

## HR Fields in Core-CT interfaced to Kronos

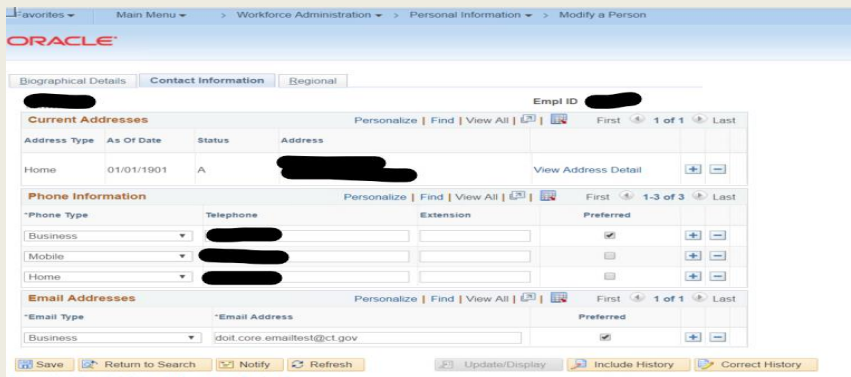
**Purpose:**

The Purpose of this job aid is to identify the fields in Core-CT that are sent nightly to Kronos via the Person interface:

Field	Location in Core-CT	Purpose in Kronos	Owner
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### Biographical Data

**Navigation: Workforce Administration > Personal Information > Modify a Person**

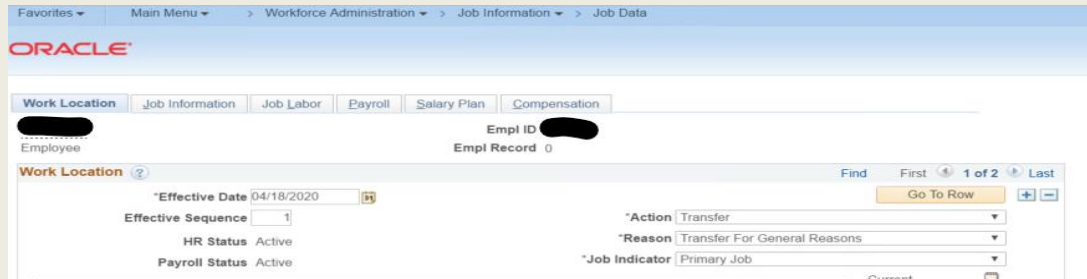


Empl ID	Biographical Details tab	Identifies employee in Kronos	HR
First Name	Biographical Details tab	Identifies employee in Kronos	HR
Middle Initial	Biographical Details tab	Identifies employee in Kronos	HR
Last Name	Biographical Details tab	Identifies employee in Kronos	HR
Business Email Address	Contact Information tab	Used in Kronos for notifications	HR
Home Phone	Contact Information tab	Used in Kronos for notifications	HR or employee
Mobile Phone	Contact Information tab	Used in Kronos for notifications	HR or employee
Business Phone	Contact Information tab	Used in Kronos for notifications	HR

Field	Location in Core-CT	Purpose in Kronos	Owner
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### Job Data

Navigation: Workforce Administration > Job Information > Job Data



Empl Record	Work Location tab on Job Data	Value stored in Kronos field Labor Level 5 Identifies employee Core-CT record	HR
HR Status	Work Location tab	Only the following values sent to Kronos and included in Kronos Processing:  A - Active  L – Leave of Absence  P – Leave with Pay  D – Deceased  T – Terminated  Used in Kronos status mapping	HR
Effective Date	Work Location tab	Used to determine when changes take effect in Kronos	HR
Department	Work Location tab	Included in labor level 1 value  Used for Kronos security, reports, TCD interface processing.	HR

