Procedures Manual for Kronos Time Managers

UKG Kronos 8.1.16

(Campus)

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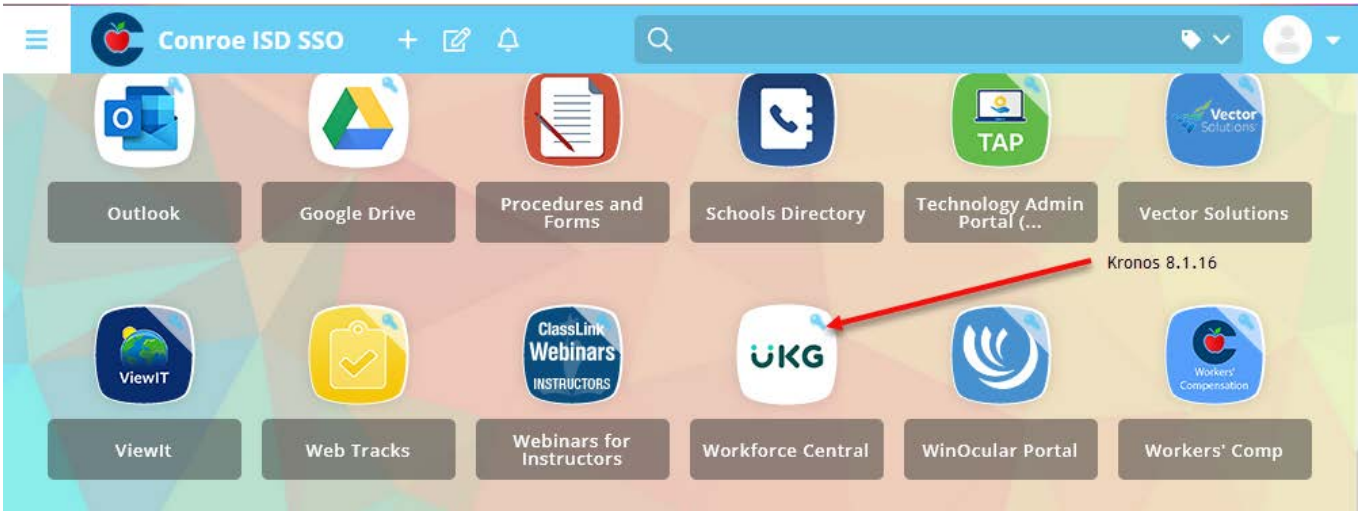
Log in to the SSO and select white UKG Workforce Cental Tile.



Campus Kronos Process/Checklist

- _____**Run queries** (monitor daily or weekly also)
  USING **PAY PERIOD CLOSE– All Home– select appropriate time period**
  - Identify missed punches page 13
  - Identify absences page 13

  Drop Down on Pay Period Close – select appropriate time period
  - $Worked 179 w/no budget code page 13
  - Budget code no 179 page 13
  - $$Holiday only page 13
  - $$Non-Holiday w/Holiday page 13
  - !Long shift (Missed punches added incorrectly) page 13
  - !Short shift (1/2 day absence) page 13
  - !Stipends!(If applicable for your campus) page 21

- _____**Manual** Entry(Only make changes to timecard with support documentation)
  - Enter missed punches – using missed punch form page 33
  - Absences
    - Absences are interfaced from Aesop to Kronos each Friday afternoon for the current week. If an absence is entered in Aesop after this interface, it must be manually added to Kronos (using Aesop documentation for support). See *absence entry instructions*. page 15-17
    - Add Zero Work Day on percentage employees with alternating schedule page 17
  - Budget code – paperwork listing supplemental code page 18

- **_____ Run Queries weekly** – verify all data corrected

- _____**Reports/Forms**
  - Time Detail Report (if printed, should be retained at campus) page 24
  - Employee Transactions and Total Report page 26
  - Payroll Transmittal Changes Form, if necessary page 38

- _____**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 AESOP Summary Report to Employee Transactions and Totals report to confirm all absences match
  - Review percentage employees to confirm absences correctly entered

- _____**Approval**
  - Obtain Authorized Signature on Employee Transactions and Total Report
  - Approve Timecards **each week**, by Tuesday morning page 30

- _____**Month End**
  - All part-time and extra-duty hours must be updated

- _____**Final Steps**
  - Forward the following documents to the payroll department in time to be **received by the due date:**
    - **Payroll Transmittal Changes Form**, if necessary
    - **Signed Employee Transactions and Totals Report**
    - **AESOP Summary Report**

Time Entry Rules/Employee Status Change Rules

New Hire/Part-Time Employees:
Begin swiping/time-stamp at the clock/computer only after employee is in Kronos. Part-time hours worked must be updated at the end of each month.

Substitutes:
Substitutes working part-time must be hired as part-time employees and enter time in Kronos.

Retirees:
Full-time and part-time retirees will use Kronos to record regular time, extra duty supplemental pay at hourly rate and extra duty stipends. Exempt-Retirees will have a 30 minute auto meal deduct.

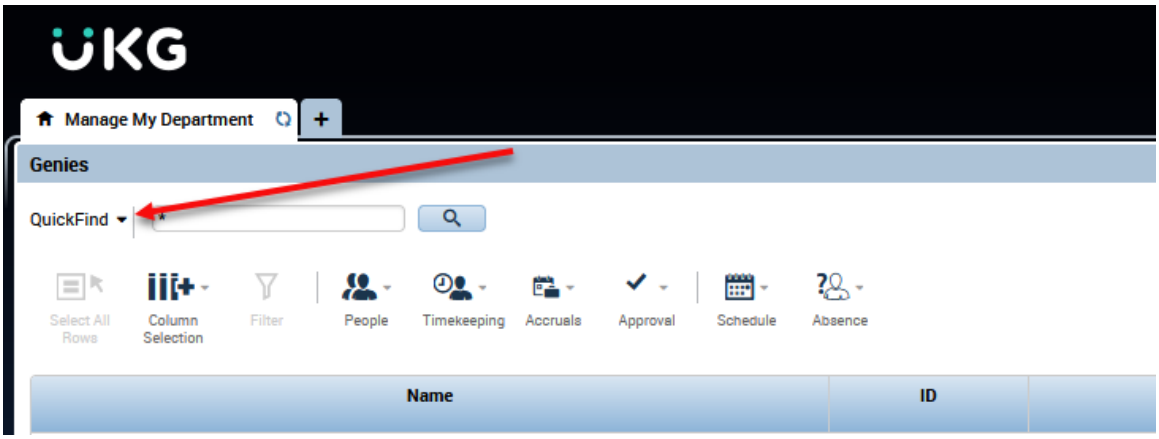
Extra duty supplemental pay at hourly rate:
Extra duty pay should be tracked as worked, submitted with the correct pay period and updated at the end of each month

Percent/Hours-per-day Changes:
All changes in percentage of FTE or hours-per-day must take place at the **beginning of the pay period**. All adjustments through the Kronos interface must be calculated on the employee's correct hours from the beginning of that particular pay period.

Rate Changes:
All rate changes must take place at the **beginning of the pay period**.

Reviewing Timecards and Other Functions

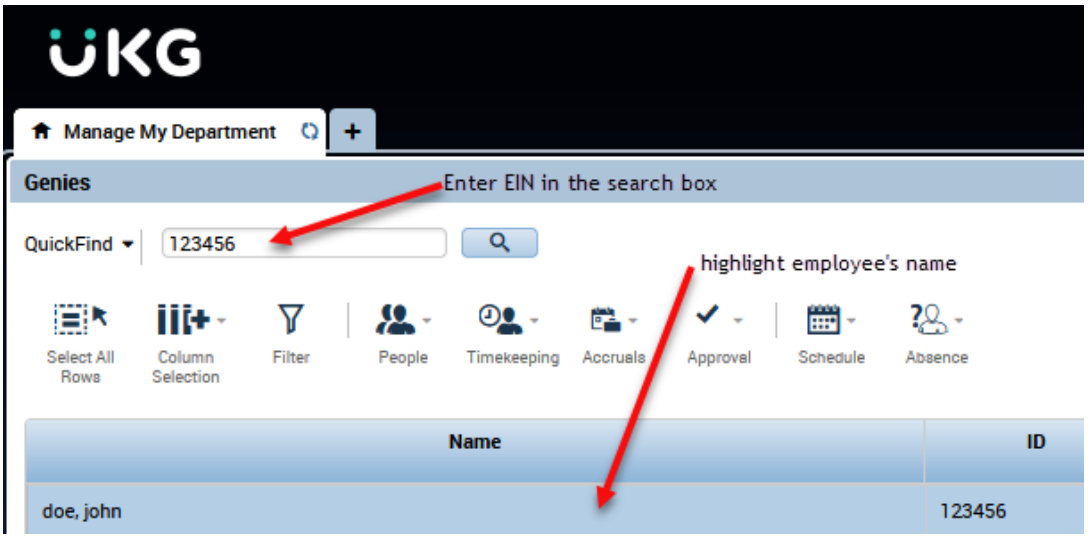
To access QuickFind on the Mange My Department tab.

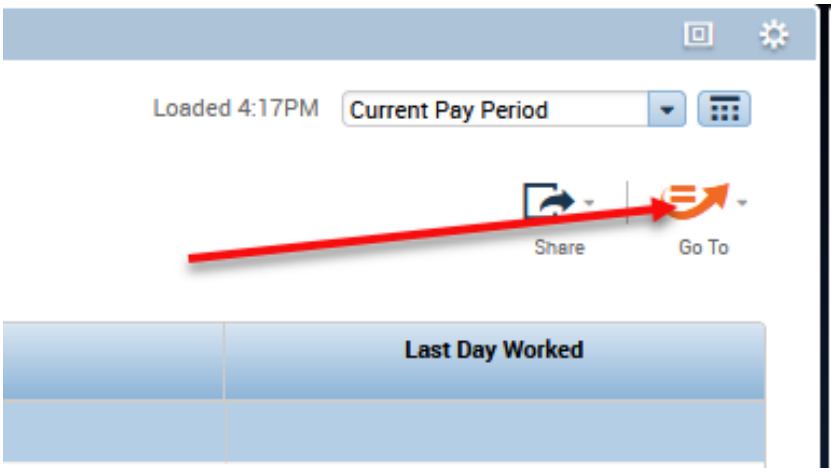


Updating New Employee Data

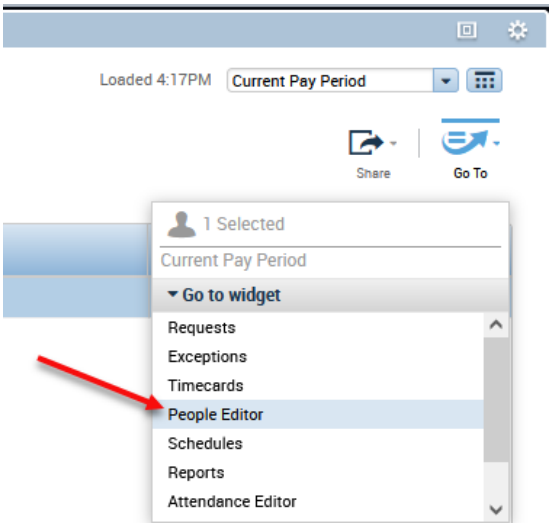
New employees will roll automatically into Kronos with only basic information. You will need to update select information on the employee record in order for the timecard to function properly.

To search for an employee:
Enter the employee's name or six digit employee ID in Quickfind (see previous page). Next, highlight the employee's name and click on the "Go To" button in the upper right corner of your screen.

