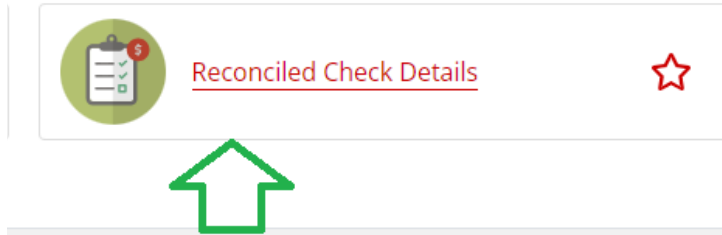


UKG (Kronos) Underpayment Reconciliation Statement Instructions

If you are an hourly employee who received a check on March 23rd, 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.

How to View Your Paystub

If you are an hourly employee whose pay was affected due to the UKG outage, you can click on the **special check** link in the **underpayment** section to view your paycheck stub for 3/23/22.

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).

If you are an hourly employee whose pay was affected due to UKG outage for the 12/15, 12/31, 1/15, and 1/31 pay periods, you have received a special check dated 3/23/2022. Click [here](#) to view the special check.

Download [reconciled_check_details_00482663.csv](#) to see the details of the calculations.

Note: If you did not receive a check dated 3/23/2022, it implies that you were **not underpaid**.

If it's determined that you were overpaid, you will be contacted directly.

You will be taken to a pdf view of your paycheck. This paycheck will have taxes taken out as normal. The only employee deductions on this check will be if you have elected to have a percentage of your pay contributed to a 403b or 457b retirement account. Otherwise, there will be no employee deductions. EMPLOYER deductions will occur as normal. Employer deductions include relevant taxes, the UTA transit pass, and department contributions to your retirement account as normal.

How to View Reconciliation Statement

If you would like to see the details of how your check was calculated, click on the **reconciled_check_details** link in the **underpayment** section. A spreadsheet of your pay will pop up.

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:

	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	10.45	651.87	0	651.87	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
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	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	10.45	651.87	0	651.87	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	
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	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	10.45	651.87	0	651.87	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	
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	Enid	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	
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 the payment on your pay stub.

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.