



# Workforce Management with Kronos

## Workforce Productivity

Phone : 919-578-6485

Email: [kronos@suretysystems.com](mailto:kronos@suretysystems.com)

Website: [kronos.suretysystems.com](http://kronos.suretysystems.com)

8081 Arco Corporate Drive Suite 200 Raleigh, NC 27617



# Subject Matter Expert:

## Cindie Terzo, Surety Systems

Cindie is a Senior Kronos Consultant with 13 years' experience with implementations, upgrades, training and support of Kronos Workforce Central, augmented by 25+ years in Payroll and HR.

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# Workforce Management

Company leaders would agree that their most valuable asset is their staff, but also their greatest liability which requires effective workforce management.

With effective use of Kronos Workforce management you can control this liability.

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# Labor

Labor costs account for a substantial part of your company's budget, by minimizing payroll errors and overpayments you can help to control unnecessary payments.

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# Proper Management

With proper management of Kronos Workforce, and using the right tools, you can control Labor while improving your workforce productivity.

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# Assurances

- **Efficiency** - A reduction of unnecessary transactions, automate processes while optimizing managers time.
- **Accuracy** - Ensure compliance, by keeping Managers access current and correct. The pay policies and practices are inline with the company's goals
- **Cost Reduction** - Savings through the improvement of efficiencies, accuracy in pay, and achieving optimal utilization of employees

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# But How?

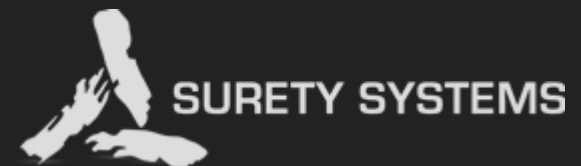
Simplify the process with accurate Kronos Workforce Management data...Effectively controlling labor costs, minimize compliance risk, and improve workforce productivity

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# Daily Tasks

Let's start with considering the number of actions and transactions your workforce is tasked with creating daily.

- Punch Edits
- Workrule Transfers
- Cancelled Meal Breaks
- Pay code entries
- Missed punch
- Schedules
- Adding Labor Transfers

*These actions can impact your liabilities.*

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# Labor Allocations

In my opinion, this is one of the most underused features in Kronos. By creating and assigning labor allocation rules to the employee's record, you eliminate the risk of error.

To ensure correct assignment of labor always test your results by reviewing the timecard to verify accuracy.

**TRIGGER EDITOR** Rule Name: 1650 R0nyak

Save Save & Return Return Refresh this Trigger Add Trigger →

**TRIGGER**

Job:

\*Labor Account:

**Pay Codes**

Available: 1536-Bereavement, 1536-Bereavement Shift 2, 1536-Bereavement Shift 3, 1536-Call Pay, 1536-Call Back, 1536-Call Back 1.5

Selected: 34WKD1, 34WKD2, 34WKD3, 34WKD4, 34WKD5, 34WKD6, 3WKED1

**ALLOCATION**

	*Percent	*Labor Account	Wage Adjustment
<input checked="" type="checkbox"/>	40.00	/1650076/1383/IV	None
<input checked="" type="checkbox"/>	40	/1655077/1383/IV	None
<input checked="" type="checkbox"/>	20.00	/1660078/1383/IV	None

**Seniority Date**

Percentage Allocation Rule	Effective Date *
0650-Taylor	8/11/2013

Adjustment Rule Effective Date \*



# Payrules/Workrules

A thorough review of your company's payrules and workrules to determine accuracies based on pay policies and practices. Over time, company policies and practices change resulting in the need for new rules to be created.

If the old rules are no longer necessary, and to avoid "human error", obsolete rules should be removed from your user's profiles.

