

# 2023-2024

## Payroll Training Packet

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# Payroll Reminders

General Reminders from the Payroll Department

Record Retention Policy

Payroll Website

Forms Online

5/1/23

## GENERAL REMINDERS FROM THE PAYROLL DEPARTMENT

- Failure to turn in paperwork by deadlines may prevent timely pay of employees and substitutes. **Scan all payroll documentation from your copier/scanner to [payroll@conroeisd.net](mailto:payroll@conroeisd.net) or by fax to (936) 709-9722.**
- Refer to the Payroll Due Date Schedule for absences included in each pay period and the specific **DUE DATES**. Please note that the due date is the date payroll must be RECEIVED by our department. Should any problem arise in complying with the due date, please notify the payroll department.
- Retirees' Extra Duty must be entered in Kronos.
- Substitutes working part-time must be hired as part-time employees.
- Most extra duty/supplemental pay can be viewed by employees using the Employee Access Center.
- Absences are automatically updated from Frontline into Kronos each Friday afternoon for all absences entered in Frontline on non-exempt employees for the current week. If an absence is in Frontline at the time of the update, no update to Kronos is necessary. If an employee fails to enter an absence into Frontline prior to Friday afternoon, or if it is necessary to modify an absence after this update has occurred, then it must be manually entered or modified in BOTH Frontline and Kronos.
- Long Term Substitute Rate forms should be completed and forwarded to Human Resources as soon as the substitute commits to a long-term job. It is not necessary to wait for the substitute to work 20 days before completing the form.
- Employee Timesheets must contain the job performed and they must be submitted to Payroll in **alphabetical order** (the same order as the supplemental summary report). Payroll reserves the right to return any supplemental submissions to be submitted properly before processing.

### Record Retention Policy:

Payroll Item	Retention Period
Kronos Timesheet	September 1st + 4 years
Supplemental Timesheet	September 1st + 7 years
Absent From Duty/Donated Days	September 1st + 4 years
Jury Duty	September 1st + 4 years
Missed Punch Form	September 1st + 4 years

# Payroll – Internal

## Payroll Department Website – Payroll Resources

<http://www.conroeisd.net/financial-services-internal-employees-only/payroll-internal/>

### Due Dates and Schedules

Direct Deposit Due Date Schedule	Schedule w/Check Cycle by Job Class
Pay and Due Date Schedule	Payroll Due Dates (261 day employees)
Work Schedule with Check Cycle	

### Pay Information

Absences in Pay Period	Direct Deposit	Earned Leave
Employment Verification	Extended Sick Leave	Final Check
Newsletter	Overtime Compensation	Pay Checks
Reporting Absences	Salary Calculations	

### Direct Deposit Information

Direct Deposit	Direct Deposit Schedule
Online Authorization through Employee Access Instructions	

### Tax Information

Tax Information	W-2 Forms
Electronic from W-2 Disclosure Notice	Form W4–Federal Tax Withholding Information

### Deduction Information

457 FICA Alternative	Insurance/Benefits
Smart Financial Savings	Teacher Retirement System

### Resignation/Retirement

Employment After Retirement	Final Check
Frequently Asked Questions	Teacher Retirement System
TRS Hours/Workdays in Month	

### Leave Information

Disability Claim(Employer Statement)	Earned Leave
Extended Sick Leave	Reporting Absences

### Manual/Procedures

Minutes to Decimal Conversion	Training Packet
Corrections Procedures	Training Presentation
Finance Manual	Missed Punch Procedures
Supplemental Pay Procedures	Supplemental Pay Training Video

**Timesheet Procedures**

**Forms**

AFD Form	Corrections	Direct Deposit
Exempt Supplemental Single	Disability Claim (Employer Statement)	Lost Form W-2
Non-Exempt Supplemental	Missed Punch	Payroll Redistribution
Non-Exempt Supplemental Single	Smart Financial Savings Deduction	Substitute Service
Exempt Supplemental	Records Request	Time Sheet
Verification of Employment	Kronos Transmittal Changes Form	

**Services**

Employment Verification	Substitute Service Request
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**Links**

Address Change Form	Frontline	Employee Access Center
Employee Handbook	First Financial Admin	IRS
Kronos	TCG Administrators	TRS

**Summer School**

Summer School Supplemental Pay Processing
Summer School Payroll Information

**Kronos Manuals and Information**

Procedures Guide for Campus Managers – Kronos 7.0.5	
Procedures Guide for Auxiliary Managers - Kronos	
Kronos Exceptions	Guide for Non-Exempt Employees
Kronos Java was Blocked	Kronos Guide for Java
Kronos Guide for Managing Attendance Policy	
Kronos Summer Help Transfer Training Video	
Kronos Supp Pay Transfer Video	

# Absence from Duty Process

General Absence from Duty Information

Absence Checklist

Absence Process with Substitute System

Create Absence

Approval Process

Manual Entry of Budget Codes in Frontline

Frequently Used Payroll Budget Codes

Summary Report

## GENERAL ABSENCE FROM DUTY INFORMATION

- ⌚ Employees should be entering their own absences in Absence Management. If you must enter an absence for an employee, be sure you have documentation.
- ⌚ Absence Management enforces all leave balances except State Personal. If all other leave balances are zero, then State Personal should be used.
- ⌚ Documentation you are required to keep: Anything entered manually, Jury Duty statement, Administrative Leave, Vacancy, Other Approved Leave
- ⌚ Percentage employees earn leave based on their percentage of a full work schedule:
  - Based on a 7.5 hour day, this translates as follows:

	<b>State &amp; Local Personal Leave</b>
<b>50%</b>	2.5
<b>60%</b>	3
<b>70%</b>	3.5
<b>80%</b>	4
<b>Above 80%</b>	5

- ⌚ Absences are automatically updated from Absence Management into Kronos each Friday afternoon for all absences entered in Absence Management on non-exempt employees for the current week. If an absence is in Absence Management at the time of the update, no update to Kronos is necessary. If an employee fails to enter an absence into Absence Management prior to Friday afternoon, or if it is necessary to modify an absence after this update has occurred, then it must be manually entered or modified in BOTH Absence Management and Kronos.
- ⌚ **Donated Days:** Employees on an approved medical leave may request a sick leave pool through Human Resources. Employees will donate days through the Employee Access Center. Recipients will use donated days by selecting Other>Donated Day. If no donated days available, State Personal should be selected.
- ⌚ Submit a Vacancy Position Request form to HR via e-mail ([vacancy@conroeisd.net](mailto:vacancy@conroeisd.net)) if the need for a vacancy substitute arises on your campus.
- ⌚ Long Term Substitute Rate forms should be completed and forwarded to Human Resources as soon as the substitute commits to a long-term job. It is not necessary to wait for the substitute to work 20 days before completing the form.
- ⌚ If no accounting code is selected for School Business>School Business/Extra Curricular/Field Trip, the substitute will be paid using the teacher's funding source.
- ⌚ If no accounting code is selected for Staff Development-Campus Funded, the substitute will be paid using 199x-11-SB-xxx-11000.
- ⌚ If you select Activity Fund as an accounting code, you must forward the funds to the Finance department.
- ⌚ **IMPORTANT!! Scan all payroll documentation from your copier/scanner to [payroll@conroeisd.net](mailto:payroll@conroeisd.net) or by fax to (936) 709-9722 in time to be received on the due date.**

## ABSENCE CHECKLIST

\_\_\_\_\_ Summary Report matches ALL absences.

\_\_\_\_\_ After any corrections are made in Frontline, reprint the Summary Report and let your Payroll liaison know (if you have already submitted your report).

\_\_\_\_\_ Make sure there is proper documentation for:

- Manually entered
- Jury duty (statement, not summons)
- Donated days
- Vacancy
- Other absences coded to 109 (Other)

\_\_\_\_\_ Verify all Vacancies appear on the Summary Report.

\_\_\_\_\_ Review absences coded to school business or staff development to ensure that they have the proper category in Frontline. Be certain to enter budget code, if necessary.

\_\_\_\_\_ Obtain the Principal's signature on Summary Report (reflecting ALL absences for the pay period).

\_\_\_\_\_ Scan/fax the Summary Report to the Payroll Department in time to be **received** on the due date [payroll@conroeisd.net](mailto:payroll@conroeisd.net) or (936) 709-9722 (fax).

