

Kronos Newsletter


Welcome to the Temple University's Kronos Newsletter. The purpose of the newsletter is to provide the Kronos User Community the latest information pertaining to the Kronos Time and Attendance System.

Announcement! - The Kronos upgrade is tentatively scheduled to begin on **Tuesday, December 6th**. Additional information relating to the upgrade will be distributed to the Kronos User Community as we approach our target date.

-The Kronos Team

New and Improved Kronos Access Forms

The Kronos Access Request Forms for managers and employees have been redesigned to simplify and streamline the request process. These forms are available at the HR/Kronos Website under Kronos User Information.



Kronos System Access Request Form

Date Requested: 10/26/2011

Kronos Role Definitions:

Timekeeper - A Timekeeper Manager manages employee/student timecards on a daily basis. The typical action items performed by a Timekeeper include but are not limited to: Monitor Timecard Activity, Resolve Missed Punches, Resolve Exceptions, Record Productive and Non-Productive Transactions, Timecard Approval.

Sign Off - A Sign Off Manager performs the Pay Period Close Sign Off process to the employee/student timecards. The completion of the Sign Off process indicates that the employee/student timecards have been reviewed and are ready for payroll processing.

TUID	Name	Dept. Number	Request Type	Kronos Role	
				Timekeeper	Sign Off
-		-	Select Request Type	--	--
Notes: -					
-		-	Select Request Type	--	--
Notes: -					
-		-	Select Request Type	--	--
Notes: -					
-		-	Select Request Type	--	--
Notes: -					
-		-	Select Request Type	--	--
Notes: -					


*Assigning Timekeeper or Sign Off manager access will grant the manager access to employee records that have the same cost center as that manager. **Note: The manager must have at least a Signature Authorization Level 2.**

Department Head: Department Title:

Authorization By clicking the check box, I authorize manager access for the users indicated above.

Please submit to kronos@temple.edu.

Last updated on 10/26/2011 Page 1 of 1



Kronos System Employee Access Request Form

Date Requested: 10/26/2011

Kronos Employee Role Definitions:

Time Stamp - A Time Stamp employee/student will enter their time into Kronos utilizing the Time Stamp function.

Clock - The employee/student will enter their time into Kronos by swiping their Owl Card at a Kronos Clock.

TUID	Name	Dept. Number	Request Type	Kronos Role	
				Time Stamp	Clock
-		-	Select Request Type	--	--
Notes: -					
-		-	Select Request Type	--	--
Notes: -					
-		-	Select Request Type	--	--
Notes: -					
-		-	Select Request Type	--	--
Notes: -					
-		-	Select Request Type	--	--
Notes: -					

* For additional questions, please contact the Kronos Team at 215-926-2244 (7-2244) or kronos@temple.edu

Department Head: Department Title:

Authorization By clicking the check box, I authorize employee access for the users indicated above.

Please submit to kronos@temple.edu.

Last updated on 10/26/2011

New and Improved Accrual Tab View

The Accrual Tab located in the employee's timecard has been updated to display the following fields:

TOTALS & SCHEDULE		ACCRUALS	AUDITS		
Balance as of <input type="text" value="11/03/2011"/> <input type="button" value="Apply"/>					
Fiscal Year	Type	Taken to Date	Planned Takings	Balance Earned to Date minus Taken to Date	
7/01/2011 - 6/30/2012	Personal	8.0	8.0	16.0	
7/01/2011 - 6/30/2012	Sick	8.0	0.0	72.0	
7/01/2011 - 6/30/2012	Vacation	8.0	40.0	152.0	

Accrual Tab Fields

- *Fiscal Year* – The Fiscal Year Relative to the date specified in the **Balance as of** field.
- *Type* – Name of the Leave Category.
- *Taken to Date* – The amount of time taken from the Fiscal Year Start (July 1st), up to and including the date specified in the **Balance as of** field.
- *Planned Takings* - The amount of time that will be taken between (but not including) the date specified in the **Balance as of** field, and the amount of time entered into the future through the Fiscal Year End (June 30th).
- *Balance* - The Leave Amount Accrued from the Fiscal Year Start (July 1st), up to and including the date specified in the **Balance as of** field minus the amount of time specified in the **Taken to Date** field.

New and Improved Accrual Reports

The TU Accrual Detail and TU Accrual Detail-VBK reports are now available for use.

The screenshot shows a web interface for selecting reports. At the top, there are three tabs: "SELECT REPORT" (highlighted), "SET OPTIONS", and "CHECK RUN STATUS". Below the tabs is a row of action buttons: "Run Report", "Refresh", "Schedule" (with a right-pointing arrow), "E-mail" (with a right-pointing arrow), "Send To Printer" (with a right-pointing arrow), and "Print Screen" (with a right-pointing arrow). The main area contains a tree view under the heading "Categories". The tree structure is as follows:

- Categories
 - All
 - Other Reports
 - TU Accrual Detail Report
 - TU Accrual Detail Report - VBK

Thanksgiving Holiday Pay – Recording Holiday “How To’s”

➤ If an employee is **NOT** entitled to Non-Worked Holiday Pay –

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	16.0

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 (-)

<input type="checkbox"/>	<input type="checkbox"/>	Thu 11/24	RHD	-8.0
<input type="checkbox"/>	<input type="checkbox"/>	Thu 11/24	Thanksgiving Day 2011	8.0
<input type="checkbox"/>	<input type="checkbox"/>	Fri 11/25	Thanksgiving Friday 2011	8.0
<input type="checkbox"/>	<input type="checkbox"/>	Sat 11/26	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

➤ If an employee **IS** entitled to Non-Worked Holiday Pay –

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

<input type="checkbox"/>	<input type="checkbox"/>	Thu 11/24	
<input type="checkbox"/>	<input type="checkbox"/>	Fri 11/25	

2. Add the pay code **RHD** on the same day when the holiday pay is to occur on the employee’s timecard









<input type="checkbox"/>	<input type="checkbox"/>	Thu 11/24	RHD	8.0
<input type="checkbox"/>	<input type="checkbox"/>	Fri 11/25	RHD	8.0

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

Pay Code	Amount
RHD	16.0

Winter Holiday Pay

- The Winter Holiday pay code is to be used to indicate the Winter Break on the following days:

		Tue 12/27	WINTER HOLIDAY ▼	8.0
		Wed 12/28	WINTER HOLIDAY ▼	8.0
		Thu 12/29	WINTER HOLIDAY ▼	8.0
		Fri 12/30	WINTER HOLIDAY ▼	8.0