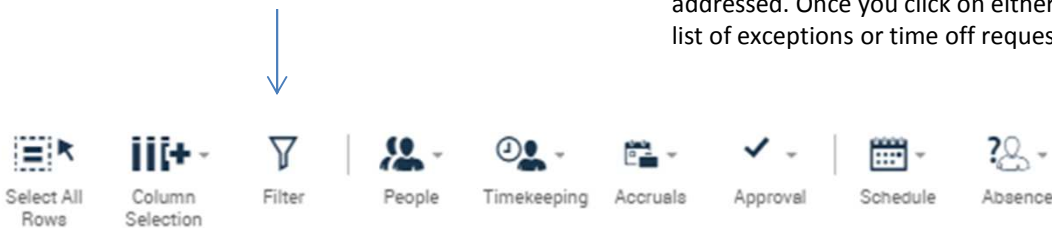


The screenshot shows the Kronos Manager/Supervisor interface. At the top, there is a navigation bar with 'Administration', 'Manage My Department', and a search bar. Below this is a 'Timekeeping Genies' header with a 'QuickFind' search box and a row of menu selection buttons: 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. A yellow arrow labeled 'A' points to these buttons. In the top right corner, there is a notification area with a 'SSP' icon and a 'Go To' button. A yellow arrow labeled 'B' points to the notification area, and another yellow arrow labeled 'C' points to the 'Go To' button. The main area is a table with columns for Name, ID, Schedule, and Primary Assignment. A context menu is open over the table, showing options like 'Go to widget', 'Audits', 'People Editor', 'Rule Analysis', 'Attendance Editor', 'Exceptions', 'Timecards', 'Schedule Editor', and 'Go to workspace'. A blue arrow points to the 'Go to workspace' option.

Name	ID	Schedule	Primary Assignment
Abel, Leanne	200245		NATHAN BRADY/31-010000-4433/010000
Abell, Linde	003768	700e-345p	BRIAN J. KATZFEY/22-010000-2283/010000
Abney, Mitchel	200108	Exempt 8-5	KURTIS GEISELMAN/12-010000-5151/010000
Abrames, Matthew	200754	Exempt 8-5	CRAIG KOPFF/12-010301-5051/010301/5051
Abriani, Christopher	002397	Exempt 8-5	CHAD A. BOSLER/22-010000-2204/010000
Actis, Armando	200132	Exempt 8-5	JON JENSEN/12-010100-5907/010100/5907
Adams, Christopher	004553	Exempt 8-5	WAYNE F. KUEHN/12-010103-5131/010103
Adams, Clell	006197	Exempt 8-5	CHRISTOPHER M. PRESTON/12-010300-5042/010300
Adams, Michael	200715		ROBERT M. MYERS/11-010000-1170/010000/1170/0/0
Ade, Stephen	006604	Exempt 8-5	SCOTT A. MCCAMBRIDGE/12-010502-5905/010502/5905/0/0
Adrian, Dalton	C200251		JASON ROBERTS/22-010000-2204/010000/2204/0/0
Adrian, Joseph	200272	700e-345p	JOSHUA P. MILLER/22-010000-2293/010000/2293/0/0
Aguayo, Elena	006696	Exempt 7-4	LISA C. BAILEY/12-010000-6801/010000/6801/0/0
Aguirre, Ernesto	004717	Exempt 8-5	KELLY PERRY/12-010400-5171/010400/5171/0/0
Ahsmann, William	200895	800a-500p	NICK ARNETT/12-010000-5800/010000/5800/0/0
Ailles, Rodney	006692	Exempt 8-5	SCOTT A. MCCAMBRIDGE/12-010000-5925/010000/5925/0/0
Albea, David	200608	600e-245p	DUSTIN JOHNSON/21-010000-0304/010000/0304/0/0
Albright, Scott	200322	700e-345p	MICHAEL A. HUTTON/21-010000-0287/010000/0287/0/0
Alchin, Steven	006784	845a-530p	TODD A. BURKHALTER/11-010000-1171/010000/1171/0/0
Alexander, Carlie	200216	Exempt 8-5	CAROLE TOMAMICHEL/12-010000-5730/010000/5730/0/0
Alexander, Kevin	004863	Exempt 8-5	LONG LY/31-010000-4416/010000/4416/0/0
Alexander, Robert	006717	700e-345p	ARTURO VASQUEZ-ROSAS/21-010000-0348/010000/0348/0/0
All, Joseph	005030	Exempt 7-4	CHRISTINE M. GASSO/11-010000-1112/010000/1112/0/0
Allen, Henry	200280	Exempt 8-5	CHRISTOPHER M. PRESTON/12-010300-5042/010300/5042/0/0

A – Menu Selection Buttons

This area, which replaces the drop menus, allows for you to choose from a selection of items that perform actions on a selected employee or group of employees.



B – Exceptions & Request Notifications

This tab at the top of your screen will show two different types of notifications. 1) Exceptions that need to be looked at or corrected 2) Pending Time Off requests that need to be addressed. Once you click on either button it will take you to a list of exceptions or time off requests that you have pending.



C – GoTo Navigation


This new GoTo button will illuminate once a employee or group of employees is selected. From the GoTo button you will be able to navigate between several different areas (widgets) of the system in order to perform changes to the **Timecard, Schedule Editor, Exceptions, etc..**



	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 7/27	9:00AM-2:00PM	9:30AM	1:00PM				3:30	3:30	3:30
+ X	Tue 7/28	9:00AM-2:00PM	9:00AM	2:01PM				4:00	4:00	7:30
+ X	Wed 7/29	9:00AM-2:00PM	8:59AM	2:00PM				4:00	4:00	11:30
+ X	Thu 7/30	9:00AM-2:00PM	8:55AM	2:01PM				4:00	4:00	15:30
+ X	Fri 7/31	9:00AM-2:00PM	9:01AM	2:00PM				4:00	4:00	19:30
+ X	Sat 8/01									19:30
+ X	Sun 8/02									19:30

A – Name Selection: If you’ve selected several employees you can cycle through them using the left and right arrows.

B – Menu Action Buttons: From here you can Approve Timecards, Remove Timecard Approval, and do actions on Accruals for the selected employees

C – Exception Notification:  This red notification indicates that there was an exception on this punch. You can right-click the cell to view this exception and if need be perform and action on it.

Comment Notification:  This comment cloud indicates that a comment has been made on this punch. Right click the punch to view/edit the comment

D – GoTo Navigation: From here you can navigate to other areas (widgets) of the system for the selected employee(s).

E – SAVE Button: After changes, updates, or comments have been made make sure to click the SAVE button located next to the GoTo button.

Viewing Employee Accruals: In order to view an employees accruals within the Timecard you must click the  selection at the bottom of the screen. This will expand to show Timecard Totals & Accruals.