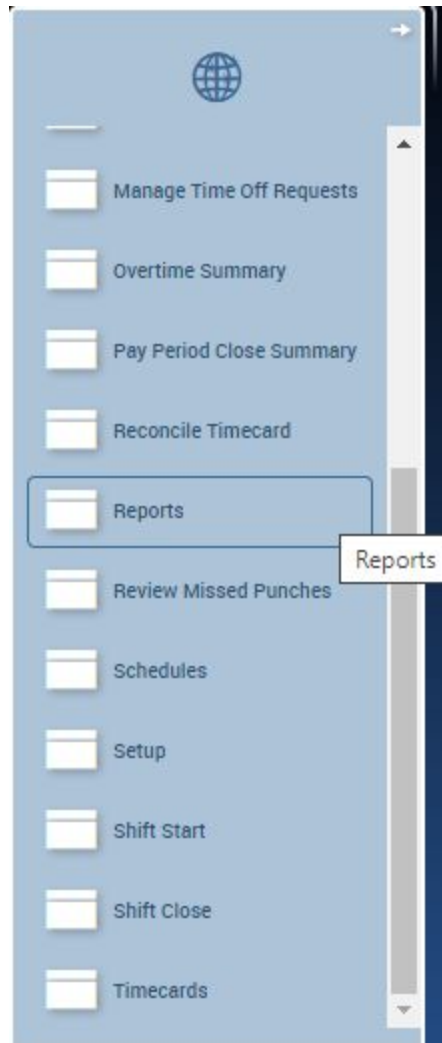UC **SANTA BARBARA**

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Tracking COVID-19 Pay Code Usage

For departments that would like to track usage of the "COVID-19 Admin Leave With Pay" pay code, we recommend using the "Employee Transactions and Totals (Excel)" report.
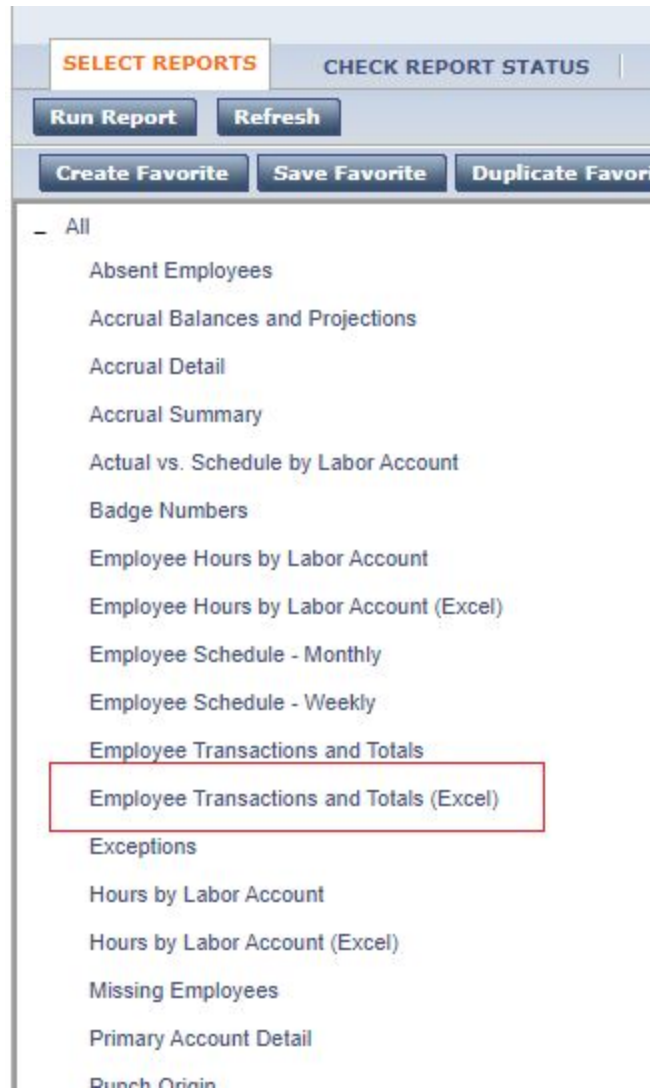
Running the Report

To navigate to the Reports screen, log into Kronos, scroll down in the right-hand sidebar, and click "Reports."

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Choose the "Employee Transactions and Totals (Excel)" report.

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Select your desired report criteria.

