

KRONOS DEVICE GROUPS (for Pay Reps)

Kronos Device Group is assigned in Workday and designates which time clock locations an employee can use to record time punches.

DEVICE GROUP BASICS

- This is a ***not a required field unless the employee will use time clocks*** to record work and leave punches.
- Assigning a Kronos Device Group loads the employee's information to all clocks in the selected group, which allows the employee to see name information when swiping his or her badge on any of the time clocks in that group.
- ***HR Management Partners*** and ***Student Employment Management Partners*** as initiators assign Kronos Device Groups in Workday.
 - A Kronos Device Group is ***assigned in the Job Classification field*** on the ***Hire*** and the ***Add Additional Job*** functions in Workday, and can be added or changed on the ***Edit Position*** function.
 - The initiator ***selects only one Device Group*** from the list.
 - Refer to the [Workday Job Aids](#) for procedures.
- The ***default is blank*** for this field, which means that no device group has been assigned and the employee will not see his or her name on the time clock display when recording work or leave punches.

An employee who uses time clocks must be assigned at least one Kronos Timecard and one Kronos Pay Rep Group in Workday in order for a timecard to display in Kronos for set-up, and for review and approval of work and leave times.

QUESTIONS?

Contact Cornell Payroll Services at kronos@cornell.edu