

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:kronos@cornell.edu) with security problems.**

## QUESTIONS?

Contact Cornell Payroll Services at [kronos@cornell.edu](mailto:kronos@cornell.edu)