



# Procedures Manual for Kronos Time Managers

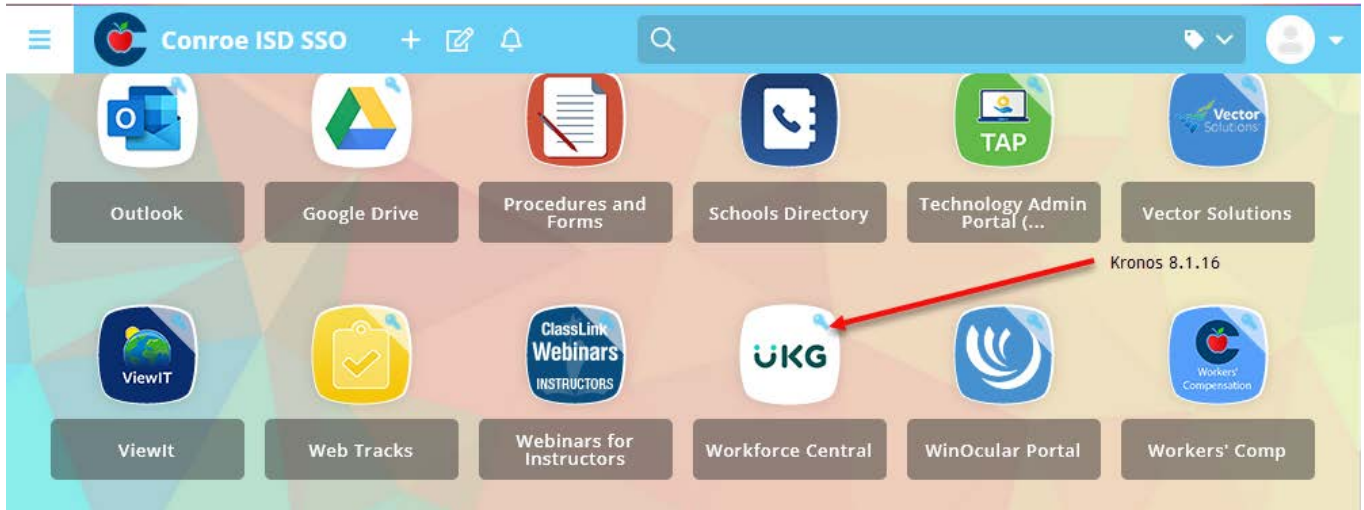
UKG Kronos 8.1.16

(Campus)

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Log in to the SSO and select white UKG Workforce Central 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*.
    - 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:**

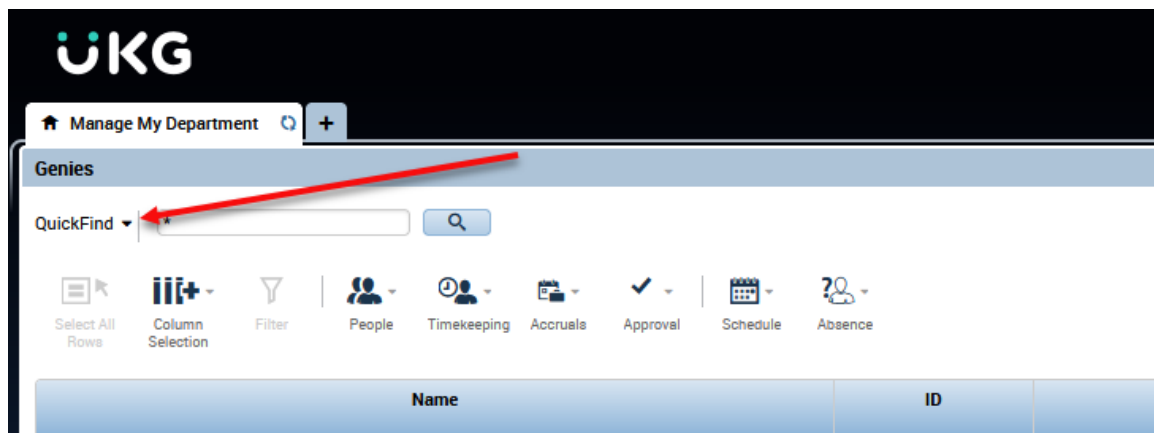
All changes in percentage of FTE or hours-per-day must take place at the **beginning of the pay period**. All adjustments through the Kronos interface must be calculated on the employee's correct hours from the beginning of that particular pay period.

