

# KRONOS EMPLOYEE CLEAN UP PROCEDURES

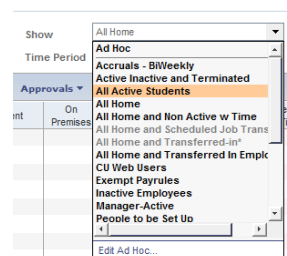
## PROCEDURE OVERVIEW

- Use the Kronos genie **Reconcile Timecard Daily** to identify students with active jobs in the current pay period.
- Review the list for active or inactive job status.
- If uncertain about job status, use the Kronos system to directly email the employee to confirm job status (for example: ask if the employee is actively working, or taking a temporarily leave but intending to return to the same job/supervisor, or not intending to return, etc.). CC: the supervisor.
- Use the PeopleSoft Student Employment System to terminate jobs you know are inactive.
- If the student is returning for the fall semester, but will be working in a different position / supervisor – use the student employment system to terminate the current job, and then hire the employee into the new position.
- Target August 17 to complete the cleanup process prior to the fall hiring period.
- Schedule this process on a regular basis to eliminate inactive jobs.

## HOW TO IDENTIFY ALL ACTIVE STUDENT EMPLOYEES ON YOUR PAYROLL

1. Open [Kronos Full \(Java\)](#).
2. On the genie **Reconcile Timecard Daily** change the **Show** field to **All Active Students**.
3. Use **Current Pay Period** as the Time Period.

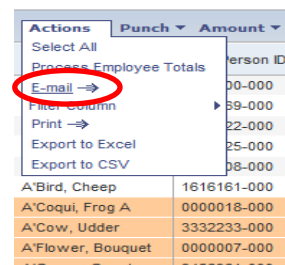
**Suggestion:** Use the **Action / Export to Excel** function to create and save a spreadsheet of these employees for tracking purposes.



## HOW TO CONFIRM JOBS THAT SHOULD REMAIN ACTIVE

1. Contact the employees directly using the Kronos email function.
2. Highlight employees in groups of 10-15 (the email function maximum is 15 at a time).
3. Click **Actions**, then select **Email**.
4. Inquire about the employee's expected job status for Fall 2012. Be sure to add a subject line to the email.
  - a. Request a reply (prior to August 17).
  - b. Cc: the supervisor on the email. Use the **Reconcile Timecard Daily** genie to identify the supervisors.

**Suggestion:** Create a template memo to cut/paste/send to each employee, or draft individual email messages specific to the recipient.



## HOW TO TERMINATE AN INACTIVE JOB OR TEMPORARILY INACTIVATE THE JOB

1. Identify which employees and jobs are to be inactivated.
2. Use the **PeopleSoft Student Employment System** to terminate a job, or put it on leave of absence (limited to Pay Reps with security access).
3. For the effective date of a termination or a leave of absence, use the day after the last active day of work.
4. If you do not know the employee's last day of work, use the first day of the next pay period for the termination or leave of absence.
5. Terminate the Kronos Home Job last when there are multiple jobs.