STUDENT SUPERVISORS' GUIDE

Approving Students' Timecards Using Kronos®

As a student supervisor, you will need to approve all your student employees' timecards at the end of every pay period. To do this, you will need to know the following:

- Each students' position number
- Your organization code
- The location codes your department uses
- Your students with multiple jobs
- The payroll schedule found at www.muohio.edu/payroll.

Important: Run the *Students with Multiple Jobs (PZRSTUM)* report in MInE every pay period to see the students in your department with multiple jobs.

For instructions on how to find a student's position number, your organization and location codes, and your students with multiple jobs, review the *Frequently Asked Questions* section on the back of this guide (page 4).

Submitting students' timecards to Payroll Services

To submit your students' timecards to Payroll Services you will need to do the following:

1. View and edit your students' timecards in Kronos
2. Approve all the timecards in Kronos for your department
3. Run Employee Hours/PZRLOOKUP report in MInE
4. Email a copy of the PZRLOOKUP report to Payroll Services

Step 1: View and edit your students' timecards

Before you approve your students' timecards you will need to view and perhaps edit them to ensure the information is accurate and complete.

1. Login to the Kronos Workforce Central application. **To login to the Kronos Workforce application:**
   a. Go to myMiami: **http://www.mymiami.muohio.edu.**
   b. In the **Quick Links** column on the right side of the screen, look for the **Time Entry** section (at the bottom of the list) and click "**Full**". The Kronos Workforce Central application will open in a new window.
   c. In the **User Name** field, enter your Miami UniqueID.
   d. In the **Password** field, enter your MUnet password.
   e. Click "**Log On**". The default **Reconcile Timecard** screen will display.

2. Choose the group of student employees and the time period you want to see from the following drop-down lists:
   Show:—from this drop-down list, choose the group of students you supervise; for example, choose **All Home and Transferred Employees** to select all students who work for your department.
   Time Period:—from the drop-down list, choose the time period you want to view.

3. Open individual timecards by double-clicking the student's name or select a group of students' timecards.
   To select a group of students' timecards to edit:
   a. Either:
   Hold down the **Ctrl** or **Shift** key and select one or more employees. The employees you select will highlight in yellow.
   Or:
   From the **Actions** tab, choose "**Select All**" to select all employees.

   b. With the employees selected, click "**Timecard**".
   c. Use the arrow keys to scroll to each employee's timecard.
   d. Make your edits.
   e. Insert an appropriate comment

4. Check for the following:
   Solid Red boxes—indicating students have missed punches. Edit these punches, insert a comment, and e-mail the student with the changes you have made.
   Purple punches—indicating students have entered transfer information on their out-punches. These punches are still valid, but you may want to send an e-mail to your students reminding them of the correct procedures for clocking out.
   Student daily totals—displaying accumulated totals. These should seem reasonable for that student based on your department's policy.
   Student position numbers—determining how students will be paid. Verify that these are correct for every student in your department by looking at the 8-digit code (beginning with "2") in the **Totals and Schedules** tab in the student's timecard.

5. Edit students' timecards as necessary. **Important:** As much as possible, edit rather than delete actual punches. You should **only** delete punches when you are absolutely certain that the punch is incorrect, *and* they are for your department. **Do not delete any punches for any other department.**

   To edit a punch:
   a. Select the punch you want to edit.
   b. Enter the correct time in the time field.
   c. Choose "**AM**" or "**PM**".

   Insert a comment every time you edit a punch.
   To insert a comment:
   a. Right-click the appropriate punch.
   b. Select "**Comment**".
   c. Select "**Add Comment**". The **Add Comment:** dialog box will open.
   d. Choose an appropriate comment from the **Add Comment:** box (i.e. Forgot to Punch, Forgot ID Card, Pre-Approved or Unscheduled.)

Step 2: Approve all timecards for students in your department

Students need at least one manager approval if they are to be paid. If you see a student, either as a home or transferred student and their hours are accurate, approve their time. Student timecards should be approved **before 12 noon on the Tuesday after the pay period closes**. To find out how to view the Payroll Schedule, review the *Frequently Asked Questions* section on page 4 of this guide.

1. Select the students' timecards you want to approve. **To select a group to approve:**
   a. From the **Actions** tab, choose "**Select All**" to select all employees and click the **Timecard** link.
   b. The first time card will appear.
   c. Please take the approval steps listed below in step 2 and then use the forward arrow to the right of the "Name" information to go to the next employee.

