

Kronos Supervisor User Guide

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Auxiliary Services Payroll

auxpay@umn.edu

612-301-1725

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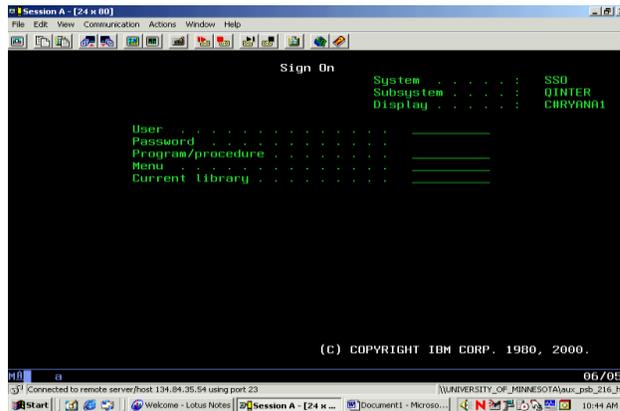
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I. SIGNING INTO KRONOS

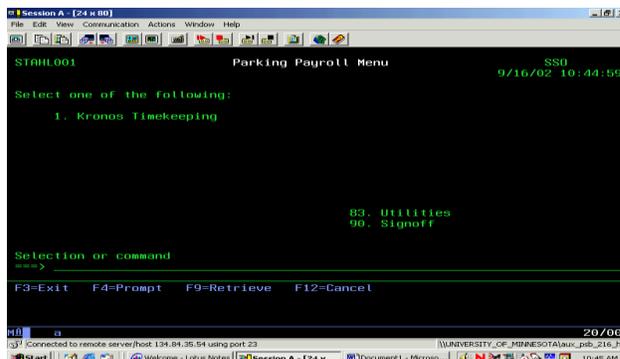
A. SETTING UP KRONOS ACCESS

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.



- 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.)



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>

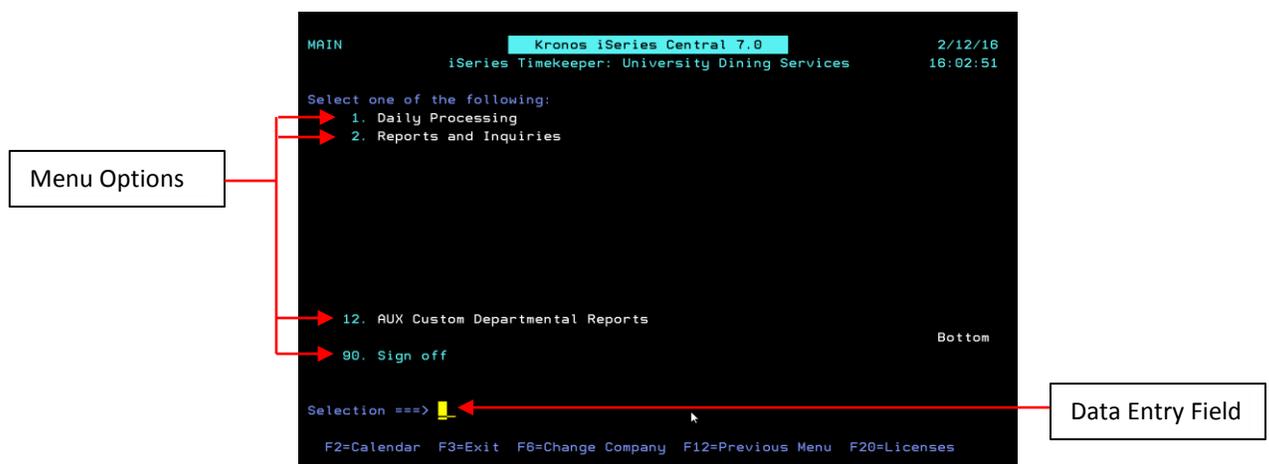
II. NAVIGATING IN KRONOS

A. MOVING AROUND IN THE SCREENS

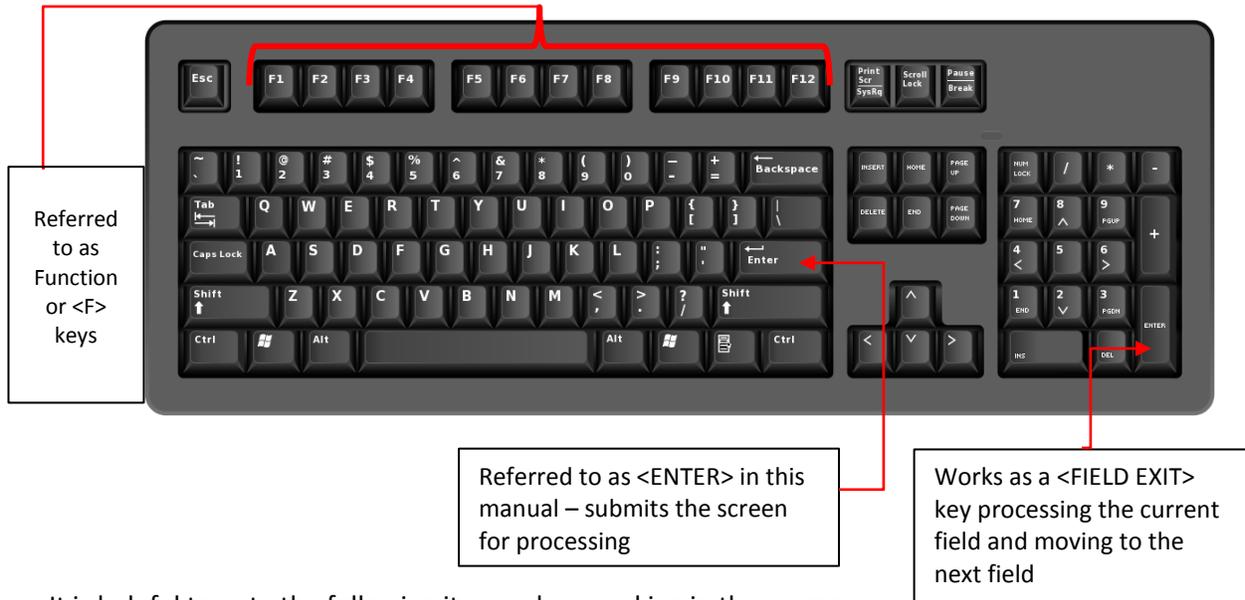
“Green Screen” refers to the type of display used for AS/400 programs. The screens are not interactive but have specified data entry fields and use menu options to select screens. This type of data entry, while not very attractive, is conducive to fast and accurate data entry.

