Look Below in YouTube Details Section for Chapters
Instructor: Zendra Barr
Payroll Services
TRS Administrator
timerep@gwu.edu or 571-553-4407
To complete Training:

MUST COMPLETE:

- TRS Compliance & Policy Part I
- TRS Functionality Part II
- TRS Quiz – pass with passing grade
- TRS Access Request form submitted to timerep@gwu.edu
Note:

This training will cover edit & approval access

Your access level will reflect what is requested on your TRS Access Form
Additional Resources for Training

- Employee Handbook: hr.gwu.edu/compensation
- Benefits Time Off System - https://hr.gwu.edu/paid-time
- Payroll Website: https://hr.gwu.edu/payroll
- Payroll Tip Sheets -https://hr.gwu.edu/trs-instructions
- Payroll Services YouTube Channel - https://www.youtube.com/channel/UCpCj73kWAKtkSKCF91xYe-Q
  - Employee Training Videos
  - Additional Timekeeper Training Videos
TRS New User Training

• Logging into Kronos

• Kronos Timekeeping Function and Settings
Logging into Kronos

- **Link:** [http://go.gwu.edu/TRS](http://go.gwu.edu/TRS)
- **Username:** Your GW Netid (part of the e-mail that precedes @gwu.edu)
  - *Username must be all lowercase*
- **Password:** GW email password
Kronos Navigator & Workspace
Manager Navigator

Active Bar
Displays active workspaces, click title to bring a workspace into focus. (Manage My Department is your primary workspace)

Workspace
Displays one or more widgets and the Related Items pane.

Alerts
Links, which appear as icons enabling you to quickly view exceptions, time off, and delegation alerts.

Name/Sign Out
Identifies user and a link to log out of navigator

Additional Genies
Access additional Genies by selecting the arrow next to the Hours Summary default Genie. This will bring up a list of additional Genies.

Workspace Context
Some workspaces allow you to choose a context - a Time Period and set of Employees to use in all widgets where they apply. If needed, change the selections and click the Synchronize icon.

Related Items Pane
Includes one or more additional widgets for less common tasks; the Related Items pane contains different widgets for each workspace.

Repositioning Widgets
Move a secondary widget into a primary position by clicking the title bar, dragging it over a primary widget, and releasing.
Workspace Toolbar

- **Select All Rows**: Lets you select all employees in a Genie.
- **Filter**: Lets you search on selected Genie rows.
- **Column Selection**: Lets you remove columns you do not want to see.
- **Approval**: Button is used to approve from the Genie.
- **Timekeeping**: Is used to add or remove a punch that replicates TRS.
- **People**: Shows employee info such as; accrual info, primary job info, meal break setting.
- **Schedule**: Can be used for bi-weekly Exempt employees.
- **Approval**
- **Share**: Gives options to print Genie or export Genie in Excel or CVS output.
- **GoTo**: Allows access to other widgets that are available for the same selection of employees. *(You do not have to select the employees and time period each time you change widgets)*
- **Refresh**: Will refresh the data on the Genie.
# Workspace Content

