Kronos Supervisor User Guide

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Auxiliary Services Payroll
auxpay@umn.edu
612-301-1725
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I. SIGNING INTO KRONOS

A. SETTING UP KRONOS ACCESS

Here are a few things to know about accessing Kronos:

1. The Kronos application lives on the IBM iSeries server (also known as the AS/400)
2. Your supervisor or coordinator must request a user account for you before you can access Kronos on the AS/400 and the requestor will receive your initial password.
3. The AS/400 Client must be loaded onto your computer. You will have an icon on your desktop that you will double click to bring up the sign-on screen shown below. Contact your IT support person to install the client icon if needed.

   a) Type in your AS/400 user ID and password and press <ENTER>. The system will require you to change your password the first time you sign on.

   ![Sign-on screen](image)

   b) The AS/400 Menu will appear. Type ‘1’ on the command line to choose Kronos and press <ENTER>. (If you are authorized to use other AS/400 applications, you may need to select a different number menu option for Kronos.)

   ![AS/400 Menu](image)
B. CHANGING YOUR PASSWORD

You will be prompted to change your password on first use and approximately every 60 days thereafter. The suggested password guidelines are:

1. A combination of alpha characters, then numeric characters
2. Length of 8-9 characters
3. No special characters (i.e. !, #, $, *, etc.)
4. No consecutively repeating characters
5. It is not case sensitive
6. An example of an acceptable password might be: snowski24

Please follow these steps to change your password:

1. When the system prompts you to change your password, press <ENTER> to continue
2. Enter the current password in the first field and press <TAB>
3. Enter the new password in the second field and press <TAB>
4. Enter the new password in the third field and press <ENTER>

II. NAVIGATING IN KRONOS

A. MOVING AROUND IN THE SCREENS

“Green Screen” refers to the type of display used for AS/400 programs. The screens are not interactive but have specified data entry fields and use menu options to select screens. This type of data entry, while not very attractive, is conducive to fast and accurate data entry.

The cursor needs to be on one of the fields allowing entry and the <TAB> key can be used to move around to these fields. A user can also place the cursor directly on a field.

Fields that allow entry will show in a different color.
It is helpful to note the following items when working in the program:

1. The <F1> key can be used on any field to obtain Help Text - place the cursor on any entry field and press <F1>
2. Exit a screen by pressing the <F3> or <F12> key. If you exit a screen by using one of these keys before you hit <ENTER>, you will lose any changes you made
3. If your screen is frozen and showing a red ‘X’ in the bottom left-hand corner, hit the <ESC> or <CTRL> keys to clear the screen
4. After typing in a field, the system requires you to <TAB> or <FIELD EXIT> out of the field before you can process the screen with <ENTER>
5. If the screen says ‘More…’ or ‘Bottom’ on the bottom right, use the <PAGE DOWN> or <PAGE UP> keys to see additional information
6. To access the <F13> through <F24> functions, press <SHIFT> and the corresponding <F1> through <F12> key at the same time:

<table>
<thead>
<tr>
<th>F13</th>
<th>&lt;SHIFT&gt; and &lt;F1&gt;</th>
<th>F19</th>
<th>&lt;SHIFT&gt; and &lt;F7&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>F14</td>
<td>&lt;SHIFT&gt; and &lt;F2&gt;</td>
<td>F20</td>
<td>&lt;SHIFT&gt; and &lt;F8&gt;</td>
</tr>
<tr>
<td>F15</td>
<td>&lt;SHIFT&gt; and &lt;F3&gt;</td>
<td>F21</td>
<td>&lt;SHIFT&gt; and &lt;F9&gt;</td>
</tr>
<tr>
<td>F16</td>
<td>&lt;SHIFT&gt; and &lt;F4&gt;</td>
<td>F22</td>
<td>&lt;SHIFT&gt; and &lt;F10&gt;</td>
</tr>
<tr>
<td>F17</td>
<td>&lt;SHIFT&gt; and &lt;F5&gt;</td>
<td>F23</td>
<td>&lt;SHIFT&gt; and &lt;F11&gt;</td>
</tr>
<tr>
<td>F18</td>
<td>&lt;SHIFT&gt; and &lt;F6&gt;</td>
<td>F24</td>
<td>&lt;SHIFT&gt; and &lt;F12&gt;</td>
</tr>
</tbody>
</table>

7. To get back to a previous screen or main menu, press the F12 key until you are back to the screen you need
8. If you press a key and it is not working as shown, your keyboard may need to be mapped correctly. Please contact your IT support person to assist you
9. Type ‘90’ on the selection line from the main menu to sign off of the AS/400
### C. FUNCTION KEYS

Certain function keys may or may not display depending on the user’s security settings.

<table>
<thead>
<tr>
<th>Key</th>
<th>Use Keys</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>F1</td>
<td>HELP</td>
<td>Place your cursor on any field and press the F1 key to display available Help Text</td>
</tr>
<tr>
<td>F3</td>
<td>F3</td>
<td>Exit</td>
<td>Exit out of the screen and move to the previous menu</td>
</tr>
<tr>
<td>F6</td>
<td>F6</td>
<td>Add</td>
<td>Add a record</td>
</tr>
<tr>
<td>F7</td>
<td>F7</td>
<td>Open/Close Timecard</td>
<td>Opens the summary screen of the timecard so some data can be changed without opening up the entire time record</td>
</tr>
<tr>
<td>F8</td>
<td>F8</td>
<td>Monetary Adjustments</td>
<td>Entry of monetary adjustments – Payroll Only</td>
</tr>
<tr>
<td>F9</td>
<td>F9</td>
<td>Previous Emp</td>
<td>Move to the previous employee in the list</td>
</tr>
<tr>
<td>F10</td>
<td>F10</td>
<td>Next Emp</td>
<td>Move to the next employee in the list</td>
</tr>
<tr>
<td>F11</td>
<td>F11</td>
<td>Charge</td>
<td>Display the Labor Level account fields one by one</td>
</tr>
<tr>
<td>F12</td>
<td>F12</td>
<td>Cancel</td>
<td>Cancel out of the screen and move to the previous screen</td>
</tr>
<tr>
<td>F13</td>
<td>SHIFT and F1</td>
<td>Rounded/Actual</td>
<td>When used, this displays the IN and OUT times as either Rounded or Actual times.</td>
</tr>
<tr>
<td>F14</td>
<td>SHIFT and F2</td>
<td>Employee Defaults</td>
<td>Displays employee default accounts, pay rules, and schedule</td>
</tr>
<tr>
<td>F15</td>
<td>SHIFT and F3</td>
<td>Punches</td>
<td>Displays the details of which device the employee punches came from</td>
</tr>
<tr>
<td>F16</td>
<td>SHIFT and F4</td>
<td>Audit</td>
<td>Displays the audit details of any CHANGE, ADD, DELETE, or APPROVE that has occurred within the time record</td>
</tr>
<tr>
<td>F17</td>
<td>SHIFT and F5</td>
<td>Accruals</td>
<td>View the accrued leave balances for the employee</td>
</tr>
<tr>
<td>F18</td>
<td>SHIFT and F6</td>
<td>Schedule</td>
<td>Displays the employee’s schedule that has been entered into Kronos</td>
</tr>
<tr>
<td>F19</td>
<td>SHIFT and F7</td>
<td>Insert Punch</td>
<td>Inserts a punch and creates a new time record at the time entered</td>
</tr>
<tr>
<td>F20</td>
<td>SHIFT and F8</td>
<td>Delete Punch</td>
<td>Deletes a punch and combines two time records</td>
</tr>
<tr>
<td>F23</td>
<td>SHIFT and F11</td>
<td>Summary</td>
<td>Displays a summary of total hours by pay code</td>
</tr>
<tr>
<td>F24</td>
<td>SHIFT and F12</td>
<td>Shift/Punch Hours</td>
<td>Displays total shift hours for the day when the option says PUNCH HOURS and displays the individual punch hours when the option says SHIFT HOURS. This is helpful when an employee has multiple transfers in a day</td>
</tr>
</tbody>
</table>
III. UNDERSTANDING LABOR LEVEL ACCOUNTS

