



# **Kronos Workforce Ready Core Data Inbound**

## **Edge Integration Guide**



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# Version history

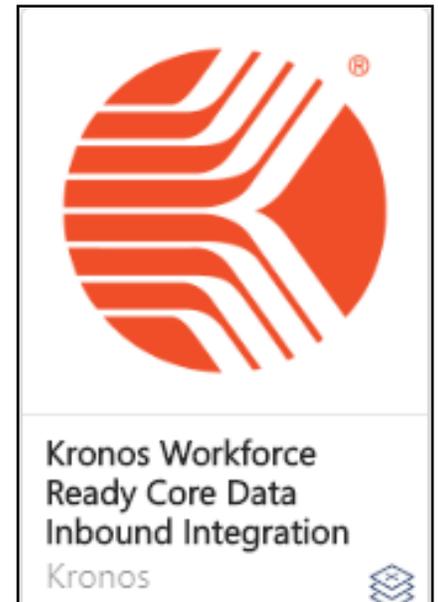
	DATE	DESCRIPTION
1.0	March 4, 2020	<ul style="list-style-type: none"><li>• Original Version</li></ul>
2.0	April 9, 2020	<ul style="list-style-type: none"><li>• Updated the following sections: Considerations, Setup Instructions in Cornerstone, Appendix</li></ul>
3.0	May 14, 2020	<ul style="list-style-type: none"><li>• Page 3 &gt; Updated screenshot of the Edge tile</li><li>• Page 10 &gt; Added a note about user custom field behavior</li><li>• Page 14 &gt; Updated "Custom OU Mapping to "Custom OU Mapping"</li></ul>
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# Overview

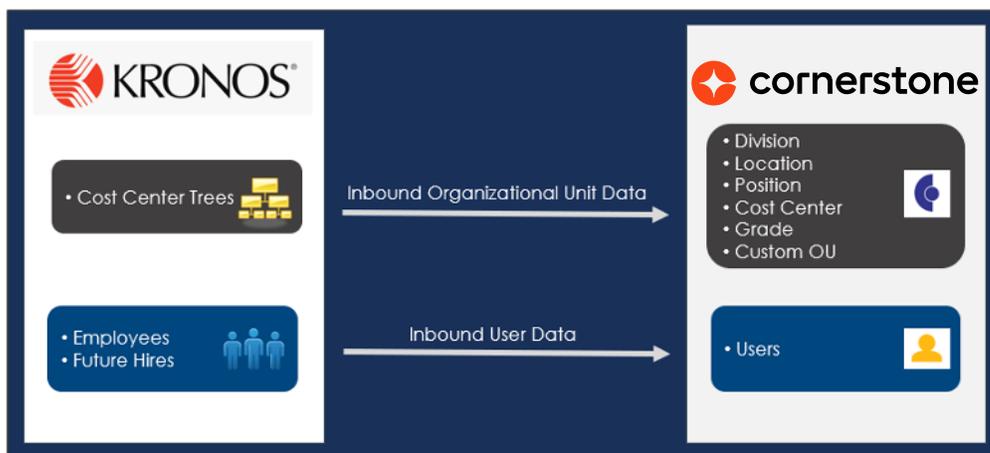
The Edge-ready Kronos Workforce Ready (WFR) Core Data Inbound Integration provides clients the ability to synchronize their organizational unit (OU) and user data from WFR into their Cornerstone portal. Further, this integration allows a centralized management of these data types in Kronos WFR to avoid redundant data entry work.

The following functionalities are included with this integration:

- Unidirectional transfer of OU and user data from WFR to Cornerstone
- Nightly synchronization of OU and user data
- Ability to trigger the integration on-demand
- Map Kronos cost centers with their corresponding standard and custom Cornerstone OU
- Summary and log of synced OU and user data via email notification



## Integration overview



# Prerequisites

1. Cornerstone product
2. Kronos Workforce Ready account
3. Username and password of a named account in Kronos WFR with manager permissions

# Considerations

1. Kronos WFR implementations where a user belongs to both a default cost center and limits cost center are NOT supported. Only default cost centers will be synced and assigned to users in Cornerstone.
2. Kronos WFR implementations where an employee has multiple managers is not supported. Instead, the employee's Manager 1 in Kronos WFR will be assigned to the user in Cornerstone.
3. Location OU time zone is not supported.
4. Employee and future hires will always be part of the user sync.
5. Approval workflow is not supported.
6. Secure custom field is not supported.
7. The integration does not support OU custom fields.
8. The integration only supports user custom fields that are of short text box type.
9. The integration does not support passing of the user's Cornerstone-generated Global Unique Identifier (GUID) number from Kronos WFR into Cornerstone. Special considerations should be given for Cornerstone Recruiting clients. Please consult with your Cornerstone Account Manager or Solution Architect.
10. The integration does not support loading of Legal Entity OUs.
11. The integration does not support loading of termination-related fields.

