

Comparison Between Kronos & Leave Reports

Kronos - Timecard

1. Monthly view (i.e the entire month on one screen).
2. By default – listed the hours worked for each day based on your schedule.

MY TIMECARD

Loaded: 10:56AM

Name & ID: Donald Duck 12343210

Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports

Week starting: Sun 5/28

Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03	Total
X Hours Worked						7.0	7.0		14.0
						7.0	7.0		14.0

Week starting: Sun 6/04

Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
X Hours Worked			7.0	7.0	7.0	7.0	7.0		35.0
			7.0	7.0	7.0	7.0	7.0		35.0

Week starting: Sun 6/11

Pay Code	Transfer	Sun 6/11	Mon 6/12	Tue 6/13	Wed 6/14	Thu 6/15	Fri 6/16	Sat 6/17	Total
X Hours Worked			7.0	7.0	7.0	7.0	7.0		35.0
			7.0	7.0	7.0	7.0	7.0		35.0

Week starting: Sun 6/18

Pay Code	Transfer	Sun 6/18	Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Total
X Hours Worked			7.0	7.0	7.0	7.0	7.0		35.0
			7.0	7.0	7.0	7.0	7.0		35.0

Week starting: Sun 6/25

Pay Code	Transfer	Sun 6/25	Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/01	Total
X Hours Worked			7.0	7.0	7.0	7.0	7.0		35.0
			7.0	7.0	7.0	7.0	7.0		35.0

TOTALS & SCHEDULE ACCRUALS AUDITS

All

Date	Start Time	End Time	Pay Code	Amount
Thu 6/01	8:45AM	4:45PM		
Fri 6/02	8:45AM	4:45PM		
Sat 6/03				

Banner - Leave Reports

1. Weekly view (Click “Next” to get to the next week).
2. The “Hours Worked” are not recorded.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: HR

Department and Number: Human Resources Office -- 14131

Leave Report Period: Jun 01, 2017 to Jun 30, 2017

Submit By Date: Jul 10, 2017 by 11:59 PM

Earning	Total Hours	Total Units	Thursday Jun 01, 2017	Friday Jun 02, 2017	Saturday Jun 03, 2017	Sunday Jun 04, 2017	Monday Jun 05, 2017	Tuesday Jun 06, 2017	Wednesday Jun 07, 2017
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Volunteer Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

In Kronos, administrators & librarians tracked multiple pay codes, including jury duty, bereavement & off-campus conference by adding a new row.

MY TIMECARD
Loaded: 12:02PM

Save | Actions ▾ Punch ▾ Amount ▾ Accrua

Week starting: Sun 5/28

	Pay Code	Transfer
X [icon]	Hours Worked ▾	
X [icon]	Hours Worked ▾	
	Off Campus Confer ▾	
	On-Campus Training	
	Sick	
	Univ Closing	
	Vacation	
	Volunteer Time	Transfer
X [icon]	Hours Worked	
	Hours Worked with ▾	

In Leave Reports, administrators & librarians will track only the leave that have balances (Vacation, Sick, and Volunteer) by entering hours across each Leave type for a particular date.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Earning	Total Hours	Total Units	Thursday Jun 01, 2017	Friday Jun 02, 2017	Sat Jun
Sick Leave	0		Enter Hours	Enter Hours	
Vacation	0		Enter Hours	Enter Hours	
Volunteer Time	0		Enter Hours	Enter Hours	
Total Hours:	0		0	0	0
Total Units:		0	0	0	0

In Kronos, the “Save” button was available at the top left of the timecard.

MY TIMECARD
Loaded: 12:02PM

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾

Week starting: Sun 5/28

		Pay Code	Transfer
X	⬇	Hours Worked ▾	

In leave Reports, the “Save” button is available when you click on “Enter hours”.

Leave reports also has a “**COPY**” button to copy the hours.

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Earning: Sick Leave
Date: Jun 01, 2017
Hours:

Save Copy

Earning	Total Hours	Total Units	Thursday Jun 01, 2017	Friday Jun 02, 2017	Saturday Jun 03, 2017
Sick Leave	0		Enter Hours	Enter Hours	
Vacation	0		Enter Hours	Enter Hours	
Volunteer Time	0		Enter Hours	Enter Hours	
Total Hours:	0		0	0	0
Total Units:		0	0	0	0

In Kronos,

1. The total hours were displayed at the bottom of the timecard under “**Totals and Schedule**” tab.
2. The “**Approve**” was located at the top for the employee and the supervisor.
3. Supervisors could view, make edits and approve the timecard even if the employee had not approved the timecard.

MY TIMECARD
Loaded: 1:16PM
Name & ID: [Employee Name]
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Week starting: Sun 4/30

Pay Code	Transfer	Sun 4/30
Hours Worked		
Sick		

Week starting: Sun 5/07

Pay Code	Transfer	Sun 5/07	Mon 5/08
Hours Worked			

TOTALS & SCHEDULE | ACCRUALS | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS

All

Account	Pay Code	Amount	Wages
MN/141311/A99022/00/-/11079641	Vacation	7.45	
MN/141311/A99022/00/-/11079641	Holiday	7.0	
MN/141311/A99022/00/-/11079641	Total Hours	28.45	
MN/141311/A99022/00/-/11079641	Sick	14.0	

In leave Reports,

1. The “**Total Hours**” are displayed on the left side.
2. The employee has to click on “**Submit for Approval**” located at the bottom of the leave report.
3. Supervisors cannot view/update the Leave reports until the employee clicks on “**Submit for Approval**”.

