



Denver Public Schools

KRONOS Workforce Central Suite

The Magic Number

Version 5.2



What is The Magic Number?

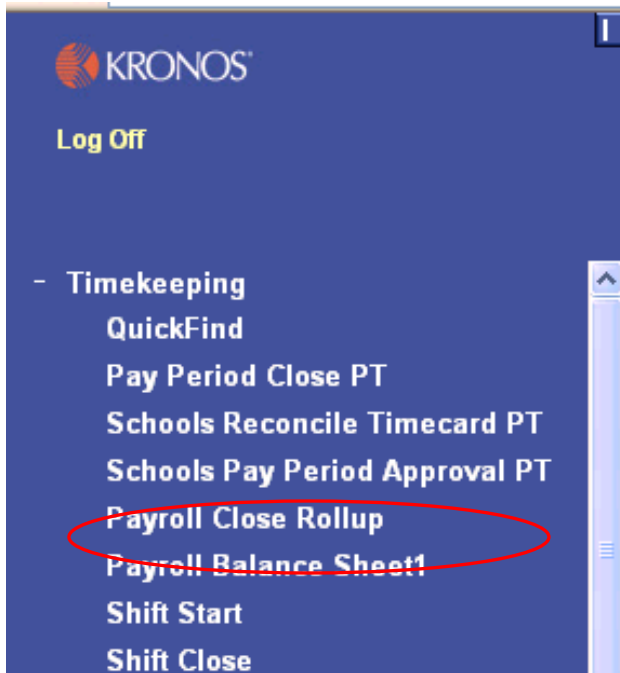
The *Magic Number* is the total number of hours that the salaried employee should have worked for the Previous Pay Period based on the employees Work Year and Bargaining Unit. This number also represents the number of hours that will be auto-paid in Lawson and should be used for reference only. The hours in the Total Base + NonProd column represents the hours that will not be passed to Lawson during the payroll process. For this reason, it is important that the Total Base + NonProd column equals the Magic Number column. The Magic Number could be different based on the pay period being processed.

Each year the magic numbers for the different employee groups will change depending on the calendars. School year 2008 – 2009 shows below.

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
180 ATU	160	168	152	136	96	168	144	136	168	72		
181 Pro Tech	160	176	160	136	104	168	152	136	176	72		
190 Pro Tech	160	176	160	136	104	168	152	136	176	80		
200 Pro Tech	160	176	160	136	104	168	152	136	176	120		
200* Pro Tech	160	176	160	136	104	168	152	136	176	136		
200 DAEOP	160	176	160	136	104	168	152	136	176	120		
200 Flex	160	176	176	136	144	168	152	152	176	160	168	18
207 Pro Tech	160	176	160	136	104	168	152	136	176	120		
212 Pro Tech	160	176	160	136	144	168	152	152	176	104		
220 DAEOP	160	176	160	136	144	168	152	152	176	160	80	13
220 Pro Tech	160	176	160	136	144	168	152	152	176	160	80	13
235 Pro Tech	160	176	176	136	144	168	152	152	176	160	168	18
240 DAEOP	160	176	176	136	144	168	152	152	176	160	168	18
240 Pro Tech	160	176	176	136	144	168	152	152	176	160	168	18
245 Pro Tech	160	176	176	136	152	168	152	168	176	160	168	18
245 Crew Chief	160	176	176	136	152	168	152	168	176	160	168	18
245 ABGW	160	176	176	136	152	168	152	168	176	160	168	18
245 FMA	160	176	176	136	152	168	152	168	176	160	168	18
245CWA	160	176	176	136	152	168	152	168	176	160	168	18
245 ATU	160	176	176	136	152	168	152	168	176	160	168	18

At the end of the pay period, before approving your timesheets for payroll processing, assure that your employees with a work year has the correct **MAGIC NUMBER**. This is such a vital part of reconciling your payroll that if not done, your employees could be over or under paid.

To Begin, Click on **Schools Pay Period Approval**.



With your employees listed in front of you, click on the magic number button to bring all of your work year (or non-exempt salaried) employees to the top.

Total Base + Nonprod	Magic Number
176.0	176.0
176.0	176.0
176.0	176.0
75.5	0.0
138.5	0.0
96.75	0.0

Total Base + Nonprod	Magic Number
176.0	176.0
176.0	176.0
176.0	176.0
75.5	0.0
138.5	0.0
96.75	0.0

Total Base + Non Production Hours MUST MATCH

EXACTLY to the Magic Number. If not, you must go through the employee's timecard to find what needs to be corrected.

