



EssilorLuxottica

Kronos Reference Guide for Employees

Timekeeping, scheduling, and reporting processes
for hourly employees in North America

December 2022 | Confidential

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Introduction

Welcome to Kronos® Workforce Central, EssilorLuxottica's timekeeping system for hourly associates. In Kronos®, time worked and leave time can be collected through a variety of methods such as:

- Clocking in/out using a **time clock**.
- Clocking in/out using a computer to register a **time stamp**.

The manager will inform the associate of which method to use.

Associates are assigned a **work/pay rule** in Kronos® which automatically applies the correct **earnings codes** and determines **appropriate pay for regular work, overtime, shift differentials**, etc.

Associates should learn the following functions to be successful with the Kronos® TimeKeeping System, and to ensure an accurate and timely payroll:

- ✓ **Access and use Kronos® Workforce Navigator**
- ✓ **Use Quick Links and Action Menus**
- ✓ **Log on/log off**
- ✓ **Clock in/out**
- ✓ **Perform a transfer**



System Requirements

Browser

Google Chrome is the preferred browser for Kronos®. Some browsers such as Internet Explorer may prevent Kronos® from performing and should not be used. Kronos® is a browser-based application, however, you should not use the browser's navigation controls – the back button on the toolbar for example. Only use the links inside of Kronos® to do your work.

Java

You will need to have both Java and Flash installed on your PC in order to run Kronos® Navigator.

Add as Favorite or Shortcut

In order to access the application easily, add the Kronos URL to your browser favorites or add a shortcut to your desktop.

Using Quick Time Stamp

Quick Time Stamp is a simplified version of Kronos® which does not require special software and can be accessed from most computers. Quick Timestamp may be adequate for many associates to perform basic tasks such as recording time worked and transfers.

- Associates can use their desktop terminals as a time clock.
- Associates log on with EL ID and network password.
- The **Record Time Stamp** button records an IN or OUT time punch, without logging onto Workforce Central Timecard or using a time clock.
- Time Stamp associates can **transfer labor levels** such as cost center/departments or jobs.

To access Kronos® Quick Time Stamp, use the link on BLU room or the following URL:

<https://luxottica.Kronos.net/wfc/applications/MTS/html/logonPunchAction.jsp?buttonset=4>



The screenshot shows the Kronos Quick Time Stamp login page. At the top left is the Kronos logo. Below it, the text "QUICK TIME STAMP" is displayed. The main interface features three buttons: "Log On", "Record Time Stamp", and "Clear All Values". Below the buttons, the current date and time are shown: "Friday, August 08, 2014 10:23AM (local time)". There are two input fields: "User Name" and "Password". At the bottom left, there are language options: "English", "Français Canada", and "Español". Below the language options, it says "Workforce Central® Employee Version 7.0".

Use your EL ID and network password to log in.

User Name = EL ID, Password = Network Password

Remember to always end your session by clicking the **Sign Out** link located in the top left corner of the Navigator.

Clicking Close (**X**) without logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.

To Clock In

1. Log in using your credentials, **User ID = EL ID, Password = Network Password**
2. Click **Clock In**

The system will display a punch time message showing date and time of punch.

To Clock Out for Meal Periods

1. Log in using your credentials, **User ID = Lux ID, Password = Network Password**
2. Click **Meal Clock In/Out**
 - a. First punch of the day is assumed to be an **In** punch.
 - b. Second punch of the day is assumed to be an **Out** punch.

The system will display a punch time message showing date and time of punch.

To Clock Out


1. Log in using your credentials, **User ID = EL ID, Password = Network Password**
2. Click **Clock Out**

The system will display a punch time message showing date and time of punch.

To Perform a Transfer

By default, worked hours are applied to your primary labor account. You can perform an account transfer to apply worked hours to a different labor account. The transfer lasts until you punch out.

