

## Mileage Reimbursement in Kronos

Employees should submit the Bi-Weekly Mileage Summary for Personal Vehicle Usage form to their managers no later than five business days after the end of the bi-weekly payroll period. After reviewing and approving the Mileage Summary, the manager should then enter the mileage reimbursement onto the employee's Kronos timecard. The following quick reference will help you in:

- Entering Mileage Reimbursement on a non-exempt employee's timecard: ..... 1**
- Entering Mileage Reimbursement on an exempt employee's timecard: ..... 2**
- Resolving a maximum overdraw error..... 2**
- Finding more information on Fiscal Accountability Rule 10.7 ..... 3**

### *Entering Mileage Reimbursement on a non-exempt employee's timecard:*

- Open the employee's timecard for the appropriate pay period
- At the appropriate date, use the  button to add a row
- In the Pay Code column use the pull down arrow and choose the pay code Mileage Reimbursement
- In the Amount column, enter the number of miles the employee is being reimbursed for. Kronos does the calculation against the Federal Standard Mileage Rate.

	Date	Pay Code	Amount	In	Transfer	Out	In	Trar
X	Sun 1/01							
X	Mon 1/02	Holiday Pay	8:00					
X	Tue 1/03	Sick Used	1:30					
X	Tue 1/03			9:31AM		3:00PM	3:35PM	
X	Wed 1/04			8:04AM		3:32PM	4:00PM	
X	Thu 1/05			8:04AM		2:39PM	3:08PM	
X	Fri 1/06			8:00AM		3:03PM	3:32PM	
X	Fri 1/06	Mileage Reimb...	56:00					
X	Sat 1/07							

- Add a Comment to the entry to indicate when the mileage occurred
  - Right click on the Amount for the mileage
  - Choose Add Comment
  - Choose appropriate comment; Approved, Off-site Seminar, etc.
  - In the Note section, explain the reimbursement, i.e. 7/1/08 through 7/30/08 Offsite training

X	Wed 1/04			8:04AM				
X	Thu 1/05			8:04AM				
X	Fri 1/06			8:00AM				
X	Fri 1/06	Mileage Reimb...	56:00					
X	Sat 1/07							
X	Sun 1/08							

**Add Comment**

**Comments**

- Accrual Adjustment
- Admin Leave Election
- Approved
- Authorized by e-mail
- Based on Schedule
- Bereavement
- Call In
- Child Care
- Company Meeting

**Note**

1/1/2012 - 1/7/2012

OK Cancel Help

- Click Save on the timecard to save the entry

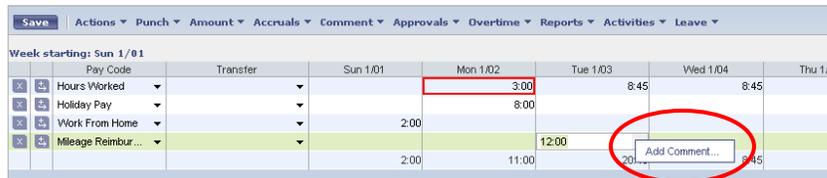
## Entering Mileage Reimbursement on an exempt employee's timecard:

1. Open the employee's timecard for the appropriate pay period
2. Go to the pay code column and use the  button to add a row
3. In the Pay Code column use the pull down arrow and choose Mileage Reimbursement
4. On the appropriate date, enter the number of miles the employee is being reimbursed for.
  - a. Kronos does the calculation against the Federal Standard Mileage Rate.

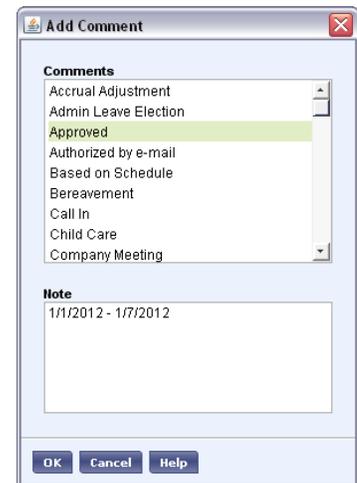


Pay Code	Transfer	Sun 1/01	Mon 1/02	Tue 1/03	Wed 1/04	Thu 1/05	Fri 1/06
Hours Worked			3:00	8:45	8:45	9:00	
Holiday Pay			8:00				
Work From Home		2:00					
Mileage Reimbursement		2:00	11:00	12:00	8:45	25:00	34:00

5. Add a Comment to the entry to indicate when the mileage occurred
  - a. Right click on the Amount for the mileage
  - b. Choose Add Comment
  - c. Choose appropriate comment; Approved, Off-site Seminar, etc.
  - d. In the Note section, explain the reimbursement, i.e. Offsite training



Pay Code	Transfer	Sun 1/01	Mon 1/02	Tue 1/03	Wed 1/04	Thu 1/05
Hours Worked			3:00	8:45	8:45	
Holiday Pay			8:00			
Work From Home		2:00				
Mileage Reimbursement		2:00	11:00	12:00	8:45	



**Add Comment**

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**Note**

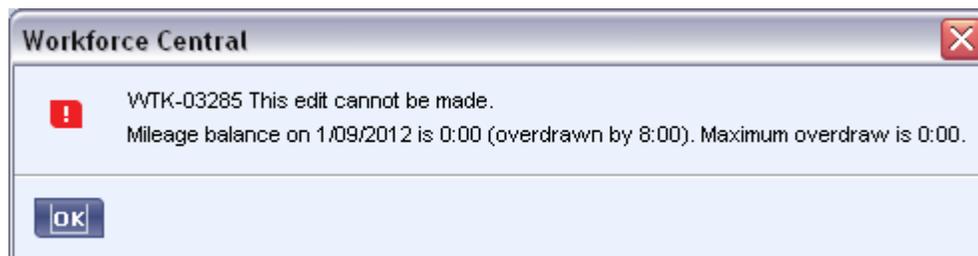
1/1/2012 - 1/7/2012

OK Cancel Help

6. Click Save on the timecard to save the entry

## Resolving a maximum overdraw error

If the edit cannot be made and the following error message appears, Citywide Payroll has not yet received a completed City Business Vehicle Request and Status Change Form required before an employee may drive for City business.



***Finding more information on Fiscal Accountability Rule 10.7***

Fiscal Accountability Rule 10.7: Use of Personal Vehicles for City Business, can be found on the Controller's Offices' [Fiscal Accountability page](#). Please scroll down to Chapter 10: Employee Associated for all policies, procedures and forms relating to driving for City business.