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## GENERAL

### What are labor levels?

Labor levels are the general categories that define an organization's account or job structure. For example, some companies might use division, department, and job to describe their structure. We can define up to seven labor levels in Workforce Timekeeper. UTMB is now using:

**Labor Account:**

- Reserved1**
- Reserved2**
- Combo Code**
- Position Number**
- Department**
- JobCode**
- Task**

These labor levels are used to group employees for reporting purposes and to ensure timekeepers can only see the timecards of employees within certain groups.

### Who do I call if the Labor Level of Department looks incorrect?

This table is based on information given to your department leadership who then communicated to Payroll on what ORG ID should translate to what People soft ID.

Questions should go to you department leadership and if there is a problem they should communicate with their Accounting representative.

## **ACCESS & SECURITY**

### **Who is required to have access to the system?**

Employees who only need the telephone to clock in are not required to do anything other than begin using the appropriate telephone number at the time designated by their managers.

A person who is going to edit, view, approve or "sign off" on a timecard must have special access to do so and must attend a Kronos Training Class.

Employees who will have access to edit their own timecard must also have special access to do so and should review the web-based tutorial located on the KRONOS home page.

### **How do I get access to the system?**

Managers / Timekeepers – The departmental trusted requestor must complete an IRAM form before a manager / timekeeper is given security. Before security is granted at this level, the employee must attend a 3-½ hour training course.

Employees who use a computer to edit their own timecard – The departmental trusted requestor must complete an IRAM form.

### **How do I change my password?**

Your KRONOS password is always the same as your UTMB-USERS-M domain password, so when you change your UTMB-USERS-M domain password, you automatically update your Kronos password.

### **What if I forget my password?**

Contact the UTMB Help Desk at Ext. 25200 to reset your UTMB-USERS-M domain password (remember: your KRONOS password is the same as your UTMB-USERS-M domain password).

### **As a manager/timekeeper, what controls the timecards I can see?**

Labor Level 5 – Dept. I.D. – is assigned to all employees and is used to assign timekeepers to certain groups of employees who have the same Dept. I.D.

### **As a manager/timekeeper, can I see the time card of an employee who temporarily transfers or “floats” to my normal Dept. I.D.?**

Yes - if an employee transfers hours worked into a department to which you have access, you will be able to see that employee's timecard for the pay periods during which they transferred to your area.

### **Who should we call if we have questions regarding KRONOS security access in order to edit my own time via a PC or in order to edit other employees' time via the KRONOS system?**

Information Services, Access Management is handling all KRONOS security IRAM requests. Please call them at extension 73900.

### **If an employee has a PC License, may they be limited to simply time stamping in and out on the PC without being given the ability to change their punches?**

Yes. The IRAM would need to be loaded with the following option selected:

PC license-Timestamp Only (for employees who will use the computer to punch time transactions only (can not see or edit their own timecard))

## **TRAINING**

### **How do I get the needed training for Kronos?**

Employees using the telephone to record their time – Refer to the quick reference guide for telephone users under the “Document Library” section of the KRONOS home page for help with clock codes, etc. Your manager will provide any necessary training and answer system related questions. You can view your recorded time by selecting “My Time Detail” on the KRONOS home page and entering your UTMB-USERS-M domain password.

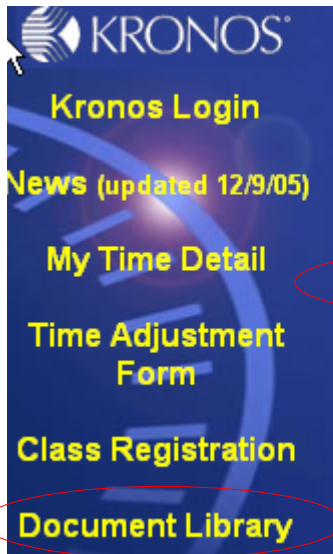
Managers/Timekeepers – Select “Class Registration” on the KRONOS home page to register for a 3 ½ hour class.

Employee using a computer to edit their own timecard – Review the web-based tutorial located on the KRONOS home page and print the quick reference guide – [Computer Reference Guide](#) - “For Employees Who Use a Computer to Record Their Time” - under the “Document Library” section of the KRONOS home page.

