

Reviewing and Approving Non-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 did not intended to clock out, you can manually adjust your Punch Out time.
 - 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

FLEEGEL, HEIDI J 1 of 1 1634

Loaded: 5:19 PM Current Pay Period 1 Employee(s) Selected

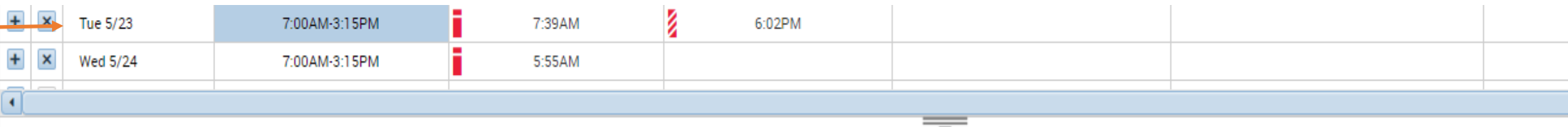
View Approve Timecard Sign Off Accruals Actions

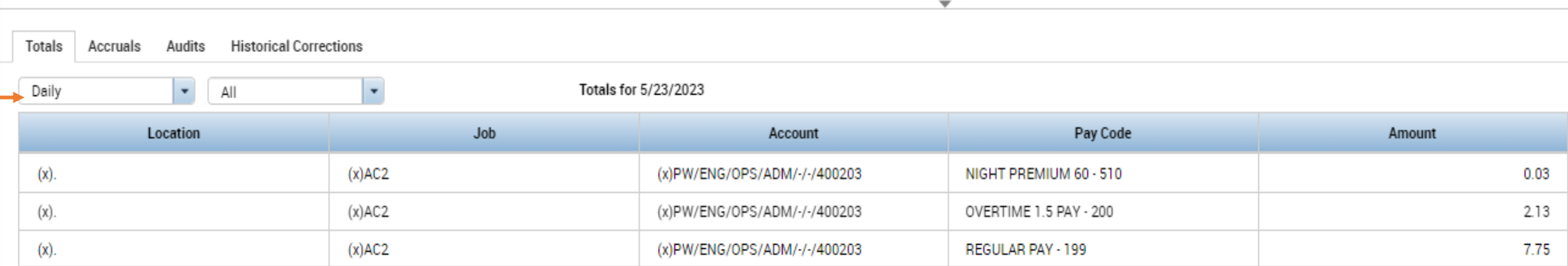
Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ x	Sun 5/14									
+ x	Mon 5/15					COMP TIME USED - 330	0.5			
+ x		7:15AM-3:45PM	7:15AM	3:15PM				7.25	7.75	7.75
+ x	Tue 5/16	7:15AM-3:45PM	7:15AM	4:29PM				8.48	8.48	16.23
+ x	Wed 5/17	7:15AM-3:45PM	7:15AM	6:53PM				10.88	10.88	27.12
+ x	Thu 5/18	7:15AM-3:45PM	7:15AM	3:55PM				7.92	7.92	35.03
+ x	Fri 5/19	7:15AM-3:45PM	7:15AM	3:45PM				7.75	7.75	42.78
+ x	Sat 5/20									42.78
+ x	Sun 5/21									42.78
+ x	Mon 5/22	7:15AM-3:45PM	7:15AM	3:45PM				7.75	7.75	50.53
+ x	Tue 5/23	7:15AM-3:45PM	7:15AM	3:45PM				7.75	7.75	58.28
+ x	Wed 5/24	7:15AM-3:45PM	7:15AM	3:45PM				7.75	7.75	66.03
+ x	Thu 5/25	7:15AM-3:45PM								66.03
+ x	Fri 5/26		7:15AM			VACATION LEAVE - 300	7.75		7.75	73.78
+ x	Sat 5/27									73.78

Show or Hide More Content

Totals Tab

2. 

1. 

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 allocate your time.

Allocating Daily Shift

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

- In Totals, you will see “Account, Pay Code and Amount.”
- Based on your shift, Kronos will code your time based on your pay rule.
- Example:
 - 7:39am-3:54pm – 7.75hrs Regular Pay (30 minutes of meal break was included)
 - 3:54pm-6:02pm – 2.13hrs OT 1.5 Pay
 - 6:00pm-6:02pm – 0.03hrs Night Premium (refer to Handbook or Payroll Clerk)

Totals Actions

Example: Right clicked the row coded to Regular Pay – 199

- Date: Date of the Shift
- Pay Code: Code of the Shift
- Account: MUNIS
Org/Project/Allocation being charge
- Amount: Hours for this pay code

Click on “Move Amount”

Totals Actions	
Date:	5/24/2023
Pay Code:	REGULAR PAY - 199
Account:	PW/ENG/ADM/-/-/-
Amount:	7.75
	

Move Amount

To Section:

- **DO NOT** change Effective Date.
- Paycode: Same paycode referred in the From Section.
- Amount: Number of hours you want to allocate.
- Transfer: MUNIS
Org/Project/Allocation Code
- Comments: Notes (Optional)

Move Amount

From

Paycode : REGULAR PAY - 199

Amount (HH.hh): 7.75

Transfer : ./General;PW/ENG/ADM/-/-/-

NEEDS TO BE THE SAME

To

Effective Date : * 5/24/2023

Paycode : *

Amount (HH.hh):

Transfer :

Comments (0) [Add Comment](#)

Cancel OK

To Section

- Select Paycode
 - Drop Down List of Pay Codes
 - Search is available
- Enter Hours
- Select the MUNIS ORG/Project/Allocation Code
 - Drop Down List of 4 or 5 most recent Org/Project/Allocation
 - Search is available

REMEMBER

Do not change Effective Date.

