

KRONOS TRAINING

CT PAYROLL CLOSE

PURPOSE

This PowerPoint will walk you through the steps towards having a successful pay period close

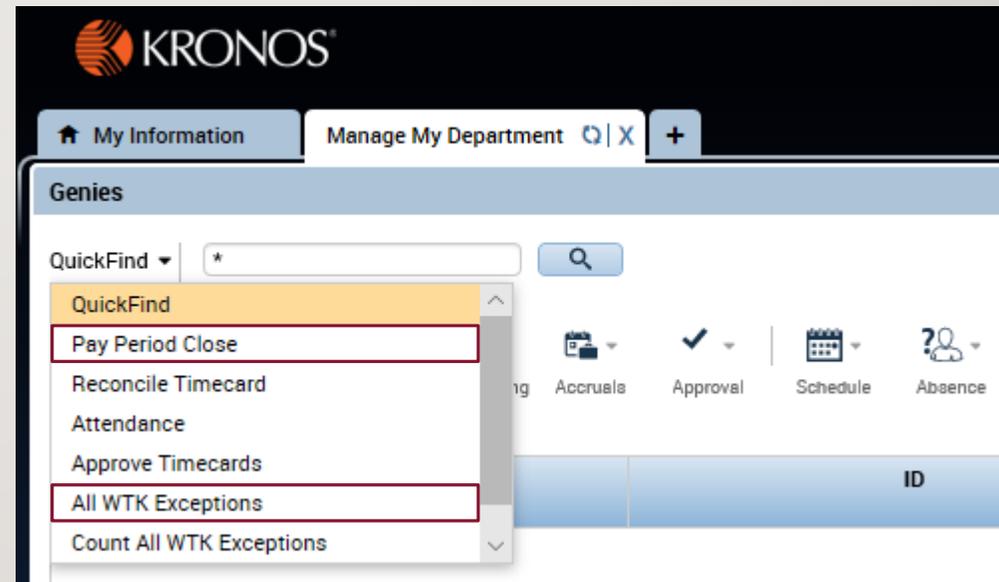
PREPARATION BEFORE PAY PERIOD CLOSE - HYPERFINDS

1. In order to use the genies you will need to set up a hyperfind to narrow down the list of employees
2. Under the locations drop down will be a list of hyperfinds, select the New button to create a new Hyperfind.
3. Choose by what criteria you want to narrow down your employees whether it be timekeeper, attendance, etc and open their dropdown.
4. Choose whether you want your Hyperfind to include or exclude employees based on your criteria then fill in the dates and the specifics of what you want to search with, tap **Save As** to complete the hyper find creation.

The screenshot displays the 'HYPERFIND QUERIES' interface. It features a sidebar on the left with a 'Willow' location dropdown and a list of hyperfinds under 'Hyperfinds (13)'. A 'New...' button is highlighted at the bottom of this list, marked with a circled '1'. The main area shows a 'Filter' dropdown set to 'Public', with a 'Name or ID' option selected, marked with a circled '2'. Below this, a list of criteria is shown, with 'Timekeeper' selected, marked with a circled '3'. The right side of the interface includes a 'NAME OR ID' section with 'Include' selected and 'By Last Name' chosen for search, marked with a circled '4'. At the bottom right, the 'Save As' button is highlighted with a red box.

