FLSA Salaried Setup Checklist – Kronos

Once your FLSA personnels have been approved, the new salaried employees should be imported into Kronos. Search for your employees by changing the range of dates to “11/17/2016 – 11/30/2016”

VERIFY:

- Name and 81X# (People Editor > Person > General Information)
- Accrual Profile – Salary FTE (People Editor > Person > Accruals & Leave)
  - For Rehired Retirees, change this to “Comp Time Only”
- Primary Labor Account (People Editor > Job Assignment > Primary Account)
- Base Wage (People Editor > Job Assignment > Timekeeper)

UPDATE:

- **Pay Rule** (People Editor > Job Assignment > Timekeeper)
  - Worker Type: [Dropdown]
  - Standard Hours:
    - Daily: 0.0
    - Weekly: 0.0
  - Wage Profile:
    - [List of options]
  - Device Group:
    - [List of options]
  - Currency:
    - [List of options]

- Select a ‘Sal’ pay rule for salaried employees. From here you will choose if they are paid from a schedule (PFS or NoPFS), if they earn pay for the UGA Holidays (Hol or NoHol), if they are paid Overtime or Comp Time (OT or Comp), and if they will need a meal deduction (60DED, 30DED, NoML).
  - If they will be paid from a schedule (PFS) you will also need to set up a schedule for the employee. Use this link for a tutorial:
    - Employee Schedule Setup
- Make the Effective Date for the pay rule as 11/17/2016
Employee Role (People Editor > Job Assignment > Employee Role)

- Time Entry Method:
  - If you want your employees to be able to view their timecard when logging into Kronos, select Hourly View.
  - If you want your employees to clock in/out using the computer, select Time Stamp & Hourly View
  - Make the Effective Date for the Time Entry Method as 11/17/2016

- Pay Codes “Edit” Profile:
  - If you want your employee to be able to add leave time to their own timecard, select Unit Employee from this drop down.
  - You will also need to email payroll the list of employees you want to edit their own timecards and we will give them that access.