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.



B. NAVIGATION TIPS



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:

F13	<SHIFT> and <F1>
F14	<SHIFT> and <F2>
F15	<SHIFT> and <F3>
F16	<SHIFT> and <F4>
F17	<SHIFT> and <F5>
F18	<SHIFT> and <F6>

F19	<SHIFT> and <F7>
F20	<SHIFT> and <F8>
F21	<SHIFT> and <F9>
F22	<SHIFT> and <F10>
F23	<SHIFT> and <F11>
F24	<SHIFT> and <F12>

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.

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

III. UNDERSTANDING LABOR LEVEL ACCOUNTS

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

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

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.

```

Home Assignments:
Fund/Prog: * 115020571 PRINTING & GEN/UMS
Activity: * 9980 U MARKET SERVICES
DeptID: * 11624 U MARKET SERVICES
CostCenter: * 225 UMS STOCK MATERIALS MGMT
Class: * 0001 NON-EXEMPT TEMPORARY OR CASUAL
Job: * 000 GENERAL
JDE Acct: * 6120 Temp Casual
    
```

These labor level accounts display on each time record:



```

Opt Date In Out Hours Sch Pcd App Labor Levels
_ TU 11/01/16 12:54 15:59 3.08 3.10 3 110020450.30.11618.000.2222.000.6014000
    
```

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:

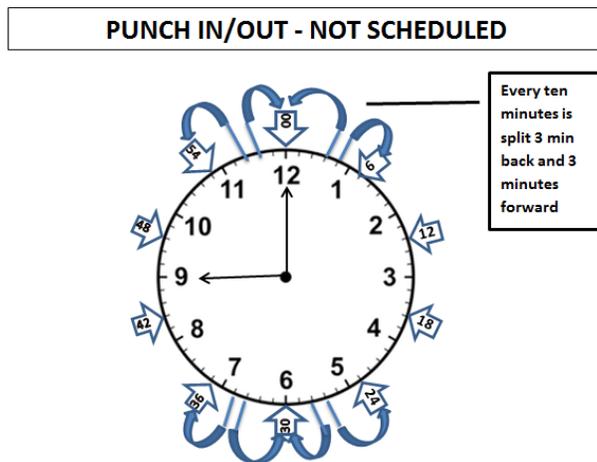
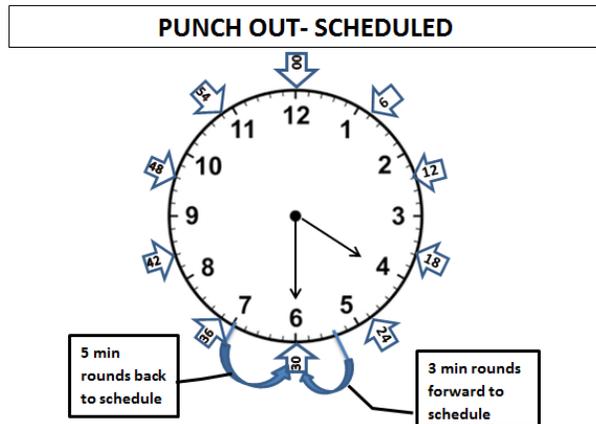
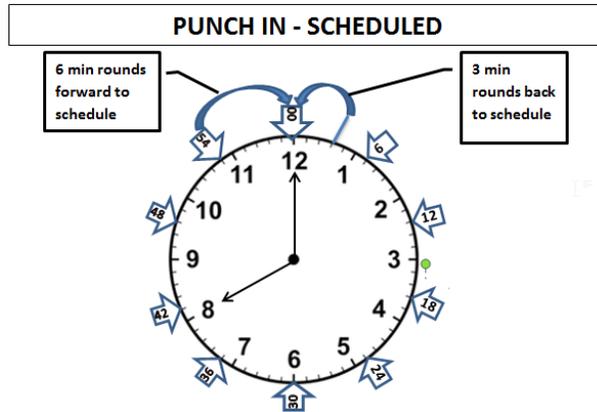
- Students & Temp Casuals – Actual punches used (no rounding)
- Full/Part-Time Swiping Employees – Rounding based on employee contract rules; the application of these rules differs based on whether they are punching in/out on their scheduled times or not

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

Punch	Scheduled		Unscheduled
	Rounding to Kronos Schedule (within 6 minutes of scheduled time)	All Other Punches (greater than 6 minutes from scheduled time)	All
Clock In Early	6 minutes early – rounds forward to the scheduled IN time	Splits the Tenth (Rounds 3 minutes back and 3 minutes forward)	Splits the Tenth (Rounds 3 minutes back and 3 minutes forward)
Clock In Late	3 minutes late – rounds back to the scheduled IN time		
Clock Out Early	3 minutes early – rounds forward to the scheduled OUT time		
Clock Out Late	5 minutes late – rounds back to the scheduled OUT time	Rounds 6 minutes forward to the next tenth	
Elapsed time	The elapsed time of the entire shift, if still in hundredths, will be rounded to the nearest tenth.		

