



New Employee Orientation

Welcome Aboard. We're so glad you're here!



Orientation Agenda

- Meet your Coworkers & Welcome Packet
- City Overview
- Training & Development Opportunities
- Employee Benefits
- Policy Overview
- Payroll



Meet your Coworkers

- On your White Board -
 - What is your name?
 - How are you feeling?
 - What is your favorite Hobby?
 - Fun fact about yourself?
 - What are you looking forward to most as a City employee?



Welcome Packet - What's Inside?

- HR Team – Contact Information
- Organizational Chart
- Core Values – Fill-In Poster
- Introduction to The HUB
- Employee Resources
- ID Badge
- Employee Benefits
 - Benefits Overview
 - Enrollment Instructions
 - Vendor Informational Flyers





City Overview





Welcome to
DENTON

Organization Overview

- Council-Manager Form of Government
 - **City Council** - Policy-making body, includes Mayor
 - **City Manager** - Primary administrator responsible for overseeing the day-to-day operations



Residents

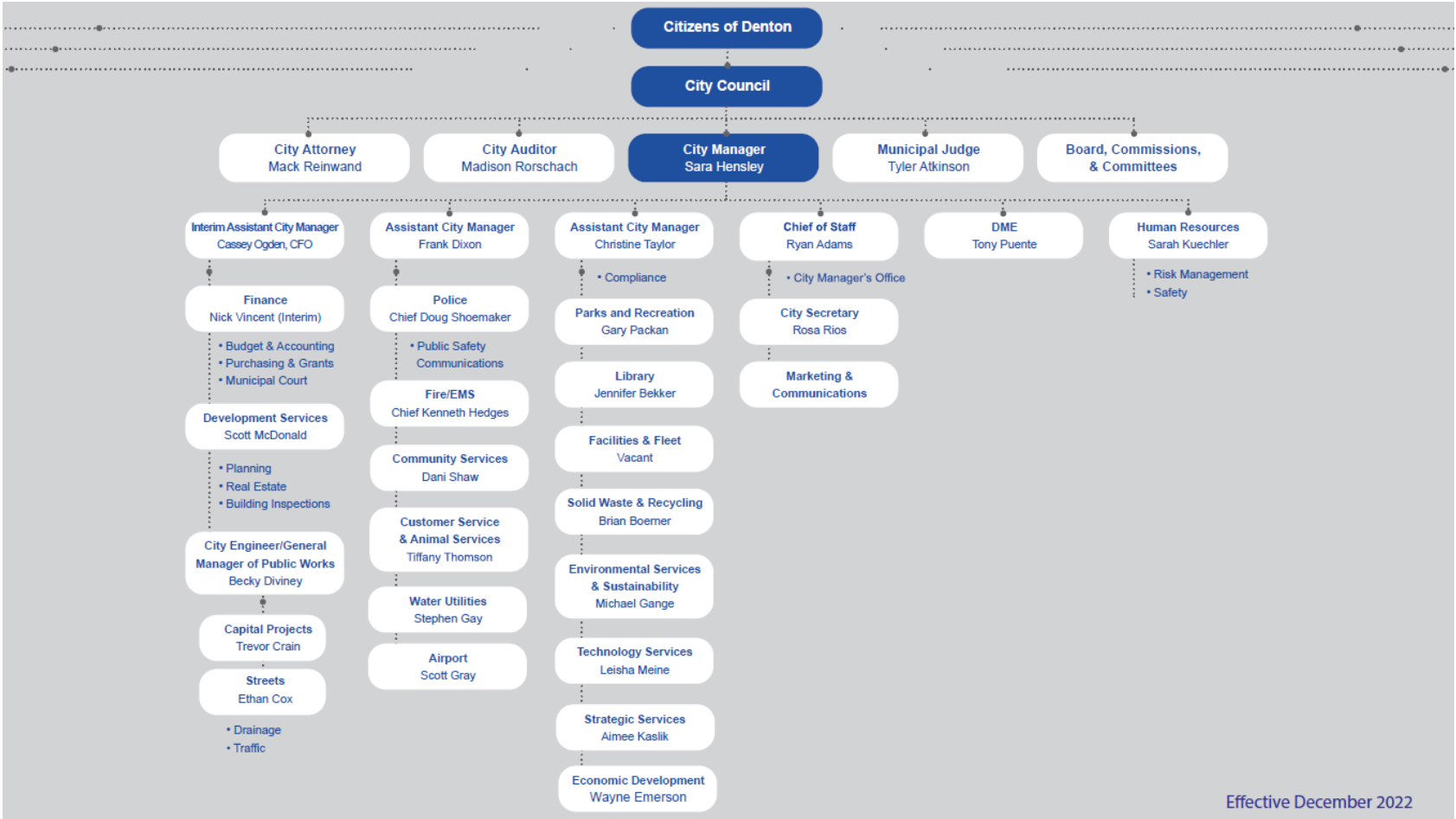


City Council



City Manager

Organizational Chart



Effective December 2022



City Mission

The City of Denton will foster an environment that will deliver extraordinary quality services and products through stakeholder, peer group, and citizen collaboration; leadership and innovation; and sustainable and efficient use of resources.

City Vision

Denton is an identifiable and memorable destination and a community of opportunities. We achieve this by providing high quality of life through excellence in education, entertainment, and employment; neighborhood vitality and sustainability; environmental and financial stewardship; and superior public facilities and services.



CORE VALUES

City of Denton as an Employer

- 1,800 employees
- Over 20 Departments
- Approximately 148,000 Residents
- CHALLENGE - Get to know your team members. Talk with your supervisor about your department's overall culture. Find out more in the next 30 days!



Let's Get Moving

1. As you meet & greet, identify someone who relates to the item in each box on your card – write in their name
2. This isn't Bingo! Don't rush – really meet your fellow team members

WHO IS ON THE TEAM?		
Had their own room growing up	Has been skiing	Has a pet
Grew up in a small town?	Can speak more than one language?	Has two or more siblings?
Has Kids?	Swims well	Has traveled outside of the United States?



Training & Development Opportunities



Creating Inclusive Spaces...

**“Diversity & Inclusion is all about perspective.
Together we have a broad view.”**

-Simon Sinek



SPARK

Aspiring Leaders Program

- Innovative Development Program
- 14 classes including –
 - City Overview
 - Personal Development
 - Leadership Expectations and more!
- Open to All Employees!
 - Sign-up on The HUB
- Develop solutions for real-time department challenges
- 6-month program, offered 2x annually