To

Effective Date : *

5/24/2023



Paycode : *

Amount (HH.hh):

Transfer :

Comments (0) [Add Comment](#)

Cancel

OK

Transfer Field

- Click on “Search”.
- Transfer Pop-Up Box will appear.
- Ignore Department, Division, Section and Unit.
 - Unless you are set to an allocation rule.
- Only ONE Code used per move. (Either Org, Project or Allocation)

The image shows a software interface for a transfer field. The top part is a form with fields for 'To', 'Effective Date' (5/24/2023), 'Paycode', 'Amount (HH.hh)', 'Transfer', and 'Comments (0)'. A search box is highlighted with a green border, and a dropdown menu is open showing a list of codes: '...ral;PW/ENG/ADM/-/-/-', ';/14121 -401-200/', ';/83251//', ';/84251//', ';/83117//', and ';/83253//'. Below the search box are 'Cancel' and 'OK' buttons. The bottom part is a 'Transfer' pop-up box for 'FLEEGEL, HEIDI J'. It has tabs for 'Job Transfer' and 'Labor Account' (the latter is highlighted with an orange border). The 'Add Labor Account' section has dropdowns for 'Department', 'Division', 'Section', and 'Unit'. A red box highlights the 'Org', 'Project', and 'Allocation' dropdowns. 'Clear All' and 'Apply' buttons are at the bottom right.

Org, Project & Allocation

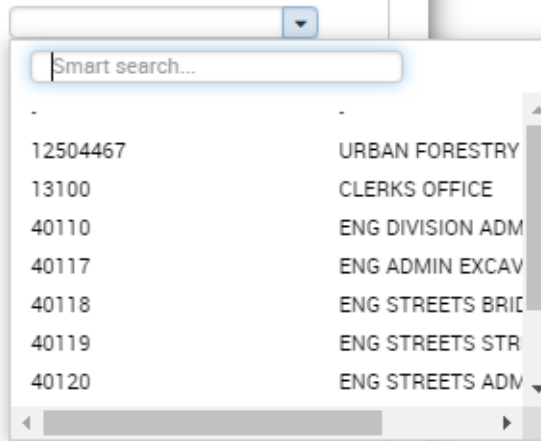
- Search for Codes or Names.
 - Org (MUNIS Org Codes)
 - Project (Project Strings)
 - Allocation (Predefined Org or Project String splits)

**ONLY ONE
ORG/PROJECT/ALLOCATION CODE
PER MOVE**

Org:

Project:

Allocation:



Org:

Project:

Allocation:



Completing the Move Amount

- Click on “OK” after Paycode, Amount and Transfer has been completed.

Move Amount


From


Paycode : REGULAR PAY - 199

Amount (HH.hh): 7.75


Transfer : ./General;PW/ENG/ADM/-/-/-

To

Effective Date : * 5/24/2023 

Paycode : * REGULAR PAY - 199 

Amount (HH.hh): 5

Transfer : ;/////400089 

Comments (0) [Add Comment](#)

Totals Tab After Allocation


- You will need to complete this process for each paycode, amount of hours/minutes and MUNIS Org/Project/Allocation you have worked on each day.
- Need to have a total of 7.75 or 8 hours of Regular Pay (Includes any Paid Leave)
- Any OT Pay/Come Earned will need to be allocated.
- Click the Orange “Save”.
- Example:
 - 5 Hours was moved to Regular Pay – 199 and being charged to 400089.

****You do not need to allocate any Paid Leave****

Account	Pay Code	Amount
PW/ENG/ADM/-/-/-	REGULAR PAY - 199	2.75
(x)PW/ENG/ADM/-/-/-/400089	REGULAR PAY - 199	5.0

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

Review Pay Codes

- Review Totals by Pay Code.
- Make sure you have 77.5 or 80 Hours coded to “Regular Pay – 199” (plus Paid Leave).

Totals	Accruals	Audits	Historical Corrections
All			Pay Code
Pay Code	Amount		
OVERTIME 1.5 PAY - 200	10.7		
REGULAR PAY - 199	77.5		

Review Accounts

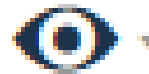
- Review Totals by Account.
- Make sure Org or Project or Allocation Codes are listed.
 - Exceptions: Paid Leave do not have any codes listed.

Totals			
Totals	Accruals	Audits	Historical Corrections
All	Account		
Account	Pay Code	Amount	
..(x)PW/ENG/OPS/ADM/-/-/400203	OVERTIME 1.5 PAY - 200	10.7	
..(x)PW/ENG/OPS/ADM/-/-/400203	REGULAR PAY - 199	77.5	

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
 - Kong Vang (Emil) (608) 266-4430 or KJVang@cityofmadison.com
 - Backup Contact
 - Steve Danner-Rivers (CCB) (608) 261-9689 or SDannerrivers@cityofmadison.com