


Kronos WFR

Workforce Ready (WFR)

Supervisors

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 displays the Devereux Workforce Ready Admin interface. At the top, the browser address bar shows the URL <https://secure3.entertimeonline.com/ta/6002889.admin?md=PSU&sh...> and the page title "Workforce Ready Admin". The Devereux logo is on the left, and the user "Eric Recavarren" is logged in on the right. The main navigation bar includes "START", "My Account", "My Employees", "Manage Time", "My Reports", and "Our Company". The dashboard is titled "My Dashboard" and has tabs for "MAIN", "PERSONAL", and "SCHEDULES".

The dashboard is divided into several sections:

- MY SAVED REPORTS:** Shows a table with columns "REPORT CATEGORY", "REPORT NAME", and "SAVED AS NAME". It indicates "No Results Returned".
- MY TO DO ITEMS:** Shows a yellow bar with the text "No To Dos".
- STICKY NOTE:** A section at the bottom left for notes.
- EMPLOYEES:** A table listing employees with columns "EMPLOYEE ID", "FIRST NAME", "LAST NAME", and "EMPLOYEE STATUS".
- ATTENDANCE BOARD:** A section at the bottom right for attendance tracking.

The "EMPLOYEES" table contains the following data:

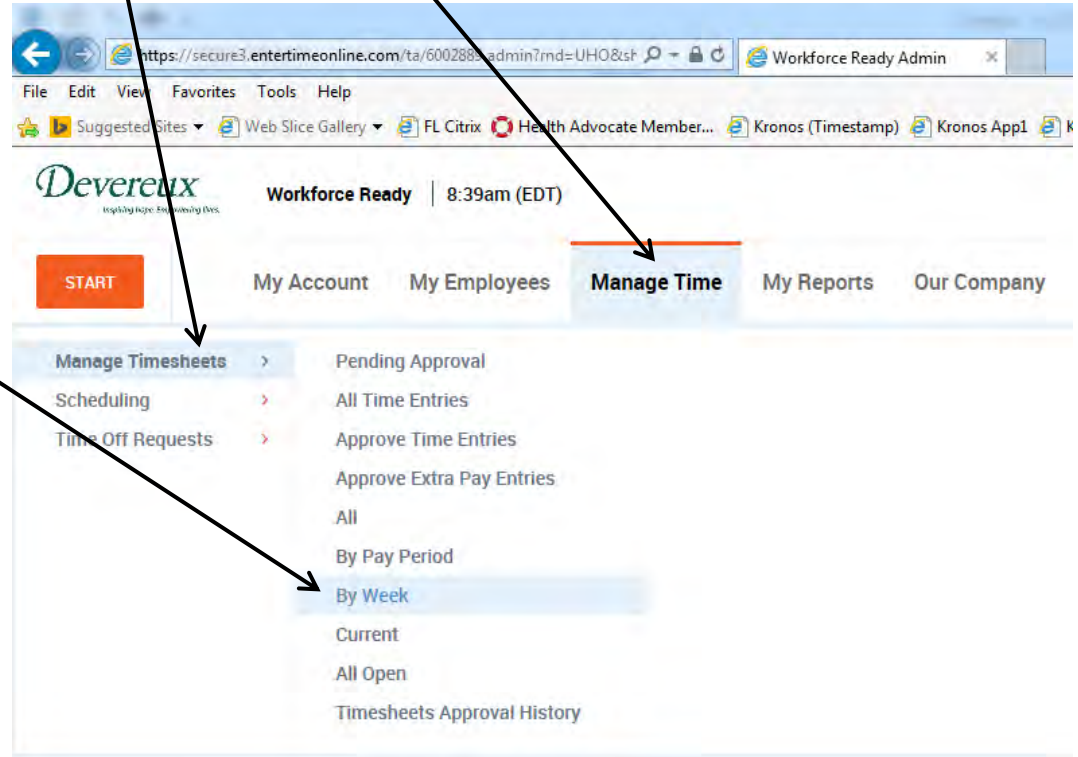
EMPLOYEE ID	FIRST NAME	LAST NAME	EMPLOYEE STATUS
11739	Carol	DeLoach	Active
11867	Daniel	Silvestri	Active
30664	Dawn	Amy	Active
31653	Wayne	Williams	Active
32119	Jessica	Abadia	Active
32131	Melanie	Baculima	Active
32143	Yulanda	Baldwin	Active
32147	Linda	Beland	Active
32154	Kimberly	Bezer	Active
32155	Willie	Broadneax	Active