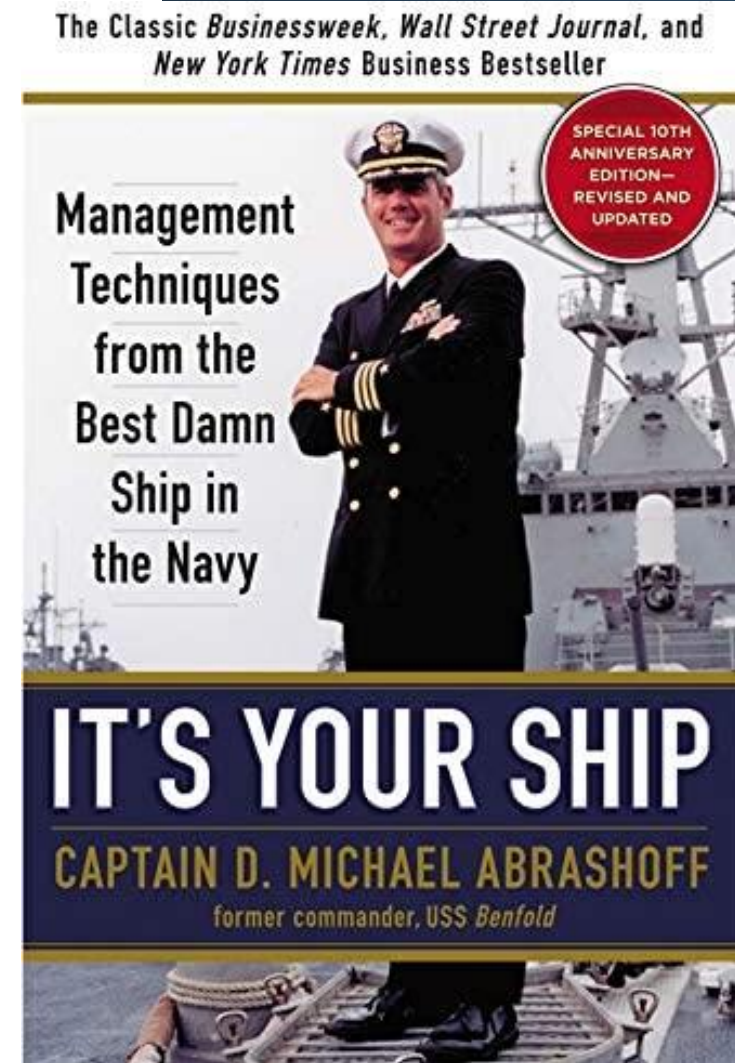
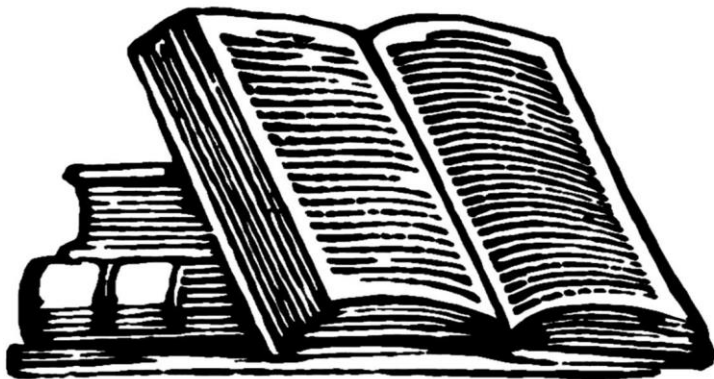
MLM

Mid-Level Manager Leadership Program

- Innovative Learning Exchange Program
- 13 classes including –
 - Conflict Management
 - Personal Leadership
 - Personal Development and more!
- Participants are nominated
- Problem-solve real-life management scenarios, establish relationships and prepare for future opportunities
- 6-month program, offered 2x annually

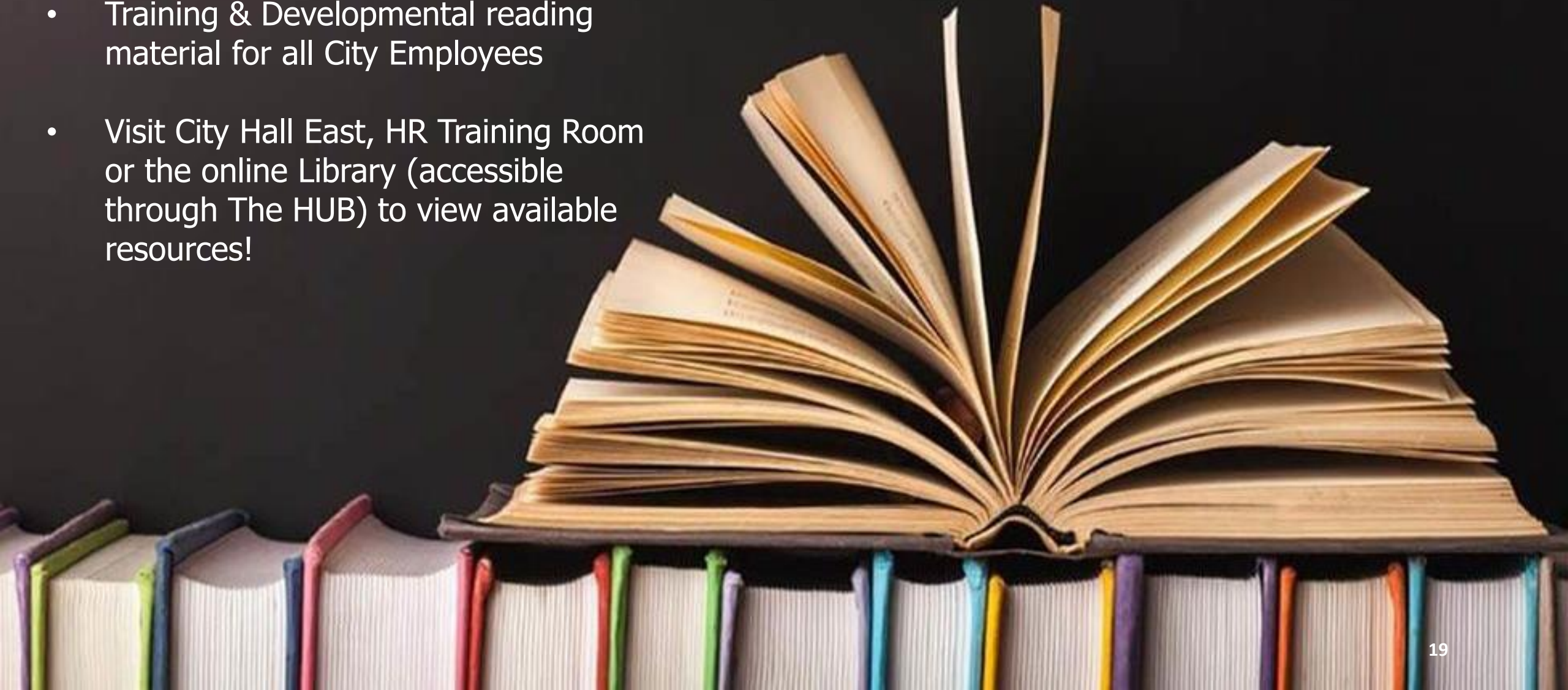
City Manager's Book Club

- Open to all City employees
- Pilot Program offered 2x in 2023
- Sign-up on The HUB today!



Human Resources Library

- Training & Developmental reading material for all City Employees
- Visit City Hall East, HR Training Room or the online Library (accessible through The HUB) to view available resources!



NEOGOV



Learn

OnDemand Training at your fingertips. Sign-up TODAY!

Questions or Interested in a Course?

HRTraining@CityofDenton.com

or

Check out our page on The HUB under Human Resources





Employee Benefits & Retirement



Texas Municipal Retirement System

- Contributions
 - Mandatory Employee Contribution – 7%
 - City Match 2:1 – Contributions + Interest at Retirement
- Retirement Eligibility
 - Any age with 20 years of service OR Age 60 with 5 years of service
- Supplemental Death Benefit
- Beneficiary Designations
- Contribution Refunds – 20% Federal Withholding + Early Withdrawal Penalty



Proportionate Retirement Program

- Do you have service in 2 or more designated retirement systems?
 - Combine service credit to meet retirement eligibility!
 - Participating Systems:
 - TMRS
 - Teacher Retirement System of Texas
 - Employees Retirement System of Texas
 - Judicial Retirement System of Texas (Plan 1 or 2)
 - Texas County and District Retirement System
 - City of Austin Employees Retirement System
- Restricted Prior Service Credit options available too!



