

Payroll Reporting Training

Chapter 1:

General Info & UKG Kronos Manager

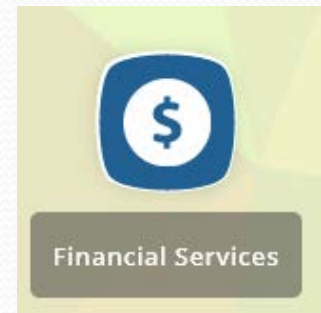


Important Contacts

- **Payroll**
 - payroll@conroeisd.net
 - x97722
- **Technology**
 - help@conroeisd.net
 - x97658
- **Human Resources**
 - hrrequests@conroeisd.net
 - x97859
- **Substitute Office**
 - substitutes@conroeisd.net
 - x97710



Payroll Due Date Schedules, manuals, links and information can be found on the Payroll Internal Website, accessible through the CISD SSO.



Payroll Internal Website

<https://sso.conroeisd.net/>

The screenshot displays the Conroe ISD SSO dashboard. At the top, there is a navigation bar with the Conroe ISD SSO logo, a search icon, and a notification bell. Below the navigation bar, there are ten application tiles arranged in two rows of five. The tiles are: Administrative Directory, Bus Hub, Bus Referrals, Campus Contacts, Canvas, eFinancePLUS, eFinancePLUS Test, Employee Documents, Financial Services (circled in red), and Frontline Asset Management. Each tile features a distinct icon and a label.

Icon	Application Name
	Administrative Directory
	Bus Hub
	Bus Referrals
	Campus Contacts
	Canvas
	eFinancePLUS
	eFinancePLUS Test
	Employee Documents
	Financial Services
	Frontline Asset Management



Payroll Internal Website

CONROE
INDEPENDENT
SCHOOL DISTRICT









Parents/Students ▾ Employees ▾ Community ▾ MORE !

Google translate English ▾

HOME // FINANCIAL SERVICES-INTERNAL

Financial Services-Internal

IN THIS SECTION

-  [Accounts Payable →](#)
-  [Activity Funds →](#)
-  [Finance & Budget →](#)
-  [Finance Training →](#)
-  [Payroll →](#)
-  [Procurement Services →](#)
-  [Travel →](#)
-  [Warehouse →](#)





Payroll – Internal

Select from the links below for additional information.

[2023-2024 Pay and Due Date Schedules](#)

[2022-2023 Pay and Due Date Schedules](#)

[Pay Information](#)

[Direct Deposit Information](#)

[Tax Information](#)

[Deduction Information](#)

[Resignation/Retirement](#)

[Leave Information](#)

[Manuals/Procedures](#)

[Forms](#)

[Services](#)

[Links](#)

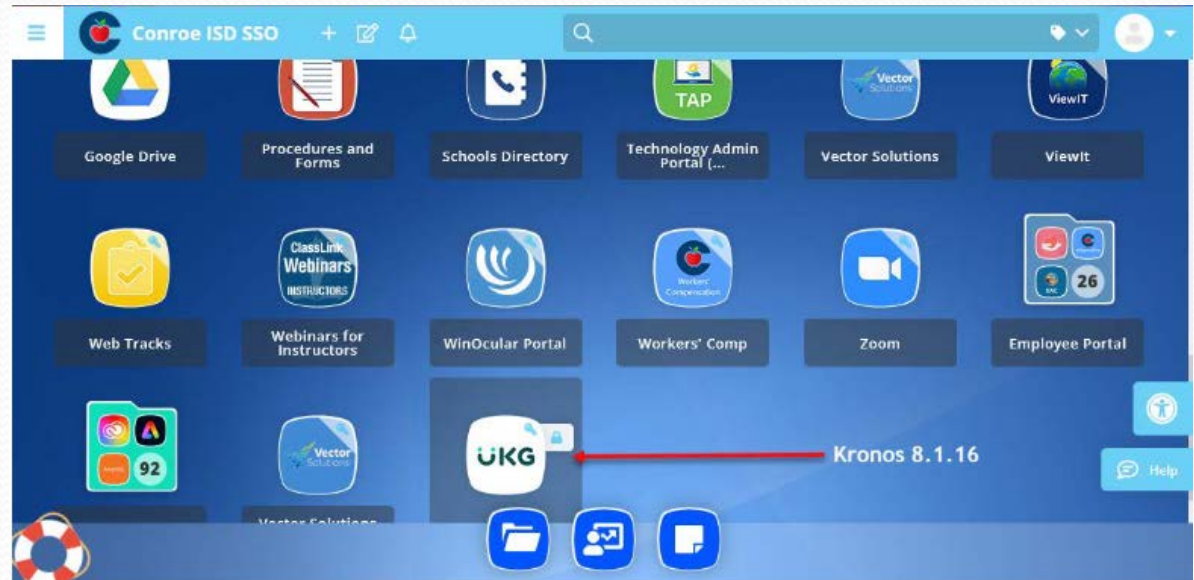
[Summer School](#)

[Kronos Manuals and Information](#)



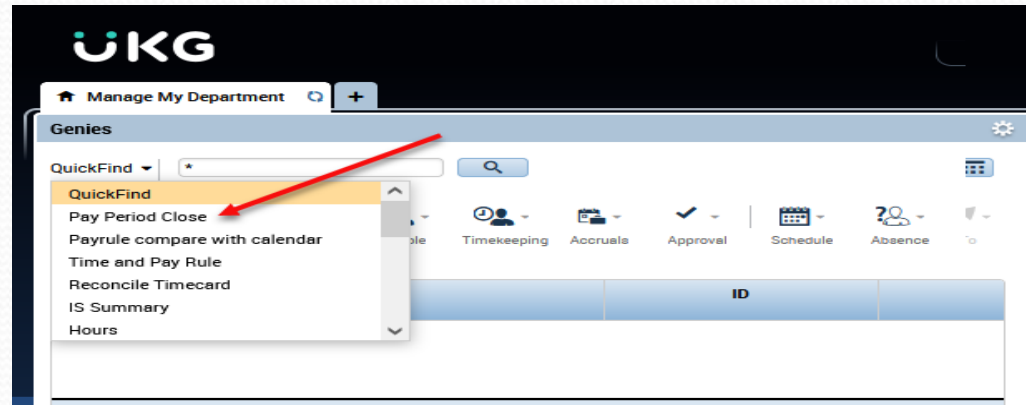
Navigating UKG Kronos

Log in to the SSO and click the UKG tile.

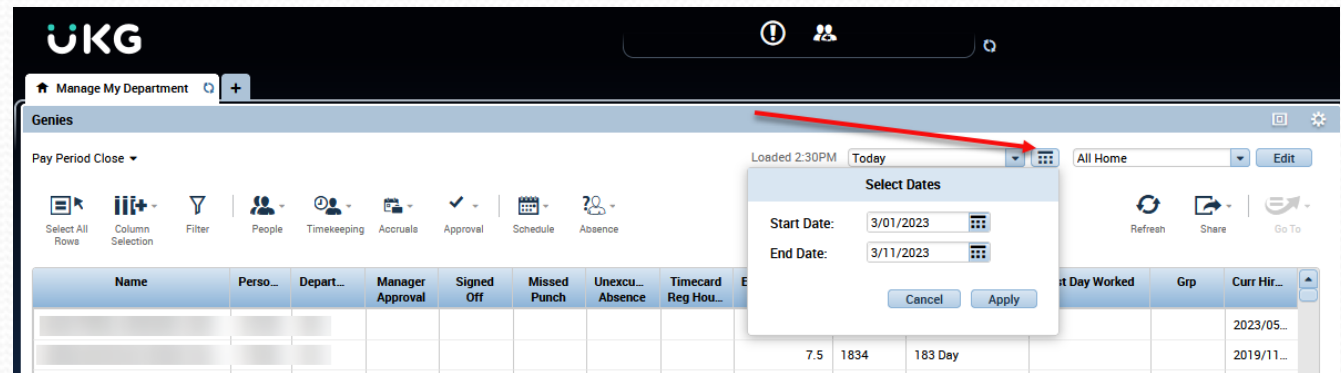
A screenshot of the UKG Workforce Central login page. The page has a dark blue background. At the top left is the UKG logo. At the top right is 'Workforce Central Version 8.1.16'. Below that is 'CONROE ISD'. There are two input fields: 'User Name' and 'Password'. The 'User Name' field is empty, and the 'Password' field is also empty. There is a small blue button to the right of the 'Password' field.

Enter your EMPLOYEES domain username and password

- Manage My Department > Genies > Pay Period Close



- Choose Range of Dates by clicking on the Calendar icon



- Missed punches and Unexcused Absences are identified with check marks

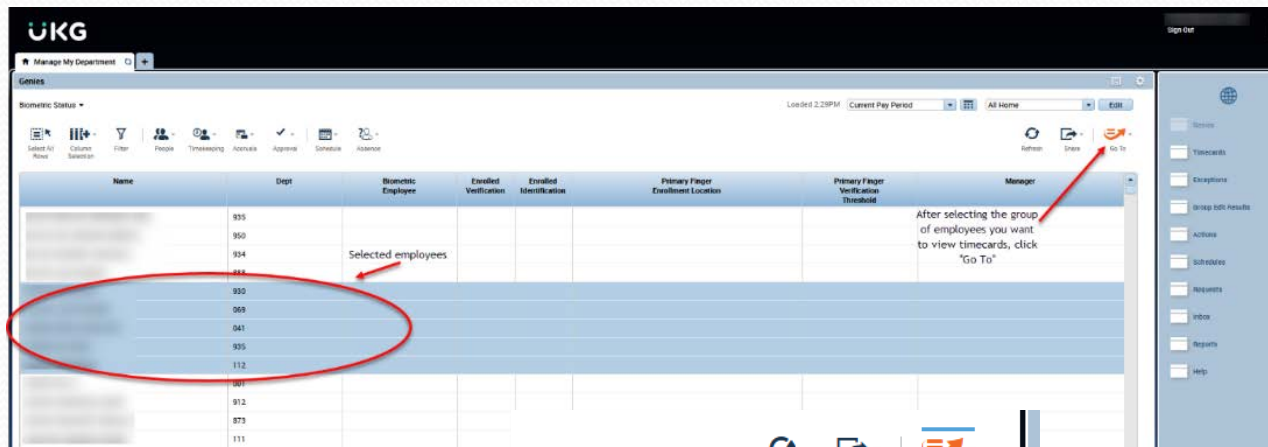
This is a close-up view of the table from the previous screenshot. The 'Missed Punch' and 'Unexcused Absence' columns contain checkmarks for the three rows shown. A red circle highlights these checkmarks.

