

Daily Reconciliation

A. Historical Process for Submitting Time to Payroll

- In the past KRONOS sent data to Integral (LEGACY PAYROLL System) on a bi-weekly basis to submit for payroll processing. The data sent to payroll from KRONOS would include totals by Labor Distribution and Pay Code for each employee.

TOTALS & SCHEDULE		ACCRUALS	AUDITS	SIGN-OFFS & APPROVALS	
All					
Account		Pay Code		Amount	Wages
0/HS06/0/S3Q/4500030180/0/1045000000		REG		40.00	
0/HS06/0/S3Q/4500030180/0/1045000000		PTS		40.00	

- In this example, KRONOS would send two lines of data to PAYROLL for this employee.
 - Employee name, PTS, 40.0 [And the Labor Distribution Account]
 - Employee name, REG, 40.0 [And the Labor Distribution Account]

B. NEW Process for Submitting Time to Payroll (SAP)

- On January 8, 2007, KRONOS began sending data to SAP (new Payroll system) in a more detailed format.
- Time submission via KRONOS will continue to occur on the same bi-weekly schedule; however the data sent to SAP will contain **DAILY** detail for each employee.
- Based on the example above, the file being sent to SAP will look like:
 - 8/18/2008 Employee name, REG, 8.0, [And the Labor Distribution Account]
 - 8/19/2008 Employee name, REG, 8.0, [And the Labor Distribution Account]
 - 8/20/2008 Employee name, REG, 8.0, [And the Labor Distribution Account]
 - 8/21/2008 Employee name, REG, 8.0, [And the Labor Distribution Account]
 - 8/22/2008 Employee name, REG, 8.0, [And the Labor Distribution Account]
 - 8/25/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
 - 8/26/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
 - 8/27/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
 - 8/28/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
 - 8/29/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
- For managers performing the Approval and Sign Off, the Time Management Team has always stressed the importance of the employee's hours under the Totals and Schedules tab. While this remains important, managers will now need to pay attention to an employee's daily hours as well.
- **SAP will not accept more than 24 hours per day. If there are more than 24 hours listed for a day in KRONOS, SAP will "reject" this submission.**
Example:

- 8/18/2008 Employee name, REG, 40.0, [And the Labor Distribution Account]
- 8/25/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
- 8/26/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
- 8/27/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
- 8/28/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
- 8/29/2008 Employee name, PTS, 8.0, [And the Labor Distribution Account]
- While the above still represents 40 hours of REG and 40 hours of PTS for this specific employee, SAP will reject the 8/18/08 submission of 40 hours.
- **NOTE:** In the past, managers have found it saves time to enter hours for a pay period (for things such as On Call or Shift pay) as a bulk amount, instead of daily.
- While KRONOS will still allow this transaction, as stated above, SAP will not accept any hours over the 24 per day. We will strongly recommend that it not be done. Instead, Daily Reconciliation should be used.