Time and Leave Reporting

Leave Report

Title and Number: HR.
Department and Number: Human Resources Office -- 1
Leave Report Period: Jun 01, 2017 to Jun 30, 2017
Submit By Date: Jun 08, 2017 by 11:59 PM
Earning: Sick Leave
Date: Jun 01, 2017
Hours: 7.75

Save Copy

Total Hours

Earning	Total Hours	Total Units	Thursday Jun 01, 2017	Friday Jun 02, 2017	Saturday Jun 03, 2017	Sunday Jun 04, 2017
Sick Leave	11.75		7.75	4	Enter Hours	Enter Hours
Vacation	7.75		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Volunteer Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	19.5		7.75	4	0	0
Total Units:		0	0	0	0	0

Position Selection | Comments | Preview | **Submit for Approval** | Restart | Next

Click here to submit for supervisors approval.

In Kronos, the “Sign-Off, Requests & Approvals” tab appeared at the bottom once the timecard had been approved by the Employee or the Supervisor.

TOTALS & SCHEDULE

ACCRUALS

AUDIT

SIGN-OFFS, REQUESTS & APPROVALS

Action Taken

Select an action

Action Taken	Effective Date	Start Time	Amount	Reason	Comment /	Note	User	Date	Time
Timecard Approval by Employee	5/31/2017						ducksio	6/01/2017	10:22AM
Timecard Approval by Manager	5/31/2017						moussmi	6/05/2017	7:48AM

In leave Reports, the details are located at the bottom of the leave report and gets updated based on the action taken.

Leave Report

Title and Number:HR

Department and Number:Human Resources Office -- 14131

Leave Report Period:Jun 01, 2017 to Jun 30, 2017

Submit By Date:Jun 08, 2017 by 11:59 PM

Earning	Total Hours	Total Units	Thursday Jun 01, 2017	Friday Jun 02, 2017	Saturday Jun 03, 2017	Sunday Jun 04, 2017	Monday Jun 05, 2017
Sick Leave	11.75		7.75		4	Enter Hours	Enter Hours
Vacation	7.75		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Volunteer Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	19.5		7.75		4	0	0
Total Units:		0	0		0	0	0

Position Selection

Comments

Preview

Next

Submitted for Approval By:

You on Jun 08, 2017

Approved By:

Minnie Mouse

Waiting for Approval From:

In **Kronos**, the accruals and Leave Balances were available on the “**Accruals**” tab at the bottom of the timecard.

In **Leave Reports**, supervisors can view each employees leave balances before and after approving the Leave Reports.

The “**Approve**” button is at the bottom of the Leave report for Supervisors.

Employees can access their Leave Balances in “**Banner Self-Service**”.

TOTALS & SCHEDULE		ACCRAUALS	AUDITS	SIGN-OFFS, REQUESTS & APPROVALS	
Accrual Profile		SHU Accruals			
		Balance as of		4/30/2017	Apply
Type	/	Units	Accrual Vested Balance		
Comp Time Used	Hour		0.0		
Floating Holiday	Hour		0.0		
Sick	Hour		128.25		
Vacation	Hour		117.22		
Volunteer Time	Hour		7.0		

Employee ID and Name: 11702200 Donald Duck
Title: A30493 00 HR

Department and Description: 1 1413 Human Resources
Transaction Status: Pending

Previous Menu

Approve

Return for Correction

Change Record

Delete

Add Comment

[Leave Balances](#) | [Routing Queue](#)

Leave Report

Earnings Total	Hours	Total	Thursday , Jun 01, 2017	Friday , Jun 02, 2017	Saturday , Jun 03, 2017	Sunday , Jun 04, 2017	Monday , Jun 05, 2017	Tuesday , Jun 06, 2017	Wednesday , Jun 07, 2017	Thursday , Jun 08, 2017	Friday , Jun 09, 2017	Saturday , Jun 10, 2017	Sunday , Jun 11, 2017	Monday , Jun 12, 2017	Tuesday , Jun 13, 2017	Wednesday , Jun 14, 2017	Thursday , Jun 15, 2017	Friday , Jun 16, 2017
Sick	11.75		7.75	4														
Leave																		
Vacation	7.75								7.75									
Total	19.5		7.75	4					7.75									
Hours:																		
Total		0																
Units:																		

Leave Balances as of Jun 08, 2017

Type of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Eamed	Taken	Available Balance
Sick	Hours	0 Dec 21, 2015	51.5	77	58.5	70
Vacation	Hours	0 Dec 21, 2015	95.7	128.37	72	152.07
Volunteer Work	Hours	0 Sep 21, 2015	0	7	0	7

Routing Queue

Name	Action and Date
Donald Duck	Originated Jun 08, 2017 11:42 am
Donald Duck	Submitted Jun 08, 2017 01:49 pm
Minnie Mouse	Pending

Previous Menu

Approve

Return for Correction

Change Record

Delete

Add Comment