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>

```
MAIN                                Kronos iSeries Central 7.0          2/12/16
                                iSeries Timekeeper: University Dining Services  16:02:51

Select one of the following:
1. Daily Processing
2. Reports and Inquiries

12. AUX Custom Departmental Reports
90. Sign off                                Bottom

Selection ==> _

F2=Calendar F3=Exit F6=Change Company F12=Previous Menu F20=Licenses
```

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

```
MENU01                               Daily Processing                    2/12/16
                                iSeries Timekeeper: University Dining Services  16:04:42

Select one of the following:
1. Timecard

6. Time History Inquiry

90. Sign off                                Bottom

Selection ==> _

F2=Calendar F3=Exit F6=Change Company F12=Previous Menu F20=Licenses
```

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

Edit By Worked Fields

5. Timecard Summary Screen

7/29/16
13:03:31

iSeries Timekeeper: Housing & Residential Life
Timecard

Position to Name: _____ Options: 1=Select

Opt	Name	Badge	Hours	Exc	Appr
-	4962034 ABDULLAH, NOR ARIFAH	243570286	33.34		0
-	4380245 ABRAHA, ALEXANDER	243592122	80.00		2
-	4864769 ABZHABAROV, FIRDAVS	24636240	29.93	*	0
-	8002251 ADAMSKI, LAUREN B.	243577825	80.00		2
-	5079762 AGARWAL, GRUSHA	243531805			0
-	4649760 AGUILAR, ANGEL	243571851	32.00	*	1
-	4581273 AITOUMEZIANE, NOAH A.	24603580			0
-	4935313 ALLEN, EMILY B	243558681	26.83	*	0
-	1872004 ALLEN SR, MICHAEL A.	14582611	80.00		9
-	4513542 AMIRIKIAN, MARIAM	24623290			0
-	4347049 ANDERSON, DEREK S.	24588077			0
-	3281093 ANDERSON, GRANT M.	24184218	80.00		9
-	4521889 ANDERSON, HANNAH R.	243549871			0
-	5142795 ANDERSON, KYLIE M.	243552911	27.10		0

F3=Exit F7=Employee# F9=Badge# F12=Cancel

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

Employee Number: 1000024 TEST CARD, (CHRIS RYA) Badge Number: 243507718										Pay Period	
Options: 1=Edit 4=Delete A=Approve B=Breakdown C=Comments										10/31/16 - 11/13/16	
Position: _____ E=Exceptions F=Force Overtime P=Post R=Review										U=UnReview	
Opt	Date	In	Out	Hours	Sch	Pcd	App	Labor Levels		Notes	
_	MO 10/31/16	8:00	16:30	8.00	8.00		0	115020571.9980.11624.225.0001.000.6120		A	
_	TU 11/01/16	8:00	16:30	8.00	8.00		0	115020571.9980.11624.225.0001.000.6120		A	
_	WE 11/02/16	8:00	16:30	8.00	8.00		0	115020571.9980.11624.225.0001.000.6120		A	
_	TH 11/03/16	8:00	16:30	8.00	8.00		0	115020571.9980.11624.225.0001.000.6120		A	
_	FR 11/04/16	0:00		4.00		VAC	0	115020571.9980.11624.225.0001.000.6120			
_	FR 11/04/16	8:00	12:00	4.00	4.00		0	115020571.9980.11624.225.0001.000.6120			
REG 36.00 VAC 4.00										Bottom	
Breakdown: 40.00										Total: 40.00	
F12=Cancel F6=Add F7=Open/Close Timecard F8=Monetary Adjustments F9=Previous Emp F10=Next Emp F11=Charge											
F13=Rounded F14=Employee Defaults F15=Punches F16=Audit											
F19=Insert Punch F20=Delete Punch F21=Attendance F22=OT Equalization F23=Summary F24=Shift Hours											

- 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)

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.

Opt	Date	In	Out	Hours	Sch	Pcd	App	Labor Levels	Notes
_	MO 11/14/16	8:08	14:24	5.80	4.00		9	110020442.9900.11630.000.1888.000.6011	A

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.

Opt	Date	In	Out	Hours	Sch	Pcd	App	Labor Levels	Notes
_	MO 11/14/16	6:55	10:35	3.58	4.50		9	110020442.9900.11630.000.1888.000.6011	
_	MO 11/14/16	11:16	14:04	2.82	3.50		9	110020442.9900.11630.000.1888.000.6011	M

1. To cancel an automatic meal deduction:

- 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
- Tab to or place your cursor on the Cancel Meal field. Type a "Y" to cancel the meal deduction. Then press <ENTER>

	Clock In	Clock Out	Total	Pay	Daily		
	Date	Time	Date	Time	Hours	Code	Rule Ovr M/B
Actual:	* 11/15/16	8:05	11/15/16	17:44	9.60	*	* TEAMS - -
Rounded:	11/15/16	8:06	11/15/16	17:42			
Scheduled:	STANDARD	10:00		18:30			
Comment:	*						
Shift:	* _	CostCenter	* 225	Auto Ded:			.00
Fund/Prog	* 115020571	Class	* 6008	Cancel Meal:		Y	
Activity	* 9980	Job	* 000	Force New Shift:			
DeptID	* 11624	JDE Acct	* 61121	Pay Rate:		17.6900	

- The time record will display a "Y" in the Notes column.

Opt	Date	In	Out	Hours	Sch	Pcd	App	Labor Levels	Notes
_	MO 11/14/16	8:55	17:37	8.20	8.00		0	115020571.9980.11624.225.6008.000.61121	A
_	TU 11/15/16	8:05	17:44	9.60	8.00		0	115020571.9980.11624.225.6008.000.61121	Y

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:

Opt	Date	In	Out	Hours
_	MO 11/14/16	6:55	10:35	3.58
_	MO 11/14/16	11:16 L	14:04	2.82

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:

- Note the date of the record that needs the punched lunch

Opt	Date	In	Out	Hours
_	MO 10/31/16	8:00	16:30	8.50

- Press F19 (<SHIFT> and <F7>) to insert a punch
- Enter the day and time the lunch was started
- Type a “Y” in the Transfer field
- Press <ENTER>

	Date	Time	Transfer
Insert:	* 10/31/16	23:00	Y
Pay Code:	* <u> </u>	Daily Rule:	* TEAM2
Shift:	* <u> </u>	CostCenter	* 225
Fund/Prog	* 115020571	Class	* 0001
Activity	* 9980	Job	* 000
DeptID	* 11624	JDE Acct	* 6120
Comment:	*		

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

Opt	Date	In	Out	Hours
_	MO 10/31/16	8:00	12:00	4.00
_	MO 10/31/16	12:00	16:30	4.50

Opt	Date	In	Out	Hours
_	MO 10/31/16	8:00	12:00	4.00
_	MO 10/31/16	12:30	16:30	4.00

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).

