Payroll Officer Training Manual

City of Oklahoma City

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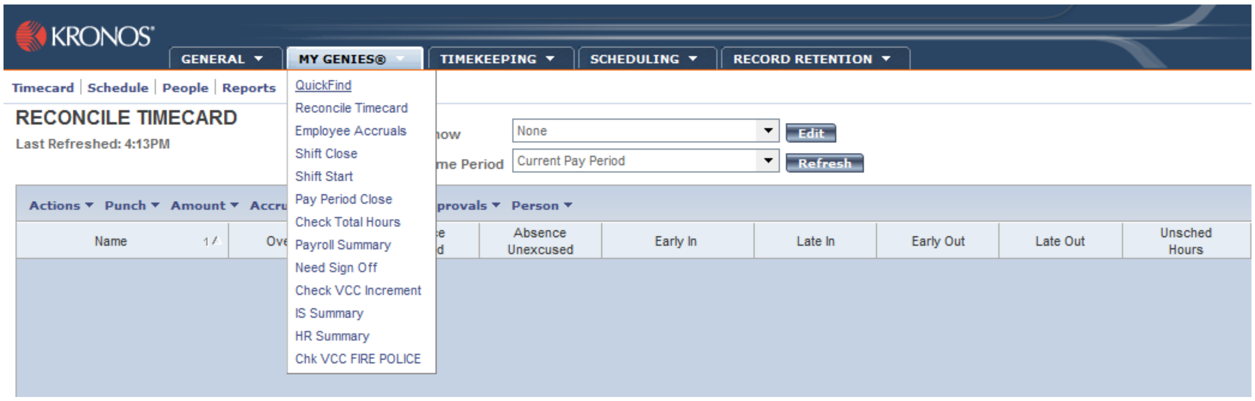
2-Week Payroll Processing Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
Process sick leave donations, leave requests, historical entries etc. for employees as needed.	Process sick leave donations, leave requests, historical entries etc. for employees as needed.	Run Payroll Genies Process sick leave donations, leave requests, historical entries etc. for employees as needed. Begin running genies (such as Reconcile Time Card) to identify potential issues with overtime and missed punches.	Review Pay Period Close Genie in Kronos. Begin review of straight and overtime hours. All scheduled time whether paid or unpaid must be accounted for (full time employees should have 80 hours per pay period).	Close payroll for prior pay period by NOON. -Employee approval -Manager approvals(2) -Final sign off 1st day of new pay period. Vacation/sick leave accrue for new pay period.
Run Hours to Gross Report in Peoplesoft. Compare Kronos hours to Peoplesoft data and report any issues to Payroll. Any supplemental check requests must be received by Payroll by 4:00pm	Pay cycle closes at noon. Any supplemental check requests received after this time will be processed with next pay cycle. Direct Deposit file is sent and released. Historical entries can be processed.	Run Payroll Genies		**PAYDAY!!** Facilitate pick up and distribution of paychecks and advices to employees.

Workforce Genie Section

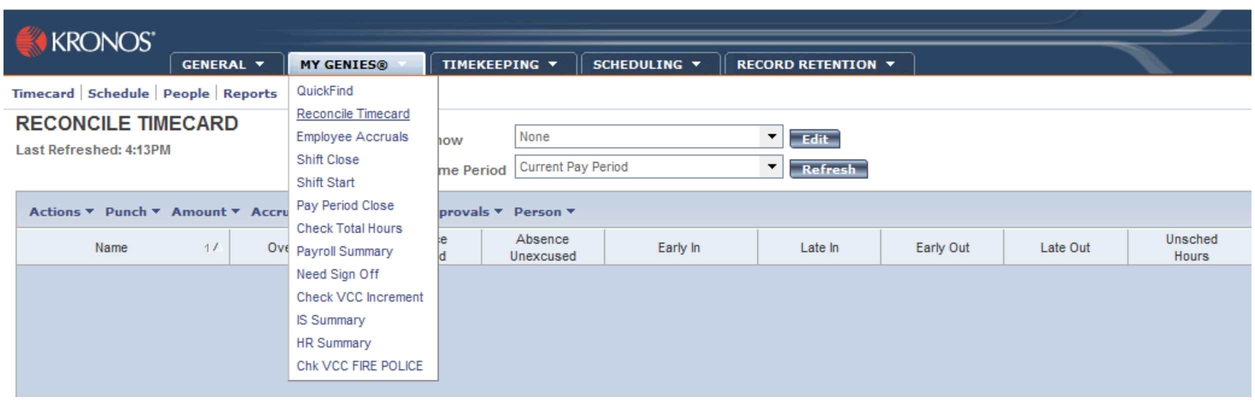
Quickfind

Allows access to employee information by ID or by name



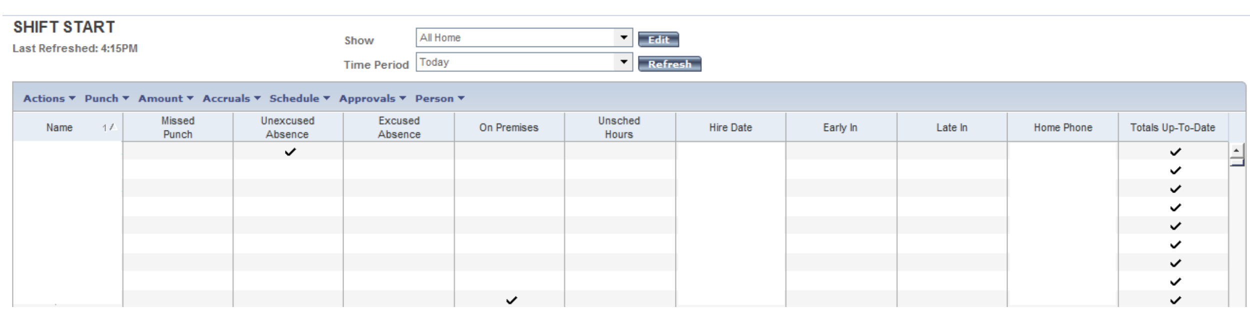
Reconcile Timecard

Summons the various queries for checking payroll close.



Shift Start

Summarizes timecard information for the start of each shift for all employees, such as missed punches, early or late punches.



Shift Close

Summarizes timecard information for the pay period for all employees, such as excused absences, early outs, and overtime totals.

SHIFT CLOSE
Last Refreshed: 4:18PM

Show: All Home — Edit
Time Period: Today — Refresh

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾

Name	Missed Punch	Unexcused Absence	Excused Absence	Early Out	Early In	Late Out	On Premises	Overtime Total	Totals Up-To-Date	Unsched Hours
		✓							✓	
									✓	
				✓					✓	
									✓	
									✓	
									✓	
									✓	
									✓	

Pay Period Close

This is one of the most important genies in Kronos for closing payroll. It provides a summary of each employee's timecard in your department. It indicates whether or not timecards have been signed off, the total hours for straight time, the total number overtime hours, and the number of manager approvals.

PAY PERIOD CLOSE
Last Refreshed: 4:24PM

Show: All Home — Edit
Time Period: Previous Pay Period — Refresh

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾

Name	Missed Punch	Employee Approval	Manager Approval	Signed Off	Unexcused Absence	Total All Pay Codes	Total Hours Straight Time	Total Overtime	Total Misc. Pay
			2	✓		80:15	80:15		
			3	✓		80:00	80:00		
			3	✓		80:57	80:57		
			2	✓		80:00	80:00		
		✓	1	✓		80:00	80:00		
			2	✓		85:00	80:00	5:00	
			2	✓		80:00	80:00		
			2	✓		80:00	80:00		
			3	✓		80:00	80:00		
			2	✓		44:26	44:26		
			1	✓		49:41	49:41		
			2	✓		80:00	80:00		
			2	✓		80:00	80:00		
			2	✓		80:00	80:00		
			1	✓		88:00	80:00	8:00	

Check Total Hours

This genie displays the total hours for each employee during the pay period. It's extremely useful for seeing overtime hours as well as excused/unexcused time.

CHECK TOTAL HOURS
Last Refreshed: 4:28PM

Show: All Home — Edit
Time Period: Previous Pay Period — Refresh

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾

Name	Department	Work Location	Overtime Total	Excused Absense Hour	Unexcused Absense Hour	Expected Pay Period Hours	Totals To Date
	4200426	PDLOG		8:00		0:00	✓
	4500200	FSTA15		24:00		0:00	✓
	3800202	WW0202		35:41		0:00	✓
	4200320	PDINV		8:00		0:00	✓
	0400101	CTYMGR		8:00		0:00	✓
	4200320	PDINV	5:00	3:00		0:00	✓
	6700403	Z0403				0:00	✓
	4200320	PDINV		1:00		0:00	✓
	0400305	PIO		8:00		0:00	✓
	5500301	PK3CTE				0:00	✓
	6700501	Z0501				0:00	✓
	4500200	FSTA30		16:00		0:00	✓
	4500200	FSTA37				0:00	✓
	4200101	PDPS				0:00	✓
	5110406	APFUEL	8:00	32:00		0:00	✓
	3301110	PWSWQ		9:30		0:00	✓

Payroll Summary

This genie operates at the department level. It displays the total number of employees you have access to. Listed are the employees that need to be signed off as well as the total hours that will be pulled into PeopleSoft during the payroll close process.

PAYROLL SUMMARY
Last Refreshed: 4:36PM

Show: All Home — Edit
Time Period: Previous Pay Period — Refresh

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾

Location	Total Employees	Not Approved By Employee	Not Approved By Manager	Not Sign-Off	Total All Pay	Total Straight Time Hour	Total Overtime
	18	7	7	7			
	5	5	5	5	409:45	400:00	9:45
	18	18	18	18	1354:10	1350:07	4:03
	108	108	108	108	9379:17	8367:53	989:35
	17	17	17	17	1377:32	1361:06	16:26
	8	7	0	8	640:30	640:00	0:30
	29	29	0	29	2383:42	2326:26	57:16
	12	12	0	12	985:46	965:52	19:54
	10	10	0	10	819:04	800:00	19:04
	2	2	2	2	143:30	143:00	0:30
	4	4	4	4	320:18	320:00	0:18
	3	2	0		240:00	240:00	
	15	15	0		1203:30	1202:00	0:30

Check for VCC Increment

This genie displays the vacation conversion hours taken for each employee. It is useful for insuring that hours are being taken in the increments stipulated in the applicable contract (AFSCME, IAFF, FOP, MGMT).

CHECK VCC INCREMENT
Last Refreshed: 4:38PM

Show: Chk VCC Increment — Edit
Time Period: Previous Pay Period — Refresh

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾

Person ID	Name	Vacation Conversion Hours	Totals Up-To-Date
		1:00	✓
		1:00	✓
		6:30	✓
		2:30	✓
		1:30	✓
		1:00	✓
		1:00	✓
		1:15	✓
		1:30	✓
		3:00	✓
		15:00	✓
		2:30	✓

Need Sign Off

Shows employees that have not been signed off as well as the total hours for the pay period for those employees. Only employees that have hours are displayed, not employees that have empty timecards. You will need to check "all home" to insure that there are no employees in your group without hours that also require sign off. This genie is the only genie that will show terminated employees with timecards that need sign off.

NEED SIGN OFF
Last Refreshed: 4:41PM

Show: Need Sign-off - With Hours — Edit
Time Period: Previous Pay Period — Refresh

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾

Name	Missed Punch	Employee Approval	Manager Approval	Signed Off	Unexcused Absence	Total All Pay Codes	Total Hours Straight Time	Total Overtime	Total Misc. Pay
						80:00	80:00		
			1			80:00	80:00		
						98:54	80:59	17:55	
						122:25	80:33	41:52	
						121:24	88:04	33:20	
						84:00	80:12	3:48	
						84:09	81:48	2:21	
		✓	1			80:00	80:00		
		✓	1			85:45	80:00		
						85:44	82:39	3:05	
						125:55	87:33	38:22	
			1			83:37	80:00	3:37	
		✓	1			80:00	80:00		

IS Summary

Shows profile information for your employees, such as their home account, assigned manager, and their badge numbers.

Group Edit Results

This is the easiest way to check a group edit was successful. If the group edit was not successful, it usually displays a helpful error message as to what went wrong so that it can be corrected.

GROUP EDIT RESULTS
Last Refreshed: 10/20/2014 4:43PM

Refresh

Group Edit	Date	Time	User Name	Status	Results
Accruals Transferred: Group to Employee Transfer From accrual code: SICK LEAVE Effective date: 10/10/2014 To accrual code: SICK LEAVE To employee:	10/20/2014	4:33PM	stephen.fuller	COMPLETED	Success:1 Total: 1

Timecard Section

There are two types of timecards:

Hourly: These are for employees whose time and attendance is shown in a clock in/out manner.

Loaded: 3:35PM

Time Period: Current Pay Period

Save | Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | Approvals ▾ | Reports ▾

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Fri 9/26			7:56AM		1:10PM	2:08PM		4:54PM	8:00	8:00	8:00
Sat 9/27											8:00
Sun 9/28											8:00
Mon 9/29			7:56AM		1:09PM	2:09PM		4:54PM	8:00	8:00	16:00
Tue 9/30			7:54AM		1:15PM	2:12PM		4:54PM	8:00	8:00	24:00
Wed 10/01			7:53AM		1:03PM	1:56PM		4:54PM	8:00	8:00	32:00
Thu 10/02			7:54AM		4:54PM				8:00	8:00	40:00
Fri 10/03			7:53AM		4:54PM				8:00	8:00	48:00
Sat 10/04											48:00
Sun 10/05											48:00
Mon 10/06			7:54AM		1:31PM	2:25PM		4:54PM	8:00	8:00	56:00
Tue 10/07			7:54AM								56:00
Wed 10/08											56:00
Thu 10/09											56:00

Project: These are generally management employees that do not enter punches but instead enter the total number of daily hours worked and the pay code assigned to those hours.

Loaded: 3:35PM

Time Period: Current Pay Period

Save | Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | Approvals ▾ | Reports ▾

Week starting: Fri 9/26

Pay Code	Transfer	Fri 9/26	Sat 9/27	Sun 9/28	Mon 9/29	Tue 9/30	Wed 10/01	Thu 10/02	Total
REG - Regular		8:00			8:00	8:00	8:00	8:00	40:00
		8:00			8:00	8:00	8:00	8:00	40:00

Week starting: Fri 10/03

Pay Code	Transfer	Fri 10/03	Sat 10/04	Sun 10/05	Mon 10/06	Tue 10/07	Wed 10/08	Thu 10/09	Total
REG - Regular		8:00			8:00	8:00	8:00	8:00	40:00
		8:00			8:00	8:00	8:00	8:00	40:00

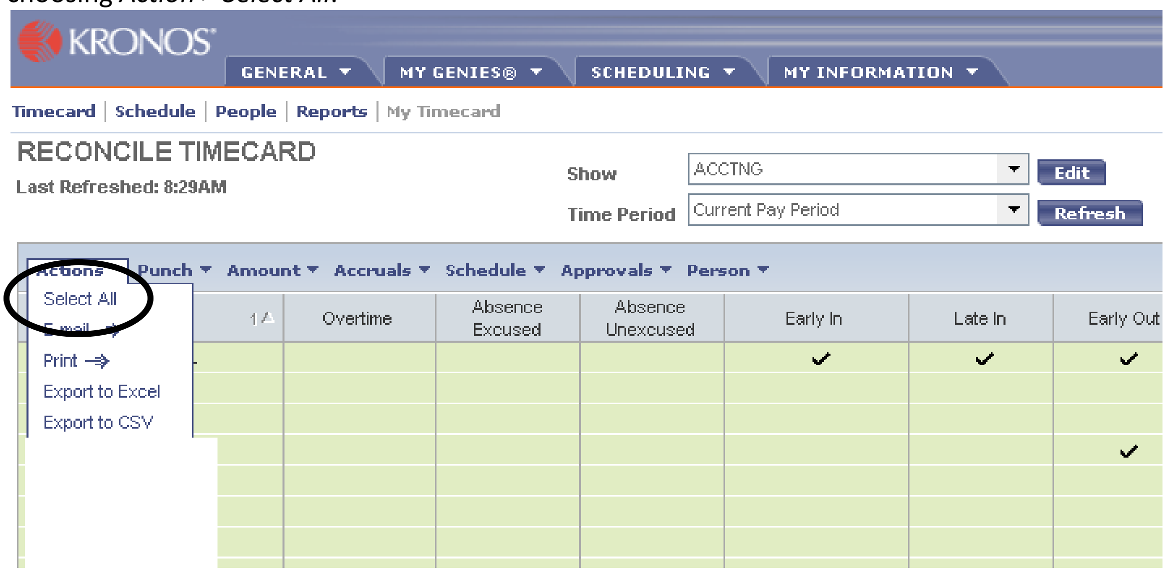
If a timecard is presented in the incorrect view, please contact Personnel at 297-2530 for correction.