View the salaried employees hours using the **daily view**.

Account	Pay Code	Amount	Wages
XX450/OTHR/XXXXXXXXXXXX/6123	Total BASE...	7.75	167.94
XX450/OTHR/XXXXXXXXXXXX/6123	Salary	7.75	167.94
XX450/OTHR/XXXXXXXXXXXX/6123	Total WOR...	7.75	167.94

If there is less than 8 hrs in base salary, you need to edit the time card to assure the total hours for the day equal 8.

Example #1: Time card totals less than 8

In order to bring the base total to 8 hours, you must add .25 hrs.

(The employee worked less than his 8 hour shift by .25 hour or 15 minutes.

You will need to add an additional line for this day and, using a pay code edit, add an additional .25 to this day.

🗑	➡	Thu 3/20	
🗑	➡	Thu 3/20	
🗑	➡	Fri 3/21	

Use your green arrow to add a row.

Save	Actions	Punch	Amount	Comment	Approvals	Reports
		Date	Pay Code	Amount	In	Tr
		Thu 3/20				
			3450 Job Injury			
			3500 Subpoena			
			3550 Administrative With Pay			
			3551 Administrative No Pay			
			3600 School Business			
			3620 Union Business			
			3996 Hourly Leave No Pay			
			3997 Salary Leave No Pay			

In the pay code field, choose 3997 (or other applicable absence if appropriate).

Let's look at another example. Employee worked 7:00AM to 3:00 PM with no lunch break. Although the total hours worked for the day equals eight, Kronos is placing the extra hour into extra time worked. This would result in an overpayment to the employee. The magic number would not balance.

Save	Actions	Punch	Amount	Comment	Approvals	Reports			
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
		Sat 3/29							
		Sun 3/30							
		Mon 3/31							
		Tue 4/01			7:00AM		3:00PM		
		Wed 4/02							
		Thu 4/03							
		Fri 4/04							
		Sat 4/05							
		Sun 4/06							
		Mon 4/07							
		Tue 4/08							

Totals & Schedule			
Accruals			
Audits			
Daily			
Account	Pay Code	Amount	Wages
XX450/OTHR/XXXXXXXXXXXX6123	Total BASE...	7.0	151.69
XX450/OTHR/XXXXXXXXXXXX6123	ETS - Extra ...	1.0	21.67
XX450/OTHR/XXXXXXXXXXXX6123	Salary	7.0	151.69
XX450/OTHR/XXXXXXXXXXXX6123	Total WOR...	8.0	173.36

Picture shows 7 hours of base

pay and one hour of extra time. If we left this as is, the employee would be overpaid by one hour this day. Salaried employees have their base pay “thrown away” during the interface to Lawson. This is necessary because of automatic pay for salaried employees. Thus, the employee would receive 8 hours of automatic pay plus an additional hour of pay.

This situation suggests that the employee had a schedule in Kronos different than what he actually worked for this day.

Schedule Editor			
Show:		Previously Selected Employee(s)	
Loaded:11:38AM		Time Period: 4/01/2008, Specific Date	
By Employee			
Save Actions Shift Pay Code View			
Name	Totals	Tue 4/01	
GORMAN, HOL...	8.00	8a - 4p	
Scheduled Hou...	8.00	8	
Number of Em...	1	1	

Go to employee’s schedule.

Employee's schedule is 8AM to 4PM with a scheduled lunch break.
 Employee's schedule must be changed to reflect the schedule that he worked.

Enter 7-3P and click SAVE.

Schedule Editor
 Show: Previously Selected Employee(s) [Edit]
 Loaded: 11:38AM
 Time Period: 4/01/2008, Specific Date [Refresh]

By Employee

Name	Totals	Tue 4/01
GORMAN, HOL...	8.00	7a - 3p

Scheduled Hou...	8.00	8
Number of Em...	1	1

Totals & Schedule | Accruals | Audits

All

Account	Pay Code	Amount	Wages
XX450/OTHR/XXXXXXXXXXXX6123	Total BASE...	8.0	173.36
XX450/OTHR/XXXXXXXXXXXX6123	Salary	8.0	173.36
XX450/OTHR/XXXXXXXXXXXX6123	Total WOR...	8.0	173.36

Go to employee's time card

and check the daily view. It now reflects the correct 8 hrs in the base pay as it should.

Continue to find any discrepancies with your employees timecards and fix until your magic numbers match exactly to the base + non-worked totals.