

March 18th, 2021



Mini Tune-Up: Accrual Calculations and Usage

Electronic Timekeeping

Mini Tune-Up Session Info

Objective

- To provide campus Payroll Managers and Timekeepers additional training, resources, and assistance for various Timekeeping topics.

Format

- 45 min sessions via Zoom Webinar
- Questions can be submitted throughout presentation
- Recording, Presentation, and Q&A posted on website

Agenda

- Training Objectives (Elliott Lee)
- Accrual Calculations and Usage (Elliott Lee)
 - UCPath and Kronos' roles
 - Case #1: Accrual Profile configuration
 - Case #2: MO-S accrual timeline
 - Case #3: BW accrual timeline
 - Summary, Resources
- Prepared Q&A
- Live Q&A

Training Objectives

By the end of this session, Payroll Managers and Timekeepers should understand:

- The different roles UCPATH & Kronos play in accrual calculation and usage
- Why Accrual Profiles are important
- How the upload and calculation timeline can impact accrual figures
- How MO-S and BW employees' accrual timelines differ

Introduction

Today's MTU will primarily focus on:

- **Accrual Profile configuration in Kronos**
- **Accrual processing timeline for MO-S and BW employees**

Poll:

I feel comfortable explaining how and when accruals are calculated. I also understand the different roles that UCPath and Kronos play in the process.

UCPath and Kronos... which system does what?

UCPath

- **System of record for accruals**
- Tracks service milestones & automatically updates accrual factors
- Handles accrual calculations (except for comp time)

(still important to configure correctly!)



Kronos

- **Imports UCPath's accrual figures** 1-2 days after they're published
- Uploads hours worked and leave taken (BW) to UCPath
- Uploads leave taken (MO-S) to UCPath
- **Accrual Profiles** dictate:
 - Available accrual "buckets"
 - Threshold for email reminders about Vacation maximums

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Case #1: Stanley and Kronos Accrual Profiles

- Stanley is a new full-time BW employee
- Imports into Kronos unknowingly configured with the “**No Accruals**” Accrual Profile
 - Hides *all* accrual buckets!
- Months later, he tries to enter his Vacation hours in Kronos...



Case #1: Stanley and Kronos Accrual Profiles

My Information

My Timecard

Error WTK-03285 This edit cannot be made.
Vacation balance on 3/08/2021 is -8.00 (overdrawn by 8.00). Maximum overdraw is 0.00.

View | Approve Timecard

		Date	Pay Code	Amount	In	
+	×	Sun 3/07				
+	×	Mon 3/08	Vacation	8.00		
+	×	Tue 3/09				



Poll:
How can Stanley's payroll manager help him use his Vacation hours in Kronos?

Solution: updating Stanley's Accrual Profile

- Stanley's timecard was last signed off through 3/6/21
- Stanley's payroll manager:
 - Navigates to People Editor -> Person tab -> Accruals & Leave
 - Ends the "No Accruals" profile effective 3/6/21
 - Begins new "99 Non Ex A" Accrual Profile effective 3/7/21 (sign off +1), with an end date of Forever

Person Job Assignment

Accruals & Leave

		Accrual Profile *	Start Date *	End Date
<input type="checkbox"/>	<input type="checkbox"/>	No Accruals	Beginning of time	3/06/2021
<input checked="" type="checkbox"/>	<input type="checkbox"/>	99 Non Ex A	3/07/2021	Forever



Process for Updating “No Accruals” profile

- End date of the “No Accruals” profile: the day through which they were last signed off
- Start date of new profile: sign off +1
- End date of new profile: Forever
- Save changes!

Other notes:

- Use the “No Accruals Profile” query to find list of employees configured with that profile
- Some employees *do* need the No Accruals profile, like faculty
- **Employees should always have an active Accrual Profile!**

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Case #2: Michael and the MO-S accrual timeline

- Michael is full-time, MO-S, with 100 hours of Vacation
- **Takes 80 hours of Vacation** in March
- Checks UCPATH in early April...
 - Gained 10.6 hours! Now at 110.6 hours
 - No Vacation deduction! Interesting...
- **Takes another 80 hours of Vacation** in April



Case #2: Michael and the MO-S accrual timeline

- Checks UCPATH in early **May**...
 - Earned 10.2 hours, but 80 were also deducted
 - Total of $(110.6 + 10.2 - 80) = 40.8$ hours
- Checks UCPATH in early **June**...
 - Earned 9.7 hours, but another 80 were also deducted
 - Total of $(40.8 + 9.7 - 80) = -29.5$ hours



Is this accrual processing timeline normal for MO-S employees?