1. Log in using your credentials, **User ID = EL ID, Password = Network Password**
2. Click **Transfer**
3. From the **Transfer** drop down, select the **Store/Dept** drop down and select the appropriate information.
4. The cost center will populate the **Transfer** field
5. Click **Record Timestamp** to apply time to the selected account
6. Verify that the timestamp was applied to the selected labor account by reviewing the recorded timestamp information.

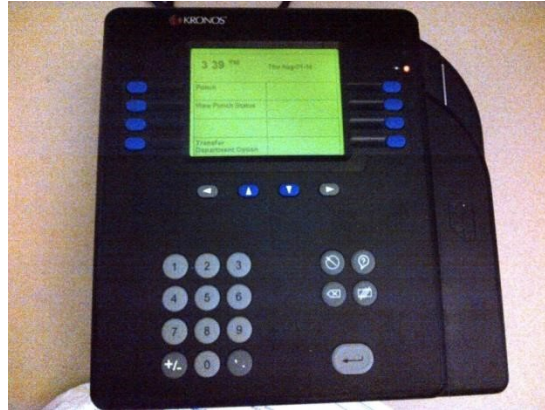


The screenshot shows a web form with the following fields and buttons:

- Brand: [Dropdown]
- R2: [Dropdown]
- Store Dept: [Dropdown] (highlighted with a red circle)
- R4: [Dropdown]
- Activity Code: [Dropdown]
- R5: [Dropdown]
- Job: [Dropdown]
- Punch: [Button]
- Cancel: [Button]

Using a Time Clock

Time Clock is a device, similar to an Automated Teller Machine (ATM), which allows you to view and manage timecard functions.



- **IN/OUT** time is recorded through the time clock keypad.
- **Punches and accruals can be viewed on the clock.**
- Associates can use the function buttons to **transfer to different cost centers.**

To Clock In

1. Push blue button to the left of **Punch**
2. Swipe badge when screen says **Enter Badge ID**

To Clock Out for Meal Periods

1. Push blue button to the left of **Punch**
2. Swipe badge when screen says **Enter Badge ID**

To Clock In after Meal Period

3. Push blue button to the left of **Punch**
4. Swipe badge when screen says **Enter Badge ID**

To Clock Out

1. Push blue button to the left of **Punch**
2. Swipe badge when screen says **Enter Badge ID**

Note: One beep indicates a successful punch. If there is more than one beep, there is an error with the punch.

To Perform a Transfer

If changing departments and job:

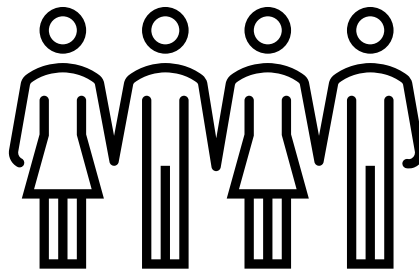
1. Push blue button next to **Punch**
2. Swipe badge when screen says **Enter Badge ID**
3. Press blue button next to **Department**
4. Enter appropriate job code and press **Enter**.

If staying in the same department but changing job:

1. Push blue button next to **Punch**
2. Swipe badge when screen says **Enter Badge ID**
3. Press blue button next to **Job Code**
4. Enter appropriate job code and press **Enter**.

IMPORTANT: In the event of a power outage, enter time punches as usual. The device contains a battery back-up system which will record punches and upload to Kronos® system once the power is restored.

1. Swipe badge
2. Press **ENTER** key



Kronos® Workforce Central Navigator

Kronos® Workforce Central Navigator is a user interface that allows you to access, view, and modify time and labor data through a web browser.

