

TRACKING YOUR TIME + GETTING PAID



PAYROLL HOTLINE x5060

LOG ON

User Name

Password



<http://kronos.cityofsantacruz.org/wfc/logon>

LEARN KRONOS

<http://intranet/Modules/ShowDocument.aspx?documentid=5753>

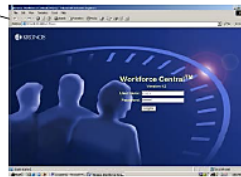
Kronos

Hourly Timecard Quick Reference

Starting the Kronos Application

1. Double click on the Kronos Timecard shortcut located on your desktop
or
2. Access Kronos by opening your Web browser >
Entering the URL: <http://kronos.cityofsantacruz.org>
> Hit enter
> <http://kronos.santacruzpl.org> > Hit enter (public libraries)
3. On the Log On page, enter your *User Name* and *Password*.
User Name is usually the first character of the *FirstName* > followed by *Last Name*. Password must be at least 6 characters in length and is case sensitive.
4. Click the Log On button.

Note: After your *first* log-on to Kronos, you will be prompted to change your password.



Entering Time

Your logon will take you to your current pay period timecard.

Note: Most regular employees will be entering time on an exception basis.

Editing Scheduled Work Hours

To edit your pre-populated *In* and/or *Out* time:

- ❖ Click in the *In* cell or *Out* cell and enter the actual time you arrive or leave, adding AM or PM.
- ❖ To transfer hours, click the down arrow in the Transfer cell. Click Search.
- ❖ On the Select Transfer screen, click a Labor Account option button.
- ❖ From the Search Results box, select a labor entry, such as *project, task, or location*.
- ❖ Repeat the previous two steps to change additional labor levels. If these hours represent a workrule transfer, select a Work Rule.
- ❖ Click OK. The Transfer cell displays the selected account(s)/work rule.
- ❖ Click Action→Refresh to cancel changes and return to your last saved timecard.

Entering Exception Hours

- ❖ Insert a row. Click the Pay Code cell. Click down arrow to display the drop down-list of exceptions.
- ❖ Select the pay code for your Exception hours. (i.e. Vacation, Sick, Comp or Holiday). Enter the number of hours in the Amount cell.
- ❖ Change your prepopulated in and out times (in purple text) to correspond with the number of leave hours.
- ❖ Click Save.

Date	Pay Code	Amount
Tue 8/17		
Tue 8/17	155 -Vacation	5.0
Wed 8/18	155 -Vacation	
Wed 8/18	165 -Jury Duty	
Thu 8/19	170 -Military Leave	

Saving Your Timecard

- ❖ From the Actions menu, click Save.
- ❖ After saving, the gold bar at the top of the screen should disappear.

Approving Your Timecard

- ❖ At the end of the pay period, go to the Approvals tab, click Approve.
- ❖ To verify that the Approval by Employee occurred, click on the Sign-offs & Approvals tab. You can also see this on the Audit tab.

Note: Once your supervisor has approved your timecard you cannot make changes.

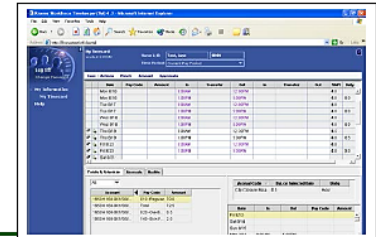
Kronos

Hourly Timecard Quick Reference



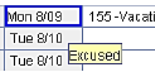


Closing Kronos

- ❖ Select Log Off from the navigation bar.

Note: Log Off from the navigation bar to close Kronos *before* closing your browser. If you click the X in the upper-right corner without logging off, your connection to the application will remain open, tying up system resources.



Timecard Indicators and Colors

Indicators	Description
	A solid red cell indicates a missed in-punch or a missed out-punch. If you move the mouse over the red box, a message provides more information.
	A red outline in a cell indicates an exception such as a late punch, early punch, or long interval. If you move the mouse over the cell, a message provides more information.
	A blue outline in a date cell indicates an excused absence.
	A transaction shown in purple indicates that the transaction was added by the Kronos software. If the cell is not gray, you can edit the transaction. If the cell is gray, you cannot edit the transaction.
	A red border around a date cell indicates an unexcused absence day.

City of Santa Cruz 2014 Payroll Calendar

Pay Period	Pay Day	PAFs due
Deduction groups 1, 2, and 3.		
Pay Period	Pay Day	PAFs due
Deduction groups 1, 2, and 4.		
Pay Period	Pay Day	PAFs due
Deduction groups 1 and free.		