PET Pattern & the MO-S Accrual Timeline

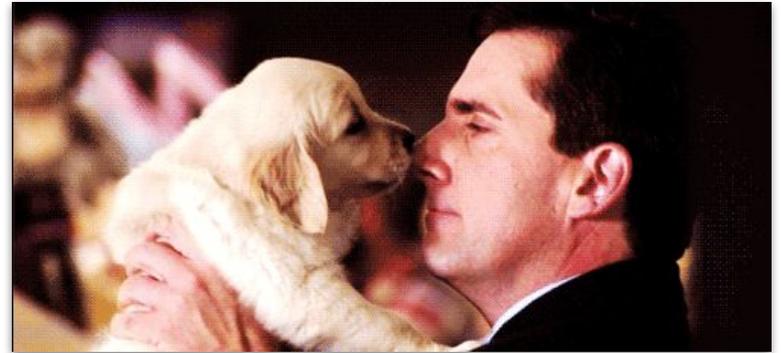
Answer: this processing timeline is normal for MO-S employees.

Michael & the PET Pattern

Posted in early April

Earnings from March (+10.6)

Takings from February (-0)



Note that April's accrual update does not include March's leave taken!

PET & the MO-S Accrual Timeline

Posted in early **April**
Earnings from **March** (+10.6)
Takings from **February** (-0)



Posted in early **May**
Earnings from **April** (+10.2)
Takings from **March** (-80)



Poll:

What will Michael's next UCPath accrual update include?

Answer:

Posted in early **June**
Earnings from **May** (+9.7)
Takings from **April** (-80)

Takeaways for the MO-S Accrual Timeline

- Accrual *earnings*: **quick**
- Accrual *usage*: **delayed by a month**
- Be careful when MO-S employees are using lots of accruals
 - Common during the holidays and FMLA
- Kronos and UCPath balances will align if no leave was taken in the previous month

Case #3: Angela and the BW accrual timeline

- Angela is a full-time BW employee with 2 years of service credit & **0 Vacation hours left**
- Awaiting quadriweekly (QW) cycle earnings
- Approves timecard on Sat, 3/6, end of BW pay period and QW cycle
- Comes to work on Mon, 3/8... still at 0 hours!
No QW earnings shown in UCPath or Kronos.



Case #3: Angela and the BW accrual timeline

BI-WEEKLY/NON-EXEMPT Employees (at 100% time)

Quadriweekly Cycle	100% Working Hours	50% Working Hours	less than 10	
			Vacation	Sick
December 13, 2020 through January 9, 2021	160	80	9.23072	7.38464
January 10 through February 6, 2021	160	80	9.23072	7.38464
February 7 through March 6, 2021	160	80	9.23072	7.38464

Why are her QW accrual earnings not appearing?

Answer: Angela's timecard still needs to be signed off and uploaded before UCPATH can start calculating her earnings.

UCPATH: should publish new accrual totals **~7 days after upload**

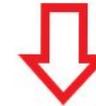
Kronos: will import those new totals 1-2 days after

Case #3: Angela and the BW accrual timeline

The [UCPath Production Processing Schedule](#) shows the date when accruals will post in UCPath in the Accrual Post Confirm column.



