

June 30th, 2022

An aerial photograph of a large, circular stone spiral (a 'stone labyrinth') constructed on a sandy dune. The spiral is composed of many small, dark stones arranged in concentric, slightly irregular rings. The dune is covered with sparse, low-lying green and yellow vegetation. In the background, the ocean stretches to the horizon under a bright blue sky with wispy white clouds. A few trees and a small coastal town are visible on the right side of the horizon.

# Mini Tune-Up: Using an Employee's Schedule for Future Timecards Edits

## 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 (Britt Foley)
- Using an Employee's Schedule for Future Timecards Edits (Britt Foley)
  - Limits on future Kronos timecard edits
  - How to enter future pay codes in Kronos
  - How to view future pay codes
  - Four “real life” cases
  - Live Demo
  - Summary
  - Resources
- Prepared Q&A
- Live Q&A

# Training Objectives

By the end of this session timekeepers should understand:

- What is a future dated timecard entry
- Limits on future Kronos timecard edits
- How to enter future pay codes in Kronos
- How to create, edit, and end a schedule in Kronos
- How to view future pay codes

# Poll #1

# Overview

What is considered “future dated?”

- Dates beyond 30 days in the future from today's date

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View

Approve  
Timecard

































Sign Off

Accruals  
ActionsPrint  
Timecard

Refresh

Calculate  
Totals

Save

		Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily	Period
		Sat 7/23									
		Sun 7/24									
		Mon 7/25									
		Tue 7/26									
		Wed 7/27									
		Thu 7/28									
		Fri 7/29									
		Sat 7/30									
		Sun 7/31									
		Mon 8/01									
		Tue 8/02									
		Wed 8/03									
		Thu 8/04									
		Fri 8/05									
		Sat 8/06									
		Sun 8/07									

# Overview





# Overview

Some reasons for future dated edits:

- Leave of absence
- Vacation scheduling
- Employee-initiated Reduction In Time (ERIT)
- Editing default holiday hours



# Overview

What is the recommended way to record future pay code edits?

- ✓ Maintain optimal system performance
- ✓ Increase efficiency
- ✓ Reduce risk of forgetting to take action



# Overview

Some key points to keep in mind:

- Pay code edits **cannot** be made by an employee beyond 30 days in the future
- Pay code edits **should not** be made by a timekeeper directly on an employee's timecard beyond 30 days in the future
- Employees **cannot** create or maintain a schedule
- Timecard information does not populate beyond **30 days** out
- System-made entries appear on the timecard in **purple**

# Training Objectives

Timekeepers and Payroll Managers should now understand:

- ✓ What is a future dated timecard entry
- ✓ Limits on future Kronos timecard edits
- ✓ How to enter future pay codes in Kronos
  - How to create, edit, and end a schedule in Kronos
  - How to view future pay codes

# Case #1: Woody Goes on his Honeymoon. Part 1



July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 ✓	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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Current Pay Period



View

Approve  
Timecard

Sign Off

Accruals  
ActionsPrint  
Timecard

Refresh

Calculate  
Totals

Save

		Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily	Period
+	×	Sat 6/25									
+	×	Sun 6/26									
+	×	Mon 6/27	Hours Worked	8.00						8.00	8.00
+	×	Tue 6/28	Hours Worked	8.00						8.00	16.00
+	×	Wed 6/29	Hours Worked	8.00						8.00	24.00
+	×	Thu 6/30	Hours Worked	8.00						8.00	32.00
+	×	Fri 7/01	Hours Worked	8.00						8.00	40.00
+	×	Sat 7/02									40.00
+	×	Sun 7/03									40.00
+	×	Mon 7/04	July 4th	8.00						8.00	48.00
+	×	Tue 7/05	Vacation	8.00						8.00	56.00
+	×	Wed 7/06	Vacation	8.00						8.00	64.00
+	×	Thu 7/07	Vacation	8.00						8.00	72.00
+	×	Fri 7/08	Vacation	8.00						8.00	80.00
+	×	Sat 7/09									80.00
+	×	Sun 7/10									

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Next Pay Period



View

Approve  
Timecard

Sign Off

Accruals  
ActionsPrint  
Timecard

Refresh

Calculate  
Totals

Save

		Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily	Period
+	×	Sat 7/09									
+	×	Sun 7/10									
+	×	Mon 7/11	Vacation	8.00						8.00	8.00
+	×	Tue 7/12	Vacation	8.00						8.00	16.00
+	×	Wed 7/13	Vacation	8.00						8.00	24.00
+	×	Thu 7/14	Vacation	8.00						8.00	32.00
+	×	Fri 7/15	Vacation	8.00						8.00	40.00
+	×	Sat 7/16									40.00
+	×	Sun 7/17									40.00
+	×	Mon 7/18	Vacation	8.00						8.00	48.00
+	×	Tue 7/19	Vacation	8.00						8.00	56.00
+	×	Wed 7/20	Vacation	8.00						8.00	64.00
+	×	Thu 7/21	Vacation	8.00						8.00	72.00
+	×	Fri 7/22	Vacation	8.00						8.00	80.00
+	×	Sat 7/23									80.00
+	×	Sun 7/24									