Holiday - 8 hours
Holiday - 4 hours
Sign time cards off by 7:00 am.
City Offices Closed
Core City Closure Dates
Expanded City Closure Dates

S	M	T	W	T	F	S
December 2013						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Kronos Time Card Instructions

Employees
 Enter actual time worked and leave taken on your time card daily.
 Approve your time card every pay period you work.
 Your approval certifies the accuracy of the hours you worked and leave you used.
 The "Base Hours" column must match the "Expected PP Hours" column.

Time Card Managers
 Approve and sign off time cards by 9:00 am on the Monday after the pay period ends.
 The "Base Hours" column must match the "Expected PP Hours" column.
 Employees must be advised of changes you make to their time card as soon as is practical.

2014

S	M	T	W	T	F	S
January						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
February						
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
March						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
April						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
June						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
July						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
September						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
December						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
January 2015						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Personnel Action Forms (PAFs)
 PAFs are due from Departments to Human Resources the Monday before the pay period in which they take effect.

Observed Holidays
 Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

Questions? Call Payroll at x5060.



PAYROLL + DEDUCTIONS SCHEDULE

PAYROLL SCHEDULE 2015

GROUP 1	Survivors Ins., PERS, Add'l Retirement, Def. Comp., LTD, Fire Spec., LTC, PERSEC. & SEIU
GROUP 2	Life/Health/Dental/Vision, Cancer, Supp Life, Charities, Computer Loan, Misc. ded., DCAP, MRA & admin fee, taxes for PDP insurance, COPE, TMA, Van Pool
GROUP 3	Fire, Police, Management & Supervisor Union Dues
GROUP 4	Accident Ins., Fire Ins., CWA, Pre-paid Legal

	Pay Period From	To	Pay Date	DED, GROUP TAKEN	HOLIDAY
1.	12/20/2014	01/02/2015	01/08/2015	1,2,3	Christmas Eve & Day
2.	01/03/2015	01/16/2015	01/22/2015	1,2,4	New Year's Eve & Day
3.	01/17/2015	01/30/2015	02/05/2015	1,2,3	Martin Luther King Day
4.	01/31/2015	02/13/2015	02/19/2015	1,2,4	
5.	02/14/2015	02/27/2015	03/05/2015	1,2,3	President's Day
6.	02/28/2015	03/13/2015	03/19/2015	1,2,4	
7.	03/14/2015	03/27/2015	04/02/2015	1,2,3	
8.	03/28/2015	04/10/2015	04/16/2015	1,2,4	
9.	04/11/2015	04/24/2015	04/30/2015	1,FREE	
10.	04/25/2015	05/08/2015	05/14/2015	1,2,3	
11.	05/09/2015	05/22/2015	05/28/2015	1,2,3	
12.	05/23/2015	06/05/2015	06/11/2015	1,2,3	Memorial Day
13.	06/06/2015	06/19/2015	06/25/2015	1,2,4	
14.	06/20/2015	07/03/2015	07/09/2015	1,2,3	Independence Day
15.	07/04/2015	07/17/2015	07/23/2015	1,2,4	
16.	07/18/2015	07/31/2015	08/06/2015	1,2,3	
17.	08/01/2015	08/14/2015	08/20/2015	1,2,4	
18.	08/15/2015	08/28/2015	09/03/2015	1,2,3	Labor Day
19.	08/29/2015	09/11/2015	09/17/2015	1,2,4	
20.	09/12/2015	09/25/2015	10/01/2015	1,2,3	
21.	09/26/2015	10/09/2015	10/15/2015	1,2,4	
22.	10/10/2015	10/23/2015	10/29/2015	1,FREE	
23.	10/24/2015	11/06/2015	11/12/2015	1,2,3	Veteran's Day
24.	11/07/2015	11/20/2015	11/25/2015	1,2,4	
25.	11/21/2015	12/04/2015	12/10/2015	1,2,3	Thanksgiving Holidays
26.	12/05/2015	12/18/2015	12/24/2015	1,2,4	

PAY PERIOD HOLIDAYS FOR 2015

December 24, 2014	1/2 Christmas Eve	May 25, 2015	Memorial Day
December 25, 2014	Christmas Day	July 3, 2015	Independence Day
December 31, 2014	1/2 New Year's Eve	September 7, 2015	Labor Day
January 1, 2015	New Year's Day	November 11, 2015	Veteran's Day
January 19, 2015	Martin Luther King Jr.	November 26, 2015	Thanksgiving Day
February 16, 2015	President's Day	November 27, 2015	Day After Thanksgiving