The "ATTENDANCE BOARD" section shows a table with columns "Rows On Page" (10), "Showing: 1-10 of 116", and "Page 1 Of 12". It also has an "Employee Filter" set to "All Employees".

The Windows taskbar at the bottom shows the time as 2:18 PM on 8/10/2016.

ACCESSING EMPLOYEE TIMESHEETS

- Click on Manage Time tab
- Click on Manage Timesheets
- Click on By Week

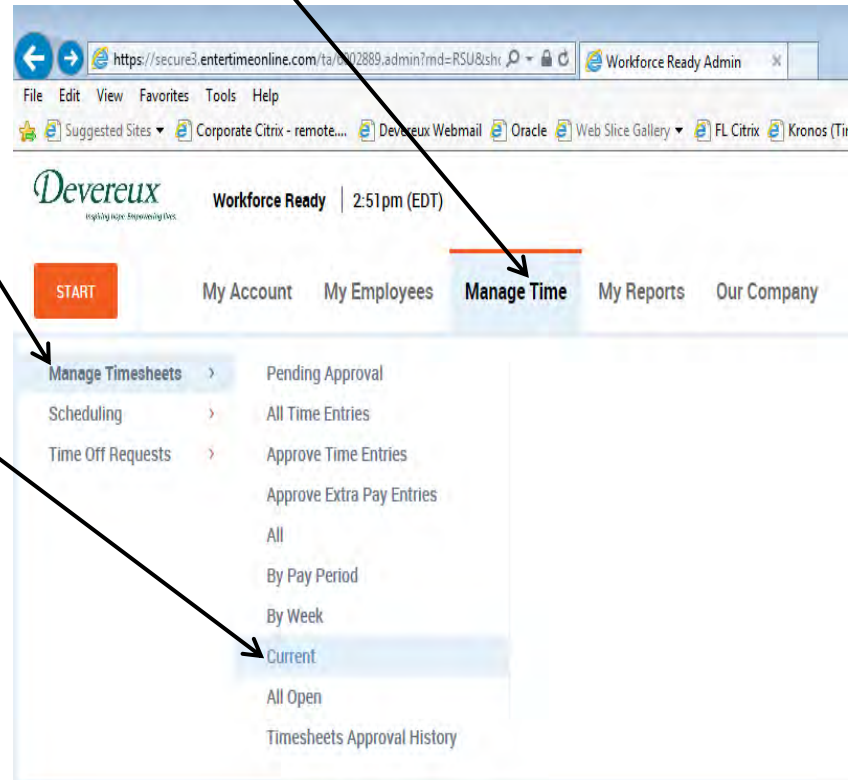


OR

(SEE NEXT PAGE)

ACCESSING EMPLOYEE TIMESHEETS

- Click on Manage Time tab
- Click on Manage Timesheets
- Click on Current



SELECT ALL EMPLOYEES

To select all employees, click on the white box and the blue box with the white check mark will appear and all employees will be selected.

Then click on View Timesheets.

The screenshot shows the 'Current Timesheets' page in the Workforce Ready Admin system. The page includes a navigation bar with 'Manage Time' selected, and a table of timesheet entries. A white box with a blue checkmark is highlighted in the top-left corner of the table, and a blue button labeled 'VIEW TIMESHEETS' is highlighted in the top-right corner. Arrows point from the text above to these elements.