## **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.

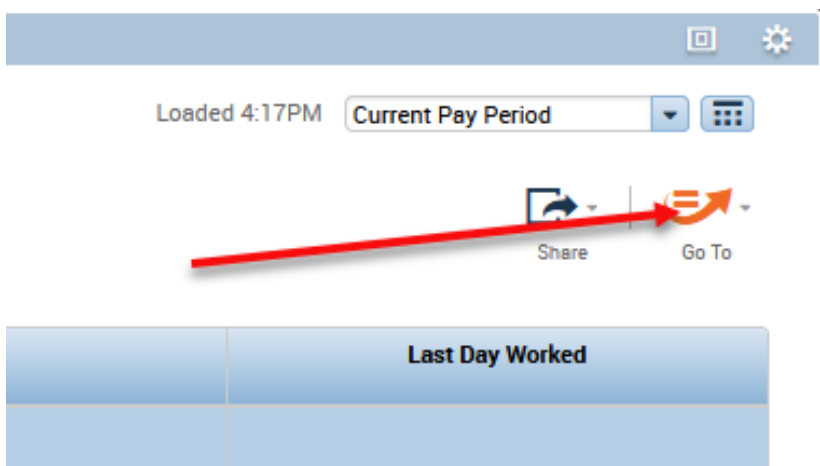
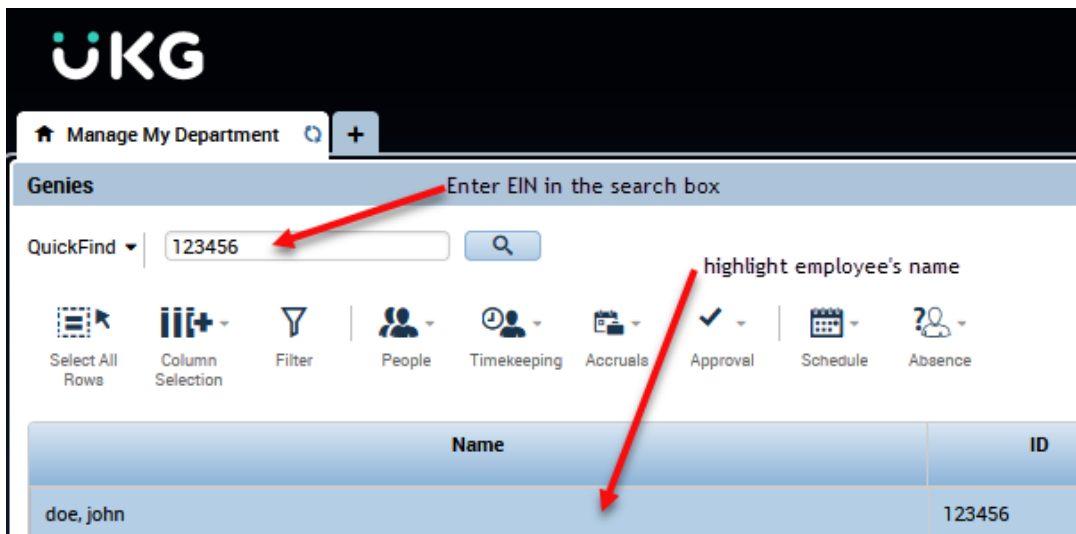


# Updating New Employee Data

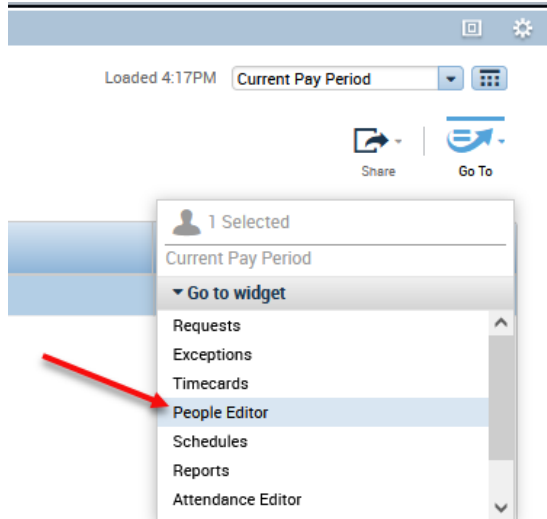
New employees will roll automatically into Kronos with only basic information. You will need to update select information on the employee record in order for the timecard to function properly.

## To search for an employee:

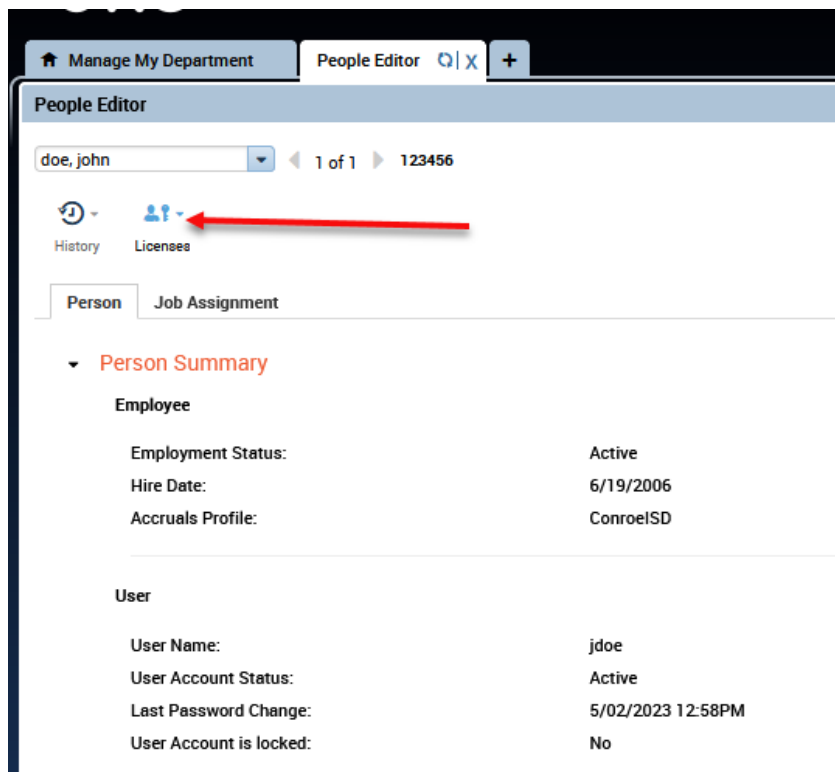
Enter the employee's name or six digit employee ID in Quickfind (see previous page). Next, highlight the employee's name and click on the "Go To" button in the upper right corner of your screen.



Select People Editor from the drop down menu.