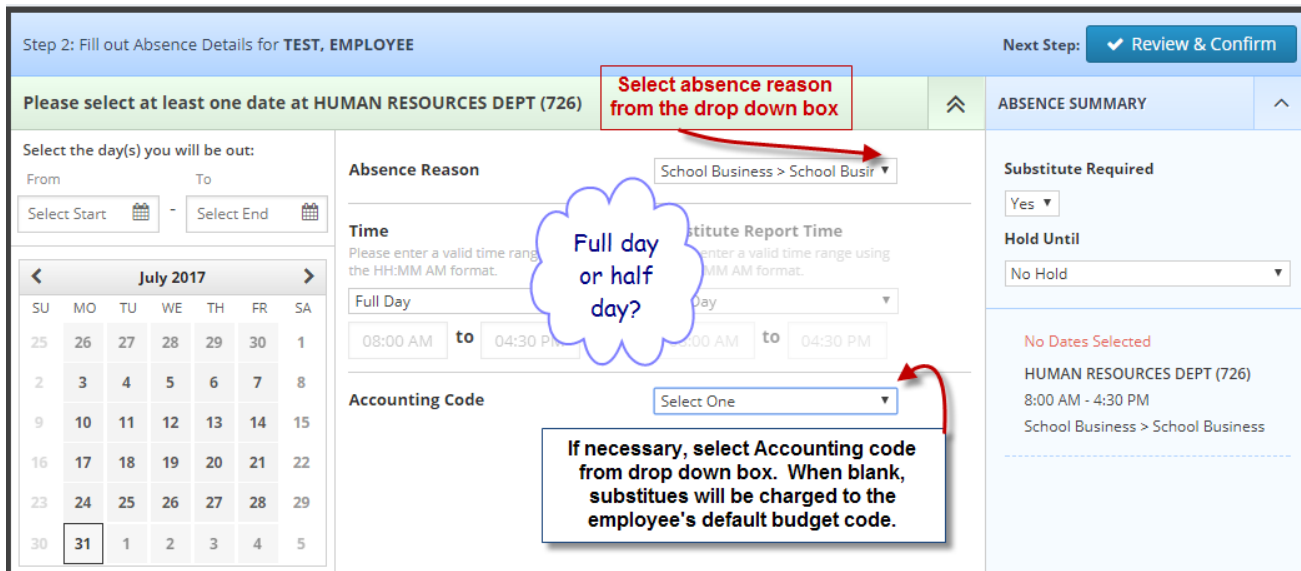
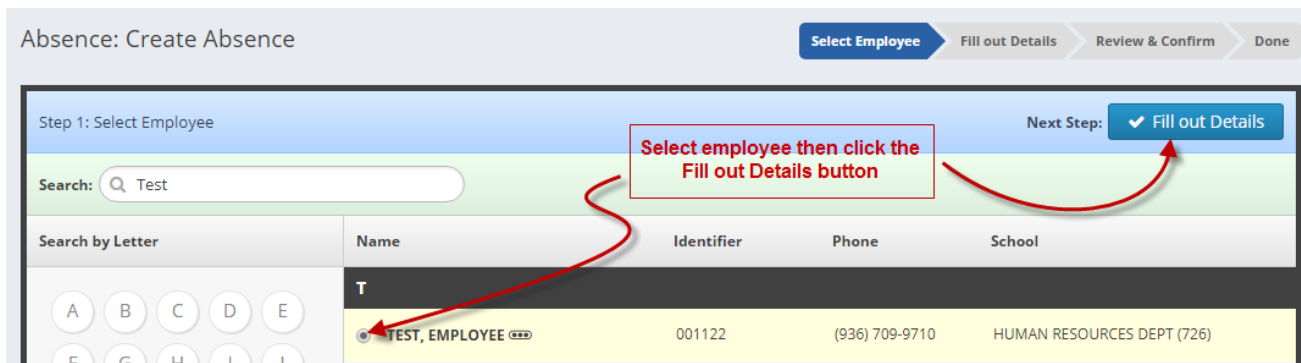
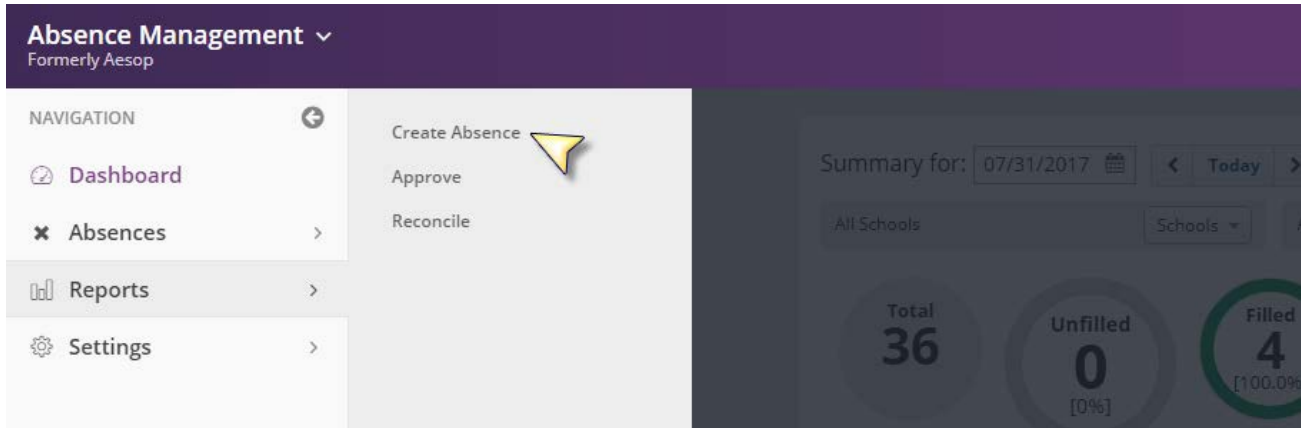


## ABSENCE PROCESS (WITH SUBSTITUTE SYSTEM)

1. Employee enters absence.
  - a. If employee does not enter absence, documentation should be retained.
  - b. Earned leave balances, other than state personal, cannot be exceeded.
  - c. Percentage employees take leave based on a 7.5-hour day.
2. Print Absence Summary Report after **all absences** have been entered.
3. Use Summary Report to **verify** proper documentation is provided for:
  - a. Jury duty – a written jury statement is required (not the summons).
  - b. Administrative leave.
  - c. Donated Days
    - i. Employee on an approved medical leave who has exhausted all paid leave can apply for sick leave pool, not to exceed 30 donated days. After consulting with Human Resources, the Campus Principal or administrator will create a campus pool. A District pool can be created after the campus leave pool has been exhausted.
    - ii. Employees wishing to donate days may do so through the Employee Access Center
      - \* Only current employees may make donations
      - \* Employees may donate local leave and/or state leave (no off duty or vacation days)
      - \* As days are donated, leave balances in the Sub System and/or Kronos will be updated for both the donor and the recipient
      - \* If the recipient does not use all donated days, unused days will be returned to active employees in the order in which they were received.
    - iii. All absences for recipient must be recorded
      - Substitute System (Frontline): Select Other>Donated Day leave code for absences covered by available donated days. If no donated days are available, enter absences as State Personal.
      - Kronos: All absences for non-exempt employees should be entered in Kronos, either through the weekly import or manually. Select the Donated Days pay code for absences covered by available donated days. If no donated days are available, enter absences as State Personal.
  - d. Vacancy – All vacancies must be entered in the substitute system by sending a **Vacancy Position Request form** to the Human Resources Substitute Office.
  - e. **Long Term Substitute Rate** forms should be completed and forwarded to Human Resources as soon as the substitute commits to a long-term job. It is not necessary to wait for the substitute to work 20 days before completing the form.
  - f. Other approved leave.

4. School Business or **Staff Development** days that have coding other than the primary budget code for the employee should be carefully reviewed.
  - a. Campus funded (other than primary) should be manually entered into Frontline. The code should be selected from the drop-down box.
    - i. Approved at the campus level. Do NOT mark as Denied.
  - b. Staff Development for Special Education, C&I, or Bilingual should be selected from the drop-down in Frontline for approval by that department.
    - i. Approved at the campus level and the department level.
5. Once all absences are verified, the Principal/Administrator should sign the Summary Report.
6. Forward the approved Summary Report in time to be **received** by payroll on the due date: [payroll@conroeisd.net](mailto:payroll@conroeisd.net) or (936) 709-9722 (fax).
7. Retain:
  - a. Signed Summary Report (listing ALL absences)
  - b. Any required documentation for corrections or absences.
  - c. If resubmitting after changes, submit a new, signed summary report and notify your payroll liaison (if you have already submitted your payroll).

# CREATE ABSENCES



5/1/23

## **Entering Vacancy Positions in Absence Management (Frontline):**

1. Submit a Vacancy Position Request form to Human Resources ([vacancy@conroeisd.net](mailto:vacancy@conroeisd.net)). (Campus Frontline coordinators cannot enter or edit vacancy positions.) Vacancy Request forms can be found in Canvas under both the HR for Principals folder and the Campus Users folder. Please do not fax the form or email it directly to substitute office employees. It must be emailed to [vacancy@conroeisd.net](mailto:vacancy@conroeisd.net) so that all sub office employees are able to access the form.

Be sure Human Resources receives the paperwork with plenty of time to enter the vacancy position in Absence Management before you will be running your final summary report to submit to payroll.

2. Remember that you do not enter an accounting code on the Vacancy Position Request form if the position is for an employee vacancy.
3. If you select Special Education funds, you must have approval from Special Ed for that position. Please send the Vacancy request form to Special Education first for approval before forwarding to Human Resources.
4. When selecting ARI/AMI/ASI tutoring funds, ensure that funds are available in the appropriate account.
5. When using Activity Funds, send a check to the Finance department.
6. Once Human Resources has entered the vacancy in Frontline, verify that the vacancy appears on your summary report.

# Vacancy Change Form



Campus/Department \_\_\_\_\_

Date \_\_\_\_\_

Requested by \_\_\_\_\_

Absence Mgmt confirmation # *(required)* \_\_\_\_\_

Substitute name \_\_\_\_\_

### Choose one of the following changes:

Change date range..... Start date \_\_\_\_\_ End date \_\_\_\_\_

Delete day(s): ..... Specify dates \_\_\_\_\_

Add day(s): ..... Specify dates \_\_\_\_\_

**Check one**  Full day  Half day - a.m.  Half day - p.m.

Change accounting code New accounting code or description \_\_\_\_\_

Specify date range for new code

Start date \_\_\_\_\_ End date \_\_\_\_\_

Delete vacancy entirely

Notes

- To change the substitute, please submit a **new** vacancy request.
- You are responsible for making sure funds are available in the budget codes provided.
- If you do not fill out the form completely (including a confirmation number), the form will be returned.

Email this form to the Substitute Office: [vacancy@conroeisd.net](mailto:vacancy@conroeisd.net)

revised June 2017

5/1/23

# APPROVAL PROCESS

## Staff Development

All staff development must be approved at the Campus Level. If the staff development is funded by a department, there will be a second approval required by that department.

