

## What's New in Kronos iSeries Central Version 6

### New HTML Web-Based User Interface Option

Kronos® iSeries Central introduces a new suite-wide HTML web-based user interface for all Kronos iSeries Central role-based users. In previous versions, the only HTML-based options available were for manager and employee users. The new HTML web-based user interface adds a new and improved look to the Kronos iSeries Central application across the entire suite. Features of the new user interface include dropdown menus, hover-over features, and streamlined navigation throughout the application. The HTML web-based user interface leverages the existing technology framework of the IBM® iSeries® operating system utilizing the Apache server so that no additional hardware components or servers are required.

Benefits of the new HTML web-based user interface include a new look, feel, and navigation. No applets are needed, nothing needs to reside on the client except the browser, and there is no need for any third-party software.

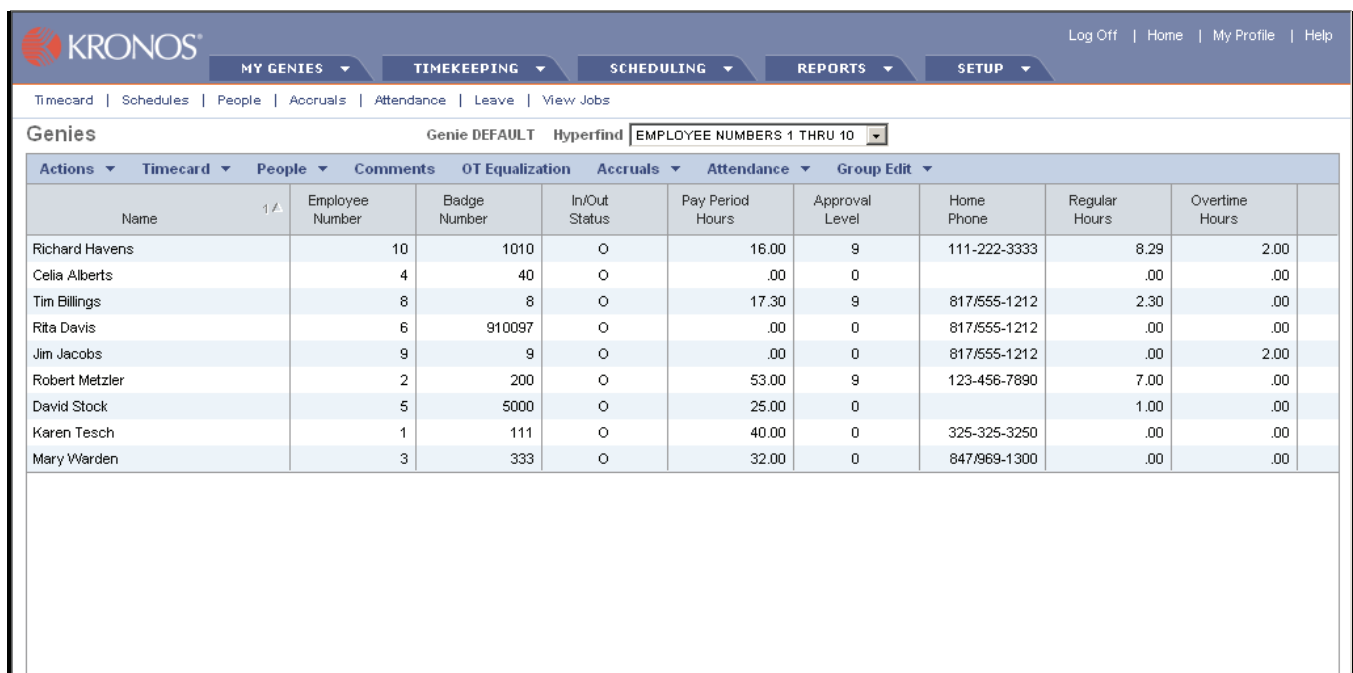
It is important to note that JWALK GUI is no longer supported by or sold in Kronos iSeries Central version 6 and that the Kronos application can be deployed in one of two ways: the 5250 Green Screen or the new HTML web-based method.

### Kronos iSeries Central language localization

Language localization allows users to customize and modify all phrases/text within the application. This feature also allows organizations to expand time management to other countries, which can accommodate multiple languages. (French and Spanish will be available with the Kronos iSeries Central 6 in service pack 2.)

