



Kronos Scheduler: LL to Org Job V8.1

Purpose

Mapping Employee Demographic Data from PeopleSoft Core to Kronos is essential to Scheduling. Today Labor is tracked on timesheets using 7 Labor Levels. In order to accurately assign Advanced Scheduling employee's, agencies must populate the level Agency Dept-Div(LL 1), Location (LL 2), Job (Labor Level 7), Custom Field (Building), and Custom Field (Unit).

If a Location, Building, Unit, or Job is inactivated or added the agencies and HR must notify the Kronos Admin as soon as possible. Otherwise employees will not be properly mapped for scheduling. In addition, stale data could also impact the Scheduler License assignment. Employees with primary labor account not in the combination, will not be assigned with scheduler license.

The source file for will have the name [SchedulerPersonAssignments*.csv](#) . The asterisk is a wildcard meaning you could use a calendar date or even an Agency name to indicate uniqueness if using multiple files.

The source file can be modified in Excel but must be uploaded as a Comma Delimited File to the Cloud [WIM_IN\Scheduler_Person_Assignments](#) folder.

The interface [Scheduler Person Assignments Update](#) runs on a daily schedule and can be executed adhoc by the Kronos System Administrator.



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Scheduler Person Assignment.csv

If there are updates to this file, it must be uploaded via secure FTP Kronos Cloud location.

| Field # | Kronos Field | Sample Value | Derived |
|---------|--|--|---|
| 1 | Primary Labor Account | Agency-Dept-Div, Location, and Job (Labor Level 1, 2, and 7) populated. Combo Code, Override Reason Code, Employee ID-Employee Record-Agency, and Supervisor (Labor Level 3, 4, 5, 6) should be '-'. Such as DCF-DCF91000/DCF064013, CO Careline/- /-/-/7713SH, SW-Socl&HumanSvcs | =CONCATENATE(C10,"/",D10,"/",E10,"/",F10,"/",G10,"/",H10,"/",I10) MS Excel Command |
| 2 | Primary Location Description - Path | DCF-DCF91000/Co Careline/Careline/CO/SW | =CONCATENATE(J5,"/",K5,"/",L5,"/",M5,"/",N5,"/",O5) MS Excel Command |
| 3 | Agency | Required but Optionally followed by comma and description DCF-DCF91000 | Labor Level 1 |
| 4 | Location | Required but Optionally followed by comma and description DCF083227, Soln South Hosp CS-Sachem | Labor Level 2 |
| 5 | | - | constant |
| 6 | | - | constant |
| 7 | | - | constant |
| 8 | | - | constant |
| 9 | Labor Acct Job | Required but Optionally followed by comma and description 1922HN, LeadChildrenServicesWorker | Labor Level 7 |
| 10 | Division | DCF-DCF91000 | Org Location Type 1 |
| 11 | Facility | Solnit S | Org Location Type 2 |



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| Field # | Kronos Field | Sample Value | Derived |
|---------|------------------|-----------------------|--|
| 12 | Service Line | Custody | Org Location Type 3 |
| 13 | Building | Building 8 | Org Location Type 4 |
| 14 | Unit | Sachem | Org Location Type 5 |
| 15 | Org Job | CSWLEAD | Org Location Type 6 |
| 16 | Schedule Rule | DFC Solnit South FT | |
| 17 | Job Transfer Set | Solnit South Lead CSW | <p>Agency Request where can a specific Job be scheduled other than home location (primary)</p> <p>For example: Solnit South Lead CSW Job Transfer Set may include all CSW jobs in all Solnit South Buildings and Units as valid places for a CSW to be scheduled.</p> |



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DAS Summary Genie

The Genie below was created in order to quickly validate the demographics data for scheduler employees

QuickFind

DAS Summary ▾ Loaded 3:50PM DCF Solnit South

Select All Rows

Column Selection

Filter

People

Timekeeping

Accruals

Approval

Schedule

Absence

Refresh

| Name | Person ID | Loca... | Loca... | Labo... | Labo... | Prim... | Prim... | Primary L... | Primary... | Seni... For ... | Job | Job Descrip... | Primary... | Primary... Descrip... | Orga... | Empl... Tran... |
|-------------|-----------|----------|---------|----------|---------|---------|---------|----------------|------------|-----------------|-----|----------------|-------------|-----------------------|-----------|-----------------|
| Saleh, S... | 001028 | Soln ... | DCF... | Child... | 1923... | DCF... | DCF... | ...ng 8/Acadia | Solnit S | 1/12... | CSW | Children... | ...adia/CSW | ...cesWorker | All Or... | Solni... |
| Pasquin... | 011405 | Soln ... | DCF... | Child... | 1923... | DCF... | DCF... | ...ng 8/Acadia | Solnit S | 3/18... | CSW | Children... | ...adia/CSW | ...cesWorker | All Or... | Solni... |
| Wilson, ... | 523937 | Soln ... | DCF... | Child... | 1923... | DCF... | DCF... | ...ng 8/Acadia | Solnit S | 2/26... | CSW | Children... | ...adia/CSW | ...cesWorker | All Or... | Solni... |
| Rankins... | 613272 | Soln ... | DCF... | Child... | 1923... | DCF... | DCF... | ...ng 8/Acadia | Solnit S | 2/24... | CSW | Children... | ...adia/CSW | ...cesWorker | All Or... | Solni... |
| Shower... | 613376 | Soln ... | DCF... | Child... | 1923... | DCF... | DCF... | ...ng 8/Acadia | Solnit S | 7/03... | CSW | Children... | ...adia/CSW | ...cesWorker | All Or... | Solni... |

