



Working with Project Timecards

This job aid explains how you can add time to a project timecards.

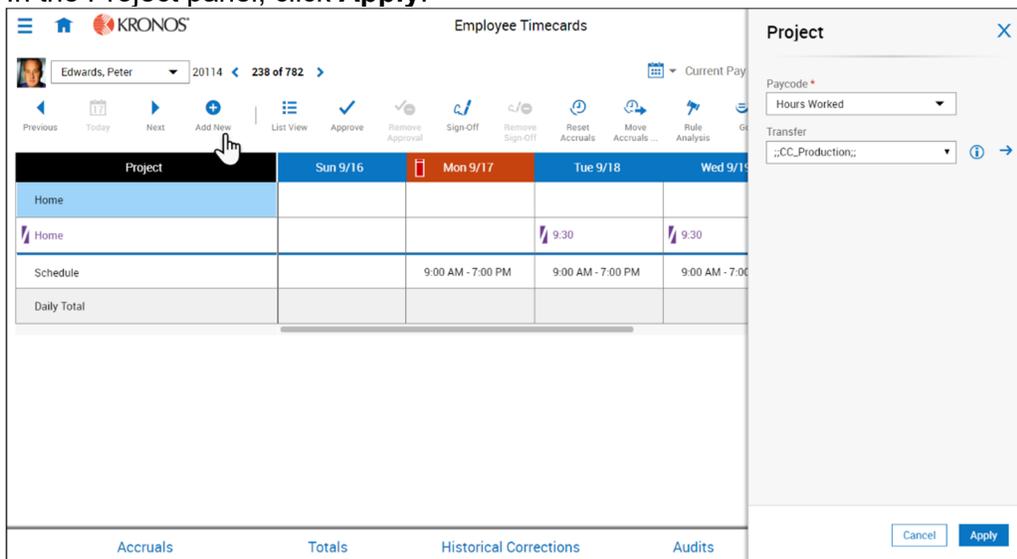
About Project Timecards

- The project timecard is used by employees who charge time to projects and/or paycodes instead of entering precise in and out times.
- A project is the consolidation of paycode and a transfer. A project always uses the Hours Worked paycode with or without a transfer. You can also enter a paycode instead of a project.
- In the timecard, projects appear above the blue line and paycodes appear below the blue line.

To add a project:

Table view

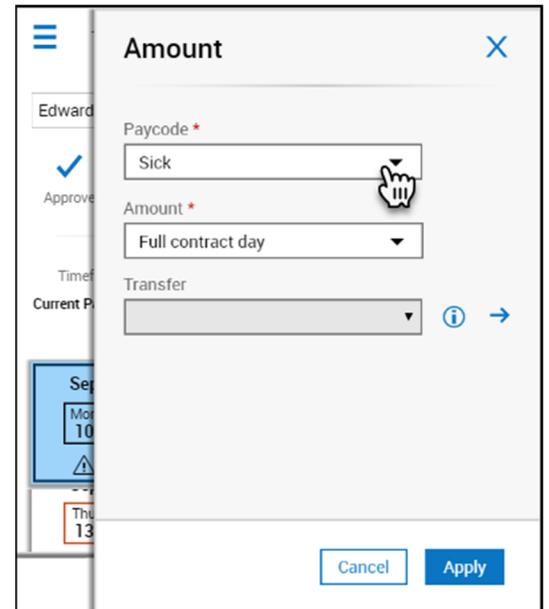
1. Click **Add New**.
2. In the **Project** panel, select the paycode from the **Paycode** drop-down list.
3. If necessary, select a transfer from the **Transfer** drop-down list or click the arrow to open the **Transfer** panel, where you can select a business structure, work rule, cost center or labor category. When finished, click **Apply**.
4. In the Project panel, click **Apply**.



The screenshot shows the Kronos Employee Timecards interface. At the top, there is a navigation bar with the Kronos logo and the title 'Employee Timecards'. Below this, there is a user profile section for 'Edwards, Peter' with a dropdown arrow and a '20114' ID. To the right, there is a 'Current Pay' dropdown. A toolbar contains various icons for navigation and actions: Previous, Today, Next, Add New (highlighted with a mouse cursor), List View, Approve, Remove Approval, Sign-Off, Remove Sign-Off, Reset Accruals, Move Accruals..., Rule Analysis, and a gear icon. Below the toolbar is a table with columns for days: Sun 9/16, Mon 9/17, Tue 9/18, and Wed 9/19. The table has rows for 'Project', 'Home', 'Schedule', and 'Daily Total'. The 'Project' row is currently empty. To the right of the table is a 'Project' panel with a close button (X). It contains a 'Paycode' dropdown menu with 'Hours Worked' selected, and a 'Transfer' dropdown menu with ';;CC,Production;;' selected. At the bottom of the panel are 'Cancel' and 'Apply' buttons. At the bottom of the main interface, there are tabs for 'Accruals', 'Totals', 'Historical Corrections', and 'Audits'.

List view

1. Select a day.
2. In the employee detail panel, click **Add Project**.
3. In the Project panel, select the **paycode** from the Paycode drop-down list.
4. If necessary, select a transfer from the **Transfer** drop-down list or tap the arrow to open the **Transfer** panel, where you can select a business structure, work rule, cost center or labor category. When finished, click **Submit**.
5. In the Project panel, click **Apply**. In the employee detail panel, click **Save**.



To edit a project:

Table View

If you have charged time to a project and need to apply the time to a different project:

1. Right-click the project name.
2. In the Project Actions glance, click **Edit**.
3. In the Project panel, select the new paycode and, as needed, a transfer.
4. Click **Apply**.

To change the amount charged to a project:

1. Right-click the amount, and in the **Paycode Actions** glance, click **Edit**
2. In the **Amount** panel, enter a new amount or select a symbolic value.
3. Optionally, you can select the Override Accruals Days check box and enter the accrual code.
4. Click **Apply**.

When changing paycodes, note the following:

If a paycode is changed to another paycode that is already in the week, the paycodes combine as long as the new amount entered is not on a day that the previously entered paycode has an amount.

To delete a project:

1. Right-click the project name.
2. In the Project Actions glance, click **Delete**.

To move paycode amounts:

Depending on your access rights, you can:

- Move time or money from one paycode to another
- Change the account against which the time was charged

To move a paycode amount:

1. On the **Totals** tab, right-click a paycode.
2. On the **Totals Actions** call-out, click **Move Amounts**.
3. Enter or select the appropriate information in the **From** and **To** sections.
4. Optionally, enter the labor category or job to which is being charged.
5. To add a comment, click the **Comments** icon.
6. Click **OK**.