In Kronos, accounts used to report labor costs are called Labor Levels. There are 7 Labor Levels in Kronos:

<table>
<thead>
<tr>
<th>Labor Level</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fund/Prog</td>
<td>PeopleSoft Fund and Program</td>
</tr>
<tr>
<td>2</td>
<td>Activity</td>
<td>Type of Activity - Departmentally Defined</td>
</tr>
<tr>
<td>3</td>
<td>DeptID</td>
<td>PeopleSoft Department ID</td>
</tr>
<tr>
<td>4</td>
<td>Cost Center</td>
<td>Cost Center/Business Unit - Departmentally Defined</td>
</tr>
<tr>
<td>5</td>
<td>Class</td>
<td>PeopleSoft Job Code</td>
</tr>
<tr>
<td>6</td>
<td>Job</td>
<td>Specifies a certain pay rate within a job class (i.e. augmentations)</td>
</tr>
<tr>
<td>7</td>
<td>JDE Acct</td>
<td>JDE Financial Account</td>
</tr>
</tbody>
</table>

All employees have a DEFAULT set of accounts applied to their main employee record in Kronos. If an employee swipes their card WITHOUT pressing a clock button, these default accounts will be applied to the time record. These default accounts will also be applied to any manually entered time transactions.

![More Assignments](image)

These labor level accounts display on each time record:

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>SCH</th>
<th>PCD</th>
<th>App Labor Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/16</td>
<td>12:54</td>
<td>15:58</td>
<td>3.08</td>
<td>3.10</td>
<td>3</td>
<td>110020450.30.11618.000.2222.000.6014000</td>
</tr>
</tbody>
</table>

There are multiple ways that labor level accounts are assigned, including from:

- The employee’s default Kronos employee record
- A clock transfer button
- A supervisor or AUX Payroll edit

Be aware that changing one of these codes may lead to a change in another code. Review the account codes to ensure that you have the right combination. AUX Payroll runs a program to ensure that the string of accounts being used together is valid.
IV. UNDERSTANDING TIME RECORD PROCESSING

A. PAY RULES

Each employee is assigned two pay rules:
- Pay Period rule - controlling pay period overtime
- Daily rule - controlling rounding, premium pay and lunch punches

If an employee’s time is not calculating correctly, contact AUX Payroll. They will look at the assignment of these rules to make sure they are correct.

B. Rounding

Rounding rules work together with the schedule of the employee to round the IN and OUT times based on certain criteria. Rounding rules are applied as follows:
- Students & Temp Casuals – Actual punches used (no rounding)
- Full/Part-Time Swiping Employees – Rounding based on employee contract rules; the application of these rules differs based on whether they are punching in/out on their scheduled times or not

See the following table for a summary of the rounding rules:

<table>
<thead>
<tr>
<th>Punch</th>
<th>Scheduled</th>
<th>Unscheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock In Early</td>
<td></td>
<td>All Other Punches (greater than 6 minutes from scheduled time)</td>
</tr>
<tr>
<td></td>
<td>6 minutes early – rounds forward to the scheduled IN time</td>
<td>Splits the Tenth (Rounds 3 minutes back and 3 minutes forward)</td>
</tr>
<tr>
<td>Clock In Late</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 minutes late – rounds back to the scheduled IN time</td>
<td>Splits the Tenth (Rounds 3 minutes back and 3 minutes forward)</td>
</tr>
<tr>
<td>Clock Out Early</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 minutes early – rounds forward to the scheduled OUT time</td>
<td></td>
</tr>
<tr>
<td>Clock Out Late</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 minutes late – rounds back to the scheduled OUT time</td>
<td>Rounds 6 minutes forward to the next tenth</td>
</tr>
<tr>
<td>Elapsed time</td>
<td>The elapsed time of the entire shift, if still in hundredths, will be rounded to the nearest tenth.</td>
<td></td>
</tr>
</tbody>
</table>
Rounding is based on the tenth of an hour. There are 10 6-minute increments in every hour.

Here are some examples of how the clock would round punches for an employee:
C. VISA STUDENT HOUR LIMITATIONS

Students who are working on an F1/J1 Student Visa cannot work more than 20 hours per week during the academic year. If a student does work over 20 hours during an academic semester, you will see the Pay Code “VISA” for any additional hours over 20. Any hours in this pay code cannot be paid by Federal law. It is very important that you schedule Visa Students 20 hours or less per week. F1/J1 students can work unlimited hours during academic breaks and summer.

D. TEMP CASUAL/GRAD STUDENTS HOUR LIMITATIONS

Temp Casual and Grad Student employees are limited in the number of hours they can work during a calendar year:

- 14 or less hours during each week
- OR
- 67 days in a calendar year if they work one or more weeks over 14 hours in a week

AUX Payroll and Departmental Payroll Coordinators monitor the hours worked by Temp Casual/Grad Student employees to ensure that they do not exceed these limits. If they do exceed these limits, they can no longer work for the unit for the remainder of the year.

E. SHIFT PREMIUM PAY

Shift premiums will be applied to the time record if a person is eligible to be paid for working during certain times of the day (typically starting before 6 a.m. or ending after 7 p.m.). These are automatically applied to an employee’s record based on their Daily rule. If you have any questions about shift pay, please contact AUX Payroll.

F. DAYLIGHT SAVINGS TIME

Kronos will automatically adjust time records for both spring (adjust for extra hour) and fall (adjust for missing hour) by adjusting the OUT time of the shift. This is done at the clock so the time record will already be adjusted when reviewing and approving it in the time record. Certain circumstances may affect this process:

- Multiple in and out swipes during that time
- Any edits to the time record will turn off this adjustment

If you have any questions about a time record that has been affected by daylight savings time, contact AUX Payroll before doing any editing of the time record.
V. SCHEDULES

There are 3 types of schedules used in Kronos:

- **Generic Tenth** – Basic schedule that starts each tenth of an hour depending on when the employee punches in. All students are set to this schedule.
- **Standard** – This schedule is used for an employee that works the same hours each week. The schedule is matched to their scheduled hours Monday – Sunday.
- **Primary** – This schedule is used for employees who schedules vary and is set by day. UDS uses primary schedules.

The benefit of setting full-time employee’s on a schedule is that the system will know when the employee is supposed to be working and can better round the entries based on set rules and can reflect exceptions from the scheduled shift times.

Communicate all non-student employee Standard Schedules or standard schedule changes to AUX Payroll so that the schedule will match the shifts being worked and the IN and OUT times will round correctly.

If your unit uses Primary Schedules (UDS) see a separate user guide on entering Primary Schedules. Supervisors are responsible for entering Primary Schedules.
VI. VIEWING TIME RECORDS

A. SELECTING EMPLOYEES

1. Type ‘1’ to select Daily Processing and press <ENTER>

2. Type “1” to select Timecard and press <ENTER>

Your menu options differ depending on your security access.
3. The Timecard Selection screen will display:

4. There are a number of ways to select time records:
   - From the Employee Number or Badge Number field, press <F4> to get a list of all the employees you are authorized to see
   - Type the Employee Number into the employee number field
   - Tab down to the labor level entry fields and enter a specific account or combination of accounts and press <ENTER> (you must be authorized for these accounts to get results)
   - Press F15 (<SHIFT> and <F3>) to EDIT BY WORKED FIELDS, then enter an account or set of accounts you want to see results for. This will show you all employees who worked in a certain account or set of accounts EVEN IF you are not authorized to that employee based on their default account settings. A red bar “Edit By Worked Fields” will display to remind you that you are working within that filter. Press F15 (<SHIFT> and <F3>) again to turn this filter off
This screen displays a list of the employees that met the criteria you entered in the selection screen. You can only SELECT an employee from this screen. Here is a description of each of the columns shown:

- **Opt** – Type “1” and press <ENTER> to select that employee
- **EMPLID** - The employee’s University ID number
- **Name** – Name of employee
- **Badge** – U Card number of employee
- **Hours** – Hours worked in the current open pay period
- **Exc** – Exceptions may exist in the time record and may need to be reviewed
- **Appr** – Approval number displayed (0 = Unapproved; any number other than 0 = Approved) You will not be able to change a record that has a higher approval level than you are assigned

An asterisk (*) next to any field means that you can display a list of acceptable values by pressing <F4>.

