

Account Transfers and Shift/No Shift Differential Transfers in Employee Timecards

Periodically, an employee may work a secondary position, work for a different supervisor or work within a different department. When this occurs it may be necessary to transfer the employee's time in Kronos to the appropriate labor account. The labor accounts in Kronos comprise of 7 fields:

- **Agency, Fund Org** (Department)
 - strictly for information purposes within Kronos
- **Job Code, Workgroup** (currently not used)
- **Reports To** (immediate supervisor)
 - allows an additional supervisor to view/edit/approve the timecard
- **Empl Rcd**
 - interfaced to PeopleSoft so that PeopleSoft knows which pay rate to calculate the hours against and which Fund Org to charge the expense to
 - The only Empl Rcd that is in the Kronos system is the employee's primary job record. 90% of employees have a primary job Empl Rcd of '0'. The other 10% can have primary job Empl Rcds up to #9.
 - Employees and supervisors/managers will need to be aware of what the primary job record is and what the other job records are for the employees so that time is attributed accordingly.
- **Miscellaneous** (only used in certain agencies).

Account Transfers

Below are instructions on how to perform account transfers within the Kronos Workforce Timekeeper System.

1. Navigate to the employee's timecard in Kronos
2. Hover the mouse pointer over the employee's name and a pop-up box will appear showing the employee primary labor account
 - a. Pay Rule – shows the employee type, whether they are eligible for shift differential and if they have a programmed lunch period
 - b. Primary Accounts – shows the date the primary account was effective, the numeric values for the account and shows the description of the accounts

The screenshot shows a user interface for Kronos Workforce Timekeeper. At the top, there are input fields for the employee's name, "Butcher, Harold J", and an ID number, "115104". Below these fields, a pop-up window is displayed with a yellow background, containing the following information:

- Butcher, Harold J**
- Pay Rule:** OnCall,Temp,Intern without Shift
- Primary Account(s):**
 - 7/01/2008-forever
 - 7021000/7021206/0/CJ2083/104063/0/0
 - PR Parks and Planning - PP/PRPP East/Default/Utility Worker
 - /Torres, Gilbert B/0/Default

In the background, a table is partially visible with columns for "Approvals", "Transfer", and "Current Pay P". The "Transfer" column has a dropdown menu with a downward arrow, and the "Current Pay P" column has a value of "1".

3. Within the timecard locate the date and the punch time interval that requires the account transfer

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 4/26											
X	Mon 4/27			6:00AM		12:00PM	12:30PM		2:30PM	8:00	8:00	8:00
X	Tue 4/28			6:00AM		12:00PM	12:30PM		2:30PM	8:00	8:00	16:00
X	Wed 4/29			6:00AM		12:00PM	12:30PM		2:30PM	8:00	8:00	24:00
X	Thu 4/30			6:00AM		12:00PM	12:30PM		2:30PM	8:00	8:00	32:00
X	Fri 5/01			6:00AM		12:00PM	1:30PM		2:30PM	8:00	8:00	40:00
X	Sat 5/02											40:00
X	Sun 5/03											40:00

4. Click on the drop down arrow in the Transfer column between the appropriate punches

5. Choose SEARCH

6:00AM		12:00PM	12:30PM

6. This will open the Select Transfer dialog box

Select Transfer

Job
 'As of date: 5/01/2009 Go To: Show

Labor Account

Name or Description: Search Clear Account

Available Entries:

-
- 0,Default
- 0101000,Mayor's Office
- 0103000,MO for Education anc
- 0103000CQI,Child Care Qualit
- 0103000ECD,Education Chil
- 0103101COT,MOEC COT Outr
- 0104000,Head Start Grant

