# Basic Instructions for Paying Employees in Kronos

**<u>If you are hiring a new student employee:</u>**

Fill in the proper Human Resources online forms. When the form is processed in Human Resources the information will be loaded into PeopleSoft. Payroll runs an interface nightly that brings the employee job data from PeopleSoft into Kronos. When this procedure has taken place the employee will appear on your Kronos panel and you will be able to enter your employee's time.

If your employee appears on Kronos and is owed hours from a previous pay period, you can enter both a "regular" pay code with the hours due now, and a separate entry using the "retro hours" pay code with a total of the hours due retroactively.

Kronos is date sensitive in regards to the date in which you enter your new employee's hours. If your employee's effective date falls within the pay period be sure to enter the hours on or after your employee's hire date. For example: The current pay period runs from 9/01/01 to 9/15/01 and your employee's hire date is 9/10/01, which is the Monday of the second week of the pay period. Be sure to enter your hours on that Monday or someday in the second week of the pay period.

If the payroll is due and your employee has not appeared in Kronos, but you have submitted the proper online forms, please use the "Kronos Correction Form" to submit hours for the employee and fax the form to Payroll at 7-2937. Please remember that if the information has not been loaded into PeopleSoft, Payroll cannot process a paycheck for your employee. At this point you will need to check with Human Resources on the status of your employee's form.

**<u>If you are changing the hourly rate and/or fund/cost center of your existing employee:</u>**

Fill in the proper Human Resources online forms. When the online form is processed in Human Resources the information will be loaded into PeopleSoft. Payroll runs an interface nightly that will bring the employee's job data changes to Kronos.

If the change is effective the entire pay period then you can enter the employee's time as usual. If the change is effective mid-pay period you will need to separate the hours. You may want to enter your employee's time daily, or you could make two separate entries: one with the new information total and one with the old information total.

**<u>Transfers:</u>**

Please get into the habit of always checking your employee's "home account" information every time you make entries on their timecard, even if just entering regular hours. If you notice that your employee's "home account" information is different from the job information for your department, you must do a transfer in Kronos to insure that your employee's hours are paid and charged correctly. Each category must match; this includes department (department is fund and cost center combined into one number), fund, cost center, object code and hourly rate. If even one of these is different from the home account, a transfer must be done. Whether you use the web or fat client to enter time a transfer must take place, if any questions on the transfer process contact Payroll.

Thank you and feel free to contact Payroll at 72935 if you have any questions, concerns or feel you need some additional training.