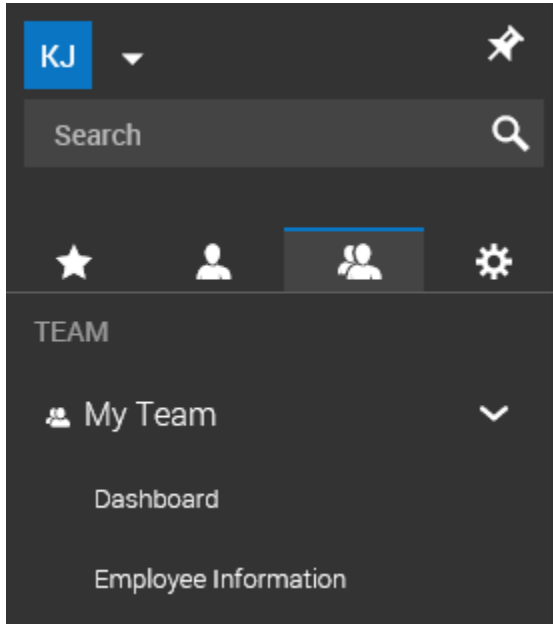


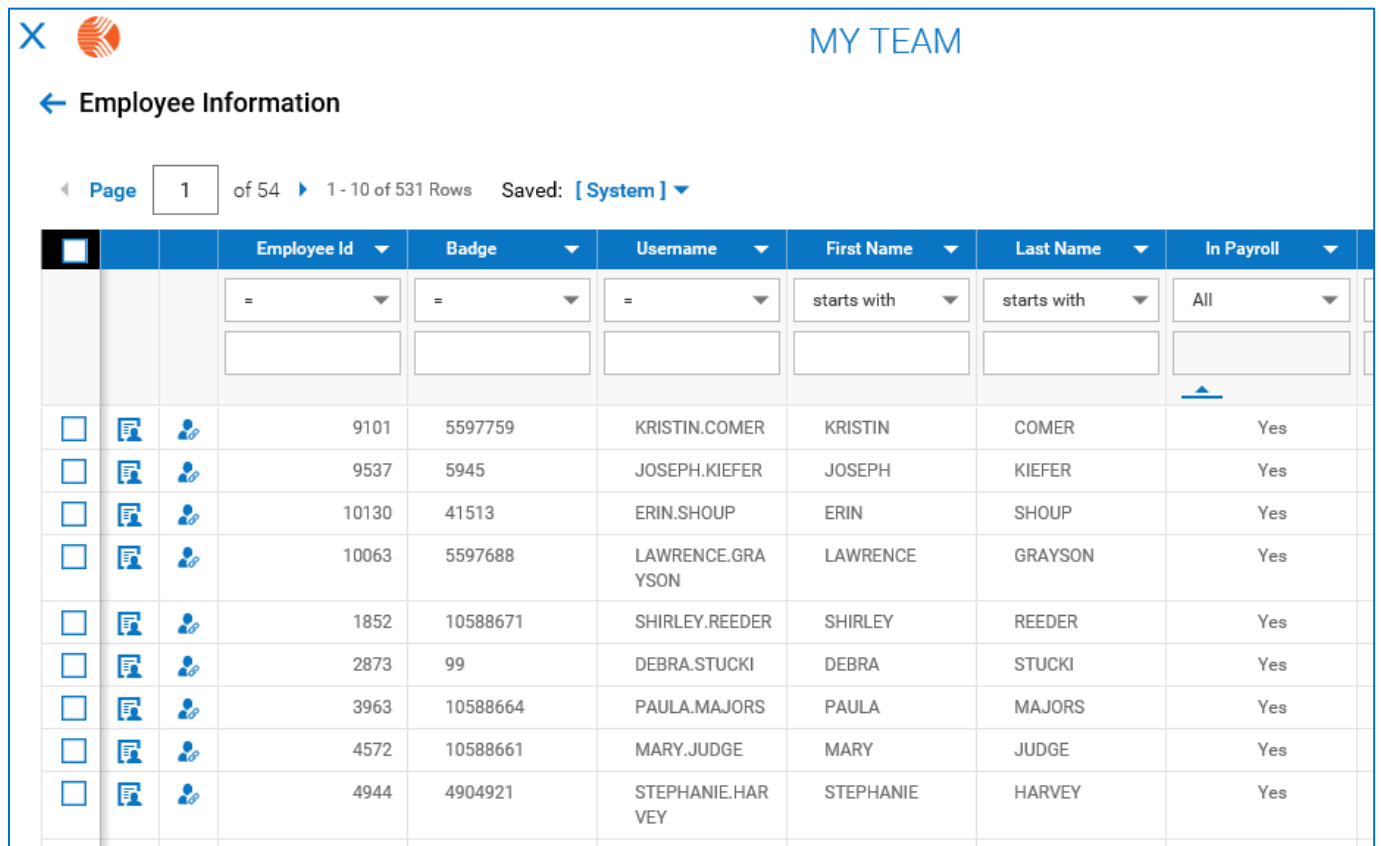
New Hires

New Hires in WFR:

Select **Employee Information** in New UI:

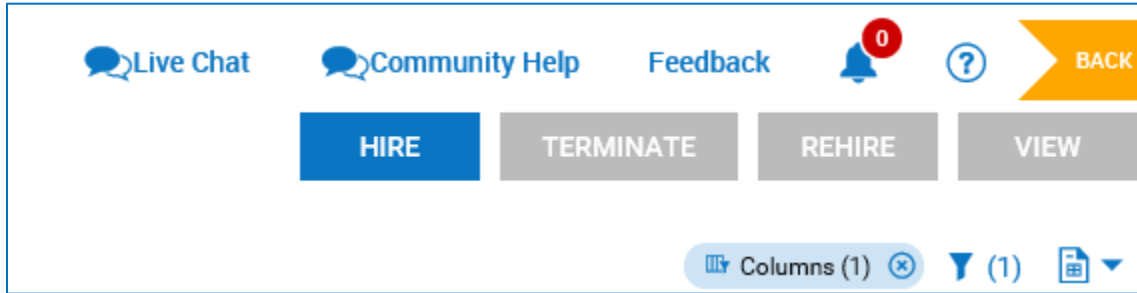


and this will appear:

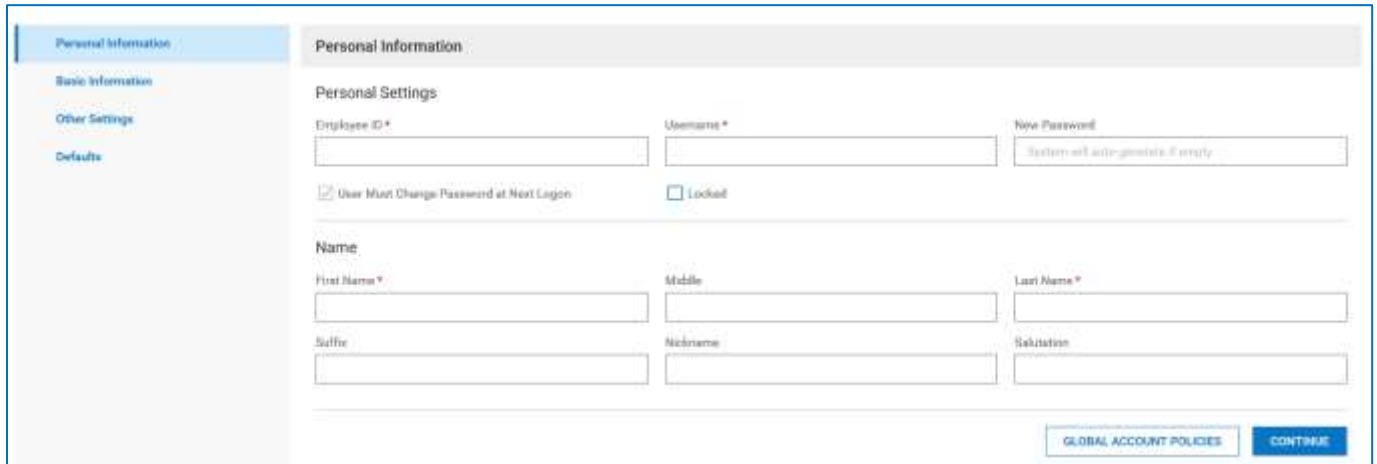


			Employee Id	Badge	Username	First Name	Last Name	In Payroll
			=	=	=	starts with	starts with	All
<input type="checkbox"/>			9101	5597759	KRISTIN.COMER	KRISTIN	COMER	Yes
<input type="checkbox"/>			9537	5945	JOSEPH.KIEFER	JOSEPH	KIEFER	Yes
<input type="checkbox"/>			10130	41513	ERIN.SHOUP	ERIN	SHOUP	Yes
<input type="checkbox"/>			10063	5597688	LAWRENCE.GRAYSON	LAWRENCE	GRAYSON	Yes
<input type="checkbox"/>			1852	10588671	SHIRLEY.REEDER	SHIRLEY	REEDER	Yes
<input type="checkbox"/>			2873	99	DEBRA.STUCKI	DEBRA	STUCKI	Yes
<input type="checkbox"/>			3963	10588664	PAULA.MAJORS	PAULA	MAJORS	Yes
<input type="checkbox"/>			4572	10588661	MARY.JUDGE	MARY	JUDGE	Yes
<input type="checkbox"/>			4944	4904921	STEPHANIE.HARVEY	STEPHANIE	HARVEY	Yes

Click on Hire as shown:



This will appear for Personal; Enter Required Information (*) and click on Continue:



Personal Settings:

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.

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).

Name:

Enter the employee’s **First Name** and **Last Name**

You will now see this:

The screenshot shows a 'Personal Settings' form with the following fields and options:

- Employee ID ***: Text input containing '9999'.
- Username ***: Text input containing 'Jon.Doe'.
- New Password**: Password input field with masked characters.
- User Must Change Password at Next Logon**
- Locked**
- Name** section:
 - First Name ***: Text input containing 'Jon'.
 - Middle**: Empty text input.
 - Last Name ***: Text input containing 'Doe'.
 - Suffix**: Empty text input.
 - Nickname**: Empty text input.
 - Salutation**: Empty text input.

At the bottom right, there are two buttons: 'GLOBAL ACCOUNT POLICIES' and 'CONTINUE'.

Once the required information has been completed for each category and you click on Continue, a check will appear next to that category on the screen as shown below. If there is still required information for that category, a warning sign will appear to the right of the category.

The screenshot shows a vertical menu with four categories:

- Personal Information**: A red warning icon is visible to the right of the text.
- Basic Information**: A green checkmark icon is visible to the left of the text.
- Other Settings**: The text is highlighted with a blue background and a dashed border.
- Defaults**: No icon is present.

This will appear for Basic; Enter Required Information (*) and click on Continue::

The screenshot shows the 'Basic Information' form with the following fields:

- National ID** section:
 - Primary National ID**: Text input containing '999-99-9999'.
 - Social Security Number**: Text input with a dropdown arrow.
- Primary Email**: Text input field.
- Secondary Email**: Text input field.

At the bottom right, there are two buttons: 'GLOBAL ACCOUNT POLICIES' and 'CONTINUE'.

There is no required information. **Do not enter the employee's social security number.** It should default to 999-99-999. If your department is using WFR to Request Time Off, a **Primary Email** address is required.

