

# SHERIFF PAYROLL

## **SUPERVISOR TRAINING**

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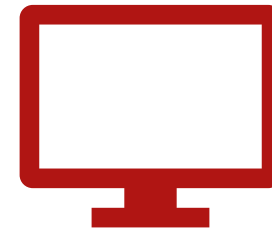
KEBENESH GENNA, HRS

# YOUR PAYROLL UNIT



## 16 staff members

- 1 Sr. Departmental HR Officer
- 1 Departmental HR Officer
- 8 Human Resources Assistants
- 4 Human Resources Specialist
- 1 Dept Payroll Tech and 1 Payroll Clerk



[Payroll Website](#)

# AGENDA

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



# UKG TIMEKEEPING

Supervisors'  
Roles/Responsibilities

## Supervisory Level Access

- Hyperfinds

## Logging on

## Approval Deadlines

- Notifications After Approval

## Reason Codes/Aliases

# UKG 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

# 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







# PAYROLL POP QUIZ

# PAYROLL QUESTION #1

When is the deadline for all supervisors to approve their employees' timecards?

- a) Whenever they get to it
- b) Monday, Week 1 by midnight
- c) On the 1<sup>st</sup> and 15<sup>th</sup> of every month
- d) Non-Payday Fridays, Week 2 at 9:00 am

# PAYROLL QUESTION #2

True or False

Supervisors can change work schedules on the day that the Sheriff's Payroll Unit is closing payroll.

FALSE

# PAYROLL QUESTION #3

If you or one of your employees receives an email notification that says “Your timecard was modified after approval.”

- a) You should panic because you are not getting paid
- b) Payroll is auditing and closing payroll and fixing your timecard as needed
- c) You will be receiving a manual live check

# PAYROLL QUESTION #4

A few of your employees are going to attend a Departmental Training Class. Based on the Reason Code list, **which reason code should the employee be using when submitting a PR1 slip?**



201

Training				
201	Departmental Training			Training + Relief
202	POST Training (Peace Officers Standards & Training)			POST + Relief
203	STC Training			STC + Relief
204	Other Training			Training + Relief
205	Firearms Qualifications Training			Training + Relief
206	Canine Training			Training + Relief
207	COPPS Training (Community Oriented Policing)			Training + Relief
208	Testing			Training + Relief
209				
210	Phase Training			Training + Relief

# PAYROLL QUESTION #5

You or your employees has exceeded the number of attempts to login. **What do you do?**

- a) Click on “Forgot Your Password” link and answer questions.
- b) Who cares. Payroll will approve your timecards for you
- c) Call Employee Benefits

# PAYROLL QUESTION #6

True or False

A Kronos hyperfind is an assigned query that allows you to pull up the timecards of your specified group of employees.

TRUE

# PAYROLL QUESTION #7

If you are not available to approve your employees' timecard, **who is responsible for approving them?**

- a) Payroll Unit
- b) Designated back-up time approvers
- c) Auditor & Controller
- d) Sheriff



# PAYROLL QUESTION #8

You received a PR1 slip from your employee for vacation time off, however, the pay period has already closed. You...

- a) Toss it in the trash. The time has already passed
- b) Enter it on another day in the current pay period
- c) Submit this to Payroll so a historical adjustment can be processed

# PAYROLL QUESTION #9

Your employee is currently on light duty and will be attending a work-related injury appointment for 2 hours on her regular normal work day.

What is the reason code for light duty?

- a) Ignore it. No need to designate reason codes
- b) Light Duty. Duh.
- c) 803
- d) None of the above

# PAYROLL QUESTION #10

True or False

I can direct my employees to PeopleSoft Self Service to update their direct deposit information.

FALSE



QUESTIONS?