

Table of Contents - Part 2

MANAGE THE TIMECARD ON A DAILY BASIS	80
NAVIGATING THE TIMECARD WORKSPACE.....	82
MANAGING TIME EDITS.....	84
<i>Missing or Duplicate In/Out Time Entry.....</i>	<i>84</i>
<i>Moving Overtime to Comp Time</i>	<i>85</i>
<i>Moving Comp Time to Overtime</i>	<i>88</i>
<i>Changing Funding Source Account</i>	<i>91</i>
<i>Moving Overtime to a Source Account</i>	<i>92</i>
MANAGING PAY CODE EDITS	95
SPA Exempt Project View	Error! Bookmark not defined.
Holiday Worked for SPA Non-Exempt and SPA Exempt	95
Editing Shift Differential Codes	96
ENTER YOUR OWN TIME	100
ACCESSING YOUR TIMECARD.....	101
APPROVING YOUR TIMECARD	102
REQUESTING TIME OFF.....	103
APPROVING TIME OFF NOTIFICATION	107
MANAGE THE TIMECARD AT PAY PERIOD CLOSE.....	109
REVIEWING TIMECARDS	110
<i>Accessing Reconcile Timecard.....</i>	<i>111</i>
<i>Applying Edits</i>	<i>112</i>
<i>Editing Start and Stop Times.....</i>	<i>113</i>
<i>Editing Worked and Non-Worked Hours</i>	<i>113</i>
<i>Moving Amounts</i>	<i>114</i>
APPROVING TIMECARDS (MANAGERS).....	121
<i>Accessing Pay Period Close.....</i>	<i>121</i>
SIGNING OFF TIMECARD (TIM ADMINISTRATORS).....	124
<i>Accessing Pay Period Close.....</i>	<i>124</i>
DELEGATE AUTHORITY	126
REQUESTING DELEGATE AUTHORITY	127
RESPONDING TO A REQUEST FOR DELEGATE AUTHORITY	129
VIEWING DELEGATE’S REPLY TO REQUEST.....	130
MANAGING ANOTHER MANAGER’S EMPLOYEE LIST	131
CANCELING A DELEGATE AUTHORITY REQUEST.....	133
CREATE AND MAINTAIN SCHEDULES	134
CREATING A PERMANENT SCHEDULE (MANAGERS)	135
<i>Setting Up a Schedule Using Pre-set Patterns.....</i>	<i>135</i>
<i>Setting Up a Unique Schedule Pattern.....</i>	<i>140</i>
MAKING A SCHEDULE CHANGE	141
<i>Making a Temporary Change</i>	<i>141</i>
<i>Making a Permanent Change.....</i>	<i>143</i>
<i>Deleting a Pattern.....</i>	<i>144</i>
SCHEDULING TIME OFF	146
SCHEDULING SPECIAL ENTRIES (MANAGERS AND TIM ADMINISTRATORS).....	150
<i>Adding Permanent On Call Hours</i>	<i>150</i>
<i>Adding Temporary On Call Hours.....</i>	<i>157</i>
<i>Adding Special Events.....</i>	<i>158</i>
APPENDIX A – TIM RESPONSIBILITIES	164
APPENDIX B – APPROVAL AND SIGN OFF CHECK LIST	165
APPENDIX C – FULL AND PART-TIME FTE PERCENTAGES	166
APPENDIX D – HYPERFIND QUERIES	167
APPENDIX E - PERFORMING A TERMINATION (TIM ADMINISTRATORS)	173
APPENDIX F – EXPIRING ACCRUALS (TIM ADMINISTRATORS).....	179

Chapter

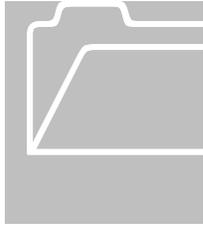
4

Manage the Timecard on a Daily Basis

Objectives:

At the end of Chapter 4 you will be able to:

- Navigate the Timecard Work Space
- Manage Time Edits
 - Missed or Duplicate In/Out Time Entry
 - Move Overtime to Comp Time or Comp Time to Overtime
 - Change Funding Source Account
- Manage Pay Code Edits
 - SPA Exempt Project View
 - Holiday Worked
 - Shift Differential Codes
- Approve Time Off Notification



Navigating the Timecard Workspace

One of the functions of a TIM Administrator and a Manager is to check each employee's timecard to make sure that all of the information on it is correct and can be approved for payment. Employees do not always work their scheduled shift. Some of the adjustments that may have to be made are: missed time entries, worked and non-worked hour discrepancies, transfer of time to other jobs or late arrivals. Timecards must be monitored on a regular basis in order to facilitate the process of preparing timecards for payroll processing. This helps to ensure that time records are accurate and complete.

★ Resolving Timecard issues on a daily basis helps to avoid inadvertently making errors in an employee's pay check.

The following illustration shows a sample timecard for a Wage and Hour employee. An in-stamp and an out-stamp must be entered for each day the employee works. Any deviation to their assigned schedule will be indicated on the timecard by a red frame or a red rectangle. Some exceptions, such as a missed punch, must be corrected by the Manager or TIM Administrator. A missed punch prevents the manager and TIM Administrator from being able to approve or sign off the employees' timecard. Others, such as late in, should be left as they are to track attendance events.

Hover your cursor over the red frame or rectangle to see the visual comment that will help your review and analysis process.
 See "Timecard indicators and colors" in TIM help for more information.

Failure to enter time in your time card will result in reduced or no pay.

KRONOS
Log Off | Change Password | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING RECORD RETENTION

Timecard | Schedule | People | Reports | More

TIMECARD

Last Saved: 8:07AM Name & ID: Hawkinson, Mary W 904239780
Time Period: Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 6/07											
Mon 6/08	Sick	1.0								9.0	10.0
Mon 6/08			8:02AM		6:30PM					10.3	20.3
Tue 6/09			7:45AM		6:30PM					11.2	31.5
Wed 6/10			8:00AM		7:45PM					8.7	40.2
Thu 6/11			8:00AM		5:15PM						40.2
Fri 6/12											40.2
Sat 6/13											40.2
Sun 6/14											40.2
Mon 6/15	Sick	10.0								2.0	50.2
Tue 6/16			8:00AM		10:00AM					2.0	52.2
Wed 6/17			8:00AM								52.2

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount	Wages
...150/704266023/504/000000/000000/0009997	Sick	11.0	
...150/704266023/504/000000/000000/0009997	Regular	41.2	

End Time Pay Code Amount

Fri 6/12			
Sat 6/13			
Sun 6/14			
Mon 6/15	8:00AM	6:30PM	
Tue 6/16	8:00AM	6:30PM	
Wed 6/17	8:00AM	6:30PM	

Annotations: Insert Row, Late In, Early In, Very Late Out, Early Out, Missed Out-Time, Early Out / Short Shift.

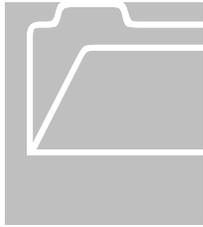


If you need to enter a pay code on a day when an employee has a web stamp or a manual time entry, then you must use the Insert Row icon. The rule is that you cannot enter a punch on the same row as a pay code.

Manual Time Entry and Time Stamp Entry employees must enter or record time for arrival for work, out for lunch, in from lunch and out at end of work day.

Any time a lunch break is entered that is less than 30 minutes, the rounding will zero out the break time and return the time to worked hours. In essence, lunch less than 30 minutes will be rounded to 0 minutes.

OSP Policy states: "A bona fide meal period is a span of at least 30 consecutive minutes never less) during which an employee is completely relieved of duty and free to use the time for his/her own purposes. It is not counted as hours worked or paid time. Any so-called "meal period" of less than 30 consecutive minutes must be paid as hours worked."



Managing Time Edits

It is necessary to edit some time entries in order to correct errors and calculate time correctly. In this chapter we will discuss the types of edits you may need to complete to ensure accurate time calculations.

Managers and TIM Administrators will be assigned access to edit time entries in the timecard. There are many situations where this is required, i.e. duplicate web stamps, missed web stamps or manual entries. However, time edits should be kept to a minimum to secure the integrity of the system. TIM keeps an audit trail which records each change, who made the change, and when it was made.

Missing or Duplicate In/Out Time Entry

A duplicate web stamp will be indicated by a red rectangle around the entry. A duplicate can occur if the user clocks in more than once as long as the duration between time entries is greater than one minute. To remove a duplicate time entry, click in the cell and delete the extra entry. Once deleted and saved, the sequence should be corrected.

A missed time entry will be indicated by a red rectangle and no visible time entry. To edit for a missed time entry:

1. Click the cell and **type** in the time using an 'a' to indicate am and a 'p' to indicate pm. Example 802a, 506p.
2. **Save** the change.

All edits will be visible in the Audit tab.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
5/28/2009	7:52AM	Add Punch							5/28/2009	7:52AM (G...	DCMSUser.k...	External API
5/28/2009	4:30PM	Add Punch							5/28/2009	4:30PM (GM...	DCMSUser.k...	External API
5/29/2009	7:56AM	Add Punch							5/29/2009	7:56AM (G...	DCMSUser.k...	External API
5/29/2009	4:31PM	Add Punch							5/29/2009	4:32PM (GM...	DCMSUser.k...	External API
6/01/2009	8:01 AM	Add Punch							6/01/2009	8:01 AM (G...	DCMSUser.k...	External API
5/26/2009		Add Pay Code		Vacation	8.0				6/01/2009	9:39AM (G...	mburchunct...	Scheduling
6/01/2009	6:29PM	Add Punch							6/01/2009	6:29PM (GM...	DCMSUser.k...	External API
6/02/2009	7:53AM	Add Punch							6/02/2009	7:54AM (G...	DCMSUser.k...	External API
6/02/2009	6:31PM	Add Punch							6/02/2009	6:31PM (GM...	DCMSUser.k...	External API
6/03/2009	7:52AM	Add Punch							6/03/2009	7:52AM (G...	DCMSUser.k...	External API
6/03/2009	6:28PM	Add Punch							6/03/2009	6:29PM (GM...	DCMSUser.k...	External API

Moving Overtime to Comp Time

A pay code move can be used to move hours from one pay code to another.

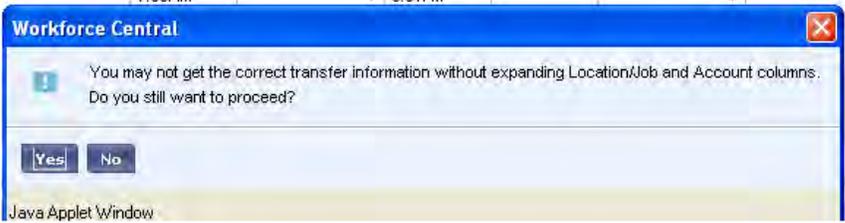
1. Right click the **Overtime** row in the Totals & Schedule tab.

Account	Pay Code	Amount	Wages
...150/704266023/504/000000/000000/0009997	Vacation	8.0	
...150/704266023/504/000000/000000/0009997	Overtime	1.0	
...150/704266023/504/000000/000000/0009997	Holiday	8.0	
...150/704266023/504/000000/000000/0009997	Regular	66.0	

SPA Exempts get comp time if approved by manager. Manager must enter the comp time using the Pay Code: SPA EX Approved Comp Time.

2. Click **Move**.

 The warning does not apply you can respond with Yes to continue.



3. Click the **down arrow** in the **Pay Code** cell.
4. Scroll and select **Comp Time Earned**.
5. Type the **Amount**.
6. Click to access the calendar in the **Effective Date** cell and choose the correct date.

7. **Optional:** Add a comment.

Move Amount

From

Pay Code: Overtime

Amount (HH.hh): 1.0

Transfer: ;000000001/007150/704266023/504/000000/000000/0009997

To

Pay Code: Applied Termination Bonus

Amount (HH.hh):

Effective Date: 6/06/2009

Transfer:

Comments →

OK Cancel Help

Java Applet Window



8. Click OK.

9. Click **Save**.

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS, REQUESTS & APPROVAL

All

Account	Pay Code	Amount
...150/704266023/504/000000/000000/0009997	Comp Time Earned	1.0
...150/704266023/504/000000/000000/0009997	Vacation	8.0
...150/704266023/504/000000/000000/0009997	Overtime	0.0
...150/704266023/504/000000/000000/0009997	Holiday	8.0

Notice the Overtime is now 0.0 and the Comp Time Earned is 1.0

Moving Comp Time to Overtime

Some departments have opted to default all hours over 40 as Comp Time. TIM will automatically multiply comp time worked by time and a half.

Example: an employee works 45 hours in a work week. The default is Comp Time. Totals and Schedule indicates 40 Regular hours and 5.0 hours of Comp Time.

★ The work week is from Monday to Sunday.

TIMECARD												
Last Saved: 10:00AM		Name & ID		Hawkinson, Mary W		904239780		Time Period				Current Pay Period
Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Overtime	Reports				
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative	
Sun 6/07												
Mon 6/08			8:02AM		6:30PM					10.5	10.5	
Tue 6/09			7:45AM		6:30PM					10.8	21.3	
Wed 6/10			8:00AM		7:45PM					11.7	33.0	
Thu 6/11			8:00AM		8:00PM					12.0	45.0	

TOTALS & SCHEDULE				ACCRUALS	AUDITS		
Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code
...J007150/704266023/504/000000/000000/0009997	Comp Time Earned	5.0		Mon 6/08	8:00AM	6:30PM	
...J007150/704266023/504/000000/000000/0009997	Sick	10.0		Tue 6/09	8:00AM	6:30PM	
...J007150/704266023/504/000000/000000/0009997	Regular	42.0		Wed 6/10	8:00AM	6:30PM	
				Thu 6/11	8:00AM	6:30PM	
				Fri 6/12			
				Sat 6/13			

The 5 hours of Comp Time have been recorded in TIM at time and a half (5 X 1.5=7.5).

TOTALS & SCHEDULE				ACCRUALS	AUDITS
Accrual Profile FAC-ES SPA NEX					
Accrual Code	Balance on Selected Date	Units	Balance Project Through		
Community Service...	36.0	hour	6/22/2009		
Community Service...	180.0	Hour	6/22/2009		
Comp Time Current	7.5	Hour	6/22/2009		
Comp Time Expired	0.0	Hour	6/22/2009		

Changing Comp Time hours to Overtime hours requires two steps. The first step is to deduct the amount of Comp Time Earned from the Comp Time Current bank. The next step is to pay the Comp Time as Overtime.

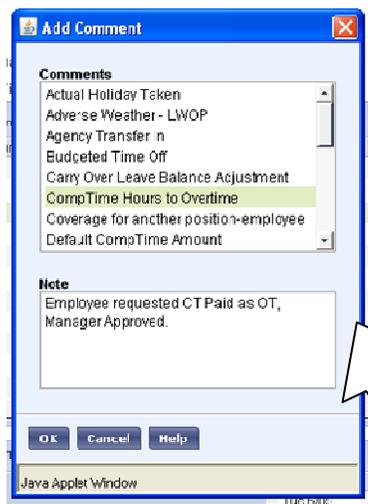
★ Comp Time to Overtime pay code edits must be made at the end of ***each week*** the Comp time was earned.

Step 1

1. Select **CT Used as Pay Out** from the Pay Code drop down list. This will reduce the hours sent to the Comp Time Bank.
2. Enter the **total hours** that were sent to the Comp Time Bank after the 1.5 conversion.
3. Click **Save**.

*TIMECARD							
Last Saved: 10:00AM			Name & ID	Hawkinson, Mary W			
			Time Period	Current Pay Period			
Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Overtin
		Date	Pay Code	Amount	In	Trans	
X	⬇	Thu 6/11			8:00AM		
X	⬇	Fri 6/12					
X	⬇	Fri 6/12	CT Used as Pay Out	7.5			
X	⬇	Sat 6/13					
X	⬇	Sun 6/14					

Click once in the cell that contains the Comp Time Amount. Select Add from the Comment menu.



NEW! When entering a comment from the Comment list you can now add a free

4. Select Default CompTime Amount.



5. Click

Step 2

1. Select CT to Paid OT from the Pay Code drop down list.
2. Enter the number of hours to be paid as Overtime. In this example, payroll will receive 5 paid at Overtime Rate.
3. Click Save.

***TIMECARD** Name & ID
Last Saved: 10:29AM Time Period

	Date	Pay Code	Amount	In
<input type="checkbox"/>	Thu 6/11			8:00AM
<input type="checkbox"/>	Fri 6/12	CT Used as Pay Out	7.5	
<input type="checkbox"/>	Fri 6/12	CT to Paid OT	5.0	
<input type="checkbox"/>	Sat 6/13			
<input type="checkbox"/>	Sun 6/14			
<input type="checkbox"/>	Mon 6/15	Sick	10.0	
<input type="checkbox"/>	Tue 6/16			8:00AM
<input type="checkbox"/>	Wed 6/17			8:00AM
<input type="checkbox"/>	Thu 6/18			
<input type="checkbox"/>	Fri 6/19			
<input type="checkbox"/>	Sat 6/20			

Changing Funding Source Account

Employees are assigned to a Primary account. During their normal workday, all their worked and non-worked hours are charged to that account. Occasionally, it is necessary to charge an employee's regular or overtime hours to a different funding source. Managers and TIM Administrators will have to perform these transfers

1. Open **employee's timecard**.
2. Click the **down arrow** in the **Transfer** cell that corresponds to the hours that need to be charged to a different account.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
	Thu 6/11			8:00AM		11:30AM	12:30PM		6:30PM	9.5	9.5
	Fri 6/12	CT Used as Pay Out	7.5					Organization/UNC-C			
	Fri 6/12	CT to Paid OT	5.0					;/110873B/			12.5
	Sat 6/13							Organization/UNC-C			5
	Sun 6/14							Organization/UNC-C			5
	Mon 6/15	Sick	10.0					Organization/UNC-C			10.0
	Tue 6/16			8:00AM		10:00AM		Search... Alt-S		2.0	2.0

3. Click on the desired account number if it is on the Quick List OR click Search.

4. Highlight the Funding Source Account ID the list or Type the account number in the cell to add one.



5. Click  to close the Select Transfer window.
6. Click **Save**.

Moving Overtime to a Source Account

TIM Administrators and Managers can perform a transfer so an employee's overtime hours are charged to a different source account.

1. Open **Employee's timecard**.
2. Right click on the **Overtime** amount in the **Totals and Schedules** tab.

The screenshot shows the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES, TIMEKEEPING, SCHEDULING, and RECORD RETENTION. Below these, there are sub-tabs: Timecard, Schedule, People, Reports, and More. The main area displays a TIMECARD for employee Mary VW (ID: 804239780) for the current pay period. The timecard table shows dates from Sun 6/07 to Sun 6/14, with columns for Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Cumulative. The Overtime amount for Tue 6/09 is 1.1, which is highlighted with a red box. Below the timecard, there is a 'TOTALS & SCHEDULE' tab. This tab shows a table with columns for Date, Start Time, End Time, and Pay Code. The Overtime amount of 1.1 is highlighted, and a 'Move...' button is visible next to it.

3. Click  . The Move Amount window opens.

The screenshot shows the 'Move Amount' window. It has a blue title bar and a close button. The window is divided into 'From' and 'To' sections. The 'From' section contains: Pay Code (Overtime), Amount (HH.hh) (1.1), and Transfer (000000001/007150/704266023/504/000000/000000/0009997). The 'To' section contains: Pay Code * (Applied Termination Bonus), Amount (HH.hh) *, Effective Date * (6/07/2009), and Transfer *. There is a 'Comments' button with a right-pointing arrow. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons.

The From Information Window is already completed.

In the To Section:

4. Select **Overtime** from the **Pay Code** drop down list.
5. Type the **amount** of overtime you wish to apply to the different source account.
6. Select the **effective date** from the drop down **calendar**.
7. Select **Search** from the **Transfer** drop down list.

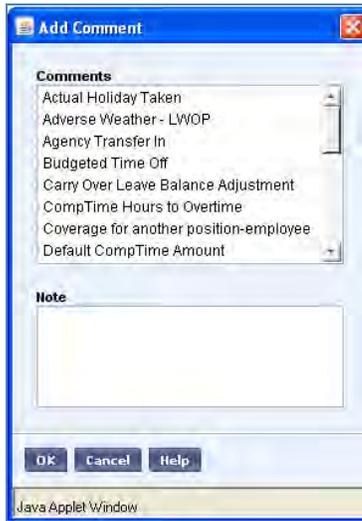
8. Type the **account number** of the special funding source in the **Account Number** cell.
OR
Choose a number from the **Available Entries**. (The number must follow this format: 000000).



9. Click  to return to the Move Amount window.



10. Optional: Click .
11. Choose a Comment and enter Free Form text in Notes



12. Click to close Comment window.

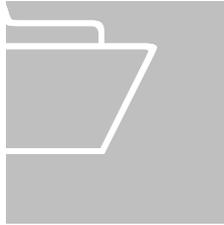


13. Click to close Move Amount window.

14. Click **Save**. The move has been recorded in the Moved Amounts tab.

TOTALS & SCHEDULE ACCRUALS AUDITS MOVED AMOUNTS							
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
6/08/2009	...000/000000/0009997	////1113153/	Overtime	Overtime	1.1	Special Project - Program	Special Event [SuperUser; 6/18/2009 1:...

The Moved Amounts Tab will contain details about your transfer and the attached comment.



Managing Pay Code Edits

Pay code edits are entries made directly into the employee's timecard. Some examples are: employee forgot to enter vacation or sick days (see Accruals Manual for instructions), holidays worked and shift differentials.

Required Holiday Worked

When a SPA Temporary or SPA Non-Exempt or SPA Exempt Permanent employee works on a University Holiday their hours will appear in the timecard as hours worked.

If the hours worked on a Holiday were required, then the Holiday Premium or Holiday Prem SD pay code and hours worked must be entered in the timecard.

This entry will cause the employee to be paid for those hours at the Holiday Premium rate and for Holiday ETO hours up to 8.0 hours to be granted in the employee's accruals.

1. Open the timecard of an employee who was required to work on a holiday.
2. Insert a new row in the timecard on the Holiday worked.
3. Select the pay code, Holiday Premium or Holiday Prem SD, if the hours worked qualified for shift differential, and enter all of the hours worked on the Holiday that were required.

		Thu 11/27	THANKSGIVING DAY 1 2014	3.0						
X		Thu 11/27			8:01AM		1:01PM			5.0
X		Thu 11/27	Holiday Premium	5.0						

4. Save the timecard.

The Holiday Premium amount should equal the actual number of hours worked. More or less than 8 hours could be worked.

If the employee worked on the Holiday but it was not required, no action is needed.

Shift Differentials

For the most part the Shift Differentials are automated; however in some exception cases the shift differentials require an entry. If the position is flagged in the HRIS system as an SD eligible position, the employee will receive the shift differential hours in a pay code called Regular SD or Overtime SD when they work equal or the majority of their hours in the differential time zone 4p-8a.

KRONOS Log Off | Change Password | Setup | Help

GENERAL MY GENIES® TIMEKEEPING SCHEDULING RECORD RETENTION

Timecard | Schedule | People | Reports | More

TIMECARD
Last Saved: 8:52AM

Name & ID: Mahoney, Jan C 913374423
Time Period: 6/08/2009 - 6/21/2009, Range of Dates

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	Fri 6/12											
x	Sat 6/13											
x	Sun 6/14											
x	Mon 6/15			4:02PM		10:57PM				6.9	6.9	6.9
x	Tue 6/16			3:01PM		10:06PM				7.1	7.1	14.0
x	Wed 6/17			2:03PM		8:57PM				6.9	6.9	20.9
x	Thu 6/18			1:00PM		8:04PM				7.1	7.1	28.0
x	Fri 6/19			12:03PM		7:12PM				7.1	7.1	35.1
x	Sat 6/20											35.1
x	Sun 6/21											35.1
x	Mon 6/22											

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 6/14				
Mon 6/15	4:00PM	11:00PM		
Tue 6/16	3:00PM	10:00PM		
Wed 6/17	2:00PM	9:00PM		
Thu 6/18	1:00PM	8:00PM		

Account	Pay Code	Amount	Wages
...284/707989507/000/000000/000000/0056990	Regular	7.1	
...284/707989507/000/000000/000000/0056990	Regular SD	28.0	

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount	Wages
...284/707989507/000/000000/000000/0056990	Regular	7.1	
...284/707989507/000/000000/000000/0056990	Regular SD	28.0	

This position is designated Shift Differential Eligible. Notice when the employee works the majority of hours (or exactly equal hours) in the differential zone 4p-8a their hours are recorded in Regular SD which will include the 10% differential when sent to the payroll system.

