EssilorLuxottica

Kronos Reference Guide for Non-Store Managers

Timekeeping, scheduling, and reporting processes for non-store hourly workers in North America

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Importance and Benefits of Kronos®

Purpose

It is important that all associates are compensated accurately. Kronos provides standardized timekeeping and scheduling processes to reduce errors and related costs. Kronos will ensure consistent use of hours in compliance with company, brand, and regulatory requirements.

Kronos® provides the following benefits to Luxottica:

- Handles time accurately and consistently
- Provides managers with effective tools to monitor and control labor proactively, providing access to associates' time daily
- Track an associate's time worked in one timecard, even if the associate has multiple jobs
- Calculates time using rules for rounding punches, working on a holiday, and calculating overtime
- Allows managers to see all scheduled work shifts and time-off for associates in one place
- Assists with compliance
- Streamlines the approval process for payroll

Roles and Responsibilities

Purpose

Each associate and manager has responsibilities that are important in the payroll process. Each person's role determines his or her responsibility and the tasks that he or she performs in the application.

Associate Tasks

Associates perform the following tasks:

- Clock in and out according to scheduled shifts
- Perform transfers to alternate departments or jobs
- Submit request for time off

Manager/Payroll Administrator Tasks

On a daily basis, managers/payroll administrators perform the following tasks:

- Review associate timecards
- Add missing punches
- Edit timecards
- Handle unexpected absences and missed punches
- Enter non-worked time for associates
- Make schedule changes

On a weekly basis, managers/payroll administrators perform the following tasks:

- Review overtime
- Resolve any exceptions (i.e. missed punches)

On a pay-period basis, managers/payroll administrators perform the following tasks:

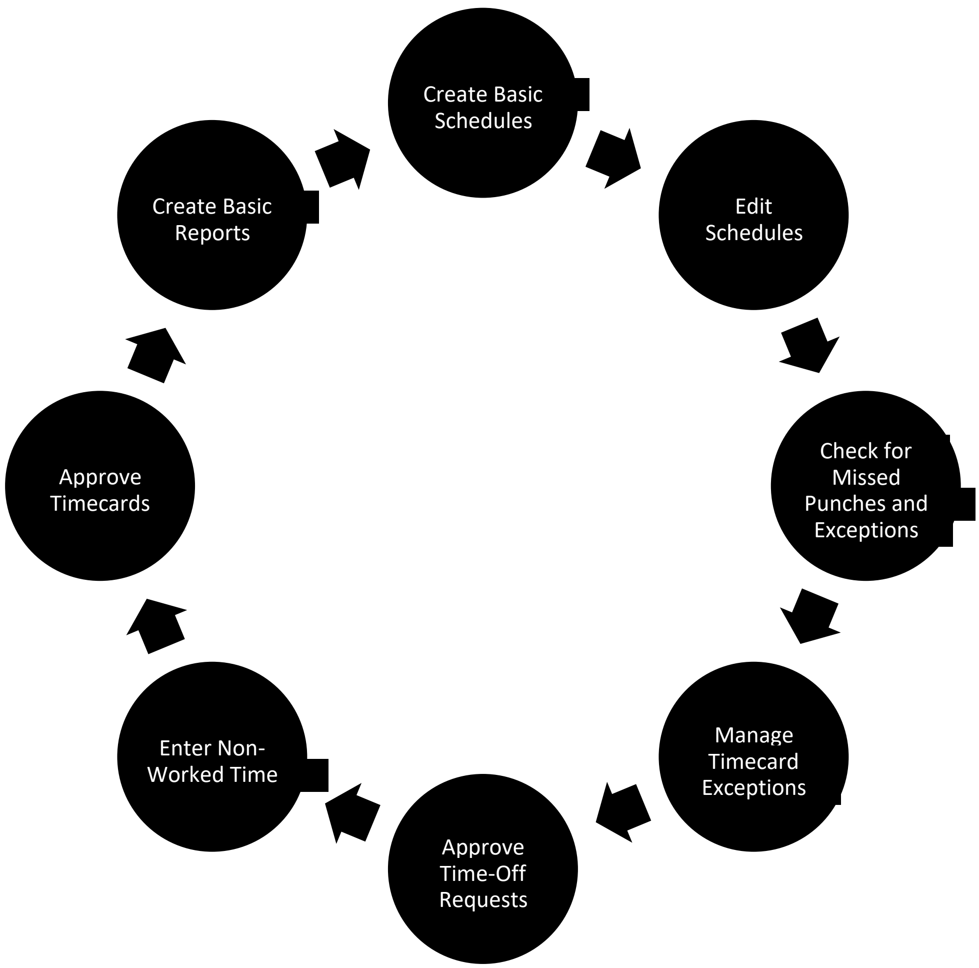
- Resolve any exceptions
- Review and approve timecards
- Run reports

On an as-needed basis, managers/payroll administrators perform the following tasks:

- Run reports
- Respond to leave requests

Timekeeping Process Flow for Managers

This guide is organized into two sections. The first part of the guide is an overview of navigation throughout the application. The second part of the guide is an overview of tasks that are performed by managers and payroll administrators. It includes instructions for tasks such as scheduling, time edits, approving time off requests, and timecard reviews.



Introduction

Welcome to Kronos® Workforce Central, EssilorLuxottica's new 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.**

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, holidays**, etc.

Managers and payroll administrators should learn the following functions to be successful with the Kronos® Time-Keeping System, and to ensure an accurate and timely payroll:

- ✓ **Create and edit basic schedules**
- ✓ **Check for missed punches and exceptions**
- ✓ **Manage timecard exceptions (i.e. missed punches)**
- ✓ **Approve time off requests**
- ✓ **Enter non-worked time**
- ✓ **Approve timecards**
- ✓ **Basic reporting**

System Requirements

Browser

Google Chrome is the preferred browser for Kronos®. Some browsers such as Internet Explorer may prevent Kronos® from performing optimally 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 URL to your browser favorites or add a shortcut to your desktop.

L-Dap Authentication

Sign on authentication is performed through L-Dap. If you change your network password, your password for Kronos® will also change.

Kronos® Workforce Central Navigator

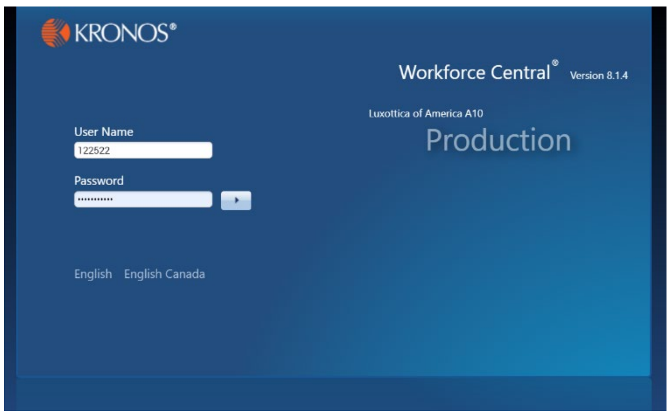
Kronos® Workforce Central Navigator is a user interface that allows you to access, view, and modify time and labor data in Kronos® through a web browser.

To access Kronos®, please visit the following URL in your browser:

https://luxottica.kronos.net

Logging In

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



Signing Out

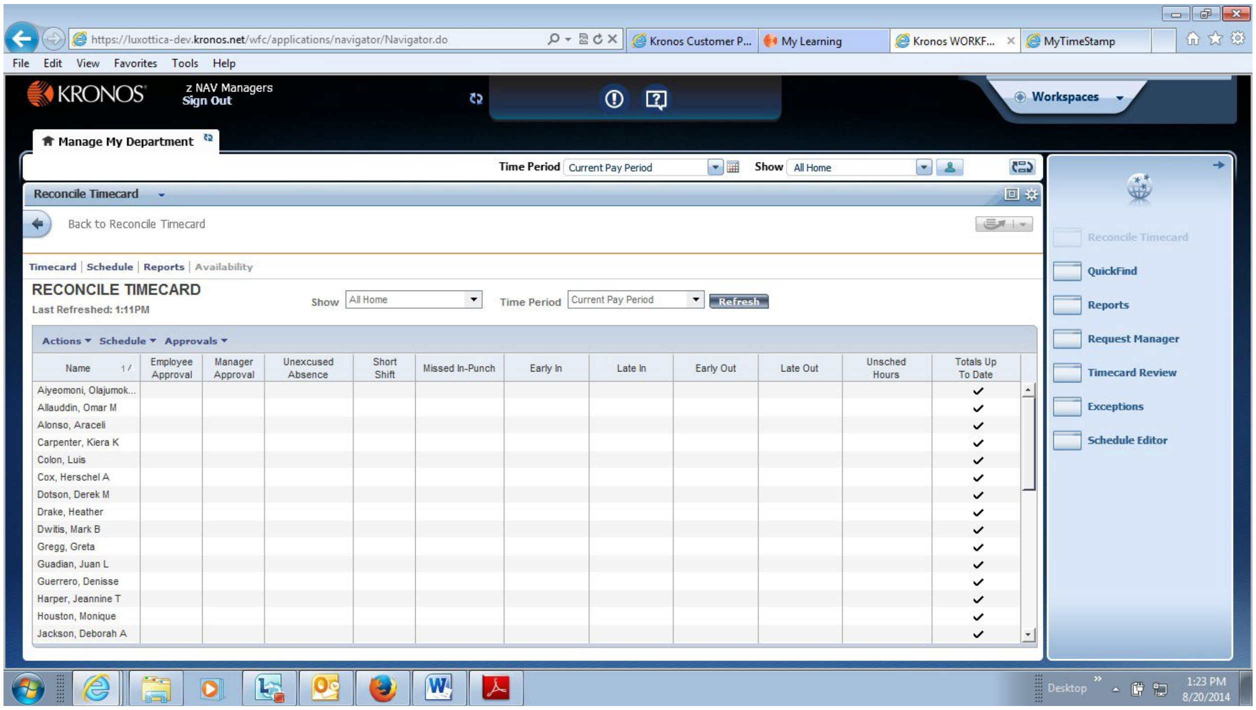
Sign Out closes the session. To close a Kronos® session, click **Sign Out**, then close the browser.

NOTE: Closing the browser rather than 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. Due to the confidential information contained in Kronos®, you should sign off when not actively working in the system.

System Starting Point - Manage My Department

After you log on to Kronos®, your Navigator appears. The Navigator is a customized view of the time and labor information that is important to completing daily work tasks. The Navigator is designed to be simple and intuitive with easy-to-use views.

Managers will see **Manage My Department – Reconcile Timecard** after log on. This is your starting point in the system. Quick links on the right panel will open widgets for additional tasks.



The **Show** field allows you to display a group of associates. The default setting for the Show field when you log in is All Home which displays all associates who report to you as well as any associates who have transferred during the time period. You can use the Show field to further define your selection to include associates in a specific group, such as only those associates who are working in a particular area or on a particular shift.

The **Time Period** field allows you to set the timeframe you want to view, such as the current pay period or a particular timeframe in the past. The time period you select determines what you will see on that page.

Using the Links or Shortcut Menu

When one or more associate records are selected, you can click the links at the top of the page or right-click to display a shortcut menu. From the links or menu, you can quickly access these key tools:

- **Timecard** – launches the timecard(s) for the selected associate(s).

- **Schedule** – launches the Schedule Editor for the selected associate(s). The Schedule Editor is used to view and update associate schedules.
- **Reports** – launches the Reports workspace. If you run a report, it will contain information only for the selected associates.

There are various ways to select associates:

- Use the Ctrl key to select more than one associate not listed next to each other.
- Use the Shift key to select all associates listed between two associates, including the two associates.
- Click and drag the mouse to select associates.

General Navigation

Parts of a Navigator

Navigators are customized by administrators and reflect those items needed for a job role. Specific widgets and alerts that are available in your navigator are determined by your access and which applications are in use. The navigator has many functions similar to Excel such as inserting rows and hovering or right clicking for additional information. Parts of the Navigator include the overall workspace, workspace tabs (Active Bar), workspace Carousel, and Alerts.

Active Bar

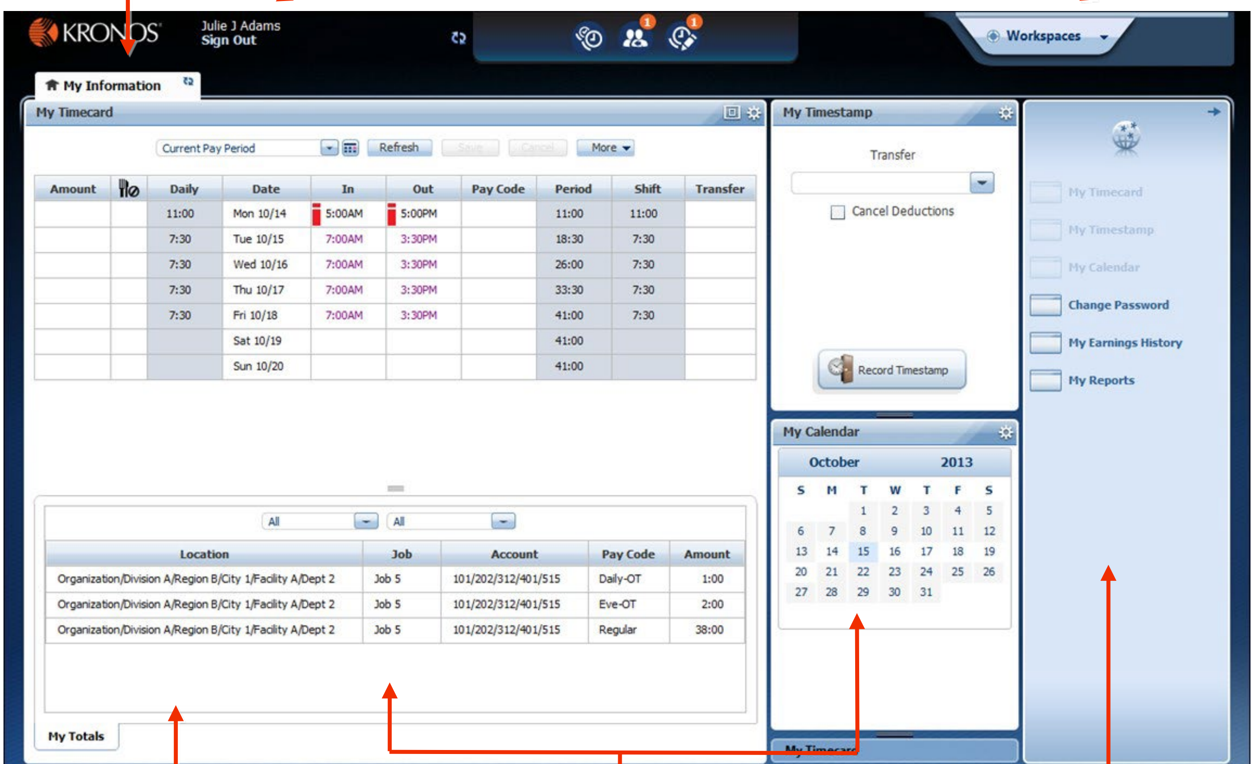
Displays active workspaces; to bring a workspace into focus

Name / Sign Out
Identifies user and a link to log out of navigator.

Alerts
Links, which appear as icons, enabling you to quickly view the type and number of tasks and Issues that you need to address,

NOTE: Alerts are optional)

Carousel
Carousel appears only if there is another workspace in addition to the home workspace.



Workspace
Displays one or more widgets in the pane.

Widgets
A widget is a task-oriented tool or view into Workforce Central. There will be two or more primary widgets depend Central. There will be one or two primary widgets depending on the workspace these are widgets you can use to perform tasks. There may also be one or more smaller-sized secondary widgets, but normally these are

Related Items Pane
Includes one or more additional widgets for less common tasks; the **Related Item** pane is optional and contains different widgets for each workspace.

Accessing Workspaces and Widgets

Widgets are self-contained components that are used to access specific Kronos® information or tasks. Each workspace in your Navigator can contain multiple task-oriented Widgets, or views into Kronos®, that enable users to complete their most frequent tasks.

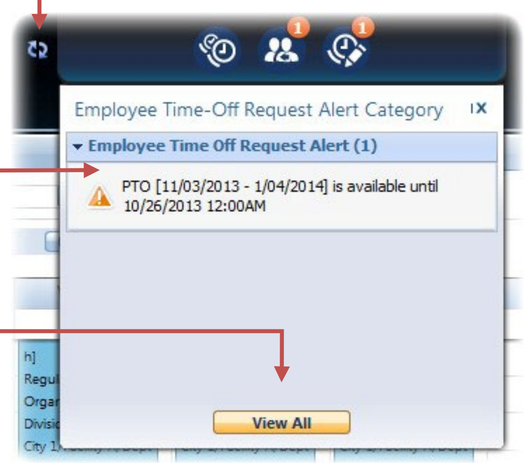
Alerts and Notifications

Refresh
Click the Refresh icon to get immediate updates to your alerts.

