Data Validation

Purpose:
This job aid will help you get started with data validation between Kronos and Core CT

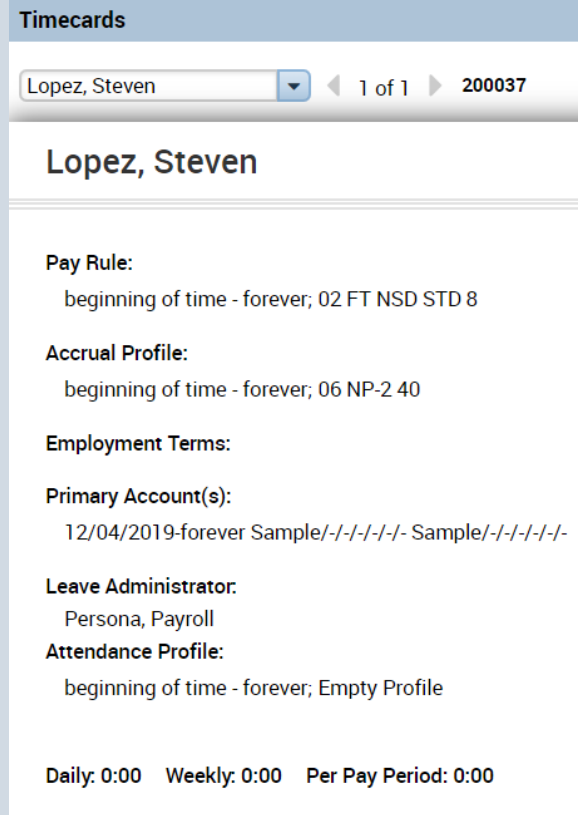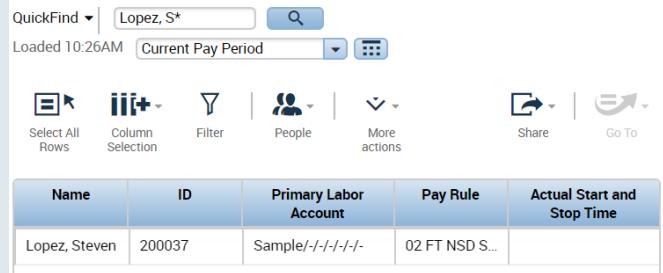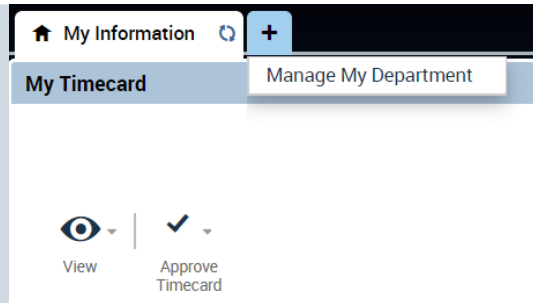| Steps	Screenshots
In order to validate information between both systems, first start in Kronos in order to obtain the necessary information. Click on the '+' and select Manage my Department	
Use the QuickFind Genie and search for the employee who's information you would like to validate. Double click on the employee name to open the Timecard	
Once on the Timecard, right click on the employee name in order to open their information. The information we will be validating is: - Pay Rule - Accrual Profile - Persona	

Steps	Screenshots
Use the mapping table below to determine what information in Core creates the Pay Rule in Kronos, This mapping can be found under: Insert hyperlink here	

CBA/Group	Pay Rules	Description
01	01	Classified
02	02	Managers
03	03	Confidential
04	04	Durational, Temp
NP2	06	Maintenance
NP3	07	Administrative Clerical
NP4	08	Corrections
NP6	10	Paraprofessional Healthcare
P1	11	Professional Healthcare
P2	12	Social and Human Services
P3A	13	Educational Administrators
P3B	14	Educational Professional
P4	15	Engineering, Scientific, Technical
P5	16	Administrative and Residual
NP8	67	Correctional Supervisors
NP9	68	State Police Lts and Cptns

Schedule ID	KR_3750_0750_40	
Section	"3750"	37.5 Hr weekly schedule
	"0750"	7.5 Hr daily schedule
	"40"	OT over 40

Acronym Used	Description
EX	Exempt
FT	Full time
PT	Part time
NSD	Not eligible for shift differential
SDE	Eligible for Shift Differential if worked in the zone designed
SDE3	Eligible for Shift Differential if worked in the zone designed, holiday hours are paid the day before the holiday (3rd shift)
Comp CEF	CEF is a TRC code for a new policy that allows comp employees to get comp at 1.5x instead of the normal 1.0x
CT7	Comp Time Earned over 7 hours
CT7.5	Comp Time Earned over 7.5 hours
CT8	Comp Time Earned over 8 hours
CT35	Comp Time Earned over 35 hours
CT40	Comp Earned over 40 hours / weekly
CT80	Comp Earned over 80 hours / bi-weekly; Used for Flex Employees
CT8	Daily comp time earned if worked more than 8 hours
CTCEF1.5 40	Comp earned at 1.5 after 40 hours / weekly
No OT	Comp Time Earned over OT hours
OT	Overtime
OT7	Overtime Earned over 7 hours
OT8	Overtime Earned over 8 hours
OT40	Overtime paid over 40 hours / weekly
OT80	Overtime paid over 80 hours / bi-weekly; Used for Flex Employees
OT8	Daily overtime paid if worked more than 8 hours
STD 7	Standard hours of the employee is 7
STD 7.5	Standard hours of the employee is 7.5
STD 8	Standard hours of the employee could be 8, 10 or 12

