
Employee Name	PID #	00000002/002111/704237047/000/000000/0-0000/GA18702
Employee Name	PID #	00000002/002115/713385380/000/000000/0-0000/GA02336
Employee Name	PID #	00000001/002101/711833223/000/000000/000000/NFS0T02
Employee Name	PID #	00000001/002101/703528731/000/000000/000000/NF10000
Employee Name	PID #	00000002/002101/704278235/000/000000/0-0000/GA20031
Employee Name	PID #	00000001/002110/704210068/000/000000/000000/NF10000
Employee Name	PID #	00000002/002112/704227594/000/000000/0-0000/GA02273
Employee Name	PID #	00000002/002101/704226294/000/000000/0-0000/GA01069

To select more than one employee at a time:

- Hold the **Shift** key down + **Arrow down** key **OR** Hold the **Shift** key down + **Drag** mouse

To select random names:

- Hold the **Control** key down + click **Right** button of mouse

# Time Card Window for Wage & Hour Employees

The screenshot shows the Time Card Window for Wage & Hour Employees. The window is titled "Timecard" and includes a header with "Name & ID:" and "Time Period: Current Pay Period". The "Loaded: 2:03PM" is displayed. The "Menu Bar" contains "Save", "Actions", "Punch", "Amount", "Accruals", "Comment", "Approvals", and "Reports". The "Timecard Grid" displays a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cum... The grid shows dates from Mon 7/23 to Sat 8/04. The "Timecard Tabs" include "Totals & Schedule", "Accruals", and "Audits". The "Totals & Schedule" tab is active, showing a table with columns: Date, Start Time, End Time, Pay Code, and Amount. The table shows dates from Mon 7/23 to Thu 7/26. The "Accruals" tab is also visible, showing a table with columns: Accrual Code, Bal. or Selec..., and Units. The table shows "Sick" with a balance of 0.0 and "Vacation" with a balance of 173.0. The "Delete and Insert Row Icons" are located on the left side of the grid, and the "Header" is at the top of the window.

**Header**

**Menu Bar**


**Delete and Insert Row Icons**

**Timecard Grid**

**Timecard Tabs**

Only when selecting more than one employee

# Timecard Window for Exempt Employees



Log Off

- My Genies®
- QuickFind
- + Timekeeping
- + Scheduling
- Group Edit Results
- Reports
- + My Information
- + Setup
- Help

**Timecard**

Name & ID:

Timecard Schedule
People
Reports
?

Loaded: 2:07PM
Time Period: Current Pay Period

Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Reports

	Pay Code	Transfer	Mon 7/09	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Sat 7/14	Sun 7/15	Total
⊖ ↕	Hours Wor...		8.0	8.0	8.0	8.0	8.0			40.0
			8.0	8.0	8.0	8.0	8.0			40.0

Week starting: Mon 7/16

	Pay Code	Transfer	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Total
⊖ ↕	Hours Wor...		8.0	8.0	8.0	8.0	8.0			40.0
			8.0	8.0	8.0	8.0	8.0			40.0

Week starting: Mon 7/23

	Pay Code	Transfer	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27	Sat 7/28	Sun 7/29	Total
⊖ ↕	Hours Wor...		8.0	8.0	8.0	8.0	8.0			40.0
			8.0	8.0	8.0	8.0	8.0			40.0