2021 UCPath Production Processing Schedule



Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location				UCPath Center							
		Begin	End		Campus		Med Center Only		Pay Confirm	DODS Burst (4:30 AM)	Accrual Post Confirm	GL Post Confirm (Complete Summary Level Data)	GL Post Confirm (Complete Detail Labor Ledger Data)	Pay Statements on UCPath (8:00 AM)	Leave Accrual Available on UCPath (After 5:00 PM)	
					* Employee Data Change *** (3:00 PM)	* Stop Processing PayPath & Position Mgmt (5:00 PM)	* Resume Processing (6:00 AM)	* Inbound Files Due **** (2:30 PM)								* Location Corrections To Msg Error Log (2:00 PM)
					* After 3:00 PM changes will not be processed for current pay cycle			* Msg Error Log Distribution (11:00 PM)	* E-703 Funding Upload							

Accrual Post Confirm

Case #3: Angela and the BW accrual timeline

- Angela's new accrual totals should be in UCPath on 3/15/21
- New accrual totals will import into Kronos on 3/16 or 3/17
 - Accruals will be effective-dated to 3/7 in Kronos
- Angela just needed to wait for her accruals to process and import



Another Option: BW Accrual Overdrafting

- BW can **overdraft** up to -16 Vacation or -8 Sick hours.
 - Intent: **lets employees input leave before UCPath updates**
 - Doesn't work if they have the "No Accruals" profile
 - MO-S employees cannot overdraft
- Angela *could've* overdrafted up to -9.23 Vacation hours on 3/7, pre-UCPath accrual update
- No substantive difference between waiting or overdrafting

Takeaways for the BW Accrual Timeline

- BW timecards need to be signed off and uploaded before UCPATH can start calculating earnings
- BW accrual grants take ~7 days to process and import
 - Grants, once imported into Kronos, are effective-dated to the current pay period's start date
 - BW employees can overdraft
- The **UCPATH Processing Schedule** shows the dates when accrual totals are scheduled to be updated in UCPATH

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Timekeepers and Payroll Managers should understand:

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Distinguishing BW vs. MO-S accruals

	BW	MO-S
Timecard upload includes...	Hours worked & leave taken	Leave taken
Earnings based on...	Proportion to hours on pay status	# of working days in a month
Earnings reflected in UCPath....	~7 days after upload	Almost immediately after they're earned
Leave taken reflected in UCPath...	~7 days after upload	A month after that pay period ends

Since they upload faster and more frequently, BW employees see leave taken reflected in UCPath faster than MO-S employees.

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Summary

- Even though UCPATH handles accrual calculations, employees should still be configured with the correct Kronos accrual profile. (Stanley)
- MO-S employees experience a longer delay in seeing accrual usage reflected in UCPATH. Remember the PET pattern! (Michael)
- Accrual updates take some time to be posted in UCPATH, but employees are entitled to use grants at the beginning of the pay period in which they post. (Angela)



Resources

- The [UCPath Processing Schedule](#) shows expected publication dates for new accrual totals (Quicklinks -> Payroll Resources -> Payroll Processing Schedules & Working Hours -> Payroll Processing Schedule 2021)
- The [Timekeeping calendar](#) shows when accrual balances are imported into Kronos
- The [How to Run the No Accruals Profile Hyperfind Query](#) KB article helps you see who in your roster has the No Accruals profile
- The [How to Use the Accrual Balances Genie](#) KB article helps you see your roster's accrual balances in Kronos
- The [Kronos Accrual Profile Naming Convention Guide](#) KB article helps you pick an accrual profile
- The [Accrual Process/Timeline](#) KB article compares the accrual timeline for BW and MO-S employees

Last Poll!

Poll (round 2):

I feel comfortable explaining how and when accruals are calculated. I also understand the different roles that UCPath and Kronos play in the process.

Pre-Submitted Q&A: Comp Time

Q: What's the difference between Comp Time Straight, Comp Time Premium, and Comp Time Double? Which one is important to notice for BW employees?

A: They're all important!

- [Pay Rules](#) & Collective Bargaining Agreements determine eligibility to earn Comp Time in Kronos
 - Example: working on holiday, or threshold of hours in a day/week
 - Submit a ticket with calculation questions
- Comp Time can be used as leave (using **CT Taken**)
- ...or paid out on the timecard (using **CT Payout**)
 - CT Straight: **1:1**. 1 hour of CTS adds 1 hour to CT balance
 - CT Premium: **1:1.5**. 1 hour of CTP adds 1.5 hours to CT balance
 - CT Double: **1:2**. 1 hour of CTD adds 2 hours to CT balance

Pre-Submitted Q&A: Import Schedule

Q: When does Kronos import UCPath's accrual balances? Does it happen biweekly or monthly?

