Finding and viewing Kronos data for termed employees

To see Kronos data for employees who are seven or more days past their last day of employment, supervisors and timekeepers use the “Inactive and Terminated Accounts” hyperfind.

**Viewing Total Hours information**

1. On the **Manage My Department** page, click on the dropdown arrow beside **Quick Find** in the upper-left corner and select **Total Hours** from the dropdown menu.

2. The Total Hours genie displays. The default time period is the previous pay period. In the upper-right corner, click on the hyperfind dropdown menu and select “Inactive and Terminated Accounts.”

3. Total Hours data for any inactivated or terminated employees appears.

**Viewing timecards**

1. On the **Manage My Department** page, click on the **Timecards** link on the right-hand side of the page, so that the Timecards page opens as a separate page.

2. If necessary, navigate to the correct pay period.
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3. In the upper-right corner, click on the hyperfind dropdown menu and select “Inactive and Terminated Accounts.”

4. Timecards are now available for any deactivated or terminated employees to whom you have access. Click on the dropdown arrow to scroll through the list of names, or use the Forward/Back arrows.

Viewing leave requests
1. On the Manage My Department page, click on the Request Manager link on the right-hand side of the page, so that the Request Manager opens as a separate page.
2. If necessary, navigate to the correct pay period when the leave request was made, using the Select Dates and/or Context Selector commands.

3. Unlike other parts of Kronos, the hyperfind menu in the Request Manager is located in the middle of the top toolbar. It defaults to “All.” Click on the dropdown menu and select “Inactive and Terminated Accounts.”

4. Depending on the timeframe selected in step 2, and what you have selected on the Status menu (the last dropdown on the top right), you can now see leave requests for any deactivated or terminated employees to whom you have access. If you are not finding what you need, click on the dropdown arrow for the Status menu and select “All Status” to see leave requests in any state (submitted, cancelled, approved, etc.).