Shift Differential Editing

A permanent employee, assigned to substitute for more than one week for another employee who is eligible for shift premium pay, is entitled to shift premium pay for time worked in that position.

In TIM, all shift hours worked by an employee who does not work in a shift position will automatically be identified as regular hours. The substitute shift worker's Manager or TIM Administrator will need to apply a Fill-In SD work rule transfer to ensure that all shift hours worked by the substitute shift worker are identified as shift premium pay.

1. Open the **employee's timecard**.
2. Click the down arrow in the first **Transfer** cell to transfer this group of hours.

The screenshot displays the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES@, TIMEKEEPING, SCHEDULING, and RECORD RETENTION. Below these, there are sub-tabs: Timecard, Schedule, People, Reports, and More. The main section is titled "TIMECARD" and shows the employee's name and ID as "Mahoney, Jan C" with ID "913374423". The time period is set to "6/08/2009 - 6/21/2009, Range of Dates".

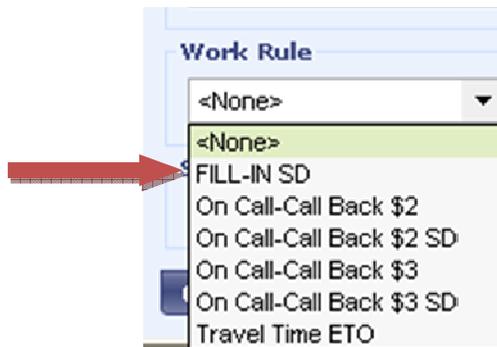
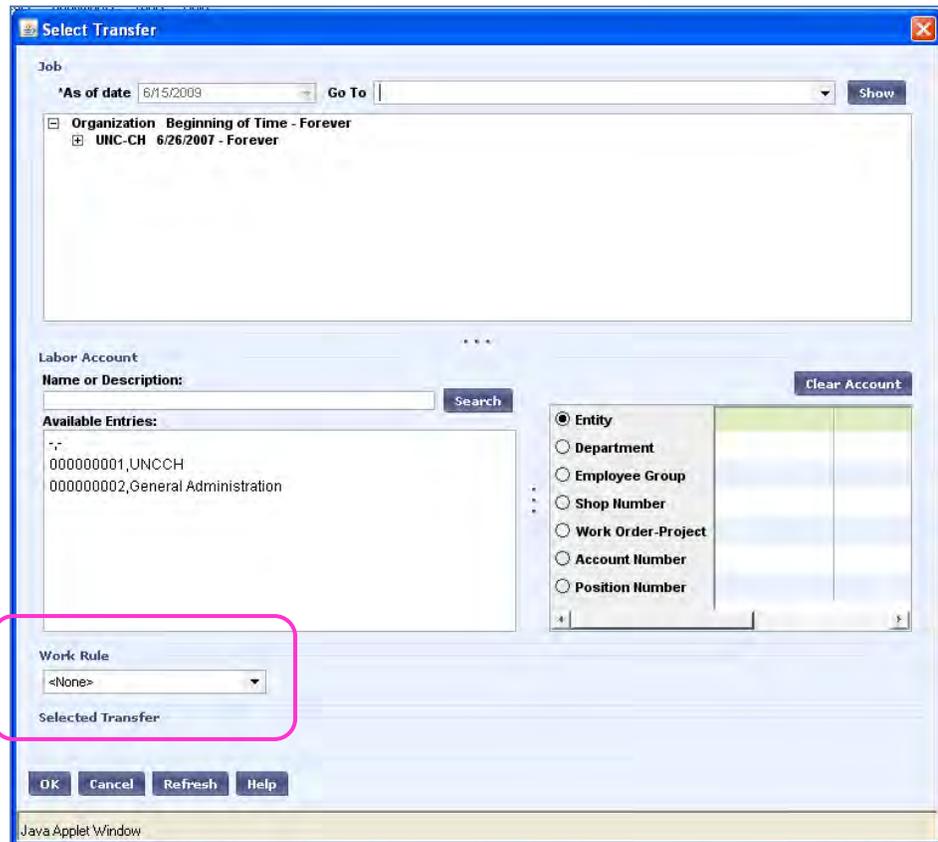
The timecard table has columns for Date, Pay Code, Amount, In, Transfer, and Out. The data is as follows:

Date	Pay Code	Amount	In	Transfer	Out
Fri 6/12					
Sat 6/13					
Sun 6/14					
Mon 6/15			4:02PM		10:57PM
Tue 6/16			3:01PM	Organization/JUNC-C	10:06PM
Wed 6/17			2:03PM	Organization/JUNC-C	8:57PM
Thu 6/18			1:00PM	Organization/JUNC-C	8:04PM
Fri 6/19			12:03PM	Organization/JUNC-C	7:12PM
Sat 6/20					
Sun 6/21					
Mon 6/22					

Below the table, there are sections for "TOTALS & SCHEDULE", "ACCRUALS", and "AUDITS". The "TOTALS & SCHEDULE" section shows a table with columns for Date, Start Time, and End Time, listing hours for Mon 6/15, Tue 6/16, Wed 6/17, Thu 6/18, and Fri 6/19.

Date	Start Time	End Time
Mon 6/15	4:00PM	11:00PM
Tue 6/16	3:00PM	10:00PM
Wed 6/17	2:00PM	9:00PM
Thu 6/18	1:00PM	8:00PM
Fri 6/19	12:00PM	7:00PM

3. Click **Search**.



4. Select **Fill-in SD** in the **Work Rule** drop down menu.



5. Click
6. Click **Save**.

KRONOS® Log Off | Change Password | Setup | Help

GENERAL MY GENIES® TIMEKEEPING SCHEDULING RECORD RETENTION

Timecard | Schedule | People | Reports | More

TIMECARD

Name & ID: Mahoney, Jan C | 913374423
 Last Saved: 9:32AM
 Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Fri 6/12											
Sat 6/13											
Sun 6/14											
Mon 6/15			4:02PM	::FILL-IN SD	10:57PM				6.9	6.9	6.9
Tue 6/16			3:01PM	::FILL-IN SD	10:06PM				7.1	7.1	14.0
Wed 6/17			2:03PM		8:57PM				6.9	6.9	20.9
Thu 6/18			1:00PM		8:04PM				7.1	7.1	28.0
Fri 6/19			12:03PM		7:12PM				7.1	7.1	35.1
Sat 6/20											35.1
Sun 6/21											35.1
Mon 6/22											

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 6/14				
Mon 6/15	4:00PM	11:00PM		
Tue 6/16	3:00PM	10:00PM		
Wed 6/17	2:00PM	9:00PM		
Thu 6/18	1:00PM	8:00PM		

All hours worked in shifts that have the fill-In SD work rule transfer applied, now appear as Regular SD and the employee will receive shift premium pay.

To Add a Fill-In SD work rule transfer for the entire shift worked enter the work rule transfer on the Schedule. You can schedule the Fill-In SD work rule for a longer period of time to prevent having to repeatedly enter it in the timecard.

Edit Shift

Employee: Mahoney, Jan C Primary Job: Unspecified

Insert Shift → Delete Shift

Start Date	Type	Start Time	End Time	End Date	Sch Hrs.	Transfer
6/15/2009	Transfer	4:00PM	11:00PM	6/15/2009	7.0	::FILL-IN SD

GENERAL MY GENIES® TIMEKEEPING SCHEDULING RECORD RETENTION

Timecard | Schedule | People | Reports | More

*SCHEDULE EDITOR

Loaded: 9:34AM Show: Previously Selected Employee(s) Edit
 Time Period: 6/08/2009 - 6/21/2009, Range of Dates Refresh

BY EMPLOYEE BY GROUP

Save Actions Shift Pay Code Accrual Amount View

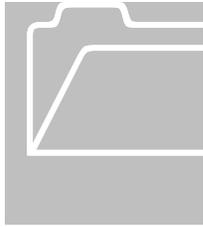
Name	Sch Hrs.	Jun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20
Mahoney, Jan C	35.00		4p - 11p (FILL-IN SD)	3p - 10p	2p - 9p	1p - 8p	12p - 7p	

Enter Your Own Time

Objectives:

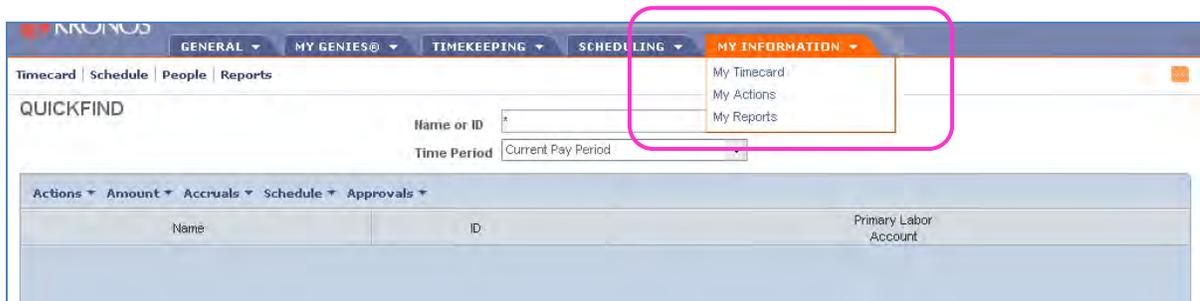
At the end of Chapter 5 you will be able to:

- Access Your Timecard
- Approve Your Timecard
- Request Time Off
- Approve Time Off Notification



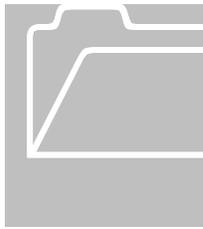
Accessing Your Timecard

You can access your timecard from the TIM Administrator's view or Managers view. If you are a manual entry employee, it is a good idea to enter your hours and any pay code entries on a daily basis. If you are a time stamp employee, you must remember to stamp your timecard every shift. You are also required to approve your timecard at the end of the pay period. Check with your manager to find out the deadline for approving your timecard.



1. Click **My Information** in the Navigation Bar.
2. Click **My Timecard**.

 All employees must view a CBT for instructions on how to manage your timecard.



Approving Your Timecard

Before approving your timecard:

1. Check that you are in the correct [Time Period](#)
2. Check to make sure that all time and pay code entries are correct. If you are a time stamp employee and you have missed a time in or out, notify your manager before you approve your timecard.
3. Select **Approve** from the Approvals menu.

MY TIMECARD
Loaded: 10:10AM
Name & ID: Kostner, Sherry H 904227770
Time Period: Current Pay Period

Date	Pay Code	Amount	In	Out	Transfer	Out	Shift	Daily	Cumulative
Mon 6/08			8:01AM	5:02PM			8.0	8.0	8.0
Tue 6/09			8:00AM	12:00PM	1:02PM	5:03PM	8.0	8.0	16.0
Wed 6/10			8:00AM	11:30AM	12:02PM	4:30PM	8.0	8.0	24.0
Thu 6/11	Vacation	8.0					8.0	8.0	32.0
Fri 6/12	Vacation	8.0					8.0	8.0	40.0
Sat 6/13									40.0
Sun 6/14									40.0
Mon 6/15	Vacation	8.0					8.0	8.0	48.0
Tue 6/16	Vacation	8.0					8.0	8.0	56.0
Wed 6/17									56.0
Thu 6/18									56.0

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
...003267/SPATA9999/000/000000/000000/0032525	Regular	24.0	Mon 6/08				
...003267/SPATA9999/000/000000/000000/0032525	Vacation	32.0	Tue 6/09				
			Wed 6/10				
			Thu 6/11				
			Fri 6/12				



Requesting Time Off

If you are planning to take some Vacation, Sick or Bonus time off, fill out the Time Off Notification form. This request must be for future time off, for leave taken prior to today's date you will enter directly in your timecard. Once your TIM Administrator or Manager approves this request, it will automatically be entered into your time card and schedule.

EPA Exempt employees can continue to report Time Off to their TIM Administrators on a monthly paper reporting basis, or they can log in and complete the Time Off Notification form.

SPA Exempt employees must enter Time Off in their timecard, or use the Time Off Request and they must approve their timecard Bi-Weekly.

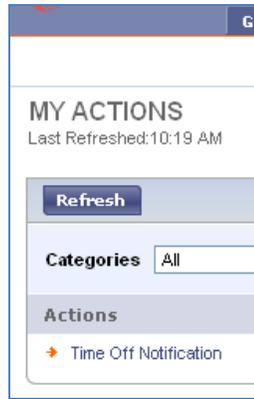
SPA Non-Exempt (Wage and Hour) employees must enter or request Time Off and approve their timecard Bi-Weekly.

1. Select **My Information** on the Navigation Bar and select **My Actions**.

The screenshot shows the Kronos MY TIMECARD interface. The navigation bar at the top includes 'GENERAL', 'MY GENIES@', 'TIMEKEEPING', 'SCHEDULING', and 'MY INFORMATION'. The 'MY INFORMATION' menu is open, showing 'My Timecard', 'My Actions', and 'My Reports'. The 'My Actions' option is highlighted. Below the navigation bar, the user's name and ID are displayed as 'Kostner, Sherry H.' and '904227770'. The 'Time Period' is set to 'Current Pay Period'. The main table displays timecard data for three days: Mon 6/08, Tue 6/09, and Wed 6/10. The 'In' times for each day are highlighted with red boxes: 9:01AM for Mon 6/08, 8:00AM for Tue 6/09, and 8:00AM for Wed 6/10. The table also shows 'Out' times, 'Shift', 'Daily', and 'Cumulative' hours.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Mon 6/08			9:01AM		5:02PM				8.0	8.0	8.0
X	Tue 6/09			8:00AM		12:00PM	1:02PM		5:03PM	8.0	8.0	16.0
X	Wed 6/10			8:00AM		11:30AM	12:02PM		4:30PM	8.0	8.0	24.0

2. Click **Time Off Notification**.



Time Off Balances (hours) as of today

Vacation Balance: 7.83
Sick Balance: 8.0
Comp Time Earned Balance: 0.0
Bonus Balance: 0.0
Community Service Opt A Balance: 0.0

Time Off Request

* Request Type:

Furthest Eligible Request Date: 4/29/2009

* Start Date:

* End Date:

Message:

* Hours: Specify Hours

Fill in only if Specify Hours is selected above

Hours Per Day:

Start Time:

Day Type: Scheduled Days

Next Reset Cancel

Do not schedule time off with a Friday start date and a Monday End date. This will put 8 hours per day, including Saturday and Sunday, into the timecard.

3. **Fill in** all the appropriate text boxes. All fields marked with an “*” are required.

Time Off Balances (hours) as of today

Vacation Balance: 7.83
Sick Balance: 8.0
Comp Time Earned Balance: 0.0
Bonus Balance: 0.0
Community Service Opt A Balance: 0.0

Time Off Request

* Request Type:

Furthest Eligible Request Date: 4/29/2009

* Start Date:

* End Date:

Message:

* Hours: Specify Hours

Fill in only if Specify Hours is selected above

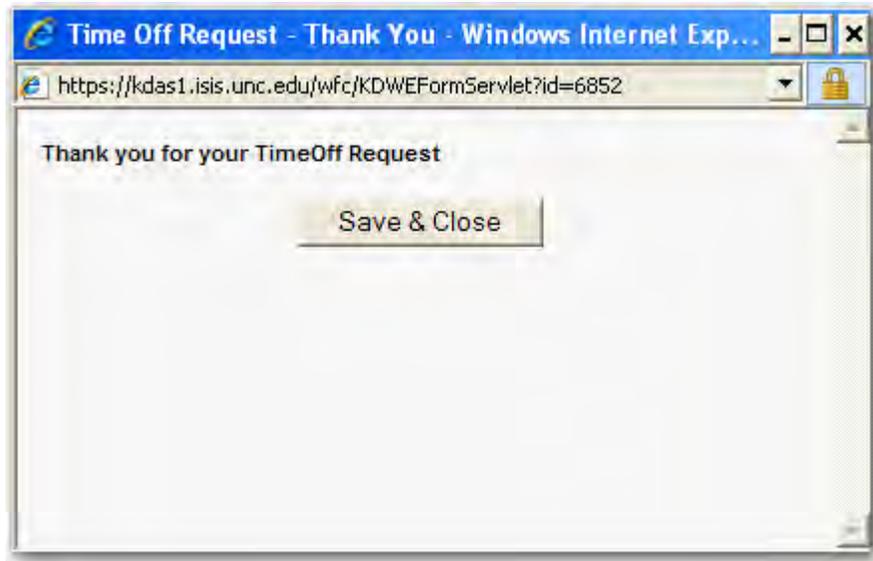
Hours Per Day:

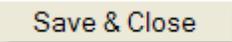
Start Time:

Day Type: Scheduled Days

In the Specify Hours text box, type only the number of hours per day, not the total number of hours you are planning to request.

4. Click  .

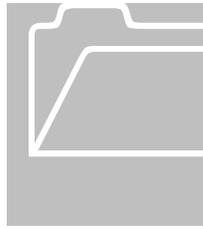


5. Click  .

When your Manager or Department TIM Administrator receives the request and approves it, you will see it in your timecard and recorded schedule.

To cancel your request for future vacation time, you **must** complete the Cancel Request option.

★ You should check your Inbox on a regular basis.



Approving Time Off Notification

1. **Log on** to TIM.
2. Click **Inbox** on the Navigation Bar.

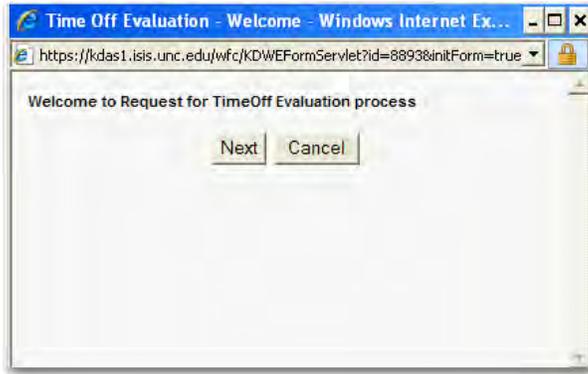
★ You should check your Inbox on a regular basis.

The screenshot shows the KRONOS application interface. The navigation bar includes 'GENERAL', 'MY GENIES@', 'TIMEKEEPING', 'SCHEDULING', and 'MY INFORMATION'. Below the navigation bar, there are tabs for 'Timecard' and 'Schedule'. A 'QUICKFIND' section contains a search box for 'Name or ID' and a 'Time Period' dropdown menu. A 'Find' button is located to the right of the search box. Below the search area, there are tabs for 'Actions' and 'Approvals'. A table with columns 'Name', 'ID', and 'Primary Labor Account' is visible at the bottom.

The screenshot shows the KRONOS application interface with the 'INBOX' section selected. The navigation bar includes 'GENERAL', 'MY GENIES@', 'TIMEKEEPING', 'SCHEDULING', and 'MY INFORMATION'. The 'INBOX' section displays a table of messages. The table has columns for 'From', 'Subject', 'Date/Time Received', 'Complete By Date', 'Status', and 'Current Location'. Two messages are listed in the table.

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Allman, William D	Time Off Notification,Mgr Welcome Form	6/19/2009 10:24AM (GMT -05:00) Eastern Time	6/19/2009	Active	Task List
Kostner, Sherry H	Time Off Notification,Mgr Welcome Form	6/19/2009 10:22AM (GMT -05:00) Eastern Time	6/19/2009	Active	Task List

3. Select the **request** you wish to approve.

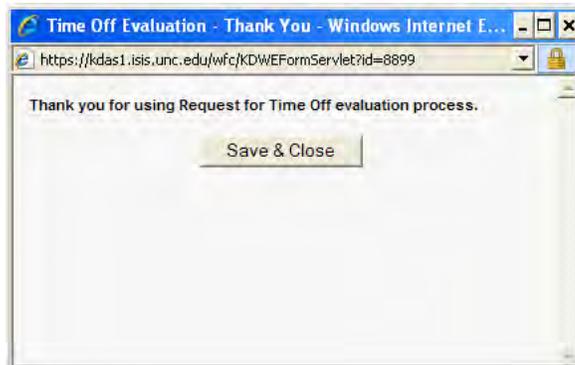


4. Click **Next** .

- Recheck Rules does not apply.
- Override Shift means that it will override the previously scheduled 8 hours.
- Create Open Shift does not apply.

5. Click **Approve** to accept the request.

6. Click **Next** .



7. Click **Save & Close** .

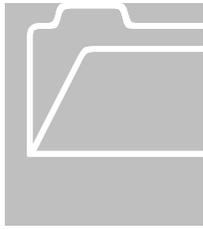
The dates and hours requested will be recorded in the employee's timecard and recorded schedule.

Managing the Timecard

Objectives:

At the end of Chapter 6 you will be able to:

- Review Timecards
 - Access Reconcile Timecard
 - Review the Manager To-Do List
 - Perform Edits
 - Edit Start and Stop Times
 - Edit Worked and Non-Worked Hours
 - Move Amounts
- Approve Timecards
- Sign Off Timecards
 - Access Pay Period Close



Reviewing Timecards

Employees sometimes forget to enter their time in/time out. On occasion they also might show time in earlier or later than their scheduled time. These exceptions will be indicated on their timecard with a red frame or rectangle around the cell. Some of the timecard issues may be:

- Missed in or out time entry. The Manager or TIM Administrator can enter the missing information
- An early or late time entry for the start or end of a shift. The Manager or TIM Administrator can select one or more comments to explain the reason for the unscheduled entry.

Any time someone edits time entry, the audit trail will show who changed it and when the change was made.

The **Reconcile Timecard** Genie displays exceptions in employee's time records. Information such as missed in/out entries, unexcused absences, and overtime appears on each row for each employee. Employee information can be sorted in ascending or descending order by clicking on the column header.

★ It is highly recommended that Managers or designated TIM Administrators check the Reconcile Timecard Genie on a daily or frequent basis during the current pay period. This will save the TIM Administrator from having to reconcile numerous entries at the last minute in order to meet the regular Sign Off deadline at Close of Business on Tuesday.

QuickFind only locates employees assigned to their primary managers. To see employees working secondary positions, use the Timekeeping Genie Displays:

- Reconcile Timecard displays transferred employees in the current pay period.
- Pay Period Close displays them in the Previous Pay Period.

Accessing Reconcile Timecard

1. Click **Timekeeping** on the Navigation Bar.



2. Select **Reconcile Timecard**.

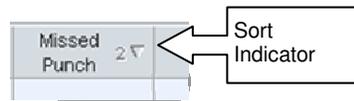
The screenshot shows the 'RECONCILE TIMECARD' interface. At the top, there are navigation tabs: GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, and MY INFORMATION. Below the tabs, there are filters: 'Show' set to 'All Home and Transferred-in' and 'Time Period' set to 'Current Pay Period'. A table of employee timecard data is displayed below the filters.

Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	OT Hours	Comp Time	On Call Hrs	Totals To Display
Campton, Mark R							✓				✓
Dalton, Martin G							✓				✓
Kostner, Sherry H							✓				✓
Adams, Jerry D		✓									✓
Callin, Angela P		✓									✓
Little, Alice K		✓									✓
Allman, William D	✓										✓
Michaels, Marie L	✓										✓
Minor, Sarah K	✓										✓
Smith, Martin H	✓										✓

Reconcile Timecard defaults to the Current Pay Period.

3. **Optional:** Select the time span from the Time Period list to view the desired work dates.

- a. **Optional:** Sort information by one or two columns by



clicking the **Missed Punch** column header.

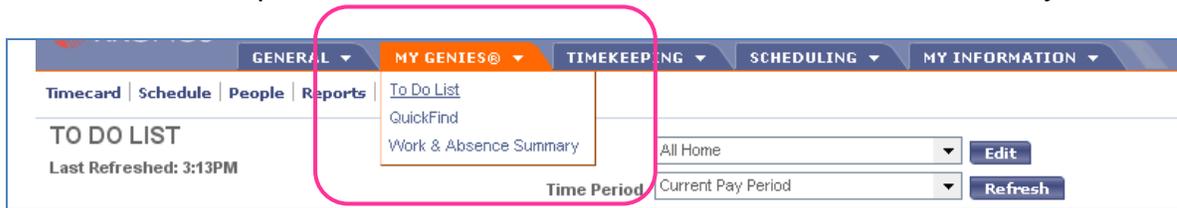
- b. Click the column for the secondary sort first

- c. Then click the column for the primary sort

4. Double click the **employee's name** to access their timecard for editing. **OR**

Hold the Ctrl key and click each employee's name to select more than one.