Day	Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Sched Hours	Pay Code	Daily Rule	Auto-Deduct
FRI	6/09/17	8:00	6/09/17	16:30	8.00	8.00		TEAMC	.50
Total Hours to be Distributed:					8.00				
PayCd	Hours	PayCd	Hours	PayCd	Hours	PayCd	Hours	PayCd	Hours
REG	7.00	COME	1.00						
COME	.50								
Comment: *									
F4=Select					F12=Cancel				

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:

Day	Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Sched Hours	Pay Code	Daily Rule	Auto-Deduct
FRI	6/09/17	8:00	6/09/17	16:30	8.00	8.00		TEAMC	.50
Total Hours to be Distributed:					8.00				
PayCd	Hours	PayCd	Hours	PayCd	Hours	PayCd	Hours	PayCd	Hours
REG	7.00	OT	1.00						
COME									
Comment: *									
F4=Select					F12=Cancel				

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:

- 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.

Opt	Date	In	Out	Clock In	Clock Out	Total	Sched	Pay	Daily	Auto-
Day	Date	Time	Date	Time	Hours	Hours	Code	Rule	Deduct	
-	MO	6/05/17	8:00	16:30						
-	TU	6/06/17	8:00	17:30						
-	WE	6/07/17	8:00	18:30						
-	TH	6/08/17	8:00	17:18						
B	FR	6/09/17	8:00	16:30						
FRI	6/09/17	8:00	6/09/17	16:30	8.00	8.00		TEAM1	.50	
REG	4.20	OT	3.80							

- The pay codes that relate to these entries are:

UNIT	OVERTIME	COMP TIME EARNED
All Units	OT	COME

- 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.

Opt	Date	In	Out	Clock In	Clock Out	Total	Pay	Daily	Ovr	M/B
Day	Date	Time	Date	Time	Hours	Hours	Code	Rule		
-	MO	6/05/17	8:00	16:30						
-	TU	6/06/17	8:00	17:30						
-	WE	6/07/17	8:00	18:30						
-	TH	6/08/17	8:00	17:18						
1	FR	6/09/17	8:00	16:30						
Actual:	*	6/09/17	8:00	6/09/17	16:30	8.00	*	TEAM1	T	
Rounded:		6/09/17	8:00	6/09/17	16:30					
Scheduled:		STANDARD	8:00	16:30						
Comment:	*									
Shift:	*		CostCenter	* 225	Auto Ded:	.50				
Fund/Prog	* 11502057	Class	* 0001	Cancel Meal:						
Activity	* 9980	Job	* 000	Force New Shift:						
DeptID	* 11624	JDE Acct	* 6120	Pay Rate:						

- 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).

Day	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Sched Hours	Pay Code	Daily Rule	Auto-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				

- 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):

UNIT	OVERTIME	COMP TIME EARNED
All Units	OT	COME

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

Day	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Sched Hours	Pay Code	Daily Rule	Auto-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)

The screenshot shows a terminal-style interface for entering timecard data. Red arrows point to the following fields: 'Date' under 'Clock In', 'Total Hours', 'Pay Code', and 'Job'.

	Clock In	Clock Out	Total	Pay	Daily		
	Date	Date	Hours	Code	Rule	Ovr	M/B
Actual: *	4/19/16		8.00	AUG	CF	-	-
Days to Add:	Skip Days:		-	-	-		
Comment:	*						
Shift:	*	CostCenter *	499	Auto Ded:			.00
Fund/Prog	* 999920450	Class *	6071	Cancel Meal:			-
Activity	* 88	Job *	612	Force New Shift:			-
DeptID	* 7777	Work Study *	@	Pay Rate:			

F4=Select F12=Cancel

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):

UDS	
JOB	DESCRIPTION
610	FSW to Stores Spec
612	FSW to SFSW
614	FSW to Cook
624	SFSW to Cook
634	Attend to FSW
661	Attend to FSW
663	Attend to Jr Cashier
664	Attend to Cook
668	Attend to Stores Spec

PRINTING	
JOB	DESCRIPTION
521	6 Color 1 st Person
522	5 Color or 240
555	5 Color Alone

PARKING	
JOB	DESCRIPTION
655	Util Wrkr to Mechanic

HRL	
JOB	DESCRIPTION
618	B&G to Senior B&G

**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)

Options:	1=Ed	E=Ex
Position: _____		
Opt	Date	In Out
- MO	11/14/16	12:01 18:40
- TU	11/15/16	13:02 15:16
1 WE	11/16/16	11:58 16:05
- FR	11/18/16	13:21 ?
Actual:	* 11/16/16 11:58	11/16/16 16:05
Rounded:	11/16/16 11:58	11/16/16 16:05
Scheduled:	GENERIC 12:00	16:06
Comment:	* _____	
Shift:	* _____	CostCenter * 503
Fund/Prog	* 115020571	Class * 2222
Activity	* 950	Job * 000
DeptID	* 11629	JDE Acct * 6114
		Auto Ded: .00
		Cancel Meal: -
		Force New Shift: -
		Pay Rate: 9.5000

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).

Opt	Date	In	Out	Hours	Sch	Pcd	App	Labor	Levels
—	MO	2/06/17	7:00 U	15:00	8.00		0	999920450.88.7777.666.2223.000.6114	
→ F	TU	2/07/17	7:00 U	17:00	10.00		0	999920450.88.7777.499.2223.000.6114	
—	WE	2/08/17	7:00 U	15:00	8.00		0	999920450.88.7777.666.2223.000.6114	
—	TH	2/09/17	7:00 U	15:00	8.00		0	999920450.88.7777.666.2223.000.6114	
—	FR	2/10/17	7:00 U	15:00	8.00		0	999920450.88.7777.666.2223.000.6114	

