

# Rec Sports Student Payroll Coordinators

## Kronos Instructions

<http://mytime.wisc.edu/wfc/logon>

You are responsible for checking the timecards of each employee that you supervise:

- ☞ Ensure that they are punching in and out correctly
- ☞ Verify that the correct job/department is selected
- ☞ Confirm that they are working the hours that they are scheduled to work.

The most common error in Kronos is the employee selecting the wrong job, which charges the hours to the wrong department.

You are only able to edit timecards for the departments to which you are authorized. If you need to edit the job/department because the employee picked the wrong job (i.e. one you are not authorized to), contact the coordinator that is authorized for that department to make the change for you. From this link you can find a list of the current Payroll and Benefit Coordinators:

<http://www.bussvc.wisc.edu/ecbs/uwempl-directories-menu.html>

Contact your Divisional Payroll Coordinator if you need assistance.

### What to Do During the Current Pay Period

- ☞ On a regular basis (e.g. daily, every other day), log into Kronos and check your employees' time cards. You need to look at each employee's time card, not just the Pay Period close list. Use the employee work schedule and sub list as a guide.
- ☞ Select "Current Pay Period" from the Time Period drop-down menu at the top of the screen. The default time period is Previous Pay period

Questions to ask:

- Is your employee arriving late? Too early?
- Is your employee adhering to their work schedule?
- Did your employee follow the correct sub procedures (i.e. were you aware that there was a sub)?
- Is your employee selecting the correct job?
- Notify the employee if there are any problems with their timecard and offer training as needed.

**Hint:** Waiting until the end of the biweekly to check everyone's timecards at once is time consuming, it is much easier if you check several times prior to the end of the biweekly. Then you only need to check the hours for employees who worked the last couple days at the pay period close. Plus it allows you to address any issues immediately, such as tardiness.

- ☞ Regularly run the **Erred-Timecard** report in Kronos. Hours that have no job selected are not paid and are held in a dummy account until reconciled.
  - From the left navigation menu, click on Erred-Timecard.
    - The main menu will populate with employees who did not select a job in the Transfer window.
    - Double click on each employee to enter the time card. Make correction, save, and hit Back on your browser to return to the Erred-Timecard list.
  - Fill in the missing job and save your changes
  - Notify the employee that they did not select their job, even if they only have one job
  
- ☞ Make sure your employees to do not have any **missed punches**.
  - Check the Missed Punch column for check marks.
  - Sort your list by missed punches, just click on the column header, scroll down.
  - Edit the timecards - enter the correct start or end time. Consult with the supervisor or employee to determine the correct time.
  
- ☞ Review the **HRS Over 40** column. Except under extreme circumstances, our student employees should not be working over 40 hours per week.
  
- ☞ Make sure you look at the **12+ Hours Shift** column.
  - Incorrect punching in and out may result in erroneously long shifts.
  - Edit the timecard to correct the error - check with the employee or supervisor if needed.
  - Notify the employee of the error and correction.

Timecards remain editable until Tuesday night after the end of the pay period when they are locked for editing by the central Payroll office. Locked timecards appear gray.

When you get to the end of the pay period, follow the Payroll Coordinator Guide instructions on what to do following the pay period.

## How To Browse Through Time Cards for Editing & Approval

You can browse through your time cards for editing and approval by clicking on Actions > Select all (or highlight employees for display), select the Timecard launch button; the first timecard will display, you can scroll through the other time cards using forward and backward buttons that will appear at the top of the screen next to Name & ID. See next page for a visual explanation.

Kronos Workforce Timekeeper(TM) 4.3 - Microsoft Internet Explorer

Address: http://mytime.wisc.edu/wfc/portal

Name & ID: DESMOND, MEGAN 426996  
Time Period: Previous Pay Period

Timecard  
Loaded: 9:53AM

Save Actions Punch Amount Approvals Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
Sun 2/26											
Mon 2/27			9:50AM	A176000/A176...	10:50AM				1:00		
Mon 2/27			2:25PM	A176000/A176...	3:50PM				1:25	2:25	2:25
Tue 2/28			10:50AM	A801401/A800...	12:34PM				1:44	1:44	4:09
Wed 3/01			9:51AM	A176000/A176...	10:52AM				1:01		
Wed 3/01			2:12PM	A176000/A176...	3:20PM				1:08	2:09	6:18
Thu 3/02			10:52AM	A801401/A800...	12:37PM				1:45		
Thu 3/02			5:02PM	A801142/A800...						1:45	8:03
Fri 3/03											8:03
Sat 3/04											8:03
Sun 3/05											8:03
Mon 3/06			9:51AM	A176000/A176...	11:03AM				1:12		
Mon 3/06			2:22PM	A176000/A176...	3:53PM				1:31	2:43	10:46
Tue 3/07			10:54AM	A801401/A800...	12:37PM				1:43		
Tue 3/07			4:49PM	A801142/A800...	7:38PM				2:49	4:32	15:18
Wed 3/08			9:49AM	A176000/A176...	10:45AM				0:56		
Wed 3/08			10:54AM		2:24PM	2:24PM	A176000/A176...	2:25PM			
Wed 3/08			2:25PM	A176000/A176...	3:15PM				4:21		
Wed 3/08			3:52PM							5:17	20:35
Thu 3/09			10:55AM	A801401/A800...	12:38PM				1:43	1:43	22:18
Fri 3/10											22:18
Sat 3/11											22:18

Totals & Schedule Accruals Audits

Date	In	Out	Pay Code	Amount
Sun 2/26				
Mon 2/27				
Tue 2/28				
Wed 3/01				
Thu 3/02				
Fri 3/03				
Sat 3/04				
Sun 3/05				
Mon 3/06				
Tue 3/07				

Account	Pay Code	Amount
(X)A176000/A176002...	student reg...	9.04
(X)A801401/A800005...	student reg...	6.55
(X)A801142/A800005...	student reg...	2.49
A/ZZZZZZZZZZZZZZZZZZ...	student reg...	3.30

## Sample Timecard

The screen shot above shows **two missed punches**, **two transfers**, and **two missing jobs**.

The hours for the missing jobs are credited to a dummy account, shown on the **Totals & Schedule** tab as **A/ZZZZZZ...** and will not be paid.

This employee did not punch out on Thursday, March 2, it is flagged as a **missed punch**.

On Wednesday, March 8, the employee clicked Time Stamp twice when punching out. This action punched her out and then punched her back in again at 10:54AM. Because she worked again that same day, when she punched in at 2:24PM, Kronos thought she was transferring to another job. Although the hours from 10:54AM - 2:24PM will not be paid because a job was not selected, the timecard needs to be corrected by removing the extra punch at 10:54AM.

# Kronos - How To

## How To Edit the Time Card:

- \* From the employee list, double click on the individual whose time card you wish to edit.
- \* Click once directly into the cell you wish to edit.
- \* Make your changes.
- \* Save your changes.
- \* Use your browser's "Back" button to return to the list of employees.

## How To Add a Shift:

- \* Click in the cell you are going to add the shift start.
- \* Enter the "In" time as hours and minutes with a colon. Do not put a space between the time and AM or PM, e.g. 3:30PM.
- \* Click in the "Transfer" cell. Select the pull down menu (down arrow). Select "Search..."
- \* A "Select Transfer" window will open.
- \* In the "Name or Description" box enter an asterisk (\*) and the person ID# of the employee.
- \* Select the "Appt-Job" radio button.
- \* Click on the "Search" button. The asterisk will limit your results to only the employee's appointments.
- \* The employee's active appointments will appear under Search Results. Highlight the appropriate appointment and click "OK".
- \* If you receive an error message in the "Select Transfer" window, click on the "Clear" button on the bottom right. Then try again.
- \* Click in the "Out" cell. Enter the time as you did for the "In" cell.
- \* Click on "Save" from the horizontal menu above the time card.

## How To Edit a Missed Punch:

- \* **A missed punch appears as a red cell inside the timecard.**
- \* Click in the red cell and enter the appropriate time.
- \* Click on "Save" from the horizontal menu above the time card.

## How To Add or Edit a Consecutive/Transfer Shift:

Some employees work back to back shifts, but different jobs. To punch in for the next shift, the employee should go through the punch-in procedure again, selecting the appropriate job. The employee should not punch out and then punch in again, as Kronos will lock the employee out for one minute after punching out, so it is imperative that a transfer is performed instead of punching out. Kronos knows that the employee is still on the clock but working a different job.

## Add a Consecutive/Transfer Shift:

- \* Click in the "In" cell and enter the start time of the first shift.
- \* Enter the "In" time as hours and minutes with a colon. Do not put a space between the time and AM or PM, e.g. 3:30PM.
- \* Click in the "Transfer" cell. Select the pull down menu (down arrow). Select "Search..."
- \* A "Select Transfer" window will open.
- \* In the "Name or Description" box enter an asterisk (\*) and the person ID# of the employee.
- \* Select the "Appt-Job" radio button.
- \* Click on the "Search" button. The asterisk will limit your results to only the employee's appointments.
- \* The employee's active appointments will appear under Search Results. Highlight the appropriate appointment and click "OK".
- \* Click in the next "In" cell and enter the start time of the next shift. Note - do not enter an "Out" time for the first shift.
- \* Select the job for the second shift as you did for the first.
- \* Click in the "Out" cell for the second shift and enter the time.
- \* Click on "Save" from the horizontal menu above the time card. The second "In" punch will then convert to a transfer punch.

## Edit a Consecutive/Transfer Shift:

**The transfer time appears purple in the timecard cell.** You cannot directly edit the purple time without first deleting the end time, i.e. **work backwards**.

- \* Record the times of the punches before you delete them.
- \* Work backwards, delete the Out time first.
- \* Continue to delete punches working backwards until you reach the cell you want to change - stop.
- \* Enter the correct time. To see the change, click outside of the cell
- \* Replace the punches you deleted to get to the cell you needed to edit as necessary.
- \* Click on "Save" from the horizontal menu above the time card.

If you do not remember the correct time to reenter for a punch, check the Audit trail. Select the Audits tab from within the timecard, make a selection from the "Filter rows by Type:" drop-down menu.

## How To Edit the Job/Department:

- \* Click in the "Transfer" cell. Select the pull down menu (down arrow). Select "Search..."
- \* A "Select Transfer" window will open.
- \* In the "Name or Description" box enter an asterisk (\*) and the person ID# of the employee. (The asterisk will limit your results to only the employee's appointments.)
- \* Select the "Appt-Job" radio button.
- \* Click on the "Search" button.

- \* The employee's active appointments will appear under Search Results. Highlight the appropriate appointment and click "OK".

## How to Approve the Timecard:

Once you Approve a timecard it is locked for editing. If an employee is done working during the pay period and you have verified the accuracy of the timecard, you can go ahead and Approve it. You can approve the timecard from within the timecard, from the main list, individually, or as a group.

- \* Highlight the timecard(s) to approve
- \* Click on the **Approvals** menu at the top of the screen
- \* Select Approve

To Remove the Approval, highlight the timecard and select **Remove Approval** from the Approvals menu

## How To Audit the Timecard:

- \* Enter the employee's timecard (double-click on it from the main list)
- \* Select the **Audits** tab from below the timecard
- \* Make a selection from the drop-down menu "Filter rows by Type:", such as Add Punch
- \* Each punch has it's own line or row

Date:	Lists the date the punch was added (a punch in or out is an added punch)
Time:	Time that the punch was added
Type:	Type of action, such as Add Punch, Delete Punch
Account:	Job selected
Pay Code:	
Amount:	
Work Rule:	Differential rule applied based on job selected
Override:	What the punch was changed to (In or Out)
Comment:	
Edit Date:	Date that the punch was edited
Edit Time:	Time that the punch was edited
User:	The person ID# of the user who edited the punch, IP address of the computer used
Data Source:	Program used for this action, e.g. HTML Quicktime, WFC, etc.

## Things To Remember:

The **default Time Period** in Kronos is always Previous Pay Period. You can change this selection using the drop-down menu at the top of the screen either from the main list or from within an employee's timecard.

Students that have appointments in other departments that use **Start/Stop** have the ability to edit and approve their timecards. Rec Sports student employees use **Timestamp**. These employees should not edit their Rec Sports shifts.

The **Person ID#** is a unique number assigned to an individual upon employment with the University and does not ever change, also known as the employee number. In Kronos, it is the user's log on.

The **Appointment #** is a unique number assigned to an individual that correlates to a specific job or appointment. Each appointment has a number:

Employee: Kristin Emerson  
Person ID#: 364363

Kristin has 2 appointments:  
Nat Fac Sup – appt # 752676  
Nat OC/ID – appt # 731262

**Passwords** - Initial or default password is employee's last name, lower case. If less than 5 characters include "pass" at the end (e.g. aunepass). If the last name has any spaces or punctuation, so will the default password. Rule of thumb - the default password is typed exactly how the last name appears in the Student Payroll System, except all lower case.

The employee will be prompted to change the default password on their initial login. Passwords are case sensitive. Kronos will lock you out after 6 attempts to log in with an invalid password.

**How to Reset a Password** - First verify if the password needs to be reset.

- ☞ Highlight the employee in Kronos
- ☞ Click the People icon at the top of the screen
- ☞ Select User Account from the menu
- ☞ If "A password change is required at the next logon" the employee should enter their default password
- ☞ If no box is checked, they have successfully changed their password
- ☞ If "Account locked" is checked, a password reset is required.

If the account is locked, email Karen Aune the employee's name and person ID#. If the employee forgot their password but is not locked out, please indicate that in your email.

**Note:** If an employee has a break in appointments for even one day (i.e. no active appointments), the Kronos password will reset to the default.

# Kronos - Creating Reports

Running Reports for Payroll Edits:

- \* Click on "Reports" in the navigation menu on the left.
- \* Under the tab "Select Reports", expand the "All" category.
- \* Select "Employee Hours by Labor Account".
- \* On the top of the screen, change the Time Period: to "Previous Pay Period" using the drop down menu.
- \* On the top of the screen, change the Show: to "All Home and Transferred In Employees"
- \* Select the tab "Set Options".
- \* Select "Pay Codes" from the Options.
- \* Click the button "Remove All".
- \* Add the following available pay codes by highlighting the code and clicking on "Add" – student regular, student over 40, and student differential 1.
- \* Click "Run Report".
- \* Select the tab "Check Run Status" – click on "Refresh Status" to see if report status is complete.
- \* Double click the report listed or click on "View Report" to view the report. The report format is PDF which requires Adobe Acrobat Reader.

## Websites & Support

Student Appointment/Payroll System (application):

[http://studentpayroll.services.wisc.edu/pyapbs\\_jinit.html](http://studentpayroll.services.wisc.edu/pyapbs_jinit.html)

Kronos Timekeeping System:

<http://mytime.wisc.edu/wfc/logon>

Questions, problems, etc.:

Email: [kaune@education.wisc.edu](mailto:kaune@education.wisc.edu)

or

Email: [payroll@ohr.wisc.edu](mailto:payroll@ohr.wisc.edu)

*Put Kronos or Student Payroll in the Subject line*

Payroll Schedules:

<http://www.bussvc.wisc.edu/ecbs/uwempl-calendars-pay-schedules-menu.html>

Payroll & Benefit Coordinators:

<http://www.bussvc.wisc.edu/ecbs/uwempl-directories-menu.html>

Reset Kronos passwords and any other Rec Sports payroll issues:

Email: [kaune@education.wisc.edu](mailto:kaune@education.wisc.edu)

*Include employee name and person ID#*

DoIT Help Desk - report slow response time in the Student Appt/Payroll System:

264-HELP, #2 from the menu