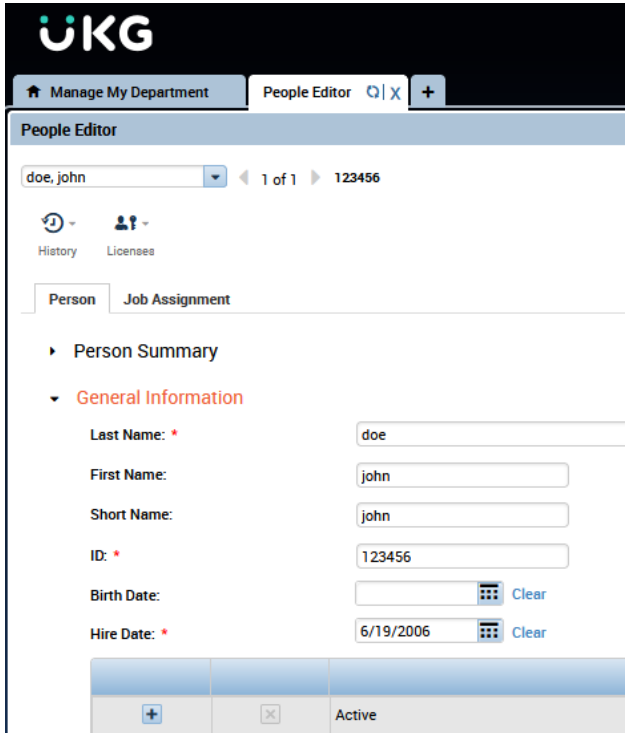


The People Editor tab opens. Click “Licenses” to confirm the license the employee is assigned.



## Select **General Information**

Review to ensure all necessary data is entered.

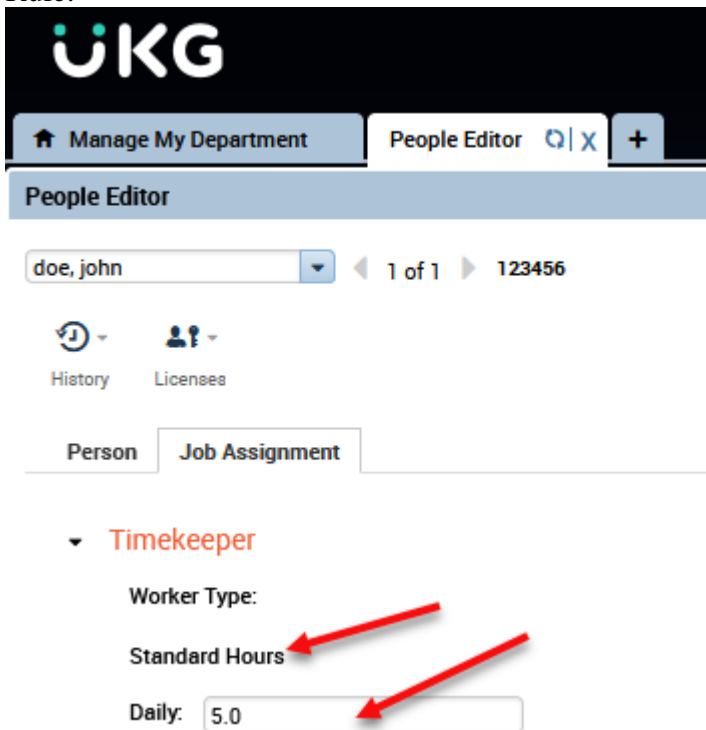


The screenshot shows the UKG People Editor interface. At the top, there is a navigation bar with 'Manage My Department' and 'People Editor'. Below this, the 'People Editor' header is visible. A search bar contains 'doe, john' and shows '1 of 1' results. There are tabs for 'Person' and 'Job Assignment'. The 'Person Summary' section is expanded to show 'General Information'. The form fields are as follows:

Last Name: *	doe
First Name:	john
Short Name:	john
ID: *	123456
Birth Date:	<input type="text"/> Clear
Hire Date: *	6/19/2006 Clear

At the bottom, there is a status bar with a '+' icon, an 'x' icon, and the text 'Active'.

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



The screenshot shows the UKG People Editor interface with the 'Job Assignment' tab selected. The 'Timekeeper' section is expanded, showing the following fields:

Worker Type:	
Standard Hours	
Daily:	5.0

Red arrows point to the 'Standard Hours' and 'Daily' fields, indicating they need to be verified.