Field	Location in Core-CT	Purpose in Kronos	Owner
Location	Work Location tab	<p>The location is used in Kronos security and other Kronos configuration.</p> <p>Used to determine Kronos Pay rule assignment and reporting.</p> <p>The interface uses the Location code assigned on job for each employee and then refers to the Core-CT location table to retrieve the Location's building and unit values and populates on the interface for use in advance scheduling.</p>	HR
Position Number	Work Location tab	Used for reporting	HR
Supervisor ID	Job Information tab	Used for approval and the routing of requests	HR
Job code	Job Information tab	<p>Used to determine Kronos Pay rule assignment</p> <p>Used to determine per diem employees</p>	HR
FTE	Job Information tab	Used in accrual profile assignment	HR
Full/Part	Job Information tab	Used to determine Kronos Pay rule and accrual profile assignment	HR
Regular/Temporary	Job Information tab	Used to determine Kronos Pay rule and accrual profile assignment	HR
Overtime	Job Information tab	Used to determine Kronos Pay rule assignment	HR
Entry Date	Job Information tab	Used by Telestaff to determine promotion date for employees in specific schedule rank	HR
Union Code	Job Labor tab	Used to determine Kronos Pay rule and accrual profile assignment	HR
Grade	Salary Plan tab	Used to determine Kronos Pay rule assignment	HR

Field	Location in Core-CT	Purpose in Kronos	Owner
Grade Entry Date	Salary Plan tab	Used to determine Kronos Pay rule assignment	HR
Step	Salary Plan tab	Used to determine Kronos Pay rule assignment	HR
Step Entry Date	Salary Plan tab	Used to determine Kronos Pay rule assignment	HR
Salary Admin Plan	Salary Plan tab	Used to determine Kronos Pay rule assignment	HR
Position Phone	Work Location tab > Employment Data link	Used to enter the max balance for employees whose vacation max differs from what their BU allows  Used to determine accrual profile assignment	HR
Layoff Seniority Date	Work Location tab > Employment Data link	Used for scheduling and distribution of OT	HR
Benefit Service Date	Work Location tab > Employment Data link	Used to determine accrual profile assignment	HR

Field	Location in Core-CT	Purpose in Kronos	Owner
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### Comp Plan Enrollment

#### Time and Labor > Enroll Time Reporters > Comp Plan Enrollment

The screenshot shows the Oracle HR system interface for 'Compensatory Plan Enrollment'. It includes fields for 'Empl ID' and 'Empl Record' (0). Below, there's a table titled 'Valid Comp Time Off Plans for Time Reporter' with columns for 'Compensatory Time Off Plan', 'Description', and 'Status'. One entry is visible: 'C000N000N' with description 'Reg Comp Time does not expire' and status 'Inactive'. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Include History', and 'Correct History' are at the bottom.

Compensatory Time Off Plan		<p>Employees active in compensatory time plans will have a flag sent to Kronos of Y to indicate comp plan enrollment.</p> <p>Used to determine Kronos Pay rule assignment</p>	HR/PY
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### Leave Plan Enrollment

#### Benefits > Enroll in Benefits > Leave Plans

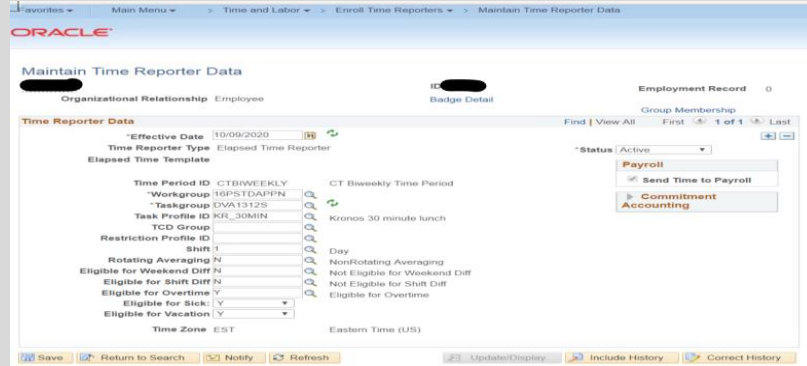
The screenshot shows the Oracle HR system interface for 'Leave Plans'. It includes fields for 'Employee ID' and 'Benefit Record Number' (0). Below, there's a section for 'Plan Type' (50, Sick) and 'Coverage' with an 'Effective Date' of 10/17/2003. There are radio buttons for 'Elect', 'Waive', and 'Terminate'. Other details include 'Benefit Program: Standard State Program', 'Benefit Plan: S80BXW', 'Election Date: 01/06/2004', 'Option Code: 12', and 'Payroll Status: Active'. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History' are at the bottom.