<table>
<thead>
<tr>
<th>Genies</th>
<th>Time Periods</th>
<th>HyperFinds</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hours Summary - (default)</td>
<td>• Pervious Pay Period (default)</td>
<td>• All Home - Bi-Weekly: Shows only bi-weekly paid employees (default)</td>
</tr>
<tr>
<td>• QuickFind – Search for employees</td>
<td>• Current Pay Period</td>
<td>• All Home - Monthly: Shows only monthly paid employees (choose from drop down)</td>
</tr>
<tr>
<td>• Manager Approval – displays manager approval</td>
<td>• Next Pay Period</td>
<td>• All Home and Transferred in Employees: Shows bi-weekly and monthly employees (choose from drop down)</td>
</tr>
<tr>
<td>• Reconcile Timecard for Payroll – Used if you have work schedules</td>
<td>• Current SchedulePeriod (displays week format - employees are clocking in and out for)</td>
<td>• All Home - Termined: Shows anyone terminated in the TRS (choose from drop down)</td>
</tr>
<tr>
<td>• Accrual Reporting Period – Shows time off balances</td>
<td>• Previous Scheduled Period (displays week format - last scheduled week employees were clocking in and out for)</td>
<td></td>
</tr>
<tr>
<td>• SignOff Issues – Quick view of exceptions and unapproved timecards</td>
<td>• Next Scheduled Period (displays week format – next scheduled)</td>
<td></td>
</tr>
<tr>
<td>• Reconcile Timecard – Genie for departments that use work schedules</td>
<td>• Week to Date</td>
<td></td>
</tr>
<tr>
<td>• Employee Hours by Week – Shows overtime column</td>
<td>• Last Week</td>
<td></td>
</tr>
<tr>
<td>• Pay Period Close – Like Hours Summary has field showing if timecard is signed-off</td>
<td>• Yesterday</td>
<td></td>
</tr>
<tr>
<td>• IS Summary – Shows employee username, email address info</td>
<td>• Today</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Yesterday plus 6 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Last 30 days</td>
<td></td>
</tr>
</tbody>
</table>

Click refresh on tab to refresh workspace settings
Kronos Terms

- **BW** – Abbreviation for bi-weekly paid employee
- **MO** – Abbreviation for monthly paid employee
- **Pay Rule** – Represents the pay class of an employee such as union, temp, exempt, regular non-exempt…..
- **Secondary Job** – BW employees with more than one position have one labeled as primary and all others are labeled as secondary
- **Transfer** – All secondary jobs have to transfer their time to their secondary positions when clocking so secondary timekeepers can see them on their Genies
- **Accrual Profile** – Used to calculate employees Time Off
- **Approve Timecard** – Approvals are made by the department’s designated Timekeeper with approval access. Once the time card is approved Kronos knows the time is ready to be processed and picks that time up in the time file to be processed
- **Sign-Off** – sign-offs are made by the Kronos Administrator. The system will sign off and freeze all timecards that have an approval with no missed punches. Signed off time will be included in the time file for processing.
Audits

- The Audits Widget lets you review any edit made to the employee’s timecard.
Assigned Managers

- Assigned Managers are used for Time Off approval in TRS
- Assigned Managers are setup in Banner
- If the Assigned Manager is wrong contact your HR Business Partner
- To correct an Assigned Manager the HR Business Partner will work with Compensation to update the info in Banner. Once updated it will update in TRS the next day.
Reviewing Nonexempt Time Card
Accessing Time card

- Select employee and double click to access timecard
- To select multiple employees:
  - select employees
  - select GoTo
  - select Timecards
- The timecard will open up in an additional Tab
Top Timecard Toolbar

View: allows you to only see Exceptions

Approve Timecard: allows you to approve or remove a timecard approval

Quick Actions: allows you to Mark and fix Exceptions

Calculate Totals: allows you to check total impacted by your edits before saving the data. Complete the edits within the timecard and click Calculate Totals. Select Refresh to roll back or Save to move forward.

Print Timecard: allows you to print time

Save: to apply changes. Will appear orange when there are changes to be saved.

Refresh: allows you to refresh Timecard

GoTo: allows access to other widgets available

Calendar button: allows date range entry. (You can search back 10 years on employees records)
# Bottom Timecard Toolbar

