


Kronos WFR

Workforce Ready (WFR)

Hourly Employees

Accessing Kronos WFR

- Go through Devereux Corporate Citrix Server:
<https://remote.devereux.org>
- Click on the Kronos WFR  icon:
- By clicking on the Kronos WFR icon, it will automatically log you in the software.

Default View

The screenshot shows a web browser window with the URL `https://secure3.entertimeonline.com/ta/6002889.admin?mid=TXE&shc`. The page title is "Workforce Ready Admin". The Devereux logo is in the top left, and the user "Eric Recavarren" is logged in at 10:30am (EDT). The main navigation includes "START", "My Account", and "Our Company". A "START" button is highlighted in orange. The breadcrumb trail is: `Home > My Account > My Timesheet > My Current Timesheet > Timesheet Edit`. A "Time Sheet: August 07, 2016 - August 13, 2016" is displayed. There are buttons for "CLOCK" and "CHANGE COST CENTER". The "TIMESHEET" tab is selected. The table below shows dates from SUN 7 to SAT 13, all with "No Data" in the FROM column. A "Timesheet Total: 0.00" is shown at the bottom right.

START My Account Our Company Accessing Kronos WFR

BACK Home My Account My Timesheet My Current Timesheet Timesheet Edit SAVE UNDO DOCS UTILITIES SHOW MAP INFO

< Time Sheet: August 07, 2016 - August 13, 2016 > This Is Your Current Timesheet

CLOCK CHANGE COST CENTER

TIMESHEET EXCEPTIONS SUMMARY BY DAY

	DATE	COST CENTER	PAY CATEGORY	IN DATE	FROM	TO	TOTAL	SCHEDULE
	SUN 7				No Data			
	MON 8				No Data			
	TUE 9				No Data			
	WED 10				No Data			
	THU 11				No Data			
	FRI 12				No Data			
	SAT 13				No Data			

Timesheet Total: 0.00

DEFAULT VIEW

Date Range of Current View

Name

START My Account Our Company Accessing Kronos WFR

BACK Home My Account My Timesheet My Current Timesheet Timesheet Edit

SAVE UNDO DOCS UTILITIES SHOW MAP INFO

< Time Sheet: August 07, 2016 - August 13, 2016 > This is Your Current Timesheet

CLOCK CHANGE COST CENTER

TIMESHEET EXCEPTIONS SUMMARY BY DAY

	DATE	COST CENTER	PAY CATEGORY	IN DATE	FROM	TO	TOTAL	SCHEDULE
	SUN 7			No Data				
	MON 8			No Data				
	TUE 9			No Data				
	WED 10			No Data				
	THU 11			No Data				
	FRI 12			No Data				
	SAT 13			No Data				

Timesheet Total: 0.00

CLICK BUTTON TO CLOCK IN AND OUT,
IF HOURS ARE TO BE CHARGED TO HOME
DEPARTMENT.

DEFAULT VIEW

Use Arrows or Calendar To Change Dates

Workforce Ready Admin

Change Cost Centers

- Administration - 011030
- Administration - 011031
- Administration - 011034
- Administration - 011035
- Administration - 011037
- Admissions - 011040
- Adolescent Boys - Bldg 4 - 034313
- Adolescent Girls - Bldg 2 - 034311
- Aquarius Group Home - 044323
- BNET - 149404
- Brevard Foster Care - 074238
- Brevard Foster Care - CPA - 074246
- Cafe Program - 094330
- Cape Coral Group Home - 064355
- Childrens Unit - Bldg 3 - 034312
- Clinical Services - 011080
- Clinical Services - 011081
- Comm Skills Dev - 122211
- DD Brevard - 074258
- DD Broward - 074259
- DD Central Florida - 074256
- DD Lee - 074270
- DD Volusia - 074257
- DDC 2 - Bldg 1A - 044326
- Delta Program - 133781
- Development - 011170
- Eagle Group Home - 064347
- Enterprise Girls - Bldg 6B - 044315
- Finance (011041)
- FSVC - 103733

DATE	COST CENTER	PAY CATEGORY
SUN 7		
MON 8		
TUE 9		
WED 10		
THU 11		
FRI 12		
SAT 13		

Timesheet Total: 0.00

TO CLOCK IN AND CHARGE HOURS TO A DIFFERENT DEPARTMENT, CLICK ON CHANGE COST CENTER BUTTON AND SELECT APPROPRIATE PROGRAM FROM POP UP WINDOW. YOU WILL ONLY SEE PROGRAMS THAT YOU HAVE ACCESS TO CHARGE TO.