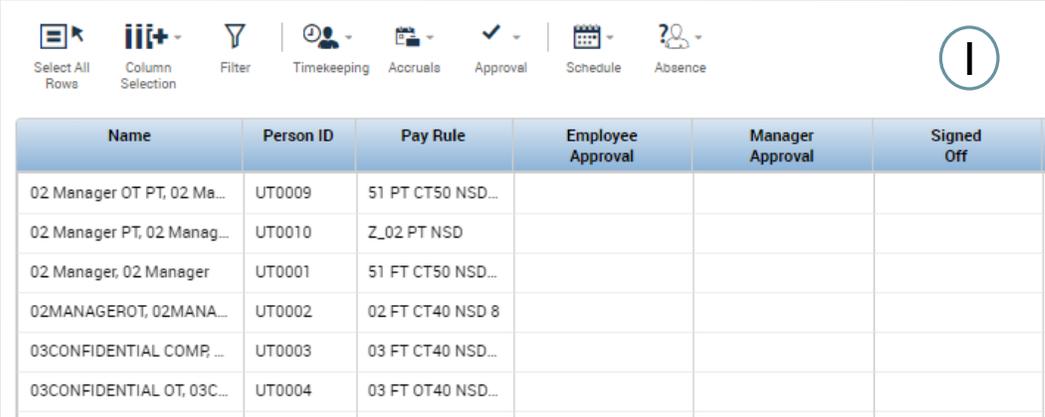
STEP I: WORKING WITH GENIES

1. Using the drop down for Genies under Manage My Department, you can see all the Genies you have access to. Genies are the equivalent of short cuts that will streamline payroll tasks
2. Pay Period Close will help you view the status of all the timecards you managed and all WTK Exceptions will show you any exceptions that slipped through the cracks

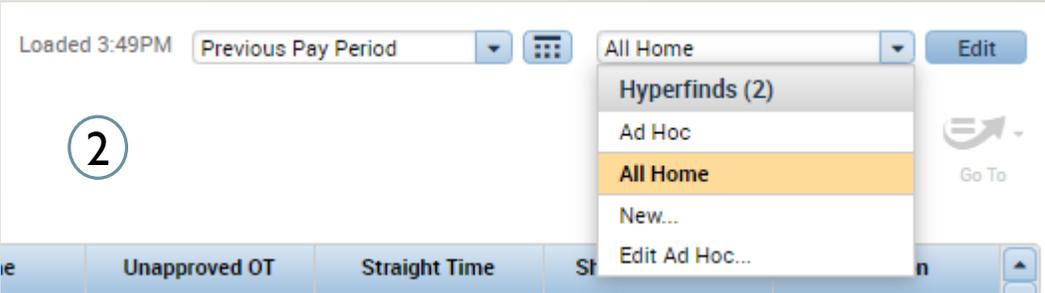


STEP 1: GENIES - PAY PERIOD CLOSE

- 1. Use the hyperfind that you just created to filter the list in pay period close
- 2. Here you will have a view of all the employees that you manage and you can see what approvals the timecard has and whether they are still pending sign off



Name	Person ID	Pay Rule	Employee Approval	Manager Approval	Signed Off
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...			
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD			
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...			
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8			
03CONFIDENTIAL COMP ...	UT0003	03 FT CT40 NSD...			
03CONFIDENTIAL OT, 03C...	UT0004	03 FT OT40 NSD...			



Loaded 3:49PM Previous Pay Period

2

All Home

Hyperfinds (2)

Ad Hoc

All Home

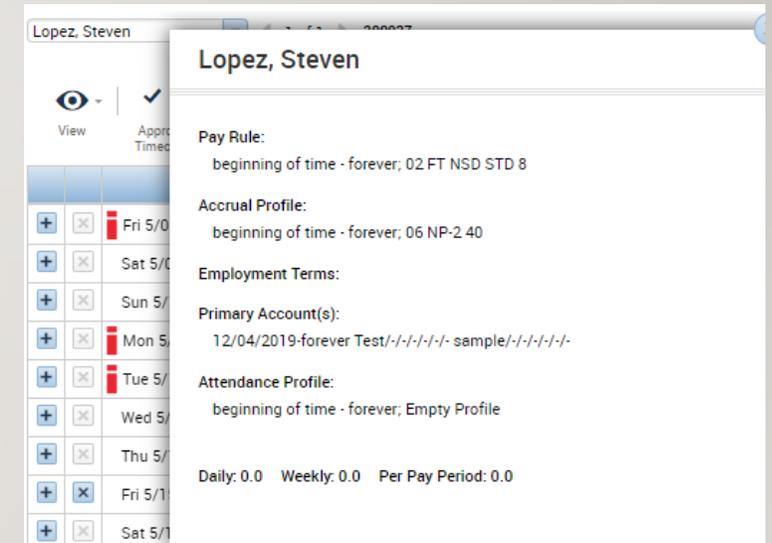
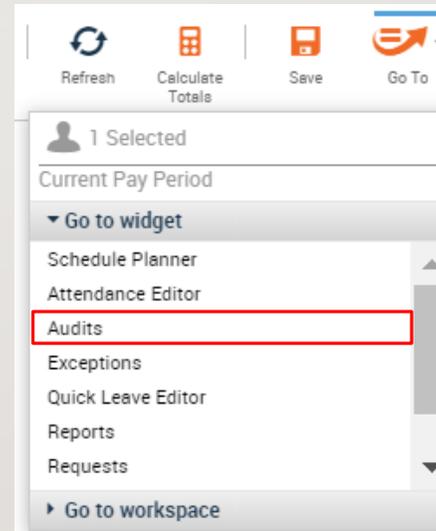
New...