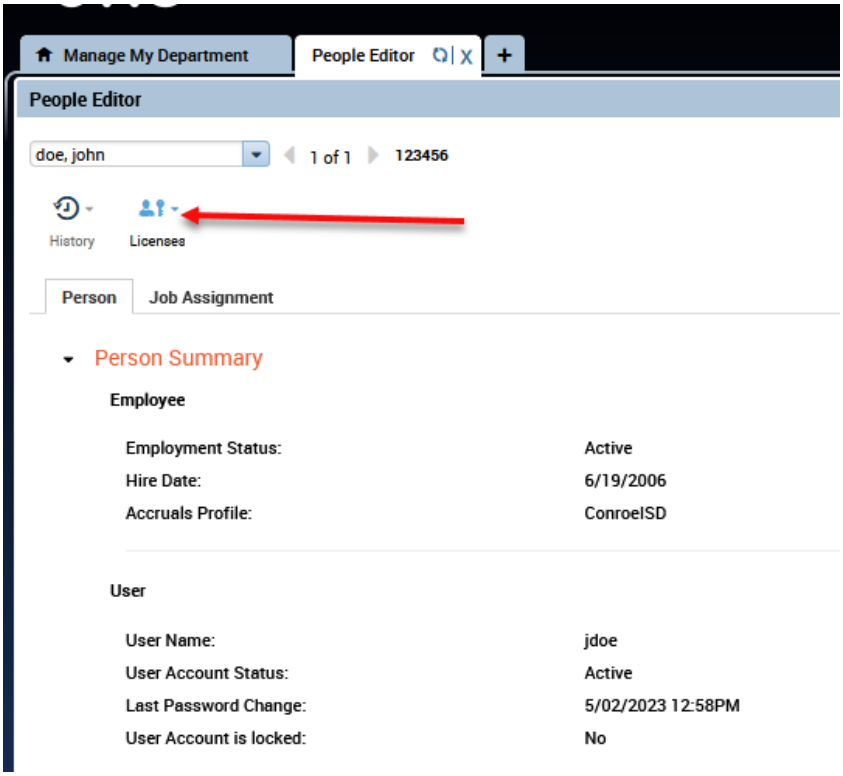




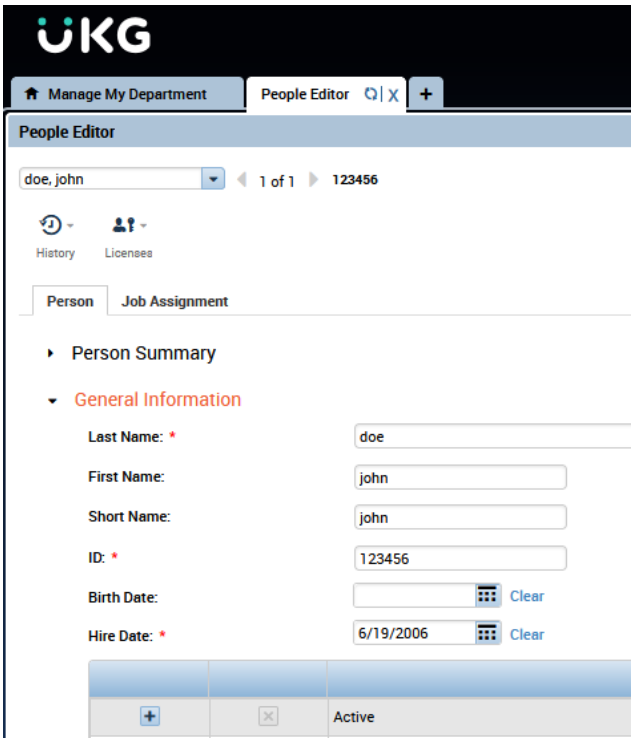
Select People Editor from the drop down menu.



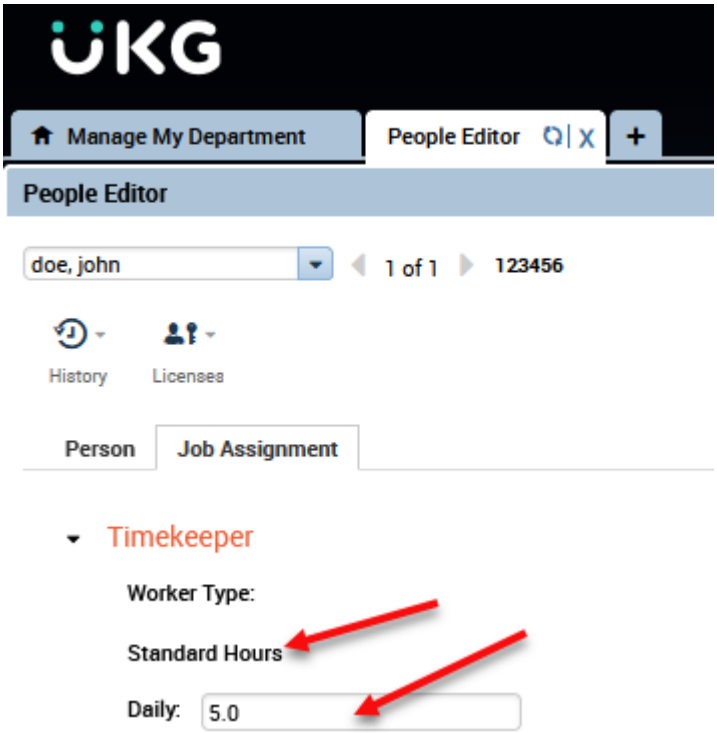
The People Editor tab opens. Click “Licenses” to confirm the license the employee is assigned.



Select **General Information**
Review to ensure all necessary data is entered.



Select the **Job Assignment** tab. Next, select **Timekeeper**. Verify Daily hours and Pay Rule:



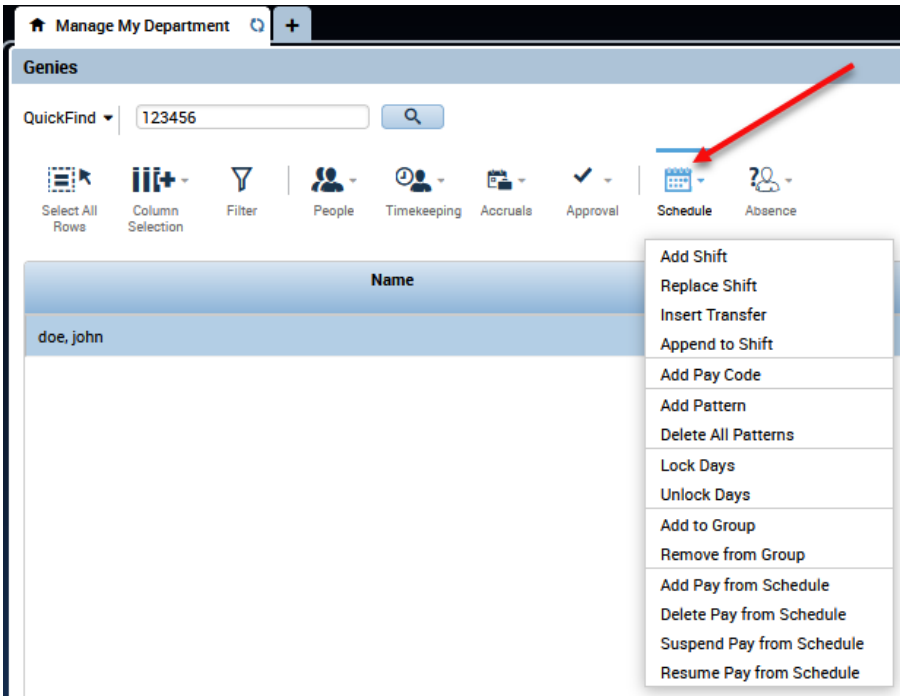
Pay Rule Assignment Reference Sheet

Technology	
Standard Part Time	
Child Nutrition	
182 Day 183 Day Standard	
Transportation	
182 Day 182 Hourly Part Time	Standard Standard 261 Hourly 261
Maintenance	
Hourly 261 30e Standard 261 30e	
Custodial	
Custodial 190 261 6 Hrs Part Time 30e	Hourly 261 30e Hourly 261 60e Standard 261 30e Standard 261 60e
Police	
183 Day Crossing Guards 1 Crossing Guards 2 Part Time	Police Standard Police
Ground Maintenance	
Hourly 261 30e	
Admin Building Departments	
Standard Part Time	
Campus	
Part Time 183 Day Standard	Part Time – Exempt Exempt-Retiree

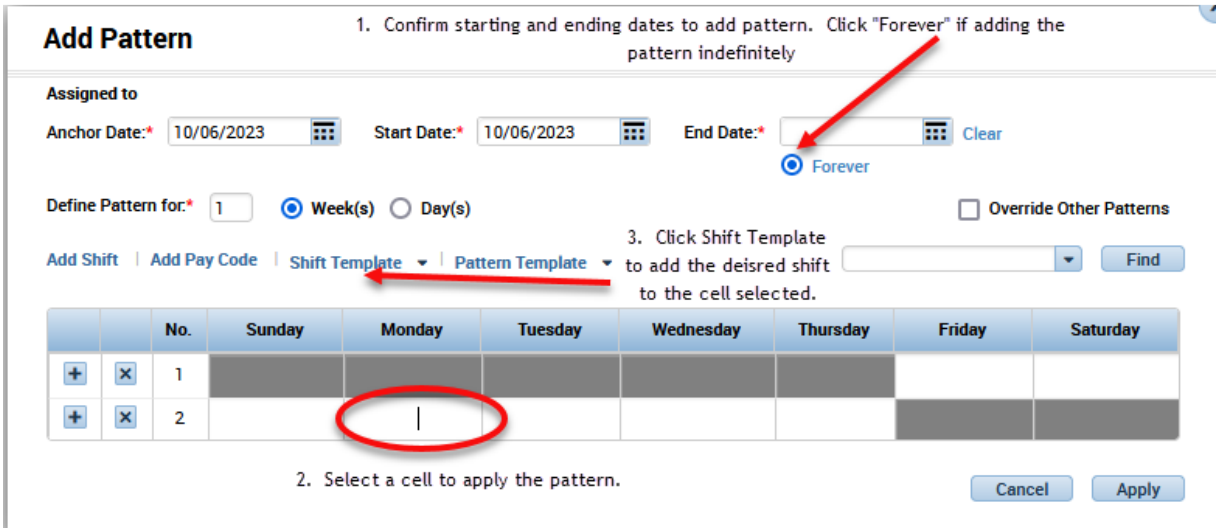
Schedules

Schedules will provide managers with a valuable time management tool. **Every employee with the exception of part-time employees must have a schedule.** All employees in Kronos will be brought over with a generic schedule. If you need to make changes to that schedule there are various ways to create/edit schedules depending on the complexity of the employees work schedule. The following is an example of how to edit an existing schedule.

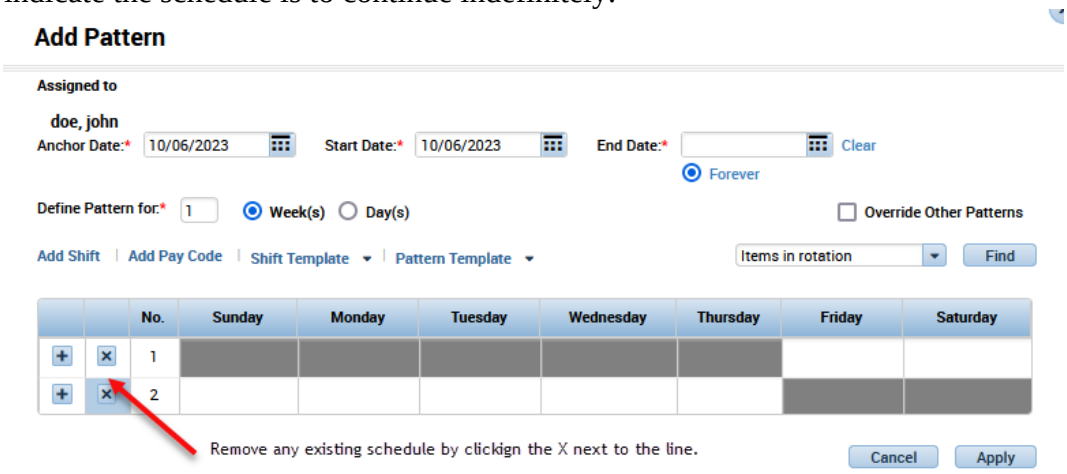
From the Quickfind genie, search the EIN or employee name. Highlight the employee, then click Schedule.