## TELEPHONE

**Is there a reference document for using the telephone I can give new employees?**

Yes it is found on the Kronos Home Page in the Document Library.



### Documentation Library

Below is a list of reference documents for Kronos 5.0 and with desktop display.

[Telephone Reference Guide - The](#)

[My Time Detail](#) - An on-line repository

[My Time Detail Reference Guide](#)

[On-line Training](#) - Kronos web-based components of the tutorial in this

**What telephone number do I use?**

Use extension 23333 or extension 33333 to call into the Kronos system.

**May I call in from an off-site location?**

You may only call in from off-site if you are in a place (i.e. certain clinics) that can use the UTMB 5-digit exchange.

**Can I enter my leave time via telephone prior to leaving the premises or after I return?**

Yes to both questions. A separate transaction will be required for each day that leave time is being recorded.

**How do I cancel an automatic meal deduction via telephone?**

When you clock out for lunch with a clock code 3 and back in from lunch with a clock code 4, the automatic meal deduction assigned via your pay rule is cancelled. You may also clock out for the day with a clock code 3 and it will cancel the entire meal if that is acceptable with your management.

**May I enter leave time via telephone on Pay Monday for the previous week?**

This is not a good idea. When you enter time off via telephone, the system does not know whether your timekeeper has already "signed off" on your timecard. The leave time will not be recorded if your timekeeper has already "signed off" on your timecard.

**When I enter leave time via telephone, how quickly will I see it on my time card?**

Pay codes are imported to the KRONOS database at least four times per day. It is a good

**When I call into Kronos and use the wrong code should I hang up and call back?**

No. If you enter the wrong clock code and realize it before you hang up, you should hit the "\*" button twice (i.e. "\*\*\*"). The system will say "last transaction cancelled" and you will have an opportunity to enter the correct clock code.

**I clock in with a clock code 7 and I want to “skip” my lunch and leave early. Should I do anything on my time sheet to indicate I skipped a meal?**

Clock code 7 is only used by exempt employees. There is not a way to skip a meal using a clock code 7. The system is set up to give a set number of hours each day regardless of when you arrive and when you leave. If a person is earning comp time they would want to clock in and out rather than use the clock code 7.

**If an employee wants to enter their time off for a future date on the phone may they do so?**

Employees may enter future time off if they have enough accrued balances. If they have not already accrued the time off they should wait to enter it using the phone or simply have the manager or timekeeper enter it directly onto the card.

## **MY TIMECARD**

**I do not have access to my timecard via the Kronos application, but I would like to see my own time card to ensure I am clocking correctly. How may I view my time card?**

If you have a UTMB-USERS-M domain account (email), then you may use that username and password to view your time. Use the "My Time Detail" link on the Kronos home page. Your manager can assist you with interpreting the card.

**May I view my accruals if I do not have access to view my timecard in Kronos?**

Yes – Access "My Time Detail" on the Kronos home page and select "Accruals" from the drop-down menu.

**How can I find out how many minutes are being automatically deducted from my time card for lunch?**

The last two digits of your assigned "pay rule" indicates the number of minutes that will automatically be deducted from your work day for lunch (i.e. the pay rule N-40W-ENWU-60 indicates an automatic 60-minute deduction for lunch)

**I am an exempt employee, and I clock in via telephone with a clock code "7". I also have access to my time card on the PC. May I enter a time stamp once a day and get my 8 "Hours Worked"?**

No. The time stamp function, when used on the PC, is used to give a time of day punch either in or out. If you use it once per day it only gives you an in stamp. You must go into the "My Time Card" and enter the "Hours Worked" pay code along with the number of hours you get per day INCLUDING your automatic meal deduction.

**I am having problems viewing my card using MY TIME DETAIL. What should I do?**

When you log into MY TIME DETAIL, be sure you are using your UTMB-USERS-M logon and password. If you have any non-standard, unapproved software or search engines installed on your UTMB computer, they may block processes and you may experience problems using the Web View. Please call your desktop support person at extension 25200.