Manager To Do List is a new Genie display that points out items that need correction. The items are identified by using the Schedule compared to the Time entries. To Do List is located under my Genies.



The screenshot shows the Kronos software interface with the 'TO DO LIST' table. The table has columns for Person Name, Early Start, Late Start, Early Out, Late Out, and Missed Punch. The table contains the following data:

Person Name	Early Start	Late Start	Early Out	Late Out	Missed Punch
Adams, Jerry D					
Allman, William D					
Bachman, Kerry S					
Ballard, James P					
Barton, Mark F	✓				
Becker, Elizabeth C				✓	
Bernard, Margaret S					✓
Booker, Susan S					✓

A manager can review timecards that have check marks to correct items such as missing punches, and other exceptions compared to the schedule. A schedule is required for the system to recognize early and late punches.

Applying Edits

Sometimes you will need to adjust employee timecards to resolve differences between scheduled and worked time. Some common changes are:

- Adjusting time in/time out information
- Adjusting timecards for worked and non-worked hour discrepancies
- Transferring time to other accounts.

Editing Start and Stop Times

1. Click in the **In or Out** cell
2. Enter the **new time**. Don't forget to use "a" for a.m. and "p" for p.m.
3. To enter more than four time entries for one day use the



Insert Row Icon to add another row.

Editing Worked and Non-Worked Hours

The icons on the left of the Timecard are for inserting or deleting rows.

Insert Row

Delete Row



		Date	Pay Code	Amount	In	Transfer	Out	
X	+	Mon 6/08			9:01AM		5:02PM	
X	+	Tue 6/09			8:00AM		12:00PM	1:0
X	+	Wed 6/10			8:00AM		11:30AM	12
Y	+	Thu 6/11	Vacation	8.0				

1. Select the **appropriate pay code**, i.e. Vacation for non-worked hours or edit the in/out time for worked hours.
2. Enter the **number of hours** in the amount cell.

- ☐ Enter a pay code category on a separate line. Pay codes cannot reside in the same row as time in/time out hours.
- ☐ Be sure to use a colon when entering hours and minutes.

Moving Amounts

In the **Totals & Schedule** tab, right click the amount you want to move.

Moving should be kept to only the following transactions:

- Move Regular hours to a position/account number when the employee has not been able to select the position for transfer.
- Move Overtime to a position/account number to charge an account other than the one assigned to the position number.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 6/08			8:04AM		10:37AM				2.5	2.5	2.5
Tue 6/09			8:00AM		12:47PM				4.8	4.8	7.3
Wed 6/10											7.3
Thu 6/11			8:02AM		11:35AM				3.5	3.5	10.8
Fri 6/12											10.8
Sat 6/13											10.8
Sun 6/14											10.8
Mon 6/15											10.8
Tue 6/16											10.8
Wed 6/17											10.8
Thu 6/18											10.8
Fri 6/19			8:04AM	...lder/1115022	12:15PM				4.2	4.2	15.0

Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code	Amount
...118/704248975/000/000000/000000/1115139	Regular	10.8		Sun 6/14				
...118/704248975/000/000000/000000/1115139	Regular	10.8		Mon 6/15	4:00PM	11:00PM		
...118/704248975/000/000000/000000/1115139	Regular	10.8		Tue 6/16	3:00PM	10:00PM		
...118/704248975/000/000000/000000/1115139	Regular	10.8		Wed 6/17	2:00PM	9:00PM		
...118/704248975/000/000000/000000/1115139	Regular	10.8		Thu 6/18	1:00PM	8:00PM		
...204/704268203/000/000000/000000/1115022	Regular	4.2						

This is a student employee who works 2 different jobs. She worked for position 1115022 for 10.8 hours in week 1 of the pay period, however her position was not yet assigned from HRIS. Due to late paper work, the HR Facilitator was not able to set up the position until 6/15 but the employee worked 6/8,6/9 and 6/11. On those dates the employee was not able to select the transfer. To correct the entries for the 10.8 hours the TIM Administrator or Manager must do a Move to the correct position.

Account	Pay Code	Amount	Wages
...118/704248975/000/000000/000000/1115139	Regular	10.8	Move...
...204/704268203/000/000000/000000/1115022	Regular	4.2	

1. Right Click on the Row of the Totals & Schedule for the hours not correctly transferred to the position number then select Move.

Move Amount

From

Pay Code Regular

Amount (HH.hh) 10.8

Transfer ;000000001/003118/704248975/000/000000/000000/1115139

To

Pay Code ^ Applied Termination Bonus

Amount (HH.hh) ^

Effective Date ^ 6/18/2009

Transfer

Comments →

OK Cancel Help

Java Applet Window

A Move is a transfer that moves hours from one pay code or transfer account.

Move Amount

From

Pay Code Regular

Amount (HH.hh) 10.8

Transfer ;000000001/003118/704248975/000/000000/000000/1115139

To

Pay Code ^ Regular

Amount (HH.hh) ^ 10.8

Effective Date ^ 6/18/2009

Transfer

Comments →

OK Cancel Help

Java Applet Window

2. For this transaction the hours should stay in the Regular Pay Code however the transfer will be filled out to move the hours onto the new position. Complete the Pay Code, Amount and select the effective date. June 16 was selected because the position is active on the 15th.

The screenshot shows a 'Move Amount' dialog box with the following fields:

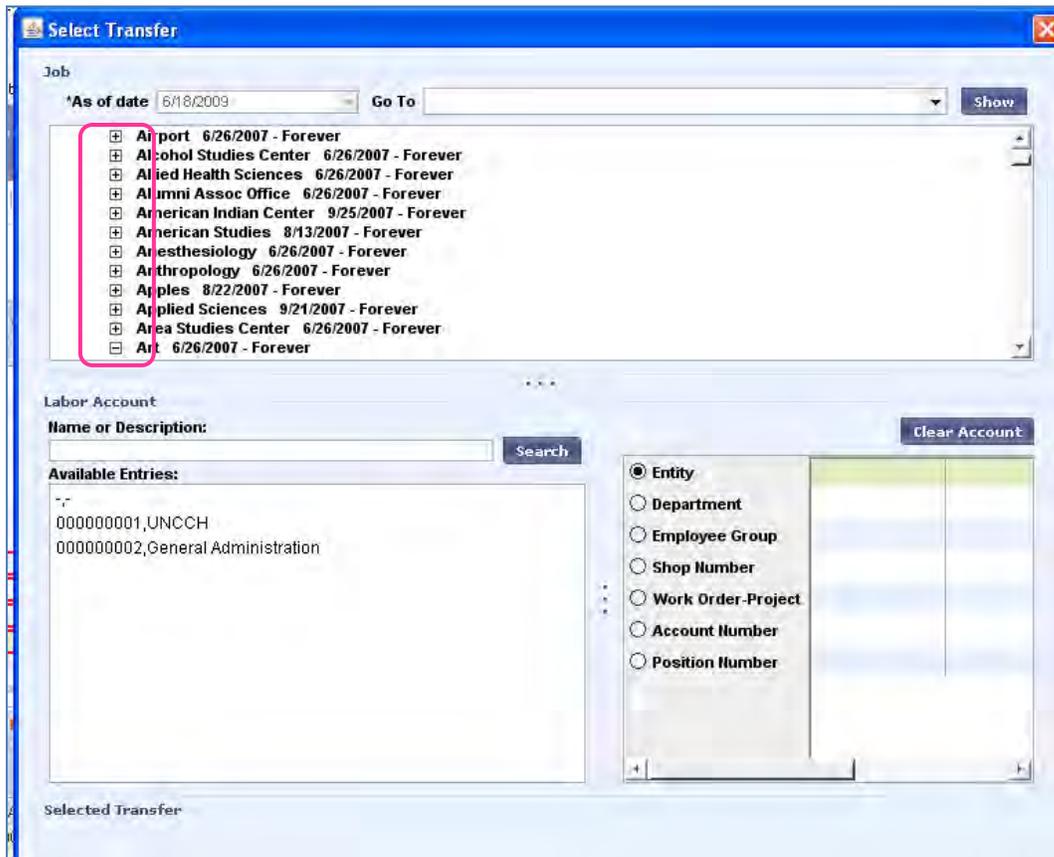
- From:**
 - Pay Code: Regular
 - Amount (HH.hh): 10.8
 - Transfer: ;000000001;003118;704248975;000;000000;000000;1115139
- To:**
 - Pay Code: Regular
 - Amount (HH.hh): 10.8
 - Effective Date: 6/16/2009
 - Transfer: (Open list showing search results)

The search results list includes the following entries:

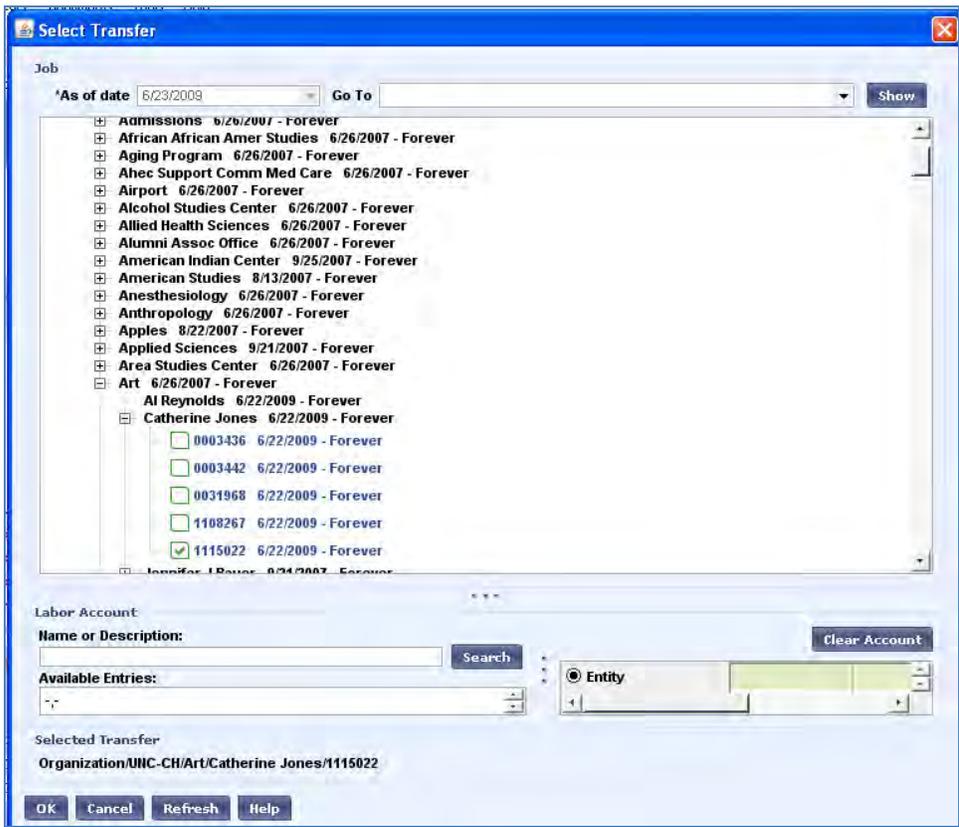
- ;///113153/
- ;///317655/
- ;///666087/
- ;000000002;002112;703130112;000;000000;000000;G;A;0000
- ;///319260/

A red arrow points to the 'Search...' button at the bottom of the list. The dialog also features 'OK' and 'Cancel' buttons at the bottom left.

3. Click the **down arrow** on the Transfer Cell
4. Select Search



Open up the Levels by clicking the + symbols starting with UNC CH, then department name, manager name and position number.



5. Click to close the window.

TOTALS & SCHEDULE				ACCRUALS	AUDITS
All					
Account	Pay Code	Amount	Wages		
...118/704248975/000/000000/000000/1115139	Regular	10.8			
...204/704268203/000/000000/000000/1115022	Regular	4.2		Move...	

Totals before the Move

x	+	Fri 6/19		8:04AM	...ider/1115022	12:15PM
x	+	Sat 6/20				
x	+	Sun 6/21				
x	+	Mon 6/22				

TOTALS & SCHEDULE				ACCRUALS	AUDITS	MOVED AMOUNTS
All						
Account	Pay Code	Amount	Wages	Date		
...118/704248975/000/000000/000000/1115139	Regular	0.0		Mon 6/08		
...204/704268203/000/000000/000000/1115022	Regular	15.0		Tue 6/09		
				Wed 6/10		
				Thu 6/11		
				Fri 6/12		

Totals after the Move. All 15 hours now show up in Position 1115022.

- If employee does not show up in your Pay Period Close or Reconcile Timecard list, have the employee record time transferring to the position you manage. This will get them into your list so that you can edit/correct entries.
- If the employee is missing the position number from the transfer list see your TIM Administrator as soon as possible.

You can view moved amounts in the Moved Amounts tab; they will not appear in the timecard.

x	+	Sun 6/21							15.0
x	+	Mon 6/22							

TOTALS & SCHEDULE				ACCRUALS	AUDITS	MOVED AMOUNTS	
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
6/15/2009	...000/000000/1115139	...r/1115022	Regular	Regular	10.8		

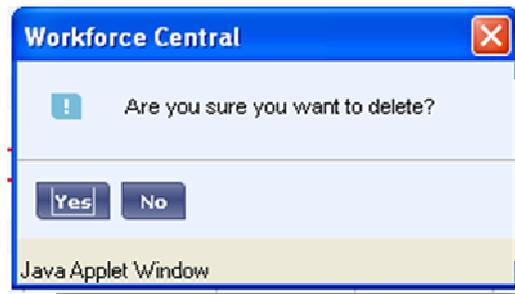
To remove a moved amount:

6. Right click the **amount** you wish to remove.

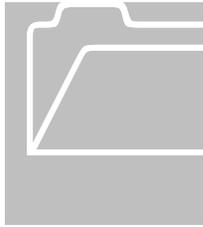


TOTALS & SCHEDULE		ACCRUALS	AUDITS	MOVED AMOUNTS	...			
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note	
6/15/2009	...000/000000/1115139	...r/1115022	Regular	Regular	10.8			

7. Click **Delete**.



8. Click  to delete or  to cancel the delete.



Approving Timecards (Managers)

After you have edited employee timecards and they are complete for payroll, process a managers' approval. A Managers' approval at the end of the pay period lets the TIM Administrator know the timecards are ready for processing. An approval also lets employees know a manager has reviewed their timecards and agrees with the information.

- SPA Exempt, SPA Non-Exempt employees and Part-time staff must approve their time cards each pay period. Deadline for approval is set by your department.
- Managers must approve Timecards. Deadline for approval is set by your department.
- TIM Administrators must sign off Timecards for SPA Exempts, SPA Non-Exempts, Students and Temps by COB Tuesday after pay period end.
- TIM Administrators must sign off Timecards for EPA employees by COB on the 25th of following month.

Accessing Pay Period Close

1. Open the **Timekeeping Genie** in the Navigation Bar.



2. Click **Pay Period Close**.

KRONOS

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports | More

PAY PERIOD CLOSE

Show: All Home and Transferred-in Edit

Last Refreshed: 3:33PM

Time Period: Previous Pay Period Refresh

PID	Name	Home Dept	Pay Rule	Employee Approval	Badge-Ph... Approval	Manager Approval	Managers Who Approved Timecard	Missed Punch	Signed Off	Expected PP Hours	Total TC Hrs
910458278	Adams, Jerry D	003267	STUDENT					✓		80.0	8.0
901106166	Allman, William D	003267	SPA EXEMPT FP							80.0	72.0
904224245	Bachman, Kerry S	003267	EPA EXEMPT FAC 9							80.0	
902291674	Ballard, James P	003267	SPA EXEMPT FP							80.0	80.0
913356229	Barton, Mark F	003267	SPA NEX FP MTE CT							80.0	
911992049	Becker, Elizabeth C	003267	STUDENT							40.0	9.3
904929902	Bernard, Margaret S	003267	TEMP NEX							0.0	
911932230	Booker, Susan S	003267	STUDENT							80.0	

Check to see if there are any employees who have not approved their timecard. Once all of the timecards have been approved by an employee, you can approve their timecard.

Correct any items before processing Approval.

☐ If the employee has used Teletime to approve their timecard you will see the number 1 instead of a check in the Employee Approve column.

- Double click to go to **employee's timecard**
- Hold the Ctrl key and click the desired employees.
- Drag Mouse over list to highlight a group of employees.

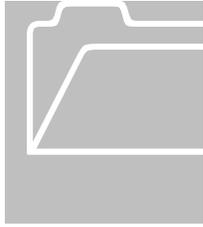
3. Select **Approve** from the **Approvals** menu.

The screenshot shows the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES, TIMEKEEPING, SCHEDULING, and MY INFORMATION. Below these, there are buttons for 'Log Off', 'Change Password', 'Setup', and 'Help'. The main header includes 'Timecard | Schedule | Reports'. The 'PAY PERIOD CLOSE' section shows 'Last Refreshed: 3:43PM', a 'Show' dropdown set to 'All Home and Transferred-in', and a 'Time Period' dropdown set to 'Previous Pay Period'. The 'Approvals' menu is open, showing options like 'Approve' and 'Approve Overtime'. Below the menu is a table of employee timecard entries.

PID	Home Dept	Pay Rule	Employee Approval	Badge-Ph...	Manager Approval	Managers Who Approved Timecard	Missed Punch	Signed Off	Expected PP Hours	Total TC Hrs
91462477	Dalton, Martin G	003267 SPA NEX FP MTE CT	✓						80.0	70.0
91363920	Campton, Mark R	003267 SPA NEX FP MTE CT							80.0	8.0
913602191	Minor, Sarah K	003267 SPA NEX FP MTE CT							80.0	
913356229	Barton, Mark F	003267 SPA NEX FP MTE CT							80.0	
911952049	Becker, Elizabeth C	003267 STUDENT							40.0	9.3
911952690	Michaels, Marie L	003267 STUDENT							0.0	8.1
911932230	Booker, Susan S	003267 STUDENT							80.0	
911650327	Little, Alice K	003267 STUDENT					✓		0.0	
911117710	Cattin, Angela P	003267 TEMP NEX					✓		0.0	5.5
910458278	Adams, Jerry D	003267 STUDENT					✓		80.0	8.0
904929902	Bernard, Margaret S	003267 TEMP NEX							0.0	
904227770	Kostner, Sherry H	003267 SPA NEX FP MTE CT							80.0	56.0
904224245	Bachman, Kerry S	003267 EPA EXEMPT FAC 9							80.0	
902291674	Ballard, James P	003267 SPA EXEMPT FP							80.0	80.0
901517418	Smith, Martin H	003267 SPA NEX FP MTE CT							80.0	

☐ A Manager can edit data even after they have Approved the timecard. Once the TIM Administrator signs off, the timecard can no longer be edited during the current pay period.
 ☐ See Appendix B for a Pay Period Close Checklist

★ A Manager can approve an employee's timecard even if the employee has not approved their timecard. However, it would be prudent to print a time detail report of that time period and have the employee sign it.



Signing Off Timecard (TIM Administrators)

Employees using Web access must review their timecards and apply an approval as an indication that they are in agreement with the contents of their timecards. After an employee has approved their timecard, it is no longer available for further edits by the employee.

After the Manager has made any necessary edits to employee timecards, the Manager then applies an approval to the time data. Once the employee and the Manager have approved the timecard, it is ready to be examined by the TIM Administrator, who then signs off and processes it for payment.

- SPA Exempt, SPA Non-Exempt employees and Part-time staff must approve their time cards each pay period. Deadline for approval is set by your department.
- Managers must approve Timecards. Deadline for approval is set by your department.
- TIM Administrators must sign off Timecards for SPA Exempts, SPA Non-Exempts, Students and Temps by COB Tuesday after pay period end.
- TIM Administrators must sign off Timecards for EPA employees by COB on the 25th of following month.

Accessing Pay Period Close

1. Open the **Timekeeping Genie** in the Navigation Bar.
2. Click **Pay Period Close**

KRONOS GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports

PAY PERIOD CLOSE
Last Refreshed: 3:54PM

Show: All Home and Transferred-in [Edit]
Time Period: Previous Pay Period [Refresh]

Actions	Amount	Accruals	Schedule	Approvals	Employee Approval	Badge-Ph... Approval	Manager Approval	Managers Who Approved Timecard	Missed Punch	Signed Off	Expected PP Hours	Total TC Hrs
	PID	Name	Dept	Approve Remove Approval								
	910458278	Adams, Jerry D	003267	STU	Approve Overtime →		1	Kostner, Sherry H	✓		80.0	8.0
	901106166	Altman, William D	003267	SPA	Sign Off		1	Kostner, Sherry H			80.0	72.0
	904224245	Bachman, Kerry S	003267	EPA EXEMPT FP			1	Kostner, Sherry H			80.0	80.0
	902291674	Ballard, James P	003267	SPA EXEMPT FP			1	Kostner, Sherry H			80.0	80.0
	913356229	Barton, Mark F	003267	SPA NEX FP MTE CT			1	Kostner, Sherry H			80.0	
	911992049	Becker, Elizabeth C	003267	STUDENT			1	Kostner, Sherry H			40.0	9.3
	904929902	Bernard, Margaret S	003267	TEMP NEX			1	Kostner, Sherry H			0.0	
	911932230	Booker, Susan S	003267	STUDENT			1	Kostner, Sherry H			80.0	
	705590714	Brandon, Sandra VV	003267	SPA NEX FP MTE CT			1	Kostner, Sherry H			80.0	1.0
	700653724	Brewer Jensen, Paul D	003267	SPA EXEMPT FP			1	Kostner, Sherry H			80.0	80.0

Check to see if there are any employees who have not approved their timecard. Also check to see if there are any Managers who have not approved the employee's timecard. If there are any timecards that have not been approved, notify the Manager. Once all of the timecards have been approved by both employee and Manager, the TIM Administrator can Sign Off.

3. Click to select one employee
4. Hold the Ctrl key and click the desired employees.
5. Drag Mouse to select a group of employees in the list.
6. Select Sign Off from the Approvals menu.



Timecard | Schedule | People | Reports

PAY PERIOD CLOSE
Last Refreshed: 3:58PM

Show: All Home and Transferred-in [Edit]
Time Period: Previous Pay Period [Refresh]

PID	Name	1/A	Home Dept	Pay Rule	Employee Approval	Badge-Ph... Approval	Manager Approval	Managers Who Approved Timecard	Missed Punch	Signed Off	Expected PP Hours	Total TC Hrs
910458278	Adams, Jerry D		003267	STUDENT			1	Kostner, Sherry H	✓	✓	80.0	8.0
901106166	Allman, William D		003267	SPA EXEMPT FP	✓		1	Kostner, Sherry H		✓	80.0	72.0
904224245	Bachman, Kerry S		003267	EPA EXEMPT FAC 9				Kostner, Sherry H			80.0	
902291674	Ballard, James P		003267	SPA EXEMPT FP				Kostner, Sherry H		✓	80.0	80.0
913356229	Barton, Mark F		003267	SPA NEX FP MTE CT				Kostner, Sherry H		✓	80.0	

Timecards ready for Payroll should have Employee and Manager Approvals and TIM Administrator Sign Off completed.

- ☐ All employees must be signed off even if employee has worked 0 hours.
- ☐ The employee's home department is responsible for performing sign off. If an employee works for multiple departments, the TIM Administrator should try to wait until as close as possible to 5 p.m. on the scheduled sign off day. This would give all the other departments time to Approve the employee's hours worked.

☐ See Appendix B for a Pay Period Close Checklist

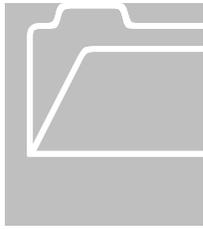
★ A TIM Administrator can Approve an employee's timecard even if the employee and/or Manager has not approved their timecard. However, it would be prudent to print a time detail report of that time period and have the employee and/or Manager sign it.