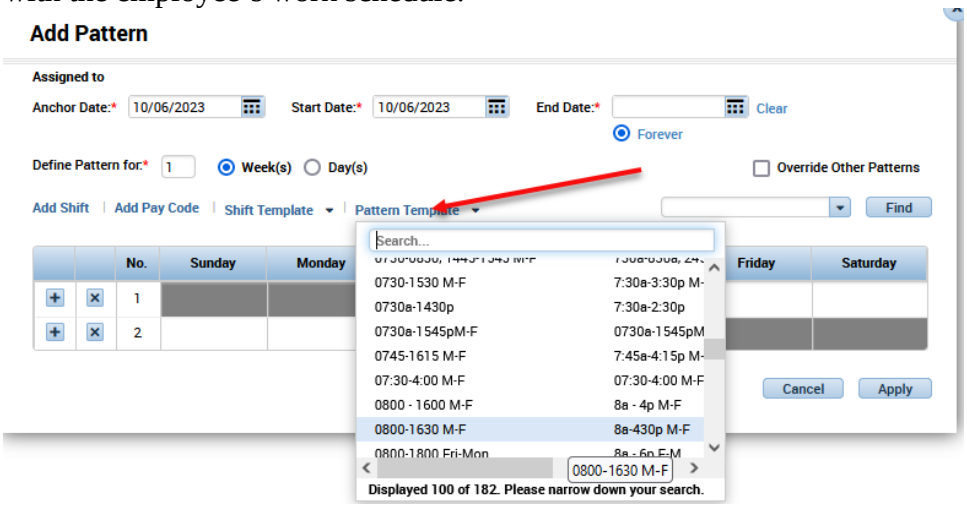
From the drop down menu, you can choose the desired selection. To add a schedule pattern, you would select Add Pattern.



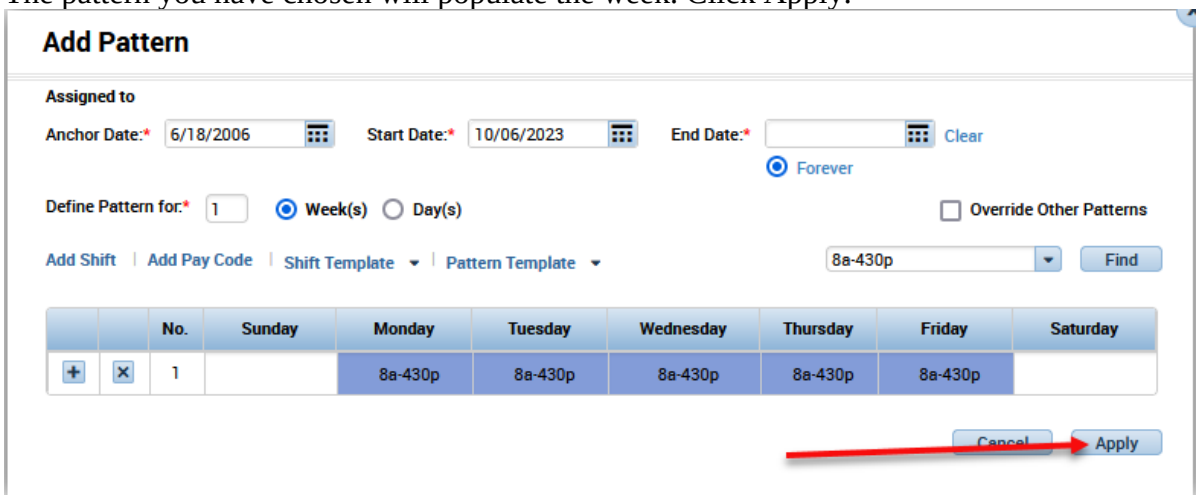
Enter the Work Start Date and Pattern Start date. The "Forever" button is checked to indicate the schedule is to continue indefinitely.



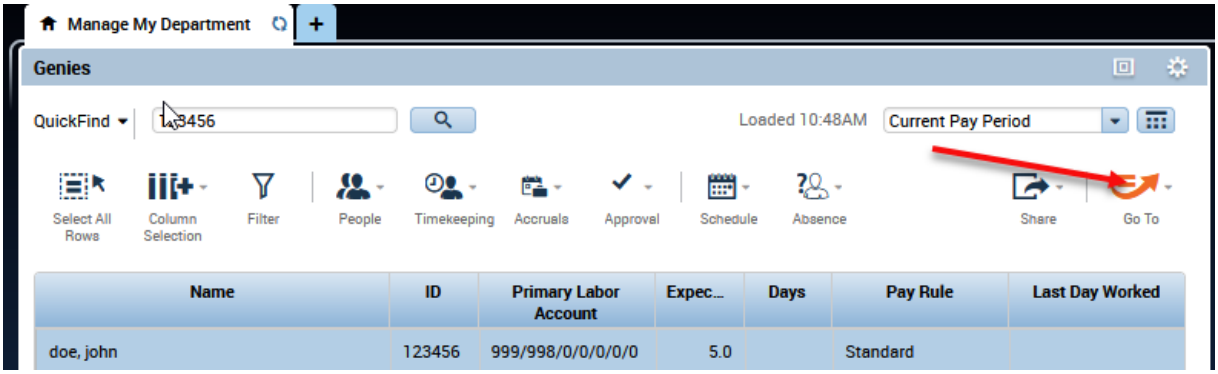
To add the correct schedule, select Pattern Template. Select the pattern that corresponds with the employee's work schedule.

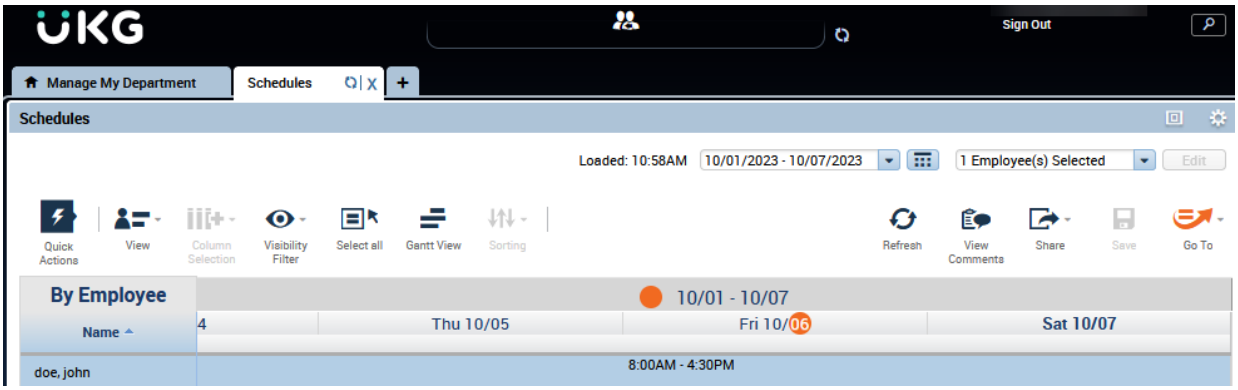


The pattern you have chosen will populate the week. Click Apply.

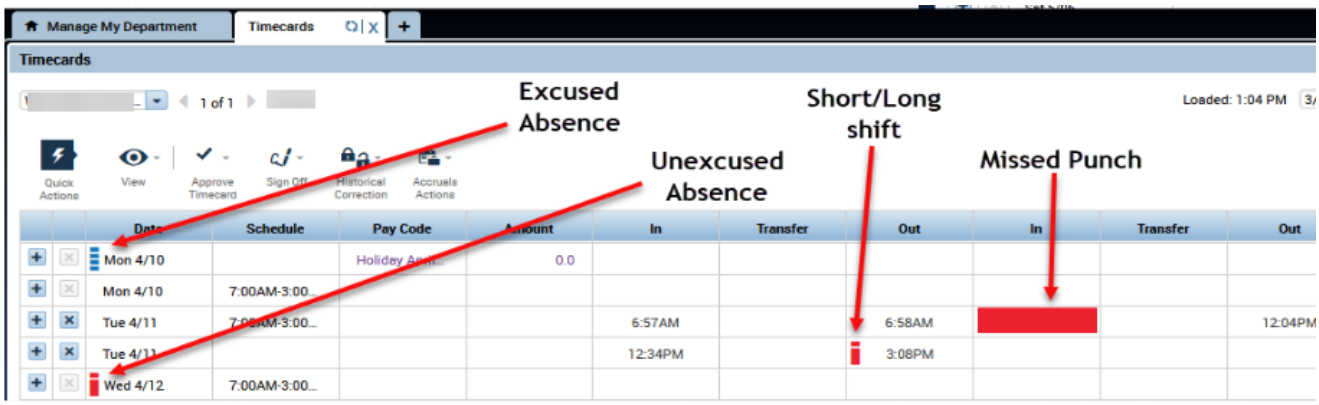


The Schedules drop down menu choice will now reflect the employee's schedule. Click "Go To" on the upper right side of the screen and choose Schedules to view the employee's added schedule.



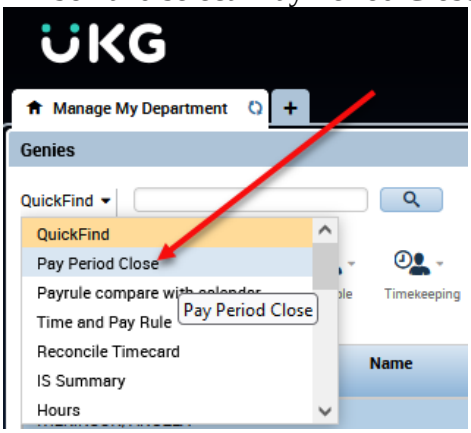


Example of a time card with a schedule assigned:

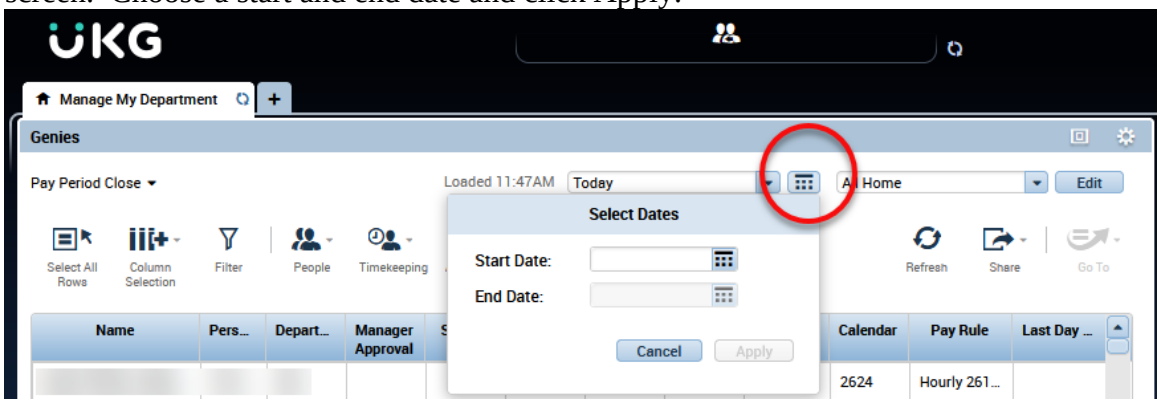


Exception Reports & Genies

1. Run weekly.
2. Under Manage My Department tab under Genies, click on the Quickfind drop down box and select “Pay Period Close”.