## TIME CARD QUESTIONS - GENERAL

### How is rounding for lunch different than punch in and out rounding?

Kronos rounds lunch time on the total minutes taken versus on the in and out punch it simply rounds to the nearest ½ hour. See the example below:

<b>Kronos</b>	<b>Clock in and Out</b>
Employee Clocks for lunch Clock Code 3 at 12:38    Clock Code 4 at 1:07	Employee Clocks in for the day 7:38 this will round to 7:45
Total minutes = 29 Time Deducted for Lunch 30 minutes	Employees Clock out at 3:37 that would round to 3:30pm

### How long must an employee be at work before the automatic meal deduction is taken?

6 hours

### Does Kronos round “clock ins” and “outs” to the nearest 15 minutes?

Yes. Kronos still uses a “grace” period concept to round clock ins and outs. If a person clocks in 7 minutes before the quarter hour or up to 7 minutes after the quarter hour, the system will round to that quarter hour. (I.e. 1:53pm rounds to 2pm; 1:52pm rounds to 1:45pm)

### I use a PC to enter my time and sometimes I find a cell with a pay code in it that is “grayed” out. Why?

As an employee entering leave time on the PC, you are restricted to being able to only enter time that affects your accruals. Therefore, if your manager adds a Pay Code of “CA” (court appearance), then the cell will be grayed out on your time card since only managers have access to that pay code.

### I use a PC to enter my time and I find that I am unable to change anything on the card because the whole card is grayed out. Why?

If your manager or time keeper has approved your card or "signed off" on your card it will be grayed out. Any cell or card that has a gray back ground may not be changed.

### I am continually scrolling back and forth across the card so I can see everything. What setting should I use on my display to easily view my time card?









The system is best viewed with desktop display settings at 1024x768. Click [here](#) for instructions on how to check / change your settings. You may also wish to resize specific cells and windows while in the card to enhance viewing.

### What is the difference between “Hours Worked” and “Hours Worked With Override”?

Both of these “pay codes” are used to enter a duration of worked hours. When an employee uses a clock code 7, ETC would display as \*REG and is displayed in Kronos as Hours Worked with Override.

**I enter a duration of hours worked on my time card and need to charge that time to various departments or tasks. How should I enter the time?**

You may enter the number of hours worked and then go to the transfer column to enter the area or task to which you transfer (float).

<b>Save   Actions</b>		<b>Punch</b>	<b>Amount</b>	<b>Comment</b>	<b>Approvals</b>	
		<b>Date</b>	<b>Pay Code</b>	<b>Amount</b>	<b>In</b>	<b>Transfer</b>
		Sun 12/07				
		Mon 12/08	Hours Worked	4.5		//////1003
		Mon 12/08	Hours Worked	2.0		//////1005
		Mon 12/08	Hours Worked	2.0		//////3600

## **TIME CARD QUESTIONS FOR MANAGERS ENTERING AND EDITING TIME**

### **Does Kronos have the ability to populate a time card with time rather than it being entered on the phone?**

Yes. A functionality of Kronos allows managers to pre-populate an EXEMPT person's time card with a schedule. This is explained in the Timekeeper / Manager Training class that you must attend in order to have access to your employee's time.

### **Do my employees have to clock in and out for lunch?**

No. Employees may be set up with a default lunch period appropriate to their schedule.

### **How may I get a comment added to the choices for comments?**

You may email your Payroll Services Representative with the requested comments. If deemed appropriate, the comment will be added to the comment drop down box.

### **As a manager/timekeeper, how do I cancel a meal deduction for an employee?**

You select any punch on that day's timecard, and edit the punch with a right click. Select "cancel all deductions."

### **When I save the card does it automatically calculate the totals?**

Yes

### **If an employee forgets to clock in and out for lunch, how may the manager correct the employee's timecard?**

The employee should turn in a Time Adjustment Form indicating when they left for, and returned from, lunch. The manager should enter the time out for lunch and the time back in for lunch. The manager should then edit the "out for lunch" punch canceling all deductions.

### **Does the pay rule indicate the percent time a person is appointed?**

No, except employees eligible to receive comp time. All persons who are paid overtime are paid the overtime on hours above the FLSA standards of 40 or 80 - "40" or "80" is incorporated in the pay rule. Persons appointed less than full time and earning comp time will be given comp time on hours earned above their appointment. Therefore, only employees in pay rules beginning with a "C" will have their appointed hours reflected in the pay rule.