Alert Icons
Each type of alert has its own icon. A number in the icon's corner indicates that there are items you should review. (The significance of the number itself depends on the specific alert. Click an icon to view details)

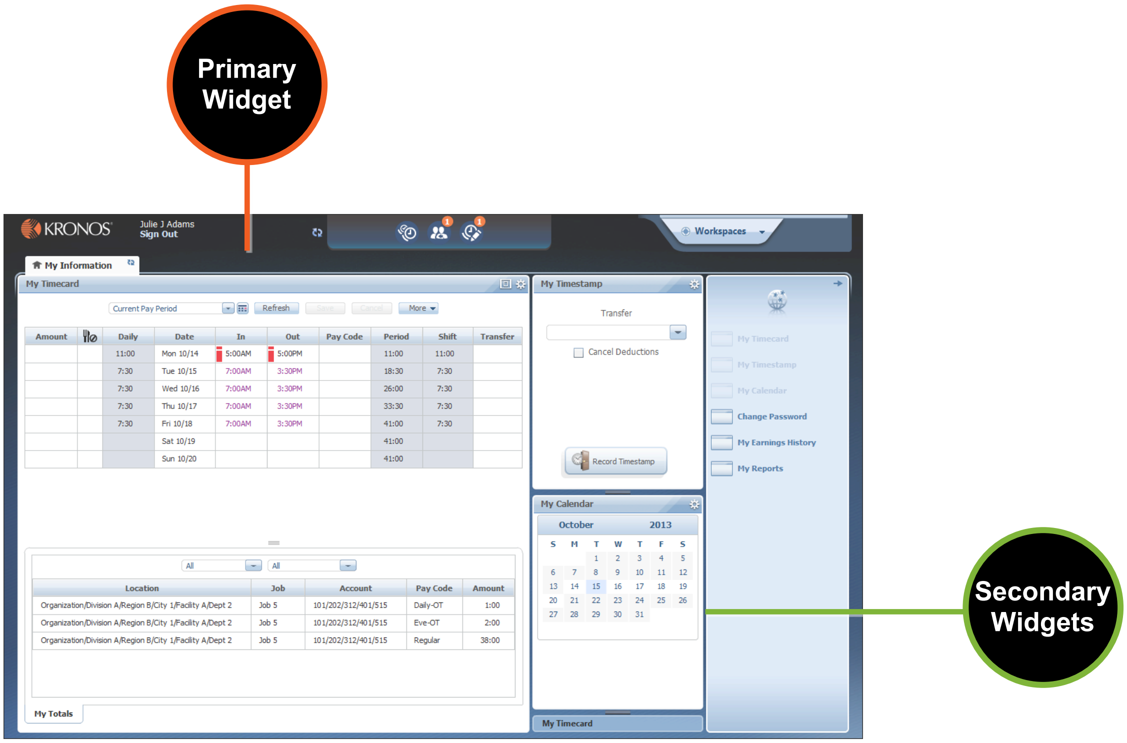
Alert Details
Click an item in the details of an alert to open the relevant widget. You can then take whatever actions are needed in the open widget. Each category may have several subcategories; expand th subcategory to view the alerts it contains

View All
Click View All to open the Alerts and Notification widget, where you can review multiple alerts and their details in a larger work area.



Primary and Secondary Widgets

Workspace layouts vary. All workspaces have at least one primary widget, which is where you do your work. Workspaces can also have one or more secondary widgets that you can choose to promote to the primary position if you need to work in them.

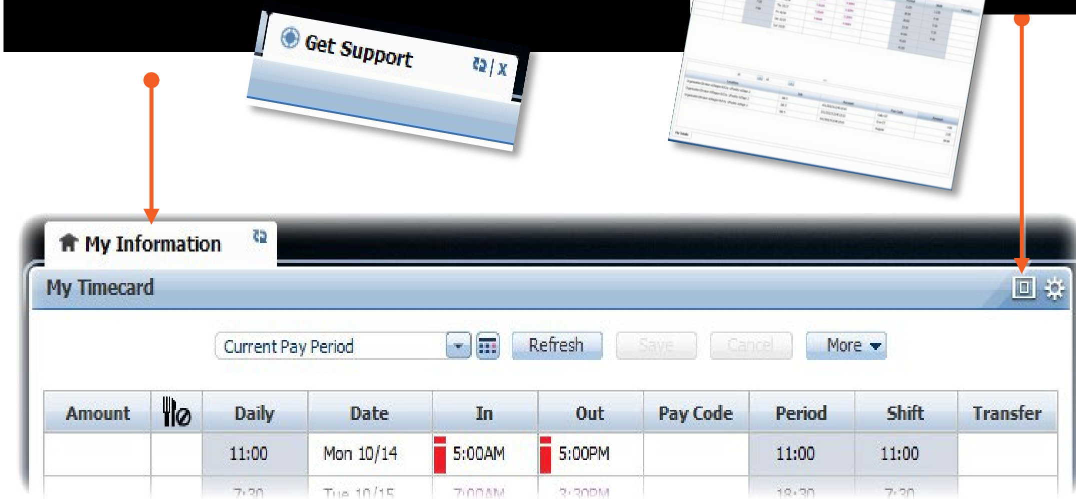


Primary Widget

Workspace Tabs
Eachactive workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view. You must always have at least one workspace open, but you can close any additional workspaces by hovering over its tab and clicking the close (X) button. You can also refresh the data in the workspace by clicking the Refresh icon on the workspace's tab.

Maximize / Restore Icon

Click to expand a primary widget to its maximum size. (This will temporarily take over the entire window.) CClick again when maximized to restore to the original size.



Secondary Widget

Gear Icon
Click to view options for moving the wi
Unavailable options will be grayed out
(For example, primary widgets cannot
Close or **Popout**)

Popout
Select pop out to promote a secondary widget to a primary position.

Close Option
Select close to send a secondary widget
The related items pane.

Usable Secondary Widgets
In most cases, secondary widgets are informational only until promoted to a primar
position. However, some widgets, like **My Timestamp** have functioning parts when in the secondary position.

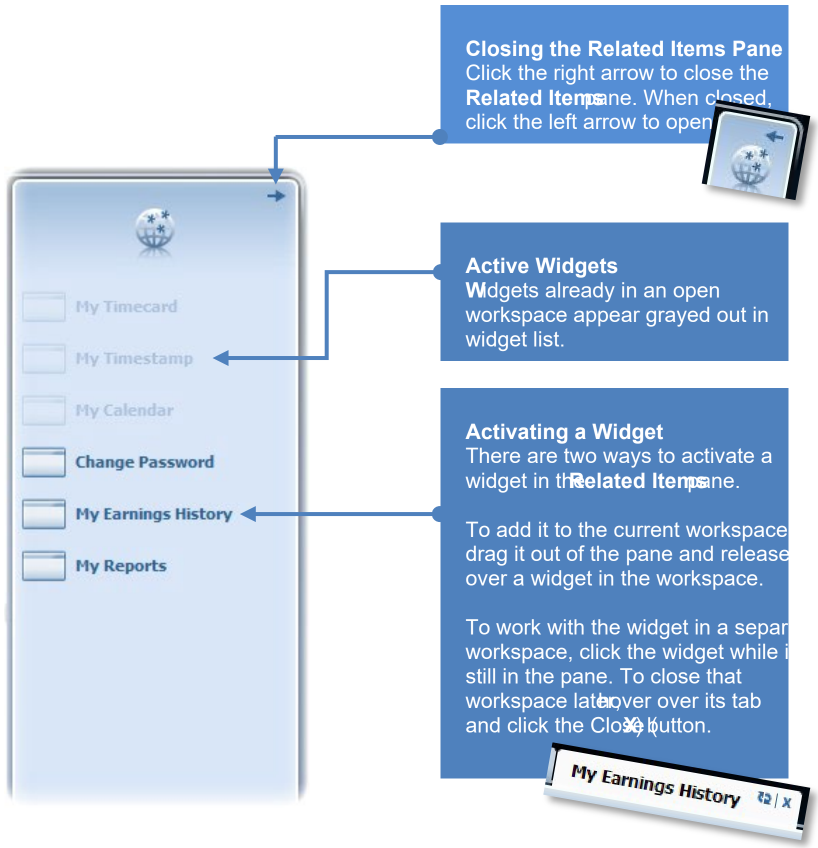
Resize Bar
Click and drag the resize bar to reveal more c
particular secondary widget.

Title Bar
Click and drag a secondary widget title bar to swap its position with another widget, or retu
to the **Related Items** pane.

Related Items Pane

Widgets that are available but not displayed in the selected workspace are accessed via the Related Items pane. They can be clicked/dragged into an open workspace, or double-clicked to open the Widget in a temporary workspace.

