USNH Kronos/UKG Update

DECEMBER 2020

Kronos is now UKG

Kronos is now known as UKG, and the time-keeping software we use at USNH is now called UKG Dimensions. Please note that the actual software has not changed—the layout and functionality remain the same—but you may begin to see the new name and logo in the system soon.

USNH Early Payroll Deadline for 12/25/20

Due to the upcoming holiday closure and payroll processing requirements, the Kronos/UKG pay period deadline for 12/25/20 is earlier than usual. Please ensure Paid Time Off requests and Timecards for this pay period are ALL reviewed and approved by the following early deadlines:

• **Employees**: Approve your timecard once you are done working this pay period, and no later than December 25th, at 5pm*
• **Approvers**: Approve your employees’ timecards when they are done working, and no later than December 28th, at 9am*

If you have any questions about the early deadlines, please contact your campus’ HR office.

REMINDER: Any pending edits must be addressed on hourly paid timecards before ANY approvals can be applied.

2021 Pay Period Calendar

The pay period calendar for 2021 has been posted. To review it, please click [this link](https://example.com).

*Timecards can be reviewed and approved by the employee and the designated time-approver earlier than these deadlines ONLY if the employee is done working for the pay period ending on December 25, 2020.*
Early Payroll Timecard Review Process for Approvers

This pay period includes an early approval deadline. If you are a timecard approver, as part of your review of employees’ timecards, please:

1. Avoid approving the timecards before your employees clock out for their last shift of the pay period. Once the timecard is approved, employees cannot punch in or out or make any further changes to their timecard.

2. Consider communicating with your employees to have them approve their timecards as soon as they complete their final shift of the pay period.

3. Review timecards after those final shifts are completed. If a timecard is incomplete, be sure to contact that employee and request that they promptly take corrective action on their timecard.

4. Note that missed punches require correction to ensure the employee is paid correctly for the time worked. This can result in underpayment or overpayment if left unaddressed.

5. Ensure that the timecards accurately report the entirety of the hours worked before applying supervisor approval.

Recording Time Worked on Holidays

For eligible employees, December’s additional paid holidays have been added to Kronos/UKG. We have added them directly to timecards; because they are not standard holidays, the system will not automatically convert time worked on those days to Holiday Worked pay. USNH will be taking care of this by making the conversion manually, so you don’t have to.

If you are an hourly employee working on the paid holidays during the last week of December, punch in and out as you normally would, following the instructions here. You will initially notice those hours recorded as regularly worked hours, but you will see the conversion to holiday hours worked by 1/6/21.

Refocusing Notifications

In an effort to decrease the number of notifications that managers receive and to ensure the notifications that are going out are informative and beneficial, we have eliminated the notifications regarding punches that are either “Late In” or “Early Out.” You can still see these exceptions when viewing the timecard.

Entering Time for Curtailment

Status, hourly paid employees: be sure to understand how to enter time in Kronos/UKG for Curtailment. Sign in to Team Dynamix to view instructions and more information about the process.

New Manage Timecards Tile

You may have noticed a new Manage Timecards tile on your dashboard. This tile displays information in timecards that need immediate actions or review, and we have already seen a slight decrease in necessary timecard corrections because of it. The links on this tile will take you directly to the timecards that require attention.