### “My Profile” settings in web access

“My Profile” option was added for users who access the application via the web. From “My Profile,” users can change their password, as well as the language, default logon function, default Genie, and default HyperFind.™



KRONOS											
Log Off   Home   My Profile   Help											
MY GENIES   TIMEKEEPING   SCHEDULING   REPORTS   SETUP											
Timecard   Schedules   People   Accruals   Attendance   Leave   View Jobs											
Genies											
Genie DEFAULT Hyperfind EMPLOYEE NUMBERS 1 THRU 10											
Actions   Timecard   People   Comments   OT Equalization   Accruals   Attendance   Group Edit											
Name	Employee Number	Badge Number	In/Out Status	Pay Period Hours	Approval Level	Home Phone	Regular Hours	Overtime Hours			
Richard Havens	10	1010	O	16.00	9	111-222-3333	8.29	2.00			
Celia Alberts	4	40	O	.00	0		.00	.00			
Tim Billings	8	8	O	17.30	9	817/555-1212	2.30	.00			
Rita Davis	6	910097	O	.00	0	817/555-1212	.00	.00			
Jim Jacobs	9	9	O	.00	0	817/555-1212	.00	2.00			
Robert Metzler	2	200	O	53.00	9	123-456-7890	7.00	.00			
David Stock	5	5000	O	25.00	0		1.00	.00			
Karen Tesch	1	111	O	40.00	0	325-325-3250	.00	.00			
Mary Warden	3	333	O	32.00	0	847/969-1300	.00	.00			

Kronos iSeries Timekeeper Genie view via the web-based HTML license

## Daily Processing

### Effective date functionality for pay rates

A new effective date feature was added to “Multi-Level Rate Maintenance” that allows users to specify the date a particular rate is to be applied.

### New daily method for standard hours

A new method has been added to the Standard Hours feature configured in the People Editor option. The new setting (D for daily) will allow standard hours to be spread across each day rather than putting one lump sum amount on one day. In addition, days of the week can be excluded from having hours, to accommodate nonstandard workdays such as weekends.

### New function to allow more flexibility for biometric devices

A new feature has been added to the People Editor that allows users to override the requirement to have employees enrolled for biometric validation when they are punching a biometric clock. This allows employees who are unable to enroll at a biometric device, for whatever reason, to still use the device to perform transactions.

### New “Manual Pay” option in Time Editor

A new manual pay (P) option was added to the Time Editor on the screen that shows the time records. The new option allows users to process the selected records in a manual post batch with a new Manual Post option and have them sent to payroll to aid in the creation of a manual check, before the normal posting period runs. New settings in the manual post function allow control over how manually paid time is handled in Time Editor.

## Payroll Processing & Interface

### New “Manual Pay Period Post” option

A new “Manual Pay Period Post” option was added that allows users to process the selected records in a manual post batch and have them sent to payroll to aid in the creation of a manual check, before the normal posting period runs.

### Enhanced Manual Posting report information

The Pay Period Pre-Post Pay, Period Post, and Punch Detail reports have been enhanced to break out the Manually Posted totals; the records that are manually posted and processed (\*MP) now have one total; and the records that are manually posted but not yet processed (\*RP) are totaled separately.

## Genies

### “My Favorites” and “My Genies”

The configuration of “Favorites” has changed and now includes functions (menu access), commands (Green Screen access only), and URLs (web access only). In previous versions of the application, Genies were included with Favorites, but in version 6.0 Genies have been separated from “My Favorites” and are now placed in the “My Genies” area.

### Improved Genie navigation

Once an employee or group of employees is selected from the Genie list, users have the ability to navigate between functions utilizing the same employee selections.