Totals & Schedule
Accruals
Audits

All ▾

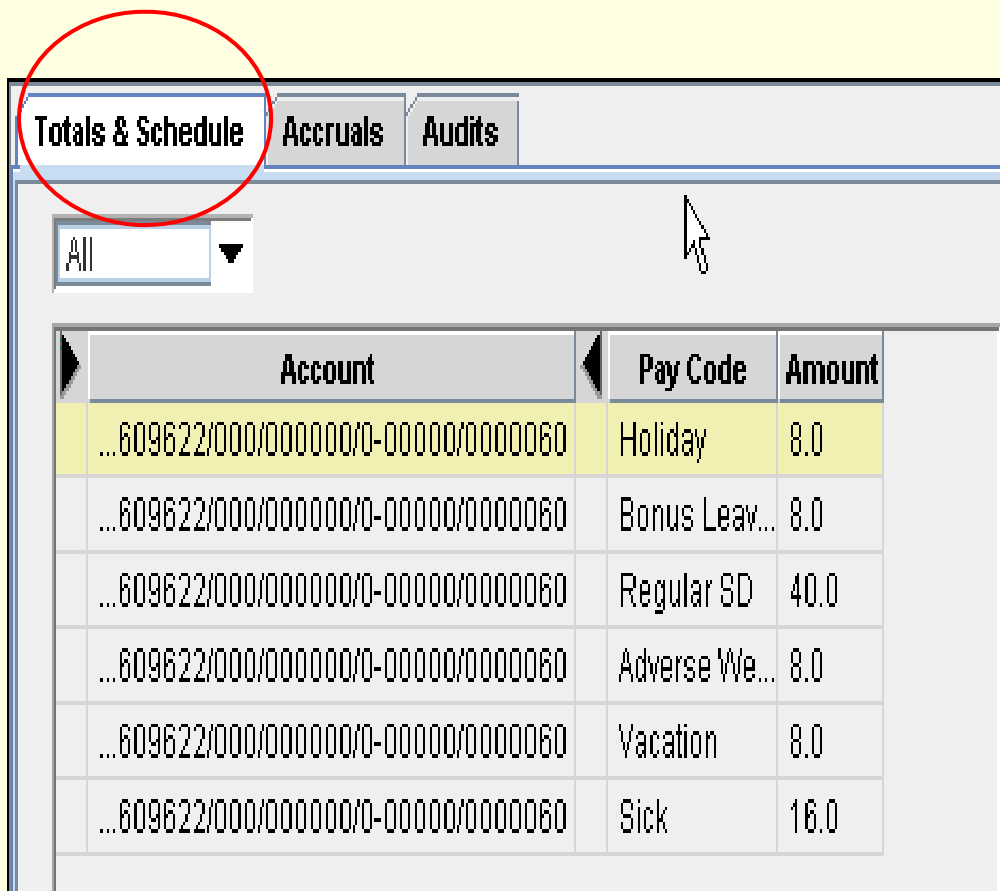
Account	Pay Code	Amount
...861521/000/000000/0-00000/GA01142	Holiday	8.0
...861521/000/000000/0-00000/GA01142	Regular	176.0

Accrual Code	Bal. on Selec...	Units
Sick	0.0	Hour
Vacation	60.0	Hour

Date	Start Time	End Time	Pay Code
Sun 7/01			
Mon 7/02	8:00AM	5:00PM	
Tue 7/03	8:00AM	5:00PM	
Wed 7/04	8:00AM	5:00PM	
Thu 7/05	8:00AM	5:00PM	

# About Timecard Tabs

- **Totals and Schedule** - This tab displays a summary of the employee's hours worked, categorized by accounts, pay codes and amounts.



Account	Pay Code	Amount
...609622/000/000000/0-00000/00000060	Holiday	8.0
...609622/000/000000/0-00000/00000060	Bonus Leav...	8.0
...609622/000/000000/0-00000/00000060	Regular SD	40.0
...609622/000/000000/0-00000/00000060	Adverse We...	8.0
...609622/000/000000/0-00000/00000060	Vacation	8.0
...609622/000/000000/0-00000/00000060	Sick	16.0

