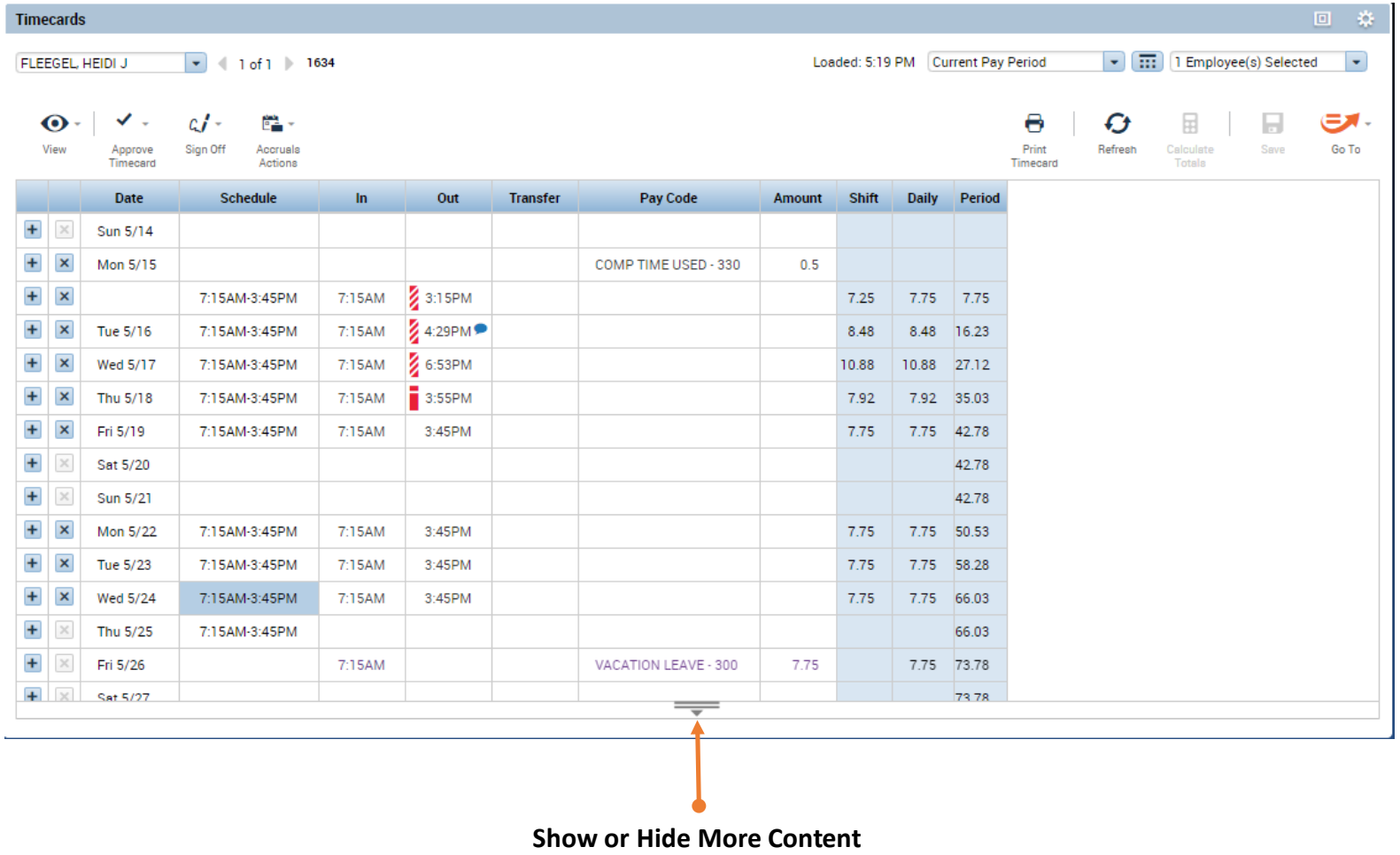
Reviewing and Approving Non-Activity Timesheet

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.