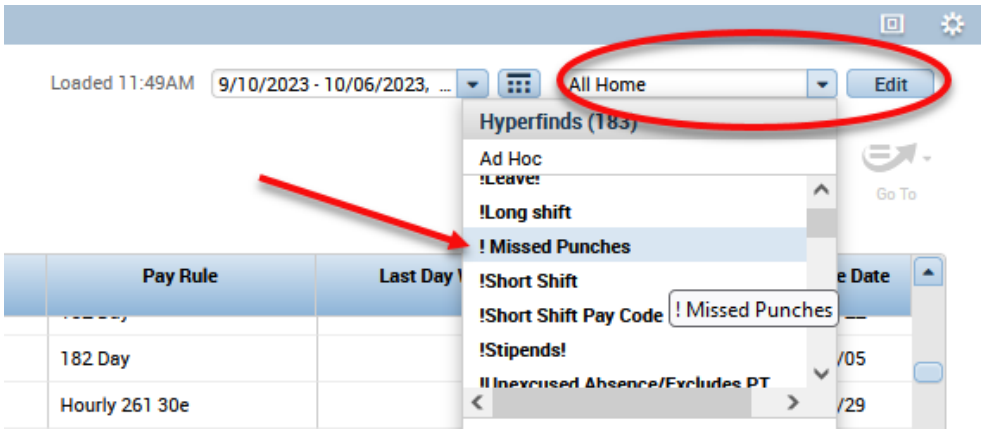


3. Enter appropriate time period by clicking on the calendar icon on the right side of the screen. Choose a start and end date and click Apply.



Identify Missed Punches (!Missed Punches)
This query is used to identify employees assigned to your department who have missed punches on their timecard. Employee must complete and turn in Missed Punch Form to department Kronos manager to correct punch.

Click on the drop down menu to the right of the calendar icon and select !Missed Punches. Employees with missed punches within the specified time frame will display.



Identify Absences
Click on the drop down menu to the right of the calendar icon and select !Unexcused Absences/ excludes PT. Employees with unexcused absences within the specified time frame will display.

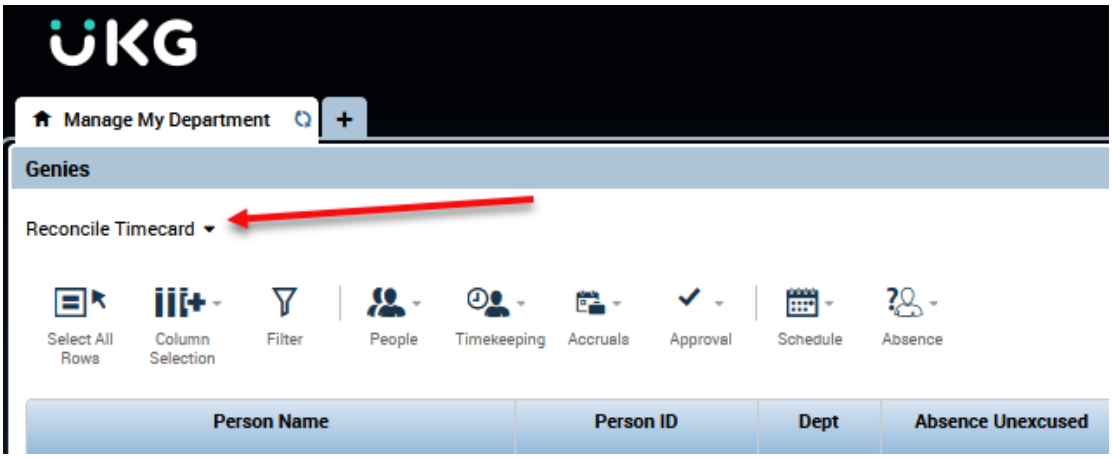
Exception Queries:

1. Under Manage My Department -> Genies, select Pay Period Close.
2. Enter appropriate time period
3. Select the following queries to determine if errors on the timecard need to be corrected.

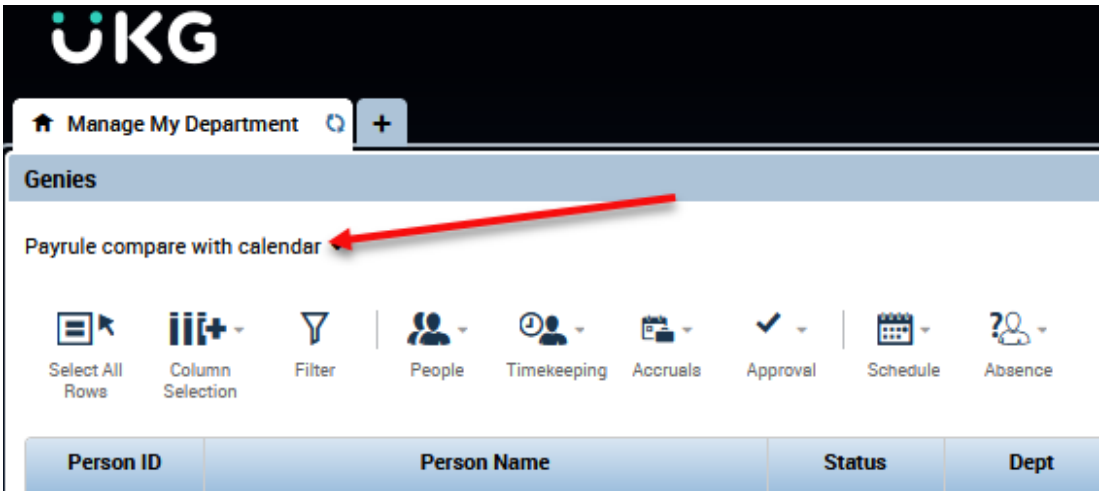
- **$179 no Budget Code**
  This report is used to identify supplemental pay transfers. All supplemental pay transfers require a budget code. See page 20 for further instructions.
- **$Account Code no 179**
  This report is used to identify errors when a budget code has been entered but no 179 transfer has occurred.
- **$$Holiday only**
  Identifies holidays entered with no hours worked
- **$$Non-Holiday w/Holiday**
  Identifies holiday entered on scheduled non-holiday
- **!Long shift**
  Identifies a long shift, which should be reviewed carefully if a manual punch has been entered.
- **!Short shift**
  Identifies a short shift, which may indicate a ½ day absence may be needed.

Other Helpful Genies

Reconcile Timecard
This genie will identify missed punches, early in, early out and other time card discrepancies. It will also identify unexcused absences for employees with no time entered on a scheduled day.



Payrule Compare with Calendar
This genie will display all employees assigned to your department with their corresponding calendar and Pay rule. Review for accuracy. Refer to *Payrule Assignment Reference Sheet* for help in determining correct payrule for your particular department. **Contact Payroll if a Pay rule change is necessary.**

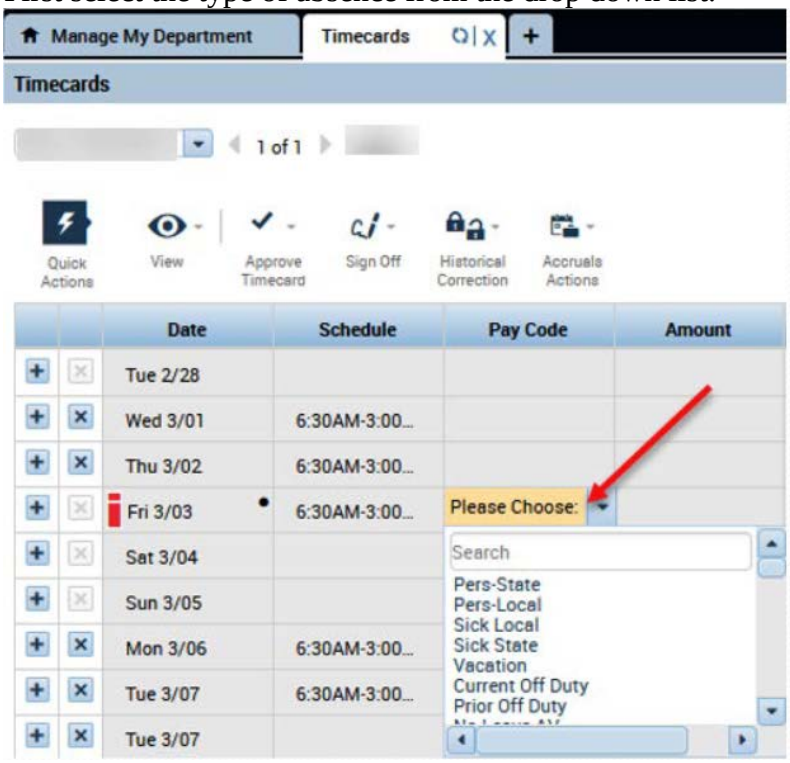


Entering Employee Absences

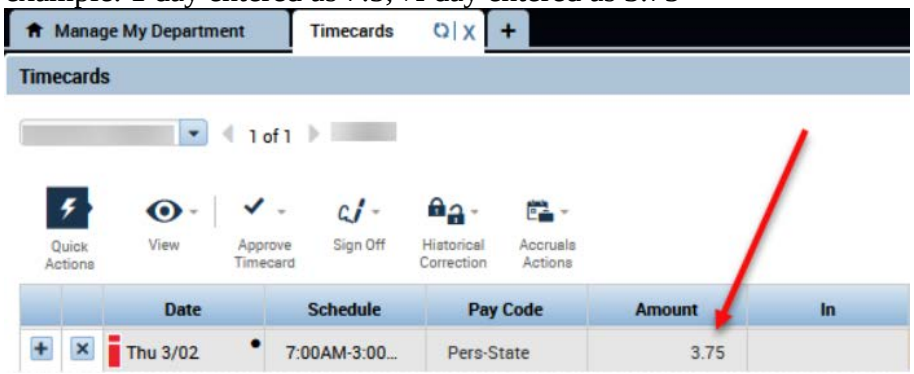
On Friday afternoon of each week, Payroll will run an interface which will bring absences that are in Aesop into Kronos.

In the event an absence is put in Aesop after this interface has occurred, the absence will need to be manually entered into Kronos. The type of absence will be entered in the "Paycode" field and the hours will be entered in the "Amount" field.

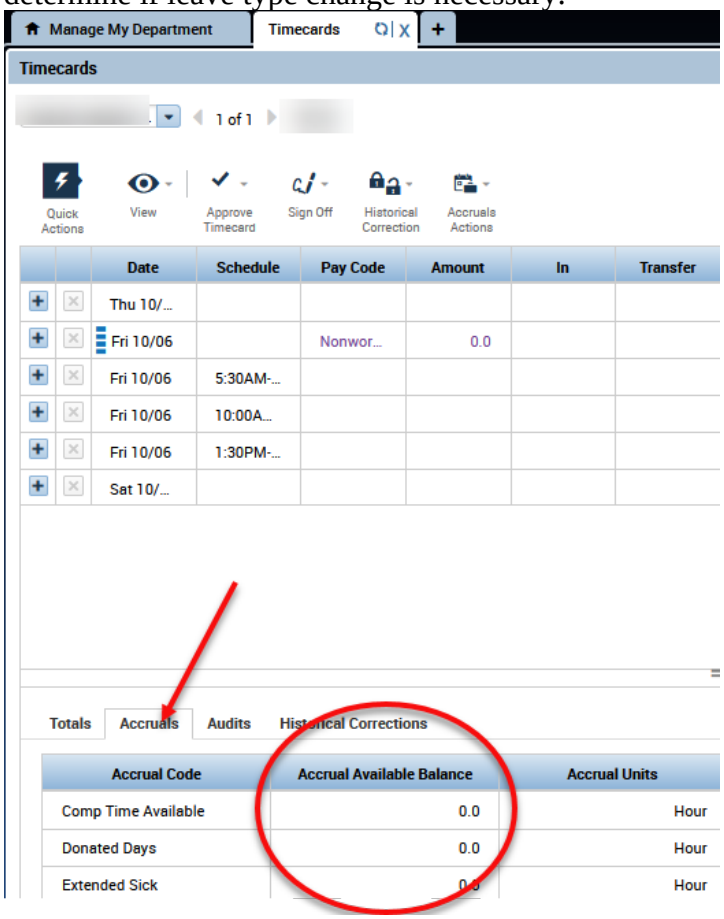
First select the type of absence from the drop down list.



