UNIVERSITY OF
TORONTO

Assigning Additional Jobs to an Employee

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Overview

Overview   Below outlines the steps taken by Payroll Administrator to assign additional jobs to an employee in Kronos Employee Master Data in HRIS and in Kronos System by recording the following

- Job
- Grade
- Functional Area
- Organizational Unit
- Sub Department
- Work Centre
- Kronos LAP Code
- Pay Policy Group
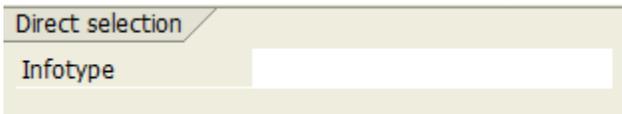- Effective Date
- Employee View
- Device Group
- Role

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1. Copy Kronos Employee Master Data (IT 9133) in HRIS

Click on the following path: **Human Resources → Personnel Management → Administration → HR Master Data → Maintain**

MAINTAIN HR MASTER DATA SCREEN

1. Enter employee number   Personnel no.
2. Enter **9133** in the Direct Selection Infotype field

   Direct selection
   Infotype

3. Click 🖼 to view all available records.
4. From the list, select the record to be copied.
5. Click 🗐 to copy.

COPY KRONOS EMPLOYEE MASTER DATA (9133) IS PROPOSED

1. Change the Start Date Start ☑ to enter the effective date of the contract of the additional job.

2. Change the To Date To ☑ to enter the end date of the contract of the additional job

3. Change job in Job

4. If applicable, change grade in Grade .

5. If there is an existing primary job, remove the tick mark on Primary Job Ind

6. If applicable, change functional area in Functional Area .

7. If applicable, change organizational unit in Organizational unit .

8. If applicable, change sub department in Sub Department .
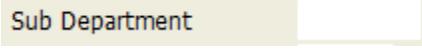
9. If applicable, change work centre in Work Centre .

10. If applicable, change Kronos LAP Code in

    Kronos LAP Code .

11. If applicable, change pay policy group in

    Pay Policy Group .

12. Change effective date of job in Effective Date .

13. If applicable, change employee view in Employee View .

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14. If applicable, change device group in
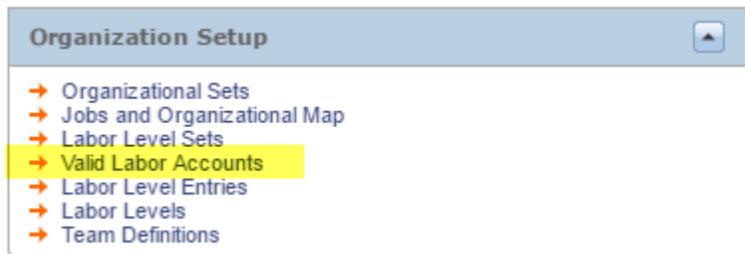
Device Group	

.

15. If applicable, change role in

Role	

2. Create a Valid Labour Account in Kronos
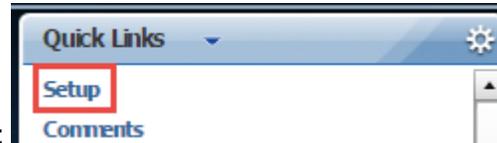
1. Go to **Setup** under **Quick Links Widget**
2. Select **Valid Labor Accounts** on Organization Setup

VALID LABOR ACCOUNTS

3. Click **New ⇒**

VALID LABOR ACCOUNT EDITOR

4. Choose the **Functional Area** radio button and fill up the field

⦿ Functional Area		

by selecting from the **Available Entries**

5. Choose the **Department-Org Unit** radio button and fill up the field

⦿ Department-Org Unit		

by selecting from the **Available Entries**

6. Choose the **Sub-Department** radio button and fill up the field

⦿ Sub Department		

by selecting from the **Available Entries**

7. Choose the **Work Centre** radio button and fill up the field

⦿ Work Centre		

by selecting from the **Available Entries**

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8. Choose the **LAP** radio button and fill up the field

⊙ LAP		

by selecting from the **Available Entries**.

