Exempt Employee Navigator Tasks

Logging On

1. Open your internet **Browser**.
2. Click the **Address** field and enter **https://KRONOS.ecu.edu**
3. Enter your Pirate ID in the **User Name** field and your Pirate ID password in the **Password** field.
4. Click the **Logon** button.

Activating a Widget

1. Click the **Gear** icon, then select **Pop-out**. The widget selected to pop-out displays in the active workspace.
2. Click the **Double-Square** icon in the upper-right corner to maximize the active workspace. Click the icon a second time to return to the normal screen view.

Logging Off

1. Log off the application by clicking the **Sign Out** link in the upper left corner.
Exempt Employee Navigator Tasks

### Viewing Timecard Totals

1. Click the **Totals & Schedule** tab.

2. Accumulated totals appear by job and pay code for the selected time period.

### Viewing Accrual Balances

1. Click the **Available Balances** tab.

2. Click the **Balance as of** drop-down field and select a date.

3. Click **Apply**. A list of accruals display with the remaining balance as of the selected date.

### Generating a Timecard Report

1. Select a **Time Period** from the drop-down field.

2. From the **Action Menu**, select **Reports > Time Detail**.

3. Review the report data displayed on the screen. The **Time Detail** report contains all of your timecard information, including totals, for the selected time period.

4. Click the **X** to close the report.

**Note:** Select Rule Analysis from the Action Menu to generate a report that provides details on how each shift or pay code processed and totaled the hours.

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**Time Period**
Determines which dates display in the Timecard Grid.

**Action Menu**
Allows you to update, save or approve the displayed Timecard data.

**Pay Code**
Displays the pay code name for which hours are allocated.

**Transfer**
Displays any worked time allocated to an alternate job or work rule.

**Date Columns**
Displays total hours by Pay Code for specific dates.

**Totals & Schedule**
Lists total accumulated time by pay code.

**Supporting Tabs**
Displays various tabs to review additional information.

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Exempt Employee Navigator Tasks

**Entering a Pay Code**

1. Add a **Row** to the Timecard.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td></td>
</tr>
</tbody>
</table>

2. Click the drop-down arrow in the **Pay Code** field and select a pay code.

3. Enter the total hours for each day of usage for this pay code in the **Date** column.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Transfer</th>
<th>Mon 2/02</th>
<th>Tue 2/03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td></td>
<td>8:00</td>
<td>8:00</td>
</tr>
</tbody>
</table>

4. Click **Save**.

5. Review the **Totals & Schedule** tab for accuracy.

**Note:** Follow the steps for entering a pay code when adding premium payment hours to your timecard (i.e. Holidays Worked, Shift Differential, or Moonlighters$).

**Attaching a Comment**

1. Click the hours in the **Date** column to which you want to add a Comment.

2. From the **Action Menu**, select **Comment > Add Comment**, or right-click and select **Add Comment**.

3. Select a **Comment**.

4. Click the **Notes** field and enter supporting information about the amount or time data.

5. Click **OK**.

6. Click **Save**.

7. Click the **Comments** tab to view or update the comment and note.
Exempt Employee Navigator Tasks

Approving Time

1. After the pay period has ended, select **Previous Pay Period** from the **Time Period** drop-down field.

   ![Time Period Dropdown]

2. Review the **Timecard** details for accuracy:
   - Ensure all leave time and premium payment hours for the pay period are recorded.
   - Attach essential comments and notes to pay codes or hours.
   - Access the **Totals & Schedule** tab to validate the total hours for processing.

3. From the **Action Menu**, select **Approvals > Approve**.

4. Click the **Sign-Offs, Requests & Approvals** tab and review the approval details.

5. **Sign-Out** or **Activate** a different widget.

   **Note:** No further entries or edits can be made on the Timecard for the approved time period.

   **Note:** You can remove a Timecard approval any time prior to a Manager approving your Timecard.

Removing an Approval

1. Before a Manager approval, select a time span from the **Time Period** drop-down field.

   ![Time Period Dropdown]

2. From the **Action Menu**, select **Approvals > Remove Approval**.

3. Enter or edit time detail information in the **Timecard** grid.

4. From the **Action Menu**, select **Approvals > Approve**.

   **Note:** Once your timecard is approved by a Manager, the Remove Approval option is no longer available. An email notification is sent to you listing any updates performed on your approved Timecard by the Manager.