Name	Employee Number	Badge Number	In/Out Status	Pay Period Hours	Approval Level	Home Phone	Regular Hours	Overtime Hours
Richard Havens	10	1010	O	16.00	9	111-222-3333	8.29	2.00
Celia Alberts	4	40	O	.00	0		.00	.00
Tim Billings	8	8	O	17.30	9	817/555-1212	2.30	.00
Rita Davis	6	910097	O	.00	0	817/555-1212	.00	.00
Jim Jacobs	9	9	O	.00	0	817/555-1212	.00	2.00
Robert Metzler	2	200	O	53.00	9	123-456-7890	7.00	.00
David Stock	5	5000	O	25.00	0		1.00	.00
Karen Tesch	1	111	O	40.00	0	325-325-3250	.00	.00
Mary Warden	3	333	O	32.00	0	847/969-1300	.00	.00

Kronos iSeries Central v6.0 Genies – “My Favorites” and “My Genies®”

## Utilities Security

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### New labor level set definitions and security

Users can now define the valid combinations of labor levels that will be allowed for employees on time records. Security has been added to control the labor level set combinations users can access, as well as which combinations are valid for a given employee. Additionally, the security setup allows you to specify which users can override labor level set combinations for employees.

### New labor level set combination assignment

When defining a “Labor Level Set Profile,” users can now designate a single labor level category (1–7) that will be used to automatically retrieve the first labor level combination that contains a value entered for that category. In any situation where the system prompts for labor level values, whether within an option or at a device, all the user would need to supply is the designated labor level value, and the system will automatically retrieve the other values defined for the set.

### Functional access profile

A new “Functional Access Profile” option was added to user profiles within “Utilities and Security.” The Function Access profiles control what the different types of users, hourly employees, salaried employees, managers, and IS specialists can see and do in each area of the Kronos iSeries Central application. The Function Access profile enables you to customize these access requirements and replaces group profiles in previous versions of the application. All Function Access Profiles settings can be overridden at the user profile level if necessary.

### Navigational access profile

A new “Navigational Access Profile” has been added to user security for the new HTML web-based user interface. The navigational access profile settings determine the order in which the information will be displayed in the pull-down tabs and menus.

### New function to define “home” and “not home” rates

A new feature has been added to “Pay Rate Profiles” that allows you to designate a labor level category to monitor for non-home exceptions, and when that exception occurs: pay an alternate rate rather than the employee’s home rate. This is accomplished

by defining a secondary rate retrieval method in the “Pay Rate Profile.”

### Comment required setting

A new flag was added to the functional (security) access profiles that will control whether a comment is required when adding or changing employee time records.

### Expanded use of “restrict to base comments”

The ability to prevent ad hoc comments and only allow the use of comments defined in the base comments file has expanded to Kronos iSeries Accruals, mass entry, and Kronos iSeries Employee.

### New parameters to control user access in people editor

New parameters have been added to the People Editor function (within function access profiles) to control whether users have the ability to add or delete employees in People Editor. Also, the ability to access the accruals information section in People Editor has been added to the function access profiles.

### Cancel meal penalty setting in user profiles

If using the “Meal Penalty” block rule, you now have the ability to control access to “Cancel a Meal Penalty” in Time Editor using the setting in the timecard function.

## Setup Maintenance

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### Delimiter character for displaying combined labor levels

A new setting was added to the “Company” setup that allows a delimiter character (comma, period, slash, etc.) to be defined when displaying multiple Labor Level category values as a combination.

### Web access settings

Security for web access has been enhanced to allow organizations to optionally tie user passwords to the IBM operating system passwords and rules settings. Web access settings are available and configured within “Company Maintenance.” Settings that were added include “Require OS Userid” and “Enforce OS Password Rules.”

## New optional preliminary warning message for certification expirations

A new optional preliminary message has been added to the certifications definition that can be displayed prior to the certification expiration warning message.

## Setup — Pay Rules

### New designation for rest period processing

When defining a “Rest Period” pay period rule block, users can now designate to start the rest period when an employee starts receiving overtime during a shift, rather than at the end of the shift.

### New worked and nonworked holiday settings for birthdays

New functionality has been added to the rules for worked and nonworked pay to allow you to apply holiday rules on an employee's birthday.

### New employment tenure eligibility for worked and nonworked holidays

Holiday Worked and Holiday NonWorked now have the ability to determine employees' eligibility for holidays based on how long they have been employed.

### Meal penalty rules enhanced for legal and union requirements

Several new configuration fields were added to the “Meal Penalty” block to help with legal and union requirements:

- **Maximum Penalties per Week** — Resets on the day specified in the “Overtime Definition” block for “Start Day of Week.”
- **Can Penalty Be Cancelled** — Allows users to cancel one penalty per record, as long as the user has access in security to cancel meal penalties. If the time record qualifies for two meal penalties, only one can be cancelled with this flag.
- **Use Actual or Rounded Time** — Applies both to elapsed time for intervals to determine if meal is taken on time and to length of meal taken.