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

```

Clock In      Clock Out    Total  Sched Pay  Daily Auto-
Day  Date  Time  Date  Time  Hours  Hours Code Rule  Deduct
TUE 2/07/17 7:00 2/07/17 17:00 10.00
                                     CF

Enter the number of hours to force into each overtime block.

Block 1: OT          2.00
Block 2: OT2         .00
Block 3:              .00
Block 4:              .00

Comment: *
Note: The pay code(s) listed are defaults from the pay period rules.
    
```

$$\text{Comp Time Earned } 2.00 + 1.00 = 3.00$$

```

Clock In      Clock Out    Total  Sched Pay  Daily Auto-
Day  Date  Time  Date  Time  Hours  Hours Code Rule  Deduct
TUE 2/07/17 7:00 2/07/17 17:00 10.00
                                     CF

Enter the number of hours to force into each overtime block.

Block 1: CACCR       3.00
Block 2: CACD2       .00
Block 3:              .00
Block 4:              .00

Comment: *
Note: The pay code(s) listed are defaults from the pay period rules.
    
```

4. An "F" will appear in the NOTES next to the time record to show that overtime was forced into the record.

Opt	Date	In	Out	Hours	Sch	Pcd	App	Labor	Levels	Notes
—	MO	2/06/17	7:00 U	15:00	8.00		0	999920450.88.7777.666.2223.000.6114		
—	TU	2/07/17	7:00 U	17:00	10.00		0	999920450.88.7777.499.2223.000.6114		
—	WE	2/08/17	7:00 U	15:00	8.00		0	999920450.88.7777.666.2223.000.6114		F
—	TH	2/09/17	7:00 U	15:00	8.00		0	999920450.88.7777.666.2223.000.6114		
—	FR	2/10/17	7:00 U	15:00	8.00		0	999920450.88.7777.666.2223.000.6114		

VIII. ADDING TIME RECORDS

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.

The screenshot shows a terminal-style interface for adding a time record. On the left, there is a list of dates and times for the week of 11/14/16 to 11/18/16. The main area is a form with the following fields:

	Clock In	Clock Out	Total	Pay	Daily
	Date	Date	Hours	Code	Rule
Actual: *	11/18/16 0700	1500		*	TEAMD

Below the table are fields for "Days to Add" and "Skip Days". A "Comment:" field is also present. At the bottom, there are several fields for account codes: Shift, Fund/Prog, Activity, DeptID, CostCenter, Class, Job, JDE Acct, Auto Ded, Cancel Meal, Force New Shift, and Pay Rate.

Three red arrows point to the Date, In Time, and Out Time fields in the "Actual" row.

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>).

```

Pay Type:      H           CostCenter: 0039
Hire Date:    8/30/05     Fund/Prog : 110020450   Class   : 6083
Seniority Date:           Activity  : 0530           Job     : 000
Status:       A           DeptID   : 11567        JDE Acct : 6112

1=Edit Activity  4=Delete  8=Manually Edit Balances On Reference Date
  
```

Pay Code	Accrued Ineligible	Carried Forward	Accrued Eligible	Hours Taken	Remaining Balance	Balance As Of	Tier
COACC	.00	1.99	647.32	604.32	44.99	9/20/16	1
FMLA	.00	185.60-	.00	86.00	271.60-	9/20/16	1
LOA	.00	50.80-	.00	6.11	56.91-	9/20/16	1
PERH	.00	.00	8.00	.00	8.00	9/20/16	1
SCK	.00	.00	660.83	649.48	11.35	9/20/16	1
VAC	.00	.00	916.92	883.62	33.30	9/20/16	1

- 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>

```

          Clock In      Clock Out      Total      Pay      Daily
          Date  Time    Date  Time    Hours    Code    Rule  Ovr  M/B
Actual: *  9/20/16          8.00 *  VAC *  CF
Days to Add:  Skip Days:
Comment: *
Shift: *  1      CostCenter *  0039      Auto Ded: .00
Fund/Prog *  110020450      Class *  6083      Cancel Meal:
Activity *  0530      Job *  000      Force New Shift:
DeptID *  11567      JDE Acct *  6112      Pay Rate:
F4=Select  F12=Cancel
  
```

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

Opt	Date	In	Out	Hours
_	MO 10/31/16	5:00 U	5:30	.50



	Clock In	Clock Out	Total	Pay	Daily		
	Date	Time	Date	Time	Hours	Code	Rule Ovr M/B
Actual:	* 10/31/16	5:00	10/31/16	5:30	.50	* CALLB	* TEAM2 - -
Rounded:	10/31/16	5:00	10/31/16	5:30			
Scheduled:							
Comment:	* _____						
Shift:	* _	CostCenter	* 225	Auto Ded:	.00		
Fund/Prog	* 115020571	Class	* 0001	Cancel Meal:	_		
Activity	* 9980	Job	* 000	Force New Shift:	_		
DeptID	* 11624	JDE Acct	* 6120	Pay Rate:	_____		

Opt	Date	In	Out	Hours
_	MO 10/31/16	5:00 U	5:30	4.00

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

	Clock In	Clock Out	Total	Pay	Daily		
	Date	Time	Date	Time	Hours	Code	Rule Ovr M/B
Actual:	* 2/17/17				2	* OT	* CIVIL - -
Days to Add:	_		Skip Days:	_ _ _			
Comment:	* _____						
Shift:	* _	CostCenter	* 002	Auto Ded:	.00		
Fund/Prog	* 115020571	Class	* 7106ZF	Cancel Meal:	_		
Activity	* 01	Job	* 000	Force New Shift:	_		
DeptID	* 11610	JDE Acct	* 6010	Pay Rate:	_____		

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 **X 1.5** (calculated to the hundredth)
5. Enter the Pay Code for Comp Time Earned:
 - CACCR – Housing & Dining
 - COME – All other units

The screenshot shows a terminal-style interface for entering time records. It includes fields for Clock In (Date and Time), Clock Out (Date and Time), Total Hours, Pay Code, and Daily Rule. Below these are fields for Days to Add, Skip Days, Comment, Shift, CostCenter, Fund/Prog, Activity, DeptID, Class, Job, JDE Acct, Auto Ded, Cancel Meal, Force New Shift, and Pay Rate. Red arrows point to the Date field (11/08/16), the Total Hours field (3), and the Pay Code field (COME).

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>

Opt	Date	In	Out	Hours	Sch	Pcd	App	Labor	Levels
A	MO 11/14/16	7:00	15:00	8.00	8.00	0	115020571.9980.11624.225.0001.000.6120		
A	TU 11/15/16	7:00	15:00	8.00	8.00	0	115020571.9980.11624.225.0001.000.6120		
A	WE 11/16/16	7:00	16:00	9.00	8.00	0	100020149.9980.11625.227.0001.000.6120		
A	TH 11/17/16	7:00	15:00	8.00	8.00	0	115020571.9980.11624.225.0001.000.6120		
A	FR 11/18/16	7:00	15:00	8.00	8.00	0	115020571.9980.11624.225.0001.000.6120		

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

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

```

iSeries Timekeeper: University Dining Services
Time History Inquiry

Employee Number: * _____
Badge Number:   * _____

Fund/Prog      * _____
Activity       * _____
DeptID        * _____
CostCenter     * _____
Class         * _____
Job           * _____
Work Study    * _____

From Date/Time: * _____
To Date/Time:  * _____

F12=Cancel
  
```

- 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.
- 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.

Options: 1=View B=Brkdwn To:

Position: 110116 C=Comments E=Exceptions

Opt	Date	In	Out	Hours	Sch	Pcd	Ap	Labor	Levels	Notes
MO	5/10/10	14:00	18:00	4.00	4.00		7	115020571.9980.11624		
TU	5/11/10	13:45	18:00	4.25	4.25		7	115020571.9980.11624		
WE	5/12/10	14:00	18:00	4.00	4.00		7	115020571.9980.11624		
TH	5/13/10	14:00	18:00	4.00	4.00		7	115020571.9980.11624		
FR	5/14/10	11:00	18:00	6.50	6.50		7	115020571.9980.11624	A	
MO	5/17/10	11:00	18:00	6.50	6.50		7	115020571.9980.11624	A	
TU	5/18/10	13:59	19:11	5.20	5.25		7	115020571.9980.11624		
WE	5/19/10	13:36	19:47	5.68	5.75		7	115020571.9980.11624	A	
TH	5/20/10	13:22	18:52	5.50	5.50		7	115020571.9980.11624		
FR	5/21/10	11:37	17:15	5.63	5.75		7	115020571.9980.11624		
MO	5/24/10	14:01	18:34	4.55	4.50		7	115020571.9980.11624		
More...										
REG	9002.47	HOLPD	272.00	VAC	500.70	SICKN	112.00	FRM	12.00	
SICK	165.79	OAE	83.50	SART	4923.37	SCO	17.36	PEH	16.00	
Monetary Adj:		\$1,284.28		Total: 10365.32						
F3=Exit			F8=Adjust		F9=Previous		F10=Next		F11=Charge	
F12=Cancel		F13=Rounded		F14=Defaults		F15=Punches		F16=Audit		F17=Accruals

- 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>

```
11/09/16      iSeries Timekeeper: Printing/ADM/UMS/Admin      SELE
09:39:30      Selection      CRYAN
                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 (C/H)
Select Ranges:      FROM:      TO:
Date & Time Range: * 100116 00:00      * 103116 23:59
Employee Number:  * _____      * _____
Badge Number:    * _____      * _____
Time Clocks:     * _____      * _____
Fund/Prog:       * _____      * _____
Activity:        * _____      * _____
DeptID:          * _____      * _____
CostCenter:     * _____      * _____
Class:          * _____      * _____
Job:            * _____      * _____
JDE Acct:       * _____      * _____
```

4. 2nd Selection Screen – just press <ENTER>

```
11/09/16      iSeries Timekeeper: Printing/ADM/UMS/Admin      SELE
09:41:58      Selection      CRYAN
                Punch Detail Report

                Include Select, Pullback, and Edit adjustment entries: Y (Y/N)
                Leave Selection fields blank to include all.

                Pay Period Rules: * _____
Schedule Codes:  * _____
Shift Codes:    * _____
Group Codes:    * _____
Status:         * _____
Pay Frequency:  * _____
Pay Types:      * _____
Restriction Codes: * _____
Include Deleted Employees: N
```

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>

```

11/09/16          iSeries Timekeeper: Printing/ADM/UMS/Admin          EXCEPT
09:43:38          Additional Selections                               CRYAN

Detail or Summary:  D (D/S)  Show Comments:  _ ((A)ll/(N)o)

Print All Pay Codes:  N (Y/N)
or Select Pay Codes: * PERH * _____ * _____ * _____
                   * _____ * _____ * _____ * _____

Approved, Un-Approved, or Both:  B (A/U/B)
Attestation Approved, Rejected, Un-Attested, or All:  _ (A/R/U/L)

Manually Posted Records:  _ I=Include
                           E=Exclude
                           O=Only

Show Employees With No Hours:  N (Y/N)
Include Monetary Adjustments:  N (Y/N)

Note: Monetary Adjustments are not available on WORKED report

```

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, E-mail = 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>

```

Time Card Report

Use (A)ctual or (R)ounded Hrs:  R _____
Printer, Screen, E-mail:  P (P,S,E)  Submit To Batch:  Y (Y,N)

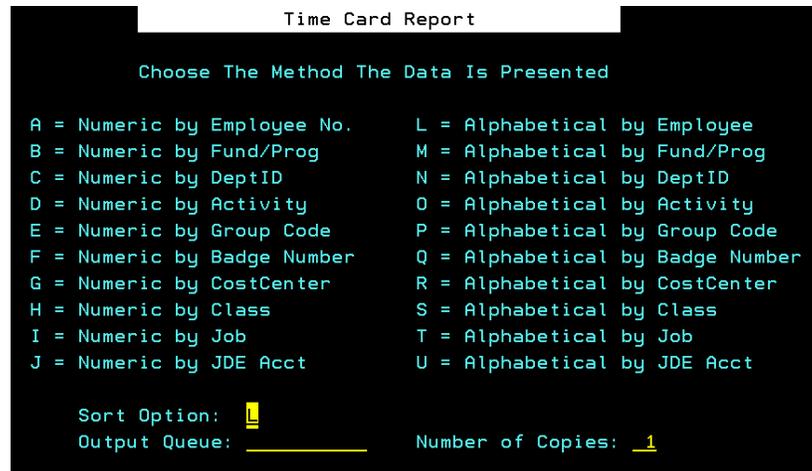
Select Ranges:  FROM:  TO:
Date & Time Range: * 103116 0:00 * 111416 23:59
Employee Number: * 5041273 *
Badge Number: * _____ *
Time Clocks: * _____ *
Fund/Prog: * _____ *
Activity: * _____ *
DeptID: * _____ *
CostCenter: * _____ *
Class: * _____ *
Job: * _____ *
JDE Acct: * _____ *

```

4. 2nd Selection Screen – just press <ENTER>

5. 3rd Selection Screen – Make the following selections

- 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

The screenshot shows the Kronos MyTime website interface. At the top, there is a navigation bar with the University of Minnesota logo and the text "KRONOS Timekeeper Auxiliary Services". Below this, there are tabs for "Timecard", "Accruals", "Employee Profile", and "Log Out". The main content area displays a time card for the current date, Monday, 2016-02-08. The time card table has columns for Day of Week, Date, In Time, Out Time, Hours, Pay Code, Approved, and Labor Levels. The data row shows: MONDAY, 2016-02-08, 12:00 AM, 36.00, REGULAR PAY, Yes, and labor levels 110020453 9900 11543 000 9790B4 000 0.

3. PeopleSoft MyU

- Employees can access payroll information through PeopleSoft, the University's central payroll system.
- Go to: www.myu.umn.edu

The screenshot shows the PeopleSoft MyU website dashboard. At the top, there is a navigation bar with the University of Minnesota logo and the text "MyU Key Links Recommended Favorites My Interests". Below this, there is a search bar and a "Welcome to MyU, Christina Ryan. Your Campus: Twin Cities" message. The dashboard is divided into several sections: "Announcements" with a sidebar menu (Academics, My Finances, My Time, My Pay, My Benefits, Purchasing, U Finance, My Info); "Know the Code" (Manage Responsibly); "Healthy cooking course for employees"; "Nominations requested: President's Award for Outstanding Service"; "Tax Assistance Program"; "IE11 WINDOWS UPDATE"; and "U-Wide News". At the bottom, there are "Notifications" buttons for "Dismissed" and "Holds".

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

Pay Code	Pay Code Name	Except Log or Slip Required	Definition
AUG	Augmentation	YES	<p>***MANUALLY ENTERED BY SUPERVISOR***</p> <p>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.</p>
CALLB	Call Back (4 Hr Min)	YES	<p>***MANUALLY ENTERED BY SUPERVISOR***</p> <p>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.</p>
CALL2	Call Back (2 Hr Min)	YES	<p>***MANUALLY ENTERED BY SUPERVISOR***</p> <p>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.</p>
COME	Comp Time Earned	YES	<p>***MANUALLY ENTERED BY SUPERVISOR***</p> <p>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.)</p>
COMT	Comp Time Taken	YES	<p>***MANUALLY ENTERED BY SUPERVISOR***</p> <p>Use this pay code when an employee requests that comp time be used for an absence.</p>
COM-L	Comp Time Taken on FMLA	YES	<p>***MANUALLY ENTERED BY SUPERVISOR***</p> <p>Use this pay code when an employee requests comp time to be</p>

Pay Code	Pay Code Name	Except Log or Slip Required	Definition
			used for an FMLA-related absence and the employee is on approved FMLA.
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

Pay Code	Pay Code Name	Except Log or Slip Required	Definition
			day and cannot be split between days.
SICK	Sick Pay	YES	***MANUALLY ENTERED BY SUPERVISOR*** Use this pay code when an employee requests to take sick time.
SCK-L	Sick Pay on FMLA	YES	***MANUALLY ENTERED BY SUPERVISOR*** Use this pay code when an employee requests sick time for an absence and they are on approved FMLA.
SICKN	Sick Occurrence	YES	***MANUALLY ENTERED BY SUPERVISOR*** Use this pay code when an employee requests sick time for an absence and the absence qualifies as an occurrence.
SVS	Union Hours Unpaid	YES	***MANUALLY ENTERED BY SUPERVISOR*** 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.
VAC	Vacation Pay	YES	***MANUALLY ENTERED BY SUPERVISOR*** Use this pay code when an employee requests to take vacation time for an absence.
VAC-L	Vacation Pay on FMLA	YES	***MANUALLY ENTERED BY SUPERVISOR*** Use this pay code when an employee requests vacation time for an absence and they are on approved FMLA.
VACN	Vacation Occurrence	YES	***MANUALLY ENTERED BY SUPERVISOR*** Use this pay code when an employee requests vacation time for an absence and the absence qualifies as an occurrence.

CIVIL SERVICE, AFSCME & TEAMSTER

PAY CODES REVIEWED BY SUPERVISORS

Pay Code	Pay Code Name	Definition
COME	Comp Time Earned	<p>***SYSTEM GENERATED ***</p> <p>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.</p>
HLW	Holiday Worked	<p>***SYSTEM GENERATED***</p> <p>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.</p>
HLWCA	Holiday Worked Comp Earned	<p>***SYSTEM GENERATED***</p> <p>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.</p>
OEE	Double Time	<p>***SYSTEM GENERATED***</p> <p>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.</p>
OT	Overtime	<p>***SYSTEM GENERATED***</p> <p>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.</p>
SAR	Shift Differential	<p>***SYSTEM GENERATED***</p> <p>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.</p>
SART	Shift Differential	<p>***SYSTEM GENERATED***</p> <p>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.</p>
REG	Regular Pay	<p>***SYSTEM GENERATED***</p> <p>The system automatically applies this pay code to swiped time records for regularly worked time. This code should not be entered</p>

Pay Code	Pay Code Name	Definition
		manually – Only beginning and ending dates/times should be entered for shifts that are not swiped.
RGP	Holiday Paid Day Off	***AUX PAYROLL ONLY*** 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.
SFT	Shift Differential	***SYSTEM GENERATED*** 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.
SCOT	Shift on Overtime	***SYSTEM GENERATED*** The system automatically calculates shift differential on all overtime for a Teamster employee.
SCOA	Shift on Overtime	***SYSTEM GENERATED*** The system automatically calculates shift differential on all overtime for an AFSCME employee who works overtime on a qualifying shift.
SFTO	Shift on Overtime	***SYSTEM GENERATED*** The system automatically calculates shift differential on all late night overtime for a Teamster employee who works overtime on a qualifying shift.
SHS	Shift on Second Sunday	***AUX PAYROLL ONLY*** This pay code is used to pay shift differential on second Sunday hours.
2SUN	Second Sunday	***AUX PAYROLL ONLY*** 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.

1M/1B PRINTING TRADE UNIONS

PAY CODES ENTERED BY SUPERVISORS

Pay Code	Pay Code Name	Definition
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	***MANUALL 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

Pay Code	Pay Code Name	Definition
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.

Pay Code	Pay Code Name	Definition
SFD1M	1M Double	<p>***SYSTEM GENERATED***</p> <p>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.</p>

STUDENTS

PAY CODES **REVIEWED** BY SUPERVISORS

Pay Code	Pay Code Name	Definition
UHL	Student Holiday Worked	<p>***SYSTEM GENERATED***</p> <p>The system will automatically apply this pay code if an employee works on a date pre-defined as a holiday.</p>
UOT	Student Overtime	<p>***SYSTEM GENERATED***</p> <p>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.</p>
URG	Student Regular Pay	<p>***SYSTEM GENERATED***</p> <p>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.</p>
USR	Student Shift	<p>***SYSTEM GENERATED***</p> <p>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 =>6 hours. Shift is paid at .60 per hour and is paid on all hours worked.</p>
USRO	Student Overtime Shift	<p>***SYSTEM GENERATED***</p> <p>The system automatically adds shift differential on all overtime for a student employee who works overtime on a qualifying shift.</p>
VISA	Visa Student Unpaid Time	<p>***SYSTEM GENERATED***</p> <p>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.</p>

TEMP CASUALS

PAY CODES REVIEWED BY SUPERVISORS

Pay Code	Pay Code Name	Definition
VHL	Temp Casual Regular Pay	***SYSTEM GENERATED*** 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.
VOT	Temp Casual Overtime	***SYSTEM GENERATED*** 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.

P&A

Pay Code	Pay Code Name	Except Log or Slip Required	Definition
BER	P&A Bereavement	YES	***MANUALLY ADDED*** This pay code is used in a manually added record to reflect time away for a funeral or death in the family.
LVP	Administrative Leave Paid		***AUX PAYROLL ONLY*** This pay code is used for approved administrative paid leave.
PAMED	Sick Pay	YES	***MANUALLY ADDED*** This pay code is used in a manually added record to charge a P&A employee for sick time used for themselves.
PAFML	Sick Pay	YES	***MANUALLY ADDED*** This pay code is used in a manually added record to charge a P&A employee for FMLA-related sick time for themselves while on approved FMLA.
PAFAM	Sick Pay	YES	***MANUALLY ADDED*** This pay code is used in a manually added record to charge a P&A employee for sick time used for immediate family members.
PACLD	Sick Pay	YES	***MANUALLY ADDED*** This pay code is used in a manually added record to charge a P&A employee for sick time used for their children.

AUX PAYROLL ONLY

Pay Code	Pay Code Name	Definition
AUGXX	Augmentation All Hours	***SYSTEM GENERATED*** 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.
AOT	Augmentation on OT	***SYSTEM GENERATED*** 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.
COM	Comp Payout	***AUX PAYROLL ONLY*** This pay code is used to pay out a comp time balance when an employee is terminated.
COM-W	Comp Time Taken Worker's Comp	***AUX PAYROLL ONLY*** This pay code is used when an employee requests that comp time be used for an absence and they are on Worker's Comp.
CRB	Teamster Stability Pay	***AUX PAYROLL ONLY*** This pay code is used for lump sum payments of Teamster stability pay.
HDH	Holiday Paid AND Worked	***AUX PAYROLL ONLY*** 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.
HOL	Holiday Paid	***AUX PAYROLL ONLY*** This pay code is used to enter all paid holidays for employees.
HOL-L	Holiday Paid on FMLA	***AUX PAYROLL ONLY*** This pay code is used to enter all paid holidays for employees who are on approved FMLA.
MILU	Military Time Unpaid	***AUX PAYROLL ONLY*** This pay code is used when an employee is on unpaid leave due to military duty.
MLTRY	Military Time Paid	***AUX PAYROLL ONLY*** This pay code is used when an employee is on paid leave due to military duty.
NLM	Non-Recurring Lump Sum Payment	***AUX PAYROLL ONLY*** This pay code is used to pay one-time lump sums (not including stability pay or outstanding service awards).
OLE	Service Award Payment	***AUX PAYROLL ONLY***

Pay Code	Pay Code Name	Definition
		This pay code is used to pay one-time lump sum service awards.
PAR	Parental Leave Paid	***AUX PAYROLL ONLY*** This pay code is used when an employee is on an approved parental paid leave.
SICKW	Sick Time Worker's Comp	***AUX PAYROLL ONLY*** This pay code is used when an employee requests that sick time be used for an absence and they are on Worker's Comp.
TOA	Tool Allowance	***AUX PAYROLL ONLY*** This pay code is used to reimburse qualified employees for the purchase of tools required to perform their job.
UNL	Union Hours Paid	***AUX PAYROLL ONLY*** This pay code is used to pay a union steward for time spent attending qualified union activities.
VACBD	Vacation Buy Down	***AUX PAYROLL ONLY*** This pay code is used to reduce a vacation balance due to a vacation buy down requested by the employee.
VACCO	Vacation Cash Out	***AUX PAYROLL ONLY*** This pay code is used to reduce a vacation balance due to a vacation cash out requested by the employee.
VACD	Vacation Donation	***AUX PAYROLL ONLY*** This pay code is used to reduce a vacation balance when an employee elects to donate their vacation hours to another employee.
VACWC	Vacation Worker's Comp	***AUX PAYROLL ONLY*** This pay code is used when an employee requests that vacation time be used for an absence and they are on Worker's Comp.