Assigning the Pay Rep Group (PRG) number to a biweekly employee’s position is a new and required function in Workday. This function applies to all hourly employees (staff, students, temps) who record work and leave time through Kronos.

**PAY REP GROUP BASICS**

- In order to see a timecard in Kronos, a Kronos Pay Rep Group number must be assigned in Workday.

- Assigning a pay rep group number populates that required field on the employee’s primary labor account and identifies the location of the organization on the timecard.

- The default is blank for this field, which means when there is no PRG assigned the timecard cannot be viewed in Kronos.

- The Kronos Pay Rep Group information feeds into Kronos overnight.

- **HR Management Partners** and **Student Employment Management Partners** as initiators assign Kronos Pay Rep Groups in Workday.
  - A Kronos Pay Rep 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 Pay Rep Group number from the list.
  - Refer to the Workday Job Aids for procedures.

**HOW TO IDENTIFY THE CORRECT PAY REP GROUP NUMBER**

There are three resources available to help identify the correct PRG number:

1. The best resource is the Employee Information genie in Kronos. This genie provides the organization (department) name and the associated pay rep group number.
2. Contact the HR Partner for your organization.
3. Contact kronos@cornell.edu if you cannot access the Employee Information genie or get in touch with your HR Partner.

**QUESTIONS?**

Contact Cornell Payroll Services at kronos@cornell.edu