You will not be able to change a record that has a higher approval level than you are assigned.
6. Timecard Fields

- **Pay Period** – The dates of the current open pay period. Any records in a future pay period (i.e. scheduled VAC, etc.) will display but will not be included in any rule processing or in the totals (they will be highlighted if they are out of pay period)

- **Day of Week and Date** – Reflect the day of the week and date of the IN punch

- **In and Out Times** – The In and Out times are either from the employee’s punch or from a manually entered record

- **Hours** – The total hours between the In and Out punch based on rules set up in the system

- **Pcd** – The Pay Code entered - this only shows when the record has been manually entered (i.e. leave time)

- **Labor Levels** – The account codes assigned to the time record

- **Notes** – Notes showing certain processing on the time record like auto lunch, manually punched lunch, canceled meal, etc.

- **Totals** – There are three types of totals displayed at the bottom of the time record:
  - Totals By Pay Code
  - Breakdown Total of all pay codes
  - Total of all worked hours (regular and overtime)
VII. EDITING TIME ON A TIME RECORD

A. CHANGING AN EXISTING TIME RECORD

1. Type a “1” in the Opt column for the record you want to edit and press <ENTER>

   ![Employee Record](image)

2. The detailed time record will display

   ![Clock In and Out Times](image)

3. Change the time record as needed:
   - Enter a missing In or Out time (per Exception Log)
   - Change the In or Out time (per Exception Log)
   - Correct the accounts the time is charged to

4. Press <ENTER> when the changes are complete

---

No changes to the time record can be made without an exception log entry signed by the employee and the supervisor with the exception of account values which can be changed without an exception log entry.
B. WORKING WITH AUTOMATIC MEAL DEDUCTIONS

Most employees are set up with an automatic lunch deduction of 30 minutes. For full-time employees, this deduction is added to the time record after the employee has worked at least 5 hours. For student employees, this deduction is added after the student has worked at least 6 hours in one continuous shift (6.5 in Parking). This automated meal deduction will show an “A” in the Notes field next to the time record.

Automatic meal deductions are required for all staff unless their position is exempted due to responsibilities that require them to remain working during their lunch period.

If an employee punches in or out for lunch, then the meal deduction will automatically be canceled. Any employee who is going to be out for lunch longer than 30 minutes must punch in and out for their lunch break. This will be reflected by an “M” in the Notes section.

1. To cancel an automatic meal deduction:
   a) Type a “1” in the Opt column in front of the time record you want to cancel the meal for – the detailed time record screen will display
   b) Tab to or place your cursor on the Cancel Meal field. Type a “Y” to cancel the meal deduction. Then press <ENTER>
   c) The time record will display a “Y” in the Notes column.
2. **To void a meal cancelation:**
   a) Type a “1” in the Opt column in front of the time record you want to un-cancel the meal for – the detailed time record screen will display
   b) Tab or place your cursor on the Cancel Meal field. Type an “N” to un-cancel the previously canceled meal deduction. Then press <ENTER>
   c) An “N” will display in the Notes column for that time record

3. **Additional out/in punches that are not lunches:**
   If a full-time employee punches in or out in the middle of the day for a reason other than taking a lunch (like a doctor appointment), the system will think that the punched break is a lunch and cancel the automatic meal deduction. The supervisor must communicate with the employee on whether a lunch break was taken in addition to this leave time. If so, the supervisor can add the meal break as shown below in “Section C: Working with Punched Lunches.”

---

A canceled auto meal needs to be documented on an exception log.
C. WORKING WITH PUNCHED LUNCHES

Federal law requires that an employee have MORE THAN 20 minutes of uninterrupted time for an unpaid lunch break. If an employee (who punches for lunch) punches in at or before 20 minutes, the system will consider it a paid break. Supervisors should instruct staff that they should only punch back into work after at least 21 minutes unless instructed by their supervisor. If an employee punches out for 20 minutes or less, the time record will display a “B” in the Notes column and will not deduct any time. This can be seen in the ROUNDED IN and OUT times in the time record (either by viewing the time record with a “1” or using F13).

Punched lunches will show as two entries in the time record for the same day:

<table>
<thead>
<tr>
<th>Opt</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>11/14/16</td>
<td>6:55</td>
<td>10:35</td>
<td>3.58</td>
</tr>
<tr>
<td>-</td>
<td>11/14/16</td>
<td>11:16 L</td>
<td>14:04</td>
<td>2.82</td>
</tr>
</tbody>
</table>

If an employee forgets to punch for lunch, the lunch break can be added by inserting a punch.

**To add a punched lunch to a time record:**

1. Note the date of the record that needs the punched lunch
2. Press F19 (SHIFT> and <F7>) to insert a punch
3. Enter the day and time the lunch was started
4. Type a “Y” in the Transfer field
5. Press <ENTER>

- Type a “1” to go into the 2nd time record created and enter the IN time as the ending time of the lunch

![Time Record Example](image)
D. CHANGING COMP TIME EARNED TO OVERTIME

An employee is either set to be paid for any overtime worked or to bank it as comp time earned. The employee can decide at any time during the pay period to be paid for the overtime instead of banking it as comp time earned.

Follow these steps to change Comp Time Earned to Overtime pay:

1. Go to the employee’s time record and locate the record that contains the comp time earned. This is usually in the time records near the end of the week. To view the pay codes in a record, you can enter “B” (for breakdown) in the entry field to the left of the time record you wish to view. When you are done viewing the breakdown, press <ENTER> to go back to the time record.

2. The pay codes that relate to these entries are:

<table>
<thead>
<tr>
<th>UNIT</th>
<th>COMP TIME EARNED</th>
<th>OVERTIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Units</td>
<td>COME</td>
<td>OT</td>
</tr>
</tbody>
</table>

3. Once you locate the record that contains the comp time earned, type a ”1” in the “Opt” field to the left of the time record to display it. Then type a “T” in the OVR (override) field and press <ENTER>.
4. The pay code fields for that time record will display. The only fields that will be changed are shown in red circles below. The automated comp time earned will always be shown in two entries in the time record – the straight time entry of the original amount of overtime on the top line (1.00) and the half time entry on the bottom line (.50).

5. Change the comp time earned pay code to the overtime pay code on the top line – change COME to OT.

6. Delete the time next to the comp time pay code on the bottom line. DO NOT delete the pay code. The screen should look like this when you are done:

Press ENTER to save the change and then APPROVE the time record.

DO NOT CHANGE hours on the top line or hours for any other pay code.

Comp time is earned in HUNDREDTHS but taken in TENTHS.
E. CHANGING OVERTIME PAY TO COMP TIME EARNED

An employee is either set to be paid for any overtime worked or to bank it as comp time earned. The employee can decide at any time during the pay period to bank the overtime they worked as comp time earned instead of having it paid out.

Follow these steps to change Overtime Pay to Comp Time Earned:

1. Go to the employee’s time record and locate the record that contains the overtime, usually in the time records towards the end of the week. You can use a “B” in front of the time records to view the pay codes in each record. When you are done viewing the breakdown, press <ENTER> to return to the time record.