Edit Ad Hoc...

Unapproved OT Straight Time

STEP 1: GENIES - PAY PERIOD CLOSE AUDITS

1. If you see that the employee timecard was not approved either by the employee or the supervisor in the pay period close genie you will want to communicate with the appropriate person
2. Check the audits to validate it wasn't approved, then communicate with the correct individual



STEP I: GENIES - PAY PERIOD CLOSE

- 1. Select the employees that you want to view using the select all rows button or by highlighting the employees you want to view
- 2. Click the Go To button, and navigate to timecards, use the arrows pictured you will be able to switch between timecards in order to review exceptions and perform Sign Offs as we will show in the following slide

The screenshot shows a software interface with a table of employee data. Above the table is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. The table has four columns: 'Name', 'Person ID', 'Pay Rule', and 'Employee Approval'. Below the table is a navigation bar with a dropdown menu, a page indicator '1897 of 3641', and a 'Go To' button.

Name	Person ID	Pay Rule	Employee Approval
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...	
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD	
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...	
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8	

02 Manager OT PT, 02 M... ◀ 1897 of 3641 ▶ UT0009

The screenshot shows a software interface with a sidebar menu and a 'Go To' button. The sidebar menu includes options like 'Exceptions', 'Quick Leave Editor', 'Reports', 'Requests', 'Rule Analysis', 'Schedule Audits', 'Timecards', and 'Go to workspace'. The 'Go To' button is located at the top right of the sidebar.

Refresh Share Go To

3642 Selected

Previous Pay Period

Go to widget

- Exceptions
- Quick Leave Editor
- Reports
- Requests
- Rule Analysis
- Schedule Audits
- Timecards

Go to workspace

STEP 2: EDITING PUNCHES

1. Once in the timecard, exceptions will be highlighted such as a missed in/out punch as shown on the right
2. Select the desired cell and enter the corrected time, hover over any exception to get an explanation of what the exception is
3. All exceptions need to be handled before you can officially sign off on the timecard

Timecards

Lopez, Steven | 1 of 1 | 200037

View

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Fri 1/03				8:00AM		
+ X	Sat 1/04						
+ X	Sun 1/05						
+ X	Mon 1/06				8:00AM		12:00PM

Punch Actions

Date: 1/03/2020
Time: 8:00AM
Rounded Time: 1/03/2020 8:00AM GMT-05:00
Override: In Punch
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
Exceptions: Unscheduled
Last Edit Date: 1/08/2020
Edit Made By: Persona, Timekeeper

Mark As Reviewed | Edit | Comments | Justify Exception

STEP 2: TOTALS VALIDATION

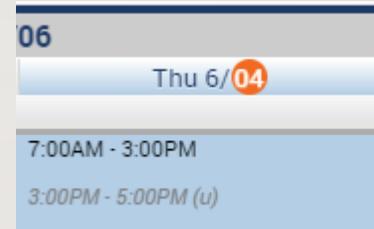
- 1. Select the day that you want to validate time entry for from the timecard
- 2. Open the totals section at the bottom using the arrow shown here 
- 3. Switch the view to daily and check how the hours are being paid

Thu 6/04	7:00AM-3:00PM			7:00AM	 5:00PM
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Totals			Accruals	Audits	Historical Corrections
Daily		Pay Code			
Pay Code	Amount	Wages			
Regular	9:30	\$0.00			