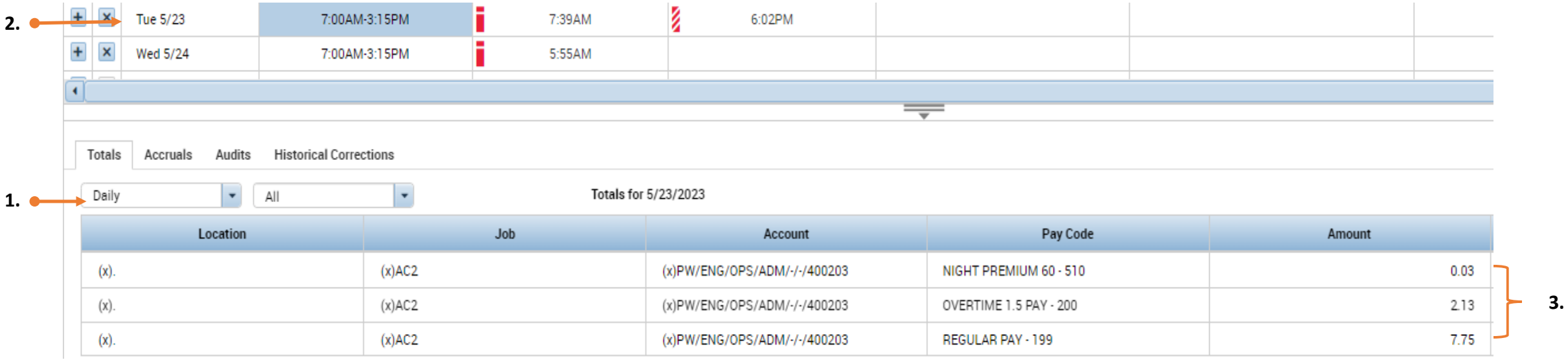
Show or Hide More Content

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



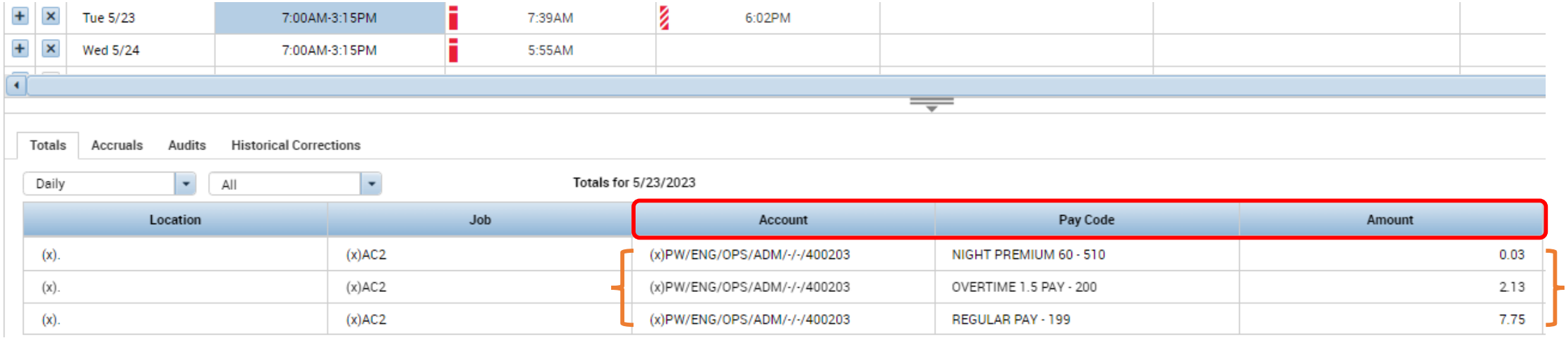
Show or Hide More Content

Totals Tab



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



Tue 5/23	7:00AM-3:15PM	7:39AM	6:02PM	
Wed 5/24	7:00AM-3:15PM	5:55AM		