### Totals
- **Check Totals**

### Accruals
- **Check time off accruals**

### Audits
- **Check Audits made to time card**

### Historical Corrections
- **Check Historical Time Off entries**

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>88/999/10601800/999</td>
<td>ANL Overdraft</td>
<td>3.0</td>
</tr>
<tr>
<td>88/999/10601800/999</td>
<td>ANL</td>
<td>5.0</td>
</tr>
<tr>
<td>88/999/10601800/999</td>
<td>RE6</td>
<td>28.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Accrual Available Balance</th>
<th>Accrual Units</th>
<th>Accrual Taken to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999</td>
<td>-3.0</td>
<td>Hour</td>
<td>5.0</td>
</tr>
<tr>
<td>9999</td>
<td>0.0</td>
<td>Hour</td>
<td>0.0</td>
</tr>
<tr>
<td>9999</td>
<td>4.0</td>
<td>Hour</td>
<td>0.0</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Work Rule</th>
<th>Override</th>
<th>Include in Effective</th>
<th>Comm</th>
<th>Edit Date</th>
<th>Edit Time</th>
<th>User</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/30/2019</td>
<td>In Punch</td>
<td>9999</td>
<td>88/999/10601800/999</td>
<td>zbartraining.timekeeper</td>
<td>10/10/2019 11:12:23</td>
<td>10/10/2019</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/30/2019</td>
<td>Out Put</td>
<td>9999</td>
<td>88/999/10601800/999</td>
<td>zbartraining.timekeeper</td>
<td>10/10/2019 11:12:23</td>
<td>10/10/2019</td>
<td>No</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>9/30/2019</td>
<td>In Punch</td>
<td>9999</td>
<td>88/999/10601800/999</td>
<td>zbartraining.timekeeper</td>
<td>10/10/2019 11:12:23</td>
<td>10/10/2019</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Employee Info Box

- Right click on the employees name on the **Genie** to display an info box and action buttons
- Right click on the employees name on the **timecard** to display an info box

Right click on the name in the time card to display an information box. The box gives you info such as:

- Pay Rule
- Accrual Profile
- Employment Terms
- Primary Account
- Manager
- Attendance Profile
Exception Edits
Time Card Policy Review for following Exception Edits

- Timekeepers should have a detailed email from the employee stating reason edit is needed.
- Timekeepers should add detailed comments when editing the timecard
- All time reporting documents including emails asking for edits need to be saved for 3 years
- **Never delete or edit time** without detailed reason from employee
- Email timerep@gwu.edu if you see hours that are not for your department
- Contact your HRSD and timerep@gwu.edu if you think there is time abuse
- Non-Exempt timekeepers should be clocking using the TRS timestamp feature
Time Card Indicators

- Hover mouse over indicators in timecard and objects to see a tool tip containing details, where applicable.
- Right-click a cell within a widget; in many cases, this opens a callout with detailed information and icons for any questions you are allowed to perform on that cell.
Editing Missed Punch Exceptions from Genie

- Enter time in military time
- Add day, time, and comment, and secondary transfer if needed
Editing Missed Punch Exceptions from Genie

Adding punch using **Add Punch** option from Genie replicates TRS system punch and lets the system decide where punch should go.
Editing Missed Punch Exceptions from Time Card

1. Right Click Cell
2. Punch now appears in cell

Enter time as military time or enter 'p' after punch to convert to PM

Select OK
Editing Missed Punch Exceptions

- If an employee forgets to Time Stamp, the next Time Stamp will be posted in the next available slot.
- The timekeeper can resolve this by selecting the last punch that was posted incorrectly and execute an “Edit Punch” command that will move it to the correct in or out punch position.

Example:

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 9/22</td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td></td>
<td>17:30</td>
<td>9.0</td>
<td>9.0</td>
<td>9.0</td>
</tr>
<tr>
<td>Mon 9/23</td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td></td>
<td>17:33</td>
<td>9.0</td>
<td>9.0</td>
<td>18.0</td>
</tr>
<tr>
<td>Tue 9/24</td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td></td>
<td>17:32</td>
<td>9.0</td>
<td>9.0</td>
<td>27.0</td>
</tr>
<tr>
<td>Wed 9/25</td>
<td></td>
<td></td>
<td></td>
<td>7:59</td>
<td></td>
<td>17:29</td>
<td>9.0</td>
<td>9.0</td>
<td>36.0</td>
</tr>
<tr>
<td>Thu 9/26</td>
<td></td>
<td></td>
<td></td>
<td>8:01</td>
<td></td>
<td>17:29</td>
<td>9.0</td>
<td>9.0</td>
<td>36.0</td>
</tr>
<tr>
<td>Fri 9/27</td>
<td></td>
<td></td>
<td></td>
<td>8:03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 9/28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 9/29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 9/30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 10/1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 10/2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 10/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 10/4</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Punches should fall into correct spots leaving a missed punch that the employee missed.
Editing Long Interval Exceptions