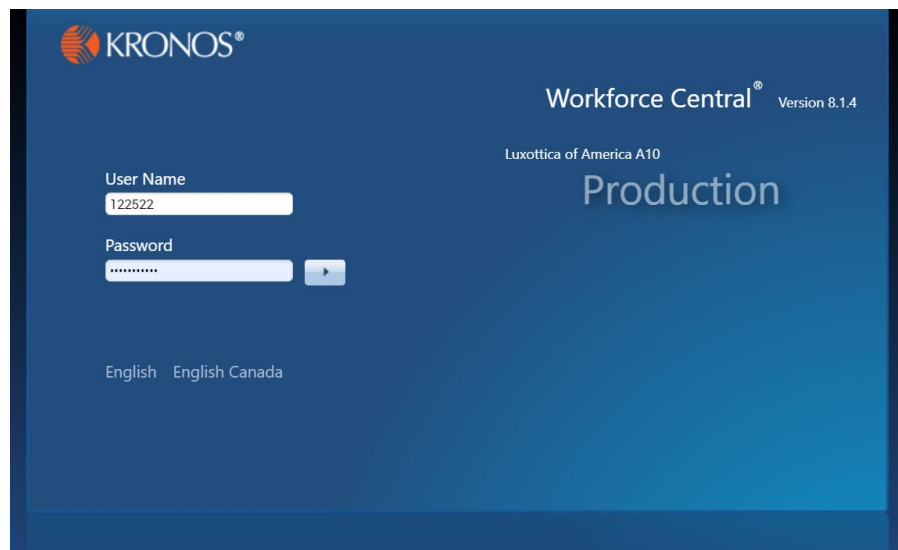
To access Kronos® Workforce Central Navigator use the **BLU room** link or the following URL:

<https://luxottica.kronos.net>

Use your EL ID and network password to log in.

User Name = EL ID

Password = Network Password

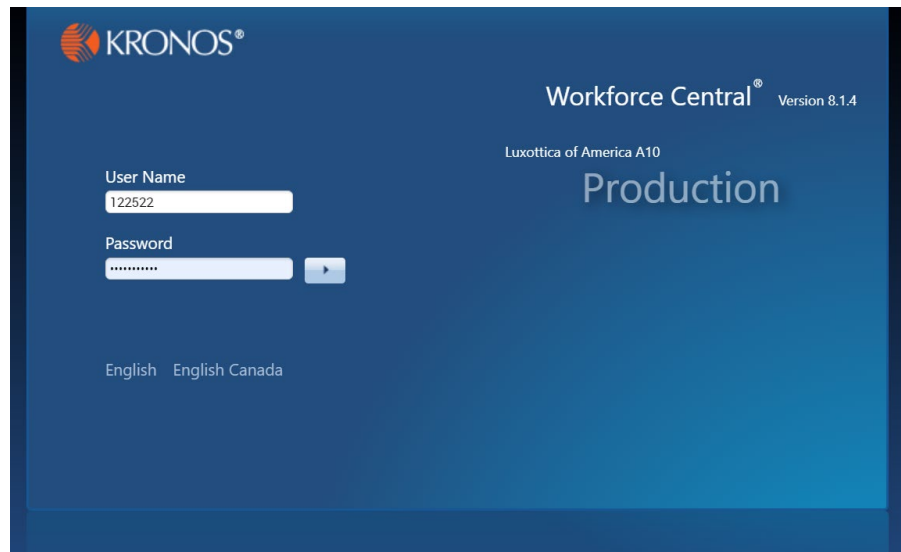


The screenshot shows the login interface for Kronos Workforce Central Navigator. The background is a dark blue gradient. In the top left corner is the Kronos logo, which consists of an orange sunburst icon followed by the word "KRONOS" in white. In the top right corner, the text "Workforce Central®" is displayed in white, with "Version 8.1.4" in a smaller font to its right. Below the logo, the text "Luxottica of America A10" is visible. The word "Production" is prominently displayed in a large, light blue font. The login form includes a "User Name" label above a white input field containing the number "122522". Below that is a "Password" label above a white input field with masked characters (dots) and a blue arrow button to its right. At the bottom left, there are two language options: "English" and "English Canada".

Logging In

You will find a link to Kronos® Workforce Central under the **Human Resources** tab of **BLU room** or <https://luxottica.kronos.net>

1. In the **User Name** field, enter your EL ID.
2. In the **Password** field, enter your password.
3. Click the **right-facing arrow** or press the **Enter** key on the keyboard. You are then brought to **My Timestamp**.



