Summer work - Applying work rules to pay for work listed on the supplemental pay schedule

Use the below documentation when the employee is completing summer work on a sufficiently sporadic basis that it isn’t worth the time required to configure a schedule pattern (review the Summer work – Applying a schedule pattern documentation).

This documentation includes the following sections:

1. Summer work Kronos documentation and resources
2. Overview for processing work rule transactions
3. Applying a work rule when the employee has already logged time worked
4. Applying a work rule when the employee has not logged time worked

Summer work Kronos documentation and resources
Review the Summer work – Kronos process overview documentation for a refresher on the work rules to be applied for site-specific summer work.

Review the most-current Supplemental Pay Schedule on the Payscales page (this link takes you to the Payscales page, where you can find the correct version of the Supplemental Pay Schedule).

Overview for processing work rule transactions
Definition
“Summer work” is work that meets these requirements:

- It is not part of the employee’s regular job
- The employee receives additional pay for the work
- The work done on a temporary basis is listed with a specific rate on the most-current Supplemental Pay Schedule on the Payscales page (this link takes you to the Payscales page, where you can find the correct version of the Supplemental Pay Schedule).

Process
- Employee logs time, or time worked is entered by the timekeeper.
  - Directions for each of these options are documented in the following pages.
- Timekeeper applies the appropriate work rule.
- Timekeeper completes the labor level transfer using all seven labor levels so that the correct budget code is charged.
  - Timekeeper verifies that a non-existing budget code has not been used.

Verifying that labor level transfers have used existing budget codes
For any pay period that you have employees performing extra work, whether during the summer or during the regular school year, you should run the Non-Existing Budget Codes report as part of your weekly signoff procedures. Follow the steps below; if you don’t see any transactions on the report, that means you have not inadvertently used a budget code that doesn’t exist. If your transaction appears on the report, consult the Understanding the Non-Existing Budget Codes report documentation for appropriate next steps:

- Open Internet Explorer (Do not use Google Chrome unless you download the IE extension available here: https://chrome.google.com/webstore/detail/ie-tab/hehijbgiekmjfkfipbkbammjbjdenadd?hl=en-US.)
Summer work - Applying work rules to pay for work listed on the supplemental pay schedule


**Note:** this report requires users to sign in.
- If you are connecting from outside the network, you will need to establish a VPN connection to the network first.
- Schools users will enter their domain and username: schls\username

**Applying a work rule when the employee has already logged time worked**

1. Open the employee’s timecard and navigate to the correct pay period.
2. On the day that the employee logged time, right-click on one of the punches and **add a comment** to identify the type of extra work, in case questions arise during approvals, signoff, and audits.
3. Click on that day’s cell in the **Transfer** column and select **Search** from the dropdown menu.

4. When the Transfer window opens, click on the **Work Rule** tab.

5. Scroll through the list of work rule options and use one of the below options to select the work rule you need:
   - Scroll through the list to find the work rule
   - Click into the textbox and start typing the work rule name to shorten the list, and then click to select once you have found the work rule you need.
### Summer work - Applying work rules to pay for work listed on the supplemental pay schedule

6. Once you select the work rule, it appears in the header information at the top of the Transfer window.

<table>
<thead>
<tr>
<th>Name</th>
<th>Boyd, Harold F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Account</td>
<td></td>
</tr>
<tr>
<td>Work Rule</td>
<td>Summer Non-Exempt Work</td>
</tr>
</tbody>
</table>

7. To complete a labor level transfer, click on the Labor Account tab and enter the necessary information for labor levels 1-7.

**Note:** Because employees may be changing positions at the start of the next school year, it’s important to complete all seven labor levels so that they are paid the correct rate and the correct budget code is charged.

- HR Dept Code: click here for a list of these codes
- Fund-Dept-Loc: you can find this information on the Supplemental Pay Schedule. Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year
- Reports To: use the supervisor’s employee ID; if the supervisor is part of your department/location, you can find that information using these directions. Otherwise, use the Positions by Employee report.
- Function-Object: you can find this information on the Supplemental Pay Schedule. Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year
- Project – Future Use: select NA
- Position Code: use the Positions by Employee report to identify the correct position code. You will find this data in the Job Title field.
- GP Pay Code: use the Positions by Employee report to identify the correct pay position code in Great Plains. You will find this data in the Pay Record field.

**Notes:**

- For more information about the Positions by Employee report, review the Understanding the Positions by Employee report documentation.
- For more information about labor levels, review the Understanding Labor Levels documentation.
- For directions on filling out the labor levels, review the Transferring labor levels documentation.
Summer work - Applying work rules to pay for work listed on the supplemental pay schedule

8. Once you have added all information to pay the employee correctly and charged the right budget code, click on the Apply command in the lower-right corner of the Transfer window.

9. On the employee timecard, the Transfer column now contains the work rule name and labor level transfer information that you added.

