KRONOS Quick Tips

- Please make sure all edits to timecards are done before the interface is ran or they will not be picked up on the interface.

- Please add the contact name and telephone of the person who can answer payroll questions number under Contacts in the “People” record.

- Work Study Students

  You should never point to a Work Study student! UC Flex can not override a Work Study student’s cost distribution or pay rate. If the student is occasionally paid from another funding source or at a different pay rate, then an additional assignment must be created and the student would then clock in/out using that assignment’s KRONOS ID.

  When entering time for a Work Study student, only enter REG. UC Flex will pay REG from infotype 0008 (Basic Pay) and Work Study from infotype 0014 (Recurring Payments).

- Pointing

  Do not change the ORG Unit Number under “Totals and Schedule”. This will NOT change where the employee is to be paid from. This creates a negative amount that causes a payroll error.

  Correct way to override an employee’s cost distribution is to have your PCR Initiator create a KRONOS Account Line and the npoint those hours to the KRONOS account line code.

  KRONOS Account Lines are viewable in KRONOS in the Additional Informational field under the People icon. The code to use is the first 2 digits of the account line string, not the numbers at the end of AcctLine1, AcctLine2, etc… There is also a BW report (HR550) for reporting on KRONOS Account Lines.

  REMEMBER, PLEASE DO ONE WEEK AT A TIME WHEN POINTING, OTP to CTE etc. Pointing or moving amounts while viewing the entire pay period creates negative amounts in one of the weeks and causes payroll processing errors.
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• New Employees

When you get notified of a New Employee, please remember to check the Pay Rule to make sure it reflects what type of employee it is because if they are a student and it is not changed, they might get paid for the Holiday. Also, you may need to add a schedule if it is a staff person.

• If a regular employee does not have a schedule, they will not be able to take advantage of the grace period. If they have a schedule, they can clock in 5 minutes before or after their scheduled time and they will not be early or late. If someone does not have a schedule, their time is calculated by the minute, and they could get overtime or docked. If you have any questions, please call Cheryl Neal at 556-2997.

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