View

Approve  
Timecard

Sign Off

Accruals  
ActionsPrint  
Timecard

Refresh

Calculate  
Totals

Save

		Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily	Period
+	x	Sat 7/23									
+	x	Sun 7/24									
+	x	Mon 7/25									
+	x	Tue 7/26									
+	x	Wed 7/27									
+	x	Thu 7/28									
+	x	Fri 7/29									
+	x	Sat 7/30									
+	x	Sun 7/31									
+	x	Mon 8/01									
+	x	Tue 8/02									
+	x	Wed 8/03									
+	x	Thu 8/04									
+	x	Fri 8/05									
+	x	Sat 8/06									
+	x	Sun 8/07									



# Case #1: Woody Goes on his Honeymoon. Part 1





## Poll #2

What is the best way to record Woody's future vacation?

- ☐ Woody should record everything himself on his timecard before leaving
- ☐ Woody should record his vacation taken through 7/23 before he leaves and record the rest of his vacation when he returns
- ☐ Sam should record all future pay codes in a schedule
- ☐ Sam should record all future vacation directly onto the timecard

# Case #1: Woody Goes on his Honeymoon. Part 1

## Poll Response Review

-  Woody should record everything himself on his timecard before leaving
-  Woody should record his vacation taken through 7/23 before he leaves and record the rest of his vacation when he returns
-  **Sam should record all future pay codes in a schedule**
-  Sam should record all future vacation directly onto the timecard

# Case #1: Woody Goes on his Honeymoon. Part 1

Enter the daily amount of hours, not the entire amount of time being taken.

Schedules aren't just for future pay code edits.

# Case #2: Woody Goes on his Honeymoon, Part 2

Timecards

Boyd, Woody 1 of 1 512333333

1 Employee(s) Selected

View Approve Timecard Sign Off Accruals Actions

	Date	Pay Code	Amount	In	Transfer	Out
+	Sat 7/23					
+	Sun 7/24					
+	Mon 7/25	Vacation	8.00			
+	Mon 7/25	Vacation	8.00	8:00AM		
+	Tue 7/26	Vacation	8.00			
+	Tue 7/26	Vacation	8.00	8:00AM		
+	Wed 7/27	Vacation	8.00			
+	Wed 7/27	Vacation	8.00	8:00AM		16.00
+	Thu 7/28	Vacation	8.00			
+	Thu 7/28	Vacation	8.00	8:00AM		16.00
+	Fri 7/29	Vacation	8.00			
+	Fri 7/29	Vacation	8.00	8:00AM		16.00
+	Sat 7/30					
+	Sun 7/31					

Totals Accruals Audits Historical Corrections

All All

Location	Job	Account	Pay Code	Amount	Wages
		-/0/0/0/1/0/0	Vacation	160.00	\$0.00

# Case #2: Woody Goes on his Honeymoon. Part 2





## Poll #3

What should Rebecca have done when Woody realized his future dated timecard was still blank?

- ☐ Entered Woody's vacation onto his timecard as requested
- ☐ Told Woody if his timecard is blank and that he needs to enter his vacation hours
- ☐ Waited until the timecard is in the current pay period before entering the vacation directly onto the timecard
- ☐ Opened the scheduler and checked to make sure a schedule wasn't already created

# Case #2: Woody Goes on his Honeymoon. Part 2

## Poll Response Review

-  Entered Woody's vacation onto his timecard as requested
-  Told Woody if his timecard is blank then he needs to enter his vacation hours
-  Waited until the timecard is in the current pay period before entering the vacation directly onto the timecard
-  **Opened the scheduler and checked to make sure a schedule wasn't already created**

# Case #2: Woody Goes on his Honeymoon. Part 2

System-generated entries should be managed through the scheduler.

If information is duplicated, remove the timecard entries (in black) and leave the scheduled entries (in purple).

Run the “Schedule by Labor Account - Weekly” report for a calendar view of all scheduled entries.

# Case #3: Carla Welcomes Another Bundle of Joy

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					





# Case #3

# Another Bundle of Joy

**Schedule by Labor Account - Weekly**  
 Time Period: 7/10/2022 - 10/30/2022  
 Query: Previously Selected Employee(s)

Data Requested On: 6/17/2022 12:04:42 PM  
 Executed on: 6/17/2022 12:04PM GMT-07:00  
 Printed for: bfoley

Labor Account: ~0/0/0/1/0/0						
Employee	Sun 7/10/2022	Mon 7/11/2022	Tue 7/12/2022	Wed 7/13/2022	Thu 7/14/2022	Fri 7/15/2022
Tortelli, Carla		FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00

Labor Account: ~0/0/0/1/0/0						
Employee	Sun 7/17/2022	Mon 7/18/2022	Tue 7/19/2022	Wed 7/20/2022	Thu 7/21/2022	Fri 7/22/2022
Tortelli, Carla		FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00

