
Memorandum

To: All Temple University KRONOS Timekeepers
From: Donna Calendo
Assistant Director, Payroll Management
Date: December 22, 2011
Subject: Kronos Steps for Winter Break

With the University being closed for the winter break there are a few things that all timekeepers will need to do to prepare for payroll on Tuesday, January 3, 2012. Please follow the steps below for Winter Break and Holiday pay codes.

Winter Holiday Steps:

(Applicable to Employees who are entitled to Winter Holiday 12/27 through 12/30)


1. Enter WINTER HOLIDAY in the pay code column. Then tab to the Amount Column.
2. Enter the amount of hours the employee is owed for that day.
3. Click Save.



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

Populating Holiday Hours:

Use the steps below for Part-time employees who are entitled to pay for Christmas Eve, Christmas Day and New Year's Day and timecard is not populated with the appropriate pay codes.

1. Add a line  to that date if necessary.
2. Enter RHD (salaried employees) or HLS (hourly employees) in the pay code column.
3. Then tab to the Amount Column.
4. Enter the amount of hours the employee is owed for that day.
5. Click Save.

X	+	Fri 12/23	RHD or HLS	Enter hours
X	+	Sat 12/24		
X	+	Sun 12/25		
X	+	Mon 12/26	RHD or HLS	Enter hours

Please let us know if you have any questions about how to complete these tasks.

**AS A REMINDER, KRONOS SIGN-OFF IS SCHEDULED FOR
TUESDAY, JANUARY 3, 2012, AT 10AM.**

For questions, issues and requests, please contact Kronos Support.

Kronos User Assistance/Help Desk 215-926-2244 (7-2244) or kronos@temple.edu