



Kronos Manager Timekeeping (Home Office)



Manager Timekeeping (Home Office)

Pay & Timekeeping

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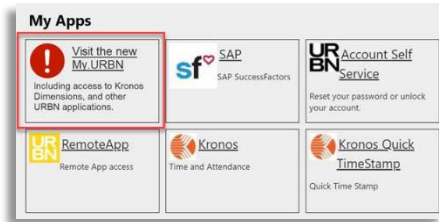
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Manager Sign-In

From a Web Browser:

- Navigate to my.urbn.com
- Click on the redirect to the new my.urbn
- Once signed in, click on the Kronos Dimensions app



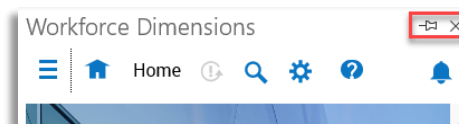
From Outlook:

- Log in to Microsoft Outlook
- Select the Kronos Dimensions icon in the top right corner
- The Dimensions home page will open within the Outlook application
- Once launched, the workspace can be dragged to enlarge the screen. You can perform all functions within Outlook as you would in the web browser
- Close the application or pin it open using the icons in the top right corner



Downloading the App

- From the Apple App Store or Google Play, search for “Kronos Dimensions”.
- Download the WF Dimensions app.
- The first time that you use the app you will be prompted to enter the URBN tenant link. You can either type in the link or scan the QR code below.
- Link: <https://urbn-SS1.prd.mykronos.com>
- QR Code:





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- Use your URBN email address to access Kronos Dimensions.
- Once logged into the Kronos Dimensions mobile app, you'll have the same functionality that you have on the desktop site.

Navigating the Home Page

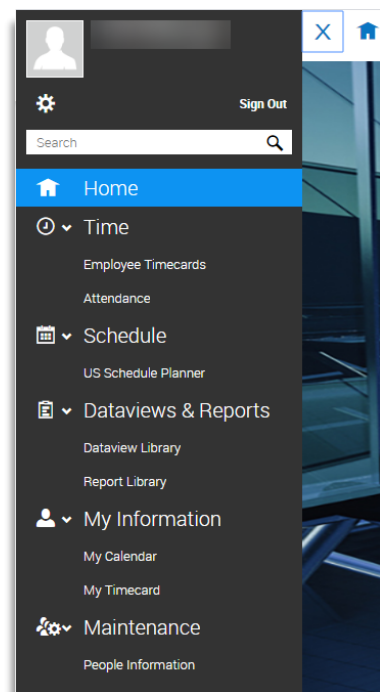
The home page is divided into tiles:

- My Notifications-This tile displays any notifications that need to be addressed including timekeeping alerts (like a missed punch) or time off requests.
- Payroll Close Reminder-This tile includes reminders about reviewing punches and approving timecards. It links directly to your employee's timecards.
- Reminders-This tile will update with FAQs and reminders about the Dimensions System. It links to the Manager user guide.

The **Main Menu** can be accessed by clicking the three lines at the top left corner of the screen. This will open a panel with additional navigation options including:



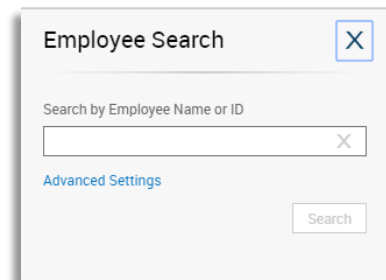
- Home
- Time
 - Employee Timecards
- Schedule
 - US Schedule Planner
- Dataviews & Reports
 - Dataview Library
 - Report Library
- My Information
 - My Calendar
 - My Timecard
- Maintenance
 - People Information



Employee Search is an easy way to find employees and review employee information. It can be accessed from the search icon on the top right of the screen.



- Smart Search: Type in the first few letters of an employee's last name in front of the asterisk, and press Search
 - This will find all employees with a last name beginning with those letters
- Smart Search Hint: To pull up a full list of employees in Employee Search, type in just the asterisk (*) in the bar when searching
- Check the box to the left of the employee's name you'd like to view
- You can move between the Timecard, Schedule, People Information and Reports views from the "Go To" menu at the top right-hand corner

