

Notes from the Kronos Users' Meeting of December 13, 2006

- Never have to approve timecards (just review them)
- To view all of the timecards for your site, choose reconcile timecards, click on the first person, hold down the shift key, click on the last person, choose time card and you can then scroll through each one.
- When in pay period close, you can sort your people by hours worked, name, ID, etc by clicking on the column heading.
- Creating hyperfind drop downs—click on common set-up, hyperfind, new, and choose any element of the account code, or individual names or ID numbers, or pay rules, etc., to create your own listings.
- There are reasons you see some things in Kronos and GEAC. For instance, custodians get second shift on any time worked or paid, if they are assigned second shift, so this has to be applied in GEAC rather than in Kronos. Also, when raises are given retroactively, this is also applied directly in GEAC.
- Jacci made a “conversion chart” since time in Kronos is shown in hours and minutes, while time in GEAC is shown in decimals (for instance 5:30 = 5.5 in GEAC), so we will attach a copy of that chart in case it would help any of you.
- If an employee clocks out for a couple of hours and then back in, sometimes Kronos thinks that the inpunch was missed and makes the punch an “out.” To correct that, doubleclick on the punch and choose override in the drop down, then make the punch an “in.”
- As far as Workers Comp is concerned, the first day an employee is injured, you clock them out as if they worked all day. The next three days they will need to use SL. Workers comp picks up after 3 days (counting Sat and Sun) If they choose not to use supplemental SL, Workers comp pays them 70% of their normal pay. They can use SL for the additional 30% by filling out the appropriate forms. Make sure they are not being paid SL and workers comp both for their full time.