

# Electronic Timekeeping Glossary of Terms

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Below is a list of Electronic Timekeeping Glossary of Terms commonly used in the knowledge base:

<b>A</b>	
Access Control Number (ACN)	The number assigned to an employee's active position to allow them to be seen by a specific supervisor.
Access Profile	The set of permissions and restrictions that determine which components users can access and the types of functions they can perform. Users are assigned function access profiles, data access profiles, and logon profiles.
Accrual	An amount of leave an employee is entitled to use. Examples include vacation, sick, and comp time.
Accrual Balance	The amount of accrued hours in a category.
Accrual Code	Categories that identify and store the type of accrual balance, such as vacation, sick, etc.
Accrual Profile	The accrual rules that determine employee accrual balances. An accrual profile can contain one or more accrual rules. Accrual profiles are assigned to similar groups of employees. For example, all full-time employees might have the same accrual profile.
Ad Hoc Query	A search set up for a specific, temporary purpose, for use during the current session only. The query cannot be saved.
Approval	An action done by the employee and manager(s) indicate an employee timecard is complete and ready for processing.
Automatic Deductions	Time subtracted by the system from the hours entered by an employee. Automatic deductions are specified in work rules and are commonly used for unpaid lunch or break times.
<b>B</b>	
<b>C</b>	
Cache	A region of memory where frequently accessed data is stored on your computer for rapid access.
Call-Back Or Call-In Shift	A type of shift that begins when people who on standby, on an on-call shift, report to work during the on-call shift. When they report, they begin the call-back shift. Hours accrue differently for on-call and call-back shifts.
Comp Time (CT) Payout	The payout of unused compensatory time.
<b>D</b>	
Data Access Profile	The set of permissions and restrictions that define whether a user can run reports and what information will be allowed in the reports.

<b>E</b>	
Effective Date	The date on which the specified item becomes valid.
Employee	A person responsible for recording their time worked, leave taken and approving their timecard.
Employee Group	The set of labor level entries assigned to a manager. This allows the manager to see specific employees based on their ACN and department.
Employee Profile	The set of attributes in a person's record, which includes a job and labor account assignments, membership in groups, system access and display, and demographic information about licensed individuals.
Exception	A deviation from normal work patterns when employees do not punch as expected. Both excused and unexcused absences appear as exceptions, highlighted with a red border on the timecard.
<b>F</b>	
Filter	A search mechanism, that appears on a HyperFind workspace, allowing the user to select conditions (criteria) for finding employees.
Full-Time Equivalency (FTE)	The ratio or percentage of employee hours worked compared to the full-time standard hours. If 40 hours equals 100% full-time standard hours, then a person working 20 hours per week has a 50% FTE. For example, suppose a full-time employee works 40 hours per week and you are creating a profile for a part-time employee who works 20 hours per week. You could express this full-time equivalency as either a percentage (= 50%) or as a ratio (Employee Hours = 20, Full-Time Hours = 40).
Function Access Profile	The set of permissions and restrictions that determine which components users can access and the types of functions they can perform.
<b>G</b>	
Genie	A summary view that organizes information according to common tasks you perform on a regular basis.
Grant	Defines how and when an accrual balance is credited.
Group Edit	Operations performed on data of multiple people simultaneously.
<b>H</b>	
Historical Amount	In a signed-off or locked pay period, a sum of time added to or deleted from a pay code. In a query, the historical amount is based on the effective date of the amount.
Historical Edit	Adjustments, as additions, deductions, or moves, made to employee timecard in a signed-off or locked pay period. Historical edits are entered in the current pay period and adjust an amount in a signed-off or locked pay period.
Holiday	Identifies a special day when employees do not work but are paid or when employees earn a differential or bonus if they do work.
Hyperfind Query	A search engine that finds people through queries that specify how to search using known conditions (criteria). Organizations distribute default queries to those who need them and allow specified users to create, use, and manage queries.
<b>I</b>	
Import	A process that allows an administrator to extract large quantities of data from other external database into the home database.

