NORTHWESTERN UNIVERSITY

FACULTY AND STAFF INFORMATION SYSTEMS

Kronos: Approving Exempt Leave (Non-Java/Mac)

Guide & Procedures

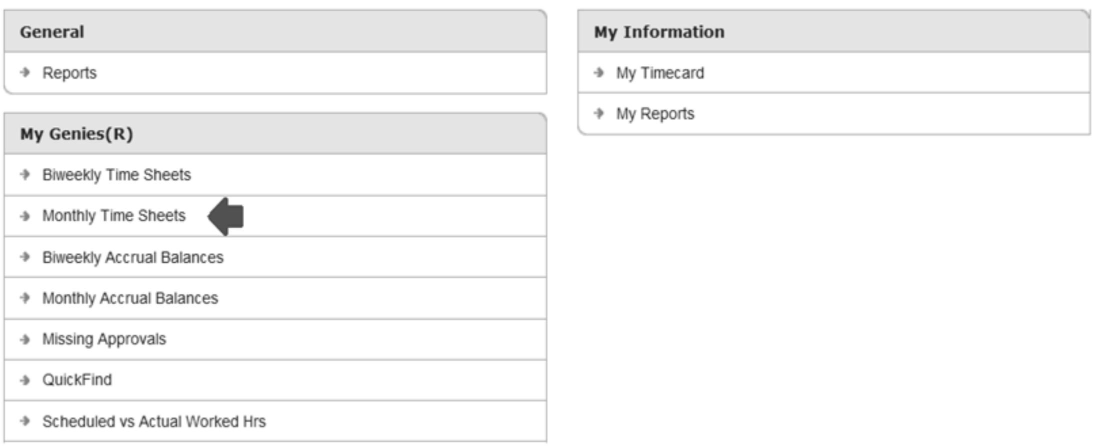
Kronos Information

Supervisors of exempt staff and post-docs must sign off on their employees' leave time on a monthly basis; time for each month must be approved by the 12th day of the following month. Any employee's time sheet that is *not* signed off by a supervisor or backup approver must be printed, signed and dated, and mailed to the Kronos Help Desk after the approval deadline. *If an exempt employee takes no leave in a particular month, that month still must be approved to confirm that no time was taken.*

- **Access Kronos with your NetID and Password at:** https://www-kronos.itcs.northwestern.edu/wfc/applications/wtk/html/ess/logon.jsp
- You must access Kronos from an on-campus computer or using the VPN.
- For additional information, including a list of compatible operating systems and browsers, see the Kronos website at: www.northwestern.edu/hr/current-employees/using-kronos-time-entry/
- For assistance, contact the Kronos Help Desk at 847-467-7606 or mytime@northwestern.edu. You may also attend an open lab session on either campus for one-on-one assistance. See the website above for Open Lab times.

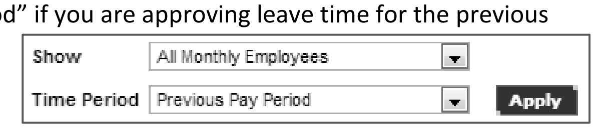
Viewing and Approving Exempt Leave Time

1. Click the "MONTHLY TIME SHEETS" link to view and approve your exempt staff employees' leave time:



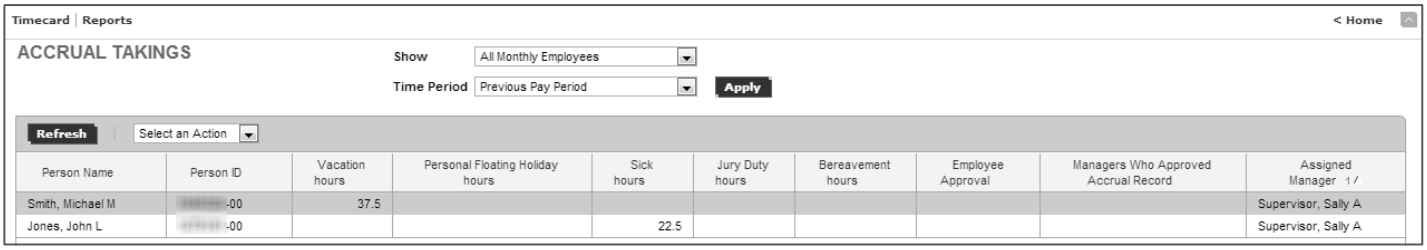
2. Ensure that the drop down boxes display the correct information:

- **Show** should display "All Monthly Employees"
- **Time Period** should display "Previous Pay Period" if you are approving leave time for the previous month. To review leave time for the *current* month, select "Current Pay Period."



