



Processing transactions during UKG (formerly Kronos) downtime

LOA/LVRTNs – (Leave of Absence / Leave Returns)

When processing LOAs and LVRTNs where a timesheet is required, agencies will need to provide alternative timecards as a replacement to the UKG timesheet. Employees' schedules must be on the paper timecard. A sample timecard was provided by the Auditor's office and agencies are welcome to use what was provided or their own in-house timecards.

Employees and supervisors need to sign the timecards verifying the information provided is correct. In the event the employee has separated, the supervisor and someone from the agency's HR department will need to sign the timecard.

TRSNs – (Transition ESMT's)

Timecards will still be required for TRSNs. Agencies are again welcome to use the timecard provided by the Auditor's office or their own in-house timecard.

The same signature requirements will hold for TRSNs.

TMPORs – (Temp to Permanent Hires)

Please make a comment on the TMPOR transactions as to the employee's first day of work.

MISCELLANEOUS INFORMATION

If agencies have employees with low leave balances (either due to a new hire or frequently off payroll), leave accruals will need to be calculated manually until UKG is restored.

****If you have questions or a situation that you need to discuss, please contact Personnel Transaction Review at 304-414-1855****