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