• **TRS Rule** - The out punch belongs to the day of the in punch so if an employee forgot to clock out their next clock in will appear as the out punch for the prior shift resulting in a long interval exception.
Verifying a Long Interval Exception

- If a Long Interval is correct you can Mark the exception as reviewed
- Select Quick Actions
- Select Mark/UnMark button to mark exceptions as reviewed
- The exceptions will turn green to mark as reviewed.
Comments

• Add comments for all edits
• Right click on cell to activate the comment box
• Comments should be to the point and of a business nature
• Select your comment
• Add a note
• Select OK
• The comment feature will allow you to add on additional comments and additional notes
A Phantom Punch in TRS occurs when an employee forgets to punch out for job one and on the same day forgets to punch back in for a job two.

TRS will insert a computer generated purple punch that is called a Phantom Punch.

The cause is a continuous shift from the in-punch of the first job to the out-punch of the 2nd job or shift potentially causing an over payment.
System Generated Notifications

- **Manager** long interval notifications for shifts longer than 16.5 hours in a day are sent out on Wednesdays and Saturdays.
- **Manager** missed punch notifications are sent out on Wednesdays and Saturdays.
- **Employee** missed punch notifications are sent out every day at 7:00 am.
Time Off
Time Off

- You can find details on the types of time off and leave at GW in the Time Off and Leave Guide on the Benefits Website.
  - [https://hr.gwu.edu/paid-time](https://hr.gwu.edu/paid-time)
- When an employee terminates from GW, they are paid out their accrued but unused annual time balance.
- Sick time is not paid out.
- TRS is the system of record for employee Time Off accruals and usage
- Make sure Time Off is recorded for all employees

Time Off Questions can be directed to Benefits at timeoff@gwu.edu or 571-553-8382
Time Off

- No entries should be made in the timecard to record Time Off
- Time Off entries are made by the employee and approved by the manager
- Time Off entries may be requested on behalf of the employee by the manager and approved by the manager
- Time Off requests approved for non-exempt employees after department approval due date will not be paid unless a manual timesheet is submitted to payroll_payreq@gwu.edu.
- Please review Time Off Training on the Benefits Website:
  - benefits.gwu.edu/time-off-learning-opportunities
Check Time Off Requests

• Confirm non-exempt employees do not have outstanding time off requests that would effect their pay

• If you see outstanding requests that would effect the bi-weekly pay approval please check with the employee’s manager for status of approval

• Alerts are available at the top of the workspace to alert you of submitted requests

• Requests are also accessible through My Inbox on the blue related Items bar

• Time off requests are visible to all timekeepers with access to an org but only managers or delegates should approve requests
Historical Corrections

• The university does not allow edits or adjustments in the Time Reporting System to pay periods after the departmental due date.

• Annual and sick time off requests are allowed in prior periods.

• Payroll Services will release the hold on historical time off requests only, generally the day after the departmental due date for the pay period by COB.

• A manual timesheet must be submitted to payroll_payreq@gwu.edu to adjust an employee’s pay, including missed annual and sick time hours.