Human Resources Department Payroll Deductions by Pay Period

Group 1 – every pay period

- Dues
 - Service Dues or Service Fee Payer
 - Temporary SEIU Dues or Temp SEIU Fee Payer
- Insurance
 - Long Term Care (PERS)
 - LTD – Long Term Disability – for all except Fire, Police & Temps (Cigna)
 - Fire LTD – Long Term Disability - California Assn of Professional Firefighters (CAPF)
 - Police LTD – Long Term Disability - California Law Enforcement Assn (CLEA)
- Retirement
 - Additional Retirement – PERS Retirement/Service Credit purchases
 - Deferred Compensation (CalPERS, ICMA, National Deferred)
 - Employee PERS retirement contribution
 - Employer PERS retirement contribution (a portion may be paid by employee)
 - Survivors Ins – PERS 1959 Survivor Benefit - provides a monthly allowance to eligible survivors of employees who die before retirement.
- Other
 - Special Assessment (Fire)
 - TMA Bike loan

Group 2 – first two paychecks of the month

- Health Insurance
 - Medical (CalPERS)
 - Dental (Delta Dental)
 - Vision (VSP)
 - EAP (OptumHealth)
- Other Insurance
 - Accidental Death & Dismemberment (AD&D) (Cigna)
 - Cancer (Trustmark)
 - Basic Life (Cigna)
 - Supplemental Life (Cigna)
- Flexible Spending (TLC Administrators)
 - Dependent Care Reimbursement
 - Medical Reimbursement Acct
 - TLC Administration fee
- Other
 - Charities – Combined Health, United Way, Earth Share, Cultural Council
 - Committee on Political Education (SEIU)
 - Van pool

Group 3 – first paycheck of the month

- Dues
 - Supervisor, Management, Firefighter, Fire Mgmt, Police

Questions about deductions? Call Human Resources at x5407 or x5408 or Payroll at x5060.
P:FNPR/Payroll Deduction Definitions.Doc

SERVICE EMPLOYEES PAYROLL DEDUCTION AUTHORIZATION

- UNION MEMBER DUES
- EQUIVALENT SERVICE FEE
- EQUIVALENT CHARITABLE CONTRIBUTION

Authorize desired option
within 30 days from hire date
or default to service fee
Release address?

CITY OF SANTA CRUZ

SERVICE EMPLOYEES PAYROLL DEDUCTION AUTHORIZATION

Name of Employee _____ SS# _____

I understand the City of Santa Cruz Service Employees, S.E.I.U., Local 521, has an agency shop agreement with the City which requires, as a condition of employment, each employee in the unit to contribute administration and employee representation by the Union.

I hereby authorize one of the following payroll deductions:

- Union Member Dues – M – Entitles the employee to Union representation in his/her employment relationship with the City. The employee is entitled to full membership rights including the right to attend all Union meetings, hold office and vote.
- Equivalent Service Fee – S- Entitles employee to Union representation in his/her employment relationship with the City, in lieu of Union membership. Does not entitle the employee to all the rights and benefits of Union membership.
- Equivalent Charitable Contribution – C- An employee who is a member of a bona fide religion, body or sect, which has historically held conscientious objections to joining or financially supporting an employee organization, shall be permitted to make a charitable contribution equal to the Union dues. A letter from the pastor attesting to the employee's membership in the church and stating the length of membership is required.

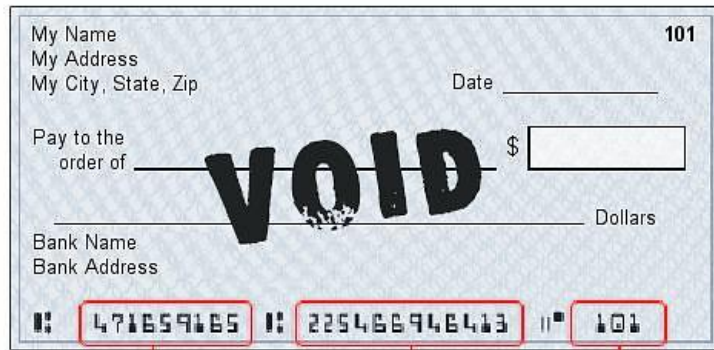
Each month the Union is furnished with a list of names, addresses, and classifications for all employees within the bargaining unit. Please indicate below, your authorization to release this information.

- The City has my permission to release my name, address, and classification to S.E.I.U., Local 521.
- I object to the release of my address to the Union.

