Transferring labor levels

The hardest part of doing labor level transfers is understanding what information needs to go into each field. The Documentation Center contains several different resources that can help you understand what needs to go where.

- **Understanding Labor Levels** – a guide to the type of information contained in each level, as well as links to resources that can provide that information
- **Link to HR dept code list** – a list of all HR Dept Codes, which is the information required for Labor Level 1
- **Supplemental pay schedule** – specific budget code information for many types of extra work performed in Albemarle County Public Schools
- **Using Smart Search to find information** – the Smart Search tool allows you to filter down available options as you enter text or numbers for the labor level

**Note:** If none of these resources help, please contact your Kronos support team at the appropriate email address:

- time@albemarle.org for Local Government and partner agencies
- time@k12albemarle.org for all schools and departments

The below documentation shows how to complete each labor level correctly.

**Labor Level 1 – HR Dept Code**

1. Click on the dropdown arrow to display the list of departments.

2. Scroll until you find the correct department.

3. Click to select the department, and it will populate the field.

**Labor Level 2 – Fund-Dept-Location**

Because this labor level requires knowledge of budget code segments, it will be helpful to consult some of the reference materials that can guide you in selecting the correct information:
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- **Valid Labor Levels report**: this online report displays valid combinations of labor levels 2 (Fund-Dept-Location) and 4 (Function-Object). You may need to enter your username and password to view this information.
- **Understanding labor levels**: this documentation identifies how to identify budget code segments for labor level 2.
- **Smart search tool**: this documentation explains how to use Kronos’ built-in smart search tool, which simplifies the process of finding the correct combination of codes for this labor level.
- **Supplemental pay schedule** – specific budget code information for many types of extra work performed in Albemarle County Public Schools

1. Click on the dropdown arrow to display the list of potential entries.
2. Click into the Smart search box and begin typing the fund number you want to use.

![Add Labor Account](image)

3. Continue entering data until you have the correct combination of fund, department, and location. Click to select and move the entry into the text box.

![Add Labor Account](image)

**Labor Level 3 – Reports To**

This labor level is how you identify the supervisor for a position. It relies on the employee ID of the person filling that supervisory role.

1. Click on the dropdown arrow to display the list of potential entries.
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2. Click into the Smart search box and begin typing the employee ID you want to use.

```
Add Labor Account

HR Dept Code: 2205HR - Brownsville E...  x  Pro
Fund Dept Lo... 2000-62100-6102 - COUN...  x  Pos
Reports To: 000102 - Principal Elemen...  x  GP
Function-Object: 000102  Principal Elemen...
000119  Energy Manage...
000151  Food Service Ma...
```

3. Once the correct supervisory position appears, click to select and move the entry into the text box.

```
Add Labor Account

HR Dept Code: 2205HR - Brownsville E...  x
Fund Dept Lo... 2000-62100-6102 - COUN...  x
Reports To: 000102 - Principal Elemen...  x
```

**Labor Level 4 – Function-Object**

As with labor level 2, this labor level requires knowledge of budget code segments. It may be helpful to consult some of the reference materials that can guide you in selecting the correct information:

- **Valid Labor Levels report**: this online report displays valid combinations of labor levels 2 (Fund-Dept-Location) and 4 (Function-Object). You may need to enter your username and password to view this information.
- **Understanding labor levels**: this documentation identifies how to identify budget code segments for labor level 2.
- **Smart search tool**: this documentation explains how to use Kronos' built-in smart search tool, which simplifies the process of finding the correct combination of codes for this labor level.
- **Supplemental pay schedule** – specific budget code information for many types of extra work performed in Albemarle County Public Schools

1. Click on the dropdown arrow to display the list of potential entries.
2. Click into the Smart search box and begin typing the function you want to use.
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**Note:** you may receive the error shown below; just ignore it and continue entering the function code.

3. As you enter the function code, the valid codes will appear. Continue typing or select the correct labor level information when you see it, so that it moves into the text box.

**Labor Level 5 – Project – Future Use**
At this time, we are not using labor level 5, so you don’t need to enter anything in that field.

**Labor Level 6 – Position Code**
The position code refers to the work that the employee is doing.
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For employees with multiple pay positions in Great Plains, it’s critical to select the right combination of labor levels 6 and 7. The **Valid Pay Records** report provides a searchable tool to identify this information. You may need to enter your username and password to view this information.

1. Open the **Valid Pay Records** report.
2. Click into the textbox just to the left of the **Find** command in the report’s toolbar and enter the employee’s last name.
3. Click on the **Find** command. If necessary, click on **Next** until the correct employee’s data displays.
4. Use the information in the Labor Level 6 column to identify the correct position.
5. In the Transfer window, click on the dropdown arrow beside **Position Code** and enter the code identified in step 4.

**Labor Level 7 – GP Pay Code**

Like labor level 6, this segment can be identified using the **Valid Pay Records** report.

1. Open the **Valid Pay Records** report.
2. Click into the textbox just to the left of the **Find** command in the report’s toolbar and enter the employee’s last name.
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3. Click on the Find command. If necessary, click on Next until the correct employee’s data displays.

4. Use the information in the Labor Level 7 column to identify the correct pay code (usually ends in BP or SM).

5. In the Transfer window, click on the dropdown arrow beside GP Pay Code and select the code identified in step 4 from the dropdown list so that it moves into the textbox.

Completing the transfer
Once all the labor levels have been completed, click on the Apply command in the lower-right corner of the Transfer window. The labor level information is saved, and you will be returned to the previous screen. In the screenshot below, the labor level information is shown in the Transfer column on the timecard.