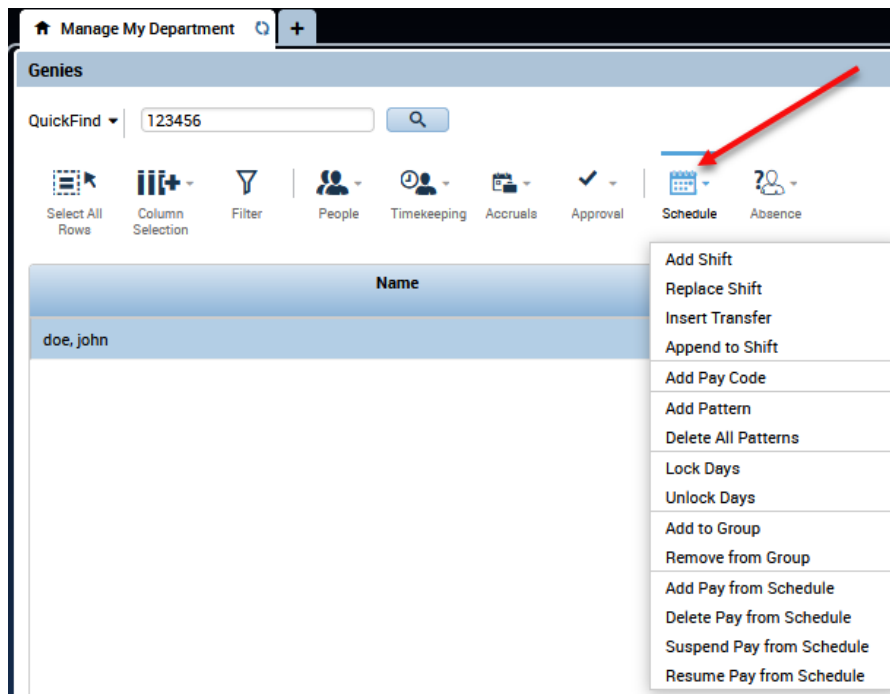
# Pay Rule Assignment Reference Sheet

<b>Technology</b>	
Standard Part Time	
<b>Child Nutrition</b>	
182 Day 183 Day Standard	
<b>Transportation</b>	
182 Day 182 Hourly Part Time	Standard Standard 261 Hourly 261
<b>Maintenance</b>	
Hourly 261 30e Standard 261 30e	
<b>Custodial</b>	
Custodial 190 261 6 Hrs Part Time 30e	Hourly 261 30e Hourly 261 60e Standard 261 30e Standard 261 60e
<b>Police</b>	
183 Day Crossing Guards 1 Crossing Guards 2 Part Time	Police Standard Police
<b>Ground Maintenance</b>	
Hourly 261 30e	
<b>Admin Building Departments</b>	
Standard Part Time	
<b>Campus</b>	
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.

### Add Pattern

1. Confirm starting and ending dates to add pattern. Click "Forever" if adding the pattern indefinitely

Assigned to

Anchor Date:\* 10/06/2023 Start Date:\* 10/06/2023 End Date:\*  Clear

Forever

Define Pattern for:\* 1  Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template

3. Click Shift Template to add the desired shift to the cell selected.

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							

2. Select a cell to apply the pattern.

Cancel Apply

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

### Add Pattern

Assigned to

doe, john

Anchor Date:\* 10/06/2023 Start Date:\* 10/06/2023 End Date:\*  Clear

Forever

Define Pattern for:\* 1  Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template

Items in rotation  Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							

Remove any existing schedule by clicking the X next to the line.

Cancel Apply

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

### Add Pattern

Assigned to

Anchor Date:\* 10/06/2023 Start Date:\* 10/06/2023 End Date:\*  Clear

Forever

Define Pattern for:\* 1  Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template

No.	Sunday	Monday	Friday	Saturday
1				
2				

Search...

- 0730-1530 M-F
- 0730a-1430p
- 0730a-1545pM-F
- 0745-1615 M-F
- 07:30-4:00 M-F
- 0800 - 1600 M-F
- 0800-1630 M-F
- 0800-1800 Fri-Mon
- 0800-1630 M-F
- 7:30a-3:30p M-F
- 7:30a-2:30p
- 0730a-1545pM
- 7:45a-4:15p M-F
- 07:30-4:00 M-F
- 8a - 4p M-F
- 8a-430p M-F
- 8a-6p E-M

Displayed 100 of 182. Please narrow down your search.

Cancel Apply

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

### Add Pattern

Assigned to

Anchor Date: 6/18/2006 Start Date: 10/06/2023 End Date:  Clear

Forever   Day(s)  Override Other Patterns

Define Pattern for: 1  Week(s)  Day(s)

Add Shift | Add Pay Code | Shift Template | Pattern Template

8a-430p Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		8a-430p	8a-430p	8a-430p	8a-430p	8a-430p	

Cancel 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.

Manage My Department

### Genies

QuickFind: 123456

Loaded 10:48AM Current Pay Period

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

Name	ID	Primary Labor Account	Expec...	Days	Pay Rule	Last Day Worked
doe, john	123456	999/998/0/0/0/0/0	5.0		Standard	

UKG

Manage My Department Schedules

Loaded: 10:58AM 10/01/2023 - 10/07/2023 1 Employee(s) Selected Edit

Quick Actions | View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting | Refresh | View Comments | Share | Save | Go To

#### By Employee

Name	10/01 - 10/07						
doe, john	<table border="1"> <thead> <tr> <th>Thu 10/05</th> <th>Fri 10/06</th> <th>Sat 10/07</th> </tr> </thead> <tbody> <tr> <td colspan="3">8:00AM - 4:30PM</td> </tr> </tbody> </table>	Thu 10/05	Fri 10/06	Sat 10/07	8:00AM - 4:30PM		
Thu 10/05	Fri 10/06	Sat 10/07					
8:00AM - 4:30PM							

**Example of a time card with a schedule assigned:**

Timecards

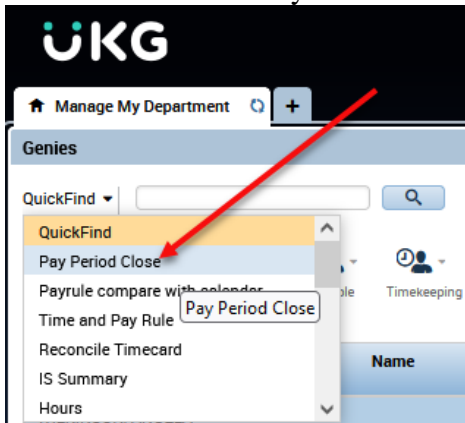
Manage My Department | Timecards | 1 of 1 | Loaded: 1:04 PM

Quick Actions | View | Approve Timecard | Sign Off | Historical Correction | Accruals Actions

