System Transition: Kronos
September 28, 2018

Important Dates
• Lockout Date - 12/20
• Re-Open Date - Read only access 12/22. Unit Approvers and central offices will have read only access to Kronos starting December 22, 2018 through March 1, 2019.
• What happens on January 1, 2019? See above on re-open date
• What happens on July 1, 2019? N/A
• What happens to historical data? Archived on March 1
• When can the system be decommissioned? Kronos will be decommissioned in March 2019. Users will no longer have access to Kronos starting March 2019.

Key Communication Points
• All time adjustments for Kronos will be entered by Central Payroll using pay line adjustments
• All leave adjustments for Kronos biweekly employees will be entered by Central HR as manual balance adjustments
  o Adjustments do not need to be done in Kronos as well as OneUSG Connect, but documentation should be kept by the central offices for auditing purposes

End of Year Time Entry Overview
• During the “Stub Payroll” (12/13 – 12/15) all Estimated Time in Kronos will be reconciled.
  o Units have until 12/20 to finish processing this payroll.
  o Adjustments to this period post Go-Live in OneUSG Connect should be minimal.
• If adjustments are needed, units will request these changes to be performed by the central offices
• Employees who have “Unit Approver” access in Kronos today will be given read only access in Kronos 12/22/2018 through 3/1/2019
  o Anyone else who needs this access will need to request permission

Time Entry Exception Process and Emergency Procedures
• If time needs to be updated for dates already paid in Kronos (12/15/18 and prior), a ticket will need to be submitted through Team Dynamix
  o Updates to biweekly employee’s leave paid in Kronos will need to follow the Exception Leave Procedures Process.
• Upon receiving the ticket, the Central Payroll Office will calculate the adjustment and add the dollar amount as a pay line adjustment in OneUSG Connect to be paid out on the next On Cycle Payroll
  o There is no W2 impact because the changes will be reflected in the 2019 paycheck
• No updates will be made to the information in Kronos – Central Payroll will keep a record of the adjustment for auditing purposes.