We strongly encourage that you test the integration in either your Cornerstone Stage or Pilot environment before enabling it in Production. We understand that not all clients have a test company/portal in Kronos WFR. Here are a couple options that you can consider:

1. Test your Kronos WFR production data in your Cornerstone Stage/Pilot portal. Note that you must disable the integration in your Cornerstone Stage/Pilot portal before installing the integration in Production.
2. You may request for a test company from Kronos. Please keep in mind that there may be a cost associated to this request. To request for a test company, follow the guidelines below.
  - If you are in implementation, request the test company from your project team.
  - If you are no longer in implementation, submit a request via Kronos Global Support.

# Prerequisite setup in Kronos WFR

## A. API username and password

The integration requires a named account that will be used specifically and solely for this integration. This API user must be given manager permissions with their security profile properly configured.

Please see below for steps and work with your WFR consultant for additional guidance.

- a. Create an employee record
  - The Username and the Password values specified here are what you'll enter on Cornerstone's Edge Settings page.
  - Select "Universal Time" in the Time Zone field

The integration requires a named account that will be used specifically and solely for this integration. This API user must be given manager permissions with their security profile properly configured.

Please see below for steps and work with your WFR consultant for additional guidance.

- a. Create an employee record
  - The Username and the Password values specified here are what you'll enter on Cornerstone's Edge Settings page.

The screenshot shows the 'Add Manager' form with the following details:

- Manager\***: Ashley Marie McNeil
- Active**: 12/31/1900 to 12/31/9999
- ACCOUNT INFORMATION**: Edit (checked)
- EMPLOYEE BASE COMPENSATION**: View (checked), Edit (unchecked)
- EMPLOYEE TIME**: View (checked), Edit (unchecked), Approve (unchecked), Edit Access By Entry Type: All (unchecked), Time (unchecked), Time Off (unchecked), Extra Pay (unchecked), Adjustment (unchecked), Time Entry Field Edit Access: All (checked), Approve Time Off Requests (unchecked), Allow Time Off Planning Restriction Override (unchecked), Approve Overtime Requests (unchecked)
- EMPLOYEE SCHEDULE**: View (checked), Edit (unchecked)
- EXTRA PAY & COUNTER ADJUSTMENT**: View (checked), Edit (unchecked), Field Edit Access: All (checked)

b. Assign Manager permissions

- Navigate to the Account Groups page (Admin (gear Icon) > Company Settings > Global Setup > Groups > Edit)
- For Group Name = All Company Employees, click on the Group Permissions icon, then click on the ADD MANAGER button.
- Select the appropriate employee record in the Manager field.
- Select the checkboxes as shown in the screenshot below.

c. Configure security profile

- [Please use this document below to configure the security profile to give to this user.](#)

## B. Account status setup

The integration uses the Kronos WFR field “Account Status” to determine whether a user will be set as active or inactive in Cornerstone.

- If Account Status is “Active”, then the user record is set as active in Cornerstone. Any other option selected in Account Status will set the user record as inactive in Cornerstone.

Please make sure that the option “Active” appears as is and is available in the Account Status field in your Kronos WFR portal. If missing or renamed, user records will be marked as inactive in Cornerstone.

You can set the options for Account Status by navigating to Company Settings > Global Setup > Global List Definitions > Account Status Definitions:

← Account Status List		ADD NEW STATUS		
Status Name	External Id	In Payroll	Is Terminated	
Active		Yes	No	
Active - NIP		No	No	
Deceased		No	Yes	
Inactive		No	No	
Terminated		No	Yes	

Make sure you set the checkbox “Is Terminated” under your inactive status to have users follow the standard termination lockouts. Please reach out to your Kronos WFR team for more details

[← Edit Account Status](#)

### Account Status

Name\*  [Edit Label](#)

Is Terminated

In Payroll

External Id

# Setup instructions in Cornerstone

1. Log-in to your Cornerstone portal.
2. Navigate to the **Edge Marketplace** (Admin > Tools > Edge > Marketplace) and search for **Kronos Workforce Ready Core Inbound**.
3. Click on the for **Kronos Workforce Ready Core Inbound Integration** tile.
4. Click on the **Install** button.
5. Review the terms and conditions then select the checkbox **I have read, understand, and agree to the above terms and conditions**. Click on **Install**.
6. Click on **Configure Now**. You will then be directed to the **Settings** page.
7. Configure the integration on the **Settings** page.
  - **Kronos WFR API Base URL:** This is your organization's unique endpoint identifier for the API calls. The URL should be in the format `https://<Kronos Portal Root URL>/ta/rest`.
    - > For example, if your Kronos WFR portal login URL is `https://secure4.saashr.com/ta/1234567.hcm`, then the Kronos WFR API Base URL is `https://secure4.saashr.com/ta/rest`.
  - **API Key:** This is your organization's unique API key that is provided by your Kronos WFR team. This key is used to authenticate requests from Cornerstone to Kronos WFR. The field is required to save the page.
  - **Username:** This is the API username provided by Kronos WFR and is used to authenticate requests from Cornerstone to Kronos WFR. The field is required to save the page.
  - **Password:** This is the API password for the username provided by Kronos WFR and is used to authenticate requests from Cornerstone to Kronos WFR. The field is required to save the page.

