



## Employee - Navigator 7.0

### Quick Job Aid

**Kronos Log-In Access:**

<https://coh.kronos.net/wfc/navigator/logon>

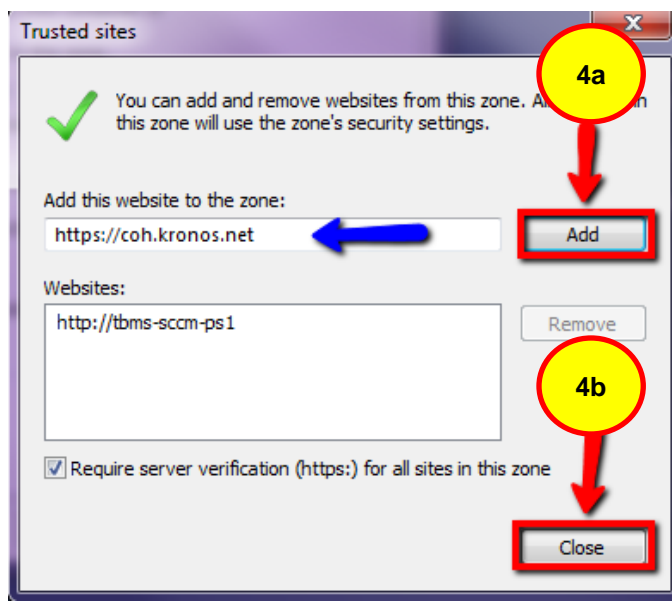
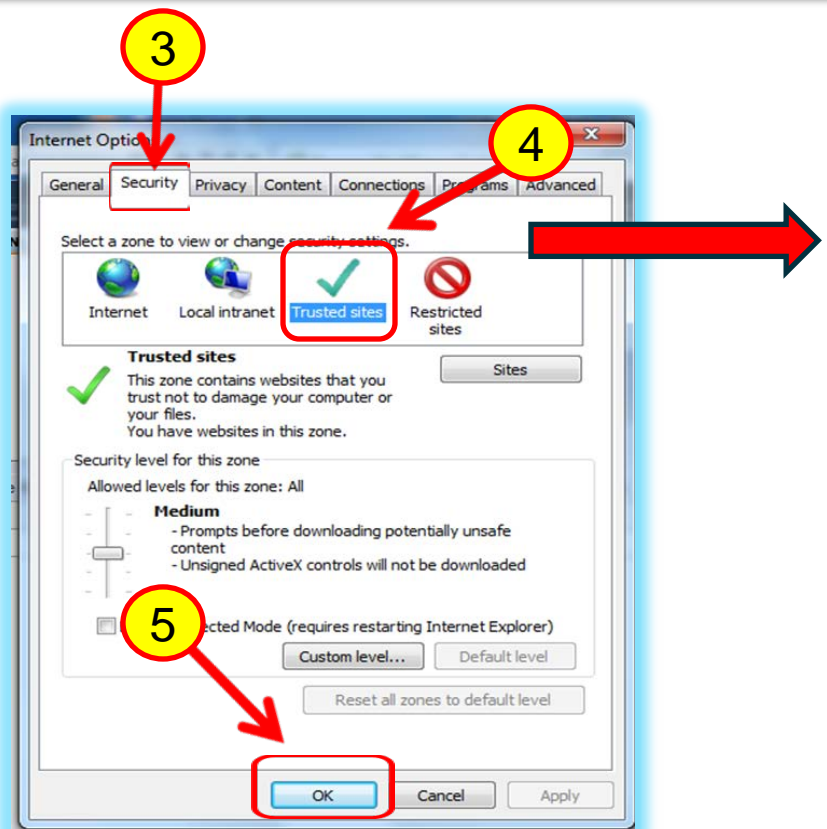
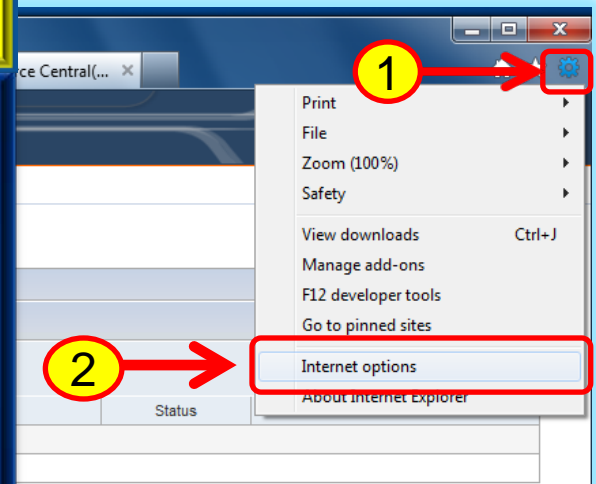
1