### **How do I change the amount of time for the automatic meal deduction assigned to an employee?**

This request should come from a manager via email to the Payroll Services Representative for your department. The email should include the employee's Name, Employee Number and the number of minutes to be automatically deducted for a meal. The choices available for the automatic meal deductions are: no meal deduction, 30-minute meal deduction, and 60-minute meal deduction.

### **If an employee forgets to clock in or out via telephone, what is required of them?**

An employee must turn in a time adjustment form requesting that the manager add the clock to the employee's time card.

### **If an employee has not recorded enough hours worked to account for all of their appointed hours in a week, may the manager arbitrarily enter leave time to bring the employee to the appropriate number of hours?**

All leave entered on an employee's timecard should have a leave request initiated by the employee that designates the number of hours and which of their accruals is to be used.

### **Do I still need a time adjustment form in order to make an adjustment to an employee's time card?**

Yes.

**Do I still need leave requests to justify leave time entered on the time card?**

Yes

**How can the timekeeper tell the difference between when an employee clocks in and out with clock codes 87 and 88 rather than clock codes 3 and 4?**

An employee uses a clock code 87 to record a "leave the premises" transaction and a clock code 88 to record "return to premises". When the 87 and 88 clock codes are used, the automatic lunch deduction assigned to the employee is not cancelled. In the example time card immediately below, you will note there is no red border around the out punch at 12:30 which would indicate that the automatic lunch deduction had been cancelled. Therefore, the automatic meal is still deducted from the employee's time card along with the number of minutes they were gone from the premises.

In	Transfer	Out	In	Transfer	Out	Shift
8:00AM		12:30PM	1:15PM		5:00PM	7.75

In this following example the employee leaves the premises but instead uses clock codes 3 (meal out) and 4 (meal in). Clocking in and out this way cancels the automatic meal deduction and instead only reduces the shift (productive time) by the 45-minute period during which he or she is away from work. Note the red border around the out punch, which indicates the automatic meal deduction has been cancelled.

In	Transfer	Out	In	Transfer	Out	Shift
8:00AM		12:30PM	1:15PM		5:00PM	8.25

Cancel Deduction

**On pay Monday what action do I perform to ensure that the time loaded in KRONOS will be passed to HRMS?**

No time entered in KRONOS will be passed to the FTIM time unless the card is "signed off". You have until 5 P.M. on Monday of Pay week to have all time cards "signed off". If time cards are not "signed off" by 4:30 P.M. on Pay Monday, all time will have to be manually loaded into the FTIM form on Tuesday morning, and Payroll Services will notify departments regarding time cards that were not "signed off" in KRONOS in a timely manner.

**May I "sign off" a time card on the Friday at the end of the Pay Week?**

No. Time cards cannot be "signed off" prior to the end of the Pay Period. UTMB's bi-weekly pay period ends on Friday night at midnight. Therefore, you have Saturday, Sunday, and Monday to "sign off" on a time card for the previous pay period.

**If I "sign off" on a time card and then need to change it, may I do so?**

No. Once a time card is "signed off" it may not be changed.

**Does Kronos have a limit of the number of people who can be e-mailed from the Genies? I was trying to email my 24 employees with a group email and it told me I exceeded the limit.**

This limit within the Kronos window is 255 characters. Depending on the length of your employees' names you can usually select between 8-12 employees at a time.

**I do not understand the information I see in the transfer column or how it got there?**

In the example below the employee used a clock code 2. This is a code reserved for call back and employees should not use this unless they are instructed to do so. This clock code 2 causes a work rule transfer which is identified by the fact that it begins with a “;” (semi-colon). If the employee is not eligible to use the clock code 2, he/she should be instructed not to use it and the timekeeper may delete the information in the transfer column.

ave	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
	Date	Pay Code	Amount	In	Transfer	Out	In
↳	Sat 5/01						
↳	Sun 5/02						
↳	Mon 5/03			7:57AM		11:17AM	12:17PM
↳	Tue 5/04			7:56AM	;CB N-40W-XXXU-60	12:31PM	1:31PM
↳	Wed 5/05			7:56AM		11:16AM	12:16PM
↳	Thu 5/06						

## MULTIPLE POSITIONS

**If an employee has two positions and gets shift in one and not the other how does the timekeeper assure they get paid shift in the second position?**

An employee who has two or more positions has only one record in Kronos. Therefore Kronos takes the position with the highest percent of time and sets the employees pay rule based on this.