<http://intranet/Modules/ShowDocument.aspx?documentid=5746>

ENROLL IN DIRECT DEPOSIT

<http://intranet/Modules/ShowDocument.aspx?documentid=5748>

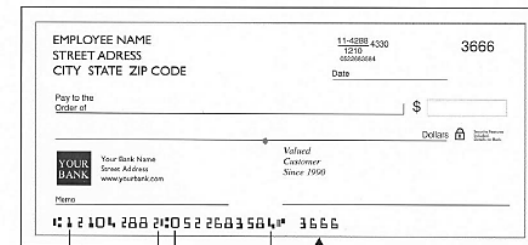


My Name _____ 101
My Address _____
My City, State, Zip _____ Date _____
Pay to the order of _____ \$ _____
_____ Dollars
Bank Name _____
Bank Address _____
MICR: 471659165 225466946413 101
Routing Number Account Number Check Number



**Call Payroll
@ x5060**

City of Santa Cruz Instructions for Direct Deposit Enrollment Sample check



EMPLOYEE NAME _____ 11-4208 4330 3666
STREET ADDRESS _____ 1210
CITY STATE ZIP CODE _____ 03060044
Date _____
Pay to the Order of _____ \$ _____
_____ Dollars
YOUR BANK Your Bank Name Since Address www.yourbank.com Valued Customer Since 1999
MICR: 121042882 20522683584 3666
Transit Routing Number Account Number Check Number (Do not use)

- ♦ Each banking institution is assigned a transit routing number. The unique combination of your bank's transit routing number and your account number determines where your deposit will be made. The transit routing number and your account number are located at the bottom of your check. See the above example. Do not use your deposit slip. Many banking institutions use a different transit routing number on their deposit slips.
- ♦ If you wish to make deposits to more than one account at a bank, complete information for a deposit section for each account. Include your unique transit routing number and account number for each account. If your deposit is going to a savings account and you do not have a savings withdrawal slip, ask your bank to provide you with the correct transit routing number for the account. You may not have more than four deposits total.
- ♦ If you wish to make deposits to more than one bank, complete information for a deposit section for each bank. Include your unique transit routing number and account number for each bank. If your deposit is going to a savings account and you do not have a savings withdrawal slip, ask your bank to provide you with the correct transit routing number for the account. You may not have more than four deposits total.
- ♦ You can have a flat amount or a percentage of your net pay deposited into each account. For example, you can have \$100 per pay check directly deposited into your savings account or you can have 50% of your pay check deposited into your checking account at one bank and 50% of your pay check deposited into your savings account at another bank. Or any combination of these that does not exceed 100% of your net pay. Also, you can have some of your pay check directly deposited into account(s) and receive a pay check for the balance.
- ♦ Attach a voided check for each bank or account. Do not attach deposit slips. Forms submitted without a voided check will be rejected.
- ♦ Any changes to direct deposit will require an amended form. Cancellations will be processed the following payday, however, new direct deposits or changes to direct deposits may take up to 30 days to activate.
- ♦ Carefully review your Direct Deposit Request form before submitting it to Payroll. Incomplete forms will be returned.

Questions? Call Payroll at x5060

DIRECT DEPOSIT

[Clear Form](#)

City of Santa Cruz
Payroll Direct Deposit Request - attach a voided check for each bank

I hereby authorize the Payroll Division to automatically deposit my net pay to the bank and account designated below. This authorization is to remain in effect until I notify the Payroll Division in writing of its termination.

Name: _____

Last four digits of social security number:

City phone: _____

Signature _____ Date _____

The maximum number of direct deposits allowed is four. Do not complete more than one sheet.

Deposit #1 New Checking Savings Change Amount Only Delete

Bank Name _____

Amount to be deposited: Flat amount \$ _____ or % _____

|

Transit routing number Account number

Deposit #2 New Checking Savings Change Amount Only Delete

Bank Name _____

Amount to be deposited: Flat amount \$ _____ or % _____

|

Transit routing number Account number

Deposit #3 New Checking Savings Change Amount Only Delete

Bank Name _____

Amount to be deposited: Flat amount \$ _____ or % _____

|

Transit routing number Account number

Deposit #4 New Checking Savings Change Amount Only Delete

Bank Name _____

Amount to be deposited: Flat amount \$ _____ or % _____

|

Transit routing number Account number

[Print Form](#) Questions? Call Payroll at x5060



You can deposit your paycheck in up to four separate bank accounts

GET YOUR PAYROLL DATA ONLINE

<http://financials.cityofsantacruz.com/>



CITY OF
SANTA CRUZ



Employee Services



Logon



Help



Contact

Welcome to the City of Santa Cruz ' Payroll Self-Serve system!

With this service you are able to access your information for paycheck details, paycheck history, taxes, direct deposits, and benefits and deductions.

We hope this service is helpful for you.

Please Logon or Register...



Registered Users

Please Logon Here.



New Users

New? Register Here.



Recover Password

Forgot your Password?

