# KRONOS®

## Timecard Indicators

**Job Aid**

**This job aid explains the different icons, buttons and colors in the timecard.**

## Timecard Grid

The timecard contains several indicators and icons to help guide you to where you want to go.

| Icon | Description |
|------|-------------|
| + | Adds a blank row after the selected row on the hourly timecard |
| 🗑 | Deletes the selected row on the hourly timecard |
| 💬 | Indicates that a comment has been added |
| 💬 | Indicates that a note has been added |
| ⇄ | Indicates that a schedule transfer has been made (not used by Soco) |
| ◣ | A punch or paycode has been edited by someone other than the employee. The corresponding glance provides the name of the person who made the edit |
| ● | Displays in the **Date** cell of an hourly timecard or **Project** cell in the project timecard to indicate that the timecard was edited after the pay period was signed off (historical correction) |
| ◇ | Displays in the **In** or **Out** cell of an hourly timecard or **Date** cell in the project timecard to indicate that an edit was made after the timecard was signed off (historical correction) |
| ⊘✓ | Overtime is reviewed or approved (not used by Soco) |
| ⊕⓪ | Overtime is pending (not used by Soco) |
| 📞 | An on-call shift is scheduled |
| ⊕⓪ | Depending on how the timecard is configured, timecard edits waiting for manager approval may not appear in the timecard, but the **View Pending** indicator ⊕⓪ is available in the action bar. When a manager of employee clicks this indicator, the pending edits are visible (not used by Soco) |

# Timecard Actions

The following are timecard icons you can use

| Icon | Description |
|------|-------------|
| ◀ 🗓 ▶ | **Project timecard navigation controls** – go to **Previous Week** ◀ , **Next Week** ▶ and **Today** 🗓 |
| ✓ | **Approve** – Indicates that the timecard is complete, accurate, and ready for signoff. After the timecard is signed off, you cannot remove the approval |
| ➕ | **Add New** – (Project view only) Opens the Project panel so you can add a new project |
| ☰ | **List View** – Changes the timecard view from table to list view. Toggles with the Table View |
| ⊞ | **Table View** – Changes the timecard view from list vie to table view. Toggles with List Vies |
| ⌐⌐ | **Sign-Off** – Signs off employee information and indicates that the timecard is ready for payroll processing |
| 🔨 | **Rules Analysis** – Opens the Rule Analysis Report so you can review how the system interprets pay rules, work rules, and other factors in its calculations |
| ⇄ | **View Moved Amounts** – Opens the View Move Amounts panel, where you can view or delete moved amounts for the selected timeframe |
| 🕑 | **Reset Accruals** – Resets accrual balance amounts. When you reset accrual balances, you can transfer a probationary balance to a vested amount when the probationary period ends. You can reset the accrual code, the vested amount, the probationary amount, of the effective date |
| 🔄 | **Move Accruals** – Move an accrual amount from one accrual code to another. For example, you could move accrued sick time to vacation time |
| ✓⊖ | **Remove Approval** – This indicator becomes active after you approve a timecard so you can remove an approval to make edits. After the timecard is signed off, however, you cannot remove the approval |
| ⌐⊖ | **Remove Sign Off** – this indicator becomes active after you sign off a timecard so you can remove a signoff to make edits |
| ⬚▾ Go To | **GoTo** – Opens the Schedule, People Information, Attendance Details, or Reports for the selected timecard |
| ⊞ | **Calculate Totals** - Forces the timecard to calculate totals. After you calculate totals, the Calculate Totals icon turns blue ⊞ |
| 💾 | **Save** – Saves the displayed timecard. After you save your timecard, the Save icon turns blue 💾 |

## Timecard Cell Colors

Cells and text in the timecard sometimes have colors with meaning

| Cell Color | Meaning |
|---|---|
| Yellow background | Timecard approved by employee but not manager |
| Light purple background | Timecard approved by manager but not by employee |
| Green background | Timecard approved by both employee and manager |
| Gray crosshatch | Timecard has been signed off |
| Blue background | Total cannot be edited |
| Black | Used for all events in the timecard that are not system-generated |
| Purple | System-entered text that can be modified. For example, a system entered paycode for missing time |
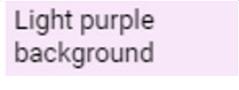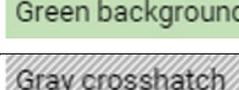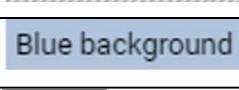
## Timecard Exception Indicators

Icons are used as indicators within the timecard to call attention to these exceptions:

| Icon | Description |
|---|---|
| | The cell is solid red when there is a missed in or out punch |
| | Action is required for an exception on this day |
| | When the system generates an exception, the icon is red with a white line near the top. Depending on your configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence |
| | When a manager marks an exception as reviewed or justifies a missing time exception, the icon color changes to green |
| | When an employee justifies a missing time exception, the icon color changes to red with two white lines |
| | If there is more than one exception, the color reflects the most sever state of all the exceptions, and the white lines are diagonal |
| | If an absence has been excused, icon is blue with three horizontal lines |
| | When an exception or punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple |
| | Holiday exceptions |