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# Adding KRONOS as a Trusted Site

1. Make sure you are on Kronos Workforce Central Version 7.0.7 website, using Internet Explorer  
<https://coh.kronos.net/wfc/navigator/logon>
1. Then go to **Internet Options**
2. Click **Security**, then **Trusted sites**
3. Click **Add**, then **Close**
4. Click **OK**
5. **Log out**
6. **Close** Internet Explorer
7. Then **re-open** Internet Explorer for changes to appear.





## SYSTEM REQUIREMENTS:



### Internet Explorer

<https://www.microsoft.com/en-us/download/internet-explorer.aspx>



### Firefox

<https://www.mozilla.org/en-US/firefox/new/>

### Java 7.0 or higher



*Check to ensure that you have the recommended version of Java installed.*

<https://www.java.com/en/download/installed.jsp>

*\*Please ensure that your system has the necessary Java updates to use KRONOS. If you are using a PC or MAC the only supported browser that you can use are Internet Explorer or Mozilla Firefox.*

## Logging on to KRONOS

1. Click the active link to access **KRONOS Navigation**
2. Enter your **user name** and **password** in their designated field.
3. Click the **Log On** button or press the **Enter** key on the keyboard.

Click active link below

<https://coh.kronos.net/wfc/navigator/logon>

City of Houston

Workforce Central<sup>®</sup>

For Kronos assistance, please contact the HTS Client Services Help Desk via email or phone:

HTSCustomerServiceCenter@houston.tx.gov

(832) 391-1111 HTS (4487)

User Name  
E123456

Password  
●●●●●●

▶

## COH Employee Calendar

1. **JOHN or JANE DOE Sign Out** - You should see your name here

2. **COH Employee Calendar** - allow you to view your calendar daily, weekly, or monthly

3. **Transfer** - Find the applicable Labor Level transfer item, then click OK

4. **Record Timestamp** - allows you to clock-in recording the time that you work

5. **Request Time Off** - provides an accessible way to request time off or retract a time off request

6. **COH Navigator Timecard** - allows you to review for accuracy, e-mail and/or print

