

REC SPORTS PAYROLL COORDINATOR GUIDE

Student Payroll Processing

http://studentpayroll.services.wisc.edu/pyapbs_jinit.html

and

<http://mytime.wisc.edu/wfc/longon>

KRONOS - What to do MONDAY

1. On Monday morning following the end of the pay period, begin the approval process for student employees that you supervise in Kronos.
2. Run the **Erred Timecard Report** (lists all punches missing a job selection).
 - A. Click on “Erred-Timecard” from Navigation menu.
 - B. If there are any erred timecards, a list will display in the main window.
 - C. Double click on the employee to enter the timecard.
 - D. Correct the error.
 - E. Save the change.
 - F. Back on your browser to return to the Erred Timecard list.
 - G. Select your next erred timecard employee.
 - H. Notify the employee that they did not select a job and remind them of the correct procedure, even if they only have one job.
 - I. Click Refresh on the Erred Timecard list when complete to view updated list.
 - J. If an employee does not pick a job, they will not be paid for the hours.
3. Make sure your employees don't have any **missed punches**.
 - A. Check the Missed Punch column for check marks.
 - B. Double click on the employee to enter the time card.
 - C. Correct the missed punch.
 - D. Save the change.
 - E. Notify the employee that they forgot to punch in or out.
4. Make sure you look at the **HRS OVER 40** column.
 - A. If there are any hours in this column, look at the time card and make sure the hours are charged to the correct appointment.
 - B. Make sure the shifts are all correct.
 - C. Make changes as appropriate, based on information from the student or supervisor.
 - D. Let your Divisional Payroll Coordinator know that you have approved Overtime for the employee.

5. Review the **12+ Hours** Shift column for check marks.
 - A. If the employee did not actually work a shift that was 12+ hours long, correct the punch.
 - B. Notify the employee that they forgot to punch out.
 - C. If the employee actually worked a shift that was 12+ hours long, you do not need to make any corrections.
6. After you have reviewed all of your employees and corrected all of the errors, you are ready to **approve for payment**.

Timecards that have no errors or that have no hours still need to be approved.

- A. Highlight the employee you are going to approve.
- B. To select multiple employees, hold the Ctrl key while selecting employees (or if you are approving every employee on your list, select one, hold Ctrl and press A for all).
- C. From the horizontal navigation menu, select **Approvals** and then **Approve**.
- D. If you need to edit the time card after approval, just select **Remove Approval** from the Approvals menu while highlighting the employee. Remember to Approve the employee again after you finish editing.

KRONOS - What to do TUESDAY

If you have not finished approving and editing your timecards you must complete the Approval process by **noon** on Tuesday. On Tuesday evening, all hours are transferred or exported from Kronos into the Student Appointment/Payroll System. Prior to the export, all timecards are signed off centrally.

1. Run the **Supervisor Approval Report** from the Student Payroll System. This report will indicate supervisors that have approved timecards.
 - A. How to run the Supervisor Approval Report:
 1. In the Student Payroll system, select Reports.
 2. Select Payroll Edit from the Report Category drop-down menu.
 3. Click on the yellow arrow on the Supervisor Approval line.
 4. Enter your UDDS in the box, e.g. A80 or A802000.
 5. Click "Create Report"
 - B. If the hours approved and hours approved for payment columns are blank then approval has not been done either by the supervisor or the payroll coordinator.
 - C. Even employees without hours will appear on the Supervisor Approval Report as long as their timecard was approved.

2. **Finish approving** employees based on the Supervisor Approval Report, i.e. if anyone was not approved, approve them.
3. Run the **Erred Timecard report** again. If the employee has a job in another division, contact the employee and the other payroll coordinator if the hours do not belong to Rec Sports. Let them know that you have reviewed the hours and they are not ours.

KRONOS - What to do WEDNESDAY

After the export, timecards are **locked for editing**. Besides, even if you did edit at this time the information wouldn't go anywhere since all hours were exported already.

If you need to **make changes** to a Kronos entry for an employee after the export, but prior to the calc, contact your Divisional Payroll Coordinator.

- ☞ Provide the name and Person ID# of the employee.
- ☞ The Divisional Payroll Coordinator will request the sign-off on the employee to be removed by central Payroll and will notify you when this is complete.
- ☞ After you finish editing the time card, notify your Divisional Payroll Coordinator so the sign-off can be replaced.

If you have no further changes, you are finished with the previously biweekly's payroll.

KRONOS - What to do THURSDAY

If you did not finished your payroll on Wednesday, finish it today.

The calculation will run tonight. Any changes after the calc is considered Prior Pay. Contact your Divisional Payroll Coordinator if you have any prior pay.

KRONOS - What to do FRIDAY

If you need to make edits after the calc, contact your Divisional Payroll Coordinator. Any changes after the calc is considered Prior Pay.

KRONOS - Timecard Changes After the Employee Has Been Paid

Any hours that were not paid will need to be entered as prior pay for the next calc. Do NOT enter these hours into Kronos. Contact your Divisional Payroll Coordinator if you have any prior pay.