

New Hires in WFR:

Select **My Employees**<**Employee Maintenance**<**Hire**:

The screenshot shows the Kronos WFR interface for Vanderburgh County. The top navigation bar includes a 'START' button and several menu items: 'My Account', 'My Employees', 'Manage Time', 'Manage Payroll', 'My Reports', 'Our Company', and 'Company Settings'. The 'My Employees' menu is expanded, showing a list of options: 'Employee Information', 'Employee Maintenance', 'Employee HR Maintenance', 'Accruals', 'Points', and 'Employee Badges'. The 'Employee Maintenance' option is selected, and its sub-menu is displayed, containing: 'Hire', 'Employee Opt-Out Agreements', 'Terminate', 'Rates', 'Schedule Preferences', 'Change Password', 'Reset Password', 'Unlock', 'Mass Edit', and 'Base Compensation History'.

START	My Account	My Employees	Manage Time	Manage Payroll	My Reports	Our Company	Company Settings
Employee Information		Hire					
Employee Maintenance	>	Employee Opt-Out Agreements					
Employee HR Maintenance	>	Terminate					
Accruals	>	Rates	>				
Points	>	Schedule Preferences					
Employee Badges		Change Password					
		Reset Password					
		Unlock					
		Mass Edit					
		Base Compensation History					

The following screen should appear:

PERSONAL SETTINGS

Username*

New Password

Employee Id*

User Must Change Password At Next Logon

Locked

BASIC INFORMATION

Nickname

Salutation

First Name* Middle

Last Name* Suffix

Social Security

Primary Email

Secondary Email

OTHER SETTINGS

Pay Calculations*

Pay Period

Security

Timesheet Hourly

Default Labor Levels*

Date Hired*

Date Started*

Personal Settings: Supply **Username** which should be the first name “dot” last name. Example: JANE.DOE. This field is not case sensitive so either lower or uppercase can be used.

Under **New Password**, type **Password123!** and make sure that the box for **User Must Change Password at next Logon is checked**. Please note that this can also be used if you need to reset someone’s password (if they have forgotten).

For the **Employee Id**, enter the **employee number assigned to the new employee by Payroll**. You can email payroll at VandPayroll@vanderburghgov.org or call them at **435-5026, 5826 or 5025**.

Basic Information:

Required information is First Name, Middle Initial, and Last Name. **Do not enter the employee’s social security number**. If your department is using WFR to Request Time Off, a **Primary Email** address is required.

Other Settings:

Pay Calculations: Click on the Magnifying Glass to the right of the field and select the Pay Calculation to be assigned to your employee (by clicking on the blue flag next to it). **Full Time 30** and **Full Time 60** are the most commonly used.

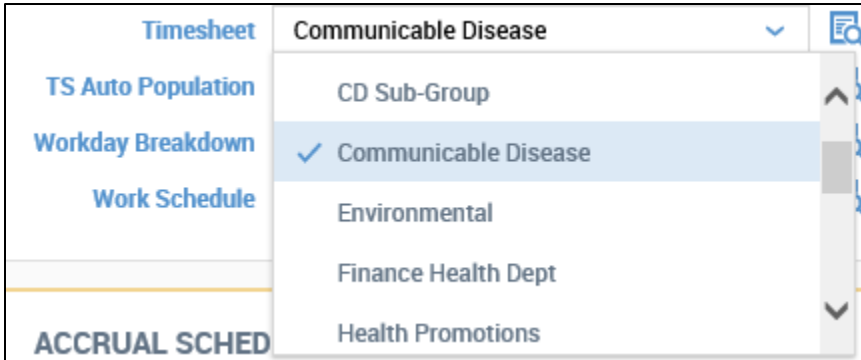
Enter the **Pay Period** by selecting the blue flag for one of the following:

Pay Period Profiles Lookup

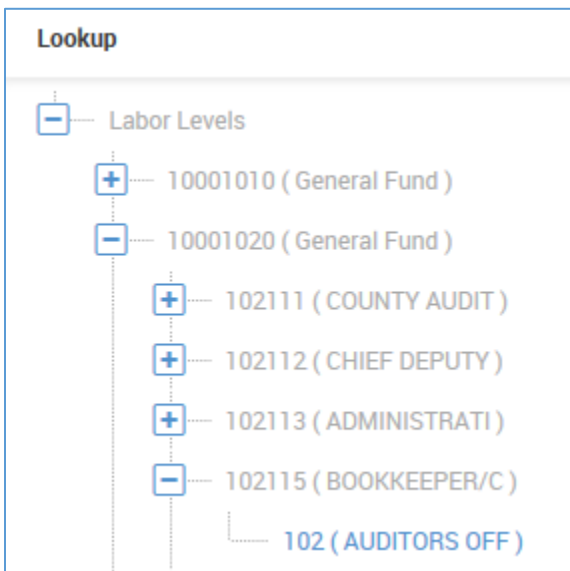
Rows On Page	200
NAME	
not starts	
OLD	
	Monthly
	Bi-Weekly PT
	Bi-Weekly FT
	Weekly

