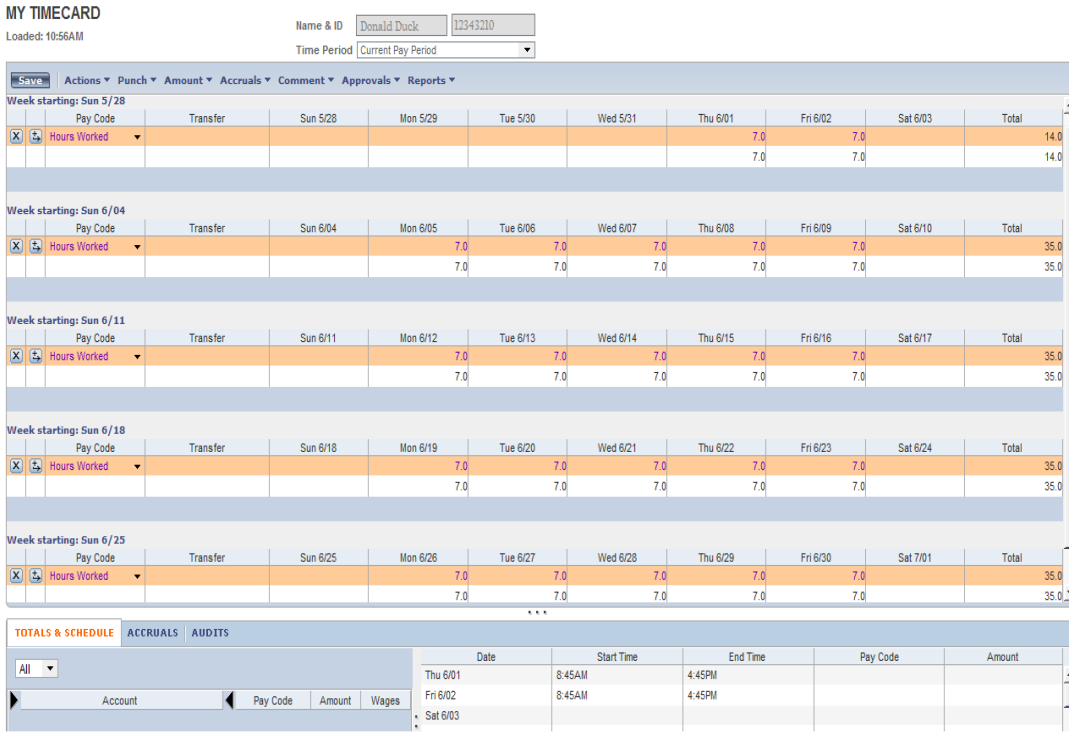
Comparison Between Kronos & Leave Reports

Kronos - Timecard

1. Monthly view (i.e the entire month on one screen).

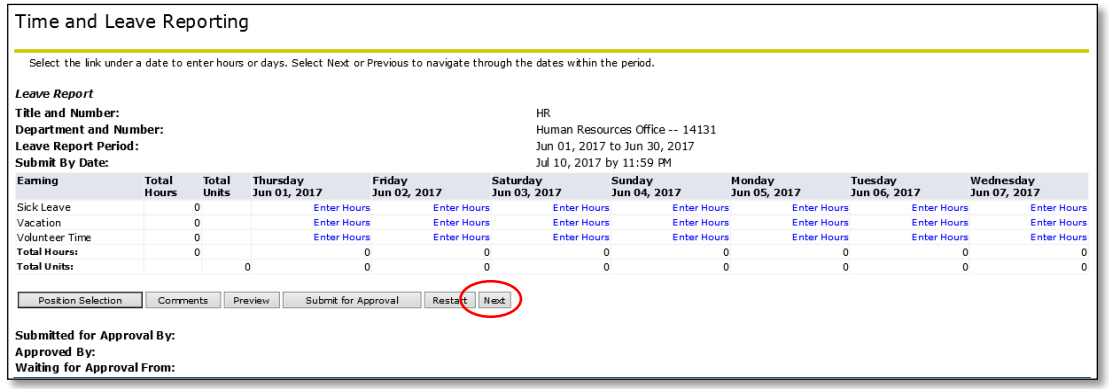
2. By default – listed the hours worked for each day based on your schedule.



