

Notes from the Kronos Users' Meeting of Jan 10, 2007

- Jacci demonstrated for the group the difference between making corrections in the current pay period, the previous pay period, and some time in the past. The time involved in making the corrections in the previous pay period is more than double that of the current; the time involved in older periods is even more. This was to beg for your help in identifying problems immediately to prevent all the extra work and time for Payroll.
- Y-T-D on a paycheck is ALWAYS calendar year, not school year, so please make sure your employees understand that. Also, please explain to your employees the importance of checking the timecard before it is imported, and then checking the paycheck immediately, rather than reporting problems well after the fact (see first paragraph).
- When you (as a time manager) have to report a problem that you can't fix, please make sure that your e-mail to TPS Payroll includes the following:
 - Employee name AND ID #
 - Date of problem
 - Specifically what you want done (don't say employee was here on time; say employee arrived at x:xx)
 - Your site name and/or number would also help (i.e., Burroughs Cafeteria)
- Please ask your employees to address all questions to you, so that you can contact us. We would rather talk with one representative of each site than 20 individual employees! And, usually, the same questions occur, so you as time manager could help all of the employees once you know the answer.
- Jacci also demonstrated reports again—more reasons for those of you who don't attend to try to come!
- Finally, we asked that you save prior period adjustments for things that are really important—if an employee worked but did not clock in and was not paid, for instance. Don't change 3 hours of vacation that was taken in October to 3 hours of personal business leave! The leave accruals for the employees are still there, available to be taken, so it is not necessary to change one for another, and it is quite time consuming for Payroll.
- Jacci explained contract days and why leave time cannot be used on a non-contract or non-work day;
- She reminded everyone that Monday is a holiday and we will be importing at 10 am on Tuesday, so please make sure all time cards are as accurate as possible when you leave on Friday so that you only need to check those who worked on the weekend on Tuesday morning;
- Be sure and let TPS payroll know when you have a change in status—when a part-time or temporary employee becomes permanent, etc.
- Vacation can be accrued up to 2 years' worth, so make sure you employees start using the vacation when they get even close to that limit.
- Thanks, and hope all of you have a great day and can show up next month, February 14, at 1:30.