PERMISSION	APPROVAL STATE	EMPLOYEE ID	FIRST NAME	LAST NAME	RAW HOURS	# RECORDS	# UNAPPROVED TIME ENTRIES	TIMESHEET START	TIMESHEET END	EMPLOYEE
Approve	Open	32198	LaToya	Larra	12.82	4	4	08/07/2016	08/13/2016	Active
Approve	Open	40714	Jody	Boyer	20.87	6	6	08/07/2016	08/13/2016	Active
Approve	Open	33356	Emily	Harmon	-	-	-	08/07/2016	08/13/2016	Active
Approve	Open	32669	Lawrence	Olson	40.00	5	5	08/07/2016	08/13/2016	Active
Approve	Open	32331	Christine	Winter	40.00	5	5	08/07/2016	08/13/2016	Active
Approve	Open	32131	Melanie	Baculima	40.00	5	5	08/07/2016	08/13/2016	Active
Approve	Open	32147	Linda	Beland	40.00	5	5	08/07/2016	08/13/2016	Active
Approve	Open	39848	Pamela	Boyer	40.00	5	5	08/07/2016	08/13/2016	Active
Approve	Open	32158	Alisa	Carter	40.00	5	5	08/07/2016	08/13/2016	Active
Approve	Open	11739	Carol	Deloach	40.00	5	5	08/07/2016	08/13/2016	Active

Page Total: 313.69, 45, 45

Employee Weekly Timesheet View

Employee Name

Time Period

Edit times in the From and To Columns

Add A Row

Delete Row

HML or TOB

Date

Click here to Add a note on desired day.

DATE			COST CENTER		TIME OFF		PAY CATEGORY		IN DATE	FROM	TO	RAW TOTAL	SCHEDULE
SUN 7	+	⌚	12/435/143223/3301	⌚					Sun 7			Day Total: 0.00	
MON 8	+	⌚	12/435/143223/3301	⌚					Mon 8			Day Total: 0.00	
TUE 9	+	⌚	12/435/143223/3301	⌚					Tue 9	7:46a	1:11p	5.42	N/A
	+	⌚	12/435/143223/3301	⌚					Tue 9	2:17p	5:00p	2.72	
												Day Total: 8.14	
WED 10	+	⌚	12/435/143223/3301	⌚					Wed 10	7:54a	12:35p	4.68	N/A
	+	⌚	12/435/143223/3301	⌚					Wed 10	1:34p			
												Day Total: 4.68	
THU 11	+	⌚	12/435/143223/3301	⌚					Thu 11				
												Day Total: 0.00	
FRI 12	+	⌚	12/435/143223/3301	⌚					Fri 12				
												Day Total: 0.00	
SAT 13	+	⌚	12/435/143223/3301	⌚					Sat 13				
												Day Total: 0.00	
												Timesheet Total:	12.82

Example of Transferred Shift Via Clock In

The screenshot displays the Devereux Workforce Ready Timesheet Edit interface. The browser address bar shows the URL: <https://secure2.entertimeonline.com/ta/6002889.admin?md=JHE8xho>. The page header includes the Devereux logo, the text "Workforce Ready | 1:06pm (EDT)", and the user name "Eric Recavarren".

The main navigation area includes a "START" button and tabs for "My Account" and "Our Company". The breadcrumb trail is: [BACK](#) > [Home](#) > [My Account](#) > [My Timesheet](#) > [My Current Timesheet](#) > [Timesheet Edit](#). Action buttons include "SAVE", "UNDO", "DOCS", "UTILITIES", "SHOW MAP", and "INFO".

The time sheet is for the period "August 07, 2016 - August 13, 2016". It shows a "Success (1)" message and a "Punch saved." notification. There are buttons for "CLOCK" and "CHANGE COST CENTER".

The "TIMESHEET" tab is active, showing a table with the following data:

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

The interface also shows a "100%" zoom level at the bottom right.

