HELPFUL TIPS FOR HPD

Question	Answer
How do I know I am completing work in the correct MyCOH Time environment (Production)?	https://cityofhouston-sso.prd.mykronos.com

What training courses do I need to take?	• All HPD civilian employees must complete the employee training courses.
	
	    ○ Both exempt and non-exempt
	
	• All HPD Timekeepers must complete the employee training courses and the Timekeeper training courses.
	
	    ○ Both exempt and non-exempt
	
	    ○ Both civilian and classified Timekeepers
	
	• All HPD managers/supervisors who have civilian direct reports must complete the employee training courses and the Manager/Supervisor training courses.
	
	    ○ Both exempt and non-exempt
	
	    ○ Both civilian and classified manager/supervisors

What data moves between the different systems of record?	• MyCOH Time interfaces with SAP nightly to import the people record for all employees and other configuration data. • Civilian time off requests will be included in the payroll interface with SAP at the close of each pay period.

How will information be moved to MyCOH Time production environment?	• Employee information is currently available in the production environment of MyCOH Time. • Timecard entries will not be made until Go-Live on 03/01/2025. • Additional information, such as employee accrual balances and leave cases, will be imported to MyCOH Time prior to Go-Live.
When can I download the mobile app?	• The mobile application will not be available until after Go-Live on 03/01/2025. More instructions will be provided at that time.
What will happen to existing time off requests in Kronos Workforce Central?	• Managers/Supervisors/Timekeepers will need to capture TORs prior to Go-Live in Kronos Workforce Central. • All post Go-Live time off requests must be manually resubmitted in MyCOH Time after Go-Live on 03/01/2025. • Future time off requests post Go-Live should be submitted in MyCOH Time by the employee for manager approval.
Can Hyperfinds be shared?	• Personal hyperfinds are only viewable to the user who created them. You cannot make a personal hyperfinds public or share it with others. • Only Managers/Supervisors/Timekeepers/Superusers have access to *public* hyperfinds based on their profile.
What happens if no Schedule is entered?	• Non-exempt: hours worked over 40 will default to OT and will require a historical correction. • Non-exempt: employee will not properly generate holiday pay and will require a historical correction.
What happens if no Schedule is entered? (continued)	• Exempt-Employees are paid by their schedule. • The deadline for creating schedules in MyCOH Time is 02/15/2025.

| What information should be included in the employee schedule pattern shifts? | • Schedule pattern shifts require the shift times and a work rule transfer. The work rule transfer identifies the shift as EX or EXCL, NECL DAY/EVE/NIT for classified, and NE OT/CT DAY/EVE/NIT for civilians.

• Applying a labor category transfer to identify the shift as DAY/EVE/NIT is not necessary. The work rule transfer identifies the shift as DAY, EVE, NIT.

• Applying a cost center transfer is not necessary. The employee is automatically assigned to their home cost center.

Transfer ✕

Primary Location CoH/1000/40000001/1 000010048/20000497
Work Rule None
Cost Center None
Labor Categories ,,,,

➕ Add Business Structure

Work Rule
HPD NECL OT DAY ✏️ ⊖

Cost Center
1000010048
HPD-Spec'l Inves Cmd ✏️ ⊖

Labor Categories
Shift
Day
Day Shift ✏️ ⊖ |

What is the purpose of schedule grouping and which employees should be grouped?	• A schedule group is an organization method to view a set of employees that share an identical schedule pattern. Schedule grouping is a critical piece of information included in the payroll interface between MyCOH Time and SAP that impacts shift differential.

- A schedule group is an organization method to view a set of employees that share an identical schedule pattern. Schedule grouping is a critical piece of information included in the payroll interface between MyCOH Time and SAP that impacts shift differential.

  o All employees must be assigned to the correct schedule group to avoid payroll rejections.

  o There are no day shift schedule groups designated with a "C" for classified employees because there is no differential for day shift.

  o Using the search box will greatly assist with assigning the correct schedule group.

  o Classified employees must be in the appropriate schedule group for the evening or night shift designated with a "C".

  o Civilian employees must be assigned to the appropriate schedule group for the evening or night shift without a "C".

MyCOH Time HPD Schedule Group Name	Description
00 Open Work Day 8 Mon-Fri +SSD	Mon-Fri 8 hr day, Sat Sun off.
00 Open Work Day 8 Sat Tues-Fri+SMD	Sat, Tues-Fri 8 hr day, Sun Mon off.
00 Open Work Eve 8 Mon-Fri +SSE	Mon-Fri 8 hr Evening Shift, Sat Sun off.
00 Open Work Eve 8 Mon-Fri +SSEC	*Mon-Fri 8 hr Evening Shift Classified, Sat Sun off.*
00 Open Work Eve 8 Sat-Mon Th Fri +TWE	Sat-Mon, Thur-Fri 8 hr Evening Shift, Tues Wed off.
00 Open Work Eve 8 Sat-Mon Th Fri +TWEC	*Sat-Mon, Thur-Fri 8 hr Evening Shift, Tues Wed off Classified.*
00 Open Work Nit 8 Mon-Fri +SSN	Mon-Fri 8 hr Night Shift, Sat Sun off.
00 Open Work Nit 8 Mon-Fri +SSNC	*Mon-Fri 8 hr Night Shift Classified, Sat Sun off.*
00 Open Work Nit 8 Sun-Th +FSN	Sun-Thur 8 hr Night Shift, Fri Sat off.
00 Open Work Nit 8 Sun-Th +FSNC	*Sun-Thur 8 hr Night Shift, Fri Sat off Classified.*

- Overriding a schedule group is not an active feature. Employees must be added to the correct schedule group and removed from the incorrect schedule group.

☑ Remove employees from other schedule inheritance groups for selected date range.

Schedule Pattern   Add to Group   Remove from...   Add Shift   Add Paycode   Enter Time Off   GoTo

What can be done proactively to reduce historical corrections after Go-Live?	• Daily timecard review is the best practice to ensure employees will be accurately paid.
	• Review the timecards for accuracy before approving the timecard at the end of the pay period.
	• Double check your work after creating employee schedule patterns and modifying employee schedules. See below.
What is the process for HPD Classified Employees with no direct reports?	• HPD Classified employees with _no direct reports_ will not be actively using MyCOH Time. HPD Timekeepers will manage their time using OT slips, PRE rollcalls, and Redbooks.
What is the process for HPD Classified Managers/Supervisors who have no civilian direct reports?	• HPD Classified manager/supervisors who have _no civilian direct reports_ (classified direct reports only) will not be actively using MyCOH Time. HPD Timekeepers will manage their time and direct reports time using OT slips, PRE rollcalls, and Redbooks.

- On the Schedule Planner with Absence Calendar, verify the total scheduled hours entered for the selected time frame using the Filter and Hide/Unhide tools.

- Check the box next to Scheduled Hours and select apply.
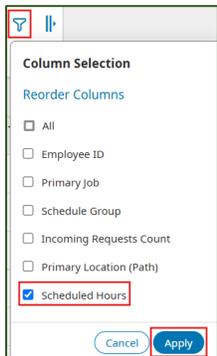
- The Scheduled Hours column will display the total hours schedule for the selected time frame.

Name [0/89] ↓	Scheduled Hours	Sat 2/01	Sun 2/02	Mon 2/03	Tue 2/04	Wed 2/05	Thu 2/06	Fri 2/07
	80.00			10:00 AM - 6:00 PM	10:00 AM - 6:00 PM	10:00 AM - 6:00 PM	10:00 AM - 6:00 PM	10:00 AM - 6:00 PM