9. Choose the **Job** radio button and fill up the field

⊙ Job		

by selecting from the **Available Entries**.

10. Choose the **Future Use** radio button and fill up the field

⊙ Future Use	-	-

by selecting **dash sign(-)** from the **Available Entries**.
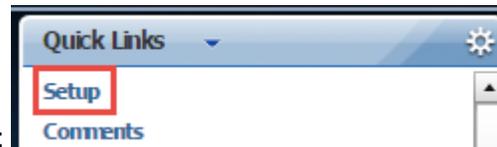
11. Enter a **Short Name** Short Name [   ] for this new labour account.

Note: The short name will be what the employee will see at the clock or computer to identify this additional job.

12. Click Save .

3. Create Labour Level Set in Kronos

Quick Links ▾	☼
Setup	▲
Comments	

1. Go to **Setup** under **Quick Links Widget**
2. Select **Valid Labor Accounts** on Organization Setup

Organization Setup ▲
→ Organizational Sets
→ Jobs and Organizational Map
→ Labor Level Sets
→ Valid Labor Accounts
→ Labor Level Entries
→ Labor Levels
→ Team Definitions

3. Click New .

LABOR LEVEL SETS

4. Enter **Labor Level Set Name**

Name* [   ]

5. Enter **Description** Description [   ].
6. Choose **Selected Entries** tab.

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7. Select **All Sets** in ⬚ Use In [All Sets ▼] .

8. Select **Functional Area** tab.

9. Enter **asterisk (*)** and click **Search**

[* .... Search] to display all available

entries.

10. Choose the appropriate **Functional Area** and click [>] to transfer to the **Selected Entries** box

11. Select **Department-Org Unit** tab.

12. Enter **asterisk (*)** and click **Search**

[* .... Search] to display all available

entries.

13. Choose the appropriate **Department-Org Unit** and click [>] to transfer to the **Selected Entries** box.

14. Select **Sub Department** tab.

15. Enter **asterisk (*)** and click **Search**

[* .... Search] to display all available

entries.

16. Choose the appropriate **Sub Department** and click [>] to transfer to the **Selected Entries** box.

17. Select **Work Centre** tab.

18. Enter **asterisk (*)** and click **Search**

[* .... Search] to display all available

entries.

19. Choose the appropriate **Work Centre** and click [>] to transfer to the **Selected Entries** box.

20. Select **LAP** tab.

21. Enter **asterisk (*)** and click **Search**

[* .... Search] to display all available

entries.

22. Choose the appropriate **LAP** and click [>] to transfer to the **Selected Entries** box.

23. Select **Job** tab.

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24. Enter **asterisk (*)** and click **Search**

*	Search

to display all available entries.

25. Choose the appropriate **Job** and click [>] to transfer to the **Selected Entries** box.
26. Select **Future Use** tab.
27. Enter **asterisk (*)** and click **Search**

*	Search

to display all available entries.

28. Choose **dash (-)** and click [>] to transfer to the **Selected Entries** box.
29. Click [Save].

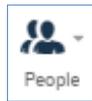# 4. Assign the Labour Level Set to the Employee and Configure the Accounts

1. Open the **Genies Widget**

QuickFind ▼	*

2. Enter employee's **Last Name** on
3. Click [🔍]
4. Select the employee.

[👥 People]

5. Click and select **Edit.**

PEOPLE EDITOR

6. Select **Job Assignment** tab.
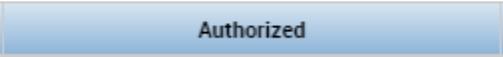7. Choose **Employee Role.**

Labor Level Transfer Set:	▼

8. Select applicable
9. Click [Edit]

LABOR LEVEL SET EDITOR

10. On **Select Entries** tab, **Use In** must be **Labor Level Transfer Sets.**

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11. Tick the **Configure Valid Account** **.**

12. Select **Configure Accounts** tab.

13. Under column, tick the box for each allowed valid account the employee must have.

14. If the work rule (pay policy group) is different from the employee's home job, update the **Work Rule** column for each account. This will ensure the correct attendance type is populated for the hours worked under that job.

15. Click .

PEOPLE EDITOR

16. Click

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