

# Reviewing and Approving Activity Timesheet



# Completing Timesheet Notes

- Preferred method is to allocate your time on a daily basis.
- Make sure you have “In” & “Out” punches for each work day.
- Remember that if you worked more than 6 hours, Kronos will automatically add a meal break unpaid.
  - In order to cancel deductions, you will use the “Cancel Deductions” check box and click “Record Timestamp”.
  - If you forget this step, please contact your Supervisor or Payroll Clerk.

# Show or Hide More Content

- Must have “Show or Hide More Content” open.
- Totals, Accruals, Audits and Historical Corrections will display in the bottom portion of your User Workspace.

Timecards

QUAMME\_JEFFREY R 1 of 1 54148

Loaded: 10:20 AM Previous Pay Period 1 Employee(s) Selected

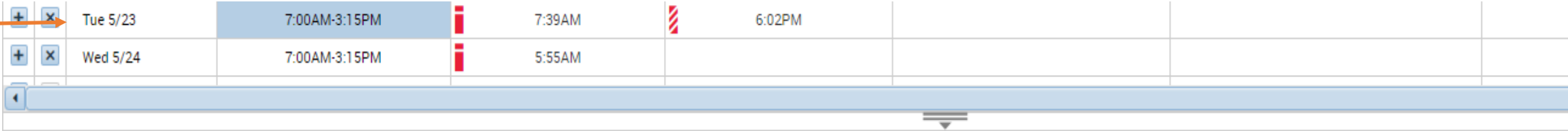
View Time Period Entry Approve Timescard Sign Off Activity Status Accruals Actions

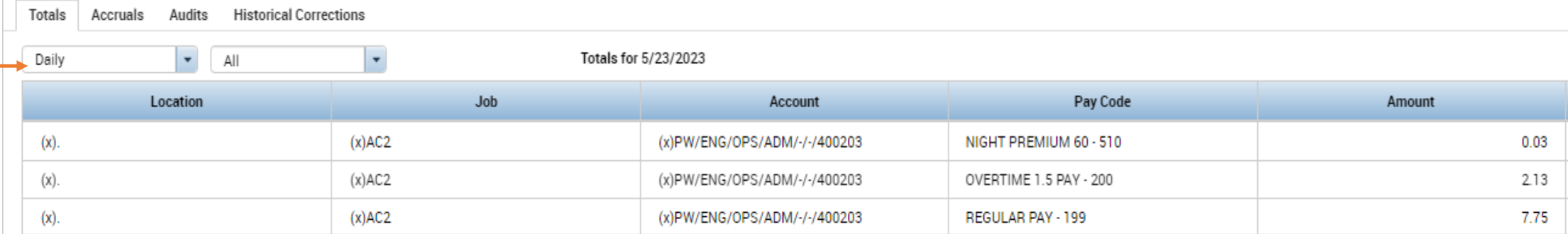
Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
Sun 4/30															
Mon 5/01		7:30AM-4:00PM	5:37AM	5:00PM						10.63	10.63	10.63			
						OrgCode/40121 ENG STREETS GENERAL/199 REGULAR PAY	0.5								
						OrgCode/40158 ENG LIO GENERAL SERVICES/199 REGULAR PAY	4.75								
						OrgCode/40154 ENG LIO ADMIN/199 REGULAR PAY	1.0								
						OrgCode/40156 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	1.5								
						ADMIN/14534-40-200-401000 HARTMEYER REDEVELOPMENT/210 OVERTIME STRAIGHT PAY	0.5								
						STORM/11063-84-174-84400 LBMC REGIONAL POND 1/210 OVERTIME STRAIGHT PAY	1.5								
						STREET/13170-402-170 DAVIES, MAJOR, DEMPSEY, MAHER RECON/210 OVERTIME STRAIGHT PAY	0.88								
						MEALBREAKUNPAID	0.75						11.38	10.63	
Tue 5/02		7:30AM-4:00PM	5:49AM	4:50PM					10.27	10.27	20.9				
						OrgCode/40154 ENG LIO ADMIN/199 REGULAR PAY	1.0								
						OrgCode/40156 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	1.5								
						ADMIN/14534-40-200-401000 HARTMEYER REDEVELOPMENT/199 REGULAR PAY	0.5								
						STORM/11063-84-174-84400 LBMC REGIONAL POND 1/210 OVERTIME STRAIGHT PAY	1.0								
						OrgCode/40121 ENG STREETS GENERAL/199 REGULAR PAY	0.5								
						OrgCode/40158 ENG LIO GENERAL SERVICES/199 REGULAR PAY	3.75								
						STREET/14636-402-170 HAWTHORNE CT RECONSTRUCTION/210 OVERTIME STRAIGHT PAY	1.02								
						EASEMENTS/14385-83-160 PARKSIDE SANITARY SEWER ACCESS/210 OVERTIME STRAIGHT PAY	0.5								
						EASEMENTS/14385-83-160 PARKSIDE SANITARY SEWER ACCESS/199 REGULAR PAY	0.5								
						MEALBREAKUNPAID	0.75						11.02	10.27	
Wed 5/03		7:30AM-4:00PM	5:52AM	4:45PM					10.13	10.13	31.03				
						OrgCode/40154 ENG LIO ADMIN/199 REGULAR PAY	1.0								
						OrgCode/40156 ENG LIO PD PLAN REVIEW/199 REGULAR PAY	1.5								

