

Time Records – Coding Time to Certain Grants or Projects

Adding A Single Base Pay Time Record for a Date

Time worked for each day is entered as time records in Kronos. Certain employees working on special projects or with certain grants may need to record which grant/project they are working on in Kronos. Human Resources or Financial Services will notify you if you will be required to report your hours in this method.

NOTE: Employees should NOT enter any records for hours worked before the time is actually worked.

1. On the selected date, in the **Punch Hours** Field, enter the number of hours worked.

The screenshot shows the 'Timecard Editor' interface for 'DHHS Services Areas (Dev)'. It includes a 'Position to Date' field with a 'Go' button, and employee information: 'Employee # : 654 BUNNY, BUC' and 'Badge: 654'. Below this is a table with columns: Save, Cancel, Select, Delete, Approve, and Comment. The main table has columns: Day, In Date, Punch Hours, Shift Hrs, Pay Code, Ap, and Shft. The data rows are: Sat 5/10/08, Sun 5/11/08, Mon 5/12/08 (with 8.00 in Punch Hours and 8.00 in Shift Hrs), and Tue 5/13/08. An arrow points to the Punch Hours field for the date 5/11/08.

Day	In Date	Punch Hours	Shift Hrs	Pay Code	Ap	Shft
Sat	5/10/08					1
Sun	5/11/08					1
Mon	5/12/08	8.00	8.00		0	1
Tue	5/13/08				0	1

NOTE: Employees must enter their total hours worked each day in quarter-hour increments only. For example, if the employee worked 8 hours and 12 minutes, they would round this to 8 hours and 15 minutes which would be 8.25 total hours worked. The employee would then enter 8.25 in the punch hours field. Rounding is done to the closest quarter-hour.

- Next to the labor levels, click on the magnifying glass to bring up your labor level options.

Save		Cancel		Select	Delete	Approve	Comments	Options
Day	In Date	Punch Hours	Shift Hrs	Pay Code	Ap	Shft	Labor Levels	Notes
Sat	2/14/09	<input type="text"/>		<input type="text"/>	<input type="text"/>	1	72011/1.00/N/S251007	
Sun	2/15/09	<input type="text"/>		<input type="text"/>	<input type="text"/>	1	72011/1.00/N/S251007	
Mon	2/16/09	8		<input type="text"/>	<input type="text"/>	1	72011/1.00/N/S251007	
Tue	2/17/09	<input type="text"/>		<input type="text"/>	<input type="text"/>	1	72011/1.00/N/S251007	

- The Transfers window will display. Click on the magnifying glass next to the Bus Unit field to see all possible options to charge your time to.

Save		Cancel	
Secured Field	Worked Fields	Home Fields	
Bus Unit	<input type="text" value="72011"/>	72011 - Staff Dev - Admin/Misc	
FTE	<input type="text" value="1.00"/>	1.00 - FULL-TIME	
Exempt	<input type="text" value="N"/>	N - NON-EXEMPT, ELIGIBLE FOR OT	
Sec Bus Un	<input type="text" value="S251007201"/>	S251007201 - HR&D DEVELOPMENT/CENTRAL OFF	
Supervisor	<input type="text" value="109221"/>	109221 - WATHEN, PAULETTE J	
Job Code	<input type="text" value="A11123"/>	A11123 - TRAINING SPECIALIST II	
Subsidiary	<input type="text"/>		

4. Double click on the appropriate 5-digit code to select it.

Cancel		
Status	Code	Description ▲
Active	72011	Staff Dev - Admin/Misc
Active	72014	Staff Dev - Aging
Active	72008	Staff Dev - Child Care
Active	72017	Staff Dev - CFS
Active	72004	Staff Dev - CHIP
Active	72013	Staff Dev - DD
Active	72006	Staff Dev - Foster Care
Active	72016	Staff Dev - Human Resources
Active	72009	Staff Dev - LIHEAP
Active	72003	Staff Dev - Medicaid
Active	72015	Staff Dev - NFOCUS
Active	72007	Staff Dev - Social Services
Active	72010	Staff Dev - State
Active	72005	Staff Dev - SNAP
Active	72002	Staff Dev - TANF-EF
Active	72001	Staff Dev - TANF/Families
Active	72012	Staff Dev - Veterans Homes

5. You will now be back at the Transfers screen with the code you selected displaying in the Bus Unit field. Click Save.
6. You will now be back on the Timecard Editor screen. The new code you selected will show in your labor levels. Click save or press **Enter** on your keyboard to save this time record.

Save	Cancel	Select	Delete	Approve	Comments	Options		
Day	In Date	Punch Hours	Shift Hrs	Pay Code	Ap	Shft	Labor Levels	Notes
Sat	2/14/09					1	72011/1.00/N/S251007	
Sun	2/15/09					1	72011/1.00/N/S251007	
Mon	2/16/09	8				1	72010/1.00/N/S251007	
Tue	2/17/09					1	72011/1.00/N/S251007	
Wed	2/18/09					1	72011/1.00/N/S251007	

Note: If you know the 5-digit code that corresponds to the grant or project you are working on, you may simply click in the labor levels box and type in the appropriate code over the top of the existing code. However, you must make sure you do not change anything after the first backslash(/). Those fields are preset by HR. Attempting to erase or change them will cause errors.

7. Selecting **Cancel** will exit the *Timecard* screen and Save your changes.

The Pay Code Hours Breakdown will display at the bottom of the screen.

Pay Code Hours Breakdown		
BAS: 8.00		