MissionSquare Retirement

- 457 Plan – Traditional & Roth available
 - Excellent way to supplement retirement!
- Contributions – Voluntary (No City Match)
 - Minimum \$15/paycheck
 - Subject to IRS maximum limits annually
- Access to funds -
 - Catastrophic Withdrawals
 - Loan Provisions
 - Retirement
 - Early withdrawal with employment separation



Enroll – www.missionsq.org
Plan Name – City of Denton, #302269

Flexible Spending Account – Healthcare

- Tax-Free Contributions for Healthcare Expenses – 30 days to enroll!
- IRS Requirements
 - Annual maximum limit - \$3,050.00
 - Funds are “Use it or Lose it” (Estimate annual expenses!)
- Access to funds
 - Debit card available for purchases
 - Reimbursements – File a claim and receive reimbursement!
- Grace Period – 2 ½ Months
 - Election amount available from enrollment date through 3/15 of the following year (excluding terminations)



Flexible Spending Account – Dependent Care

- Tax-Free Contributions for Dependent Care Expenses
 - Includes Child (under 13) & Adult Dependent Care
- IRS Requirements
 - Annual maximum limit - \$5,000.00
 - Funds are “Use it or Lose it” (Estimate annual expenses!)
- Access to funds (must have funds in account to claim)
 - Debit card available for purchases
 - Reimbursements – File a claim and receive reimbursement!
- Must use funds within the calendar year

Eligible costs	Ineligible costs
 <ul style="list-style-type: none">• Before/after school programs• Preschool tuition• Summer camp (day camp)• Daycare (adult or child)	 <ul style="list-style-type: none">• Overnight camp• Kindergarten tuition• Private school tuition• Housekeeping



Vacation

- Promote well-being and good physical, mental, and emotional health
- Vacation Balance
 - Accrues – Monthly on 1st & 15th
 - Request time off and check available balance in Kronos!



Employee Type	Bi-Monthly Accrual	Maximum Payout
Full-Time Employees including Police (both non- and Civil Service)	5.00 Hours	320 Hours
Non-Civil Service Fire	5.00 Hours	320 Hours
Civil Service Fire (Shift)	7.50 Hours	480 Hours
$\frac{3}{4}$ Regular Part-Time (at least 30 hours but less than 40)	3.75 Hours	240 Hours
$\frac{1}{2}$ Regular Part-Time (at least 20 hours but less than 40)	2.50 Hours	160 Hours

Sick Leave

- Provided for covered illnesses of the employee or covered dependents
- Sick Leave Balance
 - Accrues – Monthly on 1st & 15th
 - Request time off and check available balance in Kronos!



Employee Type	Bi-Monthly Accrual	Maximum Accrual	Maximum Payout
Full-Time Employees including Non-Civil Service Police & Fire	5.00 Hours	720 Hours	No Payout
Civil Service Police	5.00 Hours	No Cap	720 Hours
Civil Service Fire (Shift)	7.50 Hours	No Cap	1,080 Hours
¾ Regular Part-Time (at least 30 hours but less than 40)	3.75 Hours	540 Hours	No Payout
½ Regular Part-Time (at least 20 hours but less than 40)	2.50	360 Hours	No Payout

Paid Holidays

11 Paid Holidays and 2 Personal Holidays per Calendar Year

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- (2) Personal Holiday – You Choose!

**Employer
Paid
Holidays**



Note: Part-Time employees receive all Holidays except Personal Holiday

Jury Duty



- Notify your Supervisor as soon as possible, if Summoned
- Employee pay is not docked
- Keep any fees received by governmental agencies

Military Leave

- Notify your Supervisor as soon as possible, if in receipt of Orders
- Short-Term Military Service
 - Pay normal gross salary for up to 15 calendar days per fiscal year
- Extended Military Service
 - Pay normal gross salary for up to 15 calendar days per fiscal year
 - Employee may use vacation or comp time beyond 15 days
- Reserve Activation
 - Pay partial salary for 12 consecutive months
 - Difference between reserve military pay and City salary at the time of Activation



City Perks



Extras

- Free Library Card – use at all City Libraries
- Free Rec Center Membership – Denia, MLK, & North Lakes
- Tuition Reimbursement
- Longevity Pay
- Volunteer Impact Program (VIP)
- Employee Assistance Program

Life Insurance

- CITY PAID Basic Life and AD&D Insurance
 - 1x annual salary for most positions
 - Accelerated Death Benefit
 - Benefit over \$50,000 – employee taxed on premiums
- Supplemental Life/AD&D Insurance
 - Supplemental Life Insurance paid 100% by employee
 - After-tax premium deductions – payout not taxed
 - Coverage Amounts
 - Employee – 5 x annual salary up to max of \$200,000 (newly hired/eligible no Evidence of Insurability (EOI) – “guaranteed issue”)
 - Spouse – half of employee amount (over \$50,000 requires EOI during newly hired/eligible status)
 - Child - \$10,000 per child (No EOI)



Disability Insurance



- Short Term Disability (STD) paid 100% by employee
 - 100% Employee Paid, No EOI when electing coverage as a newly hired/eligible
 - Covers illness or off-the-job injury
 - Benefit is 60% of weekly salary (no offset) to a max of \$1,200 after a 14-day elimination period
 - After-tax premium deductions – payout not taxed
 - File claim telephonically
- CITY PAID Long Term Disability (LTD)
 - 90-day elimination period
 - Payout taxed, Benefit is 60% of monthly salary (Benefit is offset)
 - If STD claim already filed, claim will automatically be reviewed for LTD
 - Employee's responsibility to inform carrier of return to work and/or overpayment

Voluntary Products

- Aflac

- Accident Insurance
- Critical Illness Insurance
- Hospital Indemnity Insurance
- Supplemental coverage designed to pay cash directly to you and your family in the event of a minor or major accident/illness
- Guaranteed issue
- Fully portable



Cancer Guardian

- Hereditary risk screening
- Expert pathology review
- On-site nurse advocate
- Cancer support specialist
- Clinical trial explorer

Legal 'Things you should Know'

- HIPAA
 - Federal law governs health insurance and health plan administration, Protects your PHI
- COBRA
 - Federal law requiring employers to offer continuation of coverage
 - Applies to medical, dental, vision, and FSA medical
 - WEX administers COBRA plan
- Section 125
 - Allows the City to offer pre-tax deductions to employees for health, dental, vision, and FSA (WEX) deductions
 - Specific IRS Guidelines the City must follow to maintain eligibility to offer benefits under Section 125
- Qualifying Events (QE)
 - Allows employee to make mid-year changes to insurance for marriage, divorce, birth, adoption, loss/gain of coverage
 - Must complete change in the online enrollment system and submit documentation within 30 days



Medical Plan Comparison – In-Network Only



	Gold	Silver
In-Network Benefits		
Deductible – Individual	\$1,000	\$1,750
Deductible – Family	\$2,000	\$3,500
Coinsurance	90% plan/10% member	80% plan/20% member
Out of Pocket		
Max Out-of-Pocket – Individual	\$3,500	\$6,500
Max Out-of-Pocket – Family	\$7,000	\$13,000
Major Diagnostic & Outpatient Services**		
Completed in a Freestanding Facility	90%	80%
Completed in a Hospital Setting	70%	60%
**All other services covered under the deductible and coinsurance benefits are covered under the standard coinsurance		
Copayments		
Virtual Visits	\$15.00	\$25.00
Office Visit Copayment (PCP)-Tier 1	\$20.00	\$30.00
Office Visit Copayment (PCP)	\$30.00	\$40.00
Specialist Copayment (SCP)-Tier 1	\$30.00	\$40.00
Specialist Copayment (SCP)	\$40.00	\$50.00
Urgent Care Copayment	\$75.00	\$75.00
Emergency Room Copayment	\$500.00	\$500.00

Prescription Benefits

- CVS pharmacy network - Walgreens is not in-network
- Zero Dollar Copay
 - Tobacco Cessation
 - Insulin / Diabetic Supplies
- Over the Counter (OTC) Benefit
 - Tier 1 Copay – Includes Zyrtec, Claritin, Prilosec



Copay	Retail (30-Day Supply)	Mail Order (90-Day Supply)
Tier 1 – Generic	\$10.00	\$20.00
Tier 2 – Preferred Brand	\$40.00	\$100.00
Tier 3 – Non-Preferred Brand	\$60.00	\$150.00
Tier 4 – Specialty Drug	\$125.00 OR 20% coinsurance, whichever is less	
Annual Deductible (Applies to Tiers 2, 3, & 4)	\$75.00 (Maximum 3 Family Members)	