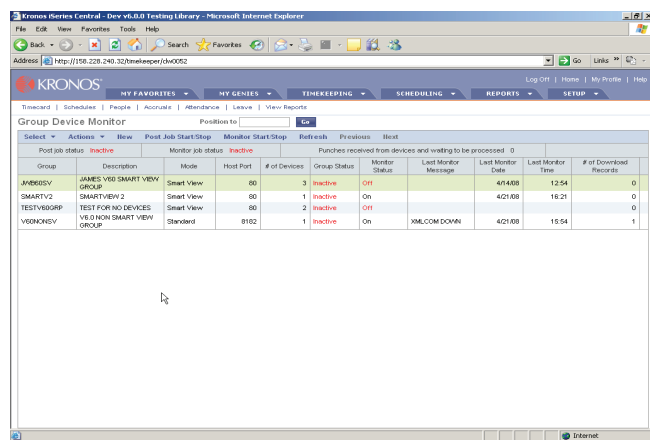
- **Use Secondary Intervals after a Meal Taken** — Once an employee has taken his or her first meal, prior to the primary interval requirement, determines whether the system should still base penalty requirements on primary penalty configuration or whether secondary requirements should now be considered.
- **Maximum Shift Hours before Second Penalty** — Must be greater than or equal to the combined amount for primary and secondary intervals.
- **Penalty Amount** — Shows the number of minutes applied for full penalty.
- **Minimum Shift Hours before Penalty** — Shows required number of hours an employee must work to qualify for meal penalty.
- **From Primary or Beginning of Shift** — Determines the reference point for secondary interval, where “Primary” will calculate the interval from the time of the primary meal penalty and “Shift” will calculate the interval from the beginning of the shift.
- **Count Interval from Begin Shift/Total Hours Worked** — Determines whether time an employee was clocked out for a primary meal or breaks should be included or excluded when calculating interval for secondary penalty.
- **Interval before Penalty for Early Meal** — Allows user to specify whether employee must work a minimum amount of time before a break qualifies for the primary or secondary penalty.

## Time Clock Communications

### 4500 communication monitoring

A new “Group Device Monitor” option has been added to the communications selection screen to replace the “Ethernet Group Maintenance” program. The communications monitoring program allows users to monitor 4000 series communications using a communication dashboard, which provides details such as job start and stop, host port, group status, last message

information, monitoring date and time, and record download information. This function allows email alerts to be sent when a potential problem is encountered, such as a clock not communicating to the server for an extended period of time. The 4000 series monitoring program provides organizations with the tools they need to better manage communications, allowing you to be proactive instead of reactive when there is a problem with the 4000 series terminals, which can result in lost punches and downtime. *NOTE: The monitoring option is only available for 4500 terminals.*



Kronos iSeries Central "Group Device Monitor" option in communications

## Improved time clock communications configuration setup

The "Time Clock Communications" maintenance programs have been relocated and modified to simplify device configuration. In previous versions of the application, the configuration fields needed for each of the different types of devices were combined, therefore making it hard for users to know which configuration fields were applicable to each device type. Now, with the improved communications setup, users will be prompted to enter the device type, and, based on the clock selected, the configuration screens will display only those configuration fields that apply to that clock type.

## New parameter for biometric clocks

A new parameter has been added to the "Time Clock Maintenance" option that allows you to require employees to have their fingerprints enrolled before using a clock that requires biometric verification.

## New daylight saving time parameters

There are now flags in a clock's definition that control whether punches are adjusted in the spring, when DST begins, and in the fall, when DST ends.

## Discontinued support for Intermec terminals

Support for Intermec terminals will no longer be available in the Kronos iSeries Central v6.0 release. Intermec terminals will have to be replaced with Kronos 4500™ terminals.

## Reports

### New hours totals for wage analysis report

The Wage Analysis report now includes a total of employees' hours. Previously, the report only included the total gross monetary wages for each employee.

### New monetary adjustment report

A new report for monetary adjustments was added to base reports.

