

## HELPFUL TIPS FOR MANAGERS

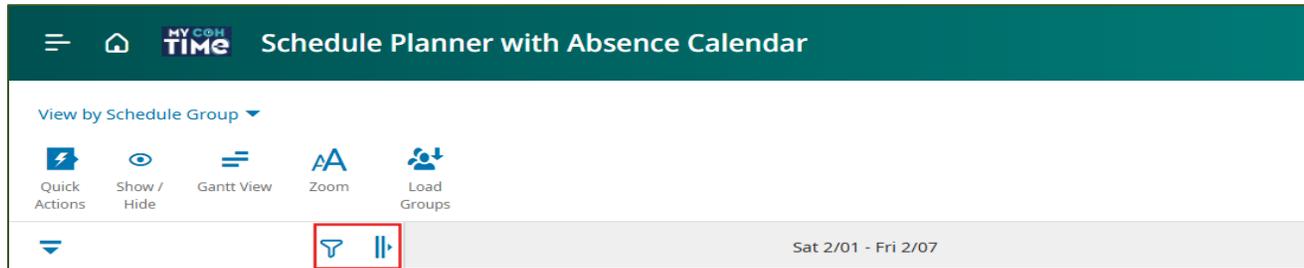
Question	Answer
<p>How do I know I am completing work in the correct MyCOH Time environment?</p>	<p><a href="https://cityofhouston-ss0.prd.mykronos.com">https://cityofhouston-ss0.prd.mykronos.com</a></p> 
<p>What training courses do I need to take?</p>	<ul style="list-style-type: none"> <li>• All employees are required to complete the employee training courses.</li> <li>• Leadership employees are required to complete the employee training courses and the Managers/Supervisors training courses.</li> <li>• Timekeepers are required to complete the employee training courses and the Timekeeper training courses.</li> </ul>
<p>What data moves between the different systems of record?</p>	<ul style="list-style-type: none"> <li>• MyCOH Time interfaces with SAP nightly to import the people record for all employees and other configuration data.</li> <li>• Time off requests are included in the payroll interface with SAP at the close of each pay period.</li> </ul>
<p>How will information be moved to MyCOH Time production environment?</p>	<ul style="list-style-type: none"> <li>• Employee information is currently available in the production environment of MyCOH Time.</li> <li>• Timecard entries will not be made until Go-Live on 03/01/2025.</li> <li>• Additional information, such as employee accrual balances and leave cases, will be imported to MyCOH Time prior to go-live.</li> </ul>
<p>When can I download the mobile app?</p>	<ul style="list-style-type: none"> <li>• The mobile application will not be available until after Go-Live on 03/01/2025. More instructions will be provided at that time.</li> </ul>



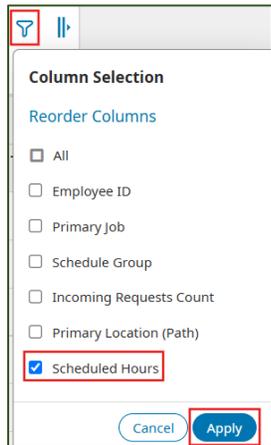
<p>What will happen to existing time off requests in Kronos Workforce Central?</p>	<ul style="list-style-type: none"> <li>• Managers/Supervisors will need to capture TORs prior to Go-Live in UKG/Kronos.</li> <li>• All time off requests must be manually resubmitted in MyCOH Time after Go-Live on 03/01/2025.</li> <li>• Future time off requests post go-live should be submitted in MyCOH Time by the employee for manager approval.</li> </ul>
<p>Can hyperfinds be shared?</p>	<ul style="list-style-type: none"> <li>• Only Managers/Supervisor/Timekeepers/Superusers have access to public hyperfinds based on their profile.</li> <li>• Personal hyperfinds are only viewable to the user that created them. You cannot make a personal hyperfind public or share with others.</li> </ul>
<p>What happens if no Schedule is entered?</p>	<ul style="list-style-type: none"> <li>• Non-exempt- If no schedule is created, hourly employees with IN and OUT punch times will have an Unscheduled Exception on their timecard. They will be paid based on time entries.</li> <li>• Exempt-Employees are paid by their schedule.</li> <li>• The deadline for creating direct report schedules in MyCOH Time is 02/15/2025.</li> <li>• Non-exempt- hours worked over 40 will default to comp time.</li> <li>• Non-exempt- employee will not properly generate holiday pay.</li> </ul>
<p>What can be done proactively to reduce historical corrections after go-live?</p>	<ul style="list-style-type: none"> <li>• Daily timecard review is the best practice to ensure employees will be accurately paid.</li> <li>• Review the timecards for accuracy before approving the timecard at the end of the pay period.</li> <li>• Double check your work after creating employee schedule patterns and modifying employee schedules. See below.</li> </ul>



- 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.

		Sat 2/01 - Fri 2/07					Sat 2/08 - Fri 2/14	
		Sat 2/01	Sun 2/02	Mon 2/03	Tue 2/04	Wed 2/05	Thu 2/06	Fri 2/07
<input type="checkbox"/>	Name [0/89] ↓	Scheduled Hours						
<input type="checkbox"/>		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