Agency
 Department
 Workgroup
 Job Code
 Reports To
 Empl Recd
 Miscellaneous

Work Rule: <None>

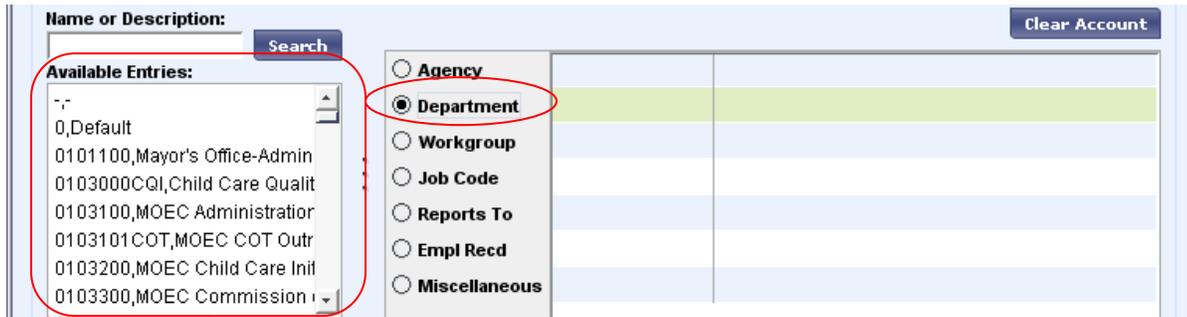
Selected Transfer:

OK Cancel Refresh Help

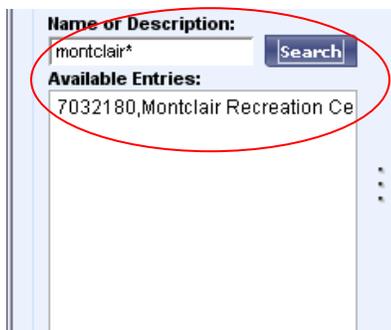
Java Applet Window

7. Transfer Department (Fund Org)

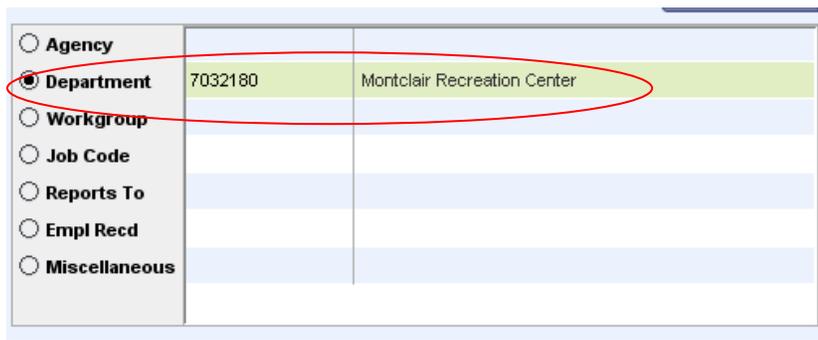
- a. In the account grid click on the radio button for the Department to bring up the list of departments in the Available Entries column



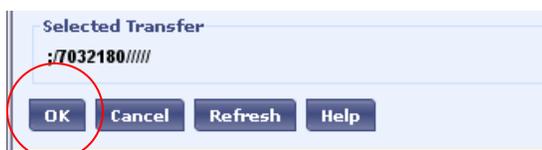
- b. Enter part of the department name or department number, followed by a * in the Name or Description field and click Search to find the appropriate department for the transfer



- c. Click on the appropriate department in the list of available entries to populate the account grid



- d. Click OK to populate the transfer in the timecard. It is possible to perform multiple transfers in the account grid prior to saving the transfer to the timecard.



8. Follow these same steps to perform transfers for the Reports To and for the Empl Rcd. Be sure to click on the appropriate radio button in step 7a to pull up the list of appropriate available entries.

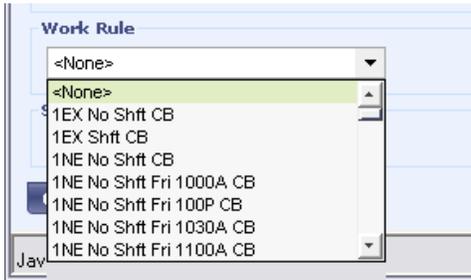
Work Rule Transfers for Shift Differential

Along with account transfers it may be necessary to make a shift differential eligible employee not eligible during the transfer period and vice versa. Below are the instructions for including the shift work rule transfer in the employee's timecard.

