



The University of New Mexico

## Memorandum

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

### Physical Plant Department

To: PPD Information Systems Group Manager

From: PPD Accounting Manager \_\_\_\_\_

Subject: Kronos Training for: \_\_\_\_\_

Training for the above individual on editing employee's time and attendance on the Kronos Timekeeping System (TKC), has been completed and this individual may now be allowed to edit the following information on an employee's timesheet:

- Add missing punches
- Add annual and sick leave hours, if employee has greater than 10 hours of accrued leave
- Add Leave without pay (LWOP)
- Add a temporary acting pay (lead position) to an employee's time
- Add comments to a punch edit
- Deleting a transaction that he/she originally made
- Deducting meal breaks, within policy guidelines and with Manager approval
- Generating a variety of reports

Signed daily edit reports (punch details), signed timesheets, and signed annual and sick leave forms (yellow form) and any other timekeeping documentation must be sent to the PPD Payroll office immediately. The PPD Payroll Office will continue to do the following tasks, which are *only* to be edited by Payroll personnel:

- Any timekeeping adjustments to previous payrolls
- Add holiday pay
- Add estimated regular hours (early payroll)
- Changes to an employees pay status and demographics
- Interpret any overtime as premium or straight time
- Employee OJI (on the job injury)
- Flexing time
- Run the PR-ERA reports
- Adjustments to annual and sick leave balances

All edits will be performed on a daily basis and the edits must be completed by 9:00 am on "payroll Mondays." PPD Payroll will serve as timekeeping editor, when the above individual is absent.

cc: Training File  
Employee  
Employee's Manager