Name	Personnel	Department	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Timecard Reg Hou...	Exp Daily Ho...	Calendar	Pay Rule	Last Day Worked	Grp
					✓	✓		7.5	2024	183 Day		
			1 (Partial)	✓		✓		7.5	1834	Change Me		
						✓		7.5	2024	Standard		

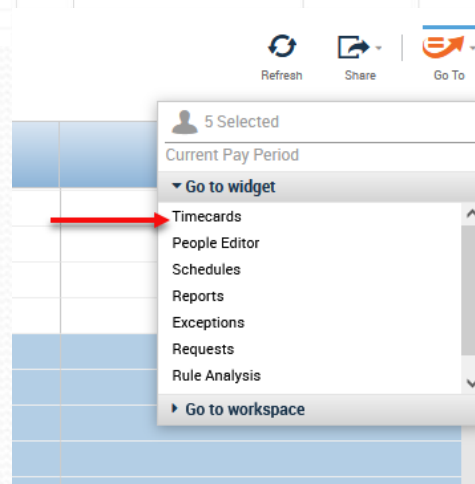


Kronos Timecards

From Quickfind to search for a particular EIN, or Pay Period Close to select multiple employees, once the employee(s) is selected, click the “Go To” icon on the right side of the screen.



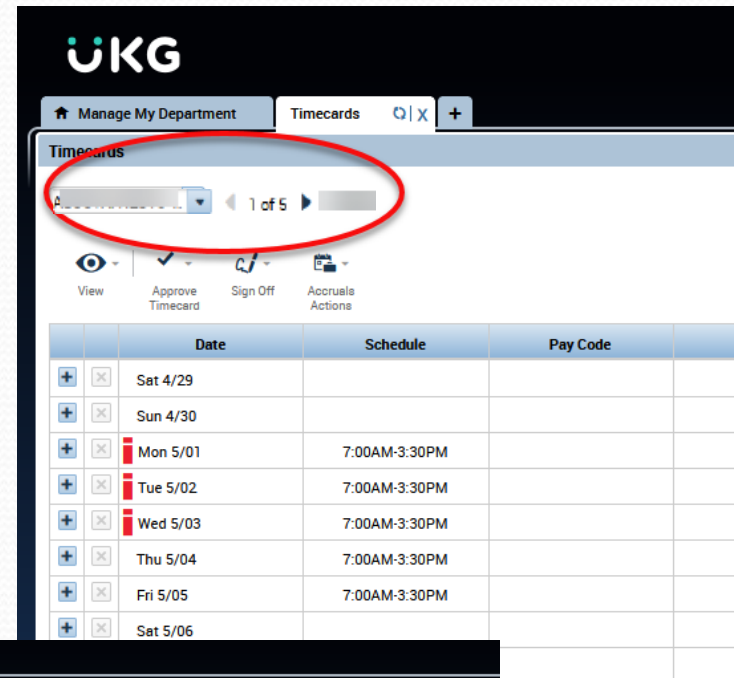
Select
Timecards
from the drop
down menu.



Kronos Timecards

The first employee's timecard in the selected group will appear. To scroll through the selected employees' timecards, use the ">" arrow button in the top left of the screen to roll to the next timecard.

Exceptions in the timecard are denoted in the following ways (right click or hover on exception icon for more info):



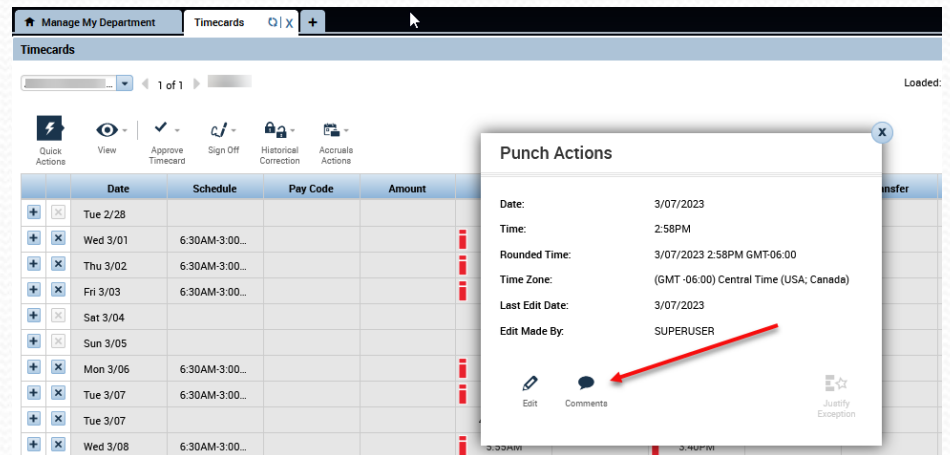
The screenshot shows a detailed view of a timecard. The table has columns for "Date", "Schedule", "Pay Code", "Amount", "In", "Transfer", "Out", "In", "Transfer", and "Out". The table lists dates from Mon 4/10 to Wed 4/12. Red arrows point to various exception icons: a lightning bolt for "Excused Absence", a red vertical bar for "Unexcused Absence", a red vertical bar for "Short/Long shift", and a red square for "Missed Punch".

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
+ X	Mon 4/10		Holiday Abs...	0.0						
+ X	Mon 4/10	7:00AM-3:00...								
+ X	Tue 4/11	7:00AM-3:00...			6:57AM		6:58AM			12:04PM
+ X	Tue 4/11				12:34PM		3:08PM			
+ X	Wed 4/12	7:00AM-3:00...								

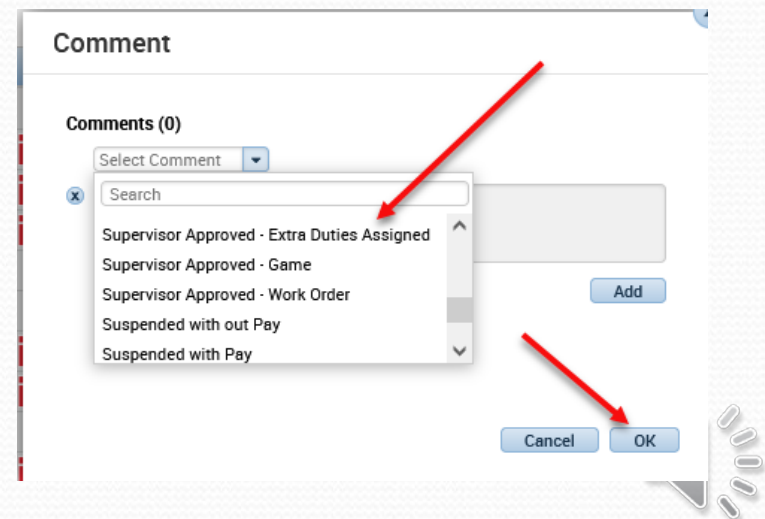


Entering Comments

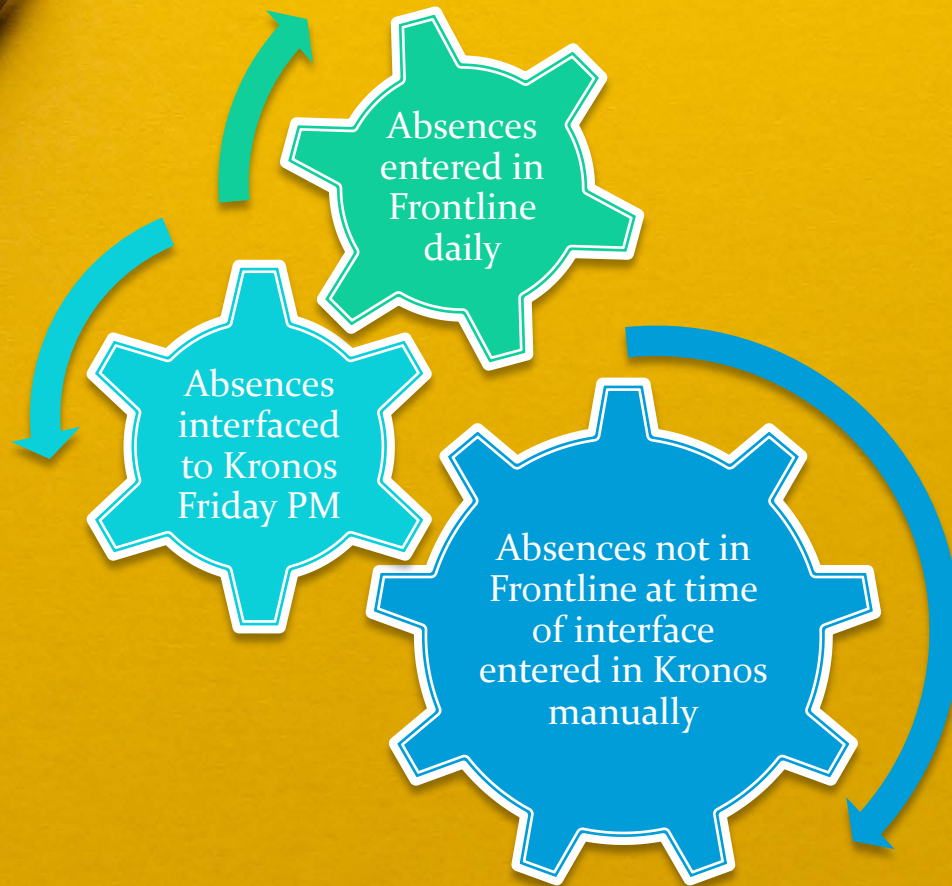
- In employee's timecard, right click on the punch to apply the comment.
- A pop-up box will display, select the comment symbol.



- Select a standard comment from the list, add a note with a bit more detail, click OK.
- Save the timecard – Payroll can see that you reviewed the long/short shift and no further confirmation is required.