In the case of the employee below his first position is eligible for shift pay but his part time position is not. This causes a problem when he clocks in on evening and nights in his second position. The system thinks this position is also eligible for shift pay because he can only have one pay rule.

A department can correct this by adding a non-shift eligible rule to that float.

Note that on this day even though floated to non shift eligible it shows he will be paid shift

Timecard  
Last Calculated: 2:53PM Name & ID: Doe, Jacob 197165  
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Date	Pay Code	Amount	In	Transfer	Out
Fri 10/21					
Sat 10/22			3:00PM	///06640100/9700/0	9:00PM
Sun 10/23					
Mon 10/24			8:00AM		3:00PM
Tue 10/25					

Totals & Schedule | Accruals | Audits

Daily

Account	Pay Code	Amount
(\00/00/006640100/...	EVE	5.5
(\00/00/006640100/...	REG	5.5
(\00/00/006640100/...	WKE	5.5
(\00/00/006640100/...	All Productive Hours	5.5
(\00/00/006640100/...	All Hours Paid	5.5

Accrual Code Bal. on 5

Date	In
Fri 10/21	
Sat 10/22	
Sun 10/23	

Timekeeper should go into the transfer column and click at the end of the transfer to rule

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Date	Pay Code	Amount	In	Transfer	Out	In
Fri 10/21						
Sat 10/22			3:00PM	///06640100/9700/0	9:00PM	
Sun 10/23						

DO NOT HIGHLIGHT THE WHOLE TRANSFER TO

Accruals | Comment | Approvals | Reports

Amount	In	Transfer	Out
	3:00PM	///06640100/9700/0	9:00PM

At the very end of the transfer to ORG and Job Code simply transfer then to the same pay rule they are in but without the shift (note you could change their lunch hour also if they have a different lunch hour on their PBL)

Timecard  
Loaded: 3:01PM  
Name & ID: Doe, Jacob 197165  
Time Period: 11/02/2005-11/08/2005

Pay Rule: N-40W-ENWU-30  
Home Labor Accounts: 0/0/0/0/004009/0/9700/0  
0/0/0/0/WORK STUDY OFF OF EDUCATIONAL/WORK STUDY STUDENT/0  
Daily: 0.0 Weekly: 40.0 Per Pay Period: 80.0

Date	Pay Code	Amount	In
Wed 11/02			
Thu 11/03			
Fri 11/04			
Sat 11/05			3:00PM
Sun 11/06			

Totals & Schedule | Accruals | Audits

Note the semicolon in front of the work rule indicates a work rule float in addition to them already floating to a different department and job code

///06640100/9700/0;N-40W-XXXU-30

Once this is done and you calculate totals they will not get shift for those hours

Date	Pay Code	Amount	In	Transfer	Out
Wed 11/02					
Thu 11/03					
Fri 11/04					
Sat 11/05			3:00PM	///06640100/9700/0;N-40W-XXXU-30	9:00PM
Sun 11/06					

Totals & Schedule | Accruals | Audits

Daily

Account	Pay Code	Amount
0/0/0/0/06640100/...	All Hours Paid	5.5
0/0/0/0/06640100/...	REG	5.5
0/0/0/0/06640100/...	All Productive Hours	5.5

Accrual Code | Bal. on S

Date	In	C
Tue 11/01		
Wed 11/02		

**If an employee has two positions and gets shift in one and not the other how does the timekeeper assure they get paid shift in the second position?**

An employee who has two or more positions has only one record in Kronos. Therefore Kronos takes the position with the highest percent of time and sets the employees pay rule based on this.

In the case of the employee below his first position is eligible for shift pay but his part time position is not. This causes a problem when he clocks in on evening and nights in his second position. The system thinks this position is also eligible for shift pay because he can only have one pay rule.