Manual Timesheet can be found at payroll.gwu.edu under Quick Links/Payroll Forms
Secondary Positions
Bi-Weekly Employees with Secondary Jobs

- Employees with more than one position should clock in for the secondary position with a clock code ‘2’ and transfer code to the secondary job.
- Timekeepers/Managers will not be able to see the employees who have secondary positions with them until they clock in transferring time to their position.
- If timekeepers see time that is not for their department NEVER DELETE HOURS.
- Contact timerep@gwu.edu alerting Kronos admin of hours that do not belong to your position.
Bi-Weekly Employees with Secondary Jobs

- Timekeepers/Managers will not be able to see employees who have secondary positions with the Department until the employee clocks in transferring time to the Departments position.
- Once the employee clocks in they will display on the Timekeepers Genie.
- In the Transfer column you will see the transfer code.
- If the timekeeper still does not see the employee you may need additional access, contact timerep@gwu.edu.
- Additional access can be requested by the Finance Director by emailing timerep@gwu.edu.
Adding Transfer Code

- Transfer codes can be added by using search from the Transfer column in the timecard
- Fill in Department number and Position number
- Transfer codes can be added by using the keyboard keys **Ctrl + C** to copy and **Ctrl + V** to paste the transfer code in a field that has time for your department
- Only add transfers for your department contact Payroll for other departments
BW Secondary Jobs & Totals Tab

- Hovering over the Transfer code will display a pop up box with a description of the org number.
- Hovering over the labor level string in the Totals section will also display the same box to assist the timekeeper in determining if the time is charging to the correct account.
- The 3<sup>rd</sup> number in the labor string displays the Department and the 5<sup>th</sup> place holder in the labor string displays the Position number.
Totals Tab

Select drop down arrow on Totals tab to get a different view of charges

**All** – Shows All charges for bi-weekly period

**Shift**- If employee has work schedules you can view charges by shift

**Daily** – Click each day in timecard and the Totals area will show charges by day

**Period to Date** – Shows charged to date
Monthly Employees with Secondary Jobs

- Monthly employees with secondary bi-weekly paid positions will normally have their monthly job setup as the primary position in Banner.
- Timekeeper will be able to retrieve the timecard from the **All Home-Monthly** Genie.
- Employee will need to clock in/out hours for secondary position through the phone.
- Time Off Hours will not be exported for bi-weekly payment.
Meal Breaks
Confirming Meal Breaks

- Go to **Manager Approval Genie** to check meal break settings
- Any updates to employee’s Banner record will reset meal break back to default
- Default Pay Rule (meal break) settings with descriptions can be found on the Payroll Website under Time Reporting/Instructions
# Updating Meal Breaks

- Timekeepers have the ability to update employees Meal Breaks.
- Meal Break instructions can be found at [https://hr.gwu.edu/trs-instructions](https://hr.gwu.edu/trs-instructions).
- Meal Break changes take effect starting the day you make the change.
- To make a change select an employee.
- Select the GoTo Button.
- Select Meal Break Change.

<table>
<thead>
<tr>
<th>GWId</th>
<th>Name</th>
<th>Pay Rule</th>
<th>ECLS</th>
<th>Banner Org Num</th>
<th>Department Name</th>
<th>Manager Approval</th>
<th>Missed Punch</th>
<th>Annual Hours</th>
<th>Sick Hours</th>
<th>Holiday Hours</th>
<th>Other Paid Leave/No.</th>
<th>Worked Hours</th>
<th>Total Pay Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GW1103</td>
<td>Cleveland, Grover</td>
<td>TP11 30MIN</td>
<td>999999</td>
<td>TEST DEPARTMENT</td>
<td>TEST DEPARTMENT</td>
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<tr>
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<td>Eleanor, Roosevelt</td>
<td>NE11 30MIN</td>
<td>999999</td>
<td>TEST DEPARTMENT</td>
<td>TEST DEPARTMENT</td>
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<td>GW1108</td>
<td>Roosevelt, Franklin</td>
<td>TP11 40MIN</td>
<td>999999</td>
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<td>TEST DEPARTMENT</td>
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<td>999999</td>
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<tr>
<td>GW1105</td>
<td>Truman, Bess</td>
<td>EXT2</td>
<td>999999</td>
<td>TEST DEPARTMENT</td>
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<tr>
<td>GW1106</td>
<td>Truman, Henry</td>
<td>NE11 30MIN</td>
<td>888888</td>
<td>TEST PC DEPARTMENT</td>
<td>TEST PC DEPARTMENT</td>
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</tr>
</tbody>
</table>
Updating Meal Breaks

