

Kronos - PTO Editing Issues.V2

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Kronos - PTO Editing Issues

Document Name

PTO Editing Issues

Author(s)

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Document Purpose

The purpose of this article is for L1 Help Desk to assist employees and managers with issues regarding PTO

Overview

There are occasions when an employee or manager need assistance or clarification on editing a PTO pay code. Different scenarios may produce different resolutions

Required Information

1. Caller name –
2. Contact number -
3. E-Mail address -
4. Issue –
5. Reason for request -

Other Information

Is the PTO pay code in question occurring in the present/future pay period or past pay period?

Process

Following are various PTO scenarios/processes where L1 can assist an employee or Manager with PTO questions:

1. When an employee or manager wants assistance to edit or delete PTO
2. To request, delete, or edit requested PTO for both managers and employees

Managers and employees alike have the ability to cancel a PTO request and should follow the guidelines below:

Resource the Employee Hub homepage > click on Operations > Finance > Payroll Operations > Manage Pay

- Depending on your role select the Employee or Manager tab, then select Kronos PTO Requests
- In “Kronos PTO Requests” section, Users may access Kronos PTO Requests Job Aids, Frequently Asked Questions (FAQ), and reference videos for instruction

3. Make PTO edits in employees schedule

Copied from FAQ for Managers

“I need to edit or delete approved PTOS but I am unable to do so in the employee’s time card. How can I accomplish this?”

- Managers can edit or delete PTOS hours in an employee’s schedule. Highlight the employee, then navigate to the Go To icon and then Schedules. Select the appropriate date range and then right click on the pay code and select either Edit or Delete. If an edit is required, a window will be displayed where you can change the number of hours. Click Apply and then Save. Refer to the job aid for further instruction.

4. Any observation regarding PTO that and may need clarification

Please send any further questions and observation comments about using EE PTO Request as a manager or for self to > kronos.ptofeedback@fmc-na.com

- This is to ensure that the PTO Pilot Team is able to address all Kronos User need resolutions.

5. PTO is in a past pay period

The manager will need to submit a manual timesheet adjustment form to Payroll if the employee wasn’t paid correctly on a previous pay period. Please contact your payroll at 1-888-FMC-PAY1 (1-888-362-7291), then follow the prompts for further assistance.

6. If PTO Editing issue is not resolved

Refer the employee/manager to contact their local payroll coordinator/supervisor at 1-888-FMC-PAY1 (1-888-362-7291), then follow the prompts for further assistance

To locate local Payroll Coordinators/Supervisors go to: Hub Homepage (login if not already) > Click on Operations > Finance > Payroll Operations > Contact Us > (scroll down) > Under Directory Listings click PDF on Payroll Operations Contact List

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