## Absence Reasons

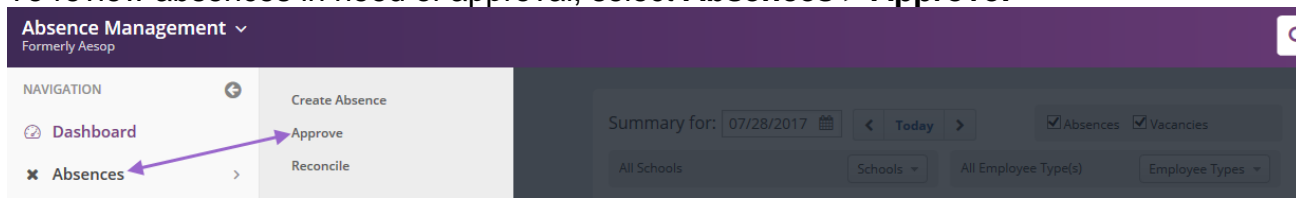
Staff development must be associated with one of the four School Business>Staff Development absence reasons:

- School Business > Staff Dev - C&I
- School Business > Staff Dev - Biling
- School Business > Staff Dev - Campus
- School Business > Staff Dev - SpecEd

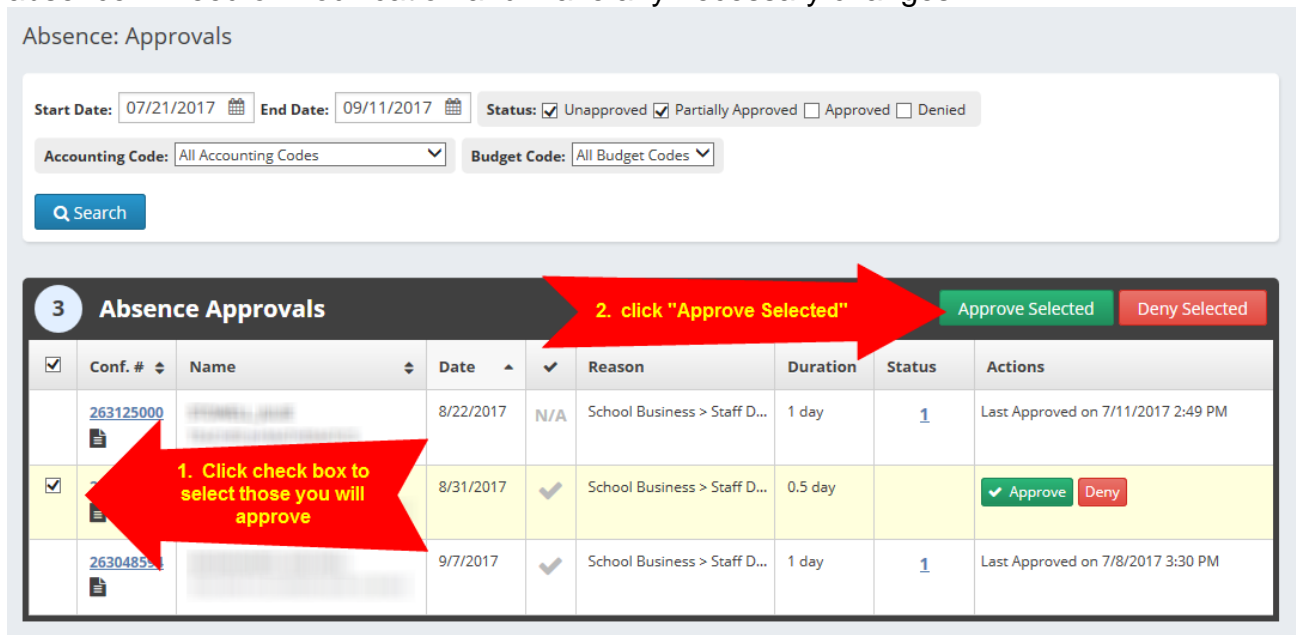
If the staff development is campus funded, make certain this is the selection made by the employee. Any other selection should be based on authorization from the department from which it will be funded. Staff development information in Eduphoria will indicate if the training is funded by a department.

## Approval

To review absences in need of approval, select **Absences > Approve:**



Your list of absences in need of approval can be viewed by selecting either a specific date or a range of dates. Review the list, and if the data is correct, mark those for approval by clicking in the check box and then click "Approve Selected" (for Multiple) or "Approve"(Single). Otherwise, select the absence in need of modification and make any necessary changes.



## Modification to Absence Reason or Coding:

If the absence requires modification (different absence reason or budget code), select the absence by clicking on the link under "CONF#" and then clicking the "Edit/Delete" button:

Start Date: 07/24/2017 End Date: 09/14/2017 Status:  Unapproved  Partially Approved  Approved  Denied

Accounting Code: All Accounting Codes Budget Code: All Budget Codes

Search

**7 Absence Approvals** Approve Selected Deny Selected

<input type="checkbox"/>	Conf. #	Name	Date	✓	Reason	Duration	Status	Actions
<input type="checkbox"/>	<a href="#">263589431</a>	TEST, EMPLOYEE TEST EMPLOYEE	7/31/2017	N/A	School Business > Staff D...	1 day		<span>✓ Approve</span>

*Click here to select the absence for modification*

View Absence #263589431 - TEST, EMPLOYEE Status: **No Substitute Required / Unapproved**  
Hours Per Day: 7.5 | Created: 7/31/17 5:49 PM | Last Update: 7/31/17 6:51 PM

**July 31**

Absence Absence Log Approvers Approver Log Available Subs Call History

Edit Absence ✓ Reconcile ✗ Delete

*Click the Edit Absence button to edit, or click the Delete button to delete the absence.*

July 31 at HUMAN RESOURCES DEPT (726)

Select the day(s) you will be out:  
From 07/31/2017 To 07/31/2017

July 2017

SU	MO	TU	WE	TH	FR	SA
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Absence Reason** School Business > Staff Dev - C&I

**Time** Full Day  
08:00 AM to 04:30 PM

**Accounting Code** None Selected

Status: No Substitute Required

Approval Status: **Unapproved**  
Approvals Received: 0/2  
Last Approval Action: Not Available

Comments:  
255 character(s) left  
✓ Approve

ABSENCE SUMMARY

**For absences funded by a department (not campus funded):**

Absence reason and budget code can be modified here. Be sure to click “Save Absence” after completing your changes. This is an example of a reason “Staff Dev – C&I”. In this case, the code will NOT be entered at the campus level, but will be entered by the department.

July 31 at HUMAN RESOURCES DEPT (726)

Select the day(s) you will be out:  
From: 07/31/2017 To: 07/31/2017

Calendar: July 2017 (31st selected)

Absence Reason: School Business > Staff Dev - C

Time: Full Day, 08:00 AM to 04:30 PM

Accounting Code: Select One

Approval Status: Unapproved  
Approvals Received: 0/2  
Last Approval Action: Not Available  
Comments: [Text Area]  
255 character(s) left  
Approve

After approval at the campus level, the screen will display approval status: Unapproved. The absence is then forwarded to the department selected for approval.



**For Staff Development funded by the campus:**

Reason and budget code can be modified here. Be sure to select "Save Absence" after making changes. If the budget code is to be charged to the primary code of the employee, no code selection is necessary. However, if the substitute is to be paid from **other funds at the campus level**, select the budget code from the drop-down list and then click "Save".

View Absence #263589431 - TEST, EMPLOYEE Status: No Substitute Required / No Approval Required  
Hours Per Day: 7.5 | Created: 7/31/17 5:49 PM | Last Update: 7/31/17 7:06 PM

**July 31**

Absence | Absence Log | Approvers | Approver Log | Available Subs | Call History

Save Absence | Cancel | Delete

July 31 at HUMAN RESOURCES DEPT (726)

Select the day(s) you will be out:  
From: 07/31/2017 To: 07/31/2017

Calendar: July 2017 (31st selected)

Absence Reason: School Business > School Busir

Time: Full Day (08:00 AM to 04:30 PM)

Accounting Code: ELA

Next Steps: Status: No Substitute Required

Absence Summary: Substitute Required: No, Hold Until: No Hold

Monday, July 31, 2017  
HUMAN RESOURCES DEPT (726)  
8:00 AM - 4:30 PM  
School Business > School Business

**Click "Save Absence" after making changes**

**Click on the arrow to activate the drop-down list and select the budget code through which the substitute will be paid for this absence.**

Once you have reviewed your absences and verified that all Staff Development appears accurate, go to Approve Absence, select absences to approve, then click "Approve Selected" (for Multiple) or "Approve"(Single).

Absence: Approvals

Start Date: 07/21/2017 End Date: 09/11/2017 Status:  Unapproved  Partially Approved  Approved  Denied

