

Kronos Punch Swipe Errors

9/15/2003

Problem/Example:	Explanation/Resolution:
Employee #000112222, Account# 1226223133164567, Category# 1:...	<p>The account information generated from the Kronos punches does not match an existing job in Banner. This will cause the person not to be paid for this account.</p> <ol style="list-style-type: none"> 1). Translate the Account listed on the report to a Banner formatted Account (a translation can be determined from Kronos by looking at the Labor Levels under Setup) 2). Check Banner to see if this employee has a currently active Kronos job with this account <ol style="list-style-type: none"> a). Check that there is no workschedule b). Check that the job is not terminated c). Check that the job's start date is less than today d). Check that the job has a contract number coded correctly 3). If Banner is incorrect then fix the job record. If the person transferred to the wrong account at the clock in Kronos, then change the account in Kronos.
Employee #000112222, Account# -----, Category# 1: ":SUFFIX (IF ERROR INVALID COMBINATION IN TIMESHEET)"	<p>Fiscal year issue (7/1/05 fiscal carry forward records)</p> <p>Administrator access employee's record directly in Kronos People Editor, ensure the appropriate dates are entered for the following fields before next update processes run:</p> <p>Person</p> <ul style="list-style-type: none"> General Information - Effective Date Job Assignment Primary Account - Effective Date
Employee #000112222, Account# 1226223133164567, Pay Code# 118:...	<p>"New Amount" hours may be entered incorrectly, fix to "Regular" hours (Example: PADHOURS not eligible for SH)</p>
Employee #000112222, Account# 1226223133164567, Pay Code# 118: ":SUFFIX (IF ERROR INVALID COMBINATION IN TIMESHEET)"	<p>6/22/05 EPAF's had not been processed for the contract number.</p>
Employee #000112222, Account# 1227268133184567, Pay Code# 1: ":SUFFIX (IF ERROR INVALID COMBINATION IN TIMESHEET)"	<p>Employee punched a number incorrectly into Kronos when transferring at the clock. Make correction in Kronos.</p>
Employee #000112222, Account# 1227268133184567, Pay Code# 105: ":EARNINGCODE"	

Problem/Example:	Explanation/Resolution:
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Fiscal year