Timecard Actions

Accessing a timecard

To access a timecard, double click on the employee name after looking up the information in either Quick Find or Reconcile Timecard. The timecard can also be accessed by highlighting the employee name and clicking on the timecard tab.

Tip: You can select multiple timecards by holding down Ctrl key and clicking on the employee names you wish to view and then clicking on the timecard tab. You can select all timecards in your group by choosing *Action > Select All*.

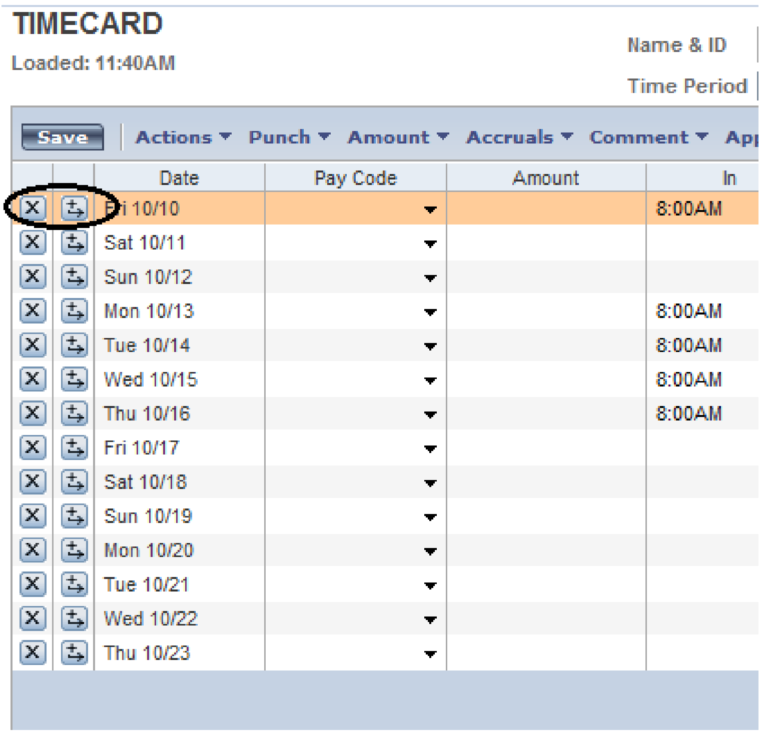


Adding a row

To add a row, click the add row icon. An empty row appears below the row you clicked the add row icon button. In an hourly timecard, the new row has the same date as the row in which you clicked the add row icon. In a project timecard, the new row contains a default pay code.

Deleting a row

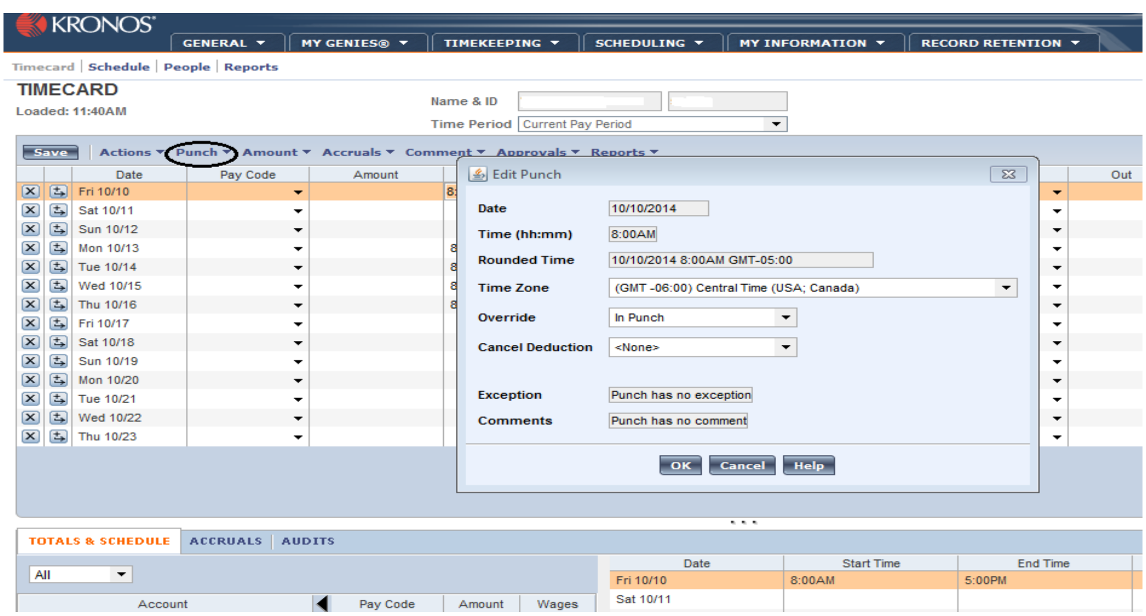
To delete a row, click the Delete row iron in the row you wish to delete. The erase data confirmation box opens to verify that this is what you want to do for the entire row. Click Yes or No.



Edit a punch

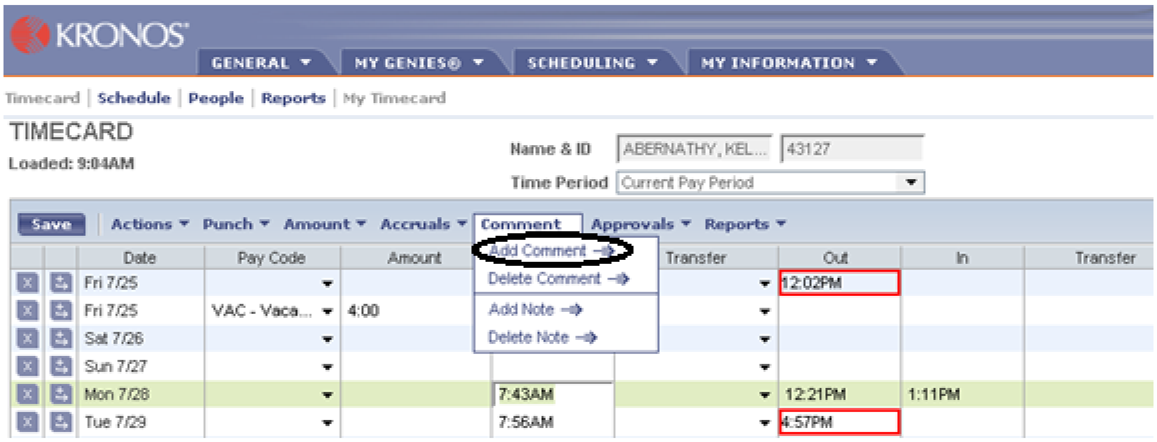
Before making any changes, make sure you are in the correct pay period (current or previous). Click the punch you wish to edit, type the corrected time, and click *Punch > Edit*. Remember to *Save* changes in your timecard.

Editing a punch is typically done when an employee forgets to clock in or out, or if a time clock is out of order. You may wish to add a comment to document the reason for the punch edit. Never edit a punch if an employee clocks in early or late, as this is FLSA violation.

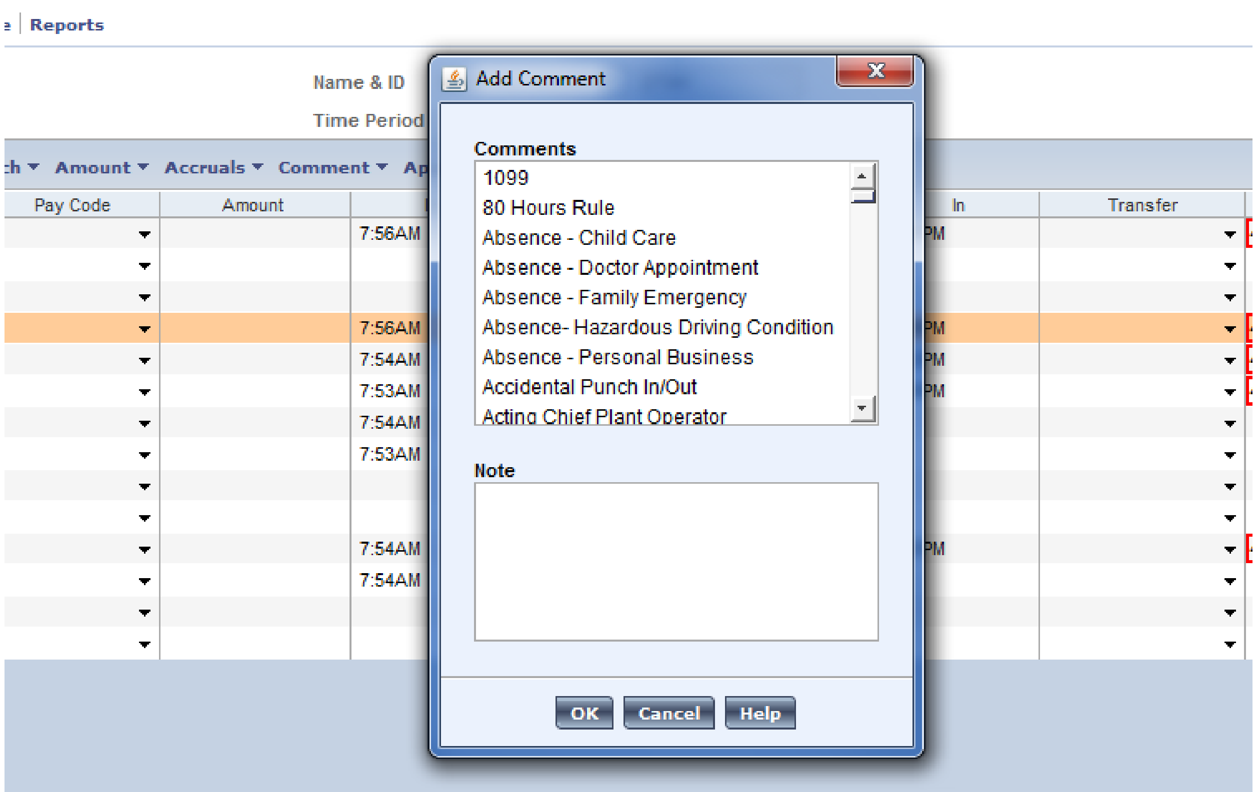


Adding Comments

Whenever you edit a punch, pay code or amount, it is a VERY good idea to attach a comment to support your edit. You lose nothing by having too many comments and this makes it much easier to defend an audit trail later on. Notes can also be added as further explanation below the standard comments.

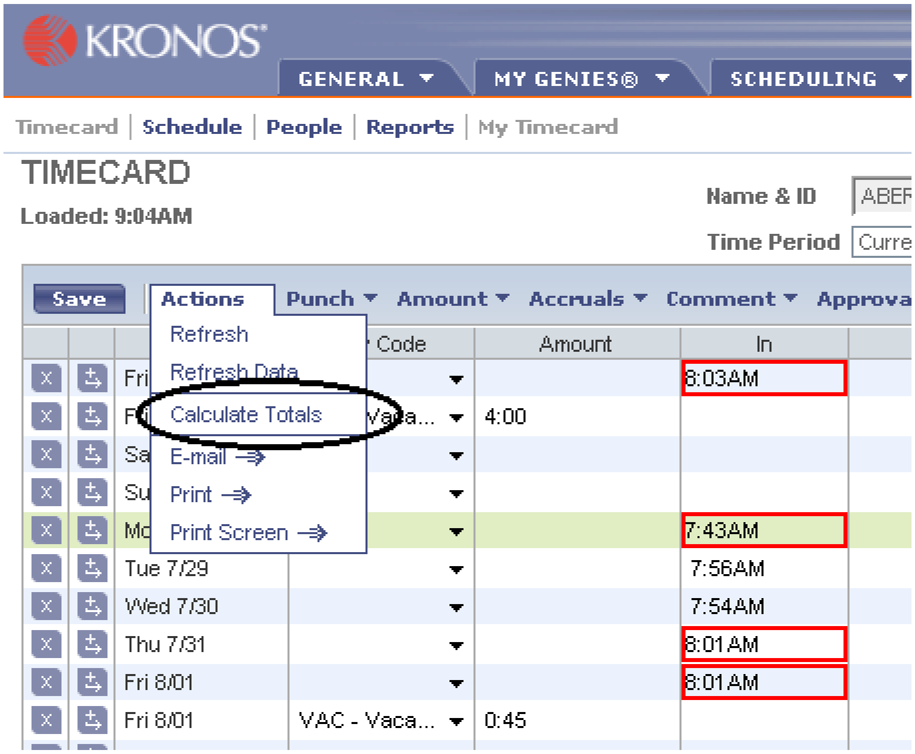


When you add a comment a pop up box appears with a selection of comments to choose from. There is also an area for additional notes.



Calculate Timecard Total

This is one of the more powerful tools in Kronos. It allows you to see your changes in real-time without finalizing the edits as part of the audit trail. Once an edit is made, if it does not work as it should, the data can still be changed. It is a good practice to use this tool before saving a document. Once a change is saved, it is logged in the audit trail even if it is corrected at a later date.

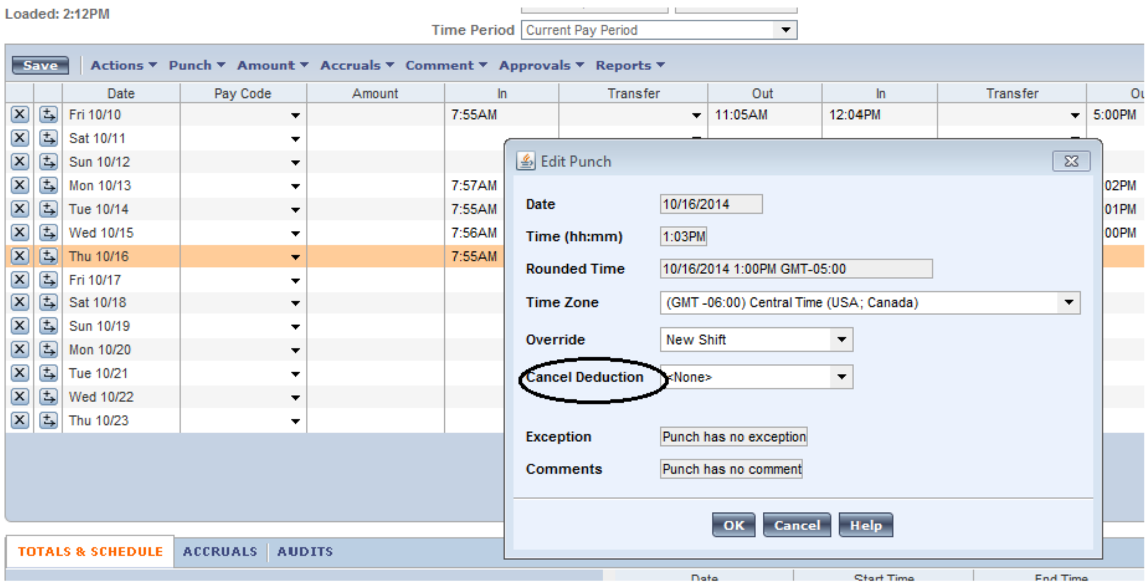


Cancel Edits

As long as you have not saved an edit it may be cancelled. Select *Action>Refresh* and the unsaved changes will be wiped from the timecard.

Cancel Lunch Deduction

When an employee who has automatic lunch deductions works through lunch, the lunch deduction needs to be cancelled to give them back the lunch hour. Right click on the in or out punch and select Edit Punch. Click on the Cancel Deduction drop-down box to select the amount of time to give back to the employee, depending on how long they worked. Add a comment and click OK. Finally, calculate the totals to make sure it updated before saving.



Pay Codes

Pay codes affect many calculations including retirement contributions and overtime. They must be used correctly.