Signing Out

Sign Out closes the session. To close a Kronos® session, click **Sign Out**, then close the browser.

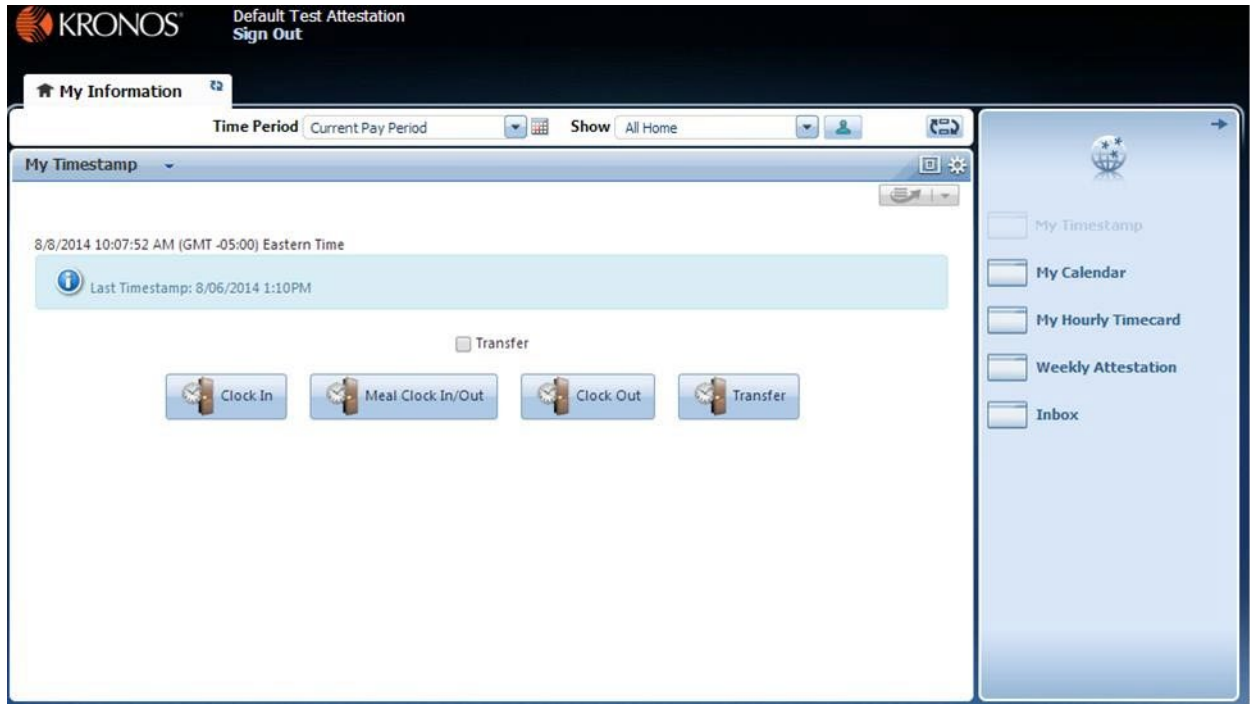


NOTE: Closing the browser without first using the Sign Out link may delete unsaved actions on a timecard. It also keeps an open connection behind the scenes (up to 30 minutes) which can lead to performance issues on busy days and may allow unauthorized access.

Using My Timestamp

Hourly associates will see **My Timestamp** after logging into Kronos® Workforce Central Navigator. This is your starting point in the system.

Clock in when starting work, clock out and back in again for meal periods and clock out at the end of the day.



Clocking In

1. Access **Timestamp** through **Navigator**
2. Log in using your credentials, **User ID = Lux ID, Password = Network Password**
3. Click **Clock In**

The system will display a punch time message showing date and time of punch.

