

This message is a follow up to the message all employees received regarding clocking in/out procedures for the new school year (21-22). Specifically, this memo **defines how secretaries/timekeepers will support the clocking in/out and submitting absences procedures for the 2021-22 school year.**

This message outlines new procedures, useful reports, clarifications on absence codes, and key contacts.

Overview: As a brief overview, please see which system employees and/or secretary/timekeepers will use for each phase of the timekeeping process:

Procedure	System
"Clocking" in/out	Kronos Kiosk
Secretary/Timekeeper Reconciliation	Kronos Reports / SEH-86 Absence Cards / Advantage
Absence Entry	Advantage (by secretary/timekeeper)
Payroll Close Approval	Advantage
Supplemental Pay (PD/EC/Overtime)	PD/EC approval and sign-in sheets, EBARs, forms to grants compliance, secretary/timekeeper enters in Advantage

Central Office Secretaries/Timekeepers

Highlights:

- All staff are expected to clock in and out using the Kronos kiosk clocks per email sent on August 6, 2021 from Larisa Shambaugh to all employees.
- There are no big changes for the Central Office secretary/timekeeper. They will continue to enter absences in Advantage for all employees in their department.
- The processing of PD and EC will revert back to the process pre-Covid effective July 1, 2021.
- New reports are provided to make sure secretaries/timekeepers are supported.

As a Central Office secretary/timekeeper, part of your **daily activities** in the coming school year will include:

- Verify clocking in/out **time** and **location/method** for all employees in your department.
- Enter all absences in Advantage.
- Verify all absences requested and entered in Advantage have a corresponding signed and approved Absence Card.
- Store all absence cards for audit purposes.
- (Optional) Utilize the Absence report "Timekeeper Absence Management Sheet" (TAMS) to record absences and help secretaries/timekeepers keep track of absences and reconciliation.
- Reconcile Kronos entries, Advantage entries, and absences cards *prior* to pay close.
 - Secretary/timekeeper to check [Kronos reports](#) to make sure any missed punches are supported by an absence card or an employee notification of missed punches.

- Prepare Advantage for payroll approver (Payroll signoff will be completed in Advantage by the payroll approver bi-weekly).

Key Reports

To support these activities, all secretaries/timekeepers have access to the following key reports. Please note that *timekeepers who don't currently receive Kronos reports and do not have the role of "secretary" need to request access from Penny McClay.*

System	Report Title	Details
NEW Kronos (Launching by end of August)	All Punches	Shows how and where an employee clocked in/out.
Kronos	Detailed Hours Overview	Provides an overview of each employee's punches. Sent daily via email, but can also be accessed in Kronos at any time.
NEW Employee Portal	Timekeeper Absence Management Sheet	Can be used by the secretary/timekeeper to track absences by hand to support the reconciliation process. This report is not required and does not need to be stored for audit purposes.

Making Changes in the Systems

If a change needs to be made during the pay period, please contact Penny McClay (plmccclay@philasd.org) at Position Control.

If a change needs to be made after pay period closes, only Payroll can make adjustments. Please contact PayrollHelp@philasd.org

Resources and Office Hours

Steppers and videos for Kronos can be found on the ERPHelp website's [Kronos page](#). For school-based secretaries, this information will be covered in their assigned ERP/Kronos training during the last three weeks of August.

Kronos Office Hours: The ERPPd Team will be offering Kronos Office Hours for Central Office Managers and secretaries/timekeepers. Registration for these sessions is available in Cornerstone. As there are differences in procedure based on location and role, please be careful to register for your appropriate session. The dates/times for these sessions, per audience, are identified below. These dates can also be found on the [ERP Training Calendar](#), available on the [ERPHelp website](#). After registering in Cornerstone, you will receive the link to join via email 24 hours prior to your scheduled session.

Audience	Dates and Times
Central Office Managers and Secretaries/Timekeepers	<ul style="list-style-type: none"> ● August 16, 12:00-1:00p ● August 25, 1:30-2:30p ● September 8, 1:00-2:00p ● September 14, 9:00-10:00a

Key Contact Information

System	Topic	Contact	User Type
Advantage	Payroll Absence Corrections	PayrollHelp@philasd.org	Timekeeper
Advantage	Overall issues	Advantage@philasd.org	Timekeeper
Advantage	Worker’s Compensation	215-400-5591	Employee Timekeeper
Advantage	Grant-funded Supplemental Pay	Grantscompliance@philasd.org	Timekeeper
Advantage / Frontline (Aesop)	Absence reason or policy questions	Employeehealth@philasd.org	Employee Timekeeper
Frontline (Aesop)	Entering absences and/or requesting a substitute in Frontline (Aesop)	855-535-5955 / KESSCHEDULE@kellyservices.com	Employee Timekeeper
Frontline (Aesop)	School administrator/ timekeeper access and reporting	Ssuhelpdesk@philasd.org 215-400-7827	School leader Timekeeper
Frontline (Aesop)	Position Control: modifying an absence code within the pay period	Plmccly@philasd.org	Timekeeper
Frontline (Aesop)	Office of Labor and Employee Relations	employeerelations@philasd.org	Timekeeper
Kronos	Badge Issues	Employee-badges@philasd.org	Employee Timekeeper
Kronos	Kiosk Clock Issue	HelpDesk@philasd.org	School Leader Timekeeper
Kronos	System Training	ERPpd@philasd.org	Employee Timekeeper



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Aesop / Kronos / Advantage	Additional Employee Support	Erp-hcmhelp@philasd.org	Employee Timekeeper
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