Spousal Surcharge



- Spouse offered other medical insurance (typically through an employer) – additional \$37.50 per paycheck / \$75 per month surcharge
 - Not applicable if no other coverage option available!
- Must affirm while completing your Benefit Enrollment that no other coverage exists
- If insurance coverage changes, a new affidavit must be signed

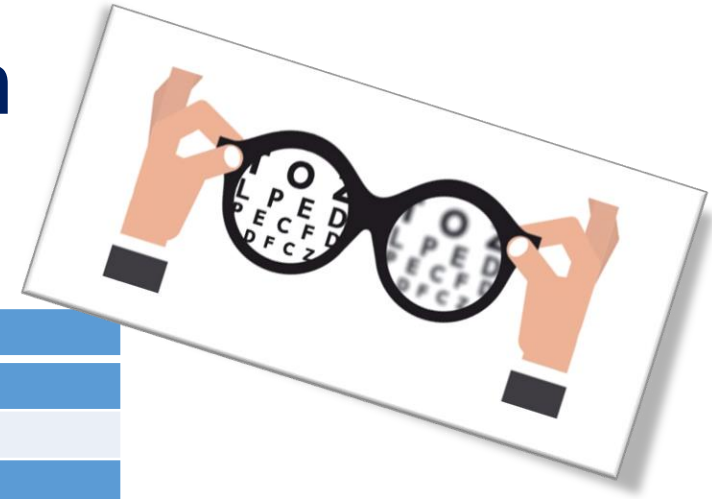
Dental – In- and Out-of-Network Plan



	Low PPO	High PPO
Calendar Year Deductible	\$50 Individual 3x Family Member Maximum	\$50 Individual 3x Family Member Maximum
Maximum Benefit Per Calendar Year	\$1,750	\$1,750
Preventive Care	80% of U&C	100% of U&C
Basic Care	60% of U&C after deductible	80% of U&C after deductible
Major Care	50% of U&C after deductible	50% of U&C after deductible
Rollover Credit Benefit	\$400 (max 3 years)	\$400 (max 3 years)
Orthodontia (Adults and Children)	50%	50%
Ortho Lifetime Maximum	\$1,000	\$1,500

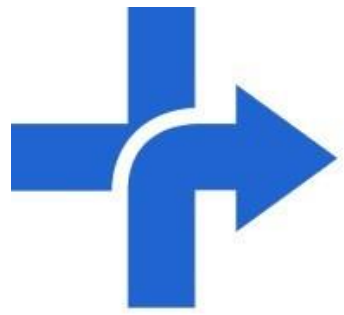


Vision – In- and Out-of-Network Plan



	Frequency	Benefits
Comprehensive Eye Exam	Every 12 months	\$5 copay
Complete pair of eyeglass lenses - <i>after copay</i>	Every 12 months	\$0 copay
Frames	Every 24 months	\$130 allowance
Single vision, lined bi-focal, lined tri-focal or lined lenticular lenses (Other lens options available at a discounted rate)	Every 12 months	Covered in full
Standard scratch coating	Covered in full	Covered in full
Lens Options	See benefit summary for details	
Elective Contact Lenses		
Contact lenses that fall outside the covered selection - Copay does not apply Contact lens formulary list (specific in-network providers)	Every 12 months	\$125 allowance, plus 15% off balance Up to 12-month supply





rightway

Healthcare Concierge Service

- Benefit plan concierge service for employees and dependents covered on a City health plan
 - Web browser - <https://www.rightwayhealthcare.com/>
 - Phone Number - (833) 689-0328
 - Mobile App
- Help take some of the burden of managing the healthcare system off YOUR shoulders:
 - Understanding your benefits and answer your healthcare related questions
 - Find a provider and book an appointment
 - Save money on medical care, pay less for prescriptions, get help with medical bills

Employee Health Center

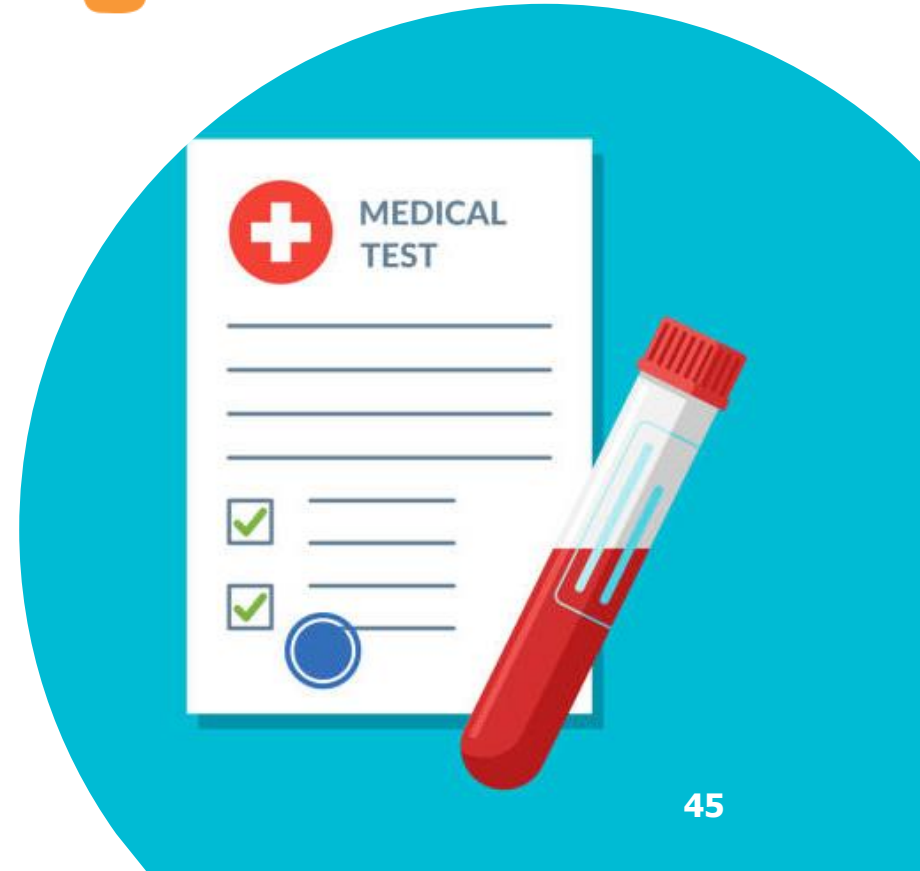


- **Free** clinic available to employees covered under the City health insurance plan
- Convenient access to medical care – schedule online or on the phone, located next to Medical City Denton
- Completely voluntary and confidential – no medical information is shared with the City
- Health Risk Assessment (HRA) – help identify problems early and better understand your health
- **Registration Required (Prior to Use)**
 - Scheduling, Registration, Questions – 940-808-0906
 - <https://www.marathon-health.com>
- Family Practice/Primary Care Services:
 - Annual exams
 - Acute care – cold, sinus infection, flu
 - Chronic conditions – diabetes, hypertension, high cholesterol
 - Labs and blood work
 - Flu shots and tetanus
 - No childhood immunizations
 - Prescriptions and refills require an appointment
- No Show Penalties apply!
 - Must agree to policy through affidavit in Workterra to access Employee Health Center



Healthy Incentives Program (HIP)

- HIP Period (11/1/2022 – 10/31/2023)
 - HRA blood draw
 - Follow-up visit should be scheduled at least one week after, but not more than 60 days from blood draw date
 - HRA and follow-up appointments cannot be scheduled prior to health coverage effective date
 - Must be completed by July 31, 2023
(HRA blood draw must be completed by July 24)
 - Schedule as early as 11 months from prior HRA blood draw date the following year
 - Completion of Program will result in **lower insurance premiums for 2024!**



Completing your Enrollment



- Enrollment Instructions for Workterra included in your Welcome Packet - <https://uhc.Workterra.net/workterra>
 - Complete online enrollment:
 - Before the last calendar day of the month - Coverage effective on the 1st
 - Within 30 days of New Hire date - Coverage effective 1st of following month
 - Proof of dependent eligibility is required
 - Coverage is waived automatically if you do not enroll
- Check your demographic information for accuracy
- Qualifying Life Events
 - Submit through Workterra within 30 days of event

Questions?