City of Santa Cruz Payroll Division

809 Center Street, Room 101
Santa Cruz, California 95060

(831) 420-5060

 [email](#)

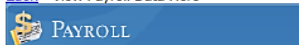
LEARN HOW TO ACCESS ONLINE PAYROLL DATA



Finance Department Payroll Division Online Payroll Data

All employees have access to their payroll data online. Employees are able to securely see their paystub, and other payroll and human resources records, on the internet. The system is really easy to use and really easy to understand. The data is exactly the same as the records in Eden. The information is confidential, only you will be able to see your records. Employees who do not use direct deposit will receive pay checks. Employees who have direct deposit will not receive paystubs.

To access your payroll information on line:

- From a City computer go to the intranet home page. Click on Finance, Kronos or Payroll button, and on:
[Eden - View Payroll Data Here](#)

- From any computer go to <http://financials.cityofsantacruz.com>. This website can be accessed from within the City's network or from any external computer, like your home PC. You may find it helpful to bookmark this site.

The first step is to register your account and for that you will need all of the following:

- Your paystub
- Your first and last name as it appears on an old paystub
- Your employee number (on the top left section of an old paystub)
- Your email address
- You will create a unique user name and password. Remember these so you will be able to log on successfully.

Email addresses are only used when you forget your password and need to have a temporary password sent to you. You may want to use your personal email address that way you can reset your password even if you separate from the City. If you do not have a personal email address, there are many free services where you can obtain one. One such site is google.com where you can create a gmail account.

After you have registered, log on with your user name and password. Once online you will see data about your:

- Job and position
- Home address and dependents
- Paystubs going back to 2003
- Current tax withholdings
- W2 data going back to 2003
- Direct deposit information
- Benefit and deduction amounts

When you want a hard copy, you can print any screen.

You can view your data but you cannot change it. If you need to change any information, follow the directions on the screens.

If you wish to receive a hard copy of your direct deposit advice routed to you in an envelope each pay period, please send a written request to Payroll.

Please direct any questions you may have to the Payroll Hotline at x5060.

GIVE DIRECTLY TO LOCAL CHARITIES FROM YOUR PAYCHECK

- UNITED WAY
- SANTA CRUZ COMMUNITY FOOD
- EARTH SHARE OF CALIFORNIA
- COMMUNITY HEALTH CHARITIES
- CULTURAL COUNCIL OF SANTA CRUZ COUNTY

2012 CAMPAIGN OF GIVING

Name: _____ Dept: _____ Phone Ext: _____

☐ This form replaces all previous forms (check if choosing this option)

Federation Giving - 100% of your contribution to the Federations 1 - 4 and/or their Programs and Agencies will be distributed to respective charities. See other side for more information.

1 See back for complete list	Per Pay Period	One Time Cash/Check	One Time Credit Card		
Santa Cruz Community Fund \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Youth Success \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Family Financial Stability \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Good Health \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Donate Time _____ hrs _____ (year/ month/ week)					
<i>I want to volunteer - please contact me</i>					
Member Agency: _____ \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
_____ \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
_____ \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2 See back for complete list	Per Pay Period	One Time Cash/Check	One Time Credit Card		
Program: _____ \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Program: _____ \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3 See back for complete list	Per Pay Period	One Time Cash/Check	One Time Credit Card		
Program: _____ \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Program: _____ \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4 See back for complete list	Per Pay Period	One Time Cash/Check	One Time Credit Card		
Program: _____ \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Program: _____ \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Thank You! Your contributions help our community!

Charity of My Choice Giving
A minimum amount of \$5 per pay period or \$100 for one time gift per charity is required. United Way collects & distributes these funds twice a year, 7% processing fee is applied. Make checks out to United Way.

Charity of My Choice (Any 501 (c) 3 non-profit agency)					
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Agency: _____					
Address: _____					
City: _____ State: _____ Zip: _____					
\$ _____	Per Pay Period	One Time Cash/Check	One Time Credit Card		
Agency: _____					
Address: _____					
City: _____ State: _____ Zip: _____					

Payroll deductions begin January 1, 2013. All deductions from previous year will continue until you cancel

Totals from above:

I authorize a deduction of \$ _____ per pay period

and/or My one time donation of \$ _____ is attached (cash or check)

and/or I authorize one time charge of \$ _____ on Visa MasterCard (only for donations processed through United Way)

Card #: _____ Expires: _____ Billing Zip Code: _____

Signature: _____ Date: _____

RETURN THIS FORM TO PIRET HARMON, WATER DEPARTMENT (EXT.5203)

<http://intranet/Modules/ShowDocument.aspx?documentid=5744>