Accounting Code: All Accounting Codes Budget Code: All Budget Codes

Search

**3 Absence Approvals**

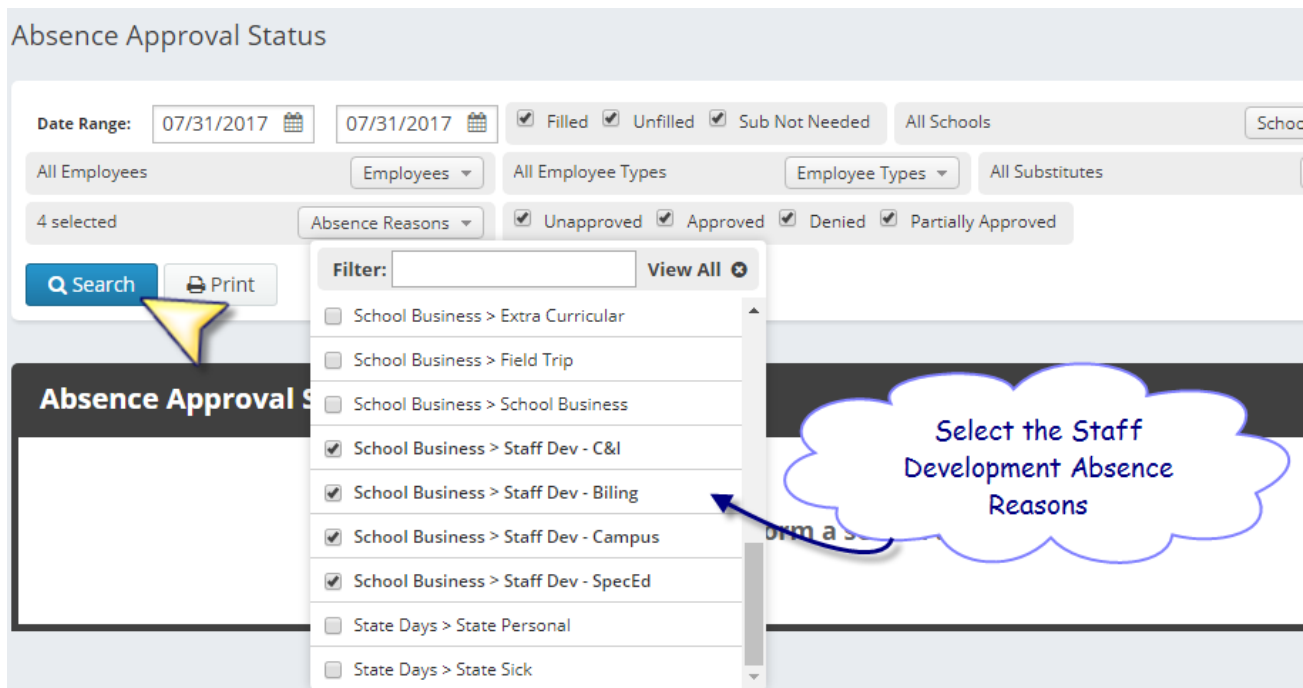
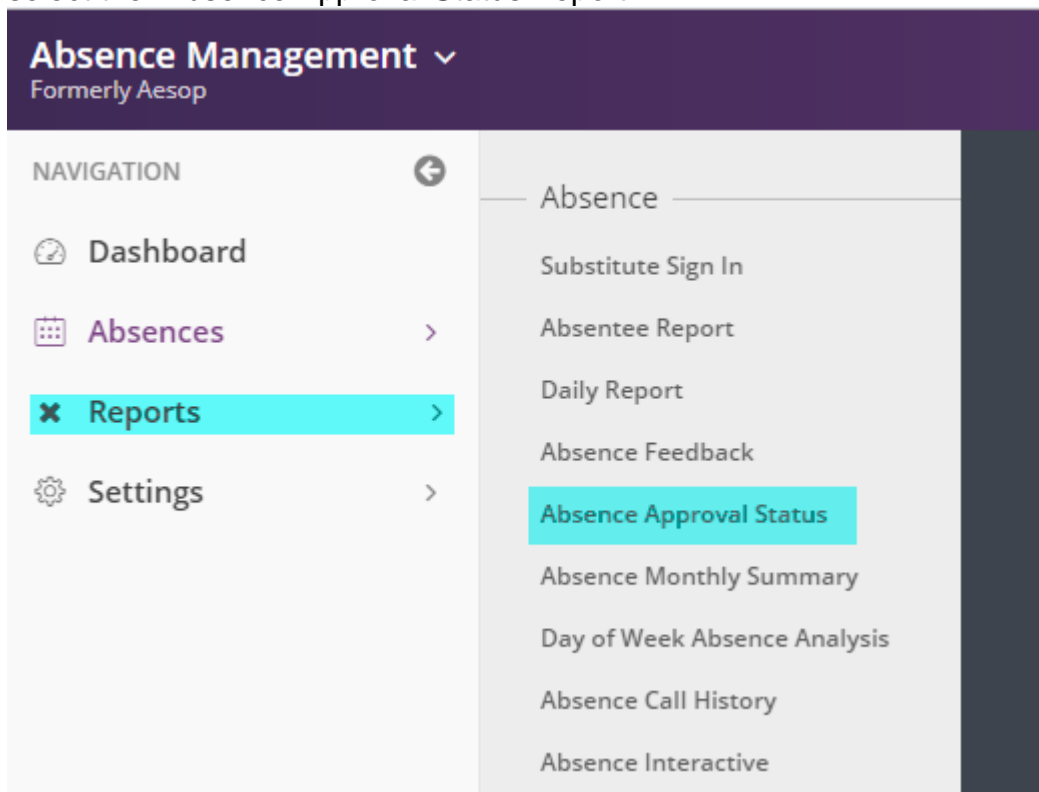
**2. click "Approve Selected"**

Approve Selected | Deny Selected

<input checked="" type="checkbox"/>	Conf. #	Name	Date	Reason	Duration	Status	Actions
<input type="checkbox"/>	263125000	[Redacted]	8/22/2017	N/A	School Business > Staff D...	1 day	1 Last Approved on 7/11/2017 2:49 PM
<input checked="" type="checkbox"/>			8/31/2017	✓	School Business > Staff D...	0.5 day	Approve Deny
<input type="checkbox"/>	2630485...	[Redacted]	9/7/2017	✓	School Business > Staff D...	1 day	1 Last Approved on 7/8/2017 3:30 PM

**1. Click check box to select those you will approve**

To verify that all of your absences that require approval have been approved, go to Homepage and select the “Absence Approval Status” report:



A listing of each of your staff development absences will populate, and you can easily verify that the status on each is “Approved”:

Absence Approval Status

Date Range: 05/03/2016 05/07/2016  Filled  Unfilled  Sub Not Needed All Schools Schools

All Employees Employees All Employee Types Employee Types All Substitutes Substitutes

4 selected Absence Reasons  Unapproved  Approved  Denied  Partially Approved

Search Print

15 Absence Approval Status						
Date	Conf. #	Name	Reason	Substitute	Status	Approvals
5/3/2016	207928282	TEACH ELEM/BILINGUAL/KINDERGAR TEACHER 187 DAYS	School Business > Staff D... Number Of Days: 1	John Doe	Approved	5/2/2016 08:20 AM

## ENTRY OF BUDGET CODES IN FRONTLINE (Substitutes paid by funds other than teacher's primary budget code) and Staff Development procedures

1. Absence reasons that might need a budget code assigned:
  - a. School Business
  - b. Vacancy Positions
  - c. Staff Development – Campus Funded
2. Choices for **Staff Development** (please verify funding source for absence):
  - \***Campus Funded** (requires code selection if different than campus default budget code, 199X-11-SB-XXX-11000). Code selection options include Accelerated Science, Activity funds, and State Comp Ed.
  - \***Department Funded** (Do not enter code). Upon approval at the campus level, the absence will go to the Department level for code entry and the second level of approval.
  - The option to enter a code for campus-funded staff development is restricted to Frontline campus users – not employees. You will need to edit the absence entered by the employee in order to select the code, unless the campus default school business code will be the funding source (199X-11-SB-XXX-11000).
  - If you select Activity Fund, you must forward funds to the Finance department.
  - If no accounting code is selected for School Business>Staff Development, the substitute will be paid using 199X-11-SB-XXX-11000.
  - If Department Funded is not approved by the department identified (C&I, Bilingual, Special Ed), the substitute will be paid using 199X-11-SB-XXX-11000

## FREQUENTLY USED PAYROLL BUDGET CODES

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FUND	FUNC	S/O	ORG	PROGRAM INTENT	OBJECT CODE
199X	11	00	XXX	11000	61XX general instruction
199X	11	22	XXX	23000	61XX special education
199X	12	28	XXX	11000	61XX library
199X	23	00	XXX	99000	61XX school administration
199X	31	00	XXX	99000	61XX counseling
181X	36	XX	XXX	91000	61XX athletics

### SUBSTITUTE/SUPPLEMENTAL PAY NEVER CODED TO 6119, 6126, or 6125 (61XX ABOVE)

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#### SUBS/PART-TIME

- 6112 Subs for Teachers ONLY
- 6122 Subs for all others
- 6127 Part-time employees

#### EXTRA DUTY/OVERTIME

- 6118 extra pay for teachers/professional (regular code 6119)
- 6121 extra pay for para/support (regular code 6125 or 6126)

