SHERIFF PAYROLL

SUPERVISOR TRAINING

PAUL LUGUE, SR DHRO
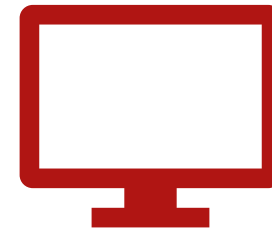
ANELLE FRENZEL, HRS

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

Schedule Editor

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...	...l0/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

QUESTIONS?