

Pay Code Moves/Conversions

1. In the Timecard for the selected employee go to the **Totals & Schedule** tab and change from **All** to **Daily**.
2. Hours are converted on a daily basis so highlight to the specific day in question.
3. In the **Totals & Schedule** tab right click on the line to be moved/converted and select **Move**

The screenshot shows the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES, TIMEKEEPING, SCHEDULING, MY INFORMATION, and MY CALENDARS. Below this, the 'TIMECARD' section displays employee information (Name & ID: Andrews, Robert D. 19284) and a 'Time Period' dropdown set to 'Previous Pay Period'. A table lists dates from Sun 6/07 to Fri 6/19 with columns for Date, Pay Code, Amount, In, Transfer, Out, and another In. The row for Tue 6/09 is highlighted in green, with a circled '2' next to it. Below the timecard is the 'TOTALS & SCHEDULE' section, which has tabs for ACCRUALS, AUDITS, and HISTORICAL AMOUNTS. Under 'Daily', there are options for 'All Shift', 'Daily', and 'Cumulative'. The 'Daily' option is selected, with a circled '1' next to it. A summary table shows 'Daily' with Account 04008.0/0.0, Pay Code REG, Amount 8.00, and Wages. The 'Move' action is indicated by a circled '3' pointing to the right-click context menu.

4. In the **Move Amount** window select the correct **To Pay Code** option to move to. The amount must be moved in its' entirety. You may also select a different account to **Transfer** to or **Add Comments** if desired.
5. Select **OK**

The 'Move Amount' dialog box is shown with the following fields:

- From:**
 - Pay Code: OVR
 - Amount (hh:mm): 1:00
 - Transfer: ;0;00087231;0;004008;0;0;0
- To:**
 - Pay Code *: CVT (circled with a '4')
 - Amount (hh:mm) *: 1:00
 - Effective Date *: 6/09/2009
 - Transfer: (empty)
- Buttons: Comments ->, OK (circled with a '5'), Cancel, Help

 The dialog is titled 'Move Amount' and is a Java Applet Window.

- 6. Verify the correct transaction by viewing the **Moved Amounts** tab
- 7. Select **Save**

Eligible conversion codes

CBT	Converted DBT
CCL*	Converted OCL AFSCME only
CCW	Converted OCW
COL	Converted HOL
COV	Converted MOV
CRG	Converted REG over FTE ONA only
CVM	Converted ORR, OTE, MOO
CVT	Converted OVR, OLD, OAT, OPC

*Can be entered as pay code entry, does not need to be moved.