KRONOS ROLE ASSIGNMENTS (for Pay Reps)

Kronos role assignment in Workday is a new function which sends information about the employee to Kronos so that the manual security set-up as a supervisor, back-up supervisor, or pay reps can be completed.

This process has no functional impact in Workday but is needed to send basic employee data such as name and NetID to Kronos. The security set-up in Kronos for managers is a separate, manual process completed by Cornell Payroll Services.

DEFINITIONS

KRONOS APPROVER: Is a supervisor with direct knowledge of work and leave time for an employee or group of employees. Reviews, edits, and approves Kronos timecards on a regular basis.

KRONOS DELEGATE: Acts as a back-up supervisor for one or more supervisors. Reviews, edits, and approves Kronos timecards for the employees of those supervisors as needed.

KRONOS PAY REP: Has payroll responsibility in Kronos for an organization or group of organizations. Completes employee set-up tasks in Kronos and can view and edit timecards. Typically approves and signs-off on all timecards for the organization at pay end.

BASICS

- The Workday Security Partner assigns the Kronos roles in Workday.
  - When the employee has a supervisory org in Workday, then assign the role to that org.
  - If the employee does not have a supervisory org in Workday, then assign the role to the org that best represents the unit of employees associated with that employee.

- The employee data imports overnight into Kronos.
- The security set-up in Kronos is manual.
- If an employee has never been a manager in Kronos, first assign the role in Workday then contact kronos@cornell.edu to request the security set-up.

In the email, include the following information:

- Requested role (supervisor, back-up supervisor, pay rep)
- Employee’s name, NetID, and organization(s)
Allow 24-48 hours for completion of the manual Kronos set-up, and be proactive with timely requests prior to pay end deadlines.

- The role assignment in Workday is critical for exempt employees who have never been in Kronos as managers. Assignment of a role will feed basic information for that employee to Kronos.
- For employees who have a security set-up in Kronos (including exempt managers), the role assignment is not required in Workday.

CORRECTIONS AND CHANGES

Changing a role assignment in Workday will not update the role in Kronos. The department needs to notify the Workday Security Partner to correct the role in Workday, and then send an email to kronos@cornell.edu with details of the correction.

Roles are assigned to HC individuals, not to positions.

- When a head count (HC) fixed-term position is terminated, and the employee had a Kronos role, that Kronos role must be re-assigned to a different individual.

- Assign the role in Workday for the new employee, and notify kronos@cornell.edu for the security set-up.

Roles are assigned to SubD positions.

- If a SubD employee with a Kronos role is terminated or transfers to a different organization, the role can remain on the position to be inherited by the employee who fills that position next. Or it can be deleted and re-assigned to a different position.

- Confirm the role assignment in Workday and notify kronos@cornell.edu for a security set-up for the new employee as needed.

BEST PRACTICE:

After the implementation of Workday, on March 25 when the Kronos freeze is lifted managers should log into Kronos to ensure their security still works. Contact kronos@cornell.edu with security problems.

QUESTIONS?

Contact Cornell Payroll Services at kronos@cornell.edu