

# Ball State University Kronos Tips & Tricks

## Payroll Location and Information

The Office of Payroll and Employee Benefits is located in the Administration Building, Room G29.

Phone 285-8461

Fax 285-6612

Email [peb@bsu.edu](mailto:peb@bsu.edu)

Name	Title	Phone #	Email	Pay ID	Employee Classification by Pay ID
Deana Thornton	Payroll Rep	5-8466	<a href="mailto:dlthornton@bsu.edu">dlthornton@bsu.edu</a>	BW	Non-Exempt Staff & Service
Penny Masters	Payroll Rep	5-8468	<a href="mailto:pmmasters@bsu.edu">pmmasters@bsu.edu</a>	MO	Professional & Exempt Staff
Megan Bryant	Payroll Rep	5-8467	<a href="mailto:mhelms2@bsu.edu">mhelms2@bsu.edu</a>	MT	Faculty & 10 Month Professional
	Payroll Rep	5-8462		SG	Students and Graduate Assistants
Julie Combs	Senior Payroll Rep	5-8463	<a href="mailto:jcombs@bsu.edu">jcombs@bsu.edu</a>	N/A	
Shana Rogers	Payroll Director	5-6714	<a href="mailto:slrogers2@bsu.edu">slrogers2@bsu.edu</a>	N/A	

## Timekeeping Deadlines and Pay Day Information

Starting on January 4, 2019, all employees will be paid on a biweekly basis and payday will be every other Friday. In order to process payroll, all timecards must be signed off by 2:00 PM on the Monday of a pay week (aka Kronos Monday). In order to meet the biweekly deadlines, it is advised to review timecards on a daily basis to resolve issues timely.

### Kronos Tips, “Please Do”:

- Check your timecard and employee timecards throughout the pay period.
  - It is easier to correct a missing punch or enter time off when it happens then at the end of the payroll period.
- Timekeeping deadlines are important, set a biweekly reminder on your calendar to ensure you meet department and Payroll deadlines.
- Understand the difference between ALL HOME and ALL WORKED Hyperfinds.
  - Everyone clocking in your department will show up under ALL WORKED.
  - Only those employees whose primary position is with your department will show up in ALL HOME.
- Ensure employees are compensated for all hours worked.
- Move compensatory time to overtime as needed. All hours over 40 in a pay week default to compensatory time, which is earned at 1.5 hours for every hour worked.

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- Use the Kronos Adjustment Form to document all changes, deletions, and additions to an employee's timecards.
  - Be sure to get the employees and supervisors signature on the Kronos Adjustment Form.
  - Add a comment and maybe a note to the corrections in Kronos.
- Keep Payroll records, including Kronos Adjustment Forms, for three years.
- Refresh your screen if you cannot see your changes.
- Use the Audit tab to review punches.
  - Has an original punch been edited? If so, should it have been?
  - Is a time clock punch from an expected time clock location?
  - Is a timestamp via a computer from a recognized location on campus? The BSU IP address begins with 147.
- Right click on a punch time to see how the punch rounded (forward or backward).
  - You can also use the "Rules Analysis" report to see how our rounding rules affect a punch.
- Contact the Kronos Help Desk with any questions: 285-6452, [KronosHelpDesk@bsu.edu](mailto:KronosHelpDesk@bsu.edu).

### Kronos Tips, "Please Do Not":

- Delete punches, right click and edit them instead.
  - If you must delete a punch (employee clocked out twice causing a missing punch error), then add a comment and a note as to why you need to delete the punch first and then delete the punch. Even though the punch is deleted, the punch time and comments will remain in the audit trail.
- Edit punches to prevent overtime, the timesheet is a legal document.
- Make changes without documentation, such as a Kronos Adjustment Form.

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### Kronos Tricks:

- On Kronos Monday, utilize your Kronos home screen “Management My Department” to:
  - Change the time period by clicking on the down arrow and selecting the “Previous Pay Period.” You want to review, edit, approve and sign off on the previous pay period.
  - Check for missing punches by hovering over the “Missing Punch” column title, clicking on the down arrow, and selecting “Sort by Descending.” This will bring all the employees with missing punches to the top of your list. Remember Kronos will not allow you to sign off on a timecard that has a missing punch.
  - Check for any approvals that have already been applied to a timecard.
  - Check for sign offs by hovering over the “Sign Off” column title, clicking the down arrow, and selecting “Sort by Ascending.” This will bring the employee who are not signed off on to the top of your list.
  - You can view the employee timecards by left clicking on the “Select All Rows” icon, then click the “Go To” icon and select “Timecards” if you want to see all the employees in your list. A new tab called “Timecard” will open and allow you to scroll through the timecards one by one.
    - If you only want to see a select few employees in your list, you can highlight the rows similar to excel.
      - Use the shift key to sporadically select employees. Click on the first employee, then click and hold the shift key while randomly selecting the other employees.
      - Use the control key to select employees in a consecutive order. Click on the first employee, click and hold the control key, then click on the last employee in the consecutive row.
  - You can do “group edits” to mass approve or sign off on employees after reviewing their timecards. Once you have done your review and/or edits on each employee timecard, you can come back to your home screen and do a mass sign off by left clicking on the “Select All Rows” icon, then click the “Approval” icon, and select “Approve Timecard” or “Sign Off” whichever function you are trying to complete.
    - To check the results of your group edit, click on the “Group Edit” icon along the right hand side of the screen. Once the “Group Edit” tab opens, you can review the results of your mass approval or sign off.