Plan Type	Leave Plans	<p>Plan Type enrollment information is sent to Kronos to determine leave plan enrollment and accrual shutoff</p> <p>Used in accrual profile assignment</p>	HR/PY
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Field	Location in Core-CT	Purpose in Kronos	Owner
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### Maintain Time Reporter Data

Navigation: Time and Labor > Enroll Time Reporters> Maintain Time Reporter Data



Eligible for Weekend Diff		Used to determine Kronos Pay rule assignment	HR/PY
Eligible for Shift Diff		Used to determine Kronos Pay rule assignment	HR/PY
Task Profile ID		Stores the length of employee lunch. Before values can be populated in this field enter the task group for the employee's agency ending in the letter 'S' if agency is not DOC. For DOC select the task group beginning with DOC and ending in the letter K.  Used to determine Kronos Pay rule assignment.	HR/PY
Eligible for Overtime		Used to determine Kronos Pay rule assignment	HR/PY
Shift		Used to determine Kronos Pay rule assignment	HR/PY

Field	Location in Core-CT	Purpose in Kronos	Owner
Workgroup		<p>Workgroup is not sent to Kronos but following associated values are sent and used to determine Kronos Pay rule assignment:</p> <p>Holiday schedule determines employee's actual vs observed holiday</p> <p>Standard Hours used to determine the number of accrual hours</p>	HR/PY

### Assign Work Schedule

#### Navigation: Time and Labor > Enroll Time Reporters > Assign Work Schedule

The screenshot displays the 'Assign Work Schedule' interface for an employee named Secretary1. The main table lists three schedule assignments:

Effective Date	Assignment Method	Schedule Group	Default Schedule Change	Schedule ID	Description	Show Schedule
10/09/2020	Select Predefined Schedule	SHARE		KR_4000_0800_40	40h/w 8h/d OTover 40	Show Schedule
07/17/2020	Select Predefined Schedule	SHARE		KR_4000_0800_40	40h/w 8h/d OTover 40	Show Schedule
10/17/2003	Use Default Schedule	SHARE	★	FS400S801B	FT Std 40 h/w 8 h/d v1B	Show Schedule

Below this is the 'View history of Schedule Assignments, including default changes' table:

Effective Date	Assignment Method	Workgroup	Schedule Group	Schedule ID	Description
10/09/2020	Predefined Schedule	16PSTDAPPN	SHARE	KR_4000_0800_40	40h/w 8h/d OTover 40
07/17/2020	Predefined Schedule	16ESTDAPPN	SHARE	KR_4000_0800_40	40h/w 8h/d OTover 40
04/22/2005	Default from Workgroup	07ESTDGEN	SHARE	FS400S801B	FT Std 40 h/w 8 h/d v1B
10/17/2003	Default from Workgroup	04PSTDGEN	SHARE	ZERO_HOURS	Zero Hour Schedule

Effective Date	Assign Schedules	Used in Kronos Pay rule and accrual profile assignment	HR/PY
Schedule ID	Assign Schedules	<p>Used to determine the daily and weekly hours worked and when employees are eligible to earn comp or OT.</p> <p>Used in Kronos Pay rule and accrual profile assignment</p>	HR/PY

Field	Location in Core-CT	Purpose in Kronos	Owner
<b>Kronos Personas</b>			
Personas		Kronos Personas are assigned in Core-CT as roles. Kronos Personas are assigned automatically or via CO1092. The personas of employee and supervisor are assigned automatically. For all other persona assignment agencies must work with their security liaison to fill out the form CO1092	Agency Security Liaison