



Kronos Time Detail Report Review

Reports

Reviewing: Time Detail

Header:

- Time Period
- Query Name

Time Detail (Excel)

Time Period: 7/31/2016 - 8/13/2016
 Query: FRC
 Actual/Adjusted: Show hours worked in this p
 Data Up to Date: 12/5/2016 4:56:30 AM
 Executed on: 12/5/2016 4:56:31 AM
 Printed for: d1257r6

Verify Account, Pay Code & Hours

Account Summary

- Summary by Person by:
 - Account
 - Pay Code
 - Hours

Name	ID	Account	Pay Code	Money	Hours
Coxen	33	F+AND+A/DOSSI/-/	OT		2.00
Coxen	33	F+AND+A/DOSSI/-/	Per		10.00
Coxen	33	F+AND+A/DOSSI/-/	Reg		50.00
Coxen	33	F+AND+A/DOSSI/-/	Total Hours		82.00
Coxen	33	F+AND+A/DOSSI/-/	Vac		20.00
Bean	FR	(X)SCI/BIOL/14482/-/	Student Reg		12.25
Bean	FR	(X)SCI/BIOL/14482/-/	Total Hours		12.25
Bean	FR	(X)SOCSI/PSYC/14816/-/	Student Reg		30.00
Bean	FR	(X)SOCSI/PSYC/14816/-/	Total Hours		30.00

Details:

- Itemization by Person by:
 - Date
 - Account
 - Transfer (Xfr)
 - In Punch
 - Out Punch
 - Pay Code
 - Hours
 - Total Amount Worked

Name	ID	Date	Account	Xfr	InPunch	OutPunch	Pay Code	Money	Hours	Total Amount
Coxen	33	8/3/2016	F+AND+A/DOSSI/-/				Per		10.00	
Coxen	33	8/4/2016	F+AND+A/DOSSI/-/		3:59 PM	2:07 AM				10.00
Coxen	33	8/5/2016	F+AND+A/DOSSI/-/		4:00 PM	1:58 AM				10.00
Coxen	33	8/6/2016	F+AND+A/DOSSI/-/		3:56 PM	2:06 AM				10.00
Coxen	33	8/10/2016	F+AND+A/DOSSI/-/		3:56 PM	4:05 AM				12.00
Coxen	33	8/11/2016	F+AND+A/DOSSI/-/		3:56 PM	1:57 AM				10.00
Coxen	33	8/12/2016	F+AND+A/DOSSI/-/				Vac		10.00	
Coxen	33	8/13/2016	F+AND+A/DOSSI/-/				Vac		10.00	
Bean	FR	8/1/2016	SOCSI/PSYC/14816/-/	X	12:00 PM	5:00 PM				5.00
Bean	FR	8/2/2016	SOCSI/PSYC/14816/-/	X	8:00 AM	1:00 PM				5.00
Bean	FR	8/2/2016	SCI/BIOL/14482/-/GL~20~466~368000~130156~0000/6262	X	1:15 PM	3:45 PM				2.50
Bean	FR	8/2/2016	SCI/BIOL/14482/-/GL~20~466~368000~130156~0000/6262	X	5:45 PM	8:30 PM				2.75
Bean	FR	8/9/2016	SOCSI/PSYC/14816/-/	X	7:00 AM	1:00 PM				6.00
Bean	FR	8/9/2016	SCI/BIOL/14482/-/GL~20~466~368000~130156~0000/6262	X	1:15 PM	5:00 PM				3.75
Bean	FR	8/9/2016	SCI/BIOL/14482/-/GL~20~466~368000~130156~0000/6262	X	5:45 PM	9:00 PM				3.25

By Date & Verify Account
 Note: Student Employees may have multiple jobs listed (as above)

InPunch & OutPunch & Total Amount
 Any Pay Code & Hours & Pay Code Hours
 X indicates Manual Transfer of job & account

Reports

Reviewing: Employee Transactions & Totals

Header:

- Time Period
- Query Name

Transactions:

- Itemization of Special Pay Codes

Totals:

- Provided by person by Pay Code

Summary Totals:

- Provide summary of various Pay Codes

Employee Transactions and Totals (Excel)

Time Period: 7/31/2016 - 8/13/2016

Query: 'RDC'

Pay Codes: (77): [2nd DT Shift|2nd OT Shift|2nd Shift|2nd Shift Hol|Wrkd|3rd DT Shift|3rd OT Shift|3rd Shift|3rd Shift Hol|Wrkd|Bereav]...

Actual/Adjusted: Show hours worked in this period only.

Data Up to Date:

Executed on: 12/05/2016 4:57AM GMT-05:00

Printed for: d1257r6

Verify Date, Pay Code & Hours

Transactions:

Employee:	ID:	Day	Date	Pay Code	Hours	Money	Days	Entered By	Datasource
Coxe	324	Sun	7/31/2016	Other	3.00	\$0.00		d24877v	Timecard Editor
Coxe	324	Mon	8/1/2016	Other	10.00	\$0.00		d24877v	Timecard Editor
Coxe	324	Tue	8/2/2016	Other	10.00	\$0.00		d24877v	Timecard Editor
Coxe	324	Wed	8/3/2016	Other	10.00	\$0.00		d24877v	Timecard Editor
Beard	F03	Tue	8/2/2016	Per	10.00	\$0.00		d24877v	Timecard Editor
Beard	F03	Mon	8/8/2016	Per	10.00	\$0.00		d24877v	Timecard Editor
Beard	F03	Sat	8/6/2016	Vac	10.00	\$0.00		d24877v	Timecard Editor
Beard	F03	Sun	8/7/2016	Vac	10.00	\$0.00		d24877v	Timecard Editor

Totals:

Employee:	ID:	Pay Code	Hours	Money	Days	Wages
Coxe	324	Other	33.00	\$0.00	0.00	0.00
Coxe	324	Reg	47.00	\$0.00	0.00	0.00
Coxe	324	Total Hours	80.00			
Beard	F03	Per	20.00			
Beard	F03	Reg	40.00	\$0.00	0.00	0.00
Beard	F03	Total Hours	80.00	\$0.00	0.00	0.00
Beard	F03	Vac	20.00	\$0.00	0.00	0.00

Verify Total Pay Code & Hours

Summary Totals:

Pay Code	Hours	Money	Days	Wages
Other	33.00			0.00
Per	20.00			0.00
Reg	87.00			0.00
Total Hours	160.00			0.00
Vac	20.00	\$0.00	0.00	\$0.00

Verify Total Pay Code & Hours for the individual on this report

Time Reporting Expectations

Employee

- Time-Entry Accuracy
- Employees are paid for every minute worked
- Worked time reported the day of work
- All time reported by 11:59 PM, Saturday pay period end (PPE)
- Corrections entered by 12:00 PM on Monday after pay period end

Supervisor

- Established expectation for hours worked, breaks, overtime, and paid time off
- Ensure employee is reporting hours consistently & accurately
- Timecard reviewed by Monday morning after the pay period end
- Corrections entered by 12:00 PM on Monday after pay period end

Time Reporting Expectations

Finance Center

- Works with Approver, Supervisors, and Employees if exceptions are found to work towards resolution
- Schedule, review, and email reports to ensure all areas are approved by Supervisors, and Approvers and contact areas that are not completed
- Submit all paper timesheets to Payroll
- Approve areas of responsibility
- Contact Payroll when ready to export/import hours from Kronos to Oracle HRMS

Payroll

- Receive notification that timecards have been approved
- Sign-off on all timecards
- Perform Historical Corrections in Kronos for previous pay periods
- Run import from Kronos to Oracle HRMS
- Work with Finance Centers to ensure all corrections are entered into both Kronos and HRMS for current Pay Period