Example of Transferred Shift Via Clock In

The screenshot displays the Devereux Workforce Ready interface. The user is logged in as Eric Recavarren. The page shows a timesheet for the period August 07, 2016, to August 13, 2016. The current timesheet is for Monday, August 8th, 2016. The interface includes a 'CLOCK' button and a 'CHANGE COST CENTER' button. The timesheet table shows a transferred shift on Monday, August 8th, 2016, with two entries: one from 11:10a to 11:15a with a total of 0.08 hours, and another from 12:52p to 1:00p with a total of 0.00 hours. The total for the day is 0.08 hours. The timesheet total is also 0.08 hours.

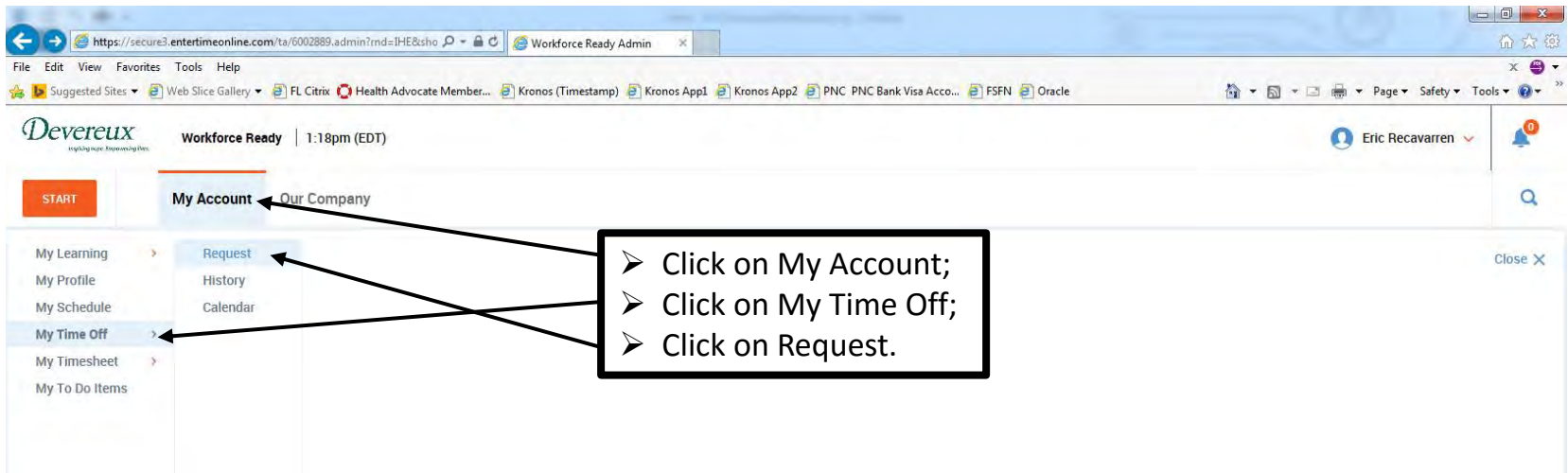
DATE	COST CENTER	PAY CATEGORY	IN DATE	FROM	TO	TOTAL	SCHEDULE
SUN 7						No Data	
MON 8	01/430/DDC 2 - Bldg		Mon 8	11:10a	11:15a	0.08	
	01/430/Eagle Group		Mon 8	12:52p		0.00	
						Day Total	0.08
TUE 9						No Data	
WED 10						No Data	
THU 11						No Data	
FRI 12						No Data	
SAT 13						No Data	
						Timesheet Total	0.08