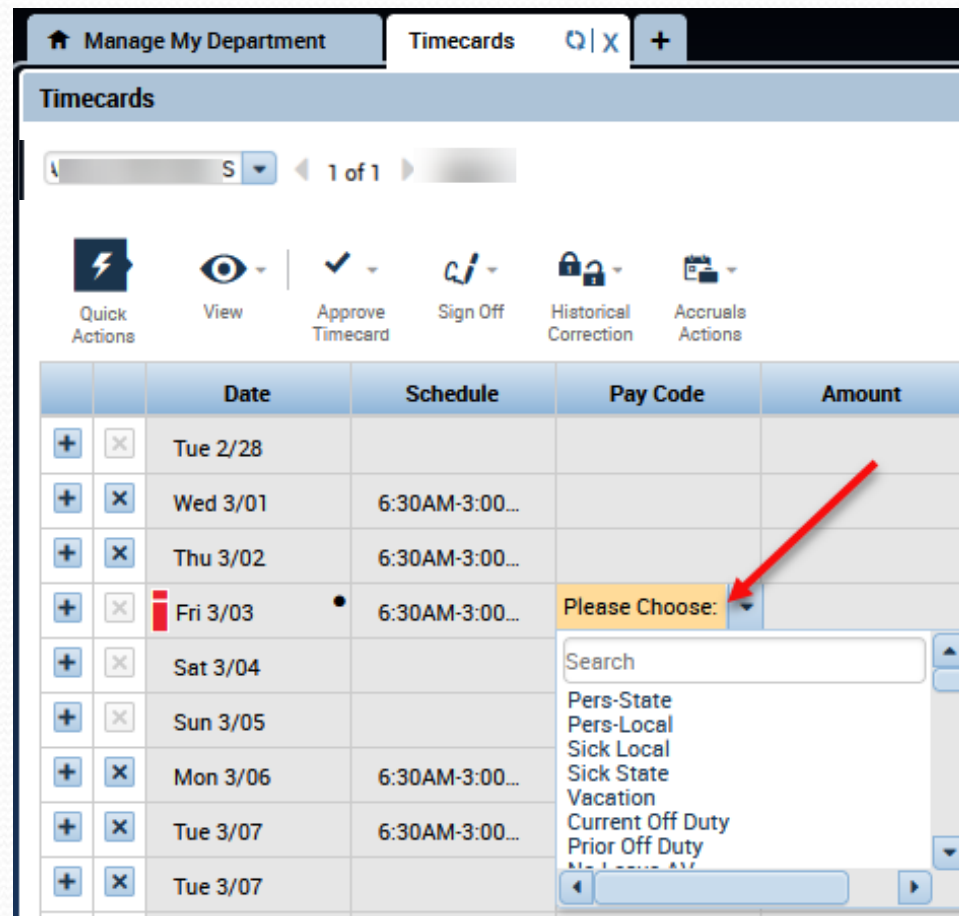
Kronos – Employee Absences



Entering Kronos Absences

In employee's timecard, on date absent, select the appropriate pay code. Absence type much be the same as what is entered into Frontline.

IMPORTANT: Be sure you keep documentation for any changes, deletions, or additions to Kronos.



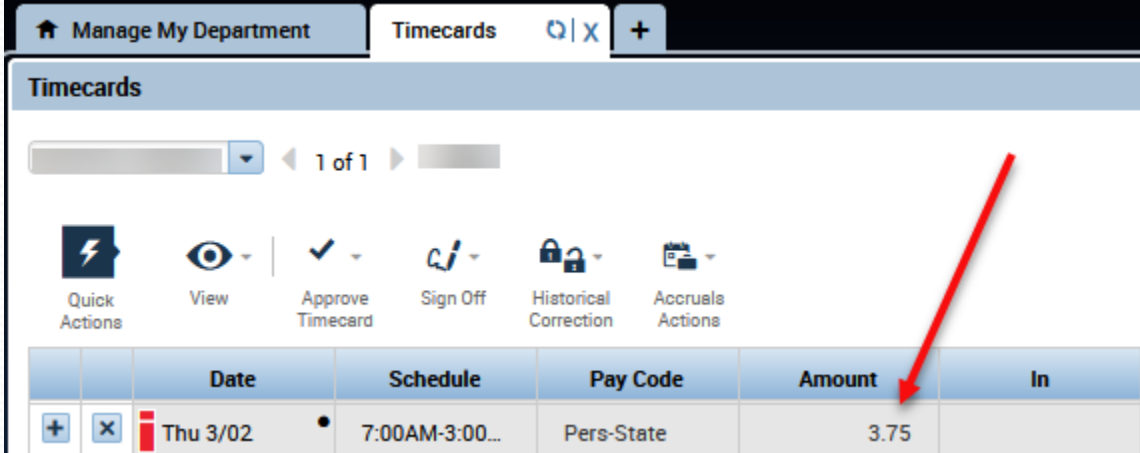
The screenshot shows the Kronos Timecards interface. At the top, there are tabs for "Manage My Department" and "Timecards". Below the tabs, there is a search bar and a "1 of 1" indicator. The main area contains a table with the following columns: Date, Schedule, Pay Code, and Amount. The table has several rows, with the date "Fri 3/03" highlighted. A dropdown menu is open for the "Pay Code" field on this date, showing a list of options: Pers-State, Pers-Local, Sick Local, Sick State, Vacation, Current Off Duty, Prior Off Duty, and No Leave AM. A red arrow points to the dropdown menu.

		Date	Schedule	Pay Code	Amount
+	x	Tue 2/28			
+	x	Wed 3/01	6:30AM-3:00...		
+	x	Thu 3/02	6:30AM-3:00...		
+	x	Fri 3/03	6:30AM-3:00...	Please Choose:	
+	x	Sat 3/04			
+	x	Sun 3/05			
+	x	Mon 3/06	6:30AM-3:00...		
+	x	Tue 3/07	6:30AM-3:00...		
+	x	Tue 3/07			



Entering Kronos Absences

Most absences must be entered in whole or half day increments. For example: 7.5 hr. per day employee will either have 7.5 or 3.75 hours entered.



The screenshot shows the Kronos Timecards interface. At the top, there are tabs for 'Manage My Department', 'Timecards', and a search icon. Below the tabs, there is a 'Timecards' header and a navigation bar with '1 of 1' items. A row of icons includes 'Quick Actions', 'View', 'Approve Timecard', 'Sign Off', 'Historical Correction', and 'Accruals Actions'. Below this is a table with the following columns: Date, Schedule, Pay Code, Amount, and In. The first row of data shows 'Thu 3/02', '7:00AM-3:00...', 'Pers-State', and '3.75'. A red arrow points to the '3.75' value in the Amount column.

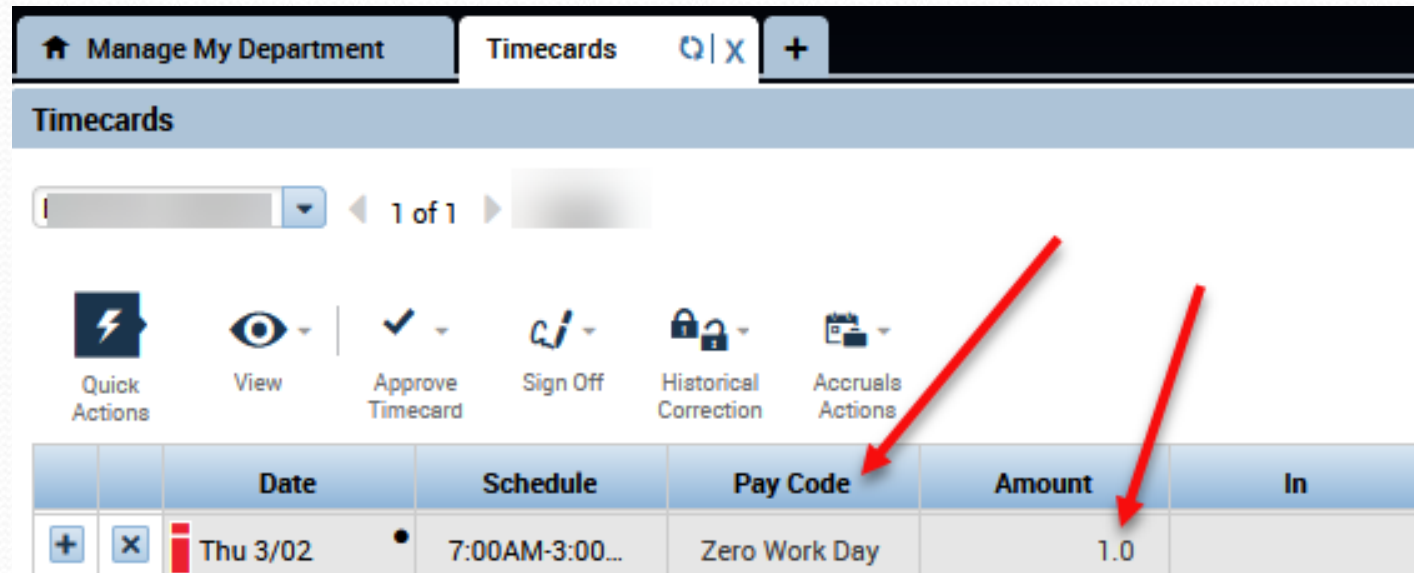
Date	Schedule	Pay Code	Amount	In
Thu 3/02	7:00AM-3:00...	Pers-State	3.75	

Percentage employees receive fewer days (50% receives 2.5 state/local personal), each day is still worth 7.5 hours. Employees who work $\frac{1}{2}$ of a day every day would enter $\frac{1}{2}$ (3.75 hours) absence for each day absent. Employees who work $\frac{1}{2}$ the number of days in a week (at 7.5 hours each day) would enter a full day (7.5 hours) for each day absent.



Zero Work Day

- Days not worked by percentage employees should have a Zero Work Day added. This removes the unexcused absences and causes the time to calculate correctly.
- The amount should be 1.0.
- If a day includes hours or a pay code, Zero Work Day is not required.