Benefits Team

940-349-8340

Benefits@CityofDenton.com



POLICIES & PROCEDURES





the
office



Why Is It Important?

You Decide...

- Are the following slides examples of Ethical Conflict?





CONFLICT OR NOT???



CONFLICT OR NOT???



CONFLICT OR NOT???



CONFLICT OR NOT???

Is It Ethical?



Confidentiality in the Workplace

- Important for employees & the City to protect information in the workplace
- Do not use your position to obtain official information about any person or entity for any purpose other than the performance of your essential duties



Fraud Prevention



- Examples of Fraud?
- Annual Training Required
- If you see something, say something!

Harassment, Bullying, and Workplace Abuse



Is this Sexual Harassment?

A female employee wears miniskirts to work.

Is this inviting harassment?

NO

A male supervisor makes frequent comments about a female employee's physique.

Is this sexual harassment?

YES

A good customer makes provocative comments to employees.

Is this sexual harassment?

YES

Tobacco and Alcohol Use



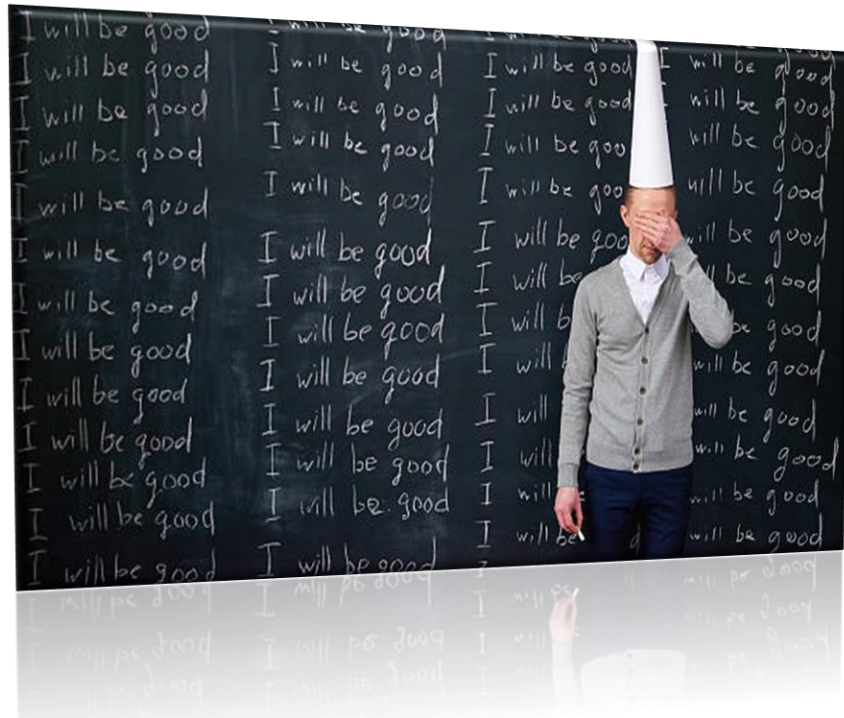
Zero Tolerance in the Workplace

Weapons & Violence Free-Workplace



Zero Tolerance in the Workplace

Corrective Action



- Types of Corrective Action
 - Coaching (verbal or written)
 - Reprimand
 - Suspension
 - Demotion
 - Termination
- Severity of performance deficiency or conduct determines appropriate corrective action
- Goal is behavior correction, not discipline!

Performance Expectations

- Maintain high standards of performance and conduct
- Comply with all federal, state, and local laws, rules, regulations, and policies governing the conduct of public employees
- Arrested or Convicted?
 - Must report to supervisor immediately



Time & Attendance

- Check with your supervisor for department specific expectations!
- Must call-in **AT LEAST 30 minutes** before sick or tardy
- Vacation – at least 3 days notice



Driving for the City?

- Annual Drivers License review
- Defensive Driving – every 2 years
- Only City employees, in City vehicles
- No distracted driving!



Safety First



- Stop Work Authority
- Safety Training Requirements
- Immediately Report any injury or accident!
 - Who do I call?
 - Injury/Non-vehicle Accident – Supervisor
 - Vehicle Accident – Supervisor & Police

Technology Awareness

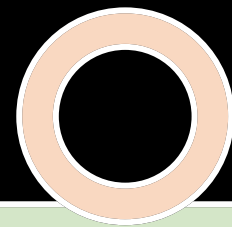


- Security / Cyber Awareness Training – Required Annually
- Texas Public Information Act
Email/Internet/Teams chat - subject to open records
- Social Media - Be Content Aware!

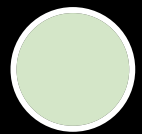
Leave of Absence



- Bereavement / Death in the Family
- FMLA
- Paid Parental Leave
- Sick Leave
- Contact Heather Feeney, Leave Coordinator or HRBP



WHAT
DO YOU
NEED TO
KNOW



Questions?

Human Resources

City Hall East

940-349-8340

Human Resources Business Partners

Assigned by Department – Check out The HUB or ask your Supervisor for your assigned resource





Payroll



Payroll Information & Administration

- Bi-Weekly Cycle
 - Saturday – 12:00am through Friday – 11:59pm
 - Paid the Friday following the pay period close date
- Time is rounded to the quarter-hour using the 7/8 rounding rules
- Vacation and Sick can be requested and used in quarter-hour increments
- Personal Holiday time can only be used in full day increments.



Payroll Information & Administration

- Timekeeping System – Kronos
 - Used for daily timekeeping requirements & paid time off requests
 - Non-exempt (hourly) employees
 - Use Kronos to punch in & out
 - Timeclock/Kiosk or Computer Timestamp
 - Exempt (salaried) employees
 - No daily punch requirements, time still maintained in Kronos
 - Police & Fire employees utilize Telestaff Kronos
- Paystubs & W-2 – Ceridian Dayforce



Our purpose is people



CERIDIAN

Kronos – Kiosk/Timeclock Access

1. Touch the punch in/out button on the Kiosk/Timeclock screen
2. Swipe badge across the upper right-hand corner of the clock
 - Clock will chime and flash green if punch accepted

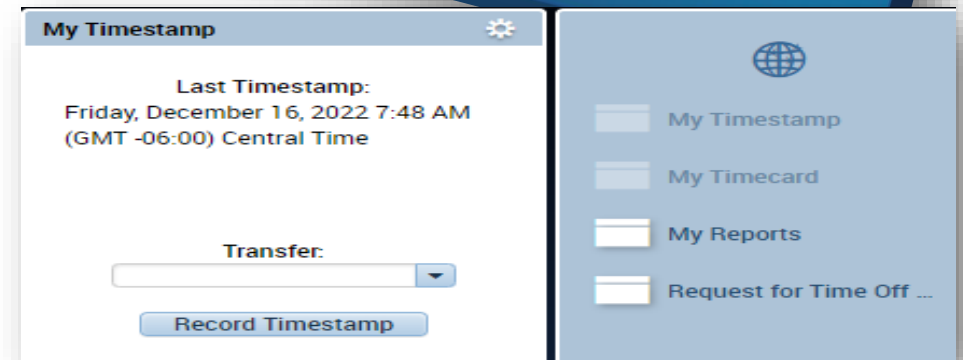
Kiosk/Timeclock Features –

- Review and approve time
- Review leave balance & Request time off
- New Badges process into system overnight, slight delay in access if New Employee