For **Security**, select either: Department Manager (If setting up a Dept. Manager, contact Karen, Sam or Brian so that they can be assigned to a group in WFR.) or Employee

Timesheet should default to **Hourly** unless you are using a workflow for time off requests in Kronos WFR. If you are in the Health Department, you would need to assign the timesheet associated with the employee's Time Off Workflow as shown:



Under the **Default Labor Levels**, select the line item for your employee by clicking on your department in the tree view shown below:



Select the third level for the line item on that employee as shown above. Be sure that all three levels have been selected and are displayed for the employee when you return to the employee's page. (The employee will not appear on your pay voucher if this step is missed.)

Enter the **Date Hired** and the **Date Started** in the appropriate fields and click on **Add Employee** ADD EMPLOYEE at the top of the screen.

You will then need to go that employee's **Main Page** to add the following:

- Under **Profiles**:

- In Accruals select either:

- If not already assigned, under **Holiday**, select **VC Holidays-8 hours** from the options displayed.

- For **Pay Prep**, make sure that Default is selected.

- Under **Timesheet**, be sure **Hourly** is selected. If you are in the Health Department, you would need to assign the timesheet associated with the employee's Time Off Workflow (see pg. 3).

- Under **TS Auto Population**, select either **Holidays** or **Holidays & Schedules** for Exempt employees **that do not punch**.

- Under Work Schedule, select a schedule

appropriate to the employee hired.

- Examples:

	Full Time - 60 Lunch	730a-430p M-F
	Full Time - 30 Lunch	8:00a-4:30p M-F

If you want you can tell the system when to start their Work Schedule, you can do so by selecting either Week or Day as shown:

or what day or week as shown:

PERSONAL INFORMATION

Employee Id

Social Security

Account Status

Primary Email

Secondary Email

Work Phone Primary

Cell Phone Primary

Home Phone Primary

ADDRESS

Country

Street

Zip

City

State

- Enter the employee’s address and phone numbers under **Personal Information** if desired. If using WFR Time Off Request Feature, be sure that the employee’s Primary email address is populated for notifications.
- **One of the phones or email fields will need to be populated so that the employee can receive a user verification code when logging into Kronos WFR.**
- By selecting Primary, the notification should default to this selection when the employee receives the request for verification.

- Under **Pay Information** enter FT (Full Time) or PT (Part Time) for Employee Type and enter **110** for **Pay Type**.

PAY INFORMATION

Standard Work Day (HH.00)

Employee Type

Pay Type

- Make sure that 8.00 is entered in the Standard Work Day.

- Under **Dates**, make sure that the correct Hired and Start dates are correct.
- Complete the Birthday and Seniority field if desired.
- Click Save before leaving the **Main Page**.

Probationary Period for Full Time Employees for Accruals:

WFR does not auto populate Sick and Personal time for fulltime employees after the 90 day probationary period. These will have to be manually entered (32 hours for Personal and 72 hours for Sick). Please contact payroll for the pro-rated amount to enter into WFR if the 90 day probationary period falls after January 1st.

80 hours in vacation will populate the employee’s vacation field on the next January first. The Department Manager is responsible for changing the time to the pro-rated amount (this can be obtained from Payroll in Bookkeeping) or zeroing it out and entering the time when it becomes available most likely at the employee’s first year anniversary date.

These amounts can be edited on the employee’s record by clicking on the **Edit Accrual Balances** link in the **Accruals** section and changing the **Accrued To** date to the next January 1st and entering the prorated balance in **Hours Remaining** for the accrual.

TIME OFF	ACCRUED TO	HOURS REMAINING	COMMENT
Comp Time/Comp Time Used	01/01/2016	0.00	
Dept Leave Earned	11/28/2015	6.50	
Personal	01/01/2016	0.00	
Sick	01/01/2016	87.75	
Vacation	01/01/2016	16.25	

Changing an employee from Part time to Full Time:

If changing an employee from part time to fulltime, be sure that the **Started** date contains their Full time start Date so that vacation time will accrue correctly. Leave the **Hired** field with the part time start date and change **Started** field to when they went full time. This full time start date can also be entered in the **Seniority** field.

Employee Transfer to another County Department:

Do not use the termination feature in WFR if an employee is transferring to another department within the County. After the employee’s last day of the pay period, contact either [Payroll](#), [Karen](#), [Sam](#) or [Brian](#) so that they can change the default labor level to move the employee into the other department.