Timekeeper Documentation

The purpose of this document is to provide procedures, rules, and information to help Timekeepers perform their duties with the launch of the new Time and Attendance system.

Payroll Sign-Off

The table below outlines the general Timecard Sign-Off process. This process repeats weekly to keep Timecard reviews manageable for Employee/Supervisor/Timekeeper and ensure that Timecard data is up to date.

<table>
<thead>
<tr>
<th>Step</th>
<th>Role</th>
<th>Action</th>
<th>Timeline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Employee</td>
<td>Approve Timecard for the previous pay period</td>
<td>By end of day every Monday</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Supervisor</td>
<td>Review Employee Timecards for previous pay period, make necessary changes, and approve Timecard for the previous pay period</td>
<td>By end of day every Wednesday</td>
<td>Approval can be completed without the Employee completing their approval. However, it is best practice for the Employee to approve their Timecards.</td>
</tr>
<tr>
<td>03</td>
<td>Timekeeper</td>
<td>Audit Employee Timecards and ensure that Supervisors and Employees have completed their approvals</td>
<td>By end of day every Thursday</td>
<td>Sign-Off can be completed without the Employee and/or Supervisor completing their approvals. However, it is best practice for both approvals to occur before sign-off.</td>
</tr>
<tr>
<td>04</td>
<td>Timekeeper</td>
<td><strong>Sign-Off:</strong>&lt;br&gt;1. Navigate to the Manage My Department home screen&lt;br&gt;2. Choose the Pay Period Close genie&lt;br&gt;3. Confirm that you are viewing the previous pay period&lt;br&gt;4. Click the “Select All Rows” button&lt;br&gt;5. Click “Approval”&lt;br&gt;6. Click “Sign Off”&lt;br&gt;7. Click “Yes” to process the Sign-Off&lt;br&gt;8. Click “Refresh” to confirm that the Sign-Off has been applied to all Employees</td>
<td>By 4:30 pm every Thursday</td>
<td>This option allows the Timekeeper to sign off all Employee Timecards at once. <strong>This is the preferred method to sign off on Employee Timecards.</strong></td>
</tr>
</tbody>
</table>

Note: if you need to make corrections to a timecard after it has been signed off, you will use the historical corrections process. See the documents titled “Enable Edits” on the documentation center (there are several different ones for specific scenarios that require historical corrections).
Labor Levels

Labor Levels in the Timekeeping System correlate to various data points about the employee.

- Labor Level 1: Department Code
- Labor Level 2: Fund-Dept-Location (from budget code)
- Labor Level 3: Direct Supervisor’s Employee ID
- Labor Level 4: Function-Object (from budget code)
- Labor Level 5: N/A – reserved for future use
- Labor Level 6: Position Code
- Labor Level 7: GP Pay Code

Labor Level Example:

Jane Doe, Position 20377 (Coordinator of Time & Attendance System), budget code 4-2000-62420-462140-115000-6501, Department 2110HR (Human Resources), reports to Employee ID 999999

- Labor Level 1 = HR Department Code = 2110HR
- Labor Level 2 = Fund-Dept-Location = 2000-62420-6501
- Labor Level 3 = Reports To = 999999
- Labor Level 4 = Function-Object = 462140-115000
- Labor Level 5 = N/A = N/A
- Labor Level 6 = Position Code = 20377
- Labor Level 7 = GP Pay Code = 0BP

Multiple Timekeepers in a Department

If a department has multiple Timekeepers, then each Timekeeper will see all employees in that department. In other words, there is no hard delineation of Timekeeper responsibilities in a shared department configured in the Time and Attendance system.

When a Timekeeper logs into the Time and Attendance system, they will see all employees assigned to their department.

Example:

If a department has 20 employees and 2 Timekeepers, then each Timekeeper will see all 20 employees when they log in.

When checking to see if managers have approved timecards or when checking to see a payroll sign-off has occurred, then each Timekeeper will see the same view. Timekeeper 1 would see all sign-offs for the department, even those done by Timekeeper 2, and vice versa.

If a timekeeper wants to see a specific subset of employees in the department/location, the timekeeper can create a hyperfind to filter according to specific parameters. Documentation for how to do that is coming soon!