- **Company Short Name:** This is your company specific short name that is generated by Kronos WFR. The company short name can be found after “/ta/” in your Kronos WFR portal URL. For example, the company short name is “CSOD3” in the URL below.
  - > <https://partner.saashr.com/ta/CSOD3.hcm?rnd=ABC&showAdmin=2&Ext=login&sft=xxxx>
  - > Note: Although required by Kronos, you do not need to enter a pipe (|) in front of the company short name on the Settings page. The integration will automatically add the pipe when sending requests to Kronos WFR.
  
- **Notification Email:** An audit log is generated each time the integration runs and will be delivered to the specified email(s). If entering multiple email addresses, separate each with a comma (,). The field is required to save the page.
  - > Note the following
    - Email sender will be from [integrationnotification@csod.com](mailto:integrationnotification@csod.com). See [Appendix B](#) for a sample of the notification email and log.
    - You will receive an email notification when the integration starts and when it completes.
    - If syncing both users and OU data, you will receive a separate email notification for the user and OU sync.
  
- **Sync Type:** This indicates what data type is included in each sync. The integration has the option to either sync user only, OU only, or both user and OU data. The field is required to save the page.
  - > Only active users in Kronos WFR will be created/updated in Cornerstone. Changes to an inactive employee record in Kronos WFR will not be reflected in Cornerstone. In this case, the record will be flagged in the notification log as “Skipped”.
    - Example: An inactive employee’s email address is updated in Kronos WFR. Since the change is to an inactive employee’s record in Kronos WFR, the integration will not update the inactive employee’s email address in Cornerstone. This inactive user record will be flagged in the notification log as “Skipped”.
  - > Deleted users in Kronos WFR will be ignored from the sync regardless of whether the user has an existing record in the Cornerstone portal or not. In this case, the record will be flagged in the notification log as "Skipped".

- Example: Jackie Smith is an active user in Cornerstone whose record was deleted from Kronos WFR. Since Jackie Smith's record is marked deleted, no change will be done on her user record in Cornerstone (i.e. her user record will remain in active status). This user record will be flagged in the notification log as "Skipped".

- **Sync Toggle Switches**

- > Full Sync Now

- To run a full sync on-demand, perform the following actions:
  - Enter all required fields and configure the integration as desired
  - Turn on the Full Sync Now toggle switch
  - Click on the Save Settings button
- This is an optional field.
- The toggle switch is turned off once the integration is triggered.
- Note the following:
  - Depending on the Sync Type selection, the sync will pull all active OUs and/or users from Kronos WFR
  - OU sync is always a full sync.

- > Delta Sync Now

- To run a delta sync on-demand, perform the following actions:
  - Enter all required fields and configure the integration as desired
  - Turn on the Delta Sync Now toggle switch
  - Click on the Save Settings button.
- Depending on the Sync Type selection, the sync will pull all active OUs and/or all users that were created/modified since the last successful delta sync (scheduled or on-demand) within a 30-day period.
- This is an optional field.
- Note the following:
  - If the Delta Sync Now toggle switch is enabled prior to the initial scheduled run, the integration will pull all active OUs and/or users.
  - If no successful syncs occurred in the past 30 days, then the integration will pull all active OUs and/or users.
  - OU sync is always a full sync.

- > NOTE: The integration can only run once (scheduled or on-demand) within a 3-hour period AND if no other sync (user or OU) is currently

running.