In Kronos, there are two types of pay codes – time codes and money codes. In essence, time pay codes hold hours or units while money pay codes hold currency amounts. An example of a time pay code is REG and an example of a money pay code is VEH. In addition, while many time pay codes do affect leave accruals, there are some that are not added to the employee's pay.

Kronos is simply a time collection system. The actual calculation of pay takes place inside PeopleSoft servers.

When working with pay codes, there are only two types of people you will encounter: Full-time employees and employees that are not full-time.

Part-Time / Temp Employees

In most cases, the only code you will ever use for a part-time / temp employee is RGT. Exceptions would include retro pay for a part-time employee which would be entered as RTP or overtime pay for a part-time employee which would be entered as OTT.

Full-Time Employees

Below you will find the most commonly used pay codes for full-time employees:

- REG – Used for regular time. This is the most common pay code.
- VAC – Vacation leave.
- SCK – Sick Leave.
- CMA – Comp Time Accrual. This code adds comp time to the accrual balance.
- MLR – Mileage Reimbursement. To calculate this, multiply the number of miles by the current rate, which is found in the Business Expense Policy. (number of miles) * (current rate) = MLR. When recording this in Kronos, choose MRL and enter the dollar amount.

- VEH – This code is used for employees that take home company vehicles. At this time, the rate of pay is $1.50 per one-way commute. To record VEH in Kronos, choose VEH and enter the number of one-way commutes. Note: This code is for reporting purposes only. It does not pay money.
- VCC – Sick to Vacation Conversion. To record this in Kronos, choose VCC and enter the number of hours to be used for this conversion.
- LWP – Leave Without Pay. This code is extremely important for reporting purposes. It should be used to record the number of hours an employee is not paid but should have been. It affects the employee retirement system calculations as well as performance evaluations.
- VOT – Voting Leave Pay. This code does not count towards overtime and is used when an employee gets paid time off to vote.
- BLD – Blood Drive Pay. This code does not count towards overtime and is used when an employee gets paid time off to donate blood / plasma.
- BEN – Benefit Fair. This code counts towards overtime and is used when an employee gets paid time off to attend the benefit fair.
- SNO – This code is used when snow time is granted to non-essential personnel.
- RSD – Retro Pay on Shift Differential. This type of pay is paid at the department level.

Bereavement Pay Codes

- EMG – Emergency Leave Pay. This code is used on an emergency basis by employees who are not in the AFSCME or Fire pay group.
- BRV – Bereavement Leave Pay. This code is used specifically for AFSCME employees to satisfy a contract requirement.
- EMB – Emergency Bereavement. This code is used specifically for the Fire pay group.

FMLA Pay Codes

FMLA can get complicated. This list comprises the various codes that can be used for an FMLA Event:

- FMS – FMLA Sick
- FMV – FMLA Vacation
- FOJ – FMLA On-Job-Injury
- FLW – FMLA Without Pay
- FMH – FMLA Holiday
- FDS – FMLA Donated Sick Usage
- FOW – FMLA Total Temporary Disability

Special Circumstances

Attaboy Bonuses

AFSCME and General Non-Union (GNU) employees are awarded 16 hours of Attaboy vacation bonus on July 1st of each year if they use 24 hours or less of sick leave between July 1st of the previous year and June 30th of the current year.

For all other employees, Attaboy vacation bonuses are awarded based on the original hire date under the same conditions (using less than 24 hours of sick leave in a yearly period).

NOTE: **FMLA** sick leave does **<u>NOT</u>** count towards sick leave used when calculating Attaboy bonuses.

Vacation Bonuses

32 hours of bonus vacation are awarded to all employees on their 10-year anniversary of consecutive service and every 10 years of consecutive service thereafter.

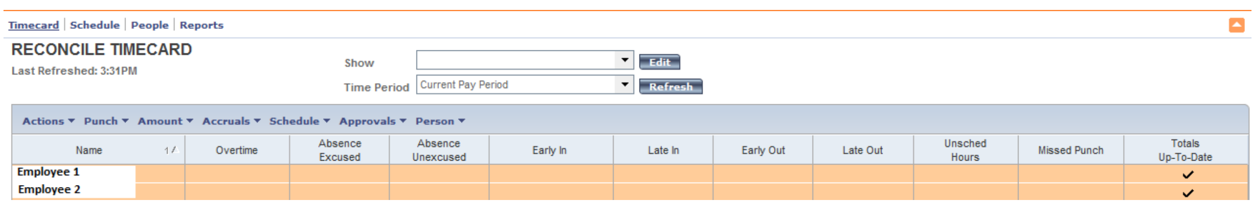
NOTE: If an employee is topped out on vacation leave, Kronos will automatically defer the bonus so as not to go above the topped out amount of vacation hours. They will have until the end of the current pay period to use the leave before it is lost.

Sick Leave Donations

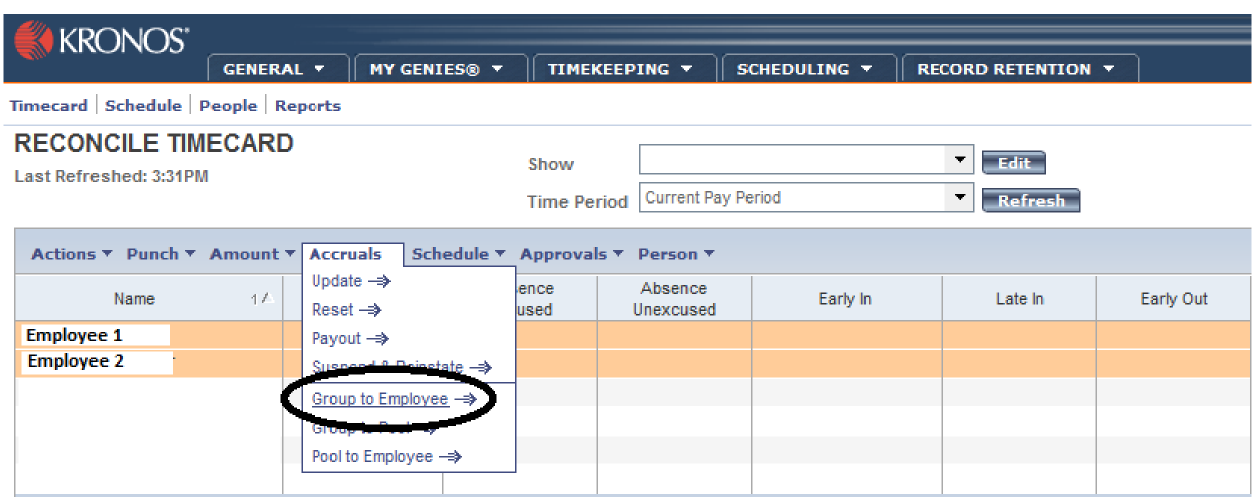
If both or all employees are involved are within your authorized group of employees, you can do the sick leave transfer. If one or more employees are outside your authorized group of employees, the Payroll Section will to enter the transfer for you.

Sick Leave Donations Within Your Section

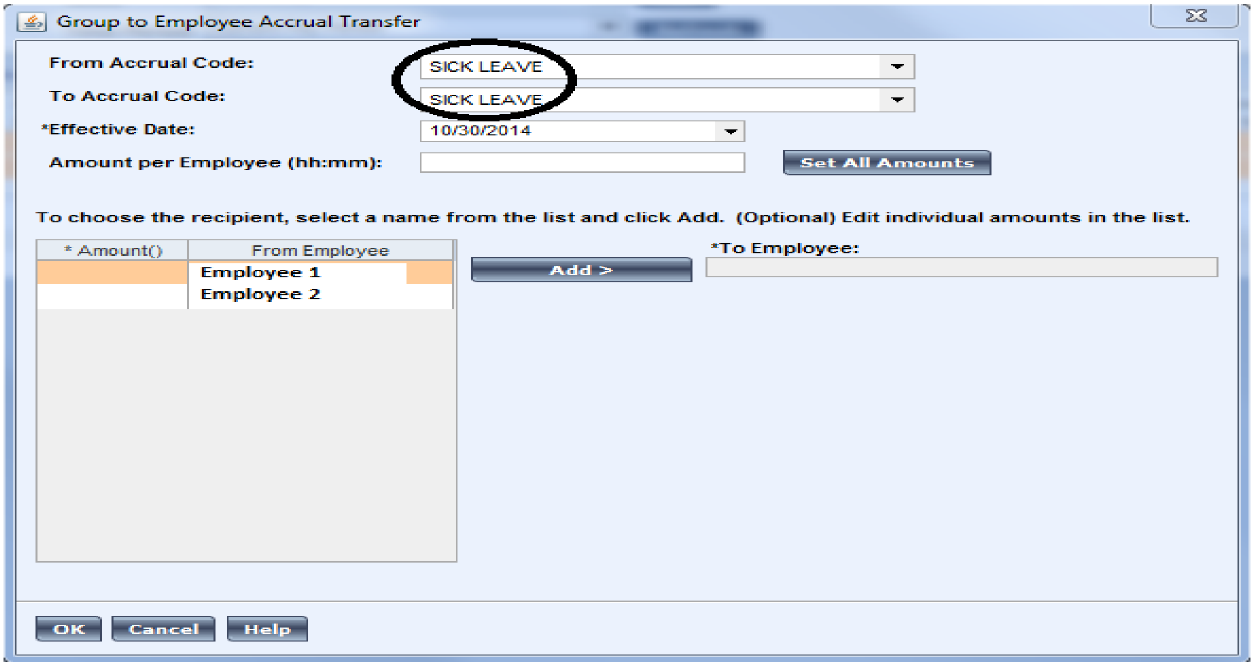
The first step is to select the employees involved in the sick leave donation. It is often easiest to do this from Reconcile Timecard. Hold down control and left-click on the employee names to select several at once.



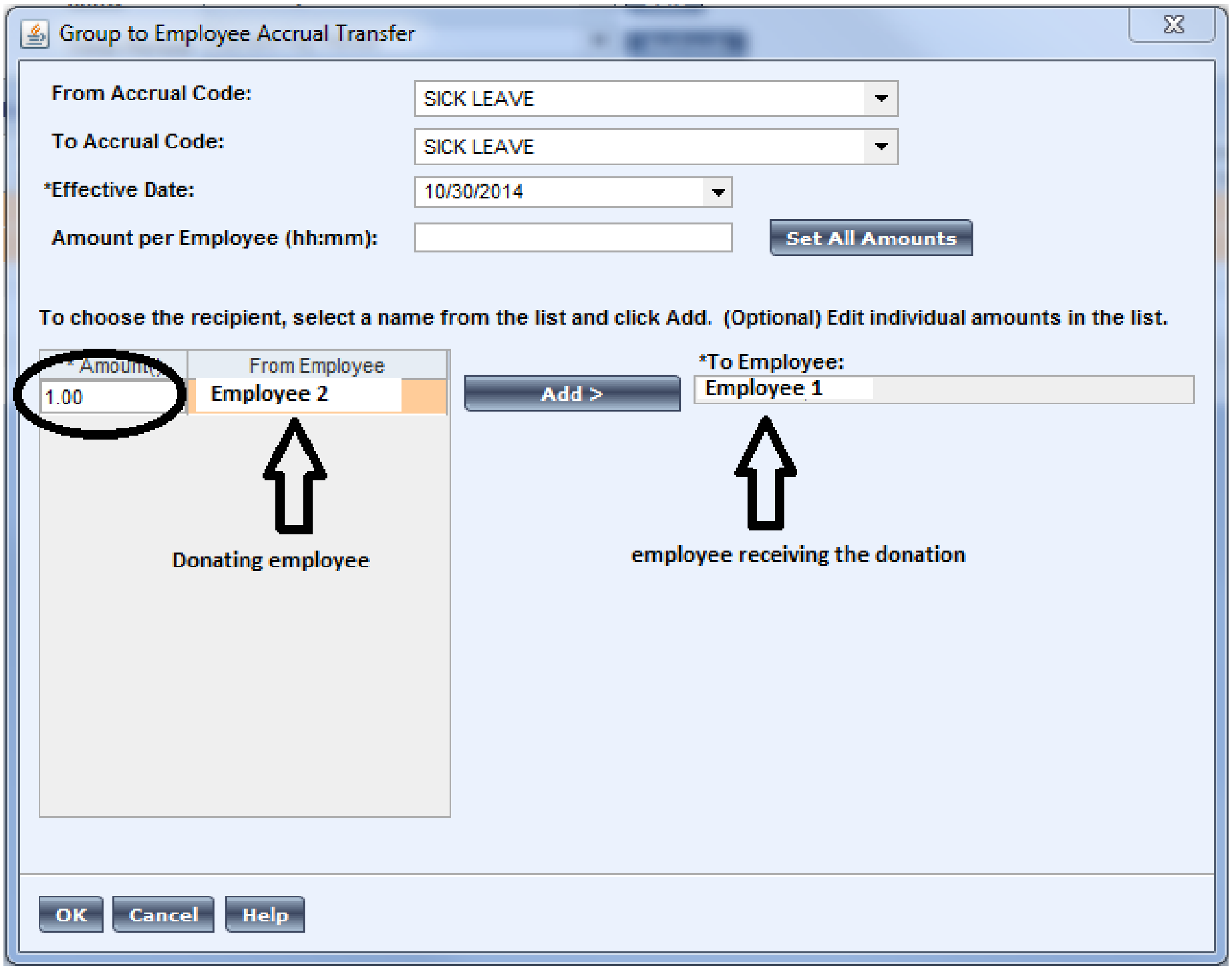
With the employees highlighted, select *Accruals > Group to Employee*



Next, change the Accrual Code to Sick Leave. By default, it is set to compensatory time. If you do not change the accrual codes, you will have to perform a second transfer to reverse the movement of compensatory time between employees.



Finally, select the employee receiving the donation and click the Add button. This moves the employee's name into the *To Employee: category. The employee donating the time is listed on the left. If there are multiple donating employees, they will be listed in a column on the left. For each employee making a donation, type in the amount of time that is being donated. Note: 1 hour can be input as either 1.00 or 1:00, likewise, 1 hour and 30 minutes would be input as either 1:30 or 1.5.



In the above example, Employee 2 is donating 1 hour of Sick Leave to Employee 1. Once you hit OK on the bottom left, run an accrual detail report to see if the transfer was successful.

Outside your section

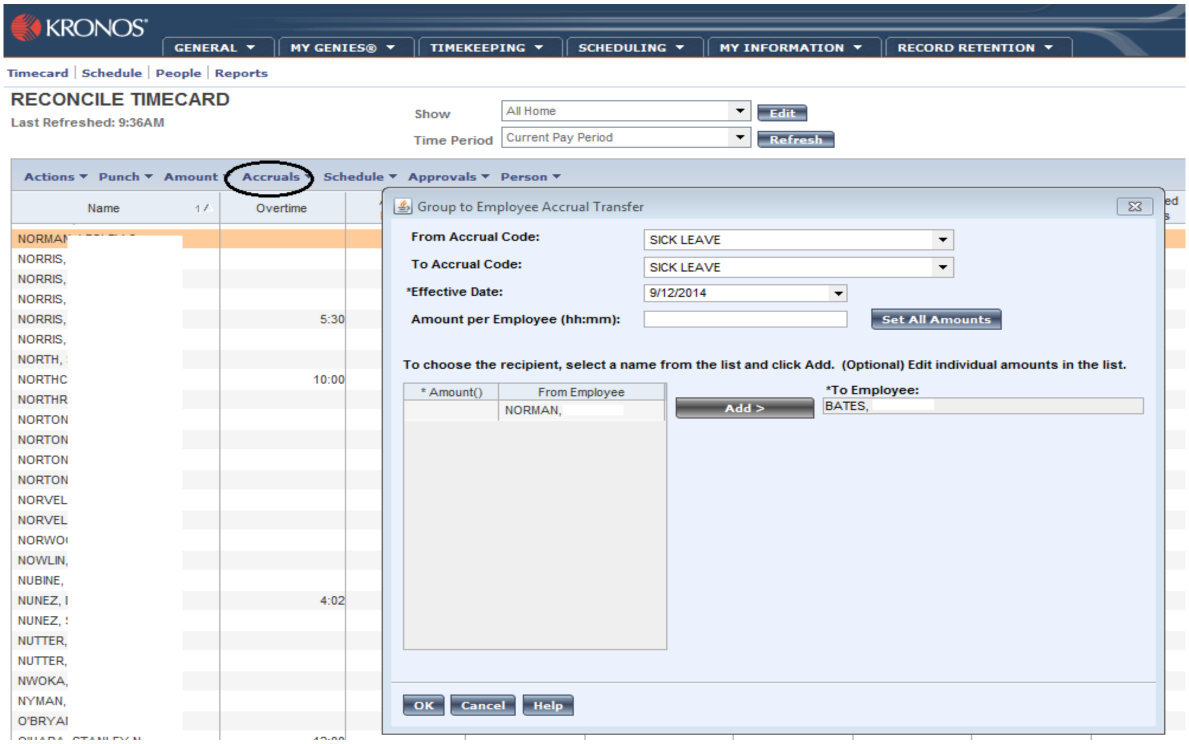
Sick leave donations **outside your employee group** are processed by the City Payroll Section.