Delegate Authority

Objectives

At the end of Chapter 7 you will be able to:

- Request Delegate Authority
- Respond to a Request for Delegate Authority
- View Delegate's Reply to Request
- Manage Another Manager's Employee List
- Cancel a Delegate Authority Request



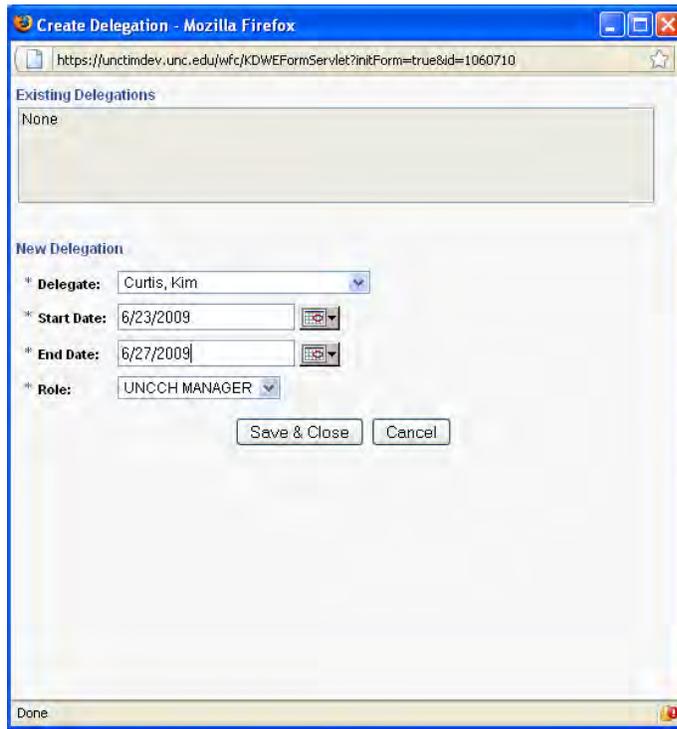
Requesting Delegate Authority

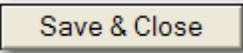
The Delegate Authority feature allows a Manager and/or a TIM Administrator to temporarily perform another manager's timekeeping and/or scheduling tasks during the other manager's absence. The manager who needs someone to substitute for them while they are absent does not have to give anyone their ONYEN and password. The manager who will be substituting for them can switch between his or her tasks and the tasks of the other manager without having to log out.

1. Select **General Menu** then **Actions** from the Navigation Bar.



2. Click **Delegate Authority**.



3. Click the down arrow in Delegate:
4. Scroll to find the person you wish to delegate to.
5. Choose the Start and End Dates by clicking on the calendars/
6. Click the down arrow to choose the appropriate Role.
7. Click  .



Responding to a Request for Delegate Authority

After the Manager clicks Save & Close, a task is sent to the requested new delegate's Inbox in TIM.

1. Click Inbox in the **Navigation Bar**.

The screenshot shows the TIM INBOX interface. At the top, there are navigation tabs: GENERAL, MY GENIES, and MY INFORMATION. Below the tabs, the INBOX is displayed with a last refresh time of 4:25 PM. There are buttons for Edit, Reassign, and Refresh. A filter section shows Status set to Active, As of Date set to 5/23/2009, and Categories set to All. A table lists tasks:

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Kostner, Sherry H	Delegate Authority, Accept Delegation Form	6/22/2009 4:24PM (GMT -05:00) Eastern Time	6/22/2009	Active	Task List
Curtis, Kim	Time Off Notification, Emp Request Form - Violations	6/15/2009 2:51PM (GMT -05:00) Eastern Time	6/15/2009	Active	Task List

2. Double click **Tasks OR**

Click to **select Tasks** and then click

Edit...

The screenshot shows a web browser window titled 'Accept Delegation - Mozilla Firefox'. The URL is https://unctimdev.unc.edu/wfc/KDWEFormServlet?id=1060940&initForm=true. The form is titled 'New Delegation' and contains the following information:

- Delegator: Kostner, Sherry H
- Start Date: 6/22/2009
- End Date: 6/27/2009
- Role: UNCCH MANAGER

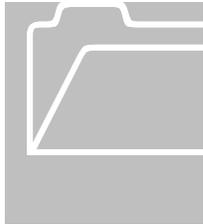
Under the 'Action' section, there are two radio buttons: 'Accept Delegation' (selected) and 'Decline Delegation'. A red arrow points to the 'Accept Delegation' radio button. Below the radio buttons is a 'Comment' text area. At the bottom of the form are 'Save & Close' and 'Cancel' buttons.

3. If you choose to accept the delegation Click.

4. If you choose to decline the delegation Click the **Decline Delegation** button.

Save & Close

5. Click



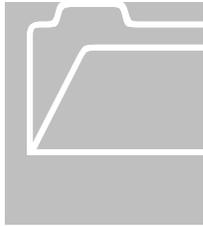
Viewing Delegate's Reply to Request

Once the delegated authority recipient approves or declines the request, a message is sent to the Inbox of the requestor.

1. Click **Inbox** in the Navigation Bar.
2. Click the **Messages** tab.

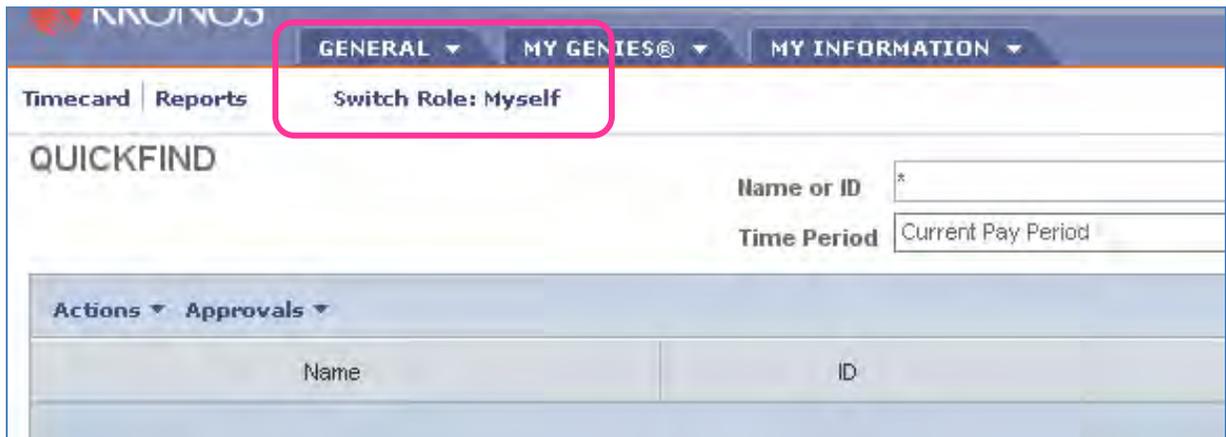
The screenshot shows the Kronos user interface. At the top, there are navigation tabs for 'GENERAL', 'MY GENIES@', and 'MY INFORMATION'. Below this is a 'Switch Role: Myself' button. The main area is titled 'INBOX' and shows 'Last Refreshed: 8:45 AM'. There are two tabs: 'TASKS' and 'MESSAGES', with 'MESSAGES' being the active tab and highlighted by a red box. Below the tabs are buttons for 'New', 'Open', 'Reply', 'Delete', and 'Refresh'. An 'As of Date:' field with a calendar icon is also present. The main content is a table with three columns: 'From', 'Subject', and 'Received'.

From	Subject	Received
Kostner, Sherry H	Delegation request for Kostner, Sherry H.	6/22/2009 4:24PM (GMT -05:00) Eastern Time
Curtis, Kim	Time Off Notification (1060559), ScheduleHoursAPI - Check Rules - SpecifyHrs Failed	6/15/2009 2:42PM (GMT -05:00) Eastern Time
Curtis, Kim	Your Request for Time off	8/18/2008 3:29PM (GMT -05:00) Eastern Time
Curtis, Kim	Your Request for Time off	7/16/2008 1:57PM (GMT -05:00) Eastern Time



Managing Another Manager's Employee List

On the first day you have agreed to manager another Manager's employee list, a new function will appear in your Navigation Bar.

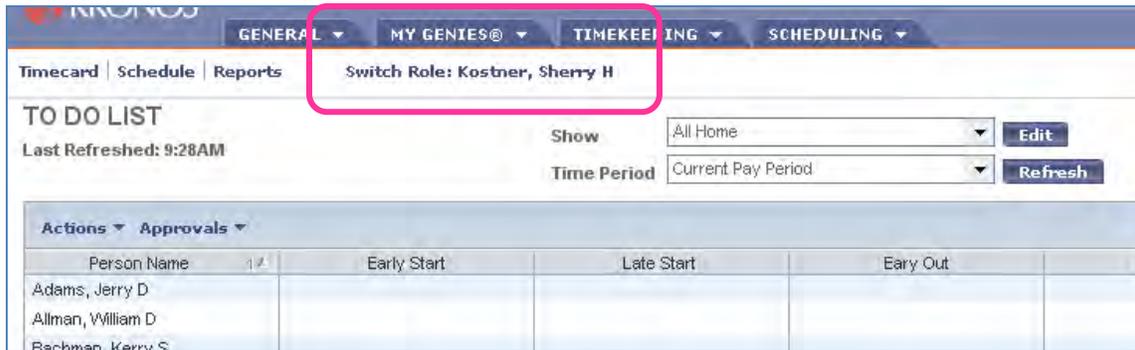


When you first Log On to TIM, the default role will be your list. To switch to the other Manager's list:

1. Click **Switch Role** in the Navigation Bar.



2. Click the radio button of the other Manager.
3. Click **Switch Role**. You should now see the other manager's name in the Navigation Bar and their list of employees in the QuickFind Genie list.

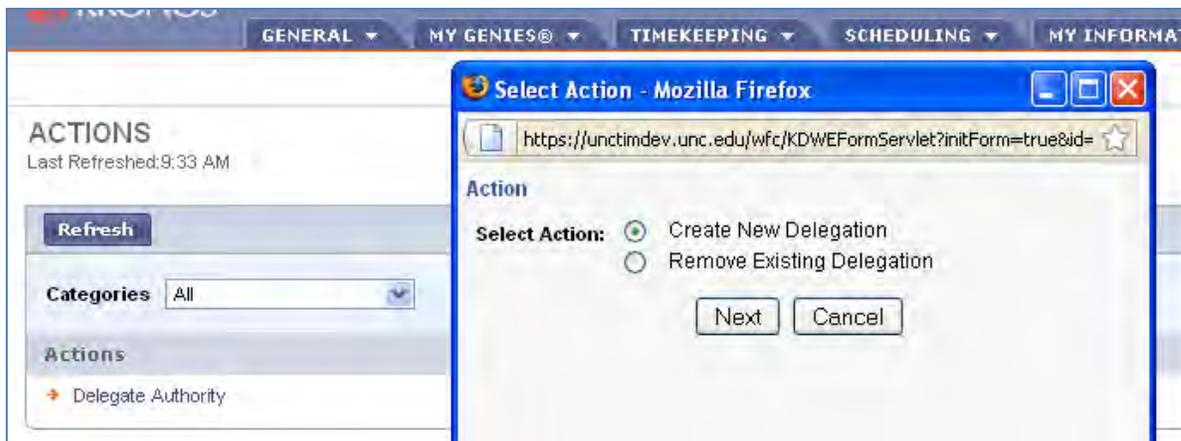
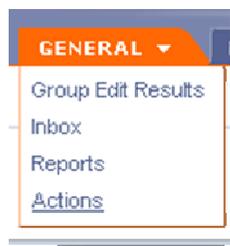


The Switch Role feature will disappear from the Navigation Bar on the end date of the delegate authority agreement.



Canceling a Delegate Authority Request

Once you create a Delegate Authority request and it has been accepted by the delegate, you will see the following window when you click the Delegate Authority Request in Action. This allows you to create a new delegation or remove an existing request. Select General then Actions to access the Delegate Authority options.



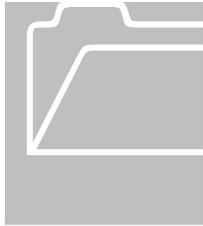
Select the Remove Existing Delegation to Cancel the Delegation.

Create and Maintain Schedules

Objectives

At the end of Chapter 8 you will be able to:

- Create a Permanent Schedule
 - Pre-set Patterns
 - Unique Schedule Pattern
- Make Schedule Changes
- Schedule Time Off
- Schedule Special Entries
 - Permanent On Call Hours
 - Temporary On Call Hours
 - Special Events



Creating a Permanent Schedule (Managers)

Scheduling is a tool, used by Managers and TIM Administrators, to plan employee's work and leave hours and ensure departmental coverage is met.

Scheduling is used to:

- Track exceptions (i.e. late, early-in, missed time-in or out, unexcused absences, etc.).
- Allows non-worked time to be scheduled in advance, such as vacation.

- ★ Creating schedules is highly recommended.
- ★ Creating a schedule is up to the manager or TIM Administrator.

For employees who work a standard schedule or a repeating shift, you can apply a Schedule Pattern. Applying a pattern allows you to enter the permanent pattern once and then override changes in the Schedule Editor when they occur.

Setting Up a Schedule Using Pre-set Patterns

1. **Log in** to the TIM system.
2. Using Quickfind or one of the Genies select the employees you would like to add a schedule pattern to.

Name	ID	Primary Labor Account
Adams, Jerry D	910458278	00000001.003267.700853724.000.000000.000000.1111958
Allman, William D	901106166	00000001.003267.SP.A.9999.000.000000.000000.0038022
Bachman, Kerry S	904224245	00000001.003267.EP.A.9999.000.000000.000000.F09M001
Ballard, James P	902291674	00000001.003267.SP.A.9999.000.000000.000000.0057613
Barton, Mark F	913356229	00000001.003267.704227770.000.000000.000000.0056603
Becker, Elizabeth C	911992049	00000001.003267.704227770.000.000000.000000.1114917
Bernard, Margaret S	904929902	00000001.003267.71.3356229.000.000000.000000.1095693
Booker, Susan S	911932230	00000001.003267.704270268.000.000000.000000.1115345

Click the Scheduling Menu on the Navigation Bar.



3. Click **Schedule Editor**.

The Schedule Editor presents a timeline view of employee schedules and is the primary working area for building and maintaining schedules.

SCHEDULE EDITOR

Loaded: 10:20AM

Show: All Home [Edit]

Time Period: Current Schedule Period [Refresh]

6/22/2009-7/05/2009

BY EMPLOYEE

Save Actions Shift Pay Code View

Name	Sch Hrs.	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Mon
Adams, Jerry D	9.00	9a - 6p							
Allman, William D	80.00	Vacation 8.0			8a - 5p				
Bachman, Kerry S	0.00								
Ballard, James P	80.00	8a - 5p			8a - 5p				
Barton, Mark F	7.00	9a - 4p							
Becker, Elizabeth C	9.00	8a - 5p							
Bernard, Margaret S	0.00								
Booker, Susan S	9.00	8a - 5p							
Brandon, Sandra W	0.00								
Brewer Jensen, P...	80.00	8a - 5p			8a - 5p				
Scheduled Hours	994.00	122	88	88	88	88	0	0	
Number of Emplo...	167	15	11	11	11	11	0	0	

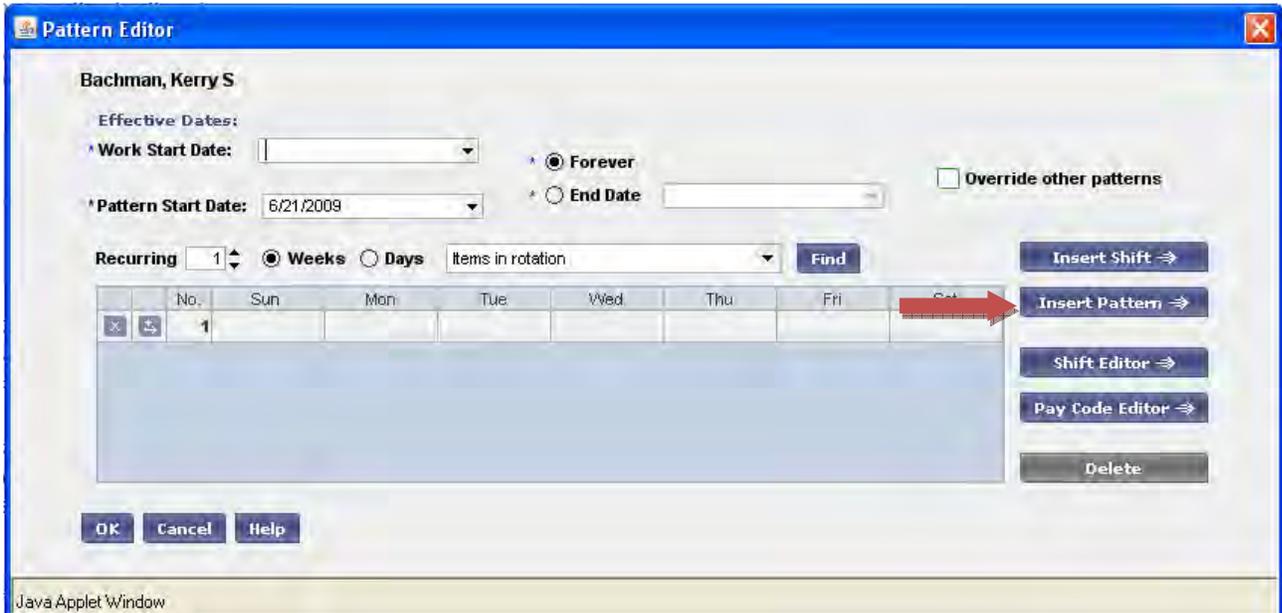
COMMENTS:

Date	Shift/Pay Code	Name	Comments	Note
------	----------------	------	----------	------

Notice that the Time Period in the header indicates the Current Schedule Period. You can change the Time Period in order to enter the schedule on the correct date.

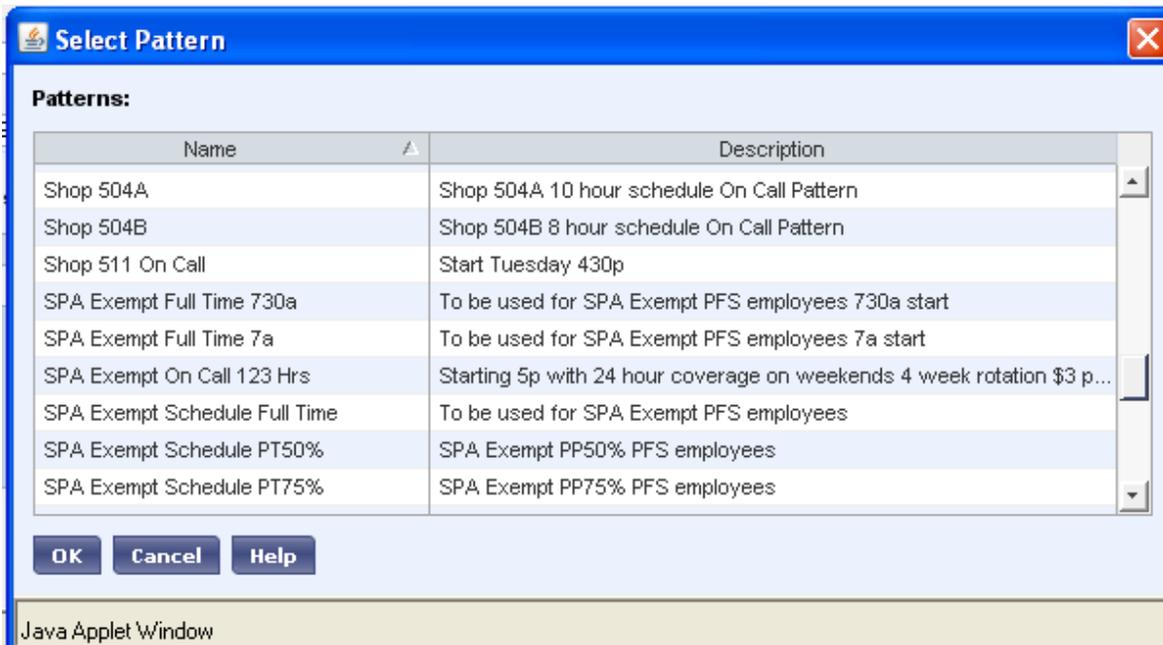
4. Highlight the **employee** in the Schedule Editor.
5. Click the **Shift Menu** and then Select **Add Pattern**
OR
Double Click the **employee's name**.

To apply the same schedule to more than one employee, select multiple employees. To select more than one employee, click and drag over a group of employees OR hold the Ctrl key and click the required names. To access Pattern Editor, Click the Shift Menu and then Select Add Pattern.



6. Click on the Insert Patter Button

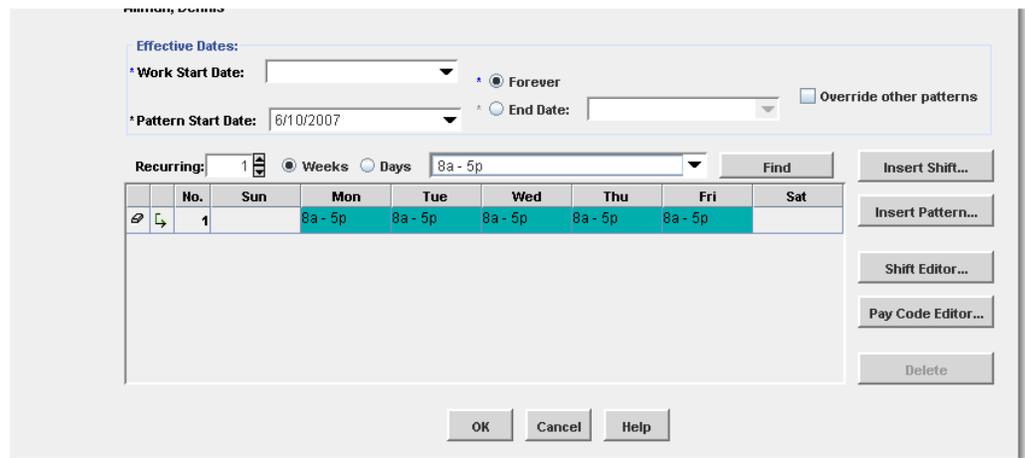




7. Click to select a Pre-Defined Pattern.



8. Click .



9. Click the down arrow in the **Work Start Date** text field to display the calendar. The Work Start Date is the date on which the employee starts working this pattern.
10. Use the up and down arrows to select the year and month of the employee's start date.
11. Click the **day** of the month.
12. Click the down arrow in the **Pattern Start Date** text field to display the calendar. The Pattern Start Date is the first day/week to start or set the pattern.

13. Click the **Forever** radio button if this pattern will repeat itself for the unforeseeable future.

OR

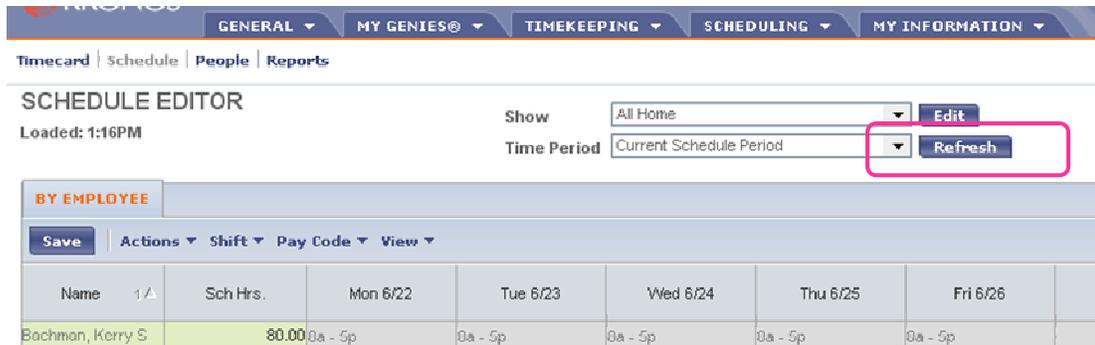
Click the **End Date** radio button if this pattern is temporary. Then enter the **date** the pattern will end on the pop-up calendar.



