

## **Kronos**

### **Daily Process**

#### **All work processed by Administrative Assistants for each Division**

#### **All work processed on Kronos timekeeping software through WMU Payroll Department**

- Starts day checking Answers United (Report Writer) email logs
- Check who is in
- Check AL/SL status for those not present
  - Check AL/SL Calendars
  - Call Supervisors for status
  - Check emails from people or Supervisors for status
  - If they do not have enough SL – convert to AL and use the correct code to mark time.
- Check if the person is requesting FMLA or another type of approved time off such as Emergency Paid Sick Leave (EPSL).
  - If FMLA – needs to be entered into PeopleSoft
- Check to make sure Leads, 2<sup>nd</sup>, and 3<sup>rd</sup> shift employees are paid correct stipends (shift premiums)
- Check if Chief Steward or other Union leadership are off and paid correctly
- Check On-Staff people
- Check for Overtime – Scheduled and Unscheduled
  - Monday is a large volume day for OT from the weekend
  - Needs to be updated daily
  - Check with Supervisor for OT slips if not present
- Around noon – check people in Kronos to find people that might have left early. Update entries with approved AL/SL
- Around 3:30 (end of 1<sup>st</sup> shift) – check people in Kronos to find people that might have left early. Update entries with approved AL/SL
- Enter these into Kronos

#### **Recommendations:**

- Process needs to be automated
  - Automate SL/AL
    - Request – Approval
    - Integrated with Kronos so it automatically enters information.
    - Integrated so it updates OT Equalization chart.
- More training with Payroll
  - All the different types of leave like FMLA, EPSL, EFMLA, etc.
- More training with TMA
- Remove payroll codes that are not used in Kronos – Too many complicates process