Understanding the Non-Existing Budget Codes report

The Non-Existing Budget Codes report shows timekeepers when an inactive budget code (labor levels 2 and 4) has been used. Reviewing this report prior to timecard signoff is a critical step in the payroll process, as a non-existent budget code stops the payroll process completely.

The report is live and can be checked at any time. If an inactive budget code appears, the timekeeper/supervisor should correct it as outlined below, and the incorrect code disappears from the report.

Accessing the Non-Existing Budget Codes report
1. Open Internet Explorer (Do not use Google Chrome unless you download the IE extension available here: https://chrome.google.com/webstore/detail/ie-tab/hehijbfgiekmfjkfipkbammjbdnadd?hl=en-US.)
   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
   • All users enter their regular network password (the same one you use to open email, log onto your computer, etc.)
3. Bookmark the report so that you can access it more quickly and conveniently.

How the Non-Existing Budget Codes report works
1. When you open the report, a list of transactions with inactive budget codes appears from the last four weeks.
2. The report can be sorted by name, budget code, pay code name, and applied date.
3. Click on a column header to sort by that column.
4. See the end of this document for more-detailed information on each report field.

What to do when your labor level transfer shows up on this report
If you see one of your employees on the report, take the following steps before signoff.
1. Review the supplemental pay schedule or labor level transfer information provided by the timekeeper at the location where the employee worked.
   Note: if another timekeeper initially entered the labor level transfer information, you can edit that data once the employee’s timecard is visible to you. Review the Using the Total Hours genie to review “transferred in” employees directions for more information.
2. If the error is due to entering the wrong combination of budget code segments:
   • Use the Changing an existing labor level transfer documentation to make the correction.
   • Be sure to run the Non-Existing Budget Codes report again after making your correction to verify that the budget code data no longer appears.
3. If the code entered appears to match the supplemental pay schedule/is otherwise correct:
   • Contact the appropriate office to request a code activation:
     Albemarle County Public Schools, Fiscal Services:
Understanding the Non-Existing Budget Codes report

- Lindsay Huff, Sr Financial Analyst ext. 13345 or lhuff@k12albemarle.org
- Jackson Zimmermann, School Finance Officer ext. 13343 or jzimmerm@k12albemarle.org

Albemarle County Local Government, Office of Management and Budget:
- Laura Vinzant, Sr Budget Analyst ext. 3403 or lvinzant@albemarle.org
- Heather Taylor, Budget and Management Analyst ext. 3708 or htaylor@albemarle.org

What to do when you have already signed off on the employee’s timecard

*If you identify the error prior to 4:30 pm on Thursday (when system-wide signoffs are completed):*

Request removal of signoff by emailing time@albemarle.org with the following information:
- Employee name
- Date of incorrect labor level transfer

*If you identify the error after system-wide signoffs are completed:*

Contact the appropriate office with the information from the report and a request for next-steps information.

Albemarle County Public Schools, Fiscal Services:
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Understanding the report fields

<table>
<thead>
<tr>
<th>Name</th>
<th>EmployeeID</th>
<th>Dept</th>
<th>Budget Code</th>
<th>Pay Record</th>
<th>Pay Code Name</th>
<th>Applied Date</th>
<th>Time</th>
<th>Money</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strickler, Dana S</td>
<td>001970</td>
<td>2117HR</td>
<td>4-2000-62112-461102-132100-6501</td>
<td>2EP</td>
<td>Homebound Instructor</td>
<td>3/3/2020</td>
<td>2h35m</td>
<td>$64.58</td>
</tr>
</tbody>
</table>

- **Name:** employee’s last name, first name
- **EmployeeID:** employee’s six-digit identification number
- **Dept:** the HR Department number used to identify the employee’s primary job location ([click here for a listing of all HR Department codes](#))
- **Budget Code:** the 32-character budget code string to which the worked time is charged
- **Pay Record:** the HR Position code for that employee
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- **Pay Code Name**: the work rule selected in Kronos to pay the employee at the designated rate for that job
- **Applied Date**: the date the budget code is added/saved
- **Time**: the time worked by the employee
- **Money**: the total amount paid, based on multiplying the amount of time worked by the assigned pay rate