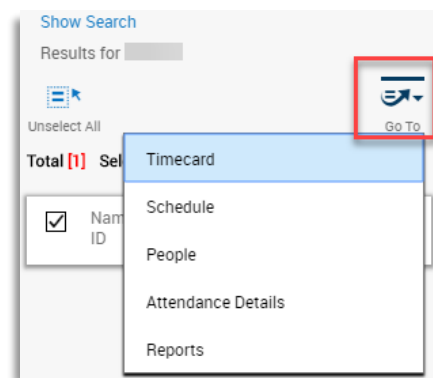


Employee Search

Search by Employee Name or ID

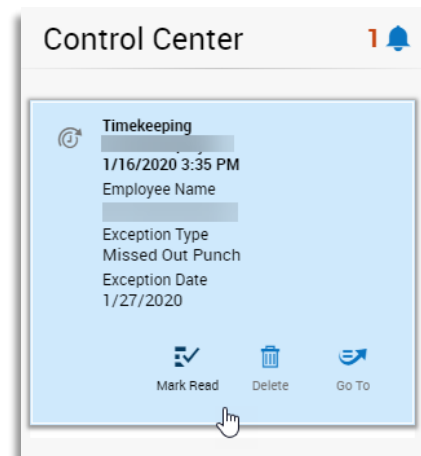
Advanced Settings

Search



The **Control Center** can be accessed from the bell icon in the top right of the screen. From here you will receive notifications of employee time off requests, missed punches and other alerts.

To review all alerts, click "View All" at the bottom of the pop out window.

Control Center

Timekeeping

1/16/2020 3:35 PM

Employee Name

Exception Type

Missed Out Punch

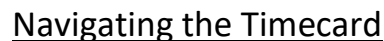
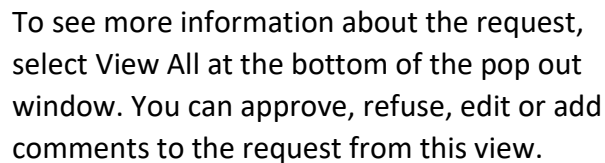
Exception Date

1/27/2020

Mark Read Delete Go To



You can also action **Time Off Requests** from the Control Center. Once an employee has submitted a request, you will see a notification that includes the type of request and date of request. From here you can quickly Approve or Refuse the request.



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Here is a key for different indicators on the timecard:

- **Purple text:** Information generated from the schedule, this information can only be changed in the schedule
- **[Red Box]:** Missing punch
- **Blue Speech Bubble:** Comment
- **Red Mark:** Late in, absence, or unscheduled

Timecard colors, if cells are...

- **Light Orange:** that means it was approved by an employee
- **Light Purple:** that means it was approved by a manager
- **Green:** that means it was approved by an employee and a manager
- **Grey:** that means timecard is signed-off

To view expanded information on the timecard, click on the tabs on the bottom of the timecard.

The "Totals" tab shows the amount of pay in the selected time period.

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
URBN/Home Office/North America/Shar...	Hourly			Regular	14.31	
URBN/Home Office/North America/Shar...	Hourly			Vacation	8.00	

Totals Accruals Historical Corrections Audits Target Hours

The "Historical Corrections" tab will show all historical corrections entered in the selected time period.

The "Audits" tab will show the audit trail for punches, pay codes, signoff, approval and comments. The audit will provide:

- Date of action
- Type of action
- Date action was taken
- User who took the action



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Timecard Edits

- Missing Entry

+	🗑️	Wed 1/29	9:00 AM - 5:00 PM			5:00 PM
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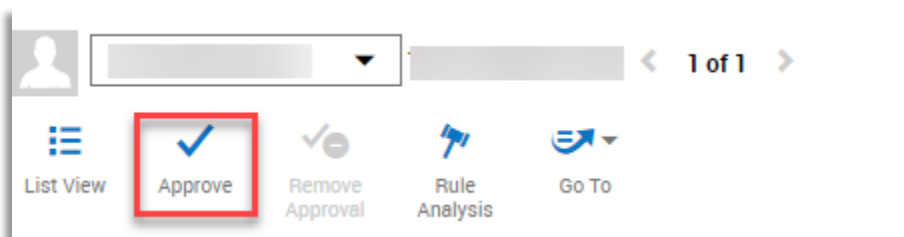
- Add missing punches in the In or Out columns. Click in the appropriate cell and type in the missing punch. Be sure to include AM or PM in the punch time (ex: 9:25 AM, or 925a)
- Add a pay code if the employee did not work by clicking the cell in the Pay Code column and selecting the pay code from the drop down menu
- In the Amount column, enter the number of hours that correspond with the selected pay code. Daily entries should not exceed 8 hours.

Pay Code	Amount
Vacation	8:00

Approving the Timecard

Payroll closes the Monday of pay week at 10:00AM EST (for the previous two weeks worked). Any edits needed after this cutoff will be entered as historical corrections.

Review all hourly employee punches and totals in the timecard to make sure they're accurate and adjust as needed. When punches and pay codes are correct, click Approve at the top of the timecard. The timecard will turn a light purple to indicate it has been approved.



Please note: any timecards not approved by 10:00AM EST on the Monday of pay week will automatically be signed off.