Show or Hide More Content

# Totals Tab


2. 

1. 

Totals Accruals Audits Historical Corrections


Daily All Totals for 5/23/2023

Location	Job	Account	Pay Code	Amount
(x).	(x)AC2	(x)PW/ENG/OPS/ADM/-/-/400203	NIGHT PREMIUM 60 - 510	0.03
(x).	(x)AC2	(x)PW/ENG/OPS/ADM/-/-/400203	OVERTIME 1.5 PAY - 200	2.13
(x).	(x)AC2	(x)PW/ENG/OPS/ADM/-/-/400203	REGULAR PAY - 199	7.75

3. 

1. Change first filter drop down “All” to “Daily”.
2. Select the date to allocate. Click on the Date or Schedule.
3. Section to reference when allocating.

# Allocating Daily Shift

Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
Sun 5/14														
Mon 5/15	7:30AM-4:00PM	7:30AM	 5:00PM						8.75	8.75	8.75			
					0000000/000000/0000	6.27								
					MEALBREAKUNPAID	0.75								
					0000000/000000/0000	2.48						9.5	8.75	-8.75

- In Timecard, Activity and Duration will need to be allocated.
  - “000000/000000/0000” in Purple will need to be allocated.
- Total Variance shows any difference between “Total Actual” and “Total Allocated”.

# Unallocated Time

000000/000000/0000

## Three Parts to Unallocated Time

- First six “0”: Category (More Details in Next Slide)
- Middle six “0”: MUNIS Org, Project String or Allocation Code.
- Last four “0”: Pay Code
- Each of the Sections are split by “/”

# Category Types

- **OrgCode**: Charging to Org Code
- **Allocation**: Charging to Allocation Code
- **Admin, Design** or **Inspect**: Private Development Project
- List if Public Works Projects:
  - Art Hist
  - Bike Path
  - Bridge
  - Building
  - Easement
  - Equipment
  - Fiber
  - Land Impr
  - Library
  - Non-Cap
  - Sewer
  - Signals
  - Software
  - Storm
  - Street
  - Traffic
  - Water

# Allocate Activity

- Double Click on the Activity you want to allocate.
- Drop Down Arrow will appear.
- Click on Arrow.
  - List will show most recent 4-5 activities you have used.
    - **Verify you are using the correct Activity charging to the correct Pay Code.**
  - Use “Search” to lookup a new activity.

Click on Arrow

Activity	Duration
0000000/000000/0000	6.27
BUILDING/13836-401-140 GREE	0.75
No Category/No Project/VACAT	2.48
No Category/No Project/COMP	
Search...	



# Activity Selection

Activity Selection

Activity Query:

Activity Name:

Activity Name	Description	Status	Start Date	End Date
No data to display				

- Click in the Search Box
- Type Category/MUNIS ORG, Project String, Allocation Code or Name Associated/Pay Code Type
- "\*" is a Wildcard
  - Can be used in any of the three sections
  - Broadens a search
  - "\*/\*/\*"

# Example: Activity Search

Searched using  
\*/84210\*/\*

- Pulls up entire Activities List available to select.
- Expand “Activity Name” or hover to see what pay code is being used.
- **IMPORTANT:** Select the correct Activity with the Pay Code.