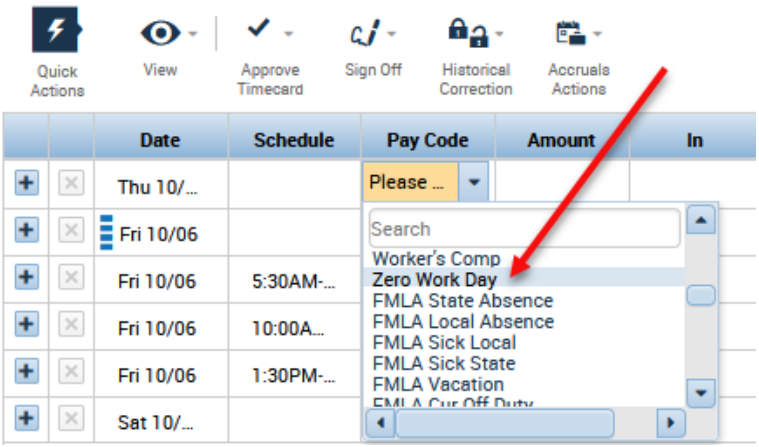
Enter hours in the amount field.
Absences must be entered only in **whole** or **half day** increments. 7.5 hour employee example: 1 day entered as 7.5, ½ day entered as 3.75



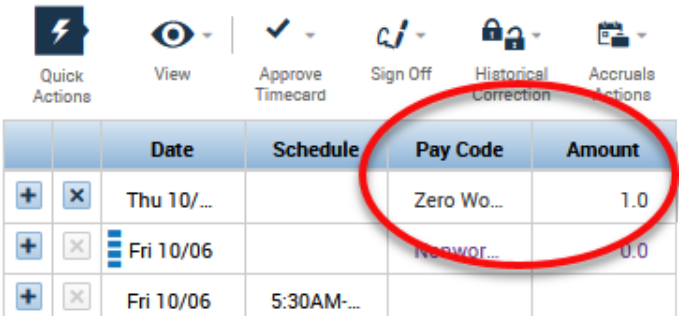
When entering absences if warning occurs, review leave balance under Accruals to determine if leave type change is necessary.



Days that were not worked by percentage employees should have a Zero Work Day added. This does NOT add hours or show in any time calculation. It is intended to remove the unexcused absence and allow time to calculate correctly. If a day includes hours or pay code a Zero Work Day is not required.



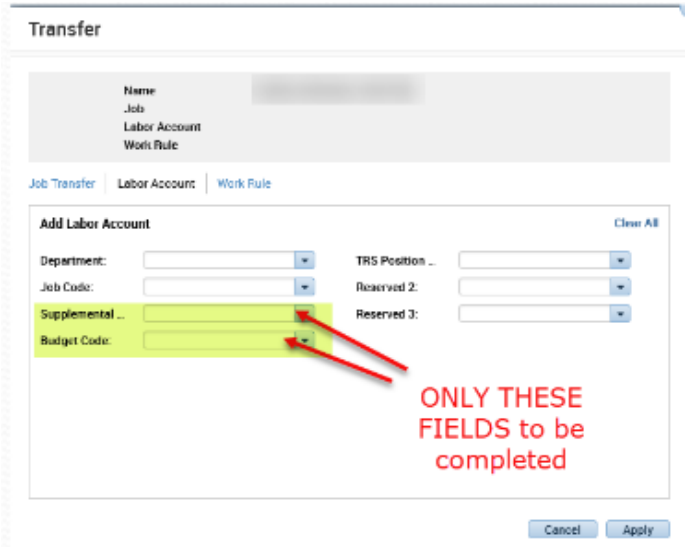
The amount of a zero workday should be 1.0.



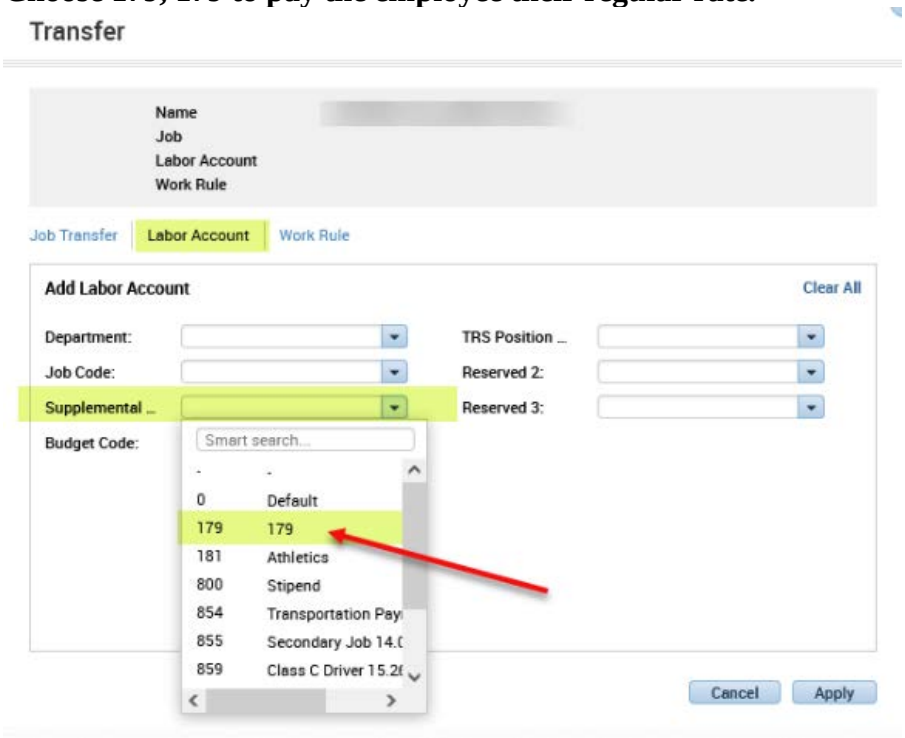
Extra Duty/Supplemental Duty Pay

<u>Updating budget code on Supplemental Duty entered at the clock/timestamp:</u>
If an employee transfers time to supplemental duty, the transfer will appear on the time card with no budget code. To transfer this shift to a different budget code, click inside the Transfer column between the clock in and out and select Search.

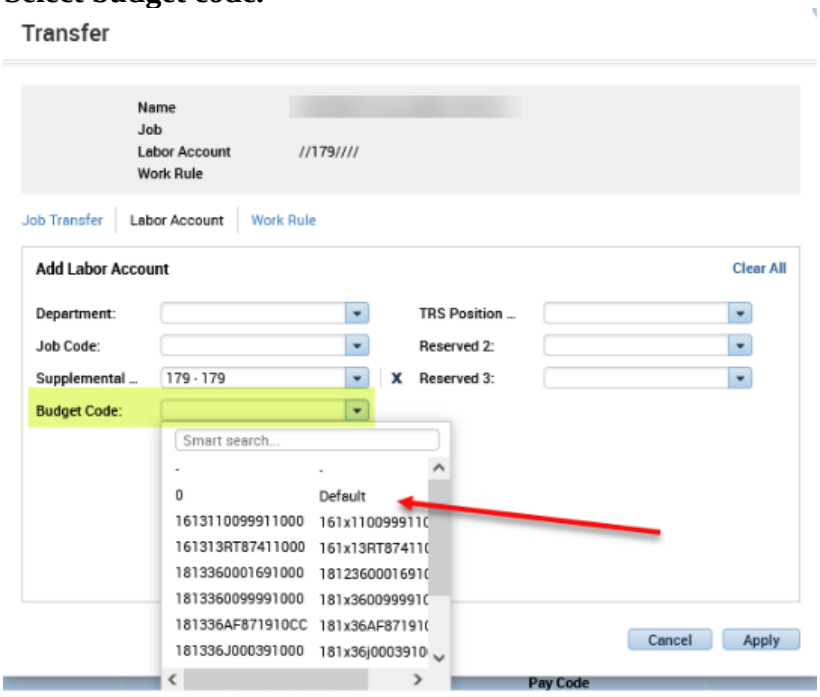
Under the Labor Account tab, only complete the Supplemental box and the Budget code box.



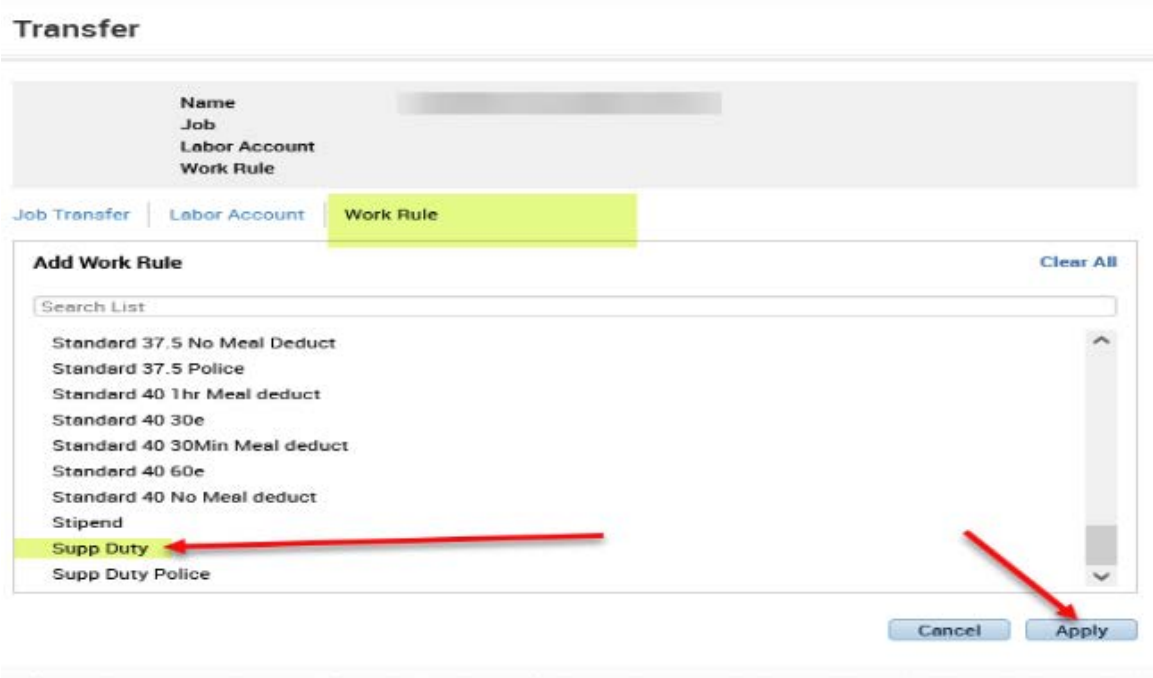
Choose 179, 179 to pay the employee their regular rate.



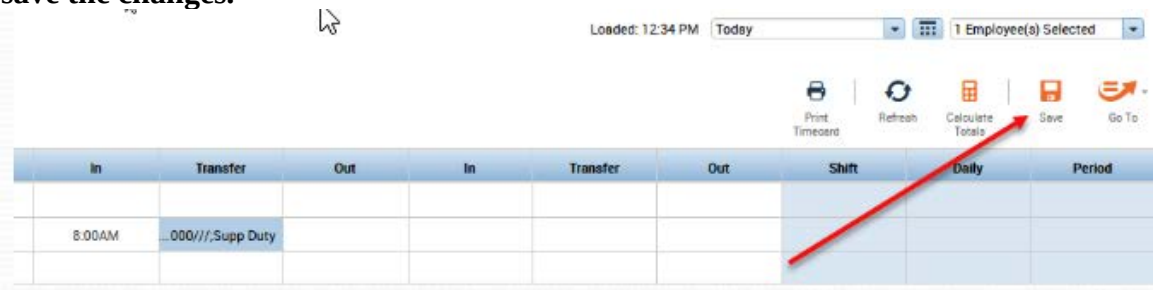
Select budget code.