When donated time is needed, the payroll officer for the employee receiving the donation should email the payroll officer of the employee donating the time (cc: FI-ACCT-Payroll) requesting the time needed.

The donating employee's payroll officer makes certain the donating employee is still in compliance, and gives authorization for the move, by 'replying to all' in the email.

Time will be transferred by the Payroll Section & both departments will be notified when processed, so that the time can be added to the timecard of the employee receiving the donation.

The sick leave donation is recorded as SDU or FDS in the employee's timecard. Hours entered in the timecard must equal the total number of hours transferred.



Acting Pay

Acting Pay must be set up in PeopleSoft by Personnel and must be active on the authorized payment dates. This means that the day of acting pay entered in Kronos must be within the time frame in the PeopleSoft set-up to work correctly. To verify the date range of acting pay in PeopleSoft, go to: *Payroll for North America > Employee Pay Data USA > Create Additional Pay*. Enter the Employee ID and click Search.

NOTE: It is imperative that the acting pay dates in PeopleSoft show up as active and that these date ranges match the Kronos ranges. If this is not the case, the hours will not import from Knonos and the employee will **NOT** be paid correctly.

To enter Acting Pay information into a timecard, insert a row on the date of the acting pay. Add the number of hours due and categorize it as acting pay, such as GAP (General Acting Pay). Calculate the totals to make sure everything worked out correctly.

Retro Acting Pay

Retro Acting Pay or any type of acting pay that applies to a previous pay period is handled as a historical edit. Retro Acting Pay Due is entered by the Payroll Officer as a dollar amount instead of as hours. This means that it must be calculated ahead of time. Make sure to check "Include in totals for effective date" and ensure that the historical date and the effective date in PeopleSoft match.

Holiday Pay

As a general rule, most holiday pay works automatically within Kronos. During each holiday, Management Non-Exempt Employees are credited with 8 hours of HOL for each holiday.

General employees are credited with 8 hours of HLG automatically by the system for each holiday.

If an employee works during the holiday season, the system will automatically calculate overtime pay without the need for a timecard edit, in most cases.

For example, if an employee works 8 hours on a holiday, Kronos will automatically reduce HLG by 8 hours and will add 8 hours of HWK and 8 hours of HOL. This breaks down to the employee receiving 8 hours of holiday pay and 8 hours of additional pay.

Holiday Call Back
In the event that an employee is called back on an emergency basis to work during a holiday, the payroll officer will need to transfer the punches to the "Call Back Holiday" work rule.

NOTE: The Call Back Holiday work rule does not offer a lunch deduction.

Holiday Worked With Another Day Off
If an employee works during a holiday and is awarded a different day off in lieu of that day, their punches will need to be edited.

Example: Fred works 8 hours on 12/25/2014 and is given the following Monday 12/29/2014 off in recompense. The system automatically awarded him 8 hours of HWK and 8 hours of HOL. To correct this, perform the following transfer:

8 hours	Move HWK to REG	Effective date: date of the holiday (12/25/2014)
8 hours	Move HOL to HLG	Effective date: date the employee is being given off (12/29/2014)

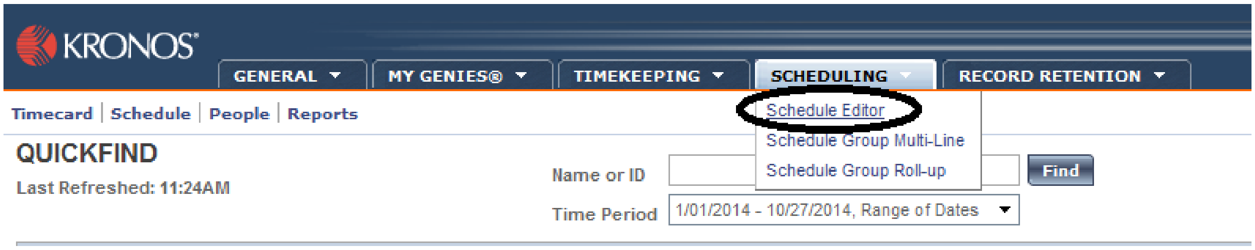
Schedule Editor Section
Scheduling is an important tool in helping track exceptions. For example, the system can compare punches to a schedule and highlight the instances when someone punches in early or late. Placing an employee in the appropriate schedule can also ensure the time card calculates accurately and, for management except employees with pre-populated timecards, scheduling can assure the time is entered accurately.

Scheduling Concepts
Scheduling uses the following ideas:

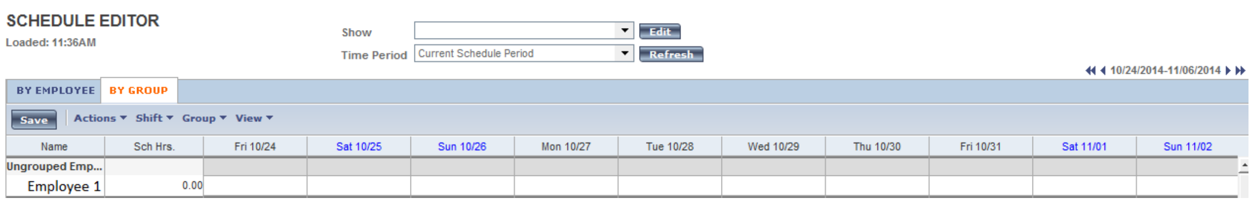
- Shift: A span of time with a start and end time, usually on the same day. i.e. 7 AM to 3:30 PM
- Pattern: One or more shifts that repeat over specific days or weeks. i.e. 7 AM to 3:30 PM Monday – Friday
- Schedule Group: When a number of employees have similar working characteristics, they can be grouped into a named schedule group and assigned a schedule for the entire group as one cohesive unit.
- Schedule Period: The amount of time your schedule covers (i.e. two weeks) and the amount of time loaded into the Schedule Editor for Current, Next, and Previous time periods.

Assigning an employee to a schedule group

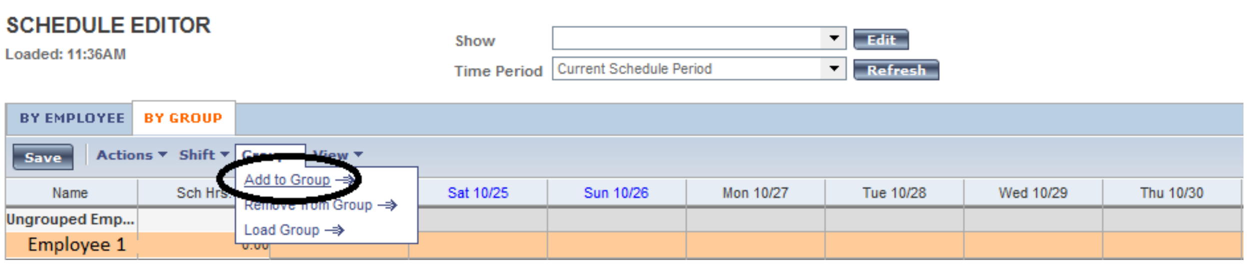
Most employees work a consistent schedule from week to week. For these employees, it is best to assign them to a "Schedule Group" in Kronos.



In the example below, Employee 1 is not part of a schedule group so he shows up under the category "Ungrouped Employees."

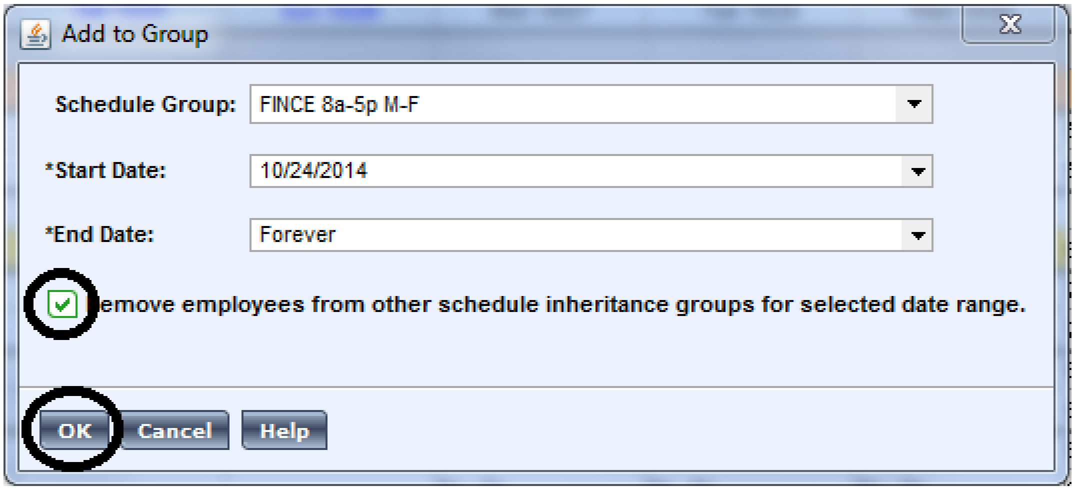


To add him to a group, highlight the employee and go to Group > Add to Group or right click with your mouse and hit Add to Group.

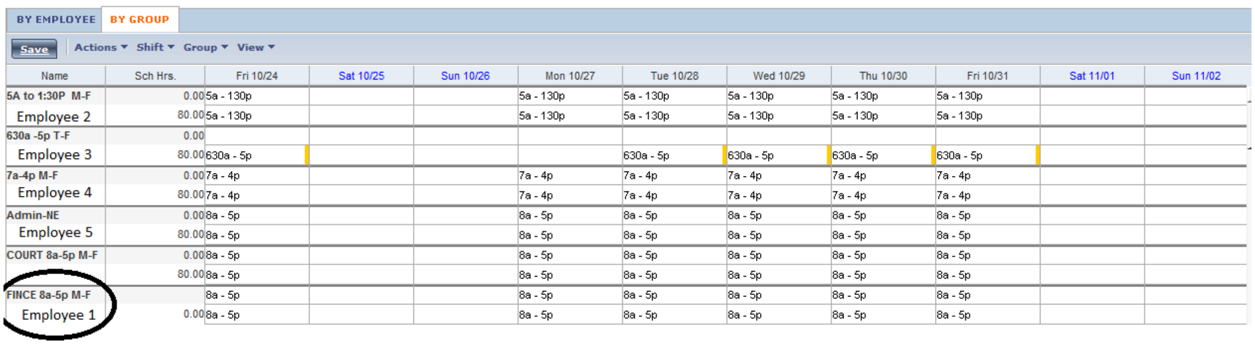


The Add to Group dialog box will pop up. Scroll through the available schedule groups until you find one that matches the employee's work schedule. At this time, there are enough schedule groups in Kronos that one should not need to be created.

Select the start date of the schedule. Always check the box "Remove employees from other schedule inheritance groups for selected date range." This box is important. What it does is remove the employee from any other group they are part of. If this is not checked, it is possible that the employee could be part of 2 schedule groups at once and get overpaid.



Click OK. The employee should now be listed under the correct schedule group on the Schedule Editor.



Name	Sch Hrs.	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31	Sat 11/01	Sun 11/02
5A to 1:30P M-F	0.00	5a - 130p			5a - 130p	5a - 130p	5a - 130p	5a - 130p	5a - 130p		
Employee 2	80.00	5a - 130p			5a - 130p	5a - 130p	5a - 130p	5a - 130p	5a - 130p		
630a -5p T-F	0.00										
Employee 3	80.00	630a - 5p				630a - 5p	630a - 5p	630a - 5p	630a - 5p		
7a-4p M-F	0.00	7a - 4p			7a - 4p	7a - 4p	7a - 4p	7a - 4p	7a - 4p		
Employee 4	80.00	7a - 4p			7a - 4p	7a - 4p	7a - 4p	7a - 4p	7a - 4p		
Admin-NE	0.00	8a - 5p			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p		
Employee 5	80.00	8a - 5p			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p		
COURT 8a-5p M-F	0.00	8a - 5p			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p		
	80.00	8a - 5p			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p		
FINCE 8a-5p M-F		8a - 5p			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p		
Employee 1	0.00	8a - 5p			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p		

Employee 1 was successfully moved from the Unscheduled Employees group to the FINCE 8a-5p M-F group.

PeopleSoft Report Section

Hours to Gross Report

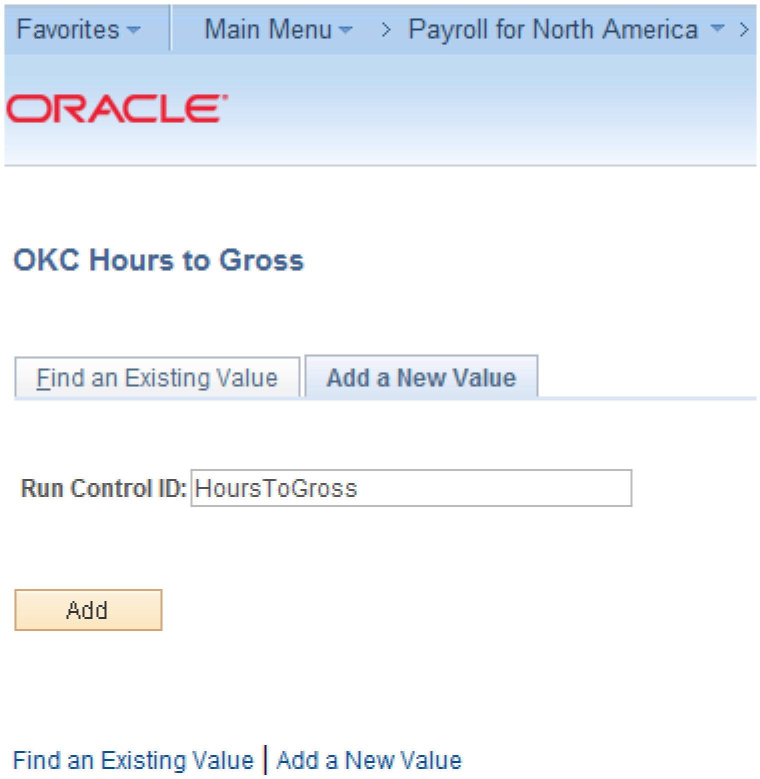
The Hours to Gross report is one of the most important reconciliation tools available to insure a successful, error-free payroll. It should be run on the next business day following pay period close. Reports should never be run on payroll processing days. Instead, schedule or run them for the next business day, which is usually Monday. The Hours to Gross Report allows you to review hours and earnings processed on your employees' paychecks.

Navigation: Home>Payroll for North America> OKC Payroll Components> Report> OKC Hours to Gross

Setting up the report

Once you navigate to the Hours to Gross report section, the first thing you will need to do is create or reuse a Run Control ID. Anytime you work in PeopleSoft, best business practice is to create a new Run Control ID for the process you are performing. The easiest method is to click on Add a New Value and type in a phrase such as "HoursToGross." The next time you run the report, you will access the Run Control ID by type "H" and clicking search under the "Find Existing Values" tab. This applies to any type of report you run in PeopleSoft that uses a Run Control ID.