Activity Selection


Activity Query: All Activities  Activity Name: \*/84210\*/\*

Activity Name	Description	Status	Start Date	End Date
OrgCode/84210 STORM OPER ADMIN/130 REGULAR PA...	130	Not Started		
OrgCode/84210 STORM OPER ADMIN/199 REGULAR PAY	199	Incomplete	2/23/2018	
OrgCode/84210 STORM OPER ADMIN/200 OVERTIME 1...	200	Not Started		
OrgCode/84210 STORM OPER ADMIN/201 OVERTIME H...	201	Not Started		
OrgCode/84210 STORM OPER ADMIN/210 OVERTIME ST...	210	Not Started		
OrgCode/84210 STORM OPER ADMIN/220 OVERTIME 2...	220	Not Started		
OrgCode/84210 STORM OPER ADMIN/334 COMP EARNE...	334	Not Started		
OrgCode/84210 STORM OPER ADMIN/335 COMP EARNE...	335	Not Started		
OrgCode/84210 STORM OPER ADMIN/336 COMP EARNE...	336	Not Started		
OrgCode/84210 STORM OPER ADMIN/410 TRAINING	410	Incomplete	2/07/2022	
OrgCode/84210 STORM OPER ADMIN/510 NIGHT PREMI...	510	Not Started		
OrgCode/84210 STORM OPER ADMIN/532 SUNDAY PRE...	532	Not Started		


Cancel OK

# Allocated Timecard

Before:

Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
Sun 5/14														
Mon 5/15	7:30AM-4:00PM	7:30AM	 5:00PM						8.75	8.75	8.75			
					OrgCode/84210 STORM ...	2.0								
					0000000/0000000/0000	4.27								
					MEALBREAKUNPAID	0.75								
					0000000/0000000/0000	2.48						9.5	8.75	-6.75


After:

Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
Sun 5/14														
Mon 5/15	7:30AM-4:00PM	7:30AM	 5:00PM						8.75	8.75	8.75			
					OrgCode/84210 STORM ...	2.0								
					BUILDING/13836-401-14...	4.0								
					OrgCode/83251 SEWER ...	2.75								
					MEALBREAKUNPAID	0.75						9.5	8.75	

- Allocate the Duration to each of the Activity
- Keep an eye on “Total Variance”.
- Click “Save” after completing your allocation.

# No Lunch Occurrences

- Rare Occurrence, you MUST work with your supervisor.
- Steps on “Cancel Deductions” are:
  1. DO NOT manually enter a Punch Out.
  2. Check “Cancel Deductions”
  3. Use “Record Timestamp”
- Next work day, review if lunch was added or deducted.
- If you missed the steps 2 and 3 or “Cancel Deductions” did not work, contact your Supervisor to review and fix.