8/22/2014, 1:49:32 PM (GMT -05:00) Eastern Time




Meal Clock In/Out

1. Access **Timestamp** through **Navigator**
2. Log in using your credentials, **User ID = EL ID, Password = Network Password**
3. Click **Meal Clock In/Out**
 - a. First punch of the day is assumed to be an **In** punch
 - b. Second punch is assumed to be an **Out** punch.

The system will display a punch time message showing date and time of punch.

8/22/2014, 1:49:32 PM (GMT -05:00) Eastern Time


 Test Attestation, Default
Punch Time: 8/22/2014 1:48PM
Punch Created

Clocking Out

1. Access **Timestamp** through **Navigator**
2. Click **Clock Out**

The system will display a punch time message showing date and time of punch:

8/22/2014, 1:49:32 PM (GMT -05:00) Eastern Time

 Test Attestation, Default
Punch Time: 8/22/2014 1:48PM
Punch Created

Note: The system will only show time punched, it will not indicate if the punch was a punch In or a punch Out.

Performing Account Transfers

Labor accounts are used to assign to different cost centers/departments and or jobs. By default, your hours are applied to your primary cost center/department and or job. To transfer hours to a different cost center, you will need to perform an account transfer.

Transfers last until you punch out. At the next punch **In**, hours will be applied to your primary cost center/department and job.

How to Perform an Account Transfer

1. Access the **Timestamp** widget through **Navigator**
2. Log in using your credentials, **User ID = Lux ID, Password = Network Password**
3. Click **Transfer**
4. From the **Transfer** drop down select Store/Dept drop down, then select applicable cost center/department and or job information
5. The cost center/department and or job will populate the **Transfer** field
6. Click **Record Timestamp** to apply time to the selected account
7. Verify that the timestamp was applied to the selected labor account by reviewing the recorded timestamp information

My Calendar

Shows information specific to the associate who is logged on, and provides a color-coded overview of the associate's worked and non-worked days by pay period, a range of dates, or daily.

Accessing My Calendar Widget

1. Access Navigator
2. Log in using your credentials, **User ID = EL ID, Password = Network Password**
3. Navigate to the right window pane

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary ...	Earned to Date	Taken to Date	Pending Grants	Planned Taken...	Prior Ending B...	Prior End Vest...	Prior En
Banked Holiday	1/01/2014 - 12/31/2...	Hour	64.0	64.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Diversity Days	1/01/2014 - 12/31/2...	Hour	16.0	16.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0

4.

Click My Calendar

My Calendar Widget Functions

- Date label:** Displays range of dates that you are viewing. Click the arrows to toggle back and forth between time periods.
- Time period drop-down list:** Select from a preconfigured list to view a specific time period.
- Select Dates:** Use if you want to select a specific date range outside of the preconfigured options.
- Views:** Choose from the view options to view calendar information by day, week, or month.
- In the **by day** and **by week** views, the colored line indicates today's date and the current time. In the **by month** view, the current date is highlighted.
- Visibility filter:** Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.

My Hourly Timecard

In the My Timecard Widget, you can track your schedule and hours worked.

- The timecard opens with a full view of the **Current Pay Period**
- The pay period starts on Sunday and ends on Saturday
- Columns can be collapsed and expanded as in an Excel sheet.
- Window areas can be collapsed and expanded by using the cursor to grab and move the ellipsis (three dots).
- Visual indicators in the timecard alert you to anomalies in your timecard.

Accessing My Hourly Timecard

1. Access **Navigator**
2. Log in using your credentials
3. Navigate to the right window pane
4. Click My Hourly Timecard

The screenshot shows the 'My Timecard' interface. At the top, there is a header bar with a title 'My Timecard' and a settings gear icon (I). Below the header is a control bar with a 'Current Pay Period' dropdown (B), a 'Refresh' button (D), a 'Save' button (E), a 'Cancel' button (F), and a 'More' dropdown (G). The main area contains a table with columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, No, Shift, Daily, and Period. The table shows data for dates from Mon 2/17 to Sat 2/22. A red vertical bar (K) is present in the 'Out' column for Wed 2/18. Below the main table is a secondary table with columns: Location, Job, Account, Pay Code, and Amount, showing details for 'Debur/Insp'.

