

## KRONOS PAY REP GROUP ASSIGNMENTS (for Pay Reps)

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](mailto: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](mailto:kronos@cornell.edu)