Labor Account: ~0/0/0/1/0/0						
Employee	Sun 7/24/2022	Mon 7/25/2022	Tue 7/26/2022	Wed 7/27/2022	Thu 7/28/2022	Fri 7/29/2022
Tortelli, Carla		FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00

Labor Account: ~0/0/0/1/0/0						
Employee	Sun 7/31/2022	Mon 8/1/2022	Tue 8/2/2022	Wed 8/3/2022	Thu 8/4/2022	Fri 8/5/2022
Tortelli, Carla		FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00

Labor Account: ~0/0/0/1/0/0						
Employee	Sun 8/7/2022	Mon 8/8/2022	Tue 8/9/2022	Wed 8/10/2022	Thu 8/11/2022	Fri 8/12/2022
Tortelli, Carla		FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00	FMLA-Sick 8.00

Labor Account: ~0/0/0/1/0/0						
Employee	Sun 8/14/2022	Mon 8/15/2022	Tue 8/16/2022	Wed 8/17/2022	Thu 8/18/2022	Fri 8/19/2022
Tortelli, Carla		FMLA-LNS 8.00	FMLA-LNS 8.00	FMLA-LNS 8.00	FMLA-LNS 8.00	FMLA-LNS 8.00

Labor Account: ~0/0/0/1/0/0						
Employee	Sun 8/21/2022	Mon 8/22/2022	Tue 8/23/2022	Wed 8/24/2022	Thu 8/25/2022	Fri 8/26/2022
Tortelli, Carla		CFRA-Sick 8.00	CFRA-Sick 8.00	CFRA-Sick 8.00	CFRA-Sick 8.00	CFRA-Sick 8.00

Labor Account: ~0/0/0/1/0/0						
Employee	Sun 8/28/2022	Mon 8/29/2022	Tue 8/30/2022	Wed 8/31/2022	Thu 9/1/2022	Fri 9/2/2022
Tortelli, Carla		CFRA-Sick 8.00	CFRA-Sick 8.00	CFRA-Sick 8.00	CFRA-Sick 8.00	CFRA-Sick 8.00

# Case #3: Carla Welcomes Another Bundle of Joy





## Poll #4

How should Sam handle Carla's request to swap out pay codes and extend her established schedule? Sam should:

- ☐ Tell Carla her schedule is already set and he cannot accommodate these changes
- ☐ Tell Carla he can extend her leave, but he needs to wait until the pay period passes to submit a historical correction to swap vacation for sick leave
- ☐ Open the scheduler and edit/end her schedule as needed
- ☐ Wait until the pay period is current to edit the timecard directly

# Case #3: Carla Welcomes Another Bundle of Joy

## Poll Response Review

-  Tell Carla her schedule is already set and he cannot accommodate these changes
-  Tell Carla he can extend her leave, but he needs to wait until the pay period passes to submit a historical correction to swap vacation for sick leave
-  **Open the scheduler and edit her schedule as needed**
-  Wait until the pay period is current to edit the timecard directly

# Case #3: Carla Welcomes Another Bundle of Joy

If the start and end date are in a non-signed off pay period = delete

If the start date is in a signed off pay period = end

Multiple pay codes can be added to one schedule pattern, as long as they follow a weekly pattern.

Holidays in the scheduler appear in red and can be reduced by adding an entry with a negative amount of hours

# Live Demo



# Training Objectives

Timekeepers and Payroll Managers should now understand:

- ✓ What is a future dated timecard entry
- ✓ Limits on future Kronos timecard edits
- ✓ How to enter future pay codes in Kronos
- ✓ How to create, edit, and end a schedule in Kronos
- ✓ How to view future pay codes

# Summary

- Future dated entries are over 30 days in the future from today.
- Future dated entries should be entered by timekeepers in an employee's schedule, not directly on a timecard.
- Better safe than sorry. If information is known ahead of time, use the scheduler.
- System-generated entries are in purple, cannot be edited directly on a timecard, and do not show on a timecard more than 30 days out.
- Don't delete schedules that are used in a signed off pay period. End them instead.
- Use the "Schedule by Labor Account - Weekly" report to view future pay codes in an employee's schedule.

# Resources

- Limits on Future Kronos Timecard Edits

[https://ucsb.service-now.com/kb\\_view.do?sysparm\\_article=KB0010798](https://ucsb.service-now.com/kb_view.do?sysparm_article=KB0010798)

- How to Create a Schedule in Kronos

[https://ucsb.service-now.com/kb\\_view.do?sysparm\\_article=KB0010800](https://ucsb.service-now.com/kb_view.do?sysparm_article=KB0010800)

- How to Enter Future Pay Codes in Kronos

[https://ucsb.service-now.com/kb\\_view.do?sysparm\\_article=KB0010878](https://ucsb.service-now.com/kb_view.do?sysparm_article=KB0010878)

- HR's site for Leave Resources

<https://www.hr.ucsb.edu/hr-units/employee-services/leave-resources-managers-and-supervisors>



# Poll #4

# THANK YOU!

Questions?