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

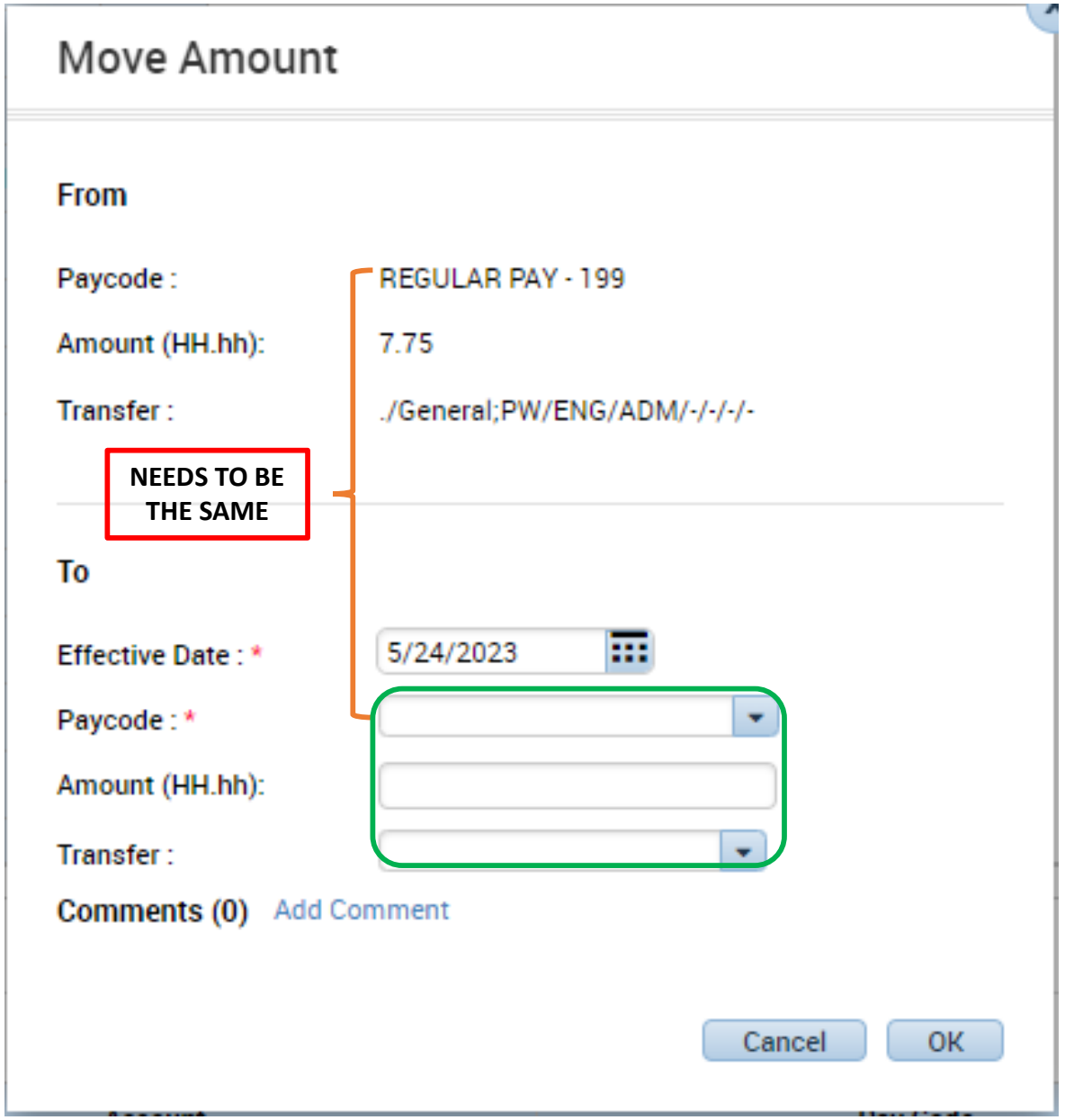
- Date: Date of the Shift
- Pay Code: Code of the Shift
- Account: MUNIS Org/Project/Allocation being charge
- Amount: Hours for this pay code

Click on “Move Amount”

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)