2. The pay codes that relate to these entries are:

<table>
<thead>
<tr>
<th>UNIT</th>
<th>OVERTIME</th>
<th>COMP TIME EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Units</td>
<td>OT</td>
<td>COME</td>
</tr>
</tbody>
</table>

3. Once you locate the record that contains the comp time earned, type a ”1” in front of the time record to display it and type a “T” in the OVR field.
4. The pay code fields for that time record will display. The only fields that will be changed are shown in red circles below. The overtime shown is at straight time – you will need to add the half time entry to process all comp time to be earned (the circle on the bottom row).

<table>
<thead>
<tr>
<th>Clock In</th>
<th>Clock Out</th>
<th>Total</th>
<th>Sched</th>
<th>Pay</th>
<th>Daily</th>
<th>Auto-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Day Date Time Date Time Hours Hours Code Rule Deduct
FRI 6/09/17 8:00 6/09/17 16:30 8.00 8.00 TEAM1 .50

Total Hours to be Distributed: 8.00

PayCd Hours PayCd Hours PayCd Hours PayCd Hours PayCd Hours
REG 4.20 OT 3.80

Comment: *

F4=Select F12=Cancel

5. Change the overtime pay code to the comp earned pay code on the top line. These codes differ by company (DO NOT CHANGE THE HOURS):

<table>
<thead>
<tr>
<th>UNIT</th>
<th>OVERTIME</th>
<th>COMP TIME EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Units</td>
<td>OT</td>
<td>COME</td>
</tr>
</tbody>
</table>

6. Add the comp time earned pay code and the half time hours on the second line. To add this half time entry look for the first vacant set of PayCd/Hours fields available in the second line.

7. The screen should look like this when you are done (depending on what fields were available in the second line):

<table>
<thead>
<tr>
<th>Clock In</th>
<th>Clock Out</th>
<th>Total</th>
<th>Sched</th>
<th>Pay</th>
<th>Daily</th>
<th>Auto-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Day Date Time Date Time Hours Hours Code Rule Deduct
FRI 6/09/17 8:00 6/09/17 16:30 8.00 8.00 TEAM1 .50

Total Hours to be Distributed: 8.00

PayCd Hours PayCd Hours PayCd Hours PayCd Hours PayCd Hours
REG 4.20 COME 3.80

COME 1.90

Comment: *

F4=Select F12=Cancel

Half of 3.80 = 1.90 (Round to 2 decimals)

Press ENTER to save the change and then APPROVE the time record.
F. ADDING A TEAMSTER AUGMENTATION

When a Teamster employee works more than 4 hours in a higher classification, the employee gets paid a higher rate for that shift. An Augmentation record needs to be added to the employee’s time record to pay this extra amount.

1. Go to the Timecard and display the employee’s record

2. Find the record that needs to be augmented and note the date and total number of hours worked in the higher classification on a separate piece of paper or pull from the exception log

   DO NOT change the employee’s original swiped time record.

3. Press <F6> to **add a new record** and enter the following fields:
   - DATE the shift was worked
   - TOTAL HOURS to be augmented
   - PAY CODE of “AUG”
   - JOB code matching the combination of the employee’s class and the class of work they are being augmented for (Press <F4> for a list)

4. Press <ENTER> to save the changes

   The employee working the shift in a higher classification must document this on the Exception Log.
5. Example of JOB codes by company (as of the date of this document):

<table>
<thead>
<tr>
<th>UDS</th>
<th>PRINTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>610</td>
<td>FSW to Stores Spec</td>
</tr>
<tr>
<td>612</td>
<td>FSW to SFSW</td>
</tr>
<tr>
<td>614</td>
<td>FSW to Cook</td>
</tr>
<tr>
<td>624</td>
<td>SFSW to Cook</td>
</tr>
<tr>
<td>634</td>
<td>Attend to FSW</td>
</tr>
<tr>
<td>661</td>
<td>Attend to FSW</td>
</tr>
<tr>
<td>663</td>
<td>Attend to Jr Cashier</td>
</tr>
<tr>
<td>664</td>
<td>Attend to Cook</td>
</tr>
<tr>
<td>668</td>
<td>Attend to Stores Spec</td>
</tr>
</tbody>
</table>

It is important to enter the correct JOB code. This is how the correct additional pay rate is applied to the record. Call AUX Payroll if you do not see the JOB code you need.

G. ADDING A STUDENT AUGMENTATION

There are certain situations when a student employee gets paid a higher wage for performing certain work. These augmented student rates must be approved through AUX Finance.

1. Go to the Timecard and display the employee’s record

2. Type a “1” next to the record that needs to be augmented

3. Tab to the JOB field and enter the correct code (Press <F4> for a list)

DO NOT change the employee’s original swiped time record.
H. FORCING OVERTIME

Overtime is always calculated when the hours total 40 for the week. Overtime can usually be found in the time record on Friday, Saturday, or Sunday, depending on the employee’s work schedule. If the overtime needs to be charged to a different shift due to the location worked, “Force OT” can be used to move the overtime to that shift. This can only be done AFTER the overtime has been added to the time record by the system.

Example: The employee works an extra hour on Wednesday at one location and works a regular shift on Friday at another. The 1 hour of overtime is automatically charged to the Friday record. You would like to have that overtime charged to the location worked on Wednesday.

1. Place an “F” in front of the record you want to move the overtime to (in this example that is Wednesday).

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>Sch</th>
<th>Pcd</th>
<th>App Labor Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO</td>
<td>2/06/17</td>
<td>7:00</td>
<td>15:00</td>
<td>8.00</td>
<td></td>
<td></td>
<td>999920450.88.7777.606.2223.000.6114</td>
</tr>
<tr>
<td>TU</td>
<td>2/07/17</td>
<td>7:00</td>
<td>17:00</td>
<td>10.00</td>
<td></td>
<td></td>
<td>999920450.88.7777.498.2223.000.6114</td>
</tr>
<tr>
<td>WE</td>
<td>2/08/17</td>
<td>7:00</td>
<td>15:00</td>
<td>8.00</td>
<td></td>
<td></td>
<td>999920450.88.7777.606.2223.000.6114</td>
</tr>
<tr>
<td>TH</td>
<td>2/09/17</td>
<td>7:00</td>
<td>15:00</td>
<td>8.00</td>
<td></td>
<td></td>
<td>999920450.88.7777.606.2223.000.6114</td>
</tr>
<tr>
<td>FR</td>
<td>2/10/17</td>
<td>7:00</td>
<td>15:00</td>
<td>8.00</td>
<td></td>
<td></td>
<td>999920450.88.7777.606.2223.000.6114</td>
</tr>
</tbody>
</table>

2. A new box will display with the overtime fields listed. Enter the amount of the overtime to be moved into the correct field. If the employee is designated to get their overtime as comp time earned, you will need to total both the straight time and half time entries and enter that total into the Block 1 field.

3. OT = 2.00

   Comp Time Earned 2.00 + 1.00 = 3.00

4. An “F” will appear in the NOTES next to the time record to show that overtime was forced into the record.
A. ADDING A MISSING SHIFT

To add a worked shift, go to the employee’s time card and press <F6>. Enter the DATE, IN TIME, and OUT TIME. DO NOT enter Total HOURS or PAY CODE. You can also change account codes as needed.

1. When the entry is complete, press <ENTER> and the line will appear in the record. Remember to APPROVE the new time record.

All additions to the time record must be documented on the Exception Log.

All time related to dates PREVIOUS to the current pay period must be sent to AUX Payroll for processing. Do not enter them into the current time record.
B. ADDING AN ABSENCE

Leave time must be added to an employee’s record. This includes both leave time in the CURRENT pay period and any leave time for FUTURE pay periods.

1. Go to the employee’s time record
2. Check the employee’s accrued leave balances to ensure that they have enough hours by pressing <F17> (<SHIFT> and <F7>).