Agency	Union Code	F/P/EX	Eligible Pay Scale	Std Hrs Daily	Std Hrs Weekly	Shift Diff Flag	Eligible Admin Plan	Shift Code	Eligible for daily OT	Hotline	Per Diem	Location & Job	Pay Rule Names
*	*	*	*	*	*	*	*	*	*	*	TRUE	*	Per Diem No OT NSD
*	11	*	*	*	*	*	*	*	*	*	TRUE	*	11 Per Diem No OT SDE STD 8
DCF	01	*	*	*	40	N	*	*	*	FALSE	FALSE	*	01 EX NSD STD 8
DCF	01	*	*	*	80	N	*	*	*	FALSE	FALSE	*	01 EX NSD OT80 STD 8
DCF	02	F	TRUE	8	40	N	TRUE	*	*	FALSE	FALSE	*	02 FT CTCEF1.5 40 NSD STD 8

Steps	Screenshots
After using the mapping table, navigate to Core to validate the fields found. The information for data validation can be found below under job data. Navigation: Main Menu > Workforce Administration > Job Information > Job Data Using the example pay rule you would need to validate the union code, the shift type, shift diff eligibility and standard hours, these can be found in Core as shown on the right	**Pay Rule:** beginning of time - forever; 02 FT NSD STD 8 Employee Subcategory [ ] 🔍 Employee Subcategory 2 [ ] 🔍 ☐ Position Management Record Union Code 04 🔍 Other Non-Bargaining Union Seniority Date [ ] 📅 **Standard Hours** ? Standard Hours 40.00 Work Period WCT 🔍 Wkly 52.2 FTE 1.000000 ↻ As of Date 07/01/2004 📅 ☑ Adds to FTE Actual Count? ☐ Encumbrance Override Combined Standard Hours 0.00 FTE 0.000000
To check shift diff eligibility navigate to **Employment Data** and then select **Time Reporter Date**, from there you can see their shift and their relevant eligibility	First Assignment Start 08/01/2003 Next Annual Increment Date [ ] 📅 Years Months Days Time Reporter Data ↻ 0 11 0
	Job Data Employment Data 💾 Save 🔍 Return to Search 📧 Notify Previous tab Work Location	Job Information	Job Labor	Payroll	Salary Plan	Comp Shift 1 🔍 Day Rotating Averaging N 🔍 NonRotating Averaging Eligible for Weekend Diff N 🔍 Not Eligible for Weekend Diff Eligible for Shift Diff N 🔍 Not Eligible for Shift Diff Eligible for Overtime Y 🔍 Eligible for Overtime Eligible for Sick: Y ⌄ Eligible for Vacation Y ⌄
In order to obtain the persona navigate to people editor. Here you will check: -Functional Access Profile -Display Profile -Pay Code Profile View/Edit -Work Rule Profile -Employee Group Select an employee you want to view from the quick find and then select **Go To** and **People Editor**, then select the **Job Assignment tab**	↗ ▾ ⇥ ▾ Persona, Manager ▾ ◁ 1 of 1 ▷ 002 Share Go To 👤 1 Selected 🕓 History 👥▾ Licenses Current Pay Period ▾ Go to widget Schedule Planner Person **Job Assignment** Schedule Planner TRX Schedule Audits ▸ **Access Profiles** Timecards Audits Exceptions ▸ **Manager Role-General** People Editor
Check the Access Profiles and Manager Role – General tabs when relevant to check that every profile is assigned to the relevant role, in this case Supervisor If the employee is an advanced scheduler employee, you will want to check their assignments for org group and job transfer set as well	▾ **Access Profiles** Function Access Profile: [CT Supervisor ▾] Display Profile: [CT Supervisor ▾] **Manager Role-General** Employee Group: [Manager Persona] ☐ Can see transfe Labor Level Transfer Set: [LLTS Supervisor] Approval Set: [Empty Profile] Pay Codes "Edit" Profile: [CT Supervisor] Pay Codes "View" Profile: [All Pay Codes] Pay Codes "Restricted" Profile: [Empty Profile] Work Rule Profile: [All Work Rules] Report Profile: [CT Supervisor]