My Hourly Timecard Functions

- A. **Top section of My Timecard:** View basic time data such as in and out punches, shift totals, and scheduled hours.
- B. **Time period drop-down list:** Select from a preconfigured list to view a specific time period.
- C. **Select Dates:** Use if you want to select a specific date range outside of the preconfigured options.
- D. **Refresh:** Click to return the timecard to its status after the last save.
- E. **Save:** Click to save your changes.
- F. **Cancel:** Click to revert back to the status of the timecard before the changes were made.
- G. **More:** Includes options to approve a timecard, remove approval from a timecard, or add a row in the timecard.
- H. **Minimize/Maximize:** Click to expand widget or restore to its original size.
- I. **Gear:** Set preferences, promote secondary widget, or close and return widget to Related Items pane.
- J. **Editable cells:** Depending on your access, you may be able to edit information in the timecard (example: In/Out punches or perform job transfers).
- K. **Visual indicators:** Alert you to items that need your attention. For example, if you have missed a punch, you will see a red line in the cell that needs to be addressed. Hover over the indicator icon to view the indicator details.
- L. **Bottom section of My Timecard:** Includes daily timecard data related to the day selected in the top section of the widget.

Note: Only managers can edit time cards.

Weekly Attestation (Timecard Approvals)

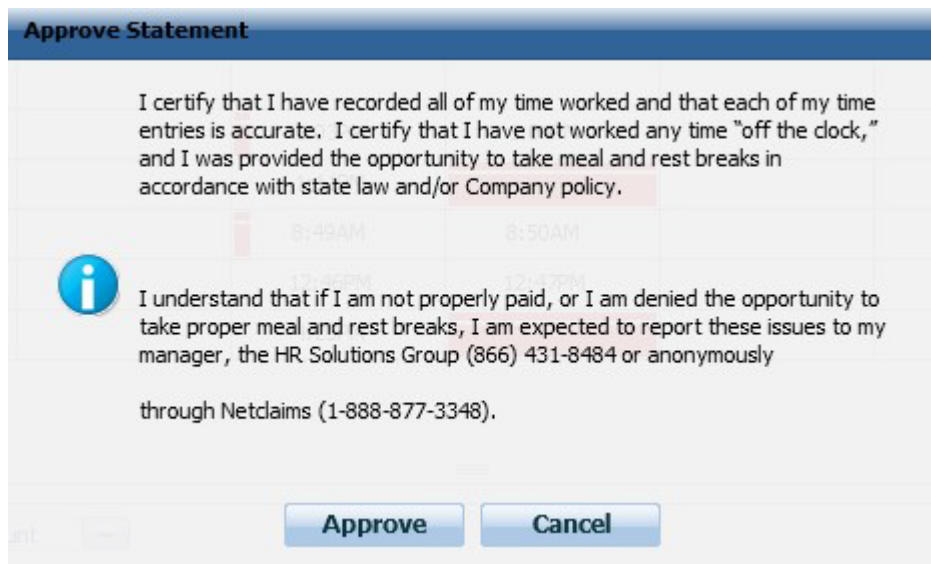
- An approval is an electronic signature confirming all actions on the timecard are valid and true.
- The person approving the timecard is verifying direct knowledge of the time worked and leave taken for that pay period.
- Associates should approve their time at the end of each pay period.
- Timecards are approved in the current pay period and must be approved by the department's pay end deadline.
- At pay end the associate reviews and edits the timecard as needed, then applies an approval.
- Approvals lock the timecard from further edits unless the approval is removed.
- Only managers remove the approval.