14. Click  to close the Pattern Editor window and return to the Schedule Editor.

15. Click **Save** in the Schedule Editor

16. Click Refresh to see populated Schedule.



The screenshot shows the 'SCHEDULE EDITOR' interface. At the top, there are navigation tabs: 'GENERAL', 'MY GENIES@', 'TIMEKEEPING', 'SCHEDULING', and 'MY INFORMATION'. Below these, there are links for 'Timecard', 'Schedule', 'People', and 'Reports'. The main title is 'SCHEDULE EDITOR' with a 'Loaded: 1:16PM' timestamp. There are two dropdown menus: 'Show' (set to 'All Home') and 'Time Period' (set to 'Current Schedule Period'). Next to each dropdown is a button: 'Edit' and 'Refresh'. The 'Refresh' button is highlighted with a pink rectangle. Below the dropdowns is a tab labeled 'BY EMPLOYEE'. Underneath is a 'Save' button and a row of dropdown menus for 'Actions', 'Shift', 'Pay Code', and 'View'. The main area is a table with columns for 'Name', 'Sch Hrs.', and dates from 'Mon 6/22' to 'Fri 6/26'. The first row shows 'Bochman, Kerry S' with a schedule of '0a - 5p' for each day.

Name	Sch Hrs.	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26
Bochman, Kerry S	80.00	0a - 5p				

Setting Up a Unique Schedule Pattern

If the shift hours worked by the employee is not one of the pre-set patterns available in the Pattern Editor, you must type in the desired hours.

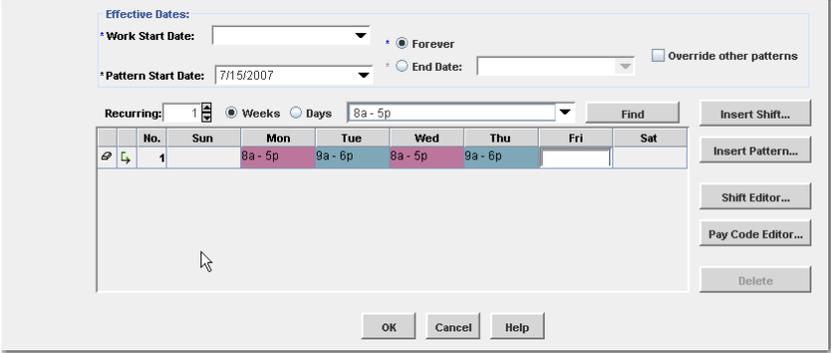
1. Follow **Steps 1-5 in the To Set Up a Schedule Using Pre-Set Patterns.**

 You can build a unique Schedule Pattern for only one employee at a time.

2. Type a **start and end time** in the Pattern Editor window for each day worked.

OR

Right click on the first time entry, click **Copy** and then right click and click **Paste** in the rest of the days to be scheduled.



The screenshot shows the Pattern Editor window with the following details:

- Effective Dates:**
 - Work Start Date: [Dropdown]
 - Pattern Start Date: 7/15/2007
 - Forever:
 - End Date: [Dropdown]
 - Override other patterns:
- Recurring:** 1 [Dropdown], Weeks, Days, 8a - 5p [Dropdown]
- Find:** [Button]
- Buttons:** Insert Shift..., Insert Pattern..., Shift Editor..., Pay Code Editor..., Delete
- Table:**

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		8a - 5p	9a - 6p	8a - 5p	9a - 6p		

 Be sure and include “p” for pm and “a” for am. You do not need a colon. (Example: 8a-430p)

3. Repeat Steps 9-17 in “To Set Up a Schedule Using Pre-Set Patterns”.



Making a Schedule Change

Making a Temporary Change

If you need to make a change to an employee's schedule pattern for one day, i.e. employee is working a different shift for one day. You can enter the change without affecting the rest of the pattern.

1. Click **Scheduling** in the Navigation Bar to display more options.
2. Click **Schedule Editor**.

Name	Sch Hrs.	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Mon
Adams, Jerry D	9.00	9a - 6p							
Allman, William D	80.00	Vacation 8.0			8a - 5p				
Bachman, Kerry S	80.00	8a - 5p			8a - 5p				
Ballard, James P	80.00	8a - 5p			8a - 5p				
Barton, Mark F	7.00	9a - 4p							
Becker, Elizabeth C	9.00	8a - 5p							

3. Click the cell of the day you wish to change.
4. Type over the existing start and end time using the format 9a-6p
Or
Select **Edit** from the **Shift Menu**.

5. Type in the new **Start Time and/or End Time**. Remember to use the a for am and the p for pm. If the shift crosses over the day divide (midnight) make sure you have the correct date in the End Date cell. Check the Sch Hrs. field to ensure the correct number of hours are scheduled.

The screenshot shows a Java Applet window titled "Edit Shift". At the top, there are dropdown menus for "Employee" (Adams, Jerry D) and "Primary Job" (Unspecified). To the right are "Insert Shift" and "Delete Shift" buttons. Below this is a table with the following data:

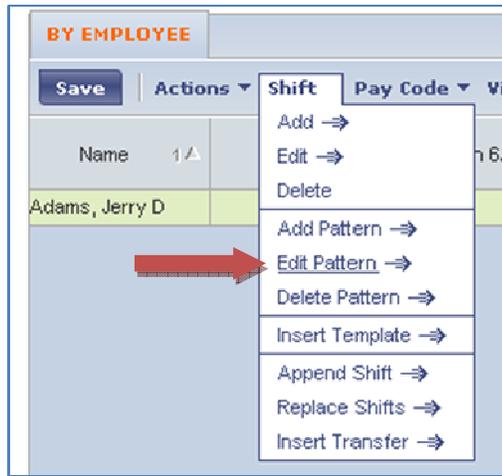
	Start Date *	Type *	Start Time *	End Time *	End Date *	Sch Hrs.	Transfer
<input type="checkbox"/>	6/22/2009	Regular	9:00AM	6:00PM	6/22/2009	9.0	

Below the table is a "Comments" section with a text area and a dropdown menu. To the right are "Shift Label" and "Repeat for (D)" (set to 1) fields. At the bottom are "OK", "Cancel", and "Help" buttons. The footer of the window says "Java Applet Window".

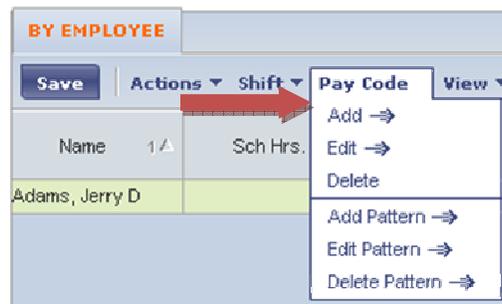
6. Click 
7. Click **Save**.

Making a Permanent Change

1. Open **Schedule Editor**.
2. Right Click **Employee's name** or highlight employee and select Shift Menu



3. Select **Shift** or **Pay Code** from the Edit Pattern drop down list.



4. Make changes to the pattern. (You may have to change the Work and Pattern Start Date as well).

Effective Dates:

* Work Start Date: 11/12/2007 * Forever Over

* Pattern Start Date: 11/12/2007 * End Date:

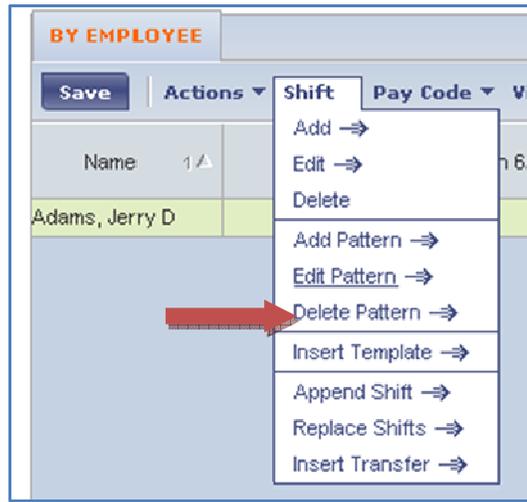
Recurring: 1 Weeks Days 8a - 5p Find

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		8a - 5p	7a - 4p	8a - 5p	7a - 4p	8a - 5p	
2							

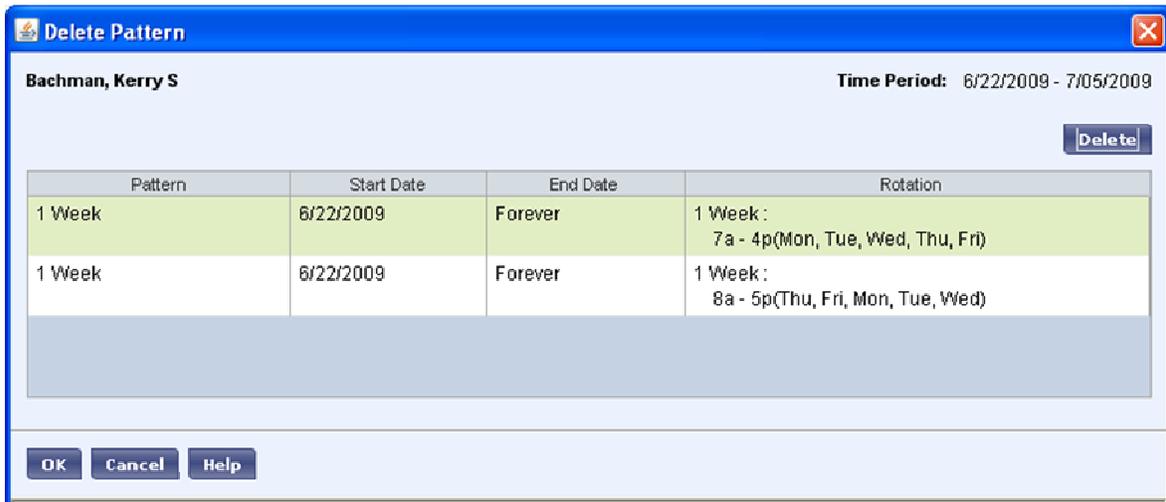
5. Click  .

Deleting a Pattern

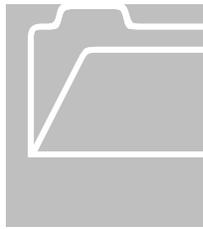
1. Open Schedule Editor.
2. Right click the employee's name.



3. Delete Pattern from drop down list.
4. Highlight Pattern from the list



5. Click  .
6. Click  . The pattern has been deleted.



Scheduling Time Off

You can schedule time off using the Schedule Editor, i.e. an employee has requested some vacation days.

1. Click the **Scheduling Menu** in the Navigation Bar to display more options.
2. Click **Schedule Editor**.

SCHEDULE EDITOR
Loaded: 1:16PM

Show: All Home [Edit]
Time Period: Current Schedule Period [Refresh]

6/22/2009-7/05/2009

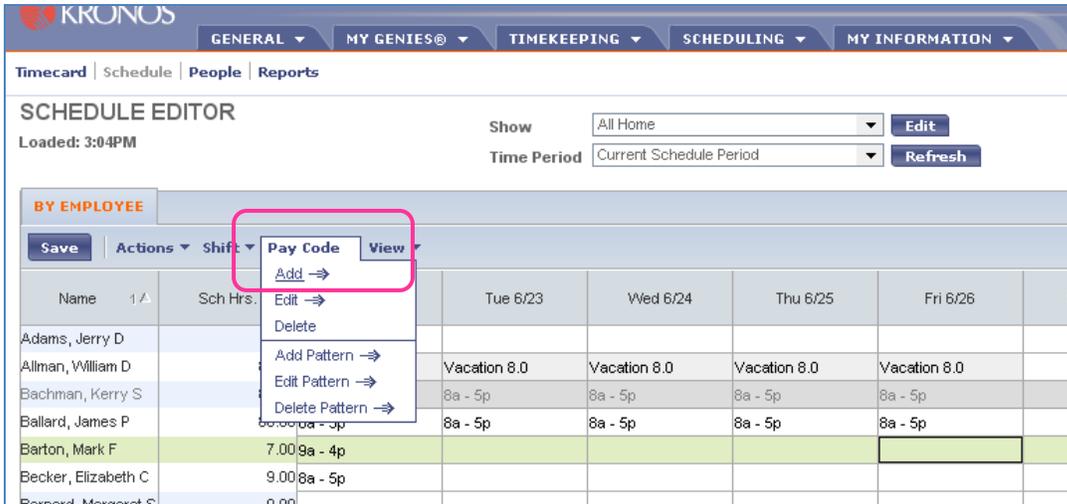
Name	Sch Hrs.	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Mon
Adams, Jerry D	9.00	8a - 6p							
Allman, William D	80.00	Vacation 8.0			8a - 5p				
Bachman, Kerry S	80.00	8a - 5p			8a - 5p				
Ballard, James P	80.00	8a - 5p			8a - 5p				
Barton, Mark F	7.00	8a - 4p							
Becker, Elizabeth C	9.00	8a - 5p							
Bernard, Margaret S	0.00								
Booker, Susan S	9.00	8a - 5p							
Brandon, Sandra W	0.00								
Brewer, Jensen, P...	80.00	8a - 5p			8a - 5p				
Scheduled Hours	1,074.00	130	96	96	96	96	0	0	
Number of Emplo...	170	16	12	12	12	12	0	0	

COMMENTS

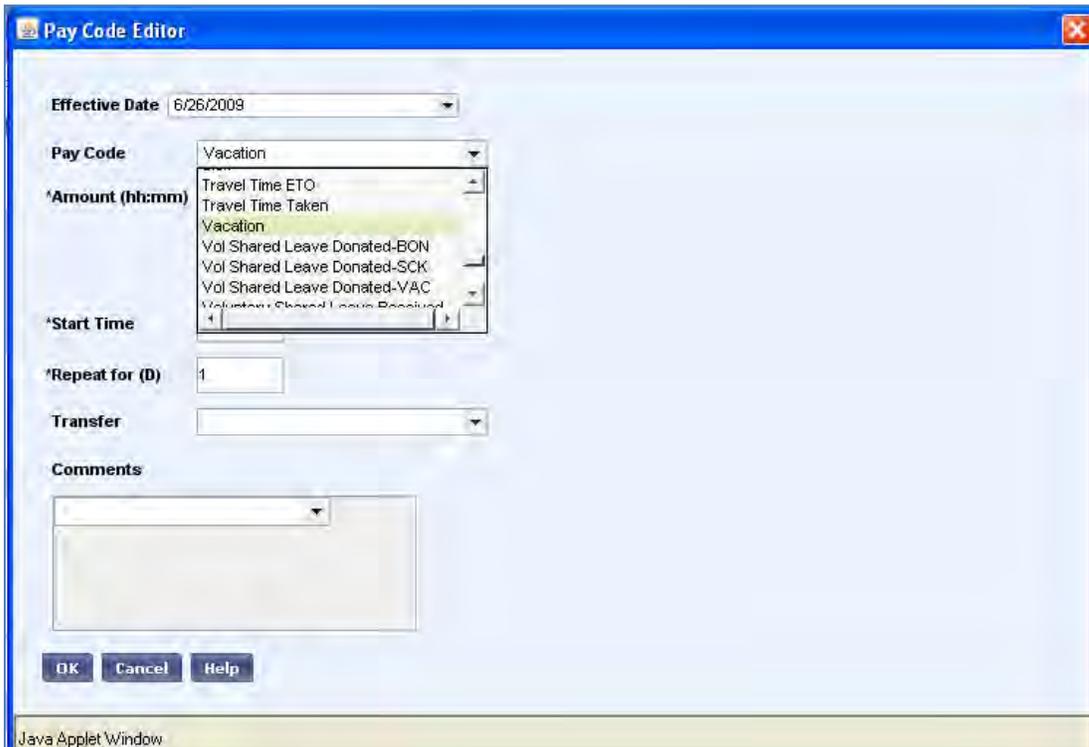
Date	Shift/Pay Code	Name	Comments	Note
------	----------------	------	----------	------

3. Click once to highlight **employee's name**.
4. Select the day of the week.

5. Select **Add** from the **Pay Code** menu.



6. Select a **pay code** from the Pay Code list.



7. Enter the **number of hours**
OR
Full Schedule or **Half Schedule** if there is a recorded schedule.

The screenshot shows the 'Pay Code Editor' window with the following fields and values:

- Effective Date: 6/26/2009
- Pay Code: Vacation
- Amount (hh:mm): 8.0
- Start Time: (empty)
- Repeat for (D): 1
- Transfer: (empty)
- Comments: (empty)

The 'Amount (hh:mm)' dropdown menu is open, showing the following options:

- full sched day
- half sched day
- pattern day

Buttons at the bottom: OK, Cancel, Help.

8. Enter a **start time** (required field).
9. Enter the **number of days** you want this to repeat.
10. **Optional:**
 - Transfer Note: Do not complete the section on Transfer for Leave Pay Codes
 - Select one or more comments if needed.

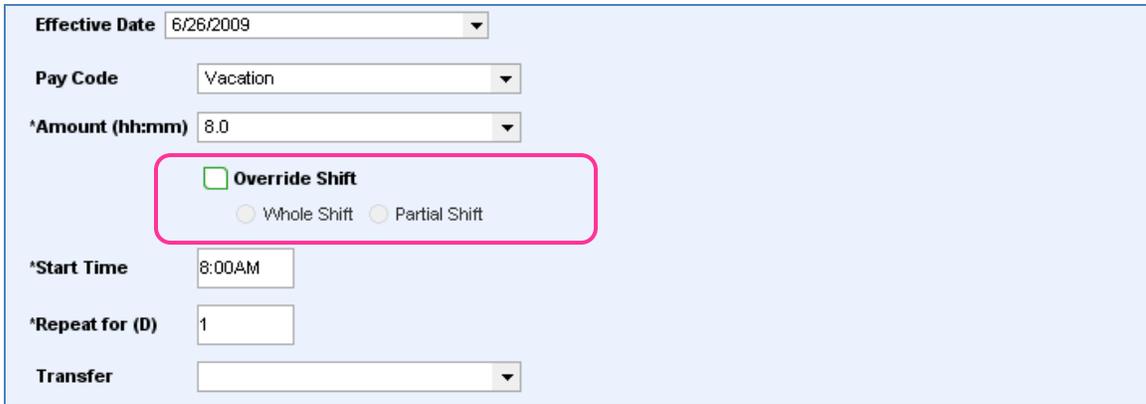
The screenshot shows the 'Pay Code Editor' window with the following fields and values:

- Effective Date: 6/26/2009
- Pay Code: Vacation
- Amount (hh:mm): 8.0
- Override Shift: (unchecked)
- Start Time: 8:00AM
- Repeat for (D): 1
- Transfer: (empty)
- Comments: (empty)

Buttons at the bottom: OK, Cancel, Help.

11. For the **Override Shift** check box:

- Select the check box if the pay code will replace a shift. Then select an option to specify whether the pay code will replace the entire shift or only a portion of the shift.
- Clear the check box if the pay code is in addition to the shift.



The screenshot shows a form with the following fields:

- Effective Date:** 6/26/2009
- Pay Code:** Vacation
- *Amount (hh:mm):** 8.0
- Override Shift:** A section highlighted with a pink box containing an unchecked checkbox, the text "Override Shift", and two radio buttons labeled "Whole Shift" and "Partial Shift".
- *Start Time:** 8:00AM
- *Repeat for (D):** 1
- Transfer:** (empty dropdown)



12. Click

13. Click **Save**.

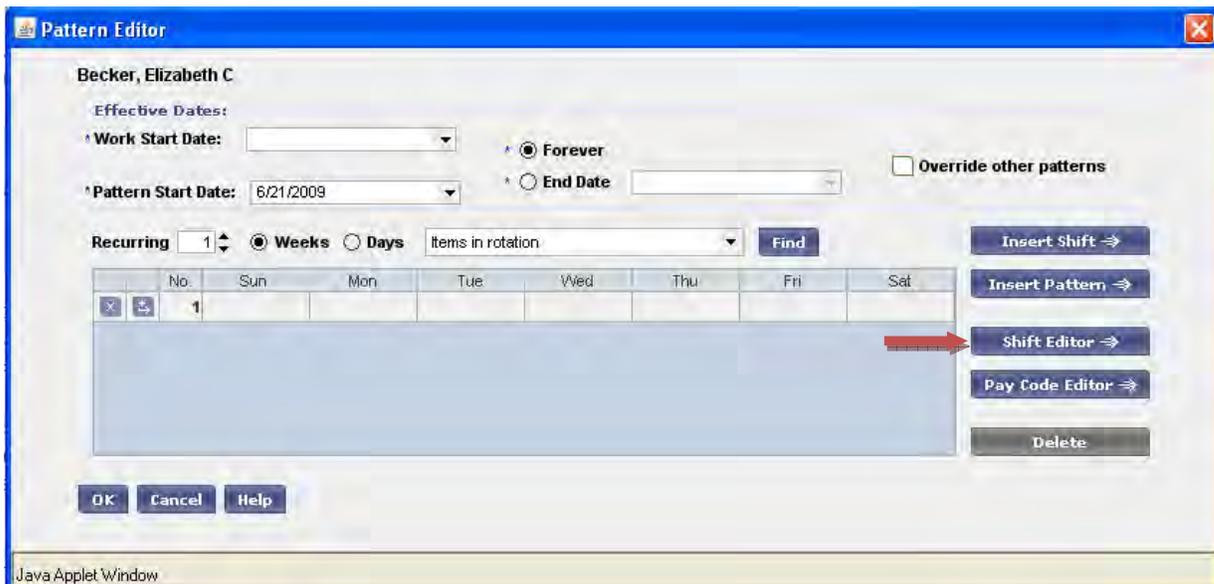


Scheduling Special Entries (Managers and TIM Administrators)

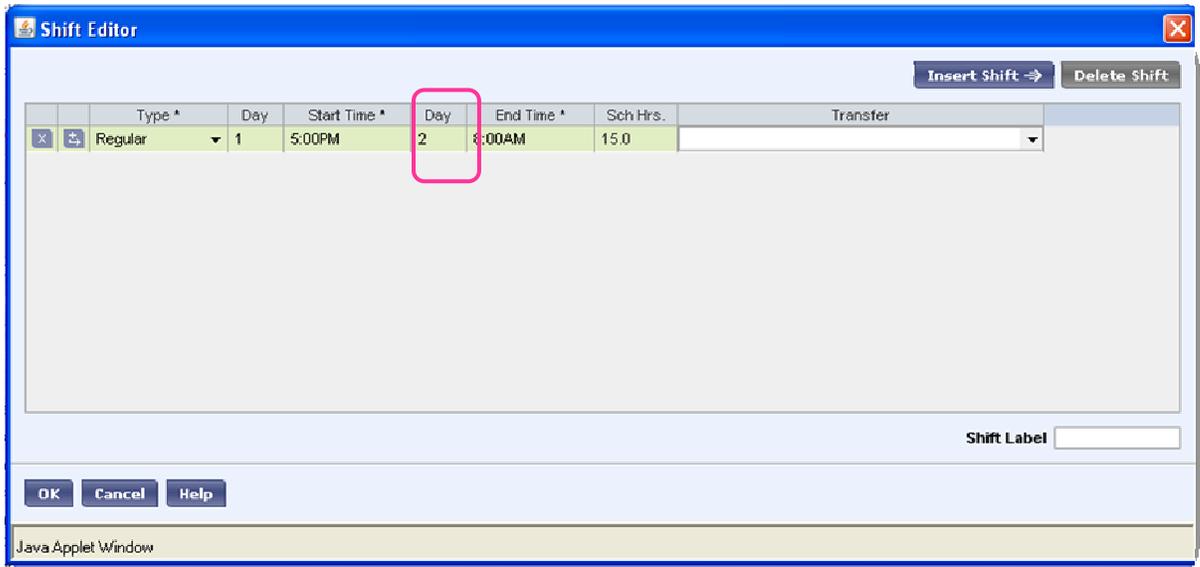
There are many different types of events that will affect an employee's regular work schedule. This section will demonstrate how to add a permanent or one-time special event to an employee's schedule.

Adding Permanent On Call Pattern for SPA Non-Exempt Employees Only

1. Open **Schedule Editor**.
2. Click to select the **employee's name**.
3. Select **Add Pattern** from the **Shift Menu**.
4. Click a cell to indicate the **first day** of the **On Call** shift.