#### STIPENDS

- 6134 stipend

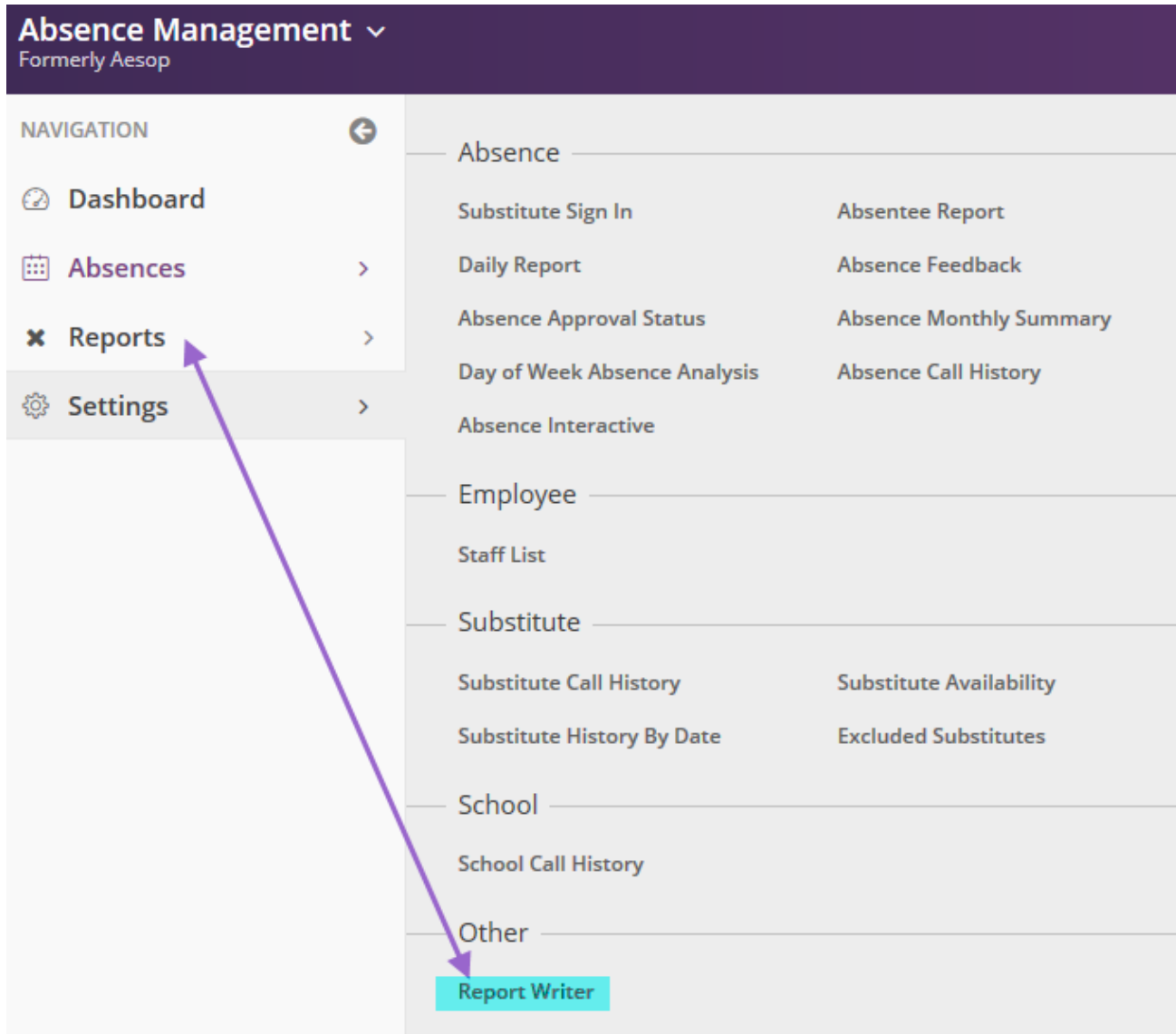
#### REGULAR PAY

- 6125 Para Professional
- 6126 Support Staff/Auxiliary
- 6119 Professional/Teacher

# SUMMARY REPORT

After all absences have been entered, edited, and approved, you should run the Summary Report. A copy of this signed report will be kept with your records and you will scan the report using your copier/scanner to [payroll@conroeisd.net](mailto:payroll@conroeisd.net) or send by fax to (936) 709-9722.

To run the summary report, Select Reports > Report Writer



Find the “Summary Report” and click “Run with new filters”:

Report Writer

Show reports last run or created   Name:

**Absence Data**

Name	Access	Created	Last Run	Runs	Actions
Summary Report	Public	10/5/2016 4:43 PM by: Super user			<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>

**Click Run with New filters**

**REPORTwriter Filter Report**

Summary Report

Available Fields

Common Fields

- CONF#
- Date
- Employee Full Name
- Employee Identifier
- School Name
- Substitute Full Name
- Start Time (Substitute)

**Filters**

Date Start: 07/09/2017 End: 07/29/2017

Relative  Fixed  Relative  Fixed

School Name: CONROE HIGH SCHOOL (001);  All

Include Dependents

Cancelled  Yes  No

Approval Status:  Denied

**1. Enter the date range for the pay period**

**2. Ensure your campus is reflected**

**3. Click Run**

Select the output type and then click Run:

### Summary Report

Template ID: 0

**Output Types**

HTML  Include Page Breaks

Excel Compatible (csv)

Delimited Text Delimiter: Tab

Fixed Length Text

**Schedule:**

I want to run the report right away.

Let me know when the report is ready

**Delivery Options**

Email address:

Static File Name:

Attach results to email:

Deliver to FTP Server:

**Report Options**

Exclude Header Row

Mark as Extracted

Run Cancel



Aesop Search here, then press enter. Alerts Help Aaron Larson

### Summary Report

Type: Absence Data  
Created 6/15/2016 1:34 PM by Super user

Actions: Run with New Filters Run with Saved Filters

Return to Report Template List

**Details**

- 12 Display Fields
- 1 Group By Fields
- 2 Sort Fields

Report Executions

Date Range: 07/21/2016 07/28/2016 Search

Entered	Started	Finished	Output
7/28/2016 5:31:54 PM	(View Details)	7/28/2016 5:31:54 PM	7/28/2016 5:31:58 PM
7/28/2016 5:31:32 PM	(View Details)	7/28/2016 5:31:32 PM	7/28/2016 5:31:53 PM

**Report Run**

Started 7/28/2016 5:31:54 PM  
Finished 7/28/2016 5:31:58 PM

**Download Results**

Web Page

Notification emailed to amlarson@conroeisd.net

Report Executions

Date Range: 07/21/2016 07/28/2016 Search

Entered	Started	Finished	Output
7/28/2016 5:31:54 PM	(View Details)	7/28/2016 5:31:54 PM	7/28/2016 5:31:58 PM
7/28/2016 5:31:32 PM	(View Details)	7/28/2016 5:31:32 PM	7/28/2016 5:31:53 PM

View report and check for accuracy prior to submission to Payroll:

5/1/23

**Summary Report**

School/Dept	Date	Emp EIN	Absence Reason	Full/Half	Acct Code Name	Sub EIN	Sub Name	Pay CD	# Day(s)	Sub Pay
<b>Emp Name: [REDACTED]</b>										
CONROE HIGH SCHOOL (001)	7/26/2017	[REDACTED]	State Days > State Personal	Half Day PM					.50	0
									0.50	0
<b>Emp Name: [REDACTED]</b>										
CONROE HIGH SCHOOL (001)	7/17/2017	[REDACTED]	State Days > State Personal	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/23/2017	[REDACTED]	State Days > State Personal	Half Day PM					.50	0
									1.50	0
<b>Emp Name: [REDACTED]</b>										
CONROE HIGH SCHOOL (001)	7/10/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/11/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/12/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/13/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/14/2017	[REDACTED]	State Days > State Personal	Full Day					1.00	0
									5.00	0
<b>Emp Name: [REDACTED]</b>										
CONROE HIGH SCHOOL (001)	7/18/2017	[REDACTED]	Off-Duty/Vac 2017-18	Half Day PM					.50	0
CONROE HIGH SCHOOL (001)	7/19/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/20/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
									2.50	0
<b>Emp Name: [REDACTED]</b>										
CONROE HIGH SCHOOL (001)	7/10/2017	[REDACTED]	Local Personal > Local Personal	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/11/2017	[REDACTED]	Local Personal > Local Personal	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/12/2017	[REDACTED]	Local Personal > Local Personal	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/13/2017	[REDACTED]	Local Personal > Local Personal	Full Day					1.00	0
									4.00	0
<b>Emp Name: [REDACTED]</b>										
CONROE HIGH SCHOOL (001)	7/17/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/18/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/19/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/20/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/21/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/24/2017	[REDACTED]	Off-Duty/Vac 2017-18	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/25/2017	[REDACTED]	State Days > State Personal	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/26/2017	[REDACTED]	State Days > State Personal	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/27/2017	[REDACTED]	State Days > State Personal	Full Day					1.00	0
CONROE HIGH SCHOOL (001)	7/28/2017	[REDACTED]	State Days > State Personal	Full Day					1.00	0
									10.00	0
<b>Emp Name: [REDACTED]</b>										
CONROE HIGH SCHOOL (001)	7/28/2017	[REDACTED]	State Days > State Personal	Full Day					1.00	0
									1.00	0
									24.50	0



**IMPORTANT:** If you make any changes after you have printed your summary report, you will need to print a new summary report that reflects the changes and submit the new copy to Payroll with your supervisor's signature.



# Extra Duty (Supplemental) Process

General Extra Duty Pay Information

Extra Duty Rate List

Supplemental Checklist

Supplemental Pay Processing

## GENERAL EXTRA DUTY PAY INFORMATION

- Extra duty pay should be tracked as worked, and **submitted with the correct pay period.**
- Flat rates should be limited, applies to full-time employees only and based on hours worked and associated with specific dates (not spanning multiple months).
- The number of weekdays worked and, if applicable, the number of weekend or holiday days worked is required for each entry.
- Extra duty pay for **Full and Part Time Retirees** must be entered in **Kronos.**
- Extra duty pay for exempt non-retiree employees should be entered in eFinance Plus Supplemental Pay.
- eFinancePlus can be accessed through <https://my.conroeisd.net>, select the efinancePLUS tile, using your domain (or Outlook) log in credentials.
- A timesheet, or other documentation, must be attached to payment request. **Timesheets must be submitted in alphabetical order.**
- Budget account code for Sub Teacher/Professional – 6118.
- A secondary signature is required if the Principal (or authorized signer) is receiving supplemental pay.
- Most extra duty/supplemental pay can be viewed by employees using the Employee Access Center.
- **Scan all payroll documentation (supplemental report and all timesheets in the same order as the supplemental report) from your copier/scanner to [payroll@conroeisd.net](mailto:payroll@conroeisd.net) or by fax to (936) 709-9722 in time to be received by the payroll due date.**



A Timesheet and Supplemental Pay Form should be submitted to the Payroll Department based on the date the duty was performed in accordance with the District Pay Schedule. Appropriate administrative approval should be obtained prior to submission. Staff members are not eligible for payment while working during normal business hours or for duties compensated by a stipend.

Employees that do not currently work in full-time positions must be hired as part-time with the rate listed below and record their hours worked in Kronos.

- Substitutes cannot be paid extra duty at an hourly rate.
- Non-exempt employees are not eligible for these rates and must be paid their regular hourly rate and overtime, if applicable. Kronos must be used to record their hours worked.
- The extra duty rate does not include the cost of benefits. Cost of benefits should be considered when estimating the impact of extra duty pay on your budget.