Kronos – Computer Application

- Access via The HUB
- Login Credentials
 - Username: Employee ID#
 - Password: Same as “City of Denton Network” password
- ‘My Timestamp’ section to the right of your timecard is where you can punch in or out on the computer
- Click the ‘Record Timestamp’ button and then click refresh, to see the time on your timecard



Kronos – Non-Exempt Timecard

- Computer Application - Main screen
 - Timecard
 - Work Schedule
 - Punch times
 - Shift/daily/pay period hours
- Holidays and approved leave automatically populate

The screenshot displays the Kronos Timecard application interface. The main window shows a grid for recording time with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. Below the grid is a table for Accruals with columns for Accrual Code, Accrual Available Balance, Accrual Units, Accrual Reporting Period, Accrual Opening Balance, and Accrual Ending Balance. The interface includes navigation buttons like 'View', 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. A sidebar on the right contains a 'My Timestamp' section with a 'Record Timestamp' button and a 'Request for Time Off' link.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Fri 12/23									
Sat 12/24									
Sun 12/25									
Mon 12/26		Christma...	8.0					8.0	8.0
Tue 12/27	7:30AM-4:30PM								8.0
Wed 12/28	7:30AM-4:30PM								8.0
Thu 12/29	7:30AM-4:30PM								8.0
Fri 12/30	7:30AM-4:30PM								8.0
Sat 12/31									8.0
Sun 1/01									8.0
Mon 1/02		New Year...	8.0					8.0	16.0

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
1 Personal Holiday	0.0	Hour	Sat 1/01 - Sat 12/31	0.0	0.0
1 Vacation	488.0	Hour	Sat 1/01 - Sat 12/31	405.5	488.0
2 Sick	694.5	Hour	Sat 1/01 - Sat 12/31	658.5	694.5
22 Parental FMLA PD	0.0	Hour	Sat 1/01 - Sat 12/31	0.0	0.0
3 Sick Pool	0.0	Hour	Sat 1/01 - Sat 12/31	0.0	0.0

Kronos – Non-Exempt Timecard

- Bottom of your timecard
 - Bi-Weekly Pay Totals
 - Available Accrual Balances
 - Amount will change based on the day of the week your cursor is clicked on (12/30 selected in screen shot)
 - Accruals load on 1st & 15th, if you highlight 1/1, you will see the increased accrual amounts

Tue 12/27	7:30AM-4:30PM									8.0
Wed 12/28	7:30AM-4:30PM									8.0
Thu 12/29	7:30AM-4:30PM									8.0
Fri 12/30	7:30AM-4:30PM									8.0
Sat 12/31										8.0
Sun 1/01										8.0
Mon 1/02		New Year'		8.0					8.0	16.0

Totals						
Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance	
1 Personal Holiday	0.0	Hour	Sat 1/01 - Sat 12/31	0.0	0.0	
1 Vacation	488.0	Hour	Sat 1/01 - Sat 12/31	405.5	488.0	
2 Sick	694.5	Hour	Sat 1/01 - Sat 12/31	658.5	694.5	
22 Parental FMLA PD	0.0	Hour	Sat 1/01 - Sat 12/31	0.0	0.0	
3 Sick Pool	0.0	Hour	Sat 1/01 - Sat 12/31	0.0	0.0	

Kronos – Exempt Timecard

- Exempt timecards are populated by schedule
- Exempt employee access in Kronos
 - Accruals
 - Reports
 - Request time off calendar

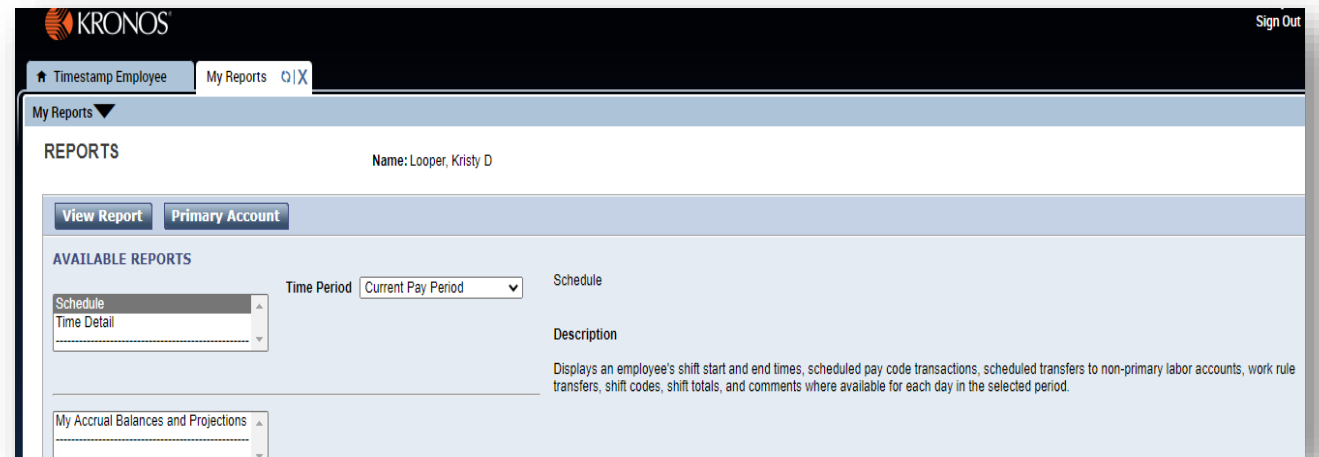
Pay Code	Transfer	Sat 4/17	Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Total
Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
<Enter Pay Code>									
Schedule				7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

Pay Code	Transfer	Sat 4/24	Sun 4/25	Mon 4/26	Tue 4/27	Wed 4/28	Thu 4/29	Fri 4/30	Total
Hours Worked				5.0	7.25	8.0	8.0	8.0	36.25
Sick - 60				3.0					3.0
<Enter Pay Code>									
Schedule				7:00AM-1:00PM	7:00AM-3:15PM	7:00AM-4:00PM	7:00AM-4:00PM	7:00AM-4:00PM	
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

Location	Job	Account	Pay Code	Amount
City of Denton		/- /630/630100/2586834/G53506	LV-FMLA Tracking	0.75
City of Denton		/- /630/630100/2586834/G53506	Regular Pay - 1	76.25
City of Denton		/- /630/630100/2586834/G53506	Sick - 60	3.0
City of Denton		/- /630/630100/2586834/G53506	Sick-FMLA - 62	0.75

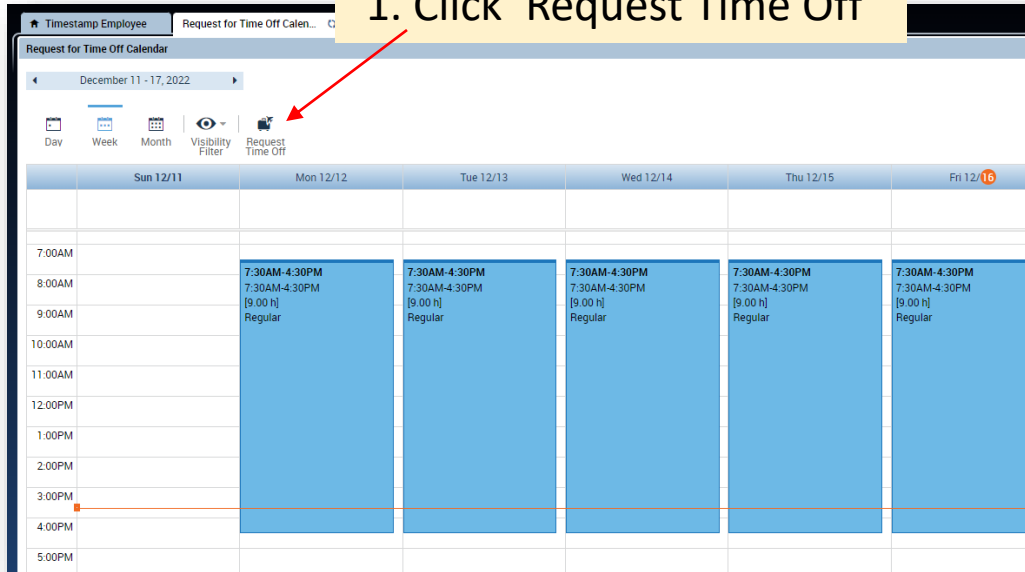
My Reports – Computer Application

- Reporting available in Kronos
 - Schedule Details
 - Time Detail (Punch In/Out Log)
 - Accrual Balances