IS Summary 3	A widget showing specific information for a group of employees, including Access Control Number (ACN), NetID, Employee Group (for managers, timekeepers, and payroll managers), Pay Rule, Primary Labor Account, etc.
<b>J</b>	
<b>K</b>	
<b>L</b>	
Labor Account	Cost centers to which employee worked hours accrue. Each person is assigned a primary labor account to which hours accrue. Labor accounts consist of valid combinations of labor level entries, such as Employee Record and Position Number.
Labor Account Transfer	A transfer of an employee or group of employees to a different labor account.
Labor Level Transfer Set	A list of active positions for an employee. Employees with multiple active positions that report time in Kronos need to identify which position their hours worked belong to.
Labor Levels	Categories that define employer job and accounting (cost center) structure. Each labor level is followed by labor level entries associated with it, that further defined the work being performed. You can configure up to seven labor levels.
Leave Taken	An amount of time that employees can use based on their accrual balances.
Licenses	Allow an employee to "exist" in kronos. There are 2 that must be checked off for all active employees: Workforce Timekeeper and Workforce Employee. If an employee is a Manager/Supervisor, Timekeeper, or Payroll Manager, they will also need the Workforce Manager license.
Limits	Maximum or minimum amounts that controls how an accrued balance grows. Carryover limits ensures that the accrual balance does not carry over from one time interval to another by more than a specific amount. Earning limits determine the amount of an accrual balance or how the amount of an accrual balance can grow. Taking limits control the amount of an accrual balance that can be taken at one time.
Locked	A payroll lock seals the pay period record from further edits and prevents people from making edits to timecards. After the payroll is locked, it cannot be undone or removed.
Logon Profile	The set of permissions and restrictions that manage the users access to the system.
<b>M</b>	
Manager	A person who can access another employee's timecard, addresses timecard exceptions, makes corrections, and approves employees timecards.
<b>N</b>	
Negative Total	Or negative balance. An amount that exceeds the allowed accrual amount. A department can determine whether the negative balance is acceptable.
Notification	An automatic e-mail message configured to be sent to specified recipients based on the occurrence of an event. Some examples are alerting users that the database is offline, reminding users to approve Timecards, or notifying a manager that a group edit failed.

<b>O</b>	
Overtime Rule	A rule that establishes the limits and reset methods for accumulating overtime hours. When employees reach a certain amount of hours on pay status within specified time periods, they start to earn overtime hours.
<b>P</b>	
Password	A string of characters that secures your logon. Your password is associated with your user name. All passwords are case-sensitive.
Pattern Start Date	The date on which a shift pattern begins. This may be different from the date on which the employee starts working the shift pattern.
Pay Code	A category used to organize time. Examples are Hours Worked, Vacation, or Sick time.
Pay Code Distribution	A pay plan for calculating wages based on the set of hour types or pay situations and their associated pay codes. The pay code distribution contains a work rule that defines the calculation.
Pay Code Edit	A change to a schedule, timecard, or genie display that modifies existing punched data with a manual entry or group edit.
Pay Code Profile	The set of pay codes and pay code distribution that is assigned to an employee.
Pay Period	The period of time for which employees are regularly paid.
Pay Period Close Detail	A widget that allows you to view specific information for a group of employees for a certain period of time, including hours and leave taken, overtime earned, approvals, sign off, etc. You can also make group edits, such as approving or signing off of multiple employees at one time.
Pay Rules	A set of rules used to calculate hours worked by employees. A pay rule controls such items as the pay period length, the day divide, when punches link to schedules, how a terminal interprets punches, which holidays give holiday credits, and the order that hour types are processed.
Payroll Lock	A process that prevents unauthorized users from making changes to timecards that have been sent to payroll. When the payroll processor performs a Payroll Lock, the timecard cannot be edited in the current pay period. Changes can be made to a locked payroll using historical edits.
Payroll Manager	A person responsible for signing off timecards, assisting the Timekeepers and Managers in payroll and timecard review, and reviewing payroll upload results & accrual calculations.
People Editor	A widget that allows you to view and edit employee's configuration, including Payrule, Accrual Profile, Badge Number, etc.
Portal	A gateway to a Web site or application.
Primary Account	A persons base or home account that includes the primary labor account, and for use on organizational maps, the primary job.
Primary Labor Account	The home labor account to which an employee usually charges time.
Punch	The entries on a timecard that mark the beginning (in-punch) or end (out-punch) of a work interval, such as the beginning of a shift or transfer.
<b>Q</b>	