A department can correct this by adding a non-shift eligible rule to that float.

Note that on this day even though floated to non shift eligible it shows he will be paid shift

Timecard  
Last Calculated: 2:53PM Name & ID: Doe, Jacob 197165  
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Date	Pay Code	Amount	In	Transfer	Out	In
Fri 10/21						
Sat 10/22			3:00PM	////06640100/9700/0	9:00PM	
Sun 10/23						
Mon 10/24			8:00AM		3:00PM	
Tue 10/25						

Totals & Schedule | Accruals | Audits

Daily

Account	Pay Code	Amount
(x)0/0/0/0/06640100/...	EVE	5.5
(x)0/0/0/0/06640100/...	REG	5.5
(x)0/0/0/0/06640100/...	WKE	5.5
(x)0/0/0/0/06640100/...	All Productive Hours	5.5
(x)0/0/0/0/06640100/...	All Hours Paid	5.5

Accrual Code Bal. on S

Date	In
Fri 10/21	
Sat 10/22	
Sun 10/23	

Timekeeper should go into the transfer column and click at the end of the transfer to rule

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Date	Pay Code	Amount	In	Transfer	Out	In
Fri 10/21						
Sat 10/22			3:00PM	////06640100/9700/0	9:00PM	
Sun 10/23						

DO NOT HIGHLIGHT THE WHOLE TRANSFER TO

Accruals | Comment | Approvals | Reports

Amount	In	Transfer	Out
	3:00PM	////06640100/9700/0	9:00PM

At the very end of the transfer to ORG and Job Code simply transfer then to the Same pay rule they are in but without the shift (note you could change their lunch hour also if they have a different lunch hour on their PBL)

Timecard  
Loaded: 3:01PM  
Name & ID: Doe, Jacob 197165  
Time Period: 11/02/2005-11/08/2005

Pay Rule: N-40W-ENWU-30  
Home Labor Accounts: 0/0/0/0/004009/0/9700/0  
0/0/0/0/WORK STUDY OFF OF EDUCATIONAL/WORK STUDY STUDENT/0  
Daily: 0.0 Weekly: 40.0 Per Pay Period: 80.0

Date	Pay Code	Amount	In
Wed 11/02			
Thu 11/03			
Fri 11/04			
Sat 11/05			3:00PM
Sun 11/06			

Totals & Schedule | Accruals | Audits

Note the semicolon in front of the work rule indicates a work rule float in addition to them already floating to a different department and job code

///06640100/9700/0;N-40W-XXXU-30

Once this is done and you calculate totals they will not get shift for those hours

Date	Pay Code	Amount	In	Transfer	Out
Wed 11/02					
Thu 11/03					
Fri 11/04					
Sat 11/05			3:00PM	///06640100/9700/0;N-40W-XXXU-30	9:00PM
Sun 11/06					

Totals & Schedule | Accruals | Audits

Daily

Account	Pay Code	Amount
0/0/0/0/06640100/...	All Hours Paid	5.5
0/0/0/0/06640100/...	REG	5.5
0/0/0/0/06640100/...	All Productive Hours	5.5

Accrual Code | Bal. on S

Date	In	C
Tue 11/01		
Wed 11/02		

## HyperFind

### Re writing old ones for move to new Labor Levels

If you have written HyperFind queries which say the home labor account matches an ORG ID as of today or a PeopleSoft Department ID as of today these are not going to allow you to go back to the times of ORG ID's and use the same queries as you use under the new Labor Levels PS Department ID  
rc/portal

HyperFind  
Last Refreshed: 6:32PM  
Query Name: 110 - MFM  
Description: This query finds all active People within the specified t..  
Visibility: Personal

View Query View SQL  
Refresh Print Screen... |

(Home labor account matches \*\*\*/06220110/\*\* as of today AND  
(NOT (ID number is 99999999) AND  
(User accounts are active as of today OR  
Employee employed and working as of today)))