- **Standard Organizational Unit (OU) Mapping:** This table allows you to specify the mapping between the Cornerstone standard OU type and Kronos WFR cost center tree.
  - > To add an OU mapping, click on the + Add New Organizational Unit (OU) Mapping button. Under Cornerstone OU Type, select an OU type. Then, enter its corresponding WFR cost center tree index under the Kronos Cost Center Tree Index column. The WFR cost center tree index value will be the cost center field minus 1. See [Appendix C](#) for details on how to retrieve the cost center tree index in WFR.
  - > To delete an OU mapping, click on the trash icon.
  - > Note the following:
    - At least one OU type (standard or custom) must be mapped when “OU Only” or “Users & OU” is selected in Sync Type.
    - One OU type cannot be mapped to multiple Kronos cost center indexes and vice versa.
    - User record constraints that are implemented on the UI also apply to this integration. For example, if the Position OU is a required field on the User Profile page, then the Position OU must be mapped on the Settings page. If a user comes through the integration without a Position OU value, then the user will not be created/modified in Cornerstone.
    - A maximum of 10 OUs (standard and custom combined) can be mapped on the Settings page.
- **Custom OU Mapping:** This table allows you to specify the mapping between your Cornerstone custom OU type and Kronos WFR cost center tree.
  - > To add a custom OU mapping, click on the + Add New Custom OU Mapping button. Under Cornerstone Custom OU Type, select an OU type. Then, enter its corresponding WFR cost center tree index under the Kronos Cost Center Tree Index column. The WFR cost center tree index value will be the cost center field minus 1. See [Appendix C](#) for details on how to retrieve the cost center tree index in WFR.
  - > To delete an OU mapping, click on the trash icon.

- > Note the following:
  - At least one OU type (standard or custom) must be mapped when “OU Only” or “Users & OU” is selected in Sync Type.
  - One custom OU type cannot be mapped to multiple Kronos cost center indexes and vice versa.
  - User record constraints that are implemented on the UI also apply to this integration. For example, if the custom OU is a required field on the User Profile page, then the custom OU must be mapped on the Settings page. If a user comes through the integration without a custom OU value, then the user will not be created/modified in Cornerstone.
  - A maximum of 10 OUs (standard and custom combined) can be mapped on the Settings page.
- **User Custom Field Mapping:** This table allows you to include user custom fields in the sync and specify the mapping between the Cornerstone and Kronos WFR fields.
  - > To add a user custom field, perform the following actions:
    - Click on the + Add New User Custom Field Mapping button.
    - Select an option under Cornerstone Custom User Field Name. Note that only user custom fields of type short textbox will be available in the dropdown.
    - Enter its corresponding extra field index under Kronos Extra Field Index column. See [Appendix D](#) for details on how to retrieve the extra field index in WFR.
  - > Note the following:
    - Only user custom field of type “short textbox” is supported.
    - In Cornerstone, the short text box has a limit of 100 characters. Any incoming data from Kronos WFR that exceeds this limit will be truncated.
    - One Cornerstone user custom field cannot be mapped to multiple Kronos extra field index and vice versa.
    - User record constraints that are implemented on the UI also apply to this integration. For example, if the user custom field is a required field on the User Profile page, then the user custom field must be mapped on the Settings page. If a user comes through the integration without a user custom field value, then the user will not be created/modified in Cornerstone.
    - A maximum of 10 user custom fields can be mapped and synced through the integration.

- If a user custom field has been synced then subsequently deleted from the configuration on the Settings page, note that the integration will leave the previously loaded data as is.

Here's an example of the sequence of events for clarification

- » You map the user custom field "Parking Provided" on the Settings page.
  - » The integration runs and loads "Parking Provided" data into your Cornerstone portal.
  - » You realize that you don't want to sync the user custom field "Parking Provided" after all. So, you removed "Parking Provided" from the user custom field mapping on the Settings page.
  - » During the subsequent sync, the integration will not remove previously loaded "Parking Provided" data from the system.
- User Exclusion Criteria: This table allows you to exclude users from being created in your Cornerstone portal by using the Kronos Cost Center Trees and/or Kronos User Account Extra Fields as exclusion criteria. This is an optional set-up.
    - > To add a user exclusion criteria, perform the following actions:
      - Click on the + Add New User Exclusion Criteria button.
      - Select an option under the Exclusion Criteria Category.
        - » If you want to exclude users using a Kronos Cost Center Tree, then select "Kronos Cost Center Trees".
        - » If you want to exclude user using a Kronos User Account Extra Fields, then select "Kronos User Account Extra Fields".
      - Enter the appropriate index number in the Kronos Cost Center Tree Index or Account Extra Field Index field. You may only enter one value in this field.
        - » See [Appendix C](#) and [Appendix D](#) for details on how to retrieve the cost center index and extra field index in WFR, respectively.
      - In Kronos Cost Center Value or Account Extra Field Value, enter the corresponding Kronos Cost Center Tree and/or Account Extra field value that will be used to exclude users from the sync. If entering multiple values, separate each value with a comma (,).

