



Saint Joseph's Hospital Timekeeper Important Dates and Reminders

Important dates and tasks:

01/13	Distribution of Kronos clocking cards and department Log books. Remaining departments need to pick up from human resources. E-Vantage and The Work Number flyers will also be available
01/17–01/19	Kronos icon will be pushed to Virtual Desk Top (VDT). Log into Kronos with your user name (9 digit clicking ID number) and initial password (emory01). If you do not have the Kronos icon on your VDT or issues logging into Kronos, contact Kathy Charles at kathy.charles@emoryhealthcare.org or 404-712-0878 by January 19th
01/20-01/23	Verify you have access to all your departments and employees. If you are missing a department(s) or employee(s) email Kathy Charles (kathy.charles@emoryhealthcare.org)m Marsha Bruce (marsha.bruce@emoryhealthcare.org) and Demetrice Fullard (Demetrice.fullard@emoryhealthcare.org) to complete your set up.
01/22	Employees who work prior to 11:59 PM on 1/21 are to clock using their Saint Joseph's Kronos clocking number.
01/22	Timekeepers should start to check time daily. Do not approve employee's time daily.
01/22	Employees will be able to clock starting January 22 nd @7:00 AM using their new Emory Healthcare ID number
01/31	Comprehensive leave and extended illness hours will be loaded in Kronos. Timekeepers can add comprehensive or extended illness hours in Kronos Do not enter comprehensive or extended illness until 01/31/12
02/04	First pay period end date
02/06	All corrections must be completed and employees approved only by 10:00 AM. Do not do department Sign Off's.
02/07	Payroll is confirmed and an email notification is sent to employee's receiving a direct deposit pay advice. (PS Production [hrprod@psphrba1.cc.emory.edu]) . The message will read: Your Pay Advice is now ready for online review at the following website: http://leo.cc.emory.edu Employees should report discrepancies in pay to their manager and/or timekeeper.
02/08	Employees who do not have direct deposit, checks will be mailed to the home address in People Soft
02/10	EJC first pay day on EHC payroll
02/10	Adjustments are to be faxed to EHC payroll department by 4:30 for the interim payroll paid on 02/17/12. Timekeepers print the time detail reports from Kronos, make the appropriate changes, two required signatures (timekeeper and manager/director) and a contact telephone number. Please sign names legible. Fax the adjustment to 404-686-4877 or 404-712-4338
02/17	Off cycle pay day

Reminders for Timekeepers:

Night shifts that the start times rounds to 23:45 or before on 01/21 until the end of the shift on 01/22 are clocked in Saint Joseph's Kronos system. Hours worked from 12:00 AM on 01/22 are paid on Emory Healthcare's Kronos system. Hours that can not be clocked from 12:00 AM until 7:00 AM are to be entered in the department log book by the employee, signed and entered in Kronos by the timekeeper.
Kronos updates accrual balances Wednesday's after regular payroll processing.
Remind employees to log in to e-Vantage to look at their Payroll and Compensation, personal and benefits information and more.
All edits and/or corrections made to an employee's time in Kronos must be documented in the department log book. The employee and the department Manager/Supervisor must sign all edits
Timekeepers can not edit or approve their own time.
Main Payroll Number: 404-712-7106 Fax Numbers: 404-686-4877 or 404-712-4338 Payroll Website: You can access the Payroll department's website for updated payroll information by going to http://www.ourehc.org/ Click Department and Groups Click Payroll