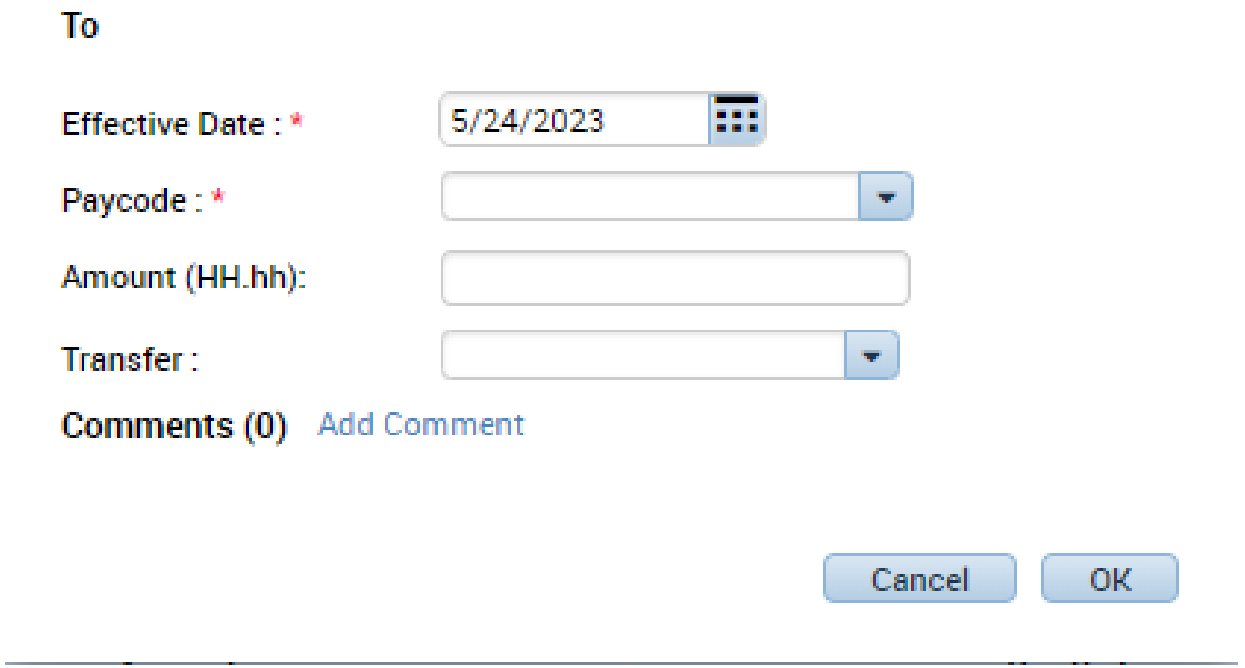


To Section

- 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

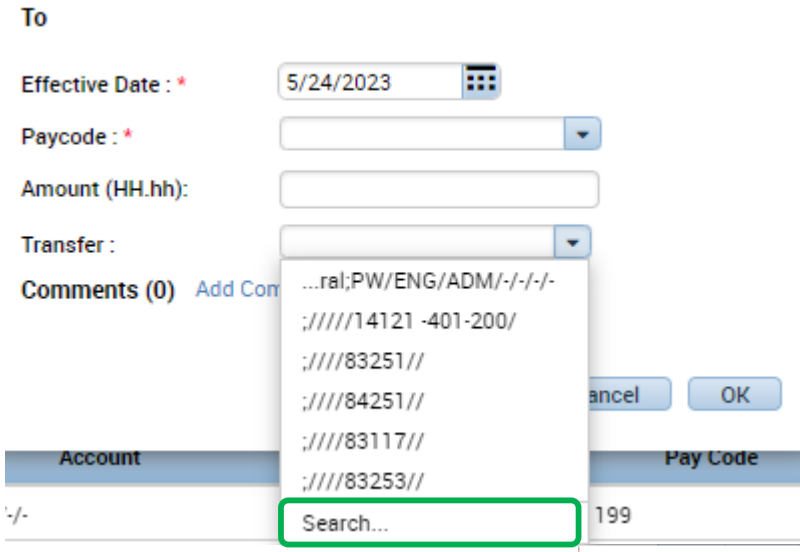
REMEMBER

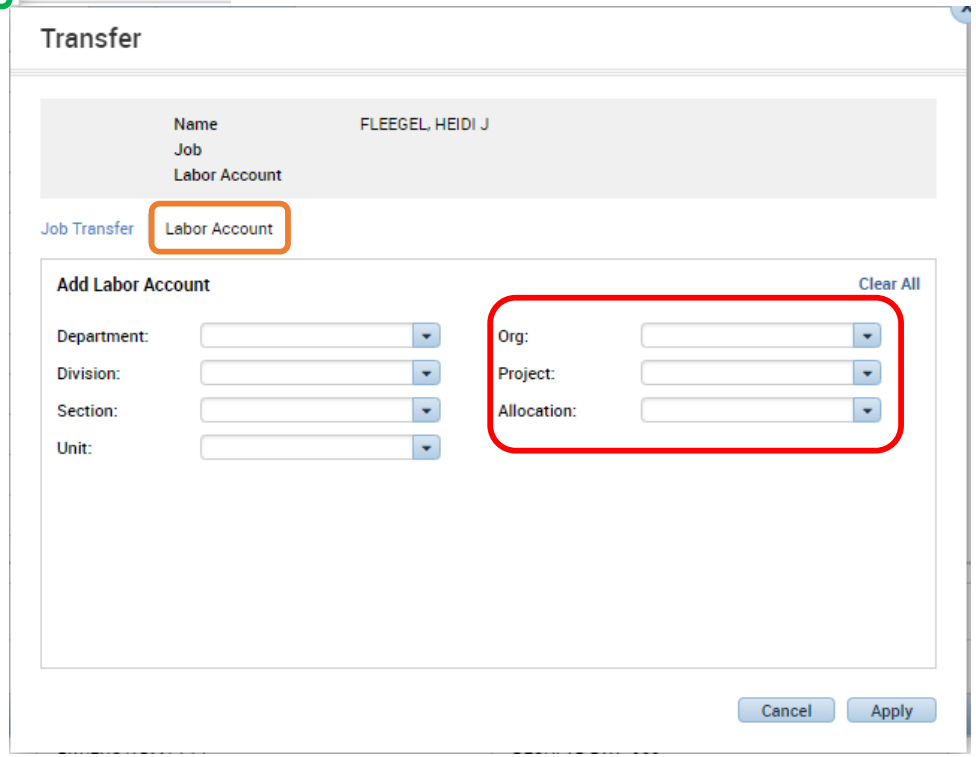
Do not change Effective Date.



