

# KRONOS Information For Biweekly Hires, Re-Hires and Transfers

(For use by departments that are no longer using paper timesheets)

Human Resources Data Services is required to enter the data submitted on this form with other data submitted for **biweekly hires, re-hires, and transfers**. Entry of this data enables them to use KRONOS. Susan Newborn @ (404) 727-7563 with questions.

***IMPORTANT NOTICES:***

- 1) Hire data for biweekly hires, re-hires, and transfers **MUST** be entered into PeopleSoft by Human Resources Data Services no later than the Friday prior to a Tuesday biweekly payroll run. When the data is received this late in the first pay period, the timekeeper will see the new biweekly employee in the KRONOS system on Monday before Payroll runs. In these instances, the timekeeper will be responsible for entering in all time worked during the first pay period before finalizing data for the Monday deadline at noon. It is highly recommended that departments send hire, re-hire, and transfer paperwork to Data Services at the earliest possible date.
- 2) Due to tax treaties, nonresident aliens are not eligible for overtime pay.

**Biweekly Employee Name** *(PLEASE PRINT or TYPE)*

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Social Security Number \_\_\_\_\_

Department Number *(U or N + 6 digits)* \_\_\_\_\_

Department Name \_\_\_\_\_

Effective Date for Hire, Re-Hire, or Transfer *(MM/DD/YY)* \_\_\_\_\_

Four Digit KRONOS Unit # for Your Department *if applicable* (ex.:0001 = Unit 1)  
\_\_\_\_\_

**Pay Configuration - default deduction for meal break after 6.5 hours worked**  
*(Check One)*

\_\_\_\_\_ One Hour Lunch      \_\_\_\_\_ 45 Minute Lunch      \_\_\_\_\_ 12 Hr  
\_\_\_\_\_ Half Hour Lunch      \_\_\_\_\_ No Lunch      Shift

Off Site Time-In Allowed? *(Check One)*      \_\_\_\_\_ YES      \_\_\_\_\_ NO

Shift Differential Eligible? *(Check One)*      \_\_\_\_\_ YES      \_\_\_\_\_ NO

*This form may be faxed to Human Resources Data Services at (404) 727-4008*