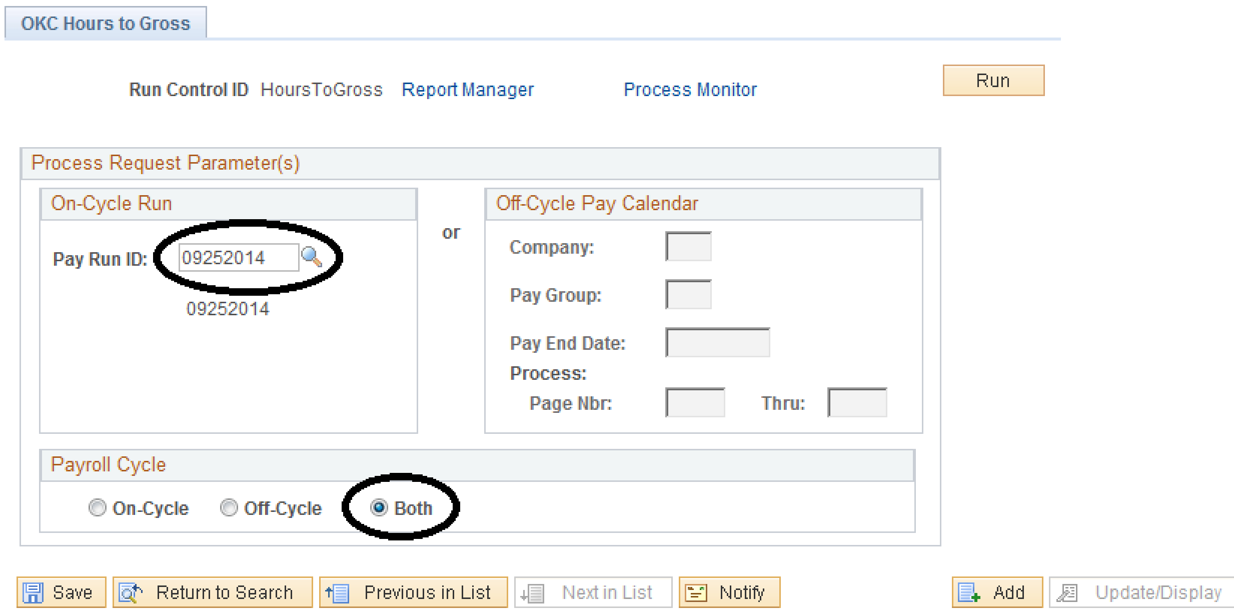
Run Control ID



Pay Run ID

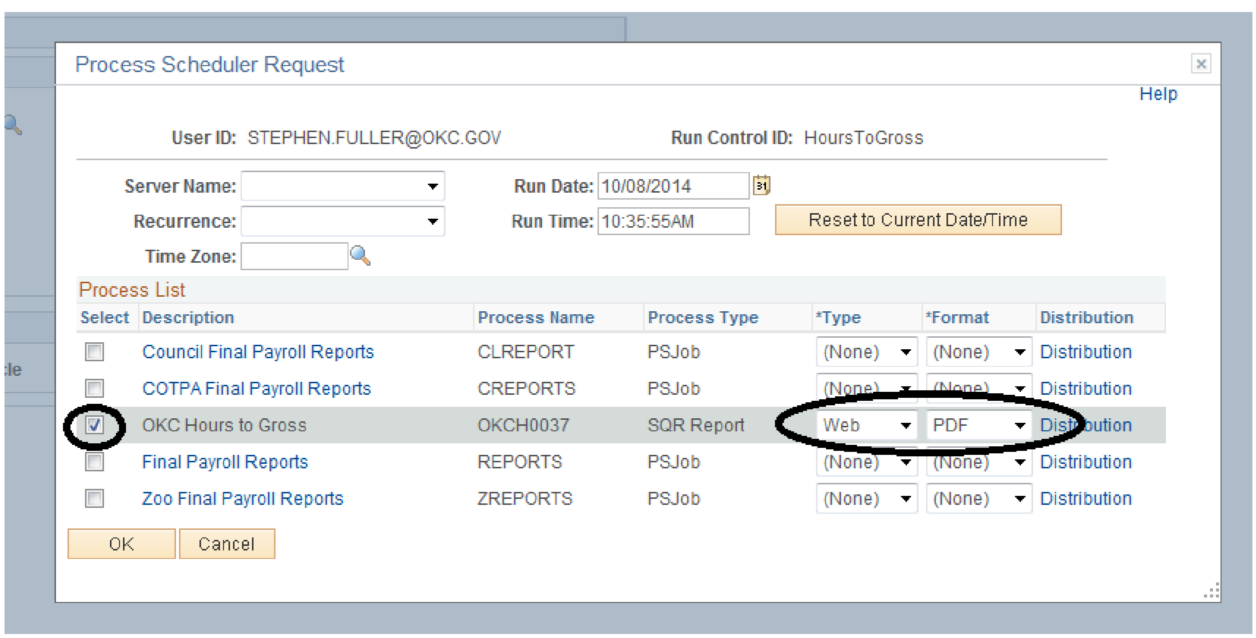
From this point, you will want to enter your Pay Run ID. This is the same thing as the Pay Period Ending.

City: 10232014	Zoo: Z10232014
COTPA: C10232014	Council: CL10232014



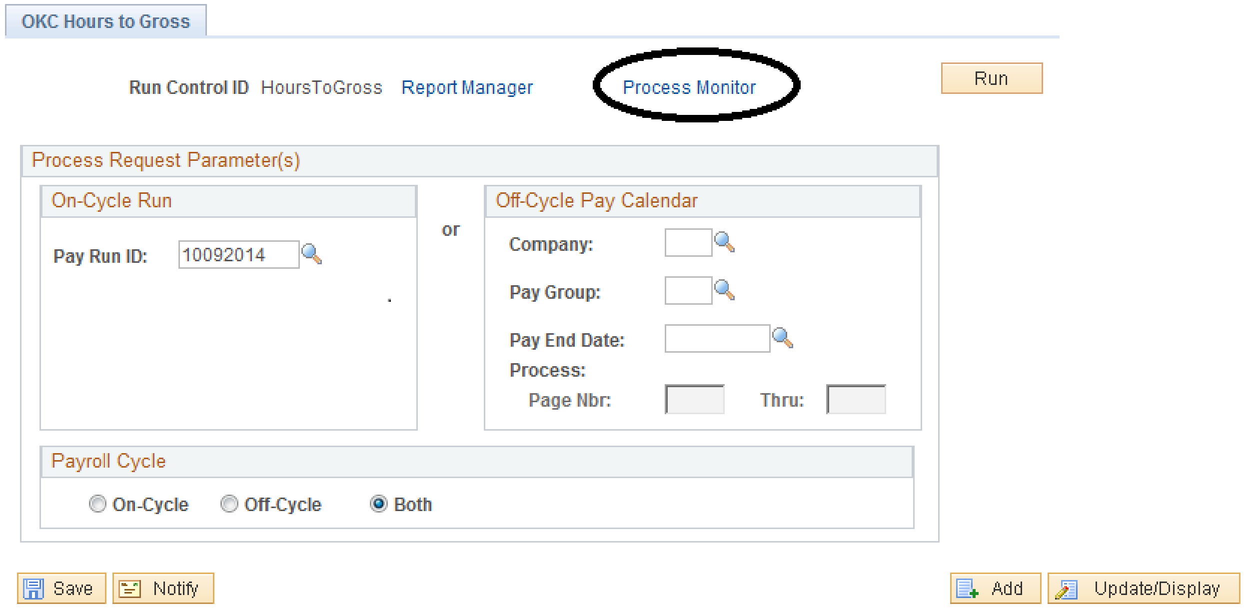
Running the report

Once you have selected the Pay Run ID, make sure "both" is selected for the Payroll Cycle (it's selected by default) and then hit Run. Whenever you run a report in PeopleSoft, it generates a query known as a Process Scheduler Request. When you click Run, this form will pop up. Check the box next to OKC Hours to Gross and make sure the Type is set for Web and the Format is set for PDF.

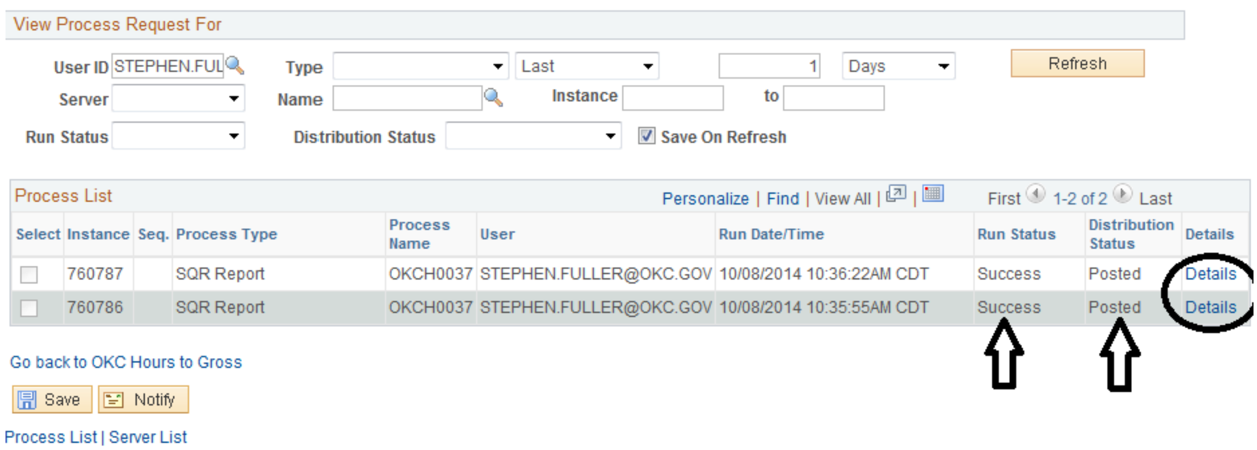


Retrieving the report

After the report has been queued, click on Process Monitor to check its status.

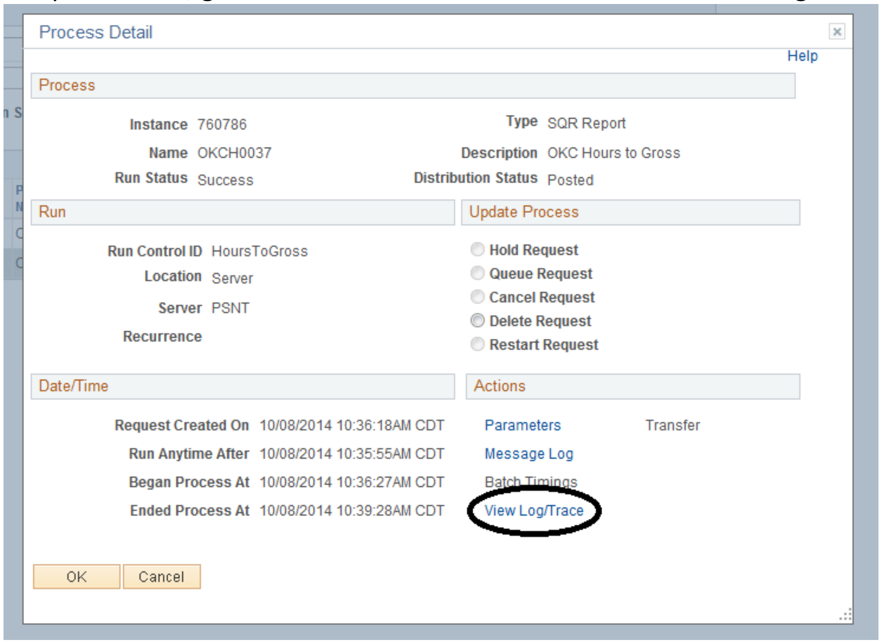


This page will let you know if it is running, if it failed, or if it was successful. Occasionally reports get hung up when larger queries are taking up system resources, otherwise it should finish quickly. Click refresh a few times until the report status reads 'Success' and distribution status reads 'Posted.' Click on Details.

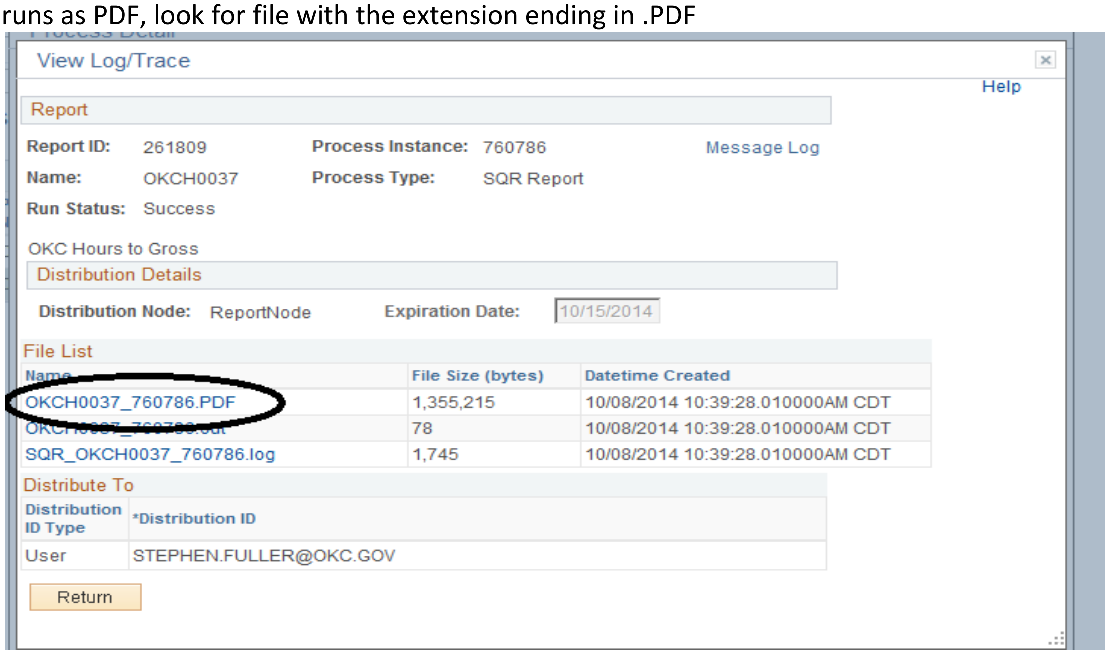


Opening the report

To open the file, go to the bottom under Actions and click 'View Log/Trace.'



Your report is located towards the bottom of this form under the section titled File List. Since the report runs as PDF, look for file with the extension ending in .PDF



Reading the report

When you run this report, REG hours are located in the left column (the first circle) and other hours are located in the right column. Unfortunately, this report does not automatically total hours at this time. To verify an employee was paid the full 80.00 hours, add the two columns together, as shown below in the examples.

PeopleSoft
HOURS TO GROSS
On/Off Cycle CONFIRMED

Report ID: OKCH0037
Company:
Pay Period End:10/09/2014
Location:

Page No. 1
Run Date 10/23/2014
Run Time 08:37:38

Employee Name/ID Dept. ID Business Unit Loc	REGULAR Hours	REGULAR Earnings	OVERTIME Hours	OVERTIME Earnings	OTHER Type	OTHER Hours	OTHER Earnings	Gross Pay
								2,521.60
Employee 1	76.00	2,395.52			VAC	4.00	126.08	
								3,912.00
Employee 2	71.50	3,496.35			VAC	8.50	415.65	

76.00 + 4.00 = 80.00 hours

71.50 + 8.50 = 80.00 hours

The above example shows Employee 1 and Employee 2 who have very regular schedules that total to 80.00 hours even.

The below example for employee 3 shows what happens when the employee was paid overtime. Their REG and SCK hours total 80.00 and the additional overtime hours bring the total paid hours to 87.54.

Employee 3	79.18	1,821.14	SCK 0.82	18.86	2,100.14
			OTV 3.57	123.17	
			OTV 3.97	136.97	

79.18 + 0.82 = 80.00 + 3.57 + 3.97 = 87.54

The last example with Employee 4 shows 75.45 hours of REG, 1.55 hours of SCK and 3.00 hours of VAC to bring the total to 80.00.

Employee 4	75.45	1,320.38	SCK 1.55	27.13	1,400.01
			VAC 3.00	52.50	

75.45 + 1.55 + 3.00 = 80.00

FAQ Section

Can an employee pick up his paycheck at the Payroll Section office?

NO – Paychecks must be picked up by authorized personnel.

Can an employee pick up a copy of his W-2 at the Payroll Section office?

NO – The employee can request it to be mailed to their home or printed for pickup at a work location either through self-service or through their payroll officer. W-2's are never handed out to the employee directly.

Is it possible to fax an employee's W-2 or paystub?

NO – This, along with any documentation bearing personal identification information, may be picked up by authorized personnel only.

Can an employee's spouse/friend pick up their W-2 or check?