For support setting up a Hyperfind or similar actions, please see the Timekeeper System Support section for references to help material and methods to request assistance.
Timekeeper System Support

Help materials can be found in SharePoint via this link and are being updated and supplemented regularly: Kronos Documentation. These documents contain instructions for general use of the Timekeeper system and should be the first resource that employees access to resolve their questions and issues. Documents are organized by type of system user: employee, supervisor, timekeeper. There is also a section of standard operating procedures.

Any remaining questions or issues that could not be resolved through the help material should be emailed to the appropriate account: 
time@albemarle.org for local government and partner agency timekeepers
time@k12albemarle.org for ACPS timekeepers

***Interim Timekeeper Process for 11/7/2019 – 11/16/2019

Employees will continue to use timesheets and leave slips, as applicable, until 11/15 and then begin using Kronos starting 11/16.

Leave prior to November 16th
Any leave prior to November 16 will be manually entered into Kronos by the timekeeper after November 18th. The Kronos project team will schedule time with each location/department to complete this work by December 1.

Leave after November 16
For all regular employees, paid leave is now contained within Kronos.

Pay exceptions and leave without pay prior to November 16th
Any pay exceptions and leave without pay prior to November 16th will be manually entered into Great Plains by the timekeeper after November 18th.
Each timekeeper will need to attend a work session with the project team during the week of November 18th. Please contact Tanisha Thompson if you are not already registered for a session.

Pay exceptions and leave without pay after November 16th
Timekeepers will still use GP for anything that affects an employee’s pay (payroll input or leave without pay). Timekeepers should not see any paper timesheets or paper leave slips for regular work starting November 16th. Instead, they will pull data from Kronos timecards and process through GP using instructions that follow in this document.

Pay exceptions and deductions will need to be pulled from Kronos and manually entered into Great Plains weekly, so that we can verify that the Kronos pay matches GP payroll. In other words, you will now add to your mid-month or end-of-month GP batch on a weekly basis to process pay exceptions from the prior pay period. Payroll deadlines remain the same, so you should follow your normal Payroll deadline schedule and practices in addition to signing off on all timecards in Kronos every Thursday.

Exceptions to this process are as follows:
- PTO work
- Translator pay
- Homebound instructors
Timekeeper Documentation

- Dual job employees (separate processes, communicated to supervisors and timekeepers for these employees)
- Substitute teacher pay
- Temporary work done by temporary employees

These employees will continue to use paper timesheets for the processes that are not configured in Kronos yet, and you will manually enter their pay information into Great Plains via payroll input or leave without pay via transaction entry.

If you have any questions about a specific employee, or how to pay for a specific type of work that is not otherwise identified, please email or call Jamie Gellner (jgellner@k12albemarle.org, x13518) or Jennifer Weller Kim (jkim@albemarle.org, x73256).

For the initial time period (at least one month) after the new Time and Attendance system launches, Timekeepers will have an additional step in their workflow to input employee pay data into GP. That process should follow the Timekeeper Documentation.

The purpose of this document is to provide procedures, rules, and information to help Timekeepers perform their duties with the launch of the new Time and Attendance system.

Payroll Sign-Off process and is outlined below. For visual representations of the standard process and interim process, see Interim Timekeeper Process and Standard Timekeeper Process.

### Entering Employee Pay Data into GP

<table>
<thead>
<tr>
<th>Step</th>
<th>Role</th>
<th>Action</th>
<th>System</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Timekeeper</td>
<td>Complete Kronos signoff</td>
<td>Kronos</td>
<td>Every Thursday</td>
</tr>
<tr>
<td>02</td>
<td>Timekeeper</td>
<td>Print timesheets from Kronos for the previous pay period</td>
<td>Kronos</td>
<td>Every Thursday</td>
</tr>
<tr>
<td>03</td>
<td>Timekeeper</td>
<td>Any additional pay or leave without pay exceptions being applied to an employee’s regular pay code can be entered into GP following the rules outlined in Pay Code Rules for Manual GP Entry</td>
<td>GP</td>
<td>Weekly, in accordance with Payroll deadlines</td>
</tr>
</tbody>
</table>

Reminder: Regular employees will have all entries in the Timekeeper’s End-of-Month batch.

Temporary and Substitutes may have entries in Timekeeper’s Mid-month and End-of-Month batches.