Click the arrow in the upper-right corner to open and close the Related Items pane. Use the scroll bar to view additional Widgets with the pane. To retrieve a Widget from the Related Items pane, drag it from the pane into the workspace. Or, to open it in a temporary workspace, double-click it.



Timekeeping Tasks

The following pages will describe what you need to do to manage associates' worked and nonworked hours in an efficient and timely manner.

This section will cover:

- ✓ **Create and edit basic schedules**
- ✓ **Check for missed punches and exceptions**
- ✓ **Manage timecard exceptions (i.e. missed punches)**
- ✓ **Approve time off requests**
- ✓ **Enter non-worked time**
- ✓ **Approve timecards**
- ✓ **Basic reporting**

Create Basic Schedules

Kronos® includes the Schedule Editor, a powerful scheduling tool that helps you schedule worked and non-worked hours. The Schedule Editor presents a timeline view of associate schedules for a defined period.

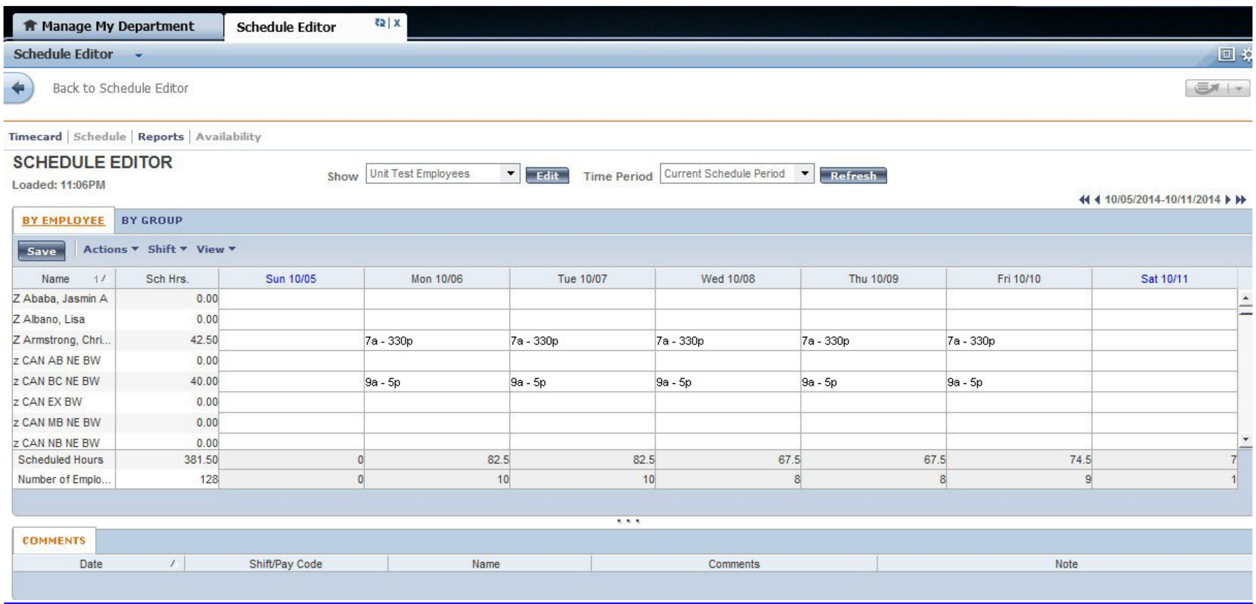
Viewing the Schedule Editor

From the Related Items pane, activate the Schedule Editor widget.

To view the Schedule Outline for one associate:

1. Access the **Schedule Editor**
2. Select an associate
3. From the **View** menu, select **Schedule Outline**.

The schedule outline displays a summary view of an associate's shifts, pay codes and schedule.



Creating Schedules Using Pattern Templates

Schedule patterns let you quickly apply a set of shifts to associates who work the same shifts on a regular basis. A schedule pattern consists of one or more shifts that repeat over a specified time period. When you create schedules for associates who have a schedule pattern, you can add the shift days and times manually or use a predefined pattern template. The pattern template defines the pattern of the shifts' days and times and makes it easier and faster for you to create the associates' schedules.

1. Access **Schedule Editor.**
2. From the **Show** drop-down list, select the specific set of associates. From the **Time Period** drop-down list, select the specific time period.
3. Select the associate who you will schedule using a pattern template. To select multiple associates, hold the **Ctrl** key and click each associate's name.
4. Select **Shift>Add Pattern**.
5. Click **Insert Pattern**.
6. Select a pattern from the list and click **OK**.
7. From the **Work Start Date** drop-down list, specify the date on which the associate(s) starts working the pattern.
8. From the **Pattern Start Date** drop-down list, specify the first date of the work week.
9. From the **End Date** drop-down list, specify the last date the pattern will be effective.
10. Click **OK**.
11. Click **Save**.
12. Click **Ok**.

Creating Schedule Patterns without Pattern Template

If a pattern template does not exist or when it is unique to the person, you can create a schedule pattern manually and apply it to one or more associates as you create it. The application does not save the schedule pattern as a pattern template, so you cannot assign it to associates later. You would need to create it manually again.

1. Access **Schedule Editor**.
2. From the **Show** drop-down list select the specific set of associates. From the **Time Period** drop-down list select the specific time period.
3. Select the associate who you will schedule using a pattern template. To select multiple associates, hold the **Ctrl** key and click each associate's name.
4. Select **Shift > Add Pattern**.
5. Set the **Recurring** field to the correct interval, for example, days or weeks, and the number of days or weeks the pattern repeats.
6. Click the cell of the each day that applies to the schedule pattern. To select multiple days hold the **Ctrl** key and click the appropriate cells.
7. Click **Shift Editor**.
8. Enter the shift start and end times in the designated fields and click **OK.**
9. From the **Work Start Date** drop-down list, specify the date on which the associate(s) starts working the pattern.
10. From the **Pattern Start Date** drop-down list, specify the first date of the work week.
11. From the **End Date** drop-down list, specify the last date the pattern will be effective.
12. Click **OK**
13. Click **Save**.
14. Click **Ok**.

Scheduling a Shift Using In-Cell Editing

You can add a shift by entering the start and end times directly into the date cells in the Schedule Editor.

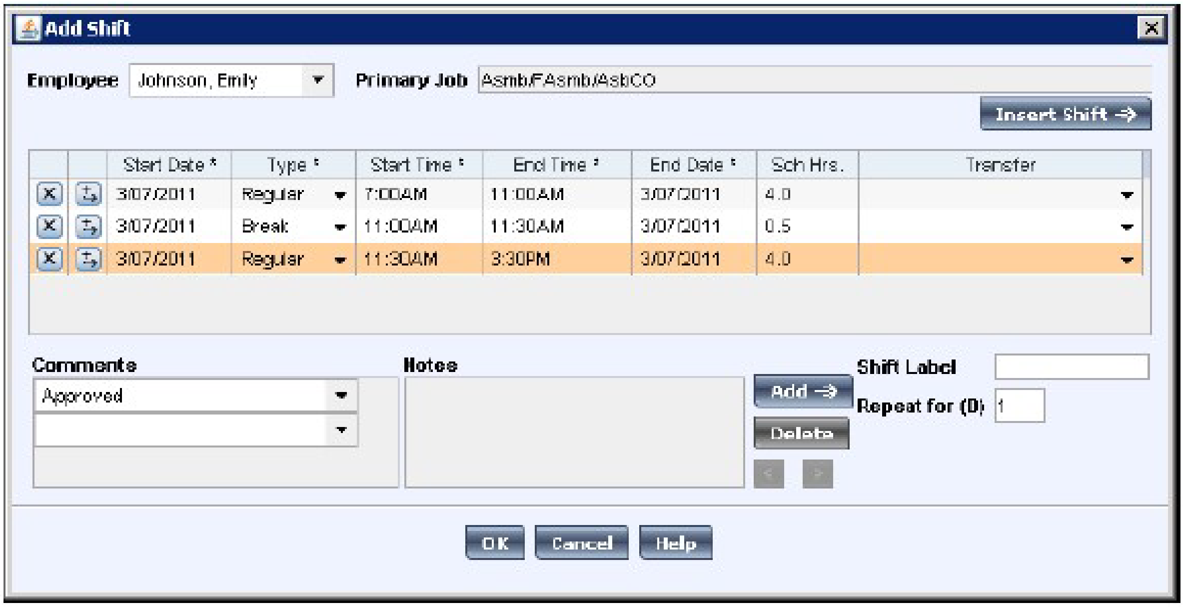
1. Click in a cell in the Schedule Editor 2.
Enter one of the following:
    a. Shift start and end times such as 7-330p.
    b. Shift label

Scheduling a Shift by Applying a Shift Template

1. Click in a cell in the Schedule Editor 2. From
the Shift menu, select Insert Template
3. Select a shift template.

Scheduling a Shift Using the Shift Editor

1. Click in a cell in the Schedule Editor
2. From the Shift menu, right click, and then select **Add**.
3. For each shift segment:
    a. Select a shift type.
    b. Enter the shift start and end times
    c. **Break** should be used if scheduling an associate's meal period. It should not be used to schedule 15-minute breaks. These breaks should not be scheduled in the application.
    d. If the shift type is Transfer or Off, specify a cost center transfer.
4. Optionally, enter a shift label
5. Optionally, select one or more comments



Assigning an Associate to a Schedule Group and Schedule Pattern

1. Access the Schedule Group Multi-Line Genie.
2. Select one or more associates.
3. From the Schedule menu, select **Add to Group**.
4. Select the new schedule group assignment.
5. Enter start and end dates, and then click **OK**.
6. From the Schedule menu, select **Add Pattern**.
7. Enter work start and end dates and specify a pattern.