- Update Meal Break for Employee
- Select SAVE
- Follow the detailed instructions at https://hr.gwu.edu/trs-instructions to change the meal break
- Email timerep@gwu.edu if assistance is needed
Reviewing Exempt Time Card
Exempt Employees Time card

- Loaded purple punches in a timecard is one indicator of a bi-weekly paid Exempt employee.
- Right click on Name and the info box will display. Any Pay Rule starting with ‘EX’ means the employee is a bi-weekly paid Exempt.
Exempt Employees Time card

- Confirm Exempt employee is still actively working before approving.
- If Exempt employee has left the University submit a termination request to your HR Business Partner.
- If the Termination Request has not flowed to Kronos remove the time from Kronos.

Once you've removed the appropriate time select SAVE.
Holidays
Holidays

- Holidays pre-populate timecard for bi-weekly exempt employees
- Holidays pre-populate timecard for non-exempt employees
- Employees must be in paid status day before and after holiday
- Non-exempt part-time employees default in Kronos with 4 hours of holiday (*timekeepers may need to adjust holiday per FTE*)
The number of prorated holiday hours is equal to an employee’s weekly scheduled hours (from Banner) divided by five weekdays worked. See the table below for examples:

<table>
<thead>
<tr>
<th>Scheduled Work Hours</th>
<th>Holiday Proration Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>7.20</td>
</tr>
<tr>
<td>30</td>
<td>6.00</td>
</tr>
<tr>
<td>24</td>
<td>4.80</td>
</tr>
<tr>
<td>16</td>
<td>3.20</td>
</tr>
</tbody>
</table>

The holiday hours for non-exempt part-time employees who have an FTE other than 50% must be manually adjusted in Kronos to ensure correct holiday pay is received.
Editing Holiday Hours for Non-Exempt Part-Time Employees

Select Tab Key and time will be entered

Updated Holiday will appear in Totals Section

Select Save
Terminations
Checking Terminations

- Select **All Home-Termed_BW** to review bi-weekly paid employee's on termed list
- Review hours and approve
- If employee worked past termination date please submit a rehire request to the appropriate area such as Student Employment or your HR Business Partner to ensure prompt payment of hours worked.
- Employee must be hired into a position for payment
Approving Time
Checklist Before Approving

- Confirm there are no missed punches
- Confirm there are no long shifts
- Confirm there are no phantom punches
- Confirm meal break settings
- Confirm comments and documentation has been obtained for all timecard edits
- Confirm Totals section *(confirm time is charging to correct org/position)*
- Confirm part time Holidays have been updated if needed
- Confirm Time Off requests have been approved
- Confirm there are no exempt employees pre-populated with time after their termination date
- Confirm employee's are approved on All Home-Termed-BW list
Approving Employees from Genie

- It is recommended to approve from the Manager Approval Genie
- The Select All Rows button will select all your employees
- Ctrl + right click your mouse to deselect an employee if needed
- Select Approval Button
- Select Approve Timecard
- Select Refresh on Genie
- Once approved employees will show a 1 or higher in Manager Approval column
- Higher than one can be due to more than one position or multiple approvers for one department
- 1 (Partial) means the employee is new and their start date is not the first Sunday of the bi-weekly
Approving from the Timecard

- Open up Timecard
- Select **Approve Timecard** button
- Select **Approve Timecard**
- The timecard will turn **yellow** once approved by the manager only
- The timecard will turn **Green** if approved by manager who is also the employee
- The timecard will turn **Grey** if signed off by Payroll Admin (*this freezes time*)
New users access will be granted access within 48 hours of receiving email of completion
  • TRS Quiz needs to be passed (email confirmation of completion to timerep@gwu.edu)
  • TRS Form needs to be fully signed and submitted

If you have not sent in a TRS request form please send it to timerep@gwu.edu

The TRS access form can be found at https://hr.gwu.edu/payroll under Forms