

KPay

How to Update Your Direct Deposit in KPay

- Route to **MY INFO > My HR > HR Actions** > click the **Available** tab > scroll down to **Direct Deposit Update** > select **Start** to the far right
- If adding an account:
 - End date the “old” direct deposit with yesterday’s date (before entering the new direct deposit) to deactivate this “old” direct deposit. Click **Save**.
 - For example, if a new direct deposit is being added on 11/13, end-date the old direct deposit effective 11/12.
- Add your new information
 - Tip: **Effective From** = Today’s Date (**Effective To** = Do Not Change)
 - Click **Save** on the top right of the screen, then you must click **Submit**.
 - If employees do not select **Submit**, it will not submit the change to Payroll for approval.

****All direct deposits must be submitted and approved by Payroll on or before employee approval day. For more information, please review the **Payroll Calendar** in KPay under **MY INFO > My Company > Documents**.**

****Remember to use the **KPay Trainings and How To** link on CBE Online, listed under the Human Resources section, for detailed step-by-step instructions.**

How to Review Attendance Points

- In KPay, route to **MY INFO > Timesheet > Current Timesheet** > click the **Calc Detail** tab review any point flags in the exception column. If there are points accrued that need excused, please contact your supervisor to review.
- To review your points total, route to the **three blue dots** (top right) > click **Points**.
- For a breakdown of Attendance Points, please speak with your supervisor.

How to Submit a PTO Request in KPay

1. Click the **three blue horizontal bars** at the top left of screen
2. Select **MY INFO** (one person icon)
3. Click **My Time**
4. Click **Time Off**
5. Select **Request**
6. Choose **Time Off Type** from the “browse” icon within the data field > select the type of time off you are requesting
7. Select the date needed by using the calendar
8. Select **START REQUEST**
9. Select the **Request Type** from the drop-down
 - **Full Day** – ‘Hours Per Day’ auto-populates
 - **Multiple Days** and **Partial Day** – You are required to enter ‘Hours Per Day’
10. Enter a **Comment** as needed for your Leader
11. Select **SUBMIT REQUEST**
12. Your Leader will review and approve as needed

**** Customer Solutions, please request time off in Verint. ****

How to Cancel a PTO Request in KPay

1. Click the **three blue horizontal bars** at the top left of screen
2. Select **MY INFO** (one person icon)
3. Click **My Time**
4. Select the timesheet your “time off” is posted on
5. Click **CHANGE REQUEST** at the top right
6. Select the **Change Type** from the drop-down: **Cancel Time Off** or **Modify Time Off**
 - Cancel Time Off
 - Select the date you need to cancel
 - Click the **check box** to the left of the date
 - Click **SUBMIT CHANGES**
 - Modify Time Off
 - Select the date you need to modify
 - Click the arrow to modify
 - In the **Total** time field, update the amount of time you want to take off
 - Note: You will not be able to modify date; you must cancel your request and resubmit a new request for a different day.
 - Click **SUBMIT CHANGES**