3. Click .

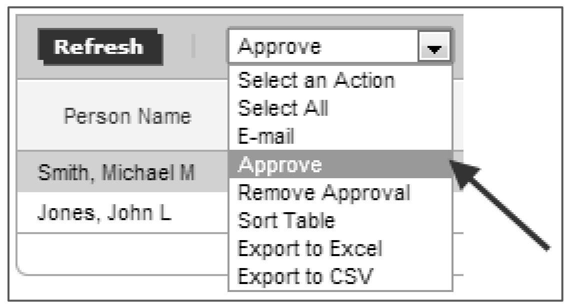
➢ **A summary of the month's leave time is presented for all exempt staff employees within your Kronos access:**



- On this screen, the total leave time taken will be presented in hours; typically, one day of exempt leave time is equal to 7.5 hours. If the employee is on a part-time or flex schedule, their hour equivalency may be different.
- For exempt staff, regular worked hours are *not* recorded; you will see only the time off that has been entered by the employee.

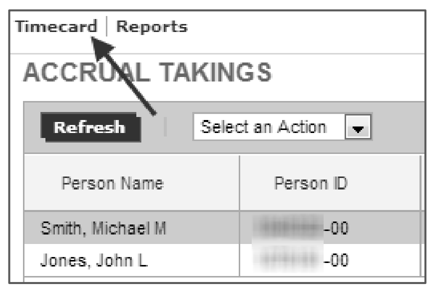
4. To approve an employee's leave directly from this summary screen:

- Single-click an employee's name to highlight his or her row. Hold the Ctrl key while clicking to select multiple employees.
- Using the **Select an Action** drop-down box in the top left, select "Approve."
- When asked if you are sure you want to approve, click "Yes."
- Your approval is saved for the selected employee(s). Click the **Refresh** button in the top left corner to refresh the screen and show the approvals.

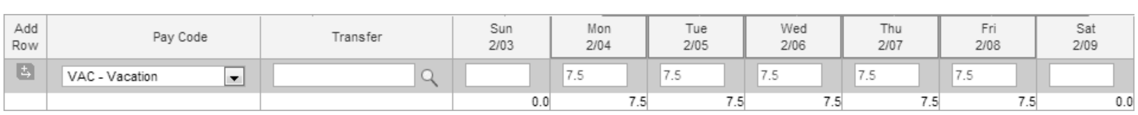


5. To review the enitre month's leave in a day-by-day time sheet view:

- Click an employee's name to highlight his or her row. Hold the Ctrl key while clicking to select multiple employees.
- Click the **Timecard** link in the top left corner of the screen.

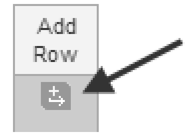


6. The employee's leave time will appear as entered by the employee:



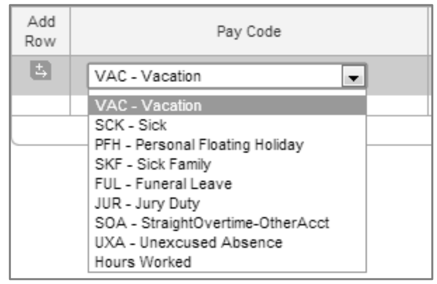
Notice that only leave time is shown; "Hours Worked" should never be recorded for exempt staff. Leave time taken will be presented in hours; typically, one day of exempt leave time is equal to 7.5 hours.

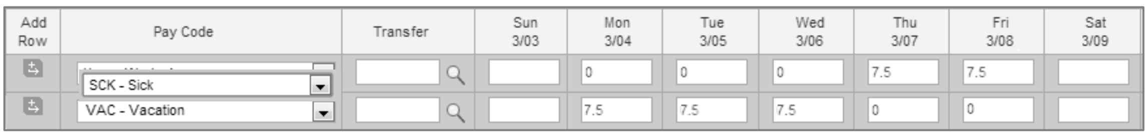
7. Each type of leave taken (such as Vacation, Sick, and Personal Floating Holiday) will appear in a new line.



To add an additional leave type to the employee's time sheet:

- Click the **Add Row** button to the left of that week.
- In the new line, choose the appropriate time using the **Pay Code** drop-down box.
- Enter the hours to be recorded for that specific Pay Code.





8. After confirming all leave time is correct, click 

in the top left corner of the time sheet.