Scheduling a Pay Code

1. Click in a cell in the Schedule Editor
2. From the **Pay Code** menu, select **Add**.
3. From the **Pay Code** drop-down list, select a pay code.
4. Enter the number of hours or an amount of money.
5. Enter a start time for the pay code.
6. Enter the number of days you want this pay code to repeat.
7. Optionally, specify a job, labor account, and/or work rule transfer.
8. Optionally, select one or more comments.
9. Select the check box if the pay code will replace a shift. Additionally, select an option to specify whether the pay code will replace the entire shift or only a portion of the shift. Clear the check box if the pay code is in addition to the shift.
10. Click **OK**.

Viewing Accrual Balances in the Schedule Editor

Before you schedule non-worked time, confirm that the associate has accrued enough hours. The Accruals option on the Schedule Editor View menu displays the Accruals Reporting Period data with the associate's current and projected accrued time. The balances are accurate as of the last date in the date range.

To view accrual balances:

1. Access the **Schedule Editor**.
2. From the **Show** drop-down list, select the specific set of associates. From the **Time Period** drop-down list, select the specific time period.
3. Click the associate's name.
4. Click **View > Accruals**.

Deleting Shifts from Associates' Schedules

Associates are sometimes unable to work a scheduled shift. When this happens, you need to delete the shift from the associate's schedule to prevent the application from flagging the associate as absent without an excuse.

1. Access **Schedule Editor**.
2. From the **Show** drop-down list, select the specific set of associates. From the **Time Period** drop-down list, select the specific time period.
3. Locate the associate's row and click the cell in the row and under the date that contains the shift you want delete.
4. Select **Actions > Cut**.
5. Click **Save**.

You can restore a deleted shift if it is part of a schedule pattern. Use **Actions>Restore** to insert the original shift into the associate's schedule.

Editing Scheduled Shifts

In the event that you need to change an associate's schedule, it is important to keep the schedules accurate to reduce the number of exceptions that might appear in associate timecards.

To edit a scheduled shift:

1. Access the **Schedule Editor.**
2. From the Show drop-down list, select the specific set of associates. From the **Time Period** drop-down list, select the specific time period.
3. Locate the associate's row and click the cell in the row and under the date that contains the shift that you want to edit.
4. Click **Shift > Edit.**
5. Edit the **Start Time** and/or the **End Time**. Edit the **End Date** if the end time is on another day.
6. Click **OK**.
7. Click **Save**.

When you add and modify schedule data, the application displays your edits but does not save them automatically. You must tell the application to save the data. Prior to saving your data, you can cancel your edits if necessary.

Visual Indicators

When you edit a schedule, the menu option turns orange and an asterisk appears next to it to let you know that your edits are not yet saved. After you save, the visual indicators no longer appear.

Canceling Edits

The application does not save your edits until you tell it to do so. Until that time, you can remove or cancel your edits using the Refresh button. When you click Refresh, the application redisplays the most recently saved information, overwriting all of your unsaved edits.

Saving Edits

When you are satisfied with your edits, you must save them. If you close the associate's schedule before you save the edits, the system will ask you to save or cancel the edits.

Check for Missed Punches and Exceptions

Use Kronos® Widgets to quickly review and monitor associates' time and attendance data in timecards. From a Kronos® Widget, you can open associate's timecards so that you can view and make any adjustments prior to payroll processing.

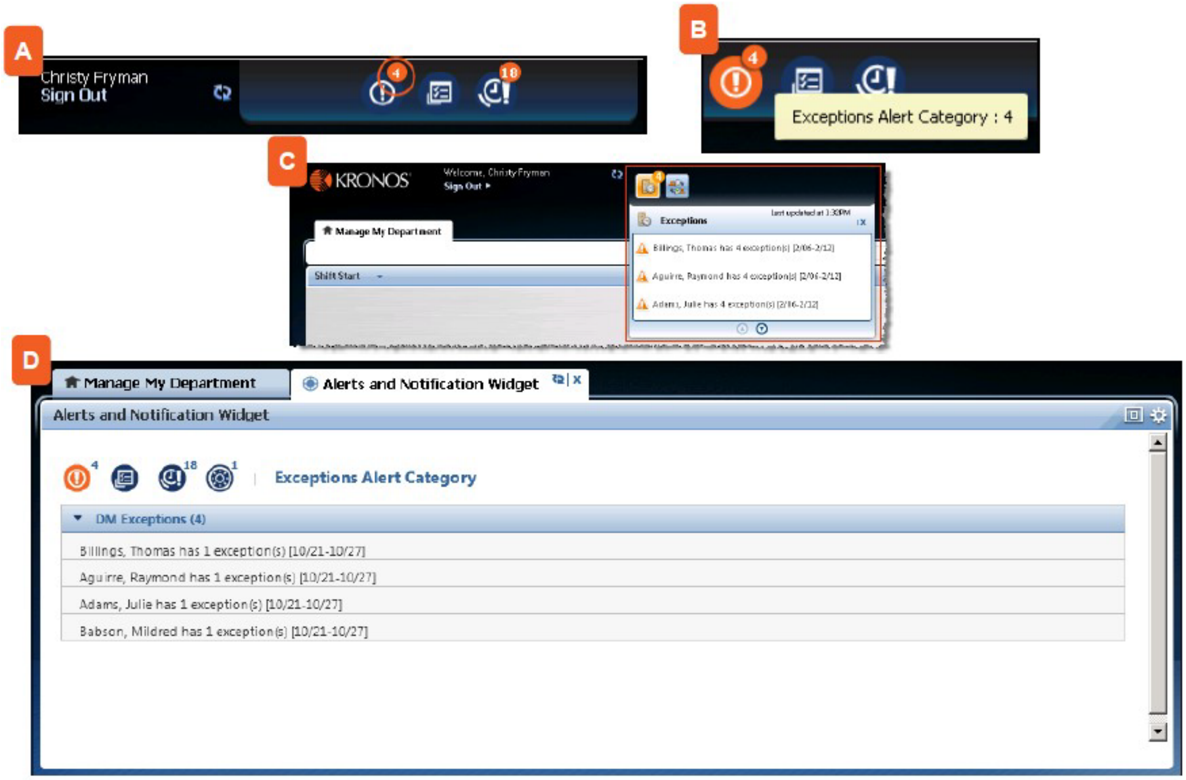
Timecard Exceptions

If an associate triggers an exception, such as a missed punch, early In/Out or late In/Out, the system will flag the entry as an exception. An alert icon will display in your navigator, on the top portion of the screen. Pay particular attention to unscheduled or missed punches.

Reviewing the Exceptions Alert

If an associate triggers an exception (such as a missed punch), the Alert icon in your navigator displays a number corresponding to the number of associates with exceptions, in the top-right corner of the icon. (See graphic A)

Hover over the alert to see a pop-up. (See graphic B.) Click the Alert icon to display a list of your associates' exceptions. (See graphic C.) Click View All to see more details in the Alerts and Notifications widget. (See graphics C and D.) At any time, when you click an associate's name, you are brought directly to the Details view of the Exceptions widget for the selected associate.



Summary View

This view provides an at-a-glance view of timecard exceptions for associates with hourly timecards. Exceptions appear by associate and by exception type. You can access this view by opening the Exceptions directly, or from the Details view using the Summary left-facing arrow. When an associate record is selected, you are brought to the Details view.