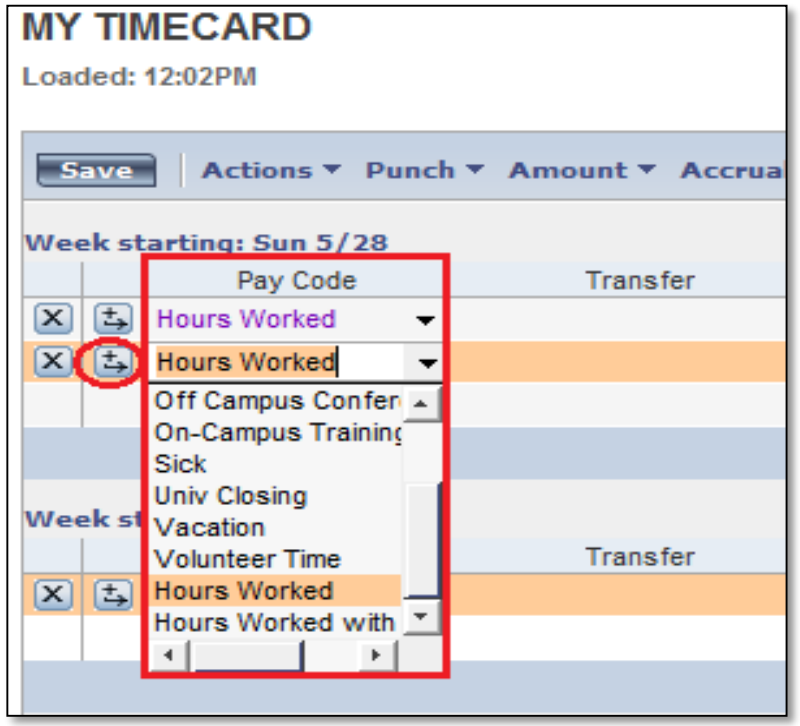
Banner - Leave Reports

1. Weekly view (Click "Next" to get to the next week).

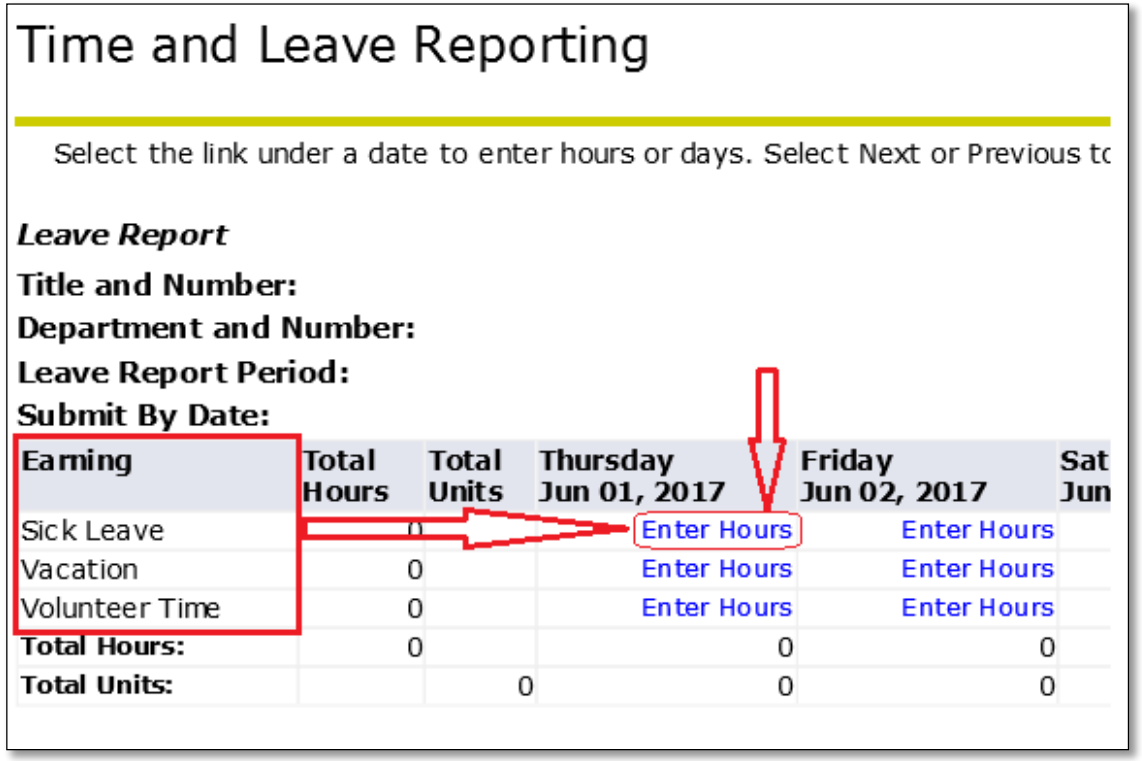
2. The "Hours Worked" are not recorded.