# About Timecard Tabs

## (cont.)

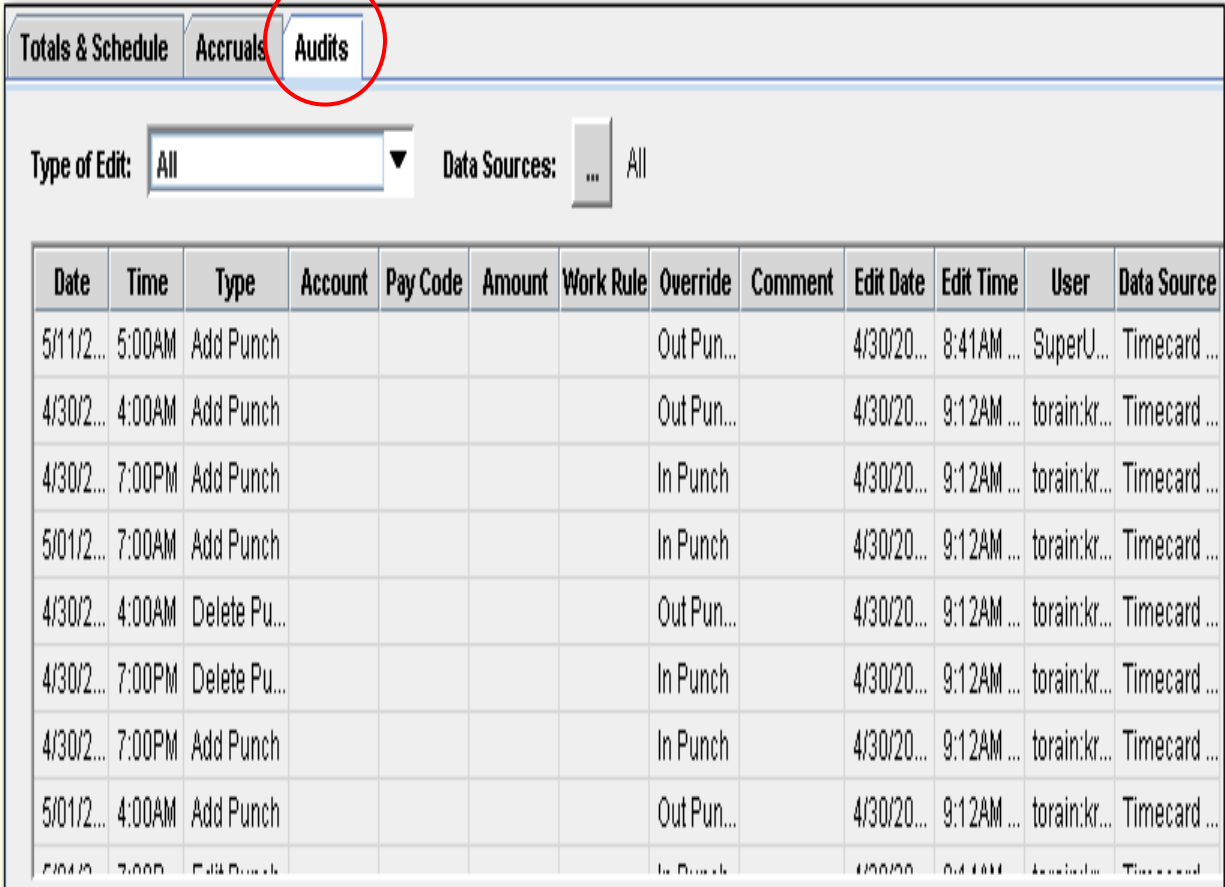
- **Accruals** - This tab displays the employee's current or projected accrued time, such as vacation or sick time. The **Balance Projected Through** column indicates the last day of the Pay Period.

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Holiday ETO Expired	0.0	Hour	7/22/2007	0.0	0.0	0.0	0.0
On-Call Time Off	0.0	Hour	7/22/2007	0.0	0.0	0.0	0.0
On-Call Time Off Expired	0.0	Hour	7/22/2007	0.0	0.0	0.0	0.0
Sick	16.0	Hour	7/22/2007	0.0	0.0	16.0	16.0
Travel Time Off	0.0	Hour	7/22/2007	0.0	0.0	0.0	0.0
Vacation	15.67	Hour	7/22/2007	0.0	0.0	15.67	15.67
Voluntary Shared	0.0	Hour	7/22/2007	0.0	0.0	0.0	0.0

The balance shown in the **Balance on Selected Date** tab reflects the date selected in the timecard grid.

# About Timecards (cont.)

- **Audits** - This tab lists all punch and pay code edits performed on the timecard. Information on this tab includes the user name of the person who made the edits, and the date and time of the edit.



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
5/11/2...	5:00AM	Add Punch					Out Pun...		4/30/20...	8:41AM ...	SuperU...	Timecard ...
4/30/2...	4:00AM	Add Punch					Out Pun...		4/30/20...	9:12AM ...	torain:kr...	Timecard ...
4/30/2...	7:00PM	Add Punch					In Punch		4/30/20...	9:12AM ...	torain:kr...	Timecard ...
5/01/2...	7:00AM	Add Punch					In Punch		4/30/20...	9:12AM ...	torain:kr...	Timecard ...
4/30/2...	4:00AM	Delete Pu...					Out Pun...		4/30/20...	9:12AM ...	torain:kr...	Timecard ...
4/30/2...	7:00PM	Delete Pu...					In Punch		4/30/20...	9:12AM ...	torain:kr...	Timecard ...
4/30/2...	7:00PM	Add Punch					In Punch		4/30/20...	9:12AM ...	torain:kr...	Timecard ...
5/01/2...	4:00AM	Add Punch					Out Pun...		4/30/20...	9:12AM ...	torain:kr...	Timecard ...
5/01/2...	7:00AM	Add Punch					In Punch		4/30/20...	9:12AM ...	torain:kr...	Timecard ...

Tab 3

SEPARATION

**When an employee is separating employment, please make sure that he/she is given a copy of the below linked separation checklist.**

**[Employee Separation Checklist](#)**

**Please make sure that the manager of the separating employee in your work unit complete the below linked form on all exiting employees. Depending on the dynamics of the work unit, you may be asked to assist in some of these activities.**

**[Manager Checklist for Employee Separation](#)**