<table>
<thead>
<tr>
<th>Type of Employee</th>
<th>Work Weeks</th>
<th>Batch</th>
<th>December Entry Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>11/16-11/22, 11/23-11/29, 11/30-12/6, 12/7-12/13</td>
<td>End-of-Month 12SE</td>
<td>12/19/2019</td>
</tr>
<tr>
<td>Temporary and Substitute</td>
<td>11/16-11/22, 11/23-11/29</td>
<td>Mid-month 12SM</td>
<td>12/6 noon</td>
</tr>
<tr>
<td>Temporary and Substitute</td>
<td>11/30-12/6, 12/7-12/13</td>
<td>End-of-Month 12SE</td>
<td>12/19/2019</td>
</tr>
</tbody>
</table>
Pay Code Rules for Manual GP Entry

The table below shows pay codes that require manually-entered transactions in GP. Each Pay Code has rules for entry (i.e., GP field values). To find the appropriate number of hours, look on the Totals tab for the line identified as that pay code.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>New/Existing Practice</th>
<th>Enter As</th>
<th>Reason</th>
<th>Rate</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Call Pay</td>
<td>New</td>
<td>xAP</td>
<td>See Note</td>
<td>Hourly Rate</td>
<td>Enter the hours identified on the Totals tab in the line for On Call Pay</td>
<td>Nothing needs to be done with the line in the Totals tab that lists total number of hours identified as ‘On Call.’</td>
</tr>
</tbody>
</table>
| Call Back    | New                   | xAP      | See Note | 1. Call Back - If hours are within the employee’s expected hours per week, calculate rate to 0.5 x Regular Rate  
2. Call Back PT - If hours are above the employee’s expected hours per week but still less than 40 hours, calculate Rate to 1.5 x Regular Rate  
3. Call Back OT - If hours are above 40, use Overtime pay (see below)  
4. Call Back Guarantee – set Rate to 1.5 x Regular Rate | Enter the hours identified as Call Back  
2. Enter the hours identified as Call Back PT  
3. Enter the hours identified as Call Back OT  
4. Enter the hours identified as Call Back Guarantee | There is a 2-hour guarantee.  
Examples for Call Back have been provided below this table. |
<table>
<thead>
<tr>
<th>Pay Code</th>
<th>New/Existing Practice</th>
<th>Enter As</th>
<th>Reason</th>
<th>Rate</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Overtime Pay          | Existing              | xOT      | Overtime     | 1. If there is no other pay in the work week, the rate will be time and a half  
2. If there is additional pay in the workweek, use the [Blended Rate Calculator](#) to determine the rate               | Enter hours identified as Overtime                                    |                                                                      |
| .5 Overtime Pay       | New                   | xOT      | Overtime     | 1. If there is no other pay in the work week, the rate will be half their Hourly Rate  
2. If there is additional pay in the workweek, use the [Blended Rate Calculator](#) and consult with project team support staff | Enter hours identified as .5 Overtime                                |                                                                      |
| Shift Diffs           | New                   | xAP      | Shift Differential | 3. For Evening Shift, use 5% of hourly rate for Evening Diff (hourly rate x .05)  
4. For Midnight Shift, use 6% of hourly rate for Midnight Diff (hourly rate x .06) | Enter hours identified as Shift Diff                                 | Shift Diff stipends have been removed from GP. This applies to all employees who have the identified codes on the timecard. |
| Employee Recognition Pay | Existing             | xAP      | See Note     | Amount of pay                                                                                                                            | Enter as 1 for hours/pay identified as Employee Recognition Pay        |                                                                      |
| Comp Payouts          | Existing              | xAP      | Comp Payout  | Hourly Rate                                                                                                                             | Enter hours identified as Comp Payout                                 | This may be requested by employees or paid out at termination         |
## Timekeeper Documentation