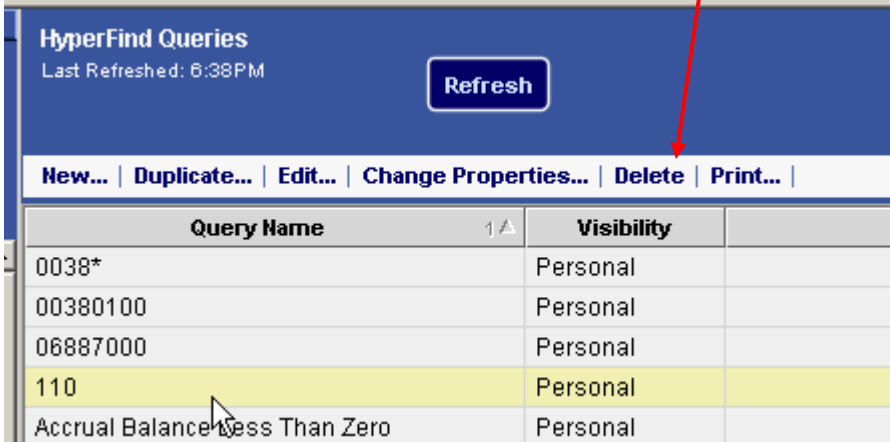
The easiest way to correct you HyperFind queries is going to be to DELETE your current ones and rewrite them

To do this go to the HyperFind link under setup

Log Off

- My Genies™
  - QuickFind
  - Accrual Balance
  - Accrual Balance Summary
  - IS Summary
  - Payroll Close
  - FMLA Hours
  - Schedule Outline
  - Schedule Planner
  - Schedule Snapshot
  - Shift Close
  - Shift Start
  - Sign Off & Approved Summ
  - University - SignOff
  - Pay Period Close
  - Reconcile Timecard
  - Sign Off & Approval Detail
  - Group Edit Results
- Reports
- Setup
  - HyperFind Queries
  - Query Manage

Select the query you wish to delete and hit the delete



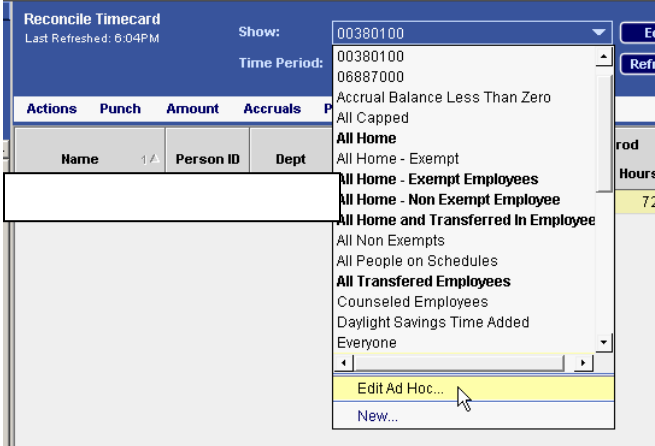
HyperFind Queries  
Last Refreshed: 6:38PM

Refresh

New... | Duplicate... | Edit... | Change Properties... | Delete | Print...

Query Name	Visibility
0038*	Personal
00380100	Personal
06887000	Personal
110	Personal
Accrual Balance Less Than Zero	Personal

Then go into reconcile time card and chose the Drop Down for **EDIT ADHOC**



Reconcile Timecard  
Last Refreshed: 6:04PM

Show: 00380100

Time Period: 00380100

06887000

Accrual Balance Less Than Zero

All Capped

**All Home**

All Home - Exempt

**All Home - Exempt Employees**

**All Home - Non Exempt Employee**

**All Home and Transferred In Employee**

All Non Exempts

All People on Schedules

**All Transferred Employees**

Counseled Employees

Daylight Savings Time Added

Everyone

Edit Ad Hoc...

New...

Actions	Punch	Amount	Accruals
Name	Person ID	Dept	

In the department you wish to see add both the old ORG ID and the new people soft department ID. Separate each condition with a semicolon. Be sure to click the add condition button

It is very important that here **you change the date selected to the specified date radio button rather than as of today.** The reason is that you will not have any ORG IDs effective as of today and there are many reasons you may wish to go back in time and look at your personnel when they were still under ORG ids. Writing your query in this manner assures you query will reflect the date ranges you choose

Be sure to save your query as a personal query