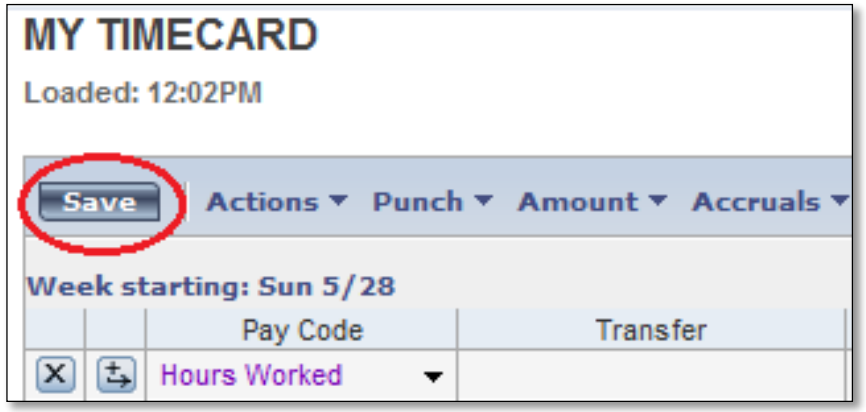
In Kronos, administrators & librarians tracked multiple pay codes, including jury duty, bereavement & off-campus conference by adding a new row.



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.

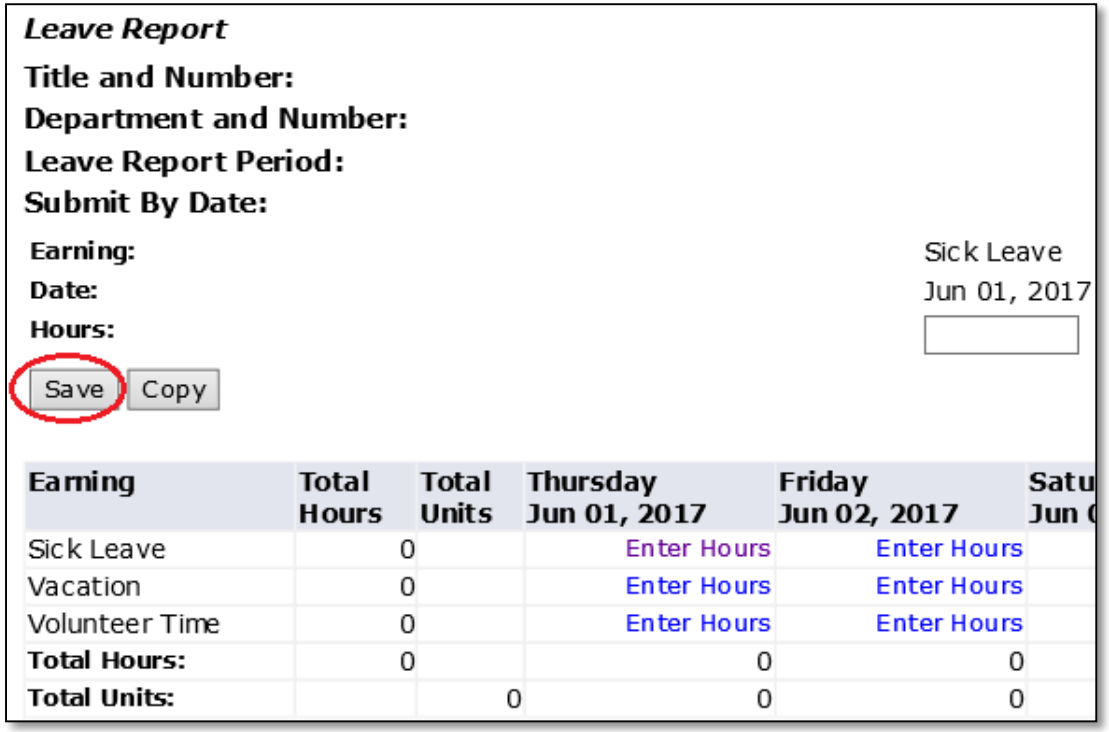


In Kronos, the "**Save**" button was available at the top left of the timecard.