Task	Description	Rate Effective September 1, 2023	Dept/Campus	Stat Min	Funding Info.
P99	Extra Summer Help	10.50	*	N	Local
P29	Late Bus Duty/Monitor	25.00	*	N	Local
P41	Extra Duty - \$20/hr	20.00	*	N	
P40	Extra Duty - \$25/hr (College Readiness)	25.00	*	N	
P39	Extra Duty - \$30/hr	30.00	*	N	
P06	Detention - After school	25.00	*	N	
P07	Detention - Saturday	30.00	*	N	
P14	Library open after school	30.00	*	N	Title 1
P26	Tutorial After School	30.00	*	Y	Title 1, SCE
P25	Tutorial - Sat/Rate Approved	35.00	*	Y	Title 1, SCE
P61	Accelerated Summer Instruction	32.50	HS	Y	
P11	Extra Class (remote or in-person)	40.00	*	Y	
P46	Rental-Weeknight-Gym-Minimal Supervision	30.00	*	N	
P47	Rental-Weekend-Church-Minimal Supervision	35.00	*	N	
P48	Rental-Large Group-Requires Administrator	40.00	*	N	
P111	Jett TTC Rental-Large Group-Requires Administrator	50.00	886	N	
P112	Campus Based Summer Programs for Learning Loss	30.00	*	N	Title 1
P113	Summer Daily Work for Instructional Planning	30.00	*	Y	Title 1
P114	Instructional Planning After Hours	30.00	*	Y	Title 1

P115	Campus Testing Coordinator	2,800.00	HS	Y	
P23	Saturday Administration	35.00	*	N	
P104	4 Hour Staff Development	75.00	*	N	Title 1
P102	7 Hour Staff Development	125.00	*	N	Title 1
P110	School Safety Monitor	30.00	*	N	
Task	Description	Rate	Dept/Campus	Stat Min	Funding Info.
P44	Master Schedule	35.00	JH	N	
P08	Evening Cosmetology and Saturdays	30.00	HS	Y	
P09	Evening Credit Recovery	30.00	HS	N	
PS00	Summer Camp Director	50.00	HS	N	
PS10	Counselor, Librarian, Teacher – Evening Credits	150.00	727	Y	
P28	New HS Counselor	200.00	HS	Y	
PAP5	AP Proctor	35.00	HS	N	
P37	Extra Class - Extended Day	65.00	001	Y	
P30	Computer Lab - Open Late	25.00	003	N	
P87	Class Scholarship-Grow Your Own (6139)	250.00	726	N	
P94	Nurse Extra Duty	35.00	*	Y	
P108	Summer Nurses Aid	11.50	872	N	
PZ50	Approved - Flat Rate of \$500	500.00	HS, JHS, 874	N	
PZ55	COS	500.00	726: 874	N	
P70	High School Test Prep Instruction	50.00	874: 875	Y	
P73	Year Long Residency Mentor	500.00	874,876	Y	
P81	Lesson Plan / S&C	150.00	874: 876	Y	
P82	Preparation	100.00	874: 876	Y	
P83	Presenter	100.00	874: 876	Y	
P85	Prep after hour Teacher Training Instructional	25.00	874: 876	Y	
P79	Leadership Academy	670.00	874	N	
P03	Bilingual Translations by Professional Staff	35.00	874	N	
P05	Curriculum Writing	30.00	874	Y	
P101	Extra Duty - Hourly Rate	30.00	874	Y	
P105	Training Course Development	175.00	874	Y	
PAP4	AP CONFERENCE	60.00	874	Y	
PD01	Destination Imagination: 1 Team \$600.00	600.00	874	N	
PD04	Destination Imagination: 2+ Teams \$750.00	750.00	874	N	
PZ05	Approved - Flat Rate of \$50	50.00	874	N	
PZ07	Approved - Flat Rate of \$75	75.00	874	N	
PZ08	Approved - Flat Rate of \$85	85.00	874	N	
PZ10	Approved - Flat Rate of \$100	100.00	874	N	
PZ12	Approved - Flat Rate of \$125	125.00	874	N	
PZ15	Approved - Flat Rate of \$150	150.00	874	N	
PZ17	Approved - Flat Rate of \$175	175.00	874	N	
PZ20	Approved - Flat Rate of \$200	200.00	874	N	
PZ25	Approved - Flat Rate of \$250	250.00	874	N	

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PZ30	Approved - Flat Rate of \$300	300.00	874	N	
PZ35	Approved - Flat Rate of \$350	350.00	874	N	
PZ40	Approved - Flat Rate of \$400	400.00	874	N	
PZ45	Approved - Flat Rate of \$450	450.00	874	N	
PZ51	Extra Duty Science Flat Rate of \$75	75.00	874	N	
PZ52	Extra Duty Science Flat Rate of \$150	150.00	874	N	
<b>Task</b>	<b>Description</b>	<b>Rate</b>	<b>Dept/Campus</b>	<b>Stat Min</b>	<b>Funding Info.</b>
PZ53	Extra Duty Science Flat Rate of \$200	200.00	874	N	
PZ54	Extra Duty Science Flat Rate of \$225	225.00	874	N	
PZ56	TCLAS Tutoring Manager – one individual	3,500.00	874	Y	
PZ57	TCLAS Tutoring Manager – two individuals	1,750.00	874	Y	
PZ60	Science Stipend Flat Rate of \$300	300.00	874	Y	
PZ61	Science Stipend Flat Rate of \$400	400.00	874	Y	
PZ62	Science Stipend Flat Rate of \$500	500.00	874	Y	
PZ66	Math Bowl Stipend Flat Rate of \$500	500.00	874	N	
PZ63	Science Fair Chair Stipend of \$3000	3,000.00	874	Y	
PZ67	Reading Academy Stipend Flat Rate \$500	500.00	874	N	
P116	Extra Duty Day (Tues, Wed, Thurs)	130.00	726	Y	
P117	Extra Duty Day (Mon, Fri)	140.00	726	Y	

<b>Task</b>	<b>Description</b>	<b>Rate Effective 9/1 Paycheck</b>	<b>Dept/Campus</b>	<b>Stat Min</b>	<b>Funding Info.</b>
PZ35	Approved - Flat Rate of \$350	350.00	874	N	
PZ40	Approved - Flat Rate of \$400	400.00	874	N	Honor Choir, Band or Orchestra Conductor, Clinician
PZ45	Approved - Flat Rate of \$450	450.00	874	N	
P66	Approved - Flat Rate of \$1,500	1,500	874		Creation of digital online curriculum (1 semester)
P67	Approved - Flat Rate of \$750	750.00	874		Creation of digital online curriculum (1 grading period)
PZ50	Approved - Flat Rate of \$500	500.00	874		Creation of digital online curriculum Honors Supplemental, EB Support, SpEd Support (1 semester)
PZ25	Approved - Flat Rate of \$250	250.00	874		Creation of digital online curriculum Honors Supplemental, EB Support, SpEd Support (1 grading period)
PZ30	Approved - Flat Rate of \$300	300.00	874		Course Development Support - 1 course
PZ51	Extra Duty Science Flat Rate of \$75	75.00	874	N	
P68	Extra Duty Science Flat Rate of \$100	100.00	874	N	
PZ52	Extra Duty Science Flat Rate of \$150	150.00	874	N	
PZ53	Extra Duty Science Flat Rate of \$200	200.00	874	N	
PZ54	Extra Duty Science Flat Rate of \$225	225.00	874	N	
PZ60	Science Stipend Flat Rate of \$300	300.00	874	Y	
PZ61	Science Stipend Flat Rate of \$400	400.00	874	Y	
PZ62	Science Stipend Flat Rate of \$500	500.00	874	Y	

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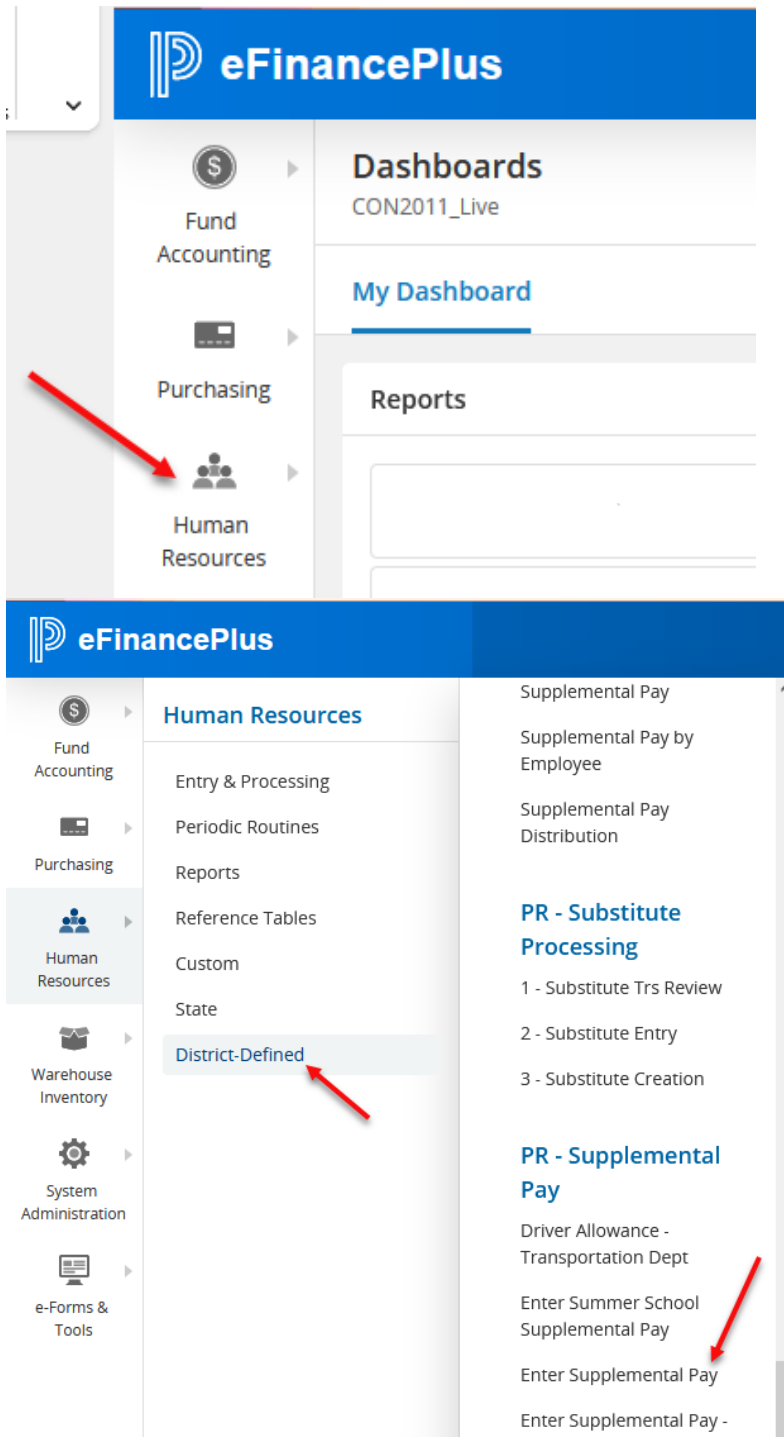
## SUPPLEMENTAL CHECKLIST

