

**SUPERVISOR TRAINING**

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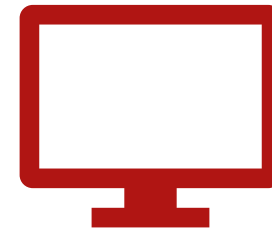
# SHERIFF PAYROLL

# YOUR PAYROLL UNIT



## 15 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](#)

# AGENDA

- ▶ **UKG/Kronos Timekeeping**
  - ▶ Supervisors' Roles/Responsibilities
- ▶ **Payroll Forms**
- ▶ **PeopleSoft Self-Service**



# UKG/KRONOS TIMEKEEPING

Supervisors'  
Roles/Responsibilities

## Supervisory Level Access

- Hyperfinds

## Logging on

## Approval Deadlines

- Notifications After Approval

## Reason Codes/Aliases

# Hyper Finds

Select All Rows Column Selection Filter Approval

- Hyperfinds (288)
- Ad Hoc
- SHF-39451 Court Svcs-San Diego
- SHF-39485 Financial Services
- SHF-39510 Personnel Division
- SHF-39512 Payroll
- SHF-39530 Internal Affairs
- SHF-39565 Encinitas Station
- SHF-39620 No. Cnty. Gen. TF
- New...
- Edit Ad Hoc...

Employee Name	Empl ID	Bus Unit-Dept ID	Manager Approval	Manag
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# Schedule Editor

Loaded: 7:10 AM Current Pay Period

Print Timecard | 
 Refresh | 
 Calculate Totals | 
 Save | 
 Go To

Shift 1 Selected

Current Pay Period

- Go to widget
- Employee Timecards
- Schedule Editor
- Reports
- Audits
- Go to workspace

Loaded: 7:12AM 2/24/2023 - 3/09/2023 None Edit

Quick Actions | 
 View | 
 Column Selection | 
 Visibility Filter | 
 Select All | 
 Gantt View | 
 Sorting | 
 Tools | 
 Engines

Refresh | 
 View Comments | 
 Share | 
 Save | 
 Go To

By Employee		2/19 - 2/25		2/26 - 3/04			3/05 - 3/11		
Name	Sch Hrs.	Fri 2/24	Sat 2/25	Sun 2/26	Mon 2/27	Tue 2/28	Wed 3/01	Thu 3/02	Fri 3/03
Ligue, Paul T <small>No Access to Self</small>	80.00	6:30AM - 3:00PM			6:30AM - 3:00PM	6:30AM - 3:00PM	6:30AM - 3:00PM	6:30AM - 3:00PM	6:30

# UKG/KRONOS TIMEKEEPING

Supervisors'  
Roles/Responsibilities  
(continued)

## Work Schedules

- Future Time Off Requests Not To Be Used

## Accruals Tab

- Displays leave balances

## Adjustments/Historical Tabs

- Displays late adjustments

## Employees on Leave/Light Duty

- Light Duty (LD) – 803
- Temporary Total Disability (TTD)
- Military Leave

# Accruals Tab

Totals Accruals Audits

Accrual Code	Accrual Available Balance	Accrual Pending Grants
Employee Recognition Leave	0.0	0.0
FLSA Comp	0.0	0.0
Floating Holiday	8.0 (0.0p)	0.0
Non-FLSA Comp	4.0	8.0
Sick	511.82	0.0
Vacation	286.8	0.0



# Historical Adjustments

Totals Accruals Audits **Historical Corrections**

**Detail View** Summary View

Pending	Effective Date	Historical Date	Type of Edit	Account	Pay Code	Amount
	2/03/2023	12/27/2022	Untotalized Correc...	...10/E-003 Pass Time Adj	SLP-Sick Leave Pe...	-8.0 (impacts accruals)
	2/03/2023	12/27/2022	Untotalized Correc...	...29/E-003 Pass Time Adj	SPH-SPSL 2022 Q...	8.0 (impacts accruals)

# Payroll Forms

## ▶ PR1 form/slip

- ▶ Exception Time
- ▶ Overtime/Holiday Hours Worked
- ▶ Late Adjustments

## ▶ Direct Deposit

- ▶ Change/Stop/Start/Reactivate



Employee Sign: \_\_\_\_\_

Date: \_\_\_\_\_

# Payroll Forms

(continued)

- ▶ **Mileage/Parking/Bus Pass**
  - ▶ Submitted Monthly Basis
- ▶ **Military Leave Request**
  - ▶ Approved by Benefits

# PeopleSoft Self Service

## ▶ **Change**

- ▶ Home/Mailing Address
- ▶ Phone Numbers/Email Addresses
- ▶ Emergency Contacts
- ▶ State/Federal Tax Withholdings

## ▶ **View Only**

- ▶ Paychecks
- ▶ Direct Deposit
- ▶ Benefits Information



# Self Service

The screenshot displays the Oracle HR Self Service application interface. The breadcrumb navigation path is: Main Menu > Workforce Administration > Job Information > Job Data. A search menu is open, showing a list of folders. The 'Payroll and Compensation' folder is selected, which has opened a sub-menu containing the following items:

- CECO/United Way Pledge
- Job Summary
- View Paycheck
- Direct Deposit
- W-4 Tax Information
- View W-2/W-2c Forms
- W-2 Reissue Request

The left sidebar contains the Oracle logo, a 'Job Data' section with a search box, and fields for 'Empl ID:', 'Empl Record:', and 'Name:'.



QUESTIONS?