Details View

This view is populated only when an associate has an exception. From this view, you can see the dates and exception details, and resolve exceptions using one of the available action buttons. You can also access an associate's Advantage hourly timecard view (click View

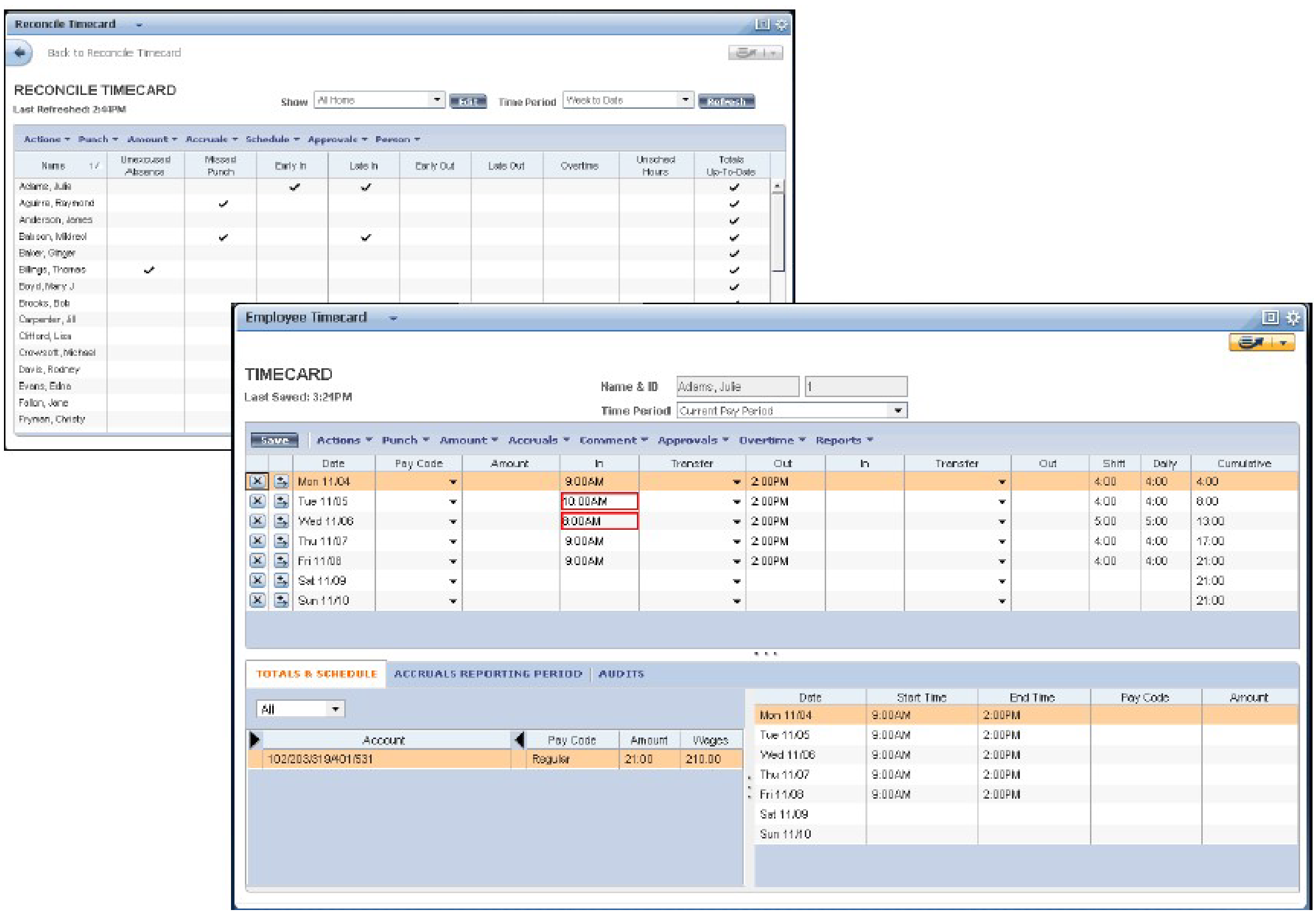
Timecard) and schedule (click Show Schedule). Pay particular attention to unscheduled or missed punches.

Exception Type	Indicator
Unexcused Absence	Date displayed in red text
Early In/Out or Late In/Out	In or Out time text displayed in red text
Missed Punch	In or Out time cell filled with solid red
Reviewed Exception	In or Out time text displayed in green text

Reconcile Timecard

From Reconcile Timecard, select an associate that has a check mark in one of the exception columns (i.e. missed punch). Then access the **Associate Timecard.** (You can access timecards using the right-click shortcut menu, a quick link, or the **Go To** control function. The timecard can also be accessed by clicking on the associate name.

If an associate does not have a check mark in any column, the timecard has no missed punches.



Manage Timecard Exceptions

Adding a Punch

1. In the Details view, click the **In** or **Out** cell.
2. Click **Add Punch**.
3. From the **Insert** list, select a punch type (In/Out or both).
4. Enter punch times and click **Add**. The click **Save**.

Removing a Punch

1. In the **Details** view, if an In or Out punch was entered accidentally, click the punch.
2. Click **Remove** and then click **Save**.

Editing Start or Stop Times

1. In the Details view, click the **In** or **Out** cell.
2. Enter the new time; for example, 3:30P.
3. Click **Save.**

Transferring Time Worked to a Different Cost Center

1. Access the associate timecard. Are you transferring the entire shift or part of the shift?
   a. To transfer the entire shift, enter the start time in the **In** cell.
   b. To transfer part of the shift, enter the transfer time in the second **In** cell.
2. Click the **Transfer** cell. Either select an entry from the list or click **Search** to choose the new job or labor account.

To transfer hours to a different cost center when two or more consecutive transfers appear for the same day, always leave the first **Out** cell empty, and enter the transfer time in the second **In** cell.

When transferring hours to an associate's primary cost center after he or she has worked in a different cost center, be sure to enter the associate's primary cost center in the second **Transfer** cell.

Acceptable Punch Formats

- Enter time in either 12-hour or 24-hour format (1:00P or 13:00).
- Leading and trailing zeroes are optional (0700 and 7 converted to 7:00AM).
- Colons are optional (730 will be converted to 7:30AM).
- AM is assumed for all entries except for 12:00 to 12:59, when PM is assumed.

Acceptable Amount Formats

- Leading zeroes are optional (07 will be converted to 7:00).
- Trailing zeroes should not be used (0700 will be converted to 700 hours).
- Decimal entries are supported (7.5 will be converted to 7:30).
- Colon or decimal is required when entering minutes (for 7 ½ hours, enter either 7.5 or 7:30).

Adding Comments to an Exception

1. In the Details view, select the punch or amount to which you want to add a comment.
2. Click **Comment** and then select a comment from the **Add Punch Comment** list.
3. Click **OK** and then click **Save**.

If a comment is attached to an exception, a balloon icon appears to the right of the punch. Hover your cursor over the balloon to read the comment.

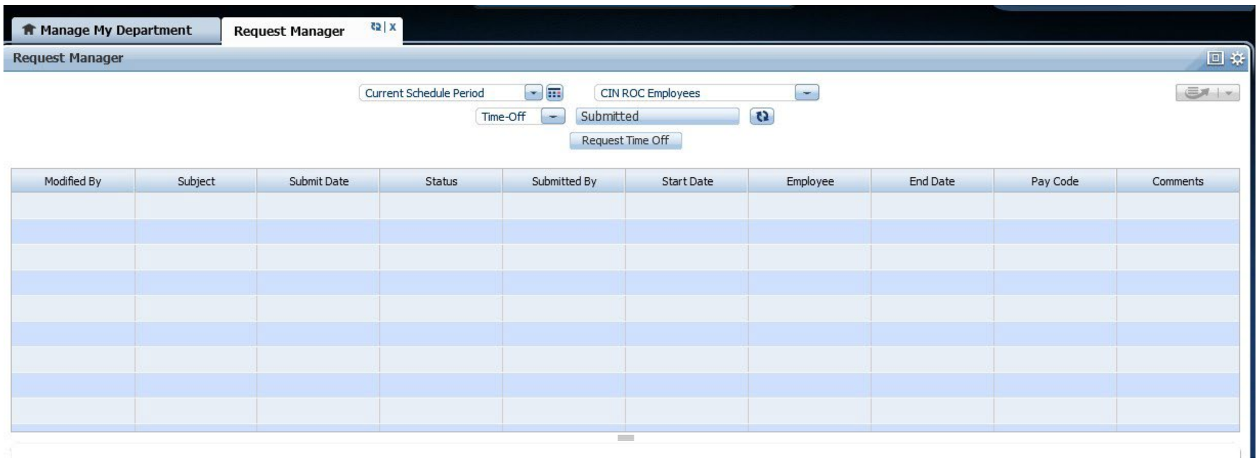
To remove a comment, select the punch with the comment, click **Comment**, clear the check box for the comment, and then click **OK.**