Transfer Field

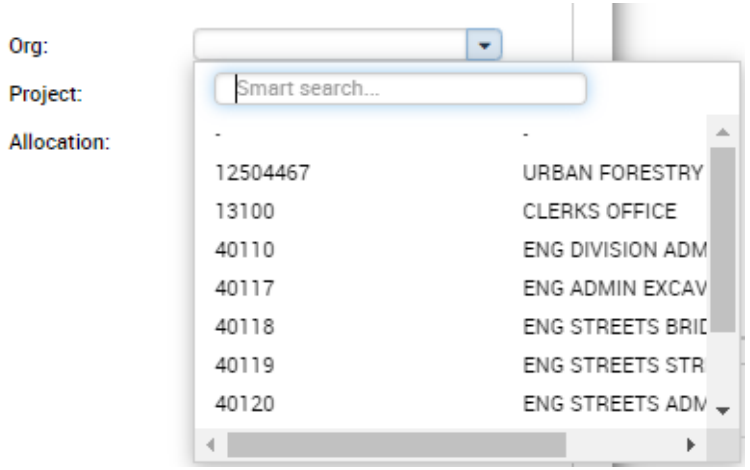
- Click on “Search”.
- Transfer Pop-Up Box will appear.
- Ignore Department, Division, Section and Unit.
  - Unless you are set to an allocation rule.
- Only ONE Code used per move. (Either Org, Project or Allocation)