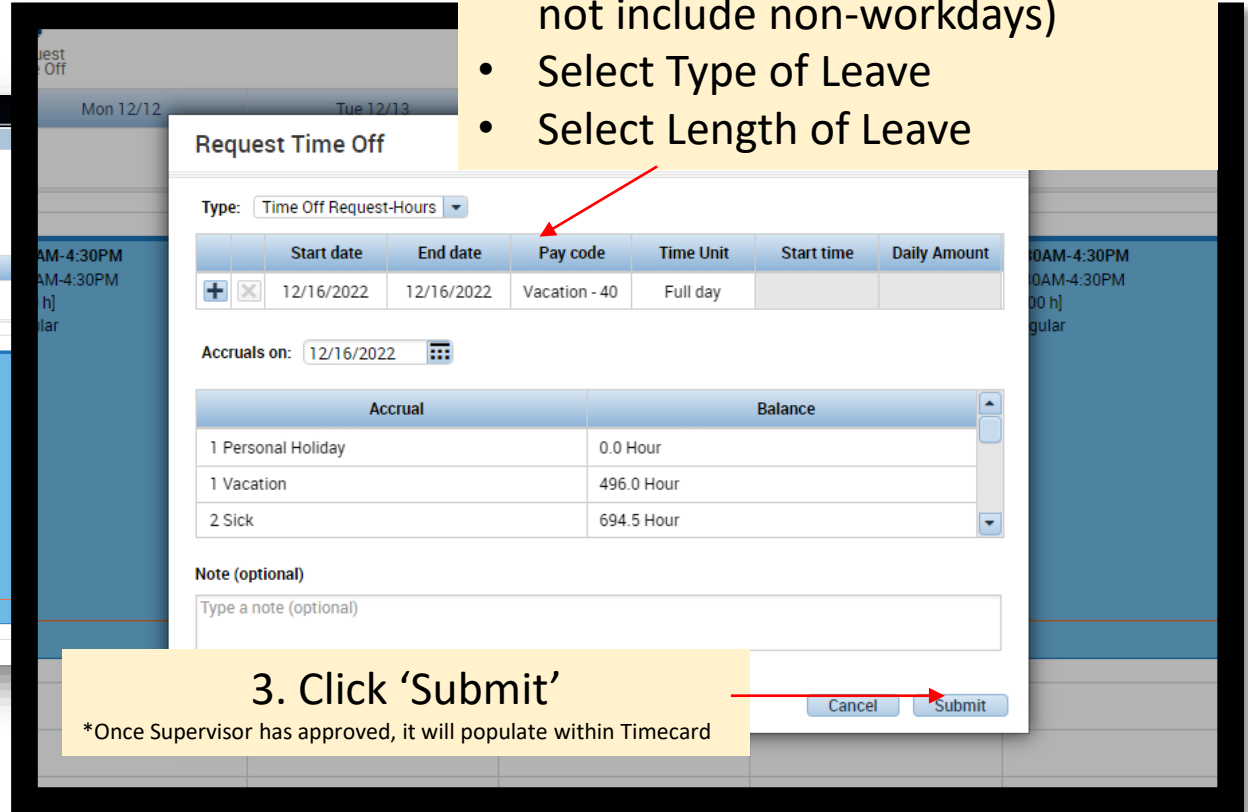
Request Time Off

1. Click 'Request Time Off'



2. Complete Form

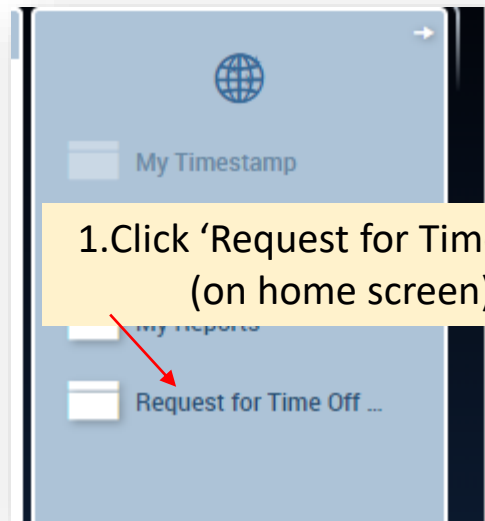
- Enter 'Start' and 'End' Date (do not include non-workdays)
- Select Type of Leave
- Select Length of Leave



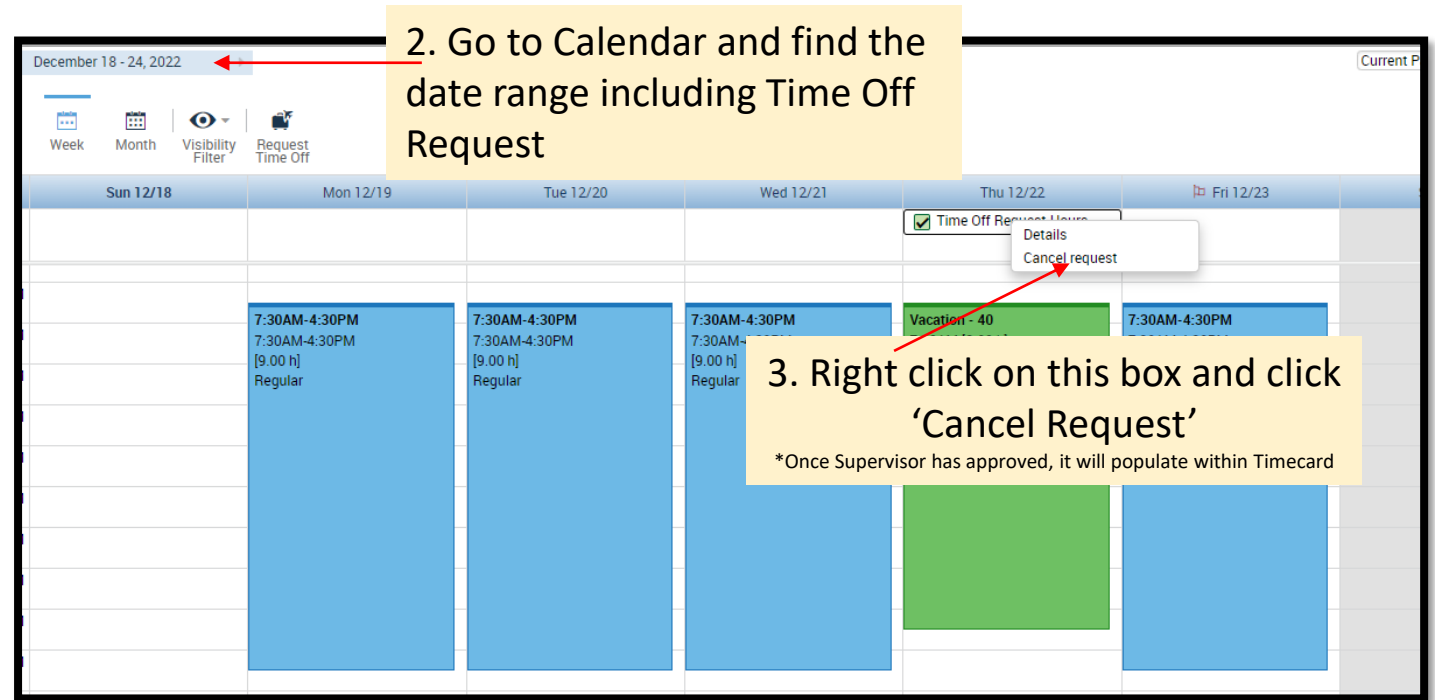
3. Click 'Submit'