Accessing Your Current Timesheet

The screenshot shows a web browser window with the URL <https://secure3.entertimeonline.com/ta/6002889.admin?rnd=JHE&sho>. The page header includes the Devereux logo, the text "Workforce Ready | 1:13pm (EDT)", and a user profile for "Eric Recavarren". A navigation menu on the left contains items like "My Learning", "My Profile", "My Schedule", "My Time Off", "My Timesheet", and "My To Do Items". The "My Account" section is expanded, showing "My Current Timesheet" and "My Historical Timesheets". A callout box with a black border contains the following instructions:

- Click on My Account;
- Click on My Timesheet;
- Click on My Current Timesheet

Requesting Time Off



The screenshot shows the Devereux Workforce Ready portal. The user is logged in as Eric Recavarren. The main navigation menu includes 'My Account' and 'Our Company'. Under 'My Account', there are sub-menus for 'Request', 'History', and 'Calendar'. On the left sidebar, there are links for 'My Learning', 'My Profile', 'My Schedule', 'My Time Off', 'My Timesheet', and 'My To Do Items'. A callout box with a black border contains the following instructions:

- Click on My Account;
- Click on My Time Off;
- Click on Request.

CONTINUED ON NEXT SLIDE

➤ Choose desired Time Off;

➤ Choose Full Day, Partial Day or Multiple Days;

➤ Provide Comment To Justify Request;

➤ Click On Submit Request.

The screenshot shows the 'Request Time Off' interface in the Devereux Workforce Ready system. The browser address bar shows the URL: <https://ccare3.entertimeonline.com/ta/6002850.admin?mduid=44&vbo>. The user is logged in as Eric Recavarren. The page title is 'Request Time Off'. The 'TIME OFF' section has a dropdown menu set to 'Time Off'. Below it, there are three radio button options: 'Full Day', 'Partial Day (Start/Stop)', and 'Multiple Days'. The 'Full Day' option is selected. There are input fields for 'Date', 'From', 'To', and 'Total'. The 'COMMENTS' section has a text area for providing justification. The 'BALANCES' section contains a table with the following data:

TIME OFF	ACCRUED TO	CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL
HML	07/24/2016	Hrs: 525.75	0.00	525.75	0.00	0.00
TOB	07/24/2016	Hrs: 62.16	0.00	62.16	0.00	0.00
TOB - Carryover	07/24/2016	Hrs: 40.00	0.00	40.00	0.00	0.00
TOB - Projected	07/24/2016	Hrs: 328.00	0.00	328.00	0.00	0.00

The 'APPROVERS' section lists 'Kelly R. Messer'. At the bottom, there is a 'RECENT REQUESTS' table with columns: REQUEST STATE, TIME OFF, DATE, FROM, TO, TIME, and DATE SUBMITTED. The 'SUBMIT REQUEST' button is located in the top right corner of the form area.

TOB and HML Balances

To Get To Your HML and TOB Balances:

- > Click on My Account;
- > Click on My Time Off;
- > Click on Request;
- > Click on Request Time Off.

BALANCES							
TIME OFF	ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL
HML	07/24/2016	Hrs:	525.75	0.00	525.75	0.00	0.00
TOB	07/24/2016	Hrs:	62.16	0.00	62.16	0.00	0.00
TOB - Carryover	07/24/2016	Hrs:	40.00	0.00	40.00	0.00	0.00
TOB - Projected	07/24/2016	Hrs:	328.00	0.00	328.00	0.00	0.00

Things To Remember

- Timesheets are automatically submitted for Supervisor Approval every Sunday at 10:00 am. As such, check your timesheet every work day and notify your supervisor immediately of needed corrections;
- Use the following website when non-Devereux computer to access/review your timesheet: <https://secure.saashr.com/ta/6002889.clock>. When using this website, you'll need to create a password that contains the following:
 - > 8 character
 - > Upper Case Letter
 - > Lower Case Letter
 - > Number
 - > Symbol

Example: Password1!

- Calc. Details tab will provide information on how your hours are calculated;