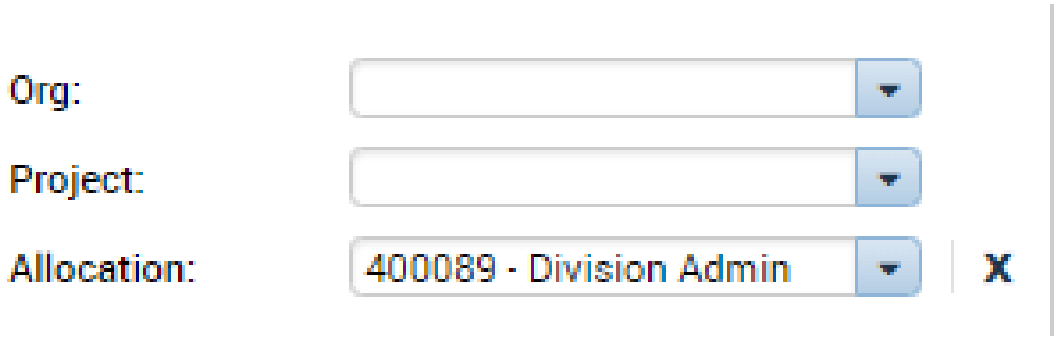


Org, Project & Allocation

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

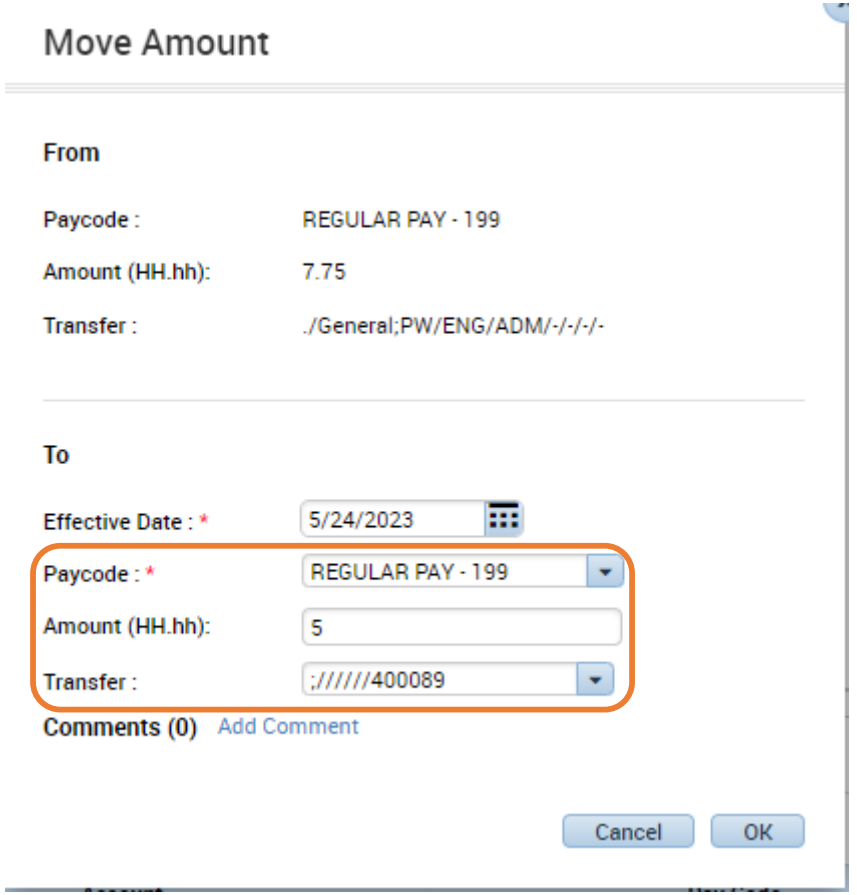


ONLY ONE ORG/PROJECT/ALLOCATION CODE PER MOVE



Completing the Move Amount

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



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.