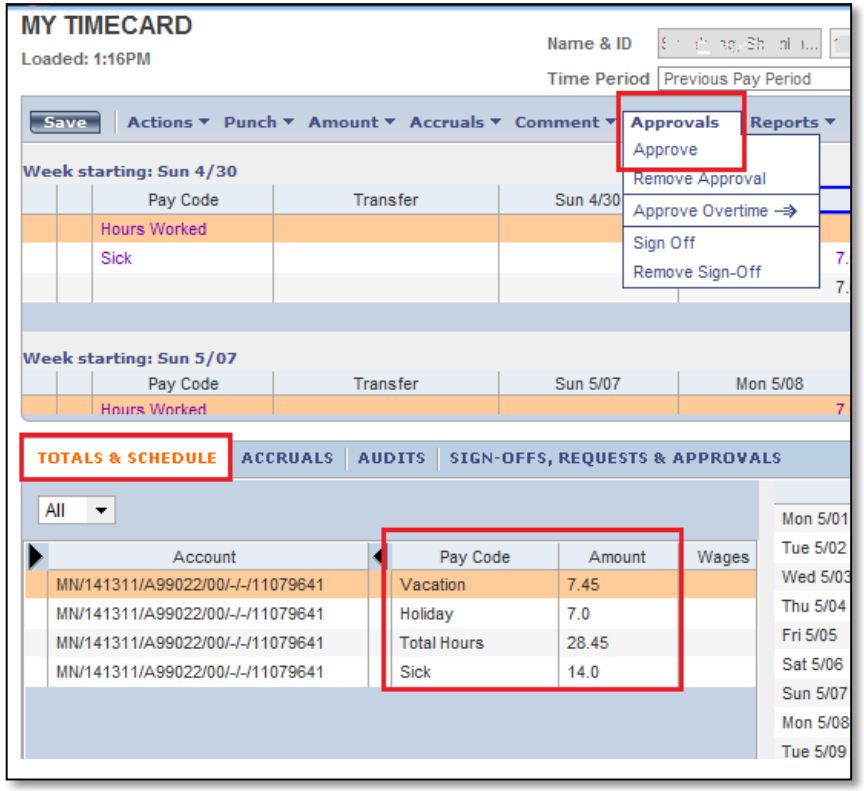
In leave Reports, the "**Save**" button is available when you click on "Enter hours".

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



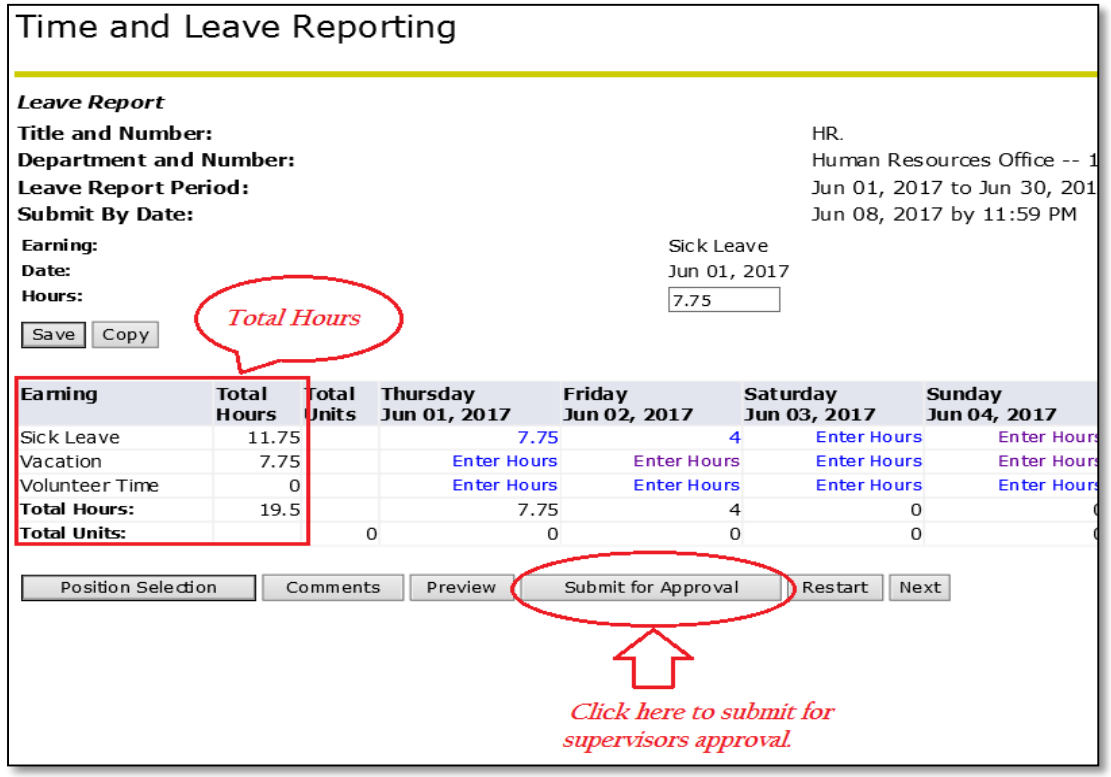
In Kronos,

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.



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**".



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

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

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						duckdo	6/01/2017	10:22AM
Timecard Approval by Manager	5/31/2017						mousemi	6/05/2017	7:48AM

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	Mond Jun 0
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 | Next

Submitted for Approval By: You on Jun 08, 2017
Approved By:
Waiting for Approval From: Minnie Mouse

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 | ACCRUALS | 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: A3049300 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 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	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	Fric Jun 201
Sick Leave	11.75		7.75	4														
Vacation	7.75								7.75									
Total Hours:	19.5		7.75	4					7.75									
Total Units:		0																

Leave Balances as of Jun 08, 2017

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	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