

Manager and Timekeeper Checklist

Daily

- ✓ Ensure all employees know how to record their time using the telephone and/or computer.
- ✓ Ensure all employees know how to enter leave time on the telephone if your department uses this feature.
- ✓ Enter all leave time used on the timecard.
- ✓ Ensure all leave request forms are completed properly, signed and filed. (must be maintained for 4 complete years).
- ✓ Ensure employees' time adjustments are entered on the timecard.
 - Use the "Reconcile Timecard" genie and look for missed punches and request time adjustment forms from employees if needed.
 - You may e-mail timecard questions to employees using Kronos e-mail functions.
- ✓ Ensure all time adjustment forms are signed and filed for audit purposes. (must be maintained for 4 complete years)
- ✓ Managers may approve transferred-in (floating) employees.
 - Use the "Reconcile Timecard" genie for 'All Home and Transferred In Employees'
 - Comments may be added concerning floating and overtime.

Weekly

- ✓ Use the "Reconcile Timecard" genie to review your employees' timecards.
- ✓ Contact employees for Time Adjustment Forms and for Leave Requests as needed.
- ✓ Managers may approve transferred-in (floating) employees.
 - Use the "Reconcile Timecard" genie for 'All Home and Transferred In Employees'.
 - Comments may be added concerning floating and overtime.

Preparing for Pay Day

Sign Off CANNOT be completed on the Friday which ends a Pay period

- ✓ **Between 12:01 A.M. Saturday and 1:00 P.M. on Monday of Pay Week**
 - Review the Timecard of each employee.
 - Ensure that you have time adjustment forms for all missed clocks.
 - Ensure you have leave requests for all leave taken in the pay period.
 - Make all final corrections to the timecard.
 - **SIGN OFF** Timecards for which you are responsible (no later than 1:00 P.M.)
Note -approving a time card is optional but it must be done prior to sign-off (use only if this interim approval step is used by your department). Only the sign-off process will ensure an employee's time is transferred to the payroll system.
- ✓ **On Pay Monday Payroll Verification Reports will be available beginning at 3 P.M.**
 - Review your Verification Reports for each of your employees to ensure they have received the correct hours for pay
 - If error is detected, contact your Payroll Representative for assistance to remove sign off in Kronos and enter the appropriate corrections
- ✓ **Tuesday of Pay Week**
 - Review your Verification Reports for each of your employees to ensure they have received the correct hours for pay especially **if hours have been corrected anytime after sign off on pay Monday**

KRONOS – Class Handout

- If errors are detected, contact your Payroll Representative for assistance. Corrections can be entered **until 9 A.M.** on Tuesday of pay week.
- If corrections have been entered, review your verification reports again after 12 P.M.

If errors are detected after 9 A.M. on pay Tuesday, you will need to submit historical edits which will be processed for the next pay period

Pay Rules and Work Rules

A quick introduction to Pay Rules and Work Rules will assist you with reading an employee's time. Pay Rules and Work Rules are used to put employees in groups that have the same work rules, accruals, work periods (weekly vs. Bi-weekly) and holidays associated with them.

Understanding Pay Rules

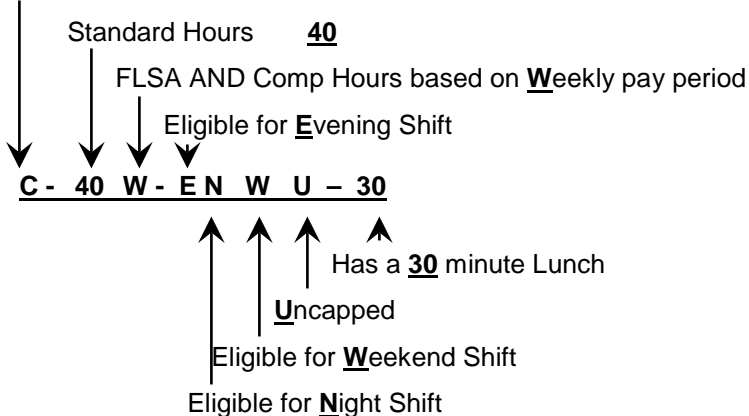
Every Pay Rule name is composed of 8 elements:

1. **FLSA Status has 4 associated codes**
 - a. C – Exempt, earning Comp Time instead of Overtime
 - b. S – Exempt, earning Overtime paid at (REG *1)
 - c. T – Exempt, earning Overtime paid at (REG * 1.5)
 - d. N – Non-Exempt, must earn Overtime, may not use clock 7
2. **Standard Hours, (eg. 40, 80)**
3. **Which type of FLSA Status**
 - a. W – Weekly
 - b. B – Bi-weekly
4. **Eligibility for Evening Shift**
 - a. E – Evening Shift
 - b. X – Not Eligible
5. **Eligibility for Night Shift**
 - a. N – Night Shift
 - b. X – Not Eligible
6. **Eligibility for Weekend Shift**
 - a. W – Weekend Shift
 - b. X – Not Eligible
7. **Uncapped or Capped**
 - a. U – No Capping
 - b. C – Capped
8. **Number of Minutes for Lunch (30, 60 or NM for No Meal deduction)**

A pay rule would look like this:

Example #1: C-40W-ENWU-30

FLSA Status C – Exempt, earning Comp Time instead of Overtime



Example #2: N-40W-ENXU-NM

FLSA Status N – Non-Exempt, must earn Overtime

Standard Hours 40

FLSA AND OT Hours based on Weekly pay period

Eligible for Evening Shift

Eligible for Night Shift

Not Eligible for Weekend Shift =X

Has No automatic Meal deduction

Understanding Work Rules

Work rules are associated with pay rules. Every Pay Rule Group, has a default work rule associated with it. This work rule determines how the employee is paid. In order to pay employees differently, the system requires that they be transferred to another work rule that has their basic pay rules associated but other pay codes are needed (for example, an employee paid as REG pay code would be paid as EDU pay code.)

- Called Back, code #2
- Working Educational Hours, code 62
- Attending Orientation, code 63

For example: An employee has this basic work rule of T-40W-XXXU-60.

This employee is exempt working 40 hours, not eligible for evenings, nights, weekend shifts and takes 60 minutes for lunch.

When the employee uses a clock code (#2), the system will assign them to this work rule:

- CB T-40W- XXXU-60

When the employee uses a clock code (#62) for Education, the system will assign them to this work rule:

- ED T-40W- XXXU-60

When the employee uses a clock code (#63) for Orientation, the system will assign them to this work rule:

- ORI T-40W- XXXU-60