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>New/Existing Practice</th>
<th>Enter As</th>
<th>Reason</th>
<th>Rate</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LWOP (Leave without pay)</td>
<td>Existing</td>
<td>xRP</td>
<td>See Note</td>
<td>Hourly Rate</td>
<td>Enter hours identified as LWOP</td>
<td>This rule applies to any LWOP codes as well as FMLA, STD, and WC codes that are LWOP</td>
</tr>
<tr>
<td>Holiday Payouts</td>
<td>Existing</td>
<td>xAP</td>
<td>See Note</td>
<td>Hourly Rate</td>
<td>Enter hours identified as Holiday Payout</td>
<td></td>
</tr>
<tr>
<td>Annual Leave Payouts</td>
<td>Existing</td>
<td>xAP</td>
<td>Annual Payout</td>
<td>Hourly Rate</td>
<td>Enter hours identified as Annual Leave Payout</td>
<td></td>
</tr>
<tr>
<td>Temp Pay</td>
<td>Existing</td>
<td>xSM</td>
<td>Temp Pay</td>
<td>Hourly Rate</td>
<td>Enter number of hours worked</td>
<td></td>
</tr>
<tr>
<td>Additional Pay for other work (Ex: Tutoring, Athletics Ticket Taker, Interpreter)</td>
<td>New</td>
<td>xAP</td>
<td>See Note (Enter pay code explanation)</td>
<td>See Supplemental Pay Schedule with hourly rates</td>
<td>Enter number of hours worked</td>
<td>*See Supplemental Pay Schedule to enter the correct budget string for the additional pay</td>
</tr>
<tr>
<td>Essential Personnel</td>
<td>Existing</td>
<td>xAP</td>
<td>See Note</td>
<td>Hourly Rate</td>
<td>Enter hours identified as essential personnel</td>
<td></td>
</tr>
<tr>
<td>Building Rental Work</td>
<td>Existing</td>
<td>xAP</td>
<td>See Note (Enter Building rental work)</td>
<td>1. Building Rental Work - calculate Rate to 1.5 x Hourly Rate 2. Building Rental OT - use Overtime pay (see Overtime section) 3. Building Rental Guarantee – calculate Rate to 1.5 x Hourly Rate</td>
<td>Enter number of hours shown on Timecard</td>
<td></td>
</tr>
</tbody>
</table>
Call Back Examples

Detailed examples of the various types of Call Back are shown below and use the following general employee information:

- **Employee** - Jane Doe
- **Expected Hours/Week** - 32
- **Hourly Rate** - $20

**Call Back Example:**

- Jane Doe works 30 regular hours with an additional 2 hours of Call Back time (32 total hours for the week)
- Enter 2 Call Back hours as xAP with a Reason of “See Note” and an Hourly Rate of $10

**Call Back PT Example:**

- Jane Doe works 32 regular hours with an additional 2 hours of Call Back time (34 total hours for the week)
- Enter 2 Call Back hours as xAP with a Reason of “See Note” and an Hourly Rate of $30

**Call Back Guarantee Example:**

- Jane Doe works 31 regular hours with an additional 1 hour of Call Back time and 1 hour of Call Back Guarantee (32 total hours for the week + 1 hour of Guarantee)
- Enter 1 Call Back hour as xAP with a Reason of “See Note” and an hourly rate of $10
- Enter 1 Call Back hour as xAP with a Reason of “See Note” and an hourly rate of $30

Detailed examples of the various types of Call Back are shown below and use the following general employee information:

- **Employee** - Jane Doe
- **Expected Hours/Week** - 40
- **Hourly Rate** - $20

**Call Back OT Example:**

- Jane Doe works 40 regular hours with an additional 2 hours of Call Back time (42 total hours for the week)
- Enter 2 Overtime hours with a Reason of “Overtime” and the hourly rate from the Blended Rate Calculator
Pay Codes That Are Not Entered as GP Transactions
You may see some of the below pay codes on the Totals tab for employee timecards. These pay codes do not require any action in Great Plains, unless it becomes leave without pay. These will be “live” data beginning 11/16/2019 in the Timekeeping system.

1. Annual Leave including FMLA codes, WC codes, STD codes
2. Admin Leave with Pay
3. Comp Time including FMLA codes, WC codes, STD codes
4. Sick Leave (Sick-Family and Sick-Self) including FMLA codes, WC codes, STD codes
5. Bereavement leave (which uses sick leave)
6. Court Duty Leave
7. Election Official Leave
8. Holiday Leave
9. Employee Recognition leave
10. Jury Duty Leave
11. Tier 2 Learning Leave
12. Military Leave - if you have someone out on military leave, email Molly Munsey (mmunsey@albemarle.org) to set that employee up properly in Timekeeper
13. Personal Leave
14. Building Closure leave
15. Emergency Leave
Interim Timekeeper Process

The diagram below applies during the go-live implementation period, starting 10/19/2019. Once all schools have implemented and payroll integration is complete, timekeepers will follow the standard process outlined on the next page.
Standard Timekeeper Process

The diagram below illustrates the standard Timekeeper process that comes into effect after all schools have implemented Kronos and payroll integration is complete.