NO – The only time it is acceptable for anyone other than the employee to pick up their check is if a notarized letter authorizing a 3rd party pickup, or a Power of Attorney statement, is on file or presented to the employee's Payroll Officer.

Does Jury Duty or Blood Drive leave count towards overtime?

NO – These are not overtime accruing pay codes.

Can Jury Duty or Blood Drive leave be used for part time/ temp employees?

NO – these are full-time pay codes only. The only code that may be used for a part-time employee under any circumstance is RGT.

Can my <insert relation> call in and inquire about my paycheck/personal information on file?

NO – The EMPLOYEE must come to the Payroll Section office in person for such information.

If I closed the bank account where my Direct Deposit is sent, how long before I get my check?

The check will be available only **<u>AFTER</u>** the City receives notification from the bank that the funds have been successfully returned to the City's account. Every effort will be made to make the check available on the pay date; however until the funds are returned from the bank, the check cannot be distributed.

I would like to request sick leave donations. Do I have to use all of my vacation accrual first?

YES – All accrued vacation, sick leave, customer service leave and compensatory time must be exhausted before sick leave donations can be used.

I'm retiring. When will I receive my retirement reimbursement check?

Please contact the Employee Retirement System office at 297-3413 for this information.

How can I update my W-4 information?

The easiest way is to use PeopleSoft Self Service (Self Service>Payroll Compensation>W-4 Tax Information)

You can also request a W-4 form from the Personnel Office at the 420 W. Main building. The change will then be made by the Personnel Department.

My paycheck deductions look weird. Who can I talk to about this?

Garnishment and Child Support questions are handled by the Payroll Section of the Finance Department at 297-2196. For questions regarding any other deduction, contact the Benefits Section of the Personnel Department at 297-2144.

On my 10-year anniversary, I didn't receive my 32 hours bonus vacation. Why is this?

Two things possibly happened: either your vacation is maxed out or a leave of absence was taken. The vacation bonus is awarded for 10 consecutive years of service, so any type of leave of absence can affect this accrual.

I've racked up some customer service leave. When does it expire?

All customer service leave must be used within the current calendar year or it is lost. If your leave is approved within the last 3 months of the calendar year, you may elect to defer the accrual until the next calendar year.

I want to setup or change my Direct Deposit. Are temporary checks acceptable?

The answer is, sometimes. In order for a temporary check to be accepted, it must have the full name of the account holder embossed on the check. Bank letters for ACH Direct Deposit are usually easier to obtain.

What is the earliest day a department can sign off on a timecard?

12:01 a.m. on the first day of the **new** pay period.

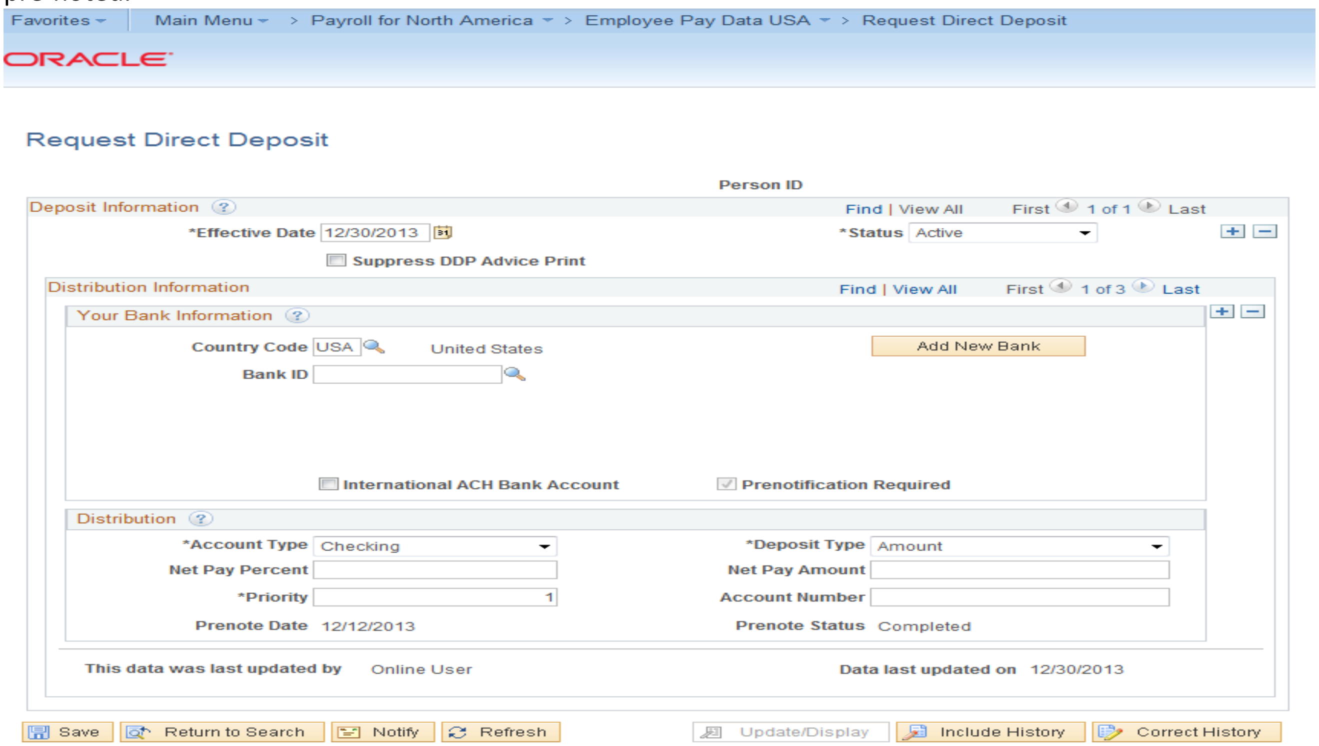
Direct Deposit / Pay Card Section

The mandated method of receiving your paycheck from The City of Oklahoma City is Direct Deposit. If an employee chooses not to submit account enrollment information by the 2nd pay period of employment, they are automatically enrolled in a City PayCard provided by Chase Bank. Exceptions to the policy of mandatory enrollment are **uniformed** police and fire employees.

In order to successfully enroll in Direct Deposit, a voided check or authorization letter from the bank is required for each account. Temporary checks are also acceptable, provided that the name of the account holder is embossed on the front of the check. Deposit slips are not a valid form of authentication for enrollment in direct deposit. This information is attached to the Authorization for Direct Deposit form located on the Payroll SharePoint site.

The Direct Deposit process takes about 2 pay periods to become active. This is because, whenever new bank information is submitted for an employee, the Payroll Section initiates a zero deposit to the bank to insure that the account is both open and that the employee has access to the funds. This process is called pre-noting.

Employees should be aware that through PeopleSoft Self-Service, they have the ability to update accounts without submitting a new form to the Payroll Section, however, the new account will still be pre-noted.



Kronos Reporting Section

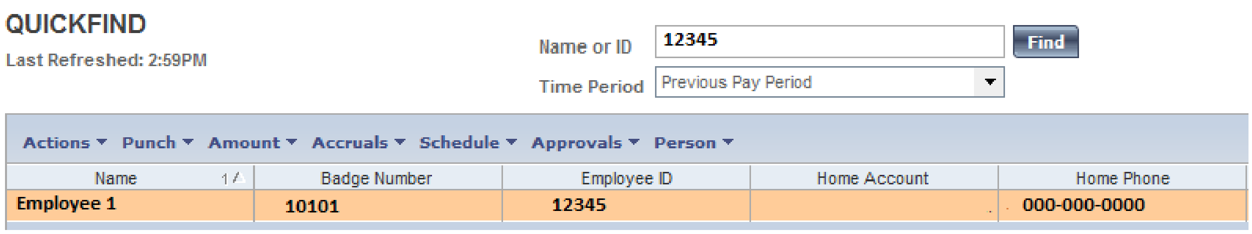
Running a Kronos Report

This will guide you through the steps needed to run a report in Kronos.

Getting to the reporting section

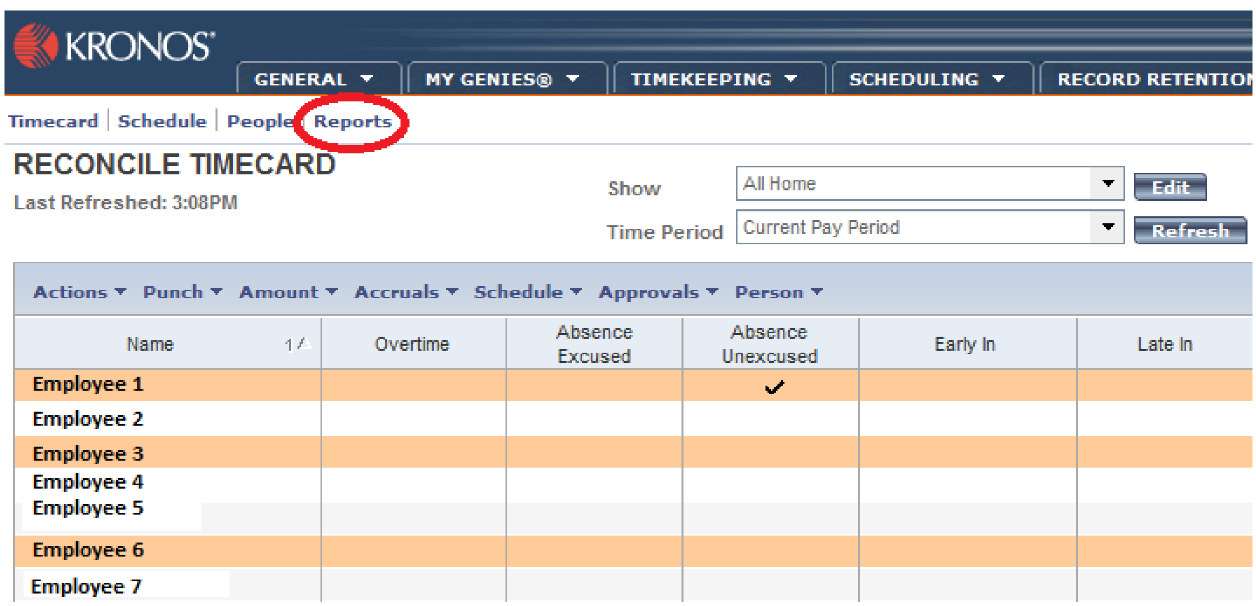
The first step is finding the employee or group of employee's you want to work with. There are a variety of ways to accomplish this but two common ways are to either type in the employee using Quickfind or go to Reconcile Timecard > All Home to see all the employees in your authorized group.

Quickfind is useful for selecting one employee

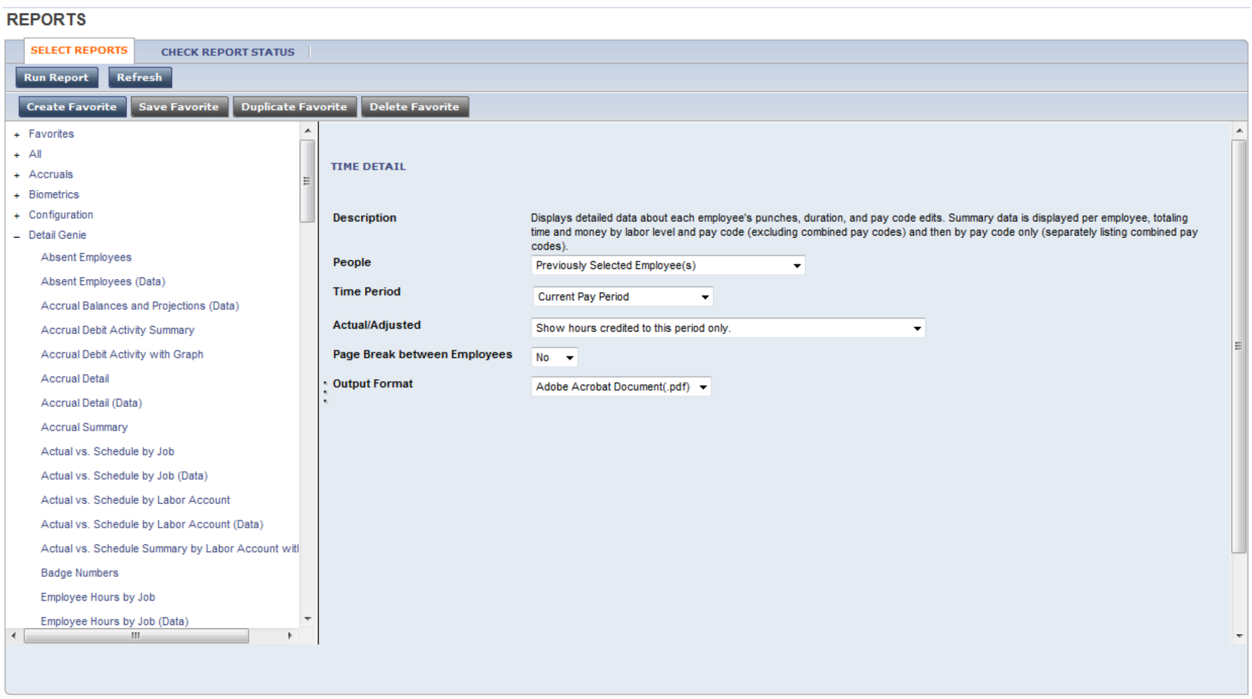


Reconcile Timecard is convenient for selecting multiple employees at once. This is also a quick way to display your employees when you need to do a sick leave donation within your group, such as between Employee 1, Employee 3 or Employee 6, which are selected in this example.

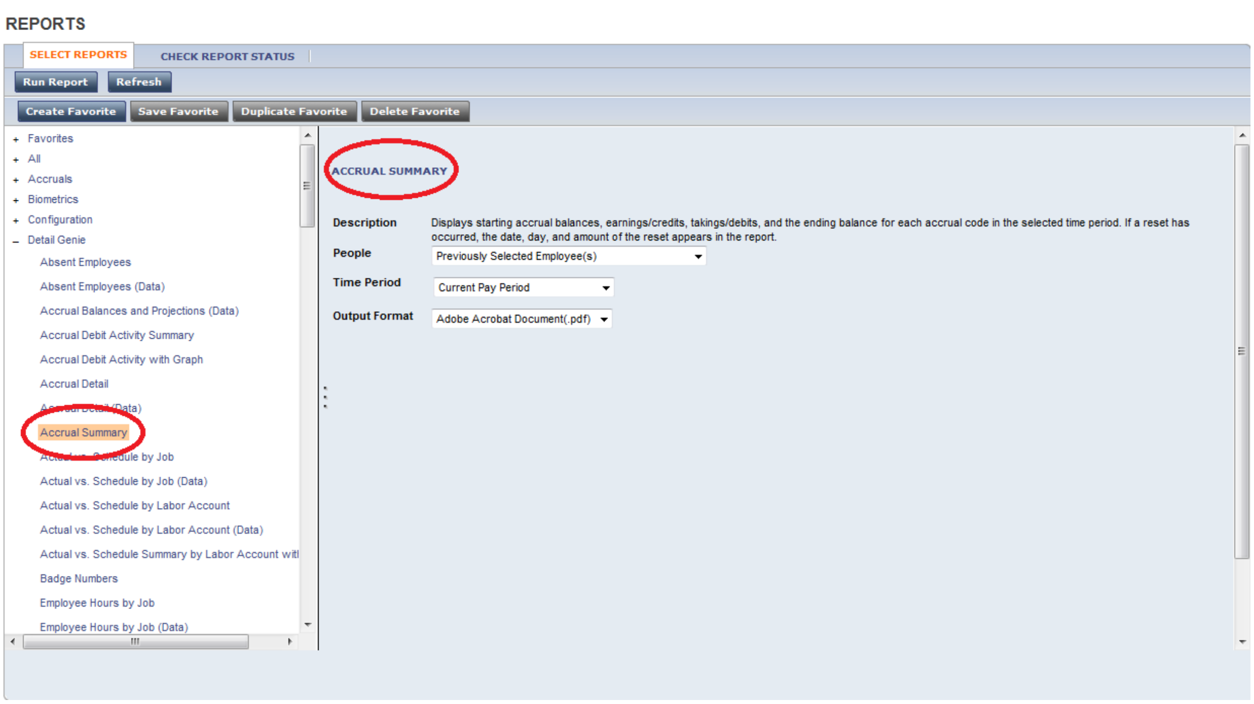
No matter which method you use to look up an employee, the next step will be to click on Reports located beneath the main toolbar.