- \$ \_\_\_\_\_ All supplemental pay entered in eFinancePlus supplemental pay system for the dates included in the pay period.
- \$ \_\_\_\_\_ Review Supplemental Report for accuracy.
- Verify there are no retirees in supplemental
  - Verify that there is a **signed** timesheet for each entry and that the **job performed** is listed for each day worked
  - Verify that duty rate is accurate for the duty performed on the timesheet.
  - Review employee's campus location to ensure accurate list.
  - Review budget code.
- \$ \_\_\_\_\_ Obtain Principal's signature on Supplemental Report.
- \$ \_\_\_\_\_ Retain the original copy of the supplemental report and all timesheets for your records.
- \$ \_\_\_\_\_ Scan Supplemental Report and all Timesheets (in the order in which they appear on the supplemental report (usually alphabetical)) to the payroll department: [payroll@conroeisd.net](mailto:payroll@conroeisd.net) or by fax to (936) 709-9722, in time to be received by the due date.

# SUPPLEMENTAL PAY PROCESSING

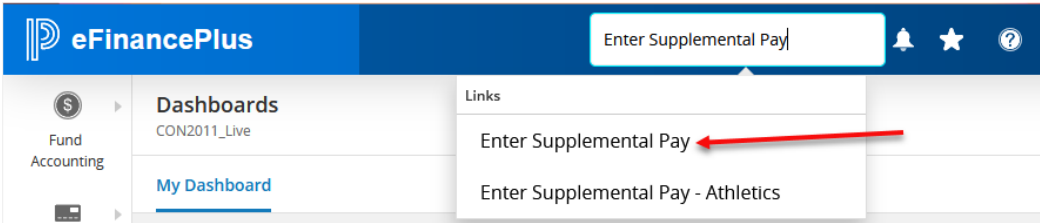
There are three ways of Accessing Supplemental Processing:

- 1) In eFinancePlus: Select Main Menu > Human Resources > District Defined > Enter Supplemental Pay

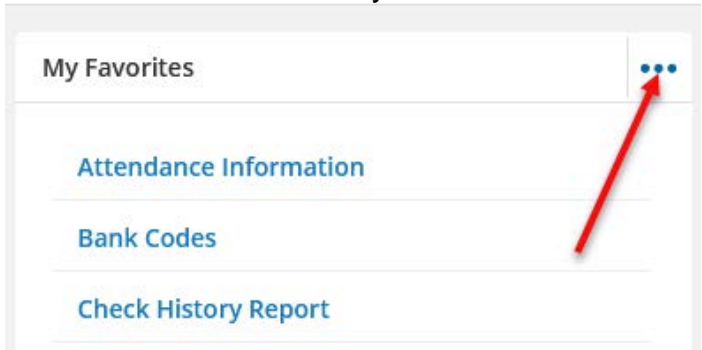


- 2) In the search bar type Enter Supplemental Pay and Select Enter Supplemental Pay from the results

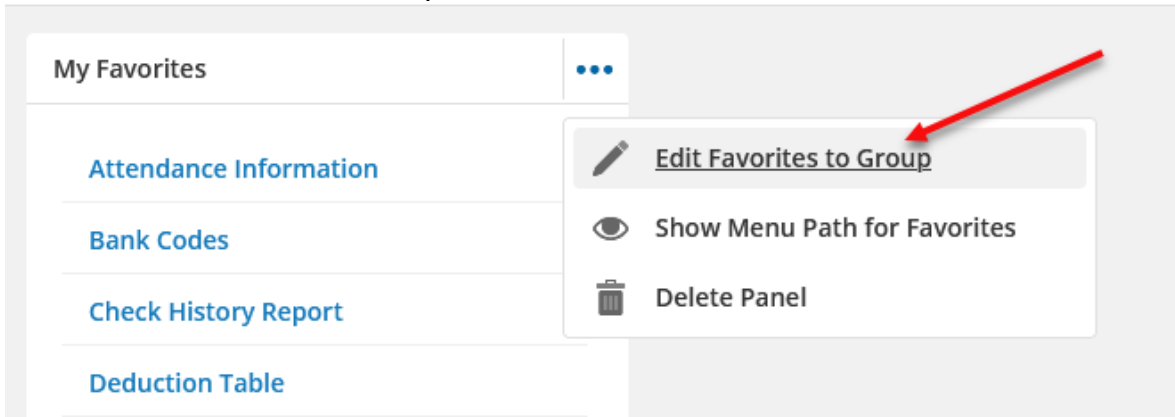




3) Add to Favorites  
Select the “...” from the My Favorites Panel



Select “Edit Favorites to Group”



Begin typing in the Menu Item search bar. From the search results check the Enter Supplemental Pay and then click on the “+” button in front of the desired menu item. Click Save in the lower right corner.

Search Menu Items

Menu Item

Enter S

Description/Menu Path

- + Enter Summer School Supplemental Pay  
Human Resources > District-Defined > PR - Supplemental Pay
- + Enter Supplemental Pay  
Human Resources > District-Defined > PR - Supplemental Pay
- + Enter Supplemental Pay - Athletics  
Human Resources > District-Defined > PR - Supplemental Pay

Confirm Enter Supplemental Pay has been added to My Favorites. You may have to log out of eFinance and log back in for the adjustments to take effect.

Ensure your campus/department is selected, then select check date and click OK:

Supplemental Pay Entry - CON2011\_Live

History

Enter Options

Supplemental Pay Reporting Period

05/01/2023

Campus/Department **005 - OAK RIDGE HIGH SCHOOL** Username **rclary**

For Payroll check dated **D03 - Sep 30 2022** Due TO payroll 09/06/2022

Audit AMI/ARI Retirees This Month

3. Click OK

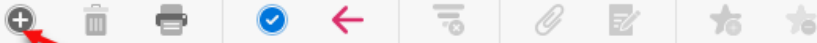
1. Ensure campus is selected

2. Select payroll check date

Click the “+” icon to enter new information:

## Supplemental Pay Entry - CON2011\_Live

Delete Row Audit



Enter Options

Click "+" for New

### Supplemental Pay Reporting Period

05/01/2023

Campus/Department

005 - OAK RIDGE HIGH SCHOOL

1. Enter 6 digit EIN, or use magnifying glass to look up employee
  2. Confirm name matches the timesheet
  - 3 Enter start and end date\*\*
  4. Enter number of units (hours or days), depending on rate/position worked
  5. Select position worked from drop-down list (the position worked is tied to a rate of pay)
  6. Enter the total number of week days and/or weekend/holiday days worked in the date range.
  7. Enter budget code and account
  8. After data is entered and reviewed click OK
    - > Repeat steps until timecards have been entered
- \*\*Continuous checkbox will allow you to enter employees without pressing the"+". However you will need to press the back button to review results.\*\*

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### Enter Options

#### Supplemental Pay Reporting Period

09/14/2018  
 Campus/Department: 068 - GRANGERLAND INTERMEDIATE Username: [rig]  
 For Payroll check dated: 904 - Oct 15 2018 Due TO payroll 09/24/2018  
 Retirees This Month

Emp No	Employee Name	Home	Wrk Beg	Wrk End	Hrs Wrkd
NO matches.					