## Kronos iSeries Absence Management

### Kronos iSeries Accruals, Attendance, and Leave bundled into the new "Kronos iSeries Absence Management" offering

Absence management is truly a combination of accruals, attendance, and leave tracking, and therefore we have rolled the individual modules into one offering called "Kronos iSeries Absence Management."

## Kronos iSeries History

### Kronos iSeries history module now included in Kronos iSeries Timekeeper

The Kronos iSeries History module is now included as part of the base Kronos iSeries Central application and will not be sold separately. This means that all Kronos iSeries Timekeeper base reports can be run for the current pay period or for previous pay periods without having a separate module.

### Select, pull back, and edit history records option relocated

With Kronos iSeries History now being included as part of the Kronos iSeries Timekeeper application, the "Select, Pull Back, and Edit History Records" option has been relocated to the "Payroll Processing & Interface" menu.

### "Post edited history records" option relocated

With Kronos iSeries History now being included as part of the Kronos iSeries Timekeeper application, the "Post Edited History Records" option has been relocated to the "Payroll Processing & Interface" menu.

## Kronos iSeries Employee

### Kronos iSeries Terminal Entry and Activities Terminal Entry now incorporated into the Kronos iSeries Employee Module

To streamline employee self-service, Kronos iSeries Central has incorporated Kronos iSeries Terminal Entry and Activities Terminals Entry functionality into the Kronos iSeries Employee Module.

## Kronos iSeries Gaming

### New user interface for maintenance options involving labor level combinations

The user interface for options involving labor level combinations has been enhanced for increased usability and flexibility. Labor level combinations can now be easily and quickly defined and maintained through flexible default values, intuitive data layouts, and ongoing summary views of defined combinations. Areas in the application that are affected include Daily Processing > Multi-Level Rate Maintenance, Gaming > Tip Compliance Rate Maintenance, Gaming > Token Pool Assignments, Setup Maintenance > Shift Assignments and Utilities and Security > Labor Level Set Profile Maintenance.

### Enhanced shift code processing

A new option, "Shift Assignments," was added to "Setup Maintenance." "Shift Assignments" allows users to configure the application so that the shift code value retrieved for a time record during the totalization process can be by labor-level combinations, and the resulting shift code value is stored on any resulting monetary adjustment records. This allows for a single time record that overlaps multiple shifts in order to produce multiple monetary adjustment records, one for each shift that was overlapped.

### Enhanced security and usability for token pool maintenance/processing

The Token Pool options have been combined into one menu option for usability. New security options have been created

to control access to functionality within the Token Pool Maintenance/Processing option in order to allow for different job responsibilities.

### Allow for token pool committee member amounts

Committee member amounts can either be entered directly to employees who are on the committee, or be entered to a nonemployee committee amount, which also would reduce the total allocated to the employees when processing tokens. The token pool screen was changed to show the gross and net amounts due to the committee portion.

### New Time Editor security settings for token pool assignments and manual posting option

New security flags were added to control whether users have the authority within the Time Editor to cancel token pool assignments and/or use the new Manual Posting option.

### Allow for token pool adjustment of time or monetary amounts

Adjustments to a token pool in the form of direct monetary amounts, or amounts of time to be included in the distribution calculation, can now be entered for a token pool. Additionally, the adjustments may be labeled with a user-defined adjustment reason code to identify the nature of the adjustment. The token pool screen was changed to show the gross and net amounts due to the token pool adjustments.

### New one-tenth hour rounding method for token pool allocations

When defining a token pool in the Token Pool Maintenance/Processing option, you can now specify one-tenth hour rounding for a token pool. This allows the system to round partial amounts of time to the nearest one-tenth hour when allocating employees' time for token pool distribution calculations. Previously, rounding was available to the nearest hour.

### New "even" method for token pool distributions

When defining a token pool in the Token Pool Maintenance/Processing option, you can now specify "Even" as the method for token pool distribution. This allows the system to override

all other allocation settings when calculating the token pool distributions and give each participating employee an equal amount of the pool.

### **New token pool assignments by percentages**

A new percentage field has been added to the Token Pool Assignments option to allow you to configure a percentage to be applied to an employee's time that would be included in a token pool. Previously, the inclusion of time in a token pool was based solely upon the designated labor level combination, and it was assumed to be 100 percent. Now, in addition to the labor level combination, you can designate what percentage of the qualifying time would be included in the token pool distribution calculation.