The screenshot shows a web interface for managing timecards. At the top, there are navigation tabs: "Manage My Department" (selected), "Timecards", and a "+" button. Below the tabs is a "Timecards" header. A search bar and pagination controls ("1 of 1") are visible. A row of action icons includes "Quick Actions", "View", "Approve Timecard", "Sign Off", "Historical Correction", and "Accruals Actions". Below the actions is a table with the following data:

		Date	Schedule	Pay Code	Amount	In
+	x	Thu 3/02	7:00AM-3:00...	Zero Work Day	1.0	

Two red arrows point from the "Approve Timecard" and "Sign Off" icons to the "Pay Code" and "Amount" columns of the table, respectively.



Kronos Queries

The screenshot shows the UKG Kronos interface. At the top left is the UKG logo. Below it is a navigation bar with 'Manage My Department' and a search icon. The main header area includes a 'Genies' title, a 'Pay Period Close' dropdown, and a 'Loaded 2:49PM' status. A search bar contains the query '!Long shift', with a red arrow pointing to it. To the right of the search bar are 'Refresh', 'Share', and 'Go To' buttons. Below the search bar is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. The main content area is a table with the following columns: Name, Perso..., Depart..., Manager Approval, Signed Off, Missed Punch, Unexcused Absence, Timecard Reg Hou..., Exp Daily Ho..., Calendar, Pay Rule, Last Day Worked, and Grp. The table contains two rows of data:

Name	Perso...	Depart...	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Timecard Reg Hou...	Exp Daily Ho...	Calendar	Pay Rule	Last Day Worked	Grp
		910	1	✓			55.37	8.0	2264	Standard		
		873	1	✓			58.72	8.0	2624	Police		

Useful queries

- Short shift
- Long shift
- 179 no Budget Code
- Acct Code no 179
- Missed Punches
- Unexcused Absences
- Zero Hours



Kronos Queries

Short Shift

- Use to catch missing half-day absences or missing punches
- **Employees cannot choose to be docked hours equal to or greater than half their normal day (per District policy)**
- Enter comments for approved short shifts

Long Shift

- Use to catch AM/PM manual punch errors
- Enter comments for approved long shifts (required for shifts exceeding 12 hours)



How are Supplemental Duties Paid?

eFinancePlus

Enter Supplemental Pay:

- Full-time exempt ONLY

Kronos Transfer:

- Full-time non-exempt
- Part-time
- Retirees
- Substitutes ONLY if hired as Part-time

Questions about who is eligible to work a particular duty should be directed to HR

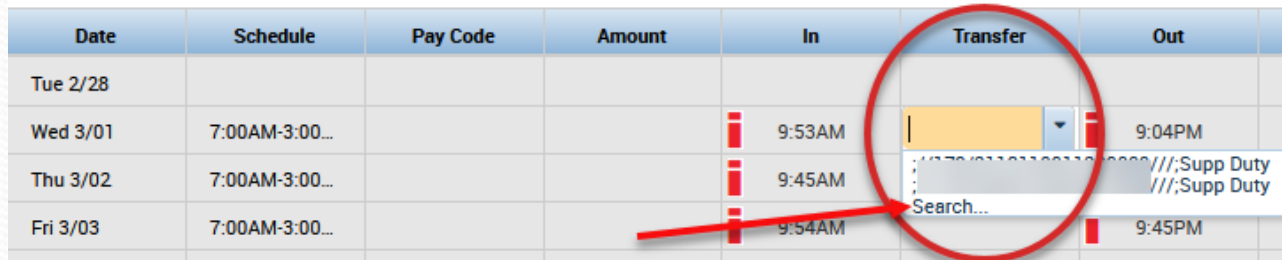


Kronos Supplemental Duty

If you need to transfer an employee's time to a different budget code for a supplemental duty, click the space between the two punches in the transfer column.

Then click **Search...**

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Tue 2/28						
Wed 3/01	7:00AM-3:00...			9:53AM		9:04PM
Thu 3/02	7:00AM-3:00...			9:45AM		9:04PM
Fri 3/03	7:00AM-3:00...			9:54AM		9:45PM



Transfer

Name
Job
Labor Account
Work Rule

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

Add Labor Account Clear All

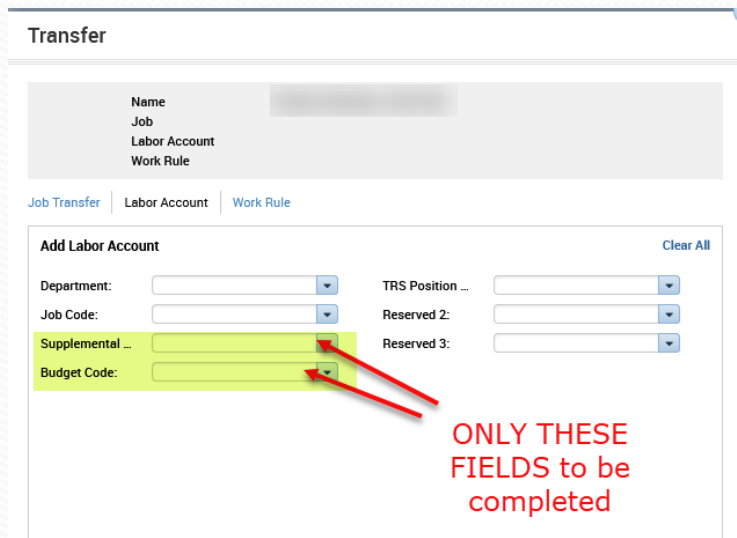
Department: TRS Position ...

Job Code: Reserved 2:

Supplemental ... Reserved 3:

Budget Code:

ONLY THESE FIELDS to be completed



Kronos Supplemental Duty

Under the *Labor Account* tab, and from the drop down box under Supplemental, select *179*, *179* to pay the employee their regular hourly rate for this duty.

Only specific situations ****with prior administrator approval**** allow for selecting any rate other than *179,179*.

The screenshot shows the 'Transfer' form in the Kronos system. The 'Labor Account' tab is selected. The 'Supplemental' dropdown menu is open, showing a list of options with '179' selected. A red arrow points to the '179' option in the dropdown menu.

Supplemental	Rate
0	Default
179	179
181	Athletics
800	Stipend
854	Transportation Pay
855	Secondary Job 14.0
859	Class C Driver 15.2f



Kronos Supplemental Duty

Then, select **Budget Code** and scroll to choose the correct code from the drop down box.

Direction on which budget code to use should come from your administrator – Payroll cannot advise on which budget code you should select.

Transfer

Name
Job
Labor Account //179//
Work Rule

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Department: TRS Position ...

Job Code: Reserved 2:

Supplemental ... 179 - 179 Reserved 3:

Budget Code:

Smart search...

0	Default
1613110099911000	161x1100999110
161313RT87411000	161x13RT874110
1813360001691000	18123600016910
1813360099991000	181x3600999910
181336AF871910CC	181x36AF871910
181336J000391000	181x36j0003910

Cancel Apply

Pay Code



Kronos Supplemental Duty

Next, Select **Work Rule** tab, and select Supp Duty in the drop down box. Then, click Apply.

****Make sure you transfer ALL the needed segments****

Lastly, after all transfers are created, click Save at the top right.

Transfer

Name
Job
Labor Account
Work Rule

Job Transfer | Labor Account | **Work Rule**

Add Work Rule Clear All

Search List

- Standard 37.5 No Meal Deduct
- Standard 37.5 Police
- Standard 40 1hr Meal deduct
- Standard 40 30e
- Standard 40 30Min Meal deduct
- Standard 40 60e
- Standard 40 No Meal deduct
- Stipend
- Supp Duty**
- Supp Duty Police

Cancel Apply

Loaded: 12:34 PM Today 1 Employee(s) Selected

Print Timecard Refresh Calculate Totals Save Go To

In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
8:00AM	...000///;Supp Duty							

Kronos Queries – Supplemental Pay

\$Acct Code no 179

Transfer is missing
Supplemental
Duties rate

**\$179 no budget
code**

Transfer is missing
a budget code

The screenshot shows the UKG Kronos Genies interface. At the top left is the UKG logo. Below it is a navigation bar with 'Manage My Department' and a plus sign. The main header area includes 'Genies', a search bar, and a 'Loaded 2:27PM' indicator. A dropdown menu is open for 'All Home', which is circled in red. The dropdown menu is expanded to show 'Hyperfinds (216)' with several options: 'Ad Hoc', '\$\$Non-Holiday w/ Holiday', '\$\$Zero Hours', '\$179 no budget code' (highlighted in green), '\$Acct Code No 179', and '\$ Change Me Labor Account'. A red arrow points from the 'All Home' dropdown to the '\$179 no budget code' option. Below the dropdown is a table with columns: Name, Perso..., Depart..., Manager Approval, Signed Off, Missed Punch, Unexcu... Absence, Timecard Reg Hou..., Exp Daily Ho..., Calendar, and Pay Rule. The table contains one row with the value '934' in the 'Depart...' column and '8.0' in the 'Exp Daily Ho...' column. The 'Pay Rule' column is currently empty.

Name	Perso...	Depart...	Manager Approval	Signed Off	Missed Punch	Unexcu... Absence	Timecard Reg Hou...	Exp Daily Ho...	Calendar	Pay Rule
		934						8.0	2624	Hourly 261 30e

Approve Timecards (Weekly)

The screenshot shows the UKG Kronos interface. At the top, there is a navigation bar with the UKG logo and a 'Manage My Department' button. Below this, there is a 'Genies' section and a 'Pay Period Close' dropdown menu. A red arrow points to the 'Pay Period Close' dropdown. Below the dropdown, there are several icons for different functions: 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. A red arrow points to the 'Approval' icon. A context menu is open over the 'Approval' icon, listing the following options: 'Approve Timecard', 'Remove Timecard Approval', 'Approve Overtime - Group Approval', 'Sign Off', 'Remove Sign-Off', 'Enable Edits', and 'Disable Edits'. The 'Approve Timecard' option is highlighted in green. Below the context menu, there is a table with columns: 'Name', 'Perso...', 'Depart...', 'Manager Approval', and 'Timecard Reg Hou...'. The table contains several rows of data, with the first row having a value of '934' in the 'Depart...' column, the second row having '016', and the third row having '127'.