Name, Person ID, First Name, Location Desc LL2, Location Name LL2, Labor Job Desc, Labor Job Name, Primary Labor Account Name – Full, Primary Labor Account Description, Primary Location Description – Path, Primary Location Name, Seniority Date, Job, Job Description, Primary Job Name, Primary Job Description, Organizational Group, Employee Job Transfer Set



People Editor

Steps to Validate Import - DAS Summary Genie

1 Click the QuickFind Drop Down and choose the DAS Summary

From the Genie Select an Employee then Click **Go to People Editor**

From here you can validate the employee's Building and Unit assignment under Additional Information

QuickFind

QuickFind *
QuickFind
Skills and Certs
Overtime Equalization
DAS Summary
WFL-Leave Cases
WFL-Leave Hours
Test Request Manager

Refresh Share **Go To**

1 Selected
Current Pay Period
Go to widget
Exceptions
People Editor

People Editor

Rankins, Anthony C 1 of 1 613272

History Licenses

Person Job Assignment

Additional Information

| Additional Information | |
|------------------------|------------|
| TeleStaff Employee | N |
| TeleStaff Institution | |
| Attestation | |
| Designation Level | |
| OT Rotational Date | 02/24/1999 |
| Position ID | |
| Shift Code | 3 |
| Schedule Rank | |
| Union Code | 10 |
| Custom Field 10 | |
| Custom Field 11 | |
| VOT Date | |
| MOT Date | 1/10/2020 |
| Custom Field 14 | |
| Custom Field 15 | |



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| 2 | Under Job Assignment Tab – Primary Account | <p>People Editor</p> <p>Rankins, Anthony C 1 of 1 613272</p> <p>History Licenses Refresh</p> <p>Person Job Assignment</p> <p>Job Assignment Summary</p> <p>Primary Account</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Primary Job</th> <th>Primary Labor Account *</th> <th>Effective Date *</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>x</td> <td>/DCF-DCF91000/Solnit S/Custody/Building 8/Acadia/CSW</td> <td>DCF-DCF91000/DCF083233/-/-/613272-0-DCF/564028/19...</td> <td>2/13/2020</td> </tr> <tr> <td>+</td> <td>x</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | Primary Job | Primary Labor Account * | Effective Date * | + | x | /DCF-DCF91000/Solnit S/Custody/Building 8/Acadia/CSW | DCF-DCF91000/DCF083233/-/-/613272-0-DCF/564028/19... | 2/13/2020 | + | x | | | | | | | | | | |
|---|--|---|--|------------------|------------------|-------------------------|------------------|---|---|--|--|-----------|---|---|-------------------|------------------|---|---|---------------------|-----------|---|---|--|--|
| | | Primary Job | Primary Labor Account * | Effective Date * | | | | | | | | | | | | | | | | | | | | |
| + | x | /DCF-DCF91000/Solnit S/Custody/Building 8/Acadia/CSW | DCF-DCF91000/DCF083233/-/-/613272-0-DCF/564028/19... | 2/13/2020 | | | | | | | | | | | | | | | | | | | | |
| + | x | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Under Job Assignment Tab – Scheduler to locate Schedule Rule Set | <p>People Editor</p> <p>Rankins, Anthony C 1 of 1 613272</p> <p>History Licenses Refresh</p> <p>Person Job Assignment</p> <p>Scheduler</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Group Assignment</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>x</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Schedule Rule Set</th> <th>Effective Date *</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>x</td> <td>DFC Solnit South FT</td> <td>2/13/2020</td> </tr> <tr> <td>+</td> <td>x</td> <td></td> <td></td> </tr> </tbody> </table> | | | Group Assignment | Start Date | End Date | + | x | | | | | | Schedule Rule Set | Effective Date * | + | x | DFC Solnit South FT | 2/13/2020 | + | x | | |
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| + | x | DFC Solnit South FT | 2/13/2020 | | | | | | | | | | | | | | | | | | | | | |
| + | x | | | | | | | | | | | | | | | | | | | | | | | |



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4 Under Job Assignment Tab – Employee Role to locate Job Transfer Set

Person Job Assignment

Employee Role

Labor Level Transfer Set: LLTS Employees New Edit

Restrict manager timecard approvals to the manager's Approval Set

| Time Entry Method | | Effective Date * |
|-------------------------------|--------------------------|-------------------|
| + x | Time Stamp & Hourly View | Beginning of time |
| + x | | |

Pay Codes "Edit" Profile: CT Employee

Pay Codes "Restricted" Profile: Empty Profile

Work Rule Profile: CT Employee New

| Job Transfer Set | | Effective Date * |
|-------------------------------|------------------|------------------|
| + x | Solnit South CSW | 2/13/1998 |
| + x | | |

Shift Template Profile: Empty Profile

Shift Job List: Solnit South CSW

As of: 5/05/2020

| Location | Job | Seniority Date | Job Preference |
|---------------------------------|-----|----------------|-----------------|
| Building 8/Acadia | CSW | | <No Preference> |
| Building 8/Hosp Staffing Office | CSW | | <No Preference> |
| Building 8/Manhasset | CSW | | <No Preference> |
| Building 8/Deerfield | CSW | | <No Preference> |