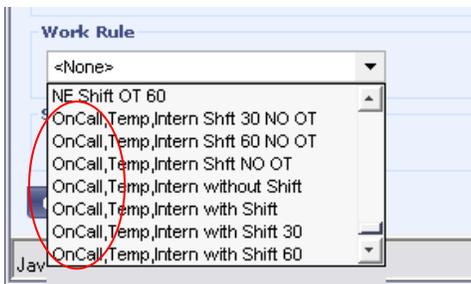
1. Within the Select Transfer dialog box, there is a field to perform a work rule transfer

The screenshot shows a Java Applet Window titled "Select Transfer". At the top, there is a "Job" section with "As of date" set to 5/01/2009 and a "Go To" field. Below this is a large empty area. The "Labor Account" section includes a search for "montclair*" and a list of "Available Entries" with one entry: "7032180, Montclair Recreation Ce". To the right of this list are radio buttons for "Agency", "Department" (selected), "Workgroup", "Job Code", "Reports To", "Empl Recd", and "Miscellaneous". Below the radio buttons is a table with two columns: "7032180" and "Montclair Recreation Center". The "Work Rule" dropdown menu is circled in red and shows "<None>". The "Selected Transfer" field contains ";7032180/////". At the bottom are buttons for "OK", "Cancel", "Refresh", and "Help".

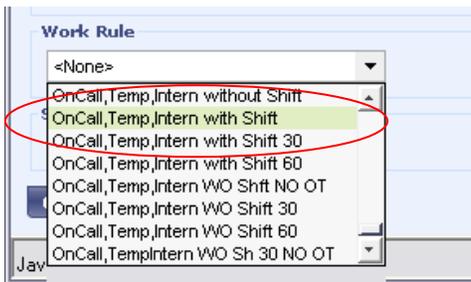
- Click the drop down arrow in the Work Rule transfer field to see the available work rules - there are a lot of work rules within Kronos; however, the employees that are affected by the change in shift rules are on call employees and their rules are at the end of the list



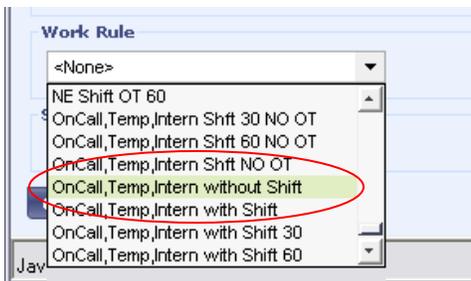
- Scroll down to the bottom of the work rule list, then scroll back up 2 pages to see the available work rules for on call employees



- To add shift differential to the employee's time for the transfer period, choose ON CALL, TEMP, INTERN WITH SHIFT



- To remove shift differential from an On-Call employee's time for the transfer period, choose ON CALL, TEMP, INTERN WITHOUT SHIFT. If there needs to be a change in pay rule for a CSA employee's shift differential, please submit this to Payroll Help via a Kronos Change Form.



- Click OK to save the transfer to the employee's timecard



- Click SAVE on the employee's timecard to save the transfer to be paid

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
X	Sun 4/26									
X	Mon 4/27			6:00AM		12:00PM	12:30PM		2:30PM	8:00
X	Tue 4/28			6:00AM		12:00PM	12:30PM		2:30PM	8:00
X	Wed 4/29			6:00AM		12:00PM	12:30PM		2:30PM	8:00
X	Thu 4/30			6:00AM		12:00PM	12:30PM		2:30PM	8:00
X	Fri 5/01			6:00AM	;7032180/////;OnCall,Temp,Intern with Shift	12:00PM	12:30PM		2:30PM	8:00
X	Sat 5/02									
X	Sun 5/03									

- The transfer information will be notated in the Totals and Schedule portion of the time card, preceded by an (x) to indicated transferred information

Account	Pay Code	Amount	Yr
(x)7021000/7032180/0/CJ2083/104063/0/0	Regular Pay - P...	8:00	10
7021000/7021206/0/CJ2083/104063/0/0	Regular Pay - P...	40:00	54

Viewing Transferred In Employees

Managers that have employees that have transferred to them in a pay period have the ability to view, edit and approve the employee's timecard. In order to access the transferred timecards, while in a Timekeeping Genie (Reconcile Timecard, Pay Period Close, IS Summary, etc.), in the SHOW field, use the hyperfind **All Home and Transferred In**.