Manage Time-Off Requests

Request Manager

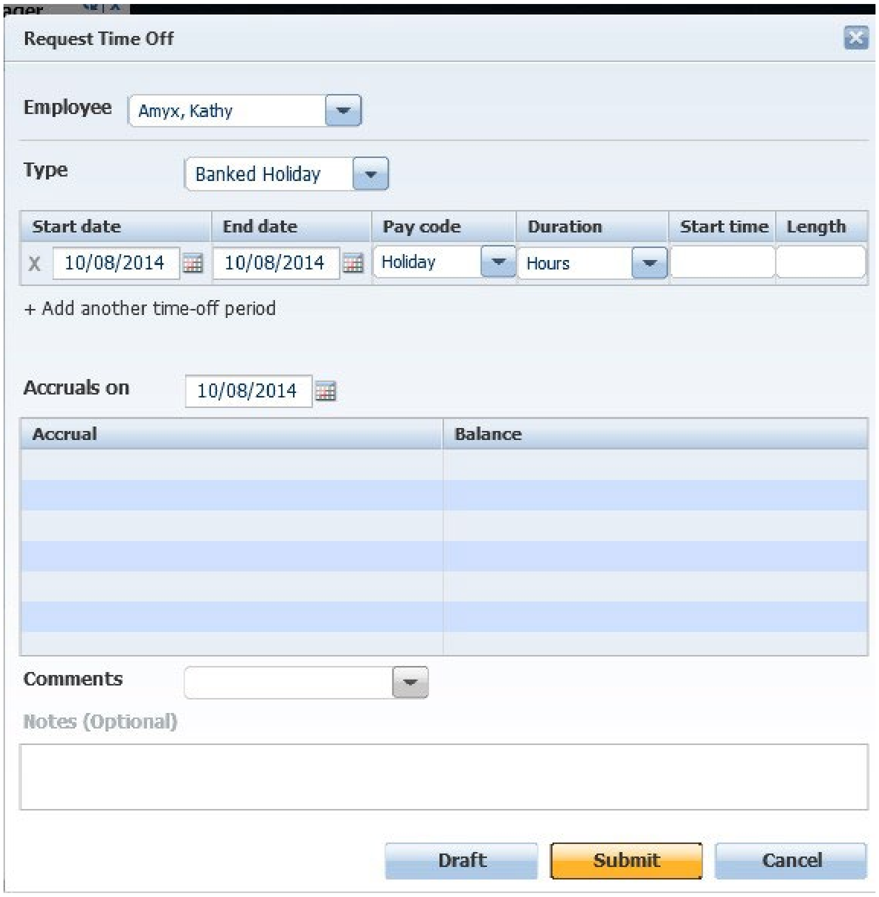
The Request Manager provides a convenient way for associates to submit, retract, and monitor their requests for time off. The form displays accrual balances so that associates can quickly see accrued time. Kronos® forwards the requests to you as the manager.

Request Manager is used to request time off from work or to approve time off requests. Time off requests will trigger the **Time-Off** Box.



To Manage Time-Off Requests

1. Select the associate from the associate drop down list.
2. Select the **Type** of time off being requested (i.e. PTO/Vacation).
3. Select the applicable **Start** and **End Date** for each type of time off request.
4. The **Duration** should always remain in “Hours”.
5. Enter the Start Time (i.e. 8:00 am).
6. Enter the length – which is the number of hours selected for the time off request, (i.e. 8).
7. The **Request Manager** box will display the associate's accrual balances based upon the date of the request.
8. Select **Draft** if you do not want to submit the request.
9. Select **Submit** if you are ready to submit the time off request.
10. The Time Off request will be routed to the associate’s reporting manager for approval.



Enter Non-Worked Time

To make pay code edits in the timecard:

1. In the **Timecard View**, select the drop down arrow in the **Pay Code** cell for the applicable date.
2. Select the applicable pay code from the drop down selection (i.e. PTO).
3. Tab into the **Amount** cell and enter the number of hours associated with the selected pay code.
4. Select **Save.**

Approve Timecards

You will need to confirm that you have reviewed all your associate's timecards and that you believe no additional changes are needed. All of your associates should have applied their approvals. After the timecards are validated, you can apply your approval and check the results. If the approval is successful, Payroll personnel can then start preparing time data for payroll processing.

To approve timecards:

1. From the Pay Period Close Genie, select one or more associates.
2. Select Previous Pay Period
3. Select **Approvals>Approve**.
4. Access **Group Edit Results** and view the **Status** and **Results** columns.

Delegating Manager Authority

It may be necessary to request temporary assistance from another manager for timekeeping and/or scheduling tasks.

Kronos Workforce Central lets you delegate your manager authority to other managers by assigning them access rights to your timekeeping and/or scheduling functions. Other managers can then perform your tasks using their own user names and passwords. This feature helps to keep business processes moving even when you are not there.

Reviewing your Workforce Central Functions

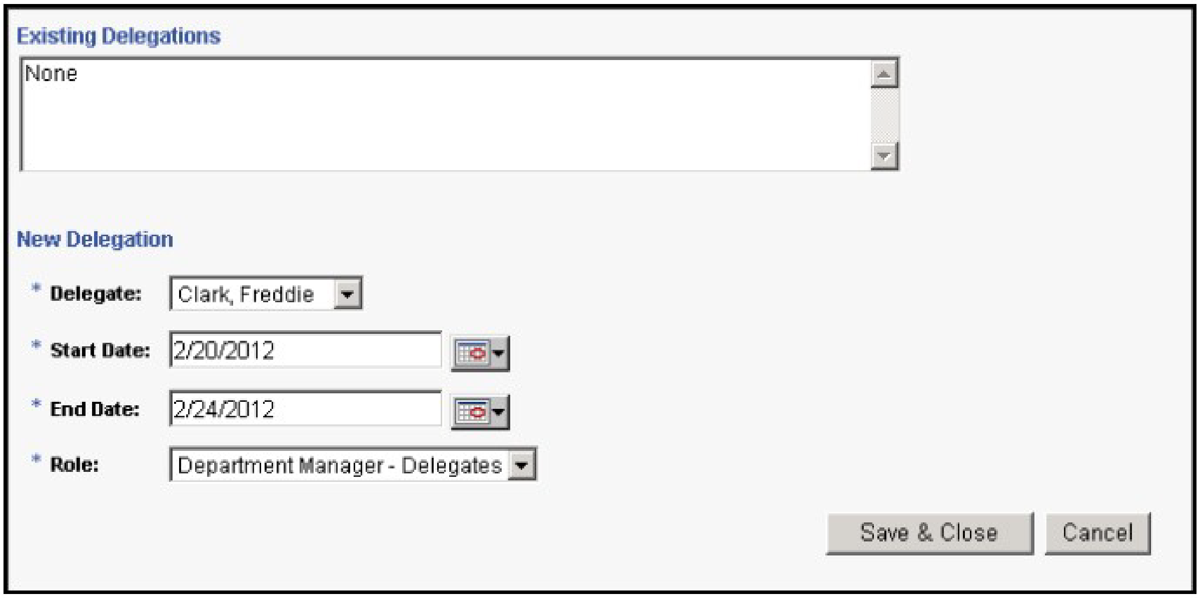
After you identify a situation that requires you to delegate your timekeeping and/or scheduling tasks to other Workforce managers, you should review your Workforce Central Genies, menu options and base group of employees to determine the functions you need other managers to perform.

Requesting Backup Coverage

The Manager Delegation feature lets you request assistance from application users who have an assigned Workforce Manager license (referred to as Workforce manager going forward). You can use this option when, for example, you will be absent for an extended period and want to send a request to another Workforce manager to perform your timekeeping tasks.

To delegate our tasks to another manager:

1. Access **Actions** and then click **Mgr_Delegation**. If other delegation assignments exist, click **Create New Delegation**.
2. From the **Delegate** drop-down list, select the manager to whom you want to delegate your tasks.
3. Select the **Start Date** and **End Date** that encompass the time span for which you need assistance.
4. Select the appropriate **Role** profile that includes the applicable Function Access and Display profiles for the task that you want to delegate to this manager. Contact your Kronos Administrator if the Role profile you require does not appear in the list.
5. Click **Save & close**. The delegation request is sent to the manager-delegate's Request Manager widget.



