

Data Validation

Purpose:

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

Steps

In order to validate information between both systems, first start in Kronos in order to obtain the necessary information.

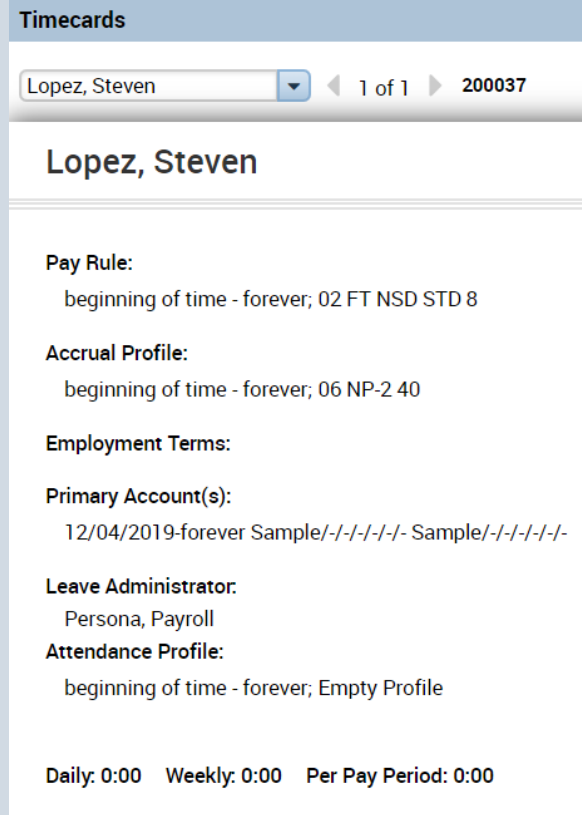
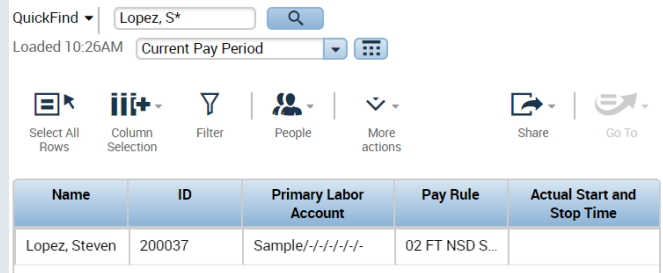
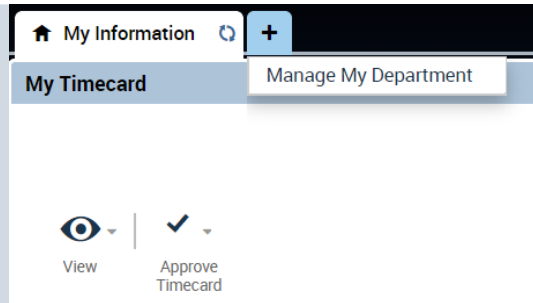
Click on the '+' and select Manage my Department

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

Screenshots



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	Acronym Used	Description
01	01	Classified	EX	Exempt
02	02	Managers	FT	Full time
03	03	Confidential	PT	Part time
04	04	Durational, Temp	NSD	Not eligible for shift differential
NP2	06	Maintenance	SDE	Eligible for Shift Differential if worked in the zone designed
NP3	07	Administrative Clerical	SDE3	Eligible for Shift Differential if worked in the zone designed, holiday hours are paid the day before the holiday (3rd shift)
NP4	08	Corrections	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
NP6	10	Paraprofessional Healthcare	CT7	Comp Time Earned over 7 hours
P1	11	Professional Healthcare	CT7.5	Comp Time Earned over 7.5 hours
P2	12	Social and Human Services	CT8	Comp Time Earned over 8 hours
P3A	13	Educational Administrators	CT35	Comp Time Earned over 35 hours
P3B	14	Educational Professional	CT40	Comp Earned over 40 hours / weekly
P4	15	Engineering, Scientific, Technical	CT80	Comp Earned over 80 hours / bi-weekly; Used for Flex Employees
P5	16	Administrative and Residual	CT8	Daily comp time earned if worked more than 8 hours
NP8	67	Correctional Supervisors	CTCEF1.5 40	Comp earned at 1.5 after 40 hours / weekly
NP9	68	State Police Lts and Cptns	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
Schedule ID	KR_3750_0750_40			
Section	*3750*	37.5 Hr weekly schedule		
	0750	7.5 Hr daily schedule		
	40	OT over 40		

