

Kronos Newsletter

Welcome to the inaugural issue of Temple University's Kronos Newsletter. Periodically, we will be publishing the Kronos Newsletter available to Kronos Timekeepers throughout Temple University. The purpose of the newsletter is to provide the Kronos User Community the latest information pertaining to the Kronos Time and Attendance System. The Kronos Newsletter will be available at <http://www.temple.edu/hr/departments/payroll/kronostimeattendance.htm>

Kronos Quick Guide – The **NEW** and **IMPROVED** Kronos Quick Guide is available for download at http://www.temple.edu/hr/departments/payroll/documents/Kronos_Quick_Guide.pdf and under **My Links** when logged into Kronos.

The Kronos Quick Guide provides instruction on how to perform common tasks relating to managing your employees' timecards in Kronos.

Kronos Terminal – updated functionality

Employees can now view their timecard via the terminal (clock) by pressing the blue function key labeled Review Timecard and swipe their badge. The terminal (clock) will present options regarding time frame to be displayed. Select the timeframe and the timecard will be shown. Use the up and down arrows to scroll through the timecard.



Banner/Kronos Employee Lookup

An employee's status in Banner and in Kronos can be verified by utilizing the Banner/Kronos Employee Lookup Channel available in TU Portal under the Banner Tab.

Note: when searching by Dept Number only employees whose primary Kronos Timesheet Org matches the Department Number will display. When searching by Last Name, records will display regardless of primary Kronos Timesheet Org.

BANNER/KRONOS EMPLOYEE LOOKUP

Search on Last Name Department Number

Search in Banner Kronos Both

Search Term

LOOKUP

Fourth of July Holiday Pay – Kronos Tips – Recording Holiday “How To’s”

➤ Zeroing Non Worked Holiday Pay on the timecard –

1. Identify the holiday pay code and hours to be paid per the Totals and Schedule Tab located in the employee's timecard

Pay Code	Amount
RHD	8.0

2. Add a new row on the same day when the holiday pay is to occur on the employee's timecard
3. Enter the same holiday pay code as identified in the 1st step and add the same amount but indicate a negative (-)

	Mon 7/04	Independence Day 2011	8.0
	Mon 7/04	RHD	-8.0



4. Click **Save** on the employee's timecard
5. The Totals and Schedule Tab will show zeroe hours for Non-Worked Holiday Pay

Pay Code	Amount
RHD	0.0

➤ Adding Non-Worked Holiday Pay on the timecard –

1. Verify that Non-Worked Holiday will not be paid via the employee’s timecard


Mon 7/04	Independence Day...	0.0
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2. Add a new row on the same day when the holiday pay is to occur on the employee’s timecard
3. Enter the appropriate holiday pay code and add the applicable hour’s amount based on the employee’s Part Time Full Time Code. (Information is accessible in the employees People Record – Additional Information section)

People	Additional Information	Part Time Full Time Code	F
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- F – Full Time | Use Pay Code **HOL**
- P-Part Time | Use Pay Code **HLS**

Mon 7/04	HOL	8.0
Mon 7/04	Independence Day...	0.0



4. Click **Save** on the employee’s timecard
5. The Totals and Schedule Tab will show the applicable hours for Non-Worked Holiday Pay

Pay Code	Amount
HOL	8.0

➤ Adding Worked Holiday Pay on the timecard – FOR SALARIED EMPLOYEES ONLY

1. Verify the Holiday Day via the employee’s timecard

Mon 7/04	Independence Day...	8.0
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2. Add a new row on the same day when the holiday **worked** pay is to occur on the employee’s timecard
3. Enter the appropriate holiday worked pay code and add the applicable hour’s amount
 - Salaried Employees | Use Pay Code **HTH**

Mon 7/04	HTH	8.0
Mon 7/04	Independence Day ...	8.0

4. Click **Save** on the employee’s timecard
5. The Totals and Schedule Tab will show the applicable hours for Non-Worked Holiday Pay and Worked Holiday Pay

Pay Code	Amount
HTH	8.0
RHD	8.0

Introducing the Kronos SuperUser Group –

The Kronos SuperUser Group is a compilation of Kronos Power Users from various university departments that meet regularly to explore topics and identify solutions relating to Kronos issues. They represent a cross-section of the Kronos User Community and serve as an additional resource should you have questions or concerns specific to Kronos. The Kronos Focus Group members are as follows:

Contact	Department	Contact	Department
Pam Austin	Computer Services	Marianne Moll	Paley Library
Julie Bartfeld	CHP	Michelle Morales-Whiting	Ambler
Bernette Berry	CSS	Joyce Neal	Education
Erin Downey	Campus Rec	Tamica Oglesby-Dorman	Housing
Iris Falu	Podiatry	Dawn Ramos	SCT
Cynthia Gale	Law School	Deborah Riley	FSBM
Roberta Gordon	Athletics	Jenny Sanchez	HSC Libraries
Kristin Grubb	SCT	Brian Schwartz	OFM
Christine Greenleaf	TUSM: Admin	MaryLou Shapley	CST
Kathleen Hunsberger	CLA	Kelly Stevenson	CHP
Licinia Kaliher	Res	Beverly Tinsley	Athletics
Lauren Klausner	Engineering		

This group will also participate in procedure development, implementation of system upgrades, and user training. It is our goal for this group to provide support to the community users in addition to the HR Kronos Group.