Under the Work Rule tab, choose Supp Duty from the Work Rule drop down menu. Then click Apply.



Lastly, do not forget to click the Save icon from the employee's timecard screen to save the changes.



Retirees

If your campus has been provided a list of retirees, review the following process.

Full-time and Part-time retirees are required to use Kronos for the following:

- Hours
  - Full-Time Exempt - time only, not pay
  - Part-Time Exempt - time and pay
  - Non-Exempt - time and pay
- Extra Duty Stipends
  - Exempt and Non-Exempt - time only, not pay
- Extra Duty Supplemental Pay at an Hourly Rate
  - Exempt and Non-Exempt – Time and Pay
  - Flat Rates are not allowed

Retirees may be identified by running the pay period close genie and Grp is **RT**.

Exp Daily Hours	Calendar	Pay Rule	Grp
7.5		Exempt-Retiree	RT
7.0	2260	Part Time - Exempt	RT

Exempt retirees may be identified by running the pay period close genie and Pay Rule is **Exempt-Retiree.**

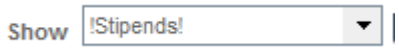
Exp Daily Hours	Calendar	Pay Rule	Grp
7.5		Exempt-Retiree	RT
7.0	2260	Part Time - Exempt	RT

<u>Stipends</u>

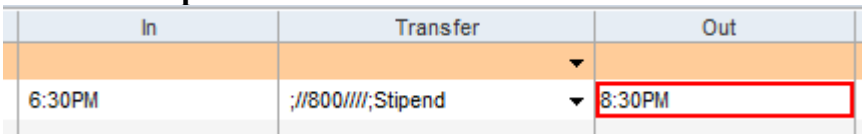
Retirees with an Extra Duty Stipend(i.e. Athletics, Fine Arts) are required to record time worked for their stipend in Kronos for reporting.

<u>Reviewing Stipends</u>

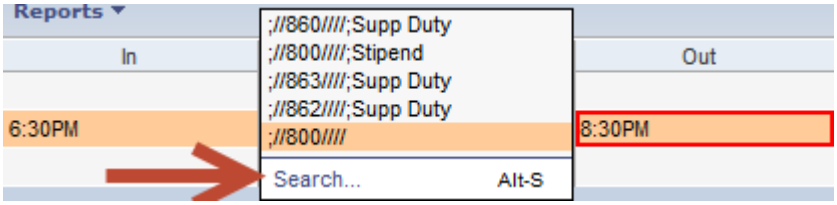
Stipends transfers may be review by selecting the **!Stipends!** hyperfind from any genie.



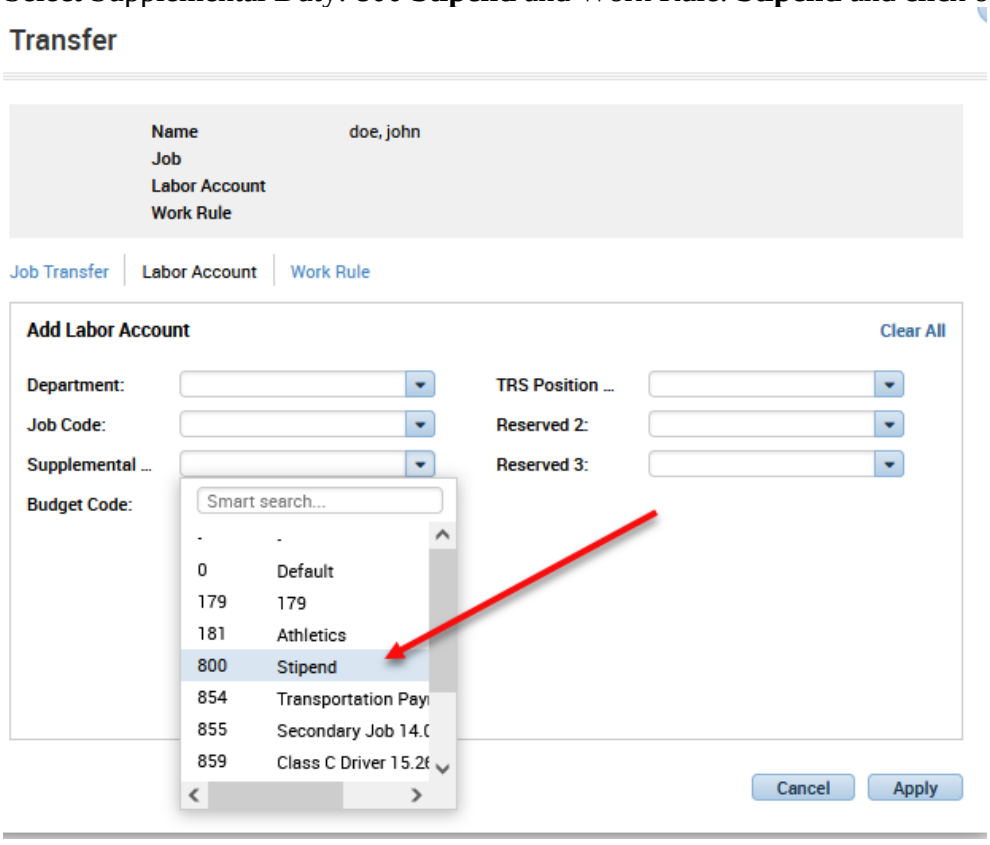
Stipend Transfers on the timecard should be entered with Supplemental Duty: **800** and work rule: **Stipend**.

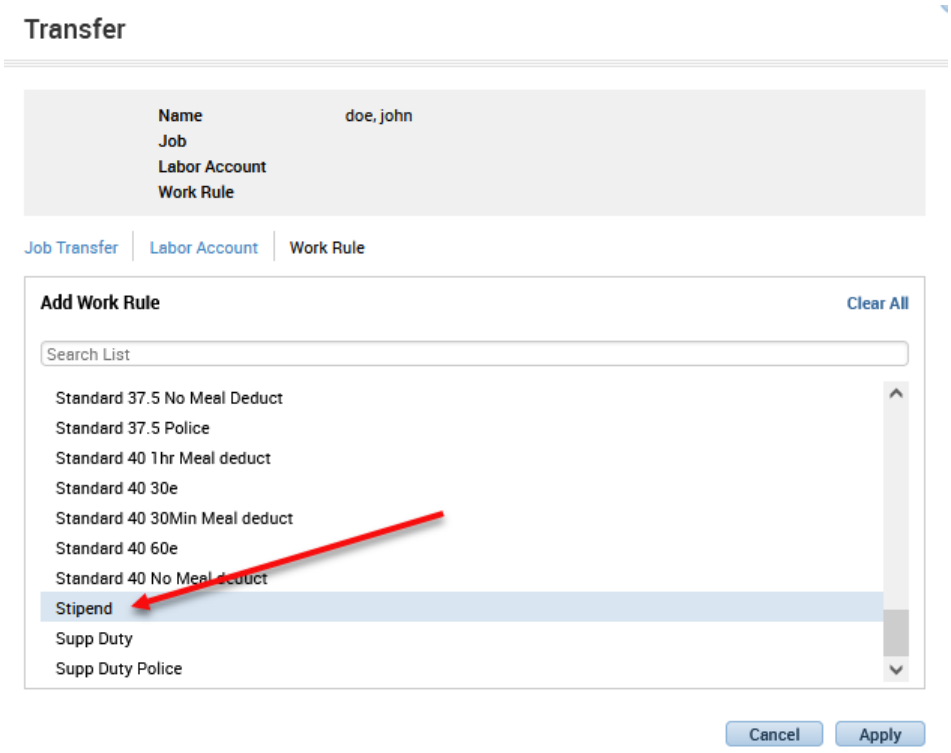


<u>Manually entering a Stipend transfer:</u>
In the transfer column, between the “in” and “out” punch that represents the stipend, select “search”.



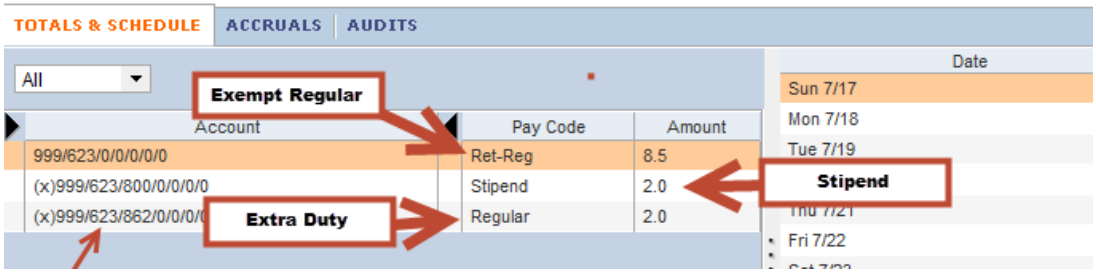
Select Supplemental Duty: **800 Stipend** and Work Rule: **Stipend** and click ok.





Exempt Retiree

Exempt retirees may be identified by the pay rule **Exempt-Retiree** and the hours be identified as **Ret-Reg** in the Total & Schedule section of the Timecard. Exempt retiree hours and stipends will be tracked for reporting. If an Exempt retiree works extra duty supplemental pay at an hourly rate the hours will be paid through Kronos, see Extra Duty/Supplemental Duty Pay, pg18. Exempt-Retiree will have a 30 minute auto meal deduct.



Retirees on Employee Transactions and Totals Report

Included in Timecard Regular Total

Exempt – Extra Duty Hours

Non-Exempt Retiree – Regular Hours and Extra Duty Hours

Not included in the Timecard Regular Total, for reference.

Exempt – Stipend

Non-Exempt – Stipend and Ret-Reg

Employee Transactions & Totals

Time Period:	7/17/2016 - 7/23/2016	Data Up to Date:	8/3/2016 9:47 AM
Query:	Previously Selected Employee(s)	Executed on:	8/03/2016 9:47AM GMT-05:00
Pay Codes:	(45): |Pers-State|Pers-Local|Sick Local|Sick State|Vacation|Current Off Duty|Prior Off Duty|No Leave AV|Admin Leave|...	Printed for:	jadoe
Actual/Adjusted:	Show hours credited to this period only.		

Employee:	doe, jane	**Exempt Retiree**	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 ←	**Included in Total**	2.00	$0.00	0.00
	Ret-Reg ←	**Not Included in Total**	8.50	$0.00	0.00
	Stipend ←	**Not Included in Total**	2.00	$0.00	0.00
		Totals:	12.50	$0.00	0.00

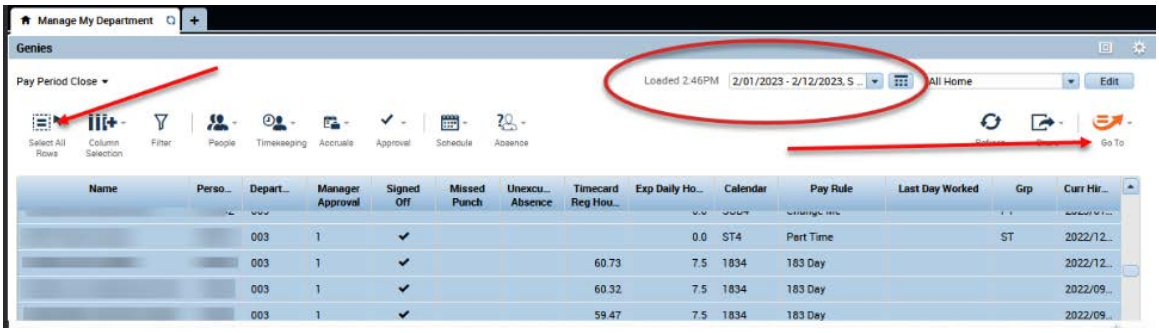
Employee:	doe, john	**Non-Exempt Retiree**	ID: 123456		
Totals:	Pay Code		Hours	Money	Days
	Timecard Regular Total		12.00	$0.00	0.00
		Totals:	12.00	$0.00	0.00
	Regular ←	**Included in Total**	12.00	$0.00	0.00
	Stipend ←	**Not Included in Total**	2.00	$0.00	0.00
		Totals:	14.00	$0.00	0.00