A: Two resources to use:

- [UCPath Production Processing Schedule](#) (schedule for UCPath accrual updates)
- [Timekeeping Calendar](#) (notes when Kronos import happens)

Import happens:

- BW employees: every 2 weeks (~7 days after upload)
- MO-S employees: once a month (~beginning of the month)

Live Q&A

Q: Is there a document or chart showing what each accrual profile means? Like what does A, B, and C mean?

A: Yes, you can view this [Knowledge Base article](#) to find more information on this. BFS also has [this resource](#).

Q: What should Payroll Managers/Timekeepers do if an employee goes into the negative for their Vacation hours?

A: Ideally, you would want to track an employee's accrual balances to prevent this situation from occurring by using the [Accrual Balances Genie](#). If an employee does go negative, submit a Timekeeping ticket and we can determine the best next steps.

Live Q&A

Q: Will you make these slides available to those of us who want them?

A: Yes, the presentation will be posted to the [Electronic Timekeeping website](#).

Q: Are accrual earnings for BW added with each upload or only after a quadriweekly cycle upload?

A: Accrual earnings for BW are calculated in UCPath after a quadriweekly cycle upload and imported back into Kronos. The accrual takings are imported into Kronos after every biweekly period.

Live Q&A

Q: Who is responsible for ensuring scenarios like Michael's (MO-S with a negative balance) don't happen?

A: Employees should be aware of their accrual balances and what they have available to use, and be aware of the processing timeline for their accruals. Managers should also be aware of the accrual processing timeline for their employees. Departmental timekeeping staff can track their employees' accrual balances and make sure they don't go negative using the [Accrual Balances Genie](#).

Live Q&A

Q: If a BW employee was underpaid and that was later corrected with BFS via a late pay, do we also need to contact ETS? I assume the accrual balance, if impacted, will update in UCPath and then Kronos, eventually.

A: The accrual balance will update in UCPath and then those new amounts will import into Kronos. Depending on the timing of the import and the employee's available balance, you may want to submit an Electronic Timekeeping ticket if the employee needs to use their leave before the accrual update is made available.

Live Q&A

Q: Is Kronos set up to ignore vacation max due to the [current COVID policy?](#)

A: Kronos Accrual Profiles themselves don't contain a maximum. They only contain a threshold for sending out reminder emails to employees.

When the accrual import runs, Kronos only imports the value listed in UCPath under "Vacation."

Live Q&A

Q: Is there an easy way to make sure MO employees with reduced schedules get less holiday time automatically?

A: Holiday hours do not upload for MO-S employees. So if an MO-S employee is working at 75%, it doesn't matter if their timecard lists 6 or 8 hours of Holiday, since their paycheck will remain the same either way. For MO-S employees, reducing Holiday hours would only be a cosmetic timecard change that does not impact pay.

If you'd still like to change Holiday hours on an MO-S employee's timecard, you can use [Kronos' Schedules function](#) to enter pay codes (like negative Holiday hours) up to 395 days in the future.

Live Q&A

Q: Is there an easy way to make sure BW employees with variable schedules get less holiday time automatically?

A: Since Holiday hours *do* upload for BW employees, you will want to be careful about making Holiday adjustments too far in advance, if their schedules are not predictable.

Generally speaking, you can use the [right Pay Rule](#) to make sure employees have a roughly accurate default Holiday amount. You can also use [Kronos' Schedules function](#) to enter future pay codes (like additional or negative Holiday hours). Beyond that, any more specific guidance would require a Timekeeping ticket so we can investigate more thoroughly.

Live Q&A

Q: If we did a comp time payout - what mechanism updates that in Path?

A: During the upload, Kronos would automatically tell UCPATH to reduce the amount of comp time listed for an employee, based on the amount listed for the CT Payout timecard entry. No manual intervention is needed to ensure that UCPATH reduces Comp Time after it's been used on the Kronos timecard.

Q: How do you pay out CT in a non-0.25 hour increment?

A: The Timekeeping team can assist with paying out non-0.25 hour increments of CT if you submit a ticket.

THANK YOU!

Questions?