Fields in Core-CT interfaced to Kronos

Purpose:

The Purpose of this job aid is to identify the fields in Core-CT that are sent nightly to Kronos via the Person interface:

Field	Location in Core-CT	Purpose in Kronos
Biographical Data		
Navigation: Workforce Administration > Personal Information > Modify a Person		

Field	Location in Core-CT	Purpose in Kronos
Empl ID	Biographical Details tab	Identifies employee in Kronos
First Name	Biographical Details tab	Identifies employee in Kronos
Middle Initial	Biographical Details tab	Identifies employee in Kronos
Last Name	Biographical Details tab	Identifies employee in Kronos
Email Address	Contact Information tab	Used in Kronos for notifications
Home Phone	Contact Information tab	Used in Kronos for notifications
Mobile Phone	Contact Information tab	Used in Kronos for notifications
Business Phone	Contact Information tab	Used in Kronos for notifications

Field	Location in Core-CT	Purpose in Kronos
	Job Data	
	Navigation: Workforce Administration > Job Information > Job Data	
Empl Record	Work Location tab on Job Data	Value stored in Kronos field Labor Level 5 Identifies employee Core-CT record
HR Status	Work Location tab	Only the following values sent to Kronos and included in Kronos Processing: A - Active L – Leave of Absence P – Leave with Pay D – Deceased T – Terminated
Effective Date	Work Location tab	
Department	Work Location tab	Included in labor level 1 value
Location	Work Location tab	The location code as well as the associated building and floor value is used in Kronos security and advance scheduling Used to determine Kronos Pay rule assignment
Position Number	Work Location tab	
Supervisor ID	Job Information tab	
Job code	Job Information tab	Used to determine Kronos Pay rule assignment Used to determine per diem employees
FTE	Job Information tab	Used in accrual profile assignment
Full/Part	Job Information tab	Used to determine Kronos Pay rule and accrual profile assignment
Regular/Temporary	Job Information tab	Used to determine Kronos Pay rule and accrual profile assignment
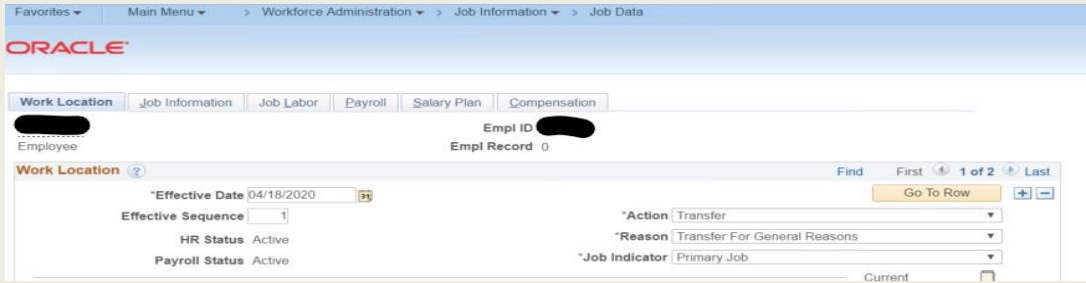
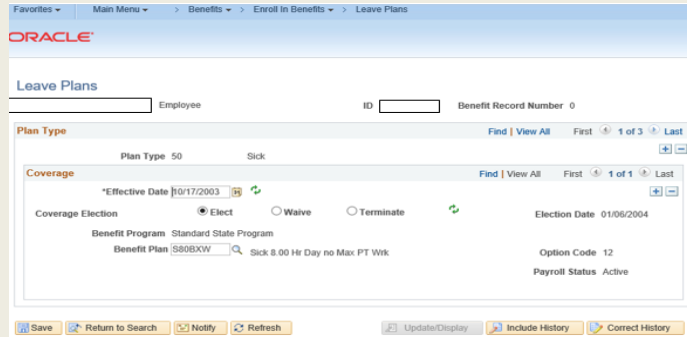| Field		Purpose in Kronos
Overtime	Job Information tab	Used to determine Kronos Pay rule assignment
Entry Date	Job Information tab	Used by Telestaff to determine promotion date for employees in specific schedule rank
Union Code	Job Labor tab	Used to determine Kronos Pay rule and accrual profile assignment
Grade	Salary Plan tab	
Grade Entry Date	Salary Plan tab	
Step	Salary Plan tab	
Step Entry Date	Salary Plan tab	
Salary Admin Plan	Salary Plan Tab	Used to determine Kronos Pay rule assignment
Position Phone	Work Location tab > Employment Data link	Used to enter the max balance for employees whose vacation max differs from what their BU allows Used to determine accrual profile assignment
Layoff Seniority Date	Work Location tab > Employment Data link	
Benefit Service Date	Work Location tab > Employment Data link	Used to determine accrual profile assignment
Original Start Date	Work Location tab > Employment Data link	