Summary Totals:		Hours	Money	Days
Regular		14.00	$0.00	0.00
Ret-Reg ←	**Not Included in Total**	8.50	$0.00	0.00
Stipend ←	**Not Included in Total**	4.00	$0.00	0.00
Timecard Regular Total		14.00	$0.00	0.00

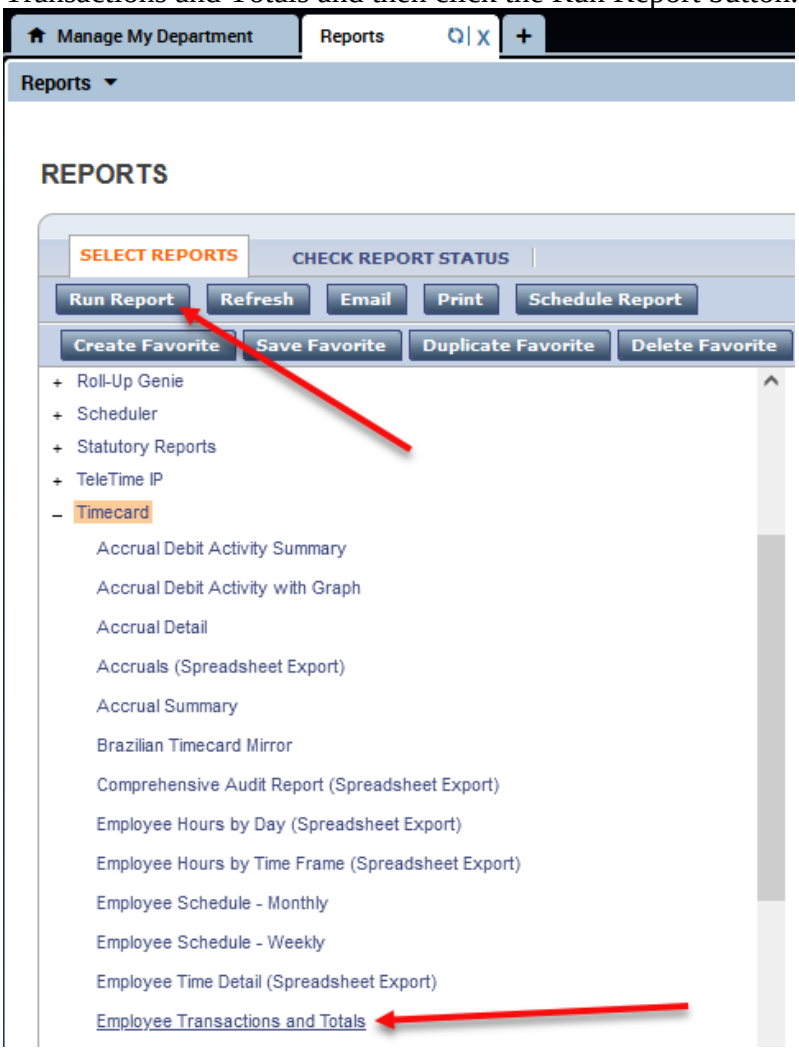
Reports

Time Detail Report

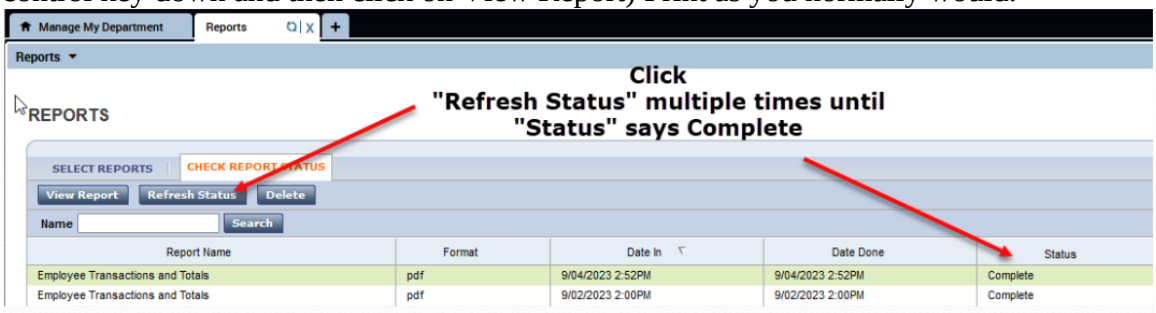
From Manage My Department, select Pay Period Close.
Select the dates by clicking on the calendar icon on the right.
Highlight (or Select All) employees.
Then click the Go To button on the right side of the screen and select Reports from the drop down menu.



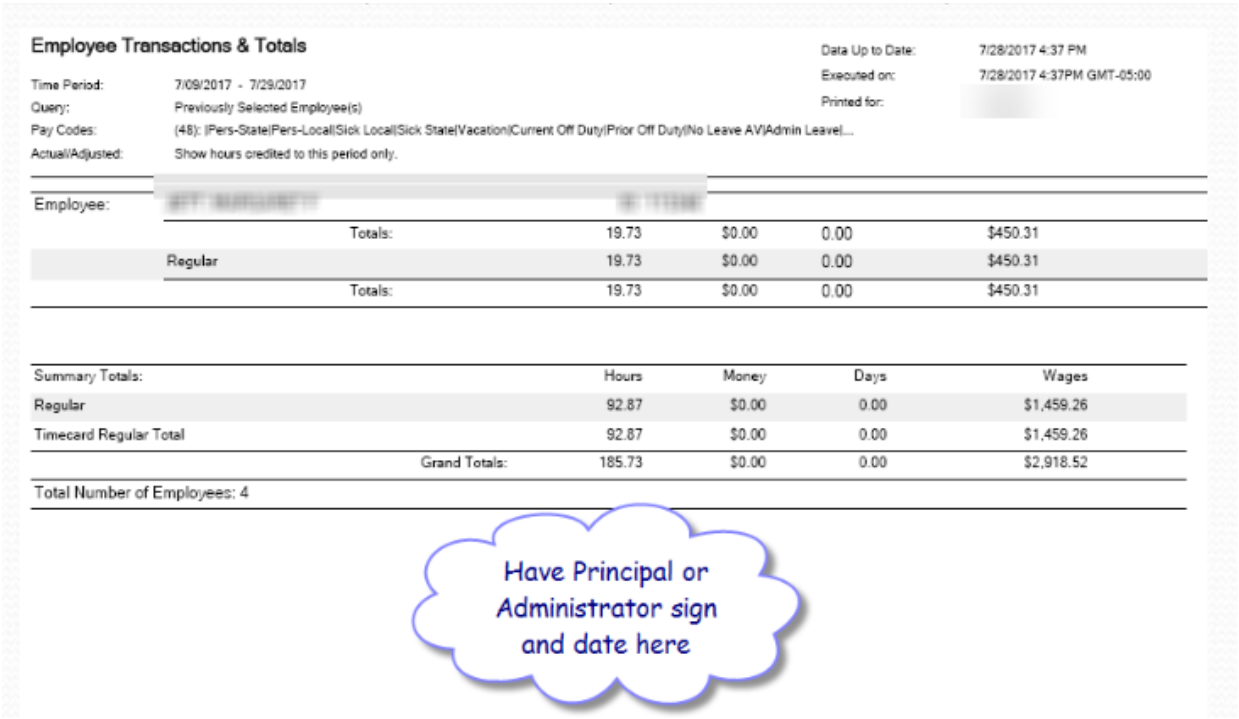
The reports tab will display. Under the Select Reports tab, expand the Timecard menu by clicking on the + in front of Timecard in the menu, and scroll down to select Employee Transactions and Totals and then click the Run Report button.



Screen will automatically move to Check Run Status tab. Click Refresh Status to see if report is finished running. Status column will say complete. To view report click on "View Report" (If you have a pop up blocker on your PC you will need to hold the control key down and then click on View Report) Print as you normally would.



This report should be signed by your department manager and turned in to payroll each pay period.

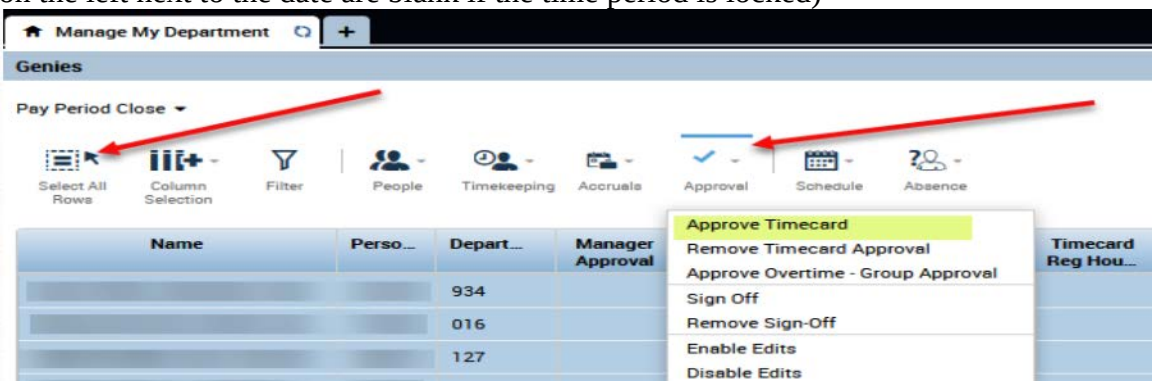


Approving and Submitting Time Cards

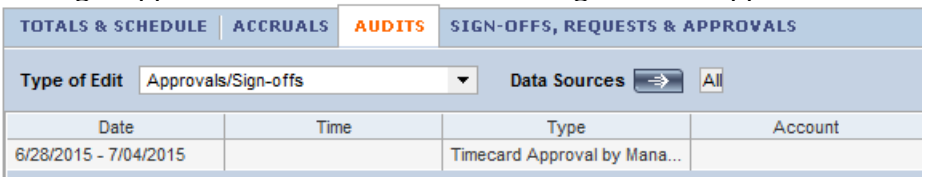
Each department will need to develop their own internal process for manager review and approval of each employee's timecard prior to completing the approval step in Kronos. Timecards must be approved weekly (by Tuesday morning). A signed copy of the Employee Transaction & Total Report must be turned in to payroll each pay period by the payroll due date.

You want to make sure that all information is complete and accurate so that your employees are paid correctly.

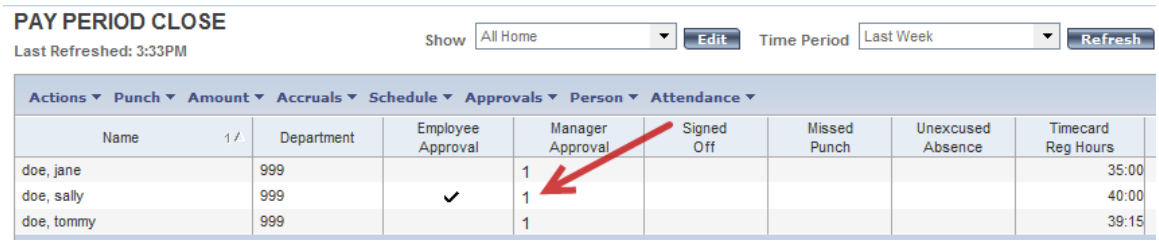
To approve time cards select the employees you want to approve and update the time period to the previous week, from any Genie, and click on Approvals on the menu and select Approve Timecard. **Time cards will be "locked" by payroll on the Payroll Due Date preventing any further changes from being made**. (The first two small columns on the left next to the date are blank if the time period is locked)



Manager approval will be reflected on the Sign-offs & Approvals tab



Pay period close genie will reflect that time cards have been approved when there is a "1" in the "Manager Approval" column. If you see "1(Partial)" that means the entire date range of the pay period has not been approved. Review the sign-off and approval tab to ensure the proper time period was approved.