STEP 2: TOTALS VALIDATION PT2

1. If the totals are incorrect, you may need to update the schedule to include unavailable time or perform and override
2. After making any needed corrections navigate back to the timecard and check the totals again



06
Thu 6/04
7:00AM - 3:00PM
3:00PM - 5:00PM (u)

7:00AM		3:00PM	 3:01...	 5:00PM
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Punch

Date: 6/04/2020

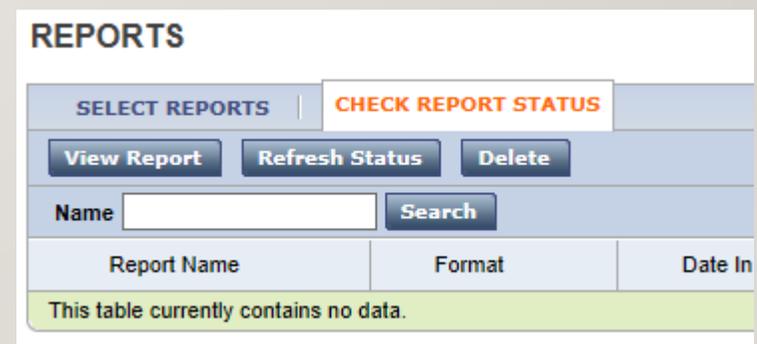
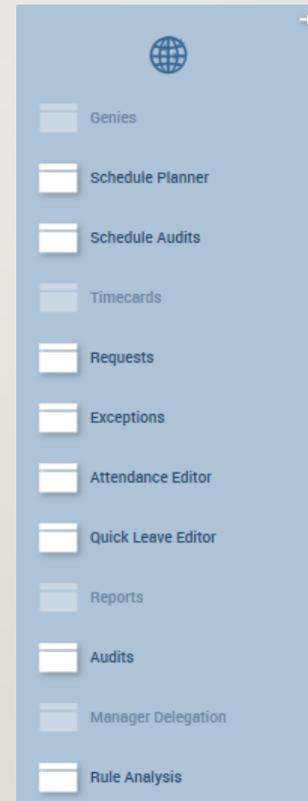
Time (h:mma) *

Rounded Time: 6/04/2020 3:01 PM GMT-04:00

Override:

STEP 4: REPORTING

- Use the Related items menu to navigate to the Reported widget
- Here you will have access to every report, you would just select the report fill in the desired dates, and select **Run Report**
- On the Check Report Status Tab you would wait for the report to complete and select **View Report**



STEP 4: REPORTING

- The equivalent of the Payroll Register report in Kronos would be the Hours by Labor Account listed on the right. These reports will show you the wages going to each pay code for each employee
- The CT Time Validation report can be used to see all the approved and unapproved time during this pay period, this is useful as a final validation after signing off on all timesheets

- Hours by Labor Account
- Hours by Labor Account (Data)
- Hours by Labor Account (Excel)
- Hours by Labor Account with Chart
- Hours by Labor Account with Graph Summary**

HOURS BY LABOR ACCOUNT WITH GRAPH SUMMARY

Description: Reports money/hours/wages for each labor account/pay code in which the employee accrued hours. Provides totals for each employee and labor account number per employee as well as grand totals.

People: All Home [Edit] [New]

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Pay Codes:

Available	Selected
	Administrative Leave Paid
	Agency-Union Picnic or Party
	Agency Weather-Emer Closing
	Auto Usage Fee Amount
	Banked Sick Adj-Add Hrs to Bal
	Banked Sick Taken
	BankSick Adj.-Ded & Pay Hrs
	Bereavement Leave
	BnkdSick Adj-Ded Hrs Fr Bal
	Call Back Payment Hours
	Career Mobility
	CCE - Comp Time Earned

Output Format: Adobe Acrobat Document(.pdf)

1

- Other Reports
- CT Time Validation Report**

CT TIME VALIDATION REPORT

Description: null

People: All Home [Edit] [New]

Time Period: Current Pay Period

Output Format: Adobe Acrobat Document(.pdf)

2

STEP 4: REPORTING

- The time reporter summary report in Core can be found similarly in Kronos under the name Time Detail. This will give you detailed data on employee punches and pay codes
- Exception Summary will show you all the available exceptions for the current pay period that you want to see, you can sort them to only see unresolved exceptions

TIME DETAIL

Description: Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People: All Home

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Page Break between Employees: No

Sort by: Default

Output Format: Adobe Acrobat Document(.pdf)

EXCEPTION SUMMARY

Description: With charts, shows number of exceptions and associated wage liability. The user can drill down to employee detail.