Scheduler	Approval Set:	Empty Profile	New
Access Profiles	Pay Codes "Edit" Profile:	1650-PAYROLL	
Manager Role - General	Pay Codes "View" Profile:	1650-REPORT VIEW	
Manager Role - Scheduler	Work Rule Profile:	1650-1660 ALL	
Employee Role	Reports Profile:	CORE ALL REPORTS	
Time and Dates			



# Pay Codes & Pay Code Profiles

A review pay codes and pay code profiles should be conducted. Remove the codes that are no longer in use. This eliminates the “chance” they could be used.

**Job Assignment Summary**

- Primary Account
- Timekeeper
- Employment Terms
- Personal Overtime
- Scheduler
- Access Profiles
- Manager Role - General**
- Manager Role - Scheduler

**Manager Role - General**

Employee Group: 1650-1655-1660-ALL New →

☒ Can see transferred employees

Labor Level Transfer Set: 1650-1655-1660-ALL New →

Approval Set: Empty Profile New →

Pay Codes "Edit" Profile: 1650-PAYROLL

Pay Codes "View" Profile: 1650-REPORT VIEW

Work Rule Profile: 1650-1660 ALL

CORE ALL REPORTS

☐ Can Approve Overtime Request

**PERSON** **JOB ASSIGNMENT**

**Save** **Actions** **History**

Restrict manager timecard approvals to the manager's Approval set

Employment Terms

Personal Overtime

Scheduler

Auto-Scheduler

Schedule Rule Overrides

Access Profiles

**Employee Role**

Tips and Tokes

Employee Self Service

TeleTime IP

	Time Entry Method	Effective Date *
	Time Stamp & Hourly View	Beginning of Time

Pay Codes "Edit" Profile: 0188-EMPLOYEE

Work Rule Profile: 0188-ALL

Shift Template Profile: 0188 - Southside 12WEST RN



# Create New Genies

## To Support Compliance and Ensure Accurate Pay

Kronos managers add/update numerous workrule transfers each pay period to ensure employees are paid accurately and labor is charged accordingly. Since human intervention is necessary, errors are likely to occur. In addition to the fact , the volume of payrules and workrules, makes selecting the correct one a challenge.

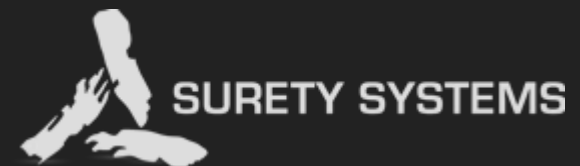
For instance, an hourly employee who is not eligible for shift pay, is transferred into a workrule that includes shift differential, will result in an overpayment.

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# Be Proactive

Create genies that will identify incorrect pay to employees based on your policies, you can minimize these errors

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# Training Employees

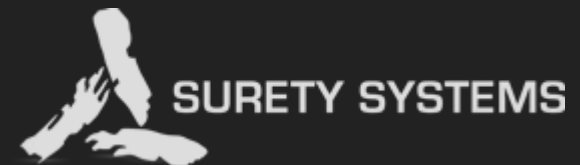
Staff training is essential to ensure your business requirements are met. Trained employees will be better equipped to effectively managing timecards, employee absences, scheduling, and pay period close processes.

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# Productivity

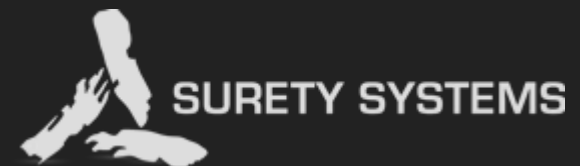
By enhancing your system, you can automate diverse business processes, control costs and ensure compliance that matches your company's policies and procedure. Thus allowing your managers to be more productive and giving them the tools to help their employees to do the same.

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# Q & A?

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**SURETY SYSTEMS**





# Kronos Practice Group

Providing senior-level consultants while allowing clients to maintain project ownership and control.

*Surety Systems is a consulting firm solving clients' challenges across the ERP spectrum. Each of our practice groups grow expertise in specific technologies including Kronos, Lawson, JD Edwards, SAP, Tax Technology, and Healthcare Integration (HL7/X12).*

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