

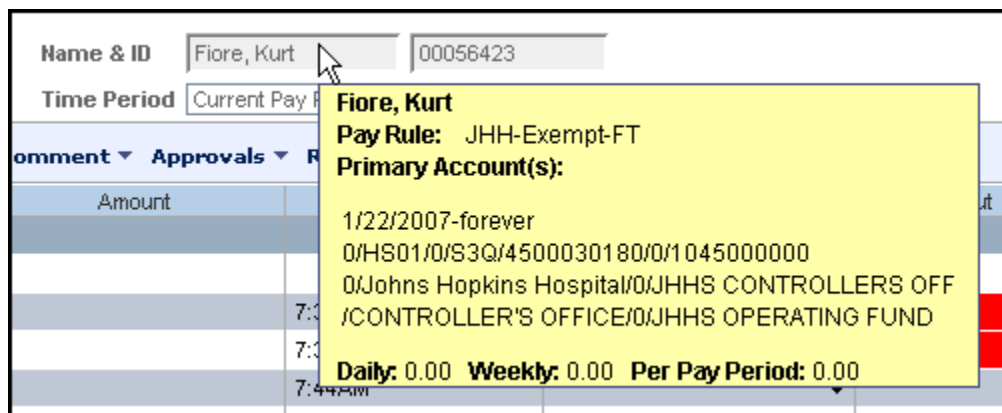
Employee Information Incorrect in KRONOS

All information in KRONOS is imported directly from SAP. If any piece of information for an employee is incorrect in KRONOS, it is most likely incorrect in SAP. Once you have verified something is incorrect, please contact HR Shared Services at 443-997-5828.

There are two ways to verify your employee's information, such as Pay Rule or Home Account.

I. Timecard

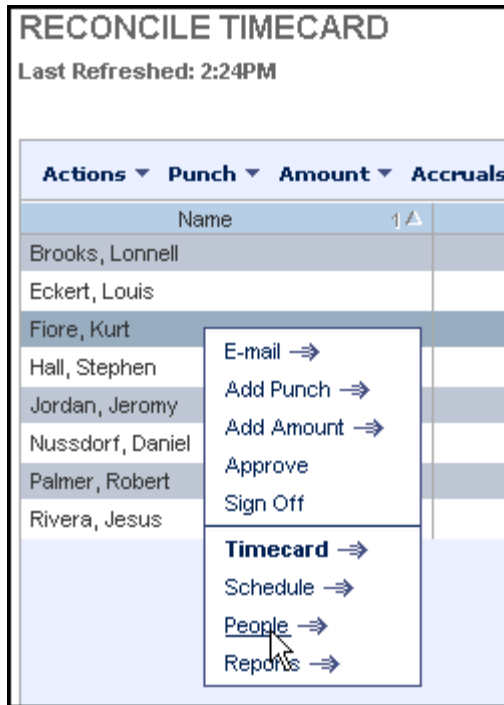
- Open the employee's timecard.
- Hold your mouse cursor over the employee's name at the top of the timecard.
- A yellow box will be displayed with the employee's Pay Rule and Home Account. The displayed date is the date the employee's record imported into KRONOS. Most employees date will be 12/24/2006, which is the first day the new KRONOS system was brought online.



2. People Tab

NOTE: Not all KRONOS managers have access to the People section.

- Go to **My Genies** → **Reconcile Timecard**.
- Highlight employee's name.
- Right click on name.
- Click **People**.



- Click the **Job Assignment** tab.



- The **Job Assignment Summary** shows Home (Primary Labor) Account, Pay Rule, Badge #, etc.

Job Assignment Summary

Primary Account

Primary Job: None

Primary Labor Account: 0/HS01/0/S3Q/4500030180/0/1045000000 as of 1/22/2007

Time Zone: (GMT -05:00) Eastern Time

Timekeeper

Base Wage: 0.00 as of Beginning of Time

Pay Rule: JHH-Exempt-FT

Wage Profile: None

Device Group: GLOBAL

Current Badge Number(s): 2322850

Scheduler

Schedule Group: Schedules Training 8a-430p