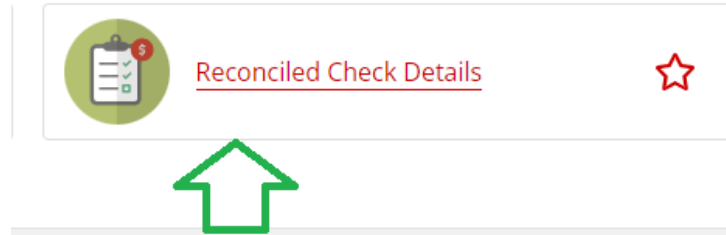


## UKG (Kronos) Overpayment Reconciliation Statement Instructions

If you were notified by Human Resources that you have an overpayment due to the UKG (Kronos) outage, you can view the specifics of how that check was calculated in Campus Information Systems (<https://portal.app.utah.edu/>). Once you log on, click on the “Reconciled Check Details” tile.



A screen will appear that has your next options.

If you would like to see the details of how your overpayment was calculated, click on the **reconciled\_check\_details** link in the **overpayment** section.

**Underpayments:** If you are an hourly employee who was underpaid during the UKG outage, you may view your 3/23/22 [special check](#) and download [reconciled\\_check\\_details\\_00482663.csv](#) to see the details of the underpayment calculation.


**Overpayments:** If you are an hourly employee who was notified by Human Resources that you were overpaid during the UKG outage, download [reconciled\\_check\\_details\\_00482663.csv](#) to see the details of the overpayment calculation.

Written instructions and video training tools are available [here](#) to assist in viewing the calculations.

For additional information, please visit your HR information page:

- Main Campus HR information page can be found [here](#).
- University of Utah Hospitals and Clinics information page can be found [here](#) (login required).

A spreadsheet of your pay will pop up. Below is an example of a statement:



J	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Pay End Date	Group	ID	Name	ER	Erncd	Description	Corrected Hours	Previously Paid Hours	Difference in Hours	Corrected Other Earnings	Previously Paid Other Earnings	Difference in Other Earnings	Corrected Regular Earnings	Previously Paid Regular Earnings	Difference in Regular Earnings
2	12/15/2021	HRL				RO2	Over Time Pay Wk 2	10.45		0	651.87	0	651.87	0	0	0
3	12/31/2021	HRL				REG	Regular Pay	36.86		24.1	0	0	0	1370.82	896.28	474.54
4	01/15/2022	HRL				HWK	Holiday Worked	4		5	218.9	278.9	-60	0	0	0
5	TOTAL												591.87			474.54
6																

**Pay End Date** lists the pay period ending date.

**Group** indicates what type of paid employee you are. HRL indicates Hourly.

**ID** is your University ID Number, while **Name** should display your name.

**ER** is short for Employee Record. This reflects what job the payment is tied to. For employees with only one University of Utah job, you will see a zero in that column. If you have more than one U of U job, you will see additional numbers, 1, 2, 3, etc. that indicate what job the payment is tied to.

**Erncd** is short for Earnings Code. We have many different earnings codes at the University. If it is standard, regular earnings, it will show as REG. Many employees may also have overtime, shift differential, holiday worked, or many other earnings codes. The **Description** column lists what each of those earnings codes mean.

The next columns detail the calculations portion of the statement, which are the differences between what was earned and what was paid. A positive number indicates an underpayment while a negative number indicates an overpayment. There are 3 general groups: Hours Worked, Other Earnings, and

Regular Earnings. Other Earnings includes overtime, on-call pay, shift differentials, etc. Regular Earnings is strictly straight time for hours worked. Both Other Earnings and Regular Earnings are listed in dollar amounts.

### Hours Worked:

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Pay End Date	Group	ID	Name	ER	Emcd	Description	Corrected Hours	Previously Paid Hours	Difference in Hours	Corrected Other Earnings	Previously Paid Other Earnings	Difference in Other Earnings	Corrected Regular Earnings	Previously Paid Regular Earnings	Difference in Regular Earnings	
2	12/15/2021	HRL			RO2		Over Time Pay Wk 2	10.45	0	10.45	651.87	0	651.87	0	0	0	0
3	12/31/2021	HRL			REG		Regular Pay	36.86	24.1	12.76	0	0	0	1370.82	896.28	474.54	
4	01/15/2022	HRL			HWK		Holiday Worked	4	5	-1.00	218.9	278.9	-60	0	0	0	0
5	TOTAL												591.87				474.54
6																	

**Corrected Hours** lists the hours that were reviewed and approved in UKG. These hours should be a true reflection of what was actually worked during the pay period.

**Previously Paid Hours** shows the number of hours that were already paid in previous paychecks.

**Difference in Hours** indicates the difference between the corrected hours worked and the previously paid hours.

### Other Earnings:

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Pay End Date	Group	ID	Name	ER	Emcd	Description	Corrected Hours	Previously Paid Hours	Difference in Hours	Corrected Other Earnings	Previously Paid Other Earnings	Difference in Other Earnings	Corrected Regular Earnings	Previously Paid Regular Earnings	Difference in Regular Earnings	
2	12/15/2021	HRL			RO2		Over Time Pay Wk 2	10.45	0	10.45	651.87	0	651.87	0	0	0	0
3	12/31/2021	HRL			REG		Regular Pay	36.86	24.1	12.76	0	0	0	1370.82	896.28	474.54	
4	01/15/2022	HRL			HWK		Holiday Worked	4	5	-1.00	218.9	278.9	-60	0	0	0	0
5	TOTAL												591.87				474.54
6																	

**Corrected Other Earnings** lists the dollar amount of all other earnings outside of regular earnings that were actually earned during the pay period.

**Previously Paid Other Earnings** shows the other earnings outside of regular earnings that were already paid in previous paychecks.

**Difference in Other Earnings** lists the difference between the corrected other earnings and the previously paid other earnings.

You will see the sum of all of the differences of other earnings in the total row.

### Regular Earnings:

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Pay End Date	Group	ID	Name	ER	Emcd	Description	Corrected Hours	Previously Paid Hours	Difference in Hours	Corrected Other Earnings	Previously Paid Other Earnings	Difference in Other Earnings	Corrected Regular Earnings	Previously Paid Regular Earnings	Difference in Regular Earnings	
2	12/15/2021	HRL			RO2		Over Time Pay Wk 2	10.45	0	10.45	651.87	0	651.87	0	0	0	0
3	12/31/2021	HRL			REG		Regular Pay	36.86	24.1	12.76	0	0	0	1370.82	896.28	474.54	
4	01/15/2022	HRL			HWK		Holiday Worked	4	5	-1.00	218.9	278.9	-60	0	0	0	0
5	TOTAL												591.87				474.54
6																	

**Corrected Regular Earnings** lists the dollar amount of regular earnings that were actually earned during the pay period.

**Previously Paid Regular Earnings** shows the regular earnings that were actually paid in previous paychecks.

**Difference in Regular Earnings** lists the difference between the corrected regular earnings and the previously paid regular earnings.

You will see the sum of all of the differences of regular earnings in the total row.

If you have both a difference in other earnings and regular earnings, adding the totals from each together should give you a total that matches your overpayment.

**What should you do if you think your pay is still incorrect?**

If you have reviewed the hours and earnings paid, and still believe your pay is incorrect on the 12/15, 12/31, 1/15, or 1/31 pay periods, please speak with your manager or payroll reporter.