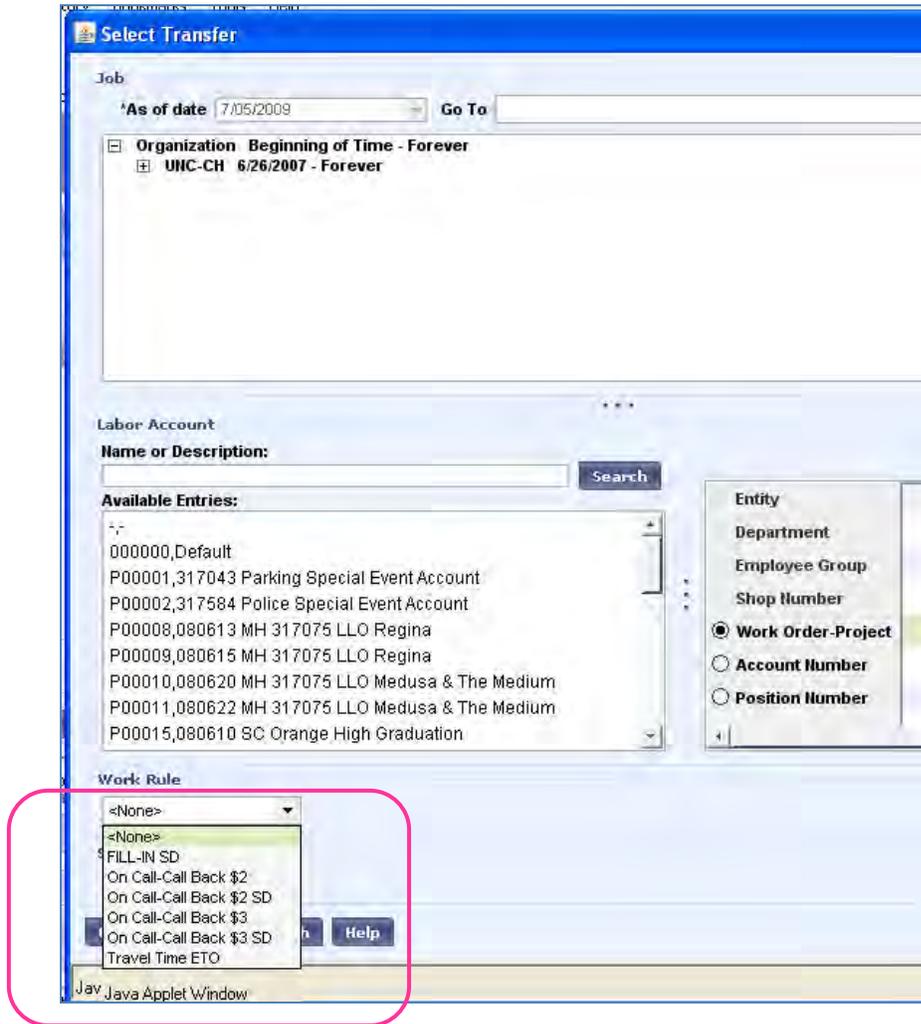


5. Click
6. Type **beginning** of On Call shift in **Start Time** cell. Remember to use "a" for am or "p" for pm.
7. If the shift crossed over midnight type **2** in the second **Day** cell to indicate that the end time will occur the next day.
8. Type **end of On Call** shift in End Time cell.

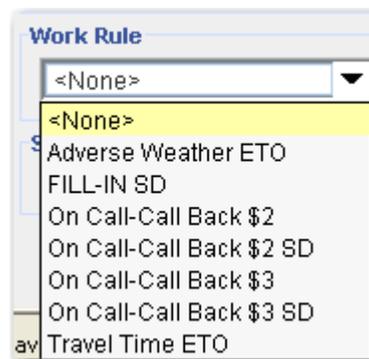


9. Click the **down arrow** in the **Transfer** cell.

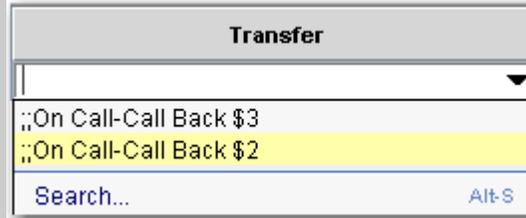
10. Click **Search**.



11. Click the **down arrow** in the **Work Rule** section.

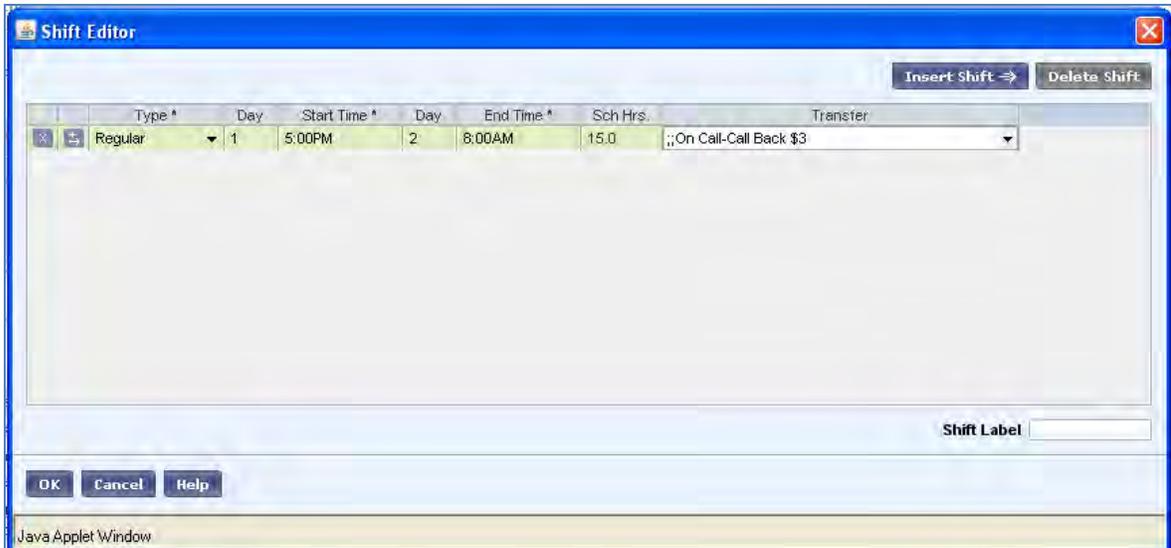


Once you have chosen a work rule from the above list, it will then become available in the Transfer drop down list.



12. Select the desired **Work Rule**.

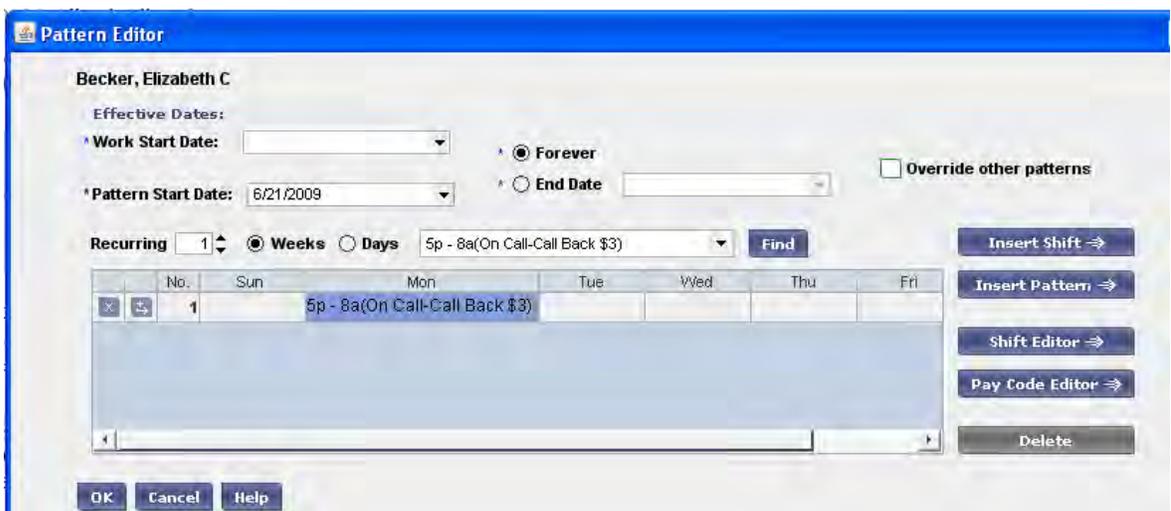
13. Click



14. Click



to close the Shift Editor Window.

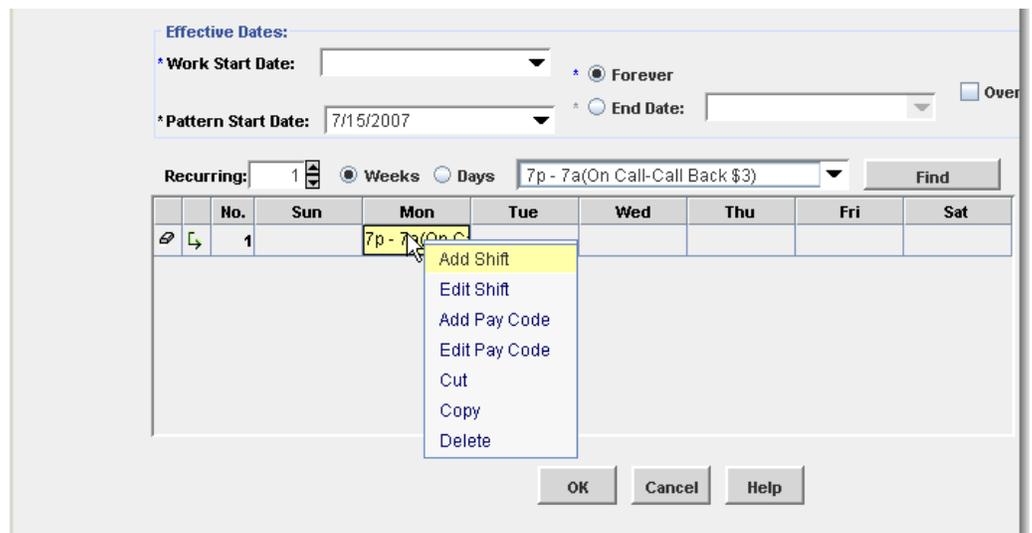


You have now added an On Call pattern to your employee's regular schedule for one day every week. If you wish to add that same pattern for additional days in the week you will need to copy and paste the new pattern in the additional days.

- ❏ The On-Call hours will display on the schedule on the day the hours start.
- ❏ The majority of hours worked determines what day the On-Call hours are displayed on the timecard; i.e. 7p-7a from Monday-Tuesday means that the hours will appear on the timecard on Tuesday where the majority of the hours are worked.

15. **Optional:** If you want to apply the same On-Call hours to another day of the week:

a. **Right click on the pattern** you have just added.



b. Click **Copy**.

- c. Right Click the **day of the week** in which you want to paste the new pattern.

Effective Dates:

* Work Start Date: * Forever Over

* Pattern Start Date: 7/15/2007 * End Date:

Recurring: 1 Weeks Days 7p - 7a(On Call-Call Back \$3) Find

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		7p - 7a(On Ca					

Context Menu:

- Add Shift
- Add Pay Code
- Paste

OK Cancel Help

- d. Click **Paste**.

Effective Dates:

* Work Start Date: * Forever Over

* Pattern Start Date: 7/15/2007 * End Date:

Recurring: 1 Weeks Days 7p - 7a(On Call-Call Back \$3) Find

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		7p - 7a(On Ca			7p - 7a(On Ca		

OK Cancel Help

16. Click the **down arrow** in the **Work Start Date** cell to access the calendar. Select a date.

17. Click the down arrow in the Pattern Start Date to access the calendar. Select a date.

18. Click  to close the Pattern Editor window. The two patterns will now be visible in the Schedule Editor. The employee's regular schedule and their permanent on-call schedule.

19. Click Save to record your changes

SCHEDULE EDITOR
Loaded: 3:47PM

BY EMPLOYEE

Save | Actions | Shift | Pay Code | View

Name	Sch Hrs.	Mon 6/22	Tue 6/23
Becker, Elizabeth C	9.00	8a - 5p 5p - 8a (On Call-Call Back \$3)	
Bernard, Margaret S	0.00		
Booker, Susan S	9.00	8a - 5p	
Brandon, Sandra W	0.00		
Brewer Jensen, P...	80.00	8a - 5p	8a - 5p
Brinn, Alexander R	0.00		
Brookshire, Laura E	0.00		
Brown, Sarah B	0.00		
Buckley, Lauren B	0.00		
Scheduled Hours	1,082.00	130	96
Number of Emplo...	170	16	12

Employee works 8a-5p and is On Call at \$3 per hour from 5p until 8a the next morning.

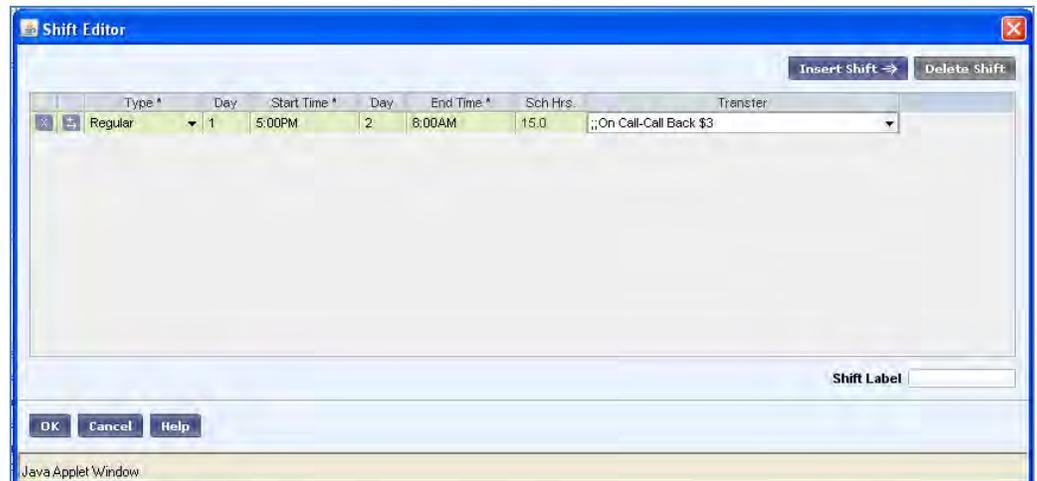
You can also view these patterns in the employee's timecard. (Note the (x) next to Mon and Thu to indicate some type of transfer is scheduled).

Date	Start Time	End Time	Pay Code
Mon 7/09	8:30AM	5:30PM	
Mon 7/09(x)	7:00PM	7:00AM	
Tue 7/10	8:30AM	5:30PM	
Wed 7/11	8:30AM	5:30PM	
Thu 7/12	8:30AM	5:30PM	
Thu 7/12(x)	7:00PM	7:00AM	
Fri 7/13	8:30AM	5:30PM	

Adding Temporary On Call Hours

The following procedure will demonstrate how you would add an on call shift to an employee as a one-time only event.

1. Open **Schedule Editor**.
2. Click once to select the **employee's name**.
3. Click to select the **day** you wish to add temporary On Call hours.
4. Select **Add** from the **Shift menu**.
5. Type the **Start Time**.
6. Type the **End Time**.
7. Click the **down arrow** in the **End Date** cell and choose the desired date to end the temporary on call hours.
8. Click the **down arrow** in the **Transfer** cell to choose the desired Work Rule.



OK

9. Click .

The screenshot shows the Kronos Schedule Editor interface. At the top, there are tabs for 'GENERAL', 'MY GENIES@', 'TIMEKEEPING', and 'SCHEDULE EDITOR'. Below the tabs, there are links for 'Timecard', 'Schedule', 'People', and 'Reports'. The main title is 'SCHEDULE EDITOR' with a 'Show' dropdown set to 'All Home' and a 'Time Period' dropdown set to 'Current Schedule'. The interface is set to 'BY EMPLOYEE' view. A table lists employees with columns for Name, Sch Hrs., Mon 6/22, and Tue 6/23. The table includes entries for Elizabeth C. Becker, Margaret S. Bernard, Susan S. Booker, Sandra W. Brandon, P... Brewer Jensen, Alexander R. Brinn, Laura E. Brookshire, Sarah B. Brown, and Lauren B. Buckley. Summary rows show 'Scheduled Hours' (1,082.00) and 'Number of Emplo...' (170).

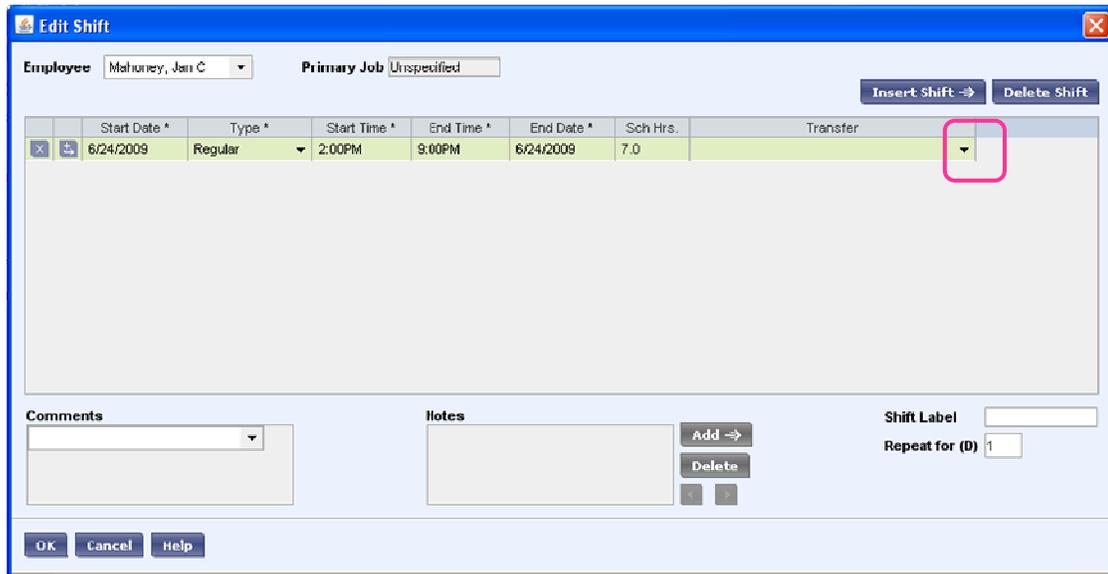
Name	Sch Hrs.	Mon 6/22	Tue 6/23
Becker, Elizabeth C	9.00	8a - 5p 5p - 8a (On Call-Call Back \$3)	
Bernard, Margaret S	0.00		
Booker, Susan S	9.00	8a - 5p	
Brandon, Sandra W	0.00		
Brewer Jensen, P...	80.00	8a - 5p	8a - 5p
Brinn, Alexander R	0.00		
Brookshire, Laura E	0.00		
Brown, Sarah B	0.00		
Buckley, Lauren B	0.00		
Scheduled Hours	1,082.00	130	96
Number of Emplo...	170	16	12

Adding Special Events

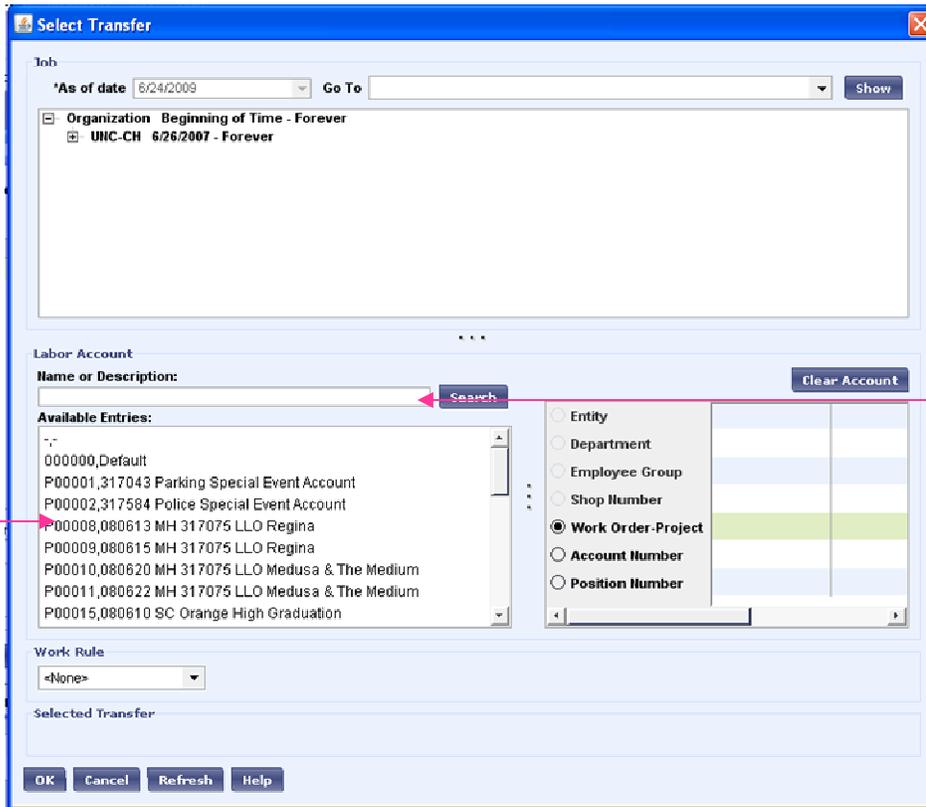
1. Open **Schedule Editor**
2. Click once to select the **employee's name**.
3. Click to select the **day** you wish to add a Special Event to a specific employee's schedule.
4. Select **Add** from the **Shift** menu to add a new shift Or Edit to add the Special Event transfer to an existing shift.

The screenshot shows the Kronos Schedule Editor interface with the 'Shift' dropdown menu open for employee Mahoney, Jan C. The menu options are: Add ->, Edit ->, Delete, Add Pattern ->, Edit Pattern ->, Delete Pattern ->, Insert Template ->, Append Shift ->, Replace Shifts ->, and Insert Transfer ->. The 'Add' and 'Edit' options are highlighted with a red box.

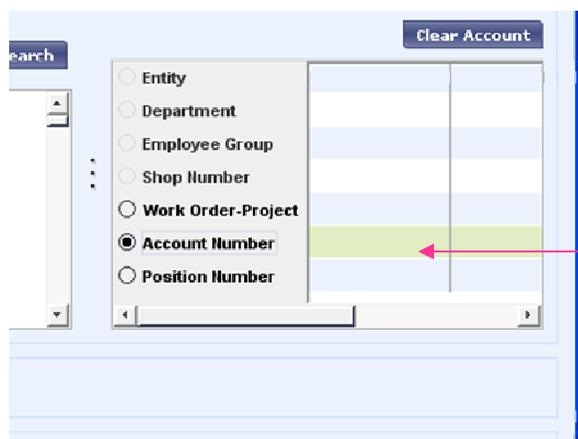
Name	Mon 6/22	Tue 6/23	Wed 6/24
Mahoney, Jan C		3p - 10p	2p - 9p



5. Type the **Start Time**
6. Type the **End Time**
7. Click the down arrow in the **Transfer** cell.
8. If the Account Number was recently used it will be in the Quick List on the drop down menu. If it is not there click **Search**.

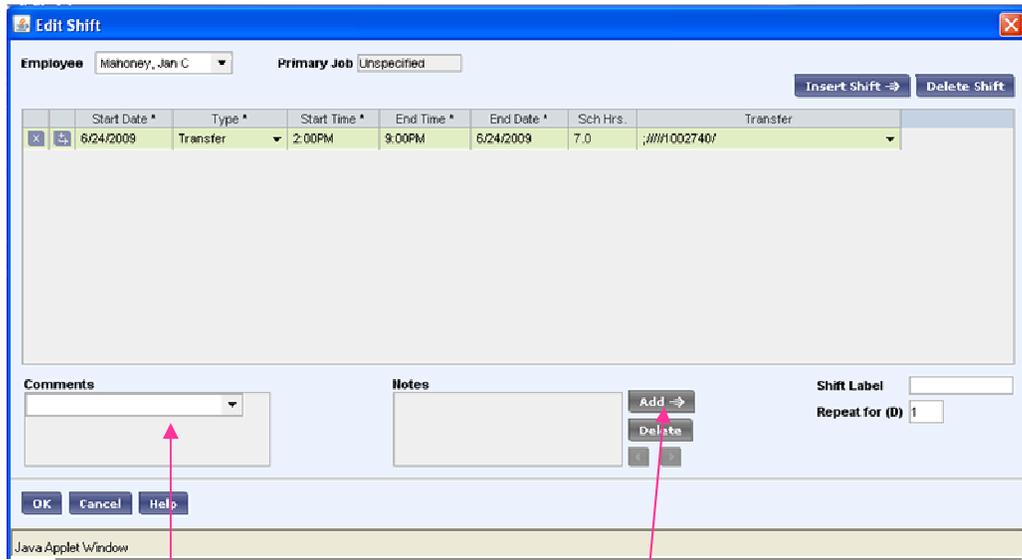


- Click the desired account number in the List
- Type the account number of the Special Event in the **Name or Description** and click **Search**
- Type the Account Number in the Cell to add a new entry (The number must follow this format: 000000 do not enter dashes).