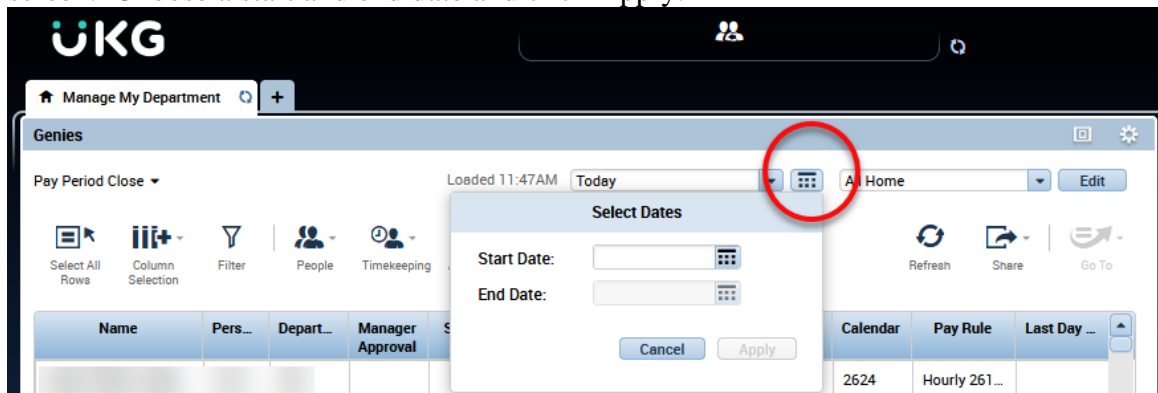
	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
	Mon 4/10		Holiday Absen...	0.0						
	Mon 4/10	7:00AM-3:00...								
	Tue 4/11	7:00AM-3:00...			6:57AM		6:58AM			12:04PM
	Tue 4/11				12:34PM		3:08PM			
	Wed 4/12	7:00AM-3:00...								

## 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".



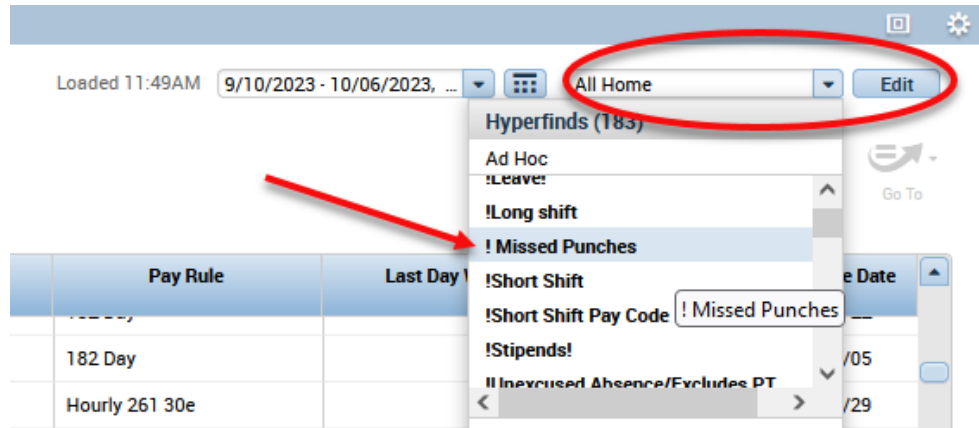
3. Enter appropriate time period by clicking on the calendar icon on the right side of the screen. Choose a start and end date and click Apply.



### 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.

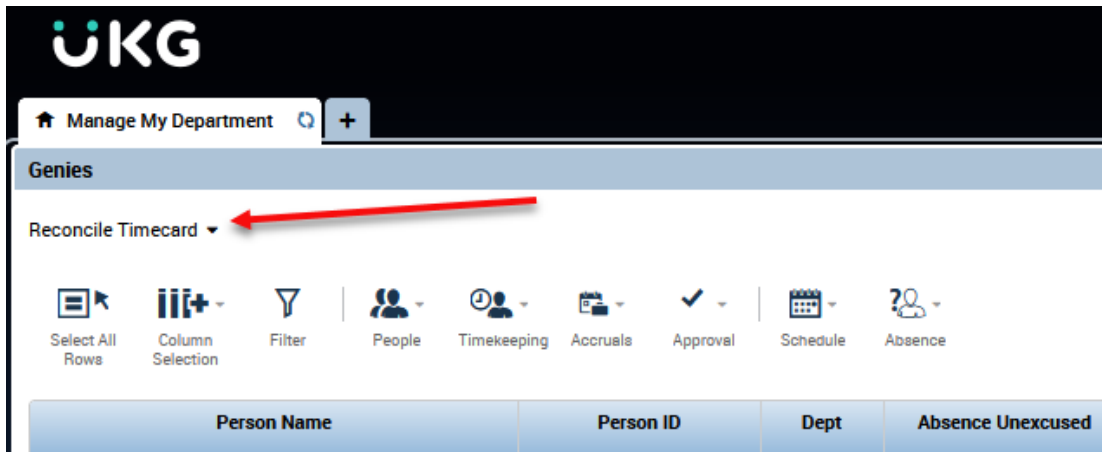
### Exception Queries:

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

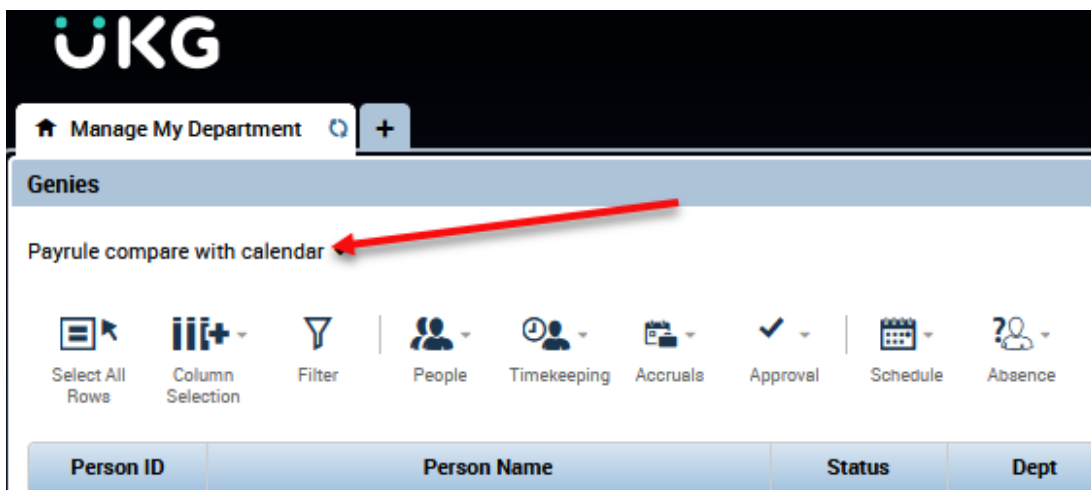
### Reconcile Timecard

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.

