

Work Area Web – Adding Departments & Assigning Associates to Home Work Areas

What is this job aid?

The **Work Area Web** is an application available via Kronos that allows managers to:

- assign associates to their Home Work Areas, and
- add a Work Area as needed.

Your **labor costs are recorded** against the **Work Area an associate works in**. Therefore, it is important to:

- KEEP your Work Area setup ACCURATE, and
- ASSIGN each associate to the correct Work Area as their HOME Work Area.

This job aid describes:

1. What is a Work Area in Kronos?
2. When do I need to use the Work Area Web?
3. Who has access to the Work Area Web?
4. How to access the Work Area Web
5. How to assign or reassign associates to a Home Work Area
6. How to add a Work Area (add a Department to a Location)

What is a Work Area in Kronos?

In Kronos, a **Work Area** it is the combination of a Location and Department (also known as Sub-Location). Each profit center has one or more Work Areas (Location / Department combinations). For example, a profit center may have the following Work Areas: Dining/BOH, Dining/FOH, Chick-fil-A/Staff, Food Court/Chick-fil-A.

When do I need to use the Work Area Web app?

1) When associates are in “ASSIGNMENT NEEDED.”

Any associates that are new, rehired, transferred in from another profit center, or have a job code change will appear in “Assignment Needed” on the Aramark Exceptions screen in Kronos.

Review the Aramark Exceptions screen upon login to Kronos. If an associate has “**Assignment Needed**” in the job column, this means you must go to the Work Area Web to assign the associate a home Work Area ASAP.

Note – users that only have access to a Location or Department will not be able to view associates in “Assignment Needed” within Kronos until they are reassigned to a Work Area they have access to in Kronos.

Employ...	Empl...	Profit Center	Location	Department	Job	Missed Punch	Unexcused Absence
Young...	2042...	650826500			Assignment Needed		
William...	2042...	650826500			Assignment Needed		
Miller, S...	2000...	650826500	National Park Tours	Management	Ops Assoc Mgr_ZZDZ		

2) When you need to REASSIGN an associate to a different home Work Area *within* the profit center.

Use the Work Area Web to reassign associates so that their labor hours will be recorded accurately.

For example, if an associate usually works at Starbucks, but now will be working on a regular basis at Oath Pizza, within the same profit center, use the Work Area Web to reassign the associate.

3) When you need to ADD a Work Area.

If you have a **new Location** that was recently added to your profit center or an existing location that needs another department setup, use Work Area Web to add the applicable departments.

Departments are primarily used for two reasons:

- To restrict user security in Kronos. For example, if you have departments “FOH” and “BOH”, you could provide your FOH supervisor access to the “FOH” department only.
- To structure Kronos reporting at the department (sub-location) level. For example, Kronos reporting at the Store or Concept level of a Food Court.

What you CANNOT do with Work Area Web

- ☒ You cannot use Work Area Web when an **associate works in multiple Work Areas during a shift or week**. Instead, you must schedule a job transfer within Kronos. Refer to the [Schedule Transfers v8](#) job aid.
- ☒ You cannot use Work Area web when an **associate's home Profit Center or Job needs to be changed**. Instead, you must submit an Employee Change form via the [myHR Portal](#). Once the update is done in the HCMS and feeds into Kronos, the associate will be in Assignment Needed; use Work Area web to assign their home Work Area.

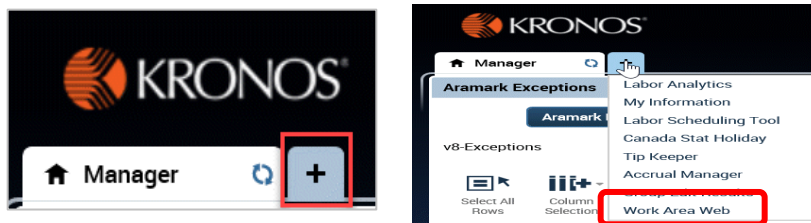
Who has access to Work Area Web?

Access to the Work Area web application is dependent on your user security within Kronos.

- If you have access to a **Profit Center or at the Site level**, you will be able to reassign associates within a profit center, including those in Assignment Needed, to their correct HOME Work Area.
- If you have access to **multiple departments** within a location or **multiple locations** in a Profit Center, you will be able to reassign associates within your Work Areas. You can also assign any of your direct reports in the profit center, including those in Assignment Needed, to any of your Work Areas.
- If you have access to **only one department**, you will be able to view information in Work Area Web for associates in that department. You will be able to assign any of your direct reports in the profit center, including those in Assignment Needed, to your Work Area. You will not be able to see them via Kronos until assigned.