To Approve Timecard

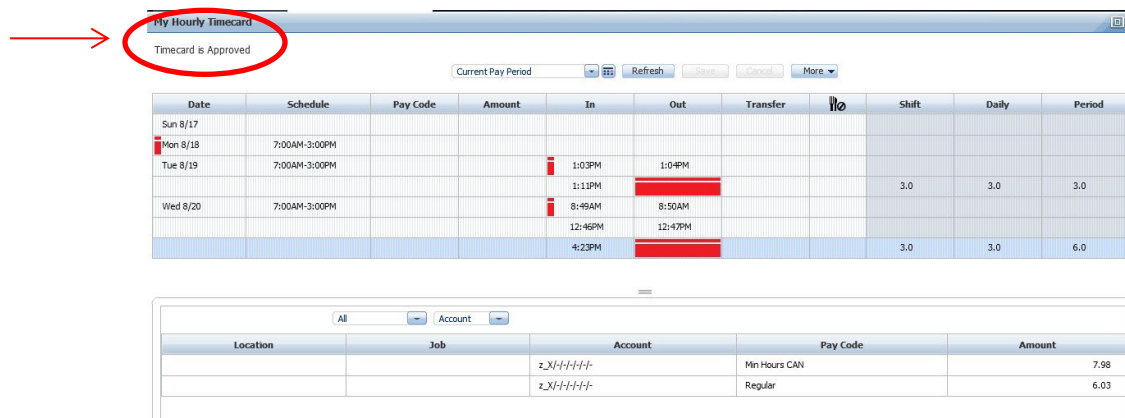
1. Select the **My Hourly Timecard** widget
2. Review Timecard punches for accuracy. Ensure that you have **Clock In** and **Clock Out** accurately entered for each portion of your shifts
3. Select the drop-down arrow next to the **More** button
4. Select **Approve**

The screenshot shows the 'My Hourly Timecard' interface. At the top, there are buttons for 'Current Pay Period', 'Refresh', 'Save', and 'More'. The 'More' button is circled in red, and a dropdown menu is open, showing 'Approve', 'Remove Approval', and 'Add Row'. A red arrow points to the 'Approve' option. Below the menu is a table with columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, and Period. The table shows punches for Sun 8/17, Mon 8/18, Tue 8/19, and Wed 8/20. Below the table is a summary table with columns: Location, Job, Account, Pay Code, and Amount. The summary table shows two rows: 'z_X|+++++' with 'Min Hours CAN' and amount 7.98, and 'z_X|+++++' with 'Regular' and amount 6.03.

5. Once you select **Approve**, a box will appear with the **Approve Statement**



6. Read the statement and select **Approve**
7. **Time is Approved** will appear in the left-hand corner of the timecard



Printing Your Timecard

If you need to print your timecard, use your browser's print function.

Resources and Support

For General Information

Please visit the Human Resources section of BLU room for additional information and resources including:

- Reference Guides and Job Aides
- Frequently Asked Questions

For Application Support

Please visit the HR Service Portal in the EssilorLuxottica My Personal Desk and Chat or Email with a member of the HR Service Desk. You can submit an email for assistance 24/7.

Glossary of Terms

There are many terms used throughout this guide that are referenced frequently. It is important to become familiar with these terms.

Term	Definition
Department	Department refers to a unique area with its own set of responsibilities, and jobs.
Genies	Present customized views of associate information in a summarized, easy-to-read format so that you can quickly analyze and respond to scheduling needs. Each Genie is unique.
Job	A job is a specific position that an associate is qualified to work. An associate will have one primary job but can be assigned to multiple jobs at once.
Navigator	The Navigator is the dashboard used to access the components of Kronos®. The Navigator is made up of several widgets. You can also receive alerts when something requires your attention.
Planner	Planners are similar to Genies in that are customized views of associate information, but unlike Genies, planners are work areas used to make changes and update associate information, (i.e. Schedule Editor).
Widget	A widget is a tool in the Navigator that helps you focus on completing a single specific task. A widget can be “active” or “inactive”. Only one widget can be “active” at any time.
Wizard	A wizard is connected to the workflow for the process that is being worked on. It is a series of linked tasks. Though all wizards have multiple steps, some wizards may have more steps than others.