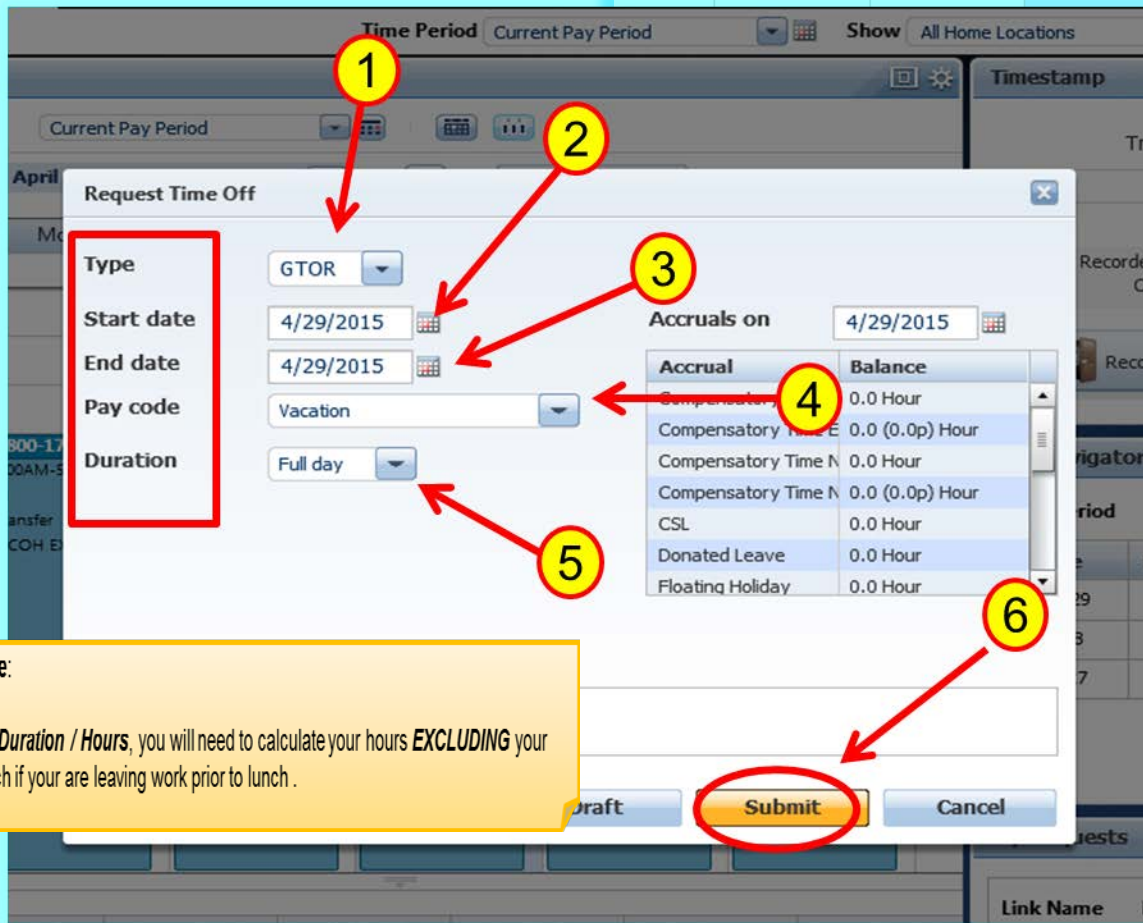
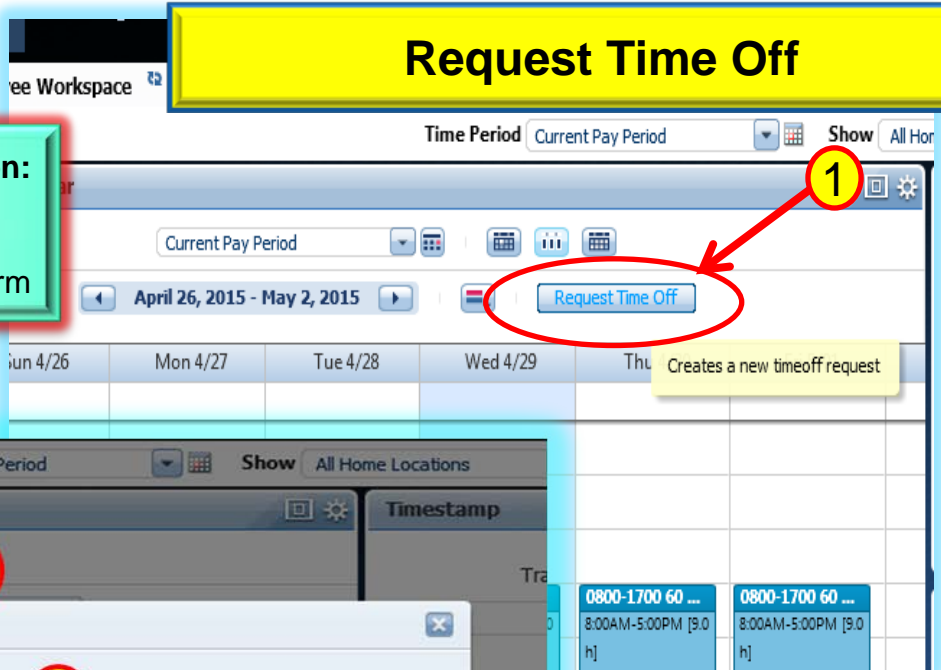
The interface shows a calendar grid for the week of April 26, 2015, to May 2, 2015. The grid displays time slots from 5:00 AM to 11:00 AM. A 'Transfer' item is visible in the 8:00 AM slot for Monday, Tuesday, and Wednesday. The 'Request Time Off' button is located above the calendar grid. The 'Record Timestamp' button is located in the right-hand sidebar. The 'COH Navigator Timecard' table is located at the bottom right of the interface.

