

Kronos- How to Enter Extra Duty -Computer Entry by Timekeeper

If your employee has not used Kronos to clock in for Extra Duty, either a Timesheet Change Request will need to be submitted by the employee, or the time can be entered by the Timekeeper on the timesheet with proper backup.

You will only be able to add time to an Open timesheet. After the timesheet had been updated with the time worked the employee will need to resubmit their timesheet for approval and the supervisor will need to approve the timesheet.

Extra Pay that is not charged to your cost centers will be processed with a paper extra pay timesheet that will be provided to your employee by the department that is paying for the extra duty or training.

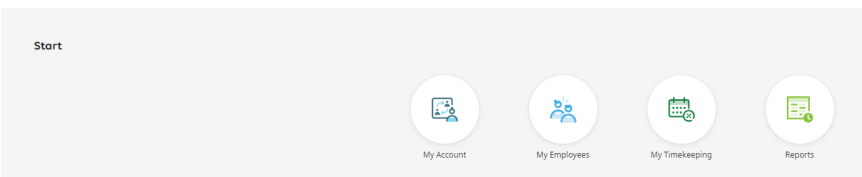
These departments will enter the hours to be paid for your employee in Skyward. This will not be reported in Kronos.

For example, if Title I is charging the Extra pay to their Cost Center 4405, they will process this in Skyward until we have completed configuring Kronos for this type of pay.

Extra Pay that is charged to your Cost Center

Timesheet Entry – Timesheet entry is accessible by navigating to your employee's *current OPEN* timesheet in Kronos

Go to Home screen in Kronos.



Go to your **Start Widget** and choose **My Timekeeping**

Choose **Current Timesheets**

	Employee Id	First Name	Last Name	Timesheet Start
	starts with	starts with	starts with	=
		test		
	4	Test	User4	08/16/2021
	5	Test	User5	08/16/2021
	6	Test	User6	08/16/2021

Select the employee you want to add time for. Their timesheet will open to edit. The dates will display.

Choose the Date for the Extra Duty

If this is in addition to the regular workday click the Plus sign to add a line for the Extra Duty.

✓ WED Aug 18 Weekly 6:00a- 3:00p	...	From am	To am	00:00	00:00
	+			00:00 hrs	00:00 hrs

Add the From and To time...make sure to choose the correct am and pm option.

From	To
07:33 am	03:33 pm

Add the School/Department location from the drop down.

School/Department
GEO STONE LAW ENFORCE PG

Add the type of Extra Duty from the Drop down. If you do not see the choice you need, contact the Payroll Department.

Extra Duty
Extra Duty-Professional Staff Hourly Rate of Pay

Save your changes.

> Date	From	To	Raw Total	Calc. Total	In Date	Time Off	School/Department	Extra Duty
> MON Aug 9 +			00:00 hrs	00:00 hrs				
✓ TUE Aug 10 <small>Teacher - Floating 7.50</small>	e 06:00 pm	e 08:00 pm	02:00	02:00	TUE Aug 10 ▾	▾	GEO STONE LAW ENFORCE PG	Extra Duty-Professional Staff Hourly Rate of Pay

Account Override -To be used to change the account coding on the pay record used in Skyward.

> Date	Time Off	School/Department	Extra Duty	Exceptions	Account Override
> MON Aug 9 +					
✓ TUE Aug 10 <small>Teacher - Floating 7.50</small>	▾	GEO STONE LAW ENFORCE PG	Extra Duty-Professional Staff Hourly Rate of Pay	Choose...	Choose...
+					

When you are paying an employee for extra work, the default account coding in Skyward will be used on the pay record.

The Kronos timesheet Extra Pay data is imported to Skyward. The field Account Override is used to override the account coding in Skyward and update the pay record with the correct coding.

Click on the drop down and select the correct account code.

Save the change to the timesheet.

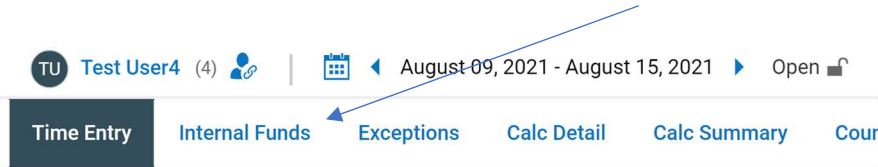
If the account code is not available, contact the Budgeting Department.

School Internal Funds

Employees will submit back up for duties performed that are to be charged to School Internal Funds. If you do not find the option you need, contact Payroll so that it can be added to Kronos.

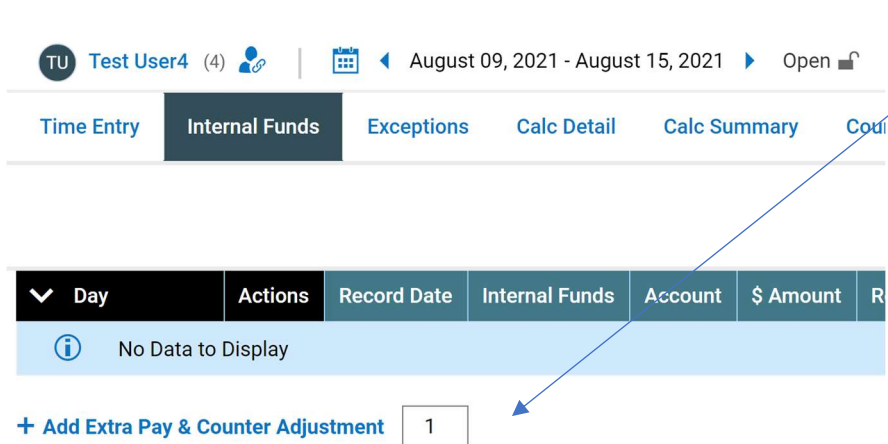
Go to Current Timesheets to choose the employee who needs to be paid for this type of extra pay.

At the top of the timesheet is a tab for Internal Funds.








The screenshot shows the top navigation bar of the Kronos system. The user is logged in as 'TU Test User4 (4)'. The date range is 'August 09, 2021 - August 15, 2021'. The 'Internal Funds' tab is highlighted in the navigation bar, with a blue arrow pointing to it from the text above. Other tabs include 'Time Entry', 'Exceptions', 'Calc Detail', 'Calc Summary', and 'Cour'.

Click on Internal Funds and a plus sign for Extra Pay & Counter Adjustment will display



The screenshot shows the 'Internal Funds' tab selected in the navigation bar. Below the navigation bar, there is a table with columns: 'Day', 'Actions', 'Record Date', 'Internal Funds', 'Account', '\$ Amount', and 'R'. The table is currently empty, displaying 'No Data to Display'. Below the table, there is a blue button labeled '+ Add Extra Pay & Counter Adjustment' with a small box containing the number '1'. A blue arrow points from the text above to this button.

Click on each tab on the line and add the required information. Click Save

Day	Actions	Record Date	Internal Funds	Account	\$ Amount
THU Aug 12		08/12/2021 	Ticket Taker 	1110E5100 0129 0021 12080 00000 00000 	100.00 \$
					\$ 100.00

This amount will be imported to Skyward to be paid.

