KRONOS TIMECARDS (for Pay Reps)

Assigning a Kronos Timecard to a biweekly employee is a ***new and required function in Workday***. Every hourly employee who records work and leave time must have at least one Kronos timecard.

TIMECARD BASICS

- Creating a Kronos timecard for ***biweekly employees*** is now a manual process controlled by the hiring organization and completed by a business process (BP) in Workday. ***Exempt employees*** no longer have a Kronos connection and will record leave time through Workday.

- ***HR Management Partners*** and ***Student Employment Management Partners*** as initiators, create Kronos timecards in Workday.

    - A ***timecard is created 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 must select either “H” to create a timecard, or “N” for no timecard.
    - Refer to the Workday Job Aids for procedures.

- Create ***at least one timecard for each job in a unique pay rep group***.
    - If the employee has multiple jobs in the same pay rep group, a ***primary timecard*** can be used to record and transfer time worked to the other jobs and supervisors.
    - If the employee uses a ***time clock***, a timecard must be created in Workday in order for the supervisor(s) to review and approve punches.

- The **timecard activates in Kronos on the first day of work entered in Workday** (examples: Hire Start Date, Add Additional Job Effective Date, First Day Back at Work, etc.)

- On the hire/rehire date, Pay Reps can access the timecard to ***complete the normal set-up tasks in Kronos*** such as assigning supervisor, shift, creating work schedules, etc.

JOB CHANGES: End Additional Job, Termination, and Leave Actions

- When the primary job is terminated or inactivated, the ***Kronos timecard will deactivate***.

- The timecard deactivates on the ***First Day of Leave***, or the day after the ***End Job Date*** entered in Workday.

If the ***primary job is terminated*** for an employee with ***multiple jobs in the same pay rep group***, a new timecard must be assigned in Workday to one of the remaining jobs.

- Use the ***Edit Position / Job Classification function to select the Kronos Timecard*** in Workday to assign the new primary timecard to a position.

KRONOS JOB RECORD vs WORKDAY POSITION

- Assigning a Kronos Timecard in Workday creates a ***job record number in Kronos*** for that timecard.
- The ***Kronos job record number does not display in Workday*** on the position.
- The ***Workday position number is available in Kronos*** on the employee's ***People tab*** in the ***Additional Information*** field. The Pay Rep and Supervisor can view this information but it is not available to the employee.

BEST PRACTICE

To assure that an employee knows which Workday position maps to a specific Kronos timecard, the ***Pay Rep should confirm to the employee the Workday position number, the job title, cost center (if used) and the supervisor*** for each new job.

The ***employee can see organization (department), cost center, supervisor, job title, and job record # in Kronos*** – but will not see the related Workday position number.

The ***Payroll Office will continue to email Kronos Log On Instructions to employees*** on the first day of hire or return from leave. That email includes the Kronos job record # and organization for the newest job, and instructions on where to view the supervisor, job title, etc.

If the employee has multiple jobs, the Kronos Log on Instructions include a reference to each active job number, and the special logon ID and temporary password for the newest job.

QUESTIONS?

Contact Cornell Payroll Services at kronos@cornell.edu