Go to Pay Period Close. Choose "Last Week" in Time Period field



"Select All" to highlight all employees



In the Approvals menu, select "Approve Timecard"

- Please approve Kronos weekly!



Employee Transactions & Totals

From Pay Period Close, select the date range for the report, highlight all employees to include on report, and click “Go To”, then select “Reports”.

Manage My Department

Genies

Pay Period Close

Loaded 2:46PM 2/01/2023 - 2/12/2023, S... All Home Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Absence Refresh Share Go To

Name	Perso...	Depart...	Manager Approval	Signed Off	Missed Punch	Unexc... Absence	Timecard Reg Hou...	Exp Daily Ho...	Calendar	Pay Rule	Last Day Worked	Grp	Curr Hir...
		003	1	✓			60.73	7.5	1834	183 Day		ST	2022/12...
		003	1	✓			60.32	7.5	1834	183 Day			2022/09...
		003	1	✓			59.47	7.5	1834	183 Day			2022/09...



Employee Transactions & Totals

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

Run Report Refresh Email Print Schedule Report

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

- Actual vs. Schedule by Job
- Actual vs. Schedule by Labor Account
- CISD Employee Transactions and Totals
- CISD Hours by Department
- CISD Time Detail
- Employee Hours by Job
- Employee Hours by Job (Excel)
- Employee Hours by Labor Account
- Employee Schedule - Monthly
- Employee Schedule - Weekly
- Employee Transactions and Totals**
- Employee Transactions and Totals (Excel)
- Exceptions
- Exception Summary
- Hours by Labor Account
- Punch Origin
- Timecard Audit Trail
- Time Detail
- Time Detail (Excel)
- + Other Reports

EMPLOYEE TRANSACTIONS AND TOTALS

Description Display employee transactions and totals by employee as well as a grand total. Pay codes, their respective time or money amount totals are included in the report. Combined pay codes are not included in the report.

People

Time Period

Display Empty Totals

Actual/Adjusted

Pay Codes

Available	Selected
	Pers-State
	Pers-Local
	Sick Local
	Sick State
	Vacation
	Current Off Duty
	Prior Off Duty
	No Leave AV
	Admin Leave
	Donated Days
	Jury Duty
	Other Absence

Output Format

Annotations:

- Employees in report (points to People field)
- Enter Range of Dates (points to Time Period field)

Employee Transactions & Totals

Manage My Department | Reports

Reports

REPORTS

Click "Refresh Status" multiple times until "Status" says Complete

SELECT REPORTS | CHECK REPORT STATUS

View Report | Refresh Status | Delete

Name Search

Report Name	Format	Date In	Date Done	Status
Employee Transactions and Totals	pdf	9/04/2023 2:52PM	9/04/2023 2:52PM	Complete
Employee Transactions and Totals	pdf	9/02/2023 2:00PM	9/02/2023 2:00PM	Complete

Employee Transactions & Totals

Time Period: 7/09/2017 - 7/29/2017
 Query: Previously Selected Employee(s)
 Pay Codes: (48): |Pers-State|Pers-Local|Sick Local|Sick State|Vacation|Current Off Duty|Prior Off Duty|No Leave AV|Admin Leave|...
 Actual/Adjusted: Show hours credited to this period only.

Data Up to Date: 7/28/2017 4:37 PM
 Executed on: 7/28/2017 4:37PM GMT-05:00
 Printed for: rjimenez

Employee:	Totals:	Hours	Money	Days	Wages
Regular	Totals:	19.73	\$0.00	0.00	\$450.31
Regular	Totals:	19.73	\$0.00	0.00	\$450.31
	Totals:	19.73	\$0.00	0.00	\$450.31

Summary Totals:	Hours	Money	Days	Wages
Regular	92.87	\$0.00	0.00	\$1,459.26
Timecard Regular Total	92.87	\$0.00	0.00	\$1,459.26
Grand Totals:	185.73	\$0.00	0.00	\$2,918.52

Total Number of Employees: 4

Have Principal or Administrator sign and date here



Retirees in Kronos

- Full-time and Part-time retirees are required to use Kronos
- Hours
 - Full Time, Exempt – time and leave only, not pay
 - Part Time, Exempt - time and pay
 - Non-Exempt - time, leave, and pay
 - Absences will come from Frontline unless entered after the Friday afternoon interface. Leave pay code is **Ret-Reg**.
- Stipends
 - Exempt and Non-Exempt - time only, not pay
- Extra Duty
 - Exempt and Non-Exempt – Time and Pay
 - Flat Rates are not allowed



Retirees in Kronos

- Retirees will have an RT in the group column

Loaded 2:46PM 2/01/2023 - 2/12/2023, S... All Home Edit

Refresh Share Go To

Exp Daily Ho...	Calendar	Pay Rule	Last Day Worked	Grp	Curr Hir...
0.0	SUB4	Part Time		RT	2021/04...
0.0	SUB4	Part Time		RT	2021/05...
0.0	SUB4	Part Time		RT	2021/05...
7.5	2264	Exempt-Retiree		RT	2019/07...

FT Retiree with stipend:

PT Retiree with stipend:

TIMECARD

Loaded: 9:44AM

Name & ID: doe, jane 123457

Time Period: 7/17/2016 - 7/23/2016, Range of Dates

ast Calculated: 9:43AM

Date	Pay Code	Amount	In	Transfer	Out	In
Sun 7/17						
Mon 7/18			8:00AM		4:30PM	
Tue 7/19	//800////Stipend		6:30PM		8:30PM	
Wed 7/20	//862////Supp Duty		10:30AM		12:30PM	

TIMECARD

Name & ID: doe, john 123456

Time Period: 7/17/2016 - 7/23/2016, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In
Sun 7/17						
Mon 7/18			6:30AM		4:30PM	
Mon 7/18	//800////Stipend		6:30PM		8:30PM	
Tue 7/19	//862////Supp Duty		1:30PM		3:30PM	

TOTALS & SCHEDULE ACCRUALS AUDITS

All

Account	Pay Code	Amount	Date
999/623/0/0/0/0/0	Ret-Reg	8.5	Sun 7/17
(x)999/623/800/0/0/0/0	Stipend	2.0	Mon 7/18
(x)999/623/862/0/0/0/0	Regular	2.0	Tue 7/19
			Wed 7/20
			Thu 7/21

TOTALS & SCHEDULE ACCRUALS AUDITS

All

Account	Pay Code	Amount	Date
999/998/0/0/0/0/0	Regular	10.0	Sun 7/17
(x)999/998/800/0/0/0/0	Stipend	2.0	Mon 7/18
(x)999/998/862/0/0/0/0	Regular	2.0	Tue 7/19
			Wed 7/20
			Thu 7/21



Retirees in Kronos

Employee Transactions & Totals

Time Period: 7/17/2016 - 7/23/2016
 Query: Previously Selected Employee(s)
 Pay Codes: (45): |Pers-State|Pers-Local|Sick Local|Sick State|Vacation|Current Off Duty|Prior Off Duty|No Leave AV|Admin Leave|...
 Actual/Adjusted: Show hours credited to this period only.

Data Up to Date: 8/3/2016 9:47 AM
 Executed on: 8/03/2016 9:47AM GMT-05:00
 Printed for: jadoe

Employee:		ID: 123457		
Totals:	Pay Code	Hours	Money	Days
	Timecard Regular Total	2.00	\$0.00	0.00
	Totals:	2.00	\$0.00	0.00
	Regular	2.00	\$0.00	0.00
	Ret-Reg	8.50	\$0.00	0.00
	Stipend	2.00	\$0.00	0.00
	Totals:	12.50	\$0.00	0.00

Employee:		ID: 123456		
Totals:	Pay Code	Hours	Money	Days
	Timecard Regular Total	12.00	\$0.00	0.00
	Totals:	12.00	\$0.00	0.00
	Regular	12.00	\$0.00	0.00
	Stipend	2.00	\$0.00	0.00
	Totals:	14.00	\$0.00	0.00

Summary Totals:	Hours	Money	Days
Regular	14.00	\$0.00	0.00
Ret-Reg	8.50	\$0.00	0.00
Stipend	4.00	\$0.00	0.00
Timecard Regular Total	14.00	\$0.00	0.00



Month-End Review - TRS

- All non-exempt employee timecards must be updated by the end of the month – no missed punches.
- All extra-duty hours worked must be updated by the end of each month.



START

Correcting
Missed
Punches
Daily

**Kronos
Maintenance**

Run Queries,
Review
Absences
Weekly
(Friday)

Scan Employee
Transactions &
Totals Report
Payroll Due
Date

Approve
Timecards
Weekly
(Monday)



Kronos Tips

Any web browser

Approve Timecards Weekly

Keep all paperwork and documentation to support manual changes

Extra duty hours should be tracked as worked and submitted with the correct pay period

Substitutes working part-time must be hired as part-time employees



Kronos: What does Payroll need?

Timecards are correct
Whole pay period is approved
Signed Employee Transactions & Totals Report



Payroll Reporting Training

Chapter 2:
Frontline Absence Management





Frontline Absence Management



Frontline Absence Management – Absence from Duty Process

Employee
enters absence
If employee
does not enter,
be sure you
have
documentation

Earned leave
balances other
than state
personal cannot
be exceeded

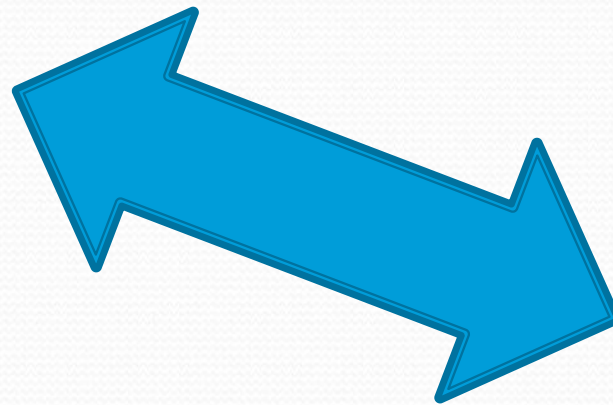
Documentation
required (you
keep):
Manually
entered
Jury duty
statement
Administrative
Leave
Vacancy
Other
approved leave

No printed AFD
forms sent to
payroll
Scan/fax Signed
summary
report by due
date to Payroll





Absences are automatically updated from Absence Management into Kronos for non-exempt and retiree employees on **Friday afternoons** for the current week.