Time Period	Current Pay Per...
Date	Pay Co...
In	
Wed 4/29	8:00AM

# Request Time Off

To use the Request Time Off function:

- 1) Click Request Time Off
- 2) Complete the Time Off Request Form



Note:  
On *Duration / Hours*, you will need to calculate your hours **EXCLUDING** your lunch if you are leaving work prior to lunch.



## Requesting Time-Off

Request Time Off

Type: GTOR

Start date: 5/04/2015

End date: 5/04/2015

Pay code: Vacation

Duration: Hours

Start time: 4:00PM

Length: 1.0

Notes (Optional)

Draft Submit Cancel

1. **Type:** GTOR
2. **Start Date** and **End for time** off request
3. **Pay code:** Select applicable pay code
4. **Duration:** choose Full day, Half-day, or hours
5. Click **Submit**

### Note:

- On **Duration / Hours**, you will need to calculate the **LENGTH** of time you will be gone.
- Your lunch hour **WILL NOT** be included in the **LENGTH** of your time away.
  - **Full day** - No changes, lunch will be deducted
  - **Half day** - Time deducted prior to or after lunch
  - **Hours**
    - **Start Time** - if you are coming in late, then this will be the time that you are suppose to start work; if you are leaving work early, then this will be the time that you leave work
    - Length – you will need calculate missed time if you aren't using **Full day or Half day**

COH Employee Calendar

Current Pay Period: May 3 - 9, 2015

	Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07
		→ GTOR			
5:00AM					
6:00AM					

Details  
Retract

1. Your **GTOR** should appear **on the date that you selected** requesting the time off.
2. Your supervisor will receive the email to approve the GTOR.
3. Once it has been approved, then the Employee will receive notification via email and you can view the status in the Details of the GTOR.



## Retracting GTOR (Global Time-Off Request)

COH Employee Calendar

Current Pay Period

May 3 - 9, 2015

Sun 5/03	Mon 5/04	Tue 5/04
	→ GTOR	
5:00AM		

Details  
Retract

1

1. Go to, **COH Employee Calendar**
2. Next, move your mouse across your GTOR until you see a blue circle that will allow you to click **DETAILS** or **RETRACT**.
3. Click **RETRACT**, add NOTES, then **SUBMIT**.  
*\*It will remain on your calendar as an inactive GTOR.*
4. *If your GTOR has been approved by your Supervisor or if the pay period has closed; you WILL NOT be able to retract*

Retract Time-Off Request

Submitted 5/04/2015-10:33:53AM  
Modified by MILES, JESSICA P

**Requested**

Type	GTOR		
Pay code	Vacation		
Start date	5/04/2015	End date	5/04/2015
Duration	Hours		
Start time	4:00PM	Length	1.0 h