This will appear for Other Settings; Enter Required Information (*) and click on Continue:

The screenshot shows the 'Other Settings' page. On the left is a navigation menu with 'Other Settings' selected. The main content area has several sections: 'Pay Calculations' with a search field; 'Pay Period Profile' with a search field; 'Pay Prep' with a dropdown set to 'Default' and an 'Effective Date' field set to '12/31/1999'; 'Security Profile' with a search field; 'Timesheet Profile' with a dropdown set to 'Hourly'; and 'Default Labor Levels' with a dropdown. At the bottom right are 'GLOBAL ACCOUNT POLICIES' and 'CONTINUE' buttons.

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 green flag next to it). **Full Time 30** and **Full Time 60** are the most commonly used.

Enter the **Pay Period Profile** by selecting one of the following:

The dialog box 'Browse and Select Pay Period Profile' contains a search bar and a table. The table has two columns: 'Name' and 'Description'. The rows are: 'B-Weekly FT', 'B-Weekly PT', 'Monthly', 'GLD B-Weekly FT', 'GLD Weekly', 'Transition 11/21 - 11/28 (Cara Schuster)', and 'Weekly'. An 'APPLY' button is located at the bottom right of the dialog.

and then clicking Apply



Leave **Pay Prep Profile** as **Default** as shown:

Pay Prep Profile

The dropdown menu for 'Pay Prep Profile' shows 'Default' as the selected option. A magnifying glass icon is visible on the right side of the dropdown.

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

Name	Description
Copy of Employee	Limited access to time entry and accrual information
Copy of Payroll Admin with New UI	Payroll Admin - Access to all functions - assigned to New UI
Department Manager	Provides general system access with ability to run basic reports
Department Manager Health Dept	Provides general system access with ability to view employees under their supervision
Employee	Limited access to time entry and accrual information
Payroll Admin	Payroll Admin - Access to all functions
Read Only	

and then click



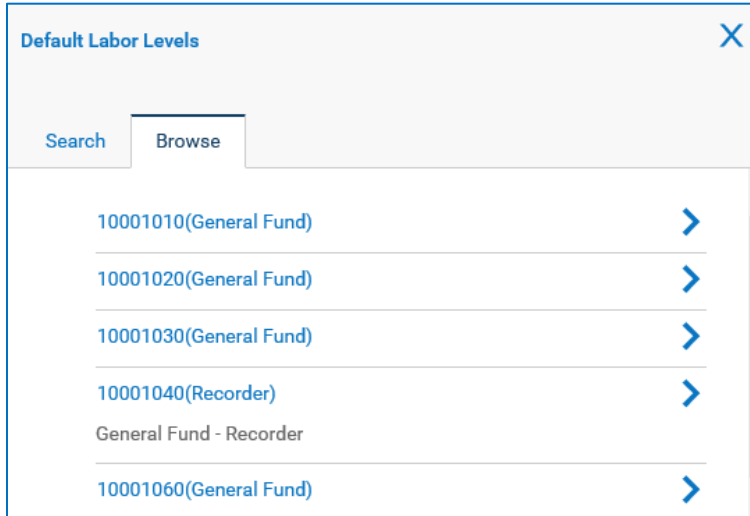
For the **Timesheet Profile**, make sure that **Hourly** is selected as shown:

Timesheet Profile

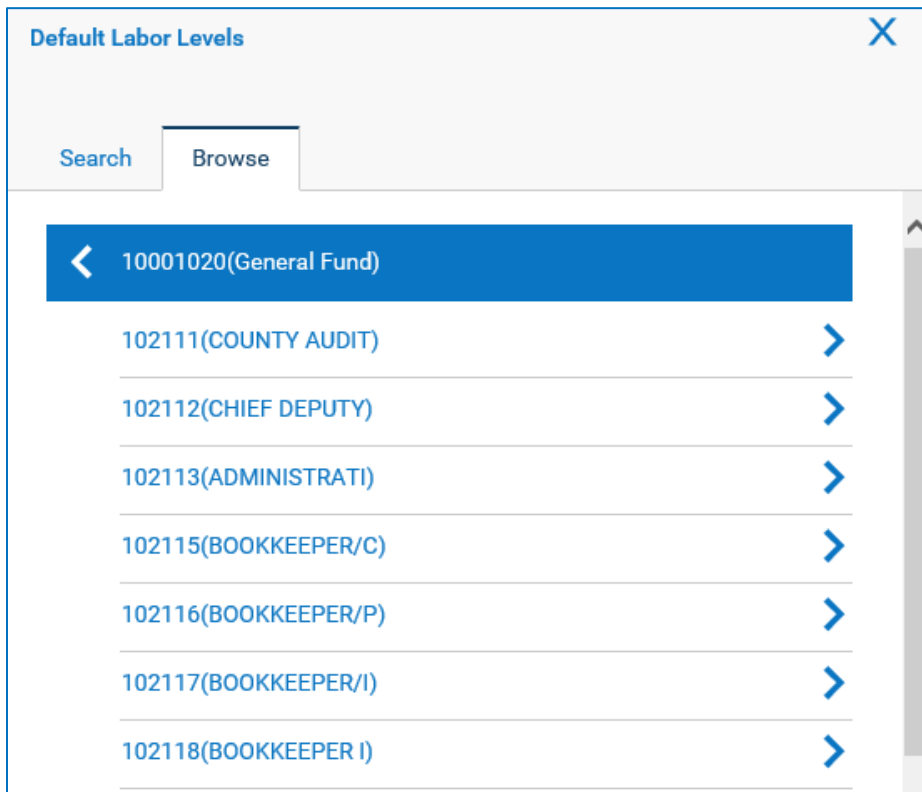
Under the **Default Labor Levels**, click on Browse as shown:

Default Labor Levels *


And then click on the Browse Tab as shown below:




Click on the arrow to the right of your department to see a listing of line items for your department:



Select the line item for your employee by clicking on the arrow to the right  and this will appear:

Default Labor Levels 

Search **Browse**

 10001020(GENERAL FUND)
102112(CHIEF DEPUTY)

102(AUDITORS OFF)

Click in the circle and the field will populate as shown:

Default Labor Levels *

10001020/102112/102 

Be sure that all three levels have been selected and are displayed for the employee. If all three are not selected, then this employee will not appear on your pay voucher report when run.

Enter the **Date Hired** and the **Date Started** in the appropriate fields and click on **Continue** at the bottom of the screen.

Hired

mm/dd/yyyy 

Started *

mm/dd/yyyy 

This will appear for Defaults; Enter Required Information (*) and click on Continue:

New UI Dashboard Layout Profile	Effective Date*	
Default	12/31/1900	

Leave the Dashboard Layout Profile as Default.

Click on Add Employee 

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

- Under Profiles:

Profile Setting	Value	Effective Date	Flag
Access			
Accruals	Comp		X
Demographic			
Employee Perspectives		12/31/1900	+
Holiday	VC Holidays-8 hours		X
New UI Dashboard Layout	Default	12/31/1900	+
Pay Calculations*	Full Time 60		X
Pay Period	Bi-Weekly FT		
Pay Prep	Default	12/31/1900	+
Points			
Security	Company Administrator		
Time Off Planning		12/31/1900	+
Timesheet	Hourly		X
T5 Auto Population	Holidays		X
Workday Breakdown		12/31/1900	+
Work Schedule	Full Time - 60 Lunch		X

- Under, Accruals select either **Comp** or **DL** (Departmental Leave) by clicking on the flag:

Accrual Profiles Lookup

Rows On Page 6 Rows

Name	Description
<input type="text" value="starts with"/>	<input type="text" value="like"/>
MASTER	
Comp	
DL	

by clicking on the flag to the left.

- 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.
- 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

- 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.
- For two-factored authentication, be sure one of the following is selected for the employee:

Primary Email	<input type="text" value="kjoest@vanderburghgov.org"/>
Secondary Email	<input type="text"/>
Work Phone	<input type="text" value="Not Selected"/> <input type="text" value="812-435-5281"/> <input checked="" type="radio"/> Primary
Cell Phone	<input type="text" value="Not Selected"/> <input type="text"/> <input type="radio"/> Primary
Home Phone	<input type="text" value="Not Selected"/> <input type="text"/> <input type="radio"/> Primary

The employee will select which method to be contacted when they first log into Kronos WFR.

