Understanding Work Study and Kronos

- **Overview**
  - Kronos manages employees paid with Work Study (WS) monies in the same manner as every other employee type. Following are important answers to common WS questions that relate to employment and Kronos:

- **How does the WS program work from a payroll/PPS perspective?**
  - Pre-PPS: Student contacts the WS office, prints out a WS referral document, and then gives the document to their employing department.
  - PPS: based on the referral information, the employing department inputs an appointment and distribution in PPS for the student and makes sure to input the correct WS code on the distribution.
    - FYI – the WS code enables the employing department to receive WS funds to supplement their wage costs to employ the student.
  - Post PPS/Kronos: Kronos will automatically import the PPS distribution for the employee and create a blank timecard for employee use. While PPS singly controls the use of WS funds to pay employees, it bases this payment amount on the following information:
    - For Variable appointments: reported hours on pay status (e.g. Hours Worked, Sick, Vacation, etc) from the employee’s Kronos timecard.
    - For Fixed appointments: the appointment percentage and wage rate specified on the PPS appointment and distribution.

- **What Kronos actions are needed to ensure accurate timekeeping for WS-funded employees?**
  - Ensure that all hours reported on each WS employee’s timecard are reviewed, approved and signed off in every pay period.
  - Verify that the Primary Labor Account for each WS employee is correct during initial import, as well as subsequently during any period of overlapping WS distributions or changes in distributions.
    - FYI – Primary Labor Accounts (and thus distribution data) only automatically update in Kronos when an employee is first imported from PPS. After that point, manual updates must occur for any changes in Primary Labor Account, Access Control Number, etc.
  - Communicate with KronosHelp whenever WS employees do not show up in Kronos within 2 business days from having an active PPS distribution and activated UCSB NetID.
  - When a WS employee has an off-campus job, communicate with KronosHelp to facilitate creation of a Kronos timecard and other infrastructure necessary for payment of the employee’s wages.
  - In summary, Kronos treats WS employees in the same manner as every other employee; however, there is extra PPS work (adding a WS code to each employee’s distribution) to do to ensure reported hours from Kronos are ultimately paid correctly by PPS.