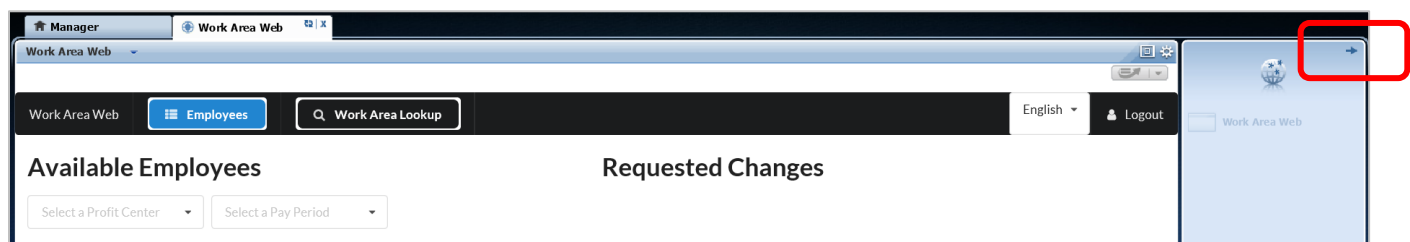
How to Access the Work Area Web Application

1. Login to Kronos with your Aramark username and password in lower-case letters, as usual.
2. Click the **plus sign + on the additional tab** next to the "Manager" tab on the home screen.
3. Click on **Work Area Web** from the dropdown list. This will open up a new tab.



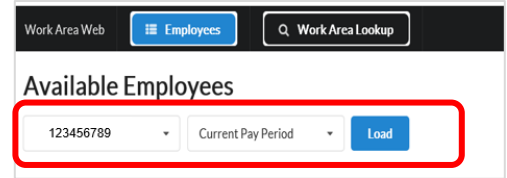
4. Enter your **Aramark network username and password**. Then click **Login**.

5. The **Work Area Web home page** appears. Click on the right-arrow to display more information on the screen.

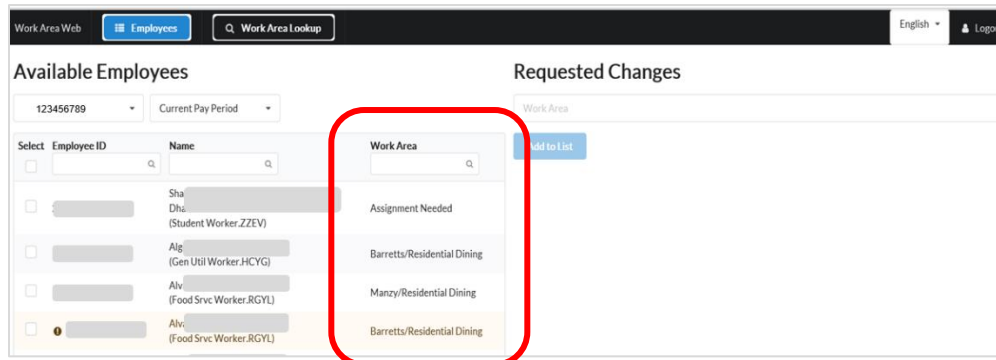


How to Assign Associates to a Home Work Area

1. Select a **Profit Center** and either **Current Pay Period** or **Next Pay Period**. (Select Current Pay Period for immediate changes.) Click **Load** to load the associates within that profit center.