- NOTE: In order for the exclusion process to run as expected, the fields below must be configured as described.
  - » Full Sync Now: enable the toggle switch
    - The purpose of running a full sync is to inactivate users in your Cornerstone portal that now fall under the exclusion criteria.
    - If “Full Sync Now” is not selected, active users in your Cornerstone portal who now fall under the exclusion criteria will remain as active records in the system.
  - » Sync Type: select either “OUs & Users” OR “Users Only”
- > Note the following:
  - Users excluded from the sync will not be part of the email log.
  - Active users in your Cornerstone portal that meets the exclusion criteria will be deactivated in the subsequent full sync. Inactivated users will be included in the email log.
  - Note that duplicate cost centers with the same names can be created within Kronos WFR. If a duplicate cost center is created in Kronos WFR, users that belong to both cost centers with the same name will be excluded from the user sync.
  - Multiple values for the same cost center tree and account extra field index entered in separate rows will error out.
  - If entering multiple exclusion criteria, users that meet any of the criteria will be excluded from the sync (i.e. the exclusion criteria uses an OR operator).

7. Click on **Save Settings** which will then take you to the **Manage Integrations** page.

8. Search for **Kronos Workforce Ready Core Data Inbound** and enable the integration by turning on the toggle switch. Upon enablement, the OU and/or user sync will run daily any time between 1 AM and 2 AM local server time.

- Note the following:
  - > First integration sync will pull all active OUs and users.
  - > Subsequent integration sync will pull all users that were created/modified since the last successful delta sync (scheduled or on-demand) within a 30-day period.
  - > OU sync will always be a full sync.

# OU mapping

Item #	Cornerstone OU	Kronos WFR Cost Center
1	Division	Configurable to Cost Center Tree Index (0-8)
2	Position	
3	Cost Center	
4	Location	
5	Grade	
6	Custom OU	

## Division OU Field Mapping

Item #	Cornerstone Field Name	KRONOS WFR FIELD NAME	REQUIRED
1	Name	Name	Yes
2	ID	Kronos-generated cost center ID	Yes
3	Description	Description	No
4	Parent	Cost Center Parent	No

**NOTE:** The integration will truncate the incoming value from Kronos WFR if it exceeds the field's character limit in Cornerstone.

## Position OU Field Mapping

Item #	Cornerstone Field Name	KRONOS WFR FIELD NAME	REQUIRED
1	Name	Name	Yes
2	ID	Kronos-generated cost center ID	Yes
3	Description	Description	No
4	Parent	Cost Center Parent	No

**NOTE:** The integration will truncate the incoming value from Kronos WFR if it exceeds the field's character limit in Cornerstone.

## Cost Center OU Field Mapping

Item #	Cornerstone Field Name	KRONOS WFR FIELD NAME	REQUIRED
1	Name	Name	Yes
2	ID	Kronos-generated cost center ID	Yes
3	Description	Description	No
4	Parent	Cost Center Parent	No

**NOTE:** The integration will truncate the incoming value from Kronos WFR if it exceeds the field's character limit in Cornerstone.

## Location OU Field Mapping

Item #	Cornerstone Field Name	KRONOS WFR FIELD NAME	REQUIRED
1	Name	Name	Yes
2	ID	Kronos-generated cost center ID	Yes
3	Description	Description	No
4	Parent	Cost Center Parent	No
5	Country	Country	No
6	Address #1	Street 1	No
7	Address #2	Street 2	No
8	Town/City	City	No
9	Postal Code	Postal Code	No

**NOTE:** The integration will truncate the incoming value from Kronos WFR if it exceeds the field's character limit in Cornerstone.

## Grade OU Field Mapping

Item #	Cornerstone Field Name	KRONOS WFR FIELD NAME	REQUIRED
1	Name	Name	Yes
2	ID	Kronos-generated cost center ID	Yes
3	Description	Description	No
4	Parent	Cost Center Parent	No

**NOTE:** The integration will truncate the incoming value from Kronos WFR if it exceeds the field's character limit in Cornerstone.

# Custom OU Field Mapping

Item #	Cornerstone Field Name	KRONOS WFR FIELD NAME	REQUIRED
1	Name	Name	Yes
2	ID	Kronos-generated cost center ID	Yes
3	Description	Description	No
4	Parent	Cost Center Parent	No

**NOTE:** The integration will truncate the incoming value from Kronos WFR if it exceeds the field's character limit in Cornerstone.

# User field mapping

Item #	Cornerstone Field Name	KRONOS WFR FIELD NAME	REQUIRED	COMMENTS
1	User ID	Employee ID	Yes	Must be unique across the system and does NOT match another user's username
2	Username	Username	Yes	Must be unique across the system and does NOT match another user's user ID
3	Prefix	Salutation	No	
4	First Name	First Name	Yes	
5	Middle Name	Middle Name	No	
6	Last Name	Last Name	Yes	
7	Suffix	Suffix	No	
8	Email Address	Primary Email	No	
9	Phone	Work Phone	No	
10	Mobile Phone	Cell Phone	No	
11	Address Line 1	Address Line 1	No	
12	Address Line 2	Address Line 2	No	
13	City	City	No	

