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 Bi-Weekly Kronos Payroll Schedule Calendar has been updated and available at the Kronos/HR Website.

- The Kronos Team

**Update to Student Multi-Job selection entries**

The names of the Student Multi-Job entries available at the Kronos Clocks and Web Time Stamp screen have been updated to help clarify the correct job for the student to transfer into. This is helpful for student jobs with the same name and rate but is associated to different Fund-Rate-Org Programs.

*Current Student Multi-Job Screen Shot (Kronos Time Stamp)*

*Current Student Multi-Job Screen Shot (Kronos Clock)*
The Timekeeper will be able to inform the student of the appropriate job to transfer into to ensure timecard accuracy. This can be verified by reviewing the Student’s Multi-Job Records in the IS Summary Genie available in Kronos.
**1199 Employees - Martin Luther King Holiday**

- If an employee has elected to take another day off in lieu of the Martin Luther King Holiday, please use the pay code MLK HLS for the day to be taken off.

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<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
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<tr>
<td>Mon 2/06</td>
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<tr>
<td>Tue 2/07</td>
<td>MLK HLS</td>
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<td>Wed 2/08</td>
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<td>Thu 2/09</td>
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**Timekeepers and Approvers -**

- If you are using Timekeeper Groups to identify the employees whose timecards you manage and you are aware of a new hire in your group, please notify Human Resources, to ensure that the employee’s timecard will be accessible for you to manage. Human Resource can be reached for Kronos related questions at kronos@temple.edu or 7-2224.

**Running of Reports -**

- **TU Accrual Detail Report –**
  - Select 1 employee with a max of 5 employees when running the report. Due to the report being resource intensive, selecting a larger group of employees will result in the cancellation of the report by the Kronos Systems Administrator.
  - Select a Time Period of ‘Range of Dates’, and specify the Start Date with the beginning of the current fiscal year (07/01/YYYY) and the end date with the last day of the current fiscal year (06/31/YYYY). This will ensure an accurate report of time earned and used time.

- **TU Accrual Detail Report – VBK**
  - Select a Time Period of ‘Range of Dates’ and ALWAYS specify a Start Date of 07/01/2010. VBK grants were set effective 07/01/2010 and will be displayed on the report when the start date of 07/01/2010 is specified.