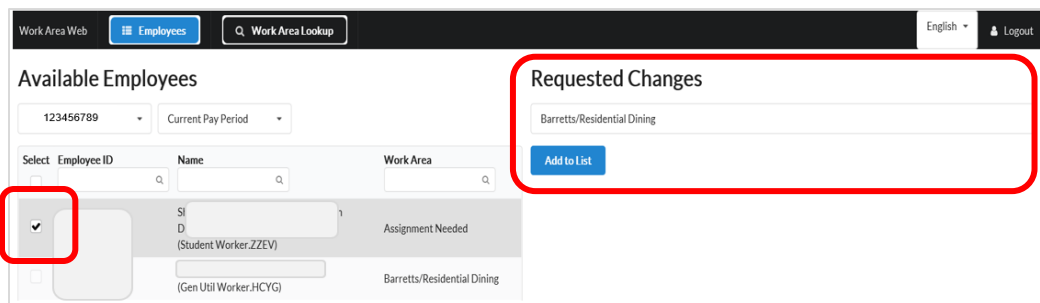


2. A list of associates in the profit center displays in the **Available Employees** section.
 - The associate's Employee ID, Name, Job Title, Job Code, and Current Work Area display.
 - Associates with a Work Area of "**Assignment Needed**" appear at the top of the list in alphabetical order. These associates currently do not have a Home Work Area assigned.
 - Associates already assigned a Work Area appear in alphabetical order by last name.
 - Note -- agency workers and non-Aramark associates are not included in the list.
 - Associates with an exclamation point **!** next to their ID, have a pending Work Area change that will take effect the next pay period. Hover over the exclamation point to view the pending change.



In the example above, there is 1 associate in Assignment Needed and 1 associate with a pending change. The ID and names have been hidden for demonstration purposes.

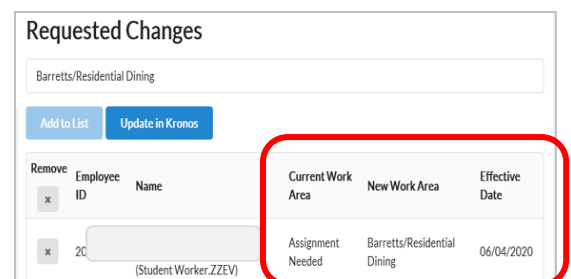
3. **Select associates** to assign a home Work Area. If any associates have a Work Area of **Assignment Needed**, assign these associates ASAP!



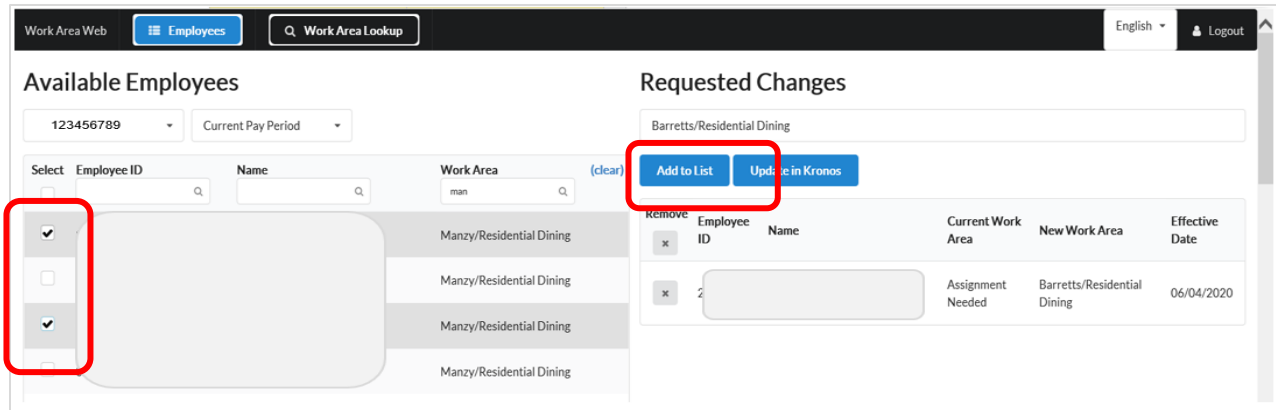
4. Under the **Requested Changes** section, select the destination **Work Area*** from the drop-down list. ***Note** – if you have a new location or need to create another Work Area in an existing location, refer to the instructions in the "[How to Add a Work Area](#)" section of this document.

