

## Payroll Reporter UKG (Kronos) 3/23/22 Reconciliation Check Information

If an employee received a special check on 3/23/22 due to an underpayment during the UKG (Kronos) service outage, there is a tile called “Reconciled Check Details” in [CIS](#) which provides a summary sheet of that payment. This summary sheet shows how the pay reconciliation was calculated. If an employee received a special check, they will also receive a separate email from HR with more information. Instructions for employees of how to review the summary sheet can be found below:

[Written instructions on how to view the summary](#)

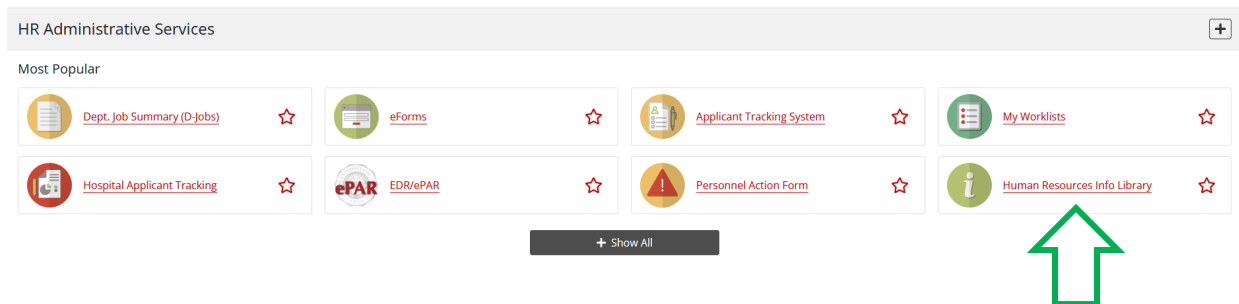
### Video training on how to view the summary (COMING SOON)

If an employee did **not** receive a special check on March 23<sup>rd</sup>, our records indicate that they were not underpaid.

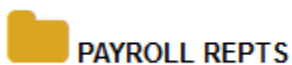
While the summary sheet is available to the employee, it is not available to Payroll Reporters or Managers. If you would like to review any underpayments made to employees on the March 23<sup>rd</sup> paycheck, you will be able to do so using the Earnings, Benefits, & Taxes (EBT) reports.

### Accessing EBT Reports

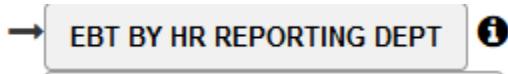
- Log on to [CIS](#) and click on the “Human Resources Info Library” tile in the HR Administrative Services section.




- Click on the “Payroll Repts” folder.





- There are a number of reports you can select to review. You will want to run the reports as normal using 3/16/22 as the pay period begin date and 3/30/22 as the pay period end date. As an example, we will use the EBT by HR REPORTING DEPT to view the employees for a specified ORG ID.



- Enter 3/16/22 as the pay period begin date and 3/30/22 as the pay period end date. Enter the department ID for the department you would like to view, and click “Get Results.”

**EBT by HR Reporting Dept**  RESET

\*Pay Period Begin Date  

\*Pay Period End Date  

\*Reporting DeptID

EmplID (blank for ALL)

Summarize by Act/Proj/Org?

Summarize E/B/T Totals?


Summarize Pay Periods?

Earnings Only?

Benefits Only?


Taxes Only?


Demo Mode?


 **GET RESULTS**



- You can then choose to download the results to Excel.

**EBT by HR Reporting Dept**  RESET

\*Pay Period Begin Date  

\*Pay Period End Date  

\*Reporting DeptID

EmplID (blank for ALL)

Summarize by Act/Proj/Org?

Summarize E/B/T Totals?



Summarize Pay Periods?

Earnings Only?


Benefits Only?

Taxes Only?

Demo Mode?

 **TO EXCEL** Query Execution Time  **GET RESULTS**

0 Minute(s) 6.0 Seconds



- The spreadsheet will open, and you will be able to view payments made on the 3/23/22 special check. Employer deductions such as department contributions to employee retirement accounts, will occur as normal.

**What should you do if an employee thinks their pay is still incorrect?**

If employees believe that their pay for December and January is still incorrect after March 23, HR has advised them to contact their manager or payroll reporter. The special check is a reflection of what HR systems indicate. If it is determined by the manager or payroll reporter that the pay is still not correct, please work with your payroll specialist to correct the records.