ECU Non-Exempt Employee Navigator Job Aid

Parts of a Navigator

Active Bar
Displays active workspaces; click title to bring a workspace into focus. (My Information is the only title in this example.)

Name / Sign Out
Identifies the user as well as a link to log out of navigator.

Time Period
Widgets allow you to choose a Time Period to work within. To change the Time Period, click the arrow for a drop-down list and select a different Time Period. Use the Calendar Icon to select a range of dates.

Maximize / Restore Icon
Click to expand a widget in a primary view to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size.

Related Items Pane
The Related Items pane contains additional widgets. Click the Pin in the upper-right corner to open or close the pane.

Active Widgets
Widgets already in an open workspace (tab) appear grayed out in the widget list.

Close Widgets
Left click on the Gear Icon and choose Close (X) to send an active widget back to the Related Items Pane and make additional room in the workspace.

Activating a Widget
There are two ways to activate a widget in the Related Items pane.
1. To add it to the current workspace, drag it out of the pane and release it over a widget in the workspace.
2. To work with the widget in its own workspace, click the hot link for the widget in Related Items. Close that workspace later, by clicking the Close (X) Icon.

Workspace
A work area made up of one or more views and the Related Items pane.

Drawer
Click on the Handle to open the drawer at the bottom of the screen. Review the displayed tabs for more information about your Timecard.
- Totals, Accruals, Historical Corrections, Comments, Audits

Contextual Callouts
Right-clicking on the value in a cell will activate any available menu options. These callout menus contain detailed information and icons for any actions you might want to perform on that cell.

For further assistance or additional information please visit http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm

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Entering Time in the My Timecard Widget

If you need to add or edit your worked or non-worked time, you can do so in the My Timecard widget. Make sure that the My Timecard widget is in a primary view.

1. If you plan to make several time entries in your timecard, you may find it beneficial to maximize the My Timecard widget by clicking the Maximize icon.

2. Make sure you are viewing the time period containing the dates for which you want to enter time. If the time period is incorrect, click the currently selected time period, dropdown, and select a new one.

3. Identify a date for which you want to add or edit times. Note that if you need to add multiple entries for a given date (e.g., a pay code on a date with punches) you will have to create additional rows for the date by clicking the date’s Add Row icon. Only a manager can edit an In or Out punch.

To add or edit non-worked leave time, select a pay code from the Pay Code drop-down list that corresponds to the non-worked time, then enter the duration in hours and minutes (hh:mm) in the Amount field. Remember to use PTO codes when selecting hours of vacation or bonus vacation.

4. Complete any additional changes for any other dates that need entries. When you have completed the changes you wish to make to the timecard, click Save.

Approval Your Timecard

Review your timecard for accuracy at the end of a pay period. Edit or revise entries as appropriate. When you agree that all information is correct, Approve your timecard. Your Approval on the timecard is your Digital Signature. Your Approval is an acknowledgement that the Timecard is complete and correct.

1. Make sure you are viewing the Time Period containing the dates for which you want to approve. If the time period is incorrect, then click the arrow beside the currently-selected time period and select a new one Time Period from the drop-down menu. You will usually approve for the Previous Pay Period immediately after that pay period has ended.

2. After verifying the timecard is ready for approval, click the Approve Timecard icon and select Approve Timecards.

After applying an approval, you will no longer be able to edit your timecard for that pay period. If you later determine that you need to make an edit, click the Approve Timecard icon and select Remove Timecard Approval. You can then make your edit(s) and approve the timecard again.

Reviewing Your Accrual Balances

You can review the balance of any leave have accrued or been granted from timecard. There are other ways to review accrual information as well.

1. In the My Timecard widget, make sure that you have selected the date for which you would like to view your available balances. (For example, if you want to want to review your balances as of April 3, make sure a row for April 3 is displayed in the timecard and select the cell under that date). If the date your looking for is not showing, select the Calendar Icon. Choose a range that includes the date you want from the calendar, and click Apply. Pick the Cell under the date you'd like to know your leave balance.

2. Use the Handle to open the drawer at the bottom of your timecard and select the Accruals tab. Your accrual balances will appear in the tab. The values in the Accrual Available Balance column tell you how many hours you have available in each of the types of hours you accrue or are granted. Remember that your monthly accruals are awarded on the last day of each month.

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