The screenshot shows the Kronos Timecards interface. At the top, there are navigation tabs: "Manage My Department", "Timecards", and a search bar. Below the tabs, there's a "Timecards" header and a "1 of 1" indicator. A row of icons for "Quick Actions" includes "View", "Approve Timecard", "Sign Off", "Historical Correction", and "Accruals Actions". The main table has columns: Date, Schedule, Pay Code, and Amount. The entry for "Fri 3/03" has a "Please Choose:" dropdown menu open, listing various pay codes such as "Pers-State", "Pers-Local", "Sick Local", "Sick State", "Vacation", "Current Off Duty", and "Prior Off Duty". A red arrow points to the dropdown menu.

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

The screenshot shows the Kronos Timecards interface. At the top, there are navigation tabs: "Manage My Department", "Timecards", and a search bar. Below the tabs, there's a "Timecards" header and a "1 of 1" indicator. A row of icons for "Quick Actions" includes "View", "Approve Timecard", "Sign Off", "Historical Correction", and "Accruals Actions". The main table has columns: Date, Schedule, Pay Code, Amount, and In. The entry for "Thu 3/02" has "Pers-State" in the Pay Code field and "3.75" in the Amount field. A red arrow points to the "3.75" value.

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

Timecards

1 of 1

Quick Actions View Approve Timecard Sign Off Historical Correction Accruals Actions

Date	Schedule	Pay Code	Amount	In	Transfer
Thu 10/...					
Fri 10/06		Nonwor...	0.0		
Fri 10/06	5:30AM-...				
Fri 10/06	10:00A...				
Fri 10/06	1:30PM-...				
Sat 10/...					

Totals **Accruals** Audits Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units
Comp Time Available	0.0	Hour
Donated Days	0.0	Hour
Extended Sick	0.0	Hour

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.

Quick Actions View Approve Timecard Sign Off Historical Correction Accruals Actions

v

Date	Schedule	Pay Code	Amount	In
Thu 10/...		Please ...		
Fri 10/06				
Fri 10/06	5:30AM-...			
Fri 10/06	10:00A...			
Fri 10/06	1:30PM-...			
Sat 10/...				

Search  
 Worker's Comp  
**Zero Work Day**  
 FMLA State Absence  
 FMLA Local Absence  
 FMLA Sick Local  
 FMLA Sick State  
 FMLA Vacation  
 FMLA Cur Off Duty

The amount of a zero workday should be 1.0.

		Date	Schedule	Pay Code	Amount
+	×	Thu 10/...		Zero Wo...	1.0
+	×	Fri 10/06		INSWOR...	0.0
+	×	Fri 10/06	5:30AM-...		

## Extra Duty/Supplemental Duty Pay

Updating budget code on Supplemental Duty entered at the clock/timestamp:

**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.**

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		9:45PM
Fri 3/03	7:00AM-3:00...			9:54AM		9:45PM

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

**Transfer**

Name: [Redacted]  
Job: [Redacted]  
Labor Account: [Redacted]  
Work Rule: [Redacted]

Job Transfer | Labor Account | Work Rule

**Add Labor Account** Clear All

Department: [Dropdown] TRS Position: [Dropdown]  
Job Code: [Dropdown] Reserved 2: [Dropdown]  
Supplemental: [Dropdown] Reserved 3: [Dropdown]  
Budget Code: [Dropdown]

**ONLY THESE FIELDS to be completed**

Cancel Apply

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

### 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:

Smart search...

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

Select budget code.

### 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

Pay Code

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

**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

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

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							

## 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

### Stipends

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

### Reviewing Stipends

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

Show  |

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

In	Transfer	Out
6:30PM	;//800////;Stipend	8:30PM

Manually entering a Stipend transfer:

In the transfer column, between the “in” and “out” punch that represents the stipend, select “search”.

In	Transfer	Out
6:30PM	<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> <li>;//860////;Supp Duty</li> <li>;//800////;Stipend</li> <li>;//863////;Supp Duty</li> <li>;//862////;Supp Duty</li> <li>;//800////</li> <li>Search... Alt-S</li> </ul> </div>	8:30PM

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

**Transfer**

Name: doe, john  
 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:

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

## Transfer

Name	doe, john
Job	
Labor Account	
Work Rule	

Job Transfer | Labor Account | Work Rule

**Add Work Rule** Clear All

- 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

### 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.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
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)999/623/882/0/0/0/0	Regular	2.0	Tue 7/19	
			Thu 7/21	
			Fri 7/22	
			Sat 7/23	

**Exempt Regular** points to Ret-Reg  
**Extra Duty** points to Regular  
**Stipend** points to Stipend

### 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  
 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:		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
Stipend ←	Not Included in Total	4.00	\$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.

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 Go To

Name	Personnel	Department	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Timecard Reg Hou...	Exp Daily Ho...	Calendar	Pay Rule	Last Day Worked	Grp	Curr Hir...
		003	1	✓				0.0	ST4	Pert Time		ST	2022/12...
		003	1	✓			60.73	7.5	1834	183 Day			2022/12...
		003	1	✓			60.32	7.5	1834	183 Day			2022/09...
		003	1	✓			59.47	7.5	1834	183 Day			2022/09...

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.