**Notes (Optional)**

testing system|

2

Submit Cancel

# Timestamp

The screenshot shows the Kronos WORKFORCE CENTRAL interface. At the top, the user is identified as JOHN or JANE DOE with a 'Sign Out' button. The main area is titled 'COH Employee Workspace' and contains a 'COH Employee Calendar' on the left and a 'Timestamp' widget on the right. The 'Timestamp' widget has a gear icon (1) and a dropdown menu with options: 'Preferences...', 'Transfer', 'Pop-out' (2), and 'Close'. A 'Record Timestamp' button is at the bottom of the widget. A blue callout box contains the following instructions:

1. Click to view options for moving the widget using the **gear icon**.
2. Click **Pop-out**
3. You can also **drag and drop** it into the **Main Screen Area**

**Record Timestamp**- Entry method that you use to log your time at a PC using the web browser. Time stamping creates punches that identify the time you work.

The screenshot shows the 'Record Timestamp' button (1) and the resulting 'Recorded Time: 10:16AM Central Time' confirmation. The interface also shows a 'COH Navigator Timecard' section with a 'Record Timestamp' button and a 'Time Period' field.

# COH Navigator Timecard

COH Navigator Timecard

Current Pay Period: [v] [⋮] Refresh Save Cancel More ▾

Date	Schedule	Pay Code	Amount	In	Out	Transfer	110	Shift			
Sat 4/25											
Sun 4/26											
Mon 4/27	8:00AM-5:00PM			8:00AM	5:00PM	;COH EX		8.0	8.0	8.0	
Tue 4/28	8:00AM-5:00PM			8:00AM	5:00PM	;COH EX		8.0	8.0	16.0	
Wed 4/29	8:00AM-5:00PM			10:16AM	5:00PM	;COH EX		8.0	8.0	24.0	
Thu 4/30	8:00AM-5:00PM			8:00AM	5:00PM	;COH EX		8.0	8.0	32.0	
Fri 5/01	8:00AM-5:00PM			8:00AM	5:00PM	;COH EX		8.0	8.0	40.0	
Sat 5/02										40.0	
Sun 5/03										40.0	
Mon 5/04	8:00AM-5:00PM			8:00AM	5:00PM	;COH EX		8.0	8.0	48.0	
Tue 5/05	8:00AM-5:00PM			8:00AM	5:00PM	;COH EX		8.0	8.0	56.0	
Wed 5/06	8:00AM-5:00PM			8:00AM	5:00PM	;COH EX		8.0	8.0	64.0	

Click down arrow next to "More" to approve your timecard.

All [v] Account [v]

Location	Job	Account	Pay Code	Amount
		6800020004/6800/-/30059131/-/GS08/20000766	SALY - Salary Base	80.0

**Totals** - Displays timecard totals and schedules  
**Accruals** - Displays accrual codes and available balances

Totals Accruals

# My Request

## MY REQUESTS

Refresh Day Detail Legend

Time Period: Current Pay Period 6/20/2015 – 7/03/2015 Apply

View Width:  Week  Month  Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri
Jun	14	15	16	17	18	19
Jun	21	22	23	24	25	26
Jul	28	29	30	1	2 7a - 4p (COH EX)	3 7a - 4p (COH EX)

Requests

- My Current Requests
- GTOR

Select	Date /	Request for	Status	Comm
<input type="checkbox"/>	6/22/2015	GTOR	Submitted	
<input type="checkbox"/>	6/22/2015	GTOR	Retracted	
<input type="checkbox"/>	6/23/2015	GTOR	Retracted	Change Requeste
<input type="checkbox"/>	6/24/2015	GTOR	Submitted	
<input type="checkbox"/>	6/26/2015	GTOR	Approved	Change Requeste
<input type="checkbox"/>	7/01/2015	GTOR	Retracted	Change Requeste

No available actions Apply Details → Add Note →

1. You can check the status of your GTORs in the My Request widget.
2. You can also submit a GTOR in this widget on the lower right-hand side of the screen. Click GTOR, select your **Start date, End Date, Pay Code, Duration (Full Day or Hours)**, and type in **Notes** area if needed. Click **Submit**.