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	*	D1 EX NSD STD 8
DCF	01	*	*	*	80	N	*	*	*	FALSE	FALSE	*	D1 EX NSD OT80 STD 8
DCF	02	F	TRUE	8	40	N	TRUE	*	*	FALSE	FALSE	*	D2 FT CTCEF1.5 40 NSD STD 8

Steps

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

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

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

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

Screenshots

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 Work Period Wkly 52.2

FTE As of Date

Adds to FTE Actual Count? Encumbrance Override

Combined Standard Hours 0.00 FTE 0.000000

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

Share Go To

Persona, Manager 1 of 1 002

History Licenses

Person **Job Assignment**

▶ Access Profiles

▶ Manager Role-General

▼ **Access Profiles**

Function Access Profile:

Display Profile:

Manager Role-General

Employee Group:

Can see transfe

Labor Level Transfer Set:

Approval Set:

Pay Codes "Edit" Profile:

Pay Codes "View" Profile:

Pay Codes "Restricted" Profile:

Work Rule Profile:

Report Profile:

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
CTCEF15 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
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 Other Non-Bargaining

Union Seniority Date

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

Regular/Temporary Full/Part

Empl Class Benefit Program Date

Regular Shift Shift Rate

*Classified Ind Shift Factor

Standard Hours Work Period WCT

FTE As of Date

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

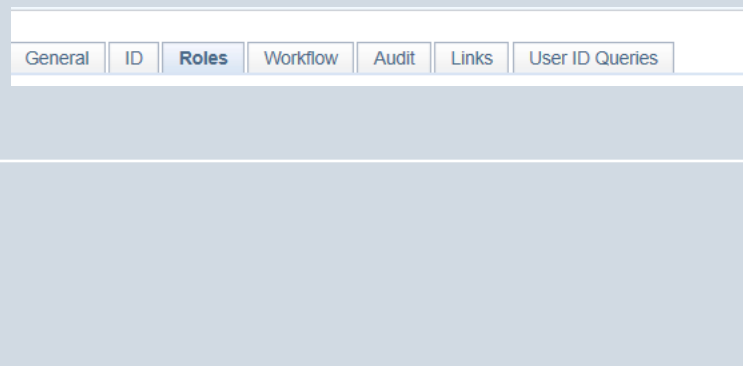
Steps

Screenshots

Validation of Persona in Core:

Navigation Path:

Main Menu > PeopleTools > Security > User Profiles



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 1-7 of 7 Last

Role Name	Description	Dynamic		View Definition	
CT HRMS USER	CT HRMS USER	<input checked="" type="checkbox"/>	Route Control	View Definition	+ -
CT KR SUPERVISOR	Kronos WFM Supervisor	<input checked="" type="checkbox"/>	Route Control	View Definition	+ -
CT PORTAL SIGNON REGULAR	CT PORTAL SIGNON REGULAR	<input checked="" type="checkbox"/>	Route Control	View Definition	+ -
CT PORTAL USER	CT PORTAL USER	<input checked="" type="checkbox"/>	Route Control	View Definition	+ -
CT SIGNON REGULAR	6AM - 7PM Mon-Sat SIGNON TIMES	<input checked="" type="checkbox"/>	Route Control	View Definition	+ -
CT_H_U_EPAY	CT EPay Agency Users	<input checked="" type="checkbox"/>	Route Control	View Definition	+ -
CT_STARS_SSO_LOGIN	CT_STARS_SSO_LOGIN	<input checked="" type="checkbox"/>	Route Control	View Definition	+ -