2. Approve their timecards for the appropriate time period:
   To approve individual timecards:
   a. Check the time card for missed punches and to verify that the time card reflects the actual hours worked by the student employee.
   b. Verify that the student employee approved his/her time card.
   c. If everything is okay with the time card, click "**Approvals**" just above the time card.
   d. Choose "**Approve**".
   e. Use the right/left arrow to the right of the "Name" field to move to the next time card.
   f. Repeat steps a-e for each employee.

Step 3: Email the Employee Hours/PZRLOOKUP report in MInE

Next, you will need to access the PZRLOOKUP report in MInE—Miami's reporting system.

1. Go to myMiami: **http://www.mymiami.muohio.edu**.
2. Login to myMiami using your UniqueID and MUnet password.
3. Click the **School Services** tab.
4. From the **School Resources** list on the left, select "**MInE**". The MInE reporting system will open.
5. Click the **Browse** tab.
   Click the **Personnel** folder. **Note:** If the Personnel folder does not appear in the list of folders, double-click the **MInE** folder from that list. If you still do not see the Personnel folder, contact Payroll Services at (513) 529-6223.
6. Select the **Payroll** folder.
7. Select the **Employees Hours/PZRLOOKUP** report.
8. Enter the **Payroll Type**: "**B2**" for student payroll.
9. Enter the **PayPeriod Begin Date** in MM/DD/YYYY format.
10. Enter the **PayPeriod End Date** in MM/DD/YYYY format.
11. Enter your **Orgn** (4-digit department org. code).
12. Enter the **Location Code** (3-digit code) if your department uses them or leave this field blank to see all hours in your department.
13. Click "**Run**".
14. Click the **Adobe PDF** icon.
15. Use the **Acrobat** icon to email this report. This report lists the hours for each student in your department for the location(s) code you specify.
16. Review the total hours for your department to ensure that they are accurate.

Step 4: Submit the PZRLOOKUP report to Payroll Services

Before you submit this report, make sure all of the students under your supervision who have worked during the time period are on it.

1. Check each student's accumulated total to make sure their hours are accurate.
2. Check that each student's **position number is correct** for the jobs for which they are being paid in your department. Student position numbers are located in the **Totals and Schedules** tab, under the **Account** column. You can also view student position numbers on the **PZRLOOKUP** report, under the **POSN** column. Compare these position codes with the position codes for your department found in the **Students with Multiple Jobs/PZRSTUM** report in MInE**.** See page 4 for instructions on how to access the PZRSTUM and PZRLOOKUP reports.

Questions:

Contact the Payroll Office with any questions at 513-529-6223 or payroll@muohio.edu.

Frequently Asked Questions

How can I find out if students have multiple jobs?

You can find out which students have multiple jobs by running the Students with Multiple Jobs/**PZRSTUM** report in MInE.

To run the Students with Multiple Jobs/PZRSTUM report in MInE:
1. Log into MInE.
2. Click the **Browse** tab.
3. Click the **Personnel** folder.
4. Select the **Payroll** folder.
5. Select the **Students with Multiple Jobs/PZRSTUM** report.
6. Enter your alphanumeric organization code. For example: PAY99.
7. Click "**Run**".

Where can I find a list of organization and location codes?

You can find a list of all the organization and location codes by running the Look up Organization or Location Codes/**Orgn_locn_lookup** report in MInE.

To run the Orgn_locn_lookup report in MInE:
1. Log into MInE.
2. Click the **Browse** tab.
3. Click the **Personnel** folder.
4. Select "**Payroll**".
5. Select the **Look up Organization or Location Codes/Orgn_locn_lookup** report.
6. Enter either "**1**" for organization code or "**2**" for location code.
7. Click "**Run**".

Where can I view the Payroll schedule?

The payroll schedules for both classified and non-classified employees are available online.

To view the payroll schedules:
1. Go to the Payroll homepage: **http://www.muohio.edu/payroll**.
2. Double-click "**Payroll Schedules**" from the left navigation bar.
3. Choose the appropriate payroll schedule. The schedule will display in PDF format.

Can I send an e-mail about a timecard?

Yes you can, and it is recommended that you send an e-mail to a student when you notice they have missed a punch.

To send an e-mail:
1. Select the timecard of the employee you want to e-mail.
2. From the **Actions** tab, select "**E-mail**". Your default e-mail (for example: Eudora) dialog box will open with the student's Miami e-mail address in the **To:** line. The following information about the student employee's timecard will be visible in the subject line:
   - Student name
   - Banner ID number
   - Time period
3. Enter your e-mail message and send as you normally would.