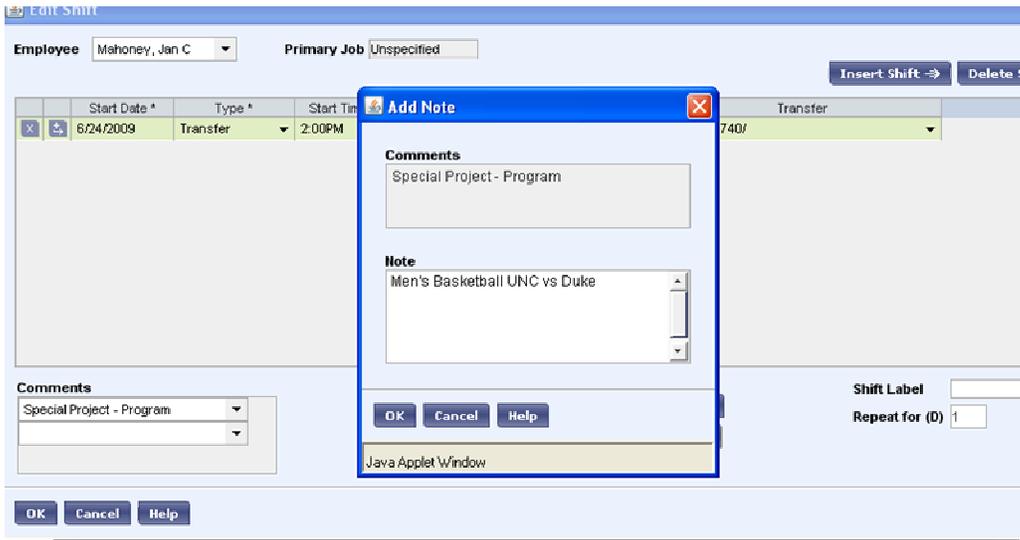


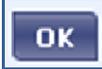
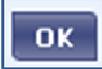


9. Click to close Select Transfer window.



NEW! Comments and Notes. To add a Comment and note to a shift: Click the List Arrow in the Comments Window. Select a Comment. Then Click Add to add a free form Note to the Comment.



10. Click  to add the comment and  to close Add Shift window.



11. Click **Save**. The Scheduled Event will now appear on the employee's schedule in their timecard.

Date	Start Time	End Time	Pay Code	Amount
Mon 6/22	4:00PM	11:00PM		
Tue 6/23	3:00PM	10:00PM		
Wed 6/24(x)	2:00PM	9:00PM		
Thu 6/25	1:00PM	8:00PM		
Fri 6/26	12:00PM	7:00PM		
Sat 6/27				

What do I do when I have questions about TIM?

- Employees ask their manager
- Managers ask the TIM Administrator
- TIM Administrators send an email to timsupport@unc.edu or log a Remedy ticket

Appendix A – TIM Responsibilities

Managers	TIM Administrators
<p>Managing the Time Card Daily</p> <ul style="list-style-type: none"> • Vacation leave • Sick Leave • Bonus Leave • Comp Time Taken • Community Service • Voluntary Shared Leave Taken • SPA Exempt Additional Pay • Adverse Weather Taken • On Call 	<p>Managing the Time Card Daily</p> <ul style="list-style-type: none"> • Vacation leave • Sick Leave • Bonus Leave • Comp Time Taken • Community Service • Voluntary Shared Leave Donated and Received • Adjust accrual balances • SPA Exempt Additional Pay • All Adverse Weather • On Call • Historical Edits
<p>Generate and Print Reports</p>	<p>Generate and Print Reports</p>
<p>Schedules – Primary Responsibility</p> <ul style="list-style-type: none"> • On call • Shift Differential Fill-in 	<p>Schedules – Adjustments</p> <ul style="list-style-type: none"> • Special Events
<p>Reviewing Time Cards for Approval</p> <ul style="list-style-type: none"> • Missing or duplicate in/out time entry • Moving Overtime to Comp time or vice versa • Editing holiday worked • Editing shift differential codes 	<p>Reviewing Time Cards for Sign Off</p> <ul style="list-style-type: none"> • Missing or duplicate in/out time entry • Moving Overtime to Comp time or vice versa • Editing holiday worked • Editing shift differential codes
<p>Approving Timecards</p> <p>(EPA Faculty and EPA Non-Faculty are done monthly, SPA Exempt, SPA Non-Exempt, Temps and Students are done Biweekly)</p>	<p>Signing off Timecards</p> <p>(EPA Faculty and EPA Non-Faculty are done monthly, SPA Exempt, SPA Non-Exempt, Temps and Students are done Biweekly)</p>
	<p>Termination and Transfer Procedures</p>

Appendix B – Approval and Sign Off Check List

Managers	TIM Administrators
<p>Reconcile Timecard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Absences <input type="checkbox"/> Missed punches <input type="checkbox"/> Overtime <input type="checkbox"/> Comp Time <input type="checkbox"/> Meal Breaks <30 minutes 	<p>Reconcile Timecard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Absences <input type="checkbox"/> Missed punches <input type="checkbox"/> Overtime <input type="checkbox"/> Comp Time <input type="checkbox"/> Offsetting Rules <input type="checkbox"/> Meal Breaks <30 minutes
<p>Pay Period Close</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approval of Employee <input type="checkbox"/> Perform Manager Approval 	<p>Pay Period Close</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approval of Employee <input type="checkbox"/> Approval of Manager <input type="checkbox"/> Perform TIM Administrator Sign Off

Appendix C – Full and Part-Time FTE Percentages

The following FTEs are fully automated:

Full Time	
Part Time	50% (20 Hours)
	75% (30 Hours)
	80% (32 Hours)

The Manager or TIM Administrator will need to **manually** enter the following for Part-time EPA and SPA employees whose FTE percentage is not one of the rates shown above:

- **Holiday Hours**

Hours paid, but not worked under the Holiday Benefit policy (SPA only).

- **Holiday ETO Limits**

For hours worked when required to work on a Holiday (SPA only).

- **Annual Vacation Leave Limit**

The Vacation rollover will need to be adjusted for the prorated number of hours that are allowed to remain in Vacation. Excess hours will be added to Sick as a manual adjustment (EPA & SPA)

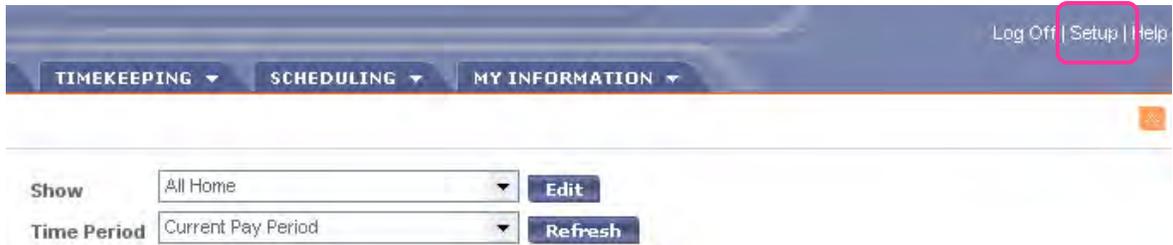
All Part-time employees that are **not** 50%, 75% or 80% will automatically accrue sick, vacation and other applicable kinds of leave in TIM, but the items listed above will require manual entry.

Appendix D – HyperFind Queries

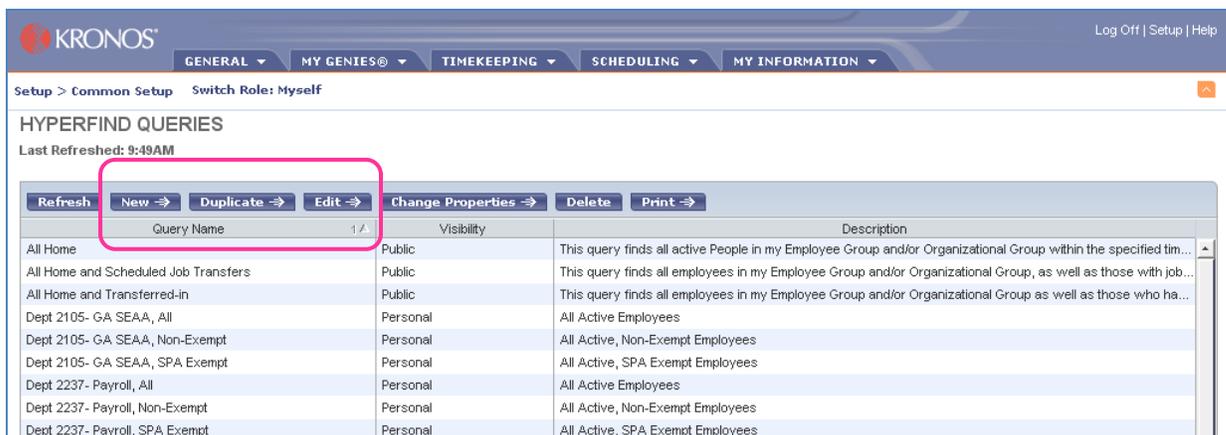
HyperFind is a search engine that finds people using specific criteria. A query only displays those people in the employee group that meet the specified criteria and the user has access to view.

Creating HyperFind Queries

1. Log on to **TIM**.
2. Click **Setup**.



3. Click **HyperFind Queries**
4. Click **New**. You can also Duplicate and/or Edit an existing query.



The HyperFind window appears.

The screenshot shows the Kronos HyperFind interface. At the top, there are navigation tabs: GENERAL, MY GENIES, TIMEKEEPING, SCHEDULING, and MY INFORMATION. Below these, the user is logged in as 'Myself'. The main area is titled 'HYPERFIND' and shows 'Last Refreshed: 9:51AM'. There are input fields for 'Query Name' (Untitled), 'Description', and 'Visibility'. Below these are tabs for 'SELECT CONDITIONS', 'EDIT CONDITIONS', 'VIEW QUERY', and 'ASSEMBLE QUERY'. A toolbar contains buttons for 'Save', 'Save As', 'Refresh', 'Refresh Data', 'Edit Condition', 'Delete Condition', 'Print Screen', and 'Test'. On the left, a 'Filters' tree is expanded to 'Primary Account'. The main configuration area for 'Primary Account' has two radio buttons: 'Include' (selected) and 'Exclude people who meet this condition.'. Below this is a search box for 'Name or Description' with a 'Search' button. A list of results is shown: '00000001, UNCCCH' and '00000002, General Administration'. To the right of the list are several radio buttons for selection: 'Entity' (selected), 'Department', 'Employee Group', 'Shop Number', 'Work Order-Project', 'Account Number', and 'Position Number'. There are also input fields for each of these categories. At the bottom, there are radio buttons for 'Effective Date': 'Within specified time period' and 'As of today' (selected). An 'Add Condition' button is at the bottom center.

Choosing Departments

1. Click the radial buttons to select a group of employees fitting the criteria you want to display on a Genie.

This screenshot is similar to the previous one, but the 'Department' radio button is now selected and highlighted with a red rectangle. The search results list now shows '003103, Information Technology Svcs.' and '003110, Research Services'. The 'Effective Date' radio buttons remain the same, with 'As of today' selected.

2. Optional: the name or Description field is used as a search tool.

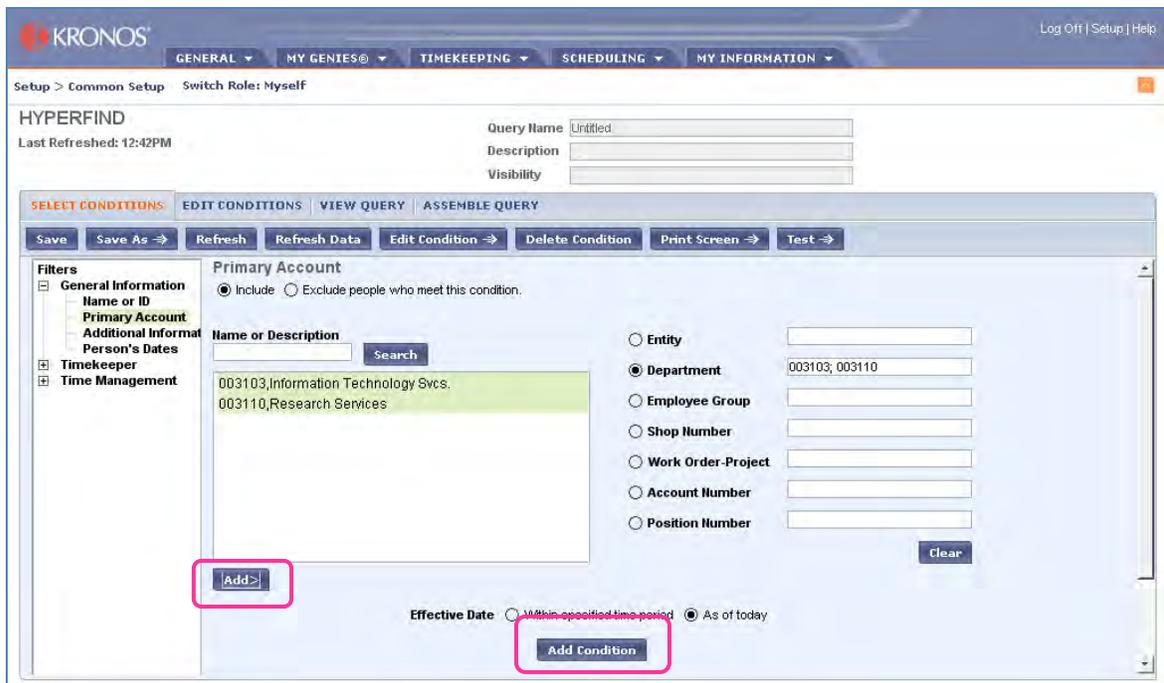
To search by name, type: **name text***: i.e. **ctr***.

To search by department, type: **dept#***, i.e. (range) **0071*** or (specific) **007110***.

3. Select all of the **departments** you wish to include in the HyperFind list.

★ To select more than one department, hold Shift key, then click for contiguous selections; hold Ctrl, then click for non-contiguous selections.

4. Click



5. Click



Choosing Employment Status

1. Click **Timekeeper**, then **Employment Status**.

The screenshot shows the KRONOS HYPERFIND interface. The top navigation bar includes 'GENERAL', 'MY GENIES@', 'TIMEKEEPING', 'SCHEDULING', and 'MY INFORMATION'. The main content area is titled 'HYPERFIND' and shows a 'Query Name' field set to 'Untitled'. Below this, there are tabs for 'SELECT CONDITIONS', 'EDIT CONDITIONS', 'VIEW QUERY', and 'ASSEMBLE QUERY'. The 'SELECT CONDITIONS' tab is active, and a pink box highlights the 'Filters' sidebar on the left. In this sidebar, the 'Timekeeper' category is expanded, and 'Employment Status' is selected. The main area displays the 'Employment Status' condition configuration. It includes radio buttons for 'Include' (selected) and 'Exclude people who meet this condition.'. Below this are radio buttons for 'Status': 'Active' (selected), 'Inactive', and 'Terminated'. There is also an 'As of' section with radio buttons for 'Today' (selected) and 'Specific Date' (with a date field set to 6/25/2009). An 'Add Condition' button is visible below the configuration options. At the bottom, there is a 'Selected Conditions' list box.

2. Choose **Include** or **Exclude people who meet this condition** radio button.
3. Choose **Active**, **Inactive** or **Terminated** radio button.
4. Choose **Today** or **Specific Date** radio button. If choice is specific date, then click down arrow in date field to access calendar.

After making all the desired choices:

5. Click .
6. Click **Save**.



7. Click radio button of **Personal** or leave it as **Ad Hoc**.

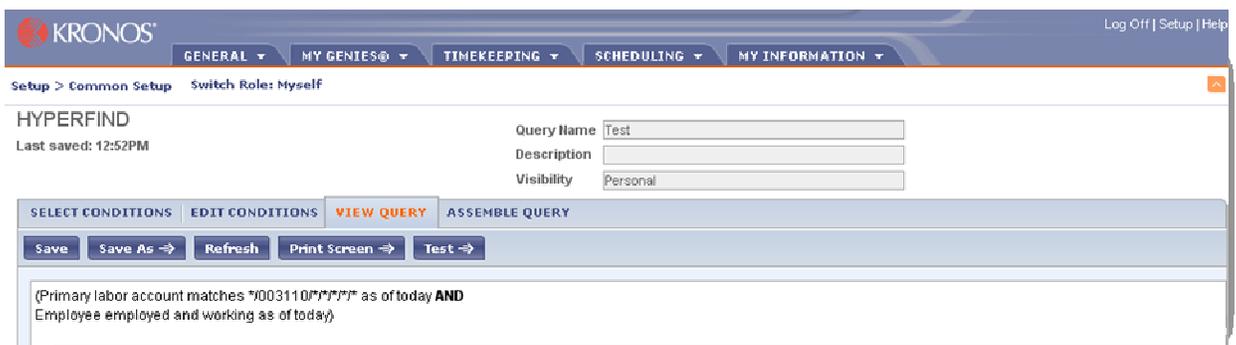
- Ad Hoc - A search set up for a specific, temporary purpose, for use during the **current session only**. The query cannot be saved.
- Personal - For Public or Personal queries, enter the new query name, up to 30 characters.

If you have chosen Personal, then:

- 8. Type a **New Name**. This is the name you will see on the HyperFind Query list.
- 9. Add a description, if desired.



- 10. Click .
- 11. Click **View Query**.

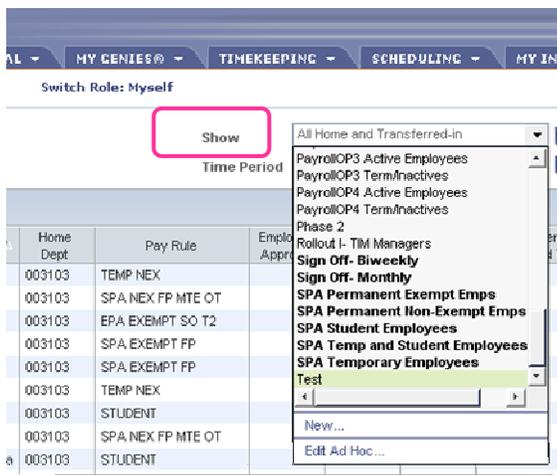


Using HyperFind Queries

- Select **Employee Information**, **Pay Period Close** or **Reconcile Timecard** under the **Timekeeping** function in the **Navigation Bar**.



- Click the down arrow in the **Show** text box to reveal your choices. Choose the one that best suits your requirements.



All Home and Scheduled Job Transfers
 All Home and Transferred-in
 EPA Permanent Exempt Employees
 Exempt Classification
 Inactive/Terminated Employees
 Non-Exempt Classification
 Part Time Permanent 50% FTE
 Part Time Permanent 75% FTE
 Part Time Permanent 80% FTE
 Part Time Permanent No Limits
 Biweekly Sign Off
 Monthly Sign Off
 SPA Permanent Exempt Emps
 SPA Permanent Non Exempt Emps
 SPA Student Employees
 SPA Temp and Student Employees
 SPA Temporary Employees

Appendix E – Performing a Termination, Step 1- Paying Out & Docking Accruals (TIM Administrators)

There are three steps to paying out or docking accruals in TIM:

1. Adjust accruals to give accrual grants, if needed
2. Enter the applied termination pay codes and positive hours directly in the timecard to pay out hours, if eligible
3. Enter the applied termination pay codes and negative hours directly in the timecard to dock an employee's pay check, if needed

★ Accrual Detail Report

The Accruals Tab in the timecard will go away after the employee's termination date. You should print out an Accrual Detail Report with a range of dates starting from 6/29/07 through the termination date for review and record keeping purpose. (Refer to TIM Manual Part II for "Generate and Print Reports")

Step 1

Adjusting Accruals

If an employee has worked 15 days or longer during the month that they are terminated, you will have to adjust the vacation and sick accrual balances in TIM to reflect the additional vacation and sick hours they would normally accrue at the end of the month.

Adding Vacation Accrual

1. Open employee's timecard.
2. Select **Add Historical** from the Amount menu.
3. Create a Historical Edit with a negative amount to increase the balance.

4. Fill in boxes and check **ONLY** the **Impact Accruals** box.

The screenshot shows the 'Add Historical Amount' dialog box with the following fields and callouts:

- Historical Date ***: 6/21/2009 (Callout: Use the last date in the signed off period.)
- Pay Code ***: Vacation
- Amount (HH.hh) ***: -7.83 (Callout: Use a **negative** amount to **increase** the leave balance.)
- Transfer**: (Empty dropdown)
- Effective Date ***: 6/22/2009 (Callout: Use the termination date.)
- Include in totals for effective date**
- Impact Accruals** (Callout: Check **ONLY** the Impacts Accruals box.)
- Comments** button (highlighted with a pink box)
- Buttons: **OK**, **Cancel**, **Help**

5. Select the 'Termination Accrual Granted' **Comment** and enter a Note
6. Click 
7. Repeat steps 1-6 with the Sick pay code to grant Sick hours to the employee.

Step 2

Paying out Accruals

Use the following pay codes to pay out accruals in TIM. Enter the Applied Termination pay code in the timecard only if the employee is eligible for the payout and for the exact amount of hours to be paid to the employee. It is imperative that you refer to the HR policies for payouts to confirm if the employee is eligible for the payout prior to entering this information in TIM.

- Applied Terminated Bonus
- Applied Termination Comp Time
- Applied Termination Holiday ETO
- Applied Termination Travel ETO
- Applied Termination Vacation

You will **not** payout Sick leave in TIM

1. Open the employee's timecard.
2. Highlight the date of the employee's termination in the timecard
3. Click the down arrow in the Pay Code column, scroll down and choose **Applied Termination Vacation**.
4. Select the Accruals Tab, scroll down to view the final vacation balance, and enter the amount of Vacation hours in the Amount cell in the timecard. NOTE- this amount should be 240 hours or less. Do **not** enter an amount over 240 hours for payout. Do **not** add Sick hours to the Vacation balance

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Monday L...	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0
On-Call Ti...	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0
On-Call Ti...	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0
Sick	45.2	Hour	7/06/2009	0.0	0.0	45.2	45.2
Travel Ti...	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0
Travel Ti...	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0
Vacation	64.83	Hour	7/06/2009	0.0	0.0	64.83	64.83
Voluntary...	0.0	Hour	7/06/2009	0.0	0.0	0.0	0.0

5. Select **Save**.
6. Repeat steps 1-5 until all appropriate accrual balances have been paid out.

Step 3

Docking Accruals- Sick or Vacation

If the employee has a negative Sick or Vacation balance at the end of employment, use the following pay codes to dock the employee's pay check for those hours. Be sure to process Step 1, Adjusting Accruals, first as those edits will increase the final Sick and Vacation balances.

- Applied Termination Sick
- Applied Termination Vacation

1. Open the employee's timecard.
2. Highlight the date of the employee's termination in the timecard

3. Click the down arrow in the Pay Code column, scroll down and choose **Applied Termination Vacation**.
4. Select the Accruals Tab, scroll down to view the final vacation balance, and enter a negative amount of Vacation hours to be paid back in the Amount cell in the timecard.
5. Select **Save**.
6. Repeat steps 1-5 with the **Applied Termination Sick** pay code to dock Sick hours.

Performing a Termination, Step 2- Removing Accrual Balances

******NOTE:** If there are accruals that need to be paid out or docked, you **MUST** complete the '**Paying Out and Docking Accruals**' process **before** removing the balances.

★ Accrual Detail Report

The Accruals Tab in the timecard will go away after the employee's termination date. You should print out an Accrual Detail Report with a range of dates starting from 6/29/07 through the termination date for review and record keeping purpose. (Refer to TIM Manual Part II for "Generate and Print Reports")

Zeroing out Accrual Balances in TIM

Enter historical edits to reduce remaining accrual balances to 0.00 hours in TIM.

It is imperative that historical edits are used to zero out balances and that **ONLY** the Impacts Accruals box is checked.

Do **NOT** enter these pay codes in the timecard. Entries in the timecard will be sent to payroll automatically for processing.

Use the following pay codes to zero out the accrual balances in TIM. (Community Service Leave and Adverse Weather balances are not zeroed out at termination.)