Comp Plan Enrollment

Time and Labor > Enroll Time Reporters > Comp Plan Enrollment

Compensatory Time Off Plan		Employees active in compensatory time plans will have a flag sent to Kronos of Y to indicate comp plan enrollment. Used to determine Kronos Pay rule assignment

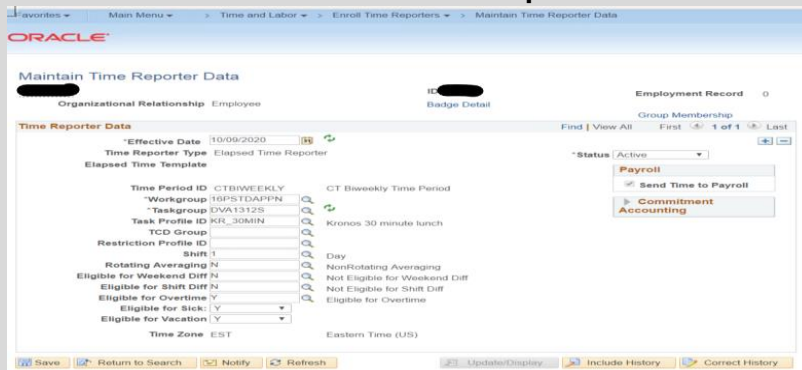| Field		Purpose in Kronos
	Leave Plan Enrollment **Benefits > Enroll in Benefits > Leave Plans**	
Plan Type	Leave Plans	Plan Type enrollment Information is sent to Kronos to determine leave plan enrollment and accrual shutoff Used in accrual profile assignment
	Maintain Time Reporter Data **Navigation: Time and Labor > Enroll Time Reporters> Maintain Time Reporter Data**	
Eligible for Weekend Diff		Used to determine Kronos Pay rule assignment
Eligible for Shift Diff		Used to determine Kronos Pay rule assignment
Task Profile ID		Stores the length of employee lunch. Before values can be populated in this field enter the task group for the employee's agency ending in the letter 'S'. Used to determine Kronos Pay rule assignment.
Eligible for Overtime		Used to determine Kronos Pay rule assignment
Shift		Used to determine Kronos Pay rule assignment

Field	Location in Core-CT	Purpose in Kronos
Workgroup		Workgroup is not sent to Kronos but following associated values are sent and used to determine Kronos Pay rule assignment: • Holiday schedule determines employee's actual vs observed holiday • Standard Hours used to determine the number of accrual hours

Assign Work Schedule

Navigation: Time and Labor > Enroll Time Reporters > Assign Work Schedule

Field	Location in Core-CT	Purpose in Kronos
Effective Date	Assign Schedules	
Schedule ID	Assign Schedules	Used to determine the daily and weekly hours worked and when employees are eligible to earn comp or OT. Used in Kronos Pay rule and accrual profile assignment

Field	Location in Core-CT	Purpose in Kronos
Kronos Personas		
Personas		Kronos Personas are assigned in Core-CT as roles. **Any employee ID that shows up under the Report To field for an employee will automatically be assigned the Supervisor persona.** To assign other roles aside from Supervisor, Kronos agencies must work with their security liaison to fill out the form CO1092.

Assign Work Schedule

Navigation: Workforce Administration> Job Information> Job Data

Favorites ▾ | Main Menu ▾ | > Workforce Administration ▾ > Job Information ▾ > Job Data

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Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation

Empl ID

Employee

Empl Record 0

Job Information ⑦   Find   First ◀ **1 of 1** ▶ Last

Effective Date 01/01/2021	Go To Row
Effective Sequence 0	**Action** Pay Rate Change
HR Status Active	**Reason** Mass Salary Increase - AI
Payroll Status Active	**Job Indicator** Primary Job
	Current 🗔

Job Code 6147AR	PayrollOfficer2	
Entry Date 03/16/2018		**Permanent Job Code**
Supervisor Level		**Permanent PCN**
Supervisor ID		
Reports To		
Regular/Temporary Regular	**Full/Part** Full-Time	
Empl Class Permanent	**Benefit Program Date** None	
Regular Shift N/A	**Shift Rate**	
Classified Ind Classified/Competitive	**Shift Factor**	