<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Accrued Ineligible</th>
<th>Carried Forward</th>
<th>Accrued Eligible</th>
<th>Hours Taken</th>
<th>Remaining Balance</th>
<th>As Of Tier</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONC</td>
<td>.00</td>
<td>1.99</td>
<td>847.32</td>
<td>604.32</td>
<td>44.99</td>
<td>9/20/16</td>
</tr>
<tr>
<td>FMLA</td>
<td>.00</td>
<td>185.60</td>
<td>.00</td>
<td>86.00</td>
<td>271.60</td>
<td>9/20/16</td>
</tr>
<tr>
<td>LOA</td>
<td>.00</td>
<td>50.80</td>
<td>.00</td>
<td>8.11</td>
<td>56.91</td>
<td>9/20/16</td>
</tr>
<tr>
<td>PERH</td>
<td>.00</td>
<td>.00</td>
<td>8.00</td>
<td>.00</td>
<td>8.00</td>
<td>9/20/16</td>
</tr>
<tr>
<td>SICK</td>
<td>.00</td>
<td>.00</td>
<td>600.83</td>
<td>649.48</td>
<td>11.35</td>
<td>9/20/16</td>
</tr>
<tr>
<td>VAC</td>
<td>.00</td>
<td>.00</td>
<td>916.92</td>
<td>883.62</td>
<td>33.30</td>
<td>9/20/16</td>
</tr>
</tbody>
</table>

- SICK and VAC time are accrued at the END of a pay period so the employee will have more hours than what is showing in Kronos based on earnings
- COMP time cannot be earned and taken in the same period – the Employee must have an existing balance prior to the current pay period to cover the comp time taken

3. Press <F12> to go back to the time record

4. Enter the DATE, TOTAL HOURS and the PAY CODE. You do not need to enter any IN or OUT TIMES. Then press <ENTER>
5. Use the following pay codes for approved leave time:
   - VAC – Vacation Time
   - SICK – Sick Time
   - PERH – Personal Holiday
   - COMT – Comp Time Taken

6. Use the following pay codes for occurrences:
   - VACN – Vacation Occurrence
   - SICKN – Sick Occurrence
   - COMTN – Comp Occurrence

7. Use the following pay codes for employee’s on approved FMLA:
   - VAC-L – Vacation Time on FMLA
   - SCK-L – Sick Time on FMLA
   - PER-L – Personal Holiday on FMLA
   - COM-L – Comp Time Taken on FMLA

8. If you get the message “Insufficient Hours Available on Pay Code - Press <F5> to Override” check the employee’s balance as shown in 2 and press <F5> to process the entry for vacation and sick time if appropriate. Do not override Comp time entries.

   Insufficient Hours Available On Pay Code - Press F5 To Override

Contact AUX Payroll if there are any questions about an employee’s leave balances.

If an employee is on FMLA or Worker’s Comp, please work with AUX Payroll to ensure that the right pay codes are used.

Leave hours MUST be entered in TENTHS (i.e. 1.9, 2.0, 2.1, etc.)
C. ADDING CALLBACK TIME

In certain defined circumstances, employees are paid for getting “called back” to work during non-scheduled hours. In most circumstances, this means that the employee will get paid for 4 hours of time regardless of how long the employee worked during the callback time. If this happens, the employee should swipe in and out for the time actually spent on the premises. To pay the correct amount of callback hours:

1. Type a “1” in front of the time record for the called back time (swiped by employee)
2. Enter the pay code CALLB (4 hour min) or CALL2 (2 hour min) in the Pay Code field
3. Press ENTER
4. The TOTAL HOURS will change to the appropriate amount

<table>
<thead>
<tr>
<th>Opt</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/31/16</td>
<td>5:00</td>
<td>5:30</td>
<td>.50</td>
</tr>
</tbody>
</table>

D. ADDING OVERTIME FOR STANDARD HOUR EMPLOYEES

Standard hour employees do not punch the time clock but may be approved to receive overtime. The overtime must be entered into their time record.

1. All overtime must be documented on an exception log or card
2. Press <F6> to add a record
3. Enter the date the overtime was worked
4. Enter the number of hours of overtime (to the tenth)
5. Enter the Pay Code for Overtime – OT for all units
E. ADDING COMP TIME EARNED FOR STANDARD HOUR EMPLOYEES

Standard hour employees do not punch the time clock but may be approved to receive overtime. The overtime must be entered into their time record.

1. All comp time earned (as overtime) must be recorded on an exception log or card
2. Press <F6> to add a record
3. Enter the date the overtime was worked
4. Enter the number of hours of overtime $ \times 1.5$ (calculated to the hundredth)
5. Enter the Pay Code for Comp Time Earned:
   - CACCR – Housing & Dining
   - COME – All other units

IX. APPROVING TIME RECORDS

When you are ready to approve the time record(s), type an “A” in the Opt line next to the record(s) and press <ENTER>

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>Sub.</th>
<th>Pod</th>
<th>App</th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO 11/14/10</td>
<td>7:00</td>
<td>15:00</td>
<td>8.00</td>
<td>8.00</td>
<td>0</td>
<td>115020571.9980.11824.225.0001.0001.8120</td>
<td></td>
</tr>
<tr>
<td>TU 11/15/10</td>
<td>7:00</td>
<td>15:00</td>
<td>8.00</td>
<td>8.00</td>
<td>0</td>
<td>115020571.9980.11824.225.0001.0001.8120</td>
<td></td>
</tr>
<tr>
<td>WE 11/16/10</td>
<td>7:00</td>
<td>19:00</td>
<td>9.00</td>
<td>9.00</td>
<td>0</td>
<td>100620149.9980.11825.227.0001.0001.8120</td>
<td></td>
</tr>
<tr>
<td>TH 11/17/10</td>
<td>7:00</td>
<td>15:00</td>
<td>8.00</td>
<td>8.00</td>
<td>0</td>
<td>115020571.9980.11824.225.0001.0001.8120</td>
<td></td>
</tr>
<tr>
<td>FR 11/18/10</td>
<td>7:00</td>
<td>15:00</td>
<td>8.00</td>
<td>8.00</td>
<td>0</td>
<td>115020571.9980.11824.225.0001.0001.8120</td>
<td></td>
</tr>
</tbody>
</table>

The screen will reappear with your Approval Level in the “App” field and the hours will no longer be highlighted. The number in the “App” column will return to zero.

To unapprove a record, type a “1” in the Opt column and press <ENTER> twice.

Any time you go into an approved time record and either change it or just view it, the record will become unapproved. Don’t forget to APPROVE the record again.
X. HOLIDAY PAY

Holiday worked pay codes are automatically assigned if an employee works on a holiday. Holiday paid (non-worked) are entered by AUX Payroll and are based on the employee’s appointment percentage. Here are the holiday pay codes you might see in an employee’s time record:

- HOL – Holiday paid at straight time
- HLW – Holiday worked at time and a half
- HDH – Holiday worked AND paid at two and a half times

If an employee gets comp time for the holiday, you will see the following codes:

- HLWCA – Holiday worked comp time at time and a half

Depending on when the employee worked during the holiday, you may see a combination of codes. Please contact AUX Payroll if you have any questions.

DO NOT delete or change holiday pay records. If you have any questions about holiday pay, please contact AUX Payroll.

XI. PAYROLL REVIEW CHECKLIST

Please review this checklist to ensure that your payroll is ready for processing:

- Entered all leave slips
- Entered and initialed all exception log entries including missing punches and augmentations
- Approved all time records
- Reviewed total hours to be paid for full-time staff (TOTAL at bottom right of record)
- Notified AUX Payroll of any time record issues (via auxpay@umn.edu)
- Complete all review of time records by 10:00 a.m. on payroll processing Monday (no notification is required when you are done)
- Send copies of all exception logs to AUX Payroll
- Send copies of all absence slips to AUX Payroll

It is recommended that you review time records on a daily basis.
XII. VIEWING HISTORICAL HOURS

1. From the main menu, enter “1” for Daily Processing and then “6” for Time History Inquiry to view historical records.

![Time History Inquiry](Image)

2. From this point the History screens look just like the Timecard except that it is showing both historical (posted) time and current (unposted) time. You cannot edit the historical records, only view them.

