

Timesheets/Pay

How to Add and Modify Timesheet Punches in KPay

1. Click the **three blue horizontal bars** to the top left of screen
2. Select **MY INFO** (one person icon)
3. Click **My Time**
4. Select **Current Timesheet** (or open timesheet needing to be adjusted)
5. Click **CHANGE REQUEST** at the top right (blue menu bar)
6. Select the **Change Type** drop-down: **Add Punch In** or **Add Punch Out**, or **Modify Punch In** or **Modify Punch Out**
7. Select **date** and enter correct punch time(s)
 - Punch In: only modify **Time From** field
 - Punch Out: only modify **To** field
8. Click **SUBMIT CHANGES**

Pay Periods and Pay Dates

- Pay Period: 1st of the month to the 15th; these worked hours are paid on the last day of the current month. **(i.e. Hours worked January 1st-15th are paid on January 31st.)**
- Pay Period: 16th of the month to the last day of the month; these worked hours are paid on the 15th of the *following* month. **(i.e. Hours worked January 15th-31st are paid on February 15th.)**
- If the pay date (15th or last day of the month) ends on a weekend (Saturday or Sunday), the pay date will be on the Friday before the 15th or last date of the month.

Payroll Calendar

- Found in KPay under **three blue horizontal bars** at top left of screen > **My INFO** (one person icon) > **My Company** > **Documents** > In **Document Name** search “2022 Payroll Calendar” > to view, click the download icon next to the document name to view
- Green Date: Hourly employees must have their timecards reviewed (**Calc. Detail Tab** on timesheet) and approved (via **My To Do Items**).
 - W4 and Direct Deposit change cutoff (must be submitted and approved by Payroll)
- Blue Date: Pay date

How to Review Timesheet

1. Route to the **Employee Basics** tab (blue profile image in the middle of the home page)
2. Hover over this icon and select **My Current Timesheet** > navigate back one timesheet

Or

1. Route to the **three blue horizontal bars** at the top left of screen
 2. Select **MY INFO** (one-person icon)
 3. Click **My Time**
 4. Select **Timesheet**
 5. Select **Current Timesheet** > navigate back one timesheet
 6. Select **Calc Detail** tab
- **Review**
 - Punches Column
 - Red question mark = missed punch, needs corrected ASAP
 - Red e = manual adjustment
 - Make sure am and pm are correct with punches
 - Schedule Column
 - Verify if you are in the correct schedule
 - Exception Column
 - Meal flags = receiving points for long meals
 - Break = receiving points for long breaks
 - Dock = receiving points for dock time
 - Calc Column = Hours receiving pay
 - Type of Hours Column
 - Confirm receiving pay for correct hours
 - Hourly Base Rate Column = Hourly pay receiving
 - Customer Solutions = Displays shift diff for applicable dates
 - SCA Fringe = Displays SCA Fringe rate (if applicable)

How Overtime is Calculated

1. CBE's work week is Sunday – Saturday. Overtime pay occurs when an employee works more than 40 hours within the work week. This time includes only actual hours worked and excludes pay for time not worked, such as Paid Time Off (PTO) or Personal Time.