Month End

All part-time hours must be updated by the end of the month.
All extra-duty supplemental pay at an hourly rate hours worked must updated by the end of each month.

Order of Usage Example

The leave type shaded in gray indicates the original leave type chosen. The corresponding order of usage is outlined below each type in the event that leave type is not available.

State Personal Selected	Local Personal Selected	Off Duty/ Vacation Selected
If no state personal available, rolls to	If no local personal available, rolls to	If no off duty/vacation available, rolls to
Local Personal	**Off Duty/ Vacation**	**Local Personal**
If no local personal available, rolls to	If no off duty/vacation available, rolls to	If no local personal available, rolls to
Off Duty/ Vacation	**State Personal**	**State Personal**
If no off duty/vacation available, rolls to	If no state personal available, rolls to	If no state personal available, rolls to
Local Sick	**Local Sick**	**Local Sick**
If no local sick available, rolls to	If no local sick available, rolls to	If no local sick available, rolls to
State Sick	**State Sick**	**State Sick**
If no state sick available, rolls to	If no state sick available, rolls to	If no state sick available, rolls to
Extended Leave (Employee required to apply for approval through HR)	**Extended Leave** (Employee required to apply for approval through HR)	**Extended Leave** (Employee required to apply for approval through HR)
If no extended leave available, rolls to	If no extended leave available, rolls to	If no extended leave available, rolls to
Dock (pay will be deducted at per day rate)	**Dock** (pay will be deducted at per day rate)	**Dock** (pay will be deducted at per day rate)

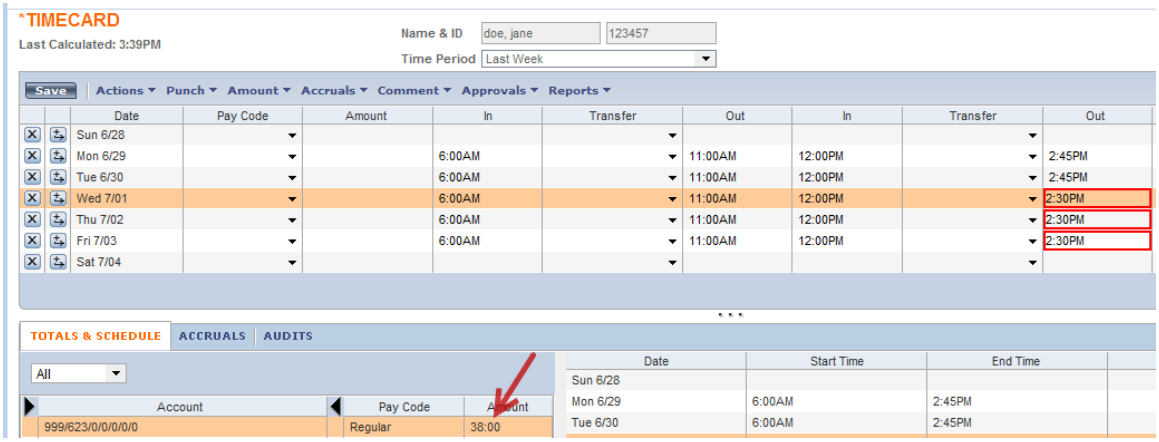
Calculation

System looks for required hours x required days per week.

- *Example*
  - Full-time employee with a five day week
    - System looks for 37.5 (7.5 x 5) hours
    - If employee works 38 hours, a +.5 hour adjustment will occur
    - If employee works 37 hours, a -.5 hour adjustment will occur

- *Example*
  - Full-time employee with a four day week(district scheduled non-work day)
    - System looks for 30 (7.5 x 4) hours
    - If employee works 30.5 hours, a +.5 hour adjustment will occur
    - If employee works 29.5 hours, a -.5 hour adjustment will occur

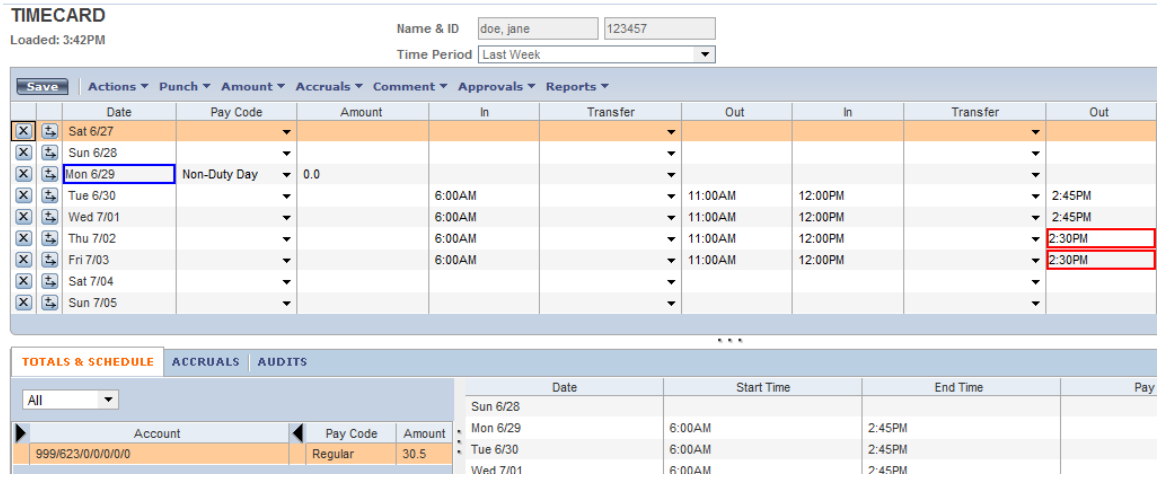
Paycheck Adjustment Illustration
(full work week)



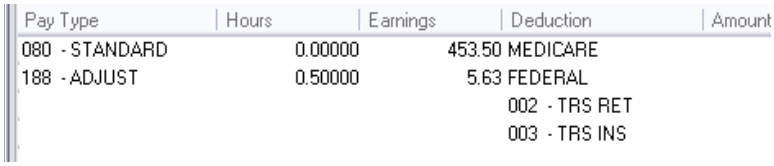
38.00 Actual Hours Work
<u>37.50</u> Standard Hours
.50 Adjustment on Check

Pay Type	Hours	Earnings	Deduction	Amount
080 - STANDARD	0.00000	453.50	MEDICARE	
188 - ADJUST	0.50000	5.63	FEDERAL	
			002 - TRS RET	
			003 - TRS INS	

Paycheck Adjustment Illustration
(work week with district scheduled non-work day)



30.50 Actual Hours Work
<u>30.00</u> Standard Hours
.50 Adjustment on Check



Lunch Break

The District will no longer allow automatic meal breaks in the KRONOS timekeeping system. This change will provide accurate documentation of actual hours worked and will require employees to clock in and out of the KRONOS timekeeping system when they are taking an uninterrupted meal break beginning **July 26, 2015**.

Non-exempt employees are required to “clock-in” and “clock-out” of KRONOS to record their uninterrupted Lunch Breaks.

The only scheduled break during the work day is a lunch break. There are no other scheduled breaks.

CONROE INDEPENDENT SCHOOL DISTRICT
Committed to Excellence

Missed Punch/Exception Form

Employee Name _____ **Campus/Department** _____

Payroll ID# (6 digit) _____ **Pay Period** _____

Missed Punch

			Check Reason						
Date	**Time In**	**Time Out**	**Forgot Punch**	**Lunch**	**Lost Badge**	**Double Punch**	**Field Trip**	**Other**	**Explanation**

Warning

Reason	Number	Employee's Signature

I authorize the correction to my KRONOS timecard selected above.

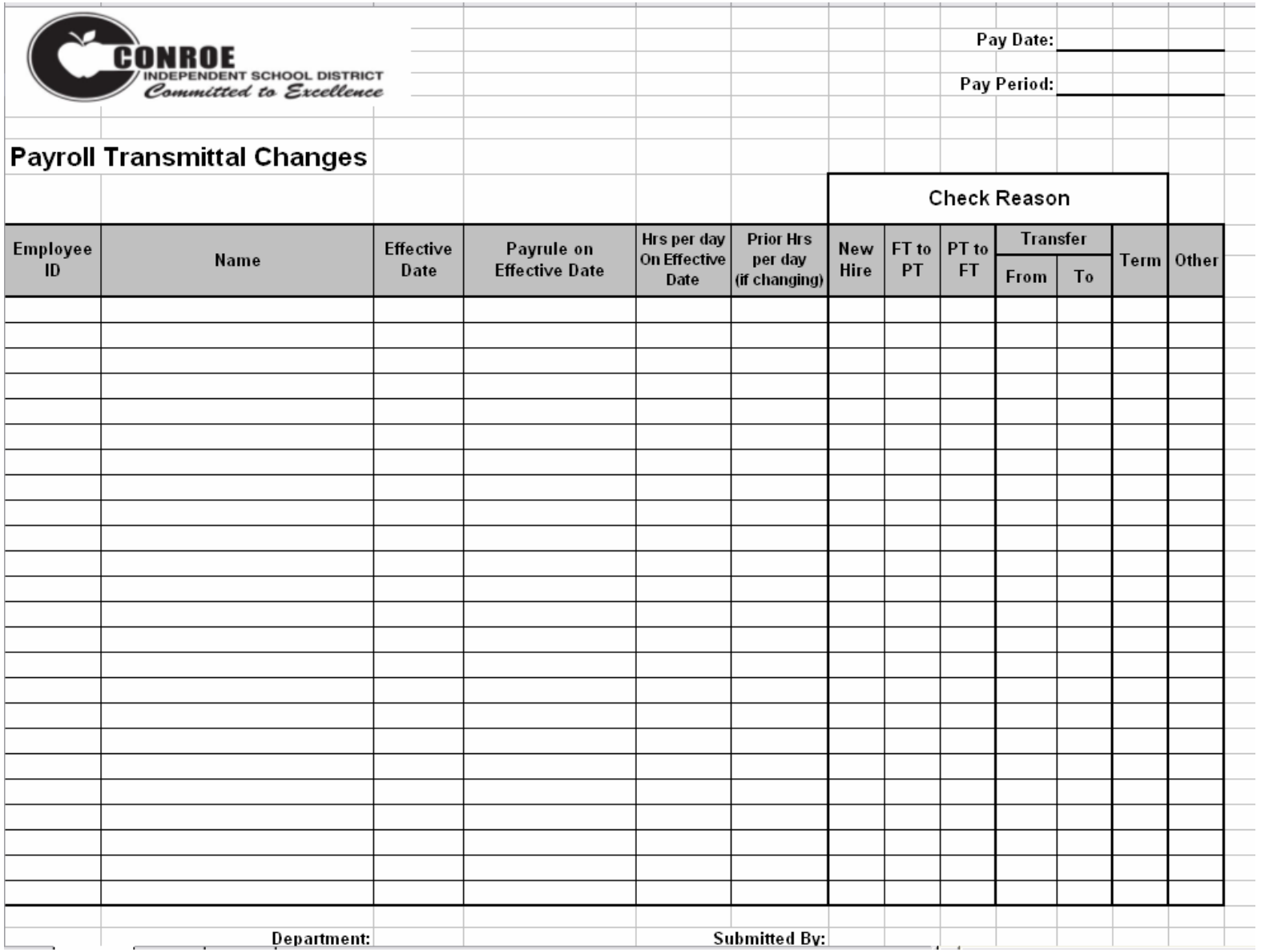
_____ _____

Employee Signature **Date**

_____ _____

Principal/Supervisor **Date**

*****


CONROE
INDEPENDENT SCHOOL DISTRICT
Committed to Excellence
Pay Date:
Pay Period:
Payroll Transmittal Changes
Check Reason
Employee ID
Name
Effective Date
Payrule on Effective Date
Hrs per day On Effective Date
Prior Hrs per day (if changing)
New Hire
FT to PT
PT to FT
Transfer
From
To
Term
Other
Department:
Submitted By: