Kronos Users Conference
August 7, 2012
Do’s and Don’ts of Historical Edits
• To be used if time was omitted for a previous pay period
• ‘Include in totals for effective date’ is to be checked
• ‘Impact Accruals’ is to be checked (applicable to Leave Codes)
  • The only case that it is NOT to be checked, is if the Historical Date is a date in the previous fiscal year (prior to July 1st of the current fiscal year)
• ‘Comments’ are to be used to justify the Historical Edit
• To be used if an Historical Edit performed in a previous pay period was associated to an incorrect pay code
• ‘Include in totals for effective date’ is to be checked
• ‘Impact Accruals’ is to be checked (applicable to Leave Codes)
  • The only case that it is NOT to be checked, is if the Historical Date is a date in the previous fiscal year (prior to July 1st of the current fiscal year)
• ‘Comments’ are to be used to justify the Historical Edit
Missed Punch in the previous pay period that has been signed off and processed

- Determine the amount of hours that were to be paid on the day where a missed punch occurred
  - In this example – 8 hours of Reg
- Perform an Historical Edit in the current pay period
• Enter the pay code and amount of hours to be paid
  • Indicate the Historical Date that is being referenced
• Add a Comment and Note to detail the reason for the Historical Edit
• When performing an Historical, be aware of the labor account the Historical Edit should be associated to
• This is critical for employees who work different Fund-Org-Programs or whose home labor account had recently changed
Historical Edits and Negative Amounts

- Do NOT enter a negative amount for Non-Leave Pay Codes
Historical Edits

- If a Leave Amount was incorrectly indicated in a previous pay period, perform an Historical Edit with a negative amount to add the Leave amount back into the respective Leave bucket

(Note: if the previous pay period is in the previous Fiscal Year (7/1/11 – 6/30/12), do not check ‘Impact Accruals’ if the Edit is applicable to Vacation or Personal)
Dock Historical Transaction
- Should **ONLY** be used in an Historical Move
Where to go for the latest Kronos Information

Kronos Special Alert

Kronos Log on Links
FOR EMPLOYEES AND STUDENTS WHO ARE USING KRONOS TO TIMESTAMP (HTML Version)

Kronos Log On Page

TIMEKEEPERS AND APPOVERS, PLEASE USE THE LINK BELOW TO LOG ONTO KRONOS

Kronos for Timekeepers and Approvers

Announcements and Important Deadlines
- Payroll Deadlines
- B1 Payroll Schedule 2012
- Kronos 6.2 Upgrade
  - Java Plugin README FIRST
  - Java Plugin 1.6.0_17 Install
- Kronos - Biweekly to Hourly Conversion

Kronos User Information
- Hyperion Query Guide
- Quick Guide
- Multi-Job Student Time Record Instructions
- FAQs
- Pay Code Glossary

Kronos Staff Directory

Kronos SuperUser Group

For Kronos user assistance please contact us at kronos@temple.edu or call the Kronos Helpdesk at 7-2244.
Considerations

• Use Historical Edits If / when needed

• Not to be the norm of managing timecards

• Historical Edits can be used for both Biweekly Hourly, Salaried (Per Contract), Students and Monthly employees

• A negative (-) amount of hours should only be used if a duplicate pay code edit occurred on the same day or Leave Pay Codes

• Ensure that the ‘Includes in totals for effective date’ is checked in the Historical Edit window

• If at anytime you are not sure about an action you are making, please contact us at 7-2244 or kronos@temple.edu