- Enter the Badge Information that corresponds with their badge if the employee will be using an InTouch terminal to clock in to work.

Badges

SIMPLE BADGES

Badge Id #1


- Under **Pay Information** enter:
 - FT (Full Time) for Employee Type and enter **110** for **Pay Type** or
 - PT (Part Time) for Employee Type and enter **105** for **Pay Type** or
 - PT (Part Time) for PT Election Workers for Employee Type and enter **106** for **Pay Type**
 - Make sure that 8.00 is entered in the Standard Work Day.

Pay Information

Standard Work Day (HH.00)











Employee Type ▼

Pay Type ▼

Default Shift Premium 

- Under **Dates**, complete the Birthday and Seniority field if desired.

Dates

Hired	<input type="text" value="02/04/1985"/> 	Terminated	<input type="text"/>
Started	<input type="text" value="02/04/1985"/> 	Review	<input type="text"/> 
Birthday	<input type="text" value="10/24/1956"/> 	Seniority	<input type="text" value="02/04/1985"/> 
Re-Hired	<input type="text"/> 	Benefits	<input type="text"/> 
Deceased	<input type="text"/> 	Retired	<input type="text"/> 
Frozen Benefit	<input type="text"/> 		

Please note that you would use the  icon to terminate the employee.

- Click Save  before leaving the **Main Page**.
- If allowing the employee to check punches and accruals at the clock, you must enter the last 4 digits of their social security number in the **Pin** field under **Hardware Settings**.

Hardware Settings

INTOUCH

Security Level

Pin

Store Biometric Template

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 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.

Probationary Period for Full Time Employees for Accruals:

Dates

Hired	02/04/1985		Terminated		TERMINATE
Started	02/04/1985		Review		
Birthday	10/24/1956		Seniority	02/04/1985	
Re-Hired			Benefits		
Deceased			Retired		
Frozen Benefit					

Employee Age: 63
 Employment Length: 35 Years, 1 Month, 23 Days
 Years of Service: 35 Years, 1 Month, 23 Days

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.

Accruals		TIME OFF	ACCRUED TO	CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SDH	PENDING APPROVAL
		Comp Time	03/20/2020	Hrs: 0.38	0.00	0.38	0.00	0.00
01/01/2020 - 01/01/2021								
		Comp Time Earned 1.0	03/20/2020	Hrs: 0.00	0.00	0.00	0.00	0.00
02/04/2020 - 02/04/2021								
		Dept Leave Earned	03/20/2020	Hrs: 0.00	0.00	0.00	0.00	0.00
01/01/2020 - 01/01/2021								
	N/A	New Parent Leave	02/09/2018	Hrs: 160.00	0.00	160.00	0.00	0.00
08/04/2019 - 08/04/2020								
		Personal	01/01/2021	Hrs: 32.00	1.50	30.50	0.00	0.00
01/01/2020 - 01/01/2021								
		Sick	01/01/2021	Hrs: 394.50	32.00	362.50	0.00	0.00
01/01/2020 - 01/01/2021								
		Vacation	01/01/2021	Hrs: 240.00	3.50	236.50	0.00	0.00
01/01/2020 - 01/01/2021								

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. A comment must be entered in the comment field before clicking on **Save**.

Edit Accrual Balances			
TIME OFF	ACCRUED TO	HOURS REMAINING	COMMENT
Comp Time	03/20/2020 	0.38	
Comp Time Earned 1.0	03/20/2020 	0.00	
Dept Leave Earned	03/20/2020 	0.00	
New Parent Leave	02/09/2018 	160.00	
Personal	01/01/2021 	30.50	
Sick	01/01/2021 	362.50	
Vacation	01/01/2021 	236.50	

[Save](#)

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](#) or [Sam](#) so that they can change the default labor level to move the employee into the other department.