Manually Canceling a Manager Backup Request

Workforce Central automatically terminates your delegated access rights to the other manager after the end date specified in the request. You may, however, need to cancel a manager backup request before the specified end date. For example, if you return to work earlier than expected and no longer require the other manager's assistance to perform your timekeeping and/or scheduling tasks.

To manually cancel a manager delegation:

1. Access **Actions** and click **Mgr_Delegation**.
2. Select **Remove Existing Delegation**, and then click **Next**.

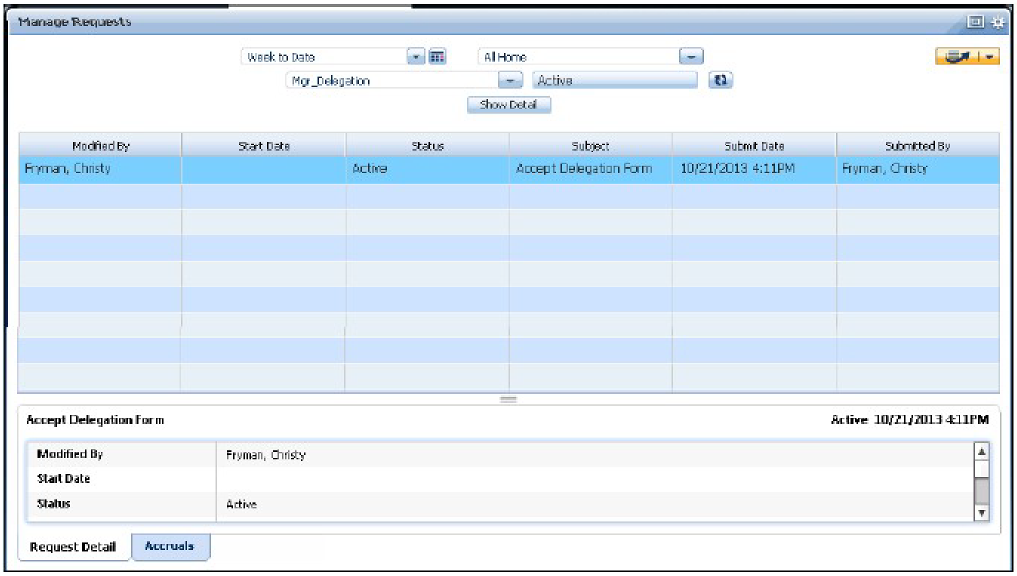
3. Select the manager delegation that you want to cancel, and then click **Delete**.

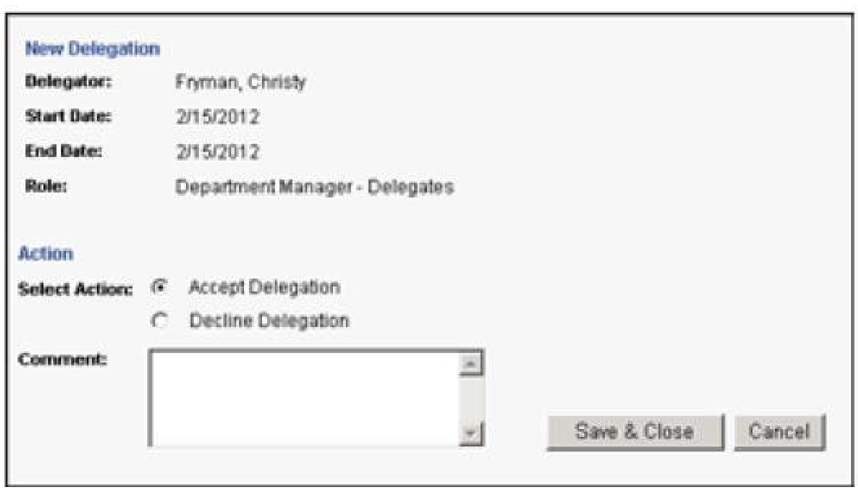
Accepting or Declining a Manager’s Backup Request

When a Workforce manager sends you a request for assistance in performing his or her timekeeping and/or scheduling tasks, Workforce Central automatically sends and alert and places an accompanying task in your Request manager widget. The task specifies the start and end dates, and the role you would assume.

To accept or reject a manager’s delegation request:

1. From the alert, select the delegation request
2. Review the request details. When finished, double-click the task.
3. In the **Select Action** section, select the appropriate option to either accept or decline the delegation request.
4. Optionally, include a message in the **Comment** box.
5. Click **Save & Close**.





Accessing Another Manager’s Workforce Timekeeper Functionality

After you accept a delegation request, Workforce Central provides you access to the functions granted to you on the start date specified in the request. Workforce Central displays a “Switch Role” icon that lets you perform timekeeping and/or scheduling tasks that were delegated to you.

To access tasks delegated to you by another manager:

1. Log on to Workforce Central using your user name and password.
2. Locate the Switch Role icon at the top of the workspace. **Note:** If you do not see the Delegator icon, log off and log back on to Workforce Central.
3. Click on the Switch Role icon. The Switch Role icon displays a list of the delegations you accepted.
4. To display another manager’s Genies, menu options, and base group of employees, select the other manager’s name from the list. Workforce Central will transition to that manager’s functions; and the name of the other manager will appear as part of the Log on name.

Performing Another Manager's Tasks

You can use the Workforce Central functions delegated to you to perform the necessary timekeeping and/or scheduling tasks for the other manager. For example, you can modify schedule shifts for absent employees, or review and approve timecards. All edits you perform are recorded and assigned to your name for audit purposes.

Accessing your own Workforce Timekeeper Functions

After you complete tasks for another Workforce manager, you can easily access your Workforce Central views to perform your timekeeping and/or scheduling tasks. To access your own functions,, click on the Switch Role icon and select **Myself.**

Basic Reporting

Access the report function using the **Reports** widget in the **Related Items** pane.

To run a report:

1. Expand one of the categories and select a specific report.
2. From the **People** list, select a **HyperFind** option. HyperFind will always be "All Home".
3. From the **Time Period** list, select a time span.
4. Click **Run Report**.
5. Click **Refresh Status** until **Complete** appears in the Status column.
6. Click **View Report**.
7. Report will display in a separate window.

To generate a report for one or more associates, select those associates using a Workforce Genie, and then right click and select **Reports**.

To ensure that the report matches your needs, click the report name once and review its description in the workspace.

While viewing a report, you can use the **Search** feature in Adobe Acrobat to locate specific information within a report.

To send a report via e-mail, open the **Share** pane, and then select **Attach to Email**. By default, all standard reports use the Adobe Acrobat Document (.pdf) format.

To print a report, use **Print File** option on the menu to send a report to a local or network printer.

Resources and Support

For General Information

Access **Get Support** through the Kronos® Workforce Central Workspaces Carousel. Users can search for topics that provide additional information regarding the interface

To access **Get Support**

1. Access the Navigator log on page.
2. Log in using your credentials, User Name = EL ID, Password = network password.
3. Access the Workspaces carousel, and then click the Get Support workspace.

Please visit the **HR Solutions** section of the EssilorLuxottica My Personal Desk for additional information and resources including:

- User Guides and Job Aides
- Frequently Asked Questions

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
Alerts	A Navigator can contain one or more alerts configured to notify you when specific events or conditions occur. Because the alert always appears in your Navigator, you'll know immediately if something requires your attention.
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.
HyperFind	A hyperfind is a way within Kronos® WFC that allows an end user to find people who match certain criteria chosen by the end user. A hyperfind query can be configured to bring back a list of associates based upon criteria from one limited factor or many. Hyperfind queries can help end users mold lists or reports into useful information for an organization.
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.
Menu bar	Allows you to perform tasks to selected associates such as editing punches, approving timecards and other common tasks.
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).

Related Items pane	Widgets that are available but not displayed in the selected workspace are accessed via the Related Items pane. They can be clicked/dragged into an open workspace, or doubleclicked to open the Widget in a temporary workspace.
Search tools	Include: • Show field where you can select a specific set of associates • Time Period field where you select the timeframe for which you want to view schedules and timecard data.
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	Widgets are self-contained components that are used to access specific Kronos® information or tasks. Though all wizards have multiple steps, some wizards may have more steps than others.
Workspace	A Navigator can contain one or more workspaces. A workspace is a layout designed to accommodate a specific business need. If a Navigator has more than one workspace, one will be configured as the default or "home" workspace.
Workspaces carousel	If a Navigator is configured to include more than one workspace, all workspaces other than the home workspace are listed in the Workspaces carousel. You can display additional workspaces in your Navigator by selecting them in the Workspaces carousel.
Workspace tabs	When a workspace is displayed in the Navigator, it will have an associated tab. You can use the workspace tabs to switch between or to close displayed workspaces.