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STD 8	Standard hours of the employee could be 8, 10 or 12
STD 9.25	Comp Time Earned over 9.25 hours
STOT 36	Comp Time Earned over 36 hours
DCF Hotline	Specific to DCF Hotline Employees; Employees holiday paid is different
Other	Only in reference to policy 16 PT OT40 NSD Other, associated with its own set of rules
12HR RN	12 Hour shift Registered Nurse
Holiday Required	Police who are scheduled to work on a holiday
Holiday Not Required	Police who come in and are not scheduled to work on the holiday
Recruits	Soon to be Police who ONLY get paid regular... no OT or HOL
Per Diem	Employees who do Not get OT but can get shift diff
4hr Guar	When being called in guarantees 4 hr minimum pay regardless of hours worked
On Call	Employee on call time outside of standard scheduled hours
MandOT	Mandatory Overtime selected from call list
Callback S	This is call in that could pay shift diff depending on time of day called in

In order to validate Accrual profile you would similarly use the mapping table to compare the relevant fields in Core, these are once again union code, grandfathered, FTE, and standard hours

Employee Subcategory [ ]

Employee Subcategory 2 [ ]

☐ **Position Management Record**

Union Code [04] Other Non-Bargaining

Union Seniority Date [ ]

The mapping for Accrual Profiles can be found at the below navigation:

Regular/Temporary	Regular	Full/Part	Part-Time
Empl Class	Ret Still in State Service	Benefit Program Date	None
Regular Shift	N/A	Shift Rate	
*Classified Ind	Classified/Non-Competitive	Shift Factor	

Standard Hours ⓘ

Standard Hours	40.00	Work Period	WCT Wkly 52.2
FTE	1.000000	As of Date	07/01/2004
☑ Adds to FTE Actual Count?		☐ Encumbrance Override
Combined Standard Hours	0.00	FTE 0.000000	Certific

Agency	Union Code	Grandfathered	F/P	Std Hrs Daily	FTE	Sched Id	Accrual Benefit Date (Custom Date 1)	Accrual Profiles
*	01	N	F	8	1	*	*	01 Exempts 40
*	01	N	F	10	1	*	*	01 Exempts 40
*	01	N	F	12	1	*	*	01 Exempts 40
*	01	Y	F	8	1	*	*	01 Exempts Grandfathered 40
*	01	Y	F	10	1	*	*	01 Exempts Grandfathered 40
*	01	Y	F	12	1	*	*	01 Exempts Grandfathered 40
*	02	N	F	7	*	*	*	02 Managers 35
*	02	N	F	8	*	*	*	02 Managers 40
*	02	N	F	10	*	*	*	02 Managers 40
*	02	N	F	12	*	*	*	02 Managers 40
*	02	N	P	8	*	*	*	02 Managers PT 40
*	02	Y	F	8	1	*	*	02 Managers Grandfathered 40

Steps	Screenshots
Validation of Persona in Core: Navigation Path: Main Menu > PeopleTools > Security > User Profiles	General ID **Roles** Workflow Audit Links User ID Queries
Open the **Roles** tab and validate that the role here matches the roles listed in Kronos	
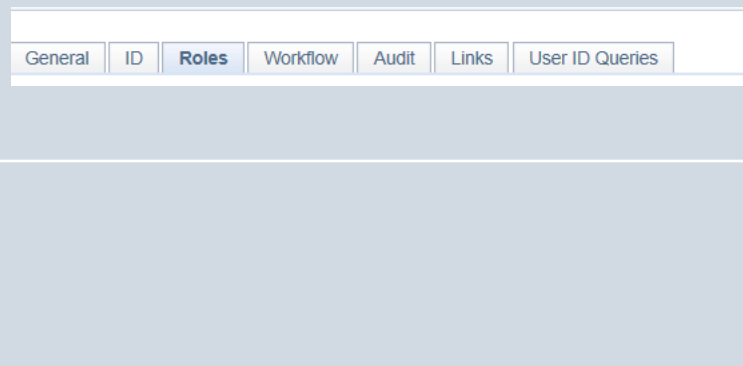
Dynamic Role Rule

Execute on Server [ ] 🔍   Process Monitor   Service Monitor

[Test Rule(s)]   [Refresh]   [Execute Rule(s)]

User Roles   Personalize | Find | View All | 🔁 | 🖼   First ④ 1-7 of 7 ⑤ Last

Role Name	Description	Dynamic		View Definition		
CT HRMS USER	CT HRMS USER	☑	Route Control	View Definition	➕	➖
CT KR SUPERVISOR	Kronos WFM Supervisor	☑	Route Control	View Definition	➕	➖
CT PORTAL SIGNON REGULAR	CT PORTAL SIGNON REGULAR	☑	Route Control	View Definition	➕	➖
CT PORTAL USER	CT PORTAL USER	☑	Route Control	View Definition	➕	➖
CT SIGNON REGULAR	6AM - 7PM Mon-Sat SIGNON TIMES	☑	Route Control	View Definition	➕	➖
CT_H_U_EPAY	CT EPay Agency Users	☑	Route Control	View Definition	➕	➖
CT_STARS_SSO_LOGIN	CT_STARS_SSO_LOGIN	☑	Route Control	View Definition	➕	➖