### Enter Personnel Working the Event

Empl No. 1 Employee Name 2 Dept  
 Start Date 3 End Date Units 4 Position Worked 5 Week Days 6 Weekend/Holiday Days  
 Budget Information for the Event:  
 BUDGET UNIT Account 7  Continuous

**\*\*The Affordable Care Act requires monthly reporting of all hours worked. Therefore, we are required to split months when entering Supplemental pay. Example: (Pay Dates 06/28-7/11), Work Begin: 6/28 and Work End: 6/30 entered for days worked June, and Work Begin: 7/1 and Work End: 7/11 for days worked in July. Two entries for any employees that worked in both months.**

To **delete** an entry, highlight the employee and select "Delete Row":

### Supplemental Pay Entry - CON2011\_Live

Delete Row Audit

### Enter Options

#### Supplemental Pay Reporting Period

05/02/2023  
 Campus/Department: 005 - OAK RIDGE HIGH SCHOOL Username:  
 For Payroll check dated: D06 - Nov 15 2022 Due TO payroll 10/17/2022  
 Retirees This Month

Emp No	Employee Name	Home	Wrk Beg	Wrk End	Hrs Wrkd	Rate	Earned
		005	10/03/2022	10/14/2022	5.50	30.000	
		005	10/03/2022	10/13/2022	4.50	30.000	
		005	09/27/2022	09/27/2022	1.00	25.000	

To **print** the report that you will have signed and will scan/fax to payroll by the deadline, click the “Print” icon:

## Supplemental Pay Entry - CON2011\_Live

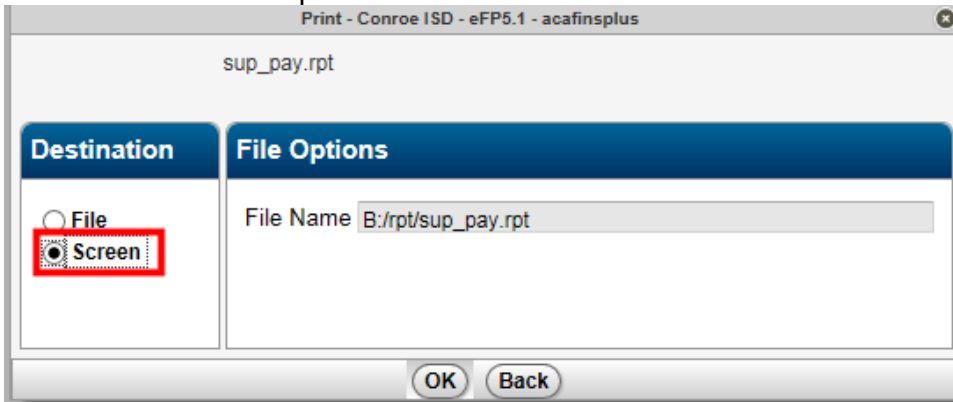
Delete Row Audit



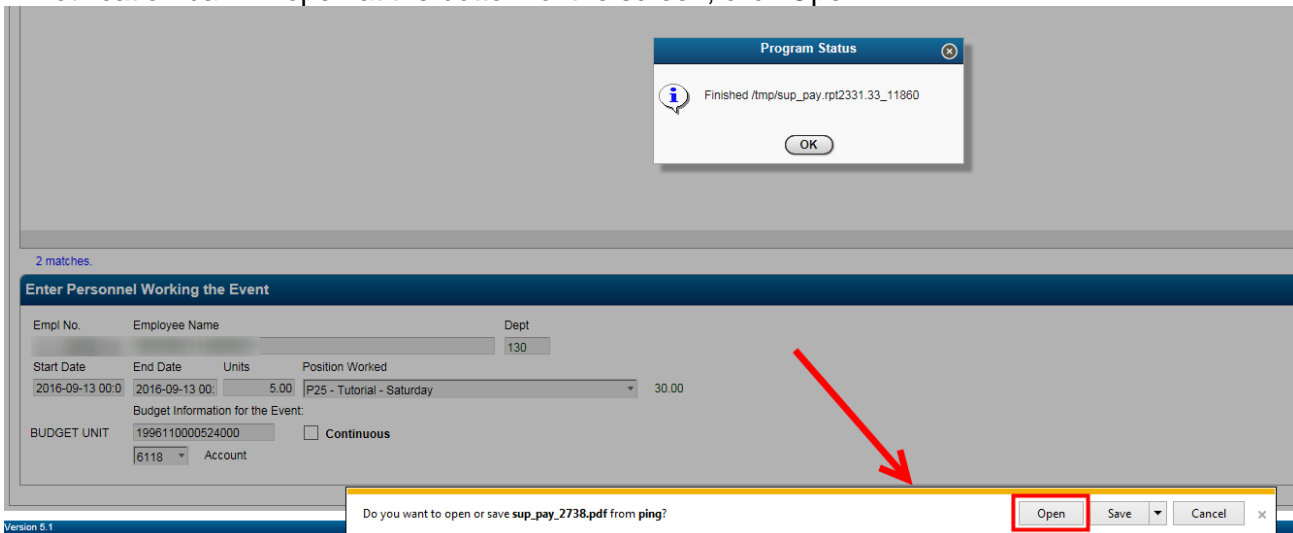
Enter Options

Supplemental Pay Reporting Period

Choose the “Screen” option and click OK:



A Notification bar will open at the bottom of the screen, click Open



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Your report will open in Adobe Acrobat Reader. Verify that the information is accurate, have your supervisor sign the printed form, and scan the report and all supporting timesheets (timesheets should be submitted in the same order as the summary report – usually alphabetical) to [payroll@conroeisd.net](mailto:payroll@conroeisd.net) or by fax to 936-709-9722. The original copy should be retained in your files.

09/17/18  
14:57:14  
sup\_payr.4g1

CISD Supplemental Payments  
for Checks dated 10/15/2018  
at OREE BOZMAN INTERMEDIATE

904

EMP NO	AMOUNT	FUND	FC	SO	ORG	BUD	ACCT	E	START	ENDED	UNITS	RATE	DEPT	FTE	WEEK	WKEND/HOL
EMPLOYEE									PAID FOR WORKING							
								X							DAYS	DAYS
09/09/09	70.00	1999	11	00	078	11000	6118	E	09/09	09/09	2.00	35.00	078	1.00	0	1
RENTAL, CHURCH									Rental-Church Supervisor							
09/10/12	75.00	1999	11	00	078	11000	6118	E	09/10	09/12	3.00	25.00	078	1.00	3	0
TUTORIAL, AFTER									Tutorial After School							

\$ 145.00 TOTAL

This report is approved by: \_\_\_\_\_  
(Sign with RED ink)

Please print name: \_\_\_\_\_

# Kronos Process

General Kronos Information

Kronos Checklist

UKG Kronos Managers Users Manual (separate attachment)

## GENERAL KRONOS INFORMATION

- 🕒 Maintain missed punches either daily or weekly to reduce issues remaining as deadlines approach.
- 🕒 Full-time and part-time **retirees** will use Kronos to record regular time worked, extra duty time and stipends.
- 🕒 Absences for retirees will update from Frontline system and will need to be manually entered in Kronos and Frontline if they are entered in Frontline after the Friday afternoon interface.
- 🕒 Substitutes working part-time must be hired as part-time employees.
- 🕒 Exempt-Retiree will have a 30-minute auto meal deduct.
- 🕒 Run queries to identify any problems or missing data:
  - Identify missed punches and unexcused absences
  - **Pay Period Close** for absences and missed punches.
  - **Long Shift** to review any manually entered punches and ensure that AM and PM were entered correctly.
  - **Short Shift** to ensure that all half-day absences have been entered.
  - **179 without budget code** to make sure all supplemental has budget code.
  - **Budget code without 179** to make sure all with budget code have supplemental duties 179
- 🕒 **Percentage Employees** that do not have hours or an absence for a day during the pay period **must** have a Zero Work Day with 1 in the amount field.
- 🕒 Absences are interfaced each Friday from Frontline. Any absences for the prior week entered or changed in Frontline after this interface must be updated in BOTH Frontline and Kronos.
- 🕒 **Absences** should be reviewed after interfaced from Frontline.
- 🕒 All time should be entered through Kronos for regular duties.
- 🕒 Run frequent queries to reduce processing issues at deadline.
- 🕒 Approve timecards WEEKLY. This should be done by Tuesday morning of the following week. We hope this will help you to maintain each week while the dates are still recent, and it will enable us to begin checking earlier.
- 🕒 Part-time hours worked must be updated at the end of each month.
- 🕒 Extra duty (different budget) identified by transfer in Kronos (See Kronos manual for detailed procedures).
- 🕒 Extra duty pay should be tracked as worked, submitted with the correct pay period and updated at the end of each month.
- 🕒 **There should be paperwork to support ALL manual changes in the Kronos system**, including changes made to the manager's punches. Managers should use time-stamp as a common practice and any changes are required to be supported by a missed punch form.
- 🕒 **Do not enter a Department code in the Department field when adding the budget code on transfers.**
- 🕒 Use Kronos Manual for helpful instructions.
- 🕒 **Scan all payroll documentation from your copier/scanner to [payroll@conroeisd.net](mailto:payroll@conroeisd.net) or by fax to (936) 709-9722 in time to be received by the payroll due date.**

5/1/23



# KRONOS CHECKLIST

1. \_\_\_\_\_ **Run Queries** (monitor daily or weekly)  
**USING PAY PERIOD CLOSE– All Home– select appropriate time period**
  - Identify missed punches
  - Identify absences**Drop Down on Pay Period Close – select appropriate time period**
  - 179 without budget code – for supplemental pay
  - Budget code without 179 – for supplemental duty
  - Long Shift – for missed punches added incorrectly
  - Short Shift – for ½ day absences
2. \_\_\_\_\_ **Manual Entry** (use queries to identify needs)
  - Zero Work Day – Percentage Employee
  - Enter missed punches – missed punch form required
  - Change meal deduct – missed punch form required
  - Supplemental Pay – process should be set-up
  - Manually entered absences – documentation from Frontline required
3. \_\_\_\_\_ **Run Queries** – verify all data corrected
4. \_\_\_\_\_ **Reports/Forms**
  - Time Card detail
  - Employee Transactions and Totals
  - Payroll Transmittal Changes Form, if necessary
5. \_\_\_\_\_ **Review**
  - Review Transactions and Totals report to identify errors
    - Hours per day for absence should be whole or half
    - Hours per day x days compare
  - Compare Absence Summary Report to Kronos Employee Transactions and Totals report to confirm all absences match
6. \_\_\_\_\_ **Approval**
  - Authorized signature on Employee Transaction and Totals Report
  - Approve Time Cards **each week (no later than Tuesday morning of the following week)**
7. \_\_\_\_\_ **Month End**
  - All part-time, retiree, hourly and extra-duty hours must be updated
8. \_\_\_\_\_ **Final Steps**
  - Scan the following documents to the payroll department in time to be **received by the due date:**
    - **Signed Employee Transactions and Totals Report**
    - **Absence Summary Report (from Frontline)**

5/1/23