Entering a Schedule

Entering a base schedule (ex: 9:00AM-5:00PM M-F) helps the Kronos system recognize which punches should fall in the IN vs. OUT column.



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To enter a schedule, navigate to the employee's schedule from the Main Menu under Schedule, US Schedule Planner.

Right click on the employee(s) and select Schedule Pattern.

Under New Pattern, enter the base schedule by double-clicking into the date and typing in the desired time. Once all desired days are entered, click Apply.

Make sure to click Save in the top right corner of the Schedule Planner.

Updating Accrual Balances

To track an employee's vacation and personal time use throughout the fiscal year, managers can update the accrual balances in Dimensions. Once an employee uses time, this will reflect in their totals at the bottom of the timecard and in reporting.

To provide your direct report(s) with a starting balance, navigate to the Dataview Library and select Employee Basic Summary or Accrual Balance by Accrual Code.

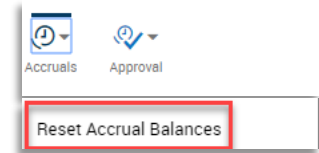


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Select the employee(s) whose balances you'd like to update by clicking the check box next to their name (the row will turn blue once selected).

From the options at the top of the screen, select Accruals and Reset Accrual Balances.



Set the effective date to the date the balance should become available (2/1 if beginning of Fiscal Year). Choose the correct accrual code (Accrued Vacation or Personal) and enter the total hours in the Vested Ending amount. The Probation Amount section can be left at 0.00. Once the time has been updated correctly, select Apply.

Reset Accrual Balances

Effective Date:* 2/01/2020 Clear

Accrual Code:* Accrued Vacation ▼

Vested Amount(HH:mm):* 40:00

Probation Amount(HH:mm):* 0:00

Cancel Apply

The balance entered in Vested Amount will be the total your direct report can use. Once this balance reaches zero, they will receive an error message when attempting to request additional time.

Additional Processes

Historical Corrections

If an employee's timecard entries are incorrect, their manager will have to apply a Historical Correction for the employee's hours. The Historical Correction must be entered on the date that pay was missing. It will be paid out for the employee in the next paycheck. Historical Corrections can only be used to correct missing pay codes or punches.



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From the Employee Basic Summary Dataview in the Dataview Library, select the employee or employees.

Analytics
Category: 2 Count

Name: Subject:	Overtime Analysis by Employees Employee	>
Name: Subject:	Projected Overtime Analysis by Business Struc... Business Structure	>

Other
Category: 3 Count

Name: Subject:	Employee Basic Summary Employee	>
Name: Subject:	Employment Terms Employee	>

Timekeeping
Category: 5 Count

Name: Subject:	Accrual Balance by Accrual Code Employee	>
Name: Subject:	Overtime Analysis Employee	>
Name: Subject:	Shift Start Employee	>

Click the “Approval” button, and then click “Enable Edits” from the list and click on “Yes” when prompted.

Employee Basic Summary

Unselect All Refine People Track Time Accruals Approval

✓	Person Nu...	Name	Primary Loc...	Primary Job	Badg
<input checked="" type="checkbox"/>					

Approval

- Approve Timecard
- Remove Timecard Approval
- Enable Edits

Enable Edits

Are you sure you want to Enable Edits?

No Yes

Open the timecard by right clicking on the employee's name, selecting the Go To menu and choosing Timecard.

Go To

- Timecard
- Schedule
- People
- Attendance Details
- Reports

Navigate to the date range where edits need to be made. To add missing shifts or punches, click on the “In” punch box to enter the in punch, and then the “Out” punch for the out punch. Click the “+” sign on the left-hand column to add a row for breaks when needed, and then click save.

To add a pay code, click on the “Pay Code” box on the correct day and select the code from the drop down. Click on the “Amount” box and add in the right amount and then click save.



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Historical Corrections can be deleted from the employee's timecard as well as added. Historical Corrections will show with a diamond icon next to the amount. Click the X to delete the entry. You can also correct the punch times by editing the existing punch times on the timecard. Historical Corrections CANNOT be used to recode pay codes, including switching Vacation time to Personal time.

Holiday Pay

Holiday pay will automatically calculate for each paid holiday.

- Hourly Employees
 - Holiday pay for eligible, hourly employees will be automatically generated to their timecard 30 days prior to the date of the holiday, and must be paid on the day of the holiday
 - Holiday pay is automatically calculated by Kronos based on the average shift worked over the past 4 weeks
 - Note: Hourly employees are not guaranteed 8 hours of holiday pay

Troubleshooting Kronos

Who to Contact:

For assistance with the Kronos Dimensions application, open a case under the Kronos category at help.urbn.com.

If your case is related to password help, please open a case through the Login/Permissions Problems category at help.urbn.com.