

# SHERIFF PAYROLL

**SUPERVISOR TRAINING**

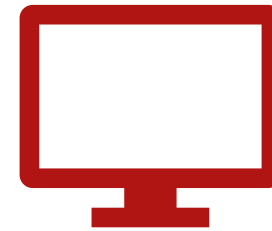
PAUL LUGUE SR. DHRO

# YOUR PAYROLL UNIT



## 16 staff members

- 1 Sr. Departmental HR Officer
- 1 Departmental HR Officer
- 4 Human Resources Specialists
- 7 Human Resources Assistants
- 1 Dept Payroll Tech
- 1 Payroll Clerk



[Payroll Website](#)

# KRONOS/UKG TIMEKEEPING

Supervisors'  
Roles/Responsibilities

## Logging on

- Forgot Password

## Supervisory Level Access

- Hyperfinds
- My Genies

## Approval Deadlines

- Notifications After Approval
- Advance Approvals

## Alias, Department ID, Reason Code

# KRONOS/UKG TIMEKEEPING

Supervisors'  
Roles/Responsibilities  
(continued)

## Work Schedules

- Future Time Off Requests Not To Be Used
- Permanent Change VS. Temp Change

## Accruals

- Displays leave balances
- Out of sick balances

## Adjustments/Historical Tabs

- Displays late adjustments

## Employees on Leave/Light Duty

- Temporary Total Disability (TTD)
- Military Leave

# Common Payroll Forms

- ▶ **PR1**
  - ▶ Changes to Timecard
- ▶ **Military Leave Request**
  - ▶ Approved by Benefits
- ▶ **Mileage/Parking/Bus Pass**
  - ▶ Submitted Monthly
  - ▶ Approved by Benefits
- ▶ **Direct Deposit**
  - ▶ Eform