# My Reports

My Reports

Back to My Reports

## REPORTS

Name: DSC2, DSCMM

**View Report** Primary Account

### AVAILABLE REPORTS

Schedule  
Time Detail

Time Period: Specific Date

My Accrual Balances and Projections

As Of

1. Select an **Available Report** to view.
  1. Schedule
  2. Time Detail
  3. My Accrual Balances and Projections
    1. Click on calendar to select a date.
2. Click **View Report**

# Printing your Timecard

The screenshot shows a web browser window with the URL <https://coh.kronos.net/wfc/navigator/logon>. The user is logged in as JOHN or JANE DOE. The page title is "COH Navigator Timecard". A browser menu is open, showing options: Print, File, Zoom (100%), and Safety. A red circle highlights the "Print" and "File" options, with a red arrow pointing to a yellow circle containing the number "1".

COH Navigator Timecard

Current Pay Period [dropdown] Refresh Save Cancel

Date	Schedule	Pay Code	Amount	In	Out	Transfer			
Sat 4/25									
Sun 4/26									
Mon 4/27	↔ 8:00AM-5:00PM			8:00AM	5:00PM	;COH EX	8.0	8.0	8.0
Tue 4/28	↔ 8:00AM-5:00PM			8:00AM	5:00PM	;COH EX	8.0	8.0	16.0
Wed 4/29	↔ 8:00AM-5:00PM			10:16AM	5:00PM	;COH EX	8.0	8.0	24.0
Thu 4/30	↔ 8:00AM-5:00PM			8:00AM	5:00PM	;COH EX	8.0	8.0	32.0
Fri 5/01	↔ 8:00AM-5:00PM			8:00AM	5:00PM	;COH EX	8.0	8.0	40.0
Sat 5/02									40.0
Sun 5/03									40.0
Mon 5/04	↔ 8:00AM-5:00PM			8:00AM	5:00PM	;COH EX	8.0	8.0	48.0

**Print** - provides an accessible way to print your timecard

**File** - allows you to save your timecard

# COH My Links



The  
City of Houston  
Official Site for Houston, Texas

2

User \*

Password \*

Log On

1

Click **Log On** prior to typing  
your **Username** and **Password**

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# TeleTime System

## Accessing the TeleTime System

- Call the telephone number **1-844-268-5412**  
**Note:** A message will welcome you to the TeleTime system and identify the time.
- Enter your (**00123456** or **00012345**) employee ID number followed by the pound (#) button. If your ID is less than 8 digits, use leading zeros to make 8.
- Enter your **PIN** or **PASSWORD** followed by the pound (#) button. If it's your first time or if it has been reset, you'll be prompted to create a new password.



### **Note:**

The TeleTime feature is for situations where there are no clocks or computers available. It is easy to use, you can report sick time, review schedules and accrual balances, and see total hours and last time stamp.

## Record a Time Stamp

- Access the TeleTime system.
- Press **1** from the **Main** menu.

## Reviewing Total Hours

- Access the TeleTime system.
- Press **6** from the **Main** menu to access the **Inquiry** menu.
- Press **4** from the **Inquiry** menu.
- Respond to the system prompts.

## Review Schedules

- Access the TeleTime system.
- Press **6** from the **Main** menu to access the **Inquiry** menu.
- From the **Inquiry** menu, press **1** for the *day's schedule* or press **2** for the *week's schedule*.
- Respond to the system prompts.

## Review Last Time Stamp

- Access the TeleTime system.
- Press **6** from the **Main** menu to access the **Inquiry** menu.
- Press **5** from the **Inquiry** menu. Respond to the system prompts.