### **New "optional" designation for skills/certifications**

A new "optional" designation has been added to the Skills/Certifications processing to allow you to define job codes as having a minimum number of optional skills or certifications. Previously, skills and certifications were either required for a job code or not. This new feature allows you to designate multiple skills and certifications for a job code, as minimally required.

### **New token pool definition parameter for processing terminated employees**

When defining a token pool in the "Token Pool Maintenance/Processing" option, you can now specify whether time for terminated employees will be included in the distribution calculations. Previously, terminated employees were automatically excluded from the calculations.

### **New token pool definition parameter for adjusting monetary amounts**

When defining a token pool in the "Token Pool Maintenance/Processing" option, you can now specify whether fractional amounts of the token pool allocation should be truncated so the allocation is in whole monetary amounts. Fractional amounts will be accumulated and optionally carried forward into the next period's token pool, depending on the setting of the "Carry Forward" field. Example: \$258.32 would adjust to \$258.00, and the 32 cents could simply be noted on the processing report or automatically carried forward to the next token pool.

### **New hours adjustment field added to token pool summary display**

If a token pool has any hours adjustments, the total of those adjustments is now shown on the Token Pool summary display. Previously, you had to display the details for the token pool to see any hour adjustments.

### **New rounding methods added for token pool processing**

The rounding method for token pool processing that supports rounding to partial portions of the hour has been expanded to support one-quarter hour and half-hour rounding. Previously, this method only supported one-tenth hour rounding.

### **Rounding parameters added to token pool assignment option**

It is now possible to specify a rounding method and round point for token pool assignment definitions that will override these same parameters defined for the token pool in the "Token Pool Maintenance/Processing" option. This allows different groups of employees to participate in the same token pool but have their time rounded differently.

### **New token pool report option**

It is now possible to produce a report of the token pool distribution information for selected token pools. Previously, this information was only available from the report produced by the "Token Pool Processing" – "Process" option.

### **New optional time extract option**

There is now an option for Kronos iSeries Central that is equivalent to Timeworks Extract option 43. This option allows you to build a file containing employees' time and monetary adjustment information. The file that is created is named CKEXPTIM and can be exported for further reporting and analysis.

### **New security profile to control access to token pools**

A new security profile has been added to allow you to control which token pools users can access. This is done by creating new profiles and assigning them to users in the "User Profile" function.

## **New function to allow tip canceling for tip compliance employees in time editor option**

A new feature has been added in the “User Profile” option to allow users to control the deletion of all tips (monetary adjustments) associated with tip compliance employees’ time records, without having to have access to the “Monetary Adjustment” option.

## **New gaming clock parameter for automatic disabling of the clock**

A new parameter has been added to the “Time Clock Maintenance” option to control the availability of the clock during periods of inactivity. You may now specify the number of minutes after which, if there is no punch activity at the clock, the system will set the clock’s “Clock Enabled/Disabled” status to “D” for “disabled.” Once the clock’s “Clock Enabled/Disabled” status is set to “D” for “disabled,” to accept punch activity once again, the status must be set to “E” for “enabled” either by using the Time Clock Maintenance option or by performing the Clock Enable transaction at the clock.

## **New token pool processing parameters**

In addition to being able to exclude employees from token distribution calculations, it is now possible to control what rates are used in the calculation. You may designate in the People Editor function that an employee’s home job rate, worked job rate, or the greater of the home or worked job rate be applied in the token distribution calculation.

## **New token pool — employee report**

There is now a report of token pool information that is sorted by employee rather than by the token pool. This report provides an “employee perspective” of the token pools they have been a part of.

## **Job Code certification requirements now enforced in the Time Editor**

In previous versions of the application, only SmartView transactions enforced certification requirements for job codes; now, when you attempt to charge time to a job code that requires certification and the employee’s certification has expired, the Time Editor will prevent you from completing the edit. A new parameter has been added to the function access profiles option in Security to allow users to override the message about a Gaming employee’s expired certification and complete the edit in order to charge the time to the Job Code.

## **New parameter for shift to control rate retrieval**

It is now possible to have the system use the date of a worked shift’s out-punch, rather than the in-punch, to determine which rate will be applied to the shift.



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