



# HR NEWS

## JULY 2017



### RETIRING?

Once you have signed up with the Retirement Office to retire, make sure you contact [Jennifer Draheim](#) in the HR Benefits Office for an appointment. You must make an appointment to sign papers for continuation of your life insurance and medical benefits.

### DEFERRING RETIRMENT?

If you are deferring retirement, please send something in writing to [Jennifer Draheim](#) in the HR Benefits Office. This will allow for prompt reinstatement of your benefits upon your retirement.

Jennifer can be contacted at: [jdraheim@co.genesee.mi.us](mailto:jdraheim@co.genesee.mi.us) or 237-6120

### AUGUST/SEPTEMBER TRAINING

Oakland County offers some great trainings designed especially for county government employees. **These trainings are paid for by Genesee County with your Supervisors approval.** Classes for August-September, 2017 are:

- 8/10/17 – Managing Time Efficiently \$40
- 8/22/17 – Mastering Change \$40
- 8/24/17 – Emotional Intelligence in the Workplace \$40
- 9/12/17 – Write On! Effective Email, Letters, and Reports \$75
- 9/19/17 – Understanding Personality Type in the Workplace \$40



**For a more detailed explanation of a particular training, or to register for a class contact:**  
**Amy Alexander at [aalexander@co.genesee.mi.us](mailto:aalexander@co.genesee.mi.us)**



Do you have family and friends asking if Genesee County is hiring?  
Do you want to be notified of important information relating to you as an employee?

Follow us on FACEBOOK!



**Genesee County Human Resources**  
[hr@co.genesee.mi.us](mailto:hr@co.genesee.mi.us)

**Phone: 810 257-3034 Fax: 810 768-7097**

# WELCOME *NEW* EMPLOYEES

Sylvester Cole—Health Dept.

Samonia Hickmon—Friend of the Court

Danielle Clay—District Court

Christina Morrow—Sheriff's Office

Erica Lawrence—Controller's

Marji Theodoroff—Friend of the Court

Dawn Gross—Treasurer's

Alan Hacker—GCCARD

Kirsten Mitchell—District Court



Jeri Kaupp— Sheriff's Office

Dustin Roy— Sheriff's Office

Olivia Cutler—Sheriff's Office

Stephanie Cannon— Prosecutor's Office

Carla Wood—Health Dept.

Joyce Porter— Controller's

Samantha Rivera— Clerk's Office

Matthew Irish— Sheriff's Office

Adam Wilson—Sheriff's Office

**WE ARE GLAD YOU JOINED OUR TEAM!**

## ★ KRONOS ACCRUALS ★

HR receives many calls from employees asking, "How do I find my accruals in Kronos?" On the third page of this HR News edition you will find easy instructions on how to find your accruals.

## **LOOKING AHEAD: VACATION CASH-IN**

### **CASH-IN PROVISIONS**



- ✓ Eligible employees (check your bargaining agreement) may cash-in up to 200 accumulated vacation hours, provided the remaining accumulated vacation hours do not fall below 80.
- ✓ Payment shall be 55% or 60% of the total amount based on contract language.
- ✓ Payment will be by separate check, considered regular wages for tax purposes only, and is not subject to retirement contributions nor count as final average compensation.

### **PROCEDURE**

- ✓ Vacation Cash-In Forms are available on the HR website in the [Forms](#) link .
- ✓ The **deadline** to submit requests for vacation cash-in is **September 14, 2017**.
- ✓ The Human Resources Department will verify your accumulated vacation hours and determine your eligibility. You will be notified by October 13, 2017 if you **do not** qualify.
- ✓ **Payment** will be made no later than **November 17, 2017**.

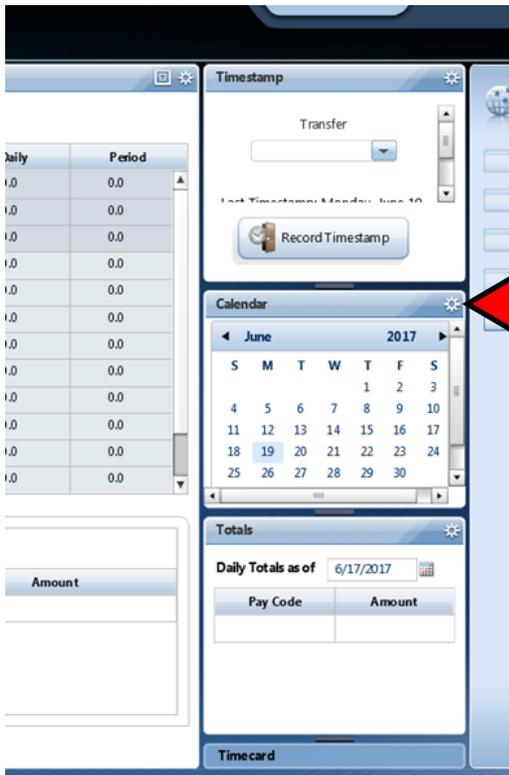
**Genesee County Human Resources**

[hr@co.genesee.mi.us](mailto:hr@co.genesee.mi.us)

**Phone: 810 257-3034**

**Fax: 810 768-7097**

# Locating Time Off Accruals in Kronos



To find your time-off accruals (vacation, personal, comp., etc.) look for Calendar to the right of your Kronos screen. Click the “wheel” and then click “pop-out”

Your accruals will show at the bottom of the screen.

A screenshot of the Kronos interface showing a timecard grid at the top and an accruals table at the bottom. A red arrow points from the 5:00P slot in the timecard grid down to the table. The table has the following data:

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary B...	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending B
Comp Earned	1/01/2017 - 12/31/2017	Hour	47.45	47.45		37.2	26.6	0.0	0.0	36.
Hrs Earned	1/01/2017 - 12/31/2017	Hour	0.0	0.0		0.0	0.0	0.0	0.0	0
Personal	1/01/2017 - 12/31/2017	Hour	43.15	43.15		64.0	49.7	0.0	0.0	28.
Vacation	1/01/2017 - 12/31/2017	Hour	265.42	265.42		100.0	25.2	0.0	0.0	190.