Don Pagel

Deputy Director | [**E-mail**](mailto:don.pagel@houstontx.gov)

Division Responsibilities

* Drive Payroll Citywide Through Best Practices & Procedures
* Process Biweekly Payroll Checks for All 23,000+ City Employees
* Manage Complex Payroll Systems Addressing Issues of Multiple Meet & Confer Agreements, Multiple Pensions, Tax Administration, Production, Payroll Posting, Garnishments and Reconciliations
* Manage Production & System Upgrade Projects
* Interface with Departmental Payroll Timekeeping Sections
* Prepare required employer reporting to Internal Revenue Service (IRS), Social Security Administration (SSA), Texas Workers Compensation (TWC) and Bureau of Labor Statistics (BLS).
* Provide Employees with Accurate & Timely W-2 Statements
* Provide **"Central Payroll Help Desk"** for all City Employees

****

City of Houston Kronos Time and Attendance System  
  
In November of 2011, the City of Houston completed the implementation of the Kronos Time and Attendance System. This automated time collection system is used by every employee in the City and is the system of record for all payroll time collection.

For further information and resources, visit our [Kronos web page](http://www.google.com).

## KRONOS Time and Attendance System

The City of Houston uses Kronos for all payroll time collection in every department. This system is designed not only to capture accurate working and leave hours but also give each employee full visibility into their time cards, accrual balances, pay stubs and annual W-2’s online. Supervisors and managers have full visibility to manage all labor resources and control overtime.

### Links

Save these links as Favorites on your work and home computers:

[Kronos Web Application](https://coh.kronoshosting.com/wfc/logon/) (full-featured application for supervisors and employees)

[Kronos Quick Time Stamp](https://coh.kronoshosting.com/wfc/applications/wtk/html/ess/quick-ts.jsp) (simple browser time stamp)

### TeleTime

TeleTime requires approval by your department prior to use.

Phone Number (855) COH-TIME or (855) 264-8469

### Manuals

The following manuals are used in training classes and are also good reference manuals for new supervisors or new employees.

Supervisor Manual   
Employee Manual

### Job Aids

Job aids are one or two page documents with simple instructions and examples for everyday tasks.

Time Clocks for Pin Punch Employees  
Time Clocks for Badge Swipe Employees  
Time Clock for Supervisors Pin Punch (biometric enrollment)  
Time Clock for Supervisors Badge Swipe (biometric enrollment)  
TeleTime for Employees  
Timestamp and Quick Time Stamp Employee Tasks  
Attendance and Leave for Supervisors  
Daily Tasks for Supervisors  
Assigning and Managing Schedules  
Requesting Time Off  
Approving Time Off  
Approving Timecards  
Building Hyperfind Queries   
Comp Time Aging Report  
Comp Time Payout Monitor  
Overtime and Paid Comp Time Report  
Accrued Holiday Aging Report  
Java Installation for Home Computers

### Policies

AP 2-4 Electronic Timekeeping Policy