Item #	Cornerstone Field Name	KRONOS WFR FIELD NAME	REQUIRED	COMMENTS
14	State/Province	State	No	
15	Zip Code	Zip	No	
16	Country	Country	No	
17	Active/Inactive	Account Status	Yes	If Account Status = Active, then user is marked active in Cornerstone. For any Account Status value other than "Active", the user is marked inactive in Cornerstone.
18	Manager	Manager		Hardcoded to map to manager index = 1
19	Required Training Approval	N/A	Yes	Hardcoded to "1"
20	Original Hire Date	Hired Date	No	
21	Last Hire Date	Re-Hired Date	No	
22	Division OU	Address Line 1	No	
23	Position OU			
24	Location OU			
25	Grade OU			
26	Cost Center OU			
27	Custom OU			
28	User custom field	Configurable to Account Extra Field Index (0-9)	Depends on portal configuration	Only supports user custom fields of type short text box

**NOTE:** The integration will truncate the incoming value from Kronos WFR if it exceeds the field's character limit in Cornerstone.

# Appendix

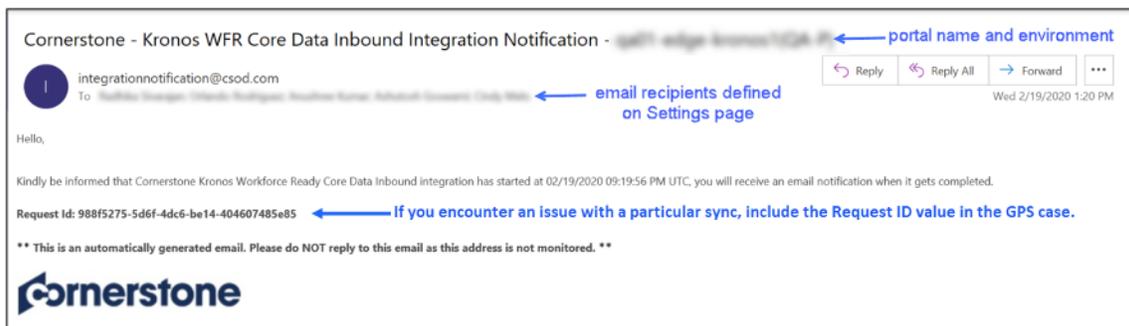
## A. Security permissions

PERMISSION NAME	PERMISSION DESCRIPTION
Edge Marketplace - Manage	Grants access to the Marketplace service for Edge Integrate where the administrator can browse and purchase third-party integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission.
Edge Integrations - Manage	Grants access to the Integrations service for Edge Integrate where the administrator can configure, enable, and disable their third-party integrations that are used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission.

