

Activity Tracking in Kronos

Purpose: Twin Cities FM Waste Management and Landcare and the University of Minnesota Morris FM wil track activities in Kronos. This Job Aid provides the steps for employees to do this and for Supervisors to do this on behalf of their employee.

Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> • Know how to track activities as an employee • Know how to track activities as a Supervisor
Prerequisites	None
Kronos Role	Landcare/Waste Management Employee Landcare/Waste Management Supervisor
Revision Date	11/2/20

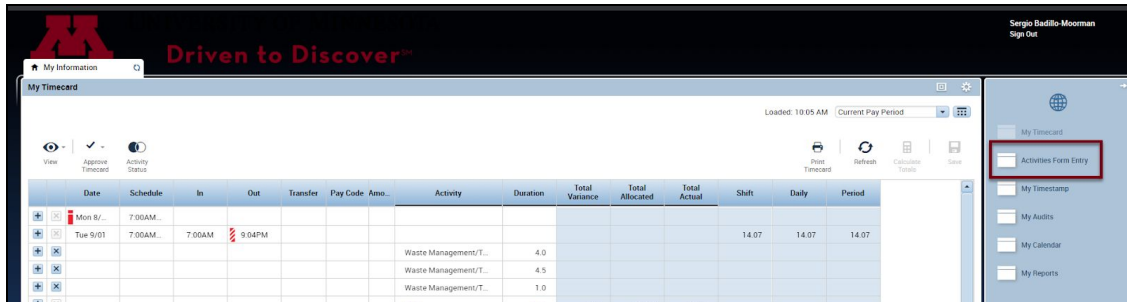
Tracking Activities as an Employee or Supervisor in Kronos

1

Tracking Activities as an Employee or Supervisor in Kronos

Employees must punch in at the time clock before an activity is added to the Kronos timecard. If an activity is added to the timecard before punching in it will automatically punch you in.

1. Log-In to Kronos using your Internet ID & Password.
2. Click the **Activities Form Entry** link.



3. Click on the **Self Entry** form code to open the form to track activities as an employee. Click on the **Employee Entry** form code to enter time for an employee as a Supervisor.

ACTIVITIES FORM LIST

Select a form code by:
- Entering the form code and clicking Apply or
- Clicking on the form code in the list

Form Code

Code	Description	Type
4005	Employee Entry	Activity Duration
4006	Self Entry	Activity Duration

Supervisor enters an activity for an employee

Employee enters an activity for themselves

- In the **Date** field, select a date from the Calendar Picker or type in the date.
- In the **Duration** field, type in a duration for the task in hour increments (e.g., 2.0 for two hours instead of 2).
- Click on the Arrow button to select a Work Task.

Supervisors will enter an Employee # if they are entering an activity for an employee

ACTIVITIES FORM

EMPLOYEE ENTRY

Employee Number * 3970093

Effective Date * 9/09/2020 M/dd/yyyy

Duration * 2.5

Work Task *

Activity *

Building Name

Save Cancel

- Scroll through the list of Work Tasks and select the activity associated with the building and click **OK**. The building name is part of the activity. **The activity and work task option shown will vary depending on your set-up.**

Activity Query Landcare Activity Name LAND** Search

Name	Description	Status	Start date	End date
Landcare/028 Sanford Hall	Sanford Hall Routine Work Tasks	Incomplete	8/17/2020	
Landcare/030 Wilkins Hall	030 Wilkins Hall	Incomplete	8/26/2020	
Landcare/034 Main Energy Plant	034 Main Energy Plant	Incomplete	9/02/2020	
Landcare/050 Williams Arena and Maturi Pavilion	050 Williams Arena and Maturi Pavilion	Not Started		
Landcare/052 Pioneer Hall	052 Pioneer Hall	Not Started		
Landcare/053G Northrop Garage	053G Northrop Garage	Incomplete	8/31/2020	
Landcare/057G Nolte Garage	057G Nolte Garage	Not Started		
Landcare/058 St Anthony Falls Laboratory	058 St Anthony Falls Laboratory	Incomplete	9/01/2020	
Landcare/059 SE Steam Plant	059 SE Steam Plant	Not Started		
Landcare/063 Comstock Hall	063 Comstock Hall	Not Started		

7 pages : [1] 2 3 4 5 6 7 >

OK Cancel

8. Click on the Arrow button on the **Activity** field.

The screenshot shows a web application window titled "Activities Form Entry". The main heading is "ACTIVITIES FORM". Under the "SELF ENTRY" section, there are several input fields: "Effective Date *" with the value "9/09/2020", "Duration *" with "2.5", "Work Task *" with "Landcare", "Activity *" (empty), and "Building Name" with "063 Comstock Hall". Each field has a small arrow button to its right. The arrow button for the "Activity *" field is highlighted with a red box. At the bottom of the form are "Save" and "Cancel" buttons.

9. Select an Activity from the list and click the **OK** button.

The screenshot shows a web browser window displaying a "Result Codes" lookup page. The URL is "tkronos.umn.edu/wfc/applications/wfa/html/resultcode-lookup.jsp?fieldId=in4&map...". There is a search box labeled "Activity:" with an asterisk (*) entered and a "Search" button. Below the search box is a table with two columns: "Name" and "Description". The table lists various activities, and "Litter Waste" is highlighted in green. At the bottom of the window are "OK", "Cancel", and "Help" buttons. The "OK" button is highlighted with a red box.

Name	Description
Admin	Admin
Chemical Application	LC-Chem App
Depot Shop Cleaning	Depot Shop Cleaning
Equip Maint Repair	Equip Maint Repair
Hardsurface Maintenance	LC-Hardsurface Maint
Irrigation Maintenance	LC-Irrigation
Litter Waste	LC-Litter
Meeting	Meeting
Mowing Turf Care	LC-Mowing Turf
Muster - Cleanup	Muster - Cleanup
Nursery Maintenance	Nursery Maintenance
Safety Non-Training	Safety Non-Training
Shrub Perennial Care	LC-Shrub
Snow Ice Prep	LC-Snow and Ice Prep
Snow Ice Removal	LC-Snow and Ice Removal



Filter your results by typing the name of the activity followed by the Asterisk *