Approving An Employee Timesheet

Once all edits and corrections have been made to an employee's timesheet, you can approve it.

To approve, simply click on the APPROVE button.

The screenshot shows the Devereux Workforce Ready interface. The user is logged in as Eric Recavarren. The page is titled 'Timesheet Edit' for employee LaToya Lara (32198) for the period August 07, 2016 - August 13, 2016. The 'APPROVE' button is highlighted with a red arrow.

DATE	COST CENTER	TIME OFF	PAY CATEGORY	IN DATE	FROM	TO	RAW TOTAL	SCHEDULE	
SUN 7	12/435/143223/3301			Sun 7			0.00		
Day Total:								0.00	
MON 8	12/435/143223/3301			Mon 8			0.00		
Day Total:								0.00	
TUE 9	12/435/143223/3301			Tue 9	7:46a	1:11p	5.42	N/A	
	12/435/143223/3301			Tue 9	2:17p	5:00p	2.72		
Day Total:								8.14	
WED 10	12/435/143223/3301			Wed 10	7:54a	12:35p	4.68	N/A	
	12/435/143223/3301			Wed 10	1:34p				
Day Total:								4.68	
THU 11	12/435/143223/3301			Thu 11			0.00		
Day Total:								0.00	
FRI 12	12/435/143223/3301			Fri 12			0.00		
Day Total:								0.00	
SAT 13	12/435/143223/3301			Sat 13			0.00		
Day Total:								0.00	
Timesheet Total:							12.82		

Accessing Your Current Timesheet

The screenshot shows the Devereux Workforce Ready Admin portal. The browser address bar displays <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 the user name "Eric Recavarren". A navigation menu on the left contains items such as "My Learning", "My Profile", "My Schedule", "My Time Off", "My Timesheet", and "My To Do Items". A secondary menu under "My Account" includes "My Current Timesheet" and "My Historical Timesheets". A "START" button is located at the top left of the main content area. A "Close X" button is visible in the top right corner of the main content area.

Workforce Ready Admin

Devereux
Workforce Ready | 1:13pm (EDT)

Eric Recavarren

START

My Account Our Company

My Learning > My Current Timesheet

My Profile My Historical Timesheets

My Schedule

My Time Off >

My Timesheet >

My To Do Items

Close X

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

Requesting Time Off

The screenshot shows a web browser window with the URL <https://secure3.entertimeonline.com/ta/6002889.admin?rnd=IHE&sho>. The page header includes the Devereux logo, the text "Workforce Ready | 1:18pm (EDT)", and the user name "Eric Recavarren". The main navigation menu on the left includes "My Learning", "My Profile", "My Schedule", "My Time Off", "My Timesheet", and "My To Do Items". The "My Time Off" menu item is expanded, showing sub-options: "Request", "History", and "Calendar". A text box with a black border contains the following instructions:

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

Arrows from the text box point to the "My Account" link in the top navigation, the "My Time Off" menu item, and the "Request" sub-option.

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.

Devereux Workforce Ready | 1:24pm (EDT) | Eric Recavarren

START My Account Our Company

Request Time Off

TIME OFF

Time Off

REQUEST TYPE

Full Day

Partial Day (Start/Stop)

Partial Day (Bulk)

Multiple Days

COMMENTS

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

APPROVERS

Kelly R. Messer

RECENT REQUESTS

Rows On Page 100 No Rows

REQUEST STATE	TIME OFF	DATE	FROM	TO	TIME	DATE SUBMITTED
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SUBMIT REQUEST VIEW HISTORY

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

APPROVERS	
Kelly R. Messer	

Things To Remember

- Timesheets are automatically submitted for Supervisor Approval every Sunday at 10:00 am;
- Supervisor must approve an employee's time card EACH week;
- Exempt employees can no longer enter their own HML or TOB hours;
- 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 characters
 - > Upper Case Letter
 - > Lower Case Letter
 - > Number
 - > Symbol

Example: Password1!

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