

This memo **defines how Secretaries (Timekeepers) will support the clocking in/out and submitting absences procedures for the 2021-22 school year.** Specifically, this document outlines new procedures, useful reports, clarifications on absence codes, and key contacts.

Overview

As a brief overview, please see which system employees and/or Secretaries (Timekeepers) will use for each phase of the timekeeping process:

Procedure	System
“Clocking” in/out	Kronos Kiosk
Absence Request from Employee	Frontline (Aesop) (school-based, same-day requests: Personal Leave (F01), Personal Illness (F04), Illness in Family (F31) Request for Absences SEH-86 (all employees)
Substitute Requests	Frontline (Aesop) (school-based only)
Secretary (Timekeeper) Reconciliation	Kronos Reports / SEH-86 Absence Cards / Frontline (Aesop) Daily Report (school-based)
Absence Entry: Codes not in Frontline (Aesop)	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

For School-Based 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.
- The majority of absence requests will be placed by the employee via Frontline (Aesop). They are: 01- Personal Leave; 04- Personal Illness; 31- Illness In Family.
- 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 School-Based 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.



- (Optional) Utilize the Absence report “Timekeeper Absence Management Sheet” (TAMS) to record only absences and help Secretaries (Timekeepers) keep track of absences and reconciliation.
- Enter in Advantage all absence codes that **are not** in Aesop (refer to Aesop Daily Report to reconcile).
- Verify that all absences requested both in Aesop and Advantage have a corresponding signed and approved SEH-86 Absence Card.
- Store all absence cards for audit purposes.
- **Reconcile Kronos entries, Advantage entries, Aesop 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, an employee notification of missed punches, or an absence code in Frontline (Aesop).
 - Absence codes recorded in Frontline (Aesop) include: Personal Leave (01), Personal Illness (04), Illness in Family (31), and Left SDP (99).
 - Timekeeper entry in Advantage will override Frontline (Aesop), so ensuring accuracy in Advantage is more important than accuracy in Frontline (Aesop). For example, if there is an 04 recorded in Frontline (Aesop), but the employee notified the timekeeper and submitted a card for 31, the timekeeper can enter 31 in Advantage and does not need to change Frontline (Aesop).
- Prepare Advantage for payroll approver (Payroll signoff will be completed in Advantage by the payroll approver bi-weekly).

Absence Codes in Frontline (Aesop)

- These codes in Aesop will record an absence in Advantage if they are entered in Aesop prior to pay close:
 - 01- Personal Leave (**Employee and/or Secretary/Timekeeper**)
 - 04- Personal Illness (**Employee and/or Secretary/Timekeeper**)
 - 31- Illness In Family (**Employee and/or Secretary/Timekeeper**)
 - 99- Left SDP (**Secretary/Timekeeper use only**)
- These codes do not record an absence, and are only used to request a substitute:
 - Labor Relations (contact the Office of Labor and Employee Relations for use)
 - Position Control/SSU (contact position control or the sub services team for use)
 - Sub Request Only (used to request a substitute for cases where the secretary (timekeeper) is recording an absence in Advantage - eg. funeral, jury duty)

Making Changes in the Systems

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

- For changes made in Frontline (Aesop): If the Secretary (Timekeeper) entered the information manually into Advantage. When Frontline (Frontline/Aesop) reconciles with Advantage, Advantage takes precedence for absences. This occurs at the end of the pay period.

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

Key Reports

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.
Aesop	Daily Report (emailed to secretary/timekeeper daily)	Details that day's substitute requests based on the timekeeper's location(s) access.
NEW Employee Portal	Timekeeper Absence Management Sheet	Can be used to track absences to support the reconciliation process. This report is not required and does not need to be stored for audit purposes.

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 secretaries. 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
School-based Secretaries	<ul style="list-style-type: none"> ● August 27, 1:00-2:00p ● September 3, 10:00-11:00a ● September 10, 1:00-2:00p

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