5. Click **Add to List**; then click **OK** at the confirmation screen.

6. The associate's current and new Work Areas and effective date appear in the list of **Requested Changes**.

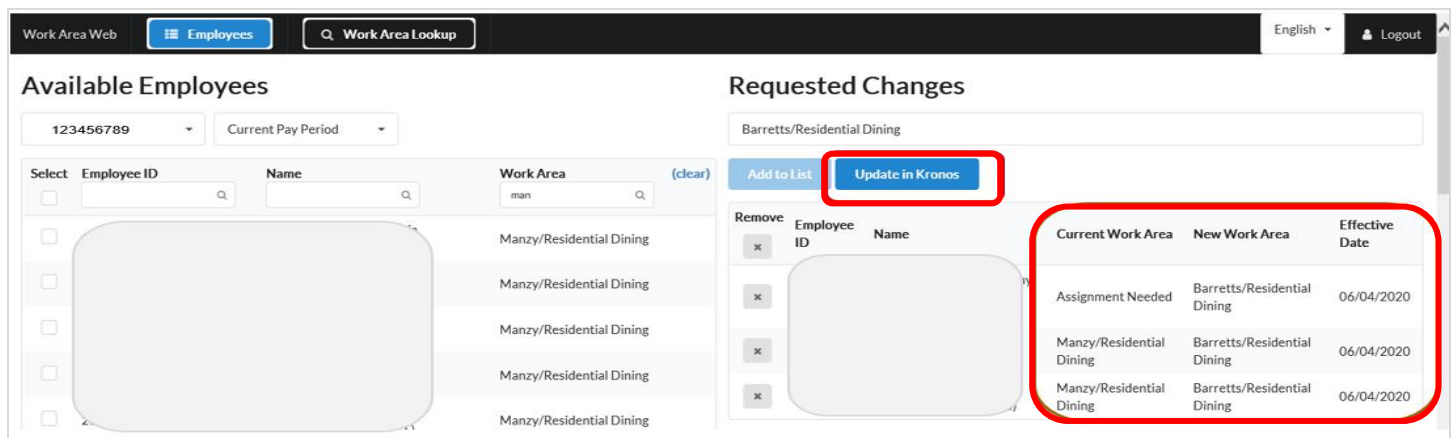


- You can add more associates' Work Area changes in the profit center to the list if needed. Repeat steps 3-6. In the example below, 2 associates are selected to be added to the list of Work Area changes.



TIP – you can search within the Employee ID, Name or Work Area fields by typing the first few characters. In the example above, a search was for “Man” in the Work Area field to find associates currently assigned to “Manzy/Residential Dining”. This is a quick way to locate associates rather than scrolling through the list.

- When finished adding Work Area changes, review the information displayed in the **Requested Changes** section.
 - Confirm each associate's **New Work Area** and **Effective Date**.
 - If any of the updates need to be cancelled, click on the associate's row to remove the change.



- If the updates are OK to go forward, click **Update in Kronos**.
- Click **OK** at the confirmation screen.
- Changes become effective based on the pay period selected:
 - Changes effective the **current pay period** are updated immediately. When back on the Exceptions screen in Kronos, click **Refresh** to see the updates. Managers with access to the Work Area will be able to view access the associate in Kronos.
 - Changes effective the **next pay period** are held until the next pay period starts. At that time, managers will then be able to see the associate.

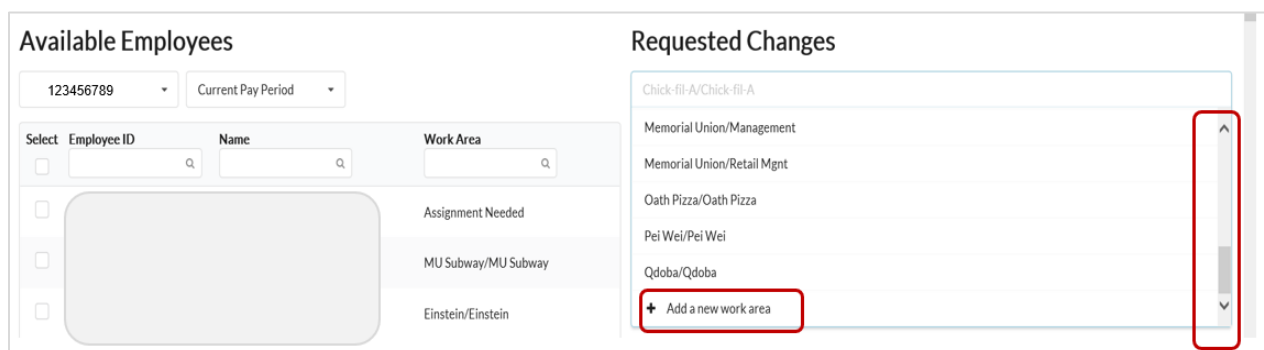
How to Add a Work Area (add Department to a Location)

NOTE the following guidelines:

- Only users with access to the **Location-level or higher** (profit center or site) can add Work Areas.
- A Location has an associated **Service Type** for overall reporting purposes (Ex., 001 – Cafeteria).
- You can only add a department to a location that has a **Service Type assigned in Kronos**.
- A **Department** in Kronos is the level below Location. Departments are used for two reasons in Kronos:
 - 1) To restrict user security access in Kronos. Ex., If you have departments “FOH” and “BOH”, you could provide your FOH supervisor access to the “FOH” department only.
 - 2) To structure Kronos reporting at the department (sub-location) level. Ex., reporting at the Store or Concept level of a Food Court.
- A list of **standard departments** by Service Type has been defined by Global Operational Excellence (GOE).
 - The following departments are standard across service types: Management, Supervisors, Staff
 - Other departments listed are based on the Service Type (Ex., 001 – Cafeteria, 002 – Catering).
- When adding a Work Area, it is recommended to **select from the list of standard departments**. However, if one of the standard departments does not fit your needs, you can enter a custom name for a department and submit it for review. Your request will either be approved or an alternate will be suggested.
- You can either add the Work Area first or add the Work Area while assigning associates a Work Area.

To Add a Work Area to a New Location

1. While in the Work Area Web, select a **Profit Center** and **Current Pay Period**. Click **Load**.
2. Under the **Requested Changes** section, review the list of Work Areas to ensure the Work Area does not exist. Scroll to the bottom of the list, and click **+ Add a new work area**.



The screenshot shows the 'Requested Changes' section of the Kronos Work Area Web. It features a scrollable list of work areas with the following items: 'Chick-til-A/Chick-til-A', 'Memorial Union/Management', 'Memorial Union/Retail Mgmt', 'Oath Pizza/Oath Pizza', 'Pei Wei/Pei Wei', and 'Qdoba/Qdoba'. At the bottom of the list, there is a button labeled '+ Add a new work area' which is highlighted with a red box. A vertical scrollbar is visible on the right side of the list, also highlighted with a red box.

3. Select the **Location** that needs a Work Area added. (Only the locations that you have access to display.)

The next step depends on whether the Location has a Service Type assigned in Kronos:

- The Service Type is not assigned.
- The Service Type does exist and is a valid service type.
- The Service Type number is assigned; however, it is Invalid.

If the Location does NOT have a Service Type assigned:

- The message “Service Type not found” displays. You cannot add a Work Area at this time.
- Log an incident with the Service Desk to request the Service Type be defined in Kronos. Once completed, you will be able to add a Work Area to the location.

The screenshot shows the 'Work Area Request' form with the following details: Profit Center 000017606, Location dropdown with 'Admin' and 'Valley Lodge Starbucks' options. A red box highlights the error message 'Service Type not found' which appears twice in the location selection area. 'Cancel' and 'OK' buttons are at the bottom.

If the Location DOES have a Service Type assigned:

- The service type number and description* display. Ex., 020 – Standalone QSR

*Note – if “INVALID” appears for the description, you cannot add a department at this time. Log an incident with the Service Desk to request a valid Service Type be assigned.

- Select a **Department** from the list for this Service Type. Ex., Staff

The screenshot shows the 'Work Area Request' form with Profit Center 123456789 and Location 'Chick-fil-A'. A red box highlights the 'Service Type' dropdown set to '020 - Standalone QSR'. Another red box highlights the 'Department' dropdown set to 'Staff'. 'Cancel' and 'OK' buttons are at the bottom.

- Click **OK**.

- The Work Area is created successfully. Click **OK**.

A notification box with the text 'Work area created successfully' and an 'OK' button.

- It is added to your list of Work Areas. Ex., Chick-fil-A/Staff

The 'Requested Changes' section shows a list with three entries: 'Chick-fil-A/Chick-fil-A', 'Chick-fil-A/Chick-fil-A', and 'Chick-fil-A/Staff'. A red box highlights the 'Chick-fil-A/Staff' entry.

- You can now assign associates to the Work Area.

- *If one of the standard departments does not apply:
 - Type in a name for the department and click **OK**.
 - Your request is sent for review and approval. Click **OK**.
 - You will be informed via email whether your request has been approved or rejected.
 - If rejected, an alternate Department will be recommended.

The screenshot shows the 'Work Area Request' form with Profit Center 123456789 and Location 'Conference Center Dining'. A red box highlights the 'Department' dropdown set to 'Type to add something custom'. Below the dropdown is the text 'Add Type to add something custom'. 'Cancel' and 'OK' buttons are at the bottom.

A notification box with the text 'Work area request received, you will be notified when the request has been processed' and an 'OK' button.