If an absence is not entered in Frontline prior to Friday afternoon, or absence is modified after this update – then the absence must be manually entered/modified in BOTH Absence Management and Kronos and you should notify your Payroll liaison.



Long-Term Substitute Rate Request Forms

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 10 days before completing the form.



Vacancy Positions in Absence Management

- Vacancy Request form (found in Canvas) submitted to vacancy@conroeisd.net – call Sub Office with questions
- The Sub Office must receive the paperwork with plenty of time to enter the vacancy in Absence Management before you run your summary report
- Once the Sub Office has entered the vacancy in Frontline, verify that the vacancy appears on your summary report

Questions regarding vacancies and how to use the Absence Management system can be directed to the **CISD Sub Office: 936-709-7710**

VACANCY



Percentage Employees

Leave Earned

	State & Local Personal Days (100% = 5 each)
50%	2.5
60%	3
70%	3.5
80%	4
>80%	5

Leave Taken

- Percentage employees take leave based on a 7.5-hour day (1 day = 7.5 hrs; 1/2 day = 3.75 hrs)



Donated Days – Sick Leave Pool

Employee wishing to Donate

Donated Days are entered in the Employee Access Center

- Only current employees may make donations of local leave and state leave days (No off duty or vacation)
- As days are donated, leave balances in Kronos and/or the Sub System updated for both donor & recipient
- If the recipient does not use all donated days, unused days returned to active employees based on order received

Recipient

Frontline Education Absence Management

- All absences should be entered in the substitute system.
- Select the Other>Donated Day leave code for absences covered by available donated days
- If no donated days are available, enter absences as State Personal

Recipient

Kronos

- All absences should be in Kronos – either through the weekly import or entered 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

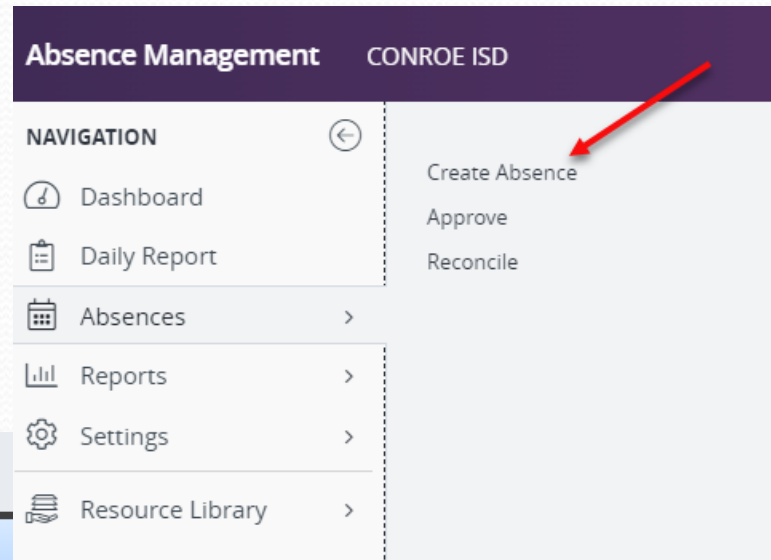


Entering Absences in Frontline

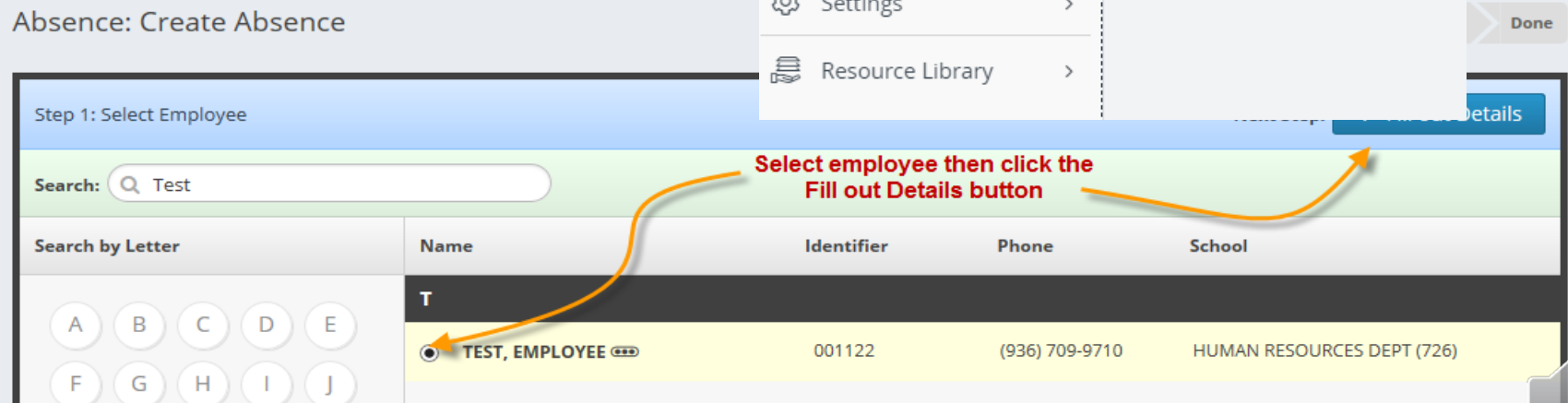


Generally, the **employee enters absences** – if not, you should have documentation before you create the absence in Absence Management.

Select Absences > Create Absence



Then type employee name.



Entering Absences in Frontline

Step 2: Fill out Absence Details for **TEST, EMPLOYEEE** Next Step: Review & Confirm

Please select at least one date at HUMAN RESOURCES DEPT (726) Select absence reason from the drop down box

Select the day(s) you will be out:

From To

Select Start - Select End

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

Time **Substitute Report Time**

Please enter a valid time range using the HH:MM AM format.

to to

Accounting Code

Substitute Required

Hold Until

No Dates Selected

HUMAN RESOURCES DEPT (726)
8:00 AM - 4:30 PM
School Business > School Business

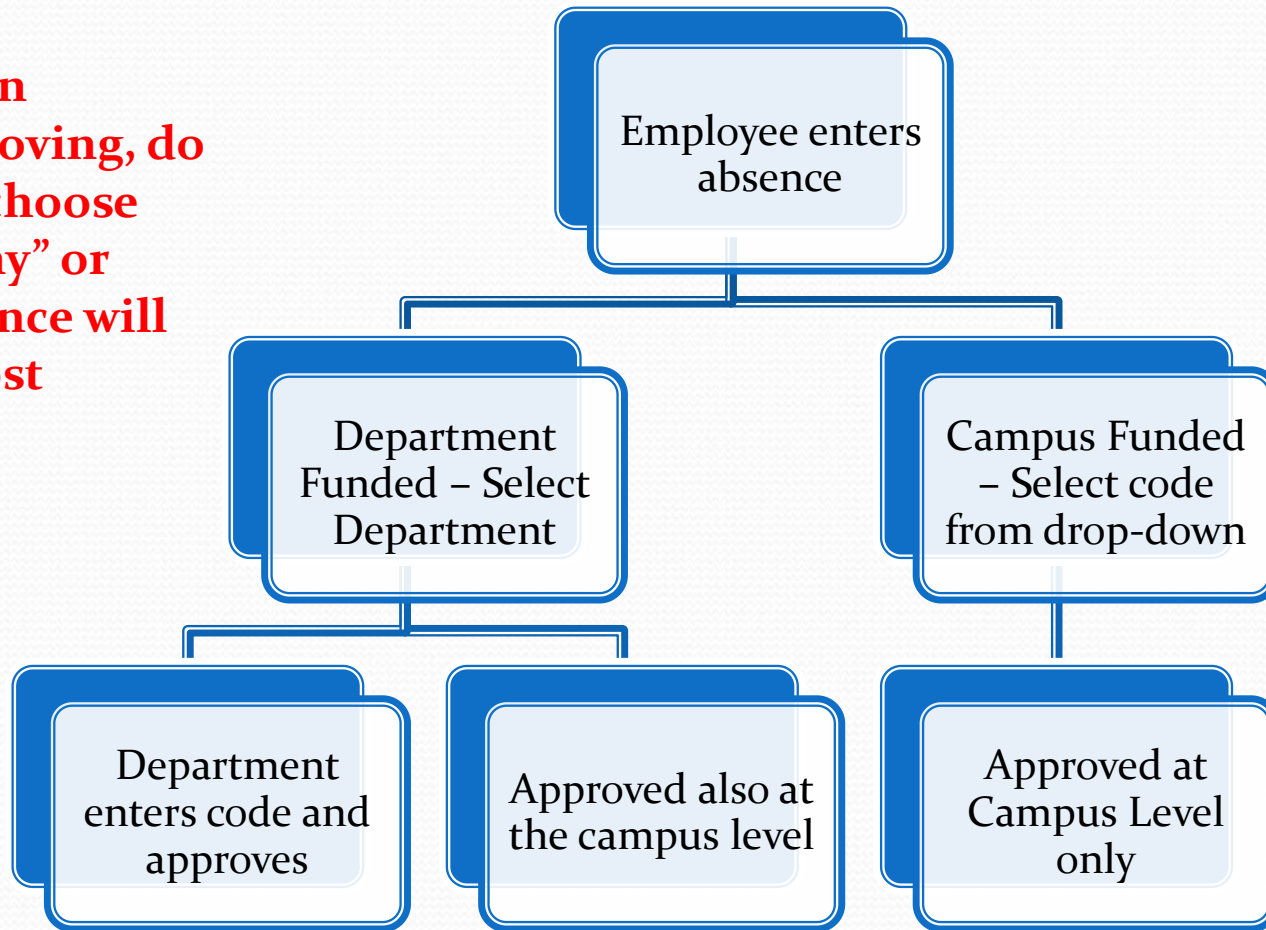
Full day or half day?

If necessary, select Accounting code from drop down box. When blank, substitutes will be charged to the employee's default budget code.