10. Click on the Calculate Totals command to process the new data.

11. Run the Non-Existing Budget Codes report to verify that the budget codes exist. Follow the steps below; if you don’t see any transactions on the report, that means you have not inadvertently used a budget code that doesn’t exist. If your transaction appears on the report, consult the Understanding the Non-Existing Budget Codes report documentation for appropriate next steps:

   - Open Internet Explorer (Do not use Google Chrome unless you download the IE extension available here: https://chrome.google.com/webstore/detail/ie-tab/hehijbfgiekmjfkfipbkbammjbdenadd?hl=en-US.)
   - Paste the report link into the browser: http://cob-gp-dyn2016.albemarle.org/Reports/report/COB/General/WTK_Nonexisting_Budget_Codes

Note: this report requires users to sign in.
Summer work - Applying work rules to pay for work listed on the supplemental pay schedule

- If you are connecting from outside the network, you will need to establish a VPN connection to the network first.
- Schools users will enter their domain and username: schls\username

12. Click on the Save command to save changes to the timecard.
13. The Totals tab now contains summary information for the amount of time worked. Depending on the type of work rule applied, it may also include the amount earned in the Wages column.

<table>
<thead>
<tr>
<th>Totals</th>
<th>Annually</th>
<th>Audits</th>
<th>Historical Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Job</td>
<td>Account</td>
<td>Pay Code</td>
</tr>
<tr>
<td>36-49112-134108/NA/2011771BP</td>
<td>All Hours</td>
<td>6.15</td>
<td>10.00</td>
</tr>
<tr>
<td>36-49112-134108/NA/2011771BP</td>
<td>Temp Pay</td>
<td>6.15</td>
<td>10.00</td>
</tr>
</tbody>
</table>

Applying a work rule when the employee has not logged time worked

1. Open the employee’s timecard and navigate to the correct pay period.
2. On the day that the employee performed work, add a line to the timecard.
3. On the new blank line, enter the time worked that was reported to you.
4. Right-click on one of the punches and add a comment to identify the type of extra work, in case questions arise during approvals, signoff, and audits.
5. Click on that day’s cell in the Transfer column and select Search from the dropdown menu.

6. When the Transfer window opens, click on the Work Rule tab.

7. Scroll through the list of work rule options and use one of the below options to select the work rule you need:
   - Scroll through the list to find the work rule
Summer work - Applying work rules to pay for work listed on the supplemental pay schedule

- Click into the textbox and start typing the work rule name to shorten the list, and then click to select once you have found the work rule you need.

8. Once you select the work rule, it appears in the header information at the top of the Transfer window.

14. To complete a labor level transfer, click on the Labor Account tab and enter the necessary information for labor levels 1-7.
   
   Note: Because employees may be changing positions at the start of the next school year, it’s important to complete all seven labor levels so that they are paid the correct rate and the correct budget code is charged.
   
   - HR Dept Code: [click here for a list of these codes]
   - Fund-Dept-Loc: you can find this information on the Supplemental Pay Schedule. [Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year]
   - Reports To: use the supervisor’s employee ID; if the supervisor is part of your department/location, you can find that information [using these directions]. Otherwise, use the Positions by Employee report.
   - Function-Object: you can find this information on the Supplemental Pay Schedule. [Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year]
   - Project – Future Use: select NA
   - Position Code: use the Positions by Employee report to identify the correct position code. You will find this data in the Job Title field.
   - GP Pay Code: use the Positions by Employee report to identify the correct pay position code in Great Plains. You will find this data in the Pay Record field.

Notes:
- For more information about the Positions by Employee report, review the
Summer work - Applying work rules to pay for work listed on the supplemental pay schedule

Understanding the Positions by Employee report documentation.

- For more information about labor levels, review the Understanding Labor Levels documentation.
- For directions on filling out the labor levels, review the Transferring labor levels documentation.

9. Once you have added all information to pay the employee correctly and charged the right budget code, click on the **Apply** command in the lower-right corner of the Transfer window.

10. On the employee timecard, the **Transfer** column now contains the work rule name and labor level transfer information.

11. Click on the **Calculate Totals** command to process the new data.

12. Run the Non-Existing Budget Codes report to verify that the budget codes exist. Follow the steps below; if you don’t see any transactions on the report, that means you have not inadvertently used a budget code that doesn’t exist. If your transaction appears on the report, consult the Understanding the Non-Existing Budget Codes report documentation for appropriate next steps:

- Open Internet Explorer (Do not use Google Chrome unless you download the IE extension available here: [https://chrome.google.com/webstore/detail/ie-tab/hehijbgiekjnfljkfjpbkbamjmbdenadd?hl=en-US](https://chrome.google.com/webstore/detail/ie-tab/hehijbgiekjnfljkfjpbkbamjmbdenadd?hl=en-US))
Summer work - Applying work rules to pay for work listed on the supplemental pay schedule


**Note:** this report requires users to sign in.
- If you are connecting from outside the network, you will need to establish a VPN connection to the network first.
- Schools users will enter their domain and username: `schls\username`

13. Click on the **Save** command to save changes to the timecard.

14. The **Totals** tab now contains summary information for the amount of time worked. Depending on the type of work rule applied, it may also include the amount earned in the **Wages** column.

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>-62100-625</td>
<td>62012120-NA</td>
<td>15:00</td>
<td>$0.00</td>
</tr>
<tr>
<td>-62111-625</td>
<td>62012120-NA</td>
<td>8:15</td>
<td>$204.25</td>
</tr>
<tr>
<td>-62100-625</td>
<td>62012120-NA</td>
<td>15:00</td>
<td>$0.00</td>
</tr>
<tr>
<td>-62111-625</td>
<td>62012120-NA</td>
<td>8:15</td>
<td>$204.25</td>
</tr>
</tbody>
</table>