3. Use the fields above to filter the historical records you want to see. The oldest dated time records will display. After displaying an employee’s time record, use the “Position” field to go to a certain date.

![Time History Screen](Image)

4. Use <F11> to view each value in the Labor Levels field
XIII. REPORTS

Kronos reports can be found in menu option “2” for Reports and Inquiries. There are two reports that are helpful to supervisors.

- Punch Detail Report – Option 2
- Time Cards Report – Option 3

A. PUNCH DETAIL REPORT:

1. Select Option #2 – Reports and Inquiries (from the main menu)
2. Select Option #2 – Punch Detail
3. 1st Selection Screen - Make the following selections:
   - Exceptions Only = N
   - Printer, Screen, E-mail = S (screen) or P (Email/printout)
   - Current Pay Period/Include History = H
   - Enter Date and Time range
   - Enter any accounts or leave blank to get all
   - Press <ENTER>

```
11/09/18  08:39:30

Selection

Punch Detail Report

Exceptions Only [Y/N/U]: N
Printer, Screen, E-mail: S (P,S,E) Submit To Batch: Y (Y,N)
Current Pay Period/Include History: H (G/H)
Select Ranges: FROM: 10/21/18 0:00 TO: 10/21/18 23:59
Date & Time Range:
Employee Number: 
Badge Number: 
Time Clocks: 
Fund/Prog: 
Activity: 
DeptID: 
CostCenter: 
Class: 
Job: 
JDE Acct: 
```

4. 2nd Selection Screen – just press <ENTER>
5. 3rd Selection Screen – Make the following selections
   - Detail or Summary = D
   - Print All Pay Codes = N
   - Select Pay Codes = enter the pay code you want to see time entries for
   - Approved, Un-Approved, or Both = B
   - Press <ENTER>

6. The results will display one entry at a time if you selected ‘S’ for Screen. Press <F10> to see each additional record. If you selected “P” for Print the report will either be printed or sent to your email.

B. TIME CARD REPORT:

1. Select Option #2 – Reports and Inquiries (from the main menu)
2. Select Option #3 – Time Card Report
3. 1st Selection Screen - Make the following selections:
   - Actual or Rounded = R
   - Printer, Screen, Email = S (screen) or P (Email/printout)
   - Enter Date and Time range of pay period
   - Enter Employee ID Number (or press <F4> for list)
   - Press <ENTER>
4. 2nd Selection Screen – just press <ENTER>
5. 3rd Selection Screen – Make the following selections
   ➢ Sort Option = L
   ➢ Press <ENTER>

6. 4th Selection Screen – Make the following selections:
   ➢ Show Employees With No Hours: = N
   ➢ Include Comments on Report = Y
   ➢ Press <ENTER>

7. The results will display if you selected ‘S’ for Screen. If you selected “P” for Print the report will either be printed or sent to your email.

C. CUSTOM REPORTS

Depending on the supervisor’s unit, custom reports may be available to assist with payroll related activities. Go to Option #12 – AUX Custom Departmental Reports to see these reports.
XIV. EMPLOYEE OPTIONS FOR VIEWING PAYROLL INFORMATION

An employee has a couple of options for viewing their payroll information.

1. **Pay Statement** – Pay Hours, Pay Rates and Accrued Leave Balances

2. **Kronos MyTime**
   - Auxiliary Services offers a website to be able to view your time card and leave balances.
   - Go to: [www.mytime.umn.edu](http://www.mytime.umn.edu)

3. **PeopleSoft MyU**
   - Employees can access payroll information through PeopleSoft, the University’s central payroll system.
   - Go to: [www.myu.umn.edu](http://www.myu.umn.edu)

Since Auxiliary Services uses Kronos as its timekeeping system, employees are restricted from entering time or absences into PeopleSoft.
## XV. SUPPLEMENTAL INFORMATION

### A. PAY CODE LISTING

**CIVIL SERVICE, AFSCME & TEAMSTER**

**PAY CODES ENTERED BY SUPERVISORS**

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Code Name</th>
<th>Except Log or Slip Required</th>
<th>Definition</th>
</tr>
</thead>
</table>
| AUG      | Augmentation             | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***  
This pay code is used for a Teamster employee to augment pay to a higher class of work as approved by their supervisor. This code only pays the amount of the differential and is entered as a new time record. The JOB on this time record must be changed to reflect which job the employee is working in to be paid the correct rate. The original swiped time record should not be changed. |
| CALLB    | Call Back (4 Hr Min)     | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***  
Applied to the time record of a TEAMSTER employee who is called back to work during non-working hours. This pay code pays a minimum of 4 hours regardless of the amount of time worked. This pay code would be added to a swiped time record of the callback. |
| CALL2    | Call Back (2 Hr Min)     | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***  
Applied to the time record of an AFSCME or CIVIL SERVICE employee who is called back to work during non-working hours. This pay code will pay a minimum of 2 hours regardless of the time worked. This pay code would be added to a swiped time record of the callback. |
| COME     | Comp Time Earned         | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***  
Use this pay code to convert overtime to comp time earned when requested by the employee. An employee who is paid for their overtime can choose to bank it as comp time earned. This decision must be made on a daily basis (overtime and comp time earned cannot be calculated together on the same day.) |
| COMT     | Comp Time Taken          | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***  
Use this pay code when an employee requests that comp time be used for an absence. |
| COM-L    | Comp Time Taken on FMLA  | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***  
Use this pay code when an employee requests comp time to be
<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Code Name</th>
<th>Except Log or Slip Required</th>
<th>Definition</th>
</tr>
</thead>
</table>
| COMTN   | Comp Time Occurrence        | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***
Use this pay code when an employee requests comp time to be used for an absence that is defined as an occurrence. |
| FMLA    | Unpaid FMLA                 |                            | ***MANUALLY ENTERED BY SUPERVISOR***
Use this pay code when an employee is on an approved FMLA leave and has no accrued leave time available. |
| JURY    | Jury Duty Paid              | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***
Use this pay code when an employee is absent for jury duty. |
| LOA     | Leave Without Pay           |                            | ***MANUALLY ENTERED BY SUPERVISOR***
Use this pay code when an employee is absent and does not have any accrued leave time. If an employee requests to take leave without pay contact AUX Payroll as this can affect earned leave time and insurance. |
| LOAN    | Leave Without Pay Occurrence|                            | ***MANUALLY ENTERED BY SUPERVISOR***
Use this pay code when an employee is absent, does not have any accrued leave and it qualifies as an occurrence. If employee requests to take leave without pay contact AUX Payroll as this can affect earned leave time and insurance. |
| OT      | Overtime                    | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***
Use this pay code to add overtime worked for CIVIL SERVICE non-swiping staff. Overtime pays at time and a half. |
| OT      | Overtime                    | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***
Use this pay code to change comp time earned to overtime when requested by the employee. An employee who accrues comp time earned for their overtime can choose to be paid for the overtime. This decision must be made on a daily basis (overtime and comp time earned cannot be calculated together on the same day.) |
| PERH    | Personal Holiday            | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***
Use this pay code when an employee requests to use their personal holiday for an absence. The personal holiday must be taken for a whole day and cannot be split between days. |
| PERHN   | Personal Holiday Occurrence | YES                        | ***MANUALLY ENTERED BY SUPERVISOR***
Use this pay code when an employee requests to use their personal holiday for an absence and it qualifies as an occurrence. The personal holiday must be taken for a whole day. |
<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Code Name</th>
<th>Exception Log or Slip Required</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SICK</td>
<td>Sick Pay</td>
<td>YES</td>
<td><em><strong>MANUALLY ENTERED BY SUPERVISOR</strong></em> Use this pay code when an employee requests to take sick time.</td>
</tr>
<tr>
<td>SCK-L</td>
<td>Sick Pay on FMLA</td>
<td>YES</td>
<td><em><strong>MANUALLY ENTERED BY SUPERVISOR</strong></em> Use this pay code when an employee requests sick time for an absence and they are on approved FMLA.</td>
</tr>
<tr>
<td>SICKN</td>
<td>Sick Occurrence</td>
<td>YES</td>
<td><em><strong>MANUALLY ENTERED BY SUPERVISOR</strong></em> Use this pay code when an employee requests sick time for an absence and the absence qualifies as an occurrence.</td>
</tr>
<tr>
<td>SVS</td>
<td>Union Hours Unpaid</td>
<td>YES</td>
<td><em><strong>MANUALLY ENTERED BY SUPERVISOR</strong></em> Use this pay code for union required activities during work hours as defined by the contract. These hours are not paid but count towards service hours.</td>
</tr>
<tr>
<td>VAC</td>
<td>Vacation Pay</td>
<td>YES</td>
<td><em><strong>MANUALLY ENTERED BY SUPERVISOR</strong></em> Use this pay code when an employee requests to take vacation time for an absence.</td>
</tr>
<tr>
<td>VAC-L</td>
<td>Vacation Pay on FMLA</td>
<td>YES</td>
<td><em><strong>MANUALLY ENTERED BY SUPERVISOR</strong></em> Use this pay code when an employee requests vacation time for an absence and they are on approved FMLA.</td>
</tr>
<tr>
<td>VACN</td>
<td>Vacation Occurrence</td>
<td>YES</td>
<td><em><strong>MANUALLY ENTERED BY SUPERVISOR</strong></em> Use this pay code when an employee requests vacation time for an absence and the absence qualifies as an occurrence.</td>
</tr>
</tbody>
</table>
**CIVIL SERVICE, AFSCME & TEAMSTER**