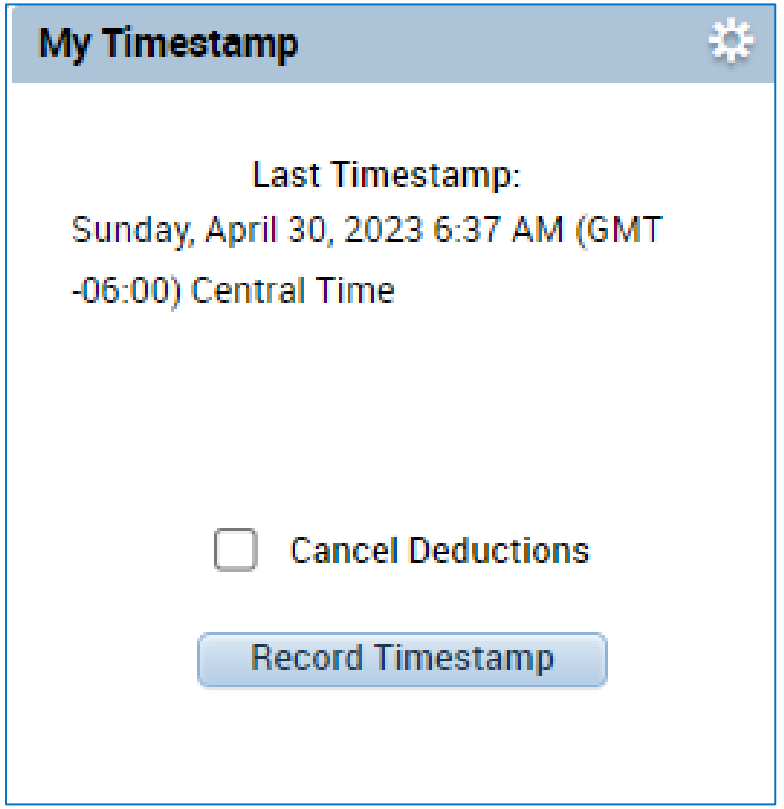
You do not need to allocate any Paid Leave

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

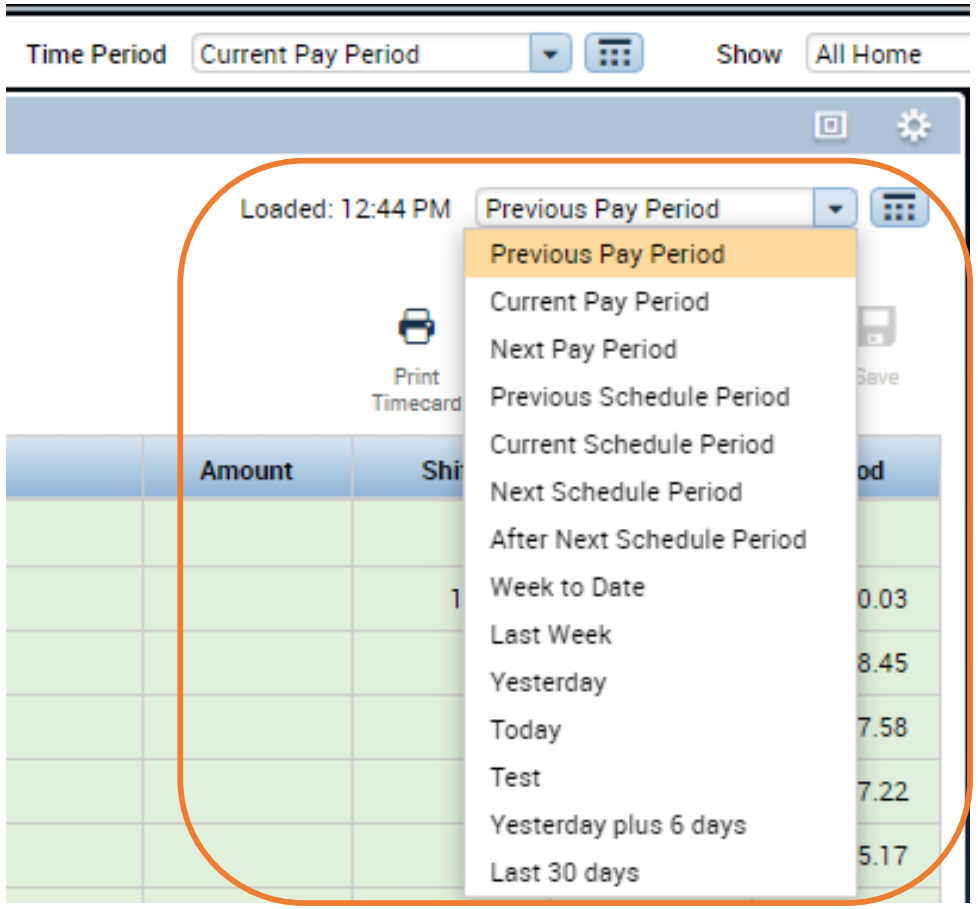
- Rare Occurrence, you MUST work with your supervisor.
- Steps on “Cancel Deductions” are:
  1. DO NOT manually enter a Punch Out.
  2. Check “Cancel Deductions”
  3. Use “Record Timestamp”