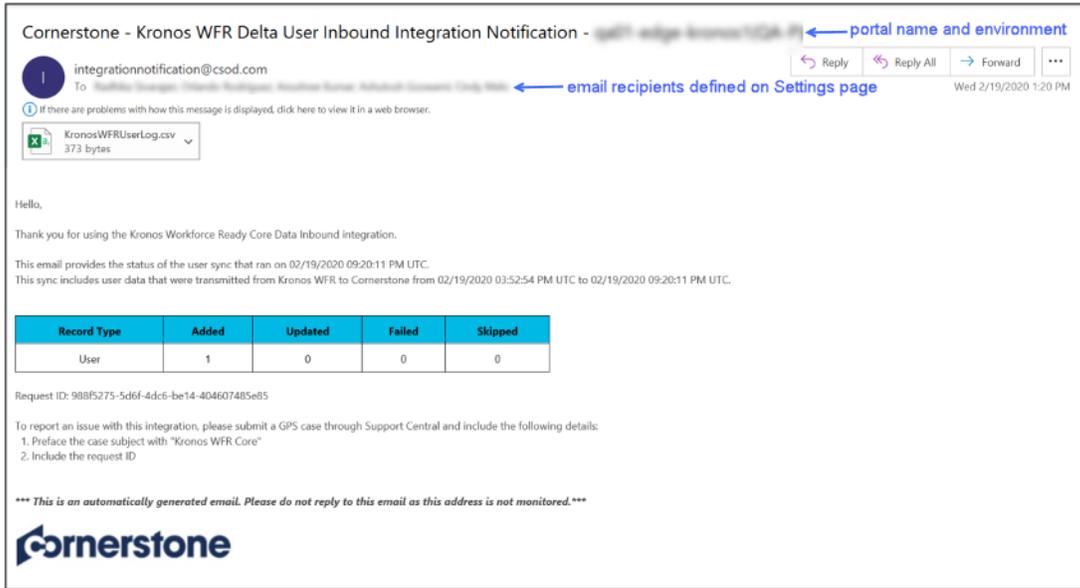
## B. Notification email & log

### 1. Notification Email

#### a. Notification email when the integration starts

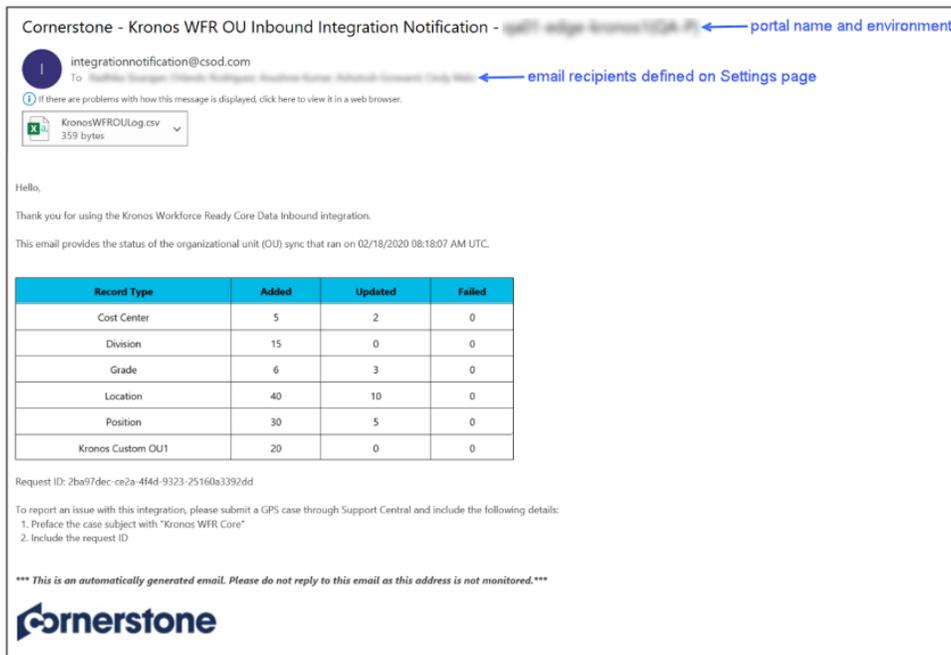


b. Notification email when the user sync is complete



- **Added:** this value indicates the number of user records added in your Cornerstone portal
- **Updated:** this value indicates the number of user records that have been updated in your Cornerstone portal
- **Failed:** this value indicates the number of user records that were not created, updated, or processed through the integration
- **Skipped:** this value indicates the number of inactive user records that have been updated in Kronos WFR but are not processed/updated in the in your Cornerstone portal

c. Notification email when the OU sync is complete



- **Added:** this value indicates the number of OU records added in your Cornerstone portal
- **Updated:** this value indicates the number of OU records that have been updated in your Cornerstone portal
- **Failed:** this value indicates the number of OU records that were not created, updated, or processed through the integration

## 2. Notification Log

### a. User log

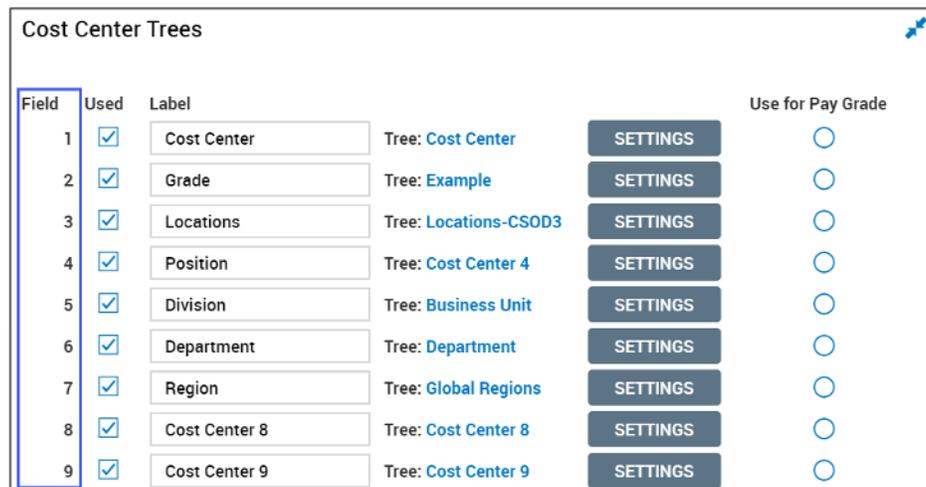
	A	B	C	D
1	Userid	Status	Message	
2		10005 Failed	[Division] : This field is required.	
3		10006 Failed	[Division] : This field is required.	
4		10212 Added		
5		10226 Added		
6	rsivarajan	Failed	[Userid] : The provided User ID matches an existing Username which is not allowed,[UserName] : The value provided for this field must be unique across the system	
7	asgardthor	Failed	[Division] : This field is required.	
8		10219 Failed	[Division] : This field is required.Manager Id: ashu002 is inactive/invalid.	
9		102101 Added		
10	hpotter	Added		
11		10218 Added	Manager Id: SHI 123 does not exist in the portal.	
12		10230 Added	Manager Id: 102335 is inactive/invalid.	
13		102340 Failed	[Ous(Location)-Ould] : Invalid Value: 12897091452	
14		10228 Added		