I see red boxes around my student's in-punch, should I edit them?

No, these punches should not be edited. You will see red punches around in-punches because the student does not have a schedule in Kronos. (When you mouse over the punch, you will see an **unscheduled** message) These red boxes are system generated and do not affect students' hours or pay.

Why do I see so many punches for a student not assigned to work in my department?

In the Kronos system, each student has only one timecard. Therefore, when you view students' timecards, you are viewing all their punches for jobs within your department and in other departments.

What documentation do I need when I edit a punch?

Employees who need their in or out punches edited must make these requests **in writing**. Employees may submit the request to managers in an email, on a hand-written note or a department form. All requests (email, note or form) must be retained by the manager for **three** years. Departments may choose to retain the requests electronically **or** print all emails and documents and retain them in paper form for the three year period. If documents are stored electronically, they must be stored in a manner where they can be retrieved by others in the department (i.e. emails should be saved to the shared drive).

Should I delete punches?

You should **only** delete punches when you are absolutely certain that the punch is incorrect and cannot be edited. Instead of deleting actual punches, it is recommended that you edit a punch if the time is incorrect or move a punch that is misplaced.

Note: Do not delete any punches for any other department. You may **only delete punches for your department**, i.e. only punches made with your organization code <u>and</u> the student's position number for the job they hold in your department. You can find these codes in the **Totals and Schedule** tab, under the **Account** column in a student's timecard.

To edit a punch if the time is incorrect:
1. Select the punch you want to edit.
2. Enter the correct time in the time field.
3. Enter "**AM**" or "**PM**".

To move a punch that is misplaced:
1. Right-click the punch and choose "**Edit Punch**".
2. From the **Override** box, select the correct type of punch.

Can I edit punches after I approve a student's timecard?

Yes, you can edit punches/timecards after you have approved them. To do this, you must first remove your approval.

To remove your approval:
1. Select the timecard(s) you want to edit. Be sure that you are in the correct time period.
2. Click "**Approvals**" from the white toolbar at the top of the screen.
3. Select "**Remove Approval**".
4. Make your edits.

After you have made your edits, re-approve the timecard.

What do I do if I make edits in error and I have not saved them?

You can use the Kronos **Refresh** button to refresh your screen. This will delete your unsaved edits from the timecard.

Should I include vacation time and sick leave for students?

No, student employees are not eligible for vacation time or sick leave and these should not be entered in the Kronos system.

Can I change timecard information in a signed-off or locked pay period?

No, you cannot change timecard information for a signed-off or locked pay period. Therefore, it is crucial that you make all your edits by 12 noon on the Tuesday after the pay period closes and before you submit the PZRLOOKUP report.

Can I add a row in a timecard?

Yes, you can add rows in any student's timecard. You may want to add rows if you have student who work multiple times in one day. Use a different row for each time the student works during the day.

To add a row:
1. Open the student's timecard.
2. Click the **Add Row** icon on the left. A row will be added below.

Note: Be very careful not to delete rows that contain student- generated punches.

Should I edit purple punches?

Ideally, you should edit purple punches only if they affect a student's hours for your department. The system generates purple punches when students clock out and include transfer information with their out-punches.

To edit purple punches:
1. Highlight the punch you want to edit.
2. If the out-punch is correct, click the transfer information.
3. Use the **Delete** key to delete the transfer information.
4. Click "**Save**".
5. Insert a comment.

Take this opportunity to remind your student employees of the correct procedure for clocking out by referring them to the following resources:
- The Student Quick Reference Guide
- On-line Tutorials
- Knowledge Base cases

What should I do if my students forgot to transfer on their in-punch?

Managers can enter transfer information at anytime during the pay period. To do so, click the transfer box for that student's shift and enter the following:
- Timesheet Org code
- Location Code (if necessary)
- Student Position number

I know my student employees have clocked in and out during the current time period, but I don't see their punches recorded, what should I do?

Contact Payroll Services at (513) 529-6223.

When I access MInE, I don't see the Personnel folder. What should I do?

Contact Payroll Services at (513) 529-6223.

Where can I find more help with Kronos and time entry?

You can find more information about Kronos, including instructions for using both the Quick Time Stamp and the Workforce Central application, in the following:
- Knowledge Base: **kb.muohio.edu** and search on "**Kronos**".
- On-line tutorials: Accessible via the Knowledge Base
- Payroll Services: **www.muohio.edu/payroll**