1. Choose the appropriate query depending on which employees you'd like to see.
2. Select a Time Period. You can choose a pre-set time period, such as Current Pay Period or Previous Pay Period, or you can enter a customized range of dates.
3. Make sure only the Pay Code(s) you would like the report to include are in the "Selected" column. <u>Pay Codes in the "Available" column will not populate on the report.</u>
4. Set Output Format to Microsoft Excel Document (.xls)

> *note - If you choose a query that has a combination of BW and MO employees, and you use a pre-set time period, the report will be based on that time period for each category of employee.

EMPLOYEE TRANSACTIONS AND TOTALS (EXCEL)

Description	Displays pay code transaction data by employee. Pay codes, their respective time or money amount, and wages are included
People	**1** All Home and Transferred-in* ▼ [New]
Time Period	**2** Current Pay Period ▼
Actual/Adjusted	Show hours worked in this period only. ▼
Display Empty Totals	No ▼

Pay Codes   **3**

Available
- Catastrophic Leave Received
- CFRA-CT Taken
- CFRA-LNS
- CFRA-Sick
- CFRA-Vacation
- CT Double
- CT Earned
- CT Half
- CT Payout
- CT Premium
- CT Straight
- CT Taken

Selected
- COVID-19 Admin Leave With Pay

[>] [»] [<] [«]

Output Format   **4** Microsoft Excel Document(.xls) ▼

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Click "Run Report."

You will be taken to the "Check Report Status" tab. Once your report status shows as complete, click on the report and select "View Report."

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Open the report. The report has 3 sections:

Transactions – shows the detailed transactions for each individual employee.

Totals – shows the total amount of hours for the selected Pay Code(s) for each individual employee during the selected time period.

Summary Totals – shows the total amount of hours for the selected Pay Code(s) for all selected employees during the selected time period.

Employee Transactions and Totals (Excel)

Time Period: Current Pay Period
Query: All Home and Transferred-in*
Pay Codes: (1): |COVID-19 Admin Leave With Pay|
Actual/Adjusted: Show hours worked in this period only.
Data Up to Date:
Executed on: 3/20/2020 9:53AM GMT-07:00
Printed for: paytest

3/20/2020 9:53:44 AM

Transactions:

Employee:	ID:	Day	Date	Pay Code	Hours
TEST, EXEMPT	533456789	Mon	3/16/2020	COVID-19 Admin	8.00
TEST, EXEMPT	533456789	Tue	3/17/2020	COVID-19 Admin	8.00
TEST, EXEMPT	533456789	Wed	3/18/2020	COVID-19 Admin	8.00
TEST, EXEMPT	533456789	Thu	3/19/2020	COVID-19 Admin	8.00
TEST, EXEMPT	533456789	Fri	3/20/2020	COVID-19 Admin	8.00
TEST, NON-EXEMPT	522345678	Mon	3/16/2020	COVID-19 Admin	8.00
TEST, NON-EXEMPT	522345678	Tue	3/17/2020	COVID-19 Admin	8.00
TEST, NON-EXEMPT	522345678	Wed	3/18/2020	COVID-19 Admin	8.00
TEST, NON-EXEMPT	522345678	Thu	3/19/2020	COVID-19 Admin	8.00
TEST, NON-EXEMPT	522345678	Fri	3/20/2020	COVID-19 Admin	8.00
TEST, STAMP	511112233	Mon	3/16/2020	COVID-19 Admin	2.00
TEST, STAMP	511112233	Tue	3/17/2020	COVID-19 Admin	2.00
TEST, STAMP	511112233	Wed	3/18/2020	COVID-19 Admin	2.00
TEST, STAMP	511112233	Thu	3/19/2020	COVID-19 Admin	2.00
TEST, STAMP	511112233	Fri	3/20/2020	COVID-19 Admin	2.00
TEST, TIMEKEEPER POLI	511223333	Fri	3/13/2020	COVID-19 Admin	8.00

Totals:

Employee:	ID:	Pay Code	Hours	Money
TEST, EXEMPT	533456789	COVID-19 Admin	40.00	$0.00
TEST, NON-EXEMPT	522345678	COVID-19 Admin	40.00	$0.00
TEST, STAMP	511112233	COVID-19 Admin	10.00	$0.00
TEST, TIMEKEEPER POLI	511223333	COVID-19 Admin	8.00	$0.00

Summary Totals:

Pay Code	Hours	Money	Days	Wages
COVID-19 Admin Leave With Pay	98.00	$0.00	0.00	$100.00

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Creating a Favorite Report

For easier access at a later date, you can save this report as a Favorite.

1. On the "Select Reports" tab select your desired report criteria.
2. Click "Create Favorite."

3. Give the report a name and make sure all of your criteria are accurate.
4. Click "Save Favorite."

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You can access your Favorite Reports from the "Select Reports" screen.