The next screen you will see is a table of all possible Kronos reports that you can run on your employees.

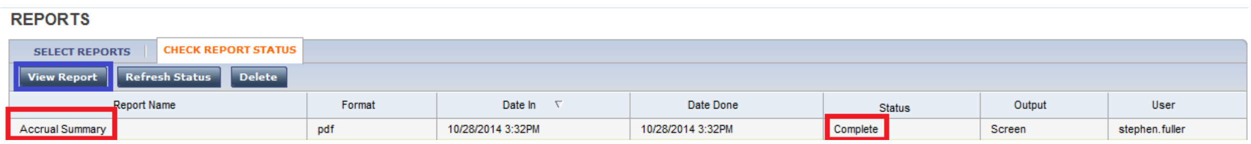


Identify what type of report you want to run, scroll to it in the list and highlight it. For this example, the Accrual Summary report has been chosen. Once the report is selected, the setup screen automatically changes, allowing you to customize the information.



After you have made your selection and modified it for the appropriate time period, click Run Report.

Finally, click the “Check Report Status” tab to make sure the report has successfully completed and view it.

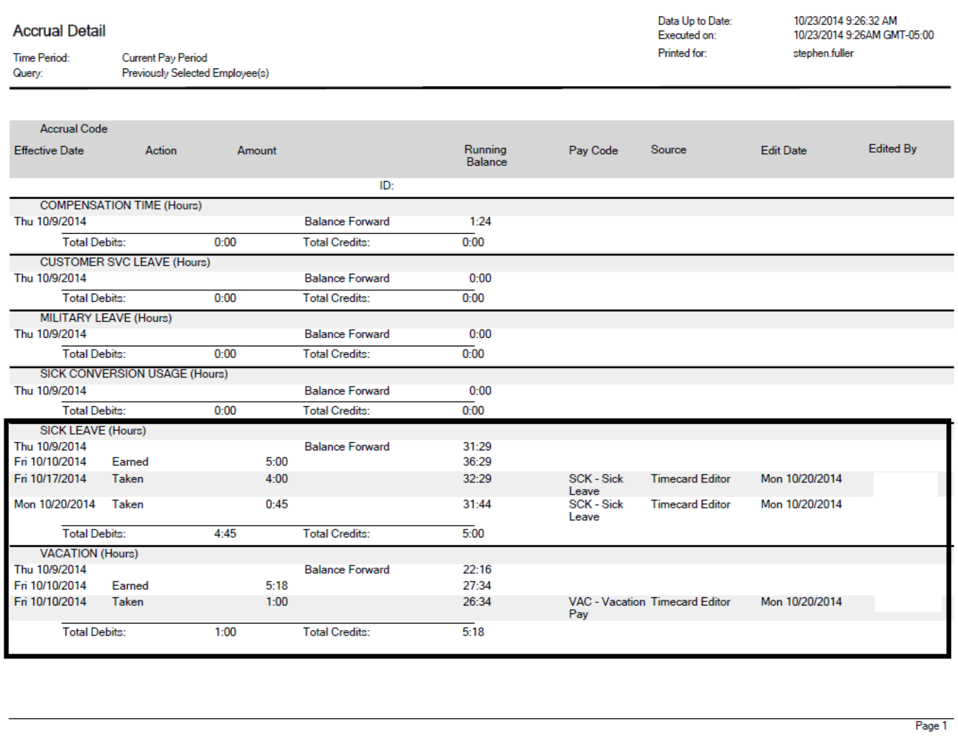


If the report was successful, the Status will show Complete. You can then either double click on the report or highlight it and hit the View Report button.

Note: Sometimes you will have to hit refresh several times so that the status changes from Processing to Complete.

Accrual Detail Report

The accrual detail report shows everything that happened with an employee’s accruals during the pay period or other period of time selected. Below is an example of a report for one employee during one pay period. The bold area toward the bottom shows the changes that occurred during the pay period.



Accrual Detail

Time Period: Current Pay Period
Query: Previously Selected Employee(s)

Data Up to Date: 10/23/2014 9:26:32 AM
Executed on: 10/23/2014 9:26AM GMT-05:00
Printed for: stephen.fuller

Accrual Code / Effective Date	Action	Amount		Running Balance	Pay Code	Source	Edit Date	Edited By
			ID:					
COMPENSATION TIME (Hours)								
Thu 10/9/2014			Balance Forward	1:24				
	Total Debits:	0:00	Total Credits:	0:00				
CUSTOMER SVC LEAVE (Hours)								
Thu 10/9/2014			Balance Forward	0:00				
	Total Debits:	0:00	Total Credits:	0:00				
MILITARY LEAVE (Hours)								
Thu 10/9/2014			Balance Forward	0:00				
	Total Debits:	0:00	Total Credits:	0:00				
SICK CONVERSION USAGE (Hours)								
Thu 10/9/2014			Balance Forward	0:00				
	Total Debits:	0:00	Total Credits:	0:00				
SICK LEAVE (Hours)								
Thu 10/9/2014			Balance Forward	31:29				
Fri 10/10/2014	Earned	5:00		36:29				
Fri 10/17/2014	Taken	4:00		32:29	SCK - Sick Leave	Timecard Editor	Mon 10/20/2014	
Mon 10/20/2014	Taken	0:45		31:44	SCK - Sick Leave	Timecard Editor	Mon 10/20/2014	
	Total Debits:	4:45	Total Credits:	5:00				
VACATION (Hours)								
Thu 10/9/2014			Balance Forward	22:16				
Fri 10/10/2014	Earned	5:18		27:34				
Fri 10/10/2014	Taken	1:00		26:34	VAC - Vacation Pay	Timecard Editor	Mon 10/20/2014	
	Total Debits:	1:00	Total Credits:	5:18				

Page 1

Reading the report

SICK LEAVE (Hours)							
Thu 10/9/2014			Balance Forward	31:29			
Fri 10/10/2014	Earned	5:00		36:29			
Fri 10/17/2014	Taken	4:00		32:29	SCK - Sick Leave	Timecard Editor	Mon 10/20/2014
Mon 10/20/2014	Taken	0:45		31:44	SCK - Sick Leave	Timecard Editor	Mon 10/20/2014
	Total Debits:	4:45	Total Credits:	5:00			
VACATION (Hours)							
Thu 10/9/2014			Balance Forward	22:16			
Fri 10/10/2014	Earned	5:18		27:34			
Fri 10/10/2014	Taken	1:00		26:34	VAC - Vacation Pay	Timecard Editor	Mon 10/20/2014
	Total Debits:	1:00	Total Credits:	5:18			

The green section shows accruals the employee earned (credits). These accruals happen on the first day of the pay period. As an example, the above employee earned 5.00 hours of sick leave and 5.18 hours of vacation leave for the pay period.

The red section shows accruals that were used by the employee (debits). These accruals are effective dated, meaning it shows the date it was used. In the above example 4.00 hours of sick leave was used on 10/17, 0.45 minutes of sick leave was used on 10/20, and 1.00 hour of vacation leave was used on 10/10.

The blue section shows when the edit was made on the timecard. In the above example, an entry was made on 10/20 registering 4.00 hours of SCK for 10/17, 0.45 hours of SCK for 10/20, and 1.00 hour of VAC for 10/10.

Accrual Summary Report

The accrual summary report is a quick way to see everything that happened with the accruals for your employees during a pay period. It can be run on one employee, as shown below, or multiple employees.

Accrual Summary

Data Up to Date: 10/23/2014 10:19:25 AM
Executed on: 10/23/2014 10:19AM GMT-05:00
Printed for: stephen.fuller

Time Period: Current Pay Period
Query: Previously Selected Employee(s)

Accrual Code / Starting Date (*Reset)	Starting Balance	Earnings and Credits	Takings and Debits	Ending Balance
COMPENSATION TIME (Hours)				
Fri 10/10/2014	1:24	0:00	0:00	1:24
CUSTOMER SVC LEAVE (Hours)				
Fri 10/10/2014	0:00	0:00	0:00	0:00
MILITARY LEAVE (Hours)				
Fri 10/10/2014	0:00	0:00	0:00	0:00
SICK CONVERSION USAGE (Hours)				
Fri 10/10/2014	0:00	0:00	0:00	0:00
SICK LEAVE (Hours)				
Fri 10/10/2014	31:29	5:00	4:45	31:44
VACATION (Hours)				
Fri 10/10/2014	22:16	5:18	1:00	26:34
Vacation Bonus (Hours)				
Fri 10/10/2014	0:00	0:00	0:00	0:00

Total Number of Employees: 1

Reading the report

The brown section shows the starting balance before an accrual change takes place.

The green section shows the accruals earned (credits). In the above example, the employee earned 5.00 hours of Sick and 5.18 hours of Vacation on 10/10.

The red section shows the accruals spent (debits). In the previous example, the employee used 4.45 hours of sick leave and 1.00 hours of vacation leave.

The blue section shows the ending balance after the change in accruals. In the above example, the ending balance of sick leave is calculated by 31.29 + 5.00 – 4.45 = 31.44 hours.

Employee Transactions and Totals Report

The Employee Transactions & Totals Report is great for quickly summarizing employee information in one report. Built like a receipt, it shows entries for different pay code accruals such as sick and vacation time.

Employee Transactions & Totals

Time Period:	Previous Pay Period
Query:	Previously Selected Employee(s)
Pay Codes:	(387): |REG - Regular|ADM - Admin Leave With Pay|ADR - Adjusted Regular Pay|ADU - Admin Leave Unpaid|ANL - Annual Leave Cotpa|...
Actual/Adjusted:	Show hours credited to this period only.
Data Up to Date:	10/28/2014 11:38 AM
Executed on:	10/28/2014 11:38AM GMT-05:00
Printed for:	stephen.fuller

Employee: Employee 1 ID: 12345

Transactions:	Day	Date	Pay Code	Hours	Money	Days	Entered By	Datasource
	Mon	10/13/2014	VAC - Vacation Pay	0:15	$0.00		Employee 1	Timecard Editor
	Tue	10/14/2014	SCK - Sick Leave	1:15	$0.00		Supervisor	Timecard Editor
	Tue	10/14/2014	VAC - Vacation Pay	0:15	$0.00			Timecard Editor
	Fri	10/17/2014	VAC - Vacation Pay	0:15	$0.00			Timecard Editor
	Tue	10/21/2014	VAC - Vacation Pay	0:20	$0.00			Timecard Editor
	Tue	10/21/2014	SCK - Sick Leave	1:10	$0.00			Timecard Editor
	Wed	10/22/2014	VAC - Vacation Pay	0:17	$0.00			Timecard Editor
	Thu	10/23/2014	SCK - Sick Leave	7:00	$0.00			Timecard Editor

Totals:	Pay Code		Hours	Money	Days	Wages
	TOTAL		80:00	$0.00	0.00	$0.00
		Totals:	80:00	$0.00	0.00	$0.00
	REG - Regular		69:13	$0.00	0.00	$0.00
	SCK - Sick Leave		9:25	$0.00	0.00	$0.00
	VAC - Vacation Pay		1:22	$0.00	0.00	$0.00
		Totals:	80:00	$0.00	0.00	$0.00

9:25+1:22 = 10:47 + 69:13 = 80:00 hours

Summary Totals:	Hours	Money	Days	Wages
REG - Regular	69:13	$0.00	0.00	$0.00
SCK - Sick Leave	9:25	$0.00	0.00	$0.00
TOTAL	80:00	$0.00	0.00	$0.00

Page 1

Reading the report

The transactions in this report are sorted by employee. In the above example, the sick and vacation leave hours used show up under employee 1 on their effective days. Next to each entry is the duration of time used and the person responsible for the entry. At the end of each employee's totals, as highlighted by the above red box, is a summary table that totals all of the hours for quick record keeping.

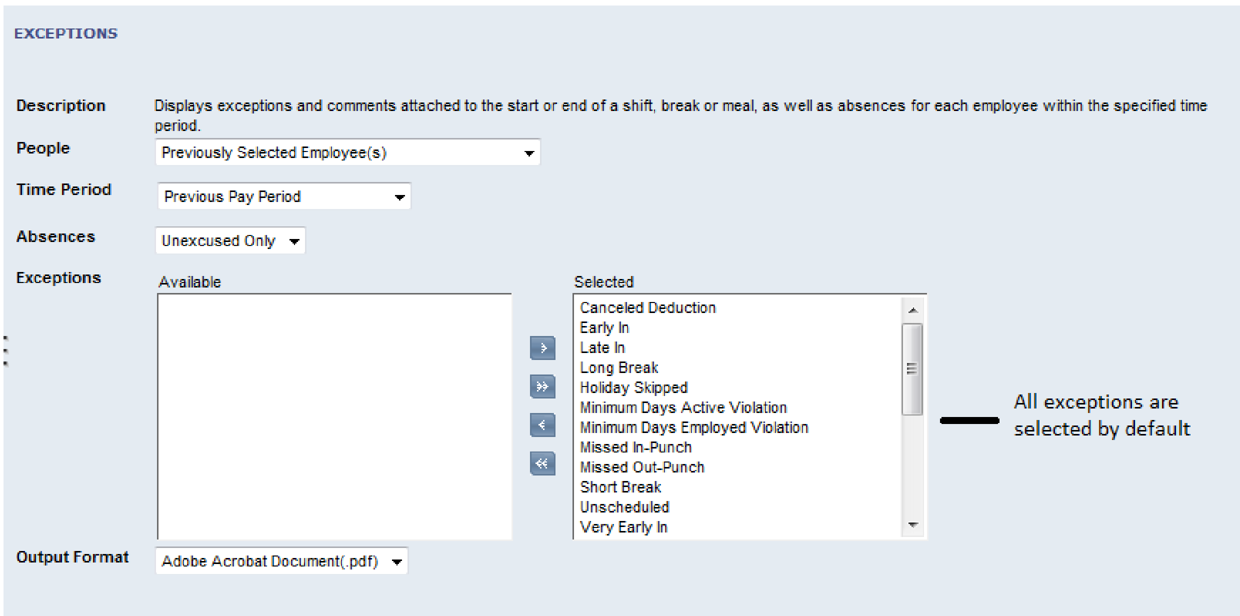
At the end of the report, the totals for all employees are listed. This allows an individual, such as a supervisor, to quickly tally the total hours of all of their employees.

Exceptions Report

The exceptions report is extremely useful for quickly seeing the number of exceptions an employee has had on their time card as well as the specific days of those exceptions.

Setup

When running this report, all possible exceptions are selected by default. If you were to run this report with the current default settings, it would find all exceptions for the selected employee classified as unexcused during the previous pay period.



Reading the report

Exceptions

Time Period:	Previous Pay Period	Data Up to Date:	10/28/2014 11:46:56 AM
Query:	Previously Selected Employee(s)	Executed on:	10/28/2014 11:46AM GMT-05:00
Exceptions:	(24): |Canceled Deduction|Early In|Late In|Long Break|Holiday Skipped|Minimum Days Active Violation|Minimum Days Employed Violation|Missed In-Punch|...	Printed for:	stephen.fuller
Absences:	Unexcused Only		

Exception Day/Date	Exception	Scheduled	Actual or Pay Code	Amount	Amount Over Exception
Comment					
Employee 1	ID: **12345**				
Fri 10/10/2014	Late In	10/10/2014 8:00:00 AM	10/10/2014 8:04:00 AM	0:04	0:03
Mon 10/13/2014	Late In	10/13/2014 8:00:00 AM	10/13/2014 8:10:00 AM	0:10	0:09
Tue 10/14/2014	Late In	10/14/2014 8:00:00 AM	10/14/2014 8:08:00 AM	0:08	0:07
	Early Out	10/14/2014 5:00:00 PM	10/14/2014 3:45:00 PM	1:15	1:14
Wed 10/15/2014	Late In	10/15/2014 8:00:00 AM	10/15/2014 8:07:00 AM	0:07	0:06
Thu 10/16/2014	Late In	10/16/2014 8:00:00 AM	10/16/2014 8:04:00 AM	0:04	0:03
Fri 10/17/2014	Late In	10/17/2014 8:00:00 AM	10/17/2014 8:08:00 AM	0:08	0:07
Mon 10/20/2014	Late In	10/20/2014 8:00:00 AM	10/20/2014 8:06:00 AM	0:06	0:05
Tue 10/21/2014	Late In	10/21/2014 8:00:00 AM	10/21/2014 8:20:00 AM	0:20	0:19
	Early Out	10/21/2014 5:00:00 PM	10/21/2014 3:46:00 PM	1:14	1:13
Wed 10/22/2014	Late In	10/22/2014 8:00:00 AM	10/22/2014 8:13:00 AM	0:13	0:12
	Long Break		10/22/2014 2:15:00 PM	1:02	0:01
Thu 10/23/2014	Late In	10/23/2014 8:00:00 AM	10/23/2014 8:06:00 AM	0:06	0:05
	Early Out	10/23/2014 5:00:00 PM	10/23/2014 9:03:00 AM	7:57	7:56

Exception	Total	Total Amount Over Exception
Early Out:	3	10:23
Late In:	10	1:16
Long Break:	1	0:01

Total Number of Exceptions: 14

The report is also read much like a receipt. The red column indicates the specific type of exception, such as a Late In punch. The blue column shows the amount of time for each exception. For example, on 10/10/2014, Employee 1 punched in 4 minutes late. The green column totals the different exceptions for a type of overview of time.

