

Notes from the Kronos Users' Meeting

Jan 9, 2008

- Because we had no specific agenda, this meeting (which turned out to be a great one with lots of participation) was all questions and answers.
- Raises and Retro pay should be on the Jan 22nd pay check.
- Jacci explained how the “advance” checks” and the January B1 checks were handled and answered questions about the process. There were questions about why the amounts or codes that the time managers set in were changed, so we brought up one to demonstrate. The time manager had put in 20 hours emergency leave on an employee, but it had been changed to 12. The reason was that the employees only received two days and this particular employee was a 6-hr per day employee. This was a reminder that it is important to read ALL the directions!
- We went into audits to show everyone how you could tell who had changed things, and several people there did not know about the audits (click on audits at the bottom of the time card and change “specify” to “all”).
- The next issue was about bereavement, so Jacci demonstrated the method we most prefer, which is that the time manager sets in a pay code such as “sick,” the amount, and then adds the comment “death of xxxx.” At that time the time manager e-mails TPS Payroll and asks us to change the “sick” to “bereavement.” If the particular relative who died is not in the comments list, it is not a relative that is eligible for bereavement leave.
- The board approved employees to get a 31cents per hour raise across the board, 2 emergency days, and career increments were increased from 41 to 48 cents. There was considerable discussion about emergency days.
- Jacci pointed out that it is often difficult to calculate the odd hours and minutes that you need to make an employee’s time equal the full shift (for example if an employee has worked 2:52, and you are trying to come up with 7 hours) and that many people try one amount, and save, then a second amount and save, etc. That is not really necessary. When you put in the amount you think it should be, and move to the next line, you will see the daily total WITHOUT SAVING. That way, you can keep trying until it is the right total and only save once, and you won’t have all those lines in your audits!
- Click on pay period close to see all of your time cards for the previous pay period. This helps you see how many hours each employee has worked, who has missing punches, etc., so that you can make any necessary corrections. This is especially important on the morning we import. If you want to check it weekly, which we recommend, change the time period to “last week.”
- Questions were raised about the school secretaries “helping” out custodians with missing punches. We recommended that you do so, if it is rare, and send an e-mail to the custodial supervisor. If it becomes frequent, you should refer the custodian to the supervisor.
- We also pointed out that, when employees call us about something the time manager did or did not do on the timecard, we refer the employee back to the time manager. That way Payroll isn’t “second-guessing” the time manager.