**PAY CODES REVIEWED BY SUPERVISORS**

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Code Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>COME</td>
<td>Comp Time Earned</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;An employee can choose that their overtime automatically be accrued as comp time. The employee is set up with the correct pay rule and all overtime is automatically converted to comp time earned at time and a half.</td>
</tr>
<tr>
<td>HLW</td>
<td>Holiday Worked</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system will automatically apply this pay code to a time record if the date worked has been defined as a holiday. This pay code pays at time and a half.</td>
</tr>
<tr>
<td>HLWCA</td>
<td>Holiday Worked Comp Earned</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system will automatically apply this pay code to a time record if the date worked has been defined as a holiday. This pay code pays at time and a half AND the employee is set up to receive holiday worked time as comp time earned. This pay code is accrued at time and a half.</td>
</tr>
<tr>
<td>OEE</td>
<td>Double Time</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system will automatically calculate double time pay for a Teamster employee who works more than 12 hours in one day. Double time pays at two times the normal rate.</td>
</tr>
<tr>
<td>OT</td>
<td>Overtime</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system will automatically calculate overtime pay for an employee who has worked more than 40 hours in a week. Overtime pays at time and a half.</td>
</tr>
<tr>
<td>SAR</td>
<td>Shift Differential</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system will automatically add shift differential for an AFSCME and CIVIL SERVICE employee who works a qualifying shift (starts a shift before 6:00 a.m. or ends a shift after 7:00 p.m.) and is assigned to a shift daily rule. Shift is paid at .60 per hour and is paid on all hours worked.</td>
</tr>
<tr>
<td>SART</td>
<td>Shift Differential</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system will automatically add shift differential for a Teamster employee who works a qualifying shift (starts a shift before 6:00 a.m. or ends a shift after 7:00 p.m.) and is assigned to a shift daily rule. Shift is paid at .55 per hour and is paid on all hours worked.</td>
</tr>
<tr>
<td>REG</td>
<td>Regular Pay</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system automatically applies this pay code to swiped time records for regularly worked time. This code should not be entered</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Pay Code Name</td>
<td>Definition</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>manually – Only beginning and ending dates/times should be entered for shifts that are not swiped.</td>
</tr>
<tr>
<td>RGP</td>
<td>Holiday Paid Day Off</td>
<td><em><strong>AUX PAYROLL ONLY</strong></em>&lt;br&gt;This pay code is used when an employee is not scheduled on a holiday and another day off cannot be substituted. This pay code does not count towards overtime and pays at straight time.</td>
</tr>
<tr>
<td>SFT</td>
<td>Shift Differential</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system automatically adds shift differential for a Teamster who starts their shift anytime between 9:00 p.m. and 1:00 a.m. Shift is paid at .70 per hour and is paid on all hours of the shift.</td>
</tr>
<tr>
<td>SCOT</td>
<td>Shift on Overtime</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system automatically calculates shift differential on all overtime for a Teamster employee.</td>
</tr>
<tr>
<td>SCOA</td>
<td>Shift on Overtime</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system automatically calculates shift differential on all overtime for an AFSCME employee who works overtime on a qualifying shift.</td>
</tr>
<tr>
<td>SFTO</td>
<td>Shift on Overtime</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system automatically calculates shift differential on all late night overtime for a Teamster employee who works overtime on a qualifying shift.</td>
</tr>
<tr>
<td>SHS</td>
<td>Shift on Second Sunday</td>
<td><em><strong>AUX PAYROLL ONLY</strong></em>&lt;br&gt;This pay code is used to pay shift differential on second Sunday hours.</td>
</tr>
<tr>
<td>2SUN</td>
<td>Second Sunday</td>
<td><em><strong>AUX PAYROLL ONLY</strong></em>&lt;br&gt;This pay code is used to pay a premium to Teamsters who work two Sunday’s in a row. The hours are calculated for this pay code as half time of the time worked on the second Sunday and pays at the employee’s regular rate.</td>
</tr>
</tbody>
</table>
# 1M/1B Printing Trade Unions

## Pay Codes Entered by Supervisors

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Code Name</th>
<th>Definition</th>
</tr>
</thead>
</table>
| BER1     | 1M/1B Bereavement        | ***MANUALLY ENTERED BY SUPERVISOR***  
This pay code is entered when the 1M/1B employee is absent due to bereavement. |
| COMT     | Paid Leave Time          | ***MANUALLY ENTERED BY SUPERVISOR***  
This pay code is used for 1M/1B employees to take leave time. |
| FLHOL    | 1M/1B Floating Holiday   | ***MANUALLY ENTERED BY SUPERVISOR***  
This pay code is used for 1M/1B employees to take their floating holiday. |

## Pay Codes Reviewed by Supervisors

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Code Name</th>
<th>Definition</th>
</tr>
</thead>
</table>
| REG      | Regular Pay              | ***SYSTEM GENERATED***  
The system automatically applies this pay code to swiped time records for regularly worked time. This pay code should not be entered manually – Only beginning and ending dates/times should be entered for shifts that were not swiped. |
| SAR1B    | Shift Differential 1M    | ***SYSTEM GENERATED***  
The system automatically adds shift differential for a 1B employee who works a qualifying shift (starts a shift before 6:00 a.m. or ends a shift after 7:00 p.m.) and is assigned to a shift daily rule. Shift is paid at .35 per hour and is paid on all hours worked. |
| SAR1M    | Shift Differential 1M    | ***SYSTEM GENERATED***  
The system automatically adds shift differential for a 1M employee who works a qualifying shift (starts a shift before 6:00 a.m. or ends a shift after 7:00 p.m.) and is assigned to a shift daily rule. Shift is paid at .85 per hour and is paid on all hours worked. |
| SFD1B    | 1B Double                | ***SYSTEM GENERATED***  
The system will automatically calculate double time pay for a 1B employee who works more than 10 hours in one day. Double time pays at two times the normal rate. |
<table>
<thead>
<tr>
<th>Pay Code</th>
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<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFD1M</td>
<td>1M Double</td>
<td><strong>SYSTEM GENERATED</strong>&lt;br&gt;The system will automatically calculate double time pay for a 1M employee who works more than 10 hours in one day. Double time pays at two times the normal rate.</td>
</tr>
</tbody>
</table>

