Workday Release 4 Remediation: My Time (Kronos)

June 14, 2017
**Labor Account**

Labor Account: A labor account is a hierarchical structure of labor level entries that uniquely specifies an account from which an employee is paid. A labor account consists of up to seven labor levels.

All employees are assigned a default labor account, which is called a primary labor account.

### CURRENT LABOR LEVEL DEFINITIONS

<table>
<thead>
<tr>
<th>Supervisor UPI</th>
<th>Organization</th>
<th>Project</th>
<th>Task &amp; Award</th>
</tr>
</thead>
</table>
| - Labor Level 1  
  - UPI of the employee’s manager or timecard approver | - Labor Level 2  
  - Home Organization | - Labor Level 3  
  - Project | - Labor Level 4  
  - Task & Award |

<table>
<thead>
<tr>
<th>Position / Hourly Rate</th>
<th>Worktype</th>
<th>Expenditure Type</th>
</tr>
</thead>
</table>
| - Labor Level 5  
  - Default Job Code  
  - Also used for alternate hourly rate for non-L35 temporary staff | - Labor Level 6  
  - Used for L35 Employees (Supervisor Labor Level)  
  - Not applicable for non-L35 staff | - Labor Level 7 |

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Today’s Labor Level Entries:
My Time (Kronos): What’s Changing

What’s Changing

Four* of the seven labor level entries are changing to reflect the new chart of accounts (COA).

Employee’s primary labor account will change as a result.

Hyperfind Queries, which are filters in Kronos, will be updated.

Clocks will be updated.

LABOR LEVEL DEFINITIONS

**Supervisor UPI**
- Labor Level 1
- No Change

**Cost Center***
- Labor Level 2
- Was Home Org

**Program-Project***
- Labor Level 3
- Was the “P” in PTAEO

**Gift-Grant-Yale Designee***
- Labor Level 4
- Was Task & Award

**Position / Hourly Rate**
- Labor Level 5
- No Change

**Worktype**
- Labor Level 6
- No Change

**Fund***
- Labor Level 7
- Was Expenditure Type
## My Time (Kronos): What’s Changing

### Current State with PTAEO

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<td></td>
<td></td>
<td></td>
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<td>Not applicable for non-L35 Staff</td>
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### Future State with New COA

<table>
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<tr>
<th>Supervisor UPI</th>
<th>Cost Center</th>
<th>Program-Project</th>
<th>Gift-Grant-Yale Designee</th>
<th>Position / Hourly Rate</th>
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<td>Labor Level 7</td>
</tr>
<tr>
<td>No Change</td>
<td>Was Home Org</td>
<td>Was the “P” in PTAEO</td>
<td>Was Task &amp; Award</td>
<td>No Change</td>
<td>Used for L35 Employees</td>
<td>Was Expenditure Type</td>
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New Labor Level Entries:

- 890
- 145730
- CC0097
- PG00001-PJ00001
- YD000002
- 890
- CS-ALTCWORK-CENTRAL
- FD30
Timeline

• June 25th (Sun)
  • Clocks will reflect new charging instructions

• June 27th (Tue)
  • Last weekly payroll that will use PTAEO

• June 28th (Wed)
  • Employee Primary Labor Level switched over to new COA