### b. OU log

	A	B	C	D	E
1	OuType	OuName	Ould	Status	Message
2	Position	India	12897079296	Added	
3	Position	United States	12897079299	Added	
4	Position	Europe	12897092672	Added	
5	Position	China	12897099211	Added	
6	Position	Moscow	12897138439	Added	
7	Position	HongKong	12897142274	Added	
8	Position	Mumbai	12897079297	Added	
9	Position	Bangalore	12897079298	Added	
10	Position	New Delhi	12897137152	Added	
11	Position	Colaba - Updated	12897137284	Added	

## C. Cost Center Tree Index

1. Log-in to your Kronos WFR tenant.
2. Navigate to the Company Config page (hamburger icon > gear icon > Company Settings > Global Setup > Company Setup > Company Config).
3. Under the Cost Center Trees section, subtract “1” from the Field number. The difference is the cost center tree index that you will enter on the Edge Settings page in Cornerstone.
  - In the example below, the cost center tree index that you will enter on the Edge Settings page for “Locations” is “2” (3 – 1 = 2).



Field	Used	Label	Tree	SETTINGS	Use for Pay Grade
1	<input checked="" type="checkbox"/>	Cost Center	Tree: Cost Center	SETTINGS	<input type="radio"/>
2	<input checked="" type="checkbox"/>	Grade	Tree: Example	SETTINGS	<input type="radio"/>
3	<input checked="" type="checkbox"/>	Locations	Tree: Locations-CSOD3	SETTINGS	<input type="radio"/>
4	<input checked="" type="checkbox"/>	Position	Tree: Cost Center 4	SETTINGS	<input type="radio"/>
5	<input checked="" type="checkbox"/>	Division	Tree: Business Unit	SETTINGS	<input type="radio"/>
6	<input checked="" type="checkbox"/>	Department	Tree: Department	SETTINGS	<input type="radio"/>
7	<input checked="" type="checkbox"/>	Region	Tree: Global Regions	SETTINGS	<input type="radio"/>
8	<input checked="" type="checkbox"/>	Cost Center 8	Tree: Cost Center 8	SETTINGS	<input type="radio"/>
9	<input checked="" type="checkbox"/>	Cost Center 9	Tree: Cost Center 9	SETTINGS	<input type="radio"/>

## D. Account extra fields index

1. Log-in to your Kronos WFR tenant.
2. Navigate to the Company Config page (hamburger icon > gear icon > Company Settings > Global Setup > Company Setup > Company Config).
3. Under the Account Extra Field section, subtract “1” from the Field number. The difference is the user custom field index that you will enter on the Edge Settings page in Cornerstone.
  - In the example below, the extra field index that you will enter on the Edge Settings page for “Marital status” is “0” (1 – 1 = 0).

Field	Used	Label	Lookup List To Use	
1	<input checked="" type="checkbox"/>	Marital status	Actual Marital Status	×
2	<input checked="" type="checkbox"/>	CustomField1	ExtraLookup	×
3	<input checked="" type="checkbox"/>	Nationality	Nationality	×
4	<input checked="" type="checkbox"/>	ID Cards	ID Cards	×
5	<input checked="" type="checkbox"/>	Languages	Languages	×
6	<input checked="" type="checkbox"/>	SSN	- NONE -	
7	<input type="checkbox"/>	Company Custom Field 7	- NONE -	
8	<input type="checkbox"/>	Account Field 8	- NONE -	
9	<input type="checkbox"/>	Account Field 9	- NONE -	
10	<input type="checkbox"/>	Account Field 10	- NONE -	

## E. Support

- For Cornerstone-related questions or to report issues, submit a Global Product Support (GPS) ticket through Client Success. To expedite and help with troubleshooting, please include the details below. Navigate to the Company Config page (hamburger icon > gear icon > Company Settings > Global Setup > Company Setup > Company Config).
  - > On the case “Subject” field, preface your entry with “Kronos WFR Core Data”.
  - > If available, provide the Request ID of the sync in issue. The Request ID is available on the email notification ([See Appendix B, item #1](#)).
  - > Provide detailed replication steps and examples of the issue encountered.
- For Kronos WFR-related questions or to report issues, please reach out to their support line.