**STUDENTS**

**PAY CODES REVIEWED BY SUPERVISORS**

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Code Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>UHL</td>
<td>Student Holiday Worked</td>
<td><strong>SYSTEM GENERATED</strong>&lt;br&gt;The system will automatically apply this pay code if an employee works on a date pre-defined as a holiday.</td>
</tr>
<tr>
<td>UOT</td>
<td>Student Overtime</td>
<td><strong>SYSTEM GENERATED</strong>&lt;br&gt;The system will automatically calculate an overtime record for an employee who has worked more than 40 hours in a week. Overtime pays at time and a half.</td>
</tr>
<tr>
<td>URG</td>
<td>Student Regular Pay</td>
<td><strong>SYSTEM GENERATED</strong>&lt;br&gt;The system automatically applies this pay code to time records for regularly worked time for a student. This pay code should not be manually entered – only beginning and ending date/times should be entered for shifts that are not swiped.</td>
</tr>
<tr>
<td>USR</td>
<td>Student Shift</td>
<td><strong>SYSTEM GENERATED</strong>&lt;br&gt;The system automatically adds shift differential for a Student employee who works a qualifying shift (starts a shift before 6:00 a.m. or ends a shift after 7:00 p.m.) AND works a shift of =&gt;6 hours. Shift is paid at .60 per hour and is paid on all hours worked.</td>
</tr>
<tr>
<td>USRO</td>
<td>Student Overtime Shift</td>
<td><strong>SYSTEM GENERATED</strong>&lt;br&gt;The system automatically adds shift differential on all overtime for a student employee who works overtime on a qualifying shift.</td>
</tr>
<tr>
<td>VISA</td>
<td>Visa Student Unpaid Time</td>
<td><strong>SYSTEM GENERATED</strong>&lt;br&gt;The system will automatically apply this code for F1/J1 students who work past the maximum amount of hours (normally 20/week during the academic semester). Any hours over 20 during this time period will not be paid.</td>
</tr>
</tbody>
</table>
## TEMP CASUALS

### PAY CODES REVIEWED BY SUPERVISORS

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Code Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHL</td>
<td>Temp Casual Regular Pay</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system automatically applies this pay code to time records for regularly worked time for a temp casuals. This pay code should not be manually entered – only beginning and ending date/times should be entered for shifts that are not swiped.</td>
</tr>
<tr>
<td>VOT</td>
<td>Temp Casual Overtime</td>
<td><em><strong>SYSTEM GENERATED</strong></em>&lt;br&gt;The system will automatically calculate overtime for a temp casual employee who has worked more than 40 hours in a week. Overtime pays at time and a half.</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Pay Code Name</td>
<td>Except Log or Slip Required</td>
</tr>
<tr>
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</tr>
<tr>
<td>BER</td>
<td>P&amp;A Bereavement</td>
<td>YES</td>
</tr>
<tr>
<td>LVP</td>
<td>Administrative Leave Paid</td>
<td><em><strong>AUX PAYROLL ONLY</strong></em>&lt;br&gt;This pay code is used for approved administrative paid leave.</td>
</tr>
<tr>
<td>PAMED</td>
<td>Sick Pay</td>
<td>YES</td>
</tr>
<tr>
<td>PAFML</td>
<td>Sick Pay</td>
<td>YES</td>
</tr>
<tr>
<td>PAFAM</td>
<td>Sick Pay</td>
<td>YES</td>
</tr>
<tr>
<td>PACLD</td>
<td>Sick Pay</td>
<td>YES</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Pay Code Name</td>
<td>Definition</td>
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<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>AUGXX</td>
<td>Augmentation All Hours</td>
<td><strong>SYSTEM GENERATED</strong>&lt;br&gt;The system will automatically add augmentation pay to time records for an employee who is paid the augmentation on all hours and has been set up on the appropriate Kronos rule. This code only pays the amount of the differential.</td>
</tr>
<tr>
<td>AOT</td>
<td>Augmentation on OT</td>
<td><strong>SYSTEM GENERATED</strong>&lt;br&gt;The system automatically adds Augmentation pay to any overtime for any AFSCME employee receiving augmentation pay and set up on the appropriate Kronos rule. This pay code pays at time and a half.</td>
</tr>
<tr>
<td>COM</td>
<td>Comp Payout</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used to pay out a comp time balance when an employee is terminated.</td>
</tr>
<tr>
<td>COM-W</td>
<td>Comp Time Taken Worker’s Comp</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used when an employee requests that comp time be used for an absence and they are on Worker’s Comp.</td>
</tr>
<tr>
<td>CRB</td>
<td>Teamster Stability Pay</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used for lump sum payments of Teamster stability pay.</td>
</tr>
<tr>
<td>HDH</td>
<td>Holiday Paid AND Worked</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used for time worked on a holiday when it is combined with the paid holiday time. This paid code is paid at two and a half times.</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday Paid</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used to enter all paid holidays for employees.</td>
</tr>
<tr>
<td>HOL-L</td>
<td>Holiday Paid on FMLA</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used to enter all paid holidays for employees who are on approved FMLA.</td>
</tr>
<tr>
<td>MILU</td>
<td>Military Time Unpaid</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used when an employee is on unpaid leave due to military duty.</td>
</tr>
<tr>
<td>MLTRY</td>
<td>Military Time Paid</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used when an employee is on paid leave due to military duty.</td>
</tr>
<tr>
<td>NLM</td>
<td>Non-Recurring Lump Sum Payment</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used to pay one-time lump sums (not including stability pay or outstanding service awards).</td>
</tr>
<tr>
<td>OLE</td>
<td>Service Award Payment</td>
<td><strong>AUX PAYROLL ONLY</strong>&lt;br&gt;This pay code is used to pay one-time lump sums (not including stability pay or outstanding service awards).</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Pay Code Name</td>
<td>Definition</td>
</tr>
<tr>
<td>----------</td>
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<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PAR</td>
<td>Parental Leave Paid</td>
<td>This pay code is used when an employee is on an approved parental paid leave.</td>
</tr>
<tr>
<td>SICKW</td>
<td>Sick Time Worker’s Comp</td>
<td>This pay code is used when an employee requests that sick time be used for an absence and they are on Worker’s Comp.</td>
</tr>
<tr>
<td>TOA</td>
<td>Tool Allowance</td>
<td>This pay code is used to reimburse qualified employees for the purchase of tools required to perform their job.</td>
</tr>
<tr>
<td>UNL</td>
<td>Union Hours Paid</td>
<td>This pay code is used to pay a union steward for time spent attending qualified union activities.</td>
</tr>
<tr>
<td>VACBD</td>
<td>Vacation Buy Down</td>
<td>This pay code is used to reduce a vacation balance due to a vacation buy down requested by the employee.</td>
</tr>
<tr>
<td>VACCO</td>
<td>Vacation Cash Out</td>
<td>This pay code is used to reduce a vacation balance due to a vacation cash out requested by the employee.</td>
</tr>
<tr>
<td>VACD</td>
<td>Vacation Donation</td>
<td>This pay code is used to reduce a vacation balance when an employee elects to donate their vacation hours to another employee.</td>
</tr>
<tr>
<td>VACWC</td>
<td>Vacation Worker’s Comp</td>
<td>This pay code is used when an employee requests that vacation time be used for an absence and they are on Worker’s Comp.</td>
</tr>
</tbody>
</table>