Timecard Audit Trail Report

The timecard audit trail report displays everything that has transpired on a timecard during a pay period (or an even larger span of time). It shows all changes that affected the timecard, even if they were reversed.

Timecard Audit Trail

Executed on: 10/28/2014 12:01PM GMT-05:00
Printed for: stephen.fuller

Time Period: Previous Pay Period
Query: Previously Selected Employee(s)
Audit Type: (16): |Add Duration|Edit Duration|Delete Duration|Duration (Add/Edit/Delete)|Add Punch|Edit Punch|Delete Punch|Punch (Add/Edit/Delete)|Add Pay Code|Edit Pay Code|...
Datasource: (1): |All|
Edits by Manager: (1): |All|
Database Time Zone: (GMT -06:00) Central Time (Applies to data in Edit Date/Time column)

Date/Time		Type	Pay Code	Amount	Override / Cancel Deduction	Edit Date/Time	
Account	*Comments*	*Work Rule*	*User*	*Server*		*Client*	*Data Source*
Name: **Employee 1**			ID: **12345**				
10/10/2014 8:04 AM		Add Punch				10/10/2014 8:04 AM	
			Employee 1	*kronos*		*10.100.10.126*	*Time Stamp - Applet*
10/10/2014 5:02 PM		Add Punch				10/10/2014 5:02 PM	
			Employee 1	*kronos*		*10.100.10.126*	*Time Stamp - Applet*
10/13/2014		Add Pay Code	VAC - Vacation Pay	0:15		10/13/2014 2:09 PM	
				kronos		*10.100.10.126*	*Timecard Editor*
10/13/2014		Add Comment to Pay Code	VAC - Vacation Pay	0:15		10/23/2014 2:41 PM	
				kronos		*10.100.10.141*	*Timecard Editor*
	Unscheduled						

Reading the report

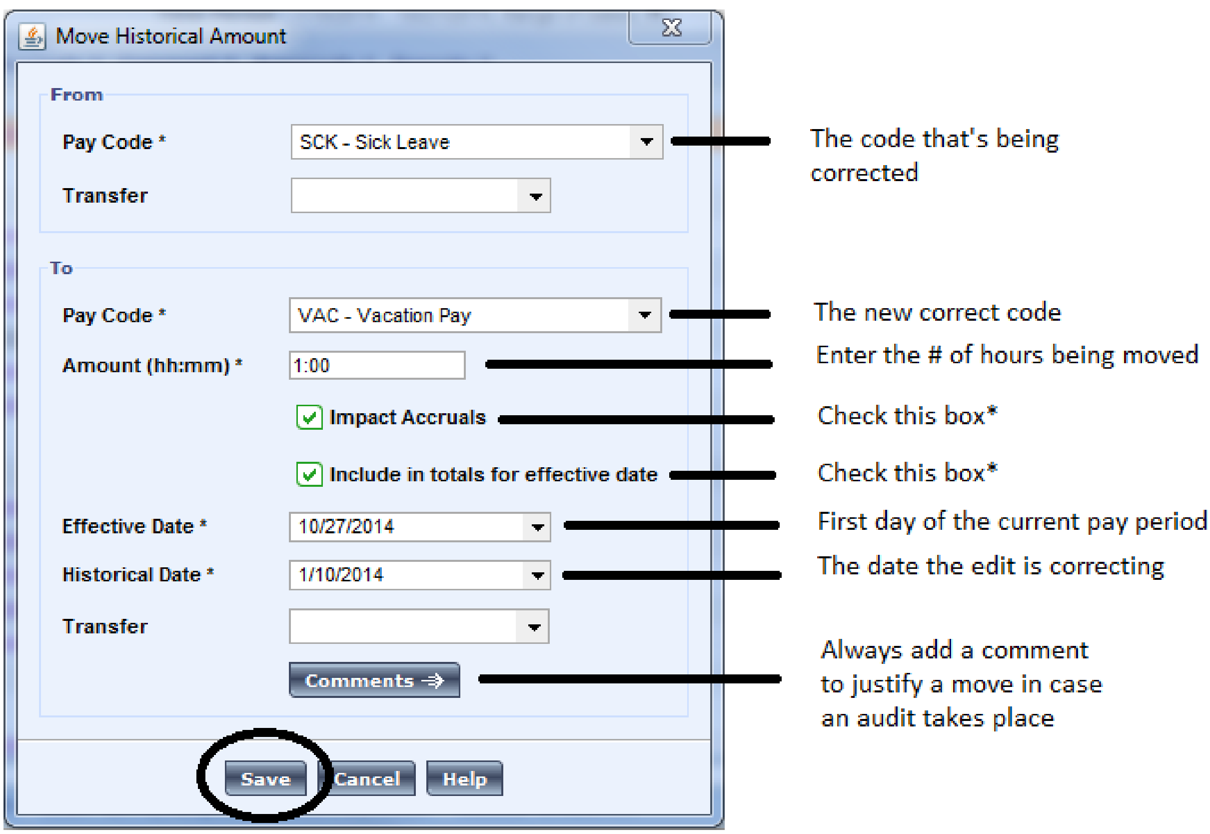
In this example, Employee 1 clocked in by adding a punch on 10/10/2014 at 8:04 AM. The timestamp is reflected in green showing the exact time and date that the action took place. The red box highlights the type of change, such as an added punch or added comment. Finally, the blue box shows who made the change. This can be anyone from the employee who made the punch, a manager fixing a mistake, or even someone in the Payroll Section making a change if required. All actions are fully recorded to show a complete audit trail of the timecard.

Historical Entries

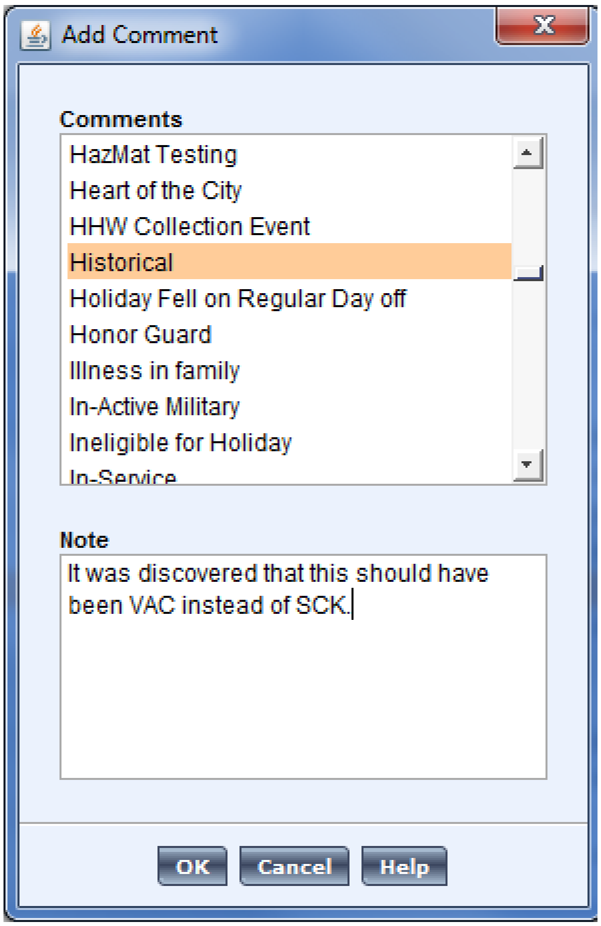
Whenever something needs to be corrected in a previous pay period, the correction takes place as a historical edit. By using this process, a defined and extremely detailed audit trail is created in case questions come up as to why the change took place. It is important to always report all historical edits to the Payroll Section.

Example 1: Employee was charged time to the wrong pay code

This is a common error. To fix it, open the timecard to the current pay period. Once you know on what day the edit (or edits) needs to take place, click *Amount > Move Historical*.



In the above example, 1 hour of sick leave will be moved to 1 hour of vacation leave. Because you checked the box “Include in totals for effective date,” the edit will show up on the current time card. It is important to always add a comment when making an adjustment. This is your support in the event of an audit. For example, in 2 years, if an auditor asks why time was moved between pay codes, the comment and note you made can help to serve as your formal documentation.



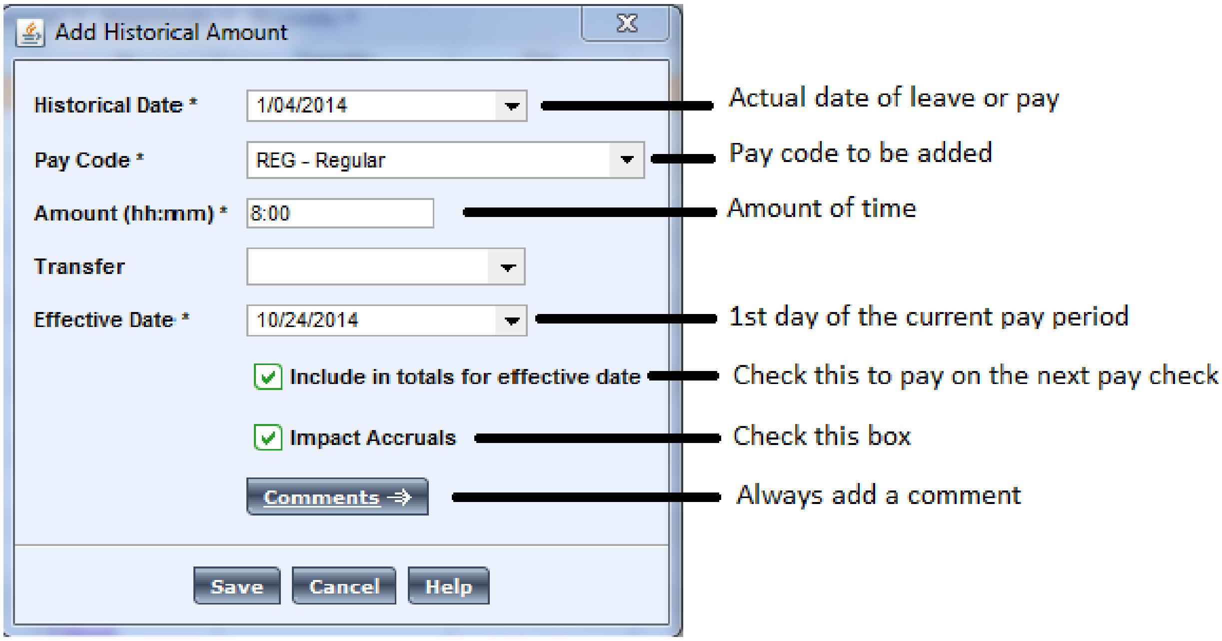
When do I check that box?

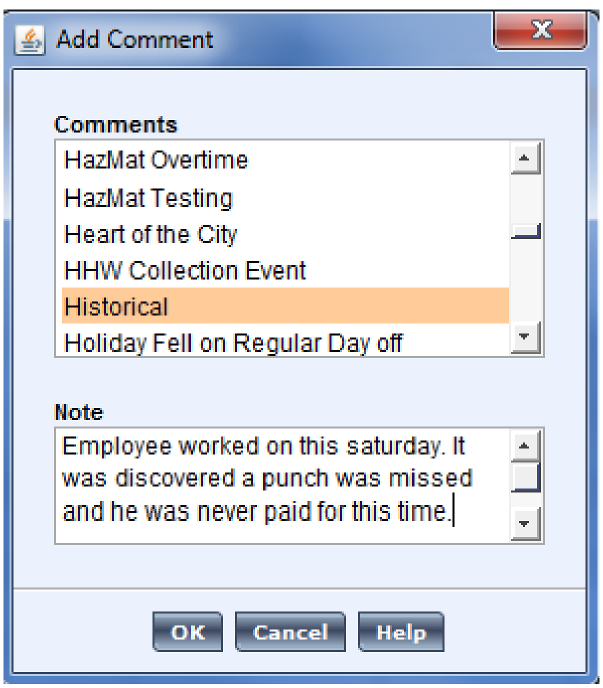
As a general rule, always check the box “Include in totals for effective date” when performing a paycode switch. The reason for this is that Kronos information is not continuously live-streamed into PeopleSoft. An update occurs when the Payroll Section pulls hours from Kronos into PeopleSoft. If you do not check this box, the historical changes will not be reflected on the employee’s pay stub. **The ONLY time you DO NOT check the box** is when the employee’s **rate of pay changed** between the historical date and the effective date.

If an employee has received an increase or decrease in pay between the historical date and the effective date, contact the Payroll Section so that a manual entry can be made into PeopleSoft.

Example 2: Employee not paid for work time and supplemental check not issued

In order to correct this, you need to Add a Historical Entry.

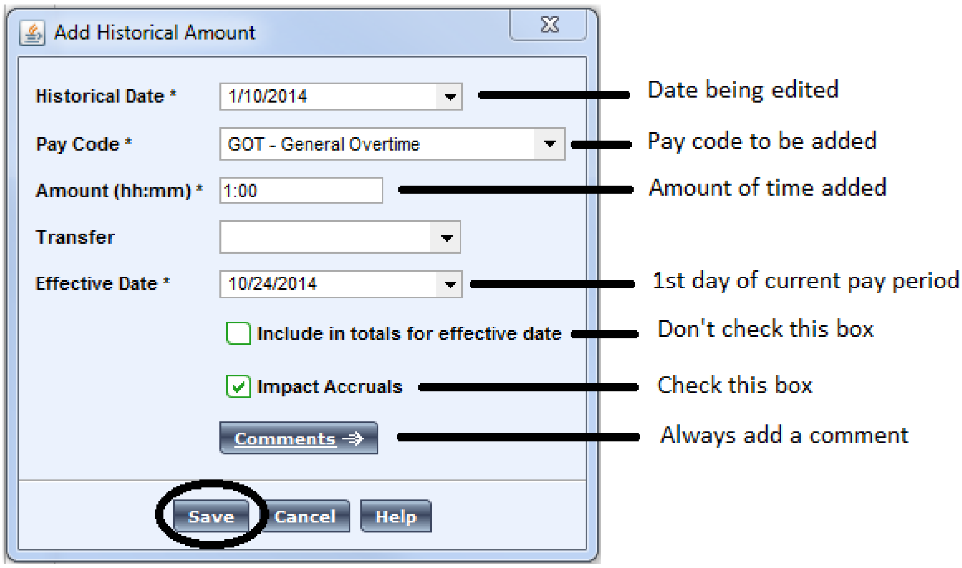




In the above example, the employee was not paid for worked time. A historical move was made adding 8 hours of REG on 1/4/2014. Because the box "Include in totals for effective date" was checked, this correction will carry forward to the current pay period and be paid with that pay check instead of as a separate, supplemental c heck.

Warning: If the rate of pay has changed between the time of the historical add and the current pay period, do NOT check "Include in totals for effective date." Contact the Payroll Section so that a manual entry can be added in PeopleSoft to reflect the historical change (s).

Example 3: Employee not paid for worked time and supplemental check was issued



In this example, 1 hour of general overtime was added to the employee. The difference was paid as an off-cycle supplemental check. Because the employee has already been paid for this move, it is important to NOT check the box "Include in totals for effective date." If you do, it is possible that the employee could be paid twice. By leaving this box unchecked, the move is made for record purposes as well as affective accruals. Make sure to leave a comment.