Manage My Department Reports

REPORTS

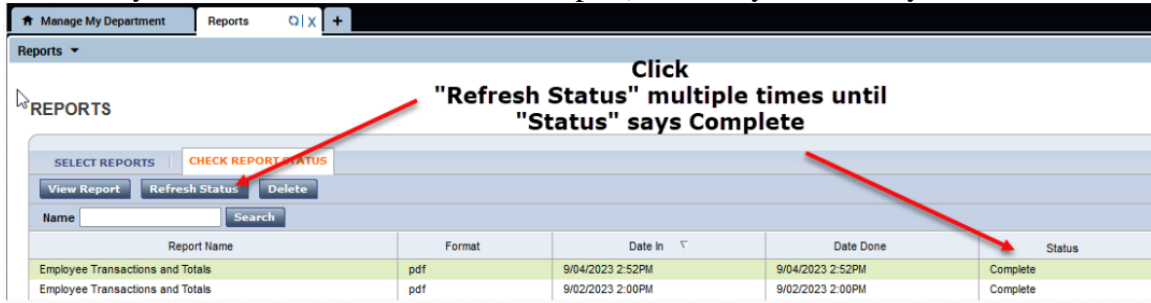
SELECT REPORTS CHECK REPORT STATUS

Run Report Refresh Email Print Schedule Report

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

- + Roll-Up Genie
- + Scheduler
- + Statutory Reports
- + TeleTime IP
- Timecard
  - Accrual Debit Activity Summary
  - Accrual Debit Activity with Graph
  - Accrual Detail
  - Accruals (Spreadsheet Export)
  - Accrual Summary
  - Brazilian Timecard Mirror
  - Comprehensive Audit Report (Spreadsheet Export)
  - Employee Hours by Day (Spreadsheet Export)
  - Employee Hours by Time Frame (Spreadsheet Export)
  - Employee Schedule - Monthly
  - Employee Schedule - Weekly
  - Employee Time Detail (Spreadsheet Export)
  - Employee Transactions and Totals

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.**

**Employee Transactions & Totals**

Time Period: 7/09/2017 - 7/29/2017  
 Query: Previously Selected Employee(s)  
 Pay Codes: (48): IPers-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: [REDACTED]

Employee:	Totals:	Hours	Money	Days	Wages
REG: [REDACTED]		19.73	\$0.00	0.00	\$450.31
Regular		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

# 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)

The screenshot shows the 'Manage My Department' interface. At the top, there is a 'Pay Period Close' dropdown. Below it, a navigation bar includes icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. The 'Approval' icon is highlighted with a red arrow. A dropdown menu is open under 'Approval', listing options: 'Approve Timecard', 'Remove Timecard Approval', 'Approve Overtime - Group Approval', 'Sign Off', 'Remove Sign-Off', 'Enable Edits', and 'Disable Edits'. Below the menu is a table with columns: 'Name', 'Perso...', 'Depart...', 'Manager Approval', and 'Timecard Reg Hou...'. The table contains three rows with department numbers 934, 016, and 127.

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

The screenshot shows the 'AUDITS' tab in the Kronos system. The top navigation bar includes 'TOTALS & SCHEDULE', 'ACCRUALS', 'AUDITS', and 'SIGN-OFFS, REQUESTS & APPROVALS'. Below this, there is a 'Type of Edit' dropdown set to 'Approvals/Sign-offs' and a 'Data Sources' dropdown set to 'All'. A table displays the following data:

Date	Time	Type	Account
6/28/2015 - 7/04/2015		Timecard Approval by Mana...	

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.

The screenshot shows the 'PAY PERIOD CLOSE' screen. At the top, it says 'Last Refreshed: 3:33PM'. There are dropdowns for 'Show' (set to 'All Home') and 'Time Period' (set to 'Last Week'), along with 'Edit' and 'Refresh' buttons. Below is a table with columns: 'Name', '1 /', 'Department', 'Employee Approval', 'Manager Approval', 'Signed Off', 'Missed Punch', 'Unexcused Absence', and 'Timecard Reg Hours'. The table contains three rows:

Name	1 /	Department	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Timecard Reg Hours
doe, jane		999		1				35:00
doe, sally		999	✓	1				40:00
doe, tommy		999		1				39:15

A red arrow points to the '1' in the 'Manager Approval' column for 'doe, sally'.