- Applied Terminated Bonus
- Applied Termination Comp Time
- Applied Termination Holiday ETO
- Applied Termination OCTO (On Call Time Off)
- Applied Termination Sick
- Applied Termination Travel ETO
- Applied Termination Vacation

1. Open the employee's timecard, highlight the termination date, click on the Accruals tab, and find accrual balances that are not equal to zero hours.
2. Select **Add Historical** from the Amount menu.
3. Create a Historical Edit
4. Fill in appropriate boxes and check **ONLY** the **Impact Accruals** box

The screenshot shows the 'Add Historical Amount' dialog box with the following fields and annotations:

- Historical Date ^**: 6/21/2009 (An arrow points from a white box above to this field.)
- Pay Code ^**: (An arrow points from a white box to the right of this field.)
- Amount (HH.hh) ^**: .7.83 (An arrow points from a white box to the right of this field.)
- Transfer**: (An arrow points from a white box to the right of this field.)
- Effective Date ^**: 6/22/2009 (An arrow points from a white box above to this field.)
- Include in totals for effective da**
- Impact Accruals** (An arrow points from a white box to the right of this field.)
- Comments** button (A pink box highlights this button, with an arrow pointing from a white box to the right.)
- Buttons: **OK**, **Cancel**, **Help**

5. Select 'Termination Balance Reduction' in the **Comments** section and enter a Note.
6. Click  and Save the timecard.
7. Repeat steps 1-6 until all applied termination accrual balances have been zeroed out.

Appendix F – Expiring Accruals (TIM Administrators)

★ The following instructions are only for those departments who are live in TIM for leave and hours worked. Those departments who are live in TIM for leave only will continue to process payout through ODP.

In July of 2007 we converted accrual balances into the Time Information Management system (TIM). You will now begin to see some of those balances expire. Some accruals expire and are forfeited, while others are required to be paid out to the employee.

★ The liability must be paid to the employee no later than in the next pay cycle following the end of the expiration date.

The chart below explains some of the expiration policies.

Accrual Code	SPA Non-Exempt	SPA Exempt
Comp Time	Used 1 yr – must be paid out	Used 6 months – forfeited
Holiday ETO	Used 1 yr – must be paid out	Used 1 yr – must be paid out
Travel Time Off	Used 1 yr – must be paid out	Used 6 months – forfeited
Award PTO	Used 1 yr – forfeited	Used 1 yr – forfeited
Adverse Weather ETO	Used 1 yr – forfeited	Used 1 yr - forfeited

Expired Accruals

Comp Time, Holiday ETO and Travel Time balances that have expired must be paid out. A report has been added in TIM that will allow you to see what accruals will expire and when depending on the specific date chosen.

The Accrual Reporting Period Genie has replaced the previous reports for determining when Accruals have expired and should be paid out.

Located under the Timekeeping Menu the Genie will be run for the Hourly Employees by default, the entire department using All Home, or one of the other Hyperfnd Queries listed in the Show List.

The screenshot shows the Kronos Accrual Reporting Period Genie interface. The 'Show' dropdown is set to 'Accrual Reporting Hyperfind' and the 'Time Period' is set to 'Today'. The table below displays the following data:

Name	Type	Reporting Period	Units	Opening Balance	Earned To Date	Taken To Date	Available	Planned Takings	Pending Grants	Ending Balance
Mahoney, Jan C	Adverse Weather C...	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Adverse Weather C...	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Awarded PTO	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Bonus	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Community Service...	1/01/2009 - 12/31/2009	Hour	180.0	180.0	0.0	180.0	0.0	0.0	180.0
Mahoney, Jan C	Community Service...	1/01/2009 - 12/31/2009	Hour	120.0	120.0	0.0	120.0	0.0	0.0	120.0
Mahoney, Jan C	Community Service ...	1/01/2009 - 12/31/2009	Hour	24.0	24.0	0.0	24.0	0.0	0.0	24.0
Mahoney, Jan C	Community Service ...	1/01/2009 - 12/31/2009	Hour	36.0	36.0	0.0	36.0	0.0	0.0	36.0
Mahoney, Jan C	Comp Time Current	1/01/2009 - 12/31/2009	Hour	10.4	10.5	0.0	18.65	0.0	0.0	14.6
Mahoney, Jan C	Comp Time Expired	1/01/2009 - 12/31/2009	Hour	0.0	2.25	0.0	2.25	0.0	4.05	6.3
Mahoney, Jan C	Holiday ETO	1/01/2009 - 12/31/2009	Hour	0.0	3.3	0.0	3.3	0.0	0.0	3.3
Mahoney, Jan C	Holiday ETO Expired	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	On-Call Time Off	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	On-Call Time Off Ex...	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Sick	1/01/2009 - 12/31/2009	Hour	157.6	40.0	44.8	152.8	0.0	56.0	208.8
Mahoney, Jan C	Travel Time Off	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Vacation	1/01/2009 - 12/31/2009	Hour	44.3	45.83	29.0	61.13	8.0	64.17	117.3
Mahoney, Jan C	Voluntary Shared	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Adverse Weather H...	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Travel Time Expired	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Understanding the Accrual Reporting Period Genie

The Time Period defaults to the Reporting period of Today using the current year as the total reporting period.

Opening Balance Column is the beginning balance as of the start date shown in the Reporting Period.

Earned To Date will show all grants earned between the start date and today. In this example the employee had a balance of 10.4 hours of Comp Time on 1/1/2009.

Mahoney, Jan C	Community Service ...	1/01/2009 - 12/31/2009	Hour		
Mahoney, Jan C	Comp Time Current	1/01/2009 - 12/31/2009	Hour		10.4
Mahoney, Jan C	Comp Time Expired	1/01/2009 - 12/31/2009	Hour		0.0

Taken to Date will show the hours used between the start date and today.

Available Column If no expirations have occurred the Opening Balance plus the Earned To Date columns will be the total hours in the Available column. Available shows the hours available to use as of today.

In this example the Opening plus the Earned Comp Time does not total the 18.65 hours shown in Available. This is because there are some hours (2.25) of Comp Time Current that have expired to Comp Time Expired.

The 2.25 Comp Time Expired hours need to be paid out to the employee using the pay code to deduct and pay the hours from the Comp Time Expired Accrual Balance.

Comp Time Current	1/01/2009 - 12/31/2009	Hour	10.4	10.5
Comp Time Expired	1/01/2009 - 12/31/2009	Hour	0.0	2.25

MECARD

ded: 1:00PM

Name & ID
 Time Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
Tue 6/16							
Wed 6/17	Expired Comp Time Pay Out	2.25					
Thu 6/18							
Fri 6/19							
Sat 6/20							
Sun 6/21							
Mon 6/22							
Tue 6/23							
Wed 6/24							

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS, REQUESTS & APPROVALS HISTORICAL AMOUNTS

Accrual Profile SPA NEX

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Project Bal
Community Service...	180.0	Hour	1/01/2010	0.0	360.0	180.0
Comp Time Current	18.65	Hour	1/01/2010	0.0	0.0	14.6
Comp Time Expired	2.25	Hour	1/01/2010	0.0	4.05	6.3
Flexible Furlough J...	10.0	Hour	1/01/2010	0.0	0.0	0.0
Flexible Furlough L...	0.0	Hour	1/01/2010	0.0	10.0	10.0
Vacation ETC...	0.0	Hour	1/01/2010	0.0	0.0	0.0

The Comp Time Expired Balance is 2.25 hours on 6/17/2009 however once the Expired Comp Time Pay Out is processed the balance will be reduced to 0.

***TIMECARD**

Last Calculated: 1:13PM

Name & ID
 Time Period

Date	Pay Code	Amount	In
Tue 6/16			
Wed 6/17	Expired Comp Time Pay Out	2.25	
Thu 6/18			
Fri 6/19			
Sat 6/20			
Sun 6/21			
Mon 6/22			
Tue 6/23			
Wed 6/24			

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS, REQUESTS & APPROVALS

Accrual Profile SPA NEX

Accrual Code	Balance on Selected Date	Units	Balance Projected Through
Community Service...	180.0	hour	1/01/2010
Comp Time Current	18.65	Hour	1/01/2010
Comp Time Expired	0.0	Hour	1/01/2010
Flexible Furlough J...	10.0	Hour	1/01/2010

KRONOS Log Off | Change Password | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING RECORD RETENTION

Timecard | Schedule | People | Reports | More

ACCURAL REPORTING PERIOD

Last Refreshed: 12:00PM

Show: CT Expired Edit

Time Period: Today Refresh

Name	Type	Reporting Period	Units	Opening ...	Earned To Date	Taken To Date	Available	Planned Takings	Pending Grants	Ending Balance
Mahoney, Jan C	Adverse Weather Cond I-II Expired	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Adverse Weather Cond I-II Owed	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Awarded PTO	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Bonus	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Community Service-Organ Donation	1/01/2009 - 12/31/2009	Hour	180.0	180.0	0.0	180.0	0.0	0.0	180.0
Mahoney, Jan C	Community Service-Disaster Recovery	1/01/2009 - 12/31/2009	Hour	120.0	120.0	0.0	120.0	0.0	0.0	120.0
Mahoney, Jan C	Community Service Leave Opt A	1/01/2009 - 12/31/2009	Hour	24.0	24.0	0.0	24.0	0.0	0.0	24.0
Mahoney, Jan C	Community Service Leave Opt B	1/01/2009 - 12/31/2009	Hour	36.0	36.0	0.0	36.0	0.0	0.0	36.0
Mahoney, Jan C	Comp Time Current	1/01/2009 - 12/31/2009	Hour	10.4	10.5	0.0	18.65	0.0	0.0	14.6
Mahoney, Jan C	Comp Time Expired	1/01/2009 - 12/31/2009	Hour	0.0	2.25	0.0	2.25	0.0	4.05	6.3
Mahoney, Jan C	Holiday ETO	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Holiday ETO Expired	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	On-Call Time Off	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	On-Call Time Off Expired	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Sick	1/01/2009 - 12/31/2009	Hour	157.6	40.0	44.8	152.8	0.0	56.0	208.8
Mahoney, Jan C	Travel Time Off	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Vacation	1/01/2009 - 12/31/2009	Hour	44.3	45.83	45.0	45.13	0.0	64.17	109.3
Mahoney, Jan C	Voluntary Shared	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Adverse Weather Hours Repaid	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Travel Time Expired	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Planned Takings will display hours entered in the future either by direct entry to the timecard or by processing a Time Off Request that has been approved by the manager.

Pending Grants will accrual grants in the future from Today through the end of the reporting cycle. In this example the employee will receive 64.17 hours of Vacation from today 6/17 through the end of this year.

Finally Ending Balance displays the balance as of the end of the Reporting Cycle.



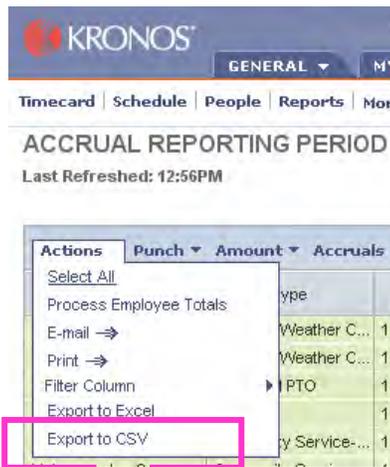
Best Practice Tip

Run the Accrual Reporting Genie on a regular cycle to see amounts that will be expiring in the near future such as on the 1st of each new month. The data in this report can be exported to Excel.

To Export to Excel:

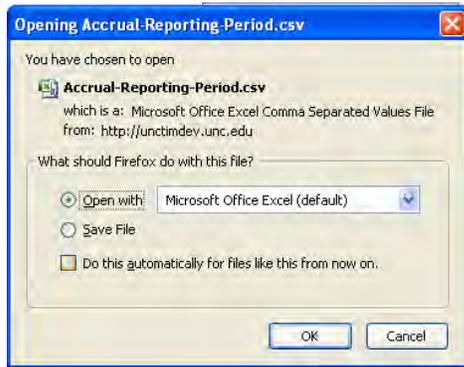
The screenshot shows the Kronos interface for the 'ACCRAUAL REPORTING PERIOD'. The 'Show' dropdown is set to 'CT Expired' and the 'Time Period' is 'Today'. The table below lists various accrual types and their corresponding values.

Name	Type	Reporting Period	Units	Opening Balance	Earned To Date	Taken To Date	Available	Planned Takings	Pending Grants	Ending Balance
Mahoney, Jan C	Adverse Weather C...	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Adverse Weather C...	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Awarded PTO	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Bonus	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Community Service-...	1/01/2009 - 12/31/2009	Hour	180.0	180.0	0.0	180.0	0.0	0.0	180.0
Mahoney, Jan C	Community Service-...	1/01/2009 - 12/31/2009	Hour	120.0	120.0	0.0	120.0	0.0	0.0	120.0
Mahoney, Jan C	Community Service ...	1/01/2009 - 12/31/2009	Hour	24.0	24.0	0.0	24.0	0.0	0.0	24.0
Mahoney, Jan C	Community Service ...	1/01/2009 - 12/31/2009	Hour	36.0	36.0	0.0	36.0	0.0	0.0	36.0
Mahoney, Jan C	Comp Time Current	1/01/2009 - 12/31/2009	Hour	10.4	10.5	0.0	18.65	0.0	0.0	14.6
Mahoney, Jan C	Comp Time Expired	1/01/2009 - 12/31/2009	Hour	0.0	2.25	0.0	2.25	0.0	4.05	6.3
Mahoney, Jan C	Holiday ETO	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Holiday ETO Expired	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	On-Call Time Off	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	On-Call Time Off Ex...	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Sick	1/01/2009 - 12/31/2009	Hour	157.6	40.0	44.8	152.8	0.0	56.0	208.8
Mahoney, Jan C	Travel Time Off	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Vacation	1/01/2009 - 12/31/2009	Hour	44.3	45.83	45.0	45.13	0.0	64.17	109.3
Mahoney, Jan C	Voluntary Shared	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Adverse Weather H...	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mahoney, Jan C	Travel Time Expired	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0



To export the Genie Select the Export to CSV from the actions menu.

CSV or Comma Separated Values (TXT) file will bring the values over as numbers and allow you to use them in formulas if needed.



After a few moments of processing this window will alert you the file is ready for viewing. Once opened in Excel you can process File/Save* or you can Save the file from this window and view it later.

*To use all Excel Functions use Save As and save the file as an Excel Workbook.

	A	B	C	D	E	F	G	H	I	J	K
1	Mahoney, Jan C	Adverse Weather Cond I-II Expired	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
2	Mahoney, Jan C	Adverse Weather Cond I-II Owed	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
3	Mahoney, Jan C	Awarded PTO	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
4	Mahoney, Jan C	Bonus	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
5	Mahoney, Jan C	Community Service-Organ Donation	1/01/2009 - 12/31/2009	Hour	180	180	0	180	0	0	180
6	Mahoney, Jan C	Community Service-Disaster Recovery	1/01/2009 - 12/31/2009	Hour	120	120	0	120	0	0	120
7	Mahoney, Jan C	Community Service Leave Opt A	1/01/2009 - 12/31/2009	Hour	24	24	0	24	0	0	24
8	Mahoney, Jan C	Community Service Leave Opt B	1/01/2009 - 12/31/2009	Hour	36	36	0	36	0	0	36
9	Mahoney, Jan C	Comp Time Current	1/01/2009 - 12/31/2009	Hour	10.4	10.5	0	18.65	0	0	14.6
10	Mahoney, Jan C	Comp Time Expired	1/01/2009 - 12/31/2009	Hour	0	2.25	0	2.25	0	4.05	6.3
11	Mahoney, Jan C	Holiday ETO	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
12	Mahoney, Jan C	Holiday ETO Expired	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
13	Mahoney, Jan C	On-Call Time Off	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
14	Mahoney, Jan C	On-Call Time Off Expired	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
15	Mahoney, Jan C	Sick	1/01/2009 - 12/31/2009	Hour	157.6	40	44.8	152.8	0	56	208.8
16	Mahoney, Jan C	Travel Time Off	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
17	Mahoney, Jan C	Vacation	1/01/2009 - 12/31/2009	Hour	44.3	45.83	45	45.13	0	64.17	109.3
18	Mahoney, Jan C	Voluntary Shared	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
19	Mahoney, Jan C	Adverse Weather Hours Repaid	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0
20	Mahoney, Jan C	Travel Time Expired	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0

Paying Out Expired Accrual Balances

When balances are expired and forfeited, the balance will move to the Expired Accrual balance and no further action is required.

When balances must be paid out, follow the instructions below.

Select one of the following pay codes to pay out the transaction to payroll and reduce the Expired Accrual balance in the system: This payment will be in addition to Regular Hours Worked, but does not count towards overtime base.

- Expired Comp Time Pay Out
- Expired Holiday ETO Pay Out
- Expired Travel Time ETO Pay Out

Select the applicable pay code from the Pay Code drop down list.
Enter the amount.
Click Save.

The screenshot displays the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, and MY INFORMATION. Below these, the user is logged in as Mahoney, Jan C with ID 913374423. The main section is titled "TIMECARD" and shows a list of expired accruals for the current pay period. The list includes dates from Mon 6/22 to Sat 6/27, with pay codes and amounts. A summary table below the list shows the total amount for each pay code.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Mon 6/22										
Tue 6/23	Expired Comp Time Pay Out	2.25								
Tue 6/23	Expired Holiday ETO Pay Out	8.0								10.25
Wed 6/24	Expired Travel Time ETO Pay Out	2.0								2.0
Thu 6/25										
Fri 6/26										
Sat 6/27										

Account	Pay Code	Amount
...00000/000000/1115139	Holiday	8.0
...00000/000000/1115139	Expired Comp Time Pay Out	2.25
...00000/000000/1115139	Expired Holiday ETO Pay Out	8.0
...00000/000000/1115139	Expired Travel Time ETO Pay Out	2.0
...00000/000000/1115139	Vacation	8.0

★ The only way an employee will get paid for the expired comp time is if the TIM Administrator applies the appropriate pay code. The expired comp time will remain in the Comp Time Expired bucket until the comp time is paid out. It is highly recommended that the TIM Administrator run an Expired Accruals report once a month, preferably the same date each month, in order to avoid having expired accruals remain in TIM.

Comp Time Accrual balances before the pay out:

Totals & Schedule							
Accruals							
Audits							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	
Community Service-Disaster Recovery	120.0	Hour	9/14/2008	0.0	0.0	120.0	
Community Service Leave Opt A	24.0	Hour	9/14/2008	0.0	0.0	24.0	
Community Service Leave Opt B	36.0	Hour	9/14/2008	0.0	0.0	36.0	
Community Service-Organ Donation	180.0	Hour	9/14/2008	0.0	0.0	180.0	
Comp Time Current	35.0	Hour	9/14/2008	0.0	0.0	35.0	
Comp Time Expired	25.0	Hour	9/14/2008	0.0	0.0	0.0	

Comp Time Accrual balances after the pay out:

Totals & Schedule							
Accruals							
Audits							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	
Community Service-Disaster Recovery	120.0	Hour	9/14/2008	0.0	0.0	120.0	
Community Service Leave Opt A	24.0	Hour	9/14/2008	0.0	0.0	24.0	
Community Service Leave Opt B	36.0	Hour	9/14/2008	0.0	0.0	36.0	
Community Service-Organ Donation	180.0	Hour	9/14/2008	0.0	0.0	180.0	
Comp Time Current	35.0	Hour	9/14/2008	0.0	0.0	35.0	
Comp Time Expired	0.0	Hour	9/14/2008	0.0	0.0	0.0	

Holiday ETO Accrual balances before the pay out:

Totals & Schedule							
Accruals							
Audits							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	
Community Service-Disaster Recovery	120.0	Hour	9/14/2008	0.0	0.0	120.0	
Community Service Leave Opt A	24.0	Hour	9/14/2008	0.0	0.0	24.0	
Community Service Leave Opt B	36.0	Hour	9/14/2008	0.0	0.0	36.0	
Community Service-Organ Donation	180.0	Hour	9/14/2008	0.0	0.0	180.0	
Comp Time Current	35.0	Hour	9/14/2008	0.0	0.0	35.0	
Comp Time Expired	25.0	Hour	9/14/2008	0.0	0.0	0.0	
Holiday ETO	16.0	Hour	9/14/2008	0.0	0.0	16.0	
Holiday ETO Expired	7.0	Hour	9/14/2008	0.0	0.0	0.0	

Holiday ETO Accrual balances after the pay out:

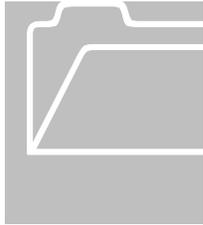
Totals & Schedule							
Accruals							
Audits							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	
Community Service-Disaster Recovery	120.0	Hour	9/14/2008	0.0	0.0	120.0	
Community Service Leave Opt A	24.0	Hour	9/14/2008	0.0	0.0	24.0	
Community Service Leave Opt B	36.0	Hour	9/14/2008	0.0	0.0	36.0	
Community Service-Organ Donation	180.0	Hour	9/14/2008	0.0	0.0	180.0	
Comp Time Current	35.0	Hour	9/14/2008	0.0	0.0	35.0	
Comp Time Expired	0.0	Hour	9/14/2008	0.0	0.0	0.0	
Holiday ETO	16.0	Hour	9/14/2008	0.0	0.0	16.0	
Holiday ETO Expired	0.0	Hour	9/14/2008	0.0	0.0	0.0	

Travel Time ETO Accrual balances before the pay out:

Totals & Schedule							
Accruals							
Audits							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	
Holiday ETO Expired	7.0	Hour	9/14/2008	0.0	0.0	0.0	
On-Call Time Off	0.0	Hour	9/14/2008	0.0	0.0	0.0	
On-Call Time Off Expired	0.0	Hour	9/14/2008	0.0	0.0	0.0	
Sick	277.55	Hour	9/14/2008	0.0	0.0	277.55	
Travel Time Off	0.0	Hour	9/14/2008	0.0	0.0	0.0	
Travel Time Expired	7.0	Hour	9/14/2008	0.0	0.0	0.0	

Travel Time ETO Accrual balances after the pay out:

Totals & Schedule							
Accruals							
Audits							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	
Holiday ETO Expired	0.0	Hour	9/14/2008	0.0	0.0	0.0	
On-Call Time Off	0.0	Hour	9/14/2008	0.0	0.0	0.0	
On-Call Time Off Expired	0.0	Hour	9/14/2008	0.0	0.0	0.0	
Sick	277.55	Hour	9/14/2008	0.0	0.0	277.55	
Travel Time Off	0.0	Hour	9/14/2008	0.0	0.0	0.0	
Travel Time Expired	0.0	Hour	9/14/2008	0.0	0.0	0.0	



Negative Year End Leave (TIM Administrators)

Paying Back Negative Vacation and Sick Hours in TIM

In this example, the employee owes 40 Vacation hours on December 31st and has at least 40 positive hours in their timecard or on auto-pay in Payroll.

1. Open the employee's timecard with a negative balance and change the Time Period to a Range of Dates that includes December 31st and January 1st, e.g. 12/20/14 – 1/5/15.
2. Highlight the row (non-exempt timecard) or a cell underneath (exempt timecard) on December 31st and click on the Accruals tab and confirm the employee's negative Vacation and/or Sick balance.

Accrual Code	Balance on Selected Date
On-Call Time Off E...	0.0
Sick	7.0
Travel Time Off	0.0
Travel Time Expired	0.0
Vacation	

3. If needed, click  to insert a row in the timecard on Wednesday, December 31, 2014.
4. Select the 'YearEnd Vacation Payback' pay code from the drop down list.

5. Enter the negative amount of hours owed in the Amount column. The negative amount will be added to the vacation bank and deducted from the employee's pay check.



6. Select December 31st in the timecard and review the employee's accrual balances. This employee's vacation balance on December 31st is now 0.0 hours, (40 hours vacation owed – 40 hours paid back)

TOTALS & SCHEDULE	ACCRUALS	AUDITS
Accrual Profile SPA NEX		
Accrual Code	Balance on Selected Date	
Sick	226.0	Hour
Travel Time Off	0.0	Hour
Travel Time Expired	0.0	Hour
Vacation	0.0	Hour

- Follow the same procedure for a negative sick balance and use the 'YearEnd Sick Payback' pay code.
- Follow the same procedure for EPA employees, except that you must enter the pay back pay codes and hours on January 1st in the timecard. This will ensure the hours are sent to payroll.

➤ Notify employees of these edits and that their next pay check will be decreased by the amounts paid back.