School Business or Staff Development Coding

**When
approving, do
not choose
“Deny” or
absence will
be lost**



Approving Absences

School Business or Staff Development

Absence Management ▾
Formerly Aesop

NAVIGATION

- Dashboard
- Absences** >
- Reports >
- Settings >

Create Absence

Approve

Reconcile

Summary for: 07/28/2017 < Today > Absences Vacancies

All Schools Schools All Employee Type(s) Employee Types


Total 68 Unfilled 0 Filled 4 No Sub Required 64

JUL 28 DAILY REPORT



Approving Absences

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 	<input checked="" type="checkbox"/>	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"/>	2630485... 	[REDACTED]	8/31/2017	<input checked="" type="checkbox"/>	School Business > Staff D...	0.5 day		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny
<input type="checkbox"/>	2630485... 	[REDACTED]	9/7/2017	<input checked="" type="checkbox"/>	School Business > Staff D...	1 day	1	Last Approved on 7/8/2017 3:30 PM

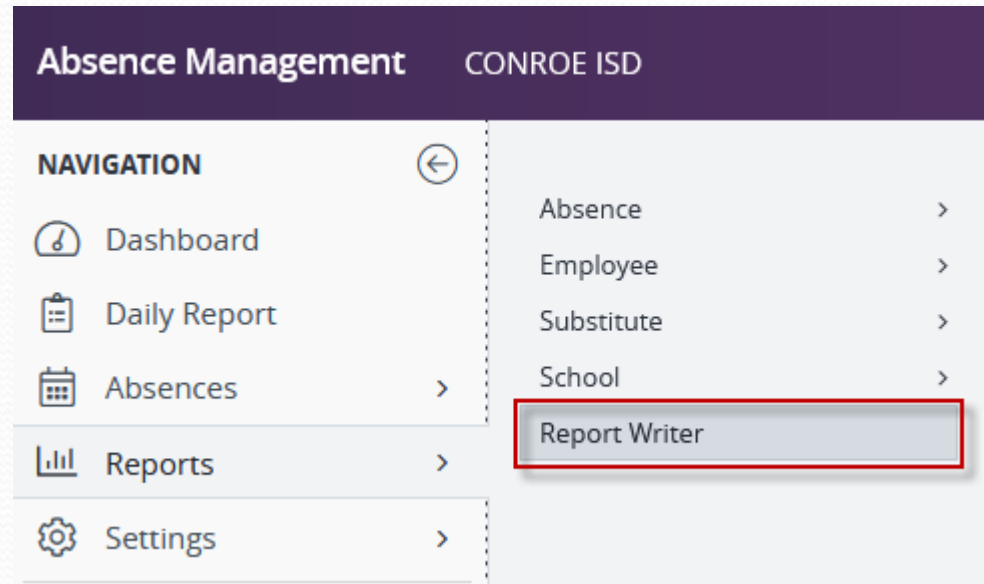
1. Click check box to select those you will approve



Summary Report

After all absences have been entered and approved, you are ready to run the summary report, have it signed, and scan/fax to Payroll on the due date.

From Absence Management homepage:
Reports > Report Writer



Summary Report

If you don't automatically see the Summary Report listed, change the **Show reports last run or created** from the default "*within the last month*" to "any time" before you search for the Summary Report.

Report Writer

Show reports last run or created

any time



Name: Summary Report

Q Search

Absence Data

Name	Access	Created	Last Run	Runs	Actions
Summary Report	Public	10/5/2016 4:43 PM by: Super user			Run with New Filters Run with Saved Filters

Click Run with New filters



Summary Report

1.

REPORTwriter Filter Report 3. Run

Summary Report Run Cancel

Available Fields

Common Fields

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

Filters

Date Start: 03/27/2022 End: 04/09/2022
 Relative Fixed Relative Fixed

School Name CONROE HIGH SCHOOL (001); All
 Include Dependents

Cancelled Yes No

Approval Status Does not contain

1. Enter the pay period dates

2. Select your campus



Summary Report

2.

Summary Report

Template ID: 0

Output Types

HTML Include Page Breaks

Excel Compatible (csv)

Delimited Text Delimiter: Tab

Fixed Length Text

Delivery Options

Email address:

Static File Name:

Attach results to email:

Deliver to FTP Server:

Schedule:

I want to run the report right away.

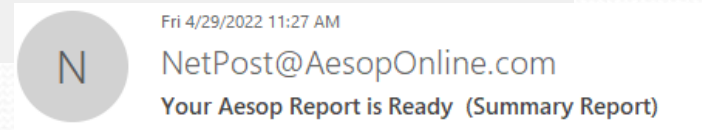
Let me know when the report is ready

Report Options

Exclude Header Row

Mark as Extracted

Run Cancel



3. The report is then sent to your email.
Alternatively, you can open it from Frontline here:

Filter Report

Date Range: 1.

Entered	Started	Finished	Output
4/29/2022 11:26:39 AM (View Details)	4/29/2022 11:26:39 AM	4/29/2022 11:26:47 AM	2.



Summary Report

School/Dept	Date	CONF#	Emp EIN	Absence Reason	Full/Half	Acct Code Name	Sub EIN	Sub Name	Pay CD	Pay Rate (Based on Absence Type)	# Day(s)	Sub Pay
Emp Name: [REDACTED]												
TW-COLLEGE PARK HIGH SCHOOL (014)	10/21/2021	472985017	[REDACTED]	State Days > State Personal	Half Day AM						.50	0
										\$0.00	0.50	0
Emp Name: [REDACTED]												
TW-COLLEGE PARK HIGH SCHOOL (014)	10/21/2021	471820186	[REDACTED]	School Business > School Business	Full Day				170	\$105.00	1.00	105
										\$105.00	1.00	105
Emp Name: [REDACTED]												
TW-COLLEGE PARK HIGH SCHOOL (014)	10/29/2021	475278729	[REDACTED]	Local Personal > Local Personal	Full Day						1.00	0
										\$0.00	1.00	0
Emp Name: [REDACTED]												
TW-COLLEGE PARK HIGH SCHOOL (014)	10/29/2021	475172808	[REDACTED]	State Days > State Personal	Full Day				160	\$95.00	1.00	105
										\$95.00	1.00	105
Emp Name: [REDACTED]												
TW-COLLEGE PARK HIGH SCHOOL (014)	10/29/2021	473875406	[REDACTED]	Local Personal > Local Personal	Full Day						1.00	0
										\$0.00	1.00	0
Emp Name: [REDACTED]												
TW-COLLEGE PARK HIGH SCHOOL (014)	10/18/2021	467751504	[REDACTED]	Local Personal > Local Personal	Full Day				160	\$95.00	1.00	105
TW-COLLEGE PARK HIGH SCHOOL (014)	10/20/2021	467755913	[REDACTED]	School Business > Staff Dev - C&I	Full Day	FL			160	\$95.00	1.00	95
TW-COLLEGE PARK HIGH SCHOOL (014)	10/25/2021	470015518	[REDACTED]	Other > Jury Duty	Full Day				170	\$105.00	1.00	115
										\$295.00	3.00	315
Emp Name: [REDACTED]												
TW-COLLEGE PARK HIGH SCHOOL (014)	10/18/2021	467176362	[REDACTED]	Local Personal > Local Personal	Full Day				100	\$0.00	1.00	0
TW-COLLEGE PARK HIGH SCHOOL (014)	10/29/2021	471515079	[REDACTED]	State Days > State Personal	Full Day				170			
										\$135.00	1.00	115
										\$105.00	2.00	115
										\$13,005.00	206.00	13588



Important!

If you (or the sub office) make changes after you have printed/submitted your summary report, you must print a new report, obtain signature, and resubmit to Payroll.

Make sure you can see all 3 columns on your scanned report!



Attendance Reporting: What does Payroll need?

Signed summary report from Frontline

If resubmitting after changes, submit a new, signed summary report

SCHOOL BUS



A top-down view of a wooden desk with a white watercolor palette containing various colors, several drawing pencils and pens, and a spiral-bound notebook. A large green rounded rectangle is overlaid on the right side of the image, containing the title text.

Payroll Reporting Training

Chapter 3:

eFinancePlus Enter Supplemental Pay



How are Supplemental Duties Paid?

eFinancePlus

Enter Supplemental Pay:

- Full-time exempt ONLY

Kronos Transfer:

- Full-time non-exempt
- Part-time
- Retirees
- Substitutes ONLY if hired as Part-time

Questions about who is eligible to work a particular duty should be directed to HR



Extra Duty Pay for Exempt Employees

Enter

- In eFinancePlus Supplemental Pay System
- Using employee timesheets
- For the corresponding pay period

Review

- Signed timesheet for each entry
- Information entered matches the timesheet
- Budget code used is correct

Signature & Submit

- Obtain administrator's signature on supplemental report
- If signing administrator is on report (receiving supplemental pay), a secondary signature is required.
- Submit supplemental report and all timesheets by deadline



Keep in mind...

Timesheets must list the supplemental duty job performed

Number of Week Days and Weekend/Holidays worked are required

Extra duty pay should be tracked as worked and submitted with the correct pay period

Flat rates can only be used in specific, administrator-approved scenarios for full-time employees and need to be associated with specific dates





Please alphabetize timesheets before scanning them with the supplemental report to payroll. **We reserve the right to ask that you resubmit your supplemental payroll if the timesheets are not organized.**



Time Sheet

- Exempt-Teachers and Professionals use *Exempt supplemental form*
- Non-Exempt-Hourly, Paraprofessionals, and Auxiliary use *Non-Exempt supplemental form*

Employee ID _____ Campus/Department TWCP / Social Studies

Name _____ Position Social Studies Teacher

Pay period (mm/dd/yy to mm/dd/yy) 2/8/21 to 2/12/21

Date (mm/dd/yy)		In	Out	In	Out	In	Out	Regular Hours	Extra/OT hours	Job Performed
	Sunday									
2/8	Monday	6:30	7:00					.5		Safety Patrol
	Tuesday									
2/10	Wednesday	6:30	7:00					.5		Safety Patrol
2/11	Thursday	6:30	7:00					.5		Safety Patrol
	Friday									
	Saturday									
Week's total hours:								1.5		
	Sunday									
	Monday									
	Tuesday									
	Wednesday									

Week's total hours:		
Pay Period's total hours:	1.5	

I certify that this is an accurate record of the actual hours worked.



