

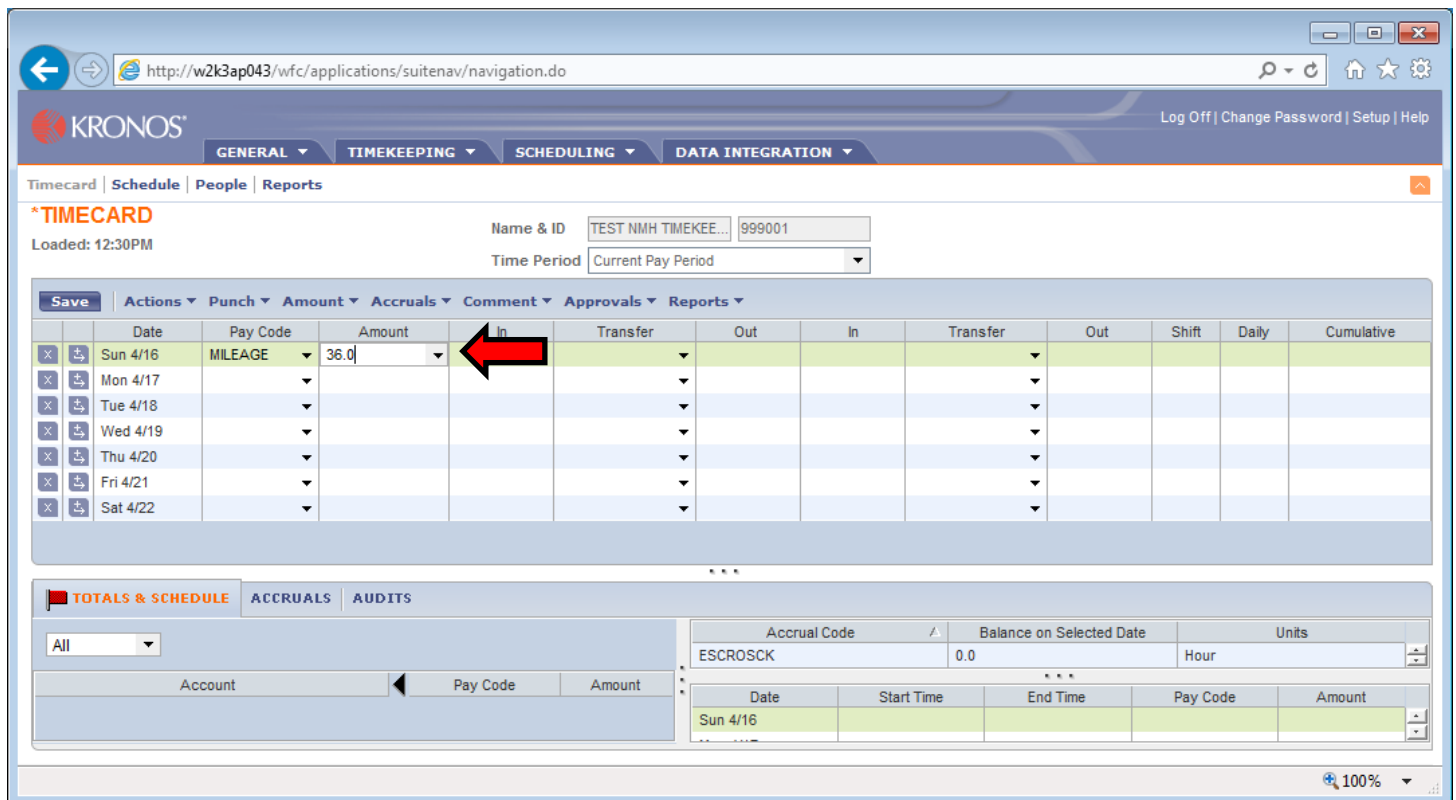
## Four Simple Steps for Mileage Reimbursement

- 1) Supervisor/Manager will review and approve the mileage using the same mileage form from the intranet used today.
- 2) Supervisor/Manager will give the Kronos manager the signed mileage form to enter into Kronos. Mileage for any time period may be entered within the open pay period.
- 3) Kronos manager will initial and date the mileage form, at the bottom right hand corner, after mileage has been entered into Kronos.
- 4) Kronos manager will scan the mileage form and e-mail it to [NMH.Payroll@nmhs.org](mailto:NMH.Payroll@nmhs.org) or fax the form to Payroll at: (402) 354-6032.

Below is the step by step process the Kronos manager will follow to add the mileage.

When an employee turns in a mileage expense form that has been signed by his/her supervisor, the Kronos manager will enter the mileage directly into Kronos.

- Drop down in the 'Pay Code' column and click on the 'MILEAGE' pay code; tab over and enter the appropriate number of miles in the 'Amount' column. Kronos will automatically calculate the rate.



The screenshot shows the Kronos Timecard interface. At the top, there are navigation tabs for GENERAL, TIMEKEEPING, SCHEDULING, and DATA INTEGRATION. Below these, there are links for Timecard, Schedule, People, and Reports. The main area displays a timecard for a user named TEST NMH TIMEKEE... with ID 999001. The time period is set to Current Pay Period. A table shows the timecard entries for the week of Sun 4/16 to Sat 4/22. The entry for Sun 4/16 has a pay code of MILEAGE and an amount of 36.0. A red arrow points to the amount field. Below the table, there are sections for TOTALS & SCHEDULE, ACCRUALS, and AUDITS. The ACCRUALS section shows a balance of 0.0 for the ESCROSK account. The AUDITS section shows a summary of the timecard entry for Sun 4/16.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 4/16	MILEAGE	36.0									
X	Mon 4/17											
X	Tue 4/18											
X	Wed 4/19											
X	Thu 4/20											
X	Fri 4/21											
X	Sat 4/22											

- Right click on the amount you entered, and click on 'Add Comment;' the following box will appear.

- Click on the pre-set 'MILEAGE' comment, and add the dates the employee traveled in the 'Note' section below.

**Add Comment**

**Comments**

- LONG LUNCH
- LOW CENSUS SENT HOME
- LOW TRANS BACKLOG
- MAIL
- MEETING
- MEMORIAL DAY HOLIDAY
- MILEAGE**
- MIS CLASS HOURS
- MISSED PUNCH

**Note**

Travel from 03/19/17-03/25/17

OK Cancel Help

- Click on 'OK' to save the comment, then click 'Save.'

**KRONOS** | GENERAL | TIMEKEEPING | SCHEDULING | DATA INTEGRATION

Timecard | Schedule | People | Reports

**\*TIMECARD**

Last Calculated: 12:38PM

Name & ID: TEST NMH TIMEKEE... 999001

Time Period: Previous Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 4/09	MILEAGE	36.0								36.0	36.0
X	Mon 4/10											36.0
X	Tue 4/11											36.0
X	Wed 4/12											36.0
X	Thu 4/13											36.0
X	Fri 4/14											36.0
X	Sat 4/15											36.0

**TOTALS & SCHEDULE** | ACCRUALS | AUDITS | COMMENTS

Account: 500/0000/125/60190/111001/0001/0001 | Pay Code: MILEAGE | Amount: 36.0

Accrual Code: ESCROSCK | Balance on Selected Date: 0.0 | Units: Hour

Accrual Code: HOLIDAY | Balance on Selected Date: 0.0 | Units: Hour

Date: Sun 4/09

Initial and date the mileage form. Scan/e-mail or fax form to:

- [NMH.Payroll@nmhs.org](mailto:NMH.Payroll@nmhs.org)
- (402) 354-6032