Your approval is immediately saved, and a confirmation appears at the top of the time sheet:

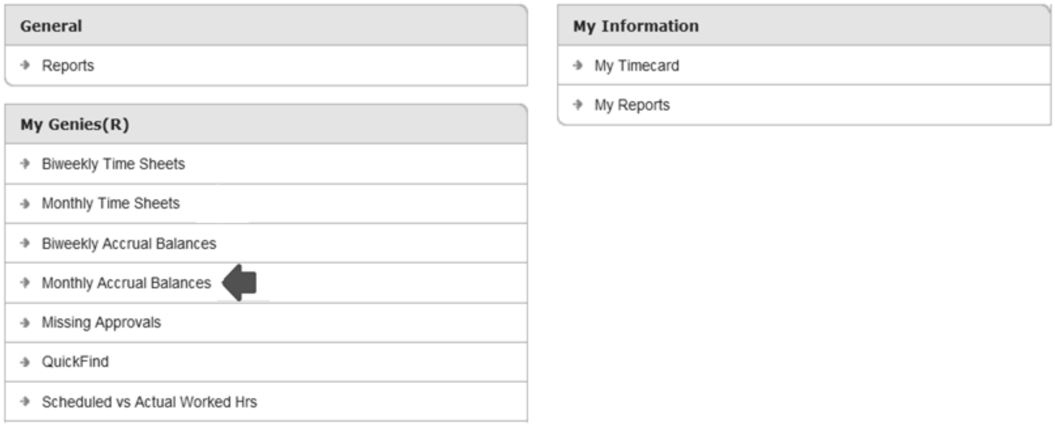
Note: The date noted with your approval will be the last day of the pay period that you just approved.

9. If you selected multiple employees in Step #6 above, you may open, edit, and approve the next time sheet by selecting a name or using the arrows at the top of the screen:

Or, you may return to the main Kronos menu by clicking the **Home** link in the top right corner:

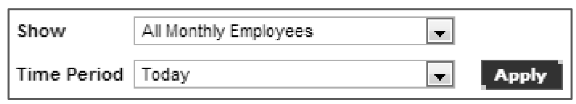
Reviewing Exempt Leave Balances

1. Leave balances for your exempt employees (unused, available leave time) can be seen by selecting the "MONTHLY ACCRUAL BALANCES" link on the Kronos homepage:

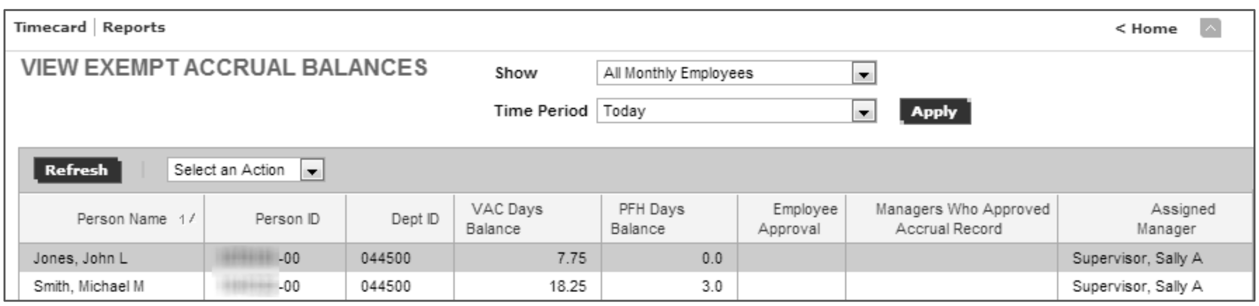


2. By default, you will see the balances for All Monthly Employees as of the current date:

- To view projected leave balances as of a future date, use the **Time Period** drop-down box to select a "Specific Date."



➢ **A summary of the <u>available</u> leave time is presented for all exempt staff employees within your Kronos access:**



Person Name	Person ID	Dept ID	VAC Days Balance	PFH Days Balance	Employee Approval	Managers Who Approved Accrual Record	Assigned Manager
Jones, John L	[redacted]-00	044500	7.75	0.0			Supervisor, Sally A
Smith, Michael M	[redacted]-00	044500	18.25	3.0			Supervisor, Sally A

- On this screen, the total <u>available</u> leave time is presented in days.
- You may review/approve an employee's leave time by drilling into an employee's time sheet view (see Steps 6-10 in the previous procedure). Because this summary shows only *available* time, you should not approve leave from this main VIEW EXEMPT ACCRUAL BALANCES screen.

<u>Note:</u> Unlike the regular version of Kronos, this Mac/Non-Java version does not contain functionality to add comments to a time sheet or enter "Historical Pay" to correct past leave time. Please contact the Kronos Help Desk, or stop by one of the regularly scheduled FASIS Open Labs, for assistance with adding comments or correcting past leave reports.

Questions or Problems? Contact the Kronos Help Desk at 847-467-7606 or mytime@northwestern.edu.