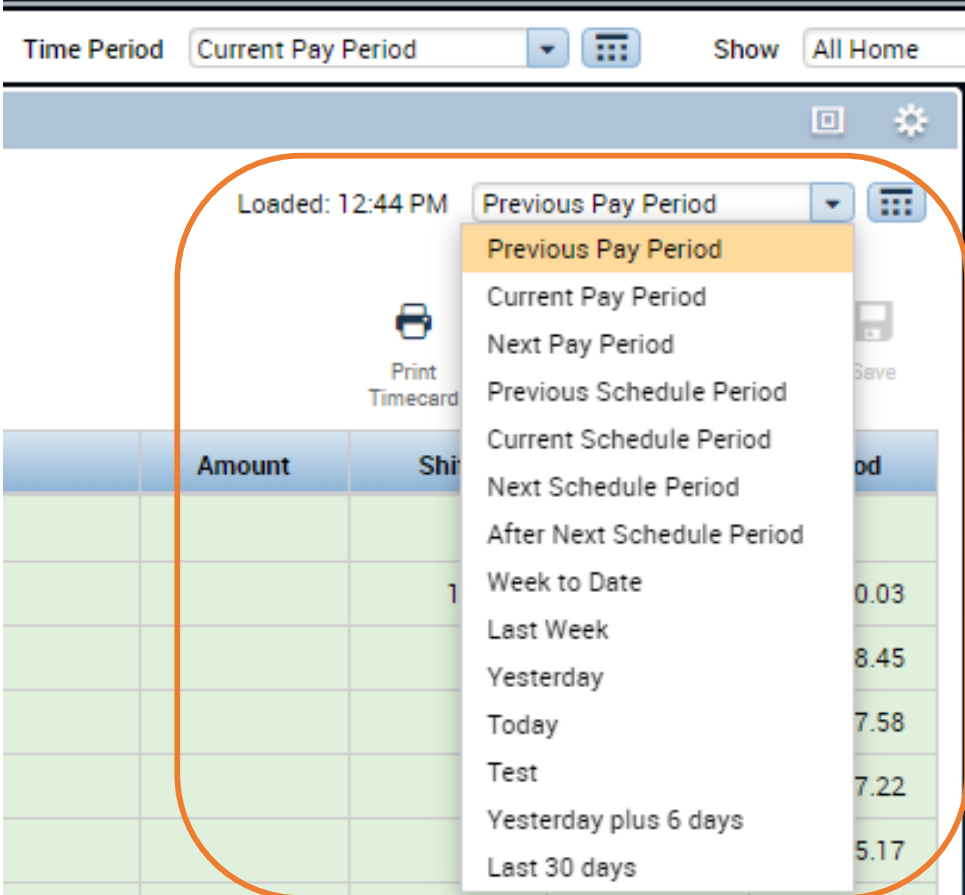
**My Timestamp** 

Last Timestamp:  
Sunday, April 30, 2023 6:37 AM (GMT  
-06:00) Central Time

Cancel Deductions

# Approving Timecard

- Change Loaded to “Previous Pay Period” in your User Workspace.
- New Pay Period starts every other Sunday.



The screenshot shows a web application interface for timecard approval. At the top, there is a 'Time Period' dropdown menu currently set to 'Current Pay Period'. Below this, a 'Loaded: 12:44 PM' status is displayed. A 'Print Timecard' button is visible. A dropdown menu is open, showing various time period options. The 'Previous Pay Period' option is highlighted in orange. Below the dropdown, a table is partially visible with columns for 'Amount' and 'Shi'.

	Amount	Shi
		1

Time Period: Current Pay Period

Show: All Home

Loaded: 12:44 PM

Previous Pay Period

Print Timecard

Save

Amount

Shi

0.03

8.45

7.58

7.22

5.17

Previous Pay Period

Current Pay Period

Next Pay Period

Previous Schedule Period

Current Schedule Period

Next Schedule Period

After Next Schedule Period

Week to Date

Last Week

Yesterday

Today

Test

Yesterday plus 6 days

Last 30 days

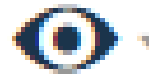
# Review Timecard

- Review Variance Column.
  - Should be blank.
- Review Regular Pay, OT or Comp Earned and any Paid Leave.
- Review Regular Pay plus any Paid Leave. (Daily [7.75 or 8 Hours] or Weekly [38.75 or 40 Hours] based on Comp Group)

# Approving Timecard

- Approve Timecard is required every pay period.
  - Indicates you have reviewed and approved for accuracy
1. Confirm all exceptions are correct.
  2. Click Approve Timecard
  3. Select Approve Timecard.

## My Timecard



View



Approve  
Timecard



Sign Off



Accruals  
Actions

Approve Timecard

Remove Timecard Approval

# Approval Color Code

Orange	Timecard has been approved by the employee only
Yellow	Timecard has been approved by the manager only
Green	Timecard has been approved by both employee and manager
Grey	Timecard has been signed off by either the employee, manager, or both



# Contacts

- Questions?
  - Contact your Payroll Clerk
    - Jennifer Wright (CCB) (608) 261-9674 or [JWright@cityofmadison.com](mailto:JWright@cityofmadison.com)
    - Kong Vang (Emil) (608) 266-4430 or [KJVang@cityofmadison.com](mailto:KJVang@cityofmadison.com)
  - Backup Contact
    - Steve Danner-Rivers (CCB) (608) 261-9689 or [SDannerrivers@cityofmadison.com](mailto:SDannerrivers@cityofmadison.com)