  - 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.



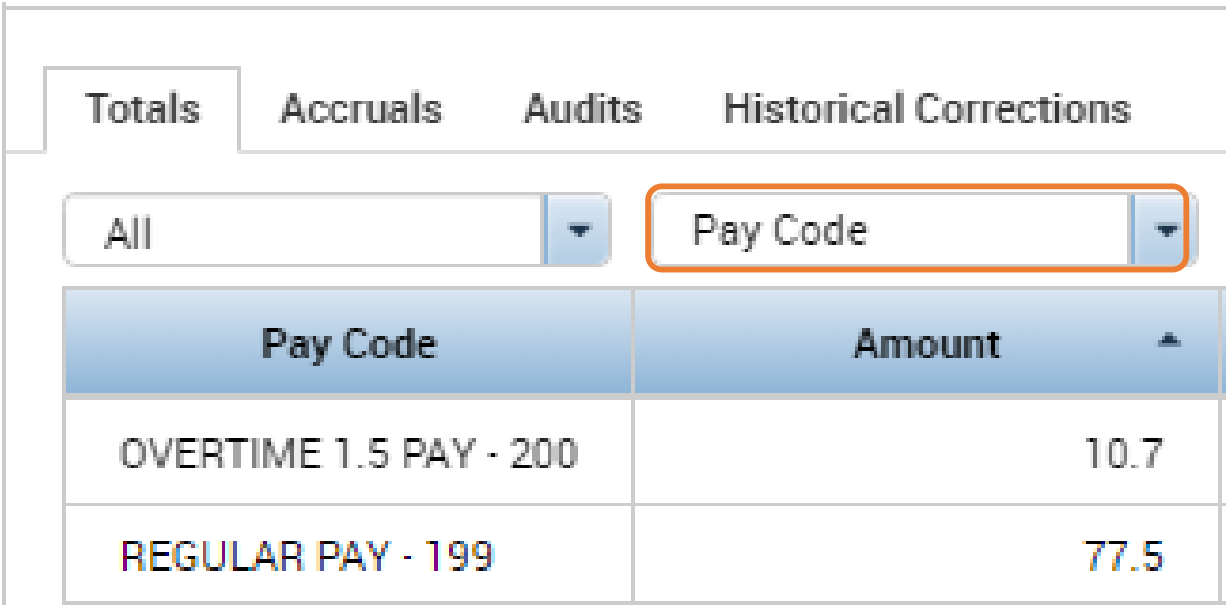
Approving Timecard

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



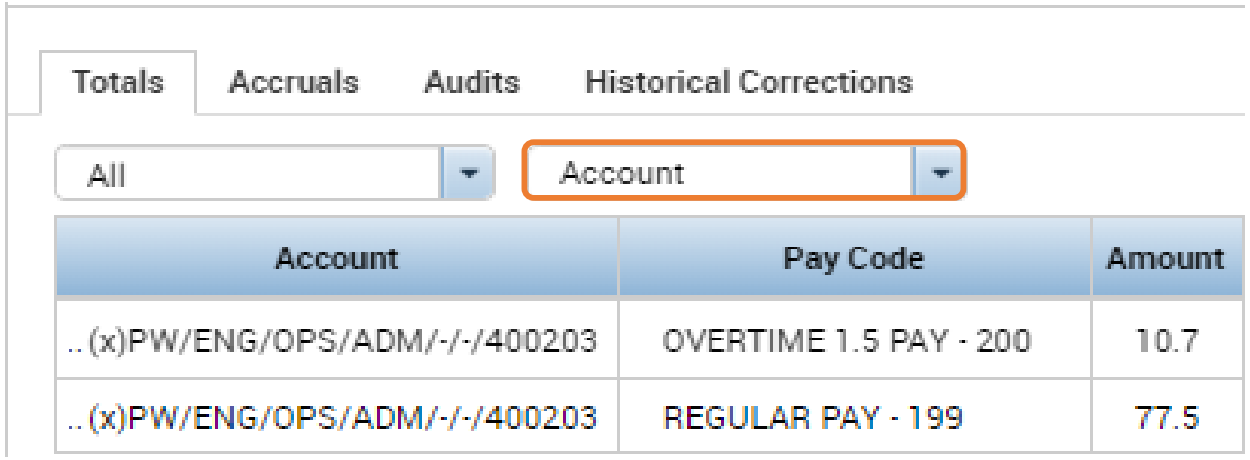
Review Pay Codes

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



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.

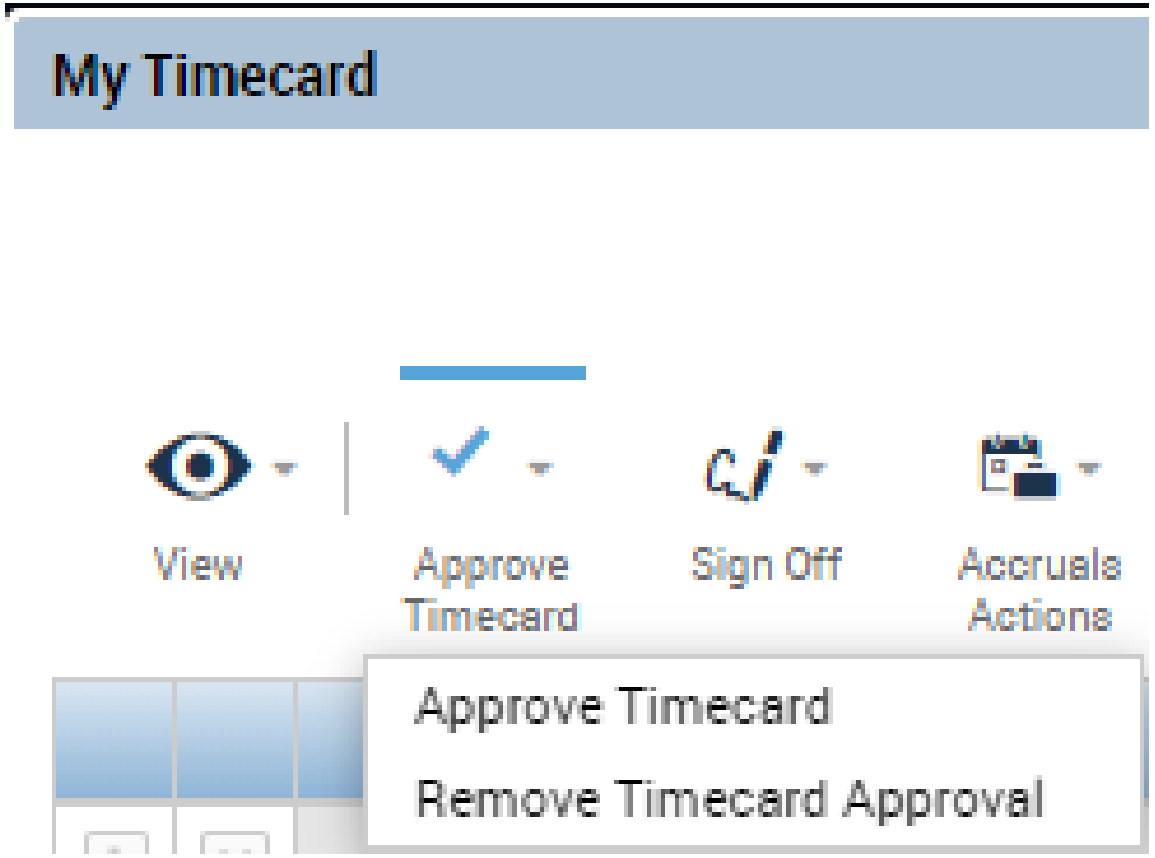


Account	Pay Code	Amount
..(x)PW/ENG/OPS/ADM/-/-/400203	OVERTIME 1.5 PAY - 200	10.7
..(x)PW/ENG/OPS/ADM/-/-/400203	REGULAR PAY - 199	77.5

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.



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