Employee's signature (red ink only)
CISD-308 (5/06)



Principal's/Director's signature (red ink only)



Title



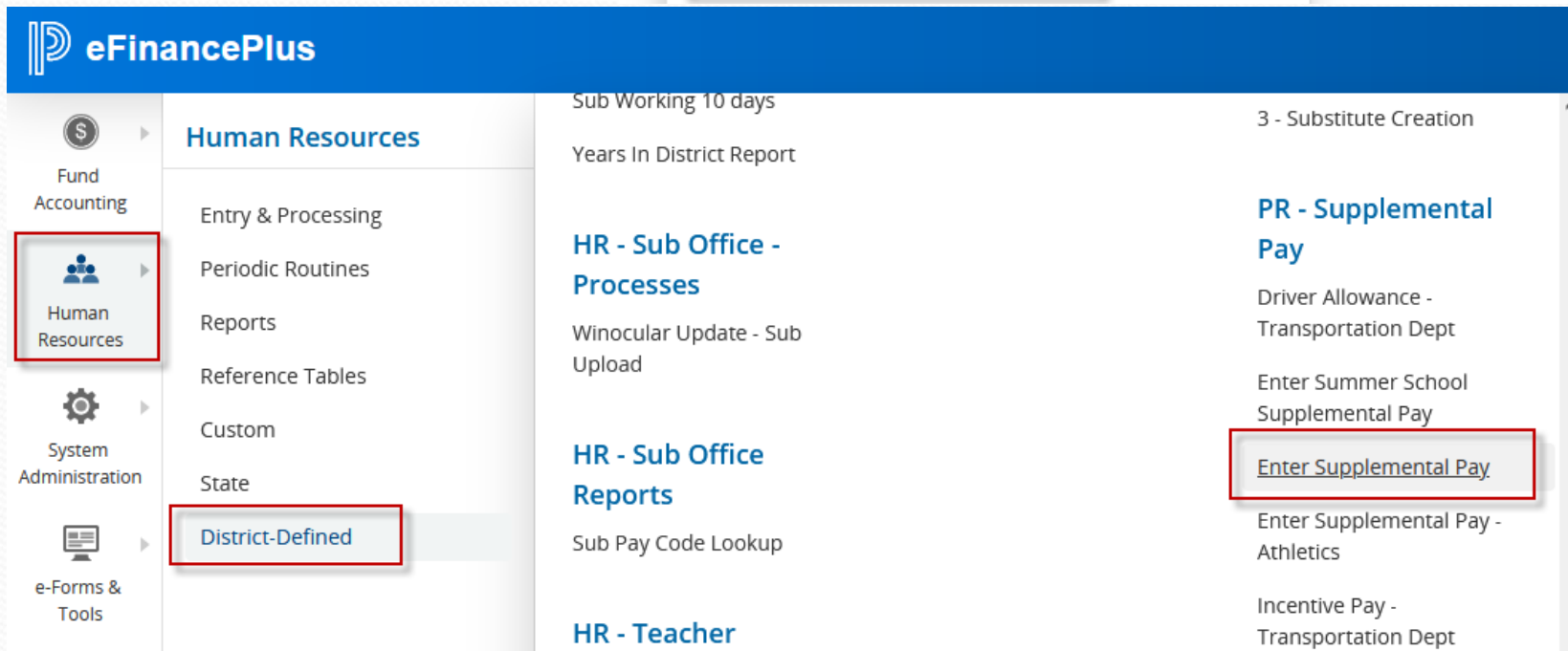
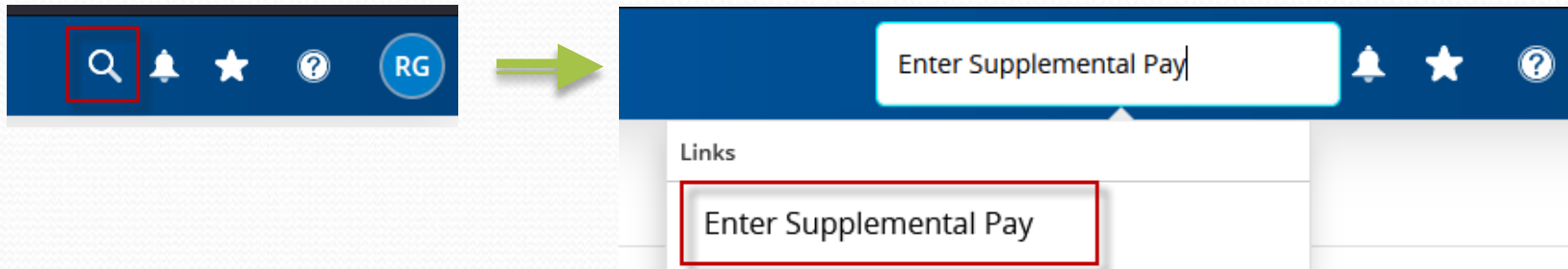
Enter Supplemental Pay

The image shows a screenshot of the Conroe ISD SSO (Single Sign-On) dashboard. The header bar is blue and contains the Conroe ISD SSO logo (an apple with a leaf), the text "Conroe ISD SSO", and navigation icons for a menu, a plus sign, a pencil, and a bell. A search icon is located in the top right corner. The main area of the dashboard is a grid of application tiles, each with an icon and a label. The tiles are arranged in two rows of four. The first row includes: Administrative Directory (calendar icon), Bus Hub (bus icon), Bus Referrals (school bus icon), and Campus Contacts (house with people icon). The second row includes: eFinancePLUS (green circle with four colored segments icon), eFinancePLUS Test (blue 'P' icon), Employee Documents (document with plus icon), and Financial Services (blue circle with white dollar sign icon). The eFinancePLUS tile is circled in red.

Icon	Label
	Administrative Directory
	Bus Hub
	Bus Referrals
	Campus Contacts
	eFinancePLUS
	eFinancePLUS Test
	Employee Documents
	Financial Services



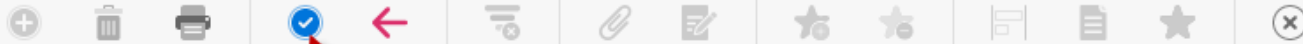
Enter Supplemental Pay



Enter Supplemental Pay

Supplemental Pay Entry - CON2011_Live

History



Enter Options

3. Click the checkmark

Supplemental Pay Reporting Period

04/13/2022

Campus/Department

1. Ensure Campus is Selected

001 - CONROE HIGH SCHOOL

Username **rlgarris**

For Payroll check dated

C18 - May 13 202

Due TO payroll 04/25/2022

Audit AMI/ARI

Retirees This Month

2. Select Payroll check date

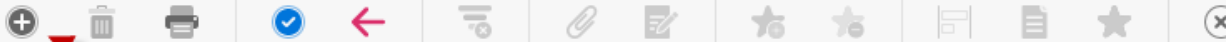
Emp No	Employee Name	Home	Wrk Beg	Wrk End	Hrs Wrkd	Rate	Earned	Event
--------	---------------	------	---------	---------	----------	------	--------	-------



Enter Supplemental Pay

Supplemental Pay Entry - CON2011_Live

Delete Row Audit



Enter Options

Click "+" to add records

Supplemental Pay Reporting Period

04/13/2022

Campus/Department

001 - CONROE HIGH SCHOOL

Username

rlgarris

For Payroll check dated

C18 - May 13 2022

Due TO payroll 04/25/2022

Retirees This Month

Emp No	Employee Name	Home	Wrk Beg	Wrk End	Hrs Wrkd	Rate	Earned	Event
--------	---------------	------	---------	---------	----------	------	--------	-------



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:

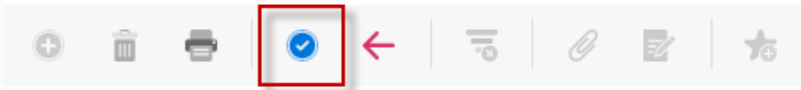
BUDGET UNIT

Continuous

Account 7

- 1) Enter 6-digit EIN, or use magnifying glass to look up employee
- 2) Confirm name matches timesheet
- 3) Enter start and end date **
- 4) Enter number of units (hours or days)
- 5) Select position worked from drop-down list
- 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 the check button

Supplemental Pay Entry - CON2011_Live



**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.



Enter Supplemental Pay

Enter Personnel Working the Event

Empl No. Employee Name Dept

Start Date End Date Units Position Worked 30.00 Week Days Weekend/Holiday Days

Budget Information for the Event:

BUDGET UNIT Continuous

Account

Checking the Continuous box will allow you to enter continuously without clicking the “+” for a new entry.

Supplemental Pay Entry - CON2011_Live

To view entries completed when using the continuous option you will need to click Back once.



Emp No	Employee Name	Home	Wrk Beg	Wrk End	Hrs
144383	WATSON, JESSIE	005	03/25/2022	03/31/2022	
144383	WATSON, JESSIE	005	04/01/2022	04/01/2022	
144383	WATSON, JESSIE	005	04/08/2022	04/08/2022	








Supplemental Summary Report

To print your summary report for administrator signatures, click the print icon

Supplemental Pay Ent

Delete Row Audit

Enter Options

Print - CON2011_Live

sup_pay.rpt

Destination	File Options
<input type="radio"/> File	File Name <input type="text" value="H:/.../rpt/sup_pay.rpt"/>
<input checked="" type="radio"/> Screen	

OK Back



Supplemental Summary Report

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								X	PAID FOR	WORKING					DAYS	DAYS
██████	70.00	1999	11	00	078	11000	6118	E	09/09	09/09	2.00	35.00	078	1.00	0	1
██████	75.00	1999	11	00	078	11000	6118	E	09/10	09/12	3.00	25.00	078	1.00	3	0

\$ 145.00 TOTAL

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

Please print name: _____

Verify all
information is
accurate.

Obtain
Administrator
signature.

Scan/fax the report
and timesheets to
Payroll by deadline

Retain original for
your files.



Exempt Extra Duty Pay: What does Payroll need?

Summary Report

- Administrator's signature
- If signing administrator is on report (receiving supplemental pay), a secondary signature is required.

Timesheets

- Completed correctly
- Signed by employee and administrator
- Submitted in the same order as the supplemental summary report: alphabetical