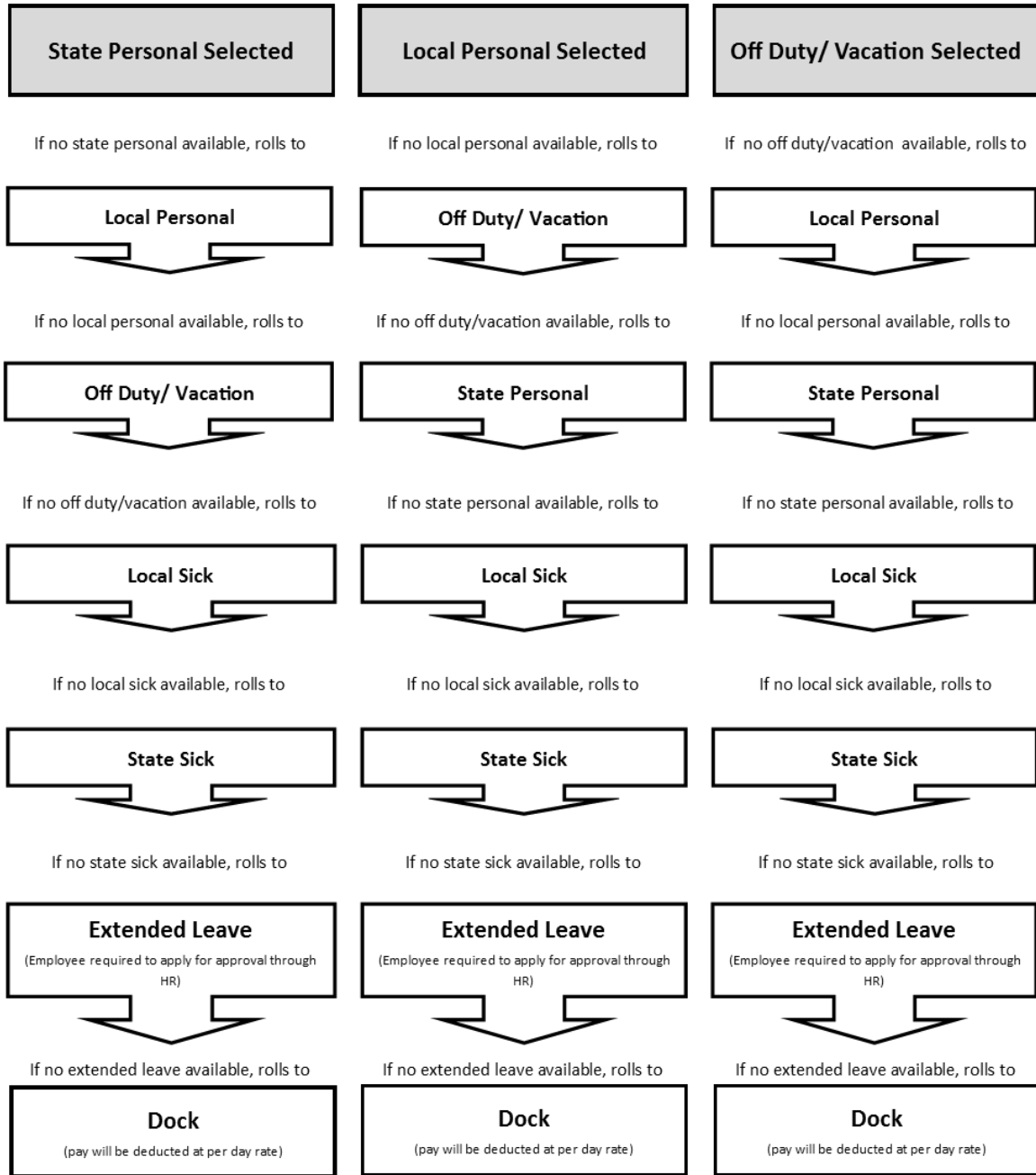
## **Month End**

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.



## 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 ( $7.5 \times 5$ ) 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 ( $7.5 \times 4$ ) 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)

**\*TIMECARD**  
Last Calculated: 3:39PM

Name & ID:    
Time Period:

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
<input checked="" type="checkbox"/>	Sun 6/28								
<input checked="" type="checkbox"/>	Mon 6/29			6:00AM		11:00AM	12:00PM		2:45PM
<input checked="" type="checkbox"/>	Tue 6/30			6:00AM		11:00AM	12:00PM		2:45PM
<input checked="" type="checkbox"/>	Wed 7/01			6:00AM		11:00AM	12:00PM		2:30PM
<input checked="" type="checkbox"/>	Thu 7/02			6:00AM		11:00AM	12:00PM		2:30PM
<input checked="" type="checkbox"/>	Fri 7/03			6:00AM		11:00AM	12:00PM		2:30PM
<input checked="" type="checkbox"/>	Sat 7/04								

**TOTALS & SCHEDULE**   ACCRUALS   AUDITS

	Date	Start Time	End Time
All	Sun 6/28		
	Mon 6/29	6:00AM	2:45PM
	Tue 6/30	6:00AM	2:45PM

Account	Pay Code	Amount
999/623/0/0/0/0	Regular	38.00

38.00 Actual Hours Work  
37.50 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)

**TIMECARD**  
Loaded: 3:42PM

Name & ID:    
Time Period:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Sat 6/27								
Sun 6/28								
Mon 6/29	Non-Duty Day	0.0						
Tue 6/30			6:00AM		11:00AM	12:00PM		2:45PM
Wed 7/01			6:00AM		11:00AM	12:00PM		2:45PM
Thu 7/02			6:00AM		11:00AM	12:00PM		2:30PM
Fri 7/03			6:00AM		11:00AM	12:00PM		2:30PM
Sat 7/04								
Sun 7/05								

**TOTALS & SCHEDULE**   ACCRUALS   AUDITS

Account	Pay Code	Amount	Date	Start Time	End Time	Pay
999/623/0/0/0/0/0	Regular	30.5	Sun 6/28			
			Mon 6/29	6:00AM	2:45PM	
			Tue 6/30	6:00AM	2:45PM	
			Wed 7/01	6:00AM	2:45PM	

30.50 Actual Hours Work  
30.00 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	

### **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.



## Missed Punch/Exception Form

Employee Name \_\_\_\_\_

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

Payroll ID# (6 digit) \_\_\_\_\_

Pay Period \_\_\_\_\_

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

### Warning

Reason	Number	Employee's Signature

I authorize the correction to my KRONOS timecard selected above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

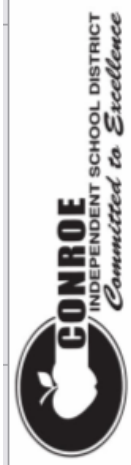
\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

\*\*\*\*\*For Office Use Only\*\*\*\*\*

\_\_\_\_\_  
Adjusted By

\_\_\_\_\_  
Date



Pay Date: \_\_\_\_\_  
 Pay Period: \_\_\_\_\_

**Payroll Transmittal Changes**

Employee ID	Name	Effective Date	Payrule on Effective Date	Hrs per day On Effective Date	Prior Hrs per day (if changing)	Check Reason					
						New Hire	FT to PT	PT to FT	Transfer		Term
								From	To		

Department: \_\_\_\_\_ Submitted By: \_\_\_\_\_