People: All Home

Time Period: Current Pay Period

Absences: Unexcused Only

Exceptions: Available

Selected

- Canceled Deduction
- Early In
- Late In
- Long Break
- Holiday Skipped
- Minimum Days Active Violation
- Minimum Days Employed Violation
- Missed In-Punch
- Missed Out-Punch
- Short Break
- Unscheduled
- Very Early In

Output Format: Adobe Acrobat Document(.pdf)

THE END

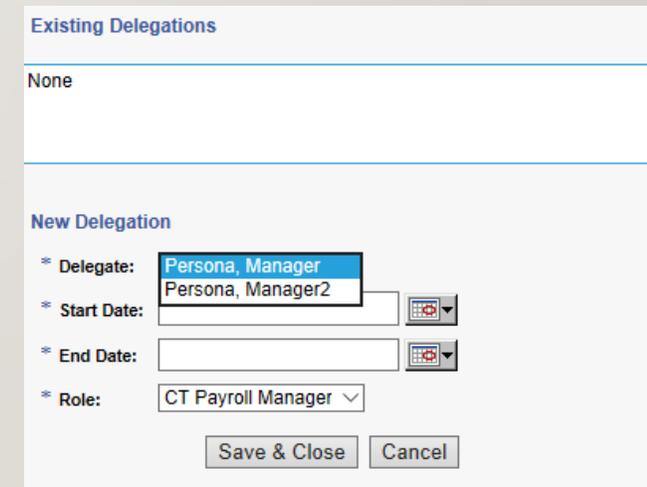
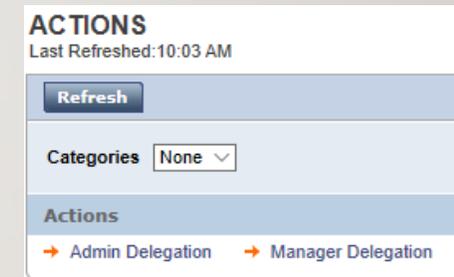
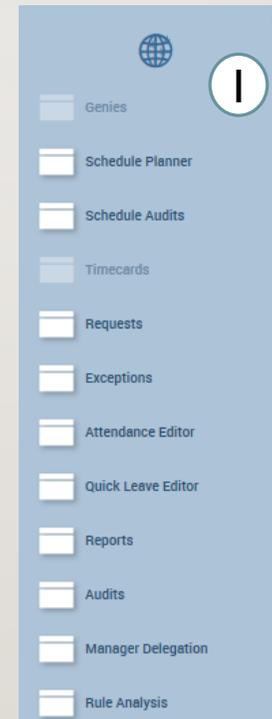
Please refer to the Payroll ILT and job aids and the employee and supervisor eLearnings for any further questions and don't hesitate to reach out to your local Kronos contact and your supervisors with any questions

APPENDIX

The following slide is useful information but not a part of the day to day pay period close process

MANAGER DELEGATION

1. Manager Delegation can be found under the same name in the Related Items menu on the right
2. Once there you can choose to delegate any role you have, once selected you would choose the delegate, the time frame, and the role to be delegated



ADMIN DELEGATION

1. Admin Delegations allows you to delegate someone's authority for them
2. This will be useful when an employee is out and did not get the chance to run their own delegation, this may be sent over to you and you will be able to create the delegation

Actions
→ Admin Delegation → Manager Delegation

Select Delegator
* Delegator: 02 Manager, 02 Manager
Next Cancel

Delegator
Name: Abdul-Lateef, Shaneka N

Existing Delegations
None

New Delegation
* Delegate: Persona, Manager
* Start Date: [] []
* End Date: [] []
* Role: CT Payroll Manager