*Once Supervisor has approved, it will populate within Timecard

Cancel Request Time Off



1. Click 'Request for Time Off' (on home screen)



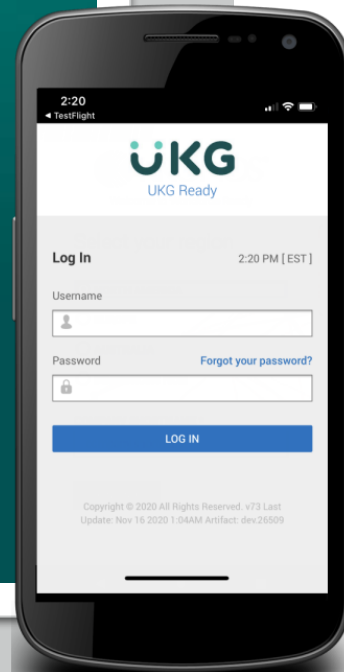
2. Go to Calendar and find the date range including Time Off Request

3. Right click on this box and click 'Cancel Request'

*Once Supervisor has approved, it will populate within Timecard

UKG Mobile Application

- App Store – UKG Workforce Central
 - Server – <https://cityofdenton.kronos.net/wfc>
- Mobile Application Features
 - Request Leave / Approve Leave Requests
 - Review & Approve Timecards
 - Punch In/Out (ONLY with Department Approval)



Ceridian – How to Access

- Access via The HUB or <http://payroll.cityofdenton.com>
- Welcome email from Payroll@CityofDenton.com prior to first paycheck - Open Link within the Email
- Click 'Sign-up Now'

1. Click 'Sign up Now'

Sign in with your existing account
Email Address
Password
Password
Sign in
Don't have an account? Sign up now
Forgot your password?

Makes Work Life Better™

First Time user - Profile Creation

Personal Information Security Question/Answers Terms of Use

Please enter your details. The password must be 8-16 characters in length, and contain 3 of the 4 following categories: Lowercase letter, uppercase letter, numbers (0-9), and one or more of the following symbols: @ # \$ % ^ & * - = { } [] \ | ' , ? / ~ * () ;

2. Verify Account with Security Code & SSN
3. Complete Personal Information, Security Questions & Terms of Use to setup account

Ceridian – Viewing Documents

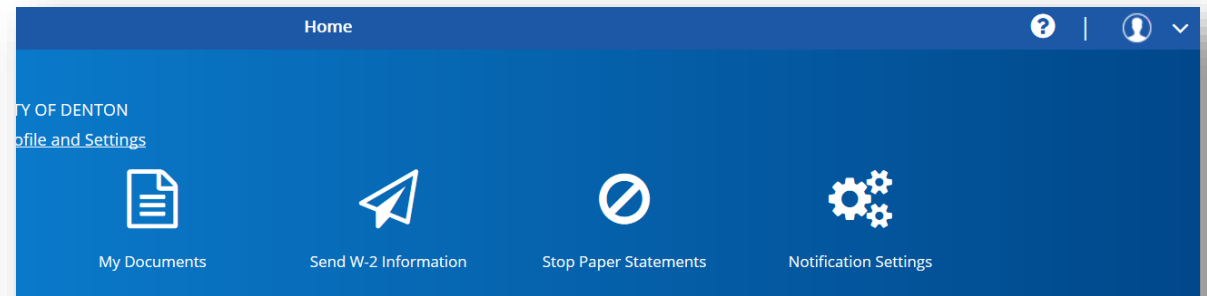
1. Click 'My Documents' on left panel
 - If pulling W-2, update Document Type to 'W-2/W-2C'
 - If pulling Direct Deposit Advance, update Document Type to 'Check/DDA'
2. Enter preferred filters
3. Click 'Search'
4. Highlight document to open and click 'Preview' or 'Download'

The screenshot shows the 'My Documents' interface. On the left is a navigation menu with 'Home', 'My Documents', 'My Account', and 'Administration'. The main area has search filters: 'Document Type*' (All), 'Year*(W-2/1095-C)' (All), 'From*(Check/DDA)', and 'To*(Check/DDA)'. Below the filters are 'Search' and 'Reset' buttons. The 'Search Results' section shows a table with columns: Document Type, FEIN, Number, Year, Date, and Document Deliv. The table contains three rows of data.

Document Type	FEIN	Number	Year	Date	Document Deliv
Check		550915	2019	01/04/2019	Print Only
Check		552558	2019	01/18/2019	Print Only
CHECK		225228	2018	01/18/2018	BANK ONLY
CHECK		220812	2018	01/04/2018	BANK ONLY

Ceridian – Stop Paper Statements

- Click 'Stop Paper Statements' on Home Screen
- Update Settings for W-2 (Delivery settings for all other documents are disabled)

A screenshot of the 'Stop Paper Statements' settings page. The header is blue with 'Stop Paper Statements' in the center, a question mark icon, and navigation icons. Below the header, there are 'Submit' and 'Refresh' buttons. A message reads: 'Please select the relevant options if you want to receive a paper copy or an electronic copy of your documents.' Below this is a table with columns for 'Product', 'Default distribution', and 'Comment'.

Product	Default distribution	Comment
W-2	<input checked="" type="radio"/> Paper Copy <input type="radio"/> Electronic Copy	Your employer has allowed you to select the method by which you will receive this form. If you select the electronic option, you will be required to approve your selection.
W-2C	<input checked="" type="radio"/> Electronic Copy	Your employer has disabled access to W-2C delivery settings.
Check	<input checked="" type="radio"/> Paper Copy	Your employer has disabled access to Check delivery settings.
DDA	<input type="radio"/> Paper Copy <input checked="" type="radio"/> Electronic Copy	Your employer has disabled access to DDA delivery settings.

Ceridian – Notification Settings

- Allows you to set email preferences when a new document is available!

*Provides link to the Payroll site only

The screenshot displays the Ceridian web interface. The top section is a 'Home' dashboard with a blue header and navigation icons. Below the header, there are four main action buttons: 'My Documents', 'Send W-2 Information', 'Stop Paper Statements', and 'Notification Settings'. The 'Notification Settings' button is highlighted. Below this, a detailed view of the 'Notification Settings' page is shown. It features a 'Save' and 'Refresh' button at the top, followed by a instruction: 'Please select the relevant options if you want to receive the email notification for specific documents.' Below this is a table with columns for 'Report' and 'Notification Settings'. The table lists four report types: W-2, W-2C, Check, and DDA. For each report, there are two radio button options: 'Send an Email' and 'Do Not Send an Email'. The 'Send an Email' option is selected for W-2 and DDA, while 'Do Not Send an Email' is selected for W-2C and Check.

Report	Notification Settings ⓘ	
W-2	<input checked="" type="radio"/> Send an Email	<input type="radio"/> Do Not Send an Email
W-2C	<input type="radio"/> Send an Email	<input checked="" type="radio"/> Do Not Send an Email
Check	<input type="radio"/> Send an Email	<input checked="" type="radio"/> Do Not Send an Email
DDA	<input checked="" type="radio"/> Send an Email	<input type="radio"/> Do Not Send an Email

Questions?

Payroll Team

940-349-8320

Payroll@CityofDenton.com



Reminders

- Connect with your Supervisor
- Complete Benefit Enrollment
 - Before the last calendar day of the month - Coverage effective on the 1st
 - Within 30 days of New Hire date - Coverage effective 1st of following month
- Don't forget to check your 1st paycheck for accuracy!





Thank you!