Query	A search for people who match certain conditions. Once the people are found, the user can perform group edits and run reports. Default queries are distributed to individuals with access rights, who can view, create, and distribute other queries.
Quickfind	A search function that finds people for the purpose of performing group edits or system functions.
Quicklinks	Provide quick access to other areas of the application. You select the employees to review and use the quick links to access their detailed information.
<b>R</b>	
Related Items Pane	Contains widgets and genies that are available but not displayed in the main workspace.
Reports	Allow you to generate information, including time, attendance, accrual balances, etc.
Restriction	A rule that allows data collection devices to stop employees from punching in if they are too early for a shift, too late for a shift, or unscheduled. Devices can also reject punches that are too early and too late for the end of shifts.
<b>S</b>	
Schedule Margin	An interval of time that controls how much time employees have before or after their regularly scheduled hours to punch in or out. The early schedule margin is the amount of time before the scheduled start time that employees can punch in and still link to their shifts. The late schedule margin helps to establish the time restriction after an employee schedule begins.
Schedule Period	A time period that you define based on how you schedule your employees. This is the amount of time loaded for the current, previous, or next time period.
Shift	A span of time with a start and end time, usually in one day. For example, 9 A.M. to 5 P.M.
Shift Pattern	A shift pattern defines one or more shifts that repeat over specific days or weeks. For example, 9 A.M. to 5 P.M. Monday through Friday. A shift pattern can also be more complex; for example, employees can be scheduled to work the morning shift for two consecutive weeks and then they work the evening shift for one week. At the end of the third week, the shift pattern repeats.
Shift Pattern Editor	Use to define a repeating pattern of shifts for any employee or group. You can create a shift pattern of up to 52 weeks or 365 days.
Shift Pattern Template	A shift pattern that is saved with a name, but no date, so it can be reused as needed. Shift pattern templates save time if you have people who work standard shift patterns.
Shift Template	A shift that is saved with a name but no date, so that you can reuse it as needed; for example, 7a - 3p. Shift templates save time if you have people who work standard shifts.
Signoff	The action on a timecard that signals the end of the pay period tracking. Signoffs are performed by Payroll Managers and prevent further edits on the timecards. This action flags timecard data for inclusion in the data upload for payroll processing.

Split Shift	One or more separate shifts, usually on the same day. The shifts are separated by an amount of time larger than a break or meal, when the employee is not required to be on site.
<b>T</b>	
Timeclock	A physical location where employees can punch in and out for their shifts. They can also approve their timecards from a timeclock.
Time Entry Method	Controls how a person enters their start and end times or hours worked. Examples are an hourly-based employee who enters start and stop times or a project-based employee who enter hours on a project basis.
Timecard	The workspace where time is recorded for a specific pay period.
Timecard Edit	A change made to an employee timecard, such as the addition of a punch, a labor account transfer, or an amount associated with a pay code or pay rule.
Timekeeper	A person responsible for configuring new employees in Kronos, maintaining Kronos schedules (if used), assisting managers with timekeeping activities including timecard transfers, and reviewing timecards for completeness.
Timekeeping Manager Assignment Application (TMAA)	An external system used to enable a manager's ability to see their employees' timecards in Kronos by assigning an Access Control Number (ACN) to an employee's active position.
Transaction	Information that travels from the devices to the host application for processing, such as the time an employee punched in or out.
Transfer	Hours charged to a labor account that is different from an employees home account or hours charged to a work rule. Transfers allocate hours to different active positions for employees with multiple active positions.
<b>U</b>	
User Account	A user name, password, and logon profile assigned to people so they can log into the system. User accounts can be active, inactive, or terminated. The user account status can be different than the employment status. For example, an inactive employee might have an active user account.
User Name	The name that identifies the person to the system. The user name is used in the logon profile and may be different than the persons legal name.
<b>V</b>	
Validation	A system check to determine whether the value entered is a valid entry.
<b>W, X, Y, Z</b>	
Widget	A tool in Kronos that contains different types of functionality depending on the task you are trying to accomplish. When a widget is activated the workspace updates to include information and functionality specific to the widget.
Work Rule	A set of parameters that apply specific payroll rules to shifts. These rules determine how employee hours accrue. Examples are breaks, overtime, and pay code distribution.
Work Rule Transfer	Changes a work rule for part or all of a shift.
Workforce Employee	A license required for an employee to be visible in Kronos.
Workforce Manager	A license required if an employee is a manager. Allows for manager configuration to be entered.
Workforce Timekeeper Employee	A license required for an employee to be visible in Kronos.

Workspace

Primary area for reviewing and editing timekeeping data.

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